

Amend an Excise Tax Report (For BB, BC, BP, BW, D, DS, G, W, and X)

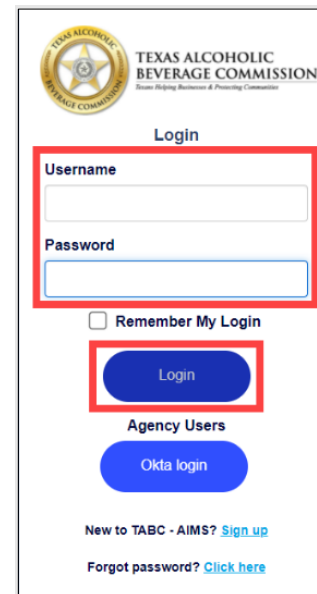
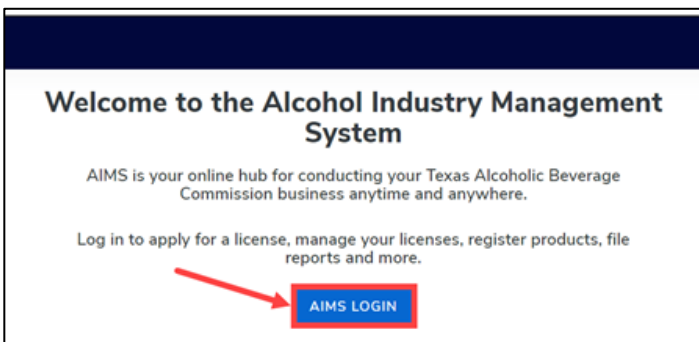
Businesses can **amend** excise tax reports they have already filed in AIMS. The following options are available under the amend feature:

- 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.

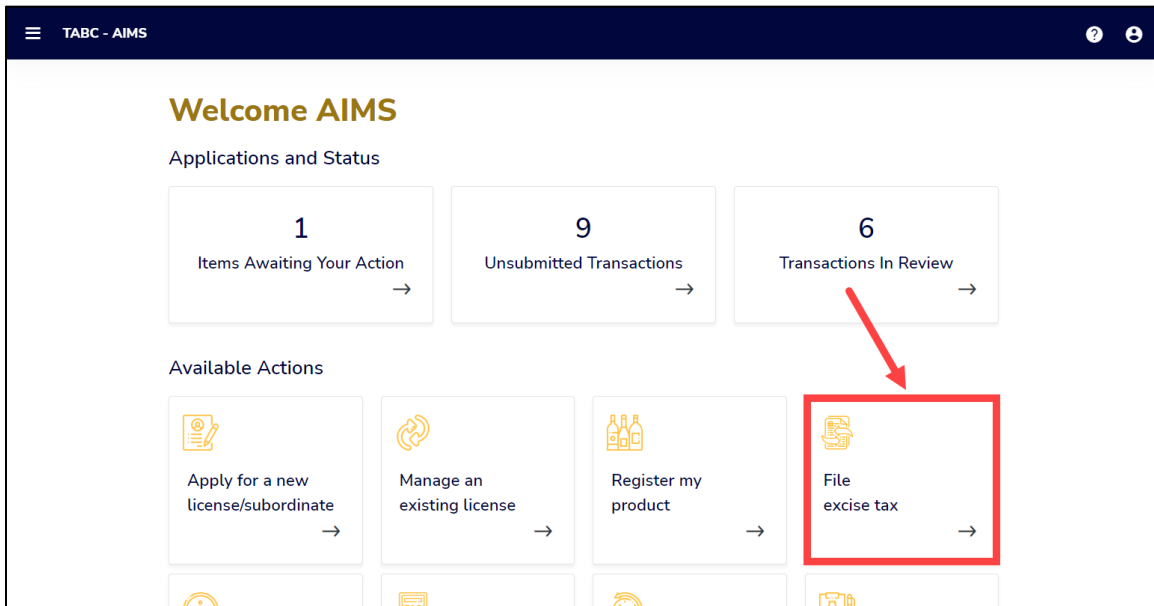
1. Log in to AIMS:

- Enter tabc.texas.gov/aims-login in Google Chrome or Microsoft Edge on your device.
- Click **AIMS LOGIN** when you're on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.

