

Accounting and Reports

Bank Account for Electronic Fund Transfers (EFTs) –The Lottery requires retailers to set up a bank account from which the Lottery can make EFT withdrawals (sweeps) to collect the money that is owed.

- Suggestion: You may want to set up a separate account for Lottery business. This helps you track Lottery transactions and avoids confusion, which could lead to an EFT rejection.

Lottery Accounting Week

The Lottery's accounting week is Sunday through Saturday. On Sunday, you can print for the prior week's activity (Weekly settlement report) and all scratch tickets that have settled during the accounting week and which are due for payment (Settled pack detail report). The weekly settlement report taken on Sunday will reflect the sales activity for the prior week and shows the net amount owed to the lottery.

Weekly settlement report shows *Scratch* activity, on-line activity, and combined activity (Lottery accounting week Sun-Sat).

The combined portion of Weekly settlement report shows any previous balance, the net amounts due for *Scratch* and on-line, any adjustments or promotions, and the total amount due.

Reports Available Through the GT1200 and Lottery Vending Machine

There are several other reports available through your lottery terminal(s). Here are some other reports you may be interested in.

- Daily Sales Report: This report provides *daily* accounting information. This is date specific, and the amount is accumulated throughout the day. Enter the desired date and press send. This report can be taken more than once during the day without resetting (Reports ⇔ General Reports ⇔ Daily Sales).
 - Most current will be from this morning's sign-on until now
 - Two separate payout totals, Draw and Scratch
 - Does not track the individual scratch ticket sales

Accounting: There are two Daily Sales Reports which should be used for cash accounting if you have a Lottery Vending Machine (Gemini Touch).

GT1200 terminal standard Daily Sales includes all draw game sales

- Both terminals' sales (GT1200 & GEMINI TOUCH) will be included on report
- Separate reports can be printed for both terminals 00 and 01 (GT1200 and GEMINI TOUCH)

From GT1200 Lottery terminal

Reports ⇔ Lotto To Go Reports ⇔ Daily Terminal Activity

https://gtechcorp-my.sharepoint.com/personal/won_yun_igt_com/Documents/Attachments/IGT WA/Accounting and Reports.doc

Accounting and Reports

Terminal Numbers: For Sign on and report purposes know your terminal number!

- GT1200 Lottery terminal= Retailer Number + 00
- GEMINI TOUCH = Retailer Number + 01 (There are some terminals are exceptional to this rule).
 - **There are some terminals are exceptional to this rule and the terminal ID can be found on any sales reports from the Lottery Vending Machine**
- Week-To-Date Sales Report: This report provides *week-to-date* accounting information. This report can be taken more than once during the week without resetting (Reports-General Reports-Week to Date).
 - Adds from Sunday sign-on until now
- Inventory Summary: This report displays a summary of your instant (scratch) ticket inventory by game number. The report prints automatically after pressing the send button and lists the game number, number of packs, and status. It does not include packs in settled status (Scratch Reports-Inventory Summary).
- Inventory Detailed: This report displays more detail on instant ticket inventory. The terminal will prompt you to type in the desired game number and will print specific pack numbers and the dates of status changes (Scratch Reports-Inventory Detail).
- Settled Inventory: This report shows the dates specific packs were settled, and activated, during a given time period. It also shows the dollar amount for each pack (Scratch Reports-Settled Pack Detail).

SCRATCH FUNCTIONS (MANAGEMENT/BOOKEEPERS)

Receive

- Retailer should promptly receive all ticket shipments
- Receive function turns on LED scanner to receive shipments
 - Use lottery BOL to receive and these tickets are now verified at your location and available for use
 - Not required to use specific packs, old packs will automatically be picked up by DSR if not used, tickets in this status have not been paid for
- Tickets/shipments must be in received status to activate any of the packs from the shipment

Activate

- Retailer Activates ticket packs individually to meet sales needs
- Activate function turns on LED scanner to activate individual ticket packs
 - A receipt is printed showing packs activated, can be grouped together
 - Note on receipt that all packs are activated with no exceptions*
- Activation starts the deferred billing process
 - 80% validation

Accounting and Reports

- 50-day terms
- Ticket packs not activated cannot be sold
- Packs loaded into GEMINI TOUCH vending machines will auto activate when loaded

*If packs are not activated due to exceptions, please contact your Lottery Sales Representative or Lottery Customer Service to have the pack status checked or picked up/returned to the Lottery.

