# Terminal Report Guide



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Rev 02/2022

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LAST REPORT	
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## **ACCESSING REPORTS**



## GENERAL INFORMATION

Reports can be accessed from the menu in the right hand portion (pictured at left) of the Main Screen of the retailer Lottery terminal.

Reports initially display in a preview pane. Users can print the report on ticket paper stock by selecting the Print button.

In the case of locations with multiple terminals, a prompt will appear to select whether to run the report for all terminals at that location or only for the terminal on which the request is being made.

For weekly or week-to-date reports, note the Lottery's accounting week runs from Sunday at 12:01 a.m. to Saturday at 12:00 a.m. when the terminal goes down briefly.





	ww.louisianalot	SIANA SIANA ERATION 06:08:10	ru.com
	SALES - TO APR 13, 20	ОАУ 27	inalotte
	Retailer: 00	0000	S.
	ONLINE		15
2	0 Pick 3	67.00	0
3	3 Pick 4	58.00	
	0 RAFFLE	0.00	
	0 Lotto Lagniappe	0.00	
-	3 Pick 5	15.00	
15 m	2 Easy 5	2.00	
1874	2 Lotto	2.00	
200	8 Powerball	27.00	
16 1	5 Mega Millions	46.00	
70 5	0 Fast Play	103.00	
CONTRACTOR AND A	1 EZ Match	1.00	
Lot 1 Store of	34 Total Sales	321.00	
	0 Promos	0.00	
-	0 Coupons	0.00	
6000	O Cancels	221.00	
NOW T	UNTING NET TOTAL	321.00	
	Instant		
	1 Packs Settled	250.00	
	Returns	0.00	
	Instatut Net Total	250.00	C
	Total Amount	571.00	
			9
ALC: NO DE LA COMPANY	INFORMATION ONLY - N	IOT FOR SALE	
101	.001-000000 02 0000075	4* TR:00000927	E
	858F62C3C477699EC8630E	0F512A6A2846B	0
1388	4 45171 05179 90050 9	0991 36134 50398	
			0

### **SALES - TODAY**

#### How to Access:

MAIN MENU>FINANCIAL REPORTS>SALES>TODAY

*This daily report is available for the current day and the previous seven days.* 

#### **Report Purpose & Use:**

This report contains a breakdown of the number of transactions and corresponding sales by game for the day, as of the time the report is generated. Sales for all Fast Play games are aggregated. The report also lists any sales offsets, such as promotions and cancels. For scratch-off/instant games, the number and value of packs that have settled to the retailer's account for the day will display, offset by any returns made.

Retailers may print a copy of this report at the end of each shift to compare online game sales to register sales for daily and shift reconciliation.



### SALES – WEEK-TO-DATE

How to Access:

MAIN MENU>FINANCIAL REPORTS>SALES>WEEK-TO-DATE

This weekly report can also be generated for the current accounting week or for up to 52 previous weeks by selecting the WEEKLY option and the week-ending date.

#### **Report Purpose & Use:**

This report contains a breakdown of the number of transactions and corresponding sales by game for the Lottery's accounting week, which begins at 12:01 a.m. Sunday and runs through Saturday at 12:00 a.m., as of the time the report is generated. Sales for all Fast Play games are aggregated. The report includes any sales offsets such as promotions and cancels.

For scratch-off/instant games, the number and value of packs that have settled to the retailer's account during the week will display, offset by any returns made.

This report can be helpful in tracking retailer product sales progress for the week or for any past accounting week in the last year.

www.louisianalottery.com	60
THE APT 13, 2027 06:08:10	
VALIDATIONS - TODAY APR 17, 2027 Retailer: 000000	cianalotter
Validations Details   0 Pick 3 0.00   0 Pick 4 0.00   0 RAFFLE 0.00   0 Lotto Lagniappe 0.00   0 PB Holiday Bonus 0.00   0 Pick 5 0.00   0 Pick 5 -3.00	
0 Lotto 0.00   2 Powerball -16.00   0 Mega Millions 0.00   15 Fast Play -255.00   0 EZ Match 0.00   27 LT Instant -132.00   0 MT Instant 0.00	
46 Total Validations -406.00   INFORMATION ONLY - NOT FOR SALE 101001-000000 02 00000754* TR:00000927   858F62C3C477699EC8630DF512A6A2846B 13884 45171 05179 90050 90991 36134 50398	

## **VALIDATIONS - TODAY**

#### How to Access:

MAIN MENU>FINANCIAL REPORTS>CASHES>TODAY

This daily report is also available for the previous seven days.

