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

(September 2018)

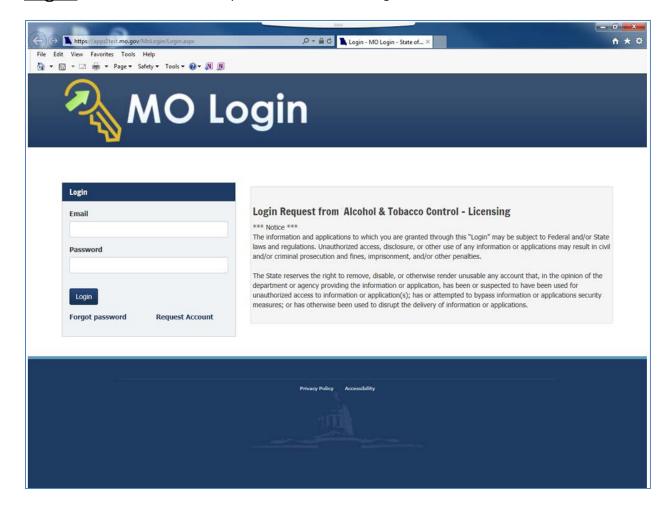
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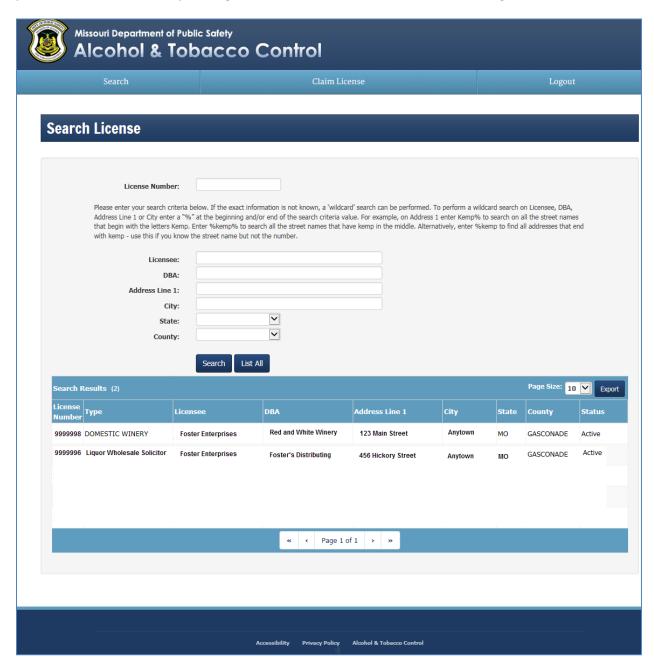
Starting ATC Online Reporting/Payment

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.



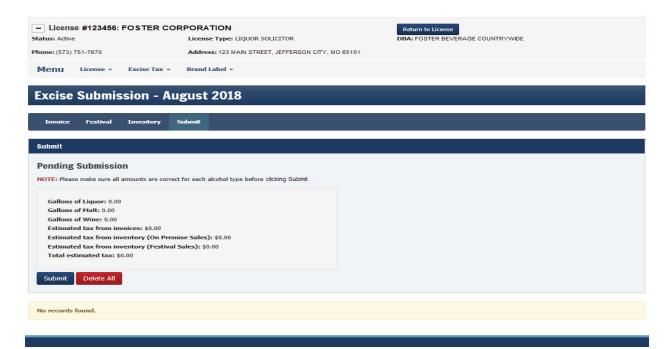
After you select your license, the system will take you to the License Summary page.

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.

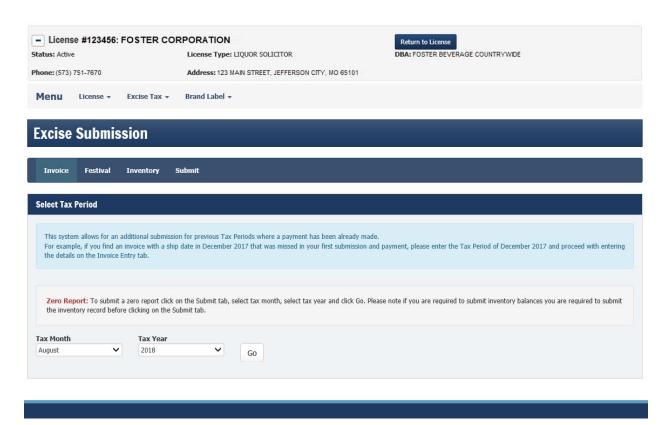


Invoice Submission: Allows you to enter your invoice information **either** manually through Invoice Entry-Manual **or** upload a text file through Invoice Entry-Upload and then click on Submit to submit your monthly reports.

