



# State of Tennessee

Retail Accountability Program  
File Layout Example

# Retail Accountability Program

For Wholesalers and Distributors of  
Beer and/or Tobacco Products

# Final File Layout

Each data element must be a separate field (column) in the file uploaded. Each row/record summarizes the sales by invoice and NACS product category made by the seller to each separate retailer.

Formatted as a tab delimited file

Field Name	Max Field Length	Field Type	Field Format	Upload Requirements	Description of Field Contents
Wholesaler Acct Number	9	Alpha/Text		Required	Wholesaler Tobacco Account Number or Wholesale Beer Account Number with the Tennessee Department of Revenue
Customer Number	20	Alpha/Text			Customer Account Number Used by Wholesaler for Retailer
Retailer FEIN/SSN	11	Alpha/Text	Include dashes where necessary		Retailer Federal ID number or Social Security Number if available
Retailer Sales Tax Account Number	9	Alpha/Text	File will be rejected without a valid 9 digit Sales Tax Account Number	Required	Retailer Sales Tax Account Number from the Tennessee Department of Revenue Certificate of Resale
Retailer/Customer Beer Permit Number	20	Alpha/Text		Required for Beer Sales	Retailer Beer Permit Number (please leave blank if you do not sell beer)
Retailer/Customer Name	70	Alpha/Text		Required	Retailer Name of Business, Corporation and/or Doing Business As Name (DBA)
Retailer/Customer Contact Name	30	Alpha/Text	Do not use commas in field		Retailer Name of person responsible for payment or owner of business
Retailer Address Line 1	30	Alpha/Text		Required	Retailers Ship to/Sold to address
Retailer Address Line 2	30	Alpha/Text			Retailer address continued (if needed)
Retailer/Customer City	20	Alpha/Text		Required	Retailer Ship to/Sold to City
Retailer/Customer State	2	Alpha/Text	Two letter state abbreviation	Required	Retailer Ship to/Sold to State
Retailer/Customer Zip Code	5	Alpha/Text			Retailer Ship to/Sold to Zip
Retailer/Customer Zip + 4	4	Alpha/Text	Only four additional digits		Retailer Zip plus 4 (if available)
Retailer/Customer Phone	10	Alpha/Text	No dashes or parenthesis, only digits		10 digit phone number including area code
Retailer/Customer County	25	Alpha/Text			
Invoice Number	25	Alpha/Text		Required	Wholesaler sales invoice number
Invoice Date	10	Date	mm/dd/yyyy must include backslashes	Required	
Total Invoice Amount	12	Numeric	9 whole dollar, decimal point and 2 decimal places without commas or dollar signs (Leading negative indicator for credit amounts)	Required	If more than one product category is sold on the invoice, this total invoice amount will be repeated for each record.
NACS Category Number	6	Alpha/Text	No dashes in NACS number	Required	See list of commonly used NACS numbers below
NACS Category Name	25	Alpha/Text			See list of commonly used NACS descriptions below
NACS Category Total for Invoice	12	Numeric	9 whole dollar, decimal point and 2 decimal places without commas or dollar signs (Leading negative indicator for credit amounts)	Required	This should be a subtotaled amount from the invoice amounts by NACS category

Partial NACS Category listing - Find complete list at: [docs.nacsonline.com/research/nacscategorydefinitions.pdf](https://docs.nacsonline.com/research/nacscategorydefinitions.pdf)

NACS Category Name	Number	NACS Category Name	Number
Cigarettes	02-00-00	Alternative Packaged Beverages	07-07-00 (Includes energy drinks over 4 oz.)
Other Tobacco	03-00-00*	Candy	08-00-00
Cigars	03-02-00	Perishable Grocery	18-00-00
Little Cigars	02-00-00**	Edible Grocery	19-00-00
Beer	04-00-00	Non-edible Grocery	20-00-00
Packaged Beverages (Non-alcoholic)	07-00-00	Health & Beauty Care	21-00-00
Bottled Water	07-05-00	General Merchandise (All Other)	22-00-00

\*Includes chew, dip, snuf, snus, and loose tobacco

\*\*Little cigars are taxed as cigarettes in TN and must be distinguished from other cigars

# File Layout Example

For the purposes of these examples we will be completing the excel template using information from fictitious wholesaler invoices. The Microsoft Excel template can be downloaded from our website at

<http://tn.gov/revenue/misc/beertobaccorpts.shtml>

The following slides will show an example of how to record both beer and tobacco invoices as well as a credit memo.

