

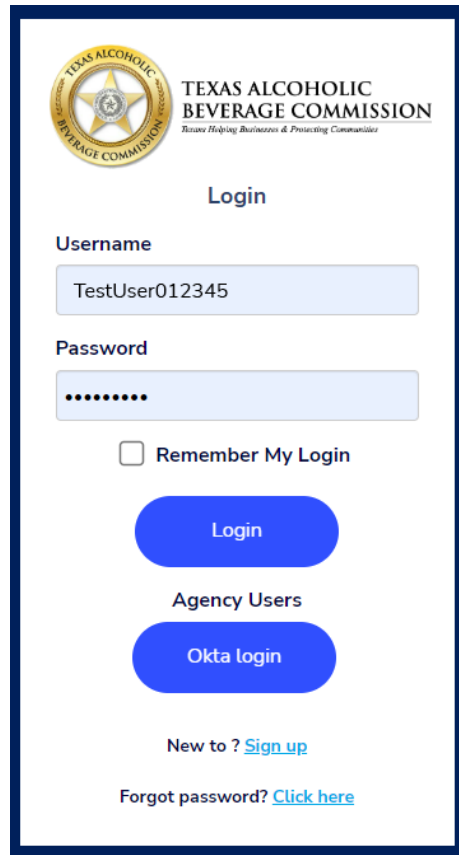
Amend Excise Tax Report for Resident Sellers

Businesses that file excise tax reports can amend reports they entered previously in AIMS. The following options are available under this feature:

- Add new records.
- Edit existing records.
- Delete existing records.

Note: If you are amending more than one report, start with the earliest report. Once you amend a report, it will lock all previous reports.

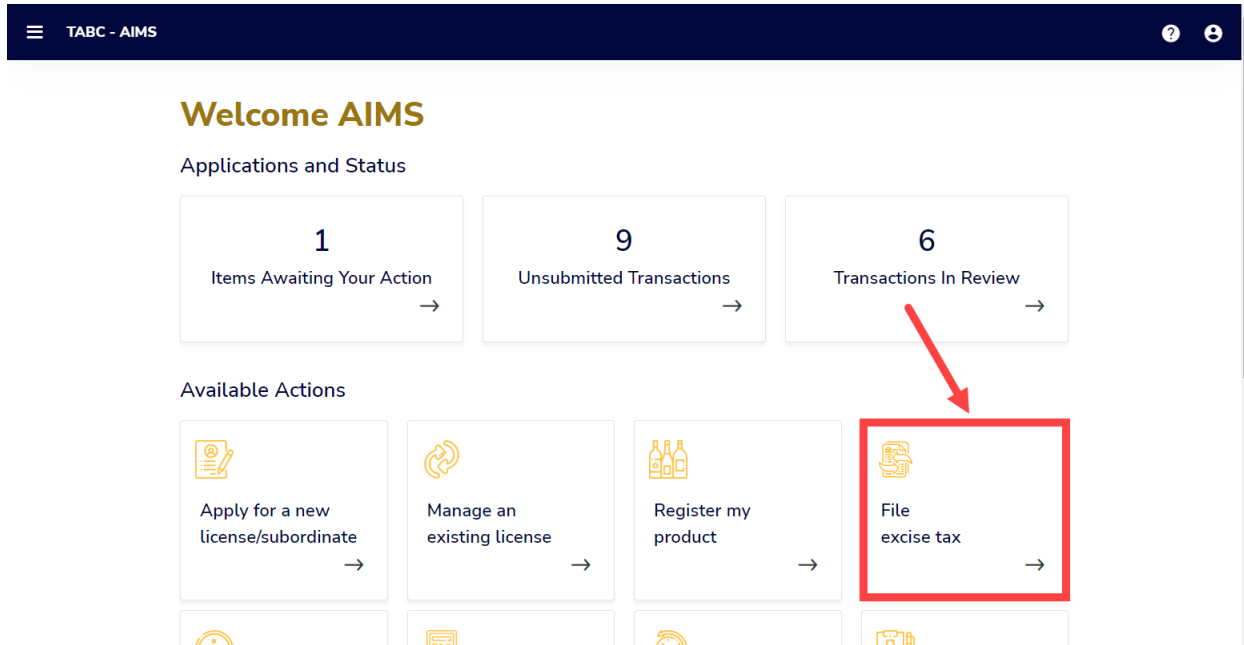
1. Log in to your AIMS account by visiting tabc.texas.gov/aims-login.



