

Florida

DEPARTMENT OF REVENUE

**Manufacturer/Wholesaler/Distributor Reporting System
File-Creation Template
User Guide**

Ver. 2023 1.0

Table of Contents

Changes.....	3
1 Introduction	4
2 Purpose.....	4
3 Definitions.....	4
4 Responsibilities	4
5 About Electronic Report Filing.....	4
5.1 Accepted Forms and Schedules.....	4
5.2 Replacement Reports	5
5.3 Timely Filing	5
6 Template Usage	5
6.1 Using the Template.....	5
6.2 Populating the Template to Create a Flat File	5
6.2.1Retailer Detail Tab	5
6.2.2Annual Totals Tab	8
6.2.3Seller Info Tab	8
6.2.4Flat File Tab.....	9
6.3 Copy the Flat File Data Into a Text File	9
6.4 Correcting Errors in Your Template Data.....	12
7 ABT Import File Description	14
7.1 Record Type 01 – Header Record	14
7.2 Record Type 99 – Trailer Record.....	15
7.3 Record Type 80 – Filing Wholesaler/Seller Product Report Totals Record	15
7.4 Record Type 81 and 82 are Combined – Retailer Monthly Detail Record.....	16
8 Importing the File	17
9 Contact Information	17
10 Accompaniments	17
10.1 Accompaniment: Excel Spreadsheet Included Within flAbtTemplatePkg.zip	17
10.2 Appendix: Import File Error Codes and Messages.....	17

Changes

Title	Description of Change	Revision Date
Documentation	Addition of a new Error Code and Description to table in the appendix.	6/19/2023
Documentation	Document name and version updated.	06/01/2022
Documentation	Modifications to standardize and update overall document.	06/20/2017
Contact Information and Resource Links	The Florida Department of Revenue has implemented a new website address and email address format.	11/14/2017
URL Modifications	Modified all URLs to new shorter format and changed contact phone to new 850 number.	11/14/2017
Field Edits	Added field edits with creation of flat file only if no errors.	05/30/2018
Report Period Dates Drop-Down	Added drop-down list for Report Period Begin Date that then populates correct End Date automatically.	05/30/2018
Help Screens	Added Help buttons for Retailer Detail, Annual Totals, and Seller Info pages.	05/30/2018
Documentation	Addition of Section 6.4 Correcting Errors in Your Template Data.	06/01/2020
Documentation	Addition of Appendix: Import File Error Codes and Messages	06/01/2020

1 Introduction

The Florida Department of Revenue has established an electronic filing program for the wholesalers, distributors, and/or manufacturers of alcoholic beverages and/or tobacco products.

More information and resources regarding the Report Requirement for Sellers of Alcoholic Beverages or Tobacco Products to Florida Retailers are available on the Department's website at floridarevenue.com/taxes/wholesale_report.

To access the website, go to the Department's File and Pay Taxes, Fees, and Remittances webpage at floridarevenue.com/taxes/filepay. Follow the instructions in [Section 8 – Importing the Text File](#).

2 Purpose

This guide provides instructions for using the ABT_Template Excel spreadsheet, which may be used as a tool for creating an import text file. The transmission method for importing the text file produced is through the Department's Wholesaler/Distributor Reporting website.

3 Definitions

- **ABT:** Florida Division of Alcoholic Beverages and Tobacco
- **BSWA:** The Department's service provider for intake and processing of electronic reports
- **DBPR:** Florida Department of Business and Professional Regulation
- **FEIN:** Federal Employer Identification Number

4 Responsibilities

The following compliance requirements must be met:

- **Florida Department of Revenue**
 - Respond to inquiries within two business days.
 - Facilitate file submission efforts.
 - Communicate system changes.
- **BSWA**
 - Provide website application for electronic filing of reports.
- **User**
 - Correctly utilize the ABT_Template spreadsheet to create an electronic import report file.
 - Generate the data file to be imported to the Florida Department of Revenue's Wholesaler/Distributor Reporting website.

5 About Electronic Report Filing

5.1 Accepted Forms and Schedules

The wholesaler report consists of the filing wholesaler/seller, retailers that the wholesaler sold products to, and sales records by month and product type. The report may be created by manually entering data or importing data into the website application.

For optimum website functionality, import files should not exceed 20,000 details. Exceeding this number can cause the website's import process to time out or cause a failure to create a confirmation page PDF.

5.2 Replacement Reports

The Department does not provide the ability to replace a previously submitted report in its entirety. Submitted report data can be added to but cannot be deleted or replaced.

5.3 Timely Filing

The information report is due annually on July 1 for the preceding reporting period and is delinquent if not received by the Department by September 30 (section 212.133(3), Florida Statutes). The filing period is July 1 of the prior year up to June 30 of the current year.

6 Template Usage

Always download a new template. Follow the instructions in [Section 6.2 to populate your template](#). After populating the template, follow the instructions in [Section 6.3 to create your text file](#). If errors are identified in the data you entered, follow the instructions in [Section 6.4 to make corrections](#).

6.1 Using the Template

The template spreadsheet consists of three tabs, initially: Retailer Detail, Annual Totals, and Seller Info.

	A	B	C	D	E	F	G
1	Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number
2	Required	Required	Required	Required	Required	Required	Optional

6.2 Populating the Template to Create a Flat File

These three tabs are manually populated, and the macros will generate the fourth tab to create the data for the text file.

