

Wine 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. Wine and Cider shipments are reported on separate forms on this page.
- b. Enter in each invoice for any out of State shipments. One invoice per line.
 - i. Select the “Add Row” to add more rows.
- c. 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.
- d. If there were no out of State sales for the reporting period, check “No Reportable Activity”

4. 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”

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

- a. Wine and Cider shipments are reported on separate forms on this page.
- b. 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.
 - c. 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
 - d. Each category should only use one row. Select the “Add Row” to add more rows.
 - e. 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. Some lines will be prepopulated with information from the previous forms.
 - b. Line 2 – Sales to Nebraska Wholesalers
 - i. Invoices are required to be submitted for cider sales to wholesalers.
 - ii. Cider MUST go through the three tier system and is NOT allowed to be self-distributed.
 - c. Line 3 – Sales to Nebraska Retailers
 - i. Invoices or excel document are required to be submitted for sales to retailers.
 - d. Line 5 – Any miscellaneous gallons not reported on previous forms or lines 2 and 3. Requires documentation and/or explanation.
 - e. Line 12 – Any tax adjustments or previous credits approved by the NLCC.
 - f. 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.
 - g. If there was no activity for the reporting period, check “No Reportable Activity”
 - h. 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.

Crush Tax and payments need to be submitted with the annual report due January 25th. The crush tax is now a separate form on the Producers page on the NLCC website and available via the Producers Help Page.

1.

Report History

Wine Producer

NAME: MAC'S CREEK VINEYARDS & WINERY
LICENSE #: YK-056229
ADDRESS: 43315 ROAD 757 LEXINGTON, NE 68850

View Reports

- New Report
- Excise Tax Payment
- Setup Sizes

Report List

| Save Date | Reporting Period | Status | |
|---------------------|------------------|-------------------|--|
| 11/13/2018 12:00 AM | January 2017 | Awaiting Approval | |
| 11/13/2018 12:00 AM | February 2017 | Needs Correction | |
| 11/13/2018 12:00 AM | March 2017 | Approved | |

2.

New Report

Wine Producer

NAME: MAC'S CREEK VINEYARDS & WINERY
LICENSE #: YK-056229
ADDRESS: 43315 ROAD 757 LEXINGTON, NE 68850

View Reports

New Report

- Excise Tax Payment
- Setup Sizes

Reporting Period

Month: Year:

NEXT →

4.

New Report

Wine Producer

NAME
MAC'S CREEK VINEYARDS &
WINERY

LICENSE #
YK-056229

ADDRESS
43315 ROAD 757
LEXINGTON, NE 68850

This Balance on Hand must reconcile with Federal Inventory Record required by TTB, F 5120.17.

2 Perpetual Wine Inventory

April 2017

35-7135

| | Barrel 1/2 | Bottle 375 ml | Bottle 750 ml | Case 12/750 ml |
|---|----------------------|----------------------|----------------------|----------------------|
| 1. Balance on Hand Beginning of period | 0 | 0 | 0 | 0 |
| 2. Finished Product Produced | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. Returns <small>Wholesale, retail, military, sacramental, non-beverage</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. Total to account for | 0 | 0 | 0 | 0 |
| 5. Removed from Bond | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6. Miscellaneous (+/-) <small>Breakage, destruction, etc.</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7. Balance on Hand at End of Period | 0 | 0 | 0 | 0 |

No Reportable Activity

Document Upload

Upload File...

BROWSE

Only PDF or Excel are allowed.

← BACK

SAVE AND EXIT

NEXT →

6.

New Report

| | | | |
|----------------------|---|------------------------|--|
| Wine Producer | NAME MAC'S CREEK VINEYARDS & WINERY | LICENSE # YK-056229 | ADDRESS 43315 ROAD 757 LEXINGTON, NE 68850 |
|----------------------|---|------------------------|--|

4 Monthly Excise Tax Return April 2017

35-7130 / 35-7130(a)

| | | | | |
|---|--------|---------|-------|---------|
| 1 Internal Sales <small>Populated from form 35-7142</small> | Cider | 0.0000 | Wine | 0.0000 |
| 2 Shipments to Nebraska Wholesalers <small>Cider MUST go through the 3 Tier System</small> | Cider* | | Wine* | |
| 3 Shipments to Nebraska Retailers | Cider* | | Wine* | |
| 4 Shipments Out-of-State <small>Populated from form 35-7131</small> | Cider | 0.0000 | Wine | 0.0000 |
| 5 Other/Miscellaneous (+/-) | Cider | | Wine | |
| 6 Total Taxable Liquor | Cider | 0.0000 | Wine | 0.0000 |
| 7 Shipments Out-of-State | Cider | 0.0000 | Wine | 0.0000 |
| 8 Net Taxable Gallons | Cider | 0.0000 | Wine | 0.0000 |
| 9 Gross Tax Due | Cider | \$ 0.00 | Wine | \$ 0.00 |
| 10 1% Discount | Cider | \$ 0.00 | Wine | \$ 0.00 |
| 11 Net Tax Due | Cider | \$ 0.00 | Wine | \$ 0.00 |
| 12 Tax Adjustment / Previous Credit (+/-) | Cider | \$ | Wine | \$ |
| 13 Total | Cider | \$ 0.00 | Wine | \$ 0.00 |
| 14 Rounded Grand Total for Cider and Wine | | \$ 0 | | \$ 0 |

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.

There are no comments for this report yet.

Report Comments

Remaining characters: 2000

7.

New Report

Wine Producer

NAME: MAC'S CREEK VINEYARDS & WINERY

ADDRESS: 43315 ROAD 757
LEXINGTON, NE 68850

4 Monthly Excise Tax Return
35-7130 / 35-7130(a) April 2017

No activity reported

Verification

I, **MAC'S CREEK VINEYARDS & WINERY**, state that I have used all responsible diligence in the preparation of this report, and to my knowledge it is true, correct and complete.

@ email@example.com

Agree and Verify

8.

Report Confirmation

View Reports

New Report

Excise Tax Payment

Setup Sizes

Confirmed Submitted: November 13, 2018 12:00 AM

Your report filed for **April 2017** has been submitted and is waiting for approval from the Nebraska Liquor Control Commission. Please check your email for more information.