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

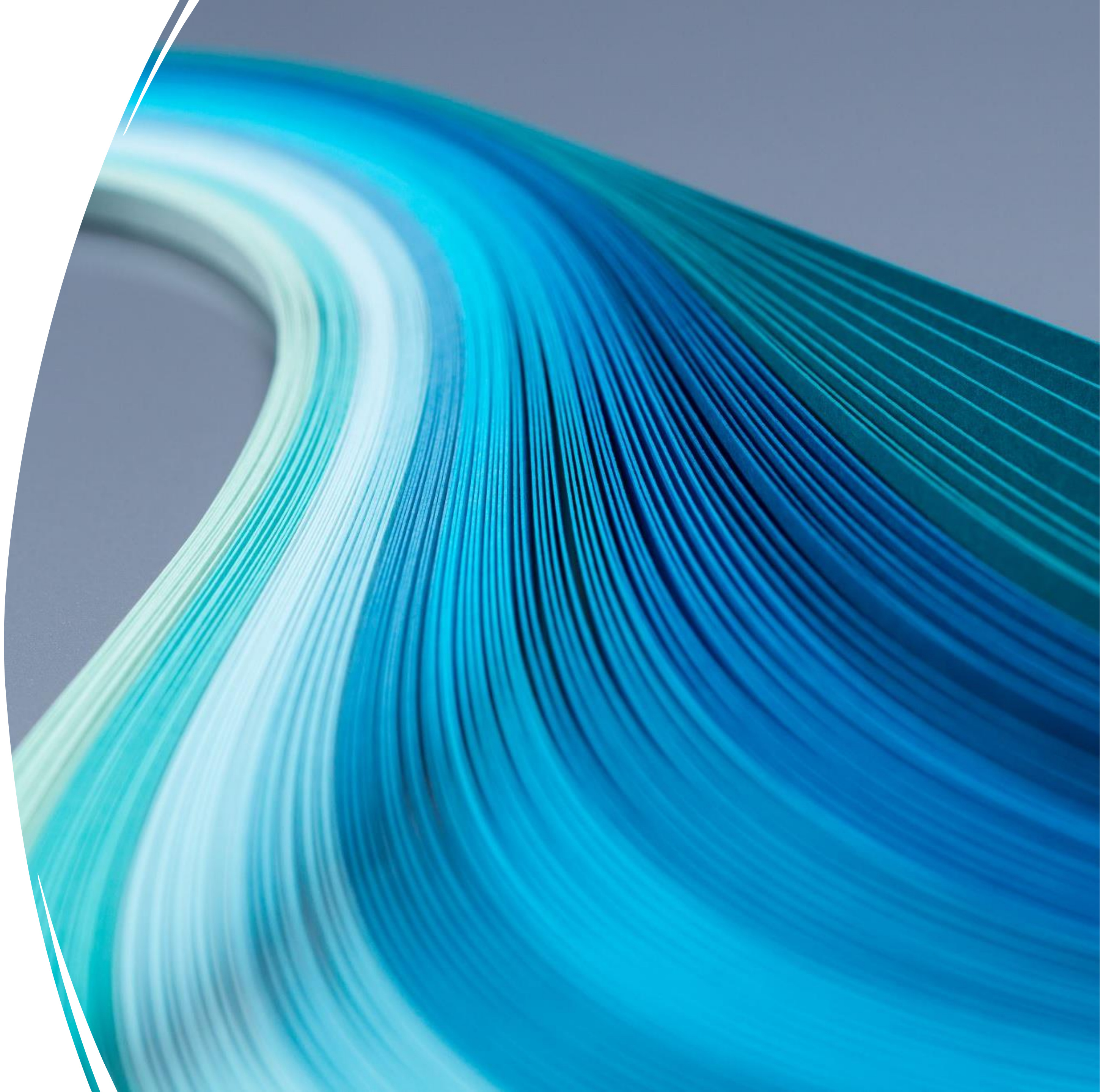
This is My Training Company | **JUL 2023** | **Original**

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 <u>not</u> create a return also. The uploaded file does this for you!



Option 1 – File Upload – Step by Step

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

Required MUST USE CAPITAL LETTERS MUST ALWAYS BE OR for Oregon	Required O = Original / A = Amendment USE CAPITAL LETTERS	Required MUST ALWAYS be DTR	Required PLEASE USE CAPITAL LETTERS	Required Should be YYYYMM	Required MUST ALWAYS be 1A	Required Name of the Company that product shipped to	Required License number of company product shipped to	Required Street Address	Required	Required	Required	Optional	Optional	Optional	Optional	Optional	Optional enter Y for Yes or N for No or you can leave
Jurisdiction Code	Return Type	License Type	License Number	Filing Period	Schedule Code	Retailer Name	Retailer License Number	Address	City	State	Zip	Summary Barrels - Malt	Summary Barrels - Cider 8.5% and Under	Summary Gallons - Cider Over 8.5% up to 16%	Summary Gallons - Cider Over 16%	Summary Gallons - Wine 16% and Under	Small Winery Exemptio n (Wine Under)
OR	O	DTR	PT999999	202307	1A	WE SELL WINE1	PT123456	123 MAIN	SALEM	OR	12121	100	50	40	20	20	Y
OR	O	DTR	PT999999	202307	1A	WE SELL WINE2	PT123457	124 MAIN	SALEM	OR	12121	40					
OR	O	DTR	PT999999	202307	1A	WE SELL WINE3	PT123458	125 MAIN	SALEM	OR	12121		20				
OR	O	DTR	PT999999	202307	1A	WE SELL WINE4	PT123459	126 MAIN	SALEM	OR	12121			25			
OR	O	DTR	PT999999	202307	1A	BUY BEER HERE1	PT123460	127 MAIN	PORTLAND	OR	34343				60		
OR	O	DTR	PT999999	202307	1A	BUY BEER HERE2	PT123461	128 MAIN	PORTLAND	OR	34343		40				
OR	O	DTR	PT999999	202307	1A	BUY BEER HERE3	PT123462	129 MAIN	PORTLAND	OR	34343	40	30			100	Y
OR	O	DTR	PT999999	202307	1A	BUY BEER HERE4	PT123463	130 MAIN	PORTLAND	OR	34343	40	30			100	Y
OR	O	DTR	PT999999	202307	1A	BUY BEER HERE5	PT123464	131 MAIN	PORTLAND	OR	34343	40	30			100	Y
OR	O	DTR	PT999999	202307	1A	BOOZE BARN1	PT123465	132 MAIN	ASTORIA	OR	56565	40	30			100	N
OR	O	DTR	PT999999	202307	1A	BOOZE BARN2	PT123466	133 MAIN	ASTORIA	OR	56565	40	30			100	N
OR	O	DTR	PT999999	202307	1A	BOOZE BARN3	PT123467	134 MAIN	ASTORIA	OR	56565	40	30			100	N
OR	O	DTR	PT999999	202307	1A	BOOZE BARN4	PT123468	135 MAIN	ASTORIA	OR	56565	40	30			100	N
OR	O	DTR	PT999999	202307	1A	BOOZE BARN5	PT123469	136 MAIN	ASTORIA	OR	56565	40	30			100	N
OR	O	DTR	PT999999	202307	1A	BOOZE BARN6	PT123470	137 MAIN	ASTORIA	OR	56565	40	30			50	N

