



# DSWR User Guide

June 2019 (revised)



**LIQUOR  
DISTRIBUTION  
BRANCH**

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## Introduction

Welcome to the BC Liquor Distribution Branch (LDB) Direct Sales Web Reporting (DSWR) application. The DSWR application provides you with a safe and secure way of reporting direct sales and customer return information to the BCLDB over the Internet. You can create sales and customer returns documents individually by entering transactions directly into the application, or automatically in bulk by uploading a CSV file extracted from your store's transaction system that meets LDB specifications. Once you have created documents, you can create a batch, add the documents to it, review the batch and submit it. This new process will help your business by improving the accuracy of pricing, container deposits; eliminating postage and courier costs; and reducing the amount of time spent on error corrections and re-submissions.

The application allows you to:

- Create and manage sales and customer return documents.
- Create and submit batches consisting of multiple documents.
- Correct and re-submit a batch.
- View a history of submitted batches.
- Download and print document and batch details for your records.
- Update your DSWR user profile.

This guide provides you with all the information you need to use the application.

**Note:** Sections with a  reflect updates that have been made to the document to reflect changes stemming from the new Payment Remittance Model project.

### ***Before You Get Started***

In order to access the DSWR application, you will need a business BCeID account. BCeID is an online service that provides you with an ID and password that you can use to sign in securely to participating government services online. Each user from your store that will be accessing the DSWR application will need their own BCeID account. For information on obtaining a BCeID account, please visit [www.bceid.com](http://www.bceid.com).

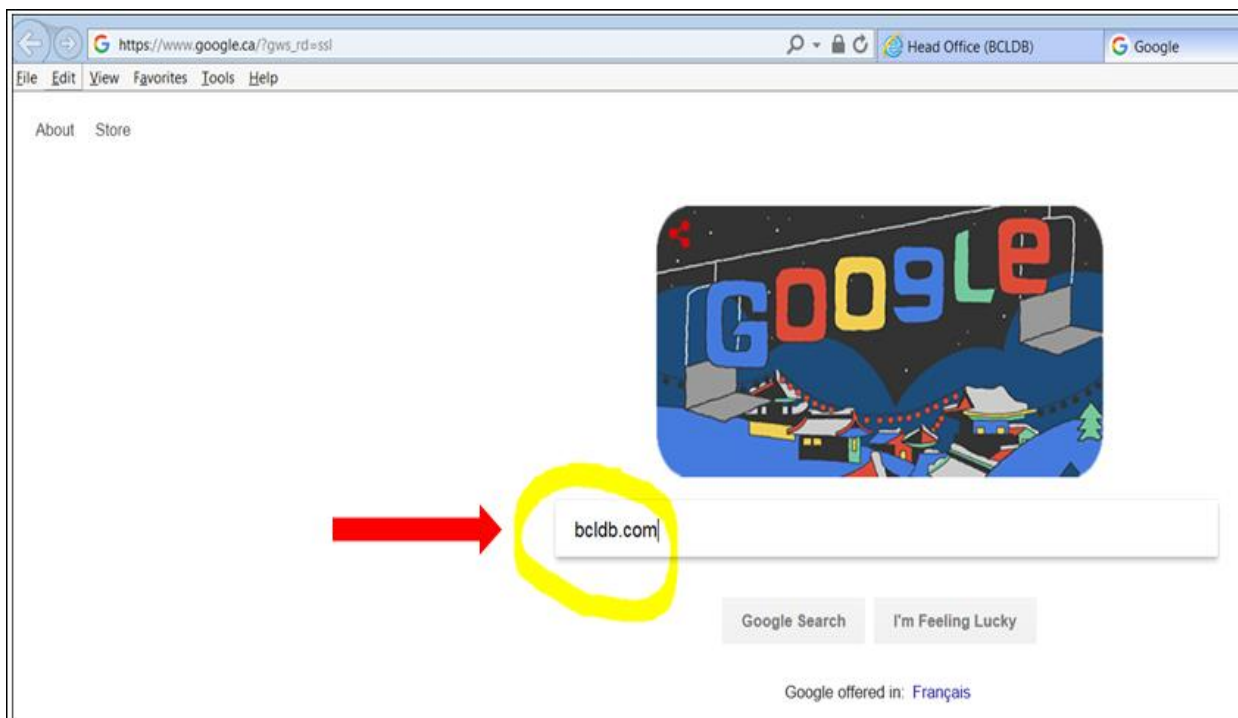
Once the user has their BCeID account in place, the next step is to have the user register for the DSWR application.

## Registering for the DSWR Application

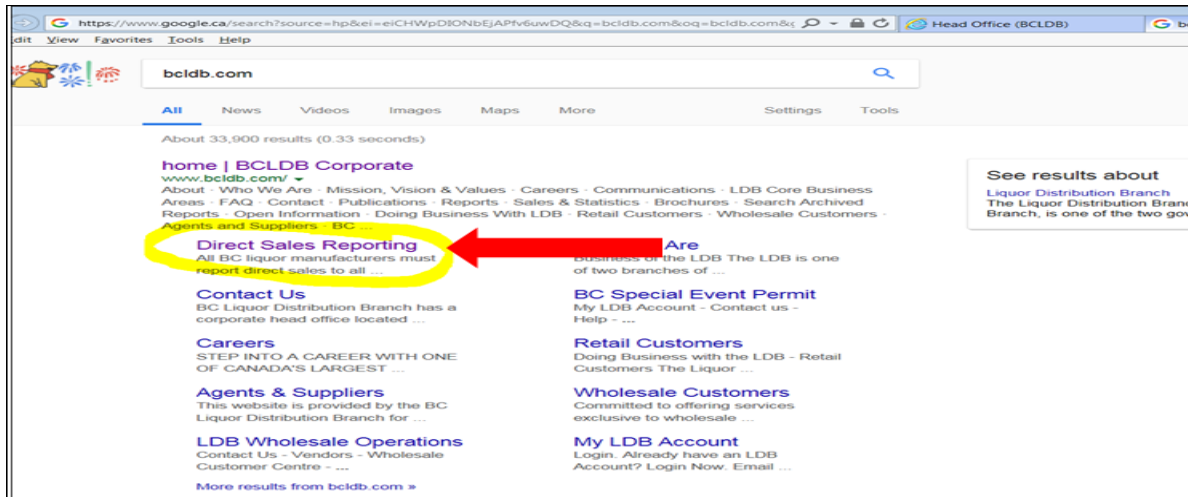
Once the user has their BCeID account in place, the next step is for them to register for the DSWR Application.

### To register for the DSWR application:

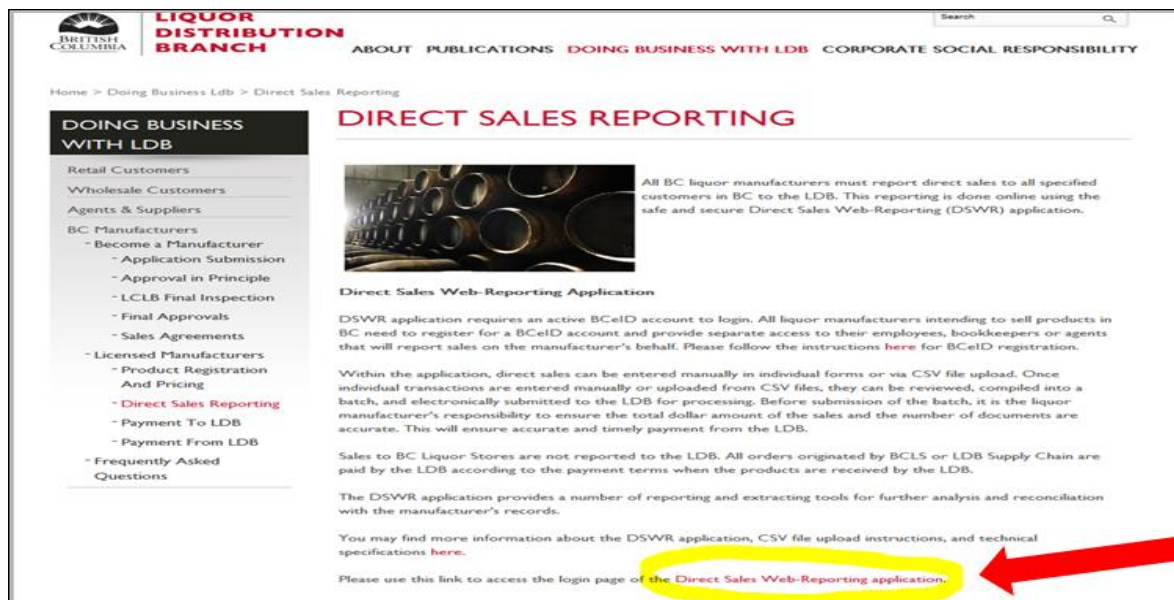
1. From Google enter the words “[bcldb.com](https://www.bcldb.com)” and then press “Enter” key to search for the Direct Sales Reporting site.



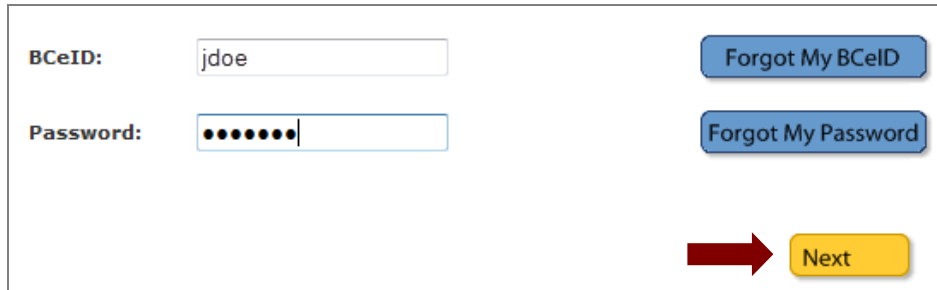
2. Click "Direct Sales Reporting".



3. The Direct Sales Reporting page appears. Click the "Direct Sales Web Reporting application" link at the bottom of page.

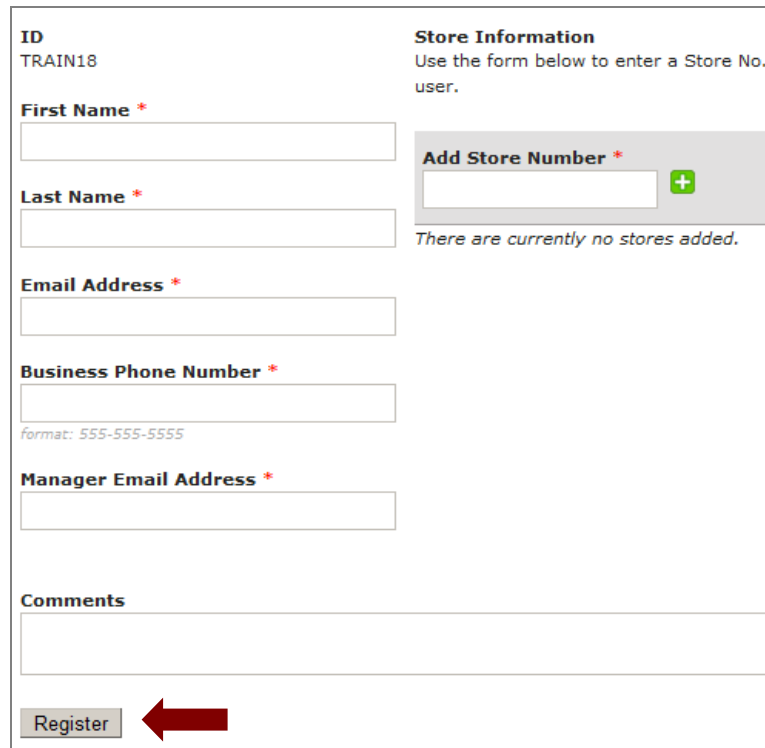


4. The *BCeID Log-in* page appears. Enter your BCeID username and password and then click **Next**.



The *BCeID Post Logon* page appears with information about your BCeID account activity.

5. Click **Next**. The *Self Service Registration* page appears.



6. Complete the following fields:


- **First Name:** Enter your first name.
- **Last Name:** Enter your last name.
- **Email Address:** Enter your email address.
- **Business Phone Number:** Enter your business phone number.
- **Manager Email Address:** Enter your manager's email address. If you are the manager, enter your own address.
- **Comments:** If you have any questions or comments for the DSWR administrators, enter them into the *Comments* field.


7. Enter your store number and click the plus icon.



The store is added to your profile.

8. Repeat if necessary to add multiple stores. You can remove any store you have added by clicking on the red **X** in the *Remove* column

Store Number	Store Name	Store Type	Remove
123	DELOREAN VINEYARDS CAS # 123	CAS	



9. Click **Register**.

A confirmation message appears and you and your manager are sent an email notification confirming your registration.

**NOTE:** Before you can use the DSWR Application, your registration must be processed and approved. Once your registration has been processed and approved, you will receive an approval notification via email. You will then be able to login and use the application. If you receive a notification informing you that your registration has been denied, please contact the administrators at [wpdrmanager\\_dswr@bclddb.com](mailto:wpdrmanager_dswr@bclddb.com).

**NOTE:** it can take up to five (5) business days for your registration to be processed. If you have not received a notification email, please contact the administrators at the above email address.

You may find more information about the Direct Sales Web Reporting (aka DSWR) application, CSV File Upload instructions, and technical specifications at <http://www.bclddb.com/direct-sales-web-reporting-user-guides>.

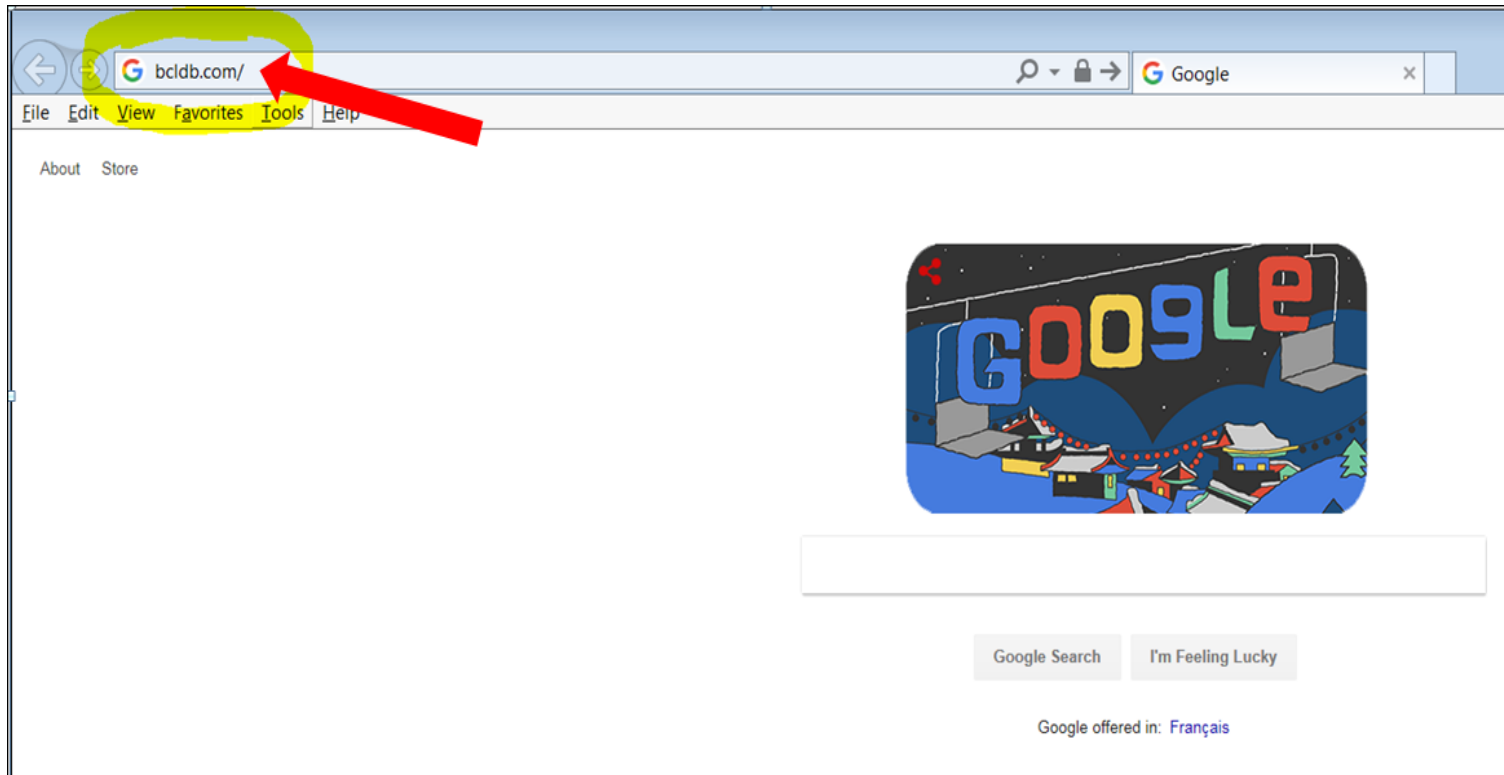
If you would like to schedule a free web training session please contact us at [wpdr@bclddb.com](mailto:wpdr@bclddb.com) and indicate your store number. We will respond promptly.

