

 10 MIN READ, 8 PAGES



Reporting The General Terminal Report

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

1 (REV: Sept 11, 2024)



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:

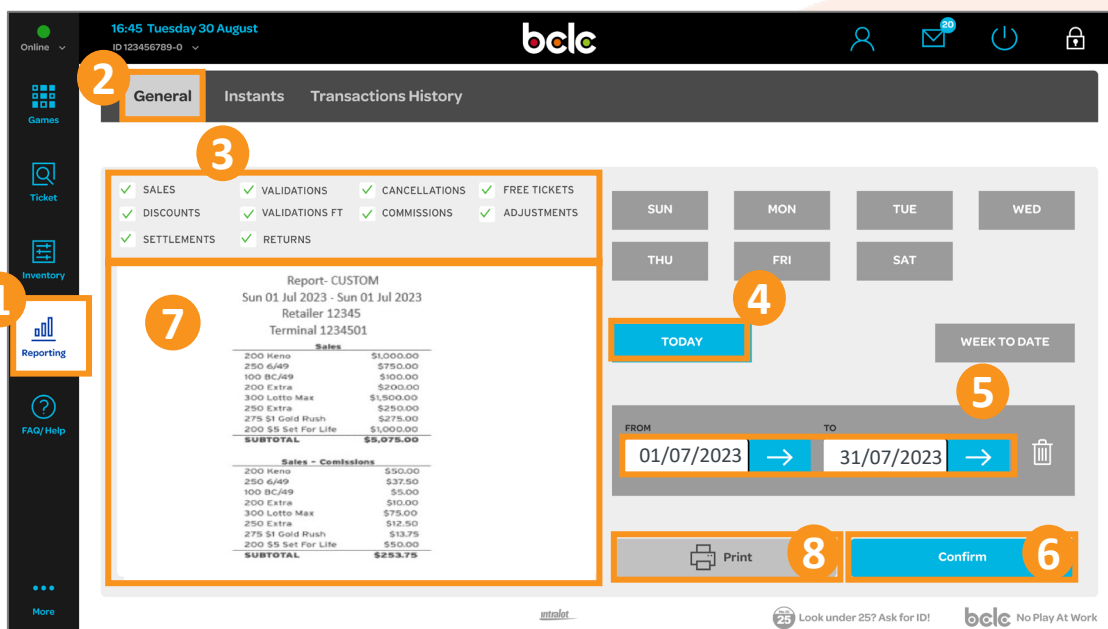
1. Tap the **Reporting** icon on the left side of the screen.
2. The **General** tab in the top menu bar will be automatically selected.
3. The system **defaults** to selecting all transaction types as shown. To remove a transaction type, tap on the green checkbox.

How to access & print the General Terminal Report

4. Select **TODAY** to retrieve today's 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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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.

General Terminal Report Breakdown:

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 **ARE
NOT INCLUDED** on the report.
In this example \$5 Set For Life
IX is a Traditional Ticket. \$3
Cash Bonanza is an Activation
ticket

Report - CUSTOM	
Mon. 29 Jul 2024 - Mon. 29 Jul 2024	
Retailer 22445	
Terminal 2244501	
Time 30 . 07. 2024 13:35:20	
Sales	
4 Lotto 6/49	\$18.00
2 BC/49	\$4.00
4 Extra	\$8.00
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	\$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	\$0.18
1 \$3 Cash Bonanza	\$0.06
SUBTOTAL	\$0.62
Sales - Free Tickets	
4 Lotto Max	\$20.00
1 Daily Grand	\$3.00
1 \$3 Cash Bonanza	\$3.00
SUBTOTAL	\$26.00
Sales - Free Tickets - Commissions	
4 Lotto Max	\$1.00
1 Daily Grand	\$0.15
1 \$3 Cash Bonanza	\$0.15
SUBTOTAL	\$1.30

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 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.
Note: S&W Traditional Tickets
used to redeem Free Ticket
prizes **ARE NOT INCLUDED** on
the report. In this example \$5
Set For Life IX is a Traditional
Ticket. \$3 Cash Bonanza is an
Activation ticket



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Reporting

The General Terminal Report



General Terminal Report Breakdown (cont'd):

