

OPTO Bonded
Warehouses
Taxpayer
Training

August 2023



Steps in OPTO – Must be done in Order

1. Create UserID

Must be valid email address, this is your UserID in OPTO.

2. Create Account

This is the 'over arching' company.

3. Associate License(s)

These are your Existing licenses. They are just being associated in OPTO.

4. Create Returns

5. Make Payments

Screen Explanations

- **Forms**
 - **Manage Filings** – Contains all returns and their status. Both manual and created via upload.
 - **EDI Uploads** – This section is used to upload your files and also view any previous files that you have uploaded that have created returns.
- **Billing**
 - **Invoices** – THIS IS WHERE YOU PAY. Contains paid and unpaid invoices.
 - **Credit Management** – If you have credit, the records will show by license.
 - **Payments** – This page displays all payments made and the status of the payment.

File Upload or Web Form Entry

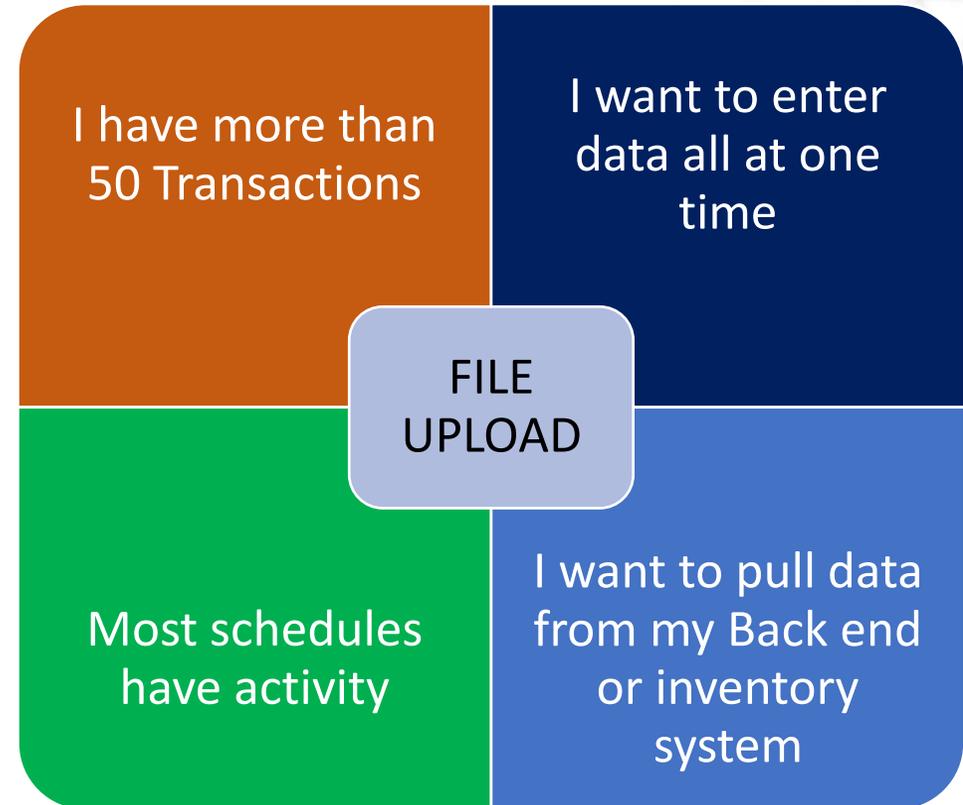
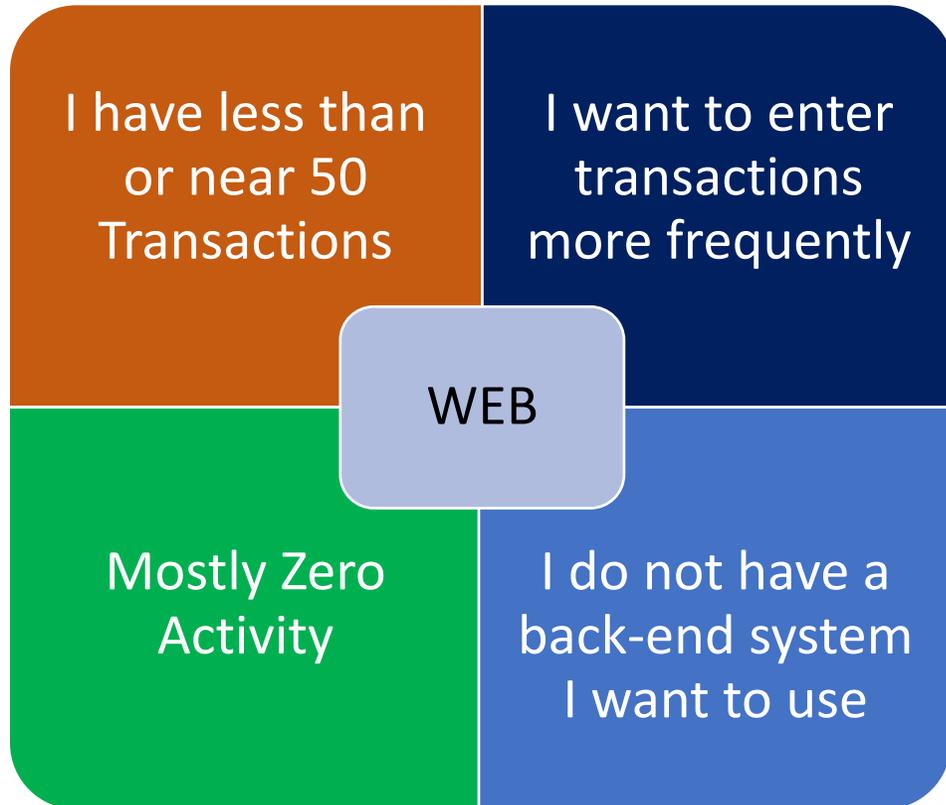
ASK YOURSELF:

