INSTATE SOLICITOR
ATC ONLINE SYSTEM
USER MANUAL

Division of Alcohol and Tobacco Control
1738 E. Elm Street, Lower Level
P.O. Box 837
Jefferson City, MO 65101
https://atc.dps.mo.gov

(Revised September 2018)

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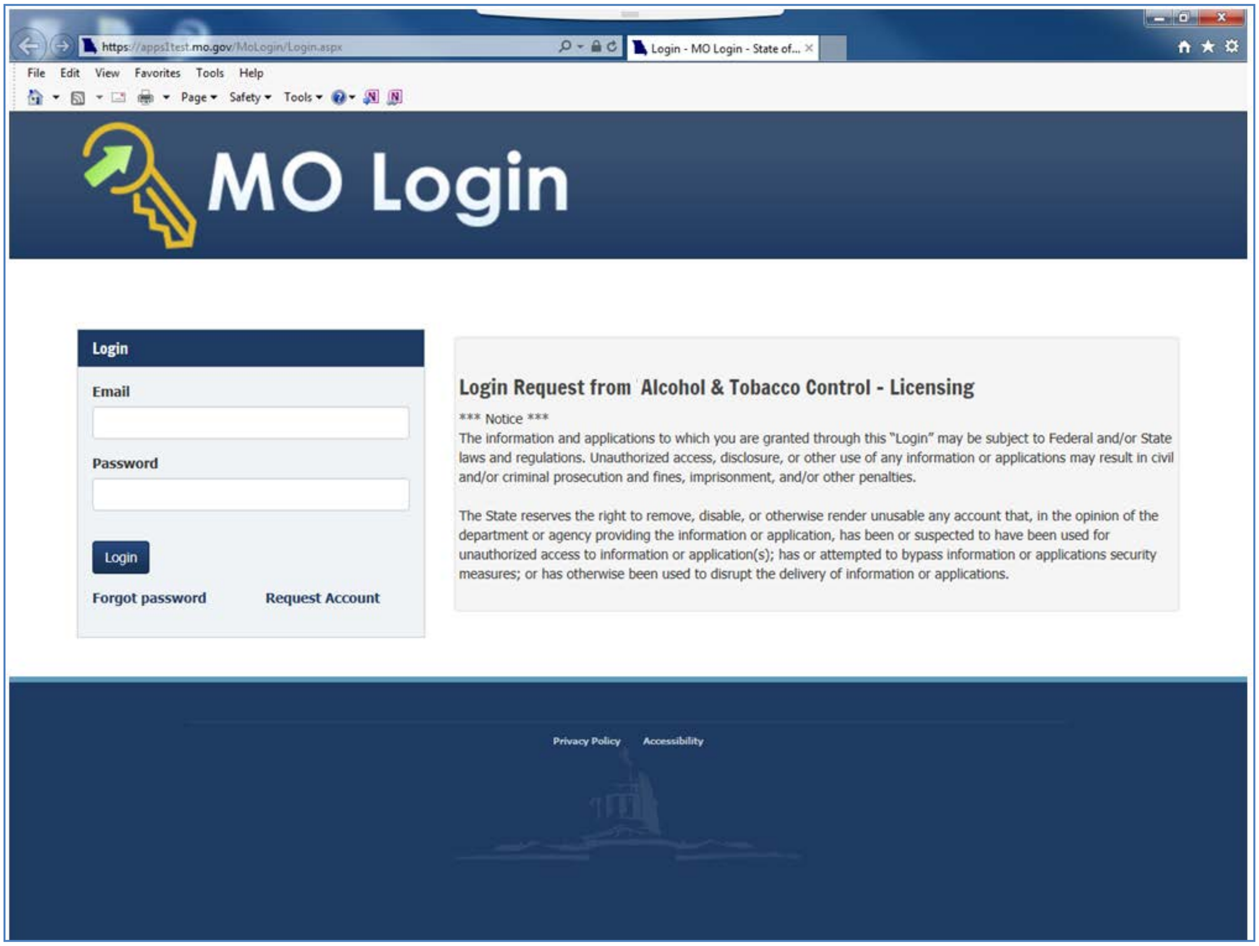
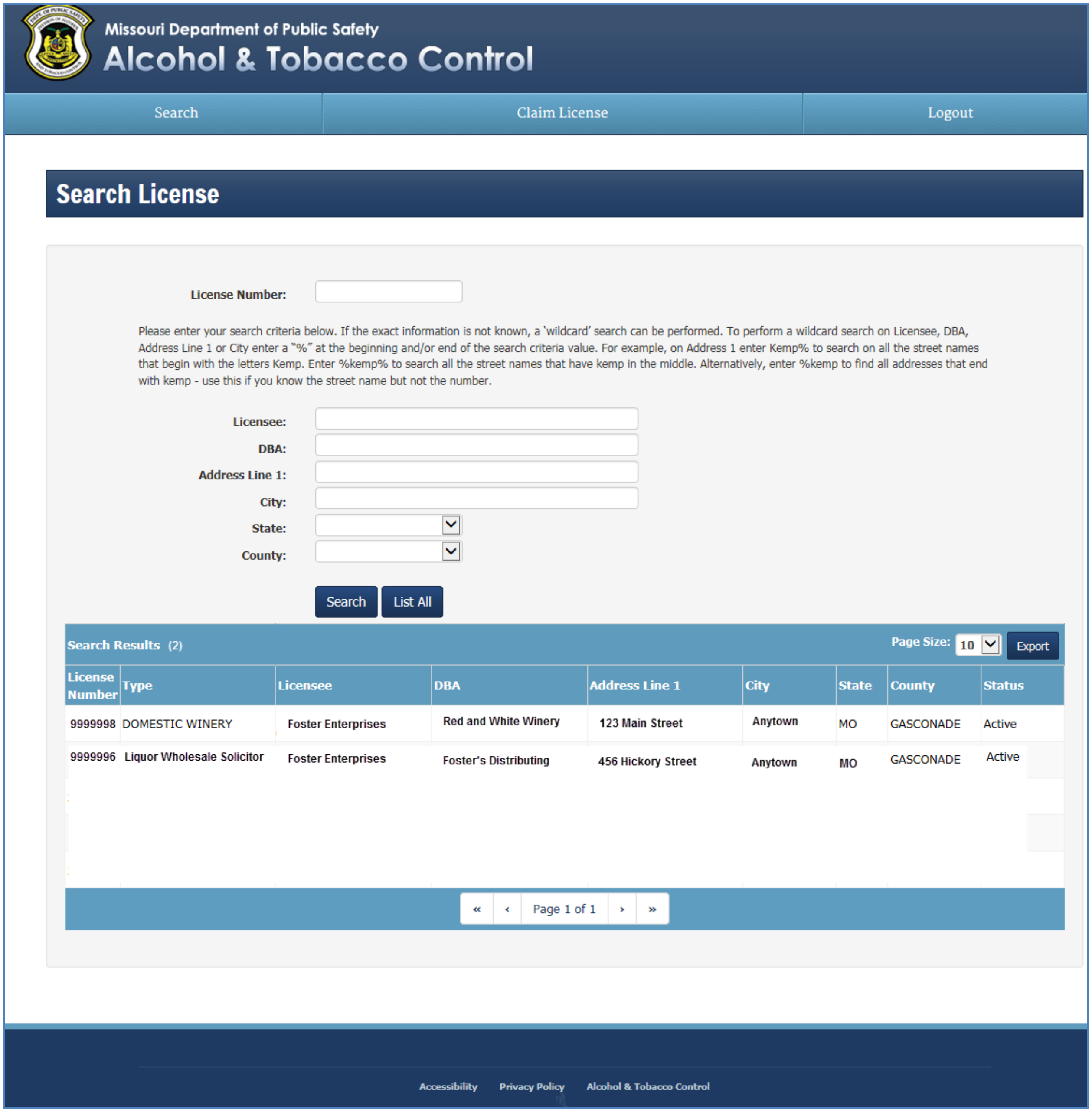
Starting ATC Online Reporting/Payment

Application Website address: https://apps1.mo.gov/atclicense

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

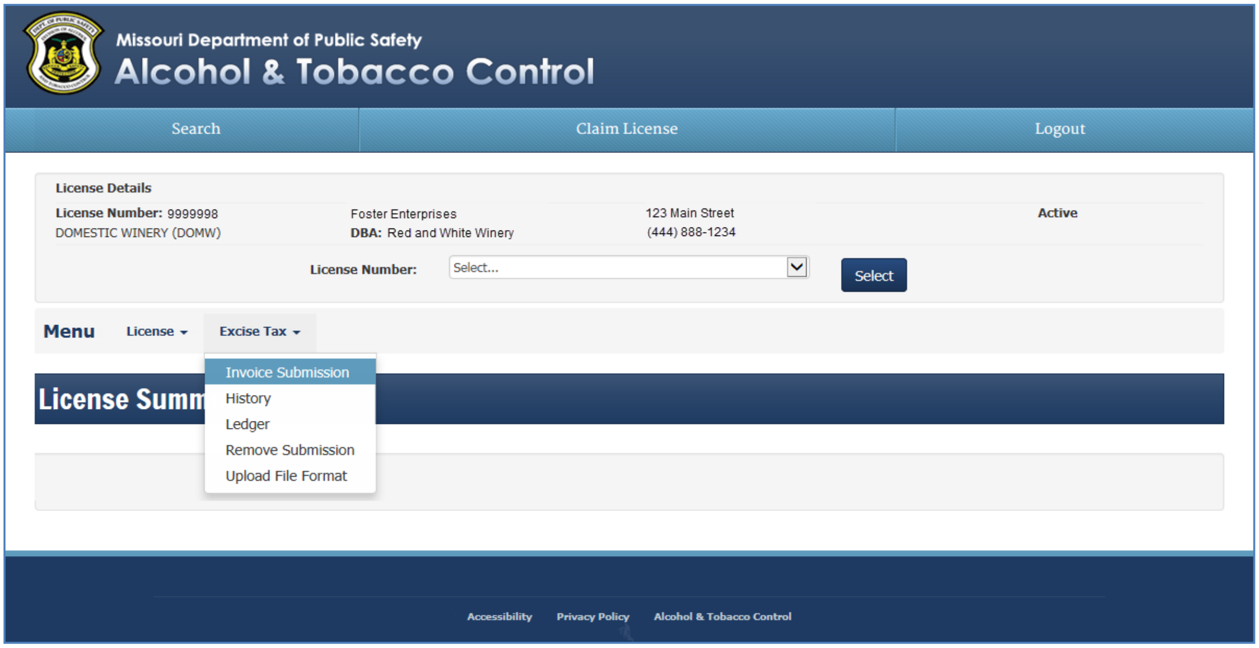


After you log in you will see this screen. If you have more than one license associated with your log in you will select the license by clicking on the license number in the Search Results grid.



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

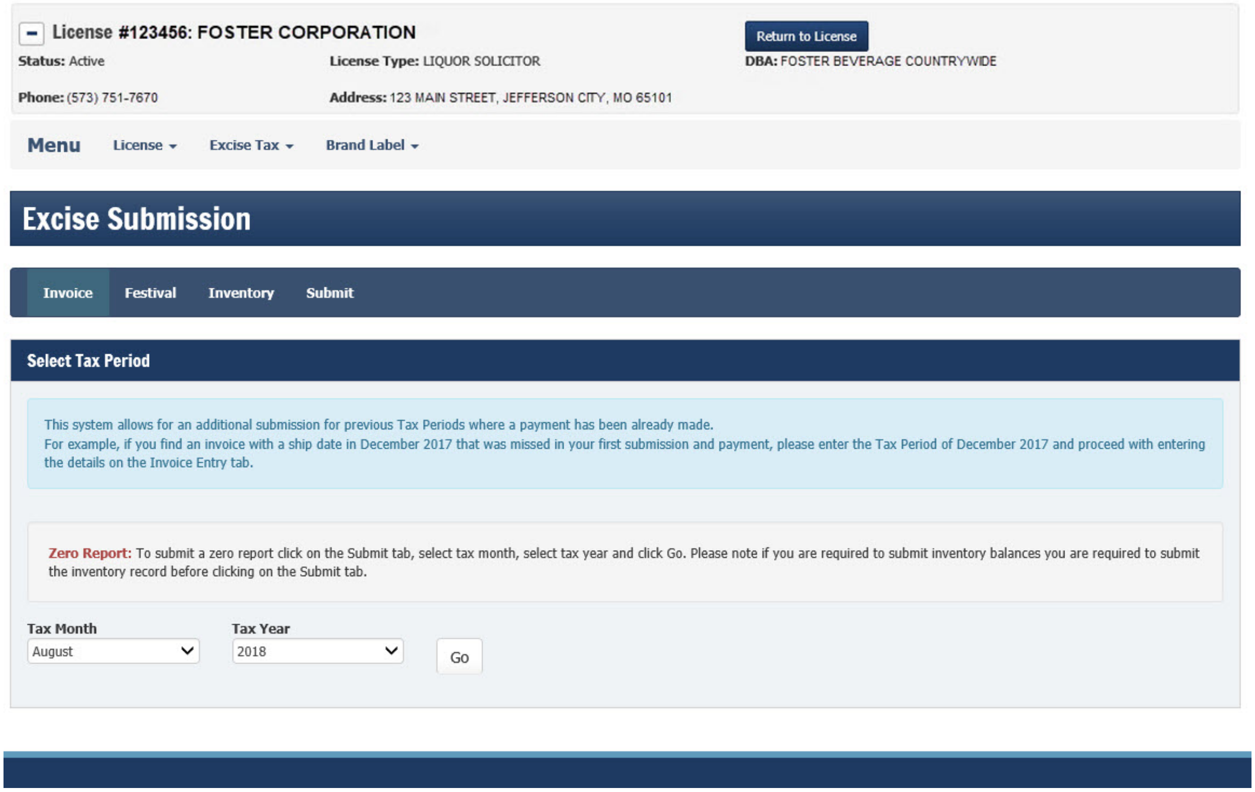
You will see a **Menu Bar** located below the license detail. To submit your excise tax reports you will click on the down arrow next to Excise Tax and click on Invoice Submission. If you do not have any options under the Excise Tax tab, you will set up your excise tax permissions by completing Step 3 of the set up instructions.



<u>Invoice Submission</u>: Allows you to enter your invoice information **either** manually through Invoice Entry-Manual **or** upload a text file through Invoice Entry-Upload and enter your bottled inventory balances under the Inventory tab and then Submit your report.

