OPTO Brewery / Brewpub Taxpayer Training

June 2021

SICPA

AGENDA

1. Introduction
2. Training
   - ASCII File - Upload Data (25-30 Minutes) / Live
   - Web Forms and Payments (25-30 Minutes) / Live
   - Self Service User ID’s (3-5 minutes)
   - Accounts / Licenses (5-10 minutes)
3. Assisted LIVE User Registration

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Recommendations

Step 1 : Determine your Processes

1 to ~100 Records – Web Forms

~100 to ~100K Records - Excel Template

More than 100K Records – Developer assisted ASCII file creation

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Excel template

Step 2 : Plan your data input

Will I copy and paste or manual enter?

Copy/Paste – Watch those dates and Decimals!

Manual enter – Would this be easier in the web forms?

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Excel template

Step 3 : How to use excel template

- Enter data on correct tab(s) – Press Validate button
- Go to “Instructions-Export” and select data to export
- Export to ASCII file – **HINT:** This is not the same as using the “Save As”
- Upload to the OLCC System (OPTO)

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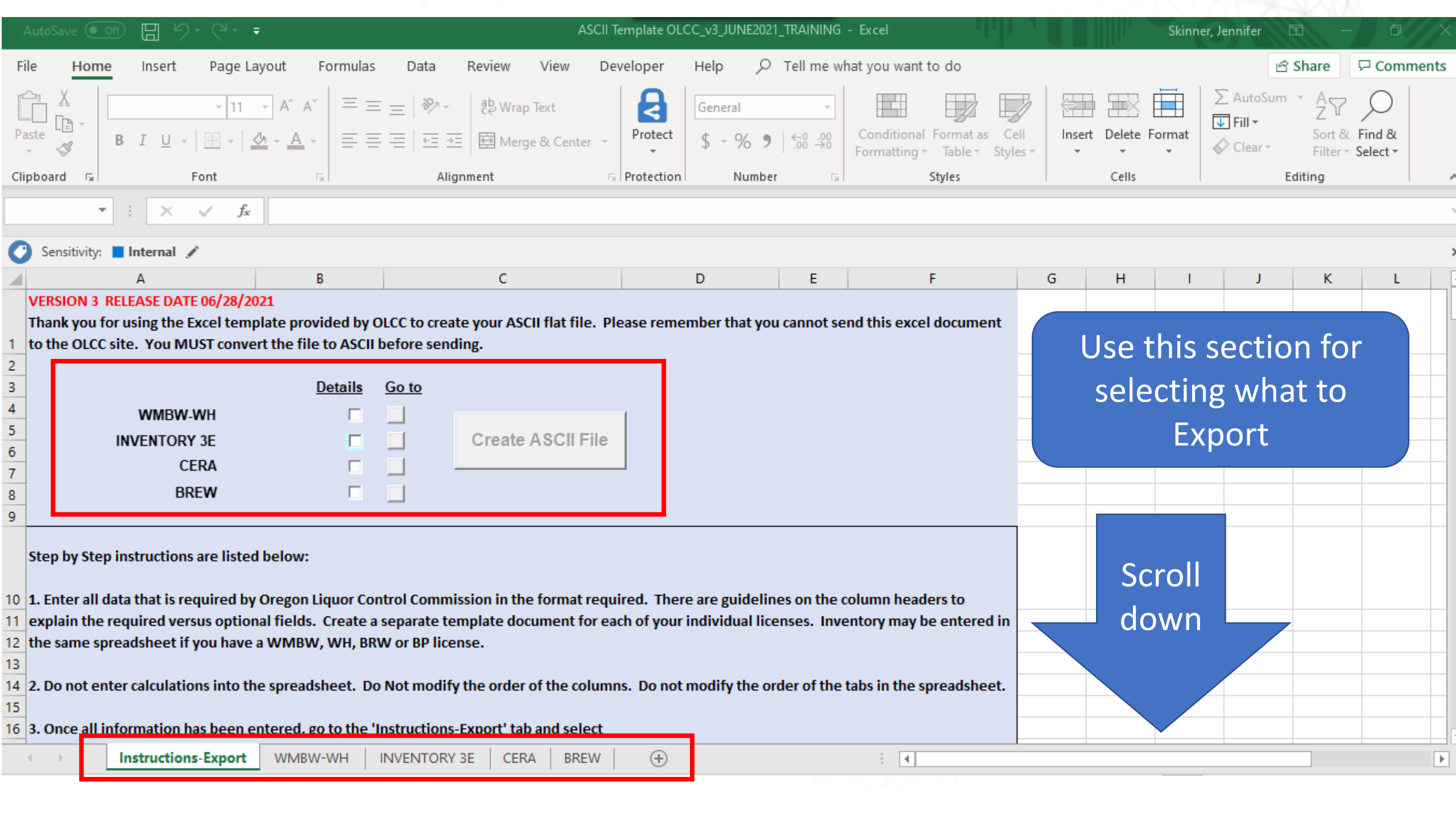
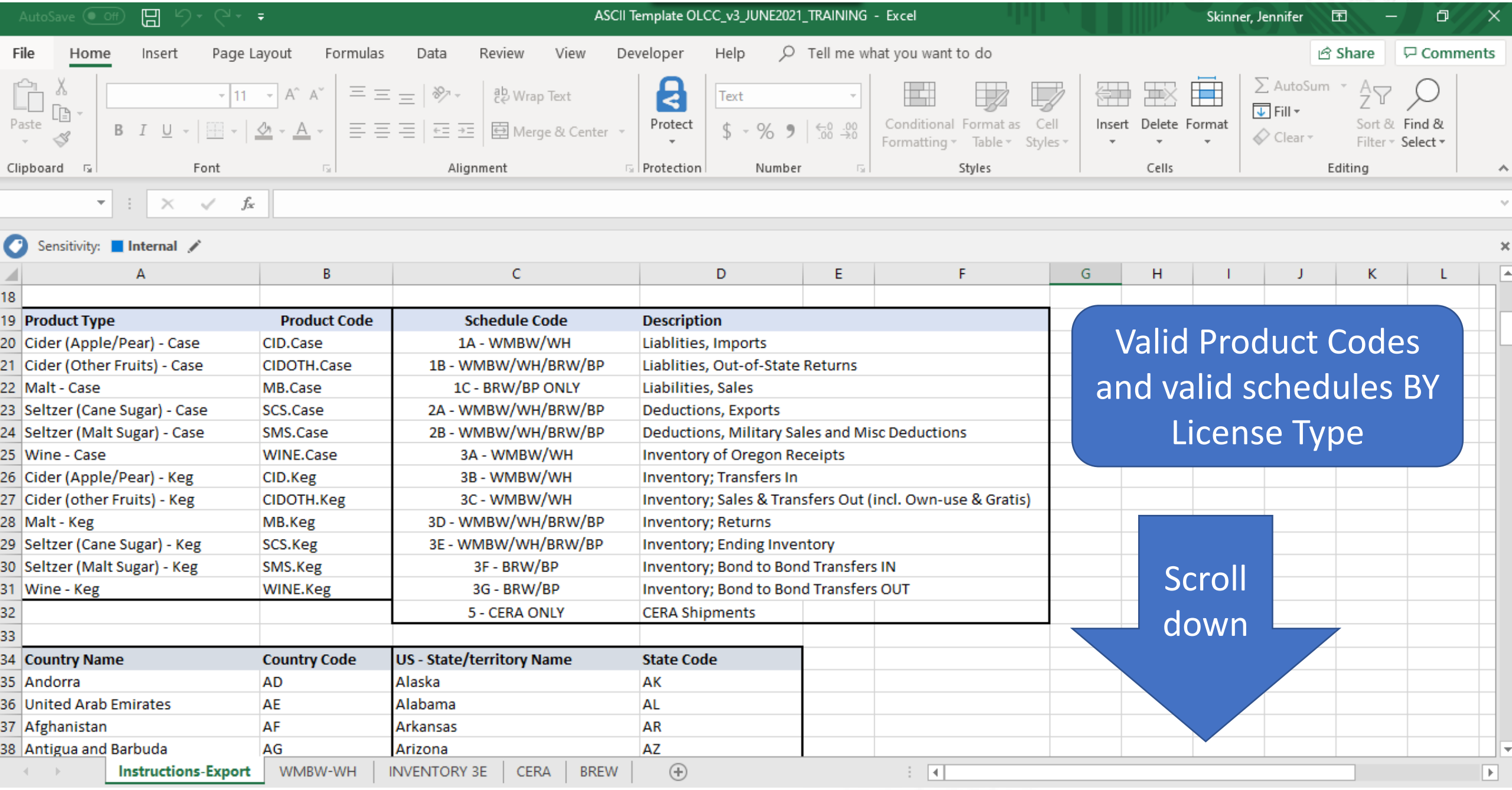