- ***How many transactions will I have to report?***
- ***How many clients do I have?***
- ***Do I have a back end system that I want to pull the data from?***

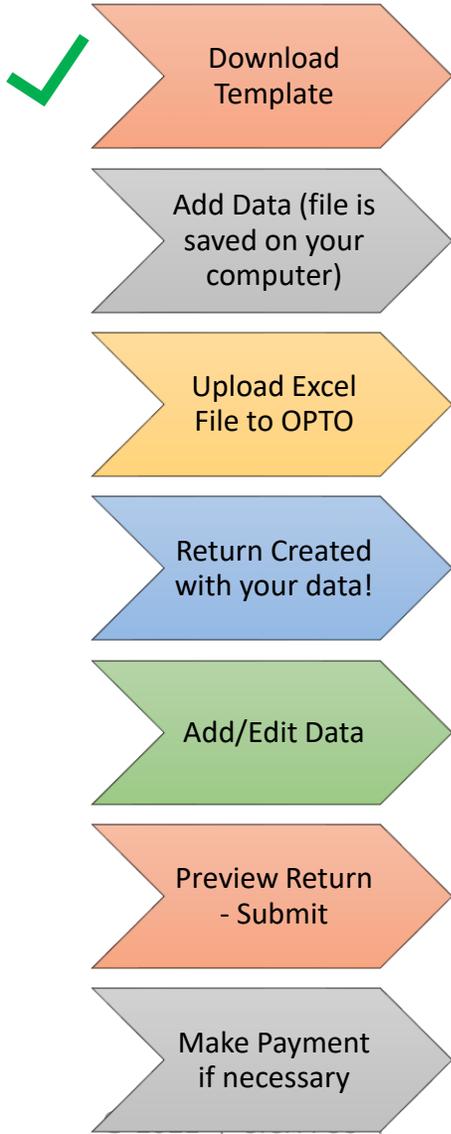


Web Form Entry versus Excel Upload

IMPORTANT NOTE! These are options for getting data into the system and the panels are showing suggested guidelines, not rules.



