



OPTO Filing and Payments

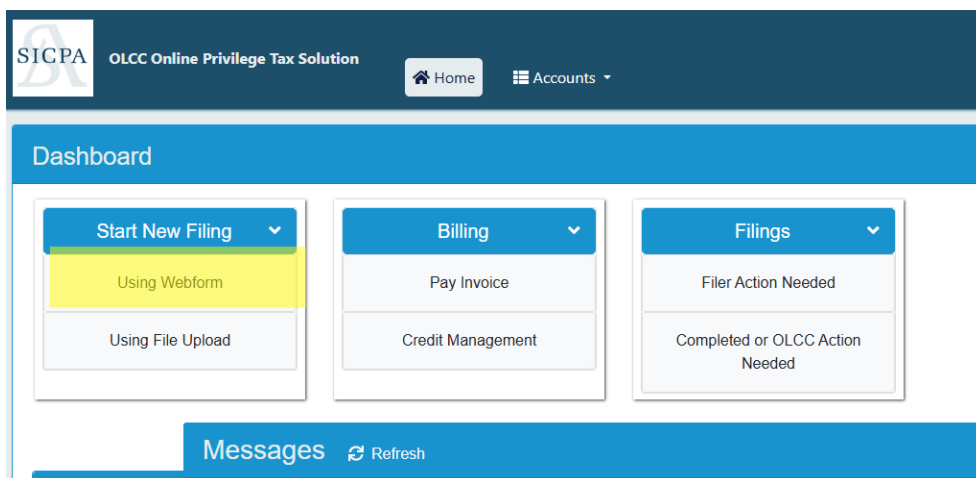
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Creating a Return

Webforms – these are the individual schedules that make up the Privilege Tax return. There are fields in each form that allow the user to enter data, as well as provide system automation and calculation.

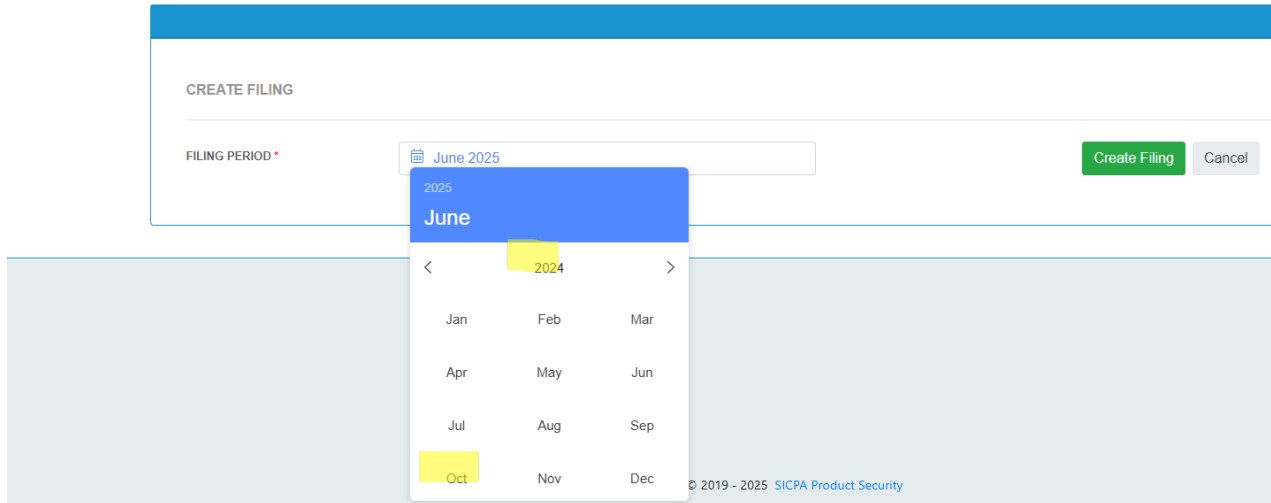
From your dashboard, click on the Start New Filing – Using Webform button.



