How to report wholesale liquor sales data

Tasmanian liquor licence holders must report wholesale liquor sales data for each financial year to the Liquor and Gaming Branch. Data is reported using an **online form** and a **CSV template**. Both are available at: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/wholesale-liquor-sales-data.

This fact sheet provides answer to the following questions.

1. *What should I do before I complete the online form?*
2. *Do I have to use the CSV template to report my data?*
3. *What does the CSV template look like?*
4. *How do I save the CSV template to my computer?*
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14. *Should my data be audited before I report it?*
15. *Should liqueurs and mead be reported?*
16. *Can I partially complete an online form, save it and finish it later?*
17. *What happens if I don't report my data?*
18. *Can I amend my data once it has been submitted?*

1. What should I do before I complete the online form?

You should:

- know your Tasmanian liquor licence number;
- decide whether or not you are exempt from providing data; and
- if not exempt, enter your data to a CSV file.

A lodgement number will be provided once you have submitted the online form.

The online form will only take a few minutes to complete. To see what a completed form looks like, go to the samples provided at: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/wholesale-liquor-sales-data.

2. Do I have to use the CSV template to report my data?

Yes. A CSV file is the simplest and most secure way to submit data.

CSV files can be opened in spreadsheet programs. For example, if you have Microsoft Excel on your computer, you simply double click on the CSV file to open and edit it.

3. What does the CSV template look like?

The CSV template is a simple spreadsheet that contains rows and columns. It looks like this.

	A	B	C	D	E	F
1	Receiver Licence number	Beer low strength $	Beer low strength Vol	Beer medium streng	Beer medium strength Vol	Beer heavy strengt	Beer he
2						

The column headings are:

- Receiver licence number - This is the liquor licence number of the person to whom you sold liquor **in Tasmania**.
- The liquor type that you may have supplied by volume (in litres) and by value (in dollars):

Beer low strength $	Wine fortified $
Beer low strength Vol	Wine fortified Vol
Beer medium strength $	Spirits $
Beer medium strength Vol	Spirits Vol
Beer heavy strength $	Spirits ready to drink $
Beer heavy strength Vol	Spirits ready to drink Vol
Wine $	Cider $
Wine Vol	Cider Vol

4. How do I save the CSV template to my computer?

- Go to the Liquor and Gaming Branch webpage: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/wholesale-liquor-sales-data.
- Right click on the link 'Wholesale liquor sales data CSV template'.
- Click on the option to save the CSV template to a local drive on your computer. For example, if you are using Google Chrome you choose 'Save link as…' and save the CSV template to your local drive. If you are using Internet Explorer, you choose 'Save target as…'.

The template will be downloaded in CSV format. Do not try to save it in a different format.

5. How do I enter my data to the CSV file?

Double click to open the CSV file that you have downloaded to your computer. You can now enter your data for the previous financial year. A sample CSV file can be found at: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/wholesale-liquor-sales-data.

For all of your transactions to **one licence holder**, enter the details in **one row**. This will include their Tasmanian liquor licence number, the **total sales volume** of liquor you sold to them and **its value**.

If you sold to them on 20 occasions, enter the **combined total** for these transactions. If you sold them **more than one type** of liquor, include all totals in this **one row**. For example, if you sold them medium strength beer, wine and cider, include the details in the relevant columns in the **same row**.

For further information contact the Liquor and Gaming Branch.

Phone: (03) 6166 4040 (Hobart) or (03) 6777 2777 (Launceston)
Email: licensing@treasury.tas.gov.au   **Web:**   www.liquorlicensing.tas.gov.au

Make sure you:

- enter sales volume in litres (ie volume in litres by type of liquor, **not** per litre of alcohol);
- enter sales in dollars;
- use whole numbers (ie do not enter decimal points); and
- do not use commas (ie enter 10234 and not 10,234).

Complete this process for each Tasmanian liquor licence holder to whom you sold liquor.

6. *Can I change the format of the CSV template?*

No. If you change the template (other than by entering your data) your submission will not be processed once received. Data entered outside of the columns in the template will not be included in the dataset.

If this occurs, the Liquor and Gaming Branch will follow this up with you or your contact person. A new version of the online form and the CSV file will need to be submitted for your licence.
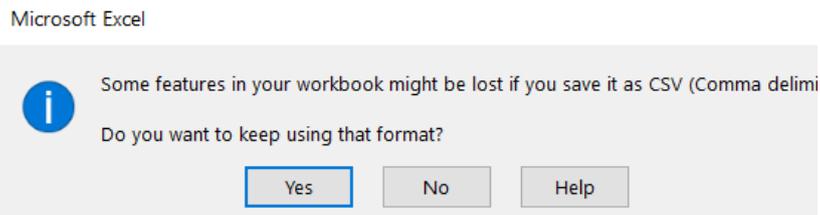
The new submission will replace the submission provided previously for that year (which was not processed).