## Log-in – For Private Distributors

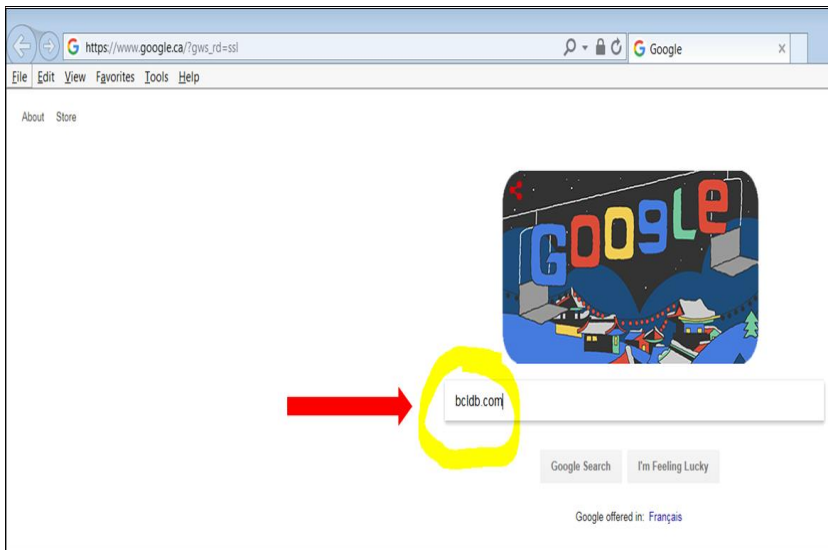
To log-in to the Direct Sales Web Reporting (DSWR) application:

1. There are 2 ways to log-in to the DSWR application from the BCLDB home page.

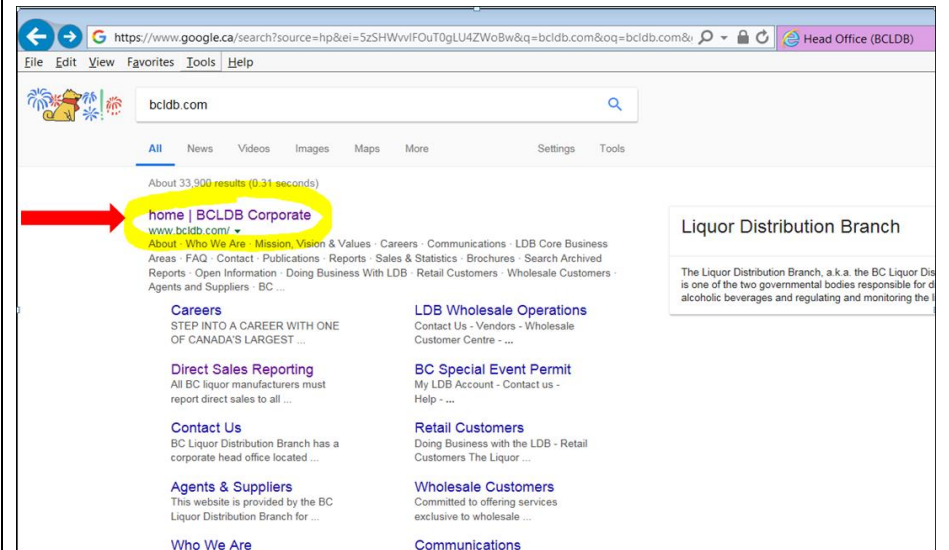
The shorter way is to enter “bcldb.com” in the top left URL field and press “Enter” key to see the BCLDB Home page.



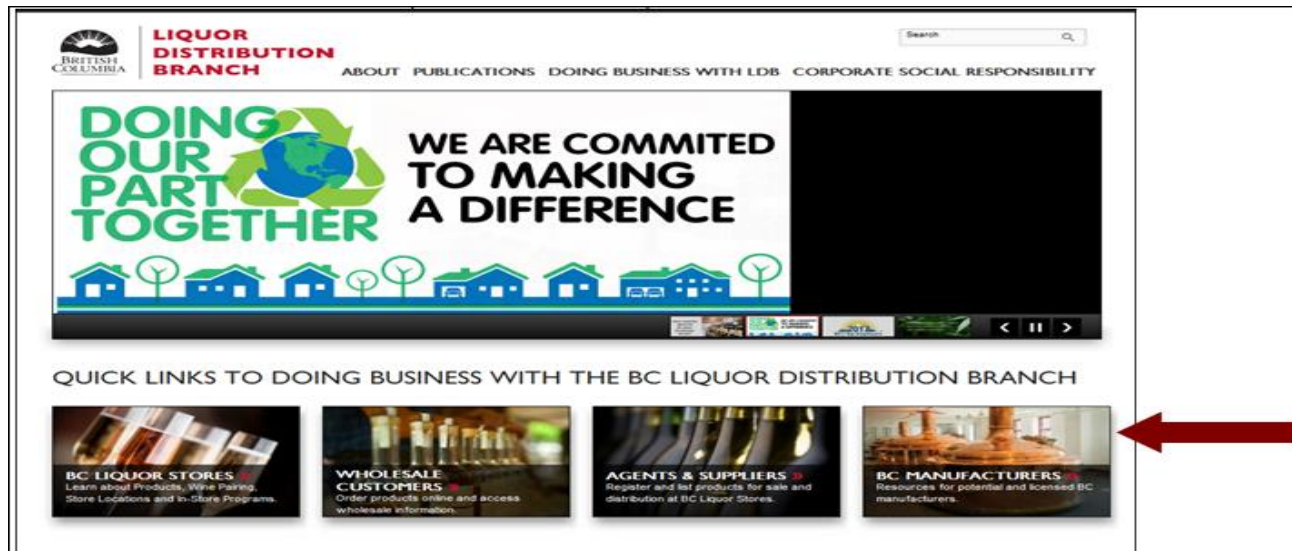
The longer way is to enter "bcldb.com" in Google search box in the middle of the page and press "Enter".



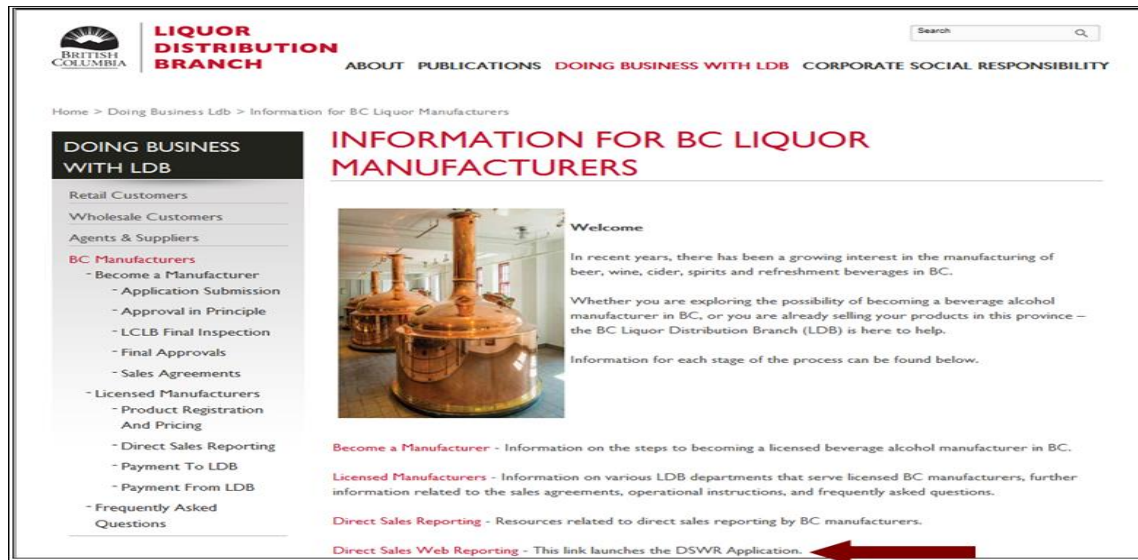
Then click "home|BCLDB Corporate" to get to next page which is the BCLDB home page.



The BCLDB home page displays. Press the **BC MANUFACTURERS** tile at the bottom right.



The **INFORMATION FOR BC LIQUOR MANUFACTURERS** page opens.



2. Scroll down and click **Direct Sales Web Reporting** link at the bottom of page.

Proceed to Step#3 below if this doesn't take you directly to the *BCeID Log-in* page.

Enter your BCeID username and password before clicking **Next**.

The screenshot shows a login form with two input fields: 'BCeID:' containing 'jdoe' and 'Password:' with masked characters. There are two blue buttons: 'Forgot My BCeID' and 'Forgot My Password'. A yellow 'Next' button is at the bottom right, with a red arrow pointing to it.

The *BCeID Post Logon* page appears with information about your BCeID account activity.

3. Click **Next**.

If there is only one store associated with your account then the *DSWR Home Page* appears.

If there is more than one store associated with your account then the *Select Store* window appears.

Select Store			
Select	Store Number	Store Name	Store Type
<input type="radio"/>	60	BCLS #060 CACHE CREEK	GLS
<input type="radio"/>	441	WHISTLER BREWING CAS #441	CAS

Click the round button on the left to select the store you wish to report for and press **Enter**.

The **DSWR Reporting Home Page** for the selected store appears.

# The Home Page

The *Home Page* is your central point of activity in the DSWR application.

The screenshot shows the DSWR Home Page interface. At the top left is the British Columbia Liquor Distribution Branch logo. The top right shows the user 'John Doe' with a profile link and 'Close' button, and the active store '123' named 'DELOREAN VINEYARDS EWS #12'. Below the header is a navigation bar with 'Home', 'Workspace', and 'Search/Export' tabs. A left sidebar contains an 'Actions' menu with links like 'Create Document', 'Pipeline Sales Reporting', 'Create Batch', 'File Upload', 'Select Store', and 'User Guides and Other References'. Below this is a 'Routine Maintenance' section with a notice about website availability. The main content area features a red error banner, a 'List of Users' table, a 'Documents not in a Batch' table, and a 'Recent Batches' table. A 'Next 5' button is located at the bottom right of the 'Documents not in a Batch' table.

**1** → Home tab

**2** → Actions menu

**3** → Routine Maintenance section

**4** → Routine Maintenance text

**5** → Recent Batches table

**6** → Next 5 button

**7** → Documents not in a Batch table

**8** → Error banner

**9** → Help link

**10** → User profile and store information

Number	Item	Description
1	Navigation Tabs	<ul style="list-style-type: none"> <li>• <b>Home:</b> Takes you to the <i>Home Page</i>.</li> <li>• <b>Workspace:</b> Takes you to the <i>Workspace</i> page, where documents and batches are created and edited.</li> <li>• <b>Search/Export:</b> Takes you to the <i>Search</i> page, where you can search for documents and batches as well as export documents and CSV files for your records.</li> </ul>
2	Actions	<p>Provides links to available tasks, which will vary depending on the page being viewed.</p> <ul style="list-style-type: none"> <li>• <b>Create Document:</b> Create a new sales or customer returns document.</li> <li>• <b>Create Batch:</b> Create a new batch.</li> <li>• <b>File Upload:</b> Create new sales and customer returns documents automatically by uploading a CSV file extracted from your store's transaction system that meets LDB file specifications.</li> <li>• <b>Select Store:</b> Select another store (only available if multiple stores are associated with your account).</li> <li>• <b>User Guide and Other References:</b> Access the DSWR User Guide and other reference material, including file specifications for CSV file uploads</li> </ul>
3	Routine Maintenance Message	A permanent notice indicating time periods during which the application will be unavailable due to routine maintenance.
4	List of Users	Lists the users associated with your store.
5	Recent Batches	<p>Displays a list of the recent batches.</p> <ul style="list-style-type: none"> <li>• <b>Batch date:</b> The date the batch was created.</li> <li>• <b>Status:</b> The status of the batch: <i>Pending</i> (a batch that has been created but not submitted), <i>Submitted</i> (a batch that has been submitted), <i>Rejected</i> (a batch that has been submitted, but rejected by the Wholesale Private Distribution Reporting).</li> <li>• <b>Date Submitted:</b> The date the batch was submitted.</li> <li>• <b>Submitted by:</b> The user who submitted the batch.</li> <li>• <b>Comments:</b> Click <b>View</b> to view any comments associated with the batch.</li> <li>• <b>Download:</b> Click <b>csv</b> or <b>pdf</b> to save batch information in CSV or PDF format to your computer.</li> <li>• <b>Nil batch (a batch without any sale document) will also appear on the list of submitted documents.</b></li> </ul>

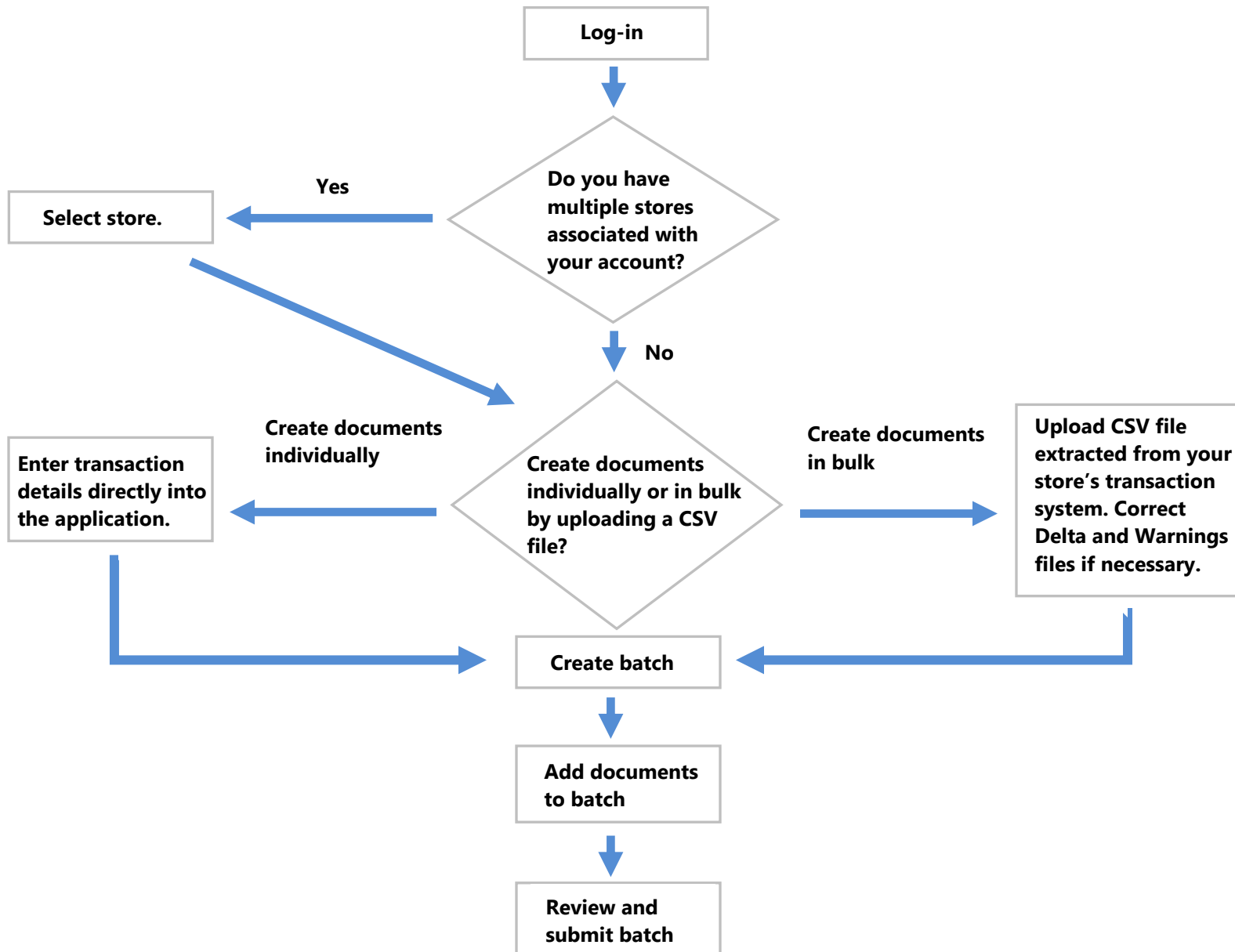
Number	Item	Description
6	Next 5	If there are more than five items in the list, click <b>Next 5</b> to view the next five entries (this applies to all lists in the application with more than five items).
7	Documents not in a Batch	<p>Displays a list of documents that have been created but not yet added to a batch.</p> <ul style="list-style-type: none"> <li>• <b>Invoice Ref. No.:</b> The unique reference number assigned to the document when it was created. Click the number to view, edit or delete the corresponding document.</li> <li>• <b>Date:</b> The date of the transaction.</li> <li>• <b>Status:</b> The status of the document: <i>Complete</i> or <i>Incomplete</i>.</li> <li>• <b>Download:</b> Click <b>pdf</b> to save a document in PDF format to your computer.</li> </ul>
8	System Advisory Notice	A temporary notice alerting users to an upcoming period of time during which the application will be unavailable due to reasons other than routine maintenance.
9	Help	Click <b>Help</b> to view the <i>Help</i> page.
10	Profile   Close	<ul style="list-style-type: none"> <li>• Click <b>Profile</b> to open your <i>User Profile</i> page, where you can view or update your user details.</li> <li>• Click <b>Close</b> to close the application.</li> </ul>

## Reporting Process Overview

The process of reporting direct sales and customer return information using the DSWR application involves the following steps:

1. Create sales and customer returns documents by either:
  - a. Entering transaction details directly into the application, or;
  - b. Uploading a CSV file extracted from your store's transaction system that meets LDB specifications.
2. Create a batch.
3. Add documents to the batch.
4. Review the batch.
5. Submit the batch for processing.

