









On the PLCB+ Main Menu, click on Submit Report:

EXISTING LICENSES

-  [Transfer a License to a new Owner](#)
(New Owner or New Owner with a New Location)
-  [Add a Permit](#)
(Amusement Permit, Off Premises Catering Permit, Extended Hours Food (Not Manufacturer), Farmer's Market, Wine Expanded Permit, Sunday Sales)
-  [Apply for Events / Functions](#)
(Off Premises Catering Events or Exposition Permits(G, AG, AL, LK))
-  [Other License Changes / Amendments](#)
(Board Approved Locations, Change of Manager or Officers, Exchange(C/CC, D/ID, E/R), Extension of Premises, Extension of / Surrender or Release from Safekeeping, Misc Inquiries, Place to Place Transfers, Supplemental Storage, Extended Hours Food (Manufacturer))

OTHER

-  [Search for Licenses](#)
-  [Search for Registered Brands](#)
-  [File a Protest or Petition to Intervene](#)

-  [Submit Report](#)
(Submit monthly, quarterly, or yearly reports for your license if required)

Select the License from the dropdown menu and click on NEXT:

Submit Report

Select applicable license to report sales.

License:

Next

From the dropdown menu, select Sales by Product RTDC and then click on Download Excel Template:

Editing Reports:

Limited Distillery licensees are able to edit entries for a prior quarter until the last day of the month following the close of that quarter, which is also the traditional quarterly reporting deadline. Any Limited Distillery licensee needing to update a quarter no longer accessible through PLCB+ will need to contact the PLCB+ Helpdesk at 844-707-5475 or RA-LB LICENSINGMOD@pa.gov

(Select)

Download Excel Template

(Select)

Sales by Product RTDC

Add 1 Line

Add 10 Lines

* Permittee Name * Year * Quarter * Product Name * Purchase Price * Quantity

<input type="text"/>	(Select) <input type="text"/>	(Select) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 **Remove**

Select the downloaded file to open:

Downloads

- SalesByProductRTDCTemplate (3).xlsx [Open file](#)
- SalesByProductRTDCTemplate (2).xlsx [Open file](#)
- SalesByProductRTDCTemplate (1).xlsx [Open file](#)
- SalesByProductRTDCTemplate.xlsx [Open file](#)
- PosseDocument - 2025-01-24T111227.051.pdf [Open file](#)
- 110531 License Certificate.pdf [Open file](#)
- License Certificate (96).pdf [Open file](#)
- PosseDocument - 2025-01-24T071205.346.pdf [Open file](#)
- PosseDocument - 2025-01-24T071205.098.pdf [Open file](#)

Download Excel Template

Use the dropdown arrow when selecting the quarter:

	A	B	C	D	E	F
1	Permittee Name	Year	Quarter	Product Name	Purchase Price	Quantity
2	Licensee 1	2025	Jan - Mar			
3	Licensee 1	2025	Jan - Mar			
4	Licensee 2	2025	Jan - Mar			
5	Licensee 2	2025	Jan - Mar			
6						

After entering all information, Save the file to your computer.

AutoSave On RTDC Report • Saved

File Home Insert Page Layout Formulas Data Review View Automate Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Text Color, Background Color

Alignment: Text, Merge & Center

Number: \$, %, ' (Text)

	A	B	C	D	E	F
1	Permittee Name	Year	Quarter	Product Name	Purchase Price	Quantity
2	Licensee 1	2024	Oct - Dec	Product 1	6.000	2.00
3	Licensee 1	2024	Oct - Dec	Product 2	7.000	3.00
4	Licensee 2	2024	Oct - Dec	Product 1	5.000	7.00
5	Licensee 2	2024	Oct - Dec	Product 2	4.000	2.00

Click on + New Import File.