6.2.1 Retailer Detail Tab

Enter your Retailer Detail data by either keying or pasting from another source:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number	Retailer FEIN	Sales Month	Product Type	Monthly Net Sales Amount	Seller License/Permit Number	Retailer Help
2	Required	Required	Required	Required	Required	Required	Optional	Optional	Required	Required	Required	Required	

Each entry (row of data) **requires** the following fields to be populated:

- Retailer License/Permit Number
- Retailer Name
- Retailer Address
- City
- State
- Zip
- Product Type
- Sales Month/Year
- Monthly Net Sales Amount
- Seller License/Permit Number (Wholesaler)

Each entry (row of data) also contains the following fields, which are optional:

- Retailer Sales Tax Certificate Number
- Retailer FEIN

Only one entry (row of data) is allowed for each Retailer License/Permit Number, Product Type, Sales Month/Year, and Seller License/Permit Number (Wholesaler) combination. If two are entered for the same Retailer, Product Type, Sales Month/Year, and Seller, it will display an error as a duplicate during the import process on the website application.

Do not create an entry if you have no sales for a particular Retailer License/Permit Number, Product Type, Sales Month/Year, and Seller License/Permit Number (Wholesaler) for the Sales Month/Year.

NOTE: * Indicates fields that are required.

Alphanumeric fields are not case-sensitive and will accept letters, numbers, and the following special characters:

& () . @ ~ ` / \ : ; [] { } | , - * \$! % " ' " < > ^

Retailer License/Permit Number* – License/Permit number issued by DBPR/ABT to a Retailer.

Alphanumeric. Right-justified.

- First three characters must be three alpha characters, or one space and two alpha characters. Examples: WDE1234567 or _BC1234567 (for Bottle Club license type).
- Last seven must be numeric digits. The first two of the last seven digits should be the numeric county code (11 through 77).

Retailer Name* – Name of the Retailer/Customer.

Alphanumeric.

Address* – Delivery location address (house #/street).

Alphanumeric.

City* – Delivery location city.

Alphanumeric.

State* – Delivery location state. Two-character state abbreviation. Example: FL

ZIP* – Delivery location ZIP code (five numeric digits).

Retailer Sales Tax Certificate Number – Number issued by the Florida Department of Revenue (13 numeric digits).

Retailer FEIN* – Federal Employer Identification Number issued by the Internal Revenue Service (nine numeric digits). Will accept hyphens for 10 characters.

Sales Month* – Month and year for which sales are being reported.

Enter a two-digit month and four-digit year, or two-digit month, two-digit day and two-digit year. Any variance from these examples may result in corrupt date entries.

Examples of acceptable date formats for the template for the month of July 2017:

07/2017 07-2017 07/01/2017 07-01-2017

The template functionality automatically converts any of the examples shown above into **07/2017** (two-digit month with slash and four-digit year).

Product Type* – The product type for the sales being reported.

Product Types must be entered as alpha text as shown below. This field is not case-sensitive:

Beer	“beer”
Wine	“wine”
Spirits/Liquor	“spirits” or “liquor” (use either, but not both)
Cigars	“cigars”
Cigarettes	“cigarette”
Other Tobacco	“other tobacco”
Other Products ¹	“other products”
Combined Net Sales Amount ²	“combined”

¹The Other Products category is for non-alcoholic/non-tobacco products that a wholesaler distributes to retailers. **This field is seldom used.**

You are **NOT required** to provide your net sales information for “other products” type. It is included for your convenience to provide a means of reconciling invoices if you wish to do so.

²The Combined Net Sales Amount category is for use **ONLY** if you have **no ability** to accurately break out your sales per product type. **This field is seldom used.**

This field is **NOT** for use for a **summed total** of the net sales reported for all categories. It is included for reporting sales conducted for a product that cannot be identified or categorized by the actual product type. Misuse of this category may cause your report to be rejected.

Monthly Net Sales* – The total monthly net sales amount per product type, per retailer.

Add all sales within each month for each Product Type to get your Monthly Net Sales Amount and enter **one entry** of data for that Sales Month/Year.

To report a negative net sales amount, include a negative sign (-) preceding the amount in the field.

NOTE:

The amount field allows entry of a dollar sign, comma, and decimal, but if not included, the cell will automatically modify the entry.

Example: \$123 will be \$123.00

Example: 1234567 will become \$1,234,567.00

Seller License/Permit Number* – License/Permit number issued by DBPR/ABT to a wholesaler, manufacturer, or distributor.

Alphanumeric. Right-justified.

- First three characters must be alpha characters. Example: WDE1234567
- Last seven must be numeric digits. The first two of the last seven digits should be the numeric county code (11 through 77).

This could be the same License/Permit number that was included on the Wholesaler and Seller Info tab or one of the additional License/Permit numbers included in the report.

