

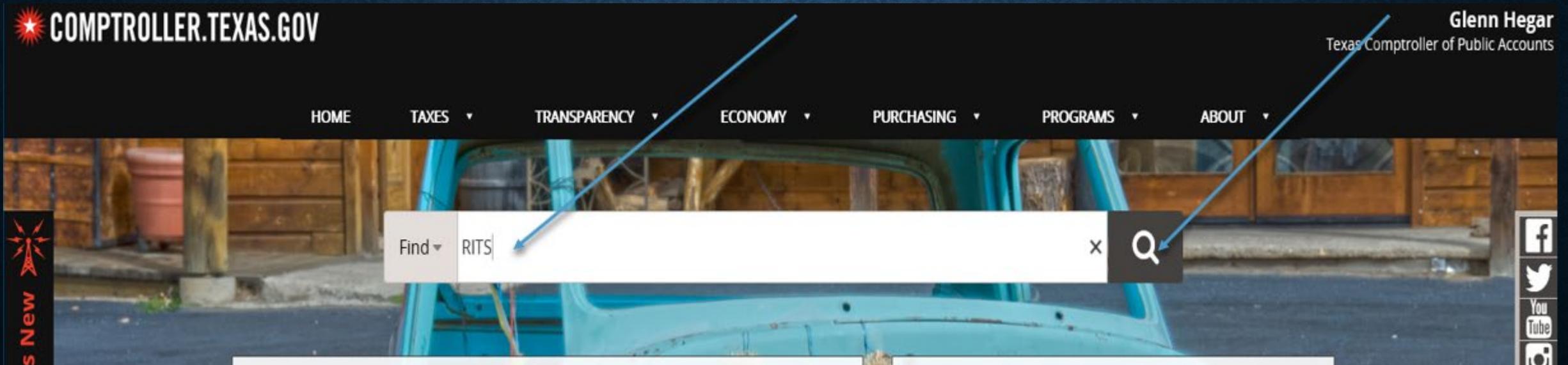
RETAIL INVENTORY TRACKING SYSTEM (RITS)

Visual Guide

Revised February 2022

[HTTPS://COMPTROLLER.TEXAS.GOV](https://comptroller.texas.gov)

From the Texas Comptroller home page, in the Find field, type “RITS (Retail Inventory Tracking system)” and press the Enter key or select the Search icon to continue.



UNDER ALL RESULTS, YOU WILL SEE “ALCOHOL REPORTING”. SELECT AND CONTINUE.

Find  [Search Tips](#)

Results 1 - 10 of about 102 for rits [Sort by date](#) / [Sort by relevance](#)

Category

- Tax (6)
- Cigarette/tobacco (2)
- Webfile (1)
- Alcohol (1)
- File (1)
- Form (1)
- Oil/gas (1)
- Pay (1)
- Report (1)
- Reporting (1)
- More

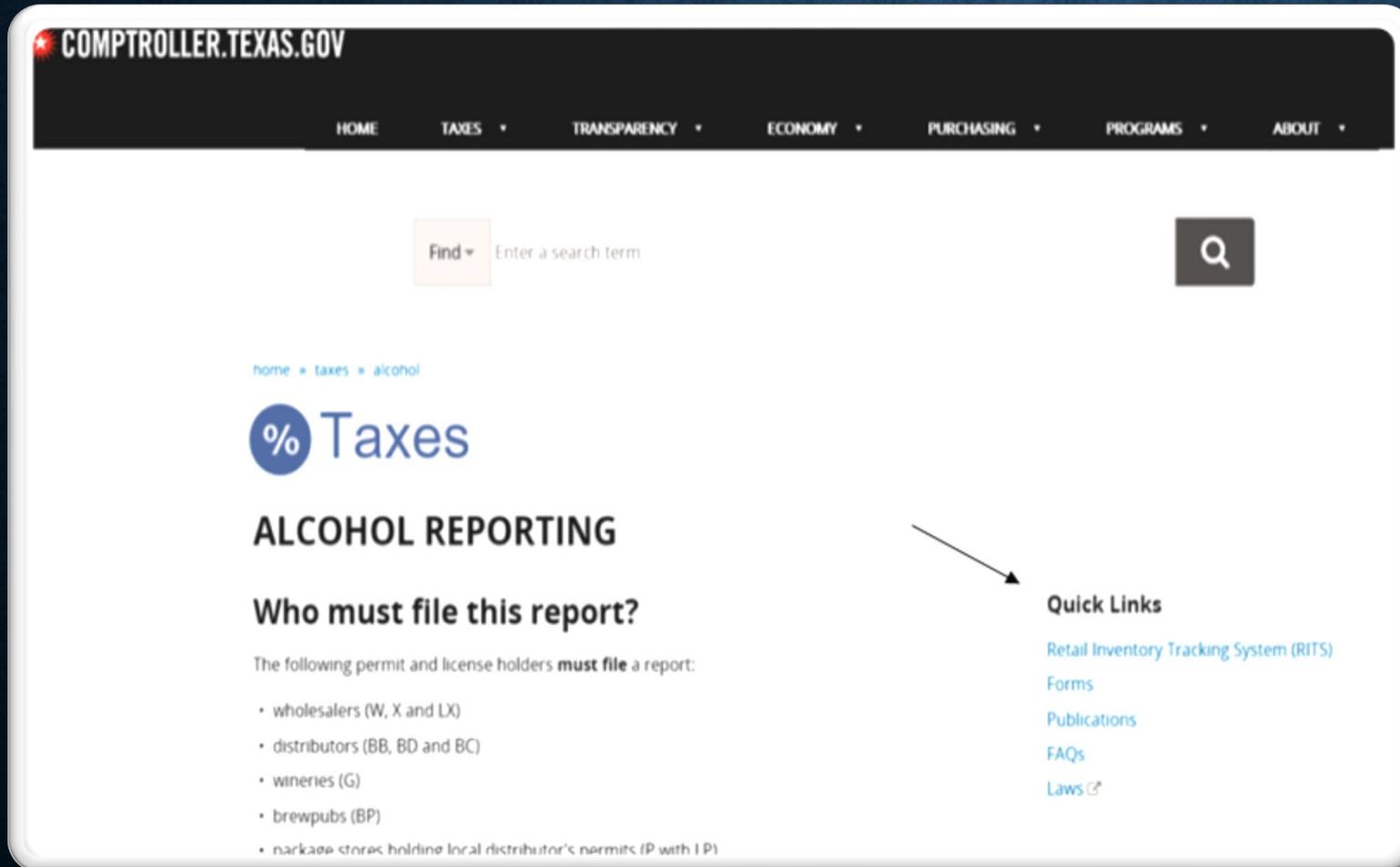
[All Results](#) [Next >](#)

