Reports & Accounting

Accounting Week

The accounting week runs Sunday- Saturday, with the invoice becoming available on Tuesday. The total balance due is the amount that KLC will initiate a sweep for on Thursday.

All retailers must authorize the Lottery to directly debit/credit a checking or savings a ccount. (Electronic Funds Transfer [EFT] account).

Electronic Funds Transfer (EFT) Account

Each Thursday, your EFT account will be swept for money due that week.
You will be billed for:

Scratch-off games: All packs that settled during the previous accounting week.
\+ **Draw games:** All draw game tickets sold during the previous accounting week.
\+ **Communications fee:** $15.96 weekly
- Commissions, tickets cashed, incentive payments, bonuses, and other credits

Note: Commissions on instant tickets are paid once the book settles.

Weekly Payment to the Lottery (EFT Process)

1. Tuesday morning around 6:00 a.m., the amount due becomes available on the Billing Report. This should print automatically during the first sign-on each Tuesday. If an additional copy is needed, select "Reports"→ "Billing Report"→ "Current Invoice" from your lottery terminal
2. Banks will draw the amount due to the Lottery starting at 12:00 a.m. Thursday. If there is not enough money in the account to cover the amount owed on the Billing Report, a $25 fee will be added to the amount owed and lottery privileges will be temporarily suspended. Fees and suspensions of service can vary based off occurrences.

Retailer Banking Dos and Don'ts

DO	DON'T
Establish a separate checking or savings account for Lottery funds	Mix Lottery money with other business funds
Review the Billing Report every Tuesday to determine the amount that needs to be in bank account	Be late depositing funds. Banks can draw on the account any time after 12:00 a.m. Thursday
The total balance due is the amount that KLC will initiate a sweep amount on Thursday. The EFT SWEEP amount shown on the Billing Report	Assume that money left over after a sweep is necessarily your profit. This money could be funds due the Lottery next week

How to Read the Weekly Billing Report

This report presents the entire past accounting week's invoice. It also identifies the amount you are required to deposit as the EFT (Sweep) amount. This is the amount that the Lottery will deduct from your account on Thursday.

Note: If you pay out a lot of prizes, the TOTAL DUE amount may be a negative number. In this case, the amount will be transferred into your account on Thursday.

KENTUCKY LOTTERY
MON DEC 14 2020 12:08 PM(ET)

BILLING INVOICE
STOREYS SUREWAY #526
RETAILER # 42747
CHAIN # 2659

INSTANT
INVOICE # 5404988
12/06/20-12/12/20

DESCRIPTION	QTY	AMOUNT ($)
SCRTCH-OFF SLS	5	$1,800.00
CASHLESS SALES	7	($37.00)
CASHLESS ADJ	0	0.00
RETURNS	11	($220.00)
SELLING COMM	6	($79.00)
SELLING BONUS	0	0.00
COUPONS	1	($2.00)
CASHING COMM	4	($0.90)
SCRTCH-OFF PYS	4	($90.00)
FREE SCRATCH	0	0.00
DEBIT MEMOS	0	0.00
CREDIT MEMOS	0	0.00
QUARTER BONUS	1	($3.00)
CASH AGT BONUS	0	0.00
INST MISC	0	0.00
AMOUNT DUE		$1.368.10

ON-LINE
INVOICE # 5404989
12/06/20-12/12/20

DESCRIPTION	QTY	AMOUNT ($)
KENO	9	$18.00
KENO BULLS-EYE	4	$4.00
KENO MULTIPLYR	5	$5.00
CASH POP	11	$32.00
KY CASH BALL	17	$18.00
KY CB EZMATCH	12	$12.00
KY QUICK BUCKS	0	0.00
MEGA MILLIONS	17	$46.00
MEGAPLIER	2	$4.00
MEGA JTJ	0	0.00
LUCKY FOR LIFE	8	$16.00
FAST PLAY	4	$22.00
PICK3	5	$5.00
PICK4	2	$2.00
POWERBALL	5	$10.00
POWERPLAY	0	0.00
5 CARD CASH	10	$20.00
WIN PLACE SHOW	0	0.00
IFUNDS	0	0.00
IGIFTS	0	0.00
CASHLESS SALES	26	($63.00)
CASHLESS ADJ	0	0.00
SELLING COMM	112	($10.60)
PAYS	4	($418.00)
CANCELS	0	0.00
COUPONS	2	($4.00)
PROMOTIONS	0	0.00
PROMO CASH	0	0.00
FREE PLAYS	0	0.00
REPLACE PLAYS	0	0.00
CASHING COMM	4	($4.18)
SELLING BONUS	0	0.00
ADJUSTMENTS	1	($2.00)
COMM FEES	7	$15.96
DEBIT MEMOS	0	0.00
CREDIT MEMOS	0	0.00
ONL QUAR BONUS	1	($2.00)
ONL CSHAGT BNS	0	0.00
ONL MISC	0	0.00
AMOUNT DUE		($273.82)

TOTAL AMOUNT $1,094.28
EFT SWEEP AMOUNT $0.00

IMPORTANT NOTE: Retailers who set up a separate drawer/account for Lottery sometimes mistakenly believe they have a cash overage after the EFT and that the overage balance is the retailer profit. This assumption does not take into consideration the fact that as a Lottery retailer, you are collecting money for scratch-off ticket sales that you will have to pay for in the future.

