

OPTO

Creating a Retailer Return

Oregon Privilege Tax Online System

JANUARY 2024

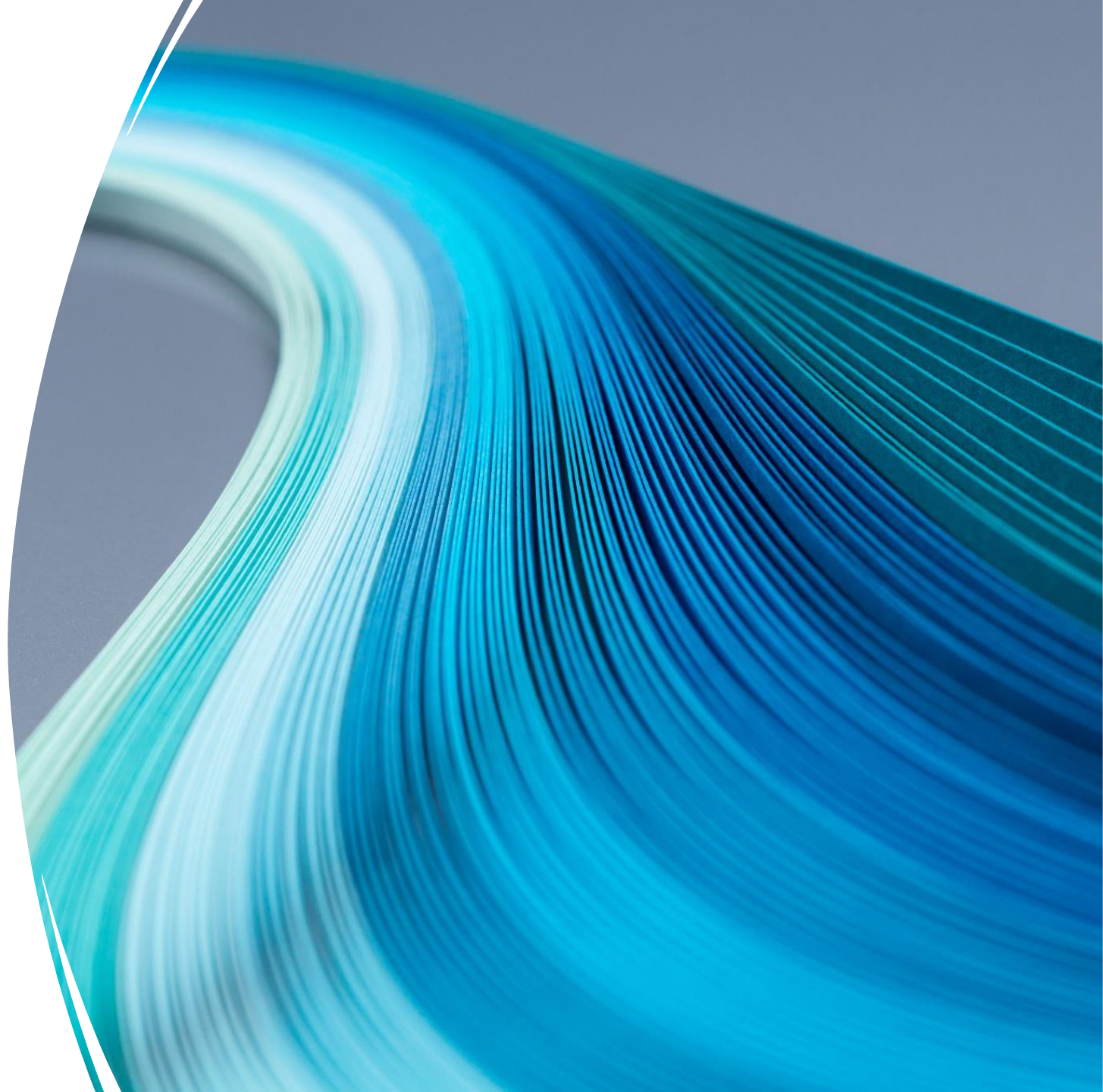
Definitions

- ***Supplier List***– List of all of the Direct to Retailer companies that you receive product from. **NOTE:** This list is only built one time. After your initial creation, you may add, edit or remove suppliers from the list but you do not need to recreate it each month.
- ***Web form Entry*** – The entry of your monthly receipts is done via a web form. Filing returns will be done monthly but your Supplier List must be built before starting your first return.