Option 1 – File Upload – Step by Step

STEP 2

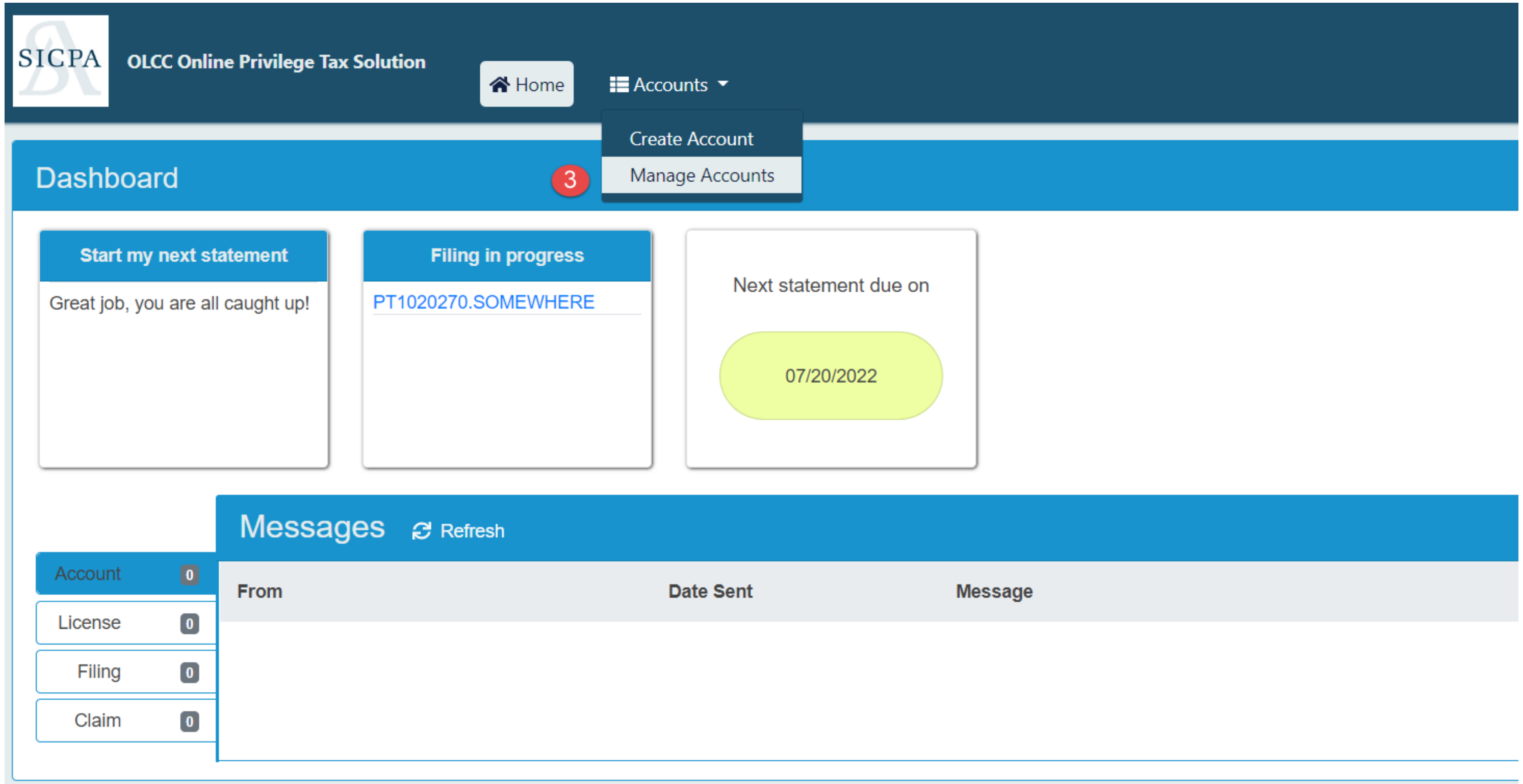
Login to Oregon Privilege Tax System

https://or.setsonline.com

STEP 3

Use Menu to Access Account

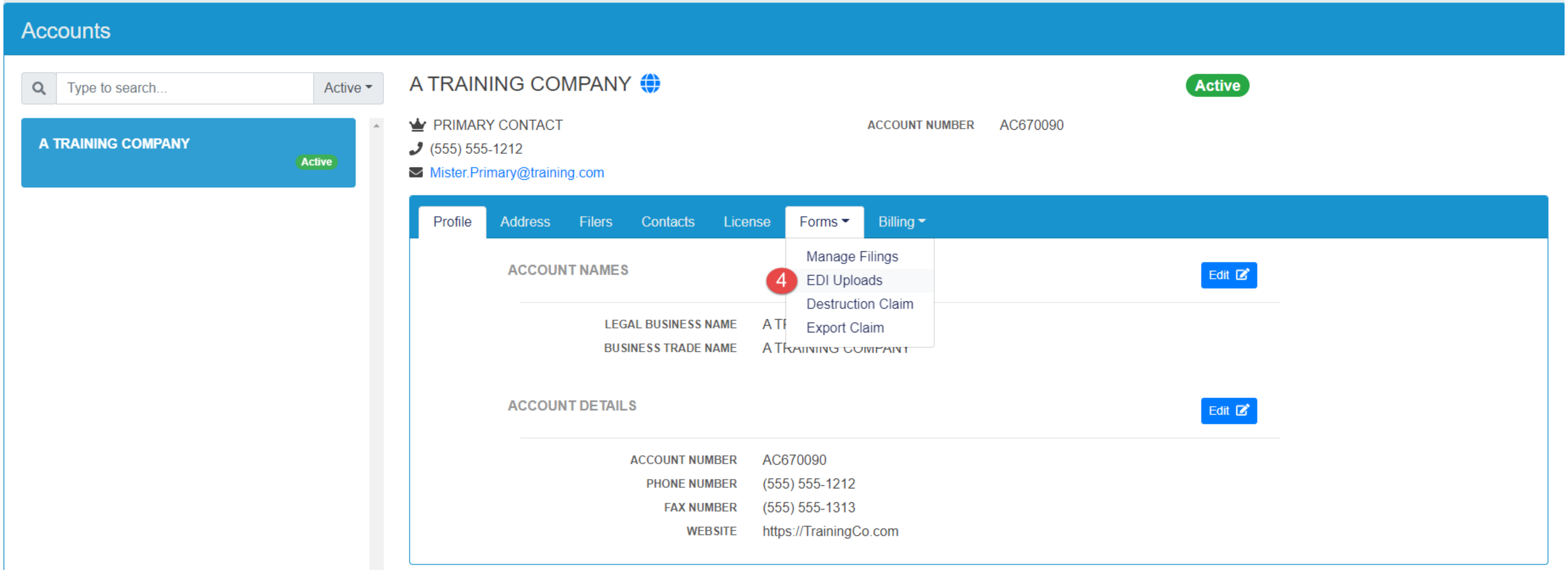
Click on Accounts then Manage Accounts to start creating a return via the menu



