

TAB WIZARD INC | (253) 856-1945

Pull Tabs Daily Operations - End of Day

To correctly use the software as well as to understand how accurate your business can be on a daily basis, a daily reconciliation needs to take place. There are two types of reports that tally a game: Z Report (Daily Sales) and a Status Report (Life of Game). For daily operations, we will stick to the Z Report and discuss the Status Report later.

At the end of each day and before finalizing the Z Report, Winning Tickets (money paid OUT to Winners) in exchange for tickets must first tallied and balance in the system to continue accumulation of the running game total(s)

PRINTING AN X REPORT

Select **>REPORT >DAILY REPORTS >X REPORT >PRINT**

- **Note:** *This report is printed as scratch paper to make calculated corrections before finalizing the Daily Z report.*
- **Note:** *Focus on the **OUT** column. This is money paid OUT to winners. This column above all, must match physical tallies to satisfy Gambling Commission requirements.*
- **Note:** *Begin with Game 1 and work through each game. This will consistently update and adjust each game correctly and accurately.*

TALLY WINNING TICKETS

- *Note: Remember, physical tickets are more important than what the report displays. The report must reflect actual tallies*
1. Pull the drawer from each bowl, one at a time and work through each game
 2. Tally the total of winning tickets for the day
 3. Write the value next to the appropriate game OUT column of the X Report
 4. Subtract the OUT column of the X Report from the Physical Tally
 - If the total is balanced, there is nothing left to do, move to next game.
 - If the total is Positive, see Adjustment Formula below
 - If the total is Negative, see Adjustment Formula below
- Write the difference of each game (if any) next to the game on the X Report and use the following Adjustment Formula to adjust the game correctly.

Adjustment Formula:

- **Tally is Equal (=) X Report**

There is nothing left to do. Bag the winning tickets with previous same game tickets and put in the office or separate from the new day of play. Do not put them back in the drawer. Move on to the next game.

- **Tally is MORE than (>) X Report**

This means the transaction was never processed through the system as an OUT, may have been processed into the wrong game or, the game was an incorrect Exchange transaction. The difference needs to be added back into the game. Subtract the OUT column of the X Report from the Physical Tally (Physical Tally - X Report) = Overage of Value (Add) **Example:** (Physical: \$20 – (minus) X Report: \$19) = +\$1.00

1. Select the **>GAME STAR >GAME #**
2. Enter the **>\$ DIFFERENCE >EXC >ACCEPT**
3. Select **>REPORTS >DAILY REPORTS >X REPORT** to verify the OUT is now correct

- **Tally is LESS than (<) X Report**

This means there was too much money given, or mistakenly processed through the system or to the winner.

The difference needs to be voided from the game. Subtract the OUT column of the X Report from the Physical Tally (Physical Tally – X Report) = Underage of Value (Void) **Example:** (Physical: \$19 – (minus) X Report: \$20) = -\$1.00

1. Select the **>GAME STAR >GAME #**
2. Enter the **>\$ DIFFERENCE > EXC >VOID >ACCEPT**
3. Select **>REPORTS >DAILY REPORTS >X REPORT** to verify the OUT is now correct

Note: When all games have been tallied and balanced with the X Report OUT column, the total NET Column should balance with Cash in Drawer.

TAB WIZARD INC | (253) 856-1945

Pull Tabs Daily Operations - End of Day

Balancing Cash (Money IN to the Game (Sales))

Sometimes this happens however, we need to know what to do with overages and shortages of money. There is always a reason for a shortage and an overage.

- **Cash Overage:** This means there was too much money put into the till without processing transaction(s) as \$money IN. When there is more than one game in play, it is difficult to determine which game the money was supposed to go in to. It is best to separate this overage of money until a game is pulled.

If a game is short when pulled, apply the amount needed from the overage bank into the game that is short. Ring the transaction as an IN to balance the game to be pulled.

- **Cash Shortage:** This normally means there were many winners for the day and the amount of shortage was paid out to the winner over the original (bank) of the drawer. The only thing to do is to replenish the starting drawer (bank) amount with company funds and accept the loss. (you will recover this money from other games in play)

End of Day Finalization

Now that all values are verified to the X Report, you can now finalize the day by generating a Z Report.

- Select **REPORTS > DAILY REPORTS > Z REPORT > ACCEPT** (A hard copy will print)
- Select **REPORTS > GAME REPORTS > GAME STATUS REPORT > PRINT**
- **Note:** Take note of all games highlighted in PURPLE that have met their PULL TARGETS and need to be pulled.

PULL GAME(S) FROM PLAY

1. Select **>GAME > PULL GAME > GAME #** (one at a time) needed to be pulled
2. **TARE** the Scale to **0.000lbs.**
3. Pull the drawer from the bowl (if any) as well as the flare and any extra paper, etc
4. Place the bowl with remaining tickets on the scale
5. Enter the **>ENDING WEIGHT** into Tab Wizard **>OK** (Pull Receipt will print)
6. Follow State Requirements for holding pulled games.