ASCII Template OLCC_v3_JUNE2021_TRAINING - Excel
Skinner, Jennifer
Sensitivity: Internal
VERSION 3 RELEASE DATE 06/28/2021
Thank you for using the Excel template provided by OLCC to create your ASCII flat file. Please remember that you cannot send this excel document to the OLCC site. You MUST convert the file to ASCII before sending.
Details
Go to
WMBW-WH
INVENTORY 3E
CERA
BREW
Create ASCII File
Use this section for selecting what to Export
Scroll down
Step by Step instructions are listed below:
1. Enter all data that is required by Oregon Liquor Control Commission in the format required. There are guidelines on the column headers to explain the required versus optional fields. Create a separate template document for each of your individual licenses. Inventory may be entered in the same spreadsheet if you have a WMBW, WH, BRW or BP license.
2. Do not enter calculations into the spreadsheet. Do Not modify the order of the columns. Do not modify the order of the tabs in the spreadsheet.
3. Once all information has been entered, go to the 'Instructions-Export' tab and select
Instructions-Export
WMBW-WH
INVENTORY 3E
CERA
BREW

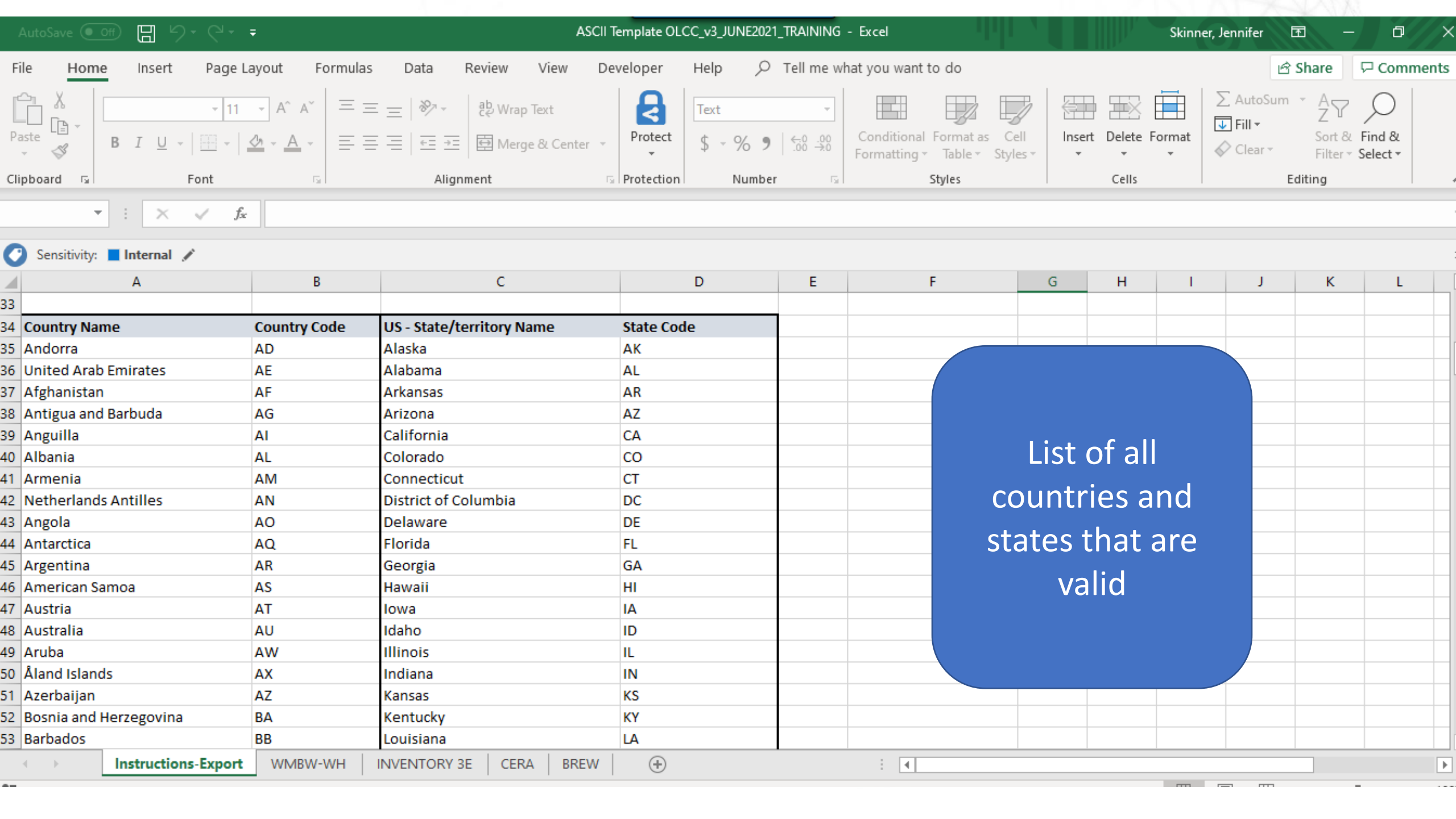


Product Type	Product Code
Cider (Apple/Pear) - Case	CID.Case
Cider (Other Fruits) - Case	CIDOTH.Case
Malt - Case	MB.Case
Seltzer (Cane Sugar) - Case	SCS.Case
Seltzer (Malt Sugar) - Case	SMS.Case
Wine - Case	WINE.Case
Cider (Apple/Pear) - Keg	CID.Keg
Cider (other Fruits) - Keg	CIDOTH.Keg
Malt - Keg	MB.Keg
Seltzer (Cane Sugar) - Keg	SCS.Keg
Seltzer (Malt Sugar) - Keg	SMS.Keg
Wine - Keg	WINE.Keg

