

OPTO Brewery /
Brewpub
Taxpayer
Training

June 2021



Coming UP

1. Introduction
2. Training
 - ASCII File - Upload Data (25 Minutes)
 - **Web Forms and Payments (25 Minutes)**
 - Self Service User ID's (3-5 minutes)
 - Accounts / Licenses (5-10 minutes)
3. Assisted LIVE User Registration

Important reminders

- Create Web Filing or Upload a file, Not Both
- Only web filings can use the quick create links shown on dashboard
- ***Don't forget to Pay***



Start your filing



Quick Links for Starting Returns

A screenshot of a web browser displaying the SICPA OLCC Online Privilege Tax Solution dashboard. The browser's address bar shows "webapp.olccsq.crp.sicpa.io". The dashboard header includes the SICPA logo, the text "OLCC Online Privilege Tax Solution", and navigation links for "Home" and "Accounts". On the right side of the header, there are links for "Training User", "FAQ", and "Logout". The main content area is titled "Dashboard" and contains three primary widgets: "Start my next statement" (with a sub-section for "(JUN 2021)" listing "PT183610.Salem" and "PT150470.Salem"), "Filing in progress" (listing "PT150470.Salem"), and "Next statement due on" (displaying "07/20/2021" in a green oval). Below these is a "Messages" section with a "Refresh" button and a table with columns for "From", "Date Sent", and "Message". On the left side of the dashboard, there is a vertical menu with "Account" (0), "License" (0), "Filing" (0), and "Destruction Claim" (0). A red arrow points from the "Quick Links for Starting Returns" text to the "Start my next statement" widget.

Navigate to return list

The screenshot shows the OLCC Online Privilege Tax Solution web application. The browser address bar displays `webapp.olccsq.crp.sicpa.io/accounts`. The top navigation bar includes the SICPA logo, the text "OLCC Online Privilege Tax Solution", a "Home" link, an "Accounts" dropdown menu, and user information for "Training User" with links for "FAQ" and "Logout".

Step 1: The "Accounts" dropdown menu is open, showing "Create Account" and "Manage Accounts" options. A red arrow points to "Manage Accounts", which is highlighted by an orange box with the number "1".

Step 2: The "Manage Accounts" page is displayed for the account "This is My Training Company" (ACCOUNT NUMBER: AC160140). The "Forms" dropdown menu is open, showing "Manage Filings", "EDI Uploads", and "Destruction Claim" options. A red arrow points to "Manage Filings", which is highlighted by an orange box with the number "2".

The "ACCOUNT NAMES" section shows:

LEGAL BUSINESS NAME	This is My Training Company
BUSINESS TRADE NAME	This is My Training Company

The "ACCOUNT DETAILS" section shows:

ACCOUNT NUMBER	AC160140
PHONE NUMBER	(555) 555-1213

Creating return

The screenshot shows a software interface with a blue header bar containing navigation tabs: Profile, Address, Filers, Contacts, License, Forms, and Billing. A dropdown menu is open under 'Forms', listing 'Manage Filings', 'EDI Uploads', and 'Destruction Claim'. A red box labeled '2' highlights the 'Forms' tab and its dropdown menu. Another red box labeled '3' highlights the 'Add Filing' button in the top right corner of the main content area. Below the header, the 'FILINGS' section includes a search bar with the placeholder 'Type to search...', search and filter icons, and 'Refresh' and 'Expand All' buttons. A table lists two filings:

Entity Name	Last Modified	Status	Actions
BREWERY - PT183610 APR 2021 - Original (1)	06/26/2021	In Process	Actions
WAREHOUSE - PT150470 OCT 2020 - Original (1)	01/12/2021	Complete	Actions

At the bottom of the table, it states '2 Records Found'.

Start your filing

The screenshot shows a web interface with a blue header containing navigation tabs: Profile, Address, Filers, Contacts, License, Forms (selected), and Billing. Below the header is a section titled 'FILINGS' with an 'Add Filing' button. A search bar with the placeholder 'Type to search...' and search and filter icons is present. Below the search bar is a table of filings:

License Type	PT #	Physical address	City	Last Modified
BREWERY	PT183610			06/26/2021
WAREHOUSE	PT150470			01/12/2021

A dropdown menu is open over the table, listing the following items:

- WAREHOUSE : PT150470 : Salem
- BREWERY : PT183610 : Monday
- BREWERY : PT183990 : Wednesday
- BREWERY : PT184010 : Friday
- BREWPUB : PT183860 : Tuesday
- BREWPUB : PT184000 : Thursday

At the bottom of the dropdown menu, there is a 'Complete' button (green), a 'Print' icon (green), and an 'Actions' dropdown menu (blue).