The screenshot shows the login interface for the Texas Alcoholic Beverage Commission's AIMS system. At the top left is the commission's logo, a gold star with a smaller star inside, surrounded by the text "TEXAS ALCOHOLIC BEVERAGE COMMISSION". To the right of the logo, the text reads "TEXAS ALCOHOLIC BEVERAGE COMMISSION" and "Rever Helping Businesses & Protecting Communities". Below this is the heading "Login". There are two input fields: "Username" with the text "TestUser012345" and "Password" with a masked password of seven dots. Below the password field is a checkbox labeled "Remember My Login". There are three blue buttons: "Login", "Agency Users", and "Okta login". At the bottom, there are two links: "New to ? [Sign up](#)" and "Forgot password? [Click here](#)".

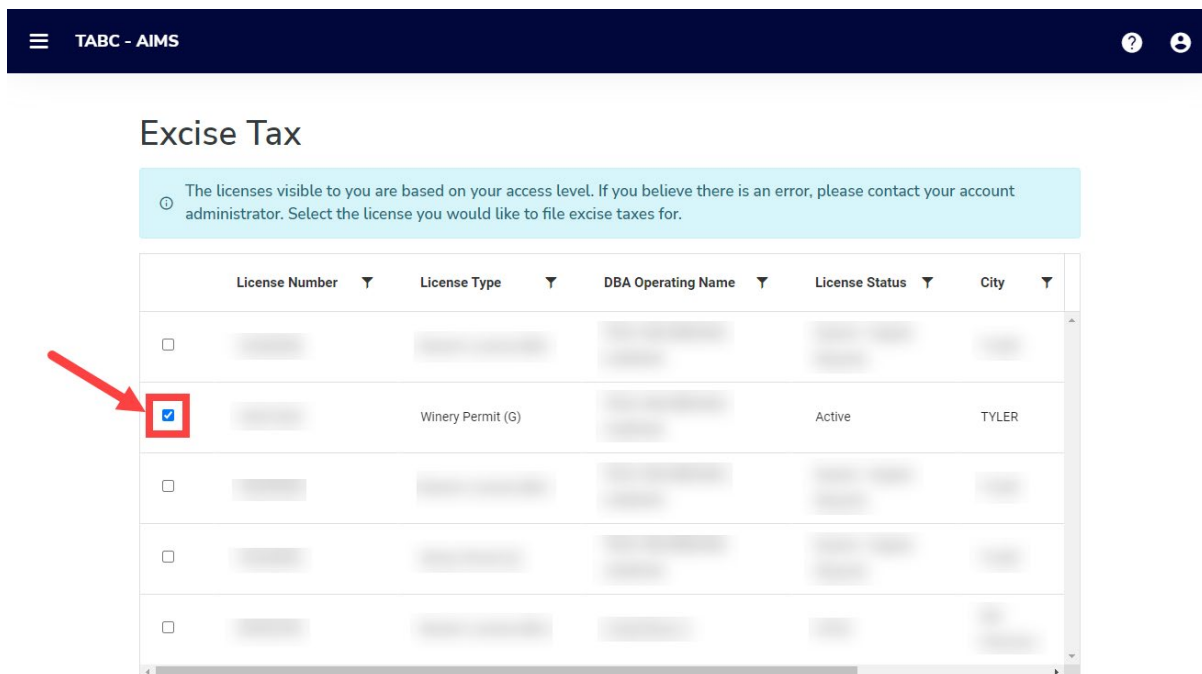
2. **If you have more than one business entity**, select the owner business entity of the license or permit that you would like to update.

3. Click **File excise tax** button.



The screenshot shows the AIMS dashboard with a dark blue header containing a menu icon, 'TABC - AIMS', and help/user icons. Below the header is a 'Welcome AIMS' section with 'Applications and Status' cards for 'Items Awaiting Your Action' (1), 'Unsubmitted Transactions' (9), and 'Transactions In Review' (6). A red arrow points from the 'Transactions In Review' card to the 'File excise tax' button in the 'Available Actions' section, which is also highlighted with a red box.

