🕐 **10 MIN READ, 11 PAGES**

Reporting

The General Terminal Report

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

Retailer Hub

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. Note that the custom 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. Note that 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. See page 7 for reconciliation calculation and tips.

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The General Terminal Report

Terminal reporting is available on a per Terminal basis; therefore, if your location has more than 1 Lottery Terminal, you will be required to pull the General Terminal Report from each Lottery Terminal. This step is recommended for reconciliation purposes.

General Terminal Report Overview:

Report- CUSTOM
Date Range
5-digit Retailer Number
7-digit Terminal Number
(5-digit Retailer Number (22445)+ 2-digit Terminal Number (01)
Date and time report printed

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

Line items:
1 Line for each game/entry
Scratch & Win Activation Tickets: each game and variation will have a separate line entry.

Sales	
Lotto 6/49	$18.00
BC/49	$4.00
Extra	$6.00
Lotto Max	$60.00
Lotto Max Extra	$10.00
Daily Grand	$6.00
Daily Grand Extra	$3.00
$5 Bingo Mult. New	$10.00
SUBTOTAL	$117.00

The number shown before each line item represents the number of transactions. For example, Lotto 6/49 shows there were 4 transactions for a total of $18.00 (6 plays configured across 4 transactions).

	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

Each section contains a header describing the content in it.

Each section contains a Subtotal. Note the General Terminal Report **DOES NOT** provide a total.

	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

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Reporting
The General Terminal Report

Locations with More Than One Terminal

The General Terminal Report has two sections: **'Per Terminal'** and **'Per Store'.**

- The **'Per Terminal'** section includes Lottery transactions related to sales, validations and cancellations for the <u>specific Terminal</u> it was printed from.

    - Therefore, a report must be printed from each Terminal and the subtotals in the '**Per Terminal'** sections added together to complete daily reconciliation.

- The **'Per Store'** section contains transactions such as Settlements for Traditional Ticket information and Invoice adjustments. This section is the same information on each report.

```
             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
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 - Commision
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                $0.62

        Sales - Free Tickets
4 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

  Sales - Free Tickets - Commissions
4 Lotto Max                $1.00
1 Daily Grand              $0.15
1 $5 Set for Life IX       $0.25
1 $3 Cash Bonanza          $0.15
   SUBTOTAL                $1.55
```

'Per Terminal' A General Terminal Report must be printed from each Lottery Terminal. Add the subtotals from Terminal 01 and Terminal 02 together from the **'Per Terminal'** sections for daily reconciliation.

'Per Store' Entries are reported on the **store level**. This information will be the same on both General Terminal Reports and reflected on the corresponding invoice.

```
            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

     Cancellations - Commissions
1 Lotto 6/49               $0.15
1 Extra                    $0.05
1 Lotto Max                $0.25
1 Lotto Max Extra          $0.05
1 Daily Grand Extra        $0.05
1 $5 Bingo Mult. New       $0.25
   SUBTOTAL                $0.80

              Per Store
             Settlements
50 $5 Set for Life X     $250.00
   SUBTOTAL             $250.00

      Settlements - Commissions
50 $5 Set for Life X      $12.50
   SUBTOTAL               $12.50

               Returns
50 $5 Set for Life X     $250.00
   SUBTOTAL             $250.00

        Returns - Commissions
50 $5 Set for Life X      $12.50
   SUBTOTAL               $12.50

          Adjustments - Charge
1 Misc. Retailer Charge  $222.00
   SUBTOTAL             $222.00

          Adjustments - Refund
1 Seller's Prize         $250.00
1 Incentive               $50.00
   SUBTOTAL             $300.00

      Adj - Commissions - Charge
   SUBTOTAL                $0.00

      Adj - Commissions - Refund
   SUBTOTAL                $0.00
```

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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.

Reading the General Terminal Report:

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

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

```
              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                              $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

              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 - 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                           $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
```

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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.

Reading the General Terminal Report:

Cancellations [credit(-)]
Total dollar amount of cancellation receipts including new Activation Scratch & Win tickets

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.

Returns [credit (-)]
Returned Tickets that have a credit refund resulting from a processed buyback or damaged ticket.

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 in the entry processed above

Cancellations – Commissions [debit(+)]
Commissions reversal for cancelled Tickets

Settlements Commissions[credit(-)]
5% Commission paid on Traditional Tickets & Pull Tabs

Returns – Commissions [debit(+)]
Commission reversal for returned Traditional Tickets

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 in the entry processed above

Receipt detail:

```
           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

   Cancellations - Commissions
1 Lotto 6/49              $0.15
1 Extra                   $0.05
1 Lotto Max               $0.25
1 Lotto Max Extra         $0.05
1 Daily Grand Extra       $0.05
1 $5 Bingo Mult. New      $0.25
  SUBTOTAL                $0.80

           Per Store

           Settlements
50 $5 Set for Life X     $250.00
   SUBTOTAL              $250.00

     Settlements - Commissions
50 $5 Set for Life X      $12.50
   SUBTOTAL               $12.50

            Returns
50 $5 Set for Life X     $250.00
   SUBTOTAL              $250.00

      Returns - Commissions
50 $5 Set for Life X      $12.50
   SUBTOTAL               $12.50

      Adjustments - Charge
1 Misc. Retailer Charge  $222.00
  SUBTOTAL               $222.00

      Adjustments - Refund
1 Seller's Prize         $250.00
1 Incentive               $50.00
  SUBTOTAL               $300.00

   Adj - Commissions - Charge
  SUBTOTAL                $0.00

   Adj - Commissions - Refund
  SUBTOTAL                $0.00
```

