ONESOURCE INCOME TAX

WEB TRAINING SESSIONS

DOMESTIC ADMINISTRATOR

Excel Add-in for ONESOURCE Income Tax & ONESOURCE Data Query	
Introduction to Excel Add-in for ONESOURCE Income Tax	This session will provide you with a basic understanding of how to utilize the Excel Add-in to map and import your data into ONESOURCE Income Tax.
Excel Add-In for ONESOURCE Income Tax	This session will dive into the import process; including mapping new and existing spreadsheets, transferring the mapped data to ONESOURCE Income Tax, and troubleshooting commonly received error codes.
Introduction to ONESOURCE Data Query	This session will provide you with a basic understanding of how to retrieve ONESOURCE Income Tax data for multiple entities and time periods and access information needed to troubleshoot your tax return.
ONESOURCE Data Query	This session will dive into the reporting process; including navigating the Reports Window, formatting selected reports, exporting reports to various formats, and saving reports.
ONESOURCE platform	
Introduction to ONESOURCE platform (Recorded Session Only)	This session will guide you through the many convenient tools and options of ONESOURCE. You will learn how to access your applications, how to categorize and display relevant information about each of your products, and how to utilize the many support options available in ONESOURCE.
ONESOURCE platform System Settings & Security	This session guides administrators through setting up user and group level security, creating page templates to display relevant product data for each user, reviewing user- and group-specific data in various report formats, and configuring other productivity tools.
ONESOURCE platform Income Tax Gadgets (Recorded Session Only)	This session guides you through the process of configuring available gadgets to ONESOURCE platform to display timely and accurate data and how to research common issues and questions using built-in support features.
Return and Provision Integration	
Return and Provision Integration – Starting Returns	Learn how to transfer data from ONESOURCE Tax Provision to ONESOURCE Income Tax as the starting point for your federal tax returns.
Return and Provision Integration – Return to Provision	Learn how to transfer data from ONESOURCE Income Tax to ONESOURCE Tax Provision to complete a return to provision true-up.

PROGRAM FOUNDATIONS

Basic	
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	This session will explain the important function of each of the charts used for federal tax returns as well as how to create and update charts and how to assign charts to specific returns.
Intermediate	
Advanced Administrative Tools – System Settings & Security	You will learn how to configure your PC and Internet browser for optimal performance, as well as how to install the RS client software on your system. In addition, you learn how to set up set up user access and security options to protect your tax return data.
Advanced Administrative Tools – Enterprise Control Panel	You will learn how to use the Enterprise Control Panel (ECP) to simultaneously apply options, chart selections, and more to multiple binders. Mastering the ECP is essential for ONESOURCE Income Tax administrators to ensure efficient data entry and consistency among tax returns.

DOMESTIC FEDERAL

Basic	
Federal Processing – Part I	This session explains how the basic set up and data flow serves as the foundation for your tax returns. You will learn how to navigate the Home Window, how to set up entities and binders to organize your data, create various charts to map your data to the return, and the use of batch processing to increase your efficiency. This session is the first of two seminars designed as a starting point for processing your federal returns in ONESOURCE Income Tax.
Federal Processing – Part II	This session explores the population of federal tax return data using the Tax Accounting System (TAS) and Organizer. You will learn how to complete your book to tax work in TAS, how to complete the return in Organizer, and review the completed return using Tax Forms. This session is the second of two seminars designed as a starting point for processing your federal returns in ONESOURCE Income Tax.
Using TAS to Complete the Federal Return	This session goes beyond the basics of completing your book to tax work using the Tax Accounting System (TAS). Join us as we discuss 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.

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.
Selecting Options	In this session, you will learn about the function of the most important and commonly used options in the application, with special emphasis on how to ensure consistency in your consolidated returns. By the end of this session, you will understand how and where to make the appropriate selections for your tax return.
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	
Consolidations Overview	Gain a general overview of the entire consolidation process, from understanding basic consolidation structures and data flow, setting up entities and binders, to completing the consolidation process.
Federal Consolidations Setup	This session goes beyond the basics of consolidations and provides an in-depth discussion of preparing for a successful federal consolidation. Join us as we guide you through several planning considerations, such as determining the appropriate consolidation structure and selecting the types of entities to use. Following this session, you will be able to set up your consolidation structure and develop a pre-consolidation plan.
Federal Consolidations Processing	This session goes beyond the basics of consolidations and provides an in-depth discussion of preparing for a successful federal consolidation. Join us as we guide you through step-by-step through the TAS and Organizer consolidation processes. You will learn how to select and apply options to multiple binders, how to enter data, and how to review the return. Following this session, you will be able to successfully complete a federal consolidation.
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 the Columnar Working Trial Balance, Consolidated Review, Subview, and more. Following this session, you will be able to effectively review and correct common consolidation errors.

