

ELECTRONIC TAX REPORTING USER GUIDE

Wine Gallonage Tax Reporting

STEP 1

Visit the Web:

1. Visit the web at www.IowaABD.com and click the **“Alcohol”** tab.
2. While hovering over the **“Alcohol”** tab, click on **“Licensing Application”** under **“Licensees”**.
3. Log-on using your User ID and Password you created for renewing your class A beer permit. Click **“Log On”**.
4. After a successful login, you will be taken to the **“Action List”** screen.
5. Click on **“Complete a Tax Report”**.
6. Select the license you wish to complete a tax report for from the **“License List”** screen and click **“Complete”**. **Please be sure you choose the correct reporting month.**

STEP 2

Enter Tax Information:

Note: Do not use commas when entering numbers.

1. **Wine Tax** – Enter gallons on hand at beginning of month and click **“Next”** at the bottom right corner of screen.
2. **Purchases During Month (Schedule A)** – If you want to use ABD’s excel file to record your purchases, please go to Step 4 for instructions. If entering manually, enter each invoice separately. You may enter your invoices daily on the schedule A screen as long as you click **“Save File”** before exiting the program.
3. If the size is not listed, there are several drop down fields available to enter various sizes. After each entry, click on **“Add New”** to clear the screen to enter the next entry. If there are not enough drop downs to enter all the sizes for an invoice, click **“Add New”** and then finish adding the rest on the new screen using the same date and invoice number. If you only have one entry, you still must click **“Add New”** before moving to next screen. As you click on **“Add New”**, the information entered will appear at the bottom of the screen in the blue and gray field. If the entry does not move down, look for errors on the page in red lettering.

Enter Tax Information Continued:

4. To print a recap of entries, click the “download” button on the bottom left hand corner of the screen and it will download a recap in an excel file. If you would like a recap of schedule A by size, click the “download detail” button on the bottom left hand corner of the screen.
5. When all invoices have been entered, click “**Next**” at the bottom right corner of screen. If you have no purchases, click “**Next**”.

Enter Tax Information Pages:

1. **Returns from Retailers (Schedule B)** – If you want to use ABD’s excel file to record your returns, please go to page 3 for instructions. If entering manually, enter each invoice separately. You may enter your returns daily on the schedule B screen as long as you click “Save File” before exiting the program. If the size is not listed, there are several drop down fields available to enter various sizes. After each entry, click on “**Add New**” to clear the screen to enter the next entry. If you only have one entry, you still must click “**Add New**” before moving to next screen. As you click on “**Add New**”, the information entered will appear at the bottom of the screen. To print a recap of entries, click the “download” button on the bottom left hand corner of the screen and it will download a recap in an excel file.
2. **Tax Exempt Sales to Iowa Licensed Wholesalers (Schedule C)** - If you want to use ABD’s excel file to record your tax exempt sales to Iowa wholesalers, please go to page 3 for instructions. If entering manually, enter each invoice separately. You may enter your tax exempt sales daily on the schedule C screen as long as you click “Save File” before exiting the program. If the size is not listed, there are several drop down fields available to enter various sizes. After each entry, click on “**Add New**” to clear the screen to enter the next entry. If you only have one entry, you still must click “**Add New**” before moving to next screen. As you click on “**Add New**”, the information entered will appear at the bottom of the screen. To print a recap of entries, click the “download” button on the bottom left hand corner of the screen and it will download a recap in an excel file.
3. **Tax Exempt Shipments Out-of-State (Schedule D)** - If you want to use ABD’s excel file to record your tax exempt sales to Iowa wholesalers, please go to page 3 for instructions. If entering manually, enter each invoice separately. You may enter your tax exempt sales daily on the schedule C screen as long as you click “Save File” before exiting the program. If the size is not listed, there are several drop down fields available to enter various sizes. After each entry, click on “**Add New**” to clear the screen to enter the next entry. If you only have one entry, you still must click “**Add New**” before moving to next screen. As you click on “**Add New**”, the information entered will appear at the bottom of the screen. To print a recap of entries, click the “download” button on the bottom left hand corner of the screen and it will download a recap in an excel file.