4. Select the license for which you need to amend an excise tax report.

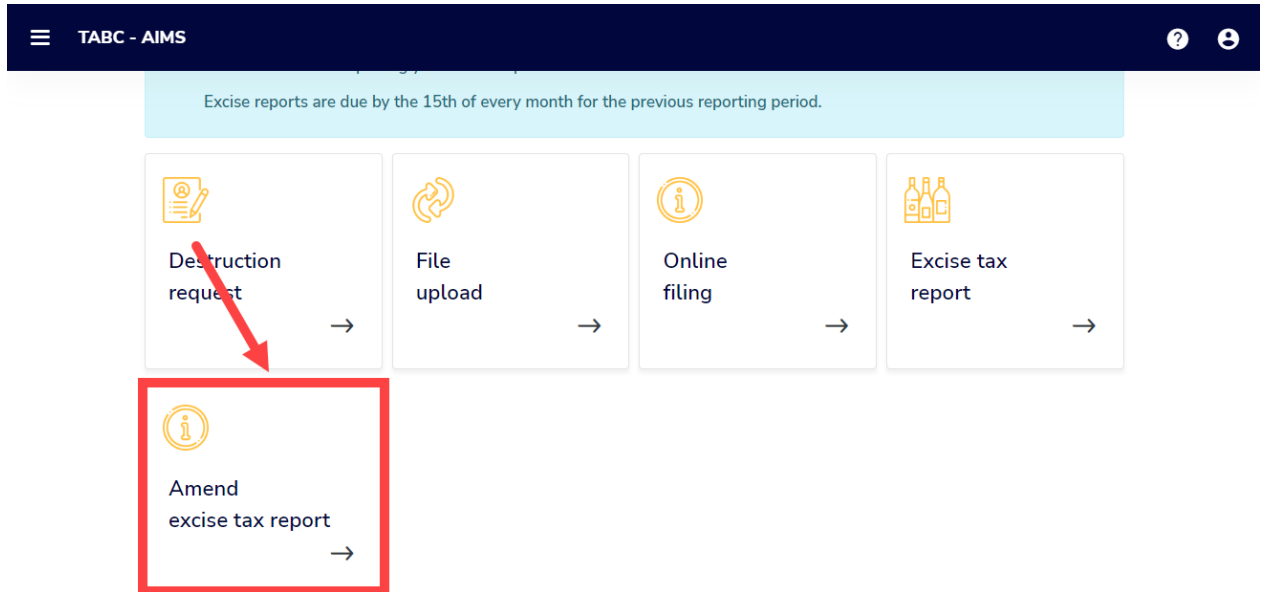


The screenshot shows the 'Excise Tax' page with a light blue notification box at the top stating: 'The licenses visible to you are based on your access level. If you believe there is an error, please contact your account administrator. Select the license you would like to file excise taxes for.' Below this is a table with columns: License Number, License Type, DBA Operating Name, License Status, and City. The second row is selected, with a red box around the checkbox and a red arrow pointing to it. The selected row shows a 'Winery Permit (G)' license that is 'Active' in the city of 'TYLER'.

License Number	License Type	DBA Operating Name	License Status	City
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	Winery Permit (G)		Active	TYLER
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

5. Scroll down.

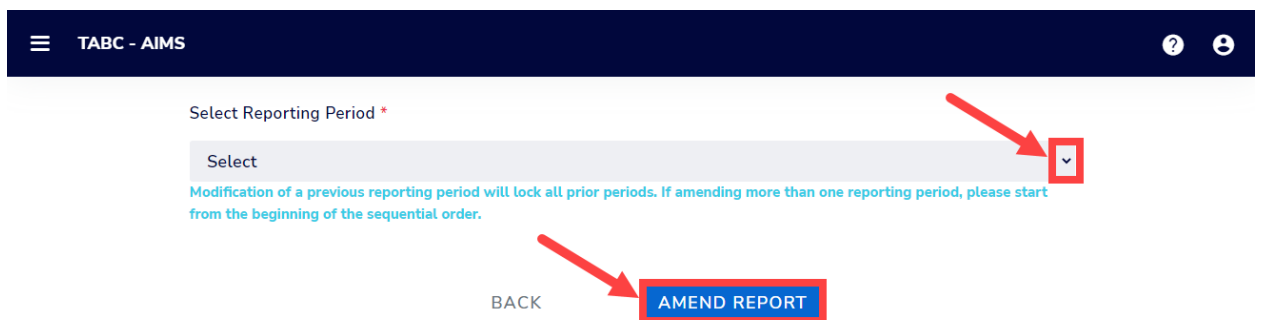
Click the **Amend excise tax report** button.



6. **Select Reporting Period** from the dropdown list.

Note: If you are amending more than one report, start with the earliest report. Once you amend a report, it will lock all previous reports.

Click the **Amend Report** button.





7. AIMS will display the opening inventories associated with the selected reporting month.

Click the **Next** button.

Note: You cannot amend opening inventories. Instead, you must amend the ending inventory of the previous month.

The screenshot shows the 'Opening Inventory' page in the AIMS system. At the top, there is a navigation bar with 'TABC - AIMS' and a search icon. Below the navigation bar, there is a search field labeled '# License ID'. The main content area is titled 'Opening Inventory' and contains a table with the following data:

Alcohol...	License	Effectiv...	Effectiv...	Alcohol	Opening inventory
1001	106072339	8	2021	TXLW	500,000.0000
1002	106072339	8	2021	TXHW	500,000.0000
1003	106072339	8	2021	TXSW	500,000.0000
1004	106072339	8	2021	OOSLW	500,000.0000
1005	106072339	8	2021	OOSHW	500,000.0000

Below the table, there is a pagination control showing '5' items per page and '1 - 5 of 6 items'. At the bottom of the page, there are two buttons: 'BACK' and 'NEXT'. A red arrow points to the 'NEXT' button, which is highlighted with a red box.