How Excel Option works!



BondedWineWareHouse-ALL SCHEDULES • Saved

File Home Insert Page Layout Formulas Data Review View Developer Help Inquire

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Analysis

Formula Bar: = Required Use ALL CAPS will always be "3G"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE				
1	Required will always be "OR"	Required "O" for Original or "A" for Amend	Required Format = YYYYMM	Required THIS WILL ALWAYS BE "BWH"	Required Format = PT#####	Required Use ALL CAPS will always be "3G"	Date Shipped	Received / Removed ON BEHALF OF Info *IF COUNTRY = 'US','MX' or 'CA' then State and Zip are Required								Rec'd FROM or SHIPPED To Info Where applicable: *IF COUNTRY = 'US','MX' or 'CA' then State and Zip are Required																			
2	Jurisdiction Code	Return Type	Filing Period	License Type	License Number	Schedule Code	Date Field	Client Name	Client Purchase License Number	Client Address	Client City	Client State	Client Zip	Client Country	Client TTB Permit #	Bill of Lading Number	Invoice Number	Purchase Order Number	Name	Purchaser License Number	Address	City	State	Zip	Country	TTB Permit #	Quantity	Unit of Measure	ABV (Alcohol by Volume)						
3																																			
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Schedule 1A Schedule 1D Schedule 2A Schedule 2B Schedule 3F Schedule 3G Schedule 3H Schedule SWE Schedule SIBW

Excel Option

✓ Download Template

✓ Add Data (file is saved on your computer)

Upload Excel File to OPTO

Return Created with your data!

Add/Edit Data

Preview Return - Submit

Make Payment if necessary

BondedWineWareHouse-ALL SCHEDULES + Saved

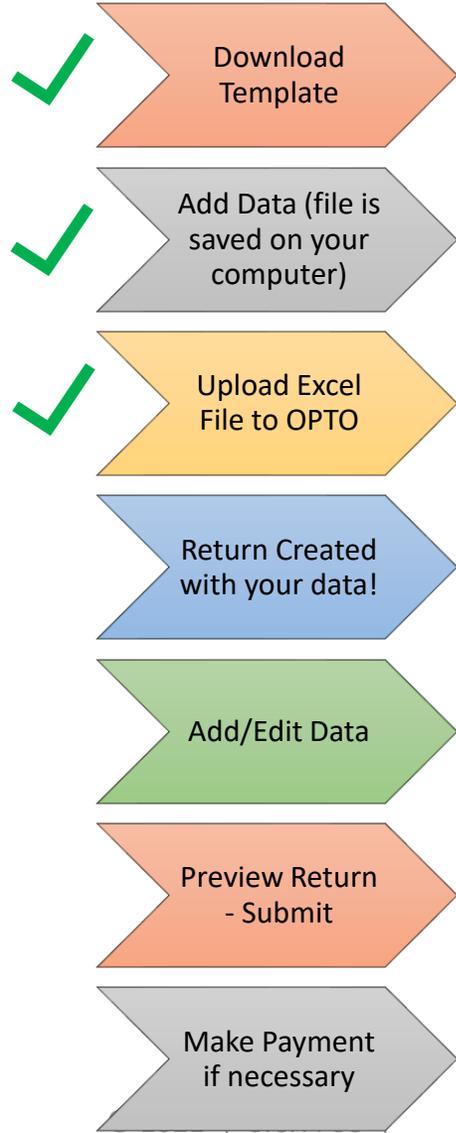
File Home Insert Page Layout Formulas Data Review View Developer Help Inquire

