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Reporting The General Terminal Report and Invoice

Overview

Getting Started

Reading the General Terminal Report & Invoice together -Sales Section

Validations Section

Other Transactions

Commissions

Scratch & Win / Pull Tab Games/ Web Cash

Other Invoice Details

Sample of a Traditional Ticket order with 28-day payment terms

Questions & Answers







In this information sheet you will learn how to reconcile The General Terminal Report to the weekly Invoice.

Overview:

The Invoice and General Terminal Report work together to provide Lottery Retailers with the detail needed to reconcile Lottery Transactions at their location. Please make use of the information provided in the Invoice and General Terminal report to support your store's reconciliation requirements. **NOTE:** Retailers with more than 1 Lottery Terminal will need to pull the General Terminal Report from both Terminals for reconciliation.

Sample Invoice emailed weekly:

nvoice Number: 20231114100 nvoice Date: November 14, 20 Retailer Number: RET10259 Retailer Name: Neighborhood	023			bele	
nvoice for the period: Noven	nber 06, 20:	23 - Noven	1ber 12, 2023	74 West Seymour Street Kamloops, BC V2C 1E2 T: 250-828-5500 F: 250-828-5631	ာငါင
Lottery Terminals					
					West Seymour Street
Sales					250-828-5500
Sales				\$ 148.00	250-828-5631
Cancelations				\$(16.00)	-5 5-5.
Net Sales				\$132.00	
Validations					
Cash Prizes - Online				\$(20.00)	\$(250.00)
Free Tickets - Online				\$(23.00)	\$(50.00)
Free Tickets - S&W				\$(8.00)	\$222.00
	\$3	1.1	\$(3.00)		\$(78.00)
	\$5	1.1	\$(5.00)		
Other Transactions Promotions and Discounts				\$(2.00)	
Vouchers				\$(10.00)	
Total Other Transactions				\$(12.00)	
Commissions					
Sales Commission				\$(6.60)	
Velidation Commission				\$0.02)	
Total Commission				\$(7.62)	
Net for Lottery Terminals				\$ 61.38	
S & W / Pull Tab Games					
S & W / Pull tab Games					
Returned Tickets				\$(237:50)	
Net for S & W / Pull tab Games				\$(237.50)	
					_

Sample General Terminal Report printed from Terminal:

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Report – CUSTOM Mon. 86 Nov 2023 – Sun, 3 Retailer 10259	1 L2 Nov 2023
Per Terminal	
Sales	
4 Lotto 6/49	\$18.00
2 BC/49	\$4.00
4 Extra	\$6.00
4 Lotto Max 8 Lotto Max Extra 1 Daily Grand	\$60.00
B Lotto Max Extra	\$10.00
1 Daily Grand	\$6.00
2 Daily Grand Extra	\$3.00
2 \$5 Bingo Mult. New SUBTOTAL	\$10.00
Sales - Commissio	
4 Lotto 6/49 2 BC/49	\$0.90
2 BC/49 4 Extra	\$0.20 \$0.30
4 Extra 4 Lotto Max	\$3.00
8 Lotto Max Extra	\$0.50
1 Daily Grand	\$0.30
2 Daily Grand Extra	\$0.15
2 \$5 Bingo Mult. New	\$0.50
SUBTOTAL	\$5.85
Discounts	
1 Lotto Max Extra	\$2.00
SUBTOTAL	\$2.60
Validations	
1 Daily Grand	\$20.00
1 Voucher SUBTOTAL	\$10.00
SUBTOTAL	\$30.00
Validations - Commis	
1 Daily Grand	\$0.40
SUBTOTAL	\$0.40
Validations - F	т
l Lotto Max	\$20.00
1 Daily Grand	\$3.00
1 \$5 Set for Life IX	\$5.00
1 \$3 Cash Bonanza	\$3.00
SUBTOTAL	\$31.60
Validations - FT - Com	misions
1 Lotto Max	\$0.40
1 Daily Grand	\$0.86
1 \$5 Set far Life IX	\$0.10
1 \$8 Cash Bonanza	\$0.06
SUBTOTAL	\$0.62
Sales - Free Tick	ets
4 Lotto Max	\$20.00
1 Daily Grand	\$3.00
1 \$5 Set for Life IX	\$5.00
1 \$3 Cash Bonanza	\$3.00
SUBTOTAL	\$31.60
Sales - Free Tickets - C	ommingioro
	\$1.00
4 Lotto Max	
1 Daily Grand	\$0.15
	\$0.15 \$0.25 \$0.15

