ELECTRONIC DATA INTERCHANGE

STATE OF NEVADA
GAMING CONTROL BOARD

September 2003

Version 2.1

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Overview of the EDI System

This software has been developed by the Gaming Control Board to allow licensees to file Standard Financial Statements (NGC-17) directly from their PC.

This software can support a number of different filing needs:

- A gaming licensee filing for their own operation.
- A licensee filing for more than one property from a single accounting office.
- A non-licensee filing for a licensee, as in the case of a CPA firm filing for one or more gaming clients.

If the software is used for more than one reporting company, the software keeps each company's information separate. By selecting a reporting company, you see only that company's data.

Call the help desk if you have any questions about how to set up your software.

Hardware Requirements

The Electronic Data Interchange software has been designed to run with a minimum of hardware. The following configuration is the *minimum* required to run the software:

486 DX with 8 megabytes of memory
Windows 95 or Windows 98 or Windows NT
9600 baud modem
printer

As with all computer software, a faster computer and modem makes the system response faster and the file transfer time shorter.

User Support (Help Desk)

The GCB has established a help desk to provide user support. The help desk is available Monday through Friday from 8:00 am to 5:00 pm. The phone number is 775-684-7770 and ask for the NGC-17 help desk.

Software Installation

Installing the Electronic Data Interchange software requires only a couple of simple steps.

Installing From Diskette

1. Insert disk # 1 into your 3 ½ inch drive
2. Use MY COMPUTER or WINDOWS EXPLORER to select the 3 ½ floppy (usually the A: drive)
3. Double click on the **SETUP** icon (setup.exe)

Installing From Web Download

1. Double click on the file named **ngc17web.exe** (downloaded from the GCB web site)
2. Double click on the **SETUP** icon (setup.exe)

A series of setup screens are displayed. Answer the questions displayed on the screens to proceed with the installation. The installation program automatically creates the appropriate sub-directories and copies all of the necessary files.

Note: The installation function automatically displays messages indicating that the software may be installed on only one computer and that you should review the End User License Agreement. This software was written by the Gaming Control Board and there are no restrictions on its use.

Note: The installation function recommends closing the Microsoft Office Shortcut Bar. It is unnecessary to close it prior to installing this software.

Note: During the installation process, you will be prompted "To start installation, click the large button." The 'large button' is the computer icon.

Software Setup

Once the software is installed on the PC, there are a few basic setups that need to be completed prior to using the program. The first step verifies that the screen size is large enough to accommodate the software. The second step identifies the communications port that your modem uses. The last step establishes information about the company that is submitting the filings.

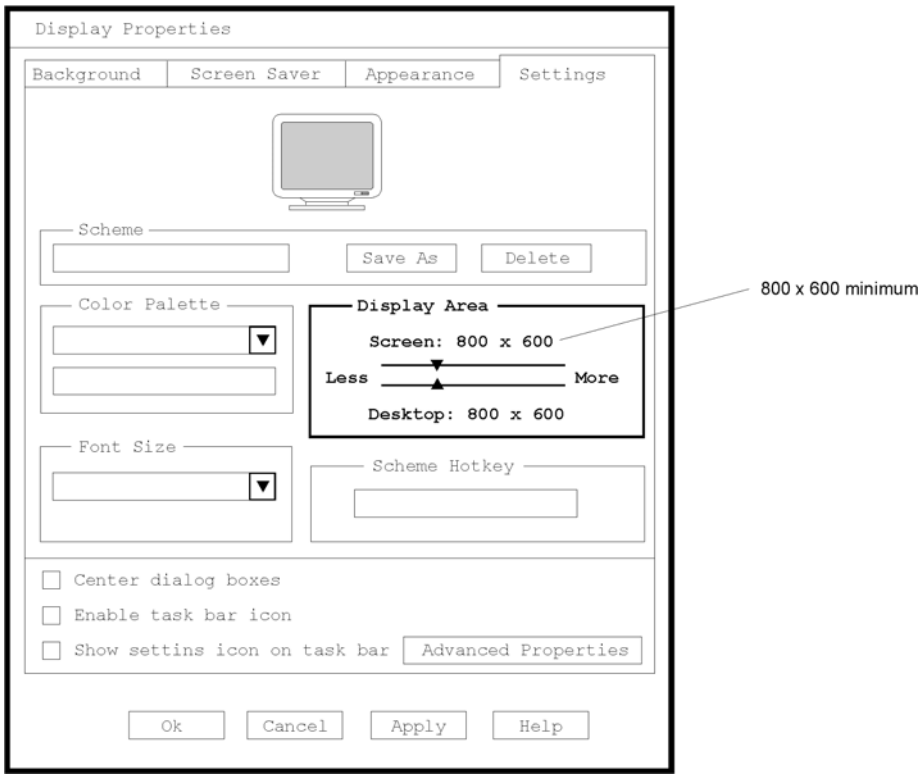
Note: Screen illustrations may vary due to different versions of Windows.

Verify Screen Size

Due to the size of the windows used in this software, the screen size on your PC must be set to a minimum of 800 x 600 in order to completely display the data entry screens. To verify this, follow these steps or contact your PC support person.

1. Click on the **Start** button on the Taskbar (lower left corner of the screen)
2. Click on the **Settings** icon
3. Click on the **Control Panel** icon
4. Double click on the **Display** icon

   The **Display Properties** window is displayed
5. Click on the **Settings** tab



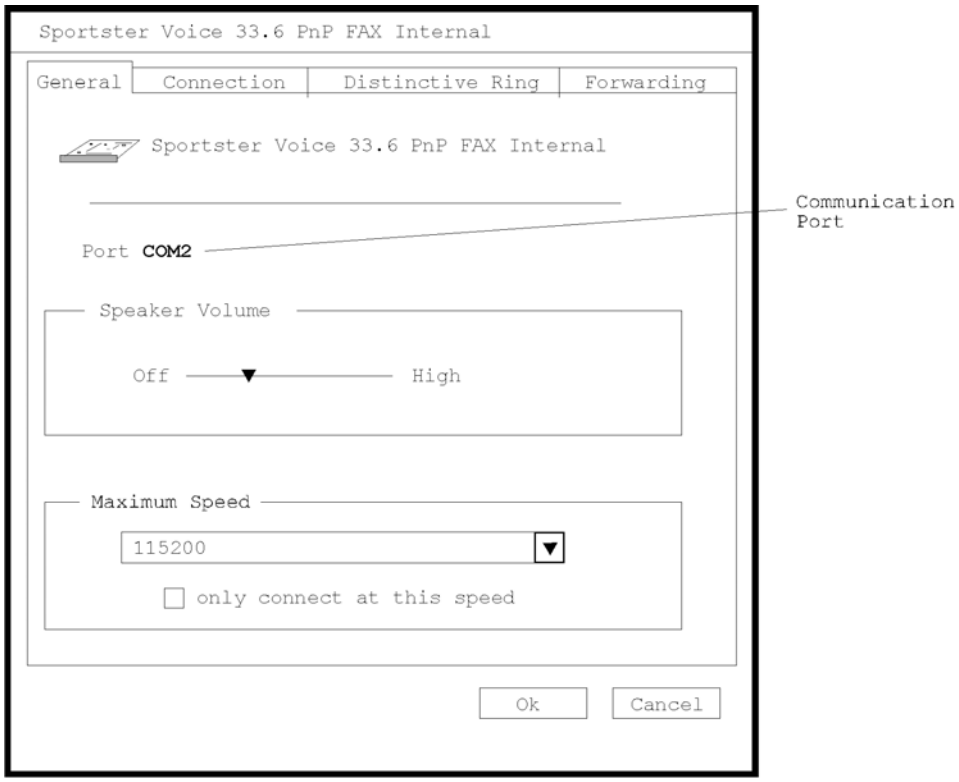
Identify the Communication Port

The EDI software uses your modem to transfer the form from your PC to the GCB central computer. You need to know which communication port your modem uses. To identify the comm port, follow these steps or contact your PC support person.

