10 MIN READ, 8 PAGES

Reporting

The General Terminal Report

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

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Reporting

The General Terminal Report

The General Terminal Report provides a breakdown of every Lottery Transaction completed daily on the Lottery Terminal **from 12:00AM - 11:59PM** 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. To remove a transaction type, tap on the green checkbox.

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. 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. 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.

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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.

General Terminal Report Breakdown:

Sales (debit):
Online Ticket Sales

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.

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

Validations (credit):
Total **cash** prizes paid out for Online Games and Vouchers redeemed

Validations - FT (FT= Free Tickets) (credit):
Validation transaction of the original Ticket that won a Free Play Ticket. Lotto Max example: 1 Lotto Max Ticket won 4 x $5 Free Play Tickets; total value $20

Sales - Free Tickets (debit):
Sales of the Tickets used to pay out Free Play Ticket prizes. Lotto Max example 4 x $5 Free Play Tickets printed from the 1 - $20 Lotto Max Validation.

Report – CUSTOM
Mon. 29 Jul 2024 – Mon. 29 Jul 2024
Retailer 22445
Terminal 2244501
Time 30 . 07 . 2024 13:35:20

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
12 Keno	$106.00
SUBTOTAL	**$204.00**

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
12 Keno	$5.30
SUBTOTAL	**$10.20**

Discounts

1 Lotto Max Extra	$2.00
SUBTOTAL	**$2.00**

Validations

1 Keno	$4.00
1 Voucher	$10.00
SUBTOTAL	**$14.00**

Validations -Commissions

1 Keno	$0.08
SUBTOTAL	**$0.08**

Validations - FT

1 Lotto Max	$20.00
SUBTOTAL	**$20.00**

Validations - FT - Commissions

1 Lotto Max	$0.40
SUBTOTAL	**$0.40**

Sales – Free Tickets

4 Lotto Max	$20.00
SUBTOTAL	**$20.00**

Sales – Free Tickets - Commissions

4 Lotto Max	$1.00
SUBTOTAL	**$1.00**

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General Terminal Report Breakdown (cont'd):

Cancellations (credit): Total dollar amount of cancellation receipts

Settlements (debit): Summary of Pull Tabs based on 28-day billing period. **Note**: Settlements - Settlements Commissions = amount owed. This is the same amount reflected on the invoice. In this example: $465.00 - $155.03 = $309.97

Returns (credit): Returned Pull Tabs that have a credit refund resulting from a processed return

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** section

Cancellations	
1 Lotto 6/49	$3.00
1 Extra	$1.00
1 Lotto Max	$5.00
1 Lotto Max Extra	$1.00
SUBTOTAL	**$10.00**

Cancellations - Commissions	
1 Lotto 6/49	$0.15
1 Extra	$0.05
1 Lotto Max	$0.25
1 Lotto Max Extra	$0.05
SUBTOTAL	**$0.50**

Per Store

Settlements	
1 $0.50 Blazing Bucks	$465.00
SUBTOTAL	**$465.00**

Settlements- Commissions	
1 $0.50 Blazing Bucks	$155.03
SUBTOTAL	**$155.03**

Returns	
SUBTOTAL	**$0.00**

Returns- Commissions	
SUBTOTAL	**$0.00**

Adjustments – Charge	
1 Misc. Retailer Charge	$222.00
SUBTOTAL	**$222.00**

Adjustments – Refund	
1 Seller's Prize	$250.00
SUBTOTAL	**$250.00**

Adj - Commissions - Charge	
SUBTOTAL	**$0.00**

Adj - Commissions - Refund	
SUBTOTAL	**$0.00**

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

Settlements - Commissions(credit): Seller's profit earned on Pull Tabs

Returns – Commissions (debit): Seller's profit reversal for returned Pull Tabs

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** section

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Reporting
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Daily Cash Reconciliation:

Select **SALES, VALIDATIONS, CANCELLATIONS** and **DISCOUNTS** before printing:

✓ SALES	✓ VALIDATIONS	✓ CANCELLATIONS	☐ FREE TICKETS
✓ DISCOUNTS	☐ VALIDATIONS FT	☐ COMMISSIONS	☐ ADJUSTMENTS
☐ SETTLEMENTS	☐ RETURNS		

To manually calculate Net Amount:

MANUALLY ➕/➖ SUBTOTALS FOR EACH CATEGORY TO CALCULATE NET AMOUNT

- ➕ Sales
- ➖ Discounts
- ➖ Validations (includes Vouchers)
- ➖ Cancellations

➖ NET AMOUNT

If your location has more than one terminal, combine subtotals from the separate terminal reports.

Weekly Invoice Reconciliation:

Ensure all sections are selected before printing:

✓ SALES	✓ VALIDATIONS	✓ CANCELLATIONS	✓ FREE TICKETS
✓ DISCOUNTS	✓ VALIDATIONS FT	✓ COMMISSIONS	✓ ADJUSTMENTS
✓ SETTLEMENTS	✓ RETURNS		

Refer to the General Terminal Report and Invoice Information Sheet for Weekly Invoice Reconciliation guidelines

PDF Read More

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Reporting
The General Terminal Report

Best Practices Cont'd…

Printing General Terminal Report – Locations Open Past Midnight

General Terminal Reports run from 12:00AM - 11:59PM daily.