Creating a Return – Step by Step

IMPORTANT REMINDER!!

**You must create your
supplier list prior to
creating your return.**



Creating a Return – Step by Step

STEP 1

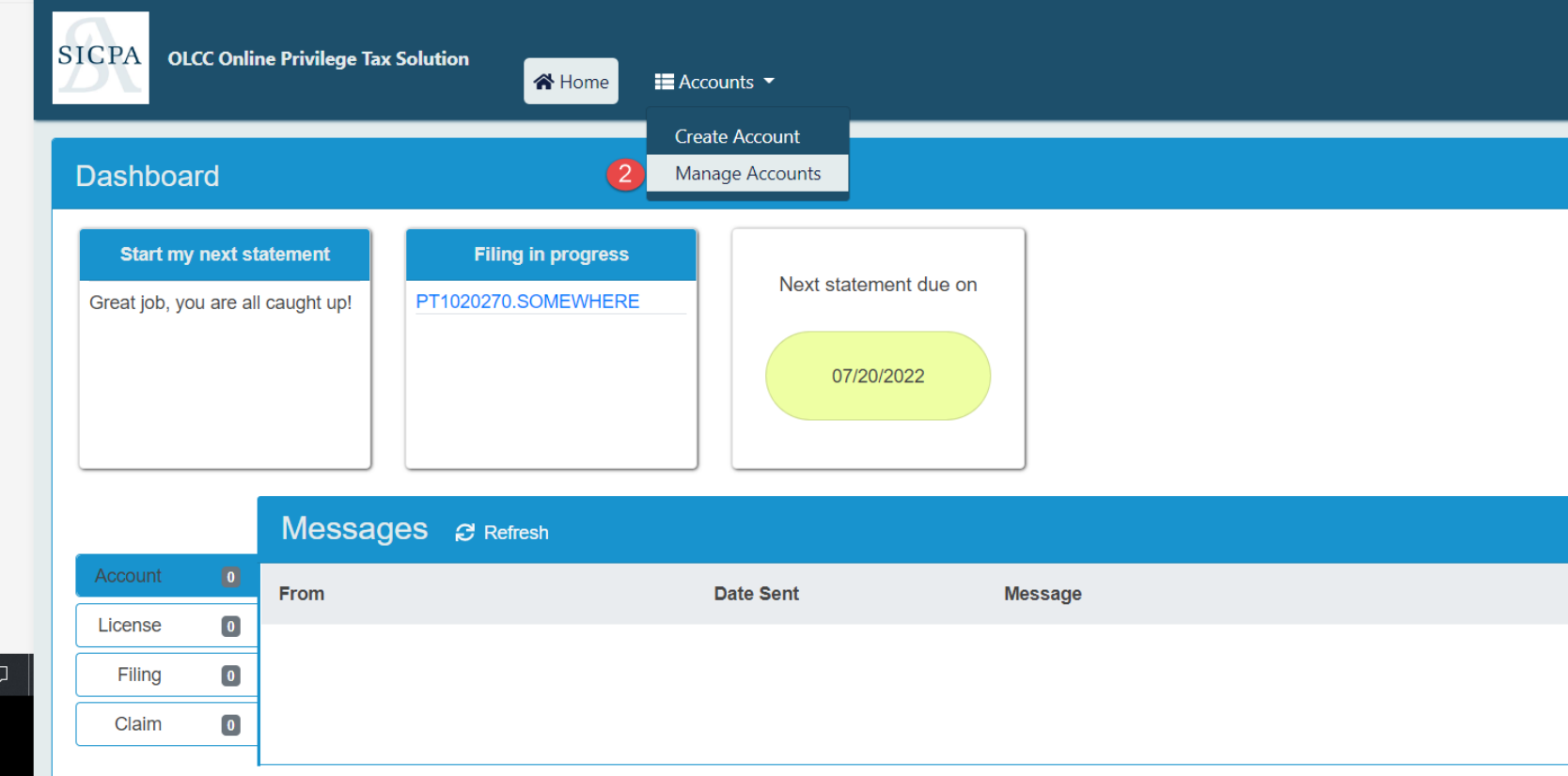
Login to Oregon Privilege Tax System

<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



The screenshot displays the SICPA OLCC Online Privilege Tax Solution interface. At the top, there is a navigation bar with the SICPA logo, the text "OLCC Online Privilege Tax Solution", and a "Home" button. A dropdown menu for "Accounts" is open, showing "Create Account" and "Manage Accounts" options. The "Manage Accounts" option is highlighted with a red circle containing the number "2".