6.2.2 Annual Totals Tab

Enter your **Annual Net Sales Amounts by Product Type**:

	A	B	C	D	E	F	G	H	I
	Annual Net Sales Amount Beer	Annual Net Sales Amount Wine	Annual Net Sales Amount 'Spirits' or 'Liquor'	Annual Net Sales Amount Cigars	Annual Net Sales Amount Cigarette	Annual Net Sales Amount Other Tobacco	Annual Net Sales Amount Other Products	Annual Net Sales Amount Combined	Totals Help
1									
2									

Retailer Detail | **Annual Totals** | Seller Info

Annual Net Sales Amount(s) are the sum of all **Monthly Net Sales** for each **Product Type**. To report a negative net sales amount, include a negative sign (-) preceding the amount in the field.

If you have **no sales** for a **Product Type**, enter a zero in the amount field. **Do not leave blank.**

NOTE:

The amount field allows entry of a dollar sign, comma, and decimal, but if not included, the cell will automatically modify the entry.

Example: \$123 will be \$123.00

Example: 1234567 will become \$1,234,567.00

6.2.3 Seller Info Tab

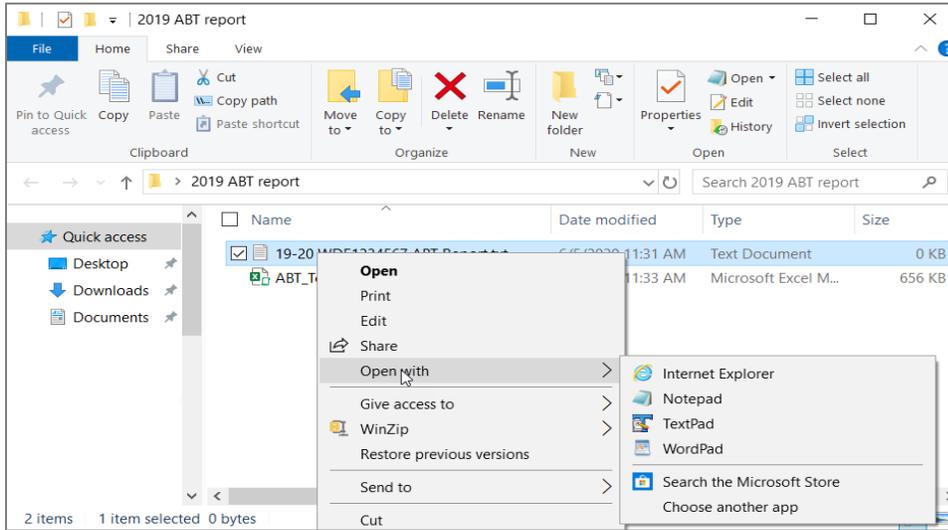
Enter your **Seller Info** data:

	A	B	C	D	E	F
	Report Period Begin Date	Report Period End Date	FEIN (9 numbers)	Seller License Number	Sales Tax Certificate Number (13 numbers)	Seller Help
1	Required	(Auto-filled)	Required	Required	Optional	
2	7/1/2019	6/30/2020				
3	Create Flat File					

Retailer Detail | Annual Totals | **Seller Info**

- Select **Report Period Begin Date**, and the **Report Period End Date** automatically populates.
- Enter your nine-digit **FEIN** and 10-character **Seller License Number**, which are required.
- Entering your **Sales Tax Certificate Number** is optional.
- Click the “Create Flat File” button.
 - If there are no errors on any of the three tabs, a fourth “Flat File” tab is created and opens. This is **NOT** the actual import file. Follow the instructions in [Section 6.3 – Copy the Flat File to a Text File](#) to create your text file, which you will import into the website application.
 - If errors exist on any of the first of the three tabs, the first of the three tabs with errors opens. Follow the instructions in [Section 6.4 – Correcting Errors In Your Template Data](#) to make corrections.

3 Open your text file with the software you prefer:

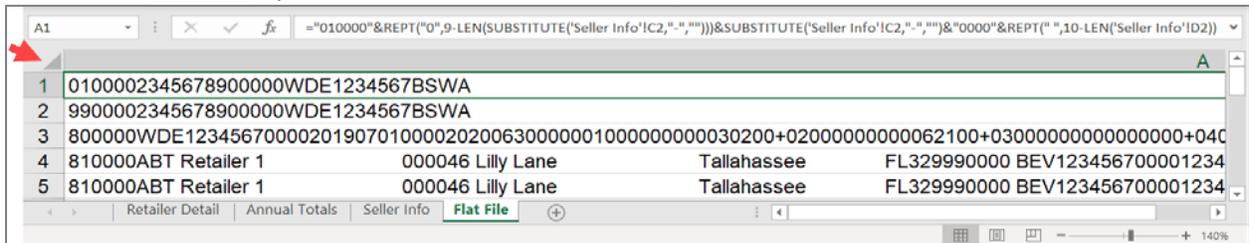


The blank text file is open and ready to populate from the Excel spreadsheet.

