ONESOURCE™
ESTIMATED PAYMENTS

ESTIMATED PAYMENTS GUIDE

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THOMSON REUTERS®

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INTRODUCTION

ONESOURCE Estimated Payments Estimated Payments allows you to automate the calculation and remission of Estimated Payments data to Income Tax estimated payments and extensions. The automation process integrates the Estimated Payments system with ONESOURCE™ Income Tax, ONESOURCE Tax Provision, and ONESOURCE State Apportionment.

Estimated Payments provides the following benefits:

- Reduced time required to make quarterly estimated payments and annual extensions
- Increased accuracy by eliminating spreadsheet errors and manual entries on vouchers and forms
- Ability to automatically stay up-to-date on changing tax laws
- Ability to utilize a combination of data elements from other ONESOURCE solutions to accurately compute and meet necessary filing requirements with ease.

Here are some topics to get you started:

Get Started
Setting Up Estimated Payments (page 11)
Estimated Payments and Income Tax

GETTING STARTED

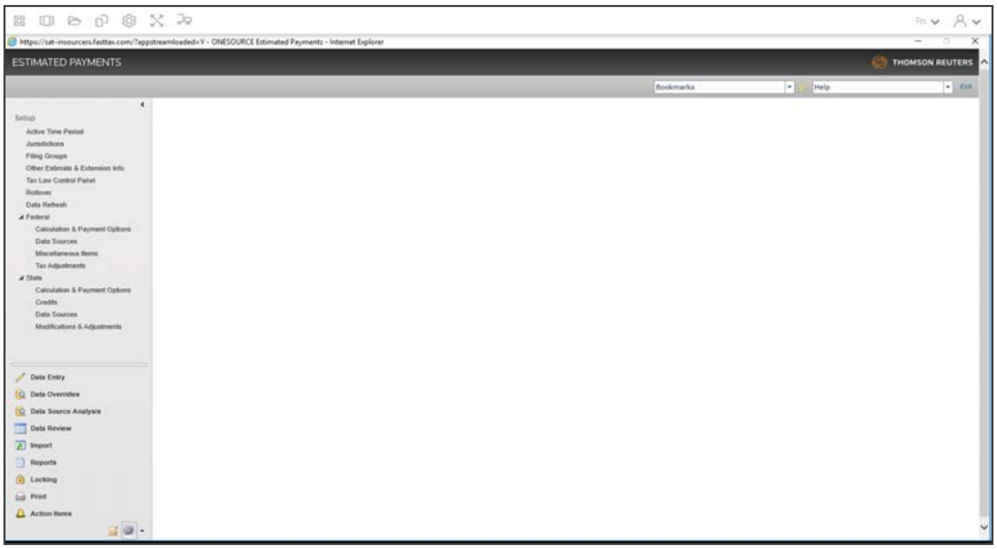
Your browser must meet the system requirements for ONESOURCE and the Income Tax application. Please refer to the current ONESOURCE Income Tax System Requirements and the current ONESOURCE Income Tax Quick Start Guide to confirm these settings and requirements.

Launching the application with Chrome or Edge Browsers

Sign in to the ONESOURCE platform to open all your applications. Some applications can open in the new platform and some do not. If your application is not upgraded yet, the system redirects you to ONESOURCE Classic.

Signing in

1. Open your browser.
2. Enter https://www.onesourcetax.com to open the ONESOURCE sign in screen.
3. Enter your Username and Password. This opens the ONESOURCE platform.



4. Select the **Estimated Payments** tile.

You must have rights assigned as either an Estimated Payment Admin or an Estimated Payment user.

Exiting Estimated Payments

To exit the Estimated Payments application, go to the top of the screen under the **Person** icon

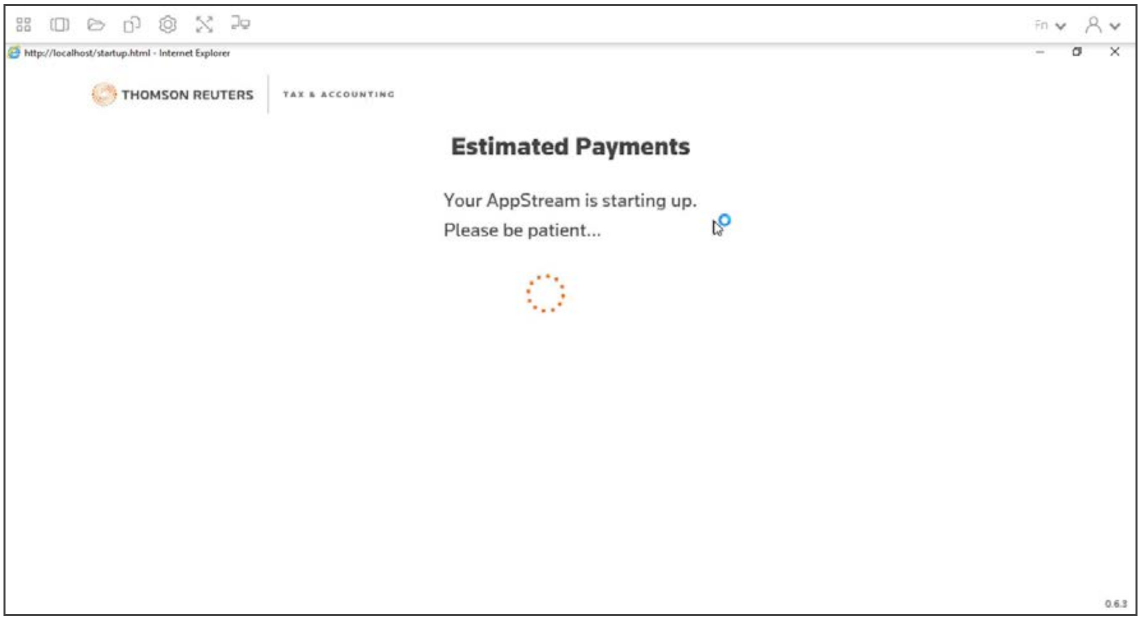
and select **End session**.

If you do not exit with the End session your session may not be closed properly and it may affect your ability to re-launch Estimated Payments.

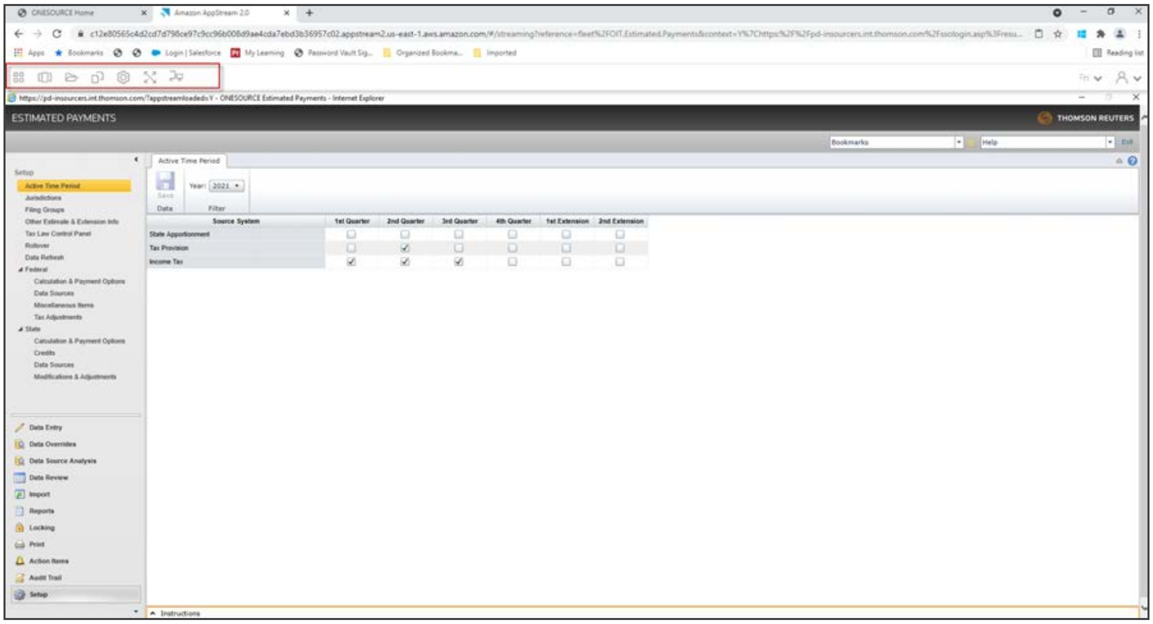
LAUNCHING ESTIMATED PAYMENTS WITH CHROME OR EDGE BROWSERS

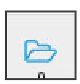
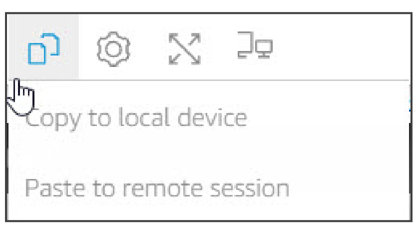
If launching Estimated Payments using Chrome © or Edge © browser you will see a few changes in how it opens.

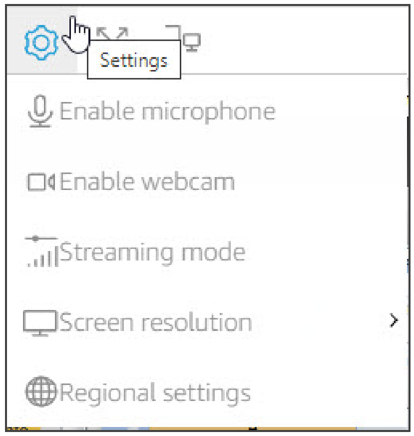
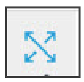
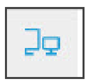
1. Select the **Estimated Payments** tile. The application launches in a separate tab **Amazon AppStream 2.0**.



2. The **Estimated Payments** screen has a new tool bar at the top above the application. You will use these tools for some important functions such as: saving files so you can download them for future use and creating PDF files to view and print.

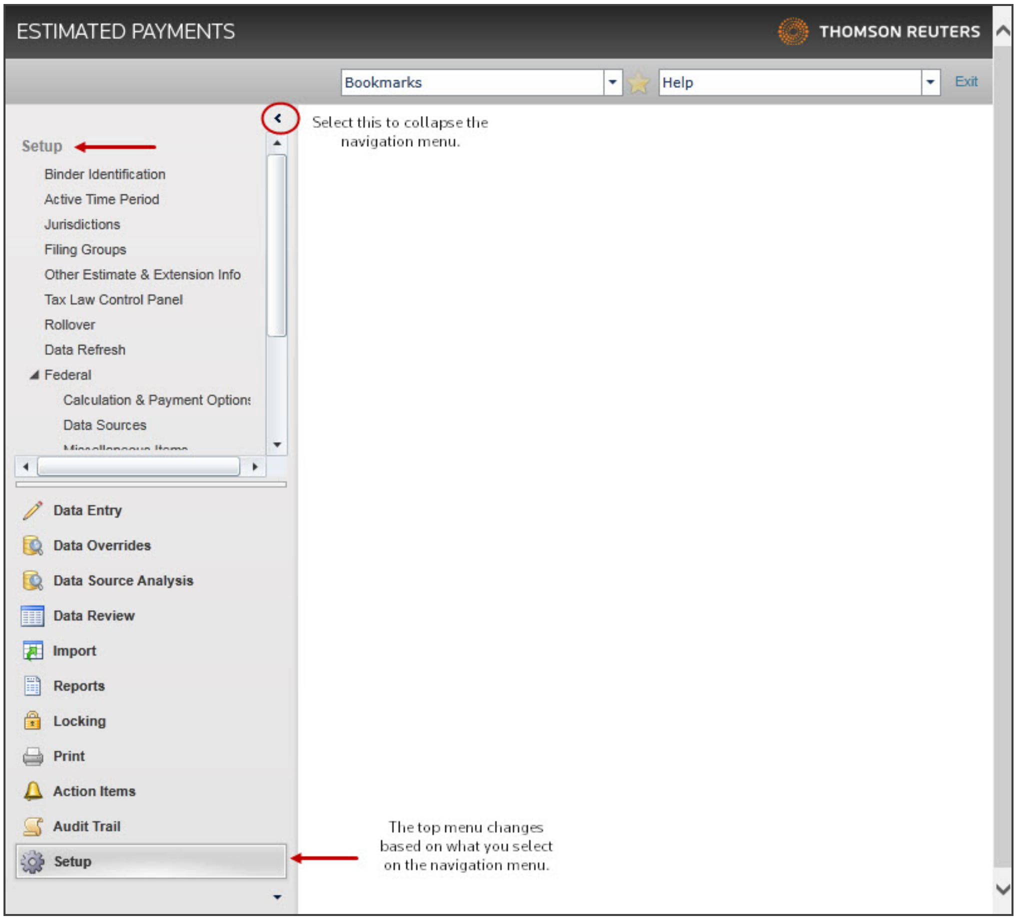


	COMMANDS
Folder	
Copy	

ICON	COMMANDS
Setting	
Full screen	
Multiple monitors	

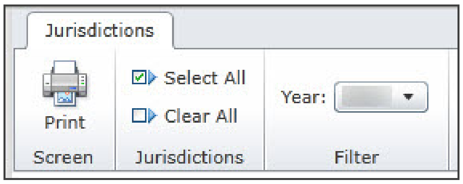
NAVIGATION

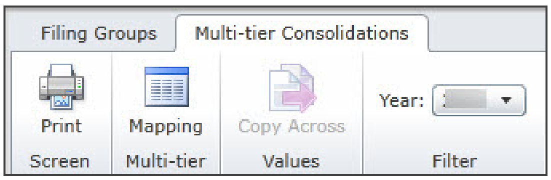
When you open Estimated Payments you see the **Navigation** menu on the side and the main screen next to it. The Estimated Payments menu has a navigation pane the side of the screen. The menus on the top change depending on the item you select in the bottom pane.

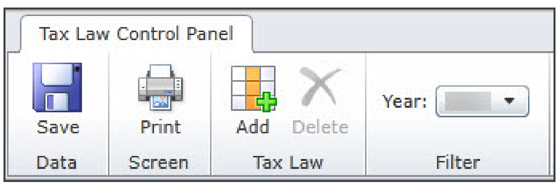

ESTIMATED PAYMENTS
THOMSON REUTERS
Bookmarks
Help
Exit
Select this to collapse the navigation menu.
Setup
Binder Identification
Active Time Period
Jurisdictions
Filing Groups
Other Estimate & Extension Info
Tax Law Control Panel
Rollover
Data Refresh
Federal
Calculation & Payment Options
Data Sources
Data Entry
Data Overrides
Data Source Analysis
Data Review
Import
Reports
Locking
Print
Action Items
Audit Trail
Setup
The top menu changes based on what you select on the navigation menu.

DYNAMIC TOOLBAR RIBBONS

Each screen has a toolbar ribbon with command icons for the available features for that particular screen. The commands change depending on the screen. The following are some examples:







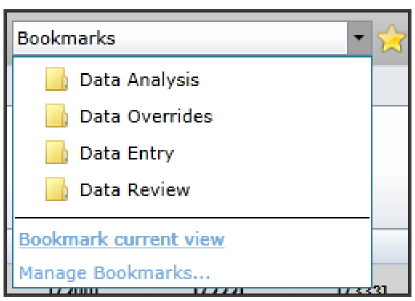
BOOKMARKS

The Bookmark feature gives you the ability to bookmark a screen (view) for quick access later. You can manage bookmarks by deleting or renaming those you have previously created. You can save bookmarks for the following areas:

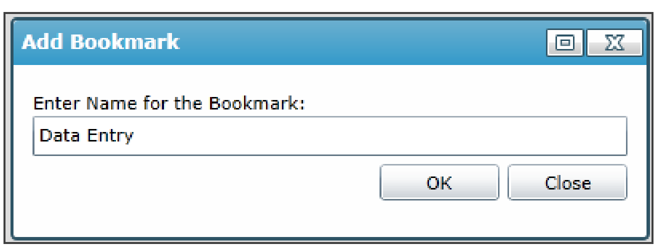
- Data Entry
- Data Review
- Data Source Analysis
- Data Overrides

Saving Bookmarks

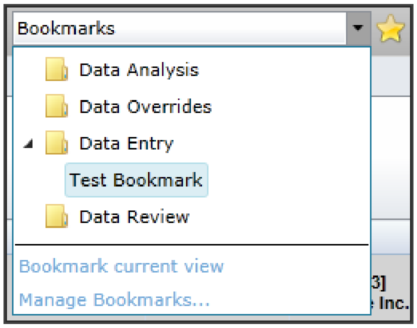
1. Open the screen you want to bookmark.
2. On the top right side of the screen, select the **Bookmarks** dropdown.
3. Select **Bookmark current view**.
4. Enter a name for the bookmark.
5. Click **OK**.
6. After you save a bookmark, click the **Bookmarks** dropdown.
7. From one of the folders, click the bookmark name.
8. That screen will automatically load with your previous selections and filters.



9. To manage bookmarks, select **Manage Bookmarks**

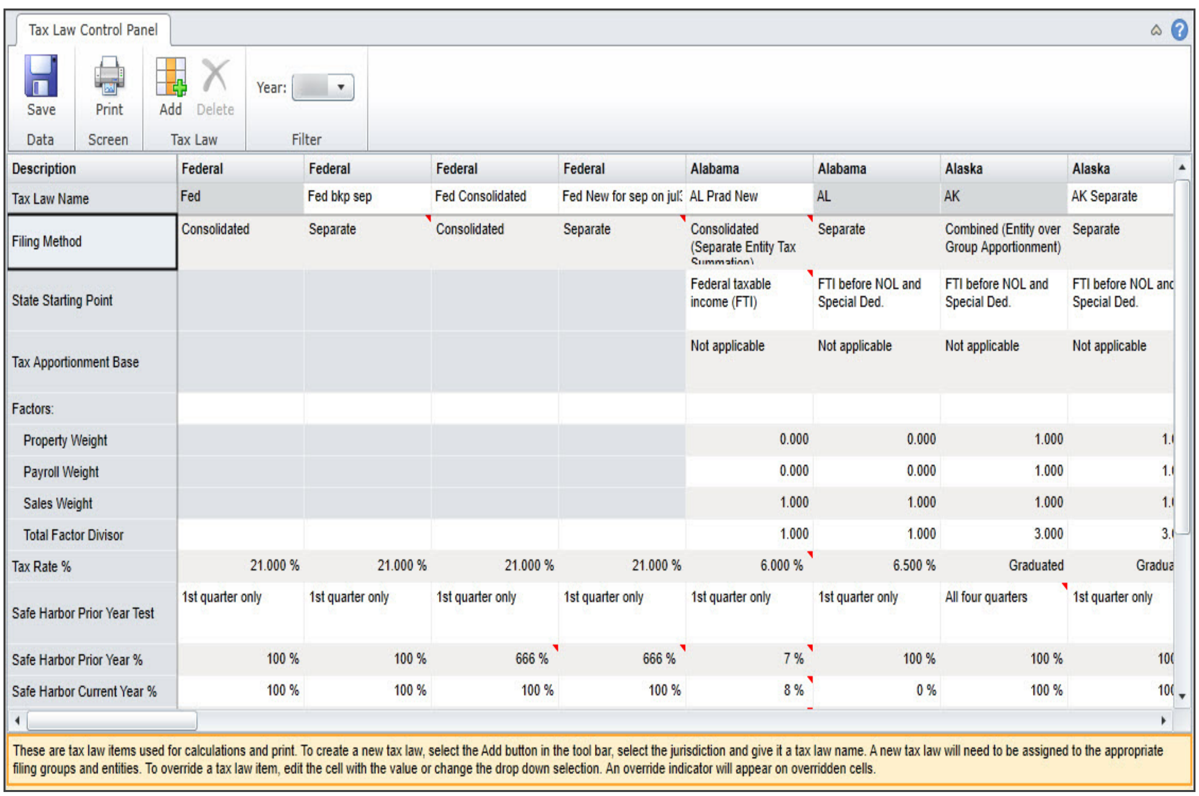


10. Enter the Bookmark name.



ON SCREEN INSTRUCTIONS

At the bottom of some of the screens, there are brief instructions to help you. To hide the instructions, click the arrow.



SETTING UP ESTIMATED PAYMENTS

Setting up Estimated Payments involves tasks in both ONESOURCE platform and ONESOURCE Income Tax.

Creating Users (page 11)

Binder Identification (page 49)

Active Time Period (page 13)

Jurisdictions (page 13)

Filing Groups (page 14)

Managing Filing Groups (page 17)

CREATING USERS

Before opening the Estimated Payments application you must have permissions assigned to you to have access to the Estimated Payments and Income Tax applications. Administrator Users create Estimated Payment users in ONESOURCE platform in the **Administration** tile. Then they assign permissions to those users to give them access to ONESOURCE Income Tax and ONESOURCE Estimated Payments applications.

For information about creating users in ONESOURCE, please refer to the *ONESOURCE User Administration Guide*.

You must have Admin rights to create users and assign permissions.

For information about user access in ONESOURCE Income Tax, i.e. assigning rights and permissions to use the two applications, please refer to the *ONESOURCE Income Tax Administrator's Guide*.

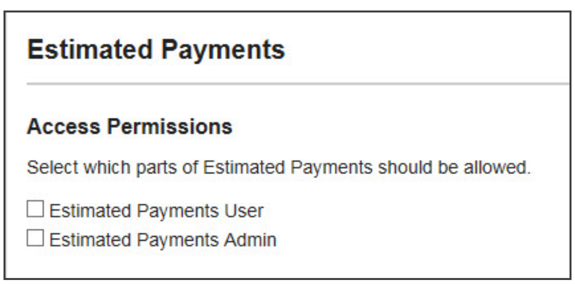
Assigning User Permissions

You must be either an Estimated Payments Administrator or an Estimated Payments User to access the Estimated Payments application in ONESOURCE Income Tax.

TYPE OF USER	TASKS
Estimated Payments Administrator	Inherits Estimated Payments User Permissions Full access to the Setup menu to manage configuration data Can assign Estimated Payment permissions to other users
Estimated Payments User	Access to the Estimated payments application Can view the Setup menu Access to Estimated Payments Data Entry, Data Review, Data Source Analysis, Voucher Print, and other views

ASSIGNING ESTIMATED PAYMENT PERMISSIONS FOR ONESOURCE INCOME TAX

1. On the ONESOURCE platform, select the **Administration** tile.
2. On the **Users** list, select the user to assign permissions to and click the **Edit** icon.
3. On the top menu bar, select the **User Permissions**.
4. Select **Estimated Payments** in the side pane.
5. Select the permissions that apply to this user. The permissions determine the level of access within the application for this user:



6. Click **Save**.

Estimated Payment users have access to all workareas and binders without regard to their Income Tax user permissions individually or by group.

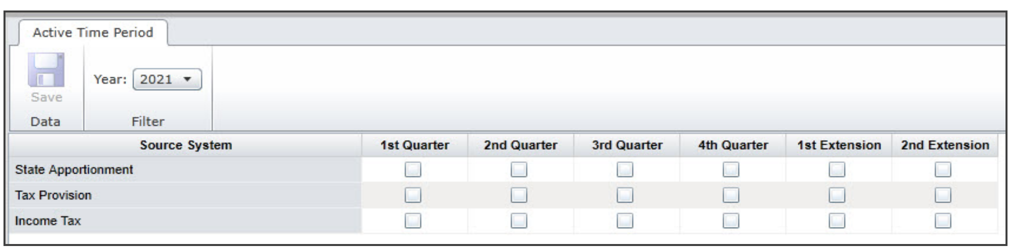
ESTIMATED PAYMENTS SETUP MENU

Setting up Estimated Payments, involves the **Setup** menu located on the bottom pane. All the menus and tasks for setup are displayed on the top pane.

ACTIVE TIME PERIOD

This tells the system what active time period you are using. These selections indicate the time periods where the system automatically applies updates to data from the data sources.

1. Select one of the following Data Sources for each time period: **State Apportionment**, **Tax Provision**, **Income Tax**.



2. On the bottom menu, select **Setup**.

3. On the top menu, select **Active Time Period**.

4. Select the appropriate **Year** from the dropdown.

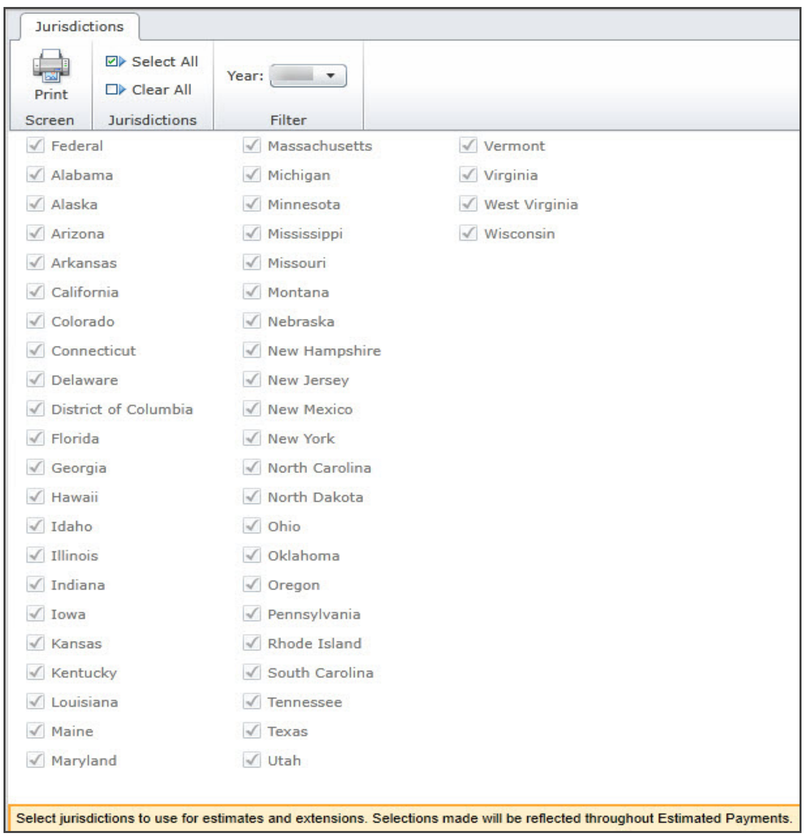
JURISDICTIONS

Jurisdictions specify federal and states filed for estimated payments and extensions. Available jurisdictions include federal and 47 states that file income tax returns.

1. On the bottom menu, select **Setup**.
2. On the top menu, select **Jurisdictions**.
3. Select the appropriate **Year** from the dropdown.
4. Select the jurisdiction(s) you will use throughout Estimated Payments. To select all jurisdictions, on the toolbar menu, choose **Select All**.

When a jurisdiction is assigned to a filing group, the checkbox will not be active.

These selections control which jurisdictions display throughout the Estimated Payments application.



FILING GROUPS

Filing groups identify entities, jurisdictions, and tax laws for each filing group. They also supply calculation attributes to use for each estimated tax filing. You can either create filing groups automatically by using the Binder Identification process in ONESOURCE Income Tax or create them manually.

Since entities are already set up in ONESOURCE Income Tax, we highly encourage using Binder Identification to quickly set up your filing groups in Estimated Payments using the Auto Create function. Otherwise, you must create your filing groups manually.

[Creating a Filing Group with Auto Create]

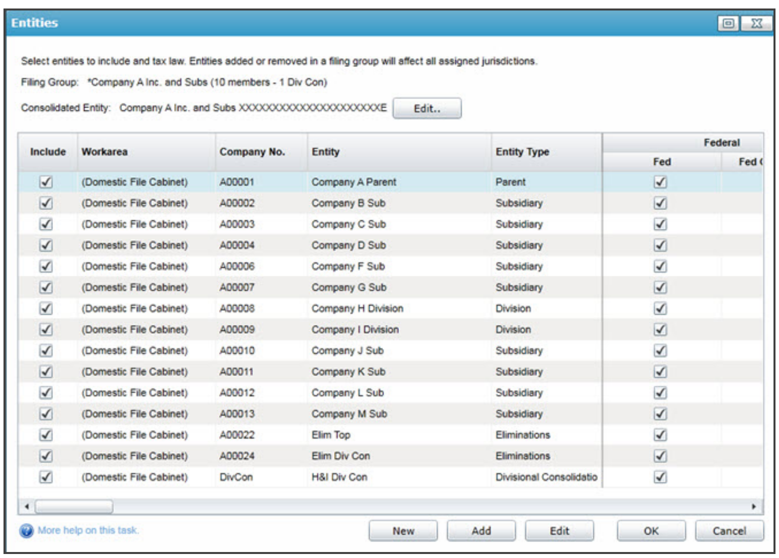
[Creating a Filing Group Manually]

[Creating a New Entity from a Filing Group (page 15)]

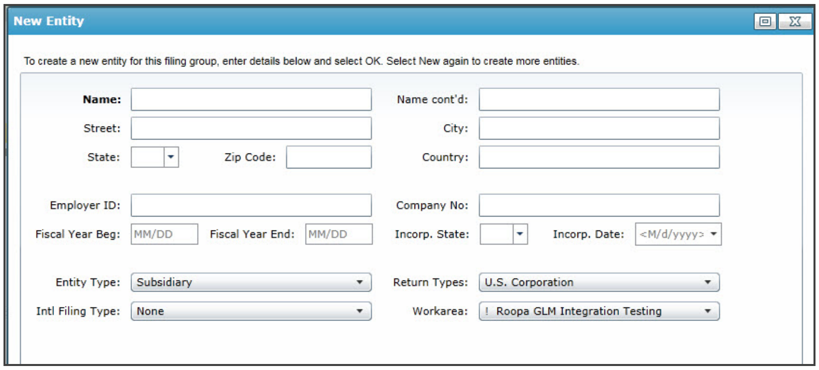
[Managing Filing Groups (page 17)]

Creating a New Entity from a Filing Group

1. On the Filing Groups screen, select **Entities**.
2. Select **New**.



3. Enter the entity information.

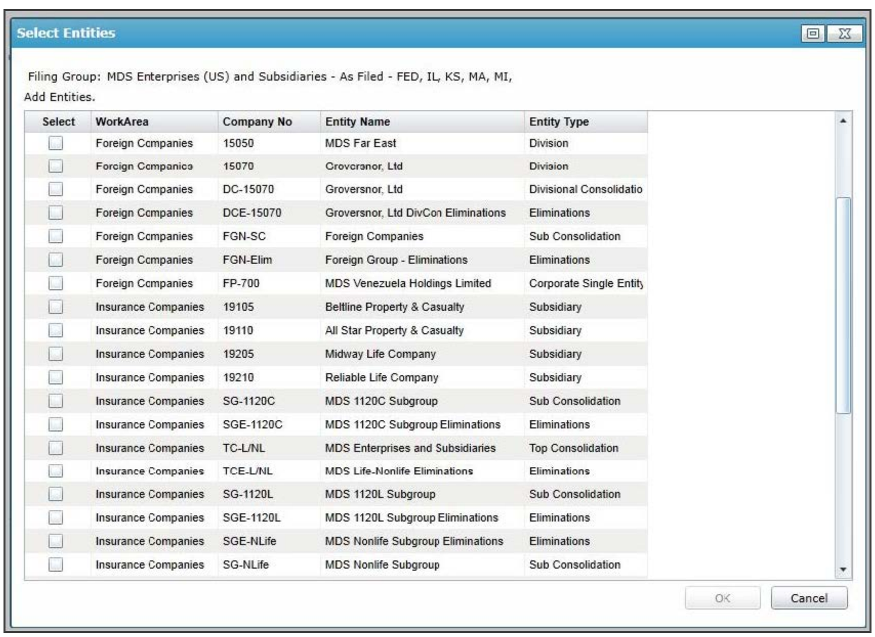


4. Select **OK**.

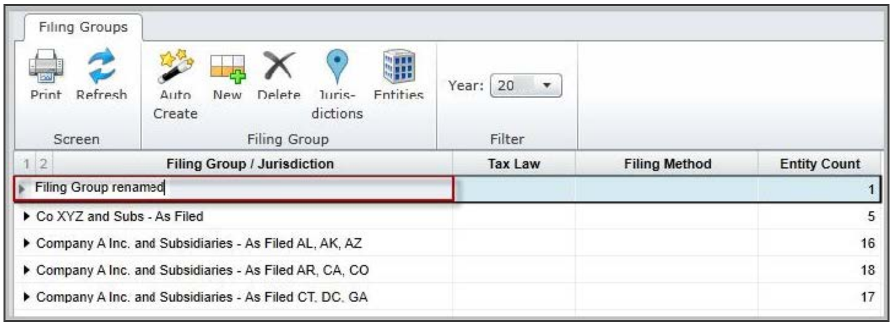
Adding an Entity to the Selected Filing Group

1. On the **Entities** screen, click **Add**.

2. Select the entity from the list.



3. To rename a filing group, double-click the filing group and then enter the desired name.



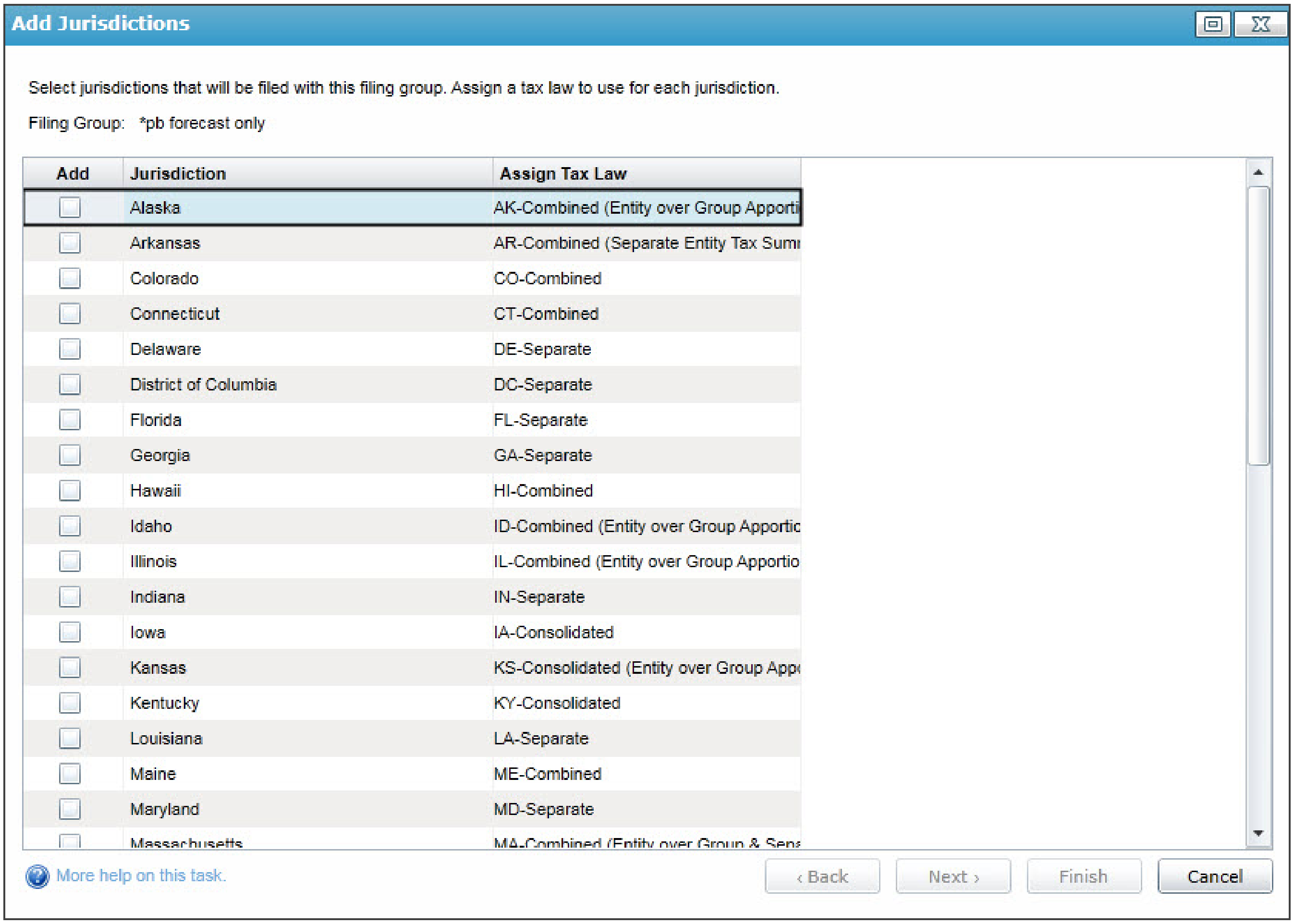
Managing Filing Groups

You can manage consolidated and separate filing groups as needed. Delete groups, remove and add jurisdictions, and add entities to filing groups also.

Adding Jurisdictions to Filing Groups

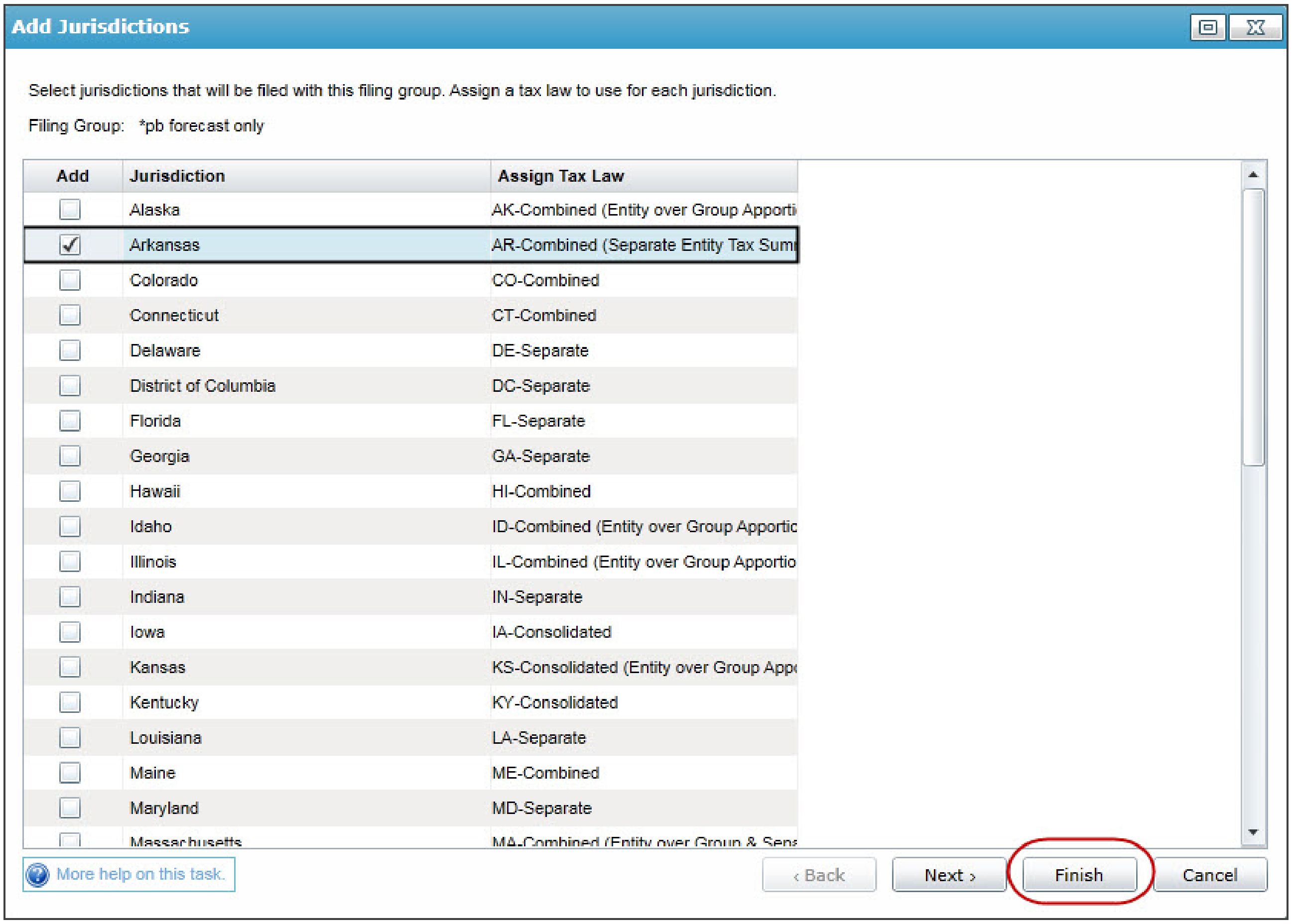
1. Select an existing filing group.
2. On the toolbar ribbon, select the **Jurisdictions** icon. A separate window displays a list of available jurisdictions to choose.

3. Select the desired jurisdiction(s) by checking **Add**.



4. Select the **Assign Tax Law** dropdown to assign a user-created tax law.

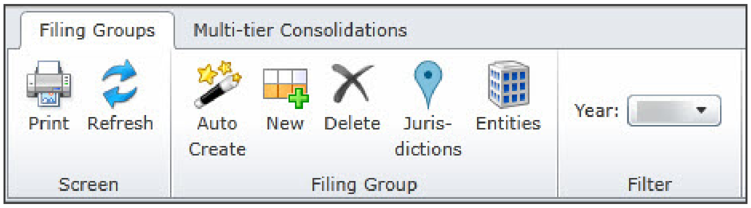
5. Select **Next** to see a list of existing entities included in the filing group or click **Finish** to complete the process.



Only jurisdictions selected in the **Jurisdiction Setup** menu are listed.