The main content area is titled "Dashboard" and contains three cards:

- Start my next statement:** Great job, you are all caught up!
- Filing in progress:** PT1020270.SOMEWHERE
- Next statement due on:** 07/20/2022

Below the dashboard is a "Messages" section with a "Refresh" button. A table lists messages:

Account	From	Date Sent	Message
Account			
License			
Filing			
Claim			

Creating a Return – 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 'Accounts' management interface. At the top, a search bar and an 'Active' filter are visible. The main content area shows the details for 'Retailer Training Company', including contact information and the account number 'AC270160'. A navigation menu at the bottom of the account details includes 'Profile', 'Address', 'Filings', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' menu is expanded, showing options: 'Manage Filings' (highlighted with a red '3'), 'EDI Uploads', 'Destruction Claim', and 'Export Claim'. Below the menu, a search bar and a filter icon are present. The 'FILINGS' section is currently empty, with the text 'No Filings Found' displayed. An 'Add Filing' button is located in the top right corner of the filings section.

Creating a Return – Step by Step

STEP 4

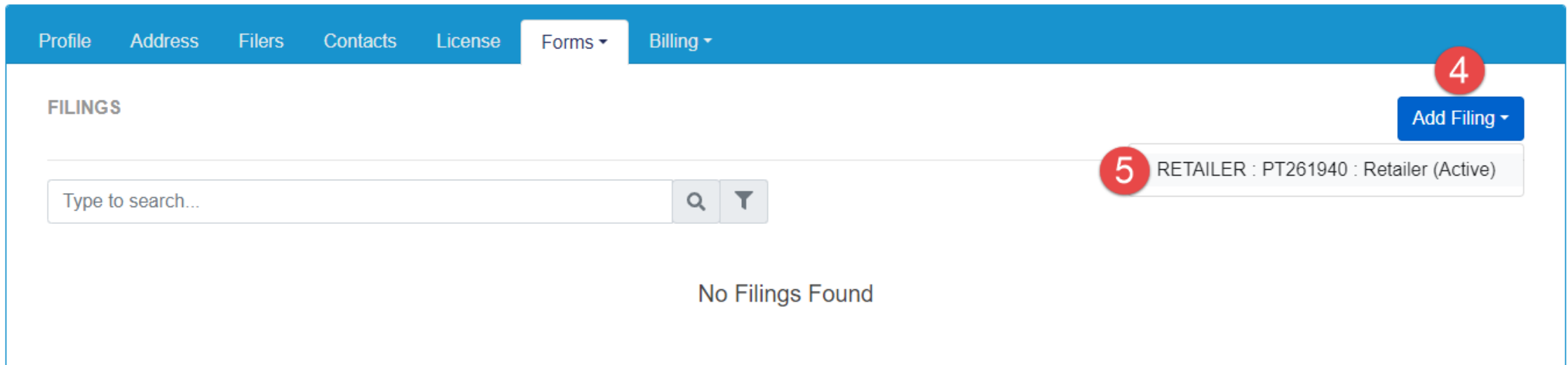
Add Filing

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 a web application interface with a blue header bar containing navigation tabs: Profile, Address, Filers, Contacts, License, Forms, and Billing. The 'Forms' tab is selected and expanded, showing a dropdown menu with a red circle containing the number '4' next to the 'Add Filing' button. Below the header, the 'FILINGS' section is visible, featuring a search bar with the placeholder text 'Type to search...' and a search icon. A red circle containing the number '5' is positioned next to the search bar, and a dropdown menu is open below it, displaying the text 'RETAILER : PT261940 : Retailer (Active)'. The text 'No Filings Found' is centered below the search bar.

Creating a Return – 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 Retailer Return.

The screenshot shows the 'Filing' interface for 'Retailer Training Company' (Active). The main form is titled 'CREATE FILING' and contains a 'FILING PERIOD' field. A calendar pop-up is open, showing the month of December 2023. The 'FILING PERIOD' field is highlighted with a red circle '6', and the 'Create Filing' button is highlighted with a red circle '7'. The interface also includes a 'Back to Account' link in the top right corner and a 'Retailer Training Company' dropdown menu. The footer contains the text '© 2019 - 2023 SICPA Product Security' and 'V2.1.0.1511'.