Make sure there are no commas in any of your data fields. Even the numeric fields cannot include commas.

# Beer Invoice #1

## INVOICE

### Beer Wholesaler Inc.

387 Warehouse Row  
Nashville, TN 37242

Phone: (615) 123-3876  
Fax: (615) 456-3456

**DATE:** 08/21/12  
**INVOICE #** 3845  
**Customer ID** BM8963  
**Due Date** On Receipt

Beer Permit #: A5689  
Retailer S&U#: 145678923

This invoice will be used on the following slides to show where and how to record the necessary information.

### BILL TO

Bill Smith  
Retail Beer Inc d/b/a Bill's Market  
567 Main Street  
Smithtown, TN 39654-1234  
(615) 456-7891

DESCRIPTION	UNIT	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	100	N	2,050.00
Brand B Beer 12oz Cans - 12 pack	8.25	120	N	990.00
Brand B Beer - Quart	1.50	50	N	75.00
Energy Drink Non-Alcoholic - Singles	0.50	120	N	60.00
Water - 20 oz bottles - Case	5.00	50	N	250.00
				-
				-
				-
				-

Subtotal \$ 3,425.00  
Taxable \$ -  
Tax rate 3.250%  
Tax due \$ -  
Other \$ -

**TOTAL Due \$ 3,425.00**

### OTHER COMMENTS

- Total payment due immediately
- Please include the invoice number on your check

Make all checks payable to  
**Beer Wholesaler Inc.**

*Thank You For Your Business!*

	A	B	C	D	E	F	G	H
1	WS Acct #	Cust #	Retail FEIN/SSN	Retail Sale tax #	Beer Permit #	Retailer Name	Retail Contact Name	Retail Address Line 1

- **Column A – Wholesaler Account #**  
Enter your wholesaler or distributor account number.  
Beer Wholesalers account number should start with 960.  
In-state Breweries will use their Beer Barrelage account number.  
Tobacco Wholesalers account number should start with 860.
- **Column B – Customer #**  
Enter the customer ID or number from your records for this retailer.
- **Column C – Retailer FEIN/SSN**  
Enter Retailer Federal Employer Identification Number or Social Security Number if available. (Not Required) Include Dashes.
- **Column D – Retail Sales Tax #**  
Enter Retailer Sales & Use Tax ID Number. (Required!!!!)
- **Column E – Beer Permit #**  
Enter Retailer Beer Permit Number. (If you are a Beer Distributor this is Required, If you are a Tobacco distributor please leave blank.)
- **Columns F-H – Retailer Name, Contact Name, and Address)**  
Retailer name is Company or DBA name.  
Retailer Contact is individual responsible for paying invoice or corporate officer.

	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Retail Address Line 2	Retail City	ST	Zip	+4	Retail Phone	Retail County	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal

- Column I – Second address line  
Enter additional address information if needed.
- Column J,K,L – City, State and Zip  
Enter Retailer City , 2 Character State abbreviation and Zip.
- Column M - +4 – Plus 4 Zip code if known.
- Column N – Retailer Phone Number, No dashes or parenthesis.
- Column O – Retailer County  
If you record this in your system.

# Invoice #1 Beer

## Beer Wholesaler Inc.

987 Warehouse Row  
Nashville, TN 37242

Phone: (615) 123-9876  
Fax: (615) 456-3456

Enter your wholesaler or distributor account number in Column A

## INVOICE

DATE: 08/21/12  
 INVOICE # 9845  
 Customer ID BM8963  
 Due Date On Receipt

### BILL TO

Bill Smith  
Retail Beer Inc d/b/a Bill's Market  
567 Main Street  
Smithtown, TN 39654-1234  
(615) 456-7891

Beer Permit #: A5689  
Retailer S&U#: 145678923

	A	B	C	D	E	F	G	H
1	WS Acct #	Cust #	Retail FEIN/SSN	Retail Sale tax #	Beer Permit #	Retailer Name	Retail Contact Name	Retail Address Lin
2	960123456	BM8963		145678923	A5689	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street
3	960123456	BM8963		145678923	A5689	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street
4	960123456	BM8963		145678923	A5689	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street

# Invoice #1 Beer

## Beer Wholesaler Inc.

987 Warehouse Row  
Nashville, TN 37242

Phone: (615) 123-9876  
Fax: (615) 456-3456

The customer # or ID,  
retailer sales & use tax  
number are required fields.

