

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

Division of Alcohol and Tobacco Control
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(October 2018)

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

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CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

Starting ATC Online

Website address: <https://apps1.mo.gov/atclicense>

Login: Enter email address and password and click the Login button.



Login

Email

Password

Login

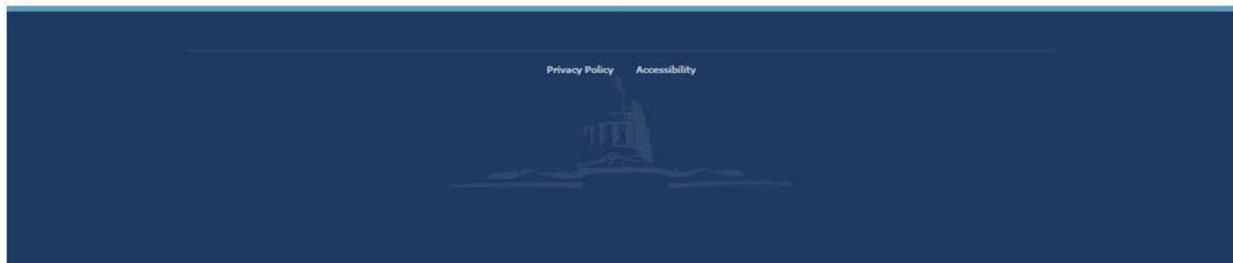
[Forgot password](#) [Request Account](#)

Login Request from Alcohol & Tobacco Control - Licensing

*** Notice ***

The information and applications to which you are granted through this "Login" may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties.

The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications.



CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

After you log in you will see this screen. If you have more than one license associated with your log in you will select the license by clicking on the license number in the Search Results grid.



Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

Search License

License Number:

Please enter your search criteria below. If the exact information is not known, a 'wildcard' search can be performed. To perform a wildcard search on Licensee, DBA, Address Line 1 or City enter a "%" at the beginning and/or end of the search criteria value. For example, on Address 1 enter Kemp% to search on all the street names that begin with the letters Kemp. Enter %kemp% to search all the street names that have kemp in the middle. Alternatively, enter %kemp to find all addresses that end with kemp - use this if you know the street name but not the number.

Licensee:

DBA:

Address Line 1:

City:

State:

County:

Search Results (2) Page Size: 10

License Number	Type	Licensee	DBA	Address Line 1	City	State	County	Status
9999998	DOMESTIC WINERY	Foster Enterprises	Red and White Winery	123 Main Street	Anytown	MO	GASCONADE	Active
9999996	Liquor Wholesale Solicitor	Foster Enterprises	Foster's Distributing	456 Hickory Street	Anytown	MO	GASCONADE	Active

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After you select your license, the system will take you to the License Summary page.

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You will see a **Menu Bar** located below the license detail. To submit your credit request you will click on the down arrow next to Excise Tax and click on Credit Memo. To submit a new application click on Application for Credit Memo.

The screenshot shows the Missouri Department of Public Safety Alcohol & Tobacco Control interface. At the top, there is a navigation bar with links for Search, Work Queue, Admin, Maint, Reports, and Logout. Below this, the license details for License #90909090: FOSTER INC. are displayed, including Status (Active), License Type (LIQUOR SOLICITOR), Address (123 Main Street, Jefferson City, MO 65102), and DBA (FOSTER LIQUORS). A 'Return to License' button is also present. The 'Excise Tax' menu is open, showing options such as Discrepancy Management, Fees And Payments, Invoice Submission, History, Ledger, Remove Submission, Upload File Format, and Credit Memo... The 'Credit Memo...' option is highlighted, and a sub-menu is visible with 'Application for Credit Memo' and 'View Edit Credit Memo' options.

Enter the tax period for which the original payment was made and click GO.

The screenshot shows the 'Application for Credit Excise Tax' form. The header and navigation bar are the same as in the previous screenshot. The license details for License #90909090: FOSTER INC. are also present. The 'Excise Tax' menu is open, and the 'Application for Credit Excise Tax' option is selected. The form contains a 'Select Tax Period' section with the following instructions: 'Instructions: To make an application to the State Supervisor of Alcohol & Tobacco Control of the State of Missouri for a Credit of Excise Tax paid, please enter the Tax Period when original payment was made and click Go.' Below the instructions, there are two dropdown menus for 'Tax Month' and 'Tax Year', and a green 'Go' button.

