

ONESOURCE BEPS Action Manager (AU) User Guide

Professional Services, Asia & Emerging Markets
Last updated December 2024



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1. Overview

1.1. Overview

ONESOURCE BEPS Action Manager is a software application designed to automate and simplify compliance with OECD BEPS Action 13 Reporting Guidelines. The application enables you to:

- Track your reporting requirements globally
- Prepare Country by Country Reports and local files in the electronic formats required by each jurisdiction
- Lodge Country by Country Reports, local files and master files to the tax authority.

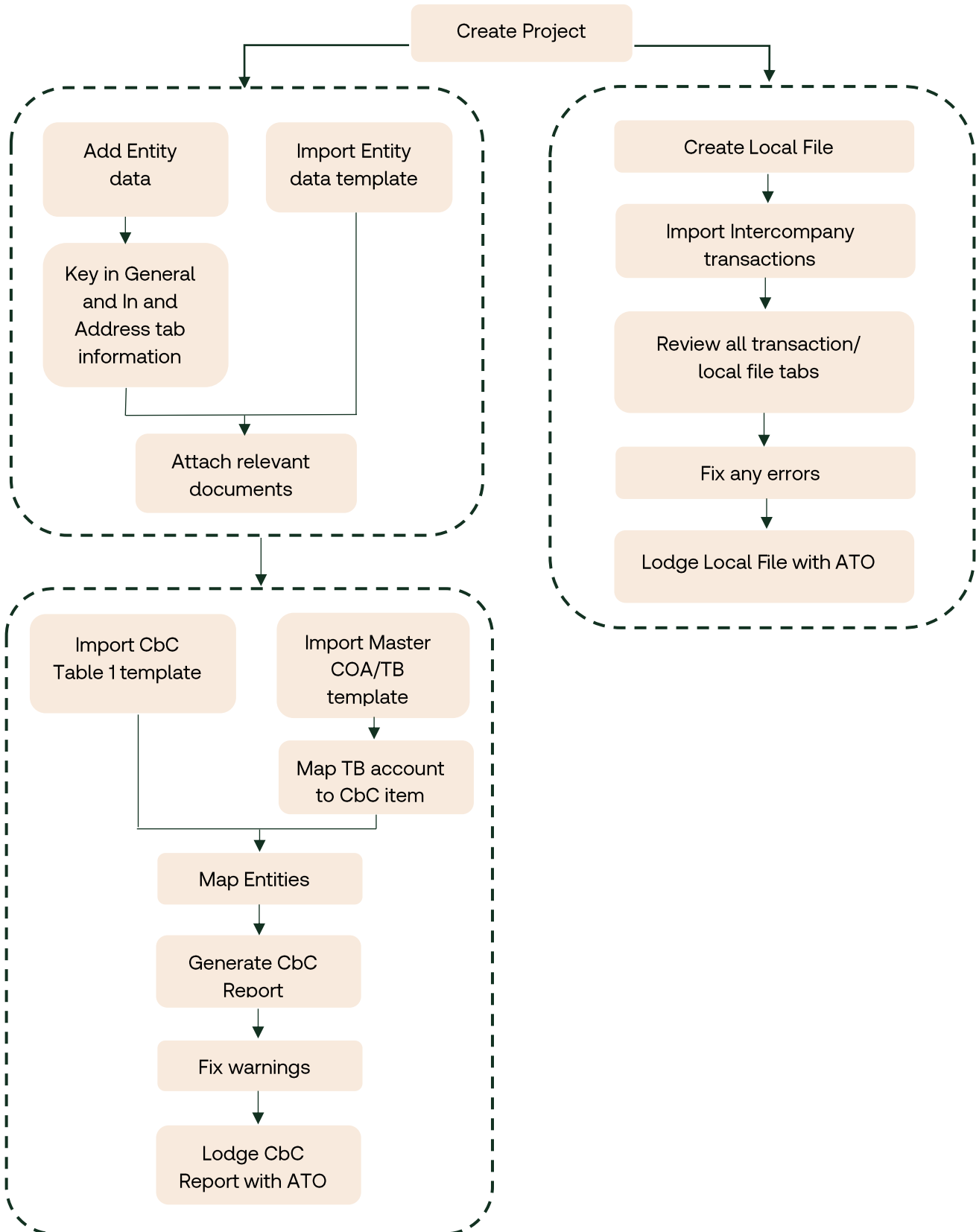
Although the master file may be prepared using BEPS Action Manager by completing a series of questionnaires, most clients find it easier and simpler to prepare the master file externally. The master file may be lodged using BEPS Action Manager.

1.2. Workflow in ONESOURCE BEPS Action Manager

The diagram below illustrates the typical workflow in populating ONESOURCE BEPS Action Manager with data and preparing and lodging the Local File and/or the Country by Country Report.

CbC Report

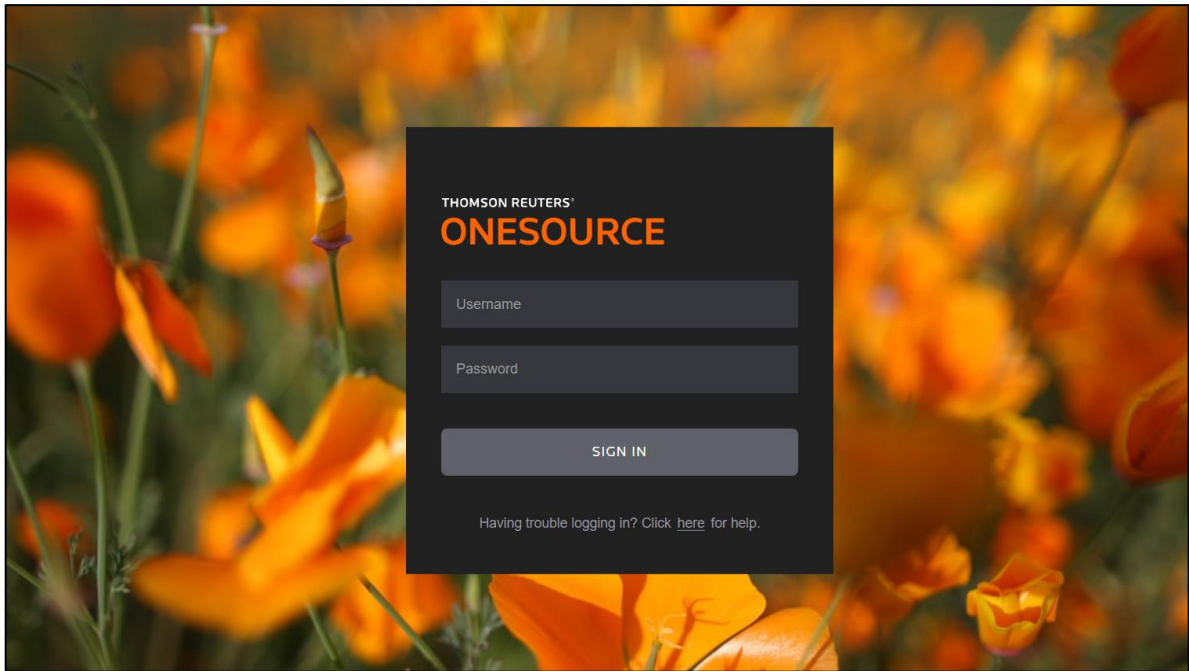
Local File



2. Login

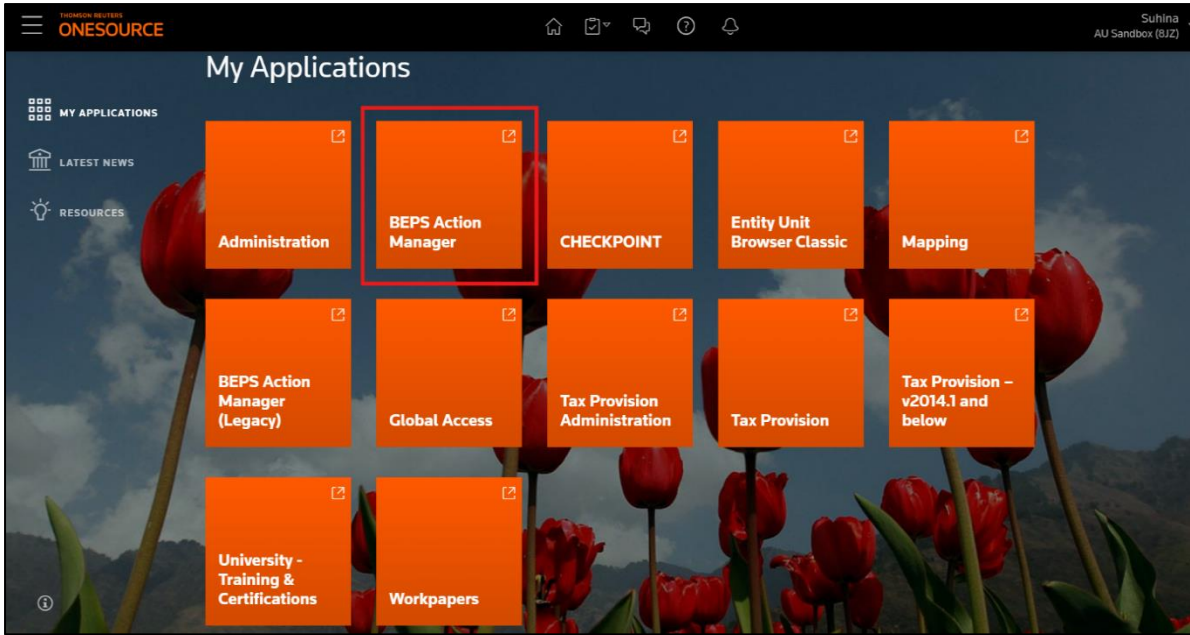
This section explains how to log in to the ONESOURCE platform, from where you may access BEPS Action Manager, as well as any other ONESOURCE applications licensed by your organisation.

- In a browser, navigate to the URL www.onesourcetax.com. Enter your account credentials and select **Sign In** to log in to ONESOURCE.



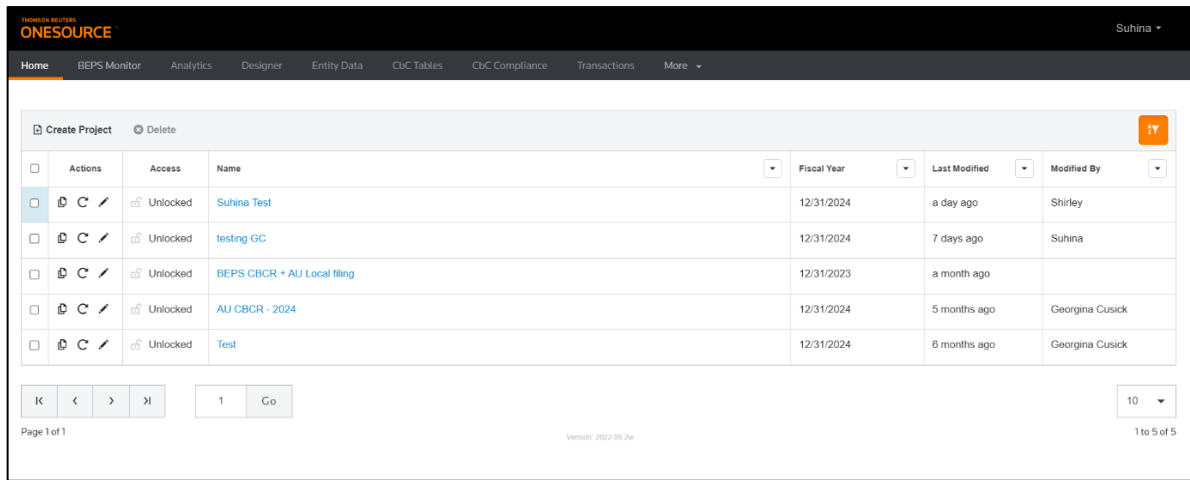
After 3 incorrect attempts to log in, your account will be locked out of the ONESOURCE platform and may be unlocked only by your organisation's designated ONESOURCE Client Administrator or by contacting Thomson Reuters' Support Helpdesk. Therefore, after 2 incorrect attempts, we recommend selecting the **help** hyperlink to reset your password and avoid being locked out.

- Once logged in to the ONESOURCE platform, the **My Applications** screen will display. This screen displays all ONESOURCE applications that are licensed and available on your database. Select the **BEPS Action Manager** tile to launch the application.



- You will be redirected to the BEPS Action Manager **Home** screen. This screen shows a list of all the Projects created on your instance of ONESOURCE BEPS Action Manager.

This screen will be blank at the first login as well as any consecutive logins before any Projects are created in BEPS Action Manager.



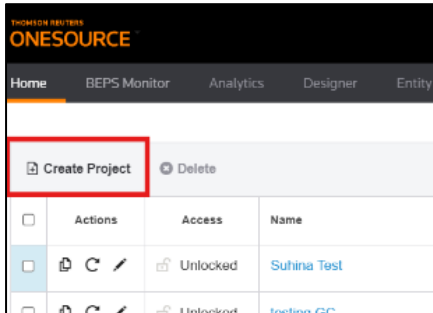
- Navigate through the features of the application using the dark grey menu ribbon, called the **Product Menu**, across the top of the screen. This includes menus such as **Entity Data**, where entity data is entered and maintained, **CbC Tables**, where the Country by Country report is prepared, and the **More** menu, which provides access to the local file.

All the menus except **Home** and **BEPS Monitor** are only available once you create and open a project. If a project is not currently open, the menus will remain greyed out and

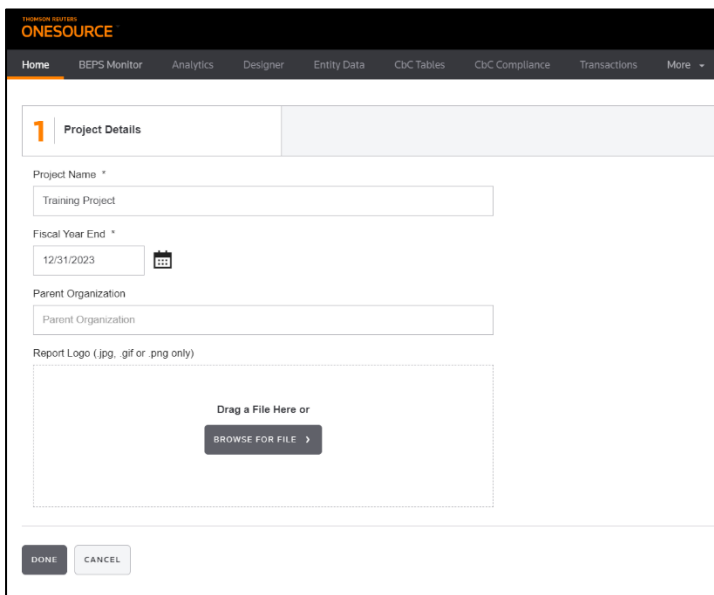
3. Project creation

A project in BEPS Action Manager is a period-wise repository of data. For every annual CbC report and/or local file, a new project must be created.

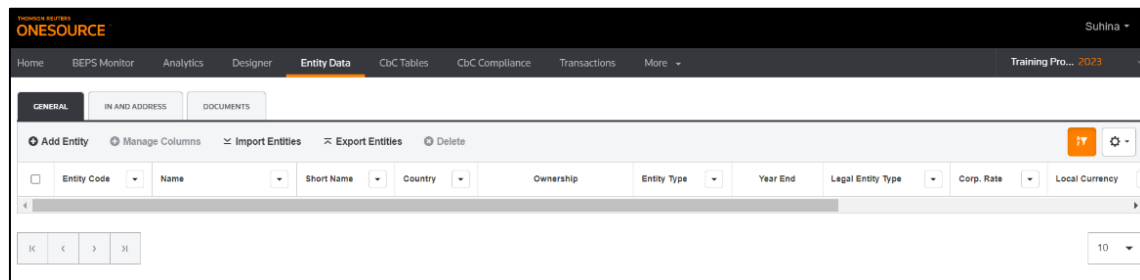
- Select the **Create Project** button to create a new project.



