MANUFACTURER

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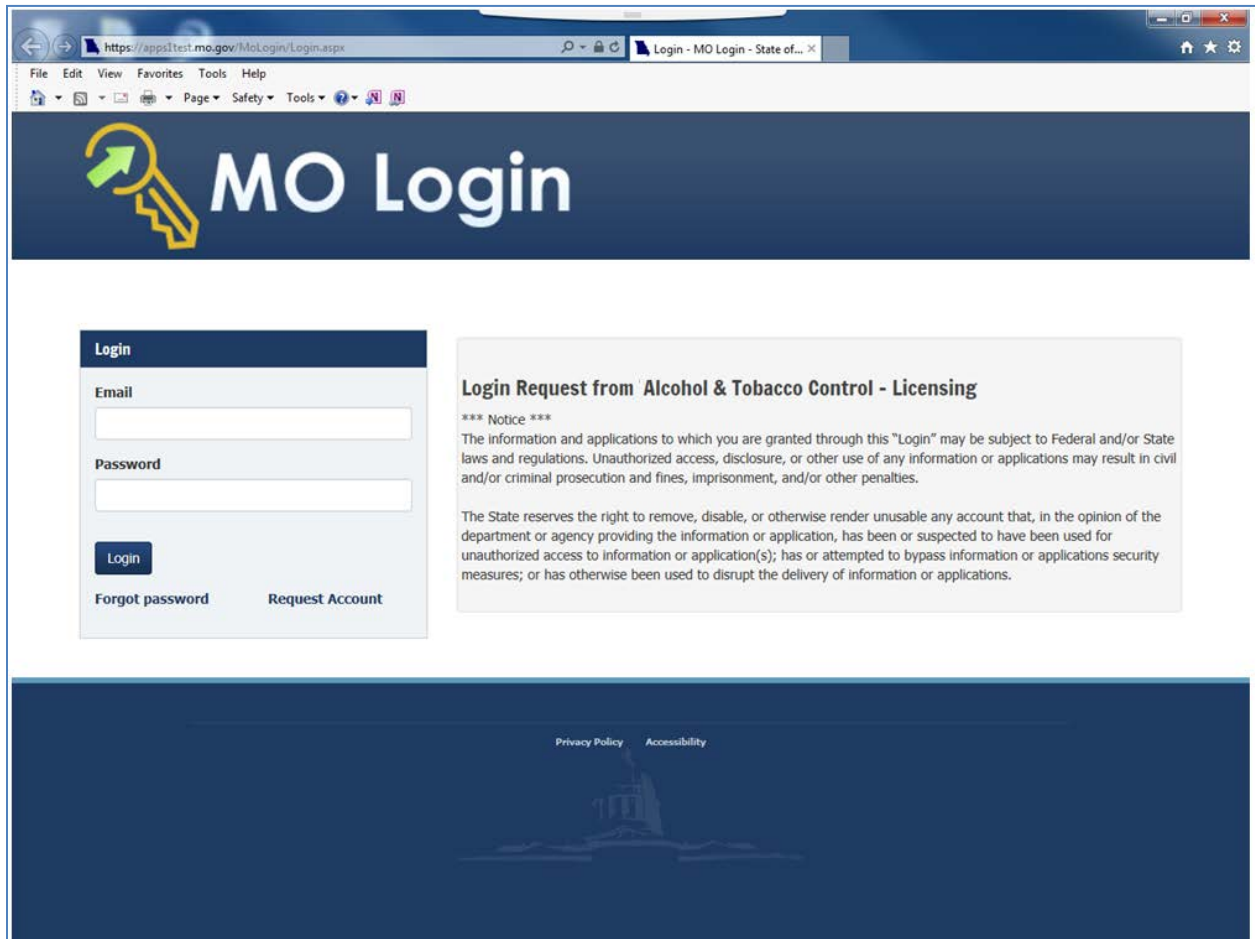
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After you log in you will see this screen. If you have more than one license associated with your log in, select the license by clicking on the license number in the Search Results grid.

