![AGLC - Alberta Gaming & Liquor Commission. Choices Albertans can trust.]
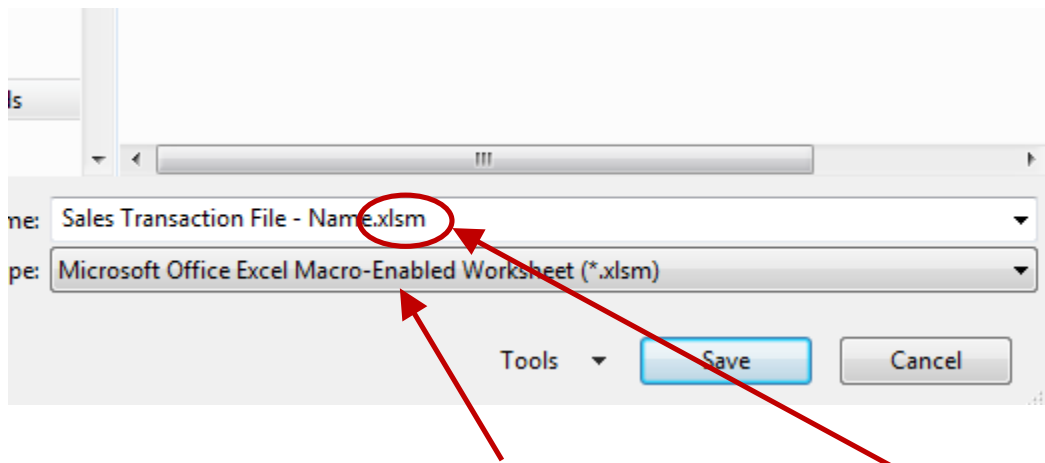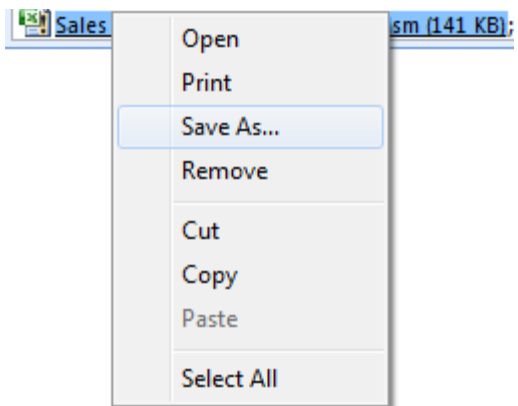
Saving the Sales Transaction File (on your computer)

When you receive the Sales Transaction File, you can save it directly from your e-mail before opening the file. Simply right-click on the attachment and from the dropdown menu, select '**Save as**':

Please notice that this is a macro-enabled file, therefore the file extension is .xlsm

