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

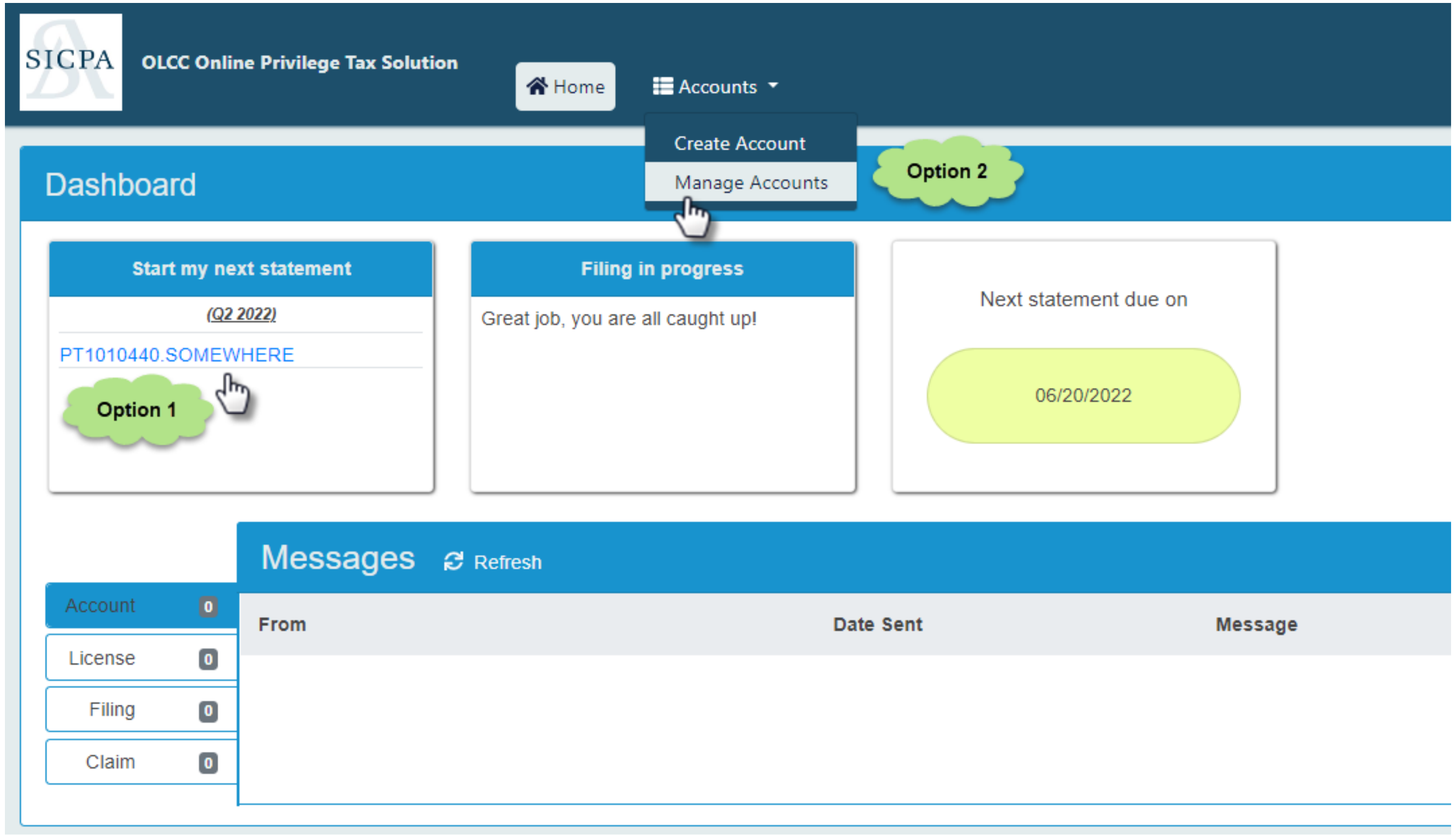
QUICK CREATE! (skip to step 8!)