1. Click on the **Start** button on the Taskbar (lower left corner of the screen)
2. Click on the **Settings** icon
3. Click on the **Control Panel** icon
4. Double click on the **Modem** icon

   The **Modems Properties** window is displayed

5. Click on the **<Properties>** button

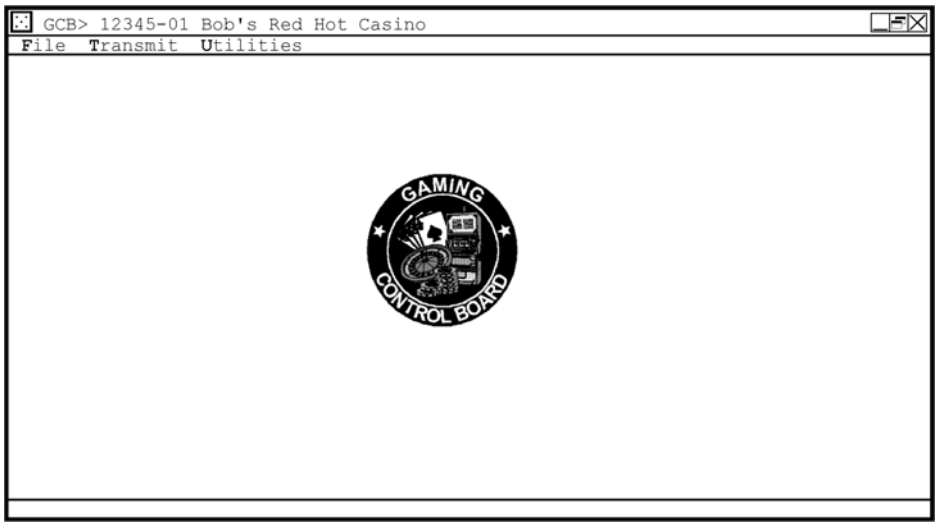


6. Write down the port that your modem uses

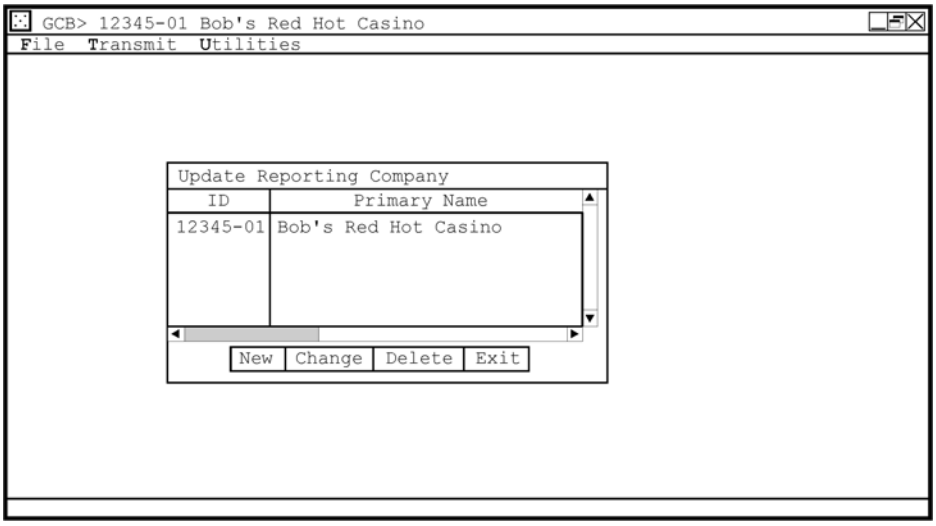
Set Up the EDI Software

The Company Profile is used to capture information about the company using the software and who to contact if there is a question regarding the electronic filing. You must fill in this information prior to using the system.

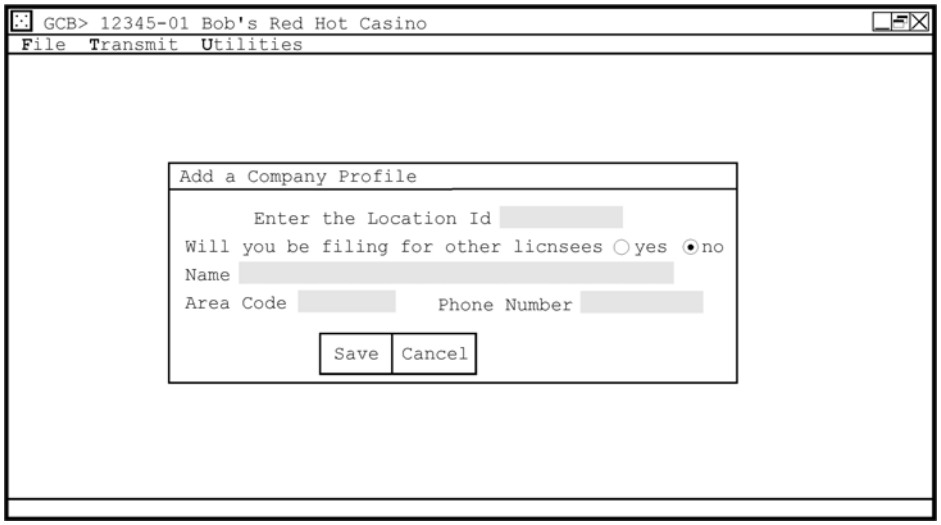
1. Click on the **Start** button on the Taskbar (lower left corner of the screen)
2. Select **Programs** from the displayed menu
3. Select **Gaming Control Board** from the displayed menu



4. Select **File** from the menu bar
5. Select **Update Reporting Company** from the drop down menu



6. Click on the **<New>** button



7. Enter your location ID. The location ID is provided in your information packet. Once the location number is typed in, the program displays the company name. If the company name is not correct, verify the location number is entered correctly
8. Answer the question about whether you are filing on behalf of other licensees. Currently all filers select the **NO** option
9. Fill in the name of the person to be contacted in the event that there is a question regarding the electronic filing
10. Fill in the telephone number of the person designated above
11. Click on the **<Save>** button
12. Click on the **<Exit>** button

    At this point you are returned to the main screen
13. Select **File** from the menu bar
14. Select **Select Reporting Company** from the drop down menu
15. The company name is highlighted on the screen. Click on the **<OK>** button to select the company. You are returned to the main screen and the company name is displayed at the top of the screen

CPAs filing for their clients need to create a company profile for each licensee that they are filing for. Gaming companies that use a single accounting office for more than one property also need to create a company profile for each property.

Menu Item Overview

All functions in the Electronic Data Interchange program are available from the pull-down menu bar at the top of the screen.

File

The **File** menu bar item provides a number of functions primarily concerned with setting up company information and creating filings.

Choosing the **Update Reporting Company** menu bar item allows you to add or change information regarding your company.

If you are going to be using this software to report for more than one company, use **Select Reporting Company** to switch between reporting companies. This happens when a CPA files for more than one licensee or when a company runs more than one operating company out of a single accounting office.

The **Select Filing** menu bar item is selected to create a filing and enter the Standard Financial Statement. Each time you want to send one or more forms to the Board, a new filing needs to be created. A filing is what we use to keep the forms together, like an envelope. Each filing has a description attached to it that allows you to easily identify them. Once the filing is created, you can add forms to it. There is no practical limit to the number of forms you can add to a filing.

Transmit

The **Transmit** menu bar item is where you go once the Standard Financial Statement is completed. There are two options available from the pull down menu, transmit the filing to the GCB and put the filing on diskette. We would like everyone to transmit their filing to the GCB. Putting the filing on diskette should only be used when transmitting the filing electronically has failed.

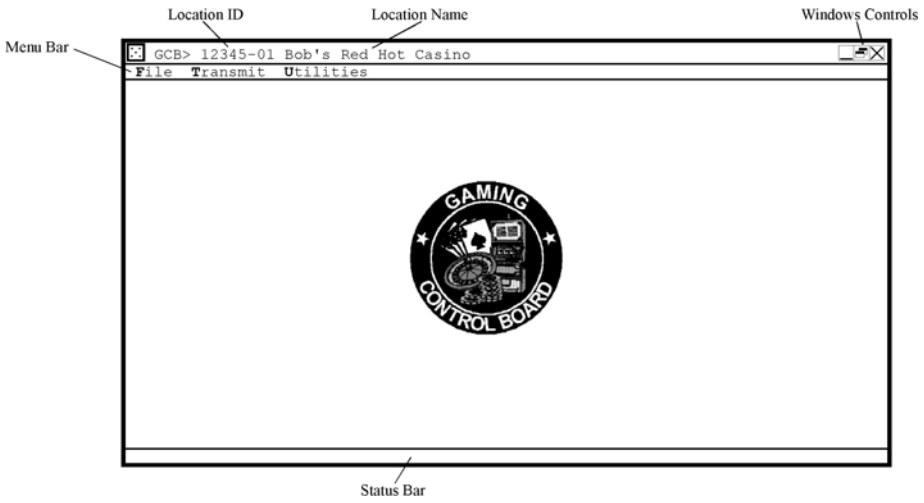
Transmit Filing to GCB causes your PC to connect to the EDI host computer, transmit the filing to the host and send a confirmation number back to your PC. Once a filing has been transmitted to the GCB and a receipt number assigned, two things happen. First, the filing receipt is printed on your printer. The receipt lists the relevant information about the filing. Second, the filing is ‘locked’ so it cannot be retransmitted to the GCB. If you need to change a form after it has been transmitted, please contact the Tax & License division for instructions.

