

RETAIL INVENTORY TRACKING SYSTEM

VISUAL GUIDE FOR ESYSTEMS

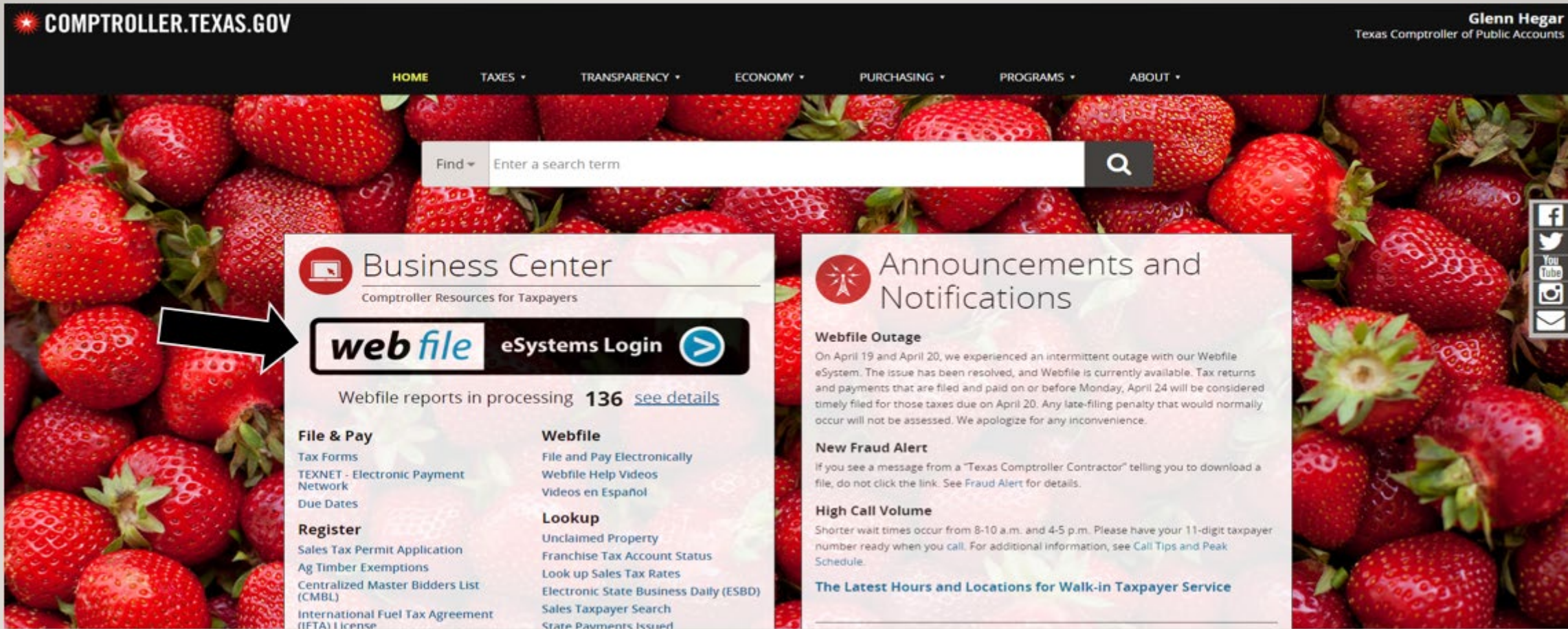
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From the Texas Comptroller home page in Business Center,
Select web file eSystems Login.



WELCOME TO ESYSTEMS

If you are a returning user, please enter the User ID and Password. Otherwise, select Create Profile for first time use.

COMPTROLLER.TEXAS.GOV Glenn Hegar
Texas Comptroller of Public Accounts

eSystems What can I do in eSystems Video Tutorials for WebFile Help

Welcome to eSystems

User ID:

Password:

LOG IN

[Forgot User ID?](#)
[Forgot Password?](#)

First time user? Create a profile now.

Start managing your tax-related business more easily and all in one place.

Create Profile

We recommend that you use the latest version of **Chrome**, Microsoft **Edge**, **Firefox**, or **Safari** for the **best user experience**.


WARNING - RESTRICTED GOVERNMENT SYSTEM.
This system is restricted to authorized users only. Unauthorized access, use, or misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.



FIRST TIME USER PROFILE – STEP 1

New users will have to go through four steps to create an account.

User Information

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Enter User Information

01 **User Information** 02 Security Questions 03 Terms of Use 04 Email Verification

[Check Availability](#)

* User ID:

* Password: 


* Confirm Password: 

First Name:

Last Name:

Email Address:

Phone Number Mobile Secondary

 US number only

FIRST TIME USER PROFILE – STEP 2

Security Questions

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Security Questions

01 User Information **02 Security Questions** 03 Terms of Use 04 Email Verification

i Security questions are for User ID/Password recovery

* Question 1: ▼

* Answer 1:

* Question 2: ▼

* Answer 2:

* Question 3: ▼

* Answer 3:



FIRST TIME USER PROFILE – STEP 3

Terms of Use - Read the 11 sections of information on this page then check the agree box to continue.

