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. (i) 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"

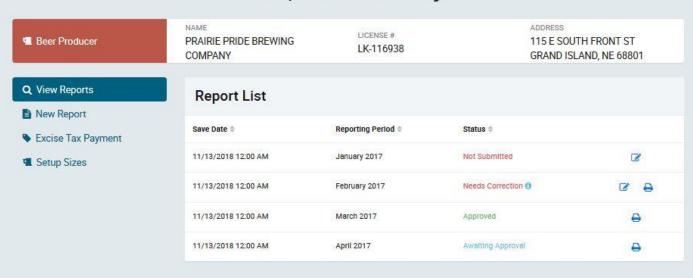
6. New Report - Monthly Excise Tax Return (Jump to Screenshot)

- 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.

Report History



New Report ADDRESS LICENSE # PRAIRIE PRIDE BREWING Beer Producer 115 E SOUTH FRONT ST LK-116938 COMPANY GRAND ISLAND, NE 68801 Reporting Period Q View Reports New Report Month * Year * May 2017 Excise Tax Payment Setup Sizes NEXT →

New Report

Beer Producer

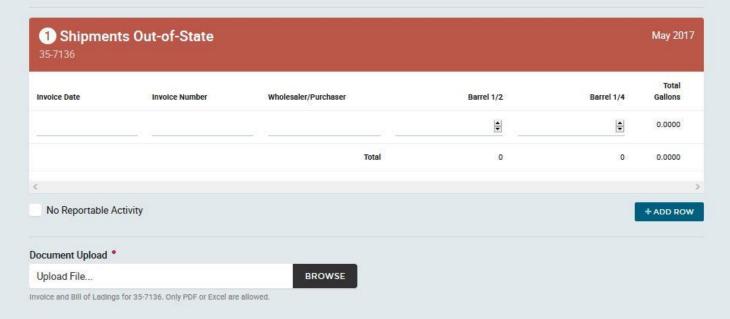
PRAIRIE PRIDE BREWING COMPANY

LICENSE #

ADDRESS

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.



← BACK

SAVE AND EXIT

NEXT →

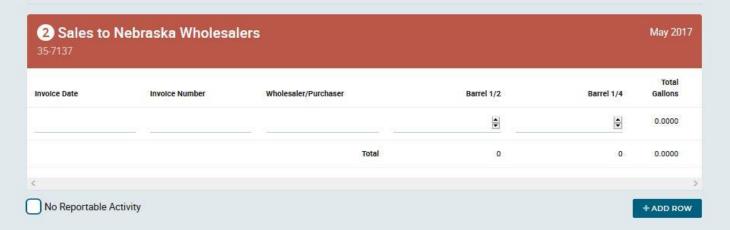
New Report

PRAIRIE PRIDE BREWING
COMPANY

NAME
PRAIRIE PRIDE BREWING
LICENSE #
LK-116938

ADDRESS
115 E SOUTH FRONT ST
GRAND ISLAND, NE 68801

List monthly sales to Nebraska wholesalers. Invoices are required documentation



← BACK

B SAVE AND EXIT

NEXT →

New Report



PRAIRIE PRIDE BREWING COMPANY

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.



← BACK

SAVE AND EXIT

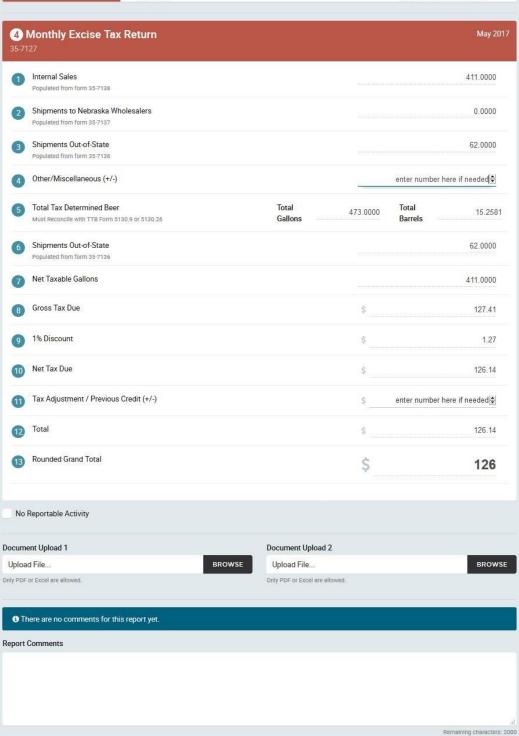
NEXT →

New Report

PRAIRIE PRIDE BREWING LK-11
COMPANY

LK-116938

115 E SOUTH FRONT ST GRAND ISLAND, NE 68801



Remaining characters: 200

