



Bingo Supplier Web Monthly Financial Report

System Manual for Suppliers

Table of Contents

Logging into the System.....	2
Home Screen:.....	3
What is the password?.....	3
Changing the password?	4
Logging Off.....	4
Entering a New Month/Transaction	5
Returning to the Home Screen	7
Editing/Viewing a Monthly Transaction.....	8
Submitting a Message with the Monthly Transaction	10
Submitting the Monthly Transaction Electronically to MGC	11
Example of a Submitted Monthly Transaction/Confirmation Page:.....	13
Exporting Monthly Transaction Data into a File	14
Printing a Report of Entered Monthly Transaction Data/Saving as a PDF File	15
Explanation of the Monthly Transaction Status	16

Logging into the System


- Launch the Internet
- Navigate to the following address:

<http://www.mgc.dps.mo.gov/BingoSupplierWeb/LoginPage.aspx>



Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

Bingo Supplier Web 

License Number

Password


WARNING: Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system, you agree that your actions may be monitored.

HelpDesk (573) 526-0295

- Type your MGC Supplier License Number (e.g., 5000)
- Click in the password field and type in your password
- Click the "**Login**" button to display the "Home" screen

Home Screen:

Upon logging into the system, the Home screen displays as follows:



Missouri Gaming Commission
Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

[Change Password](#)
[Enter New Transaction](#)
[View Monthly Financial Report](#)
[Export Monthly Data](#)
[Export Monthly Document](#)
[Report Preview](#)
[Logout](#)

Welcome Supplier Name Appears Here

System will time out after 30 minutes of inactivity

Month Year

[Search](#)
[Edit Transaction](#)

Month	Year	License Number	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts
No data to display						

Supplier Messages to Missouri Gaming Commission - Bingo Division

Messages from Missouri Gaming Commission - Bingo Division


What is the password?

** Passwords will be mailed in December 2011 prior to the launch of the new system to all Licensed Suppliers

Passwords are provided to Licensees at time of licensing. Please contact the Bingo Division toll-free at 1-866-801-8643 to request the password be reset.

Changing the password?

- Once logged in, click the "Change Password" button



Missouri Gaming Commission

Charitable Games Division
 PO Box 1847
 3417 Knipp Drive
 Jefferson City, MO 65102
 Phone: (573) 526-5370
 Toll Free in Missouri: (866) 801-8643
 Fax: (573) 526-5374

Welcome Supplier Name Appears Here

System will time out after 30 minutes of inactivity

[Change Password](#)

[Enter New Transaction](#)

[View Monthly Financial Report](#)

Month Year

- Click in the Old Password field and type the old password
- Click in the New Password field and type the new password - note passwords are case sensitive
- Click in the Confirm Password field and type the password again
- Click the **Change Password** button



Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

Old Password

New Password

Confirm Password

Change Password

Cancel

Logging Off

- Click the "Logout" button to log off the system or the close (Red "X") button of the browser window

Entering a New Month/Transaction



Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

[Change Password](#)

[Enter New Transaction](#)

[View Monthly Financial Report](#)

[Export Monthly Data](#)

[Export Monthly Document](#)

[Report Preview](#)

[Logout](#)

Welcome Supplier Name Appears Here

System will time out after 30 minutes of inactivity

Month

Year

[Search](#)

[Edit Transaction](#)

- Click the "**Enter New Transaction**" button to display the entry screen:



Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

[Home](#)[Logout](#)

SP5000 Supplier Name Appears Here

Month

Year

Organization License Number

Electronic Faces

Paper Faces

Pull Tab Gross Receipts

[Save](#)

Hot Key (Alt+S)

Month	Year	Org License No	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts	Entered On
No data to display							

Supplier Messages to Missouri Gaming Commission - Bingo Division

- From the drop down, select the Month to be reported - press the tab key to advance to the next field
- From the drop down, select the Year to be reported - press the tab key to advance to the next field
 - If you select a Month in which entries have already been made, the data will display in the grid below the entry fields
- Begin typing the Organization's license number to advance the list or click on the drop down to select an Organization
- If sold to the selected org, type in the Electronic Faces sold - press the tab key to advance to the next field; if no sales to report - leave the field blank