ğ		Cancellations
18	\$3.00	1 Lotts 6/49
3	\$1.09	1 Extra
	\$5.00	1 Lotto Max
	\$1.08	l Lotto Max Extra
<u> </u>	\$1.00	1 Daily Grand Extra
ୁ	\$5.08	1 \$5 Bingo Mult. New
- 10	\$18.00	SUBTOTAL
		Cancellations - Comm
_2	\$0.15	1 Lotto 6/49 1 Extra
- 2	\$8.05	
	\$0.25 \$0.05	l Lotto Nax 1 Lotto Nax Extra
	\$8.05	1 Daily Grand Extra
	\$8.05 \$6.25	1 S5 Bingo Mult. New
U	\$9.25	SUBTOTAL
ि	20.00	JOIDING
₽		Per Store
		Settlements
~	\$258.08	58 \$5 Set for Life X
	\$259.00	SUBTOTAL
<u> </u>	niena	Settlements - Commis
	\$12.50	56 \$5 Sct for Life X SUBTOTAL
<u></u>	\$12.50	SUBIDIAL
ୂଷ		Returns
	\$258.08	58 \$5 Set for Life X
	\$250.00	SUBTOTAL
7	Lons	Returns - Commiss:
8	\$12.58	58 S5 Set for Life X
2	\$12.60	SUBTOTAL
	-	Adjustments - Cha
	\$222.00	1 Misc. Rotailor Charge
	\$222.66	SUBTOTAL
.	und	Adjustments - Ref
- 2	\$258.08	1 Seller's Prize
2	\$50.00	1 Incentive
	\$388.00	SUETDTAL
	Chargo	Adj - Commissions -
ē	\$9.00	SUBTOTAL
ğ	Refund	Adj - Commissions -
	\$9.00	SUBTOTAL







Getting Started:

Ensure the General Terminal Report and the Invoice have the same dates, by checking the date range at the top of both reports.



Reading the General Terminal Report & Invoice together:

The **Sales** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Online Tickets Sales, Scratch & Win Activation Ticket sales and Free Ticket sales \$117.00 + \$31.00 = \$148.00
- 2. minus Cancellations \$(16.00)
- 3. Net Sales Total: \$132.00

Invoice Number: 2023111410	01				
Invoice Number: 2023111410 Invoice Date: November 14, 2					
Retailer Number: RET10259					
Retailer Name: Neighborhoo	d Grocery				
				74 West Seymour Street	
				Kamloops, BC V2C 1E2	1
				T: 250-828-5500	1
				F: 250-828-5631	
Invoice for the period: Nove	mber 06, 20		1 1		
Lottery Terminals					1
Sales					-
Sales				\$ 148.00	
Cancelations				\$(16.00)	
Net Sales				\$132.00	
					_
Validations					4
Cash Prizes - Online				\$(20.00)	1
Free Tickets - Online				\$(23.00)	-
Free Tickets - S&W				\$(8.00)	1
	\$3	1	\$(3.00)		1
Total Validations	\$5	1	\$(5.00)		
lotal validations				\$(51.00)	
Other Transactions					
Promotions and Discounts				\$(2.00)	
Vouchers				\$(10.00)	
Total Other Transactions				\$(12.00)	
Commissions					
Sales Commission				\$(6.60)	1
Validation Commission				\$(1.02)	1
Total Commission				\$(7.62)	
					-
Net for Lottery Terminals				\$ 61.38	1
S & W / Pull Tab Games					1
S G H / Pull Tab Games					1
Returned Tickets				\$(237.50)	
Net for S & W / Pull tab Games				\$(237.50)	

	Sales		
4 Lotto 6/49		\$18.0	a 🞽
2 BC/49		\$4.0	9 🛛 💆
4 Extra		\$6.0	9 💙
4 Lotto Max		\$60.0	9
8 Lotto Max B	Extra	\$10.0	
1 Daily Grand	t	\$6.0	a 🧕
2 Daily Grand	i Extra	\$3.0	
2 \$5 Bingo Mu	ult. New	\$10.0	a 😐 😐
SUBTOTAL		\$117.0	

