

ONESOURCE TAX PROVISION

WEB TRAINING SESSIONS

Recommended training sequence

Basic/New User – Tier 1	
Introduction to ONESOURCE Tax Provision	This is a basic introduction to ONESOURCE Tax Provision geared for new users or additional tax department staff needing to be exposed to the software before entering data. This session is a building block for some of the other classes that are offered, as well as a refresher for users who haven't used the system in some time.
Administrative Users	An exploration of the abilities, tasks and responsibilities for users designated as Administrators of the ONESOURCE Tax Provision system. Topics include the creation and maintenance of the primary system "Categories", the creation of "Reporting Datasets", the use of System parameters, the "Manage Configurations" and generating user-specific audit trail reports.
Spreadsheet Imports	A step-by-step demonstration of how to create "Categories" and "Numbers" Excel spreadsheets containing provision-related information, settings and data needed for the first-time setup and daily use of ONESOURCE Tax Provision. Topics include "best practices" for exporting and importing the spreadsheets, activating Dataset and System Parameters using the spreadsheets, creating "user-defined" tabs and columns in the spreadsheets and how to recognize / remediate import errors. A step-by-step demonstration of how to create "Categories" and "Numbers" Excel spreadsheets containing provision-related information, settings and data needed for the first-time setup and daily use of ONESOURCE Tax Provision. Topics include "best practices" for exporting and importing the spreadsheets, activating Dataset and System Parameters using the spreadsheets, creating "user-defined" tabs and columns in the spreadsheets and how to recognize / remediate import errors.
Deferred Tax Presentations	A step-by-step demonstration of creating and maintaining a user-defined columnar expansion of the Deferred Balances report, either at the Administration level or on a Dataset-by-Dataset level. Also demonstrated is the "rollup" functionality that allows for the creation of summary lines or categories for the temporary differences displayed on the Deferred Balances report. These categories can assist with the creation of financial statement footnotes and/or management reports.
GL Bridge – Trial Balance Upload	A review of the functionality and process for automating the flow of data from the G/L into ONESOURCE Tax Provision. Specific attention will be given to the account "mapping" process and the use of ONESOURCE Tax Provision's "bridgemap" template. A review of the functionality and process for automating the flow of data from the G/L into ONESOURCE Tax Provision. Specific attention will be given to the account "mapping" process and the use of ONESOURCE Tax Provision's "bridgemap" template.

Visit the [ONESOURCE University online platform](#) to view the schedule and register for courses. Not registered for ONESOURCE University? To gain access, submit an email request to onesource.university@thomsonreuters.com. In your request, please provide your full name and corporate email address.

If there are multiple users from the same company, please submit one request containing all of the required user information. This will help speed up the registration process.

State Provisions	This class is focused specifically on the state provision process with topics including manual input vs. import functionality for state rates and apportionment factors, the creation and use of state adjustments, NOL automation, the ability to control the federal benefit of state calculation and presentation and the system's capability to "migrate" from blended to state-by-state. The various "Views" of both state "Summary" and state "Specific" reports will be explored.
Return to Provision	A step-by-step examination of the automated methodology for representing the Return to Provision entries in ONESOURCE Tax Provision, both federal and state. Attention will be given to the system requirements related to Datasets, Tax Adjustments and Parameters in order for the system to identify and post true-up items into the current provision.
Basic/New User – Tier 2	
Data Dimensions: Enhanced Data Tagging and Reporting	An examination of additional system-created and user-provided information about the source and character of data entries beyond the standard "Source Tags" that are assigned to components such as Perms and Temps. With Data Dimensions, the true source of each line of data is automatically recorded by the provision system and represented as an icon displayed with each data line. Additionally, users can "tag" each data line with a "Note", an "Event" and a "Sub-Event" that provides full visibility into the purpose and character of the data. A "history" of all transactions for the data lines can be generated for viewing, printing and saving to Excel.
Automation: NOLs, Valuation Allowance, AMT	A step-by-step demonstration of the activation, user-choices and automatic system calculations, postings and utilization for federal and state current year Net Operating Losses, as well as an examination of the three approaches to calculate valuation allowance: Separate Basis, Aggregate Basis, Aggregate Basis – After-Tax Posting. In addition, this session will provide an examination of user-provided AMT adjustments and rates and the resulting system calculations.
Temporary Differences: Types, Categories and Data Entry Tabs	An examination of the purpose and usage of Temporary Differences "Types" (Temp Diff and After-Tax Temp Diff), "Categories" (Tax Basis and Book-Tax Basis) and data entry "Tabs" (Detail and Analysis). Also demonstrated are special configurations and system functionality such as setting "current" or "non-current" as the default for any Temp Diff, Dataset Parameters affecting Temp Diff, locking Temp Diff's beginning balances and beginning rates and "Scrunching" Temp Diff's ending balances when rolling over a Dataset.
Effective Tax: Functionality and Reporting	The Effective Tax Rate (ETR) reconciliation report is one of the most highly scrutinized outputs produced in tax reporting. This session provides a comprehensive examination of user-provided tax rates in the provision system, ETR report sections, report configuration options, the analysis of specific report lines and columns, report views and items affecting the effective rate.
Advanced User	
Estimates Module	A step-by-step exploration of the estimated liability system setup requirements, data population choices, quarterly-specific steps and report generation choices within ONESOURCE Tax Provision. The relationship and the linking to the Payables functionality – where quarterly estimated payments are recorded - will be specifically addressed. A step-by-step exploration of the estimated liability system setup requirements, data population choices, quarterly-specific steps and report generation choices within ONESOURCE Tax Provision. The relationship and the linking to the Payables functionality - where quarterly estimated payments are recorded - will be specifically addressed.