This report can also be generated on a WEEK-TO-DATE basis and on a WEEKLY basis for up to 52 previous weeks by selecting those menu options.

#### **Report Purpose & Use:**

This report contains a breakdown of the number of transactions and corresponding amount of validations (cashes/prizes paid) by game for the day, as of the time the report is generated. Validations for all Fast Play games are aggregated. Instant (scratchoff) prizes are reported by tier. Low-tier (LT) prizes are those of \$25 and under. Mid-tier (MT) prizes are those of \$26 to \$600, the maximum amount a retailer may pay by law.

Retailers may print a copy of this report at the end of each shift to compare validations or prizes paid to register amounts for daily and shift reconciliation.

0	www.louisianalotte	ry.com	
2	MOR. SEP 25, 2017	ATION 6:58:31	eru.com
	TODAY SALES SUM	MARY	alotte
	SEP 25, 2017 Retailer:1001	76	isian
			R
	ONLINE		
81	Total Sales	203.00	
4	Casnes	-19.00	
Real P	Promos	0.00	
0	Coupons	0.00	
0	Cancels	0.00	
122 5	Adjustments	0.00	
100	Sales Comm	-10.15	
0	Bonus	0.00	
	Communication Fee	0.00	
(SI)	Unline Net Total	173.85	
Sol	L.		
-	Tustant		
1	Sottlements	250.00	-
27	Cashas	-132.00	
	Deturne	0.00	
	Idiustments	0.00	6
	Coupons	0.00	ä
	Sales Comm	-12.50	F
	Instant Net Total	105.50	- F
	and the new rout	200.00	E
	Balance	279.35	.0
	INFORMATION ONLY - N	OT FOR SALE	22
1	00176-10017631 01 TR	:00000016207	He c
			in a

TODAY SALES SUMMARY

How to Access:

MAIN MENU>FINANCIAL REPORTS>SUMMARY>TODAY

This daily report is also available for the previous seven days.

This report can also be generated on a WEEK-TO-DATE basis and on a WEEKLY basis for up to 52 previous weeks by selecting those menu options.

#### Report Purpose & Use:

This report contains a breakdown of the total number of transactions and corresponding sales <u>for the day</u> as of the time the report is generated, as well as the total number and value of cashes of winning tickets (validations).

The ONLINE (draw-style and Fast Play games) section of the report also includes the weekly communications fee and offsets such as any Lottery adjustments, cancels and corresponding sales commission and bonuses earned.

For INSTANT (scratch-off) sales, the number and value of pack settlements that have occurred for the day are displayed along with cashes of winning tickets (validations). Offsets such as returns, account adjustments and corresponding sales commission are also reflected.

Retailers may print a copy of this report at the end of each shift to compare online results for total sales, cancels and cashes to register amounts for daily and shift reconciliation.

## UTILITIES – MANAGER REPORTS



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UTILITIES	MENU
REPRINTS	CONTROLS AND INFORMATION
LAST LAST LAST LAST CANCEL	ONLINE SUPPLIES CALL ME PAPER STOCK REQUEST VOLUME CONTROL VERSION
HISTORY REPORT	STORE MANAGER UTILITIES
PEROPT	
REPORTS	
NEWS WINNING #'S SACKPOT	PRINTER CAMERA PAD CUSTOMER DISPLAY
	BARCODE CHECK A PHOTON SHUT DOWN READER TICKET ERROR TERMINAL
EXIT	J

