User Manual

GLC COAM

PROJECT: Georgia COAM

Portal - Locations

Version 2.0

External

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1 Introduction

This User Manual provides you with detailed instructions for operating the Georgia COAM Reporting Portal. The COAM Reporting Portal is a web application used to generate reports related to COAM activity.

Important

Please also note that PORTAL is tested and recommended to work under Internet Explorer (Depending on the version of Internet Explorer, application may need to run in Compatibility Mode). INTRALOT is not responsible for any issues that might arise with the use of other products.

The screens depicted in this document are used for reference purposes and may vary from the application in use. Please note that possible future expansions or amendments will be included in updated versions of this document.

1.1 Intended Audience

This manual is addressed to users of the INTRALOT Georgia Coin Operated Amusement Machine (COAM) system. COAM Reporting Portal users are required to be familiar with the operation of the COAM business and games.

To read this document, basic technical knowledge on information systems communication, interfacing and interacting with GUI, web applications, Adobe Acrobat Reader, and Microsoft Office Applications are all required.

1.2 Scope of the Manual

This manual identifies the standard procedures, functions and conventions used within the COAM Reporting Portal application. No attempt is made to detail basic engineering and programming techniques.

1.3 How this User Manual is Organized

COAM Reporting Portal User Manual can take you from raw beginner to full-fledged expert if read page by page. However, you are more likely to read each section as needed, obtaining the necessary information and using it as a reference.

After you are familiar with the COAM Reporting Portal application, feel free to skip around the manual, using it as a reference guide as you increase your own knowledge base.

All chapters contain clearly written steps for the tasks you need to perform. In most chapters, you encounter a “focus to action” logic, which means that you are provided with step-by-step instructions for accomplishing specific tasks.

1.4 Conventions Used in this Manual

To get the most from this manual, you need to understand the following conventions:

- The mouse pointer appears as an arrow and serves two purposes. First, you use the mouse to select data (text, numbers, etc.) to change. Second, you use the mouse pointer to tell to the system which commands you want to apply to the data you selected.
- When instructed to click an item, move the mouse pointer to the specified item and click the mouse button once. Windows users use the left mouse button unless otherwise instructed. Double-click means clicking the mouse button twice in rapid succession.

- When instructed to select or choose an item, you can click it once as previously described. If you are selecting text or multiple objects, click the mouse button once, press **Ctrl**, and then move the mouse to a new location and click again.
- We use **boldface** type for the buttons that you need to click and ***italic boldface*** type for the fields (textboxes and dropdown lists) that appear in a screen.
- Each chapter and section begins with an overview of its information.
- Various signposts and icons are located throughout ***Portal User Manual*** for your assistance. Icons appear in the text to indicate important or especially helpful items. Here is a list of the icons and their functions:
    - **Tips** provide you with extra knowledge that can save you time or make it easier for you to do something.
    - **Notes** provide additional or critical information and technical data on the current topic.
    - The **Warning** icon is your warning for avoiding a potential problem or pitfall.
    - The **Important** icon emphasizes information that can be helpful when using the System.
    - Cross-Reference hyperlinks indicate places where you can find more information on a particular topic.

Important

The screenshot field names in **red** indicate the mandatory fields.

1.5 Abbreviations and Acronyms

Throughout this user manual, the following abbreviations and acronyms are used:

Abbreviation/Acronym	Description
SC	Site Controller
COAM	Coin Operated Amusement Machine
EOD	End of Day

Table 1: Abbreviations and Acronyms table

2 Accessing COAM Reporting Portal

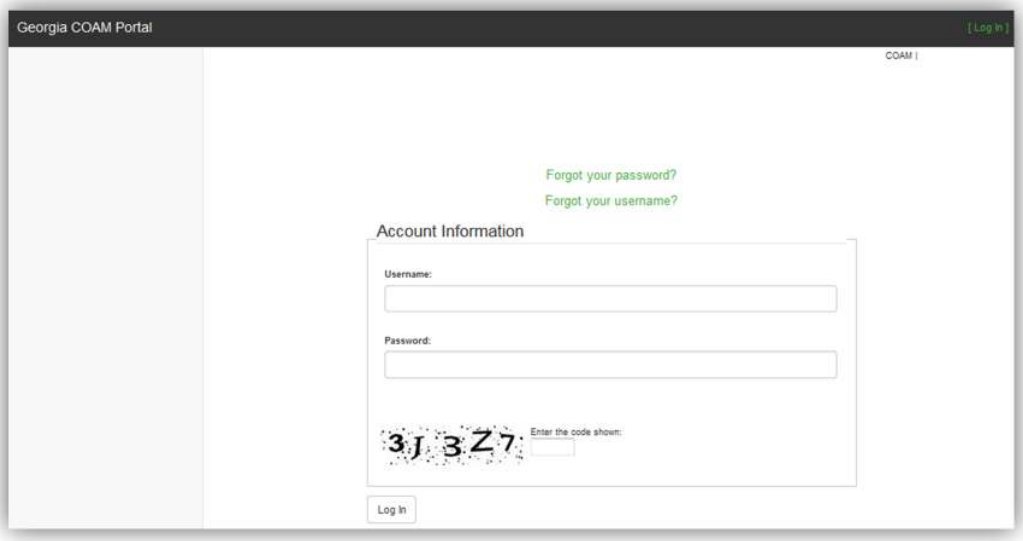


Figure 1: Login Screen

To access the Portal application:

1. Enter the Login screen (**Figure 1**), where you must complete the following fields:
   - ***Username:*** The unique name you enter to access the application.
     Note: *The same username that you use to login to the Georgia Lottery Corporation (GLC) COAM Licensing System.*
   - ***Password:*** The password you enter to access the application.
     Note: *The same password that you use to login to the Georgia Lottery Corporation (GLC) COAM Licensing System.*
   - ***Code:*** Enter the code displayed on the screen into the input box.

After the above parameters have been specified, click the **Login** button. The procedure of validating your login credentials and providing you access to the Portal initiates.

'**Forgot your password?**' and '**Forgot your username?**' links will redirect the user to the GLC Licensing System website when selected. These links will allow the user to recover from forgotten passwords and forgotten usernames.

When a successful login has been achieved, you will be redirected to the main screen of the Portal Application (**Figure 2**). This is where the system management is initialized.

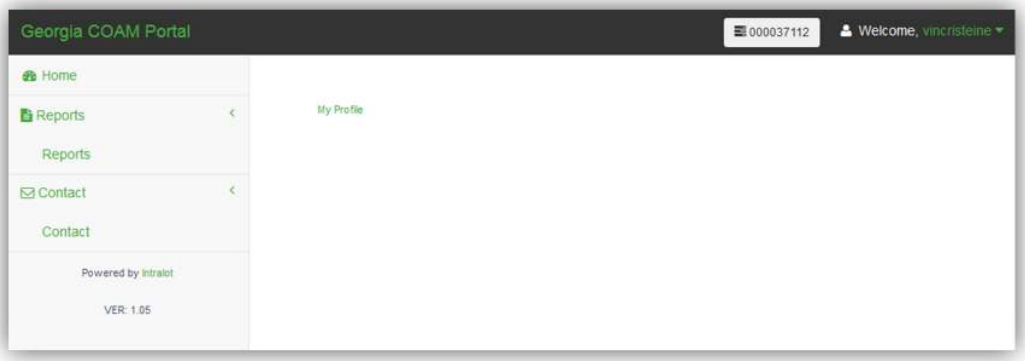


Figure 2: Portal Home Screen

2.1 Applications

The Portal applications are located on the left hand side of the screen as seen in **Figure 2**:

- **Home:** Returns user to the home screen.
- **Reports:** Directs you to all the available reports.
- **Contact:** Contact for support.

Note: For support, please click on the **Contact** link listed with the applications on the left hand side of the **Home** screen (**Figure 2**). This will provide the 24 hour Intralot Hotline number for any questions or concerns about reports and the Portal web application in its entirety. For login, username and password questions the user must contact the Georgia Lottery Retailer Service Hotline.

For Reporting portal related questions and assistance please contact the Intralot hotline at: 877-261-6242

For COAM related questions and assistance please contact your Master License Holder.

For Financial or COAM licensing related questions and assistance, please contact Georgia Lottery Retailer Services Hotline at 800-746-8546, Option 6, Option 3.

2.2 License Selection

If a user is allowed access to view reporting for more than one license, the user can change the current license in the portal by selecting the **Select License** button. After clicking the **Select License** button, the user is presented with a grid which displays the licenses available to the user. The user can change to a different license by clicking on the green **Select** link on the applicable row. The user can also search the available licenses in the grid by entering a license number in the ***Search*** box.

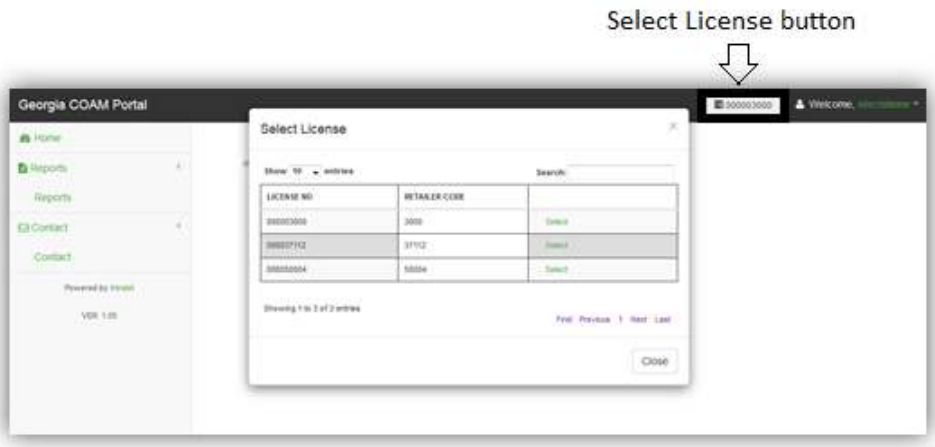


Figure 3: Select License

After selecting a new license from the grid, the license number displayed on the **Select License** button changes to the selected license number.



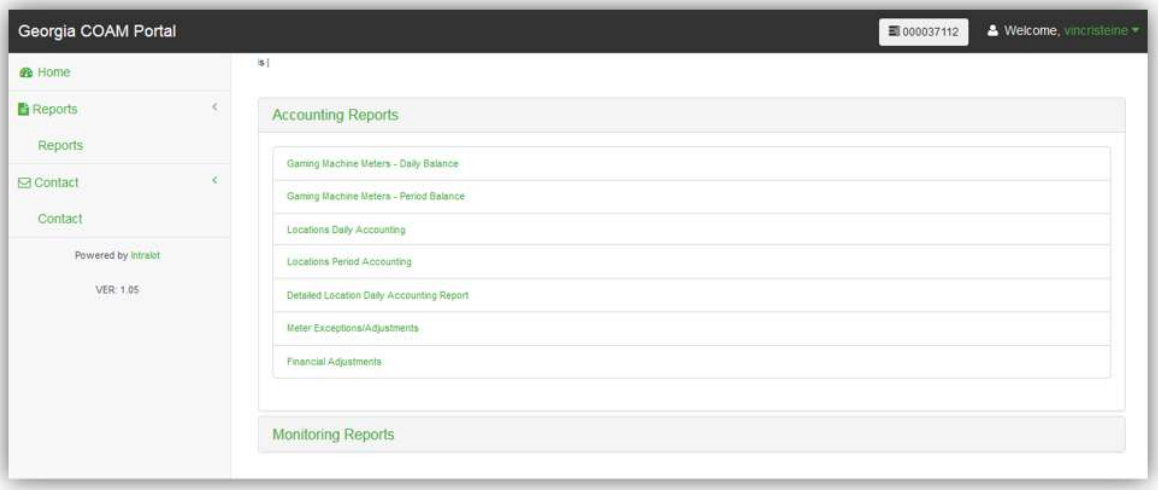
Figure 4: Select License Button

3 Accounting Reports

Accounting Reports provides you with financial information based on derivative meter data. For a COAM, this includes Total Money In, Total Money Won, etc. For a Location, consolidated values for all COAMs are presented.

To access the Accounting Reports application element:

1. Click the **Reports** application hyperlink at the Portal main screen.
2. The **Accounting Reports** list will appear:



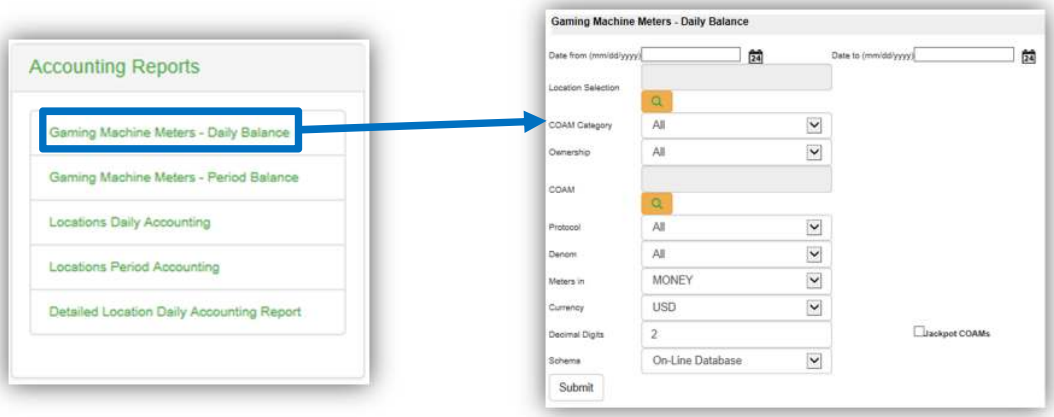
3. The screen that appears provides you with access to the following accounting reports:
   - **Gaming Machine Meters – Daily Balance**
   - **Gaming Machine Meters – Period Balance**
   - **Location Daily Accounting**
   - **Location Period Accounting**
   - **Detailed Location Daily Accounting Report**

- **Meter Exceptions/Adjustments**
- **Financial Adjustments**

3.1 Gaming Machine Meters – Daily Balance

The **Gaming Machine Meters – Daily Balance** report presents all the meter information that has been recorded in the end-of-day meter files and transferred to the monitoring system.

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.