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

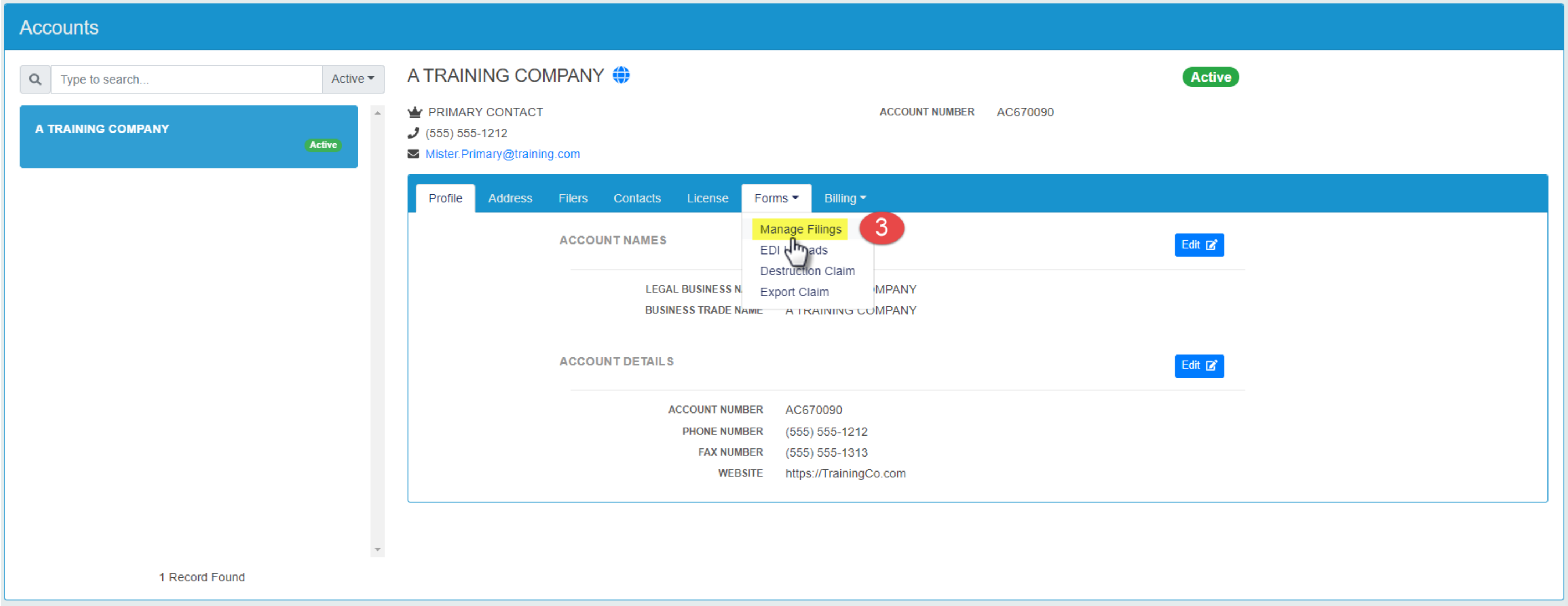
Click on Accounts then Manage Accounts to start creating a return via the menu