Settle

- Select retailers will use this function
 - Negates the deferred billing process
 - Tickets will automatically settle after deferred billing
- Retailers don't need to perform this function if using deferred billing process

Scratch Ticket Pack Statuses

Ticket packs are given a status by the computer to reflect where they are in the distribution chain. Below are the statuses for ticket packs and what each one means.

- In-Transit Status – Indicates the packs and/or shipment are in route to a retailer.
 1. Ticket packs are considered “in-transit” when packs are assigned to a retailer, packaged at the warehouse, and then shipped to the retailer.
 2. Ticket packs are “in-transit” until the retailer “receives” an order through a GT1200 or GEMINI TOUCH terminal.
- Received Status – Indicates that the pack of tickets is in the possession of the retailer but not placed in a bin for sales (Tickets in received status are still considered the property of the Lottery).
 1. Using the GT1200 Terminal, press “Scratch Functions” to access the pack management screen.
 2. Choose option Receive Shipments to scan and “receive” packs.
 3. Scan the shipping label for the entire order (a receipt is automatically generated).
 4. Retailers are not billed for ticket packs in “received” or “in transit” status.
- Activated Status – Indicates the retailer has made the pack of tickets available for sale to customers.
 1. Using the GT1200 terminal, press “Scratch Functions” to access the pack management screen.
 2. Choose option Activate Packs/Shipments to scan and “activate” packs.
 3. Retailers **should not sell** a pack of tickets until “activated.”

Accounting and Reports

- Settled Status – Indicates the retailer’s intent to pay for the pack(s) during that week’s billing cycle.

Scratch reports

- Can be used to track pack inventory and status
- Shows inventory summary of games applicable to your lottery account

Inventory Summary: By game number lists pack status

- INT or In-Transit shows packs being shipped out to your location
 - Ticket packs are considered “in-transit” when packs are assigned to a retailer, packaged at the warehouse, and then shipped to the retailer.
 - Ticket packs are “in-transit” until the retailer “receives” an order, or pack, through a GT1200 terminal.
- REC or Received Status: These packs are in your inventory
 - REC tickets have not been activated
 - Old packs will automatically be picked up
 - Tickets in REC status have not been charged to your lottery account
- ACT or Activated Status: Packs that are selling and not yet Settled
 - Packs will automatically Settle based on the 80% 50day rule
 - Settle packs are not shown

Note: Retailers are not billed for ticket packs in “received” or “in transit” status.

Inventory Detail: This report displays more detail on instant ticket inventory. The terminal will prompt you to type in the desired game number and will print specific pack numbers and the dates of status changes (Scratch Reports-Inventory Detail).

Activated Pack Detail: This report shows the dates specific packs were activated, during a given time. It also shows the dollar amount for each pack (Scratch Reports-Activated Pack Detail).

Settled Pack Detail: This report shows the dates specific packs were settled, and activated, during a given time. It also shows the dollar amount for each pack (Scratch Reports-Settled Pack Detail).

List of Reports from Lottery Vending Machine (GEMINI TOUCH):

- **Shift Report** - Reflects all sales since the last time the report was generated.
Note: When Clearing a Shift Report, all accounting data will reset to zero.
- **Enhanced Shift Report**
 - Z Count = increments by a count of 1 when shifts are cleared – never clears out back to zero.

Accounting and Reports

- Bill Door Count – increments count by 2 (open/close) when BA door is open and closed. Clears back to zero after shift is cleared.
 - Main Door Count-increments counts by 1 when main door is opened. Clears back to zero after shift has cleared.
- **Inventory Report** - Shows, by game/bin number, how many tickets are currently loaded in the terminal.

