



# COMBINED WEEKLY SETTLEMENT REPORT

The Virginia Lottery's new combined Weekly Settlement Report contains online AND instant settlement information. The

**Instant Settlement Information** →  
Activations are billed at total pack price. →  
Commissions are shown as credits on the →  
Instant Commissions line.

**Online Settlement Information** →  
all-in-one Weekly Settlement Report lists the Instant Activations, Online Sales, Online Cancels, online and instant Commissions, online and instant Cashes, Promotions, Net Adjustments and Balance Due for that week. Also shown (at the bottom) are future dates when pack activations will be billed.

**Sweep Amount, Account # and Date** →  
The Weekly Settlement Report prints automatically from the Altura when you sign-on each Wednesday. You can request additional copies on the Report menu.

**Billing dates for future pack activations** →  
If adjustments were made, an **Adjustment Detail Report** prints automatically from the Altura directly after the Weekly Settlement Report prints each Wednesday.

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#                               WEEKLY SETTLEMENT                               #
# FROM WED JUN 6, 07 TO TUE JUN 12, 07 #
# RETAILER 123456 #
# XYZ CONVENIENCE #
# PRINTED JUN 13, 2007 09:50:49 #
#*****#
# Instant Activations #
# May 16 to May 22 8,000.00 #
# Instant Returned Tickets - 300.00 C #
# Instant Commissions - 385.00 C #
# Instant Cashes #
# Jun 6 to Jun 12 - 860.00 C #
# #
# O/L Sales (33) 1,045.00 #
# Cancels (1) - 2.00 C #
# O/L Cashes (1) -100.00 C #
# Subs Commission - 52.18 C #
# Promo Cash (1) - 5.00 C #
# Promo Free (2) - 3.00 C #
# O/L Sales Commissions - 52.15 C #
# #
# Cashing Bonus (3) - 9.60 C #
# Selling Bonus - 250.00 C #
# Retailer Incentive - 50.00 C #
# Service Charge 15.00 #
# Communication Line Fee 00.00 #
# DM-License Renewal 50.00 #
# DM-Bond Renewal 78.00 #
# Net Adjustments (7) 1,164.94 #
# #
# Balance Due 8,284.01 #
#*****#
# EFT Sweep Amount 8,284.01 #
# Acct # xxxxxxxxxxxxxx1112 #
# Will Be Swept On 06/14/2007 #
# Questions? Call 804-692-7620 #
# Between 8:15 AM and 5:00 PM #
#*****#
# Pack Activations for Future Billings #
# Packs Activated May 23 to May 29 #
# Will be billed June 17 8,000.00 #
# Packs Activated May 30 to June 5 #
# Will be billed June 26 8,000.00 #
# Packs Activated June 6 to June 12 #
# Will be billed July 3 8,000.00 #
#*****#
# Any Item Returned For NSF Will #
# Be Assessed A $50.00 Charge #
# #
# NOT FOR SALE - NOT FOR PLAY #
# REPORTING ONLY #

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The **Adjustment Detail Report** shows details of all credit and debit adjustments that are summarized in the Weekly Settlement Report. The total is the same as the Net Adjustments line on the Weekly Settlement Report.

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#                               ADJUSTMENT DETAIL REPORT                               #
# FROM WED JUN 6, 2007 TO TUE JUN 12, 2007 #
# RETAILER 123456 #
# XYZ CONVENIENCE #
# PRINTED JUN 13, 2007 09:50:49 #
#-----#
#                               Adjustment Detail                               #
# #
# 06/02 CM-Account Credit - 2.00 C #
# 06/03 CM-Serv Chg Credit - 15.00 C #
# 06/04 Cash Payment - 1,000.00 C #
# 06/04 CM-Ticket Problem - 2.00 C #
# 06/05 Call # 00000010 - 5.00 C #
# 06/03 DM-Cash Transfer 1,500.00 #
# 06/04 DM-Regional Adjus 688.94 #
# #
# Net Adjustments (7) 1,164.94 #
# NOT FOR SALE - NOT FOR PLAY #
# REPORTING ONLY #

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In addition, retailers can print detail reports for instant cashes as well as the following **instant detail reports**: Pack Commission, Pack Commission Settlement, Inventory Summary, Ticket Activity, Settlement Detail, and Ticket Return Detail.

Retailers need to know how much money must be in their Lottery account for each week's sweep, which occurs every Thursday for settlement of online and instant products. Any item returned because of non-sufficient funds (NSF) will be assessed a \$50 charge.