Create a Return – Step by Step

STEP 3

Click on Forms Tab then click on Manage Filings



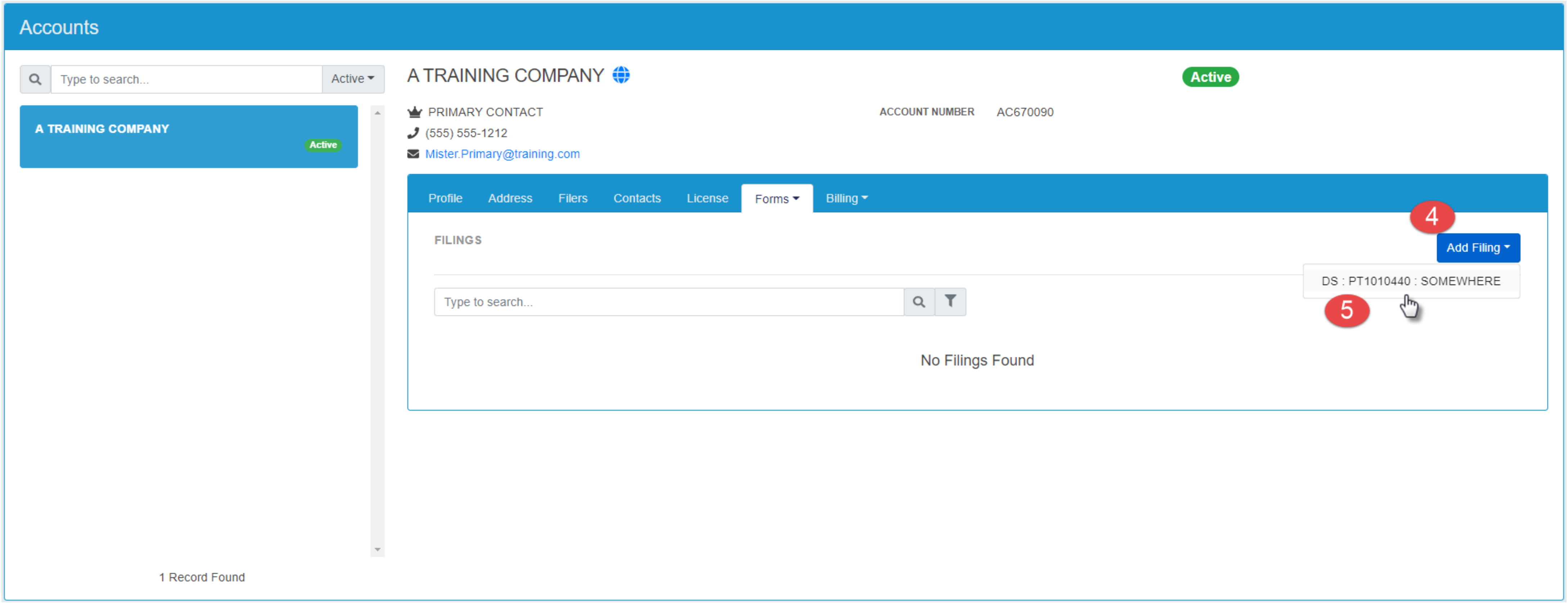
Create a Return – Step by Step

STEP 4

Click on Add Filing

STEP 5

Select the license to create the return for



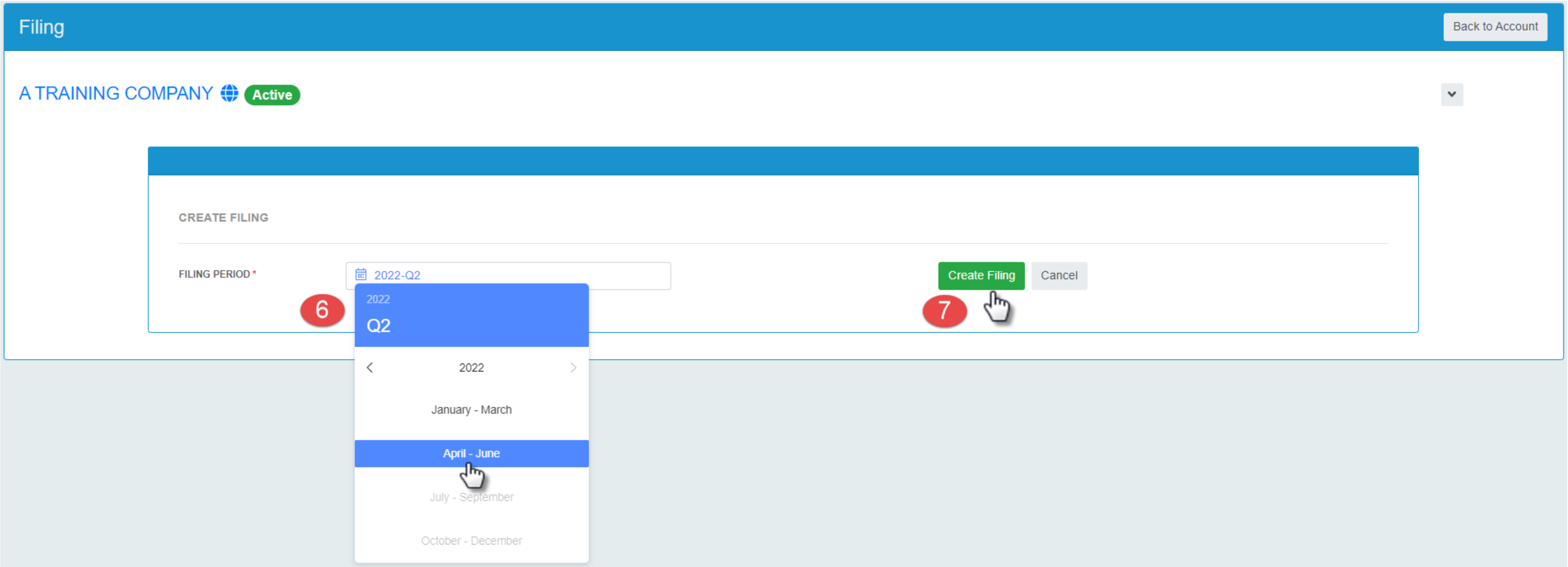
Create a Return – Step by Step

STEP 6

Select the quarter to file

STEP 7

Click Create Filing



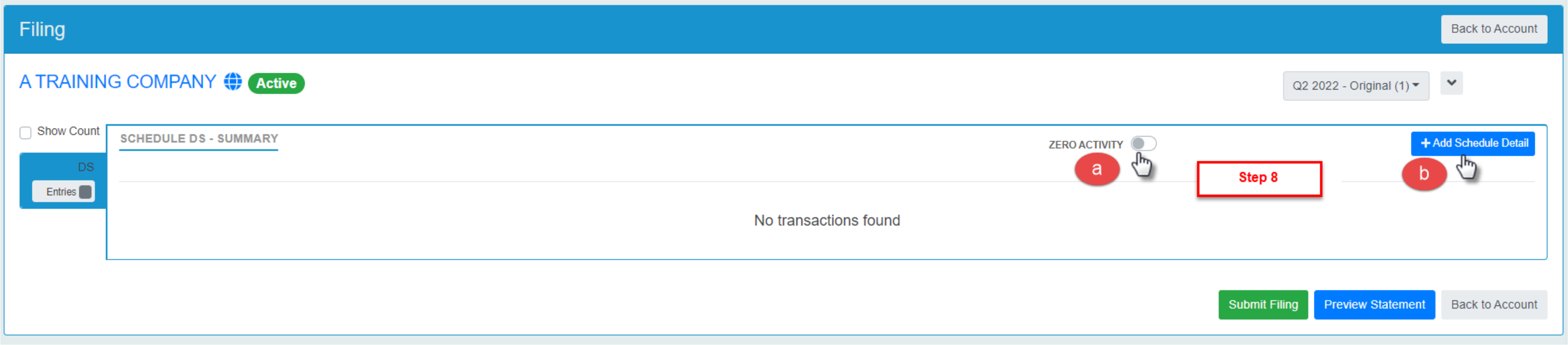
Create a Return – Step by Step

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.