LVM INVENTORY REPORT				
RETAILER 188110				
05/18/2021 18:46:31				
BIN	GAME	PPT	COUNT	AMOUNT
01	1628	\$30.00	2	\$60.00
02	1593	\$30.00	26	\$780.00
03	1661	\$20.00	21	\$420.00
04	1621	\$20.00	21	\$420.00
05	1642	\$10.00	42	\$420.00
06	1664	\$10.00	34	\$340.00
07	1640	\$5.00	36	\$180.00
08	1633	\$5.00	29	\$145.00
09	1631	\$5.00	33	\$165.00
10	1614	\$5.00	19	\$95.00
11	1617	\$5.00	12	\$60.00
12	1639	\$5.00	31	\$155.00
13	1649	\$5.00	47	\$235.00
14	1641	\$5.00	24	\$120.00
15	1605	\$5.00	27	\$135.00
16	1640	\$5.00	36	\$180.00
17	1660	\$3.00	69	\$207.00
18	1656	\$3.00	96	\$288.00
19	1616	\$2.00	77	\$154.00
20	1657	\$2.00	34	\$68.00
21	1658	\$2.00	5	\$10.00
22	1655	\$1.00	122	\$122.00
23	1652	\$1.00	114	\$114.00
24	1611	\$1.00	133	\$133.00
Total			1090	\$5,006.00

