

# OPTO

# Returns – Invoices - Payments

Oregon Privilege Tax Online System

JANUARY 2024

# Definitions

- ***Web Form Entry*** – Using the user interface to enter your monthly transactions
- ***File Upload*** – Another method for getting your monthly transactional data into the system. [Excel file created offline and loaded into system, and OPTO creates return for you.]
- ***Invoices*** – Every return creates an invoice. Even if it is a zero-dollar return, an invoice is created. The invoice section is where you go to pay.
- ***Payments*** – this section displays all payments that have been made in the OPTO system and their corresponding invoice links.

# BEFORE YOU FILE! SELECT FILING OPTION

- **File Upload** – Offline Excel file creation and upload
- **Web Entry** – Manual entry via User Interface

## Option 1 File Upload

- Create offline
- Upload file
- View Return
- Submit

## Option 2 Web Form

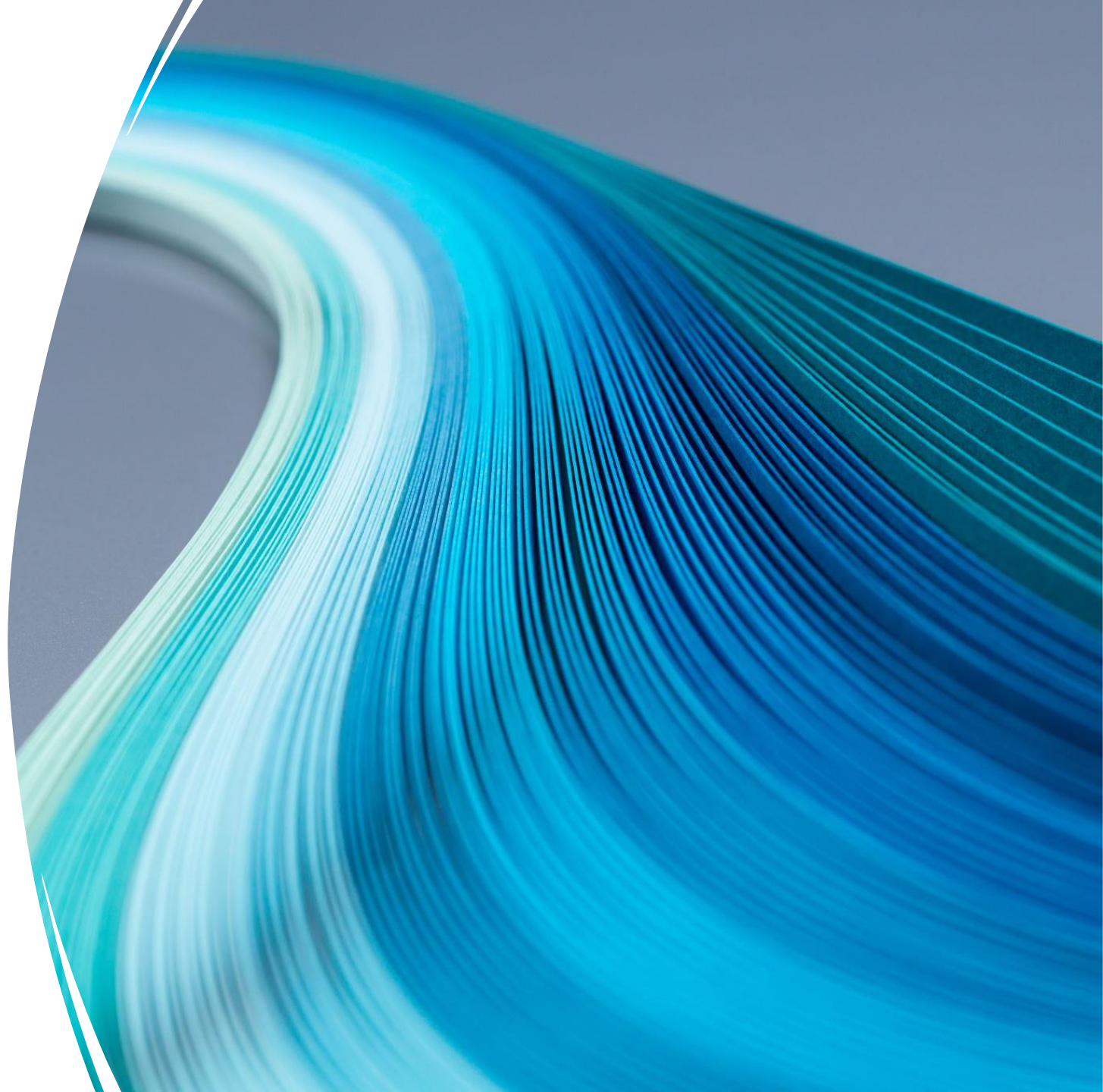
- Create in OPTO
- Enter transactions
- View Return
- Submit