Option 1 – File Upload – Step by Step

STEP 4

Click on Forms Tab then click on EDI Uploads



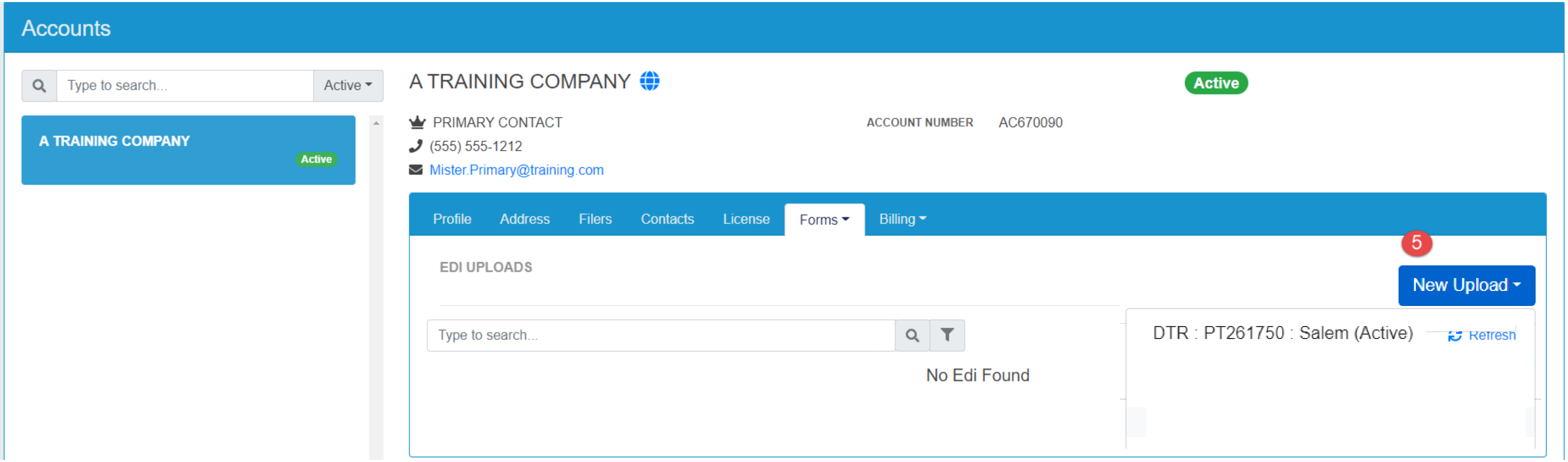
Option 1 – File Upload – Step by Step

STEP 5

Click New Upload

STEP 6

Select the license and location corresponding to the file being uploaded

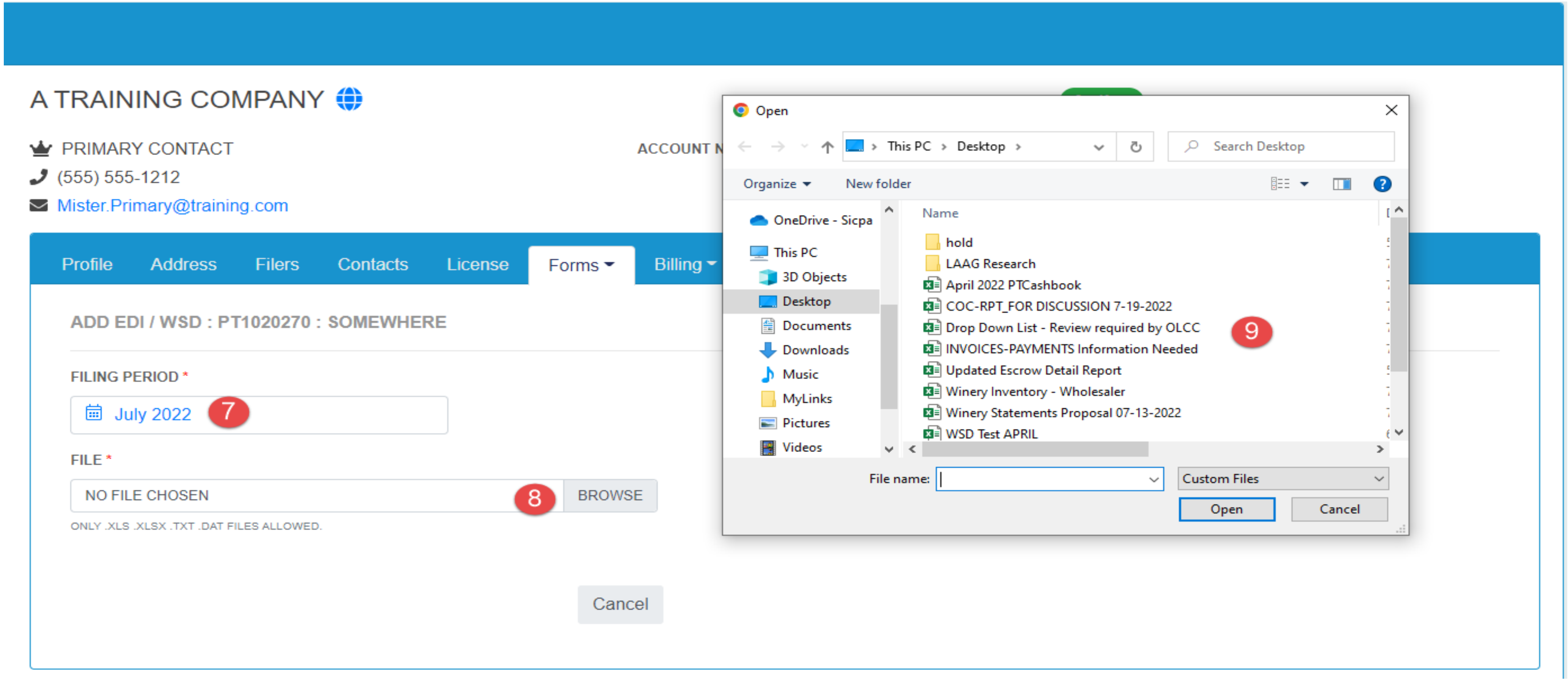


Option 1 – File Upload – Step by Step

STEP 7 : **Select Return Period**

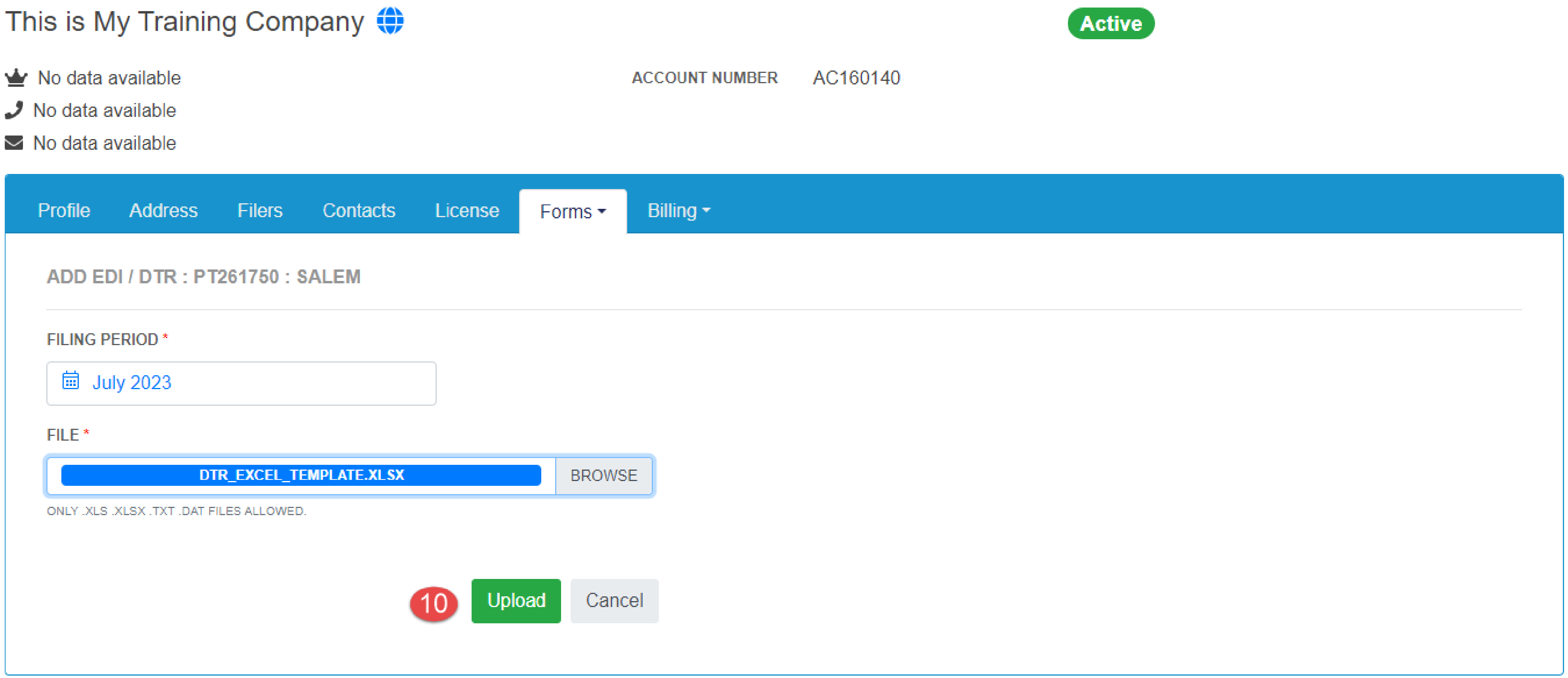
STEP 8 : **Click Browse to get the Windows "Open file" box**