3



License type : PT # : Physical address City
Example: WAREHOUSE : PT150470 : Salem

Select license to Create
return for

Creating Return

Filing Back to Account

This is My Training Company Active

4

CREATE FILING

FILING PERIOD* ZERO ACTIVITY Create Filing Cancel

2021
June

< 2021 >

Jan Feb Mar

Apr May **Jun**

Jul Aug Sep

Oct Nov Dec

QUICK TIP


Click to see options for zero activity

Zero Activity tool

CREATE FILING

FILING PERIOD *

ZERO ACTIVITY

 **QUICK TIP**

Select Forms with Zero Activity Select All

- SCHEDULE 1B - LIABILITIES, OUT-OF-STATE RETURNS
- SCHEDULE 1C - LIABILITIES, TAXABLE SALES
- SCHEDULE 2A - DEDUCTIONS, EXPORTS
- SCHEDULE 2B - DEDUCTIONS, MILITARY SALES AND MISCELLANEOUS
- SCHEDULE 3D - INVENTORY; SELLABLE INSTATE RETURNS
- SCHEDULE 3E - INVENTORY; ENDING INVENTORY (PACKAGED)
- SCHEDULE 3F - INVENTORY; BOND TO BOND TRANSFERS IN
- SCHEDULE 3G - INVENTORY; BOND TO BOND TRANSFERS OUT

You can quickly mark one to many forms as zero activity using this tool – these can also be set inside the tax return after creation

ANATOMY OF A RETURN

Important Information about the license and the return

The screenshot shows a tax filing interface. At the top, the company name 'This is My Training Company' is marked as 'Active'. Below this, there are several key-value pairs: 'OLOC LICENSE / PREMISE NUMBER' (999999 / 999999), 'PRIVILEGE TAX ID' (PT183610), 'SUBMITTED DATE' (Not available), 'FILING PERIOD' (APR 2021), 'FILING CATEGORY' (BREWERY), 'SEQUENCE NUMBER' (1), and 'FILING STATUS' (In Progress). A 'Back to Account' link is in the top right. The main section is titled 'SCHEDULE BI - BEGINNING INVENTORY' and shows 'No transactions found'. A sidebar on the left lists various schedules (BI, SI, 1B, 1C, 2A, 2B, 3D, 3E, 3F, 3G) with 'Entries' counts. A '+ Add Schedule Detail' button is located at the top right of the main content area. At the bottom, there are three buttons: 'Submit Filing' (green), 'Preview Statement' (blue), and 'Back to Account' (grey).



QUICK TIP

All schedules must have **EITHER** 'zero activity' **OR** details entered in order to submit the return



QUICK TIP

VIEW YOUR RETURN!!

Submit Filing

Preview Statement

Back to Account

EXIT

Use the duplicate feature!

SCHEDULE 1B - LIABILITIES, OUT-OF-STATE RETURNS ZERO ACTIVITY [+ Add Schedule Detail](#)

Type to search... 🔍 📄 Expand All

Purchased or Received From	Product	SKU/Inventory Code:	Case Quantity:	Quantity Returned:	Actions
BP TEST COMPANY Return BOL #: 123 Vendor Credit Memo #: 123 Distributor Purchase Order #:	BUD LIGHT SELTZER Product Type: Seltzer(Cane Sugar)-Case		12	50	Edit Schedule Detail Duplicate Schedule Detail Remove Schedule Detail
BP TEST COMPANY Return BOL #: 124 Vendor Credit Memo #: 124 Distributor Purchase Order #:	BUG LIGHT SELTZER Product Type: Seltzer(Malt Sugar)-Case		24	50	
BP TEST COMPANY Return BOL #: 125 Vendor Credit Memo #: 125 Distributor Purchase Order #:	BUD LIGHT Product Type: Malt-Case		12	10	

3 Records Found

BI Entries 1
SI Entries 1
1B Entries 3
1C Entries 3
2A Z-A 1
2B Z-A 1
3D Entries 1
3E Entries 1
3F



Your Invoice probably has more than one product on it, Use the duplicate button to quickly enter multiple products from the same invoice.

Return List

Profile Address Filers Contacts License Forms Billing

FILINGS Add Filing

Type to search... Q T Refresh Expand All

BREWERY - PT183610 APR 2021 - Original (1)	Last Modified: 06/26/2021	In Process 📄 Actions
WAREHOUSE - PT150470 OCT 2020 - Original (1)	Last Modified: 01/12/2021	Complete 📄 Actions

2 Records Found



QUICK TIP

Status drives available actions

Making Payments

- Payments are ACH Debit
- Can pay 1 to many invoices but cannot pay across licenses
- Can apply credits if approved and available
- Users are redirected to US Bank to make payment

Return complete, let's pay!

File Returns

Make Payments

Step 1

The screenshot shows a software interface with a navigation bar containing 'Profile', 'Address', 'Filers', 'Contacts', 'License', and 'Forms'. The 'Forms' dropdown menu is open, showing 'Billing' as the selected option. The 'Billing' dropdown menu is also open, showing 'Invoices', 'Credit Management', and 'Payments'. The 'Invoices' option is highlighted with a red box. A red arrow points from the 'File Returns' callout box to the 'Forms' dropdown. Another red arrow points from the 'Make Payments' callout box to the 'Billing' dropdown. A third red arrow points from the 'Step 1' callout box to the 'Invoices' option. Below the navigation bar, there is a section titled 'INVOICES' with a search bar, a '\$ Pay Selected Invoices(\$0.00)' button, and a '+ Add Funds to License' button. A table with 8 columns is displayed below the search bar. The table has one row of data. Below the table, it says '1 Record Found'.

