

# ONESOURCE™ ESTIMATED PAYMENTS

## ESTIMATED PAYMENTS GUIDE

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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

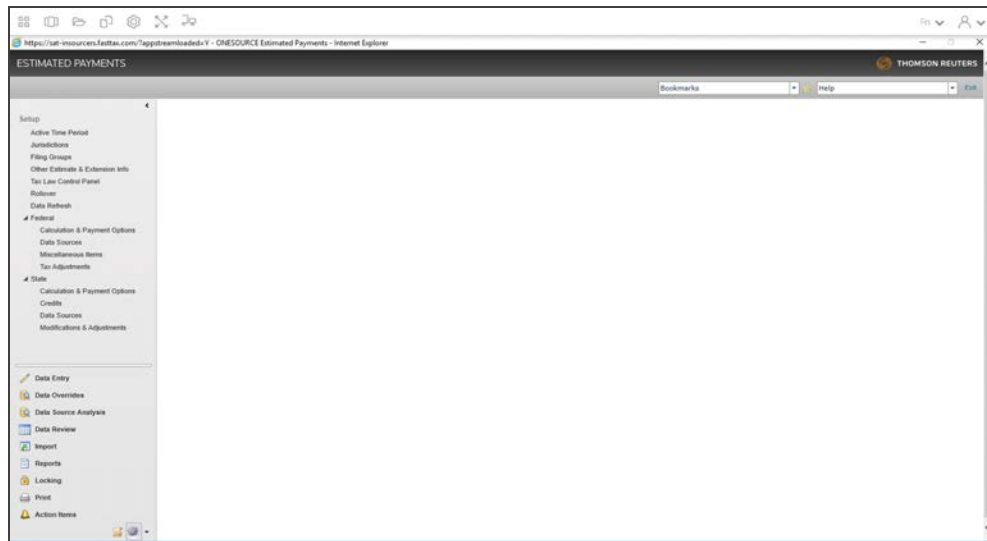
Your browser must meet the system requirements for ONESOURCE and the Income Tax application. Please refer to the current [ONESOURCE Income Tax System Requirements](#) and the current [ONESOURCE Income Tax Quick Start Guide](#) to confirm these settings and requirements.

[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.



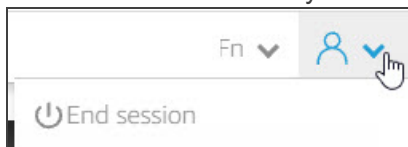
4. Select the **Estimated Payments** tile.



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**.

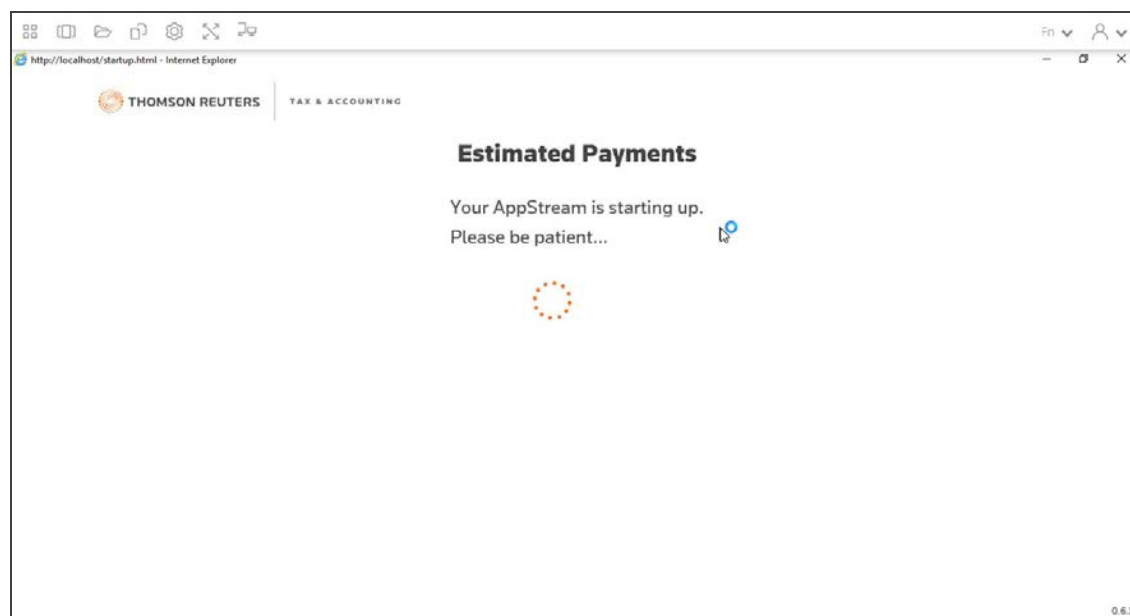


*If you do not exit with the End session your session may not be closed properly and it may affect your ability to re-launch Estimated Payments.*

## LAUNCHING ESTIMATED PAYMENTS WITH CHROME OR EDGE BROWSERS

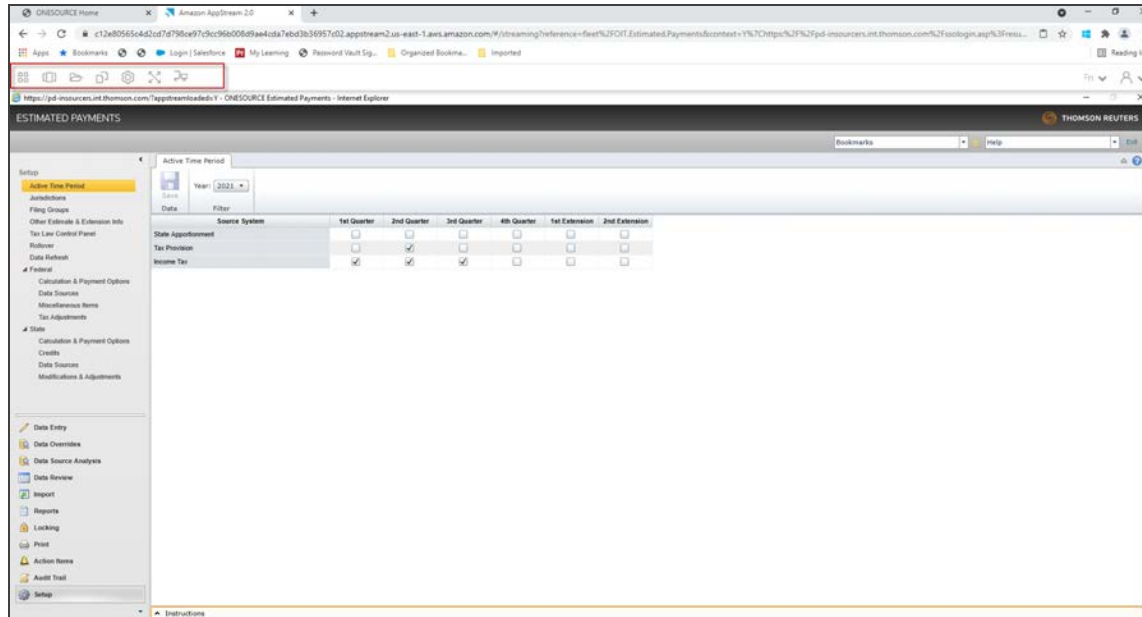
If launching Estimated Payments using Chrome © or Edge © browser you will see a few changes in how it opens.






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

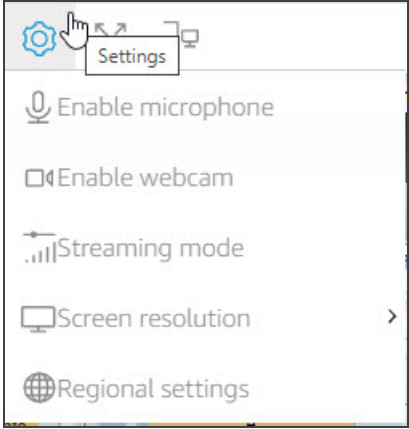




## Launching Estimated Payments with Chrome or Edge Browsers

- 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.