If you have one account and one license, the system will open the Create Filings page. If you have multiple accounts that you file for, or have multiple licenses, you will see first the Select Account page, and then the Select License page.

On the Create Filing page, the calendar/period icon will always show today's period. Click on the icon, select the correct period, then click on the green Create Filing button.

Magpie Sales and Distribution  **Active**



The system will open a return with schedules required for each different license type. See specific instructions under the panels for each license. If you leave the return for any reason before submitting it, the return will appear on the Filing page marked in yellow as In Process. You may return to it anytime by clicking on the blue Actions button and then choose View Schedules.

EDI Uploads – this process of creating a return uses an Excel template. It is designed to make data entry more efficient for a high volume of transactions. The templates are available to download under each of the license type panels.

WMBW / WAREHOUSE



WMBW/WAREHOUSE EXCEL FILE

NEW! WMBW and Warehouse licensees can use this file to upload data. No ASCII File Conversion step necessary! -- Updated 11/4/2024

PLEASE NOTE: do not change any formatting, names on the tabs, or titles in the first two rows. The system needs this information to read your data properly and transfer it into the schedules.



From your dashboard, click on the Start New Filing – Using File Upload button and choose the Select Account and Select License as needed. The system will open the Add EDI page. Click on the calendar/period icon to choose the correct reporting period (the default is always today’s period), then click on the Browse button to select your completed Excel template for upload.

[Profile](#) [Address](#) [Filings](#) [Contacts](#) [License](#) [Forms](#) [Billing](#)

ADD EDI / BREWERY : PT142535 : MILWAUKIE

FILING PERIOD *

November 2022

FILE *

WMBW NOV 2022.XLSX

BROWSE

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

Upload

Cancel

Click on the green Upload button and the system will begin processing your file. The status will change from Pending (blue), to either Complete (green) or Error (red). For large files, this may take more than a few minutes.

EDI UPLOADS				New Upload +
Type to search...			Refresh	
PT-BREWERY - PT142535 OCT 2024	Magpie Sales and Distribution Magpie	Last Modified: 06/10/2025 File: WMBW Nov 2022.xlsx	Pending	
PT-BREWERY - PT142535 SEP 2023	Magpie Sales and Distribution Magpie	Last Modified: 02/27/2025 File: Magpie BRW September 2023.xlsx	Complete	
PT-BREWERY - PT142535 SEP 2023	Magpie Sales and Distribution Magpie	Last Modified: 02/27/2025 File: Magpie BRW September 2023.xlsx	Error	
PT-BREWERY - PT142535 SEP 2023	Magpie Sales and Distribution Magpie	Last Modified: 02/27/2025 File: Magpie BRW September 2023.xlsx	Error	

If the upload is completed without error, the return will be created and appear on the Filings page marked in yellow as In Process. Some license types require further entries in the webforms before submitting, but all returns should be reviewed before submitting.

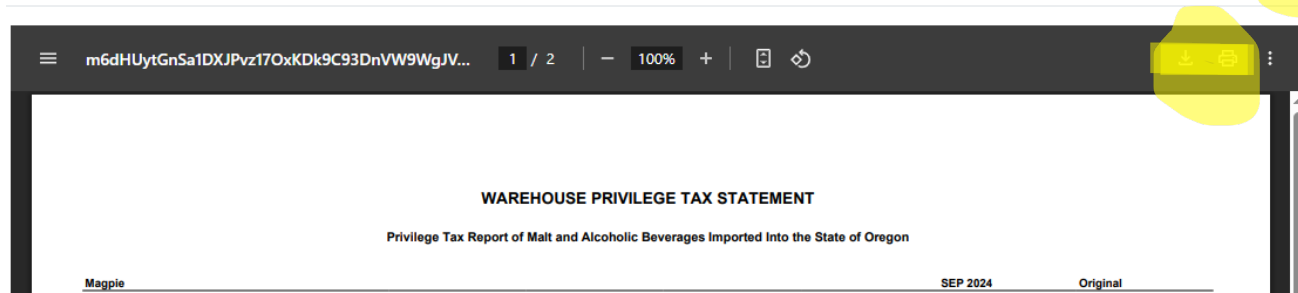


If the upload returns with an error file, click on the download icon and review the error message(s) for corrections to be made. This is an iterative process, and it may take more than one attempt to get a successful upload.

