



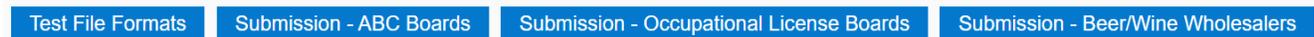
## Test File Formats – Step-by-Step Guide

### Purpose of Document

The purpose of this document is to walk you through testing file formats for a file upload submission in the Information Reporting Application. The following reports can be electronically filed using the Information Reporting Application:

- NCIR-BW, Report by Beer and Wine Wholesalers of Wholesale Sales of Alcohol
- NCIR-ABC, Report by ABC Board of Wholesale Sales of Alcohol
- NCIR-OL, Report by Occupational Licensing Boards of their Licensees

You can test file formats for a current or prior year by clicking **Test File Formats** in the Information Reporting Application.

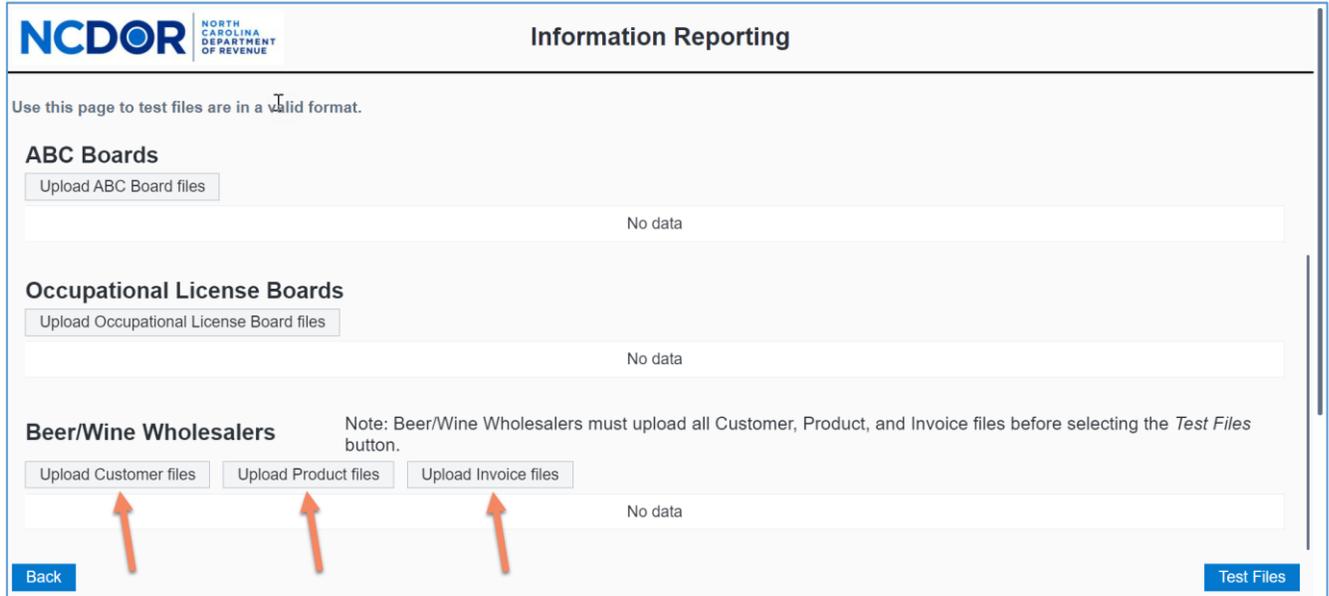


**Step 1:** Create a .txt, .csv, or .xlsx (Excel) file(s) using the [file formats on the NCDOR website](#).

**Step 2:** On the Test File Formats screen, select the year for which you want to test your file(s).

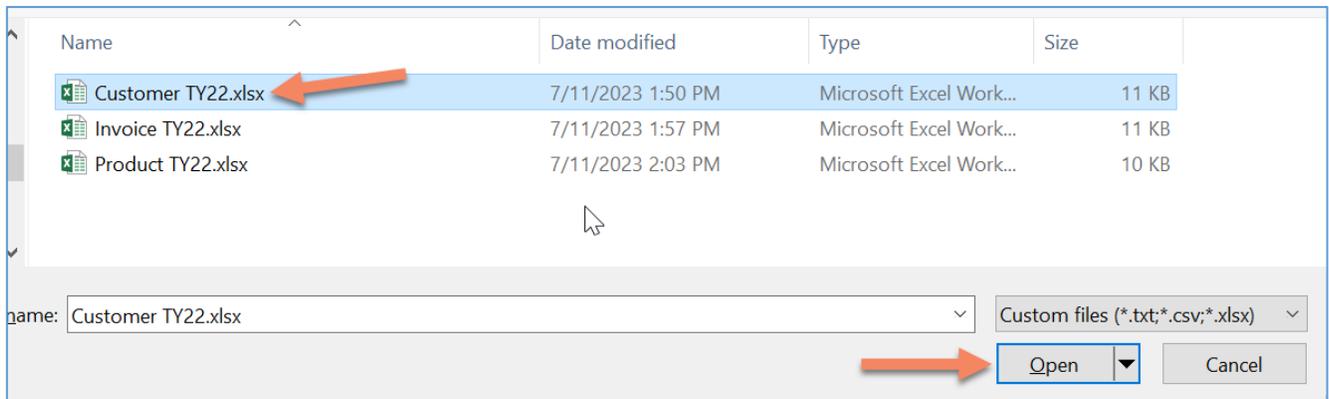
The screenshot shows the 'Information Reporting' page header with the NCDOR logo. Below the header, there is a message: 'Use this page to test files are in a valid format.' A link for help is provided: 'Trouble with this page? Click [here](#) for help.' Underneath, there is a section titled 'Year of Data' with a dropdown menu currently set to '2022'. A red arrow points to the dropdown menu.