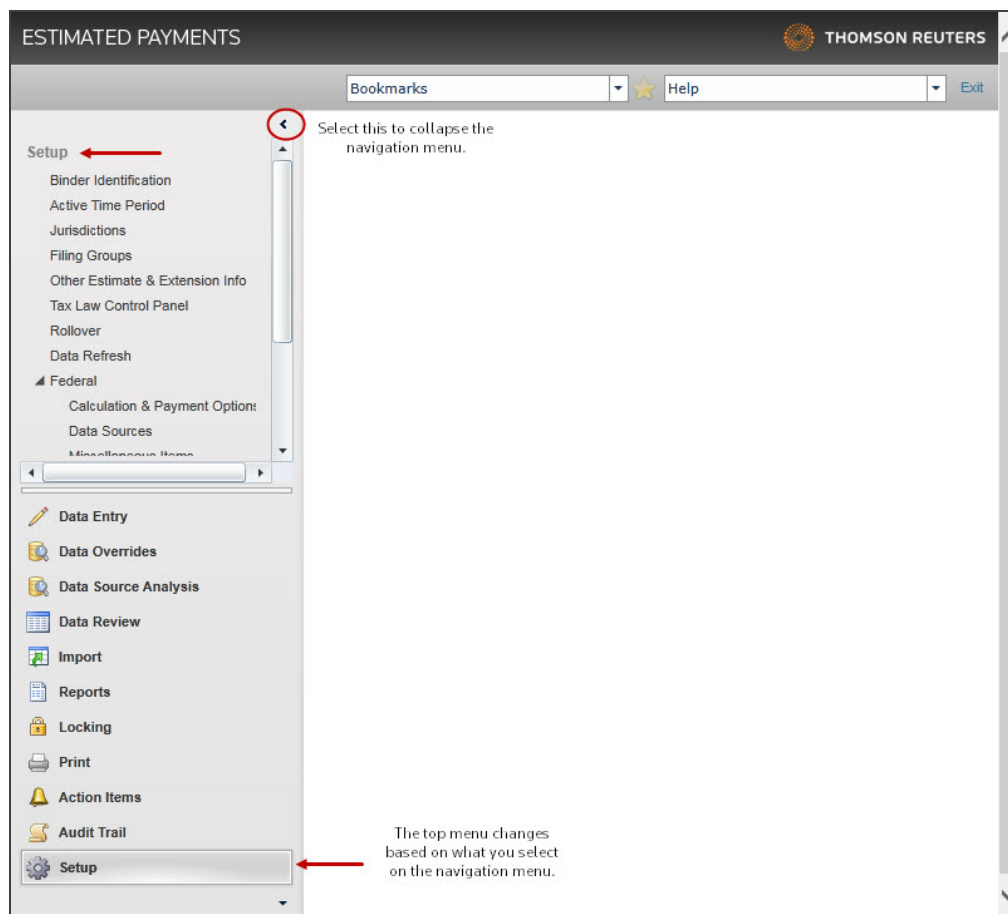


	COMMANDS
Folder	
Copy	    Copy to local device  Paste to remote session

ICON	COMMANDS
Setting	 A screenshot of a settings menu. At the top is a gear icon with a hand cursor pointing at it, and the word 'Settings' next to it. Below are several options: 'Enable microphone' with a microphone icon, 'Enable webcam' with a camera icon, 'Streaming mode' with a signal strength icon, 'Screen resolution' with a monitor icon and a right arrow, and 'Regional settings' with a globe icon.
Full screen	 A square icon containing four blue arrows pointing outwards from the corners, representing the full screen function.
Multiple monitors	 A square icon containing a blue monitor icon with a second monitor icon to its right, representing the multiple monitors function.

## NAVIGATION

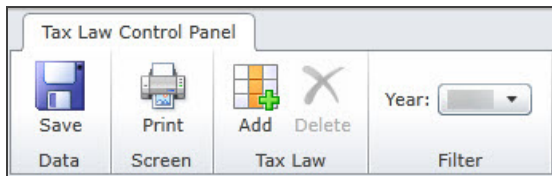
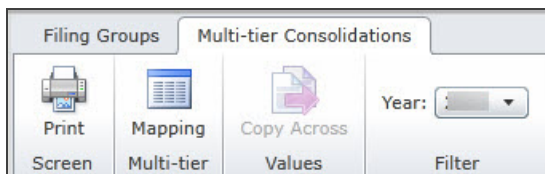
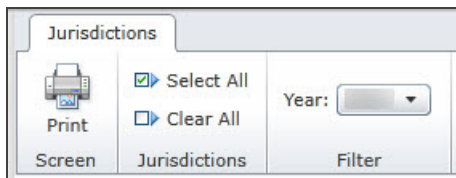
When you open Estimated Payments you see the **Navigation** menu on the side and the main screen next to it. The Estimated Payments menu has a navigation pane the side of the screen. The menus on the top change depending on the item you select in the bottom pane.





## 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:



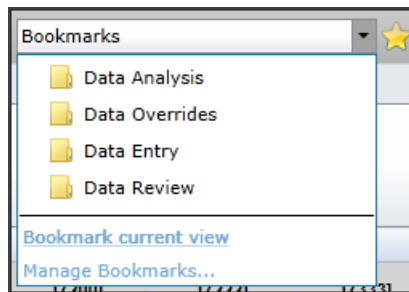
## BOOKMARKS

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:

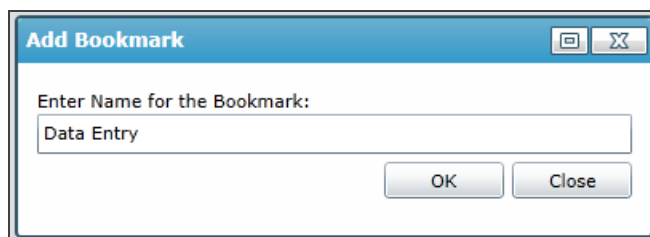
- Data Entry
- Data Review
- Data Source Analysis
- Data Overrides

## Saving Bookmarks

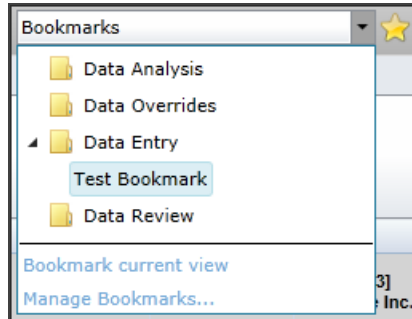
1. Open the screen you want to bookmark.
2. On the top right side of the screen, select the **Bookmarks** dropdown.
3. Select **Bookmark current view**.
4. Enter a name for the bookmark.
5. Click **OK**.
6. After you save a bookmark, click the **Bookmarks** dropdown.
7. From one of the folders, click 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.

Save

Print

Add

Delete

Year:

Description	Federal	Federal	Federal	Federal	Alabama	Alabama	Alaska	Alaska
Tax Law Name	Fed	Fed bkp sep	Fed Consolidated	Fed New for sep on jul	AL Prad New	AL	AK	AK Separate
Filing Method	Consolidated	Separate	Consolidated	Separate	Consolidated (Separate Entity Tax Summation)	Separate	Combined (Entity over Group Apportionment)	Separate
State Starting Point					Federal taxable income (FTI)	FTI before NOL and Special Ded.	FTI before NOL and Special Ded.	FTI before NOL and Special Ded.
Tax Apportionment Base					Not applicable	Not applicable	Not applicable	Not applicable
Factors:								
Property Weight					0.000	0.000	1.000	1.000
Payroll Weight					0.000	0.000	1.000	1.000
Sales Weight					1.000	1.000	1.000	1.000
Total Factor Divisor					1.000	1.000	3.000	3.000
Tax Rate %	21.000 %	21.000 %	21.000 %	21.000 %	6.000 %	6.500 %	Graduated	Graduated
Safe Harbor Prior Year Test	1st quarter only	1st quarter only	1st quarter only	1st quarter only	1st quarter only	1st quarter only	All four quarters	1st quarter only
Safe Harbor Prior Year %	100 %	100 %	666 %	666 %	7 %	100 %	100 %	100 %
Safe Harbor Current Year %	100 %	100 %	100 %	100 %	8 %	0 %	100 %	100 %

These are tax law items used for calculations and print. To create a new tax law, select the Add button in the tool bar, select the jurisdiction and give it a tax law name. A new tax law will need to be assigned to the appropriate filing groups and entities. To override a tax law item, edit the cell with the value or change the drop down selection. An override indicator will appear on overridden cells.



# 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:

**Estimated Payments**

---

**Access Permissions**

Select which parts of Estimated Payments should be allowed.

☐ Estimated Payments User

☐ Estimated Payments Admin

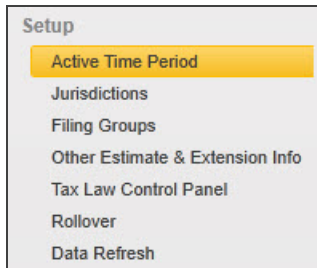
6. Click **Save**.



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**.

A screenshot of the "Active Time Period" setup screen. At the top, there's a tab labeled "Active Time Period". Below it, on the left, is a "Save" button with a floppy disk icon. To its right is a "Year:" dropdown menu currently set to "2021". Below the "Save" button is a "Data" button. To the right of the "Data" button is a "Filter" button. The main part of the screen is a table with columns for "Source System", "1st Quarter", "2nd Quarter", "3rd Quarter", "4th Quarter", "1st Extension", and "2nd Extension". There are three rows of data: "State Apportionment", "Tax Provision", and "Income Tax". Each row has checkboxes in the quarter and extension columns.