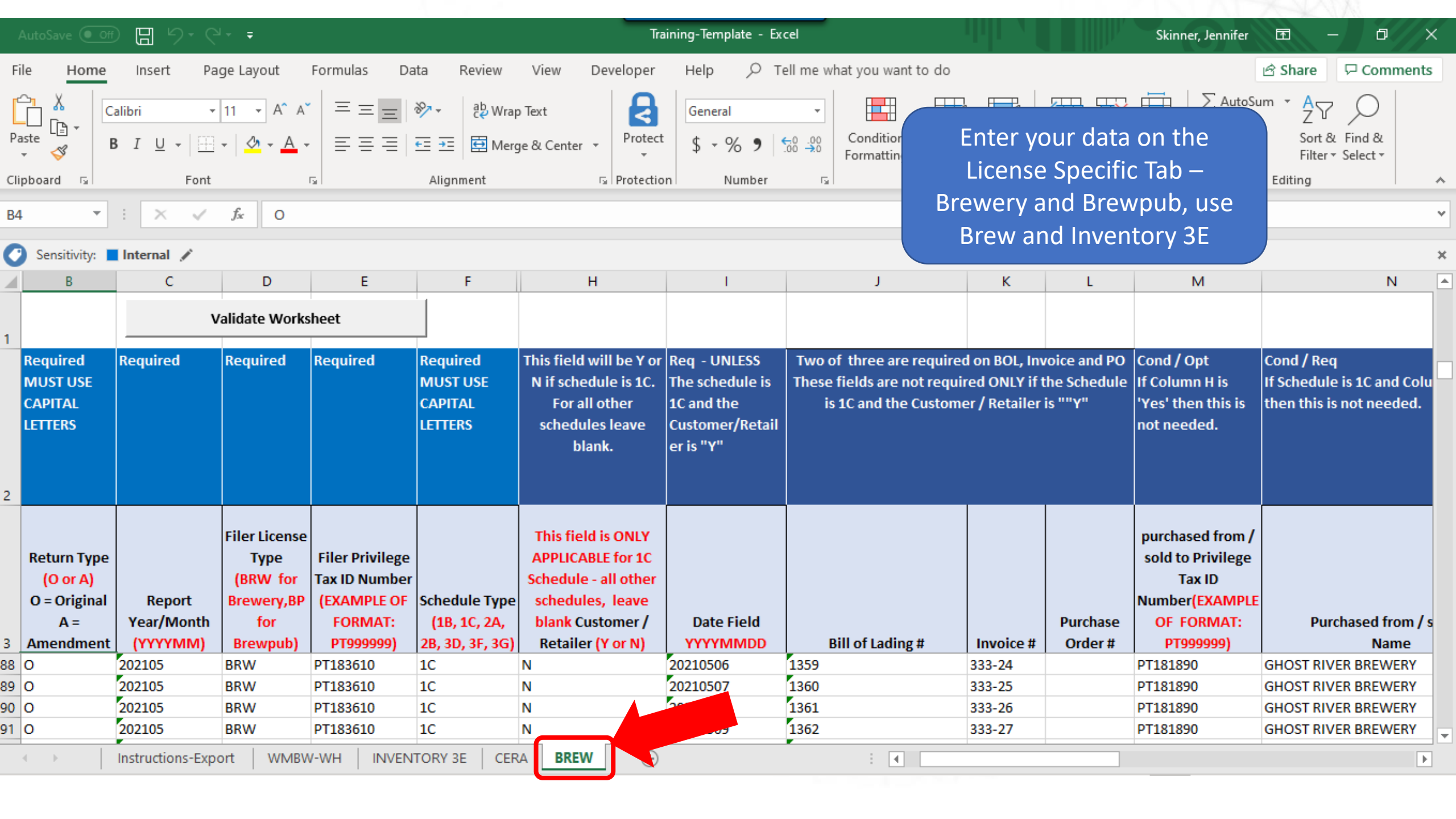
Schedule Code	Description
1A - WMBW/WH	Liablities, Imports
1B - WMBW/WH/BRW/BP	Liablities, Out-of-State Returns
1C - BRW/BP ONLY	Liabilities, Sales
2A - WMBW/WH/BRW/BP	Deductions, Exports
2B - WMBW/WH/BRW/BP	Deductions, Military Sales and Misc Deductions
3A - WMBW/WH	Inventory of Oregon Receipts
3B - WMBW/WH	Inventory; Transfers In