<p>Cancellations (credit): Total dollar amount of cancellation receipts</p>	<p>Cancellations</p> <table border="1"> <tbody> <tr><td>1 Lotto 6/49</td><td>\$3.00</td></tr> <tr><td>1 Extra</td><td>\$1.00</td></tr> <tr><td>1 Lotto Max</td><td>\$5.00</td></tr> <tr><td>1 Lotto Max Extra</td><td>\$1.00</td></tr> <tr><td>1 Daily Grand Extra</td><td>\$1.00</td></tr> <tr><td>1 \$5 Bingo Mult. New</td><td>\$5.00</td></tr> <tr><td>SUBTOTAL</td><td>\$16.00</td></tr> </tbody> </table>	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	lotto!	<p>Cancellations – Commissions (debit): Commissions reversal for cancelled Tickets</p>
	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																
<p>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.</p>	<p>Cancellations - Commissions</p> <table border="1"> <tbody> <tr><td>1 Lotto 6/49</td><td>\$9.15</td></tr> <tr><td>1 Extra</td><td>\$9.05</td></tr> <tr><td>1 Lotto Max</td><td>\$9.25</td></tr> <tr><td>1 Lotto Max Extra</td><td>\$9.05</td></tr> <tr><td>1 Daily Grand Extra</td><td>\$9.05</td></tr> <tr><td>1 \$5 Bingo Mult. New</td><td>\$9.25</td></tr> <tr><td>SUBTOTAL</td><td>\$9.80</td></tr> </tbody> </table>	1 Lotto 6/49	\$9.15	1 Extra	\$9.05	1 Lotto Max	\$9.25	1 Lotto Max Extra	\$9.05	1 Daily Grand Extra	\$9.05	1 \$5 Bingo Mult. New	\$9.25	SUBTOTAL	\$9.80	bele	<p>Settlements - Commissions(credit): 5% Commission paid on Traditional Tickets & Pull Tabs</p>
1 Lotto 6/49	\$9.15																
1 Extra	\$9.05																
1 Lotto Max	\$9.25																
1 Lotto Max Extra	\$9.05																
1 Daily Grand Extra	\$9.05																
1 \$5 Bingo Mult. New	\$9.25																
SUBTOTAL	\$9.80																
<p>Returns (credit): Returned Tickets that have a credit refund resulting from a processed buyback or damaged ticket.</p>	<p>Per Store</p> <p>Settlements</p> <table border="1"> <tbody> <tr><td>50 \$5 Set for Life X</td><td>\$250.00</td></tr> <tr><td>SUBTOTAL</td><td>\$250.00</td></tr> </tbody> </table>	50 \$5 Set for Life X	\$250.00	SUBTOTAL	\$250.00	lotto!	<p>Returns – Commissions (debit): Commission reversal for returned Traditional Tickets</p>										
50 \$5 Set for Life X	\$250.00																
SUBTOTAL	\$250.00																
<p>Adjustments - Charge (debit): Any charge back adjustments processed by BCLC.</p>	<p>Settlements - Commissions</p> <table border="1"> <tbody> <tr><td>50 \$5 Set for Life X</td><td>\$12.50</td></tr> <tr><td>SUBTOTAL</td><td>\$12.50</td></tr> </tbody> </table>	50 \$5 Set for Life X	\$12.50	SUBTOTAL	\$12.50	bele	<p>Adjustments - Refund (credit): Any refund adjustments that BCLC processes, such as a Seller's prize or Incentive prize earned by the retailer</p>										
50 \$5 Set for Life X	\$12.50																
SUBTOTAL	\$12.50																
<p>Adj - Commissions-Charge (debit) Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above</p>	<p>Returns - Commissions</p> <table border="1"> <tbody> <tr><td>50 \$5 Set for Life X</td><td>\$250.00</td></tr> <tr><td>SUBTOTAL</td><td>\$250.00</td></tr> </tbody> </table>	50 \$5 Set for Life X	\$250.00	SUBTOTAL	\$250.00	lotto!	<p>Adj - Commissions – Refund (credit) Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above</p>										
50 \$5 Set for Life X	\$250.00																
SUBTOTAL	\$250.00																
<p>Adjustments - Charge (debit): Any charge back adjustments processed by BCLC.</p>	<p>Adjustments - Charge</p> <table border="1"> <tbody> <tr><td>1 Misc. Retailer Charge</td><td>\$222.00</td></tr> <tr><td>SUBTOTAL</td><td>\$222.00</td></tr> </tbody> </table>	1 Misc. Retailer Charge	\$222.00	SUBTOTAL	\$222.00	bele	<p>Adj - Commissions - Charge</p> <table border="1"> <tbody> <tr><td>SUBTOTAL</td><td>\$0.00</td></tr> </tbody> </table>	SUBTOTAL	\$0.00								
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SUBTOTAL	\$222.00																
SUBTOTAL	\$0.00																
<p>Adj - Commissions-Charge (debit) Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above</p>	<p>Adjustments - Refund</p> <table border="1"> <tbody> <tr><td>1 Seller's Prize</td><td>\$250.00</td></tr> <tr><td>1 Incentive</td><td>\$50.00</td></tr> <tr><td>SUBTOTAL</td><td>\$300.00</td></tr> </tbody> </table>	1 Seller's Prize	\$250.00	1 Incentive	\$50.00	SUBTOTAL	\$300.00	lotto!	<p>Adj - Commissions – Refund (credit) Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above</p>								
1 Seller's Prize	\$250.00																
1 Incentive	\$50.00																
SUBTOTAL	\$300.00																
<p>Adj - Commissions-Charge (debit) Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above</p>	<p>Adjustments - Refund</p> <table border="1"> <tbody> <tr><td>1 Seller's Prize</td><td>\$250.00</td></tr> <tr><td>1 Incentive</td><td>\$50.00</td></tr> <tr><td>SUBTOTAL</td><td>\$300.00</td></tr> </tbody> </table>	1 Seller's Prize	\$250.00	1 Incentive	\$50.00	SUBTOTAL	\$300.00	lotto!	<p>Adj - Commissions – Refund (credit) Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above</p>								
1 Seller's Prize	\$250.00																
1 Incentive	\$50.00																
SUBTOTAL	\$300.00																
<p>Adj - Commissions-Charge (debit) Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above</p>	<p>Adj - Commissions - Charge</p> <table border="1"> <tbody> <tr><td>SUBTOTAL</td><td>\$0.00</td></tr> </tbody> </table>	SUBTOTAL	\$0.00	lotto!	<p>Adj - Commissions – Refund (credit) Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above</p>												
SUBTOTAL	\$0.00																
<p>Adj - Commissions-Charge (debit) Only applicable if there is a commission charge related to the Adjustment - Charge in the entry processed above</p>	<p>Adj - Commissions - Refund</p> <table border="1"> <tbody> <tr><td>SUBTOTAL</td><td>\$0.00</td></tr> </tbody> </table>	SUBTOTAL	\$0.00	lotto!	<p>Adj - Commissions – Refund (credit) Only applicable if there is a commission refund related to the Adjustment - Refund in the entry processed above</p>												
SUBTOTAL	\$0.00																



