

Beer Producer Instructions for NLCC Online Reporting

Screen shots of each section are shown at the end of these instructions. You MUST set up your sizes before starting your first report.

1. **Report History** ([Jump to Screenshot](#))
 - a. Shows all reports Save Date, Reporting Period, and Status. Also notes comments, an edit feature, and a print report button.
 - i. Not Submitted – A report that has been started but not submitted to the NLCC yet.
 - ii. Needs Correction – A report that has been submitted to the NLCC that has been sent back to the licensee for corrections.
 - iii. Awaiting Approval – A report that has been submitted to the NLCC and is reviewed by the NLCC.
 - iv. Approved – A report that has been approved by the NLCC and is complete.
 - v. ⓘ – Any comments between the NLCC and the licensee.
 - b. Shows several menu items to move around within the online application.
 - i. View Reports – The main page where all reports from the last two years are shown.
 - ii. New Report – Menu item to start a new report.
 - iii. Excise Tax Payment – Link to make a payment via PayPort.
 - iv. Set Up Sizes – Page where a licensee can choose which sizes are shown on the report. Licensees can add and remove sizes
2. **New Report – Reporting Period** ([Jump to Screenshot](#))
 - a. When starting a new report, a licensee will have to select a reporting period to begin a report.
 - i. Reporting for producers is done for the previous reporting month
 1. EX. May 1-May 31, submitting report before June 25th.
3. **New Report – Shipments Out of State** ([Jump to Screenshot](#))
 - a. Enter in each invoice for any out of State shipments. One invoice per line.
 - i. Select the “Add Row” to add more rows.
 - b. Invoices and Bill of Ladings are required. Attach invoices and BOL’s with the “Document Upload” browser.
 - i. The upload browser only accepts one document. Combine multiple PDF or Excel documents into one single file.
 - ii. The upload browser will confirm your document was uploaded once the licensee clicks the “NEXT” button.
 - c. If there were no out of State sales for the reporting period, check “No Reportable Activity”
4. **New Report – Sales to Nebraska Wholesalers** ([Jump to Screenshot](#))
 - a. Enter in each invoice for any Nebraska wholesale sale. One invoice per line.
 - i. Select the “Add Row” to add more rows.
 - b. Invoices are required. Attach invoices with the “Document Upload” browser.
 - i. The upload browser only accepts one document. Combine multiple PDF or Excel documents into one single file.
 - ii. The upload browser will confirm your document was uploaded once the licensee clicks the “NEXT” button.
 - c. If there were no Nebraska wholesale sales for the reporting period, check “No Reportable Activity”

5. New Report – Internal Sales ([Jump to Screenshot](#))

- a. Enter in any gallons removed from bond for internal use. Each line should include the category of the sales, a brief description of the sales and the total monthly gallons for the sale.
 - i. If there are multiple sales for one category, combine all sales for a category and report total monthly gallons.
- b. Categories for the Internal Sale section
 - i. Taproom Sales – Any gallons removed from bond that is sold in the taproom
 - ii. SDL Sales – Any gallons removed from bond that is sold to SDL events
 - iii. Satellite Locations – Any gallons removed from bond that is sold at a Satellite location
 - iv. Branch Outlets – Any gallons removed from bond that is sold at a Branch Outlet
 - v. Tastings/Samples – Any gallons removed from bond that is used for tastings or samples at any location
 - vi. Miscellaneous - Used for true Brew Pubs for Wholesale and Out of State sales as a negative
- c. Each category should only use one row. Select the “Add Row” to add more rows.
- d. If there were no Internal Sales for the reporting period, check “No Reportable Activity”

6. New Report – Monthly Excise Tax Return ([Jump to Screenshot](#))

- a. A culmination of all previous forms combined on this form to determine excise tax.
 - i. Most lines will be prepopulated with information from the previous forms.
- b. Lines 4 and 11 will be the only lines that info may be entered into.
 - i. Line 4 – Any miscellaneous gallons not reported on previous forms. Requires documentation and/or explanation.
 - ii. Line 11 – Any tax adjustments or previous credits approved by the NLCC.
- c. Upload Documents – Any additional documentation not provided via the individual forms.
 - i. TTB reports can be attached here for the December reports.
 - ii. The upload browser only accepts one document. Combine multiple PDF or Excel documents into one single file.
- d. If there was no activity for the reporting period, check “No Reportable Activity”
- e. Any comments about the report can be added here.
 - i. Anything in the report that needs explanation or any other type of communication to the NLCC can be noted in the form of a comment.

7. Verification ([Jump to Screenshot](#))

- a. Once the licensee is certain the report is ready to be submitted, the “NEXT” button is pressed and the verification screen pops up.
- b. Enter in an email that will be used for confirmation and additional communication from the NLCC.
- c. Check the Agree and Verify box.
- d. Submit the report.

8. Report Confirmation ([Jump to Screenshot](#))

- a. The confirmation the licensee’s report has been submitted to the NLCC.
- b. On this page you can print the submitted report and return to the Report History page to pay the excise tax due.

1.

Report History

Beer Producer

NAME: PRAIRIE PRIDE BREWING COMPANY
LICENSE #: LK-116938
ADDRESS: 115 E SOUTH FRONT ST GRAND ISLAND, NE 68801

View Reports

- New Report
- Excise Tax Payment
- Setup Sizes

Report List

Save Date	Reporting Period	Status	
11/13/2018 12:00 AM	January 2017	Not Submitted	
11/13/2018 12:00 AM	February 2017	Needs Correction	
11/13/2018 12:00 AM	March 2017	Approved	
11/13/2018 12:00 AM	April 2017	Awaiting Approval	

2.

