Debbie Tarantino

QUICKGUIDE

LICENSE APPLICATIONS

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## Creating Accounts and Contacts

Businesses are stored as Accounts in the system. The types of accounts will include Dramshop Insurance Carriers, Local Authorities, and Licensees. Accounts contain the link between Local Authorities and the Census information.

People are stored as Contacts in the system. Contacts can be linked to Accounts. This linkage assists in determining access to Accounts in the Portal.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| **Create Account** | | | | | |
| 1 | Create Account | Accounts Tab | Click – **New** |  |  |
| 2 |  | New Account | Enter the Account Name |  |  |
| 3 |  |  | Select the Type:  LIcensee  Dram Shop  Local Authority  Distilled Spirit Company |  | Note: These types are used to filter accounts in other areas of the system. |
| 4 |  |  | Complete all appropriate fields for the type of Account you are adding. |  | Note: Accounts can be linked together by using the Parent Account field. |
| 5 |  |  | Click - **Save** |  |  |
|  |  |  |  |  |  |
| **Create Contact Linked to Account** | | | | | |
| 1 | Create Contact | Account | Locate the Account record you want to add a Contact to |  |  |
| 2 |  | Account – Related List – Contacts | Click – **New Contact** | System pre-populates the Contact form with information from the Account |  |
| 3 |  |  | Enter Contact Name and Relationship |  |  |
| 4 |  |  | Optionally enter or update other details |  |  |
| 5 |  |  | Click - **Save** |  |  |
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## New License Application

This application is used when an applicant is applying for a New License. The Applicant and the Licensee must already be created in the system to enable them to be linked to the application.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create License Application | Home | Click on the Applications tab | Goes to Applications Home page |  |
| 2 |  | Application Home | Click - **New** |  |  |
| 3 |  | New Application/Record Type | Select the Record Type:  **New Application** |  |  |
| 4 |  | New Application | Complete the application by entering the fields that pertain to the license type.  Search/Select:  Licensee  Applicant  Dramshop  Local Authority  (These are all lookup fields to Accounts or Contacts in the system. If they are not already in the system, they will need to be added.) |  |  |
| 5 |  |  | Length  Start Date  Other Criteria  Premise Address & Information  Etc. |  | **NOTE:** Certain field need to be completed for fees to generate correctly. These fields are based on the license type and may include: Length, Other Criteria, Premise City/County, Square Footage |
| 6 |  |  | Click - **Save** | Application data is saved. Application number is generated. YY-xxxx  Based on the Length & Start Date, the system will calculate the Expiration Date |  |
| 7 | Add Licenses & Privileges | Related List: License-Applications | Click – **Add/Manage Licenses** |  |  |
| 8 |  | New/Edit License-Applications | Check box for Primary License  (One License must be checked as Primary) |  |  |
| 9 |  |  | Select the License Class |  |  |
| 10 |  |  | For Additional Licenses and Privileges enter number or Rows  Click: **Add Rows** |  |  |
| 11 |  |  | Select the Class for each Add On or Privilege |  |  |
| 12 |  |  | Click – **Save** | License records will be generated for each license/privilege.  License sequence numbers will be generated based on the type selected. E.g. LE000176, WB000105 |  |
| 13 |  |  | Refresh the application page. | The Primary License field will be populated based on the License checked as Primary on the License-Applications page. | **NOTE:** Ensure that the Primary License field is populated before moving forward. |
| 14 | Generate Submissions, Questions, Fees | Application | Update the Application Status to **In Progress** |  |  |
| 15 |  |  | Click – **Save** |  |  |
| 16 |  |  | Refresh the application page. | Submissions, Checklist Questions, Fees will have generated based on the License classes associated with the application.  City Population will be populated based on the Premise City |  |
| 17 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  |  |
| 18 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 19 |  |  | Click - **Choose File** |  |  |
| 20 |  |  | Select a file  Click – **Upload** |  |  |
| 21 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 22 | Add a New Submission | Related List: Submissions | Click – **New Submission** |  |  |
| 23 |  | New Submission | Enter  Title  Required (default to checked)  Click - **Save** |  |  |
| 24 | Answer Questions | Application | Click - **Checklist** |  |  |
| 25 |  | Checklist | Complete answering Checklist Questions  Click - **Save** | Checklist answers are saved in the system.  List answers are stored on a Related List on the Application.  The Remaining answers can be viewed in View Checklist.  Any Compliance related questions will update the Compliance Reason on the Application | NOTE: Answers to some Questions will update the Compliance Reason field. The system will update the Compliance Review = Yes. A Compliance Review will be generated later in the process. |
| 26 | Pay Fees | Related List:  Fees | Select Fees  (to select all – Check box beside Action)  Click – **Add Fees to Cart** | Fees will be displayed in the Cart. |  |
| 27 |  | Cart | Click – **Continue** |  |  |
| 28 |  | Cart | Select Payment Method  Click – **Process Payment** | Fees marked as Paid in Full  Receipt generated and emailed to Applicant |  |
| 29 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | Appropriate Review will generate based on Primary License type. If a Dram or LA Review is generated, an email notification will go to them.  Application Status will be updated to the applicable review status.  E.g. Local Authority Review |  |
|  |  |  |  |  |  |

