OPTO Dashboard and Homepage

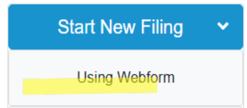
Contents

Dashboard Navigation

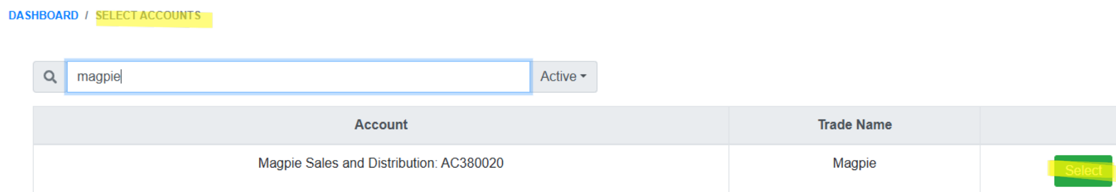
The first page after logging in displays a set of buttons that help you to efficiently navigate to specific tasks. There are often other paths in the system to achieve the same results. Click on the Accounts dropdown menu at the top of the page and choose Manage Accounts to navigate to your account's homepage directly.

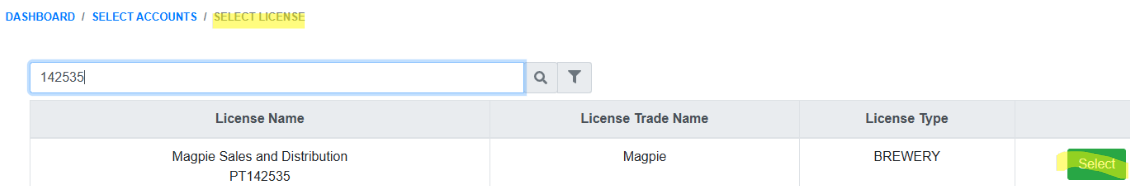
Also on the top line: your Username allows you to edit your profile and password, Messages is a shortcut to the OPTO messaging system, and FAQ is a link to the Resource Page for training material.

Start New Filing – Using Webforms



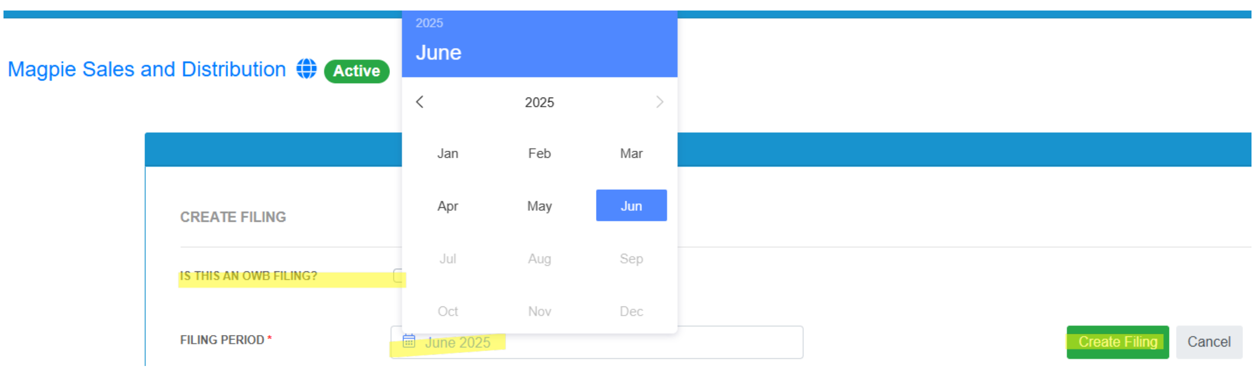
If you are a user that has access to multiple accounts, or an account that has multiple licenses, you will be directed to first select the account and then to select the license.





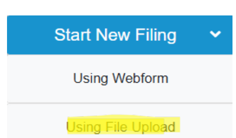
Next will be the Create Filing page where you will select the correct filing period by clicking on the calendar icon (the default is always today). The calendar will display years, quarters, or months depending on your license's required filing frequency.

For licenses that require an Oregon Wine Board return, the OWB checkbox is where you choose to have the system open an OWB return, rather than a Privilege Tax return.