## The Reporting Process



## Creating Documents

There are two kinds of documents in the DSWR application: sales and customer returns. You can create both types of document individually by entering transaction details directly into the application or, to save time when working with a large number of transactions, automatically in bulk by uploading a CSV file exported from your store's transaction system that meets LDB file specifications.

Each document, whether created directly in the application or generated automatically from a CSV file, consists of a document header displaying the transaction date, invoice reference number and information about the customer, and document details listing the specifics of the transaction.

HEADER INFORMATION							DSWR# 1045
<b>Transaction Date:</b> 04/12/2015	<b>Invoice Ref. No.:</b> 201	<b>Customer Type:</b> Rural Agency Store	<b>Customer Number:</b> 932	<b>Customer Name:</b> 000932 DELOREAN			
SKU	Brand Name	Size	Qty In Units	Price (\$)	Comments	Total	
1. 12757	BOWEN ISLAND ARTISAN IPA	6	10	\$8.35	<a href="#">View</a>	\$83.50	
2. 199455	KRAKEN - BLACK SPICED	1	8	\$35.01	<a href="#">View</a>	\$280.08	
3. 570	BEEFEATER - LONDON DRY	1	5	\$24.01	<a href="#">View</a>	\$120.05	
Subtotal						\$483.63	
GST (@5.00%)						\$24.18	
PST (@0.00%)						\$0.00	
<a href="#">Container Deposit</a>						\$7.30	
Amount Paid						\$515.11	

Mark completed when this document is ready to be submitted to a batch.

Mark Completed

← Document header

← Document details


# Creating Documents Individually

## The Input Document Header Page

Creating a document involves first creating the header on the *Input Document Header* page, which you can access by clicking **Create Document** under *Actions* on the *Home Page*.

The screenshot shows the 'Input Document Header' page with the following fields and callouts:

- 1**: Points to the 'Create Document' button in the 'Actions' sidebar.
- 2**: Points to the 'Transaction Date' field in the 'HEADER INFORMATION' section.
- 3**: Points to the 'Invoice Ref. No.' field in the 'HEADER INFORMATION' section.
- 4**: Points to the 'Customer Number' field.
- 5**: Points to the search icon next to the 'Customer Number' field.
- 6**: Points to the 'Customer Name' field.
- 7**: Points to the 'Customer Type' field.
- 8**: Points to the 'Payment Type' dropdown menu.
- 9**: Points to the 'Document Details' button at the bottom.
- 10**: Points to the 'Cancel' button at the bottom.

Number	Item	Description
1	Document Type	Select the document type ( <i>Sales</i> or <i>Customer Returns</i> ). If <i>Customer Returns</i> is selected, two additional fields appear: <i>Original Invoice Number</i> and <i>Reason for Return</i> .
2	Transaction Date	Click the empty field or calendar icon to open the calendar and then select the date of the transaction.
3	Invoice Ref No.	<p>Enter a reference number for the invoice. This number will be used to identify the document in the system. You can choose any number, as long as it is <b>unique</b>, numeric only, and between one and ten digits long.</p> <p>The invoice number should be unique (i.e. the number should not have been used before). Duplicate invoice numbers in the same batch will not allow the user to proceed. The invoice number field will turn red indicating an error, and the 'Document Details' button will remain disabled.</p> 
4	Customer Number	<p>Enter the customer number and then press return. The remaining fields will be automatically populated by the system with the customer's details.</p> <p>Note that changing the customer number after the document has been created may affect product discounts.</p>
5	Customer Search	If you do not know the customer number, you may search for it by name by clicking the magnifying glass icon.
6	Customer Type	The <i>Customer Type</i> field is automatically populated by the system when a customer number is entered in the <i>Customer Number</i> field.
7	Customer Name	These fields are automatically completed when the customer number is entered into the <i>Customer Number</i> field.
8	Payment Type	The payment type is set to <i>Cash</i> by default.
9	Document Details	Once the <i>Input Document Header</i> page is complete, click <b>Document Details</b> . The header information is saved and you are directed to the <i>Input Document Details</i> page, where you can enter the details of the transaction.
10	Cancel	Click <b>Cancel</b> at any time to exit the <i>Input Document Header</i> page without saving.

## The Input Document Details Page

Once you have created the document header, you enter the details of the transaction on *the Input Document Details* page, which you access by clicking **Document Details** on the *Input Document Header* page.

The screenshot shows the 'Input Document Details (Sales)' page with the following elements and callouts:

- 1:** Points to the 'Transaction Date' field in the 'HEADER INFORMATION' section.
- 2:** Points to the 'Create Document' action in the 'Actions' sidebar.
- 3:** Points to the magnifying glass icon in the second row of the transaction table.
- 4:** Points to the 'Add New Line' button with a dropdown menu and a plus sign.
- 5:** Points to the 'PST (@0.00%)' tax line in the summary section.
- 6:** Points to the 'Calculate' button.
- 7:** Points to the 'Mark Completed' checkbox in the 'Mark completed when this document is ready to be submitted to a batch.' section.
- 8:** Points to the 'Document Header' button at the bottom left.
- 9:** Points to the 'Save Document' button at the bottom right.
- 10:** Points to the 'Cancel Document' button at the bottom right.

**HEADER INFORMATION**

<b>Transaction Date:</b>	<b>Invoice Ref. No.:</b>	<b>Customer Type:</b>	<b>Customer Number:</b>	<b>Customer Name:</b>
04/22/2015	2435	Rural Agency Store	640	Morville Pub #640

	SKU	Brand Name	Qty In Units	Price (\$)	Comments	Total	Remove
1.	199455	KRAKEN - BLACK SPICED - 1x0.750L	10	\$35.03	<a href="#">Edit</a>	\$350.30	✖
2.					<a href="#">Edit</a>		✖

Subtotal: \$350.30

GST (@5.00%): \$17.51

PST (@0.00%): \$0.00

[Container Deposit](#): \$3.40

Amount Paid: \$371.21

Mark completed when this document is ready to be submitted to a batch.

Mark Completed

Document Header | Calculate | Save Document | Cancel Document

**For Customers on the new Net Remittance Model (eg. Breweries, Brew pubs, Commercial Wineries, Distilleries):** The screenshot below shows that only SKUs registered by the manufacturer can be selected, under the new Remittance Payment Model:



Home
Workspace
Search/Export
[Help](#)

Actions

- Create Document
- Edit Document
- Delete Document
- Create Batch
- Edit Batch
- Batch Summary
- Batch Review
- File Upload

Routine Maintenance

The DSWR website may be periodically unavailable for scheduled maintenance. Maintenance is typically scheduled Sunday 9:00am.

## Input Document Details (Sales)

HEADER INFORMATION

<b>Transaction Date</b>	<b>Invoice Ref. No.</b>	<b>Customer Type</b>	<b>Customer Number</b>	<b>Customer Name</b>
11/08/2017	456	Hospitality	009548	Keg (20640 Dewdney Trunk Rd.)

	SKU	Brand Name	Qty In Units	Price (\$)	Comments	Total	Remove
1.	113399	VANCOUVER ISLAND - ISLANDER LAGER - 1x19.500L	1	\$70.01	<a href="#">Edit</a>		✖
2.	<input type="text"/>	<input type="text"/>	1		<a href="#">Edit</a>		✖

Subtotal

\$0.00

[Container Deposit](#)

\$0.00

Amount Paid

\$0.00

Add New Line

Mark completed when this document is ready to be submitted to a batch.
 

**Mark Completed**

Document Header
Save Document
Cancel

1

2

3

4

5

7

6

8

9

10

Number	Item	Description
1	Header Information	The document's header information as entered on the <i>Input Document Header</i> page.
2	Line	<p>Each product included in the transaction appears as a line consisting of the following fields:</p> <ul style="list-style-type: none"> <li>• <b>SKU:</b> Select a product SKU When a SKU is entered, the <i>Brand Name</i> and <i>Price</i> fields are completed automatically. On the manual entry form, the user will see a list of SKU's registered under that store that is not in 'Pending Activation Status (Status 1).<b>Brand Name:</b> The brand name of the product and the selling unit appear here automatically when a SKU is selected</li> <li>• <b>Qty In Units:</b> Enter the selling units sold or returned for each SKU (as defined in the Brand Name column).</li> </ul> <p>If the quantity is greater than '9999' then a warning will appear, alerting the user to check the quantity entered.</p> <ul style="list-style-type: none"> <li>• <b>Price (\$):</b> When a SKU is selected , the price of a single selling unit appears automatically. If free pricing is allowed for this product, you will have the option to change the default price loading in this field.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Note:</b> Free pricing is only allowed for XA* product that LBW sells to Hospitality customer.</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Note:</b> Free pricing is also applicable on sales to duty free stores if the setting has been configured by the DMG admin at the Store level.</div> <ul style="list-style-type: none"> <li>• <b>Comments:</b> Optionally, click <i>Edit</i> to leave a comment regarding the sale.</li> <li>• <b>Total:</b> The total is automatically displayed based on the SKU selling unit price and quantity.</li> <li>• <b>Remove:</b> Click <b>X</b> to remove an item from the document.</li> </ul>
3	SKU Search SKU Selection	<p>A SKU can be searched from the SKU drop down list</p> <p><b>Customers on the new Net Remittance Model eg. Breweries, Commercial Wineries and Commercial Distilleries</b> can search for a SKU using the SKU drop down list.</p>
4	Add New Line	Click <b>+</b> to add another line, or use the drop-down menu to add up to ten new lines at a time. The same SKU can be added multiple times.



5	Tax and Deposits	<ul style="list-style-type: none"> <li>• <b>Subtotal:</b> The price subtotal.</li> <li>• <b>GST (@5.00%):</b> GST is added.</li> <li>• <b>PST (0.00%):</b> PST</li> <li>• <b>Container Deposit:</b> The container deposit total for all selling units in the order.</li> <li>• <b>Amount Paid:</b> The total amount paid.</li> </ul>
6	Calculate	Once you have entered all the items associated with the transaction, click <b>Calculate</b> to calculate the document and display the totals. Calculating the document is optional—the document is automatically calculated when saved.
7	Mark Completed	If the document is complete and ready to be added to a batch, click the <i>Mark Completed</i> box. If the document is not ready to be added to a batch, leave the box unchecked. You can always return to the document later and mark it as complete when it is ready to be submitted.
8	Document Header	Click <b>Document Header</b> to return to the <i>Input Document Header</i> page.
9	Save Document	Once all the products in the transaction have been added, click <b>Save Document</b> to save the document.
10	Cancel Document	Click <b>Cancel</b> at any time to exit the <i>Input Document Details</i> page without saving.

## Creating Sales Documents

To create a sales document:

1. From the *Home* or *Workspace* pages, click **Create Document** under actions.

*The Input Document Header page appears.*

2. Complete the following fields:

- **Document Type:** Make sure the *Document Type* is set to *Sales*.
- **Transaction Date:** Click the empty field or calendar icon to open the calendar and then select the date of the transaction.
- **Invoice Ref. No.:** Enter a **unique** reference number for the invoice. This number will be used to identify the document in the system. You can choose any number, as long as it is unique, numeric only, and between one and ten digits long.

**Note:** Invoice number for sales for the same 'Transaction date' have to be unique (i.e. Invoice number should not have been used before).



<b>Document Type</b> Sales	<b>Transaction Date *</b> 2015/04/22 <small>Changing this date may affect product prices and taxes.</small>	<b>Invoice Ref. No. *</b> 2435
-------------------------------	---	-----------------------------------

3. Type customer number into the *Customer Number* field and then press enter.

*The remaining fields are automatically populated by the system with the customer's details.*

If you do not know the customer number, you may look it up by name by clicking on the magnifying glass icon.

<b>Customer Number *</b> 640	
---------------------------------	---



*The Customer Name search window opens.*

Enter the customer's name, click **Search**, select the desired result and then click **Select**.

Customer Name Search

Customer Name  
Morville

Search Reset

Displaying 1 to 2 of 2 results.

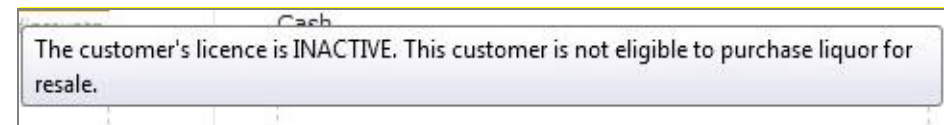
Select	Customer Number	Customer Name
<input checked="" type="radio"/>	640	Morville
<input type="radio"/>	195254	Morville Liquor Store

Select

The customer's number appears in the *Customer Number* field and the remaining fields are automatically populated by the system with the customer's details.

**NOTE:** If there is an issue with the selected customer's license, a warning message will appear.

- If the selected customer's license is due to expire within 60 days of the invoice date, you will be asked to remind your customer to renew their license.
- If the license expired 60 days or less prior to the date of the invoice, you will be informed that the customer is not eligible to purchase liquor for resale.
- If the license expired more than 60 days prior to the invoice date, or the establishment was closed as of the transaction date, you will be informed you that the license is inactive, and that the customer is not eligible to purchase liquor for resale.



**NOTE:** Even if you receive one of the above warning messages, you are still required to report the sale



4. The **Payment Type** defaults to Cash.

- Click **Document Details**.

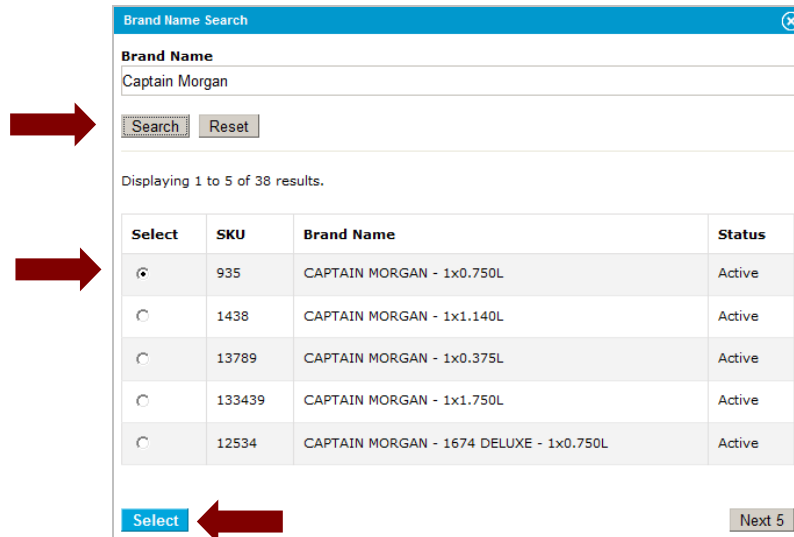
*The Input Document Details page appears.*

- Enter the SKU number for the first product you would like to add to the document.

If you do not know the SKU number of the product you wish to add, you can search for it by brand name by clicking on the magnifying glass.

	SKU	Brand Name
1.	<input type="text"/>	 

The Brand Name Search window opens. After entering the name of the brand, click **Search**, select the desired result and then click **Select**.



**Brand Name Search** ✕

**Brand Name**

Displaying 1 to 5 of 38 results.

