



## Changes to OPTO

### Available Monday 10/11/2021

In an ongoing effort to improve system performance, OLCC will be implementing some changes that will be available starting on 10/11/2021. A summary of the changes are listed here, and images providing explanation are shown in the subsequent pages of this document.

- File Upload Changes
  - When you load a file, you can set it and forget it
    - All uploads will result in an email to the user that loaded the file after the file has been processed.
- Filing using the web forms
  - Creating your tax return
    - You will be able to mark / unmark Zero Activity within each schedule
    - Count of Records per schedule can be displayed “on demand”

### FILE UPLOAD CHANGES

When you load a file, we want you to have the best experience possible, so we are asking that you start the load of the file and when the file moves to a status of IN PROCESS, you can resume other tasks.

Once the file is processed you will receive one of two possible emails

- Clean File – This is the best possible outcome. You will receive an email that tells you your file is Complete and that you can login and finish your tax return. This means that the return is created and IN PROCESS waiting for you to Submit it.

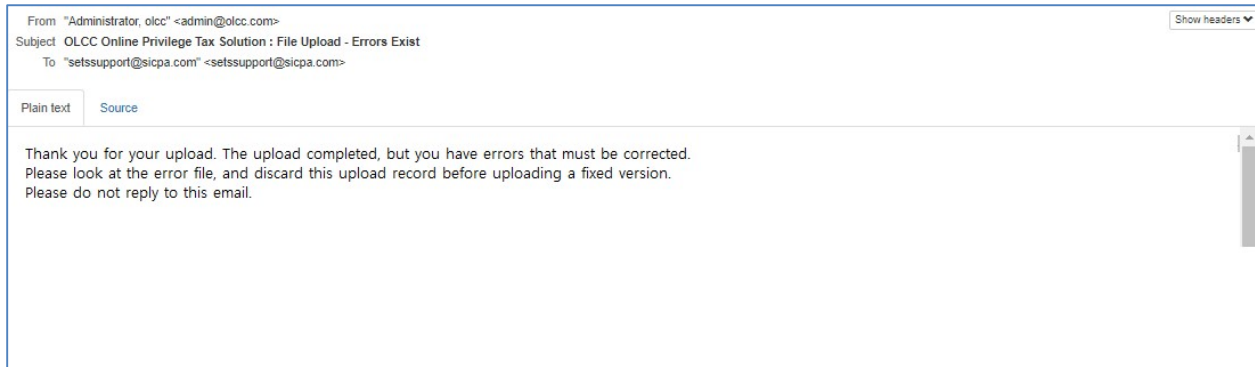
From "Administrator, olcc" <admin@olcc.com>  
Subject OLCC Online Privilege Tax Solution : File Upload Complete  
To **YOUR EMAIL ADDRESS**

Plain text   Source

Thank you for your upload. The upload is successful and your tax return is created. Please do not reply to this email.

# Changes to OPTO

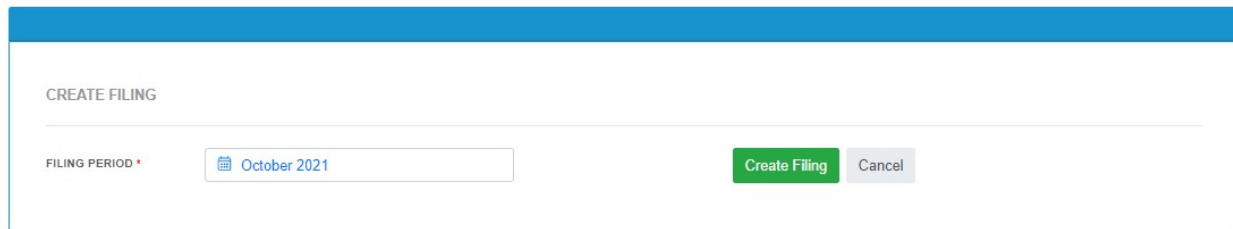
- Errors Exist in your file – There is no need to worry. If you get this email, just log into the system and download the error file. Fix the errors and re-upload. The email that you will receive if your file contains errors will look like this:



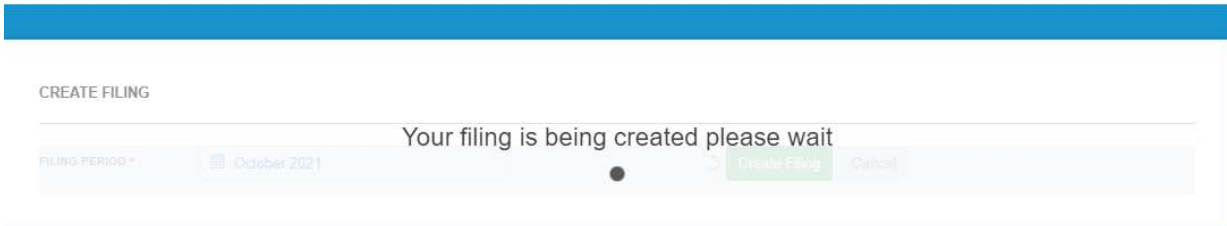
## WEB FORM CREATION CHANGES

When creating a return via the online web forms the ability to mark values as Zero Activity during the creation of the return has been removed. This is a temporary change. The user can mark every schedule as Zero Activity within the return and subsequently un-mark the Zero Activity as well.