Utilities

The **Utilities** menu bar item lists two functions that you should not normally need to use. **Print Receipt Page** allows you to print an additional copy of the filing receipt. The **Change Receipt Information** function is reserved for use by the GCB technical support staff.

Screen Layout

Screen Components



Screen Controls

As you enter information into the EDI system, each screen has control buttons at the bottom such as **<Ok>** and **<Cancel>**. These buttons control the action that the program takes.

<Save> - This button accepts what has been entered on the screen and updates the database.

<Cancel> - This button rejects any changes that have been made, redisplays the original information and leaves you in the screen. (see <Exit>)

<Delete> - This button deletes records based on the following:

- From the Update Reporting Company screen, the company and all filings and all forms within each filing are deleted.
- From the FILINGS screen, the filing and all forms within the filing are deleted.
- From the FORMS screen, the highlighted form is deleted.
- From the form data entry screen, the current form is deleted.

<Print> - This button prints what is on the screen. From the form screen, it prints the individual form. From the FORMS screen, it prints the list of forms within the filing.

<Exit> - This button rejects any changes that have been made, exits the current screen and returns you to the prior screen.

<New> - This button creates a new filing when you are on the FILINGS screen and allows you to add a new form when you are on the FORMS screen.

<Change> - This button allows you to select an existing filing or form so it can be changed.

Editing Hints

Here are a few hints and notes that can make using the software a little easier.

Hint - Do not enter commas when entering numbers.

Hint - Do not enter a dash when entering a phone number.

Hint - Click on the <Save> button after completing each schedule.

Hint - When you type the last number on a form, the cursor moves to the first field on the schedule. Depending on the size of the schedule, it may not be visible on the screen, so use the scroll bar to move to the top of the form.

Note - On the Debt Schedule (A-1), enter the date with a 4 digit year, i.e. - 1999 or 2000.

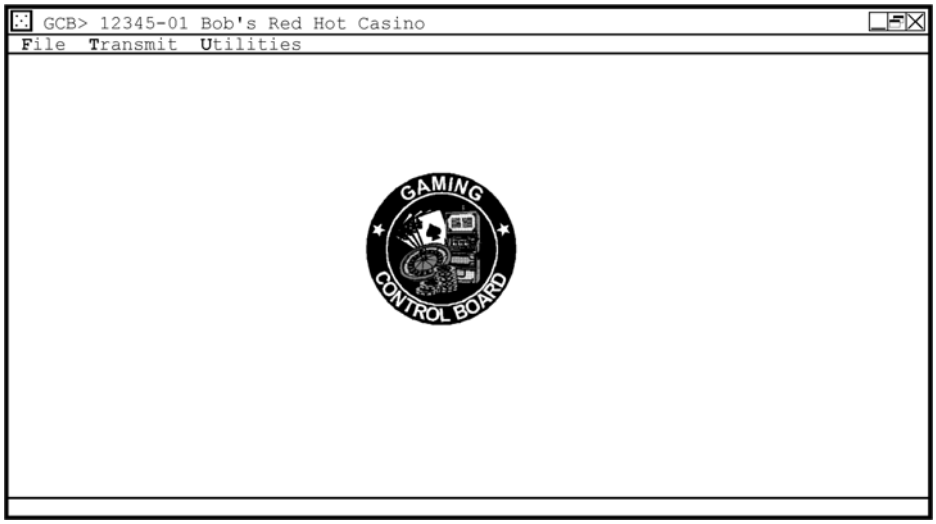
Note - We check for errors in the form every time that you save it, so you may be informed of errors when the form is incomplete. The information that you have entered is saved so you can finish at a later time.

Note - Close all screens displayed by this program prior to transmitting.

Using the Software

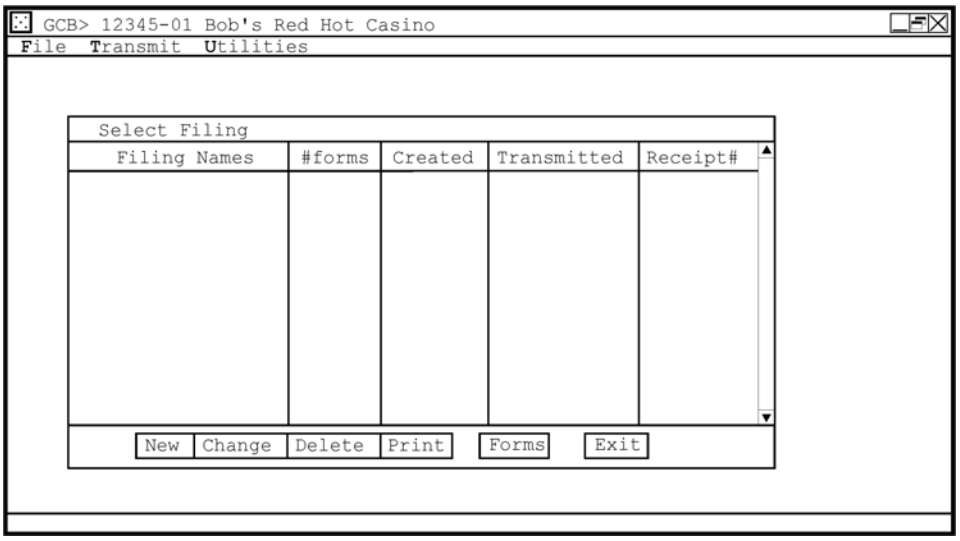
Run the EDI Software

1. Click on the **Start** button on the Taskbar (lower left corner of the screen)
2. Select **Programs** from the displayed menu
3. Select **Gaming Control Board** from the displayed menu
4. Select **Gaming Control Board Filings** from the displayed menu