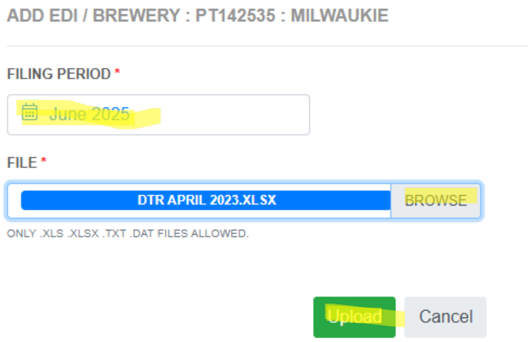


Click on the green Create Filing button and the return will open with a list of schedules.

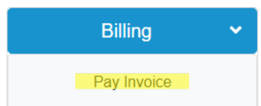
Start New Filing – Using File Upload



Follow the process above for selecting your account and license. The sytem will then open to the Add EDI page where you will again select the correct filing period as above. Click on the Browse button to choose your Excel template file for upload.

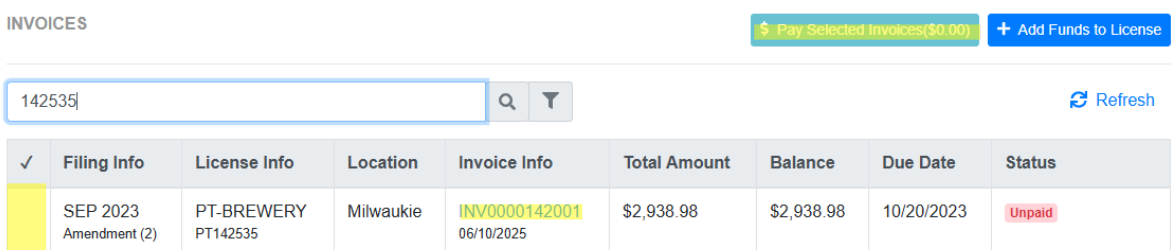


Billing – Pay Invoice



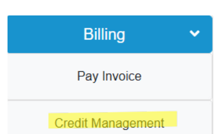
After selecting your Account, the Pay Invoice button will open the Invoices page and display any unpaid invoices for the account. Click in the left-hand column to select the invoice, and then click on the light blue Pay Selected Invoices button to complete an ACH transaction with US Bank.

The blue invoice number is a hyperlink that opens a detailed history. You can also hover over the Total Amount to see a breakdown of tax, penalty, and interest.

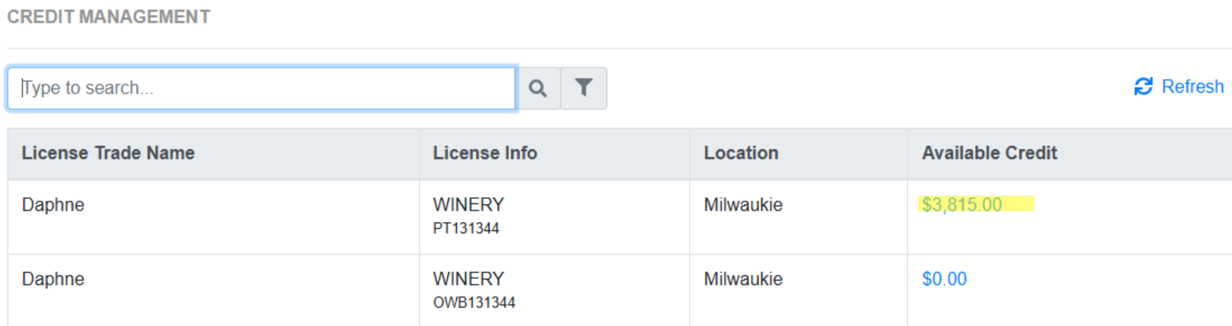


The dark blue Add Funds to License button allows you to make a payment that will be held in your credit balance for use on future invoices.

Billing – Credit Management



This path displays the Credit Management screen which shows available credit for each license in the account. The blue dollar amount is a hyperlink that opens a detailed history.