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

Credit Memo Application

Type of Entry: Click on the down arrow and choose the type of entry of how the original submission was submitted.

Application for Credit Excise Tax

Credit Memo Application - February 2018

Instructions: Please complete the following information in support of your request for credit. All fields are required. Click Save to add your record. Add all request for the same tax period when finished click Next.

Type of Entry

Invoice
On Premise Sales
Penalty
Interest
Festival Sales

Invoice: This option can be used by both outstate and instate licensees. You will select the Alcohol Type and then data enter Original Invoice Number, Credit Invoice Number, and Gallons. The credit amount will automatically populate. You will enter a detailed Explanation for Credit.

On Premise Sales: This option is for instate manufacturer licensees only. You will select the Alcohol Type and then data enter the Gallons. The credit amount will automatically populate. You will enter a detailed Explanation for Credit.

Penalty: Enter amount of credit and detailed Explanation for Credit.

Interest: Enter amount of credit and detailed Explanation for Credit.

Festival Sales: This option is for instate manufacturer licensees only. You will select the Alcohol Type and then data enter Gallons. The credit amount will automatically populate. You will enter a detailed Explanation for Credit including the MRBD license number that resulted in the overpayment.

Please note depending on which type of entry you choose the fields that will display will differ from the below screen shot. Complete all information for the same tax period before going to the next screen.

Application for Credit Excise Tax

Credit Memo Application - May 2018

Instructions: Please complete the following information in support of your request for credit. All fields are required. Click Save to add your record. Add all request for the same tax period when finished click Next.

Type of Entry

Invoice

Type of Alcohol

Malt

Original Invoice Number

Credit Invoice Number

Gallons

Amount of Credit

Explanation for Credit

Save

Clear

Next

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

After all information is completed, click Save!

Application for Credit Excise Tax

Credit Memo Application - May 2018

Instructions: Please complete the following information in support of your request for credit. All fields are required. Click Save to add your record. Add all request for the same tax period when finished click Next.

Type of Entry

Invoice

Type of Alcohol

Malt

Original Invoice Number

cfinv#123456

Credit Invoice Number

CRcfinv#789

Gallons

20.75

Amount of Credit

1.25

Explanation for Credit

Credit request for due to damaged product.

Save Clear Next

The records will appear at the bottom of your screen in the Search Result box. If something is incorrect you can delete your record by clicking on the Delete option in the first box. This will remove the record completely.

Application for Credit Excise Tax

Credit Memo Application - May 2018

Instructions: Please complete the following information in support of your request for credit. All fields are required. Click Save to add your record. Add all request for the same tax period when finished click Next.

Type of Entry

Save Clear Next

Use the **Delete** button next to an entry if it was entered in error, and re-enter if necessary.

Search Results (3) Page Size: 10

	Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	Upload Status
Delete	10/29/2018 10:36:21 AM	Festival Sales			Malt		\$0.36	Explanation for credit for Festival Sales overage...	Optional
Delete	10/29/2018 10:35:48 AM	On Premise Sales			Malt		\$26.65	Explanation for credit due to on premise sales...	Optional
Delete	10/29/2018 10:35:02 AM	Invoice	cfinv#123456	CRcfinv#789	Malt		\$1.25	Credit request due to damaged product.	Pending Upload

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After all information for the tax period is entered click on the Next Button.

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Credit Memo-Uploads

On this screen you will upload all required documents. Click on the Upload button found to the right side of your entry.

Credit Memo - Uploads

Click on the **Upload** button to upload your documents.

Search Results (4) Page Size: 10									
Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	Upload Status	
10/29/2018 10:38:14 AM	Penalty					\$0.68	Credit request due to assessment mistake.	Optional	Upload
10/29/2018 10:36:21 AM	Festival Sales			Malt		\$0.36	Explanation for credit for Festival Sales overage...	Optional	Upload
10/29/2018 10:35:48 AM	On Premise Sales			Malt		\$26.65	Explanation for credit due to on premise sales....	Optional	Upload
10/29/2018 10:35:02 AM	Invoice	cfinv#123456	CRcfinv#789	Malt		\$1.25	Credit request due to damaged product.	Pending Upload	Upload

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Click the **Back** button to review your Application.

Click the **Next** button to Next page to submit your Credit Memo Application to ATC.

[Back](#) [Next](#)

It will then open up the Credit Documents box at the bottom of the screen. This is where you will upload the documents pertaining to the request.