Source System	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Extension	2nd Extension
State Apportionment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Jurisdictions

Print

☒ Select All
   
☐ Clear All

Year:

Screen

Jurisdictions

Filter

<input checked="" type="checkbox"/> Federal	<input checked="" type="checkbox"/> Massachusetts	<input checked="" type="checkbox"/> Vermont
<input checked="" type="checkbox"/> Alabama	<input checked="" type="checkbox"/> Michigan	<input checked="" type="checkbox"/> Virginia
<input checked="" type="checkbox"/> Alaska	<input checked="" type="checkbox"/> Minnesota	<input checked="" type="checkbox"/> West Virginia
<input checked="" type="checkbox"/> Arizona	<input checked="" type="checkbox"/> Mississippi	<input checked="" type="checkbox"/> Wisconsin
<input checked="" type="checkbox"/> Arkansas	<input checked="" type="checkbox"/> Missouri	
<input checked="" type="checkbox"/> California	<input checked="" type="checkbox"/> Montana	
<input checked="" type="checkbox"/> Colorado	<input checked="" type="checkbox"/> Nebraska	
<input checked="" type="checkbox"/> Connecticut	<input checked="" type="checkbox"/> New Hampshire	
<input checked="" type="checkbox"/> Delaware	<input checked="" type="checkbox"/> New Jersey	
<input checked="" type="checkbox"/> District of Columbia	<input checked="" type="checkbox"/> New Mexico	
<input checked="" type="checkbox"/> Florida	<input checked="" type="checkbox"/> New York	
<input checked="" type="checkbox"/> Georgia	<input checked="" type="checkbox"/> North Carolina	
<input checked="" type="checkbox"/> Hawaii	<input checked="" type="checkbox"/> North Dakota	
<input checked="" type="checkbox"/> Idaho	<input checked="" type="checkbox"/> Ohio	
<input checked="" type="checkbox"/> Illinois	<input checked="" type="checkbox"/> Oklahoma	
<input checked="" type="checkbox"/> Indiana	<input checked="" type="checkbox"/> Oregon	
<input checked="" type="checkbox"/> Iowa	<input checked="" type="checkbox"/> Pennsylvania	
<input checked="" type="checkbox"/> Kansas	<input checked="" type="checkbox"/> Rhode Island	
<input checked="" type="checkbox"/> Kentucky	<input checked="" type="checkbox"/> South Carolina	
<input checked="" type="checkbox"/> Louisiana	<input checked="" type="checkbox"/> Tennessee	
<input checked="" type="checkbox"/> Maine	<input checked="" type="checkbox"/> Texas	
<input checked="" type="checkbox"/> Maryland	<input checked="" type="checkbox"/> Utah	

Select jurisdictions to use for estimates and extensions. Selections made will be reflected throughout Estimated Payments.

## 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

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

Entities

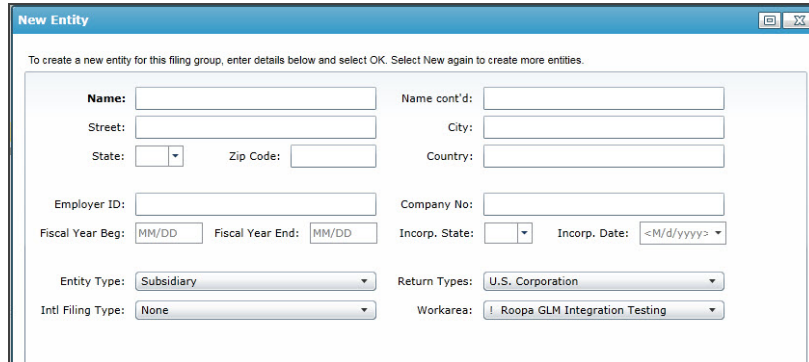
Select entities to include and tax law. Entities added or removed in a filing group will affect all assigned jurisdictions.  
Filing Group: \*Company A Inc. and Subs (10 members - 1 Div Con)  
Consolidated Entity: Company A Inc. and Subs XXXXXXXXXXXXXXXXXXXXXXXE Edit...

Include	Workarea	Company No.	Entity	Entity Type	Federal	
					Fed	Fed C
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00001	Company A Parent	Parent	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00002	Company B Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00003	Company C Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00004	Company D Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00006	Company F Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00007	Company G Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00008	Company H Division	Division	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00009	Company I Division	Division	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00010	Company J Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00011	Company K Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00012	Company L Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00013	Company M Sub	Subsidiary	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00022	Elim Top	Eliminations	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00024	Elim Div Con	Eliminations	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	DivCon	H&I Div Con	Divisional Consolidatio	<input checked="" type="checkbox"/>	

More help on this task.

NewAddEditOKCancel

## 3. Enter the entity information.

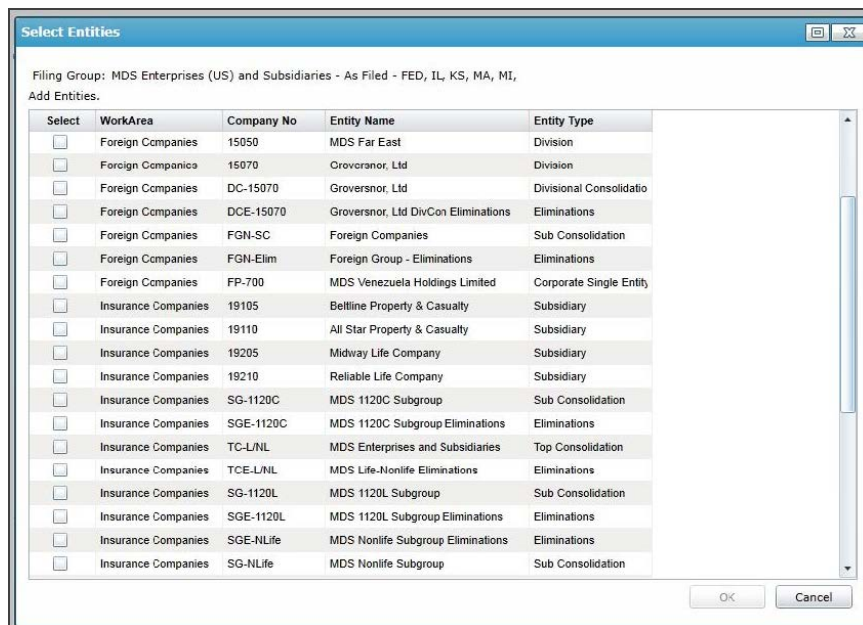


To create a new entity for this filing group, enter details below and select OK. Select New again to create more entities.

**Name:**  **Name cont'd:**   
**Street:**  **City:**   
**State:**  **Zip Code:**  **Country:**   
**Employer ID:**  **Company No:**   
**Fiscal Year Beg:**  **Fiscal Year End:**  **Incorp. State:**  **Incorp. Date:**   
**Entity Type:**  **Return Types:**   
**Intl Filing Type:**  **Workarea:**

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.



Filing Group: MDS Enterprises (US) and Subsidiaries - As Filed - FED, IL, KS, MA, MI, Add Entities.

Select	WorkArea	Company No	Entity Name	Entity Type
<input type="checkbox"/>	Foreign Companies	15050	MDS Far East	Division
<input type="checkbox"/>	Foreign Companies	15070	Grovernor, Ltd	Division
<input type="checkbox"/>	Foreign Companies	DC-15070	Groversnor, Ltd	Divisional Consolidation
<input type="checkbox"/>	Foreign Companies	DCE-15070	Groversnor, Ltd DivCon Eliminations	Eliminations
<input type="checkbox"/>	Foreign Companies	FGN-SC	Foreign Companies	Sub Consolidation
<input type="checkbox"/>	Foreign Companies	FGN-Elim	Foreign Group - Eliminations	Eliminations
<input type="checkbox"/>	Foreign Companies	FP-700	MDS Venezuela Holdings Limited	Corporate Single Entity
<input type="checkbox"/>	Insurance Companies	19105	Bellline Property & Casualty	Subsidiary
<input type="checkbox"/>	Insurance Companies	19110	All Star Property & Casualty	Subsidiary
<input type="checkbox"/>	Insurance Companies	19205	Midway Life Company	Subsidiary
<input type="checkbox"/>	Insurance Companies	19210	Reliable Life Company	Subsidiary
<input type="checkbox"/>	Insurance Companies	SG-1120C	MDS 1120C Subgroup	Sub Consolidation
<input type="checkbox"/>	Insurance Companies	SGE-1120C	MDS 1120C Subgroup Eliminations	Eliminations
<input type="checkbox"/>	Insurance Companies	TC-L/NL	MDS Enterprises and Subsidiaries	Top Consolidation
<input type="checkbox"/>	Insurance Companies	TCE-L/NL	MDS Life-Nonlife Eliminations	Eliminations
<input type="checkbox"/>	Insurance Companies	SG-1120L	MDS 1120L Subgroup	Sub Consolidation
<input type="checkbox"/>	Insurance Companies	SGE-1120L	MDS 1120L Subgroup Eliminations	Eliminations
<input type="checkbox"/>	Insurance Companies	SGE-NLife	MDS Nonlife Subgroup Eliminations	Eliminations
<input type="checkbox"/>	Insurance Companies	SG-NLife	MDS Nonlife Subgroup	Sub Consolidation

OK Cancel

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**.

Select jurisdictions that will be filed with this filing group. Assign a tax law to use for each jurisdiction.