Zero Report: If you did not receive any shipments from a Solicitor/Manufacturer you will click on the Submit tab, then select tax month and tax year and click Go. The system will take you to the Submit tab where everything pending will show as zero. Please click on SUBMIT and then click on Ok to submit a zero report!

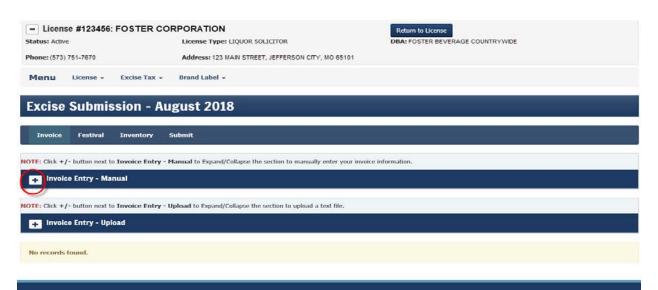


<u>Select Tax Period</u>: Allows you to select the Tax Month & Tax Year you need to report. Click on the arrow in the box to change your tax month or tax year. After tax month and tax year are selected click Go.



To report what you received you will either manually enter the information by Invoice Entry–Manual or Invoice Entry–Upload. You will <u>not</u> do both. See the instructions for both options that follow.

Invoice Entry-Manual: 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 the invoices you received from manufacturers and/or solicitors. You will need to 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. If you need to remove an invoice just click the Delete option in front of the box.



<u>License Number:</u> You will enter the license number of the manufacturer or solicitor you received from and then click the tab key. The Legal Name and Zip Code of the license number you entered will automatically populate in these boxes.

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.

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

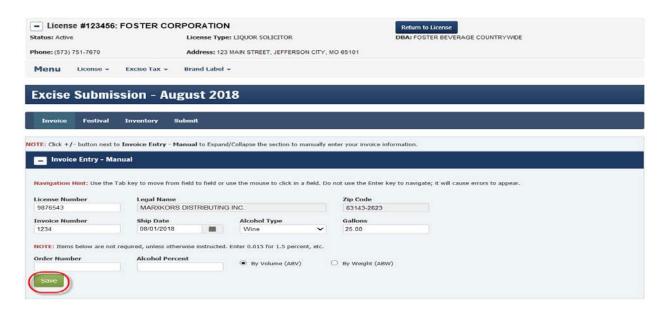
<u>Alcohol Type:</u> Click the down arrow and choose the alcohol type of the product you are reporting i.e., liquor, wine or malt.

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

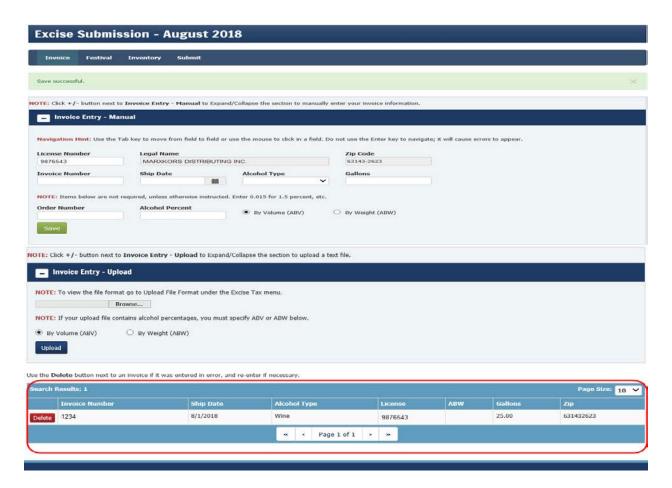
<u>Alcohol Percent</u>: Report alcohol percentage of products here. This field is not required unless the system prompts you to complete the information.