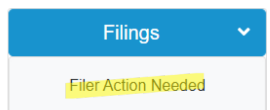
CREDIT MANAGEMENT

Type to search... Refresh

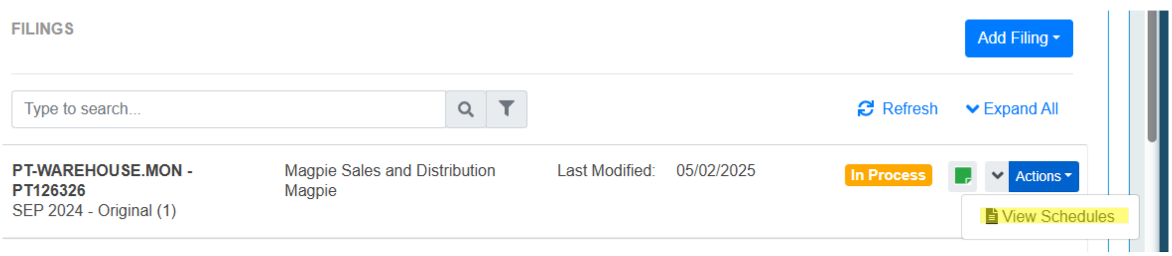
License Trade Name	License Info	Location	Available Credit
Daphne	WINERY PT131344	Milwaukie	$3,815.00
Daphne	WINERY OWB131344	Milwaukie	$0.00

Licenses required to file OWB returns have a separate OWB credit account. Funds may not be moved between credit accounts.

Filings – Filer Action Needed

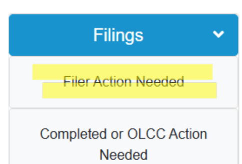


After selecting your Account, the Filer Action Needed button will open the Filings page and display a list of returns that are marked in yellow as In Process. These are returns that have not been submitted.

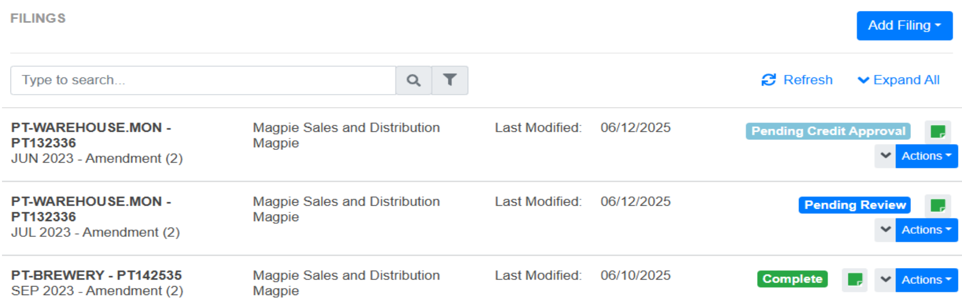


Click on the blue Actions button and choose View Schedules to re-open the return.

Filings – Completed or OLCC Action Needed

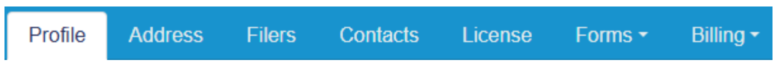


After selecting your account, this button will open the Filings page and display all the completed filings marked in green, show amendments that are Pending Review in blue, and returns that are Pending Credit Approval in light blue.



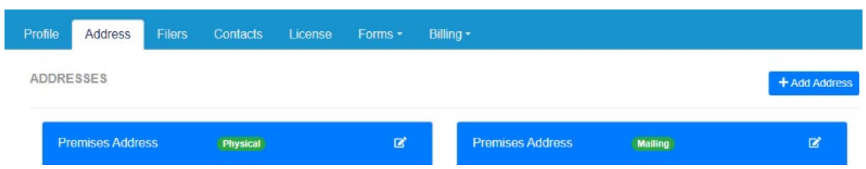
Homepage Tabs

Profile



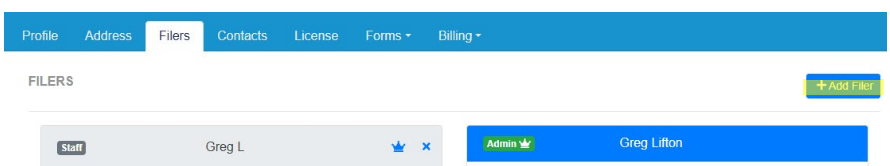
The profile tab displays information originally provided from your account creation. The Account Names and Account Details sections can be edited by the Primary Contact for the account. The Legal Business Name is the title used for the account.

