# Brewery and Brewpub

## Contents



The following instructions are for Webform data entry. For entities that have a large number of transactions to report, please see the instructions for uploading data using an Excel template under the System Navigation panel, and on the instructions tab of the template.

In either case, you will need to be familiar with using the webforms, as the EDI Upload process does not complete your return.

## **Schedule BI** – Beginning Inventory

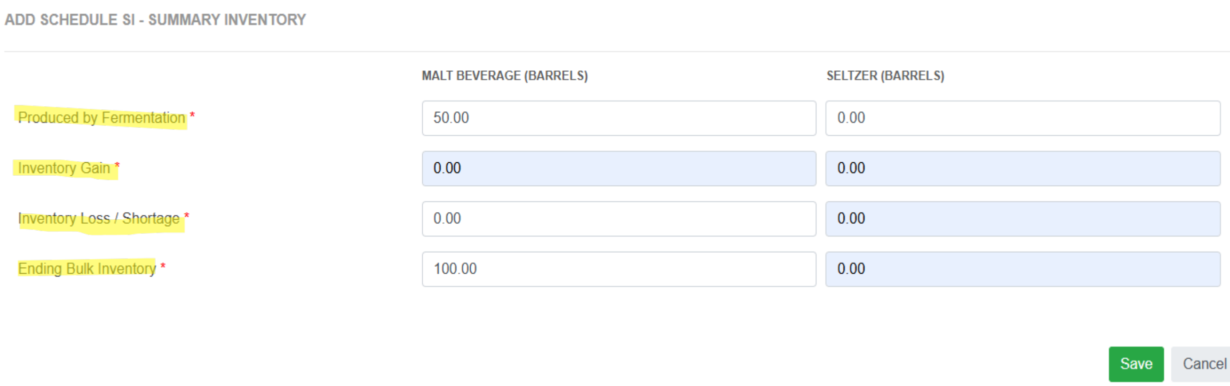
The first return you file in OPTO will have a beginning inventory schedule. Returns going forward will automatically populate your beginning inventory with the previous period's ending inventory - Bulk on schedule SI, and Packaged on schedule 3E.


All fields on this schedule must have an entry, and the summary values are in barrels. Click on the green Save button to return to the list of schedules.

## **Schedule SI** – Summary Inventory

The Produced by Fermentation field is for finished product that is produced during the reporting period. It should match your TTB Brewers Report.

The Ending Bulk Inventory is for finished product before packaging. Ending packaged inventory will be entered later in schedule 3E.



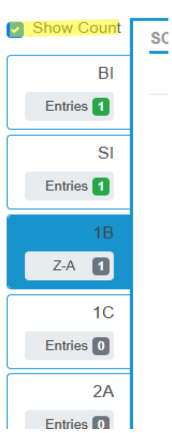

The Inventory Gain and Loss fields can show product loss during the brewing and packaging process or other adjustments. They are provided so that your Inventory Summary page will be balanced, and the return can then be submitted.

All fields must have an entry, and the values are in barrels. Click on the green Save button.

## **Schedule 1B** – Out of State Returns

The schedule opens to a blank page. To enter a product return, click on the blue Add Schedule Details button and complete the webform (details for this are provided in the instructions for other schedules). The 1B entries must be for previously exported products and will be added back to your inventory on line 5 of the Inventory Summary.

If you do not have entries for 1B, click on the Zero Activity toggle.


The system requires that each schedule has at least one entry.