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

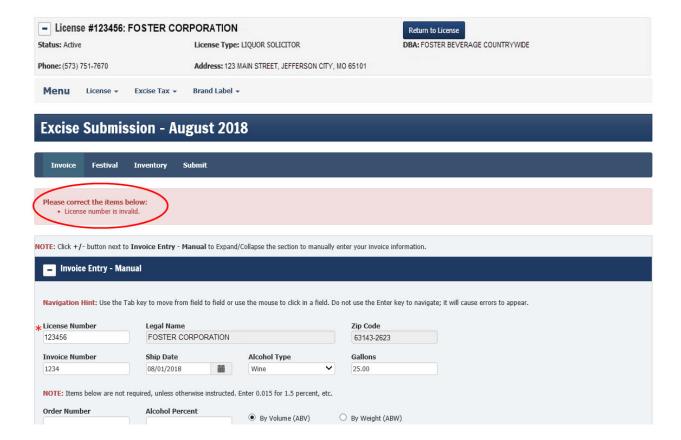
After all information is completed click the Save button at the bottom of the screen to add your invoice.



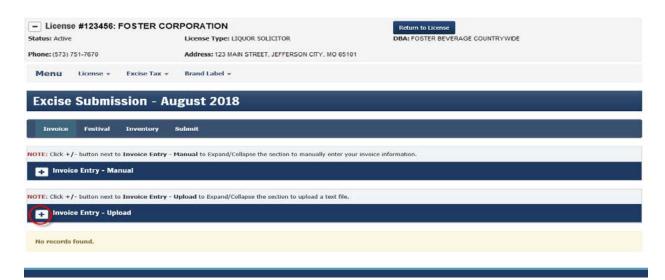
If everything is entered correctly you will see Save Successful at the top of the Screen. Your invoices will show up at the bottom of your screen.



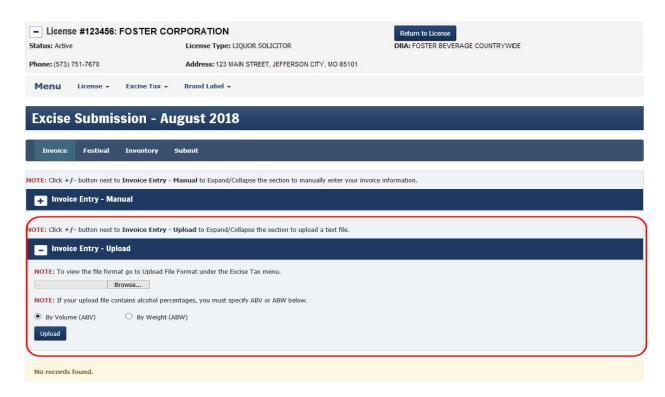
If anything is entered incorrectly you will receive an error message at the top of the screen and an asterisk (*) will show by the incorrect field(s). You will need to correct the information and click Save.



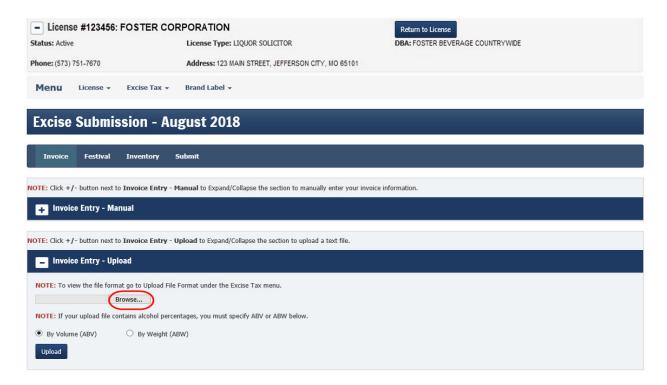
<u>Invoice Entry – Upload:</u> Click +/- button next to Invoice Entry – Upload to Expand/Collapse the section to upload a text file.



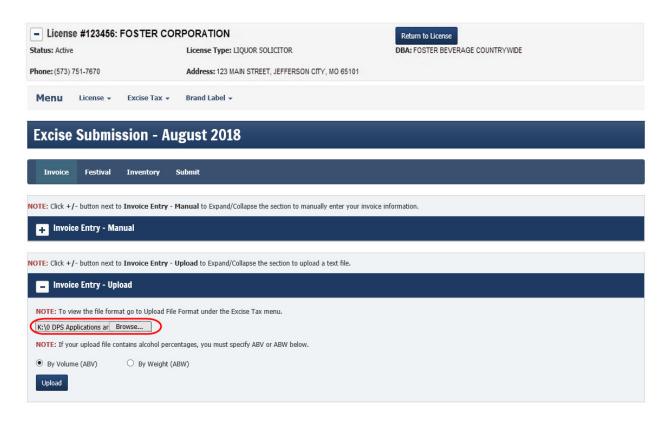
This tab allows you to upload a text file that includes all of the required information regarding what you have received from manufacturer and/or solicitor license types. A sample text file along with the file format can be found in your menu under Upload File Format. You will create <u>one</u> text file containing the information in the required format for invoices received from manufacturer and/or solicitor license types. Once you create your text file you will save it to your computer where you can easily access it.



