



PRICE POSTING FIRST MONTH TUTORIAL

This tutorial is designed to familiarize users with the unique requirements of the first month.

User Login

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NEW YORK STATE LIQUOR AUTHORITY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
Andrew M. Cuomo, Governor
Dennis Rosen, Chairman
Jeanique Greene, Commissioner

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Forms Quick-Find: [Wholesale Forms](#) [Retail Forms](#) [Log Out](#) User Id: 6543210

Wholesale Price Posting - Login [?](#)

If you are the license principal, please login using your License Serial Number and Password.

License Serial Number:

Password:
(Password is case sensitive.)

If you are not the license principal, enter the License Serial Number, your assigned User ID and Password.

License Serial Number:

User Id:

Password:
(Password is case sensitive.)

To request a password reset, contact your organization's price posting account administrator.

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Log in as shown in the retail or wholesale tutorial, as appropriate.

Data Cleanup: Entry and Edit

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perform. The following link provides more details on the Filing Period Schedules and Deadlines.

The following link points to the New Data Requirement and Batch File Format [New Data Requirement / Batch File Format](#).

Schedules Effective January 2014		
Price Schedule	Current Status	Actions
Liquor to Retail	Edited interactively Not Certified Items 17 Valid 17 Errors 0	<ul style="list-style-type: none"> Interactive Entry and Edit of Liquor to Retail Price Postings Batch Submission of Liquor to Retail Price Postings Certify This Schedule Revert to Prior Month's Certified Schedule Maintain Discount Codes
Wine to Retail	Edited interactively Not Certified Items 8 Valid 8 Errors 0	<ul style="list-style-type: none"> Interactive Entry and Edit of Wine to Retail Price Postings Batch Submission of Wine to Retail Price Postings Certify This Schedule Revert to Prior Month's Certified Schedule Maintain Discount Codes
Liquor to Wholesale	Edited interactively Not Certified Items 9 Valid 4 Errors 5	<ul style="list-style-type: none"> Interactive Entry and Edit of Liquor to Wholesale Price Postings Batch Submission of Liquor to Wholesale Price Postings Certify This Schedule Revert to Prior Month's Certified Schedule Maintain Discount Codes
Wine to Wholesale	Posted batch successfully Not Certified Items 7 Valid 7 Errors 0	<ul style="list-style-type: none"> Interactive Entry and Edit of Wine to Wholesale Price Postings Batch Submission of Wine to Wholesale Price Postings Certify This Schedule Revert to Prior Month's Certified Schedule Maintain Discount Codes

The system contains the data from the old price posting system. Many required fields will be empty because the information was not contained in the old system.

Batch users must correct the errors in the batch file and then upload. The interactive system can be used for corrections if there are only a few errors, but this does not affect the next batch.

Interactive users will need to “clean up” this data by editing the items to add the missing fields and to correct previous information as needed.

Select “Interactive Entry and Edit” for the appropriate schedule.

Interactive Price Posting ?

Liquor to Retail — Schedule for January 2014 — Serial Number: 9999999

License Information

If corrections need to be made to the following set of information, contact the State Liquor Authority.

Serial Number: 9999999
Premises Name: New System Test Wholesaler
Trade Name: New System Test Wholesaler
Premises Address: 234 Main Street
Any City, NY

Profile Information

*Discount for time of Payment:

1% for payment within 10 days of delivery
 None

Terms of Sale:

Other Information:

* Indicates a required field.

Selecting “Interactive Entry and Edit” from the previous screen will take you to this screen.

Use this screen to designate a discount for time of payment, and to enter your Terms of Sale and Other Information.

You may enter up to 2000 characters in each field.

To move to the next screen after making the necessary entries click “Save & Continue.”

Interactive Price Posting - Posting Summary

Liquor to Retail – Schedule for March 2014 – Serial Number: 9999999

Price Posting Schedule

The current price posting schedule has been pre-filled with the brand information contained in the last price schedule you submitted. This summary information is updated as you make changes.

Beverage Type	Number of Items	Package Type	Number of Items
Neutral Spirits	0	Regular	5
Whiskey	1	Combo	0
Gin	0	VAP	0
Brandy	0	Total	5
Rum	0		
Cordials & Liqueurs	4		
Cocktails & Specialties	0		
Imitations	0		
Tequila	0		
Other	0		

- Add Brand or Item
- **View & Edit Brands & Items**
- Search Schedule
- View & Add Discounts (Discount Table)

[Back to Posting Actions](#)

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Select View & Edit Brands & Items

View & Edit

Interactive Price Posting

?