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Status
	OCT 2020 Original (1)	WAREHOUSE PT150470	Salem	INV0000001196 01/12/2021	\$2,134.86	\$1,050.00	Unpaid

Return complete, let's pay!

The screenshot shows a software interface with a top navigation bar containing 'Profile', 'Address', 'Filers', 'Contacts', 'License', 'Forms', and 'Billing'. Below the navigation bar is the 'INVOICES' section. It features a search bar with the placeholder 'Type to search...', a search icon, a filter icon, and a 'Refresh' button. A table of invoices is displayed with the following columns: 'Filing Info', 'License Info', 'Location', 'Invoice Info', 'Total Amount', 'Balance', and 'Status'. The first row of the table is highlighted, and its first cell (a checkbox) is circled in red and labeled with a '2'. To the right of the table, a button labeled '\$ Pay Selected Invoices(\$1,050.00)' is circled in red and labeled with a '3'. Below the table, there is a 'QUICK TIP' icon (a lightbulb) and a blue callout box containing text.

✓	Filing Info	License Info	Location	Invoice Info	Total Amount	Balance	Status
✓	OCT 2020 Original (1)	WAREHOUSE PT150470	Salem	INV0000001196 01/12/2021	\$2,134.86	\$1,050.00	Unpaid

2



Click beside the invoice(s) you want to pay. You can pay more than one invoice but only for the same license.

3

Return complete, let's pay!

Payment Detail Back to Account

COMPANY NAME: This is My Training Company

PRIVILEGE TAX ID: PT150470

FILING PERIOD: OCT 2020

INVOICE NUMBER: INV0000001196

APPLY PAYMENT AMOUNT \$1,000.00 FROM CREDIT \$1,000.00

TOTAL AMOUNT DUE: \$1,050.00

PAYMENT DATE: 06/26/2021

AMOUNT YOU WISH TO PAY *: \$1,050.00

4a points to the credit application link.

4b points to the 'AMOUNT YOU WISH TO PAY' field.

5 points to the 'Pay' button.

- 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.



When you press Pay you will leave the OLCC website and be directed to the US Bank site, after payment you will be returned to the OLCC website.

Payment List

Selecting "Payments" shows list of all payments made.

Profile Address Filers Contacts License Forms **Billing**

PAYMENTS

Type to search...

License Trade Name	Confirmation #	Payment By	Payment Date	Payment Amount	Amount applied to Invoice(s)	Amount moved to Credit	Status
This is My Training Company	BBMV-0000	mathias@olccstaff.com	02/17/2021	\$1,084.86	\$1,084.86	\$0.00	Success

Details:

Filing Info	License Info	Location	Invoice Info	Applied To Penalty	Applied To Interest	Applied To Tax	Total Applied Amount
OCT 2020 Original (1)	WAREHOUSE PT150470	Salem	INV0000001196	\$184.50	\$55.35	\$845.01	\$1,084.86

Clicking the Amount applied to invoice will provide additional details seen here

Credit management



List displays all licenses regardless if they have credit available

Profile Address Filers Contacts License Forms Billing

CREDIT MANAGEMENT


Type to search... Refresh




License Trade Name	License Info	Location	Available Credit
Fri Brewery Training	BREWERY PT184010	Friday	\$0.00
Mon Brewery Training	BREWERY PT183810	Monday	\$0.00
This is My Training Company	WAREHOUSE PT150470	Salem	\$1,013.27
Thu Brewery Training	BREW PUB PT184000	Thursday	\$0.00
Tue Brewery Training	BREW PUB PT183860	Tuesday	\$0.00
Wed Brewery Training	BREWERY PT183990	Wednesday	\$0.00

Click an amount to see the detail of the credit

Anatomy of credit details

Important Information about the license with the credit detail you selected

This is My Training Company  **Active**

 Not available PRIVILEGE TAX ID PT150470
 No data available LICENSE TYPE WAREHOUSE
 Not available LOCATION Salem

CREDIT DETAIL

	Original	Balance
Other Credits	\$1,000.00	\$1,000.00
Destruction Claim	\$13.27	\$13.27
Total Credit	\$1,013.27	\$1,013.27

AVAILABLE BALANCE: \$1,013.27

CREDIT HISTORY

Source	Date	Period	Credit Amount	User
Adjustment	01/23/2021		\$1,000.00	mathias@olccstaff.com
Destruction Claim	01/12/2021	OCT 2020	\$13.27	training.user@training.com

2 Records Found

Details of all credits added and applied