PUT NEW GAME(S) INTO PLAY

Note: Before putting a new game into play, always re-weigh the bowl before pouring new tickets in to verify the new game in play is accurate in weight

1. **TARE** the scale to **0.000lbs**
2. Place the empty bowl on the scale
3. Select **>MAIN >DISPENSER SETUP**
4. **Verify/Edit** the Tare Weight of the Dispenser Number on screen, update if needed
5. When complete, select **>EXIT**
6. **TARE** the scale to **0.000lbs**
7. Pour tickets into the empty bowl and place on the scale
8. Select **>GAME >PUT GAME INTO PLAY** and locate the Game desired for play
9. Fill in all **Blanks and 0.000s** on the Add Game screen as well as any adjustments
10. Enter the **>STARTING WEIGHT** from the Scale **>ACCEPT**
11. Repeat above steps 1-10 above for each game
12. Select **>REPORTS >GAME REPORTS >GAME STATUS REPORT >PRINT**

FILING 'END OF DAY REPORTS

- **Z Report** (>REPORTS >DAILY REPORTS >Z REPORT)
- **Game Status Report** (>REPORTS >GAME REPORTS >GAME STATUS REPORT)

TAB WIZARD INC | (253) 856-1945

Pull Tabs Daily Operations - End of Day

X Report

X Report on 09/06/2021 at 10:33 AM

Key #	Game Name	Tkt Cost	WJGC #	In	Out	Mer	Net
1p	1 LOVE WINNING	\$1.00	39279400	\$0.00	\$0.00	\$0.00	\$0.00
1p	GOLDFE ROX	\$1.00	39279120	\$0.00	\$200.00	\$0.00	(\$200.00)
2	LUCKY TREE	\$0.50	39376876	\$30.00	\$0.00	\$0.00	\$30.00
2p	ILL BE DAMNED	\$0.50	39227418	\$0.00	\$0.00	\$0.00	\$0.00
3	TOUCAN PARTY	\$0.25	39125742	\$0.00	\$0.00	\$0.00	\$0.00
5	LMP NOODLE	\$1.00	38698774	\$10.00	\$0.00	\$0.00	\$10.00
6	DUCT TAPE	\$0.50	39475361	\$18.00	\$2.00	\$0.00	\$16.00
7	CASH KABOBS	\$1.00	30193952	\$62.00	\$6.00	\$0.00	\$56.00
8	BOOZE, FOOD & ATTITUDE	\$1.00	39347172	\$313.00	\$115.00	\$0.00	\$198.00
8p	JOIN THE CLUB	\$1.00	39351160	\$0.00	\$0.00	\$0.00	\$0.00
9	CRIMSON AND GREY	\$1.00	39034954	\$0.00	\$0.00	\$0.00	\$0.00
10	HOT SLOT	\$1.00	30384013	\$1,006.00	\$1.00	\$0.00	\$1,005.00
13	BIG MERCH GAME	\$5.00	30013271	\$0.00	\$0.00	\$0.00	\$0.00
14	SHOW ME YOUR PEACOCK	\$1.00	30076856	\$10.00	\$0.00	\$0.00	\$10.00
21	JUST PLAY IT	\$0.25	38822491	\$0.00	\$0.00	\$0.00	\$0.00
22	SHOOTING STAR	\$0.25	38821896	\$0.00	\$0.00	\$0.00	\$0.00
23	MYSTERY MONEY	\$0.25	30567989	\$0.00	\$0.00	\$0.00	\$0.00
24	BOOKWORM	\$0.25	38535973	\$0.00	\$0.00	\$0.00	\$0.00
25	LUCKY CHARMS	\$0.25	38095882	\$0.00	\$0.00	\$0.00	\$0.00

NO SALE was pressed time
VOID has not been used since the last Z report

Print Exit

Physical Tally

WINNER	WINNER	WINNER	WINNER	WINNER
\$1	\$5	\$2	\$1	\$2

Tally all winners = \$11

- VS -

- Physical Tally is always “Real” whereas the X Report is based on user input where mistakes can occur.
- Working Game1 through all games, subtract the Physical Tally from the X Report and use the following formula to adjust.
 - If Physical Tally is **equal to** the X Report, there is nothing to do, move onto the next game.
 - If Physical Tally is **higher than** the X Report, then:
>Game# >\$Difference >Exchange >Accept
 - If Physical Tally is **lower than** X Report, then:
>Game# >\$Difference >Exchange >Void >Accept
- Pull game(s) after the above adjustments have been made.

GAME STATUS VS X REPORT

The X & Z Reports are the logs for each day worth of sales. The sales are recorded in incremental segments which lead up to the total lifetime of each game in play.

One day may have a great day of sales but the next day may be in the hole because a player hit the big prize. If you look at the Game Status report, you will see the lifelong activity of the game and realize that the game net may still be positive and doing good.

Some games are destined to fail no matter what happens because a player may have won the biggest prize(s) and there is still a small chance the game may recover itself before pulling if there are other high prizes to be won.