

OPTO

Returns – Invoices - Payments

Oregon Privilege Tax Online System

JUNE 2022

Definitions

- Returns – this is the section where you will enter your quarterly summary values for each product group (Malt, Cider and Wine)
- Invoices – Every return creates an invoice. Even if it is a zero-dollar return, an invoice is created. Invoices is where you go to pay. You select invoice, then pay.
- Payments – this section displays all payments that have been made in the OPTO system and their corresponding invoice links.

Creating a Return – Helpful Tips

- You need a userID, Account and an Active License in order to create a return. If you are missing one of these please refer to the documentation found on the [OLCC Resource Page](#).
- If you are timely, there is a quick link that can be used from the dashboard.
- If you have NO Activity for the quarter, one click will indicate this.
- You can create a return, exit the system and return later to continue working.
- A return is not finished until it is Submitted and shows “Complete” status.
- Once a return is Complete, you will be able to see an invoice and pay.

Create a Return – Step by Step

IMPORTANT NOTE: You must have a UserID, Account and ACTIVE license to create a return

STEP 1

Login to Oregon Privilege Tax System

<https://or.setsonline.com>

STEP 2 –Option 1

QUICK CREATE! (skip to step 8!)

If you are current with filings, you can use quick create by clicking on the link in the Start my next Statement box!

STEP 2 –Option 2

Use Menu to Go to Next Steps

Click on Accounts then Manage Accounts to start creating a return via the menu

The screenshot displays the SICPA OLCC Online Privilege Tax Solution dashboard. At the top, there is a navigation bar with the SICPA logo, the text "OLCC Online Privilege Tax Solution", and buttons for "Home" and "Accounts". A dropdown menu is open under "Accounts", showing "Create Account" and "Manage Accounts". A green callout bubble labeled "Option 2" points to the "Manage Accounts" option. Below the navigation bar is a "Dashboard" section with three main boxes: "Start my next statement" (with a sub-section for "(Q2 2022)" and a link "PT1010440.SOMEWHERE" and a green callout bubble labeled "Option 1" pointing to the link), "Filing in progress" (with the text "Great job, you are all caught up!"), and "Next statement due on" (with a date "06/20/2022" in a green rounded rectangle). At the bottom, there is a "Messages" section with a "Refresh" button and a table with columns "From", "Date Sent", and "Message". On the left side of the dashboard, there is a sidebar menu with buttons for "Account", "License", "Filing", and "Claim", each with a "0" next to it.

Create a Return – Step by Step

STEP 3

Click on Forms Tab then click on Manage Filings

The screenshot displays a software interface for managing accounts. At the top, there is a blue header with the word "Accounts". Below this, a search bar contains the text "Type to search..." and a dropdown menu is set to "Active". A list of accounts is shown, with "A TRAINING COMPANY" selected and marked as "Active".

The main content area shows the details for "A TRAINING COMPANY". The account number is AC670090. The primary contact is listed as "PRIMARY CONTACT" with phone number "(555) 555-1212" and email "Mister.Primary@training.com".

The "Forms" dropdown menu is open, showing options: "Manage Filings" (highlighted with a red circle containing the number 3), "EDI Leads", "Destruction Claim", and "Export Claim".

The account details are organized into sections:

- ACCOUNT NAMES**: Includes "LEGAL BUSINESS NAME" and "BUSINESS TRADE NAME" (both listed as "A TRAINING COMPANY").
- ACCOUNT DETAILS**: Includes "ACCOUNT NUMBER" (AC670090), "PHONE NUMBER" ((555) 555-1212), "FAX NUMBER" ((555) 555-1313), and "WEBSITE" (https://TrainingCo.com).

At the bottom left, it says "1 Record Found".

Create a Return – Step by Step

STEP 4

Click on Add Filing

STEP 5

Select the license to create the return for

The screenshot displays the 'Accounts' page for 'A TRAINING COMPANY'. The account is marked as 'Active'. The 'Forms' tab is selected, showing a search bar and a list of filings. A red circle '4' highlights the 'Add Filing' button, and a red circle '5' highlights the search bar. The search bar contains the text 'DS : PT1010440 : SOMEWHERE'. The text 'No Filings Found' is displayed below the search bar. The text '1 Record Found' is visible at the bottom left of the page.