Select	SKU	Brand Name	Status
<input checked="" type="radio"/>	935	CAPTAIN MORGAN - 1x0.750L	Active
<input type="radio"/>	1438	CAPTAIN MORGAN - 1x1.140L	Active
<input type="radio"/>	13789	CAPTAIN MORGAN - 1x0.375L	Active
<input type="radio"/>	133439	CAPTAIN MORGAN - 1x1.750L	Active
<input type="radio"/>	12534	CAPTAIN MORGAN - 1674 DELUXE - 1x0.750L	Active

The item is added to the document.

- **Customers on the new Net Remittance Model eg. Commercial Wineries, Commercial Distilleries and Breweries:** (does not apply to Land based Wineries, Craft Distilleries, Brew pubs):
  - Select the SKU number for the first product you would like to add to the document. A list of all SKUs registered by the store that are not 'Pending Activation' will appear in the drop down.



	SKU	Brand Name
1.	<input type="text"/>	

The item is added to the document.

**NOTE:** The same SKU can be added to a document multiple times. You cannot report product in **Pending** Activation status. If you are selling product in **inactive** status, please contact Product Data ([ldbprdata@bcldb.com](mailto:ldbprdata@bcldb.com)) to reactivate product as soon as possible.

- If more than one unit of the product was sold, enter the number of selling units (as defined in the Brand Name field) into the *Qty In Units* field.
- Optionally, you may add a comment for yourself or other users belonging to your store by clicking on the **Edit** link in the *Comments* column, typing a comment into the field, and then clicking **Apply**. Any comments you add will be saved with the document.

**Comments**

Forgot to include this in the previous batch.

Apply
Cancel

- If there are more products to include in the transaction, click the plus icon to add new lines. You may add up to ten new lines at a time.
- Once you have entered all the items associated with the transaction, click **Calculate** to calculate the document and display the totals.

**NOTE:** Calculating the document is optional—the document is automatically calculated when saved.

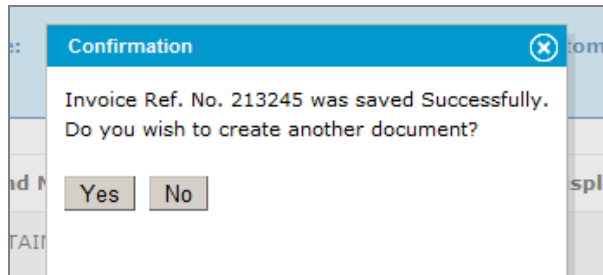
- If the document is complete and ready to be added to a batch, click the *Mark Completed* box.

If the document is not ready to be added to a batch, leave the *Mark Completed* box unchecked. You can always return to the document later and mark it as complete when it is ready to be submitted. See “Edit a Document”.

**NOTE:** When a document that has not been marked completed is saved, it is given the status of *Incomplete*. Only documents with the status of *Complete* can be added to a batch.

- Click **Save Document**.

The document is saved and the *Confirmation* window appears.



- If you wish to create another document, click **Yes** to go to a blank *Input Header* page, otherwise click **No** to go to the *Home* page.

## Creating Customer Returns Documents

To create a customer returns document:

- From the *Home* or *Workspace* pages, click **Create Document** under actions.

The *Input Document Header* page appears.

- Complete the following fields:
- **Document Type:** Make sure the *Document Type* is set to *Customer Returns*.
- **Transaction Date:** Click the empty field or calendar icon to open the calendar and then select the date of the original sales transaction (not the date of return).
- **Invoice Ref. No.:** Enter a unique reference number for the invoice. This number will be used to identify the document in the system. You can choose any number, as long as it is unique, numeric only, and between one and ten digits long.
- **Invoice number must be unique in the batch** (i.e. Invoice number should not have been used before)
- **Original Sales Invoice No:** (Optional) Enter the original sales invoice reference number.
- **Reason for Return:** Select the reason for the return.

<b>Document Type</b> Customer Returns	<b>Transaction Date *</b> 04/22/2015 <small>Enter the Original Sale Date to prevent price and tax variances.</small>	<b>Invoice</b> 2435
<b>Original Sales Invoice No.</b> 2402	<b>Reason for Return</b> Defective	
<b>Customer Number *</b>		<b>Customer Name</b>
<b>Customer Type</b>		<b>Payment Type</b>
		<b>Phone Number</b>

- Type the customer number into the Customer Number field and then press enter.

*The remaining fields are automatically populated by the system with the customer's details.*

If you do not know the customer number, you may look it up by name by clicking on the magnifying glass icon.

<b>Customer Number *</b> 640		
---------------------------------	--	---

The *Customer Name* search window opens.

Enter the customer's name, click **Search**, select the desired result and then click **Select**.

**Customer Name Search**

**Customer Name**  
Morville|

Search Reset

Displaying 1 to 2 of 2 results.

Select	Customer Number	Customer Name
<input checked="" type="radio"/>	640	Morville
<input type="radio"/>	195254	Morville Liquor Store

Select

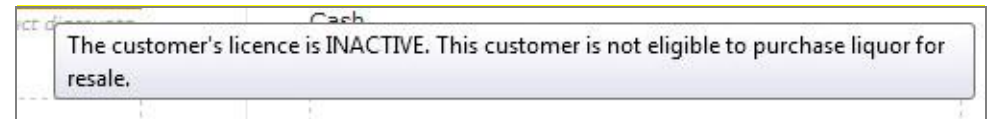
The customer's number appears in the *Customer Number* field and the remaining fields are automatically populated by the system with the customer's details.

**NOTE:** If there is an issue with the selected customer's license, a warning message will appear.

- If the selected customer's license is due to expire within 60 days of the invoice date, you will be asked to remind your customer to renew their license.

- If the license expired 60 days or less prior to the date of the invoice, you will be informed that the customer is not eligible to purchase liquor for resale.

- If the license expired more than 60 days prior to the invoice date, or the establishment was closed as of the transaction date, you will be informed you that the license is inactive, and that the customer is not eligible to purchase liquor for resale.





**NOTE:** Even if you receive one of the above warning messages, you are still required to report the sale.

- The **Payment Type** defaults to Cash.
- Click **Document Details**.

The *Input Document Details* page appears

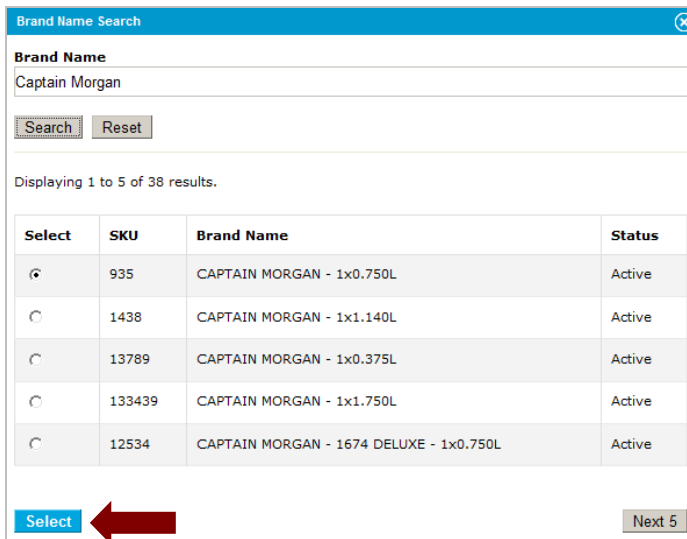
Enter the SKU number for the first product you would like to add to the document.

If you do not know the SKU number of the product you wish to add, you can search for it by brand name by clicking on the magnifying glass.

	SKU	Brand Name
1.	<input type="text"/>	 

The Brand Name Search window opens.

After entering the name of the brand, click **Search**, select the desired result and then click **Select**.



The dialog box titled "Brand Name Search" contains a search input field with "Captain Morgan" entered. Below the input are "Search" and "Reset" buttons. A red arrow points to the "Search" button. Below the buttons, it says "Displaying 1 to 5 of 38 results." A table lists search results with columns for "Select", "SKU", "Brand Name", and "Status". The first row is selected with a radio button. A red arrow points to the "Select" button at the bottom left of the dialog.

Select	SKU	Brand Name	Status
<input checked="" type="radio"/>	935	CAPTAIN MORGAN - 1x0.750L	Active
<input type="radio"/>	1438	CAPTAIN MORGAN - 1x1.140L	Active
<input type="radio"/>	13789	CAPTAIN MORGAN - 1x0.375L	Active
<input type="radio"/>	133439	CAPTAIN MORGAN - 1x1.750L	Active
<input type="radio"/>	12534	CAPTAIN MORGAN - 1674 DELUXE - 1x0.750L	Active

The item is added to the document.

- **Customers on the new Net Remittance Model eg. Commercial Wineries, Commercial Distilleries and Breweries:** Select the SKU number for the first product you would like to add to the document.

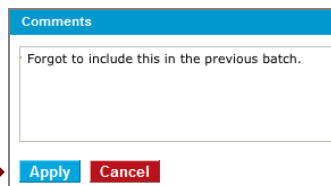
Only the SKU belonging to the reporting store will appear.

	SKU	Brand Name
1.	<input type="text"/> 	

The item is added to the document.

**NOTE:** The same SKU can be added to a document multiple times. You cannot report product in **Pending Activation** status. If you are selling product that has **inactive** status, please contact Product Data ([ldbprdata@bclddb.com](mailto:ldbprdata@bclddb.com)) to reactivate product as soon as possible.

- If more than one unit of the product was returned, enter the number of selling units (as defined in the Brand Name field) into the *Qty In Units* field.
- Optionally, you may add a comment regarding the transaction by clicking on the **Edit** link in the *Comments* column, typing a comment into the field, and then clicking **Apply**. Any comments you add will be saved with the document.



- If there are more products to include in the transaction, click the plus icon to add new lines. You may add up to ten new lines at a time.
- Once you have added all the items associated with the transaction, click **Calculate** to calculate the document and display the totals.

**NOTE:** Calculating the document is optional—the document is automatically calculated when saved.

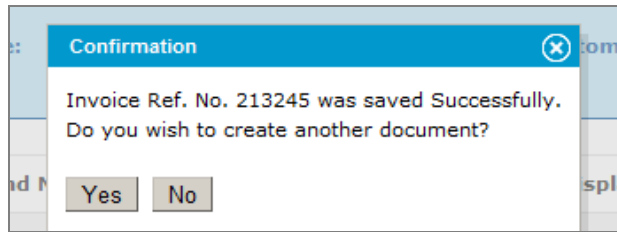
- If the document is complete and ready to be added to a batch, click the *Mark Completed* box.

If the document is not ready to be added to a batch, leave the *Mark Completed* box unchecked. You can always return to the document later and mark it as complete when it is ready to be submitted. See “Edit a Document”.

**NOTE:** When a document that has not been marked completed is saved, it is given the status of *Incomplete*. Only documents with the status of *Complete* can be added to a batch.

- Click **Save Document**.

*The document is saved and the Confirmation window appears.*



- If you wish to create another document, click **Yes** to go to a blank Input Document header page, otherwise click **No** to go to the *Home* page.

## Creating Documents by Uploading a CSV File

Creating documents individually by entering transactions directly into the application may not be feasible when dealing with high transaction volumes. To save time in such cases, you can create documents in the application automatically by uploading a CSV file of transactions exported from your store's transaction system that meets LDB specifications.

When you upload a valid CSV file to the application, it automatically creates documents in the system for all transactions in the file. You view these documents under Documents not in a Batch on the Home page. Once the documents have been created, you are ready to create a batch, add the documents to it, review the batch and submit it.

If the application finds an error in the uploaded file during processing, and it cannot correct itself, it will generate a Delta version of the file with the error indicated for the manufacturer to download, correct and re-upload.

If the system finds correctable errors, it will make the corrections and generate a 'Warnings' version of the file with the corrected errors for the manufacturer to review for any changes that may affect the funds required for deposit.

**Note:** Manufacturer must review the 'Warning' file to see price corrections. **You will need to review these changes as it may affect the funds required for deposit. If it impacts the funds required, please ensure that funds are available in your account for LDB to withdraw.**



**The Manufacturer is required to review the warning file as it may contain warning for quantity greater than '9999', which may or may not require user to change the quantity. This warning is meant to alert the user to check the quantity entered so that user is not entering an incorrect quantity by mistake. Quantities greater than '9999' are accepted by the system.**

**Note:** Private Distributors must always monitor the CSV file upload result and correct errors when a 'Delta' appears in the result set.

A file with 'Delta' status indicating errors in the uploaded file, cannot be submitted for creation of a batch.

The reporting store must attend to all 'Delta' errors immediately, correct the errors and submit a new file with corrected items. The original file with correct entries will be processed. Please do not duplicate correct entries.

### CSV

A comma separated values (CSV) file is a file used to store data in a structured table of lists. CSV files store data in rows separated by new lines and columns separated by semicolons or commas. The files are widely used by programs such as accounting software and transaction systems to transfer data between databases. CSV files can be created, viewed and edited using Microsoft Excel or a similar spreadsheet program.

## CSV File Specifications

To upload a CSV file to the DSWR application, you must have a CSV file exported from your store's transaction system residing in the file directory of your local computer. The process for exporting a CSV file will vary depending on which transaction system your store is using. If necessary, refer to your transaction system's documentation for instructions. See Appendix One for CSV file samples.

**NOTE:** CSV files must comply with LDB specifications as the information contained in the file is validated by the application. You can access detailed CSV file specifications and field definitions by clicking **User Guide and Other References** under *Actions* on the *Home* page.

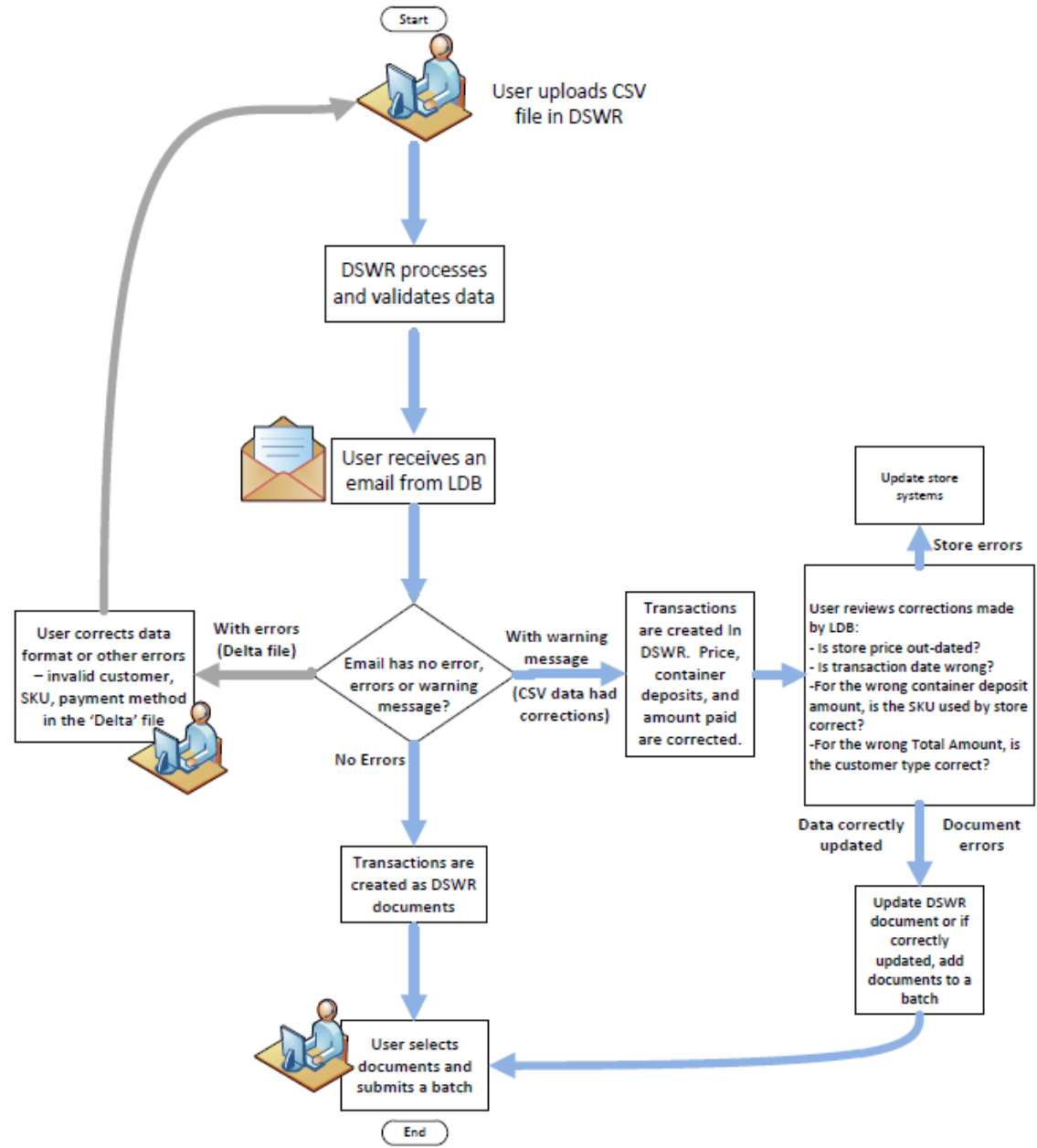
The only name requirement for CSV files is that it may not contain more than 30 characters. The recommended name format is, "Store\_[store number]\_[upload date]\_[N].csv", where:

- [store number] is your three or four digit store number
- [upload date] is the date (mmddyy) the CSV file was uploaded (not the batch date)
- [N] is a counter to distinguish multiple files with the same date
- A CSV file named according to the recommended format would look like this: *Store\_446\_04212013.csv*

**NOTE:** It is strongly recommended that each CSV file have a unique name. The system will not proceed if there is a duplicate invoice number within the same batch.