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Texas Comptroller of Public Accounts

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Terms of Use

01
User Information02
Security Questions03
Terms of Use04
Email Verification

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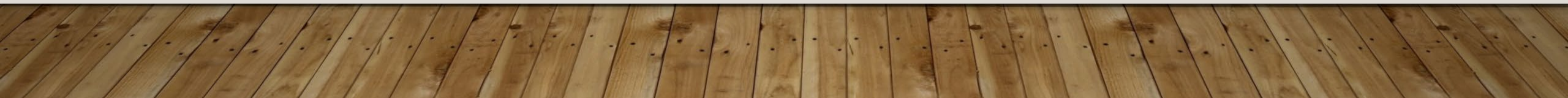
1. ACCEPTANCE OF TERMS

By accessing and using the TCES site (by creating or using a user name and the associated User Identification (ID) and Password to access this site), you accept these terms and agree to be subject to the terms and conditions described in this document. If you do not agree to these terms of use, please select cancel to exit this site immediately. The TCPA reserves the right to update the Terms of Use Statement at any time without prior notice to you, so please check this document periodically for changes. In addition, when using any particular system on the TCES site, you will be subject to any additional posted guidelines or rules applicable to such service, which may be revised from time to time. All such guidelines or rules are hereby incorporated by reference into these Terms of Use.

2. YOUR ACCOUNT

The use of the functionality of this site requires that you use a unique User ID and Password to create an individualized account designation. Upon completion of the account registration process, you are responsible for maintaining the confidentiality of your personal information including the User ID and Password, and for restricting access to your computer. You agree to accept full responsibility for any and all activities that occur under your User ID and Password. You agree to: a. immediately notify the Texas Comptroller of Public Accounts of any unauthorized

I have read and agree to comply with the Terms of Use for TxComptroller eSystems.



FIRST TIME USER PROFILE – STEP 4

Email Verification

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Texas Comptroller of Public Accounts

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Email Verification

01 User Information 02 Security Questions 03 Terms of Use **04 Email Verification**

Great! This is the final step.

Check your email and follow the link to finish creating your profile. A verification email has been sent to:

Still don't see an email?

Check your email account's junk or spam folder.

[Change email address](#) [Resend verification email](#)

[← Back](#)

ESYSTEMS: RETURNING USER

Enter the User ID and Password.

The screenshot shows the eSystems login interface. At the top left is the logo for the Texas Comptroller of Public Accounts, Glenn Hegar. A blue navigation bar contains the text 'eSystems' on the left and 'What can I do in eSystems', 'Video Tutorials for WebFile', and 'Help' on the right. The main content area is split into two panels. The left panel, with a blue background, is titled 'Welcome to eSystems' and contains a 'User ID:' field, a 'Password:' field, a 'LOG IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. The right panel, with a white background, is titled 'First time user? Create a profile now.' and includes the text 'Start managing your tax-related business more easily and all in one place.' and a 'Create Profile' button. At the bottom, a warning message states: 'We recommend that you use the latest version of Chrome, Microsoft Edge, Firefox, or Safari for the best user experience.' Below this is a 'WARNING - RESTRICTED GOVERNMENT SYSTEM.' notice and a detailed disclaimer about system restrictions and privacy.

ESYSTEMS MAIN MENU

Scroll down to the end of eSystems Services section and select the See More button.

My Taxpayer Accounts
Click the tile or list below to access

Filter by Account #, Name or Type ☰ ☱ Assign Taxes/Fees

Popular Services

- Assign Taxes/Fees (includes taxes such as Sales, Franchise, Mixed Beverage, etc.)
- Apply for CMBL
- Complete Franchise Accountability Questionnaire
- Access Ag/Timber Registration
- Register for International Fuel Tax Agreement (IFTA) License

eSystems Services

- Register for Texas Sales and Use Tax
- Search State Payments Issued
- Complete Franchise Accountability Questionnaire
- Access Ag/Timber Registration

See More ←

ESYSTEMS – MORE SERVICES MENU



Under eSystems Services menu, select
Access Retail Inventory Tracking System (RITS).

eSystems Services



Register for Texas Sales and Use Tax



Search State Payments Issued



Complete Franchise Accountability Questionnaire



Access Ag/Timber Registration



Access Cigarette, Cigar, Tobacco and/or E-Cigarette Services



Manage CMBL Accounts



Access Temporary Fuel Trip Permit



Access Cable/Internet/Telecom Rebate



Access Eminent Domain Report



Access Retail Inventory Tracking System (RITS)



RITS TAXPAYER NUMBER

Enter the Taxpayer Number and select Continue. If you have not already entered your unique PIN previously, the next screen will ask for one. Each time after that initial PIN request, you will only be asked for your taxpayer number.

Enter 11-digit Taxpayer Number

Taxpayer Number

CONTINUE

RITS MAIN MENU

13

At the main menu there are two options. You must first upload a UPC file prior to your RITS data.

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Retail Inventory Tracking System

Upload-Status Help Logout

Logged-In As: Austin Texas | 1/27/2023, 9:36:37 AM

[← back](#)

Taxpayer Number:
Taxpayer Name:
Address:

Main Menu

Universal Product Code (UPC) Update
if you added new product/UPC since your last report, submit an update prior to filing your current report to avoid errors

File RITS Report

CONTINUE

RITS UPC UPDATE MENU

Option 1: Filing a Universal Product Code (UPC) Update

Once selected it will take you to the next page where you will see the drag and drop box for your UPC file.