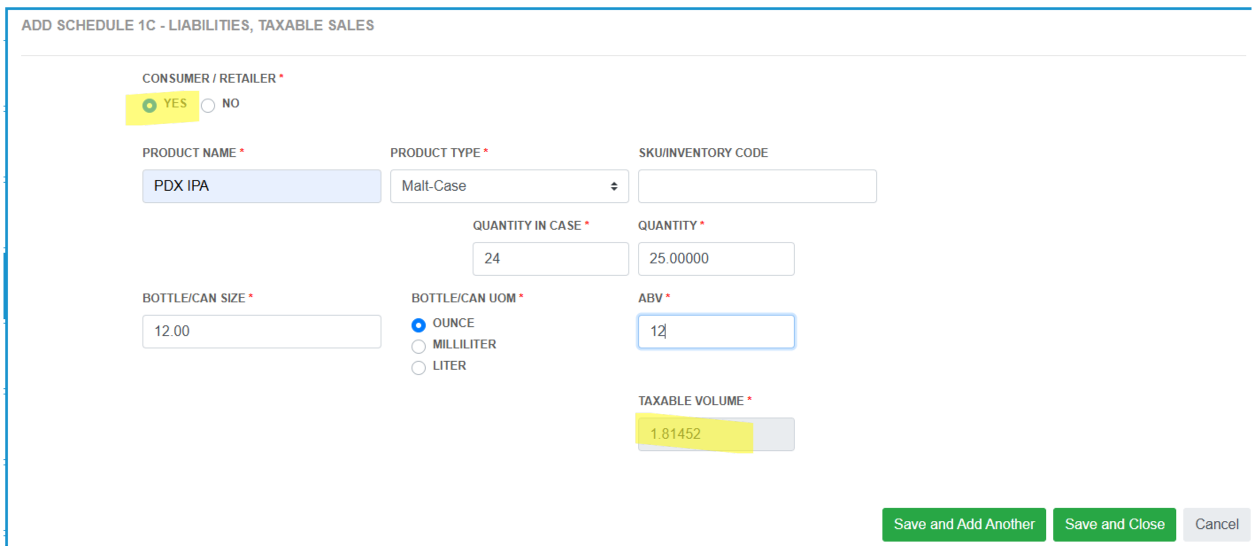
You can track this by clicking on the Show Count checkbox at the top of the left-hand column.

## **Schedule 1C** – Taxable Sales

Click on the blue Add Schedule Detail button to open the webform. The first choice, yes or no, will determine the information required. Click on **Yes** to report sales directly to consumers.

This webform requires only summary values for the period. Open a new webform for each product name or product type. The form will adjust when you choose a product type, and calculates taxable volume based on your choices from the drop-down menus for bottle size, unit of measure, quantity, and ABV.

The fields marked with a red asterisk are required. The SKU code is not required.