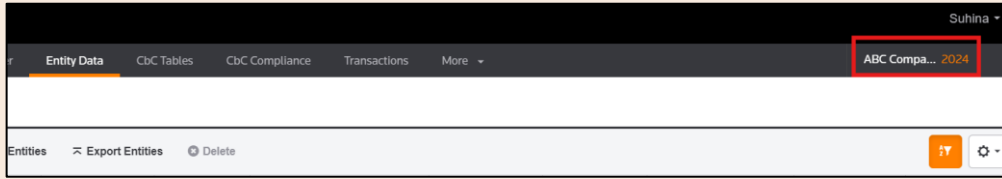
- Enter the Project Details. Select **Done**.



- You will be redirected to the **Entity Data** screen.



At any time, the project that is currently open will display in the top right corner of the product menu bar.



4. Entity data

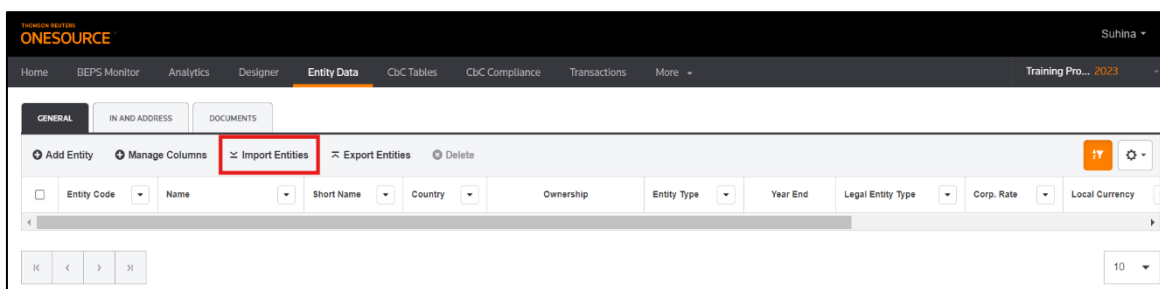
Entity data is the foundational data that drives all the functionality in BEPS Action Manager. The data fields in the Entity Data menu capture required legal entity level data elements which BEPS Action Manager processes to build your CbC Report, Master File, and Local Files.

There are two ways to add entities to the BEPS Action Manager: **via import (see section 4.1) or manually adding entities one by one (see section 4.2).**

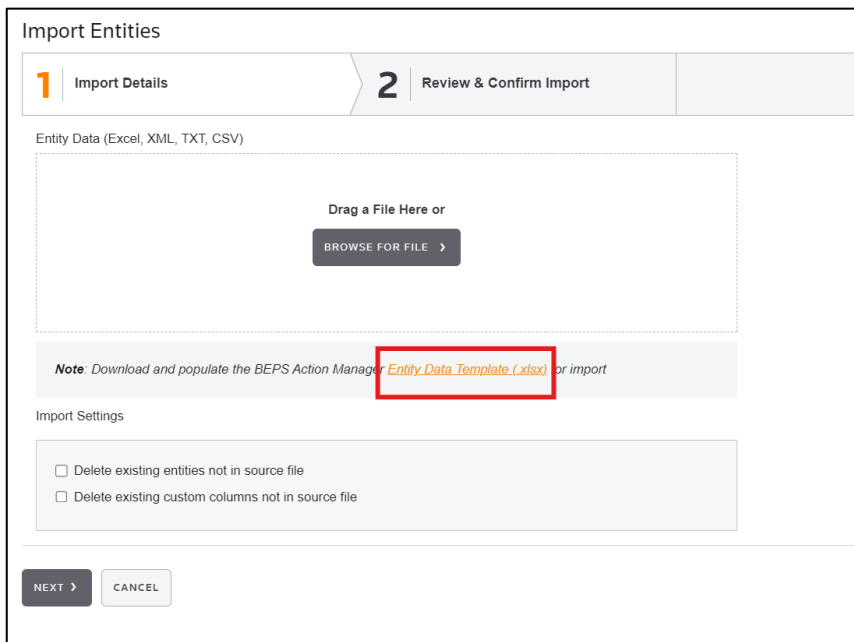
4.1. Import entity data using template

This section explains how to import entity data into BEPS Action Manager via an Excel import file, or template.

- In the Entity Data screen, select Import Entities.



- The **Import Entities** dialog box will display. On the **Import Details** tab, select the **Entity Data Template (.xlsx)** file hyperlink to download the Entity Data Template. This is an Excel file that is designed with the required importing format.

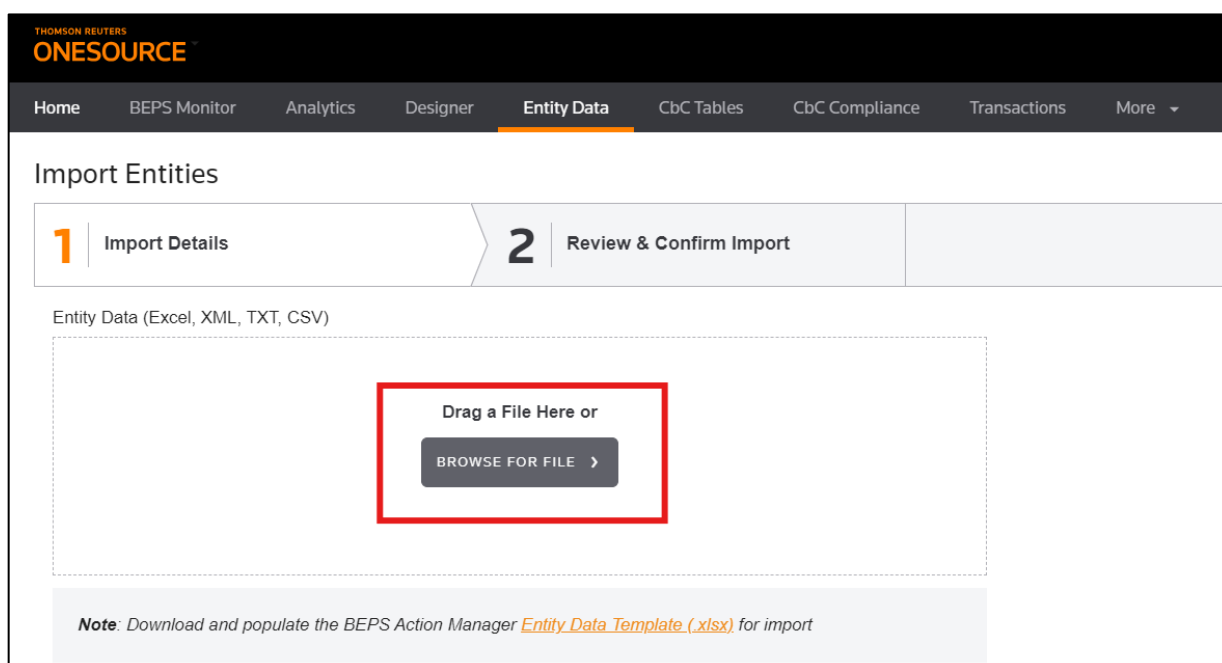


- Complete the required details in the Entity Data Template. You may refer to the “Help” sheet within the template for specific instructions on how to complete it.

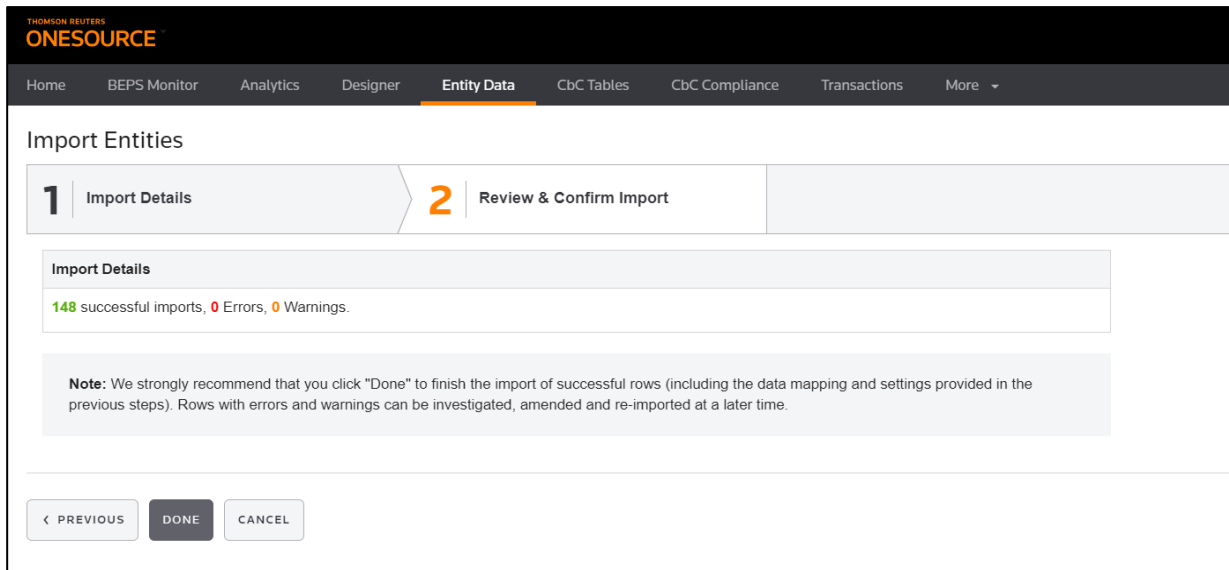
Important guidelines on completing the Entity Data Template.

- This is a data entry template, designed specifically to be read by the ONESOURCE BEPS Action Manager application. All data must appear in the cells as expected by ONESOURCE BEPS Action Manager to be read by the application.
- Where applicable, selections **must** be made from the drop-down menus available. Do not overwrite drop-down menu fields or copy data over them. Only where a drop-down menu is not available may data be manually entered or copied into the cell.
- In the template, please **do not**:
 - add sheets or columns
 - use formulas, comments, notes
 - create links to external files.
- Maintain the same order of entities in all sheets of the template.
- Ignore the corporate tax rate column as it will be auto-populated in the application with the corporate tax rate applicable at a specific year end.
- For an Australian entity, insert the ABN in the TIN column..
- All entities should have a postal code and city.
- Please refer to the **Help** sheet of the Entity Data Template for more instructions.

- Select **Browse for file** and choose the completed entity data template.

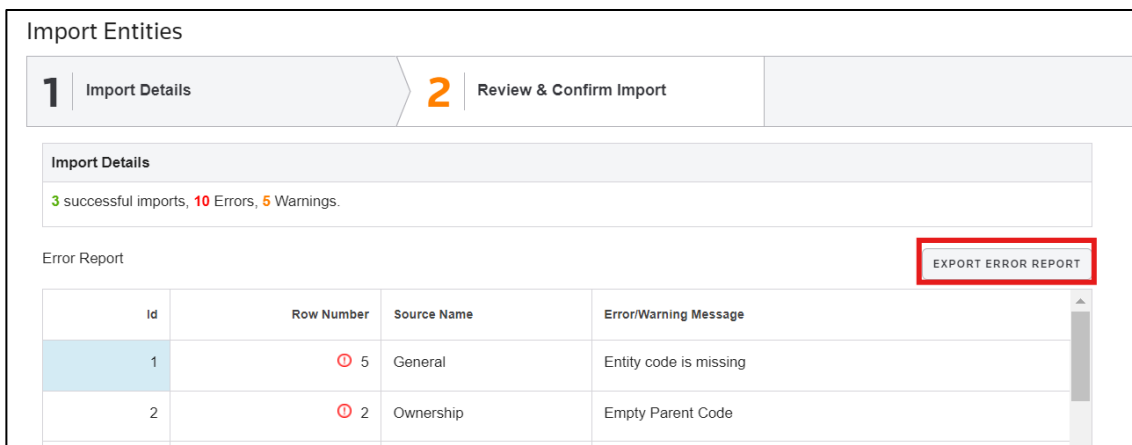


- Select **Next**. On the **2 | Review & Confirm Import** tab, review the import details. This screen will display the number of successful imports and any errors or warnings for the imported entity data template.



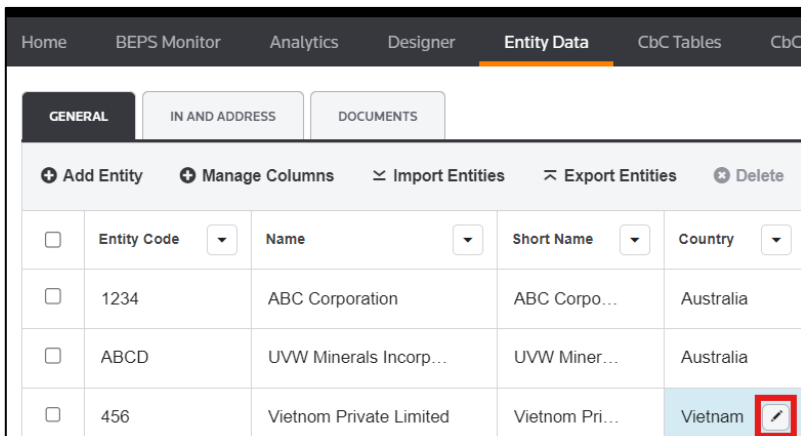
“Successful imports” refers to the number of rows in the template without errors or warnings and imported successfully. Note that each row in the template imports independently of other rows.

- If there are any errors/warnings with the import the **2 | Review & Confirm Import** will list the error report and provide an option to export the report for easy access at a later point.

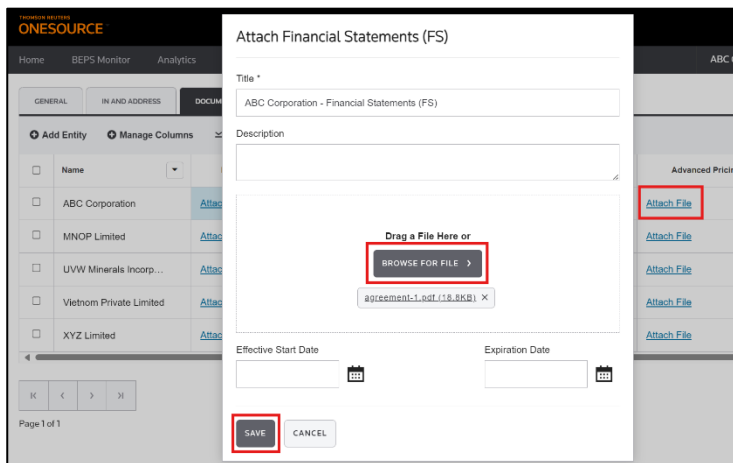


- Select **Done**. It is recommended that you select **Done** even where there are warnings and/or errors, as this allows the correctly populated rows in the template to import. Rows with warnings and/or errors may then be rectified separately and re-attempted.
- The entity information of all the successful imports will reflect in the **General** and **In and Address** tabs of the **Entity Data** screen.
- You can correct the rows with errors in the Entity Data template by referencing the previously downloaded error report and re-import the updated Entity Data template to ensure the unsuccessful imports are now successfully imported.

- You can edit any imported entity information directly through the **Entity Data** screen using the pencil icon beside each cell value.



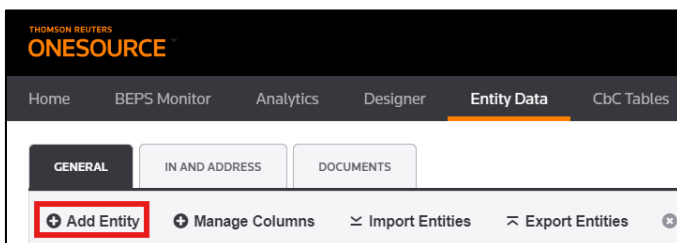
- Attach any associated documents of the entities in the **Documents** tab using the **Attach File** hyperlink.



