

OPTO Brewery /
Brewpub
Taxpayer
Training

June 2021



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

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

Step 2 : Plan your data input

Will I copy and paste or manual enter?



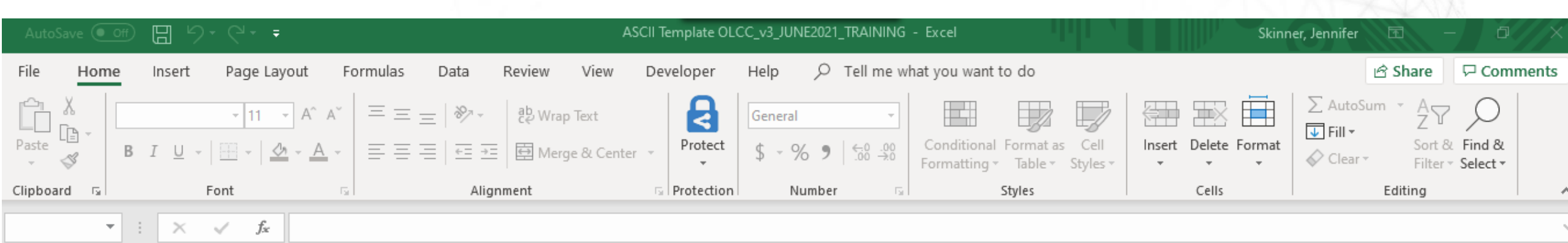
Copy/Paste – Watch those dates and Decimals!



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

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)



Sensitivity: ■ Internal

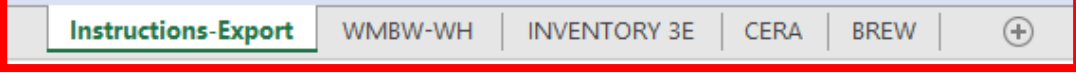
VERSION 3 RELEASE DATE 06/28/2021

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.

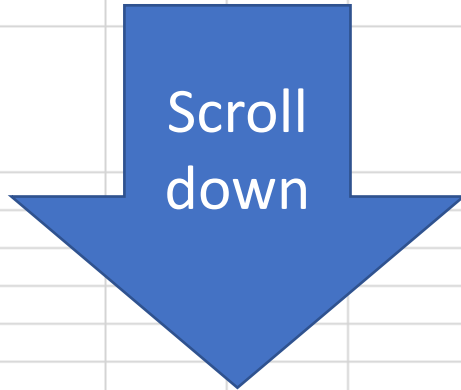
	<u>Details</u>	<u>Go to</u>	
WMBW-WH	<input type="checkbox"/>	<input type="checkbox"/>	Create ASCII File
INVENTORY 3E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CERA	<input type="checkbox"/>	<input type="checkbox"/>	
BREW	<input type="checkbox"/>	<input type="checkbox"/>	

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



Use this section for selecting what to Export



AutoSave Off | ASCII Template OLCC_v3_JUNE2021_TRAINING - Excel | Skinner, Jennifer

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard | Font | Alignment | Protection | Number | Styles | Cells | Editing

Share | Comments

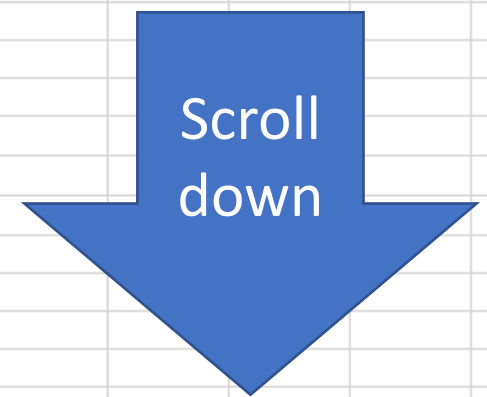
Clipboard: Paste | Font: B I U | Alignment: Merge & Center | Protection: Protect | Number: Text | Styles: Conditional Formatting, Format as Table, Cell Styles | Cells: Insert, Delete, Format | Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Sensitivity: Internal

Product Type	Product Code	Schedule Code	Description
Cider (Apple/Pear) - Case	CID.Case	1A - WMBW/WH	Liabilities, Imports
Cider (Other Fruits) - Case	CIDOTH.Case	1B - WMBW/WH/BRW/BP	Liabilities, Out-of-State Returns
Malt - Case	MB.Case	1C - BRW/BP ONLY	Liabilities, Sales
Seltzer (Cane Sugar) - Case	SCS.Case	2A - WMBW/WH/BRW/BP	Deductions, Exports
Seltzer (Malt Sugar) - Case	SMS.Case	2B - WMBW/WH/BRW/BP	Deductions, Military Sales and Misc Deductions
Wine - Case	WINE.Case	3A - WMBW/WH	Inventory of Oregon Receipts
Cider (Apple/Pear) - Keg	CID.Keg	3B - WMBW/WH	Inventory; Transfers In
Cider (other Fruits) - Keg	CIDOTH.Keg	3C - WMBW/WH	Inventory; Sales & Transfers Out (incl. Own-use & Gratis)
Malt - Keg	MB.Keg	3D - WMBW/WH/BRW/BP	Inventory; Returns
Seltzer (Cane Sugar) - Keg	SCS.Keg	3E - WMBW/WH/BRW/BP	Inventory; Ending Inventory
Seltzer (Malt Sugar) - Keg	SMS.Keg	3F - BRW/BP	Inventory; Bond to Bond Transfers IN
Wine - Keg	WINE.Keg	3G - BRW/BP	Inventory; Bond to Bond Transfers OUT
		5 - CERA ONLY	CERA Shipments