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



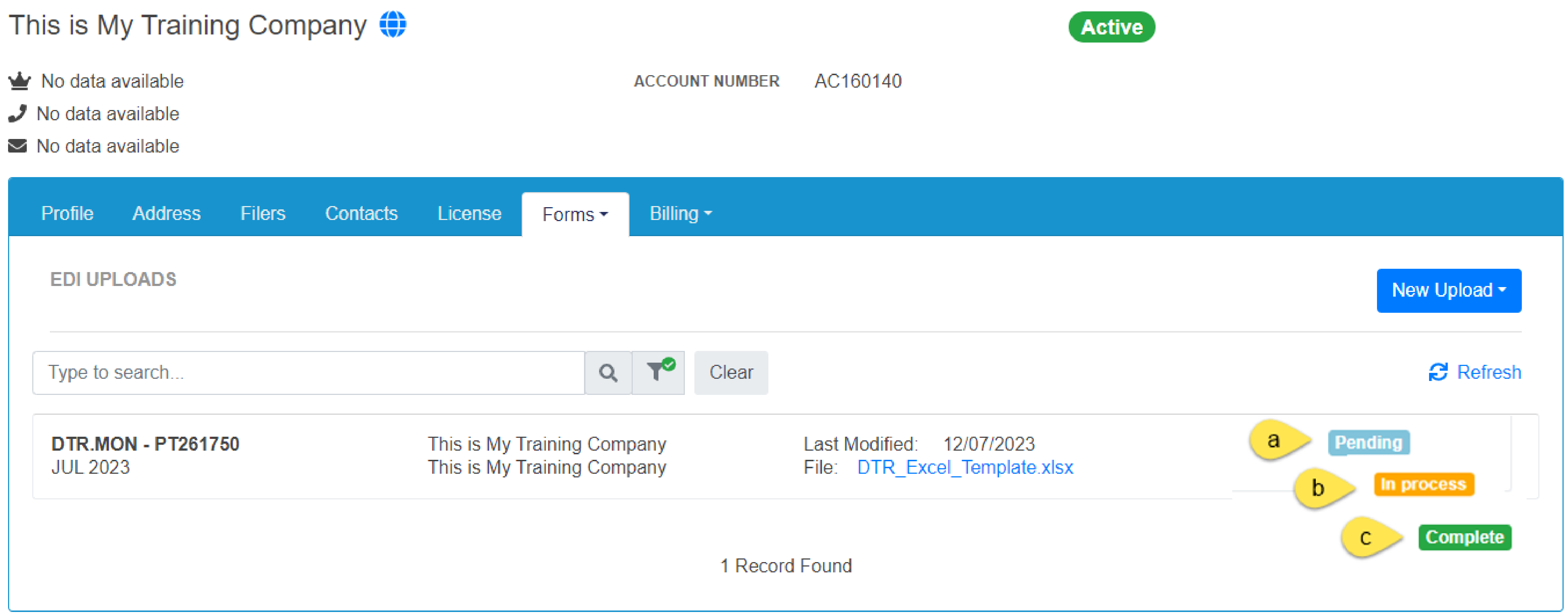
Option 1 – File Upload – Step by Step

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



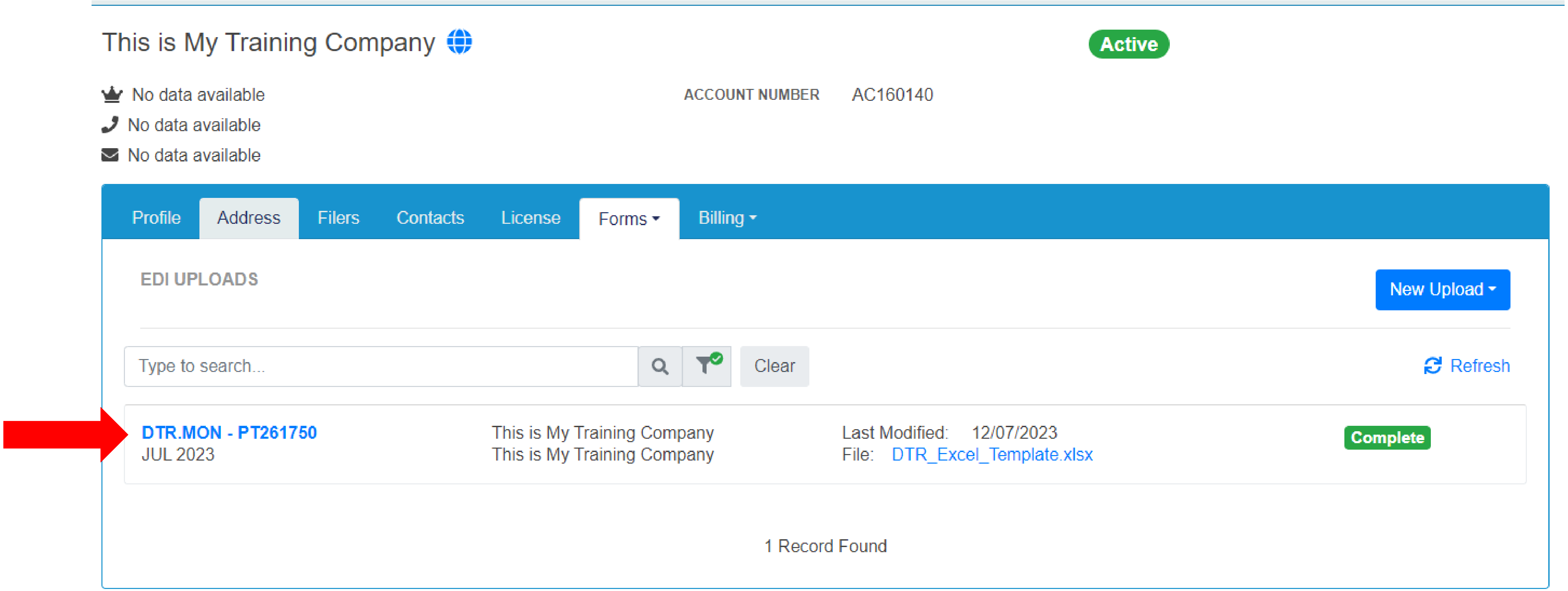
Option 1 – File Upload – Step by Step

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.)**



Option 1 – File Upload – Step by Step

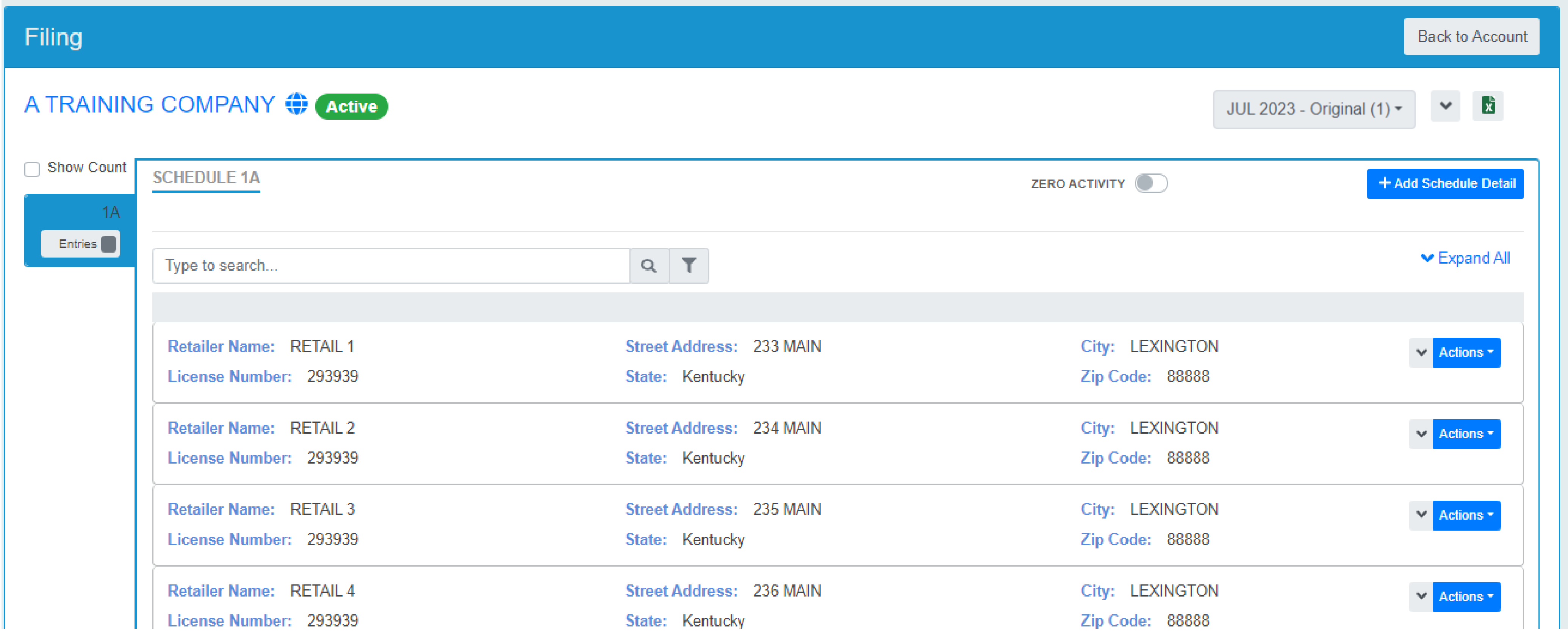
STEP 12 : **Go to your created Tax Return!! The arrow below is pointing to a Quick Link that will take you to the tax return that was created using your file data**



Option 1 – File Upload – Step by Step

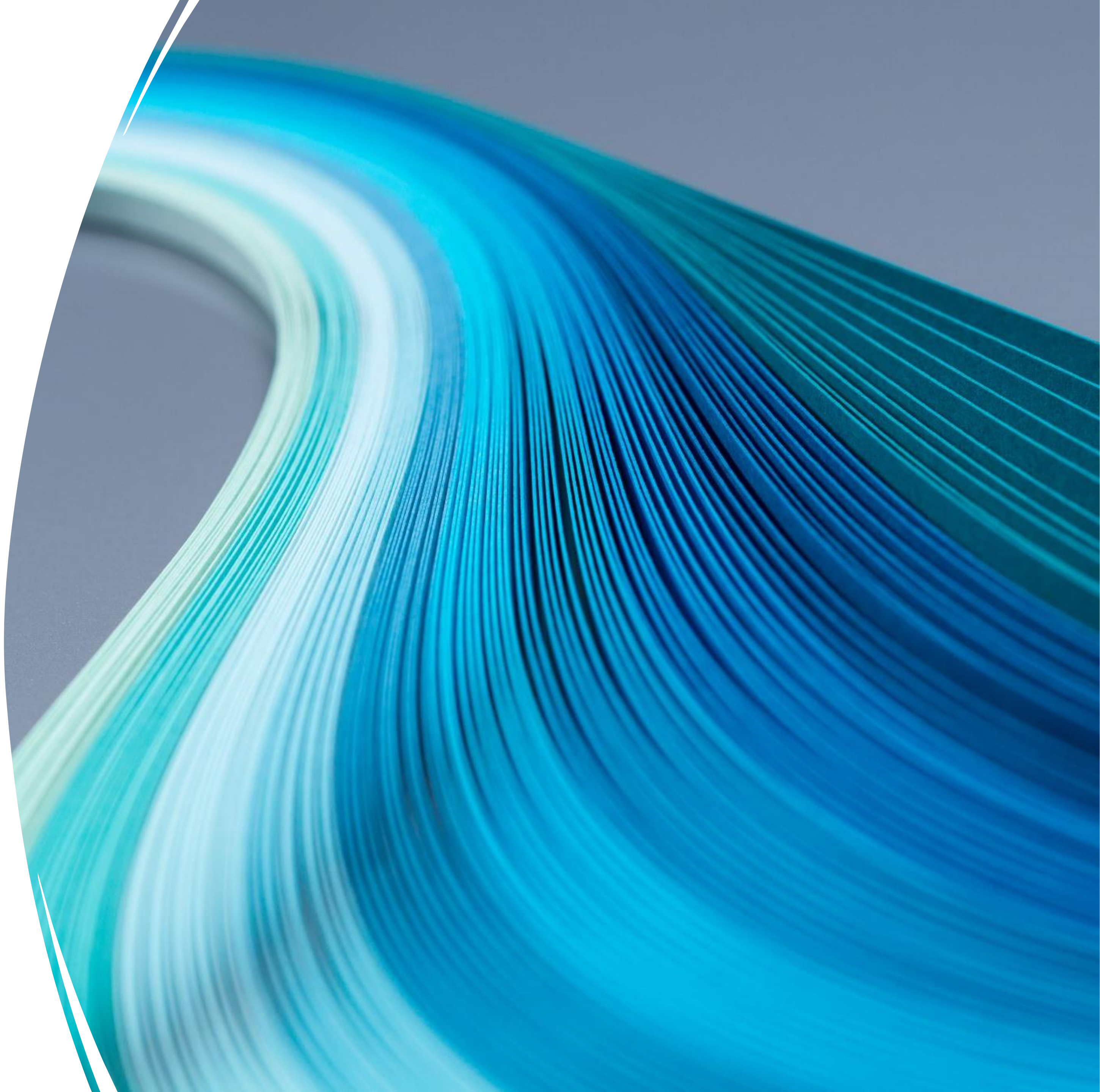
SUCCESS! You have uploaded your file and it created a tax return. When you use the Quick Link it will show you your tax return information taken from your file.

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]



Option 2 – Creating a Return In System – 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!



