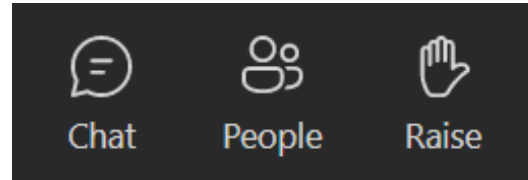


OPTO Winery /
Annual & Monthly
Wholesalers
Taxpayer
Training
February 2023



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%) (Barrels)	Cider (8.5% to 16%) (Gallons)	Cider (Over 16%) (Gallons)	Wine 16% or Less (Gallons)	Wine over 16% (Gallons)
	A	B	C	D	E
Distribution:					
1. Removals from Bond to Taxpaid	0.	0.	0.	0.	0.
2. Imported (Schedule 1A)	0.	0.	0.	0.	0.
Deductions:					
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.
Taxable Amount:					
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
New statement due soon

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

Messages

Refresh

Account	From	Date Sent	Message
License 0	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?***



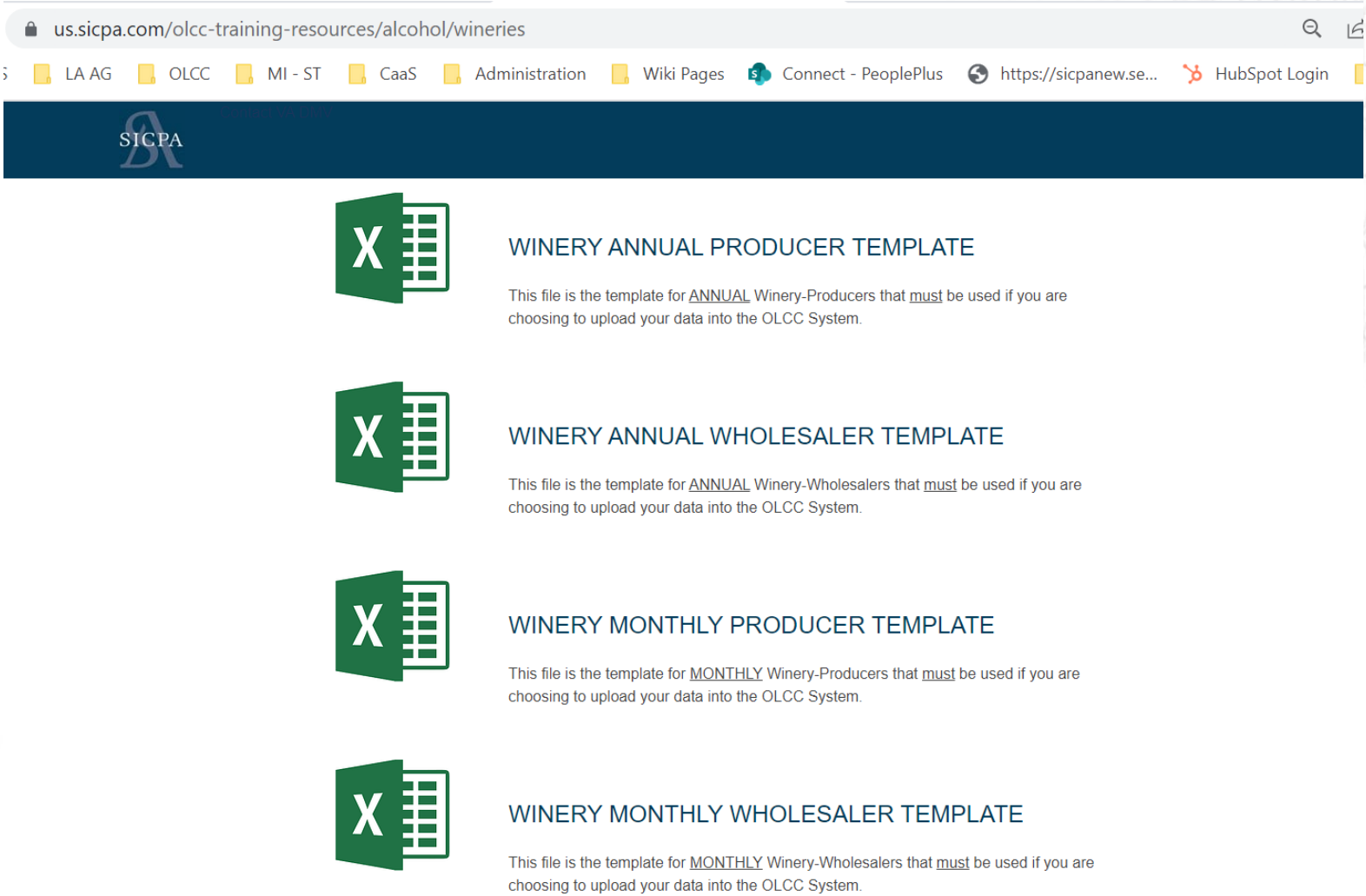
Where Can I get the Upload Template?

