



 5 MIN READ, 5 PAGES

Cash Reconciliation Report

Self-Serve Terminal

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[Credit & Debit Purchases](#)



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





Self-Serve Terminal

Cash Reconciliation Report

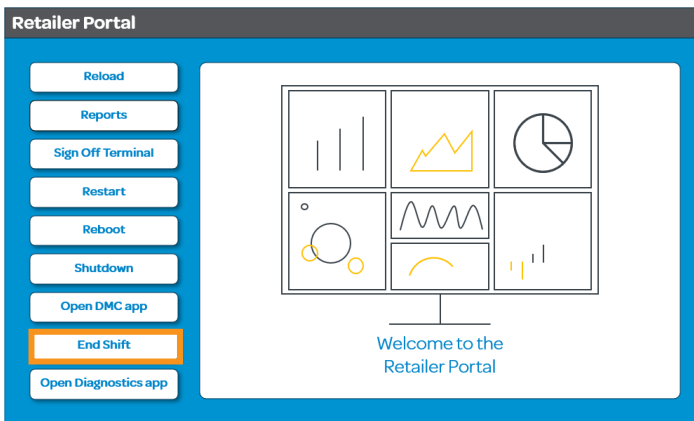
When Cash is collected from the Self-Serve Terminal (SST), you **MUST** follow these 3 steps to ensure you will balance:

1. Complete an **End Shift** on the SST
2. Print the **Cash Reconciliation Report**
3. **Collect Cash** from the SST

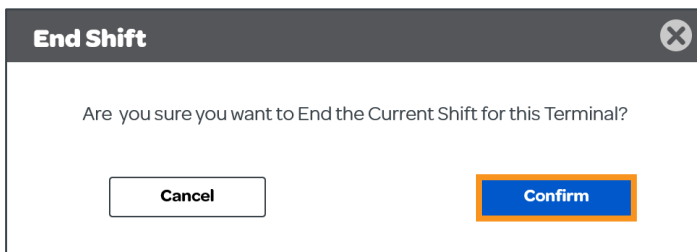
End Shift Process

Before running a Cash Reconciliation Report and collecting cash from the SST, complete an **End Shift** function:

1. While in the Retailer Portal, tap **End Shift**



2. Confirm that you want to **End Shift** by tapping **Confirm**



IMPORTANT!

If you do not **End Shift** at the end of your day, sales will continue to accumulate into one Cash Reconciliation Report until you complete the **End Shift** process.

- i.e. if you do not End Shift for 5-days, the Cash Reconciliation Report will contain all 5-days of data



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Self-Serve Terminal

Cash Reconciliation Report

Cash Reconciliation Report

You will be able to see/do the following:

1. Choose **Specific Date** of Cash Reconciliation Report
 - Choose date by taping on **Calendar Icon**
2. **Ticket Sales by Game**
3. **Cash Collected**
4. Tap **Print Report** button

Retailer Portal

Reload

Reports

Sign Off Terminal

Restart

Reboot

Shutdown

Open DMC app

End Shift

Open Diagnostics app

Cash Reconciliation Report

Cash Reconciliation Report on: **03/27/2024**

1

2

4

Print Report

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
BC50/50	17	\$30.00
Pacific Hold'em Poker	6	\$12.00
Totals	936	\$2665.00

3

CASH COLLECTED

Bills		
\$5	42	\$210.00
\$10	23	\$230.00
\$20	57	\$1140.00

**BCLC
SELF SERVE TERMINAL**

PRINTED: WED MAR 27 2024 03:48:40

Terminal: 3924302
Report Number: 3924302-1699637115367-1711579714211

CASH RECONCILIATION REPORT
From: MON, MAR 26 2024, 22:00:25
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
CLEARED CREDITS
CURRENT CREDITS
TOTAL SALES

Collect Cash

Remove cash from the **Cash Box** and **Coin Box**

Cash Box

Coin Box

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3



Self-Serve Terminal

Cash Reconciliation Report

Breakdown of Report

Review what each section of the Cash Reconciliation Report represents

Ticket Sales By Game

- A total of sales organized by type of Online Game, number of Tickets sold and revenue.
- This includes Tickets that were purchased with Cash, Vouchers, Credit and Debit

Tickets Cashed

- Cash prize Tickets validated by the SST
- Breakdown by number of Tickets validated and total dollar value

Current Credits

- Current balance of the Player's Wallet on the SST
- Balance should be \$0 on this 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
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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

Cash Collected

- Breakdown of Cash by Bills and Coins with Total Cash
- Amount should reflect what is taken out of SST

Cleared Credits

- Vouchers that have been printed by the SST
- Breakdown by number of Vouchers and total dollar value

Total Sales

- Total Cash minus Cleared Credits



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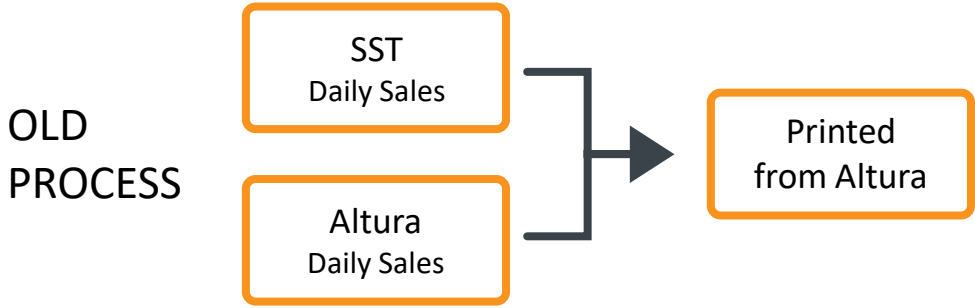


Self-Serve Terminal

Cash Reconciliation 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. 09 Nov 2023 - Sun. 12 Nov 2023	
Retailer 16269	
Per Terminal	
Sales	
4 Lotto 6/49	\$16.00
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
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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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Self-Serve Terminal

Cash Reconciliation Report

Credit & Debit Purchases

You will be able to see the total amount of purchases that were Credit and Debit on your Weekly Invoice as **Card Payment Transactions Administered by BCLC**. See below:

Commissions	
Sales Commission	\$(0.50)
Total Commission	\$(0.50)
<hr/>	
Net for Lottery Terminals	\$ 9.50
<hr/>	
Self Service Terminals	
<hr/>	
Sales	
Sales	\$ 25.00
Net Sales	\$ 25.00
<hr/>	
Other Transactions	
Vouchers	\$(10.00)
Total Other Transactions	\$(10.00)
<hr/>	
Commissions	
Sales Commission	\$(1.25)
Total Commissions	\$(1.25)
<hr/>	
Transaction Settlement	
Card Payment Transactions Administered by BCLC	\$(15.00)
Total Transaction Settlement	\$(15.00)
<hr/>	
Net for Self Service Terminals	\$(1.25)



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