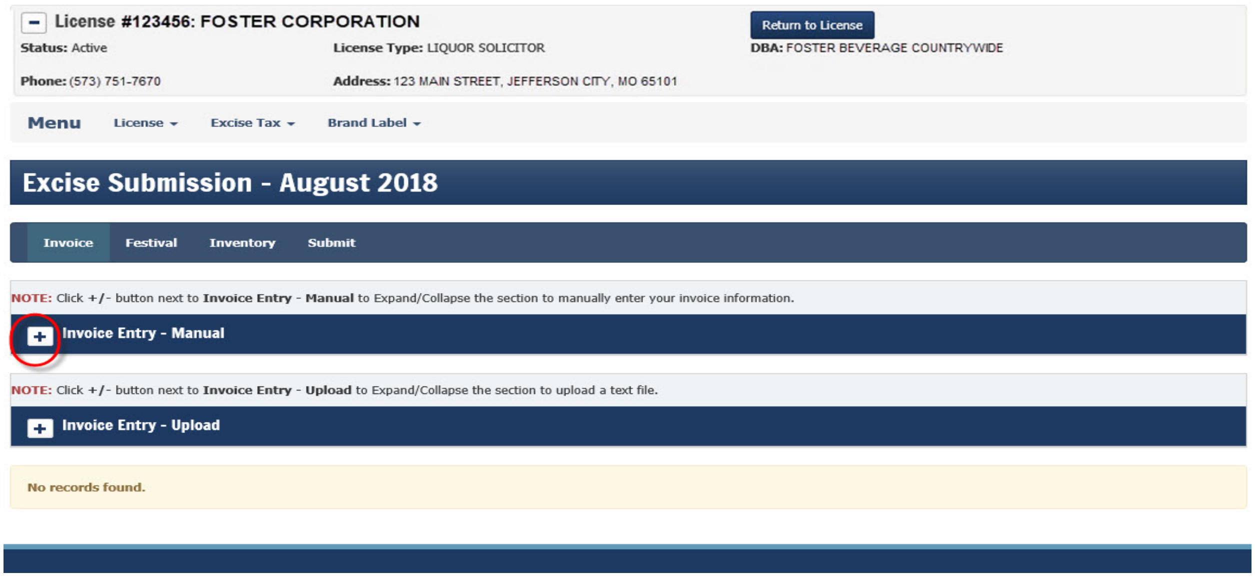
******If you have no sales to wholesalers you will go directly to the Inventory Tab** ****

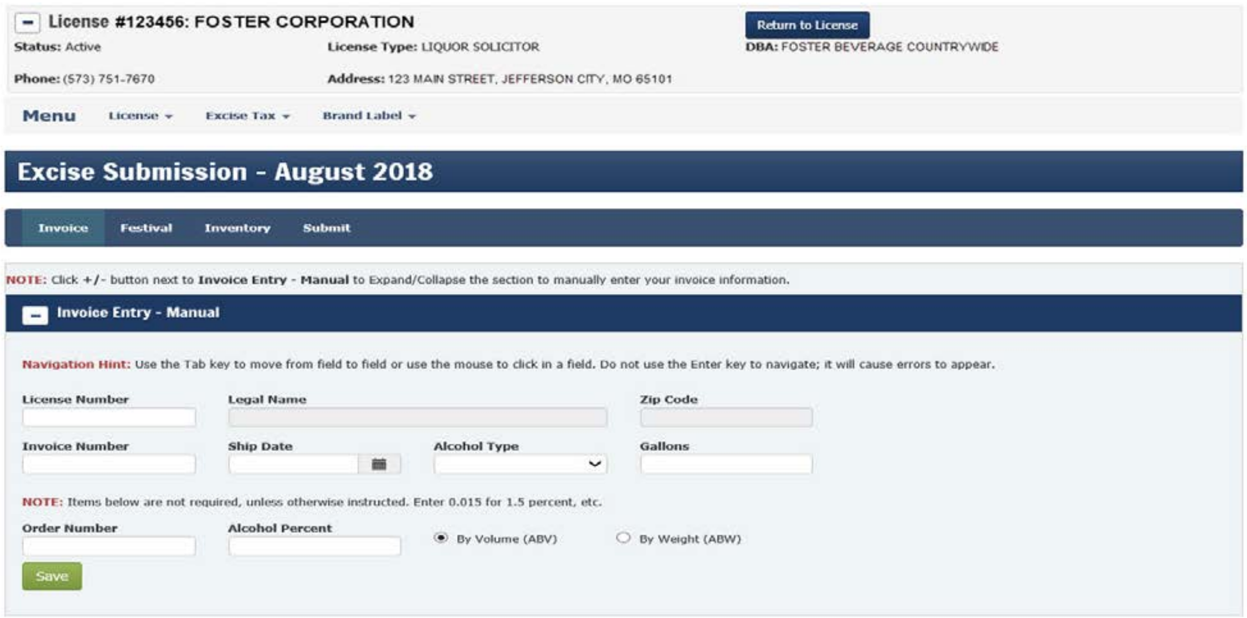
Select Tax Period: Allows you to select the Tax Month & Tax Year you need to report. Click on the arrow in the box to change your tax month or tax year. After tax month and tax year are selected click Go.



To report sales to wholesalers you will either manually enter the information by Invoice Entry – Manual or Invoice Entry-Upload. You will not do both. See the instructions for both options that follow.

<u>Invoice Entry-Manual</u>: Click on the +/- button next to Invoice Entry-Manual to Expand/Collapse the section to manually enter your invoice information. This tab allows you to manually enter all of your invoices to Missouri wholesalers including your own wholesale license if applicable. You will enter each invoice separately. If you have multiple alcohol types on an invoice you will do a separate entry for each alcohol type. After each record is saved it will display on the bottom of the screen. To remove an invoice you will click the Delete option in front of the box.





License Number: You will enter the license number of the Missouri wholesaler you sold to.

Legal Name: Will automatically populate when you add the license number and click your Tab key.

Zip Code: Will automatically populate when you add the license number and click your Tab key.

Invoice Number: Enter the invoice number exactly how it appears on the invoice, include both letters and numbers. The system will accept the following special characters: \ # * /

Ship Date: You will enter the ship date in this format: MM/DD/YEAR

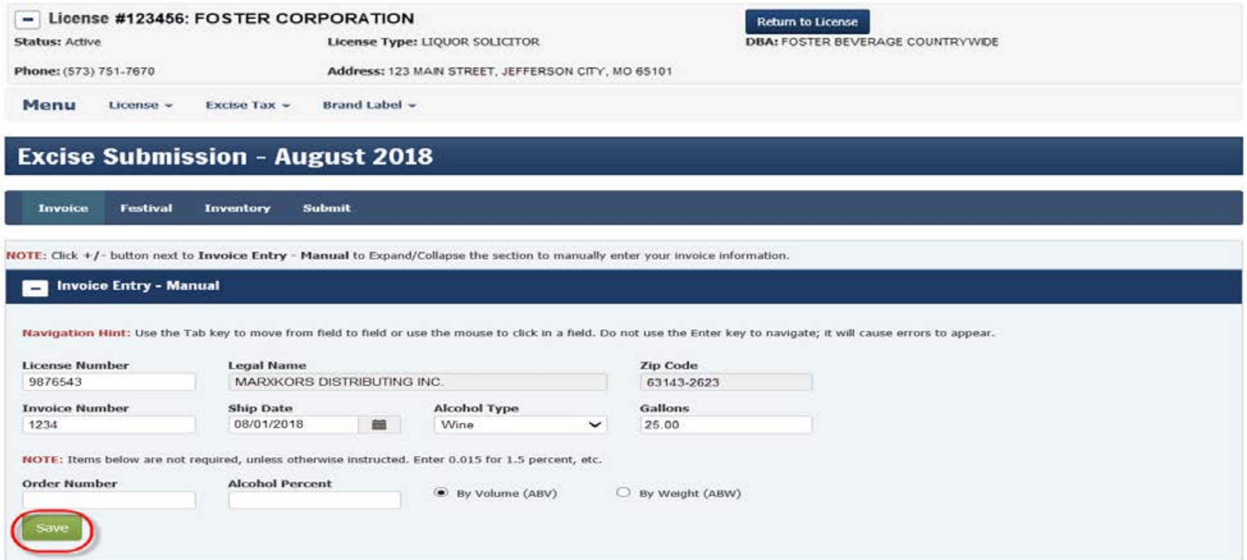
Alcohol Type: Click the down arrow and choose the alcohol type of the product you are reporting i.e. liquor, wine or malt.

Gallons: Report the total gallons of the invoice for the product type you selected. If the invoice has more than one alcoholic type you will do separate entries for each alcohol type. Report all gallons to the nearest tenth after the decimal place.

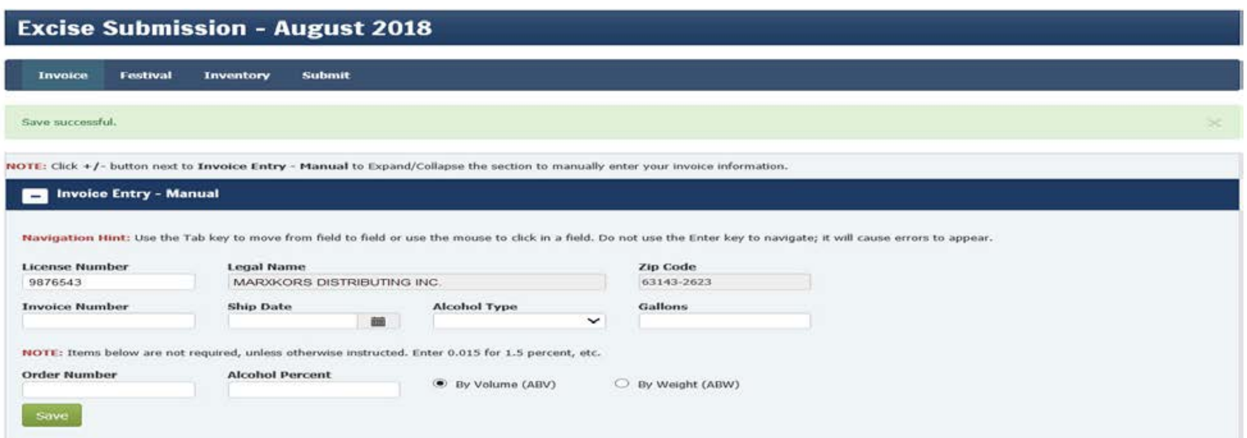
Alcohol Percent: Report alcohol percentage of product here. This field is not required unless the system prompts you to complete the information.

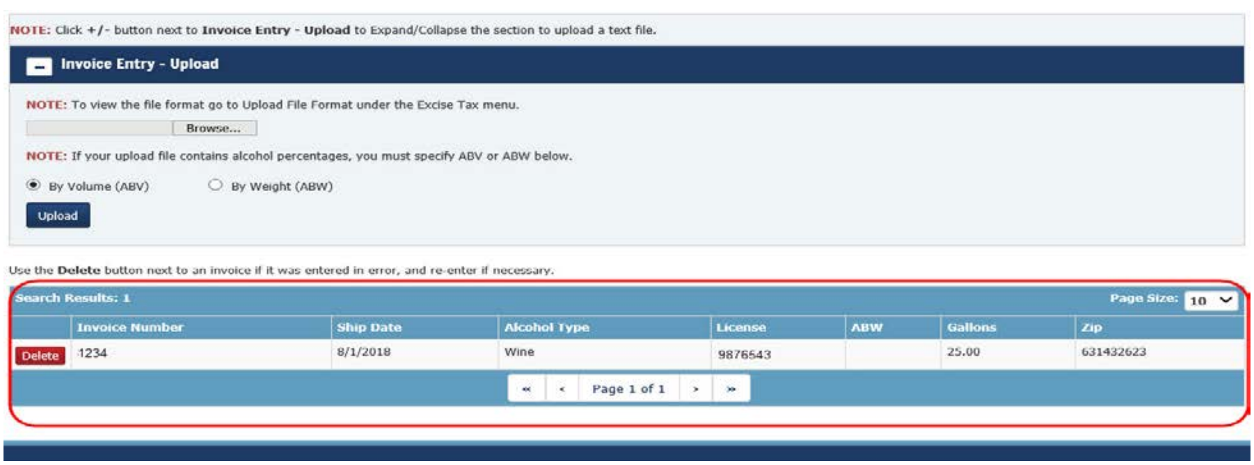
Order Number: Report the order number of the shipment. This field is not required unless the system prompts you to complete the information.

After all information is completed click the Save button at the bottom of the screen to add your invoice.

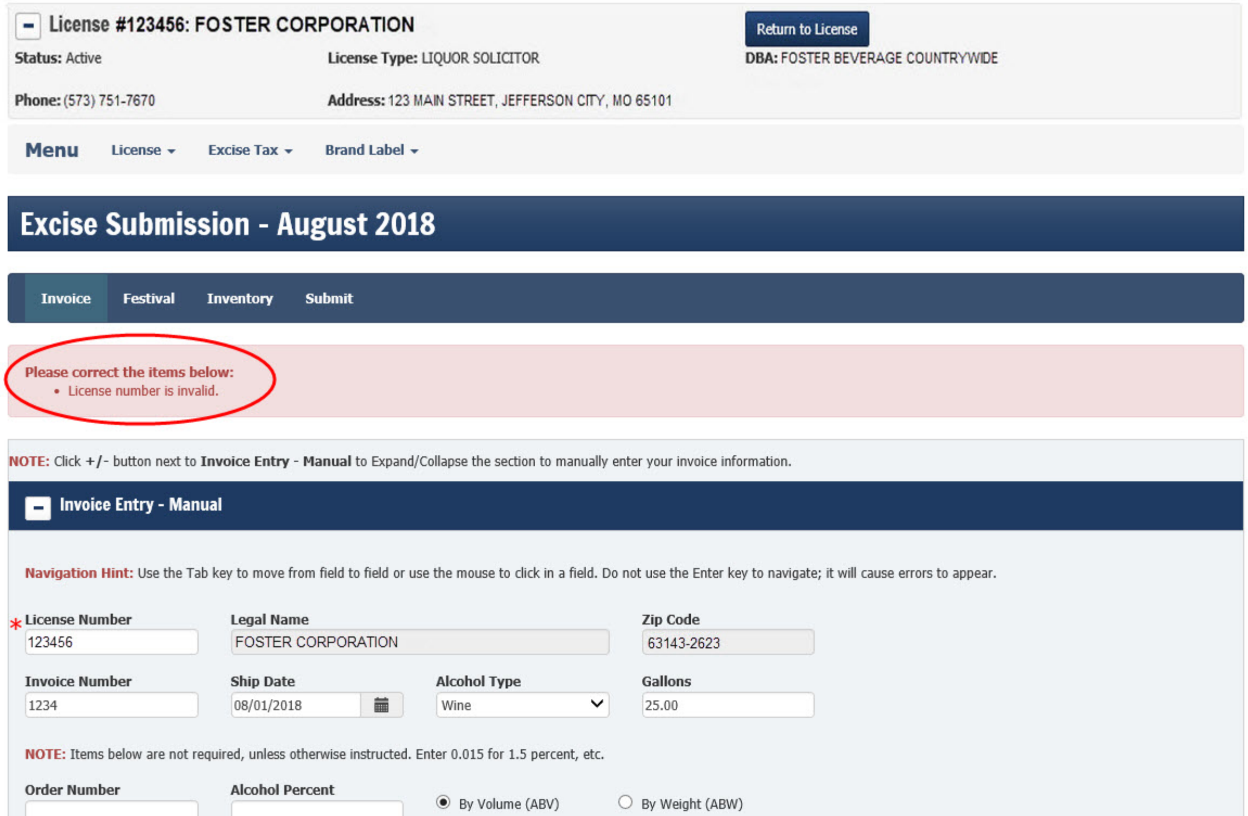


If everything is entered correctly you will see “Save successful” at the top of the screen.

