How to Fill Out & Submit the Package Agency Monthly Sales Detail Report

1. Click into the month/year box in the top right corner of the form to populate the dropdown menu, then select the appropriate month.

Table

AI-generated content may be incorrect.

1. Enter your Package Agency Number and DBA Name into the following fields. (Entries should match details submitted in your Type 2/3 Package Agency online record and package agency agreement)

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| --- | --- |
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1. Enter your item information (Product Code, Product Description, Product Size, and Retail Price) into the orange columns.

Table

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1. Fill out the inventory-related columns:
   1. **Starting Inventory:** Values should match the previous month’s “Month End Inventory”.
   2. **Quantity Received:** Values should be the total number of bottles received during the reporting month.
   3. **Quantity Sold:** Values should be the total number of bottles sold during the reporting month.
   4. **Quantity Returned to DABS:** Number of bottles returned to a DABS State Liquor & Wine Store.
   5. **Adjustment +/-:** Values should be total number of bottles for in-store shrink (damage/theft).  
      \*Ensure values in the “Adjustment +/-“ column are entered as negative or positive for record accuracy.\*
   6. **Month End Inventory:** Values should be the total number of bottles remaining in stock after calculating the other inventory-related columns at the end of the month.

Table

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1. Save file as “(PA Number) - (MSDR) - (Submission Month) - (Submission Year)”.   
     
    **EXAMPLE:** PA123 - MSDR - July - 2025
2. Submit your report.
   1. Log into your Licensing & Permitting System account.
   2. Go to “Applications”.
   3. Click on your current package agency record.
   4. Click on “Attachments”.
   5. Scroll to the bottom of the list and click on “Add Attachment”.
   6. Follow the prompts on your computer.

Your Monthly Sales Detail Report is now submitted.

**\***[**CLICK HERE TO DOWNLOAD AN MSDR REPORT TEMPLATE**](https://abs.utah.gov/wp-content/uploads/Type-2-3-Package-Agency-Monthly-Sales-Detail-Report-Template.xlsx)**\***