You can also Open the file first, and then Save it afterwards.
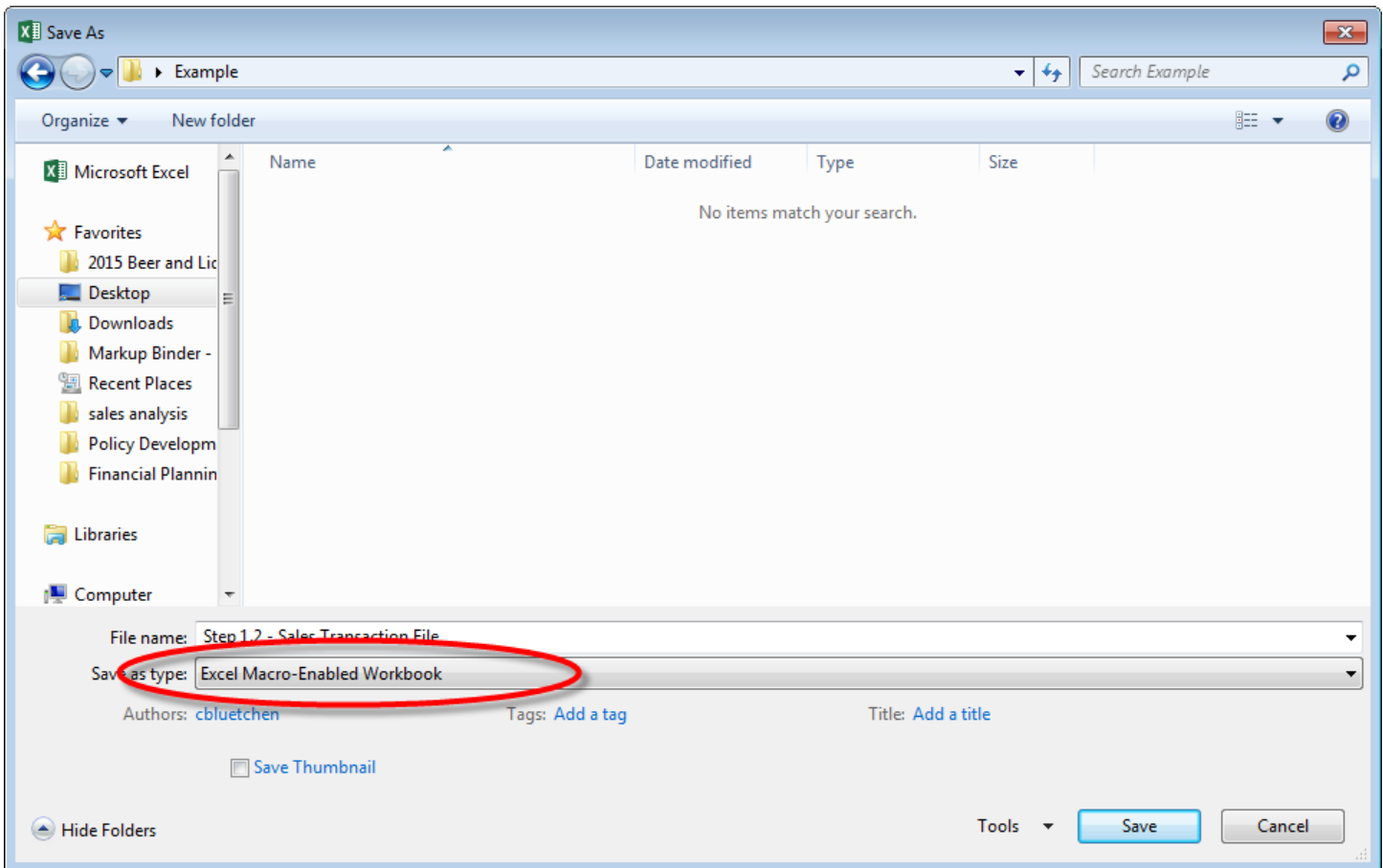
To do so, with the Sales Transaction File open, click on 'File' in the top right-hand corner. Next, click 'Save as' and ensure **Excel Macro-Enabled Workbook** is selected from the available dropdown menu.

The Sales Transaction File has 4 tabs, the first two are detailed instructions and the last two

This Excel file is the tool that will generate another file with an **.aglc** extension.
This **.aglc** file is the file that you will transmit to the AGLC.

(yellow tabs) are the ones you are going to need on an ongoing basis.

