

ONESOURCE INCOME TAX EXPRESS RS

WEB TRAINING

DOMESTIC ADMINISTRATOR

Starting the New Year with ONESOURCE Income Tax	This session should be the first item on your checklist to ensure that you cover all of the procedures for a successful rollover. You will learn the recommended best practices for completing the rollover process.
Charts	In this session you will learn how common charts can save you time and ensure consistency in your returns. You will learn how to create and upload each of the charts needed for the federal tax return, how to assign charts to specific tax returns, and how to maintain and edit the charts.

DOMESTIC FEDERAL

Basic

Using Trial Balance Bridge	In this session you will learn the basics of completing your book to tax work in Trial Balance Bridge, such as populating your balances, entering adjustments, and merging your data to the Organizer. In addition, we will demonstrate many time-saving best practices such as importing balances, exporting the working trial balance to create custom reports in Excel, and using automatic adjustments to minimize your data entry.
Federal Organizer	This session will help you understand how to complete the federal tax return by providing a general overview of the Organizer process. You will learn the ins and outs of completing the federal return, such as populating the return data, completing supplemental forms and schedules, using diagnostics and other tools to review your work, and options for printing the final return.
Organizer Importing & Exporting (Recorded Session Only)	In this session you will learn how to use your spreadsheet data along with an import template to populate various areas within Organizer, as well as how to pull your data out of Organizer using the export functionality.

Intermediate

Preparing Federal Estimates & Extensions	This session navigates through the various default options and settings pertaining to Form 1120-W, Form 7004, Form 1138 (Extension of Time for Payment of Taxes by a Corporation Expecting a Net Operating Loss Carryback, and Form 4466 (Corporation Application for Quick Refund of Overpayment of Estimated Tax).
Federal e-Filing	This comprehensive session will teach you everything you need to know to successfully file your federal return electronically.

Preparing Schedule M-3 for Income Tax Returns	This session walks you through the process of completing Schedule M-3 and Form 8916-A. You will learn about how data flows from your accounts and adjusting entries to Schedule M-3 and supporting schedules, and how to complete detailed information required for supplemental attachments. In addition, we will guide you through several common scenarios to reinforce the process.
Federal & State NOLs	This session will demonstrate how ONESOURCE Income Tax can help you track and analyze net operating loss carryovers in your separate company, consolidated, and state returns. You will learn the basics of NOL data entry, as well as how to handle losses subject to SRLY and Sec 382 limitations.
Consolidations	
Federal Consolidations	This session will provide an in-depth discussion of completing a federal consolidation. Join us as we guide you step-by-step through the entire consolidation process, from setting up the consolidation structure to reviewing the final output. You will learn about basic consolidation structures and data flow, how to create the necessary entities and locators, define the consolidation members, and other consolidation planning considerations.
Reviewing and Troubleshooting Federal Consolidations	This session provides an in-depth discussion of various review tools and techniques to help you verify the consolidated return. Join us as we demonstrate the various built-in consolidation review tools, including Consolidated Review, Subview, and more. Following this session, you will be able to effectively review and correct common consolidation errors.

DOMESTIC STATE

Basic	
Organizer A&A	This session goes beyond the basics of just entering your state A&A data in the State Organizer. You will learn about the different methods and best practices for entering state A&A data, along with special considerations for consolidated returns. You will also learn about special options, such as changing factor weights or suppressing nexus for a specific state, and setting a variance threshold for diagnostic messages. At the end of this session, you will be prepared to complete your state A&A data entry in the State Organizer.
Common State Organizer	Join this session to learn what types of state data can be entered in the Common State area, and how to track it to the state Organizer. You will also learn how to select various state-related compute and print options in the Common State area.
Using State Organizer	This session is designed to give you an overall perspective of completing your state tax returns in the State Organizer. You will learn how to review and modify common state information. In addition, you will learn about options and best practices for entering state A&A data in the State Organizer, and how your state A&A data flows to various reports and individual state forms. We will also dive into the individual state organizers and demonstrate how to enter state adjustments, select state options, and find state-specific help.
State Combined-Consolidated Returns	This session guides you through the process of setting up your consolidation entities and completing the consolidation process.

Intermediate

Preparing State Estimates	Join this session to learn the ins and outs of generating state extension forms and estimated payment vouchers. You will learn about multiple data entry options to help you get your data into the program as efficiently as possible. You will also learn about multiple printing options that allow you to select vouchers for a specific state or quarter, or allow you to suppress various forms from printing. This session will help you decide which options work best for you.
State e-Filing	This session will walk you through the necessary steps to successfully e-File your state return using ONESOURCE Income Tax.
Processing Texas Margin Tax Returns	This session will guide you through the process of completing the Texas Margin Tax return using ONESOURCE Income Tax. You will learn how to use the software to estimate your margin tax liability for the extension; where and how to enter data; as well as procedures for corporations, partnerships and mixed groups. In addition, you will learn how to transfer partnership data to be included in corporate returns.
Processing Michigan Business Tax Returns	Join this session to learn how to complete the MBT in ONESOURCE Income Tax. You will learn where to enter data and select options required to generate the return, how to transfer partnership data to be included in a combined return, and how to complete a combined MBT.
Preparing Massachusetts Tax Returns	This session is designed to improve your efficiency with preparing and e-Filing Massachusetts Unitary Combined schedules and Tax returns.

ONESOURCE CALENDAR

ONESOURCE Calendar – Scheduling & Reporting (Recorded Session Only)	This course is designed to help you schedule and maintain detailed information for events, assign and track areas of responsibility, view upcoming events, and generate standard or custom reports.
ONESOURCE Calendar – Settings & Security (Recorded Session Only)	This course is designed to help Administrators of ONESOURCE Calendar set up the application for optimal performance, processing and security.

PARTNERSHIP

Preparing Partnership Returns	This session will provide an overview of preparing partnership returns. You will learn how to import information, transfer Schedule K-1 information to the 1065 and utilize the Partner Transfer of Interest Options.
Allocations	This session will focus on working with Partnership Allocations. Learn about creating special allocations & applying special allocations to allocable amounts (Schedule K, Depreciation, Pass-Through Entities, etc.), as well as importing and exporting allocations.

INSURANCE

Preparing Property & Casualty Returns	This session will guide you through the Property & Casualty return, including how to import the annual statement, enter LRD and S&S data, and review and balance the tax return using reconciliations and summaries.
Preparing Life Insurance Returns	This session will walk you through the process of completing your Life Insurance return using the Annual Statement Transfer.
Insurance Consolidations Best Practices	This session will provide you with the Best Practices for completing your Insurance Consolidation return, including consolidation structure and review techniques.
NOLs for Insurance Returns	This session will demonstrate how ONESOURCE Income Tax can help you track and analyze net operating loss carryovers in your separate company, subgroup, and consolidated returns within the insurance Mixed Group. You will learn the basics of NOL data entry, as well as how to enter elections and loss limitations.
Troubleshooting Federal Insurance Consolidations	Troubleshoot mixed group insurance consolidations prepared using ONESOURCE Income Tax. Learn consolidated review steps, avoid common errors, and analyze real-life support issues related to consolidations.
Preparing State Insurance Consolidations	Learn to prepare mixed group state insurance consolidations using ONESOURCE Income Tax. Learn to set up the consolidation without subgroups, avoid common errors, and analyze support issues related to state consolidations.