Address



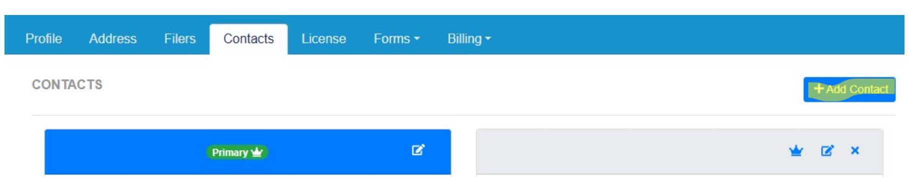
The address tab also displays information from the original account creation and is editable. The premises address is required to match the address on your license certificate. If your premises changes, licensing must be notified and a new certificate issued.

Filers



The Filers tab shows all users that have access to the account for filing. Their status can be Staff or have Admin privileges. Use the blue Add Filer button to add a new filer.

Contacts

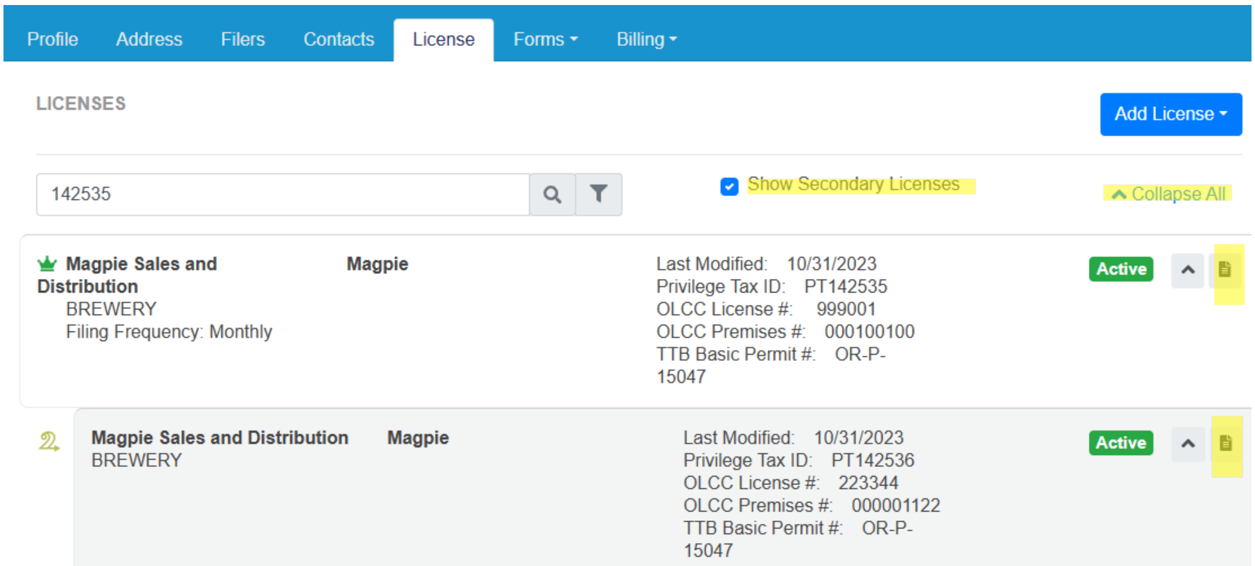


The Contacts tab shows information provided for the person responsible to receive notifications for the account. The Primary Contact is the one listed in the account title.

Contacts do not have permission to file returns or make payments unless they are also added as a Filer. Use the blue Add Contact button to add a new contact.