To retrieve the report:

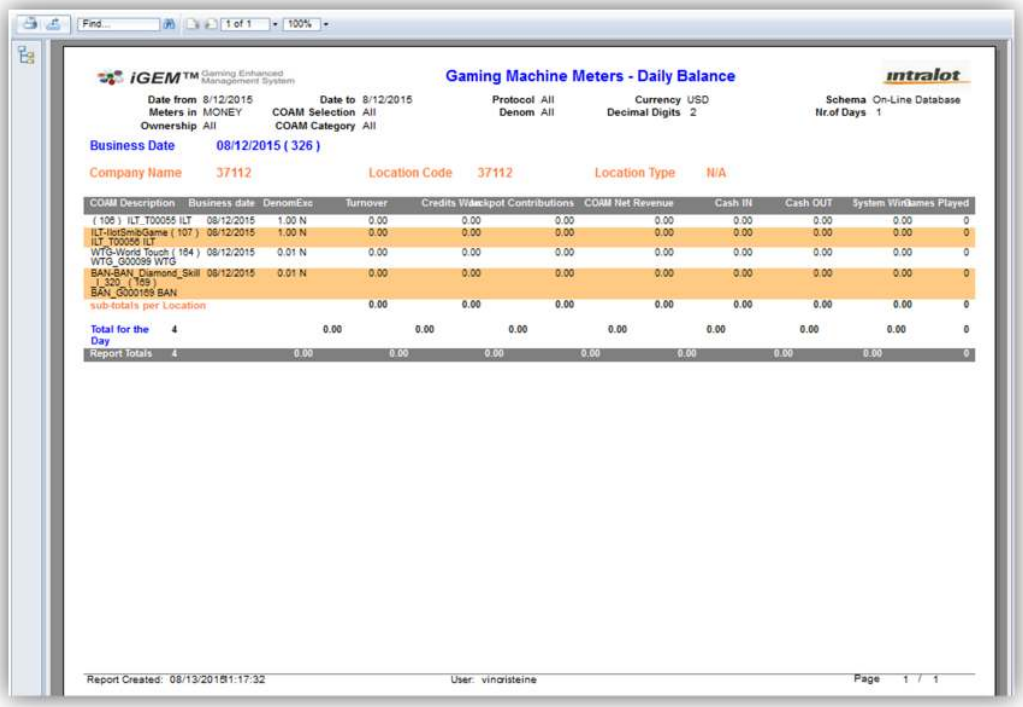
1. Select the **Gaming Machine Meters – Daily Balance** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.

- ***Location Selection***: Select the Location from the list by selecting the search icon .
- ***COAM Category***: Select COAM Category from the dropdown list. Available categories are:
  - Single Game
  - Single Game (No Protocol)

  Note: *Single Game = SAS, Single Game (No Protocol) = SAS Transitional*
- **COAM**: Select the COAM from the list by selecting the search icon .
- ***Protocol***: The following protocols are available for selection:
  - *All*
  - *SAS*
  - *G2S*
  - *SAS – Transitional*
- ***Denom***: Select the denomination from the dropdown list.
- ***Meters in***: The report can be viewed in one format: *Money*.
- ***Currency:*** The currency is in US Dollars (USD).
- ***Decimal Digits:*** Decimal points of the values. Default is 2.
- ***Schema***: Two available options can be found under the Schema.
  - *"On-Line database"* is used for data within the last 90 days.
  - *"Data Warehouse"* is used for data older than the last 90 days.

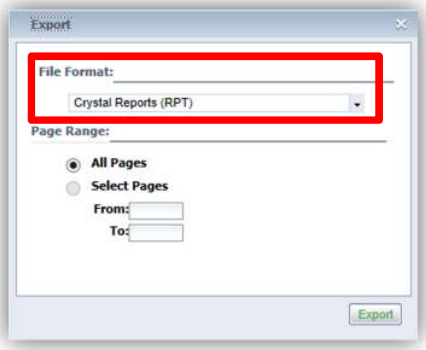
To view, print, export the report:

1. Click the **Submit** button to display the report.

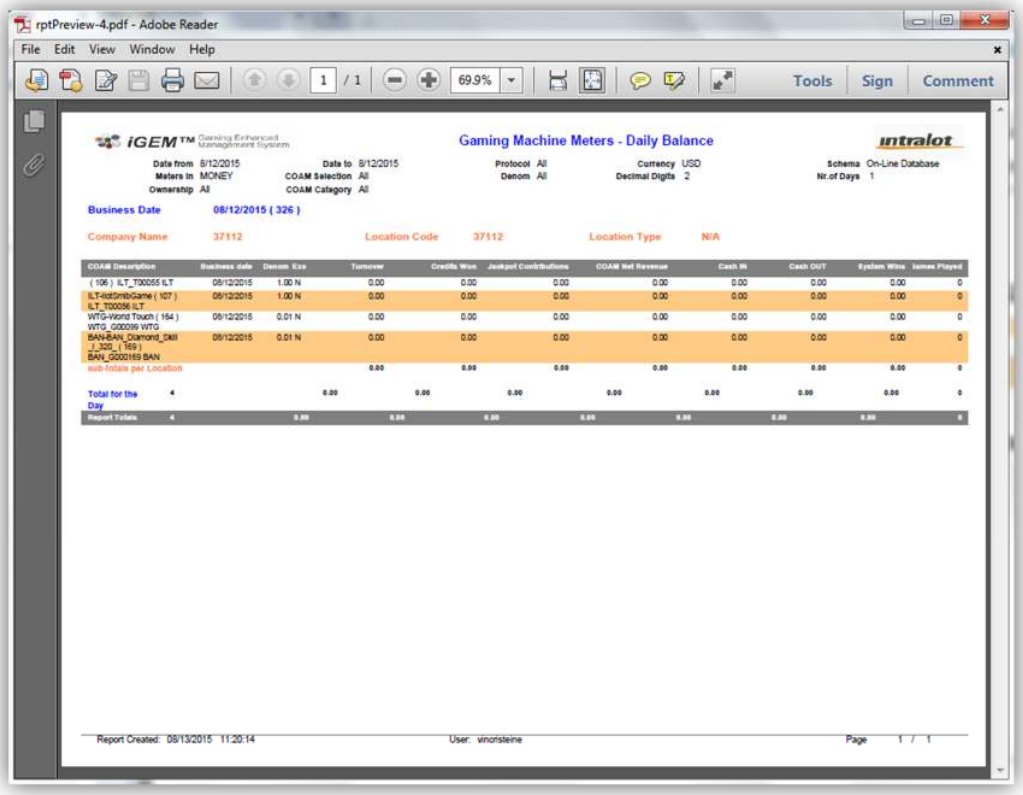


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

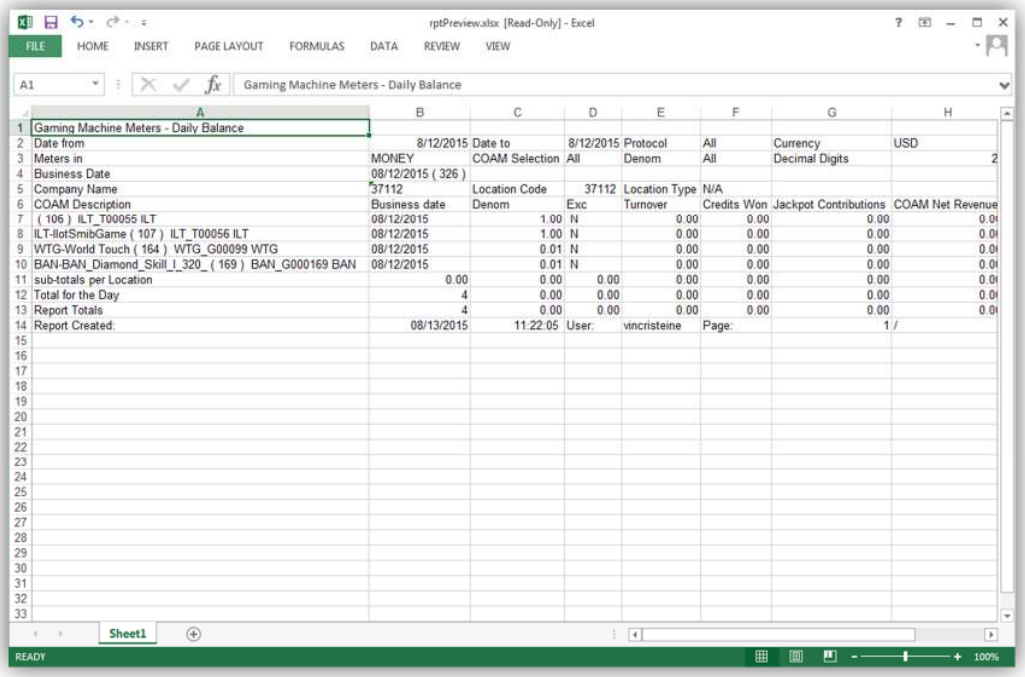
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:

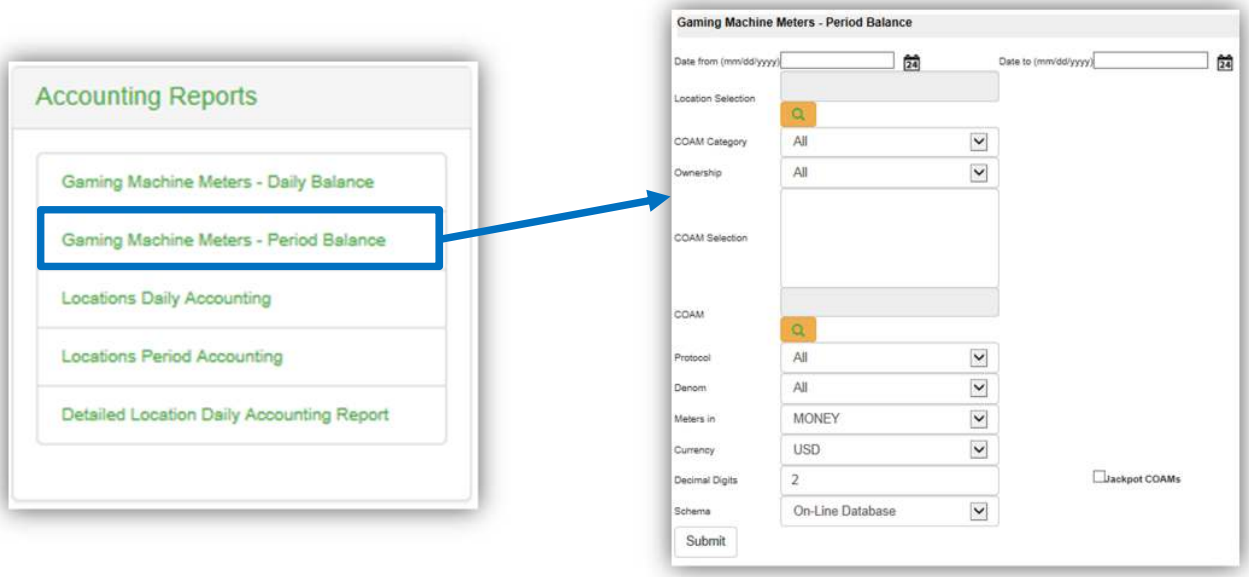


6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages, use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

3.2 Gaming Machine Meters – Period Balance

The **Gaming Machine Meters – Period Balance** report shows the profit of the selected COAMs per business day.

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.



To retrieve the report:

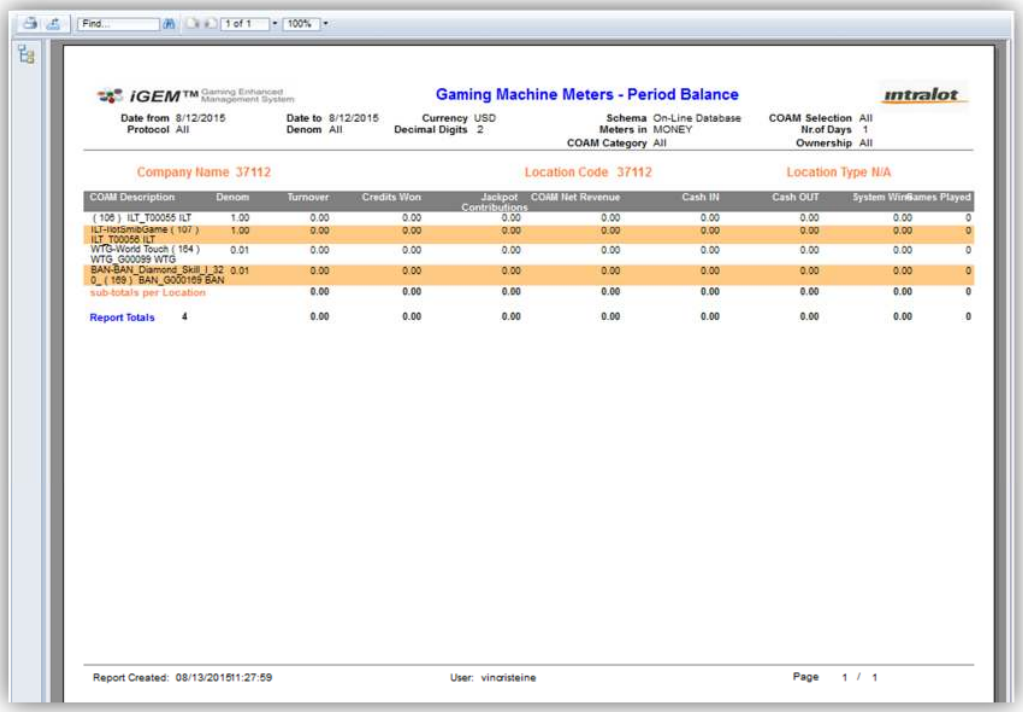
1. Select the **Gaming Machine Meters – Period Balance** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.
   - ***Location Selection***: Select the Location from the list by selecting the search icon .

- ***COAM Category***: Select COAM Category from the dropdown list. Available categories are:
  - Single Game
  - Single Game (No Protocol)

  Note: *Single Game = SAS, Single Game (No Protocol) = SAS Transitional*
- ***Ownership***: Select the ownership from the dropdown list.
- **COAM**: Select the COAM from the list by pressing the search icon .
- ***Protocol***: The following protocols are available for selection:
  - *All*
  - *G2S*
  - *SAS*
  - *SAS – Transitional*
- ***Denom***: Select the denomination from the dropdown list.
- ***Meters in***: The report can be viewed in one format: *Money*.
- ***Currency:*** The currency is in US Dollars (USD).
- ***Decimal Digits:*** Decimal points of the values. Default is 2.
- ***Schema***: Two available options can be found under the Schema.
  - *"On-Line database"* is used for data within the last 90 days.
  - *"Data Warehouse"* is used for data older than 90 days.

