



**State Liquor  
Authority**

# CREDIT REPORTING TUTORIAL FOR WHOLESALERS BATCH SUBMISSION

This is a tutorial to familiarize wholesalers with the batch interface for the new NYSLA Credit Reporting System.

# WHOLESALE DELINQUENT MGMT – BATCH INTERFACE

- A batch of records will be submitted to add or remove items (with a unique delivery date and amount for each item.)
- The format of the batch file will be CSV (Comma Separated Values.)
- A single batch will include either additions or removals, but not both.
- Items may not be modified (for example, there will be no partial payments), only added or removed.
- A summary will be returned for each batch showing the number of items submitted, the number which were processed and the number which were rejected, along with the reason for rejection.
- A result code will be returned for each record submitted showing whether the action occurred, and if not, a reason that the action failed.
- Another result code will be returned that shows the status of the retailer after your batch is posted, whether they are off COD or whether you still have them on COD, another wholesaler has them on COD, or both.
- A third option, described below, is to submit a batch of license queries.

# WHOLESALE DELINQUENT MGMT – BATCH FILE FORMAT

```
Intent,Wholesaler_Serial_Number,Retailer_Serial_Number,Delivery_Amount,Delivery
_Date,Comment,Retailer_Name
A,9999999,8000001,11.11,02/11/2016,TEST 1 ,My Store
A,9999999,8000003,22.22,02/12/2016,TEST 2 ,My Store
A,9999999,8000001,33.33,02/13/2016,TEST 3 ,My Store
A,9999999,8000001,40.44,02/14/2016,TEST 4 ,My Store
A,9999999,8000001,55.55,02/21/2016,TEST 5 ,My Store
A,9999999,8000001,66.66,02/16/2016,TEST 6 ,My Store
A,9999999,8000001,77.77,02/17/2016,TEST 7 ,My Store
A,9999999,8000001,88.88,02/18/2016,TEST 8 ,My Store
A,9999999,8000001,99.99,02/19/2016,TEST 9 ,My Store
A,9999999,8000001,99.99,02/19/2016,TEST 9 ,My Store
A,9999999,8000001,10.10,02/20/2016,TEST 10,My Store
```

- This is a sample batch file in CSV format (field/column lengths below).
- Commas separate fields, so you cannot use a thousands separator in Delivery\_Amount (e.g. use 1234.56 not 1,234.56.)
- You also cannot put commas in the Comment or Retailer\_Name fields.
- Note that column headers are required.
- “Intent” will either be “A” for Add or “R” for Remove.
- A single batch must be either “A” or “R” – the two cannot be in the same file.
- This sample file is named COD\_ADD\_2222222.csv
- The file name must begin with “COD” and the middle must be either “ADD” or “REMOVE”
- The file name concludes with the wholesaler serial number.

## length of columns

	wholesaler					
intent	_serial	retailer_serial	delivery_amount	delivery_date	comment	retailer_name
	1	7	7	9999999.99 mm/dd/yyyy	35	25

# WHOLESALE DELINQUENT MGMT – BATCH FILE FORMAT

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Wholesale Delinquent Mgmt

Active Delinquencies by Wholesaler

Inactive Delinquencies by Wholesaler

Batch Submission by Wholesaler

Help

Logoff

**Wholesale Delinquent Management System – Serial Number: 9999999**

Help

Click on the desired transaction below to start.

- [Active Delinquencies by Wholesaler](#)  
View and manage the active delinquent listings for your license. With this application you can add new delinquencies, update an existing delinquency, or remove a delinquency.
- [Inactive Delinquencies by Wholesaler](#)  
View the inactive delinquent listings for your license.

The Batch and API WebService Submissions are available for special users that are pre-certified and approved by SLA. If you want to use one of these, first contact SLA for more details about it. Both features are available in the test version of site. Click here to access the test site: [Delinquent Listing - Test Mode](#)

- [Batch Submission of Delinquencies by Wholesaler](#)  
Manage the active delinquent listings in batch mode. With this application you can upload a file to add new delinquencies or remove multiple delinquencies.
- [API WebService Submission of Delinquencies by Wholesaler](#)  
Manage the active delinquent listings using API WebService. With this application you can add or remove multiple delinquencies.

- Log in normally
- Click “Wholesale Delinquent Mgmt” to bring up this screen.
- Then click “Batch Submission of Delinquencies by Wholesaler.”
- Alternatively, just click the Batch Submission link on the left.