Transmitting your Sales File to the AGLC

1. Create a folder to save your **.aglc** files for example C:\aglc submission. You will receive an error message if this folder location does not exist and the file will not be saved. You only have to create this folder once.
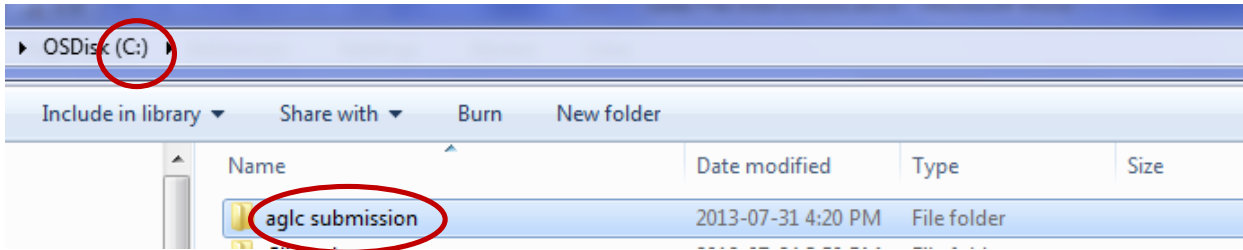
2. Once you have created the folder, go into the Sales Transaction File and select the yellow '**Submit to AGLC**' tab.
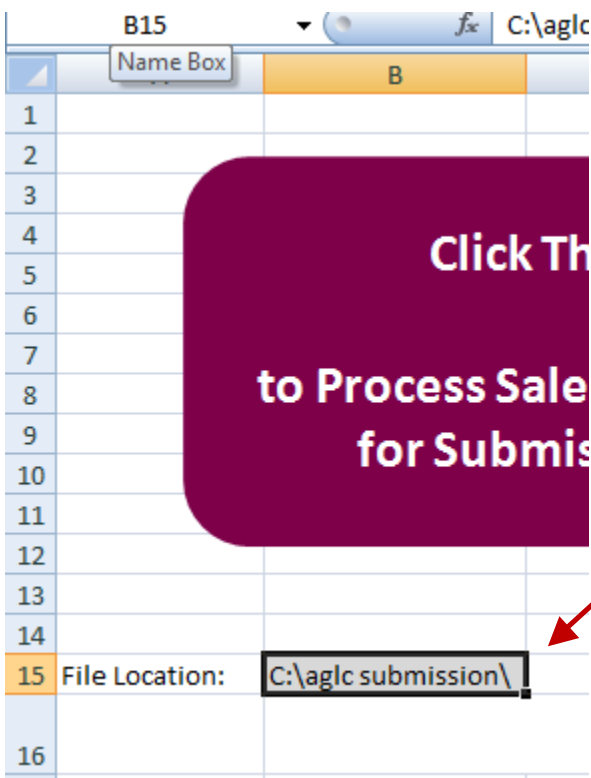
The File Location will be defaulted to C:\aglc submission\. If you choose to have your **.aglc** files in another location, you have to enter that location in cell B15.

3. Your macros have to be enabled; you will receive instructions on how to do that (in a separate document) in case you need them. We recommend that you enable your macros just for this file, even if you have to do it every time it is safer and it isn't difficult at all.

4. The process is simple; complete the data in the Sales Transaction File's '**Entry**' tab. Please ensure that you use the same products that you used in your sample invoice. Once this is filled out and you are ready to submit, navigate to the '**Submit to AGLC**' tab click and click on the big maroon button.

NOTE: Clicking the button on the 'Submit to AGLC' tab **does not submit your file**. By clicking this button you will generate another file with an .aglc extension. This .aglc file is the file that you will be transmitting to the AGLC.

5. Once you click the big button you will see a new file on your screen, similar to below:

6. Close this file and do not save it:
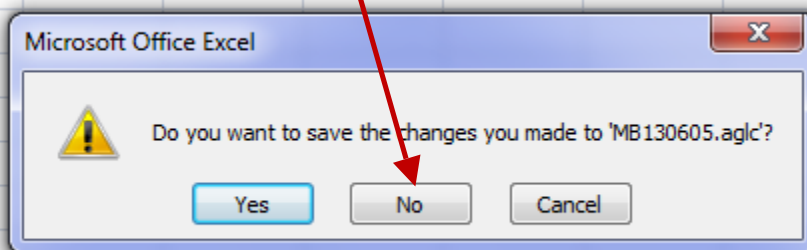
7. Open your Windows Explorer and go the location that you setup for your files to be saved (default: C:\aglc submission\). Your new file will be there:

Name	Date modified	Type	Size
AA130605.aglc	2013-06-21 11:44 ...	AGLC File	1 KB

8. The file will be saved in the following format:
   AA130516.aglc. Where the **AA** is the Manufacture code (unique to each Manufacturer), **13** is the year, **05** is the month and **16** is the day**.**

NOTE: The '**Credit Note**' field is to be used when you have returns, credit notes or keg deposits. This is the credit note number, not the amount. For a refund of a full keg, split the transaction into 2 lines: one for the sale refund, and one for the keg deposit. When entering a credit in the '**Selling Price**' and '**Quantity**' columns use positive numbers only.

9. This is the file that you will submit via a Secure File Transfer.

For instructions on how to send the file contact either:
- **Gerry Fitzgerald** – (780) 447-8776; Gerry.Fitzgerald@aglc.ca; or
- **Chandana Liyanage** – (780) 447-8683; chandana.liyanage@aglc.ca