### **CRITICAL ADDENDUM**

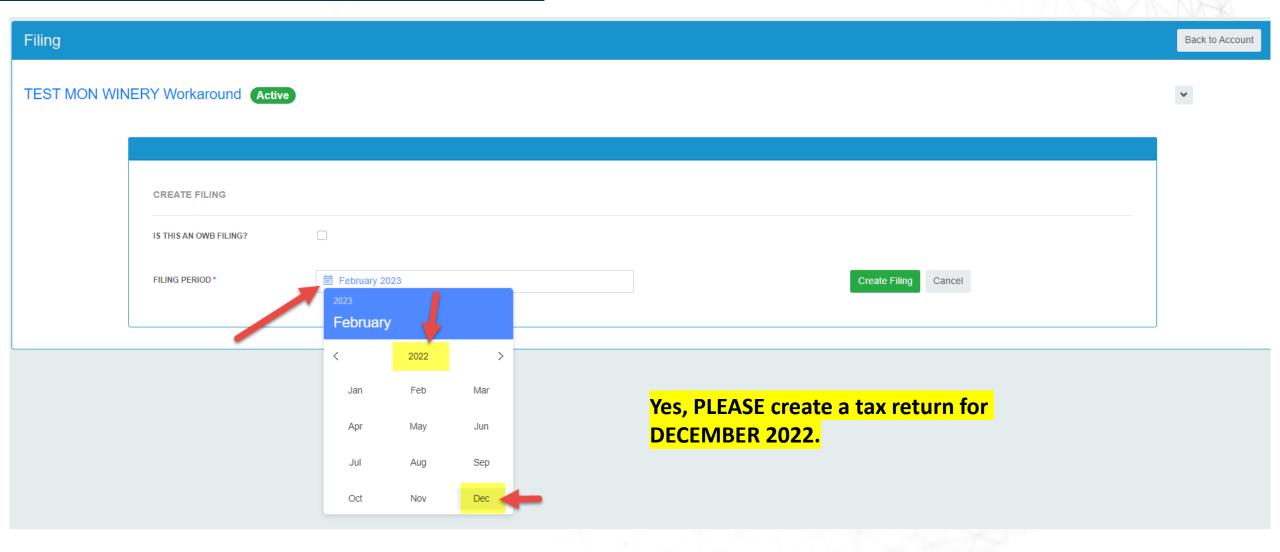
- 1. During training sessions, an issue was uncovered regarding the Beginning Inventory entry in the OPTO System
- 2. PLEASE READ AND USE THESE STEPS!!
- This <u>MUST</u> be done in order to file your first return period with data: JAN 2023.

#### YOU CANNOT BALANCE YOUR JANUARY 2023 RETURN IF YOU DO NOT DO THIS FIRST!

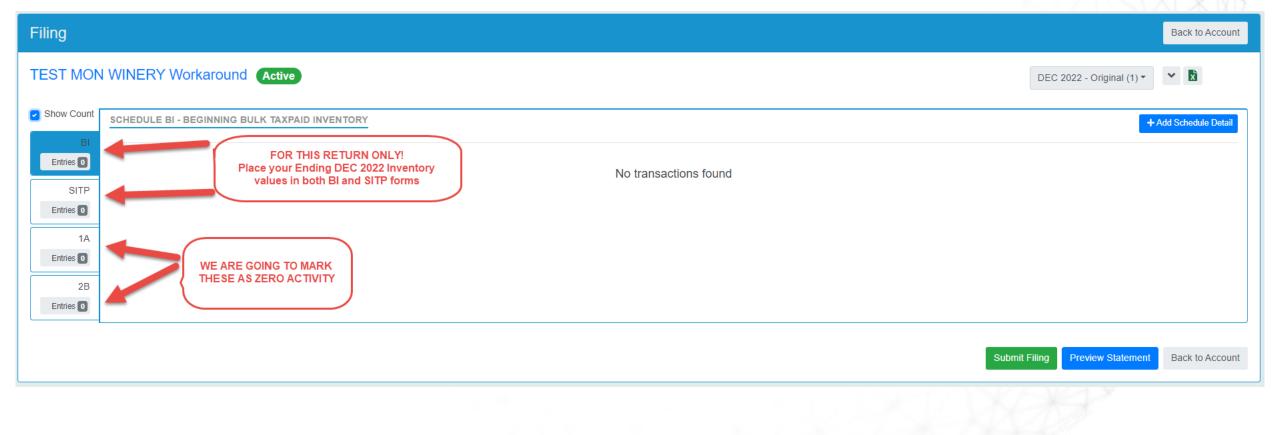
# Create a DECEMBER 2022 Web Return from Login

