



Traditional Retailer Shift Balance Work Sheet

1. Pull a Today's Activity report (from the Oregon's Imagine)
2. Complete the Scratch-itSM Day/Shift Inventory/Sales Sheet

To pull a Today's Activity Report

1. Select/Touch **Report** key
2. Select/Touch **Combined Report**
3. Select/Touch **Send**
4. Select/Touch **Today's Activity**
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	+
Total Lottery Cash		=

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

Because the report is cumulative and does 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			+
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			+
Total Lottery Cash for Shift #3			=