10 MIN READ, 15 PAGES

Reporting

The Lottery Terminal - General Terminal Report

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

lotto! Retailer Hub

Reporting

The General Terminal Report

The General Terminal Report (GTR) 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. Effective October 2, 2025 Transaction Types selected for printing the General Terminal Report will be saved and recalled for future sessions. This means Transaction Types will no longer need to be reselected each time the GTR is printed.

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 GTR prints on one slip.**

Why use the General Terminal Report?

Use the GTR to reconcile lottery transactions on a daily, weekly, or monthly basis. For guidelines on how to complete reconciliation calculations, refer to page 11.

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

2 (REV: October 2025)

Reporting

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 (10259)+ 2-digit Terminal Number (01)
Date and time report printed

Report – CUSTOM
Mon. 08 Sept 2025 – Sun. 14 Sept 2025
Retailer 10259
Terminal 1025901
Time 14 . 09. 2025 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 – On Demand

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
12 Keno	$106.00
SUBTOTAL	**$204.00**

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 – On Demand

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
12 Keno	$106.00
SUBTOTAL	**$204.00**

Each section contains a header describing the content in it.

Sales – On Demand

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
12 Keno	$106.00
SUBTOTAL	**$204.00**

Each section contains a Subtotal.

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

lotto! Retailer Hub

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.

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

Per Terminal

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**

Sales – On Demand – Comm

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

Sales – S&W

3	$1 Gold Rush	$3.00
3	$2 Blackjack	$6.00
4	$10 Crossword	$40.00
SUBTOTAL		**$49.00**

Sales - S&W - Comm

3	$1 Gold Rush	$0.15
3	$2 Blackjack	$0.30
4	$10 Crossword	$2.00
SUBTOTAL		**$2.45**

'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 weekly invoice.

Per Store

Settlements

10 $30 Platinum	$300.00
SUBTOTAL	**$300.00**

Settlements – Comm

10 $30 Platinum	$15.00
SUBTOTAL	**$15.00**

Returns

4 $50 Mega	$200.00
SUBTOTAL	**$200.00**

Returns - Comm

5 $50 Mega	$10.00
SUBTOTAL	**$10.00**

Adjustments - Charge

1 Misc Retailer Charge	$222.00
SUBTOTAL	**$222.00**

Adjustments - Refund

1 Seller's Prize	$250.00
SUBTOTAL	**$250.00**

...upport:
1-800-667-1649

lotto! Retailer Hub

Reporting

The General Terminal Report

Reading the General Terminal Report

The GTR includes all Lottery transaction types and any manual adjustments listed on the invoice. This information sheet explains the content of each section and indicates whether each transaction type is a credit (-) or a debit (+) for your location.

Sales and Commissions: These sections display the sales and commissions for On Demand Games & Scratch & Win Activation Tickets.