# DSWR CSV High-level Process Flow



## The File Upload Page

CSV files are uploaded on the File Upload page. You can access the file upload page by clicking File Upload under Actions on the Home or Workspace pages.

Home
Workspace
Search/Export
[Help](#)

**Actions**

- [Create Document](#)
- [Edit Document](#)
- [Delete Document](#)

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- [Create Batch](#)
- [Edit Batch](#)
- [Batch Summary](#)
- [Batch Review](#)

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**File Upload**

### File Upload

Select a file:

### Upload History

Displaying 1 to 5 of 41 results.

Upload Date	Upload By	File Name	Status	No. of Lines	No. of Sales/ Return Docs	Net Qty	Net Amt	CSV File	Delete All
04/19/2015	FAUXNAME	Store_123_04192015.csv	Complete	161	120/4	180	2765.32	<a href="#">Original</a>	✘
04/14/2015	JOHNDOE	Store_123_04142015.csv	Complete	167	90/2	138	3210.43	<a href="#">Original</a>	✘
04/09/2015	JOHNDOE	Store_123_04092015.csv	Complete	190	101/0	150	4184.29	<a href="#">Original</a>	✘
04/05/2015	JOHNDOE	Store_123_04052015.csv	Complete	210	76/0	114	2139.54	<a href="#">Original</a> <a href="#">Delta</a> <a href="#">Warnings</a>	✘
04/02/2015	FAUXNAME	Store_123_04022015.csv	Complete	154	86/1	129	5432.90	<a href="#">Original</a> <a href="#">Warnings</a>	✘

**Routine Maintenance**

The DSWR website may be periodically unavailable for scheduled maintenance. Maintenance is typically scheduled Sunday 6:00am to 9:00am.

3

→

Number	Item	Description
1	Browse	Click <b>Browse</b> to locate the CSV file in your local computer's file directory and select it.
2	Submit	Click <b>Submit</b> to upload the selected CSV file to the application.
3	Upload History	<p>Lists previously uploaded CSV files:</p> <ul style="list-style-type: none"> <li>• <b>Upload Date:</b> The date the file was uploaded.</li> <li>• <b>Upload By:</b> The user who uploaded the file.</li> <li>• <b>File name:</b> The name of the file.</li> <li>• <b>Status:</b> The status of the file: <i>Pending</i> (the initial status of a file uploaded to the system), <i>Scheduled</i> (the file has been scheduled for processing), <i>Executing</i> (the file is currently being processed), and <i>Complete</i> (the file has been processed and documents have been created for all transactions).</li> <li>• <b>No. of lines:</b> The number of lines in the CSV file.</li> <li>• <b>No. of Sales/ Return Docs:</b> The number of sales and customer returns documents processed successfully in the CSV file.</li> <li>• <b>Net Qty:</b> The net quantity of products processed successfully in the CSV file.</li> <li>• <b>Net Amt:</b> The net sum of all the transactions processed successfully in the CSV file.</li> <li>• <b>CSV File:</b> Displays links to CSV files generated by the system: <ul style="list-style-type: none"> <li>• Click <b>Original</b> to view or download the original uploaded CSV file.</li> <li>• Click <b>Warnings</b> to view or download a version of the CSV file generated by the system with comments added indicating errors that were corrected by the system (only available if correctable errors were detected),</li> <li>• Click <b>Delta</b> to download a version of the CSV file generated by the system with critical errors indicated so corrections can be made and the file re-uploaded (only available if critical errors were detected).</li> </ul> </li> <li>• <b>Delete All:</b> Click the <b>X</b> to delete all documents uploaded via the CSV file.</li> </ul>
4	Delta	<p>Indicates the file has an error that requires correction before a batch can be created::</p> <p>a) Download the Delta file, delete the old uploaded file</p> <p>Create a new file after correcting the errors and upload it</p>

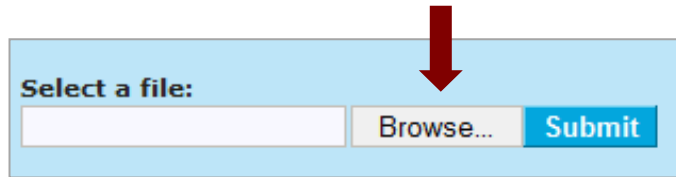
## Uploading a CSV File

To upload a CSV file to the DSWR application:

1. From the *Home* or *Workspace* pages, click **File Upload** under *Actions*.

The *File Upload* page appears.

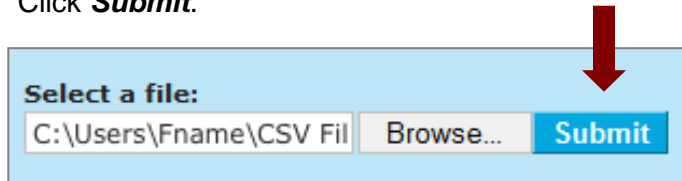
2. Click **Browse**, locate the CSV file in the file directory of your local computer and select it.



The screenshot shows a light blue rectangular box with the text "Select a file:" at the top left. Below this text is a white text input field. To the right of the input field are two buttons: a light blue button labeled "Browse..." and a darker blue button labeled "Submit". A large red arrow points downwards from the top center of the box to the "Browse..." button.

3. Click **Open** to select the file.

4. Click **Submit**.



The screenshot shows the same light blue rectangular box as above. The text input field now contains the file path "C:\Users\Fname\CSV Fil". The "Submit" button is highlighted with a red arrow pointing downwards from the top center of the box.

If the system is unable to validate the file, a message is displayed with an explanation and recommended course of action. You will need to make the necessary changes to the file and re-submit it for validation.

If the system finds the file to be valid, a message is displayed confirming successful validation and the file is uploaded to the application. The file appears under *Upload History* with the initial status of *Pending*. An *Original* link to the original uploaded file appears in the CSV column.

Upload Date	Upload By	File Name	Status	No. of Lines	No. of Sales/ Return Docs	Net Qty	Net Amt	CSV File	Delete All
04/19/2015	FAUXNAME	Store_123_04192015.csv	Complete	161	120/4	180	2765.32	<a href="#">Original</a>	


The file's status will change to *Scheduled* once it has been scheduled for processing, to *Executing* once processing begins, and then to *Complete* when processing is finished.

Note: Changes in status will not automatically be reflected on the screen. You must refresh the page by clicking on the Home tab to go back to the Home page then return to the File Upload page.

### File Processing Outcomes

Once the file has been processed, an email notification containing the processing results will be sent to all users registered with your store (see Appendix Three for a sample email notification). The next step depends on the outcome of the processing. There are four possible processing outcomes:

Processing Outcomes			
Outcome	Description	Links in CSV Column	Next Step
1. The CSV file was processed successfully.	The file was processed successfully. No critical errors were detected or corrections made. Documents were created for all transactions in the uploaded file, and are available for review and adding to a batch for submission.	<i>Original</i> – Click the link to view or download the original uploaded CSV file.	Create and submit a batch. See <i>Creating and Submitting Batches</i> .
2. The CSV file was processed successfully with some corrections made.  A <i>Warnings</i> link appears in the CSV file upload column.	The file was processed successfully. One or more correctable errors were found and corrected by the system, and a <i>Warning</i> version of the CSV file was generated indicating the corrected errors.  Documents were created for all transactions in the uploaded file, and are available for review and adding to a batch for submission.	<i>Original</i> – Click the link to view or download the original uploaded CSV file.  <i>Warnings</i> – Click the link to view or download the CSV file with comments indicating the errors that were corrected.	Review the <i>Warnings</i> file to identify potential errors in your store's transaction system related to pricing, customer type and to determine whether changes were made that may affect the funds you are required to deposit. See <i>Reviewing Corrections</i> .  Create and submit a batch. See <a href="#">Creating and Submitting Batches</a> .

<p>3. The file was not processed successfully. One or more critical errors were found.</p> <p>A <i>Delta</i> link appears in the CSV Film column.</p>	<p>The file was not processed successfully. One or more critical errors were found in the file, and a <i>Delta</i> version of the CSV file was created indicating the errors.</p> <p>Documents were created for the error-free documents within the file, but not for the documents with critical errors.</p>	<p><i>Original</i> – Click the link to view or download the original uploaded CSV file.</p> <p><i>Delta</i> – Click the link to view or download the CSV file with comments indicating the critical errors.</p>	<p>Download the <i>Delta</i> file</p> <p>Correct the critical error(s), (remove correct entries as they will be processed in the original file submitted).</p> <p>Rename the file, so that it is a new file with corrected entries.</p>  <p>Submit a new file with only the corrected entries. The original file with correct entries will be processed.</p> <p>Create and submit a batch.  <a href="#">See <i>Creating and Submitting Batches</i>.</a></p>
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<p>4. The file was not processed successfully. One or more correctable errors were found and corrected, and one or more critical errors were found.</p> <p><i>Warnings</i> and <i>Delta</i> links appear in the CSV File column.</p>	<p>The file was not processed successfully. The system found and corrected one or more correctable errors and found one or more critical errors that it could not correct.</p> <p>Documents were successfully created for the error-free documents and documents with correctable errors, but not for the documents with critical errors.</p>	<p><i>Original</i> – Click the link to view or download the original uploaded CSV file.</p> <p><i>Delta</i> – Click the link to view or download the CSV file with comments indicating the critical error.</p> <p><i>Warnings</i> – Click the link to view or download the CSV file with comments indicating the errors that were corrected.</p>	<p>Download the <i>Delta</i> file, correct the critical error(s), and rename it. Upload the <i>Delta</i> file to the application.</p> <p>Review the <i>Warnings</i> file to identify potential errors in your store’s transaction system related to pricing, customer type and to determine whether changes were made that may affect the funds you are required to deposit. See <i>Reviewing Corrections</i>.</p> <p>Repeat until no further errors found and then create and submit a batch. See <i>Creating and Submitting Batches</i>.</p>
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## Reviewing CSV Warning File Corrections

Corrections are errors the system found in the CSV file that it was able to correct. These can include variances between the price, container deposit, or total amount values that the system expects and the actual values in your file. Corrections do not prevent the system from processing the file successfully; documents are created for all transaction with corrections.

When the system detects one or more correctable errors in a CSV file, it creates a *Warning* version of the file with comments identifying the errors for you to review. It is important that you review the *Warning* to identify potential errors in your store's transaction system related to pricing, customer type and to determine whether changes were made that may affect the funds you are required to deposit.

To review correctable errors:

1. From the *Home* or *Workspace* pages, click **File Upload** under *Actions*.
2. The *File Upload* page appears.
3. Locate the uploaded CSV file under *Upload History* and then click the corresponding **Warnings** link in the *CSV File* column.

04/09/2015	JOHNDOE	Store_123_04092015.csv	Complete	190	101/0	150	4184.29	<a href="#">Original</a>	✘
04/05/2015	JOHNDOE	Store_123_04052015.csv	Complete	210	76/0	114	2139.54	<a href="#">Original</a> <a href="#">Delta</a> <a href="#">Warnings</a>	✘
04/02/2015	FAUXNAME	Store_123_04022015.csv	Complete	154	86/1	129	5432.90	<a href="#">Original</a> <a href="#">Warnings</a>	✘

4. The *File Download* window appears
5. Select **Open** to open the file in your spreadsheet program without saving it to your computer. Alternatively, click **Save** to save it to your computer first, then locate the file and double-click on it to open.

The *Warnings* file opens in your spreadsheet program, displaying a list of the transactions in the original CSV file for which the system made corrections.

6. Locate and review the comments added by the system in the Error column describing the correction. The number in the Line\_Number column for the corrected error refers to the line number of the transaction in the original document.

Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Price	Container_D	Total_Doc_A	Return_Reas	Line_Numbe	Error								
21.22	3.6	1299.06		2	Container_Deposit was changed from 0.30 to 3.60. ;The Total Document Amount was changed from 100.00 to 1299.06.								
216.36	150	1299.06		3	The Total Document Amount was changed from 100.00 to 1299.06.								
21.22	2.4	783.92	2	4	Container_Deposit was changed from 0.20 to 2.40. ;The Total Document Amount was changed from 100.00 to 783.92.								
216.36	90	783.92	2	5	The Total Document Amount was changed from 100.00 to 783.92.								
216.36	150	1019.21		10	The Total Document Amount was changed from 100.00 to 1019.21.								
216.36	150	1019.21	2	11	The Total Document Amount was changed from 100.00 to 1019.21.								
21.22	3.6	44.29		12	Container_Deposit was changed from 0.30 to 3.60. ;The Total Document Amount was changed from 100.00 to 44.29.								
21.22	3.6	44.29	2	13	Container_Deposit was changed from 0.30 to 3.60. ;The Total Document Amount was changed from 100.00 to 44.29.								
216.36	0	1081.8		14	The Total Document Amount was changed from 100.00 to 1081.80.								
216.36	0	1081.8	2	15	The Total Document Amount was changed from 100.00 to 1081.80.								
21.22	3.6	1032.11		16	Container_Deposit was changed from 0.30 to 3.60. ;The Total Document Amount was changed from 100.00 to 1032.11.								
216.36	150	1032.11		17	The Total Document Amount was changed from 100.00 to 1032.11.								
21.22	2.4	622.77	2	18	Container_Deposit was changed from 0.20 to 2.40. ;The Total Document Amount was changed from 100.00 to 622.77.								
216.36	90	622.77	2	19	The Total Document Amount was changed from 100.00 to 622.77.								
21.22	3.6	1299.06	222	20	Container_Deposit was changed from 0.30 to 3.60. ;The Total Document Amount was changed from 100.00 to 1299.06.								
216.36	150	1299.06	222	21	The Total Document Amount was changed from 100.00 to 1299.06.								
4.3	0.2	747.89	2	22	Display_price was changed from 21.22 to 4.30 ;The Total Document Amount was changed from 100.00 to 747.89.								
216.36	90	747.89	2	23	The Total Document Amount was changed from 100.00 to 747.89.								



Warnings file

Store_Nu	Transacti	Transacti	Invoice_R	Original_I	Customer	Customer	Payment	SKU	Quantity	Price	Container	Total_Doc	Return_Re	Line_Num	Error
480	Sale	1/2/2018	2.02E+09		195369	LRS		257345	9999	19.49	999.9	205624.4		2	The Container Deposit was changed from 1.20 to 999.90. ;The Total Document Amou
480	Return	1/2/2018	2.02E+09	2.02E+09	195369	LRS		257345	9999	19.49	999.9	205624.4	1	3	The Container Deposit was changed from 0.10 to 999.90. ;The Total Document Amou
480	Sale	1/2/2018	2.02E+09		896	WAS		266874	99999		17	9999.9	1794982	4	The quantity entered is greater than 9999. Please check to ensure it is correct. ;The
480	Return	1/2/2018	2.02E+09	2.02E+09	896	WAS		266874	99999		17	9999.9	1794982	5	The quantity entered is greater than 9999. Please check to ensure it is correct. ;The



## Correcting Critical Errors in the CSV Delta File

A critical error is an error in the uploaded CSV file that the system was unable to correct. Critical errors can include invalid SKU numbers, wrong customer types, invalid customer (license) numbers, a duplicate invoice number and missing or improperly formatted data.

The system is unable to create documents for documents with critical errors in the uploaded CSV file. When the system detects one or more critical errors in a CSV file, it creates a link to a *Delta* version of the file with comments identifying the errors for you to download, correct and re-upload.

**NOTE:** Do not attempt to fix critical errors by correcting them in the original CSV file and re-uploading it. Re-uploading the original CSV file can lead to technical issues. Only the *Delta* file should be used when correcting critical errors.

**NOTE:** Instead of correcting and re-uploading the CSV file, you can choose to create documents in the system individually for the transactions with critical errors by entering the transactions directly into the application. See *Creating Sales Documents* and *Creating Customer Returns Documents*.

To correct critical errors:

1. From the *Home* or *Workspace* pages, click **File Upload** under *Actions*.

The *File Upload* page appears.