NOW	www.louisianalotte	ry.com	
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15		<b>IANA</b>	
5		T-DAV	
	Tue. Apr 13, 2027 06:	08:10	
TATE			
	APR 04. 2027 - APR 10	0. 2027	
	Retailer: 00000	0	
	BALANCE FORWARD	0.00	
	UN-LINE NET DUE	430.85	
	ADJUSTMENT	0.00	
1279790	CLAIM INCENTIVE	0.00	
125	CURRENT AMOUNT DUE	593.35	
20	Pick 3 Sales	12.00	
16	Pick 4 Sales	33.00	
16	RAFFLE Sales	0.00	
	Pick 5 Sales	5.00	
	Easy 5 Sales	12.00	
(OTA)	Lotto Sales Powerball Sales	52.00	
NOW	Mega Millions Sales	79.00	
CUIRIAMS 191	Fast Play Sales	102.00	
	Total Sales	563.00	
	Pick 3 Cashes	0.00	
	RAFFLE Cashes	0.00	
	Lotto Lagniappe Cashes	0.00	
	Pick 5 Cashes Easy 5 Cashes	0.00	
	Lotto Cashes	-6.00	
	Powerball Cashes	-8.00	
	Fast Play Cashes	-53.00	
	EZ Match Cashes	-10.00	
	Promos	-84.00	
	Coupons	0.00	
	Cancels Sales Comm	0.00	
	Sellers Bonus	0.00	
	Communication Fee	-20.00	
	onifine net but	10105	
in the second	Instant Packs Settled	750.00	
15	Returns	0.00	
2%	Cashes Sales Comm	-550.00	
16	Instant Net Due	162.50	
10	Sween Dato Mon Arm 13	2027	13
LOUISLAN	INFORMATION ONLY - NOT	FOR SALE	
Special string	01001-000000 02 00000754*	TR:00000927	
69-13	884 45171 05179 90050 90991	36134 50398	
NOW			

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## MANAGER REPORTS

## CURRENT WEEKLY

#### How to Access:

MAIN MENU>UTILITIES>MANAGER REPORTS (ENTER ID & PASSCODE)> CURRENT WEEKLY INVOICE

This report is available beginning at 5 a.m. Sunday morning.

#### **Report Purpose & Use:**

This report reflects what is owed to the Lottery for the accounting week, which begins 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

The amount is determined by taking total ONLINE (Fast Play and draw-style game) sales by game for the week, as well as the communications fee and INSTANT (scratchoff) pack settlements, offset by cashes (validations/prizes paid), cancels/returns, along with corresponding sales commission and any bonus or incentive earned.

Retailers can use this report to determine the amount of funds which will be deposited into or swept from their account via Electronic Funds Transfer (EFT) for the week.



### MANAGER REPORTS

## PREVIOUS WEEKLY INVOICE

#### How to Access:

MAIN MENU>UTILITIES>MANAGER REPORTS (ENTER ID & PASSCODE)> PREVIOUS WEEKLY INVOICE>SELECT SATURDAY DATE>OK

Invoices for last 52 weeks can be accessed by selecting the week-ending date.

#### Report Purpose & Use:

This report reflects what is owed to the Lottery for a previous accounting week, as reflected by the report dates.

The amount is determined by taking total ONLINE (Fast Play and draw-style game) sales by game for the week, as well as the communications fee and INSTANT (scratchoff) pack settlements, offset by cashes (validations/prizes paid), cancels/returns, along with corresponding sales commission and any bonus or incentive earned.

Retailers use this report to determine the amount of funds that were deposited into or swept from their account via Electronic Funds Transfer (EFT) for that week.



## MANAGER REPORTS

## ADJUSTMENTS WEEKLY

#### How to Access:

MAIN MENU>UTILITIES>MANAGER REPORTS (ENTER ID & PASSCODE)> FINANCIAL ADJUSTMENT>WEEKLY

Weekly adjustments for last 52 weeks can be accessed by selecting the week-ending date.

This report is also available for the current day (TODAY), previous seven days or on a WEEK-TO-DATE basis by selecting those menu options.

#### **Report Purpose & Use:**

This report reflects adjustments to your account which occurred during the previous accounting week which begins 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday.

Financial adjustments reflected on the report include debits (reported as positive amounts) such as the weekly communications fee, any NSF (nonsufficient funds) amounts, and validations where payment to a player was not made. Credits (reported as negative amounts) that may appear include the quarterly claim incentives, selling bonuses, ticket error credits for draw-style or Fast Play games and credits for defective instant (scratchoff) tickets, promotional tickets or credit for stolen tickets.



## MANAGER REPORTS

## COMMISSIONS -TODAY

How to Access:

MAIN MENU>UTILITIES>MANAGER REPORTS (ENTER ID & PASSCODE)> COMMISSION REPORT>TODAY

This daily report is available for the current day and previous seven days.

The report can also be run on a WEEK-TO-DATE basis or on a WEEKLY basis for the last 52 weeks by selecting the weekending date.

#### **Report Purpose & Use:**

This report reflects sales commissions earned by game for the day, as of the time the report is generated.

Commission for instant (scratch-off) games are reported at the time the pack of tickets is settled, not sold.

Commission is a credit reported as a negative number as that it how it impacts the weekly invoice.

Retailers may use the report to track commissions earned by day.

