

# ELECTRONIC TAX REPORTING USER GUIDE

## Native Beer 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**". Any license in "**Notice Sent**" status may be completed. Be sure you are selecting the correct report by referring to the "**Reporting Period**" column. *You will need to complete a tax report for your high and low proof license if you have both.*

### MANUAL ENTRY

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

**NOTE:** Do not use commas when entering numbers. Clicking "Next" will save the information entered on the page, using the navigation pane will not.

1. **Beer Tax** – Enter gallons on hand at beginning of month and click "**Next**" at the bottom right corner of the screen. This total should be equal to the ending gallonage from the previous month.
2. **Purchases During Month (Schedule A)** – Enter purchases/production on screen. *(If you want to use ABD's Excel file to record your purchases, please go to the "**File Upload**" section for instructions.)* If entering manually, enter each invoice separately. If the size is not listed, there are 8 drop down fields available to enter various sizes. When entering beer that has been produced, input "produced" in the "**Sold To**" box. For the "Invoice Order #" put in a batch number, type, or other classifier.  
After each batch or invoice, click on "**Add New**" to clear the screen to enter the next batch. If there are not enough drop downs to enter all the sizes for an invoice, click "**Add New**" and 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 are using a larger size than what is provided, the "Misc Bulk Gallons" option may be used.

When all invoices have been entered, click "**Next**" in the bottom right corner of the screen. If you have no purchases, click "**Next**".

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

2. (Con't) For the following pages of the tax report if you require a total of sizes that are inputted, 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 have not returns, click "**Next**".
3. **Returns from Retailers (Schedule B)** – Enter the returns **from retailers only** on this screen. If the size is not listed, there are 8 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 a vendor, click "**Add New**" and finish adding the rest on the new screen using the same retailer name. 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**".
4. **Tax Exempt Sales to Iowa Licensed Wholesalers (Schedule C)** - Enter tax exempt sales on this screen. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each invoice, click on "Add New" to clear the screen to enter the next invoice. If there are not enough dropdowns to enter all the sizes for an invoice for a wholesaler, click "**Add New**" and then finish adding the rest on the new screen using the same wholesaler name, invoice, and date. If you only have one entry, you must click "**Add New**" before moving to 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. **Tax Exempt Shipments Out-of-State (Schedule D)** - Enter tax exempt shipments out-of-state. If the size is not listed, there are 8 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 a wholesaler, click "**Add New**" and then finish adding the rest on the new screen using the same wholesaler name, 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 out –of-state sales, click "**Next**".
6. **Breakage &/or Destruction (Schedule E)** - Enter breakage and/or destruction and the reason. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each reason type, click on "**Add New**" to clear the screen to enter the next breakage. If there are not enough dropdowns to enter all the breakage, click "**Add New**" and then 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 no returns, click "**Next**".
7. **Ending Inventory (Schedule F)** - Enter ending inventory for each size using the drop down. 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.

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

8. **Gallongage Report** – Recap of report and shows the gallongage tax due.
9. **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. 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 no 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 (Schedule A)**” 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, please call or email the person listed below.
6. Continue to use this same upload procedure for all page 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 re-upload the Excel file.
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 gallongage tax reporting process, contact the Division’s accounting section at 515.281.7370, or by e-mail at [Bertram@IowaABD.com](mailto:Bertram@IowaABD.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.