4.2. Add entity data manually

This section explains how to add entity data into BEPS Action Manager manually.

- In the **Entity Data** screen, select **Add Entity**.



- Enter the Entity Details. Select **Next**.

Add Entity

1 Entity Information 2 Ownership Information

Entity Name *
MNOP Limited

Short Name *
MNOP Ltd

Entity Code *
5

Country *
India

Local Currency *
INR-Indian Rupee

Entity Corporate Tax Rate *
34.61

Entity Type *
Corporation

Tax Year End
12/31/2024

NEXT > CANCEL

- Select and Transfer the Owner entity and the add relevant holding percentage in the **2 | Ownership Information** screen if applicable. Select **Done**. Proceed to select **Done** if there is no applicable Ownership Information that needs to be added.

Add Entity

1 Entity Information 2 Ownership Information

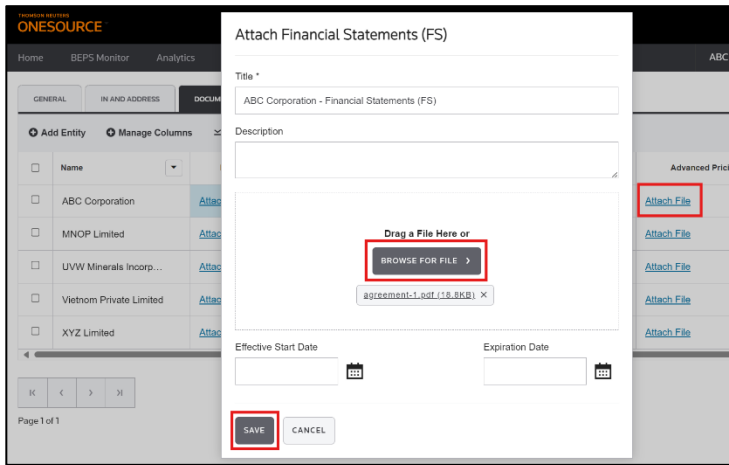
| Available Entities | | | Selected Entities | | |
|--------------------------|--------------------|-----------|--------------------------|--------------------|---------|
| Entity | Holding Percentage | Country | Entity | Holding Percentage | Country |
| <input type="checkbox"/> | | All | <input type="checkbox"/> | | All |
| <input type="checkbox"/> | 100 | Vietnam | | | |
| <input type="checkbox"/> | 100 | Australia | | | |
| <input type="checkbox"/> | 100 | India | | | |
| <input type="checkbox"/> | 100 | Australia | | | |

TRANSFER > < TRANSFER

< PREVIOUS **DONE** CANCEL

- The entity information of the import will reflect in the **General** tab of the **Entity Data** screen.
- Navigate to the **In and Address** tab and enter the columns – TIN, TIN Issuing Country, and Address.

- Attach any associated documents of the entities in the Documents tab using the Attach File hyperlink.



5. Preparing the CBC Report

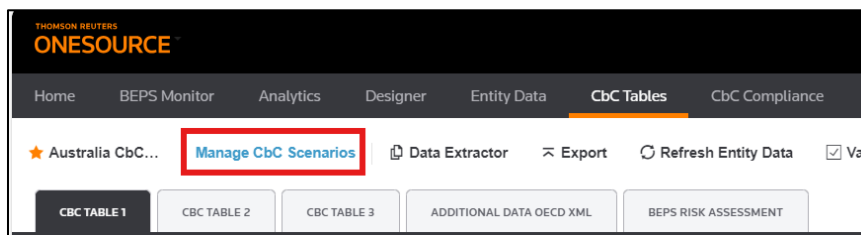
The **CbC Tables** tab is the core functionality of the solution where you create your CbC Tables 1-3. CbC Table 1 contains entity-wise overview of the Revenue, Profit/Loss, Income taxes, etc. CbC Table 2 contains the generic entity-wise Business Function and CbC Table 3 contains the Other Business Function information, if applicable.

For each CbC Report that needs to be prepared in a project, a Scenario must be created. A Scenario is an organisational construct of a country-wise CbC Report.

The Master Scenario is created for the Ultimate Parent Entity.

You must create a Secondary Scenario to prepare a CbC Report for submission in a jurisdiction other than your ultimate parent jurisdiction, for example, if your ultimate parent is in the US, and your subsidiaries in other countries are also required to file a CbC Report, but the other jurisdictions are unable to obtain the US Parent’s CbC via automatic exchange. In that situation, you will want to create scenarios for each of the jurisdictions where your local entities are required to file.

Scenarios can be managed in the **Manage CbC Scenarios** screen that is available after the Master Scenario is created.

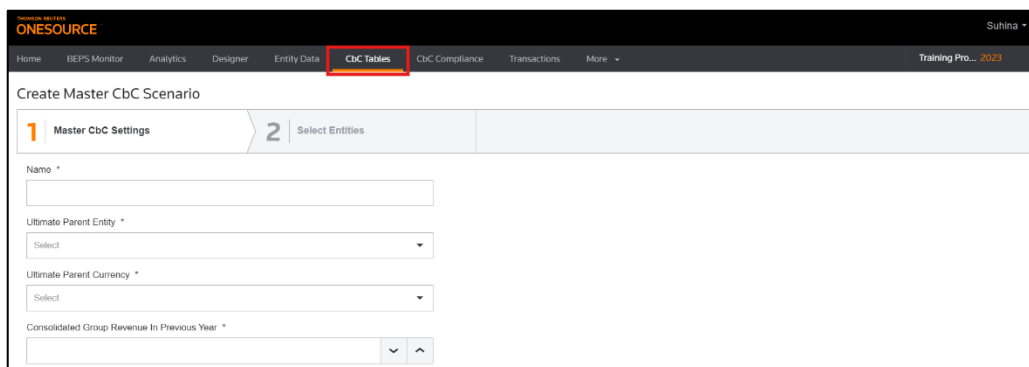


5.1. Create a Master CbC Scenario

The following includes an overview of the steps to prepare a CbC Report.

If at any time you are not able to select an item from the product menu bar, please ensure there is a project open. You may check this in the top right corner of the screen.

- Select the **CbC Tables** menu.



- BEPS Action Manager will ask you to create a **Master Scenario**.

Create Master CbC Scenario

1 Master CbC Settings 2 Select Entities

Name *

Ultimate Parent Entity *

Ultimate Parent Currency *

Consolidated Group Revenue In Previous Year *

Template Version *

Reporting Language *

Note: This CbC report can be submitted in English. BEPS Action Manager populates all reports in English by default. If a language other than English is chosen, please use the relevant screens to change any existing English text and enter any new text (including footnotes to be included in CbCTable 3) in the chosen language.

Exact consolidated group revenue in previous year is not compulsory; enter any amount greater than the threshold value.

- Complete the fields. Select **Next**.
- Transfer all the entities applicable for the CbC Report from **Available Entities** to the **Selected Entities**. Select all required entities and select the **Transfer** button. Select **Done**.

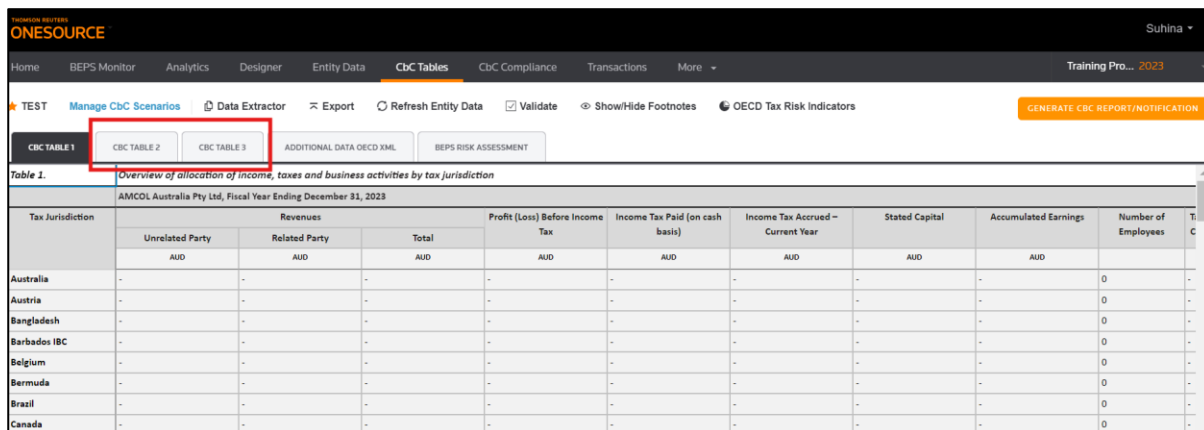
Create Master CbC Scenario

1 Master CbC Settings 2 Select Entities

Available Entities Step 1 Step 2 TRANSFER > < TRANSFER Selected Entities

| <input type="checkbox"/> | Code | Name | <input type="checkbox"/> | Code | Name |
|--------------------------|--------|--|--------------------------|------|------|
| <input type="checkbox"/> | FEDCON | Minerals Technologies Inc & Subsidiaries | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 11 | Minerals Technologies Inc. | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 23 | Specialty Minerals Inc. | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 21 | Barretts Minerals Inc. | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 17 | Minteq International Inc. | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 25 | Specialty Minerals International Inc. | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 31 | Specialty Minerals (Michigan) Inc. | <input type="checkbox"/> | | |
| <input type="checkbox"/> | 18 | Minteq Shapes & Services Inc. | <input type="checkbox"/> | | |

- The CbC Table 2 and CbC Table 3 information is updated from the Entity Data import and can be viewed in their respective tabs.



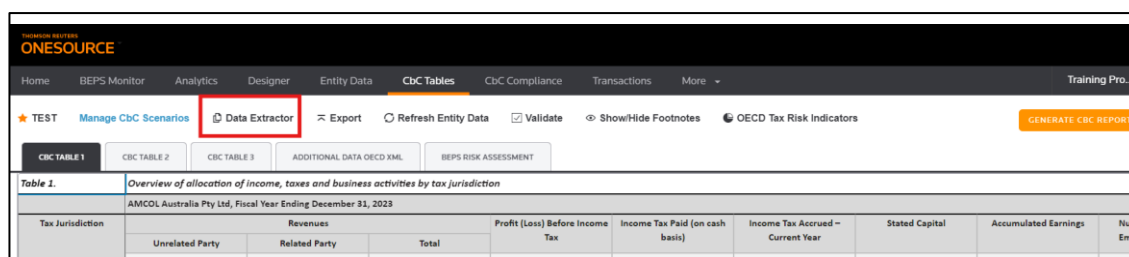
5.2. Import data to the CbC Table 1

There are 2 ways to import data into the CbC Table 1: via import of CBC Table 1 template (see section 5.2.1) or via import of Master Chart of Accounts and Trial Balance template (see section 5.2.2).

5.2.1. Importing the CbC Table 1 Template

This template can be used when the ERP system calculates the entity-wise total amounts of each CbC Table 1 column.

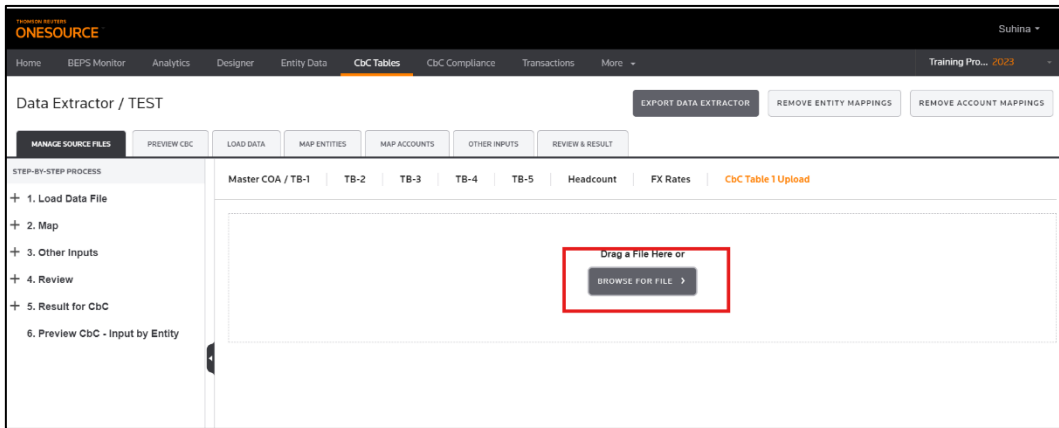
- Select **Data Extractor**.



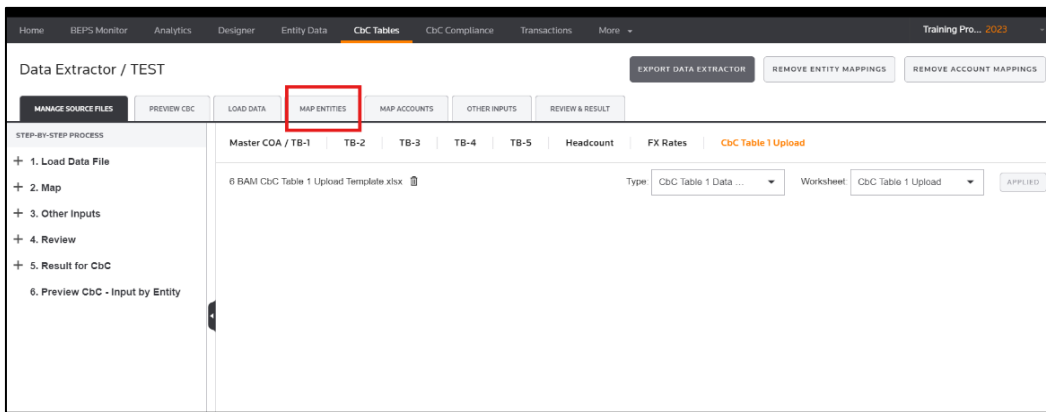
- Select **CbC Table 1 Upload**.
- Thomson Reuters will provide a CbC Table 1 Upload template. (Please note that unlike other upload templates within BEPS Action Manager, the CbC Table 1 Upload is not accessible for download within the application and will be provided to you separately.) Complete the template with relevant data and save it.

The Total Revenue column is auto-calculated by ONESOURCE BEPS Action Manager and should be kept blank while completing the template.

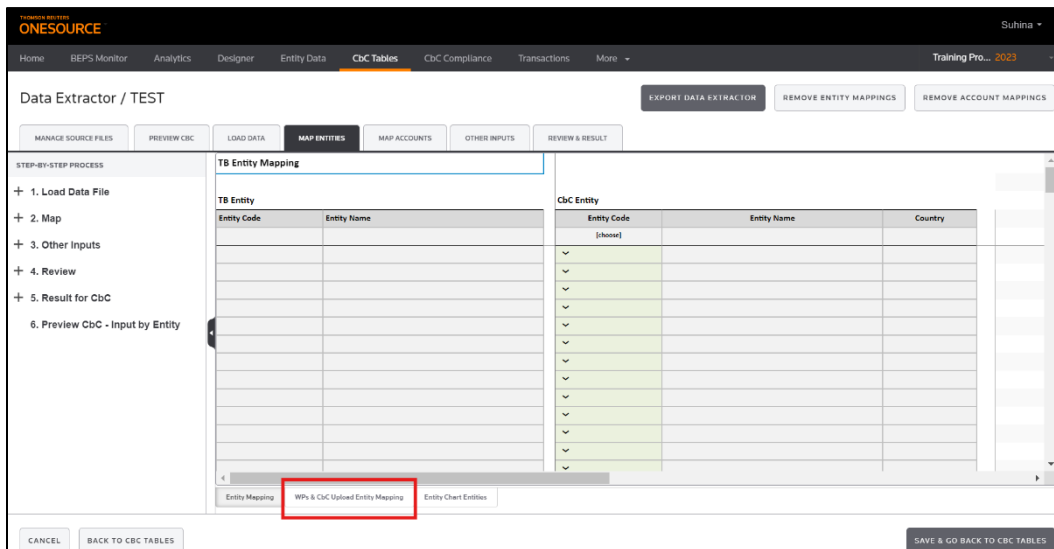
- Select **BROWSE FOR FILE** and upload the completed template.