Clipboard Font Alignment Sensitivity Number Styles Cells Editing Analysis

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE							
	Required will always be "OR"	Required "O" for Original or "A" for Amend	Required Format = YYYYMM	Required THIS WILL ALWAYS BE "BWH"	Required Format = PT#####	Required Use ALL CAPS will always be "3G"	Date Shipped	Received / Removed ON BEHALF OF Info *IF COUNTRY = 'US','MX' or 'CA' then State and Zip are Required								Rec'd FROM or SHIPPED To Info Where applicable: *IF COUNTRY = 'US','MX' or 'CA' then State and Zip are Required																						
1	Jurisdiction Code	Return Type	Filing Period	License Type	License Number	Schedule Code	Date Filed	Client Name	Client Purchase License Number	Client Address	Client City	Client State	Client Zip	Client Country	Client TTB Permit #	Bill Of Lading Number	Invoice Number	Purchase Order Number	Name	Purchaser License Number	Address	City	State	Zip	Country	TTB Permit #	Quantity	Unit of Measure	ABV (Alcohol by Volume)									
2																																						
3	OR	O	202301	BWH	PT241370	3G	1/2/2023	TEST CLIENT	PT211310	1 ABC W	PORTL	OR	23232	US	XX-XX-9994	123	645		SakeOne Corporati	820 Elm S	Fore:OR	97116	US	BR-OR-M	100	GAL	WU											
4	OR	O	202301	BWH	PT241370	3G	1/3/2023	TEST CLIENT	PT240400	2 ABC W	PORTL	OR	23233	US	XX-XX-9995	11645	551		SakeOne Corporati	820 Elm S	Fore:OR	97116	US	BR-OR-M	200	GAL	WU											
5	OR	O	202301	BWH	PT241370	3G	1/4/2023	TEST CLIENT	PT222140	1 SICPA	PORTL	OR	23234	US	XX-XX-9996	16456	31654		SakeOne Corporati	821 Elm S	Fore:OR	97117	US	BR-OR-M	300	GAL	WO											
6	OR	O	202301	BWH	PT241370	3G	1/5/2023	TEST CLIENT	PT240360	1 GHOST	PORTL	OR	23235	US	XX-XX-9997	41618	121		SakeOne Corporati	822 Elm S	Fore:OR	97118	US	BR-OR-M	400	GAL	WO											
7	OR	O	202301	BWH	PT241370	3G	1/6/2023	TEST CLIENT	PT221820	1 GHOST	PORTL	OR	23236	US	XX-XX-9998	49741	564		SakeOne Corporati	823 Elm S	Fore:OR	97119	US	BR-OR-M	500	GAL	WU											
8	OR	O	202301	BWH	PT241370	3G	1/7/2023	TEST CLIENT	PT240180	1 EARPIN	PORTL	OR	23237	US	XX-XX-9999	67497	64645		SakeOne Corporati	824 Elm S	Fore:OR	97120	US	BR-OR-M	600	GAL	WU											
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Schedule 1A Schedule 1D Schedule 2A Schedule 2B Schedule 3F Schedule 3G Schedule 3H Schedule SWE Schedule SIBW

Excel Option



Path to get to Upload Screen after Logging In

- Accounts -> Manage Accounts then
- Forms -> EDI Upload
- New Upload -> Pick license for upload

Accounts

Type to search... Active - BWH for FILER DEMO Active

Train User ACCOUNT NUMBER AC410020

(555) 555-1212

BWHFiler@Testing.com

Profile Address Filers Contacts License Forms Billing

ADD EDI / WAREHOUSE : PT129326 : BEND

FILING PERIOD *
January 2023

FILE *
NO FILE CHOSEN BROWSE

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

1 Record Found

Open

Skinner, Jennifer > OneDrive - Sicpa > OLCC > OLCC Training Docs > BWWH

Name	Status	Date modified	Type
03 - OLD Paper Forms			
04 - Phase 2			
05 - Phase 3			
05 - Phase 3Enhancements			
06 - Phase 4a - Wineries-WSD			
06 - Phase 4a - BWWH		7/23/2023 12:06 PM	Microsoft
07 - Phase 4b - OWB		7/23/2023 2:13 PM	Microsoft
08 - Phase 5 - ...		4/25/2023 12:34 PM	Microsoft

File name: BondedWineWareHouse-ALL SCHEDULES

Custom Files

Open Cancel

V2.1.0.1362

Excel Option

✓ Download Template

✓ Add Data (file is saved on your computer)

✓ Upload Excel File to OPTO

✓ Return Created with your data!