## SCRATCH OFFS-INSTANT REPORT MENU







Game-Pack	Game	PP	Date	Status
1091-045455	50X Lucky	\$10	01/24/18	Shipped
1099-008175	FAST 50	\$1	01/24/18	Shipped
1101-015581	JOKER'S	\$5	01/24/18	Shipped
1103-005187	FAT TUES	\$2	01/24/18	Shipped
1104-004578	LOVE	\$2	01/24/18	Shipped
1020-006967	CASH CLUB	\$2	12/05/17	Issued
1083-054522	BIG MONEY	\$10	01/22/18	Issued
1091-042419	SOX LUCKY	\$10	01/10/18	Issued
1092-005826	RUBY, SAPP	\$1	12/29/17	Issued
1093-008173	MONEY MAD	\$2	01/08/18	Issued
1097-011248	BLOCK-O	\$3	01/22/18	Issued
1100-007432	BLACKJACK	\$2	01/22/18	Issued
1088-013945	5X LUCKY	\$1	01/12/18 A	ctivated
1090-020711	20X LUCKY	\$5	12/07/17 A	ctivated
1091-040149	SOX LUCKY	\$10	01/23/18 A	ctivated
1092-005856	RUBY, SAPP	\$1	01/20/18 A	ctivated
1093-008774	MONEY MAD	\$2	01/20/18 A	ctivated
1094-010991	X THE MON	\$3	12/29/17 A	ctivated
1095-004347	HOLIDAY	\$1	12/07/17 A	ctivated
1097-007305	BLOCK-O	\$3	12/25/17 A	ctivated
1100-006451	BLACKJACK	\$2	01/15/18 A	ctivated
1101-013647	JOKER'S	\$5	01/12/18 A	ctivated
1102-002890	MARDI GRAS	\$1	01/16/18 A	ctivated
1083-052198	BIG MONEY	\$10	01/20/18	Settled
1094-012046	X THE MON	\$3	01/23/18	Settled
1097-010469	BLOCK-O	\$3	01/19/18	Settled
1101-011962	JOKER'S	\$5	01/19/18	Settled
				107 e 1

INFORMATION ONLY - NOT FOR SALE 100176-10017631 01 @ TR:00000012183

## **INSTANT REPORT MENU**

## INSTANT INVENTORY DETAIL

#### How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>INVENTORY DETAIL

#### **Report Purpose & Use:**

This report reflects all instant/scratch-off packs currently assigned to the retailer, including the game and pack number, game name, status and the date the status commenced.

Packs that have <u>Shipped</u> are in transit to the retailer's location. Packs that are <u>Issued</u> are those the retailer has confirmed on the terminal as being received. Packs in <u>Activated</u> status are those the retailer has activated on the terminal for sale but has not yet paid for. Packs that are <u>Settled</u> are those that have billed to the retailer's account during the last 7 days.

Because each pack can be in only one status at a time, retailers who are billed immediately upon activation (Activation Only) will not see packs in Activation status.

The report can be used to keep track of retailer scratch-off inventory, including what is on order, what should be in storage, and those packs that have been activated for sale and/or billed during the accounting week.



## WEEKLY PACK RETURNS

#### How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>WEEKLY PACK RETURNS

Weekly Pack Returns for last 52 weeks can be accessed by selecting the week-ending date.

This report is also available on a DAILY basis for the previous three years by selecting that menu option.

#### **Report Purpose & Use:**

This report reflects activated instant tickets from full or partial packs that were picked up by or returned to the Lottery due to game closure, defect or poor sales during the accounting week ending on the date reflected on the report. The report includes the game/pack number, game name, date of return and the range of ticket numbers returned.

When scratch-off tickets are returned, the Lottery will credit the retailer's accounts for those tickets have that already settled/billed. The credit appears under the Returns section on the Weekly Invoice.

The Weekly Pack Returns report can assist retailers in reconciling account credits and in investigating questions concerning their invoice.



Retailer:100176 ORDER STATUS

Order Number: 11702257771 Order Placed: Mon, Mar 19, 2018 Order Del Date: Wed, Mar 21, 2018 Status: Shipped Type: TelSell

Order Number: 11601993625 Order Placed: Mon, Mar 12, 2018 Order Del Date: Wed, Mar 14, 2018 Status: Shipped Type: TelSell

INFORMATION ONLY - NOT FOR SALE

#### **ORDER STATUS**

How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>ORDER STATUS

#### **Report Purpose & Use:**

This report reflects all scratch-off pack orders placed for the retailer as of the date of the report. More than one pack of tickets may be contained under one order number.

