

OPTO Brewery /
Brewpub
Taxpayer
Training

June 2021



Coming UP

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

Important reminders

- Create Web Filing or Upload a file, Not Both
- Only web filings can use the quick create links shown on dashboard
- ***Don't forget to Pay***



Start your filing



Quick Links for Starting Returns

A screenshot of a web browser displaying the SICPA OLCC Online Privilege Tax Solution dashboard. The browser's address bar shows the URL "webapp.olccsqa.crp.sicpa.io". The dashboard header includes the SICPA logo, the text "OLCC Online Privilege Tax Solution", and navigation links for "Home" and "Accounts". The main content area is titled "Dashboard" and contains three primary sections: "Start my next statement" for the month of June 2021, listing links for "PT183610.Salem" and "PT150470.Salem"; "Filing in progress" with a link for "PT150470.Salem"; and "Next statement due on" with a green button indicating the date "07/20/2021". Below these sections is a "Messages" area with a "Refresh" button and a table with columns for "From", "Date Sent", and "Message". On the left side of the dashboard, there is a sidebar menu with categories: "Account" (0), "License" (0), "Filing" (0), and "Destruction Claim" (0).

Account	Count
Account	0
License	0
Filing	0
Destruction Claim	0

From	Date Sent	Message
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Navigate to return list

The screenshot shows a web browser window with the URL `webapp.olccsq.crp.sicpa.io/accounts`. The page title is "Accounts | Oregon Privilege Tax Solution". The navigation bar includes "Home", "Accounts", and "Create Account". A red box with the number "1" highlights the "Accounts" dropdown menu, which is open to show "Create Account" and "Manage Accounts".

The main content area displays "Accounts" with a search bar and a filter set to "Active". A card for "This is My Training Company" is shown with an "Active" status. The account details for "This is My Training Company" are displayed, including the account number "AC160140". The "Forms" dropdown menu is open, showing "Manage Filings", "EDI Uploads", and "Destruction Claim". A red box with the number "2" highlights the "Manage Filings" option.

The "ACCOUNT NAMES" section shows:

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

The "ACCOUNT DETAILS" section shows:

ACCOUNT NUMBER	AC160140
PHONE NUMBER	(555) 555-1213

Creating return

The screenshot displays a software interface for managing filings. The navigation bar includes 'Profile', 'Address', 'Filings', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' menu is open, showing 'Manage Filings', 'EDI Uploads', and 'Destruction Claim'. A red box highlights the 'Add Filing' button. Two orange callout boxes with numbers 2 and 3 point to the 'Forms' menu and the 'Add Filing' button respectively. The main content area shows a table of filings with two records: 'BREWERY - PT183610' and 'WAREHOUSE - PT150470'.

Entity Name	Last Modified	Status	Actions
BREWERY - PT183610 APR 2021 - Original (1)	06/26/2021	In Process	Actions
WAREHOUSE - PT150470 OCT 2020 - Original (1)	01/12/2021	Complete	Actions

2 Records Found

Start your filing

Profile Address Filers Contacts License Forms Billing

FILINGS Add Filing

Type to search...

BREWERY - PT183610 APR 2021 - Original (1)	Last Modified: 06/26/2021
WAREHOUSE - PT150470 OCT 2020 - Original (1)	Last Modified: 01/12/2021

WAREHOUSE : PT150470 : Salem
BREWERY : PT183610 : Monday
BREWERY : PT183990 : Wednesday
BREWERY : PT184010 : Friday
BREW PUB : PT183860 : Tuesday
BREW PUB : PT184000 : Thursday

Complete Actions

3

QUICK TIP

License type : PT # : Physical address City
Example: WAREHOUSE : PT150470 : Salem

Select license to Create return for

Creating Return

Filing Back to Account

This is My Training Company Active

4

CREATE FILING

FILING PERIOD* **ZERO ACTIVITY** Create Filing Cancel

2021
June

< 2021 >

Jan Feb Mar

Apr May **Jun**

Jul Aug Sep

Oct Nov Dec

QUICK TIP


Click to see options for zero activity

Zero Activity tool

CREATE FILING

FILING PERIOD *

ZERO ACTIVITY

 **QUICK TIP**

Select Forms with Zero Activity Select All

- SCHEDULE 1B - LIABILITIES, OUT-OF-STATE RETURNS
- SCHEDULE 1C - LIABILITIES, TAXABLE SALES
- SCHEDULE 2A - DEDUCTIONS, EXPORTS
- SCHEDULE 2B - DEDUCTIONS, MILITARY SALES AND MISCELLANEOUS
- SCHEDULE 3D - INVENTORY; SELLABLE INSTATE RETURNS
- SCHEDULE 3E - INVENTORY; ENDING INVENTORY (PACKAGED)
- SCHEDULE 3F - INVENTORY; BOND TO BOND TRANSFERS IN
- SCHEDULE 3G - INVENTORY; BOND TO BOND TRANSFERS OUT