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

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You will see a **Menu Bar** located below the license detail. To submit 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.
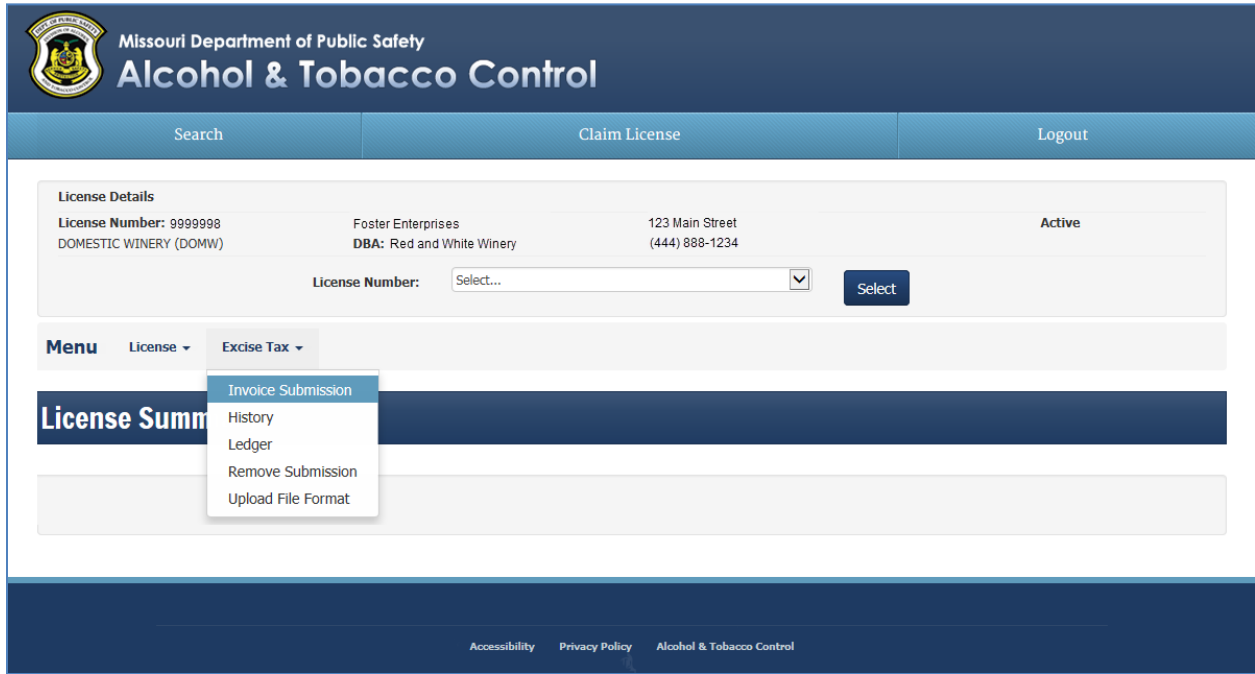
Invoice Submission Allows you to enter your invoice information **either** manually through Invoice Entry-Manual **or** upload a text file through Invoice Entry-Upload, enter Festival Sales if applicable and inventory balances.

Zero Report: Select tax month and tax year and click Go. If you have NO sales & NO inventory you will go to the Inventory tab and enter zero inventory balances for each alcohol type. Then click on the Submit tab. On the Submit screen everything pending will show as zero. Please click on SUBMIT and then click on Ok to submit a zero report!

****If you have no sales to wholesalers (sales off of your licensed premise) or Festival Sales 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 <u>not</u> do both.

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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 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.

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

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 alcohol 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.

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

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If everything is entered correctly you will see "Save Successful" at the top of the screen.

Excise Submission - August 2018

| Invoice | Festival | Inventory | Submit |

Save successful. ✕

NOTE: Click **+ / -** button next to **Invoice Entry - Manual** to Expand/Collapse the section to manually enter your invoice information.

▬ Invoice Entry - Manual

Navigation Hint: Use the Tab key to move from field to field or use the mouse to click in a field. Do not use the Enter key to navigate; it will cause errors to appear.

License Number	Legal Name	Zip Code
9876543	MARXKORS DISTRIBUTING INC.	63143-2623

Invoice Number	Ship Date	Alcohol Type	Gallons

NOTE: Items below are not required, unless otherwise instructed. Enter 0.015 for 1.5 percent, etc.

Order Number	Alcohol Percent	● By Volume (ABV)	○ By Weight (ABW)

Save

NOTE: Click **+ / -** button next to **Invoice Entry - Upload** to Expand/Collapse the section to upload a text file.

▬ Invoice Entry - Upload

NOTE: To view the file format go to Upload File Format under the Excise Tax menu.

[Browse...]

NOTE: If your upload file contains alcohol percentages, you must specify ABV or ABW below.

● By Volume (ABV)   ○ By Weight (ABW)

Upload

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

Search Results: 1   Page Size: 10 ▾

	Invoice Number	Ship Date	Alcohol Type	License	ABW	Gallons	Zip
Delete	1234	8/1/2018	Wine	9876543		25.00	631432623

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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 correct the information and click Save.

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Invoice Entry – Upload: 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 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 **one** text file containing the information in the required format for invoices to wholesalers. Once you create your text file you will save it to your computer where you can easily access it.