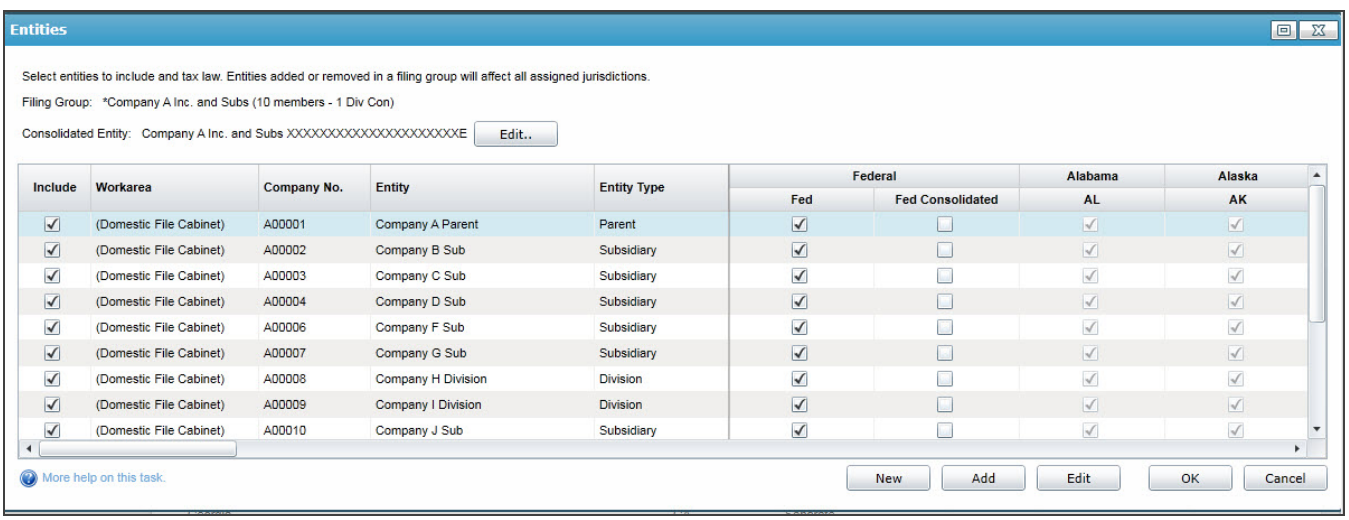
Deleting Jurisdictions in Filing Groups

1. Expand the filing group and select the jurisdiction you want to delete.
2. On the toolbar ribbon, select **Delete**. (**Delete** also removes Filing Groups.)

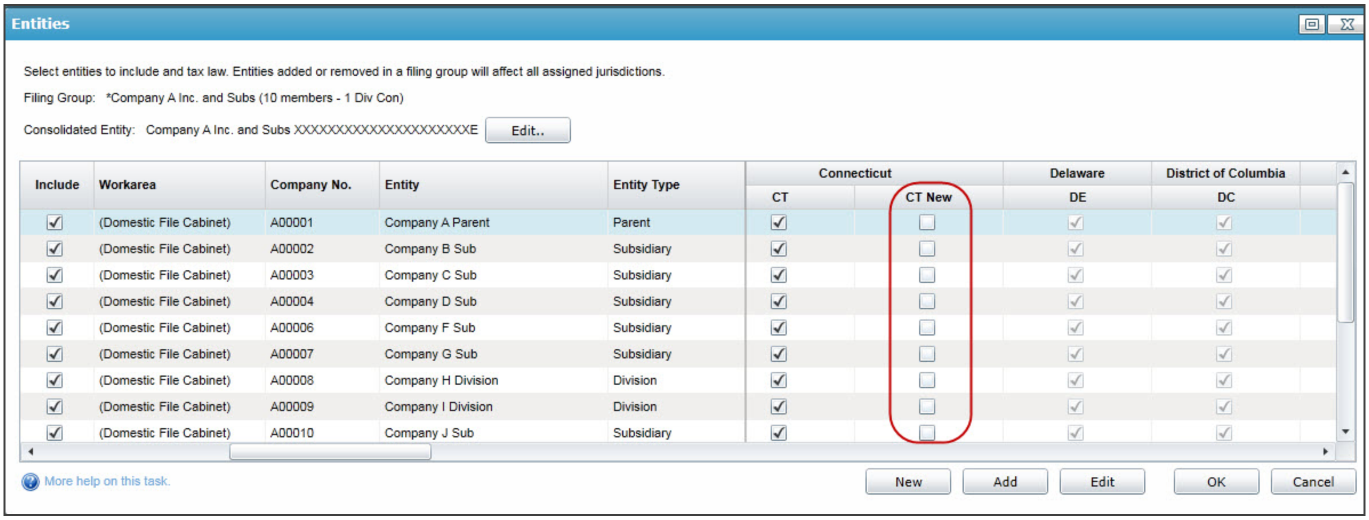


Adding Entities in Filing Groups

1. Select an existing filing group.
2. On the toolbar ribbon, select the **Entities** icon. A separate window displays a list of entities to include or exclude in the selected filing group.
3. To exclude an entity from the selected filing group, remove the checkbox for the corresponding entity.
4. Before selecting **OK**, scroll to the right to see the default tax law assigned for each entity. If you have created a custom tax law in the Tax Law panel, you can make an assignment to entities in the **Entities** screen.



Example of a custom tax law, created for California, and assigned to entities instead of the system default tax law.



To add a new entity which does not already exist, to a filing group, create the entity on the **Filing Groups** screen or on the **Entities** screen.

Creating a New Entity from a Filing Group (page 15)

If you have ONESOURCE Income Tax, the new entity will also be created in Income Tax. This does not create a related binder. You can also add other existing entities that are available, but not already included, in the selected filing group.

MULTI TIER CONSOLIDATION

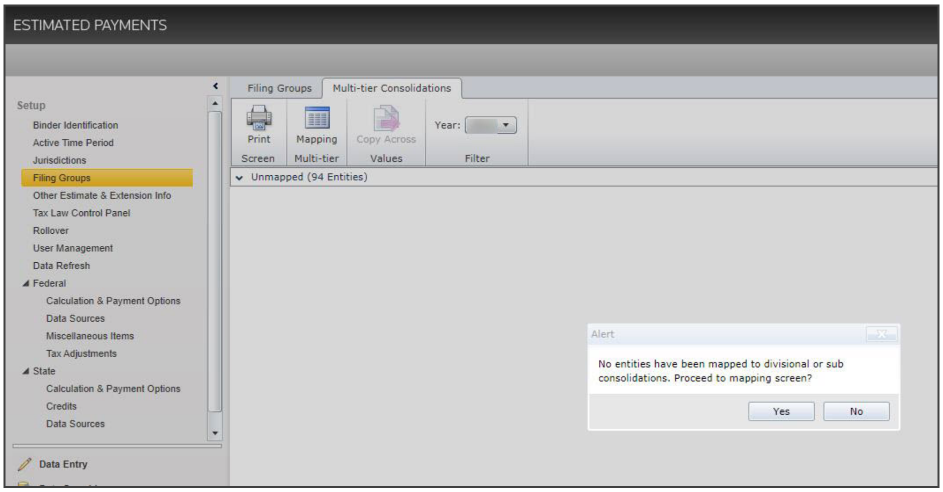
Use the Multi-tier Consolidations area if you have division or divisional consolidation entities that must pay estimated or extension payments. This area is a part of the setup area for filing groups. Multi-tier is a term used for establishing the relation between division and divisional consolidation entities. It can also be used for sub consolidations to create a relationship with subsidiaries or divisions if they are intended to behave like divisional consolidations.

Setting Up Multi-Tier Information

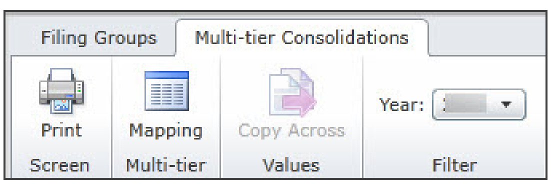
1. On the bottom menu, select **Setup**.
2. On the top menu, select **Filing Groups**.

3. Select the **Multi-tier Consolidations** tab.
4. Select the **Year** from the dropdown.

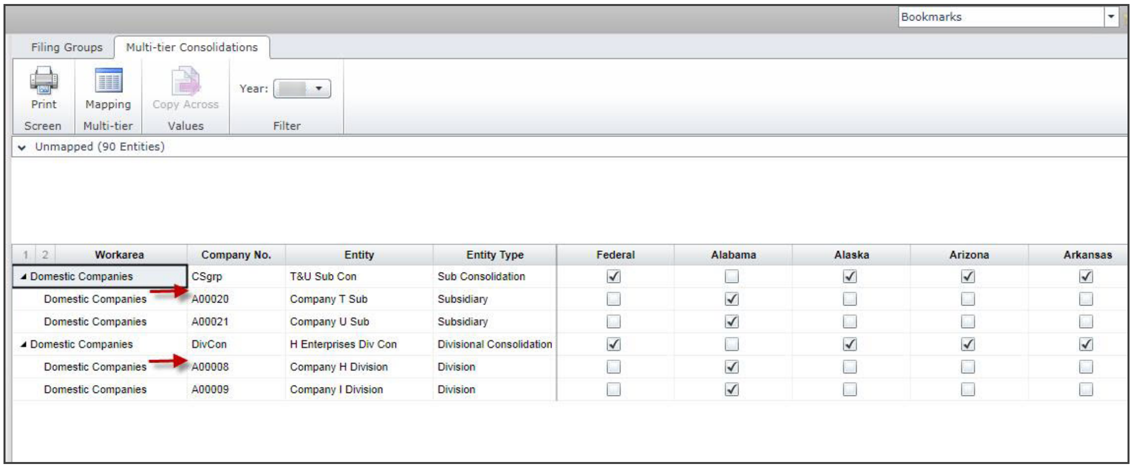
   The following alert message appears the first time you open this area for the year and before you complete any mapping for your divisions and divisional consolidations. No entities have been mapped to divisional or sub consolidations. Proceed to mapping screen?



5. Select **Yes** to complete this mapping.
6. After you save the mapping for the year, you can access this mapping as needed by selecting **Mapping Multi-Tier** on the toolbar.



7. After you complete the Multi-Tier Mapping (page 24), a hierarchical view shows each mapped divisional consolidation with its mapped divisions listed underneath.



8. Indicate if filing at the divisional consolidation or division level for each jurisdiction by selecting either the divisional consolidation or division entity.

9. On the toolbar, select **Copy Across** to copy a selection or remove a selection for all of the jurisdictions.

Additional information

- Filing groups are kept in synch with multi-tier consolidation selections even if the filing group already has any of the mapped divisions or divisional consolidations as entities assigned. If the filing entity is at the divisional consolidation level then the divisions and divisional consolidation will be kept together as a related set.

- Multi-tier selections are respected throughout Estimated Payments when it needs to know the filing entities.

- Hover over the entity to see if it is assigned to any filing group.

- An unmapped list of entities is maintained at the top of this multi-tier consolidation view.

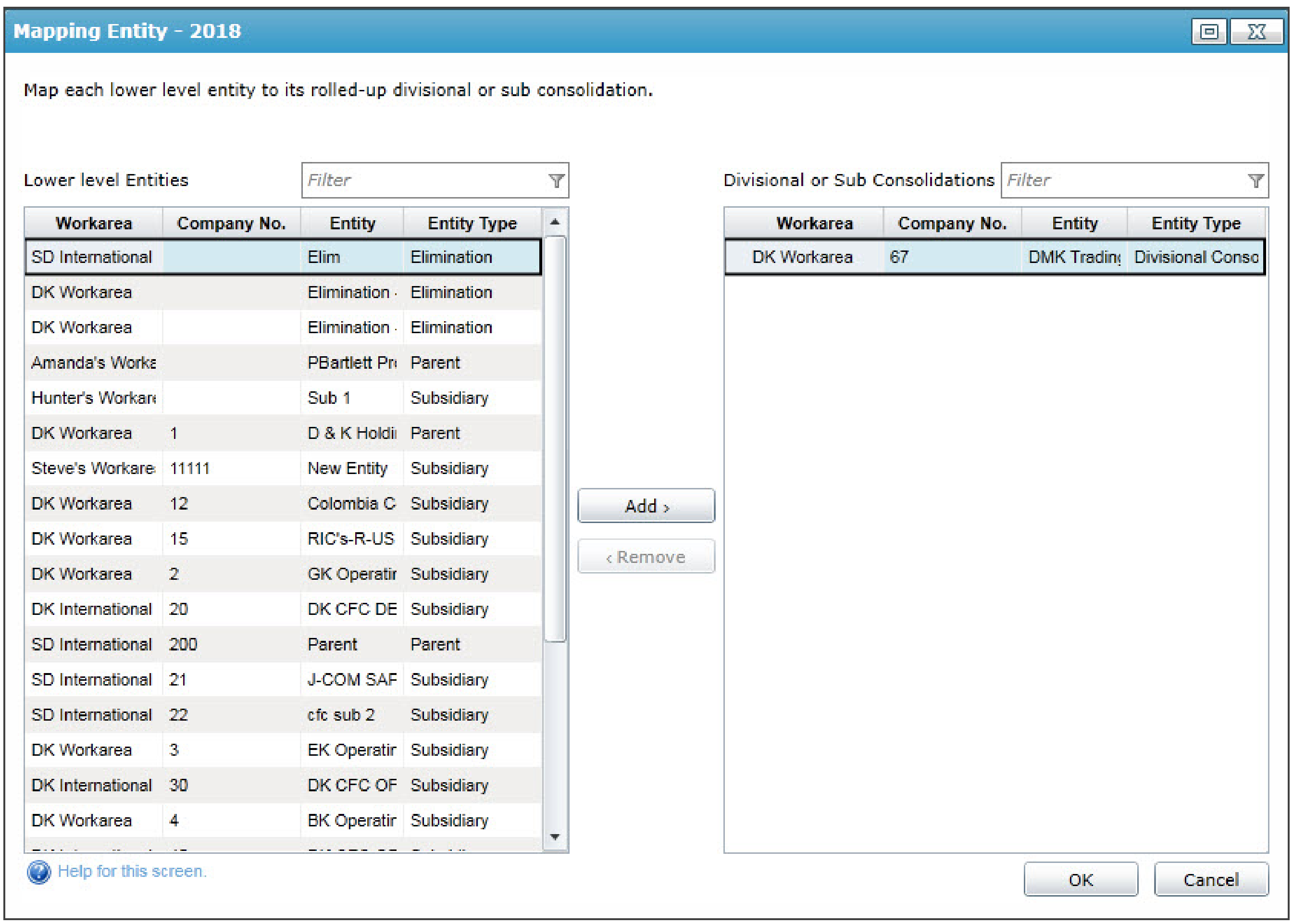
MULTI-TIER MAPPING

Use multi-tier mapping to map each lower level division entity to its rolled-up divisional consolidation. This is also allowed for sub consolidations if they are intended to behave like divisional consolidations.

Setting Up Multi-Tier Mapping

1. From the **Multi-tier Consolidations** screen, on the toolbar, select **Mapping Multi-Tier**. You can resize or maximize the screen as needed.

2. In the left pane, select the division entity you wish to map to a divisional consolidation.

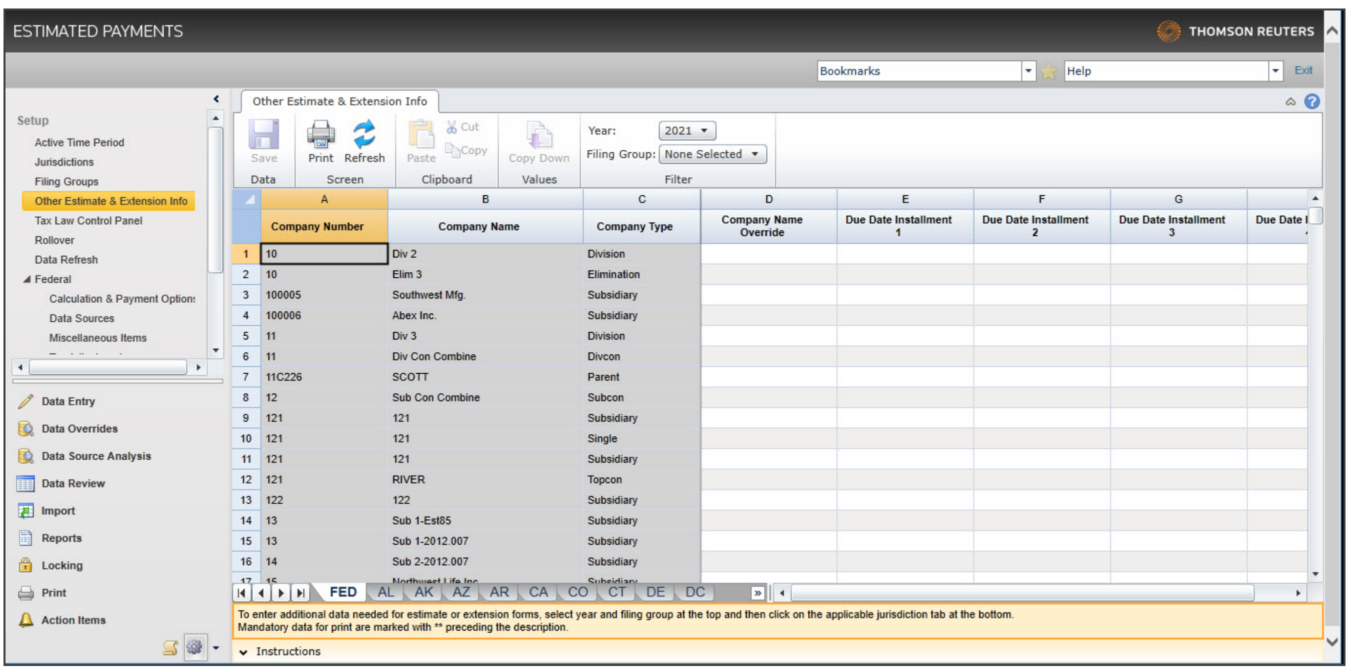


3. In the right pane, select the divisional consolidation where you want the division mapped.
4. Select **Add**. This establishes the relationship between the division and the divisional consolidation.
5. Select **OK** to save the mapping.
6. To remove mapping, select the divisional consolidation on the right pane, then select **Remove**.
7. You can select more than one division at a time to map them to the same divisional consolidation.
8. On both the left and right panes, you can use the filters for **Company No**., **Entity**, or **Entity Type** sides to find the entities that must be mapped together.

OTHER ESTIMATE AND EXTENSION INFORMATION

Use this setup area to enter general information that is required for printing payment vouchers and/or extension forms. For example, Officer Title, ID numbers, and Account numbers.

1. On the bottom panel menu, select **Setup**, then on the top menu select **Other Estimate & Extension Info**.



2. Select a **Year** from the dropdown.
3. Select a **Filing Group** from the dropdown. The selected group displays related entities and jurisdictions.

4. Select each **Jurisdiction** tab at the bottom of the screen and then enter the applicable information. The options for each jurisdiction are specific to each one.

Mandatory data for print is marked with ** preceding the description.

Additional Screen Elements

- Jurisdiction tabs are located at the bottom of the screen so you can select the applicable information by entity and by jurisdiction.
- Selections rollover from year to year. when you rollover filing groups.
- The toolbar has **Paste**, **Cut**, and **Copy** features like Microsoft Excel© to save you time.
- The toolbar has a **Copy Down** feature so you can copy data from one field to all fields within the same column.
- You can filter each column to make entering data more efficient.

Enter data for each entity and jurisdiction if its filing method is **Separate**. Otherwise, data is only needed for the consolidated entity.

TAX LAW CONTROL PANEL

In the Tax Law setup area, you can review and change tax law settings that the system uses for estimated payment calculations. The Tax Law Control Panel has default tax law settings according to the most up-to-date tax laws for each jurisdiction.

The Tax Law Control Panel also allows you to create an unlimited number of custom tax laws for a jurisdiction. You can delete the custom tax law(s) at any time if they are not assigned to a filing group. However, you cannot delete a system default tax law. If you change or override the default tax law setting for a jurisdiction, you will see a red glyph next to that item. You can reset the setting to the default at any time.

When creating a custom tax law, the system selects a default filing method for each jurisdiction. You can change this, however, be aware that some filing methods may not be applicable.

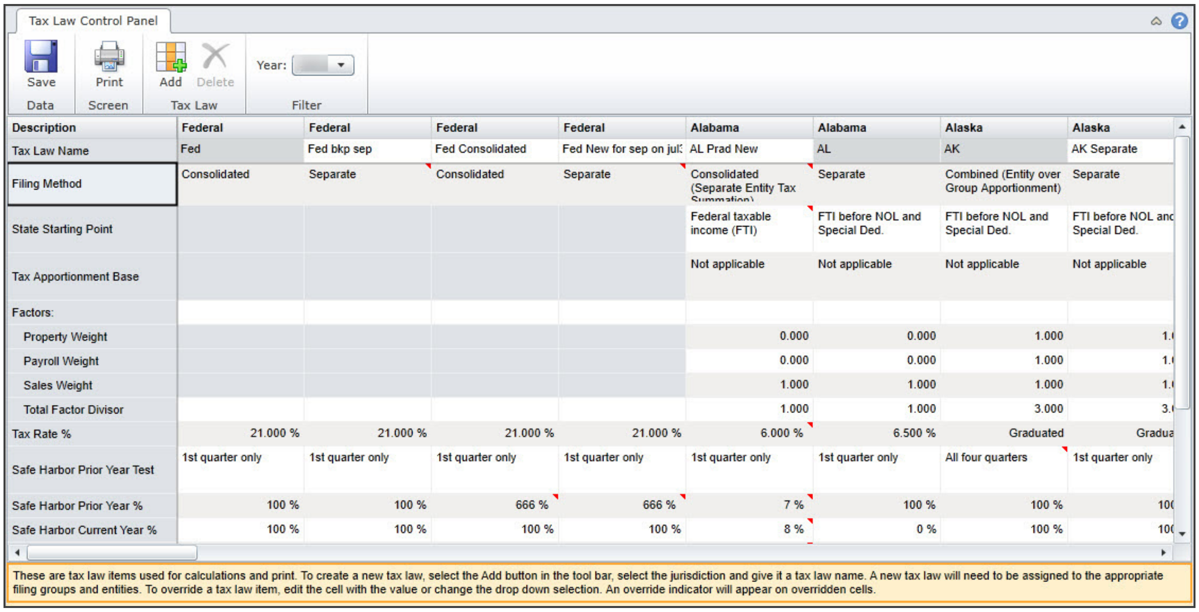
The following table describes the default filing method for each jurisdiction.

JURISDICTION	DEFAULT FILING METHOD
Arizona, Colorado, Hawaii, Maine, Michigan, New Hampshire, New Mexico, Texas, Utah, Vermont, Wisconsin	Combined
Federal (Fed), Iowa, Kentucky	Consolidated
Alaska, California, Idaho, Illinois, Minnesota, Montana, Nebraska, New York, West Virginia	Combined (Entity Over Group Apportionment)
Kansas, North Dakota, Oregon	Consolidated (Entity Over Group Apportionment)
Connecticut	Combined (Separate Entity Taxable Income)
Arkansas, Oklahoma, Rhode Island, South Carolina	Consolidated (Separate Entity Taxable Income)
Alabama, Delaware, District of Columbia, Florida, Georgia, Indiana, Louisiana, Maryland, Mississippi, Missouri, New Jersey, North Carolina, Ohio, Pennsylvania, Tennessee	Separate
Virginia	Consolidated (Separate Entity Tax Summation)
Massachusetts	Combined (Entity over Group & Separate Entity Tax)

Changing Tax Law Control Panel Settings

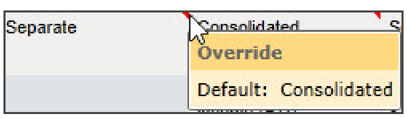
1. On bottom menu, select **Setup**.
2. On the top menu, select **Tax Law Control Panel**.

3. Select the **Year** from the dropdown. All the jurisdictions selected in the **Jurisdictions** setup area are displayed.



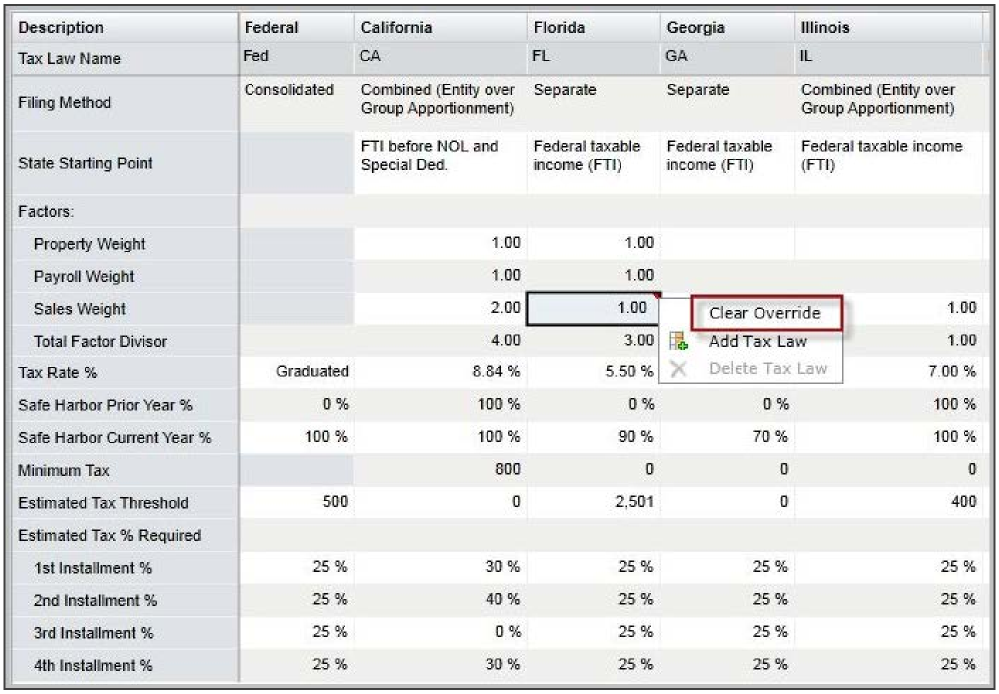
4. To change a tax law, locate the tax law item and double-click in the cell to change the data.

5. Click **Save**. A red glyph appears in the cell to identify that the default setting has changed.



The system updates the **Data Review** screen when there are changes to tax law items.

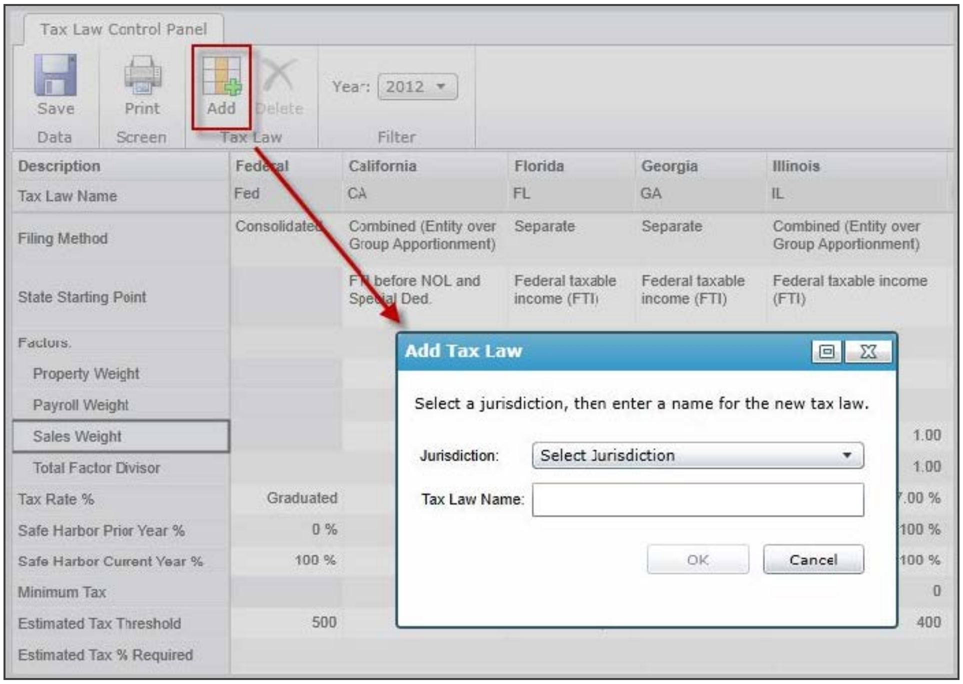
6. To reset a tax law item to the default setting, right-click on the field and select **Clear Override**.



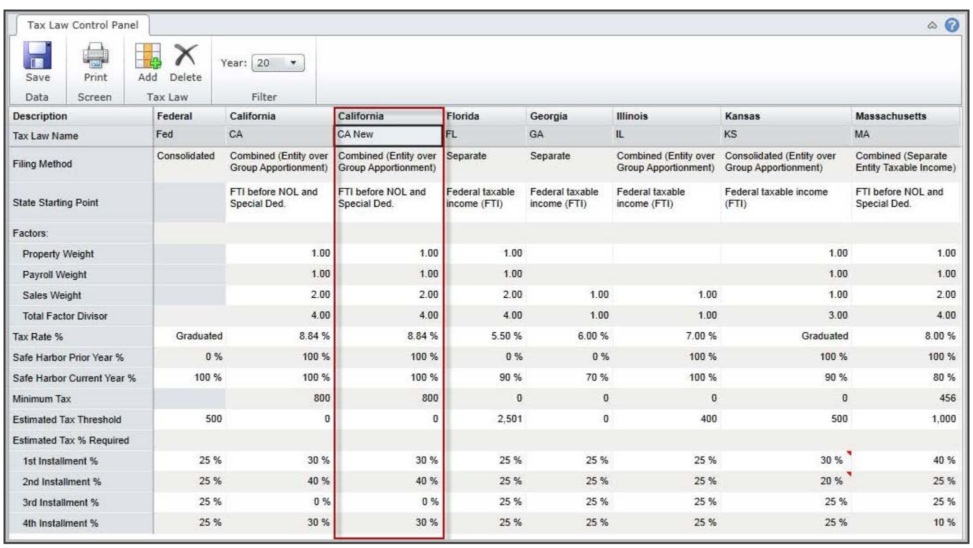
Description	Federal	California	Florida	Georgia	Illinois
Tax Law Name	Fed	CA	FL	GA	IL
Filing Method	Consolidated	Combined (Entity over Group Apportionment)	Separate	Separate	Combined (Entity over Group Apportionment)
State Starting Point		FTI before NOL and Special Ded.	Federal taxable income (FTI)	Federal taxable income (FTI)	Federal taxable income (FTI)
Factors:					
Property Weight		1.00	1.00		
Payroll Weight		1.00	1.00		
Sales Weight		2.00	1.00		1.00
Total Factor Divisor		4.00	3.00		1.00
Tax Rate %	Graduated	8.84 %	5.50 %		7.00 %
Safe Harbor Prior Year %	0 %	100 %	0 %	0 %	100 %
Safe Harbor Current Year %	100 %	100 %	90 %	70 %	100 %
Minimum Tax		800	0	0	0
Estimated Tax Threshold	500	0	2,501	0	400
Estimated Tax % Required					
1st Installment %	25 %	30 %	25 %	25 %	25 %
2nd Installment %	25 %	40 %	25 %	25 %	25 %
3rd Installment %	25 %	0 %	25 %	25 %	25 %
4th Installment %	25 %	30 %	25 %	25 %	25 %

7. Hover the cursor over overridden law items to view the default.

8. To add a custom tax law, on the toolbar ribbon, select **Add**. A separate window opens where you can select a jurisdiction and enter a name. The tax law name must be unique.

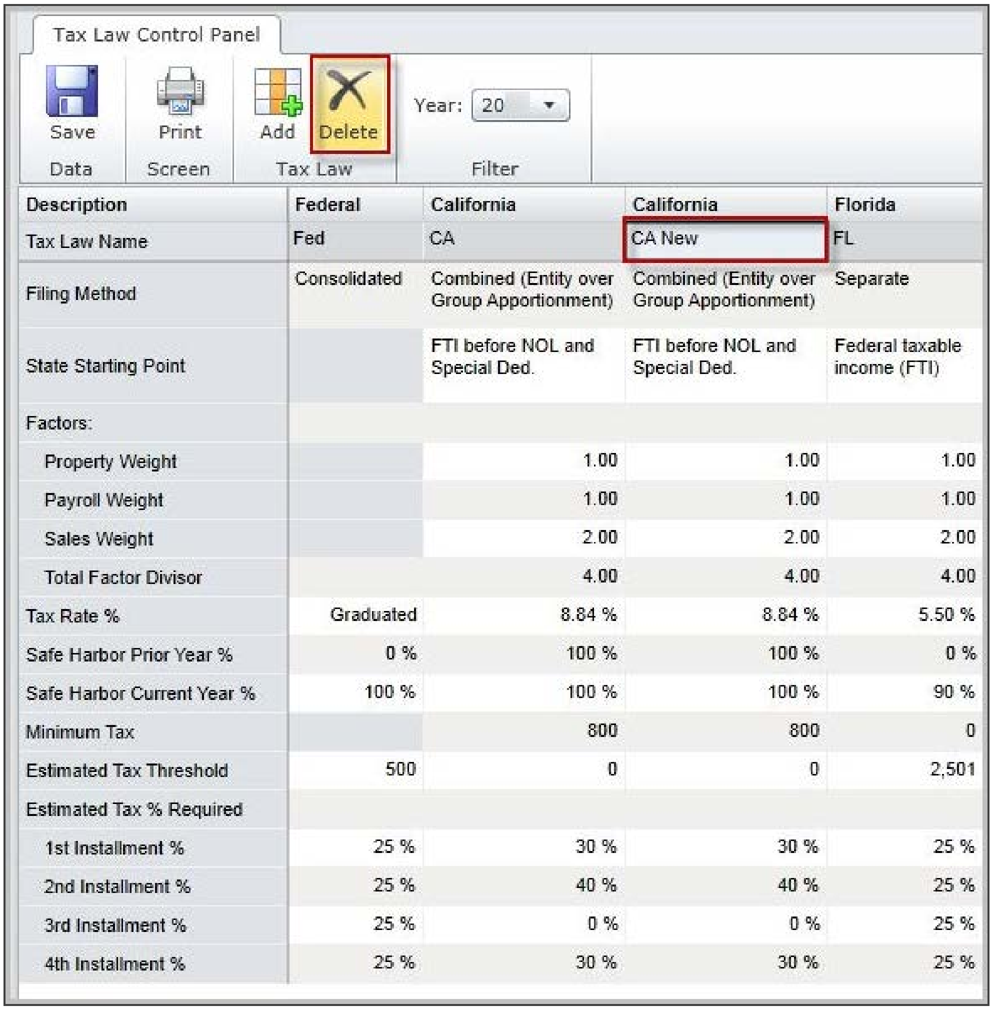


9. After adding a custom tax law, you can then make applicable changes to meet filing requirements.



Description	Federal	California	California	Florida	Georgia	Illinois	Kansas	Massachusetts
Tax Law Name	Fed	CA	CA New	FL	GA	IL	KS	MA
Filing Method	Consolidated	Combined (Entity over Group Apportionment)	Combined (Entity over Group Apportionment)	Separate	Separate	Combined (Entity over Group Apportionment)	Consolidated (Entity over Group Apportionment)	Combined (Separate Entity Taxable Income)
State Starting Point		FTI before NOL and Special Ded.	FTI before NOL and Special Ded.	Federal taxable income (FTI)	Federal taxable income (FTI)	Federal taxable income (FTI)	Federal taxable income (FTI)	FTI before NOL and Special Ded.
Factors:								
Property Weight		1.00	1.00	1.00			1.00	1.00
Payroll Weight		1.00	1.00	1.00			1.00	1.00
Sales Weight		2.00	2.00	2.00	1.00	1.00	1.00	2.00
Total Factor Divisor		4.00	4.00	4.00	1.00	1.00	3.00	4.00
Tax Rate %	Graduated	8.84 %	8.84 %	5.50 %	6.00 %	7.00 %	Graduated	8.00 %
Safe Harbor Prior Year %	0 %	100 %	100 %	0 %	0 %	100 %	100 %	100 %
Safe Harbor Current Year %	100 %	100 %	100 %	90 %	70 %	100 %	90 %	80 %
Minimum Tax		800	800	0	0	0	0	456
Estimated Tax Threshold	500	0	0	2,501	0	400	500	1,000
Estimated Tax % Required								
1st Installment %	25 %	30 %	30 %	25 %	25 %	25 %	30 %	40 %
2nd Installment %	25 %	40 %	40 %	25 %	25 %	25 %	20 %	25 %
3rd Installment %	25 %	0 %	0 %	25 %	25 %	25 %	25 %	25 %
4th Installment %	25 %	30 %	30 %	25 %	25 %	25 %	25 %	10 %

10. To delete a custom tax law, make sure it is not assigned to any filing groups. Select the tax law name, and then select **Delete**.



Description	Federal	California	California	Florida
Tax Law Name	Fed	CA	CA New	FL
Filing Method	Consolidated	Combined (Entity over Group Apportionment)	Combined (Entity over Group Apportionment)	Separate
State Starting Point		FTI before NOL and Special Ded.	FTI before NOL and Special Ded.	Federal taxable income (FTI)
Factors:				
Property Weight		1.00	1.00	1.00
Payroll Weight		1.00	1.00	1.00
Sales Weight		2.00	2.00	2.00
Total Factor Divisor		4.00	4.00	4.00
Tax Rate %	Graduated	8.84 %	8.84 %	5.50 %
Safe Harbor Prior Year %	0 %	100 %	100 %	0 %
Safe Harbor Current Year %	100 %	100 %	100 %	90 %
Minimum Tax		800	800	0
Estimated Tax Threshold	500	0	0	2,501
Estimated Tax % Required				
1st Installment %	25 %	30 %	30 %	25 %
2nd Installment %	25 %	40 %	40 %	25 %
3rd Installment %	25 %	0 %	0 %	25 %
4th Installment %	25 %	30 %	30 %	25 %

Delete is not active for a system default tax law or a tax law that is assigned to a filing group.

