OPTO Bonded Warehouses Taxpayer Training

August 2023

SICPA

Steps in OPTO – Must be done 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

5. Make Payments

Screen Explanations

- ***Forms***

  - ***Manage Filings*** – Contains all returns and their status. Both manual and created via upload.

  - ***EDI Uploads*** – This section is used to upload your files and also view any previous files that you have uploaded that have created returns.

- ***Billing***

  - ***Invoices*** – THIS IS WHERE YOU PAY.   Contains paid and unpaid invoices.

  - ***Credit Management*** – If you have credit, the records will show by license.

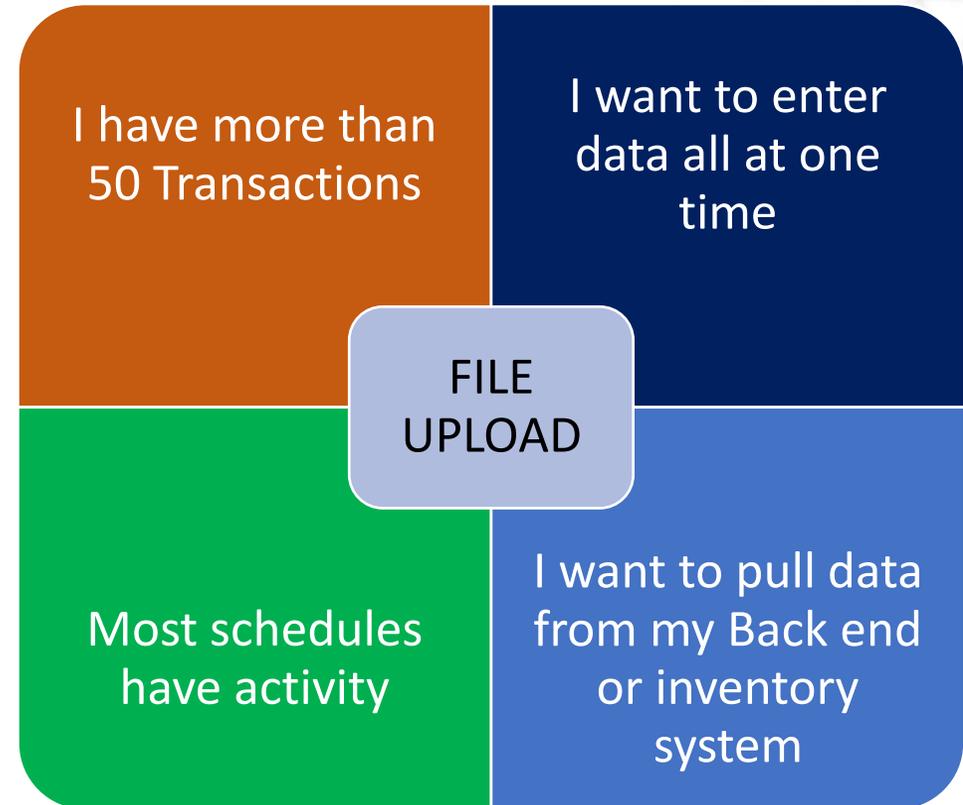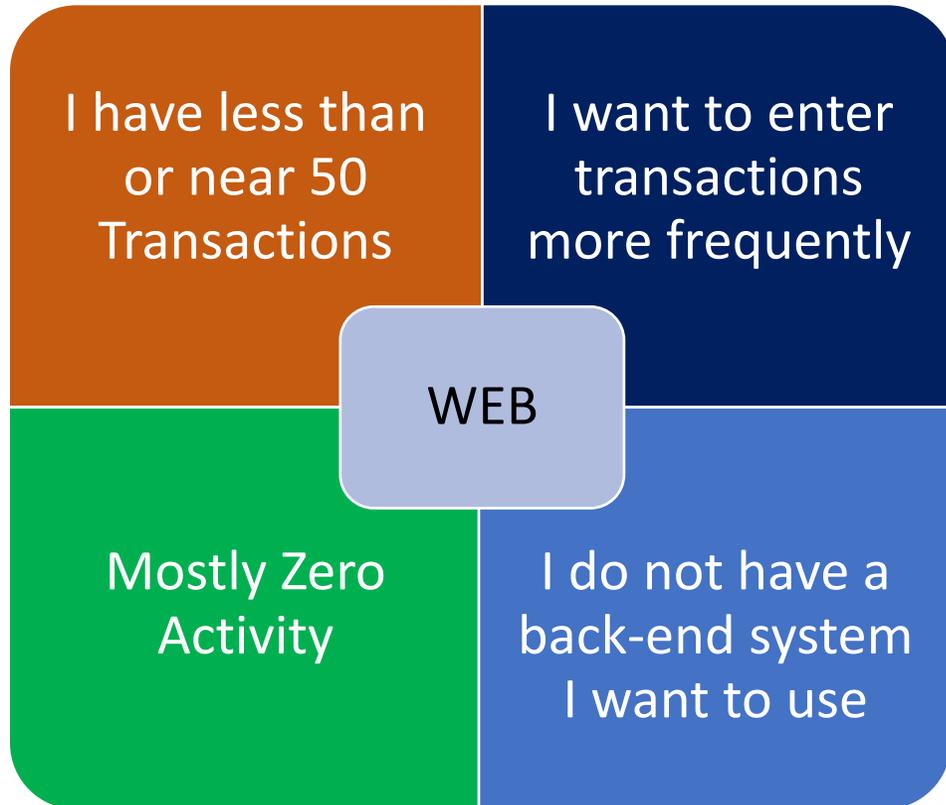 - ***Payments*** – This page displays all payments made and the status of the payment.

