



Reporting
The General
Terminal
Report and

**Invoice** 

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Sample of a Traditional Ticket order with 28-day payment terms

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#### The General Terminal Report & Invoice



In this information sheet you will learn how to reconcile The General Terminal Report to the weekly Invoice.

#### **Overview:**

The Invoice and General Terminal Report 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 report to support your store's reconciliation requirements. NOTE: Retailers with more than 1 Lottery Terminal will need to pull the General Terminal Report from both Terminals for reconciliation.

#### Sample Invoice emailed weekly:



#### Sample General Terminal **Report printed from Terminal:**





2 (REV: July 29, 2024)



# **The General Terminal Report & Invoice**



#### **Getting Started:**

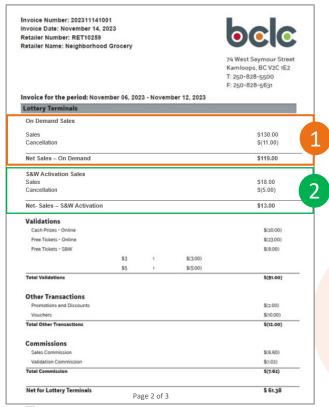
Ensure the General Terminal Report and the Invoice have the same dates, by checking the date range at the top of both reports.



#### **Reading the General Terminal Report & Invoice together:**

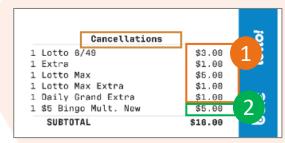
The **Sales** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- On Demand Tickets Sales and Free Ticket sales \$107.00 + \$23.00 = \$130.00; minus Cancellations \$(11.00) = Net Sales \$119.00
- 2. S&W Activation Ticket Sales and Free Ticket sales \$10.00 + \$8.00 = \$18.00; minus Cancellations \$(5.00) = Net Sales \$13.00



	Sales		-
4 Lotto 6/49		\$18.00	2
2 BC/49		\$4.00	1
4 Extra		\$6.00	$\mathcal{L}$
4 Lotto Max		\$60.00	
8 Lotto Max	Extra	\$10.00	
1 Daily Gran	d	\$6.00	္အ
2 Daily Gran	d Extra	\$3.00	4
2 \$5 Bingo M	ult. New	\$10.00	7
SUBTOTAL		\$117.00	

Sales - Free Tickets	3	
4 Lotto Max	\$20.00	1
1 Daily Grand	\$3.00	
1 \$5 Set for Life IX	\$5.00	
1 \$3 Cash Bonanza	\$3.00	2
SUBTOTAL	\$31.00	ŏ





Text or call Lottery Retail Support:

1-800-667-1649

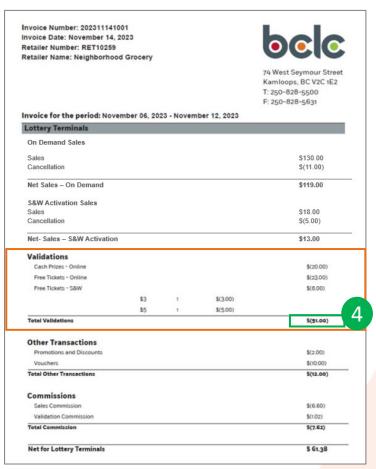


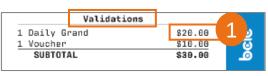
#### The General Terminal Report & Invoice

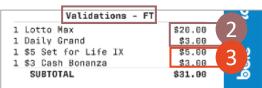


The **Validations** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- 1. Online & Scratch & Win Cash prizes redeemed \$(20.00)
- 2. Online Free Ticket prizes redeemed \$(20.00) + \$(3.00) = \$(23.00)
- 3. Scratch & Win Free Ticket prizes redeemed (3.00) + (5.00) = (8.00)
- 4. Total Validations: \$(20.00) + \$(23.00) + \$(8.00) = \$(51.00)