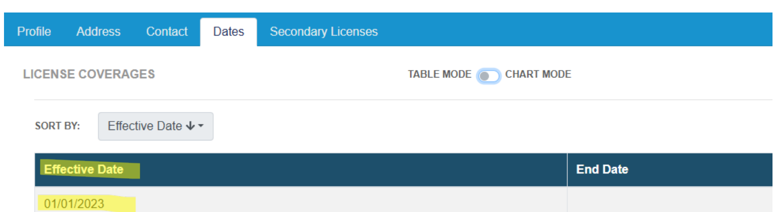
License

The License tab displays all licenses associated with the account. Click on the Show Secondary Licenses to change the default display. You may also click on the Expand/Collapse All button to view a summary of the license details.



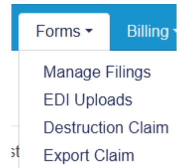
Click on the page icon to open the license details page which displays the following tabs.

The Dates tab shows the effective date for your license in the OPTO sytem. The effective date determines your first reporting period. The end date remains blank until OLCC confirms that the license has expired and will not be renewed.

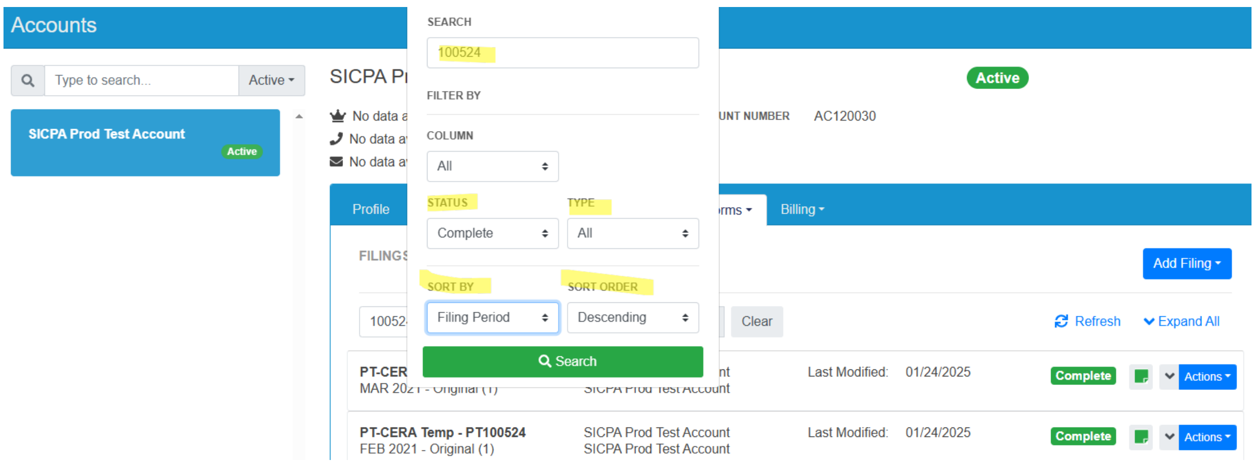


Forms

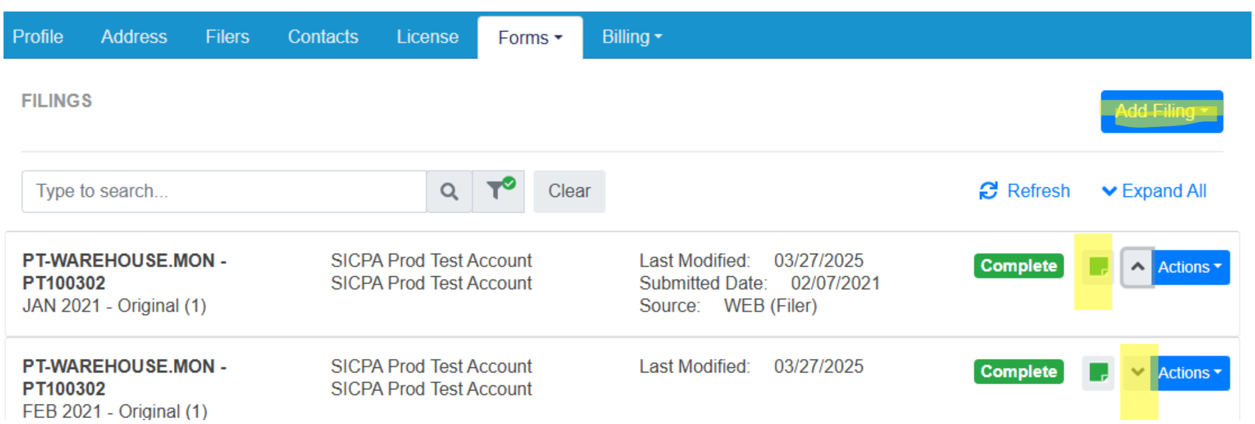
The Forms tab has a dropdown menu with the following choices:



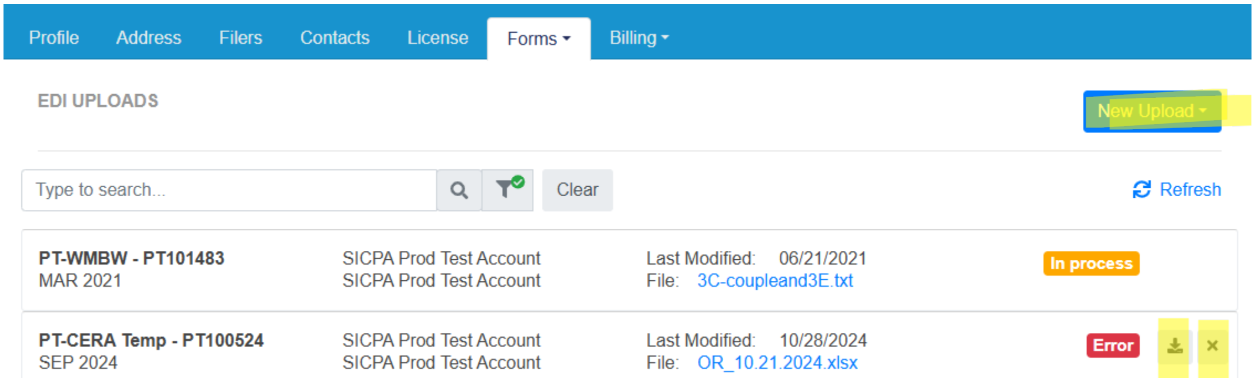
Manage Filings – displays all returns and their status. The page includes a search bar that allows you to sort the returns displayed by status, license type, filing period, and order. Click on the funnel icon to open the search options, or just type in the search field.



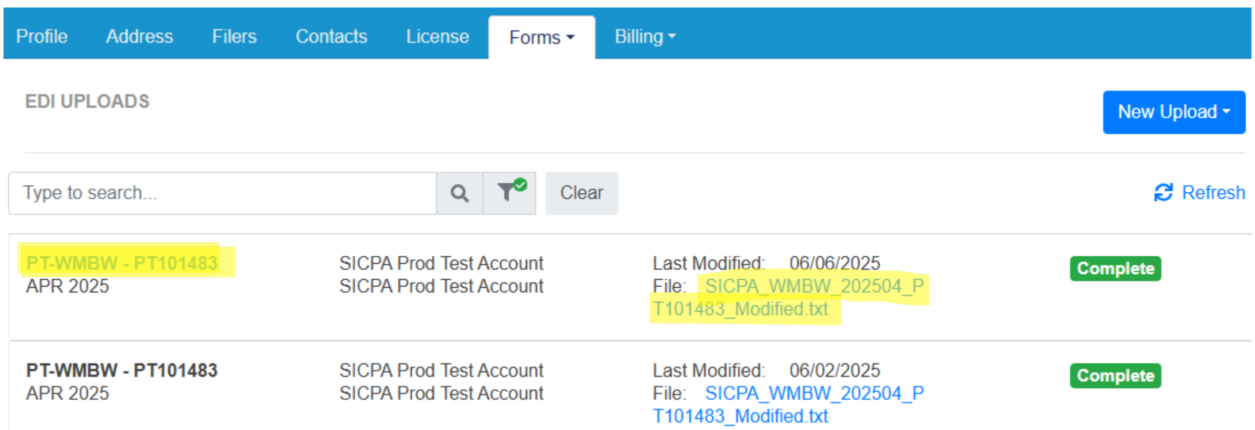
Click on the blue Add Filing button, choose your license, and you will be taken to the Create Filing page. Click on the green page icon to open a copy of the statement for the 'active' version of the return. Click on the down arrow for each return or the Expand All text to show more details for each return.