3C - WMBW/WH	Inventory; Sales & Transfers Out (incl. Own-use & Gratis)
3D - WMBW/WH/BRW/BP	Inventory; Returns
3E - WMBW/WH/BRW/BP	Inventory; Ending Inventory
3F - BRW/BP	Inventory; Bond to Bond Transfers IN
3G - BRW/BP	Inventory; Bond to Bond Transfers OUT
5 - CERA ONLY	CERA Shipments

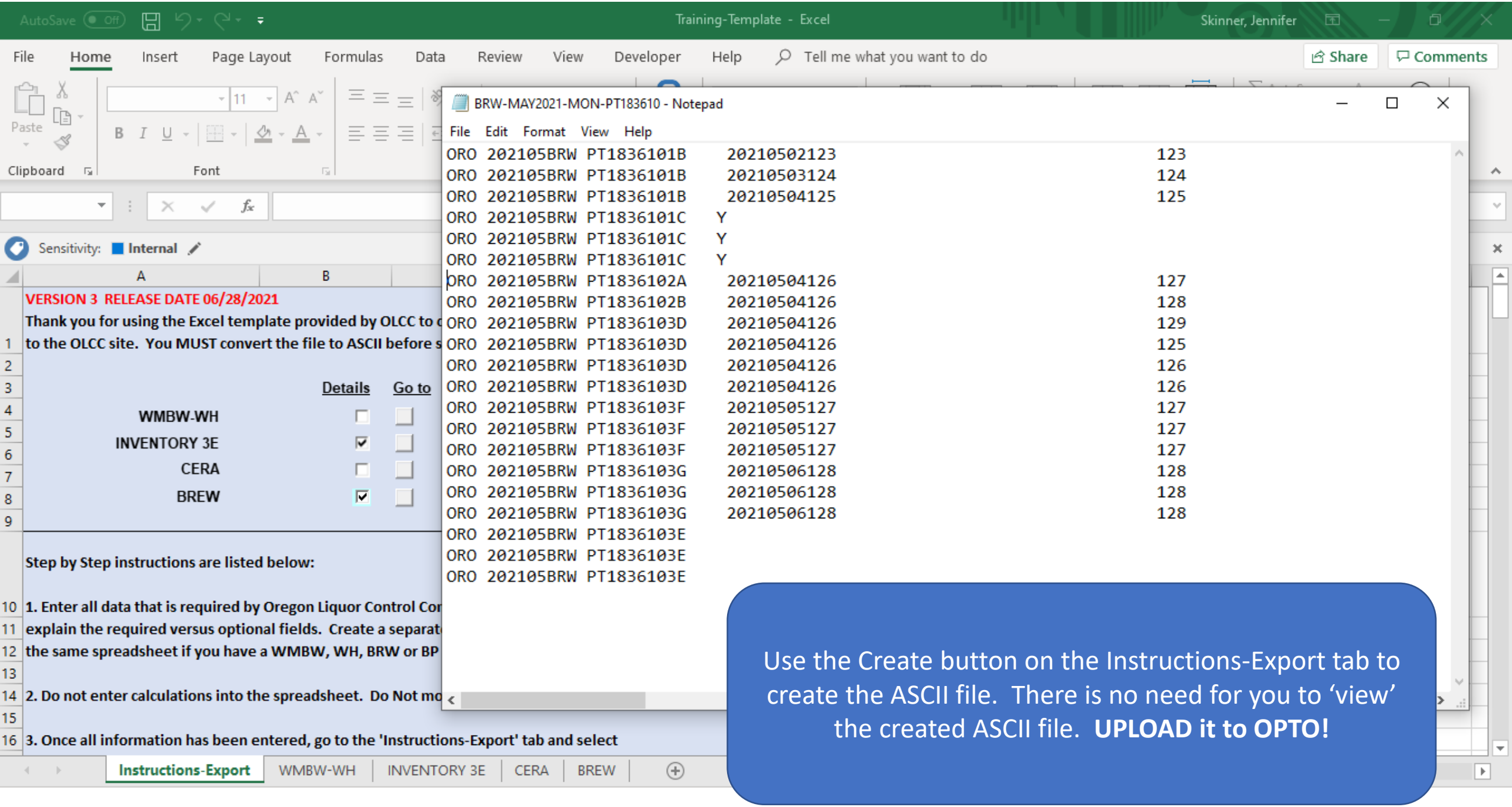
Country Name	Country Code
Andorra	AD
United Arab Emirates	AE
Afghanistan	AF
Antigua and Barbuda	AG