Filing Group: \*pb forecast only

Add	Jurisdiction	Assign Tax Law
<input type="checkbox"/>	Alaska	AK-Combined (Entity over Group Apportionment)
<input type="checkbox"/>	Arkansas	AR-Combined (Separate Entity Tax Summary)
<input type="checkbox"/>	Colorado	CO-Combined
<input type="checkbox"/>	Connecticut	CT-Combined
<input type="checkbox"/>	Delaware	DE-Separate
<input type="checkbox"/>	District of Columbia	DC-Separate
<input type="checkbox"/>	Florida	FL-Separate
<input type="checkbox"/>	Georgia	GA-Separate
<input type="checkbox"/>	Hawaii	HI-Combined
<input type="checkbox"/>	Idaho	ID-Combined (Entity over Group Apportionment)
<input type="checkbox"/>	Illinois	IL-Combined (Entity over Group Apportionment)
<input type="checkbox"/>	Indiana	IN-Separate
<input type="checkbox"/>	Iowa	IA-Consolidated
<input type="checkbox"/>	Kansas	KS-Consolidated (Entity over Group Apportionment)
<input type="checkbox"/>	Kentucky	KY-Consolidated
<input type="checkbox"/>	Louisiana	LA-Separate
<input type="checkbox"/>	Maine	ME-Combined
<input type="checkbox"/>	Maryland	MD-Separate
<input type="checkbox"/>	Massachusetts	MA-Combined (Entity over Group & Separate)

[More help on this task.](#)

< Back   Next >   Finish   Cancel

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.

Add Jurisdictions

Select jurisdictions that will be filed with this filing group. Assign a tax law to use for each jurisdiction.

Filing Group: \*pb forecast only

Add	Jurisdiction	Assign Tax Law
<input type="checkbox"/>	Alaska	AK-Combined (Entity over Group Apportionment)
<input checked="" type="checkbox"/>	Arkansas	AR-Combined (Separate Entity Tax Summary)
<input type="checkbox"/>	Colorado	CO-Combined
<input type="checkbox"/>	Connecticut	CT-Combined
<input type="checkbox"/>	Delaware	DE-Separate
<input type="checkbox"/>	District of Columbia	DC-Separate
<input type="checkbox"/>	Florida	FL-Separate
<input type="checkbox"/>	Georgia	GA-Separate
<input type="checkbox"/>	Hawaii	HI-Combined
<input type="checkbox"/>	Idaho	ID-Combined (Entity over Group Apportionment)
<input type="checkbox"/>	Illinois	IL-Combined (Entity over Group Apportionment)
<input type="checkbox"/>	Indiana	IN-Separate
<input type="checkbox"/>	Iowa	IA-Consolidated
<input type="checkbox"/>	Kansas	KS-Consolidated (Entity over Group Apportionment)
<input type="checkbox"/>	Kentucky	KY-Consolidated
<input type="checkbox"/>	Louisiana	LA-Separate
<input type="checkbox"/>	Maine	ME-Combined
<input type="checkbox"/>	Maryland	MD-Separate
<input type="checkbox"/>	Massachusetts	MA-Combined (Entity over Group & Separate)

More help on this task.

< Back

Next >

Finish

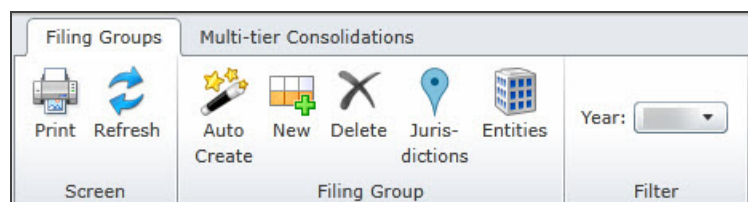
Cancel



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

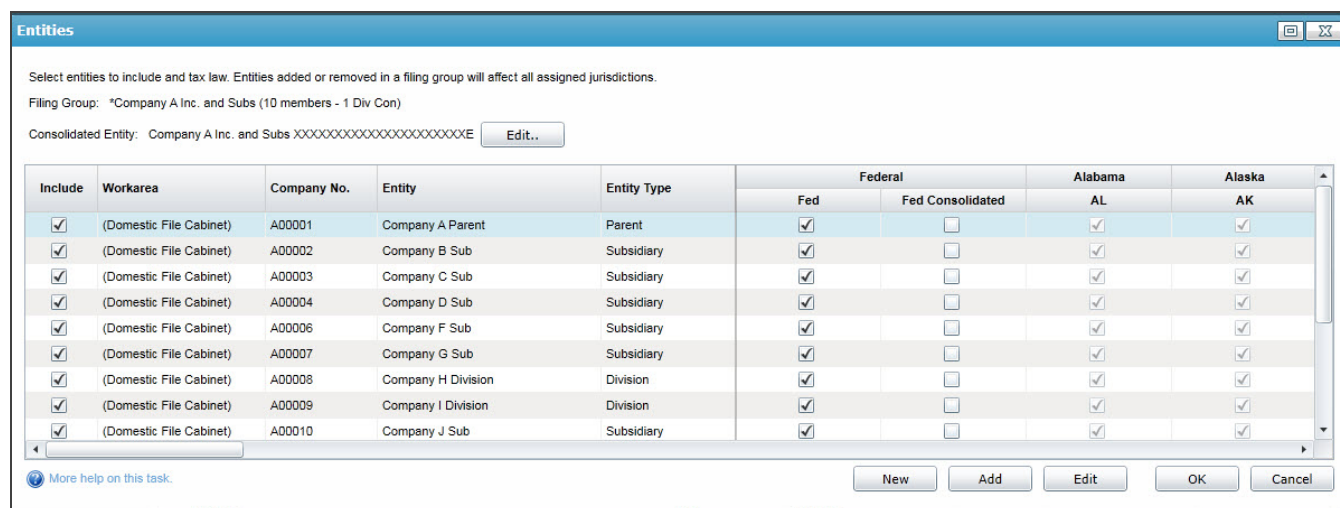
## Deleting Jurisdictions in Filing Groups

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.

The screenshot shows the 'Entities' window with the following data:

Include	Workarea	Company No.	Entity	Entity Type	Connecticut		Delaware	District of Columbia
					CT	CT New	DE	DC
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00001	Company A Parent	Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00002	Company B Sub	Subsidiary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00003	Company C Sub	Subsidiary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00004	Company D Sub	Subsidiary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00006	Company F Sub	Subsidiary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00007	Company G Sub	Subsidiary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00008	Company H Division	Division	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00009	Company I Division	Division	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	(Domestic File Cabinet)	A00010	Company J Sub	Subsidiary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The 'CT New' checkbox is circled in red. Below the table are buttons: New, Add, Edit, OK, Cancel.

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

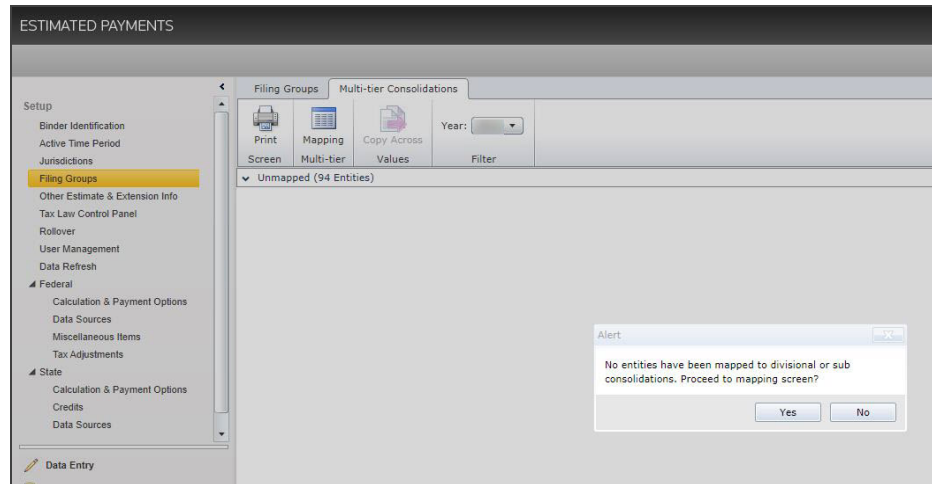
Use the Multi-tier Consolidations area if you have division or divisional consolidation entities that must pay estimated or extension payments. This area is a part of the setup area for filing groups. Multi-tier is a term used for establishing the relation between division and divisional consolidation 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

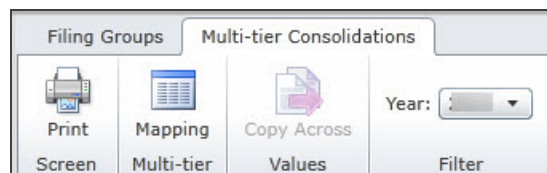
1. On the bottom menu, select **Setup**.
2. On the top menu, select **Filing Groups**.

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.