4. **Breakage &/or Destruction (Schedule E)** - If you want to use ABD's excel file to record your breakage &/or destruction, please go to Step 4 for instructions. If entering manually, enter each day separately. You may enter your breakage/destruction daily on the schedule C screen as long as you click "Save File" before exiting the program. If the size is not listed, there are several drop down fields available to enter various sizes. After each entry, click on "**Add New**" to clear the screen to enter the next entry. If you only have one entry, you still must click "**Add New**" before moving to next screen. As you click on "**Add New**", the information entered will appear at the bottom of the screen. To print a recap of entries, click the "download" button on the bottom left hand corner of the screen and it will download a recap in an excel file.
5. **Ending Inventory (Schedule F)** - Enter ending inventory for each size using the drop down. If you want to use ABD's excel file to record your breakage &/or destruction, please go to Step 4 for instructions. After each size entry, click on "Add New" to clear the screen to enter the next size. If you require a total of sizes that are inputted on this screen, click the "down load" button on the bottom left hand corner of the screen and it will download a recap in an excel file. Click "**Next**" to move to the next screen.
6. **Gallonage Report** - Recap of report and shows the gallonage tax due.
7. **Beer Tax Signature** - Enter name of person completing report and enter date in format mm/dd/yyyy. Enter banking information and click on "Finish". If you are not taken to a confirmation screen, your application was not submitted. If you are not taken to the confirmation screen, scroll to the top of the wine tax signature screen and read the error message, correct the issue, and click on finish again.

Purchases/Production Schedule Uploads:

1. You must use the excel file that was sent with these instructions as the template or the upload will not work. Each schedule of the Wine report will have its own Excel template. The templates are labeled as to correspond with each page or schedule of the report. Fill out the report per the column headings at the top. The columns for "Unit" and "Gallons" will not need to be entered as the site will auto calculate these fields after the upload. The pack sizes are arranged at the top of the sheet. Enter the number of units/cases per each pack size listed. Once you have your report complete, save it as something else. The file is very sensitive to any changes that are made to the template. Do not rearrange the order of the sizes or the upload will not work. You can freeze or hide columns or rows but remember to unfreeze or unhide these selections before saving.
2. Before uploading the Excel file, ensure that columns A, B, and C include the necessary information or the upload will not work, this is true for all templates except for template F- Ending Inventory.

3. Go to the tax report in E-licensing to start the upload of the Excel files. On the screen for each page or schedule, click on the “browse” button located above the blue and gray box near the middle of the page. Find the saved excel file that corresponds with that schedule and double click on the file to be downloaded. When you have chosen the correct excel file, click on “Upload” and all information will appear on the bottom of the screen.
4. If you get an error message after the upload attempt, please call or email the person listed below. Be sure you are uploading the correct excel file for the appropriate schedule screen. Also, be sure that the first three columns are populated for Schedules A-E.
5. After the file has been uploaded, click on the “Next” button at the bottom right to save the information and get to the next page. Continue with all schedules to complete the report.
6. To check that the upload worked correctly, you can view the total gallons entered on the “Gallage Report” page, you can click the “Next” button at the bottom of the current schedule to get to this page. You can also use the “Download” and “Download Detail” buttons at the very bottom of the page to create an excel sheet of the information that was uploaded. Note: This is a separate file than the original template and will have different formatting of the information.

NEED HELP?

If you have questions regarding the wine gallonage tax reporting process, contact Leisa Bertram at 515.281.7370 or Bertram@IowaABD.com with questions or concerns. If you cannot reach Leisa, please feel free to contact Karen Freund at 515.281.7414 or Freund@IowaABD.com. These options are available Monday through Friday, 8:00 a.m. to 4:30 p.m.