Add/Edit Data

Preview Return - Submit

Make Payment if necessary

Filing Back to Account

Active JAN 2023 - Original (1)

Show Count SCHEDULE BI - BEGINNING INVENTORY + Add Schedule Detail

BI Entries 6 Q Y Expand All

Client			
ABC Winery : PT240400 Street Address: 7451 Boston Blvd	City: Springfield State: Virginia Zip Code: 22153	Country: United States of America TTB Permit Number: XX-XX-9994	Actions
Earping It Alcohol LLC : PT240180 Street Address: 939 Main	City: Salem State: Oregon Zip Code: 39494	Country: United States of America TTB Permit Number: XX-XX-9999	Actions
Ghost River Warehouses : PT221820 Street Address: 234 Purgatory Parkway	City: Salem State: Oregon Zip Code: 22222	Country: United States of America TTB Permit Number: XX-XX-9998	Actions
Ghost River Warehouses : PT240360 Street Address: 234 Purgatory Parkway	City: Salem State: Oregon Zip Code: 22222	Country: United States of America TTB Permit Number: XX-XX-9997	Actions
SICPA : PT222140 Street Address: 7451 boston blvd	City: springfield State: Virginia Zip Code: 22153	Country: United States of America TTB Permit Number: XX-XX-1236	Actions
FUTURE CERA : PT211310 Street Address: 939 Main	City: Salem State: Oregon Zip Code: 39494	Country: United States of America TTB Permit Number: XX-XX-1234	Actions

6 Records Found

Excel Option

- ✓ Download Template
- ✓ Add Data (file is saved on your computer)
- ✓ Upload Excel File to OPTO
- ✓ Return Created with your data!
- ✓ Add/Edit Data
- Preview Return - Submit
- Make Payment if necessary

NOTE: All schedules must either be marked as Zero Activity or must have transactions entered.
See the left-hand side of image below to see the list of schedules.
Any schedules not uploaded can be added via web form

Filing Back to Account

THIS IS A BONDED WINE WAREHOUSE Active JAN 2023 - Original (1)

Show Count

EDIT SCHEDULE 1A - IMPORTS

BI Entries 6	DATE RECEIVED IN OREGON * 01-02-2023	PURCHASED OR RECEIVED FROM PURCHASED OR RECEIVED FROM - NAME * USE THIS CERA <input type="button" value="x"/>	CLIENT CLIENT - NAME * TEST CLIENT A <input type="button" value="x"/>
SIBW Entries 7	ONE OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED *		
SWE Entries 6	IMPORT BOL # 123	ACCOUNT ID : PRIVILEGE TAX NUMBER AC110060 : PT211310 <input type="button" value="x"/>	ACCOUNT ID : PRIVILEGE TAX NUMBER AC110060 : PT211310 <input type="button" value="x"/>
1A (Selected) Entries 6	VENDOR INVOICE # 554	ADDRESS * 939 MAIN	ADDRESS * 1 ABC WINERY
1D Entries 6	DISTRIBUTOR PURCHASE ORDER #	CITY * SALEM STATE * Oregon	CITY * PORTLAND STATE * Oregon
2A Entries 6		ZIP CODE * 39494 COUNTRY * United States of America	ZIP CODE * 23232 COUNTRY * United States of America
2B Entries 6		TTB PERMIT # XY-XY-1234	CLIENT TTB PERMIT # XX-XX-9994
3F Entries 6	QUANTITY * 100.00000	UNIT OF MEASURE * Gallons	ABV * Wine 16% and Under TAXABLE VOLUME * 100
3G Entries 6			
3H Entries 6			