REPORT ONLY
NOT FOR SALE

Accounting and Reports

- Inventory Summary Report by Price

```

SCRATCH
INVENTORY SUMMARY REPORT
BY PRICE
TUE MAY18 21 18:56:21
RETAILER: 188110
ORDER DAY: TUESDAY
FREQUENCY: WEEKLY
CURRENT WEEK: A-WEEK

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BIN	COUNT	PRICE	CREA	INT	REC	ACT
GAME	MIX	\$30.00				24
GAME	MIX	\$20.00				22
GAME	MIX	\$10.00				20
GAME	MIX	\$5.00				18
GAME	MIX	\$3.00				16
GAME	MIX	\$2.00				14
GAME	MIX	\$1.00				13
GAME	CREA	INT	REC	ACT		
\$30.00						
10208 XTREME	0	0	2	0		
15993 JKPTFO	0	0	0	0		1
\$20.00						
10001 500JKP	0	0	1	0		1
1621 MONEY	0	0	0	0		1
\$10.00						
10064 BONUS\$	0	0	2	0		1
10062 15MCSH	0	0	2	0		0
1642 GOLDEN	0	0	1	0		1
\$5.00						
10049 EXTRME	0	0	0	0		1
10047 LTGRND	0	0	0	0		1
10040 MNYSFN	0	0	1	0		3
10030 75CASH	0	0	1	0		1
10038 5STARX	0	0	0	0		2
10031 PLINKO	0	0	0	0		1
10017 CSHOVR	0	0	0	0		1
10014 TWISTD	0	0	0	0		1
1605 LFL14	0	0	1	0		4
\$3.00						
1600 PLKADT	0	0	1	0		1
1656 DSLNGO	0	0	0	0		1
\$2.00						
16008 LTRA22	0	0	1	0		1
10007 STNKIN	0	0	1	0		0
1627 CORNER	0	0	1	0		1
1616 BUBBLE	0	0	0	0		1
\$1.00						
1672 BAGMNY	0	0	1	0		0
10003 C\$HMCH	0	0	1	0		0
10005 LKYROL	0	0	0	0		1
10004 925	0	0	1	0		0
10052 SOCKIT	0	0	0	0		1
1011 CSHSPL	0	0	0	0		1
TOTAL	0	0	20	0		28

END OF REPORT

- Logging and Security

- **Cash Log**-Lists the details of the last 200 Instant & On-line game transactions on the self-service terminal
 - **Security Log** – Describes when the door/cash box was opened and closed and by whom.

Accounting and Reports

- **Events Log** – Tracks all activity related to the machine except the dispensing of tickets.

SALES REPORTS

- **Today's Report** - Provides sales data on all the sales that have taken place for the current day by game/bin number (12:30AM-until now).

Bin/Game Sales
TODAY
RETAILER 9999
07/30/2014 04:31:12
LVM 1

BIN	GAME	QTY	VALUE
01	1009	0	\$0.00
02	0741	0	\$0.00
03	0795	0	\$0.00
04	1009	0	\$0.00
05	1009	0	\$0.00
06	5900	0	\$0.00
07	0824	0	\$0.00
08	1009	0	\$0.00
09	0613	0	\$0.00
10	0722	0	\$0.00
11	0722	0	\$0.00
12	0722	0	\$0.00
13	0613	0	\$0.00
14	0613	0	\$0.00
15	0613	0	\$0.00
16	0613	0	\$0.00
17	0613	0	\$0.00
18	0613	0	\$0.00
19	0613	0	\$0.00
20	0613	0	\$0.00
21	0613	0	\$0.00
22	0722	0	\$0.00
23	0722	0	\$0.00
24	0722	0	\$0.00
25	PWRB	0	\$0.00
26	MEGA	0	\$0.00
27	LOTTO	0	\$0.00
28	HITS	0	\$0.00
29	MAT4	0	\$0.00
30	0015	0	\$0.00
31	0016	0	\$0.00
32	RAFL	0	\$0.00
	SCRATCH	0	\$0.00
	ONLINE	0	\$0.00
	TOTAL	0	\$0.00

- **Yesterday's Reports** - Provides sales data by game/bin number and total sales for the previous day (12:30AM-Midnight).

Accounting and Reports

- **Last 7 Day's Report**- Summarizes sales information for each of the past seven days in reverse chronological order.

- **This Week's Report** - Offers the retailer access to sales information for the current week, from Sunday at 12:30AM until the time this report is printed.

Bin/Game Sales
THIS WEEK
RETAILER 9999
07/30/2014 04:31:24
LVM 1

BIN	GAME	QTY	VALUE
01	1009	0	\$0.00
02	0741	00	\$0.00
03	0795	00	\$0.00
04	1009	00	\$0.00
05	1009	00	\$0.00
06	5900	00	\$0.00
07	0824	00	\$0.00
08	1009	00	\$0.00
09	0613	00	\$0.00
10	0722	00	\$0.00
11	0722	00	\$0.00
12	0722	00	\$0.00
13	0613	00	\$0.00
14	0613	00	\$0.00
15	0613	00	\$0.00
16	0613	00	\$0.00
17	0613	00	\$0.00
18	0613	00	\$0.00
19	0613	00	\$0.00
20	0613	00	\$0.00
21	0613	00	\$0.00