Statement

Click on the blue Preview Statement button at the bottom of the page of an open return to view a copy of both your Invoice and the Inventory Summary. The icons at the top right of the page allow you to print, download, or open as a new tab in your browser.

Preview Statement



Invoice – the first page is a detailed invoice of how the system calculated your return based on the entries in your schedules. Each line is labeled with a reference to which schedule the values were derived from. The actual invoice to be paid is under the Billing tab.

Inventory Summary – the page or pages following the invoice show further detail of how your entries in the schedules are summarized. Again, each line is labeled with the schedule the values came from. For some license types, it is required that the inventory summary is balanced with Total to Account For, and Total Accounted for.

	Malt Beverage Bulk and Case/Keg (Barrels)
1. Beginning BULK Inventory	0.00
2. Beginning PACKAGED (Case/Keg) Inventory	0.00
3. Produced by Fermentation (Summary Schedule)	980.00
4. Bond to Bond Transfers IN (Schedule 3F)	0.00
5. Returned Sales out-of-state (Schedule 1B)	0.00
6. Sellable Returned in-state sales (Schedule 3D)	0.00
7. Inventory Gain	0.00
8.Total to Account For (Total of Lines 1 thru 7)	980.00
9. Sales (Schedule 1C)	869.52
10. Bond to Bond Transfer OUT (Schedule 3G)	0.00
11. Inventory Loss/Shortage	110.48
12. Ending PACKAGED Inventory (Schedule 3E)	0.00
13. Ending BULK Inventory	0.00
14. Total Accounted for (Total of lines 9 thru 13)	980.00



It is important to review your statement before submitting the return to avoid errors. For some license types, a system flag will be issued for returns that have gains or losses in excess of a certain threshold.

Paying an Invoice

From your dashboard, click on the Pay Invoice button. The Invoices page will show all unpaid invoices for the account and license that you selected. Click in the left-hand column to select the invoice(s) you want to pay, then click on the light blue Pay Selected Invoice(s) button.

[Profile](#) [Address](#) [Filers](#) [Contacts](#) [License](#) [Forms](#) [Billing](#)

INVOICES \$ Pay Selected Invoices(\$2,893.77) + Add Funds to License

🔍 🔼 🔄 Refresh

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Due Date	Status
✓	SEP 2023 Original (1)	PT-BREWERY PT142535	Milwaukie	INV0000131006 02/27/2025	\$2,893.77	\$2,893.77	10/20/2023	Unpaid

The dark blue Add Funds to License button allows you to make a payment to your account without applying it to an invoice. The funds will be held in your credit balance and can be used to pay future invoices.

The Payment Detail page will show available credit. The Amount You Wish to Pay field will default to the amount of the invoice(s) selected but can be changed if needed.

Payment Detail Bi

COMPANY NAME

LICENSE INFO

FILING PERIOD

INVOICE NUMBER

APPLY PAYMENT AMOUNT \$500.00 FROM CREDIT \$500.00 ☐

TOTAL AMOUNT DUE

PAYMENT DATE

AMOUNT YOU WISH TO PAY *

Pay Cancel

Click on the green Pay button and you will leave the OPTO system and be taken to the US Bank payment portal to complete an ACH transaction. You will need the routing and account number from your checking account. Credit or Debit cards are not accepted.

Once the payment is complete, you will be returned to the OPTO system login page.