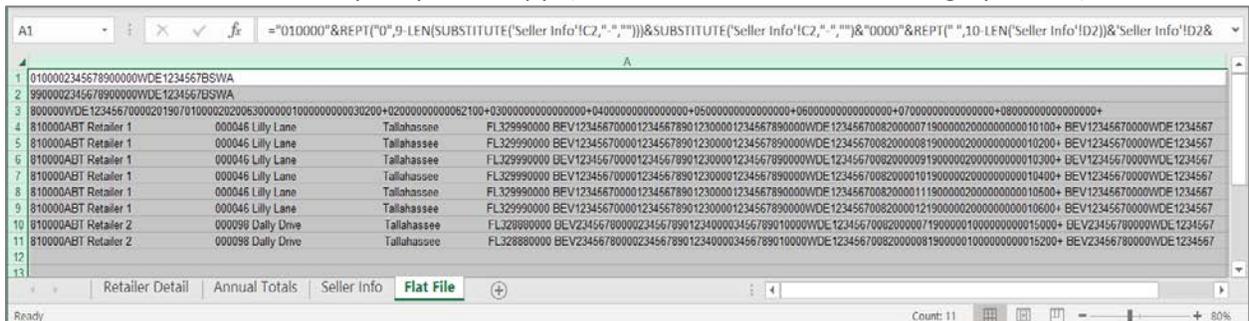


4 On the **Flat File** tab of your spreadsheet, you will copy all data to paste into your text file.

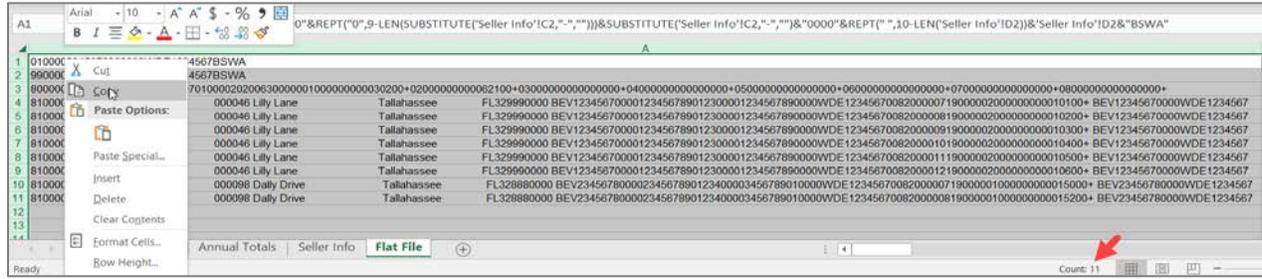
Click on the **select all** option above row 1 (see red arrow):



All data is then selected, ready for you to copy. (Note that all data on the tab is grayed out.)

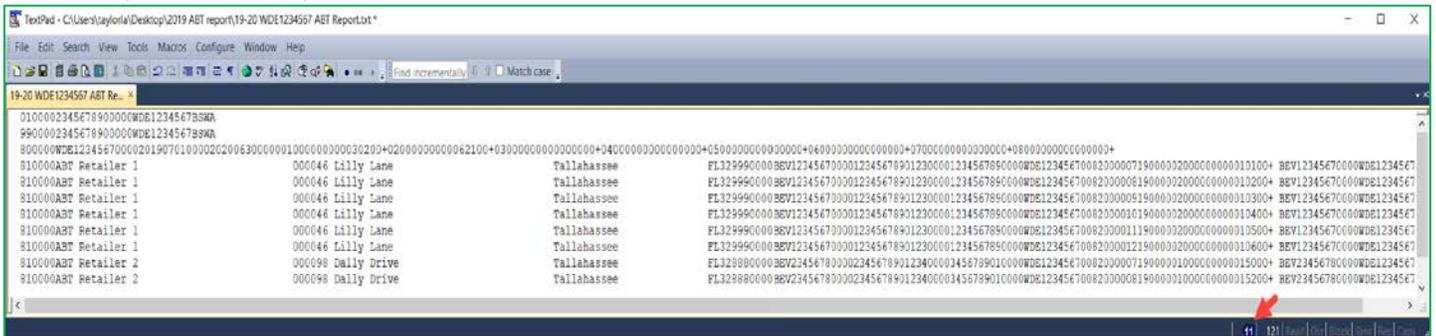


Right-click with your mouse anywhere within the spreadsheet (rows and columns of data) to get the options popup menu and **select copy**:

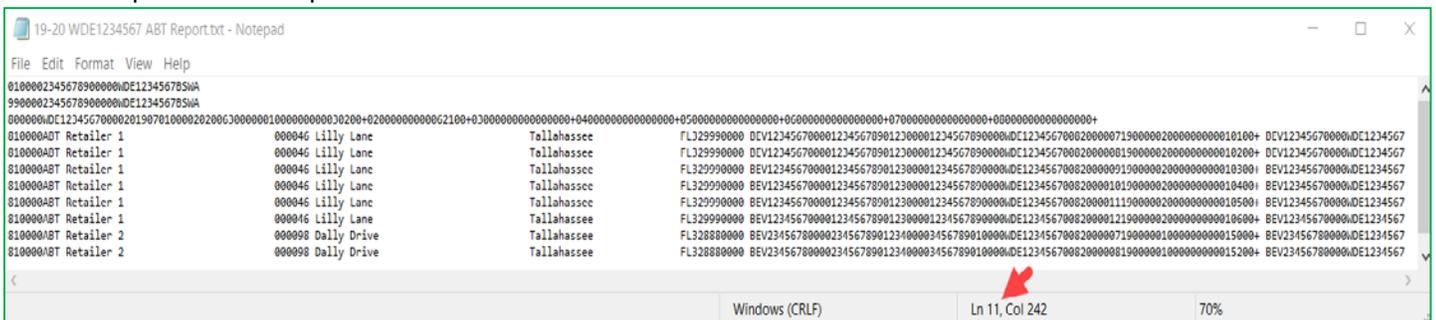


5 Place your cursor inside your blank text file and **paste** your data. Verify that the number of lines pasted to your text file matches the number of lines in your spreadsheet. **Count** displays at the bottom of a spreadsheet and **line number** displays at the bottom of a text file.