[PDF]  [Retailer Inventory Tracking System Visual Guide](#)
Retailer Inventory Tracking System Visual Guide
<https://comptroller.texas.gov/taxes/alcohol/docs/rits-visual-guide.pdf> - 2012/08/15

[Texas Cigarette Tax Stamp Online Order Form](#)
Fill out this form if you are a Texas business operator and you need to order cigarette tax stamps.
<https://comptroller.texas.gov/web-forms/cig-tob/> - 2019/02/13

[Alcohol Reporting](#) ←
Certain types of permit holders must file a report.
<https://comptroller.texas.gov/taxes/alcohol/> - 2020/09/16

UNDER QUICK LINKS, YOU CAN SELECT THE RETAIL INVENTORY TRACKING SYSTEM TO FILE YOUR REPORT.



This page goes over your responsibility and who is required to file a monthly report based on their Texas Alcoholic Beverage Commission (TABC) permit type. It also discusses what data the report should include.

There are additional resources towards the bottom of the webpage.

LOG IN PORTAL

Sign in with your 11-digit Texas
Taxpayer Number and select
Continue.

Retailer Inventory Tracking System

Enter Taxpayer Number

Welcome to the Retailer Inventory Tracking System. Wholesalers and distributors can submit online a report of their sales of wine, beer distilled spirits, and malt liquor made to retailers. **You Will Need The Following Information To Access The System**

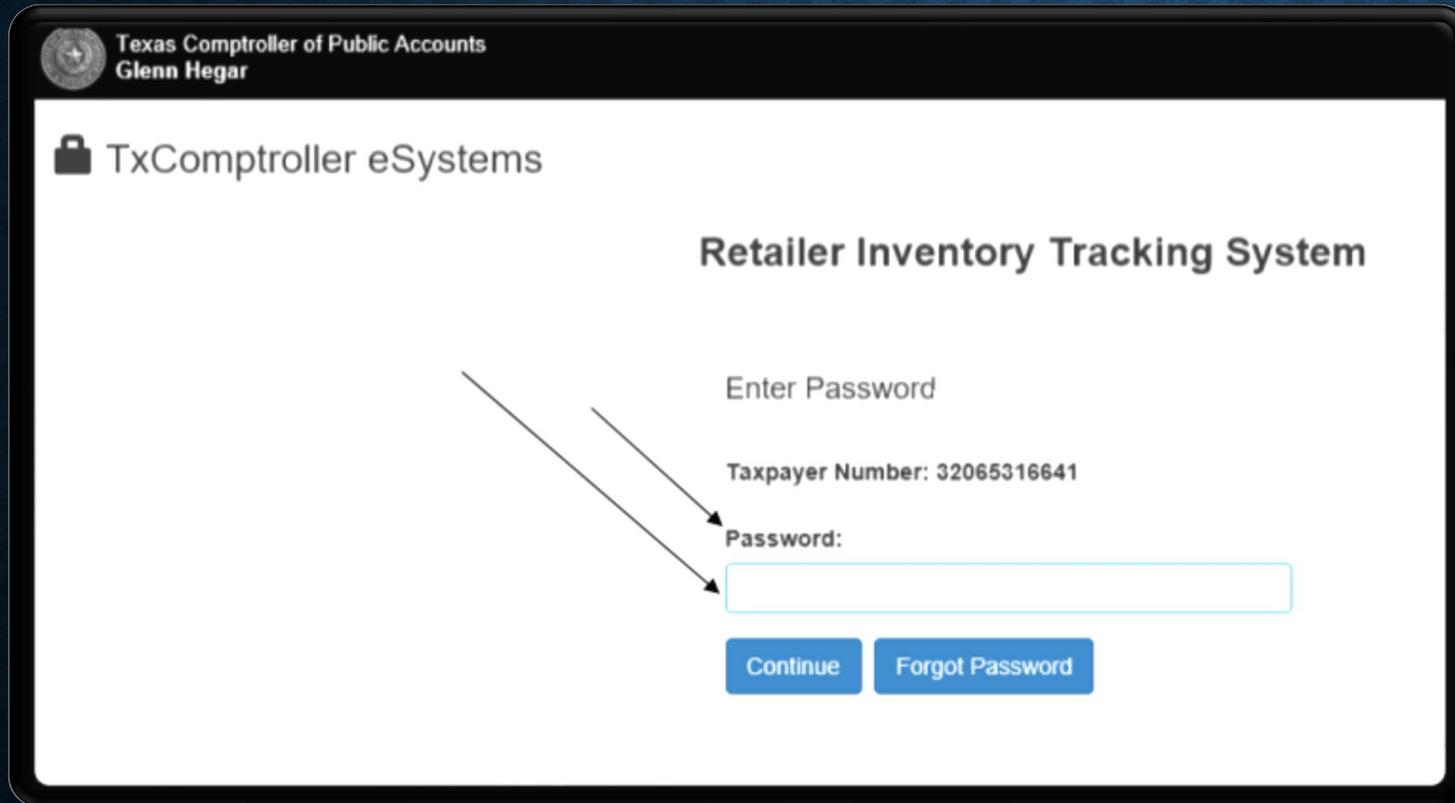
- The 11-digit Taxpayer Number assigned by the Comptroller of Public Accounts.
- The initial PIN sent to you in a letter from the Comptroller of Public Accounts if you have not registered with the system **OR** the password that you created or changed after the initial login.
- For assistance please review the visual guide and examples at the following link: <https://comptroller.texas.gov/taxes/alcohol/>.