# WHOLESALE DELINQUENT MGMT – BATCH FILE SELECTION

**Wholesale Delinquent Manager**

**Batch File Selection**

Batch Type:  Add New Delinquencies  
 Remove Delinquencies  
 License Number Query

\*Upload File:  COD\_ADD\_9999999.csv

Select the files on your local machine to upload to the Liquor Authority for processing.

\* Indicates a required field.

- Select the batch type, Add or Remove or License Query
- Browse for and select the batch file.
- The filename must be either COD\_ADD\_ + serial number, or COD\_REMOVE\_ + serial number.
- In this example an “ADD” batch file has been selected.
- Then click “Upload File.”

# WHOLESALE DELINQUENT MGMT – BATCH UPLOAD RESULTS

## Wholesale Delinquent Management Upload Result – ADD New Delinquencies Batch

Batch File uploaded to site: COD\_ADD\_9999999.csv

**Total Invoices: 14** [Save Full Upload Report](#)  
**Total Invoices Processed: 6** [Save Upload Report - Invoices Processed](#)  
**Total Invoices Rejected with Errors: 5** [Save Upload Report - Invoices Rejected](#)  
**Total Blank Lines: 3 - THESE LINES WERE REMOVED FROM FEED !!!**  
Click [here](#) for the full list of return codes.

Below is the breakdown of invoices rejected and the reason of that.

Total Invoices	Process Reason: Error Code - Description
5	3: Duplicate Payments Not Permitted.

- The results screen shows the following information:
  - Whether the action was to ADD or REMOVE
  - The uploaded file name
  - The number of records (invoices) in the file
  - The number that were processed successfully, if any
  - The number that were rejected with errors, if any
  - The number of blank lines removed, if any
  - A breakdown of the reason or reasons that records were rejected
  - You may click links to download reports showing the full upload, only the records processed or only the records rejected.

# WHOLESALE DELINQUENT MGMT – SAMPLE BATCH UPLOAD RESULTS

Intent	Wholesaler Serial	Retailer Serial	Delivery Amount	Delivery Date	Comment	Retailer Name	Premises Name	Dbas	Process Status	Process Reason	Retailer Status
A	9999999	8000001	11.11	02/11/2016	TEST 1	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	1	0	3
A	9999999	8000003	22.22	02/12/2016	TEST 2	My Store	HOWARD BEER CO (DEMO)	HOWARD BEER SHOP	0	3	3
A	9999999	8000001	33.33	02/13/2016	TEST 3	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	40.44	02/14/2016	TEST 4	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	55.55	02/21/2016	TEST 5	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	66.66	02/16/2016	TEST 6	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	1	0	3
A	9999999	8000001	77.77	02/17/2016	TEST 7	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	1	0	3
A	9999999	8000001	88.88	02/18/2016	TEST 8	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	1	0	3
A	9999999	8000001	99.99	02/19/2016	TEST 9	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	1	0	3
A	9999999	8000001	99.99	02/19/2016	TEST 9	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	10.10	02/20/2016	TEST 10	My Store	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	1	0	3

If you wish to review the results on the screen the full upload results appear.

# WHOLESALE DELINQUENT MGMT – BATCH UPLOAD RESULTS (2)

## Wholesale Delinquent Management System Upload Result – ADD New Delinquencies Batch

Batch File uploaded to site: COD\_ADD\_9999999.csv

**Total Invoices: 14** [Save Full Upload Report](#)

**Total Invoices Processed: 0**

**Total Invoices Rejected with Errors: 11** [Save Upload Report - Invoices Rejected](#)

**Total Blank Lines: 3 - THESE LINES WERE REMOVED FROM FEED !!!**

Below is the breakdown of invoices rejected and the reason of that:

Total Invoices	Error Code - Description
11	3 - Duplicate payments are not permitted in batch.

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- If you accidentally select the same ADD batch twice, all records will be rejected as duplicates.
- If you accidentally select the same REMOVE batch twice, all records will be rejected as not found.