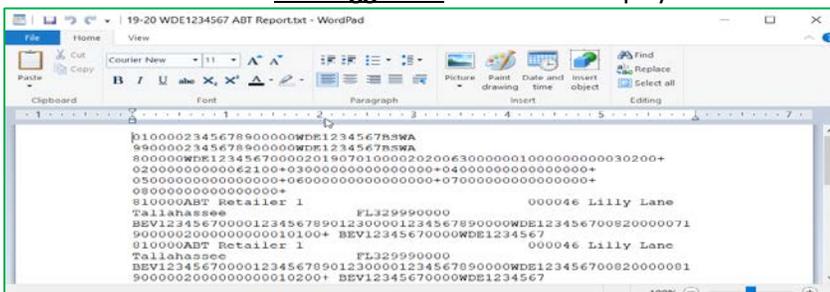
Textpad view after paste:



Notepad view after paste:



WordPad view – **not suggested** because it wraps your data lines, as seen below:



6.4 Correcting Errors in Your Template Data

If a field entry fails the template's validations, you will see **pink** cells like the examples below.

As you correct errors, the cells do not change color as you make the corrections. You may return to the **Seller Info tab** and select the "Create Flat File" button again. Only field entries that have not been corrected will display as **pink** cells.

Common Retailer tab errors:

Omission of required field (Product Type):

The screenshot shows an Excel spreadsheet with the following data:

Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number	Retailer FEIN	Sales Month	Product Type	Monthly Net Sales Amount	Seller License/Permit Number
Required	Required	Required	Required	Required	Required	Optional	Optional	Required	Required		
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	07/2019			
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	08/2019	Wine		
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	07/2019	Beer		
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	08/2019	Beer		

A dialog box is displayed with the message: "Critical Errors! Total Errors: 1. Please correct any highlighted fields." The Product Type field in the first row is highlighted in pink.

Blank row:

The screenshot shows an Excel spreadsheet with the following data:

Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number	Retailer FEIN	Sales Month	Product Type	Monthly Net Sales Amount	Seller License/Permit Number
Required	Required	Required	Required	Required	Required	Optional	Optional	Required	Required	Required	Required
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	07/2019	Beer	\$150.00	WDE1234567
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	08/2019	Beer	\$152.00	WDE1234567

A dialog box is displayed with the message: "Critical Errors! Total Errors: 10. Please correct any highlighted fields." The blank row is highlighted in pink.

Sales Month/Year entered is not within the Reporting Period:

The screenshot shows an Excel spreadsheet with the following data:

Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number	Retailer FEIN	Sales Month	Product Type	Monthly Net Sales Amount	Seller License/Permit Number
Required	Required	Required	Required	Required	Required	Optional	Optional	Required	Required		
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	09/2020	Wine		
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	08/2019	Wine		
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	07/2019	Beer		
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	08/2019	Beer		

A dialog box is displayed with the message: "Critical Errors! Total Errors: 1. Please correct any highlighted fields." The Sales Month field in the first row is highlighted in pink.

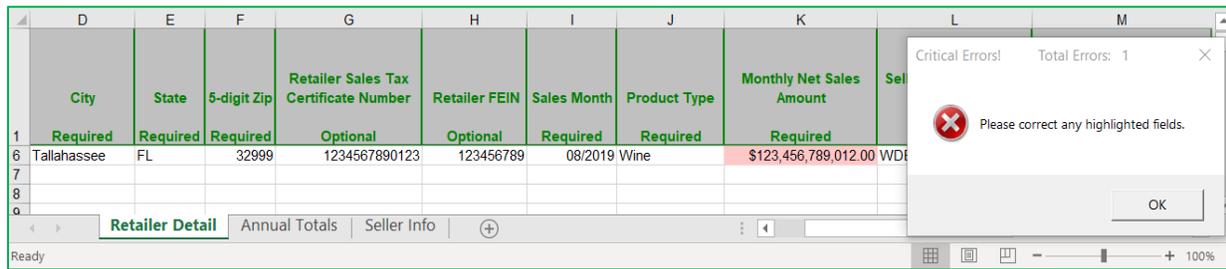
Data entered exceeds field size:

The screenshot shows an Excel spreadsheet with the following data:

Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number	Retailer FEIN	Sales Month	Product Type	Monthly Net Sales Amount	Seller License/Permit Number
Required	Required	Required	Required	Required	Required	Optional	Optional	Required	Required		
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999000	1234567890123	123456789	07/2019	Wine		
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	08/2019	Wine		
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	07/2019	Beer		
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	08/2019	Beer		

