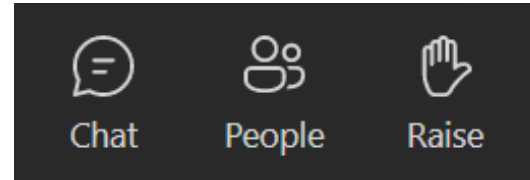


OPTO Winery /  
Annual & Monthly  
Producers  
Taxpayer  
Training  
February 2023



# The Plan



1. Intro, Housekeeping & Plan
2. Training
  - Overview and Definitions
  - Landing Page/Dashboard
  - Excel File Uploads , Web forms and Payments
3. Live Demo
4. Open Forum

# Steps – Must be in Order

## 1. Create UserID

Must be valid email address, this is your UserID in OPTO.

## 2. Create Account

This is the 'over arching' company.

## 3. Associate License(s)

These are your Existing licenses. They are just being associated in OPTO.

## 4. Create Returns

### WINERY MONTHLY PRIVILEGE TAX STATEMENT

Privilege Tax Report of Malt and Alcoholic Beverages Imported into the State of Oregon

| WINERY PR-MONTHLY                                       | JAN 2022                        |                                  | Original                      |                                  |                               |
|---|---------------------------------|----------------------------------|-------------------------------|----------------------------------|-------------------------------|
| 123 MAIN STREET   | MonthlyPR                       |                                  | PT1080000                     |                                  |                               |
|   | Cider (Under 8.5%)<br>(Barrels) | Cider (8.5% to 16%)<br>(Gallons) | Cider (Over 16%)<br>(Gallons) | Wine<br>16% or Less<br>(Gallons) | Wine<br>over 16%<br>(Gallons) |
|   | A                               | B                                | C                             | D                                | E                             |
| <b>Distribution:</b>                                    |                                 |                                  |                               |                                  |                               |
| 1. Removals from Bond to Taxpaid                        | 0.                              | 0.                               | 0.                            | 0.                               | 0.                            |
| 2. Imported (Schedule 1A)                               | 0.                              | 0.                               | 0.                            | 0.                               | 0.                            |
| <b>Deductions:</b>                                      |                                 |                                  |                               |                                  |                               |
| 3. Exported out of Oregon (Schedule 2A)                 | 0.                              | 0.                               | 0.                            | 0.                               | 0.                            |
| 4. Military Sales / Miscellaneous (Schedule 2B)         | 0.                              | 0.                               | 0.                            | 0.                               | 0.                            |
| 5. Small Winery Deduction                               |                                 | 0.                               | 0.                            | 0.                               | 0.                            |
| <b>Taxable Amount:</b>                                  |                                 |                                  |                               |                                  |                               |
| 6. Total Taxable Volume (Line 1 plus 2 Minus Lines 3-5) | 0.                              | 0.                               | 0.                            | 0.                               | 0.                            |
| 7. Rate of Tax  | \$2.60                          | \$0.67                           | \$0.77                        | \$0.67                           | \$0.77                        |
| 8. Amount of Tax (Line 6 x Line 7)                      | \$ -                            | \$ -                             | \$ -                          | \$ -                             | \$ -                          |
| 9. TOTAL TAX (Total of All Columns on Line 8)           |                                 |                                  |                               | \$ -                             | \$ -                          |

# Definitions

1. Self Service User ID's
  - Any/All user(s) that need access to the system
2. Business Accounts
  - Over-arching Company
3. Associated Licenses
  - NOT A NEW LICENSE! Associating your existing licenses into electronic system.
4. Excel Uploads
  - Excel spreadsheet provided to user for uploading return data. Format of file should not be changed to allow the data to be loaded into the OLCC system.
5. Web Form Filing
  - User Interface provides required fields for each license type and form type.

# LANDING PAGE/DASHBOARD

Shows the User that is logged in / Link to Resource Page (FAQ) and how to Logout

**SICPA** OLCC Online Privilege Tax Solution

Home Accounts

Me Me FAQ Logout

## Dashboard

**Start my next statement**  
(JAN 20)  
PT1080000.Monthly  
PT1080020.Monthly

**Filing in progress**  
Great job, you are caught up!

**New statement due soon**  
02/06/2023

**DO NOT USE THESE LINKS.** These links are going to be removed and then improved!  
**For now, do not use.**

## Messages

Refresh

| From                 | Date Sent             | Message  |
|----------------------|-----------------------|--|
| jenn.admin@sicpa.com | 02/06/2023 9:31:36 AM | Congratulations on your account being setup! Your licenses are approved and you are ready to FILE RETURNS! |