Creating an Amendment

To amend a return using webforms click on the Filings – Completed or OLCC Action Needed button on your dashboard. After selecting the account and license for the return you wish to amend, click on the blue Actions button for the period and choose View Schedules. At the top right of the open return, click on the blue Action button and choose Create Amendment.

The screenshot shows the 'Filing' page header with a 'Back to Account' button. Below the header, the account 'Magpie Sales and Distribution' is listed with an 'Active' status. A dropdown menu for 'SEP 2023 - Original (1)' is open, showing an 'Action' button and a 'Create Amendment' button. A 'Show Count' checkbox is also visible.

The system will send you back to the Filings page where you will see that an amended return was opened and is marked in yellow as In Process. Click on the blue Actions button and choose View Schedules to open the return, make the changes needed, review your statement and then click on the green Submit button.

The screenshot shows the 'FILINGS' page with an 'Add Filing' button. A search bar is present. Below, a table lists filings. The first entry is 'PT-BREWERY - PT142535' for 'SEP 2023 - Amendment (2)', marked as 'In Process'. The 'Actions' button for this entry is highlighted.

To amend a return using the EDI Upload process, navigate to the Filings page as above, click on the Forms tab and choose EDI Uploads. Using your original Excel upload file, change column B from O for original, to A for amended on all tabs.

Make the changes needed and follow the same procedures for uploading the file as you did for the original return. Once the return is successfully uploaded, the system will replace the original return with the amendment as the 'active' version. Both versions are available for review by clicking on the gray Filing Period button inside the return.

The screenshot shows a dropdown menu for 'JAN 2023 - Amendment (3)'. The menu is open, showing three options: 'JAN 2023 - Amendment (3)', 'JAN 2023 - Amendment (2)', and 'JAN 2023 - Original (1)'. The 'Original (1)' option is highlighted in yellow.



For both webforms and EDI upload, the status for the submitted amendment will appear as Pending Review. Once approved the system generates a new invoice, and moves the original payment, if any, to your credit balance. You will then pay the new invoice using available credit and additional funds if needed.

Applying Credit

From your dashboard, click on the Billing – Pay invoice button. After selecting the Account and License, select the invoice that you are going to pay using available credit and click on the light blue Pay Selected Invoice button.

The Payment Detail page shows the invoice details. The Total Amount Due will be the default amount in the Amount You Wish to Pay field. If the license for the selected invoice has a credit balance, there will be blue text asking if you want to use available credit.

Payment Detail

Back to Account

COMPANY NAME		LICENSE INFO	
Maggie Sales and Distribution		PT142535	
FILING PERIOD		INVOICE NUMBER	
SEP 2023		INV0000142001	
APPLY PAYMENT AMOUNT \$2,938.98 FROM CREDIT \$3,393.77 <input checked="" type="checkbox"/>			
TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *	
\$2,938.98	06/16/2025	\$0.00	

Pay

Cancel

Click on the toggle to apply the credit, then click on the green Pay button. DO NOT change the amount in the Amount You Wish to Pay field, the system calculates this automatically.

Depending on the amount of credit available, the system will apply all available credit to the invoice. There may be a remaining balance to pay, in which case you will be taken to the US Bank payment portal to complete an ACH transaction.

Due Dates and Late Payment Fees

Monthly Privilege Tax returns are due on or before the 20th of the month following the reporting period. The OPTO system is available 24/7 and OLCC no longer allows returns to be filed timely on the next ‘business’ day.

Annual Privilege Tax returns are due on or before January 20th following the end of the calendar year.

Annual Oregon Wine Board returns are due on or before December 31st of the calendar year the return is for.



A 10% penalty on the tax due is assessed on Privilege Tax returns filed after the due date. Interest is accrued at 1% per month on the tax due, beginning with the month it was due.

A 5% penalty on the *tax due* is assessed on Oregon Wine Board returns filed after the due date. The penalty is assessed on the first-half payment in January, and on the second-half payment in June. Interest accrues at 1% per month on the tax due beginning with February for the first half payment and beginning with August for the second-half payment.