



## How to Save Completed Data Files for ABC Boards

### Step-by-Step Guide

*This guide walks you through how to save a completed data file in the proper format. The information is applicable to ABC Boards completing the Information Reporting requirement.*

**Step One:** Review your data to make sure it is complete, accurate, and in the correct format with no errors. Review the File Layout Requirements, Common Errors, and File Structure Template documents. Correct any errors in your data to avoid a potential penalty for failure to provide data in the format prescribed by the Secretary.

The File Layout Requirements, Common Errors, and File Structure Template documents can be found on the Department’s website and an example of the File Structure Template is shown below. The column headers must match the headers listed in the File Layout Requirements and the File Structure Template documents.

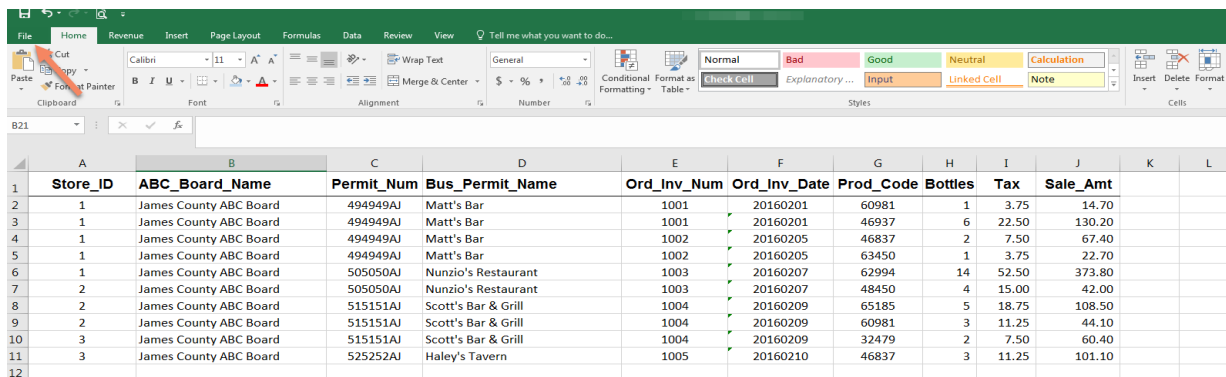
Link: <https://www.ncdor.gov/file-pay/guidance-information-reporting>

	A	B	C	D	E	F	G	H	I	J
	Store_ID	ABC_Board_Name	Permit_Num	Bus_Permit_Name	Ord_Inv_Num	Ord_Inv_Date	Prod_Code	Bottles	Tax	Sale_Amt
1	1	James County ABC Board	494949AJ	Matt's Bar	1001	20160201	60981	1	3.75	14.70
2	1	James County ABC Board	494949AJ	Matt's Bar	1001	20160201	46937	6	22.50	130.20
3	1	James County ABC Board	494949AJ	Matt's Bar	1002	20160205	46837	2	7.50	67.40
4	1	James County ABC Board	494949AJ	Matt's Bar	1002	20160205	63450	1	3.75	22.70
5	1	James County ABC Board	505050AJ	Nunzio's Restaurant	1003	20160207	62994	14	52.50	373.80
6	2	James County ABC Board	505050AJ	Nunzio's Restaurant	1003	20160207	48450	4	15.00	42.00
7	2	James County ABC Board	515151AJ	Scott's Bar & Grill	1004	20160209	65185	5	18.75	108.50
8	2	James County ABC Board	515151AJ	Scott's Bar & Grill	1004	20160209	60981	3	11.25	44.10
9	3	James County ABC Board	515151AJ	Scott's Bar & Grill	1004	20160209	32479	2	7.50	60.40
10	3	James County ABC Board	525252AJ	Haley's Tavern	1005	20160210	46837	3	11.25	101.10
11	3	James County ABC Board	525252AJ	Haley's Tavern	1005	20160210	46837	3	11.25	101.10