SICPA OLCC Online Privilege Tax Solution	Accounts -		💄 Me Me 🍤 FAQ Logout G
Accounts	Create Account Manage Accounts 2		
Q     Type to search     Active ▼       WINERY TRAINING - DO NOT MODIFY ME     ▲	WINERY TRAINING - DO NOT M	ODIFY ME ACCOUNT NUMBER AC730100	Active
WE ARE GOING TO CREATE A DECEMBER 2022 TAX RETURN! (THIS IS NOT A TYPO, CREATE A WEB	Profile       Address       Filers       Contacts         FILINGS	License 3 Forms  Billing  Manage Filings EDI Uploads Destruction Claim Export Claim Last Modified: 02/11/2023	6       Add Filing ▼         6       WINERY (PR) : PT1080000 : MonthlyPR         WINERY (WH) : PT1080020 : MonthlyWH         WINERY (PR) : PT1080010 : ANNUAL         WINERY (WH) : PT1080030 : ANNUAL
RETURN FOR DECEMBER 2022!)	WINERY.WH.MON - PT1080020 JAN 2022 - Original (1)	Last Modified: 02/06/2023 2 Records Found	Complete F Actions -
1 Record Found © 2021   SICPA US   CONFIDENTIAL			

#### SELECT DECEMBER 2022



#### **INSIDE DECEMBER 2022 RETURN**



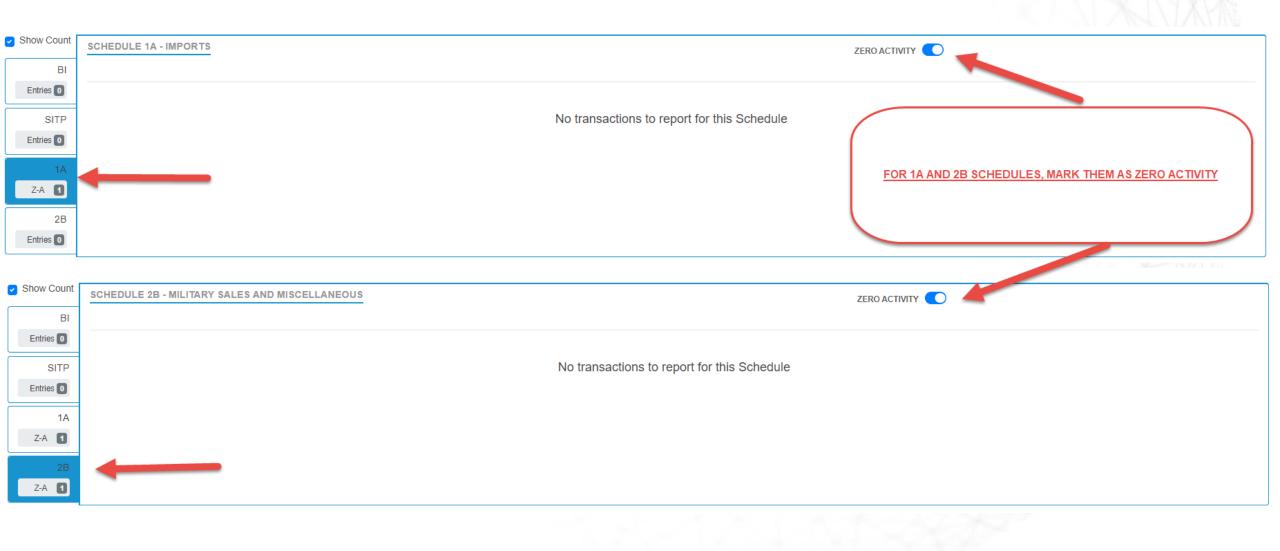
### **INSIDE DECEMBER 2022 RETURN - BI**

