

# Alcohol Sales Information Disclosure

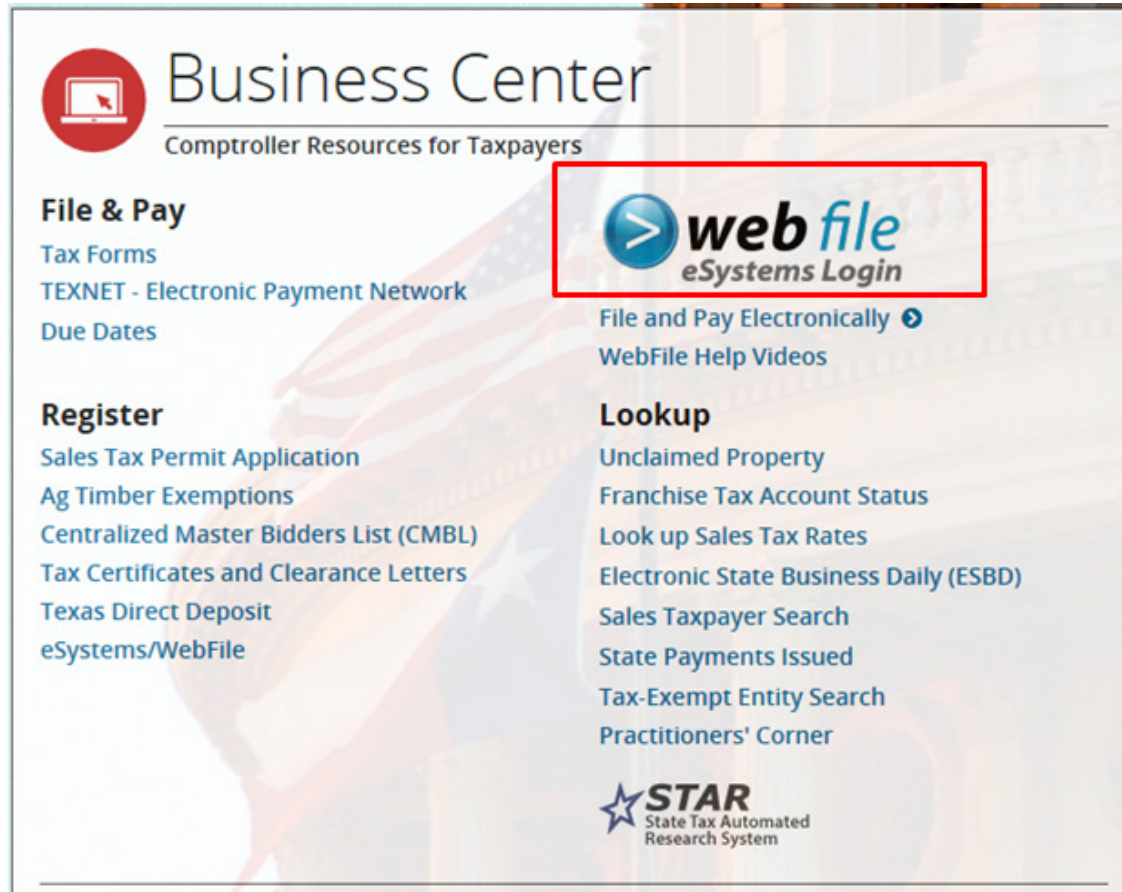
Visual Guide




# System Login and Access

- »» Instructions to login and access Alcohol Sales Information Reports

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eSystems/WebFile

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Franchise Tax Account Status  
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- ▶ Select webfile eSystems Login.

# Login to eSystems – New Users

## Returning User Login

Log in with the User ID you created when you first signed up. Passwords are case sensitive.

First-time user?

User ID:

Password:

[I forgot my User ID](#)

[I forgot my password](#)

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, 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 users should select “Sign Up” to create an eSystems account.

# Login to eSystems – Existing Users

## Returning User Login

Log in with the User ID you created when you first signed up. Passwords are case sensitive.

First-time user?

[Sign up](#)

User ID:

Password:

[Login](#)

[I forgot my User ID](#)

[I forgot my password](#)

### WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, 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.

- ▶ Returning users should enter their User ID and Password and then select “Login.”