The report lists the date the order was placed and the status of that order. The order will be in <u>Created</u> status when it is entered into the Lottery's system, <u>In Process</u> when it is being filled by the Lottery's distribution center and <u>Shipped</u> when it is in transit to the retailer. The shipment date is listed as the delivery (Del) date.

Once the retailer has confirmed receipt of the order on their terminal, the order no longer appears on the report.

The Order Status Report is helpful in tracking orders to ensure management of incoming inventory and to make sure all orders assigned to the retailer have been properly confirmed on the terminal.



## WEEKLY PACK ACTIVATIONS

How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>WEEKLY PACK ACTIVATIONS

*Weekly Pack Activations for last 52 weeks can be accessed by selecting the week-ending date.* 

This report is also available on a DAILY basis for the previous three years or on an accounting week-to-date (W-T-D) basis by selecting those menu options.

#### **Report Purpose & Use:**

This report reflects all instant/scratch-off packs that the retailer activated for sale during the accounting week ending on the date reflected on the report. The report includes the game/pack number, game name and date of activation.

The Weekly Pack Activations report can help retailers confirm that packs in their dispensers have been activated and when. This information is helpful in determining how long certain packs have been activated, which impacts billing.

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	10 - ci	ORPORA	TION	12
	Thu, Feb 01	, 2018 07:	57:12	E
	Retail	er: 100176		2
	TOP PRIZ	ES REMAINI	NG	2
No.	Name	Prize I	Prizes Pri	zes
15		Amount	Won Remain	ning
1121	BANK ON IT!	\$100,000	0	3
1120	DIAMOND BINGO	\$30,000	0	3
1119	TRIPLE PLAY	\$12,000	0	5
1118	DOUBLE DOUBLER	\$4,000	0	8
1115	\$10 GRAND	\$10,000	0	3
1111	WILD WIN	\$100,000	2	1
1109	MONODOLY \$100	\$100,000	0	3
1108	MONEY FOR WORD	\$30 000	0	3
1107	MONOPOLY \$20.0	\$20,000	0	4
1106	MONOPOLY \$5.00	\$5,000	1	7
1105	777	\$200,000	0	3
1104	LOVE	\$14,000	0	4
1103	FAT TUESDAY	\$12,000	2	1
1102	MARDI GRAS	\$2,000	4	4
1101	JOKER'S WILD	\$100,000	2	1
1100	BLACKJACK TRIP	\$12,000	2	3
1099	PLOCY-O PINCO	\$2,500	3	3
1094	X THE MONEY CR	\$30,000	2	4
1093	MONEY MADNESS	\$12,000	3	2
1092	RUBY, SAPPHIRE	\$2,000	3	ŝ
1091	50X LUCKY	\$200,000	1	3
1090	20X LUCKY	\$100,000	3	1
1089	10X LUCKY	\$20,000	5	1
1088	SX LUCKY	\$5,000	9	S
1087	SAINTS GAME	\$100,000	3	1
1086	EUCKI 13	\$13,000	4	4
1004	RIC MONEY	\$200,000	2	1
1081	HOT 100S	\$10,000	3	1
1080	WINNER WINNER	\$4,000	6	2
1077	DEUCES WILD	\$12,000	2	2
1076	QUICK 9'S	\$1,000	5	2
1074	DOUBLE LUCK	\$12,000	3	1
1073	\$	\$14,000	3	1
	THEORY OF CALL		ALLO DO	

## TOP PRIZES REMAINING

#### How to Access:

MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>TOP PRIZES REMAINING

#### Report Purpose & Use:

This report reflects <u>all active</u> instant/scratchoff games currently offered by the Lottery along with the amount and number of top prizes already claimed and still remaining to be claimed in the game. Games are closed once all top prizes have been claimed.

This report can assist retailers in answering players' questions about top prizes in a game. The information is also available on the Lottery's website,

www.louisianalottery.com/scratch-offs/topprizes-remaining.