## INVOICE

DATE:	08/21/12
INVOICE #	9845
Customer ID	BM8963
Due Date	On Receipt

### BILL TO

Bill Smith  
Retail Beer Inc d/b/a Bill's Market  
567 Main Street  
Smithtown, TN 39654-1234  
(615) 456-7891

Beer Permit #: A5689  
Retailer S&U#: 145678923

Beer Permit # is required if  
you are a beer distributor.

	A	B	C	D	E	F	G	H
1	WS Acct #	Cust #	Retail FEIN/SSN	Retail Sale tax #	Beer Permit #	Retailer Name	Retail Contact Name	Retail Address Lin
2	960123456	BM8963		145678923	A5689	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street
3	960123456	BM8963		145678923	A5689	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street
4	960123456	BM8963		145678923	A5689	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street

# Invoice #1 Beer

## Beer Wholesaler Inc.

987 Warehouse Row  
Nashville, TN 37242

Phone: (615) 123-9876  
Fax: (615) 456-3456

## INVOICE

<b>DATE:</b>	08/21/12
<b>INVOICE #</b>	9845
<b>Customer ID</b>	BM8963
<b>Due Date</b>	On Receipt

### BILL TO

Bill Smith  
Retail Beer Inc d/b/a Bill's Market  
567 Main Street  
Smithtown, TN 39654-1234  
(615) 456-7891

Enter retailer name,  
physical location address  
and other contact  
information in columns F-O

Beer Permit #: A5689  
Retailer S&U#: 145678923

	F	G	H	I	J	K	L	M	N	O
1	Retailer Name	Retail Contact Name	Retail Address Line 1	Retail Address Line 2	Retail City	St	Zip	+4	Retail Phone	Retail County
2	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street		Smithtown	TN	39654	1234	6154567891	
3	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street		Smithtown	TN	39654	1234	6154567891	
4	Retail Beer Inc d/b/a Bill's Market	Bill Smith	567 Main Street		Smithtown	TN	39654	1234	6154567891	

	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Retail Address Line 2	Retail City	ST	Zip	+4	Retail Phone	Retail County	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal

- Column P – Invoice Number  
Enter Invoice Number. You may have more than one record for each invoice. This depends on whether the invoices include different NACS code products on the same invoice.
- Column Q – Invoice Date
- Column R – Total Invoice Amount  
Total amount of Invoice. No commas or dollar signs.
- Column S – NACS code #  
Enter a separate record for each type NACS type product on each invoice. Do not include dashes.
- Column T - NACS Description  
Enter A Basic Description, Example: “Beer” or “Cigarettes”.
- Column U – NACS Invoice Subtotal  
Enter the subtotal amount on this invoice for this NACS type. No commas or dollar signs.

# Invoice #1 Beer

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	100	N	2,050.00
Brand B Beer 12oz Cans - 12 pack	8.25	120	N	990.00
Brand B Beer - Quart	1.50	50	N	75.00
Energy Drink Non-Acoholic - Singles	0.50	120	N	60.00
Water - 20 oz bottles - Case	5.00	50	N	250.00
				-
				-
				-
				-

The first three items on this invoice have the same NACS Code so the three items are summarized/subtotalled in Column U

Subtotal	\$	3,425.00
Taxable	\$	-
Tax rate		9.250%
Tax due	\$	-
Other	\$	-
<b>TOTAL Due</b>	<b>\$</b>	<b>3,425.00</b>

### OTHER COMMENTS

1. Total payment due immediately
2. Please include the invoice number on your check

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
2	960123456	BM8963	9845	08/21/2012	3425.00	040000	Beer	3115.00
3	960123456	BM8963	9845	08/21/2012	3425.00	070700	Energy Drinks	60.00
4	960123456	BM8963	9845	08/21/2012	3425.00	070500	Bottled Water	250.00

# Invoice #1 Beer

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	100	N	2,050.00
Brand B Beer 12oz Cans - 12 pack	8.25	120	N	990.00
Brand B Beer - Quart	1.50	50	N	75.00
Energy Drink Non-Acoholic - Singles	0.50	120	N	60.00
Water - 20 oz bottles - Case	5.00	50	N	250.00
				-
				-
				-
				-

The last two lines are different NACS Categories. Therefore, each product will have a separate record or line.