## Completing Application Reviews

Reviews are associated with all Application types. The types of Reviews generated by the system are based on the type of Application and the type of Primary License associated with the Application.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| **Dramshop Review** | | | | | |
| 1 | Update Application with Dramshop Information | Application | Click - **Edit** |  |  |
| 2 |  | Application | Complete the Dram Policy Information  Policy Number  Effective Date  Expiration Date  Outdoor Service Endorsement |  |  |
| 3 |  |  | Click – **Save** |  |  |
| 4 |  | Application – Related List Reviews | Select the Dramshop Review |  |  |
| 5 |  | Review | Click – **Edit** |  |  |
| 6 |  |  | Select Status = Completed  Optionally add Comments |  |  |
| 7 |  |  | Click – **Save** | Generates the appropriate Review. E.g. Local Authority Review.  Application Status will be updated to the applicable review status. |  |
|  |  |  |  |  |  |
| **Local Authority Review** | | | | | |
| 1 | Review Application | Application | Review Application details |  |  |
| 2 | Review Questions | Application | Review answers to Question  Click – **View Checklist** |  | Some question answers are available on the application and related lists |
| 3 | Review Submissions | Application - Related List - Submissions | Click on Submission Title  Access attached Submission by clicking on |  |  |
| 4 |  | Submission - Related List – Notes & Attachments | Click – **View** beside the Attachment | Attached document will be displayed in a new window |  |
| 5 |  | Submission | Enter Reviewed Date  Click – **Save** |  | Repeat for each Submission |
| 6 | Approve/Deny Licenses Addons  Privileges | Application – Related List - License-Application | Click – **Add/Manage Licenses** |  |  |
| 7 |  | License – Applications | Select Approval Status for each License listed  Click – **Save** |  |  |
| 8 | Update Review | Application – Related List Reviews | Select the Local Authority Review |  | NOTE: The Owner will be the LA assigned portal user |
| 9 |  | Review | Click - **Edit** |  |  |
| 10 |  | Review | Enter Reviewer Name |  |  |
| 11 |  | Review | Select Status  Enter Comments  Click - **Save** |  |  |
| a |  | Review | Status = Additional Information Required | Generates email to Applicant with Comments field information  Application Status is updated to Additional Information Required | The Applicant will be able to go back to the portal and provide the additional information needed.  *(For testing purposes, the Application Status must be updated to In Review so a new review will generate.)* |
| b |  | Review | Status = Denied | Generates ABD Level 3 Review  Application Status is updated to ABD Level 3 Review |  |
| c |  | Review | Status = Partially Approved | Generates ABD Level 3 Review  Application Status is updated to ABD Level 3 Review |  |
| d |  | Review | Status = Approved | Generates ABD Level 1 Review  Application Status is updated to ABD Level 1 Review | NOTE: If Compliance questions have trigger updates to the Compliance Reason, a Compliance Review will generate. |
|  |  |  |  |  |  |
| **ABD Review (ABD Level 1, ABD Level 2, ABD Level 3, Compliance)** | | | | | |
| **Searching & Assigning Reviews** | | | | | |
| 1 | Review Application in Queue | Reviews Tab | Select View  e.g. ABD Level 1 Review Queue  Click - **Go** | System will display list of reviews with the Status = Pending |  |
| 2 | Assign Review | Reviews - View | Select(checkbox) Review(s) to be Assigned  Click – Change Owner |  |  |
| 3 |  |  | Enter the User the reviews are to be assigned to  Click - **Save** | Review(s) will be assigned the to the selected User. The review will no longer appear on the View list. |  |
|  |  |  |  |  |  |
| **Complete Review** | | | | | |
| 4 | Review Application | Application | Review Application details |  |  |
| 5 | Review Questions | Application | Review answers to Question  Click – **View Checklist** |  | Some question answers are available on the application and related lists |