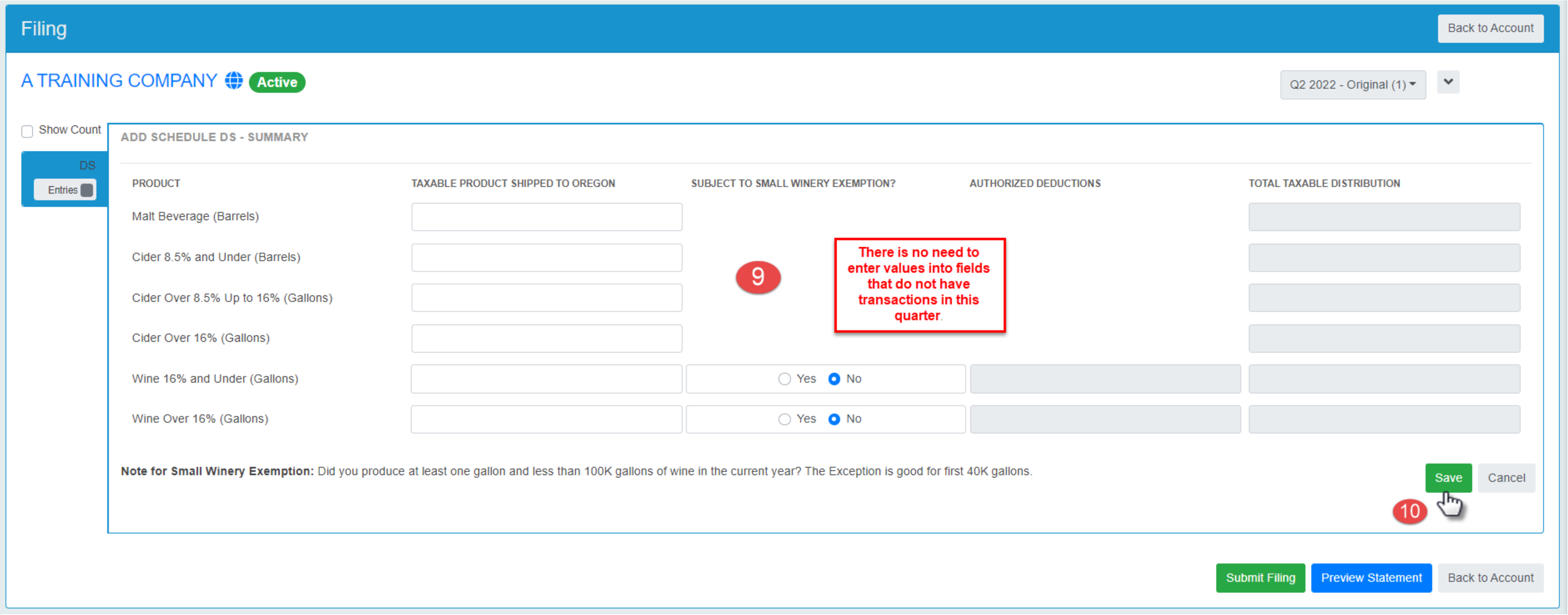
Create a Return – Step by Step

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.