You can quickly mark one to many forms as zero activity using this tool – these can also be set inside the tax return after creation

ANATOMY OF A RETURN

Important Information about the license and the return

The screenshot shows a tax filing interface for 'This is My Training Company' (Active). The top navigation bar includes 'Filing' and 'Back to Account'. The main header displays company information: 'This is My Training Company' (Active), 'Contact Person OnSiteAllLicense', '(555) 555-1212', and 'Contact@Onsite.com'. The filing details include: 'OLOC LICENSE / PREMISE NUMBER: 999999 / 999999', 'PRIVILEGE TAX ID: PT183610', 'SUBMITTED DATE: Not available', 'FILING PERIOD: APR 2021', 'FILING CATEGORY: BREWERY', 'SEQUENCE NUMBER: 1', 'FILING STATUS: In Progress', 'FILING TYPE: Original', and 'SOURCE: EDI (Filer)'. The main content area is titled 'SCHEDULE BI - BEGINNING INVENTORY' and shows a list of schedules (BI, SI, 1B, 1C, 2A, 2B, 3D, 3E, 3F, 3G) on the left. The main area displays 'No transactions found'. A red box highlights the top header and the '+ Add Schedule Detail' button. A blue callout box points to the '+ Add Schedule Detail' button with the text 'Button to add Details to selected form'. A large blue callout box with a lightbulb icon and the text 'QUICK TIP All schedules must have EITHER 'zero activity' OR details entered in order to submit the return' points to the schedule list. At the bottom, there are three buttons: 'Submit Filing' (green), 'Preview Statement' (blue), and 'Back to Account' (grey). A blue callout box with a lightbulb icon and the text 'QUICK TIP VIEW YOUR RETURN!!' points to the 'Preview Statement' button. A red arrow points from the 'Back to Account' button to an 'EXIT' button at the bottom right.



QUICK TIP

All schedules must have **EITHER** 'zero activity' **OR** details entered in order to submit the return



QUICK TIP

VIEW YOUR RETURN!!

Submit Filing

Preview Statement

Back to Account

EXIT

Use the duplicate feature!

SCHEDULE 1B - LIABILITIES, OUT-OF-STATE RETURNS ZERO ACTIVITY [+ Add Schedule Detail](#)

Type to search... 🔍 📄 Expand All

Purchased or Received From	Product	SKU/Inventory Code:	Case Quantity:	Quantity Returned:	Actions
BP TEST COMPANY Return BOL #: 123 Vendor Credit Memo #: 123 Distributor Purchase Order #:	BUD LIGHT SELTZER Product Type: Seltzer(Cane Sugar)-Case		12	50	Edit Schedule Detail Duplicate Schedule Detail Remove Schedule Detail
BP TEST COMPANY Return BOL #: 124 Vendor Credit Memo #: 124 Distributor Purchase Order #:	BUG LIGHT SELTZER Product Type: Seltzer(Malt Sugar)-Case		24	50	
BP TEST COMPANY Return BOL #: 125 Vendor Credit Memo #: 125 Distributor Purchase Order #:	BUD LIGHT Product Type: Malt-Case		12	10	

3 Records Found

BI Entries 1
SI Entries 1
1B Entries 3
1C Entries 3
2A Z-A 1
2B Z-A 1
3D Entries 1
3E Entries 1
3F



Your Invoice probably has more than one product on it, Use the duplicate button to quickly enter multiple products from the same invoice.

Return List

Profile Address Filers Contacts License Forms Billing

FILINGS Add Filing

Type to search... Q T Refresh Expand All

BREWERY - PT183610 APR 2021 - Original (1)	Last Modified: 06/26/2021	In Process 📄 Actions
WAREHOUSE - PT150470 OCT 2020 - Original (1)	Last Modified: 01/12/2021	Complete 📄 Actions

2 Records Found



QUICK TIP

Status drives available actions

Making Payments

- Payments are ACH Debit
- Can pay 1 to many invoices but cannot pay across licenses
- Can apply credits if approved and available
- Users are redirected to US Bank to make payment

Return complete, let's pay!

