

Texas Lottery® Retailer Support

January 11, 2007

Frequently Asked Questions - Accounting Format

“How does the retailer pay for packs of instant lottery tickets?”

The Texas Lottery accounting week runs **from 6 AM Sunday morning (daily system sign-on) to midnight Saturday (daily system sign-off)**. All retailer transactions including sales and cashes for the week determine the electronic funds transfer (EFT) amount for the upcoming Wednesday – three (3) days later or Thursday if a bank holiday occurs Monday, Tuesday or Wednesday. The EFT may be a credit to, or a withdrawal from, a retailer’s account.

A weekly invoice is posted to the system between midnight Saturday and 6 AM Sunday. The information on the weekly invoice remains the same all week and is available for viewing and printing anytime after the retailer signs on to the system after 6 AM Sunday. The previous four (4) weekly invoices are available from the terminal.

Accounting Week: 6 AM Sunday to midnight Saturday

Weekly invoice available after 6AM Sunday (reflects preceding Sunday-Saturday)

EFT on Wednesday (Time determined by retailer’s bank)

EFT on Thursday if a bank holiday occurs Monday, Tuesday or Wednesday

Scratch-Offs. Each time a new scratch-off (instant ticket) game is printed, it is delivered to the Lottery operator’s warehouse in Austin. Retailers automatically receive a shipment of each new game unless prior arrangements have been made. Instant Ticket Specialists (ITS) order additional inventory, as can retailers and Lottery Sales Representatives (LSR).

After packs are ordered, they are placed in **issued** status and assigned an order number. Upon delivery to the assigned retailer, the order **MUST** be **confirmed** into the store inventory. Only after a ticket order has been delivered, confirmed and individual packs of tickets activated, does the process for payment for each pack begin.

How does a retailer pay for Scratch-Offs?

There are four (4) ways a pack of instant tickets can be settled (charged) to a retailer’s account. The retailer has direct control of only one way, “Manually.”

- 1. Validation.** When approximately **70%** of the low-tier winning tickets (\$24.99 or less) have been validated (paid out), the pack will settle. A new prize level category (G-Tier) has been created for all games \$25 and higher which do not have low-tier prizes. The G-Tier, guaranteed prizes in a pack, are listed on each game sell-in sheet. These games will settle when 70% of the G-Tier prizes have been validated. The charge will be reflected in the weekly invoice available the upcoming Sunday.
- 2. Manually.** After a pack is activated the retailer can choose to settle the pack and it will be charged into the current accounting week. The charge will be reflected in the weekly invoice available the upcoming Sunday.
- 3. Time.** Forty-five (45) calendar days from the date a pack is activated, the pack will automatically settle (be charged) to the retailer’s current accounting week and be included in the weekly invoice. Time settlement occurs only if the pack was not previously settled by one of the other methods.
- 4. Game Closing.** Any tickets in retailer possession after the official End of Game date for a game will be charged to the retailer.