| 6 | Review Submissions | Application - Related List - Submissions | Access an attached file  Click on Submission Title |  |  |
| 7 |  | Submission - Related List – Notes & Attachments | Click – **View** beside the Attachment | Attached document will be displayed in a new window |  |
| 8 | Update Application | Application | Click - **Edit** |  |  |
| 9 |  | Application | Update any information needed  e.g. Bond Information  Click - **Save** |  |  |
| 10 | Approve/Deny Licenses Addons  Privileges | Application – Related List - License-Application | Click – **Add/Manage Licenses** |  | NOTE: These may already be updated if a LA has already reviewed the application/Licenses |
| 11 |  | License – Applications | Select Approval Status for each License listed  Click – **Save** |  |  |
| 12 | Update Review | Application – Related List Reviews | Select the ABD Review |  |  |
| 13 |  | Review | Click - **Edit** |  |  |
| 14 |  |  | Select Status  Enter Comments  Click - **Save** |  | Note: Users can select the Status “In Progress” while they are working on a Review. |
| a |  | Review | Status = Additional Information Required | Generates email to Applicant with Comments field information  Application Status is updated to Additional Information Required | The Applicant will be able to go back to the portal and provide the additional information needed.  *(For testing purposes, the Application Status must be updated to In Review so a new review will generate.)* |
| b |  | Review | Status = ABD Level 2 Review  Or  ABD Level 3 Review | Generates new Review based on the Level selected  Application Status is updated to the ABD Review selected |  |
| c |  | Review | Status = Denied | If Compliance Review, generates ABD Level 3 Review. Sets Application Status to ABD Level 3 Review.  If ABD Level 1 or 2 Review, generates the next level ABD Review. Application Status is set to the new Review type.  If ABD Level 3 Review, sets Application Status to Denied. Sets Appeal Expiration Date.  NEW LICENSE APPLICATIONS: License/Privilege Records Status set to Denied.  LICENSE RENEWAL APPLICATIONS: Sets License Status to Timely Filed | NOTE: Licenses with a Status of Timely Filed will not generate a new License document.  (See Denial Letters section below) |
| d |  | Review | Status = Approved | If Compliance Review, generates an ABD Level 1 Review. Sets Application Status to ABD Level 1.  If other Level ABD Review, sets Application Status to Approved  Sets Status on Licenses/Privilege records based on Approval Status of each license  License document generated on Primary License. Approved Licenses/Privileges Status set to Issued  License document emailed to Applicant and Local Authority | Note: License document will be stored on the Primary License record under Notes & Attachments |
| e |  | Review | Status = Partially Approved (This status is used when one or more sub-License/Privilege has been denied. In this scenario, the Primary License needs to be approved.) | Sets Application Status to Partially Approved.  Sets Status on License/Privilege records based on Approval Status of each license  License document generated on Primary License.  Approved Licenses/Privileges Status set to Issued.  License document emailed to Applicant and Local Authority |  |
|  |  |  |  |  |  |
| **Denial Letters** | | | | | |
| 15 | Update Application | Application | Select Denial Reason  (Reason will be included in email)  Click - **Save** |  | This may be done during the final ABD Review. |
| 16 | Generate Denial Letter | Application | Click - **Letter** |  |  |
| 17 |  | Generate Document | Select appropriate Denial Letter Template  Click - **Request** | Letter generated and stored under Notes & Attachment on the Application  Letter emailed to Applicant. |  |
|  |  |  |  |  |  |
| **Application or License Watchlist** | | | | | |
| 18 | Update Watchlist | Application or License | Click – **Edit** |  | Note: Application Watchlist items are not transferred to the Licenses. |
| 19 |  |  | Select:  Color  Watchlist type |  |  |
| 20 |  |  | Enter Additional Information |  |  |
| 21 |  |  | Click - **Save** |  |  |