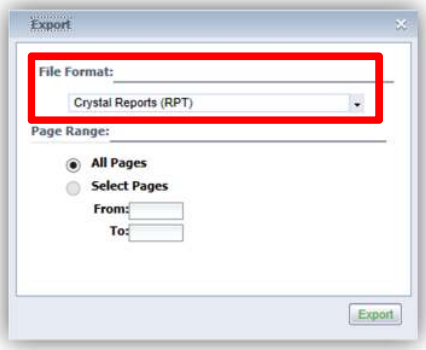
To view, print, export the report:

1. Click the **Submit** button to display the report.

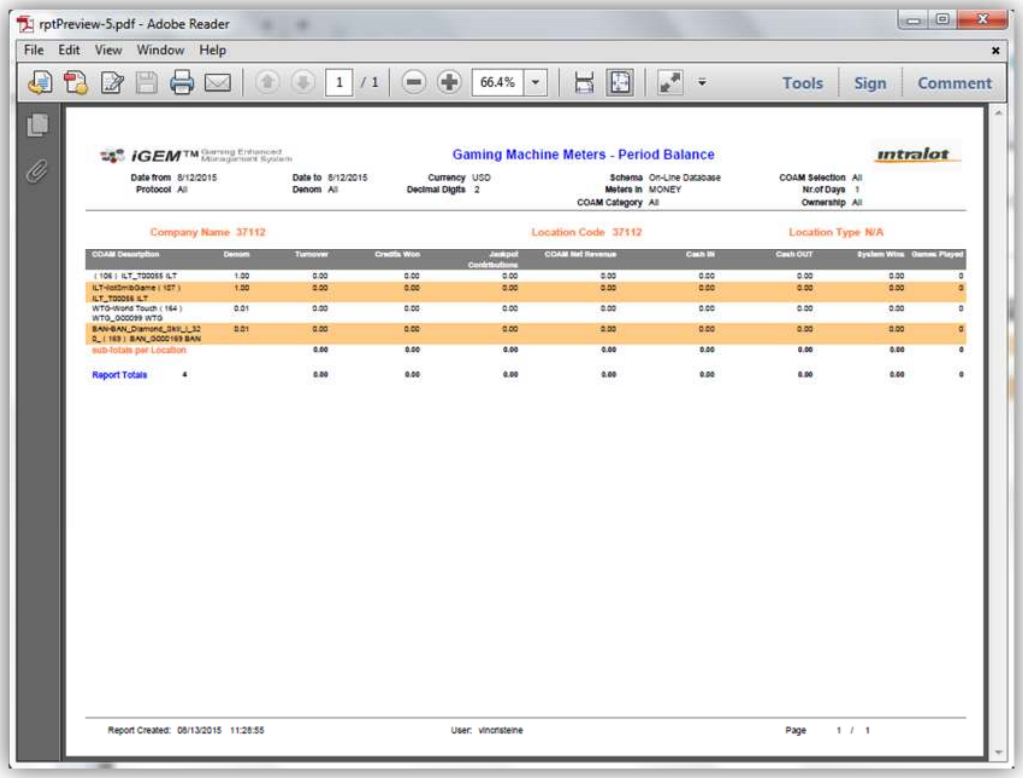


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

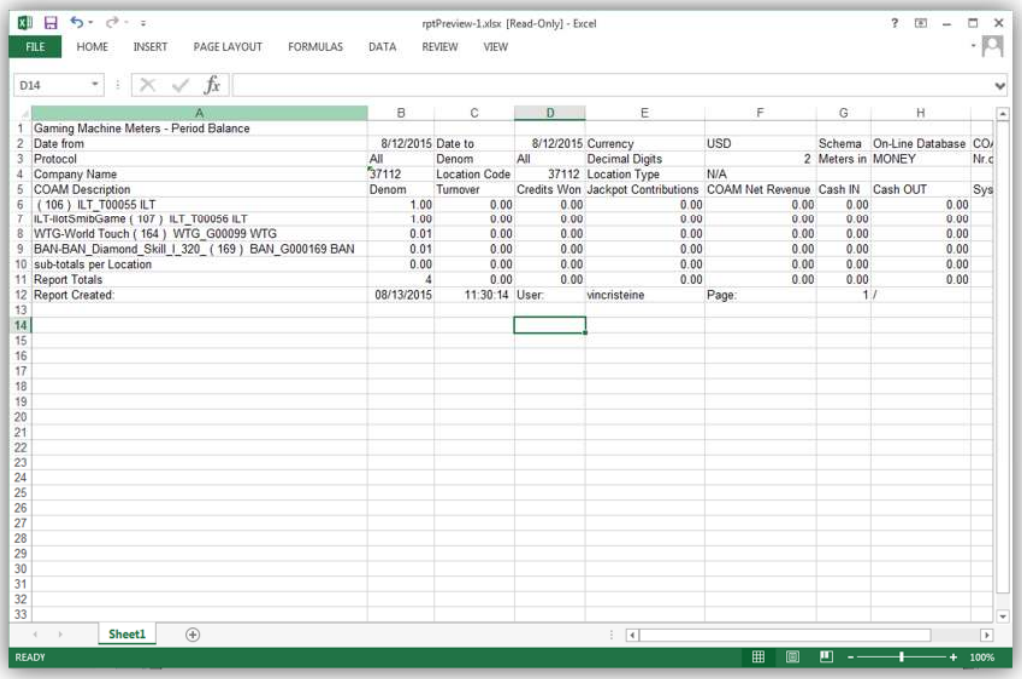
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:

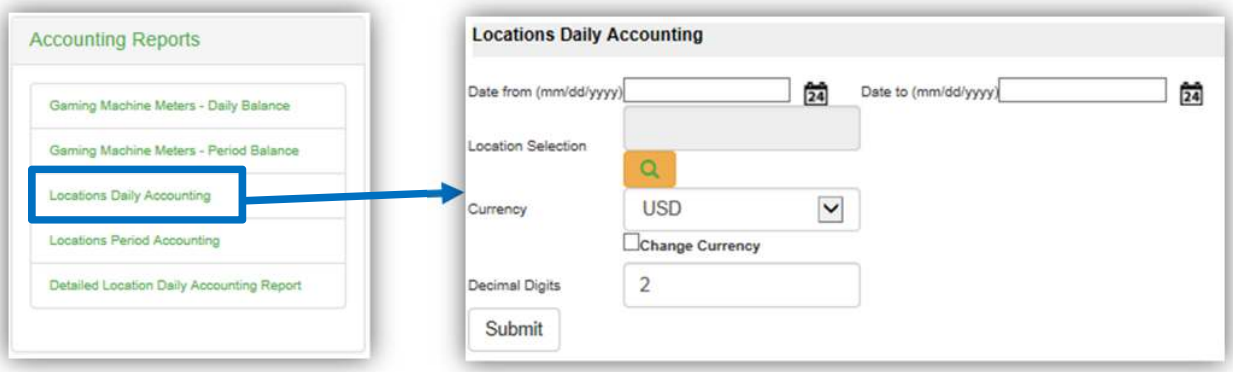


6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

3.3 Locations Daily Accounting

The **Locations Daily Accounting** report displays daily COAM financial information for a specific location.

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.

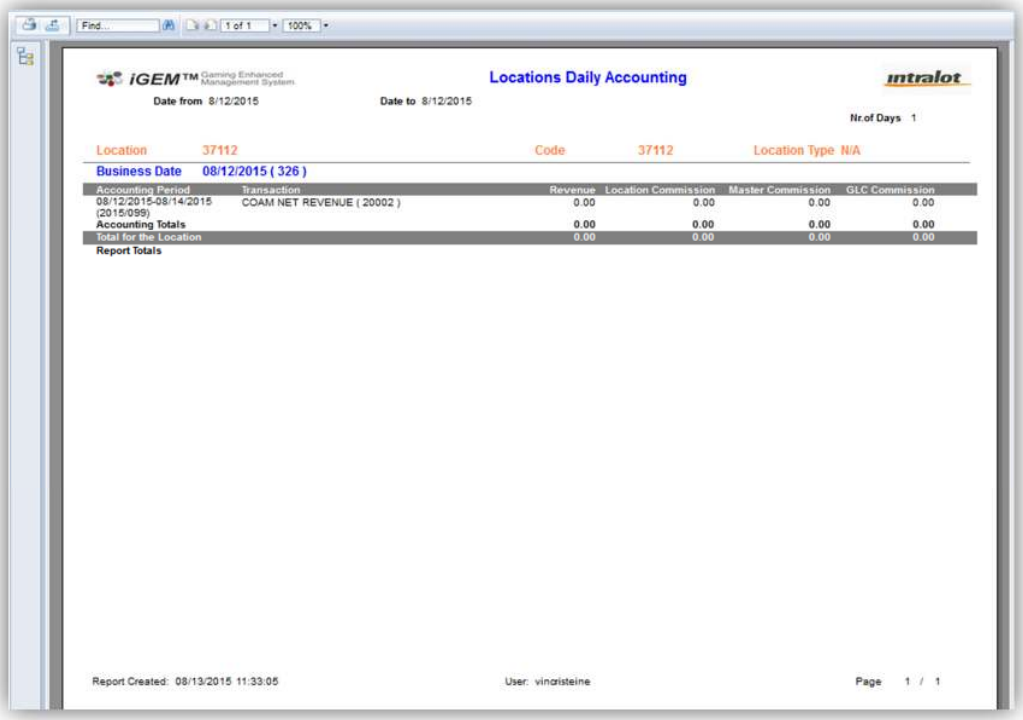


To retrieve the report:

1. Select the **Locations Daily Accounting** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.
   - ***Location Selection***: Select the Location from the list by pressing the search icon .
   - ***Currency:*** The currency in which the report will be presented. The default is US Dollars (USD).
   - ***Change Currency*** (checkbox): Tick this box to display data in another currency than the default.
   - ***Decimal Digits:*** Decimal points of the values. Default is 2.

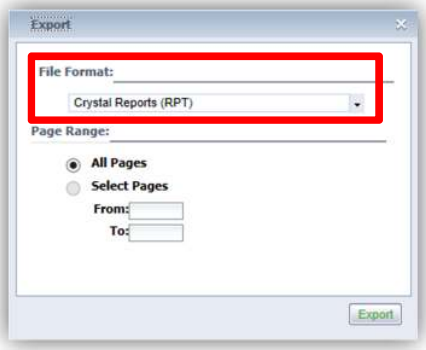
To view, print, export the report:

1. Click the **Submit** button to display the report.

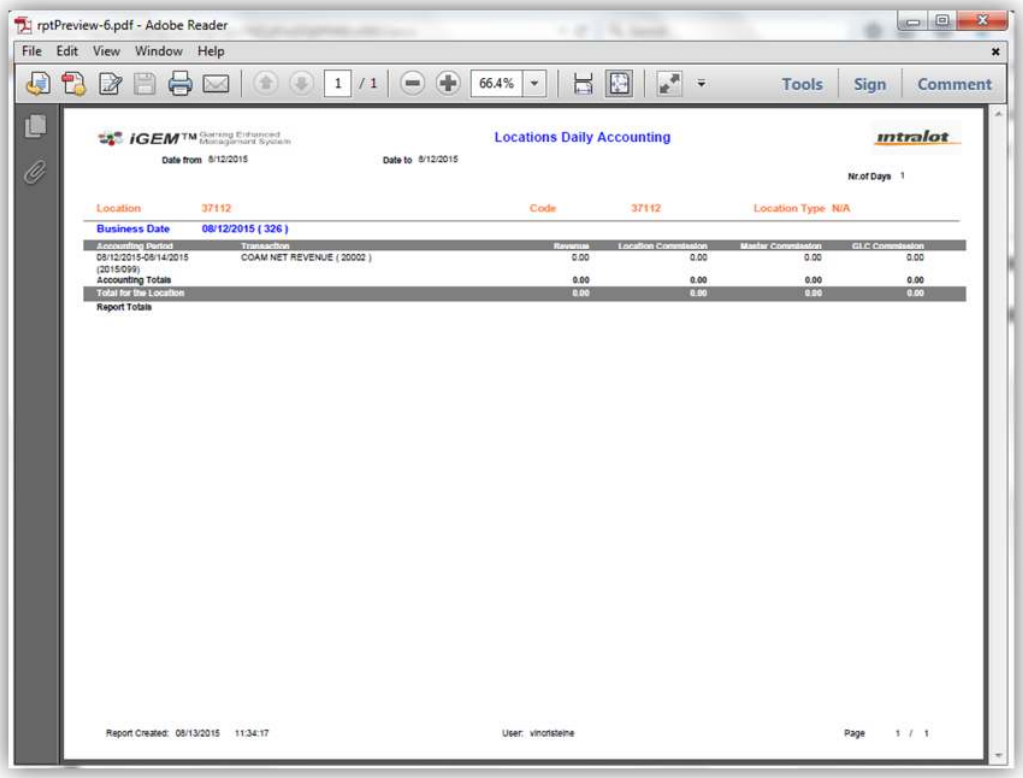


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

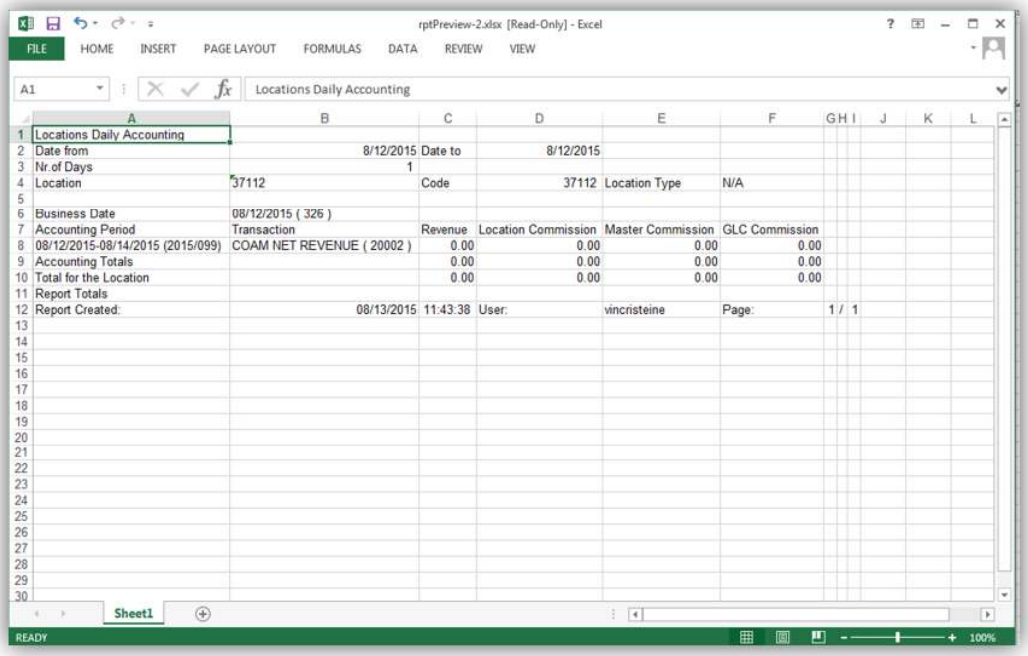
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:



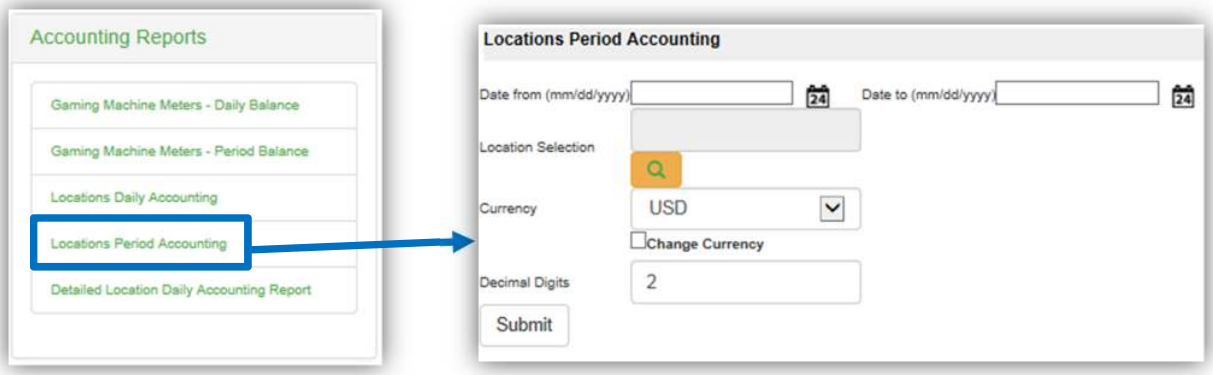
	A	B	C	D	E	F
1	Locations Daily Accounting					
2	Date from	8/12/2015	Date to	8/12/2015		
3	Nr.of Days	1				
4	Location	37112	Code	37112	Location Type	N/A
5						
6	Business Date	08/12/2015 (326)				
7	Accounting Period	Transaction	Revenue	Location Commission	Master Commission	GLC Commission
8	08/12/2015-08/14/2015 (2015/099)	COAM NET REVENUE (20002)	0.00	0.00	0.00	0.00
9	Accounting Totals		0.00	0.00	0.00	0.00
10	Total for the Location		0.00	0.00	0.00	0.00
11	Report Totals					
12	Report Created:	08/13/2015	11:43:38	User:	vincristeine	Page: 1 / 1

6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

3.4 Locations Period Accounting

The **Locations Period Accounting** report displays COAM financial information for a specific location for single or multiple accounting periods.

