Retailer Inventory Tracking System

Visual Guide for using the system
Revised August 2012
www.window.state.tx.us

Alcohol Reporting Web Page
Welcome to webfile and RITS

Click on RITS

Alcohol Reporting Web Page
RITS Website: bookmark!

Alcohol Reporting Web Page
PIN Registration:

Security Check

Please enter your Personal Identification Number (PIN). The PIN can be found in a letter sent to you by the Comptroller of Public Accounts.

Personal Identification Number: [Go here to enter the letters 'DR' plus six digits]

Continue
OR, Established password:

Enter Password

Taxpayer Number: 32008387469
Password: ********

Continue  Forgot Password
Enter Preparer Info and continue

Preparer Information Update
If this contact information has changed, please UPDATE. If not, CONTINUE.

Taxpayer Number: 32008387469
Preparer's First Name: RITS
Middle Initial: (optional)
Last Name: TAXPAYER
Email Address: wow@gmail.com
Daytime Telephone: (333) 555 5555 Extension:

[Continue] [Update]
Option to change password

Alcohol Reporting Web Page
Report periods 101:

- As of September 2011, all alcohol filings must follow the new data layout.
- Nothing has changed for tobacco.
- Any amendments or late submissions for periods prior to September will need to use the old data layout.
- If you are a new filer, you do not need to file anything prior to September 2011.
- If you have been subject to this rule, any amendments will overwrite any prior submissions in its entirety.
Select Type and Submit

Alcohol Reporting Web Page
No sales to report? – check box
Filing a Zero Report:

A person violates the law if he or she fails to file a report or makes a false or incomplete report required by Rule 3.9.

If a person fails to file a report or fails to file a complete report, the comptroller may suspend or cancel one or more permits issued to the person under Tax Code, §151.233, and may impose a civil or criminal penalty, or both, under Tax Code, §151.7331 or §151.729.

If a person fails to file a report or fails to file a complete report, the comptroller may notify the Texas Alcoholic Beverage Commission of the failure and the commission may take administrative action against the person for the failure under the Alcoholic Beverage Code.
Uploading – Ready?

Your will need to have your report ready to upload in a predefined specified comma-delimited file.
Press Browse to upload CSV
Example file structure:

Skip this section and move on to uploading if you have your file ready to go.

Alcohol Reporting Web Page
Overview of Column Descriptions

header information
Sample data view:

![Example Data]

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**Alcohol Reporting Web Page**
Delete any descriptive headers before saving to CSV:
First record of CSV file starts with the first row of data
Excel: Save as option

SELECT FROM DROP DOWN BOX: "SAVE AS TYPE: CSV (COMMA DELIMITED) (*.CSV)"
ON "FILE NAME:", FILL IN THE NAME OF

REMEMBER WHERE YOU SAVE YOUR FILES!!

Alcohol Reporting Web Page
Possible Dialogue Responses:

**Microsoft Office Excel**

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

[OK] [Cancel]

**CLICK OK**

**Microsoft Office Excel**

CSV-Template.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

[Yes] [No] [Help]

**Click YES**

Alcohol Reporting Web Page
Look for file with extension - .csv

REMEMBER WHERE YOU SAVE YOUR FILES!!
Back to Browsing:

Alcohol Reporting Web Page
Navigate to file location to upload:
It will not take extensions .xls or .xlsx
Navigate to file location for upload:
Selected file, ready to continue...
Validation Errors:

The data layout is very specific about the type of data and the formatting. Here’s what a validation error will look like when you file the wrong report for the wrong period…
Oops – errors

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 2 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 3 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 4 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 5 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Error - line 6 Amended Alcohol Data is a 12 field layout for filing periods prior to September 2011, 14 field layout for filing periods on or after September 2011. You have 14 fields.