# Select Reporting Option

## eSystems Menu

Select a function:

### Electronic Filing and Paying

[WebFile/Pay Taxes and Fees](#) 

Sales, Franchise and other taxes/fees.

#### Franchise Tax eSystems

- [WebFile/Pay Franchise Tax](#)
- [Request Certificate/Clearance Letter](#)
- [Franchise Accountability Questionnaire](#)


#### Sales Tax eSystems

[Texas Sales and Use Tax Registration](#)

- [Apply for Sales and Use Tax Permit](#)
- [Register for 911 Surcharge and Fees, Sales Tax Surcharge on Diesel Equipment](#)

[Request a Duplicate Sales Tax Permit](#) 

### State Payments and Vendor Systems

[Search State Payments Issued](#) 

[Apply for CMBL or HUB](#)

[Manage CMBL and HUB Accounts](#)

- [View/Edit Vendor Profile](#)
- [Pay CMBL Fee](#)

### Reporting

[Alcohol Distributor/Supplier Report](#)

[Unclaimed Property Online Express Reporting](#)

Want to search for Unclaimed Property?

[Go to ClaimItTexas.org](#)

[Cable/Internet/Telecom Rebate](#)

[Eminent Domain Report](#)

[Cigarette/Tobacco Sales Reporting](#)

(NSM/SPM Report, Manufacturer Sales Report, Retailer Sales Report)

### Other Registration

[Ag/Timber Registration](#)

[Qualified Research Registration/Renewals](#)

- ▶ Select Alcohol Distributor/Supplier Report to request or retrieve reports.

# System Certification

## Alcohol Dist/Supp Report Retrieval System Certification

Welcome to the Alcohol Distributor's report Retrieval System. Authorized Wholesales, Distributors and Non-resident Sellers may submit a request for a download of information relating to products they sell or distribute for retail sales in Texas.

I understand and accept the following terms.

Please read the following statements carefully

1. I certify that I hold a permit or license under Chapter 19, 20, 21, 37, 64, 65, or 66, Texas Alcoholic Beverage Code, as required by Section 111.006(h)(1), Texas Tax Code, in order to make this request.
2. I certify that this request relates only to information regarding the sale of a product distributed by me or my client, as required by Section 111.006(h)(2), Texas Tax Code.
3. I certify that all information and statements provided in connection with this request are true and correct.
4. I understand that any misstatement or falsification of information made in connection with this request may be an offense under Section 37.10, Texas Penal Code regarding knowingly making a false entry in a governmental record.

Continue

Cancel

- ▶ By checking this box, you are accepting the terms below; please read them carefully.

# Enter Taxpayer ID and TABC Permit/License Number

## Alcohol Dist/Supp Report Retrieval System Certification

Enter 11-digit taxpayer number:

(no dashes or spaces)

TABC Permit or License Number:

(one letter and a space or two letters, plus 6 or 7 digits)

Enter your Wholesaler, Distributor or Non-Residents Seller's number issued by the Texas Alcoholic Beverage Commission (TABC). The number must be eight or nine characters beginning with BB, BC, BD, W, X, LX or S.

Continue

Cancel

- ▶ Your Taxpayer ID must be 11 digits long.
- ▶ Your TABC permit/license number must be 8 or 9 digits long:
  - 1 letter, a space and 6 or 7 digits (e.g., S 123456 or S1234567); or
  - 2 letters, 6 or 7 digits with no space (e.g., BB123456 or BB1234567)
    - No dashes
    - No leading zero



# First Time Users – Enter your Access PIN

## Enter WebFile Number

---

Please enter the Access Personal Identification Number (PIN) to access the requested function. This code is located on the Alcohol Sales Disclosure PIN Notification letter you received from our office.

**Access PIN (Example: DS666666):**

Continue

Cancel

- ▶ The first time you request a report, you must enter your unique Access PIN. Each user will only need to enter it once. The PIN must be “DS” followed by 6 digits.

# First Time Users – Disclaimer Acceptance

## Access Disclaimer

By logging in to this site, the primary account holder accepts the responsibility of changes made and reports filed.

By accessing this site, all account holders agree to maintain the confidentiality of any taxpayer information in accordance with state and federal law. Pursuant to Texas Government Code, Section 552.023, a person who receives confidential taxpayer information through this website may not disclose the information to others except to the extent consistent with the authorized purposes for which consent to obtain the information was obtained.