Note: Report is not real-time. Report is populated when the weekly accounting period procedures are completed by Intralot Operations. Weekly accounting period procedures are completed on Sunday, weekly reports are populated by Monday morning.



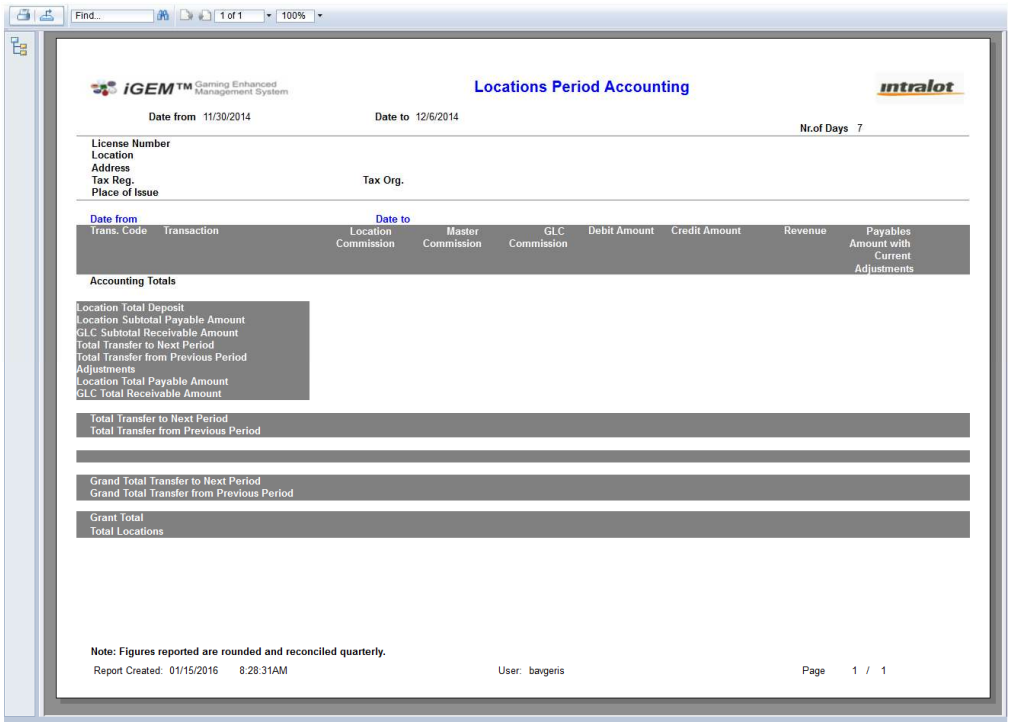
To retrieve the report:

1. Select the **Locations Period Accounting** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.
   - ***Location Selection***: Select the Location from the list by pressing the search **icon** .
   - ***Currency:*** The currency in which the report will be presented. The default is US Dollars (USD).

- ***Change Currency*** (checkbox): Tick this box to display data in another currency than the default.
- ***Decimal Digits:*** Decimal points of the values. Default is 2.

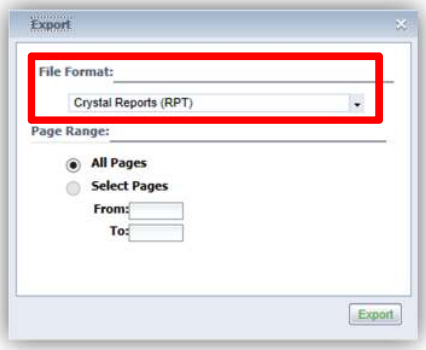
To view, print, export the report:

1. Click the **Submit** button to display the report.

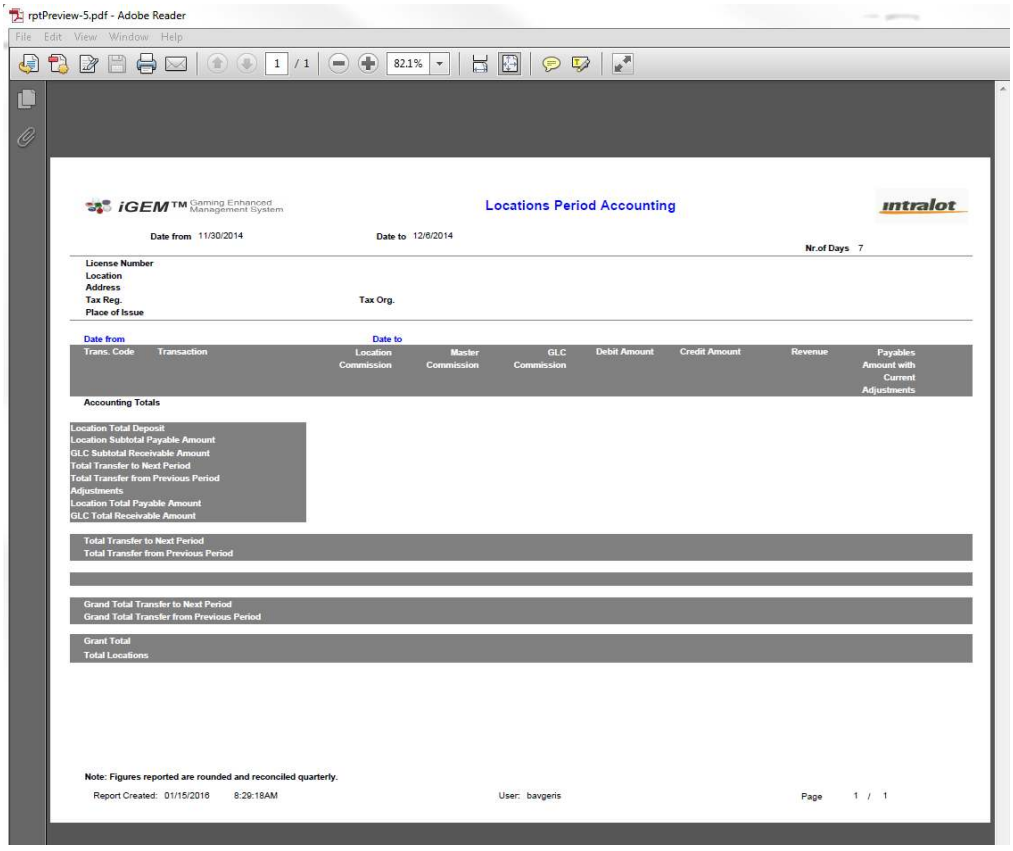


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

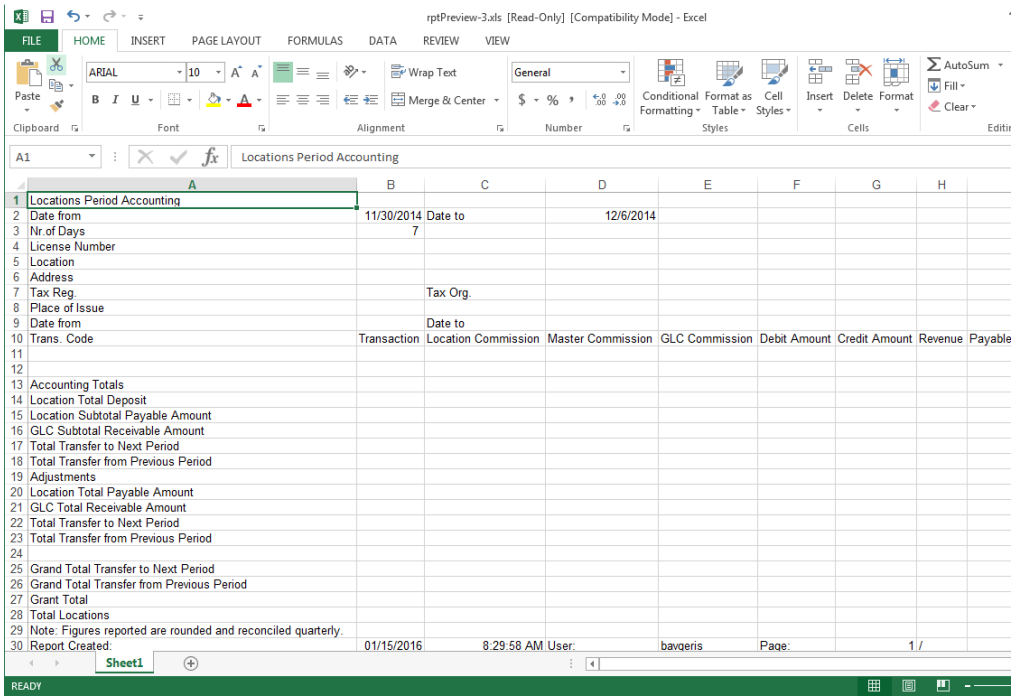
c. Click **Export.**



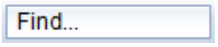
4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:

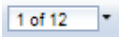


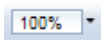
5. To export the file into an **Excel spreadsheet** format:
    b. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:



	A	B	C	D	E	F	G	H
1	Locations Period Accounting							
2	Date from	11/30/2014	Date to	12/6/2014				
3	Nr.of Days	7						
4	License Number							
5	Location							
6	Address							
7	Tax Reg.		Tax Org.					
8	Place of Issue							
9	Date from		Date to					
10	Trans. Code	Transaction	Location Commission	Master Commission	GLC Commission	Debit Amount	Credit Amount	Revenue	Payable
11								
12								
13	Accounting Totals							
14	Location Total Deposit							
15	Location Subtotal Payable Amount							
16	GLC Subtotal Receivable Amount							
17	Total Transfer to Next Period							
18	Total Transfer from Previous Period							
19	Adjustments							
20	Location Total Payable Amount							
21	GLC Total Receivable Amount							
22	Total Transfer to Next Period							
23	Total Transfer from Previous Period							
24								
25	Grand Total Transfer to Next Period							
26	Grand Total Transfer from Previous Period							
27	Grant Total							
28	Total Locations							
29	Note: Figures reported are rounded and reconciled quarterly.							
30	Report Created:	01/15/2016	8:29:58 AM	User:	bavgeris	Page:	1 /	

6. To search for a particular section of the report:
    c. Click the field 

to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the  icons or use the 

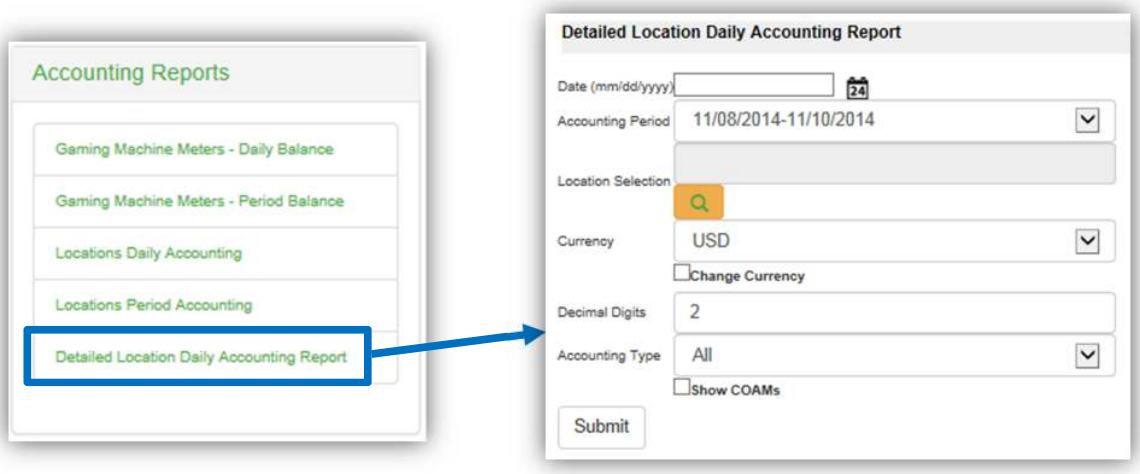
field to select the page number. The drop down can also be used to skip to the first or last pages. The 

field can be used to zoom in & out on the current page.

3.5 Detailed Location Daily Accounting Report

The **Detailed Location Daily Accounting** report displays detailed daily financial information about COAMs for a specific location.

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.



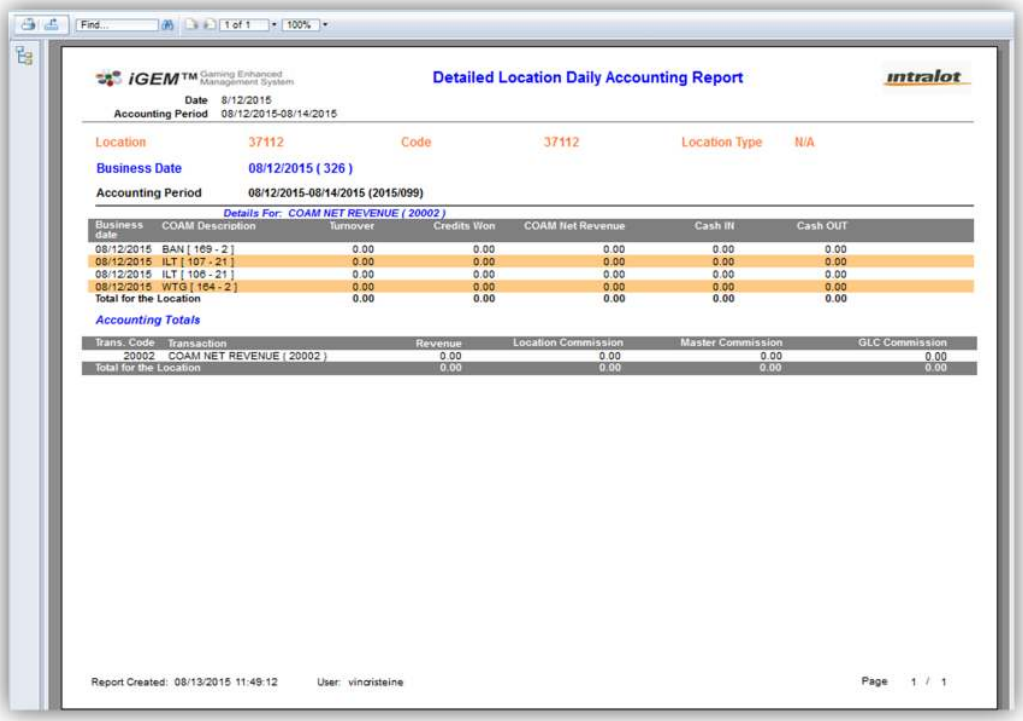
To retrieve the report:

1. Select the **Detailed Locations Daily Accounting** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.
   - ***Accounting Period:*** The accounting period for which the report will be presented.
   - ***Location Selection***: Select the Location from the list by pressing the search **icon** .

