Ticket Reporting

Go to the ticket side of the Tabwizard (floating star)
Touch Report
Touch **Transaction Journal**
Enter a password (if applies) then ok
You now see the transaction journal from the last date and time of a Z report to the current date
This report gives you every transaction to the second on the ticket side of the Tabwizard
If you would like to see previous days touch Previous Log at the bottom left corner
You can print the report but remember to have plenty of paper in your printer before you touch Print; these reports are usually lengthy reports
Once you are finished hit Exit

Daily Reporting

Touch Report
Daily Reports
Big Plays
Enter a password (if applies) then ok
You now see the Big Plays for the current day
This report gives you the daily transactions of $25 or more in sales and payouts for the current day
You can print this report daily but remember that this report is not kept in a date range file, once we Z out this report zero's out for the new day
Once you are finished touch Exit

Touch Report
Daily Reports
X Report
Enter a password (if applies) then ok
You now see the X report for the current day
This report shows you the total amount of sales, payouts, merchandise sales (if any) and the net (sales minus payouts) for the current day
If you look at each game you will see the Key # or (bin#), the game name, ticket cost, and serial number
You may notice in the key # column a letter (p) beside the number, this is notating that the game has been pulled out of play
Another serial number could be in play in that same key # or (bin #) and it will not have a (p) beside the bin number
This report also shows you how many times NO SALE was pressed and how many transactions were VOIDED and for what dollar amount
You can print this report as many times as you need to in a day
Once you are finished touch exit

Touch Report
Daily Report
Shift Report
Enter a password (if applies) then ok
You now see the daily shift report
This report will give you the date and time of the last Z report to the current date and the breakdown of money per shift by total sales taken IN, total PAID OUT, and merchandise payouts (if any) and the net dollar amount (sales minus payouts)
This also shows you the void of sales, payouts and exchanges and how many times NO SALE was pressed during the shift
Once you are finished touch exit

Touch Report
Daily Reports
Clerk Reports
This report shows you all of the clerks who have made transactions during the current day
It gives you the total sales IN, the total payouts OUT, merchandise (if any), the net (sales minus payouts) and how many times NO SALE was pressed per clerk
Once you are finished touch exit

Touch Report
Daily Reports
Z Reports
Enter a password (if applies) then ok
This report has the same information as the X report
Once you have audited and made corrections with your X report you are ready to Z (zero out) the day
To Z out the previous days numbers you have to touch Accept, Tabwizard will ask if you are sure you want to Z out, if you are touch yes
The Z report will now print automatically and you should be back to the main screen with the floating star
If you check you daily reports they should now all report zero's

Touch Games
Weigh All Games
This feature allows managers to audit ticket sales rang in thru Tabwizard vs tickets physically taken out of the bin
First you need to weigh the bin of remaining tickets on your scale
Touch your bin on the Weigh All Games screen highlighting it green then touch edit
Enter the weight from your scale which is the ending weight then OK or NEXT to weigh the other bins if you are auditing multiple bins, when finished entering all the bin weights touch OK

This will show you tickets left in the bin and the over and short column
The over short column is the difference between what was rang in as sales on the Tabwizard and what came out of the bin
* REMEMBER this is a quick way for management to audit a shift or a day, if you are not sure of the numbers on the Weigh All Games report, physically count your bin to see how accurate it is
Once you have all your weights recorded you can print this report then Clear All to start fresh the next day or shift

Game Reports

Touch Report
Game Reports
Game Status
Enter a password (if applies) then ok
The Game Status Report shows you where you are at in any of the games you have in play
This report shows your total sales (IN), your total payouts (OUT), merchandise payouts (if any) the Game Cost, true net profit, and the date the game was put in play
The Game Status Report updates the sales, payouts, and any adjustments made to this game while it is in play, so if you would Z out and need to adjust a sale or payout when you go to Adjust Games in play, the adjustment will automatically show up on the Game Status Report
If you are tracking top tiers, you will see games that become highlighted purple or red
Purple highlighting is when the has the top two tiers paid out
When a game is highlighted red this indicates that your top two tiers have been paid out and you have made more than your ideal payout (this is a rare occasion)
Games on hold is a Washington state feature which allows players to hold games for a defined length of time
Once you are finished with this report touch exit

Touch Report
Game Reports
Game History
Enter a password (if applies) then ok
Enter a serial number
This report will show you every transaction by the date and time under that specific serial number, which clerk made the transaction, for what amount, and the type of transaction, IN, OUT, or EXCHANGE
Once your finished just touch exit

Touch Reports
Game Reports
Game Search
Enter a serial number
This report will give you game information, the status of the game in the Tabwizard, in

inventory, in play, or pulled on what date
If you have the same serial number but different form numbers you are able to choose which game you want to look at by the form numbers, once your finished touch exit