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

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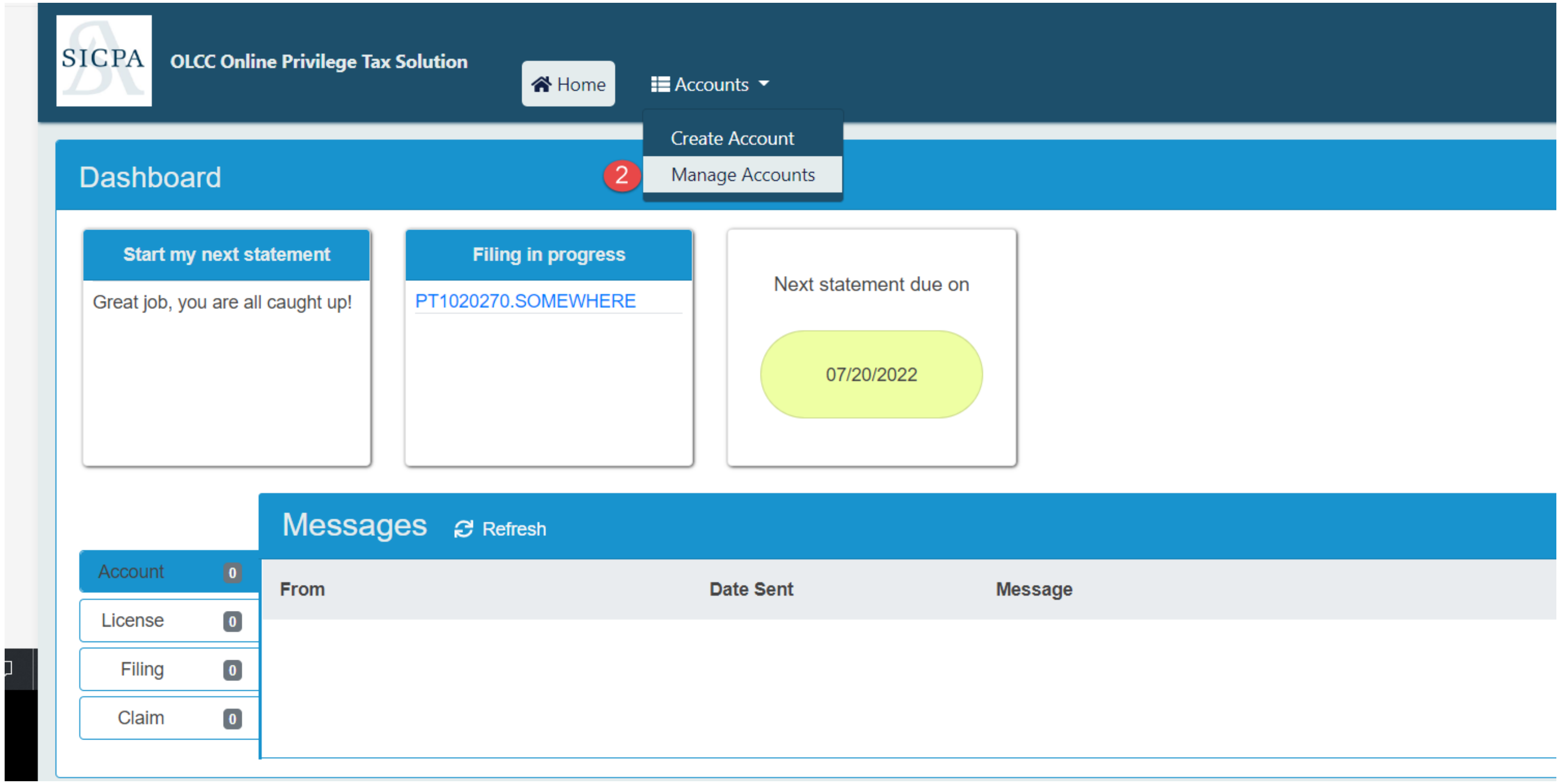
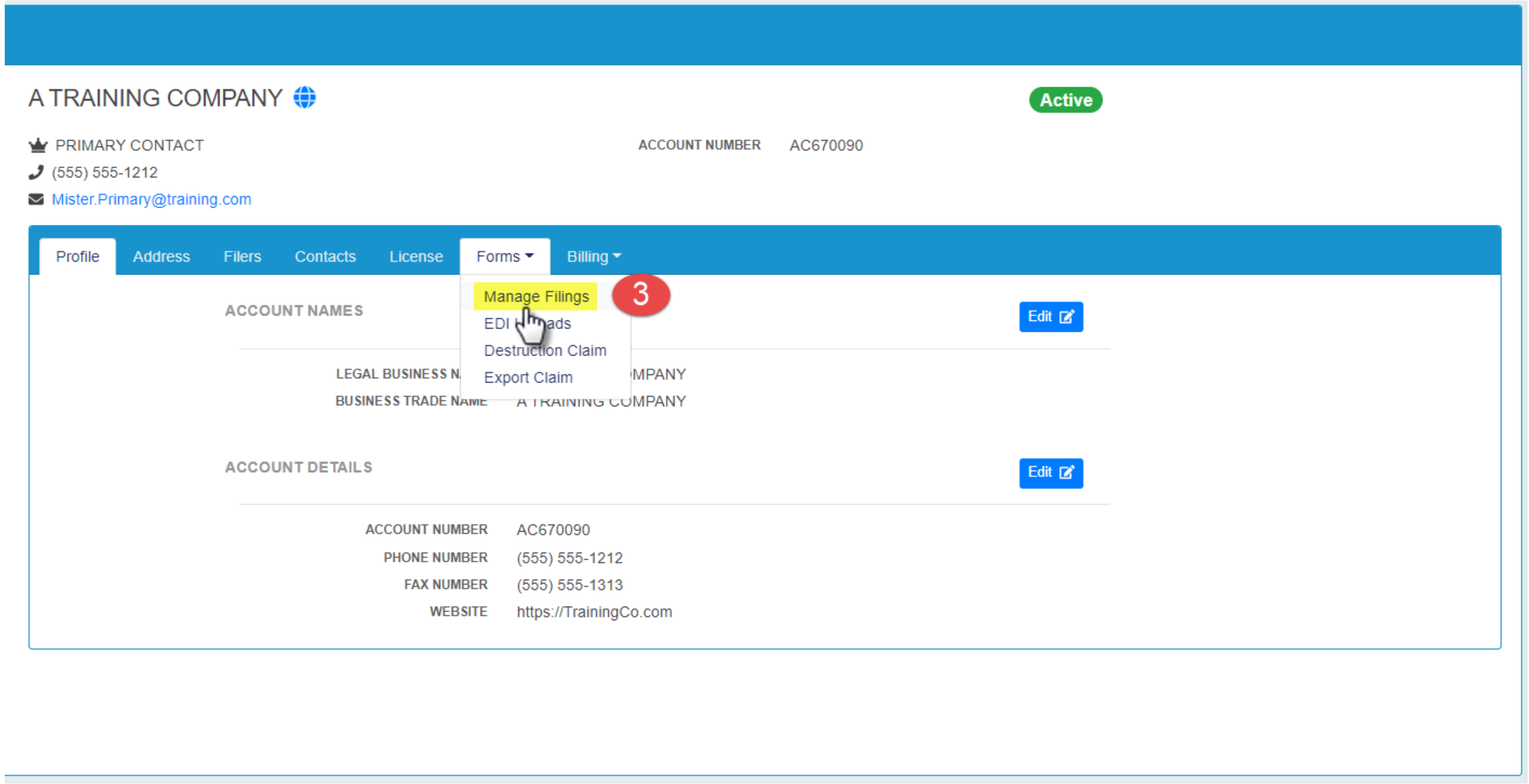


Option 2 – Creating a Return In System – Step by Step

STEP 3

Manage Filings

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



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

STEP 4

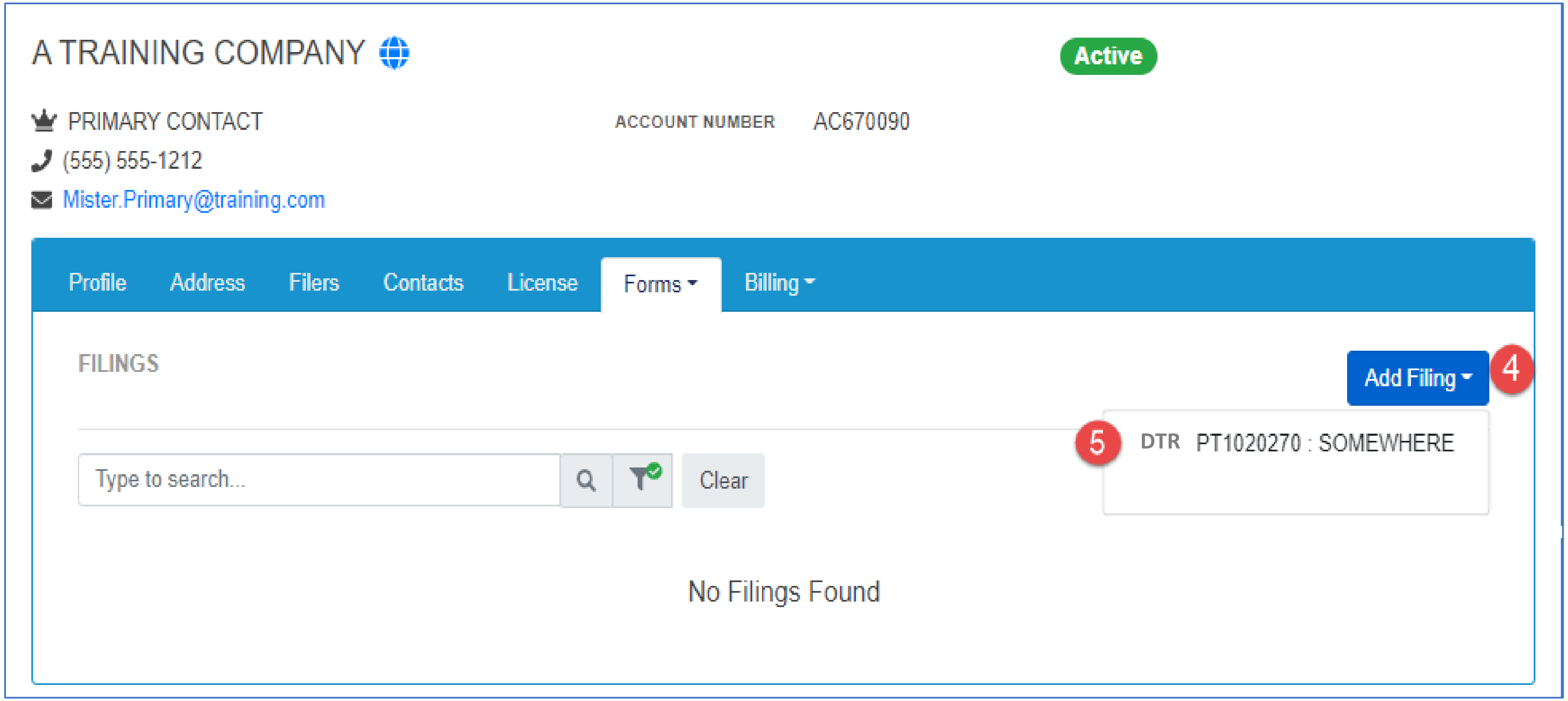
Add Filing

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.