The screenshot shows the RITS (Retail Inventory Tracking System) web application interface. At the top left is the logo for COMPTROLLER.TEXAS.GOV. At the top right, it identifies the user as Glenn Hegar, Texas Comptroller of Public Accounts. Below the header, the system name 'Retail Inventory Tracking System' is displayed on the left, and navigation links for 'Upload-Status', 'Help', and 'Logout' are on the right. A status bar at the bottom right indicates the user is logged in as 'Austin Texas' on '1/27/2023, 9:35:01'. The main content area features a '← back' link and a form box containing labels for 'Taxpayer Number:', 'Taxpayer Name:', and 'Address'. The central focus is the 'Select a UPC file to upload' section, which includes a list of requirements: file format must be .csv or .zip, maximum file size is 30 MB, and .zip files process faster. Below this is a dashed box for file upload with the instruction 'Drag 'n' drop files here, or click or press enter to select files' and a note that the maximum number of files allowed is 1. A 'CONTINUE' button is positioned below the upload area, with a note that the upload process may take a few minutes for larger files.

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Retail Inventory Tracking System

Upload-Status Help Logout

Logged-In As: Austin Texas | 1/27/2023, 9:35:01

← back

Taxpayer Number:
Taxpayer Name:
Address

Select a UPC file to upload

- File format must be .csv or .zip
- Maximum file size = 30 MB
- .zip files process faster

Drag 'n' drop files here, or click or press enter to select files
(maximum number of files allowed is 1)

After the file has been uploaded, select "Continue"

CONTINUE

Upload process may take a few minutes for larger files

RITS MAIN MENU – UPC UPDATE

Option 1: Filing a Universal Product Code (UPC) Update

(This should be used infrequently at best and should not be a monthly step.)

This is a new requirement for eSystems, When the Main file becomes available, you must check the Main UPC list for reported products. If there are products on the RITS report being uploaded that do not show up in the Main UPC List, then a UPC update file is necessary.

Until the UPC Main File is available on our website, you should upload a UPC file each month.

If a current valid UPC is being used and the UPC appears in the Master UPC file or you have previously uploaded the UPC, then a UPC file is not needed.

* An uploaded RITS report that has UPC's that are not on the Main UPC list will not be accepted.

See the following UPC screens for additional information and guidance.



RITS UPC LIST – COLUMN A

Validation Rules Data Layout – UPC list

This report must include the headings for all three columns and can not be blank.

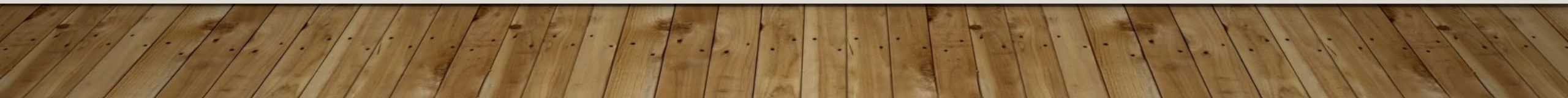
Beverage Class – Column A

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

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

Legislative action ended the distinction between beer and ale. Both are now considered “malt beverages.” For more information on this topic, please visit the following pages: Per TABC www.tabc.texas.gov/services/abc-2021-changes/beer-ale-changes/.

* This is a mandatory.



RITS UPC LIST – COLUMN B

Validation Rules Data Layout – UPC list

This report must include the headings for all three columns and can not be blank

Universal Product Code – Column B

- The manufacturer's UPC for each line item; this is not a SKU code or other internal code. An SKU is an alphanumeric code for internal use and is unique to individual retailers or manufacturers. UPC codes are universal and can be used to identify a product no matter who is selling it making it useful for external use.
- Universal Product Code
 - Numeric only
 - Must be 11-14 digits
 - Must include the leading zeros
 - Can not be all zeros must be a valid number
- Each line item will only have one UPC, usually 11-digits but not to exceed 14 digits.
- There are no exceptions, you must include a UPC number.

* This is a mandatory field.



RITS UPC LIST – COLUMN C

Validation Rules Data Layout – UPC list

This report must include the headings for all three columns they can not be blank.

Product Description/Brand Name – Column C

- This is a complete and specific brand name of each product you sold 3-75 characters.
- Examples:
 - Miller Light
 - Bud Lite
 - Shiner Oktoberfest
 - Jack Daniels Black
 - Ghost Block Cab Estate

* This is a mandatory field.



RITS UPC UPLOAD ERROR

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If an invalid file is uploaded, red wording will appear under the dotted box, the message gives an idea of why it will not be accepted. Taxpayer must go back and fix the file name or extension, you will also get this error if you have a file name that begins with numbers or has special characters in the name filed as well, regardless if it is a .csv file type.