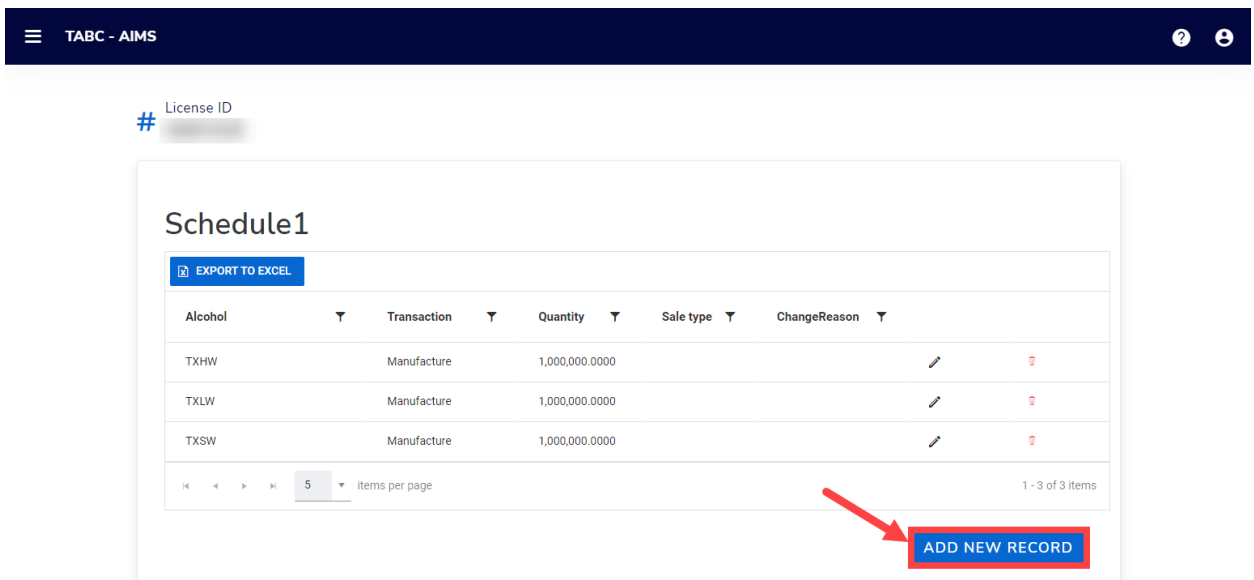
- Depending on the license or permit, AIMS will display the applicable schedules along with the original information reported. In this example, Winery Permit Type (G) completes schedules 1, 2 and 3.

View instructions for Add New Record (OPTION 1), Edit Entry (OPTION 2) and Delete a Record (OPTION 3) below.







OPTION 1: Add a New Record

Find the schedule that needs amending.

Click the **Add New Record** button.



The screenshot shows the AIMS interface for a specific license. At the top, there is a navigation bar with 'TABC - AIMS' and user icons. Below this, the 'License ID' is displayed. The main content area is titled 'Schedule1' and contains a table with the following data:

Alcohol	Transaction	Quantity	Sale type	ChangeReason	
TXHW	Manufacture	1,000,000.0000			 
TXLW	Manufacture	1,000,000.0000			 
TXSW	Manufacture	1,000,000.0000			 

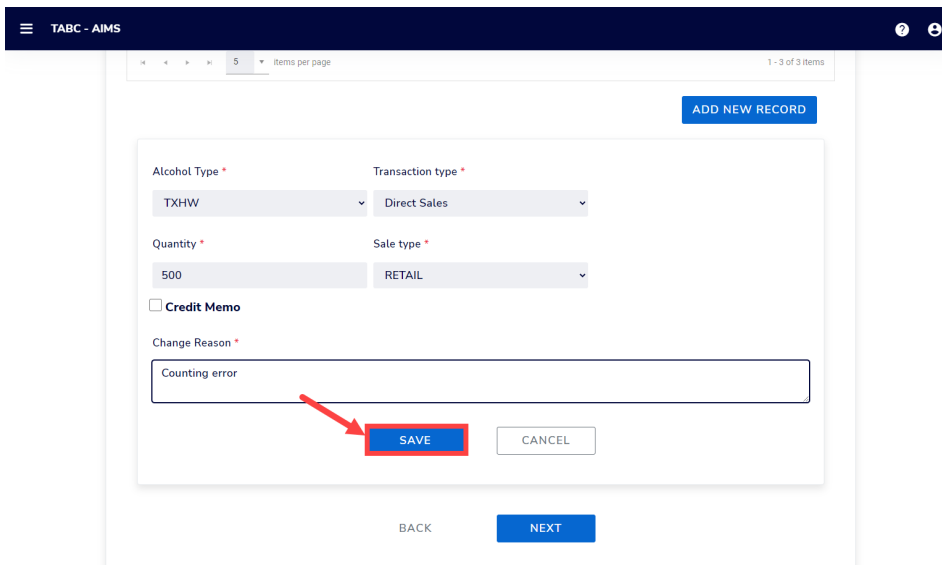
Below the table, there is a pagination control showing '5 items per page' and '1 - 3 of 3 items'. A red arrow points to a blue button labeled 'ADD NEW RECORD' located at the bottom right of the table area.

