



Reporting
The General
Terminal Reports
and
Invoice

Overview

Getting Started

Reading the Self-Serve Terminal General Terminal Report (SST- GTR) & Invoice

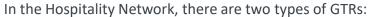
Reading the Lottery Terminal General Terminal Report (LT- GTR) & Invoice

Questions & Answers





The General Terminal Report & Invoice



- SST-GTR: Printed from the Self-Serve Terminal
- LT-GTR: Printed from the Lottery Terminal.

This guide explains how to reconcile both reports with your weekly invoice.

Overview:

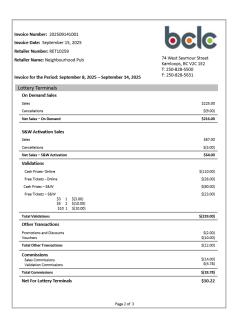
The Invoice and General Terminal Reports work together to provide Lottery Retailers with the detail needed to reconcile Lottery Transactions at their location. Please make use of the information provided in the Invoice and General Terminal Reports to support your locations reconciliation requirements. **NOTE: Retailers with more than 1 Lottery Terminal and/or SST will need to pull the GTR from all Terminals for reconciliation.**

Sample Images:

Weekly Invoice

Self-Serve Terminal
General Terminal Report
(SST- GTR):

Lottery Terminal
General Terminal Report
(LT-GTR):



BCLC		
PRINTED: MON SEPT 15, 2025	, 11:22:42	6
Terminal 1025902		Pele
GENERAL TERMINAL REF		
From: MON, SEPT 8, 2025, 0		76
To: SUN, SEPT 14, 2025, 23	:59:59	otto
SALES	-	_
BC 50/50	\$55.00	<u> </u>
BC/49	\$1.00	ချင်
Extre	\$7.00	
Keno Keno Bonus	\$2996.00 \$422.00	
Keno Pattern Play	\$422.00 \$502.00	ö
Latto 6/49	\$21.00	otto
Lotto Mex	\$15.00	~
Pacific Hold'em Poker	\$250.00	
PROLINE	\$228.00	မ
TOTAL	\$4497.00	၁၂၁ရ
VALIDATIONS		
Extra	\$5.00	ottoi
Keno	\$1017.00	- 8
Keno Bonus/Multiplier	\$282.00	_
Keno PP	\$264.00	
Lotto 6/49	\$25.00	<u> </u>
Pacific Hold'em Poker	\$90.00	၁ ၁ ရ
TOTAL	\$1683.00	
VOUCHER		ö
Voucher	-\$53.00	lottoi
TOTAL	-\$53.00	
VALIDATIONS FT		900
TONING I I I		ڡٞ
Latto 6/49	\$6.00	
Lotto Mex	\$15.00	
TOTAL	\$21.00	otto
		- 3





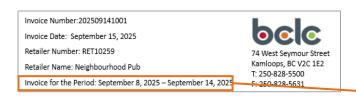


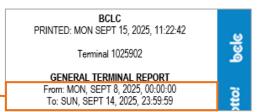




Getting Started:

Ensure the **General Terminal Report (GTR)** printed from the **Self-Serve Terminal (SST)** and the Invoice have the same dates, by checking the date range at the top of both reports.





Reviewing the Self-Serve Terminal GTR & Invoice together:

 The Sales section of the Invoice includes the following transactions as shown on the SST -GTR.

+ SALES : \$4,476.00 + FREE TICKETS: \$21.00 - CANCELLATIONS: \$(0.00)

= Net Sales: \$4,476.00 + \$21.00 - \$(0.00) = \$4,497.00

Self Serve Terminals	
Sales	
Sales	\$4,497.0
Net Sales	\$4,497.0
Validations	
Cash Prizes	\$(1,683.0
Free Tickets - Online	\$(21.0
Total Validations	\$(1,704.0
Other Transactions	
Vouchers	\$(53.0
Total Other Transactions	\$(53.0
Commissions	
Sales Commissions	\$(224.8
Total Commissions	\$224.8
Transaction Settlement	
Card Payment Transactions Administered by BCLC	\$(1,352.5
Total Transaction Settlement	\$(1,352.5
Net for Self Service Terminals	\$1,162.6





