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



Reporting

Transactions History Reports



Transactions History provides the ability to report on all daily terminal transactions, as well as specifically reporting on plays, validations, cancellations and vouchers. This information sheet breaks down how to use each one.

Navigating to Transactions History:

1. Tap the **Reporting** icon on the left side of the screen.
2. Select **Transactions History** tab in the top menu bar.
3. The screen will default to **All Transaction History**

How to use All Transaction History

4. Select either '**Show last 30**' or '**Show last 100**' to display the 'All Transaction History' in the Preview Window for the current day.
5. Press **Print** to print All Transaction History.

Why use All Transaction History?

All Transaction History includes the daily record of every successful transaction the terminal completes to connect to the BCLC network and on the Lottery Terminal. Retailers can print the report to review the detailed list of successful daily transactions for reconciliation purposes.



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Transactions History Reports



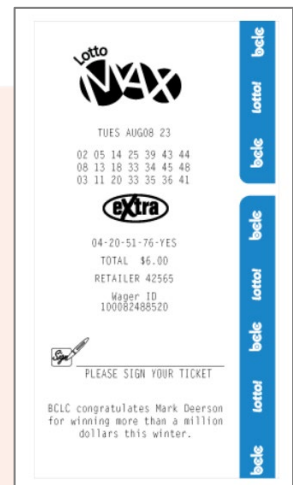
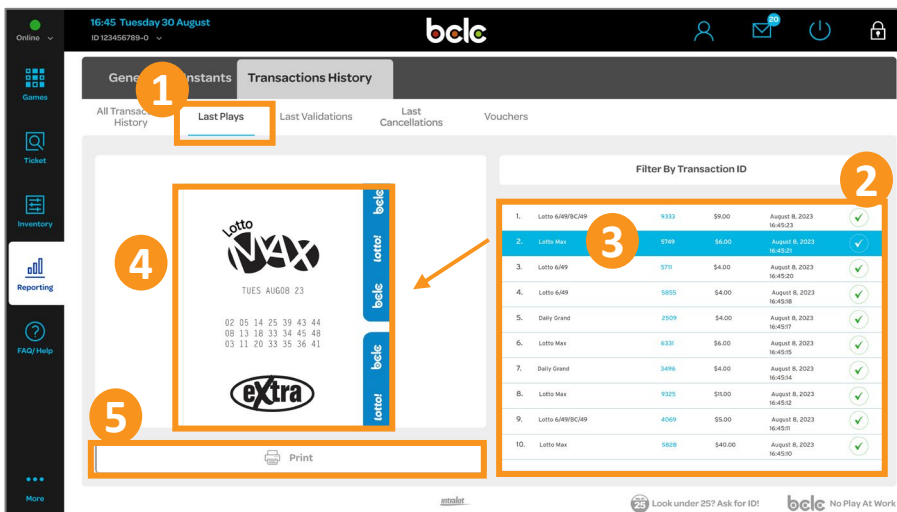
Once in Transactions Plays History, the Last Plays, Last Validations, Last Cancellations and Vouchers information can be easily accessed to support the daily Lottery operations at your location.

How to use Last Plays:

1. Tap **Last Plays** tab.
2. The last 30 Tickets sold successfully that day will be listed.
3. Tap on the correct line item to select the desired transaction.
4. The transaction will appear in the Preview Window.
5. Tap **Print** to print a copy of the transaction. **Note that this is not a valid Ticket, as it does not contain a barcode or the 57-digit Control Number.**

Why use Last Plays?

- To print multiple copies for a group play.
- To print a copy of the transaction if the barcode, or the 57-digit Control Number on the original Ticket was damaged during the printing process and is illegible. **Note this process replaces the 'Record of Last Transaction' button on the old Lottery Terminal.**



Sample of transaction printed using Last Plays. Note this is not a valid Ticket as it does not contain a barcode or the 57-digit Control Number.



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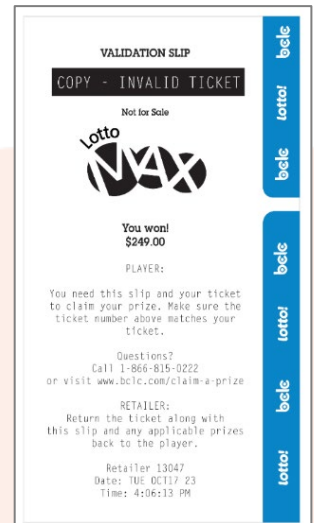
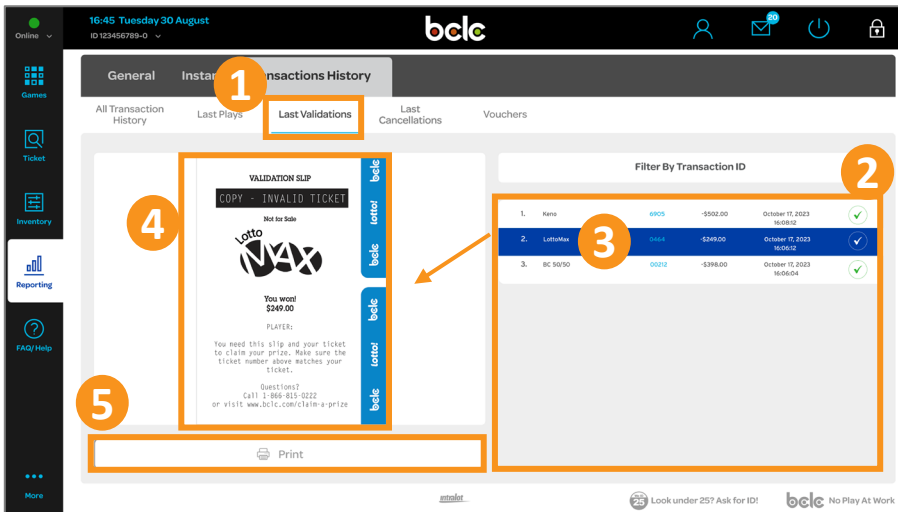


