Gambling Fact Sheet #35

Record Keeping Requirements under the Electronic Monitoring System (EMS)

Updated: October 2016

Jackpot Identification
(Game Rule 54)
Where a jackpot system is operated, the society must keep a record of:

- the serial number of each gaming machine connected to the jackpot system; and
- the jackpot controller port identification number allocated to that gaming machine. This will be the same as the jackpot identification number (JIN) fixed to (or displayed by) the gaming machine as required by Game Rule 56.

The society is responsible for actively managing the record and keeping it up-to-date.

Meter information
Meter information can be obtained from EMS in a number of ways (see also Game Rule 16) including:

- pre-generated daily, weekly or monthly reports accessed from the venue’s or society’s folder in the EMS website: www.ems.govt.nz.
- for specific events, such as RAM clears or decommissioning, a special polling session must be requested from the EMS Help Desk to capture meter values at a certain point in time.
- using the Electronic Meter Access facility (where a venue PC is connected to the site controller) to view or download the current meter information.

Note: EMS does not affect the ability to access, view and ‘manually’ record current gaming machine meter information in the same way as it did in the past, i.e. by turning an ‘Audit’ key and stepping through the menu(s), or by reading the hard meter displays. There is an additional set of QCOM meters, which should be used for most purposes.

See also: Fact Sheet 39 - Changes to Gaming Machine Metering under the Electronic Monitoring System.
Standard gaming machine accounting reports

EMS-generated weekly reports have replaced Weekly Gaming Machine Profit (WGMP) Reports and WGMP Summary Reports (except under certain circumstances - refer to Game Rule 27).

Three of the pre-EMS reports are still required (refer to Game Rule 14). These are:

- Cancelled Credit, Short Pays and Refills Reports;
- Gambling Equipment Fault/Player Dispute Reports; and
- Unpaid Prize Reports.

Other reports still available

A Weekly Reconciliation report is available to reconcile weekly banking.

There are a number of other reports that are no longer required under the Class 4 Game Rules but are still available if you wish to use them. These can be found on the Department’s website: [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)

More information

Free phone the Gambling Compliance Group on **0800 257 887 (New Zealand only)** or email [gambling.compliance@dia.govt.nz](mailto:gambling.compliance@dia.govt.nz) if you need any further explanation or assistance.

*Note: While reasonable measures have been taken to ensure the quality and accuracy of the information contained in this Fact Sheet it does not replace information contained in the Gambling Act 2003 or the Racing Act 2003 or any provisions pursuant to these Acts. This Fact Sheet is for general information only and is not a substitute for independent, professional legal or financial advice.*