Sales – Free Tickets	3	
4 Lotto Max	\$20.00	
1 Daily Grand	\$3.00	
1 \$5 Set for Life IX	\$5.00	
1 \$3 Cash Bonanza	\$3.00	<u> </u>
SUBTOTAL	\$31.00	(1)

Cancellations		õ
1 Lotto 6/49	\$3.08	ţ
1 Extra	\$1.00	- 2
1 Lotto Max	\$5.00	
l Lotto Max Extra	\$1.08	
1 Daily Grand Extra	\$1.00	6
1 \$5 Bingo Mult. New	\$5.00	
SUBTOTAL	\$16.00	2





The **Validations** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- 1. Online & Scratch & Win Cash prizes redeemed **\$(20.00)**
- 2. Online Free Ticket prizes redeemed \$(20.00) + \$(3.00) = \$(23.00)
- 3. Scratch & Win Free Ticket prizes redeemed \$(3.00) + \$(5.00) = \$(8.00)
- 4. Total Validations: \$(20.00) + \$(23.00) + \$(8.00) = \$(51.00)

Invoice Number: 202311141001 Invoice Date: November 14, 202 Retailer Number: RET10259 Retailer Name: Neighborhood G				74 West S	Seymour Street	1 Daily Gran 1 Voucher SUBTOTAL	Validations d	\$20.00 \$10.00 \$30.00	1,
				Kamloop T: 250-82 F: 250-82					
Invoice for the period: Novemb Lottery Terminals	er 06, 202	23 - Noven	1ber 12, 2023						
						Val	idations - FT		~
Sales						1 Lotto Max		\$20.00	2
Sales					\$ 148.00	1 Daily Grand	ł	\$3.00	4
Cancelations					\$(16.00) \$132.00	1 \$5 Set for		\$5.00	
Net Sales					\$132.00	1 \$3 Cash Bor		\$3.00	3
Validations						SUBTOTAL		\$31.00	
Cash Prizes - Online					\$(20.00)				
Free Tickets - Online					\$(23.00)				
Free Tickets - S&W					\$(8.00)				
	\$3	1	\$(3.00)						
	\$5	1	\$(5.00)		\$(51.00)				
Total Validations					\$(51.00)				
Other Transactions									
Promotions and Discounts					\$(2.00)				
Vouchers					\$(10.00)				
Total Other Transactions					\$(12.00)				
Commissions									
Sales Commission					\$(6.60)				
Validation Commission					\$(1.02)				
Total Commission					\$(7.62)				
Net for Lottery Terminals					\$ 61.38				
S & W / Pull Tab Games									
Returned Tickets					\$(237.50)				
Net for S & W / Pull tab Games					\$(237.50)				

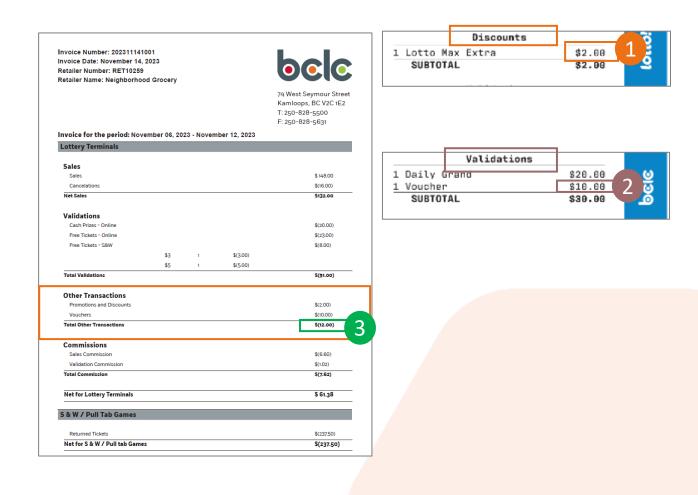






The **Other Transactions** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- 1. Promotions and Discounts \$(2.00)
- 2. Vouchers \$(10.00)
- 3. Total Other Transactions \$(2.00) + \$(10.00) = \$(12.00)









