OPTO
Creating a Retailer Return

Oregon Privilege Tax Online System

JANUARY 2024

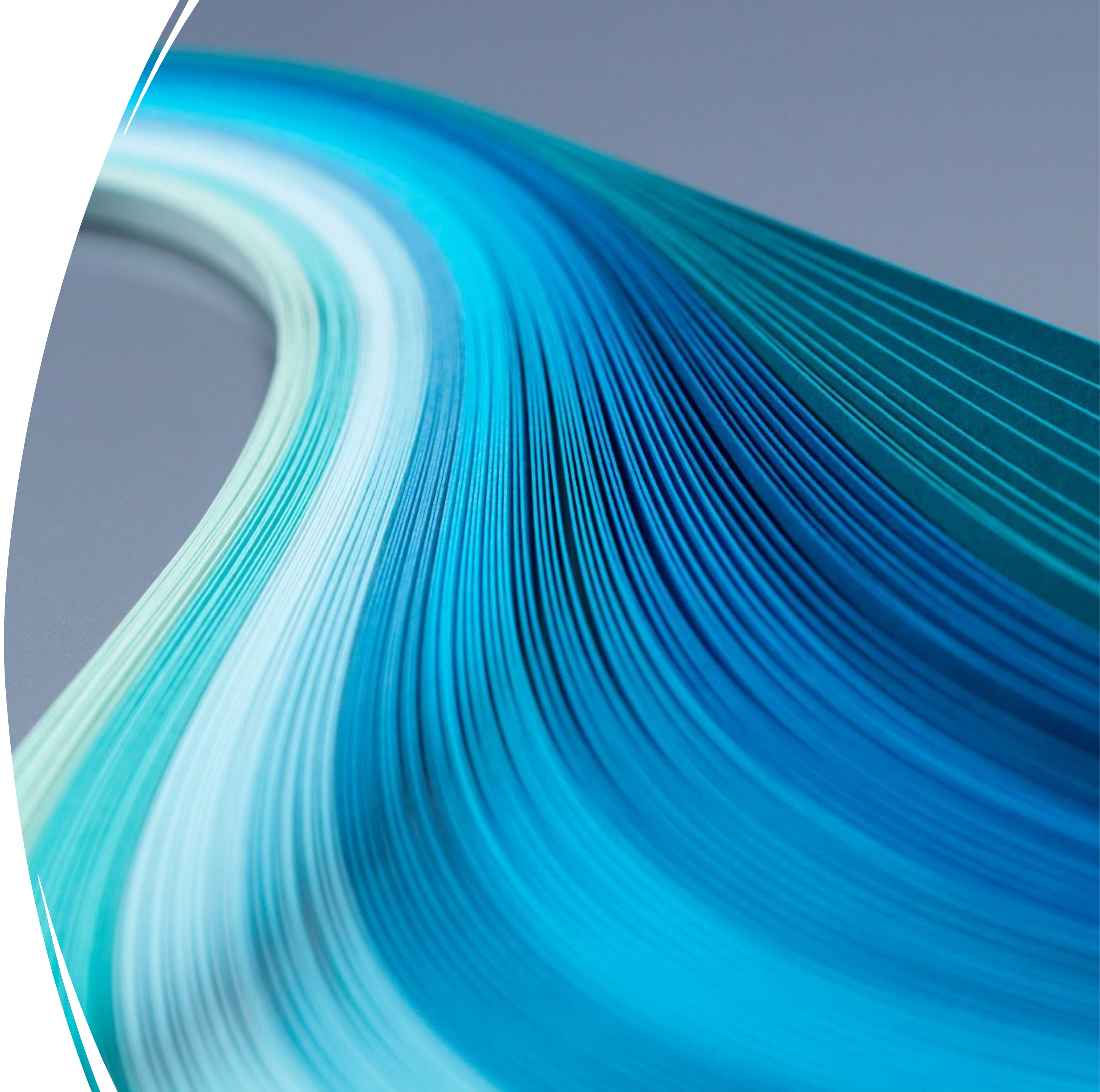
Definitions

- ***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

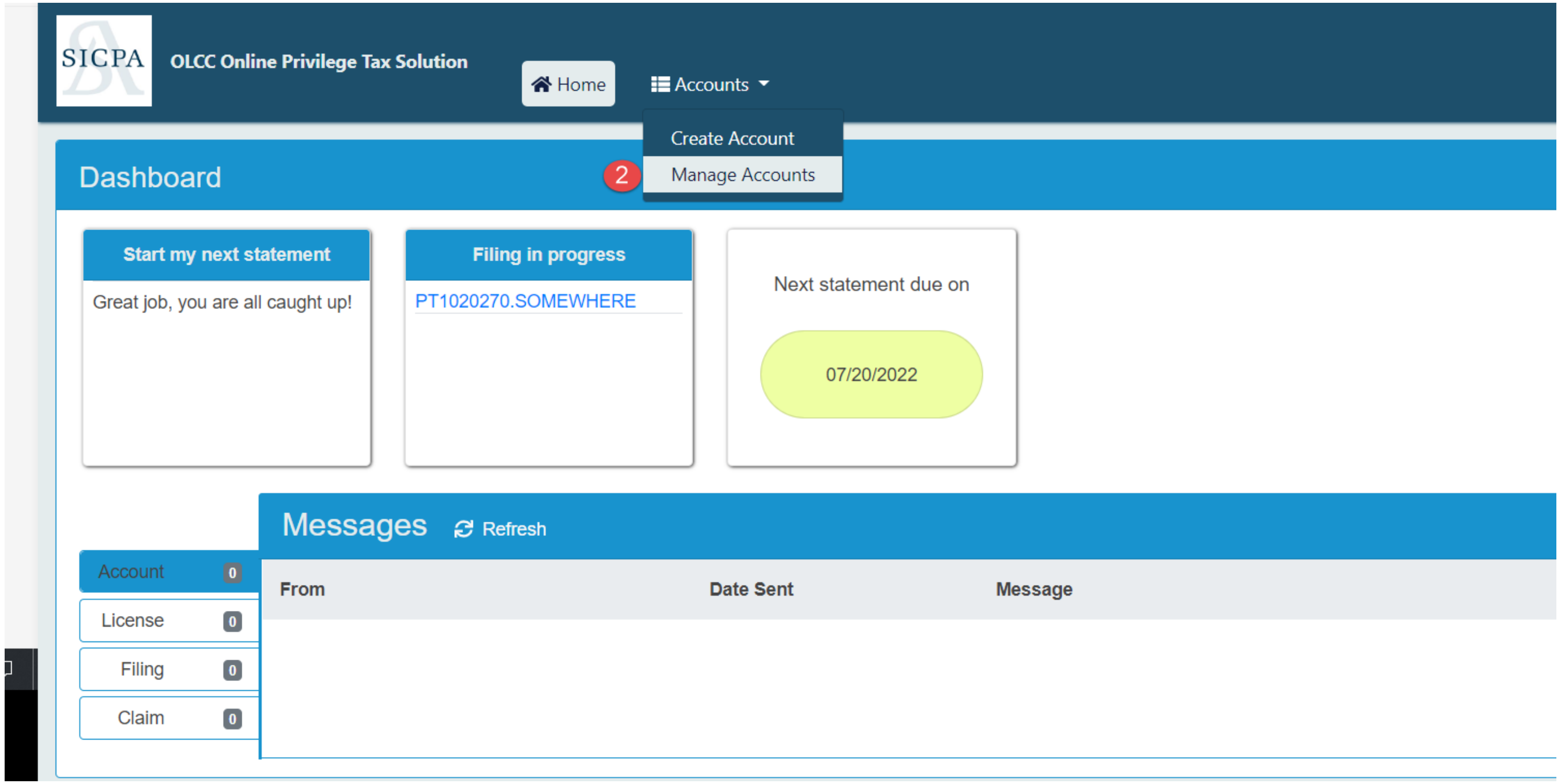
Login to Oregon Privilege Tax System

