

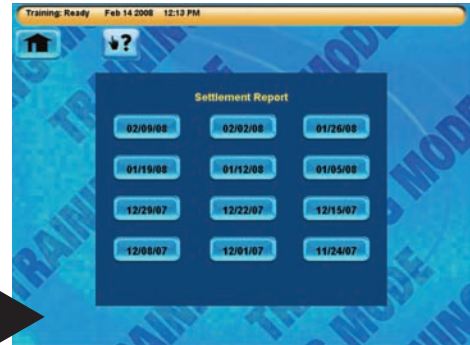
# WHAT'S NEW FOR ACCOUNTING

- **Scratch and Lotto prompt for validation amount of \$25 or higher**

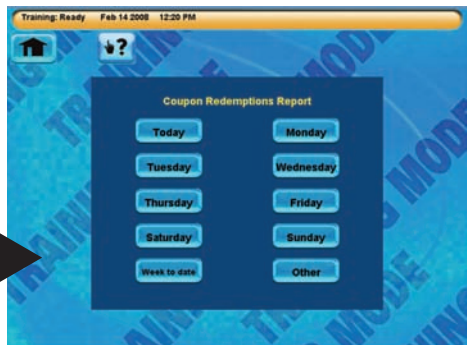
- **Financial Report Changes**

Monthly Financial Reports are available via email (call Accounting 800-587-5200 to request).

Weekly Settlement Reports will be available for the last 12 weeks.



Daily Summary reports can be pulled by Today, Sunday through Saturday, Week to Date, and for a specific date.



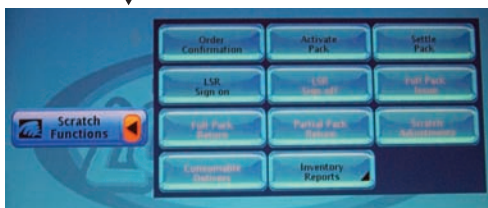
A Scratch coupon will no longer be considered a scratch validation. These credits will appear under Coupons in the Scratch Financial Reports.



Scratch and Lotto adjustment reports are still available in the Financial Reports section.

- **Scratch Function Changes**

**Inventory Reports** — Scratch details of the Weekly Settlement Reports are condensed into one Inventory Activity Report. This report will show activations, settlements, and returned packs available for the Current Week or the Previous Week.



# WHAT'S NEW FOR ACCOUNTING

## ● Reprint Information Available

*These features are very useful tools if a validation issue or a balancing issue comes up:*

- A. Last transaction.*
- B. Last Lotto transaction.*
- C. Last Lotto validation – always compare ticket in hand to numbers on the report.*
- D. Last Scratch Validation – always compare ticket in hand to numbers on the report.*
- E. Last 50 transactions – this might help with balancing issues; Accounting is available if more assistance needed.*

## ● Ticket Barcode Format Changes

- A. Current scratch tickets and coupons now are 12 & 12 with a 3-digit box code; new scratch games printed (future) will be 14&14 with a 4-digit box code.*
- B. Lotto Ticket coding is xxxx(4)-xxxxxxxxxx(9)-xxxxxx(6)=19.*
- C. Lotto Coupon coding will be 20 digits and Scratch Coupons will be 28 digits.*

## ● Manual Validation Tickets

*If normal validation methods don't work, please accommodate your players by manually validating their tickets.*

### **Steps are:**

- *Press Manual Validation key and select Scratch or Lotto, depending upon your product.*
- *For Scratch enter the old 12- or new 14-digit game, pack and ticket number from the back of the ticket, followed by the 12- or 14-digit VIRN number under the latex off the front of the ticket.*
- *For Lotto, enter the new 19-digit ticket number. For old tickets, you must press the "old ticket validation" icon. This feature will drop off after 180 days.*

*If you still have problems validating, please give the ticket back to the player and point out the Lottery mailing address. We will resolve the problem.*

## ● Manual Validation Coupons

*If normal validation methods don't work, please accommodate your players by manually validating their coupons.*

### **Steps are:**

- *Press Manual Validation key and select Redeem Scratch Coupon or Redeem.*
- *Lotto Coupon, depending upon your product.*
- *For Scratch, enter the 28-digit number from the back of the ticket.*
- *For Lotto, enter the 20-digit ticket number.*

*If you still have problems validating, please give the ticket back to the player and point out the Lottery mailing address. We will resolve the problem.*

## TICKET HANDLING REMINDERS:

- A.** Scanning tickets is the fastest way to validate tickets. If barcodes are damaged manually, validate tickets for your player if at all possible.
- B.** If manual validation not possible, the address for the Lottery is on the back of every lotto and scratch ticket.
- C.** If you can't validate a ticket, do NOT pay out.
- D.** ANY issue you feel uncomfortable with, please tell the player to contact the Lottery. We will deal with the player issue for you.
- E.** Pull all reports available daily or weekly.
- F.** Track your Scratch ticket inventory (suggested forms available today).
- G.** If a mandatory financial message appears, take action as instructed, this is important to your accountant or corporate office.
- H.** Tagged ticket credit (cost less commission) appears under the adjustment section of Lotto.
- I.** Record your commissions weekly; not all locations receive 1099 forms – save your Weekly Settlement Reports.
- J.** Tickets are the equivalent of cash.
- K.** Do NOT give the tickets back to the player if you have paid out.
- L.** If you have validated but are not paying out, call Accounting to report. Mark the back of the ticket with your name, retailer number and location phone numbers, and return the ticket to the player.
- M.** Make sure you give the new Exchange Ticket to the player. Do NOT give the original ticket back. Once a ticket is validated it is done. Check the date and time the ticket printed to verify. This has been a problem for the players in the past so please be aware!
- N.** If the 180 day period, for a ticket validation has passed, please do NOT tell the player to send the ticket(s) to us. If you can't validate, neither can we – the game is CLOSED.
- O.** Verify the cost of the ticket you are about to print – avoid the tagging process if possible.
- P.** If a coupon has a barcode, scan it. If you produce a ticket manually rather than use the barcode, you will cost your location \$0.95 for each \$1.00.