CALCULATION DESCRIPTIONS

Calculation descriptions for each Combined and Consolidated Filing Methods

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Federal Taxable Income	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on
Net Operating Loss Carryover (Pre-Apportion ed)	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on
State Modificati on	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on
Allocable Income Everywhe re	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on
Apportion able Income	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on
Property Within Amount	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Property Everywhere Amount	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Combined Property Everywhere	N/A	N/A	Entity Summation	Entity Summation	N/A	N/A	Entity Summation
Total Property Factor %	Consolidated property within divided by consolidated property everywhere multiplied by property weight	Consolidated property within divided by consolidated property everywhere multiplied by property weight	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Payroll Within Amount	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Payroll Everywhere Amount	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Combined Payroll Everywhere	N/A	N/A	Entity Summation	Entity Summation	N/A	N/A	Entity Summation
Total Payroll Factor %	Consolidated payroll within divided by consolidated payroll everywhere multiplied by payroll weight	Consolidated payroll within divided by consolidated payroll everywhere multiplied by payroll weight	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Sales Within			Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Sales Everywhere Amount			Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Combined Sales Everywhere	N/A	N/A	Entity Summation	Entity Summation	N/A	N/A	Entity Summation
Total Sales Factor %	Consolidated sales within divided by consolidated sales everywhere multiplied by sales weight	Consolidated sales within divided by consolidated sales everywhere multiplied by sales weight	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Divisor	Total of factor weights if that factor has data	Total of factor weights if that factor has data	Total of factor weights if that factor has data	Total of factor weights if that factor has data	Only provided for each entity	Only provided for each entity	Total of factor weights if that factor has data

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Total Apportion ment Factor %	Total of consolida ted property, payroll and sales factors divided by divisor	Total of consolidate d property, payroll and sales factors divided by divisor	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summati on
Apportion ed Income	Consolid ated apportion able income times total apportio n- ment factor	Consolidate d apportionab le income times total apportion-ment factor	Consolidated apportionable income times total apportion-ment factor	Consolidated apportionable income times total apportion-ment factor	Entity Summati on	Only provided for each entity	Consolid ated apportion able income times total apportio n- ment factor
Allocable Income Within	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Entity Summati on	Only provided for each entity	Entity Summati on
Apportion ed Income Adjustme nts	Entity Summati on	Entity Summation	Entity Summation	Entity Summation	Entity Summati on	Only provided for each entity	Only provided for each entity

DATA REVIEW ITEM	COMBINED	CONSOLIDATED	COMBINED (ENTITY OVER GROUP APPORTIONMENT)	CONSOLIDATED (ENTITY OVER GROUP APPORTIONMENT)	COMBINED (SEPARATE ENTITY TAXABLE INCOME)	CONSOLIDATED (SEPARATE ENTITY TAX SUMMATION)	COMBINED (ENTITY OVER GROUP & SEPARATE ENTITY TAX)
NOL (Post-Apportioned)	Consolidated Carryover is limited to consolidated apportioned income plus allocable income within plus apportioned income adjustments	Consolidated Carryover is limited to consolidated apportioned income plus allocable income within plus apportioned income adjustments	Consolidated Carryover is limited to consolidated apportioned income plus allocable income within plus apportioned income adjustments	Consolidated Carryover is limited to consolidated apportioned income plus allocable income within plus apportioned income adjustments	Consolidated Carryover is limited to consolidated apportioned income plus allocable income within plus apportioned income adjustments	Only provided for each entity	Only provided for each entity

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
State Taxable Income	Consolidated apportioned income plus total allocable income within plus total apportioned income adjustments less net operating loss	Consolidated apportioned income plus total allocable income within plus total apportioned income adjustments less net operating loss	Consolidated apportioned income plus total allocable income within plus total apportioned income adjustments less net operating loss	Consolidated apportioned income plus total allocable income within plus total apportioned income adjustments less net operating loss	Consolidated apportioned income plus total allocable income within plus total apportioned income adjustments less net operating loss	Only provided for each entity	Only provided for each entity
State Income Tax before Credits	Consolidated state taxable income times tax rate	Consolidated state taxable income times tax rate	Consolidated state taxable income times tax rate	Consolidated state taxable income times tax rate	Consolidated state taxable income times tax rate	Entity Summation	Entity Summation

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Net Taxable Income (1)	Consolidated federal taxable income less net operating loss carryover (pre-apportioned) less total modifications	Consolidated federal taxable income less net operating loss carryover (pre-apportioned) less total modifications	N/A	N/A	N/A	N/A	N/A
Income Apportioned (1)	Consolidated apportioned income	Consolidated apportioned income	N/A	N/A	N/A	N/A	N/A

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Total Allocated and Apportioned (1)	Consolidated income allocated plus consolidated income apportioned	Consolidated income allocated plus consolidated income apportioned	N/A	N/A	N/A	N/A	N/A
Tax on Net Taxable Income (1)	Consolidated net taxable income time tax rate percentage	Consolidated net taxable income time tax rate percentage	N/A	N/A	N/A	N/A	N/A

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
State Percentage (1)	Consolidated total allocated and apportioned divided by consolidated net taxable income	Consolidated total allocated and apportioned divided by consolidated net taxable income	N/A	N/A	N/A	N/A	N/A
State Income Tax before Credits	Consolidated state taxable income times tax rate or tax on net taxable income times state percentage if (1)	Consolidated state taxable income times tax rate or tax on net taxable income times state percentage if (1)	Consolidated state taxable income times tax rate	Consolidated state taxable income times tax rate	Consolidated state taxable income times tax rate	Entity Summation	Entity Summation

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Total Credits	Consolidated nonrefund- able credits plus refundable credits	Consolidated nonrefund-able credits plus refundable credits	Consolidated nonrefund-able credits plus refundable credits	Consolidated nonrefund-able credits plus refundable credits	Consolidated nonrefund- able credits plus refundable credits	Entity Summation	Entity Summation
Estimated State Income Tax required to pay	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required	Consolidated total estimated payments due after safe harbor test times accumulated percentage of estimated tax required
Franchise Tax Payment	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation

DATA REVIEW ITEM	COMBIN-ED	CONSOLID-ATED	COMBINED (ENTITY OVER GROUP APPORTION-MENT)	CONSOLIDA-TED (ENTITY OVER GROUP APPORTION-MENT)	COMBIN-ED (SEPAR-ATE ENTITY TAXABL-E INCOME)	CONSOLID-ATED (SEPARAT-E ENTITY TAX SUMMATIO-N)	COMBIN-ED (ENTITY OVER GROUP & SEPARA-TE ENTITY TAX)
Other Taxes	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation
Estimated Payment Due	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes	Consolidated estimated state income tax required to pay plus franchise tax plus other taxes
Payments	Consolidated prior year overpayment plus total prior time period payments	Consolidated prior year overpayment plus total prior time period payments	Consolidated prior year overpayment plus total prior time period payments	Consolidated prior year overpayment plus total prior time period payments	Consolidated prior year overpayment plus total prior time period payments	Consolidated prior year overpayment plus total prior time period payments	Consolidated prior year overpayment plus total prior time period payments

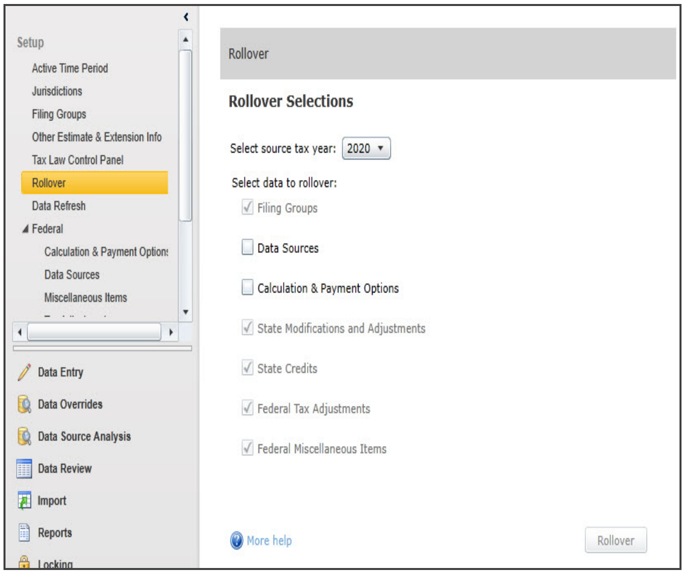
DATA REVIEW ITEM	COMBINED	CONSOLIDATED	COMBINED (ENTITY OVER GROUP APPORTIONMENT)	CONSOLIDATED (ENTITY OVER GROUP APPORTIONMENT)	COMBINED (SEPARATE ENTITY TAXABLE INCOME)	CONSOLIDATED (SEPARATE ENTITY TAX SUMMATION)	COMBINED (ENTITY OVER GROUP & SEPARATE ENTITY TAX)
Payment Amount Due	Consolidated installment payment due (overpaid) plus Cushion plus rounding	Consolidated installment payment due (overpaid) plus Cushion plus rounding	Consolidated installment payment due (overpaid) plus Cushion plus rounding	Consolidated installment payment due (overpaid) plus Cushion plus rounding	Consolidated installment payment due (overpaid) plus Cushion plus rounding	Consolidated installment payment due (overpaid) plus Cushion plus rounding	Consolidated installment payment due (overpaid) plus Cushion plus rounding
Amount to Pay	Consolidated payment due or payment override	Consolidated payment due or payment override	Consolidated payment due or payment override	Consolidated payment due or payment override	Consolidated payment due or payment override	Consolidated payment due or payment override	Consolidated payment due or payment override

(1) Only applies when a Tax Law Control Panel item: Tax Apportionment Base is Apportionable Income or Adjusted Federal Taxable Income.

ROLLOVER

The rollover process rolls over several components of Estimated Payments from one year to the next.

1. On the bottom menu, select **Setup**.
2. On the top menu select **Rollover**.



3. Select the **Year** to rollover from and make a selection for one or all of the rollover components.
4. Select **Rollover** to complete the process.

Hovering over components displays tool tips for items.

The following table shows the rollover item(s) for each component:

COMPONENT	ROLLOVER ITEMS
Filing Groups	Rolls over jurisdictions, filing groups, Other Estimate & Extension Info, and user created tax laws.
Data Sources	Rolls over both federal and state data source selections.
Calculation and Payment Options	Rolls over both federal and state calculation and payment option selections.

COMPONENT	ROLLOVER ITEMS
State Modifications and Adjustments	Rolls over user created state modifications and adjustment descriptions, and mappings to each source system.
State Credits	Rolls over state credit descriptions.
Federal Tax Adjustments	Rolls over federal tax adjustment descriptions.
Federal Miscellaneous Items	Rolls over federal credit and extraordinary descriptions.

DATA REFRESH

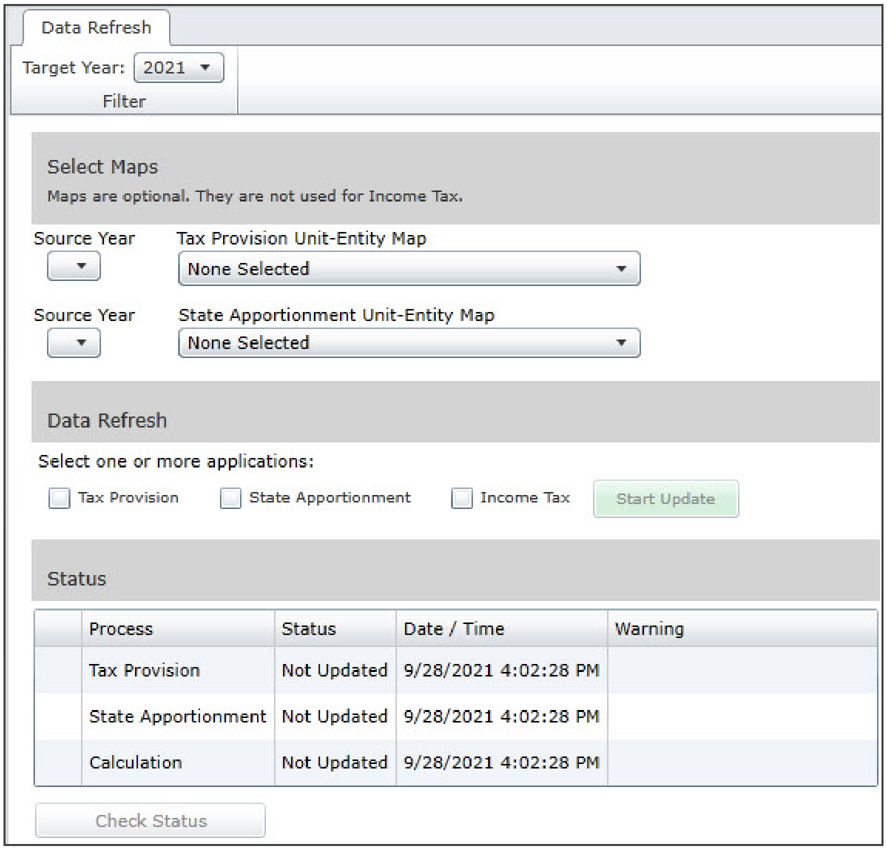
If you change data in the application, you can update Estimated Payments instantly by using **Data Refresh**.

These maps are only needed if the entities are not the same across each of the other applications and Estimated Payments.

Updating Data and Identifying Entity Maps

1. On the bottom menu, select **Setup > Active Time Period**.
2. Select the time periods you wish to update for **Tax Provision**, **State Apportionment** or **Income Tax**.
3. Check **Binder Identification** to make sure each filing binder is set by jurisdiction for both consolidated and separate filings.
4. On the Estimated Payments navigation tree, select **State > Data Sources**. Make sure data items that come from Income Tax are set to **Income Tax - Current Year** or **Income Tax Prior Year**.
5. If you use data from Tax Provision or State Apportionment, set the data items.

6. On the top menu, select **Data Refresh**.



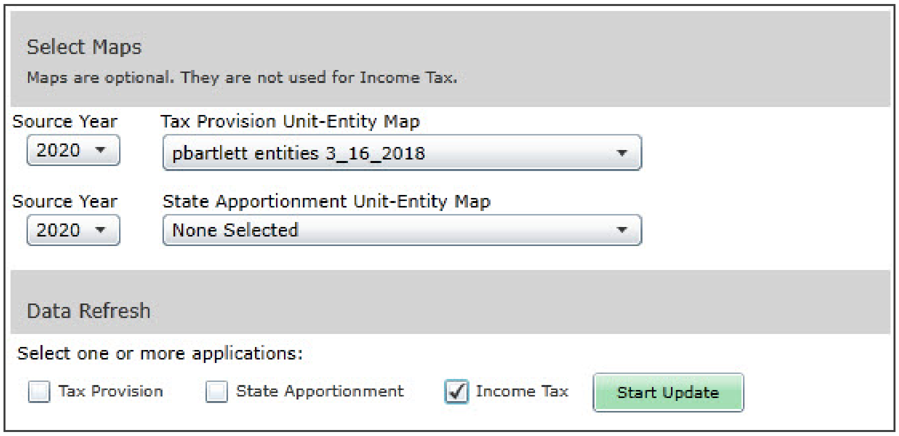
7. Select the **Target Year** as the Estimated Payment filing year, from the dropdown.

8. In the **Select Maps** section, select Source Year for Tax Provision and State Apportionment. This is the year where the data exists in each of these applications.

9. Select the entity maps for Tax Provision and State Apportionment from the dropdowns.

10. In the **Data Refresh** section, select one or more of the applications (Tax Provision, State Apportionment, Income Tax), to refresh data for one or more of the applications.

11. Click **Start Update**.



12. If data is changed in the Tax Provision, State Apportionment and/or Income Tax applications, use **Data Refresh** to instantly update Estimated Payments with the changes.
13. The **Status** section displays each process as it runs and shows when it finishes. Any errors appear in the Warning column. The status updates automatically.
14. Click **Check Status** to see the updates more often.

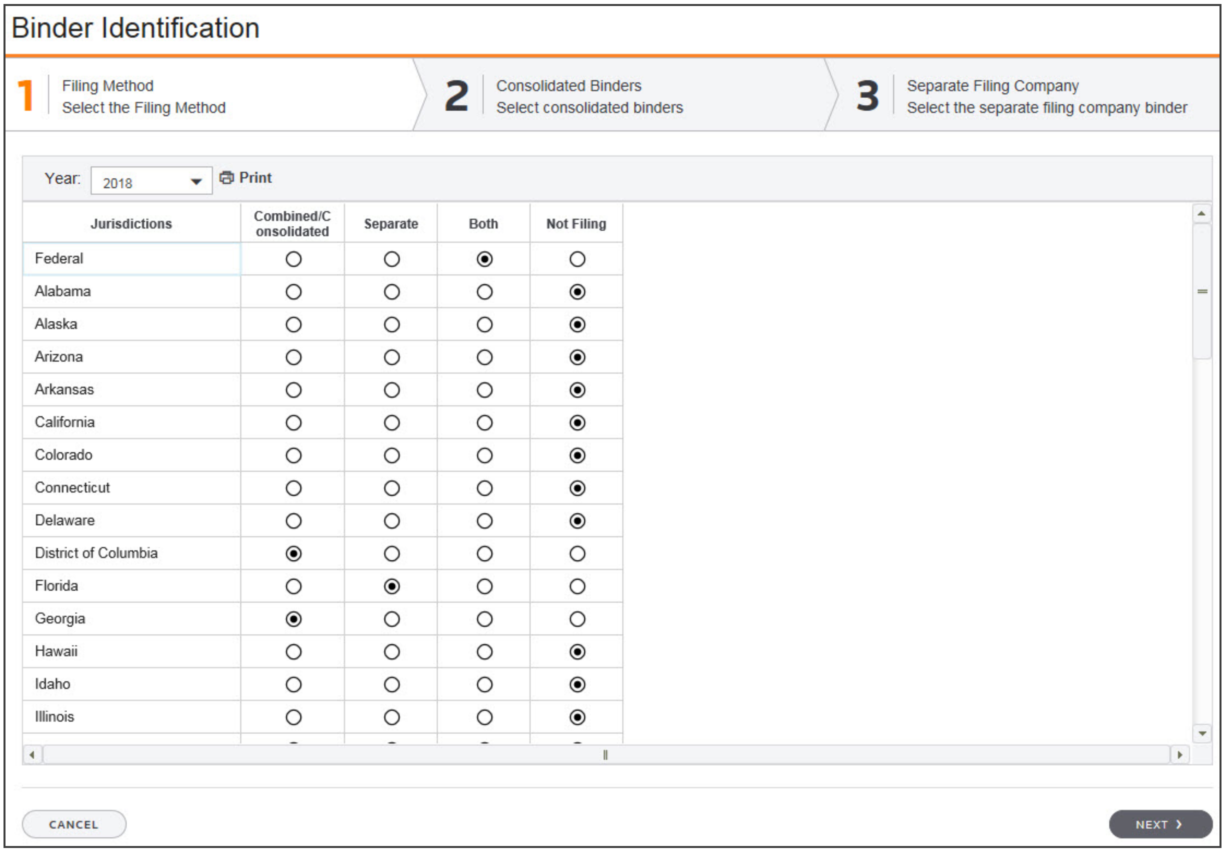
> Data Refresh only updates Data Review if these applications are selected as data sources in the Federal or State Data Sources setup area.

We also added a **Calculation Status** view to Data Review to show you the status of any processing calculations.

BINDER IDENTIFICATION

Complete this in the Income Tax application.

Go to **Tools > ONESOURCE Tools > Binder Identification**.



TAX PROVISION DATA SETUP

To get data from Tax Provision for estimated payments, you must complete setting up the information in the Tax Provision application.

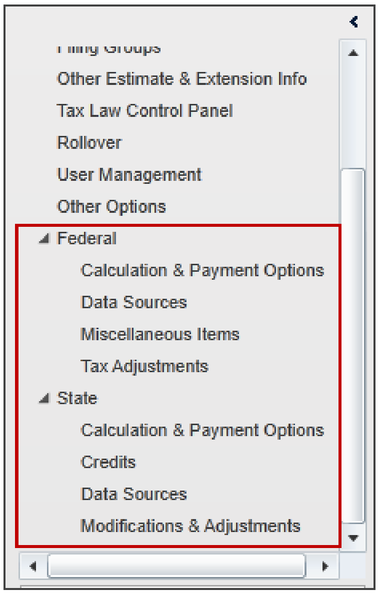
1. In Tax Provision, on the left navigation tree, select **Administration > System > Manage Configurations > Integration > Estimated Payments**.

2. To Transfer Amounts in Reporting Currency (to Estimated Payments), select either **Yes** or **No**.

3. In each section of data, **Actual**, **Actual Months**, **Forecast Data**, select the applicable item from the dropdowns.
    - Actual (year-to-date): Tax Provision datasets to use for each Estimated Payment time period.
    - Forecast Data: Datasets for forecast data. The Estimated Payments application will then calculate the data using forecast and actual data.
    - Actual Months: Number of months each actual dataset represents.
4. To Transfer data from Estimated Payments, select either **Yes** or **No**.
5. Select the appropriate types from the dropdowns.
6. Select **Display Consolidated Members Code**. This allows the selection in Tax Provision of the unit to receive the payments for each consolidated filing from Estimated Payments.

FEDERAL AND STATE SETUP OPTIONS

Estimated Payments setup continues with federal and state tasks. The tasks are displayed on the top menu pane.



FEDERAL CALCULATION AND PAYMENT OPTIONS

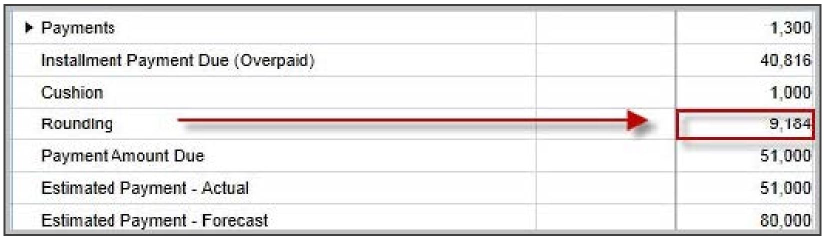
Indicate a calculation and payment option for each time period.

You must indicate a calculation and payment option for each time period, including extensions, for the following:

- **Income Provided** - When you enter amounts in the Federal Data Entry screen for Book Income or federal tax adjustments, the Estimated Payments system annualizes the amount based on what you select for that time period. If you do not want the system to annualize the amount, select “Do not annualize”.

- **Rounding** - With this option, payment amounts are rounded by creating rounding tables for various scenarios and then selected for each time period.

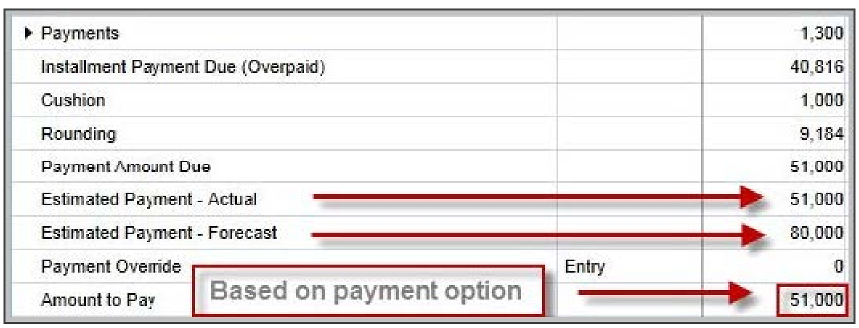
You can review the rounding calculation in Federal Data Review.



▸ Payments		1,300
Installment Payment Due (Overpaid)		40,816
Cushion		1,000
Rounding		9,184
Payment Amount Due		51,000
Estimated Payment - Actual		51,000
Estimated Payment - Forecast		80,000

- **Calculate Payment** – Since data entry in Federal Data Entry can be Actual (YTD) or Forecast, selections for each time period tells the application how to calculate payments using:
    - actual data
    - forecast data
    - larger liability of actual or forecast
    - smaller liability of actual or forecast

Based on the payment option selected, you can review the calculation on the **Federal Data Review** screen.

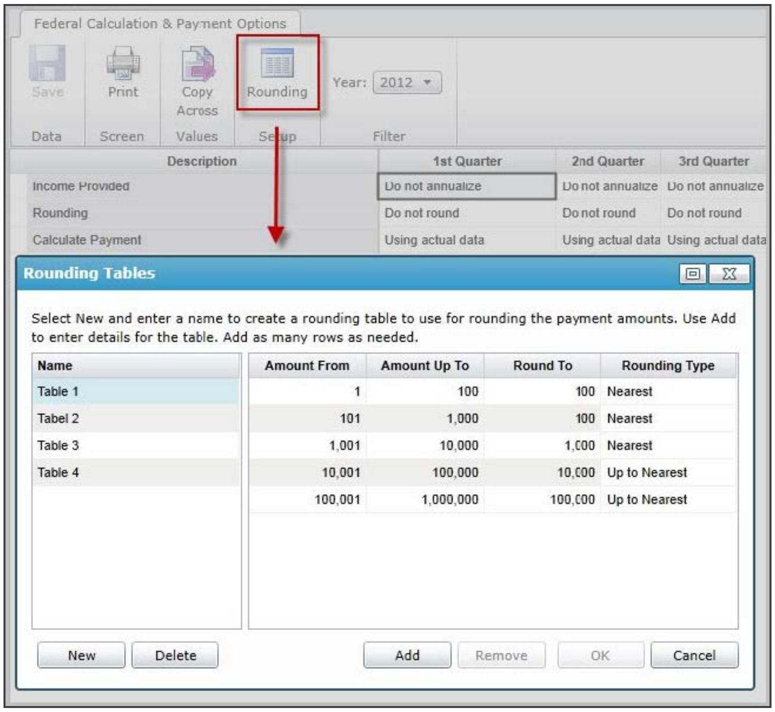


▸ Payments		1,300
Installment Payment Due (Overpaid)		40,816
Cushion		1,000
Rounding		9,184
Payment Amount Due		51,000
Estimated Payment - Actual		51,000
Estimated Payment - Forecast		80,000
Payment Override	Entry	0
Amount to Pay		51,000

[Accessing Calculation Payment Options]()

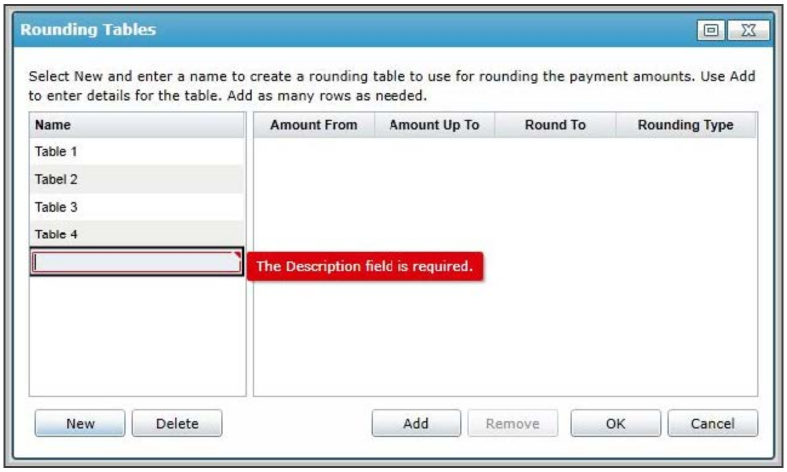
CREATING A ROUNDING TABLE

1. On the toolbar ribbon, select **Rounding**, to create a rounding table. You must create the rounding table before you can select it for a time period.

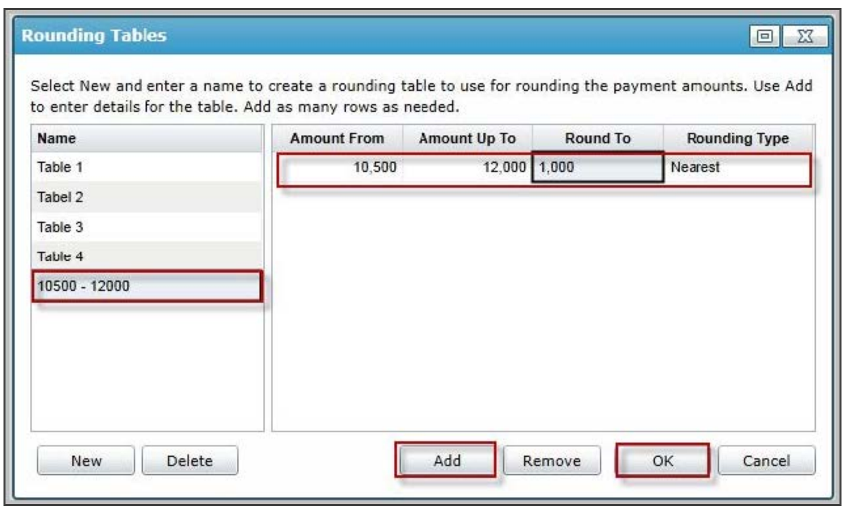


2. Click **New**.

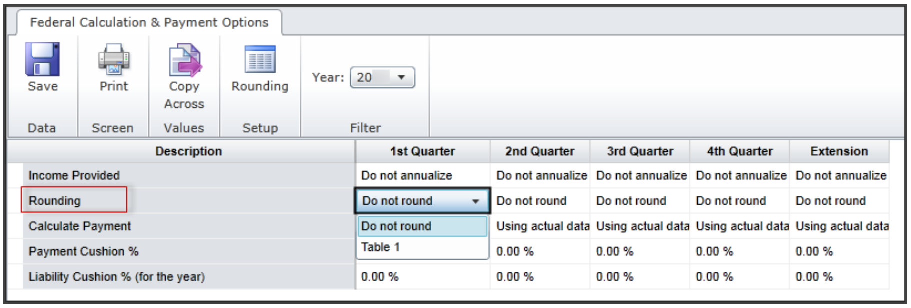
3. Enter a name for the table.



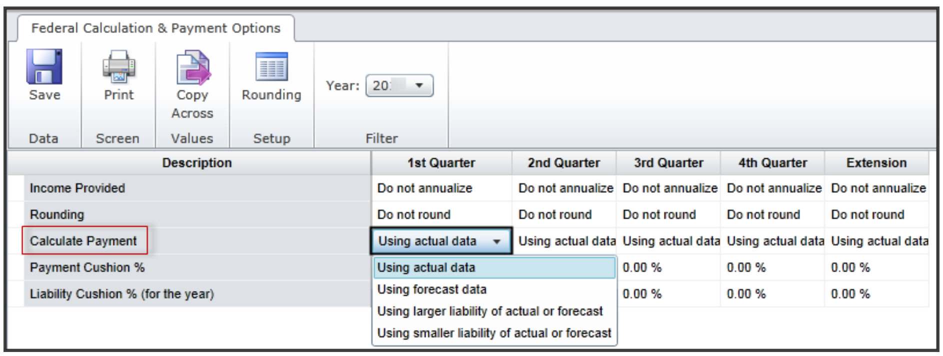
4. Click **Add** to enter details for the table and then click OK.



5. For **Rounding**, for each time period, select a rounding table from the dropdown, otherwise, select **Do not round**.



6. Select a **Calculate Payment** from the dropdown for each time period.



7. Enter the **Payment Cushion %** for each time period if you want a payment cushion calculated based on the percentage entered here and applied to the Federal Review row, Installment Payment Due (Overpaid). The result flows to the Cushion row. If you manually enter a Payment Cushion amount in data entry it overrides this calculation.

8. Enter the **Liability Cushion %** (for the year) for each time period if you want a liability cushion calculated based on this percentage and applied to Federal Review row, Estimated Federal Tax Liability (for the year). The result flows to the Liability Cushion (for the year) row. If you manually enter a Cushion for Federal Tax Liability amount in data entry, it overrides this calculation.

9. Click **Save**.

You can rollover **Federal Calculation & Payment Options** to the next year.

FEDERAL DATA SOURCES

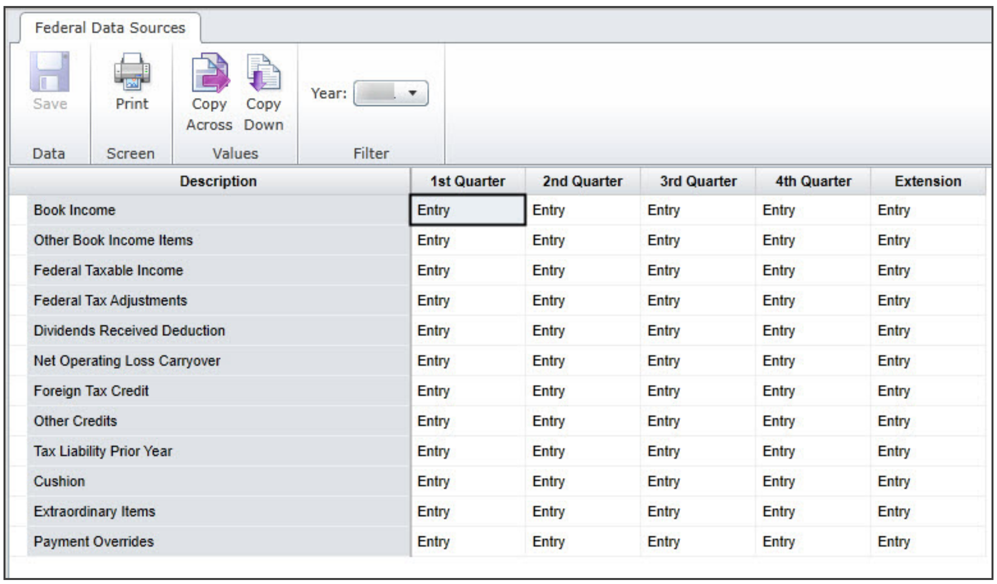
This area manages the source of data for each time period.

The setup area for federal data sources allows you to manage where data is coming from for each federal item for each quarter and extension. You can select Tax Provision when you want data gathered from the ONESOURCE Tax Provision application or Entry when you enter data in the Estimated Payments application.

Federal data source items correspond to each data entry section. Some items will not allow a selection for Tax Provision.

Accessing Federal Data Sources

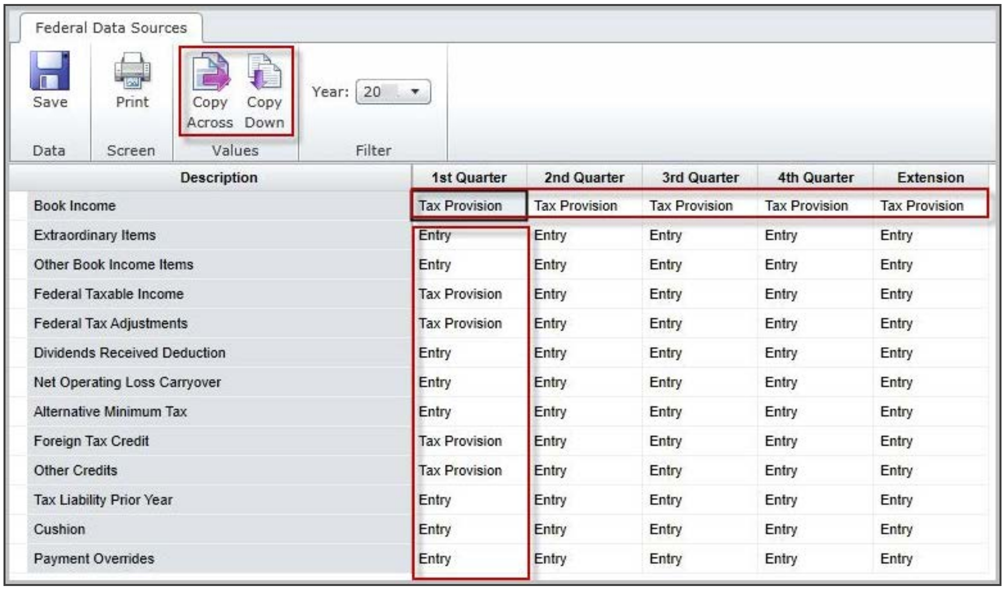
1. On the bottom menu, select **Setup**.
2. On the top menu, select **Federal > Data Sources**.



Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Extension
Book Income	Entry	Entry	Entry	Entry	Entry
Other Book Income Items	Entry	Entry	Entry	Entry	Entry
Federal Taxable Income	Entry	Entry	Entry	Entry	Entry
Federal Tax Adjustments	Entry	Entry	Entry	Entry	Entry
Dividends Received Deduction	Entry	Entry	Entry	Entry	Entry
Net Operating Loss Carryover	Entry	Entry	Entry	Entry	Entry
Foreign Tax Credit	Entry	Entry	Entry	Entry	Entry
Other Credits	Entry	Entry	Entry	Entry	Entry
Tax Liability Prior Year	Entry	Entry	Entry	Entry	Entry
Cushion	Entry	Entry	Entry	Entry	Entry
Extraordinary Items	Entry	Entry	Entry	Entry	Entry
Payment Overrides	Entry	Entry	Entry	Entry	Entry

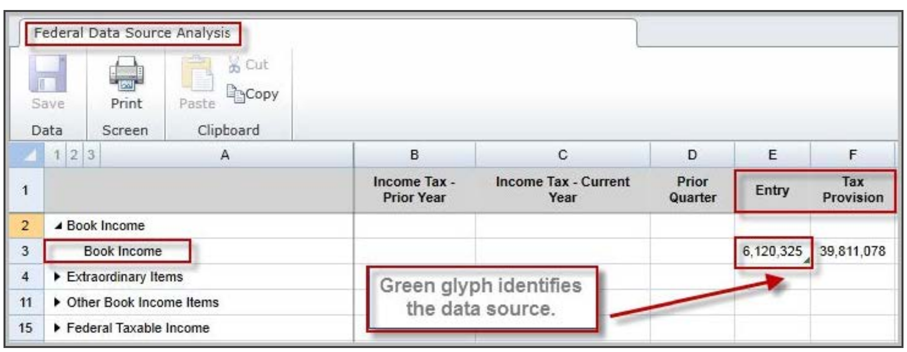
3. Select a **Year** from the dropdown.
4. Select the available data source for each item.
5. If the data source is the same for the entire row, use the **Copy Across** feature on the toolbar ribbon to copy the selection across the row.

6. Use the **Copy Down** command to copy a selection down a column. Make a selection in one of the fields and then click **Copy Across** or **Copy Down** to apply to all applicable fields in a row or column. Federal data sources can be rolled over to next year.



7. Click **Save** after making selections.

8. You can use the **Data Source Analysis** screen to analyze the selections you make on the **Setup** screen for each item. The **Data Source Analysis** screen displays all data sources as column headers. Changes will automatically update on the **Data Review** screen.



FEDERAL MISCELLANEOUS ITEMS

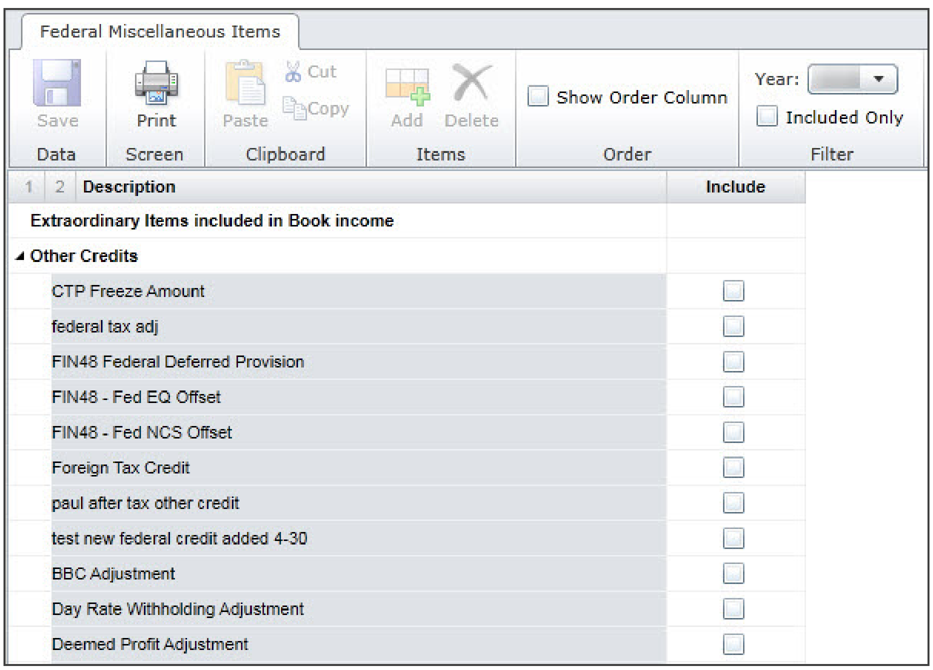
For federal purposes, miscellaneous items consist of Extraordinary detail items included in book income data as well as Other Credits detail. You can create both of these detail items when you have Estimated Payments Administrator rights.

You can also copy and paste descriptions from a spreadsheet. To include a miscellaneous item in the calculations for estimated payments, you must check the box related to that item.

Other Credits will also display federal credits that come from ONESOURCE Tax Provision and are identified in a section with a gray background color. You can copy these credits, but not delete or edit them.

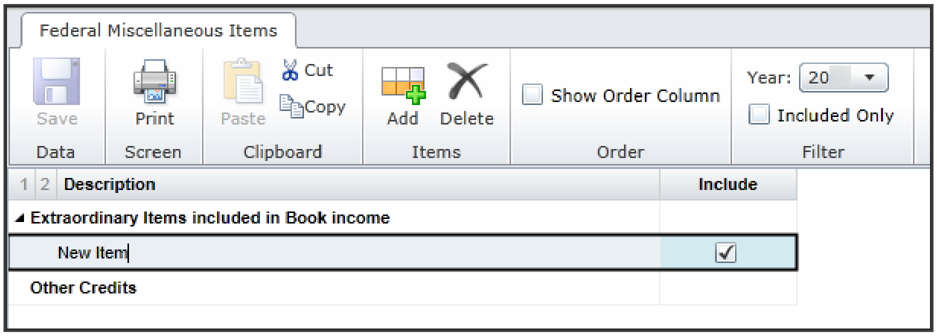
Adding Federal Miscellaneous Items

1. On the bottom panel menu, select **Setup**.
2. On the top menu, select **Federal > Miscellaneous Items.**



3. Select the appropriate Year from the dropdown.
4. Select the category where you want to add the new item, either Extraordinary Items included in Book Income or Other Credits.

5. On the toolbar ribbon, select **Add**.
6. Enter a description for the new item.



7. Check the box to include the new item in estimated payment calculations; **Data Entry**, **Data Source Analysis**, and **Data Review**.
8. On the toolbar ribbon, click **Show Order Column** to display an additional column, **Order**. This allows you to define the order in which you will see each of these items throughout the Estimated Payments application. The system defaults to showing each type alphabetically.
9. On the toolbar ribbon, click **Save**.

FEDERAL TAX ADJUSTMENTS

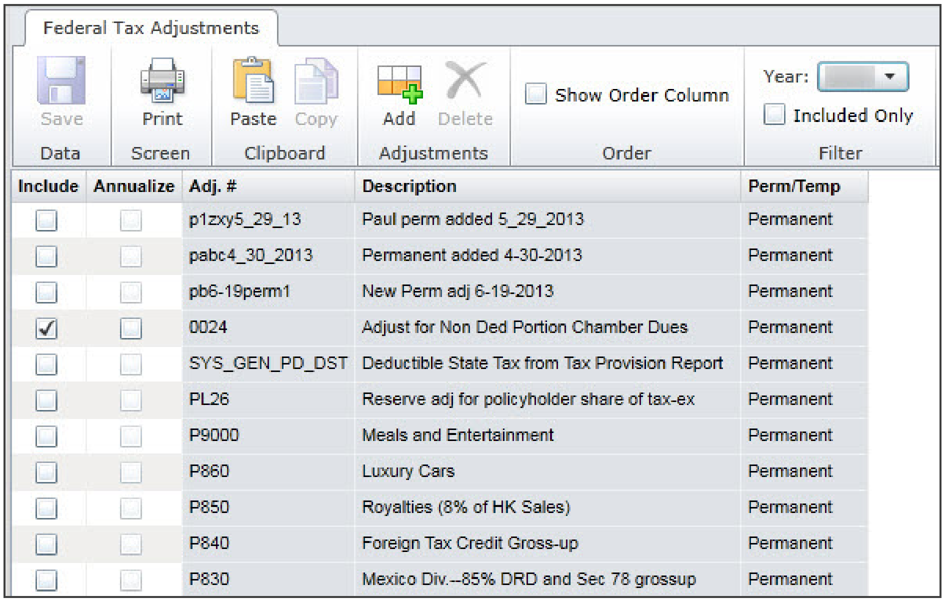
The setup area for tax adjustments allows you to review, add, and select federal tax adjustments for estimated payment calculations. You can also copy and paste tax adjustment numbers and descriptions from Excel. Permanent and temporary adjustments flow to this area from ONESOURCE Tax Provision.