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

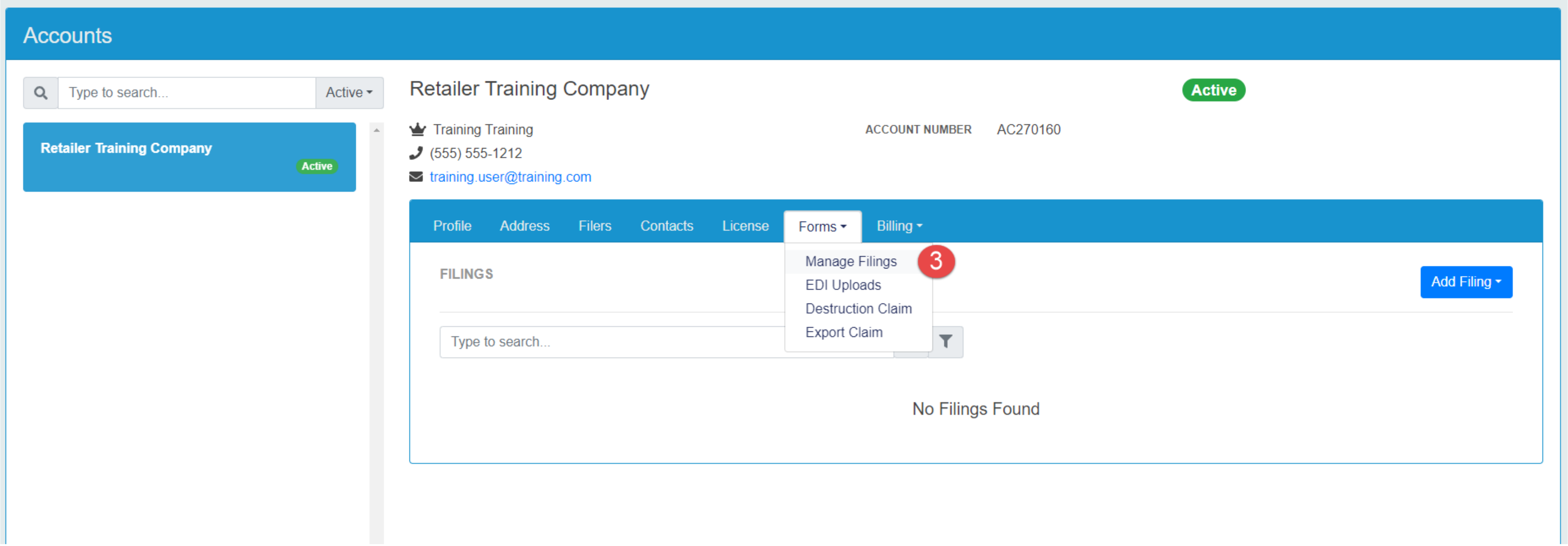


Creating a Return – Step by Step

STEP 3

Manage Filings

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



Creating a Return – Step by Step

STEP 4