Creating a Return – Step by Step (Zero Activity Flow)

STEP 8a

Add Files for each Supplier **OR** Select Zero Activity Toggle

If you had no activity during the return period, then you can use the Zero Activity Toggle

The screenshot shows the 'Filing' interface for 'Retailer Training Company' (Active). The current return is for 'NOV 2023 - Original (1)'. The 'SCHEDULE RET - RETAILER' section is active, and the 'ZERO ACTIVITY' toggle is turned on. A table lists 4 records, each with a 'File' icon and a trash icon. The table columns are License Name, Privilege Tax Number, Address, City, State, Zip, Country, File, and Actions. The records are: Long DTR (PT261260, 9870 Glade Drive, Reston, Virginia, 20190, United States of America), Summer DTR (PT261290, 4325 Fairfax rd, Fairfax, Virginia, 21008, United States of America), Quattro DTR (PT261300, 7451 Boston Blvd, Springfield, Virginia, 22153, United States of America), and Zola DTR (PT250210, 9870 Glade Drive, Reston, Virginia, 20190, United States of America). The interface also includes a search bar, a 'Show Count' checkbox, and buttons for 'Submit Filing', 'Preview Statement', and 'Back to Account'.

License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Long DTR	PT261260	9870 Glade Drive	Reston	Virginia	20190	United States of America		
Summer DTR	PT261290	4325 Fairfax rd	Fairfax	Virginia	21008	United States of America		
Quattro DTR	PT261300	7451 Boston Blvd	Springfield	Virginia	22153	United States of America		
Zola DTR	PT250210	9870 Glade Drive	Reston	Virginia	20190	United States of America		

4 Records Found

Creating a Return – Step by Step (Zero Activity Flow)

STEP 8a Continued

IF you have no activity during the month, you can select the Zero Activity toggle. Notice that when you click on Zero Activity, the supplier list disappears, and you see “No transactions to report for this Schedule”. If this is correct, you can click the Submit button, certify that the information is correct, and you are all **DONE!** If you do have transactions, click the toggle to return to your list of suppliers.

The screenshot displays the 'Filing' interface for 'Retailer Training Company' (Active). The page shows the 'SCHEDULE RET - RETAILER' section with a 'ZERO ACTIVITY' toggle switch turned on. A red arrow points to this toggle. Below the toggle, the text reads 'No transactions to report for this Schedule'. At the bottom right, a red arrow points to the 'Submit Filing' button. Other visible elements include a 'Back to Account' link in the top right, a dropdown menu for 'NOV 2023 - Original (1)', a 'Show Count' checkbox, and a sidebar with 'RET' and 'Entries' options.

Creating a Return – Step by Step (With Activity)

If you have clicked “No Activity” but realized you have activity, you will need to add ONLY suppliers to the list that you received product from.

Do this by Clicking “Select Suppliers” and then clicking on the supplier(s) that you received product from. Once you have selected one or more of the suppliers, click the Add button to put them into your list for this month.

The screenshot displays the 'Filing' interface for 'Retailer Training Company' (Active). The main section is titled 'SCHEDULE RET - RETAILER' and shows 'ZERO ACTIVITY' with a toggle switch. A search bar is present with the placeholder text 'Type to search...' and search icons. Below the search bar, it states 'No transactions found'. A dropdown menu labeled 'SELECT SUPPLIER(S)' is open, showing a list of suppliers:

- ZOLA DTR : PT250210 : RESTON
- LONG DTR : PT261260 : RESTON
- SUMMER DTR : PT261290 : FAIRFAX
- QUATTRO DTR : PT261300 : SPRINGFIELD

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

Creating a Return – Step by Step (With Activity)

STEP 8b

Add Files for each Supplier **OR** Select Zero Activity Toggle

If you had activity, you need to attach files for each supplier that you received product from. If there are suppliers that you did not receive from in this month, you will remove them from the list.

The screenshot shows the 'Filing' interface for 'Retailer Training Company' (Active). The page is for 'NOV 2023 - Original (1)'. The main section is titled 'SCHEDULE RET - RETAILER' and includes a 'ZERO ACTIVITY' toggle. Below this is a search bar and a table of suppliers. The table has 9 columns: License Name, Privilege Tax Number, Address, City, State, Zip, Country, File, and Actions. There are 4 records found.