**Direct to Retailer Statement**  
Tax Report of Cider and Wine Shipped to Oregon Retail Licensees Within the State of Oregon

This is My Training Company		JUL 2023		Original		
123 Main Street		Salem		PT261750		
	A	B	C	D	E	F
	Malt Beverage (Barrels)	Cider (under 8.5%) (Barrels)	Cider (8.5% to 16%) (Gallons)	Cider (Over 16%) (Gallons)	Wine 16% or Less (Gallons)	Wine over 16% (Gallons)
Product Shipped to Oregon Licensees:						
1. Imported(Schedule 1A)	0.	0.	0.	0.	0.	0.
DEDUCTIONS:						
2. Authorized Deductions	0.	0.	0.	0.	0.	0.
TAXABLE AMOUNT:						
3. Total Taxable Distribution	0.	0.	0.	0.	0.	0.
4. Rate of Tax	\$2.60	\$2.60	\$0.67	\$0.77	\$0.67	\$0.77
5. Amount of Tax(Line 3 times Line 4)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Total TAX(Sum of all columns on Line 5)						\$ -

# Option 1 – File Upload – Step by Step

**IMPORTANT REMINDER!!** If you are uploading a file, you do not create a return also. The uploaded file does this for you!



## STEP 1

- **Create your Excel Spreadsheet**
- - A copy of the template is available for download at <https://us.sicpa.com/olcc-training-resources> under the DTR/WSD panel

[illegible]

# Option 1 – File Upload – Step by Step

## STEP 2

### Login to Oregon Privilege Tax System

<https://or.setsonline.com>

## STEP 3

### Use Menu to Access Account

Click on Accounts then Manage Accounts to start creating a return via the menu

The screenshot shows the SICPA OLCC Online Privilege Tax Solution dashboard. The top navigation bar includes the SICPA logo, the text "OLCC Online Privilege Tax Solution", and links for "Home" and "Accounts". The "Accounts" menu is open, showing "Create Account" and "Manage Accounts". The dashboard area has a blue header with "Dashboard" and a red notification bubble with the number "3". Below the header are three main sections: "Start my next statement" with the message "Great job, you are all caught up!", "Filing in progress" with a link "PT1020270.SOMEWHERE", and "Next statement due on" with a date "07/20/2022" in a green bubble. At the bottom, there is a "Messages" section with a "Refresh" button and a table with columns "From", "Date Sent", and "Message". On the left side of the Messages section, there is a sidebar with links for "Account", "License", "Filing", and "Claim", each with a small red notification bubble containing the number "0".

From	Date Sent	Message
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# Option 1 – File Upload – Step by Step

## STEP 4

Click on Forms Tab then click on EDI Uploads

Accounts

Type to search...

Active

A TRAINING COMPANY

Active

A TRAINING COMPANY

Active

PRIMARY CONTACT

ACCOUNT NUMBER

AC670090

(555) 555-1212

Mister.Primary@training.com

Profile

Address

Filers

Contacts

License

Forms

Billing

ACCOUNT NAMES

LEGAL BUSINESS NAME

BUSINESS TRADE NAME

ACCOUNT DETAILS

ACCOUNT NUMBER

PHONE NUMBER

FAX NUMBER

WEBSITE

Manage Filings

EDI Uploads

Destruction Claim

Export Claim

Edit

Edit

4

A TRAINING COMPANY

A TRAINING COMPANY

AC670090

(555) 555-1212

(555) 555-1313

https://TrainingCo.com

# Option 1 – File Upload – Step by Step

STEP 5  
Click New Upload

STEP 6  
Select the license and location corresponding to the file being uploaded