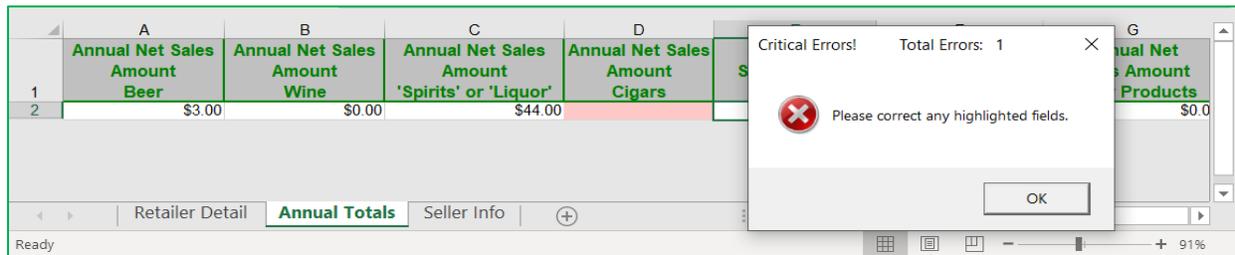
A dialog box is displayed with the message: "Critical Errors! Total Errors: 1. Please correct any highlighted fields." The 5-digit Zip field in the first row is highlighted in pink.

Monthly Net Sales Amount exceeds field size:

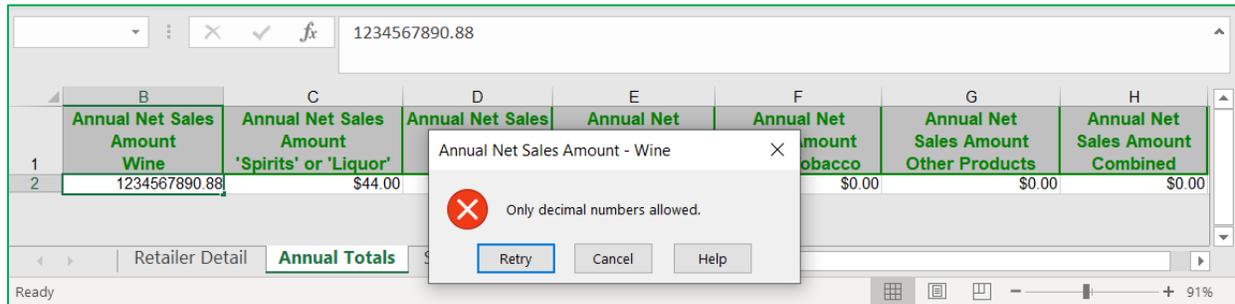


Common Annual Totals tab errors:

Omission of required field:



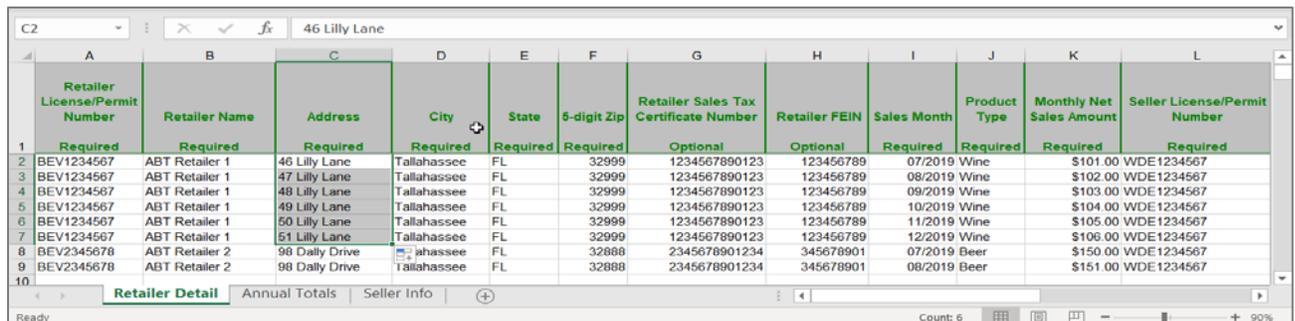
Amount entered exceeds field size:



Other actions that can cause issues that will not generate an error:

The use of the **drag** feature in Excel will cause numeric values to increment within alphanumeric fields.

Address example:



Retailer License example:

Retailer License/Permit Number	Retailer Name	Address	City	State	5-digit Zip	Retailer Sales Tax Certificate Number	Retailer FEIN	Sales Month	Product Type	Monthly Net Sales Amount	Seller License/Permit Number
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	07/2019	Wine	\$101.00	WDE1234567
BEV1234568	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	08/2019	Wine	\$102.00	WDE1234567
BEV1234569	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	09/2019	Wine	\$103.00	WDE1234567
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	10/2019	Wine	\$104.00	WDE1234567
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	11/2019	Wine	\$105.00	WDE1234567
BEV1234567	ABT Retailer 1	46 Lilly Lane	Tallahassee	FL	32999	1234567890123	123456789	12/2019	Wine	\$106.00	WDE1234567
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	07/2019	Beer	\$150.00	WDE1234567
BEV2345678	ABT Retailer 2	98 Dally Drive	Tallahassee	FL	32888	2345678901234	345678901	08/2019	Beer	\$151.00	WDE1234567

Erroneous day within Sales Month/Year field:

The day is autogenerated as 1 when the month and year are entered into the field.

The drag feature increments the day. The flaw is not visible except by viewing in the upper reading pane.