Columns A-R for these records will be identical because they are the same retailer invoice with differences only in Columns S-U to reflect the different category types on the invoice.

Subtotal	\$ 3,425.00
Taxable	\$ -
Tax rate	9.250%
Tax due	\$ -
Other	\$ -
<b>TOTAL Due</b>	<b>\$ 3,425.00</b>

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
2	960123456	BM8963	9845	08/21/2012	3425.00	040000	Beer	3115.00
3	960123456	BM8963	9845	08/21/2012	3425.00	070700	Energy Drinks	60.00
4	960123456	BM8963	9845	08/21/2012	3425.00	070500	Bottled Water	250.00

# Invoice #2 Tobacco

## INVOICE

### Tobacco Wholesaler Inc.

258 Warehouse Row  
Memphis, TN 38765

Phone: (901) 741-3632  
Fax: (901) 456-3456

**DATE:** 08/15/12  
**INVOICE #** 5645  
**Customer ID** TS9512  
**Due Date** On Receipt

Retailer S&U#: 178923456

### BILL TO

Joe Cool  
Tobacco Sales Inc d/b/a Joe's Market  
101 Poplar Ave  
Memphis, TN 38765-8521  
(901) 874-5632

This invoice will be used on the following slides to show where and how to record the necessary information.

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Cigarettes - Carton	30.00	150	N	4,500.00
Brand B Chew Tobacco - Sleeve of Cans	15.00	60	N	900.00
Brand C Cigars - Box	20.00	5	N	100.00
Brand D Cigarettes - Carton	25.00	20	N	500.00
Brand C Little Cigars - Pack	1.00	50	N	50.00
Brand E Candy Bars	0.50	1000	N	500.00
Brand F Candy	0.50	###	N	1,000.00
				-
				-

Subtotal \$ 7,550.00  
Taxable \$ -  
Tax rate 3.250%  
Tax due \$ -  
Other \$ -

**TOTAL Due \$ 7,550.00**

### OTHER COMMENTS

1. Total payment due immediately
2. Please include the invoice number on your check

Make all checks payable to  
**Tobacco Wholesaler Inc.**

*Thank You For Your Business!*

# Invoice #2 Tobacco

## Tobacco Wholesaler Inc.

258 Warehouse Row  
 Memphis, TN 38765

Phone: (901) 741-9632  
 Fax: (901) 456-3456

Same as beer invoice earlier  
 except no beer permit # needed.

## INVOICE

<b>DATE:</b>	08/15/12
<b>INVOICE #</b>	5645
<b>Customer ID</b>	TS9512
<b>Due Date</b>	On Receipt

### BILL TO

Joe Cool  
 Tobacco Sales Inc d/b/a Joe's Market  
 101 Poplar Ave  
 Memphis, TN 38765-8521  
 (901) 874-5632

Retailer S&U#: 178923456

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	WS Acct #	Cust #	Retail FEIN/SSN	Retail Sale tax #	Beer Permit #	Retailer Name	Retail Contact Name	Retail Address Line 1	Retail Address Line 2	Retail City	St	Zip	+4
2	960123456	TS9512	178923456			Tobacco Sales Inc d/b/a Joe's Market	Joe Cool	101 Poplar Ave		Memphis	TN	38765	8521
3	960123456	TS9512	178923456			Tobacco Sales Inc d/b/a Joe's Market	Joe Cool	101 Poplar Ave		Memphis	TN	38765	8521
4	960123456	TS9512	178923456			Tobacco Sales Inc d/b/a Joe's Market	Joe Cool	101 Poplar Ave		Memphis	TN	38765	8521
5	960123456	TS9512	178923456			Tobacco Sales Inc d/b/a Joe's Market	Joe Cool	101 Poplar Ave		Memphis	TN	38765	8521

# Invoice #2 Tobacco

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Cigarettes - Carton	30.00	150	N	4,500.00
Brand B Chew Tobacco - Sleeve of Cans	15.00	60	N	900.00
Brand C Cigars - Box	20.00	5	N	100.00
Brand D Cigarettes - Carton	25.00	20	N	500.00
Brand C Little Cigars - Pack	1.00	50	N	50.00
Brand E Candy Bars	0.50	1000	N	500.00
Brand F Candy	0.50	2000	N	1,000.00
				-
				-

Combine the Cigarettes lines and the little cigar line and subtotal on the first record. Remember little cigars are taxed the same as cigarettes in Tennessee. You can use a separate record for little cigars but you will use the same NACS code as cigarettes.