## Renewal License Application

Renewal Notices are emailed to the Licensees 70 days and 10 days prior to the License Expiration Date. License Renewal Applications must be completed prior to the Primary License Expiration Date.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
|  | | | | | |
| 1 | Create Renewal License Application | Home | Click on the Applications tab |  |  |
| 2 |  | Application Home | Click - **New** |  |  |
| 3 |  | New Application/Record Type | Select the Record Type:  **Renewal Application** |  |  |
| 4 |  | Application | Enter the Primary License that you want to renew  Click - **Save** | Fields on the Application will be populated with details from the Primary License.  The primary and addon/privilege License-Applications will be generated based on the active licenses/privileges associated with the Primary License. Temporary Licenses will not be included for renewals.  Application data is saved. Application number is generated. YY-xxxx | All Licenses/Privileges will default to a Renewal Status of Renew – Yes on License-Applications. |
| 5 |  | Application | Complete the Renewal Application with the fields that are needed for the renewal.  e.g. Applicant, Start Date  Click – **Save** |  |  |
| 6 | Unselect Renewal Options | Application – Related List - License-Applications | Click – **Add/Manage Licenses** |  |  |
| 7 |  | License-Applications | Under Renewal Status – For any addons or privileges that you do not want to include in the Renewal Application, select **Renew – No**  Click - **Save** |  |  |
| 8 |  |  | Update the Application Status to **In Progress** |  |  |
|  |  |  | Click – **Save** |  |  |
| 9 | Generate Submissions, Questions, Fees | Application | Refresh the application page. | Submissions, Checklist Questions, Fees will have generated based on the License/Privileges with Renewal – Yes .  City Population will be populated based on the Premise City |  |
| 10 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  |  |
| 11 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 12 |  |  | Click - **Choose File** |  |  |
| 13 |  |  | Select a file  Click – **Upload** |  |  |
| 14 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 15 | Add a New Submission | Related List: Submissions | Click – **New Submission** |  |  |
| 16 |  | New Submission | Enter  Title  Required (default to checked)  Click - **Save** |  |  |
| 17 | Answer Questions | Application | Click - **Checklist** |  |  |
| 18 |  | Checklist | Complete answering Checklist Questions  Click - **Save** | Checklist answers are saved in the system.  List answers are stored on a Related List on the Application.  The Remaining answers can be viewed in View Checklist.  Any Compliance related questions will update the Compliance Reason on the Application | NOTE: Answers to some Questions will update the Compliance Reason field. The system will update the Compliance Review = Yes. A Compliance Review will be generated later in the process. |
| 19 | Pay Fees | Related List:  Fees | Select Fees  (to select all – Check box beside Action)  Click – **Add Fees to Cart** | Fees will be displayed in the Cart. |  |
| 20 |  | Cart | Click – **Continue** |  |  |
| 21 |  | Cart | Select Payment Method  Click – **Process Payment** | Fees marked as Paid in Full  Receipt generated and emailed to Applicant |  |
| 22 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | Appropriate Review will generate based on Primary License type. If a Dram or LA Review is generated, an email notification will go to them.  Application Status will be updated to the applicable review status.  E.g. Local Authority Review | NOTE: The application will follow the review process stated above in the Completing Application Review section.  When the Renewal Application status = Approved, a new License document will generate. Only the License/Privileges that were approved will appear on the license. If the License Status is Timely Filed, a License document will not generate. |
|  |  |  |  |  |  |