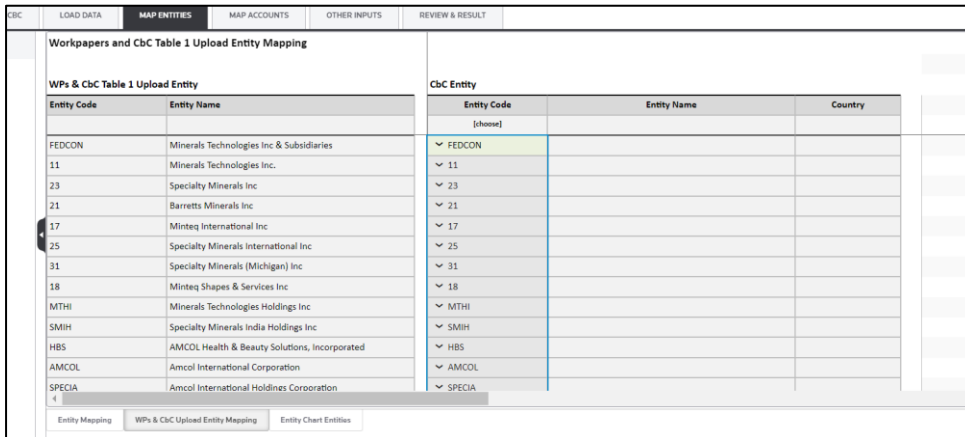
- Select **Map entities**



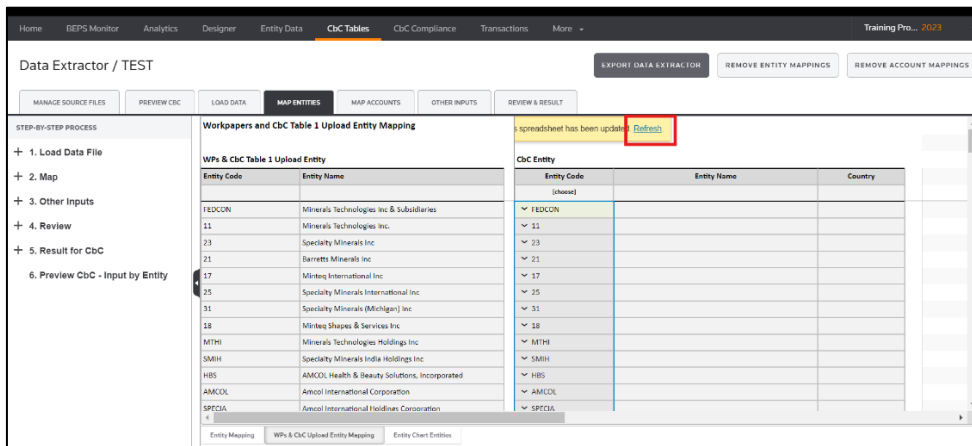
- Navigate to the **WPs & CbC Upload Entity Mapping** screen.



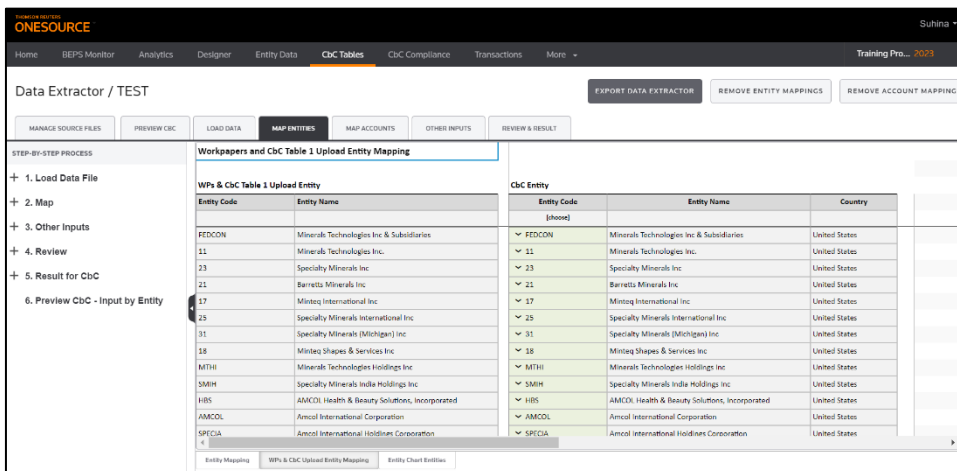
- Copy all the Entity codes from the **WPs & CbC Table 1 Upload Entity** and paste them to the **CbC Entity – Entity Code** column.



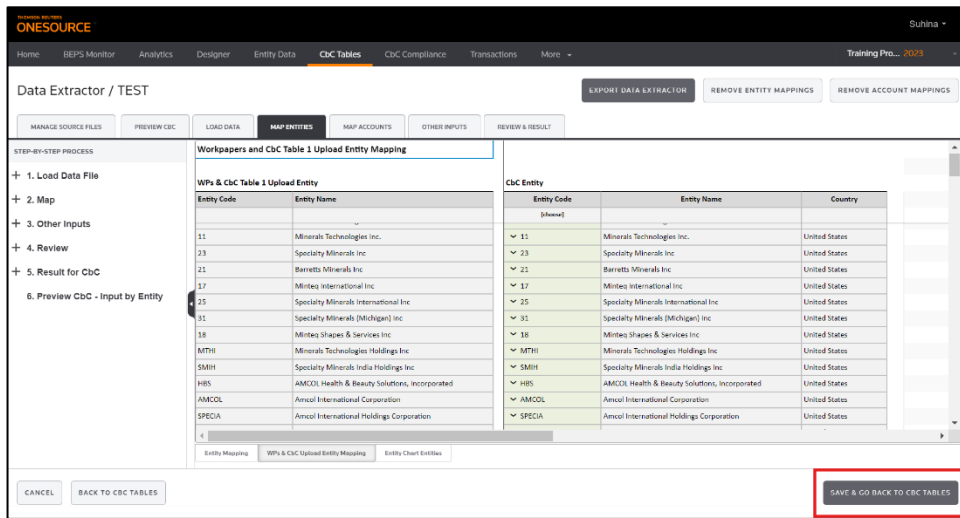
- Select the **Refresh** hyperlink that will appear on the screen few seconds later.



- The **Entity Name** and **Country** will be automatically updated on the **CbC Entity** segment of the screen.



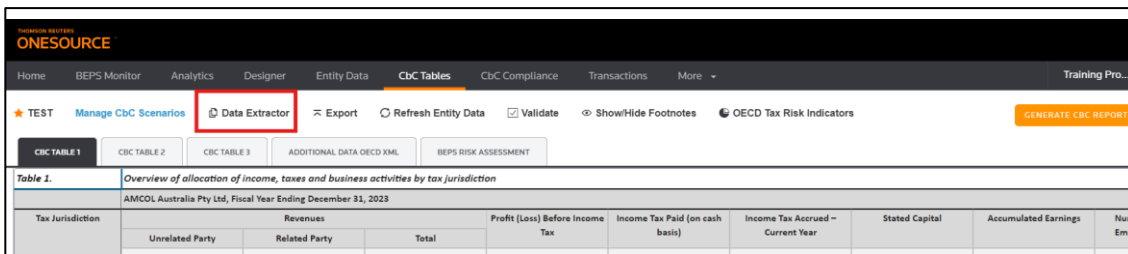
- Select **Save and go back to CbC Tables**.



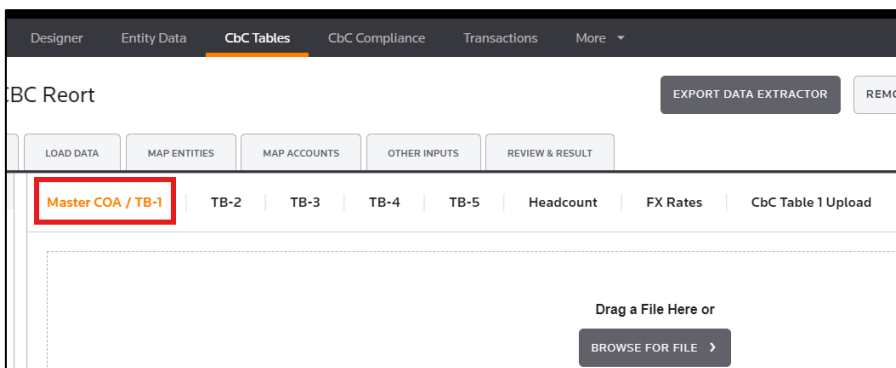
5.2.2. Importing Master Chart of Accounts and Trial Balance

This method can only be used if there is a consolidated Master Chart of Accounts for all the entities.

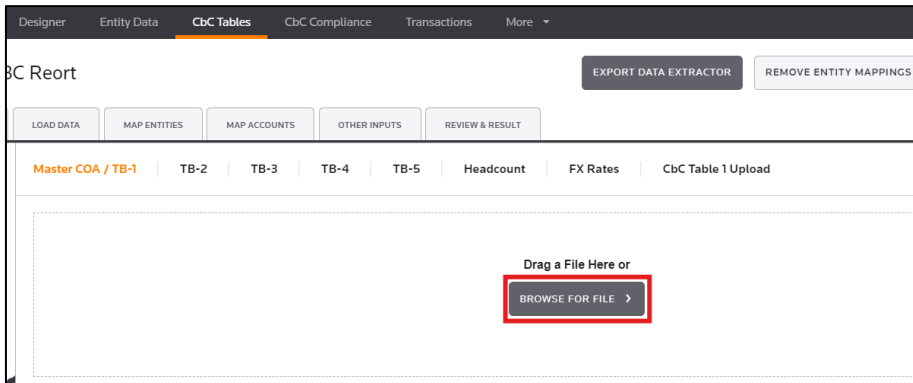
- Select **Data Extractor**.



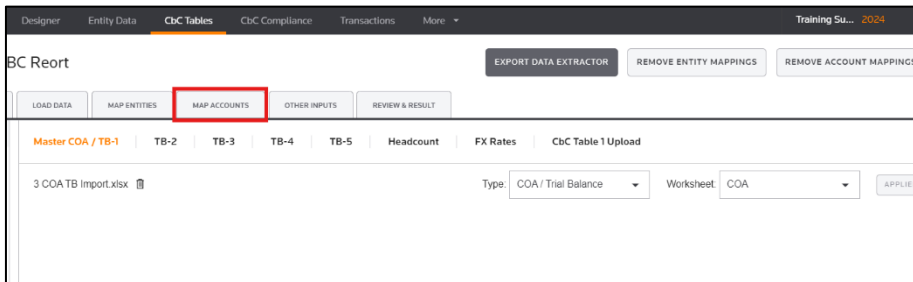
- Select **Master COA/TB**.



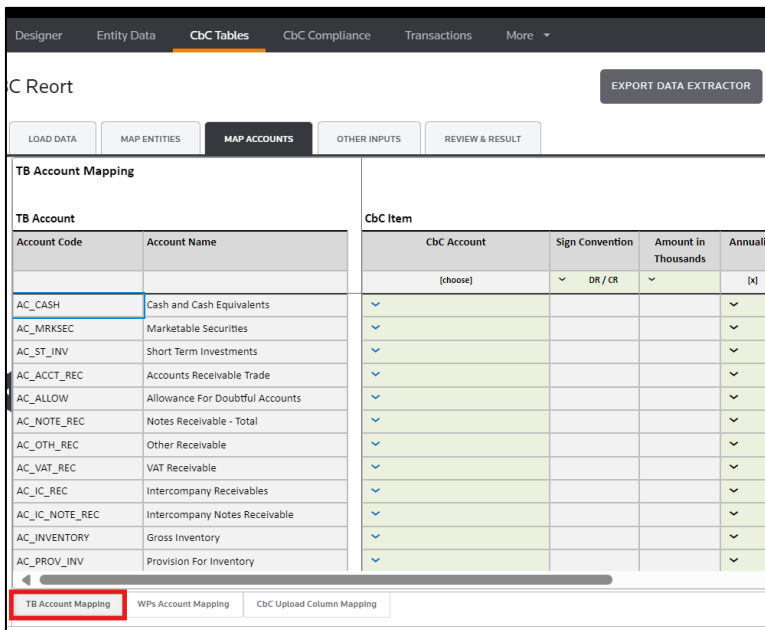
- Thomson Reuters will provide a Master COA/TB Upload template. Complete the template with relevant data and save it.
- Select **BROWSE FOR FILE** and upload the completed template.



- Select **Map Accounts** to map the imported accounts to their corresponding CbC Table Item.

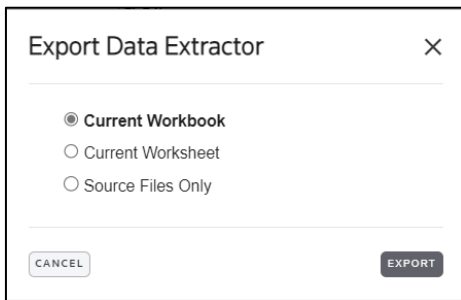
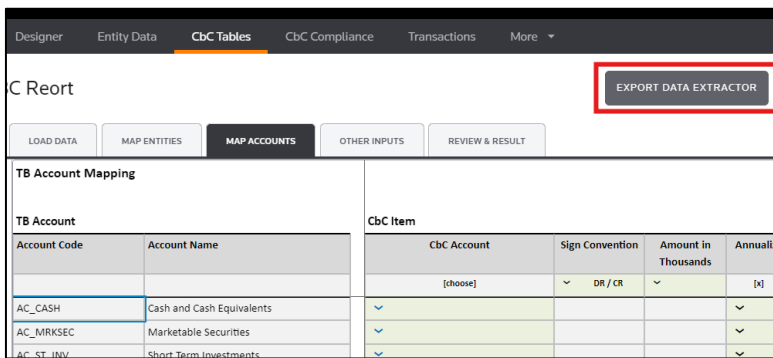


- Ensure you are in **TB Account Mapping** tab.



- Select **Export Data Extractor**. Choose **Current Workbook** followed by **Export** on the dialog box that displays.

- This step will download the **TB Account Mapping** workbook to your local PC.
- This export will help when there are a lot of accounts to be mapped. You will be able to map the accounts at your convenience and would not have to finish in one go.
- The green columns should be filled; the grey columns are auto populated.