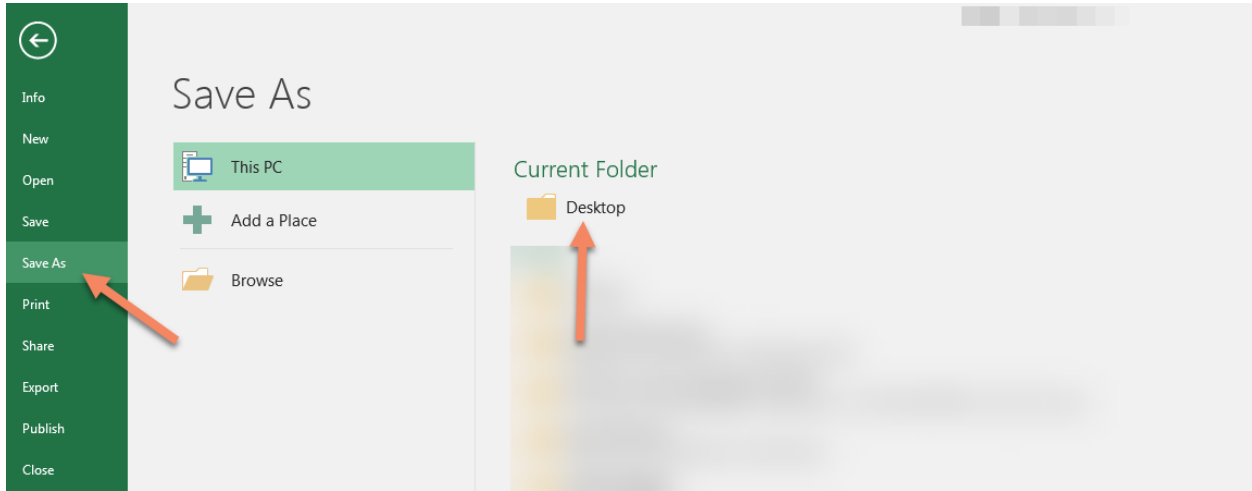
**Step Two:** After review of the data, the file must be saved in one of the following ways:

1. Tab-delimited “.txt” file type
2. Comma-delimited “.csv” file type

To begin the saving process click “File” in the upper left corner of your data



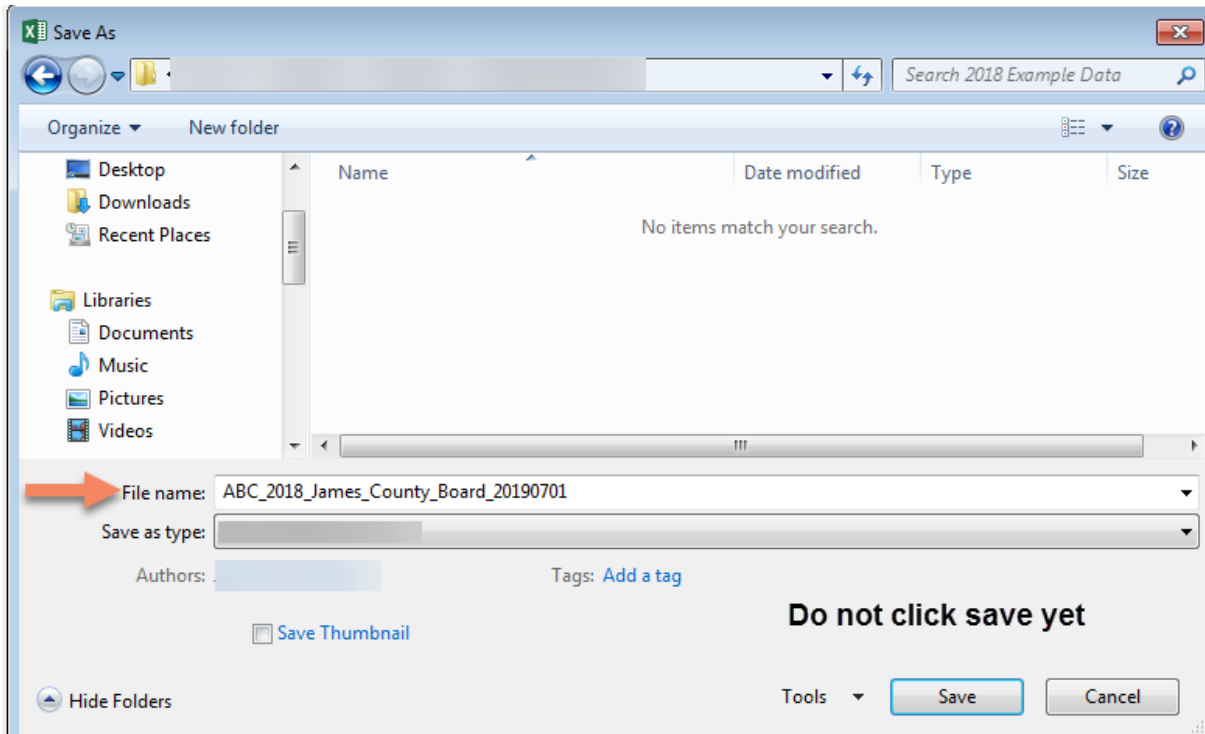
**Step Three:** Click Save As. This will allow you to choose the location of the file, file name, and file type. For this example, we will save to the Desktop.