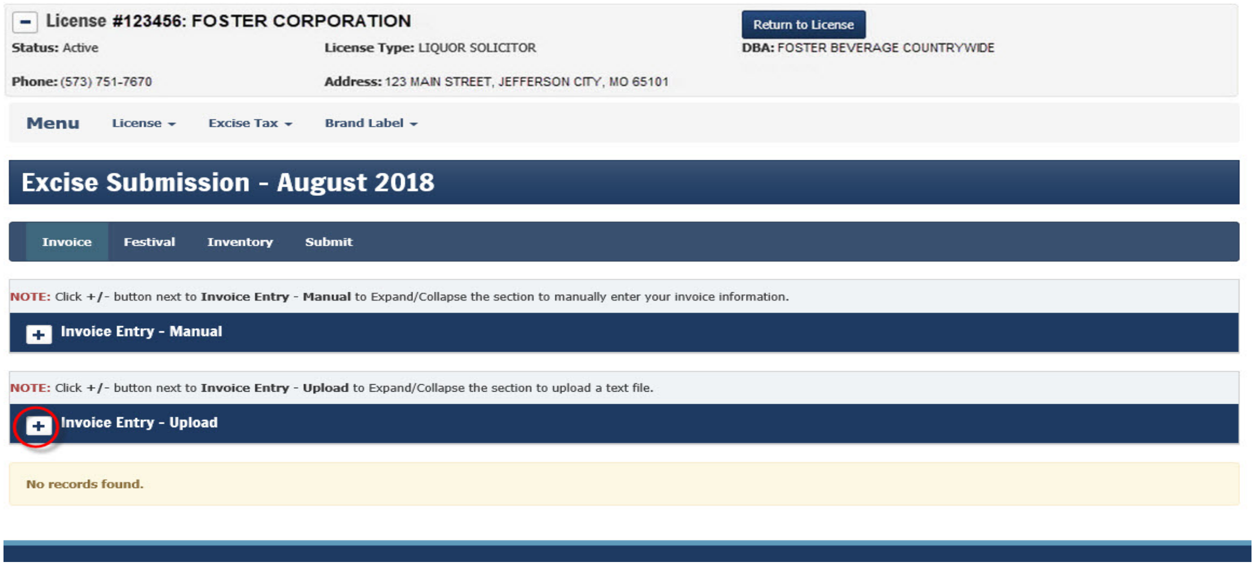




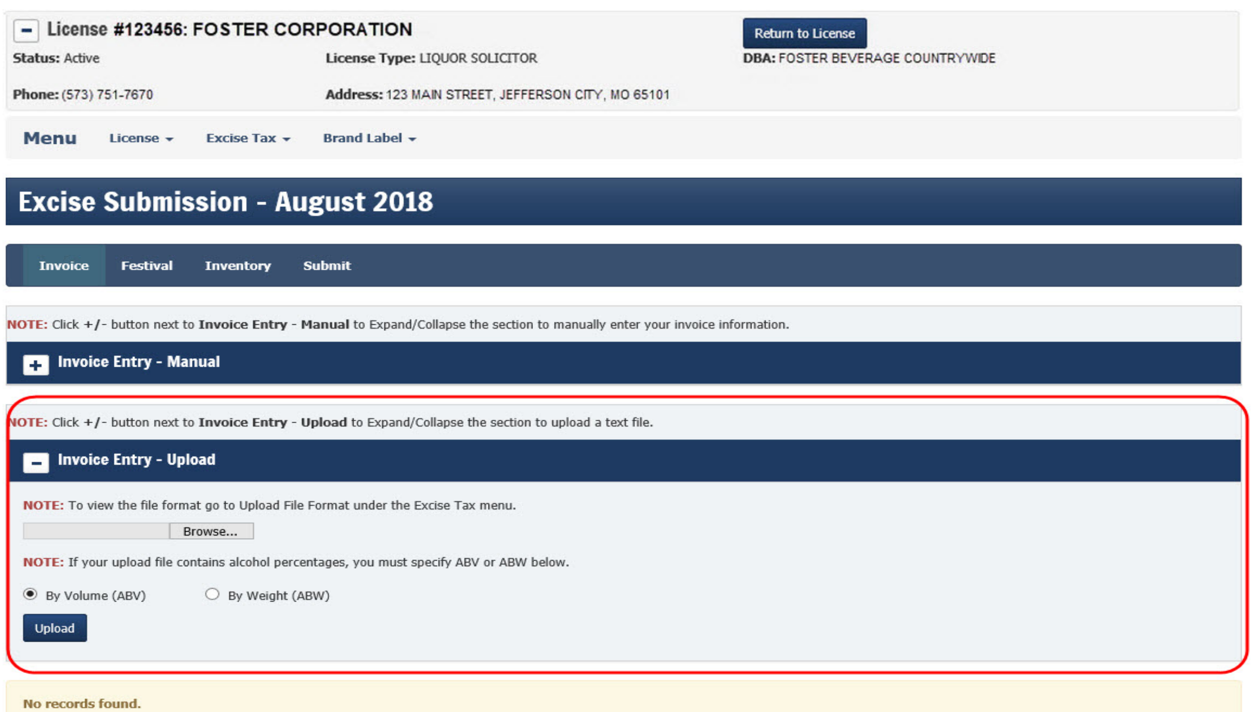
If anything is entered incorrectly you will receive an error message at the top of the screen and an asterisk (*) will show by the incorrect field(s). You will need to correct the information and click Save.



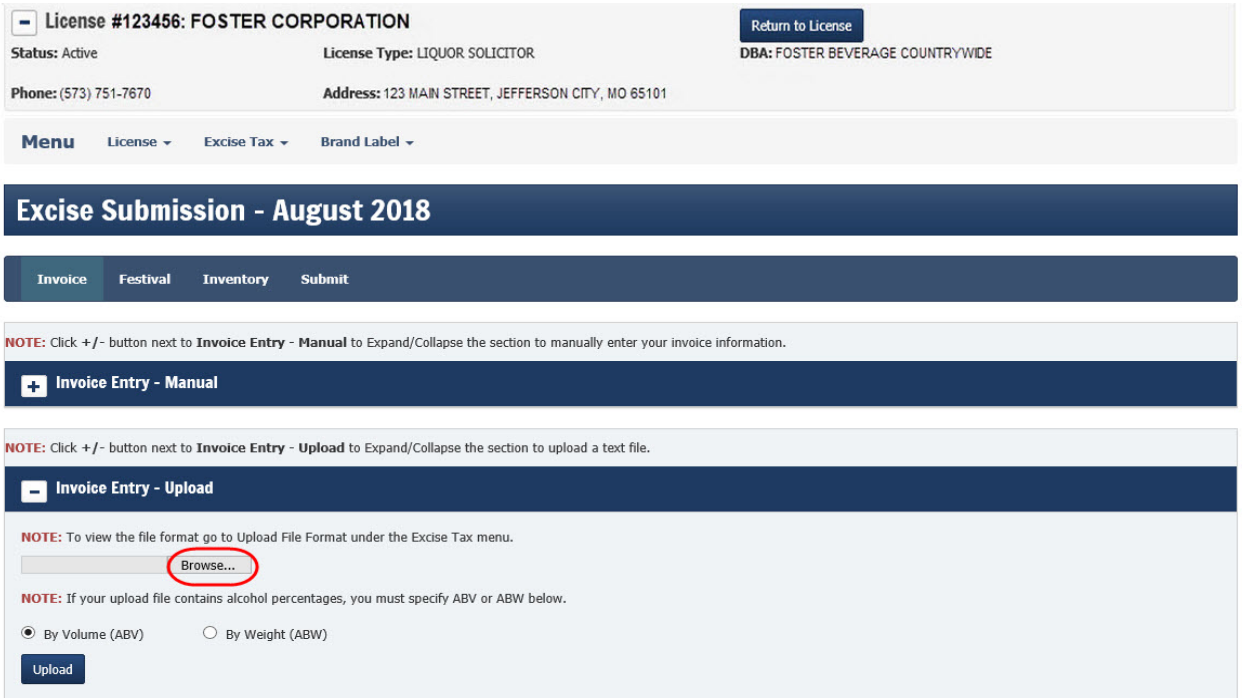
<u>Invoice Entry – Upload</u>: Click +/- button next to Invoice Entry – Upload to Expand/Collapse the section to upload a text file.



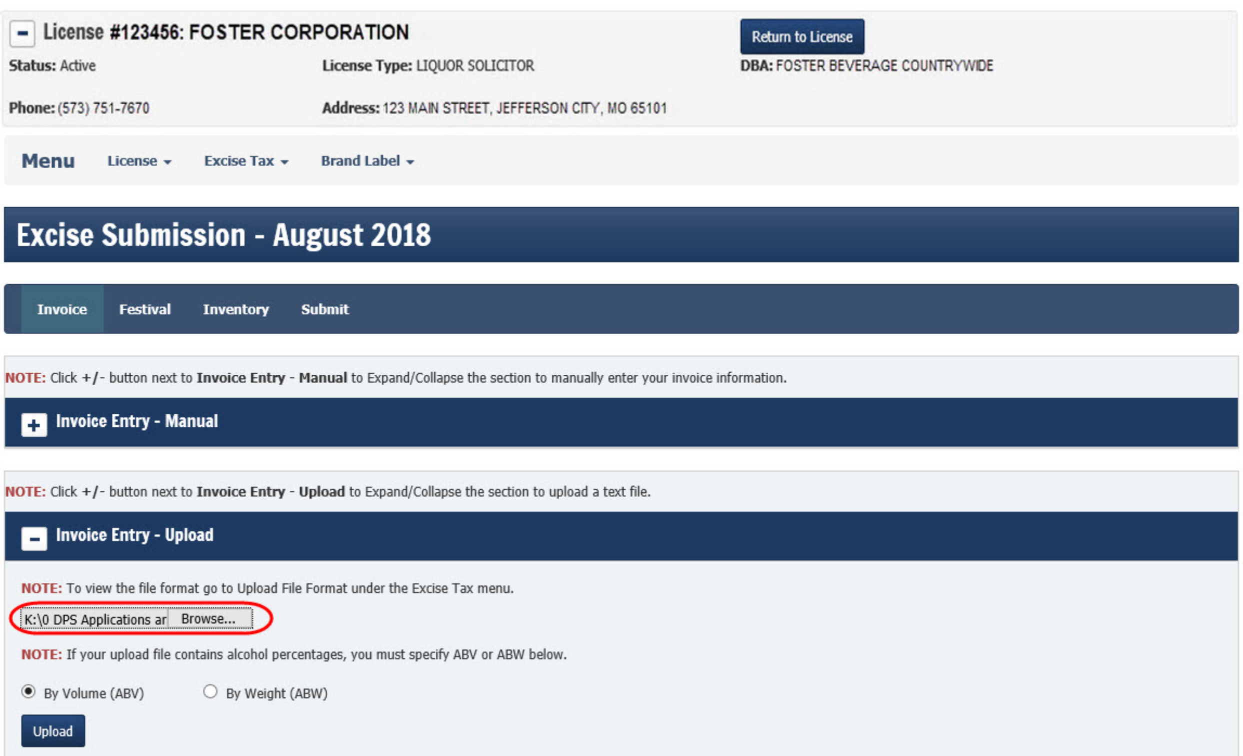
This allows you to upload a <u>text</u> file that includes all of the required information regarding your sales to wholesalers including your own wholesale license if applicable. A sample text file along with the file format can be found in your menu under Upload File Format. You will create **<u>one</u>** text file containing the information in the required format for invoices to wholesalers. Once you create your text file, save it to your computer where you can easily access it.



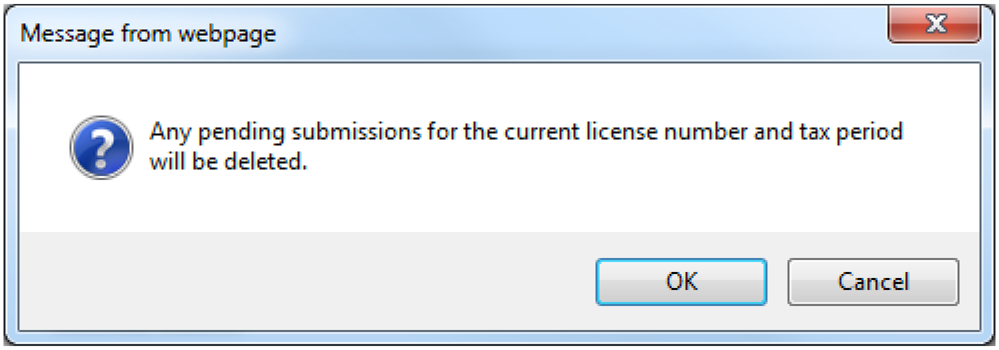
To upload a text file you will click browse and search for the text file you want to upload.



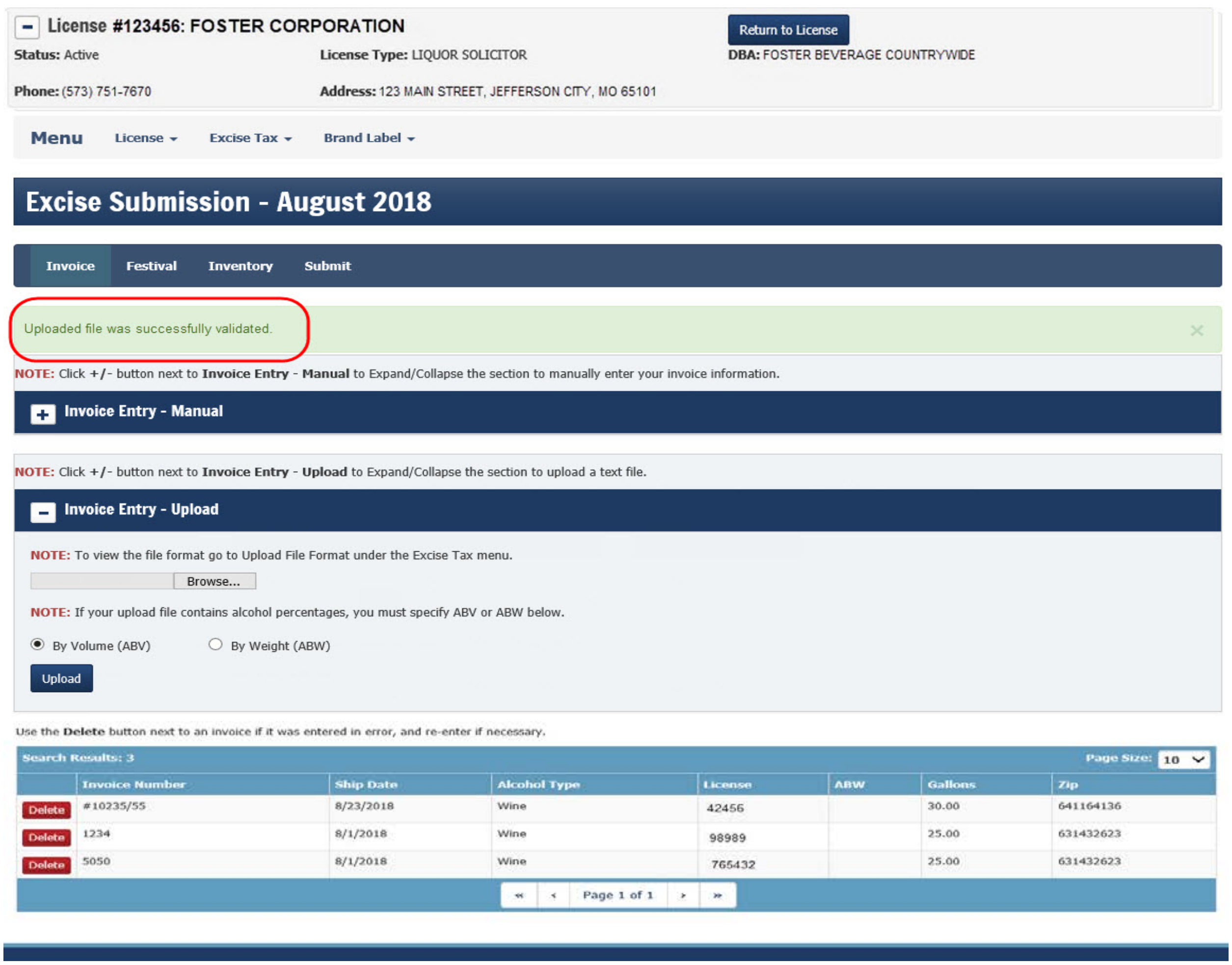
Click on the file and your text file will display in the box and you will click upload.



You will receive a message box that states: "Any pending submissions for current license and tax period will be deleted." Click OK.