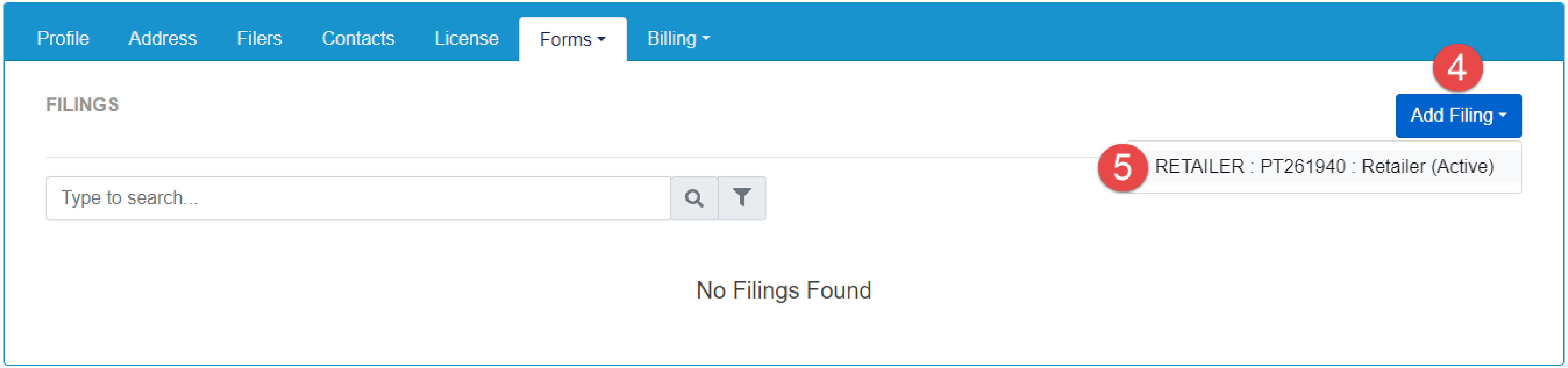
Add Filing

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.



Creating a Return – Step by Step

STEP 6

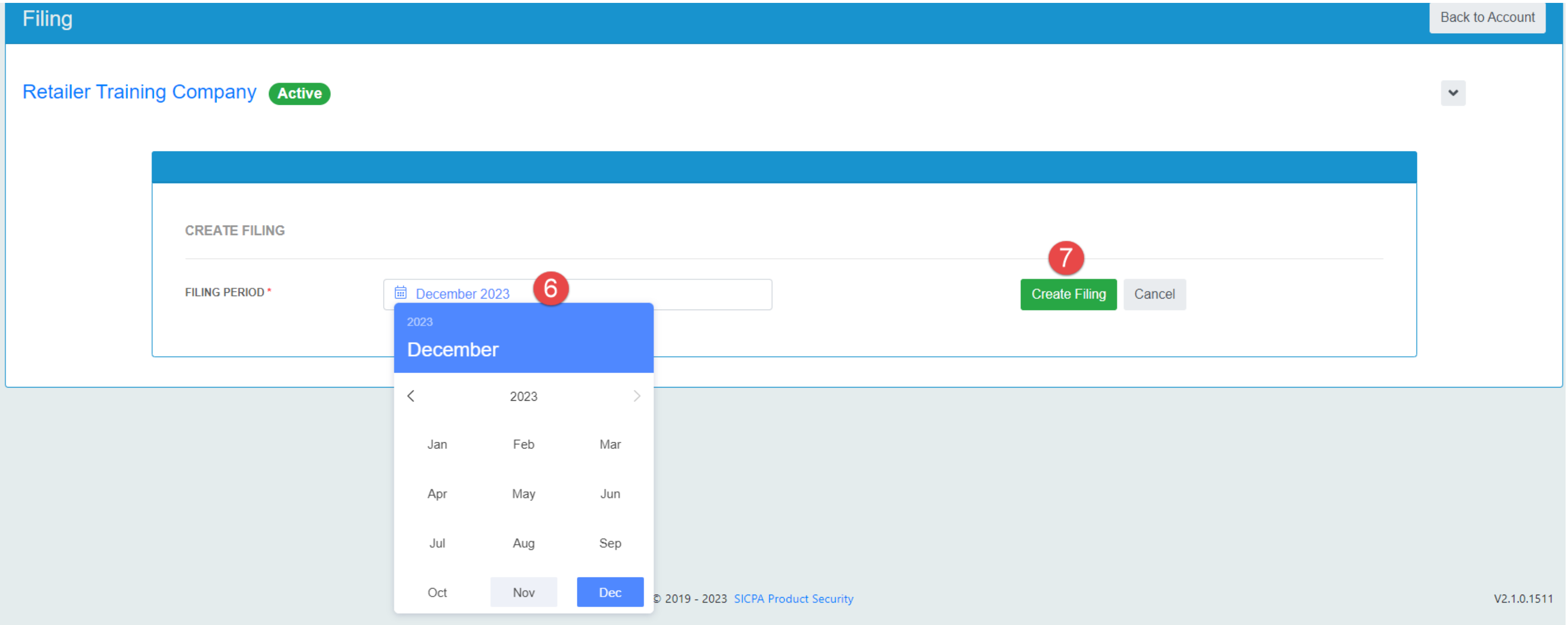
Select the Filing Period

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.

