

## Schedule 1A – Gaming Machine Monthly

### Upload Template Rules

1. The system will auto populate “Number of Gaming Machines/Seats” from number of unique Gaming Machine Serial Numbers in the schedule
2. “Date machine readings were done” cannot have a date prior to the current filing period
3. Gaming machines can be decommissioned/recommissioned within the same period (multiple instance of the same serial number with previous and current readings)
4. The system will automatically bring forward the “Current Reading” on the previous return as “Previous Reading” on the current return (Except for the start period January 2017, manual entry of “Previous Reading” will be allowed)
5. A Gaming Machine Serial Number can only appear once on the schedule except for recommissioned machines (allowed only if “yes” is selected under the “Recommissioned Machine” column)
6. Previous Readings (columns a, b, c & d) only required when a recommissioned machine is entered during the reporting period
7. Only the last reading of a recommissioned machine will be brought forward as “Previous Reading” in the following period
8. The system will default previous reading to zero if “I-Table” is selected as Machine Type
9. The system will default “Machine Type” to “Metered” if field is blank
10. Empty fields will be defaulted to blank
11. The system will round values to two decimal places
12. Exchange rate defaults to system defined BOJ weighted average monthly rate
13. The worksheet tab name must be set to “Return” in order for the file to be processed