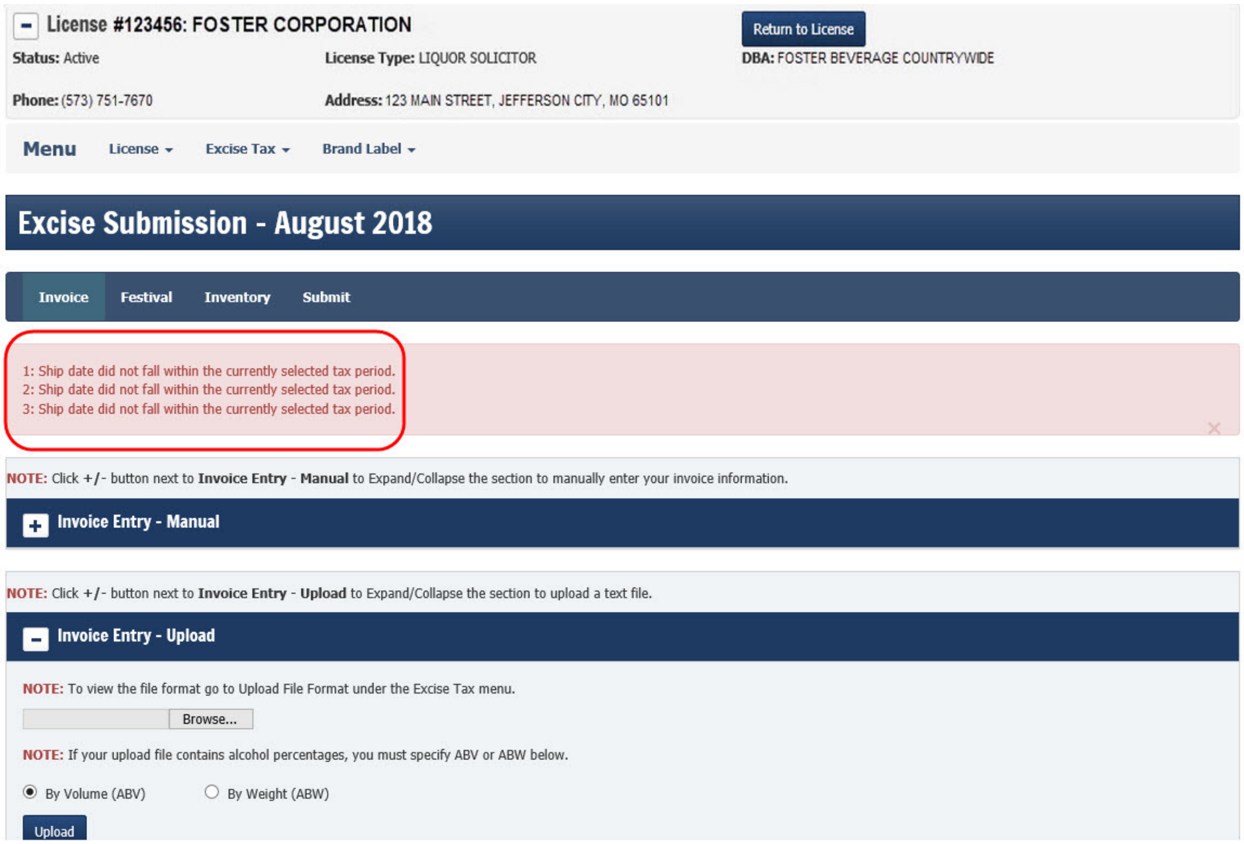


If your upload is successful, your screen will say "Upload file was successfully validated. " The invoices will show at the bottom of the screen. Review invoices to make sure they are correct.

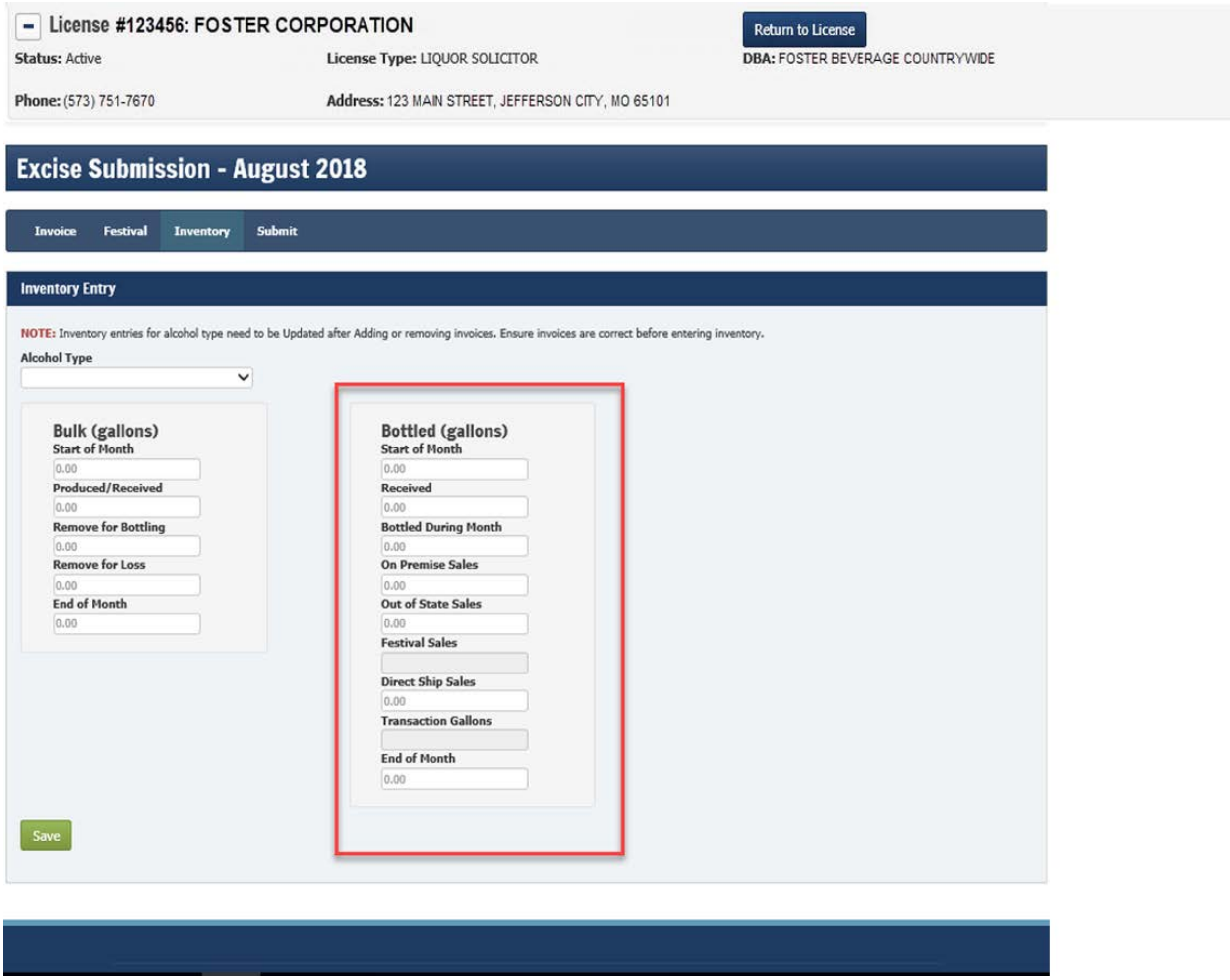


	Invoice Number	Ship Date	Alcohol Type	License	ABW	Gallons	Zip
Delete	#10235/55	8/23/2018	Wine	42456		30.00	641164136
Delete	1234	8/1/2018	Wine	98989		25.00	631432623
Delete	5050	8/1/2018	Wine	765432		25.00	631432623

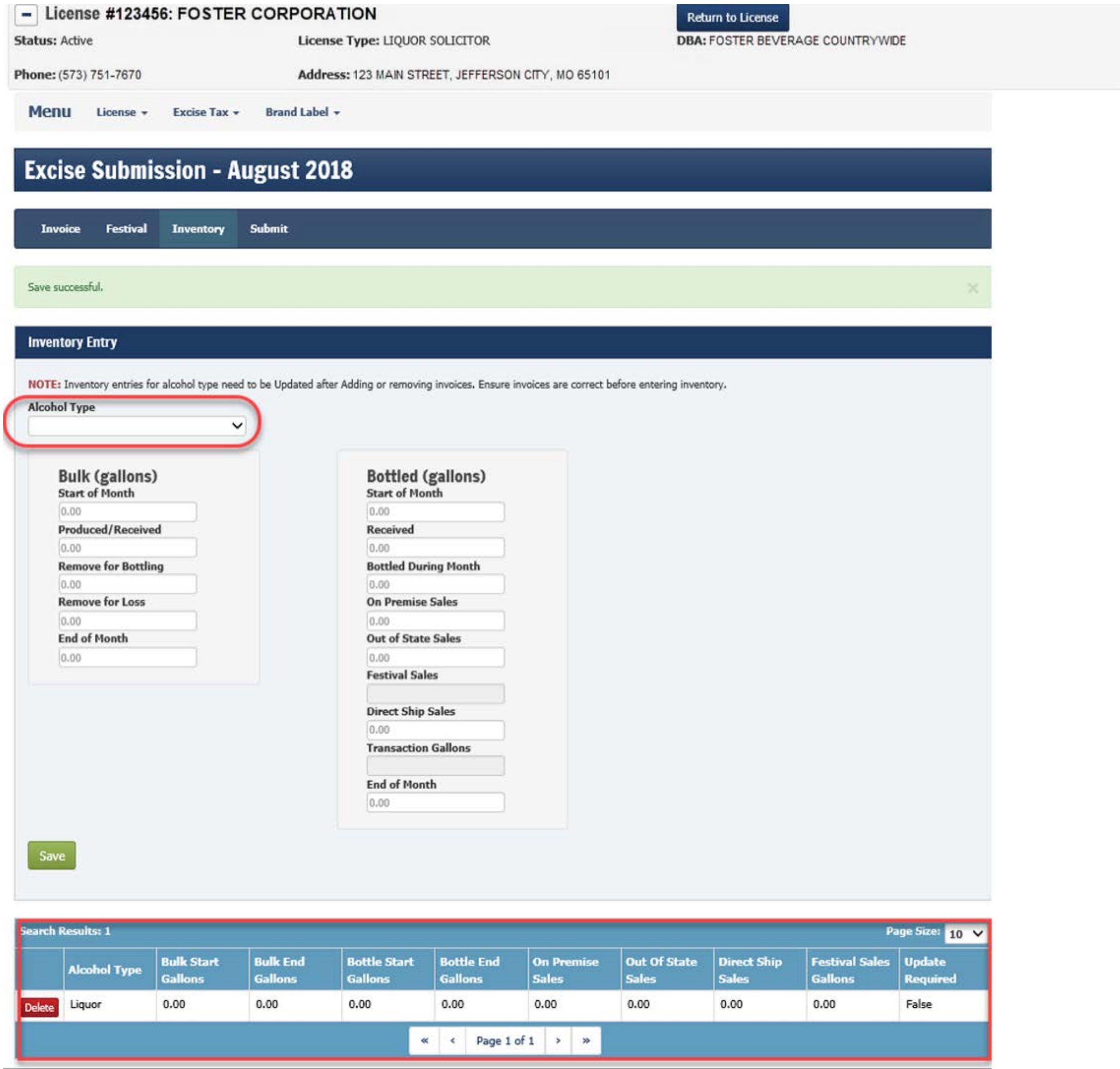
If you receive an error message your screen will look like this. Please correct the errors and upload your file again until you receive a successful upload.



Inventory: All solicitor license types located in the State of Missouri are required to report inventory balances of untaxed bottled product. Click on the Inventory tab.



Alcohol Type: You will be required to report an inventory balance for each alcohol type i.e., liquor, malt and wine. If you have no liquor gallons to report, just click the Save button at the bottom of the screen. A box will show up on the bottom of your screen showing all zeros for the alcohol type you entered. If all alcohol types are zero you would do this same step for the other alcohol types.



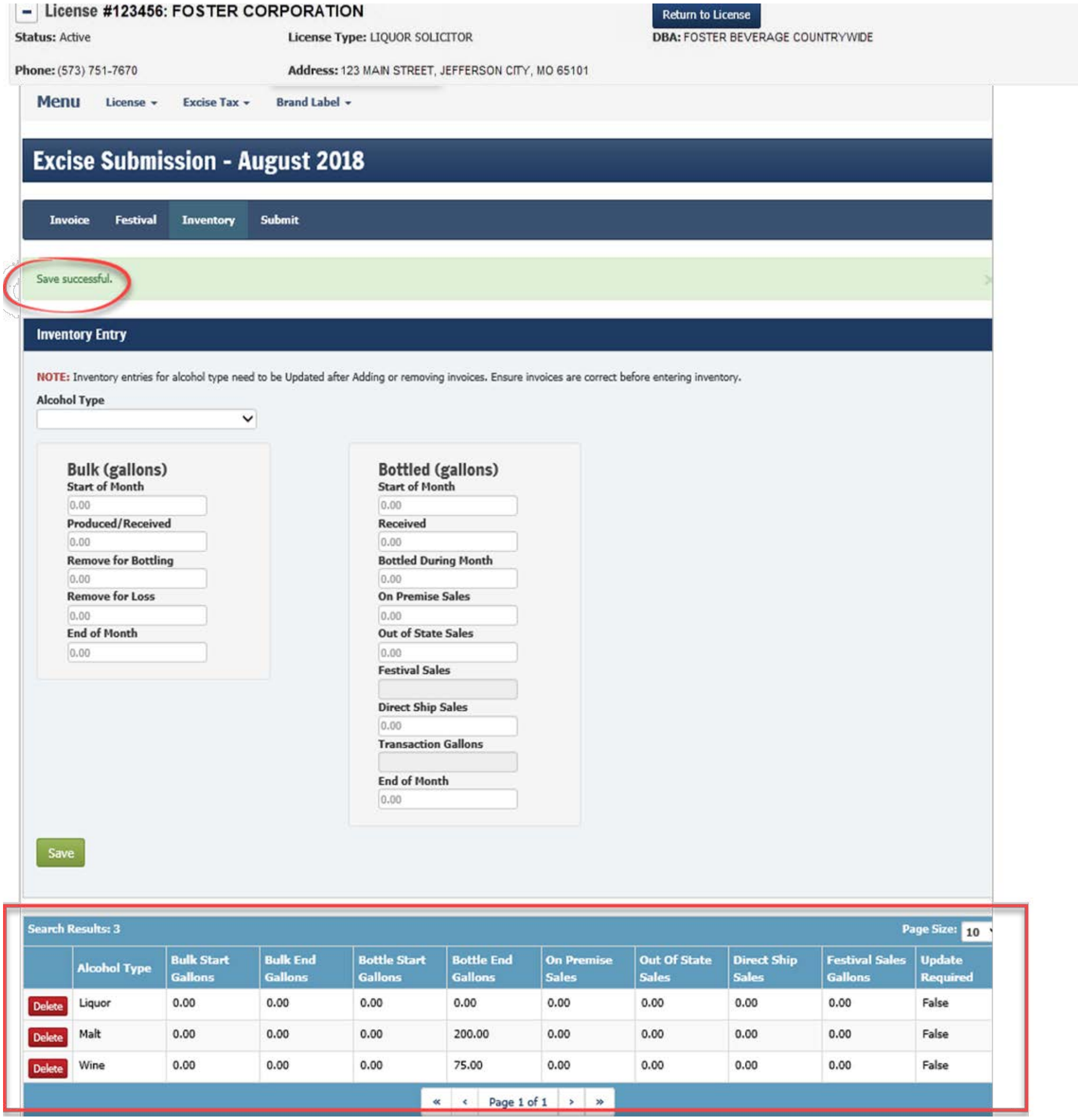
To report inventory balances you will enter the following information.

Bulk: The instate solicitor license does not allow bulk product. The boxes below bulk will always be zero.