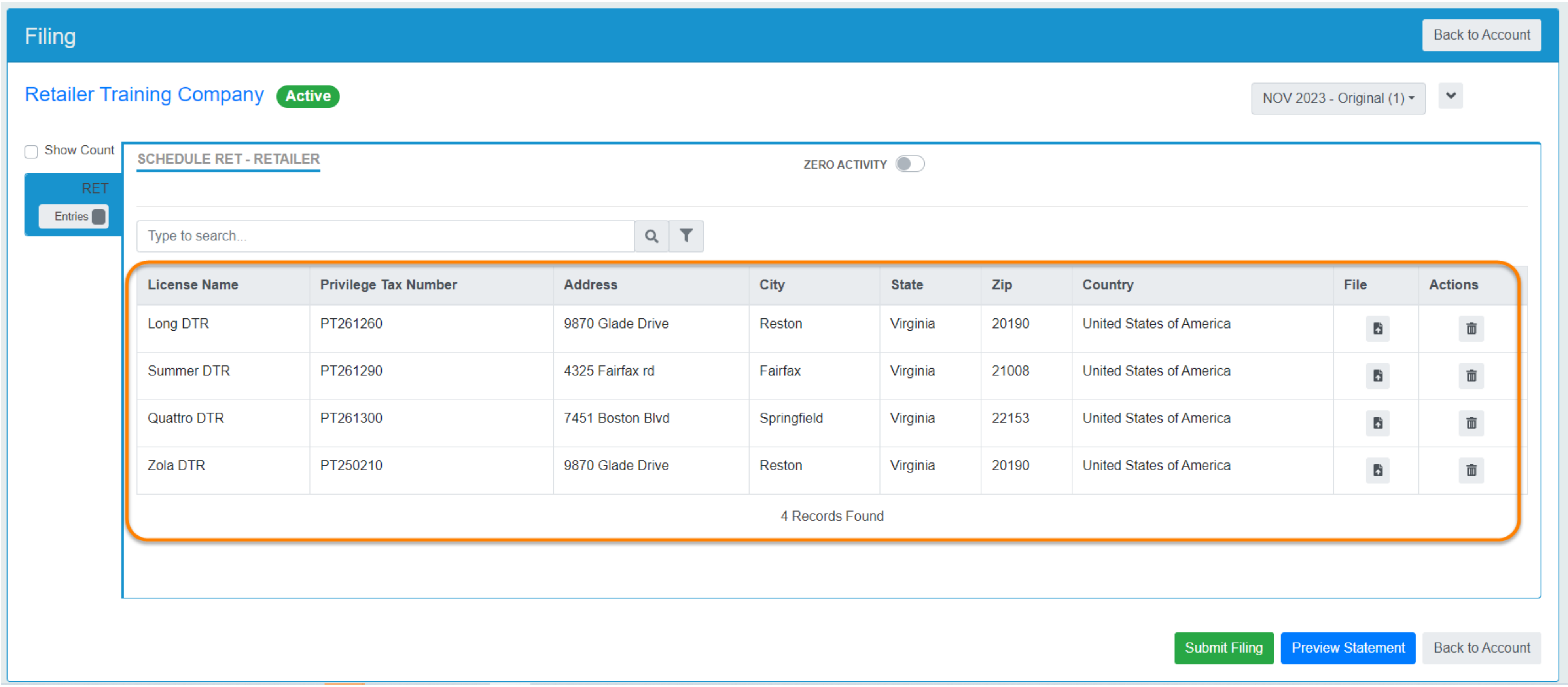


Creating a Return – Step by Step (Zero Activity Flow)

