



TABC REPORT

“GETTING STARTED GUIDE”

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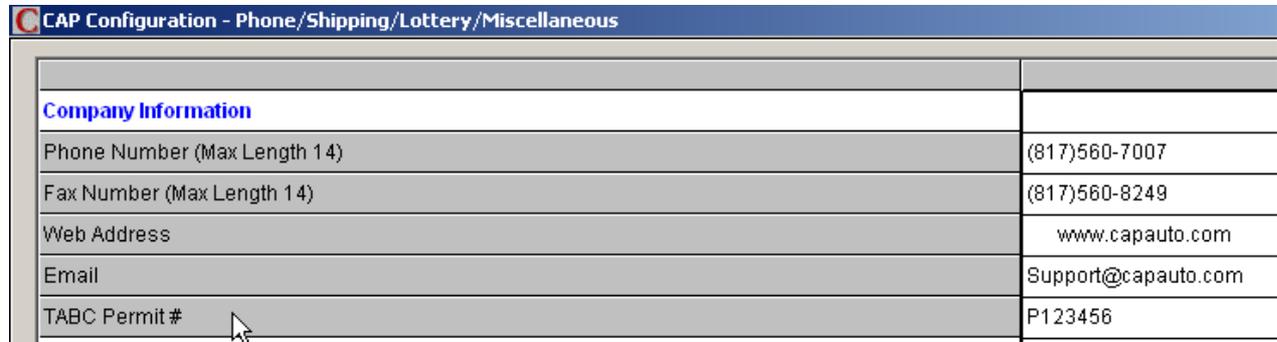
Sales (800) 826-5009, Support (817) 560-7007 Monday - Friday, 8:30am-5:30pm Central Time

TABC (Texas Alcoholic Beverage Commission) Wholesale Liquor Report is for liquor stores in Texas that sale wholesale.

Setup for the TABC report

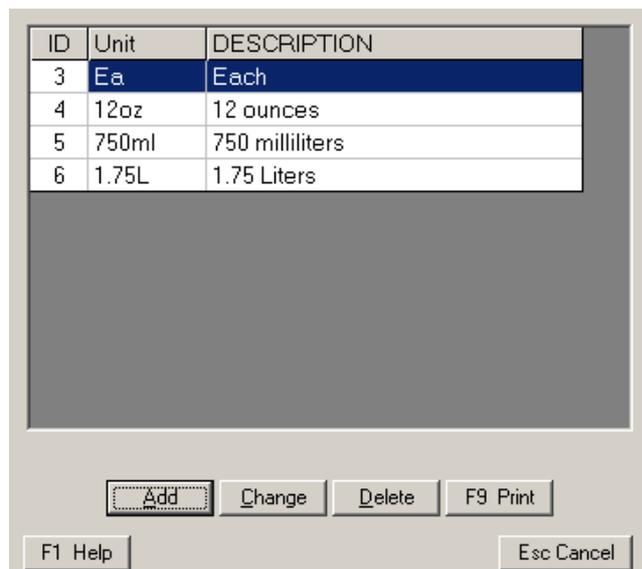
Go to Configuration and select Phone/Shipping/Lottery/Misc under Store Settings

Enter the stores TABC Permit # seen below.



CAP Configuration - Phone/Shipping/Lottery/Miscellaneous	
Company Information	
Phone Number (Max Length 14)	(817)560-7007
Fax Number (Max Length 14)	(817)560-8249
Web Address	www.capauto.com
Email	Support@capauto.com
TABC Permit #	P123456

Define your Units of Measure by going to Configuration and selecting Unit of Measure under Program Definition.



ID	Unit	DESCRIPTION
3	Ea	Each
4	12oz	12 ounces
5	750ml	750 milliliters
6	1.75L	1.75 Liters

Buttons: Add, Change, Delete, F9 Print, F1 Help, Esc Cancel

Select Add and begin adding all your units of measure.

For Example:

- a 12 oz can of beer – Unit Abbreviation = 12oz Description = 12 ounces
 - a bottle of Vodka – Unit Abbreviation = 750ml Desc = 750 milliliters
- Continue adding all of your measurements

Below is a list of the individual container sizes. This is how they should be entered in the Unit Abbreviation when creating your Units of Measure. Please reference document from the State of Texas TABC for details on how they should be entered.