Text or call Lottery Retail Support: 1-800-667-1649

3 (REV: October 2025)

TOTAL



The General Terminal Report & Invoice



2. The **Validations** section of the Invoice includes the following transactions as shown on the SST- GTR:

+ VALIDATIONS: **\$1,683.00** + VALIDATIONS FT: **\$21.00**

= Total Validations \$1,683.00 + \$21.00 = \$1,704.00

Sales	
Sales	\$4,497.
Net Sales	\$4,497.
Validations	
Cash Prizes	\$(1,683.0
Free Tickets - Online	\$(21.0
Total Validations	\$(1,704.0
Other Transactions	
Vouchers	\$(53.0
Total Other Transactions	\$(53.0
Commissions	
Sales Commissions	\$(224.8
Total Commissions	\$224.
Transaction Settlement	
Card Payment Transactions Administered by BCLC	\$(1,352.5
Total Transaction Settlement	\$(1,352.5
Net for Self Service Terminals	\$1,162.

VALIDATIO	ONS	
Extra	\$5.00	foffo
Keno	\$1017.00	9
Keno Bonus/Multiplier	\$282.00	
Keno PP	\$264.00	
Lotto 6/49	\$25.00	<u> </u>
Pacific Hold'em Poker	\$90.00	y or
TOTAL	2 \$1683.00	
VALIDATIO	ONS FT	999
Lotto 6/49	\$6.00	A Selection
		اعظ

- 3. The **Other Transactions** section of the Invoice includes the following transactions as shown on the SST- GTR:
 - + VOUCHER: \$(53.00) = Total Vouchers \$(53.00)

Self Serve Terminals	
Sales	
Sales	\$4,497.00
Net Sales	\$4,497.00
Validations	
Cash Prizes	\$(1,683.00)
Free Tickets - Online	\$(21.00)
Total Validations	\$(1,704.00)
Other Transactions	
Vouchers	\$(53.00)
Total Other Transactions	\$(53.00)
Commissions	
Sales Commissions	\$(224.85)
Total Commissions	\$224.85
Transaction Settlement	
Card Payment Transactions Administered by BCLC	\$(1,352.50)
Total Transaction Settlement	\$(1,352.50)
Net for Self Service Terminals	\$1,162.65





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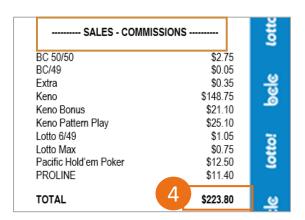
Text or call Lottery Retail Support: 1-800-667-1649

The General Terminal Report & Invoice



- 4. The **Commissions** section of the Invoice includes the following transactions as shown on the SST- GTR:
 - + SALES- COMMISSIONS: \$(223.80)
 - + FREE TICKETS COMMISSIONS: \$(1.05)
 - CANCELLATIONS -- COMMISSIONS \$(0.00)
 - = Total Commissions: \$(223.80) + \$(1.05) \$(0.00) = \$(224.85)

Self Serve Terminals	
Sales	
Sales	\$4,497.00
Net Sales	\$4,497.00
Validations	
Cash Prizes	\$(1,683.00)
Free Tickets - Online	\$(21.00)
Total Validations	\$(1,704.00)
Other Transactions	
Vouchers	\$(53.00)
Total Other Transactions	\$(53.00)
Commissions	
Sales Commissions	\$(224.85)
Total Commissions	\$224.85
Transaction Settlement	
Card Payment Transactions Administered by BCLC	\$(1,352.50)
Total Transaction Settlement	\$(1,352.50)
Net for Self Service Terminals	\$1,162.65











The General Terminal Report & Invoice



- 5. The **Transaction Settlement** section of the Invoice includes the following transactions as shown on the SST- GTR:
 - + PINPAD: \$(1352.50)
 - = Total Transaction Settlement: \$(1,352.50)

Self Serve Terminals	
Sales	
Sales	\$4,497.00
Net Sales	\$4,497.00
Validations	
Cash Prizes	\$(1,683.00)
Free Tickets - Online	\$(21.00)
Total Validations	\$(1,704.00)
Other Transactions	
Vouchers	\$(53.00)
Total Other Transactions	\$(53.00)
Commissions	
Sales Commissions	\$(224.85
Total Commissions	\$224.85
Transaction Settlement	
Card Payment Transactions Administered by BCLC	\$(1,352.50)
Total Transaction Settlement	\$(1,352.50)
Net for Self Service Terminals	\$1,162.65





Pages 7–15: Reading the Lottery Terminal GTR & Invoice:

These next sections provide the step-by-step instructions for reconciling the General Terminal Report- printed from your Lottery Terminal with the weekly Invoice.