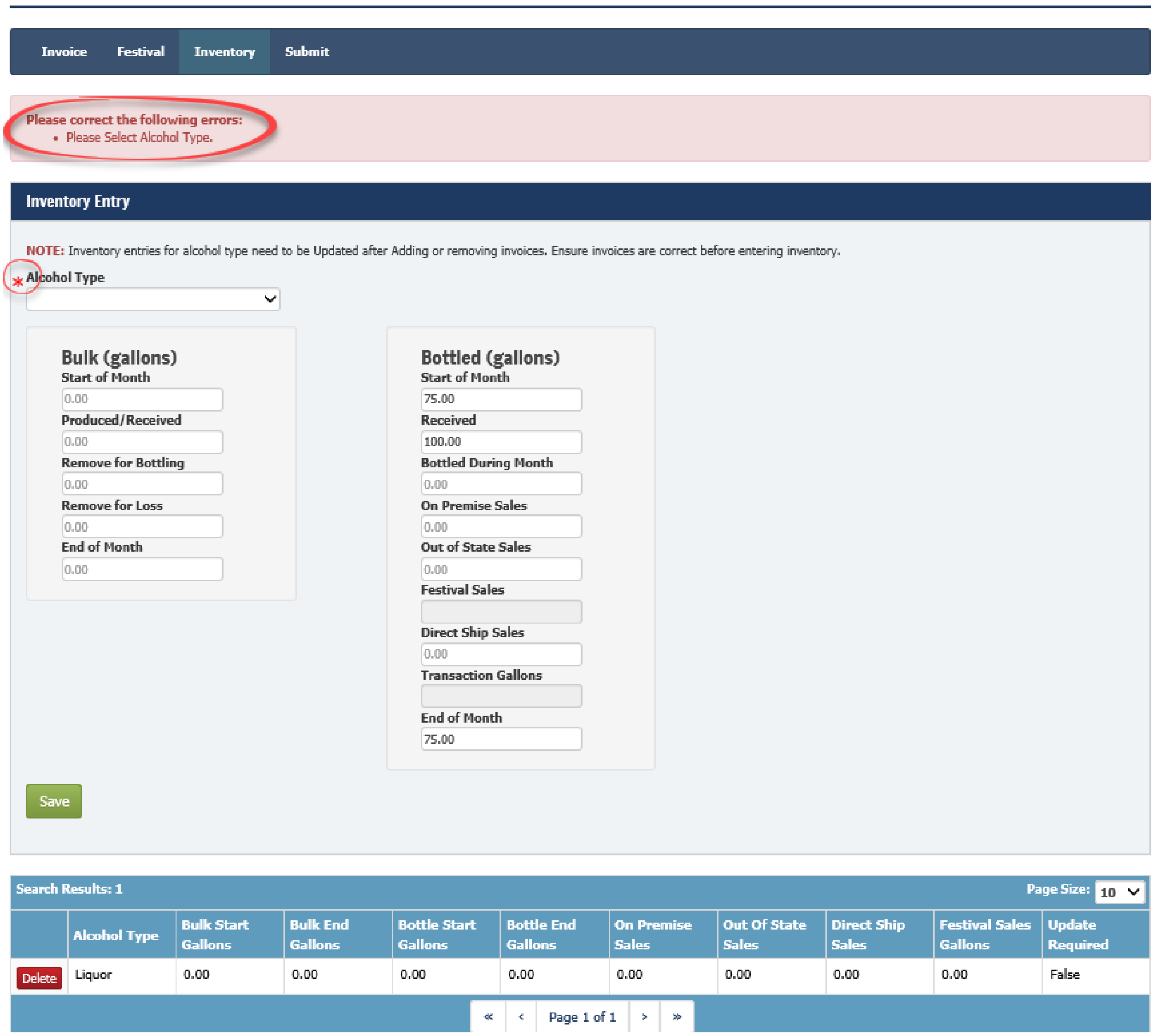
Bottled: In the Bottled column report in gallons the amount of untaxed product you have bottled for each alcohol type that you are allowed to carry based on your license type.

> **Start of Month**: Report in gallons the amount of untaxed product in bottles you have the first day of the month. **This will match your end of the month total from the prior month.**
>
> **Received:** Report in gallons untaxed bottled product received that you are registered as primary source for with the Division of Alcohol and Tobacco Control.
>
> **Bottled During the Month**: The instate solicitor license type is not allowed to bottle any product; therefore this field will always be zero.
>
> **On Premise Sales**: The instate solicitor license type does not allow on premise sales, therefore this field will always be zero.
>
> **Out of State Sales**: Report the total gallons of bottled product sold out of state. You are required to keep copies of invoices for all out of state shipments, the Division may request these invoices at any time.
>
> **Transaction Gallons:** Report the total gallons sold to a wholesaler. This total will automatically fill from the invoices entered under the Invoice Entry page.
>
> **End of Month**: Report the total gallons of untaxed bottled product you had on premise the last day of the month. **This will be your beginning of the month total on your next month's report.** Make sure you keep a record of what you report as you will need that information for next months' reporting.

Once all information is entered and verified click the Save button at the bottom of the page. You should receive a Save Successful message and the record will appear at the bottom of the screen.

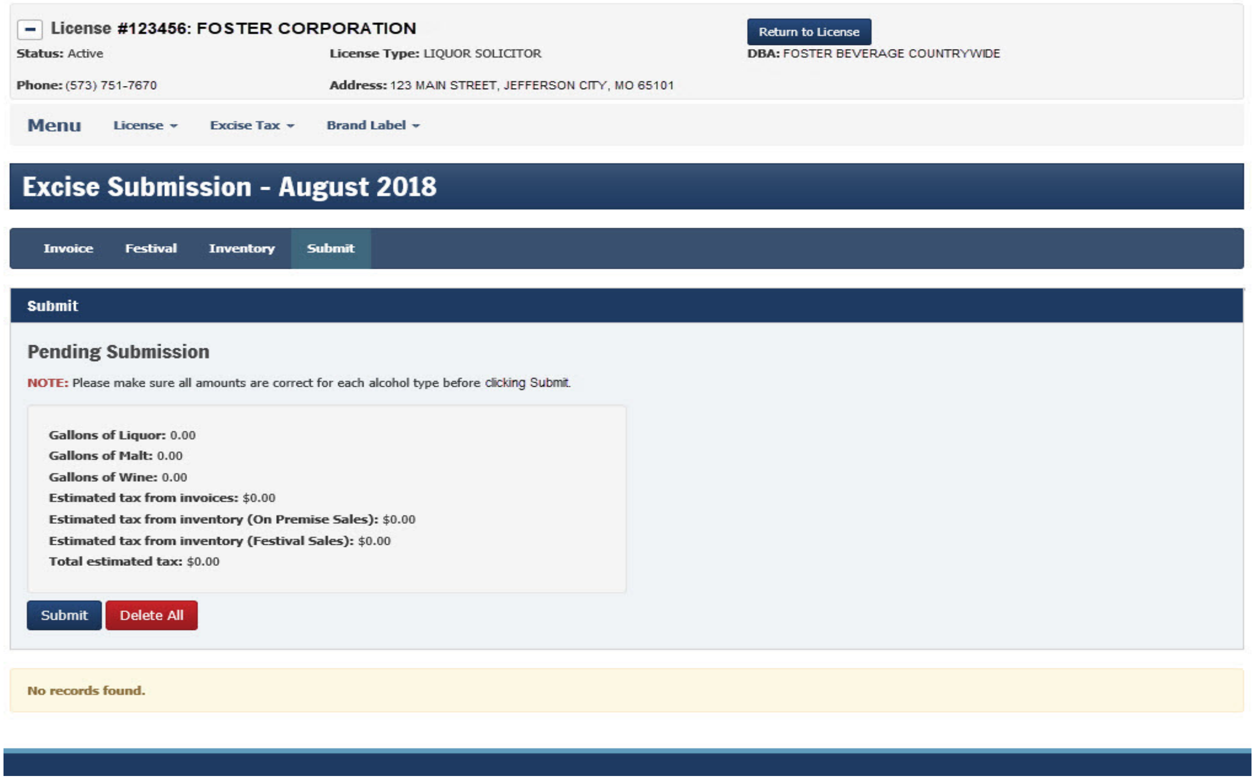


If there are any calculation errors or if the beginning balance does not match what you ended the previous month with you will receive an error message and are required to correct the mistakes and then save the record again.

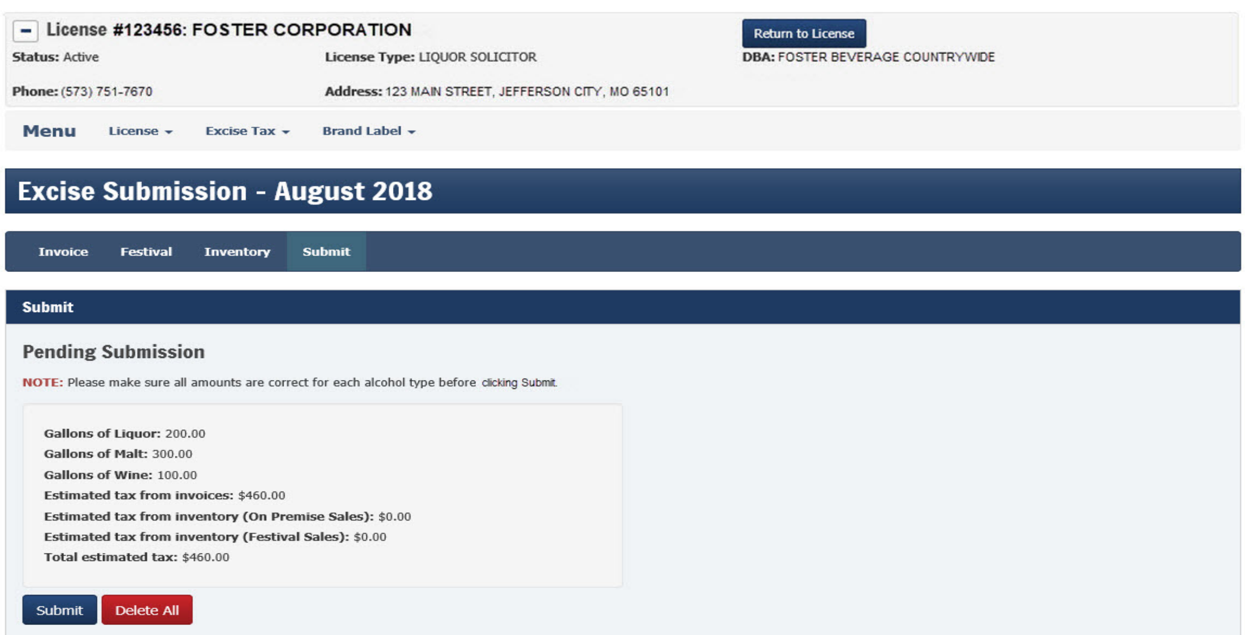


After all information is save you click on the Submit tab at the top of the screen.

Submit: If no sales were reported you will see zero balance due.

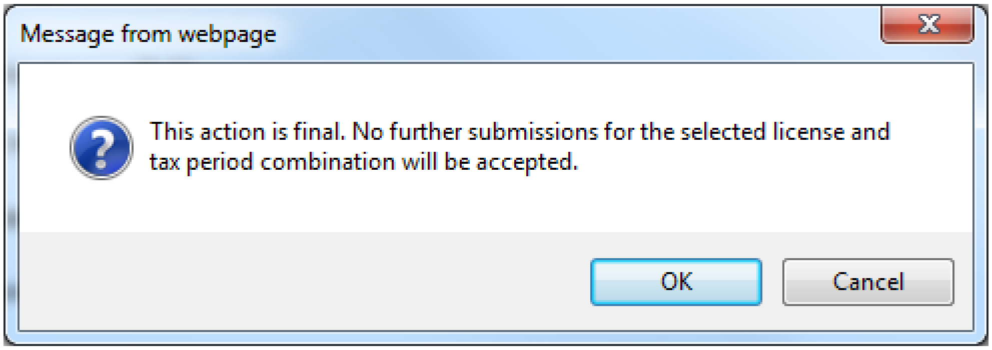


If sales were reported the screen will show pending excise tax due.

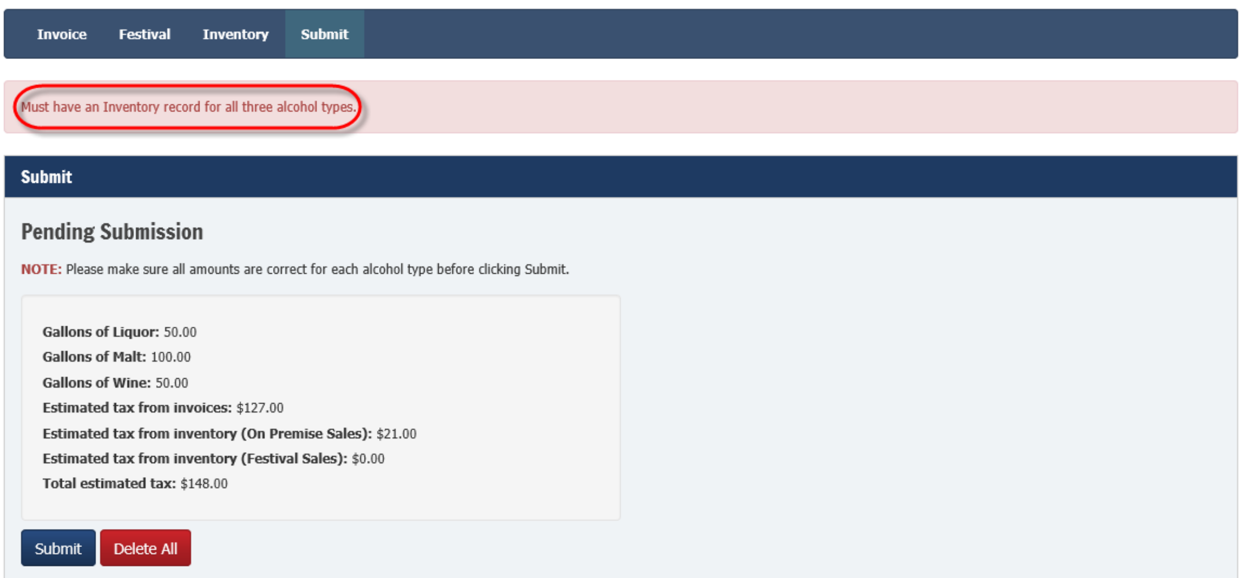


Review the information and if everything is correct click Submit.

A message box appears stating: "This action is final. No further submissions for the selected license and tax period combination will be accepted." Click OK.

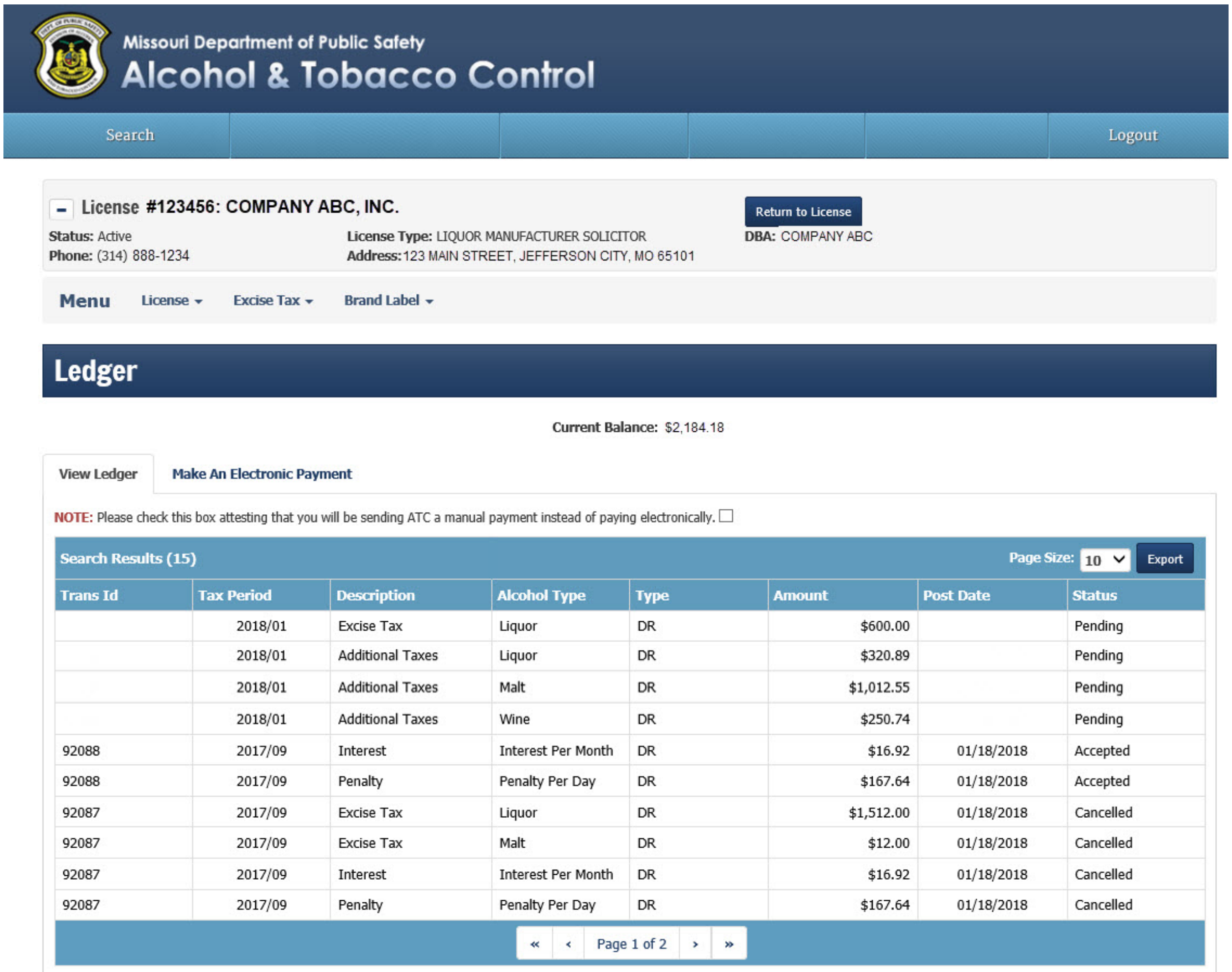


If you receive this message: "Must have an inventory record for all three alcohol types." This means that you have not entered an inventory balance for one of the alcohol types. You will need to click Inventory on the top of the page and enter balances for the alcohol type that you are missing. The bottom of the screen should indicate the balances that you have entered.