Taxpayer Number:

(11 digits, no hyphens)

Continue

ENTER PASSWORD



The screenshot shows a web interface for the Retailer Inventory Tracking System. At the top left, there is a logo for the Texas Comptroller of Public Accounts, Glenn Hegar. Below this, the text 'TxComptroller eSystems' is displayed. The main heading is 'Retailer Inventory Tracking System'. The form contains the following elements: 'Enter Password' label, 'Taxpayer Number: 32065316641', a 'Password:' label, an empty password input field, and two buttons: 'Continue' and 'Forgot Password'. Two arrows point from the left towards the password input field.

After the initial sign in with your DR PIN, you will be asked to create a password. This requires one capital letter, one or more numbers and no special characters.

This will be the password you log in with every time you want to file a new monthly report.

If you have forgotten your password, then select [Forgot Password](#).

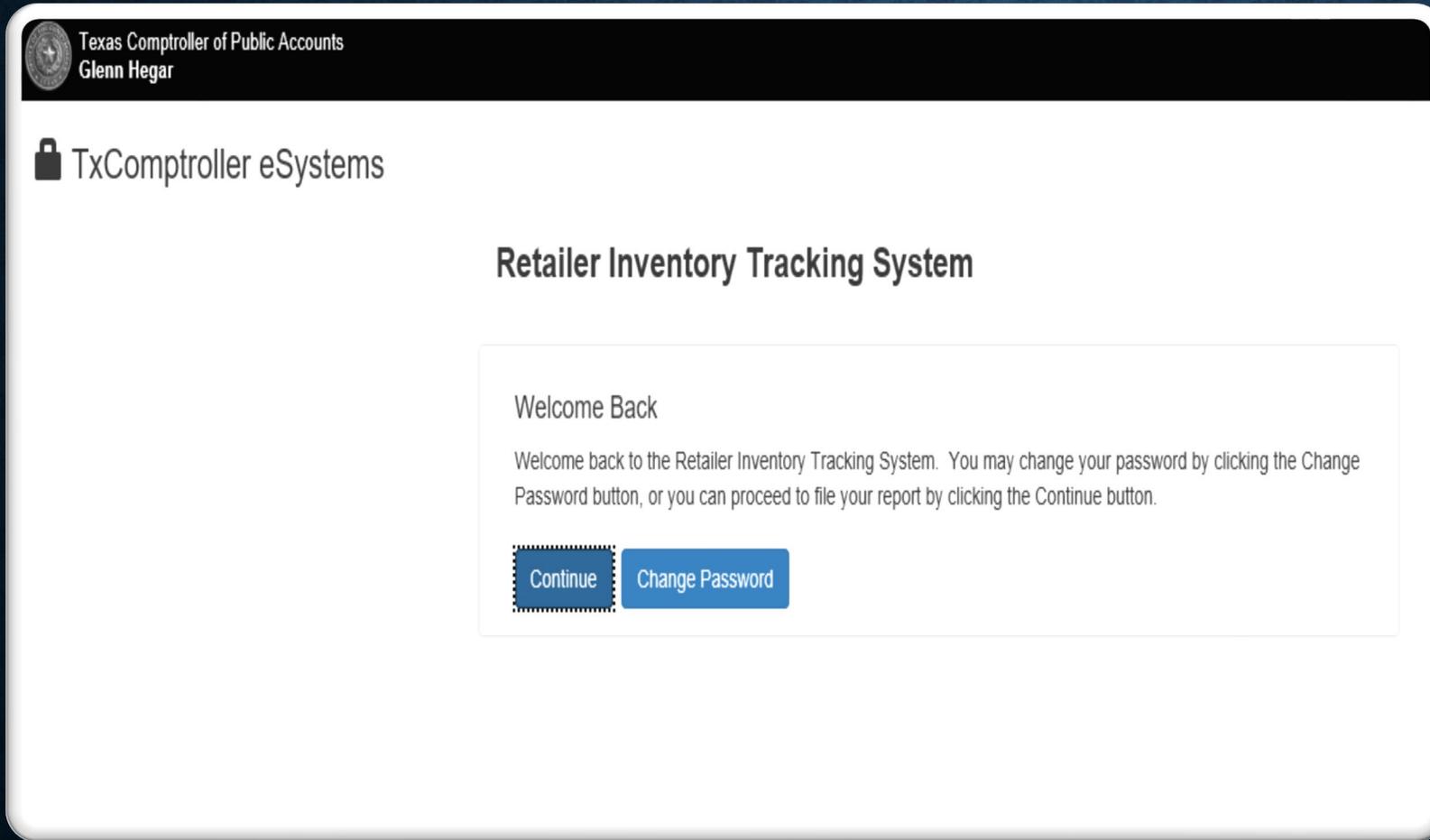
Select [Continue](#) to proceed to the next screen.

PREPARER INFORMATION

The next screen will ask you to either create, verify or update your contact information. If you have no updates, then select the Continue button. If any of the information displayed is incorrect, you can update it here and then select Update to continue.