The **Commissions** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Sales Commission = 5% Sales Commissions for Online & Scratch & Win Activation Tickets sold through the Lottery Terminal + 5% Sales Commission for Free Ticket Sales - Cancellation Commissions : \$(5.85) + \$(1.55) - \$0.80 = \$(6.60)
- 2. Validation Commission = 2% Validation Commission for Cash prizes paid out + 2% Validation Commission for Free Ticket prizes paid out: \$(0.40) + \$(0.62) = \$(1.02)
- 3. Total Commissions \$(6.60) + \$(1.02) = \$(7.62)

Invoice Number: 202311141001	Sales - Commissions	
Invoice Date: November 14, 2023	00 CC3 - 0010113310113	• • •
Invoice Date: November 14, 2023 Retailer Number: RET10259	4 Lotto 6/49	\$0.90 🔀
Retailer Name: Neighborhood Grocery	2 BC/49	\$0.90 \$0.20
	4 Extra	\$0.30
74 West Seymour Street Kamloops, BC V2C 1E2		
T: 250-828-5500	4 Lotto Max	\$3.00
F: 250-828-5631	8 Lotto Max Extra	\$0.50
	1 Daily Grand	\$0.30
Invoice for the period: November 06, 2023 - November 12, 2023	2 Daily Grand Extra	\$0.15
Lottery Terminals		
	2 \$5 Bingo Mult. New	\$0.50
Sales	SUBTOTAL	\$5.85
Sales \$148.00		
Cancelations \$(16.00)		
Net Sales \$132.00		
	Color Free Tickets Comi	
Validations	Sales – Free Tickets – Commi	SSIONS
Cash Prizes - Online \$(20.00)	4 Lotto Max	\$1.00
Free Tickets - Online \$(23.00)	1 Daily Grand	\$0.15
Free Tickets - S&W \$(8.00)		
\$3 1 \$(3.00)	1 \$5 Set for Life IX	\$8.25 😤
\$5 1 \$(5.00)	1 \$3 Cash Bonanza	\$0.15
Total Validations \$(51.00)	SUBTOTAL	\$1.55
	OUDIVIAL	91.55
Other Transactions Promotions and Discounts \$(2.00)		
Promotions and Discounts \$(2.00) Vouchers \$(10.00)		
Total Other Transactions \$(12.00)		
Commissions	Cancellations - Commissi	ons
Sales Commission \$(6.60)	1 Lotto 6/49	\$0.15 7
Validation Commission \$(102)		\$0.05
Total Commission S(7.62)	1 Extra	
	1 Lotto Max	\$0.25 👱
Net for Lottery Terminals \$ 61.38	1 Lotto Max Extra	\$0.05
	1 Daily Grand Extra	\$0.05
S & W / Pull Tab Games	1 \$5 Bingo Mult. New	\$8.25
Returned Tickets \$(237,50)	SUBTOTAL	\$0.80
Net for S & W / Pull tab Games \$(237.50)		
	Validations - Commission	15
	1 Dedly Orand	30.40
	1 Daily Grand	\$0.40
	SUBTOTAL	\$0.40
Scratch & Win Activation Ticket Sales		
Scratch & win Activation Ticket Sales		
will be included in the Sales and Sales		
will be included in the sales and sales	Validations - FT - Commis	ions
Commission section.		
CONTINUSSION SECTION.	1 Lotto Max	\$8.40 🛁
	1 Daily Grand	\$0.06 👤 🔍
	1 \$5 Set for Life IX	\$0.10 🛛 🗮
	1 \$3 Cash Bonanza	\$0.06
	SUBTOTAL	\$0.62
Text or call Lottery Retail Support:		Detetle
		lotto! Retailer
1-800-667-1649		Hub