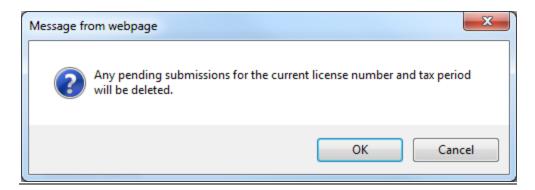
To upload a text file you will click browse and search for the text file you want to upload.



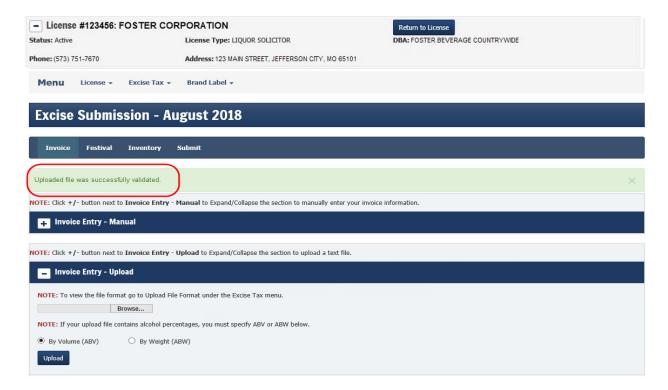
Click on the file and your text file will display in the box and you will click upload.



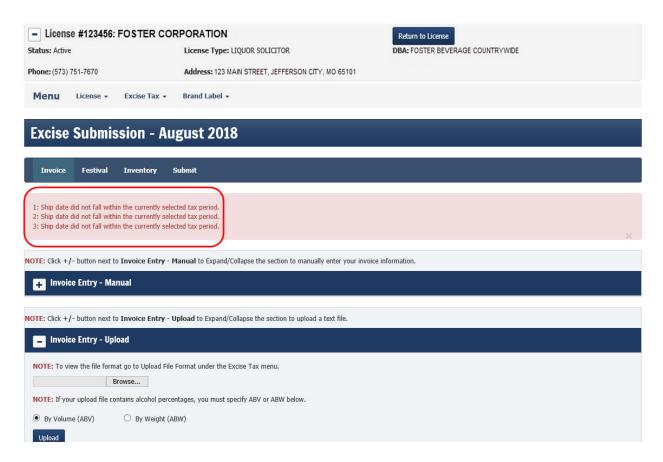
You will receive a message box that states: "Any pending submissions for current license and tax period will be deleted." Click OK.



If your <u>upload is successful</u> 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.

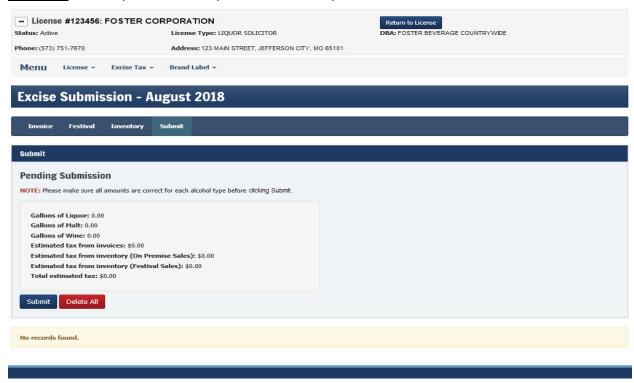


If you receive an <u>error message</u> your screen will look like this. Please correct the errors and upload your file until you receive a successful upload.

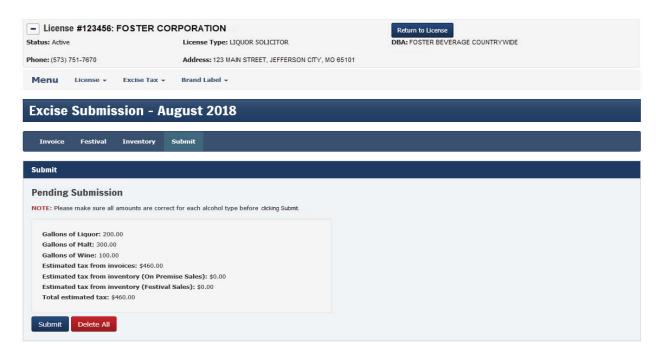


After your file is successfully uploaded you will click on the Submit tab to submit the report.