INFORMATION ONLY - NOT FOR SALE 100176-10017631 01 @ TR:00000021436

15%		
15%	OUIS	LANA
56	1 CTT	TOV
10		
Eni Mar	CORPOR	ATION
Reta	ailer: 1001	.76
WEEKLY	INSTANT C	ASHES
FOR WEEK	ENDING: 0	3/24/18
Cash		
Date	Otv	Amt
03/18/18	17	\$148.00
03/19/18	17	\$103.00
03/20/18	18	\$264.00
03/21/18	12	\$88.00
03/22/18	20	\$243.00
03/23/18	2	\$7.00
Total	86	\$853.00
Free Ticket		
Date	Otv	Amt
03/18/18	17	\$51.00
03/19/18	14	\$25.00
03/20/18	22	\$78.00
03/21/18	14	\$23.00
03/22/18	19	\$57.00
03/23/18	2	\$2.00
Total	88	\$236.00
Total Cashes	s 174	\$1,089.00

## WEEKLY INSTANT CASHES

#### How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>WEEKLY CASHES

Weekly Instant Cashes for last 52 weeks can be accessed by selecting the week-ending date.

This report is also available on a DAILY basis for the previous three years or on an accounting week-to-date (W-T-D) basis by selecting those menu options.

#### Report Purpose & Use:

This report reflects the number and value of all instant ticket validations for each day of the accounting week ending on the date reflected on the report. The report breaks down the validations by Cash prizes paid and Free Tickets redeemed.

The Total Cashes amount appears under the Instant/Cashes area of the Weekly Invoice. Because the retailer is reimbursed the full face value of the ticket as a cash, they effectively earn commission on the FREE ticket given.

The Weekly Instant Cashes report is helpful in digging deeper into the metrics behind the amount of scratch-off winnings the store is paying out, which impacts their Cashing Incentive. Free ticket cashes information can be helpful in understanding its impact on inventory.

#### w.louisianalottery.com , Mar 23, 2018 08:06:30 Retailer:100176 ACTIVATED NOT BILLED Game-Pack 1100-009485 1125-004054 1088-017728 1106-005697 1117-005559 1122-002096 1104-010636 1110-009753 1121-012294 1131-001268 1091-060137 1093-005294 1108-009651 Count = 13 INFORMATION ONLY - NOT FOR SALE 100176-10017631 01 @TR:00000036171

## **INSTANT REPORT MENU**

## ACTIVATED NOT BILLED

How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>ACTIVATED NOT BILLED

#### **Report Purpose & Use:**

This report reflects all packs of scratch-off tickets that the retailer has activated for sale but have not currently settled (billed) to their account as of the date reflected on the report. The report lists the packs by game and pack number.

This report will contain information only for retailers currently on the "Pack Settlement" billing option. Retailers on the "Activation Only" billing option have packs settle immediately upon activation and are billed likewise, so this report would be empty.

The Activated Not Billed Report can help the retailer answer invoice questions and see what packs have yet to be billed to anticipate future payments.



8 Packs Total Sold = \$ 2,000.00

INFORMATION ONLY - NOT FOR SALE 100176-10017631 01 @ TR:00000016172

## **INSTANT REPORT MENU**

## WEEKLY PACK SETTLEMENTS

#### How to Access:

#### MAIN MENU>SCRATCH OFFS>INSTANT REPORT MENU>WEEKLY PACK SETTLEMENTS

Weekly Pack Settlements for last 52 weeks can be accessed by selecting the weekending date.

This report is also available on a DAILY basis for the previous three years or on an accounting week-to-date (W-T-D) basis by selecting those menu options.

#### Report Purpose & Use:

This report reflects all packs of scratch-off tickets that have settled (billed) to the retailer's account during the accounting week ending on the date reflected on the report. The report breaks down the packs by game/pack number, game name, date settled and the amount (before commission is applied). This amount can be found under Instant/Packs Settled on the Weekly Invoice.

The Weekly Pack Settlements report is helpful in tracking upcoming billings and in digging deeper into packs being billed on the Weekly Invoice.

## WINNING INFO AND JACKPOT











## PICK 5/PICK 4/PICK 3 LIABILITY REPORT

#### How to Access:

MAIN MENU>WINNING INFO AND JACKPOT>PICK 3 LIABILITY REPORT or PICK 4 LIABILITY REPORT or PICK 5 LIABILITY REPORT

#### **Report Purpose & Use:**

These reports indicate any Pick 3, Pick 4 or Pick 5 combinations that are on the cusp of reaching or have already reached their liability limit. A liability limit is set for Pick 3, Pick 4 and Pick 5 by the Lottery in order to ensure that it can pay all prizes won, which is particularly important in daily games since all prizes are fixed, not pari-mutuel. Once the liability limit has been reached for a particular combination, the terminal will no longer accept wagers for that combination.