ASK YOURSELF:

- *How many transactions will I have to report?*

- *How many clients do I have?*

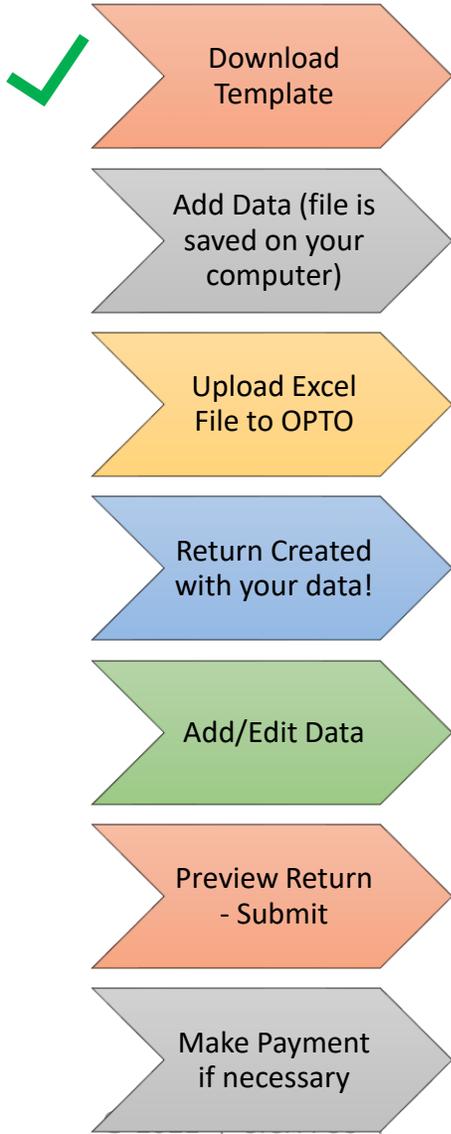- *Do I have a back end system that I want to pull the data from?*

Web Form Entry versus Excel Upload

IMPORTANT NOTE! These are options for getting data into the system and the panels are showing suggested guidelines, not rules.