The screenshot shows the RITS (Retail Inventory Tracking System) interface. At the top left is the logo for COMPROLLER.TEXAS.GOV. At the top right, it identifies Glenn Hegar as the Texas Comptroller of Public Accounts. Below the header, the system name 'Retail Inventory Tracking System' is displayed on the left, and 'Upload-Status Help Logout' is on the right. A user login status 'Logged-In As: Maryann Torres | 4/22/2023, 12:09:06 P' is visible in the top right corner. On the left side, there is a 'back' link and a form with fields for 'Taxpayer Number:', 'Taxpayer Name:', and 'Address:'. The main content area is titled 'Select a UPC file to upload'. It lists requirements: 'File format must be .csv or .zip', 'Maximum file size = 30 MB', and '.zip files process faster'. A dashed box contains the instruction: 'Drag 'n' drop files here, or click or press enter to select files (maximum number of files allowed is 1)'. Below this box, a red error message states: 'MARCH.xlsx - 982.31 KB - The file format was not correct. File has to be csv or zip'. At the bottom, there is a 'CONTINUE' button and a note: 'After the file has been uploaded, select "Continue"' and 'Upload process may take a few minutes for larger files'.

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Texas Comptroller of Public Accounts

Retail Inventory Tracking System

Upload-Status Help Logout

Logged-In As: Maryann Torres | 4/22/2023, 12:09:06 P

← back

Taxpayer Number:
Taxpayer Name:
Address:

Select a UPC file to upload

- File format must be **.csv** or **.zip**
- Maximum file size = 30 MB
- **.zip** files process faster

Drag 'n' drop files here, or click or press enter to select files
(maximum number of files allowed is 1)

MARCH.xlsx - 982.31 KB - The file format was not correct. File has to be csv or zip

After the file has been uploaded, select "Continue"

CONTINUE

Upload process may take a few minutes for larger files

RITS UPC FILE UPLOAD STATUS

Option 1: Filing a UPC File

Once you receive a complete status under the upload type UPC then, you can upload the RITS data.
The example below is a complete UPC and RITS file under the correct upload types.

← back

Taxpayer Number:
Taxpayer Name:
Address:

Information on this screen will refresh every five minutes. If your report has not processed within a few minutes, check back at a later time.

File Upload Status

Confirmation #	Status *	Upload Type	File Name	Upload Date/Time	Processed Date/Time	#Records Processed	Period	Amended
	Complete	RITS	NEW 1.csv	04/19/2023 07:30 PM	04/19/2023 07:31 PM	51	Mar 2023	
	Complete	UPC	NEW UPC.csv	04/19/2023 07:30 PM	04/19/2023 07:31 PM	51		

RITS UPC LIST – COMMON ERRORS

- This report must include the headings for all three columns.
- The Report must be in .CSV or .ZIP format not password protected.
- The Maximum file size is 30 MB otherwise a zipped file is necessary (zipped files will process faster).
- The report can not have any blank fields or columns.
- Only upload UPC's that are not currently in the Main UPC list for the RITS report to upload it's always best to upload your UPC file for the month.
- Uploaded UPC file will go into the Main UPC List.
- For Mac users – UPC files should be saved as CSV(MS-DOS) file types.
- Only file a UPC update list if there is a new UPC code(s) that has not been previously reported on the Main UPC File.



RETAIL INVENTORY TRACKING SYSTEM (RITS) REPORT MAIN MENU

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Option 2: Filing a RITS Report

[← back](#)

Taxpayer Number:
Taxpayer Name:
Address:

Main Menu

- Universal Product Code (UPC) Update
if you added new product/UPC since your last report, submit an update prior to filing your current report to avoid errors
- File RITS Report

CONTINUE

RITS MAIN MENU – FILE RITS REPORT

Option 2: Filing a RITS (Retail Inventory Tracking System) Report

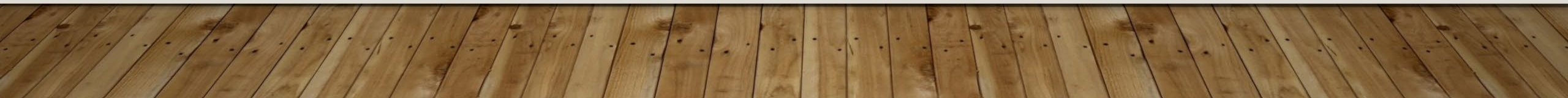
The eSystems portal is specifically for March 2023 and forward.

Prior periods that need to be filed or amended should be done at the RITS portal: comptroller.texas.gov/taxes/alcohol/.

- The RITS report must include headings for all 13 required columns, headers belong on row 1 of your report (see page 28 for an example).
- The Report must be in .CSV or .ZIP format, password protected files will not upload.
- The Maximum file size is 30 MB otherwise a zipped file is necessary (zipped files will process faster).
- The report can not have any blank fields, columns or rows.

* An uploaded RITS report with UPC's that are not on the Main UPC list will be accepted with errors. Files with errors are not considered complete, a corrected file must be uploaded to receive a completed status. See the UPC screens for additional information and guidance above.

For Mac users – UPC files should be saved as CSV(MS-DOS) file types.



RITS REPORT – SELECT FILING PERIOD

Option 2: Filing a RITS (Retail Inventory Tracking System) Report


eSystems will default to the current year and month due, change the fields if needed.

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Texas Comptroller of Public Accounts

Retail Inventory Tracking System Upload-Status Help Logout

[← back](#)

Taxpayer Number
Taxpayer Name
Address:

 Reporting periods February 2023 and earlier must be filed using the previous RITS System.