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

STEP 6

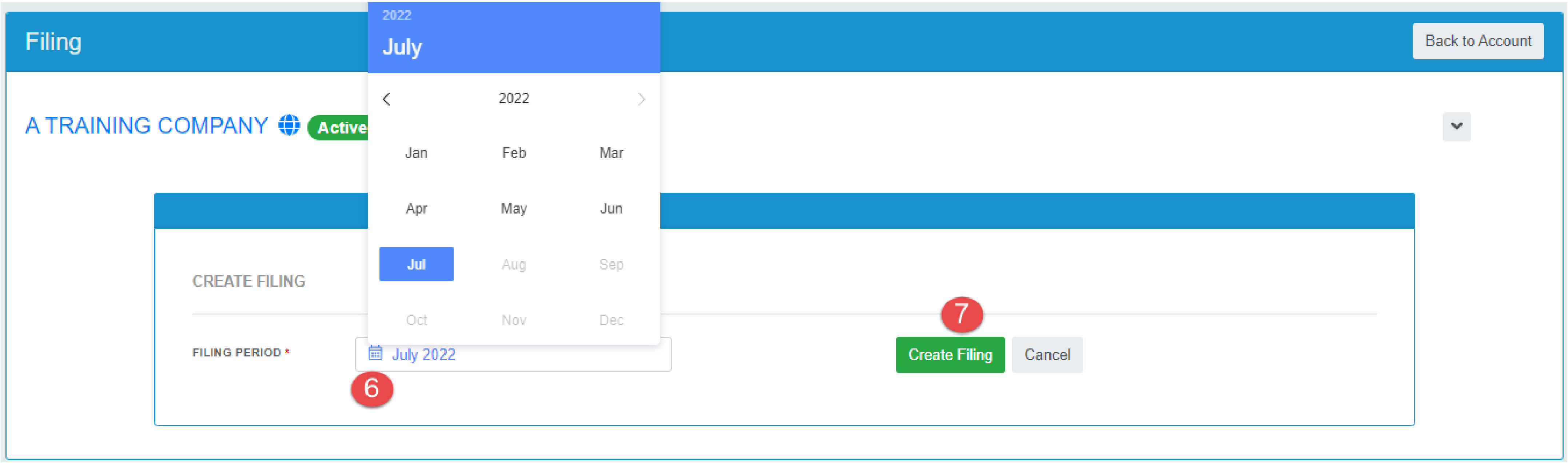
Select the Filing Period

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.

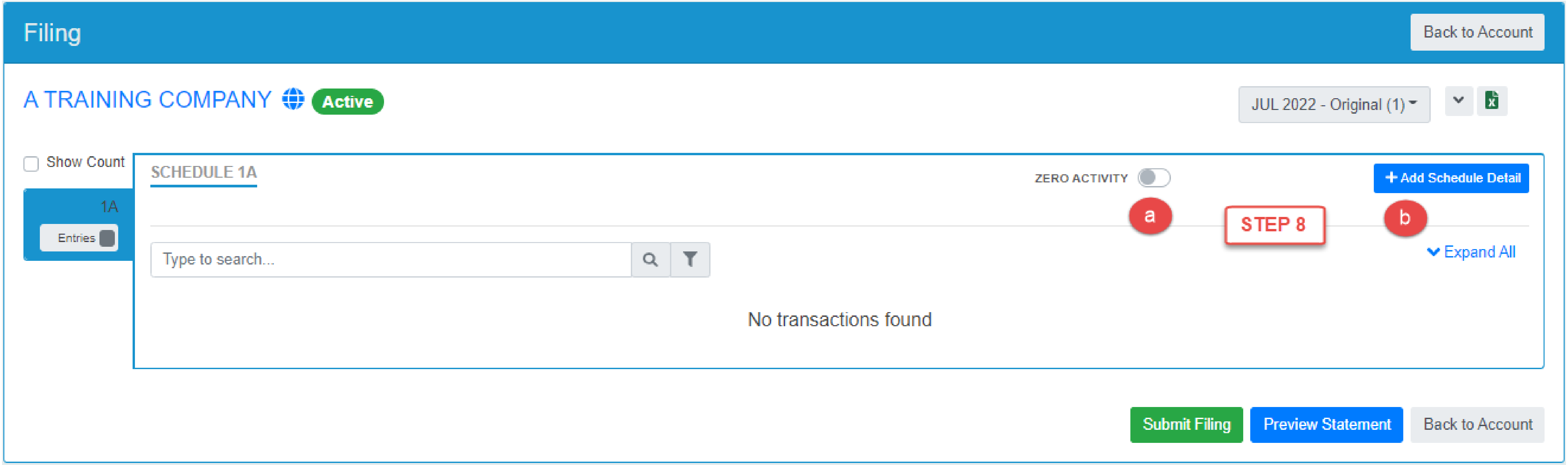


Option 2 – Creating a Return In System – Step by Step

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.

