



Reporting The General Terminal Report

Navigating to the General Terminal Report

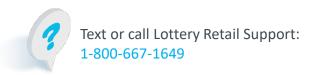
How to access & print the General Terminal Report

General Terminal Report Overview

Per Terminal and Per Store on the General Terminal Report

<u>Understanding the General Terminal</u> Report

Questions and Answers





The General Terminal Report



The General Terminal Report provides a breakdown of every Lottery Transaction completed on the Lottery Terminal and/or manual adjustments that will be reflected on the Invoice.

This information sheet explains how to use this feature.

Navigating to the General Terminal Report:

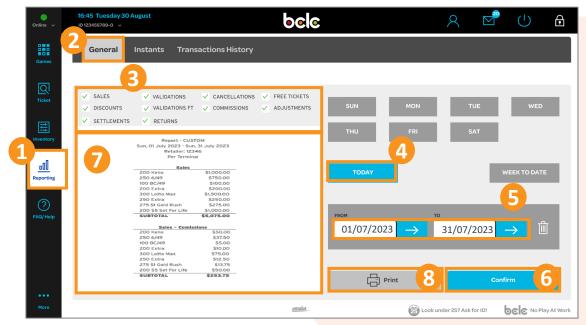
- 1. Tap the **Reporting** icon on the left side of the screen.
- 2. The **General** tab in the top menu bar will be automatically selected.
- 3. The system defaults to selecting all transaction types as shown.

How to access & print the General Terminal Report

- 4. Select TODAY to retrieve todays Terminal Report, or
- 5. Enter a date range in the FROM and TO fields. Note that the custom date range cannot exceed 31 days.
- 6. Select confirm.
- 7. The preview screen will display the Lottery transactions for the specified date.
- 8. Tap Print to print a copy of the report. Note that the entire General Terminal Report prints on one slip from the Lottery Terminal.

Why use the General Terminal Report?

The General Terminal Report is a useful tool for Lottery Transaction reconciliation on a daily, weekly or monthly basis.





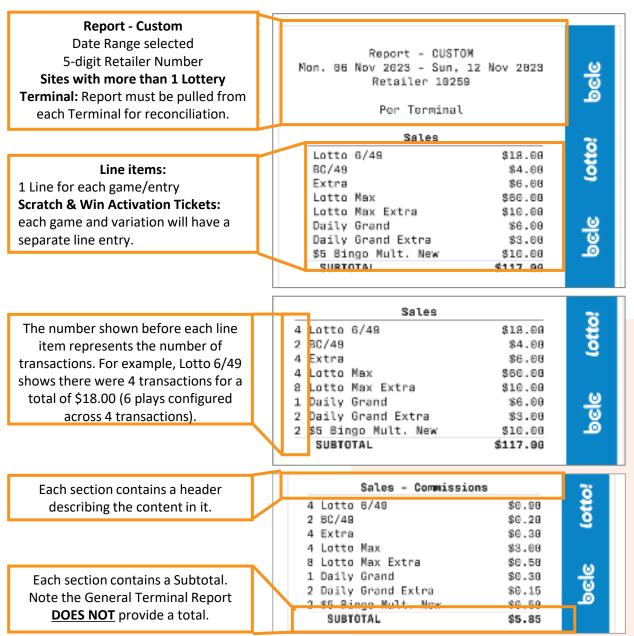


The General Terminal Report



Terminal reporting is available on a per Terminal basis; therefore, if your location has more than 1 Lottery Terminal, you will be required to pull the General Terminal Report from each Lottery Terminal. This step is recommended for reconciliation purposes.

General Terminal Report Overview:





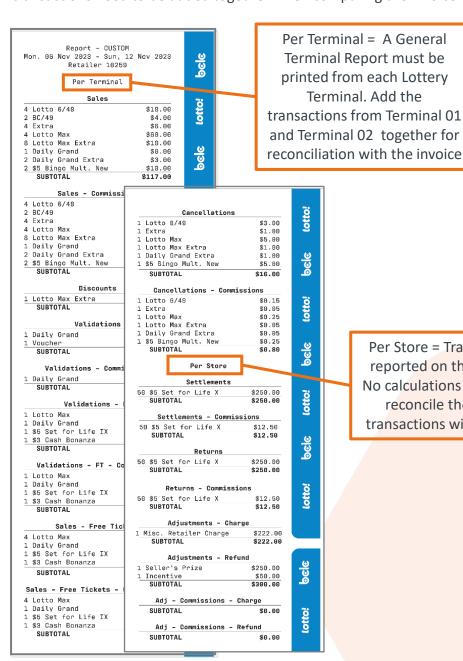


The General Terminal Report



Per Terminal and Per Store:

This section is relevant for locations that have more than 1 Lottery Terminal only. On the General Terminal Report there are 2 headers 'Per Terminal' and 'Per Store' that indicate which transactions need to be added together when comparing the invoice.