When setting up tax adjustments, you must enter an adjustment number, description, and select permanent or temporary. The box will be automatically selected to include the tax adjustment in the calculations.

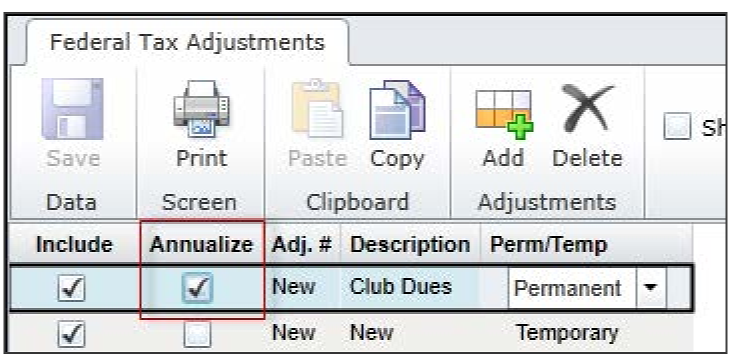
Tax adjustments that come from ONESOURCE Tax Provision are identified in a gray colored section. You can copy these adjustments but cannot delete or edit them in Estimated Payments.

Adding Tax Adjustments

1. On the bottom menu, select **Setup**.
2. On the top menu, select **Federal > Tax Adjustments**.



3. Select the **Year** from the dropdown.
4. On the toolbar ribbon, select **Add**.
5. The Include checkbox is checked by default. It includes the tax adjustment in the calculations.
6. To have a tax adjustment amount annualize in the calculation, check the related **Annualize** checkbox for the related tax adjustment.



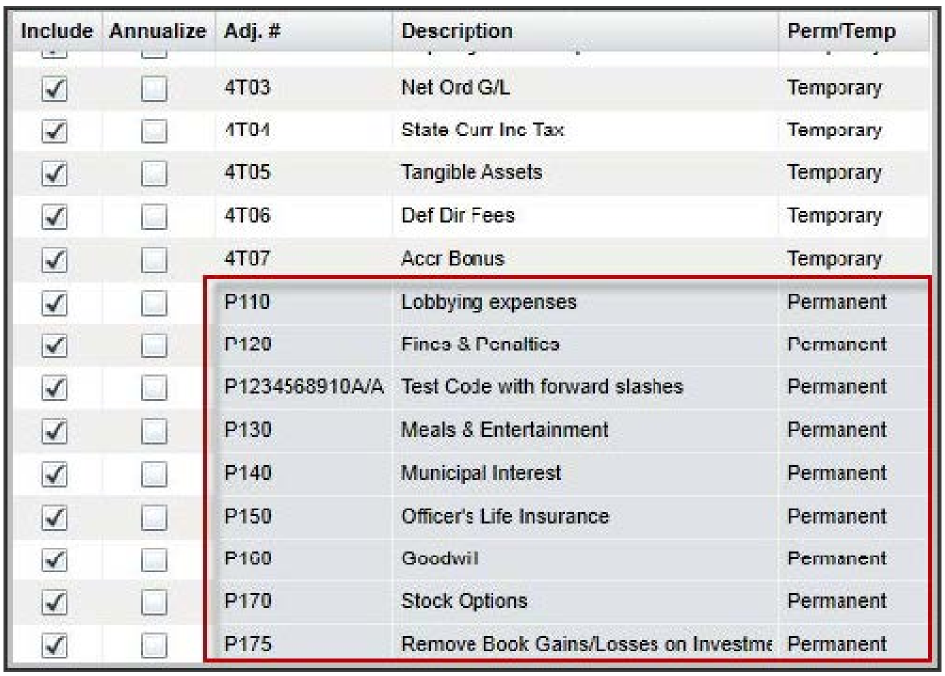
7. Enter the **Adjustment** number and **Description**.

8. Enter **Permanent** or **Temporary** unless this value has flowed from ONESOURCE Tax Provision.

9. On the toolbar, click **Show Order Column** to display an additional column, Order. This allows you to define the order in which each tax adjustment appears throughout the Estimated Payments application. The system defaults to displaying the adjustment number for each type.

10. Click **Save**.

The application shows all tax adjustments which flow from ONESOURCE Tax Provision with a gray background color.

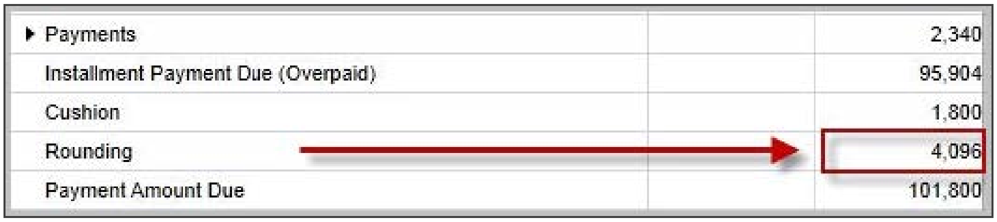


Include	Annualize	Adj. #	Description	Perm/Temp
☑	☐	4T03	Net Ord G/L	Temporary
☑	☐	4T04	State Curr Inc Tax	Temporary
☑	☐	4T05	Tangible Assets	Temporary
☑	☐	4T06	Def Dir Fees	Temporary
☑	☐	4T07	Accr Bonus	Temporary
☑	☐	P110	Lobbying expenses	Permanent
☑	☐	P120	Fines & Penalties	Permanent
☑	☐	P1234568910A/A	Test Code with forward slashes	Permanent
☑	☐	P130	Meals & Entertainment	Permanent
☑	☐	P140	Municipal Interest	Permanent
☑	☐	P150	Officer's Life Insurance	Permanent
☑	☐	P160	Goodwil	Permanent
☑	☐	P170	Stock Options	Permanent
☑	☐	P175	Remove Book Gains/Losses on Investme	Permanent

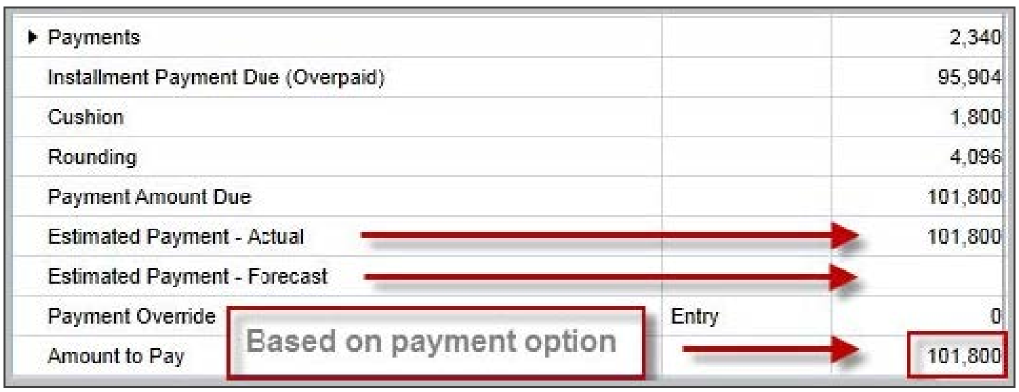
STATE CALCULATION PAYMENT OPTIONS

Use the State Calculation & Payment Options to define how you want the system to calculate your state payments. For each time period, including first and second extensions, you must indicate a calculation and payment option for the following:

- **Rounding** - Rounding is used to round payment amounts by creating rounding tables for various scenarios and then selected for each time period. Review the rounding calculation in State Data Review.

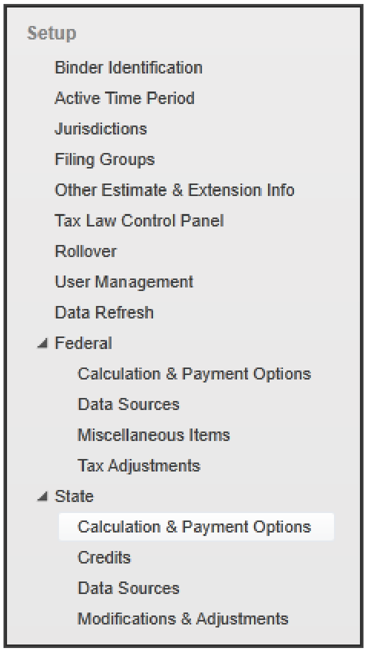


- **Calculate Payment** – Since data entry in State Data Entry can be Actual (YTD) or Forecast, selections for each time period tells the application how to calculate payments using actual data, forecast data, larger liability of actual or forecast, smaller liability of actual or forecast. Based on the payment option selected, review the calculation in State Data Review.



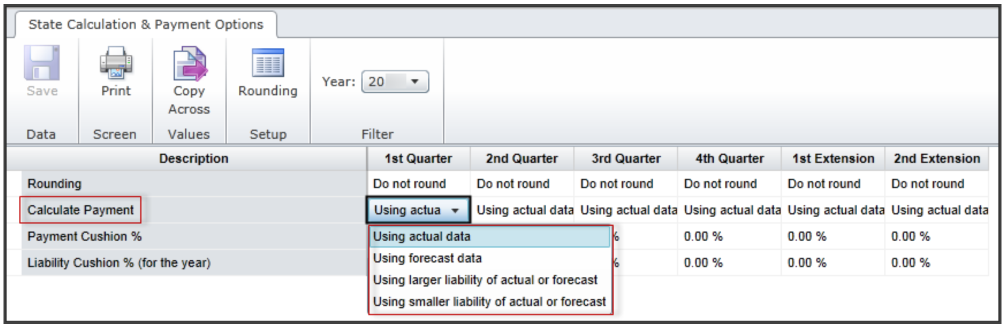
Accessing Calculation and Payment Options

1. On the bottom menu, select **Setup**.
2. On the top menu, select **State > Calculation & Payment Options**.



3. Select the **Year** from the dropdown.
4. On the toolbar ribbon, click the **Rounding** icon to create a rounding table. You must create the rounding tables before you can select them for a time period.
5. You can use the same rounding tables you created in the **Federal Calculation & Payment Options** area for the **State Calculation & Payment Options**.
6. For the **Rounding** line, select a rounding table for each time period. Otherwise, select **Do not round**. If a selection is the same for all time periods, you can use **Copy Across** to copy it across the entire row.

7. For the **Calculate Payment** line, select the appropriate value for each time period from the dropdown.



8. Enter the **Payment Cushion %** for each time period if you want a payment cushion calculated based on the percentage entered here and applied to the Federal Review row, Installment Payment Due (Overpaid). The result flows to the **Cushion** row. If you manually enter a **Payment Cushion** amount in data entry it overrides this calculation.

9. Enter the **Liability Cushion %** (for the year) for each time period if you want a liability cushion calculated based on this percentage and applied to **Federal Review** row, **Estimated Federal Tax Liability** (for the year). The result flows to the Liability Cushion (for the year) row. If you manually enter a Cushion for Federal Tax Liability amount in data entry, it overrides this calculation.

10. Click **Save**.

You can rollover State Calculation & Payment Options to the next year.

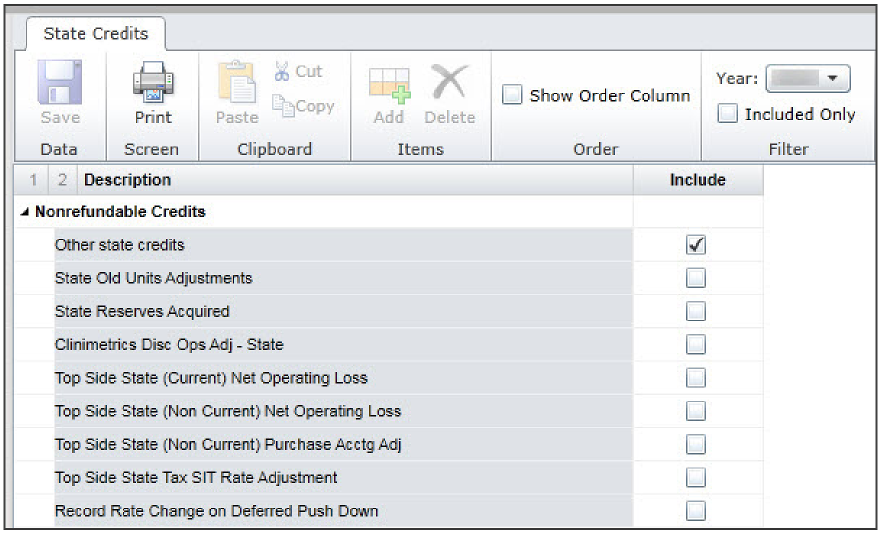
STATE CREDITS

You must have Estimated Payments Administrator rights to create these credits.

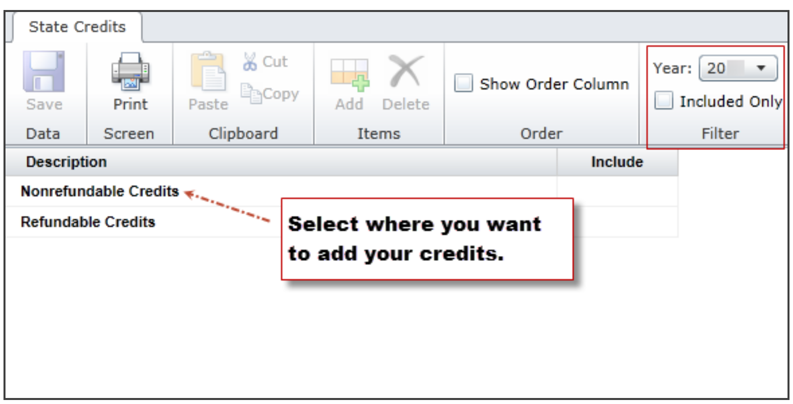
Credits that come from ONESOURCE Tax Provision are identified in a section highlighted with gray color. These credits can be copied, but not deleted or edited in Estimated Payments.

Adding State Credits

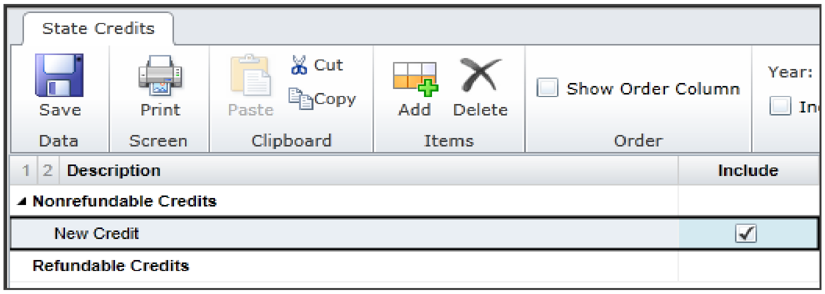
1. On the bottom menu, select **Setup**.
2. On the top menu, select **State | Credits**.



3. To add a credit, select the appropriate **Year** from the dropdown.
4. To add a new item, select the category where you want to add it.

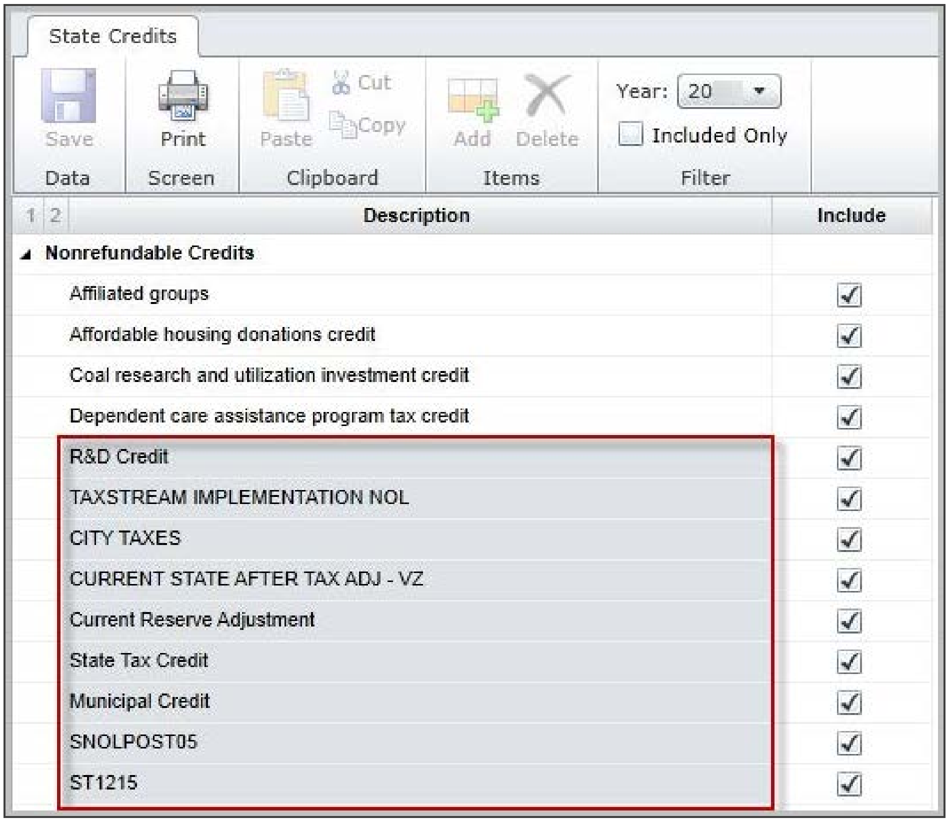


5. On the toolbar ribbon, select **Add**.



6. Enter a description for the new credit. You can also use the **Copy** and **Paste** commands and copy and paste descriptions from an Excel spreadsheet.
7. Check the box to include the new credit in estimated payments calculations.
8. If you want to delete a credit, select the credit you want to delete and on the toolbar ribbon, click **Delete**.
9. On the toolbar, click **Show Order Column** to display an additional column, **Order**. This allows you to define the order in which each item appears throughout the Estimated Payments application. The system defaults to displaying the each type alphabetically.
10. Click **Save**.

The system displays credits which flow from ONESOURCE Tax Provision as Nonrefundable credits on a gray colored background. You cannot delete these credits.



STATE DATA SOURCES

Manage the source of data for each time period.

The setup area for State Data Sources gives you the control to manage the data source of each item for each quarter as well as first and second extensions. You can roll over state data source selections from year to year. Data Source selections include the following:

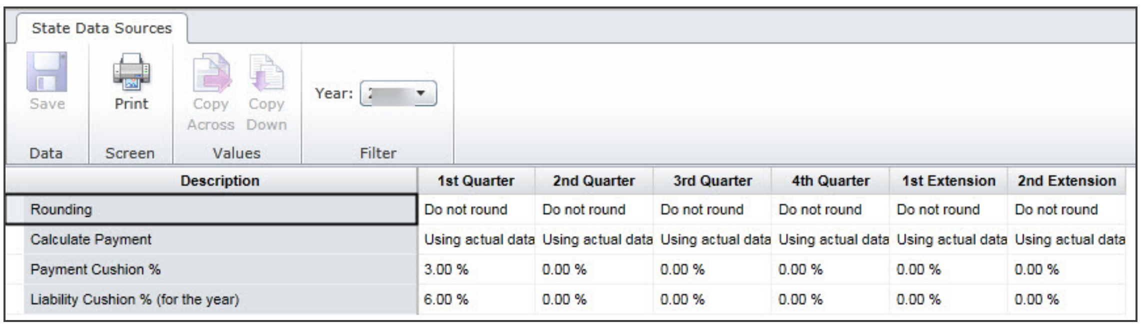
- Calculated in Federal Review (Federal Taxable Income)
- Tax Provision
- Entry
- Prior Quarter (if 2nd, 3rd or 4th Quarter)
- Income Tax – Current Year (1 year back from Estimated Payment year)
- Income Tax – Prior Year (2 years back from Estimated Payment year)

- State Apportionment

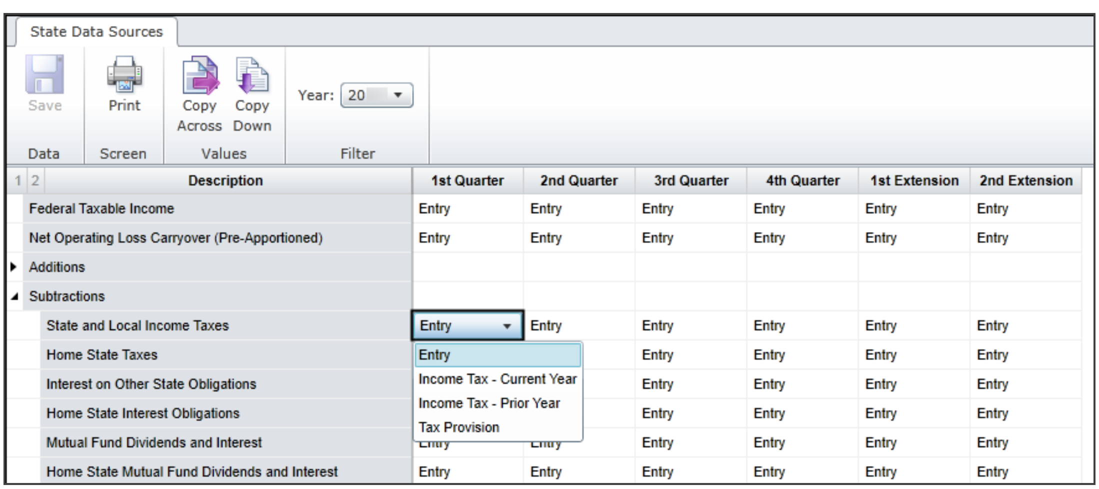
State data source items correspond to each data entry section. Addition, Subtraction, Increase, and Decrease sources are defined at the item detail level.

Accessing State Data Sources

1. On the bottom menu, select **Setup**.
2. On the top menu, select **State > Data Sources**.
3. Select a **Year** from the dropdown.



4. Select the available data source for each item. Changes to Data Sources automatically update Data Review results.
5. If the data source is the same in one row or column, use the **Copy Across** or **Copy Down** feature on the toolbar ribbon to copy the selection across the row or down the column. Select the item in one of the fields and then click **Copy Across** or **Copy Down** to apply to all applicable fields.



You can analyze items you selected on the **Setup** screen on the **Data Source Analysis** screen. The **Data Source Analysis** screen displays all data sources as column headers.

STATE MODIFICATIONS AND ADJUSTMENTS

Indicate tax law percentages for each modification or adjustment by jurisdiction.

The initial screen (main area) allows you to indicate applicable tax law percentages for each modification or adjustment by jurisdiction. As a result, when you enter data in the Common State data entry area, Estimated Payments uses these percentages to calculate each item.

On the toolbar ribbon you can:

- Use the **Copy** and **Paste** commands to copy data from an Excel spreadsheet and paste the information on the screen.
- Use the **Manage Modifications** command to create additional state modification and adjustment detail items as needed. These user defined items must be assigned a tax law percentage.

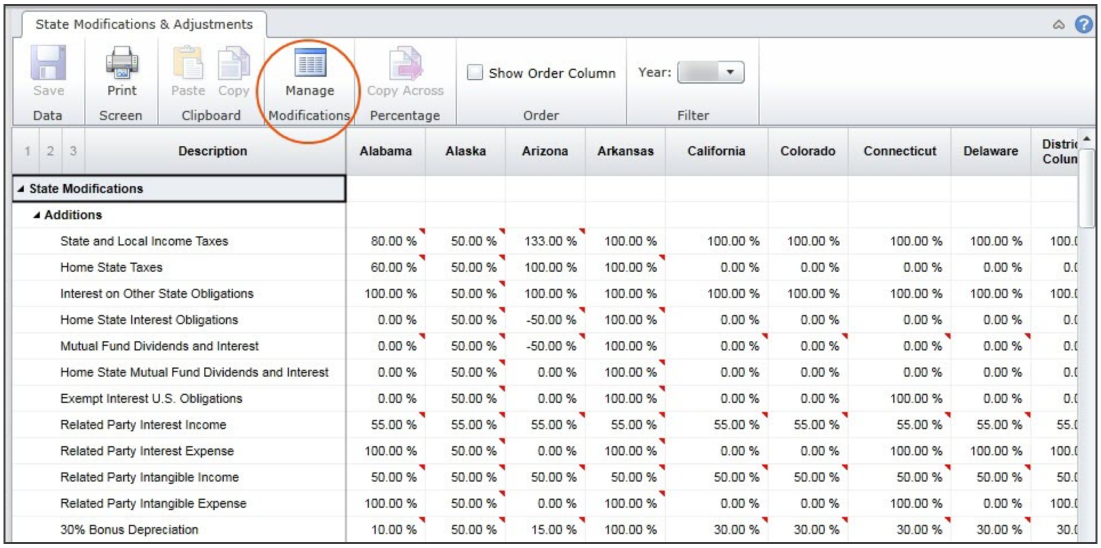
State modification and adjustment amounts that come from Income Tax or Tax Provision will not apply tax law percentages because these amounts were already calculated from each application.

Entering Percentages

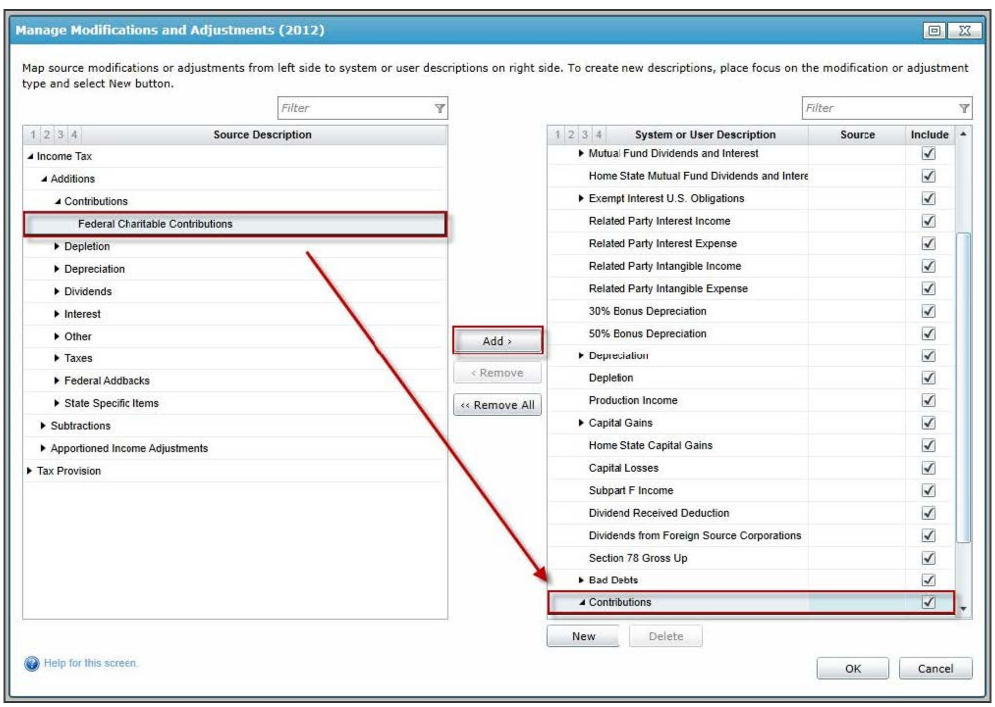
You can add, edit, delete, or map modifications and adjustment descriptions from Income Tax or Tax Provision applications on this screen.

1. On the bottom panel menu, select **Setup**.
2. On the top menu, select **State > Modifications & Adjustments**.

3. Select a **Year** from the dropdown.



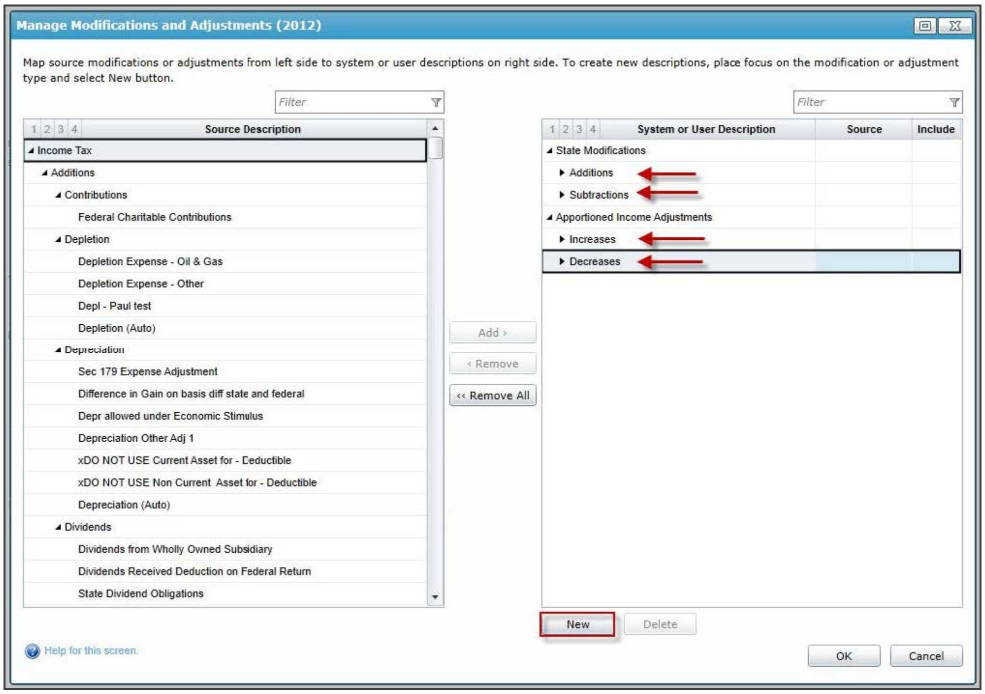
4. On the toolbar ribbon, click **Manage Modifications**.



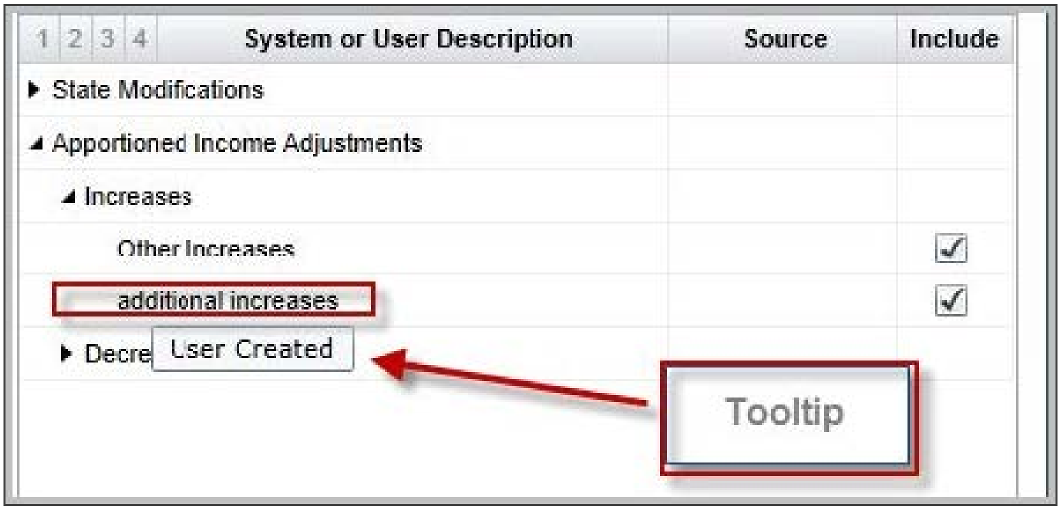
5. To map modification descriptions from Income Tax and Tax Provisions, to a system defined or user created description, select a **Source Description** item in the left pane and then select the **System** or **User Description** in the right pane.

6. Click **Add** to move the **Source Description** to the related System or User description.

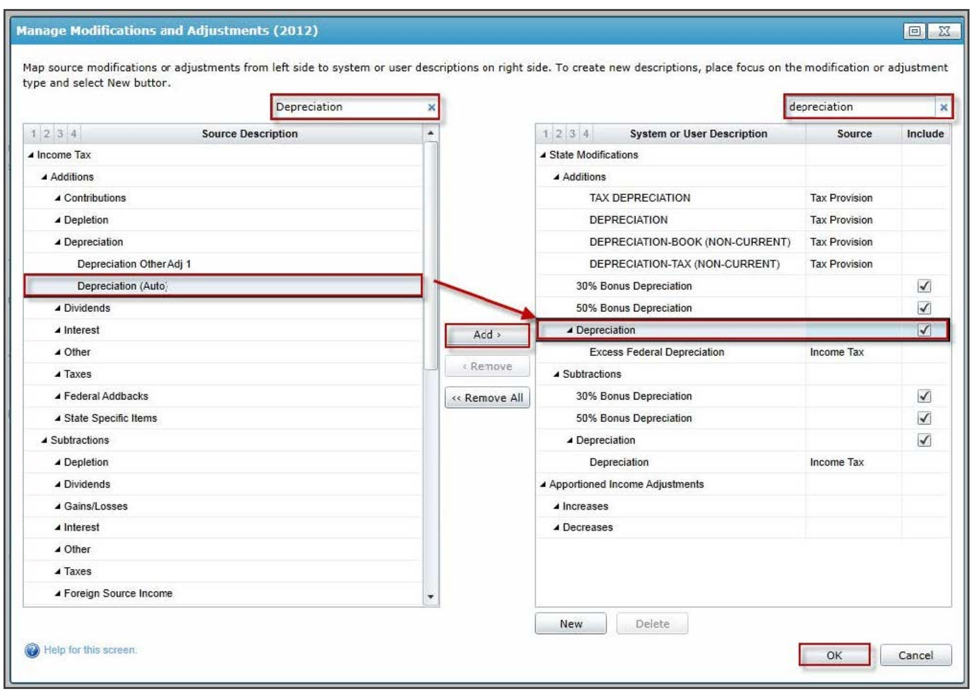
7. To add a new description, select the modification category type in the right pane and then click **New**.



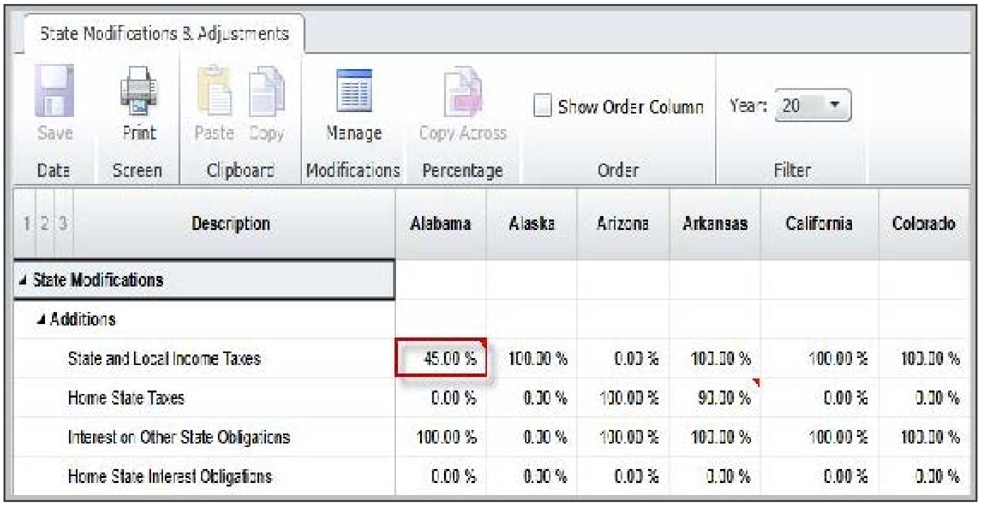
8. You can delete descriptions created by users. Hovering over a description displays the tool tip for user-created items.



9. Use the description Filter to quickly find and map source descriptions to system or user descriptions. Enter the name of an item you want to map and then map the item. Once you have completed the mapping, click **OK**.



10. After adding user created descriptions and mapping source descriptions, enter the applicable percentage for each modification or adjustment by double-clicking on the field.



11. You can roll over state modifications and adjustments from year to year. To indicate the same percentage for all jurisdictions in a row, select the field.

12. On the toolbar ribbon, click **Copy Across**.

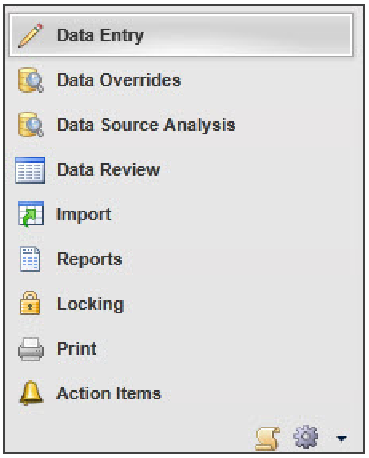
13. If you change a percentage from the default percentage, the system shows a red override indicator. Hover the mouse over the percentage to see the default value.

14. On the toolbar ribbon, click **Show Order Column** to display the **Order** column. This allows you to define the order for each of these items to appear throughout the application. By default, the order is system-defined for each type.

15. On the toolbar ribbon, click **Save**.

DATA, REPORTS AND PRINTING

Once you have finished setting up Estimates and Payments, you can begin to use the other features to manage your data. This section describes each of the screens and the features available to you.



ENTERING DATA

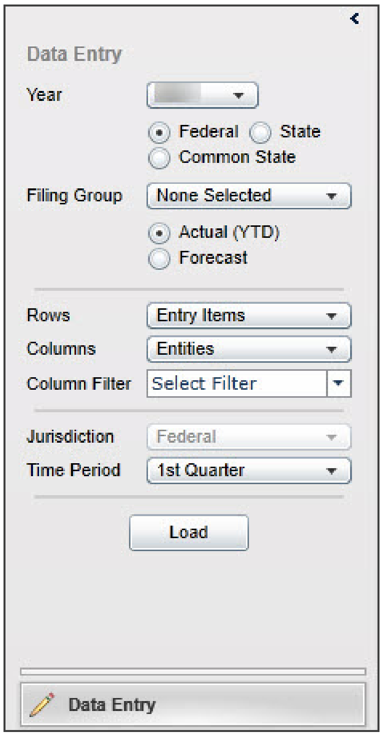
Entering Data with Common State (page 79) * Importing Data Using Excel Add-In (page 101)

Data Entry is the area of Estimated Payments where you can enter data by Filing Group or Entity for federal, state, and common state for state modifications and adjustments. You can enter data for either Actual (YTD) or Forecast purposes for a specific time period.

Enter data for Actual (YTD) and Forecast to allow Estimated Payments to run the calculations using both collections of data.

Opening the Data Entry Workpaper

1. In the bottom panel menu, select **Data Entry**.



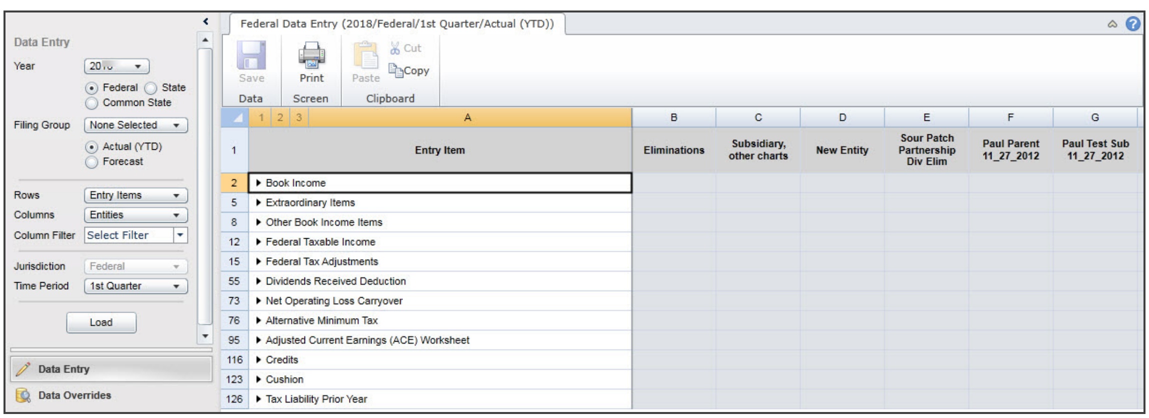
2. Select the **Year** from the dropdown.

3. Select from the following to display the data you want to see.

SELECT	DESCRIPTION
Federal, State, or Common State	
Filing Group or None	If you select None, the system shows all entities across all filing groups for the year.
Amount Type	Select either Actual (YTD) or Forecast
Rows	Entry Items, Entities, Jurisdictions, Time Periods
Columns	Entities, Jurisdictions, Time Period, Entry Items
Column Filter	All are selected by default. The system allows you to filter what you display.
Dynamic Filter 1	Select based on the previous row and column selections.
Dynamic Filter 2	Select based on the previous row and column selections.