Filing				Back to Account
TEST MON	WINERY Workaround Active		DEC 2022 - Original (1) -	✓ <a>Image: <a>Image:</a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a></a>
Show Count	ADD SCHEDULE BI - BEGINNING BULK TAXPAID INVENTORY			
BI Entries O SITP Entries O 1A Entries O 2B	PRODUCT Cider under 8.5% (Barrels) * Cider 8.5% to 16% (Gallons) * Cider over 16% (Gallons) * Wine 16% or less (Gallons) *	REPORTABLE VOLUME		
Entries 0	Wine over 16% (Gallons) *  FOR THIS DECEMBER 2022 TAX RETURN ONLY, PLEASE ENTER THE SAME NUMBERS THAT YOU PUT FOR YOUR DECEMBER 2022 ENDING INVENTORY INTO THE BEGINNING INVENTORY FIELDS! THIS IS THE ONLY WAY THAT THIS RETURN CAN BALANCE!  THIS IS A ONE TIME ENTRY! ONLY FOR THIS DECEMBER 2022 RETURN!  Submit Fil			Save Cancel Back to Account

### INSIDE DECEMBER 2022 RETURN - SITP

Filing							Back to Account
TEST MON	WINERY Workaround Active					DEC 2022 - Original (1) •	▼ X
Show Count	ADD SCHEDULE SITP - SUMMARY INVEN	NTORY - TAX PAID					
BI Entries		CIDER UNDER 8.5% (BARRELS)	CIDER 8.5% TO 16% (GALLONS)	CIDER OVER 16% (GALLONS)	WINE 16% OR LESS (GALLONS)	WINE OVER 16% (GALLONS)	
SITP Entries	Received from Custom Crush Producers (Bottled)						
1A Entries	INVENTORY GAINS	DO NOT ENTER ANY VALUES IN THESE FIELDS IN THE DECEMBER 2022 TAX RETURN ONLY!!					^
2B Entries	Sales						
	REDUCTION OF INVENTORY						^
	Ending Taxpaid Inventory						
	ENTER YOUR PHYSICAL ENDING TAXPAID INVENTORY INTO THESE FIELDS. THESE ARE THE ONLY FIELDS ON THIS SCHEDULE THAT WILL HAVE VALUES FOR THIS DECEMBER 2022 TAX RETURN.					Save Cancel	

### INSIDE DECEMBER 2022 RETURN – 1A and 2B



## SUBMIT THE RETURN

Filing			Back to Account
TEST MON	WINERY Workaround Active	DEC 2022 -	Original (1) 🕶 🔽
Show Count BI Entries 0	SCHEDULE 2B - MILITARY SALES AND MISCELLANEOUS	ZERO ACTIVITY	
SITP Entries 0	1	No transactions to report for this Schedule	
1A Z-A <b>1</b> 2B			
Z-A 1		Submit Filing Prev	view Statement Back to Account

After you have completed and submitted this DECEMBER 2022 return using the information in this document, you should see your BEGINNING INVENTORY in the JANUARY 2023 statement showing the values entered in the Ending Inventory for DECEMBER 2022.

#### YOU CANNOT BALANCE YOUR JANUARY 2023 RETURN IF YOU DO NOT DO THIS FIRST!

Thank you for your understanding.