Credit Memo - Uploads

Click on the **Upload** button to upload your documents.

Search Results (4) Page Size: 10									
Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	Upload Status	
10/29/2018 10:26:12 AM	On Premise Sales			Liquor	20.00	\$40.00	Exp. for credit Liquor for On Premise april 2016	Optional	Upload
10/29/2018 10:22:50 AM	Invoice	original8765	cr3456	Wine	3333.00	\$1,399.86	Ex. for credit Invoice for April 2016	Pending Upload	Upload
10/29/2018 10:22:11 AM	On Premise Sales			Malt	44.83	\$2.69	Explanation for Credit On Premise for April 2016	Optional	Upload
10/29/2018 10:20:53 AM	On Premise Sales			Liquor	45.00	\$89.00	Explanation for Credit for April 2016 for On Premise Sales	Optional	Upload

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Credit Memo Documents - Type of Entry: 10/29/2018 10:22:50 AM For Invoice

Document	
Upload Credit Invoice	Remove
Upload Original Invoice	Remove

Instructions: If you need to upload additional documents select document type and click Add.

Document Type [Add](#)

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

Click on the upload tab and a window will open where you can browse and find your document to upload, select it and then click Go to upload your document to the ATC Online System.

Credit Memo - Uploads

Click on the **Upload** button to upload your documents.

Search Results (4) Page Size: 10

Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	Upload Status	
10/29/2018 10:26:12 AM	On Premise Sales			Liquor		\$40.00	Exp. for credit Liquor for On Premise april 2016	Optional	Upload
10/29/2018 10:22:50 AM	Invoice	original8765	cr3456				Ex. for credit Invoice for April 2016	Pending Upload	Upload
10/29/2018 10:22:11 AM	On Premise Sales						Explanation for Credit On Premise for April 2016	Optional	Upload
10/29/2018 10:20:53 AM	On Premise Sales						Explanation for Credit for April 2016 for On Premise Sales	Optional	Upload

Upload

Select a file to upload:

K:\0 DPS Applications ar [Browse...](#)

Supported file types: (.jpg, .png, .tif, .gif, .txt, .pdf, .doc, .xls, .docx, .xlsx)

NOTE: maximum file size is 0MB. If the page is failing to submit, make sure your file does not exceed this size.

[Go](#) [Cancel](#)

Credit Memo Documents - Type of Entry: 10/29/2018 10:22:50

Document		
Upload Credit Invoice		Remove
Upload Original Invoice		Remove

Instructions: If you need to upload additional documents select document type and click Add.

Document Type: [Add](#)

After you upload your document it will show as either open or view in the Credit Memo Documents section.

Credit Memo - Uploads

Click on the **Upload** button to upload your documents.

Search Results (4) Page Size: 10

Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	Upload Status	
10/29/2018 10:26:12 AM	On Premise Sales			Liquor	20.00	\$40.00	Exp. for credit Liquor for On Premise april 2016	Optional	Upload
10/29/2018 10:22:50 AM	Invoice	original8765	cr3456	Wine	3333.00	\$1,399.86	Ex. for credit Invoice for April 2016	Pending Upload	Upload
10/29/2018 10:22:11 AM	On Premise Sales			Malt	44.83	\$2.69	Explanation for Credit On Premise for April 2016	Optional	Upload
10/29/2018 10:20:53 AM	On Premise Sales			Liquor	45.00	\$89.00	Explanation for Credit for April 2016 for On Premise Sales	Optional	Upload

« < Page 1 of 1 > »

Credit Memo Documents - Type of Entry: 10/29/2018 10:22:50 AM For Invoice

Document		
Upload Credit Invoice	Open	Remove
Upload Original Invoice		Remove

Instructions: If you need to Upload additional documents select document type and click Add.

Document Type: [Add](#)

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Once required documents are uploaded, the Upload Status will show complete.

The screenshot displays two instances of the 'Credit Memo Documents' interface. The top instance shows a document upload status of 'Complete' with a green arrow pointing to it. The bottom instance shows a document upload status of 'Amended Report' with a yellow circle around the number '3' next to it. The 'Document Type' dropdown is set to 'Amended Report' with a yellow circle around the number '1' next to it, and the 'Add' button has a yellow circle around the number '2' next to it. The 'Upload' button is also visible.