Submit: If no shipments were reported as received you will see zero balance due.

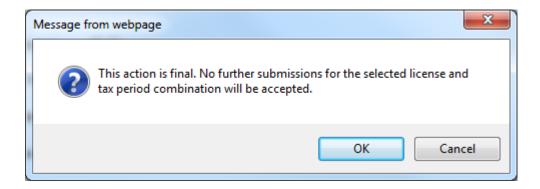


If shipments were reported the screen will show pending excise taxes due. However, the system will not collect any taxes from the wholesaler after you submit the report.



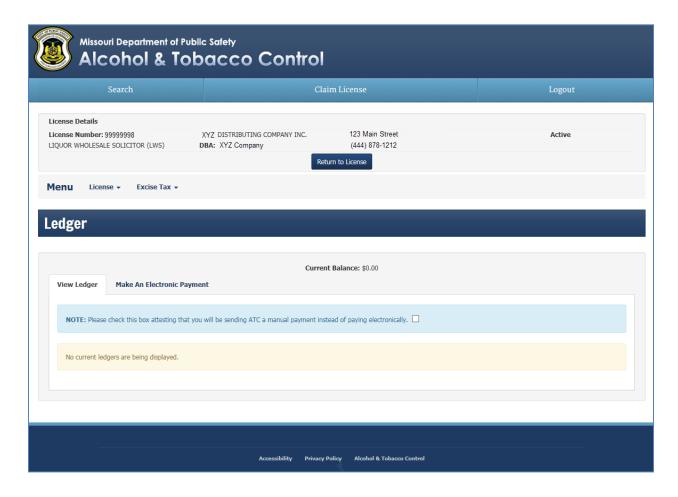
Review the information and if everything is correct click Submit.

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

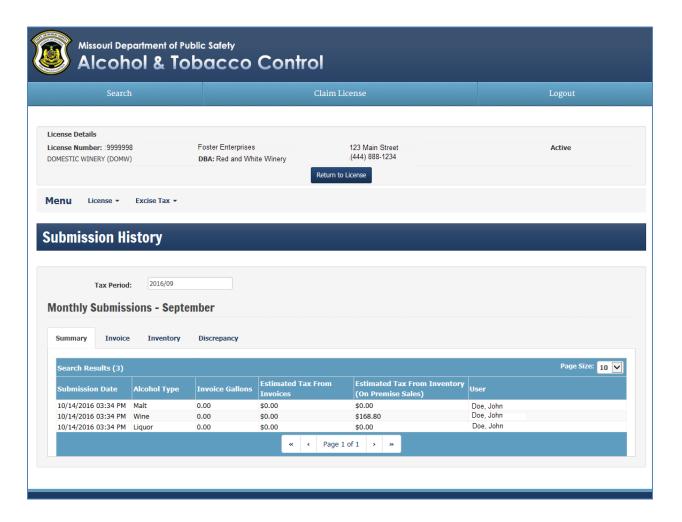


After you submit your report, the system will automatically go to the Ledger screen.

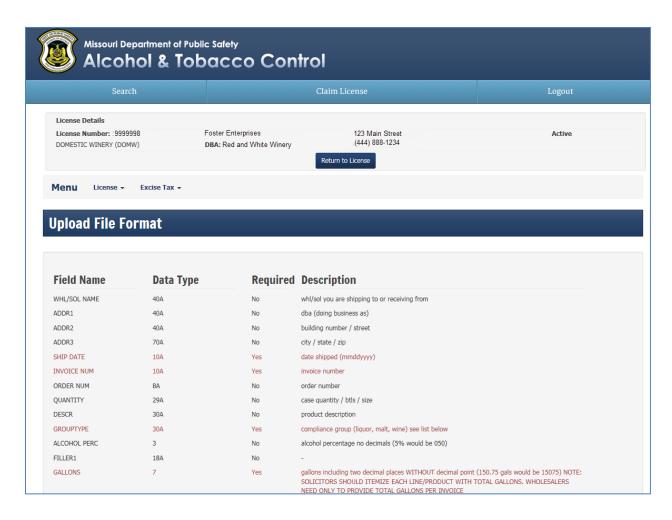
Ledger: The Ledger screen will show your Current Balance due as zero since the wholesaler license type does not pay excise taxes.



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 the invoice, inventory nd discrepancy information.



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



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

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

Remove Submission: Before clicking on this option, please contact the Division at 573-751-5452 or 573-751-5446.

