

# ELECTRONIC TAX REPORTING USER GUIDE

## Brew Pub Gallonage Tax Report

### LOG IN

**VISIT THE WEB: [HTTPS://ABD.IOWA.GOV](https://abd.iowa.gov)**

1. Visit the website and click the green "Log in to eLicensing or Search Public Records" rectangle on the home page . . .
2. Log-on using your User ID and Password you created for renewing your class A beer permit. Click "**Log On**".
3. After a successful login, you will be taken to the "**Action List**" screen.
4. Click on "**Complete a Tax Report**".
5. Select the license you wish to complete a tax report for from the "**License List**" screen and click "**Complete**". **Note:** All reports ready to be completed will be in the "**Notice Sent**" status. Be sure to choose the correct report by looking at the "**Reporting Period**" column.

### MANUAL ENTRY

#### **OPTION 1: ENTER TAX INFORMATION**

**NOTE:** Do not use commas when entering numbers.

1. **Beer Tax** – Enter gallons on hand at the beginning of the month and click "**Next**" at the bottom right corner of the screen. **Note:** This is the same as ending gallonage from the previous month's report.
2. **Purchases/Production During Month** – Enter production on the screen. *(If you want to use ABD's Excel file to record your production, refer to the "**File Upload**" section of this document.)* If you are entering manually, enter each item separately. For produced gallons record "**Produced**" in the "**From Whom Purchased**" field. If the size is not listed, there are drop down fields available to enter various sizes, or select "**Misc Gallons**". After each entry, click on "**Add New**" to clear the screen and make 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 the next screen. As you click on "**Add New**", the information entered will appear at the bottom of the screen.

If you require a total of sizes that are inputted on this screen or the following screens, click the "**Download**" button, or "**Download Detail**" on the bottom left hand corner of the screen and it will download a recap or totals in an Excel file.

When all invoices have been entered, click "**Next**" at the bottom right corner of the screen. If you have no purchases click "**Next**". By clicking next you save the information that has been entered on the screen.

**OPTION 1: ENTER TAX INFORMATION (CONTINUED)**

3. **Tax Exempt Sales to Iowa Licensed Wholesalers (Schedule A)** – Enter tax exempt sales on this screen. If the size is not listed, use the drop down fields available to enter various sizes. After each entry, click on “**Add New**” to clear the screen and make another entry. If there are not enough drop downs to enter all the sizes for a wholesaler, click “**Add New**” and then finish adding the rest on the new screen using the same wholesaler name, invoice number, and date. If you only have one entry, you must click “**Add New**” before moving to the next screen. If you have no returns, click “**Next**”.
4. **Tax Exempt Shipments Out-of-State** – Enter tax exempt shipments out-of-state. If the size is not listed, use the drop down fields available to enter various sizes. After each invoice, click on “**Add New**” to clear the screen and enter the next invoice. If there are not enough drop downs to enter all the sizes for a wholesaler, click “**Add New**” and then finish adding the rest on the new screen using the same invoice and date. If you only have one entry, you must click “**Add New**” before moving to the next screen. When you click on “**Add New**”, the information entered will appear at the bottom of the screen. If you have no returns, click “**Next**”.
5. **Breakage &/or Destruction (Schedule B)** - Enter breakage and/or destruction and the reason. If the size is not listed, use the drop down fields available to enter various sizes. After each entry, click on “**Add New**” to clear the screen to enter the next reason. If there are not enough drop downs to enter all the breakage, click “**Add New**” and finish adding the rest on the new screen using the same reason and date. If you only have one entry, you must click “**Add New**” before moving to the next screen. When you click on “**Add New**”, the information entered will appear at the bottom of the screen. If you have not returns, click “**Next**”.
6. **Ending Inventory** - Enter ending inventory for each size using the drop down, or use “Misc Gallons”. 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 “**Download**” 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.
7. **Gallonage Report** – Recap of report that shows the gallonage tax due.
8. **Beer Tax Signature** - Enter the 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 beer tax signature screen and read the error message, correct the issue, and click on “**Finish**” again.

**OPTION 2: FILE UPLOAD**

1. You must use the Excel file that was sent with these instructions as your template or the upload will not work. You should use this template each month. Once you have your report complete, save it as something other than your template. The file is very sensitive to any changes that are made to the template file. Do not rearrange the order of the sizes or the upload will not work.
2. If additional lines are needed for a reporting month, please add additional lines by copying the last blank line on the Excel file template. DO NOT enter info without copying one of the lines that were blank on the original Excel file template or that information will not be recognized in your upload.
3. Before uploading the Excel file, ensure there are not blank copied lines at the end of the report or it will not upload correctly. You must delete any unused lines that already existed on the template or ones that you added.
4. When on the "purchases During Month" screen, click on the "browse" button 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.
5. If you get an error message after the upload attempt, look for a red error at the top of the screen. If you are still having issues, please contact the accounting department as listed below.
6. Continue to use this same upload procedure for all pages of the report that are set up to receive the Excel File upload. Save each upload report as something different for each page in case you need to make any corrections or upload the Excel file again.
7. Any pack sizes that are not listed on the Excel template will need to be entered manually. Follow option 1 at the beginning of these instructions for manual entry.

## Need Help?

If you have questions regarding the beer gallonage tax reporting process, contact the Division's accounting section at 515.281.7370, or by e-mail at [Bertram@lowaABD.com](mailto:Bertram@lowaABD.com) or [Accounting@iowaabd.com](mailto:Accounting@iowaabd.com). This option is available Monday through Friday, 8:00 a.m. to 4:30 p.m.