# WHOLESALE DELINQUENT MGMT – BATCH UPLOAD RESULTS (3)

Wholesale Delinquent Management System – Serial Number: 9999999

Upload Result – REMOVE Delinquencies Batch

**The Batch File was not uploaded because the batch file name: COD\_ADD\_9999999.csv contains a batch type that doesn't match the option selected on the previous page.**

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- **If the batch file name does not match the selected intent, it will be rejected.**

# WHOLESALE DELINQUENT MGMT – BATCH UPLOAD REPORTS

A	B	C	D	E	F	G	H	I	J	K	L
intent	wholesale	retailer_s	delivery_c	delivery_date	comment	retailer_name	premise_name	dba_name	process_status	process_reason	retailer_serial_status
A	1199999	8000001	2.11	2/11/2016	TEST 1	My Store	JOFFRE'S FOODS OF S	SEPTIM FOOD & DRUG	0	8	3
A	9999999	8000001	2.22	2/12/2016	TEST 2	My Store	JOFFRE'S FOODS OF S	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	11.11	2/11/2016	TEST 3	My Store	JOFFRE'S FOODS OF S	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000002	11.11	2/11/2016	TEST 4	My Store	GARDINER'S SHOP IN	GARDINER'S SHOP	0	3	3
A	9999999	8000003	22.22	2/12/2016	TEST 5	My Store	HOWARD BEER CO (D	HOWARD BEER SHOP	0	3	3
A	9999999	8000004	33.33	2/1/2016	TEST 6	My Store	WEST FARMS INC (DE	WEST FARMS BEER	0	3	2
A	9999999	8000005	44.44	2/1/2016	TEST 7	My Store	WELSH OPERATING C	WELSH'S WINES	0	3	2
A	9999999	8000006	55.55	2/15/2016	TEST 8	My Store	ASHLEY CHENG (DEM	DIAMOND CITY MARKI	0	3	3
A	9999999	8000007	66.66	2/16/2016	TEST 9	My Store	CARTER OPERATIONS	CARTER'S CRAFT BEER	0	3	3
A	9999999	8000008	77.77	2/17/2016	TEST 10	My Store	CARVER'S FOODS (DE	TURKEY HOLLOW	0	3	3
A	9999999	8000001	88.88	2/18/2016	TEST 11	My Store	JOFFRE'S FOODS OF S	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	99.99	2/19/2016	TEST 12	My Store	JOFFRE'S FOODS OF S	SEPTIM FOOD & DRUG	0	3	3
A	9999999	8000001	10.1	2/20/2016	TEST 13	My Store	JOFFRE'S FOODS OF S	SEPTIM FOOD & DRUG	0	3	3

- The reports are in CSV format
- The columns are identical to the file uploaded, plus additional columns to show:
  - Premises Name
  - DBA Name
  - The status of each record (1=processed, 0=rejected)
  - The reason for each result (see next page)
  - The status of the retailer after processing the whole batch

# WHOLESALE DELINQUENT MGMT – BATCH UPLOAD REPORT CODES

report names	Invoices Processed	legend (cont.)
	RPT_ADD_9999999.csv	
	RPT_REMOVE_9999999.csv	process_reason
		0: no error
	Invoices Rejected	1: Could Not Find Serial Number
	RPT_ADD_9999999_REJECTED.csv	2: Could Not Locate Transaction
	RPT_REMOVE_9999999_REJECTED.csv	3: Duplicate Payments Are Not Permitted In Batch
		4: Partial Payments Are Not Permitted In Batch
legend	intent	5: Invalid Delivery Amount
	A: Add transaction	6: Invalid Delivery Date
	R: Removal transaction	7: Mismatch of Intent and Action
		8: Mismatch of Wholesaler Serial and Logged User Serial
	process_status	
	1: processed	retailer_serial_status
	0: not processed	0: all cleared
		1: still posted by someone else
		2: still posted by submitting wholesaler
		3: still posted by submitting wholesaler and someone.

**File format is CSV, column lengths are as follows:**

intent	wholesaler	retailer	delivery	delivery	comment	retailer	premise	dba	process	process	retailer_serial
	_serial	_serial	_amt	_date		_name	_name	_name	_status	_reason	_status
1	7	7	9999999.99	mm/dd/yyyy	200	40	40	40	1	1	1

# WHOLESALE DELINQUENT MGMT – QUERY BATCH FILE SELECTION

**Wholesale Delinquent Management**

**Batch File Selection**

Batch Type:  Add New Delinquencies  
 Remove Delinquencies  
 License Number Query

\*Upload File:  LicenseNumberQuery.csv

Select the files on your local machine to upload to the Liquor Authority for processing.

A
Retailer_Serial_Number
8000001
8000002
8000003
8000004
8000005
8000006
1111111
2222222
3333333

\* Indicates a required field.

- Select the License Query batch type
- Browse for and select the batch file.
- There is no restriction on the filename.
- The file is a CSV file with a single column with the serial numbers to be queried.
- Then click "Upload File."