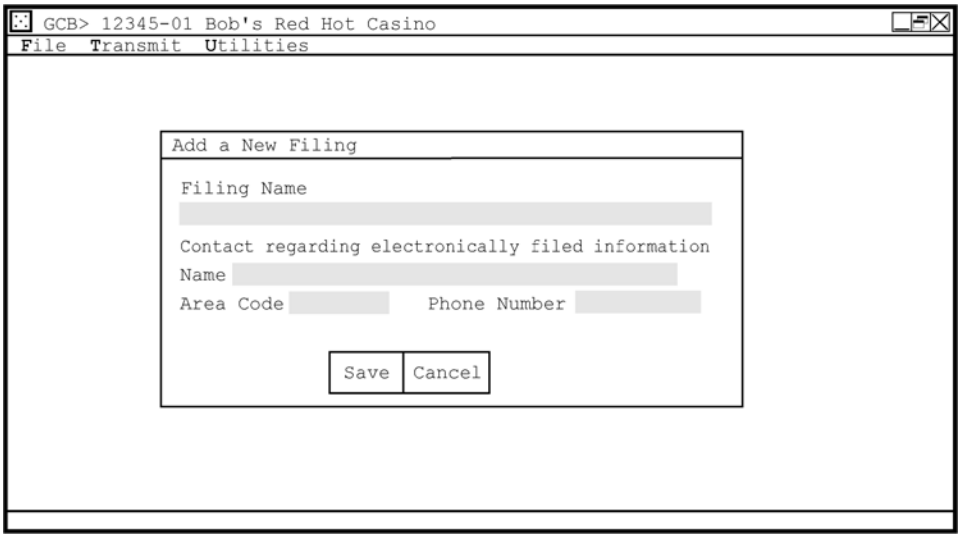


Create a Filing and Add Forms

1. Select **File** from the menu bar
2. Select the **Select Filing** option from the pull down menu



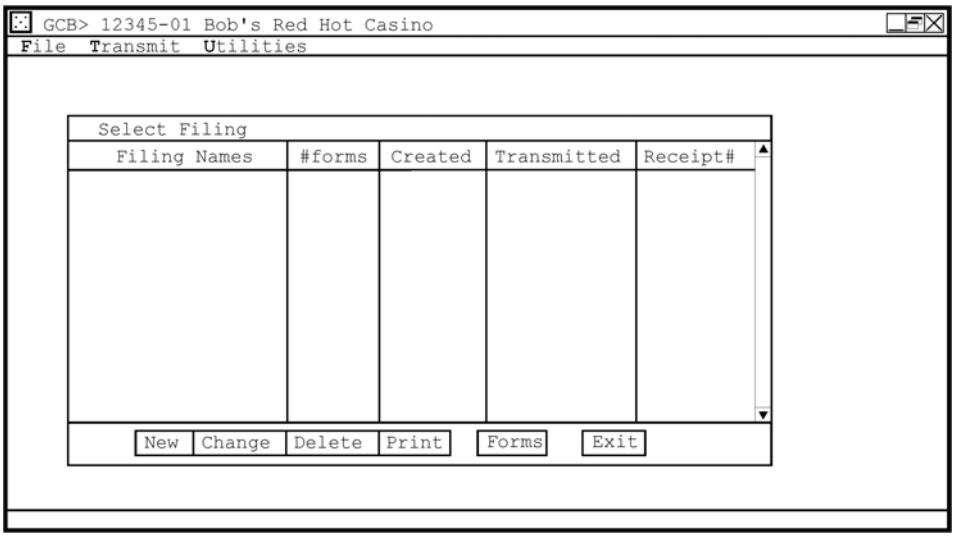
3. Click on the <**New**> button at the bottom of the filings screen



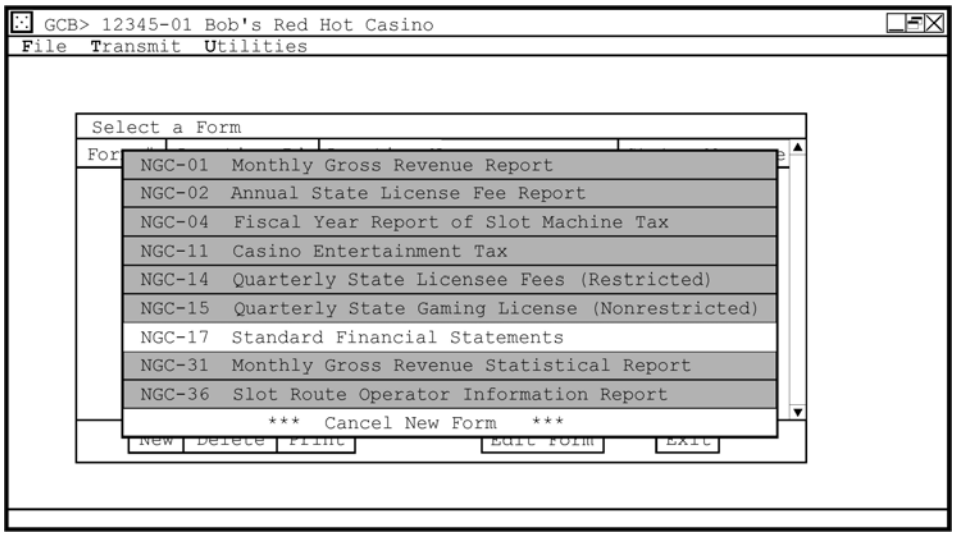
4. Enter the name that you want the filing to be called. Choosing a descriptive name will help you find the filing at a later date. Contact information for this filing can also be updated at this time

5. Click on the <**Save**> button to save the filing

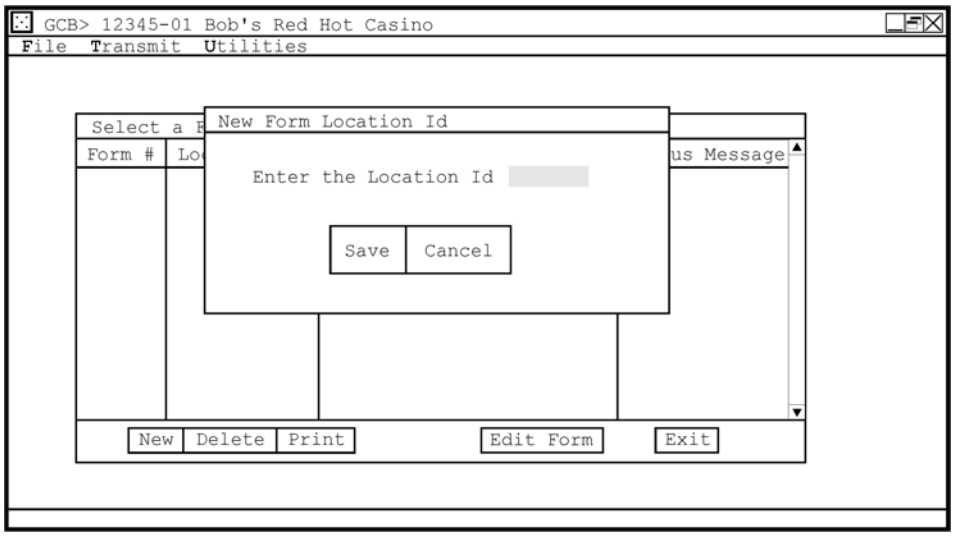
6. Select the <**Forms**> button at the bottom of the filings screen. Since this is a new filing, there are no forms displayed at this time



7. Click on the **<New>** button to display a selection list of filing types (currently only the Standard Financial Statements are available)

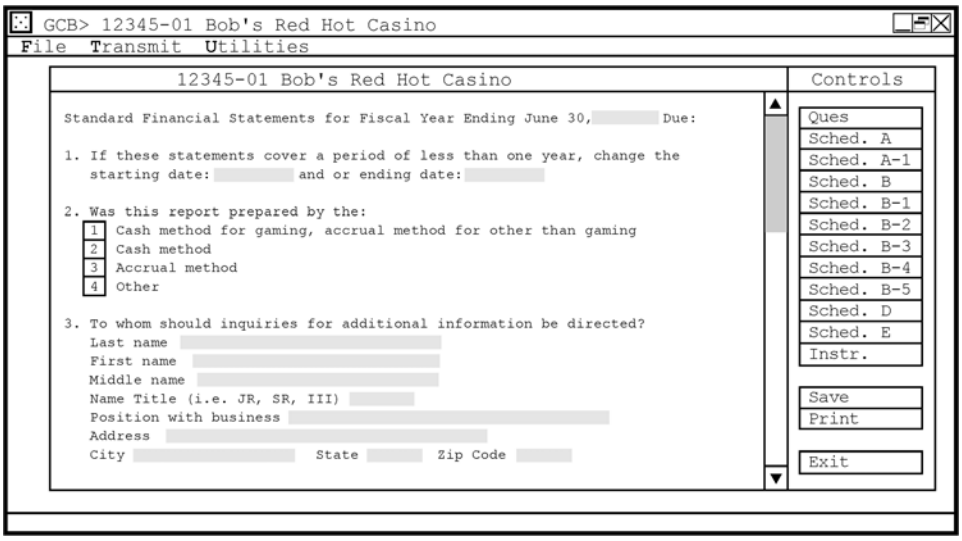


8. Click on the **NGC-17 Standard Financial Statements** option



9. Enter the **Location ID** of the property that you are filing for

10. Click on the <**Save**> button



11. Fill in the information just like you would on a paper form. When you are finished filling out the information, select the <**Save**> button at the bottom of the screen. You will be returned to the forms screen

12. Repeat these steps for each location that you are filing for

13. Select the <**Exit**> button to return to the main screen

Note: The Statement of Changes in Financial Position is no longer required and has been removed