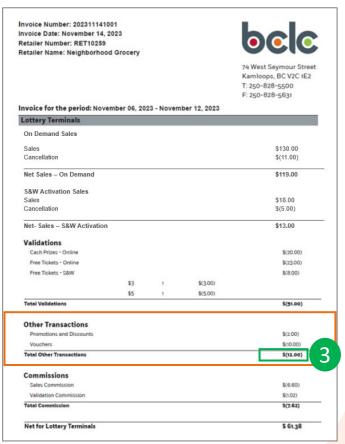






The Other Transactions section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Promotions and Discounts \$(2.00)
- Vouchers \$(10.00)
- Total Other Transactions (2.00) + (10.00) = (12.00)











#### The General Terminal Report & Invoice

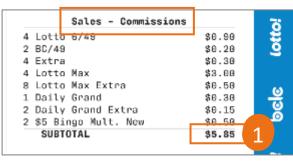


The **Commissions** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Sales Commission = 5% Sales Commissions for Online & Scratch & Win Activation Tickets sold through the Lottery Terminal + 5% Sales Commission for Free Ticket Sales Cancellation Commissions : \$(5.85) + \$(1.55) \$0.80 = \$(6.60)
- 2. Validation Commission = 2% Validation Commission for Cash prizes paid out + 2% Validation Commission for Free Ticket prizes paid out: \$(0.40) + \$(0.62) = \$(1.02)
- 3. Total Commissions (6.60) + (1.02) = (7.62)







4 Lotto Max	\$1.00
l Daily Grand	\$0.15
1 \$5 Set for Life IX	\$0.25
1 \$3 Cash Bonanza	\$0.15
SUBTOTAL	\$1.55

1 Lotto 6/49 1 Extra	\$0.15 \$0.05	Ö
1 Lotto Max	\$0.05	Ö
1 Lotto Max Extra	\$0.05	
1 Daily Grand Extra	\$0.05	
1 \$5 Bingo Mult. New	\$0.25	
SUBTOTAL	\$0.80	1 2

	Validations - Commi	ssions	
1 Da	ily Grand	\$0.40	
S	UBTOTAL	\$9.40	12

Validations - FT -	Commisions
1 Lotto Max	\$0.40
1 Daily Grand	\$0.06
1 \$5 Set for Life IX	\$0.10
1 \$3 Cash Bonanza	\$0.06
SUBTOTAL	\$9.62



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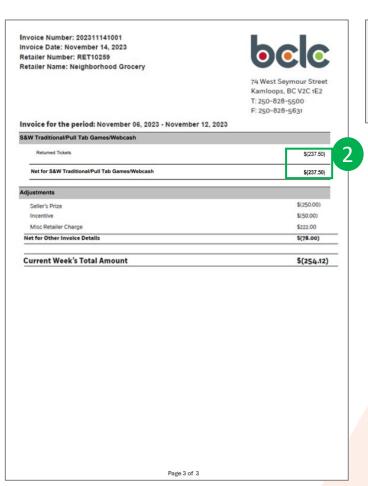


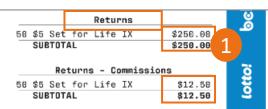
#### The General Terminal Report & Invoice



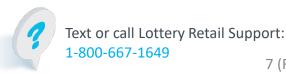
The **S&W/ Pull Tab Games/Webcash** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Summary of all Traditional Ticket orders due (includes Webcash) and Ticket Returns. Sample shown below is for a Ticket Return: Amount credited for cost of tickets – 5% Commission: \$(250.00) + \$12.50 = \$(237.50)
- 2. Net for S&W / Pull Tab Games \$(237.50)





Refer to page 9 for details on how & when Traditional Ticket orders with 28 payment terms will be displayed on the invoice.