- If sold to the selected org, type in the Paper Faces sold - press the tab key to advance to the next field; ; if no sales to report - leave the field blank
- If sold to the selected org, type in the Pull Tab Gross Receipts
 - It is not necessary to type in the currency symbol
 - It is not necessary to type in the decimal if a whole dollar amount is being reported
 - Leave the field blank if no pull tab gross receipts to report
- Click the **Save button** (or press ALT + S) to save the entered data
- The saved results will appear in the grid below, you can now repeat the steps to enter in subsequent sales for the month

[Home](#)
[Logout](#)

SP5000 Supplier Name Appears Here **New**
 Month: Year:
 Organization License Number:
 Electronic Faces: Paper Faces: Pull Tab Gross Receipts:

Save

 Hot Key (Alt+S)

Month	Year	Org License No	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts	Entered On	
1	2012	B-5006	Org Name Appears Here	0	27000	\$52,416.00	11/7/2011	Edit Delete

Supplier Messages to Missouri Gaming Comission - Bingo Division

- Forward/backward buttons will appear after 10 transactions have been entered; click the buttons to navigate between pages of data

Page 1 of 2 (12 items)

<

1

 >

Returning to the Home Screen

- Click the "Home" button to return to the Home screen

Editing/Viewing a Monthly Transaction

Note: Monthly Financial Reports with a status of Submitted can't be edited



Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

Change Password
Enter New Transaction
View Monthly Financial Report
Export Monthly Data
Export Monthly Document
Report Preview
Logout

Welcome Supplier Name Appears Here

System will time out after 30 minutes of inactivity

Month

Year

Search

Edit Transaction

Month	Year	License Number	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts
No data to display						

- From the Home Screen, select the Month and Year to be edited
- Click the "**Search**" button
- Click the "**Edit Transaction**" button to display the month
 - The transaction must be in a status of New vs. Submitted in order to edit

Home
Logout

SP5000 Supplier Name Appears Here

Month
1

Year
2012

Organization License Number

Electronic Faces

Paper Faces

Pull Tab Gross Receipts

Save

Hot Key (Alt+S)

Month	Year	Org License No	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts	Entered On	
1	2012	B-5007	Org Name Appearing Here (Training)	103974	0	\$0.00	11/7/2011	Edit Delete
1	2012	B-5006	Org Name Appears Here	0	27000	\$52,416.00	11/7/2011	Edit Delete

- Click the "**Edit**" button to the right of the row to be edited or click the "**Delete**" link if you wish to remove the row completely

Hot Key (Alt+S)

Month	Year	Org License No	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts	Entered On	
1	2012	B-5007	Org Name Appearing Her	103974	0	0.0000	11/7/2011	Update Cancel
1	2012	B-5006	Org Name Appears Here	0	27000	\$52,416.00	11/7/2011	Edit Delete

- Click in the Electronic, Paper and/or Pull Tab Gross Receipts, type the correction
- Click the "**Update**" link to save the change or click Cancel to cancel the change

Submitting a Message with the Monthly Transaction

A message can be submitted with the monthly transaction. Likewise, MGC may post a message in return to submitted transactions.

- From the Home Screen, select the Month and Year to be edited
- Click the "**Search**" button
- Click the "**Edit Transaction**" button to display the month
 - The transaction must be in a status of New in order to submit a message
- It may be necessary to scroll down the page to display the Supplier Message box
- Click in the Supplier Messages box, type the message
- Be sure to click the "**SAVE**" Button to save the message

Month Year

Organization License Number

Electronic Faces Paper Faces Pull Tab Gross Receipts

Save

Hot Key (Alt+S)

Month	Year	Org License No	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts	Entered On	
2	2011	B-5006	Org Name Appears Here	0	1000	\$0.00	11/7/2011	Edit Delete

Supplier Messages to Missouri Gaming Commission - Bingo Division

My message

Messages from Missouri Gaming Commission - Bingo Division

Submitting the Monthly Transaction Electronically to MGC



Change Password
Enter New Transaction
View Monthly Financial Report
Export Monthly Report
Export Monthly Document
Report Preview
Logout

Welcome Supplier Name Appears Here
System will time out after 30 minutes of inactivity

Month Year

Search
Edit Transaction

Month	Year	License Number	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts
No data to display						

- From the Home Screen, select the Month and Year to be submitted
- Click the "**View Monthly Financial Report**" button to display a screen similar to the following:



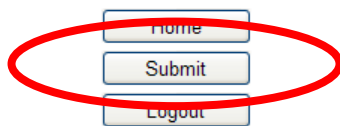
Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

Supplier Name Appears Here - SP5000

This transaction has not been submitted yet. Please review and submit to complete.

