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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](#)

[Understanding the General Terminal Report](#)

[Questions and Answers](#)



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



Reporting



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 today's 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 screenshot shows the bclc reporting interface. On the left sidebar, the 'Reporting' icon is highlighted with a '1'. The top navigation bar has the 'General' tab selected with a '2'. A checklist of transaction types is shown with a '3'. The main report area displays a 'Report - CUSTOM' for the period 'Sun, 01 July 2023 - Sun, 31 July 2023' with a '7'. The report includes two tables: 'Sales' and 'Sales - Comissions'. To the right, a calendar grid has the 'TODAY' button highlighted with a '4'. Below the calendar, the 'FROM' and 'TO' date fields are set to '01/07/2023' and '31/07/2023' respectively, with a '5'. At the bottom, the 'Print' button is highlighted with an '8' and the 'Confirm' button with a '6'. The interface also shows a 'WEEK TO DATE' button and a trash icon for the date range.

Sales		
200 Keno	\$1,000.00	
250 6/49	\$750.00	
100 BC/49	\$100.00	
200 Extra	\$200.00	
300 Lotto Max	\$1,500.00	
250 Extra	\$250.00	
275 \$1 Gold Rush	\$275.00	
200 \$5 Set For Life	\$1,000.00	
SUBTOTAL	\$5,075.00	

Sales - Comissions		
200 Keno	\$50.00	
250 6/49	\$37.50	
100 BC/49	\$5.00	
200 Extra	\$10.00	
300 Lotto Max	\$75.00	
250 Extra	\$12.50	
275 \$1 Gold Rush	\$13.75	
200 \$5 Set For Life	\$50.00	
SUBTOTAL	\$253.75	



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Reporting



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:

Report - Custom
Date Range selected
5-digit Retailer Number
Sites with more than 1 Lottery Terminal: Report must be pulled from each Terminal for reconciliation.

Report - CUSTOM	
Mon. 06 Nov 2023 - Sun. 12 Nov 2023	
Retailer 10259	
Per Terminal	
Sales	
Lotto 6/49	\$18.00
BC/49	\$4.00
Extra	\$6.00
Lotto Max	\$60.00
Lotto Max Extra	\$10.00
Daily Grand	\$6.00
Daily Grand Extra	\$3.00
\$5 Bingo Mult. New	\$10.00
SUBTOTAL	\$117.00

bele lotto!

Line items:
1 Line for each game/entry
Scratch & Win Activation Tickets: each game and variation will have a separate line entry.

Sales	
4 Lotto 6/49	\$18.00
2 BC/49	\$4.00
4 Extra	\$6.00
4 Lotto Max	\$60.00
8 Lotto Max Extra	\$10.00
1 Daily Grand	\$6.00
2 Daily Grand Extra	\$3.00
2 \$5 Bingo Mult. New	\$10.00
SUBTOTAL	\$117.00

bele lotto!

The number shown before each line item represents the number of transactions. For example, Lotto 6/49 shows there were 4 transactions for a total of \$18.00 (6 plays configured across 4 transactions).

Sales - Commissions	
4 Lotto 6/49	\$0.00
2 BC/49	\$0.20
4 Extra	\$0.30
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

bele lotto!

Each section contains a header describing the content in it.

Each section contains a Subtotal. Note the General Terminal Report **DOES NOT** provide a total.



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Reporting

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.

Report - CUSTOM	
Mon. 06 Nov 2023 - Sun, 12 Nov 2023	
Retailer 16259	
Per Terminal	
Sales	
4 Lotto 6/49	\$18.00
2 BC/49	\$4.00
4 Extra	\$6.00
4 Lotto Max	\$60.00
8 Lotto Max Extra	\$10.00
1 Daily Grand	\$6.00
2 Daily Grand Extra	\$3.00
2 \$5 Bingo Mult. New	\$10.00
SUBTOTAL	\$117.00
Sales - Commissions	
4 Lotto 6/49	
2 BC/49	
4 Extra	
4 Lotto Max	
8 Lotto Max Extra	
1 Daily Grand	
2 Daily Grand Extra	
2 \$5 Bingo Mult. New	
SUBTOTAL	
Discounts	
1 Lotto Max Extra	
SUBTOTAL	
Validations	
1 Daily Grand	
1 Voucher	
SUBTOTAL	
Validations - Commissions	
1 Daily Grand	
SUBTOTAL	
Validations - FT - Charge	
1 Lotto Max	
1 Daily Grand	
1 \$5 Set for Life IX	
1 \$3 Cash Bonanza	
SUBTOTAL	
Sales - Free Tickets - Charge	
4 Lotto Max	
1 Daily Grand	
1 \$5 Set for Life IX	
1 \$3 Cash Bonanza	
SUBTOTAL	
Sales - Free Tickets - Refund	
4 Lotto Max	
1 Daily Grand	
1 \$5 Set for Life IX	
1 \$3 Cash Bonanza	
SUBTOTAL	
Cancellations	
1 Lotto 6/49	\$3.00
1 Extra	\$1.00
1 Lotto Max	\$5.00
1 Lotto Max Extra	\$1.00
1 Daily Grand Extra	\$1.00
1 \$5 Bingo Mult. New	\$5.00
SUBTOTAL	\$16.00
Cancellations - Commissions	
1 Lotto 6/49	\$0.15
1 Extra	\$0.05
1 Lotto Max	\$0.25
1 Lotto Max Extra	\$0.05
1 Daily Grand Extra	\$0.05
1 \$5 Bingo Mult. New	\$0.25
SUBTOTAL	\$0.80
Settlements	
50 \$5 Set for Life X	\$250.00
SUBTOTAL	\$250.00
Settlements - Commissions	
50 \$5 Set for Life X	\$12.50
SUBTOTAL	\$12.50
Returns	
50 \$5 Set for Life X	\$250.00
SUBTOTAL	\$250.00
Returns - Commissions	
50 \$5 Set for Life X	\$12.50
SUBTOTAL	\$12.50
Adjustments - Charge	
1 Misc. Retailer Charge	\$222.00
SUBTOTAL	\$222.00
Adjustments - Refund	
1 Seller's Prize	\$250.00
1 Incentive	\$50.00
SUBTOTAL	\$300.00
Adj - Commissions - Charge	
SUBTOTAL	\$0.00
Adj - Commissions - Refund	
SUBTOTAL	\$0.00