1	2	Workarea	Company No.	Entity	Entity Type	Federal	Alabama	Alaska	Arizona	Arkansas
▲		Domestic Companies	CSgrp	T&U Sub Con	Sub Consolidation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Domestic Companies	A00020	Company T Sub	Subsidiary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Domestic Companies	A00021	Company U Sub	Subsidiary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲		Domestic Companies	DivCon	H Enterprises Div Con	Divisional Consolidation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Domestic Companies	A00008	Company H Division	Division	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Domestic Companies	A00009	Company I Division	Division	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Mapping Entity - 2018

Map each lower level entity to its rolled-up divisional or sub consolidation.

Lower level Entities

Filter

Workarea	Company No.	Entity	Entity Type
SD International		Elim	Elimination
DK Workarea		Elimination	Elimination
DK Workarea		Elimination	Elimination
Amanda's Worka		PBartlett Pr	Parent
Hunter's Workar		Sub 1	Subsidiary
DK Workarea	1	D & K Holdi	Parent
Steve's Workare	11111	New Entity	Subsidiary
DK Workarea	12	Colombia C	Subsidiary
DK Workarea	15	RIC's-R-US	Subsidiary
DK Workarea	2	GK Operatir	Subsidiary
DK International	20	DK CFC DE	Subsidiary
SD International	200	Parent	Parent
SD International	21	J-COM SAF	Subsidiary
SD International	22	cfc sub 2	Subsidiary
DK Workarea	3	EK Operatir	Subsidiary
DK International	30	DK CFC OF	Subsidiary
DK Workarea	4	BK Operatir	Subsidiary

Add >

< Remove

Divisional or Sub Consolidations

Filter

Workarea	Company No.	Entity	Entity Type
DK Workarea	67	DMK Trading	Divisional Conso

OK

Cancel

Help for this screen.

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.

Tax Law Control Panel

Save Print Add Delete Year: [dropdown]

Data Screen Tax Law Filter

Description	Federal	Federal	Federal	Federal	Alabama	Alabama	Alaska	Alaska
Tax Law Name	Fed	Fed bkp sep	Fed Consolidated	Fed New for sep on jul	AL Prad New	AL	AK	AK Separate
Filing Method	Consolidated	Separate	Consolidated	Separate	Consolidated (Separate Entity Tax Consolidation)	Separate	Combined (Entity over Group Apportionment)	Separate
State Starting Point					Federal taxable income (FTI)	FTI before NOL and Special Ded.	FTI before NOL and Special Ded.	FTI before NOL and Special Ded.
Tax Apportionment Base					Not applicable	Not applicable	Not applicable	Not applicable
Factors:								
Property Weight					0.000	0.000	1.000	1.000
Payroll Weight					0.000	0.000	1.000	1.000
Sales Weight					1.000	1.000	1.000	1.000
Total Factor Divisor					1.000	1.000	3.000	3.000
Tax Rate %	21.000 %	21.000 %	21.000 %	21.000 %	6.000 %	6.500 %	Graduated	Graduated
Safe Harbor Prior Year Test	1st quarter only	1st quarter only	1st quarter only	1st quarter only	1st quarter only	1st quarter only	All four quarters	1st quarter only
Safe Harbor Prior Year %	100 %	100 %	666 %	666 %	7 %	100 %	100 %	100 %
Safe Harbor Current Year %	100 %	100 %	100 %	100 %	8 %	0 %	100 %	100 %

These are tax law items used for calculations and print. To create a new tax law, select the Add button in the tool bar, select the jurisdiction and give it a tax law name. A new tax law will need to be assigned to the appropriate filing groups and entities. To override a tax law item, edit the cell with the value or change the drop down selection. An override indicator will appear on overridden cells.

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.

Separate

Consolidated

Override

Default: Consolidated

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.

The screenshot shows the 'Tax Law Control Panel' window. The 'Add' button in the toolbar is highlighted with a red box. An arrow points from this button to the 'Add Tax Law' dialog box. The dialog box contains the following fields:

- Select a jurisdiction, then enter a name for the new tax law.**
- Jurisdiction:** A dropdown menu with 'Select Jurisdiction' as the current selection.
- Tax Law Name:** A text input field.
- OK** and **Cancel** buttons.

The background table in the panel shows various tax law settings for different jurisdictions (Federal, California, Florida, Georgia, Illinois).





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

The screenshot shows the 'Tax Law Control Panel' window with the 'Add' button highlighted. The 'Add Tax Law' dialog box is open, showing the 'Jurisdiction' dropdown set to 'Select Jurisdiction' and the 'Tax Law Name' field empty. The background table shows various tax law settings for different jurisdictions (Federal, California, Florida, Georgia, Illinois, Kansas, Massachusetts).



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**.

**Tax Law Control Panel**

 Save   
  Print   
  Add   
  **Delete**   
 Year: 20

Data    Screen    Tax Law    Filter

Description	Federal	California	California	Florida
Tax Law Name	Fed	CA	<b>CA New</b>	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	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)
Federal Taxable Income	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Net Operating Loss Carryover (Pre-Apportioned)	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
State Modification	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Allocable Income Everywhere	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Apportionable Income	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Property 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	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)
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	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)
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	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)
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	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)
Total Apportionment Factor %	Total of consolidated property, payroll and sales factors divided by divisor	Total of consolidated property, payroll and sales factors divided by divisor	Entity Summation	Entity Summation	Only provided for each entity	Only provided for each entity	Entity Summation
Apportioned Income	Consolidated apportionable income times total apportionment factor	Consolidated apportionable income times total apportionment factor	Consolidated apportionable income times total apportionment factor	Consolidated apportionable income times total apportionment factor	Entity Summation	Only provided for each entity	Consolidated apportionable income times total apportionment factor
Allocable Income Within	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Only provided for each entity	Entity Summation
Apportioned Income Adjustments	Entity Summation	Entity Summation	Entity Summation	Entity Summation	Entity Summation	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	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)
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 Apportion ed (1)	Consolid ated income allocated plus consolida ted income apportion ed	Consolidate d income allocated plus consolidate d income apportioned	N/A	N/A	N/A	N/A	N/A
Tax on Net Taxable Income (1)	Consolid ated net taxable income time tax rate percenta ge	Consolidate d net taxable income time tax rate percentage	N/A	N/A	N/A	N/A	N/A

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)
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	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)
Total Credits	Consolidated nonrefundable credits plus refundable credits	Consolidated nonrefundable credits plus refundable credits	Consolidated nonrefundable credits plus refundable credits	Consolidated nonrefundable credits plus refundable credits	Consolidated nonrefundable 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	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)
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

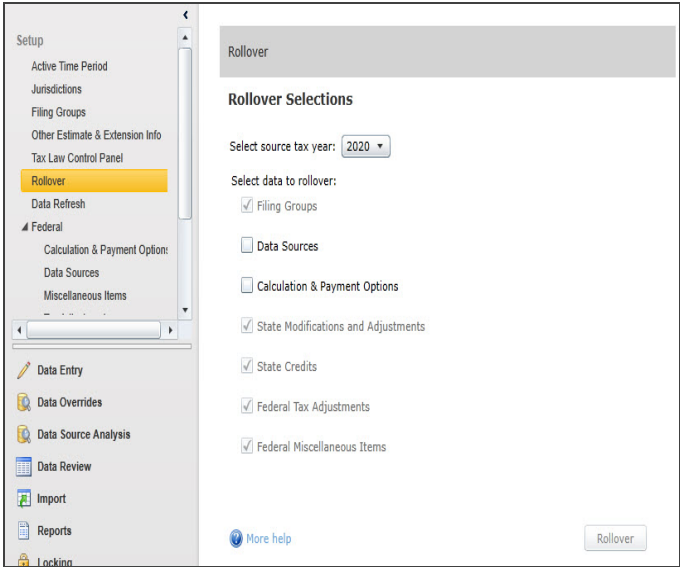
DATA REVIEW ITEM	COMBINED	CONSOLIDATED	COMBINED (ENTITY OVER GROUP APPORTIONMENT)	CONSOLIDATED (ENTITY OVER GROUP APPORTIONMENT)	COMBINED (SEPARATE ENTITY TAXABLE INCOME)	CONSOLIDATED (SEPARATE ENTITY TAX SUMMATION)	COMBINED (ENTITY OVER GROUP & SEPARATE ENTITY TAX)
Payment Amount Due	Consolidated installment 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**.

Data Refresh

Target Year: 2021
Filter

Select Maps

Maps are optional. They are not used for Income Tax.

Source Year
Tax Provision Unit-Entity Map
None Selected

Source Year
State Apportionment Unit-Entity Map
None Selected

Data Refresh

Select one or more applications:

☐ Tax Provision
☐ State Apportionment
☐ Income Tax
Start Update

Status

	Process	Status	Date / Time	Warning
	Tax Provision	Not Updated	9/28/2021 4:02:28 PM	
	State Apportionment	Not Updated	9/28/2021 4:02:28 PM	
	Calculation	Not Updated	9/28/2021 4:02:28 PM	


Check Status

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**.