Liquor to Retail – Schedule Effective March 2014 – Serial Number: 1185688

Price Posting Schedule

< Prev 1..10 of 3700 Next > Results per page: 10 25 50 100

	Type	Regular Combo VAP	TTB/CoLA ID #	NYSLA Brand Label Reg #	Brand Name	Proof	Age or Year	Description	Wholesaler Item #	Size/Unit	# of Bottles per Case/Sleeve	Case Only	Price		NYC Price		BT/SLV Split Case Charge	NYS Supplier Serial #	NYS Supplier Item #	NYS Label	Discounts (Discount Codes)	Limtd Avail	Allocation Method	Allocation Description	Combo Detail RD/CP SA/DA
						Alc Pct							per Bottle	per Case	per Bottle	per Case									
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Cordials & Liqueurs	Regular	P	5122203	MONTENEGRO	46.0 23.0	Non Vintage	00022588 MONTENEGRO AMARO 6PK	14749	750 ML	6/-		\$20.67	\$124.00	\$0.00	\$0.00	0.00				extracted from the old system: 1.01 ON 2BT,2.00 ON 6BT,				
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Brandy	Regular	P	5121645	VECCHIA ROMAGNA	80.0 40.0		00022589 VECCHIA ROMAGNA BLACK LABEL 6PK	14750	750 ML	6/-		\$21.33	\$128.00	\$0.00	\$0.00	0.00				extracted from the old system: 10.00 ON 2CA,				
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Brandy	Regular	P	5121647	VECCHIA ROMAGNA	80.0 40.0		00022590 VECCHIA ROMAGNA RISERVA BLUE LABEL 6PK	14751	750 ML	6/-		\$32.33	\$194.00	\$0.00	\$0.00	0.00				extracted from the old system: 1.66 ON 2BT,2.66 ON 12BT,				
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Whiskey	Regular	P	5104635	MACALLAN	111.8 55.9	1971	00022591 MACALLAN FINE & RARE 1971 CASK 7556 1PK	14752	750 ML	1/-		\$4800.00	\$4800.00	\$0.00	\$0.00	0.00								

< Prev 1.. / of / Next > Results per page: 10 25 50 100

Search for Item Number, BLR # for Liquor, TTB/BATF/CoLA # for Wine:

You will see your items, those that have errors will be highlighted in red. At this point ALL items will be highlighted in red because required fields are empty. You may “Edit” an item to make corrections, “Delete” to remove an item from the schedule, “Show Invalid Items” to limit the display to items with errors, or “Search” for a specific item.

Any discounts from the old system must be re-entered in the new system. This information is shown in the Discounts column to make it easier to re-enter it. This old information will disappear permanently when you save the record.

Editing a Record

Interactive Price Posting Liquor to Retail — Schedule for March 2014 — Serial Number: 1

Brand Information

*Regular/Combo/VAP: Regular ▾
*Type of Beverage: Cordials & Liqueurs ▾
TTB CoLA ID #: P
*NYSLA Brand Label Reg #: 5122203
*Brand Name: MONTENEGRO
*Proof: 46.00
*Age: Not Applicable (N/A)
 Year:

Item / Product Information

*Description: 00022588 MONTENEGRO AMARO 6Pt
*Wholesaler Item #: Please enter Wholesaler Item #
*Size/Unit: 750 ML ▾
*# of Bottles per Case: 6 # of Bottles per Subpack/Sleeve:
Case Only: This field is required.
*Price Per Bottle: \$ 20.67 NYC Price Per Bottle: \$ 0.00
*Price Per Case: \$ 124.00 NYC Price Per Case: \$ 0.00
BT/SLV Split Case Chg: \$ 0.00
NYS Label: This field is required.
*NYS Supplier Serial #: This field is required. *NYS Supplier Item #: This field is required.
Limited Avail: ▾
Allocation Method:
Allocation Description:

Clicking “Edit” takes you to this screen.

Fields with errors are highlighted in red and display an error message. The fields highlighted here were not required in the old system, so they don’t have values when loaded from the old system; they are now required.

These new fields are your Item # (Wholesaler Item #), Case Only, NYS Label, the NYS Supplier Serial #, and the NYS Supplier Item #.

Discounts Old and New

Discounts Information

Discounts extracted from the old system: 110.40 ON 2CA,120.00 ON 5CA,134.40 ON 12CA,
You must enter these values or select a discount code.

Select Discount Code:

*Discounts By

CASE
 BOTTLE

Discount 1					Discount 2					Discount 3					Discount 4					Discount 5				
Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit	
\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C

Discount 6					Discount 7					Discount 8					Discount 9					Discount 10				
Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit	
\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C

Discounts from the old system must be re-entered in the new system. To make this easier, the old values are shown as “Discounts extracted from the old system.” Notice that the discount fields above have not yet been filled in. You would enter those values as shown below. If you save the item, those old values are erased, only the new values are saved.