Error Checking

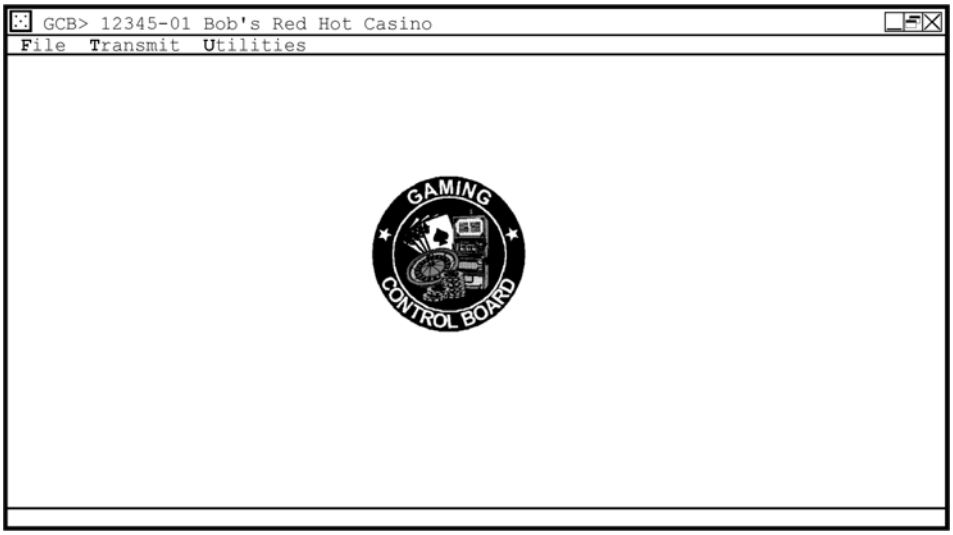
Each time you click the **<Save>** button, all of the schedules within the NGC-17 form are saved. In addition, an error check or "Final Edit" is performed. This final edit detects certain errors that must be corrected before the form can be transmitted.

If errors are detected, the message "**Form Saved. Error were detected. Do you want to view/print the errors?**" will display. To view or print the errors, click the **<Yes>** button. A print preview window will display allowing you to view the errors. Use the horizontal and vertical scroll bars to view the information. You may also print a list of the errors by clicking on the printer icon at the top of the screen. Close the print preview window by clicking on the "**X**".

Forms that contain errors are displayed on the forms screen with the status "**Contains Errors**". Forms that do not contain errors have the status "**OK to Transmit**".

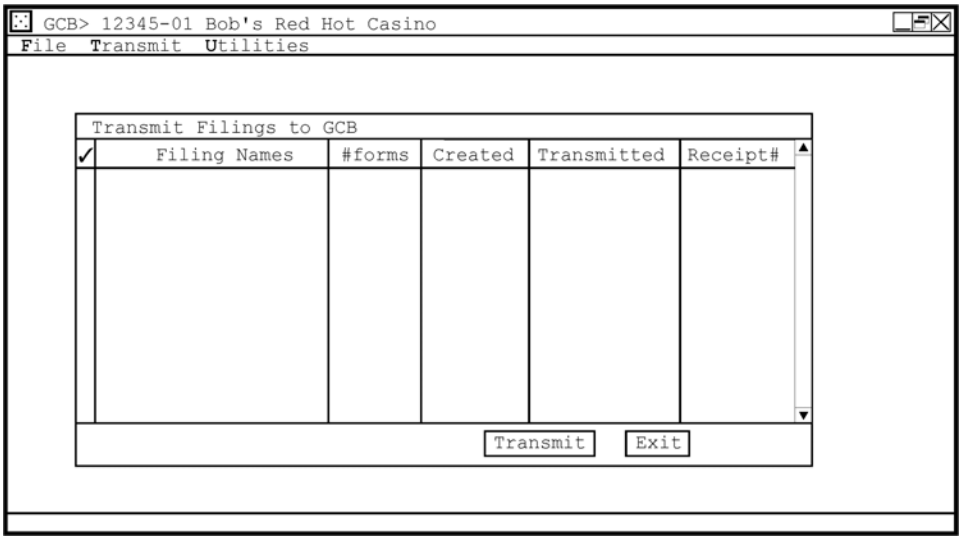
Transmit a Filing

1. Close all pop-up windows and return to the main screen

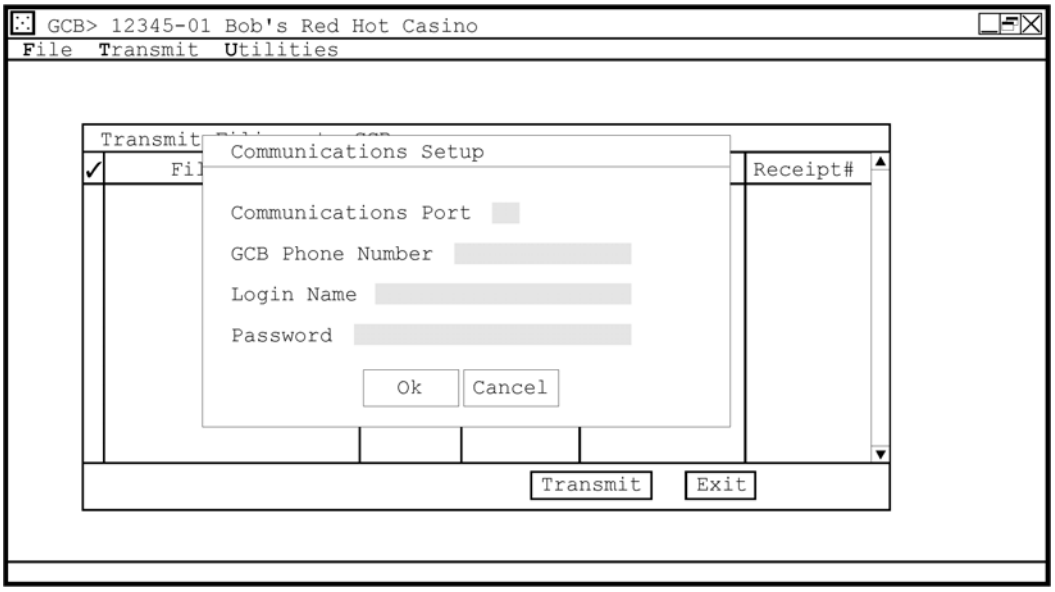


2. Select **Transmit** from the menu bar

3. Select **Transmit Filing to GCB** from the pull down menu



4. Click in the box adjacent to the filing you wish to transmit. A check mark is placed in the box to indicate that the filing will be transmitted
5. Click on the <**Transmit**> button to start the transmission process



The communications setup screen is displayed at this point. You need to fill in some information prior to transmitting. If you have already transmitted another form, most of the information is already displayed on the screen

6. Enter the communication **Port** that your modem is attached to

   Note: Read the **Identify the Communication Port** section of this documentation for simple instructions on how to do this yourself or contact your PC support personnel.

7. Enter the **Phone Number**. This is the phone number that your computer will dial to call the EDI host computer. This is listed on the setup sheet with your login name and password. If your phone system requires you to dial a 9 to get an outside line, you need to type '**9,**' before the phone number (i.e. 9,123-4567)

8. Enter the **Login Name**. This is listed on the sheet with your password and phone number

9. Type in your **Password** when prompted to do so

10. Click on the **<OK>** button to start transmitting

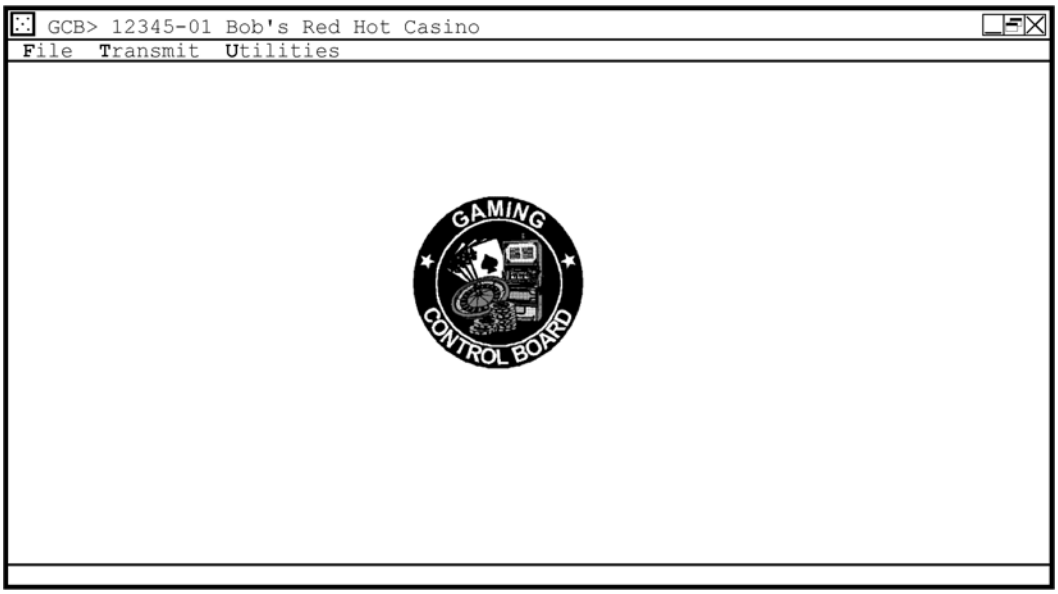
    At this time your PC automatically connects with the EDI host computer, transmits the filing and prints a receipt page on your printer.