If it makes it easier to enter your data, you can temporarily **hide** columns for the types of liquor that are not relevant to you and **unhide** them when you have entered all of your data. Right click on the letter above the column that you want to hide and choose 'Hide'. Do this again to unhide a column.

7. *I use Excel. When I save my work I get pop up messages. What should I do?*
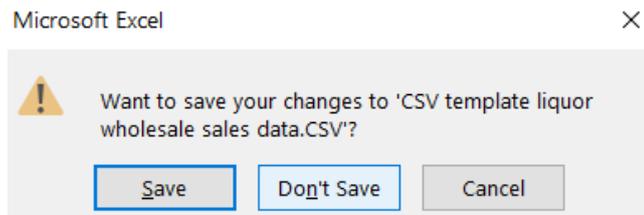
When you save your work:

Select **'Yes'**:

Microsoft Excel

Some features in your workbook might be lost if you save it as CSV (Comma delimi

Do you want to keep using that format?

Yes   No   Help

When you close Excel:

Select **'Don't Save'** - This is the quickest way to close your CSV file. You have already saved your work in the step above.

If you select 'Save', Excel will direct you to replace the CSV file you have already saved, which takes a few more steps.

Microsoft Excel   ✕

Want to save your changes to 'CSV template liquor wholesale sales data.CSV'?

Save   Don't Save   Cancel

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8. How do I attach my CSV file to the online form?

When you are prompted during the process of completing the online form, click the button to allow the CSV file to be attached from your computer.

You will be given a few attempts to attach the CSV file. If there is a problem, please contact the Branch.

9. Where are the licence numbers for Tasmanian liquor licence holders located?

Licence numbers for all Tasmanian liquor licence holders are located at: https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/wholesale-liquor-sales-data.

10. Can someone else submit the online form and CSV file on my behalf?

Yes. If someone is providing data for you, they should add their name and contact details when prompted during the process of completing the online form. The Liquor and Gaming Branch may need to contact them if there are any questions about the data they have provided for you.

11. If all relevant licence holders report data, won't there be duplication?

Yes. There is likely to be duplication in the data provided to the Liquor and Gaming Branch. For example, where a vineyard sells its product to a distributor and the distributor then sells the product to a restaurant, both the vineyard and the distributor (unless exempt) will be reporting on the same product.

The Branch will identify and remove duplicate data from the dataset before it is used in research, statistical analysis and in national reporting. This approach will ensure that data is as accurate as possible.

12. Should I report every wholesale transaction?

Yes. Licensees must report every transaction they have made to another **Tasmanian liquor licence holder**, but as a **combined total, not as individual transactions**. That is, combined totals for volume and value for each type of liquor are required.

For example, if a distillery sells spirits to a bottle shop on twenty occasions in a financial year, one wholesale transaction should be reported with that licence holder for that year, not 20 separate transactions.

13. Should I report interstate and overseas sales or sales through my cellar door?

No. Data on transactions to buyers located in other Australian jurisdictions or overseas **is not** required.

Sales to private individuals (including through bars, bottle shops and cellar doors) are considered to be retail transactions and **are not** required.

14. Should my data be audited before I report it?

No. Audited data **is not** required.

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15. Should liqueurs and mead be reported?

You should report liqueurs as spirits. Data for mead is not required.

16. Can I partially complete an online form, save it and finish it later?

No. The online form will only take a few minutes to complete. It cannot be saved, closed and returned to at a later time. However, if you keep a partially completed form open on-screen, you can finish it later in the same session.

17. What happens if I don't report my data?

The Liquor and Gaming Branch will contact you if you do not report your data or do not indicate that you are exempt. The *Liquor Licensing Act 1990* includes fines not exceeding 15 penalty units ($2 445 for 2018-19) for not providing the data and for submitting false or misleading information. The Act also allows compliance inspectors to access information relating to the purchase and sale of liquor.

18. Can I amend my data once it has been submitted?

Yes. Contact the Liquor and Gaming Branch if your data needs to be amended. Reasons may include that you found a typographical error or that you found a receipt for a transaction that should be counted.

You will need to submit a complete new version of the online form and the CSV file, not just the new or replacement data. The new submission will replace the submission you provided previously for that financial year.