File Returns

Make Payments

Step 1

The screenshot shows a software interface with a navigation bar at the top containing 'Profile', 'Address', 'Filers', 'Contacts', 'License', and 'Forms'. The 'Forms' dropdown menu is open, showing 'Billing' with a sub-menu containing 'Invoices', 'Credit Management', and 'Payments'. The 'Invoices' option is highlighted with a red box. To the right of the dropdown, there are two buttons: '\$ Pay Selected Invoices(\$0.00)' and '+ Add Funds to License'. Below the navigation bar is a search bar with the placeholder text 'Type to search...' and a 'Refresh' button. The main content area features a table with the following data:

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Status
	OCT 2020 Original (1)	WAREHOUSE PT150470	Salem	INV0000001196 01/12/2021	\$2,134.86	\$1,050.00	Unpaid

1 Record Found

Return complete, let's pay!

The screenshot shows a software interface with a blue header bar containing navigation tabs: Profile, Address, Filers, Contacts, License, Forms, and Billing. The 'Billing' tab is active. Below the header, the section is titled 'INVOICES'. On the right side of this section, there is a button labeled '\$ Pay Selected Invoices(\$1,050.00)' and another button labeled '+ Add Funds to License'. Below these buttons is a search bar with the placeholder text 'Type to search...' and a 'Refresh' button. A table of invoices is displayed below the search bar. The first row of the table is highlighted, and its first cell, containing a checkmark, is circled in red. A red callout box with the number '2' points to this checkmark. Another red callout box with the number '3' points to the '\$ Pay Selected Invoices(\$1,050.00)' button. A 'QUICK TIP' icon, featuring a lightbulb, is located below the table. A blue callout box contains the text: 'Click beside the invoice(s) you want to pay. You can pay more than one invoice but only for the same license.'

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Status
✓	OCT 2020 Original (1)	WAREHOUSE PT150470	Salem	INV0000001196 01/12/2021	\$2,134.86	\$1,050.00	Unpaid

Return complete, let's pay!

Payment Detail

Back to Account

COMPANY NAME	PRIVILEGE TAX ID
This is My Training Company	PT150470
FILING PERIOD	INVOICE NUMBER
OCT 2020	INV0000001196

APPLY PAYMENT AMOUNT \$1,000.00 FROM CREDIT \$1,000.00

TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *
\$1,050.00	06/26/2021	\$1,050.00

4a points to the credit application link.
4b points to the 'AMOUNT YOU WISH TO PAY' field.
5 points to the 'Pay' button.

- 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.



When you press Pay you will leave the OLCC website and be directed to the US Bank site, after payment you will be returned to the OLCC website.

Payment List

Selecting "Payments" shows list of all payments made.

Profile Address Filers Contacts License Forms Billing

PAYMENTS

Type to search...

License Trade Name	Confirmation #	Payment By	Payment Date	Payment Amount	Amount applied to Invoice(s)	Amount moved to Credit	Status
This is My Training Company	BBMV-0000	mathias@olccstaff.com	02/17/2021	\$1,084.86	\$1,084.86	\$0.00	Success

Filing Info	License Info	Location	Invoice Info	Applied To Penalty	Applied To Interest	Applied To Tax	Total Applied Amount
OCT 2020 Original (1)	WAREHOUSE PT150470	Salem	INV0000001196	\$184.50	\$55.35	\$845.01	\$1,084.86

Clicking the Amount applied to invoice will provide additional details seen here

Credit management



List displays all licenses regardless if they have credit available

Profile Address Filers Contacts License Forms Billing

CREDIT MANAGEMENT


Type to search... Refresh




License Trade Name	License Info	Location	Available Credit
Fri Brewery Training	BREWERY PT184010	Friday	\$0.00
Mon Brewery Training	BREWERY PT183810	Monday	\$0.00
This is My Training Company	WAREHOUSE PT150470	Salem	\$1,013.27
Thu Brewery Training	BREW PUB PT184000	Thursday	\$0.00
Tue Brewery Training	BREW PUB PT183880	Tuesday	\$0.00
Wed Brewery Training	BREWERY PT183990	Wednesday	\$0.00

Click an amount to see the detail of the credit

Anatomy of credit details

Important Information about the license with the credit detail you selected

This is My Training Company  **Active**

 Not available PRIVILEGE TAX ID PT150470
 No data available LICENSE TYPE WAREHOUSE
 Not available LOCATION Salem

CREDIT DETAIL

	Original	Balance
Other Credits	\$1,000.00	\$1,000.00
Destruction Claim	\$13.27	\$13.27
Total Credit	\$1,013.27	\$1,013.27

AVAILABLE BALANCE: \$1,013.27

CREDIT HISTORY

Source	Date	Period	Credit Amount	User
Adjustment	01/23/2021		\$1,000.00	mathias@olccstaff.com
Destruction Claim	01/12/2021	OCT 2020	\$13.27	training.user@training.com

2 Records Found

Details of all credits added and applied