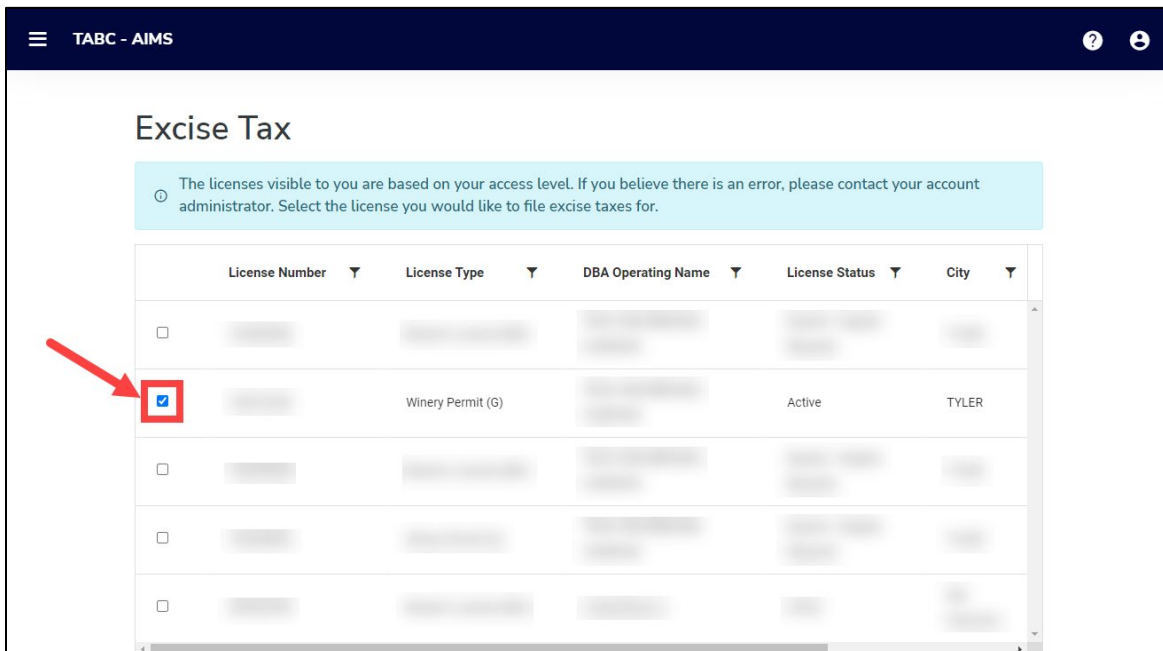


- If you have several business entities, click the one you want to access. The business entity's AIMS dashboard will appear.

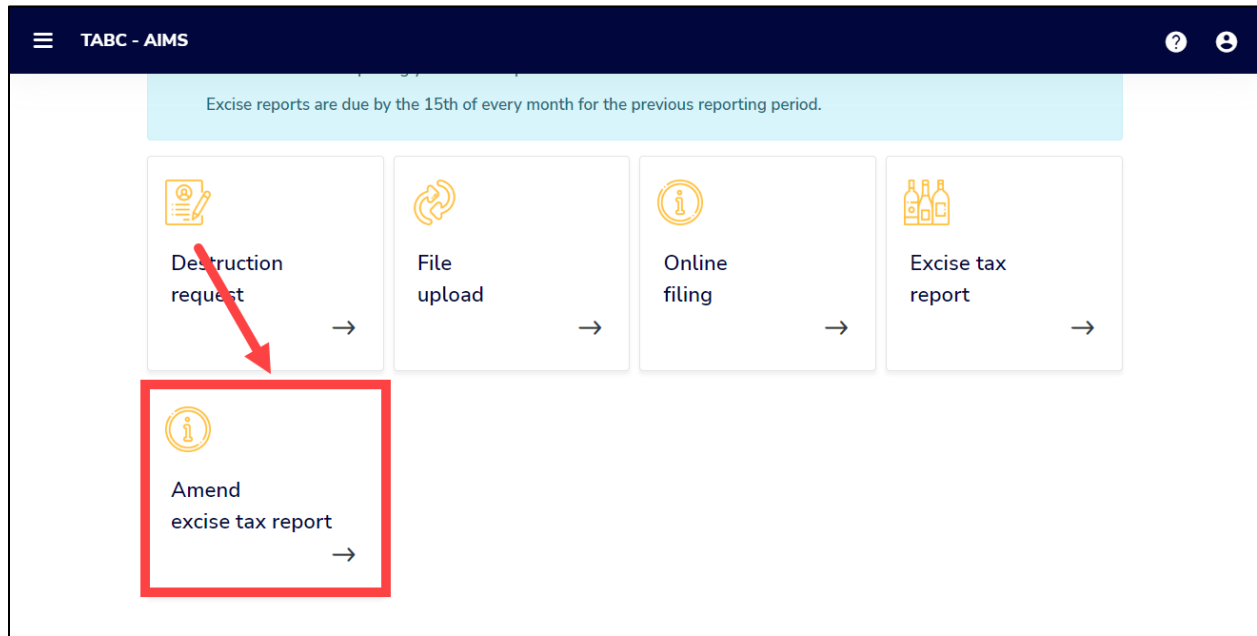
Click **File excise tax** button.



- Select the license or permit for which you need to amend an excise tax report.