## Addon License/Privilege to an Existing License

This Application is used for existing active licensees that want to apply for another License or Privilege to be added to their primary license.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create a Application | Home | Click on the Applications tab |  |  |
| 2 |  | Application Home | Click - **New** |  |  |
| 3 |  | New Application/Record Type | Select the Record Type:  **New Application** |  |  |
| 4 |  |  | Select Application Type:  **Add Privilege or License to Existing License** |  |  |
| 5 |  | Application | Enter the Primary License that you want to add a new license/privilege  Click - **Save** | Fields on the Application will be populated with details from the Primary License.  The License-Applications will display the Primary License.  Application data is saved. Application number is generated. YY-xxxx |  |
| 6 |  | Application | Complete the Application with the fields that are needed.  e.g. Applicant, Length, Start Date  Click – **Save** |  |  |
| 7 | Add License/Privilege | Related List: License-Applications | Click – **Add/Manage Licenses** |  |  |
| 8 |  | New/Edit License-Applications | Click – **Add Rows** |  | NOTE: The Primary License will be populated on this screen. |
| 9 |  |  | Select the Class of the License or Privilege that you want to add  (Repeat this for each License or Privilege you want to add) |  |  |
| 10 |  |  | Click – **Save** | License records will be generated for each license/privilege.  License sequence numbers will be generated based on the type selected. E.g. LE000176, WB000105 |  |
| 11 | Generate Fees (Submissions) | Application | Update the Application Status to In Progress |  | NOTE: Since Submissions are based on the Primary license, Submissions will generally not need to be generated for License and Privilege Addons |
| 12 |  |  | Click – **Save** |  |  |
| 13 |  |  | Refresh the application page. | Fees will have generated based on the Classes selected | NOTE: Not all Licenses/Privileges added will have fees. |
| 14 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  | Will only complete this step when a submission is generated or added manually. |
| 15 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 16 |  |  | Click - **Choose File** |  |  |
| 17 |  |  | Select a file  Click – **Upload** |  |  |
| 18 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 19 | Add a New Submission | Related List: Submissions | Click – **New Submission** |  |  |
| 20 |  | New Submission | Enter  Title  Required (default to checked)  Click - **Save** |  |  |
| 21 | Pay Fees | Related List:  Fees | Select Fees  (to select all – Check box beside Action)  Click – **Add Fees to Cart** | Fees will be displayed in the Cart. | Will only complete this step if fees were generated or added manually. |
| 22 |  | Cart | Click – **Continue** |  |  |
| 23 |  | Cart | Select Payment Method  Click – **Process Payment** | Fees marked as Paid in Full  Receipt generated and emailed to Applicant |  |
| 24 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | Appropriate Review will generate based on Primary License type. If a Dram or LA Review is generated, an email notification will go to them.  Application Status will be updated to the applicable review status.  E.g. Local Authority Review | NOTE: The application will follow the review process stated above in the Completing Application Review section.  When the Application status = Approved, a new License document will generate. The License document will include the Approved License/Privileges. Email will be generated to Applicant and LA. |
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## Premises Update Application

This Application will be used when a Licensee changes the physical layout of their premise.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create a Premises Update Application | Home | Click on the Applications tab |  |  |
| 2 |  | Application Home | Click - **New** |  |  |
| 3 |  | New Application/Record Type | Select the Record Type:  **Premises Update Application** |  |  |
| 4 |  | Application | Enter the Primary License that you want to update  Click - **Save** |  |  |
| 5 |  |  | Select:  Permanent  Temporary |  |  |
| 6 |  |  | Enter Premises Update Effective Date  Click - **Save** | Fields on the Application will be populated with details from the Primary License.  The License-Applications will display the Primary License. |  |
| 7 |  | Application | Complete any other fields needed on the Premise Update Application.  e.g. Applicant, Premise Change Information, Premises Update Expiration Date  Click – **Save** |  |  |
| 8 | Generate Submissions, Questions | Application | Update the Application Status to **In Progress** |  |  |
| 9 |  | Application | Click – **Save** |  |  |
| 10 |  | Application | Refresh the application page. | Submissions, Checklist Questions will have generated | Bug on Premise Update Checklist |
| 11 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  |  |
| 12 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 13 |  |  | Click - **Choose File** |  |  |
| 14 |  |  | Select a file  Click – **Upload** |  |  |
| 15 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 16 | Add a New Submission | Related List: Submissions | Click – **New Submission** |  |  |
| 17 |  | New Submission | Enter  Title  Required (default to checked)  Click - **Save** |  |  |
| 18 | Answer Questions | Application | Click - **Checklist** |  |  |
| 19 |  | Checklist | Complete answering Checklist Questions  Click - **Save** | Checklist answers are saved in the system. |  |
| 20 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | Local Authority Review will generate unless ABD is the LA. An email notification will go to the LA.  Application Status will be updated to the applicable review status.  E.g. Local Authority Review | NOTE: The application will follow the review process stated above in the Completing Application Review section.  When the Premise Update Application status = Approved, a email will be generated to the Applicant. No new License document is generated. |