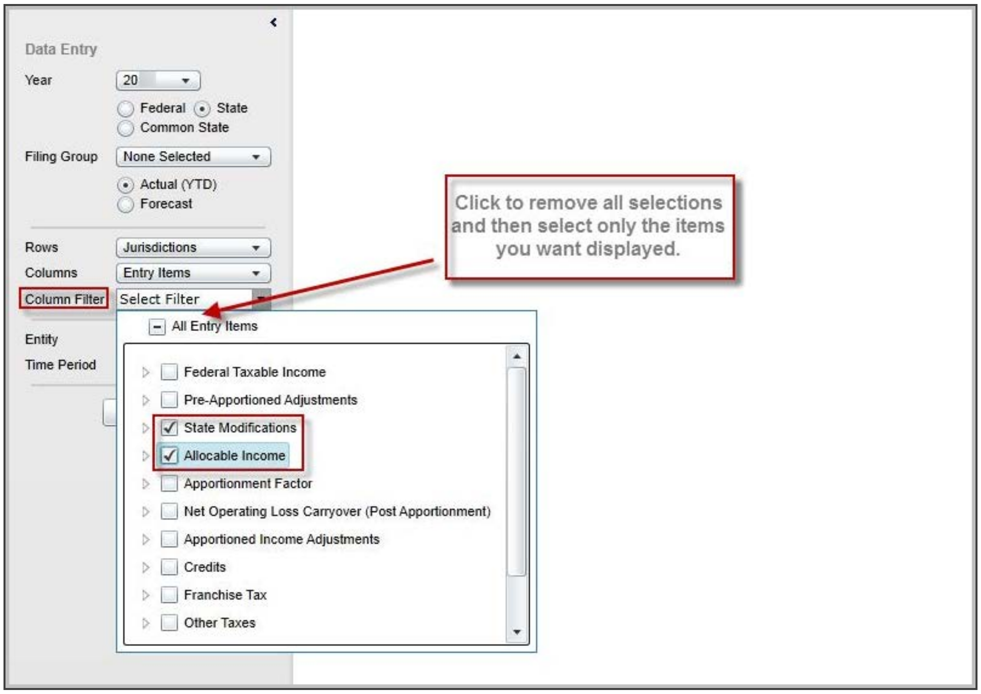
4. Click **Load**.

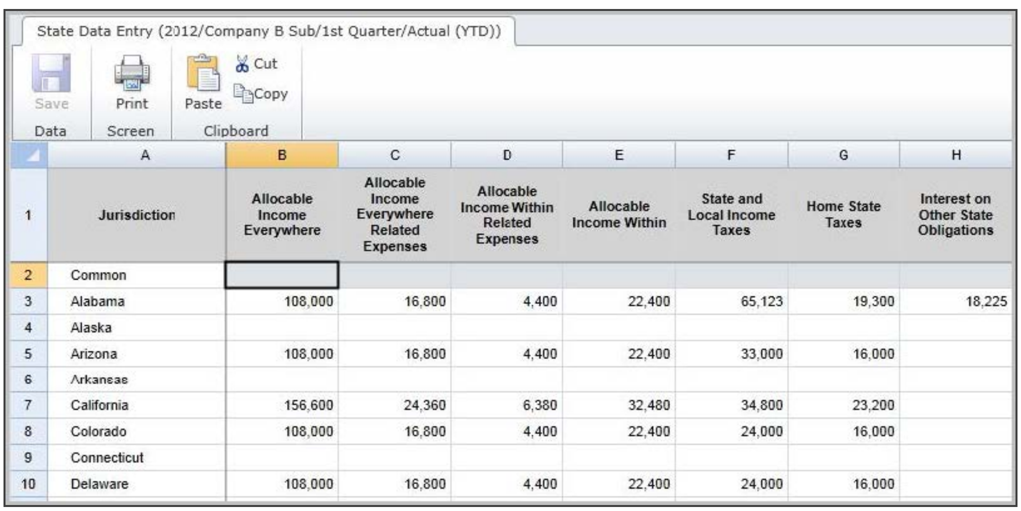
5. The filtering features, allow you to customize the way you enter or view your data. Some selections for rows and columns require you to specify an entity as opposed to a jurisdiction.



6. If you select a value for the **Rows** field, your selection determines what you can select for the **Columns** field. For example, if you select **Jurisdictions** for the **Rows** value, then you cannot select **Jurisdictions** for the **Column** value.

7. Use **Column Filter** to optimize viewing relevant information when entering data, by filtering items selected for columns. For example, you can filter entry items when you select **Entry Items** for the **Columns** field.





	A	B	C	D	E	F	G	H
1	Jurisdiction	Allocable Income Everywhere	Allocable Income Everywhere Related Expenses	Allocable Income Within Related Expenses	Allocable Income Within	State and Local Income Taxes	Home State Taxes	Interest on Other State Obligations
2	Common							
3	Alabama	108,000	16,800	4,400	22,400	65,123	19,300	18,225
4	Alaska							
5	Arizona	108,000	16,800	4,400	22,400	33,000	16,000	
6	Arkansas							
7	California	156,600	24,360	6,380	32,480	34,800	23,200	
8	Colorado	108,000	16,800	4,400	22,400	24,000	16,000	
9	Connecticut							
10	Delaware	108,000	16,800	4,400	22,400	24,000	16,000	

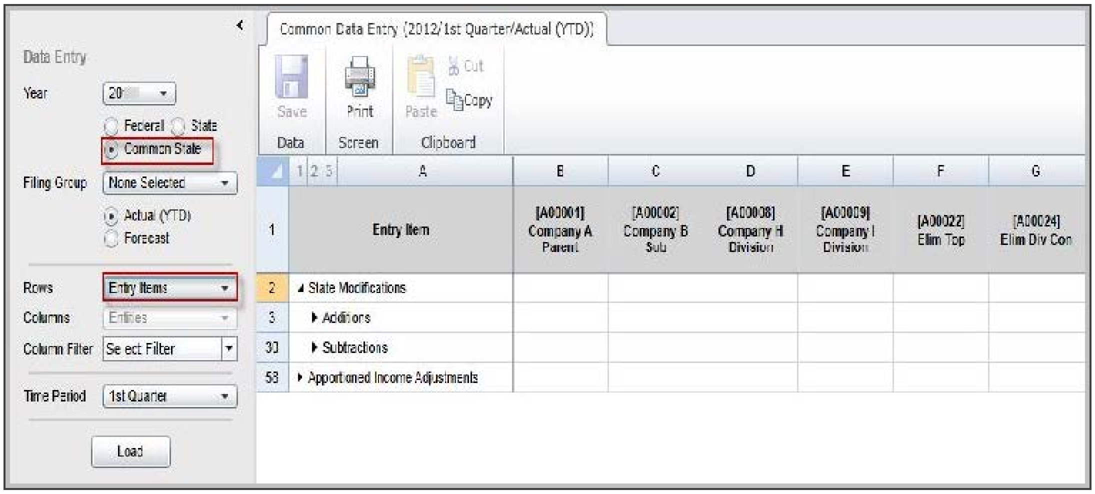
If you select a value for the **Rows** field, your selection determines what you can select for the **Columns** field. For example, if you select **Jurisdictions** for the rows value, then you cannot select **Jurisdictions** for the column value.

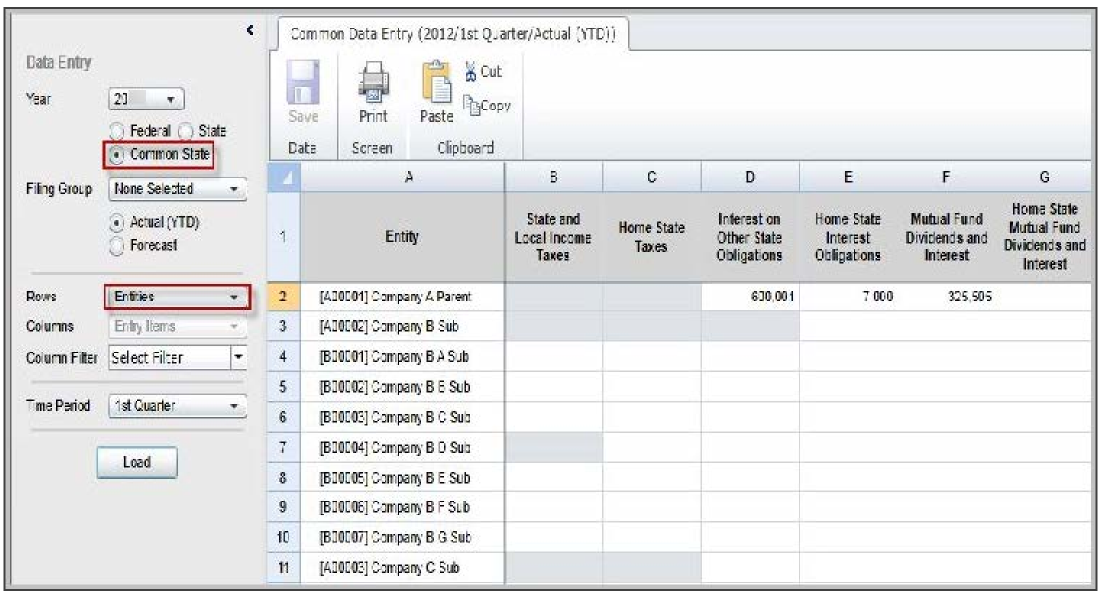
ENTERING DATA WITH COMMON STATE

Another control feature you can use is Common State in combination with Column Filter. This gives you the ability to quickly enter common data, such as modifications and income adjustments, for multiple entities. With Common State, select your entities as columns or rows and then enter modifications and adjustments for each entity.

1. On the **Data Entry** menu, select the **Year** from the dropdown.
2. Select the **Common State** radio button.
3. For **Filing Group**, select the group from the dropdown or **None** .

4. Select either **Actual (YTD)** or **Forecast**. **Actual** is the system default.





Common State is used to collect amounts for each entity for State Modification & Adjustment items. After entering data in Common State, that amount will be multiplied by the percentage for that item for that state and then displayed in the Data Review screen. For example, you can enter Subpart F Income for each entity and then the system applies the applicable modification for each state.

5. In the Rows category, select **Entry Items** or **Entities**.If you select **Entry Items**, then the **Column Filter** lists all the available entities. If you select **Entities**, then the **Column Filter** lists all the entry items.

6. In the **Column Filter** category, you can change the way entry items and entities are displayed. Click the dropdown and select the items or remove the items you wish to see.
7. Once you make your selections, click **Load** to see the Data Entry workpaper.
8. Enter data on the Data Entry workpaper. You can use the **Copy** and **Paste** commands to copy data from an Excel© spreadsheet and then paste it into your workpaper.
9. Click **Save** when you are finished entering data.

DATA OVERRIDES

You can enter override amounts for entities that cannot use the data which has come from other data sources that other entities use with the filing group.

For example, if a newly acquired entity, with federal taxable income, is not set up in one of the available data sources, then Estimated Payments cannot pick up the data automatically.

Accessing Data Overrides

1. In the bottom panel menu, select **Data Overrides**.

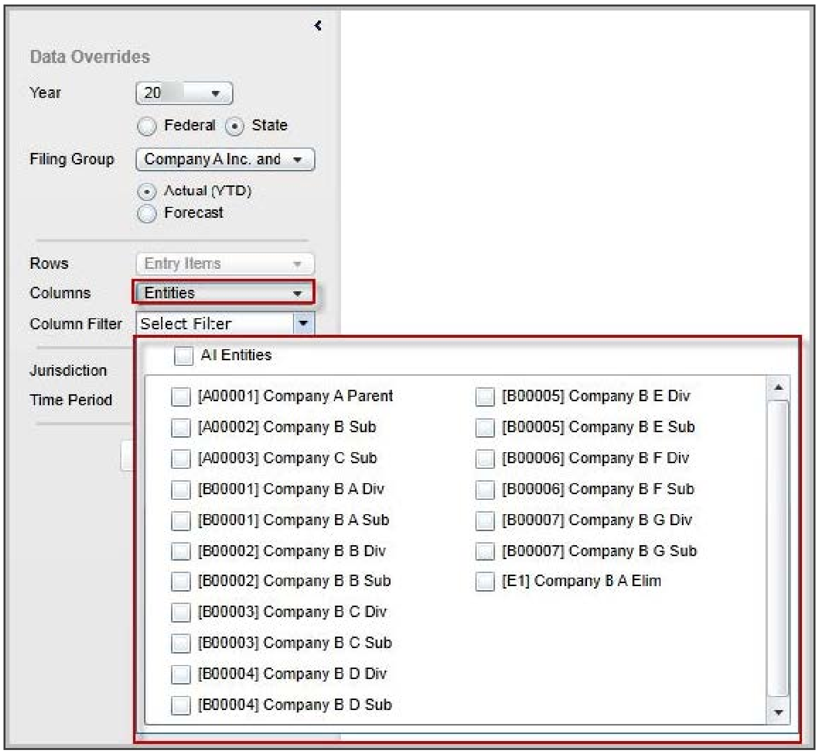
2. Select the **Year** from the dropdown.
3. Select **Federal** or **State**.

4. Select the **Filing Group** from the dropdown or select **None**. If you select **None**, the system displays all entities across all filing groups for the year.

5. Select the **Amount Type**, either **Actual (YTD)** or **Forecast.RowsEntry Items** is automatically selected.

6. For **Columns**, select **Entities** or **Jurisdictions**.

7. Select a **Column Filter**, if applicable. (The system selects all by default. It allows you to filter what you display.)

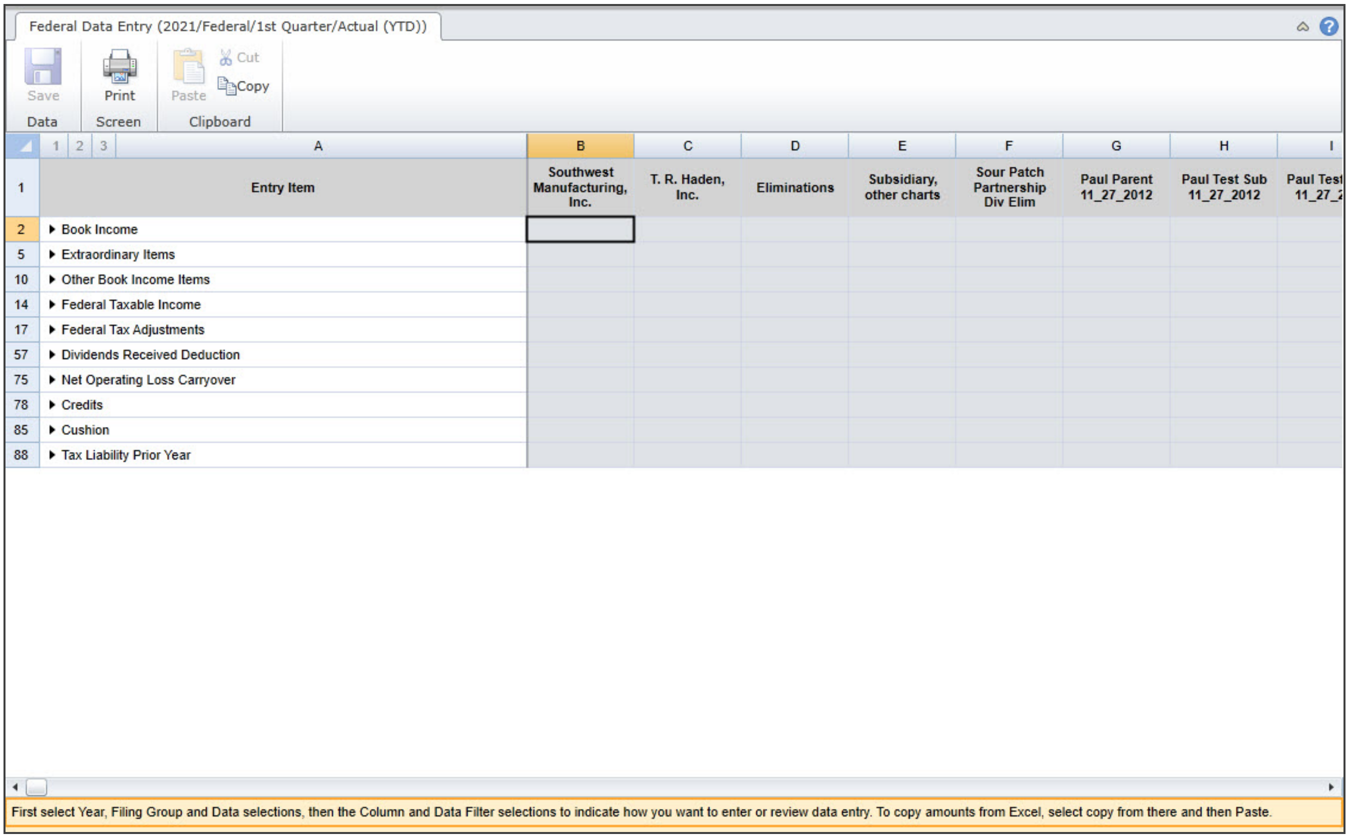


8. Select the **Dynamic filter 1** based on the previous row and column selections.

9. Select the **Dynamic filter 2** based on the previous row and column selections.

10. Click **Load** to open the **Data Overrides** workpaper. You can use the **Copy** and **Paste** commands to copy data from an Excel spreadsheet and then paste it into your workpaper.

11. Click **Save** when you are finished entering data.



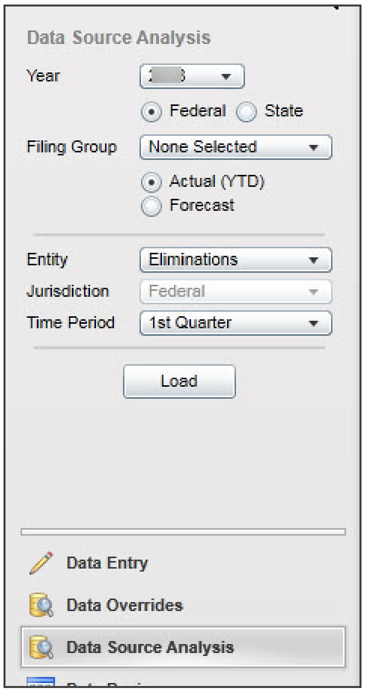
DATA SOURCE ANALYSIS

Estimated Payments pulls data from other applications. You can review the data source amounts used in the calculations for estimated payments on the **Data Source Analysis** screen. With the exception of the **Override** field, all other fields are *read only*.

You can override the final calculations before printing a voucher.

Opening Data Source Analysis

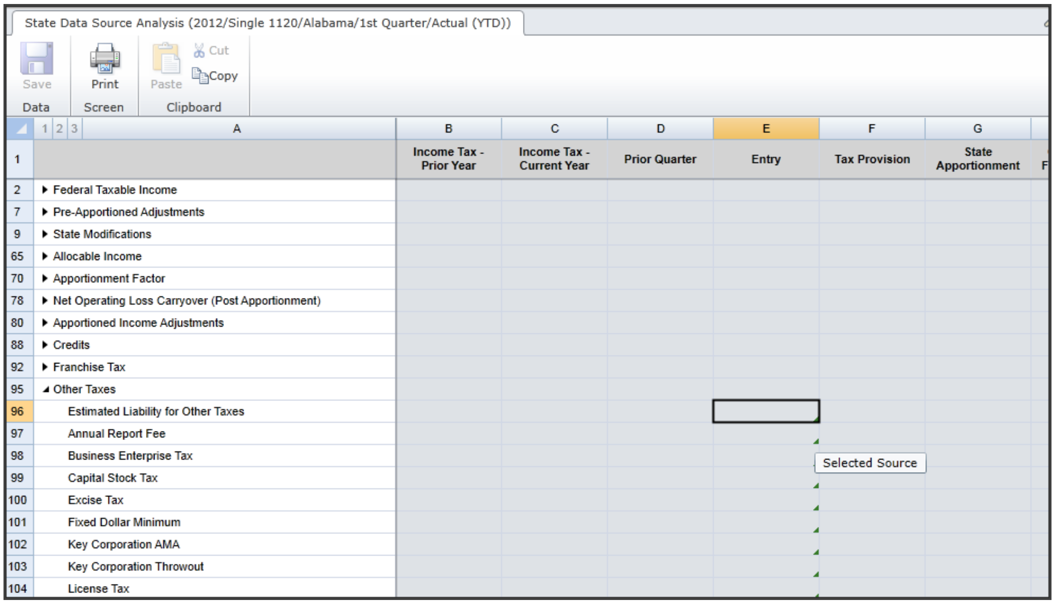
1. On the navigation menu, select **Data Source Analysis**.



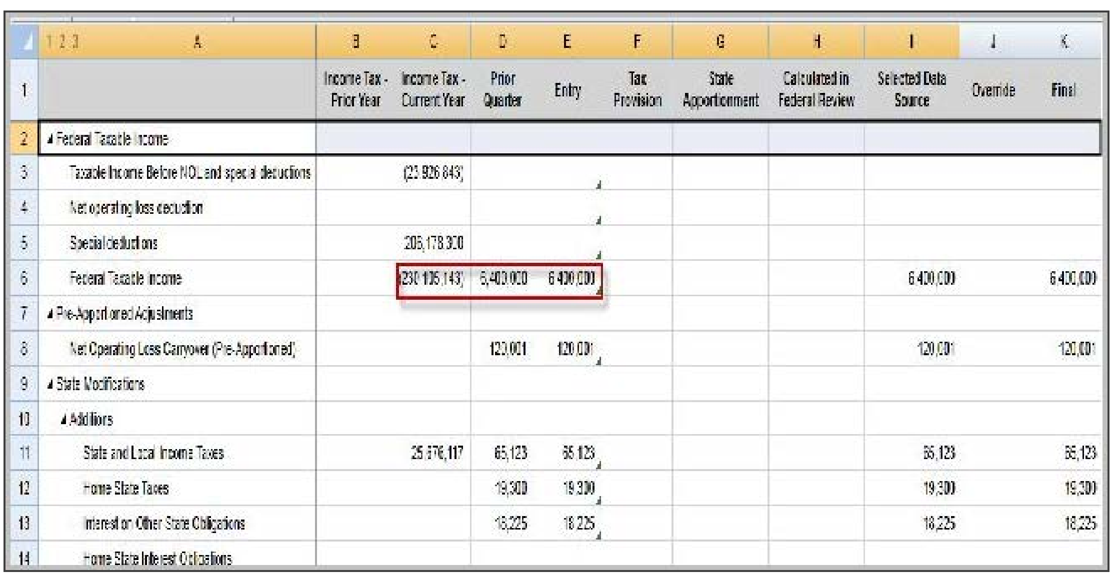
2. Select the **Year** from the dropdown.

3. Choose the remaining items (Federal or State, Filing Group, Actual (YTD) or Forecast, Entity, Jurisdiction, Time Period) to display the data you would like to see.

4. Click **Load** to open the **Data Source Analysis** screen.



The **Data Source Analysis** screen shows **Entry Items** in rows with **Data Sources** as columns. Data source amounts appear for applicable data sources.



	A	B	C	D	E	F	G	H	I	J	K
1		Income Tax - Prior Year	Income Tax - Current Year	Prior Quarter	Entry	Tax Provision	State Apportionment	Calculated in Federal Review	Selected Data Source	Override	Final
2	◢ Federal Taxable Income										
3	Taxable Income Before NOL and special deductions		(23,926,843)								
4	Net operating loss deduction										
5	Special deductions		206,178,300								
6	Federal Taxable Income		(230,105,143)	6,400,000	6,400,000				6,400,000		6,400,000
7	◢ Pre-Apportioned Adjustments										
8	Net Operating Loss Carryover (Pre-Apportioned)			120,001	120,001				120,001		120,001
9	◢ State Modifications										
10	◢ Additions										
11	State and Local Income Taxes		25,676,117	65,123	65,123				65,123		65,123
12	Home State Taxes			19,300	19,300				19,300		19,300
13	Interest on Other State Obligations			18,225	18,225				18,225		18,225
14	Home State Interest Obligations										
15	Mutual Fund Dividends and Interest										
16	Home State Mutual Fund Dividends and Interest										
17	Exempt Interest U.S. Obligations										
18	Related Party Interest Income										
19	Related Party Interest Expense										
20	Related Party Intangible Income										
21	Related Party Intangible Expense										
22	30% Bonus Depreciation			21,550	21,550				21,550		21,550

The amount in the **Final** column is from the data source selected in the state data setup or federal data source setup areas.

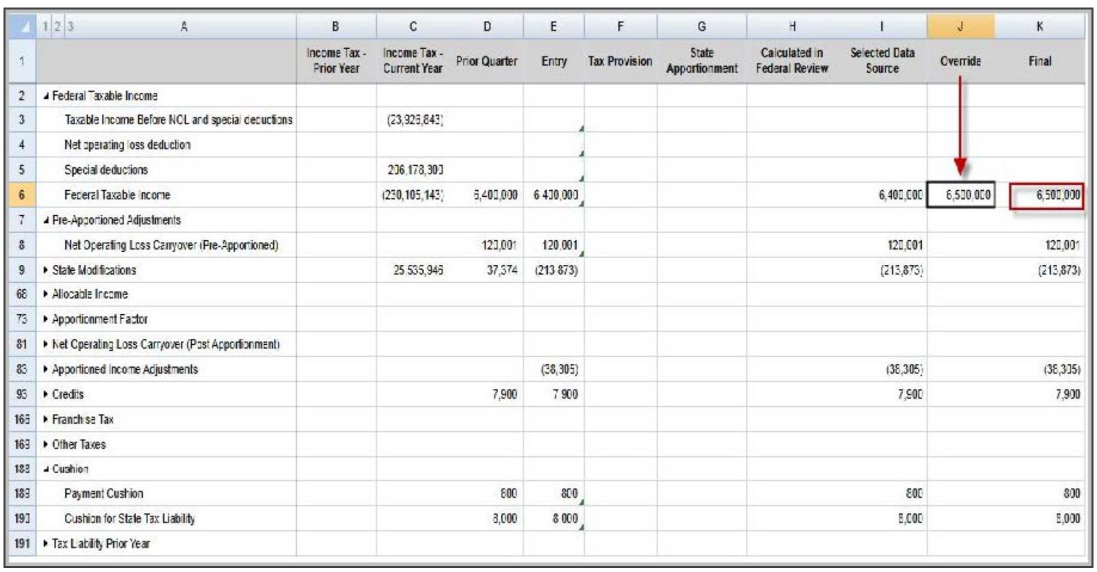
Data Source Analysis Column Descriptions

The following table describes the columns on the **Data Source Analysis** screen and the origins of the data.

DATA SOURCE COLUMN	ACTION
Income Tax - Prior	Pulls data from the 2014 tax return when working with 2016 estimates.
Income Tax - Current Year	Pulls data from 2015 tax return when working with 2016 estimates.
Prior Quarter	Pulls data from Estimated Payments prior quarter calculations.
Entry	Pulls data from the Data Entry screens in Estimated Payments.
Tax Provision	Pulls data from ONESOURCE Tax Provision (if licensed)
State Apportionment	Pulls data from ONESOURCE State Apportionment (if licensed)

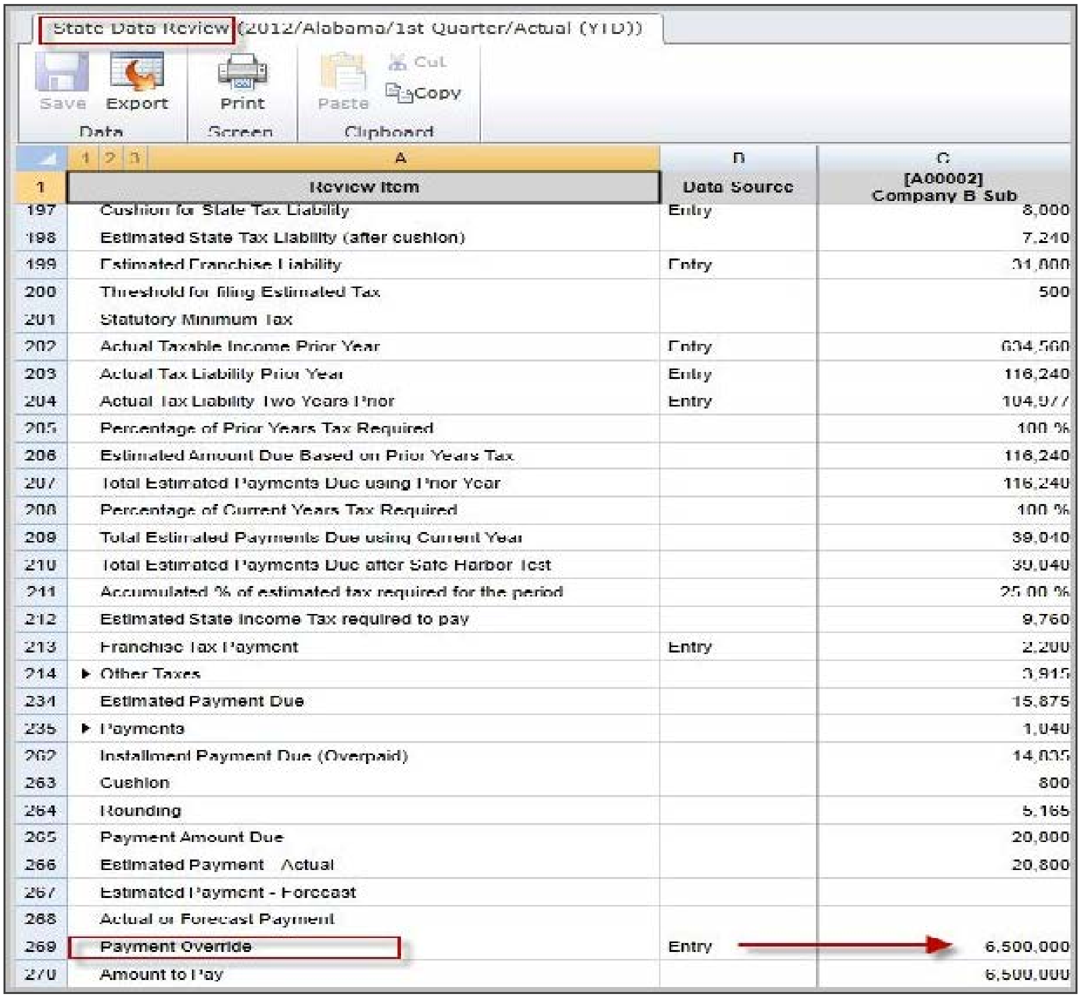
DATA SOURCE COLUMN	ACTION
Calculated in Federal Review	Pulls data from the federal portion of Estimated Payments.
Selected Data Source	Displays the amount from the other columns based on the selections you make in the Data Sources Setup area.
Override	Gives you the option to override any amount in the **Selected Data Source** column. Enter an amount "0" to override the selected data source value.
Final	Displays the amounts the system will use in the federal or state estimated payment calculations.

To override the final amount column, use the **Override** column or make the appropriate changes in the data entry (if data entry is the selected data source.)



	A	B	C	D	E	F	G	H	I	J	K
1		Income Tax - Prior Year	Income Tax - Current Year	Prior Quarter	Entry	Tax Provision	State Apportionment	Calculated in Federal Review	Selected Data Source	Override	Final
2	Federal Taxable Income										
3	Taxable Income Before NOL and special deductions		(23,926,843)								
4	Net operating loss deduction										
5	Special deductions		206,178,300								
6	Federal Taxable Income		(230,105,143)	6,400,000	6 400,000				6,400,000	6,500,000	6,500,000
7	Pre-Apportioned Adjustments										
8	Net Operating Loss Carryover (Pre-Apportioned)			120,001	120,001				120,001		120,001
9	State Modifications		25,535,946	37,374	(213 873)				(213,873)		(213,873)
68	Allocable Income										
73	Apportionment Factor										
81	Net Operating Loss Carryover (Post Apportionment)										
83	Apportioned Income Adjustments				(38,305)				(38,305)		(38,305)
95	Credits			7,900	7 900				7,900		7,900
165	Franchise Tax										
168	Other Taxes										
188	Cushion										
189	Payment Cushion			800	800				800		800
190	Cushion for State Tax Liability			3,000	8 000				8,000		8,000
191	Tax Liability Prior Year										

If you use the **Override** field, you will see the override as the final payment amount on the **Data Review** screen.



	A	B	C
1	Review Item	Data Source	[A00002] Company B Sub
197	Cushion for State Tax Liability	Entry	8,000
198	Estimated State Tax Liability (after cushion)		7,240
199	Estimated Franchise Liability	Entry	31,000
200	Threshold for filing Estimated Tax		500
201	Statutory Minimum Tax		
202	Actual Taxable Income Prior Year	Entry	634,560
203	Actual Tax Liability Prior Year	Entry	116,240
204	Actual Tax Liability Two Years Prior	Entry	104,977
205	Percentage of Prior Years Tax Required		100 %
206	Estimated Amount Due Based on Prior Years Tax		116,240
207	Total Estimated Payments Due using Prior Year		116,240
208	Percentage of Current Years Tax Required		100 %
209	Total Estimated Payments Due using Current Year		39,040
210	Total Estimated Payments Due after Safe Harbor Test		39,040
211	Accumulated % of estimated tax required for the period		25.00 %
212	Estimated State Income Tax required to pay		9,760
213	Franchise Tax Payment	Entry	2,200
214	▸ Other Taxes		3,915
234	Estimated Payment Due		15,875
235	▸ Payments		1,040
262	Installment Payment Due (Overpaid)		14,035
263	Cushion		800
264	Rounding		5,165
265	Payment Amount Due		20,800
266	Estimated Payment - Actual		20,800
267	Estimated Payment - Forecast		
268	Actual or Forecast Payment		
269	Payment Override	Entry	6,500,000
270	Amount to Pay		6,500,000

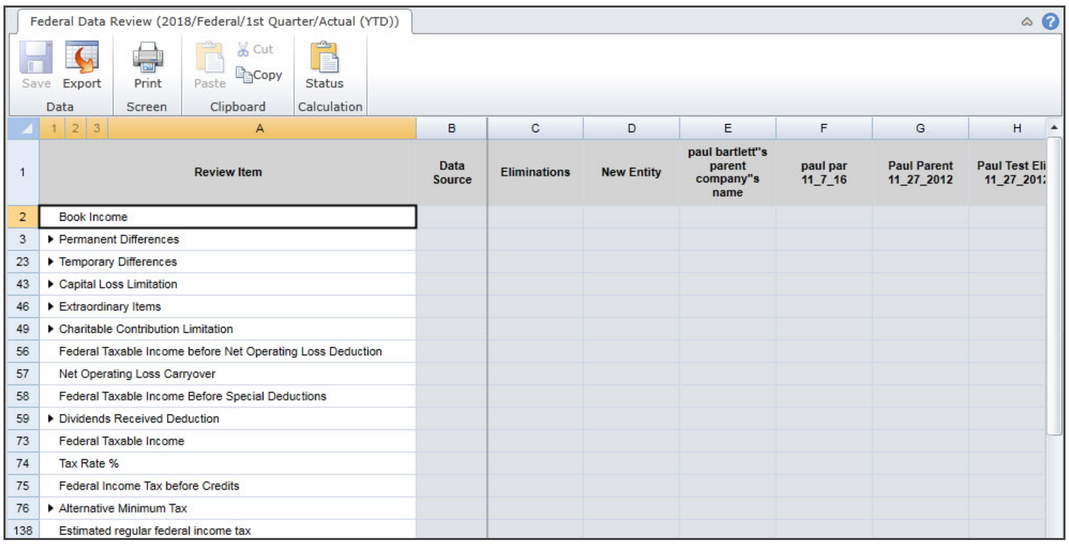
DATA REVIEW

On the **Data Review** screen, you can review estimated payment calculations for a selected jurisdiction from top to bottom. This screen is *read only*. You can also print and export the information and use the **Copy** command to copy all or specific data.

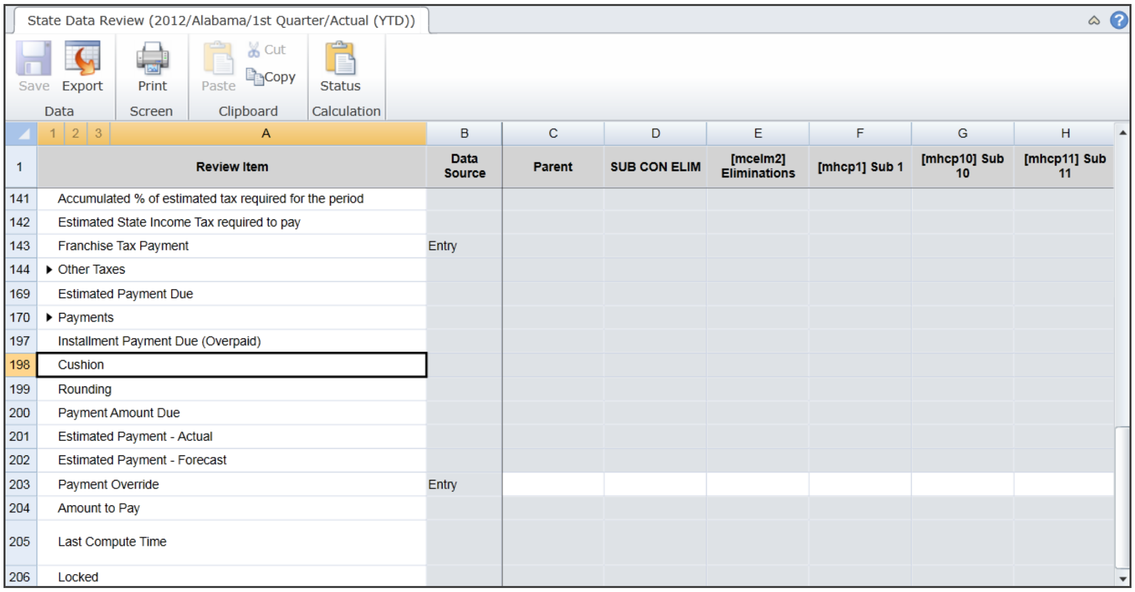
Exporting **Data Review** information will create the PDF file in the **Folder** server share.

Accessing Data Review

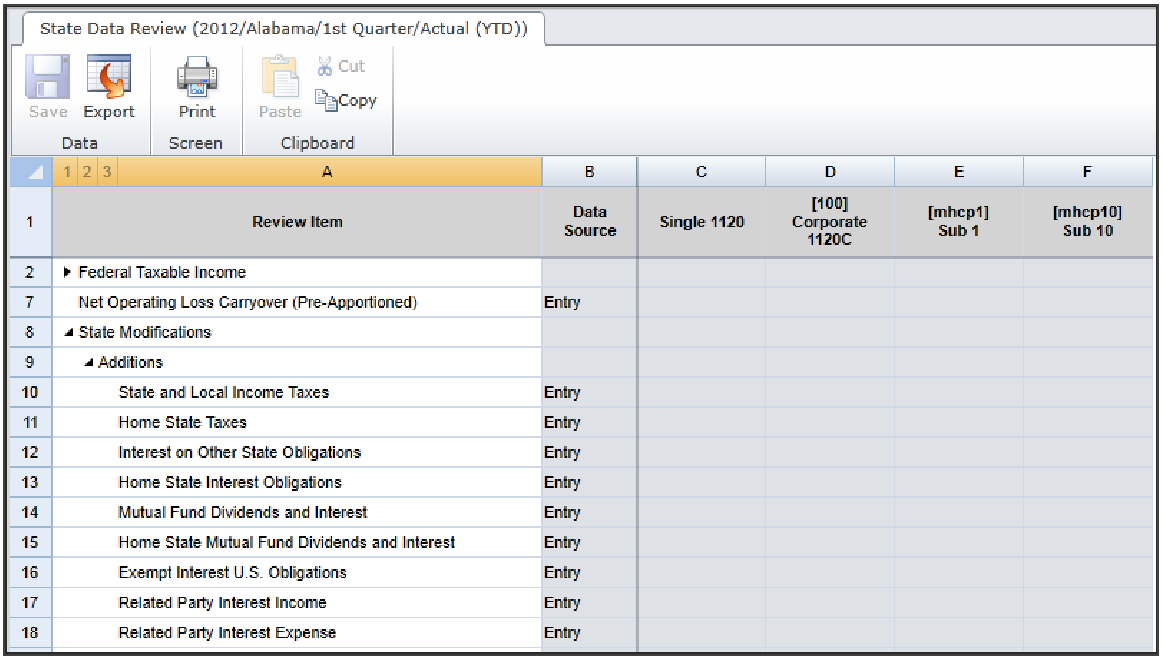
1. In the bottom menu, select **Data Review**.
2. Select the **Year** from the dropdown.
3. Select the **Filing Group**.
4. Choose the remaining items to display the data you would like to see as rows and as columns.
5. Click **Load** to open the **State Data Review** screen.



6. As shown below, you can review data from top to bottom. The amount calculated for cushion and rounding is a result of the settings in the **Setup** area.