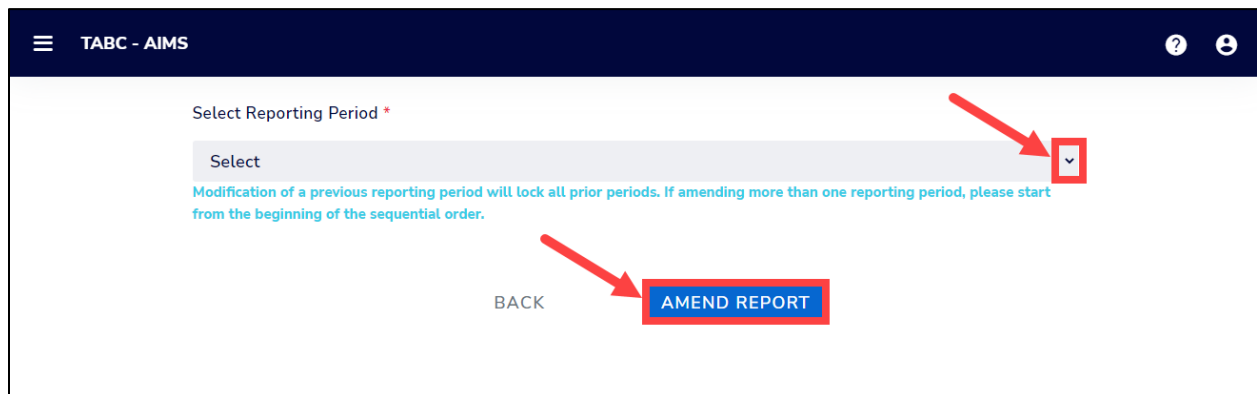


4. Scroll down and click the **Amend excise tax report** button.



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

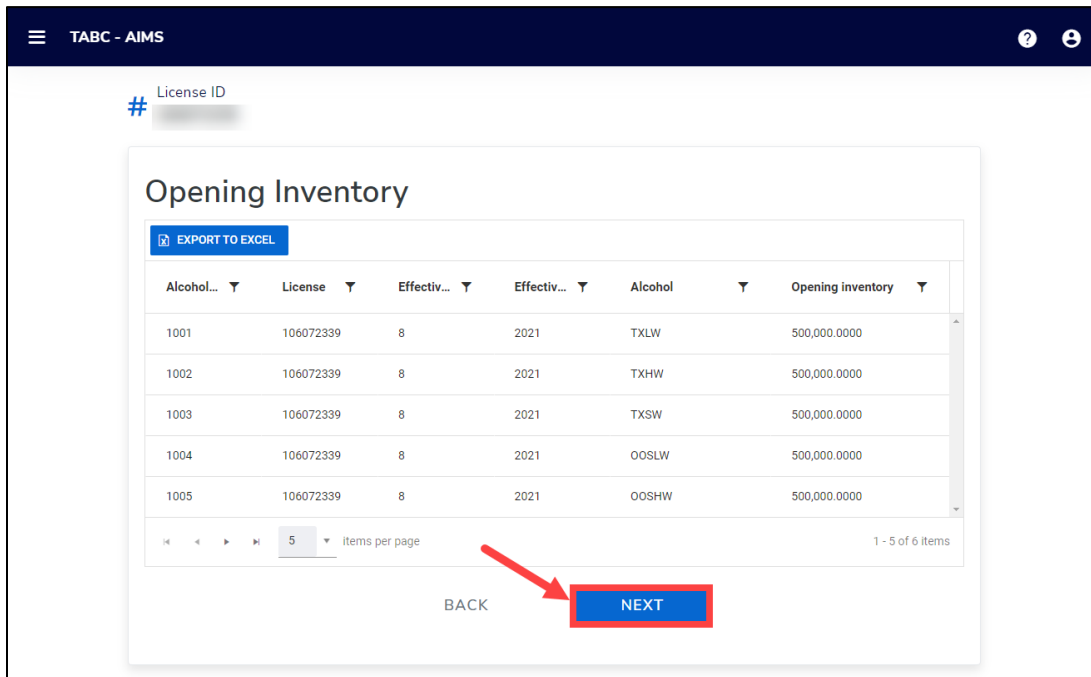
Click the **Amend Report** button.



6. 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.



7. Depending on the license or permit, AIMS will display the applicable schedules along with the original information reported.

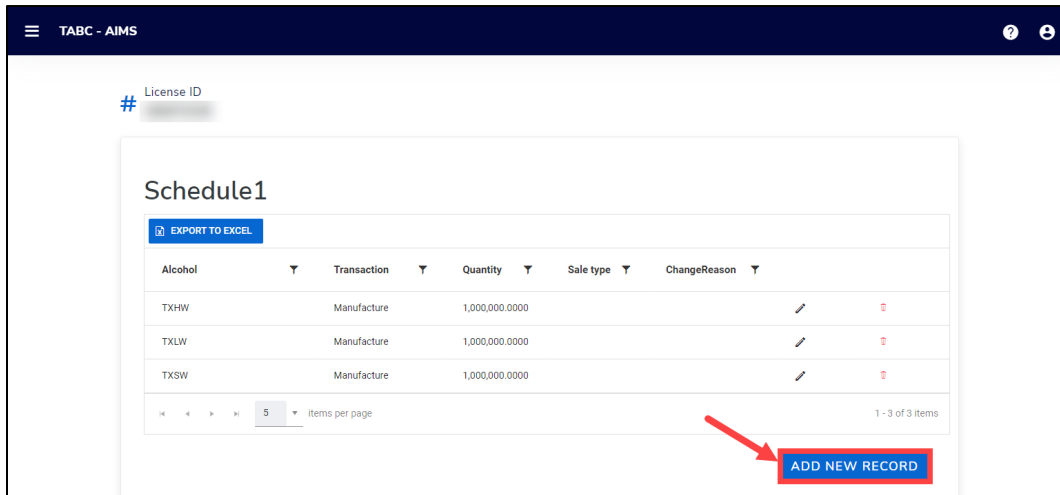
In the example used for all of the options below, Winery Permit Type (G) completes schedules 1, 2 and 3. **Click one of the options to navigate to the instructions:**