Step 1: Creating your filing will remain the same, except for the removal of the Zero Activity selection on Create.

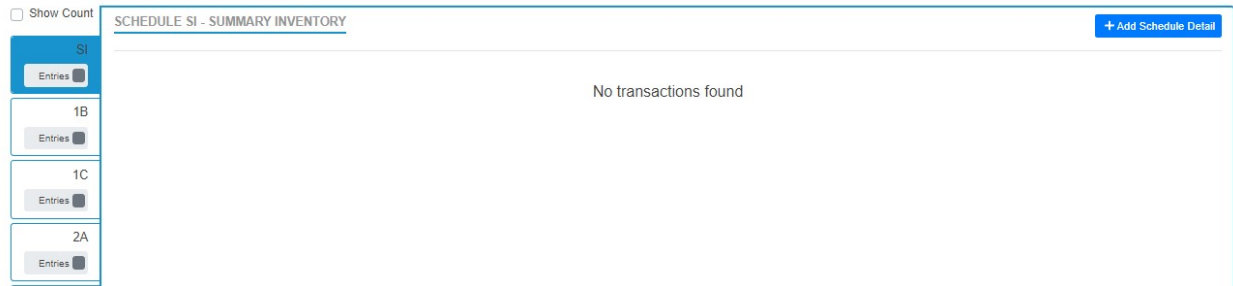


While the return is creating, the user may see the message below for a brief period.

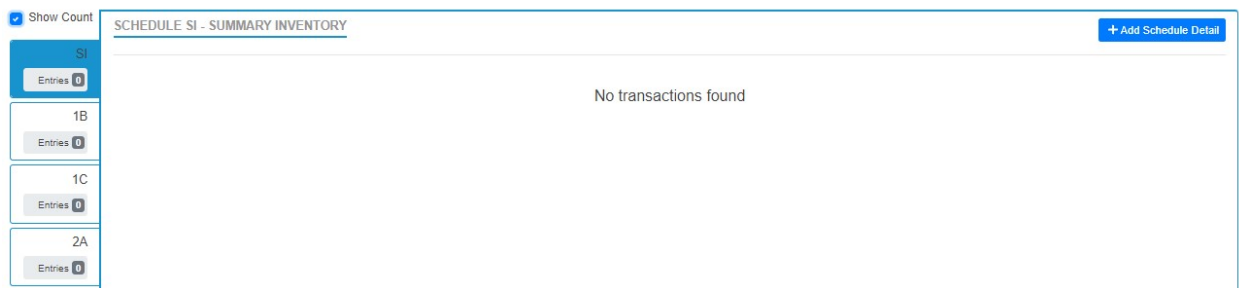


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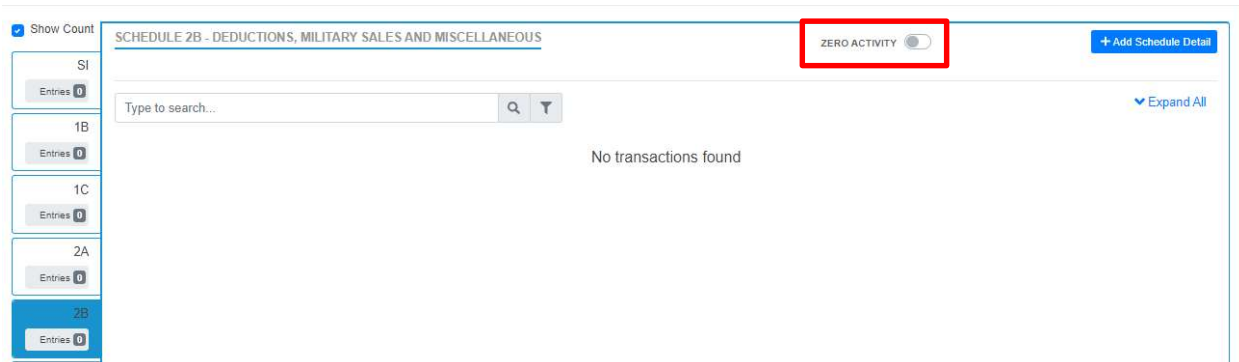
Step 2: Once the return is created, you will still see the same layout, but notice that the counts of transactions per schedule for your filing are shown blank upon entry into the return. You can see the count on each schedule by clicking the checkbox on the far left that says, “Show Count”



The image below shows the page with the count of each schedule shown.



Step 3: Marking a schedule as “Zero Activity”: If you are not performing a specific transaction type, e.g. Sales to Military, you can mark that schedule as Zero Activity by clicking on the tab on the left and then using the Zero Activity toggle. The first image below shows the toggle as off.



Here is the screen once the toggle has been selected or turned on.

# Changes to OPTO

The screenshot shows a software interface for a tax schedule. On the left, there is a sidebar with a 'Show Count' checkbox (checked) and three sections: 'SI' with an 'Entries 0' button, '1B' with an 'Entries 0' button, and '1C'. The main area is titled 'SCHEDULE 2B - DEDUCTIONS, MILITARY SALES AND MISCELLANEOUS'. In the top right corner of this area, there is a 'ZERO ACTIVITY' toggle switch, which is currently turned on (blue) and is highlighted with a red rectangular box. The main content area displays the text 'No transactions to report for this Schedule'.

This toggle can be turned on and off as needed.