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Reporting

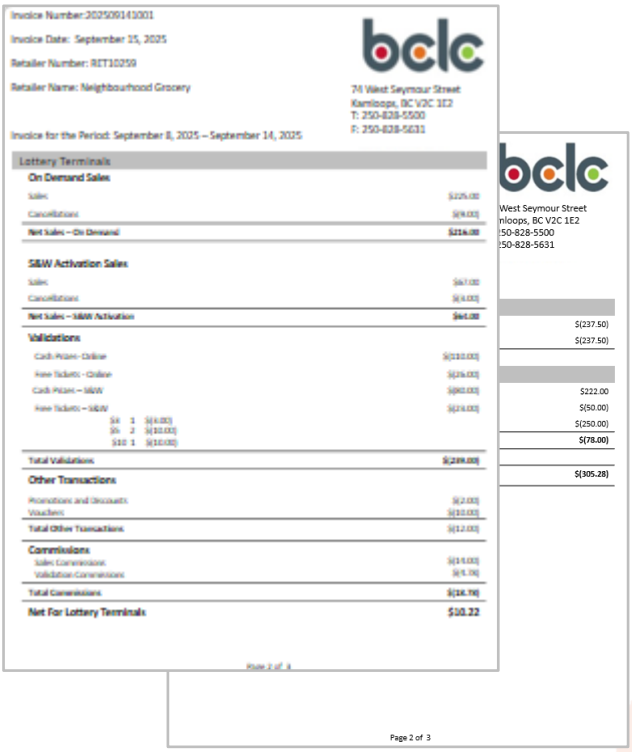
The General Terminal Report & Invoice

In this information sheet you will learn how to reconcile The **General Terminal Report** (GTR) **printed from the Lottery Terminal** to the **weekly Invoice**.

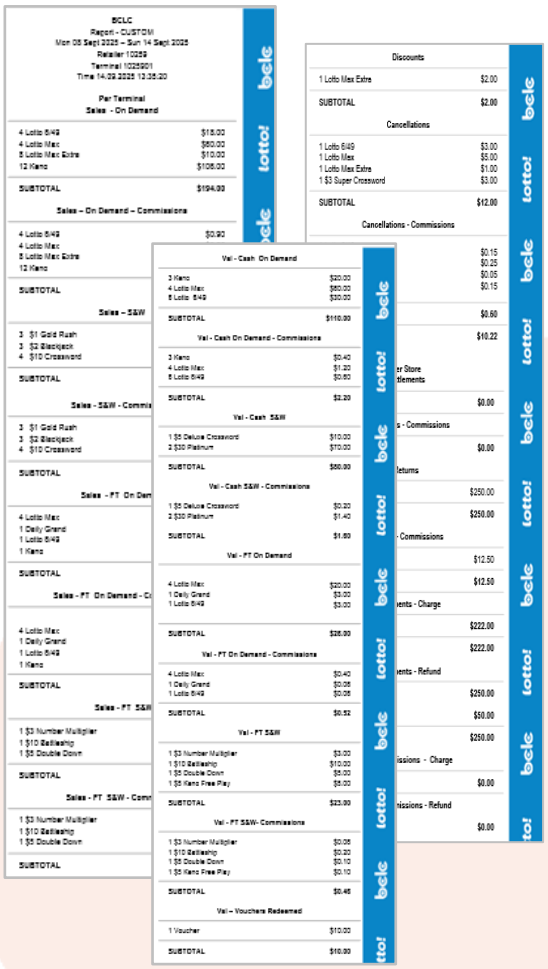
Overview:

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 GTR to support your store's reconciliation requirements. **NOTE: Retailers with more than 1 Lottery Terminal will need to pull the GTR from both Terminals for reconciliation.**

Weekly Invoice



General Terminal Report:



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

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Reporting

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.

