Below are steps that I follow for my submissions in crimson to OTC:

1. Log on to OKTap, choose the reporting entity and period (month end) and enter the sales figures on the main page.  You must also enter them on the city/co tab as well.  To access this, do 'edit table' and enter the sales figures again in column L for both codes 1411 & 1488.  Hit 'OK', then back to main page.
2. Verify OTC gets the same amount due as you calculated (rate is 8.75%). PRINT the report, via file, print at top left.
3. Hit the 'submit' button.  This will generate a confirmation page.  Print this as well.
4. Use the Excel spreadsheet to create a 'cover sheet' for crimson corner for the amount due OTC with OK Tax Comm as the vendor.  List the dept and account number to charge, reporting period (month end date 1/31/2016) and new STS number.
5. Print this cover sheet, sign it and date it.
6. Scan this cover page, the OKTAP sales tax report and the OTC confirmation page to yourself.
7. Open this scan and copy it to your desktop.
8. Shop in crimson corner on a payment request form with OK Tax Comm as the vendor.  Enter the amount due, use today as the invoice date.  Enter your dept and account code to charge, in the accounting review part.  Then click the top blue ribbon for 'internal attachment', and attach the documents from your desktop (#6).  If you do not have permission to shop under a certain dept number, contact your supervisor for 'FAMS' access.
   > Please note: Your documents **MUST** be in PDF format to be uploaded into Crimson Corner, so you must print everything out as outlines above, scan and save to your desktop.
9. Try to complete this process close to the 10th day of the month, as sales tax payments are due to OTC by the 20ths of the month.

For questions regarding these steps, please contact Financial Support Services at 325-3021.