Distilled Spirit container sizes less than one liter should be shown in milliliters:

750ml, 500ml, 375ml

Distilled Spirits containers one liter and greater should be shown as liters:

1.0L, 1.5L, 1.75L

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Domestic packaged beer and malt liquor should be shown in ounces:

7oz, 12oz, 16oz

Domestic draft beer should be shown in gallons to one or tow decimal places:

7.25G, 15.5G

Import draft beer or malt liquor may be listed in either gallons or liters. Each line item will have only one size.

Unit Abbreviation Length 5 (max)
Description

Define Additional Information for the Names file by selecting Additional Information from Configuration under Program Definitions. You will need to create two entries by selecting Add. The first entry is "TABC PERMIT" and the second entry is "TP ID#". They both need to be in all Caps exactly like below.

ID	DESCRIPTION
1	team
2	Annv. day
3	Fintech
5	Bday
6	TABC PERMIT
7	TP ID#

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Now in the Names file, you will need to enter the customers TABC PERMIT number and their TP ID# (Retailer/Purchaser Tax ID#) both of which they will receive from the state. These two numbers will be added in the Additional Information field for that customer. Seen below.

Company Horny Toad Bar & Grill		A/R Code 8175551212	Customer Since: 10/17/2011	
Title	First Name Dave	Last Name O'Brien		

Contact Information		Sales and Pricing		Shipping Address	
Address	1 Stadium Ave		Phone	817-555-1212	Ext.
Address 2			Cell Phone		
City	Fort Worth	State	TX	Fax #	
Zip Code	76109	Country	USA	Mail Code	
Add. Info.			Email		
			F9 Find EMail		
			Search Addl Info		

Notes

◀ ▶

The Additional Information descriptions will appear when you are either in the Add or Change mode for the customer.

Company Horny Toad Bar & Grill		A/R Code 8175551212	Customer Since: 10/17/2011	
Title	First Name Dave	Last Name O'Brien		

Contact Information		Sales and Pricing		Shipping Address	
Address	1 Stadium Ave		Phone	817-555-1212	Ext.
Address 2			Cell Phone		
City	Fort Worth	State	TX	Fax #	
Zip Code	76109	Country	USA	Mail Code	
Add. Info.			Email		
			F9 Find EMail		
			Search Addl Info		

TABC PERMIT	BQ123456
TP ID#	39876543211

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In the **Inventory** file you will need to set up the **Beverage Class, Volumetric Unit and Unit of Measure** for each of the items that will be included in the report.

The Beverage Classes are DS = Distilled Spirits, W = Wine, B = Beer, ML = Malt Liquor. Enter the Beverage Class code for the item into the Beverage Class field (**DS, W, B or ML**) in Inventory under the Messages tab. (The Beverage Class field will not show up on your inventory screen until you have entered your TABC Permit # into Configuration under Phone/Shipping/Lottery/Misc)

The Volumetric Unit is the amount of units in this item. For example, a single beer would have a volumetric unit of 1, a six pack of beer would have a volumetric unit of 6, a case of beer would have a volumetric unit of 24. A bottle of wine would have a volumetric unit of 1, a case of wine would have a volumetric unit of 12. Enter the unit amount for the item in the Volumetric Unit field under the Messages Tab.

The **Unit of Measure** can be selected from the drop down list. You will need to define these in configuration before they show up in the drop down. This is the size of the container. Ex. 6 pack =12oz

Stock Locator	87.	Description	Beer Six pack
Vendor Item #	87	Sub-Description	
		UPC(s)	921365412361
Unit of Measure	12 oz - 12 ounces		