Game Reports continued

Touch Reports
Game Reports
Closed Games Report
Enter a password (if applies) then ok
Enter a start date by month, day and year touch ok
Enter an ending date by month, day and year touch ok
This report will give you information on pulled games on the date range you put in
It will give the game name, serial number, Ideal Sales, Actual Sales, the ticket difference is the difference between the ending weight number of tickets and the actual sales
example: 1504 tickets sold according to pulled game weight, 1500 actual sales = 4 tickets short on closed game report
Once your finished touch exit

Games on Hold is a Washington state feature we will not use

Touch reports
Game Reports
Games on Hand
Enter a date range, month, day, and year, touch ok
This report will show you all of the games you had on hand on that date, and if they were in play or on hand, it also shows you the total number in inventory and in play at the bottom of the report
When your finished touch exit

Profit Reports

Touch Reports
Profit Reports
Monthly Profit and Loss
Enter password (if applies) then ok
Enter a month and year range you want to see
This report is generated from pulled game data only
It gives you pull tab sales (receipts) and payout totals for the month, quarter and year then breaks down those numbers to give you your net figures by subtracting game cost and license fees
Once a game is played out completely we pull the game (saying we sold every ticket) usually, but if you pull games early you should be using a scale to calculate weight of unsold tickets left in the game
If we have not actually rang in every sale we will be short at the bottom of this report
Example; ending weight put in to say we sold all tickets of a 1540 count deal of tickets; we had actual sales of 1500 tickets @ $1.00 per ticket so the monthly profit loss report will show a shortage of $40.00
The year ending date is on the main screen option under License Information; Expiration date (needs to be kept up to date yearly) and you can also put in the cost of your license to be deducted for your net profit
This report will break down different types of games like punchboards, spindles, or machine pull tab totals
The monthly profit and loss report will also give you the **<u>Game Cost</u>** of pulled games monthly, quarterly and **<u>yearly</u>**
You can touch exit when finished with this report

Touch Report
Profit Reports
Daily Cash Receipts
Enter password (if applies) then ok
Select a month and year you want to view
This report will show you the date, the time, sales totals, payout totals, merchandise payouts (if any), and net profit for that day
It also totals those amounts at the bottom of the report

Once finished touch exit

Profit Reports continued

Touch Report
Profit Reports
Profit Analysis
Enter password (if applies) then ok
Enter a start date; month, day and year touch ok
Enter an ending date touch ok
You now have the option to select six different profit reports
Remember these numbers are from pulled game data in the date range you selected
Select **Sort by Dispenser #**
This report will show how each dispenser is doing
It will show gross sales, payouts, net, payout percentage, profit percentage, and how many games where pulled during that date range you entered
When you want to return to a different profit analysis type report touch exit
Sort by Form #, Sort by Ticket Cost, Sort by Top Tier Prizes and **Sort by game Type/Payout** are going to have the same format as sorting by dispenser #
When you select **Specify by Form #**, you can see the profit analysis for that individual Form # during the date range you selected
Once your finished touch exit

Touch Reports
Touch Profit Reports
Clerk Report
Enter password (if applies) then ok
Enter a start date; month, day and year, touch ok
Enter an ending date, touch, ok
This report will show every Z report date and time, which clerks logged in on those days and made transactions, sales (in), payouts, merchandise payouts (if any) and the amount of those transactions along with the total net, sales minus payouts
Once your finished touch exit

State Reports

Touch Reports
State Reports
Attorney General
Enter password (if applies) then ok
Enter a start date; month, day and year then ok
Enter an ending date, then ok

1 Some versions have just a month and year selection

This report tracks the pulled games by serial number, distributor name, and invoice number and shows the gross profit from games minus over or short column
The Attorney General Report is formatted for the State of Ohio

Touch reports
State Reports
Purchase Log
Enter month and year then, ok
This report shows the form number, game name, serial number, distributor, invoice number, invoice date, and the date the game was in play
Touch exit when finished

Special Reports

Touch Reports
Touch Special Reports
Expense Setup
This option is to designate expenses to deduct from your income Disposition Report; the feature currently does not allow us to input a dollar figure
Touch Reports
Special Reports
Disposition Setup
This feature allows you to designate your local charity after the 150,000 split and the percentage allotted to them
Touch exit when finished

Touch Reports
Special Reports
Income Disposition Reports
Enter a start date; month, day and year then ok
Enter an ending date, then ok
You will see a screen that says no expenses have been defined, touch exit
This report will show you the net income from pulled games; this is the sales, minus payouts, minus any shortages, minus game cost for the date range entered
once finished print if you need to and then touch exit
* All of the figures that give you the income disposition total are in the monthly profit and loss report. That report breaks down sales, payouts, shortages and game cost.