Preview Statement

- ✓ Download Template
- ✓ Add Data (file is saved on your computer)
- ✓ Upload Excel File to OPTO
- ✓ Return Created with your data!
- ✓ Add/Edit Data
- ✓ Preview Return - Submit
- Make Payment if necessary

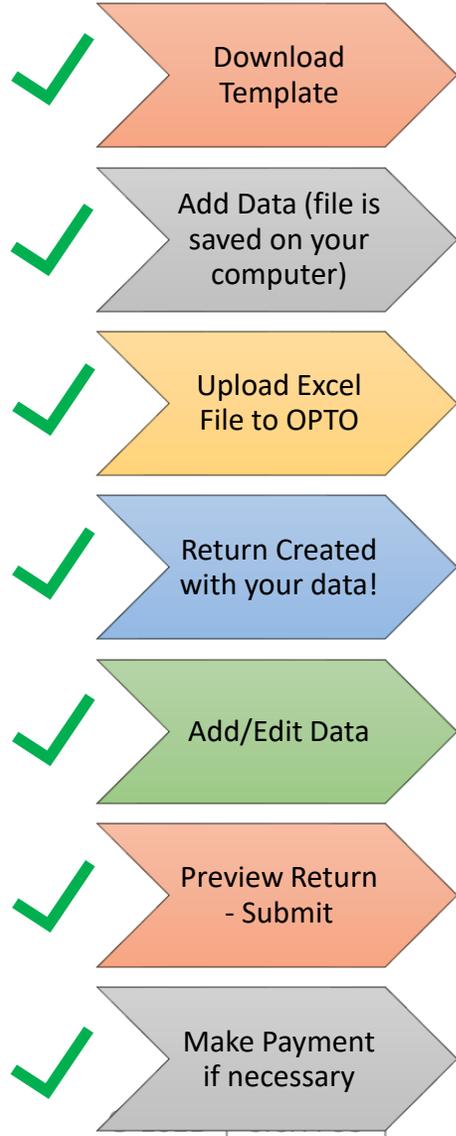
BONDED WINE WAREHOUSE MONTHLY PRIVILEGE TAX STATEMENT

Privilege Tax Report of Malt and Alcoholic Beverages Imported Into or Manufactured Within the State of Oregon

BONDED WINE WAREHOUSE DOT COM	JAN 2023	Original
123 BWWH HIGHWAY	SALEM	PT241370

	A	B	C	D	E
	Cider (Under 8.5%) (Barrels)	Cider (8.5% to 16%) (Gallons)	Cider (Over 16%) (Gallons)	Wine 16% or Less (Gallons)	Wine over 16% (Gallons)
Distribution:					
1. Taxpaid Removals (Schedule 1D)	0.	0.	0.	1400.	700.
2. Imported (Schedule 1A)	0.	0.	0.	1400.	700.
3. Total Distributions (Sum of Lines 1 and 2)	0.	0.	0.	2800.	1400.
Deductions:					
4. Exported out of Oregon (Schedule 2A)	0.	0.	0.	1400.	700.
5. Military Sales/Authorized Deductions (Schedule 2B)	0.	0.	0.	1400.	700.
6. Small Winery Deduction	0.	0.	0.	1400.	700.
7. Total Deductions (Sum of Lines 4-6)	0.	0.	0.	4200.	2100.
Taxable Amount:					
8. Total Taxable Volume (Line 3 minus Line 7)	0.	0.	0.	-1400.	-700.
9. Rate of Tax	\$2.60	\$0.67	\$0.77	\$0.67	\$0.77

Make Payment



Path to make a payment after logging in

- Accounts -> Manage Accounts then
- Billing Tab -> Invoices
- Select invoices to pay, then click Pay Selected Invoices

Payment Detail Back to Account

COMPANY NAME	PRIVILEGE TAX ID	
BWH for FILER DEMO	PT129326	
FILING PERIOD	INVOICE NUMBER	
JAN 2023	INV0000068007	
TOTAL AMOUNT DUE	PAYMENT DATE	AMOUNT YOU WISH TO PAY *
\$777.20	08/08/2023	\$777.20

Pay Cancel

• Hitting PAY button will transfer you to USBank E-Payment system. Once you have completed the payment, the system will automatically transfer you back to OLCC.
• Payments submitted after 5:00 PM CT will be processed the next day.