BILLING INVOICE	DESCRIPTION
Instant Invoice	
Scratch-off Sales	Ticket Packs that are billed this week
Cashless Sales	Credit for cashless scratch-off sales at vending
Cashless Adj	This line item is not used
Returns	Any returns processed by your sales rep
Selling Comm	5% commission earned from all packs billed this week
Selling Bonus	1% of selling >$600 winners
Coupons	Any coupons added at the terminal or vending
Cashing Comm	1% of all prize payouts
Scratch-off Pays	Total payout of prizes for scratch-off ticket winners
Free Scratch	Free tickets as prize
Debit Memos	Any additional debits to account
Credit Memos	Any additional credits to account
Quarter Bonus	Quarterly retailer bonus
Cash Agnt Bonus	2% cashing agent bonus (if applicable)
Inst Misc	Miscellaneous transactions
Amount Due	Total due for Scratch-offs
Online Invoice	
Keno - iGift	Sales by quantity and dollar amount listed by game
Cashless Sales	Credit for cashless online sales at vending
Cashless Adj	This line item is not used
Selling Comm	5% commission earned from sale price of each ticket
Pays	Total payout of prizes for online ticket winners
Cancels	Total sale value of any ticket cancelled
Coupons	Any coupons added at the terminal or vending
Promotions	Any promotional credits
Promo Cash	Additional promo miscellaneous items
Free Plays	Free online plays as prize
Replace Plays	Draw game tickets awarded to replace original tickets
Cashing Comm	1% of all prize payouts
Selling Bonus	1% of selling >$600 winners
Adjustments	Adjustments for damaged tickets
Comm Fees	Weekly satellite fee
Debit Memos	Any additional debits to account
Credit Memos	Any additional credits to account
ONL Quar Bonus	Quarterly retailer bonus
ONL Cshagt Bns	2% cashing agent bonus (if applicable)
ONL Misc	Miscellaneous transactions
Amount Due	Total due for Online
Total Amount	Total between Online and Instant
EFT Sweep Amount	ACH sweep amount for this Thursday

Scratch-off Ticket Accounting

Scratch-off ticket management is easy to accomplish with correct usage of terminal reports and forms.

Scratch-off Billing Terms

-Validation-Based Billing

- Scratch-off tickets packs will be billed 60 days after activation, OR when 85% of the pack has been validated, whichever comes first
- Scratch-off ticket packs will be billed 120 days after issued date if they are not activated within the first 60 days

-Bill Immediate

- Retailer may elect to be billed immediate or may be placed on bill immediate due to multiple NSFs
- Scratch-off ticket packs are billed one business day after the tickets are ordered. Activations are irrelevant with this billing option

Instant Ticket Daily Sales Log

The Daily Sales Log is used to monitor all activated packs that are placed in your countertop dispenser. Vending machines will manage their own inventory so there is no need to track vending machine inventory with the Daily Sales Log. This log will allow you to accurately track sales and can be used in determining what tickets were taken in the case of a theft.

Note: This is only for tracking Activated ticket packs, not Confirmed packs that are in backstock and have not yet been activated.

INSTANT TICKET DAILY SALES LOG **DATE:** ______________ **SHIFT:** __________

Disp #	Game/ Pack #	End	Beg	Total Sold	Ticket Price	Total Dollars	Disp #	Game/ Pack #	End	Beg	Total Sold	Ticket Price	Total Dollars
1							33						
2							34						
3							35						
4							36						
5							37						
6							38						
7							39						
8							40						
9							41						
10							42						
11							43						
12							44						
13							45						
14							46						
15							47						
16							48						
17							49						
18							50						
19							51						
20							52						
21							53						
22							54						
23							55						
24							56						
25							57						
26							58						
27							59						
28							60						
29							61						
30							62						
31							63						
32							64						
					Total							Total	

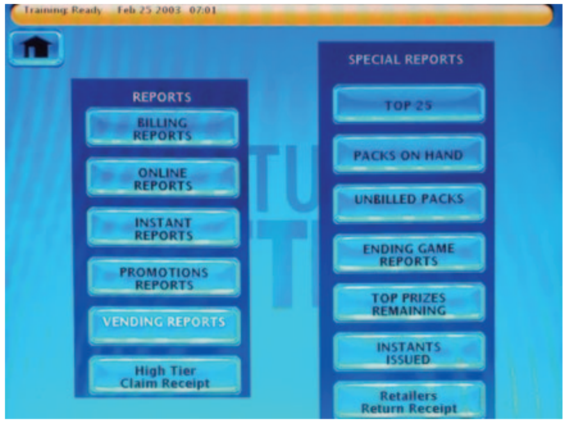
Combined Total Instant Sales +	O/L Report Total +/-	Instant Payouts -	PullTab Payouts -	Total Deposit	Cash in Drawer	Total Over/Short

* **Remember, It is recommended that Lottery Funds be Deposited on a daily basis.**
* **Running a daily report per shift WILL NOT zero out your totals.**

Accessing Reports

The Reports screen is accessed on your Altura terminal by touching **Reports** on the Home screen. All reports can be printed as well as viewed on screen.

Reports Screen



- **Billing Reports** give access to current and previous weekly billing invoice statements- this is the statement available weekly to determine the total sweep amount taken by the Lottery on Thursdays
- **Online Reports** give access to daily or weekly online game sales information and can be used daily to balance- available on both the Altura terminal and all vending machines, this report shows total sales of online games as well as pays, cancels and free plays for vending machines.
- **Instant Reports** give access to daily or weekly instant scratch-off sales information based off validations and can be used daily to balance- available on both the Altura terminal and all scratch-off vending machines, this report shows sales for vending machines as well as free plays and activated packs. For the Altura terminal, it reports validations and activations.
- **Packs On Hand** and **Unbilled Packs** reports can be used to check the billing status of your current scratch-off inventory and plan for future sweeps.