🕐 **5 MIN READ, 4 PAGES**

Reporting
Self-Serve Terminal

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

lotto! Retailer Hub

Self-Serve Terminal
Reporting

In this Information Sheet you will learn how to navigate and access Cash Reconciliation Reports and Terminal Transaction Reports on the Self-Serve Terminal

Navigating to the Retailer Portal on SST

1. Open **Printer Door** or **Bill Acceptor Door**

Printer Door
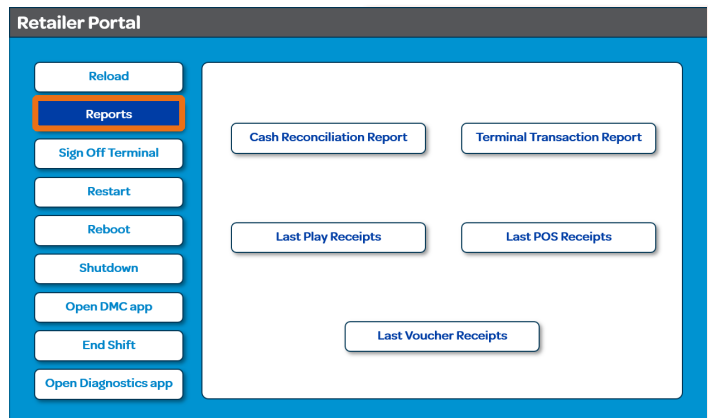
Bill Acceptor Door

2. **Retailer Portal** login screen will appear, enter in Username (5-Digit Retailer ID) & Password
   - *Please Note:* Same login information required for Lottery Terminal
3. Select **Submit**

4. **Retailer Portal** will launch

Accessing the Reports Section

5. Tap the **Reports** button the left
6. You will have five reports to choose:
- Cash Reconciliation Report
- Terminal Transaction Report
- Last Play Receipts
- Last POS Receipts
- Last Voucher Receipts

Retailer Portal

| Reload |
| Reports |
| Sign Off Terminal |
| Restart |
| Reboot |
| Shutdown |
| Open DMC app |
| End Shift |
| Open Diagnostics app |

Cash Reconciliation Report   Terminal Transaction Report

Last Play Receipts   Last POS Receipts

Last Voucher Receipts

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

lotto! Retailer Hub

Self-Serve Terminal
Reporting

Cash Reconciliation Report

You will be able to see/do the following:

1. Choose **Specific Date** of Cash Reconciliation Report
   o Choose date by taping on **Calendar Icon**
2. **Ticket Sales by Game –** organizes data into:
   o Specific Online Game
   o Number of Tickets sold per Online Game
   o Amount of $ collected per Online Game
3. **Cash Collected –** organizes data into:
   o Bill denomination ($5, $10, $20, $50 & $100)
   o Amount of Bills collected
   o Total of Bills collected
4. Tap **Print Report** button

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

Retailer Hub

Self-Serve Terminal
Reporting

Terminal Transaction Report

You will be able to see/do the following:

1. Choose **Specific Date** of Terminal Transaction Report
    o   Choose date by taping on Calendar Icon
2. **Transaction Report**
    o   Date & Time of transaction
    o   Description – will provide detail of the transaction
3. **Items Per Page** – increase number of Transaction items on page
4. **Refresh** button – refreshes report
5. Tap **Print** button to print **Report**

Retailer Portal

Reload	**Terminal Transaction Report**	①
Reports	03/27/2024 📅 ④ Refresh ⑤ Print	
Sign Off Terminal	②	

Date & Time	Description
03/27/2024 02:50:26	Status: 102 Message: Printer door open
03/27/2024 02:50:04	Status: 105 Message: Bill door closed
03/27/2024 02:49:48	Status: 104 Message: Bill door open
03/27/2024 01:17:42	Status: 120 Message: Active
03/27/2024 01:17:39	Status: 101 Message: Cash In Enabled

Restart
Reboot
Shutdown
Open DMC app
End Shift
Open Diagnostics app

Showing 1 to 100 of 316 entries   1 2 ... 6 »   ③ Items per page: 100

BCLC
SELF SERVE TERMINAL

PRINTED: WED MAR 27 2024   03:48:40

Terminal: 3924302
Report Number: 3924302-1699637115367-1711579714211

TERMINAL TRANSACTIONS REPORT
Date: 03-27-2024

Time	Description
02:50:26	Status: 102 Message: Printer door open
02:50:04	Status: 105 Message: Bill door closed
02:49:48	Status: 104 Message: Bill door open
01:17:42	Status: 120 Message: Active
0:17:39	Status: 101 Message: Cash In Enabled

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

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

4

Retailer Hub

Self-Serve Terminal
Reporting

Last Play Receipts

The Last Play Receipts report will give Retailers the option to see and print **A COPY** of the last 50 Tickets purchased. The newest will appear at the top.

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

lotto! Retailer Hub

Self-Serve Terminal
Reporting

Last POS Receipts

The Last POS Receipts report will give Retailers the option to see and print the last 50 receipts when Tickets are purchased from the Payment Card Terminal. The newest will appear at the top.

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

lotto! Retailer Hub

Self-Serve Terminal
Reporting

Last Voucher Receipts

The Last Voucher Receipts report will give Retailers the option to see and print **A COPY** of the last 50 Vouchers that have been printed from the Self-Serve Terminal. The newest will appear at the top.

Retailer Portal

| Reload |
| Reports |
| Sign Off Terminal |
| Restart |
| Reboot |
| Shutdown |
| Open DMC app |
| End Shift |
| Open Diagnostics app |

Last Voucher Receipts

- ✔ Wed, Jan 08 2025, 12:25:34
- ✔ Wed, Jan 08 2025, 12:23:30
- ✔ Wed, Jan 08 2025, 12:21:04
- ✔ Wed, Jan 08 2025, 12:17:15
- ✔ Wed, Jan 08 2025, 12:15:27
- ✔ Wed, Jan 08 2025, 12:10:33

Print Receipt

VOUCHER
Jan 08 25

CREDIT $50.00
THIS VOUCHER CAN BE
REPLAYED ON SELF SERVICE
TERMINALS OR CASHED IN AT
ANY RETAILER

RETAILER 12345
10825-52463-12345-1234-5678-****

PLEASE SIGN YOUR VOUCHER

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

7

Retailer Hub

Self-Serve Terminal
Reporting

Questions & Answers

Currently, we print our Cash Reconciliation Report from the Lottery Terminal behind the bar. Will this be the same for the new Self-Serve Terminal?

No, reporting is now available directly on the Self-Serve Terminal. To obtain the Cash Reconciliation Report, you will have to access the Retailer Portal on the Self-Serve Terminal to print it.

What Username and Password will I need to login to the Retailer Portal on the Self-Serve Terminal?

You will have to use the same credentials required to login to the Lottery Terminal located behind the bar.

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

lotto! Retailer Hub