1 Message Found

Account 1  
License 0  
Filing 0  
Claim 0

OLCC is able to send you messages in the online system. This message board shows you all messages that are not read. The number indicates how many messages are waiting

Clicking the message bubble will take you to the location that the message was sent from. (example: in a tax return or license)

# Is a File Upload right for me?

## ASK YOURSELF:

- ***Do I have a lot of transactions in the month?***
- ***Do I have transactions on all or most of the different schedules?***
- ***Do I have a back end system that I want to pull the data from?***



# Where Can I get the Upload Template?

Start by going to the resource page at <https://us.sicpa.com/olcc-training-resources>

Go to the Winery Panel




Then scroll down to find the CORRECT template to use. **Pay Attention!** These are license and filing frequency specific!!

us.sicpa.com/olcc-training-resources/alcohol/wineries


LA AGOLCCMI - STCaaSAdministrationWiki PagesConnect - PeoplePlushttps://sicpanew.se...HubSpot Login

SICPA




WINERY ANNUAL PRODUCER TEMPLATE

This file is the template for ANNUAL Winery-Producers that must be used if you are choosing to upload your data into the OLCC System.




WINERY ANNUAL WHOLESALER TEMPLATE

This file is the template for ANNUAL Winery-Wholesalers that must be used if you are choosing to upload your data into the OLCC System.



WINERY MONTHLY PRODUCER TEMPLATE

This file is the template for MONTHLY Winery-Producers that must be used if you are choosing to upload your data into the OLCC System.



WINERY MONTHLY WHOLESALER TEMPLATE

This file is the template for MONTHLY Winery-Wholesalers that must be used if you are choosing to upload your data into the OLCC System.

# How it works!


Download  
Template

Add Data (file  
is saved on  
your  
computer)

Upload Excel  
File to OPTO

Return  
Created with  
your data!

# Start Your File Upload (from Login)



OLCC Online Privilege Tax Solution

Home

Accounts <sup>1</sup>

Create Account

Manage Accounts <sup>2</sup>

Me Me <sup>1</sup> FAQ Logout

Accounts

STICKY NOTES!!

1. Accounts

2. Manage Accounts

3. Forms

4. EDI Uploads

5. New Upload

6. Pick which license for upload

WINERY TRAINING - DO NOT MODIFY ME

Active

Train Me

(555) 555-1212

Training@Training.com

ACCOUNT NUMBER AC730100

ProfileAddressFilersContactsLicense <sup>3</sup>Forms <sup>4</sup>Billing <sup>5</sup>

EDI UPLOADS

Type to search...

No Edi Found

Manage Filings

EDI Uploads <sup>4</sup>

Destruction Claim

Export Claim

WINERY (PR) : PT1080000 : MonthlyPR

WINERY (WH) : PT1080020 : MonthlyWH

WINERY (PR) : PT1080010 : ANNUAL

WINERY (WH) : PT1080030 : ANNUAL

New Upload <sup>5</sup>

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9

# Select Your File

## STICKY NOTES!!

7. Select your filing period
8. Click to Browse your computer
9. Find and Select the file to Upload
10. Click Open

1 Record Found

## IMPORTANT!

Annual filers will only have a Year shown in Filing Period selection

2023

Accounts

WINERY TRAINING - DO NOT MODIFY ME Active

ACCOUNT NUMBER AC730100

Train Me  
(555) 555-1212  
Training@Training.com

Profile Address Filers Contacts License **Forms** Billing

ADD EDI / WINERY (WH) : PT1080020 : MONTHLYWH

FILING PERIOD \*  
February 2023

FILE \*  
NO FILE CHOSEN

ONLY .XLS .XLSX .TXT .DAT FILES ALLOWED.

BROWSE

Cancel

Open

File name: Custom Files

Open Cancel

| Name                                    | Date modified    |
|---|------------------|
| Winery Annual Producer Template v1.0    | 2/7/2023 5:44 PM |
| Winery Annual Wholesaler Template v1.0  | 2/7/2023 5:45 PM |
| Winery Monthly Producer Template v1.0   | 2/7/2023 5:46 PM |
| Winery Monthly Wholesaler Template v1.0 | 2/7/2023 5:47 PM |

# Upload Your File

WINERY TRAINING - DO NOT MODIFY ME

Active

👑 Train Me  
📞 (555) 555-1212  
✉ Training@Training.com

ACCOUNT NUMBER AC730100

Profile Address Filers Contacts License Forms Billing

## EDI UPLOADS

New Upload

Type to search...