The screenshot displays the 'Accounts' section of a software interface. On the left, a sidebar lists 'A TRAINING COMPANY' with an 'Active' status. The main content area shows the account details for 'A TRAINING COMPANY', including a 'PRIMARY CONTACT' with phone number '(555) 555-1212' and email 'Mister.Primary@training.com'. The 'ACCOUNT NUMBER' is 'AC670090'. A green 'Active' button is visible. Below the account details, a navigation bar includes tabs for 'Profile', 'Address', 'Filers', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' tab is selected, leading to the 'EDI UPLOADS' section. This section contains a search bar with the placeholder 'Type to search...', a 'No Edi Found' message, and a 'New Upload' button. A red circle with the number '5' is placed above the 'New Upload' button. To the right of the search bar, there is a box displaying 'DTR : PT261750 : Salem (Active)' with a 'Refresh' button.

Accounts

Type to search... Active

A TRAINING COMPANY Active

A TRAINING COMPANY

PRIMARY CONTACT ACCOUNT NUMBER AC670090

(555) 555-1212

Mister.Primary@training.com

Profile Address Filers Contacts License Forms Billing

EDI UPLOADS

Type to search... No Edi Found

DTR : PT261750 : Salem (Active) Refresh

New Upload



# Option 1 – File Upload – Step by Step

STEP 7 : Select Return Period

STEP 8 : Click Browse to get the Windows “Open file” box

STEP 9 : Select the excel file for upload and click Open

The screenshot displays a web application interface for a training company. The header includes the company name "A TRAINING COMPANY" and a globe icon. Below the header, there is a section for "PRIMARY CONTACT" with details: (555) 555-1212 and Mister.Primary@training.com. The main navigation bar includes tabs for Profile, Address, Filers, Contacts, License, Forms, and Billing. The "Forms" tab is active, showing a form titled "ADD EDI / WSD : PT1020270 : SOMEWHERE". The form has two main sections: "FILING PERIOD \*" and "FILE \*". The "FILING PERIOD \*" section has a dropdown menu showing "July 2022" with a red circle "7" next to it. The "FILE \*" section has a text box showing "NO FILE CHOSEN" with a red circle "8" next to it, and a "BROWSE" button. Below the text box, it says "ONLY .XLS .XLSX .TXT .DAT FILES ALLOWED." A "Cancel" button is at the bottom. A Windows File Explorer window is open over the "BROWSE" button, showing the "Desktop" folder. The file list includes "hold", "LAAG Research", "April 2022 PTCashbook", "COC-RPT\_FOR DISCUSSION 7-19-2022", "Drop Down List - Review required by OLCC", "INVOICES-PAYMENTS Information Needed", "Updated Escrow Detail Report", "Winery Inventory - Wholesaler", "Winery Statements Proposal 07-13-2022", and "WSD Test APRIL". A red circle "9" is next to the "Drop Down List" file. The "File name:" field is empty, and the "Open" button is highlighted.


# Option 1 – File Upload – Step by Step

STEP 10 : **Verify the filename to make sure the correct file was selected, and then click Upload to continue and load the file.**

This is My Training Company 

Active

 No data available

 No data available

 No data available

ACCOUNT NUMBER AC160140

Profile

Address

Filers

Contacts

License

Forms ▾

Billing ▾

ADD EDI / DTR : PT261750 : SALEM

FILING PERIOD \*

 July 2023

FILE \*

DTR\_EXCEL\_TEMPLATE.XLSX

BROWSE

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


10

Upload


Cancel


# Option 1 – File Upload – Step by Step


STEP 11 : File will process automatically and will move from one status to the next. If you want to manually move through the statuses, you can click [Refresh](#), or you can exit the system and wait for an email telling you that your file has finished uploading. (statuses shown below a, b and c. )

This is My Training Company 

Active

 No data available

 No data available

 No data available



ACCOUNT NUMBER    AC160140

Profile   Address   Filers   Contacts   License   Forms   Billing


EDI UPLOADS

New Upload

Type to search...



Clear

 Refresh

DTR.MON - PT261750 JUL 2023	This is My Training Company This is My Training Company	Last Modified:    12/07/2023 File: <a href="#">DTR_Excel_Template.xlsx</a>	<div>a Pending</div> <div>b In process</div> <div>c Complete</div>
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1 Record Found




# Option 1 – File Upload – Step by Step

STEP 12 : Go to your created Tax Return!! The arrow below is pointing to a **Quick Link** that will take you to the tax return that was created using your file data



This is My Training Company 

Active

-  No data available
-  No data available
-  No data available

ACCOUNT NUMBER AC160140

Profile

Address

Filers

Contacts

License

Forms

Billing

EDI UPLOADS

New Upload

Type to search...