The screenshot shows the 'Retailer Inventory Tracking System' interface. At the top, it identifies the 'Texas Comptroller of Public Accounts Glenn Hegar' and the system as 'TxComptroller eSystems'. The main heading is 'Retailer Inventory Tracking System'. Below this is a form titled 'Preparer Information Update' with the instruction: 'If this contact information has changed, please UPDATE. If not, CONTINUE.' The form contains several fields: 'Taxpayer Number:' (empty), 'Preparer's First Name:' (with placeholder 'xxx'), 'Middle Initial:' (with placeholder and '(optional)'), 'Last Name:' (with placeholder 'xxxxx'), 'Email Address:' (with placeholder 'xxxxxx@xcxxxx.xxx'), and 'Daytime Telephone:' (with placeholders for area code, number, and extension). At the bottom of the form are two buttons: 'Continue' and 'Update'. An arrow points to the 'Continue' button.

PASSWORD UPDATE



The screenshot shows a web interface for the Retailer Inventory Tracking System. At the top left, there is a header for the Texas Comptroller of Public Accounts, Glenn Hegar. Below this is the TxComptroller eSystems logo. The main heading is 'Retailer Inventory Tracking System'. A central message box contains a 'Welcome Back' greeting and instructions on how to change a password or proceed. At the bottom of the message box are two buttons: 'Continue' and 'Change Password'.

Texas Comptroller of Public Accounts
Glenn Hegar

TxComptroller eSystems

Retailer Inventory Tracking System

Welcome Back

Welcome back to the Retailer Inventory Tracking System. You may change your password by clicking the Change Password button, or you can proceed to file your report by clicking the Continue button.

Continue Change Password

This screen will ask if you would like to update or change your password. Select either Update or Continue to proceed.

REPORTS 101

The original law went into effect September 2011 for certain alcohol filers.

However, another law went into effect September 2019 which made it mandatory for brewpubs to also file a monthly reports.

If you are a new filer, you do not have to file past reports.

The system will not allow past reports if they are not due on your account.

RETAIL INVENTORY TRACKING SYSTEM (RITS) PORTAL

Texas Comptroller of Public Accounts
Glenn Hegar

⬆️ Retailer Inventory Tracking System

Enter Report Information

Select Filing Period Year: 2019

Select Filing Period Month: September

Report Type: Alcohol

Submit

Select your year and month and select Submit.

SELECTING A REPORT

Browse to upload your file or check the box if you have zero data to report.

The following page will display a zero selected report example.

The screenshot displays the 'Retailer Inventory Tracking System' interface. At the top, the header includes the Texas Comptroller of Public Accounts logo and name, 'Glenn Hegar', and navigation links for 'Home' and 'Contact Us'. The main heading is 'Retailer Inventory Tracking System' with a circular arrow icon. Below this is a blue bar labeled 'Enter Report Information'. The main content area is titled 'Select Report To Upload' and contains a file selection interface. It features a text prompt 'Browse and choose the file to upload' with an arrow pointing to a 'Browse...' button. Below this is a checkbox with the text 'Check this box if you did not sell or distribute any alcohol products to retailers in Texas during this filing period.' and a blue 'Continue' button. At the bottom, a note states: 'After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.'

⬆️ Retailer Inventory Tracking System

Enter Report Information

Filing a Zero Report

A person violates the law if he or she fails to file a report or makes a false or incomplete report required by Rule 3.9.

If a person fails to file a report or fails to file a complete report, the comptroller may suspend or cancel one or more permits issued to the person under Tax Code, §151.203, and may impose a civil or criminal penalty, or both, under Tax Code, §151.7031 or §151.709.

If a person fails to file a report or fails to file a complete report, the comptroller may notify the Texas Alcoholic Beverage Commission of the failure and the commission may take administrative action against the person for the failure under the Alcoholic Beverage Code.

Agree and Continue

Return to Previous Page

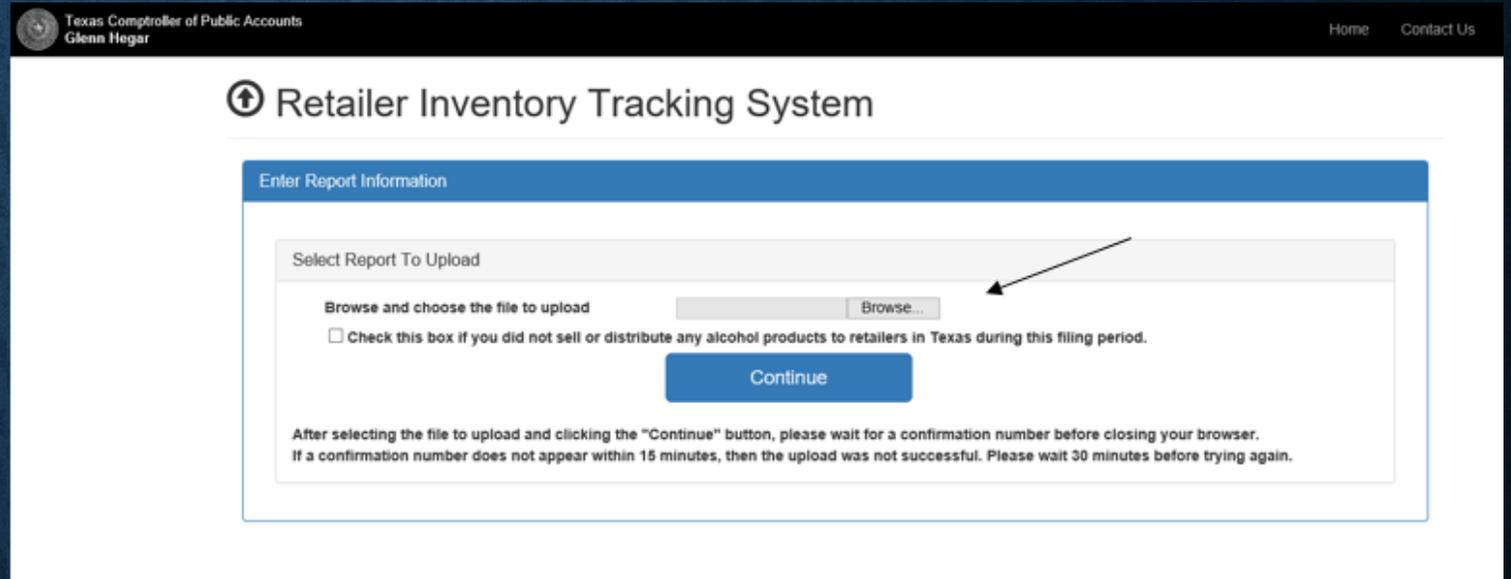
After clicking the "Agree and Continue" button, please wait for a confirmation number before closing your browser.
If a confirmation number does not appear within 1 minute, then it was not successful. Please wait 30 minutes before trying again.