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

               Per Terminal
             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

        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

               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 - 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
```

Sales- On Demand [debit (+)]
On Demand ticket sales

Sales-Commission [credit (-)]
5% Commission earned for On Demand Ticket sales

Sales- S&W [debit (+)]
S&W Activation Ticket sales.
Does not include Traditional Tickets

Sales-Commission [credit (-)]
5% Commission earned for S&W Activation Tickets.
Does not include Traditional Tickets

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

lotto! Retailer Hub

Reporting
The General Terminal Report

Reading the General Terminal Report:

Free Ticket Sales and Commissions: Displays the sales and commission for Free Ticket prizes paid out for On Demand and Scratch & Win Activation Tickets:

Sales – FT – On Demand [debit(+)]
Sales of the On Demand Tickets used to pay out Free Ticket prizes.

Sales – FT On Demand - Commissions [credit(-)]
5% Commission earned for the sale of the On Demand Tickets used for redemption

Sales – FT – S&W [debit(+)]
Sales of the S&W Activation Tickets used to pay out Free Ticket prizes.
Note: S&W Traditional Tickets used to redeem Free Ticket prizes **ARE NOT INCLUDED** in this section of the GTR.

Sales - FT- S&W- Commissions [credit(-)]
5% Commission earned for the sale of the S&W Activation Tickets used for redemption.

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**

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**

Sales - FT - S&W

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

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**

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

Retailer Hub

Reporting
The General Terminal Report

Reading the General Terminal Report:

Cash Prize Validations and Commissions: Displays the cash prizes paid out and the validation commission for On Demand Games & Scratch & Win Tickets:

Val - Cash - On Demand[credit(-)]
Cash prizes paid out for On Demand Games

Val - Cash On Demand

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

Val - Cash - On Demand - Commissions [credit(-)]
2% Commission on cash prizes paid out for On Demand Games

Val - Cash On Demand - Commissions

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

Val - Cash - S&W [credit(-)]
Cash prizes paid out for S&W Games. **Includes Traditional Tickets**

Val - Cash S&W

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

Val - Cash - S&W- Commissions [credit(-)]
2% Commission on cash prizes paid out for S&W Tickets. **Includes Traditional Tickets**

Val - Cash S&W - Commissions

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

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

Retailer Hub

Reporting
The General Terminal Report

Reading the General Terminal Report:

Free Ticket Validations and Commissions: Displays the free ticket prizes paid out and the validation commission for On Demand Games & Scratch & Win Activation Tickets.

Voucher Redeemed: Displays the vouchers paid out.

Val - FT - On Demand[credit(-)]
Free Tickets prizes paid out for On Demand Games. Note **Val - FT - On Demand** will have the same values as **Sales – FT- On Demand**

Val - FT - On Demand-Commissions[credit(-)]
2% Validation Commission on **Free Ticket** prizes paid out for On Demand Games.

Val - FT – S&W[credit(-)]
Free Tickets prizes paid out for S &W Games. Note **Val - FT - S&W** may **NOT** have the same values as **Sales - FT- S&W due to Traditional Tickets**

Val - FT – S&W Commissions[credit(-)]
2% Validation Commission on **Free Ticket** prizes paid out for S&W Games.

Val – Vouchers Redeemed [credit(-)]
Value of Vouchers redeemed. Note vouchers are not eligible for 2% validation commission

Val - FT On Demand	
4 Lotto Max	$20.00
1 Daily Grand	$3.00
1 Lotto 6/49	$3.00
SUBTOTAL	**$26.00**

Val - FT On Demand - Commissions	
4 Lotto Max	$0.40
1 Daily Grand	$0.06
1 Lotto 6/49	$0.06
SUBTOTAL	**$0.52**

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	**$23.00**

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**

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

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

Retailer Hub

Reporting
The General Terminal Report

Discounts [credit(-)]
Free promotional offers printed from the Lottery Terminal. Example shown $2 Free Extra on the $40 Lotto Max Pack

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

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

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

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**

Cancellations - Comm	
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**

Net Amount	**$10.22**

NET AMOUNT
- <u>Do NOT </u>use for Daily Cash Reconciliation.
- **The NET AMOUNT** corresponds to **the Net for Lottery Terminal Section**, on page 2 of the **weekly invoice**.
- **Note:** there may be discrepancies between these 2 amounts. This could be due to billing delays due to system errors and back-office adjustments.
- To ensure the NET AMOUNT 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

lotto! Retailer Hub

Reporting
The General Terminal Report

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

Per Store Settlements	
SUBTOTAL	$0.00
Settlements - Comm	
SUBTOTAL	$0.00
Returns	
5 $50 Mega $	$250.00