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

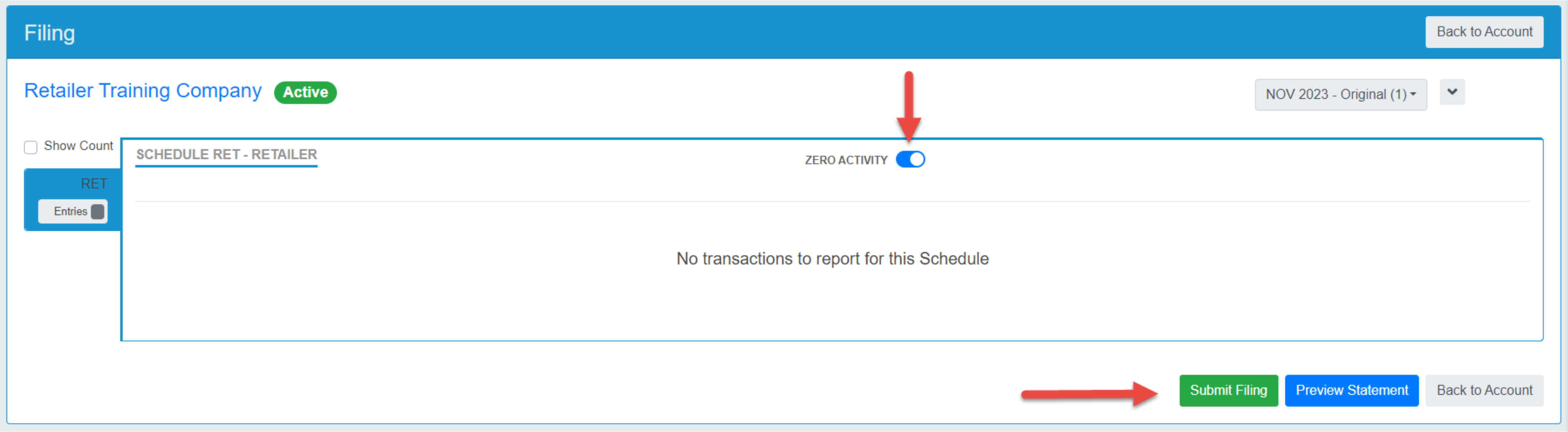


License Name	Privilege Tax Number	Address	City	State	Zip	Country	File	Actions
Long DTR	PT261260	9870 Glade Drive	Reston	Virginia	20190	United States of America		
Summer DTR	PT261290	4325 Fairfax rd	Fairfax	Virginia	21008	United States of America		
Quattro DTR	PT261300	7451 Boston Blvd	Springfield	Virginia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

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

STEP 8a Continued

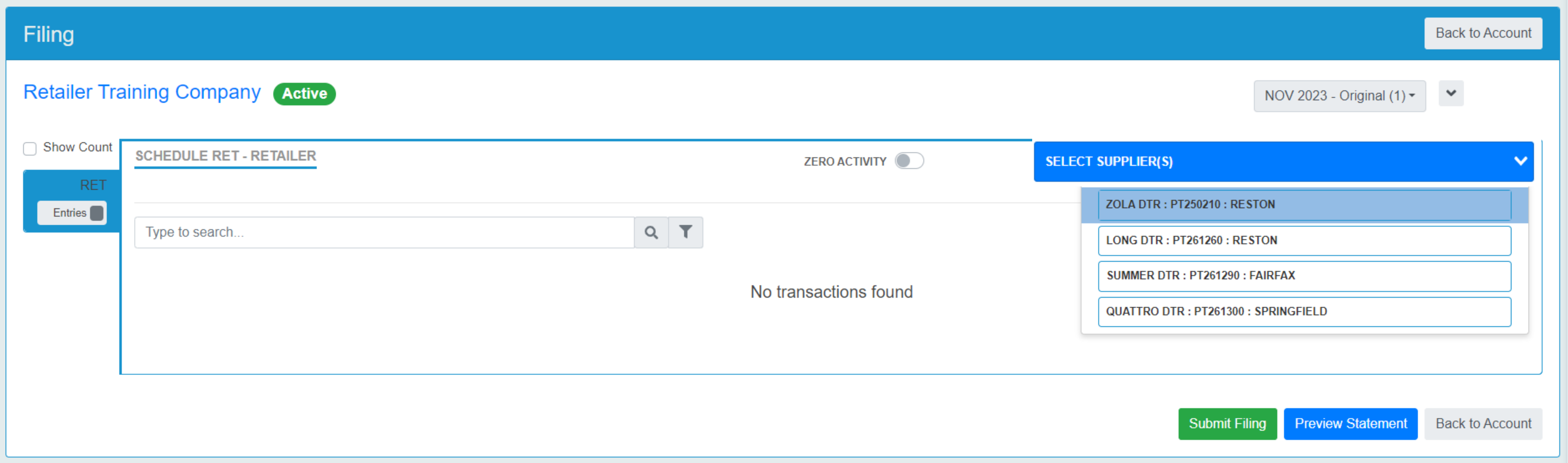
IF you have no activity during the month, you can select the Zero Activity toggle. Notice that when you click on Zero Activity, the supplier list disappears, and you see "No transactions to report for this Schedule". If this is correct, you can click the Submit button, certify that the information is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



Creating a Return – Step by Step (With Activity)

If you have clicked "No Activity" but realized you have activity, you will need to add <u>ONLY</u> 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.