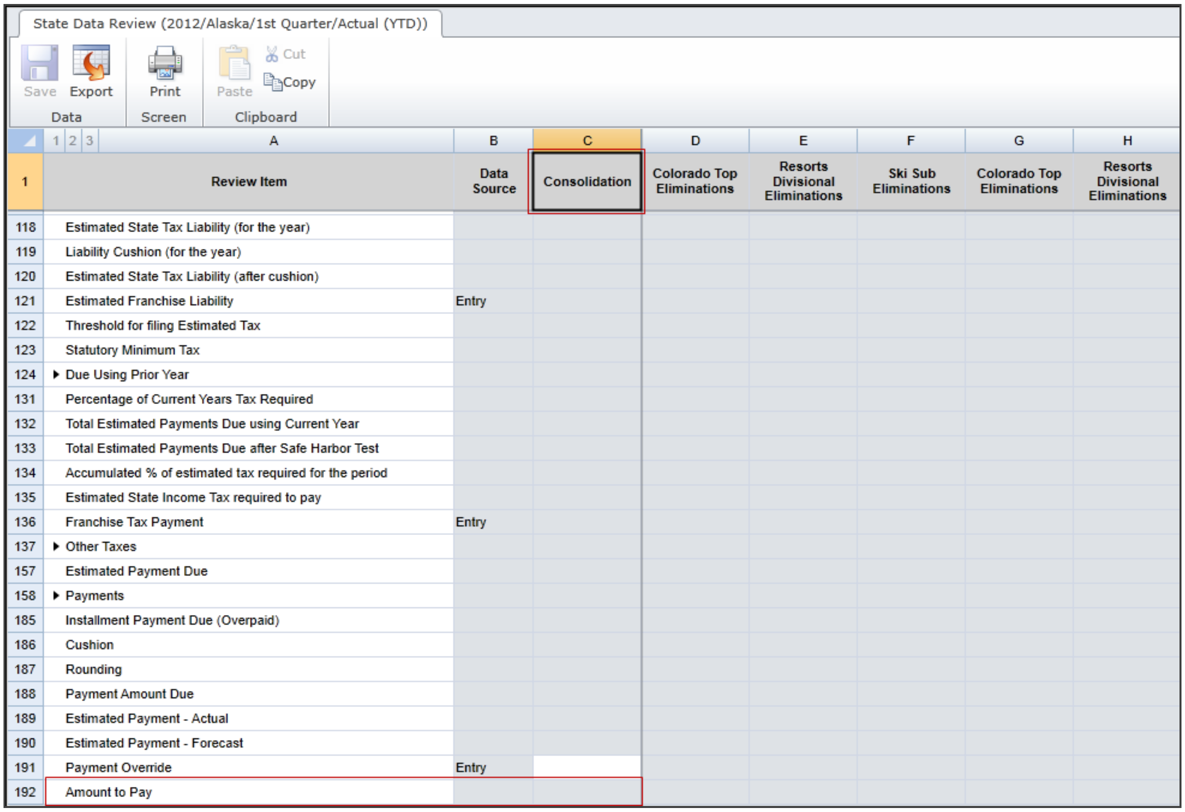


7. The **Data Review** screen has a **Data Source Column** which tells you where the data originates. The data source is identified based on the data source selected in the federal and state setup area for each review item.

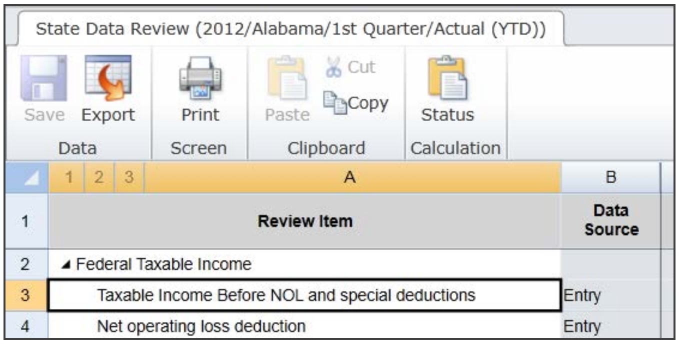


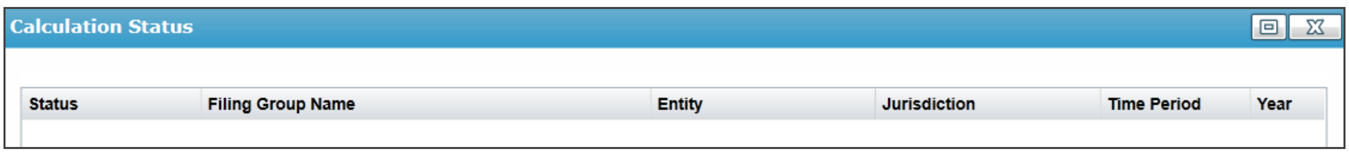
	A	B	C	D	E	F
1	Review Item	Data Source	Single 1120	[100] Corporate 1120C	[mhcp1] Sub 1	[mhcp10] Sub 10
2	Federal Taxable Income					
7	Net Operating Loss Carryover (Pre-Apportioned)	Entry				
8	State Modifications					
9	Additions					
10	State and Local Income Taxes	Entry				
11	Home State Taxes	Entry				
12	Interest on Other State Obligations	Entry				
13	Home State Interest Obligations	Entry				
14	Mutual Fund Dividends and Interest	Entry				
15	Home State Mutual Fund Dividends and Interest	Entry				
16	Exempt Interest U.S. Obligations	Entry				
17	Related Party Interest Income	Entry				
18	Related Party Interest Expense	Entry				

8. When a filing group has a filing method of consolidated or combined, the **Data Review** screen displays a **Consolidation** column with the total amount from each entity. This column calculates the final payment data instead of each entity's data.



9. This screen also has a **Calculation Status** column which tells you the status of any processing calculations. As the items are processed, the view clears the item from the list. Click **Refresh** to see the updated status more often.

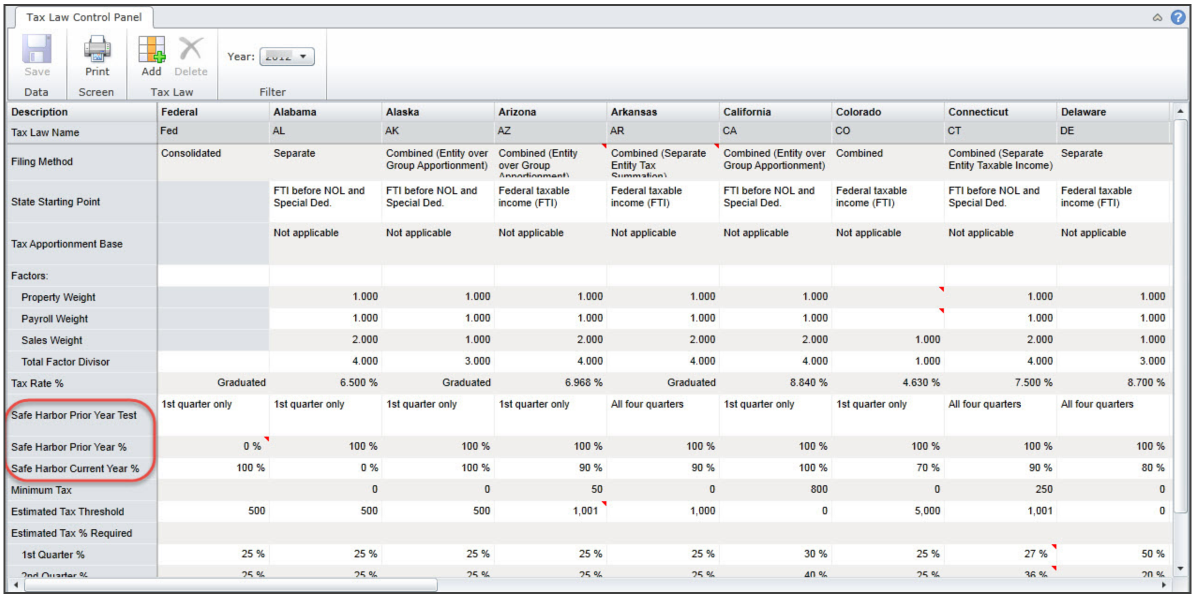




10. The **Review Items** column shows the items which relate to the Safe Harbor rules. These rules are calculated based on the tax law settings for each jurisdiction.

1	Review Item	Data Source	Consolidation	Colorado Top Eliminations
118	Estimated State Tax Liability (for the year)			
119	Liability Cushion (for the year)			
120	Estimated State Tax Liability (after cushion)			
121	Estimated Franchise Liability	Entry		
122	Threshold for filing Estimated Tax			
123	Statutory Minimum Tax			
124	◢ Due Using Prior Year			
125	Actual Taxable Income Prior Year	Entry		
126	Actual Tax Liability Prior Year	Entry		
127	Actual Tax Liability Two Years Prior	Entry		
128	Percentage of Prior Years Tax Required			
129	Estimated Amount Due Based on Prior Years Tax			
130	Total Estimated Payments Due using Prior Year			
131	Percentage of Current Years Tax Required			
132	Total Estimated Payments Due using Current Year			
133	Total Estimated Payments Due after Safe Harbor Test			
134	Accumulated % of estimated tax required for the period			

11. If you do not want to apply Safe Harbor rules, use **Tax Law Control Panel** to change the default percentage for each jurisdiction.

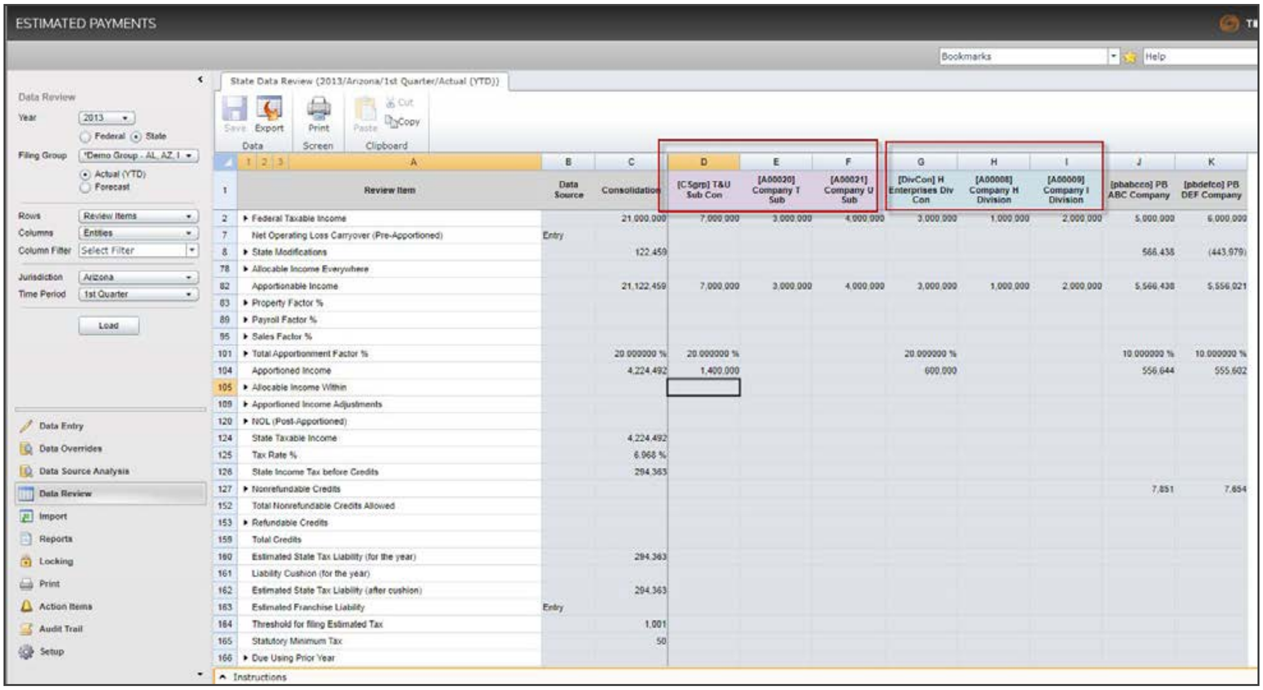


Description	Federal	Alabama	Alaska	Arizona	Arkansas	California	Colorado	Connecticut	Delaware
Tax Law Name	Fed	AL	AK	AZ	AR	CA	CO	CT	DE
Filing Method	Consolidated	Separate	Combined (Entity over Group Apportionment)	Combined (Entity over Group Apportionment)	Combined (Separate Entity Tax Summation)	Combined (Entity over Group Apportionment)	Combined	Combined (Separate Entity Taxable Income)	Separate
State Starting Point		FTI before NOL and Special Ded.	FTI before NOL and Special Ded.	Federal taxable income (FTI)	Federal taxable income (FTI)	FTI before NOL and Special Ded.	Federal taxable income (FTI)	FTI before NOL and Special Ded.	Federal taxable income (FTI)
Tax Apportionment Base		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Factors:									
Property Weight		1.000	1.000	1.000	1.000	1.000		1.000	1.000
Payroll Weight		1.000	1.000	1.000	1.000	1.000		1.000	1.000
Sales Weight		2.000	1.000	2.000	2.000	2.000	1.000	2.000	1.000
Total Factor Divisor		4.000	3.000	4.000	4.000	4.000	1.000	4.000	3.000
Tax Rate %	Graduated	6.500 %	Graduated	6.968 %	Graduated	8.840 %	4.630 %	7.500 %	8.700 %
Safe Harbor Prior Year Test	1st quarter only	1st quarter only	1st quarter only	1st quarter only	All four quarters	1st quarter only	1st quarter only	All four quarters	All four quarters
Safe Harbor Prior Year %	0 %	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100 %
Safe Harbor Current Year %	100 %	0 %	100 %	90 %	90 %	100 %	70 %	90 %	80 %
Minimum Tax		0	0	50	0	800	0	250	0
Estimated Tax Threshold	500	500	500	1,001	1,000	0	5,000	1,001	0
Estimated Tax % Required									
1st Quarter %	25 %	25 %	25 %	25 %	25 %	30 %	25 %	27 %	50 %
2nd Quarter %	25 %	25 %	25 %	25 %	25 %	40 %	25 %	36 %	20 %

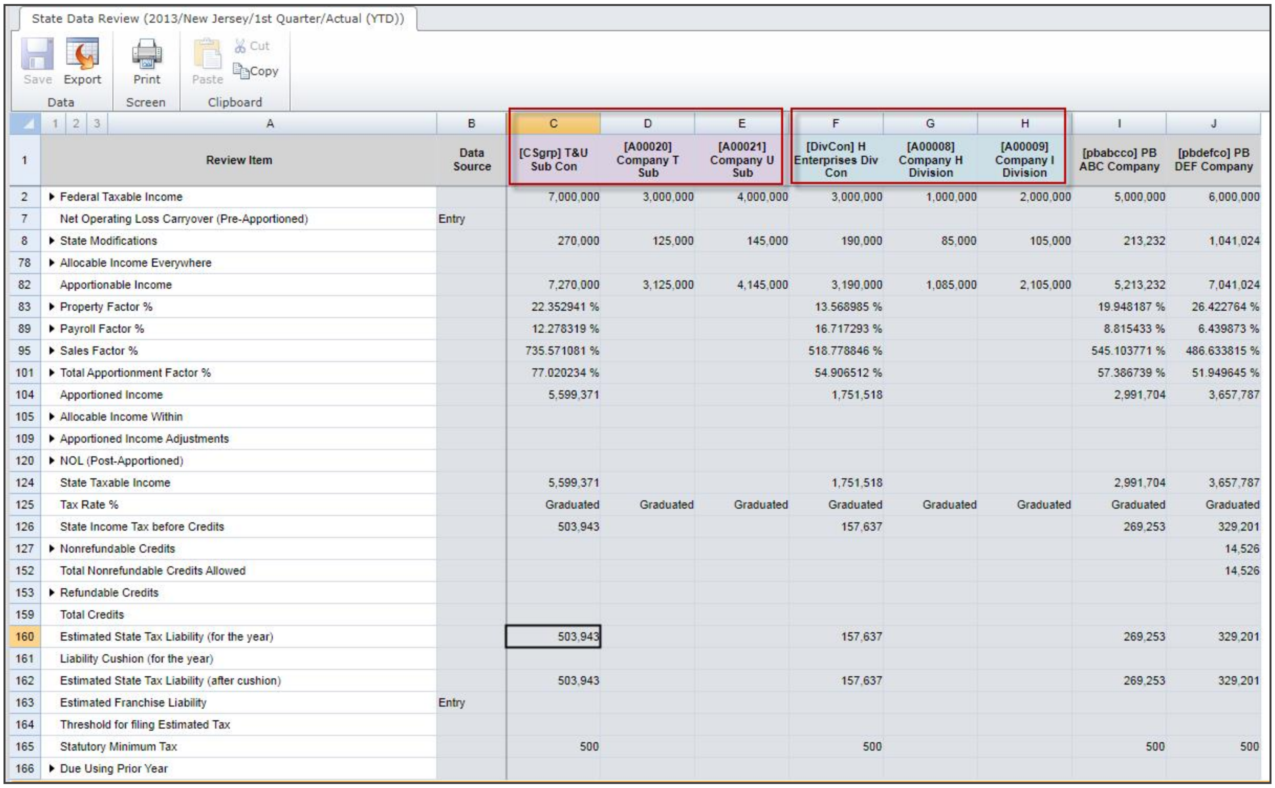
Data Review if you have Multi-Tier Consolidations

- Displays divisions and divisional consolidation entities together for divisional consolidation.
- A different column header "color" for divisional consolidations and divisions is now provided that helps make it easier to review these filing entities.
- Review division data that is rolled up to its divisional consolidation.

Data Review if filing method is a consolidated or combined type.



Data Review if filing method is separate filing



	A	B	C	D	E	F	G	H	I	J
1	Review Item	Data Source	[C Sgrp] T&U Sub Con	[A00020] Company T Sub	[A00021] Company U Sub	[DivCon] H Enterprises Div Con	[A00008] Company H Division	[A00009] Company I Division	[pbabcco] PB ABC Company	[pbdefco] PB DEF Company
2	▸ Federal Taxable Income		7,000,000	3,000,000	4,000,000	3,000,000	1,000,000	2,000,000	5,000,000	6,000,000
7	Net Operating Loss Carryover (Pre-Apportioned)	Entry								
8	▸ State Modifications		270,000	125,000	145,000	190,000	85,000	105,000	213,232	1,041,024
78	▸ Allocable Income Everywhere									
82	Apportionable Income		7,270,000	3,125,000	4,145,000	3,190,000	1,085,000	2,105,000	5,213,232	7,041,024
83	▸ Property Factor %		22.352941 %			13.568985 %			19.948187 %	26.422764 %
89	▸ Payroll Factor %		12.278319 %			16.717293 %			8.815433 %	6.439873 %
95	▸ Sales Factor %		735.571081 %			518.778846 %			545.103771 %	486.633815 %
101	▸ Total Apportionment Factor %		77.020234 %			54.906512 %			57.386739 %	51.949645 %
104	Apportioned Income		5,599,371			1,751,518			2,991,704	3,657,787
105	▸ Allocable Income Within									
109	▸ Apportioned Income Adjustments									
120	▸ NOL (Post-Apportioned)									
124	State Taxable Income		5,599,371			1,751,518			2,991,704	3,657,787
125	Tax Rate %		Graduated	Graduated	Graduated	Graduated	Graduated	Graduated	Graduated	Graduated
126	State Income Tax before Credits		503,943			157,637			269,253	329,201
127	▸ Nonrefundable Credits									14,526
152	Total Nonrefundable Credits Allowed									14,526
153	▸ Refundable Credits									
159	Total Credits									
160	Estimated State Tax Liability (for the year)		503,943			157,637			269,253	329,201
161	Liability Cushion (for the year)									
162	Estimated State Tax Liability (after cushion)		503,943			157,637			269,253	329,201
163	Estimated Franchise Liability	Entry								
164	Threshold for filing Estimated Tax									
165	Statutory Minimum Tax		500			500			500	500
166	▸ Due Using Prior Year									

Other areas affected by multi-tier selections:

- Data Entry, Data Overrides and Data Source Analysis displays divisions and divisional consolidation entities mapped and indicated in Multi-tier Consolidation views. Data entered at a divisional consolidation overrides data that comes from divisions.
- Estimate and Extension Form Print now allows print of division or divisional consolidation entities based on selections indicated in Multi-tier Consolidation views.
- Locking a Separate filing divisional consolidation also locks its underlying division entities.
- Multi-tier and mapping consolidation selections will rollover to the next year when rolling over the filing groups.

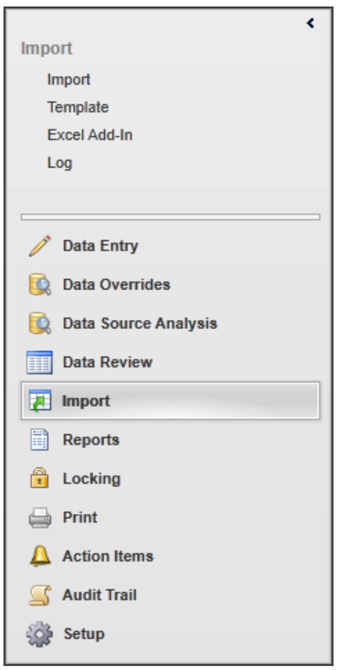
IMPORTING DATA

You can import data by using one of two methods:

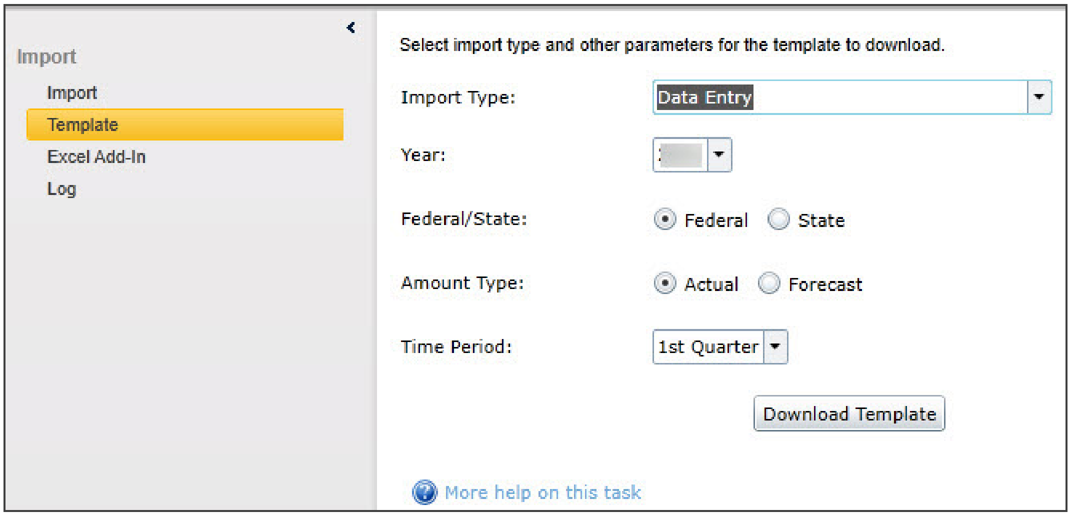
- Download a system defined template and import the file
- Use the Excel Add-In tool (if purchased by your company)

To Import Data:

1. In the bottom menu, click **Import**

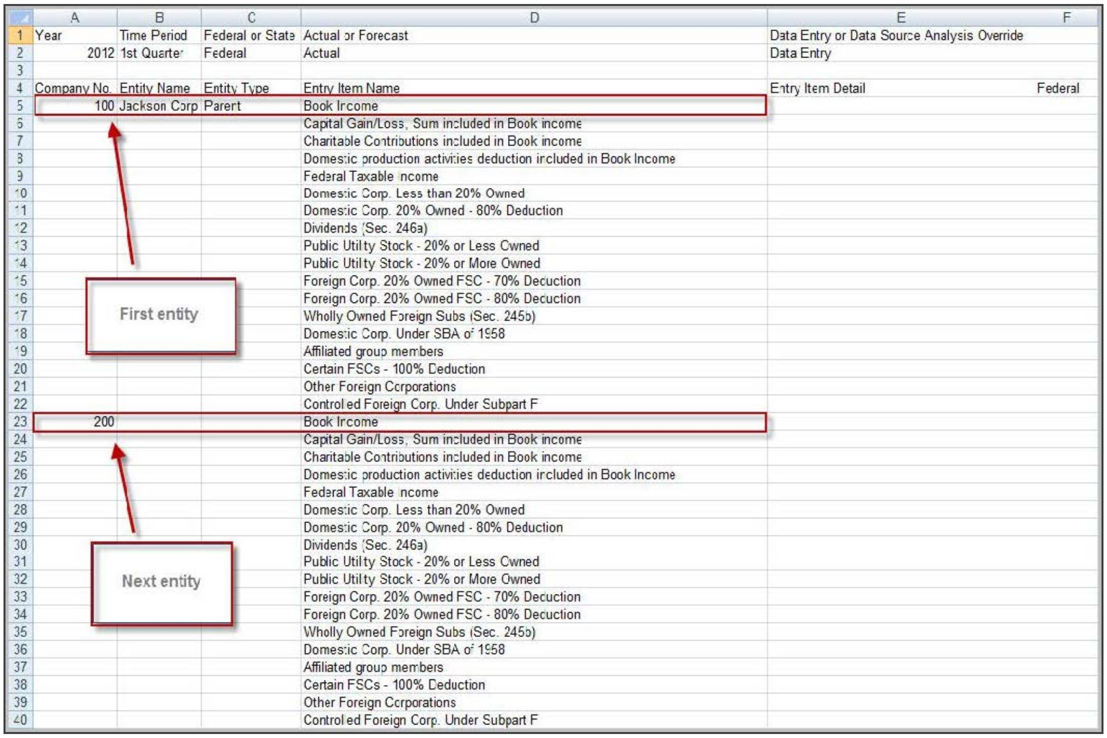


2. On the top menu, click **Template**.



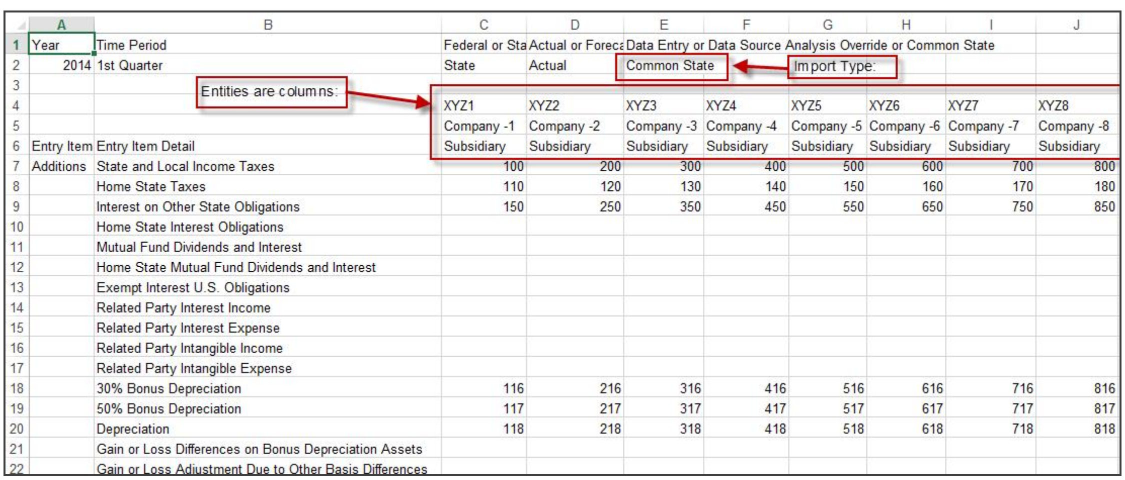
3. Select the **Import Type** from the dropdown, **Data Entry**, **Data Source Analysis Override** or **Common State**.
4. Select the **Year** from the dropdown.
5. Select the Federal or **State** radio button.
6. Select the **Amount Type**, either **Actual** or **Forecast**.
7. Select the **Time Period** from the dropdown.
8. Click **Download Template**.

9. To import one file for multiple entities, enter the company number for each entity on the row that contains the first **Entry Item Name** only.



	A	B	C	D	E	F
1	Year	Time Period	Federal or State	Actual or Forecast	Data Entry or Data Source Analysis Override	
2	2012	1st Quarter	Federal	Actual	Data Entry	
3						
4	Company No.	Entity Name	Entity Type	Entry Item Name	Entry Item Detail	Federal
5	100	Jackson Corp	Parent	Book Income		
6				Capital Gain/Loss, Sum included in Book income		
7				Charitable Contributions included in Book income		
8				Domestic production activities deduction included in Book Income		
9				Federal Taxable Income		
10				Domestic Corp. Less than 20% Owned		
11				Domestic Corp. 20% Owned - 80% Deduction		
12				Dividends (Sec. 246a)		
13				Public Utility Stock - 20% or Less Owned		
14				Public Utility Stock - 20% or More Owned		
15				Foreign Corp. 20% Owned FSC - 70% Deduction		
16				Foreign Corp. 20% Owned FSC - 80% Deduction		
17				Wholly Owned Foreign Subs (Sec. 245b)		
18				Domestic Corp. Under SBA of 1958		
19				Affiliated group members		
20				Certain FSCs - 100% Deduction		
21				Other Foreign Corporations		
22				Controlled Foreign Corp. Under Subpart F		
23	200			Book Income		
24				Capital Gain/Loss, Sum included in Book income		
25				Charitable Contributions included in Book income		
26				Domestic production activities deduction included in Book Income		
27				Federal Taxable Income		
28				Domestic Corp. Less than 20% Owned		
29				Domestic Corp. 20% Owned - 80% Deduction		
30				Dividends (Sec. 246a)		
31				Public Utility Stock - 20% or Less Owned		
32				Public Utility Stock - 20% or More Owned		
33				Foreign Corp. 20% Owned FSC - 70% Deduction		
34				Foreign Corp. 20% Owned FSC - 80% Deduction		
35				Wholly Owned Foreign Subs (Sec. 245b)		
36				Domestic Corp. Under SBA of 1958		
37				Affiliated group members		
38				Certain FSCs - 100% Deduction		
39				Other Foreign Corporations		
40				Controlled Foreign Corp. Under Subpart F		

10. To import **Common State information**, each entity must be in a different column beginning with column C. Amounts will import for each item unless you have already saved the data in data entry area for that state modification or apportioned income adjustment. The import log will record any errors and the successful imports.



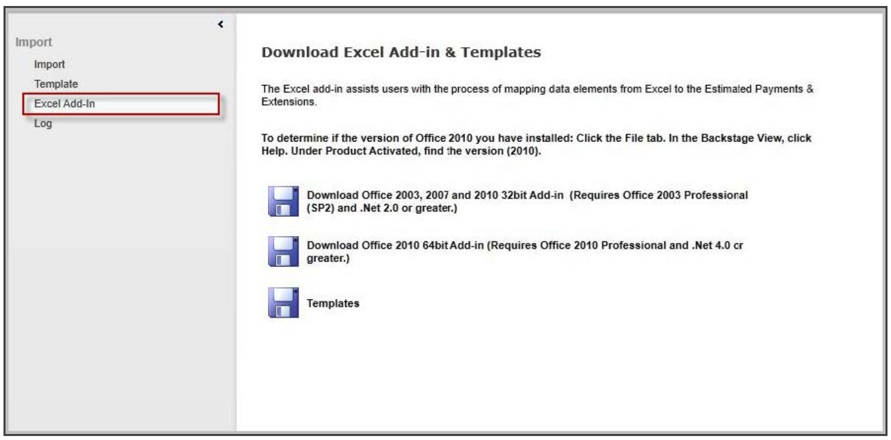
	A	B	C	D	E	F	G	H	I	J
1	Year	Time Period	Federal or Sta	Actual or Foreca	Data Entry or Data Source Analysis Override or Common State					
2	2014	1st Quarter	State	Actual	Common State					
3										
4			XYZ1	XYZ2	XYZ3	XYZ4	XYZ5	XYZ6	XYZ7	XYZ8
5			Company -1	Company -2	Company -3	Company -4	Company -5	Company -6	Company -7	Company -8
6	Entry Item	Entry Item Detail	Subsidiary	Subsidiary	Subsidiary	Subsidiary	Subsidiary	Subsidiary	Subsidiary	Subsidiary
7	Additions	State and Local Income Taxes	100	200	300	400	500	600	700	800
8		Home State Taxes	110	120	130	140	150	160	170	180
9		Interest on Other State Obligations	150	250	350	450	550	650	750	850
10		Home State Interest Obligations								
11		Mutual Fund Dividends and Interest								
12		Home State Mutual Fund Dividends and Interest								
13		Exempt Interest U.S. Obligations								
14		Related Party Interest Income								
15		Related Party Interest Expense								
16		Related Party Intangible Income								
17		Related Party Intangible Expense								
18		30% Bonus Depreciation	116	216	316	416	516	616	716	816
19		50% Bonus Depreciation	117	217	317	417	517	617	717	817
20		Depreciation	118	218	318	418	518	618	718	818
21		Gain or Loss Differences on Bonus Depreciation Assets								
22		Gain or Loss Adjustment Due to Other Basis Differences								

The company identifiers include Company Number, Entity Name, and Entity Type. The Company Number is the only identifier needed if the company number can uniquely identify the entity apart from all other entities.

IMPORTING DATA USING EXCEL ADD-IN

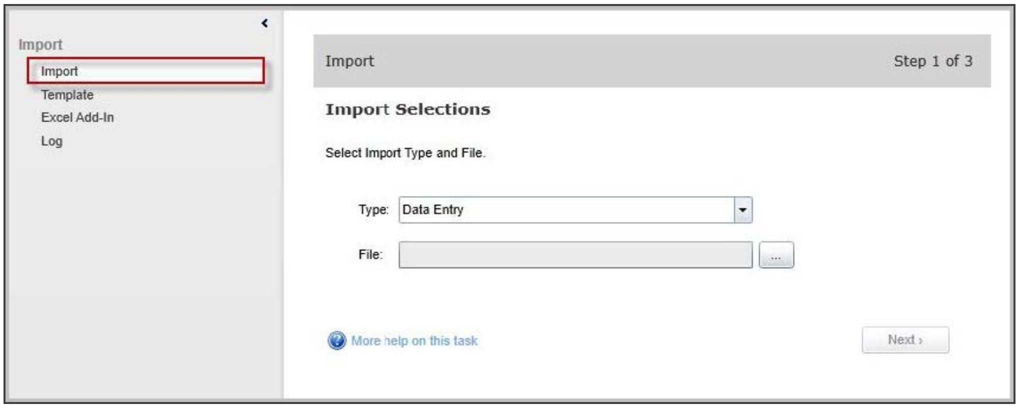
Using the Excel Add-In Option. (This product is purchased separately.)

1. Select **Excel Add-In**.
2. Select the applicable version to download.

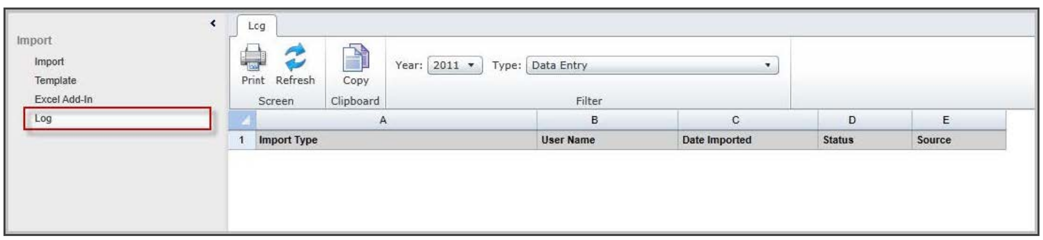


3. Or, you can click **Templates** to download a file that is already mapped.
4. For more detailed instructions about using Excel Add-In, please refer to the *Excel Add-In Users Guide* which you can download on the Customer Support web site.
5. Once you determine which import method to use and the source file is ready to import, click **Import**.
6. Select the type of data you are importing.

7. Browse to the file location and then click **Next** to begin step 1 of 3 of the process.

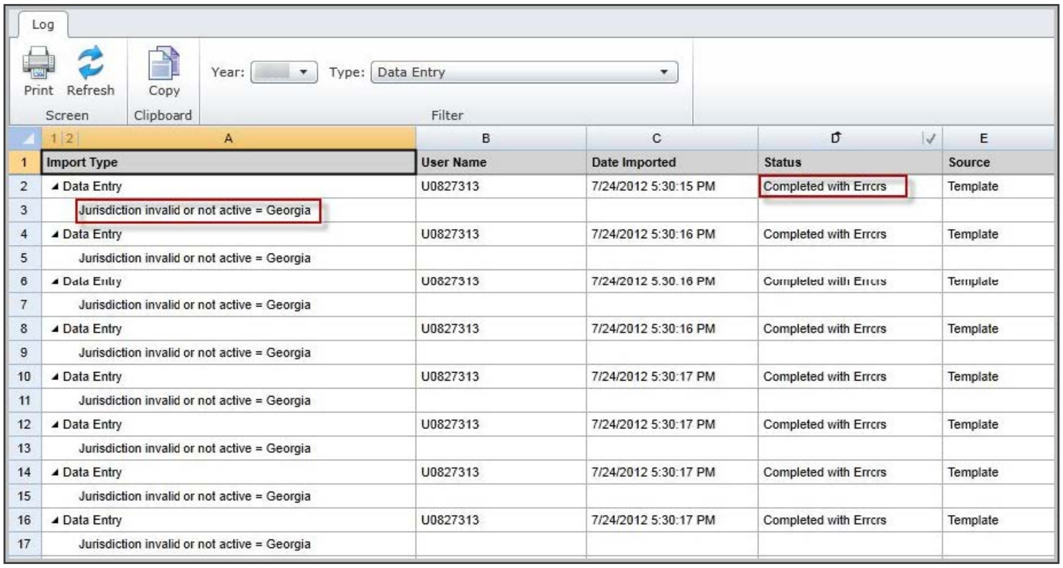


8. After importing data, click **Log** to review the status of previous imports.



9. Select the **Year** and **Type** to display log information. You can filter and sort each column.

10. The log shows a status of either **Successful**, **Failed** (reason appears in the **Import Type** column) or **Completed with Errors** (reason appears in the **Import Type** column.)



	A	B	C	D	E
1	Import Type	User Name	Date Imported	Status	Source
2	Data Entry	U0827313	7/24/2012 5:30:15 PM	Completed with Errors	Template
3	Jurisdiction invalid or not active = Georgia				
4	Data Entry	U0827313	7/24/2012 5:30:16 PM	Completed with Errors	Template
5	Jurisdiction invalid or not active = Georgia				
6	Data Entry	U0827313	7/24/2012 5:30:16 PM	Completed with Errors	Template
7	Jurisdiction invalid or not active = Georgia				
8	Data Entry	U0827313	7/24/2012 5:30:16 PM	Completed with Errors	Template
9	Jurisdiction invalid or not active = Georgia				
10	Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors	Template
11	Jurisdiction invalid or not active = Georgia				
12	Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors	Template
13	Jurisdiction invalid or not active = Georgia				
14	Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors	Template
15	Jurisdiction invalid or not active = Georgia				
16	Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors	Template
17	Jurisdiction invalid or not active = Georgia				

REPORTS

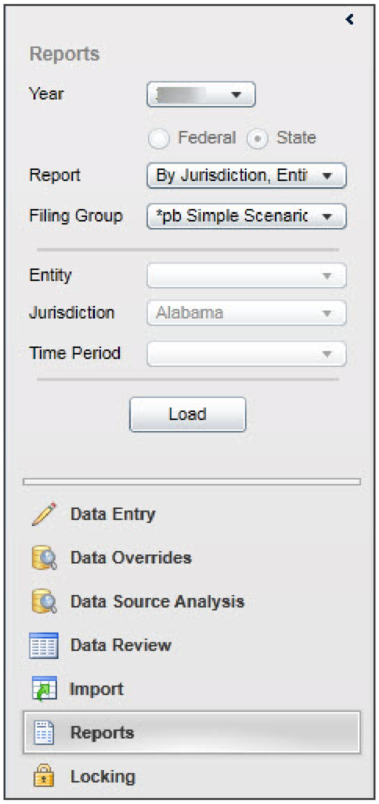
Estimated Payments provides state reports for all time periods for a Filing Group. You can organize them in the following ways:

- By Jurisdiction, Entity, Time Period
- By Entity, Jurisdiction, Time Period
- Total Payments – Summary of all payments
- Entities / Jurisdictions – shows the jurisdictions each entity files
- Actual (YTD) vs Forecast
- Cash Management

You can use the Jurisdiction filter to run a report for a specific jurisdiction. For Actual (YTD) vs. Forecast and Cash Management reports, additional filters are available for Filing Group, Entity, Jurisdiction, and Time Period selections.

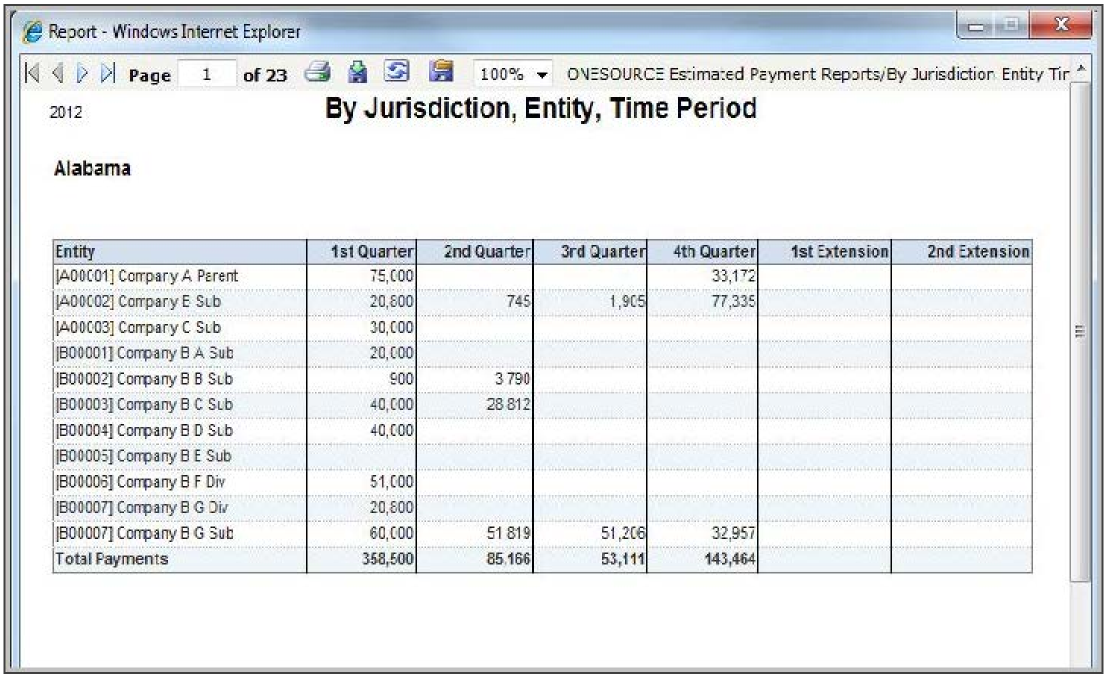
Accessing Reports

1. On the bottom panel on the navigation menu, select **Reports**.



2. Select the **Year**, **Report**, and other applicable filters.
3. To run a report for a specific jurisdiction, use the Jurisdiction filter. If you do not use the jurisdiction filter, all related jurisdictions in the selected filing group will be included in the report.
4. Select **Load**.

