



 5 MIN READ, 4 PAGES

General Terminal Report Self-Serve Terminal

[Accessing the General Terminal Report](#)

[Running the General Terminal Report](#)

[Reviewing & Printing the General
Terminal Report](#)

[General Terminal Report Breakdown](#)



Text or call Lottery Retail Support:
1-800-667-1649



Self-Serve Terminal

General Terminal Report

In this Information Sheet you will learn how to navigate and access the Self-Serve Terminal (SST) General Terminal Report (GTR)

Accessing the General Terminal Report

While in the **Retailer Portal**, tap the **Reports** button and choose **General Terminal Report**

The screenshot shows the 'Retailer Portal' interface. On the left is a vertical menu with buttons: Reload, Reports (highlighted with an orange border), Sign Off Terminal, Restart, Reboot, Shutdown, Open DMC app, End Shift, and Open Diagnostics app. The main area contains several report buttons: Cash Reconciliation Report, Terminal Transaction Report, General Terminal Report (highlighted with an orange border), Last POS Receipts, Last Play Receipts, and Last Voucher Receipts.

Running the General Terminal Report

1. All **Transaction Types** will be auto-selected, tap checkmark to deselect.
2. Select **Today** to retrieve today's Report or **Last Week** to retrieve the previous 7-days Report (including today)
3. For a specific date range, enter dates in the **From Date** and **To Date** fields. **Note that the custom date range cannot exceed 31 days*
4. Select **Confirm**

The screenshot shows the 'General Terminal Report' configuration screen. It has a left sidebar with the same menu as the previous screenshot. The main area has a title 'General Terminal Report' and a list of transaction types with checkboxes: Sales, Validations, Cancellations, Free Tickets, Validations FT, Commissions, Voucher, Ringpad, and Discounts. A red circle with the number '1' is next to the Commissions checkbox. Below this are two buttons: 'Today' and 'Last Week', with a red circle and the number '2' next to 'Last Week'. Below these are two date input fields: 'From Date' (06/12/2025) and 'To Date' (06/12/2025), with a red circle and the number '3' next to the 'To Date' field. At the bottom are two buttons: 'Confirm' and 'Print', with a red circle and the number '4' next to the 'Confirm' button.



Text or call Lottery Retail Support:
1-800-667-1649



Self-Serve Terminal

General Terminal Report

Reviewing and Printing the GTR (steps continued)

- The **Preview Screen** will display the GTR for the specified date. You can scroll through entire GTR on screen.
- Tap **Print** to print a copy. *Note General Terminal Report prints on one slip from the SST*

Reload

Reports

Sign Off Terminal

Restart

Reboot

Shutdown

Open DMC app

End Shift

Open Diagnostics app

General Terminal Report

☒ Sales
☒ Validations
☒ Cancellations
☒ Free Tickets
☒ Validations FT
☒ Commissions

☒ Voucher
☒ Pinpad
☒ Discounts

Today

Last Week

From Date

To Date

06/06/2025

06/12/2025

Confirm

Print

SALES

5

BC 50/50	\$55.00
BC/49	\$1.00
Extra	\$7.00
Keno	\$1996.00
Keno Bonus/Multiplier	\$322.00
Keno PP	\$502.00
Lotto 6/49	\$21.00
Lotto Max Keno (+ Keno PP)	\$15.00
Pacific Hold'em Poker	\$250.00
PROLINE	\$185.00
TOTAL	\$3354.00

6

To reconcile your cash from the Self-Serve Terminal, please print a **Cash Reconciliation Report**



Read More



Text or call Lottery Retail Support:
1-800-667-1649



Self-Serve Terminal

General Terminal Report

General Terminal Report Breakdown

SALES (debit):

Online Ticket Sales

BCLC
PRINTED: THU JUN 12 2025, 14:22:42

Terminal 2244502

GENERAL TERMINAL REPORT

From: FRI, JUN 6 2025, 00:00:00

To: THU, JUN 12, 2025, 23:59:59

----- SALES -----

BC 50/50	\$55.00
BC/49	\$1.00
Extra	\$7.00
Keno	\$1996.00
Keno Bonus	\$322.00
Keno Pattern Play	\$502.00
Lotto 6/49	\$21.00
Lotto Max	\$15.00
Pacific Hold'em Poker	\$250.00
PROLINE	\$185.00

TOTAL \$3354.00

----- VALIDATIONS -----

Extra	\$3.00
Keno	\$817.00
Keno Bonus/Multiplier	\$282.50
Keno PP	\$264.00
Lotto 6/49	\$10.00
Pacific Hold'em Poker	\$90.00

TOTAL \$1466.50

----- VOUCHER -----

Voucher	\$1044.50
---------	-----------

TOTAL \$1044.50

----- VALIDATIONS FT -----

Lotto 6/49	\$3.00
------------	--------

TOTAL \$3.00

----- CANCELLATIONS -----

Pacific Hold'em Poker	\$2.00
-----------------------	--------

TOTAL \$2.00

VALIDATIONS (credit):

Total prizes paid out for Online Games

VOUCHER (debit/credit):

This is a net value of Vouchers issued and Vouchers redeemed

VALIDATIONS FT (credit):

Validation transaction of the original Ticket that won a Free Play Ticket.

CANCELLATIONS (credit):

Total dollar amount of cancellation receipts



Text or call Lottery Retail Support:
1-800-667-1649





Self-Serve Terminal

General Terminal Report

General Terminal Report Breakdown (cont'd...)

FREE TICKETS (debit):

Sales of the Tickets used to pay out Free Play Ticket prizes.

DISCOUNTS (credit):

Free promotional offers printed from the Self-Serve Terminal.
(i.e., \$2 Free Extra on the \$40 Lotto Max Pack

NET AMOUNT:

This value corresponds to the amount due on the **SST portion** of the weekly invoice.

To ensure the **NET AMOUNT** displays the correct total, make sure the date range entered matches the date range on the SST weekly invoice for your location.

NOTE: If a locations has 2 SSTs please add Net Amounts for each SST together

----- FREE TICKETS -----	
Lotto 6/49	\$3.00
TOTAL	\$3.00
----- PINPAD -----	
Pinpad	\$580.50
TOTAL	\$580.50
----- DISCOUNTS -----	
Lotto Max Extra	\$2.00
TOTAL	\$2.00
----- SALES - COMMISSIONS -----	
BC 50/50	\$2.75
BC/49	\$0.05
Extra	\$0.35
Keno	\$99.80
Keno Bonus	\$16.10
Keno Pattern Play	\$25.10
Lotto 6/49	\$1.05
Lotto Max	\$0.75
Pacific Hold'em Poker	\$12.50
PROLINE	\$9.25
TOTAL	\$167.70
----- CANCELLATIONS - COMMISSIONS -----	
Pacific Hold'em Poker	\$0.10
TOTAL	\$0.10
----- FREE TICKETS - COMMISSIONS -----	
Lotto 6/49	\$0.15
TOTAL	\$0.15
NET AMOUNT	\$2178.75

PINPAD:

Total amount of purchases via the Payment Card Terminal (Pinpad)

SALES COMMISSIONS (credit):

5% Commission on Sales

CANCELLATIONS COMMISSIONS (debit):

Commissions reversal for cancelled Tickets

FREE TICKETS COMMISSIONS (credit):

5% Commission for the sale of the Tickets used for redemption



Text or call Lottery Retail Support:
1-800-667-1649