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Reporting
The General Terminal Report

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 <u>Read More</u>

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Reporting
The General Terminal Report

Contributing Factors to Discrepancies in Reconciliation

1. **Traditional Tickets:** The sale of Traditional Tickets is not included in the Sales subtotal but is 'cash' in your till.

2. **Terminal Operations:** Incorrectly processing validations, selling and/or cancellations. Ie. paying out a prize without tapping Pay Prize button, forgetting to activate an Activation Ticket.

3. **Scratch & Win Free Ticket Prize Redemption:** a discrepancy between 'Validations – FT' and 'Sales – Free Tickets' is driven by scanning Traditional Tickets or giving cash in lieu of Free Tickets.

4. **Pre-Activating Ticket Packs:** When performing pack-activation to activate tickets in advance of the real-time sale, the Sales subtotal will be inflated.

5. **Selling Inactive Tickets:** If an Activation ticket is sold without being activated, the sale of this ticket is not included in the Sales subtotal but is 'cash' in your till.

6. **Web Cash, where applicable:** the sale of Web Cash is not included in the Sales subtotal but is 'cash' in your till.

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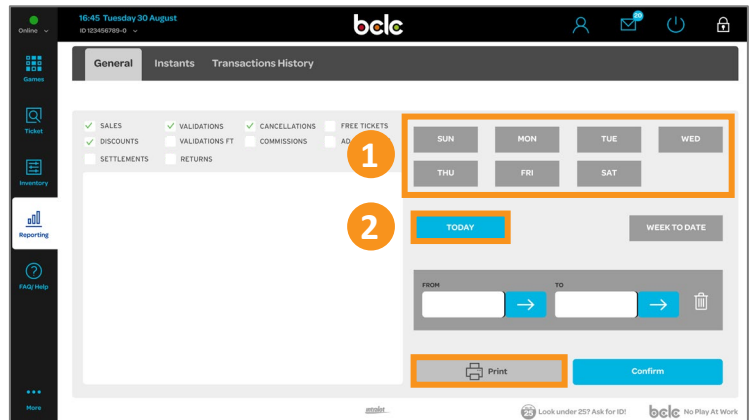
Reporting
The General Terminal Report

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

1. Print **FULL DAY** Report

2. Print two copies of **TODAY** Report
   - One to balance current business day
   - One to balance tomorrow's business day

Accounting/Bookkeeping Responsibilities

Review examples below to help balance for each business day

FRIDAY	SATURDAY
➕ Friday Report **FULL DAY**	➕ Saturday Report **FULL 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

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.

I am in the Hospitality Network and have a Self-Serve Terminal (SST), is reporting available on the SST?
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.

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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Reporting
The General Terminal Report

Questions & Answers

Are Traditional Scratch & Win Tickets added to the Sales section in the new Terminal Report?
No. Traditional Tickets are billed using the 28-day credit terms. These tickets will be included in the Settlements section of the General Terminal Report and on the corresponding invoice.

What is the difference between the Validations - FT and Sales - Free Tickets information on the report?
Validations - FT is the validation of the original ticket(s) that won the prize.
Sales - Free Tickets is the sale of the ticket(s) used to payout the Free Play prize(s). In the example on page 5: 1 Lotto Max ticket is scanned for validation, winning Free Play Tickets for a value of $20. This shows as 1 Lotto Max $20.00 in the **Validations - FT** section. The Free Play Tickets used to pay out the prize(s) are in **Sales - Free Tickets** section, listed as 4 Lotto Max $20.00. The player receives 4 x $5 Free Play Lotto Max Tickets.

Will the Validations - FT and the Sales- Free Tickets section have the same subtotal?
They can. However, if a Traditional Ticket is scanned in as the Free Ticket for a Scratch & Win Free Ticket validation it will be included in the **Validations - FT** section but not the **Sales – Free Tickets** section. In the example on Page 5: a $5 Set For Life IX is scanned for validation, winning a Free Play Ticket valued at $5. This reads as 1 $5 Set For Life IX $5 in the **Validations - FT** section. If a $5 Traditional Ticket is scanned to redeem the $5 Free Ticket Prize it will not be captured in the **Sales - Free Tickets** section. This is because Traditional Tickets are reconciled using the traditional 28-day credit terms.

Why do I have to calculate Net Amount manually?
The General Terminal Report does not display a Net Amount line item. The report displays amounts as absolute values, without using plus or minus signs. As a result, the Net Amount must be calculated manually by considering the context (whether it is a Debit (+) or Credit (-)) and summing up the relevant values.

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