- [Option 1: Add a New Record](#)
- [Option 2: Edit Entry](#)
- [Option 3: Delete Record](#)



Option 1: Add a New Record

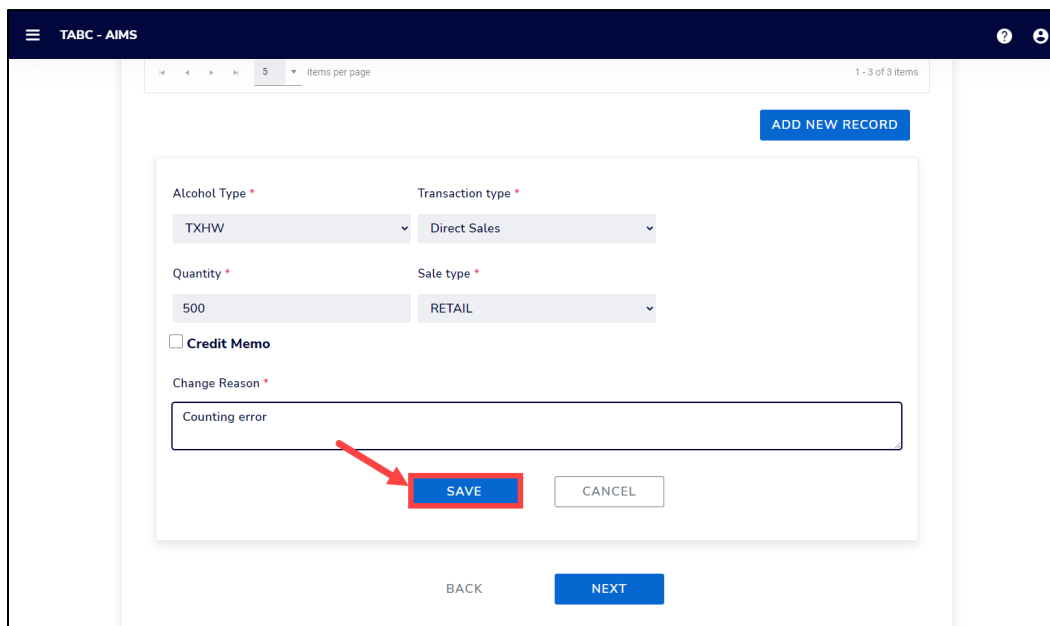
Find the schedule that needs amending. Click the **Add New Record** button.



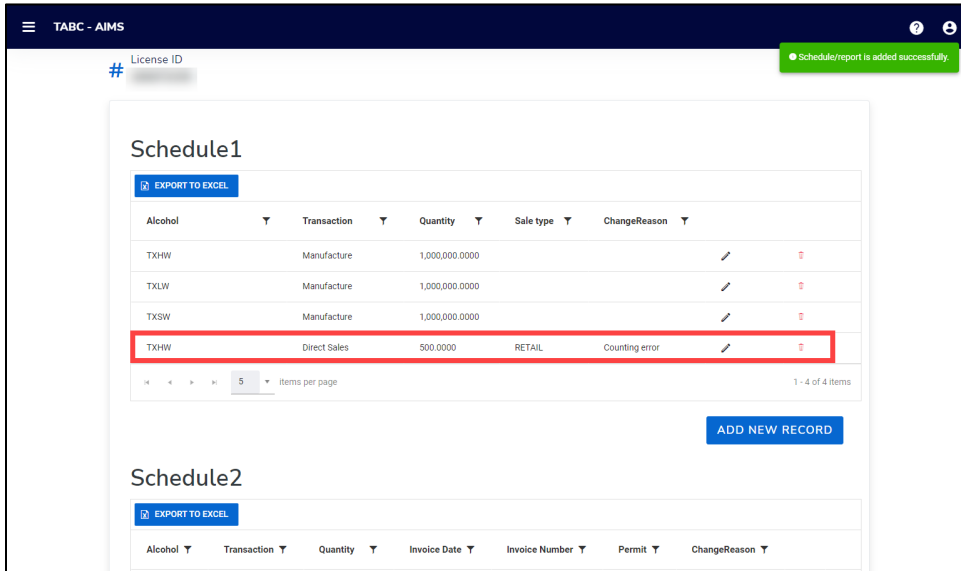
Enter all required information:

- Alcohol Type
- Transaction Type
- Quantity
- Sale Type

Enter the reason for the change in the **Change Reason** field. Click the **Save** button.