I have less than or near 50 Transactions	I want to enter transactions more frequently
Mostly Zero Activity	I do not have a back-end system I want to use

WEB

I have more than 50 Transactions	I want to enter data all at one time
Most schedules have activity	I want to pull data from my Back end or inventory system

FILE UPLOAD

How Excel Option works!

✓ Download Template

Add Data (file is saved on your computer)

Upload Excel File to OPTO

Return Created with your data!

Add/Edit Data

Preview Return - Submit

Make Payment if necessary

Excel Option

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Excel Option

✓ **Download Template**

✓ **Add Data (file is saved on your computer)**

✓ **Upload Excel File to OPTO**

Return Created with your data!

Add/Edit Data

Preview Return - Submit

Make Payment if necessary

Path to get to Upload Screen after Logging In

- Accounts -> Manage Accounts then
- Forms -> EDI Upload
- New Upload -> Pick license for upload

Excel Option

✓ Download Template

✓ Add Data (file is saved on your computer)

✓ Upload Excel File to OPTO

✓ Return Created with your data!

Add/Edit Data

Preview Return - Submit

Make Payment if necessary

Excel Option

- ✓ Download Template
- ✓ Add Data (file is saved on your computer)
- ✓ Upload Excel File to OPTO
- ✓ Return Created with your data!
- ✓ Add/Edit Data
- Preview Return - Submit
- Make Payment if necessary

NOTE: All schedules must either be marked as Zero Activity or must have transactions entered.
See the left-hand side of image below to see the list of schedules.
Any schedules not uploaded can be added via web form

Preview Statement

Process steps (all checked):
- Download Template ✓
- Add Data (file is saved on your computer) ✓
- Upload Excel File to OPTO ✓
- Return Created with your data! ✓
- Add/Edit Data ✓
- Preview Return - Submit ✓
- Make Payment if necessary

BONDED WINE WAREHOUSE MONTHLY PRIVILEGE TAX STATEMENT

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

BONDED WINE WAREHOUSE DOT COM JAN 2023 Original

123 BWWH HIGHWAY SALEM PT241370

	A	B	C	D	E
	Cider (Under 8.5%) (Barrels)	Cider (8.5% to 16%) (Gallons)	Cider (Over 16%) (Gallons)	Wine 16% or Less (Gallons)	Wine over 16% (Gallons)
Distribution:					
1. Taxpaid Removals (Schedule 1D)	0.	0.	0.	1400.	700.
2. Imported (Schedule 1A)	0.	0.	0.	1400.	700.
3. Total Distributions (Sum of Lines 1 and 2)	0.	0.	0.	2800.	1400.
Deductions:					
4. Exported out of Oregon (Schedule 2A)	0.	0.	0.	1400.	700.
5. Military Sales/Authorized Deductions (Schedule 2B)	0.	0.	0.	1400.	700.
6. Small Winery Deduction	0.	0.	0.	1400.	700.
7. Total Deductions (Sum of Lines 4-6)	0.	0.	0.	4200.	2100.
Taxable Amount:					
8. Total Taxable Volume (Line 3 minus Line 7)	0.	0.	0.	-1400.	-700.
9. Rate of Tax	$2.60	$0.67	$0.77	$0.67	$0.77

Make Payment

Path to make a payment after logging in
- Accounts -> Manage Accounts then
- Billing Tab -> Invoices
- Select invoices to pay, then click Pay Selected Invoices

✓ Download Template

✓ Add Data (file is saved on your computer)

✓ Upload Excel File to OPTO

✓ Return Created with your data!