Accounts

Search: Type to search... Active

A TRAINING COMPANY Active

A TRAINING COMPANY

PRIMARY CONTACT ACCOUNT NUMBER AC670090

(555) 555-1212

Mister.Primary@training.com

Profile Address Filers Contacts License Forms Billing

FILINGS

Type to search... Add Filing

DS : PT1010440 : SOMEWHERE

No Filings Found

1 Record Found

Create a Return – Step by Step

STEP 6

Select the quarter to file

STEP 7

Click Create Filing

The screenshot shows a web interface for creating a filing. At the top, there is a blue header with the word "Filing" on the left and a "Back to Account" button on the right. Below the header, the company name "A TRAINING COMPANY" is displayed with a globe icon and a green "Active" status badge. A dropdown arrow is visible to the right of the company name. The main content area contains a "CREATE FILING" form. The "FILING PERIOD" field is highlighted with a red circle containing the number "6". A calendar-style dropdown menu is open, showing the year "2022" and five quarterly options: "January - March", "April - June" (highlighted with a blue bar and a mouse cursor), "July - September", and "October - December". To the right of the form, there is a green "Create Filing" button (highlighted with a red circle containing the number "7" and a mouse cursor) and a grey "Cancel" button. A "Back to Account" button is also present in the top right corner.

Create a Return – Step by Step

STEP 8

Enter Data OR Select Zero Activity Toggle

If you had no activity during the quarter, then you can use the Zero Activity Toggle.

If you have had any activity during the quarter, click on Add Schedule Detail to enter the summary values.

The screenshot shows the 'Filing' interface for 'A TRAINING COMPANY' (Active). The current period is 'Q2 2022 - Original (1)'. The main area is titled 'SCHEDULE DS - SUMMARY' and displays 'No transactions found'. A 'ZERO ACTIVITY' toggle is present, with a red circle 'a' and a hand cursor pointing to it. To the right, a red box labeled 'Step 8' is positioned between a red circle 'a' and a red circle 'b', with a hand cursor pointing to 'b'. A blue button '+ Add Schedule Detail' is also visible. At the bottom, there are buttons for 'Submit Filing', 'Preview Statement', and 'Back to Account'.

Create a Return – Step by Step

STEPS 9 and 10

Enter Summary values for each product

Only enter values into the product group that have transactions in the quarter being entered.

Once values are entered, click on Save.

Filing Back to Account

A TRAINING COMPANY Active Q2 2022 - Original (1) ▾

Show Count

ADD SCHEDULE DS - SUMMARY

PRODUCT	TAXABLE PRODUCT SHIPPED TO OREGON	SUBJECT TO SMALL WINERY EXEMPTION?	AUTHORIZED DEDUCTIONS	TOTAL TAXABLE DISTRIBUTION
Malt Beverage (Barrels)	<input type="text"/>			<input type="text"/>
Cider 8.5% and Under (Barrels)	<input type="text"/>			<input type="text"/>
Cider Over 8.5% Up to 16% (Gallons)	<input type="text"/>			<input type="text"/>
Cider Over 16% (Gallons)	<input type="text"/>			<input type="text"/>
Wine 16% and Under (Gallons)	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>
Wine Over 16% (Gallons)	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>

Note for Small Winery Exemption: Did you produce at least one gallon and less than 100K gallons of wine in the current year? The Exception is good for first 40K gallons.

9 There is no need to enter values into fields that do not have transactions in this quarter. Save Cancel


10 Submit Filing Preview Statement Back to Account

Create a Return – Step by Step

STEP 11

Your license association is complete when it shows Pending Review status. **Congratulations!** You have completed the setup processes and are ready to file your returns when your license is approved. Please check out the DS Tax Return Creation documentation or video located on the [OLCC Resource Page](#).

Filing Back to Account

A TRAINING COMPANY  Q2 2022 - Original (1) ^


Training User LICENSE NAME: A TRAINING COMPANY LICENSE TRADE NAME: A TRAINING COMPANY OLCC LICENSE / PREMISES NUMBER: 000000 / 000000
(555) 555-1212 PRIVILEGE TAX ID: PT1010440 SUBMITTED DATE: Not available FILING PERIOD: Q2 2022
training.user2@training.com FILING CATEGORY: DS SEQUENCE NUMBER: 1 FILING STATUS: In Process
FILING TYPE: Original SOURCE: WEB (Filer)