US - State/territory Name	State Code
Alaska	AK
Alabama	AL
Arkansas	AR
Arizona	AZ



Country Name	Country Code	US - State/territory Name	State Code
Andorra	AD	Alaska	AK
United Arab Emirates	AE	Alabama	AL
Afghanistan	AF	Arkansas	AR
Antigua and Barbuda	AG	Arizona	AZ
Anguilla	AI	California	CA
Albania	AL	Colorado	CO
Armenia	AM	Connecticut	CT
Netherlands Antilles	AN	District of Columbia	DC
Angola	AO	Delaware	DE
Antarctica	AQ	Florida	FL
Argentina	AR	Georgia	GA
American Samoa	AS	Hawaii	HI
Austria	AT	Iowa	IA
Australia	AU	Idaho	ID
Aruba	AW	Illinois	IL
Åland Islands	AX	Indiana	IN
Azerbaijan	AZ	Kansas	KS
Bosnia and Herzegovina	BA	Kentucky	KY
Barbados	BB	Louisiana	LA


Training-Template - Excel
Skinner, Jennifer
Enter your data on the License Specific Tab – Brewery and Brewpub, use Brew and Inventory 3E
Validate Worksheet
Required MUST USE CAPITAL LETTERS
Required
Required
Required
Required MUST USE CAPITAL LETTERS
This field will be Y or N if schedule is 1C. For all other schedules leave blank.
Req - UNLESS The schedule is 1C and the Customer/Retailer is "Y"
Two of three are required on BOL, Invoice and PO These fields are not required ONLY if the Schedule is 1C and the Customer / Retailer is ""Y"
Cond / Opt If Column H is 'Yes' then this is not needed.
Cond / Req If Schedule is 1C and Colu then this is not needed.
Return Type (O or A) O = Original A = Amendment
Report Year/Month (YYYYMM)
Filer License Type (BRW for Brewery,BP for Brewpub)
Filer Privilege Tax ID Number (EXAMPLE OF FORMAT: PT999999)
Schedule Type (1B, 1C, 2A, 2B, 3D, 3F, 3G)
This field is ONLY APPLICABLE for 1C Schedule - all other schedules, leave blank Customer / Retailer (Y or N)
Date Field YYYYMMDD
Bill of Lading #
Invoice #
Purchase Order #
purchased from / sold to Privilege Tax ID Number(EXAMPLE OF FORMAT: PT999999)
Purchased from / s Name
88 O 202105 BRW PT183610 1C N 20210506 1359 333-24 PT181890 GHOST RIVER BREWERY
89 O 202105 BRW PT183610 1C N 20210507 1360 333-25 PT181890 GHOST RIVER BREWERY
90 O 202105 BRW PT183610 1C N 1361 333-26 PT181890 GHOST RIVER BREWERY
91 O 202105 BRW PT183610 1C N 1362 333-27 PT181890 GHOST RIVER BREWERY
Instructions-Export
WMBW-WH
INVENTORY 3E
CERA
BREW