SUBTOTAL	$250.00
Returns - Comm	
5 $50 Mega $	$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

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

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

Retailer Hub

Reporting
The General Terminal Report

Daily Cash Reconciliation:

Follow these guidelines for Daily Cash Reconciliation at your location:

1. **Select the following Transaction Types:**
    *   Sales
    *   Validations - Cash
    *   Vouchers Redeemed
    *   Discounts
    *   Cancellations

☑ Sales	☐ Sales – FT	☑ Validations – Cash	☐ Validations - FT
☑ Vouchers Redeemed	☑ Discounts	☑ Cancellations	☐ Adjustments
☐ Settlements	☐ Returns	☐ Commissions	☐ Net Amount

2. **Follow the calculations below.** Note if your location has more than one Lottery Terminal, combine the subtotals from each separate General Terminal Report.

MANUALLY ➕ / ➖ SUBTOTALS FOR EACH CATEGORY TO CALCULATE DAILY CASH RECONCILIATION	
➕	Sales - On Demand
➕	Sales - S&W
➖	Validations - Cash - On Demand
➖	Validations - Cash - S&W
➖	Vouchers - Redeemed
➖	Discounts
➖	Cancellations
➖	**Daily Cash Reconciliation Amount**

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

lotto! Retailer Hub

Reporting
The General Terminal Report

Key Contributors to Cash Reconciliation Discrepancies:

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

2. **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.

3. **Scratch & Win Free Ticket Prize Redemption:** a discrepancy between 'Val – FT- S&W' and 'Sales - FT- S&W' 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. **Traditional Tickets:** The sale of Traditional Tickets is not included in the Sales subtotal but is 'cash' in your till.

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

Retailer Hub

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
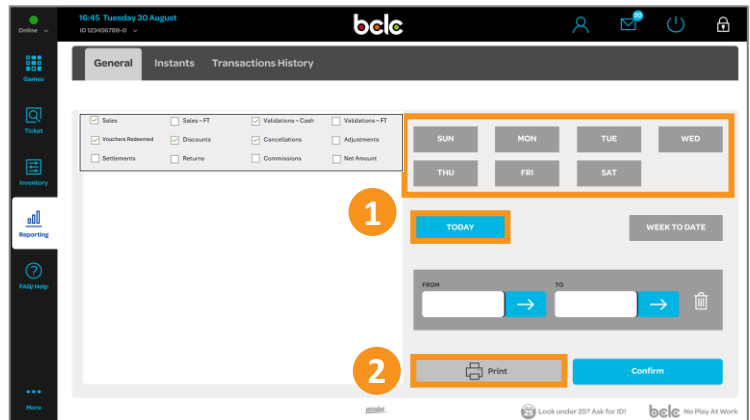
Accounting/Bookkeeping Responsibilities
Review examples below to help balance for each business day

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**

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

Retailer Hub

Reporting
The General Terminal Report

Questions & Answers

Q: I have 2 Lottery Terminals at my location; do I need to pull a report from each Terminal?
A: Yes. For reconciliation purposes, 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 the total for the store and do not need to be added together. **See page 4** of this Information Sheet for more information.

Q: I am in the Hospitality Network and have a Self-Serve Terminal (SST), is reporting available on the SST?
A: Yes. For more information about the reporting feature in the SST check-out the reporting section for the SST on the Retailer Hub.

Q: What time frame are the transactions on the Lottery Terminal captured?
A: Lottery Transactions are captured daily on the Lottery Terminal from 12:00AM- 11:59PM.

Q: Who do I contact if I have questions about my Terminal Report and the Invoice?
A: For invoice inquiries, please contact BCLC Credit & Collections at 1-800-667-0710 or email KAMAcntCreditAdmin@bclc.com.

Q: Are Traditional Scratch & Win Tickets added to the Sales section in the new Terminal Report?
A: 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.

Q: My store sells WebCash. Where can I find the Sales and Commissions on the GTR?
A: WebCash Sales are listed under **Sales – S&W; and** WebCash Commissions are listed under **Sales - S&W – Commissions.**

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

Retailer Hub

Reporting
The General Terminal Report

Questions & Answers

Q: Will my preferred Transaction Types be saved for future sessions?

A: Yes. Once selected, your preferred Transaction Types will be saved and automatically recalled in future sessions. However, if you require different Transaction Types each time, you'll need to adjust them manually. **Please note:** if the Lottery Terminal undergoes a software update or reboots due to a network outage, it may reset and default to selecting all Transaction Types. In such cases, you'll need to reselect your preferences.

Q: What is the difference between the Validations - FT and Sales - Free Tickets information on the report?

A: '**Val - FT On Demand**' and '**Val- FT S&W**' is the validation of the original ticket(s) that won the prize. '**Sales – FT- On Demand**' and **'Sales – FT- S&W'** is the sale of the ticket(s) used to payout the Free Play prize(s). In the example on page 8: 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 **Val - FT On Demand (page 8)** section. The Free Play Tickets used to pay out the prize(s) are in **Sales - FT- On Demand (page 6)** section, listed as 4 Lotto Max $20.00. The player receives 4 x $5 Free Play Lotto Max Tickets.

Q: Will the Val - FT S&W and Sales - FT S&W sections have the same subtotal?

A: They can, but not always. Two scenarios may cause differences:

Scenario 1: Traditional Ticket or Cash in Lieu is used to payout the prize:
- If a Free Ticket prize is paid out using a **Traditional Ticket or Cash in Lieu**, the validation will appear in **Val – FT S&W,** but there will be no corresponding sale in **Sales – FT S&W,** causing a discrepancy.

Scenario 2: 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 prize is issued as a **Keno On Demand** ticket, the **sale** will be included in the **Sales – FT On Demand** section of the GTR.
- **Refer to pages 6 and 8** for a highlighted example in blue text.

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

Retailer Hub