The **S&W/ Pull Tab Games** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Summary of all Traditional Ticket orders due (includes Web Cash) and Ticket Returns. Sample shown below is for a Ticket Return: Amount credited for cost of tickets – 5% Commission : \$(250.00) + \$12.50 = \$(237.50)
- 2. Net for S&W / Pull Tab Games \$(237.50)

nvoice Number: 2023111410 nvoice Date: November 14, 2 tetailer Number: RET10259 tetailer Name: Neighborhood	023			74 West Seymour Street Kamloops, BC V2C 1E2 T: 250-828-5500 F: 250-828-5631	Returns 50 \$5 Set for Life IX \$250.00 SUBTOTAL \$250.00 Returns - Commissions \$250.00 50 \$5 Set for Life IX \$12.50 SUBTOTAL \$12.50
nvoice for the period: Nover	nber 06, 20	23 - Noven	nber 12, 2023		<u></u>
Lottery Terminals					
Sales Sales Cancelations				\$148.00 \$(16.00)	
Net Sales				\$132.00	
Validations					
Cash Prizes - Online				\$(20.00)	
Free Tickets - Online Free Tickets - S&W				\$(23.00) \$(8.00)	
Total Validations	\$3 \$5	1	\$(3.00) \$(5.00)	\$(51.00)	
Other Transactions					Refer to page 9 for deta
Promotions and Discounts				\$(2.00)	
Vouchers				\$(10.00)	on how & when Traditio
Total Other Transactions				\$(12.00)	Ticket orders with 28
					payment terms will be
Commissions				\$(6.60)	dian loved on the investo
Sales Commission					
				\$(1.02) \$(7.62)	displayed on the invoid
Sales Commission Validation Commission					displayed on the involc
Sales Commission Validation Commission					displayed on the involc
Sales Commission Validation Commission Total Commission				\$(7.62)	displayed on the involc
Sales Commission Validation Commission Total Commission Net for Lottery Terminals		_		\$(7.62)	displayed on the involc







The **Other Invoice Details** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Summary of other Invoice Details, this example includes; Adjustments Charge \$222.00 Adjustments Refund \$(250.00) \$(50.00) = \$(78.00)
- 2. Net for Other Invoice Details \$(78.00)
- 3. Current Week's Total Amount due: \$(254.12)

		Adjustments - Charge
voice Number: 202311141001		SUBTOTAL \$222
voice Date: November 14, 2023		
etailer Number: RET10259 etailer Name: Neighborhood Grocery	bele	Adjustments - Refund
caller Name. Neighborhood Grocery		1 Seller's Prize \$250.
	74 West Seymour Street	1 Incentive \$50.
	Kamloops, BC V2C 1E2 T: 250-828-5500	SUBTOTAL \$300.
	F: 250-828-5631	Adj - Commissions - Charge
voice for the period: November 06, 2023 - November 12, 2023	0 0 0	
ther Invoice Details		SUBTOTAL \$9.
		Adj - Commissions - Refund
Seller's Prize	\$(250.00)	SUBTOTAL \$9.
Incentive	\$(50.00)	
Misc Retailer Charge	\$(50.00) \$222.00 2	
Net for Other Invoice Details	\$(78.00)	
Current Week's Total Amount	\$(254.12)	
	_	