Anatomy of a Web Form

“Back to Account” – exits out of return.
MON YYYY dropdown is used when
Original and Amendments exist. Down
chevron (V) is to see add'l
information about the return you are in.

LOOK HERE for a
description of the
form that you are
working on

This vertical menu
bar will show you
all schedules for
your license type.
Every schedule
(form) displayed
MUST have a "1"
or more in the box
next to the word
Entries or you
cannot submit
your return!

No transactions found

If you did not do this
type of "transaction"
(FOR ANY CLIENT)
during the filing period
you are entering, then
click this Toggle to
indicate no activity.

If you have
transactions to enter
for this specific
schedule(form), then
click this button to
begin adding records

Back to Account

JAN 2023 - Original (1) ▾ x

ZERO ACTIVITY

+ Add Schedule Detail

Anatomy of a Web Form (CONT)

Filing

Back to Account

THIS IS A BONDED WINE WAREHOUSE **Active**

JAN 2023 - Original (1)  

Show Count

EDIT SCHEDULE 1A - IMPORTS

This icon indicates a type ahead field. Start typing the company name and values will filter in the list. Click on the company you want and the address data will auto populate for you

Fields with asterisks are required.

Button Options help you to quickly enter multiple records

- BI Entries 6
- SIBW Entries 7
- SWE Entries 6
- 1A Entries 6**
- 1D Entries 6
- 2A Entries 6
- 2B Entries 6
- 3F Entries 6
- 3G Entries 6
- 3H Entries 6

DATE RECEIVED IN OREGON *

ONE OF THE FOLLOWING THREE FIELDS MUST BE COMPLETED *
IMPORT BOL #

VENDOR INVOICE #

DISTRIBUTOR PURCHASE ORDER #

QUANTITY *

UNIT OF MEASURE *

ABV *

TAXABLE VOLUME *

PURCHASED OR RECEIVED FROM
PURCHASED OR RECEIVED FROM - NAME *

ACCOUNT ID : PRIVILEGE TAX NUMBER

ADDRESS *

CITY * STATE *

ZIP CODE * COUNTRY *

TTB PERMIT #

CLIENT
CLIENT - NAME *

ACCOUNT ID : PRIVILEGE TAX NUMBER

ADDRESS *

CITY * STATE *

ZIP CODE * COUNTRY *

CLIENT TTB PERMIT #

Comparison

FORM NAME AND NUMBER IN OPTO	PAPER FORM NAME AND NUMBER
SIWB – SUMMARY INVENTORY	Schedule 15
SWE – SMALL WINERY EXEMPTION	Schedule 6
1A – IMPORTS	Schedule 3
1D – TAX PAID REMOVALS	Field on Schedule 15
2A – EXPORTS	Schedule 4
2B – MILITARY SALES AND AUTHORIZED DEDUCTIONS	NO CORRESPONDING PAPER FORM
3F – BOND TO BOND TRANSFERS IN	Field on Schedule 15
3G – BOND TO BOND TRANSFERS OUT	Field on Schedule 15
3H – CLIENT TO CLIENT MOVEMENTS	NO CORRESPONDING PAPER FORM

How to Get Help

- For questions related to Taxation:
 - Contact OLCC –
olcc.privilegetaxonline@oregon.gov
- For questions related to system functionality
 - Contact SICPA Support –
setssupport@sicpa.com