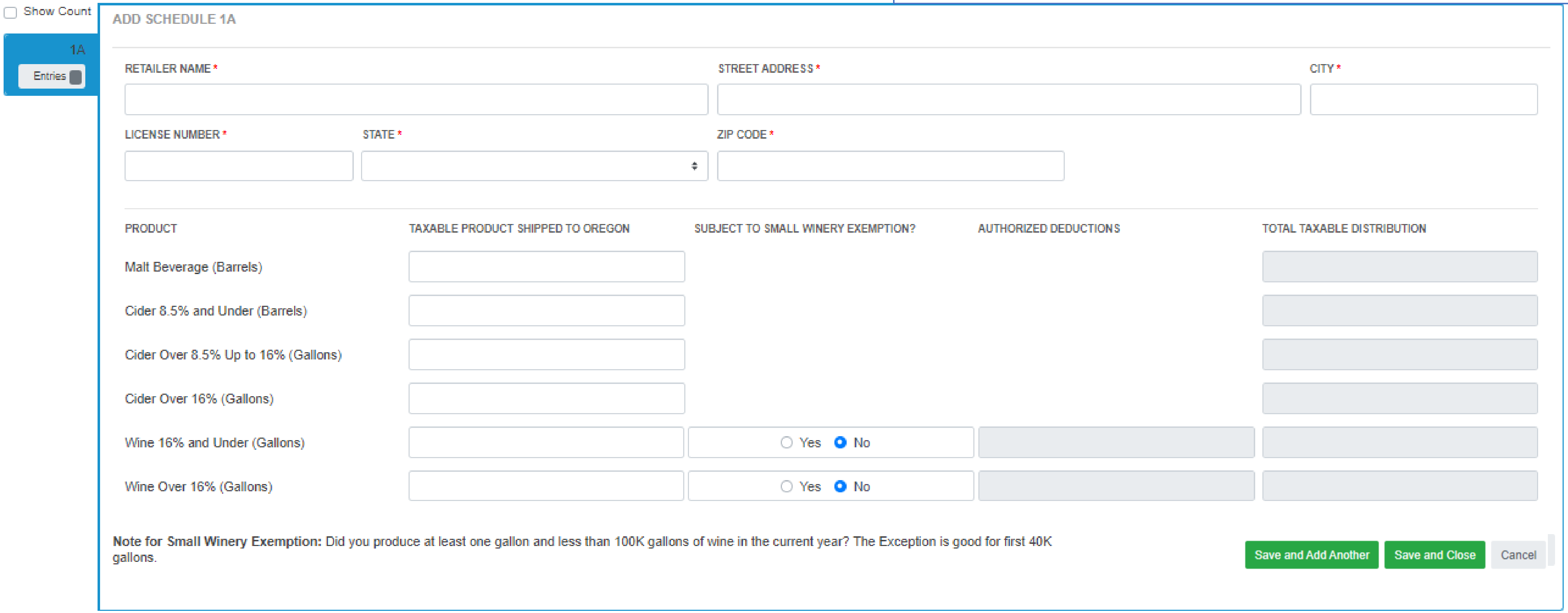


Option 2 – Creating a Return In System – Step by Step

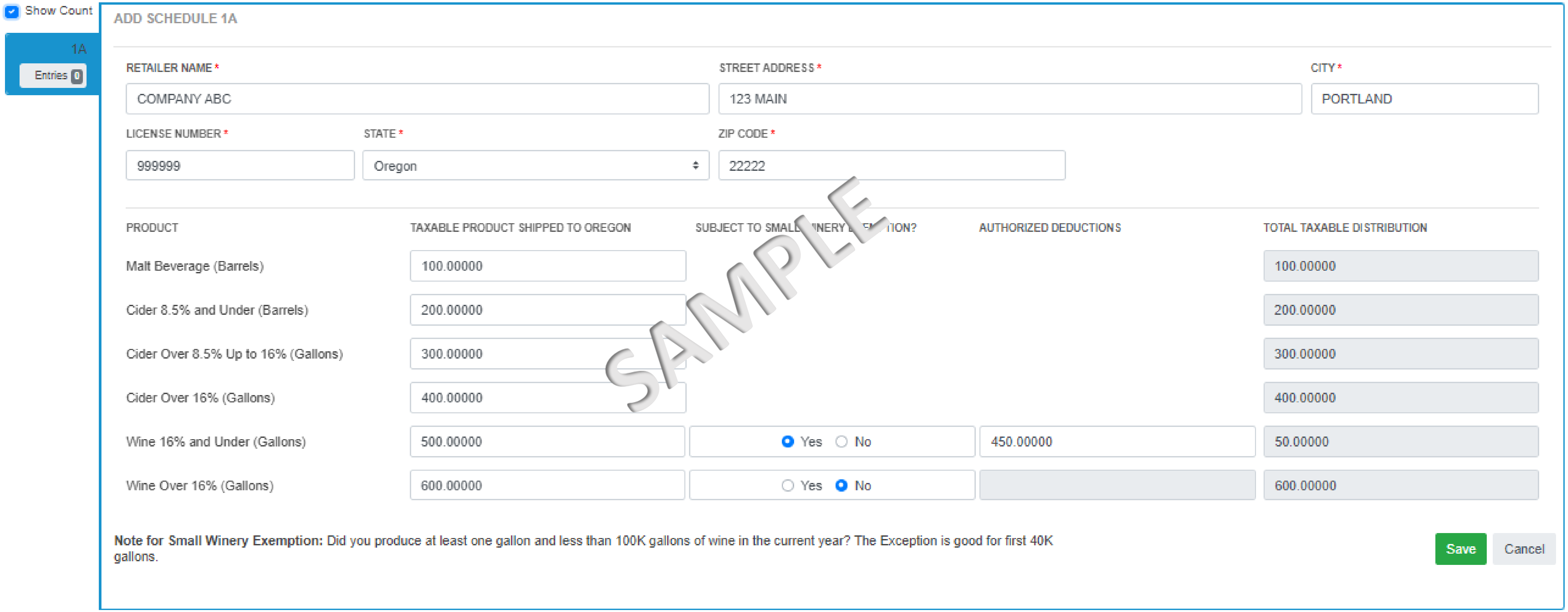
STEP 9: **Enter Transactional information. Required fields have an asterisk (*)**

STEP 10 : **Press Save**

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



Option 2 – Creating a Return In System



Show Count

1A

Entries 0

ADD SCHEDULE 1A

RETAILER NAME *	STREET ADDRESS *	CITY *
COMPANY ABC	123 MAIN	PORTLAND

LICENSE NUMBER *	STATE *	ZIP CODE *
999999	Oregon	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	(•) Yes ( ) No	450.00000	50.00000
Wine Over 16% (Gallons)	600.00000	( ) Yes (•) 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.

Save Cancel

SAMPLE

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

STEP 11

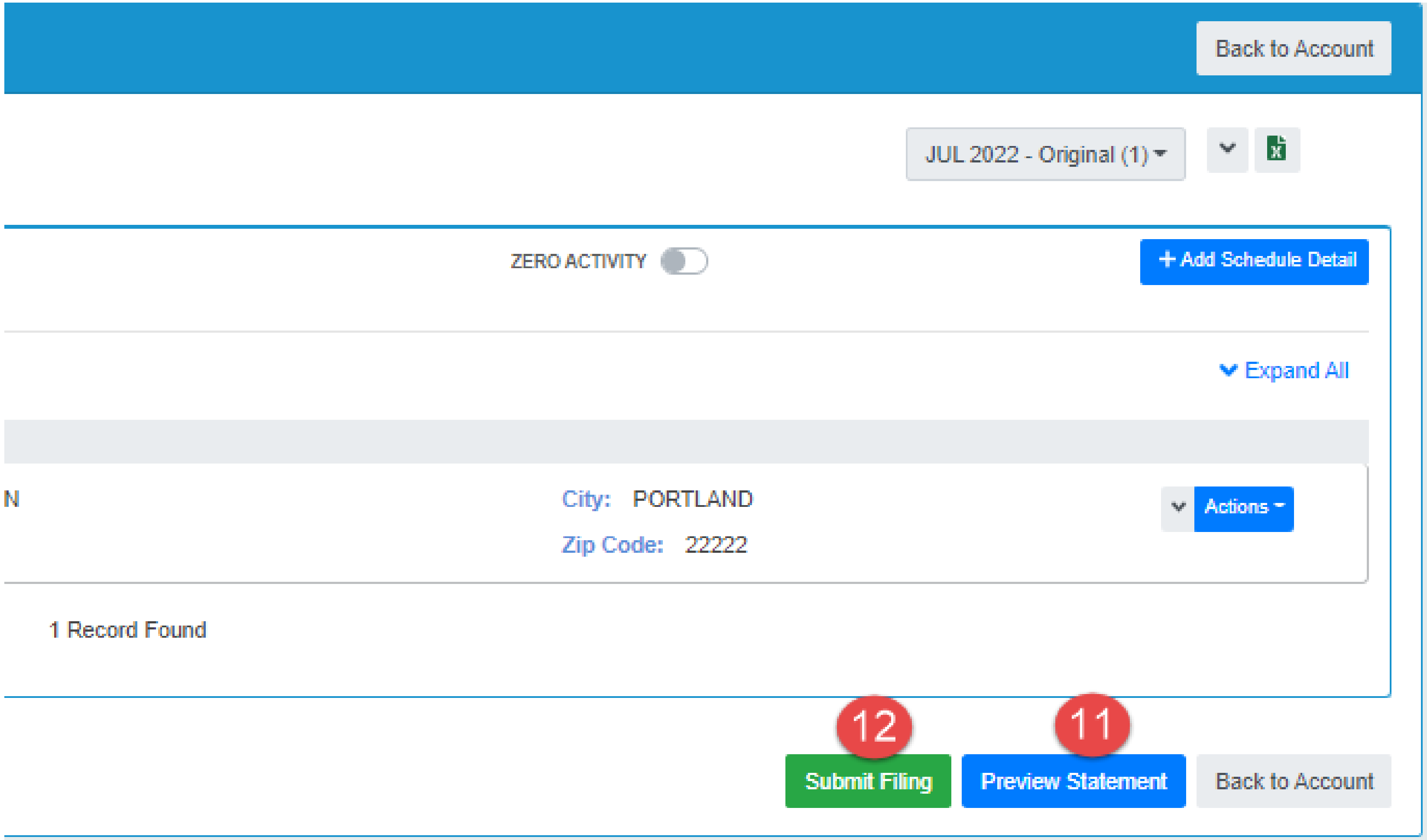
PREVIEW RETURN!

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.

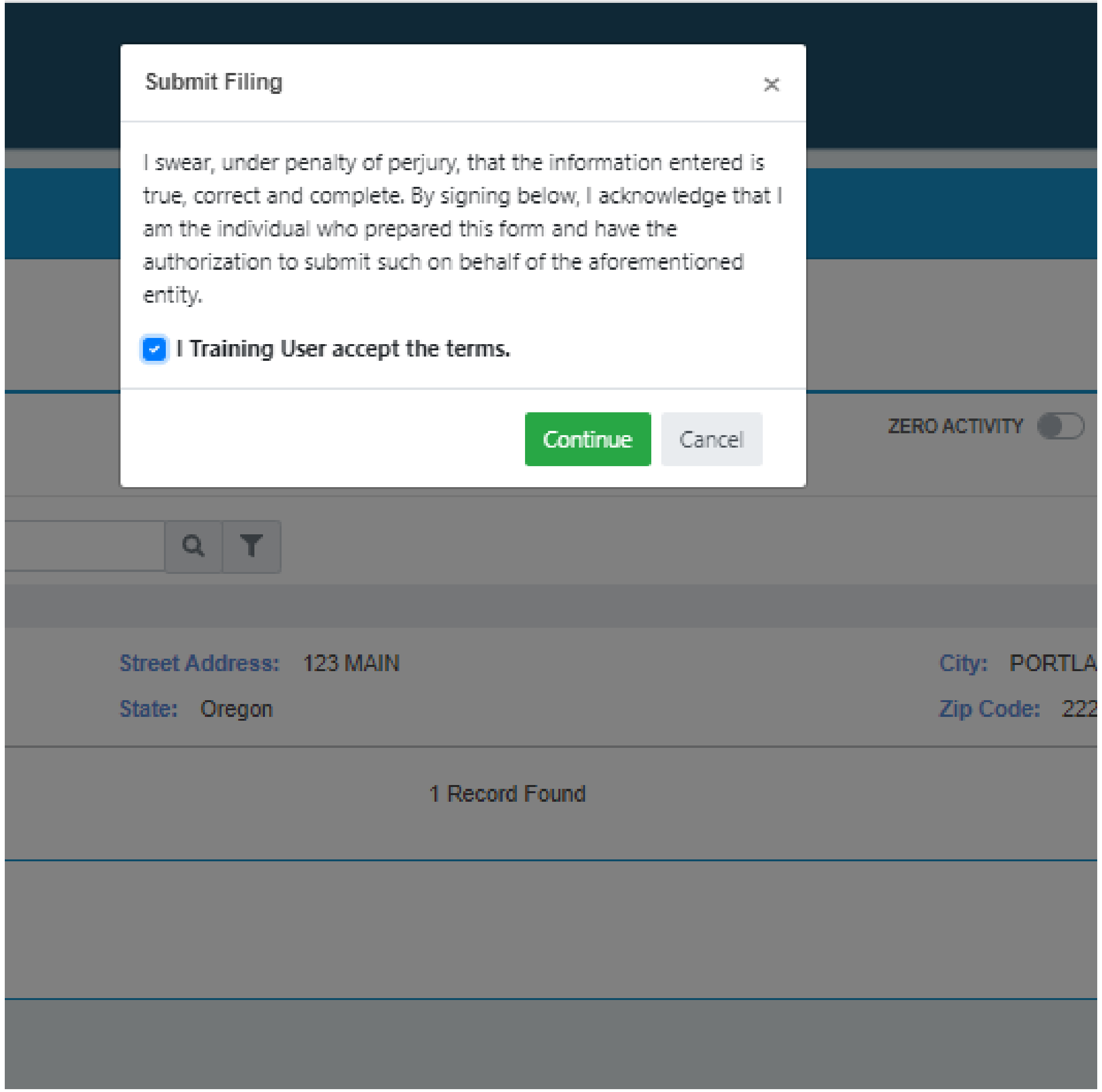


Create a Return – COMPLETE

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!