Use the dropdown list to select the correct information for the missing fields. You can update:

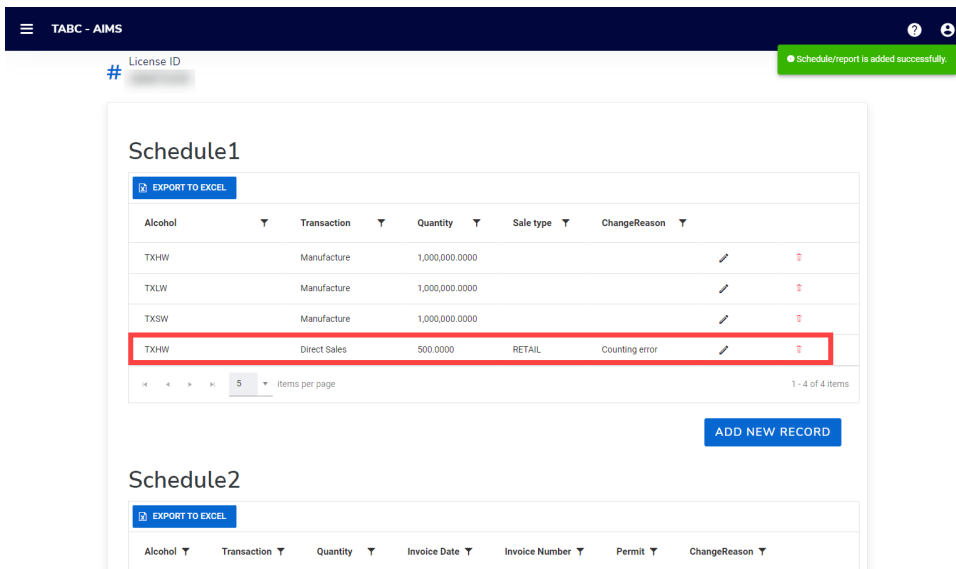
- Alcohol Type
- Transaction Type
- Quantity
- Sale Type

Enter the reason for the change in the **Change Reason** field.

Click the **Save** button.



Notice the new record has been added.

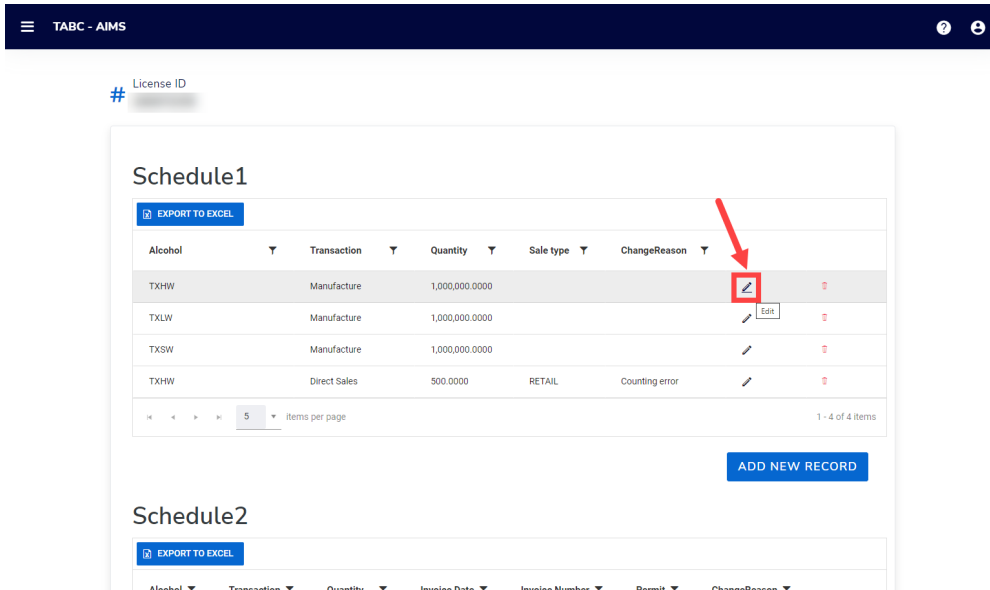


Alcohol	Transaction	Quantity	Sale type	ChangeReason
TXHW	Manufacture	1,000,000.0000		
TXLW	Manufacture	1,000,000.0000		
TXSW	Manufacture	1,000,000.0000		
TXHW	Direct Sales	500.0000	RETAIL	Counting error

OPTION 2: Edit Entry

Find the schedule that needs amending.