How to use Last Validations:

1. Tap **Last Validations** tab.
2. The last 30 successful Validations completed that day will be listed
3. Tap on the correct line item to select the desired Validation transaction.
4. The Validation transaction will appear in the Preview Window.
5. Tap **Print** to print a copy of the Validation transaction. **Note that this is not a valid Validation Slip, as it does not contain the 12-digit Wager ID**

Why use Last Validations?

- Printing a copy of each Validation transaction may be used for reconciliation purposes. **Note this process replaces the previous 'Retailer copy of Validations Slip will print' button on the old Lottery Terminal.**



Sample of Validation transaction printed using Last Validations



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Reporting

Transactions History Reports

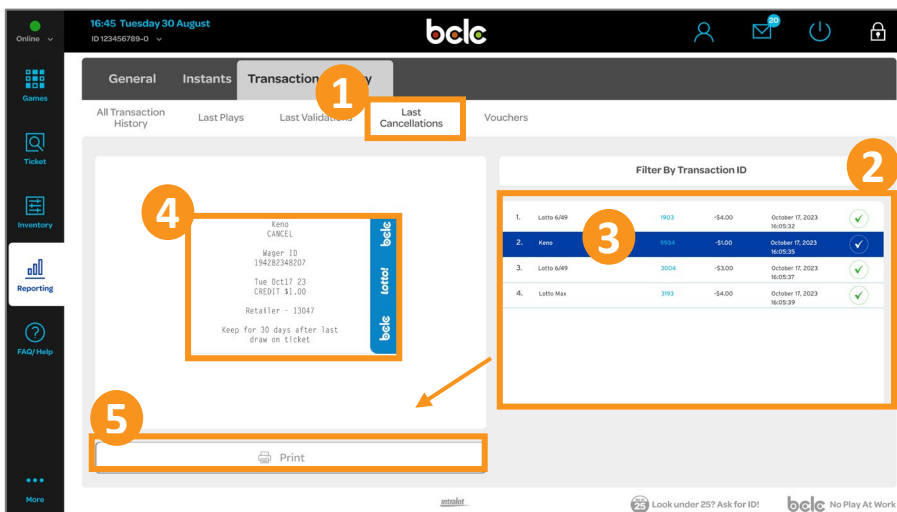


How to use Last Cancellations:

1. Tap **Last Cancellations** tab.
2. The last 30 successful Cancellations completed that day will be listed.
3. Tap on the correct line item to select the desired Cancellation transaction
4. The Cancellation Slip will appear in the Preview Window.
5. Select **Print** to print a copy of the Cancellation Slip.

Why use Last Cancellations?

- To print a copy of a Cancellation Slip, if needed for your records.



Sample of Cancellation Slip printed using Last Cancellations



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Questions & Answers

What information will be available in the Vouchers tab shown in Transactions History?

The Vouchers tab will contain details related to promotional vouchers. We will share more information about Vouchers when this feature becomes available.

How do I access a Record of Last Transaction if needed?

1. Tap **Last Plays** tab.
2. The last 30 Tickets sold successfully that day will be listed.
3. Tap on the correct line item to select the desired transaction.
4. The transaction will appear in the Preview Window.
5. Tap **Print** to print a copy of the transaction. **Note that this is not a valid Ticket, as it does not contain a barcode or the 57-digit Control Number.**
6. See page 3 for more details if needed.

Currently, our store prints a copy of every Validation transaction for reconciliation. How do we do this on the new Lottery Terminal?

To print a copy of the Validation transaction, follow the steps outlined on page 4. Please note that only the latest 30 transactions will be accessible on the Terminal daily. It is recommended each location implement a best practice to ensure all Validation transactions are printed if required.

What do I do if I forget to print a Last Plays or Last Validations transaction from the Terminal?

Please reach out to Lottery Retail Support for assistance.

Am I able to access Transaction History from days prior on the Lottery Terminal.

No. Transaction History is refreshed daily. Therefore, transaction from the day prior will no longer be available on the Lottery Terminal. Please contact Lottery Retail Support for assistance.



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