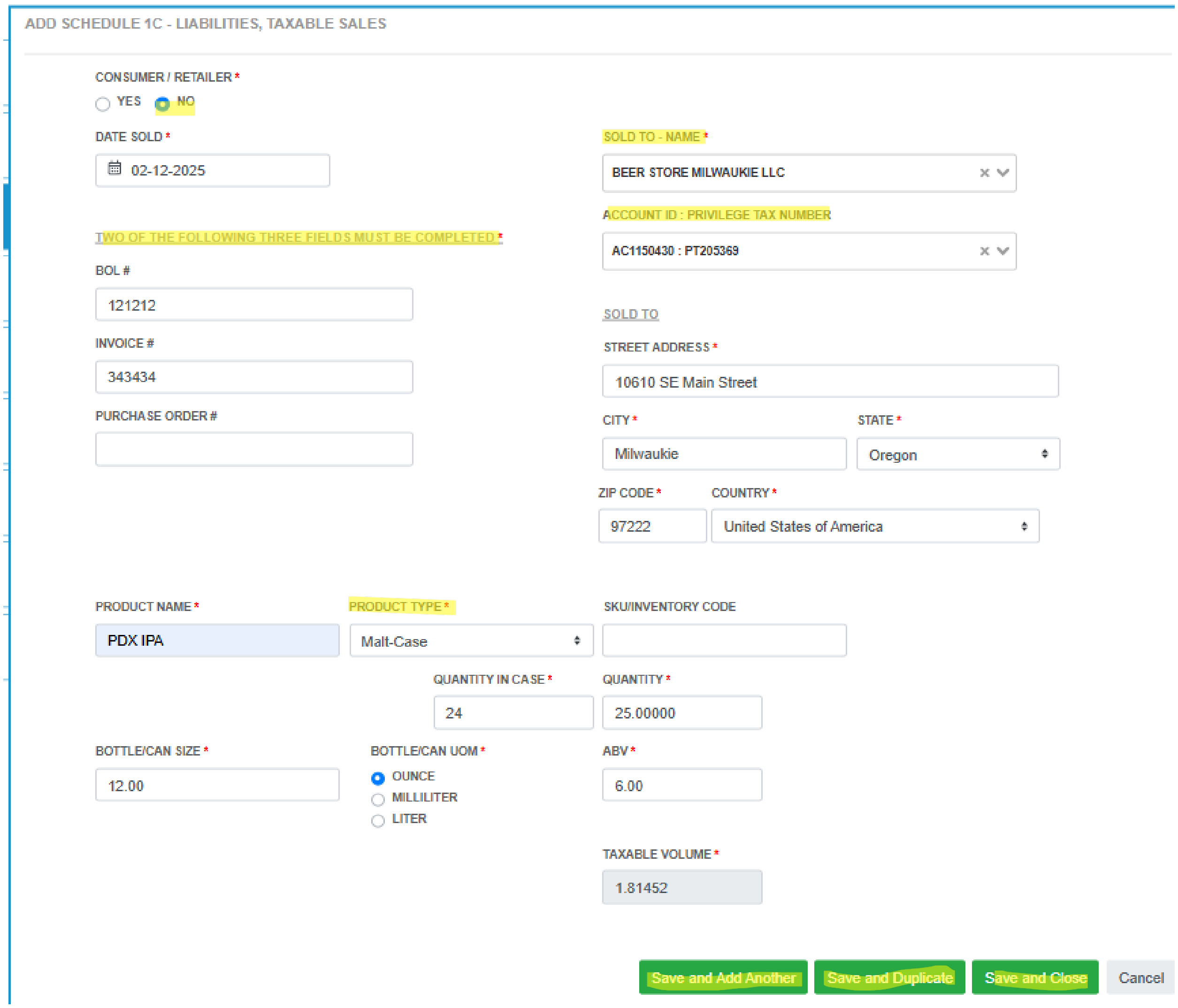

Click on **No** to report products sold and shipped to distributors both in-state and exported out of Oregon. The webform that opens requires line-item detail for each transaction.

The Sold To fields for Name and Account ID will automatically search for the receiving licensed premises based on your entries and once selected, will auto populate the rest of the receiver's information.

Note that the Account ID: Privilege Tax Number is not a required field. In the event the receiver is not listed in the system, please complete the required information for name, address, etc. and notify the Privilege Tax team by email or in OPTO messaging.

The system requires two of the three reference numbers for invoice, purchase order, and bill of lading. You may use an internally generated numbering system for the PO. It is acceptable to enter ‘Various’ for one of the required document numbers.

The taxable volume calculation is dependent on an accurate classification of your products. If you are unsure which Product Type to choose, please contact OLCC.



ADD SCHEDULE 1C - LIABILITIES, TAXABLE SALES

CONSUMER / RETAILER *
YES NO

DATE SOLD *
02-12-2025

SOLD TO - NAME *
BEER STORE MILWAUKIE LLC

ACCOUNT ID : PRIVILEGE TAX NUMBER
AC1150430 : PT205369

TWO OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED *

BOL #
121212

INVOICE #
343434

PURCHASE ORDER #

SOLD TO

STREET ADDRESS *
10610 SE Main Street

CITY *
Milwaukie

STATE *
Oregon

ZIP CODE *
97222

COUNTRY *
United States of America

PRODUCT NAME *
PDX IPA

PRODUCT TYPE *
Malt-Case

SKU/INVENTORY CODE

QUANTITY IN CASE *
24

QUANTITY *
25.00000

BOTTLE/CAN SIZE *
12.00

BOTTLE/CAN UOM *
OUNCE
MILLILITER
LITER

ABV *
6.00

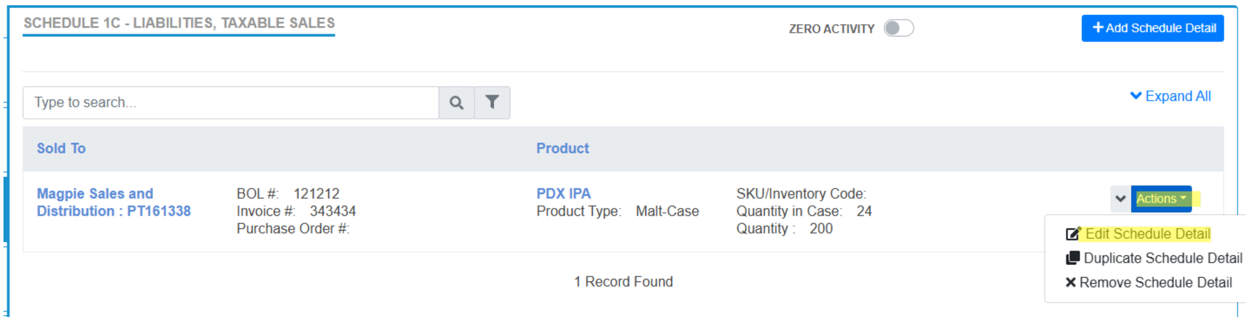
TAXABLE VOLUME *
1.81452

Save and Add Another | Save and Duplicate | Save and Close | Cancel

For the line-item detail webform, it is helpful to note that the green Save buttons at the bottom include three choices. The Save and Add Another button will open a new, blank webform, Save and Duplicate will open a new webform with all the same Sold To information populated, and Save will return you to the list of schedules.