Per Terminal = A General Terminal Report must be printed from each Lottery Terminal. Add the transactions from Terminal 01 and Terminal 02 together for reconciliation with the invoice

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



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Reporting



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:

Report - CUSTOM	
Mon. 06 Nov 2023 - Sun, 12 Nov 2023	
Retailer 10259	
Per Terminal	
Sales	
4 Lotto 6/49	\$18.00
2 BC/49	\$4.00
4 Extra	\$6.00
4 Lotto Max	\$60.00
8 Lotto Max Extra	\$10.00
1 Daily Grand	\$8.00
2 Daily Grand Extra	\$3.00
2 \$5 Bingo Mult. New	\$10.00
SUBTOTAL	\$117.00
Sales - Commissions	
4 Lotto 6/49	\$0.90
2 BC/49	\$0.20
4 Extra	\$0.30
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	\$2.00
Validations	
1 Daily Grand	\$20.00
1 Voucher	\$10.00
SUBTOTAL	\$30.00
Validations - Commissions	
1 Daily Grand	\$0.40
SUBTOTAL	\$0.40
Validations - FT	
1 Lotto Max	\$20.00
1 Daily Grand	\$3.00
1 \$5 Set for Life IX	\$5.00
1 \$3 Cash Bonanza	\$3.00
SUBTOTAL	\$31.00
Validations - FT - Commissions	
1 Lotto Max	\$0.40
1 Daily Grand	\$0.06
1 \$5 Set for Life IX	\$0.10
1 \$3 Cash Bonanza	\$0.06
SUBTOTAL	\$0.62
Sales - Free Tickets	
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	\$31.00
Sales - Free Tickets - Commissions	
4 Lotto Max	\$1.00
1 Daily Grand	\$0.15
1 \$5 Set for Life IX	\$0.25
1 \$3 Cash Bonanza	\$0.15
SUBTOTAL	\$1.55

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.



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Reporting



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		lotto!
1 Lotto 6/49	\$3.00	lotto! bele
1 Extra	\$1.00	
1 Lotto Max	\$5.00	
1 Lotto Max Extra	\$1.00	
1 Daily Grand Extra	\$1.00	
1 \$5 Bingo Mult. New	\$5.00	
SUBTOTAL	\$16.00	
Cancellations - Commissions		lotto!
1 Lotto 6/49	\$0.15	lotto! bele
1 Extra	\$0.05	
1 Lotto Max	\$0.25	
1 Lotto Max Extra	\$0.05	
1 Daily Grand Extra	\$0.05	
1 \$5 Bingo Mult. New	\$0.25	
SUBTOTAL	\$0.80	
Per Store		lotto!
Settlements		lotto! bele
50 \$5 Set for Life X	\$250.00	
SUBTOTAL	\$250.00	lotto! bele
Settlements - Commissions		
50 \$5 Set for Life X	\$12.50	lotto! bele
SUBTOTAL	\$12.50	
Returns		lotto! bele
50 \$5 Set for Life X	\$250.00	
SUBTOTAL	\$250.00	lotto! bele
Returns - Commissions		
50 \$5 Set for Life X	\$12.50	lotto! bele
SUBTOTAL	\$12.50	
Adjustments - Charge		lotto! bele
1 Misc. Retailer Charge	\$222.00	
SUBTOTAL	\$222.00	lotto! bele
Adjustments - Refund		
1 Seller's Prize	\$250.00	
1 Incentive	\$50.00	lotto! bele
SUBTOTAL	\$300.00	
Adj - Commissions - Charge		lotto!
SUBTOTAL	\$0.00	
Adj - Commissions - Refund		lotto!
SUBTOTAL	\$0.00	

Cancellations (credit):
Total dollar amount of cancellation receipts

Cancellations – Commissions (debit):
Commissions reversal for cancelled Tickets

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.

Settlements - Commissions(credit):
5% Commission paid on Traditional Tickets & Pull Tabs

Returns (credit):
Returned Tickets that have a credit refund resulting from a processed buyback or damaged ticket.

Returns – Commissions (debit):
Commission reversal for returned Traditional Tickets

Adjustments - Charge (debit):
Any charge back adjustments processed by BCLC.

Adjustments - Refund (credit):
Any refund adjustments that BCLC processes, such as a Seller's prize or Incentive prize earned by the retailer

Adj- Commissions-Charge (debit)
Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above

Adj- Commissions – Refund (credit)
Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above

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Reporting

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 **does not** 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.



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