Clear

Refresh

<b>DTR.MON - PT261750</b> JUL 2023	This is My Training Company This is My Training Company	Last Modified: 12/07/2023 File: <a href="#">DTR_Excel_Template.xlsx</a>	Complete
---------------------------------------	--	--	----------

1 Record Found

# Option 1 – File Upload – Step by Step

**SUCCESS! You have uploaded your file and it created a tax return. When you use the Quick Link it will show you your tax return information taken from your file.**

**Don't forget, you have to finalize this return by viewing your Tax Return and if it is correct, Press Submit, then check your invoice and Pay (if applicable). [Check page 21 for information on submitting]**

Filing

Back to Account

A TRAINING COMPANY

Active

JUL 2023 - Original (1)

☐ Show Count

SCHEDULE 1A

ZERO ACTIVITY

+ Add Schedule Detail

1A

Entries

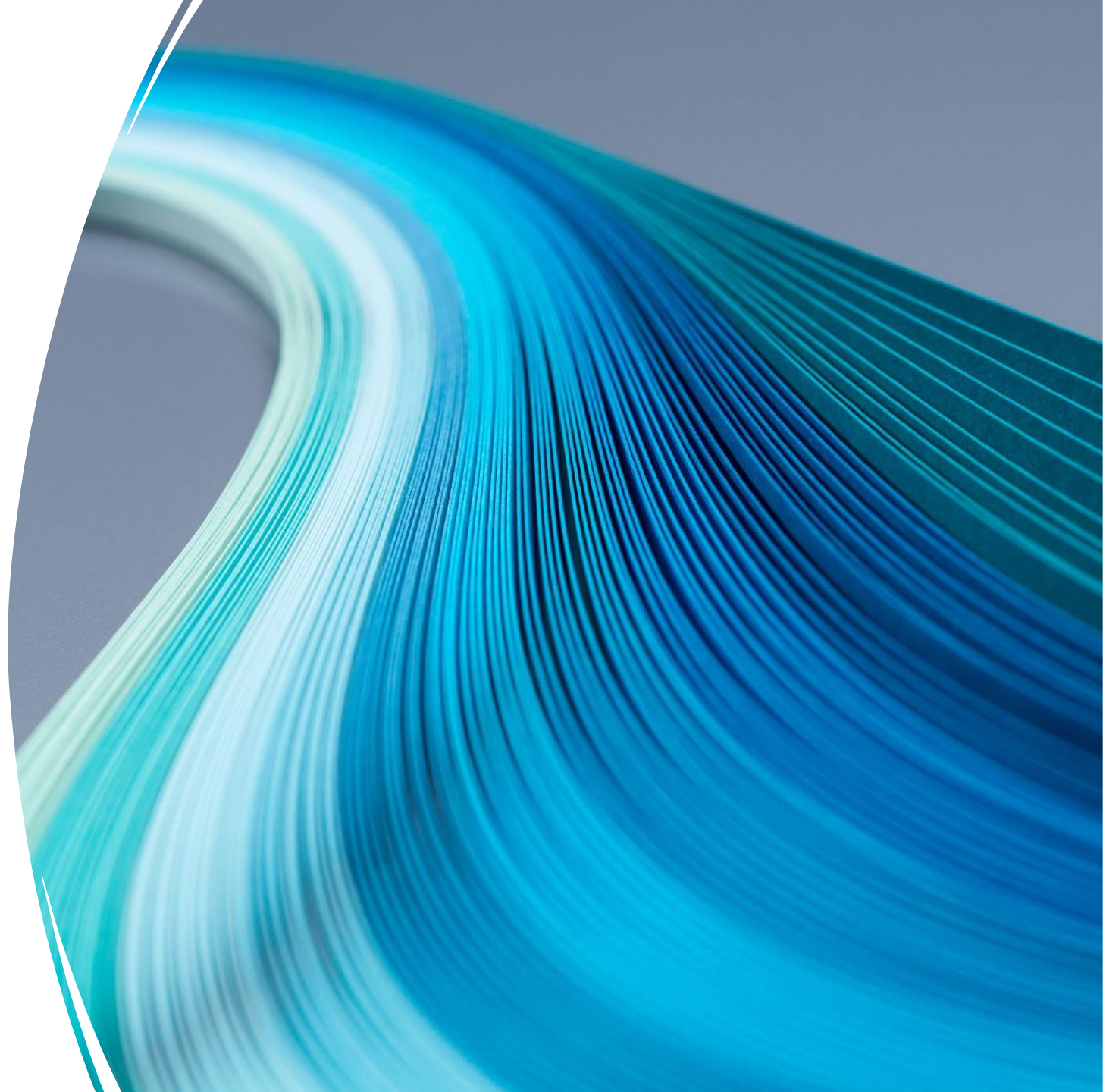
Type to search...