Select Filing Period

Year

Month

[CONTINUE](#)

RITS REPORT – SELECT FILE

Option 2: Filing a RITS (Retail Inventory Tracking System) Report

Choosing a file to upload.

Option 1: drag and drop the file into the upload box .

Option 2: click in the upload box and select your file.

Option 3: file a zero report.

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Texas Comptroller of Public Accounts

Retail Inventory Tracking System

Upload-Status Help Logout

Logged-In As: Maryann Torres | 4/22/2023, 1:13:20 P

← back

Taxpayer Number
Taxpayer Name
Address:

Select a RITS file to upload

i You are filing an amended report for March 2023

- File format must be **.csv** or **.zip**
- Maximum file size = 30 MB
- **.zip** files process faster

Drag 'n' drop files here, or click or press enter to select files
(maximum number of files allowed is 1)

Zero Report:
 I am filing a zero report

After the file has been uploaded, select "Continue"

CONTINUE

The screenshot shows a web interface for filing a RITS report. It includes a header with the state's name and the comptroller's name, a navigation bar with 'Upload-Status', 'Help', and 'Logout', and a user login status. The main content area has a 'back' link and a form for taxpayer information. The primary section is titled 'Select a RITS file to upload' and contains an information box about filing an amended report for March 2023. Below this is a list of file format and size requirements. A dashed box indicates the file upload area, with a red arrow pointing to it. Below the upload area is a 'Zero Report' section with a checkbox for 'I am filing a zero report', also indicated by a red arrow. At the bottom, there is a 'CONTINUE' button and a note to select 'Continue' after uploading.

RITS REPORT – CONFIRM FILE

Option 2: Filing a RITS (Retail Inventory Tracking System) Report
If a valid file type is uploaded, the Continue button will turn blue.
Select Continue.

The screenshot shows the 'Retail Inventory Tracking System' interface. At the top left is the logo 'COMPTROLLER.TEXAS.GOV' and at the top right is the user name 'Glenn Hegar' with the title 'Texas Comptroller of Public Accounts'. Below the header, there are navigation links: 'Retail Inventory Tracking System', 'Upload-Status', 'Help', and 'Logout'. A status bar at the bottom right indicates 'Logged-In As: Maryann Torres | 4/22/2023, 1:27:21 PM'. On the left side, there is a '← back' link and a form box containing labels for 'Taxpayer Number', 'Taxpayer Name', and 'Address:'. The main content area is titled 'Select a RITS file to upload' and contains a list of instructions: 'File format must be .csv or .zip', 'Maximum file size = 30 MB', and '.zip files process faster'. Below this is a dashed box with the text 'Drag 'n' drop files here, or click or press enter to select files (maximum number of files allowed is 1)'. A file named 'MARCH RITS.csv - 3.69 KB' is listed below the dashed box. Underneath, there is a 'Zero Report' section with a checkbox labeled 'I am filing a zero report'. At the bottom, there is a blue 'CONTINUE' button with the text 'After the file has been uploaded, select "Continue"' above it and 'Upload process may take a few minutes for larger files' below it.

RITS REPORT – UPLOAD STATUS

File Upload Status Page

Once the file is accepted and in process, eSystems will take the user to the upload status page, this page displays if the file uploaded with errors and what errors the file contains, user may click on view errors to review report errors.

COMPTRROLLER.TEXAS.GOV Glenn Hegar
Texas Comptroller of Public Accounts

Retail Inventory Tracking System Upload-Status Help Logout

Logged-In As: Maryann Torres | 4/22/2023, 2:36:23 PM

[← back](#)

Taxpayer Number
Taxpayer Name
Address:

ⓘ Information on this screen will refresh every five minutes. If your report has not processed within a few minutes, check back at a later time.
Last Refresh: Sat Apr 22 2023 14:33:46 GMT-0500 (Central Daylight Time)

File Upload Status

Confirmation #	Status *	Upload Type	File Name	Upload Date/Time	Processed Date/Time	#Records Processed	Period	Amended	Errors
	Complete	RITS	March2023Retailer.csv	04/21/2023 02:26 PM	04/21/2023 02:28 PM	9	Mar 2023		
	Complete	UPC	upccodes.csv	04/21/2023 02:26 PM	04/21/2023 02:26 PM	6			
	Complete with Errors	RITS	March2023ARetailer.csv	04/20/2023 03:36 PM	04/20/2023 04:25 PM	9	Mar 2023		view error
	Complete with Errors	RITS	March2023ARetailer.csv	04/20/2023 03:18 PM	04/20/2023 03:27 PM	9	Mar 2023		view error
	Complete with Errors	RITS	March2023ARetailer.csv	04/20/2023 03:05 PM	04/20/2023 03:13 PM	9	Mar 2023		view error
	Complete with Errors	RITS	March2023ARetailer.csv	04/20/2023 02:47 PM	04/20/2023 02:50 PM	9	Mar 2023		view error
	Complete	UPC	upccodes.csv	04/18/2023 05:20 PM	04/18/2023 05:22 PM	6			
	Rejected	RITS	March2023Retailer.csv	04/18/2023 05:11 PM	04/18/2023 05:13 PM		Mar 2023		

RITS REPORT – STATUS DESCRIPTIONS

File Upload Status Page

- There are three types of Statuses – Rejected, Complete and Complete with Errors.
- This page displays Confirmation Number, Status, Uploaded File Type, File Name, Uploaded and Processed Date/Time, Number of Records Process, Period filed, Amended and Errors.
- Please keep in mind that eSystems will generate a Confirmation Number even if the file contains errors or is rejected.
- A Confirmation Number does not guarantee you have filed your monthly return (this is a change from the RITS system).
- A corrected report is still due if your file contains errors.
- Only a Completed status is considered to be filed and complete.