I Agree

By checking "I Agree" and selecting "Continue", the account holder is agreeing to the terms and conditions of use.

Create access

Cancel

- ▶ By checking this box, you are agreeing to the terms above; please read them carefully.

# First Time Users – Access Confirmation

## Access Rights Confirmed

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### eSystems Menu

**Your Access Rights have been stored.**

Please note your Access PIN in your personal records. Your access rights will regulate the capabilities of your account when you access the TxComptroller eSystems.

Continue

- ▶ After entering the correct PIN, you will receive a message confirming your access rights.

# Request a Report

- »» Instructions for submitting information for a report

# Request a Report

## ⬇ Alcohol Distributor/ Supplier Report

Distributor's report request/retrieval

Welcome to the Alcohol Distributor's Report Retrieval facility. Wholesalers, Distributors and Non-Resident Sellers may submit a request for information pertaining to products they sell or distribute for retail sales in Texas.

What do you want to do?

Request a new report

Download a previously requested report

Continue

- ▶ Select “Request a new report” to upload your comma delimited (.csv) file.

# Report Period Information

## ⬇ Alcohol Distributor/ Supplier Report

Enter Report Period

Select the year and month to be included in the report. You may request only one calendar month at a time, beginning with September 2011. Your request should process overnight and be available for download for up to 14 days. Please note the availability of a report may be temporarily delayed pending availability of resources.

Select Filing Period Year

Select Filing Period Month

[Continue](#)

- ▶ Choose the year and month for the report you are requesting.

# Upload UPCs

## Ⓣ Alcohol Distributor/ Supplier Report

Select UPC File to Upload

Browse and choose the file to upload.  
The UPC upload file needs to be in comma delimited format.

Browse...

Continue

- ▶ Select Browse to search for and select the file containing your UPCs to upload.

# Submission Confirmation

## ⬇ Alcohol Distributor/ Supplier Report

### Selection Confirmed

Thank you for requesting a report for TABC Permit or License number :  for the filing period 1702. Your Confirmation number is .

Your request should process overnight and be available for download for up to 14 days. To download the report, please re-log into MyCPA and select "Download a previously requested report" radio button.

Please print this page for your records.

[Request Another Report](#)

- ▶ Your request should process overnight.
- ▶ Print this page.
- ▶ You can either request another report or logout.



# Retrieve a Report

- »» Instructions for downloading a report that was previously requested

# Retrieve a Report

## ⬇ Alcohol Distributor/ Supplier Report

Distributor's report request/retrieval

Welcome to the Alcohol Distributor's Report Retrieval facility. Wholesalers, Distributors and Non-Resident Sellers may submit a request for information pertaining to products they sell or distribute for retail sales in Texas.

What do you want to do?

Request a new report

Download a previously requested report

Continue

- ▶ Select “Download a previously requested report” to download a report that has already been requested. Reports are only available for 14 days.

# Select File

## ⬇ Alcohol Distributor/ Supplier Report

Select a period to download requested report

Below is a list of available reports to download. Please remember your report is only available for 14 days after the date you previously requested. Please request again if it has been longer than 14 days.

When requesting multiple downloads, please wait for completion of one download before requesting another download.

SORT: USER ID (A-Z)

Select	Choose a period to retrieve data on	User Id	User Name	Confirmation number
<input type="radio"/>	1701	User 1	Jane Doe	7013194710391
<input type="radio"/>	1701	User 1	Jane Doe	4013194710803
<input type="radio"/>	1701	User 2	John Doe	1013191160714
<input type="radio"/>	1701	User 2	John Doe	13191159929

Continue

- ▶ Choose one report to download.

# Download File

## ⌵ Alcohol Distributor/ Supplier Report

▼ Download Return to Results

[Download Now](#)

Click the '**Download Now**' link above to download your report data. For additional reports, click the 'Request Another Report' button below.  
**The file format that will be downloaded is comma delimited.**

- **Field 1 is Retailer Taxpayer Id CHARACTERS (11 Positions)**
- **Field 2 is Retailer Permit Number CHARACTERS (12 Positions)**
- **Field 3 is UPC Code CHARACTERS (18 Positions)**
- **Field 4 is Commodity Brand CHARACTERS (50 Positions)**
- **Field 5 is the Item Unit of Measure CHARACTERS (15 Positions)**
- **Field 6 is the Item Quantity CHARACTERS (7 Positions)**

- ▶ Select “Download Now.”