**Step Four:** Name the file per the requested naming convention:

“ABC\_2018\_Your\_Board\_Name\_Current Date.txt” or (.csv)

- Current Date should be formatted as YYYYMMDD
- Underscores should be used to eliminate spaces and punctuation
  - The period before the .csv or .txt file extension is necessary
- If your board is named ‘XYZ County Board #1’ and you are sending a text file on 7/01/2019 then the file should be named
  - ABC\_2018\_XYZ\_County\_Board\_No1\_20190701.txt

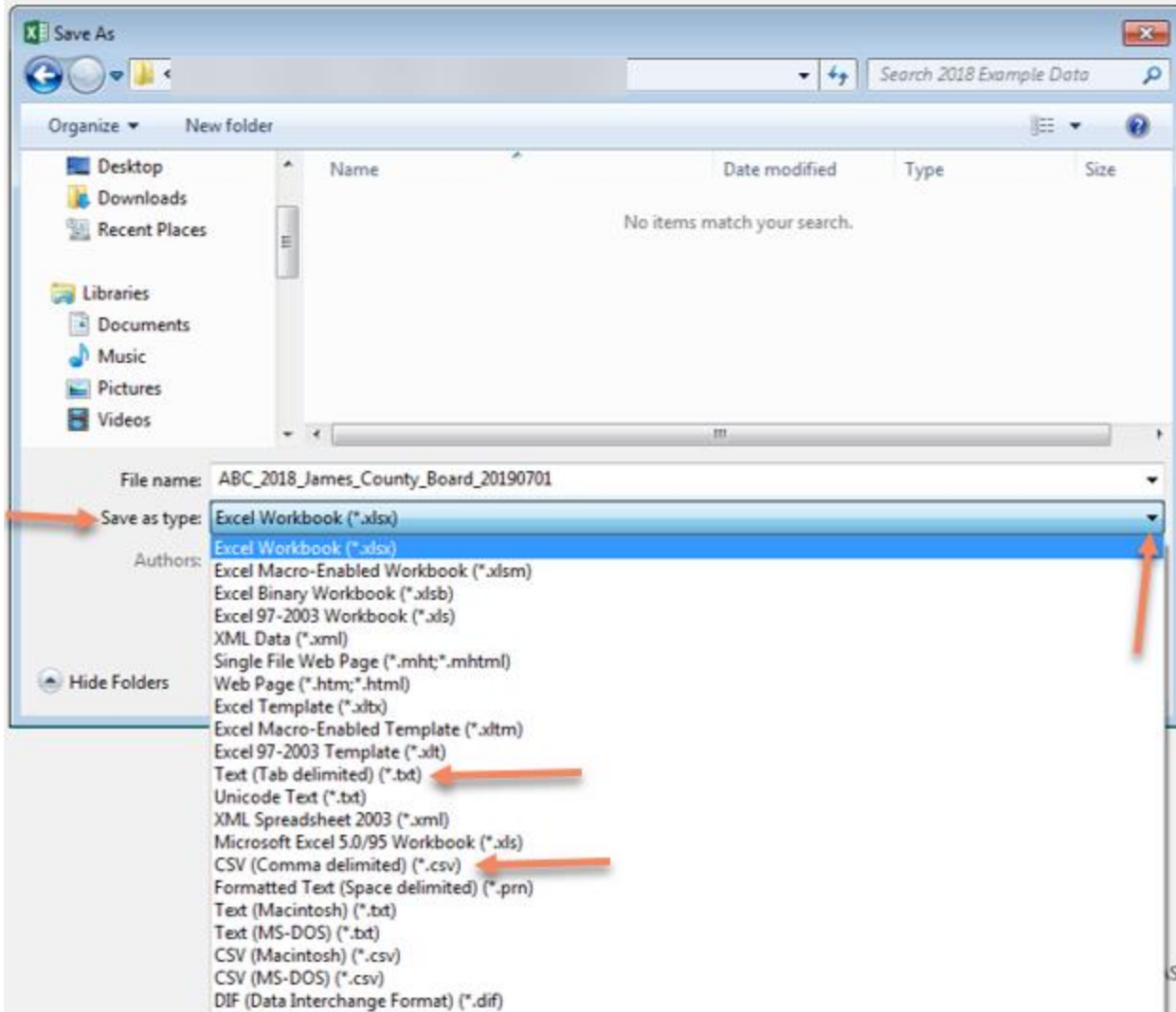


**Step Five:** Before clicking “Save” change the “Save as type” to the correct format

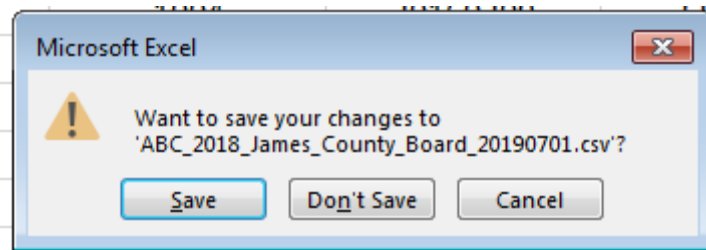