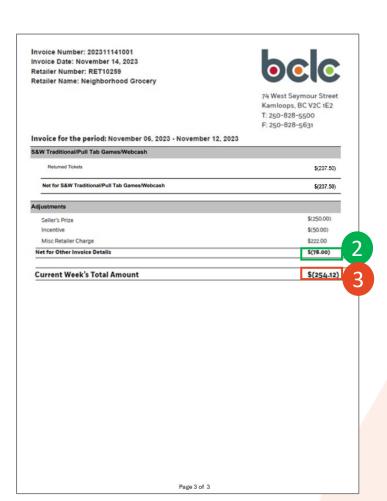


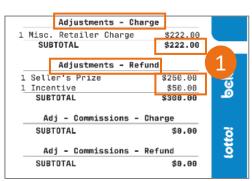
#### The General Terminal Report & Invoice



The **Adjustments** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Summary of other Invoice Details, this example includes; Adjustments Charge \$222.00 - Adjustments Refund \$(250.00) - \$(50.00) = \$(78.00)
- 2. Net for Other Invoice Details \$(78.00)
- 3. Current Week's Total Amount due: \$(254.12)







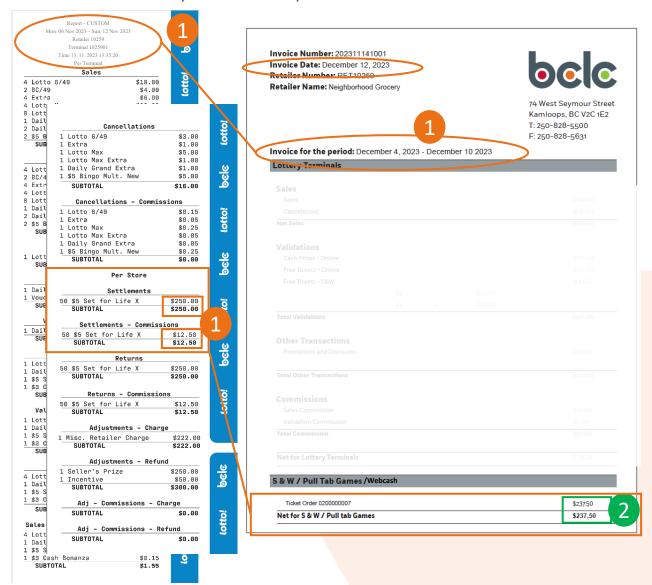


#### The General Terminal Report & Invoice



The **S&W / Pull Tab Games** section of the Invoice includes the following Transactions as shown on the General Terminal Report. Sample shown here:

- Summary of all Traditional Ticket orders due (includes Web Cash) and Ticket Returns. Sample shown below is for a Ticket order received between November 6, 2023 - November 12, 2023, that will be reflected on the invoice 28 days later dated December 4, 2023 – December 10, 2023. Amount due = Sales - 5% Commission: \$250.00 - \$12.50 = \$237.50
- 2. Net for S&W / Pull Tab Games \$237.50





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1-800-667-1649





#### The General Terminal Report & Invoice



#### **Questions & Answers**

#### Will my Sweep Day and Invoice timing change?

No, Sweep Day and Invoice timing will remain the same.

#### Who do I contact if I have questions about my Invoice?

For invoice inquiries, please contact BCLC Credit Admin at 1-800-667-0710 or email. KAMAcntCreditAdmin@bclc.com.

# The General Terminal Report shows a Traditional Scratch & Win ticket order in the Settlements section, this order is not shown on my Invoice. Is there an error?

The order(s) shown on the General Terminal Report in the Settlements section is the order(s) received on the Lottery Terminal during the report's timeframe. Payment for the order(s) will be on the Invoice in 28 days per standard credit terms. In order to reconcile a Traditional Ticket order with the Invoice, you will require a General Terminal report dated 28 days prior to the Invoice as the primary reference.

# I have 2 Lottery Terminals at my location, do I need to pull a report from each Terminal to balance with my invoice?

Yes. For reconciliation with your Lottery Invoice a Terminal Report from each Lottery Terminal 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 total for the store and do not need to be added together. Please review the General Terminal Report Information Sheet for more details.

#### Is an 'Activation Ticket sale' recorded at the point of sale to the Player?

An Activation Ticket sale is recorded upon the product scanning through the Lottery Terminal and completion of Checkout. This step may take place before, or as part of, the sale to the Player. Scratch & Win Tickets may be activated as a Pack or on a Ticket-by-Ticket basis. For more information about Scratch & Win Activation Tickets visit the Lotto Transformation/Retail Network Scratch & Win Module.