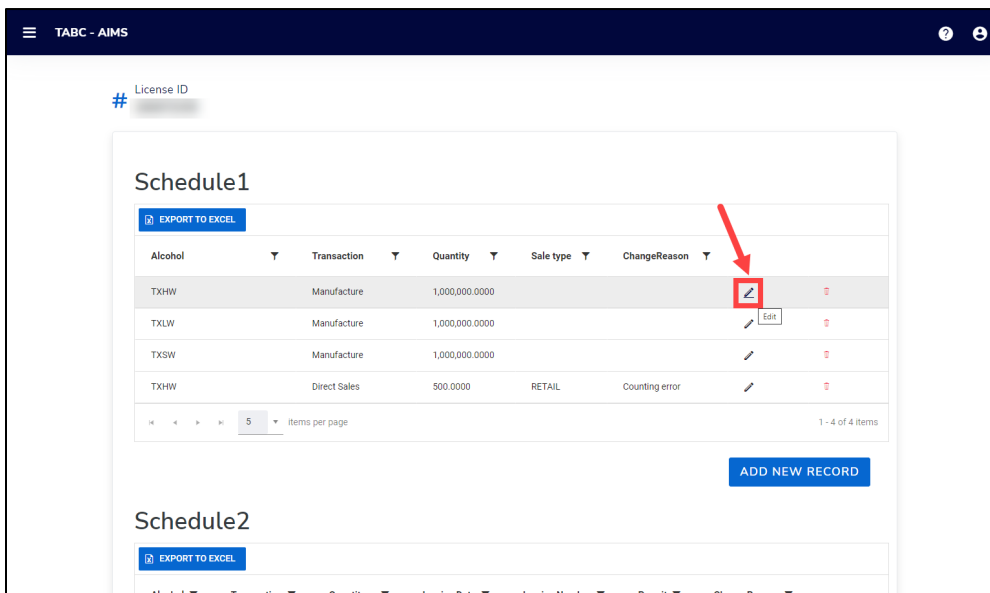
The new record will be added to the report.



Option 2: Edit Entry

Find the schedule that needs amending.

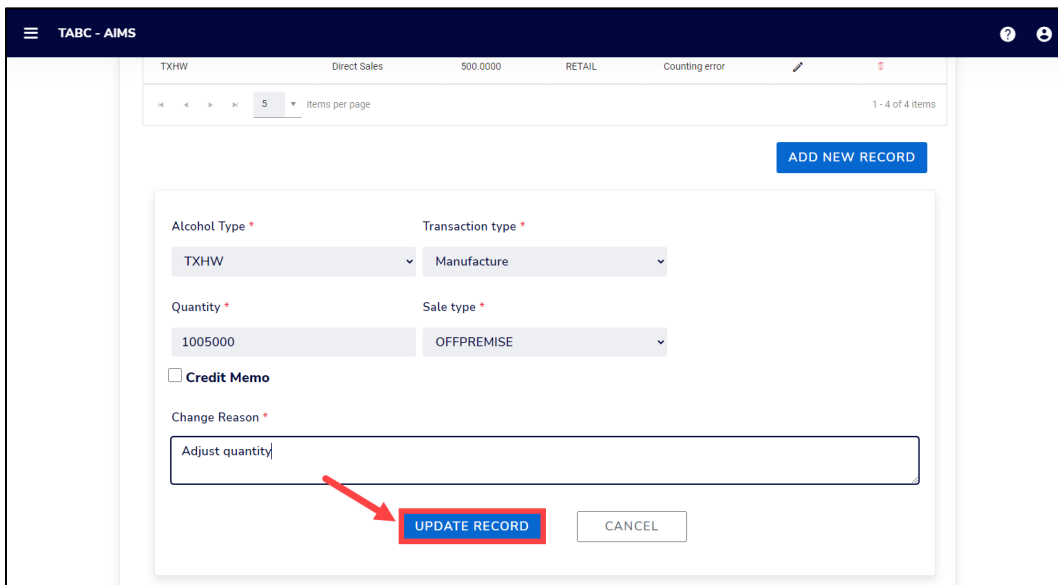
Click the **pencil icon** on the record that needs editing.



Make the necessary changes(s).

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

Click the **Update Record** button.



Alcohol Type *
TXHW

Transaction type *
Manufacture

Quantity *
1005000

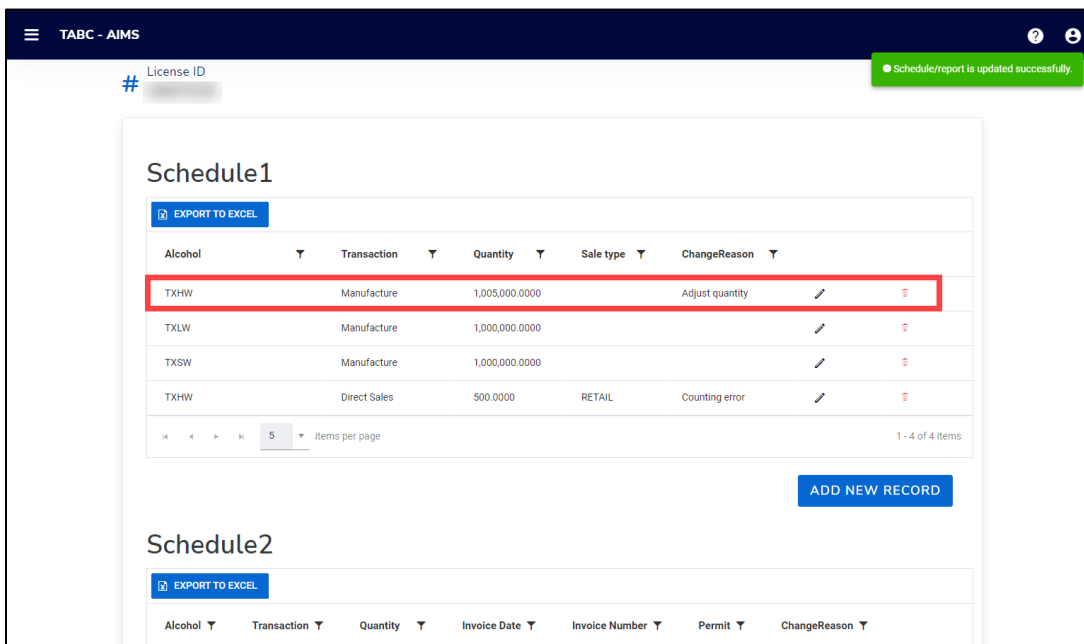
Sale type *
OFFPREMISE

Credit Memo

Change Reason *
Adjust quantity

UPDATE RECORD CANCEL

The change will display on the report.