DOMESTIC STATE

Basic	
State Processing Overview	This session is designed to give you an overall perspective of the entire state return process. You will learn how data flows from the federal tax return, the TAS state workpapers, and the Common State area to complete many parts of the state return. We will also demonstrate several best practices, such as how to use the TAS state workpapers to enter your state A&A and modifications data more efficiently. In addition, you will learn how to finalize, review and print the state return in Organizer.
Utilizing State A&A Workpapers	Join this session and learn how the TAS State A&A Workpapers can enhance your state A&A data entry efficiency and ensure consistency. You will learn how to set up the charts needed for A&A processing, including options to create custom subcategories and modify default calculations (including everywhere numbers). We will also guide you through the process of importing your state A&A data from a spreadsheet directly into TAS and then transferring your data to every state return simultaneously. Power users will learn the efficiency of importing A&A data into multiple binders using the batch import feature. This powerful and flexible tool will help you streamline the process of preparing your state income tax returns.
Utilizing State TI Workpapers	Join this session and learn how the State TI Workpapers can help you enter your state adjustments more efficiently and ensure consistency among all your entities.
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.
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.
State TI Workpapers Best Practices	This session will discuss best practices for efficiently setting up custom categories, using automatic adjustments, as well as troubleshooting and review techniques.

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.
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.
Preparing Massachusetts Tax Returns	This session is designed to improve your efficiency with preparing and e-Filing Massachusetts Unitary Combined schedules and Tax returns.
Integrating ONESOURCE State Apportionment and ONESOURCE Income Tax	Learn the steps for integrating ONESOURCE State Apportionment and ONESOURCE Income to efficiently transfer your allocation and apportionment data.
Consolidations	
State Consolidations Setup	This session will walk you through the necessary steps for planning and setting up your State Consolidation.
State Consolidations Processing	This session will walk you through the necessary steps for completing and reviewing your State Consolidation.
State Combined Returns with Div Cons & Subcons	Whether you need to consolidate divisions into a legal entity, or prepare combined returns that include Divcons and/or Subcons, this session will help you understand the various types of state combined returns, and guide you through the processing of determining which option is best for your situation.

ONESOURCE STATE APPORTIONMENT

Introduction to ONESOURCE State Apportionment (Recorded Session Only)	This session provides an introduction to ONESOURCE State Apportionment by guiding you through security, setup, data entry and finalizing apportionment data.
ONESOURCE State Apportionment – System Security & Setup	This course is designed to help Administrators of ONESOURCE State Apportionment set up the application for optimal user security and management. You will learn how to use various administrative elements to protect the integrity of your data.
ONESOURCE State Apportionment – Data Entry	This course is designed to help you automate the collection, sourcing, calculation, and reporting of your apportionment data. You will learn how to manage your state apportionment data.
ONESOURCE State Apportionment – Planning Scenarios & Reports	This course is designed to help optimize your use of the ONESOURCE State Apportionment Planning feature. You will learn how to setup “what-if modeling” for planning purposes and run reports for review and scenario analysis.

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.

INTERNATIONAL

Basic	
Starting the New Year with ONESOURCE Income Tax International	Make this session the first item on your checklist to ensure that you cover all the procedures for a successful rollover. You will learn not only the process for rolling over charts and binders, but also the recommended best sequence for completing the rollover process, what the program does during the rollover process, and how to determine which charts and binders need to be rolled over. Finally, you will learn how to review your current year returns to verify a successful rollover.
Introduction to International Tax (Recorded Session Only)	This session will provide you with the steps necessary to set up charts, entities, and binders for international returns. You will also learn how to efficiently enter and process your data and review the completed return.
International Charts	Successful preparation of your international returns begins with an understanding of the important role of charts. This session will provide you with the essential tools you need to set up your international charts and begin processing returns.
Intermediate	
International e-Filing	This session will walk you through the steps necessary for successfully completing your International e-File.
Sourcing Workpapers	Learn best practices and discover shortcuts for working with your Sourcing Workpapers, including how to allocate and/or apportion your income and expenses, how to set up formulas and how to create templates for importing into other returns.
International Reports	This session provides an overview of the many reports available in the system, including Foreign Entity reports and Foreign Tax Credit. This practical session is designed to help you understand and get the most benefit from the International reports.
Preparing Form 1118	This session will guide you through the processing steps that must be completed before the final international computes and transfer Form 1118.
Preparing Form 5471	Join this session to learn the steps required to populate your 5471s and compute Subpart F amounts.
Preparing Form 8858	During this session, you will learn the critical process of setting up entities and binders, best practices for entering data, consolidating DREs, creating a 5471, and several essential e-Filing considerations.
Preparing Form 8865	This session will show you how to create Form 8865, how to include your foreign partnerships in international computes, and how to automate the flow of K-1 amounts to the partner returns.

PARTNERSHIP

Preparing Partnership Returns	This session will provide an overview of preparing partnership returns. You will learn how to import information, transfer partner's income to the 1120 using the Tax Accounting System feature, transfer Schedule K-1 information to the 1065 and utilize the Partner Transfer of Interest Options.
Transferring Partnership Data	In this session you will be given proper techniques to successfully automate the process of transferring K- 1 data into 1065 and 1120 binders, as well as State A&A data into 1120 binders. We will provide you with the step by step procedures to set up and prepare for the data transfers. You will also learn how to initiate the transfer of data and review the transfer results in both your 1065 and 1120 binders.
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.
Using TAS to Complete Insurance Returns	This session will provide you with the necessary tools for understanding and working in TAS to populate your insurance returns.
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.
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.
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.