Training-Template - Excel
Skinner, Jennifer
File Home Insert Page Layout Formulas Data Review View Developer Help
Tell me what you want to do
Share
Comments
Clipboard
Font
Sensitivity: Internal
VERSION 3 RELEASE DATE 06/28/2021
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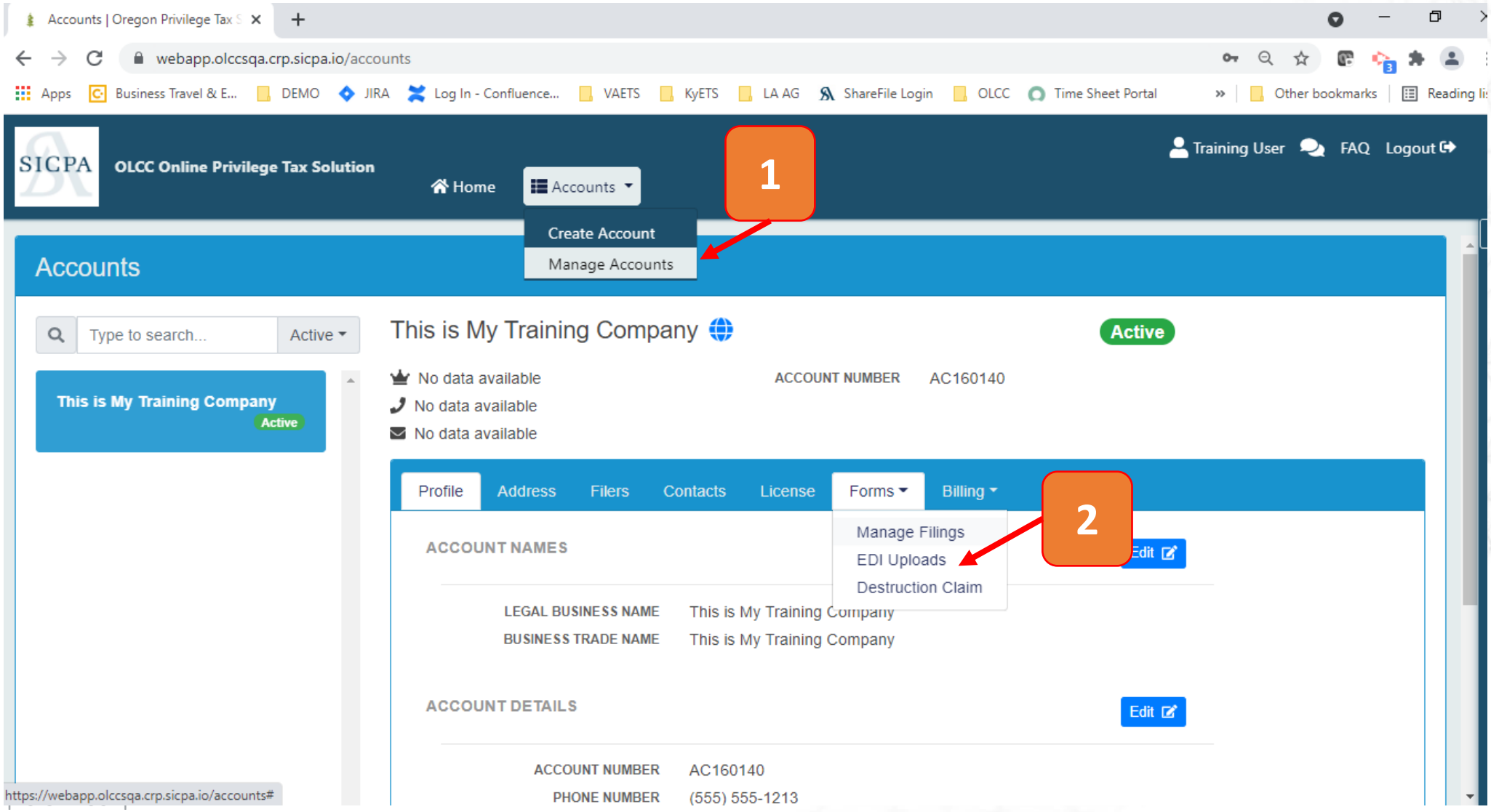
explain the required versus optional fields. Create a separat
the same spreadsheet if you have a WMBW, WH, BRW or BP
2. Do not enter calculations into the spreadsheet. Do Not mo
3. Once all information has been entered, go to the 'Instructions-Export' tab and select
Instructions-Export
WMBW-WH
INVENTORY 3E
CERA
BREW
BRW-MAY2021-MON-PT183610 - Notepad
File Edit Format View Help
ORO 202105BRW PT1836101B 20210502123 123
ORO 202105BRW PT1836101B 20210503124 124
ORO 202105BRW PT1836101B 20210504125 125
ORO 202105BRW PT1836101C Y
ORO 202105BRW PT1836101C Y
ORO 202105BRW PT1836101C Y
ORO 202105BRW PT1836102A 20210504126 127
ORO 202105BRW PT1836102B 20210504126 128
ORO 202105BRW PT1836103D 20210504126 129
ORO 202105BRW PT1836103D 20210504126 125
ORO 202105BRW PT1836103D 20210504126 126
ORO 202105BRW PT1836103D 20210504126 126
ORO 202105BRW PT1836103F 20210505127 127
ORO 202105BRW PT1836103F 20210505127 127
ORO 202105BRW PT1836103F 20210505127 127
ORO 202105BRW PT1836103G 20210506128 128
ORO 202105BRW PT1836103G 20210506128 128
ORO 202105BRW PT1836103G 20210506128 128
ORO 202105BRW PT1836103E
ORO 202105BRW PT1836103E
ORO 202105BRW PT1836103E
Use the Create button on the Instructions-Export tab to create the ASCII file. There is no need for you to 'view' the created ASCII file. UPLOAD it to OPTO!