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

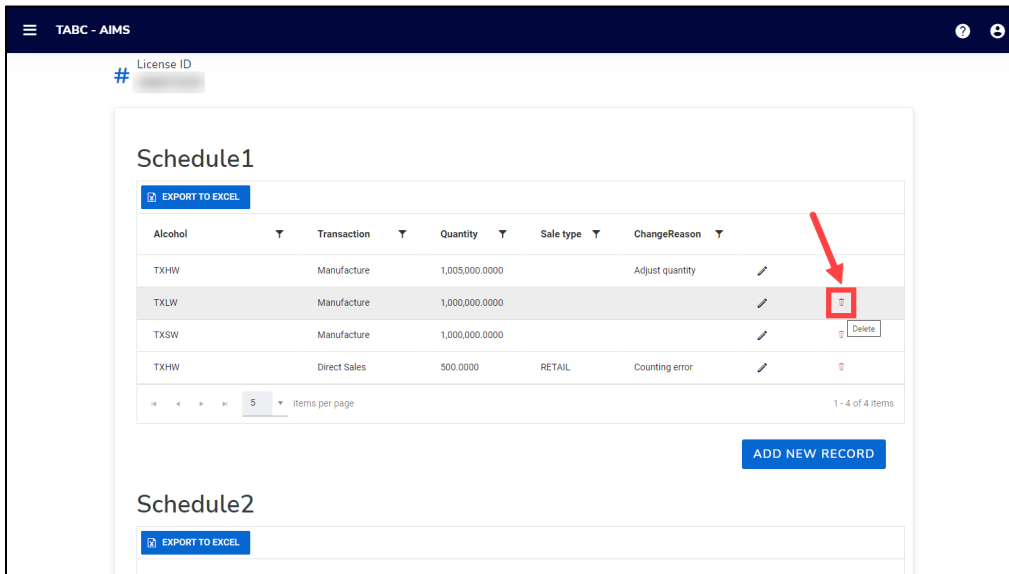
EXPORT TO EXCEL

Alcohol	Transaction	Quantity	Invoice Date	Invoice Number	Permit	ChangeReason
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Option 3: Delete Record

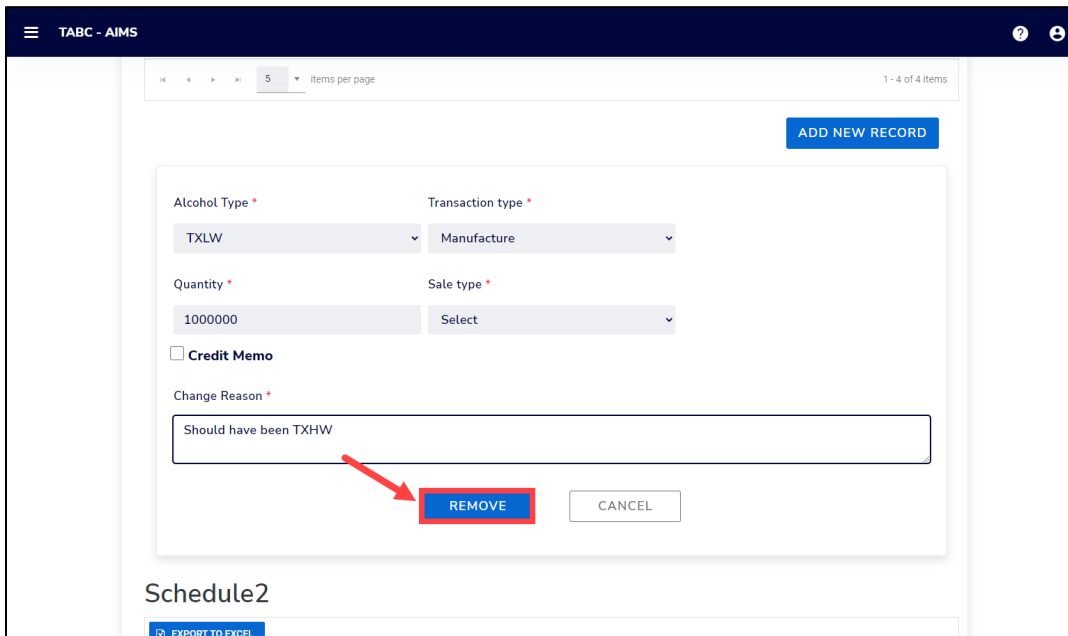
Find the Schedule that needs amending.