Main Additional Information Messages

Extended Description - Invoices

Extended Description - Purchase Orders

Up Sell Message

Floor Location
Front Back

Store Reference No

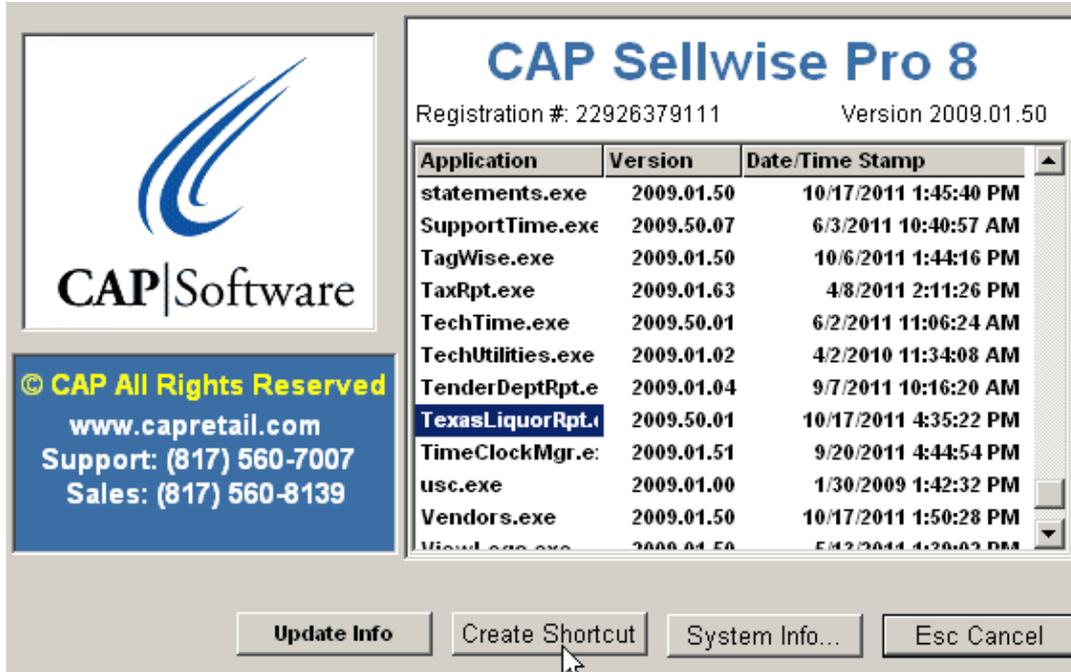
Volumetric Units 6

Beverage Class B

In the example above we have an item for a six pack of beer, the Unit of Measure is set to 12oz bc there are 12 ounces of beer in a can, the Volumetric Unit is set to 6 because there are 6 units in this item and the Beverage Class is set to B because it is a Beer.

UPC – You must have the UPC of the item in the UPC field. Otherwise, the item will not show up in the report.

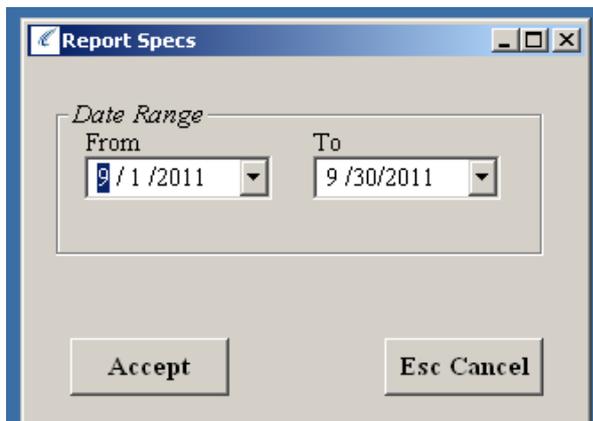
The Texas Liquor Report can be found either in your program files path or by going to Help and About. Look for the program called TexasLiquorRpt.exe and create a shortcut to your desktop. If you are finding the report by going to Help from the SellWise Pro toolbar and then selecting About, highlight the TexasLiquorRpt.exe and select the Create Shortcut button.



A new Icon for the Texas Liquor Report will now show on your desktop. Double Click the Icon to run the report.



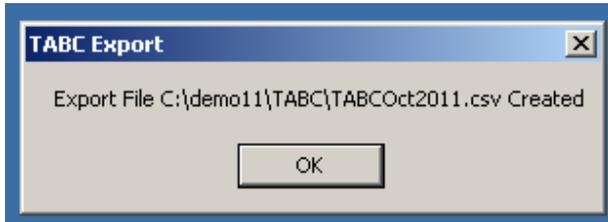
The report will default to the previous month but you can change the date if you need to by selecting the drop down to the calendar.



