

1st Shift: Name:							2nd Shift: Name:						3rd Shift: Name:							
Disp #	Instant Game	Ticket Price	Beginning Number	Ending Number	# Sold	\$ Sold	Instant Game (If changed)	Ticket Price	Beginning Number	Ending Number	# Sold	\$ Sold	Instant Game (If Changed)	Ticket Price	Beginning Number	Ending Number	# Sold	\$ Sold		
1		\$						\$						\$						
2		\$						\$						\$						
3		\$						\$						\$						
4		\$						\$						\$						
5		\$						\$						\$						
6		\$						\$						\$						
7		\$						\$						\$						
8		\$						\$						\$						
9		\$						\$						\$						
10		\$						\$						\$						
11		\$						\$						\$						
12		\$						\$						\$						
13		\$						\$						\$						
14		\$						\$						\$						
15		\$						\$						\$						
16		\$						\$						\$						
17		\$						\$						\$						
18		\$						\$						\$						
19		\$						\$						\$						
20		\$						\$						\$						
21		\$						\$						\$						
22		\$						\$						\$						
23		\$						\$						\$						
24		\$						\$						\$						
25		\$						\$						\$						
26		\$						\$						\$						
27		\$						\$						\$						
28		\$						\$						\$						
		Reports	Register	Difference \$					Reports	Register	Difference \$					Reports	Register	Difference \$		
A. Instant Sales (Cash - In)		+					A. Instant Sales (Cash - In)		+					A. Instant Sales (Cash - In)		+				
B. Online Total Sales (Cash-In)		+					B. Online Total Sales (Cash-In)		+					B. Online Total Sales (Cash-In)		+				
C. Online Cancels (Voided)***		-					C. Online Cancels (Voided)***		-					C. Online Cancels (Voided)***		-				
D. Cashes (Cash Out)		-					D. Cashes (Cash Out)		-					D. Cashes (Cash Out)		-				
Total Cash On Hand - Shift 1							Total Cash On Hand Shift 2**							Total Cash On Hand Shift 3**						
														Total Deposit (Shift 1,2,3)						

- Instructions:
- Place the entry for Total Instant Sales in Section A
 - From the Today Sales Summary report from the terminal - enter the **Online Total Sales**
 - From the Today Sales Summary report from the terminal - enter the **Online Cancels**
 - From the Today Sales Summary report from the terminal - add up **Cashes** for Online and Instant
 - For Total Cash on Hand - (A + B - C - D)
 - Reconcile the Cancellation Slips to Section C

** To balance 2nd and 3rd shift, run the Today Sales Summary report from the terminal and subtract from the report taken from prior shift
 *** Terminal will provide a cancellation slip for EVERY cancellation

Reconciliation Instructions

IMPORTANT: LOAD SCRATCH-OFF PACKS WITH TICKET NUMBER 000 BEING THE FIRST TO BE SOLD.

Beginning of Shift:

1. Begin a new Reconciliation Report each day. If you have only 1 shift per day, then you may use the form for 3 days, one day for each shift section.

2. For all packs currently for sale, enter the game/pack number under the "**Instant Game**" column and the ticket's price in the "**Ticket Price**" column based on the pack's location in your dispenser. *Ex. 1 = the pack in your dispenser labeled 1.*

NOTE: If you are loading a new game, first verify the pack has been **ACTIVATED** on the terminal.

3. For each pack, record the ticket number of the next ticket being dispensed for sale in the "**Beginning Number**" column. **NOTE:** If the pack is a partial pack, then this number should match the "**Ending Number**" from the previous count/shift.

4. If a pack sells out during your shift, reload the dispenser and put a slash (/) under every entry for that dispenser record. For the next shift, record only the new game /pack number under "**Instant Game**" and new "**Ticket Price**" if necessary. If the game name does not change between shifts, there is no need to re-write the "Instant Game" and "Ticket Price".

End of Shift:

1. At the end of the shift, record the next ticket number from each pack in the dispenser under the "**Ending Number**" column.

2. Calculate the difference between the "**Beginning Number**" and the "**Ending Number**" and enter under "**# Sold**".

3. Multiply the # Sold by the "**Ticket Price**" and record under "**\$ Sold**".

4. Add up all the totals from the "**\$ Sold**" column and enter into "**Instant Sales**" box in Section A under "**Reports**".

5. From the Lottery terminal, touch the Financial Reports button and run the "**Today Sales Summary**" report.

6. From the Today Sales Summary report, enter the "**Online - Total Sales**" into the box in Section B under "**Reports**".

7. From the Today Sales Summary report, enter the "**Online - Cancels**" into the box in Section C under "**Reports**".

8. From the Today Sales Summary report, add up the **Cashes** under Online and Instant. Enter the total in the "**Cashes**" box in Section D.

9. Compute the "**Total Cash on Hand**" using the formula: $A + B - C - D$.

10. Using information from your store register (if applicable), enter the values for A, B, C & D under the "Register" column.

11. For each section, subtract the values in the "Register" column from the values in the "Reports" column and enter in the "Difference \$" column. This will show any overages or shortages.

12. Reconcile the value from Cancellation Receipts to amount in Section C - **EVERY** cancellation will print a receipt.

Note: To balance 2nd and 3rd shift, run the Today Sales Summary terminal report at the end of the shift. Subtract the amount in box B, C & D of the prior shift from the corresponding totals on the report. Enter the results in box B, C & D of the current shift. *For example, take the "Online - Total Sales" from the report and subtract the first shift's "Online - Total Sales" to obtain sales to enter for the second shift.*