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

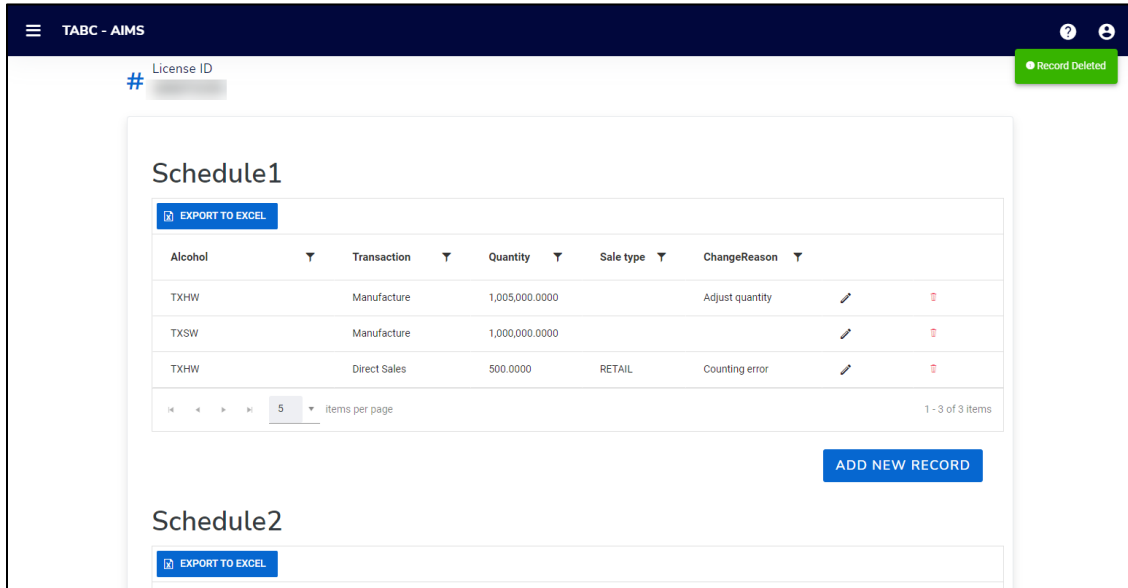


Enter the reason for the change in the **Change Reason** field.

Click the **Remove** button.



The record will be deleted from the report.



License ID # [REDACTED] Record Deleted

Schedule1

[EXPORT TO EXCEL](#)

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		

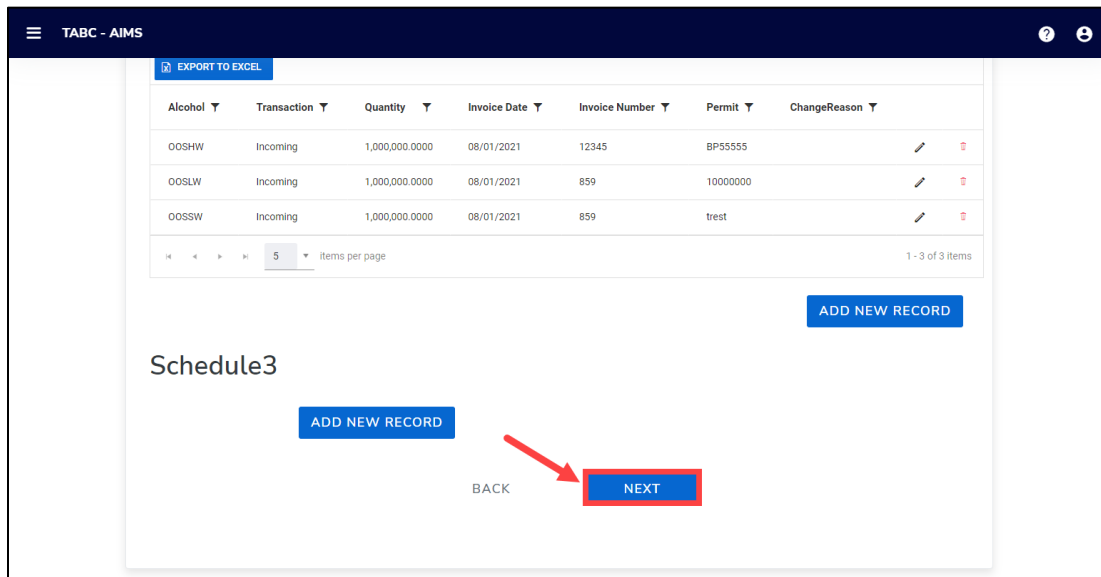
5 items per page 1 - 3 of 3 items

[ADD NEW RECORD](#)

Schedule2

[EXPORT TO EXCEL](#)

After updating all schedule information, click the **Next** button at the bottom of the screen.



[EXPORT TO EXCEL](#)

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	
OOSW	Incoming	1,000,000.0000	08/01/2021	859	trest	

5 items per page 1 - 3 of 3 items

[ADD NEW RECORD](#)

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 # [REDACTED]

Ending Inventory

EXPORT TO EXCEL

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		

5 items per page 1 - 5 of 6 items

BACK NEXT

Edit the **Ending inventory**.

Enter a **Change Reason**.

Click the **Update Record** button.