7 ABT Import File Description

The file description below details all fields of the import file generated by the ABT_Template. The ABT import file consists of five record types, with the 81 and 82 being a shared detail line. There are three possible field types:

- A = alpha characters only
- N = numeric digits only
- X = alphanumeric and special characters

7.1 Record Type 01 – Header Record

Field Name	Field Type	Field Length	Position in Record		Field Description
Record Type	N	2	1	2	“01” (Header record)
Filler	N	4	3	6	Zero fill “0000”
Company Identifier	N	9	7	15	FEIN
Filler	N	4	16	19	Zero fill “0000”
Seller License/Permit Number	X	10	20	29	AAANNNNNNN
Identifier	A	4	30	33	“BSWA” (From BSWA Template)

7.2 Record Type 99 – Trailer Record

Field Name	Field Type	Field Length	Position in Record		Field Description
Record Type	N	2	1	2	"99" (Trailer record)
Filler	N	4	3	6	Zero fill "0000"
Company Identifier	N	9	7	15	FEIN
Filler	N	4	16	19	Zero fill "0000"
Identifier	A	4	20	23	"BSWA" (From BSWA Template)

7.3 Record Type 80 – Filing Wholesaler/Seller Product Report Totals Record

Field Name	Field Type	Field Length	Position in Record		Field Description
Record Type	N	2	1	2	"80" (Report Totals by Product)
Filler	N	4	3	6	Zero fill "0000"
Seller License / Permit Number	X	10	07	16	AAANNNNNNN
Filler	N	4	17	20	Zero fill "0000"
Report Begin Date	N	8	21	28	Format mmdyyy, (July 01 of last year)
Filler	N	4	29	32	Zero fill "0000"
Report End Date	N	8	33	40	Format mmdyyy, (June 30 of this year)
Filler	N	4	41	44	Zero fill "0000"
Product Type 01	N	2	45	46	Beer = "01"
Filler	N	4	47	50	Zero fill "0000"
Annual Sales 01	N	11	51	61	99999999^99 assumed decimal
Amount Sign	X	1	62	62	Plus or Minus ("+" or "-")
Product Type 02	N	2	63	64	Wine = "02"
Filler	N	4	65	68	Zero fill "0000"
Annual Sales 02	N	11	69	79	99999999^99 assumed decimal
Amount Sign	X	1	80	80	Plus or Minus ("+" or "-")
Product Type 03	N	2	81	82	Spirits/Liquor = "03"
Filler	N	4	83	86	Zero fill "0000"
Annual Sales 03	N	11	87	97	99999999^99 assumed decimal
Amount Sign	X	1	98	98	Plus or Minus ("+" or "-")
Product Type 04	N	2	99	100	Cigars = "04"
Filler	N	4	101	104	Zero fill "0000"
Annual Sales 04	N	11	105	115	99999999^99 assumed decimal
Amount Sign	X	1	116	116	Plus or Minus ("+" or "-")
Product Type 05	N	2	117	118	Cigarette = "05"
Filler	N	4	119	122	Zero fill "0000"
Annual Sales 05	N	11	123	133	99999999^99 assumed decimal
Amount Sign	X	1	134	134	Plus or Minus ("+" or "-")
Product Type 06	N	2	135	136	Other Tobacco = "06"
Filler	N	4	137	140	Zero fill "0000"
Annual Sales 06	N	11	141	151	99999999^99 assumed decimal
Amount Sign	X	1	152	152	Plus or Minus ("+" or "-")
Product Type 07	N	2	153	154	Other = "07"

Filler	N	4	155	158	Zero fill "0000"
Annual Sales 07	N	11	159	169	999999999^99 assumed decimal
Amount Sign	X	1	170	170	Plus or Minus ("+" or "-")
Product Type 08	N	2	171	172	Combined = "08"
Filler	N	4	173	176	Zero fill "0000"
Annual Sales 08	N	11	177	187	999999999^99 assumed decimal
Amount Sign	X	1	188	188	Plus or Minus ("+" or "-")

7.4 Record Type 81 and 82 are Combined – Retailer Monthly Detail Record

Field Name	Field Type	Field Length	Position in Record		Field Description
Record Type for 81 portion	N	2	1	2	"81" (Retailer Info portion)
Filler	N	4	3	6	Zero fill "0000"
Retailer Name	X	40	7	46	Retailer Name
Filler	N	4	47	50	Zero fill "0000"
Retailer Delivery Street	X	40	51	90	Retailer Delivery Street
Retailer Delivery City	X	26	91	116	Retailer Delivery City
Retailer Delivery State	A	2	117	118	Retailer Delivery State (FL)
Retailer Delivery ZIP	N	5	119	123	Retailer Delivery 5-Digit ZIP Code
Filler	N	4	124	127	Zero fill "0000"
Filler	X	1	128	128	Single space
Retailer License/Permit Number	X	10	129	138	AAANNNNNNN
Filler	N	4	139	142	Zero fill "0000"
Retailer SUT Certificate Number	N	13	143	155	Retailer FL Sales Certificate Number
Filler	N	4	156	159	Zero fill "0000"
Company Identifier	N	9	160	168	FEIN
Filler	N	4	169	172	Zero fill "0000"
Seller License/Permit Number	X	10	173	182	AAANNNNNNN
Filler	N	2	183	184	Two zero filler "00"
Record Type for 82 portion	N	2	185	186	"82" (Retailer Sales Detail portion)
Filler	N	4	187	190	Zero fill "0000"
Month/Year of Sales	N	4	191	194	MMYY (Month/Year of Sales)
Filler	N	4	195	198	Zero fill "0000"
Product Type Code	N	2	199	200	01 = Beer, 02 = Wine, 03 = Spirits/Liquors, 04 = Cigars, 05 = Cigarettes, 06 = Tobacco, 07 = Other Products, 08 = Combined
Filler	N	4	201	204	Zero fill "0000"
Monthly Sales Amount	N	11	205	215	Monthly Sales Amount for this Product Type
Amount Sign	X	1	216	216	Plus or Minus ("+" or "-")
Filler	X	1	217	217	Single space
Retailer License/Permit Number	X	10	218	227	AAANNNNNNN
Filler	N	4	228	231	Zero fill "0000"
Seller License/Permit Number	X	10	232	241	AAANNNNNNN