License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Long DTR	PT261260	9870 Glade Drive	Reston	Virginia	20190	United States of America		
Summer DTR	PT261290	4325 Fairfax rd	Fairfax	Virginia	21008	United States of America		
Quattro DTR	PT261300	7451 Boston Blvd	Springfield	Virginia	22153	United States of America		
Zola DTR	PT250210	9870 Glade Drive	Reston	Virginia	20190	United States of America		

4 Records Found

Buttons at the bottom: Submit Filing, Preview Statement, Back to Account.

Creating a Return – Step by Step (With Activity)







Filing Back to Account

Retailer Training Company Active NOV 2023 - Original (1) ▾

Show Count **SCHEDULE RET - RETAILER** ZERO ACTIVITY SELECT SUPPLIER(S) ▾

RET
Entries

Type to search...

License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Long DTR	PT261260	9870 Glade Drive	Reston	Virginia	20190	United States of America		
Summer DTR	PT261290	4325 Fairfax rd	Fairfax	Virginia	21008	United States of America		
Zola DTR	PT250210	9870 Glade Drive	Reston	Virginia	20190	United States of America		

3 Records Found

Submit Filing Preview Statement Back to Account

Use these icons to remove a supplier from your list for this month's return only

Use these icons to attach a PDF of your invoices or you may attach a JPEG image.

Creating a Return – Step by Step (With Activity)

Upload/Attach a File – Clicking on the Icon in the File column will open a windows search folder on your computer. Locate your PDF or JPEG file that has the images of your invoices for that month, then select the file and click the “Open” button on the search box to Attach it. Repeat this process for all of the suppliers that you received product from in the return period that you are filing.

The screenshot illustrates the process of uploading files to a software interface. The main window is titled "Filing" and displays information for "Retailer Training Company". A "SCHEDULE RET - F" section is visible, containing a search bar and a table with columns for "File" and "Actions". A "Back to Account" button is located in the top right corner. A Windows "Open" dialog box is overlaid on the interface, showing a folder named "Retailer > Invoices NOV2023". The dialog box contains a table with the following data:

Name	Status	Date modified	Type
Invoices NOV2023 - Long DTR	✓	12/14/2023 9:22 AM	Adobe A
Invoices NOV2023 - Summer DTR	✓	12/14/2023 9:22 AM	Adobe A
Invoices NOV2023 - Zola DTR	✓	12/14/2023 9:22 AM	Adobe A

The "Open" dialog box also shows a "File name:" field and "Open" and "Cancel" buttons. The background interface shows a table with the following data:

File	Actions
erica	Upload File
erica	Upload File
erica	Upload File

At the bottom of the interface, it says "3 Records Found".

Creating a Return – Final Step

Submit – After you have added attachments to each supplier and removed any from the list that you did NOT receive product from, you will click “Submit”.







Filing Back to Account

Retailer Training Company Active NOV 2023 - Original (1) ▾

Show Count SCHEDULE RET - RETAILER ZERO ACTIVITY SELECT SUPPLIER(S) ▾

RET Entries

Type to search... 🔍 ⌵

License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Long DTR	PT261260	9870 Glade Drive	Reston	Virginia	20190	United States of America	Invoices NOV2023 - Long DTR.pdf 	
Summer DTR	PT261290	4325 Fairfax rd	Fairfax	Virginia	21008	United States of America	Invoices NOV2023 - Summer DTR.pdf 	
Zola DTR	PT250210	9870 Glade Drive	Reston	Virginia	20190	United States of America	Invoices NOV2023 - Zola DTR.pdf 	