22	0722	00	\$0.00
23	0722	00	\$0.00
24	0722	0	\$0.00
25	PWRB	0	\$0.00
26	MEGA	00	\$0.00
27	LOTTO	00	\$0.00
28	HIT5	00	\$0.00
29	MAT4	00	\$0.00
30	0015	0	\$0.00
31	0016	0	\$0.00
32	RAFL	0	\$0.00
	SCRATCH	0	\$0.00
	ONLINE	00	\$0.00
	TOTAL	0	\$0.00

- **Last Week's Report** - Reflects sales for the previous seven-day reporting week, ending Sunday 12AM.

Accounting and Reports

- **Last 4 Week's Report** – Summarizes sales information for each of the last four weeks. Week four is the current week and reflects sales up until the time the report is printed.

- **This Months and Last Months Reports-** This month's report reflects sales for the current month to the time the report was taken. Last month's report reflects sales for the previous month.

Accounting and Reports

Bin/Game Sales
 THIS MONTH
 RETAILER 9999
 07/30/2014 04:31:34
 LVM 1

BIN	GAME	QTY	VALUE
01	1009	0	\$0.00
02	0741	0	\$0.00
03	0795	0	\$0.00
04	1009	0	\$0.00
05	1009	0	\$0.00
06	5900	0	\$0.00
07	0824	0	\$0.00
08	1009	0	\$0.00
09	0613	0	\$0.00
10	0722	0	\$0.00
11	0722	0	\$0.00
12	0722	0	\$0.00
13	0613	0	\$0.00
14	0613	0	\$0.00
15	0613	0	\$0.00
16	0613	0	\$0.00
17	0613	0	\$0.00
18	0613	0	\$0.00
19	0613	0	\$0.00
20	0613	0	\$0.00
21	0613	0	\$0.00
22	0722	0	\$0.00
23	0722	0	\$0.00
24	0722	0	\$0.00
25	PWRB	0	\$0.00
26	MEGA	0	\$0.00
27	LOTTO	0	\$0.00
28	HIT5	0	\$0.00
29	MAT4	0	\$0.00
30	0015	0	\$0.00
31	0016	0	\$0.00
32	RAFL	0	\$0.00
	SCRATCH	0	\$0.00
	ONLINE	0	\$0.00
	TOTAL	0	\$0.00

- **Audit Trail Report** - Provides a listing for the last ten transactions that have occurred on the terminal.

Accounting and Reports

AUDIT TRAIL REPORT
RETAILER 9999
07/30/2014 06:15:08
LVM 1

Transaction Details

-----Transaction 10-----

Bills:

\$10.00

Bills Total	:	\$10.00
Manual Credit Total	:	\$0.00
Money Total	:	\$10.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
PID# 5900 BIN# 6	:	\$1.00
Sales Total	:	\$10.00
Refund Total	:	\$0.00

-----Transaction 9-----

- **Status Report** - Details any problems that might exist, as well as information on the set-up of each dispenser

Accounting and Reports

LVM STATUS REPORT
RETAILER 9999
07/30/2014 06:46:39
LVM 1

IN SERVICE
DOOR IS OPEN CASH OVER LIMIT BILL ACCEPTOR
FAILED

	BIN	JAMMED	EMPTY	LOW
01		NO	NO	NO
02		NO	NO	NO
03		NO	NO	NO
04		NO	NO	NO
05		NO	NO	NO
06		NO	NO	NO
07		NO	NO	NO
08		NO	NO	NO
09		NO	NO	NO
10		NO	NO	NO
11		NO	NO	NO
12		NO	NO	NO
13		NO	NO	NO
14		NO	NO	NO
15		NO	NO	NO
16		NO	NO	NO
17		NO	NO	NO
18		NO	NO	NO
19		NO	NO	NO
20		NO	NO	NO
21		NO	NO	NO
22		NO	NO	NO
23		NO	NO	NO
24		NO	NO	NO

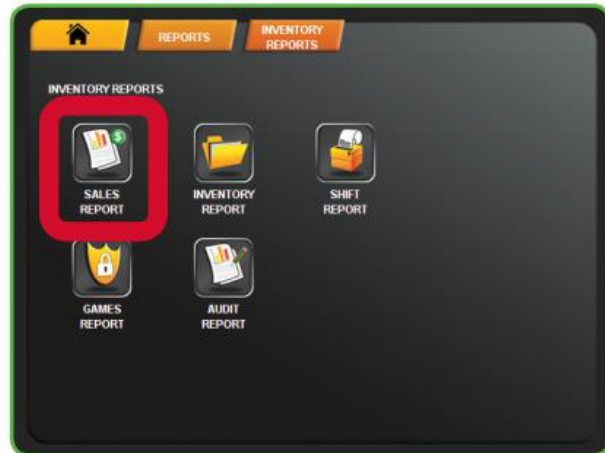
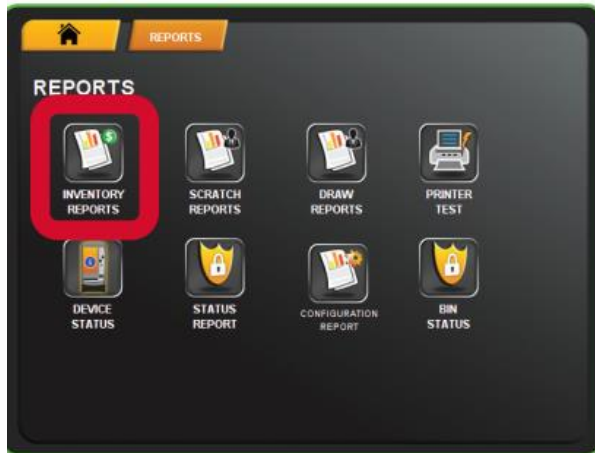
Terminal Status::Ready
Bill Acceptor Status:Disabled
Printer Status:Online
2D Reader Status:Online
Playslip Reader Status:DeviceStatus0
1D Reader Status:Online
Comm Status:COMM LINE DOWN
Integration Board Status:Main Door Open

REPORT ONLY
NOT FOR SALE

- **Desired Report by timeframe**-Select desired sales report by timeframe.

Accounting and Reports

(Reports-Sales Reports-Inventory Reports-Others)



Note: Sales amounts may not balance completely due to time frame on sales reports ranging from 12:30AM to Midnight.

Accounting and Reports

Scratch Ticket Computation Sheet for In-counter Bins

Bin#	Game Name	Ticket Price	Begin#	End#	# of Ticket Sold	Total Sold\$
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						