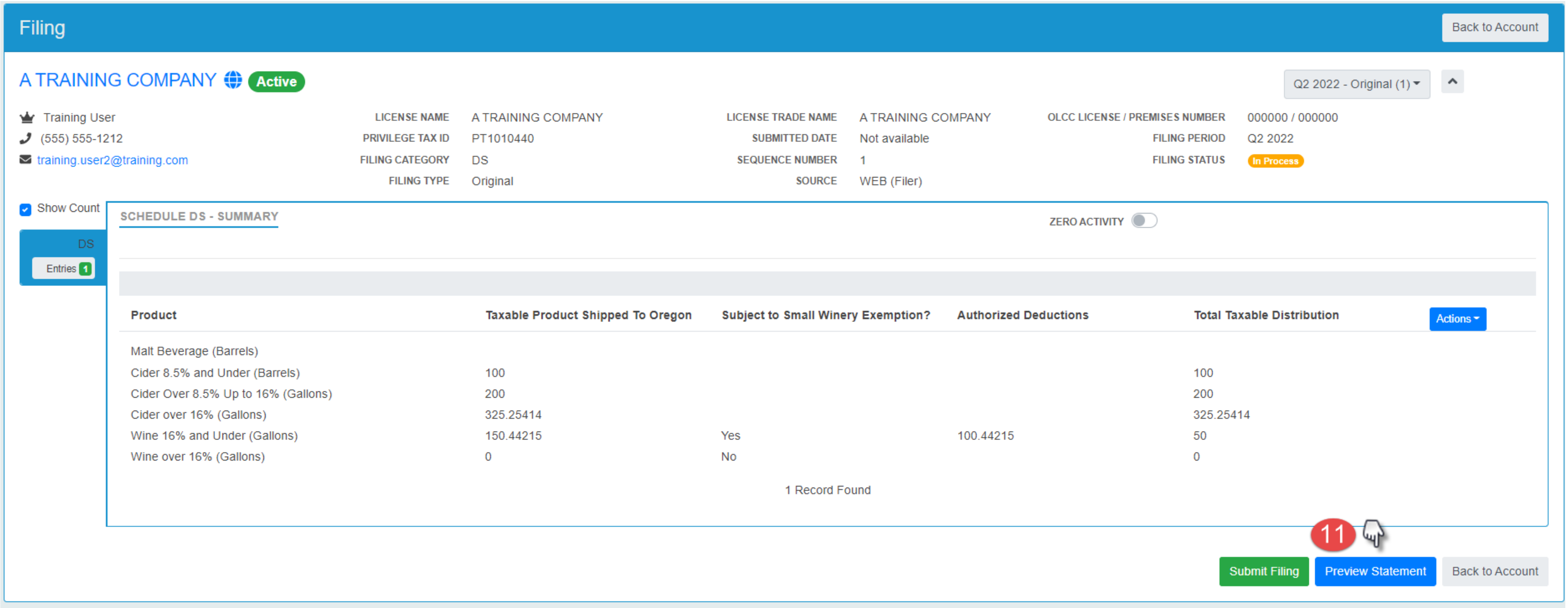
Once values are entered, click on Save.



Create a Return – Step by Step

STEP 11

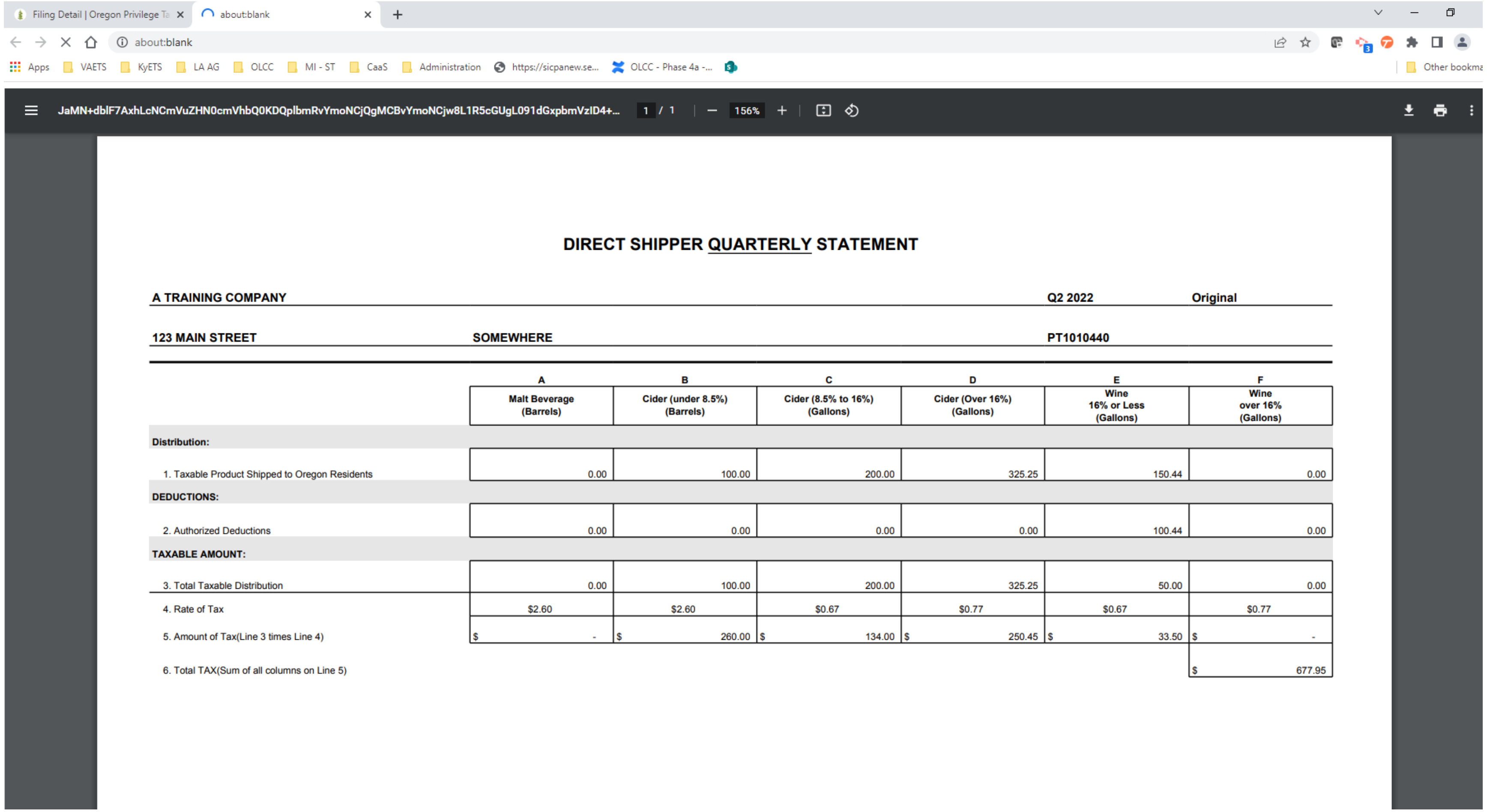
Your license association is complete when it shows Pending Review status. **Congratulations!** You have completed the setup processes and are ready to file your returns when your license is approved. Please check out the DS Tax Return Creation documentation or video located on the OLCC Resource Page.