3 Records Found

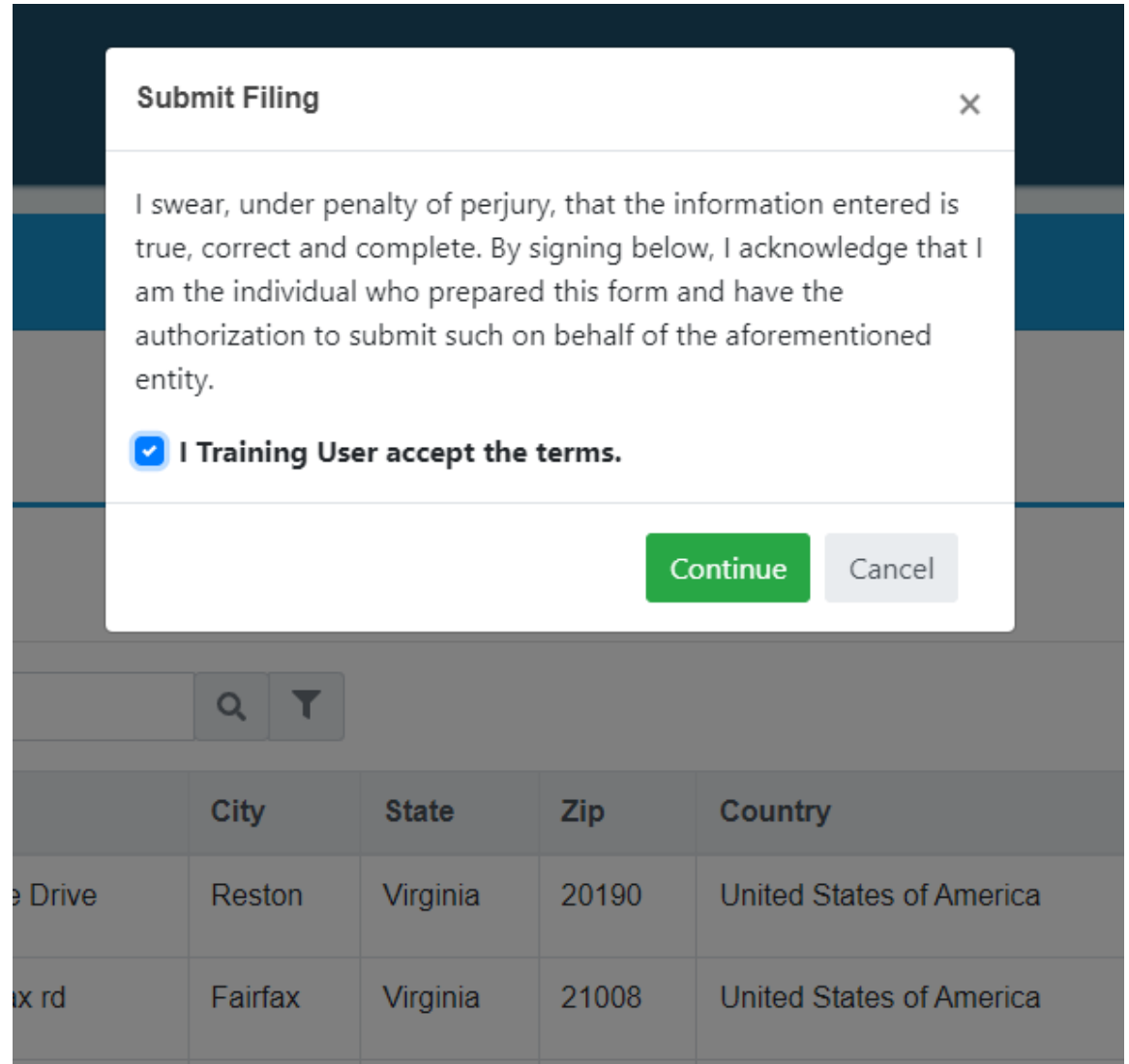
Submit Filing Preview Statement Back to Account

Creating 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. If you continue and certify, the return will move to a Complete status.

Congratulations!



The screenshot shows a 'Submit Filing' dialog box with a close button (X) in the top right corner. The main text reads: '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 with the label 'I Training User accept the terms.'. At the bottom right of the dialog are two buttons: a green 'Continue' button and a grey 'Cancel' button. The background is a blurred view of a tax software interface, showing a table with columns for 'City', 'State', 'Zip', and 'Country'. Two rows are visible: one for 'Reston, Virginia, 20190, United States of America' and another for 'Fairfax, Virginia, 21008, United States of America'.

	City	State	Zip	Country
e Drive	Reston	Virginia	20190	United States of America
x rd	Fairfax	Virginia	21008	United States of America

Helpful Tips

- You need a userID, Account, an **Active** License **and your supplier list created before** you can 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 start your return, exit the system if you need to and return later to continue working.
- A return is not finished until it is Submitted and shows “Complete” status.
- If additional help is needed, please email SetsSupport@sicpa.com