- ***Currency:*** The currency in which the report will be presented. The default is US Dollars (USD).
- ***Change Currency*** (checkbox): Tick this box to display data in another currency than the default.
- ***Decimal Digits:*** Decimal points of the values. Default is 2.
- ***Accounting Type***: Select the Accounting Type from the dropdown list.
- ***Show COAMs:*** Select the checkbox to see detailed COAM entries.

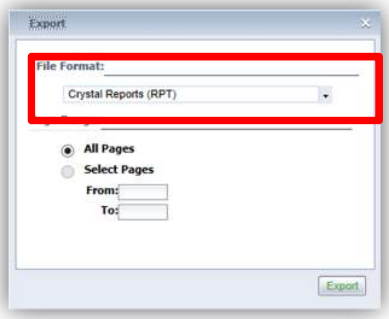
To view, print, export the report:

1. Click the **Submit** button to display the report.

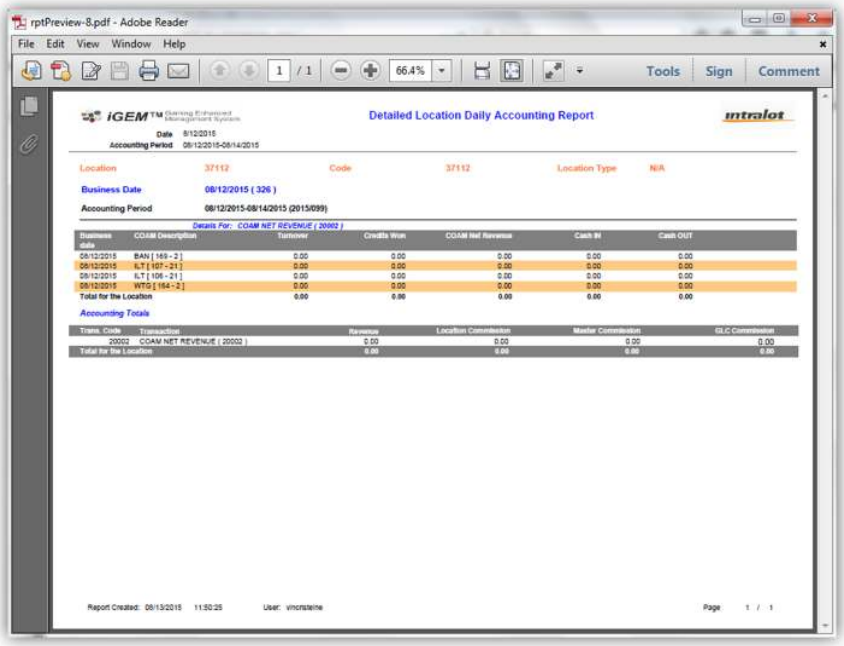


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.

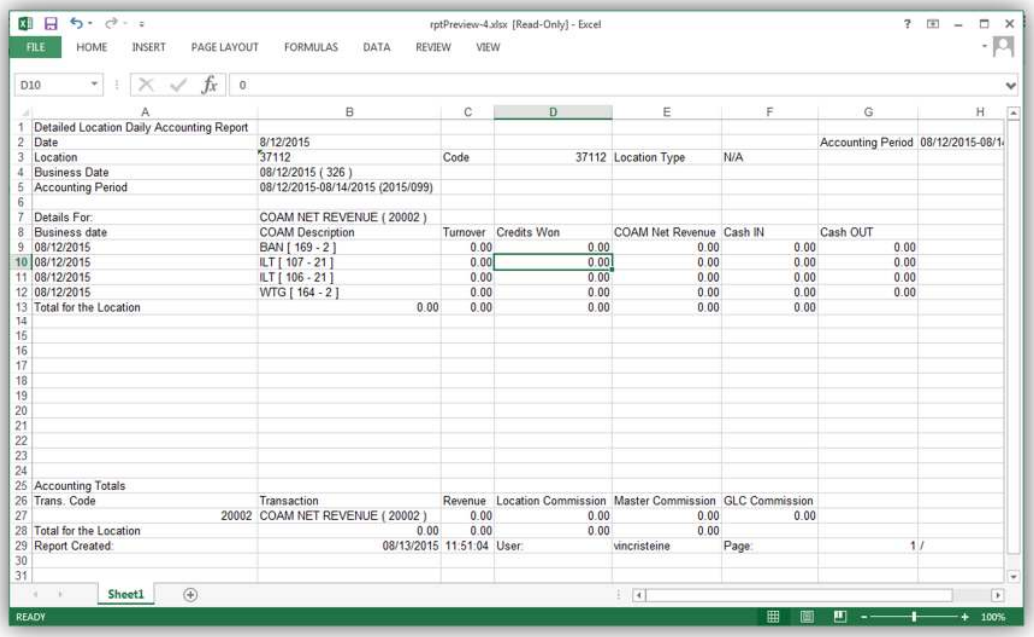
a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
b. Select pages to be exported:
    i. **All Pages**
    ii. **Select Pages**
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
    a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:

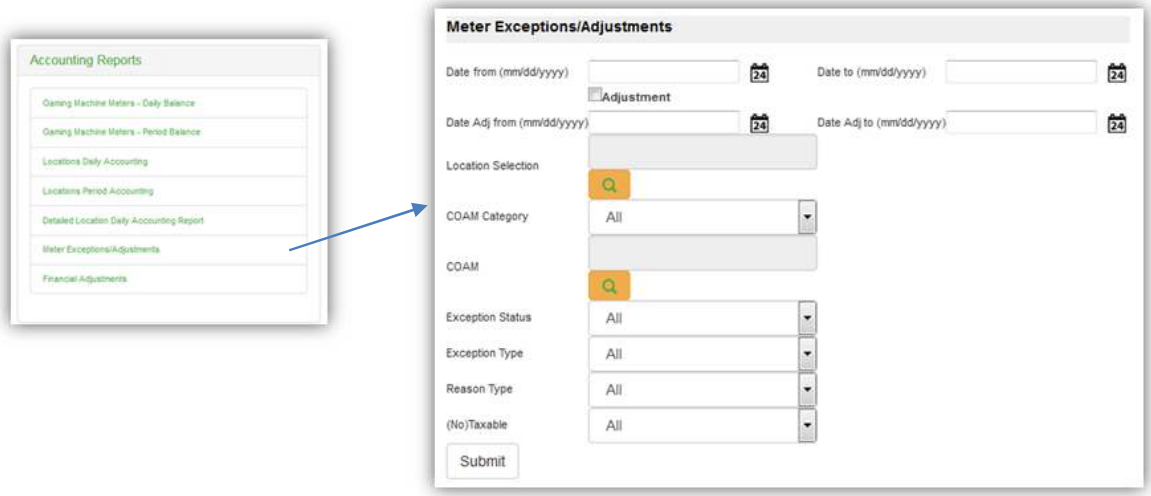


	A	B	C	D	E	F	G	H
1	Detailed Location Daily Accounting Report							
2	Date	8/12/2015					Accounting Period	08/12/2015-08/1
3	Location	37112	Code	37112	Location Type	N/A		
4	Business Date	08/12/2015 (326)						
5	Accounting Period	08/12/2015-08/14/2015 (2015/099)						
6								
7	Details For:	COAM NET REVENUE (20002)						
8	Business date	COAM Description	Turnover	Credits Won	COAM Net Revenue	Cash IN	Cash OUT	
9	08/12/2015	BAN [169 - 2]	0.00	0.00	0.00	0.00	0.00	
10	08/12/2015	ILT [107 - 21]	0.00	0.00	0.00	0.00	0.00	
11	08/12/2015	ILT [106 - 21]	0.00	0.00	0.00	0.00	0.00	
12	08/12/2015	WTG [164 - 2]	0.00	0.00	0.00	0.00	0.00	
13	Total for the Location	0.00	0.00	0.00	0.00	0.00		
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25	Accounting Totals							
26	Trans. Code	Transaction	Revenue	Location Commission	Master Commission	GLC Commission		
27	20002	COAM NET REVENUE (20002)	0.00	0.00	0.00	0.00		
28	Total for the Location	0.00	0.00	0.00	0.00			
29	Report Created:	08/13/2015	11:51:04	User:	vincristeine	Page:	1 /	
30								
31								

6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

3.6 Meter Exceptions/Adjustments

The **Meter Exceptions/Adjustments** report displays the meter exception information for COAMs for a specific location. Meter exceptions occur when the net meter limit defined for a particular meter is exceeded. Meter exceptions are either, reviewed and cleared or if the meter exception contains an incorrect net meter value the meter exception is adjusted and approved.



Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.

To retrieve the report:

1. Select the **Meter Exceptions/Adjustments** application element.
2. At the criteria screen, provide the following information for the report:

- ***Date From/To***: The range of dates for which the report will be presented based on the date the exception occurred. Use the calendar icon to enter the date.
- ***Adjustment:*** Select this checkbox to view only adjusted meter exceptions.
- ***Date Adj From/To***: The range of dates for which the report will be presented based on adjustment dates. Use the calendar icon to enter the date.
- ***Location Selection***: Select the Location from the list by pressing the search **icon** .
- ***COAM Category***: Select COAM Category from the dropdown list. Available categories are:
  - Single Game
  - Single Game (No Protocol)

  Note: *Single Game = SAS, Single Game (No Protocol) = SAS Transitional*
- **COAM**: Select the COAM from the list by pressing the search icon .
- ***Exception Status***: The following Exception Status are available for selection:
  - *All*
  - *Cleared (the exception was reviewed and cleared, no adjustment was performed)*
  - *Open (the exception is still open for review and the COAM is not included in the financial accounting for the location)*
  - *Authorized (the exception has been reviewed and authorized. The COAM is now included in the financial accounting)*

- *Temp Adjusted (the first level review and adjustment of the exception has been completed. A second review and approval is required before the COAM is included in the financial accounting)*
- *Adjusted (the final review and approval for the exception has been completed. The COAM is now included in the financial accounting.)*

- ***Exception Type***: The following Exception Types are available for selection. Exception Types are defined during GLC/Intralot review of the meter exceptions.
  - *All*
  - *Rollover*
  - *Meter Runaway*
  - *Exceptional Increment*
  - *Unbalanced Meters*
- ***Reason Type***: The following Reason Types are available for selection. Reason Types are defined during GLC/Intralot review of the meter exceptions.
  - *All*
  - *N/A*
  - *Machine Fault Condition*
  - *Wrong Procedure*
  - *System Error (S)*
  - *System Error (H)*
  - *Mechanical Meter Problem*
- ***(No)Taxable***: The following (No)Taxable options are available for selection. **This option is not used though and the filter should remain at All.**
  - All
  - *Taxable*
  - *No Taxable*

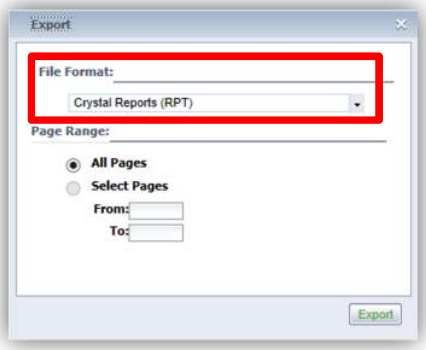
To view, print, export the report:

1. Click the **Submit** button to display the report.

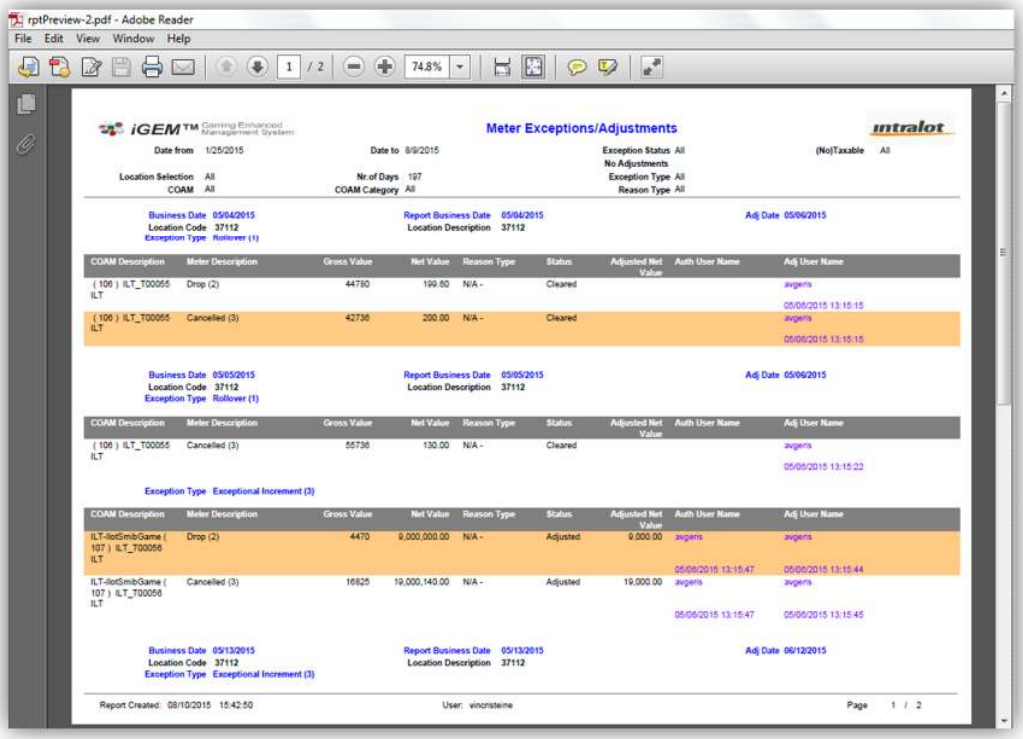


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

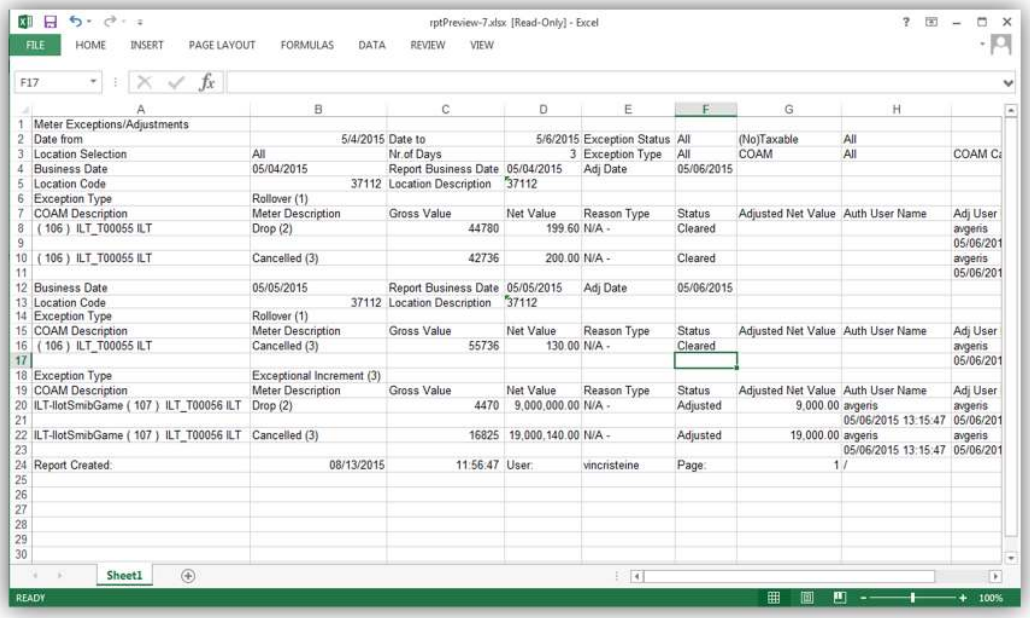
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:



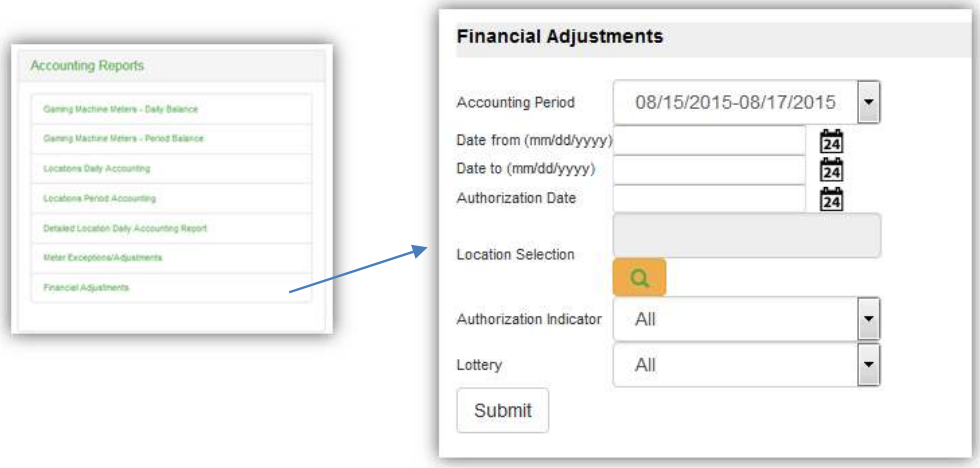
5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:



6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

3.7 Financial Adjustments

The **Financial Adjustments** report displays the financial adjustment information for a specific location. Financial Adjustments occur for various reasons; to correct location revenue, NSF fees, ACH return fees, etc. Financial Adjustments are all reviewed and approved by GLC Finance.



Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.

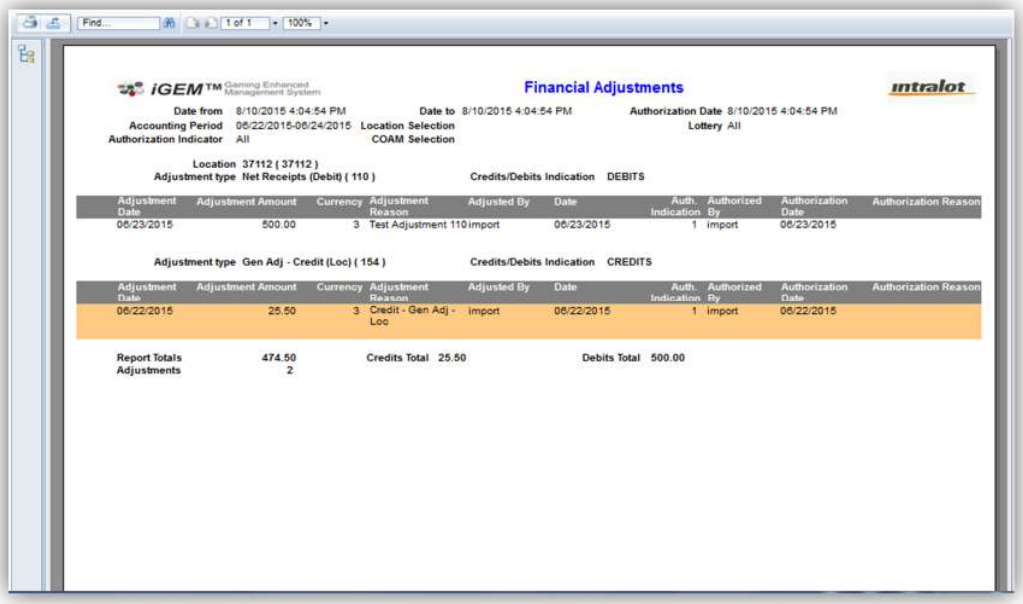
To retrieve the report:

1. Select the **Financial Adjustments** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Accounting Period***: The accounting period that the financial adjustment is recorded in. Only adjustments recorded in the selected accounting period will be displayed on the report.
   - ***Date From/To***: The range of dates for which the report will be presented based on adjustment dates. Use the calendar icon to enter the date.

- ***Authorization Date***: The date the adjustment was authorized. Use the calendar icon to enter the date.
- ***Location Selection***: Select the Location from the list by pressing the search **icon** .
- ***Authorization Indicator***: The authorization indicator for unauthorized and authorized financial adjustments.
  - *All*
  - *Only Unauthorized*
  - *Only Authorized*
- ***Lottery***: Selecting an option from this filter is not required.

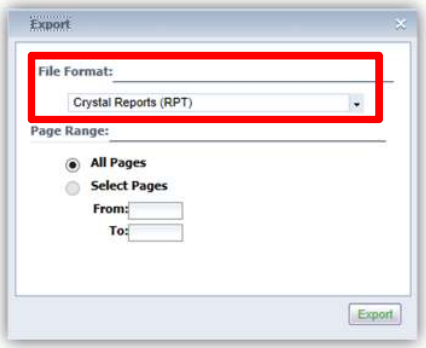
To view, print, export the report:

1. Click the **Submit** button to display the report.

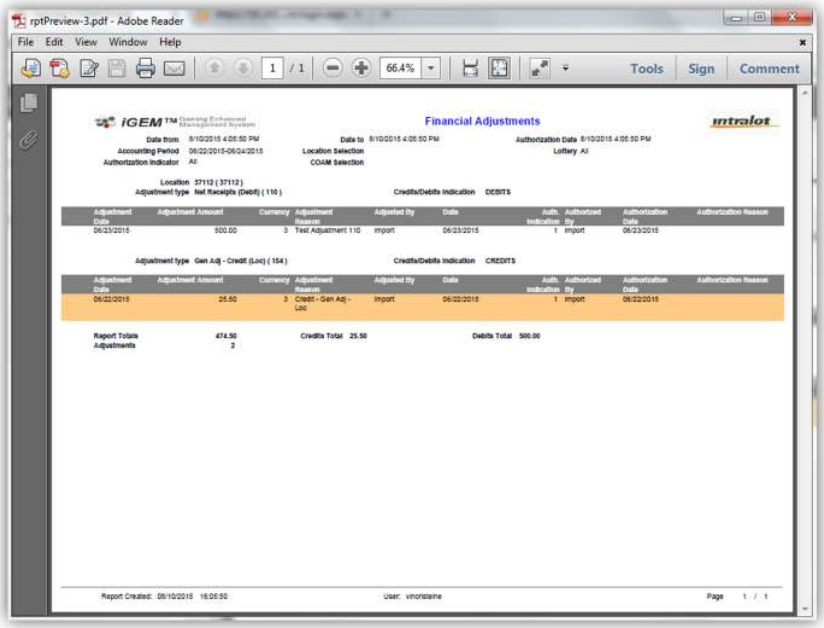


2. Click on the print icon to print the report.
3. Click on the export icon to export the report.

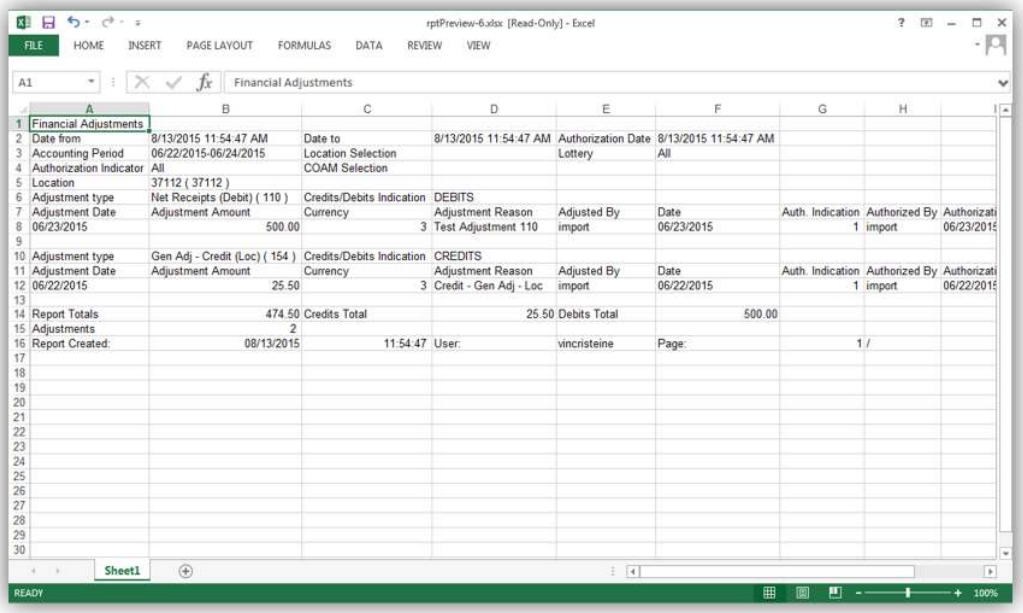
a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
b. Select pages to be exported:
    i. **All Pages**
    ii. **Select Pages**
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
    a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:



	A	B	C	D	E	F	G	H	
1	Financial Adjustments								
2	Date from	8/13/2015 11:54:47 AM	Date to	8/13/2015 11:54:47 AM	Authorization Date	8/13/2015 11:54:47 AM			
3	Accounting Period	06/22/2015-06/24/2015	Location Selection		Lottery	All			
4	Authorization Indicator	All	COAM Selection						
5	Location	37112 (37112)							
6	Adjustment type	Net Receipts (Debit) (110)	Credits/Debits Indication	DEBITS					
7	Adjustment Date	Adjustment Amount	Currency	Adjustment Reason	Adjusted By	Date	Auth. Indication	Authorized By	Authorizati
8	06/23/2015	500.00	3	Test Adjustment 110	import	06/23/2015	1	import	06/23/2015
9									
10	Adjustment type	Gen Adj - Credit (Loc) (154)	Credits/Debits Indication	CREDITS					
11	Adjustment Date	Adjustment Amount	Currency	Adjustment Reason	Adjusted By	Date	Auth. Indication	Authorized By	Authorizati
12	06/22/2015	25.50	3	Credit - Gen Adj - Loc	import	06/22/2015	1	import	06/22/2015
13									
14	Report Totals	474.50	Credits Total	25.50	Debits Total	500.00			
15	Adjustments	2							
16	Report Created:	08/13/2015	11:54:47	User:	vincristeine	Page:	1 /		

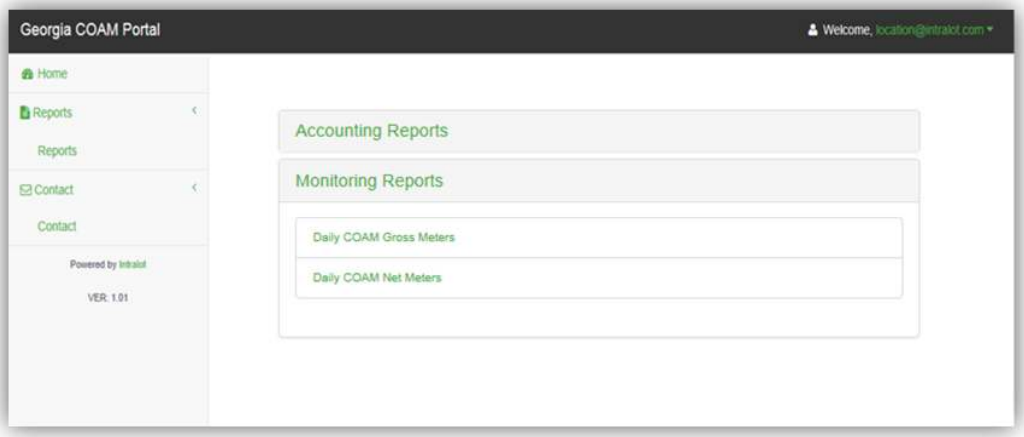
6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

4 Monitoring Reports

Monitoring Reports provide information on COAM meters, events, revenue, etc.

To access the Monitoring Reports application element:

1. Click the **Reports** application hyperlink at the Portal main screen.
2. Select the **Monitoring Reports** sub-application and the list will appear:

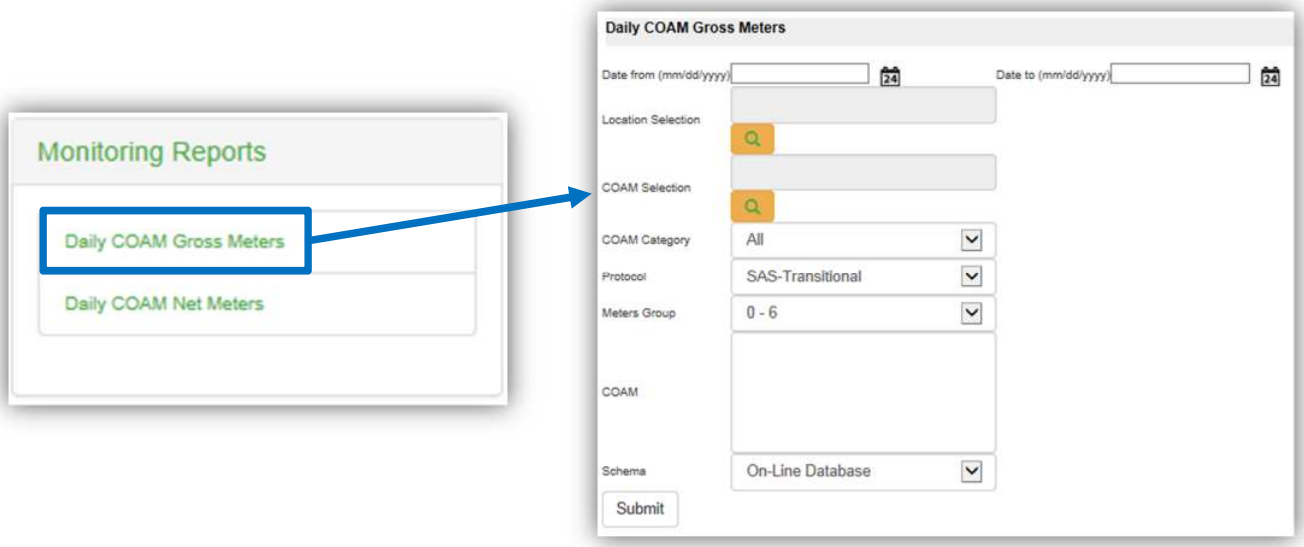


3. The screen that appears provides you with access to the following accounting reports:
   - **Daily COAM Gross Meters**
   - **Daily COAM Net Meters**

4.1 Daily COAM Gross Meters

The **Daily COAM Gross Meters** report presents all meter snapshot information that has been recorded in the EOD meter files and transferred to the monitoring system.