8 2021 1006 106072339 OOSSW 750,000.0000

8 2021 1002 106072339 TXHW 750,000.0000

8 2021 1001 106072339 TXLW 750,000.0000

5 items per page 1 - 5 of 6 items

BACK NEXT

Ending inventory: In-State Low Wine

725000

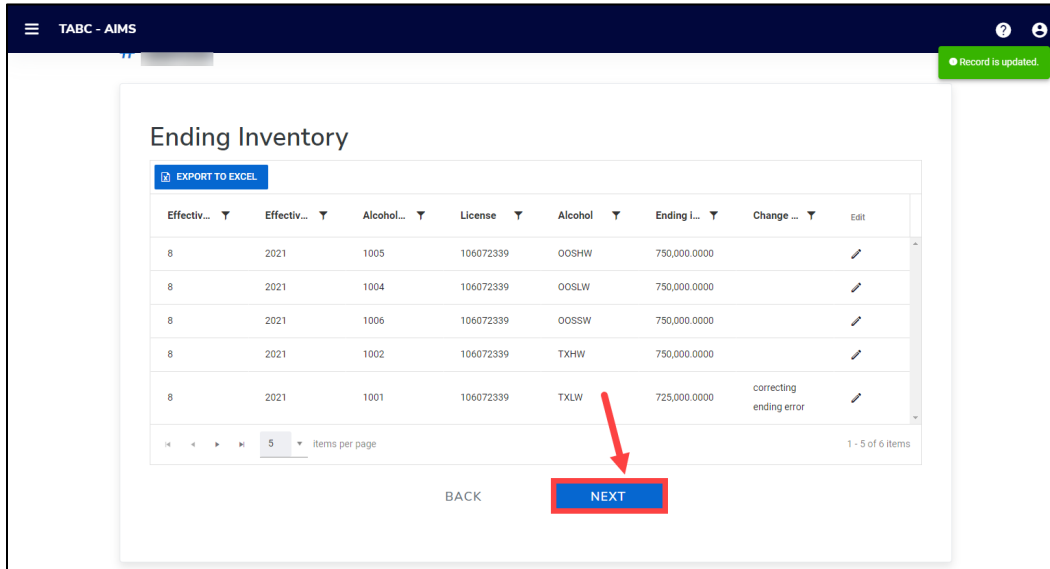
Change Reason *

correcting ending error

UPDATE RECORD CANCEL

The change will display on the report.

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

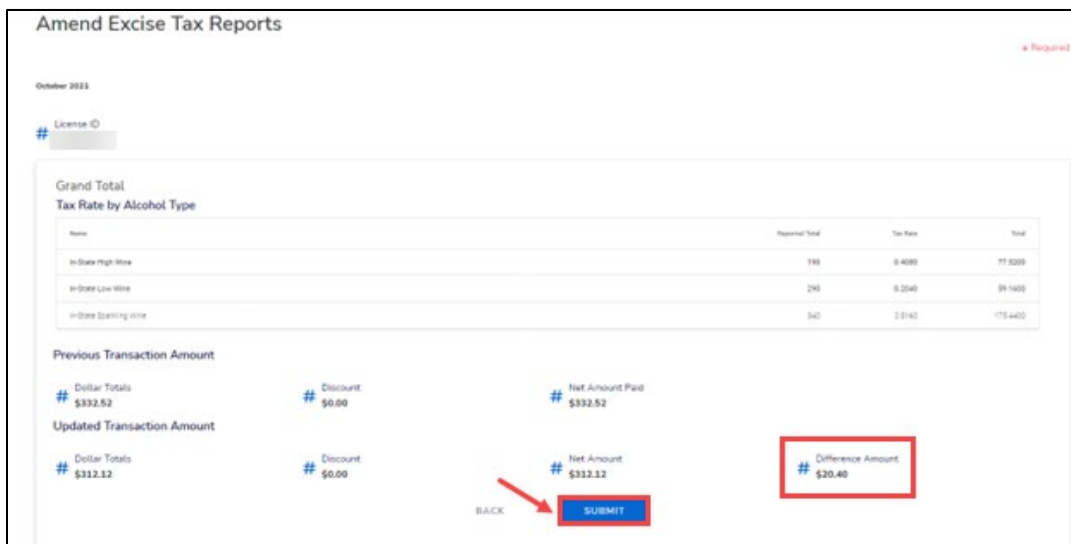


8. If the changes to the report cause a tax difference, AIMS will calculate and display the amount that is owed (i.e., overpayment) or the amount due (i.e., underpayment).

Amounts in **BLACK** are an overpayment, which will either issue a credit to the license/permit holder to be used in future reporting period or a refund (if you request) after TABC approval.

Amounts in **RED** are an underpayment, which means TABC will send you a request for payment. This request will be in your account under the **Items Awaiting Your Action** button on your dashboard.

Click the **Submit** button.



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

Amend Excise Tax Reports * Required

October 2021

License ID # [REDACTED]

Grand Total

Tax Rate by Alcohol Type

Name	Reported Total	Tax Rate	Total
In-State High Wine	290	0.4082	118.5200
In-State Low Wine	290	0.2040	59.1600
In-State Sparkling Wine	340	0.5190	176.4600

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.

TABC - AIMS
? +

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

After submitting, you’ll receive messages in AIMS about the results of this request.