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To upload a text file you will click <u>browse</u> 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 <u>upload</u>.

You will receive a message box that states: "Any pending submissions for current license and tax period will be deleted." Click <u>OK.</u>
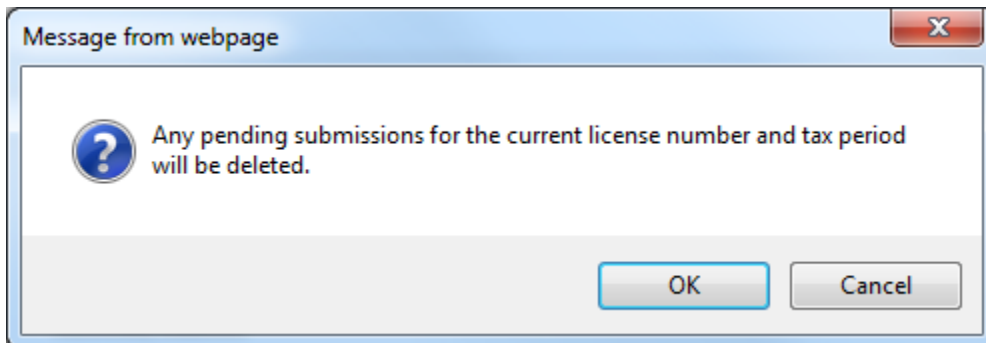
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If your <u>upload is successful</u> your screen you say "Upload file was successfully validated "and your invoices will show up at the bottom of the screen.

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

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Festival: A festival, bazaar or similar event hosted by a Missouri manufacturer who also holds a retail by drink (RBD) license that allows an out of state manufacturer to receive a temporary license (MRBD) to participate. The Missouri manufacturer is required to report and pay excise taxes on intoxicating liquor brought into the state by a Temporary Manufacturer Event Permit holder the month the event took place. The total from your entry will carry forward to your Inventory Tab so you can subtract this amount out of your inventory.

License Number: Enter the MRBD license number issued to the out of state manufacturer for the event.

Festival Begin Date: The begin date on the MRBD license.

Alcohol Type: Select type of alcohol brought in.

Gallons: Enter the number of gallons brought in by the MRBD licensee. Report all gallons to the nearest tenth after the decimal place.

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After all information is completed click the Save button at the bottom of the screen.

If all information is entered correctly you will receive a Save Successful message.

If you receive an error message you will need to make corrections and add the record again.

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Inventory: All manufacturer license types located in the State of Missouri are required to report inventory balances of both bulk and bottled product under this tab for all alcohol types (liquor, wine and malt) even if you do not produce that type. You will click the down arrow in the box and select an alcohol type. If you do not have any gallons to report for that alcohol type, 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. You will need to have a record for all three alcohol types at the bottom of the inventory page before you can submit your report.

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To report inventory balances you will enter the following information.

Bulk (gallons): Report in gallons the product in tanks or barrels

- **Start of Month**: Enter the amount of bulk on hand beginning of the month. **This will match the amount you ended the last month with or you will receive an error message.**
- **Produced/Received**: Enter the amount of bulk produced as well as any bulk received during the month. Any increase to bulk product gets reported in this box. For example, if you add juice you will increase your bulk amount here. If you are a domestic winery you can only receive bulk product from other domestic wineries.
- **Remove for Bottling**: Report any removal of bulk product for bottling only in this box.
- **Remove for Loss**: Report any loss of bulk product other than what was bottled in this box.
- **End of Month**: Report end of the month total of bulk product. You will want to keep a record of what you are reporting as you will need this information for next months' reporting.

Bottled (gallons) Report in gallons the amount of untaxed product you have bottled for each alcohol type 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, or if you have sent bulk wine out and had it bottled and received it back. If you host a Festival you will report the gallons brought in from your MRBD licensees in this box.
- **Bottled During the Month**: Report in gallons the amount bottled during the month. The State considers kegs/serving tanks as bottled products.
- **On Premise Sales**: Report total gallons of bottled product sold **on your licensed premise**. This includes product used for tastings that you charge for and/or if they are taken off premise and any donations.
- **Out of State Sales**: Report 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.
- **Festival Sales**: This total will populate automatically based on the gallons entered under the Festival tab.
- **Direct Ship Sales**: This is used for **WINE** product only that is shipped directly to consumers in Missouri thru your Wine Direct Shipper license. This will take product out of your inventory without taxing it therefore you will pay the taxes on these gallons under your Wine Direct Shipper license in January each year.
- **Transaction Gallons:** This total will automatically populate based on the invoices entered under the Invoice tab that was sold off your licensed premise.
- **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.