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

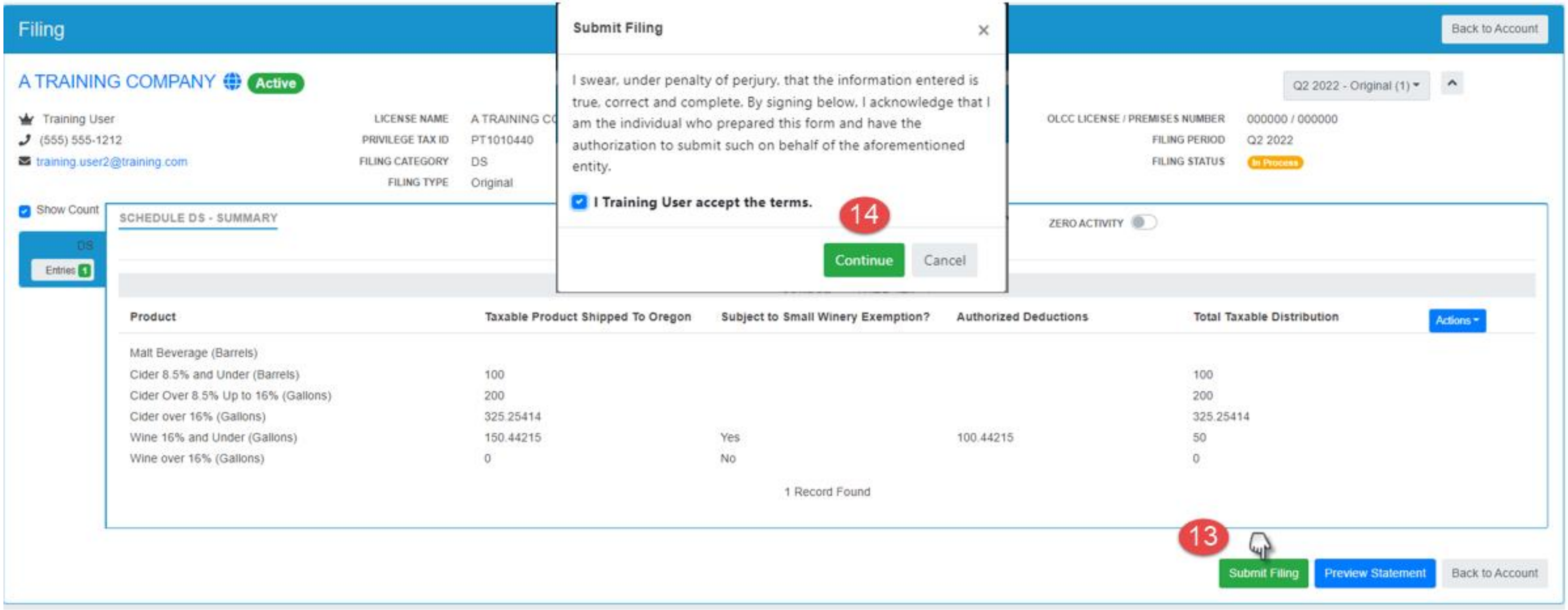
	A Malt Beverage (Barrels)	B Cider (under 8.5%) (Barrels)	C Cider (8.5% to 16%) (Gallons)	D Cider (Over 16%) (Gallons)	E Wine 16% or Less (Gallons)	F Wine over 16% (Gallons)
Distribution:						
1. Taxable Product Shipped to Oregon Residents	0.00	100.00	200.00	325.25	150.44	0.00
DEDUCTIONS:						
2. Authorized 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!**