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

Invoice for the Period: September 8, 2025 – September 14, 2025

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

BCLC
Report - CUSTOM
Mon 08 Sept 2025 – Sun 14 Sept 2025
Retailer 10259
Terminal 1025901
Time 14.09.2025 13:35:20

Reading the General Terminal Report & Invoice together:

1. The **On Demand Sales** section of the Invoice includes the following transactions as shown on the GTR.
   + Sales - On Demand: **$194.00**
   + Sales - FT On Demand: **$31.00**
   - On Demand Ticket Cancellations: **$(9.00)**
   = Net Sales On Demand: $194.00 + $31.00 - $(9.00) = $216.00

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
Net For Lottery Terminals	**$10.22**

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1

Sales - On Demand	
4 Lotto 6/49	$18.00
4 Lotto Max	$60.00
8 Lotto Max Extra	$10.00
12 Keno	$106.00
SUBTOTAL	**$194.00**

1

Sales - FT On Demand	
4 Lotto Max	$20.00
1 Daily Grand	$3.00
1 Lotto 6/49	$3.00
1 Keno	$5.00
SUBTOTAL	**$31.00**

1

Cancellations	
1 Lotto 6/49	$3.00
1 Lotto Max	$5.00
1 Lotto Max Extra	$1.00
1 $3 Super Crossword	$3.00
SUBTOTAL	**$12.00**

1

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Reporting

The General Terminal Report & Invoice

2. The **S&W Activation Sales** section of the Invoice includes the following transactions as shown on the GTR:
   + Sales S&W: **$49.00**
   + Sales - FT S&W **$18.00**
   - S&W Activation Ticket Cancellations **$(3.00)**
   = Net Sales – S&W Activation $49.00 + $18.00 - $(3.00) = $64.00

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
Net For Lottery Terminals	**$10.22**

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Sales – S&W

3	$2 Blackjack	$6.00
1	$3 Super Crossword	$3.00
3	$5 Set For Life	$15.00
1	$25 WebCash	$25.00
SUBTOTAL		**$49.00**

Sales - FT S&W

1 $3 Number Multiplier	$3.00
1 $10 Battleship	$10.00
1 $5 Double Down	$5.00
SUBTOTAL	**$18.00**

Cancellations

1 Lotto 6/49	$3.00
1 Lotto Max	$5.00
1 Lotto Max Extra	$1.00
1 $3 Super Crossword	$3.00
SUBTOTAL	**$12.00**

WebCash Reporting :
WebCash Sales are included in the **Sales – S&W** section of the General Terminal Report and the **S&W Activation Sales** section of the Invoice.

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Reporting

The General Terminal Report & Invoice

3. The **Validations** section of the Invoice includes the following transactions as shown on the GTR:
   + Val - Cash On Demand $(110.00)
   + Val - FT On Demand $(26.00)
   + Val - Cash S&W $(80.00)
   + Val - FT S&W $(23.00)
   = Total Validations: $(110.00) + $(26.00) + $(80.00)+ $(23.00) = $(239.00)

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
3 **Validations**	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
Net For Lottery Terminals	**$10.22**

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Val - Cash On Demand

3 Keno	$20.00
4 Lotto Max	$60.00
6 Lotto 6/49	$30.00
SUBTOTAL	3 **$110.00**

Val - FT On Demand

4 Lotto Max	$20.00
1 Daily Grand	$3.00
1 Lotto 6/49	$3.00
SUBTOTAL	3 **$26.00**

Val - Cash S&W

1 $5 Deluxe Crossword	$10.00
2 $30 Platinum	$70.00
SUBTOTAL	3 **$80.00**

Val - FT S&W

1 $3 Number Multiplier	$3.00
1 $10 Battleship	$10.00
1 $5 Double Down	$5.00
1 $5 Keno Free Play	$5.00
SUBTOTAL	3 **$23.00**

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Reporting

The General Terminal Report & Invoice

4. The **Other Transactions** section of the Invoice includes the following transactions as shown on the GTR:
   - **+** Promotions and Discounts **$(2.00)**
   - **+** Val - Vouchers Redeemed **$(10.00)**
   - **= Total Other Transactions $(2.00) + $(10.00) = $(12.00)**

