Reports and Accounting

Accounting Week

The Accounting week runs Sunday-Saturday, with the invoice becoming available each Tuesday, and the total balance due is the amount that KLC will initiate a sweep for on Thursday. It is recommended the sweep amount is in the bank by close of business Wednesday.

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

Electronic Funds Transfer (EFT) Account
On Thursday, your EFT account will be swept for the money due that week.
You will be billed for:

- **Scratch-off games**: All packs that settle 60 days after activation, 85% validated or 120 days after issued date.
- **Draw Dames:** All draw game tickets sold during the previous accounting week.
- **Communication** fee: $15.96 weekly.
- **Commissions, tickets cashed, incentive payments, bonuses, and any other credits**.

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

Weekly Payment to the Lottery (EFT Process)

1. Each Tuesday morning your billing statement automatically prints at sign on. You can also select "*Reports> Billing Report> Current Invoice*" from your lottery terminal.
2. 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 Do's 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 the bank account.	Be late depositing funds. Banks can draw on the account any time after 12:a.m. Thursday.
Deposit enough funds by Wednesday to cover the EFT Sweep amount shown on the Billing Report.	Assume the 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 29 2025 08:25 AM(ET)

BILLING INVOICE
CIRCLE K #3259
RETAILER # 14432
CHAIN # 5651

INSTANT
INVOICE # 7232101
12/14/25-12/27/25

DESCRIPTION	QTY	AMOUNT ($)
SCRTCH-OFF SLS	3	$1,700.00
CASHLESS SALES	0	0.00
CASHLESS ADJ	0	0.00
FUN CLUB SALES	0	0.00
RETURNS	0	0.00
SELLING COMM	3	($85.00)
SELLING BONUS	0	0.00
COUPONS	0	0.00
CASHING COMM	0	0.00
SCRTCH-OFF PYS	0	0.00
FREE SCRATCH	0	0.00
DEBIT MEMOS	0	0.00
CREDIT MEMOS	0	0.00
QUARTER BONUS	0	0.00
CASH AGT BONUS	0	0.00
INST MISC	0	0.00
AMOUNT DUE		$1,615.00

ON-LINE
INVOICE # 7232102
12/21/25-12/27/25

DESCRIPTION	QTY	AMOUNT ($)
KENO	0	0.00
KENO BULLS-EYE	0	0.00
KENO MULTIPLYR	0	0.00
CASH POP	0	0.00
KY CASH BALL	9	$496.00
KY CB EZMATCH	0	0.00
MEGA MILLIONS	1	$5.00
MILLION 4 LIFE	0	0.00
LUCKY FOR LIFE	0	0.00
FAST PLAY PLUS	0	0.00
PICK3	2	$2.00
PICK4	6	$162.50
POWERBALL	0	0.00
PB POWER PLAY	0	0.00
PB DOUBLE PLAY	0	0.00
IFUNDS	0	0.00
IGIFTS	0	0.00
CASHLESS SALES	0	0.00
CASHLESS ADJ	0	0.00
FUN CLUB SALES	0	0.00
SELLING COMM	18	($33.28)
PAYS	0	0.00
CANCELS	0	0.00
COUPONS	0	0.00
PROMOTIONS	0	0.00
PROMO CASH	0	0.00
FREE PLAYS	0	0.00
CASHING COMM	0	0.00
SELLING BONUS	0	0.00
ADJUSTMENTS	0	0.00
FEES	7	$15.96
DEBIT MEMOS	0	0.00
CREDIT MEMOS	0	0.00
ONL QUAR BONUS	0	0.00
ONL CSHAGT BNS	0	0.00
ONL MISC	0	0.00
AMOUNT DUE		$648.18
TOTAL AMOUNT		$2,263.18
EFT SWEEP AMOUNT		$0.00