✓ Add/Edit Data

✓ Preview Return - Submit

✓ Make Payment if necessary

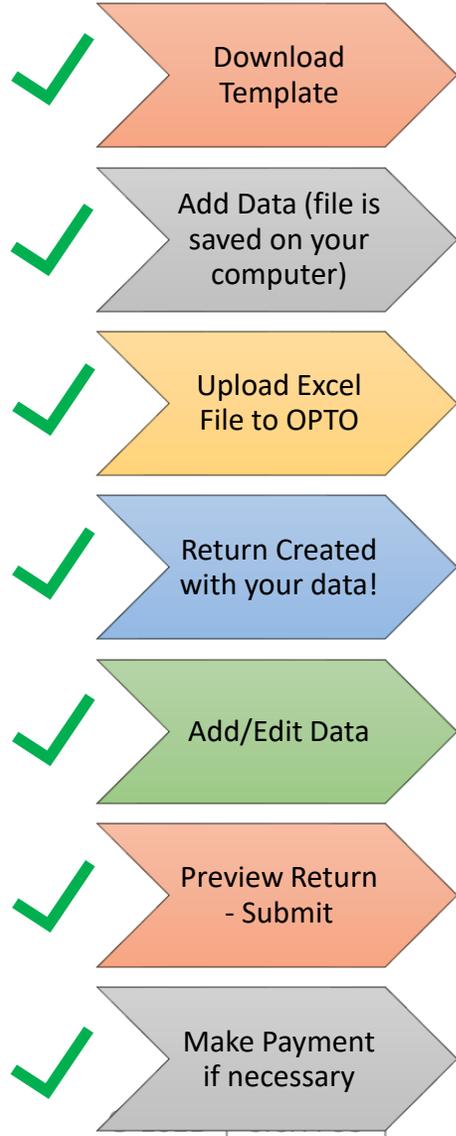**Payment Detail**

Back to Account

COMPANY NAME

BWH for FILER DEMO

PRIVILEGE TAX ID

PT129326

FILING PERIOD

JAN 2023

INVOICE NUMBER

INV0000068007

TOTAL AMOUNT DUE

$777.20

PAYMENT DATE

08/08/2023

AMOUNT YOU WISH TO PAY *

$777.20

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.

Anatomy of a Web Form

"Back to Account" – exits out of return. MON YYYY dropdown is used when Original and Amendments exist. Down chevron (V) is to see add'l information about the return you are in.

Filing

Back to Account

BWH for FILER DEMO Active

JAN 2023 - Original (1)

Show Count

BI
Entries 0

SIBW
Entries 0

SWE
Entries 0

1A
Entries 0

1D
Entries 0

2A
Entries 0

2B
Entries 0

3F
Entries 0

3G
Entries 0

3H
Entries 0

SCHEDULE 1A - IMPORTS

LOOK HERE for a description of the form that you are working on

ZERO ACTIVITY

+ Add Schedule Detail

Type to search...

No transactions found

If you have transactions to enter for this specific schedule(form), then click this button to begin adding records

This vertical menu bar will show you all schedules for your license type. Every schedule (form) displayed MUST have a "1" or more in the box next to the word Entries or you cannot submit your return!

If you did not do this type of "transaction" (FOR ANY CLIENT) during the filing period you are entering, then click this Toggle to indicate no activity.

13

Anatomy of a Web Form (CONT)

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Comparison

FORM NAME AND NUMBER IN OPTO	PAPER FORM NAME AND NUMBER
SIWB – SUMMARY INVENTORY	Schedule 15
SWE – SMALL WINERY EXEMPTION	Schedule 6
1A – IMPORTS	Schedule 3
1D – TAX PAID REMOVALS	Field on Schedule 15
2A – EXPORTS	Schedule 4
2B – MILITARY SALES AND AUTHORIZED DEDUCTIONS	NO CORRESPONDING PAPER FORM
3F – BOND TO BOND TRANSFERS IN	Field on Schedule 15
3G – BOND TO BOND TRANSFERS OUT	Field on Schedule 15
3H – CLIENT TO CLIENT MOVEMENTS	NO CORRESPONDING PAPER FORM

How to Get Help

- **For questions related to Taxation:**
  - **Contact OLCC – olcc.privilegetaxonline@oregon.gov**

- **For questions related to system functionality**
  - **Contact SICPA Support – setssupport@sicpa.com**