The screenshot shows a web interface with two main sections. The top section, titled 'Select Maps', has a subtitle 'Maps are optional. They are not used for Income Tax.' It contains two rows of dropdown menus. The first row is for 'Tax Provision Unit-Entity Map' with a 'Source Year' of 2020 and a selected map of 'pbartlett entities 3\_16\_2018'. The second row is for 'State Apportionment Unit-Entity Map' with a 'Source Year' of 2020 and 'None Selected'. The bottom section, titled 'Data Refresh', has a subtitle 'Select one or more applications:' and three checkboxes: 'Tax Provision' (unchecked), 'State Apportionment' (unchecked), and 'Income Tax' (checked). A green 'Start Update' button is located to the right of the 'Income Tax' checkbox.

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**.

Binder Identification

1 Filing Method  
Select the Filing Method

2 Consolidated Binders  
Select consolidated binders

3 Separate Filing Company  
Select the separate filing company binder

Year: 2018 Print

Jurisdictions	Combined/C onsolidated	Separate	Both	Not Filing
Federal	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alabama	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Alaska	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Arizona	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Arkansas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
California	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Colorado	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Connecticut	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Delaware	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
District of Columbia	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Florida	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Georgia	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hawaii	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Idaho	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Illinois	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

CANCEL

NEXT >

# TAX PROVISION DATA SETUP

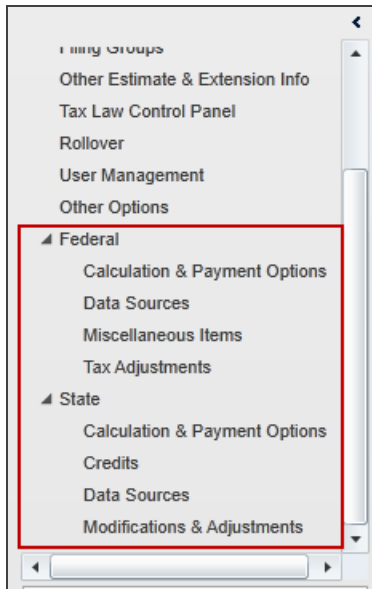
To get data from Tax Provision for estimated payments, you must complete setting up the information in the Tax Provision application.

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

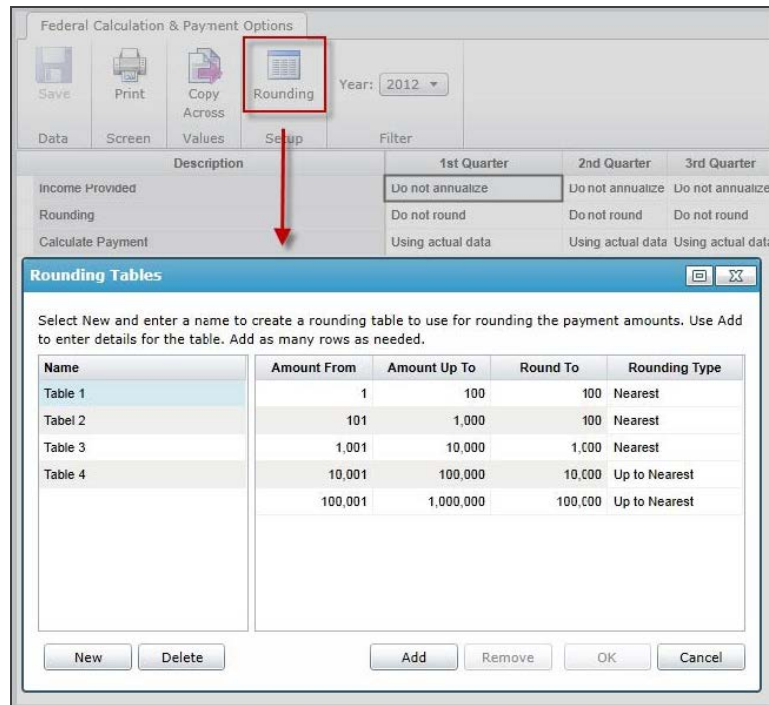
Based on the payment option selected, you can review the calculation on the **Federal Data Review** screen.

► 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	Based on payment option	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.

The Rounding Tables dialog box is shown. It has a title bar with a maximize button and a close button. Below the title bar is a text area with the instruction: "Select New and enter a name to create a rounding table to use for rounding the payment amounts. Use Add to enter details for the table. Add as many rows as needed." Below this is a table with four columns: Name, Amount From, Amount Up To, Round To, and Rounding Type. The Name column contains a list box with "Table 1", "Table 2", "Table 3", and "Table 4". The Amount From, Amount Up To, Round To, and Rounding Type columns are empty. A red error message box is overlaid on the table, stating "The Description field is required." At the bottom of the dialog are five buttons: New, Delete, Add, Remove, and OK, and a Cancel button.

Name	Amount From	Amount Up To	Round To	Rounding Type
Table 1				
Table 2				
Table 3				
Table 4				

The Description field is required.

New Delete Add Remove OK Cancel

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

The Rounding Tables dialog box is shown. It has a title bar with a maximize button and a close button. Below the title bar is a text area with the instruction: "Select New and enter a name to create a rounding table to use for rounding the payment amounts. Use Add to enter details for the table. Add as many rows as needed." Below this is a table with four columns: Name, Amount From, Amount Up To, Round To, and Rounding Type. The Name column contains a list box with "Table 1", "Table 2", "Table 3", and "Table 4". The Amount From, Amount Up To, Round To, and Rounding Type columns contain the values "10,500", "12,000", "1,000", and "Nearest" respectively. The Name column also contains a text box with "10500 - 12000". At the bottom of the dialog are five buttons: New, Delete, Add, Remove, and OK, and a Cancel button.

Name	Amount From	Amount Up To	Round To	Rounding Type
Table 1	10,500	12,000	1,000	Nearest
Table 2				
Table 3				
Table 4				

10500 - 12000

New Delete Add Remove OK Cancel



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

Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Extension
Income Provided	Do not annualize	Do not annualize	Do not annualize	Do not annualize	Do not annualize
Rounding	Do not round	Do not round	Do not round	Do not round	Do not round
Calculate Payment	Do not round	Using actual data	Using actual data	Using actual data	Using actual data
Payment Cushion %	Table 1	0.00 %	0.00 %	0.00 %	0.00 %
Liability Cushion % (for the year)	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

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

Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Extension
Income Provided	Do not annualize	Do not annualize	Do not annualize	Do not annualize	Do not annualize
Rounding	Do not round	Do not round	Do not round	Do not round	Do not round
Calculate Payment	Using actual data	Using actual data	Using actual data	Using actual data	Using actual data
Payment Cushion %	Using actual data	0.00 %	0.00 %	0.00 %	0.00 %
Liability Cushion % (for the year)	Using forecast data	0.00 %	0.00 %	0.00 %	0.00 %
	Using larger liability of actual or forecast				
	Using smaller liability of actual or forecast				

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.

Federal Data Sources					
Save		Print		Year: 20	
Data		Screen		Filter	
Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Extension
Book Income	Tax Provision	Tax Provision	Tax Provision	Tax Provision	Tax Provision
Extraordinary Items	Entry	Entry	Entry	Entry	Entry
Other Book Income Items	Entry	Entry	Entry	Entry	Entry
Federal Taxable Income	Tax Provision	Entry	Entry	Entry	Entry
Federal Tax Adjustments	Tax Provision	Entry	Entry	Entry	Entry
Dividends Received Deduction	Entry	Entry	Entry	Entry	Entry
Net Operating Loss Carryover	Entry	Entry	Entry	Entry	Entry
Alternative Minimum Tax	Entry	Entry	Entry	Entry	Entry
Foreign Tax Credit	Tax Provision	Entry	Entry	Entry	Entry
Other Credits	Tax Provision	Entry	Entry	Entry	Entry
Tax Liability Prior Year	Entry	Entry	Entry	Entry	Entry
Cushion	Entry	Entry	Entry	Entry	Entry
Payment Overrides	Entry	Entry	Entry	Entry	Entry

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 Data Source Analysis								
Save Data		Print Screen		Paste Clipboard				
Cut		Copy						
1	2	3	A	B	C	D	E	F
1				Income Tax - Prior Year	Income Tax - Current Year	Prior Quarter	Entry	Tax Provision
2	Book Income							
3	Book Income						6,120,325	39,811,078
4	Extraordinary Items							
11	Other Book Income Items							
15	Federal Taxable Income							

Green glyph identifies the data source.

## 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

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

Federal Miscellaneous Items

Save

Data

Print

Screen

Paste

Clipboard

Cut

Copy

Add

Items

Delete

Show Order Column

Order

Year:

Included Only

Filter

1	2	Description	Include
		Extraordinary Items included in Book income	
		Other Credits	
		CTP Freeze Amount	<input type="checkbox"/>
		federal tax adj	<input type="checkbox"/>
		FIN48 Federal Deferred Provision	<input type="checkbox"/>
		FIN48 - Fed EQ Offset	<input type="checkbox"/>
		FIN48 - Fed NCS Offset	<input type="checkbox"/>
		Foreign Tax Credit	<input type="checkbox"/>
		paul after tax other credit	<input type="checkbox"/>
		test new federal credit added 4-30	<input type="checkbox"/>
		BBC Adjustment	<input type="checkbox"/>
		Day Rate Withholding Adjustment	<input type="checkbox"/>
		Deemed Profit Adjustment	<input type="checkbox"/>

- Select the appropriate Year from the dropdown.
- 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.