Click the **pencil icon** on the record that needs editing.



License ID

Schedule1

EXPORT TO EXCEL

Alcohol	Transaction	Quantity	Sale type	ChangeReason
TXHW	Manufacture	1,000,000.0000		
TXLW	Manufacture	1,000,000.0000		 Edit
TXSW	Manufacture	1,000,000.0000		
TXHW	Direct Sales	500.0000	RETAIL	Counting error 

5 items per page 1 - 4 of 4 items

ADD NEW RECORD

Schedule2

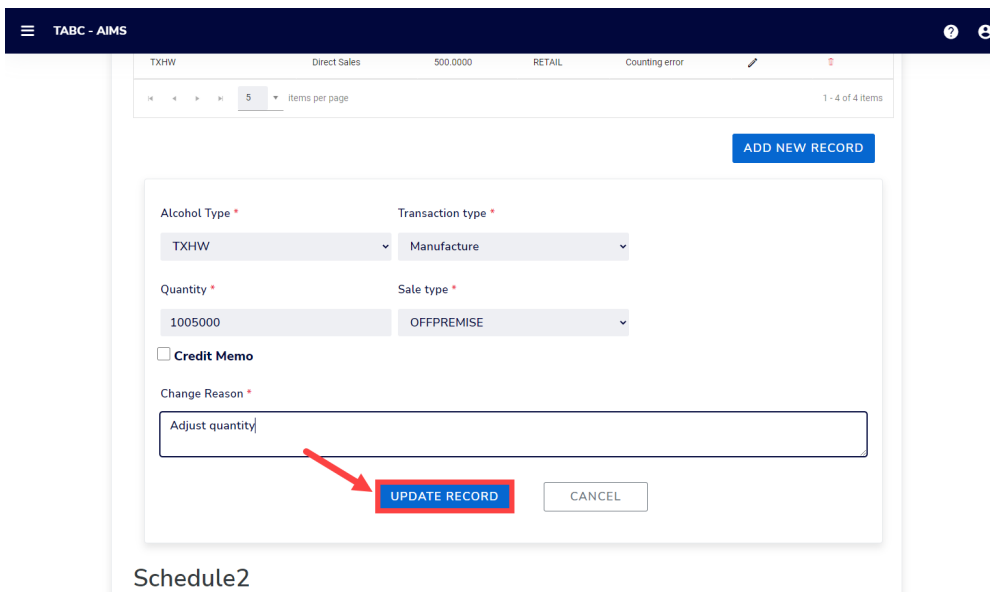
EXPORT TO EXCEL

Alcohol Transaction Quantity Invoice Date Invoice Number Permit ChannelReason

Make the necessary adjustment(s).

Enter the reason for the change in the **Change Reason** field.

Click the **Update Record** button.



TXHW Direct Sales 500.0000 RETAIL Counting error

5 items per page 1 - 4 of 4 items

ADD NEW RECORD

Alcohol Type * Transaction type *

TXHW Manufacture

Quantity * Sale type *

1005000 OFFPREMISE

Credit Memo

Change Reason *

Adjust quantity

UPDATE RECORD CANCEL

Schedule2

Notice the change is reflected on the report.

TABC - AIMS

License ID # [REDACTED] ● Schedule/report is updated successfully.

Schedule1

[EXPORT TO EXCEL](#)

Alcohol	Transaction	Quantity	Sale type	ChangeReason		
TXHW	Manufacture	1,005,000.0000		Adjust quantity		
TXLW	Manufacture	1,000,000.0000				
TXSW	Manufacture	1,000,000.0000				
TXHW	Direct Sales	500.0000	RETAIL	Counting error		

5 Items per page 1 - 4 of 4 items

[ADD NEW RECORD](#)

Schedule2

[EXPORT TO EXCEL](#)

Alcohol	Transaction	Quantity	Invoice Date	Invoice Number	Permit	ChangeReason
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OPTION 3: Delete Entry

Find the Schedule that needs amending.

Click the **trashcan icon** on the record you want deleted.

TABC - AIMS

License ID # [REDACTED]

Schedule1

[EXPORT TO EXCEL](#)

Alcohol	Transaction	Quantity	Sale type	ChangeReason		
TXHW	Manufacture	1,005,000.0000		Adjust quantity		
TXLW	Manufacture	1,000,000.0000				
TXSW	Manufacture	1,000,000.0000				
TXHW	Direct Sales	500.0000	RETAIL	Counting error		

5 Items per page 1 - 4 of 4 items

[ADD NEW RECORD](#)

Schedule2

[EXPORT TO EXCEL](#)

Alcohol	Transaction	Quantity	Invoice Date	Invoice Number	Permit	ChangeReason
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Enter the reason for the change in the **Change Reason** field.

