



IMPORTANT INFORMATION - PLEASE READ

INSTANT TICKET ACCOUNTING CHANGES

Out of an abundance of caution over the resurgence of COVID-19 in some pockets of New York State and the challenges that presents to retailers, the Lottery has postponed the implementation of the Confirmed/Settled60 Inventory Management Plan announced this fall.

The program, originally slated to begin at the start of calendar year 2021, is now slated to start July 2021, and a new feature, Retailer Returns, will launch May 1, 2021. See below for details.

Instant Ticket Settlement

Instant ticket settlement terms are changing from 45 days to 28 days. This will be implemented in 2 phases:

- **Phase 1: Starting November 1, 2020**, newly licensed sales agents will go live with 28-day settlements.
- **Phase 2: Starting July 1, 2021**, sales agents on 45-day settlement will change to 28-day settlements.
 - Any books activated before July 1 will remain on 45-day settlement.
 - Any books activated July 1 or later will settle 28 days after activation.

SETTLED60

Starting **July 1, 2021** instant ticket books that are in CONFIRMED status for more than 60 days will automatically settle and be charged on that week's invoice. Start practicing good inventory management now.

What you can do:

- To properly manage your instant ticket inventory and prevent automatic settling of your aged inventory, make certain you activate the oldest instant games first. Adopt a First In, First Out standard for instant ticket inventory. Books in SETTLED60 status can be placed for sale but cannot be traded up (returned) unless a mandatory trade-up is required.
- To prepare for the upcoming change, run the reports noted below and be sure to activate older inventory first. Your goal should be to make certain your CONFIRMED inventory is not older than 30-45 days at any time. Please contact your Lottery Marketing Representative if you need assistance.

REPORT FUNCTIONS>FUNCTIONS>INSTANT FUNCTIONS>INVENTORY REPORTS>SUMMARY INVENTORY

REPORT FUNCTIONS>FUNCTIONS>INSTANT FUNCTIONS>INVENTORY REPORTS>DETAIL INVENTORY

NEW! Retailer Returns

Starting May 1, 2021, retailers will be able to return their own instant ticket inventory. Lottery terminals will have a feature that allows retailers to return approved instant ticket inventory. UPS will pick up the inventory at no cost to retailers.

Sign up for Retailer Wizard

To keep track of when books will settle, consult billing detail reports on your lottery terminal or login/create your account in Retailer Wizard at nyretailer.lotteryservices.com.



**TO PROPERLY MANAGE YOUR INSTANT BOOKS, ALWAYS
PUT GAMES FOR SALE IN A FIRST IN, FIRST OUT MANNER.**