How to Save Completed Data Files for Beer and Wine Wholesalers

Step-by-Step Guide

This guide walks you through how to save a completed data file in the proper format. The information is applicable to Beer and Wine wholesalers completing the Information Reporting requirement.

Step One: Review your data to make sure it is complete, accurate, and in the correct format with no errors. Review the File Layout Requirements, Common Errors, and File Structure Template documents. Correct any errors in your data to avoid a potential penalty for failure to provide data in the format prescribed by the Secretary.

Beer and Wine Wholesalers should complete the saving process three times, once for each required file.

1. Customer File
2. Product File
3. Invoice File

The Submitter file can be submitted as an .xlsx

We will use the Customer Information File for all examples throughout the Step-by-Step Guide.

The File Structure Template and Common Errors documents can be found on the Department's website. An example of the Customer File Structure Template is shown below. The column headers must match the headers listed in the File Layout Requirements and the File Structure Template documents.

Link: https://www.ncdor.gov/file-pay/guidance-information-reporting

|	A	B	C	D	E	F	G	H	I	J	K	L
1	NC_Sales_Tax_ID	Customer_Number	Legal_Name	DBA_Name	ABC_Permit	Telephone_Number	Your_ABC_Permit_Number	Physical_Address	Physical_City	Physical_State	Physical_Zip	
2	600011111	3001	ABC Corporation	Matt's Bar	494949AJ	9191234567	111111CM	100 Main St	Raleigh	NC	27608	
3	600011112	3002	XYZ Corporation	Nunzio's Restaurant	505050AJ	9192345678	111111CM	500 Wayne St	Durham	NC	27517	
4	600011113	3003	Scott's Bar & Grill		515151AJ	9193456789	111111CM	900 Jane St	Roxboro	NC	27573	
5	600011114	3004	Haley's Tavern		525252AJ	9104567890	111111CM	1100 Lane St	Fayetteville	NC	28301	
6												

Step Two: After review of the data, the file must be saved in one of the following ways:

a. Tab-delimited ".txt" file type
b. Comma-delimited ".csv" file type

To begin the saving process click "File" in the upper left corner of your data
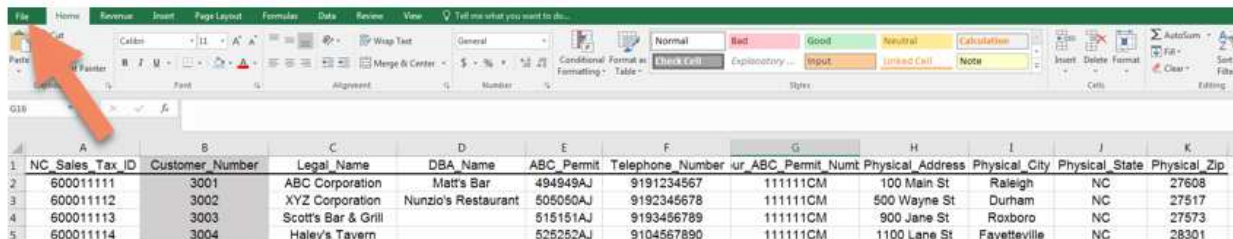
Step Three: Click Save As. This will allow you to choose the location of the file, file name, and file type. For this example, we will save to the Desktop.
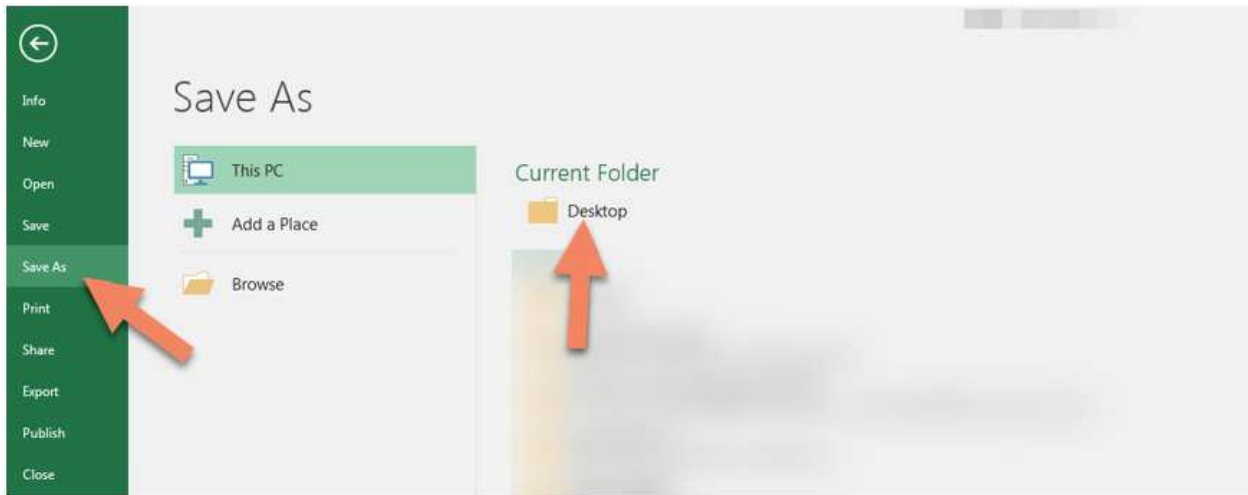
Step Four: Name the file per the requested naming convention:

1. "Customer_2019_Your_Business_Name_Current Date.txt" (or .csv)
2. "Product_2019_Your_Business_Name_Current Date.txt" (or .csv)
3. "Invoice_2019_Your_Business_Name_Current Date.txt" (or .csv)

- Current Date should be formatted as YYYYMMDD
- Underscores should be used to eliminate spaces and punctuation
  - o The period before the .csv or .txt file extension is necessary
- If your business is named XYZ Retail and Distribution Inc. and you are saving the Customer file as a text file on 7/01/2020, then your Customer file should be named:
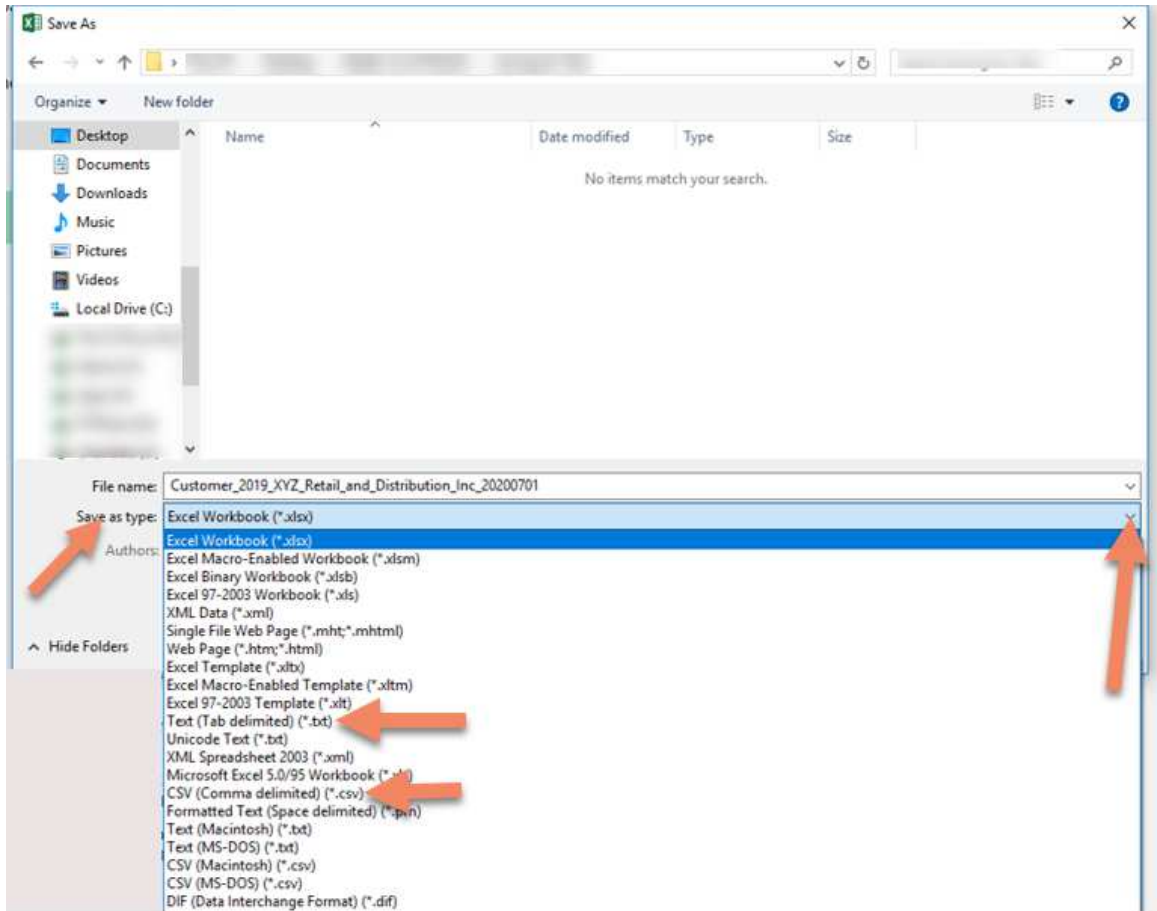 - o Customer_2019_XYZ_Retail_and_Distribution_Inc_20200701.txt
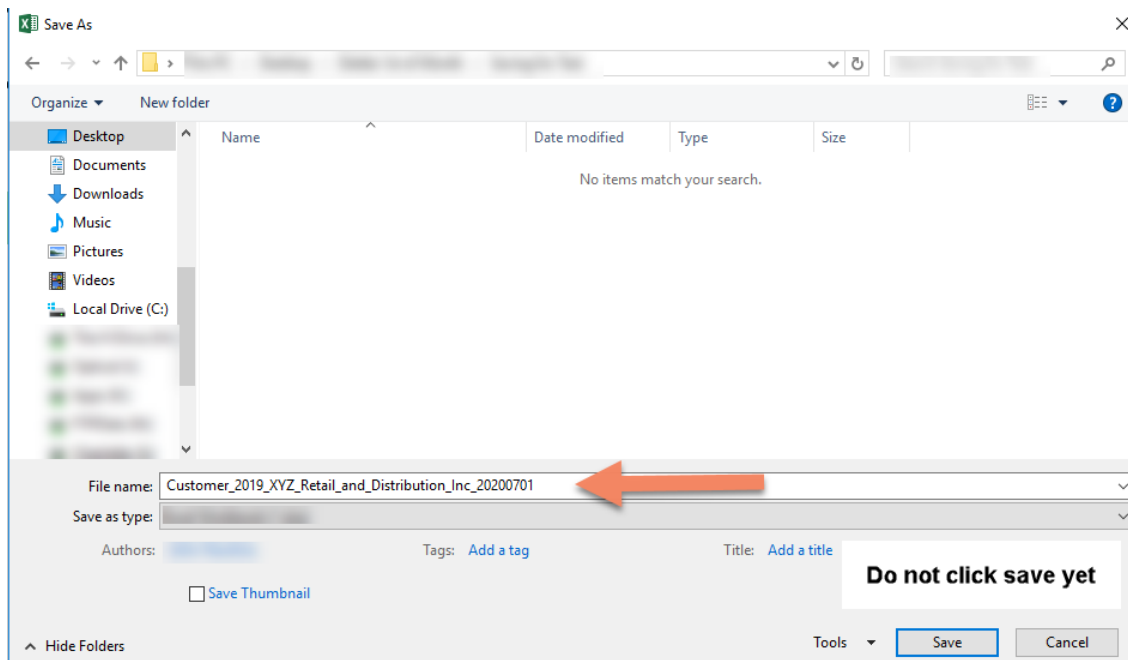
Step Five: Before clicking "Save" change the "Save as type" to the correct format