The **S&W / Pull Tab Games** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Summary of all Traditional Ticket orders due (includes Web Cash) and Ticket Returns. Sample shown below is for a Ticket order received between November 6, 2023 - November 12, 2023, that will be reflected on the invoice 28 days later dated December 4, 2023 – December 10, 2023. Amount due = Sales - 5% Commission: \$250.00 - \$12.50 = \$237.50
- Report CUSTOM Mon. 06 Nov 2023 Sun, 12 Nov 2023 Retailer 10259 å Per Terminal Invoice Number: 202311141001 Invoice Date: December 12 2023 Sales ē 4 Lotto 6/49 2 BC/49 \$18.00 Retailer Number: RET 1020 0 \$4.00 Retailer Name: Neighborhood Grocery 4 Extra \$6.00 4 Lotto Max \$60.00 74 West Seymour Street 8 Lotto Max 1 Daily Gran 2 Daily Gran Kamloops, BC V2C 1E2 lotto! Cancellations T· 250-828-5500 2 \$5 Bingo N SUBTOTAL 1 Lotto 6/49 \$3.00 F: 250-828-5631 1 Extra \$1.00 \$5.00 Lotto Max Invoice for the period: December 4, 2023 - December 10 2023 Sale 1 Lotto Max Extra \$1.00 4 Lotto 6/49 1 Daily Grand Extra \$1.00 စုစစြ Lottery reminal 2 BC/49 1 \$5 Bingo Mult. New \$5.00 4 Extra SUBTOTAL \$16.00 4 Lotto Max Sales 8 Lotto Max 1 Daily Gran **Cancellations - Commissions** lotto! 2 Daily Gra 1 Lotto 6/49 \$0.15 Cancelat 2 \$5 Bingo 1 Extra \$0.05 Net Sales SUBTOTAL 1 Lotto Max \$0.25 Lotto Max Extra \$0.05 1 Daily Grand Extra \$0.05 1 \$5 Bingo Mult. New SUBTOTAL Validations \$0.25 1 Lotto Max bele SUBTOTAL \$0.80 Cash Prizes - Onlin Per Store Free Tickets - S&W 1 Daily Gra Settlements 1 Voucher SUBTOTAL 50 \$5 Set for Life X \$250.00 ö SUBTOTAL \$250.00 Valida **Total Validations** Settlements - Commissions 1 Daily Gra SUBTOTAL 50 \$5 Set for Life X SUBTOTAL \$12.50 \$12.50 **Other Transactions** စုစုစ Va 1 Lotto Max 1 Daily Gran Returns \$250.00 50 \$5 Set for Life X \$5 Set for SUBTOTAL 1 \$250.00 Total Other Transactions 1 \$3 Cash Be SUBTOTAL Returns - Commissions 000 50 \$5 Set for Life X SUBTOTAL Commissions \$12.50 Validatic \$12.50 1 Lotto Max Sales Commission 1 Daily Gran 1 \$5 Set for Adjustments - Charge Total Commission 1 \$3 Cash Bo 1 Misc. Retailer Charge \$222.00 SUBTOTAL SUBTOTAL \$222.00 Net for Lottery Terminals Sale Adjustments - Refund စုစစ 4 Lotto Max 1 Daily Gran 1 Seller's Prize \$250.00 1 Incentive \$50.00 S & W / Pull Tab Games 1 \$5 Set for 1 \$3 Cash Bo SUBTOTAL \$300.00 Adj - Commissions - Charge SUBTOTAL Ticket Order 020000007 \$23750 2 SUBTOTAL \$0.00 lotto! Net for S & W / Pull tab Games \$237.50 Sales - Fre Adj - Commissions - Refund 4 Lotto Max 1 Daily Gran SUBTOTAL \$0.00 \$5 Set fo 1 \$3 Cash Bd \$1.55 SUBTOTAL
- 2. Net for S&W / Pull Tab Games \$237.50







Questions & Answers

Will my Sweep Day and Invoice timing change?

No, Sweep Day and Invoice timing will remain the same.

Who do I contact if I have questions about my Invoice?

For invoice inquiries, please contact BCLC Credit Admin at 1-800-667-0710 or email. KAMAcntCreditAdmin@bclc.com.

The General Terminal Report shows a Traditional Scratch & Win ticket order in the Settlements section, this order is not shown on my Invoice. Is there an error?

The order(s) shown on the General Terminal Report in the Settlements section is the order(s) received on the Lottery Terminal during the report's timeframe. Payment for the order(s) will be on the Invoice in 28 days per standard credit terms. In order to reconcile a Traditional Ticket order with the Invoice, you will require a General Terminal report dated 28 days prior to the Invoice as the primary reference.

I have 2 Lottery Terminals at my location, do I need to pull a report from each Terminal to balance with my invoice?

Yes. For reconciliation with your Lottery Invoice a Terminal Report from each Lottery Terminal is needed. Note that transactions reported under the **Per Terminal** heading will need to be added together, however transactions reported under the **Per Store** heading reflect total for the store and do not need to be added together. Please review the General Terminal Report Information Sheet for more details.

Is an 'Activation Ticket sale' recorded at the point of sale to the Player?

An Activation Ticket sale is recorded upon the product scanning through the Lottery Terminal and completion of Checkout. This step may take place before, or as part of, the sale to the Player. Scratch & Win Tickets may be activated as a Pack or on a Ticket-by-Ticket basis. For more information about Scratch & Win Activation Tickets visit the Lotto Transformation/Retail Network Scratch & Win Module.