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!!



The screenshot shows the website us.sicpa.com/olcc-training-resources/alcohol/wineries. The navigation bar includes links for LA AG, OLCC, MI - ST, CaaS, Administration, Wiki Pages, Connect - PeoplePlus, and a HubSpot Login. The main content area lists four templates, each with a Microsoft Excel icon:

- 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 ¹

Create Account

Manage Accounts ²

Me Me

FAQ ¹

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 ³Forms ⁴Billing ⁵

EDI UPLOADS

Type to search...

No Edi Found

Manage Filings

EDI Uploads ⁴

Destruction Claim

Export Claim

New Upload ⁵

WINERY (PR) : PT1080000 : MonthlyPR

WINERY (WH) : PT1080020 : MonthlyWH

WINERY (PR) : PT1080010 : ANNUAL

WINERY (WH) : PT1080030 : ANNUAL

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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

Upload Complete, Return Created

Profile Address Filers Contacts License Forms Billing

EDI UPLOADS New Upload

PT1080020 Search Filter Clear Refresh

WINERY.WH.MON - PT1080020 FEB 2022	Last Modified: 02/11/2023 Ascii File: Winery-Training-File-FEB2022 WHMON.xlsx	Complete
----------------------------------------------------	--------------------------------------------------------------------------------------------------	-----------------------

1 Record Found

Profile Address Filers Contacts License Forms Billing

FILINGS Add Filing

PT1080020 Search Filter Refresh Expand All

WINERY.WH.MON - PT1080020 FEB 2022 - Original (1)	Last Modified: 02/11/2023	In Process Actions
WINERY.WH.MON - PT1080020 JAN 2022 - Original (1)	Last Modified: 02/06/2023	Complete Actions

2 Records Found


Why use Web Form Entry?



ASK YOURSELF:

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

Create a Web Return from Login

OLCC Online Privilege Tax Solution

HomeAccounts1

Create AccountManage Accounts2

Accounts

Active

STICKY NOTES!!

1. Accounts

2. Manage Accounts

3. Forms

4. Manage Filings

5. Add Filing

6. Pick which license to create the return for.

WINERY TRAINING - DO NOT MODIFY MEActive

Train Me

(555) 555-1212

Training@Training.com

ACCOUNT NUMBERAC730100

ProfileAddressFilersContactsLicense3Forms4Billing

FILINGS

WINERY.WH.MON - PT1080020
FEB 2022 - Original (1)

Last Modified: 02/11/2023

WINERY.WH.MON - PT1080020
JAN 2022 - Original (1)

Last Modified: 02/06/2023

2 Records Found

5Add Filing

6

WINERY (PR) : PT1080000 : MonthlyPR
WINERY (WH) : PT1080020 : MonthlyWH
WINERY (PR) : PT1080010 : ANNUAL
WINERY (WH) : PT1080030 : ANNUAL

1 Record Found

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

Schedule Detail Screens

(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 'Filing' section of the SICPA OLCC Online Privilege Tax Solution. The top navigation bar includes the SICPA logo, 'OLCC Online Privilege Tax Solution', and links for 'Home', 'Accounts', 'Me Me', 'FAQ' (with a red circle 1), and 'Logout'. A red circle 4 is also present near the FAQ link. The main content area is titled 'Filing' and shows 'WINERY TRAINING - DO NOT MODIFY ME' with an 'Active' status. A sidebar on the left contains a 'Show Count' checkbox (1) and a list of schedules: 'SITP' (0), '1A' (0), and '2B' (0). The main area displays 'SCHEDULE 1A - IMPORTS' with a 'ZERO ACTIVITY' toggle (2) and a '+ Add Schedule Detail' button (3). A search bar and 'Expand All' link are also present. The bottom of the screen has 'Submit Filing', 'Preview Statement', and 'Back to Account' buttons.