1. Tab-delimited ".txt" file type
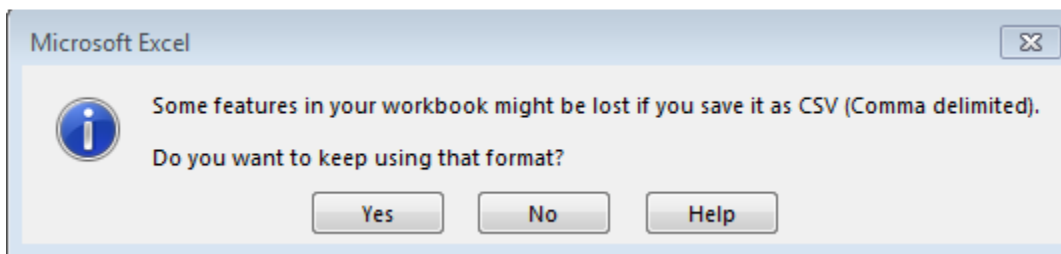2. Comma-delimited ".csv" file type

Change the "Save as Type" by click on the drop down arrow to the right

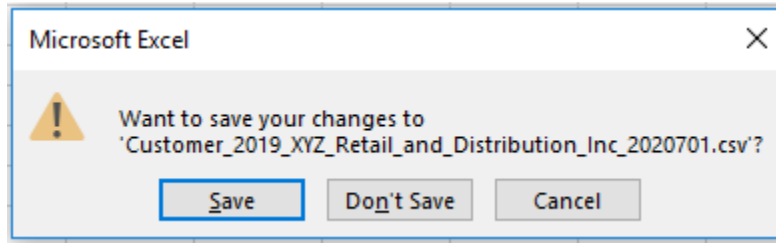*Files submitted as .pdf, .xlsx, .xlsm, Googledocs, etc. will not be accepted *

Step Six: Verify that your file is named correctly and that you have selected .csv or .txt. Select Save.

Step Seven: You may receive a message like one shown below. Click Yes.

You may receive a message like the one shown below. Click Save.

Step Eight: Repeat steps 1-6 for the Invoice and Product files. Once all three files have been saved properly, submit your data per the Email and File Transfer Protocol (FTP) Instructions for Submission

https://www.ncdor.gov/file-pay/guidance-information-reporting

Resources:

- Common Errors
- File Structure Template
- Email and File Transfer Protocol (FTP) Instructions for Submission