Note: If you receive a **Modem Busy** or **Modem Error - 102**, check your system to see if you have any fax software running on your computer. This filing software cannot communicate with the modem if other software is already using the modem.

Put a Filing on Diskette

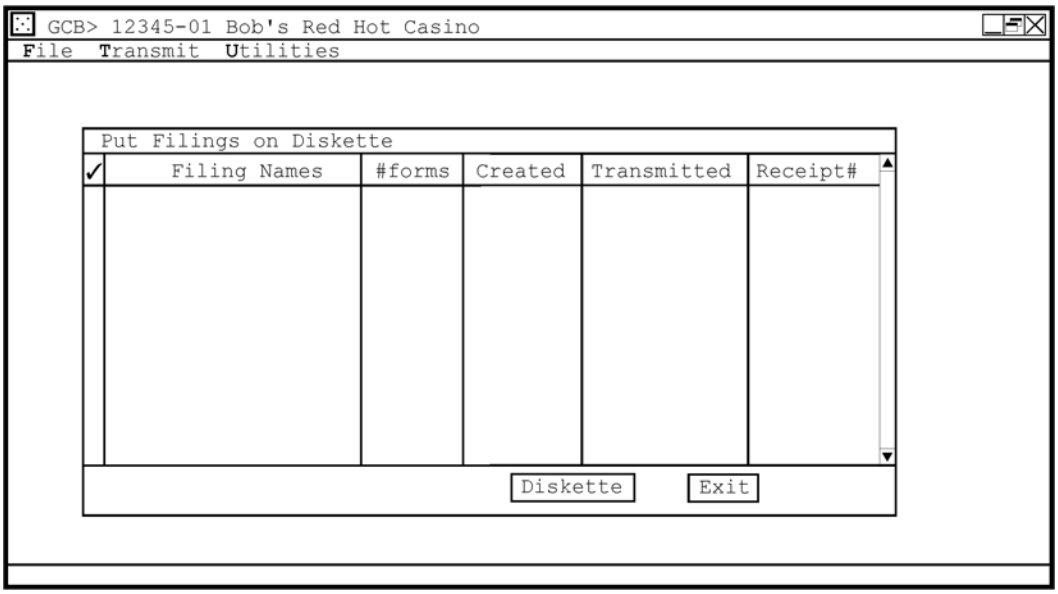
In the event you cannot transmit the filing electronically via a modem, the filing may be saved to diskette and mailed to the Gaming Control Board. Please contact the help desk prior to putting the filing on diskette.

1. Close all pop-up windows and return to the main screen



2. Select **Transmit** from the menu bar

3. Select **Put Filings on Diskette** from the pull down menu



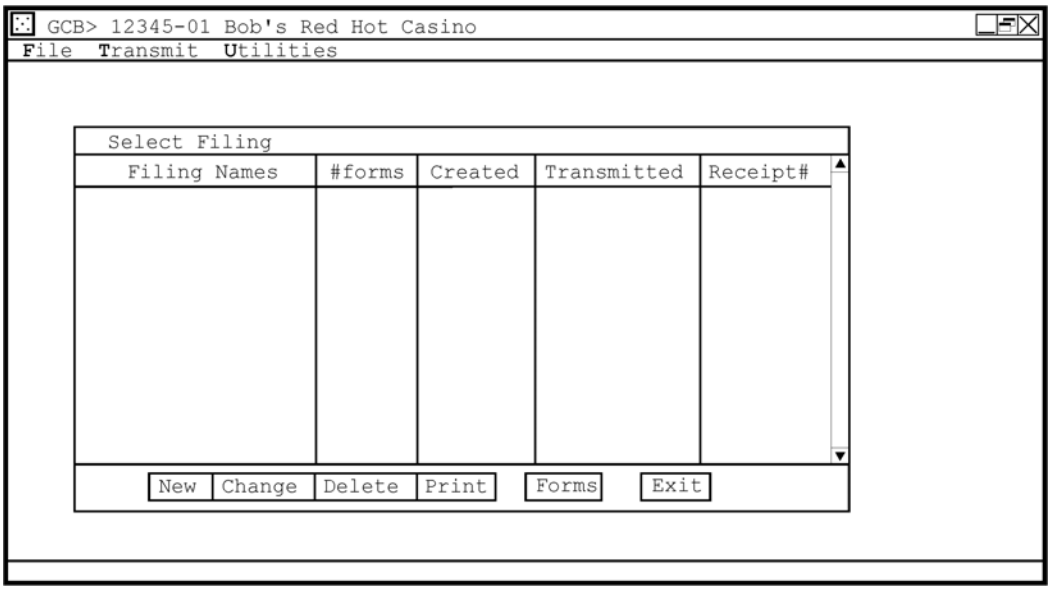
4. Click in the box adjacent to the filing you wish to put on the diskette. A check mark is placed in the box to indicate that the filing is selected

5. Place a blank 3 ½ inch diskette in drive **A:**
6. Click on the **<Diskette>** button to copy the filing to the diskette
7. Label the diskette with your **location name**, **location ID** and "**NGC-17 for FY 2000**"
8. Mail the diskette to:

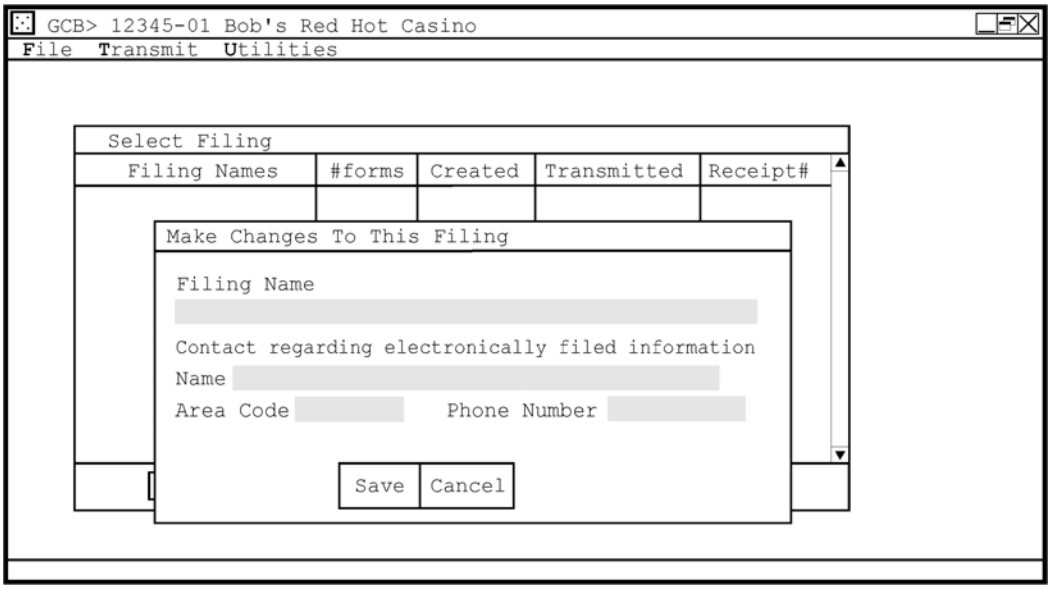
   Gaming Control Board
   Tax and License Division
   PO Box 8004
   Carson City, NV 89702