Click the **Remove** button.

Alcohol Type *
TXLW

Transaction type *
Manufacture

Quantity *
1000000

Sale type *
Select

Credit Memo

Change Reason *
Should have been TXHW

REMOVE CANCEL

Notice the change is reflected in the report.

License ID # [REDACTED] Record Deleted

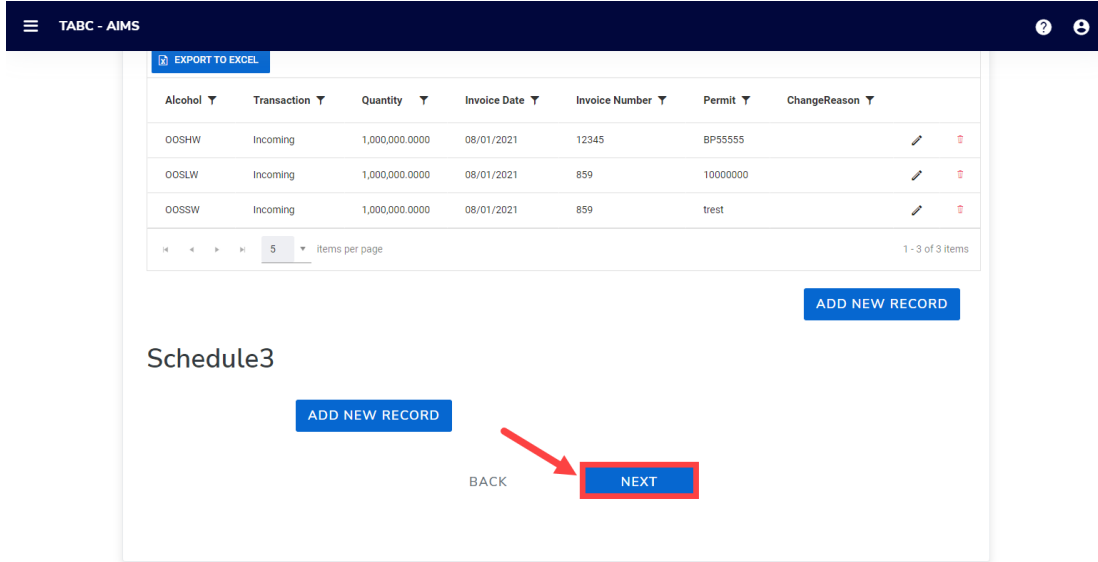
Schedule1

Alcohol	Transaction	Quantity	Sale type	ChangeReason		
TXHW	Manufacture	1,005,000.0000		Adjust quantity		
TXSW	Manufacture	1,000,000.0000				
TXHW	Direct Sales	500.0000	RETAIL	Counting error		

Schedule2

Alcohol	Transaction	Quantity	Invoice Date	Invoice Number	Permit	ChangeReason		
OOSHW	Incoming	1,000,000.0000	08/01/2021	12345	BP55555			

Once all schedule information has been updated, scroll down, and click **Next** button at the bottom of the screen.



Alcohol	Transaction	Quantity	Invoice Date	Invoice Number	Permit	ChangeReason
OOSHW	Incoming	1,000,000.0000	08/01/2021	12345	BP55555	
OOSLW	Incoming	1,000,000.0000	08/01/2021	859	10000000	
OOSSW	Incoming	1,000,000.0000	08/01/2021	859	trest	