These reports can help retailers track the popularity of certain number combinations and answer players' questions about the purchase availability of certain wagers.

23



Easy 5 Next Draw Date: Wed. JAN 12, 2022 Estimated Jackpot - \$130,000.00

Lotto Next Draw Date: Wed. JAN 12, 2022 Estimated Jackpot - \$1,025,000.00

Mega Millions Next Draw Date: Tue. JAN 11, 2022 Estimated Jackpot - \$300,000,000.00

Powerball

Next Draw Date: MON. JAN 10, 2022 Estimated Jackpot - \$27,000,000.00

INFORMATION ONLY - NOT FOR SALE 101001-000000 02 00000754\* TR:00000927 858F62C3C477699EC8630DF512A6A2846B 13884 45171 05179 90050 90991 36134 50398

## WINNING INFORMATION

#### **CURRENT JACKPOTS**

How to Access:

MAIN MENU>WINNING INFO AND JACKPOT>JACKPOTS

#### **Report Purpose & Use:**

This report displays the next drawing date for each draw-style game as well as any corresponding estimated jackpot for that drawing.

The report can help retailers answer players' questions about draw dates and jackpots.



## WINNING INFORMATION ALL GAMES

How to Access:

MAIN MENU>WINNING INFO AND JACKPOT>LAST DRAW ALL ONLINE GAMES

#### **Report Purpose & Use:**

This report displays the winning numbers from the most recent drawing of each draw-style game, along with the date of that drawing.

The report can help retailers answer players' questions about winning numbers. It is also a report that many retailers choose to print in quantities to provide at the point of sale for regular Lottery customers.



YESTERDAY'S WINNING INFORMATION ALL GAMES

How to Access:

MAIN MENU>WINNING INFO AND JACKPOT>YESTERDAY'S DRAWS ALL ONLINE GAMES

#### **Report Purpose & Use:**

This report displays the winning numbers from the previous night's drawings for each game in which a drawing was conducted, along with the date of that drawing.

The report can help retailers answer players' questions about winning numbers.



NOT FOR SALE 100176-10017631 01 TR:00000012190

## WINNING INFORMATION (GAME NAME) LAST 10 DRAWS

#### How to Access:

MAIN MENU>WINNING INFO AND JACKPOT>(GAME NAME)>LAST 10 DRAWS

This report is available for all draw-style games by selecting the game name first from the report menu.

#### **Report Purpose & Use:**

For the game selected, this report displays the winning numbers for the last 10 drawings, along with the draw date.

The report can help retailers answer players' questions about winning numbers, especially for multidraw players looking for results history.

	www.louisianalot	tery.com		
P	OWE	RBALL		
Mon. Sep 25, 2017 16:58:31				
POWERBALL WINNING INFORMATION				
SAT SEP 23 17				
24-45-55-56-57 POWERBALL: 19			hallo	
POWER PLAY MULTIPLIER: 02			Sian	
			i i	
	POWER PLAY -	NO	-	
Cnt	Level	Prize Amount		
0	5/5+PB	\$0.00		
0	5/5	\$1,000,000.00	-	
0	4/5+PB	\$50,000.00		
4	4/5	\$100.00		
18	3/5+PB	\$100.00		
312	3/5	\$7.00		
268	2/5+PB	\$7.00		
2124	1/5+PB	\$4.00		
5423	0/5+PB	\$4.00		
(Seal)	POWER PLAY -	YES		
Cnt	Level	Prize Amount		
0	5/5	\$2,000,000.00		
0	4/5+PB	\$100,000.00	-	
1	4/5	\$200.00		
2	3/5+PB	\$200.00		
108	3/5	\$14.00	2	
86	2/5+PB	\$14.00	0	
786	1/5+PB	\$8.00	C	
2005	0/5+PB	\$8.00	E	
	11137 Total Win	nners	22	
			C	

INFORMATION ONLY - NOT FOR SALE 100176-10017631 01 TR:00000012192

## WINNING INFORMATION

## (GAME NAME) WINNING INFORMATION

How to Access:

MAIN MENU>WINNING INFO AND JACKPOT>(GAME NAME)>SEARCH>(DRAW DATE)

This report is available for all draw-style games by selecting the game name first from the report menu.

Reports for the last 180 days are available, consistent with the Lottery's prize claim deadlines.

#### Report Purpose & Use:

For the game and selected draw date, this report displays the winning numbers as well as the number of Louisiana winners of each of the game's prize levels and the corresponding prize won.