Retailer Name: RETAIL 1	Street Address: 233 MAIN	City: LEXINGTON	Actions
License Number: 293939	State: Kentucky	Zip Code: 88888	
Retailer Name: RETAIL 2	Street Address: 234 MAIN	City: LEXINGTON	Actions
License Number: 293939	State: Kentucky	Zip Code: 88888	
Retailer Name: RETAIL 3	Street Address: 235 MAIN	City: LEXINGTON	Actions
License Number: 293939	State: Kentucky	Zip Code: 88888	
Retailer Name: RETAIL 4	Street Address: 236 MAIN	City: LEXINGTON	Actions
License Number: 293939	State: Kentucky	Zip Code: 88888	

## Option 2 – Creating a Return In System – Step by Step

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**IMPORTANT  
REMINDER!!** If you  
are uploading a file,  
you do not create a  
return also. The  
uploaded file does  
this for you!



# Option 2 – Creating a Return In System – Step by Step

## STEP 1

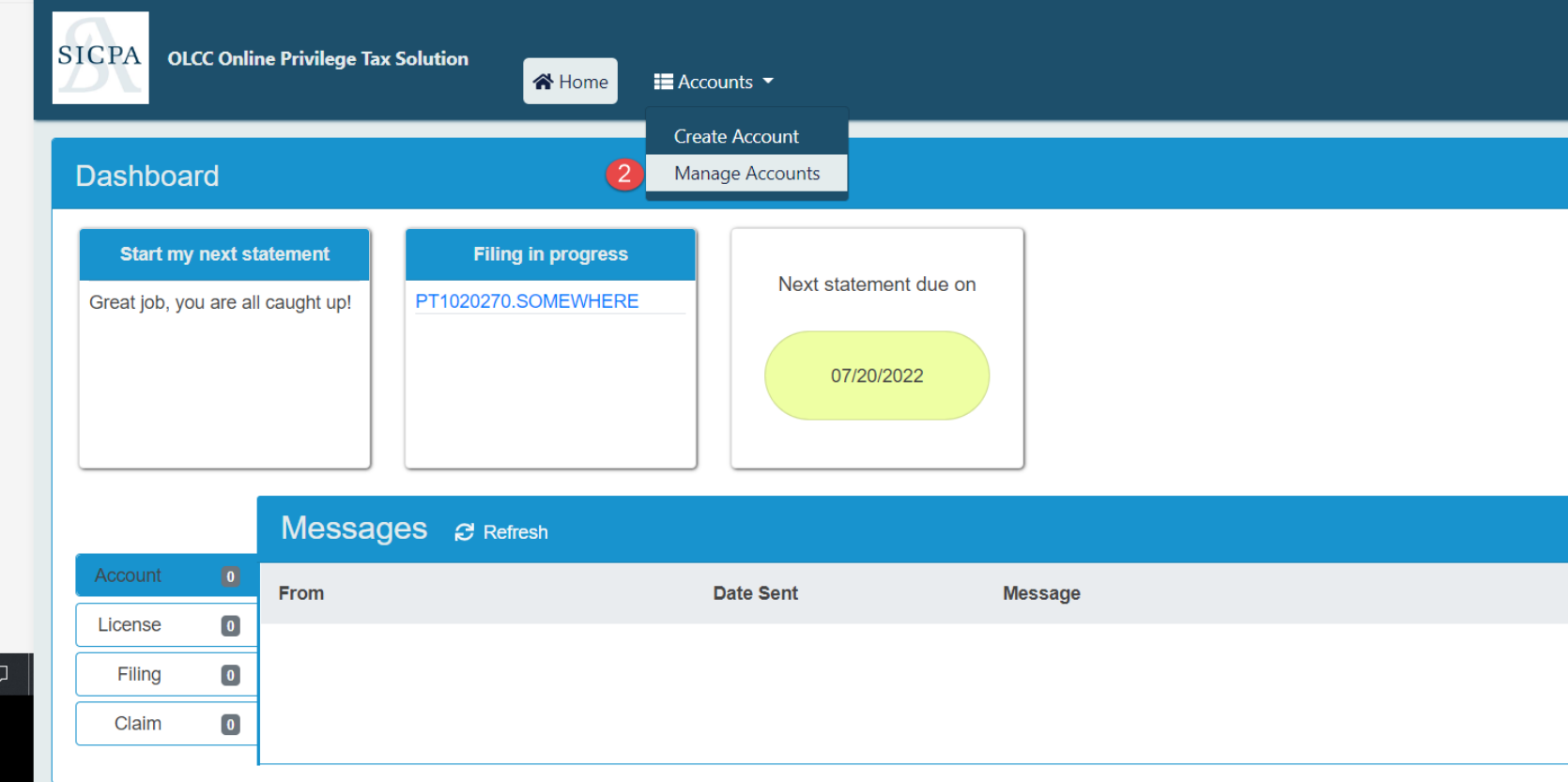
### Login to Oregon Privilege Tax System