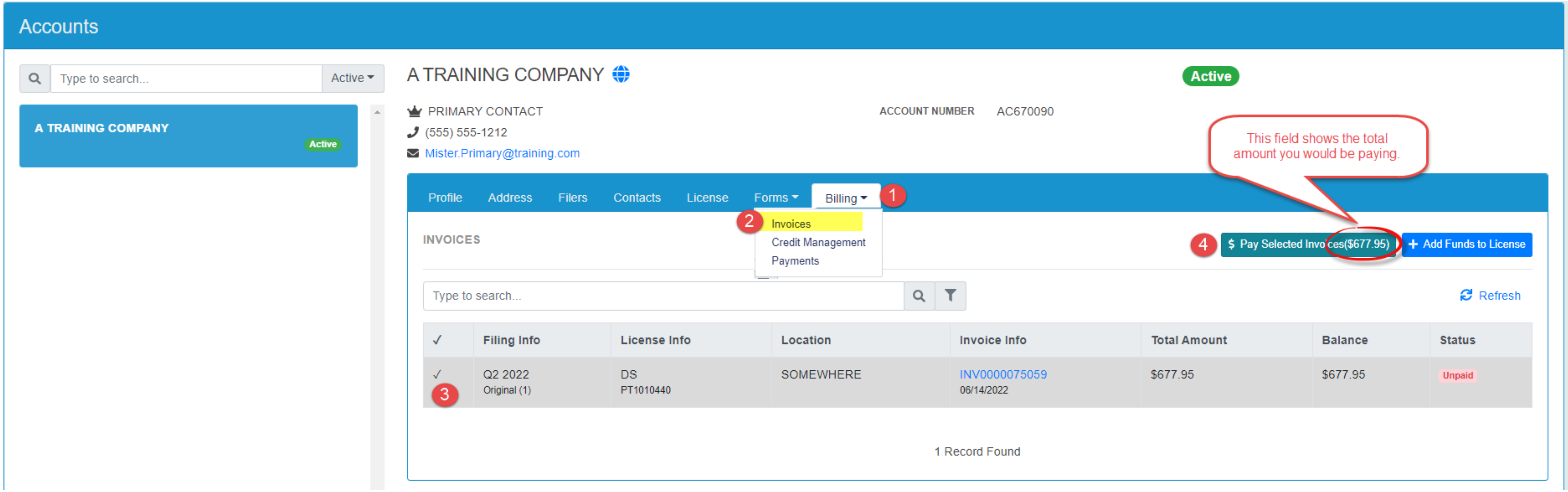


Invoice and Payment – Step by Step

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).