Note: Scratch & Win is included in these examples because many Hospitality locations offer it. If your location does not sell Scratch & Win, the related reporting sections will not apply.





The General Terminal Report & Invoice



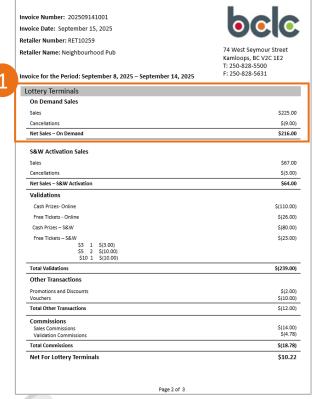
Getting Started:

Ensure the General Terminal Report (GTR) printed from the Lottery Terminal (LT) and the Invoice have the same dates, by checking the date range at the top of both reports.



Reading the Lottery Terminal (LT) GTR & Invoice together:

- The On Demand Sales section of the Invoice includes the following transactions as shown on the LT- GTR.
 - + Sales On Demand: **\$194.00** + Sales - FT On Demand: **\$31.00**
 - On Demand Ticket Cancellations: \$(9.00)
 - = Net Sales On Demand: \$194.00 + \$31.00 \$(9.00) = \$216.00



	Sales - On Demand		
4 Lotto 6/49		\$18.00	76
4 Lotto Max		\$60.00	ĕ
8 Lotto Max	Extra	\$10.00	otto
12 Keno		\$106.00	2
SUBTOTAL		\$194.00	
	Sales - FT On Demand		_
4 Lotto Max		\$20.00	
1 Daily Grand		\$3.00	
1 Lotto 6/49		\$3.00	6
1 Keno		\$5.00	ਰ
SUBTOTAL		\$31.00	Ď
	Cancellations		
1 Lotto 6/49		\$3.00	
1 Lotto Max		\$5.00	79
1 Lotto Max Ex	tra	\$1.00	
1 \$3 Super Cro	ssword	\$3.00	ᆽ
SUBTOTAL		\$12.00	2



Text or call Lottery Retail Support:

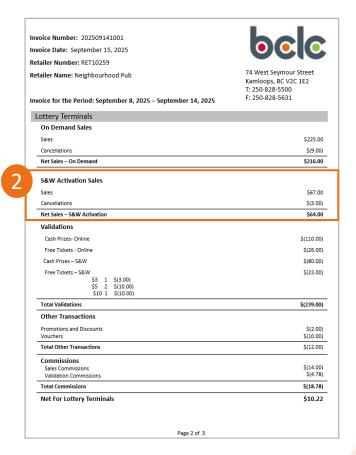
1-800-667-1649



The General Terminal Report & Invoice



- 2. The **S&W Activation Sales** section of the Invoice includes the following transactions as shown on the LT- GTR:
 - + Sales S&W: \$49.00
 - + Sales FT S&W \$18.00
 - S&W Activation Ticket Cancellations \$(3.00)
 - = Net Sales S&W Activation \$49.00 + \$18.00 \$(3.00) = \$64.00



	Sales - S&\	N	
3	\$2 Blackjack	\$6.00	- 2
1	\$3 Super Crossword	\$3.00	
3	\$5 Set For Life	\$15.00	
1	\$25 WebCash	\$25.00	
SU	BTOTAL	2 \$49.00	7

Sales - FT S&W		<u>ဖွ</u>
1 \$3 Number Multiplier	\$3.00	20
1 \$10 Battleship	\$10.00	
1 \$5 Double Down	\$5.00	
SUBTOTAL	2 \$18.00	ö