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
Net For Lottery Terminals	**$10.22**

4

Page 2 of 3

Discounts	
1 Lotto Max Extra	$2.00
SUBTOTAL	**$2.00**

4

Val – Vouchers Redeemed	
1 Voucher	$10.00
SUBTOTAL	**$10.00**

4

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1-800-667-1649

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Reporting

The General Terminal Report & Invoice

5. The **Sales Commissions** of the Invoice includes the following transactions as shown on the GTR:

   + Sales - On Demand - Commissions: **$(9.70)**
   + Sales - S&W - Commissions: **$(2.45)**
   + Sales - FT On Demand - Commissions: **$(1.55)**
   + Sales - FT S&W - Commissions: **$(0.90)**
   - Cancellation Commissions :**$(0.60)**
   = Sales Commissions: $(9.70) + $(2.45) + $(1.55) + $(0.90) - $(0.60) = $(14.00)

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
Net For Lottery Terminals	**$10.22**

5

Page 2 of 3

Sales – On Demand – Commissions

4 Lotto 6/49	$0.90
4 Lotto Max	$3.00
8 Lotto Max Extra	$0.50
12 Keno	$5.30
SUBTOTAL	**$9.70**

5

Sales - S&W - Commissions

3 $2 Blackjack	$0.30
1 $3 Super Crossword	$0.15
3 $5 Set For Life	$0.75
1 $25 WebCash	$1.25
SUBTOTAL	**$2.45**

5

Sales - FT On Demand - Commissions

4 Lotto Max	$1.00
1 Daily Grand	$0.15
1 Lotto 6/49	$0.15
1 Keno	$0.25
SUBTOTAL	**$1.55**

5

Sales - FT S&W - Commissions

1 $3 Number Multiplier	$0.15
1 $10 Battleship	$0.50
1 $5 Double Down	$0.25
SUBTOTAL	**$0.90**

5

Cancellations - Commissions

1 Lotto 6/49	$0.15
1 Lotto Max	$0.25
1 Lotto Max Extra	$0.05
1 $3 Super Crossword	$0.15
SUBTOTAL	**$0.60**

5

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

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Reporting

The General Terminal Report & Invoice

6. The **Validation Commissions** of the Invoice includes the following transactions as shown on the GTR:

   + Val- Cash On Demand - Commissions: **$(2.20)**
   + Val- Cash S&W - Commissions: **$(1.60)**
   + Val - FT On Demand - Commissions: **$(0.52)**
   + Val - FT S&W - Commissions: **$(0.46)**
   = Validation Commissions: **$(2.20) + $(1.60) + $(0.52) + $(0.46) = $(4.78)**

Total Commissions =Sales Commissions $(14.00) + Validation$(4.78) Commissions =$(18.78)

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
Net For Lottery Terminals	**$10.22**

6

Page 2 of 3

Val - Cash On Demand - Commissions

3 Keno	$0.40
4 Lotto Max	$1.20
6 Lotto 6/49	$0.60
SUBTOTAL	**$2.20**

6

Val - Cash S&W - Commissions

1 $5 Deluxe Crossword	$0.20
2 $30 Platinum	$1.40
SUBTOTAL	**$1.60**

6

Val - FT On Demand - Commissions

4 Lotto Max	$0.40
1 Daily Grand	$0.06
1 Lotto 6/49	$0.06
SUBTOTAL	**$0.52**

6

Val - FT S&W- Commissions

1 $3 Number Multiplier	$0.06
1 $10 Battleship	$0.20
1 $5 Double Down	$0.10
1 $5 Keno Free Play	$0.10
SUBTOTAL	**$0.46**

6

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

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Reporting

The General Terminal Report & Invoice

7. The **Net Amount** on the GTR relates to the **Net For Lottery Terminals** listed on the invoice. **Note:** If your location **has two or more Lottery Terminals**, add the Net Amounts from each GTR together. This combined total should be used when reviewing the 'Net for Lottery Terminal' amount on the invoice.