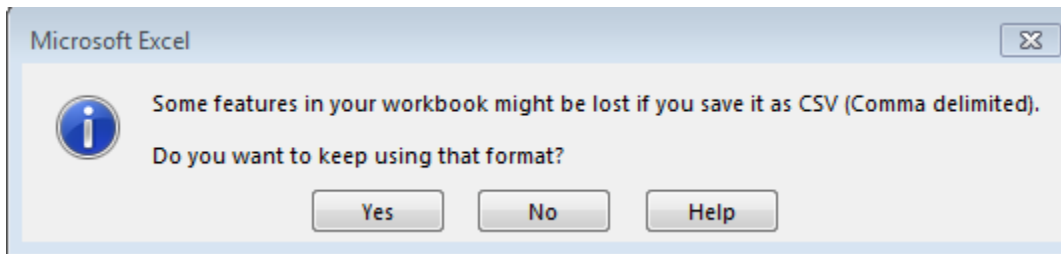
1. Tab-delimited “.txt” file type
2. Comma-delimited “.csv” file type

Change the “Save as Type” by click on the drop down arrow to the right

\*Files submitted as .pdf, .xlsx, .xlsm, GoogleDocs, etc. will not be accepted \*



**Step Six:** You may receive a message like one shown below. Click Yes.



**Step Seven:** Submit your data per the Email and File Transfer Protocol (FTP) Instructions for Submission

**Resources:**

- File Layout Requirements and Descriptions
- Common Errors
- File Structure Template
- Email and File Transfer Protocol (FTP) Instructions for Submission