2. Locate the uploaded CSV file under *Upload History* and then click the corresponding **Delta** link in the *CSV File* column.

04/09/2015	JOHNDOE	Store_123_04092015.csv	Complete	190	101/0	150	4184.29	<a href="#">Original</a>	✘
04/05/2015	JOHNDOE	Store_123_04052015.csv	Complete	210	76/0	114	2139.54	<a href="#">Original</a> <a href="#">Delta</a> <a href="#">Warnings</a>	✘
04/02/2015	FAUXNAME	Store_123_04022015.csv	Complete	154	86/1	129	5432.90	<a href="#">Original</a> <a href="#">Warnings</a>	✘

3. The *File Download* window appears.

4. Select **Open** to open the file in your spreadsheet program without saving it to your computer. Alternatively, click **Save** to save it to your computer first, then locate the file and double-click on it to open.

The *Delta* file opens in your spreadsheet program, displaying a list of the transactions in the original CSV file for which critical errors were found.

- Locate the comments identifying transactions with errors in the rightmost column and make the necessary corrections.

Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Price	Container_D	Total_Doc_A	Return_Reas	Line_Numbe	Error						
84.13	90	368.19		2	Data Error: The invoice reference number is already in use by another unsubmitted document.						
5.06	0.5	368.19		3							
84.13	60	243.74	1	4	Data Error: The invoice reference number is already in use by another unsubmitted document.						
5.06	0.3	243.74	1	5							
5.06	0.5	548.31		6	Data Error: The invoice reference number is already in use by another unsubmitted document.						
82.08	150	548.31		7							
5.06	0.2	219.33	5	8	Data Error: The invoice reference number is already in use by another unsubmitted document.						
82.08	60	219.33	5	9							
82.08	90	287.85		10	Data Error: The invoice reference number is already in use by another unsubmitted document.						
82.08	60	191.9	4	11	Data Error: The invoice reference number is already in use by another unsubmitted document.						
12.13	1.8	25.06		12	Data Error: The invoice reference number is already in use by another unsubmitted document.						
12.13	1.2	15.7	9	13	Data Error: Return Reason Code must be a value from 1 to 8.						
12.41	1.8	37.23		14	Data Error: The invoice reference number is already in use by another unsubmitted document.						
12.41	1.2	24.82	7	15	Data Error: The invoice reference number is already in use by another unsubmitted document.						
12.41	6	111.09		16	Data Error: The invoice reference number is already in use by another unsubmitted document.						
12.13	0.6	111.09		17							
12.41	0.6	20.03	3	18	Data Error: The invoice reference number is already in use by another unsubmitted document.						
12.13	0.6	20.03	3	19							

*Delta File*

### 'Delta' file showing incorrect SKU

Store_Nui	Transacti	Transaction_Dat	Invoice_Referenc	Original_I	Customer	Customer	Payment_SKU	Quantity	Price	Container	Total_Doc	Return_Re	Line_Num	Error
409	SALE	4/28/2017	3004685	192691	LRS			5226	4	29.38	0.8	1159.08	14	Data Error: SKU number in CSV is not recognized by LDB. Please enter a valid SKU.

- Re-name and save the *Delta* file.
- Upload the *Delta* file to the application.

**NOTE:** The system can only detect one critical error per line in a file during processing. This means it is possible that more correctable errors could be found in a file after it has been corrected and re-uploaded.

## Deleting All Documents Uploaded Via a CSV File.

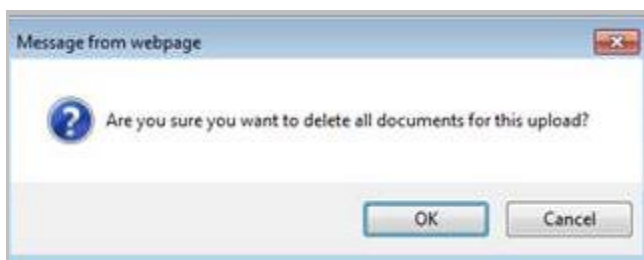
To delete all documents uploaded via a CSV file:

1. From the *Home* or *Workspace* pages, click **File Upload** under *Actions*.
2. The *File Upload* page appears.
3. Locate the uploaded CSV file under *Upload History* and then click **X** in the corresponding **Delete All** column.

Upload Date	Upload By	File Name	Status	No. of Lines	No. of Sales/ Return Docs	Net Qty	Net Amt	CSV File	Delete All
04/19/2015	FAUXNAME	Store_123_04192015.csv	Complete	161	120/4	180	2765.32	<a href="#">Original</a>	

A message window appears asking if you are sure you want to delete all the documents for the uploaded CSV file.

4. Click **OK**.



All documents for the uploaded CSV file are deleted from the DSWR system.

**NOTE:** Optionally, you can verify that the documents have been deleted from the system by searching for them.

## Correcting Critical Errors in the CSV Delta File

You can search for previously uploaded CSV files and their associated *Warnings* and *Delta* files.

To search for uploaded CSV files:

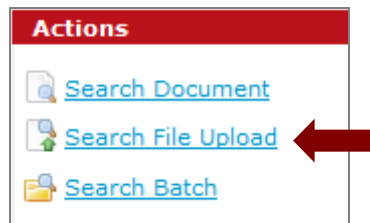
1. From the *Home* or *Workspace* pages, click the **Search/ Export** tab.

The *Search* page appears.

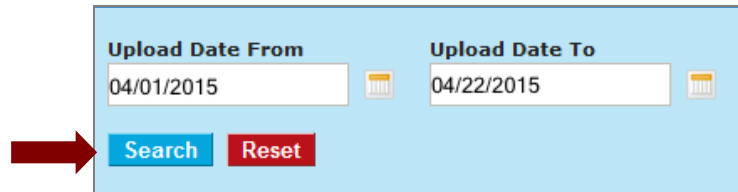
2. Click *Search File Upload* under *Actions*.

The *Search File Uploads* page appears.

3. Select a batch date range by clicking on the empty fields or calendar icons to open the calendar and then selecting a date range.



4. Click **Search**.



The results of your search are displayed

Upload Date	Upload By	File Name	Status	No. of Lines	No. of Sales/ Return Docs	Net Qty	Net Amt	CSV File	Delete All
04/19/2015	FAUXNAME	Store_123_04192015.csv	Complete	161	120/4	180	2765.32	<a href="#">Original</a>	✘
04/14/2015	JOHNDOE	Store_123_04142015.csv	Complete	167	90/2	138	3210.43	<a href="#">Original</a>	✘

You can view or save the original CSV file and any associated *Delta* or *Warnings* files by clicking the links in the CSV File column.

## Editing Documents

You may edit any saved document that does not belong to a submitted batch (unless the submitted batch has been rejected). To edit documents attached to *rejected* or *pending* batches, you first need to remove the document from the batch. See “Edit a Batch”.

To edit a document:

1. From the *Home* page, click the *Invoice Ref. No.* of the document you wish to edit in the *Documents not in a Batch* list.

*The Input Document Details page appears.*

2. Click **Edit Document** under *Actions*.

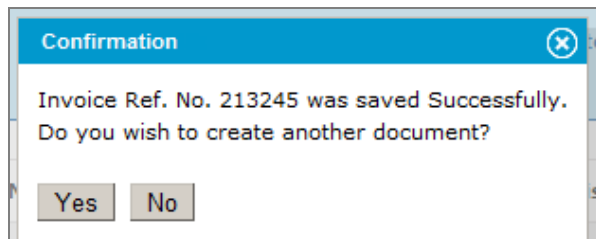
*The document becomes editable.*

3. Make the necessary changes to the document.

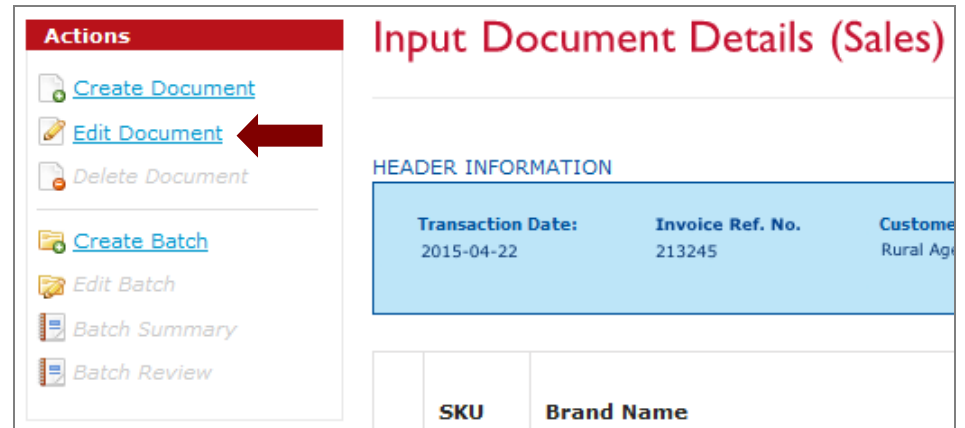
**NOTE:** If you need to make changes to the *Document Header*, click **Document Header**. Once you have made your changes to the *Document Header*, you may return to the *Input Document Details* page by clicking **Document Details**.

4. When you are finished editing the document, click **Save Document**.

*The document is saved and the Confirmation window appears.*



5. If you wish to create another document, click **Yes** to go to a blank *Input Document Header* page, otherwise click **No** to go to the *Workspace* page.



## Deleting Documents

You may delete any saved document that does not belong to a submitted batch (unless the submitted batch has been rejected). To delete documents attached to *rejected* or *pending* batches, you first need to remove the document from the batch. See “Edit a Batch”.

To delete a document:

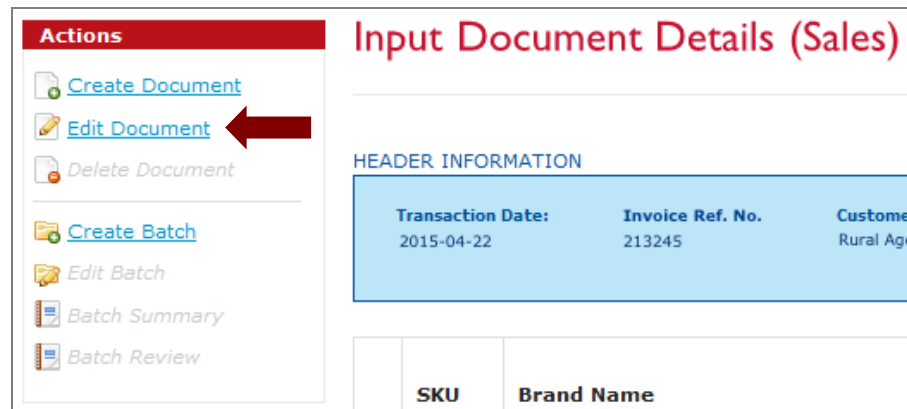
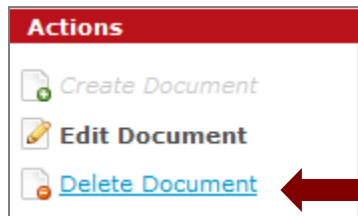
1. From the *Home* page, click on the *Invoice Ref. No.* of the document you wish to delete in the *Documents not in a Batch* list.

*The Input Document Details page appears.*

2. Click **Edit Document** under *Actions*.

*The document becomes editable.*

3. Click **Delete Document**.



*The document is deleted and the Home Page appears.*

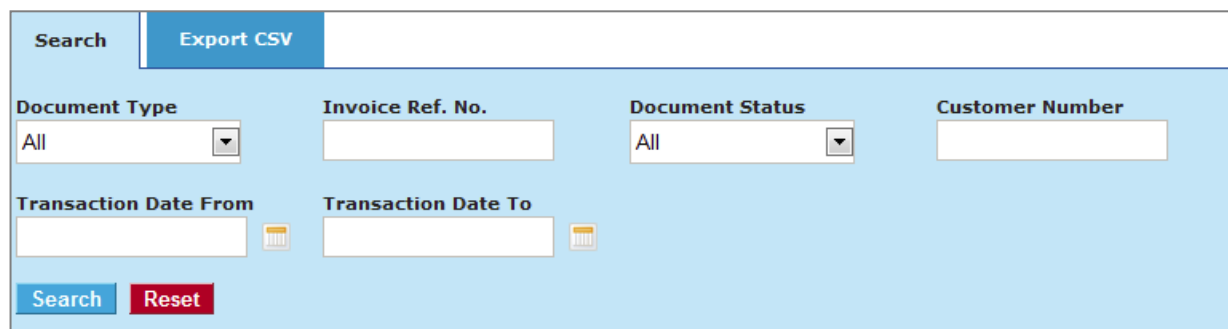
## Searching for Documents and Exporting Documents as CSV Files

You can search for documents (including those that belong to batches) and export documents as CSV files for your records from the *Search Document* page. To access the *Search Document* page, click the **Search/Export** tab and then click **Search Document** under *Actions*.

### Searching for Documents

To search for documents:

1. With the *Search* tab selected on Search Document page:



The screenshot shows a search interface with two tabs: 'Search' and 'Export CSV'. Below the tabs are several search criteria fields: 'Document Type' (a dropdown menu set to 'All'), 'Invoice Ref. No.' (a text input field), 'Document Status' (a dropdown menu set to 'All'), and 'Customer Number' (a text input field). Below these are 'Transaction Date From' and 'Transaction Date To' fields, each with a calendar icon. At the bottom left are 'Search' and 'Reset' buttons.

2. Define your search criteria by completing some or all of the following fields:

- **Document Type:** Select the type of document.
- **Invoice Ref. No.:** Enter the invoice reference number.
- **Customer Number:** Enter the customer number.
- **Document Status:** Select a document status (*complete* or *incomplete*).
- **Transaction Date From/ To:** Click the empty fields or calendar icons to open the calendar and select a transaction date range.

3. Click **Search**.

*The results of your search are displayed.*

## Results

Displaying 1 to 5 of 171 results.

Invoice Ref. No.	Document Type	Document Status	Transaction Date	
<a href="#">846004</a>	Customer Returns	Complete	04/21/2015	<a href="#">pdf</a>
<a href="#">846006</a>	Customer Returns	Complete	04/19/2015	<a href="#">pdf</a>
<a href="#">51003</a>	Sales	Complete	04/14/2015	<a href="#">pdf</a>

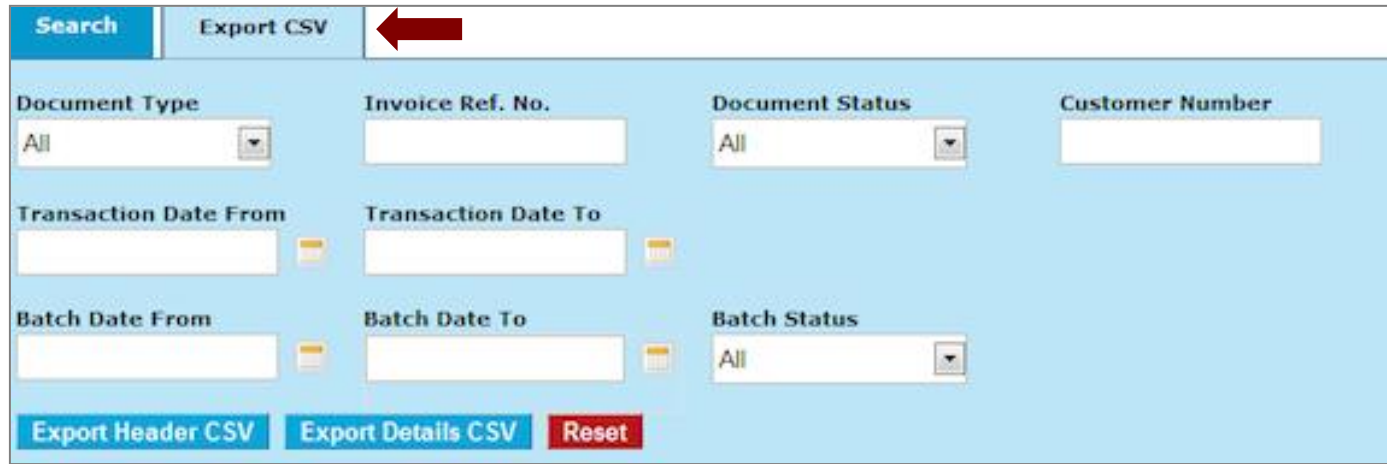
You can view a document by clicking on the corresponding number in the *Invoice Ref. No.* or *DSWR No.* column.

You can print or download a document by clicking the **pdf** link. For more information on printing documents, see “Printing or Downloading Documents or Batches”.