**Step 3:** Click the **Upload** button that corresponds with the file(s) you want to test. The example below is for Beer and Wine Wholesaler files.



**Step 4:** A new window will open. Choose the file you want to upload. Click **Open** to add the file. Keep in mind:

- All files must be .txt, .csv, or .xlsx format.
- There are no individual file size limitations for the Information Reporting Application, but there is a 3 GB total submission size limit and your browser may have a 2 GB limitation.



**Step 5:** The file(s) you add will appear in a table below the upload buttons.

**Beer/Wine Wholesalers** Note: Beer/Wine Wholesalers must upload all Customer, Product, and Invoice files before selecting the *Test Files* button.

Upload Customer files   Upload Product files   Upload Invoice files

Customer Files (1)	Product Files (1)	Invoice Files (1)
Customer TY22.xlsx	Product TY22.xlsx	Invoice TY22.xlsx

Back   Test Files

**Step 6:** If needed, use the minus (-) button next to the file name to delete a file. A confirmation box will appear. Click **Yes** to remove the file or **No** to keep the file.

**Customer Files (1)**

Customer TY22.xlsx

  
**North Carolina Department of Revenue**

Are you sure you want to remove Customer TY22.xlsx?

Yes   No

**Step 7:** Click **Test Files** to test the file(s) you uploaded.

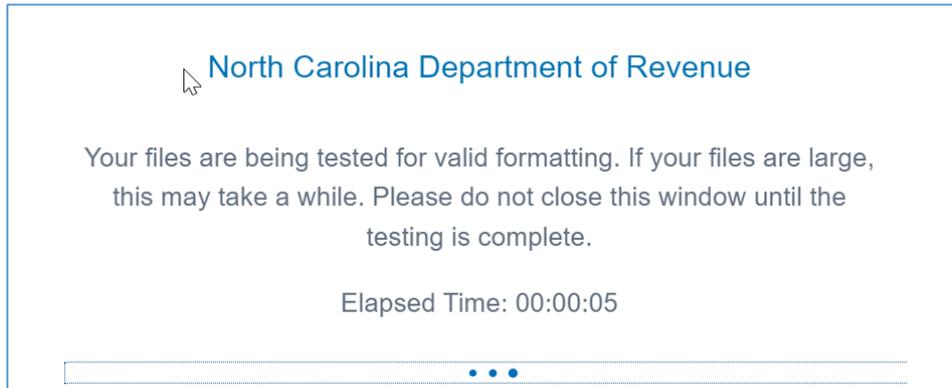
**Beer/Wine Wholesalers** Note: Beer/Wine Wholesalers must upload all Customer, Product, and Invoice files before selecting the *Test Files* button.