- Once you have mapped all the accounts in the exported file, copy the values of the **CbC Account** column from the exported file and paste it back to the CbC Account column in ONESOURCE BEPS Action Manager.

| TB Account Mapping | | |
|--------------------|---|------------------------------|
| TB Account | | CbC Item |
| Account Code | Account Name | CbC Account |
| | | [choose] |
| AC_RYLT_INC | Intercompany Royalty Income/Expense | BS - Stated Capital |
| AC_CAP_INT | Capitalized Interest | IS - Related Party Revenue |
| AC_INT_EXP | Interest Expense - Total | IS - Related Party Revenue |
| AC_INT_EXP_COR | Interest Expense Corporate Assessment | IS - Unrelated Party Revenue |
| AC_AMORT_INT | Amortization of Intangibles - Total | IS - Expenses / COGS |
| AC_BNK_CHRG | Bank Charges | BS - Accumulated Earnings |
| AC_MISC_DED | Miscellaneous Deductions | BS - Tangible Assets other |
| AC_FE_ID | P and L - Foreign Exchange Trans-Identified | BS - Accumulated Earnings |
| AC_FE_TRANS | P and L - Foreign Exchange Transactions | BS - Accumulated Earnings |
| AC_FE_TRNSL | P and L - Foreign Exchange Translation | IS - Unrelated Party Revenue |
| AC_PROV_MIN | Provision For Minority Interest | IS - Related Party Revenue |
| AC_INC_JV | AC_INC_JV | IS - Extraordinary Items |

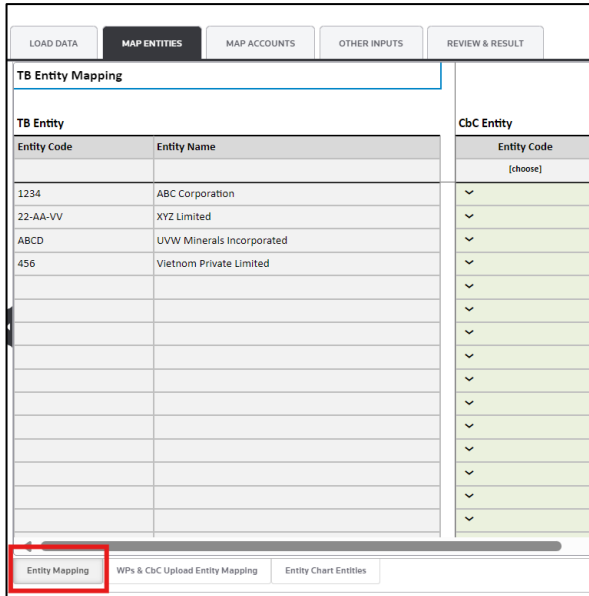
- Wait for a few seconds and click on the **Refresh** button when it pops up. The other columns will be auto-populated based on the CbC Account.

| TB Account Mapping | | | CbC Item | | |
|--------------------|---------------------------------|----------------------------|-----------------|---------------------|-----------|
| Account Code | Account Name | CbC Account | Sign Convention | Amount in Thousands | Annualize |
| | | [choose] | DR / CR | | [X] |
| AC_CASH | Cash and Cash Equivalents | IS - Related Party Revenue | | | |
| AC_MRKSEC | Marketable Securities | IS - Extraordinary Items | | | |
| AC_ST_INV | Short Term Investments | IS - Income Taxes Accrued | | | |
| AC_ACCT_REC | Accounts Receivable Trade | IS - Income Taxes Accrued | | | |
| AC_ALLOW | Allowance For Doubtful Accounts | BS - Stated Capital | | | |
| AC_NOTE_REC | Notes Receivable - Total | IS - Profit Before Tax | | | |
| AC_OTH_REC | Other Receivable | BS - Stated Capital | | | |
| AC_VAT_REC | VAT Receivable | IS - Related Party Revenue | | | |

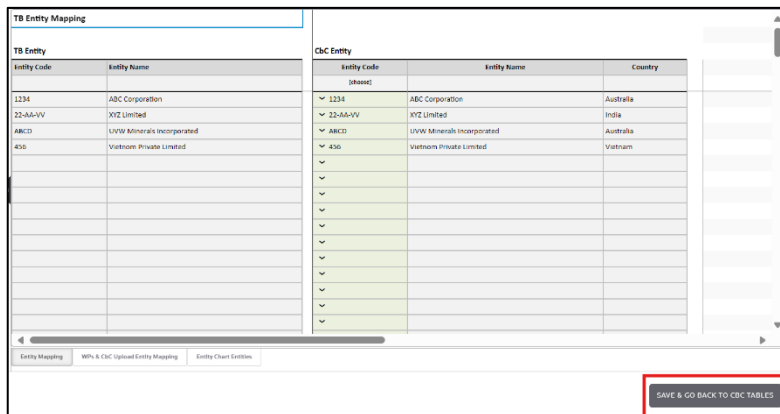
- Select **Map Entities**.

| TB Account | | CbC Item | |
|----------------|---------------------------------|------------------------------|-----------------|
| Account Code | Account Name | CbC Account | Sign Convention |
| | | [choose] | DR / CR |
| AC_CASH | Cash and Cash Equivalents | IS - Related Party Revenue | Sign Reversed |
| AC_MRKSEC | Marketable Securities | IS - Extraordinary Items | Sign Reversed |
| AC_ST_INV | Short Term Investments | IS - Income Taxes Accrued | |
| AC_ACCT_REC | Accounts Receivable Trade | IS - Income Taxes Accrued | |
| AC_ALLOW | Allowance For Doubtful Accounts | BS - Stated Capital | Sign Reversed |
| AC_NOTE_REC | Notes Receivable - Total | IS - Profit Before Tax | Sign Reversed |
| AC_OTH_REC | Other Receivable | BS - Stated Capital | Sign Reversed |
| AC_VAT_REC | VAT Receivable | IS - Related Party Revenue | Sign Reversed |
| AC_IC_REC | Intercompany Receivables | IS - Related Party Revenue | Sign Reversed |
| AC_IC_NOTE_REC | Intercompany Notes Receivable | IS - Unrelated Party Revenue | Sign Reversed |
| AC_INVENTORY | Gross Inventory | IS - Expenses / COGS | |

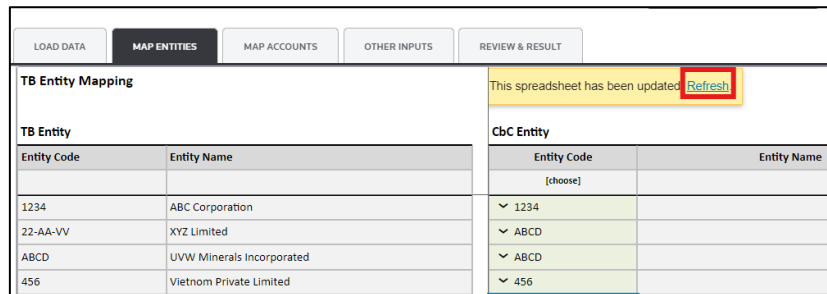
- Navigate to the **Entity Mapping** screen.



- Copy all the Entity codes from the TB Entity – Entity Code column and paste them to the CbC Entity – Entity Code column.



- Wait for a few seconds and select **Refresh** button when it pops up.



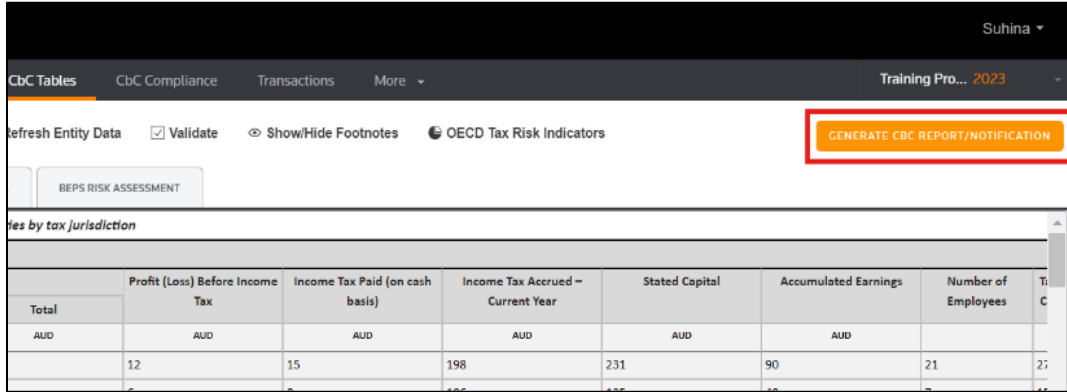
- The **Entity Name** and **Country** will get automatically updated on the **CbC Entity** segment of the screen.
- Select **Save and go back to CbC Tables**.
- All the uploaded information will now reflect in the CbC Table 1.

| CbC TABLE 1 | | CbC TABLE 2 | | CbC TABLE 3 | | ADDITIONAL DATA OECD XML | | BEPS RISK ASSESSMENT | |
|--|----------------------|------------------------|------------------------|---------------------------------|---------------------------------|-----------------------------------|--------------------|----------------------|-----|
| Table 1. Overview of allocation of income, taxes and business activities by tax jurisdiction | | | | | | | | | |
| ABC Corporation, Fiscal Year Ending December 31, 2024 | | | | | | | | | |
| Tax jurisdiction | Revenues | | | Profit (Loss) before Income Tax | Income Tax Paid (on cash basis) | Income Tax Accrued – Current Year | Stated Capital | | |
| | Unrelated Party | Related Party | Total | | | | | | |
| | AUD | AUD | AUD | AUD | AUD | AUD | AUD | AUD | AUD |
| Australia | 1,913,723,096 | (4,197,094,015) | (2,283,370,919) | 5,502,019 | 590 | (20,226,170) | 497,948,492 | | |
| India | (4,458,571) | (4,077,906) | (8,536,476) | (85,191) | 1 | (72,447) | 11,526,811 | | |
| Vietnam | - | - | - | - | - | - | - | | |
| Total | 1,909,264,525 | (4,201,171,921) | (2,291,907,395) | 5,466,828 | 591 | (20,298,617) | 509,475,303 | | |

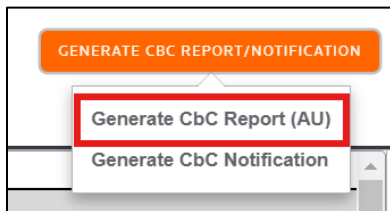
Both methods can be used together to import the data to the CbC Table 1, especially for columns like **Income taxes paid (on cash basis)** which cannot be determined using the Trial Balance.

6. Lodging the CBC Report

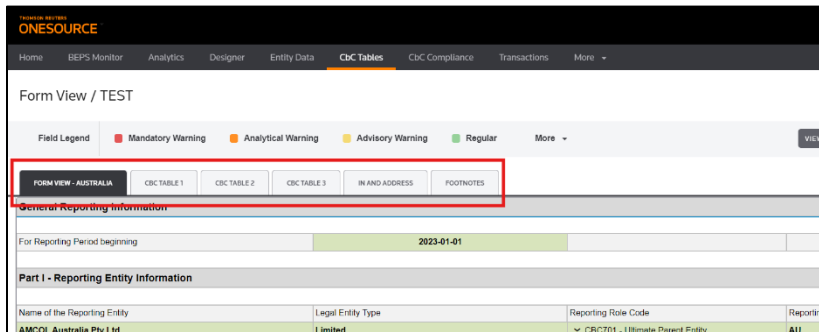
- Select **GENERATE CBC REPORT/NOTIFICATION**.



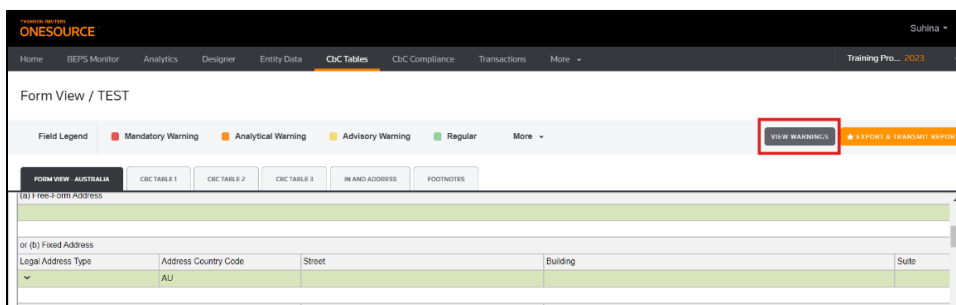
- Select **Generate CbC Report (AU)**.



- Review all the information.

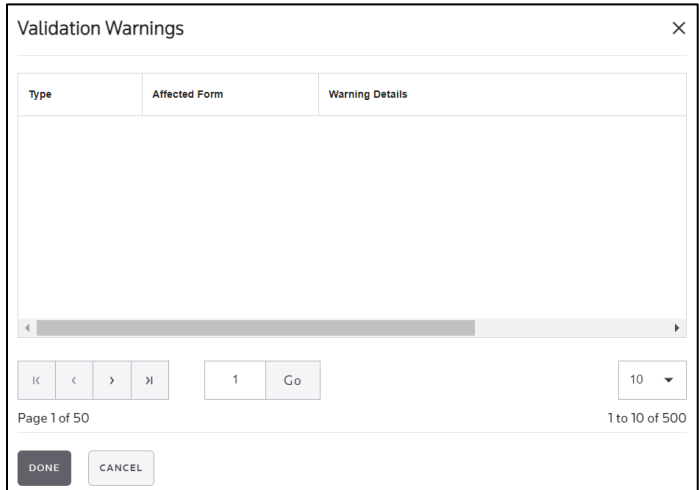


- Select **View Warnings**.



- Review and rectify all warnings that pop-up.

The errors can be edited in the form, but the best practice is to fix the errors at **the Entity Data** screen and **Refresh Entity Data** in **CbC Table** screen after updating.

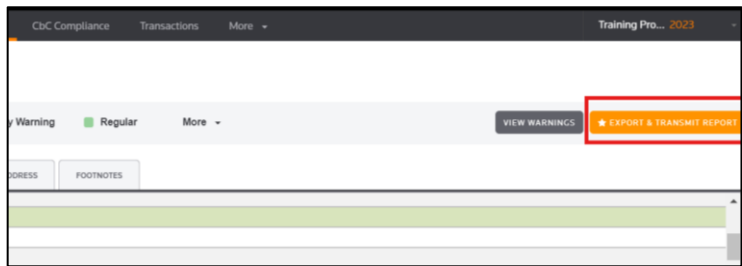


- The warnings are categorized as:

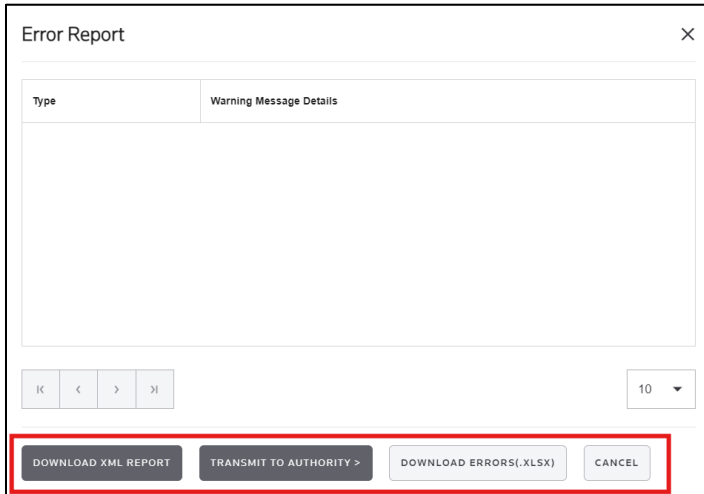
| | | | | |
|---------------------|---|---|---|---|
| Field Legend | ■ Mandatory Warning | ■ Analytical Warning | ■ Advisory Warning | ■ Regular |
|---------------------|---|---|---|---|

It is essential to resolve all **Mandatory Warnings** before proceeding.

- Once all warnings are resolved, select **EXPORT AND TRANSMIT REPORT**. Choose the **XML** option since it is the required format by the Australian Tax Office.



- Select the appropriate button to:
 - Download the report to local PC
 - Download the warnings to refer back to(if any); or
 - Transmit to authority if there are no errors to resolve.



- After selecting **Transmit to Authority**, fill in the Declaration and finally transmit the CBC Report to the Authority.

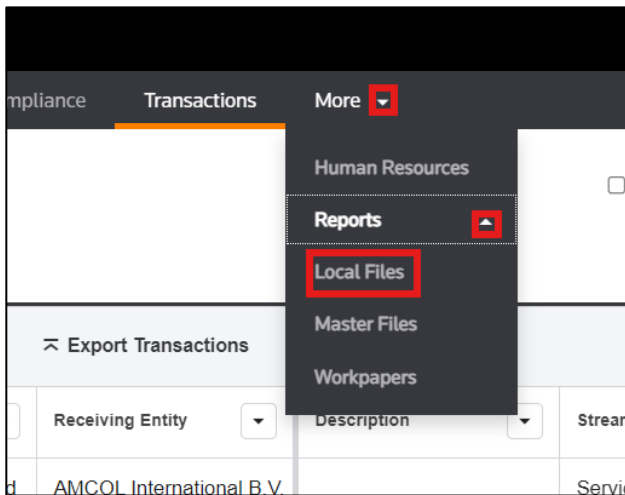
Users *must* verify the status of the lodgement in the Transmissions screen – **see section 9**.