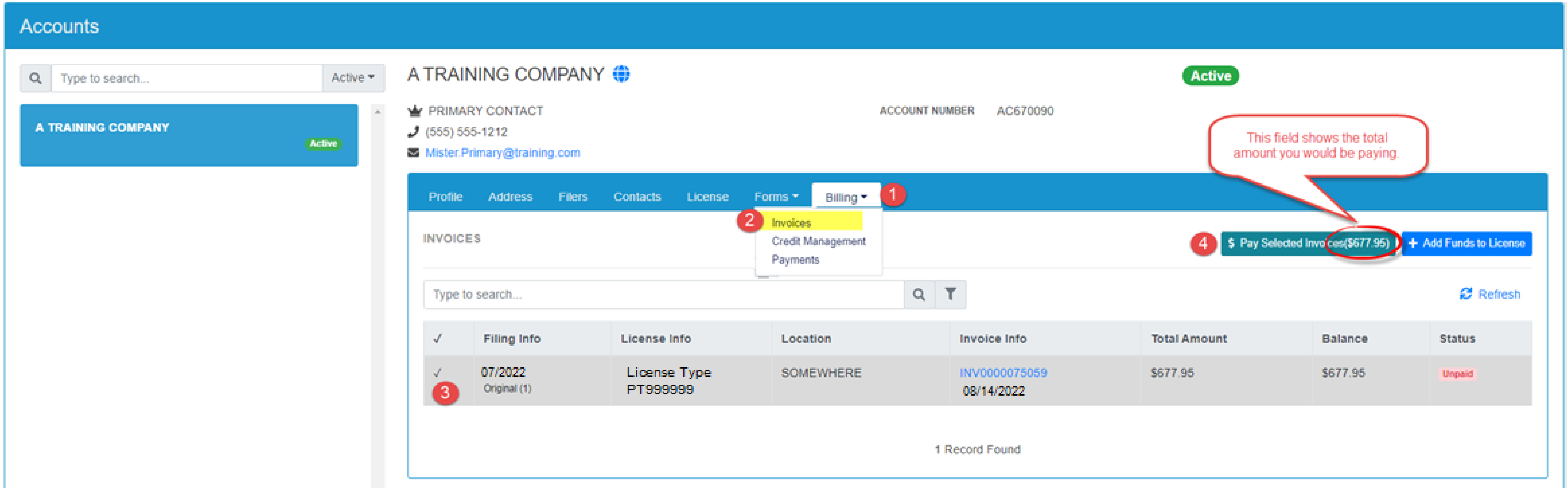


Invoice and Payment – Step by Step

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).



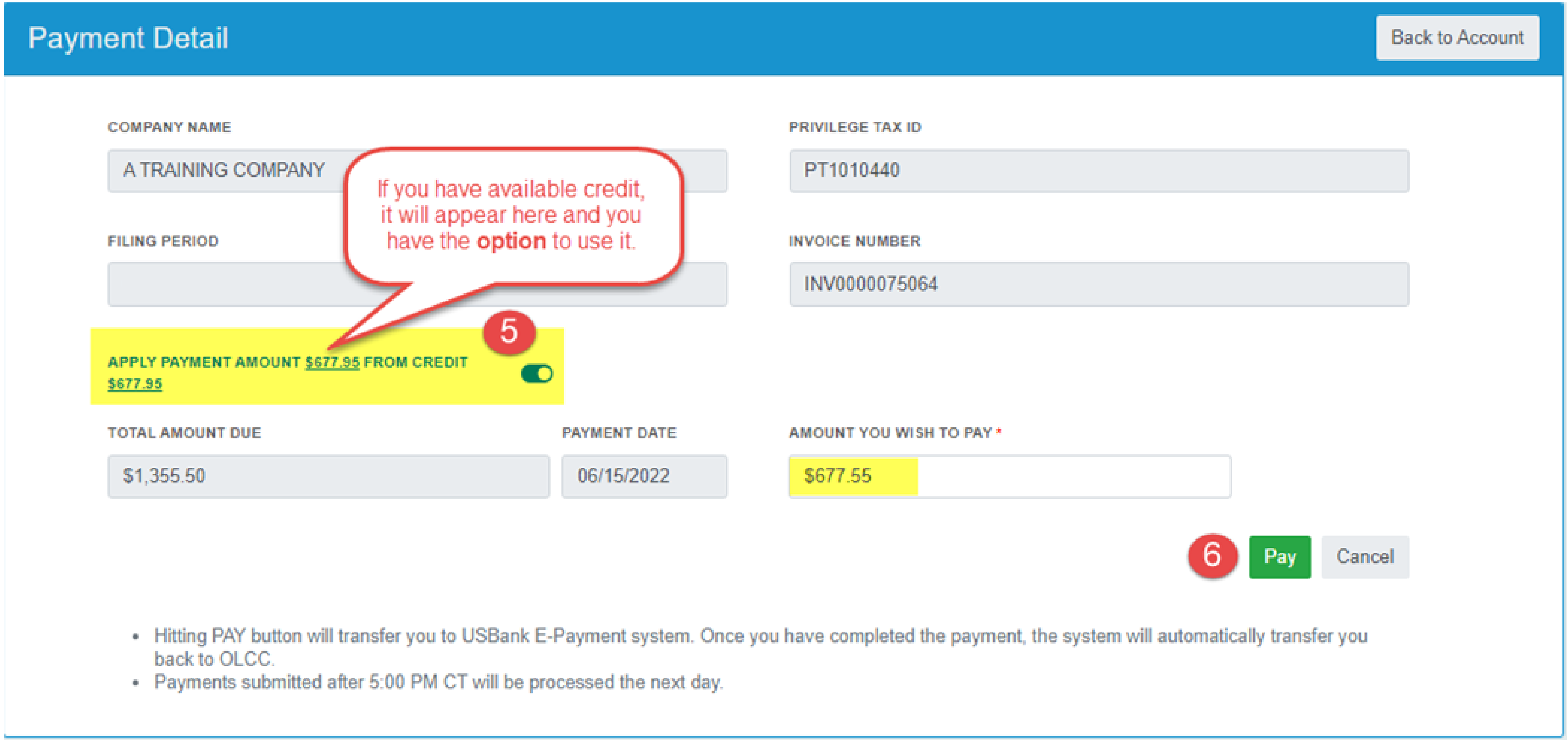
Invoice and Payment – Step by Step

STEP 5

Credit – toggle to apply or un-apply

STEP 6

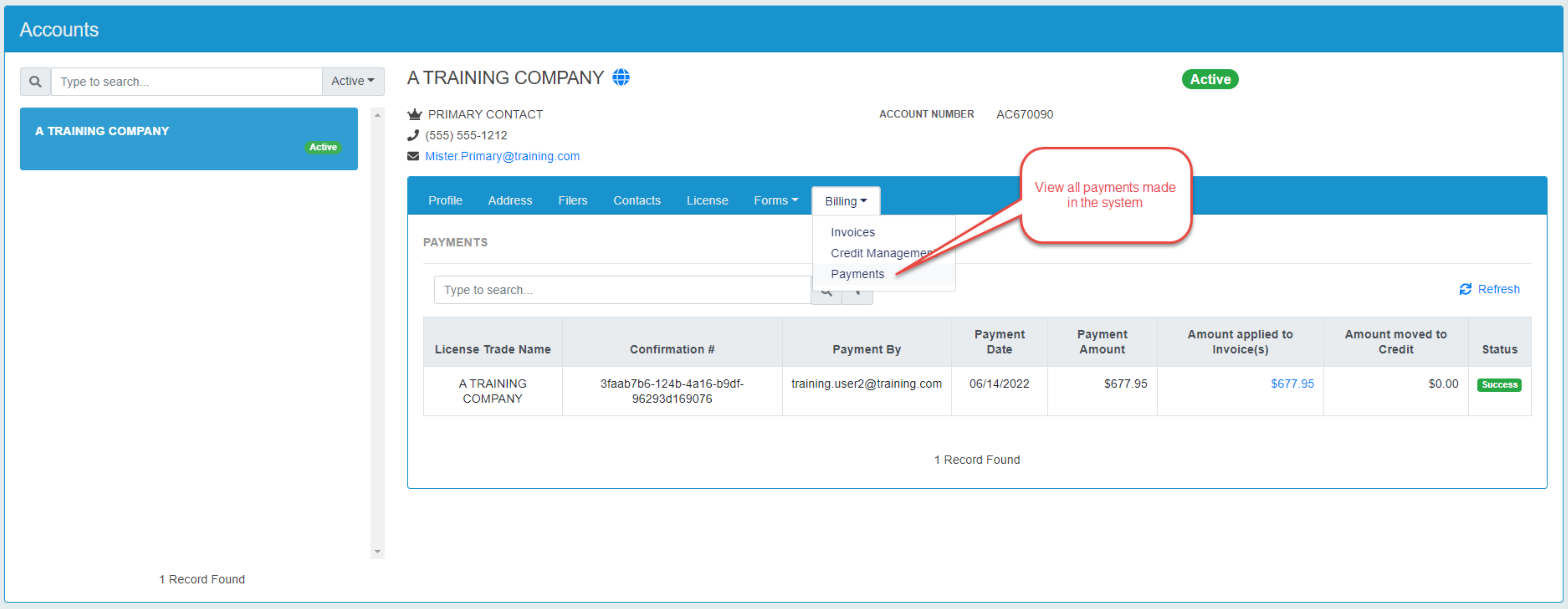
Pay – this button will take user OUT of OPTO to the US Bank site for payment. As US Bank owns that website, those screens will not be shown in this training document.



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.



Helpful Tips

- 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