5. To export the report to Excel, on the toolbar, click the **Export** icon.



Entity	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Extension	2nd Extension
[A00001] Company A Parent	75,000			33,172		
[A00002] Company E Sub	20,800	745	1,905	77,335		
[A00003] Company C Sub	30,000					
[B00001] Company B A Sub	20,000					
[B00002] Company B B Sub	900	3 790				
[B00003] Company B C Sub	40,000	28 812				
[B00004] Company B D Sub	40,000					
[B00005] Company B E Sub						
[B00006] Company B F Div	51,000					
[B00007] Company B G Div	20,800					
[B00007] Company B G Sub	60,000	51 819	51,206	32,957		
Total Payments	358,500	85,166	53,111	143,464		

The report exports to.CSV or Excel (best data editing) format. All related entities will be stacked in the report with associated amounts for each time period.

6. When exporting reports, we recommend using the **Save as** option.
7. Select the server **Temporary Files** folder share. You can then download the files to your machine.
8. To save the report to a PDF format, click the **PDF** icon.

LOCKING

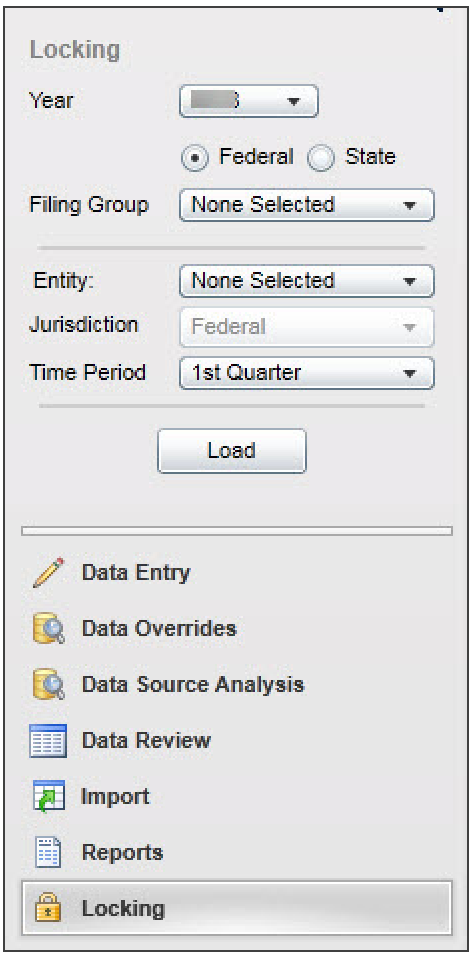
You can lock estimated payments for each time period. When you lock a consolidated entity, all entities for the filing group are also locked for that jurisdiction. Locking entities is also the first step in the process to transfer estimated payments information to the income tax application. It is also the first step to transfer payments to Calendar.

To Lock Data:

1. On the bottom menu, select **Locking**.
2. On the top menu, select the **Year**.
3. Select either a **Filing Group** or **None Selected**.

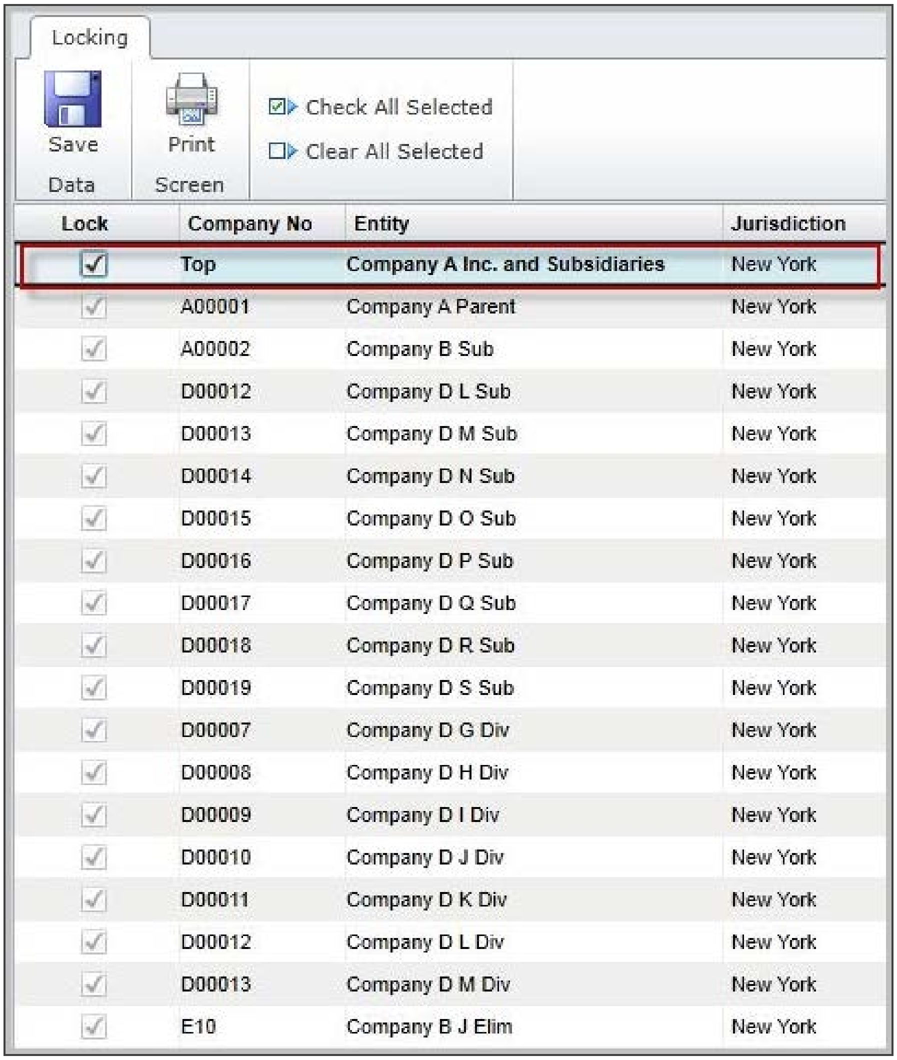
> Note: If the Jurisdiction filter is set at **None Selected**, the system displays all jurisdictions related to the selected filing group or entity.

4. To filter additional information, select an **Entity**, **Jurisdiction** and a **Time Period**.



5. Click **Load**.

6. If you select a filing group in the filter, you can select the consolidated entity which will also lock the member entities automatically. Remove the checkbox to unlock the entity.



7. To update data in locked entities, unlock the entities by removing the check in the checkbox.

Locking in Estimated Payments, also sends the payments and dates data to the Income Tax application.

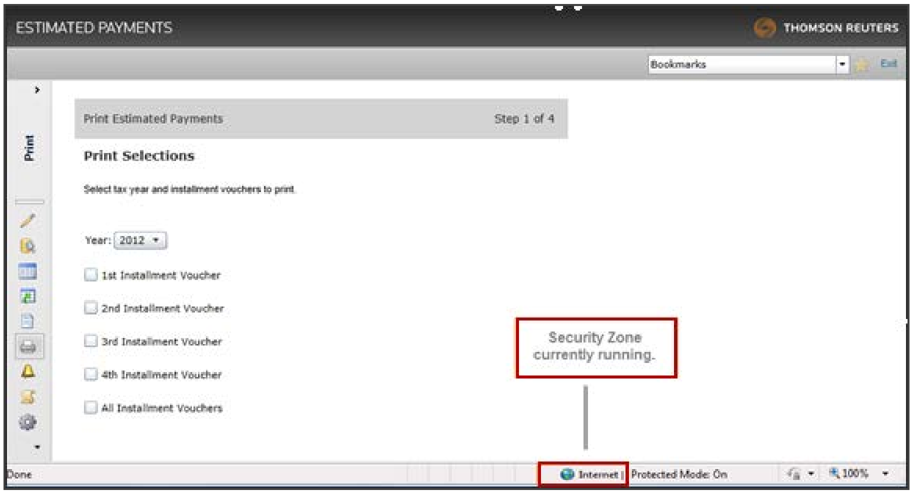
PRINTING VOUCHERS

You can print federal and state payment vouchers for all filing groups, entities, and jurisdictions to either a printer or to a PDF file. You can also print extensions.

Security Settings for Printing Vouchers and Extensions

Before using the print function, you must check your browser security settings.

1. Open the browser.



2. On the browser menu:

   Edge, select **Settings > Downloads**.

   a. If you want the system to ask you about downloading a file, toggle on **Ask me what to do with each download**.

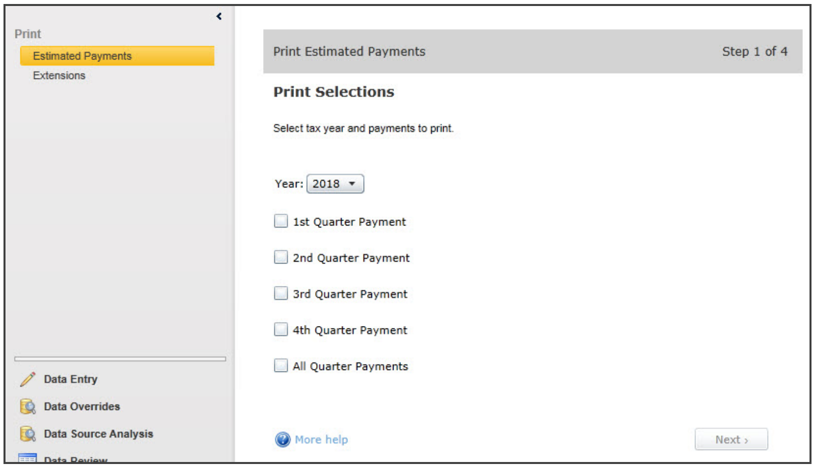
   Chrome, select **Settings > Advanced > Downloads**

   a. If you want the system to ask you about downloading a file, toggle on **Ask where to save each file before downloading**.

Printing Estimated Payment Vouchers

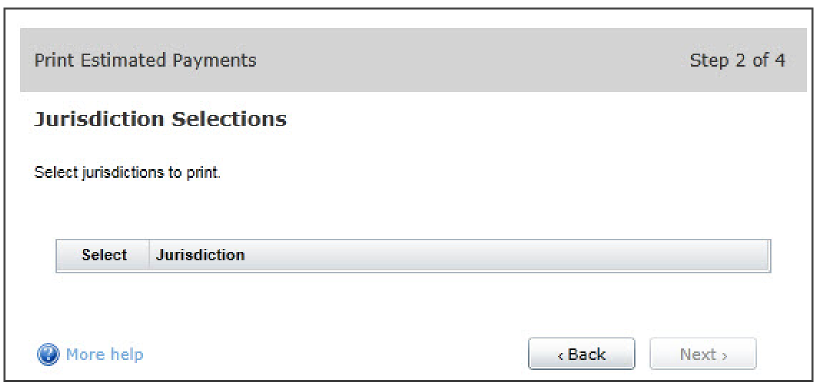
There are four basic steps for printing estimated payment vouchers:

1. Select the tax year and installment vouchers.



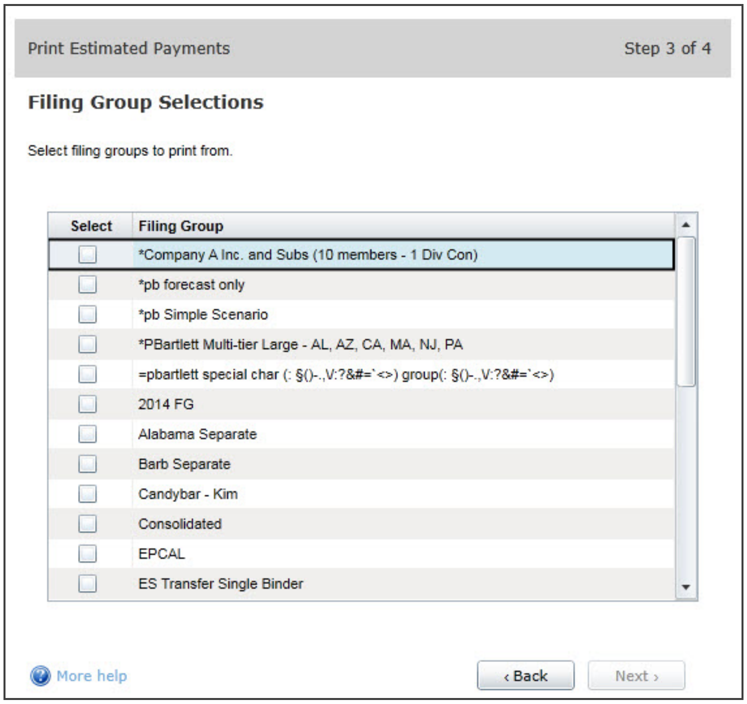
2. Select **Next**.

3. Select **Jurisdictions** to print.



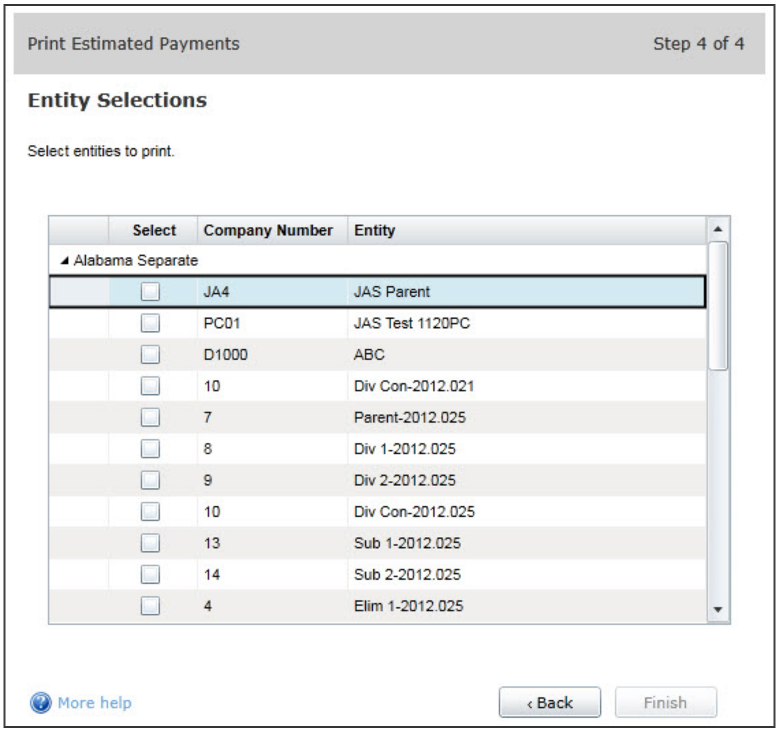
4. Select **Next**.

5. Select **Filing Groups** to print.



6. Select **Next**.

7. Select **Entities** to print.



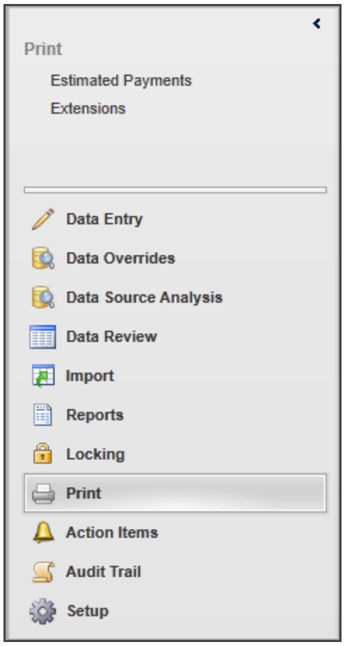
8. Select **Next**.

9. You can either open the file or save it to your computer.

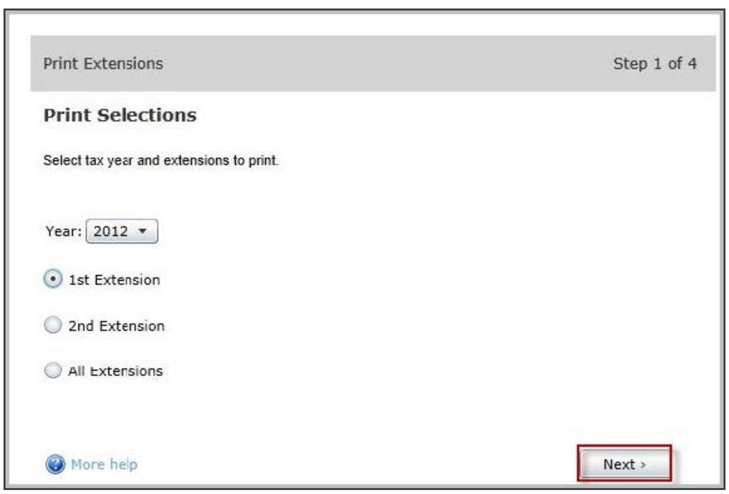
PRINTING EXTENSIONS

You can also select specific entities and jurisdictions to print. Both first and second extensions are available.

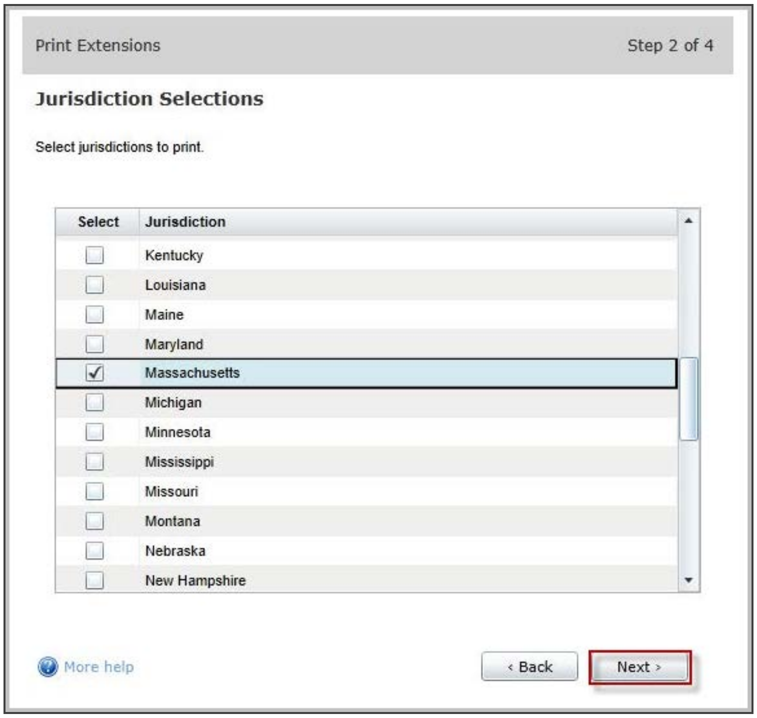
1. On the bottom menu, select **Print | Extensions**.



2. Select a **Year** and **Extension** to print.

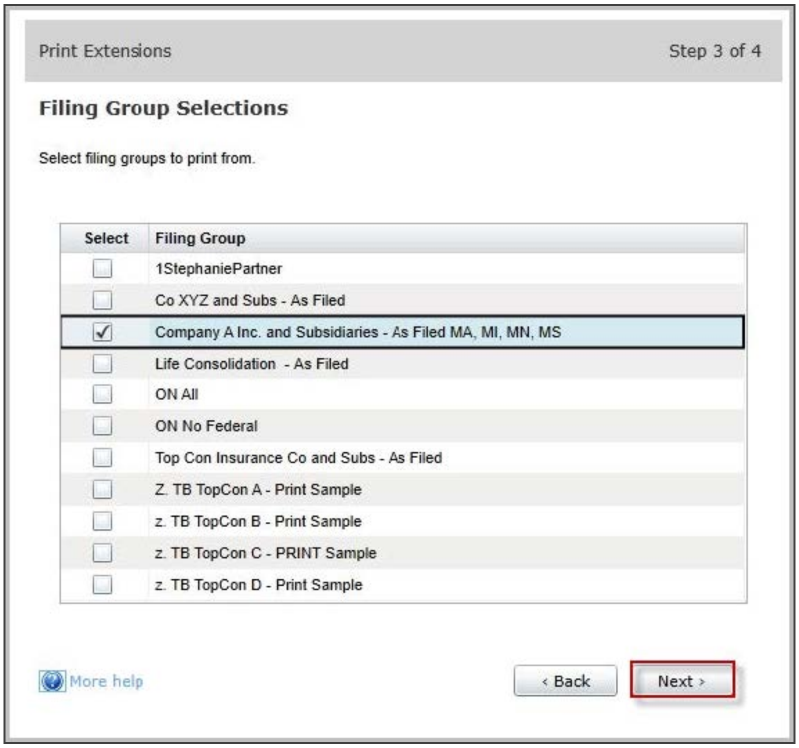


3. Click **Next**.



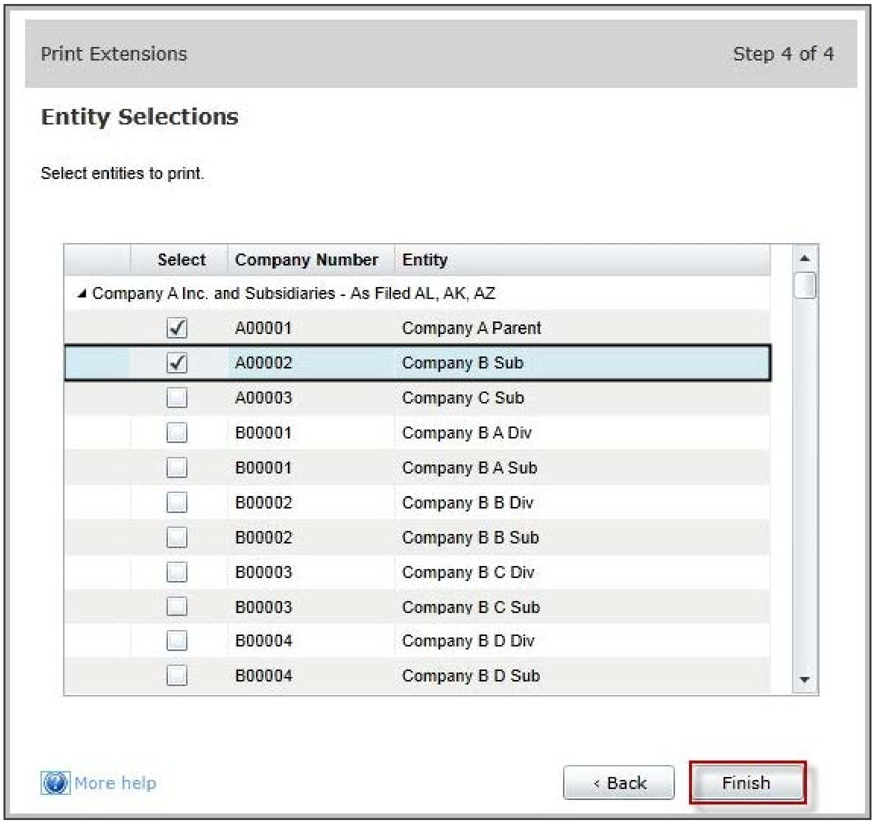
4. Select a **Jurisdiction(s)** to print and click **Next**.

5. Select a **Filing Group(s)** to print and click **Next**.



6. Select an **Entity** to print and click **Finish**.

7. When a combined/consolidated filing method is assigned to a filing group and the extension is required for the consolidated entity, only related consolidated entities will be available to select.



8. When you assign a separate filing method to the filing group, all entities are listed. On the system message, select **Open** to view the file in PDF format or click **Save** to copy the file to your machine.

9. You can multi-select items to print by selecting the first item, then holding down the **Shift** key and using the **Arrow Up/Down** keys, to select multiple items. To select all items, click **CTRL A**.

10. Click the **Select checkbox to choose the items you wish to print** or select the checkbox to remove them.

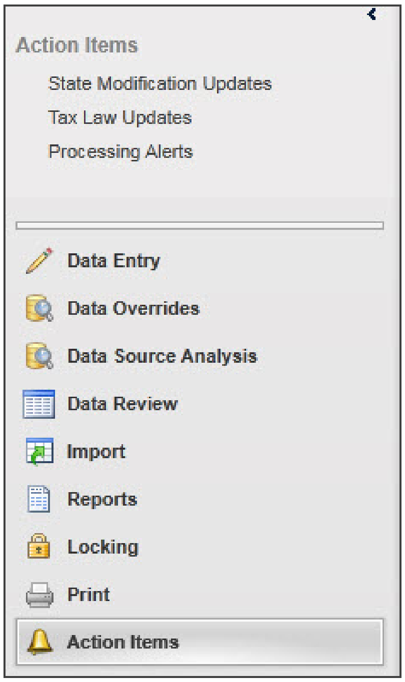
If any required fields are missing for the estimated payment or extension forms, you will see a system message which lists the missing item.

ACTION ITEMS

Action items include Tax Law Updates, State Modification Updates, and Processing Alerts. These items may require action or correction.

Opening Tax Law Updates

1. In the bottom panel menu, select **Action Items**.



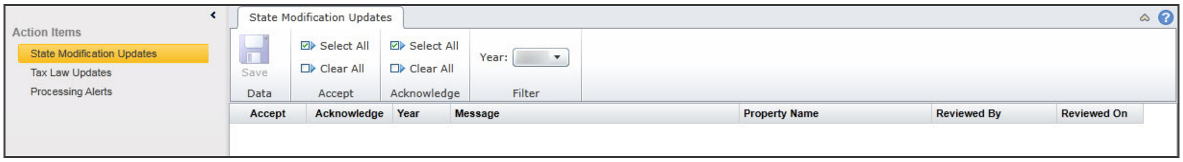
2. If any tax law changes have occurred since the last software release, they appear on this screen.

3. On the top toolbar, use the command checkboxes, **Select All**, **Clear All**, to accept or acknowledge the changes. If you accept a change, the tax law message disappears and the software calculations reflect the change. After accepting, you can also see the change reflected in the **Tax Law Control Panel** on the **Setup** menu. If you do not want to use the new tax law change, do not accept it. Use **Acknowledge** to indicate you have reviewed the item.

Viewing State Modification Updates

1. In the bottom panel menu, select **Action Items**.

2. On the top menu, select **State Modification Updates**.



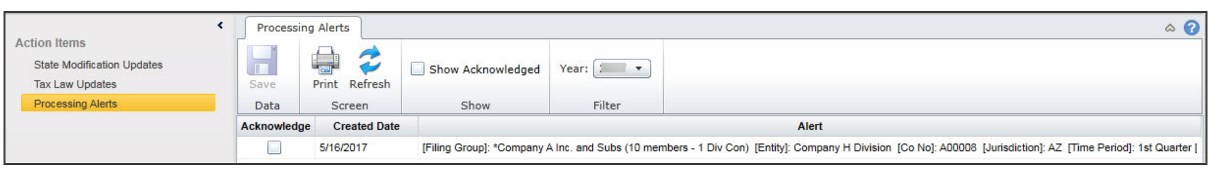
3. If any state modification changes have occurred since the last software release, they will appear on this screen.

4. On the top toolbar, use the command checkboxes, **Select All**, **Clear All**, to accept or acknowledge the changes. If you accept a change, the state modification message disappears and the software calculations will reflect the change. After accepting, you can also see the change reflected in **Modifications & Adjustments** on the **Setup** menu. If you do not want to use the state modification change, do not accept it. Use **Acknowledge** to indicate you have reviewed the item.

Viewing Processing Alerts

1. In the bottom panel menu, select **Action Items**.

2. Select **Processing Alerts**. Processing alerts appear on this screen.

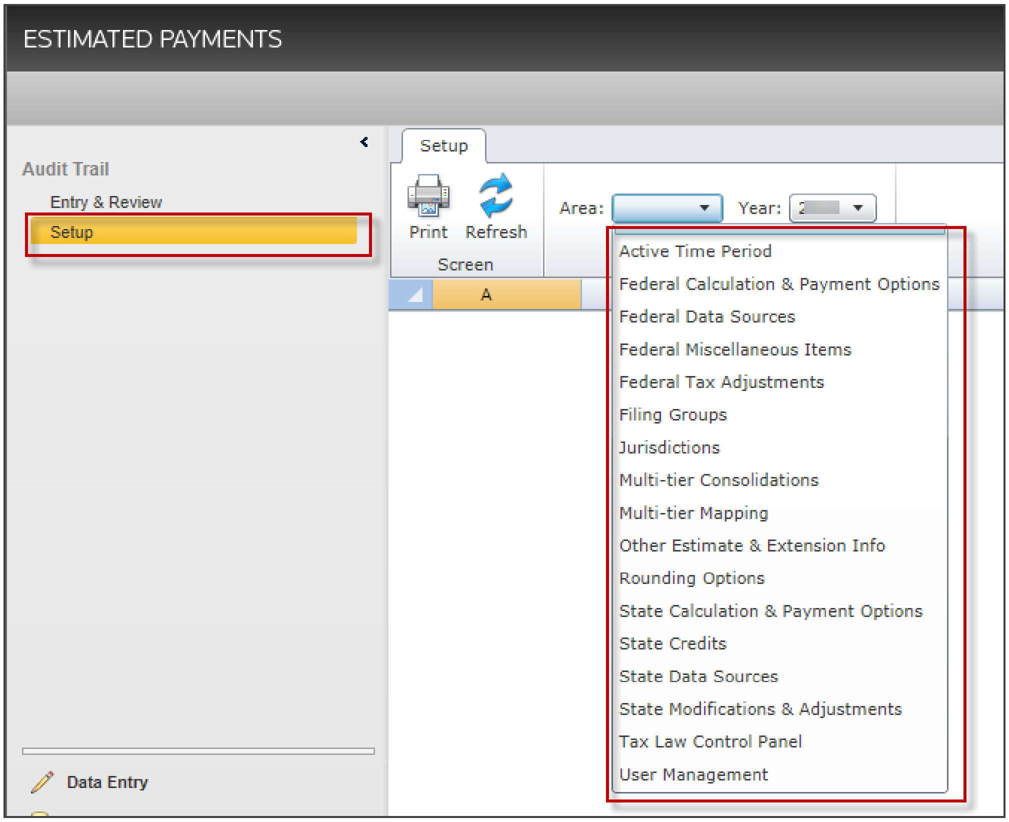


3. Review and acknowledge each alert and take action for the alerts which indicate they need attention.

AUDIT TRAIL SETUP

On the **Audit Trail Setup** screen, you can review activity associated with the Estimated Payments setup area for a selected year. You can also sort or filter each column to help you review user activity.

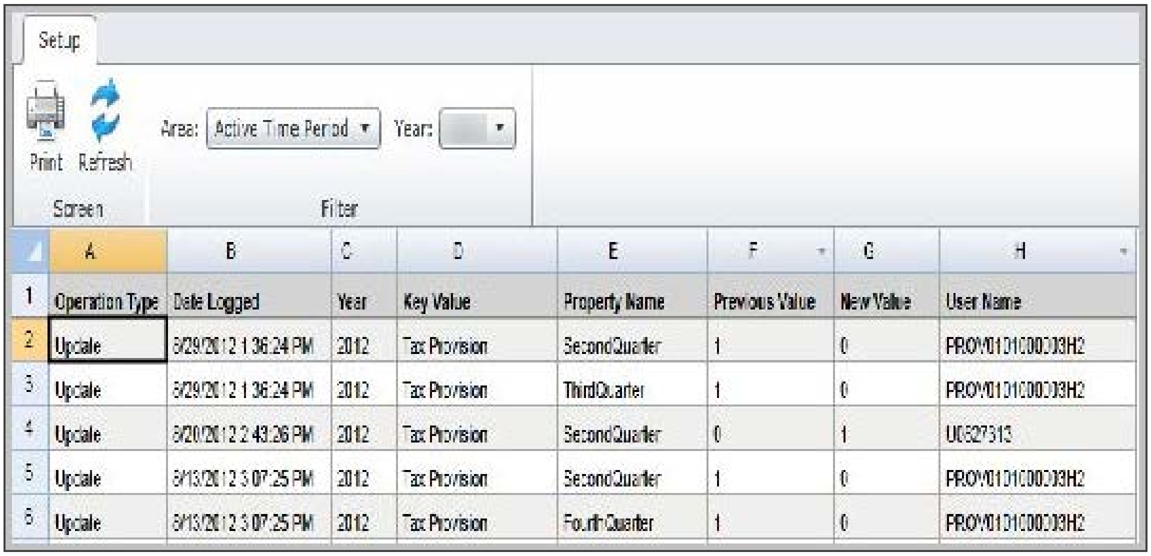
1. Select **Audit Trail | Setup**.



2. Select one of the **Areas** to review from the dropdown:

   - Active Time Period
   - Federal Calculation & Payment Options
   - Federal Data Sources
   - Federal Miscellaneous
   - Federal Tax Adjustments
   - Filing Groups
   - Jurisdictions
   - Multi-tier Consolidations
   - Multi-tier Mapping
   - Other Estimate & Extension Info
   - Rounding Options
   - State Calculation & Payment Options
   - State Credits
   - State Data Sources
   - State Modifications & Adjustments
   - Tax Law Control Panel

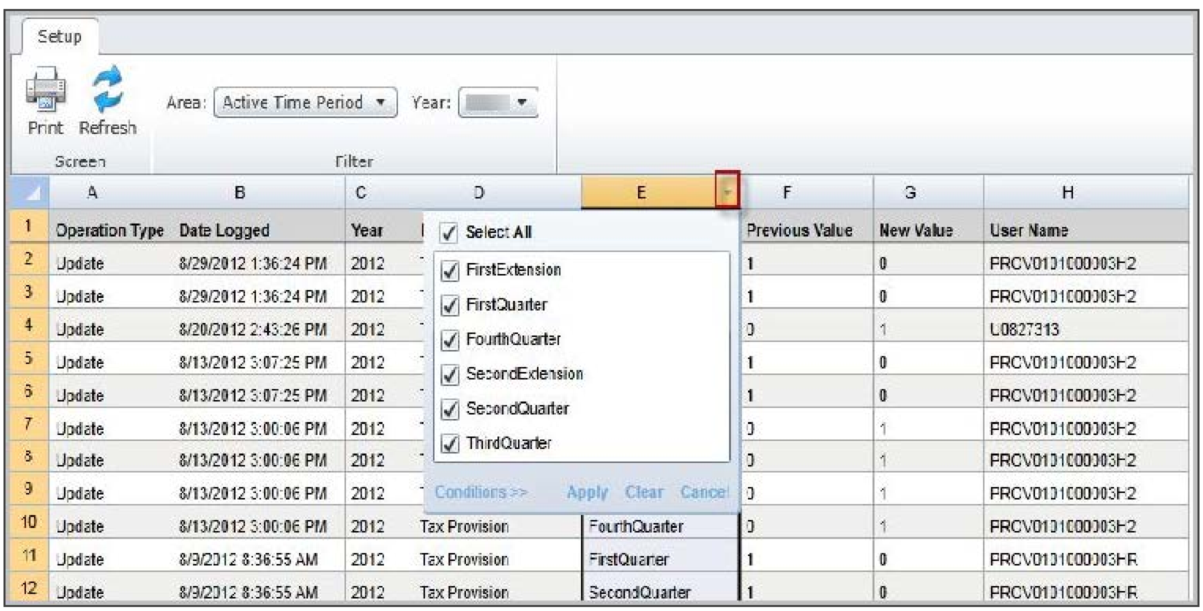
- User Management



	A	B	C	D	E	F	G	H
1	Operation Type	Date Logged	Year	Key Value	Property Name	Previous Value	New Value	User Name
2	Update	8/29/2012 1:36:24 PM	2012	Tax Provision	SecondQuarter	1	0	PROV0101000003H2
3	Update	8/29/2012 1:36:24 PM	2012	Tax Provision	ThirdQuarter	1	0	PROV0101000003H2
4	Update	8/20/2012 2:43:26 PM	2012	Tax Provision	SecondQuarter	0	1	U0827313
5	Update	8/13/2012 3:07:25 PM	2012	Tax Provision	SecondQuarter	1	0	PROV0101000003H2
6	Update	8/13/2012 3:07:25 PM	2012	Tax Provision	FourthQuarter	1	0	PROV0101000003H2

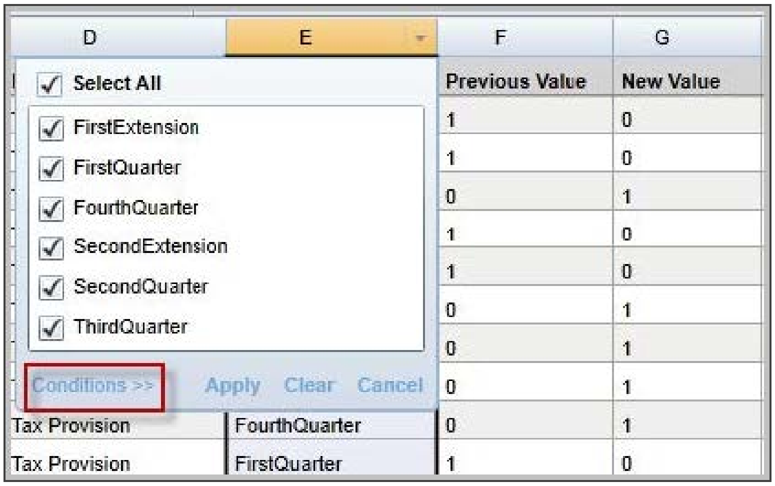
Rollover activity is tracked under an applicable setup area.

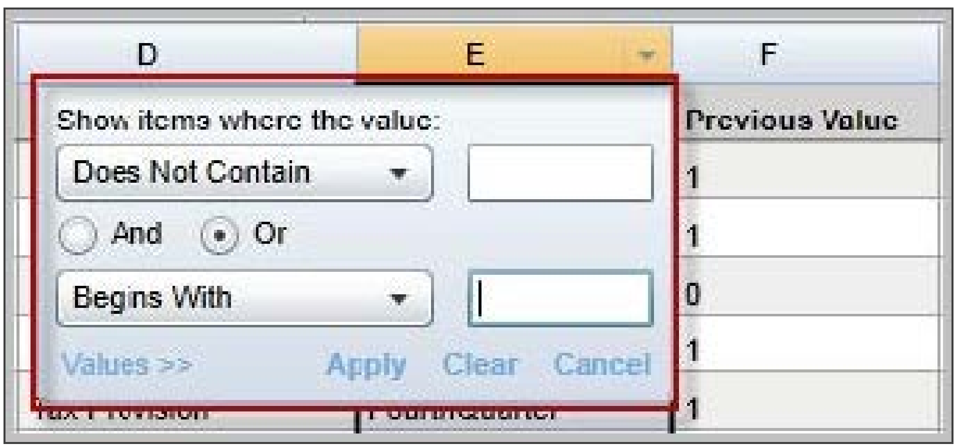
To filter a column, click the arrow in the column heading to see the filter values for that column.



	A	B	C	D	E	F	G	H
1	Operation Type	Date Logged	Year			Previous Value	New Value	User Name
2	Update	8/29/2012 1:36:24 PM	2012			1	0	PROV0101000003H2
3	Update	8/29/2012 1:36:24 PM	2012			1	0	PROV0101000003H2
4	Update	8/20/2012 2:43:26 PM	2012			0	1	U0827313
5	Update	8/13/2012 3:07:25 PM	2012			1	0	PROV0101000003H2
6	Update	8/13/2012 3:07:25 PM	2012			1	0	PROV0101000003H2
7	Update	8/13/2012 3:00:06 PM	2012			0	1	PROV0101000003H2
8	Update	8/13/2012 3:00:06 PM	2012			0	1	PROV0101000003H2
9	Update	8/13/2012 3:00:06 PM	2012			0	1	PROV0101000003H2
10	Update	8/13/2012 3:00:06 PM	2012	Tax Provision	FourthQuarter	0	1	PROV0101000003H2
11	Update	8/9/2012 8:36:55 AM	2012	Tax Provision	FirstQuarter	1	0	PROV0101000003HR
12	Update	8/9/2012 8:36:55 AM	2012	Tax Provision	SecondQuarter	1	0	PROV0101000003HR

The filter gives you the ability to define conditions using logical operators: **And** or **Or**.