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.

Add Schedule Detail

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

SITP
Entries 0

1A
Entries 0

2B
Entries 0

ADD SCHEDULE 1A - IMPORTS

DATE RECEIVED IN OREGON *

Select a date

ONE OF THE FOLLOWING TWO FIELDS MUST BE COMPLETED *

IMPORT BOL #

VENDOR INVOICE #

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 RECEIVED *

UNIT OF MEASURE *

ABV *

TAXABLE VOLUME *

3 Save and Add Another

4 Save and Duplicate

5 Save and Close

6 Cancel

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[PREVIEW YOUR STATEMENT!](#)

OLCC Online Privilege Tax Solution

Home

Me Me 1 FAQ Logout

Filing

WINERY TRAINING - DO NOT MODIFY M

☒ Show Count

SITP

Entries 1

1A

Entries 15

2B

Entries 9

SCHEDULE SITP - SUMMARY INVENTORY

Received from Custom Crush Producers (Bottled)

Total Inventory Gains ▼

Sales

Total Reductions ▼

Ending Taxpaid Inventory

Back to Account

FEB 2022 - Original (1) ▼

Actions ▼

WINERY MONTHLY PRIVILEGE TAX STATEMENT					
Privilege Tax Report of Malt and Alcoholic Beverages Imported Into or Manufactured Within the State of Oregon					
WINERY WH-MONTHLY		FEB 2022		Original	
123 MAIN STREET		MonthlyWH		PT1080020	
	A Cider (Under 8.5%) (Barrels)	B Cider (8.5% to 16%) (Gallons)	C Cider (Over 16%) (Gallons)	D Wine 16% or Less (Gallons)	E Wine over 16% (Gallons)
Distribution:					
1. Imported (Schedule 1A)	4.	124.	62.	73.88775	38.13265
Deductions:					
2. Military Sales/Miscellaneous (Schedule 2B)	3.	62.	0.	4.7551	4.7551
Taxable Amount:					
3. Total Taxable Volume (Line 1 minus Line 2)	1.	62.	62.	69.13265	33.37755
4. Rate of Tax	\$2.60	\$0.67	\$0.77	\$0.67	\$0.77
5. Amount of Tax (Line 3 times Line 4)	\$ 2.60	\$ 41.54	\$ 47.74	\$ 46.32	\$ 25.70
6. TOTAL TAX (Sum of all columns on Line 5)				\$ 163.90	

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

SITP

Entries

1A

Entries

2B

Entries

SCHEDULE SITP - SUMMARY INVENTORY - TAX PAID

	Cider Under 8.5% (Barrels)	Cider 8.5% to 16% (Gallons)	Cider Over 16% (Gallons)	Wine 16% or Less (Gallons)	Wine Over 16% (Gallons)
Received from Custom Crush Producers (Bottled)					
Total Inventory Gains					
Sales					
Total Reductions					
Ending Taxpaid Inventory	4.22581				

Submit Filing

Preview Statement

Back to Account

Back to Account

FEB 2022 - Original (1)

Cancel

I Me Me accept the terms.

Making Payments

Accounts

Type to search...

Active

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

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 Original (1)	WINERY.PR.MON PT1080000	MonthlyPR	INV0000082001 02/06/2023	\$45.37	\$45.37	02/20/2022	Unpaid
	JAN 2022 Original (1)	WINERY.WH.MON PT1080020	MonthlyWH	INV0000082002 02/06/2023	\$82.95	\$82.95	02/20/2022	Unpaid

2 Records Found

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

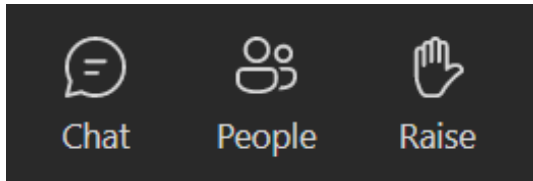
Pay

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!**