SALES BY PRODUCT REPORT

Add 1 Line **Add 10 Lines**

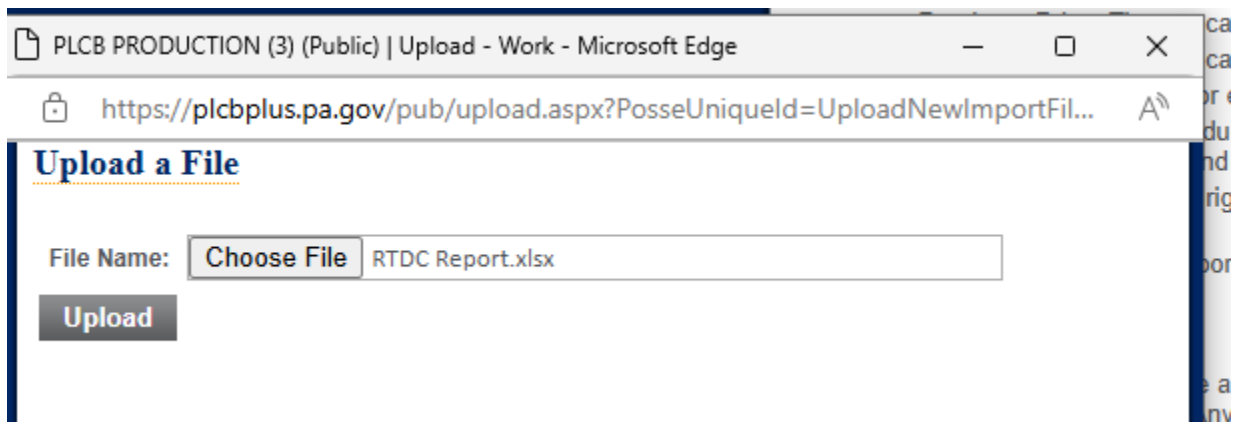
* Permittee Name	* Year	* Quarter	* Product Name	* Purchase Price	* Quantity	
<input type="text"/>	(Select) ▾	(Select) ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖ Remove

IMPORT FILES

+ New Import File

Uploaded Date File Size (KB) File Name

Select the file to import and click on Upload:



After the file is uploaded, click on Validate & Import:

SALES BY PRODUCT REPORT


Add 1 Line **Add 10 Lines**

* Permittee Name	* Year	* Quarter	* Product Name	* Purchase Price	* Quantity	
<input type="text"/>	(Select) ▾	(Select) ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖ Remove

IMPORT FILES

+ New Import File

Uploaded Date File Size (KB) File Name

	Jan 24, 2025	11.10	RTDC Report.xlsx	Validate & Import	✖ Remove
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After the file is Validated (no errors found), the file will import and look like the screen below. You will then click on SUBMIT at the bottom of the screen. This will submit the report to the PLCB.

Editing Reports:

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[Download Excel Template](#)

SALES BY PRODUCT REPORT

[Add 1 Line](#) [Add 10 Lines](#)

* Permittee Name	* Year	* Quarter	* Product Name	* Purchase Price	* Quantity	
<input type="text"/>	(Select) ▾	(Select) ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖ Remove
Licensee 1	2024 ▾	Oct - Dec ▾	PRODUCT 1	\$6.00	2	Download Imported Document ✖ Remove
Licensee 1	2024 ▾	Oct - Dec ▾	PRODUCT 2	\$7.00	3	Download Imported Document ✖ Remove
Licensee 2	2024 ▾	Oct - Dec ▾	PRODUCT 1	\$5.00	7	Download Imported Document ✖ Remove
Licensee 2	2024 ▾	Oct - Dec ▾	PRODUCT 2	\$4.00	2	Download Imported Document ✖ Remove

IMPORT FILES

[+ New Import File](#)

Uploaded Date File Size (KB) File Name

VIEW OR UPDATE SUBMISSIONS

Product Reports listed in this grid are for the current quarter. Reports for the previous quarter are also shown up to one month after the quarter ends. To download all reports for the previous quarter, click on the "Export Previous Quarter to Excel" button.

* Permittee Name* Year * Quarter * Product Name* Purchase Price* Quantity

[Save](#) [Submit](#)