7. Preparing the Local File

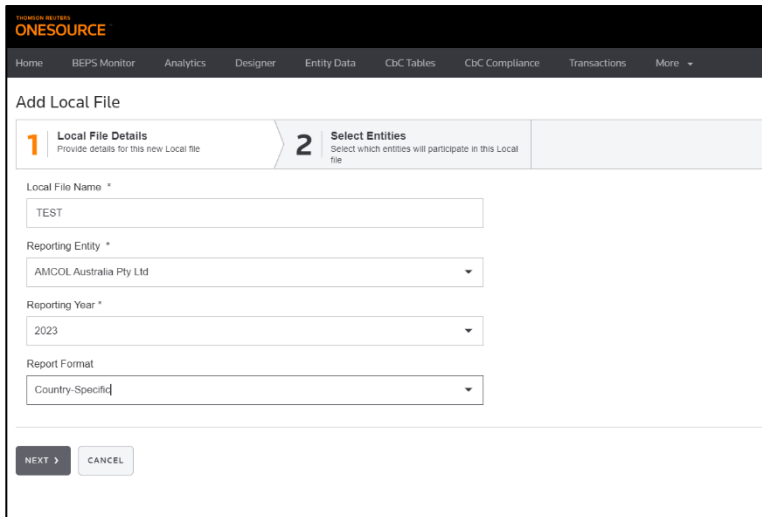
The steps to preparing the local file differ slightly depending on whether a CBC Report is also being prepared in BEPS Action Manager. See section 7.1 where both the CBC Report and local file will be prepared; see section 7.2 where only the local file will be prepared.

7.1. Preparing the Local File with the CBC Report

- In the product menu bar, expand **More** > Expand **Reports** > Select **Local Files**.

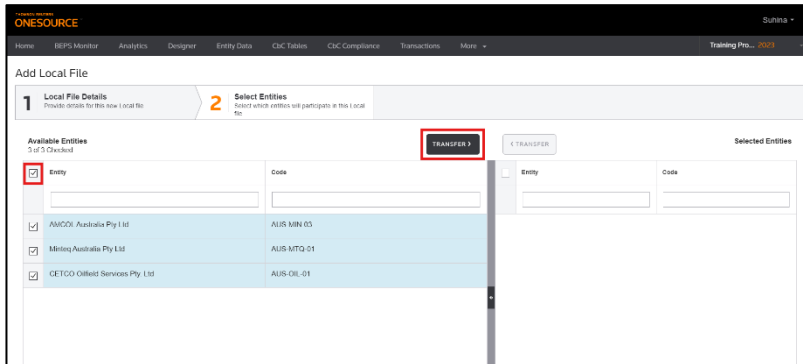


- Enter all the required information.

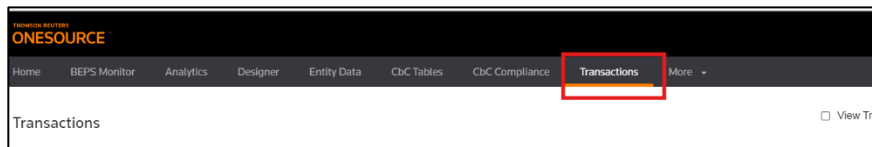


- Select **Next**.

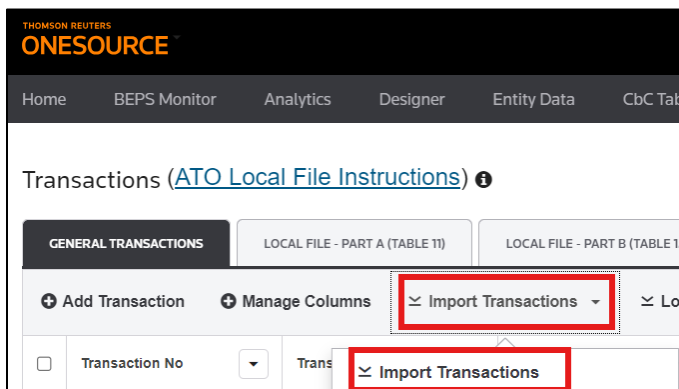
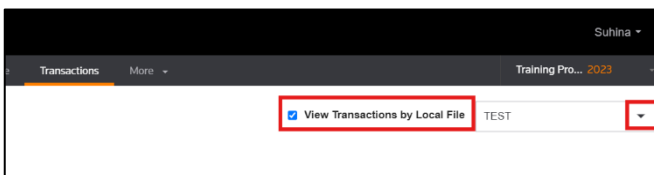
- Select and transfer all required entities from the Available Entities pane on the left to the Selected Entities pane on the right.



- Select **Done**.
- Navigate to **Transactions**.

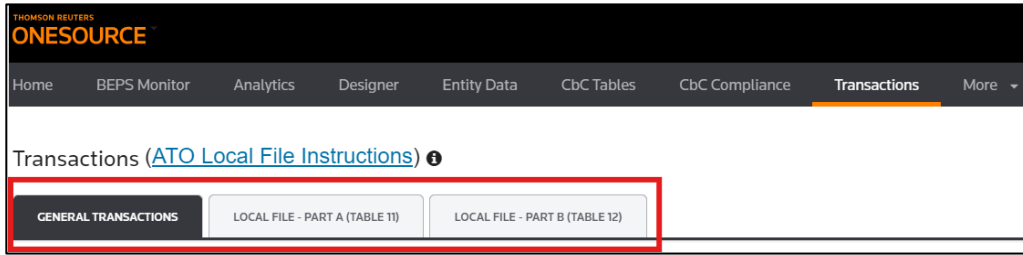


- Tick the **View Transactions by Local File** and select **local file** from dropdown.



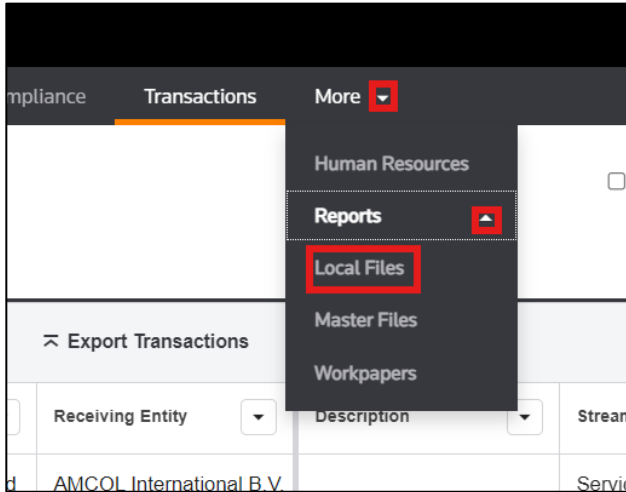
- Select **Import Transactions** under the Import Transactions dropdown.
- Download the **Advanced Local File Template** and complete it. All uploaded agreements will be downloaded in the zip file along with the template.
- Select **BROWSE** and select the updated zip file. Select **Next**.
- Review any errors and fix them. Repeat the above steps to import the template again.

- Select **Done**.
- All imported information will be available under the Transaction tabs.



7.2. Preparing the Local File without the CBC Report

- In the product menu bar, expand **More** > Expand **Reports** > Select **Local Files**.



- Enter all the required information.

The screenshot shows a form titled 'Add Local File' with two steps: '1 Local File Details' and '2 Review & Confirm Import'. The 'Local File Details' step is active and contains the following fields:

- 'Local File Name *': A text input field.
- 'Local File Country *': A dropdown menu with 'Country' selected.
- 'Reporting Year *': A dropdown menu with 'Year' selected.
- 'Import Local File Template (Excel or Zip)': A section with a dashed border containing the text 'Drag a File Here or' and a 'BROWSE FOR FILE >' button.

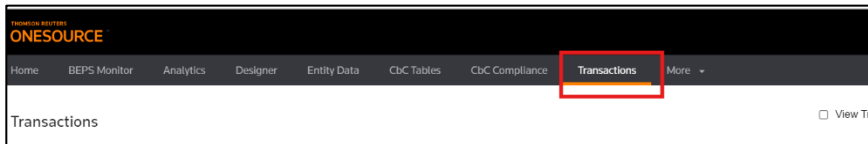
 A note at the bottom of the form reads: 'Note: Please select a country and reporting year to download the import template.' At the very bottom, there are 'NEXT >' and 'CANCEL' buttons.

- Once you fill in the Local File Name and Local File Country, an expandable section will be enabled at the bottom of the screen to download the Advanced Local File Template.

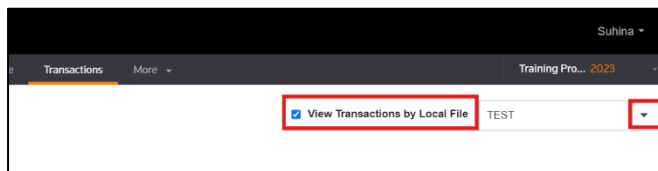
- Download the **Advanced Local File Template** and complete it using the instructions available on the template.

- Download the .zip template if you require to attach agreements to the intercompany agreements.
- Follow the instructions available in the Agreement Instructions sheet and Local File Part AB Instructions sheet in the downloaded template.

- Select **BROWSE** and select the updated zip file.
- Select **Next**.
- Review any errors and fix them. Repeat the above steps to import the template again.
- Select **Done**. The imported data would now be available in the Local File screen and the Transactions screen.
- To view the imported data in the Transactions screen, navigate to **Transactions**.

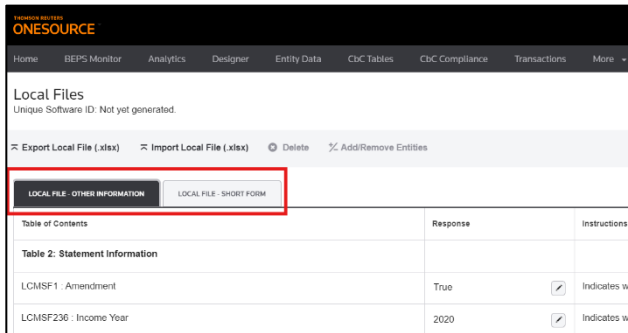
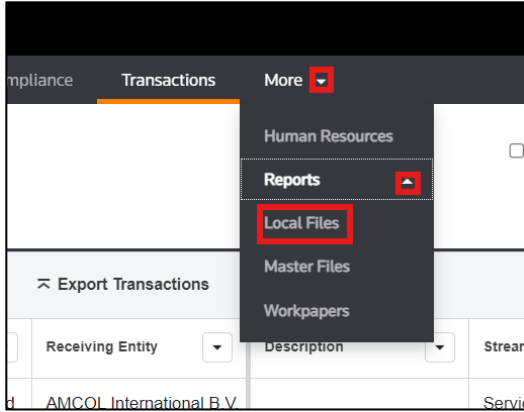


- Tick the **View Transactions by Local File**, and select Local File Name from dropdown.

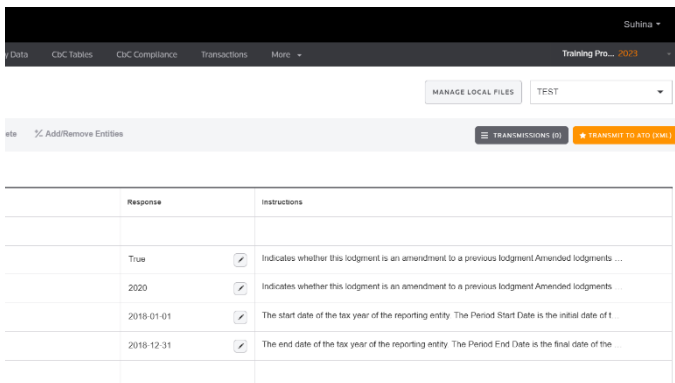


8. Lodging the Local and Master Files

- Expand **More** > Expand **Reports** > Select **Local Files**.
- Review all the information in the tabs and fix any errors.



- Select **TRANSMIT TO ATO (XML)**.

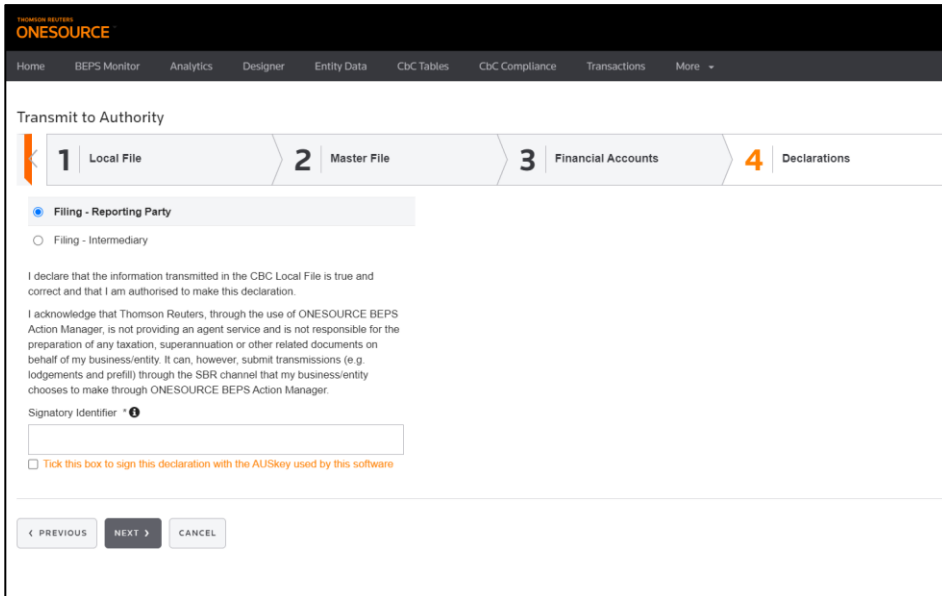


- Add any **Local File – Short Forms**, if applicable.

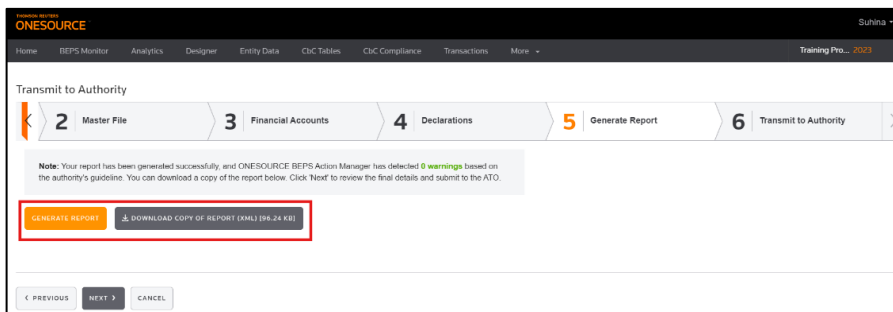
- Add **Master File** if applicable.

- Add **Financial Account**, if applicable.

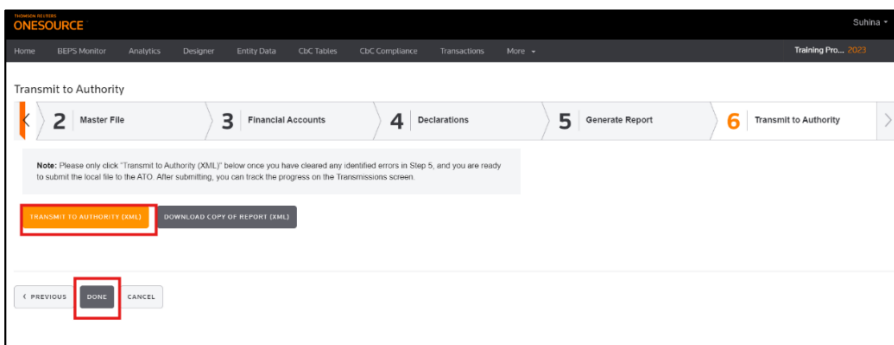
- Complete the Declaration.