Document	Upload	Open	Remove
Credit Invoice	Upload	Open	Remove
Original Invoice	Upload	View	Remove

Instructions: If you need to upload additional documents select document type and click Add.

Document Type
Please Select

Document	Upload	Open	Remove
Amended Report 3	Upload		Remove
Credit Invoice	Upload	Open	Remove
Original Invoice	Upload	View	Remove

Instructions: If you need to upload additional documents select document type and click Add.

Document Type
Amended Report 1 2

If you need to add documents you can click on Document Type (shown as #1 above) and choose your document type, click on the Add button (shown as #2 above) and this will add your additional document type in the Credit Document section. Then click on the Upload button.

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Credit Memo Application Submit

On this screen you will review the amount of credit you are requesting.

Credit Memo Application Submit

Credit Memo Application Summary - May 2018

Alcohol Type	Invoice Gallons	Invoice Credit Amount	Festival Gallons	Festival Credit Amount	On Premise Gallons	On Premise Credit Amount	Total Credit Amount
Liquor	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
Malt	20.75	\$1.25	0.00	\$0.00	25.00	\$1.50	\$2.75
Wine	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00

Penalty Amount Credit:

2.13

Interest Amount Credit:

0.00

Attestation - May 2018

I attest the information prepared within this application is accurate and true.

Your Name Here

Your Contact Phone Here

Your Email Here

Click the **Back** button to review your Application.

Click the **Submit** button to send your Credit Memo Application to ATC.

Back

Submit

Check mark the box attesting everything is accurate & true. Enter your name, telephone number and email address. Click Submit.

Credit Memo Application Submit

Credit Memo Application Summary - May 2018

Alcohol Type	Invoice Gallons	Invoice Credit Amount	Festival Gallons	Festival Credit Amount	On Premise Gallons	On Premise Credit Amount	Total Credit Amount
Liquor	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
Malt	20.75	\$1.25	0.00	\$0.00	25.00	\$1.50	\$2.75
Wine	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00

Penalty Amount Credit:

2.13

Interest Amount Credit:

0.00

Attestation - May 2018

I attest the information prepared within this application is accurate and true.

Jane Doe

(573) 558-8585

foster222@embarqmail.com

Click the **Back** button to review your Application.

Click the **Submit** button to send your Credit Memo Application to ATC.

Back

Submit

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

You will be prompted and reminded that no further submissions for selected license and tax period can be submitted until this application is approved.

Credit Memo Application Submit

Credit Memo Application Summary - May 2018

Alcohol Type	Invoice Gallons	Invoice Credit Amount	Festival Gallons	Festival Credit Amount	On Premise Gallons	On Premise Credit Amount	Total Credit Amount
Liquor	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
Malt	20.75	\$1.25	0.00	\$0.00	25.00	\$1.50	\$2.75
Wine	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00

Penalty Amount Credit:
2.13

Attestation - May 2018

I attest the information prepared within this application is true and correct.

Jane Doe
(573) 558-8585
foster222@embarqmail.com

This action is final. No further submissions for the selected license and tax period combination will be accepted until the review for this application is completed.

OK Cancel

Click the **Back** button to review your Application.
Click the **Submit** button to send your Credit Memo Application to ATC.

Back Submit

After clicking on the OK button, you will receive a message that you have successfully submitted your application.



Missouri Department of Public Safety
Alcohol & Tobacco Control

Search ▾ Work Queue ▾ Admin ▾ Maint ▾ Reports ▾ Logout

License #90909090: FOSTER INC. [Return to License](#)

Status: Active License Type: LIQUOR SOLICITOR DBA: FOSTER LIQUORS
Phone: (573) 551-5151 Address: 123 Main Street, Jefferson City, MO 65102

Menu License ▾ Excise Tax ▾

Credit Memo Application Success

Credit Memo Application successfully submitted to ATC. Go to [Edit](#) / [View Credit Memo Application](#) to monitor.

CREDIT MEMO ATC ONLINE SYSTEM USER MANUAL

View Edit Credit Memo

You can monitor your request by going to the main menu, clicking on the down arrow by Excise Tax, click on Credit Memo and click on View Edit Credit Memo.