Invoice Number: 202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

Lottery Terminals	
On Demand Sales	
Sales	$225.00
Cancellations	$(9.00)
Net Sales – On Demand	**$216.00**
S&W Activation Sales	
Sales	$67.00
Cancellations	$(3.00)
Net Sales – S&W Activation	**$64.00**
Validations	
Cash Prizes- Online	$(110.00)
Free Tickets - Online	$(26.00)
Cash Prizes – S&W	$(80.00)
Free Tickets – S&W	$(23.00)
$3 1 $(3.00)	
$5 2 $(10.00)	
$10 1 $(10.00)	
Total Validations	**$(239.00)**
Other Transactions	
Promotions and Discounts	$(2.00)
Vouchers	$(10.00)
Total Other Transactions	$(12.00)
Commissions	
Sales Commissions	$(14.00)
Validation Commissions	$(4.78)
Total Commissions	**$(18.78)**
7 **Net For Lottery Terminals**	**$10.22**

Page 2 of 3

Cancellations - Commissions	
1 Lotto 6/49	$0.15
1 Lotto Max	$0.25
1 Lotto Max Extra	$0.05
1 $3 Super Crossword	$0.15
SUBTOTAL	$0.60
7 **Net Amount**	**$10.22**

Net Amount & Net for Lottery Terminals:
Note: there may be discrepancies between these 2 amounts. This could be due to billing delays and back-office adjustments.

To ensure the **Net Amount & Net for Lottery Terminals** displays as accurately as possible, make certain the date range entered, matches the date range on the weekly Invoice for your location.

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

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Reporting

The General Terminal Report & Invoice

8. The **S&W Traditional/Pull Tab Games/Webcash** section of the Invoice includes the following transactions as shown on the GTR:

   Summary of all Traditional Ticket orders due and Ticket Returns.
   + Ticket Return: **$(250.00)**
   - Returns - Commission : **$12.50**
   = Net for S&W Traditional/Pull Tab Games/Webcash: **$(237.50)**

Invoice Number:202509141001
Invoice Date: September 15, 2025
Retailer Number: RET10259
Retailer Name: Neighbourhood Grocery

74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the Period: September 8, 2025 – September 14, 2025

8

S&W Traditional/Pull Tab Games/Webcash	
Returned Tickets	$(237.50)
Net for S&W Traditional/Pull Tab Games/Webcash	$(237.50)

Adjustments	
1Misc Retailer Charge	$222.00
Incentive	$(50.00)
Seller's prize	$(250.00)
Net for Other Invoice Details	**$(78.00)**
Current Week's Total Amount	**$(305.28)**

Page 3 of 3

Returns	
5 $50 Mega $	$250.00
SUBTOTAL	8 **$250.00**

Returns - Commissions	
5 $50 Mega $	$12.50
SUBTOTAL	8 **$12.50**

Traditional Ticket Orders:
The General Terminal Report (GTR) shows Traditional Ticket orders received during the selected date range. **On the invoice, payments for Traditional Ticket orders appear 28 days later.** To match a Traditional Ticket order with your invoice, use a GTR dated 28 days before the invoice date.

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

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Reporting

The General Terminal Report & Invoice

9. The **Adjustments** section of the Invoice includes store adjustments such as Retailer Charges, Seller's Prizes, Incentive earnings, the following transactions as shown on the GTR:
   + Adjustments – Charge (Misc Retailer Charge): $222.00
   - Adjustments - Refund (Seller's Prize): $(250.00)
   - Adjustments - Refund (Incentive): $(50.00)
   = Net for Other Invoice Details: $222.00 - $(250.00) - $(50.00) = **$(78.00)**