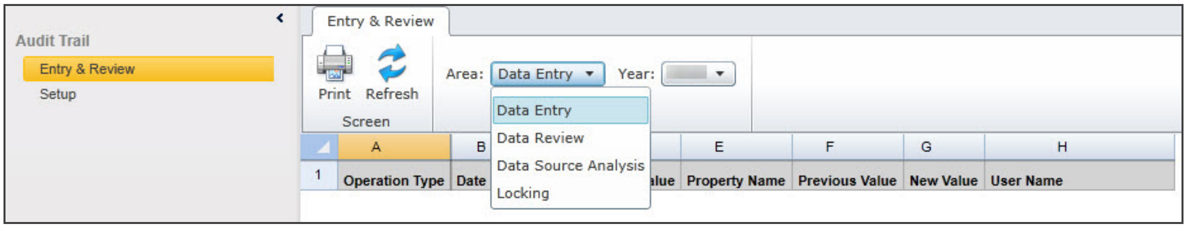


AUDIT TRAIL ENTRY AND REVIEW

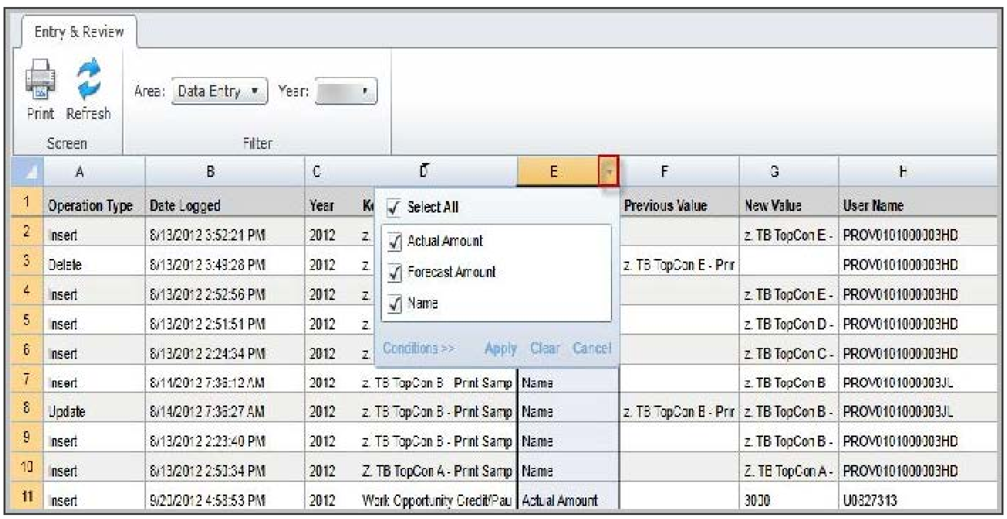
With **Audit Trail: Entry & Review**, you can review user activity for a selected year in any of these areas, **Data Entry**, **Data Review**, **Data Source Analysis**, and **Locking**.

You can sort or filter each column of data to help you review the user activity.

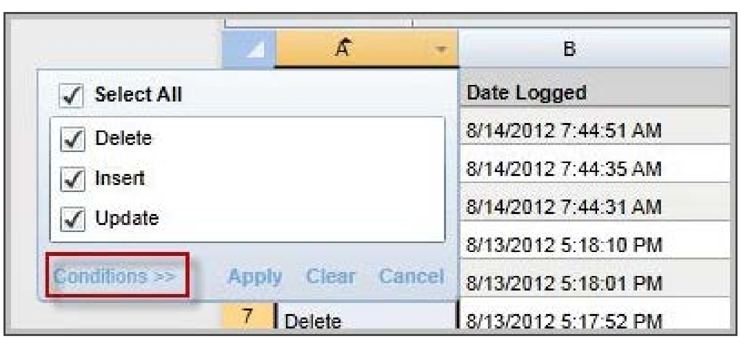
1. Select **Audit Trail | Entry & Review**.
2. Select an **Area** from the dropdown, **Data Entry**, **Data Review**, **Data Source Analysis**, or **Locking**.

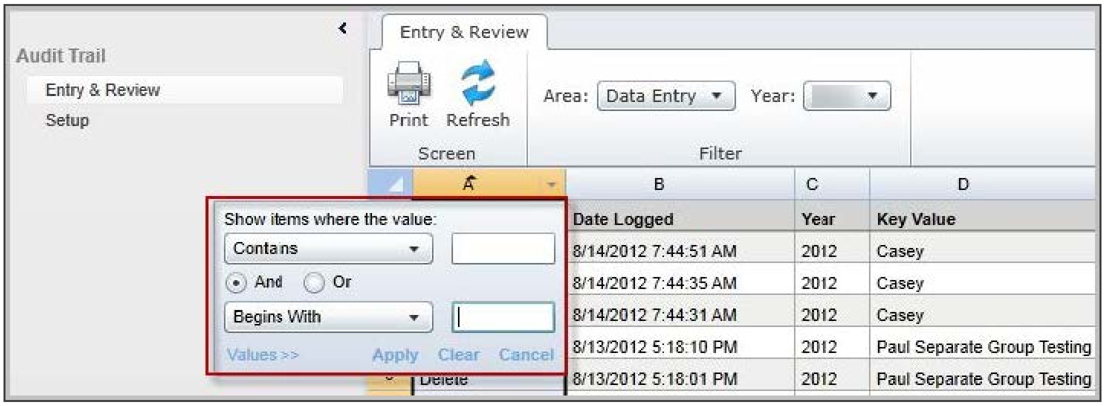


3. The screen display provides detailed information such as value changes made to a selected area, as well as, the user responsible for the change. Select **Print** to save the data.
4. To filter a column, click the arrow in the column heading to display the filter values for that column.



The filter also gives you the ability to define conditions using logical operators such as **And** or **Or**.




Audit Trail
Entry & Review
Setup
Entry & Review
Print
Refresh
Screen
Area: Data Entry
Year:
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A
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Show items where the value:
Contains
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Or
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Values >>
Apply
Clear
Cancel
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Date Logged
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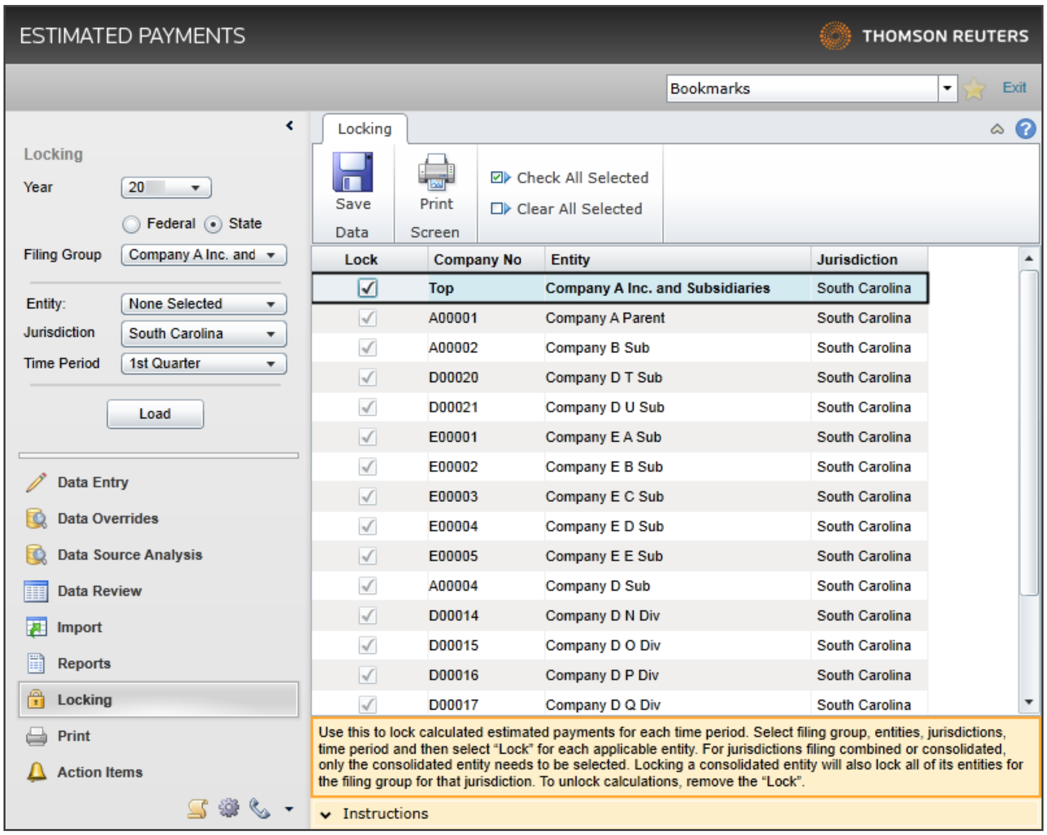
Key Value
8/14/2012 7:44:51 AM
2012
Casey
8/14/2012 7:44:35 AM
2012
Casey
8/14/2012 7:44:31 AM
2012
Casey
8/13/2012 5:18:10 PM
2012
Paul Separate Group Testing
8/13/2012 5:18:01 PM
2012
Paul Separate Group Testing

TRANSFERRING ESTIMATED PAYMENTS TO INCOME TAX

Estimated payment and extension payment amounts and payment dates transfer to the Income Tax application. The process is initiated by using the **Locking** feature in Estimated Payments.

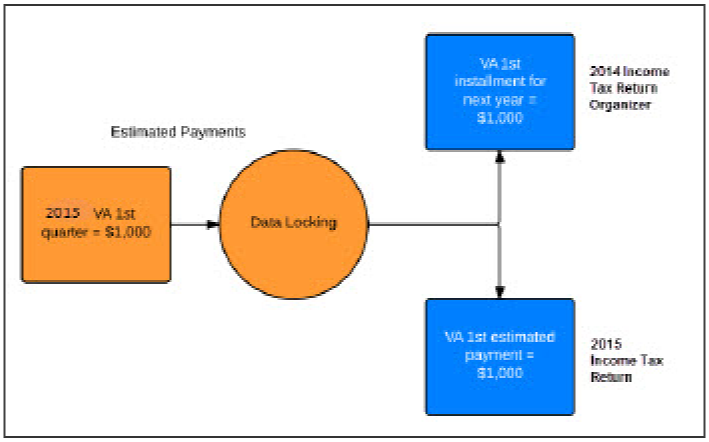


TYPES OF TRANSFERS

Transfer to Current Year - Data that you prepare in Estimated Payments transfers to the associated current year return for the purpose of filing your tax return. Once locked, the information appears in the Organizer on the **Tax Payments** worksheet.

Transfer to Prior Year - Data that you prepare in Estimated Payments transfers to the associated **Prior Year Return Organizer** for the only purpose of electronically filing your estimated payments. For tax year 2015, this feature is available for Connecticut, Florida, New Jersey, New York, and Virginia.

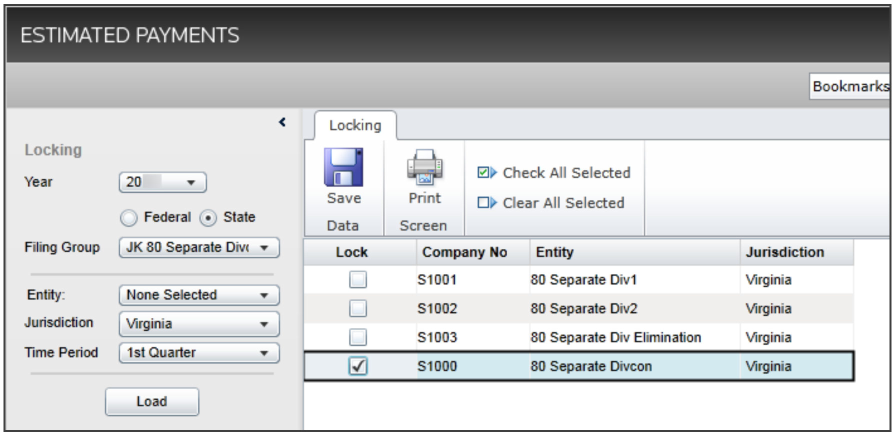
Example of Virginia



Transferring Estimated Payments

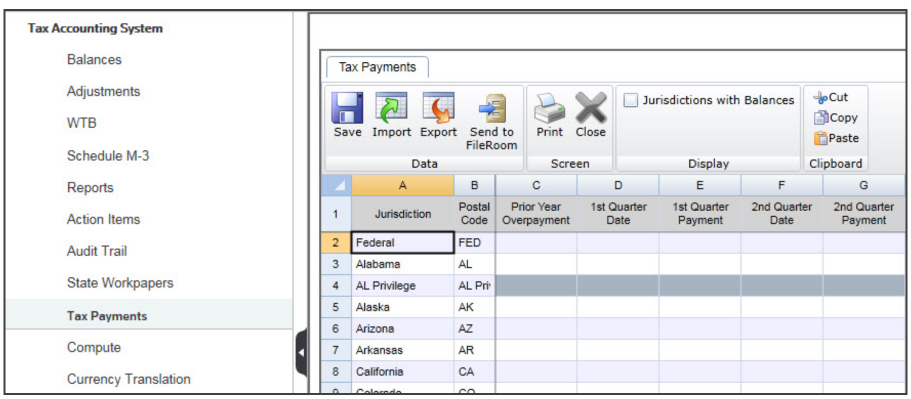
1. Prepare your estimated payments or extension information in the Estimated Payments application.
2. On the bottom menu, select **Locking**.
3. Select the **Year**.
4. Select either a **Filing Group** or a specific **Entity** you want locked.
5. To filter additional information, select a specific **Jurisdiction**.
6. Click **Load**.
7. If the Jurisdiction filter is set at **None Selected**, the system displays all jurisdictions related to the selected filing group or entity.

8. If you select a filing group in the filter, you can select the consolidated entity which will also lock the member entities automatically.



9. Go to the Income Tax application.

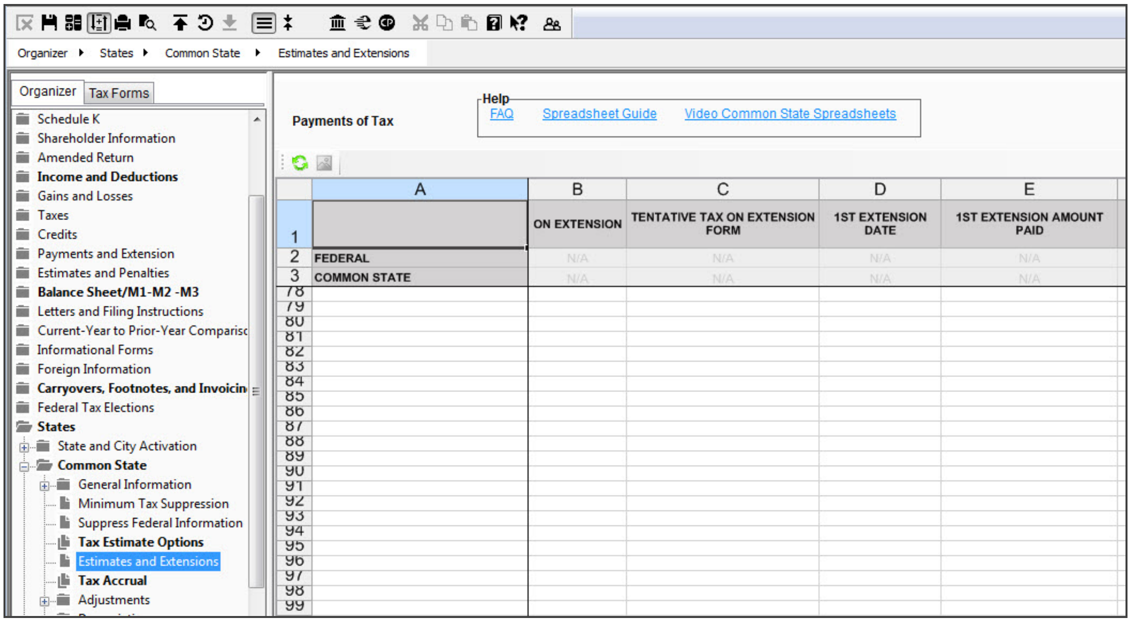
10. Open the appropriate binder and navigate to the **Tax Accounting System > Tax Payments**.



11. On the **Tax Payments** screen, review the transferred data for the current year.

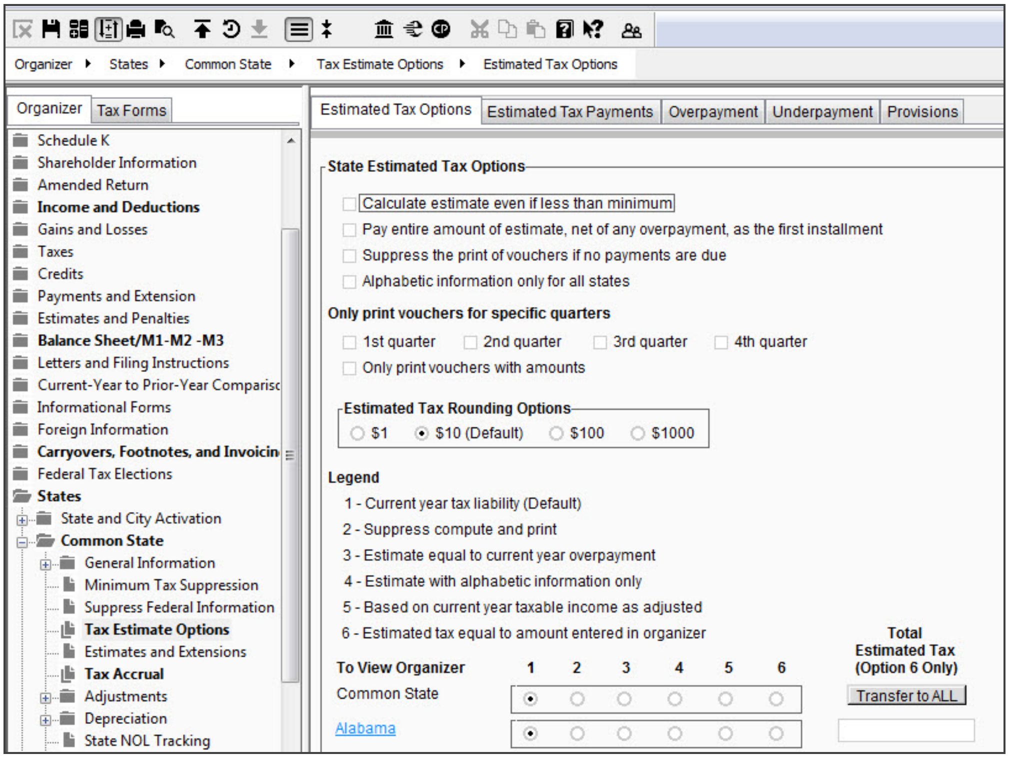
12. To transfer the estimated payments data to the Organizer and tax return, either compute the binder or open Organizer.

13. Review the transferred data for the current year in Organizer by navigating **to Organizer > Common State > Extension and Estimates.**



14. To review the transferred data in the prior year, open a binder in the Income Tax application.

15. Open Organizer and navigate to **Common State > Tax Estimate Options > Installment Payments** on **Next Year's Estimated Tax** (only NY and VA).



The transfer occurs when the Organizer is opened or you compute the binder.

16. Next you can update the data in the Income Tax application.

ABOUT ESTIMATED PAYMENTS DATA TRANSFERS

Estimated Payments data transfers to these areas in the following ways:

Consolidations

The Income Tax application refreshes Organizer data in the consolidated binder every time you process a consolidation. When you lock consolidation entity data in Estimated Payments, the system transfers the information to the parent member of the consolidation to avoid the consolidation refresh process.

In the case of a multi-tiered consolidation, where a sub-consolidation or divisional consolidation is the parent of a top consolidation, the system transfers the Estimated Payments information to the parent of the lower-tier consolidation.

When you modify the data of the parent assignment of a consolidated binder after previously transferring data, the system automatically removes the transferred estimated payment data from the old parent binder. You must unlock and relock the data in order to transfer it to the new binder.

Binder Identification

The transfer functions automatically when there is only one binder for the entity. When there are two or more binders, the system needs Binder Identification information for the selected jurisdiction in order to process the transfer.

When you modify Binder Identification information for an entity after a prior transfer, the system automatically removes the transferred estimated payment information from the old binder for only the related jurisdiction. You must unlock and relock the information in order to transfer it to the new binder.

Entities without Binders

After locking entities in Estimated Payments, any entities without binders in your filing groups will automatically transfer the information to the Income Tax application in Tax Payments once you create the binder.

Filing Groups

In order for data associated with a consolidated filing group to transfer, there has to be a consolidated entity assignment in Estimated Payments. You can modify the assignment by going to Setup | Filing Groups | Entities | Edit.

In the case of a separate filing divisional consolidation entity, the system allows you to lock the divisional consolidation entity and its members. If the parent entity is locked concurrently with the divisional consolidation entity, only data from the divisional consolidation will transfer from Estimated Payments to the parent binder in Income Tax.

Unsupported Transfers

Data transfer between Estimated Payments and Income Tax will not occur in the following situations:

An entity has multiple binders in Income Tax and Binder Identification is not marked for the selected jurisdiction and period.

The filing group type does not match the Binder Identification assignment. For example, an entity is included in a Separate filing group, but is marked as part of consolidation in Binder Identification.

DATA TRANSFER EXCEPTIONS

KENTUCKY

By law, Kentucky recognizes only three installment payments for the 2nd, 3rd, and 4th quarters. The Tax Accounting System Tax Payments screen and Organizer have fields for the 1st, 2nd, and 3rd installment information. When you use the transfer feature from Estimated Payments, the system handles the transfer in the following order:

FROM ESTIMATED PAYMENTS	TO INCOME TAX
2nd Quarter	1st Installment
3rd Quarter	2nd Installment
4th Quarter	3rd Installment

OHIO

The state doesn't require prepayments of next year's estimated tax. Locking Ohio quarterly estimated payments does not transfer data to Income Tax. Enter your estimated tax payment information directly in the prior year Tax Payments worksheet (in the Tax Accounting System) in Income Tax.

TENNESSEE

The Tennessee Excise tax return is treated and computed as income tax. To obtain the correct calculation, process your Tennessee Excise information as income tax in Estimated Payments.

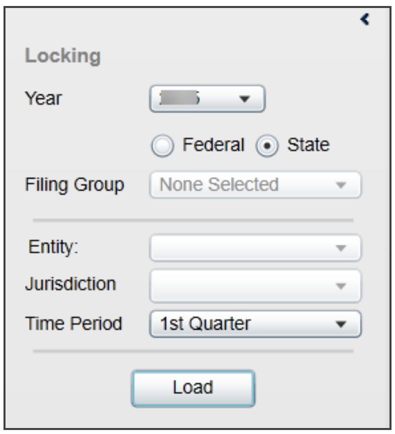
TRANSFERRING ESTIMATED PAYMENTS TO CALENDAR

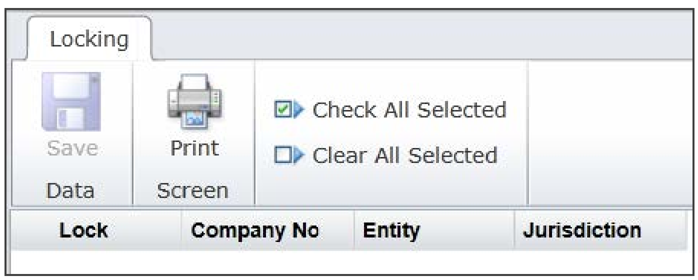
Estimated Payments provides the ability to send the final payment amounts for each jurisdiction to the Calendar application. The table at the end of this section gives you a list of the Calendar events which apply.

SENDING PAYMENTS TO CALENDAR

1. In ONESOURCE Classic, select **Menu > Mapping**.
2. Select **Income Tax** as the **Source**.
3. Select **Entity Manager** as the **Target**. The *Entity Name*, *Entity ID*, and *Source* columns display. Entities are pulled from Entity Manager and from the Entity Browser in Calendar-enabled drawers.
    - If an entity is available in multiple drawers, you will see **Entity Manager** in the **Source** column.
    - If an entity is available in a specific drawer only, you will see the name of the drawer in the **Source** column.
4. Select the **Filing Year**, for example **2021 Estimates** should have a 2021 map; **2020 Extensions** should have a 2020 map.
5. Select the **Maps** tab, then click **New**.
6. Create an **Entity-Calendar Map**.
7. Enter a name and description.
8. Select **Entity-Calendar Map**.
9. Select **OK**.
10. Open the map.
11. Map left to right the **Income Tax/Estimated Payment** entities to the **Calendar** entities.
12. Click **Save** and then **Close**.
13. You can also import this mapping from an Excel import file by selecting **Import** from inside the map. To create an import template, select **Export** from inside the map.

14. Select the **Map Sets** tab.
15. Select **New**.
16. Enter a name, description and assign the Entity-Calendar Map.
17. Click **Save**. This mapping establishes the link between Estimated Payments and Calendar entities.
18. In Calendar, create **Scheduled Events** for each filing entity and jurisdiction.
19. In Income Tax, complete **Binder Identification** for each **Combined/Consolidated** and **Separate filing by jurisdiction**.
20. Select **Estimated Payments > Locking**.





21. To send payments to Calendar, select the **Year**, **Filing Group**, **Jurisdiction**, and **Time Period**.
22. Click **Load**.
23. Select each filing entity and select the **Lock** option.
24. Click **Save**. This sends the payments to Calendar.

For Combined/Consolidated filings, selecting the Top Consolidation entity locks all member entities and sends the payments to the entity that is in the "Parent" slot of the Income Tax consolidated binder.

For Separate filing Divisional Consolidations selecting the Divisional Consolidation entity locks all Division entities and sends the payments to the Division entity that is in the "Parent" slot of Income Tax Divisional consolidated binder.

Review payments that have been locked, but could not be sent to Calendar in the Estimated Payments, Action Items | Processing Alerts area.

The alerts will have an alert date when it was created.

The alerts list the Filing Group, Entity, Jurisdiction and Time Period details to aid in resolving the issue.

Select Acknowledge to clear the alerts.

You can unlock and lock again after set up is adjusted to address any issues if a payment could not find its Calendar scheduled event.

In Calendar, payments flow to the Payment/fee field. The process also updates the Calendar Events History with the user, date, stating the update came from Estimated Payments with the amount details.

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8. Select **Entity-Calendar Map**.
9. Select **OK**.
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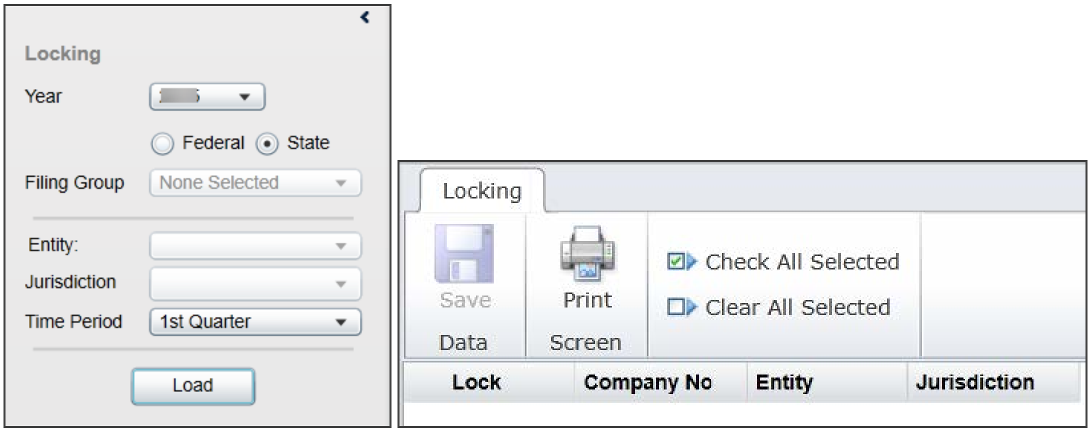
11. Map left to right the **Income Tax/Estimated Payment** entities to the **Calendar** entities.
12. Click **Save** and then **Close**.
13. You can also import this mapping from an Excel import file by selecting **Import** from inside the map. To create an import template, select **Export** from inside the map.
14. Select the **Map Sets** tab.
15. Select **New**.
16. Enter a name, description and assign the Entity-Calendar Map.
17. Click **Save**. This mapping establishes the link between Estimated Payments and Calendar entities.
18. In Calendar, create **Scheduled Events** for each filing entity and jurisdiction.
19. In Income Tax, complete **Binder Identification** for each **Combined/Consolidated** and **Separate filing by jurisdiction**.

20. Select **Estimated Payments > Locking**.



21. To send payments to Calendar, select the **Year**, **Filing Group**, **Jurisdiction**, and **Time Period**.
22. Click **Load**.
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   - Entities are pulled from Entity Manager and from the Entity Browser in Calendar-enabled drawers.
   - If an entity is available in multiple drawers, you will see Entity Manager in the Source column.
   - If an entity is available in a specific drawer only, you will see the name of the drawer in the Source column.

4. Select **Filing Year**, for example 2016 Estimates should have a 2016 map; 2015 Extensions should have a 2015 map.
5. Select the **Maps** tab, then click **New**.
6. Create an Entity-Calendar Map.
7. Enter a name and description.
8. Select **Entity-Calendar Map** and then **OK**.
9. Open the map.
10. Map left to right the **Income Tax/Estimated Payment** entities to the **Calendar** entities.
11. Click **Save** and then **Close**.
12. You can also import this mapping from an Excel import file by selecting Import from inside the map. To create an import template, select **Export** from inside the map.
13. Click the **Map Sets** tab.
14. Click **New**.
15. Enter a name, description and assign the **Entity-Calendar Map**.
16. Click **Save**.This mapping establishes the link between Estimated Payments and Calendar entities.
17. In **Calendar**, make sure you have created the Scheduled Events for each filing entity and jurisdiction.
18. In **Income Tax**, make sure you have completed Binder Identification for each **Combined/Consolidated** and **Separate filing by jurisdiction**.
19. Select **Estimated Payments | Locking**.
20. To send payments to Calendar, select the **Year**, **Filing Group**, **Jurisdiction**, and **Time Period**.
21. Click **Load**.
22. Select each filing entity and select the **Lock** checkbox.
23. Click **Save**. This sends the payments to Calendar.

For Combined/Consolidated filings, selecting the Top Consolidation entity locks all member entities and sends the payments to the entity that is in the "Parent" slot of the Income Tax consolidated binder.

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TABLE OF ESTIMATED PAYMENTS TO CALENDAR

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
AK	AK 6240 Estimate	Alaska Corporation Estimated Income Tax Payment
AL	AL BIT-V Estimate - Regular Corporation	Alabama Corporation Business Income Tax Estimated Payment
AL	AL BIT-V Extension - Consolidated Corporation	Alabama Consolidated Corporation Business Income Tax Extension Payment
AL	AL ET-8	Alabama Financial Institution Extension of Time to File Excise Return
AL	AL FIE-V Payment 1	Alabama Financial Institution Excise Tax Payment

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
AL	AL FIE-V-C Payment 1	Alabama Consolidated Fianancial Institution Excise Tax Payment
AL	RI BUS-EXT	Rhode Island Business Tax Automatic Extension Request for T-74 or RI-1120POL
AR	AR 1100ESCT	Arkansas Corporation Estimated Income Tax Payment
AR	AR 1155	Arkansas Corporation Request for Extension of Time to File
AZ	AZ 120ES	Arizona Corporation Estimated Income Tax Payment
AZ	AZ 120EXT	Arizona C-Corporation or Partnership Application for Automatic Extension
CA	CA 100-ES	California Corporation Estimated Franchise or Income Tax Payment
CA	CA 3539 (Corporation)	California Corporation Payment for Automatic Extension
CO	CO 112EP	Colorado Corporation Estimated Income Tax Payment
CO	CO 158C	Colorado Corporation Extension Payment
CT	CT 1120 ESA, ESB, ESC, ESD	Connecticut Corporation Estimated Business Tax Payment
CT	CT 1120 EXT	Connecticut Corporation Business Extension
DC	DC D-20ES	District of Columbia Corporation Estimated Income Tax Payment
DC	DC FR-128-Corporation	District of Columbia Corporation Extension
DE	DE 1100-T-1st Quarter (Mandatory)	Delaware Corporate Mandatory Declaration of Estimated Income Tax - 1st Quarter
DE	DE 1100-T-2nd-4th Quarter	Delaware Corporate Income Tax Estimated Payment - 2nd-4th Quarter

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
DE	DE 1100-T-EXT	Delaware Corporate Income Tax Request for Extension
FL	FL F-1120ES	Florida Estimated Income/Franchise and Emergency Excise Tax Payment
FL	FL F-7004-Corporation	Florida Corporation Tentative Income/Franchise Tax Return and Application for Extension
GA	GA 602ES	Georgia Corporate Estimated Income Tax Payment
GA	GA IT-303-Corporation	Georgia Corporation Extension Request
GA	GA IT-560C Extension Payment	Georgia Corporation Payment of Income Tax and/or Net Worth Tax
HI	HI FP-1-Quarterly	Hawaii Franchise Tax or Public Service Company Tax Installment Payment
HI	HI N-3	Hawaii Corporation Estimated Income Tax Payment
HI	HI N-301	Hawaii Corporation, Partnership, Trust, or Real Estate Mortgage Investment Conduit Application Automatic Extension of Time to File
HI	HI N-755	Hawaii Franchise Tax or Public Service Company Tax Application for Automatic Extension of Time
IA	IA 1120ES	Iowa Corporation Estimated Income Tax Payment
IA	IA 1120V Extension Payment	Iowa Corporation Extension Payment
IA	IA 43-009	Iowa Financial Institution Franchise Tax Payment
IA	IA FRAN ES	Iowa Financial Institution Estimated Franchise Tax Payment
ID	ID 41ES Estimate - Corporation	Idaho Corporation Estimated Income Tax Payment

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
IL	IL 1120-ES	Illinois Corporation Estimated Income and Replacement Tax Payment (Optional for Fiduciary (Estate and Trust))
IL	IL 505-B-Corporation	Illinois Corporation Automatic Extension Payment
IN	IN FT-ES	Indiana Financial Institution Tax Estimated Payment - Quarterly
IN	IN FT-EXT	Indiana Financial Institution Tax Extension Payment
IN	IN IT-6 Estimate	Indiana Corporation Estimated Income Tax Payment
IN	IN IT-6 Extension Payment	Indiana Corporation Extension Payment
KS	KS K-120ES	Kansas Corporation Estimated Income Tax Payment
KS	KS K-120-V	Kansas Corporation Income Tax Payment
KS	KS K-130ES	Kansas Privilege Estimated Tax Payment
KS	KS K-130V	Kansas Privilege Tax Payment
KY	KY 720 ES	Kentucky Corporation Income and Limited Liability Entity Estimated Tax Payment
KY	KY 720 SL	Kentucky Corporation or Limited Liability Pass-Through Entity Application for Extension of Time to File
KY	KY 73A802	Kentucky 90-Day Extension of Time to File Bank Franchise Tax Return
LA	LA CIFT-620ES	Louisiana Corporation Estimated Income Tax Payment
LA	LA CIFT-620EXT (Electronically Filed)	Louisiana Corporation Application for Extension
MA	MA 355-7004	Massachusetts Corporation Application for Extension
MA	MA 355-ES	Massachusetts Corporate Estimated Tax Payment
MD	MD 500D	Maryland Corporation Estimated Income Tax Payment

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
MD	MD 500E - Extension with Payment	Maryland Corporation Extension to File Income Tax Return
ME	ME 1120BES/ME	Maine Financial Institution Estimated Tax Payment
ME	ME 1120BEXT/ME	Maine Financial Institution Extension Payment
ME	ME 1120ES-ME	Maine Corporation Estimated Income Tax Payment
ME	ME 1120EXT-ME	Maine Corporation Extension Tax Payment
MI	MI 4-Corporate Extension	Michigan Corporation Application for Extension of Time to File
MI	MI 4913	Michigan Corporate Income Tax Quarterly Return
MN	MN M18	Minnesota Corporation Estimated Tax Payment
MN	MN PV80	Minnesota Corporation Extension Payment
MO	MO 1120ES	Missouri Corporation Estimated Income Tax Payment
MO	MO 7004	Missouri Corporation Extension
MS	MS 83-180-Corporation	Mississippi Corporation Application for Extension
MS	MS 83-300	Mississippi Corporation Estimated Income Tax Payment
MT	MT CT EST	Montana Corporation Estimated License Tax Payment
MT	MT CT Extension Payment	Montana Corporation Income Tax Extension Payment
NC	NC CD-419	North Carolina Corporation Application for Extension
NC	NC CD-429	North Carolina Corporation Estimated Income Tax Payment
ND	ND 101	North Dakota Corporation, Partnership, or Fiduciary (Estate and Trust) Application for Extension for Time to File

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
ND	ND 40-ES	North Dakota Corporation Estimated Income Tax Payment
NE	NE 1120N-ES	Nebraska Corporation Estimated Income Tax Payment
NE	NE 7004N-Corporation	Nebraska Corporation Application for Automatic Extension
NH	NH 1120-ES	New Hampshire Corporation Estimated Business Tax Payment
NH	NH BT-EXT-Corporation	New Hampshire Corporation or Combined Return Filer Application for Extension of Time to File Business Tax Return and Payment Form
NJ	NJ BFC-150	New Jersey Banking and Financial Corporation Estimated Tax Payment
NJ	NJ BFC-200-T	New Jersey Banking and Financial Corporation Application for Extension of Time to File
NJ	NJ CBT-150	New Jersey Corporation Estimated Business Tax Payment
NJ	NJ CBT-200-T	New Jersey Corporation Business Tax Tentative Return and Application for Extension of Time to File
NM	NM CIT-ES	New Mexico Corporation Estimated Income and Franchise Tax Payment
NM	NM CIT-EXT	New Mexico Corporation Extension Payment
NM	NM RPD-41096-Corporation	New Mexico Corporation Request for Extension of Time to File
NY	NY CT-400MN	New York Corporation Estimated Tax Payment
NY	NY CT-5-All Other Corporations	New York All Other Corporations Extension Request

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
NY	NY CT-5.1 2nd Extension - Corporation or Insurance Company	New York Corporation or Insurance Company Additional (2) Extension Request (CT-3, CT-4, CT-3M/4M, CT-32, CT-33)
NY	NY CT-5.3	New York Combined Franchise or MTA Surcharge Extension Request
OK	OK 504	Oklahoma Corporation Application for Extension of Time to File
OK	OK OW-8-ESC	Oklahoma Corporation Estimated Income Tax Payment
OR	OR 20-V	Oregon Corporation Estimated Tax Payment
OR	OR 20-V Extension	Oregon Corporation Extension Payment for 20, 20-INS, 20-I, or 20-S
PA	PA REV-853	Pennsylvania Corporation Taxes Annual Extension Request
PA	PA REV-853R	Pennsylvania Corporation Taxes Annual Extension Request Replacement Coupon
PA	PA REV-857	Pennsylvania Corporation Estimated Tax Payment
RI	RI 1120ES	Rhode Island Estimated Income Tax Payment
RI	RI 7004-Corporation	Rhode Island Estimated Business Tax Payment for T-74 or RI-1120POL
SC	SC 1120-CDP	South Carolina Corporation Estimated Income Tax Payment
SC	SC 1120-T	South Carolina Corporation Tentative Tax Return and Conditional Extension
TN	TN FAE-172	Tennessee Quarterly Franchise and Excise Tax Payment
TN	TN FAE-173	Tennessee Application for Extension of Time to File Franchise and Excise Tax Return

JURISDICTIONS	EVENT TEMPLATE NAME	EVENT DESCRIPTION
TX	TX 05-164 (Use Report Year for Scheduling)	Texas Franchise Tax Extension Request
USA	USA 1120 Extimated Tax Payment	United States Corporation Estimated Income Tax Payment
USA	USA 7004-Corporation	United States Corporation Application for Automatic Extension of Time to File
UT	UT TC-559 Estimate	Utah Corporation or Partnership Estimated Tax Payment
UT	UT TC-559 Extension	Utah Corporation or Partnership Extension Payment
VA	VA 500CP	Virginia Corporation Automatic Extension Payment
VA	VA 500ES	Virginia Corporation Estimated Income Tax Payment
VT	VT BA-403-Corporation	Vermont Corporation Application for Extension of Time to File
VT	VT CO-414	Vermont Corporate Estimated Income Tax Payment
WI	WI Corp-ES	Wisconsin Corporation Estimated Income Tax Payment
WI	WI Corp-ES Extension	Wisconsin Corporation Extension Payment
WV	WV CNF120ES	West Virginia Combined Corporate Income/Franchise Estimated Tax Payment
WV	WV CNF-120T	West Virginia Corporation Net Income/Business Franchise Tentative Tax Return/Extension

GLOSSARY

TERM	DEFINITION
Action Items	Displays issues that may require action or correction. Action items include both Processing Alerts and Tax Law.
Auto Create	When Binder Identification is set up, this feature can be used to quickly create and manage filing groups.
Bookmarks	Bookmark a view for quick access.
Copy Across	Gives you the ability to copy a selection from a single field to multiple fields in the same row.
Cushion	In addition to Rounding, this data entry field allows you to enter an amount to increase or decrease the total tax liability or payment amount.
Data Review	This screen allows you to review the calculated results for each jurisdiction. It has a payment override field to override the final payment, if needed.
Data Source	The origin of data for federal or state calculations.
Data Source - Action Items	Updates to data sources.
Data Source Analysis	This screen allows you to analyze each of your data sources used in the final calculations before printing vouchers.
Excel Add-in	A tool you can use to import data into the system directly from Excel.
Filing Group	Used to identify which entities and calculation attributes to include for each type of estimated tax filings.
Filing Method	Used to identify how Federal and State Jurisdictions are filed (i.e. consolidated or separate filing.)
Help Links	Additional information on how to use the application.
Load	A button which, when clicked, tells the system to display the data based on filtered selections.
On Screen Instructions	Instructions are located at the bottom of most screens and displays brief information for the screen that is currently active. You can collapse these instructions after reading them.

TERM	DEFINITION
Rounding	Creates tables to control rounding amounts.
Toolbar Ribbon	The menu at the top of the application with command icons for features such as Copy, Save, Print, and Delete.
Tool Tip	When hovering over a navigation item, Tool Tip displays brief information.