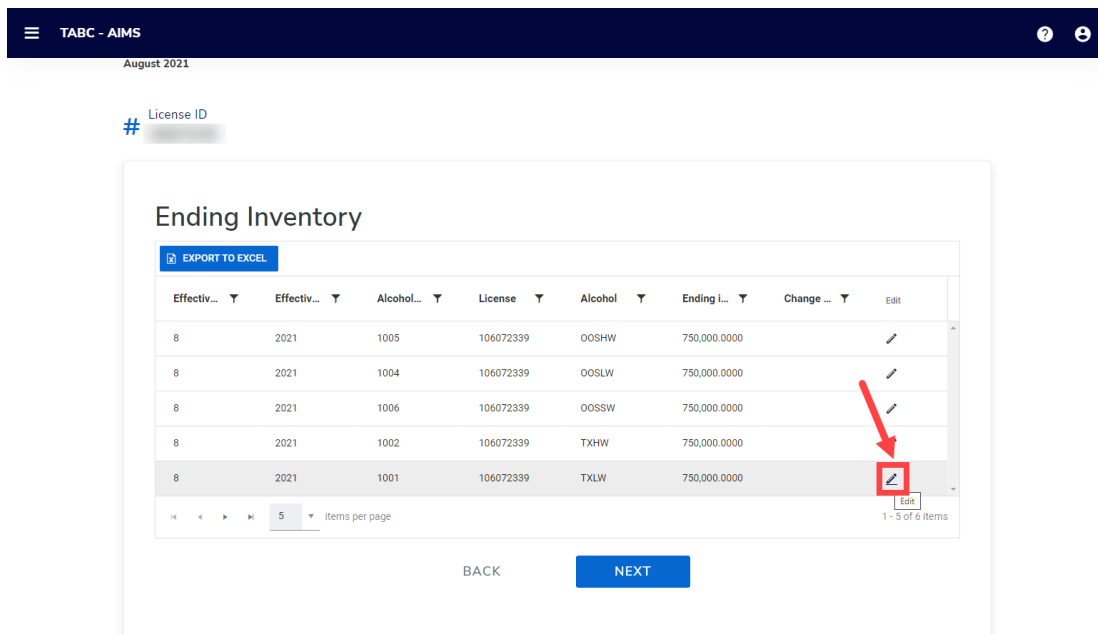
Schedule3

ADD NEW RECORD

BACK **NEXT**

AIMS will display the ending inventories for each of the alcohol types included in the submission.

If you need to change the ending inventory amount, select the **pencil icon** to edit the number.



August 2021

License ID

Ending Inventory

Effectiv...	Effectiv...	Alcohol...	License	Alcohol	Ending I...	Change ...	Edit
8	2021	1005	106072339	OOSHW	750,000.0000		
8	2021	1004	106072339	OOSLW	750,000.0000		
8	2021	1006	106072339	OOSSW	750,000.0000		
8	2021	1002	106072339	TXHW	750,000.0000		
8	2021	1001	106072339	TXLW	750,000.0000		

BACK **NEXT**



Edit the **Ending inventory**.

Enter a **Change Reason**.

Click the **Update Record** button.

Effectiv...	Effectiv...	Alcohol...	License	Alcohol	Ending I...	Change ...	Edit
8	2021	1006	106072339	OOSSW	750,000.0000		
8	2021	1002	106072339	TXHW	750,000.0000		
8	2021	1001	106072339	TXLW	750,000.0000		

Notice the change is reflected in the report.

After all schedule information has been updated, click **Next** button at the bottom of the screen.

Effectiv...	Effectiv...	Alcohol...	License	Alcohol	Ending I...	Change ...	Edit
8	2021	1005	106072339	OOSHW	750,000.0000		
8	2021	1004	106072339	OOSLW	750,000.0000		
8	2021	1006	106072339	OOSSW	750,000.0000		
8	2021	1002	106072339	TXHW	750,000.0000		
8	2021	1001	106072339	TXLW	725,000.0000	correcting ending error	



If there is a tax difference, AIMS will calculate and display the amount that is owed (overpayment) or the amount due (underpayment).

Amounts in **BLACK** indicate an overpayment, which will either result in a credit (to be used in future reporting period) or a refund (on the license or permit holder's request) after approval from TABC staff.

Click the **Submit** button.

Amend Excise Tax Reports

* Required

October 2023

License ID
#

Grand Total Tax Rate by Alcohol Type

Name	Reported Total	Tax Rate	Total
In-State High Wine	198	0.4080	77.5200
In-State Low Wine	290	0.2540	73.1600
In-State Sparkling Wine	340	0.2190	73.4400

Previous Transaction Amount

Dollar Totals
\$332.52

Discount
\$0.00

Net Amount Paid
\$332.52

Updated Transaction Amount

Dollar Totals
\$312.12

Discount
\$0.00

Net Amount
\$312.12

Difference Amount
\$20.40

BACK

SUBMIT

Amounts in **RED** indicate an underpayment, which will result in TABC sending a Demand Funds request to the license or permit holder. This will be in your account under the **Items Awaiting Your Action** button.

Click the **Submit** button to submit the amendment request for TABC’s review and approval.

TABC will send notifications about the results of this request to the license or permit holder’s account.

Amend Excise Tax Reports

October 2021

License ID # [REDACTED]

Grand Total

Tax Rate by Alcohol Type

Name	Report Total	Tax Rate	Total
In-State High Wine	290	0.4080	118.3200
In-State Low Wine	290	0.2040	59.1600
In-State Sparking Wine	340	0.3150	107.1400

Previous Transaction Amount

Dollar Totals \$332.52 # Discount \$0.00 # Net Amount Paid \$332.52

Updated Transaction Amount

Dollar Totals \$352.92 # Discount \$0.00 # Net Amount \$352.92 # Difference Amount (\$20.40)

BACK **SUBMIT**

You will receive the message, “Your excise tax amendment for the month of [applicable month] has been submitted successfully,” followed by the application number.

Your excise tax amendment for the month of September 2021 has been submitted successfully. Application Number : 85. TABC will contact you if any additional information is required.

[GO TO DASHBOARD](#)