Upload File - Navigate to edi uploads



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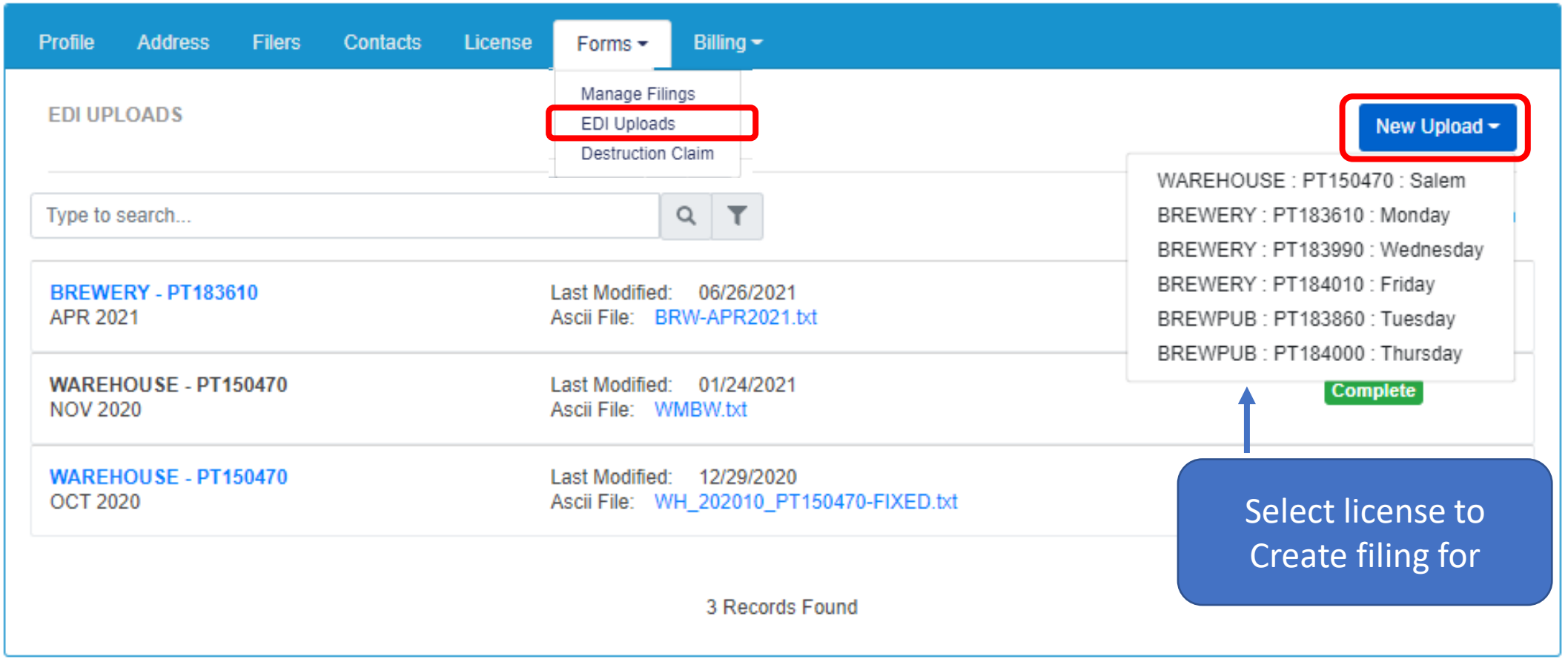
Upload File – Select License



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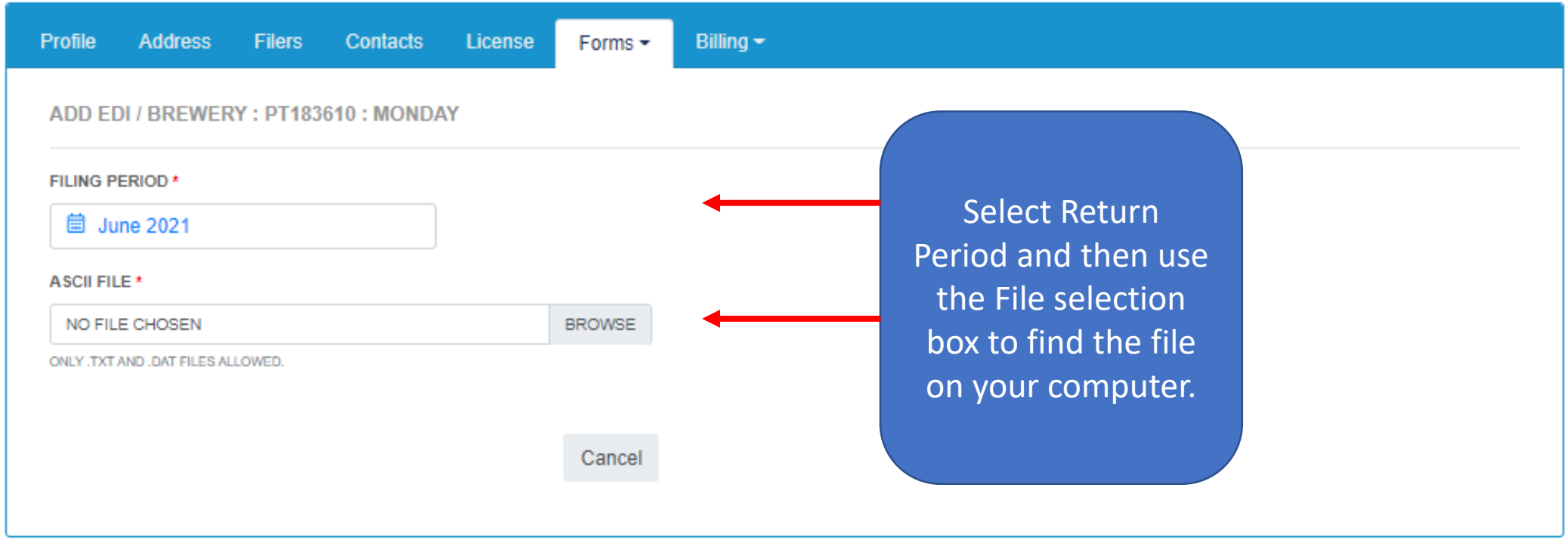
Upload File – Select Period and File