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.



To retrieve the report:

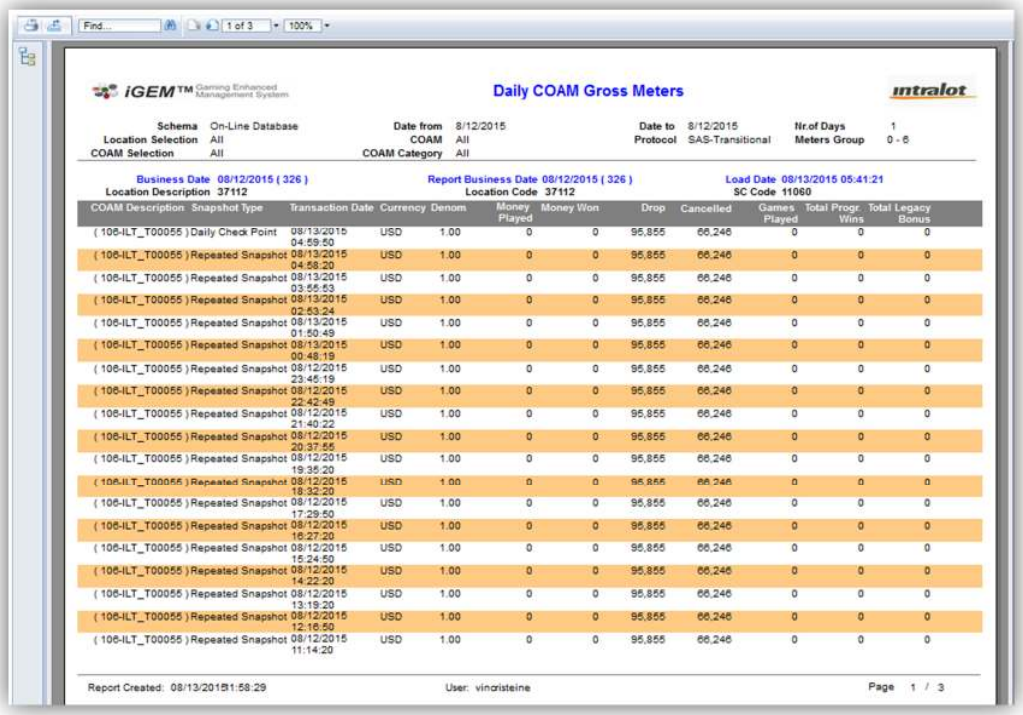
1. Select the **Daily COAM Gross Meters** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.
   - ***Location Selection***: Select the Location from the list by pressing the search icon .

- **COAM *Selection***: Select the COAM from the list by pressing the search icon .
- ***COAM Category***: Select COAM Category from the dropdown list. Available categories are:
  - Single Game
  - Single Game (No Protocol)

  Note: *Single Game = SAS, Single Game (No Protocol) = SAS Transitional*
- ***Protocol***: The following protocols are available for selection:
  - *SAS – Transitional*
  - *G2S*
  - *SAS*
  - *No Protocol for SC e*
- ***Meters Group***: Select the group of meters to view. The following meters are available for selection:
  - 0 – 6
  - 7 – 10
  - 10 – 14
  - 15 – 18
- ***Schema***: Two available options can be found under the Schema.
  - *"On-Line Database"* is used for data within the last 90 days.
  - *"Data Warehouse"* is used for data older than 90 days.

To view, print, export the report,

1. Click the **Submit** button to display the report.



Daily COAM Gross Meters

Schema On-Line Database | Date from 8/12/2015 | Date to 8/12/2015 | Nr.of Days 1
Location Selection All | COAM All | Protocol SAS-Transitional | Meters Group 0 - 6
COAM Selection All | COAM Category All

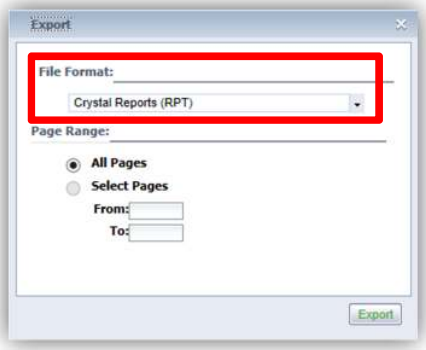
Business Date 08/12/2015 (326) | Report Business Date 08/12/2015 (326) | Load Date 08/13/2015 05:41:21
Location Description 37112 | Location Code 37112 | SC Code 11060

COAM Description	Snapshot Type	Transaction Date	Currency	Denom	Money Played	Money Won	Drop	Cancelled	Games Played	Total Progr. Wins	Total Legacy Bonus
(106-ILT_T00055)	Daily Check Point	08/13/2015 04:59:50	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/13/2015 04:58:20	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/13/2015 03:55:53	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/13/2015 02:53:24	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/13/2015 01:50:49	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/13/2015 00:48:19	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 23:45:19	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 22:42:49	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 21:40:22	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 20:37:55	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 19:35:20	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 18:32:20	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 17:29:50	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 16:27:20	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 15:24:50	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 14:22:20	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 13:19:20	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 12:16:50	USD	1.00	0	0	95,855	66,246	0	0	0
(106-ILT_T00055)	Repeated Snapshot	08/12/2015 11:14:20	USD	1.00	0	0	95,855	66,246	0	0	0

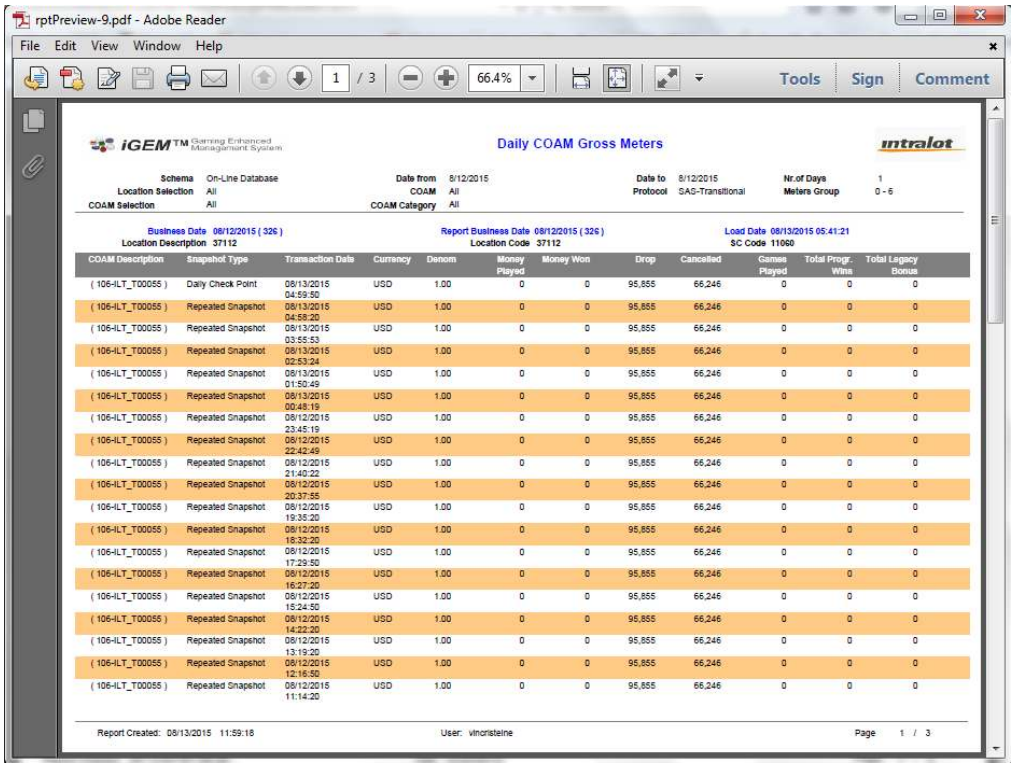
Report Created: 08/13/2015 1:58:29 | User: vincristeine | Page 1 / 3

2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

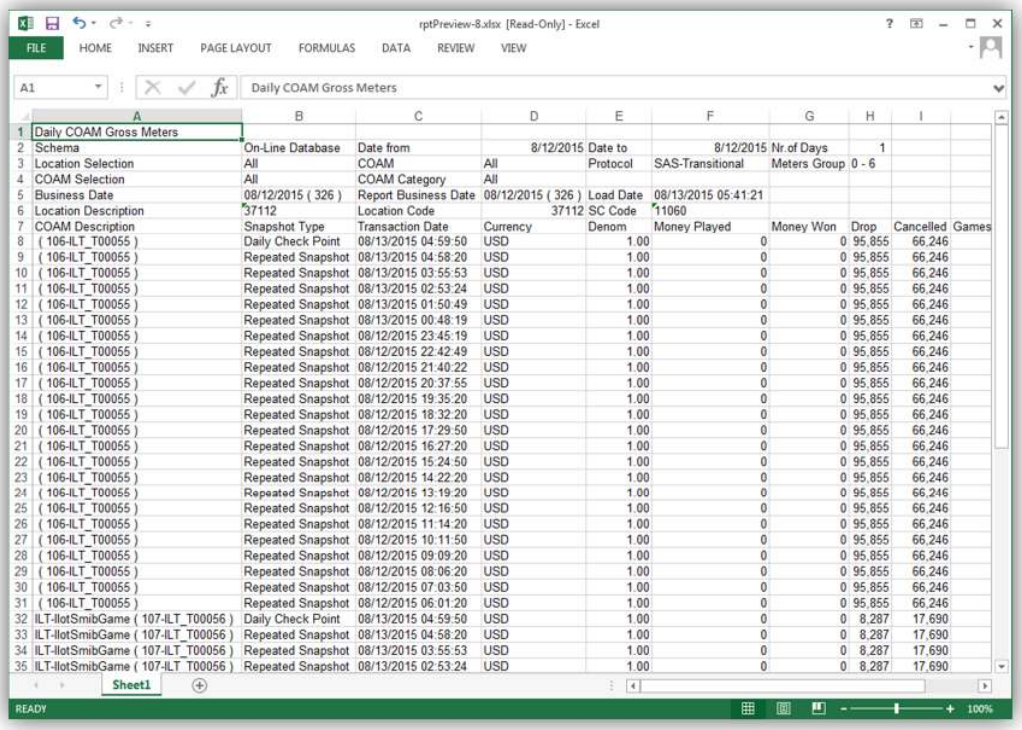
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:



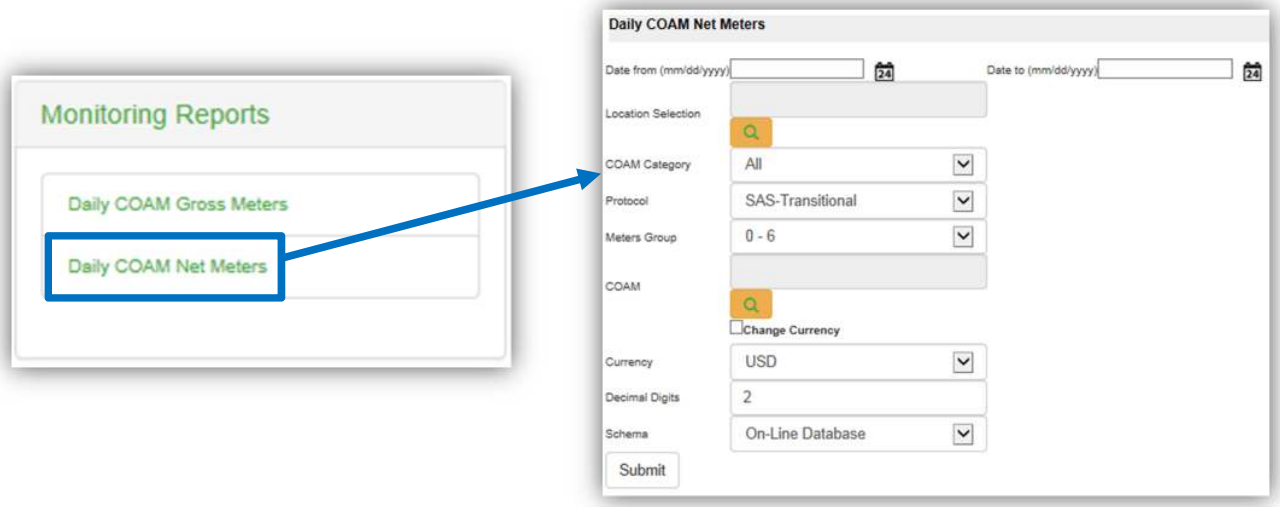
	A	B	C	D	E	F	G	H	I	
1	Daily COAM Gross Meters									
2	Schema	On-Line Database	Date from	8/12/2015	Date to	8/12/2015	Nr.of Days	1		
3	Location Selection	All	COAM	All	Protocol	SAS-Transitional	Meters Group	0 - 6		
4	COAM Selection	All	COAM Category	All						
5	Business Date	08/12/2015 (326)	Report Business Date	08/12/2015 (326)	Load Date	08/13/2015 05:41:21				
6	Location Description	37112	Location Code	37112	SC Code	11060				
7	COAM Description	Snapshot Type	Transaction Date	Currency	Denom	Money Played	Money Won	Drop	Cancelled	Games
8	(106-ILT_T00055)	Daily Check Point	08/13/2015 04:59:50	USD	1.00	0	0	95,855	66,246	
9	(106-ILT_T00055)	Repeated Snapshot	08/13/2015 04:58:20	USD	1.00	0	0	95,855	66,246	
10	(106-ILT_T00055)	Repeated Snapshot	08/13/2015 03:55:53	USD	1.00	0	0	95,855	66,246	
11	(106-ILT_T00055)	Repeated Snapshot	08/13/2015 02:53:24	USD	1.00	0	0	95,855	66,246	
12	(106-ILT_T00055)	Repeated Snapshot	08/13/2015 01:50:49	USD	1.00	0	0	95,855	66,246	
13	(106-ILT_T00055)	Repeated Snapshot	08/13/2015 00:48:19	USD	1.00	0	0	95,855	66,246	
14	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 23:45:19	USD	1.00	0	0	95,855	66,246	
15	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 22:42:49	USD	1.00	0	0	95,855	66,246	
16	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 21:40:22	USD	1.00	0	0	95,855	66,246	
17	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 20:37:55	USD	1.00	0	0	95,855	66,246	
18	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 19:35:20	USD	1.00	0	0	95,855	66,246	
19	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 18:32:20	USD	1.00	0	0	95,855	66,246	
20	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 17:29:50	USD	1.00	0	0	95,855	66,246	
21	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 16:27:20	USD	1.00	0	0	95,855	66,246	
22	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 15:24:50	USD	1.00	0	0	95,855	66,246	
23	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 14:22:20	USD	1.00	0	0	95,855	66,246	
24	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 13:19:20	USD	1.00	0	0	95,855	66,246	
25	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 12:16:50	USD	1.00	0	0	95,855	66,246	
26	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 11:14:20	USD	1.00	0	0	95,855	66,246	
27	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 10:11:50	USD	1.00	0	0	95,855	66,246	
28	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 09:09:20	USD	1.00	0	0	95,855	66,246	
29	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 08:06:20	USD	1.00	0	0	95,855	66,246	
30	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 07:03:50	USD	1.00	0	0	95,855	66,246	
31	(106-ILT_T00055)	Repeated Snapshot	08/12/2015 06:01:20	USD	1.00	0	0	95,855	66,246	
32	ILT-IlotSmibGame (107-ILT_T00056)	Daily Check Point	08/13/2015 04:59:50	USD	1.00	0	0	8,287	17,690	
33	ILT-IlotSmibGame (107-ILT_T00056)	Repeated Snapshot	08/13/2015 04:58:20	USD	1.00	0	0	8,287	17,690	
34	ILT-IlotSmibGame (107-ILT_T00056)	Repeated Snapshot	08/13/2015 03:55:53	USD	1.00	0	0	8,287	17,690	
35	ILT-IlotSmibGame (107-ILT_T00056)	Repeated Snapshot	08/13/2015 02:53:24	USD	1.00	0	0	8,287	17,690	