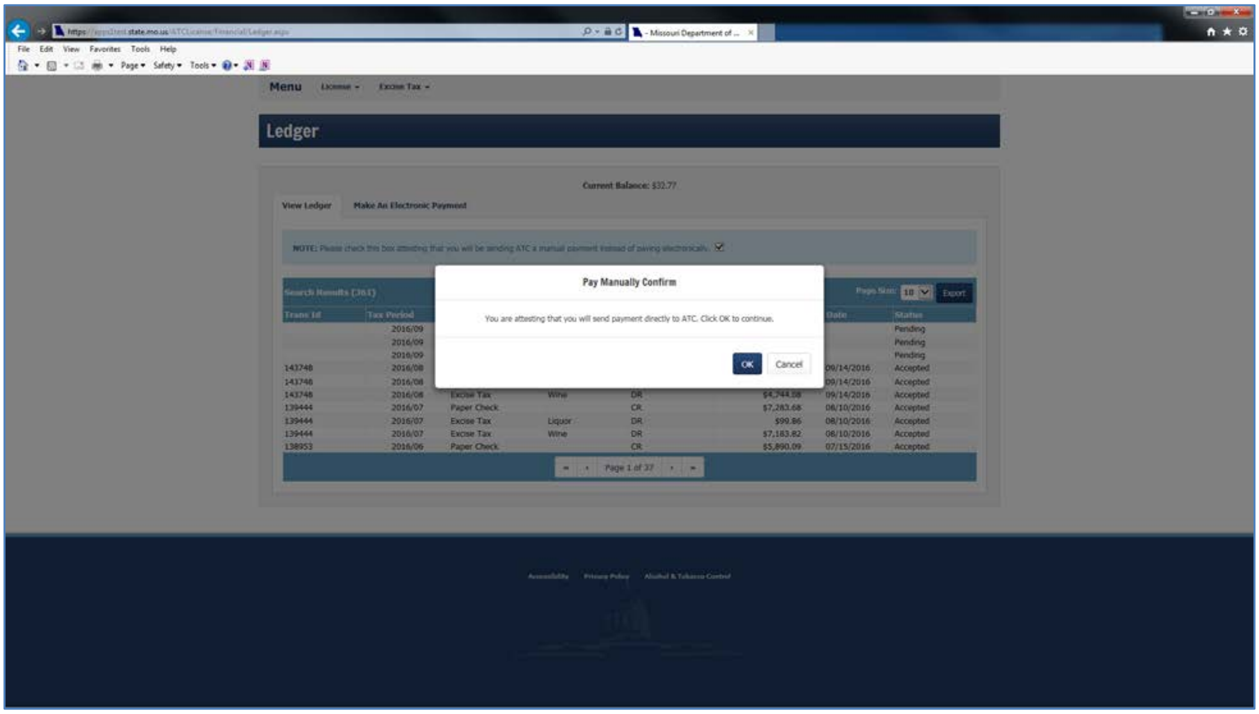
After you submit your report, the system will automatically go to the Ledger Screen.

Ledger: The Ledger screen will show your Current Balance due. If you submit a zero report it will show no balance due. Please note reports are due on or before the 15th of each month for all sales the preceding month. **If your report is submitted on the 16th or after the system will automatically calculate and charge penalty and interest for late reporting in compliance with Statute 311.553, RSMo and will be included in your current balance due.**

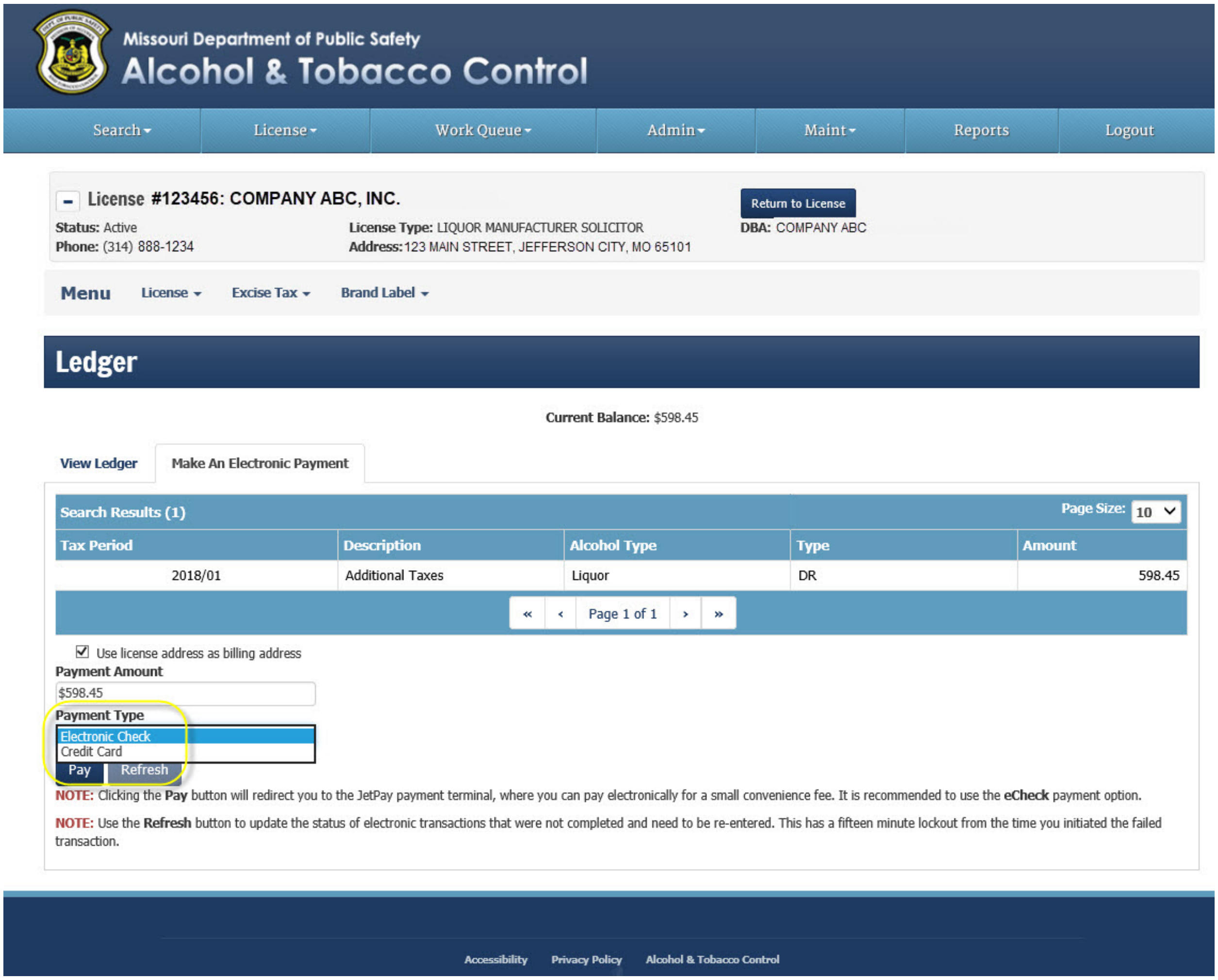


Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status
	2018/01	Excise Tax	Liquor	DR	$600.00		Pending
	2018/01	Additional Taxes	Liquor	DR	$320.89		Pending
	2018/01	Additional Taxes	Malt	DR	$1,012.55		Pending
	2018/01	Additional Taxes	Wine	DR	$250.74		Pending
92088	2017/09	Interest	Interest Per Month	DR	$16.92	01/18/2018	Accepted
92088	2017/09	Penalty	Penalty Per Day	DR	$167.64	01/18/2018	Accepted
92087	2017/09	Excise Tax	Liquor	DR	$1,512.00	01/18/2018	Cancelled
92087	2017/09	Excise Tax	Malt	DR	$12.00	01/18/2018	Cancelled
92087	2017/09	Interest	Interest Per Month	DR	$16.92	01/18/2018	Cancelled
92087	2017/09	Penalty	Penalty Per Day	DR	$167.64	01/18/2018	Cancelled

Payment Options: If you are mailing your payment for excise taxes due, you are required to print the Ledger screen and send this with your payment. You will also click in the Note box stating that you are mailing payment. You will receive a message to confirm that you are submitting a manual payment by clicking the OK tab. Your envelope **must** be postmarked **on or before the 15th** of the month to avoid late fees automatically being assessed.

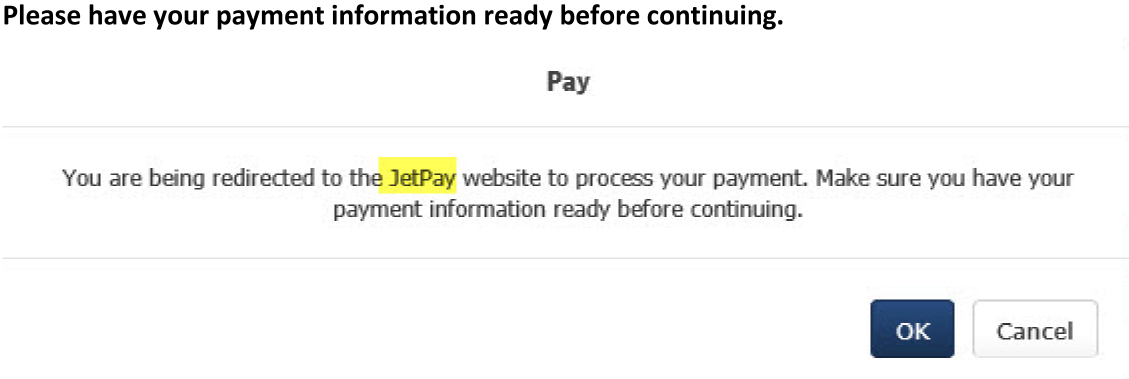


If you are paying online you will click the **Make An Electronic Payment** tab.
This screen will provide you with the option to choose if you want to submit payment by Electronic Check or Credit Card. After selecting your payment choice then click on Pay.



You will receive a notice that you are being directed to the JetPay login to make an electronic payment.

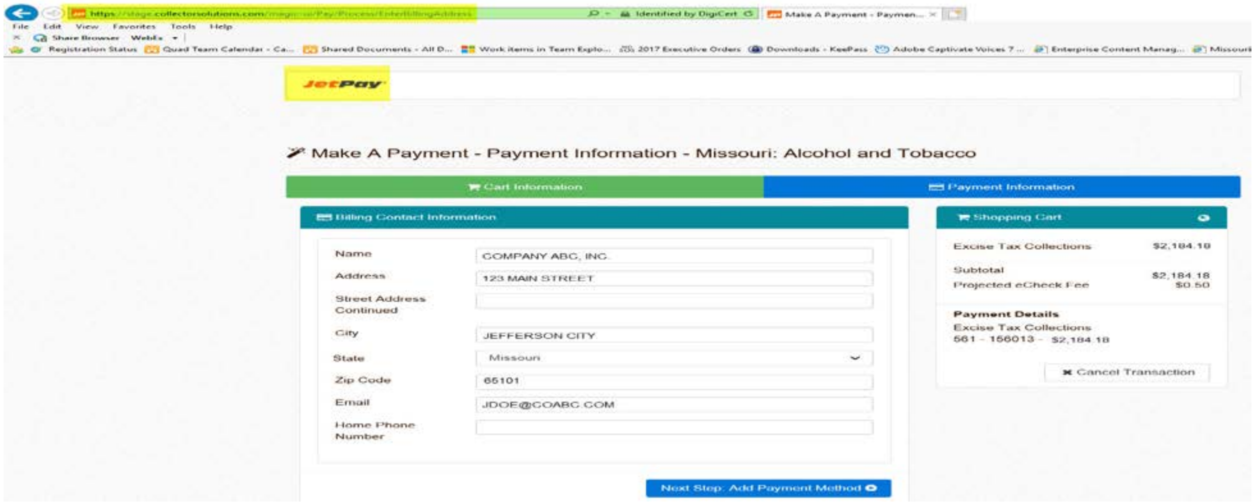
Please have your payment information ready before continuing.



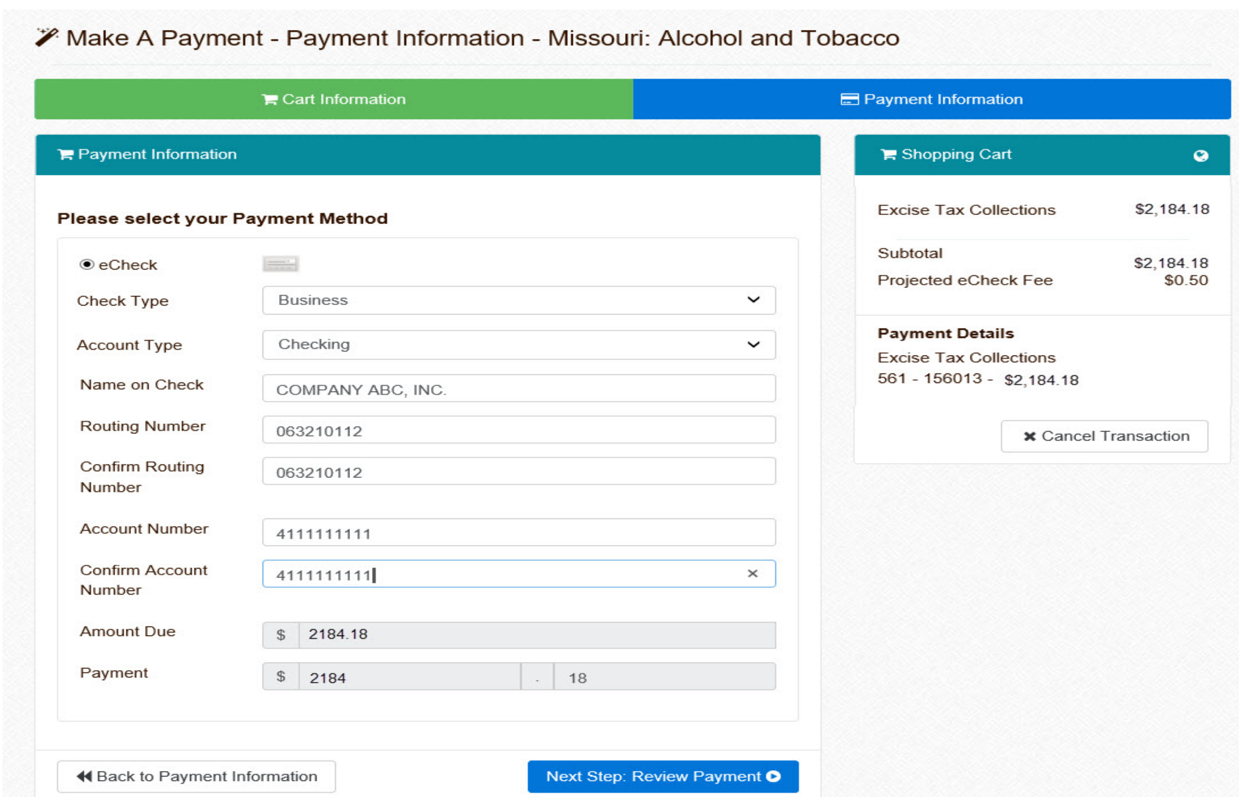
You are now on the JetPay Website.