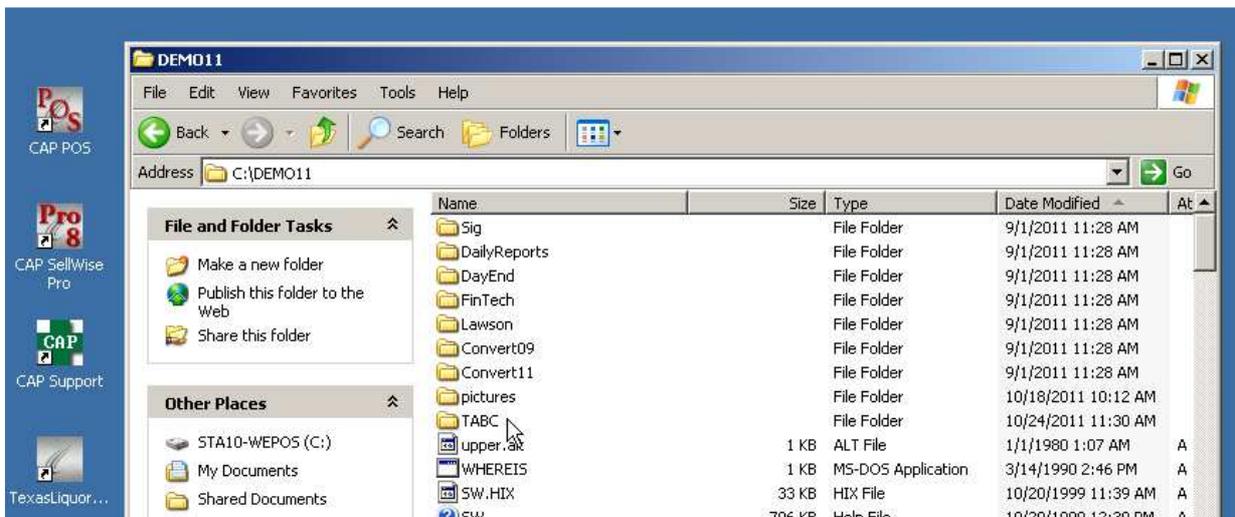
Once you have chosen the date range, select Accept to run the report.

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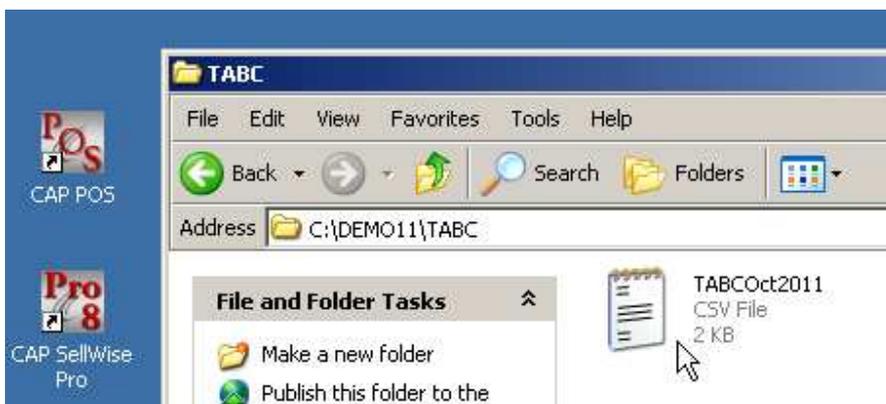
This will display the path where the report will be located. Which will be your data path (normally C:\SW) in a folder called "TABC". The file name of the report will contain the month and year. TABCOct2011.csv for October 2011



Now you can find your report in the Export path.



You can view the report by double clicking the file – TABCOct2011 which is a CSV file.



This is the file you will need to send to the state.

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Below is an example of the file.

```
TABCOct2011.csv - Notepad
File Edit Format View Help
PT999888111","BQ123456","39876543211","Horny Toad Bar & Grill","1 Stadium Ave","Fort worth","TX","76109 "
PT999888111","BQ123456","39876543211","Horny Toad Bar & Grill","1 Stadium Ave","Fort worth","TX","76109 "
PT999888111","BQ123456","39876543211","Horny Toad Bar & Grill","1 Stadium Ave","Fort worth","TX","76109 "
PT999888111","BQ123456","39876543211","Horny Toad Bar & Grill","1 Stadium Ave","Fort worth","TX","76109 "
PT999888111","BQ123456","39876543211","Horny Toad Bar & Grill","1 Stadium Ave","Fort worth","TX","76109 "
PT999888111","BG123456","19876543211","Purple People Eatery","1 University Dr","Fort worth","TX","76109
```

Warning

Please make sure there are no commas “,” in the CAP Inventory description of your items. This will cause issues with the reporting since the state requested we created this report as a csv (comma separated value)