6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

4.2 Daily COAM Net Meters

The **Daily COAM Net Meters** report shows daily net meters (after the EOD meter snapshot processing).

Note: Report is not real-time. Report is populated when the daily procedures are completed by Intralot Operations. Daily procedures are completed by 11:00 AM each day.



To retrieve the report:

1. Select the **Daily COAM Net Meters** application element.
2. At the criteria screen, provide the following information for the report:
   - ***Date From/To***: The range of dates for which the report will be presented. Use the calendar icon to enter the date.
   - ***Location Selection***: Select the Location from the list by pressing the search icon .
   - ***COAM Category***: Select COAM Category from the dropdown list. Available categories are:

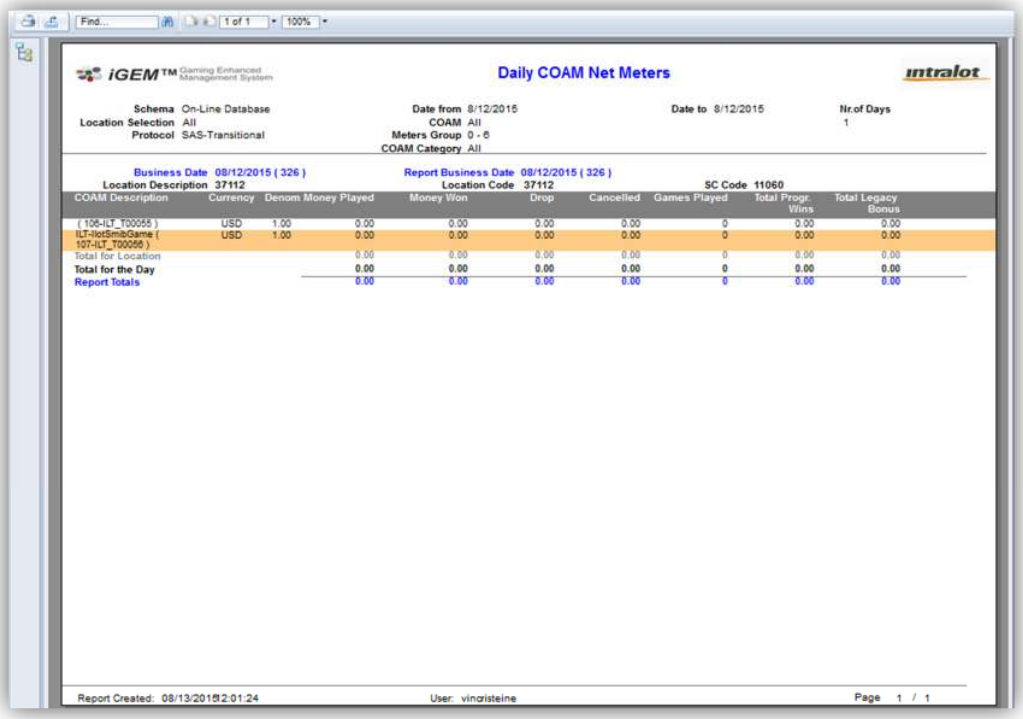
- Single Game
- Single Game (No Protocol)

Note: *Single Game = SAS, Single Game (No Protocol) = SAS Transitional*

- ***Protocol***: The following protocols are available for selection:
  - *SAS – Transitional*
  - *G2S*
  - *SAS*
  - *No Protocol for SC e*
- ***Meters Group***: Select the group of meters to view. The following meters are available for selection:
  - 0 – 6
  - 7 – 10
  - 10 – 14
  - 15 – 18
- ***Change Currency*** (checkbox): Tick this box to display data in another currency than the default.
- ***Currency:*** The currency in which the report will be presented. The default is US Dollars (USD).
- ***Decimal Digits:*** Decimal points of the values. Default is 2.
- ***Schema***: Two available options can be found under the Schema.
  - *"On-Line Database"* is used for data within the last 90 days.
  - *"Data Warehouse"* is used for data older than 90 days.

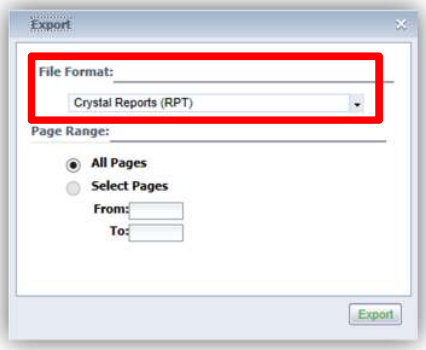
To view, print, export the report,

1. Click the **Submit** button to display the report.

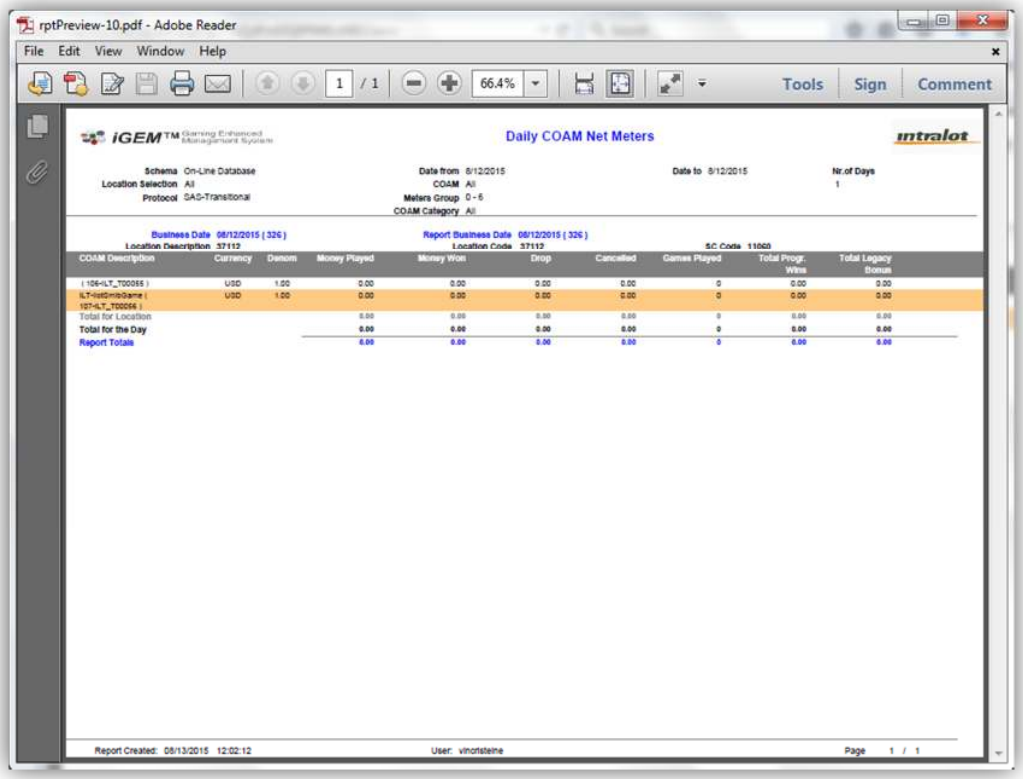


2. Click on the print icon  to print the report.
3. Click on the export icon  to export the report.
    a. The **Export** screen will populate. Select the **File Format** from the drop down menu (e.g. PDF file, Excel spreadsheet, etc.).
    b. Select pages to be exported:
        i. **All Pages**
        ii. **Select Pages**

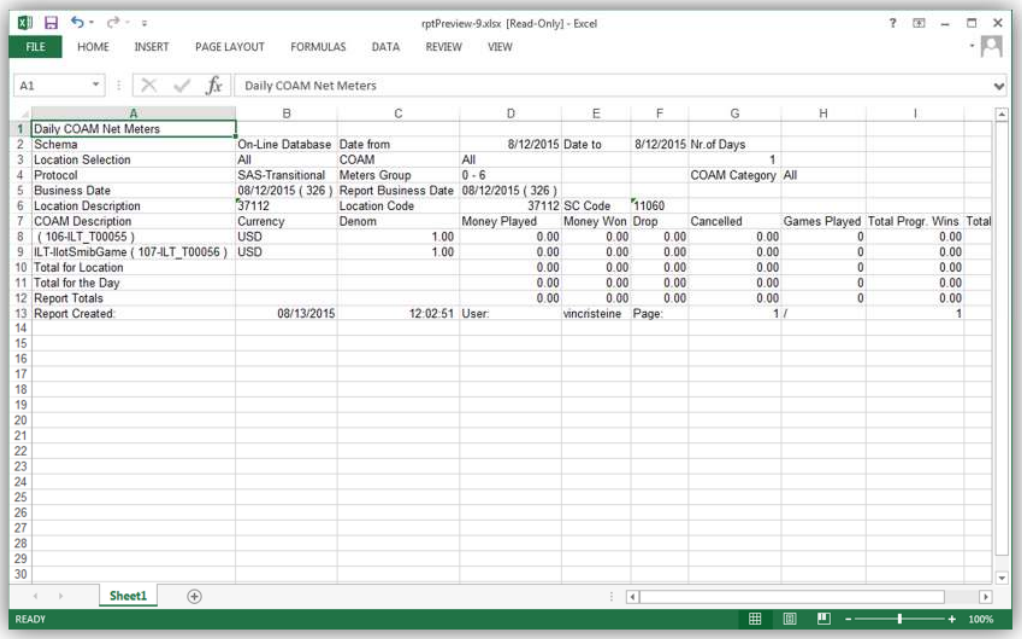
c. Click **Export.**



4. To export the file into an **Adobe PDF** format:
   a. Select **PDF** and click **Export.** Then select **Open** to view the report:



5. To export the file into an **Excel spreadsheet** format:
    a. Select **Microsoft Excel Workbook Data-only** and click **Export.** Then select **Open** to view the report:



	A	B	C	D	E	F	G	H	I
1	Daily COAM Net Meters								
2	Schema	On-Line Database	Date from	8/12/2015	Date to	8/12/2015	Nr.of Days		
3	Location Selection	All	COAM	All			1		
4	Protocol	SAS-Transitional	Meters Group	0 - 6			COAM Category	All	
5	Business Date	08/12/2015 (326)	Report Business Date	08/12/2015 (326)					
6	Location Description	37112	Location Code	37112	SC Code	11060			
7	COAM Description	Currency	Denom	Money Played	Money Won	Drop	Cancelled	Games Played	Total Progr. Wins Total
8	(106-ILT_T00055)	USD	1.00	0.00	0.00	0.00	0.00	0	0.00
9	ILT-IlotSmibGame (107-ILT_T00056)	USD	1.00	0.00	0.00	0.00	0.00	0	0.00
10	Total for Location			0.00	0.00	0.00	0.00	0	0.00
11	Total for the Day			0.00	0.00	0.00	0.00	0	0.00
12	Report Totals			0.00	0.00	0.00	0.00	0	0.00
13	Report Created:	08/13/2015	12:02:51	User:	vincristeine	Page:	1 /		1

6. To search for a particular section of the report:
    a. Click the field Find... to enter in the criteria to search, then click the binoculars icon .
7. To navigate between pages use the icons or use the 1 of 12 field to select the page number. The drop down can also be used to skip to the first or last pages. The 100% field can be used to zoom in & out on the current page.

5 Meter Group Definition

5.1 SAS Meter Groups

Meter Group 0 - 6	Meter	Comment
	Money Played	
	Money Won	
	Drop	
	Cancelled	
	Games Played	
	Total Progr. Wins	
	Total Legacy Bonus	
Meter Group 7 -10		
	Total Jackpot	
	Hand Paid Cancelled	
	Ticket In	
	Ticket Out	
Meter Group 11 - 14		
	Bills In	
	Total Coins In	
	Total Coin Out	
	Total Coins to Drop	
Meter Group 15 - 21		
	Total 5.00 Bills	
	Total 10.00 Bills	
	Total 20.00 Bills	
	Total 50.00 Bills	
	Total 100.00 Bills	
	Total 1.00 Bills	
	Total 2.00 Bills	

5.2 SAS Transitional Meter Groups

Meter Group 0 - 6	Meter	Comment
	Money Played	
	Money Won	
	Drop	
	Cancelled	
	Games Played	Not used at this time
	Total Progr. Wins	Not used at this time
	Total Legacy Bonus	Not used at this time
Meter Group 7 -10		
	Total Jackpot	Not used at this time
	Hand Paid Cancelled	Not used at this time
	Ticket In	Not used at this time
	Ticket Out	Not used at this time
Meter Group 11 - 14		
	Bills In	Not used at this time
	Total Coins In	Not used at this time
	Total Coin Out	Not used at this time
	Total Coins to Drop	Not used at this time
Meter Group 15 - 18		
	Total 5.00 Bills	Not used at this time
	Total 10.00 Bills	Not used at this time
	Total 20.00 Bills	Not used at this time
	Total 50.00 Bills	Not used at this time

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