Change a Filing

1. Select **File** from the menu bar
2. Select the **Select Filing** option from the pull down menu



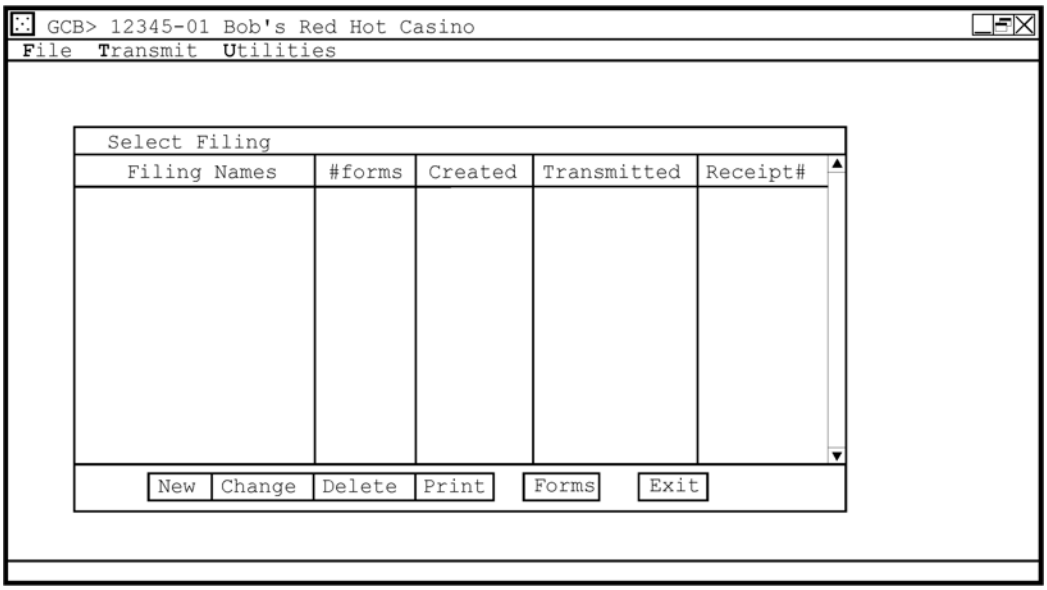
3. Use arrow keys to highlight the desired filing
4. Click on the <**Change**> button



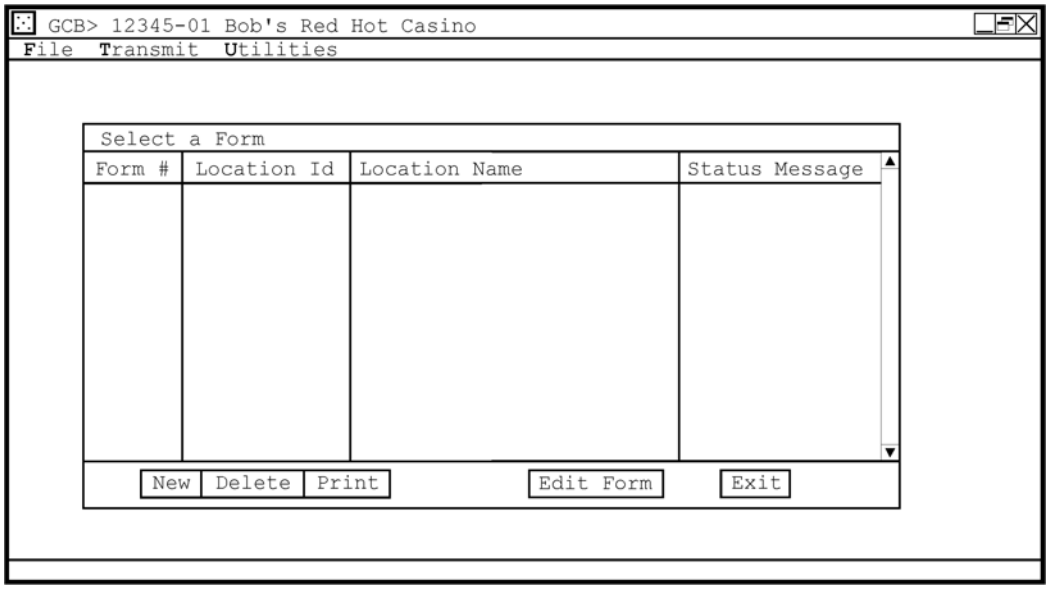
5. Update the information as necessary
6. Click on the <**Save**> button to save the changes *OR*
   Click on the <**Cancel**> button to exit the screen without keeping the changes

Change a Form

1. Select **File** from the menu bar
2. Select the **Select Filing** option from the pull down menu



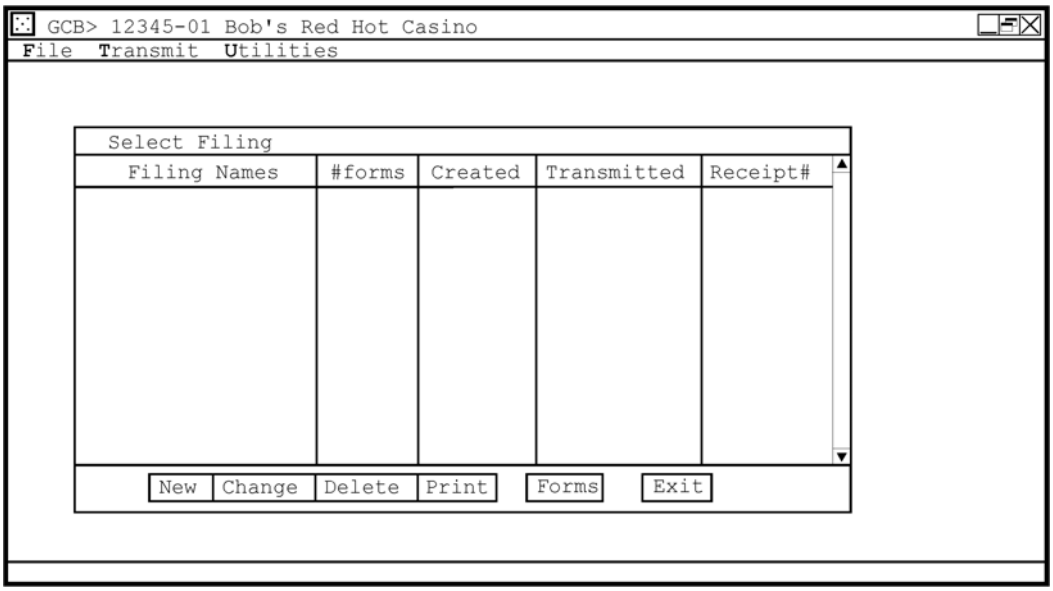
3. Use arrow keys to highlight the desired filing
4. Select **<Forms>** button at the bottom of the screen



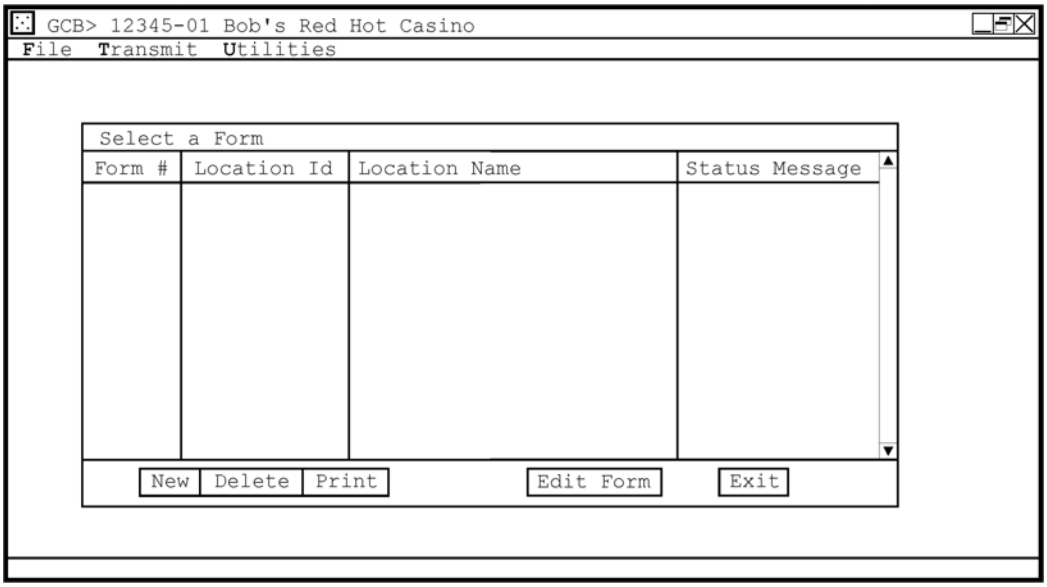
4. Use arrow keys to highlight the desired form
5. Click on the **<Edit Form>** button
6. Make desired changes to the form
7. Select **<Save>** to save the changes *OR*
   Select **<Exit>** to exit the screen without keeping the changes