<https://or.setsonline.com>

## STEP 2

### Use Menu to Access Account

Click on Accounts then Manage Accounts to start creating a return via the menu



SICPA OLCC Online Privilege Tax Solution

Home Accounts

Dashboard 2

Create Account  
Manage Accounts

Start my next statement  
Great job, you are all caught up!

Filing in progress  
PT1020270.SOMEWHERE

Next statement due on  
07/20/2022

Messages Refresh

Account	From	Date Sent	Message
License 0			
Filing 0			
Claim 0			

# Option 2 – Creating a Return In System – Step by Step

## STEP 3

### Manage Filings

Click on Forms and then Manage Filings to see the list of all tax returns for the selected account.

The screenshot displays the user interface for 'A TRAINING COMPANY'. At the top, the company name is followed by a globe icon and an 'Active' status badge. Below this, contact information is listed: 'PRIMARY CONTACT' with a phone number '(555) 555-1212' and an email address 'Mister.Primary@training.com'. The 'ACCOUNT NUMBER' is 'AC670090'. A navigation bar contains tabs for 'Profile', 'Address', 'Filings', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' tab is selected, and its dropdown menu is open, showing options: 'Manage Filings' (highlighted in yellow), 'EDI Leads', 'Destruction Claim', and 'Export Claim'. A red circle with the number '3' is placed over the 'Manage Filings' option. Below the navigation bar, the 'ACCOUNT NAMES' section shows 'LEGAL BUSINESS NAME' and 'BUSINESS TRADE NAME' as 'A TRAINING COMPANY', with an 'Edit' button. The 'ACCOUNT DETAILS' section lists 'ACCOUNT NUMBER' (AC670090), 'PHONE NUMBER' ((555) 555-1212), 'FAX NUMBER' ((555) 555-1313), and 'WEBSITE' (https://TrainingCo.com), also with an 'Edit' button.



# Option 2 – Creating a Return In System – Step by Step

## STEP 4

### Add Filing

Click on Dropdown and it will show the licenses associated to the account.

## STEP 5

### Select License to create return for

Click on the License that you want to create the return for.

The screenshot shows the user interface for 'A TRAINING COMPANY'. At the top right, there is a green 'Active' status button. Below the company name, contact information is listed: 'PRIMARY CONTACT' with a crown icon, phone number '(555) 555-1212', and email 'Mister.Primary@training.com'. The 'ACCOUNT NUMBER' is 'AC670090'. A navigation bar contains tabs for 'Profile', 'Address', 'Filers', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' tab is selected. Under the 'FILINGS' section, there is a search bar with the placeholder text 'Type to search...'. To the right of the search bar is a red circle with the number '5'. Below the search bar, the text 'No Filings Found' is displayed. On the right side of the 'Forms' section, there is a blue button labeled 'Add Filing' with a red circle containing the number '4' next to it. Below this button, a dropdown menu is open, showing the text 'DTR PT1020270 : SOMEWHERE'.

## Option 2 – Creating a Return In System – Step by Step

## STEP 6

## Select the Filing Period

Click the Calendar tool to select the return period that you are creating.