Alcohol Reporting Web Page
Validation Rules

The following explains the validation of the data, the type and its format. There are 14 columns that have to be in a specific order, and the follow explains in detail what the rules are for each column.
Data Layout – 1st field/column

- **Seller's TABC Permit or License Number**
  - The following permit and license holders must file:
    - Wholesalers *(W, X and LX)*
    - Distributors *(BB, BD and BC)*
    - Wineries *(G)*
    - Package stores holding local distributor’s permits *(PW/ LP)*; and
    - Certain brewers and beer manufactures *(B and BA)*
  - Examples:
    - BC123456; BD1234567; P123456; & P1234567
  - Each line item on the report must identify the specific TABC permit or license actually making the sale.
  - Consolidation of sales under a single TABC permit or license is **not allowed.**
  - A single Comptroller-issued taxpayer number may be associated with multiple TABC permits or licenses but an individual TABC permit or license may only be associated with a single taxpayer number.
  - This is a **mandatory** field
Data Layout – 2nd field/column

• **Retailer's TABC Permit or License Number**
  - A retailer is the customer or business that purchased alcoholic beverages from you, the seller
  - Examples: BG123456; BQ1234567; N123456; & N1234567
  - Each line item on this report must identify the specific and correct TABC permit or license to which the sale was made.

• This is a **mandatory** field
Data Layout – 3rd field/column

- **Retailer's Tax Identification Number**
  - The 11-digit tax identification number assigned by the Comptroller
  - Must begin with a 3 or 1
  - Do not include dashes

- Examples:
  - 31111111111
  - 17777777777

- This is a **mandatory** field
Data Layout – 4th field/column

- **Retailer's TABC Trade Name:**
  - This is the TABC trade name as it appears on the retailer’s permit or license

- Examples:
  - Cold Creek Beer And Wine
  - Hill country Liquor Store
  - Happy Trails Store

- This is a **mandatory** field
Data Layout – 5th field/column

- **Retailer's Street Address**
  - This is the retailer’s physical address (street number and street name)

- Examples:
  - 1800 North Congress Ave
  - 6915 Main St.
  - 1628 South Pecan Lane

- This is a **mandatory** field
Data Layout – 6th field/column

- **Retailer's City:**
  - This is the name of the city where the retailer is located

- Examples:
  - Houston
  - Dallas
  - Odessa
  - Bastrop

- This is a **mandatory** field
Data Layout – 7th field/column

- **Retailer's State:**
  - This is the retailer’s 2-character state code (TX)
  - This is a **mandatory** field
Data Layout – 8th field/column

• **Retailer's Five Digit Zip Code**

• Examples:
  • 78701
  • 76101
  • 77702
  • 79902

• Do NOT use Zip+4 format

• This is a **mandatory** field
Data Layout – 9th field/column

- **Beverage Class**

- Examples:
  - DS = Distilled Spirits
  - W = Wine
  - B = Beer
  - ML = Malt Liquor and Ale

- Ale is considered malt liquor and should be reported as “ML.”

- Each line item can only have 1 class of beverage designation.

- This is a **mandatory** field
Data Layout – 10th field/column

- **Universal Product Code**
  - The manufacturer’s UPC for each line item; this is not a SKU code or other internal code
  - Each line item will have only 1 UPC, usually 12 digits but not to exceed 18 digits
  - If no UPC exists, enter a “0”

- Examples:

![Example UPCs](image-url)
Data Layout – 11th field/column

- **Brand Name:**
  - This is the complete and specific brand name of each product you sold

- Examples:
  - Miller
  - Budweiser
  - Bud Lite
  - Shiner Oktoberfest
  - Jack Daniels Black
  - Johnnie Walker Red

- This is a **mandatory** field
Data Layout – 12th field/column

- **Individual Container Size:**
  - This is the individual bottle, can or container size
  - Multi-unit packages or case packs must reflect the size of the individual unit
  - Do not use “keg,” “case” or other generic size description