Bingo Supplier Monthly Transaction Summary for 1/2012



Electronic Cards Sold	103,974
Tax on Electronic Cards Sold	\$207.95
Paper Cards Sold	27,000
Tax on Paper Cards Sold	\$54.00
Pull Tab Gross Receipts	\$52,416.00
Tax on Pull Tab Gross Receipts	\$1,048.32
Total Tax	\$1,310.27
Filing Allowance	\$26.21
Total Due	\$1,284.06

- Click the "**Submit**" button to submit the transaction electronically
 - NOTE: SUBMITTED transactions can't be edited; click Home or Logout if you do not wish to submit
- A confirmation page will appear with the Total Due; Please print the page (Click File, Print) and submit a copy with your payment as indicated on the confirmation

Example of a Submitted Monthly Transaction/Confirmation Page:



Missouri Gaming Commission

Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (888) 801-8643
Fax: (573) 526-5374

Supplier Name Appears Here -
SP5000

**Bingo Supplier Monthly Transaction
Summary for 1/2012
Confirmation Page**

Submitted on: 11/7/2011

[Home](#)

[Logout](#)

Electronic Cards Sold	103,974
Tax on Electronic Cards Sold	\$207.95
Paper Cards Sold	27,000
Tax on Paper Cards Sold	\$54.00
Pull Tab Gross Receipts	\$52,416.00
Tax on Pull Tab Gross Receipts	\$1,048.32
Total Tax	\$1,310.27
Filing Allowance	\$26.21
Total Due	\$1,284.06

Please submit your payment, along with a copy of this page postmarked no later than 02/29/2012 to avoid interest in the amount of 2% per month.

Check should be made payable to: Missouri Gaming Commission

Payment and report page should be mailed to:

**Missouri Gaming Commission
Charitable Games Division
PO Box 1847
Jefferson City, MO 65102**

Questions regarding this remittance should be directed to: 1-866-801-8643

Exporting Monthly Transaction Data into a File

The entered transaction data can be exported as a CSV or RTF file. (Comma Separated Value) A CSV file can be opened in Notepad or Microsoft Excel. A RTF file can be opened in Microsoft Word or Notepad.

- From the Home Screen, select the Month and Year to be exported



Missouri Gaming Commission
Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374

Change Password

Enter New Transaction

View Monthly Financial Report

Export Monthly Data

Export Monthly Document

Report Preview

Logout

Welcome Supplier Name Appears Here

System will time out after 30 minutes of inactivity

MonthYear

22011

Search

Edit Transaction

Month	Year	License Number	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts
2	2011	B-5006	Org Name Appears Here	0	1000	\$0.00


- Click the "Export Monthly Data" button to save as a CSV file or click the "Export Monthly Document" button to save the data as a RTF file.
- When prompted, click the "Save" button and select a location and type a name of your file
- Launch the software appropriate to the file type, open the file

Printing a Report of Entered Monthly Transaction Data/Saving as a PDF File

A report of data entered for a month can be viewed at any time.

- From the Home Screen, select the Month and Year to be viewed

Missouri Gaming Commission
Charitable Games Division
PO Box 1847
3417 Knipp Drive
Jefferson City, MO 65102
Phone: (573) 526-5370
Toll Free in Missouri: (866) 801-8643
Fax: (573) 526-5374



Change Password
Enter New Transaction
View Monthly Financial Report
Export Monthly Data
Export Monthly Document
Report Preview
Logout

Welcome Supplier Name Appears Here
System will time out after 30 minutes of inactivity

Month: 2 Year: 2011

Search
Edit Transaction

Month	Year	License Number	Bingo Organization Name	Electronic Faces	Paper Faces	Pull Tab Gross Receipts
2	2011	B-5006	Org Name Appears Here	0	1000	\$0.00

- Click the "Report Preview" button to display the entered data
- Click the Print button or click the "Save" icon to save the report as a PDF

Print Save Pdf

Explanation of the Monthly Transaction Status

State of New:

- Transactions with a status of new have been entered by a Supplier but are yet to be submitted
- New transactions can be edited prior to submission
- New transactions entered are stored on the MGC server but not yet available to the Charitable Games Division for viewing

Status of Submitted:

- Transactions with a status of Submitted can't be edited by a Supplier
- A confirmation page will display upon submission and should be filed with payment as indicated

Status of Paid:

- Payment has been received for the submission and notated by the Missouri Gaming Commission