Refresh

WINERY.WH.MON - PT1080020  
FEB 2022

Last Modified: 02/11/2023  
Ascii File: Winery-Training-File-FEB2022 WHMON.xlsx

Complete

1 Record Found

**GO AHEAD, LOGOUT!** Come back when email arrives.

Pending

In Process

Complete or Error

# File Load Complete, Return Created

Profile Address Filers Contacts License Forms Billing

**EDI UPLOADS** New Upload

PT1080000 Q Y Clear Refresh

|   |  |                       |
|---|--|-----------------------|
| <a href="#">WINERY.PR.MON - PT1080000</a><br>FEB 2022 | Last Modified: 02/11/2023<br>Ascii File: <a href="#">Winery-Training-File-FEB2022 PRMON.xlsx</a> | <span>Complete</span> |
|---|--|-----------------------|

1 Record Found

Profile Address Filers Contacts License Forms Billing

**FILINGS** Add Filing

PT1080000 Q Y Refresh Expand All

|  |                           |  |
|--|---------------------------|--|
| WINERY.PR.MON - PT1080000<br>FEB 2022 - Original (1) | Last Modified: 02/11/2023 | <span>In Process</span> <span>Actions</span> |
| WINERY.PR.MON - PT1080000<br>JAN 2022 - Original (1) | Last Modified: 02/06/2023 | <span>Complete</span> <span>Actions</span>   |

2 Records Found


# Why use Web Form Entry?



## ASK YOURSELF:

- ***Do I have a few transactions this month?***
- ***Are all of my schedule entries 'zero activity'?***
- ***Do I want to enter my couple of transactions each day or each week?***

# Create a Web Return from Login

**SICPA** OLCC Online Privilege Tax Solution

Me Me <sup>1</sup> FAQ Logout

Home Accounts <sup>1</sup>

Create Account  
Manage Accounts <sup>2</sup>

Accounts

Type to search... Active

**WINERY TRAINING - DO NOT MODIFY ME** **Active**

Train Me  
(555) 555-1212  
Training@Training.com

ACCOUNT NUMBER AC730100

Profile Address Filers Contacts License <sup>3</sup> Forms <sup>4</sup> Billing

**FILINGS**

WINERY.PR.MON - PT1080000  
FEB 2022 - Original (1)  
Last Modified: 02/11/2023

WINERY.PR.MON - PT1080000  
JAN 2022 - Original (1)  
Last Modified: 02/06/2023

2 Records Found

1 Record Found

1 Accounts

2 Manage Accounts

3 Forms

4 Manage Filings

5 Add Filing

6 Pick which license to create the return for.

WINERY (PR) : PT1080000 : MonthlyPR

WINERY (WH) : PT1080020 : MonthlyWH

WINERY (PR) : PT1080010 : ANNUAL

WINERY (WH) : PT1080030 : ANNUAL

Complete Actions

# Important reminders

## STICKY NOTES!!

1. Select Period to create
2. Click Create Filing

Filing

[Back to Account](#)

WINERY TRAINING - DO NOT MODIFY ME Active

### CREATE FILING

IS THIS AN OWB FILING?

☐

Select the calendar to choose  
the Filing Period

FILING PERIOD \*

2023

2023

|      |      |      |
|------|------|------|
| 2013 | 2014 | 2015 |
| 2016 | 2017 | 2018 |
| 2019 | 2020 | 2021 |
| 2022 | 2023 | 2024 |
| 2025 | 2026 | 2027 |

Create Filing

Cancel

## IMPORTANT!

Annual filers will only  
have a Year shown in  
Filing Period selection

# Important reminders

(4) IF YOU ARE NOT SURE which of these schedules you should be filling out, click the FAQ button and check the schedule comparison document. (winery panel)

The screenshot displays the SICPA OLCC Online Privilege Tax Solution interface. The top navigation bar includes the SICPA logo, the text "OLCC Online Privilege Tax Solution", and links for Home and Accounts. The right side of the header shows user information (Me Me), a chat icon, an FAQ link, and a Logout button. A red circle with the number 4 is next to the FAQ link.

The main section is titled "Filing" and contains a sub-header "WINERY TRAINING - DO NOT MODIFY ME" with an "Active" status. A red circle with the number 1 is next to the "Active" status. Below this, there is a "Show Count" checkbox and a "SCHEDULE 1A - IMPORTS" section. The "SCHEDULE 1A - IMPORTS" section includes a "ZERO ACTIVITY" toggle (marked with a red circle 2) and a "+ Add Schedule Detail" button (marked with a red circle 3). The main area of the schedule shows "No transactions found" and a search bar.