Print a Form

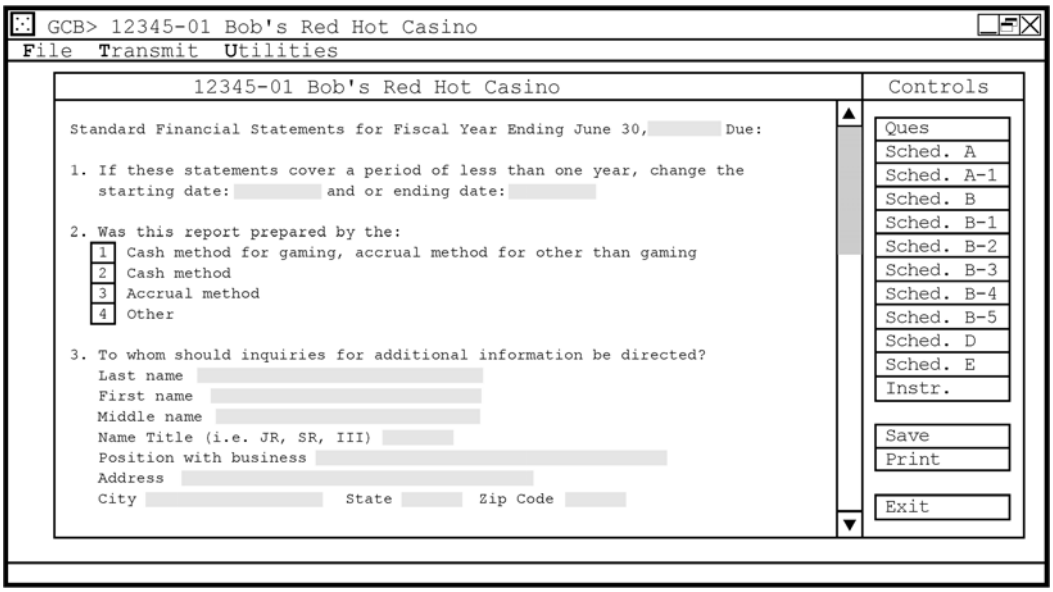
1. Select **File** from the menu bar
2. Select the **Select Filing** option from the pull down menu



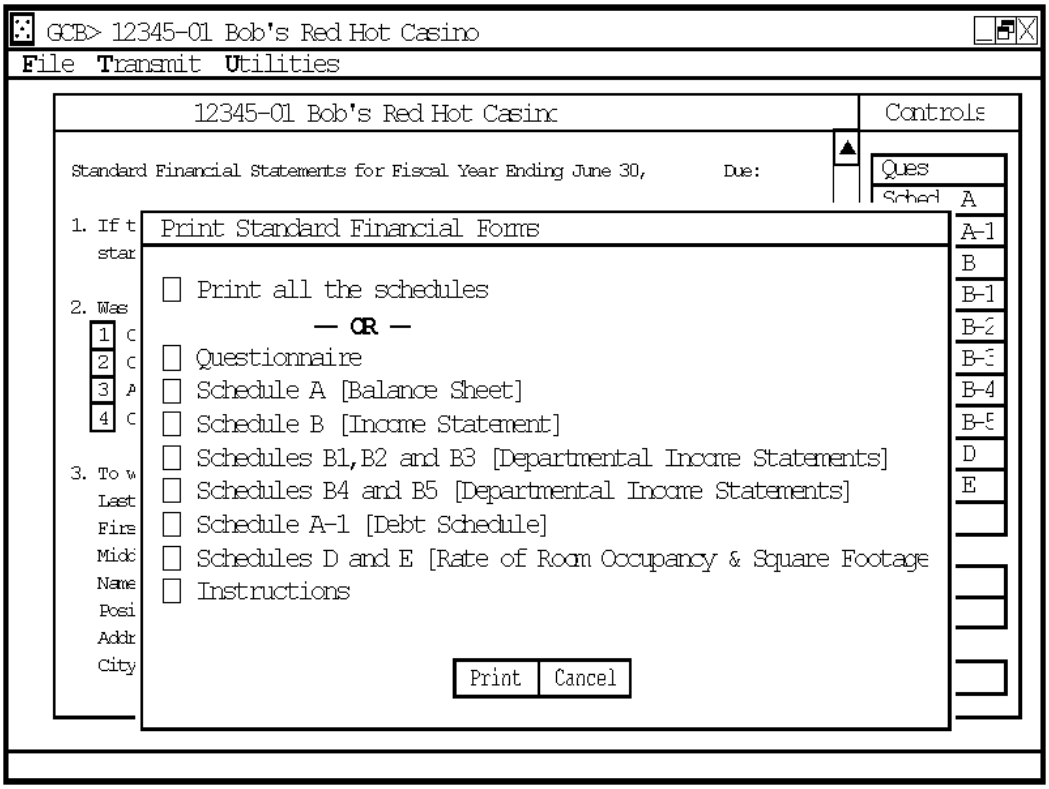
3. Use the arrow keys to highlight the filing that you wish to use
4. Select the **<Forms>** button at the bottom of the filings screen



5. Use the arrow keys to highlight the desired form
6. Click on the **<Edit Form>** button at the bottom of the filings screen



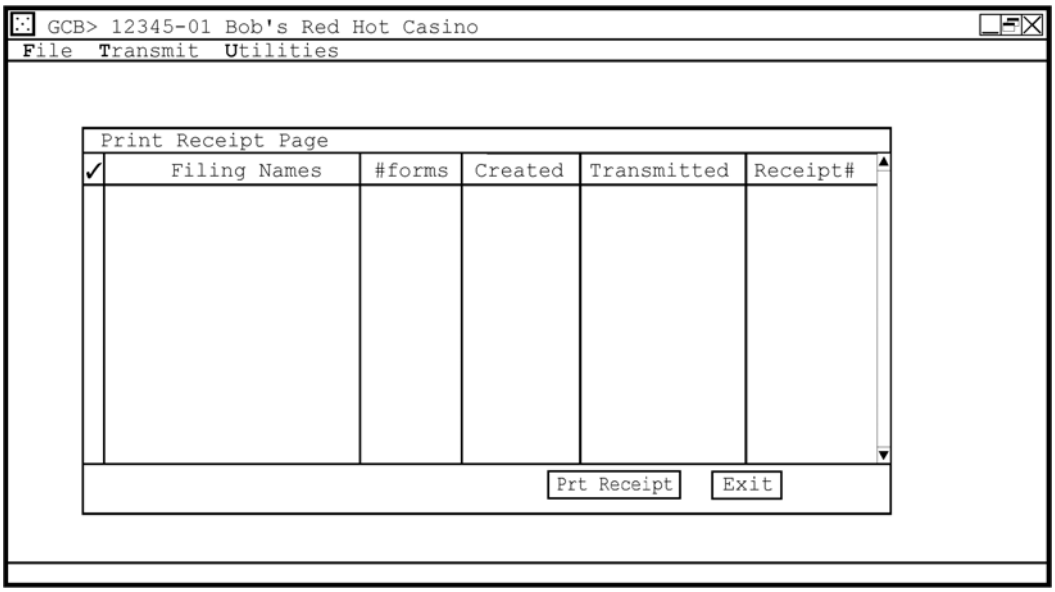
7. Click on the **<Print>** button at the right side of the form screen



8. Check the box next to the schedules you would like to print
9. Click on the **<Print>** button

Reprint a Receipt Page

1. Select **Utilities** from the menu bar
2. Select **Print Receipt Page** from the pull down menu



3. Click in the box adjacent to the filing you wish to transmit. A check is placed in the box to indicate that a receipt for this filing will be printed
4. Click on the <**Prt Receipt**> button