

## Daily Sales Transactions Overview:

### Transaction Types:



**Sale:** Players exchange money for tickets.






**Payout:** Dispense of money in return for value of winning ticket.






**Exchange:** Exchange of winning ticket for new tickets in value of winning ticket.

### Process Details:



1. Select >**Game Star** , then choose the *desired game*.
2. **Hold the cash** and input the amount on the keypad.
3. Press  >  (the drawer will open).
4. **Place the money in the drawer and close it.**
5. Count and hand over the corresponding number of tickets to the player.






1. **Confirm the winning amount.**
2. **Match the ticket's serial number with the game flare's serial number.**
3. Select >**Game Star** , choose the game associated with the winnings.
4. Enter the winning amount from the ticket into the keypad.
5. Press  >  (the drawer will open).
6. For winnings over \$50, ensure the player completes any necessary forms before payout.
7. Count the money corresponding to the winnings and hand it to the player.
8. If a receipt is printed, staple it to the winning ticket and store it in the game's drawer.



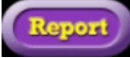




1. Take the winning ticket from the player and verify the amount.
2. **Check the ticket's serial number against the game flare's serial number.**


## Tab Wizard / Alaska State – User Manual

3. Select >**Game Star**  and choose the game associated with the winnings.
4. Input the exact winning amount from the ticket on the keypad.
5. Press  >  (the drawer remains closed).
6. Place the winning ticket in the game drawer along with any necessary receipts.
7. Count and provide tickets equal to the value of the winning ticket to the player.

**Daily Reconciliation Procedures:**


**Daily Deposit (Sales):**

1. Navigate and Print the X report by selecting  >  >  >  > 
2. From the printed report, observe the “Net” amount displayed on the report. This represents the total cash to be deposited from daily sales.  




$$\text{Sales (in)} - \text{Payouts (out)} = \text{Net Sales (ex: \$91.00)}$$
3. From the main sales screen, select  to open the drawer. Withdraw the specified “Net” amount in cash from the drawer.
4. Follow business rules for cash deposits.

Key #	Game Name	Tkt Cost	State ID #	In	Out	Mer	Net
1	SHOES BIG PIC 3W \$1 8@\$40	\$1.00	202300052974	\$121.00	\$10.00	\$0.00	\$111.00
2	CROWN CHERRIES EMBEDDED	\$1.00	202300022097	\$60.00	\$120.00	\$0.00	(\$60.00)
3	MONEY IN THE <b>TALLY TICKETS AGAINST EACH GAME</b>			1.00	\$0.00	\$0.00	\$50.00
4	BLACK PANTHER BIG PIC 3W	\$1.00	202300053097	\$40.00	\$50.00	\$0.00	(\$10.00)
5	TAP OUT COIN PICK-BOARD 3	\$1.00	202300064832	\$0.00	\$0.00	\$0.00	\$0.00
6	MONEY CACHE BIG PIC 3W \$1	\$1.00	202300054278	\$0.00	\$0.00	\$0.00	\$0.00
			<b>TOTALS:</b>	\$271.00	\$180.00	\$0.00	\$91.00
	<b>TOTALS BY PERMITTEE:</b>			\$271.00	\$180.00	\$0.00	\$91.00
	AMERICAN LEGION POST 15			\$271.00	\$180.00	DEPOSIT 00	\$91.00



### Tally Winning Tickets (Payouts) against the X Report:

1. Observing the X report once again, pay attention to the OUT column.
2. Review each game drawer, tallying all winning tickets accumulated throughout the day.
3. Compare your tally with the “**Out**” column from the **X Report**. Note any discrepancies directly on the report in pen next to each game.
4. Access the **Game Star**  as though initiating a new game transaction.
5. For any discrepancies noted on the **X Report**, adjust each game's count as needed by selecting the game and adjusting the difference.
6. Always assert the report is incorrect and the total tally is a true correct number

- If the report's figure exceeds the tallied amount, select the game, enter the excess amount.

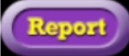


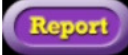







 >  >  (this brings the report figure down to match the tallied amount.)

- If the report's figure is below the tallied amount, select the game, enter the shortfall amount


 >  (This brings the report figure up to match the tallied amount)




7. Secure all tallied winning tickets in a zip-lock bag and seal it. Store new winning tickets loosely in the drawer until the next reconciliation.






**Daily Finalization:**



1. Generate the final daily report by selecting  >  >  
 > 
2. Generate the game status by selecting  >  >  
 > 
3. Staple the two reports together and file away for record keeping.
4. Note any games that need to be pulled and do so by selecting  >  

5. Introduce new games by selecting  > 
6. Resume new day, new ticket sales.

**Voiding Sales/Fixing Mistakes**

Mistakes happen and they need to be fixed in the same manner as the mistake occurred by utilizing the  key.

Mistake (*example*): The clerk entered \$10.00 >  >  but the really meant \$1.00 > 

- Fix mistake first: \$10.00 >  >  > 
- Then correctly ring up the sale: \$1.00 >  > 

**Always repeat the mistake exactly as entered**, then, select the  > , then ring up the correct sale as intended.

**The same rule applies for all three transaction types:** , , 