Once all information is entered and verified for an alcohol type click the Save button to save the record for that alcohol type. If the numbers you entered balance, you will receive a Save Successful message. You will enter the inventory balance for liquor, wine & malt. After all alcohol types are entered they will show up at the bottom of the screen. Then you will go to the Submit tab to submit the report.

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

Submit: If no sales were reported you will see zero balances due. Review the information and if everything is correct click Submit.

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 <u>OK.</u>
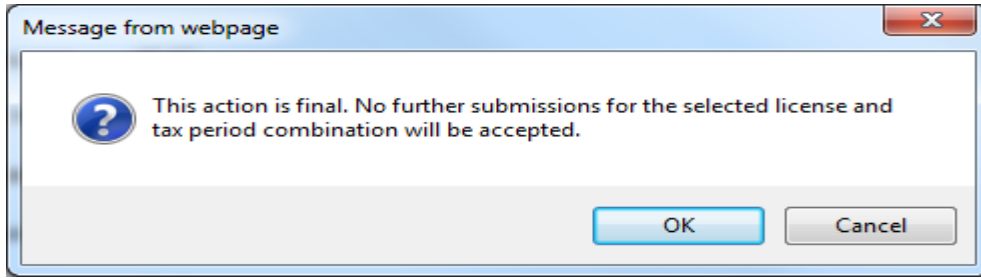
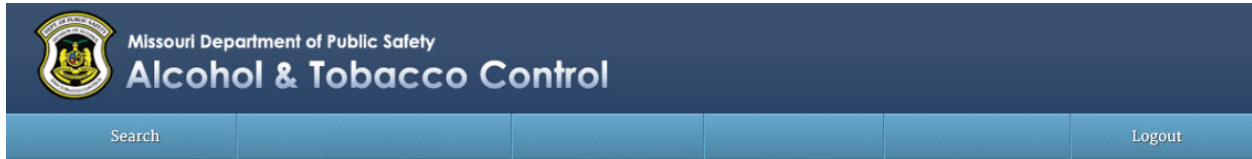If you receive the message: "Must have an inventory record for all three alcohol types." This means that you have not entered an inventory balance for one of the alcohol types. You will need to click <u>Inventory</u> on the top of the page and enter balances for the alcohol type that you are missing. The bottom of the screen should indicate the balances that you entered.
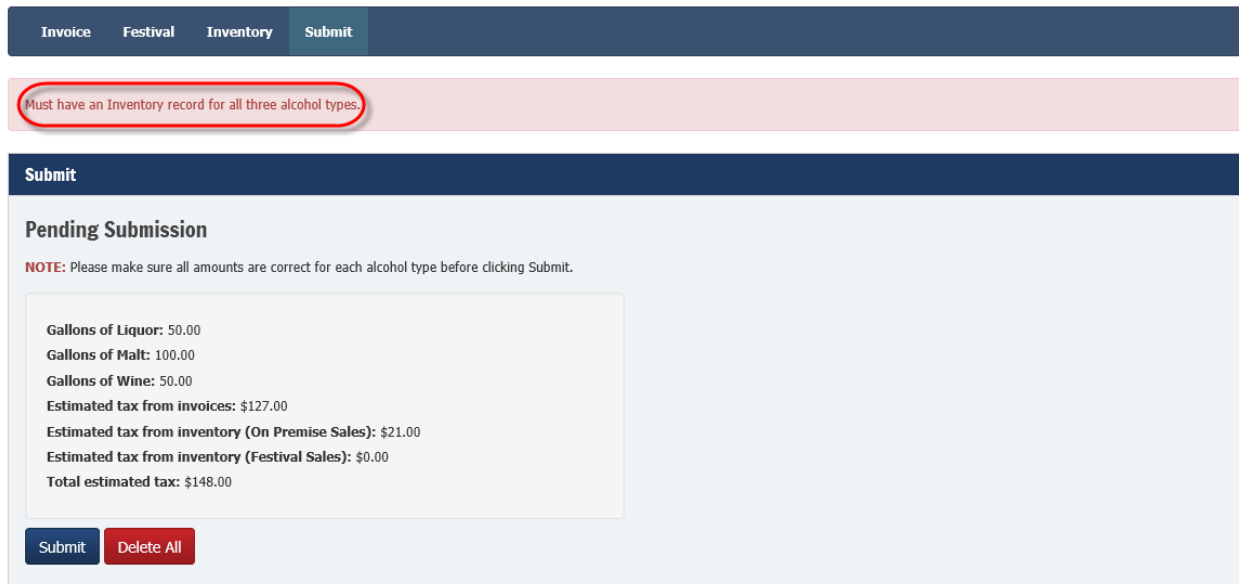
After you submit your report, the system will automatically go to the Ledger Screen.