Show Count **SCHEDULE DS - SUMMARY** ZERO ACTIVITY

DS
Entries 1

Product	Taxable Product Shipped To Oregon	Subject to Small Winery Exemption?	Authorized Deductions	Total Taxable Distribution	Actions
Malt Beverage (Barrels)					
Cider 8.5% and Under (Barrels)	100			100	
Cider Over 8.5% Up to 16% (Gallons)	200			200	
Cider over 16% (Gallons)	325.25414			325.25414	
Wine 16% and Under (Gallons)	150.44215	Yes	100.44215	50	
Wine over 16% (Gallons)	0	No		0	

1 Record Found

11 

Submit Filing Preview Statement Back to Account

Create a Return – Step by Step

STEP 12

REVIEW YOUR RETURN! What displays on this statement is what you will be expected to pay. **NOTE that this is a Sample return, your values will be different.** This can be downloaded or printed from this window.

DIRECT SHIPPER QUARTERLY STATEMENT

A TRAINING COMPANY Q2 2022 Original

123 MAIN STREET **SOMEWHERE** **PT1010440**

	A Malt Beverage (Barrels)	B Cider (under 8.5%) (Barrels)	C Cider (8.5% to 16%) (Gallons)	D Cider (Over 16%) (Gallons)	E Wine 16% or Less (Gallons)	F Wine over 16% (Gallons)
Distribution:						
1. Taxable Product Shipped to Oregon Residents	0.00	100.00	200.00	325.25	150.44	0.00
DEDUCTIONS:						
2. Authorized Deductions	0.00	0.00	0.00	0.00	100.44	0.00
TAXABLE AMOUNT:						
3. Total Taxable Distribution	0.00	100.00	200.00	325.25	50.00	0.00
4. Rate of Tax	\$2.60	\$2.60	\$0.67	\$0.77	\$0.67	\$0.77
5. Amount of Tax(Line 3 times Line 4)	\$ -	\$ 260.00	\$ 134.00	\$ 250.45	\$ 33.50	\$ -
6. Total TAX(Sum of all columns on Line 5)						\$ 677.95

Create a Return – COMPLETE

STEP 13, 14 and Done

SUBMIT!

The final step for any tax return is to Submit and certify. Press the Submit button, then certify your data and your tax return creation is finished! **Congratulations!**

Filing

A TRAINING COMPANY Active

Training User
(555) 555-1212
training.user2@training.com

LICENSE NAME: A TRAINING CO
PRIVILEGE TAX ID: PT1010440
FILING CATEGORY: DS
FILING TYPE: Original

Show Count

SCHEDULE DS - SUMMARY

DS
Entries 1

Submit Filing

I swear, under penalty of perjury, that the information entered is true, correct and complete. By signing below, I acknowledge that I am the individual who prepared this form and have the authorization to submit such on behalf of the aforementioned entity.

I Training User accept the terms.

14

Continue Cancel

Q2 2022 - Original (1)

OLCC LICENSE / PREMISES NUMBER: 000000 / 000000
FILING PERIOD: Q2 2022
FILING STATUS: In Progress

ZERO ACTIVITY

Product	Taxable Product Shipped To Oregon	Subject to Small Winery Exemption?	Authorized Deductions	Total Taxable Distribution	Actions
Malt Beverage (Barrels)					
Cider 8.5% and Under (Barrels)	100			100	
Cider Over 8.5% Up to 16% (Gallons)	200			200	
Cider over 16% (Gallons)	325.25414			325.25414	
Wine 16% and Under (Gallons)	150.44215	Yes	100.44215	50	
Wine over 16% (Gallons)	0	No		0	

1 Record Found

13

Submit Filing Preview Statement Back to Account

Invoice and Payment – Step by Step

STEP 1, 2, 3 and 4

Invoicing

Use the invoice page to select what you want to pay. You can pay more than one invoice at a time or individually. Click Billing (1), then Invoices (2). Then select the invoices you want to pay (3). Then click Pay Selected Invoices button (4).

The screenshot shows the Accounts page for 'A TRAINING COMPANY'. The page is divided into a header, a sidebar, and a main content area. The header includes a search bar, the company name 'A TRAINING COMPANY', and an 'Active' status. The sidebar shows the company name and 'Active' status. The main content area has a navigation menu with 'Billing' (1) selected, opening a dropdown with 'Invoices' (2) highlighted. Below the menu is an 'INVOICES' section with a search bar and a table. The table has columns for Filing Info, License Info, Location, Invoice Info, Total Amount, Balance, and Status. One invoice is listed with a checkmark (3) in the first column. To the right of the table is a button labeled '\$ Pay Selected Invoices(\$677.95)' (4) and another button '+ Add Funds to License'. A red callout bubble points to the '\$677.95' value, stating 'This field shows the total amount you would be paying.' The page footer indicates '1 Record Found'.