FILE A ZERO REPORT

Agree or Return to Previous Page if necessary. To get a confirmation number you must agree to the Rules on this page. If you select Return to Previous Page, then a report has not been filed.

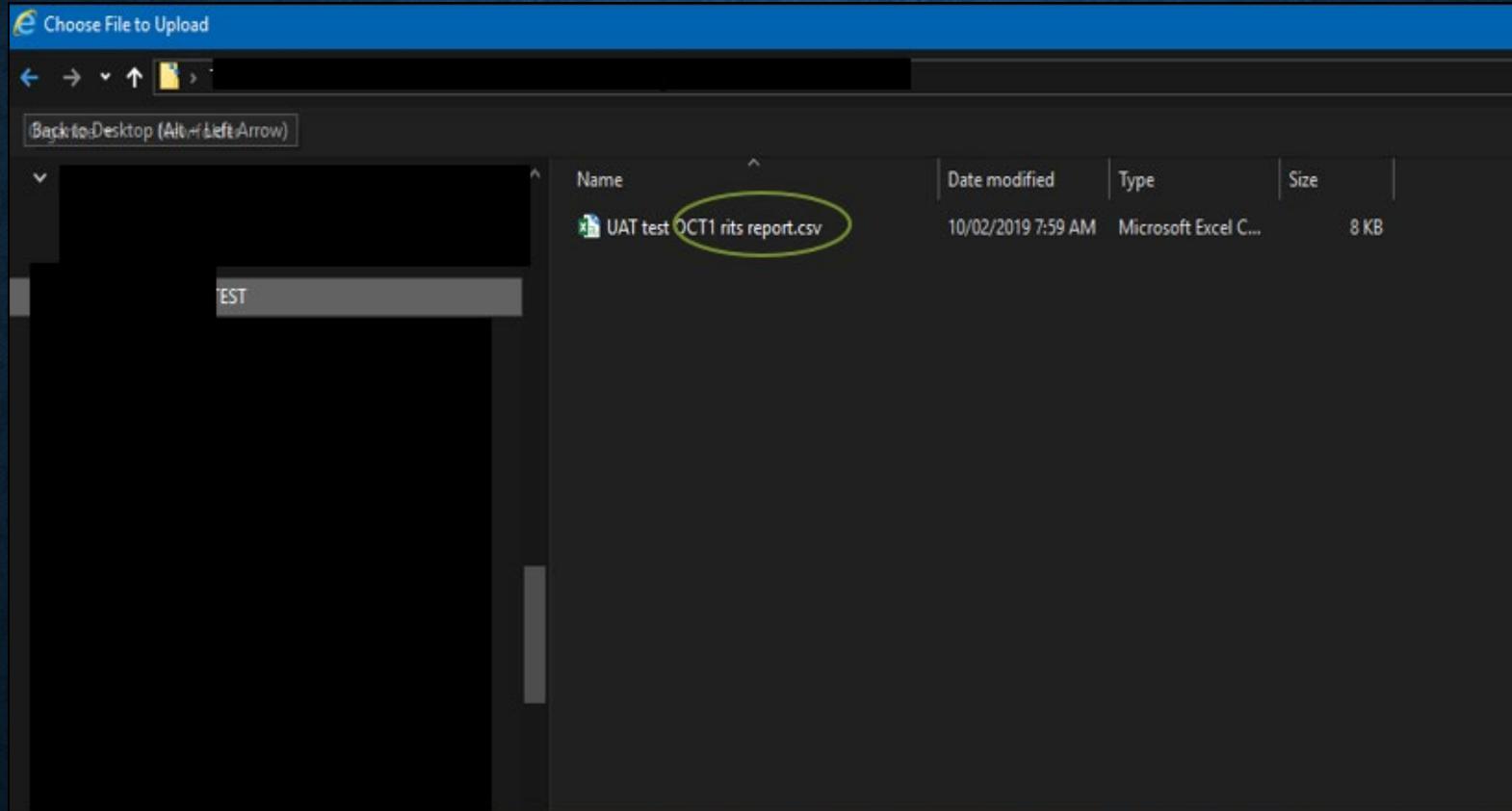
UPLOADING A REPORT

- Select browse to upload your file. Please keep in mind that you should only be uploading a .csv file. If you are using a windows PC, then you will save your Excel file as a comma-delimited file (.csv).
- The CSV should read like this CSV (Comma delimited) (*.csv) do not pick UTF8.CSV.
- If you are using a Mac, you will save your Excel file as a CSV (Macintosh) (*.csv) file.
- Your file **should not** have any headers or special characters.



The screenshot shows the 'Retailer Inventory Tracking System' interface. At the top, it says 'Texas Comptroller of Public Accounts Glenn Hegar' and has links for 'Home' and 'Contact Us'. The main heading is 'Retailer Inventory Tracking System'. Below this is a form titled 'Enter Report Information'. Inside the form, there is a section 'Select Report To Upload' with a 'Browse...' button. A black arrow points to this button. Below the button is a checkbox with the text 'Check this box if you did not sell or distribute any alcohol products to retailers in Texas during this filing period.' and a 'Continue' button. At the bottom of the form, there is a note: 'After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.'