The report can help retailers answer players' questions about prize payouts for various matching combinations for a drawing.

This information is also available on the Lottery's website, www.louisianalottery.com.





### LAST REPORT

How to Access:

MAIN MENU>UTILITIES>REPRINTS MENU>LAST REPORT

#### Report Purpose & Use:

Generating this report allows the retailer to reprint the last report or transaction printed by the terminal.

This report can be generated to provide customers with a copy of a validation receipt or "NOT A WINNER" message when the retailer wishes to keep the original for their files.



#### LAST CANCEL

How to Access:

MAIN MENU>UTILITIES>REPRINTS MENU>LAST CANCEL

#### **Report Purpose & Use:**

This report displays the last wager cancellation performed on the terminal. Only Pick 3, Pick 4 and Pick 5 tickets can be cancelled. Information about the cancelled ticket will display, including the date and time the ticket was cancelled, the retailer number performing the cancellation, the drawings included in the cancelled wager and the cost of the original ticket.

When a ticket is cancelled, a cancellation receipt will automatically print to attach to the cancelled ticket. These can be used by the retailer to reconcile against daily accounting.

Retailers may use the Last Cancel report to obtain a copy of the cancellation receipt to give to the player to confirm that their wager was cancelled.



### LAST PAY

How to Access:

MAIN MENU>UTILITIES>REPRINTS MENU>LAST PAY

#### **Report Purpose & Use:**

This report displays the last validation performed on the terminal. Information about the validation will display, including the date and time the ticket was validated, the retailer number performing the validation, the game and ticket validation number, and the amount of the prize cashed.

When a ticket is validated, a validation receipt will automatically print to give to the customer.

The Last Pay report generates a copy of the receipt to retain with the winning ticket, if desired by the retailer. These can be used by the retailer to reconcile against daily accounting.



100176-10017631 01 000043935\* TR:0000001358 F7CA0E8B0EE0B86CA27B2369616111F365221C8CA 00000 98464 19440 59925 22566 75419 REPRINT-VOID NOT FOR SALE

## **UTILITIES-REPRINTS**

#### LAST WAGER

How to Access:

MAIN MENU>UTILITIES>REPRINTS MENU>LAST WAGER

#### **Report Purpose & Use:**

This report displays the last ticket/wager generated by the terminal. Information about the ticket will display, including the date and time the ticket was generated, the retailer number, the game, numbers and other game selections, number of drawings and cost of the ticket.

It is important to note that this is **NOT** a valid ticket and <u>no prize may be</u> <u>claimed with it</u>. The reprint is only a confirmation that the original wager was successfully entered into the system.

The Last Wager report may be helpful to provide to a player who is playing on behalf of a group. While only the one original ticket may be valid for prize payment, other group members may appreciate having a reprints as confirmation of the purchase. For safety and security, this is preferable to making and distributing photocopies of the original, valid wager.

The Last Wager report may also be helpful to print to confirm or aid in investigating and accounting for wagers where the original ticket did not print properly.



#### **HISTORY REPORT**

How to Access:

MAIN MENU>UTILITIES>REPRINTS MENU>HISTORY REPORT

#### **Report Purpose & Use:**

This report displays the last 50 transactions performed on the terminal, including a description and number as well as the date and time it was performed on the terminal.

The History Report is useful when searching for certain activity, especially in investigating a concern.

## Retailer Hotline: 800-235-2946

## **Lottery Offices**

**New Orleans Regional Office** 

Clearview Palms Shopping Center 2222 Clearview Parkway, Suite B-3 | Metairie, LA 70001 (504) 889-0031

Baton Rouge Regional Office 555 Laurel Street | Baton Rouge, LA 70801 | (225) 297-2290

#### Lafayette Regional Office

Centerpiece Shopping Center 5520-L Johnston Street | Lafayette, LA 70503 | (337) 262-5413

Alexandria Regional Office Emerald Square Shopping Center 1325 MacArthur Drive | Alexandria, LA 71301 | (318) 487-5005

Monroe Regional Office 1128 Pecanland Mall Drive | Monroe, LA 71203 | (318) 362-5460

#### **Shreveport Regional Office**

Old River Marketplace | 767 Shreveport Barksdale Highway Shreveport, LA 71105 | (318) 869-6550

Corporate Headquarters 555 Laurel Street | Baton Rouge, LA 70801 | (225) 297-2000





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