

**MBAR
TUTORIAL**



Virginia Alcoholic Beverage
Control Authority

NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

INSTRUCTIONS

For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

1. Log in to Account Central, then the Licensing system will be displayed.
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the license that MBAR has due. Click to [open the record](#).
4. Click Create Amendment button at bottom of page.
5. Select [MBAR radio button](#). Click **Continue Application**.
6. Verify information on [Mixed Beverage Annual>Location Information](#) page. Click **Continue Application**.
7. To add contact information, Select from Account or add new contact information on the [Mixed Beverage Annual>Contact Information](#) page. Click **Continue Application**.
8. Click **Actions** then **Edit** for the first month on the [Sales by Month](#) page.
9. Complete required fields on the [Sales by Month](#) entry page. **Monthly Sales** field will automatically total the entries. Click **Submit**.
10. Click [Continue Application](#) after entering Sales by Month information for all months.
11. Complete required fields on the [Reporting>Total Information](#) page. **Total Purchases** field will automatically total the entries. Click **Continue Application**.
12. Under supporting documents, Click Add and then select the file to [upload for your inventory report](#). Click Continue. Select Inventory Form from the Type dropdown and enter a description. Click Save. Click Continue Application.
13. Add comments (optional) on the [Reporting>Comments](#) page. Click **Continue Application**.
14. Verify information on the [Review](#) page. Scroll down and click the certification checkbox. Click **Continue Application**.
15. [Receipt/Record issuance](#) page displays.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

My Records

The screenshot shows the user interface for 'My Records'. At the top, there are navigation tabs for 'Home', 'Search', and 'Create'. Below these, a dashboard area includes 'Logged in as: [redacted]', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar is also present. On the left, a sidebar menu lists 'Dashboard', 'My Records' (highlighted with a red box), 'My Account', and 'Advanced Search'. Below the menu, there are two main sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (0)' with a 'View Collections' button. Both sections contain messages indicating no items or collections are currently present.

[Back to Instructions](#)

Open a Record

Showing 21-30 of 81 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status
<input type="checkbox"/>	Amendment	03/13/2020	000020068	Active	Still Permit	02/28/2021	Active
<input type="checkbox"/>	Amendment	03/12/2020	000020043	Active	Continuance of Operation (COOP) Permit	08/09/2020	Active
<input type="checkbox"/>	Amendment	03/12/2020	000020037	Active	Retail Hotel License	02/28/2021	Active
<input type="checkbox"/>	Amendment	03/06/2020	000019882	Active	Grain Alcohol Permit	05/05/2021	Active
<input type="checkbox"/>	Amendment	03/05/2020	000019834	Active	Retail Restaurant or Caterer License	02/28/2021	Active
<input type="checkbox"/>	Amendment	03/05/2020	000019839	Active	Trustee Permit	07/03/2020	Active
<input type="checkbox"/>	Amendment	03/03/2020	000019763	Active	Retail Private Club License	02/28/2021	Active
<input type="checkbox"/>	Amendment	01/27/2020	000018698	Active	Industry Wholesaler License	12/31/2020	Active
<input type="checkbox"/>	Amendment	01/13/2020	000018004	Active	Retail Carrier License	12/31/2020	Active
<input type="checkbox"/>	Amendment	03/11/2020	000020020	Active MBAR	Retail Restaurant or Caterer License	02/28/2021	Active

[< Prev](#) |
 [1](#) |
 [2](#) |
 [3](#) |
 [4](#) |
 [5](#) |
 [6](#) |
 [7](#) |
 [8](#) |
 [9](#) |
 [Next >](#)

[Back to Instructions](#)

MBAR radio button

If you require more information regarding Virginia ABC, Please [Click Here](#)

20020

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

- Change of Business Entity or Ownership Amendment
- License Event Notification Amendment
- Lift of Surrender Amendment
- MBAR
- OLP Application
- Retail License ABC Store Change Amendment
- Retail Restaurant or Caterer - Privilege / Classification Change
- Training Log

[Back to Instructions](#)

Mixed Beverage Annual>Location Information

1 Mixed Beverage Annual	2 Reporting	3 Review	4 Record Issuance
-------------------------	-------------	----------	-------------------

Step 1: Mixed Beverage Annual > Location Information * indicates a required field.