## Exporting Documents as CSV Files

To export documents as a CSV file for your records:

1. From the *Search Document* page, click the **Export CSV** tab.



The screenshot displays the 'Export CSV' tab in a web application. The interface is light blue and contains several search filters: 'Document Type' (dropdown menu set to 'All'), 'Invoice Ref. No.' (text input), 'Document Status' (dropdown menu set to 'All'), and 'Customer Number' (text input). Below these are 'Transaction Date From' and 'Transaction Date To' (text inputs with calendar icons), and 'Batch Date From' and 'Batch Date To' (text inputs with calendar icons). A 'Batch Status' dropdown menu is set to 'All'. At the bottom, there are three buttons: 'Export Header CSV' (blue), 'Export Details CSV' (blue), and 'Reset' (red). A red arrow points to the 'Export CSV' tab at the top of the interface.

2. Define the criteria for the documents you would like to include in the CSV file by completing some or all of the following fields:
  - **Document Type:** Select the type of document.
  - **Invoice Ref. No.:** Enter the invoice reference number. (Ensure that Invoice number is unique and has never been used before).
  - **Document Status:** Select a document status (*complete* or *incomplete*).
  - **Customer Number:** Enter the customer number.
  - **Transaction Date From/ To:** Click the empty fields or calendar icons to open the calendar and select a transaction date range.
  - **Batch Date From/ To:** Click the empty fields or calendar icons to open the calendar and select a batch date range.
  - **Batch Status:** Select a batch status (*pending*, *submitted* or *rejected*).

3. Click **Export Header CSV** to export a CSV file listing headers for the documents meeting the defined criteria, or **Export Details CSV** to export a CSV file listing details.

The *File Download* window opens.

4. Locate the desired location for the file on your computer and click **Save**.

The CSV file is saved to your computer.

**NOTE:** The number of results is limited to 10,000 lines. If there are likely to be more than 10,000 lines returned for the date range you are searching, try breaking your search into several smaller date ranges to ensure all results are returned.

# Creating and Submitting Batches

## The Create Batch Page

Creating a batch involves selecting which documents to include using the *Create Batch* page. You can access the *Create Batch* page by clicking **Create Batch** under *Actions* on the *Home Page*.

The screenshot shows the 'Create Batch' page with the following elements and callouts:

- 1**: Points to the 'Create Batch' option in the 'Actions' menu.
- 2**: Points to the 'Batch Date (MM/DD/YYYY):' input field.
- 3**: Points to the 'Available Documents' list.
- 4**: Points to the selection arrows between the 'Available Documents' and 'Added to Batch' lists.
- 5**: Points to the 'Added to Batch' list.
- 6**: Points to the 'Batch Comments:' text area.
- 7**: Points to the 'Save' button.
- 8**: Points to the 'Cancel' button.

The page includes navigation tabs for 'Home', 'Workspace', and 'Search'. The 'Create Batch' form contains a 'Store Number' field with the value '123' and a 'Batch Date' field with the value '04/28/2015'. The 'Available Documents' list includes items like 'RET #9023 - 04/27/2015' and 'SAL #1091 - 04/27/2015'. The 'Added to Batch' list includes 'SAL #100 - 04/27/2015', 'SAL #101 - 04/27/2015', 'SAL #102 - 04/27/2015', and 'SAL #103 - 04/27/2015'.

Number	Item	Description
1	Store Number	Your store number appears automatically in the <i>Store Number</i> field when the page is accessed.
2	Batch Date	To assign the batch date, click the empty field or calendar icon to open the calendar and then select a date. While it is possible to create a batch with a future date, you can only submit batches for the current date or earlier. If you are using the net remittance process, your batch date cannot precede your net remittance start date.
3	Available Documents	Displays the documents available to be added to the batch. Only documents that are marked <i>Complete</i> , have not already been added to a batch, and are not dated later than the batch will appear in the list.
4	Arrows	Use the arrows to add or remove documents from the batch:  To add documents to a batch: <ul style="list-style-type: none"> <li>• Select an available document and then click &gt; to add it to the batch.</li> <li>• Click &gt;&gt; to add all the available documents to the batch.</li> </ul> To remove documents from a batch: <ul style="list-style-type: none"> <li>• Select a document that has been added to a batch and then click &lt; to move it back to the <i>Available Documents</i>.</li> <li>• Click &lt;&lt; to move all the documents added to the batch back to the <i>Available Documents</i>.</li> </ul>
5	Added to Batch	Lists the documents that have been added to the batch.
6	Batch Comments	Optionally, add a comment to the batch. Any comments you enter here will be visible to both administrators and other users associated with your store, and will be included in email notification sent to you and your manager when the batch is submitted.
7	Save	Once you have finished adding the required documents to the batch, click <b>Save</b> to save the batch. The <i>Batch Review</i> page will appear.
8	Cancel	Click <b>Cancel</b> to exit the <i>Create Batch</i> page without saving.

## The Batch Review Page

Once you have saved the batch, the *Batch Review* page appears. The *Batch Review* page displays the number of documents in the batch broken down by type, payment type and refunds.

**NOTE:** The screenshot below may look slightly different depending on the remittance process you follow.

The screenshot shows the 'Batch Review' page in a web application. The page has a navigation bar with 'Home', 'Workspace', and 'Search/Export' tabs. A left sidebar contains an 'Actions' menu with options like 'Create Document', 'Edit Document', 'Delete Document', 'Create Batch', 'Edit Batch', 'Batch Summary', and 'Batch Review'. Below this is a 'Route Maintenance' section. The main content area is titled 'Batch Review' and features a 'DOCUMENT IN BATCH' summary bar with fields for 'Batch Date', 'Batch Number', 'Batch Status', and 'Job Status'. Below this is a 'Batch Control Summary' table with columns for 'Document Type', 'Quantity', and 'Value'. A 'Submit' button is located at the bottom right. Eight red circular callouts with white numbers (1-8) and arrows point to specific elements: 1 points to 'Batch Review' in the sidebar; 2 points to 'Edit Batch'; 3 points to 'Batch Date'; 4 points to 'Batch Number'; 5 points to 'Batch Status'; 6 points to the 'Route Maintenance' section; 7 points to the 'Route Maintenance' text; and 8 points to the 'Submit' button.

**Actions**

- Create Document
- Edit Document
- Delete Document
- Create Batch
- Edit Batch
- Batch Summary
- Batch Review

**Route Maintenance**

The DSWR website will be periodically unavailable for scheduled maintenance. Maintenance is typically scheduled on Sundays from 5:30am to 8:30am.

### Batch Review

DOCUMENT IN BATCH

Batch Date	11/15/2016	Batch Number	55352	Batch Status	Pending	Job Status	
------------	------------	--------------	-------	--------------	---------	------------	--

Total of all documents to be added in the batch.

### Batch Control Summary

Document Type	Quantity	Value
<a href="#">Sales</a>	1	\$31.31
<a href="#">Customer Returns</a>	1	-\$10.44
<b>Subtotal</b>	2	\$20.87
<b>Total</b>	2	\$20.87

*\* If amount is negative it will be deducted from your next payment.*

**Submit**

Number	Item	Description
1	Batch Summary	Click <b>Batch Summary</b> to go to the <i>Batch Summary</i> page, where you can view a list of all the documents in the batch.
2	Edit Batch	Click <b>Edit Batch</b> to go to the <i>Edit Batch</i> page, where you can add documents to or remove documents from the batch.
3	Batch Date	Displays the date of the batch.
4	Batch Number	Displays a system generated number assigned to the batch when it was saved.
5	Batch Status	Displays the status of the batch ( <i>Pending, Submitted or Rejected</i> ).
6	Sales	Displays the number of sales documents in the batch broken down by payment type. Click <b>Sales</b> to go to the <i>Batch Summary</i> page, where you can view a list of all the sales documents in the batch.
7	Customer Returns	Displays the number of customer returns documents in the batch broken down by payment type. Click <b>Customer Returns</b> to go to the <i>Batch Summary</i> page, where you can view a list of all the customer return documents in the batch.
8	Submit	Click <b>Submit</b> to submit the batch.

## Creating and Submitting Batches

To create a batch:

1. From the *Home* or *Workspace* pages, click **Create Batch** under actions.

The *Create Batch* page appears.

2. Assign a batch date by clicking the *Batch Date* field or calendar icon to open the calendar and then select a date.

**NOTE:** The batch date must be the last day of your reporting period, instead of the day of submission. While you can create a batch for a future date, you may only submit batches with the current or past dates.

3. Add a document to the batch by selecting it in the *Available Documents* box and then clicking > to move it over to the *Added to Batch* column.

**NOTE:** Only documents that are marked *Complete*, have not already been added to a batch, and are not dated later than the batch will appear in the list. If you cannot find a specific document, make sure it has been marked *Complete* and has not been added to a batch.

<b>Store Number</b> <input type="text" value="123"/>	<b>Available Documents</b> RET #9023 - 04/27/2015 RET #9025 - 04/27/2015 RET #9027 - 04/27/2015 SAL #9028 - 04/27/2015 SAL #1093 - 04/27/2015 SAL #1092 - 04/27/2015 SAL #1091 - 04/27/2015	<b>Added to Batch</b> SAL #100 - 04/27/2015 SAL #101 - 04/27/2015 SAL #102 - 04/27/2015 SAL #103 - 04/27/2015
---	--	---

4. Repeat until you have added all the required documents to the batch.
5. Optionally, you may add any comments regarding the batch into the *Batch Comments* field.

**NOTE:** Any comments entered will be visible to DMG administrators and included in email notification that is automatically sent when the batch is submitted.

6. Once you have added all the required documents to the batch, click **Save**.

The batch is saved and the *Batch Review* page appears.

7. Review the details of the batch to confirm that it's complete.

To view a summary of the documents in the batch, click **Sales** or **Customer Returns** in the *Document Type* column, or **Batch Summary** under *Actions*.

The *Batch Summary* page appears.

The *Batch Summary* page displays a list of all the documents attached to the batch. You can filter the list by document type and view individual documents by clicking on their invoice reference numbers in the *Document Number* column.

Invoice Ref. No.	Document Type	Transaction Date	Amount Paid
<a href="#">103</a>	SAL	04/27/2015	\$607.80
<a href="#">102</a>	SAL	04/27/2015	\$607.80
<a href="#">100</a>	SAL	04/27/2015	\$607.80
<a href="#">101</a>	SAL	04/27/2015	\$607.80

To return to the *Batch Review* page, click **Batch Review** under *Actions*.

You are returned to the *Batch Review* page.

8. When you are ready to submit the batch, click **Submit**.

The batch is submitted and you are sent an email notification confirming the submission.

**NOTE:** If the batch is not ready to be submitted, simply exit the page by clicking on the *Home* or *Workspace* tabs. You can always return to the batch and submit it later. A batch that has been saved but not submitted will have the status of *Pending*. Your store will not be able to create another batch until the *Pending* batch is submitted.

Once the batch has been submitted, it will appear in the *Recent Batches* list on the *Home* page with a status of *Submitted*.

Batch Date	Status	Date Submitted	Submitted By	Comments	
<a href="#">04/28/2015</a>	Pending		John Doe	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>
<a href="#">04/14/2015</a>	Submitted	04/14/2015	John Doe		<a href="#">pdf</a>   <a href="#">csv</a>
04/07/2015	Submitted	04/07/2015	Faux Name	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>

For batches containing comments, click on View in the Comments column to view any comments added to the batch.

**NOTE:** Batches submitted before 9:00PM will be processed the following business day.

If the batch is found to contain an error, its status will be updated to *Rejected* and you will be sent an email notification similar to the one shown below that includes a comment by an administrator explaining what you need to do to correct the error.

Batch Date	Status	Date Submitted	Submitted By	Comments	
<a href="#">04/28/2015</a>	Pending		John Doe	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>
<a href="#">04/14/2015</a>	Rejected	04/14/2015	John Doe	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>
04/07/2015	Submitted	04/07/2015	Faux Name	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>

You will need to edit the batch to correct the error and then re-submit it. See “Editing Batches” to learn how to edit and re-submit a batch.

**Message: This email has been automatically generated by the BCLDB Wholesale Private Distribution Reporting application. DO NOT REPLY to this email.**

**The BCLDB Batch number 291 for Store Number 123 dated 2015-04-28 has been rejected  
by Jane Doe**

**Batch Comments:**

**Please remove the Return Document 961 and re-submit.**

## Editing Batches

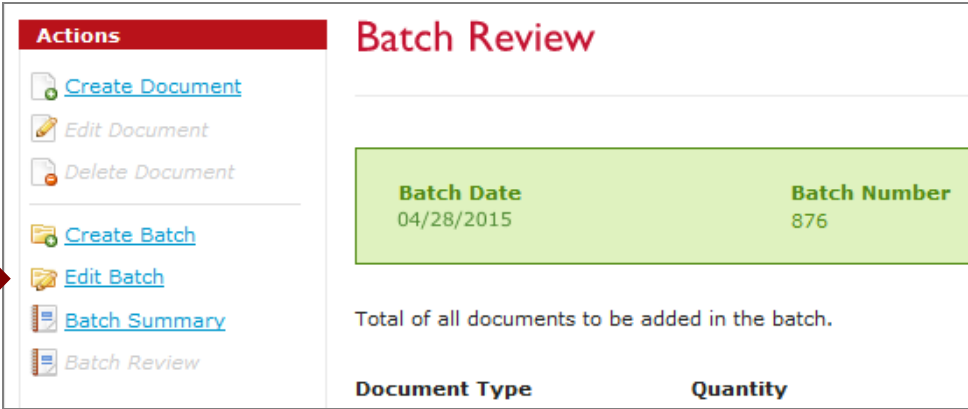
Only batches with the status of *Pending* or *Rejected* can be edited. Once a batch has been submitted, it cannot be edited unless it is rejected.

To edit a batch:

1. From the *Home* page, click on the batch you wish to edit in the *Batch Date* column.

*The Batch Review page appears.*

2. Click **Edit Batch** under *Actions*.



The screenshot shows the 'Batch Review' page. On the left, there is an 'Actions' menu with the following options: 'Create Document', 'Edit Document', 'Delete Document', 'Create Batch', 'Edit Batch', 'Batch Summary', and 'Batch Review'. A red arrow points to the 'Edit Batch' option. The main content area is titled 'Batch Review' and displays a table with two columns: 'Batch Date' (04/28/2015) and 'Batch Number' (876). Below this table, it says 'Total of all documents to be added in the batch.' and a table with columns 'Document Type' and 'Quantity'.

*The Edit Batch page appears.*

3. Make the necessary changes to the batch and then click **Save**.

*The Batch Review page appears.*

4. Review the batch to make sure it is complete.
5. Click **Submit**.

The batch is submitted and you are sent an email notification confirming the submission.

## Searching for Batches

To search for a batch:

1. From the *Home* or *Workspace* pages, click the **Search/ Export** tab.

The *Search* page appears.

2. Click **Search Batch**.

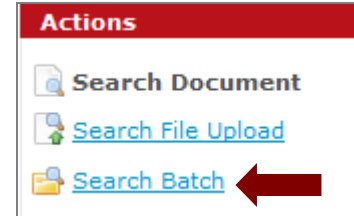
The *Search Batch* page appears.

3. Define your search criteria by completing some or all of the following fields:

- **Batch Date From/ To:** Select a batch date range by clicking on the empty fields or calendar icons to open the calendar and then selecting a date range.
- **Batch No.:** Enter a batch number.
- **Batch Status:** Select a batch status (*Pending, Submitted, or Rejected*).

4. Click **Search**.

The results of your search are displayed.



Batch Date	Status	Date Submitted	Submitted By	Comments	
<a href="#">04/28/2015</a>	Submitted	04/28/2015	John Doe	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>
<a href="#">04/14/2015</a>	Submitted	04/14/2015	John Doe		<a href="#">pdf</a>   <a href="#">csv</a>
04/07/2015	Submitted	04/07/2015	Faux Name	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>

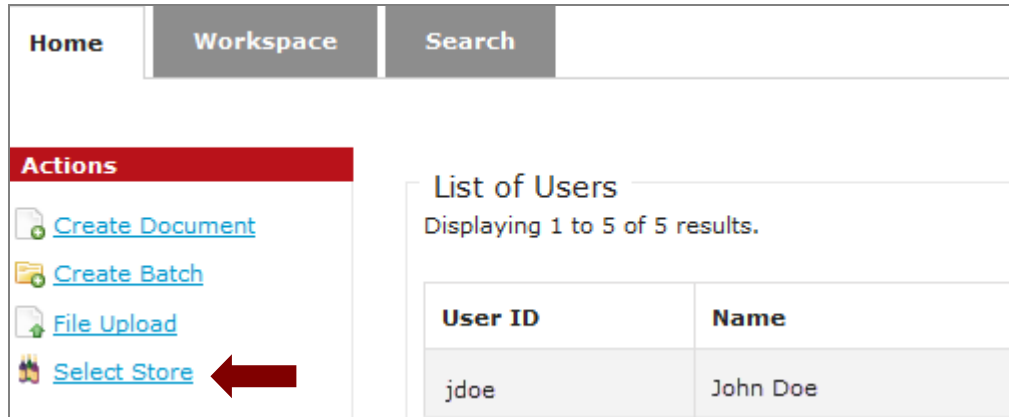
You can view a *Pending* batch by clicking its date in the *Batch Date* column. You can also view the batch comments by clicking on View in the Comments column.

