10-2026

Instructions for Completing the NCIR-ABC Report

Introduction

This document provides instructions for completing the Report by ABC Board of Wholesale Sales of Alcohol, NCIR-ABC, using the Excel templates provided by the Department. The instructions outline the data that should be included in each column for each required part of the report. The chart below provides the required parts of the report. Use the links below to navigate to the instructions for each part.

Note: Do not make changes to the Excel templates provided by the Department. Each Excel file must contain only one worksheet. Excel files with multiple worksheets will not be accepted. Do not include trailing space(s) at the end of the worksheet name.

Report by ABC Board of Wholesale Sales of Alcohol, NCIR-ABC		
Report Part	Made sales for resale	Did not make sales for resale
NCIR-ABC (Submitter Section)	Required	Required
ABC_Board_Data	Required	

NCIR-ABC Report (Submitter Section)

The Information Reporting Application contains an ABC Board Submitter Information screen where you must provide basic information about the ABC Board required to file the report. This information must be provided by all ABC Boards, **regardless of whether the board made sales for resale**. Please see the Submission Step-by-Step Guide for more information.

Note: Beginning with Tax Year 2023, a Submitter File is no longer needed because you will enter the information into the ABC Board Submitter Information screen within the Information Reporting Application.

ABC Board Data File

The Data File contains information about each MXB sale the board made during the calendar year. Every MXB sale must be included. **Do not modify any of the column headers, remove columns, or change the order of any columns in the template.**

Column	Instruction
StoreID	Enter the ABC store number. If the board has more than one store that sells liquor, you must identify each store with a unique number.
ABCBoardName	Enter the name of the ABC Board.
PermitNum	Enter the customer's ABC Permit Number as issued by the ABC Commission.
BusPermitName	Enter the name of the business that made the purchase. For example, enter the name of the restaurant, bar, club, etc.
OrdInvNum	Enter the invoice number.
OrdInvDate	Enter the invoice date using a format of YYYYMMDD.
ProdCode	Enter the ABC product code as assigned by the ABC Commission. The code identifies the brand/description and size of the item purchased.

Bottles	Enter the number of bottles sold.
Tax	Enter the mixed beverage tax charged on the sale.
SaleAmt	Enter the total sales amount including tax.

The following is an example of a completed Data File for a fictitious ABC Board.

	A	B	C	D	E	F	G	H	I	J
1	StoreID	ABCBoardName	PermitNum	BusPermitName	OrdInvNum	OrdInvDate	ProdCode	Bottles	Tax	SaleAmt
2	1	Exampleville ABC Board	515151AJ	MaryLous Snack Barn	132	20220102	65019	1	3.75	53.70
3	1	Exampleville ABC Board	515151AJ	MaryLous Snack Barn	132	20220102	66297	2	7.50	28.70
4	1	Exampleville ABC Board	494949AJ	Exampleville Grille	1709	20220116	24275	1	3.75	30.70
5	1	Exampleville ABC Board	494949AJ	Exampleville Grille	1709	20220116	65185	5	18.75	108.50
6	1	Exampleville ABC Board	515151AJ	MaryLous Snack Barn	86	20220207	37909	2	7.50	33.70