A sticky notes box with a green background contains the following text:

**STICKY NOTES!!**  
1. Use Show Count to see how many records you have per schedule.  
2 & 3. EITHER OR! – EITHER enter a transaction detail using (2) Add Schedule Detail OR select (3) Zero Activity toggle! One of these actions **MUST** be taken for every schedule.

At the bottom of the interface, there are buttons for "Submit Filing", "Preview Statement", and "Back to Account".

# Create a Web Return

## STICKY NOTES!!

1. Description of what schedule you are entering.
2. Fields with asterisk ( \* ) are required.
3. Save and Add Another saves and clears form for another entry.
4. Save and Duplicate copies top section but clears quantities
5. Save and Close saves and returns user to the list of entered records.
6. Cancel – Closes the form and returns user to the list of entered records.

Filing

WINERY TRAINING - DO NOT MODIFY ME Active

☒ Show Count

ADD SCHEDULE 1A - IMPORTS 1

SIWB

Entries 0

SITP

Entries 0

1A

Entries 13

1D

Entries 5

2A

Entries 5

2B

Entries 5

3F

Entries 1

3G

Entries 1

DATE RECEIVED IN OREGON \*

Select a date

ONE OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED \*

IMPORT BOL #

VENDOR INVOICE #

DISTRIBUTOR PURCHASE ORDER #

PURCHASED OR RECEIVED FROM - NAME \*

ACCOUNT ID : PRIVILEGE TAX NUMBER

PURCHASED OR RECEIVED FROM

STREET ADDRESS \*

CITY \* STATE \*

ZIP CODE \* COUNTRY \*

United States of America

QUANTITY \*

UNIT OF MEASURE \*

ABV \*

TAXABLE VOLUME \*

3

Save and Add Another

4

Save and Duplicate


5

Save and Close

6

Cancel

# PREVIEW YOUR STATEMENT!

**SICPA**

OLCC Online Privilege Tax Solution

Home

Filing

WINERY TRAINING - DO NOT MODIFY M

☒ Show Count

SCHEDULE SIWB - SUMMARY INVENTORY

SIWB

Entries 0

SITP

Entries 0

1A

Entries 12

1D

Entries 5

2A

Entries 5

2B

Entries 5

3F

Entries 1

3G

Entries 1

Preview Statement

lykgvtC9ajRF8lvtq2MwA0KZW5kc3RyZ...

1 / 4

90%

Download

Print

More

**WINERY MONTHLY PRIVILEGE TAX STATEMENT**

Privilege Tax Report of Malt and Alcoholic Beverages Imported Into the State of Oregon

WINERY PR-MONTHLY

FEB 2022

Original

123 MAIN STREET

MonthlyPR

PT1080000

|   | Cider (Under 8.5%)<br>(Barrels) | Cider (8.5% to 16%)<br>(Gallons) | Cider (Over 16%)<br>(Gallons) | Wine<br>16% or Less<br>(Gallons) | Wine<br>over 16%<br>(Gallons) |
|---|---------------------------------|----------------------------------|-------------------------------|----------------------------------|-------------------------------|
|   | A                               | B                                | C                             | D                                | E                             |
| <b>Distribution:</b>                                    |                                 |                                  |                               |                                  |                               |
| 1. Removals from Bond to Taxpaid                        | 3                               | 31                               | 0                             | 2,37755                          | 0                             |
| 2. Imported (Schedule 1A)                               | 0                               | 31                               | 62                            | 42,88775                         | 7,13265                       |
| <b>Deductions:</b>                                      |                                 |                                  |                               |                                  |                               |
| 3. Exported out of Oregon (Schedule 2A)                 | 0                               | 31                               | 0                             | 4,7551                           | 4,7551                        |
| 4. Military Sales / Miscellaneous (Schedule 2B)         | 0                               | 62                               | 0                             | 2,37755                          | 4,7551                        |
| 5. Small Winery Deduction                               |                                 | 0                                | 0                             | 0                                | 0                             |
| <b>Taxable Amount:</b>                                  |                                 |                                  |                               |                                  |                               |
| 6. Total Taxable Volume (Line 1 plus 2 Minus Lines 3-5) | 3                               | -31                              | 62                            | 38,13265                         | -2,37755                      |
| 7. Rate of Tax  | \$2.60                          | \$0.67                           | \$0.77                        | \$0.67                           | \$0.77                        |
| 8. Amount of Tax (Line 6 x Line 7)                      | \$ 7.80                         | \$ (20.77)                       | \$ 47.74                      | \$ 25.55                         | \$ (1.83)                     |
| 9. TOTAL TAX (Total of All Columns on Line 8)           |                                 |                                  |                               | \$ 58.49                         |                               |