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

Valid Product Codes and valid schedules BY License Type



AutoSave Off | ASCII Template OLCC_v3_JUNE2021_TRAINING - Excel | Skinner, Jennifer

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard | Font | Alignment | Protection | Number | Styles | Cells | Editing

Share | Comments

Sensitivity: Internal

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

List of all countries and states that are valid

Enter your data on the License Specific Tab – Brewery and Brewpub, use Brew and Inventory 3E

	B	C	D	E	F	H	I	J	K	L	M	N
1	Validate Worksheet											
2	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 Column M is 'Yes' then this is not needed.
3	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 / sold to 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	20210508	1361	333-26		PT181890	GHOST RIVER BREWERY
91	O	202105	BRW	PT183610	1C	N	20210509	1362	333-27		PT181890	GHOST RIVER BREWERY



Paste

Clipboard

Font

11 A^ A^

B I U

fx

Sensitivity: Internal

	A	B
1	VERSION 3 RELEASE DATE 06/28/2021	
2	Thank you for using the Excel template provided by OLCC to	
3	to the OLCC site. You MUST convert the file to ASCII before s	
4		<u>Details</u> <u>Go to</u>
5	WMBW-WH	<input type="checkbox"/> <input type="checkbox"/>
6	INVENTORY 3E	<input checked="" type="checkbox"/> <input type="checkbox"/>
7	CERA	<input type="checkbox"/> <input type="checkbox"/>
8	BREW	<input checked="" type="checkbox"/> <input type="checkbox"/>

Step by Step instructions are listed below:

1. Enter all data that is required by Oregon Liquor Control Cor
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

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

The screenshot shows a web browser window with the URL `webapp.olccsqa.crp.sicpa.io/accounts`. The page title is "Accounts | Oregon Privilege Tax Solution". The user is logged in as "Training User".

Step 1: A red box with the number "1" highlights the "Accounts" dropdown menu in the top navigation bar. A red arrow points from this box to the "Manage Accounts" option in the dropdown.

Step 2: A red box with the number "2" highlights the "Forms" dropdown menu in the account profile section. A red arrow points from this box to the "EDI Uploads" option in the dropdown.

The account profile for "This is My Training Company" (ACCOUNT NUMBER: AC160140) is shown. It includes sections for "ACCOUNT NAMES" and "ACCOUNT DETAILS".

ACCOUNT NAMES	
LEGAL BUSINESS NAME	This is My Training Company
BUSINESS TRADE NAME	This is My Training Company

ACCOUNT DETAILS	
ACCOUNT NUMBER	AC160140
PHONE NUMBER	(555) 555-1213

Upload File – Select License

The screenshot shows a web application interface for managing EDI uploads. At the top, there is a navigation bar with tabs for Profile, Address, Filers, Contacts, License, Forms, and Billing. The 'Forms' dropdown menu is open, with 'EDI Uploads' selected. A 'New Upload' button is visible in the top right corner. Below the navigation, there is a search bar with the text 'Type to search...'. The main content area displays a table of EDI uploads with three records:

Record ID	Last Modified	Ascii File
BREWERY - PT183610 APR 2021	06/26/2021	BRW-APR2021.txt
WAREHOUSE - PT150470 NOV 2020	01/24/2021	WMBW.txt
WAREHOUSE - PT150470 OCT 2020	12/29/2020	WH_202010_PT150470-FIXED.txt

At the bottom of the table, it says '3 Records Found'. A dropdown menu is open for the first record, showing a list of licenses:

- WAREHOUSE : PT150470 : Salem
- BREWERY : PT183610 : Monday
- BREWERY : PT183990 : Wednesday
- BREWERY : PT184010 : Friday
- BREWPUB : PT183860 : Tuesday
- BREWPUB : PT184000 : Thursday

A green 'Complete' button is visible at the bottom of the dropdown menu. A blue callout box with an arrow pointing to the dropdown menu contains the text: 'Select license to Create filing for'.

Upload File – Select Period and File

Profile Address Filers Contacts License Forms Billing

ADD EDI / BREWERY : PT183610 : MONDAY

FILING PERIOD *

June 2021

ASCII FILE *

NO FILE CHOSEN BROWSE

ONLY .TXT AND .DAT FILES ALLOWED.

Cancel

Select Return Period and then use the File selection box to find the file on your computer.

Uploading a file



EDI UPLOADS			New Upload ▾
Type to search...	🔍	⌵	🔄 Refresh
WAREHOUSE - PT150470 JUN 2021	Last Modified: 06/26/2021 Ascii File: WMBW-TestPTNums.txt	Pending	
BREWERY - PT183610 APR 2021	Last Modified: 06/26/2021 Ascii File: BRW-APR2021.txt	Complete	
WAREHOUSE - PT150470 NOV 2020	Last Modified: 01/24/2021 Ascii File: WMBW.txt	Complete	
WAREHOUSE - PT150470 OCT 2020	Last Modified: 12/29/2020 Ascii File: WH_202010_PT150470-FIXED.txt	Complete	

4 Records Found

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



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