## STEP 7

## Create Filing

Click the 'Create Filing' button to create the DTR Return and start entering transactions.

The screenshot shows the 'Filing' page with a 'CREATE FILING' form. A calendar dropdown is open, showing 'July' selected. A red circle '6' is next to the 'FILING PERIOD' label, and a red circle '7' is next to the 'Create Filing' button.

# Option 2 – Creating a Return In System – Step by Step


## STEP 8



### Enter Data OR Select Zero Activity Toggle

- If you had no activity during the return period, then you can use the Zero Activity Toggle OR
- If you have had any activity during the return period, click on Add Schedule Detail to enter transactions.

Filing


Back to Account

A TRAINING COMPANY  Active


JUL 2022 - Original (1)  

☐ Show Count

1A

Entries 

SCHEDULE 1A

ZERO ACTIVITY 



a

STEP 8

b

+ Add Schedule Detail

Expand All

Type to search...  

No transactions found

Submit Filing

Preview Statement

Back to Account

# Option 2 – Creating a Return In System – Step by Step

STEP 9: Enter Transactional information. STEP 10 : Press Save  
Required fields have an asterisk ( \* )

**NOTICE!** You need to enter all transactions that occurred in the period, repeat steps 9 and 10 until finished.

☐ Show Count

1A  
Entries

**ADD SCHEDULE 1A**

RETAILER NAME \*

STREET ADDRESS \*

CITY \*

LICENSE NUMBER \*

STATE \*

ZIP CODE \*

PRODUCT	TAXABLE PRODUCT SHIPPED TO OREGON	SUBJECT TO SMALL WINERY EXEMPTION?	AUTHORIZED DEDUCTIONS	TOTAL TAXABLE DISTRIBUTION
Malt Beverage (Barrels)				
Cider 8.5% and Under (Barrels)				
Cider Over 8.5% Up to 16% (Gallons)				
Cider Over 16% (Gallons)				
Wine 16% and Under (Gallons)		<input type="radio"/> Yes <input checked="" type="radio"/> No		
Wine Over 16% (Gallons)		<input type="radio"/> Yes <input checked="" type="radio"/> No		

Note for Small Winery Exemption: Did you produce at least one gallon and less than 100K gallons of wine in the current year? The Exception is good for first 40K gallons.

Save and Add Another

Save and Close

Cancel

# Option 2 – Creating a Return In System

☒ Show Count

1A

Entries 0

**ADD SCHEDULE 1A**

RETAILER NAME \*

COMPANY ABC

STREET ADDRESS \*

123 MAIN

CITY \*

PORTLAND

LICENSE NUMBER \*

999999

STATE \*

Oregon

ZIP CODE \*

22222

PRODUCT	TAXABLE PRODUCT SHIPPED TO OREGON	SUBJECT TO SMALL WINERY EXEMPTION?	AUTHORIZED DEDUCTIONS	TOTAL TAXABLE DISTRIBUTION
Malt Beverage (Barrels)	100.00000			100.00000
Cider 8.5% and Under (Barrels)	200.00000			200.00000
Cider Over 8.5% Up to 16% (Gallons)	300.00000			300.00000
Cider Over 16% (Gallons)	400.00000			400.00000
Wine 16% and Under (Gallons)	500.00000	<input checked="" type="radio"/> Yes <input type="radio"/> No	450.00000	50.00000
Wine Over 16% (Gallons)	600.00000	<input type="radio"/> Yes <input checked="" type="radio"/> No		600.00000

**Note for Small Winery Exemption:** Did you produce at least one gallon and less than 100K gallons of wine in the current year? The Exception is good for first 40K gallons.

SaveCancel

# Option 2 – Creating a Return In System – Step by Step

## STEP 11

### PREVIEW RETURN!

Click on Dropdown and it will show the licenses associated to the account.

## STEP 12

### Submit Filing

You must Submit or the tax return is **NOT** complete.

Back to Account

JUL 2022 - Original (1) ▾

ZERO ACTIVITY ☐

+ Add Schedule Detail

▼ Expand All

N	City: PORTLAND Zip Code: 22222	▼ Actions ▾
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1 Record Found

12 Submit Filing 11 Preview Statement Back to Account

# Create a Return – COMPLETE

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## CERTIFY!