NAVIGATE TO FILE LOCATION: SELECT TO UPLOAD YOUR FILE



Note: The system will not take files with extensions .XLS or .XLSX.

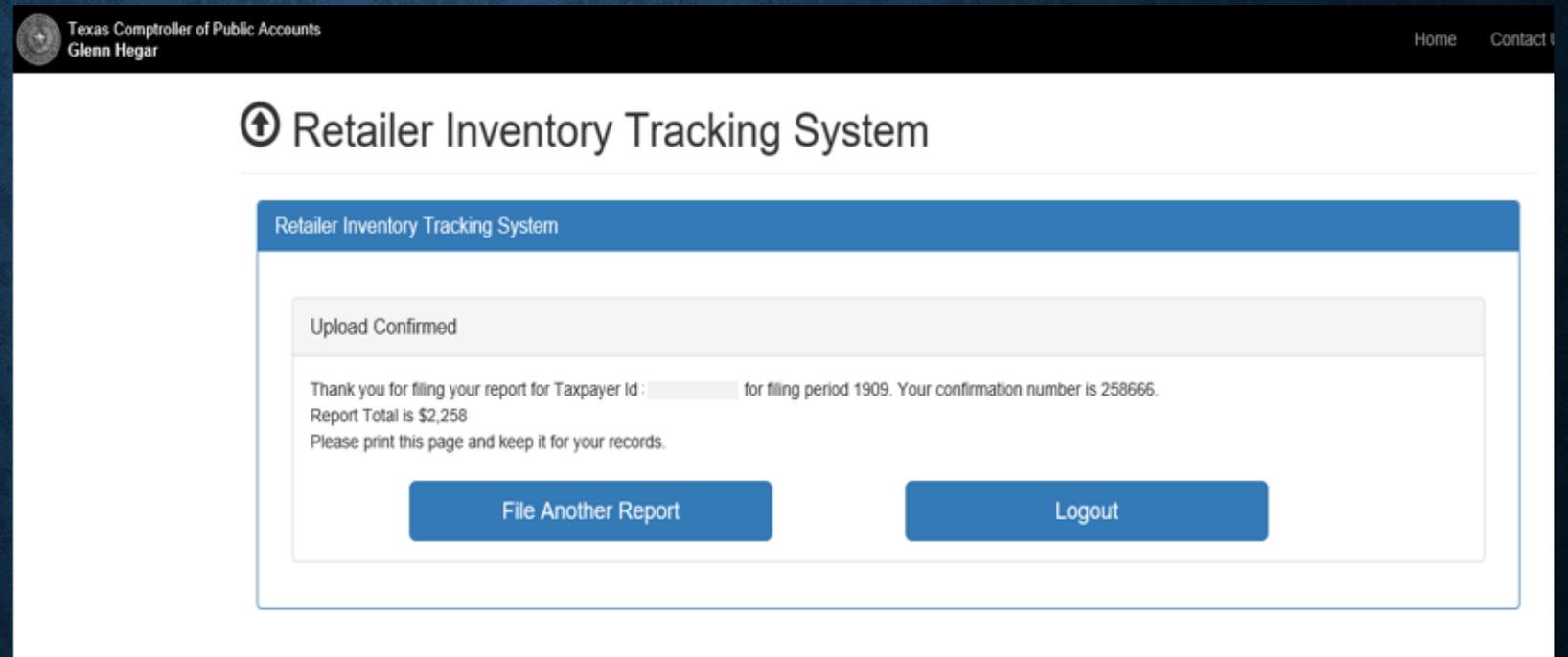
RETAIL INVENTORY TRACKING SYSTEM

The screenshot shows the 'Retailer Inventory Tracking System' web page. At the top left, it says 'Texas Comptroller of Public Accounts' and 'Gloss Hegar'. At the top right, there are links for 'Home' and 'Contact Us'. The main heading is 'Retailer Inventory Tracking System' with a circular icon containing an upward arrow. Below this is a blue header bar that says 'Enter Report Information'. The main content area is titled 'Select Report To Upload'. It contains a text input field with the value 'H*ACCEPTANCE TEST*' and a 'Browse...' button. Below the input field is a checkbox with the text 'Check this box if you did not sell or distribute any alcohol products to retailers in Texas during this filing period.' At the bottom of this section is a blue 'Continue' button with a black arrow pointing to it from the right. Below the 'Continue' button is a paragraph of instructions: 'After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.'

Select Continue after you have uploaded your CSV (Comma delimited) (*.csv) file.

UPLOAD CONFIRMED

- You will receive a confirmation number once you have successfully uploaded your CSV (Comma delimited) (*.csv) file.
- From here you can also choose to file an additional report for another month, via the File Another Report button, or select Logout.
- Please make a note of your confirmation number or print this page, then select Logout to exit the system.



The screenshot shows the 'Retailer Inventory Tracking System' interface. At the top left, it identifies the 'Texas Comptroller of Public Accounts' and 'Glenn Hegar'. On the top right, there are links for 'Home' and 'Contact Us'. The main heading is 'Retailer Inventory Tracking System' with an upward arrow icon. Below this, a blue header bar reads 'Retailer Inventory Tracking System'. The central content area features a grey box titled 'Upload Confirmed' containing the following text: 'Thank you for filing your report for Taxpayer Id : [redacted] for filing period 1909. Your confirmation number is 258666. Report Total is \$2,258. Please print this page and keep it for your records.' At the bottom of this area are two blue buttons: 'File Another Report' and 'Logout'.