Accounts

Type to search... Active

A TRAINING COMPANY Active

A TRAINING COMPANY

PRIMARY CONTACT ACCOUNT NUMBER AC670090 Active

(555) 555-1212

Mister.Primary@training.com

Profile Address Filers Contacts License Forms Billing (1)

Invoices (2)

Credit Management

Payments

INVOICES

Type to search... Refresh

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Status
✓ (3)	Q2 2022 Original (1)	DS PT1010440	SOMEWHERE	INV0000075059 06/14/2022	\$677.95	\$677.95	Unpaid

1 Record Found

\$ Pay Selected Invoices(\$677.95) + Add Funds to License

This field shows the total amount you would be paying.

Payment – Step by Step

STEP 5

Credit – toggle to apply or un-apply

STEP 6

Pay – this button will take user OUT of OPTO to the US Bank site for payment. As US Bank owns that website, those screens will not be shown in this training document.

Payment Detail

Back to Account

COMPANY NAME	PRIVILEGE TAX ID	
A TRAINING COMPANY	PT1010440	
FILING PERIOD	INVOICE NUMBER	
Q2 2022	INV0000075064	
APPLY PAYMENT AMOUNT <u>\$677.95</u> FROM CREDIT <u>\$677.95</u> <input checked="" type="checkbox"/>		
TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *
\$1,355.50	06/15/2022	\$677.55
		6 <input type="button" value="Pay"/> <input type="button" value="Cancel"/>

If you have available credit, it will appear here and you have the **option** to use it.

5

- Hitting PAY button will transfer you to USBank E-Payment system. Once you have completed the payment, the system will automatically transfer you back to OLCC.
- Payments submitted after 5:00 PM CT will be processed the next day.

Payment – Step by Step

STEP 5

Credit – toggle to apply or un-apply

STEP 6

Pay – this button will take user OUT of OPTO to the US Bank site for payment. As US Bank owns that website, those screens will not be shown in this training document.

Payment Detail

[Back to Account](#)

COMPANY NAME	PRIVILEGE TAX ID	
A TRAINING COMPANY	PT1010440	
FILING PERIOD	INVOICE NUMBER	
Q2 2022	INV0000075064	
APPLY PAYMENT AMOUNT <u>\$677.95</u> FROM CREDIT <u>\$677.95</u> <input checked="" type="checkbox"/>		
TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *
\$1,355.50	06/15/2022	\$677.55
		6 <input type="button" value="Pay"/> <input type="button" value="Cancel"/>

If you have available credit, it will appear here and you have the **option** to use it.

5

- Hitting PAY button will transfer you to USBank E-Payment system. Once you have completed the payment, the system will automatically transfer you back to OLCC.
- Payments submitted after 5:00 PM CT will be processed the next day.

Invoice and Payment – Complete

STEP COMPLETE

Payments In OPTO – All payments made in OPTO are available for viewing by clicking on Payments under the Billing tab.

The screenshot shows the 'Accounts' page for 'A TRAINING COMPANY'. The account is active, with account number AC670090. The primary contact is Mister.Primary@training.com. The Billing menu is open, highlighting the 'Payments' option. A red callout box points to the 'Payments' option with the text 'View all payments made in the system'. Below the menu, a table displays one payment record.

Accounts

Search: Type to search... Active

A TRAINING COMPANY Active

A TRAINING COMPANY **Active**

PRIMARY CONTACT ACCOUNT NUMBER AC670090
(555) 555-1212
Mister.Primary@training.com

Profile Address Filers Contacts License Forms **Billing**

PAYMENTS

Type to search... Refresh

License Trade Name	Confirmation #	Payment By	Payment Date	Payment Amount	Amount applied to Invoice(s)	Amount moved to Credit	Status
A TRAINING COMPANY	3faab7b6-124b-4a16-b9df-96293d169076	training.user2@training.com	06/14/2022	\$677.95	\$677.95	\$0.00	Success

1 Record Found