# WHOLESALE DELINQUENT MGMT – QUERY BATCH UPLOAD RESULTS

Wholesale Delinquent Management System – Serial Number: 9999999

## Upload Result

Batch file uploaded on site

[LicenseNumberQuery.csv](#)

Total licenses: 9

[Save License Query Result](#)

License Number	Premises Name	Db Name	Address	County	License Class	License Type	Expiration Date	License Status	Delinquent Status
1111111									
2222222									
3333333									
8000006	ASHLEY CHENG (DEMO)	DIAMOND CITY MARKET	30 LAFFERTY LANE, BAILEY, NY 12345	ALBANY	222	L	02/28/2018	License is active	Not Delinquent
8000002	GARDINER'S SHOP INC (DEMO)	GARDINER'S SHOP	448 BURGESS AVENUE, SEYDA, NY 12345	ALBANY	243	CL	07/31/2018	License is active	Delinquent
8000003	HOWARD BEER CO (DEMO)	HOWARD BEER SHOP	100 LAMPERT AVE, ELLINGTON, NY 12345	ALBANY	128	AX	07/31/2018	License is active	Not Delinquent
8000001	JOFFRE'S FOODS OF SOUTH WEYNON (DEMO)	SEPTIM FOOD & DRUG	6432 KVATCH ROAD, WEYNON, NY 12345	ALBANY	222	L	09/30/2017	License is active	Delinquent
8000005	WELSH OPERATING CO INC (DEMO)	WELSH'S WINES	40 GARDINER ST, COLLIER, NY 12345	ALBANY	222	L	06/30/2018	License is active	Delinquent
8000004	WEST FARMS INC (DEMO)	WEST FARMS BEER	77 KAUFFMAN STREET, DAVIS, NY 12345	ALBANY	128	AX	09/30/2018	License is active	Delinquent

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- The full upload results appear on the screen.
- Click on any Premises Name to see detailed information.
- If a serial number is not found, a blank record will be returned.
- You can save the query results
- You can save the file uploaded. The saved filename will include serial number, date and timestamp (i.e. 9999999\_20160516112553^LicenseNumberQuery.csv)

# WHOLESALE DELINQUENT MGMT – QUERY RESULT REPORTS

A	B	C	D	E	F	G	H	I	J	K
retailer_serial	premise_name	dba_name	premise_address	county	license_class	license_type	expiration_	license_status	delinquent_status	
1111111							//			
2222222							//			
3333333							//			
8000006	ASHLEY CHENG (DEM	DIAMOND CITY MARI	30 LAFFERTY LANE, B	ALBA	222	L	2/28/2018	License is active	Not Delinquent	
8000002	GARDINER'S SHOP IN	GARDINER'S SHOP	448 BURGESS AVENU	ALBA	243	CL	7/31/2018	License is active	Delinquent	
8000003	HOWARD BEER CO (E	HOWARD BEER SHOF	100 LAMPERT AVE, E	ALBA	128	AX	7/31/2018	License is active	Not Delinquent	
8000001	JOFFRE'S FOODS OF	SEPTIM FOOD & DRU	6432 KVATCH ROAD,	ALBA	222	L	9/30/2017	License is active	Delinquent	
8000005	WELSH OPERATING C	WELSH'S WINES	40 GARDINER ST, CO	ALBA	222	L	6/30/2018	License is active	Delinquent	
8000004	WEST FARMS INC (DE	WEST FARMS BEER	77 KAUFFMAN STREE	ALBA	128	AX	9/30/2018	License is active	Delinquent	

- The reports are in CSV format.
- The columns consists of the serial number, plus additional columns to show:
  - Premises Name and DBA Name
  - Premises Address and County
  - License Class and License Type
  - The License Expiration Date
  - The License Status
  - The Delinquent Status

# WHOLESALE DELINQUENT MGMT – BATCH INTERFACE: API

**This is an overview of the API system. For more detail consult the API Specifications.**

- The API provides a protocol for listing, adding, modifying or removing delinquency items.
- Each interaction will consist of a request from the wholesaler and a response to the wholesaler.
- Each request will include credentials to validate the wholesaler submitting the request.
- The request may be for:
  - a list of licensees on COD
  - a submission of items to be added to from the delinquency file
  - a submission of items to be removed from the delinquency file.
- For additions or removals, each response will include a summary of items received, accepted or rejected.
- For additions or removals, each response will include a result code for each item in the group showing whether the item was accepted or rejected, and a reason for any rejection.
- Another result code will be returned that shows the status of the retailer after your batch is posted, whether they are off COD or whether you still have them on COD, another wholesaler has them on COD, or both.