8 Importing the File

- Go to the Department’s [File and Pay](#) webpage.
- Under the “File and Pay Taxes or Fees” section, select “Wholesaler/Distributor Reporting System.”
- Enter your Florida Department of Revenue-issued user ID and password to log in.
- Once logged in, the Bulletin Board is displayed. Read the information provided, download the current filing year template if needed, and select “Next” to begin your report.
- The “Main Menu” offers the “Import” option for importing a text file.

9 Contact Information

Contact the Department with any question(s) or comment(s) you have regarding use of the template or the electronic filing program.

- Technical issues (email):
 - Wholesale_Information_Report@floridarevenue.com
 - Subject Line: ABT Report Template
- Florida Department of Revenue:
 - floridarevenue.com
- Taxpayer Assistance:
 - (850) 488-6800
- State of Florida website:
 - myflorida.com

10 Accompaniments

10.1 Accompaniment: Excel Spreadsheet Included Within flAbtTemplatePkg.zip

Document Title	Purpose
ABT_Template_v2023_1.0	Creation of text file using manual input and excel functionality.

10.2 Appendix: Import File Error Codes and Messages

The error codes and descriptions below detail errors that may be encountered when importing a flat file into the website application:

Error No	Error Message
n/a	Incorrect file format. Only text file format with .txt extension is accepted.
E00	Record Type 80 - Reporting period missing or invalid.
E01	Record Type 82 - One or more 82 records have bad syntax or incorrect format.
E02	Record Type field is invalid. Two zeroes, spaces, alpha or special characters are not acceptable.
E05	Record Type 82 - Month/Year missing or invalid.
E10	Record Type 01 - Non-numeric data in [].
E10	Record Type 80 - Non-numeric data in [].
E10	Record Type 81 - Non-numeric data in [].
E10	Record Type 82 - Non-numeric data in [].
E10	Record Type 99 - Non-numeric data in [].
E11	Record Type 01 - License/Permit number format is invalid.

E11	Record Type 80 - License/Permit number format is invalid.
E11	Record Type 81 - License/Permit number format is invalid
E11	Record Type 82 - License/Permit number format is invalid
E11	Record Type 99 - License/Permit number format is invalid.
E12	Record Type 81 - Sales tax certificate number format is invalid.
E12	Record Type 82 - Sales tax certificate number format is invalid.
E13	Record Type 01 - FEIN format is invalid.
E13	Record Type 81 - FEIN format is invalid.
E13	Record Type 99 - FEIN format is invalid.
E14	Record Type 80 - Product type code is invalid.
E14	Record Type 82 - Product type code is invalid.
E17	Record Type 81 - Positions X-X must be alpha.
E18	Record Type 81 - No special characters allowed.
E35	Record Type 01 - Positions X-X must be a zero.
E35	Record Type 80 - Positions X-X must be a zero.
E35	Record Type 81 - Positions X-X must be a zero.
E35	Record Type 82 - Positions X-X must be a zero.
E35	Record Type 99 - Positions X-X must be a zero.
E45	Record Type 80 - Position XX must be + or blank.
E45	Record Type 82 - Position XX must be + or blank.
E50	Must include record type 01 (Header Record).
E51	Must include record type 80 (Filer/Seller Record).
E55	Must include record type 99 (Trailer Record).
E56	Record Type 81 - Count in record type 99 (trailer) does not match number of 81 records included in the file.
E57	Record Type 82 - Count in record type 99 (trailer) does not match number of 82 records included in the file.
E60	Must include the following: at least one record type 80 (filer); at least one record type 81 (retailer); and at least one record type 82 (monthly detail) for each record type 81 (retailer). <i>* This error can be caused by: A bad license number - or - A special character in the business name.</i>
E65	Record type 01 - FEIN does not match record type 99 FEIN.
E85	Record Type 80 - Selected reporting period does not match reporting period in imported file.
E91	Record Type 82 - Import file cannot contain multiple entries for the same retailer, for the same month/year.
E92	the import file is not in the acceptable format.
E93	Import file cannot contain multiple entries for the same seller, for the same retailer, for the same month/year, for the same product type for Retailer License No: []
E96	You cannot include more than one record type 80 in the same file.
E97	License number included in record types 01, 80, and 99 must match.
E100	RecType 81 Seller License No: [] and Retailer License No: [] does not have RecType 82 Sales details in file
E101	RecType 82 Seller License No: [] and Retailer License No: [] does not have RecType 81 Retailer in file