You can print or download a batch to your computer by clicking the **pdf** or **csv** links in the *Download* column. For more information on printing or downloading batches, see “Printing or Downloading Documents or Batches”.

## Selecting Another Store

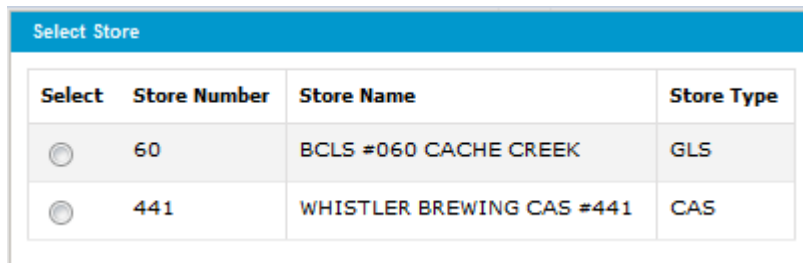
**NOTE:** Only users with multiple stores associated with their account have the option of selecting another active store. To select another active store:

1. From the *Home Page*, click **Select Store** under *Actions*.



The *Select Store* window appears.

2. Select the store from another location.



3. Click **Select**.

The *Home Page* refreshes to reflect the selected store.

## Printing or Downloading Documents or Batches

You can print or download the details of a document or batch to your computer in CSV or PDF format.

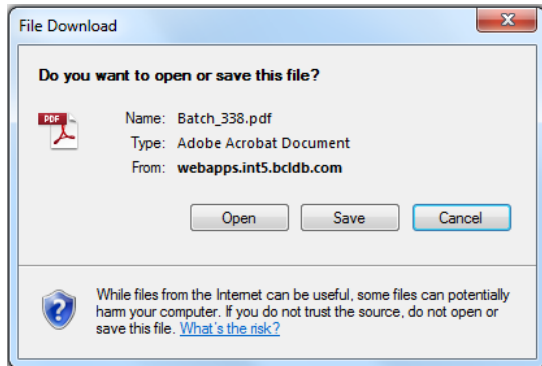
**NOTE:** Printed or downloaded files are for your records only—they should not be considered official receipts.

To print or download a document or batch:

1. From the *Home* page, *Search* page, or *Batch Summary* page, click the **csv** or **pdf** link corresponding to the document or batch you wish to print or download.

Submitted By	Comments	
John Doe	<a href="#">View</a>	<a href="#">pdf</a>   <a href="#">csv</a>

The *File Download* window opens.



2. To print the document or batch, click **Open** to open the file using your computer's default program for viewing the selected file type. From here, the steps for printing the document will vary depending on the program you are using. If necessary, refer to your program's documentation for instructions.

To save the document or batch, click **Save**, select a destination folder on your computer, and then click **Save** again.

### PDF

Portable Document Format (PDF) is a file format used to represent documents in a manner independent of application software, hardware, and operating systems

PDF is probably the best choice if you would like to print the document.

### CSV

A comma separated values (CSV) file is a file used to store data in a structured table of lists. CSV files store data in rows separated by new lines and columns separated by semicolons or commas. The files are widely used by programs such as accounting software and transaction systems to transfer data between databases.

CSV files can be created, viewed and edited using Microsoft Excel or similar spreadsheet program.

**NOTE:** PDF batch summaries will not include documents created from uploaded CSV files. You can download PDF summaries for these documents from the *Search Document* page. See *Searching for Documents*.

# Updating Your User Profile

To update your user profile:

- From the *Home* page, click **Profile** in the top right corner.



John Doe | [Profile](#) | [Close](#)  
Active Store: 123 Store Name: DELOREAN VINEYARDS EWS #123

Search [Help](#)

List of Users  
Displaying 1 to 5 of 5 results.

Documents not in a Batch  
Displaying 1 to 5 of 23 results.

The *Profile* page appears.

**ID**  
Jdoe

**First Name \***  
John

**Last Name \***  
Doe

**Email Address \***  
jdoe@deloreanvineyards.com

**Business Phone Number \***  
555-555-5555  
format: 555-555-5555

**Manager Email Address \***  
fname@deloreanvineyards.com

**Comments**

**Update** **Cancel**

**Store Information**

Store Number	Store Name	Store Type
123	DELOREAN VINEYARDS EWS #123	EWS

If you wish to add or remove stores to your profile, please contact the administrator

- Make the necessary changes to your profile.

**NOTE:** If you need to change your store number, or add another one to your profile, please contact the administrators via the **Contact Us** link at the bottom of the screen.

- Click **Update**.

Your profile is updated and you are sent an email notification confirming the changes.

## Nil Reporting

From the Sales Agreement Terms and Conditions you are required to report to the BCLDB on your sales-related activities, including if you did not process any sales or returns in any given week. The BCLDB must receive all your Sales Reports no later than the first business day of the week following each week of sales.

Follow these steps:

1. From the **Home** tab, under **Actions** click **Create Batch** link.

DIRECT SALES WEB REPORTING

LIQUOR DISTRIBUTION BRANCH

Glenda Throssell | Profile | Close  
Active Store: 997 Store Name: SMOKE TEST STORE

Home Workspace Search/Export Help

**Actions**

- Create Document
- Realign Sales Reporting
- Create Batch**
- File Upload
- Select Store
- User Guides and Other References

**Routine Maintenance**

The DSWR website may be periodically unavailable for scheduled maintenance. Maintenance is typically scheduled on Sunday 5:30am to 8:30am.

Saturday, March 31 is year end for the LDB. Please be sure to create a batch for this date and have it processed through DSWR by Tuesday, April 3rd to make our year end .

List of Users

Documents not in a Batch

Displaying 1 to 5 of 6 results.

Invoice Ref. No.	Date	Status	
<a href="#">317032</a>	10/13/2017	Complete	<a href="#">pdf</a>
<a href="#">56463</a>	06/08/2017	Complete	<a href="#">pdf</a>
<a href="#">545545</a>	06/05/2017	Complete	<a href="#">pdf</a>
<a href="#">1111</a>	05/22/2017	Incomplete	<a href="#">pdf</a>
<a href="#">3333</a>	05/17/2017	Complete	<a href="#">pdf</a>

Next 5

Recent Batches

2. On this screen ensure **Store Number** is correct.

Enter **Batch Date**, type in the words "**NO SALES**" in the Batch Comments field. Click **SAVE**.

The screenshot shows a web form with three main sections: 'Store Number', 'Available Documents', and 'Added to Batch'. The 'Store Number' field contains '505'. The 'Batch Date (MM/DD/YYYY)' field contains '02/06/2018' with a calendar icon and a note: 'Please use correct batch date for time period you are reporting.'. The 'Batch Comments' field contains 'NO SALES'. The 'Available Documents' and 'Added to Batch' sections are empty. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

3. **Batch Review** screen displays.

Confirm Expected Deposit Amount is **\$0.00**. (Let the WPDR Manager know ASAP if this is not the case)

Click **Submit**.

The screenshot shows the 'Batch Review' screen. At the top, it says 'Batch Review'. Below that is a section 'DOCUMENT IN BATCH' with a table:

Batch Date	Batch Number	Batch Status	Job Status
02/06/2018	17502	Pending	

Below this is the text: 'Total of all documents to be added in the batch.'

Then a 'Batch Control Summary' table:

Document Type	Quantity	Control Field	Value
Total	0		\$0.00

Then a 'Deposit Slip Summary' table:

Payment Type	Net Register Amounts	- Refunds	=	Expected Deposit *
Cash	\$0.00	\$0.00	=	\$0.00

At the bottom left, there is a note: '\* If amount is negative, you can deduct this from your next batch deposit.' At the bottom right, there is a 'Submit' button highlighted with a red box.

4. A completed batch should show “0” under the **Doc Count** box.

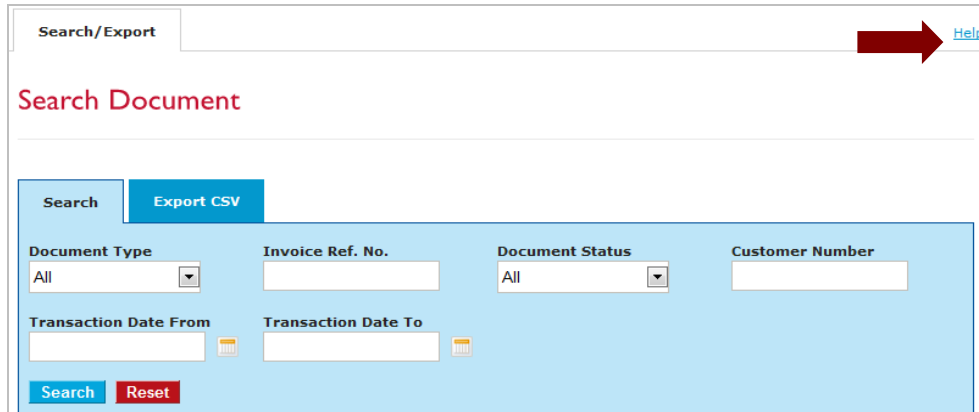
Recent Batches

Displaying 1 to 1 of 1 results.

Batch Date	Status	Date Submitted	Submitted By	Comments	Job Status	Doc Count
02/06/2018	Submitted <input type="checkbox"/>	02/06/2018	Dynamite DMG	<a href="#">View</a>		0

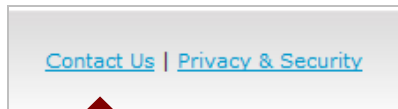
## Help

If you require assistance with the application, first try looking for a resolution to the issue in the *Help* section. You can access the *Help* section by clicking the **Help** link on any page.



The screenshot shows a 'Search/Export' header with a 'Help' link on the right. Below it is a 'Search Document' section with a search bar and an 'Export CSV' button. The search criteria include 'Document Type' (set to 'All'), 'Invoice Ref. No.', 'Document Status' (set to 'All'), and 'Customer Number'. There are also 'Transaction Date From' and 'Transaction Date To' fields with calendar icons. At the bottom are 'Search' and 'Reset' buttons. A red arrow points from the 'Help' link in the header to the search area.

If you do not find what you need in the *Help* section, please contact the administrators via the **Contact Us** link at the bottom of the screen.



The screenshot shows a button with the text 'Contact Us | Privacy & Security'. A red arrow points upwards to the 'Contact Us' link.



The screenshot shows a 'Contact Us' form with the following fields: 'Name', 'E-mail', 'Subject' (with a dropdown menu set to 'Registration Questions'), 'Phone Number' (with a format hint '555-555-5555'), and 'Your Message' (a text area). At the bottom are 'Submit' and 'Cancel' buttons.

## Appendix

### Appendix One - Sample CSV Files as of November, 2017

#### Breweries and Distilleries

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Store_number	Transactio	Transactio	Invoice_R	Original_i	Customer	Customer	Payment	SKU	Quantity	Price	Container	Total_Doc	Return_Reason	Code
2	123	SALE	4/28/2015	200001		44300	LIC		805648	3	9.98	0.3	70.64		
3	123	SALE	4/28/2015	200001		44300	LIC		118034	5	7.98	0.5	70.64		
4	123	RETURN	4/28/2015	200002	84550	44300	LIC		805648	1	9.98	0.1	26.25	1	
5	123	RETURN	4/28/2015	200002	84550	44300	LIC		118034	2	7.98	0.2	26.25	1	
6	123	RETURN	4/26/2015	200003	84561	44300	LIC		805648	1	10.59	0.1	27.83	1	
7	123	RETURN	4/26/2015	200003	84561	44300	LIC		118034	2	8.47	0.2	27.83	1	
8	123	SALE	4/26/2015	200004		44300	LIC		177865	10	8.69	2	89.64		
9	123	SALE	4/25/2015	200004		44300	LIC		195651	1	8.98	0.1	89.64		
10	123	RETURN	4/24/2015	200005	100004	44300	LIC		177865	1	8.69	0.2	8.14	5	
11	123	SALE	4/24/2015	200006		649	RAS		195651	20	8.98	2	146.3		
12	123	RETURN	4/24/2015	200007	100006	649	RAS		195651	10	8.98	1	73.16	7	
13	123	SALE	4/23/2015	200010		191537	LRS		805648	4	9.98	0.4	80.78		
14	123	SALE	4/23/2015	200010		191537	LRS		118034	8	7.98	0.8	80.78		
15	123	RETURN	4/22/2015	2000011	84560	191537	LRS		806548	2	10.59	0.2	42.83	1	
16	123	RETURN	4/22/2015	2000011	84560	191537	LRS		118034	4	8.47	0.4	42.83	1	
17	123	SALE	4/22/2015	2000016	84562	191537	LRS		177865	25	8.69	5	225.25		
18	123	RETURN	4/22/2015	2000017	84563	191537	LRS		195651	10	8.98	1	90.8	1	

#### Wineries

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Store_nur	Transactio	Transaction_da	Invoice_R	Original_i	Customer	Customer	Payment	SKU	Quantity	Price	Container	Total_Doc	Return_Reason	Code
2	123	SALE	4/28/2015	200001		44300	LIC		805648	3	9.98	0.3	70.64		
3	123	SALE	4/28/2015	200001		44300	LIC		118034	5	7.98	0.5	70.64		
4	123	RETURN	4/28/2015	200002	84550	44300	LIC		805648	1	9.98	0.1	26.25	1	
5	123	RETURN	4/28/2015	200002	84550	44300	LIC		118034	2	7.98	0.2	26.25	1	
6	123	RETURN	4/26/2015	200003	84561	44300	LIC		805648	1	10.59	0.1	27.83	1	
7	123	RETURN	4/26/2015	200003	84561	44300	LIC		118034	2	8.47	0.2	27.83	1	
8	123	SALE	4/26/2015	200004		44300	LIC		177865	10	8.69	2	89.64		
9	123	SALE	4/25/2015	200004		44300	LIC		195651	1	8.98	0.1	89.64		
10	123	RETURN	4/24/2015	200005	100004	44300	LIC		177865	1	8.69	0.2	8.14	5	
11	123	SALE	4/24/2015	200006		649	RAS		195651	20	8.98	2	146.3		
12	123	RETURN	4/24/2015	200007	100006	649	RAS		195651	10	8.98	1	73.16	7	
13	123	SALE	4/23/2015	200008		570	WIN		195651	30	8.98	3	209.62		
14	123	RETURN	4/23/2015	200009	100008	570	WIN		195651	15	8.98	1.5	104.81	1	
15	123	SALE	4/23/2015	200010		191537	LRS		805648	4	9.98	0.4	80.78		
16	123	SALE	4/23/2015	200010		191537	LRS		118034	8	7.98	0.8	80.78		
17	123	RETURN	4/22/2015	200011	84560	191537	LRS		806548	2	10.59	0.2	42.83	1	
18	123	RETURN	4/22/2015	200011	84560	191537	LRS		118034	4	8.47	0.4	42.83	1	
19	123	SALE	4/23/2015	200012		900646	DFS		195651	20	3.65		73		
20	123	SALE	4/23/2015	200013		900646	DFS		177865	30	5		150		

## ***Appendix Two***

### **Sample Notification Email**

Message: This email has been automatically generated by the BCLDB DSWR application. DO NOT REPLY to this email.  
Your CSV file was processed by DSWR on 2015/04/18 14:25:59.

Store Number: 123  
File Name: Store\_123\_041715\_1.csv  
Upload Date: 2015/04/18 14:23:52  
Upload By: FAUXNAME  
Transaction lines in the CSV file: 883  
Transaction lines with no errors or corrections: 127  
Transaction lines with errors: 5  
Transaction lines with corrections: 751

Number of Sales Documents created in DSWR: 460  
Number of Return Documents created in DSWR: 0  
Net Quantity in DSWR: 14210  
Net Amount in DSWR: 180887.78

Sales or Return documents created in DSWR are ready to be submitted as a batch. Please log-in to complete the submission of your Batch.

Some Sales or Return documents have been created with corrections on either Price, Container Deposit and/or Total Amount or other fields. Please review the 'Warning' file for details of the corrections.

Errors were found. Please review and correct these errors in the 'Delta' file, rename and resubmit the 'Delta' file. Alternatively, the documents can also be manually entered into DSWR.

If you have any questions please contact BCLDB Wholesale Private Distribution Reporting at [WPDR@bcldb.com](mailto:WPDR@bcldb.com) or 604-252-7564.

BC Liquor Distribution Branch  
Wholesale Private Distribution Reporting