Close

Me Me

FAQ

Logout

Back to Account

FEB 2022 - Original (1)

+ Add Schedule Detail

Submit Filing

Preview Statement

Back to Account

# Submitting Your Return

SICPA

OLCC Online Privilege Tax Solution

Home

Accounts

Me Me

FAQ

Logout

Filing

WINERY TRAINING - DO NOT MODIFY ME Active

Show Count

SIWB

Entries 0

SITP

Entries 0

1A

Entries 12

1D

Entries 5

2A

Entries 5

2B

Entries 5

3F

Entries 1

3G

Entries 1

SCHEDULE SIWB - SUMMARY INVENTORY - WINE IN BOND

No transactions found

Back to Account

FEB 2022 - Original (1)

+ Add Schedule Detail

Submit Filing

I swear, under penalty of perjury, that the information entered is true, correct and complete. By signing below, I acknowledge that I am the individual who prepared this form and have the authorization to submit such on behalf of the aforementioned entity.

☐ I Me Me accept the terms.

Cancel

Submit Filing

Preview Statement

Back to Account

# Making Payments

## Accounts

Type to search...

Active

### WINERY TRAINING - DO NOT MODIFY ME

Active

Train Me

(555) 555-1212

Training@Training.com

ACCOUNT NUMBER AC730100

Profile Address Filers Contacts License Forms

Billing

Invoices

Credit Management

Payments

#### INVOICES

\$ Pay Selected Invoices(\$45.37)

+ Add Funds to License

Type to search...

Q

T

Refresh

| ✓ | Filing Info              | License Info               | Location  | Invoice Info                | Total Amount | Balance | Due Date   | Status |
|---|--------------------------|----------------------------|-----------|-----------------------------|--------------|---------|------------|--------|
| ✓ | JAN 2022<br>Original (1) | WINERY.PR.MON<br>PT1080000 | MonthlyPR | INV0000082001<br>02/06/2023 | \$45.37      | \$45.37 | 02/20/2022 | Unpaid |
|   | JAN 2022<br>Original (1) | WINERY.WH.MON<br>PT1080020 | MonthlyWH | INV0000082002<br>02/06/2023 | \$82.95      | \$82.95 | 02/20/2022 | Unpaid |

2 Records Found

**STICKY NOTES!!**  
**IMPORTANT:** Return must have a "Completed" Status to pay.

1. Billing

2. Invoices

3. Put Checkmark next to Invoice to pay

4. Click Pay Selected Invoices

1 Record Found

# Making Payments

If you have credit you have the option to use it. It will ZERO OUT your payment, just click Pay to Continue.

## Payment Detail

COMPANY NAME

WINERY TRAINING - DO NOT MODIFY ME

PRIVILEGE TAX ID

PT1080000

FILING PERIOD

JAN 2022

INVOICE NUMBER

INV0000082001

APPLY PAYMENT AMOUNT \$45.37 FROM CREDIT \$200.00



TOTAL AMOUNT DUE

\$45.37

PAYMENT DATE

02/12/2023

AMOUNT YOU WISH TO PAY \*

\$45.37

Pay

Cancel

APPLY PAYMENT AMOUNT \$45.37 FROM CREDIT \$200.00



TOTAL AMOUNT DUE

\$45.37

PAYMENT DATE

02/12/2023

AMOUNT YOU WISH TO PAY \*

\$0.00

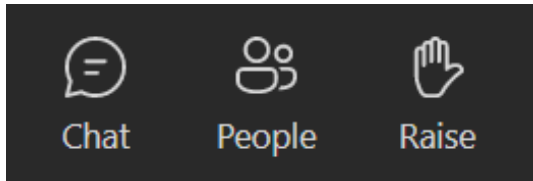
Pay

Cancel

- 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.

# LIVE DEMO

- All users continue to be muted, please use Chat or Raise your Hand if you have questions.



- Please ask questions as we move through, You do not need to wait until the end
- REMEMBER, if you are unsure about something most likely someone else is too! Help them out and ask the question!**