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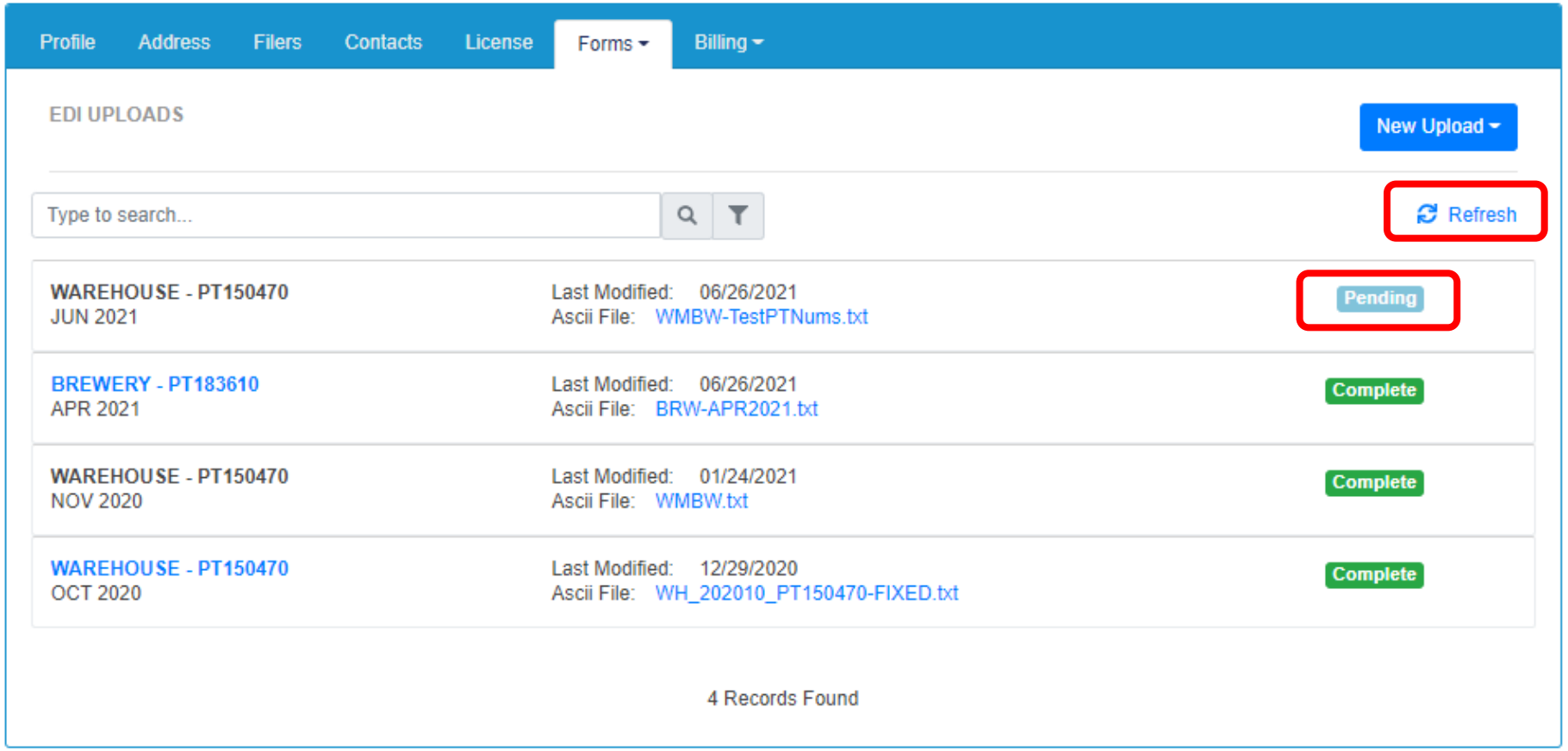
Uploading a file



Once the status shows as Pending or In Process, you can log off and check back later or if file is small, hit Refresh to move status along

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Training Materials & Resources

us.sicpa.com/olcc-training-resources

Apps | Business Travel & E... | DEMO | JIRA | Log In - Confluence... | VAETS | KyETS | LA AG | ShareFile Login | OLCC | Time Sheet Portal | Other bookmarks | Reading list

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RESOURCES

OREGON ASCII WMBW WAREHOUSE

Click to download the Oregon ASCII WMBW Warehouse PDF.
Last updated on June 25, 2021.

OREGON ASCII CERA

Click to download the Oregon ASCII CERA PDF.
Last updated on June 25, 2021.

OREGON ASCII BREWPUBS/BREWERIES

Click to download the Oregon ASCII Brewpubs/Breweries PDF.
Last updated on June 25, 2021.

OLCC — ASCII TEMPLATE

Click to download the ASCII template spreadsheet.
Please note this spreadsheet has been optimized for seamless use with OPTO.
Last updated: June 28, 2021.

RESOURCE PAGE

- https://us.sicpa.com/olcc-training-resources
  - Filing Documents
    - How to create an ASCII file
    - **Current version of excel spreadsheet**
  - Review “How To” videos
    - How to upload a file
    - How to file using web returns
    - How to make payments