Ledger: The Ledger screen will show your Current Balance due. If you submitted 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.**

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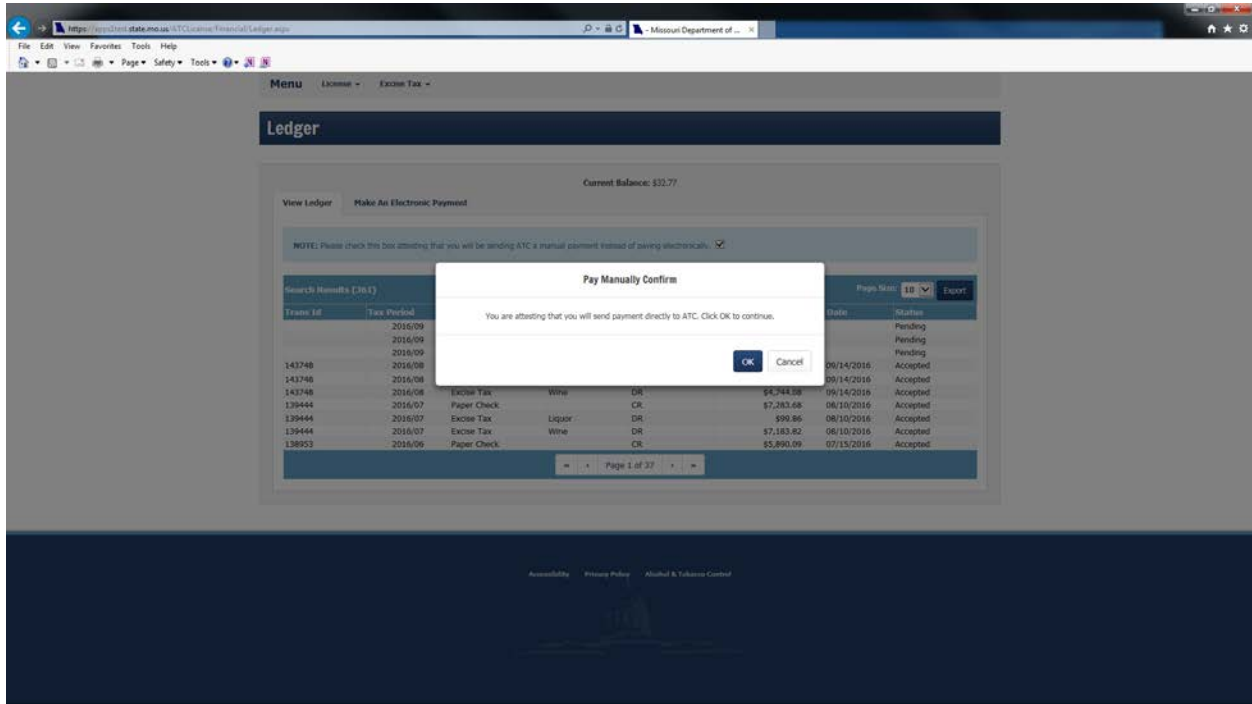
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If you are paying online you will click the **Make An Electronic Payment** tab.
This screen will provide you with the option to choose if you want to submit payment by Electronic Check or Credit Card. After selecting your payment choice then click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

You will receive a notice that you are being directed to JetPay login to make an electronic payment.
Please have your payment information ready before continuing.

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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 need to complete your company information then click Next Step.

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

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

JetPay

✎ Make A Payment - Payment Information - Missouri: Alcohol and Tobacco

🛒 Cart Information	💳 Payment Information

🛒 Payment Information

Please select your Payment Method

◉ Credit Card	VISA MasterCard DISCOVER AMERICAN EXPRESS
Card Number	4111111111 [VISA]
Name on Card	JANE DOE
Expiration Month	01 ⌄
Expiration Year	2019 ⌄
Security Code	123 ❓
Card Zip Code	65102 ✕
Amount Due	$ 598.45
Payment	$ 598 . 45

🛒 Shopping Cart ⊘

Excise Tax Collections	$598.45
Subtotal	$598.45
Projected Card Fee	$12.87

Payment Details
Excise Tax Collections
2229 - 156014 - $598.45

✕ Cancel Transaction

◀◀ Back to Payment Information

Next Step: Review Payment ▶

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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.

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

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

<u>Submission History:</u> 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 click on the different tabs to see invoice, inventory and discrepancy information.

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Upload File Format: 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.

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.

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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