Billing Invoice	Description
Instant Invoice	
Scratch-off SLS	Ticket Packs that are billed this week
Cashless Sales	Credit for cashless scratch-off sales at vending
Cashless Adj	This line item isn't used
Fun Club Sales	Credits for Fun Club purchases
Returns	Any returns processed by your sales reb
Selling Comm	5% commission earned from all packs billed this week
Selling Bonus	1% of selling >$600 winners
Coupons	Any coupons assed at this terminal or vending
Cashing Comm	1% of all prize pay outs
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 Momos	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 Through IGift	Sales by quantity and dollar amount listed by game
Cashless Sales	Credit for cashless scratch-off sales at vending
Cashless Adj	This line item isn't used
Fun Club Sales	Credits for Fun Club purchases
Selling Comm	5% commission earned from sale price of each ticket
Pays	Total payout of prizes for online ticket winners
Cancels	Total sales value of any ticket cancelled
Coupons	Any coupons assed at this terminal or vending
Promotions	Total payout of prizes for scratch-off ticket winners
Promo Cash	Additional promo miscellaneous items
Free Plays	Free tickets as prize
Cashing Comm	1% of all prize pay outs
Selling Bonus	1% of selling >$600 winners
Adjustments	Adjustments for damaged tickets
Fees	Any applicable fees such as communication
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

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 tickets sales that you will have to pay for in the future.

Reports and Accounting

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 ticket 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**
  - Retailers may elect to be billed immediately or may be placed on bill immediate due to multiple NSF's.
  - Scratch-off ticket packs are billed one business day after the tickets are ordered. Activations are irrelevant with this billing options.

Instant Ticket Daily Sales Log

The Daily Sales Log is used to monitor all activated packs that are placed in your counter dispensers. 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 theft.

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 -	Total Deposit	Cash in Drawer	Total Over/Short

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

Reports and Accounting

Accessing Reports

The Reports screen is accessed on your terminal by selecting Reports on the home screen. All reports can be printed as well as viewed here.

- **Billing Report:** Gives 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 Thursday.

- **Online Report:** Gives access to daily or weekly online game sales information and can be used daily to balance. Available on terminal and vending machines, shows total sales of online games as well as pays, cancels, and free plays for vending machines.

- **Scratch-off (Instant) Report:** Gives access to daily or weekly instant scratch-off sales information based off validation and can be used daily to balance. Available on terminal and vending machines. For vending it shows sales, free plays, and activated packs. For the terminal it reports validations and activations.

- **Packs on Hand Report:** Shows the quantity of all assigned packs, their status, and how many of each game.

- **Unbilled Packs Report:** Shows game and pack number of every pack not billed, stats of the pack and estimated sweep date.

KENTUCKY LOTTERY
MON APR 27 2026 01:41 PM(ET)

INSTANT TICKETS REDEEMED
TODAYS REPORT
TERMINAL 02275200
MON APR 27 26

TICKET SUMMARY	COUNT		AMOUNT
10.00	1		10.00
TOTAL =====================>		$	10.00
DETAIL GAME - PACK - TICKET			
TOTAL =====================>		$	.00
COUPONS	0	$	.00
FREE TICKETS TOTAL =====================>		$	.00
GRAND TOTAL ================>		$	10.00
ACTIVATIONS GAME - PACK			
TOTAL =======>	0	$	.00
DELIVERIES	0	$	.00
FULL RETURNS	0	$	.00
PARTIAL RETURNS	0	$	.00

VOID
NOT FOR SALE
OR
PRIZE PAYMENT

PLAY RESPONSIBLY • YOUR DOLLARS MAKE SCHOLARS

KENTUCKY LOTTERY
MON APR27 2026 01:40:56 PM(ET)

ONLINE SALES REPORT
MON APR 27, 2026
TERMINAL 2275200
TODAY

2	POWERBALL	5.00
0	PICK 3	0.00
0	PICK 4	0.00
0	KY CASH BALL	0.00
0	KENO	0.00
0	KY CASH POP	0.00
1	MEGA MILLIONS	5.00
0	MILLION 4 LIFE	0.00
0	LUCKY FOR LIFE	0.00
0	FAST PLAY PLUS	0.00
0	IFUNDS	0.00
0	IGIFTS	0.00
0	PAYS	0.00
0	CANCELS	0.00
0	COUPONS	0.00
0	PROMOTIONS	0.00
0	PROMO CASH	0.00
0	FREE PLAYS	0.00
	TOTAL $	10.00
0	CASHLESS PAYMENT	0.00
0	ONLINE FUN CLUB	0.00
0	INSTANT FUN CLUB	0.00
0	TOTAL FUN CLUB	0.00

THIS REPORT DOES NOT REFLECT
FEES, ADJUSTMENTS OR
COMMISSIONS

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OR
PRIZE PAYMENT

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