## Additional Locations Application (WAN)

This Application is used for existing active WAN Licenses that will be selling their products at other locations. They will need a separate application and approval for each location.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create Application | Home | Click on the Applications tab |  |  |
| 2 |  | Application Home | Click - **New** |  |  |
| 3 |  | New Application/Record Type | Select the Record Type:  **Additional Locations Application** |  |  |
| 4 |  | Application | Enter the Primary License to add an additional location | Fields on the Application will be populated with details from the Primary License once the application is saved.  The License-Applications will display the Primary License.  Application data is saved. Application number is generated. YY-xxxx |  |
| 5 |  | Application | Complete the Application with the fields that are needed.  e.g. Applicant, Length, Start Date, Additional Location Address  Click – **Save** |  |  |
| 6 | Generate Submissions, Questions | Application | Update the Application Status to In Progress |  | NOTE: No fees are associated with this application |
| 7 |  | Application | Click – **Save** |  |  |
| 8 |  | Application | Refresh the application page. | Submissions, Checklist Questions will have generated |  |
| 9 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  |  |
| 10 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 11 |  |  | Click - **Choose File** |  |  |
| 12 |  |  | Select a file  Click – **Upload** |  |  |
| 13 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 14 | Add a New Submission (optional) | Related List: Submissions | Click – **New Submission** |  |  |
| 15 |  | New Submission | Enter  Title  Required (default to checked)  Click - **Save** |  |  |
| 16 | Answer Questions | Application | Click - **Checklist** |  |  |
| 17 |  | Checklist | Complete answering Checklist Questions  Click - **Save** | Checklist answers are saved in the system. |  |
| 18 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | ABD Level 1 Review will generate.  Application Status will be set to ABD Level 1 Review | NOTE: The application will follow the review process stated above in the Completing Application Review section.  When the Additional Location Application status = Approved, a License document will be generated. The premise address will be the Additional Location Address. An email will be generated to the Applicant. |

## Transfer License/Permit Application

This Application is used when a Licensee wants to move their license permanently or temporarily to another location. The move must be within the same Local Authority jurisdiction.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create Application | Home | Click on the Applications tab |  | Note: There is no validation in the back end that the location is within the same LA jurisdiction. |
| 2 |  | Application Home | Click - **New** |  |  |
| 3 |  | New Application/Record Type | Select the Record Type:  **Transfer of License/Permit Application** |  |  |
| 4 |  | Application | Enter the Primary License to be transferred |  |  |
| 5 |  |  | Select if the Transfer is Temporary or Permanent.  Enter the Applicant and Start Date of Transfer | Fields on the Application will be populated with details from the Primary License when the application is saved.  The License-Applications will display the Primary License.  Application data is saved. Application number is generated. YY-xxxx | Note: Since the Premise address will change, not all the address information will be populated from the Primary License. |
| 6 |  | Application | Complete the Application with the fields that are needed.  e.g. Premise Address, End Date, etc  Click – **Save** |  |  |
| 7 | Generate Submissions, Questions | Application | Update the Application Status to **In Progress** |  | NOTE: No fees are associated with this application |
| 8 |  | Application | Click – **Save** |  |  |
| 9 |  | Application | Refresh the application page. | Submissions, Questions will have generated |  |
| 10 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  |  |
| 11 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 12 |  |  | Click - **Choose File** |  |  |
| 13 |  |  | Select a file  Click – **Upload** |  |  |
| 14 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 15 | Add a New Submission (optional) | Related List: Submissions | Click – **New Submission** |  |  |
| 16 |  | New Submission | Enter  Title  Required (default to checked)  Click - **Save** |  |  |
| 17 | Answer Questions | Application | Click - **Checklist** |  |  |
| 18 |  | Checklist | Complete answering Checklist Questions  Click - **Save** | Checklist answers are saved in the system. |  |
| 19 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | Appropriate Review will generate based on Primary License type. If a Dram or LA Review is generated, an email notification will go to them.  Application Status will be updated to the applicable review status.  E.g. Local Authority Review | NOTE: The application will follow the review process stated above in the Completing Application Review section.  Temporary Transfer – on License Additional Location Information address will be updated.  Permanent Transfer – on License Premise Address will be updated.  When the Application status = Approved, a new License document will generate.  Email will be generated to Applicant and LA. |