Please note you will be charged a transaction fee by JetPay for processing your electronic payment.

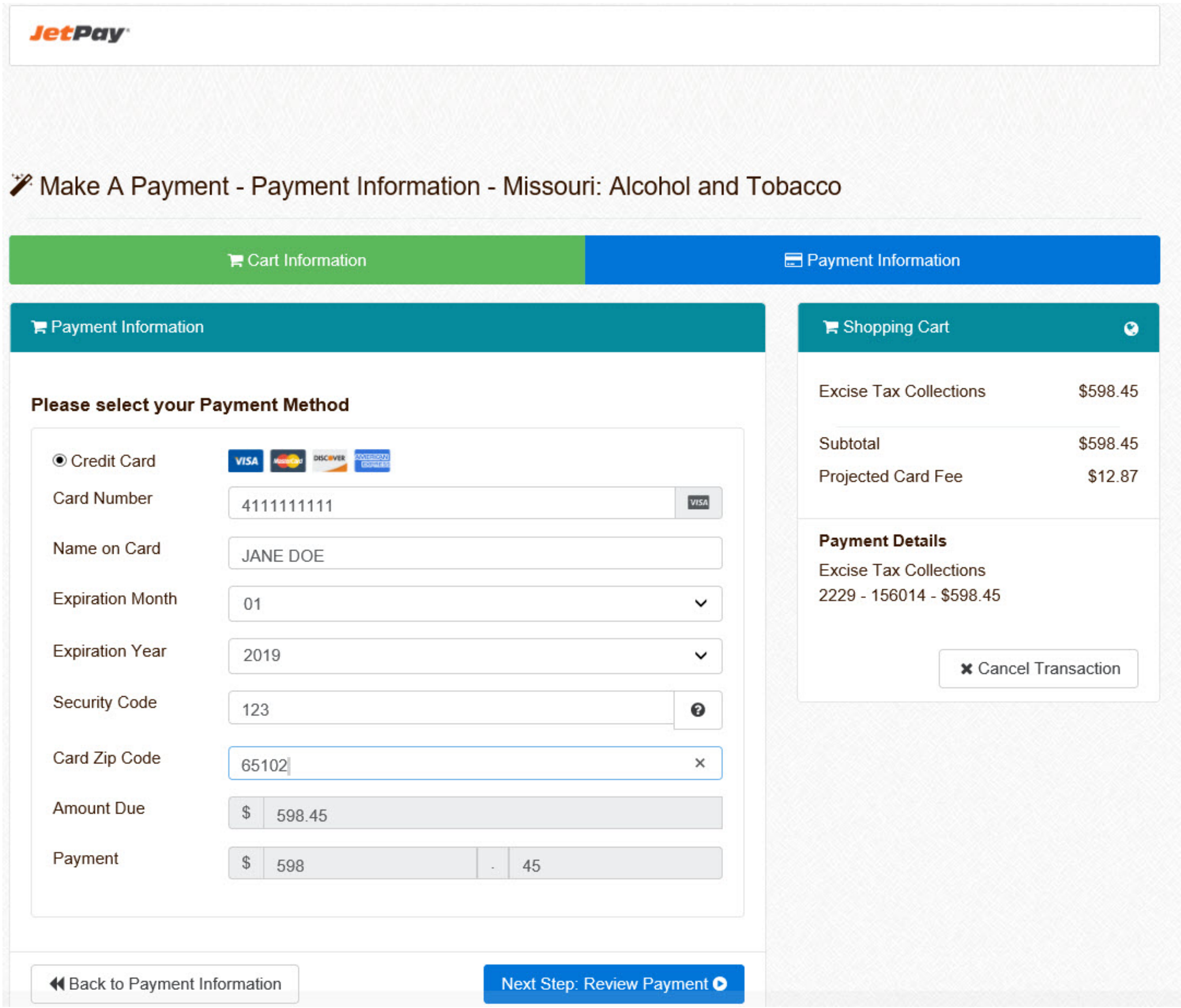
On this screen you will complete your company information then click on Next Step.



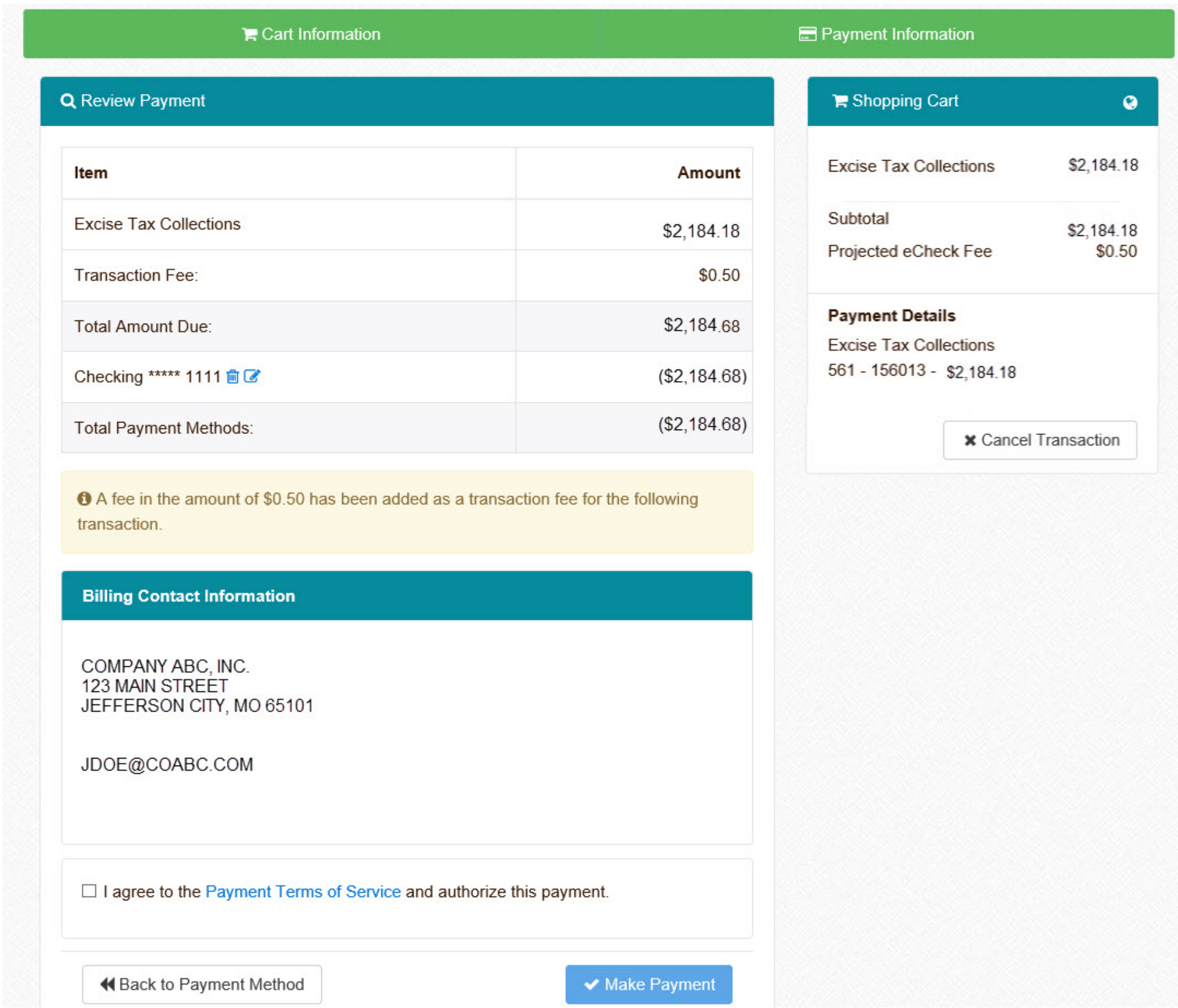
If you chose Electronic Check please complete the required information and click Next Step.



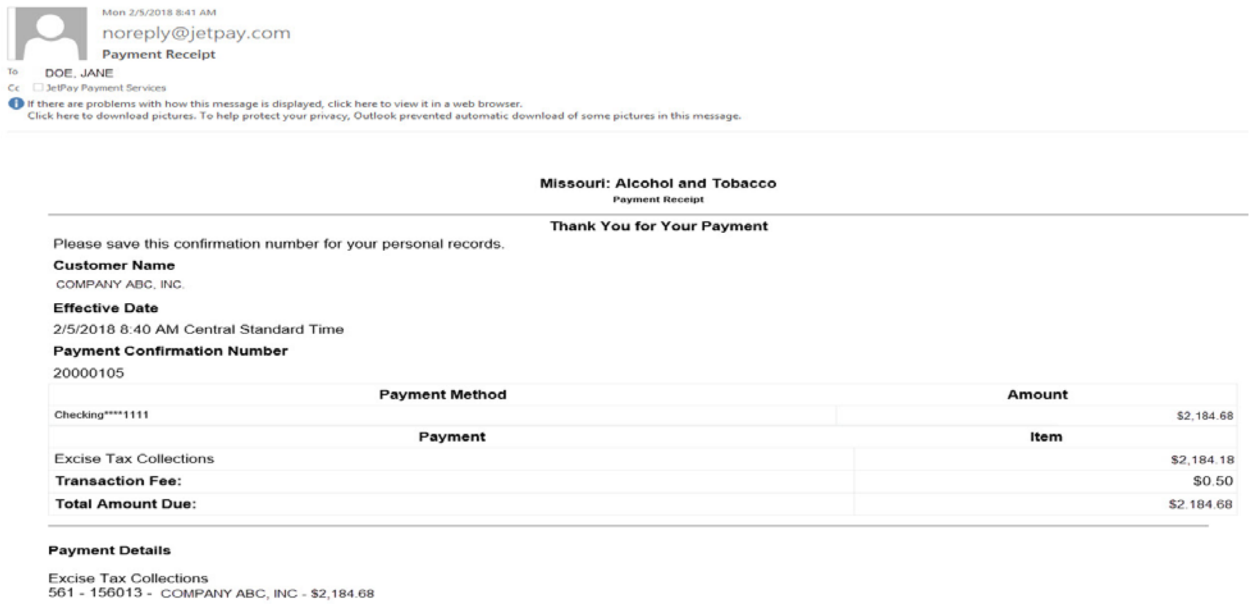
If you chose Credit Card, please complete the required information and click Next Step.



Please review and verify that everything is correct, place a check mark in the agreement box at the bottom of the screen and click the Make Payment button.



When the payment has been submitted you will automatically receive a confirmation email from JetPay.



Mon 2/5/2018 8:41 AM
noreply@jetpay.com
Payment Receipt
To DOE, JANE
Cc JetPay Payment Services
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Missouri: Alcohol and Tobacco
Payment Receipt

Thank You for Your Payment

Please save this confirmation number for your personal records.

Customer Name
COMPANY ABC, INC.

Effective Date
2/5/2018 8:40 AM Central Standard Time

Payment Confirmation Number
20000105

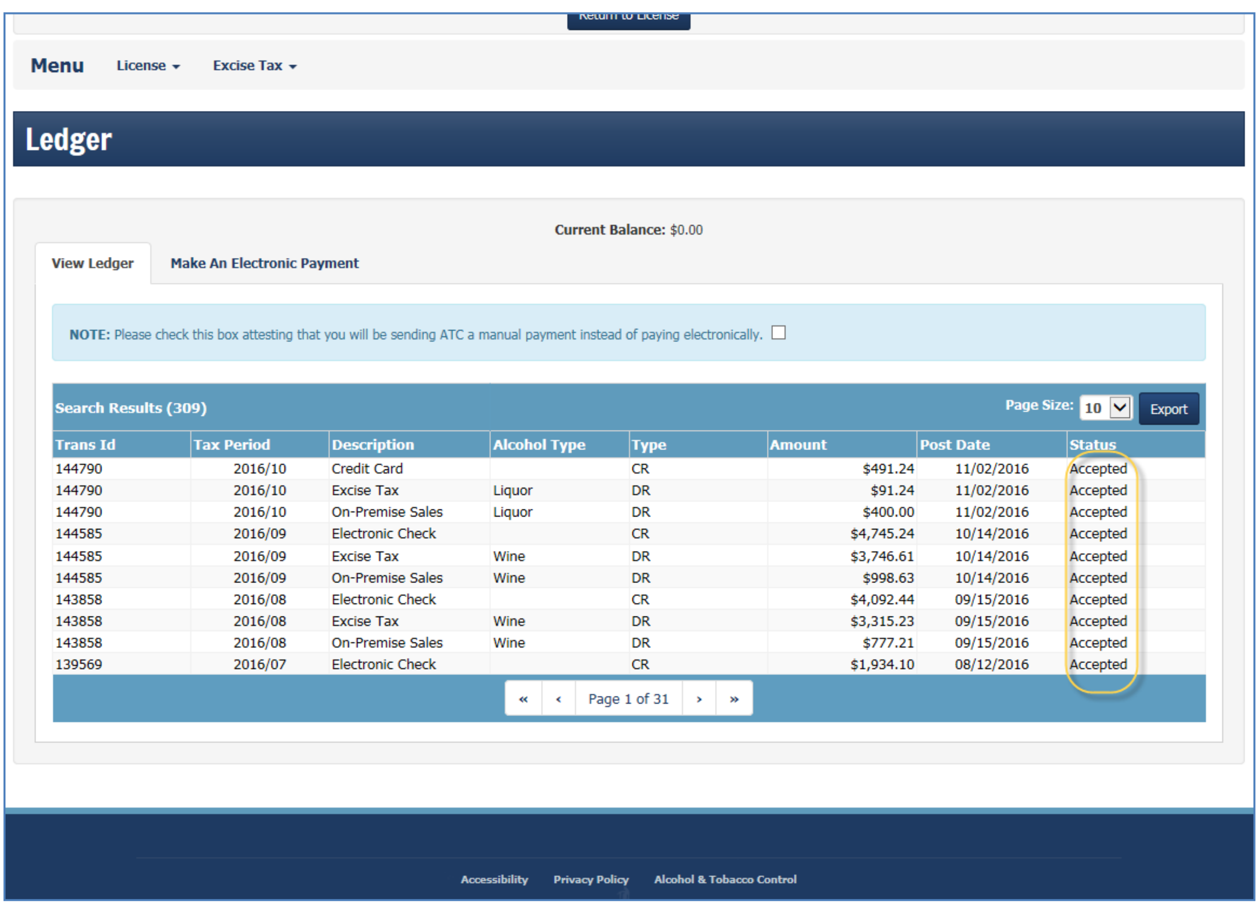
Payment Method	Amount
Checking****1111	$2,184.68

Payment	Item
Excise Tax Collections	$2,184.18
Transaction Fee:	$0.50
Total Amount Due:	$2,184.68

Payment Details

Excise Tax Collections
561 - 156013 - COMPANY ABC, INC - $2,184.68

If you click on Ledger from the Menu the Ledger screen will now show the payment was accepted.



Return to License

Menu License Excise Tax

Ledger

Current Balance: $0.00

View Ledger **Make An Electronic Payment**

NOTE: Please check this box attesting that you will be sending ATC a manual payment instead of paying electronically.