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Reporting

The General Terminal Report



Daily Cash Reconciliation:

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

<input checked="" type="checkbox"/> SALES	<input checked="" type="checkbox"/> VALIDATIONS	<input checked="" type="checkbox"/> CANCELLATIONS	<input type="checkbox"/> FREE TICKETS
<input checked="" type="checkbox"/> DISCOUNTS	<input type="checkbox"/> VALIDATIONS FT	<input type="checkbox"/> COMMISSIONS	<input type="checkbox"/> ADJUSTMENTS
<input type="checkbox"/> SETTLEMENTS	<input type="checkbox"/> 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:

<input checked="" type="checkbox"/> SALES	<input checked="" type="checkbox"/> VALIDATIONS	<input checked="" type="checkbox"/> CANCELLATIONS	<input checked="" type="checkbox"/> FREE TICKETS
<input checked="" type="checkbox"/> DISCOUNTS	<input checked="" type="checkbox"/> VALIDATIONS FT	<input checked="" type="checkbox"/> COMMISSIONS	<input checked="" type="checkbox"/> ADJUSTMENTS
<input checked="" type="checkbox"/> SETTLEMENTS	<input checked="" type="checkbox"/> 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



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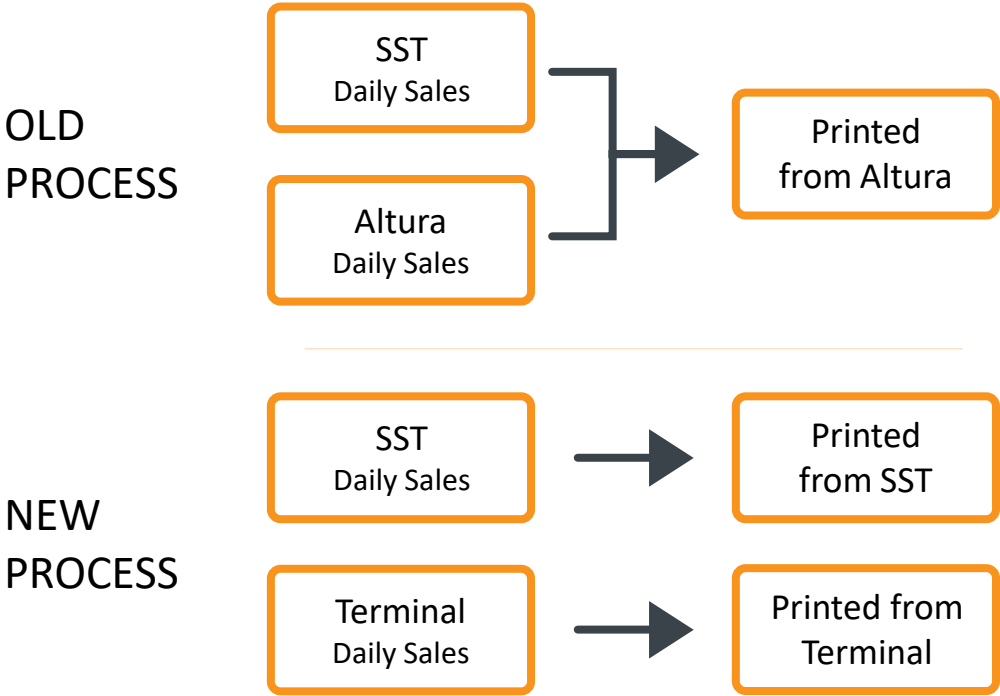
Reporting


The General Terminal Report



Accessing Reports – Old Process vs New Process

Please take time to compare the Old Process vs. the New Process.



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	\$8.00
4 Lotto Max	\$68.00
8 Lotto Max Extra	\$10.00
1 Daily Grand	\$9.00
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 (4 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	\$480.00
CLEARED CREDITS	13 -\$560.50
CURRENT CREDITS	\$0.00
TOTAL SALES	\$1019.50



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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.

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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