VALIDATION RULES – DATA ELEMENTS FIELD/COLUMNS

- The following explains the validation of the data elements, the type and its format. There are 14 data elements or fields (columns A – N) that must be in the following order.
- The following explains in detail what the rules are for each column.
- A Data Element is an individual piece of data that makes up each sale to a retailer.
- TABC's Public Inquiry System is at www.tabc.state.tx.us/PublicInquiry/Default.aspx.
- Taxpayer Identification Numbers are available at the Sales Taxpayer search at <https://mycpa.cpa.state.tx.us/staxpayersearch>.

DATA LAYOUT – 1st FIELD/COLUMN A

Seller's TABC Permit or License Number (Column A)

- The following permit and license holders must file a monthly report:
 - Wholesalers (W and X)
 - Distributors (BB and BC)
 - Wineries (G)
 - Brewpubs (BP)
 - Package stores holding local distributor's permits (P with LP)
 - Certain brewers and beer manufactures (BW with an SD)
- Examples:
 - BC123456
 - P123456
 - 123456789 - TABC AIMS permit number (9 digits, no characters)
- Each line item on the report must identify the specific TABC permit or license actually making the sale. Consolidation of sales under a single TABC permit or license is **not allowed**. A single Comptroller-issued taxpayer number may be associated with multiple TABC permits or licenses, but an individual TABC permit or license may only be associated with a single taxpayer number.
- This is a mandatory field.

DATA LAYOUT – 2nd FIELD/COLUMN B

Retailer's TABC permit or License number (Column B)

- A retailer is a customer or business that purchased alcoholic beverages from you, the seller.
- Examples:
 - BG123456
 - BQ123456
 - N123456
 - MB123456
 - 123456789 – TABC AIMS permit number (nine 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 nine 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.

DATA LAYOUT – 3rd FIELD/COLUMN C

Retailer's Tax Identification Number (Column C)

- The 11-digit Texas taxpayer number assigned by the Comptroller.
 - Must begin with a 3 or a 1.
 - Do not include dashes.
- Examples:
 - 32032032000
 - 17117171711
- This is a mandatory field.

DATA LAYOUT – 4th FIELD/COLUMN D

Retailer's TABC Trade Name (Column D)

- 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.

DATA LAYOUT – 5th FIELD/COLUMN E

Retailer's Street Address (Column E)

- 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.

DATA LAYOUT – 6th FIELD/COLUMN F

Retailer's City (Column F)

- This is the name of the city where the retailer is located.
- Examples:
 - Houston
 - Dallas
 - Odessa
 - Bastrop
 - El Paso
- This is a mandatory field.

DATA LAYOUT – 7th FIELD/COLUMN G

Retailer's State (Column G)

- This is the retailer's two-character state code.
- Example:
 - TX
- This is a mandatory field.

DATA LAYOUT – 8th FIELD/COLUMN H

Retailer's Five-digit Zip Code (Column H)

- Examples:
 - 78701
 - 76101
 - 77702
 - 79902
- Do not use zip+four format.
- This is a mandatory field.

DATA LAYOUT – 9th FIELD/COLUMN I

Beverage Class (Column I)

- Examples:
 - DS = Distilled Spirits
 - W = Wine
 - B = Beer
 - ML = Malt Liquor and Ale
- Ale is considered malt liquor and should be reported as “ML”.
- Each line item can only have one class of beverage designation.
- This is a mandatory field.

DATA LAYOUT – 10th FIELD/COLUMN J

Universal Product Code (UPC) (Column J)

- The manufacturer's UPC for each line item; this is not an SKU code or other internal code.
- Each line item will only have one UPC, usually 12-digits but not to exceed 18-digits.
- If no UPC code exists, enter a "0" (zero).
- This is a mandatory field.



DATA LAYOUT – 11th FIELD/COLUMN K

Brand Name (Column K)

- 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.

DATA LAYOUT – 12th FIELD/COLUMN L

Individual Container Size (Column L)

- 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.

DATA LAYOUT – 13th FIELD/COLUMN M

Number of Containers (Column M)

- 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 (-7; -17).
- Do not include any spaces, decimal points, commas or any other special characters in this field.
- This is a mandatory field.

DATA LAYOUT – 14th FIELD/COLUMN N

Net Selling Price (Column N)

- This is the total sales amount rounded to the nearest dollar 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 50 dollars this field would reflect 500.
- To report a credit, enter a negative number (-7, -17).
- Do not include dollar signs, spaces, decimals, commas or any other special characters in this field.
- This is a mandatory field.

AVOID PENALTIES AND THE RUSH

- Reports can be filed immediately after the reporting month begins; you do not have to wait until the 25th of each month to file. Filing early will avoid late fees and penalties.
- You must file a report even if you have no sales (file zero report for no sales).
- If you have voluntarily suspended your license call and let us know so we can close your RITS filing responsibility.
- If you have an address change or have moved call us so we can update your address.
- If your license expired and you do not renew, call us so we can close your RITS filing responsibility.
- For questions, contact us at 800-531-5441 ext. 30959 or by email at HB11@cpa.texas.gov.

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 would be due July 25th).
- Your CSV file will not process if it has headings or titles – remove all headings/titles before converting to a .CSV file.
- An amended report replaces an original report.
 - Do not submit corrections only, submit the entire months report with your corrections.
 - Wait at least 4-10 hours to submit an amended report after you have submitted an original.
- Do not delete a field; the entire row must be deleted to process correctly.
- Excel notes:
 - All corrections must be made in your Excel file then re-saved as a .csv file for upload. If you make corrections to the .csv file, then they will not process, and you will corrupt the file and must start over.
 - Create a new file for each month, do not use a previously used file this can cause corrupted data.