Cancellations		
1 Lotto 6/49	\$3.00	
1 Lotto Max	\$5.00	-
1 Lotto Max Extra	\$1.00	- 9
1 \$3 Super Crossword	2 \$3.00	- 5
SUBTOTAL	\$12.00	2

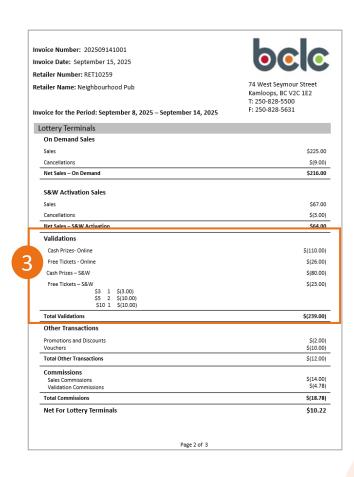




The General Terminal Report & Invoice



- 3. The **Validations** section of the Invoice includes the following transactions as shown on the LT-GTR:
 - + Val Cash On Demand \$(110.00)
 - + Val FT On Demand \$(26.00)
 - + Val Cash S&W \$(80.00)
 - + Val FT S&W \$(23.00)
 - = Total Validations: \$(110.00) + \$(26.00) + \$(80.00) + \$(23.00) = \$(239.00)





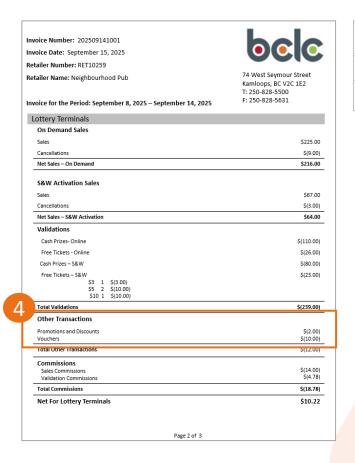








- 4. The Other Transactions section of the Invoice includes the following transactions as shown on the GTR:
 - + Promotions and Discounts \$(2.00)
 - + Val Vouchers Redeemed \$(10.00)
 - = Total Other Transactions \$(2.00) + \$(10.00) = \$(12.00)







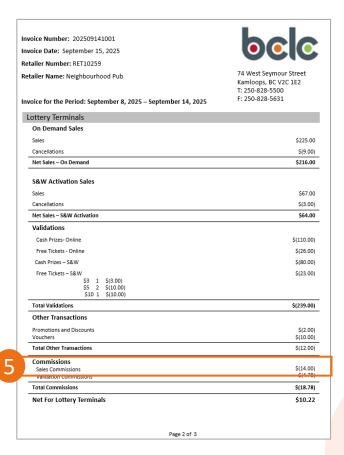


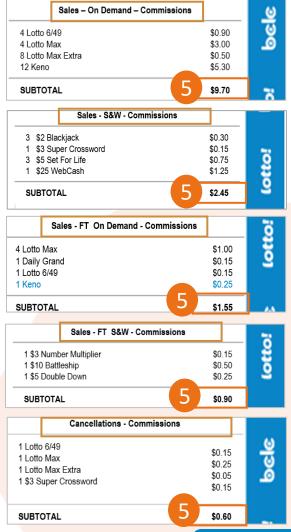


The General Terminal Report & Invoice



- 5. The **Sales Commissions** of the Invoice includes the following transactions as shown on the LT- GTR:
 - + Sales On Demand Commissions: \$(9.70)
 - + Sales S&W Commissions: \$(2.45)
 - + Sales FT On Demand Commissions: \$(1.55)
 - + Sales FT S&W Commissions: \$(0.90)
 - Cancellation Commissions :\$(0.60)
 - = Sales Commissions: \$(9.70) + \$(2.45) + \$(1.55) + \$(0.90) \$(0.60) = \$(14.00)







Text or call Lottery Retail Support:

1-800-667-1649

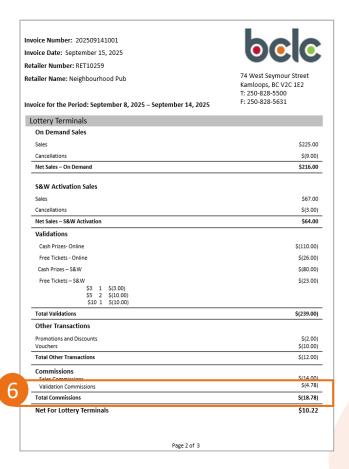


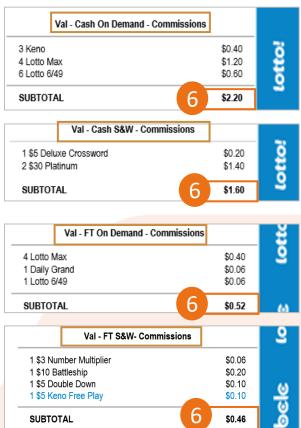
The General Terminal Report & Invoice



- 6. The Validation Commissions of the Invoice includes the following transactions as shown on the GTR:
 - + Val- Cash On Demand Commissions: \$(2.20)
 - + Val- Cash S&W Commissions: \$(1.60)
 - + Val FT On Demand Commissions: \$(0.52)
 - + Val FT S&W Commissions: \$(0.46)
 - = Validation Commissions: \$(2.20) + \$(1.60) + \$(0.52) + \$(0.46) = \$(4.78)

Total Commissions = Sales Commissions \$(14.00) + Validation\$(4.78) Commissions = \$(18.78)





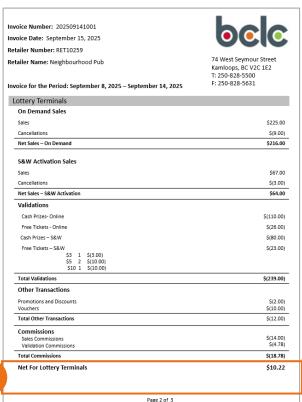


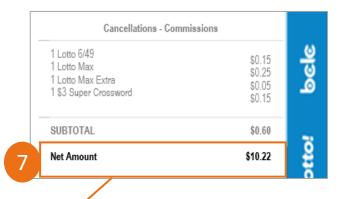


The General Terminal Report & Invoice



7. The **Net Amount** on the GTR relates to the **Net For Lottery Terminals** listed on the invoice. **Note:** If your location **has two or more Lottery Terminals**, add the Net Amounts from each GTR together. This combined total should be used when reviewing the 'Net for Lottery Terminal' amount on the invoice.







Net Amount & Net for Lottery Terminals:

Note: there may be discrepancies between these 2 amounts. This could be due to billing delays and back-office adjustments.

To ensure the **Net Amount & Net for Lottery Terminals** displays as accurately as possible, make certain the date range entered, matches the date range on the weekly Invoice for your location.





The General Terminal Report & Invoice



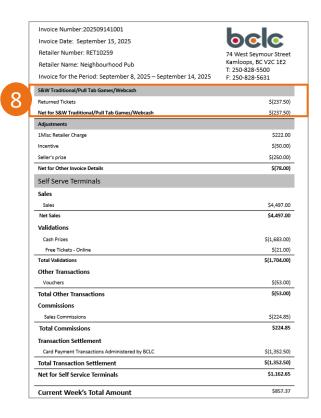
8. The **S&W Traditional/Pull Tab Games/Webcash** section of the Invoice includes the following transactions as shown on the LT- GTR:

Summary of all Traditional Ticket orders due and Ticket Returns.

+ Ticket Return: \$(250.00)

- Returns - Commission: \$12.50

= Net for S&W Traditional/Pull Tab Games/Webcash: \$(237.50)



	Returns			
5 \$50 Mega \$			\$250.00	2
SUBTOTAL		8	\$250.00	ğ
	Returns - Commissions			
5 \$50 Mega \$	Returns - Commissions		\$12.50	



Traditional Ticket Orders:

The Lottery Terminal - General Terminal Report (GTR) shows Traditional Ticket orders received during the selected date range. On the invoice, payments for Traditional Ticket orders appear 28 days later. To match a Traditional Ticket order with your invoice, use a GTR dated 28 days before the invoice date.