If you sell or validate Lottery products after 12:00AM, you must print multiple reports to balance.

Closing Staff Responsibilities

Print reports after your location has closed and follow the instructions below

1. Print **PREVIOUS DAY's** Report

2. Print two copies of **TODAY** Report (will be a partial sales report)
   - One to add to current business day's sales
   - One to subtract from tomorrow's business day sales

Accounting/Bookkeeping Responsibilities

Review examples below to help balance for each business day

FRIDAY	SATURDAY
➕ Friday Report **PREVIOUS DAY**	➕ Saturday Report **PREVIOUS DAY**
➕ Saturday Report (12AM – Close) **TODAY**	➕ Sunday Report (12AM – Close) **TODAY**
➖ Friday Report (12AM – Close)	➖ Saturday Report (12AM – Close)
⊜ **TOTAL FRIDAY SALES**	⊜ **TOTAL SATURDAY SALES**

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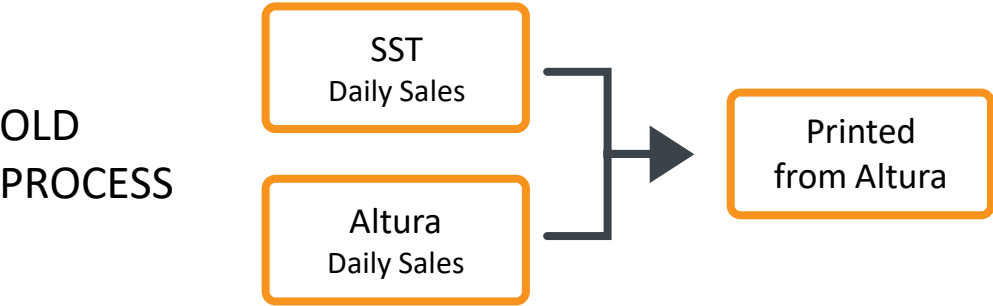1-800-667-1649

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Reporting
The General Terminal Report

Accessing Reports – Old Process vs New Process
Please take time to compare the Old Process vs. the New Process.

OLD PROCESS

| SST
Daily Sales | → | Printed
from Altura |
| Altura
Daily Sales | | |

NEW PROCESS

| SST
Daily Sales | → | Printed
from SST |
| Terminal
Daily Sales | → | Printed from
Terminal |

HEADS UP
You now need to calculate the total sales of your Lottery Terminal and SST **manually**

Lottery Terminal
General Terminal Report

```
Report – CUSTOM
Mon. 26 Mar 2024 - Tue. 27 Mar 2024
Retailer 39243
Terminal 3924301
Time 27 . 03. 2024 23:30:41

          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

        Discounts
1 Lotto Max Extra       $2.00
   SUBTOTAL             $2.00

        Validations
1 Daily Grand          $20.00
1 Voucher              $10.00
   SUBTOTAL            $30.00

        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
```

SST
Cash Reconciliation Report

```
         BCLC
   SELF SERVE TERMINAL

PRINTED: WED MAR 27 2024      03:48:40

      Terminal: 3924302
Report Number: 3924302-1699637115367

   CASH RECONCILIATION REPORT
From: MON, MAR 26 2024 , 23:30:25
To  : TUES, MAR 27 2024 , 23:30:41

--------- TICKET SALES BY GAME ---------

Daily Grand           65      $195.00
Daily Grand Extra     60       $60.00
Lotto Max            345     $1725.00
Lotto Max Extra      185      $185.00
Lotto 6/49            86      $258.00
BC/49                 67       $67.00
Extra                 65       $65.00
Keno (+ Keno PP)      40       $68.00
BC 50/50              17       $30.00
Pacific Hold'em Poker  6       $12.00
TOTALS               936     $2665.00

------------ CASH COLLECTED ------------
   Bills

$5                    42      $210.00
$10                   23      $230.00
$20                   57     $1140.00
TOTAL BILLS          122     $1580.00

   Coins

$0.25                  0        $0.00
$1.00                  0        $0.00
$2.00                  0        $0.00
TOTAL COINS            0        $0.00
TOTAL CASH                   $1580.00
TICKETS CASHED        22      $480.00
CLEARED CREDITS       13     -$560.50
CURRENT CREDITS                $0.00
TOTAL SALES                  $1019.50
```

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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.

Is reporting available on the Self-Serve Terminal?

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.

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

Lottery Transaction history began 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. Please contact BCLC Credit Admin at 1-800-667-0710 or email KAMAcntCreditAdmin@bclc.com if more information is needed.

What time frame are the transactions on the Lottery Terminal captured?

Lottery Transactions are captured daily on the Lottery Terminal from 12:00AM- 11:59PM.

How do I receive my Pull Tab Order and how is it captured in the report?

The amount of a Pull Tab Order is displayed on the Settlements section based on the date the order is received at your Site. Payment for the order is subject to 28-day credit terms, and it will appear on your invoice to be paid 28 days after. Instructions on how to perform the steps to receive a Pull Tab Order can be found here.

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.

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