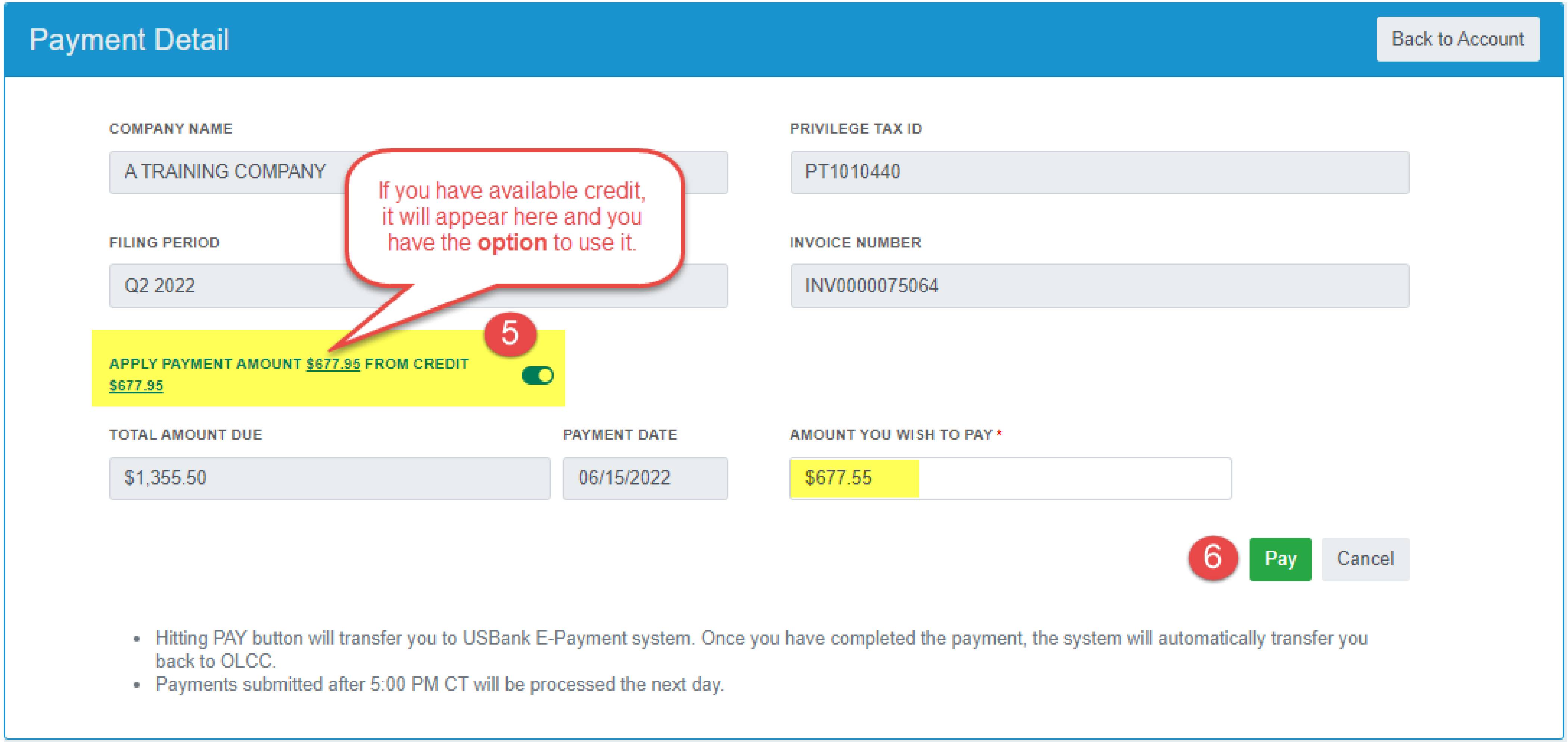
Payment – Step by Step

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 – Step by Step

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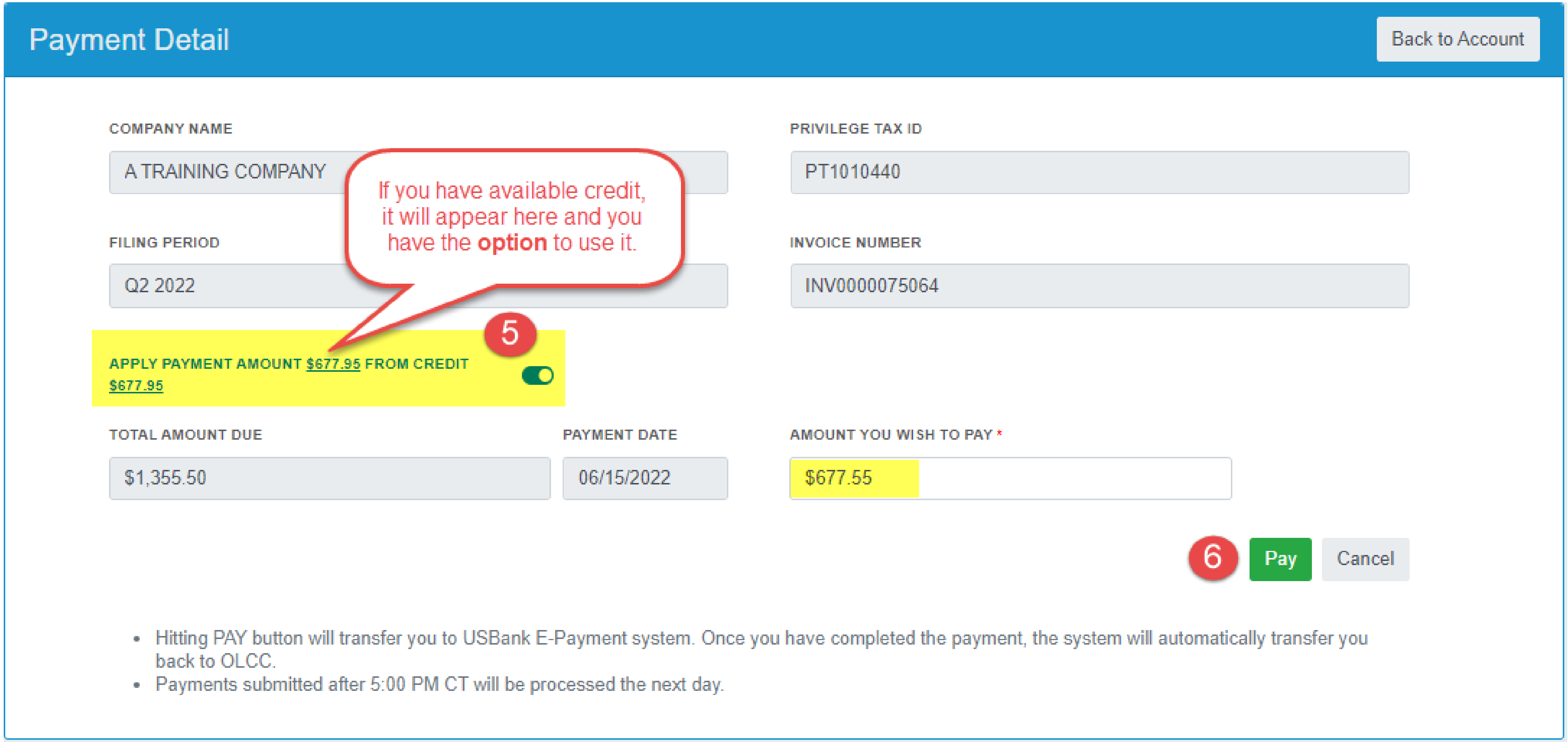

Invoice and Payment – Complete

STEP COMPLETE

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