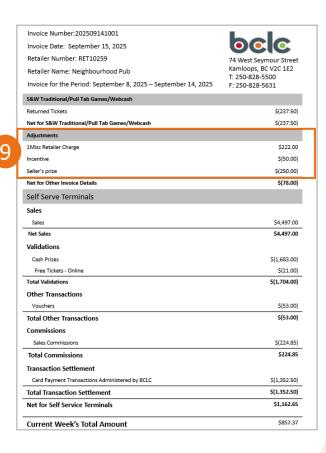




The General Terminal Report & Invoice



- 9. The **Adjustments** section of the Invoice includes adjustments such as Retailer Charges, Seller's Prizes, Incentive earnings, the following transactions as shown on the GTR:
 - + Adjustments Charge (Misc Retailer Charge): \$222.00
 - Adjustments Refund (Seller's Prize): \$(250.00)
 - Adjustments Refund (Incentive): \$(50.00)
 - = Net for Other Invoice Details: \$222.00 \$(250.00) \$(50.00) = \$(78.00)











The General Terminal Report & Invoice





Questions & Answers

1. Why is there a difference between my GTR and weekly Invoice amounts?

There are several factors that could contribute to a discrepancy between the **Net Amount** for **Lottery Terminals** on the Invoice and the **Net Amount** on the LT - GTR. Please note the following:

- **Pull Tab Orders:** The LT General Terminal Report (GTR) shows Pull Tab orders received during the report period. On the Invoice, payment for Pull Tab orders appear **28 days after the order has been received.** To match a Pull Tab order with your Invoice, use a GTR dated 28 days before the Invoice date.
- Back-Office Sales: If a S&W Activation Ticket was activated in the back-office by BCLC, the sale will be included in the Sales-S&W in the weekly Invoice but not the LT- GTR.
- Traditional Ticket Orders: The LT- General Terminal Report (GTR) shows Traditional
 Ticket orders received during the report period. On the Invoice, payment for
 Traditional Ticket orders appear 28 days after the order has been received. To match
 a Traditional Ticket order with your Invoice, use a GTR dated 28 days before the
 invoice date.
- 2. I have multiple Self- Serve Terminals at my location. Do I need to pull an SST- GTR from each one to balance with my Invoice?

Yes, you do. To match your Lottery Invoice correctly, you must pull an SST-GTR from each Self-Serve Terminal.

3. I have 2 Lottery Terminals at my location. Do I need to pull a LT- GTR from each one to balance with my Invoice?

Yes, you do. To match your Lottery Invoice correctly, you must pull an LT- GTR from each Lottery Terminal. Here's how to read the reports:

- **Per Terminal section:** Shows transactions for each terminal separately. You'll need to add these together to get the correct total.
- **Per Store section:** Shows the combined total for your entire location. You do not need to add anything here—this section already includes both terminals.





The General Terminal Report & Invoice





Questions & Answers

- 4. Will my Sweep Day and Invoice timing change?

 No, Sweep Day and Invoice timing will remain the same.
- 5. Who do I contact if I have questions about my Invoice?
 For invoice inquiries, please contact BCLC Credit & Collections at 1-800-667-0710 or email.
 KAMAcntCreditAdmin@bclc.com.
- 6. When is an Activation Ticket sale recorded?

An Activation Ticket sale is recorded when the ticket is scanned through the Lottery Terminal, and the Checkout process is completed.

- Activation Options: Tickets can be activated as a full pack or one at a time.
- Why It Matters: If a ticket isn't activated, Players will not be able to check or validate their ticket, causing a negative Player experience.
- 7. Why is there be a difference between Validations FT S&W and Sales FT S&W, when these are typically the same?

Good question! This difference happens when a player validates a Scratch & Win (S&W) ticket that wins a Free Play On Demand ticket.

For Example:

- The \$5 Keno Cashout S&W ticket features a \$5 Keno On Demand Free Play Ticket.
 Since you are validating a Scratch & Win Ticket the validation will be included in the
 Val FT S&W section of the GTR. However, because the Free Play is issued as a Keno
 On Demand ticket, the sale will be included in the Sales FT On Demand section of
 the GTR. Please see pages 3 and 4 where this example is highlighted using blue text.
- Note: The Val FT S&W Commissions and the Sales FT On Demand Commissions
 earned for the validation and sale of a \$5 Keno Cashout Free Play prize will also
 follow the same logic. Please see pages 7 and 8 where this example is highlighted
 using blue text.