Upload Customer files   Upload Product files   Upload Invoice files

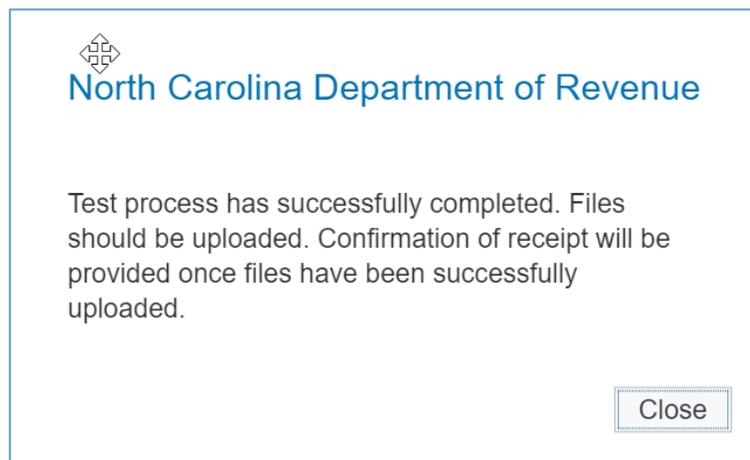
Customer Files (1)	Product Files (1)	Invoice Files (1)
Customer TY22.xlsx	Product TY22.xlsx	Invoice TY22.xlsx

Back   Test Files

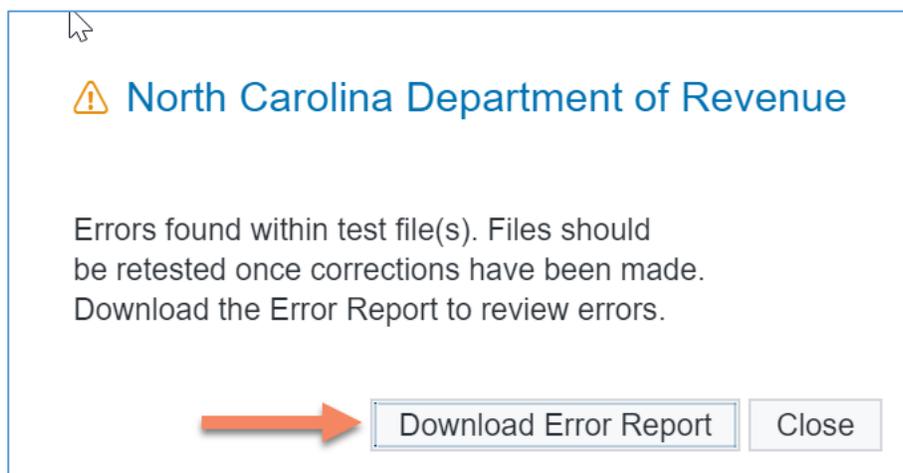
**Step 8:** A popup box will appear while your file(s) is being tested. Do not close the Information Reporting Application until testing is complete.



**Step 9:** If there are no errors in your file(s), a popup box will confirm that your file(s) is formatted correctly. Click **Close** to close the popup box.



If there are one or more errors in your file(s), you will receive an error report. Click **Download Error Report** to open the error report.



The error report lists all of the errors found in the file(s). Below is an example of an error report.

error_file	error_title	error_message
Customer TY22 - Bad.xlsx	Data for Required Field is missing-Customer	The following fields must be completed for all rows: Customer_Number Legal_Name or DBA_Name (at least one mu
Product TY22 - Bad.xlsx	Data for Required Field is missing-Product	The following fields must be completed for all rows: Product_Code Product_Description Your_ABC_Permit_Number.
Invoice TY22 - Bad.xlsx	Data for Required Field is missing-Invoice	The following fields must be completed for all rows: Customer_Number Invoice_Number Invoice_Date Product_Code
Invoice TY22 - Bad.xlsx	Invalid Date Format and/or value for all or some rows	Invalid Invoice Date or incorrectly formatted Invoice Date in 2 line(s). Line numbers containing errors include but mi

If there is an error in your file(s), determine where the error occurred by reviewing the error message and correct your file(s) accordingly. Use the same steps to repeat file format testing once you have corrected all of the errors.

**Step 10:** Click **Back** to return to the Information Reporting Application home page. Keep in mind that the Test File Formats screen is only used to test your files, not to submit your report. Use the applicable **Submission** button to upload files and submit your report.

### Resources

- [Watch the Information Reporting Application overview video](#)
- [Review the Information Reporting FAQs](#)
- [Troubleshooting Guide](#)