



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.

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

ABC Board Submitter File

The Submitter File contains information about the ABC Board required to file the report. **Do not modify any of the column headers, remove columns, or change the order of any columns in the template.**

Note: The Submitter File is required for all reports submitted via email or ShareFile. If you submit the report using the Information Reporting Application, a Submitter File is not needed as you will enter the information during the submission process.

Column	Instruction
Submitter Type	The default value is ABC Board since you are filing the NCIR-ABC report. Note: You are required to file an NCIR-ABC report even if you did not make MXB sales during the calendar year. Your report will contain the Submitter File only if filing via email or ShareFile.
Year of Data	Enter the 4-digit year for which you are filing the report. For example, if you are filing the NCIR-ABC report for calendar year 2022, enter 2022.
Entity Type	Enter FEIN.
Entity ID	Enter the 9-digit Federal Employer Identification Number (FEIN) of the board. Do not enter dashes.
ABC Board Name	Enter the legal name of the ABC Board.
MXB Sales Y/N	Enter YES if the board made MXB sales during the calendar year; otherwise, enter NO.
Contact Person Name	Enter the name of the person we should contact if there is an issue with the report.

	K	L	M	N	O	P	Q	R
Mail Address	Mailing Address	Mailing City	Mailing State	Mailing Zip	Number of Files Submitted	Total Count of Rows (not including column headers)	Did all 12 months have MXB Sales? Y/N	List Months (if any) that did not have MXB Sales
jeemail.com	P.O. Box 88	Exampleville NC		28099	2	150	N	April, October

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