- Report size as follows:
  - Distilled spirits and wine containers sizes **less than** 1 liter in milliliters:
    - 750 ml, 375 ml, 500 ml
  - Distilled spirits containers **1 liter and greater** in liters:
    - 1.0L, 1.75L, 1.5L
  - Packaged beer and malt liquor in ounces:
    - 12oz, 16oz, 7oz
  - Draft beer in gallons:
    - 15.5G, 7.25G
  - Imported draft beer or malt liquor may be reported in either gallons or liters

- This is a **mandatory** field
Data Layout – 13th field/column

- **Number of Containers:**
  - This is the number of individual bottles, cans or containers for each line item
  - Multi-unit packages, such as cases, must be broken down into the number of individual bottles or cans
  - To report a credit, enter a negative number (-12; -7)
  - Do NOT include any spaces, decimal points, commas, etc.

- This is a **mandatory** field
**Data Layout – 14th field/column**

- **Net Selling Price:**
  - This is the total sales amount rounded to the nearest dollar charged to the customer of each line item on this report and should include any applicable discounts.
  - To report a credit, enter a negative number (-7; -12).
  - Do not include dollar signs, spaces, decimal, commas, etc.

- This is a **mandatory** field.
Common Errors

- Review error messages closely, as they will help you understand the error
- Pay particular attention to the period you are filing (e.g., June’s report would be due July 25th)
- Your CSV file will not process if it has headings or titles – remove headings and titles before converting to a CSV file
- An amended report replaces an original report
  - Do not submit corrections only
  - Wait at least 24 hours to submit an amended report
- Do not delete a field; the entire row must be deleted to process correctly
- For Excel users:
  - All corrections must be made in the Excel version and re-saved as CSV for upload – corrections to your CSV file will not process
  - Create 1 file for every month
Avoid the Rush and Penalties

Reports can be filed immediately after the reporting month; you do not have to wait until the 25th

You must file a report even if you have no sales

For questions, contact us at 1-800-531-5441, ext. 3-0959 or via email at HB11@cpa.state.tx.us
Sample Error messages

Suggestions on how to fix…
Not responsible for that period

Error - You are not responsible for filing a report for this period.
Permit numbers must be numeric

Error: Your file did NOT upload. Please fix the following errors and try again.

Error: line 1, field 8 - Permit Number must be numeric.
,17512530407,Star Vending Co,2657 Warfield,Fort Worth,TX,75106,,cig/packs,1874,7131

Error: line 1, field 1 - Permit Number must be numeric.
,17512530407,Star Vending Co,2657 Warfield,Fort Worth,TX,75106,,cig/packs,1874,7131
Invalid Permit Number

Alcohol Reporting Web Page
Invalid Taxpayer Number

Select Report To Upload

Browse and choose the file to upload

Check this box if you did not sell or distribute any tobacco or alcohol products to any retailers during this filing period.

Continue

Error: Your file did NOT upload. Please fix the following errors and try again.

Error: Line 1, field 3 - Retailer Taxpayer Id is not valid. Must be an 11 digit numeric field. Must begin with a 1 or 3.

VERSASI DRY VERMOUTH 12/750, 12, 1, 44
Layout missing required fields
Item type must be B, W, DS, or ML
Brand name cannot be empty

Error - Your file did NOT upload. Please fix the following errors and try again.

Error - line 1, field 11 - Commodity Brand must be entered.
W224710,551203,12043679503,FASCALE'S LIQUOR (Montgomery) P,18446 HWY 105 WEST SUITE A,MONTGOMERY,TX,77356,
W,111111111111,12,1,44
Invoice amount in whole dollars

Alcohol Reporting Web Page
Successful Upload - Confirmation

Upload Confirmed
Thank you for filing your report for 1109. Your confirmation number is 74. Report Total is $7,131
Please print this page and keep it for your records.

File Another Report  Logout
System down

If you receive the error message below, it usually means our servers are busy. Mark down the time and date you received this message and try again later.

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Alcohol Reporting Web Page