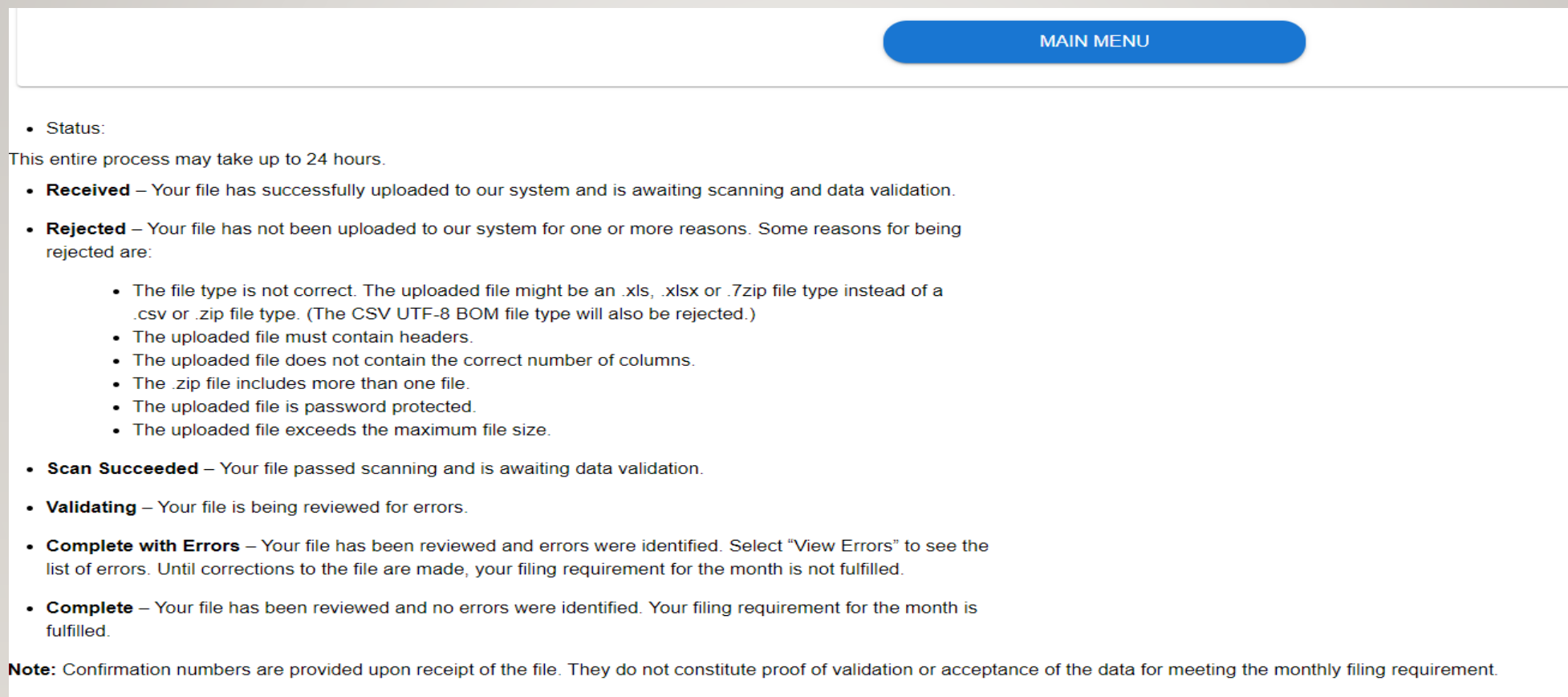
The upload status page should automatically refresh every five minutes, this process could take up to 24 hours, please check back if necessary by logging back into the eSystems Portal and going directly to the File Upload Status page.



RITS REPORT – STATUS LEGEND

File Upload Status Page

Once the file is accepted and in process, eSystems will take the user to the upload status page, if you page down you will see the detailed status legend.



The screenshot shows a web interface with a blue button labeled "MAIN MENU" in the top right corner. Below the button, there is a list of status categories. The first category is "Status:", followed by a note that the entire process may take up to 24 hours. The list includes "Received", "Rejected" (with a sub-list of reasons), "Scan Succeeded", "Validating", "Complete with Errors", and "Complete". A "Note" at the bottom states that confirmation numbers are provided upon receipt of the file but do not constitute proof of validation.

