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Reporting The Lottery Terminal - General Terminal Report Total Sales

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Important:

If your location **Does Not** sell Scratch & Win, this change does not impact your location.



Text or call Lottery Retail Support:
[1-800-667-1649](tel:1-800-667-1649)

The General Terminal Report

Total Sales Feature



Overview:

There are two (2) changes being made to Reporting on the Lottery Terminal.

1. The **Transaction Type selection screen** will include a new option labelled Total Sales.
2. The **General Terminal Report (GTR)** will include a new **Total Sales** line in the **Per Store** section.

These changes may impact the daily Lottery operations at your location. Please share this information with your team as needed.



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The General Terminal Report

Total Sales Feature



1. New Transaction Type Selection:

The Transaction Type selection screen will be updated to include a new option: **Total Sales**.

☒ Sales	☒ Sales – FT	☒ Validations – Cash	☒ Validations - FT
☒ Vouchers Redeemed	☒ Discounts	☒ Cancellations	☒ Adjustments
☒ Settlements	☒ Returns	☒ Commissions	☒ Net Amount
☒ Total Sales			

Expected Launch: This update is planned for late August 2026. A Terminal Message will be sent when the launch date is confirmed.

2. Total Sales on the General Terminal Report

Total Sales on the GTR will be located at the **very bottom of the Per Store** section.

Per Store Settlements		otto! bele	SUBTOTAL		\$0.00	otto!
20 \$10 Cash Blowout II	\$200.00		Adj - Commissions - Refund			
SUBTOTAL	\$200.00		SUBTOTAL		\$0.00	
Settlements - Commissions			Total Sales		\$512.00	
20 \$10 Cash Blowout III	\$10.00	otto! bele				otto!
SUBTOTAL	\$10.00					
Returns						



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The General Terminal Report

Total Sales



Why is Total Sales being added?

Total Sales is being added to the General Terminal Report to help retailers better understand Scratch & Win sales discrepancies between the Invoice and the GTR.

In some cases, Scratch & Win tickets may be activated by BCLC through the back-office system. These sales are already included on the Invoice, but they may not be easy to identify when comparing the Invoice to the GTR. The new Total Sales amount provides retailers with an additional reference point to help determine whether back-office activations are contributing to the difference>

The Invoice is not changing, and retailers should continue to use their existing balancing process. Total Sales should only be used when there is an unexplained discrepancy between the Invoice and the GTR.

When to use Total Sales on the GTR:

Total Sales should only be used if there is an unexplained discrepancy between the Invoice and the General Terminal Report.

How to calculate Back-Office Activated Sales using Total Sales:

If your location has back-office activations, use the following calculation to determine the value:

Step 1: Add together:

- Sales On Demand
 - Sales S&W
 - Sales FT On Demand
 - Sales FT S&W
 - Settlements
- = Total Sales & Settlements

Step 2: Subtract this total from **Total Sales**. This amount will equal the value of Scratch & Win Tickets Activated in the back-office by BCLC.



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The General Terminal Report

Total Sales



Example:

Per Terminal Sales - On Demand	
4 Lotto 6/49	\$18.00
4 Lotto Max	\$60.00
8 Lotto Max Extra	\$10.00
12 Keno	\$106.00
SUBTOTAL	\$194.00

- + Sales – On Demand : \$194.00
- + Sales S&W: \$49.00
- + Sales – FT On Demand: \$31.00
- + Sales-FT S&W: \$18.00
- + Settlements: \$200.00

Sales – S&W	
3 \$2 Blackjack	\$6.00
1 \$3 Super Crossword	\$3.00
4 \$5 Set For Life	\$20.00
1 \$20 Gold III	\$20.00
SUBTOTAL	\$49.00

Total Sales & Settlements = \$492.00

Total Sales – Total Sales & Settlements =
Total value of tickets activated in the back-office:

Sales - FT On Demand	
4 Lotto Max	\$20.00
1 Daily Grand	\$3.00
1 Lotto 6/49	\$3.00
1 Keno	\$5.00
SUBTOTAL	\$31.00

$$\$512.00 - \$492.00 = \$20.00$$

The Total Value of S&W Tickets activated in the back-office is \$20.00

Sales - FT S&W	
1 \$3 Number Multiplier	\$3.00
1 \$10 Battleship	\$10.00
1 \$5 Double Down	\$5.00
SUBTOTAL	\$18.00

Per Store Settlements	
20 \$10 Cash Blowout II	\$200.00
SUBTOTAL	\$200.00

Total Sales	\$512.00
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The General Terminal Report

Total Sales



Frequently Asked Questions

Q: When will Total Sales be added to the Per Store section of the GTR?

A: The expected launch date is planned for late August 2026. A Terminal Message will be sent when the launch date is confirmed.

Q: When should I use the Total Sales Feature to calculate back-office activations?

A: Use the Total Sales feature only when needed, such as when there is an unexplained difference between your Invoice and GTR.

Q: What can I do to avoid back-office activations?

A: Scan every ticket through the Lottery Terminal at the point of sale. Tapping Checkout ensures the ticket is activated.

Q: Who do I contact if I have any questions about my GTR?

A: Contact the Finance and Banking Team at 1-800-667-0710 or email KAMAcntCreditAdmin@bcl.com



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