

Financial and Inventory Report Web-Fill Instructions

- Access the NC Alcoholic Beverage Control Commission File, Pay, Renew website at <http://public.abc.nc.gov>. **Pop-ups must be allowed on this site in order to receive notification of successful submittal of reports.**
- If you have bookmarked the ABC Commission website <http://abc.nc.gov>, you may hover over the **Audit/Investigation** tab on the site and select the **Financial and Inventory Reporting Form**. You will be redirected to the File, Pay, Renew website.
- Enter your permit number* (Example: 00XXXXXXMB or MBXXXX). Make certain you enter your full permit number, including all zeros in the permit number and any letters before or after the numbers. You can find your full permit number on your ABC permits or in the permittee search section of our website <http://abc.nc.gov>
- After you enter your permit number, you will be required to enter your **PIN number***. The PIN number was previously supplied to you by mail and/or in your registration renewal letter. If you misplaced the PIN number, the PIN number will not be provided over the phone. You may request a copy of the PIN and we will mail this information to your mailing address.
- Once the above information is entered correctly, press **Continue**.
- To continue, press **Financial Inventory Reports** (you may need to scroll down).
- Enter the time period being reported. Please verify the dates you have chosen on the form for accuracy. (From = 1st day of the month/quarter/year and To = the last day)
- Press **Continue** and you will be taken to the Financial Reporting Form.
- Enter information in all applicable fields under the **Sales** and **Purchases** sections. You must insert decimals to indicate cents. **(Do not include any commas, symbols or punctuation)** Once the information is entered, press **Calculate Totals**.
- After verifying the information has been entered correctly, press **Continue** and you will be taken to the Liquor Inventory Reporting Form.
- Under the **Liquor Inventory Reporting Form** section, enter the average mixed drink price* and average shot size in ounces*. **(Required fields)**
- Enter the beginning inventory, number of bottles purchased during the period, number of containers used in sales, and the number of containers lost, stolen, or broken in the row for each of the **correct** bottle sizes. (To determine the number of containers used, subtract the ending inventory from the total number of containers column.)
- Enter your full name in the Signature box*.
- Enter your title*.
- Enter the phone number including the area code* where the preparer may be reached.
- Press **Calculate Totals**.
- Double check the entered information, then press **Submit and Exit**.

*Required Field

Pop ups must be allowed to receive notification of successful submittal of reports. When you press **Submit and Exit**, you will receive the following message to inform you your report was submitted:

Report Submission was successful. Click on the report icon to view your financial inventory report.

Note: A copy of this report and previously submitted reports will be available to you at the bottom of the page.