VALIDATION ERRORS

Texas Comptroller of Public Accounts
Glenn Hegar

Home Contact Us

ⓘ Retailer Inventory Tracking System

Retailer Inventory Tracking System

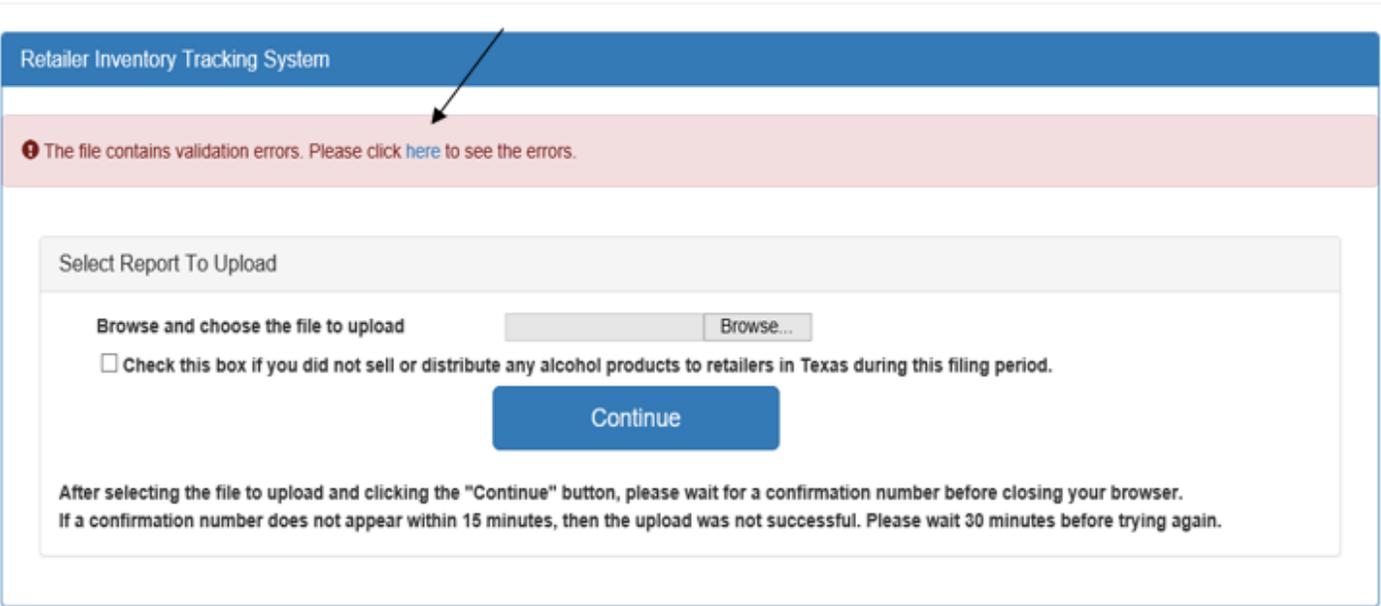
❗ The file contains validation errors. Please click [here](#) to see the errors.

Select Report To Upload

Browse and choose the file to upload

Check this box if you did not sell or distribute any alcohol products to retailers in Texas during this filing period.

After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.



- The data layout is very specific about the type of data and the formatting.
- Here is where you can find any validation errors.

ERROR MESSAGES?

**REVIEW THE ALCOHOL REPORTING FORMAT GUIDE.
[HTTPS://COMPTROLLER.TEXAS.GOV/FORMS/67-301.PDF](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 N.

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

 67-301
FORM
(Rev. 10-16-03)

Alcohol Sales Reporting Format

Each data element is mandatory and must be a separate field (column) in the CSV file to be uploaded. A retailer is the customer or business that purchased alcoholic beverages from you, the seller. TABC permit and license numbers and a permit and license holder's trade name, street number, city, state and ZIP code for each location are available on the TABC's Public Inquiry System at www.tabc.state.tx.us/PublicInquiry/Default.aspx. Taxpayer Identification Numbers are available at the Sales Taxpayer search at <https://mycpa.epa.state.tx.us/staxpayersearch>.

Please refer to the Data Layout Section of the RITS Visual Guide for information specific to each data element at www.comptroller.texas.gov/taxes/alcohol/docs/rits-data-layout.pdf.

<u>Data Element</u>	<u>Field Length</u>	<u>Data Type</u>	<u>Definition and Description</u>
Seller's TABC Permit or License Number	9	Char	The 8- or 9-digit permit or license number issued by the TABC. (NOTE: Each line item on the report must identify the specific TABC permit or license number actually making the sale. Consolidation of sales under a single TABC permit or license number is not allowed.)
Retailer's TABC Permit or License Number	9	Char	The 8- or 9-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	11	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	50	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	30	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)	18	Decimal	The manufacturer's UPC for each line item. Each line item will have only one UPC. If no UPC exists, enter "0." This field cannot be left blank.
Brand Name	50	Char	The complete and specific brand name of each product sold.
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.
Selling Price	13	Decimal	The total sales amount rounded to the nearest dollar charged to the customer for each line item on this report, including any applicable discount.

MISSING PERIOD REPORT INFORMATION:

If you see this notice, you have either filled a report past the due date or your failed to file a previous report and have an outstanding balance as the notice suggest.

⬆️ Retailer Inventory Tracking System

Enter Report Information

Missing Period

A report for a previous month has not been filed. Or a previous report has been filed late and has an outstanding balance. Correct period or click Continue to proceed.

Continue

Return to Previous Page

UPLOAD CONFIRMATION

Keep for your records

⬆️ Retailer Inventory Tracking System

Retailer Inventory Tracking System

Upload Confirmed

Thank you for filing your report for Taxpayer Id [redacted] for filing period 1909. Your confirmation number is 275437.
Report Total is \$1,866
Please print this page and keep it for your records.

[File Another Report](#)

[Logout](#)

ADDITIONAL INFORMATION

- Email: HB11@cpa.texas.gov
- Telephone: 800-531-5441 ext. 30959
- If the due date falls on a holiday or weekend, then the due date moves to the next business day.
- A report is due each month, even if you have no sales to report.