Invoice Number: 202311141001
Invoice Date: November 14, 2023
Retailer Number: RET10259
Retailer Name: Neighborhood Grocery

bclc
74 West Seymour Street
Kamloops, BC V2C 1E2
T: 250-828-5500
F: 250-828-5631

Invoice for the period: November 06, 2023 - November 12, 2023

S&W Traditional/Pull Tab Games/Webcash	
Returned Tickets	$(237.50)
Net for S&W Traditional/Pull Tab Games/Webcash	**$(237.50)**

9

Adjustments	
Seller's Prize	$(250.00)
Incentive	$(50.00)
Misc Retailer Charge	$222.00
Net for Other Invoice Details	**$(78.00)**

Current Week's Total Amount	**$(254.12)**

Page 3 of 3

Adjustments - Charge	
1 Misc Retailer Charge	$222.00
SUBTOTAL	9 $222.00

Adjustments - Refund	
1 Seller's Prize	$250.00
1 Incentive	$50.00
SUBTOTAL	9 $300.00

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

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Reporting

The General Terminal Report & Invoice

Questions & Answers

1. Why is there a difference between my GTR and weekly Invoice amounts?

There are several factors that could contribute to a discrepancy between the **Net Amount for Lottery Terminals** on the Invoice and the **Net Amount** on the GTR. Please note the following:

- **Back-Office Sales:** If a S&W Activation Ticket was activated in the back-office by BCLC, the sale will be included in the Sales-S&W in the weekly Invoice but not the GTR.

- **Traditional Ticket Orders:** The General Terminal Report (GTR) shows Traditional Ticket orders received during the report period. On the Invoice, payment for Traditional Ticket orders appear **28 days after the order has been received.** To match a Traditional Ticket order with your Invoice, use a GTR dated 28 days before the invoice date.

2. Why is there be a difference between Validations – FT S&W and Sales – FT S&W, when these are typically the same?

Good question! This difference happens when a player validates a Scratch & Win (S&W) ticket that wins a Free Play On Demand ticket.

For Example:

- The **$5 Keno Cashout S&W ticket** features a **$5 Keno On Demand Free Play Ticket prize.** Since you are validating a Scratch & Win Ticket the **validation** will be included in the **Val – FT S&W** section of the GTR. However, because the Free Play is issued as a **Keno On Demand** ticket, the **sale** will be included in the **Sales – FT On Demand** section of the GTR. Please **see pages 3 and 4** where this example is highlighted using blue text.

- **Note:** The **Val – FT S&W Commissions** and the **Sales - FT On Demand Commissions** earned for the validation and sale of a **$5 Keno Cashout Free Play prize** will also follow the same logic. Please **see pages 7 and 8** where this example is highlighted using blue text.

Reporting

The General Terminal Report & Invoice

Questions & Answers

3. When is an Activation Ticket sale recorded?

An Activation Ticket sale is recorded when the ticket is scanned through the Lottery Terminal, and the Checkout process is completed.

- **Activation Options:** Tickets can be activated as a full pack or one at a time.
- **Why It Matters:** If a ticket isn't activated, Players will not be able to check or validate their ticket, causing a negative Player experience.

4. I have 2 Lottery Terminals at my store. Do I need to pull a GTR from each one to balance with my Invoice?

Yes, you do. To match your Lottery Invoice correctly, you must pull a GTR from each Lottery Terminal. Here's how to read the reports:

- **Per Terminal section:** Shows transactions for each terminal separately. You'll need to add these together to get the full store total.
- **Per Store section:** Shows the combined total for your entire store. You do not need to add anything here—this section already includes both terminals.

5. My store sells WebCash. Where can I find the Sales and Commissions?

On the GTR:

- WebCash Sales are listed under **Sales – S&W**
- WebCash Commissions are listed under **Sales - S&W – Commissions**

On the Invoice:

- WebCash Sales are included in **S&W Activation Sales**
- WebCash Commissions are included in the **Sales Commissions**

6. Will my Sweep Day and Invoice timing change?

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

7. Who do I contact if I have questions about my Invoice?

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