New Report

Beer Producer

NAME: PRAIRIE PRIDE BREWING COMPANY
LICENSE #: LK-116938
ADDRESS: 115 E SOUTH FRONT ST GRAND ISLAND, NE 68801

View Reports

New Report

- Excise Tax Payment
- Setup Sizes

Reporting Period

Month: Year:

NEXT →

3.

New Report

Beer Producer	NAME	LICENSE #	ADDRESS
	PRAIRIE PRIDE BREWING COMPANY	LK-116938	115 E SOUTH FRONT ST GRAND ISLAND, NE 68801

List all shipments made out of state. Invoices and Bill of Ladings are required documentation. If both are not provided, the licensee is responsible for the additional tax due.

1 Shipments Out-of-State May 2017

35-7136

Invoice Date	Invoice Number	Wholesaler/Purchaser	Barrel 1/2	Barrel 1/4	Total Gallons
			▲▼	▲▼	0.0000
Total			0	0	0.0000

No Reportable Activity + ADD ROW

Document Upload ^{*}

Upload File... BROWSE

Invoice and Bill of Ladings for 35-7136. Only PDF or Excel are allowed.


← BACK

📄 SAVE AND EXIT

NEXT →

4.

New Report

 Beer Producer	NAME	LICENSE #	ADDRESS
	PRAIRIE PRIDE BREWING COMPANY	LK-116938	115 E SOUTH FRONT ST GRAND ISLAND, NE 68801

List monthly sales to Nebraska wholesalers: Invoices are required documentation

2 Sales to Nebraska Wholesalers May 2017

35-7137

Invoice Date	Invoice Number	Wholesaler/Purchaser	Barrel 1/2	Barrel 1/4	Total Gallons
			<input type="text"/>	<input type="text"/>	0.0000
Total			0	0	0.0000

No Reportable Activity

[+ ADD ROW](#)


[← BACK](#)

[SAVE AND EXIT](#)

[NEXT →](#)

5.

New Report

 Beer Producer

NAME
PRAIRIE PRIDE BREWING
COMPANY

LICENSE #
LK-116938

ADDRESS
115 E SOUTH FRONT ST
GRAND ISLAND, NE 68801

List total monthly Internal Sales. Include a brief description for the type of sale. Retain documentation of the reported gallons on premise.

3 Internal Sales

May 2017

35-7138

Internal Sales	Description	Total Monthly Gallons
Taproom Sales	Sales made in the taproom for May 2017	300.5  
SDL Event	Event at 123Beer Festival May 7, 2017	100  
Tastings/Samples	Tastings and Samples for May 2017	10.5  
Total		411.0000

No Reportable Activity

[+ ADD ROW](#)

[← BACK](#)

[SAVE AND EXIT](#)

[NEXT →](#)

6.

New Report

Beer Producer	NAME PRAIRIE PRIDE BREWING COMPANY	LICENSE # LK-116938	ADDRESS 115 E SOUTH FRONT ST GRAND ISLAND, NE 68801
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4 Monthly Excise Tax Return May 2017

35-7127

1	Internal Sales <small>Populated from form 35-7138</small>			411.0000
2	Shipments to Nebraska Wholesalers <small>Populated from form 35-7137</small>			0.0000
3	Shipments Out-of-State <small>Populated from form 35-7136</small>			62.0000
4	Other/Miscellaneous (+/-)	enter number here if needed		
5	Total Tax Determined Beer <small>Must Reconcile with TTB Form 5130.9 or 5130.26</small>	Total Gallons	473.0000	Total Barrels 15.2581
6	Shipments Out-of-State <small>Populated from form 35-7136</small>			62.0000
7	Net Taxable Gallons			411.0000
8	Gross Tax Due	\$		127.41
9	1% Discount	\$		1.27
10	Net Tax Due	\$		126.14
11	Tax Adjustment / Previous Credit (+/-)	\$	enter number here if needed	
12	Total	\$		126.14
13	Rounded Grand Total	\$		126

No Reportable Activity

Document Upload 1

Upload File...

Only PDF or Excel are allowed.

Document Upload 2

Upload File...

Only PDF or Excel are allowed.

There are no comments for this report yet.

Report Comments

Remaining characters: 2000

7.

The screenshot shows a verification modal window titled "Verification" overlaid on a tax reporting interface. The modal contains the following text: "I, **PRAIRIE PRIDE BREWING COMPANY**, state that I have used all responsible diligence in the preparation of this report, and to my knowledge it is true, correct and complete." Below this text is an email address field containing "jemail@example.com" with a copy icon to its right. At the bottom of the modal are two buttons: "X CANCEL" and "✓ SUBMIT". The background interface includes a "Beer Producer" label, a "4 Monthly Excise Tax Return" section with ID "35-7127", an "ADDRESS" field with "115 E SOUTH FRONT ST GRAND ISLAND, NE 68801", a "February 2017" date selector, a "No Reportable Activity" checkbox, and two "Document Upload" sections with "BROWSE" buttons and the note "Only PDF or Excel are allowed."

8.

The screenshot displays a "Report Confirmation" page. On the left is a sidebar menu with four items: "View Reports", "New Report" (highlighted in blue), "Excise Tax Payment", and "Setup Sizes". The main content area features a large "Confirmed" status with a green checkmark icon. To the right of this status is the text "Submitted: November 13, 2018 12:00 AM". Below the status is a message: "Your report filed for **February 2017** has been submitted and is waiting for approval from the Nebraska Liquor Control Commission. Please check your email for more information." At the bottom of the confirmation box are two buttons: "PRINT REPORT" and "BACK TO HISTORY".