Per Store = Transactions are reported on the store level; No calculations are needed to reconcile the Per Store

transactions with the invoice





The General Terminal Report



The General Terminal Report provides a breakdown of every Lottery Transaction completed on the Lottery Terminal and/or manual adjustments that will be reflected on the Invoice.

Reading the General Terminal Report:

Sales (debit):

Online and Scratch & Win Activation Tickets

Discounts (credit):

Free promotional offers printed from the Lottery Terminal. Example shown \$2 Free Extra on the \$40 Lotto Max Pack

Validations-Commissions (credit):

2% Commission on total cash prizes paid out (Note Vouchers are not eligible for Validation Commission)

Validations - FT - Commissions (credit):

2% Validation Commission on Free Tickets

Sales - Free Tickets - Commissions (credit):

5% Commission for the sale of the Tickets used for redemption. **Note:**Commission for Traditional Tickets used to fulfill Free Ticket prizes will not be shown on the report.



Sales – Commission (credit): 5% Commission on sales

Validations (credit):

Total cash prizes paid out for Online Games, Scratch & Win and Vouchers redeemed

Validations - FT (FT= Free Tickets) (credit):

Validation transaction of the original Ticket that won a Free Play. Lotto Max example: 1 Lotto Max Ticket won 4 x \$5 Free plays; total value \$20

Sales - Free Tickets (debit):

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

Note: S&W Traditional Tickets used to redeem Free Ticket prizes will not be shown in the Sales-Free Tickets section.





The General Terminal Report



The General Terminal Report provides a breakdown of every Lottery Transaction completed on the Lottery Terminal and/or manual adjustments that will be reflected on the Invoice.

Reading the General Terminal Report:

Cancellations (credit):

Total dollar amount of cancellation receipts

Settlements (debit):

Summary of Traditional Tickets/Pull Tabs based on the date the order is received at your store. **Note**: This is not the invoice, Traditional Tickets & Pull Tabs will be included on the Invoice per the 28-day credit terms, some exceptions may apply.

Returns (credit):

Returned Tickets that have a credit refund resulting from a processed buyback or damaged ticket.

Adjustments - Charge (debit):

Any charge back adjustments processed by BCLC.

Adj- Commissions-Charge (debit)

Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above



Cancellations – Commissions (debit):

Commissions reversal for cancelled Tickets

Settlements - Commissions(credit):

5% Commission paid on Traditional Tickets & Pull Tabs

Returns – Commissions (debit):

Commission reversal for returned Traditional Tickets

Adjustments - Refund (credit):

Any refund adjustments that BCLC processes, such as a Seller's prize or Incentive prize earned by the retailer

Adj- Commissions – Refund (credit)

Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above





The General Terminal Report



Questions & Answers

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

Yes. For reconciliation purposes, a Terminal Report from each Lottery Terminal report 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 the total for the store and do not need to be added together. See page 4 of this Information Sheet for more information.

I am in the Hospitality Network and have a Self-Serve Terminal (SST), is reporting available on the SST?

Yes. For more information about the reporting feature in the SST check-out the reporting section for the SST on the Retailer Hub.

Does the General Terminal Report replace the weekly emailed invoice?

No. The General Terminal Report <u>does not</u> replace the weekly invoice. Continue to use the weekly invoice for your location's sweep day and net amount due.

Who do I contact if I have questions about my Terminal Report and the Invoice? For invoice inquiries, please contact BCLC Credit Admin at 1-800-667-0710 or email. KAMAcntCreditAdmin@bclc.com.

How far back can information be pulled using the General Terminal Report?

Lottery Transaction history will begin to populate on Lottery Terminal on May 26, 2024. One year of history will be available through the General Terminal Report. **Note:** Lottery Transaction information prior to May 25, 2024, will not be available on the new Lottery Terminal.

Can I get a Terminal Sales Report from the old Terminal?

After 11:49 pm on May 25, 2024, Terminal Sales Reports will no longer be available from the old Lottery Terminal. Please ensure the final Terminal Sales Report is printed before 11:49pm on May 25, 2024.