Cancel will return you to the list of schedules without saving your entries. If you leave the system for any reason, or navigate away, your saved entries will be retained.

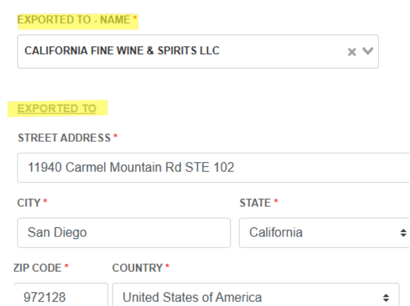
If you need to make changes to the webform after saving, click on the blue Actions button and choose Edit Schedule Detail. You may also delete the form to start over.




## **Schedule 2A** – Exports

Click on the Zero Activity toggle if you have no exports or click on the blue Add Schedule Detail button to open the webform. *Exports must first be reported on schedule 1C*.

This is a line-item detail schedule, similar to the one above. The difference is that the Sold To fields are now titled Exported To. There is no field for an Account ID because the receiver is not required to be an Oregon licensee.




## **Schedule 2B** – Authorized Deductions

Open this webform to record sales transactions that are exempt from tax, such as to churches or the military. Deductions must first be reported as a sale on schedule 1C.

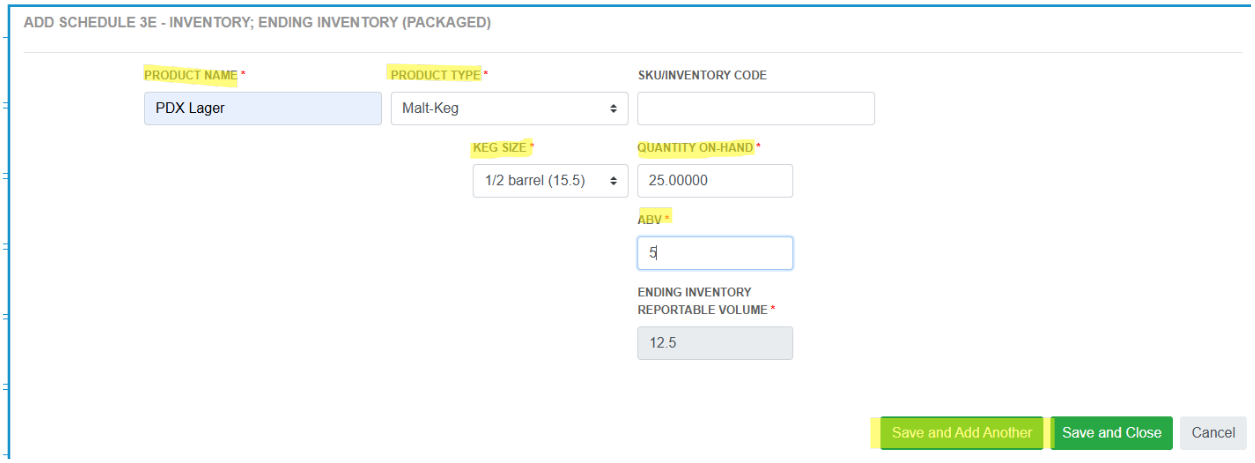
The webform requires line-item detail, and like exports, it has no field for Account ID. The entries will be summarized on your invoice as a reduction of taxable volume.

## **Schedule 3D** – Sellable In-State Returns

Open this webform to record products returned from Oregon sales that you are adding back to inventory. The entries are summarized on your invoice as a reduction of taxable volume (credit) and added back to your inventory on line 6 of the Inventory Summary.

## **Schedule 3E** – Ending Inventory – Packaged

The Ending Inventory schedule must be completed so that the values reported will be carried forward as the beginning inventory for the next period Summary values are required for each product name or product type. (Bulk ending inventory is reported on the SI schedule.) Use the Save and Add Another button for each item in your inventory.




## **Schedule 3F and 3G** – Bond to Bond Transfers In, and Transfers Out

These are line-item webforms. Click on the No Activity toggle unless you are transferring products between licensed Oregon premises under the same ownership. Your entries are summarized on lines 4 and 10 on the Inventory Summary.

Once your entries are complete, click on the blue Preview Statement button to review your invoice and the Inventory Values Worksheet. To complete your return, follow the instructions under the System Navigation panel for Filing and Payments.