## Label Approval

This application is used when a Licensee needs to submit a liquor label to be approved by ABD.

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create Application | Home | Click on the Applications tab |  |  |
|  |  | Application Home | Click - **New** |  |  |
| 2 |  | New Application/Record Type | Select the Record Type:  **Label Approval** |  |  |
| 3 |  | Application | Enter the Primary License  Click - **Save** | Fields on the Application will be populated with details from the Primary License.  Application data is saved. Application number is generated. YY-xxxx |  |
| 4 |  |  | Enter the details on the Application: Product Name, ABV, TTB  Click - **Save** |  |  |
| 5 | Generate Submissions | Application | Update the Application Status to **In Progress** |  | NOTE: No fees are associated with this application |
| 6 | Upload Submissions | Related List: Submissions | Click - **Manage Submissions** |  |  |
| 7 |  | Manage Submissions | Click – **Upload** beside the submission Title you want to work on |  |  |
| 8 |  |  | Click - **Choose File** |  |  |
| 9 |  |  | Select a file  Click – **Upload** |  |  |
| 10 |  |  | Once files have been uploaded  Click - **Save** | Files will be saved under Notes & Attachments on each Submission |  |
| 11 | Move Application into Review Process | Application | Set Status = Submitted  Click - **Save** | Compliance Review will generate.  Application Status will be updated to Compliance Review. | NOTE: Label Approval Application will generate a Compliance Review. The Compliance Officer can Approve a Label Approval Application.  When Compliance Approves the Review, the Application status = Approved an email will be generated to Applicant with the Label Approval information. |
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## Keg Registration (TBD)

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| 1 | Create Application | Home | Click on the Applications tab |  |  |
|  |  | Application Home | Click - **New** |  |  |
|  |  | New Application/Record Type | Select the Record Type:  **Keg Registration** |  |  |

## Accounting Adjustments

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| **Step #** | **To Do This** | **On this screen** | **Steps to take** | **Outcome** | **Additional Information** |
| **Adjust Payments & Refund** | | | | | |
| 1 | Adjust a Payment | Application - Payments | Click – **Adjust Payments & Refund** |  |  |
| 2 |  | Adjust Payment Tab | Enter the new Payment Amount  Click – **Quick Save** | Adjusts Amount Remain to be paid on the Fee |  |
| 3 |  | Refunds Tab | Click – **New Refund** |  |  |
| 4 |  |  | Enter:  Amount (to be refunded)  Refundee  Reason  Click – **Save** | Updates Amount Paid on Fee. If outstanding amount, fee will no longer be paid in full. |  |
| 5 | Adjust Fee | Application – Fees | Click – **Edit** beside the fee to be adjusted |  |  |
| 6 |  |  | Update the Amount value  (May also need to adjust the LA, ABD, & Surcharge Amount fields)  Click – **Save** | When Fee Amount and Amount Paid are equal, the fee will be marked as Paid in Full. |  |
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| **Void Receipt** | | | | | |
| 1 | Void Receipt | Application – Payments | Click - **Receipt Number**  (Optionally search for Receipt by the Receipt Number) | Brings up Receipt page. |  |
| 2 |  |  | Click – **Void Receipt** | System updates Amount Rejected to the Receipt amount. Amount Used = zero  Associated Fee will no longer be Paid in Full |  |
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