- Select **Generate Report** and review and rectify any errors.
- Download a copy of report to local PC for record and Select 'Next' to proceed to send to authority.



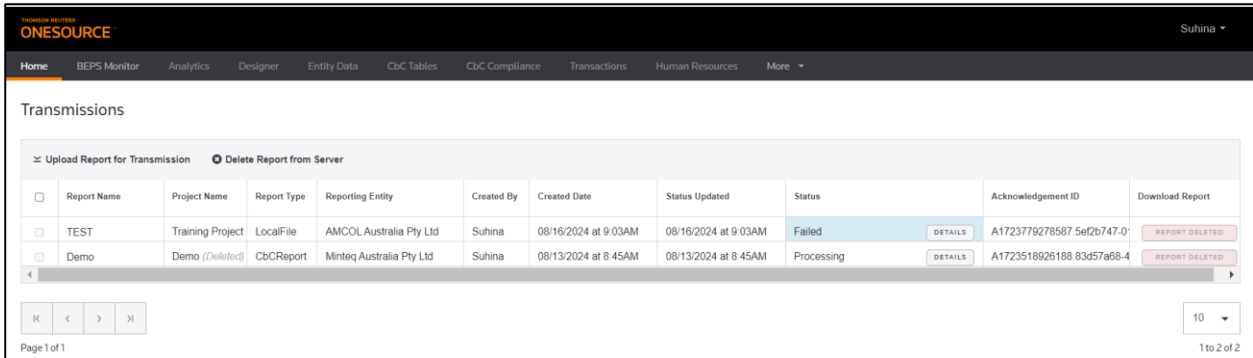
- Click **Transmit to Authority (XML)** once you have cleared any identified errors in Step 5, and you are ready to submit the local file to the ATO. After submitting, you can track the progress on the Transmissions screen. Select **Done**.



Users *must* verify the status of the lodgement in the Transmissions screen – **see section 9.**

9. Transmissions

The **Home > Transmissions** screen lists all the CBC Report and Local File transmissions made through ONESOURCE BEPS Action Manager and their corresponding status.

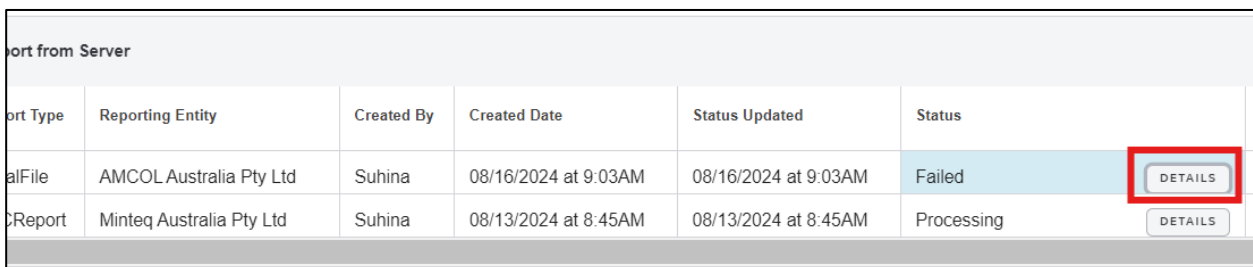


Once you have attempted to lodge a CBC Report or Local File, you must check the status of the lodgement from the **Transmissions** screen. All the information against a lodgment attempt is available on this screen – the corresponding Report Name, Project Name, Report Type, Reporting entity and the user that created the transmission.

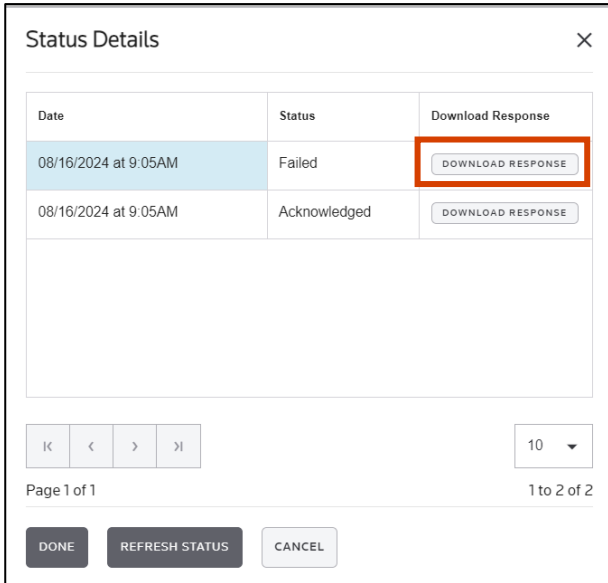
The **Status** column displays the current status of each transmission. The various statuses that can be displayed against the transmission are:

- **Acknowledged:** First status displayed right after a transmission is submitted for processing. Once a lodgement is acknowledged, a unique acknowledgement ID will be generated for it.
- **Queued:** Depicts that the lodgment is waiting in the queue for processing by the Australian Tax Office.
- **Processing:** Depicts that the transmission is being processed by the Australian Tax Authority.
- **Succeeded:** Displayed when the transmission has been successfully lodged with the Australian Tax Authority. **IMPORTANT:** As of September 2024, there is a known issue where, despite the Status displaying as “Succeeded”, the transmission has not been lodged with the Australian Tax Office. Please follow the steps in the orange box at the end of chapter, titled “IMPORTANT Confirm Transmission Successful” to validate that the transmission has been successful.
- **Failed:** Displayed when the transmission has failed.

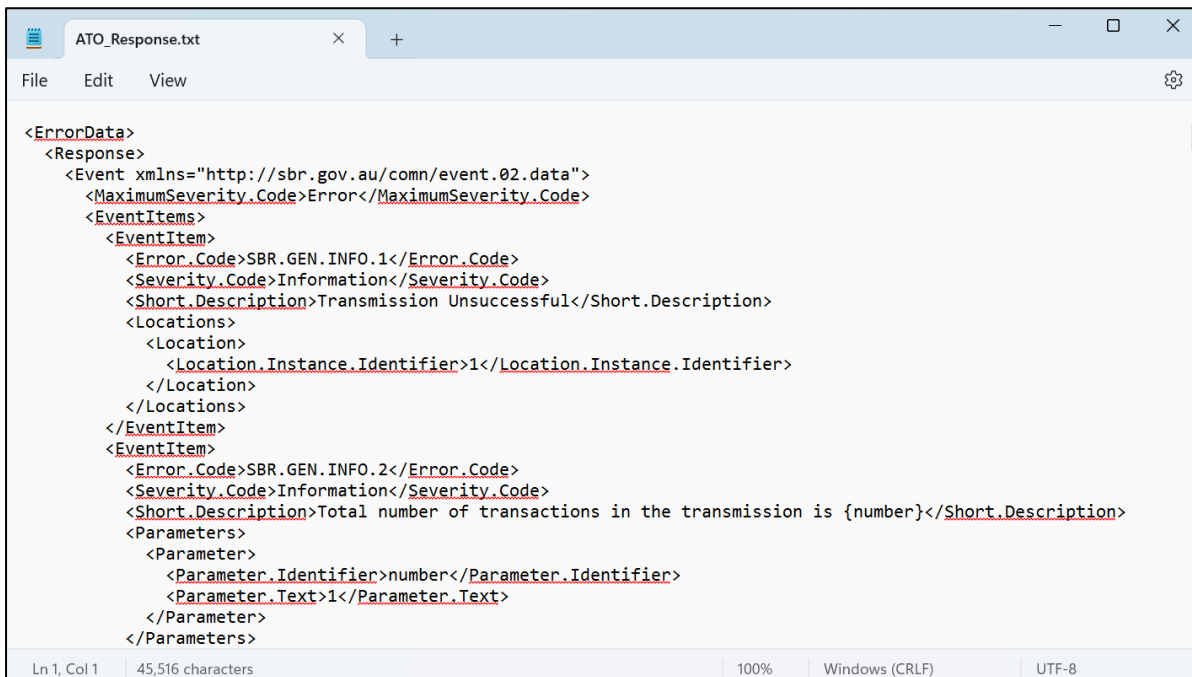
To view the specific details for a particular transmission, select the **Details** button beside the transmission.



The most recent status is displayed at the top of the **Status Details** dialog box.



Select the **Download Response** button to download the ATO response to the transmission, contained within a .txt file, against each status of the lodgment.



IMPORTANT

Confirm Transmission Successful (known issue as of September 2024)

- Even if the status against a transmission is “Succeeded” on the Transmissions screen, you **must** download the ATO response (see above) to ensure that the .txt response file contains “Transmission Successful”. If not, reach out to the Thomson Reuters Support team to investigate further.

10. Troubleshooting ATO lodgement errors

This section sets out the steps to interpret and troubleshoot an Australian Tax Office (**ATO**) lodgement error upon attempting to lodge using BEPS Action Manager. Such errors arise in the ATO Response .txt file that is referred to in section 9 Transmissions. It also sets out two example errors and the suggested steps to troubleshoot those errors.

Quick start

```

1 <tns:Error.Code>CMN.ATO.LCMSF.000328</tns:Error.Code>
  <tns:Severity.Code>Error</tns:Severity.Code>
2 <tns:Short.Description>If the transfer pricing / capital asset methodology is not Unknown (TP
  Method) or UNKC = Unknown (CAP Method), then the answer to 'Is the Reporting Entity unable to
  obtain the transfer pricing methodology the IRP relied upon for this transaction (from the IRP)?' is
  not required.</tns:Short.Description>
  <tns:Parameters>
    <tns:Parameter>
      <tns:Parameter.Identifier>RuleIdentifier</tns:Parameter.Identifier>
      <tns:Parameter.Text>VR.ATO.LCMSF.000328</tns:Parameter.Text>
    </tns:Parameter>
    <tns:Parameter>
      <tns:Parameter.Identifier>LCMSF51</tns:Parameter.Identifier>
      <tns:Parameter.Text>RPM</tns:Parameter.Text>
    </tns:Parameter>
    <tns:Parameter>
      <tns:Parameter.Identifier>LCMSF130</tns:Parameter.Identifier>
      <tns:Parameter.Text>true</tns:Parameter.Text>
    </tns:Parameter>
  </tns:Parameters>
  <tns:Locations>
    <tns:Location>
      <tns:Location.Instance.Identifier>1</tns:Location.Instance.Identifier>
  </tns:Locations>

```

1 Identify the start of an error by locating the ATO LCMSF error code within between the text `<tns:Error.Code>` and `</tns:Error.Code>`. There may be multiple errors within a single error file, so locating the ATO LCMSF error code assists in identifying where each of the error messages begins.

2 Review the Short Description of the error to understand the reason for the error arising.

3 Refer to any instances of LCMSFxx described in the body of the error message. These are the question IDs for the questions in the Local File template that are related to the error.

4 Refer to the values that were entered into each question ID related to the error. These are stated underneath each instance of LCMSFxx in the body of the error message. (Disregard any instances with syntax “VR.ATO.LCMSF.xxxxxx” – these relate to the error code, not the question ID.)

Consider the values provided as an answer to each question ID, in light of the short description of the error. Correct the values as needed.

In most cases, an error has arisen because the requirement prescribed by the ATO’s local file schema for a particular question has not been met.

For further information on the requirements for a particular question, refer to:

| | A | B | C | D |
|---|--|---|---|---|
| 1 | Local file – Part B Transaction Identifier | Which transfer pricing / capital asset methodology has the IRP relied upon for this transaction? | Is the Reporting Entity unable to obtain information from the IRP for the transfer pricing methodology the IRP relied upon for this transaction? | Is there a written agreement or other relevant documentation evidencing the terms of the agreement covering this transaction (as reported in Part A)? |
| 2 | Mandatory question This is a unique reference number for each international related party transaction. Sequential transactions should have incrementing numbers. This is used to link Part A, Part B and the related IRP agreement and APA/ruling. | Mandatory question A code which identifies the transfer pricing or capital asset pricing methodology for the transaction. | Required if LCMSF51 is "Unknown (Transfer Pricing Method)" or "Unknown (Capital Asset Pricing Method)" This indicates whether the entity was unable to obtain information on the transfer pricing methodology that the international related party relied upon for this transaction. | Mandatory question If False, go to LCMSF106 This indicates whether a written agreement for the international related party transaction exists. |
| 3 | LCMSF50 | LCMSF51 | LCMSF130 | LCMSF52 |

5 The explanatory notes in the Local File Template, downloadable from ONESOURCE BEPS Action Manager:

| Question | Question ID | Valid values | Comments |
|--|-------------|------------------------|---|
| Transaction identifier | LCMSF50 | Number | Mandatory question Incrementing number for each transaction that is used to link Part A and Part B |
| Which transfer pricing / capital asset pricing methodology has the IRP relied upon for this transaction? | LCMSF51 | TP method / CAP method | Mandatory question See Appendix C |
| Is the reporting entity unable to obtain the transfer pricing methodology the IRP relied upon for this transaction (from the IRP)? | LCMSF130 | True/False | Required if LCMSF51 is 'Unknown (transfer pricing method)' or 'Unknown (capital asset pricing |

6 The ATO’s Detailed Design guidelines. The guidelines for 2024 may be found here: [Detailed design | Australian Taxation Office \(ato.gov.au\)](#)

Note: Error codes with the syntax “SBR.GEN.INFO.[xxxx]” can be disregarded. Such errors will resolve once the LCMSF errors are resolved.

Example error 1

```

<tns:Error.Code>CMN.ATO.LCMSF.000328</tns:Error.Code>
<tns:Severity.Code>Error</tns:Severity.Code>
<tns:Short.Description>If the transfer pricing / capital asset methodology is not Unknown (TP Method) or UNKC = Unknown (CAP Method), then the answer to 'Is the Reporting Entity unable to obtain the transfer pricing methodology the IRP relied upon for this transaction (from the IRP)?' is not required.</tns:Short.Description>
  <tns:Parameters>
    <tns:Parameter>
      <tns:Parameter.Identifier>RuleIdentifier</tns:Parameter.Identifier>
      <tns:Parameter.Text>VR.ATO.LCMSF.000328</tns:Parameter.Text>
    </tns:Parameter>
    <tns:Parameter>
      <tns:Parameter.Identifier>LCMSF51</tns:Parameter.Identifier>
      <tns:Parameter.Text>RPM</tns:Parameter.Text>
    </tns:Parameter>
    <tns:Parameter>
      <tns:Parameter.Identifier>LCMSF130</tns:Parameter.Identifier>
      <tns:Parameter.Text>true</tns:Parameter.Text>
    </tns:Parameter>
  </tns:Parameters>
  <tns:Locations>
    <tns:Location>
      <tns:Location.Instance.Identifier>1</tns:Location.Instance.Identifier>
    </tns:Location>
  </tns:Locations>

```

- ❶ The error code is LCMSF.000328.
- ❷ The short description states: If the transfer pricing / capital asset methodology is not Unknown (TP Method) or UNKC = Unknown (CAP Method), then the answer to 'Is the Reporting Entity unable to obtain the transfer pricing methodology the IRP relied upon for this transaction (from the IRP)?' is not required.

The question IDs to which this error relates are:

- ❸ LCMSF51, which was answered ❹ “RPM”
- ❺ LCMSF130, which was answered ❻ “True”.

Per the ❷ short error description, if the transfer pricing/capital asset methodology provided in LCMSF51 is something other than “Unknown (TP Method)” or “UNKC = Unknown (CAP Method)”, then no answer is required for the question “Is the Reporting Entity unable to obtain information from the IRP...” in LCMSF130 is not required. That is, LCMSF130 should be left blank.