The final step for any tax return is to Submit and certify. After pressing the Submit button, you will be asked to certify your tax return. Return will move to a Complete status.

**Congratulations!**

The screenshot shows a 'Submit Filing' modal dialog box with a close button (X) in the top right corner. The dialog contains a sworn statement: '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.' Below this text is a checked checkbox labeled 'I Training User accept the terms.' At the bottom right of the dialog are two buttons: 'Continue' (green) and 'Cancel' (gray). The background is a blurred view of a tax return form. Visible fields include 'Street Address: 123 MAIN', 'City: PORTLA', 'State: Oregon', and 'Zip Code: 222'. A search and filter icon is visible above the address fields. At the bottom of the form, it says '1 Record Found'. In the top right corner of the background, there is a 'ZERO ACTIVITY' toggle switch.

# Invoice and Payment – Step by Step

STEPS 1, 2, 3 and 4

## Invoice and Payment

Use the invoice page to select the invoice(s) you want to pay. You can pay more than one invoice at a time or individually. Click Billing (1), then Invoices (2). Then select the invoices you want to pay (3). Then click Pay Selected Invoices button (4).

The screenshot shows the 'Accounts' page for 'A TRAINING COMPANY'. The page is active, as indicated by the 'Active' status. The 'Billing' dropdown menu is open, showing 'Invoices' selected. The 'INVOICES' table shows one record with a total amount of \$677.95. A callout points to the total amount field, stating: 'This field shows the total amount you would be paying.'

**Accounts**

Search: Type to search... Active

**A TRAINING COMPANY** Active

**A TRAINING COMPANY** (555) 555-1212 Mister.Primary@training.com

ACCOUNT NUMBER AC670090

Profile Address Filers Contacts License Forms Billing 1

2 Invoices Credit Management Payments

3

4 \$ Pay Selected Invoices (\$677.95) + Add Funds to License

This field shows the total amount you would be paying.

INVOICES

Type to search... Refresh

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Status
✓	07/2022 Original (1)	License Type PT999999	SOMEWHERE	INV0000075059 08/14/2022	\$677.95	\$677.95	Unpaid

1 Record Found



# Invoice and Payment – Step by Step

## STEP 5

**Credit** – toggle to apply or un-apply

## STEP 6

**Pay** – this button will take user OUT of OPTO to the US Bank site for payment. As US Bank owns that website, those screens will not be shown in this training document.

### Payment Detail

[Back to Account](#)

COMPANY NAME

A TRAINING COMPANY

PRIVILEGE TAX ID

PT1010440

FILING PERIOD

INVOICE NUMBER

INV0000075064

APPLY PAYMENT AMOUNT \$677.95 FROM CREDIT \$677.95

5

TOTAL AMOUNT DUE

\$1,355.50

PAYMENT DATE

06/15/2022

AMOUNT YOU WISH TO PAY \*

\$677.55

6

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.

If you have available credit, it will appear here and you have the **option** to use it.

# Invoice and Payment – Complete

STEPS COMPLETE

**Payments In OPTO** – All payments made in OPTO are available for viewing by clicking on Payments under the Billing tab.

Accounts

Type to search...

Active

A TRAINING COMPANY

Active

A TRAINING COMPANY

Active

PRIMARY CONTACT

ACCOUNT NUMBER AC670090

(555) 555-1212

Mister.Primary@training.com

Profile

Address

Filers

Contacts

License

Forms

Billing

View all payments made in the system

PAYMENTS

Type to search...

Refresh

License Trade Name	Confirmation #	Payment By	Payment Date	Payment Amount	Amount applied to Invoice(s)	Amount moved to Credit	Status
A TRAINING COMPANY	3faab7b6-124b-4a16-b9df-96293d169076	training.user2@training.com	06/14/2022	\$677.95	\$677.95	\$0.00	Success

1 Record Found

1 Record Found

# Helpful Tips

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- You need a userID, Account and an Active License in order to create a return. If you have missed one of these steps, please refer to the documentation found on the [OLCC Resource Page](#).
- If you have NO Activity for the period, one click will indicate this.
- You can create a return, exit the system and return later to continue working.
- A return is not finished until it is Submitted and shows "Complete" status.
- Once a return is Complete, you will be able to see an invoice and pay.
- If additional help is needed, please email [SetsSupport@sicpa.com](mailto:SetsSupport@sicpa.com)