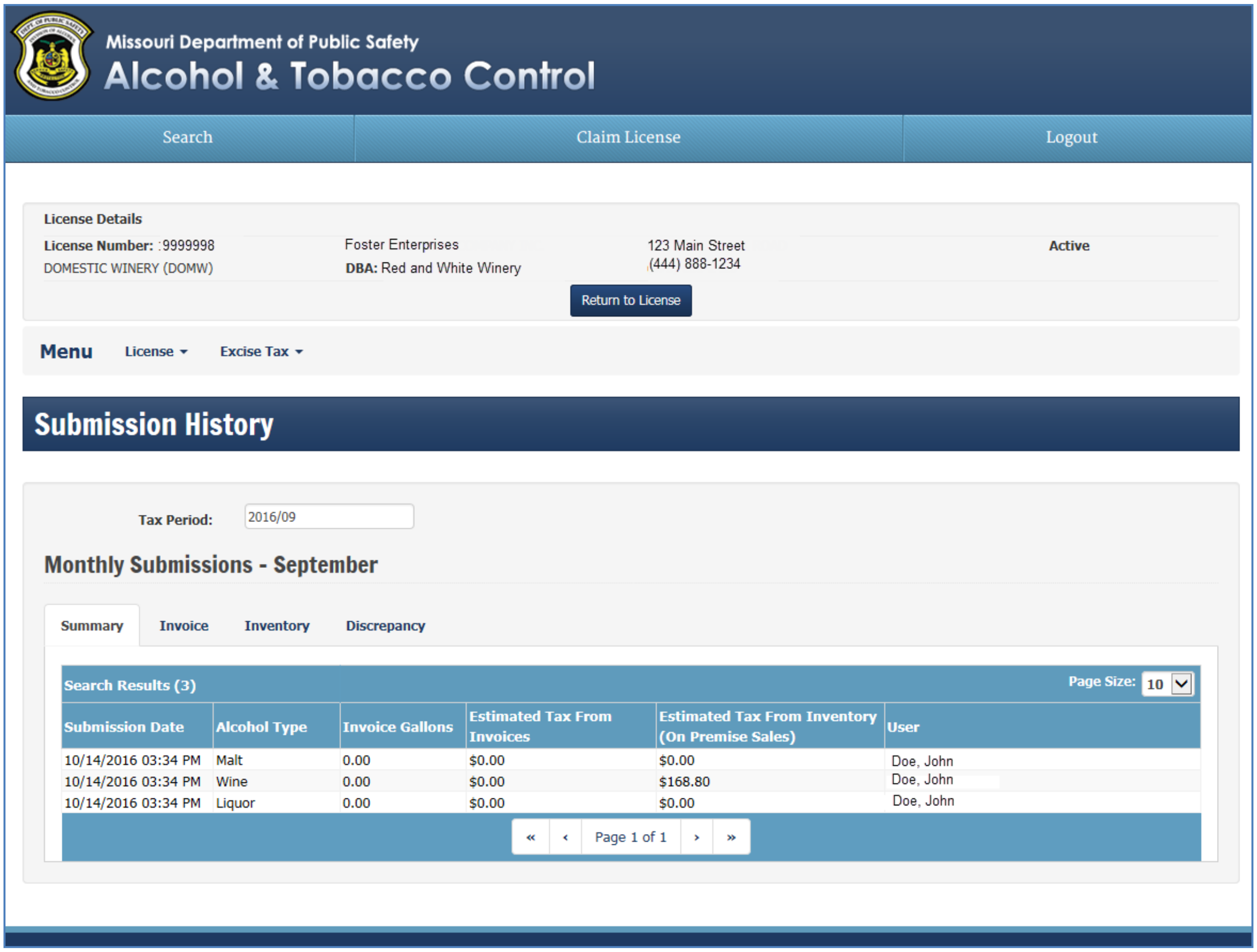
Search Results (309) **Page Size:** 10 Export

Trans Id	Tax Period	Description	Alcohol Type	Type	Amount	Post Date	Status
144790	2016/10	Credit Card		CR	$491.24	11/02/2016	Accepted
144790	2016/10	Excise Tax	Liquor	DR	$91.24	11/02/2016	Accepted
144790	2016/10	On-Premise Sales	Liquor	DR	$400.00	11/02/2016	Accepted
144585	2016/09	Electronic Check		CR	$4,745.24	10/14/2016	Accepted
144585	2016/09	Excise Tax	Wine	DR	$3,746.61	10/14/2016	Accepted
144585	2016/09	On-Premise Sales	Wine	DR	$998.63	10/14/2016	Accepted
143858	2016/08	Electronic Check		CR	$4,092.44	09/15/2016	Accepted
143858	2016/08	Excise Tax	Wine	DR	$3,315.23	09/15/2016	Accepted
143858	2016/08	On-Premise Sales	Wine	DR	$777.21	09/15/2016	Accepted
139569	2016/07	Electronic Check		CR	$1,934.10	08/12/2016	Accepted

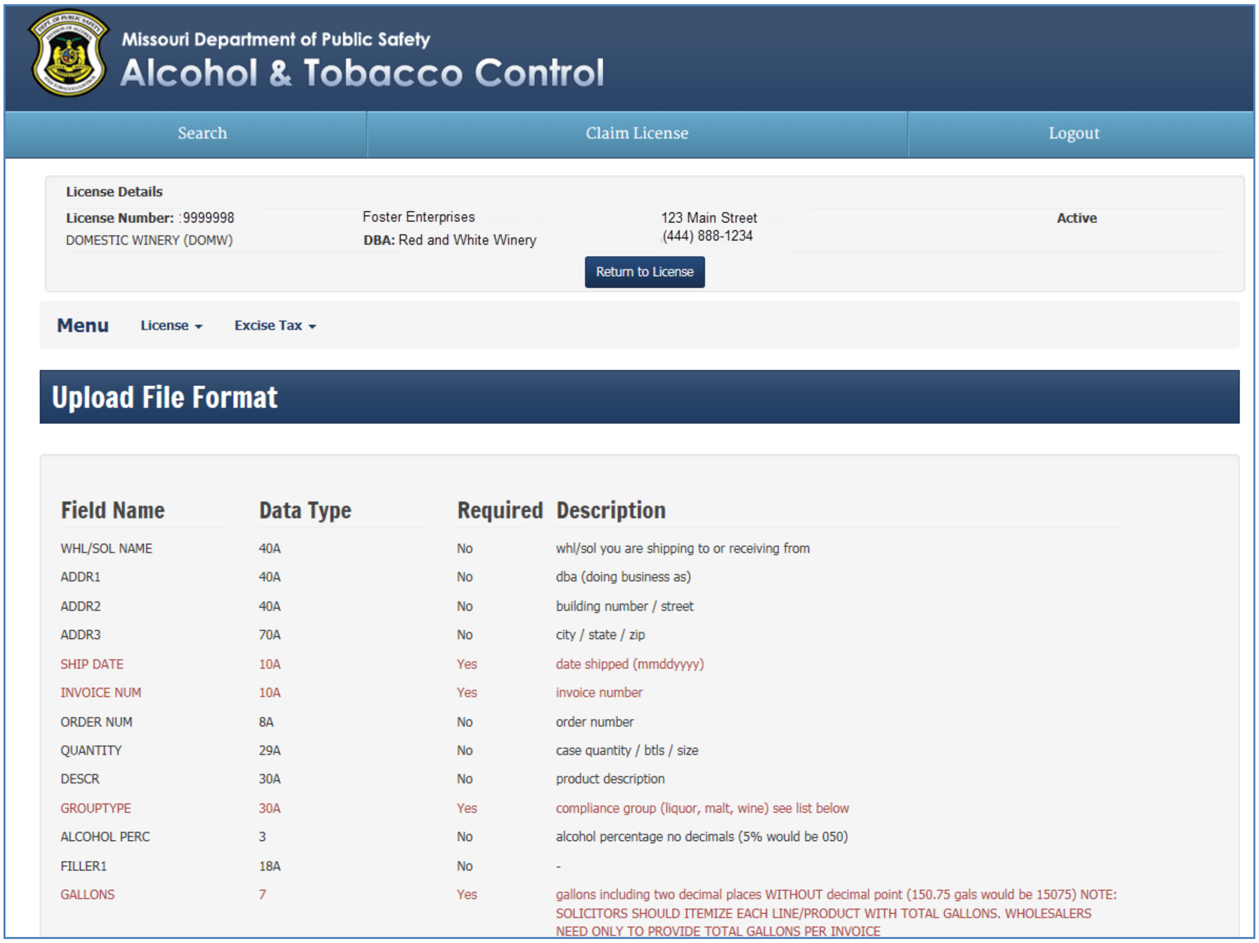
« ‹ Page 1 of 31 › »

Accessibility Privacy Policy Alcohol & Tobacco Control

Submission History: The Submission History tab will allow you to review what was submitted for a particular tax period. The tax period can be changed to any previous year/month to review what was submitted. You can then click on the different tabs to see invoice, inventory and discrepancy information.



<u>Upload File Format:</u> This screen shows the required format of the text file for uploading invoices into our system and provides a sample file that you can view.



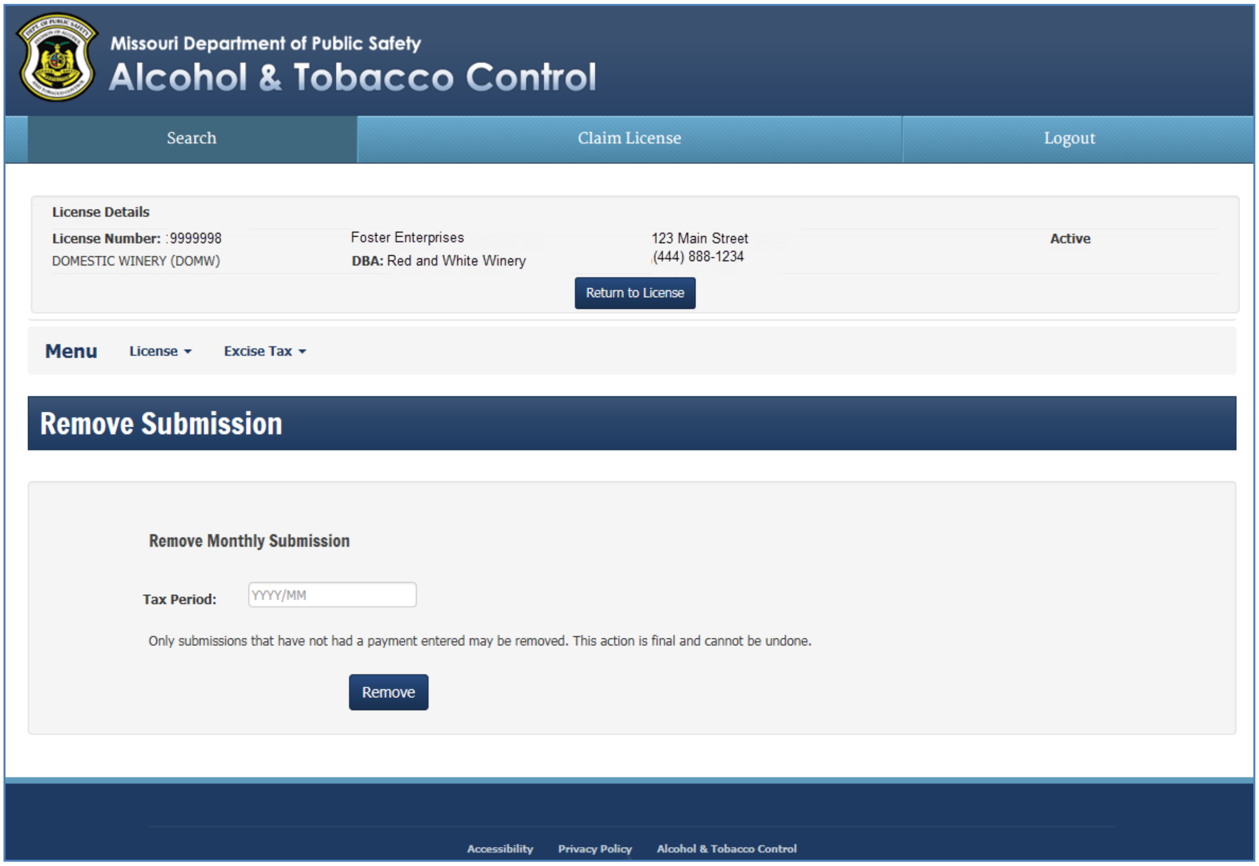
Field Name	Data Type	Required	Description
WHL/SOL NAME	40A	No	whl/sol you are shipping to or receiving from
ADDR1	40A	No	dba (doing business as)
ADDR2	40A	No	building number / street
ADDR3	70A	No	city / state / zip
SHIP DATE	10A	Yes	date shipped (mmddyyyy)
INVOICE NUM	10A	Yes	invoice number
ORDER NUM	8A	No	order number
QUANTITY	29A	No	case quantity / btls / size
DESCR	30A	No	product description
GROUPTYPE	30A	Yes	compliance group (liquor, malt, wine) see list below
ALCOHOL PERC	3	No	alcohol percentage no decimals (5% would be 050)
FILLER1	18A	No	-
GALLONS	7	Yes	gallons including two decimal places WITHOUT decimal point (150.75 gals would be 15075) NOTE: SOLICITORS SHOULD ITEMIZE EACH LINE/PRODUCT WITH TOTAL GALLONS. WHOLESALERS NEED ONLY TO PROVIDE TOTAL GALLONS PER INVOICE

Scroll down on page to continue with Field Names and view Accepted Group Types →

Accepted Group Types

Group Type	Alcohol Type
ALUMINUM BOTTLES	M
ART. CARBONATED WINE	W
B	M
BEER	M
BOTTLE	M
BOURBON	L
BRANDY	L
CAN	M
CARBONATED WINE	W
CASK & CREAM	L
CIDER	W
CIDER (FEDERAL)	W
CIDER (STATE)	W
COCKTAILS	L
COOLERS-CIDER	W
COOLERS-SPIRITS	L
COOLERS-WINE	W
CRAFT BEER	M
DESSERT WINE	W
DRAFT	M
FORTIFIED	W
GIN	L
L	L
LIQUEURS	L
LIQUOR	L
M	M
MALT	M
OTHER WINE	W
P	M
RUM	L
SCOTCH	L
SPARKLING WINE	W
SPECIALTIES	L
SPIRITS	L
STILL WINE	W
TABLE WINE	W
TEQUILA	L
VERMOUTH	W
VODKA	L
W	W

Remove Submission: This option will allow you to remove a submission only if payment has not been made. Enter the Tax Period you wish to remove.



Frequently Asked Questions (FAQs)

1. How can I amend my excise tax report?
   If you have not submitted payment you can click on the Remove Submission in your menu and enter in the tax period and click remove. If payment has been made you are required to complete the manual forms that are available on our website at https://atc.dps.mo.gov under the Excise Taxes tab and mail them to our Division.

2. How can I see what I submitted for a previous month?
   To view what you submitted in a previous month, please click on the History option in your menu and enter any year and month from August 2014 forward. Click on any of the options: summary, invoices, inventory and discrepancies to see the data entered.

3. Am I required to submit a report even if I have no shipments?
   A report for each month is required even if you have no shipments to report.

4. How can I enter a credit?
   All credits are required to be approved by the State Supervisor before they can be taken on the monthly reports. Please submit the Application for Credit of Missouri Excise Tax form that is available on our website at https://atc.dps.mo.gov under the Excise Taxes tab. Credits must be requested within 90 days of the original invoice date. If credit is approved, the amount will be entered in the ATC Online System. You will receive an email notification that the credit amount has been applied to your account for the next applicable tax period.

5. How can I find a license number and/or zip code?
   The Division has a list of all licensees and zip codes available on our website at https://atc.dps.mo.gov under the Popular Links by clicking on Reports.

6. I received an email notice of additional taxes for monies due. How can I make a payment?
   Click on the Ledger option in your Menu and it will show any monies due and will allow you to make a payment.

7. If I received an email of my excise tax payment being rejected am I required to resubmit payment and will late fees be applied?
   If ATC is notified of an excise tax payment being rejected from JetPay or your bank you will receive an email from ATC to log back in and go to the Ledger option to review balance due and resubmit payment. If payment is resubmitted after the 15th late fees will be applied.