[MAIN MENU](#)

- **Status:**
This entire process may take up to 24 hours.
- **Received** – Your file has successfully uploaded to our system and is awaiting scanning and data validation.
- **Rejected** – Your file has not been uploaded to our system for one or more reasons. Some reasons for being rejected are:
 - The file type is not correct. The uploaded file might be an .xls, .xlsx or .7zip file type instead of a .csv or .zip file type. (The CSV UTF-8 BOM file type will also be rejected.)
 - The uploaded file must contain headers.
 - The uploaded file does not contain the correct number of columns.
 - The .zip file includes more than one file.
 - The uploaded file is password protected.
 - The uploaded file exceeds the maximum file size.
- **Scan Succeeded** – Your file passed scanning and is awaiting data validation.
- **Validating** – Your file is being reviewed for errors.
- **Complete with Errors** – Your file has been reviewed and errors were identified. Select "View Errors" to see the list of errors. Until corrections to the file are made, your filing requirement for the month is not fulfilled.
- **Complete** – Your file has been reviewed and no errors were identified. Your filing requirement for the month is fulfilled.

Note: Confirmation numbers are provided upon receipt of the file. They do not constitute proof of validation or acceptance of the data for meeting the monthly filing requirement.

REPORT INFORMATION

- New Filers do not have to file past reports.
- eSystems will not allow past reports if they are not due on the account, neither will the RITS portal.
- The CSV file should read like this CSV (Comma delimited)(* .csv) - do not pick UTF8.CSV files as these file types will not be accepted
- If you are using a Mac, you will save your excel file as a CSV (MS-DOS) (* .csv) file.
- Line 1 of your RITS file should contain headers see the page 28 row 1, for an example.
- This is an 13 field layout, see example page 28 row 1, (this file used to be 14 fields, the Sellers TABC permit was removed when we moved to eSystems).
- The system will reject a file that contains blank rows, the incorrect number of columns, not enough UPC digits (11-14) , if the decimals are missing, or if the wrong file type is being uploaded.



DATA LAYOUT – 1ST DATA ELEMENT/COLUMN A

Retailer's TABC Permit or License Number – Column A

- A retailer is a customer or business that purchased alcoholic beverages from you, the seller.
- Examples:
 - BG123456
 - BQ123456
 - N123456
 - MB123456
 - 200012345 – TABC AIMS permit number is allowed (9 digits, no characters)
 - 2021NETE1000 – up to four digits on the back end and the first four digits will change with each year
 - NT123456789 – no more than 9 digits
- 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.



Retailer's Taxpayer ID Number – Column B

- The 11 – digit tax identification number assigned by the Texas Comptroller's Office.
- Must begin with a 3 or a 1.
- Do not include dashes.

- Examples:
 - 32032032000
 - 17117171711

* This is a mandatory field.



Retailer's Trade Name – Column C

- 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.



Retailer's Street Address – Column D

- This is the retailer's physical address (street number and street name).
- Examples:
 - 1800 N Congress Ave.
 - 6915 Main St.
 - 1628 South Pecan Lane

* This is a mandatory field.



Retailer's City – Column E

- This is the name of the city where the retailer is located.

- Examples:
 - Houston
 - Dallas
 - Odessa

* This is a mandatory field.



Retailer's State – Column F

- This is the retailer's 2-character state code
- Example:
 - TX

* This is a mandatory field.

Retailer's 5-digit Zip Code – Column G

- Examples:
 - 78701
 - 76101
 - 77702

- Do not use zip+4 format.

* This is a mandatory field.



Beverage Class – Column H

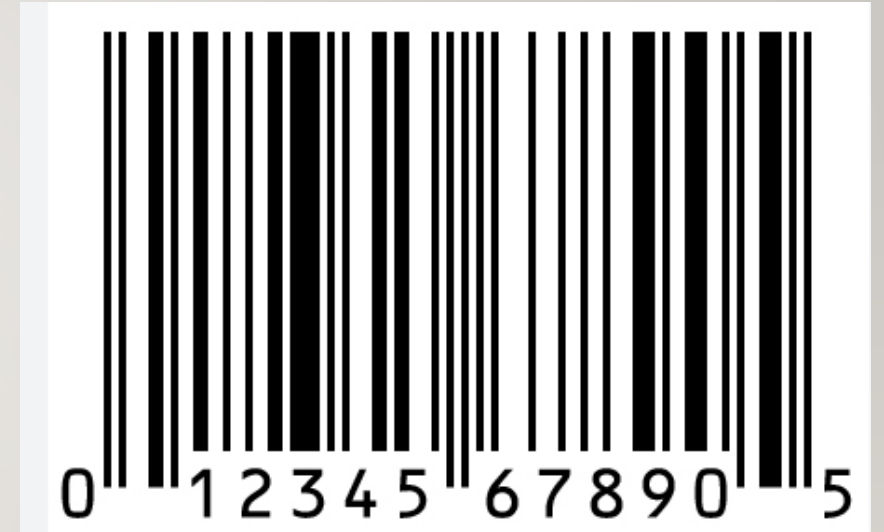
- Examples:
 - DS = Distilled Spirits
 - W = Wine
 - ML = Malt Liquor, Ale and Beer
- Each line item can only have one class of beverage designation.
- Legislative action ended the distinction between beer and ale. Both are now considered “malt beverages.” For more information on this topic, please visit the following pages: Per TABC <https://www.tabc.texas.gov/services/abc-2021-changes/beer-ale-changes/>.

* This is a mandatory field.



