

# Weekly Invoice

## Overview

This information sheet is designed to help you understand your weekly invoice by explaining the billing cycle, sweep day and the details included on the invoice.

## What is the weekly Invoice?

The weekly invoice provides a detailed summary of your location's lottery transactions, back-office adjustments and the total amount due.

## When & How Do I receive the Weekly Invoice?

Your weekly invoice is emailed to your designated contact one business day before your Sweep Day.

## What is the Sweep day?

The Sweep Day is the day the total amount owing on your invoice is automatically withdrawn from the bank account on file with BCLC. If the amount due is a credit, this amount will be deposited into your bank account.

## Who do I contact with questions about my invoice?

If you have any questions about your Lottery invoice, contact our Finance & Banking team at 1-800-667-0710.

## What is the Billing Cycle for my Invoice?

The billing cycle covers seven days of activity. Transactions included on your invoice are cut off three business days before your Sweep Day. **Note: If your invoice or sweep date falls on a statutory holiday, it will be processed on the next business day.**

To help understand the timing of your Sweep Day, Billing Cycle & Invoice timing, view the chart below:

If your Sweep Day is	The Billing Cycle is	Invoice will arrive
Monday	Thursday - Wednesday	Friday
Tuesday	Friday – Thursday	Monday
Wednesday	Saturday – Friday	Tuesday
Thursday	Tuesday – Monday	Wednesday
Friday	Wednesday – Tuesday	Thursday



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



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The following pages provide a detailed breakdown of each section and explain the information contained in the invoice.

### Retailer Number:

5-digit number preceded by "RET" e.g. RET12345

### Invoice Timing:

Specifies the billing period for this invoice. All transactions within this period are included.

### Summary Section:

Provides a brief overview of the amounts owing.

**Note: All Terminals – Sales Includes:** On Demand Sales; S&W Activation Sales and if applicable sales from the Lotto Express Terminals.

Refer to the following pages for a detailed breakdown of each entry.

### Net Amount Due:

The amount BCLC will withdraw or deposit on your scheduled sweep day..

### Due Date:

The scheduled withdrawal or deposit date, also known as the **EFT Payment Date or Sweep Day**.

<b>Invoice Number:</b> 202601204635	
<b>Invoice Date:</b> January 20, 2026	74 West Seymour Street Kamloops, BC V2C 1E2 T: 250-828-5500 F: 250-828-5631
<b>Retailer Number:</b> RET12345	
<b>Retailer Name:</b> Neighbourhood Grocery	
<b>Invoice for the Period: January 11, 2026 – January 17, 2026</b>	
<b>Summary</b>	
<b>Current Week's Summary</b>	
All Terminals - Sales	\$1492.00
Cancellations	\$(12.00)
<b>All Terminals - Net Sales</b>	<b>\$1480.00</b>
S&W/Pull Tab Games	\$(237.50)
Validations	\$(239.00)
Vouchers	\$(2.00)
Promotions and Discounts	\$(10.00)
Sales Commissions	\$(74.00)
Validation Commission	\$(4.78)
Adjustments	\$(95.00)
Other Invoice Details	\$(78.00)
<b>Current Week's Total Amount</b>	<b>\$739.72</b>
<b>Net Amount Due to/(From) BCLC</b>	<b>\$739.72</b>
<b>(EFT Payment on Wednesday January 21, 2026)</b>	



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### Net Sales – On Demand:

This section includes Sales of Online tickets including the sale of Free Tickets and all Cancellations.

### Net Sales – S&W Activation:

This section includes Sales of Scratch & Win & Tickets & WebCash. It also includes the sale of Free Tickets and all Cancellations.

Lottery Terminals	
<b>On Demand Sales</b>	
Sales	\$980.00
Cancellations	\$(9.00)
<b>Net Sales – On Demand</b>	<b>\$971.00</b>
<b>S&amp;W Activation Sales</b>	
Sales	\$412.00
Cancellations	\$(3.00)
<b>Net Sales – S&amp;W Activation</b>	<b>\$409.00</b>
<b>Validations</b>	
Cash Prizes - Online	\$(110.00)
Free Tickets - Online	\$(26.00)
Cash Prizes – S&W	\$(80.00)
Free Tickets – S&W	\$(23.00)
\$3 1 \$(3.00)	
\$5 2 \$(10.00)	
\$10 1 \$(10.00)	
<b>Total Validations</b>	<b>\$(239.00)</b>
<b>Other Transactions</b>	
Promotions and Discounts	\$(2.00)
Vouchers	\$(10.00)
<b>Total Other Transactions</b>	<b>\$(12.00)</b>
<b>Commissions</b>	
Sales Commissions	\$(69.00)
Validation Commissions	\$(4.78)
<b>Total Commissions</b>	<b>\$(73.78)</b>
<b>Net For Lottery Terminals</b>	<b>\$1055.22</b>

### Total Validations:

Includes All Free Ticket and Cash redemptions for both Online and S&W Tickets

### Total Other Transactions:

Includes Promotions, Discounts and SST Vouchers redeemed

### Total Commissions:

Includes Sales & Validation Commissions (includes WebCash Commissions)

### Net for Lottery Terminals:

Net amount calculated from all Lottery Terminal transactions.



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### S&W Traditional/Pull Tab Games/WebCash

This section will show any credits because of a Buyback Campaign  
 Note: WebCash sales are included in the S&W Activation sales section

### Lotto Express Terminals:

This section is applicable to retailers with Lotto Express in-lane Terminals

### Adjustments:

Includes back-office adjustments relevant to Lottery products, such as product specific corrections needed for reconciliation.

### Other Invoice Details:

Includes back-office adjustments not related to products (e.g. Seller's Prize, NSF fee and other administrative items)

<b>S&amp;W Traditional/Pull Tab Games/Webcash</b>	
Returned Tickets	\$(237.50)
<b>Net for S&amp;W Traditional/Pull Tab Games/Webcash</b>	<b>\$(237.50)</b>
<b>Lotto Express Terminals</b>	
<b>On Demand Sales</b>	
Sales	\$100.00
<b>Net Sales – On Demand</b>	<b>\$100.00</b>
<b>Commissions</b>	
Sales Commissions	\$(5.00)
<b>Total Commissions</b>	<b>\$(5.00)</b>
<b>Net for Lotto Express Terminals</b>	<b>\$95.00</b>
<b>Adjustments</b>	
Incomplete Validation	\$(95.00)
<b>Net for Adjustments</b>	<b>\$(95.00)</b>
<b>Other Invoice Details</b>	
1Misc Retailer Charge	\$222.00
Incentive	\$(50.00)
Seller's prize	\$(250.00)
<b>Net for Other Invoice Details</b>	<b>\$(78.00)</b>
<b>Current Week's Total Amount</b>	<b>\$739.72</b>



If your location has more than 1 Lottery Terminal, your invoice includes transactions from all of them!



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