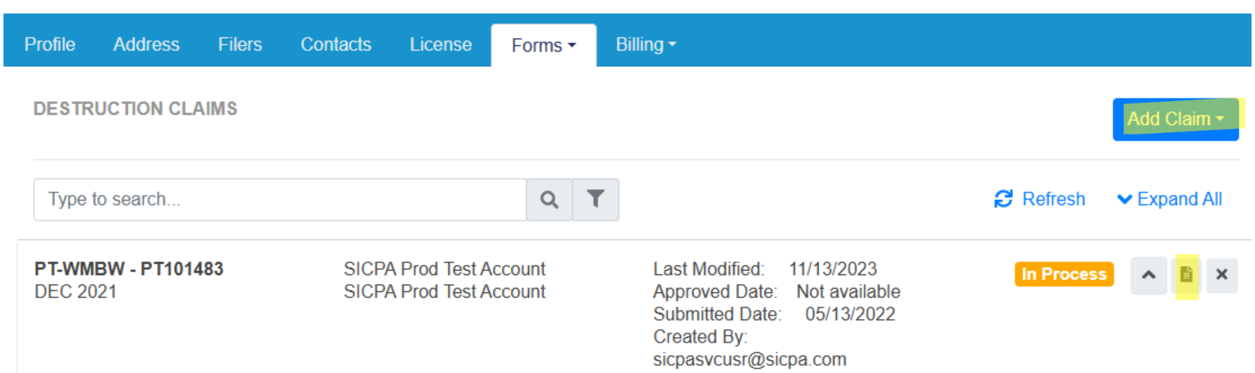
EDI Uploads – displays all completed and pending uploads, and error files. The page also has search functions as described above. Click on the blue New Upload button, choose your license, and you will be taken to the Add EDI page to upload your Excel file. Click on the download icon to open the Error message file, or the X to delete it.



The blue PT text shows the 'active' version of the EDI Upload return. Click on the hyperlink to open the created return. Click on the blue file text to open your uploaded Excel file.

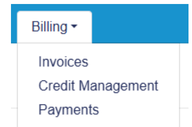


Destruction Claim – displays all filed claims and their status. Click on the blue Add Claim to start a new filing. Click on the page icon to view a completed filing or to re-open an In Process filing.



Export Claim - displays all filed claims and their status. Click on the blue Add Claim to start a new filing. Click on the page icon to view a completed filing or to re-open an In Process filing. The page features are the same as above.

Billing

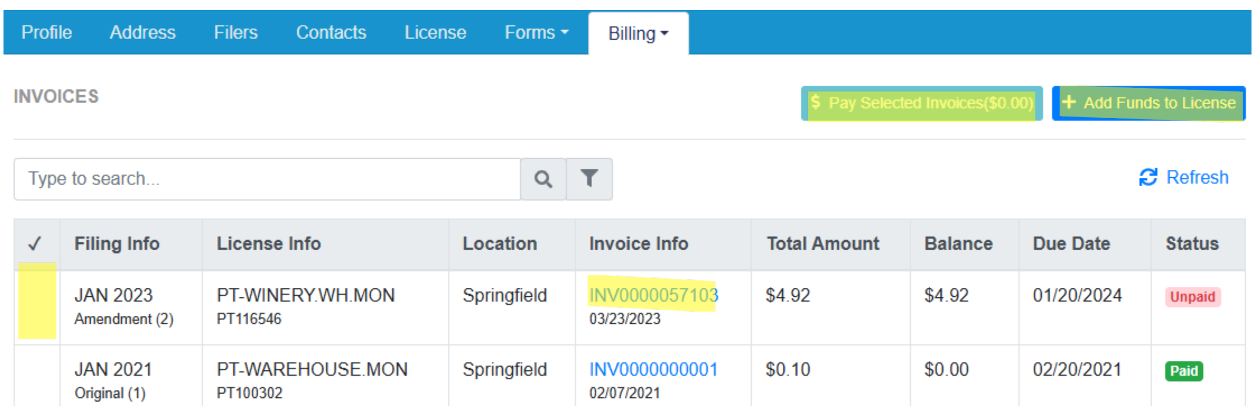


The Billing tab has a dropdown menu with the following choices:

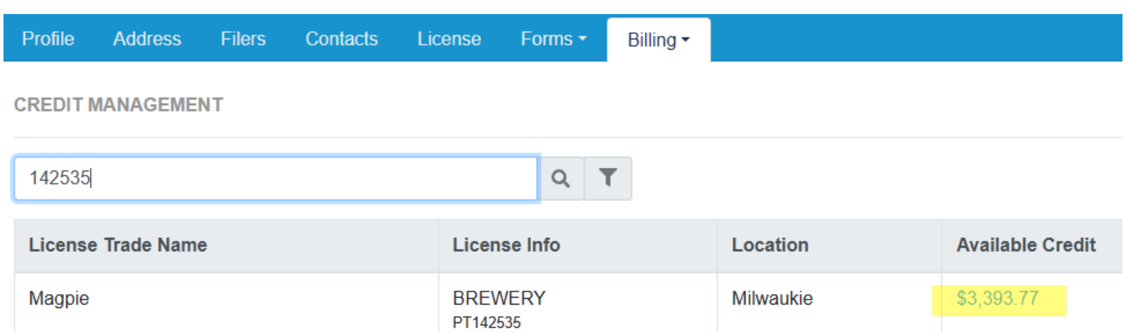
Invoices – displays all invoices and their status. The search bar allows you to search and sort by invoice number, filing period, status, and more. Select an invoice to be paid by clicling in the left-hand column.

Click on the light blue Pay Selected Invoice button to move to the Payment Detail page and complete an ACH transaction. Click on the dark blue Add Funds to License button to make a payment to be held in your credit account.

Click on the blue invoice number to view a detailed history.



Credit Management – displays the credit balance for all license associated with the account. Use the search bar to sort by license type or PT number. Click on the blue credit balance amount to view a detailed history.



Payments – displays all payments and their status. Search and sort by date, amount, status, and more. The Status column will show Succes in green, Processing in yellow, and Failed in pink.

The Processing status is temporary, but if it does not change then the transaction has failed at some point and will need to be reset by OLCC. Please contact us at: olcc.privilegetaxonline@olcc.oregon.gov

Profile | Address | Filers | Contacts | License | Forms ▾ | Billing ▾

PAYMENTS

Type to search... | Refresh

License Trade Name	Confirmation #	Payment By	Payment Date and Time	Payment Amount	Amount applied to Invoice(s)	Amount moved to Credit	Status
SICPA Prod Test Account	OLCPRV000010113	sicpasvcusr@sicpa.com	05/08/2023 3:07:25 PM	$0.01	$0.00	$0.01	Success
SICPA Prod Test Account	OLCPRV000007176	sicpasvcusr@sicpa.com	12/13/2022 11:36:50 AM	$0.04	$0.04	$0.00	Success
SICPA Prod Test Account		sicpasvcusr@sicpa.com	12/12/2022 11:48:14 AM	$0.02	$0.00	$0.00	Processing
SICPA Prod Test Account DS		sicpasvcusr@sicpa.com	12/12/2022 5:51:16 AM	$0.10	$0.00	$0.00	Processing
SICPA Prod Test Account		sicpasvcusr@sicpa.com	12/12/2022 5:42:58 AM	$0.02	$0.00	$0.00	Processing
SICPA Prod Test Account	OLCPRV000002147	jnsk1734@gmail.com	09/19/2021 3:45:41 PM	$0.05	$0.05	$0.00	Success
SICPA Prod Test Account		jnsk1734@gmail.com	09/08/2021 9:04:56 AM	$0.05	$0.00	$0.00	Failed

You can view how the payment was applied by clicking on the blue amount hyperlink in the Amount applied to Invoice(s) column. The amount detail will have a reference to the filing period and another blue hyperlink that will open the invoice details.