



Video Retailer with Traditional Shift Balance Work Sheet

1. Pull a Today's Activity report (from the Oregon's Imagine)
2. Pull a Video Current Day Cash Flow Report (from the VSC)
3. Complete the Scratch-itSM Day/Shift Inventory/Sales Sheet

To pull a Today's Activity Report	To pull a Video Current Day Cash Flow Report
1. Select/Touch Report key	1. Select/Touch Reports
2. Select/Touch Combined Report	2. Select/Touch Current Day Cash Flow
3. Select/Touch Send	3. Enter Level 2 Password
4. Select/Touch Today's Activity	4. Press Print
5. Select/Touch Print	
6. Enter # of Copies or Press Send	

Beginning Cash Shift #1		
Add	Total O/L Sales	+
Subtract	On-Line Validated	-
Subtract	Scratch-its SM Validated	-
Add	** Scratch-its SM Sold this shift	+
Subtract	Video Cash Slips Validated	-
Total Lottery Cash		=

** Scratch-itsSM Sold is found on the Scratch-itSM Day/Shift Inventory/Sales Sheet

Because the reports are cumulative and do not zero out when pulled, if there is more than one shift you need to subtract the previous shift's online sales and all validations from the report amounts to find the correct sales/validated amounts for subsequent shifts.

Beginning Cash Shift #2 (Total Lottery Cash from previous shift)			
	Shift 2	Shift 1	Shift 2 - Shift 1 ▼
Total O/L Sales	-	=	+
On-Line Validated	-	=	-
Scratch-its SM Validated	-	=	-
** Scratch-its SM Sold this shift			+
Video Cash Slips Validated	-	=	-
Total Lottery Cash for Shift #2			=

Beginning Cash Shift #3 (Total Lottery Cash from previous shift)			
	Shift 3	Shift 2	Shift 3 - Shift 2 ▼
Total O/L Sales	-	=	+
On-Line Validated	-	=	-
Scratch-its SM Validated	-	=	-
** Scratch-its SM Sold this shift			+
Video Cash Slips Validated	-	=	-
Total Lottery Cash for Shift #3			=