# Download Options

## ⬇ Alcohol Distributor/ Supplier Report

Download

Return to Results

[Download Now](#)

Click the '**Download Now**' link above to download your report data. For additional reports, click the 'Request Another Report' button below.  
**The file format that will be downloaded is comma delimited.**

- Field 1 is Retailer Taxpayer Id CHARACTERS (11 Positions)
- Field 2 is Retailer Permit Number CHARACTERS (12 Positions)
- Field 3 is UPC Code CHARACTERS (18 Positions)
- Field 4 is Commodity Brand CHARACTERS (50 Positions)
- Field 5 is the Item Unit of Measure CHARACTERS (15 Positions)
- Field 6 is the Item Quantity CHARACTERS (7 Positions)

Do you want to open or save 7013194710391Fhqjfh96-report.csv from mycpa.cpa.state.tx.us?

- ▶ You can chose to open or save your file.

# Download Additional Files

## Ⓣ Alcohol Distributor/ Supplier Report

▼ Download Return to Results

[Download Now](#)

Click the '**Download Now**' link above to download your report data. For additional reports, click the 'Request Another Report' button below.  
**The file format that will be downloaded is comma delimited.**

- Field 1 is Retailer Taxpayer Id CHARACTERS (11 Positions)
- Field 2 is Retailer Permit Number CHARACTERS (12 Positions)
- Field 3 is UPC Code CHARACTERS (18 Positions)
- Field 4 is Commodity Brand CHARACTERS (50 Positions)
- Field 5 is the Item Unit of Measure CHARACTERS (15 Positions)
- Field 6 is the Item Quantity CHARACTERS (7 Positions)

- ▶ When finished, select “Return to Results” to download another report or logout.

# Common Errors

- » Common issues that will prevent reports from being available

# ERROR – Ineligible Taxpayer Number

## Alcohol Dist/Supp Report Retrieval System Certification

Enter 11-digit taxpayer number:

(no dashes or spaces)

**Error - Your 11 digit taxpayer number is not set up to download any alcohol distributors reports. Please call 1-800-531-5441 ext. 30959 for further assistance.**

TABC Permit or License Number:

(one letter and a space or two letters, plus 6 or 7 digits)

Enter your Wholesaler, Distributor or Non-Residents Seller's number issued by the Texas Alcoholic Beverage Commission (TABC). The number must be eight or nine characters beginning with BB, BC, BD, W, X, LX or S.

Continue

Cancel

- ▶ You may see this error if you enter an invalid tax identification number; or you have not signed up for the distributor report.



# ERROR – Invalid Access PIN

## Enter WebFile Number

Please enter the Access Personal Identification Number (PIN) to access the requested function. This code is located on the Alcohol Sales Disclosure PIN Notification letter you received from our office.

**Access PIN (Example: DS666666):**

**Error - Personal Identification Code is invalid.**

Continue

Cancel

- ▶ You may see this error if you enter an invalid Access PIN.

# ERROR – Invalid Report Period

## ⬇ Alcohol Distributor/ Supplier Report

Enter Report Period

Select the year and month to be included in the report. You may request only one calendar month at a time, beginning with September 2011. Your request should process overnight and be available for download for up to 14 days. Please note the availability of a report may be temporarily delayed pending availability of resources.

Select Filing Period Year

Select Filing Period Month

**Cannot request a report prior to September 2011**

[Continue](#)

- ▶ You may see this error if you request a report prior to September 2011.

# ERROR – Zero Results

## ⬇ Alcohol Distributor/ Supplier Report

▼ Not Found Return to Results

The report you requested did not return any data from the UPC codes you uploaded.

- ▶ You may see the following if your UPC file did not get a match on the database.

# ERROR – Invalid UPCs

## ⬇ Alcohol Distributor/ Supplier Report

Select UPC File to Upload

Browse and choose the file to upload.  
The UPC upload file needs to be in comma delimited format.

C:\Program Files\Microso Browse...

The file contains validation errors. Please click [here](#) to see the errors.

Continue

- ▶ You may see this error if your UPC file is not formatted correctly:
  - No zeros
  - No blanks
  - No UPCs more than 18 digits