Visit the [ONESOURCE University online platform](#) to view the schedule and register for courses. Not registered for ONESOURCE University? To gain access, submit an email request to onesource.university@thomsonreuters.com. In your request, please provide your full name and corporate email address.

If there are multiple users from the same company, please submit one request containing all of the required user information. This will help speed up the registration process.

Payable Function	A demonstration of the configuration, functionality refinements (i.e., dataset "parameters"), data entry capabilities and reporting options in the Payable function, both federal and state. System "auto posting" and "auto reclassing" of payable amounts will be explained and presented.
Interim Reporting	This class will focus on the interim reporting module and the reports that are generated. We will cover manual data entry, spreadsheet data entry, and distinguish the difference of required data in the Forecast and Actual data entry screens in ONESOURCE Tax Provision.
Preparing the Tax Basis Balance Sheet	A presentation of the steps and activities needed to create a tax basis balance sheet in ONESOURCE Tax Provision. These activities include creating a Balance Sheet Structure using Trial Balance "LINES" & "SubLINES", assigning G/L Accounts to the Structure, entering Trial Balance Data - both manually and by using an import spreadsheet - and assigning cumulative temporary differences to the Structure. A presentation of the steps and activities needed to create a tax basis balance sheet in ONESOURCE Tax Provision. These activities include creating a Balance Sheet Structure using Trial Balance "LINES" & "SubLINES", assigning G/L Accounts to the Structure, entering Trial Balance Data - both manually and by using an import spreadsheet - and assigning cumulative temporary differences to the Structure.
Standard and Configured Reports	An exploration of the format, display options, and printing choices for ONESOURCE Tax Provision's "standard" reports, how to create additional reports and report views by activating System and/or Dataset parameters, the creation of Customized Subconsolidation ("CSC") reports that provide details related to subconsolidations as opposed to the more granular unit detail, and a brief introduction to "Plug-In" reports.
Parameters and Manage Configurations	Guidance is provided for using "System", "Dataset" and "Unit" Parameters to configure ONESOURCE Tax Provision to activate specific functionality, calculations and reports. Topics in this session include using both the manual and import spreadsheet process to activate and/or modify parameters and using the "Manage Configurations" functionality as an alternative to activating System parameters.
Active Workpapers	A demonstration of how Active Workpapers allows for user-created, Excel-based workpapers to be embedded within ONESOURCE Tax Provision in order for source data and calculations from the provision system to flow to the worksheet for additional calculations and for data and calculations from the worksheet to flow to ONESOURCE Tax Provision.
Excel Add-in	A step-by-step examination of mapping and transferring source data in Excel spreadsheets to "target" components in the ONESOURCE Tax Provision system. The Excel Add-in functionality does not replace the data import functionality of the "Numbers" import spreadsheet. However, depending on the source and scope of the data needed for provision calculations, the Excel Add-in functionality potentially provides a more efficient method than the Numbers spreadsheet import for populating data into the provision system.

Visit the [ONESOURCE University online platform](#) to view the schedule and register for courses.

Not registered for ONESOURCE University? To gain access, submit an email request to onesource.university@thomsonreuters.com. In your request, please provide your full name and corporate email address.

If there are multiple users from the same company, please submit one request containing all of the required user information. This will help speed up the registration process.



THOMSON REUTERS