LIQUOR COMMISSION
KOMIKINA KĀKA'AHI WAI 'ONA
CITY AND COUNTY OF HONOLULU

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249

June 30, 2023

Subject: FY2023 Annual Gross Liquor Sales (GLS) Report

Aloha Licensees:

Beginning July 1, 2023, you will be able to access the Liquor Commission Information System (**LCIS**) to submit your FY23 GLS Report for the Fiscal Year 2023 sales period, July 1, 2022 to June 30, 2023.

The deadline to file your FY2023 GLS Report, and pay any applicable additional license fee, is **11:59 p.m., Monday, July 31, 2023.**

Please remember that you must submit your FY2023 GLS report, regardless of whether you have renewed your FY24 liquor license or had no liquor sales during FY2023.

GLS ASSISTANCE:

- **LCIS QUICK-REFERENCE GUIDE**

  Access our **Quick-Reference Guide** on how to file your GLS report using LCIS.

- **VIRTUAL CLASS**

  We invite you to attend a virtual class that will guide you on accurately filing your GLS Report through LCIS. This class is highly recommended if it is your first time filing your GLS Report.

  Registration opens July 1 for virtual GLS training classes on the following dates:

  JULY 14 **JULY 21** **JULY 28**

- **IN-PERSON ASSISTANCE**

  1. Contact our GLS Information Line to go over the financial documents required for your appointment.

  2. Schedule a "GLS In-Person" appointment through **AlohaQ**.

If you have any questions, please e-mail liq-auditing@honolulu.gov or call our GLS Information Line at (808) 768-7343.

Mahalo!
LIQUOR COMMISSION
KOMIKINA KĀKA'AHI WAI 'ONA

CITY AND COUNTY OF HONOLULU

HONOLULU LIQUOR COMMISSION
Gross Liquor Sales (GLS)

GLS REPORTING - VIRTUAL CLASS

Select a Training Day & Session based on your License Class

ALL SESSIONS HELD ON A FRIDAY

JULY 14 | **JULY 21** | **JULY 28**

Session 1:	9:00 – 9:45 a.m.	Manufacturer, Wholesale, Retail
Session 2:	11:00 – 11:45 a.m.	Restaurant, Hotel, Caterer
Session 3:	2:00 – 2:45 p.m.	All Other License Classes

- Updates to laws and rules relating to GLS
- Guidance to file an accurate GLS report
- Instructions on how to file your GLS Report in LCIS

Visit our website after July 1 for instructions to join our virtual training class
https://www.honolulu.gov/liq/gls.html

IN-PERSON ASSISTANCE

- Make an appointment using AlohaQ (www.alohaq.org)
  An auditor will contact you to confirm your appointment and discuss the necessary financial documents to bring to your appointment.
- At your appointment, an auditor will provide step-by-step assistance on how to file your GLS Report in LCIS.

GLS INFORMATION LINE: 808-768-7343
EMAIL: LIQ-AUDITING@HONOLULU.GOV