

# Spirit 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 25<sup>th</sup>.

## 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 – Perpetual Inventory ([Jump to Screenshot](#))

- a. Fill out all applicable lines for the perpetual inventory in bottles. Form will auto-calculate as you work.
- b. If there is any documentation to attach, 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 is no inventory to report for the reporting period, check “No Reportable Activity”
- 6. **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”
- 7. **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.
- 8. **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.
- 9. **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

▼ Spirits Producer

NAME	LICENSE #	ADDRESS
GREAT PLAINS DISTILLERY	Z-121072	213 W RAILWAY STREET SCOTTSBLUFF, NE 69361

🔍 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

▼ Spirits Producer

NAME	LICENSE #	ADDRESS
GREAT PLAINS DISTILLERY	Z-121072	213 W RAILWAY STREET SCOTTSBLUFF, NE 69361

🔍 View Reports

📄 New Report

👉 Excise Tax Payment

📏 Setup Sizes

## Reporting Period

Month • May ▾

Year • 2017 ▾

NEXT →

3.

# New Report

<b>▼ Spirits Producer</b>	<small>NAME</small> GREAT PLAINS DISTILLERY	<small>LICENSE #</small> Z-121072	<small>ADDRESS</small> 213 W RAILWAY STREET SCOTTSBLUFF, NE 69361
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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 All Shipments Out-of-State** May 2017

35-7150

Invoice Date	Invoice Number	Wholesaler/Purchaser	Bottle 375 ml	Bottle 750 ml	Case 12/750 ml	Total Gallons
			<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
<b>Total</b>			0	0	0	0.0000

No Reportable Activity + ADD ROW

**Document Upload**

Upload File... BROWSE

Invoice and Bill of Ladings for 35-7150. Only PDF or Excel are allowed.

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SAVE AND EXIT

NEXT →

# 4.

## New Report

Spirits Producer	NAME	LICENSE #	ADDRESS
	GREAT PLAINS DISTILLERY	Z-121072	213 W RAILWAY STREET SCOTTSBLUFF, NE 69361

List monthly sales to Nebraska wholesalers. Invoices are required documentation

2 Sales to Nebraska Wholesalers
May 2017

35-7155

Invoice Date	Invoice Number	Wholesaler/Purchaser	Bottle 375 ml	Bottle 750 ml	Case 12/750 ml	Total Gallons
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.0000
<b>Total</b>			0	0	0	0.0000

<
>

No Reportable Activity
 + ADD ROW

**Document Upload** \*

BROWSE

Invoice and Bill of Ladings for 35-7155. Only PDF or Excel are allowed.

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→

5.

# New Report

<b>▼ Spirits Producer</b>	<b>NAME</b> GREAT PLAINS DISTILLERY	<b>LICENSE #</b> Z-121072	<b>ADDRESS</b> 213 W RAILWAY STREET SCOTTSBUFF, NE 69361
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This Balance on Hand must reconcile with Federal Inventory Record required by TTB, form 5110.11.

## 3 Perpetual Inventory May 2017

35-7147

	Bottle 375 ml	Bottle 750 ml	Case 12/750 ml
1. Balance on Hand Beginning of period	0	0	0
2. Finished Product Produced	20	5	10
3. Returns <small>Wholesale, retail, military, sacramental, non-beverage</small>	0	0	0
4. Total to account for	20	5	10
5. Removed from Bond	1	0	1
6. Shipments out-of-state	12	3	1
7. Warehouse Breakage	0	0	0
8. Product Destruction <small>Attach NSP form 756 below if excess of 100 gallons destroyed</small>	0	0	0
9. Miscellaneous (+/-) unaccounted for, etc.	0	0	0
10. Book Balance (+/-)	7	2	8
11. Miscellaneous unaccountable (+/-)	0	0	0
12. Physical Inventory on Hand at End of Period	7	2	8

No Reportable Activity

### Document Upload

Upload File... **BROWSE**

NSP form 756 for 35-7147. Only PDF or Excel are allowed.

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**SAVE AND EXIT**

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6.

# New Report

<b>▼ Spirits Producer</b>	<b>NAME</b> GREAT PLAINS DISTILLERY	<b>LICENSE #</b> Z-121072	<b>ADDRESS</b> 213 W RAILWAY STREET SCOTTSBLUFF, NE 69361
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List total monthly Internal Sales. This includes tap room sales, satellite locations, branch outlets, tastings, samples, and other internal sales. Include a brief description for the type of sale. Retain documentation of the reported gallons on premise.

## 4 Internal Sales May 2017

35-7153

Internal Sales	Description	Total Monthly Gallons
Taproom Sales	Gallons moved to taproom	20  
SDL Event	Event at 123Liquor Conference May 7, 2017	5.23  
Tastings/Samples	Tastings and Samples for the month	1.26  
<b>Total</b>		26.4900

No Reportable Activity **+ ADD ROW**

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7.

# New Report

<b>Spirits Producer</b>	NAME GREAT PLAINS DISTILLERY	LICENSE # Z-121072	ADDRESS 213 W RAILWAY STREET SCOTTSBLUFF, NE 69361
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## 5 Monthly Excise Tax Return May 2017

35-7145

1	Internal Sales <small>Populated from form 35-7153</small>		26.4900
2	Shipments to Nebraska Wholesalers <small>Populated from form 35-7155</small>		0.0000
3	Shipments Out-of-State <small>Populated from form 35-7150</small>		4.1598
4	Other/Miscellaneous (+/-)		enter number here if needed
5	Total Taxable Liquor		30.6498
6	Shipments Out-of-State <small>Populated from form 35-7150</small>		4.1598
7	Net Taxable Gallons		26.4900
8	Gross Tax Due	\$	99.34
9	1% Discount	\$	0.99
10	Net Tax Due	\$	98.35
11	Tax Adjustment / Previous Credit (+/-)	\$	enter number here if needed
12	Total	\$	98.35
13	Rounded Grand Total	\$	<b>98</b>

No Reportable Activity

Document Upload 1

Upload File... **BROWSE**

Only PDF or Excel are allowed.

Document Upload 2

Upload File... **BROWSE**

Only PDF or Excel are allowed.

**i** There are no comments for this report yet.

Report Comments

Remaining characters: 2000

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**SAVE AND EXIT**

**NEXT →**



8.

## New Report

### Verification

I, **GREAT PLAINS DISTILLERY**, state that I have used all responsible diligence in the preparation of this report, and to my knowledge it is true, correct and complete.

Agree and Verify

Spirits Producer

NAME  
GREAT PLAINS DISTILLERY

ADDRESS  
213 W RAILWAY STREET  
SCOTTSBLUFF, NE 69361

5 Monthly Excise Tax Return  
35-7145

March 2017

No activity reported

No Reportable Activity

9.

## Report Confirmation

[View Reports](#)

[New Report](#)

[Excise Tax Payment](#)

[Setup Sizes](#)

**Confirmed**

Submitted: November 13, 2018 12:00 AM

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.