The screenshot shows the 'Federal Miscellaneous Items' toolbar and a table below it. The toolbar includes icons for Save, Print, Paste, Cut, Copy, Add, and Delete. It also has a 'Show Order Column' checkbox, a 'Year' dropdown set to 20, and an 'Included Only' checkbox. The table has two columns: 'Description' and 'Include'. The 'Description' column contains a section header 'Extraordinary Items included in Book income' and two rows: 'New Item' and 'Other Credits'. The 'Include' column has a checkbox checked for 'New Item'.

1 2 Description	Include
▲ Extraordinary Items included in Book income	
New Item	<input checked="" type="checkbox"/>
Other Credits	

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**.

The screenshot shows the 'Federal Tax Adjustments' window. At the top, there is a toolbar with icons for Save, Print, Paste, Copy, Add, and Delete. Below the toolbar is a table with columns: Include, Annualize, Adj. #, Description, and Perm/Temp. The table contains several rows of adjustments, with the first row '0024' having its 'Include' checkbox checked.

Include	Annualize	Adj. #	Description	Perm/Temp
<input type="checkbox"/>	<input type="checkbox"/>	p1zxy5_29_13	Paul perm added 5_29_2013	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	pabc4_30_2013	Permanent added 4-30-2013	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	pb6-19perm1	New Perm adj 6-19-2013	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0024	Adjust for Non Ded Portion Chamber Dues	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	SYS_GEN_PD_DST	Deductible State Tax from Tax Provision Report	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	PL26	Reserve adj for policyholder share of tax-ex	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	P9000	Meals and Entertainment	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	P860	Luxury Cars	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	P850	Royalties (8% of HK Sales)	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	P840	Foreign Tax Credit Gross-up	Permanent
<input type="checkbox"/>	<input type="checkbox"/>	P830	Mexico Div.--85% DRD and Sec 78 grossup	Permanent

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.

The screenshot shows the 'Federal Tax Adjustments' window with a new adjustment being added. The 'Include' and 'Annualize' checkboxes are both checked. The 'Adj. #' field contains 'New', and the 'Description' field contains 'Club Dues'. The 'Perm/Temp' dropdown is set to 'Permanent'.

Include	Annualize	Adj. #	Description	Perm/Temp
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	New	Club Dues	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New	New	Temporary

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4T03	Net Ord G/L	Temporary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4T04	State Curr Inc Tax	Temporary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4T05	Tangible Assets	Temporary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4T06	Def Dir Fees	Temporary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4T07	Accr Bonus	Temporary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P110	Lobbying expenses	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P120	Fines & Penalties	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P1234568910A/A	Test Code with forward slashes	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P130	Meals & Entertainment	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P140	Municipal Interest	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P150	Officer's Life Insurance	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P160	Goodwill	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P170	Stock Options	Permanent
<input checked="" type="checkbox"/>	<input type="checkbox"/>	P175	Remove Book Gains/Losses on Investment	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.

► Payments		2,340
Installment Payment Due (Overpaid)		95,904
Cushion		1,800
Rounding		4,096
Payment Amount Due		101,800

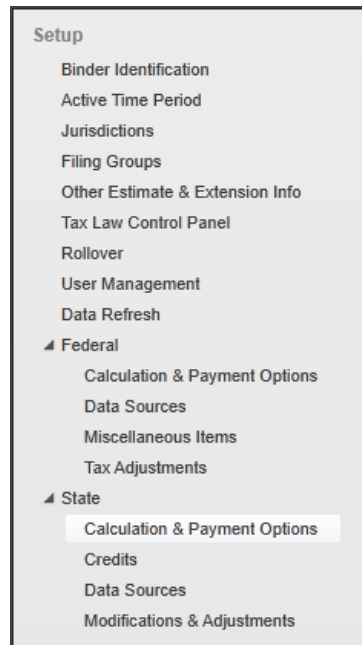
- **Calculate Payment** – Since data entry in State Data Entry can be Actual (YTD) or Forecast, selections for each time period tells the application how to calculate payments using actual data, forecast data, larger liability of actual or forecast, smaller liability of actual or forecast. Based on the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

► Payments		2,340
Installment Payment Due (Overpaid)		95,904
Cushion		1,800
Rounding		4,096
Payment Amount Due		101,800
Estimated Payment - Actual		101,800
Estimated Payment - Forecast		
Payment Override	Entry	0
Amount to Pay	 <b>Based on payment option</b>	101,800



## 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.

Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Extension	2nd Extension
Rounding	Do not round	Do not round	Do not round	Do not round	Do not round	Do not round
Calculate Payment	Using actual data	Using actual data	Using actual data	Using actual data	Using actual data	Using actual data
Payment Cushion %	Using actual data			0.00 %	0.00 %	0.00 %
Liability Cushion % (for the year)	Using forecast data			0.00 %	0.00 %	0.00 %
	Using larger liability of actual or forecast					
	Using smaller liability of actual or forecast					

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**.

The screenshot shows the 'State Credits' window. At the top, there is a toolbar with icons for Save, Print, Paste, Copy, Add, and Delete. Below the toolbar is a table with columns for 'Description' and 'Include'. The table lists several nonrefundable credits, with 'Other state credits' checked in the 'Include' column.

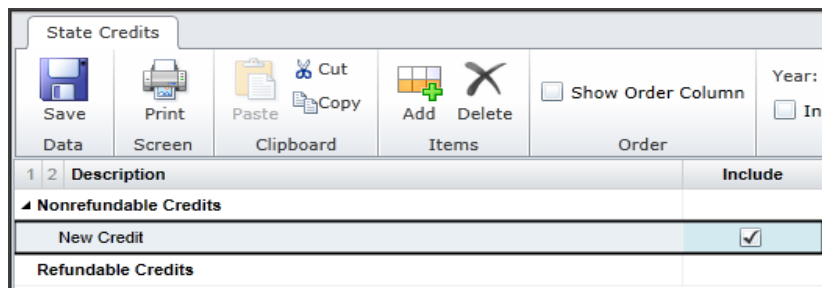
1	2	Description	Include
<b>Nonrefundable Credits</b>			
		Other state credits	<input checked="" type="checkbox"/>
		State Old Units Adjustments	<input type="checkbox"/>
		State Reserves Acquired	<input type="checkbox"/>
		Clinimetrics Disc Ops Adj - State	<input type="checkbox"/>
		Top Side State (Current) Net Operating Loss	<input type="checkbox"/>
		Top Side State (Non Current) Net Operating Loss	<input type="checkbox"/>
		Top Side State (Non Current) Purchase Acctg Adj	<input type="checkbox"/>
		Top Side State Tax SIT Rate Adjustment	<input type="checkbox"/>
		Record Rate Change on Deferred Push Down	<input type="checkbox"/>

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.

The screenshot shows the 'State Credits' window with a red box highlighting the 'Year' dropdown menu, which is set to '20'. A red dashed arrow points from a callout box to the 'Nonrefundable Credits' category in the table. The callout box contains the text: 'Select where you want to add your credits.'

Description	Include
Nonrefundable Credits	
Refundable Credits	

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



- 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.
- Check the box to include the new credit in estimated payments calculations.
- If you want to delete a credit, select the credit you want to delete and on the toolbar ribbon, click **Delete**.
- 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.
- 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 Credits

Save

Print

Paste

Cut

Copy

Add

Delete

Year: 20

☐ Included Only

Data

Screen

Clipboard

Items

Filter

1	2	Description	Include
Nonrefundable Credits			
		Affiliated groups	<input checked="" type="checkbox"/>
		Affordable housing donations credit	<input checked="" type="checkbox"/>
		Coal research and utilization investment credit	<input checked="" type="checkbox"/>
		Dependent care assistance program tax credit	<input checked="" type="checkbox"/>
		R&D Credit	<input checked="" type="checkbox"/>
		TAXSTREAM IMPLEMENTATION NOL	<input checked="" type="checkbox"/>
		CITY TAXES	<input checked="" type="checkbox"/>
		CURRENT STATE AFTER TAX ADJ - VZ	<input checked="" type="checkbox"/>
		Current Reserve Adjustment	<input checked="" type="checkbox"/>
		State Tax Credit	<input checked="" type="checkbox"/>
		Municipal Credit	<input checked="" type="checkbox"/>
		SNOLPOST05	<input checked="" type="checkbox"/>
		ST1215	<input checked="" type="checkbox"/>

## 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.

State Data Sources

 Save

 Print

 Copy Across

 Copy Down

Year:

Data

Screen


Values


Filter


Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Extension	2nd Extension
Rounding	Do not round	Do not round	Do not round	Do not round	Do not round	Do not round
Calculate Payment	Using actual data	Using actual data	Using actual data	Using actual data	Using actual data	Using actual data
Payment Cushion %	3.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Liability Cushion % (for the year)	6.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %


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.