Subtotal	\$ 7,550.00
Taxable	\$ -
Tax rate	9.250%
Tax due	\$ -
Other	\$ -
<b>TOTAL Due</b>	<b>\$ 7,550.00</b>

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
2	960123456	TS9512	5645	08/15/2012	7550.00	020000	Cigarettes	5050.00
3	960123456	TS9512	5645	08/15/2012	7550.00	030000	Other Tobacco	900.00
4	960123456	TS9512	5645	08/15/2012	7550.00	030200	Cigars	100.00
5	960123456	TS9512	5645	08/15/2012	7550.00	080000	Candy	1500.00

# Invoice #2 Tobacco

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Cigarettes - Carton	30.00	150	N	4,500.00
Brand B Chew Tobacco - Sleeve of Cans	15.00	60	N	900.00
Brand C Cigars - Box	20.00	5	N	100.00
Brand D Cigarettes - Carton	25.00	20	N	500.00
Brand C Little Cigars - Pack	1.00	50	N	50.00
Brand E Candy Bars	0.50	1000	N	500.00
Brand F Candy	0.50	2000	N	1,000.00
				-
				-

Other items that are different categories should not be combined and therefore have their own separate record or row. Columns A-R will be the same for all records from the same invoice.

Subtotal	\$ 7,550.00
Taxable	\$ -
Tax rate	9.250%
Tax due	\$ -
Other	\$ -
<b>TOTAL Due</b>	<b>\$ 7,550.00</b>

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
2	960123456	TS9512	5645	08/15/2012	7550.00	020000	Cigarettes	5050.00
3	960123456	TS9512	5645	08/15/2012	7550.00	030000	Other Tobacco	900.00
4	960123456	TS9512	5645	08/15/2012	7550.00	030200	Cigars	100.00
5	960123456	TS9512	5645	08/15/2012	7550.00	080000	Candy	1500.00

# Invoice #2 Tobacco

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Cigarettes - Carton	30.00	150	N	4,500.00
Brand B Chew Tobacco - Sleeve of Cans	15.00	60	N	900.00
Brand C Cigars - Box	20.00	5	N	100.00
Brand D Cigarettes - Carton	25.00	20	N	500.00
Brand C Little Cigars - Pack	1.00	50	N	50.00
Brand E Candy Bars	0.50	1000	N	500.00
Brand F Candy	0.50	2000	N	1,000.00
				-
				-

These items that are the same category and can be combined into one record or row. Columns A-R are still the same because this is from the same invoice.

Subtotal	\$	7,550.00
Taxable	\$	-
Tax rate		9.250%
Tax due	\$	-
Other	\$	-
<b>TOTAL Due</b>	<b>\$</b>	<b>7,550.00</b>

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
2	960123456	TS9512	5645	08/15/2012	7550.00	020000	Cigarettes	5050.00
3	960123456	TS9512	5645	08/15/2012	7550.00	030000	Other Tobacco	900.00
4	960123456	TS9512	5645	08/15/2012	7550.00	030200	Cigars	100.00
5	960123456	TS9512	5645	08/15/2012	7550.00	080000	Candy	1500.00

# Credit Memos

- If Credits are entered on regular invoices, the credits are netted with other purchases. NACS Subtotals for a category can have a negative balance if the credits are more than the purchases for that category.
- If Credits are on a separate credit memo, then enter the credit memo as a negative invoice.

Example of Credit Memo follows.

# Credit Memo

## Credit Memo

### Beer Wholesaler Inc.

987 Warehouse Row  
Nashville, TN 37242

Phone: (615) 123-9876  
Fax: (615) 456-3456

DATE: 08/21/12  
INVOICE #: CM-854  
Customer ID: BM8963  
Due Date: On Receipt

Beer Permit #: A5689  
Retailer S&U#: 145678923

### BILL TO

Bill Smith  
Retail Beer Inc d/b/a Bill's Market  
567 Main Street  
Smithtown, TN 39654-1234  
(615) 456-7891

This credit memo will be used on the following slides to show where and how to record the necessary information.