Universal Product Code (UPC) – Column I

- The manufacturer's UPC for each line item; this is not a SKU code or other internal code. An SKU is an alphanumeric code for internal use and is unique to individual retailers or manufacturers. UPC codes are universal and can be used to identify a product no matter who is selling it making it useful for external use.
- Each line item will only have one UPC code, usually 11-digits but not to exceed 14 digits.
- If no UPC code exists, call the RITS – Alcohol Support group for assistance at 800-531-5441 ext. 30959 or email them at RITS.Alcohol.Support@cpa.texas.gov.



* This is a mandatory Field.

Brand Name/Product Description – Column J

- This is a complete and specific brand name of each product you sold.
- Examples:
 - Miller
 - Bud Lite
 - Shiner Oktoberfest
 - Jack Daniels Black

* This is a mandatory field.



Individual Container Size – Column K

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

* This is a mandatory field.



Number of Containers – Column L

- 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 (ex: -107; -17).
- Do not include any spaces, decimal points, commas or any other special characters in this field.

* This is a mandatory field.



Net Selling Price/Invoice Amount: Column M

- This is the total sales amount charged to the customer of each line item on the report and should include any applicable discounts.
 - Example: If the sale was for 10 bottles of wine and each bottle cost 5.25 dollars this field would reflect 52.50.
 - To report a credit, enter a negative number (ex. -107.33, -17.98).
 - Decimals are required.
 - Do not include dollar signs, spaces, commas or any other special characters in this field.
- * This is a mandatory field.

RITS REPORT – 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 is due no later than July 25th).
- Your Excel file should have all headings/titles in columns A-M before converting to a .CSV file.
- Your Excel file should contain all UPC numbers before converting to a .CSV file.
- An amended report replaces an original report.
 - Do not submit corrections only, submit the entire month's report with your corrections.
 - Wait at least 12-24 hours to submit an amended report after you have submitted an original.
- Do not delete a field; delete the entire row for the file to process correctly – no blank rows.
- Excel notes:
 - All corrections are best made in your excel file then re-saved as a .CSV file for upload.
 - Do not make corrections to the csv file or it will not process and the file may become corrupt.
 - Create a new file for each month, do not use a previously used file to begin new month, this can cause corrupted data.



FORMAT GUIDE

Review the Alcohol Reporting Format Guide:

<https://comptroller.texas.gov/forms/67-301.pdf>

Data element refers to columns in your Excel report.

The data elements here start in Column A and go through Column M (A-M).

Please refer to the Definition and Descriptions guidelines to help clear up any errors you may be experiencing.

Data Element	FIELD LENGTH	DATA TYPE	DEFINITION AND DESCRIPTION
Retailer's TABC Permit or License Number	12	CHAR	The 8- to 12-digit permit or license number issued by the TABC. Each retailer has a separate TABC permit/license number for each physical location
Retailer's Texas Tax ID Number	12	CHAR	The 11-digit taxpayer identification number assigned by the Comptroller, for the purpose of reporting sales or other Texas taxes associated with the retailer's TABC permit/license number
Retailer's TABC Trade Name	11	CHAR	The trade name on the retailer's permit or license that is posted at the retailer's location.
Retailer's Street Address	50	CHAR	The retailer's physical address (street number and street name).
Retailer's City	50	CHAR	The name of the city where the retailer is located.
Retailer's State	2	CHAR	The retailer's 2-character state code. This should always be "TX".
Retailer's 5-Digit ZIP Code	5	CHAR	The 5-digit ZIP code of the retailer's physical location. Do not use the ZIP + 4 format.
Beverage Class	2	CHAR	The 1- or 2-character class of beverage code. The code must be DS, W, B or ML (distilled spirits, wine, beer or malt liquor). Each line item will have only one class of beverage code.
Universal Product Code (UPC)	14	DECIMAL	The manufacturer's 11- to 14-digit UPC for each line item. Each line item will have only one UPC. This field cannot be left blank. Must include leading zeros. If no UPC exists, please contact the RITS.Alcohol.Support@cpa.texas.gov
Product Description/Brand Name	50	CHAR	The complete production description and brand name of each product change.
Individual Container Size	15	CHAR	The individual bottle or can container size. Multi-unit packages or case packs must reflect the size of the individual units. Distilled spirits and wine must be listed in metric sizes. Report sizes less than one liter in milliliters (e.g., 750ml, 375ml, and 500ml). Report sizes one liter and greater in liters (e.g., 1.0L, 1.75L, 1.5L). Report most packaged beer and malt liquor in ounces. Domestic draft beer will normally be listed in gallons to one or two decimal places, such as 15.5G or 7.25G. Imported draft beer or malt liquor may be listed in either gallons or liters. Each line item will have only one size.
Number of Containers	7	CHAR	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.
Invoice Amount	12	DECIMAL	The total sales amount, including decimals, charged to the customer for each line item on this report, including any applicable discount.

Email for assistance: RITS.Alcohol.Support@cpa.texas.gov

Telephone: 800-531-5441 ext. 30959

- If the due date falls on a holiday or weekend, the due date moves to the next business day.
- A report is due each month even if you have no sales to report.
- You can file your report on the 1st – the 25th of each month to avoid the large late fees.
- If you need a PIN, please call the RITS – Alcohol Support group (see above).
- If you need to terminate your RITS reporting requirements, call or email the RITS – Alcohol Support group for assistance (see above).

If you need to request a waiver please see: comptroller.texas.gov/taxes/waivers/