The screenshot shows the user interface for the Missouri Department of Public Safety Alcohol & Tobacco Control system. At the top, there is a navigation bar with links for Search, Work Queue, Admin, Maint, Reports, and Logout. Below this, the user's license information is displayed: License #90909090: FOSTER INC., Status: Active, License Type: LIQUOR SOLICITOR, and Address: 123 Main Street, Jefferson City, MO 65102. A 'Return to License' button is also present. The main menu is open, showing options like Discrepancy Management, Fees And Payments, Invoice Submission, History, Ledger, Remove Submission, Upload File Format, and Credit Memo... The 'Credit Memo...' option is selected, and a sub-menu is visible with 'Application for Credit Memo' and 'View Edit Credit Memo' options. The page footer includes links for Accessibility, Privacy Policy, and Alcohol & Tobacco Control.

Choose your tax period.

The screenshot shows the 'View / Edit Credit Memo Application' page in the Missouri Department of Public Safety Alcohol & Tobacco Control system. The page header is identical to the previous screenshot. Below the license information, the 'Excise Tax' menu is open, and the 'View / Edit Credit Memo Application' option is selected. The page title is 'View / Edit Credit Memo Application'. Below the title, there is a 'Select Tax Period' section. The instructions state: 'Instructions: To make an application to the State Supervisor of Alcohol & Tobacco Control of the State of Missouri for a Credit of Excise Tax paid, please enter the Tax Period when original payment was made and click Go.' There are two dropdown menus for 'Tax Month' and 'Tax Year', and a green 'Go' button.

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Your credit application will show up and you can click on View to see what you submitted. The Action Status reflects where your credit memo is in the process of ATC review. You will receive an email once your credit has been approved or denied.

View / Edit Credit Memo Application

Select Tax Period

Instructions: To make an application to the State Supervisor of Alcohol & Tobacco Control of the State of Missouri for a Credit of Excise Tax paid, please enter the Tax Period when original payment was made and click Go.

Tax Month: Tax Year:

Use the **Edit/View** buttons next to an entry to Edit or View the Credit Memo Application.

Search Results (1) Page Size: 10

	Action Status	Tax Period	Action Type	Process Status Date	User Name	Phone	Email
<input type="button" value="View"/>	Submitted	05/2018	Credit Memo Application	10/25/2018 12:00:00 AM	Jane Doe	(573) 558-8585	foster222@embarqmail.com

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View / Edit Credit Memo Application

Select Tax Period

Instructions: To make an application to the State Supervisor of Alcohol & Tobacco Control of the State of Missouri for a Credit of Excise Tax paid, please enter the Tax Period when original payment was made and click Go.

Tax Month: Tax Year:

Use the **Edit/View** buttons next to an entry to Edit or View the Credit Memo Application.

Search Results (1) Page Size: 10

	Action Status	Tax Period	Action Type	Process Status Date	User Name	Phone	Email
<input type="button" value="View"/>	Submitted	05/2018	Credit Memo Application	10/25/2018 12:00:00 AM	Jane Doe	(573) 558-8585	foster222@embarqmail.com

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Search Results (3) Page Size: 10

Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	
10/25/2018 3:17:52 PM	Penalty					2.13	Credit request for penalty charged on the malt excise taxes that were incorrectly submitted for May 2018.	<input type="button" value="Documents"/>
10/25/2018 3:15:39 PM	On Premise Sales			Malt	25.00	1.50	Credit request due to inventory discrepancy.	<input type="button" value="Documents"/>
10/25/2018 3:11:37 PM	Invoice	cfinv#123456	CRcfinv#789	Malt	20.75	1.25	Credit request for due to damaged product.	<input type="button" value="Documents"/>

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Search Results (3) Page Size: 10

Submission Date	Type of Entry	Original Invoice Number	Credit Invoice Number	Alcohol Type	Gallons	Amount of Credit	Explanation	
10/25/2018 3:17:52 PM	Penalty					2.13	Credit request for penalty charged on the malt excise taxes that were incorrectly submitted for May 2018.	<input type="button" value="Documents"/>
10/25/2018 3:15:39 PM	On Premise Sales			Malt	25.00	1.50	Credit request due to inventory discrepancy.	<input type="button" value="Documents"/>
10/25/2018 3:11:37 PM	Invoice	cfinv#123456	CRcfinv#789	Malt	20.75	1.25	Credit request for due to damaged product.	<input type="button" value="Documents"/>

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Credit Memo Documents - Type of Entry: 10/25/2018 3:11:37 PM For Invoice

Document	
Amended Report	<input type="button" value="Open"/>
Credit Invoice	<input type="button" value="Open"/>
Original Invoice	<input type="button" value="View"/>