Address for Informational Purposes

*Street No.: Direction: *Street Name: *Street Type: Street Suffix:

Unit No.: Unit # (end): Unit Type:

Facility or Establishment Name:

*City: *State: *Zip:

County: *Country:

X Coordinate: Y Coordinate:

[Back to Instructions](#)

Mixed Beverage Annual>Contact Information

1 Mixed Beverage Annual
2 Reporting
3 Review
4 Record Issuance

Step 1: Mixed Beverage Annual > Contact Information
If the purpose of the amendment is to update or change the primary contact for the license or permit, please use the appropriate Amendment application (Contact Update Amendment or Change of Business Entity or Ownership Amendment)

* indicates a required field.

Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

joe.smith@abc.gov
 Home phone:
 Mobile Phone:
 Work Phone: 8042225569
 Fax:
[Edit](#) [Remove](#)

▼ **Contact Addresses**

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue Application >
Save and resume later

[Back to Instructions](#)

Sales by Month

Sales by Month

Sales by Month

⚠ **Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.**

Showing 1-10 of 12

	Month	Year	Food and Non-Alcoholic Beverage Sales	Mixed Beverage Sales	Wine & Beer Sales	Miscellaneous Sales	Monthly Sales	
<input type="checkbox"/>	⚠ 04	2019					0	Actions ▼ Edit Delete
<input type="checkbox"/>	⚠ 05	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 06	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 07	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 08	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 09	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 10	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 11	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 12	2019					0	Actions ▼
<input type="checkbox"/>	⚠ 01	2020					0	Actions ▼

< Prev 1 2 Next >

Add a Row ▼
Edit Selected
Delete Selected

[Back to Instructions](#)

Sales by Month entry

Sales by Month X

Month: * Year: * Food and Non-Alcoholic Beverage Sales:

* Mixed Beverage Sales: * Wine & Beer Sales: * Miscellaneous Sales:

* Monthly Sales:

[Back to Instructions](#)

Inventory (Continue Application)

<input type="checkbox"/>	10	2019	1000	2500	5000	1000	9500	Actions ▼
<input type="checkbox"/>	11	2019	600	50	10000	50	10700	Actions ▼
<input type="checkbox"/>	12	2019	50	50	0	50	150	Actions ▼
<input type="checkbox"/>	01	2020	100	100	100	100	400	Actions ▼

Inventory Information

INVENTORY INFORMATION

Showing 0-0 of 0

Date	Alcoholic Beverage Type	Brand Description	Container Size	Number of Containers
No records found.				

[Back to Instructions](#)

Reporting>Total Information

Step 2: Reporting > Total Information * indicates a required field.

Custom Fields

TOTAL PURCHASES

* Food and non-alcoholic beverage total purchases:

* Mixed beverage total purchases:

* Wine and beer total purchases:

* Miscellaneous total purchases:

Total purchases:

SALES TOTALS REPORTING PERIOD

Total sales food and non-beverage sales:

Total sales mixed beverage sales:

[Back to Instructions](#)

Upload an Inventory Form

Attachment

Please upload Inventory Forms if applicable.

The maximum file size allowed is 16 MB.
 ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;je;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
 are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: Remove

File:
 Picture1.jpg

* Description:

Also Attach To

[Back to Instructions](#)

Reporting>Comments

If you require more information regarding Virginia ABC, Please [Click Here](#)

MBAR

1 Mixed Beverage Annual	2 Reporting	3 Review	4 Record Issuance
-------------------------	-------------	----------	-------------------

Step 2 : Reporting > Comments? * indicates a required field.

Additional Comments

COMMENTS

Please provide Virginia ABC with any comments that you would like to share related to this application:

[Back to Instructions](#)

Review

Total sales wine and beer sales: 19450
Total sales miscellaneous sales: 5550
Total sales: 37400

Additional Comments

COMMENTS

Please provide Virginia ABC with any comments that you would like to share related to this application:


By checking the box below, I certify that the sales, purchase and inventory information provided in the Mixed Beverage Annual Review Electronic record is accurate and complete.

By checking this box, I agree to the above certification. Date: _____

[Back to Instructions](#)

Receipt/Record issuance


If you require more information regarding Virginia ABC, Please [Click Here](#)

20020 

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3 : Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

100 Medical DR, Ashland VA 23005 United States

000020340

[Back to Instructions](#)