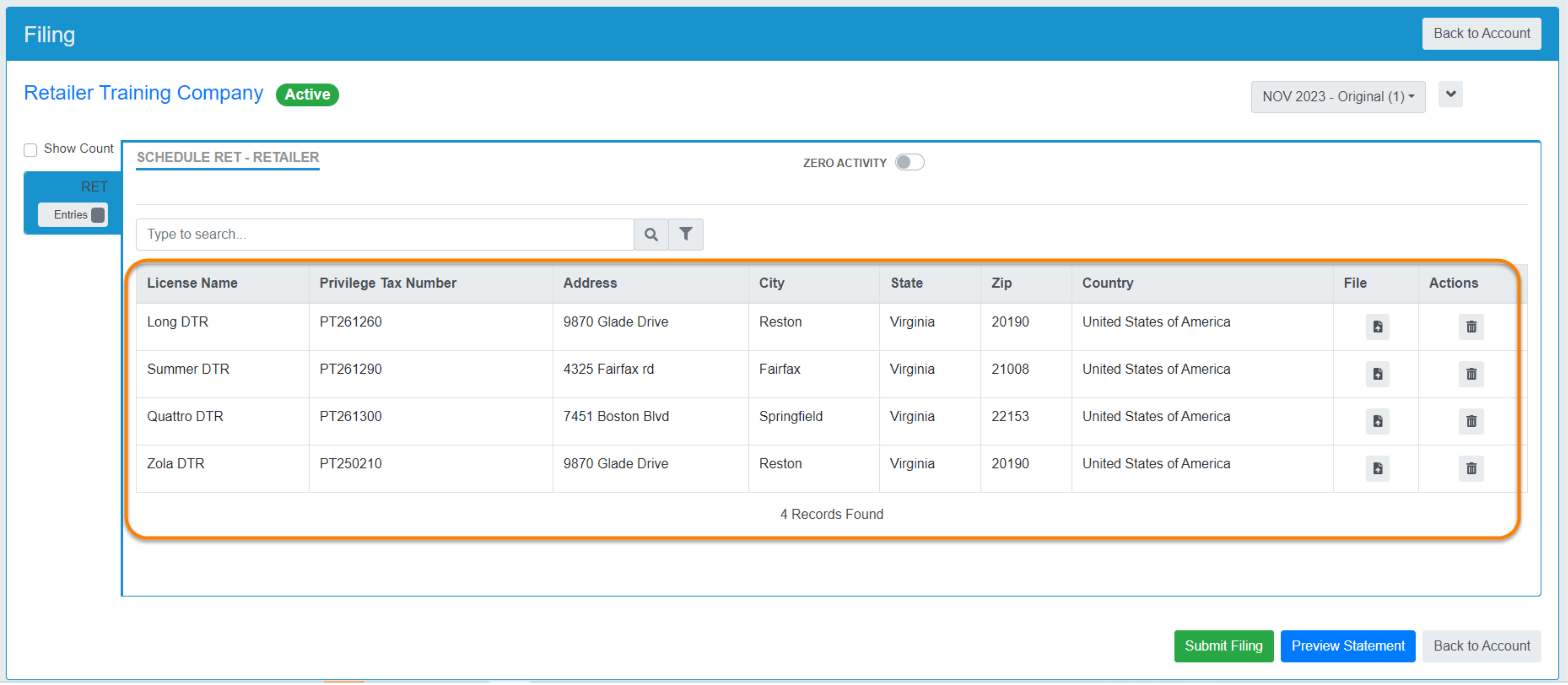


Creating a Return – Step by Step (With Activity)

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.