Therefore, there is an error in LCMSF130 because an answer “True” has been selected rather than being left blank. See screenshot below.

| | A | B | C |
|---|---|--|---|
| 1 | Local file – Part B Transaction Identifier | Which transfer pricing / capital asset methodology has the IRP relied upon for this transaction? | Is the Reporting Entity unable to obtain information from the IRP for the transfer pricing methodology the IRP relied upon for this transaction? |
| 2 | <p>Mandatory question</p> <p>This is a unique reference number for each international related party transaction. Sequential transactions should have incrementing numbers. This is used to link Part A, Part B and the related IRP agreement and APA/ruling.</p> | <p>Mandatory question</p> <p>A code which identifies the transfer pricing or capital asset pricing methodology for the transaction.</p> | <p>Required if LCMSF51 is "Unknown (Transfer Pricing Method)" or "Unknown (Capital Asset Pricing Method)"</p> <p>This indicates whether the entity was unable to obtain information on the transfer pricing methodology that the international related party relied upon for this transaction.</p> |
| 3 | LCMSF50 | LCMSF51 | LCMSF130 |
| 6 | 3 | RPM - Resale price method | TRUE |

7 The requirement is also apparent from the explanatory notes in row 2 of the Local File template for LCMSF130. It states that LCMSF130 is required only “if LCMSF51 is ‘Unknown (TP Method)’ or ‘Unknown (CAP Method)’.” Neither of those are the case.

8 The requirement is also clearly explained in the ATO Detailed Design guidelines:

| | | | |
|--|------------------------|-------------------|---|
| <p>Is the reporting entity unable to obtain the transfer pricing methodology the IRP relied upon for this transaction (from the IRP)?</p> | <p>LCMSF130</p> | <p>True/False</p> | <p>Required if LCMSF51 is 'Unknown (transfer pricing method)' or 'Unknown (capital asset pricing method)'</p> |
|--|------------------------|-------------------|---|

Example error 2

```

<tns:Location.Path.Text>/tns:LCMSFRequest/tns:RP/tns:MaterialTransactionsCollection/tns:Material
Transactions[1]/tns:InternationalDealingsRelatedPartyInformationI</tns:Location.Path.Text>
  </tns:Location>
</tns:Locations>
</tns:EventItem>
<tns:EventItem>
  <tns:Error.Code>CMN.ATO.LCMSF.000331</tns:Error.Code>
  <tns:Severity.Code>Error</tns:Severity.Code>
  <tns:Short.Description>If 'Is there a written agreement or other relevant documentation
evidencing the terms of the agreement covering this transaction (as reported in Part A)?' does not
exist, then it is not the case that the Reporting Entity is unable to obtain the written agreement
documentation from any of the related counterparties.</tns:Short.Description>
  <tns:Parameters>
    <tns:Parameter>
      <tns:Parameter.Identifier>RuleIdentifier</tns:Parameter.Identifier>
      <tns:Parameter.Text>VR.ATO.LCMSF.000331</tns:Parameter.Text>
    </tns:Parameter>
    <tns:Parameter>
      <tns:Parameter.Identifier>LCMSF52</tns:Parameter.Identifier>
      <tns:Parameter.Text>>false</tns:Parameter.Text>
    </tns:Parameter>
    <tns:Parameter>
      <tns:Parameter.Identifier>LCMSF64</tns:Parameter.Identifier>
      <tns:Parameter.Text>>false</tns:Parameter.Text>
    </tns:Parameter>
  </tns:Parameters>
</tns:Locations>
<tns:Location>
  <tns:Location.Instance.Identifier>1</tns:Location.Instance.Identifier>

```

- ❶ The error code is LCMSF.000331.
- ❷ The short description states: If 'Is there a written agreement or other relevant documentation evidencing the terms of the agreement covering this transaction (as reported in Part A)?' does not exist, then it is not the case that the Reporting Entity is unable to obtain the written agreement documentation from any of the related counterparties.

The question IDs to which this error relates are:

- ❸ LCMSF52, which was answered ❹ “false”
- ❺ LCMSF64, which was answered ❻ “false”.

Per the ❷ short error description, if the question “Is there a written agreement...” in LCMSF52 is answered no, i.e. “false”, then it is not the case that LCMSF64 is either “true” or “false”. That is, LCMSF64 must be left blank.

Therefore, there is an error in LCMSF64 because an answer has been selected rather than being left blank. See screenshot below.

| D | E |
|---|---|
| <p>Is there a written agreement or other relevant documentation evidencing the terms of the agreement covering this transaction (as reported in Part A)?</p> <p><i>Mandatory question</i></p> <p><i>If False, go to LCMSF106</i></p> <p>This indicates whether a written agreement for the international related party transaction exists.</p> | <p>Is the Reporting Entity unable to obtain from any of the related counterparties, the written agreement or other relevant documentation evidencing the terms of the agreement covering the transaction (as reported at Part A)?</p> <p><i>Required if LCMSF52 is True</i></p> <p><i>If True, go to LCMSF106</i></p> <p><i>Note this question in the 2018 schema is different from the 2017 schema which asked whether the Reporting Entity is able to obtain written documentation</i></p> <p>This indicates whether the entity was unable to obtain from any of the related counterparties, the written agreement or other relevant documentation evidencing the terms of the agreement covering the transaction.</p> |
| LCMSF52 | LCMSF64 |
| FALSE | FALSE |

7 The requirement is also apparent from the explanatory notes in row 2 of the Local File template for LCMSF64. It states that LCMSF64 is required only if LCMSF52 is “True”. That is not the case.

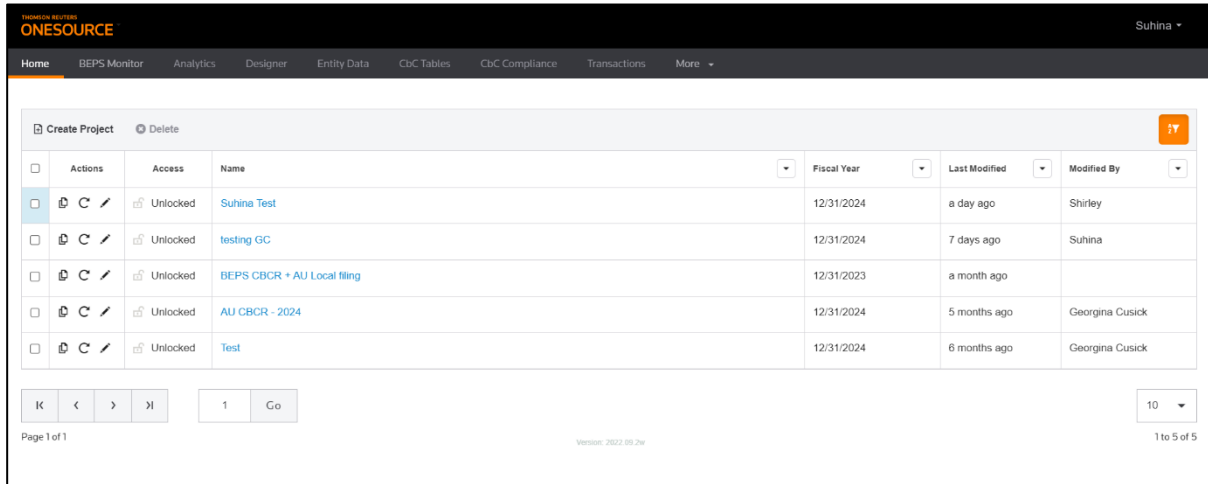
8 The requirement is also clearly explained in the [ATO Detailed Design guidelines](#):

| | | | |
|--|---------|------------|---|
| <p>Is there a written agreement or other relevant documentation evidencing the terms of the agreement covering this transaction (as reported in Part A)?</p> | LCMSF52 | True/False | <p>Mandatory question</p> <p>If False, go to LCMSF106</p> |
| <p>Is the reporting entity unable to obtain from any of the related counterparties, the written agreement or other relevant documentation evidencing the terms of the agreement covering the transaction (as reported at Part A)?</p> | LCMSF64 | True/False | <p>Required if LCMSF52 is True</p> <p>If True, go to LCMSF106</p> |

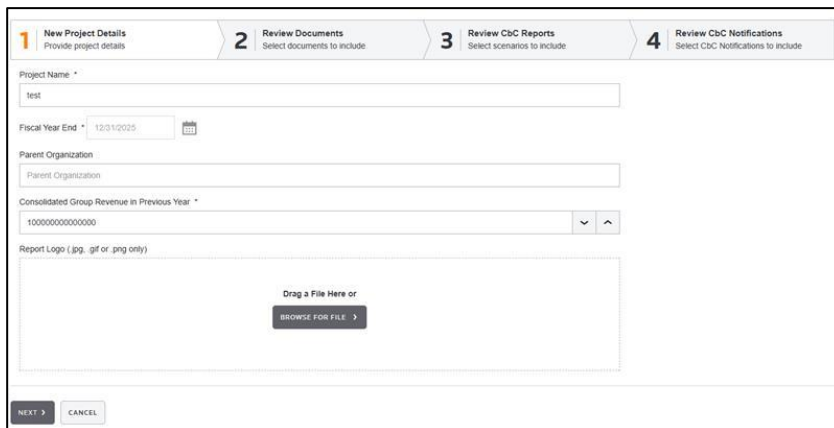
11. Rolling Forward

In ONSEOURCE BEPS Action Manager, rolling forward from one year to the next is completed on a per-project basis.

To roll forward a project, open **Home**, locate the project and select the roll forward icon under the **Actions** column.



11.1. Step 1: Review New Project Details



- Review and amend the Project Name if required.
- Review and confirm that the new fiscal year end is correct (note that this cannot be edited upon roll forward).
- Review the consolidated group revenue in previous year and amend if required. Note that the value disclosed must be above the threshold per the CBCR requirements. Do not leave blank.
- Select **Next**.

11.2. Step 2: Review documents

| <input checked="" type="checkbox"/> | Title | Type | Expiration | Entities |
|-------------------------------------|-------------|------------------------|------------|------------|
| <input checked="" type="checkbox"/> | Agreement 3 | Intercompany Agreement | | 2 Entities |
| <input checked="" type="checkbox"/> | Agreement 2 | Intercompany Agreement | | 2 Entities |
| <input checked="" type="checkbox"/> | Agreement 1 | Intercompany Agreement | | 2 Entities |

- Use the toggles on the left-hand side to select or unselect a document/s previously uploaded to include in the rolled forward project. Select **Next**
- Or, if not applicable, select **Next**

11.3. Step 3: Review CbC Reports

| <input checked="" type="checkbox"/> | Scenario | Reporting Entity | Reporting Jurisdiction |
|-------------------------------------|------------------------|------------------|------------------------|
| <input checked="" type="checkbox"/> | Australia CbC Report ★ | ABC Corporation | Australia |

- Use the toggles on the left-hand side to select or unselect Australia CbC scenarios to include in the rolled forward project. Select **Next**
- Or if not applicable, select **Next**.

11.4. Step 4: Review CbC Notifications

- Use the toggles on the left-hand side to select or unselect Australia CbC Notifications to include in the rolled forward project. Select **Done**
- Or if no scenarios are available, select **Done**.

11.5. Entity Data Considerations

- Review the 'General', 'In and Address' and 'Documents' tabs within Entity Data to add or update entity details and/or documents.
- Use the 'Export Entities' and 'Import Entities' functions if additions or updates need to be made for multiple entities

Refer to **Section 4. Entity Data** on how to add Entity Data (via import or manual override).

11.6. CbC rolling forward considerations

- Operational data will not roll forward. The CBC data or trial balance will need to be imported.
- If direct importing method was applied - you can request from support the latest Cbc importing file
- Otherwise, review entity and account mapping and reimport files if updates are required in the new financial year

Refer to **Section 5. Preparing the CBC Report** on how to import CbC data.

- Review any CbC compliance changes. This can be accessed via selecting **CbC compliance** → **CbC compliance**.
- The CbC compliance page provides up to date information on the CbC reporting requirements for each country as well as local TP documentation requirements.
- When selecting 'view changes', users can use the data range to identify the CbC Compliance changes for the relevant period.

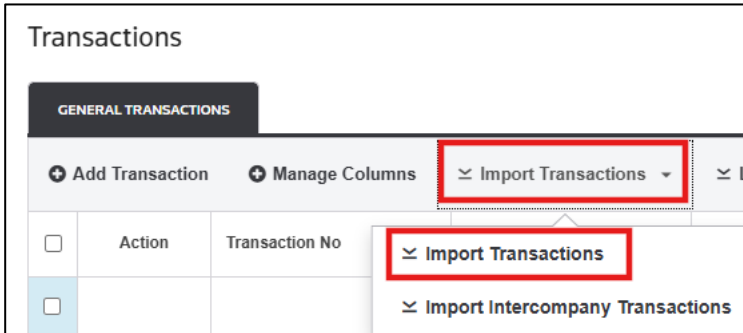


11.7. Local File rolling forward considerations

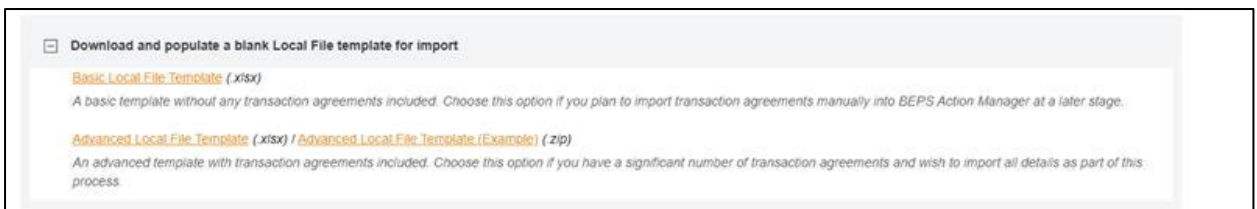
- Do not export the prior year local file data template. Users are encouraged to firstly review the latest template available in the software, in case of disclosure updates in the new financial year.
- Select **'transactions'** and on the top right corner, click **'view transactions by local file'**
- In the drop down box, select 'Australian local file'



- Select **'import transactions'** and then **'import transactions'**



- Expand the 'download and populate a blank Local File template for import' to export the latest importing files.



Refer to **Section 7. Preparing the Local File** and **Section 8. Lodging the Local and Master Files** for further instructions on preparation and lodgment.

12. Important notes & FAQs

12.1. Important notes

- **Use latest templates:** Please ensure that you download from within BEPS Action Manager (or, where not available, request from Thomson Reuters) the latest versions of templates to be used within BEPS Action Manager. As these templates change from time to time, it is important to use the latest versions available to ensure no errors upon lodgement with the Australian Tax Office.
- **Select from drop-down menus:** Wherever a drop-down menu is available in a template, ensure that you select an option from the menu. Do not manually enter or copy and paste data into the field.
- **Check successful lodgment:** Ensure that you follow all of the steps at section 9 Transmissions to ensure that your lodgment has been successfully lodged with the Australian Tax Office.

12.2. FAQs

- **Can the same Project be re-used for subsequent periods?**
No, new projects should be created for every period. A Project is repository of information by period.
- **Is there a way to check the Lodgement status?**
The status a previously made lodgments can be viewed under **Home > Transmissions**. The status of the lodgement will follow the following sequence:
 - In queued
 - Processing
 - Acknowledged
 - Succeeded/Failed
- **What should I do when a lodgement has been “In Queued” status for a long time?**
If the lodgment remains "In Queued" status for over an hour, select the **Details** in the **Status** column. The box on the right-hand side will display. Select **Refresh status**. This should push the lodgment through to the "Processing" stage.
- **How do I confirm whether a lodgement has been successful?**
Select **Details** in **Status** column. Identify the "Succeeded" status and select **Download Responses** for this status. This will download the .txt response from the ATO which contains the confirmation of lodgement. You will be able to see the "transmission successful" near the top of the .txt file, which confirms the local file was lodged successfully.
- **What do I do when the error message says, “No message available for pulling from the MPC at this moment”?**
This is an ATO error message. In such a scenario, please wait for some time and try to lodge the file again.