*Discounts By

CASE
 BOTTLE

Discount 1					Discount 2					Discount 3					Discount 4					Discount 5				
Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit	
\$	110.40	ON	2	C	\$	120	ON	5	C	\$	134.40	ON	12	C	\$	0.00	ON		C	\$	0.00	ON		C

As an alternative, you can create a table of Discount Codes (using the “Edit Discount Codes” button), and then select a code from that table using the pulldown above the button. See the next slide.

Editing Discount Table

Interactive Price Posting											?			
Discount Table for Wine to Retail – March 2014 – Serial Number: 9999999														
Key for Discount Codes														
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	*Code	*Description											
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	C2	\$1.00 ON 3 C, \$3.00 ON 5 C, \$5.00 ON 8 C,											
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	B	2.00% ON 10 C, \$5.00 ON 25 C,											
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	A	\$1.00 ON 11 C, \$2.00 ON 22 C, \$3.00 ON 33 C, \$4.00 ON 44 C, \$5.00 ON 55 C, 6.00% ON 66 C, 7.00% ON 77 C, 8.00% ON 88 C, 9.00% ON 99 C, 10.00% ON 100 C,											
<input type="button" value="Add/Save"/>	<input type="text" value=""/>	*Discounts By	Discount 1		Discount 2		Discount 3		Discount 4		Discount 5			
		<input type="radio"/> CASE	Type	Amount	Qty	Unit	Type	Amount	Qty	Unit	Type	Amount	Qty	Unit
		<input type="radio"/> BOTTLE	\$		ON		\$		ON		\$		ON	
			Discount 6		Discount 7		Discount 8		Discount 9		Discount 10			
			Type	Amount	Qty	Unit	Type	Amount	Qty	Unit	Type	Amount	Qty	Unit
			\$		ON		\$		ON		\$		ON	
		<input type="text" value=""/>	Enter new code, then select Case or Bottle											
<input type="button" value="Back"/>	<input type="button" value="Back to Posting Summary"/>	<input type="button" value="Back to Posting Actions"/>												
* Indicates a required field.														

The Discount Code table consists of one or more codes, each with an associated set of discounts. New discounts are created in the same way as discounts for an individual item.

A discount code may have up to ten alphanumeric characters (A-Z, 0-9).

This screen can also be reached by clicking “View & Add Discounts (Discount Table)” from the Posting Actions or Posting Summary screen. You may also click “Discount Codes” on the Add or View Item screens or “Edit Discount Codes” on the Edit Item screen.

When done, click “Back” to return to the prior screen.

Saving the Record

Interactive Price Posting
Liquor to Retail – Schedule for March 2014 – Serial Number: 1185688

Brand Information

*Regular/Combo/VAP: Regular
*Type of Beverage: Cordials & Liqueurs
TTB CoLA ID #: P
*NYSLA Brand Label Reg #: 5002041
*Brand Name: REMY MARTIN VSOP
*Proof: 80.00
*Age: Not Applicable (N/A) Year:

Item / Product Information

*Description: 00022608 REMY MARTIN VSOP
*Wholesaler Item #: 14756
*Size/Unit: 1.75 L
*# of Bottles per Case: 6 # of Bottles per Subpack/Sleeve:
Case Only: N
*Price Per Bottle: \$ 103.99 NYC Price Per Bottle: \$ 0.00
*Price Per Case: \$ 623.95 NYC Price Per Case: \$ 0.00
BT/SLV Split Case Chg: \$ 0.00
NYS Label: N
*NYS Supplier Serial #: 4352675 *NYS Supplier Item #: KV-85
Limited Avail:
Allocation Method:
Allocation Description:

Discounts Information

Discounts extracted from the old system: 110.40 ON 2CA, 120.00 ON 5CA, 134.40 ON 12CA.
You must enter these values or select a discount code.

Select Discount Code:

*Discounts By

CASE BOTTLE

Discount 1					Discount 2					Discount 3					Discount 4					Discount 5				
Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit	
\$	110.40	ON	2	C	\$	120	ON	5	C	\$	134.40	ON	12	C	\$	0.00	ON		C	\$	0.00	ON		C

Discount 6					Discount 7					Discount 8					Discount 9					Discount 10				
Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit		Type	Amount	Qty	Unit	
\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C	\$	0.00	ON		C

When you are done editing, click “Save,” or click “Cancel” if you don’t wish to save.

If there are any errors, you will receive an error message and most errors will be highlighted in red. You must correct the errors before you can save the record.