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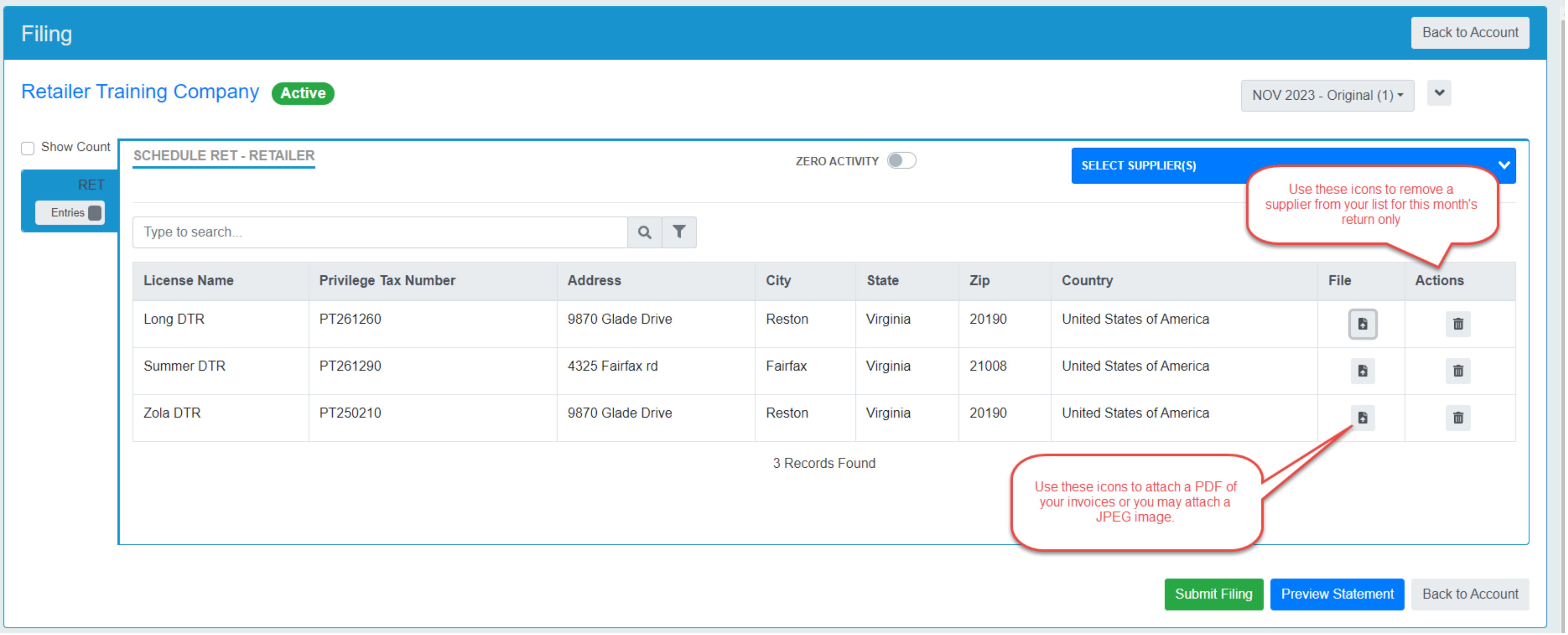
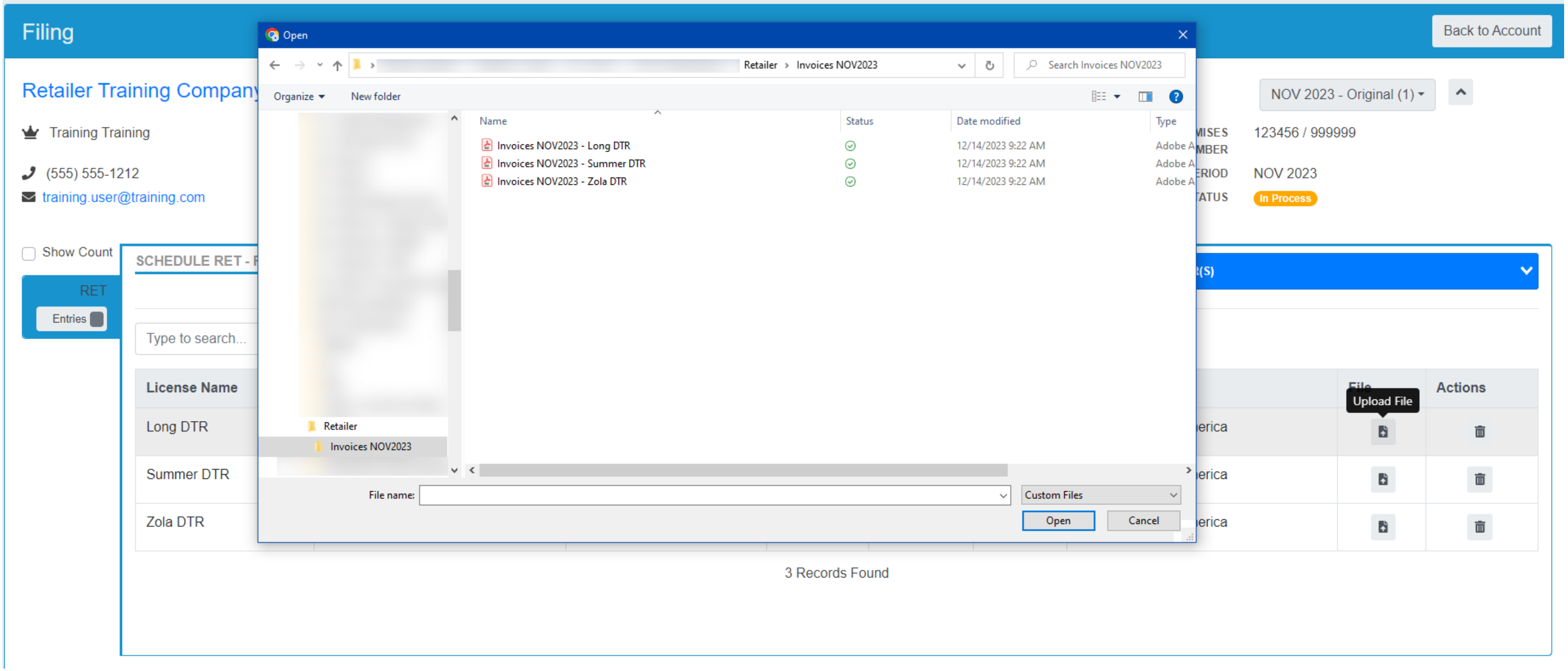
Creating a Return – Step by Step (With Activity)



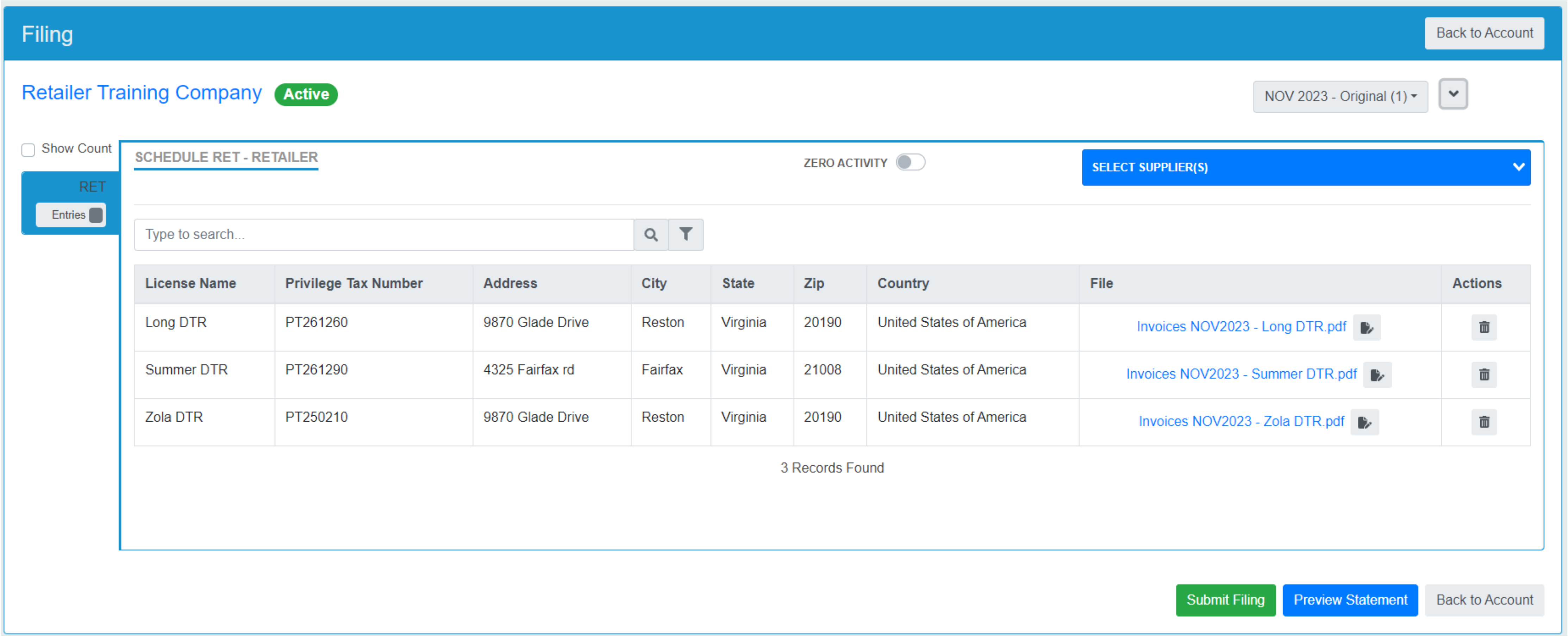
Creating a Return – Step by Step (With Activity)