DESCRIPTION	UNIT	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	-10	N	(205.00)
Brand B Beer 12oz Cans - 12 pack	8.25	-8	N	(66.00)
Brand B Beer - Quart	1.50	-6	N	(9.00)
Energy Drink Non-Acoholic - Singles	0.50	-10	N	(5.00)
Water - 20 oz bottles - Case	5.00	-1	N	(5.00)
				-
				-
				-
				-

Subtotal \$ (290.00)  
Taxable \$ -  
Tax rate 9.250%  
Tax due \$ -  
Other \$ -

**TOTAL Due \$ (290.00)**

### OTHER COMMENTS

1. Total payment due immediately
2. Please include the invoice number on your check

Make all checks payable to  
**Beer Wholesaler Inc.**

# Credit Memo

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	-10	N	(205.00)
Brand B Beer 12oz Cans - 12 pack	8.25	-8	N	(66.00)
Brand B Beer - Quart	1.50	-6	N	(9.00)
Energy Drink Non-Acoholic - Singles	0.50	-10	N	(5.00)
Water - 20 oz bottles - Case	5.00	-1	N	(5.00)
				-
				-
				-
				-

Subtotal	\$	(290.00)
Taxable	\$	-
Tax rate		9.250%
Tax due	\$	-
Other	\$	-
<b>TOTAL Due</b>	<b>\$</b>	<b>(290.00)</b>

Enter Credit Memo Information is if it was an invoice. Use negative numbers to indicate a credit. The negative number must use the minus symbol before the number. Do NOT use parenthesis around the number.

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
8	960123456	BM8963	CM-654	08/21/2012	-290.00	040000	Beer	-280.00
9	960123456	BM8963	CM-654	08/21/2012	-290.00	070700	Energy Drinks	-5.00
10	960123456	BM8963	CM-654	08/21/2012	-290.00	070500	Bottled Water	-5.00

# Credit Memo

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	-10	N	(205.00)
Brand B Beer 12oz Cans - 12 pack	8.25	-8	N	(66.00)
Brand B Beer - Quart	1.50	-6	N	(9.00)
Energy Drink Non-Acoholic - Singles	0.50	-10	N	(5.00)
Water - 20 oz bottles - Case	5.00	-1	N	(5.00)
				-
				-
				-
				-

Subtotal	\$	(290.00)
Taxable	\$	-
Tax rate		9.250%
Tax due	\$	-
Other	\$	-
<b>TOTAL Due</b>	<b>\$</b>	<b>(290.00)</b>

As before, combine similar items by category or use separate records (rows) for different categories. Remember to use the negative indicator and not the parenthesis symbol.

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
8	960123456	BM8963	CM-654	08/21/2012	-290.00	040000	Beer	-280.00
9	960123456	BM8963	CM-654	08/21/2012	-290.00	070700	Energy Drinks	-5.00
10	960123456	BM8963	CM-654	08/21/2012	-290.00	070500	Bottled Water	-5.00

# Credit Memo

DESCRIPTION	UNIT \$	QTY	TAXED	AMOUNT
Brand A Beer 12 oz Cans - Case	20.50	-10	N	(205.00)
Brand B Beer 12oz Cans - 12 pack	8.25	-8	N	(66.00)
Brand B Beer - Quart	1.50	-6	N	(9.00)
Energy Drink Non-Acoholic - Singles	0.50	-10	N	(5.00)
Water - 20 oz bottles - Case	5.00	-1	N	(5.00)
				-
				-
				-
				-

As before, combine similar items by category or use separate records (rows) for different categories. Remember to use the negative indicator and not the parenthesis symbol.

Subtotal	\$	(290.00)
Taxable	\$	-
Tax rate		9.250%
Tax due	\$	-
Other	\$	-
<b>TOTAL Due</b>	<b>\$</b>	<b>(290.00)</b>

	A	B	P	Q	R	S	T	U
1	WS Acct #	Cust #	Invoice Number	Inv Date	Total Inv Amt	NACS #	NACS Name	NACS Invc Subtotal
8	960123456	BM8963	CM-654	08/21/2012	-290.00	040000	Beer	-280.00
9	960123456	BM8963	CM-654	08/21/2012	-290.00	070700	Energy Drinks	-5.00
10	960123456	BM8963	CM-654	08/21/2012	-290.00	070500	Bottled Water	-5.00

# Finishing Steps

- Delete the header row before saving your final report.
- Make sure there are no commas in the data.
- Select Save As from the File menu item.
- Select CSV (comma delimited) (\*.csv)
- Remember the file name and file location for file upload.
- Now you are ready to upload file.

# Contact Information

Retail Accountability Program

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