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.



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".

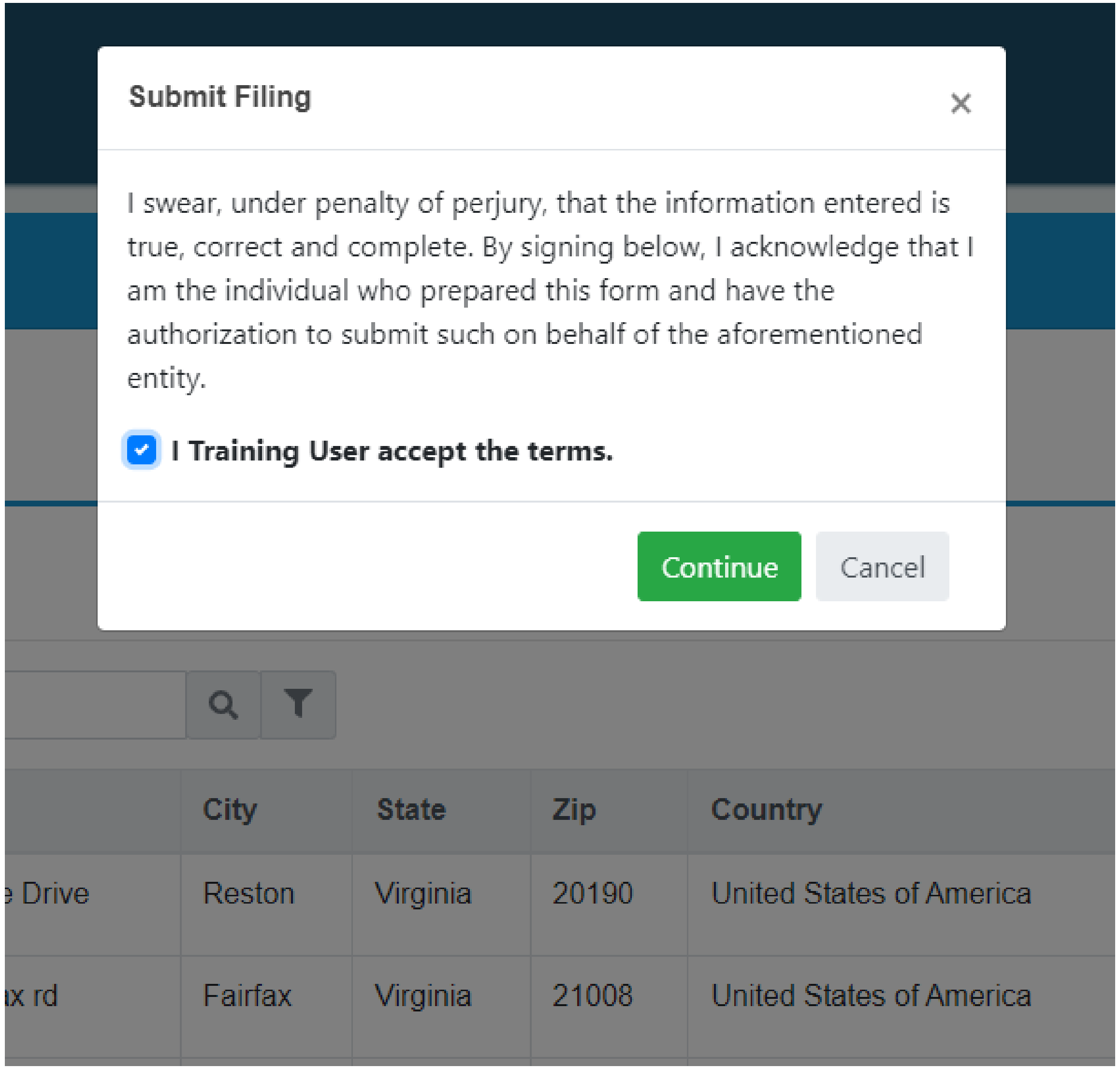


Creating a Return – COMPLETE

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!



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