State Data Sources

 Save

 Print

 Copy Across

 Copy Down

Year: 

20

Data

Screen

Values

Filter

1	2	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Extension	2nd Extension
		Federal Taxable Income	Entry	Entry	Entry	Entry	Entry	Entry
		Net Operating Loss Carryover (Pre-Apportioned)	Entry	Entry	Entry	Entry	Entry	Entry
▶		Additions						
▲		Subtractions						
		State and Local Income Taxes	Entry	Entry	Entry	Entry	Entry	Entry
		Home State Taxes	Entry	Entry	Entry	Entry	Entry	Entry
		Interest on Other State Obligations		Entry	Entry	Entry	Entry	Entry
		Home State Interest Obligations		Entry	Entry	Entry	Entry	Entry
		Mutual Fund Dividends and Interest		Entry	Entry	Entry	Entry	Entry
		Home State Mutual Fund Dividends and Interest	Entry	Entry	Entry	Entry	Entry	Entry



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.

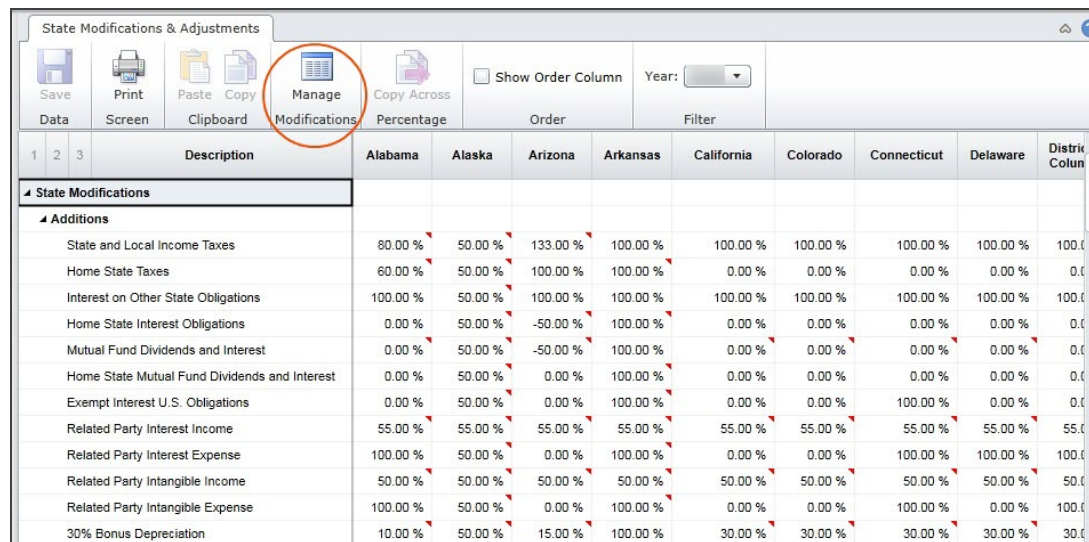
State modification and adjustment amounts that come from Income Tax or Tax Provision will not apply tax law percentages because these amounts were already calculated from each application.

### Entering Percentages

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

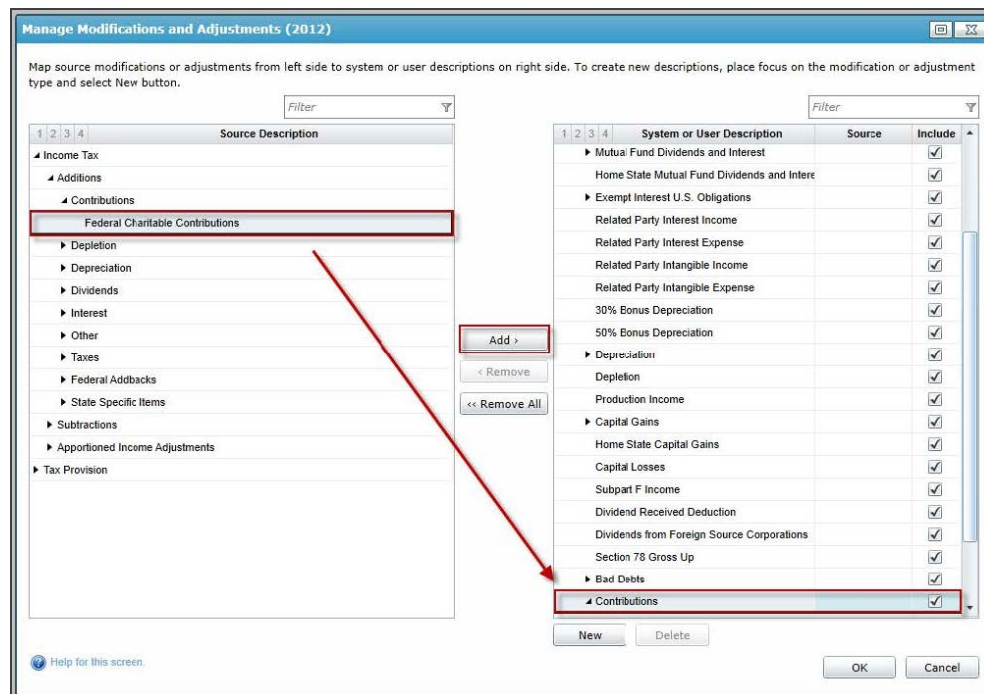
1. On the bottom panel menu, select **Setup**.
2. On the top menu, select **State > Modifications & Adjustments**.

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



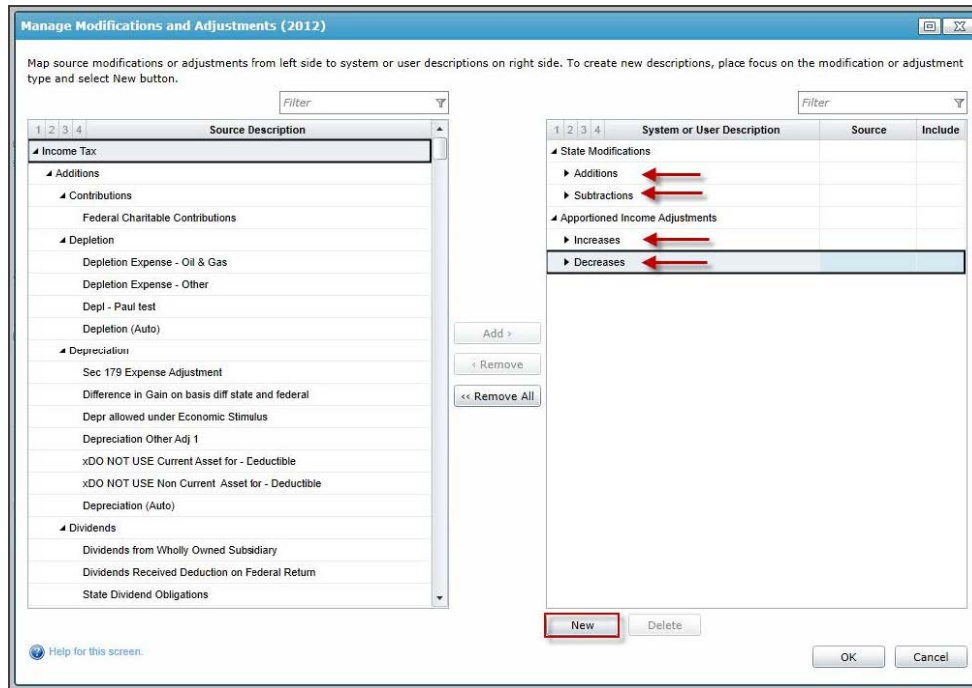
	Alabama	Alaska	Arizona	Arkansas	California	Colorado	Connecticut	Delaware	District of Columbia
<b>State Modifications</b>									
<b>Additions</b>									
State and Local Income Taxes	80.00 %	50.00 %	133.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Home State Taxes	60.00 %	50.00 %	100.00 %	100.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Interest on Other State Obligations	100.00 %	50.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Home State Interest Obligations	0.00 %	50.00 %	-50.00 %	100.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Mutual Fund Dividends and Interest	0.00 %	50.00 %	-50.00 %	100.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Home State Mutual Fund Dividends and Interest	0.00 %	50.00 %	0.00 %	100.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
Exempt Interest U.S. Obligations	0.00 %	50.00 %	0.00 %	100.00 %	0.00 %	0.00 %	100.00 %	0.00 %	0.00 %
Related Party Interest Income	55.00 %	55.00 %	55.00 %	55.00 %	55.00 %	55.00 %	55.00 %	55.00 %	55.00 %
Related Party Interest Expense	100.00 %	50.00 %	0.00 %	100.00 %	0.00 %	0.00 %	100.00 %	100.00 %	100.00 %
Related Party Intangible Income	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %	50.00 %
Related Party Intangible Expense	100.00 %	50.00 %	0.00 %	100.00 %	0.00 %	0.00 %	100.00 %	0.00 %	100.00 %
30% Bonus Depreciation	10.00 %	50.00 %	15.00 %	100.00 %	30.00 %	30.00 %	30.00 %	30.00 %	30.00 %

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

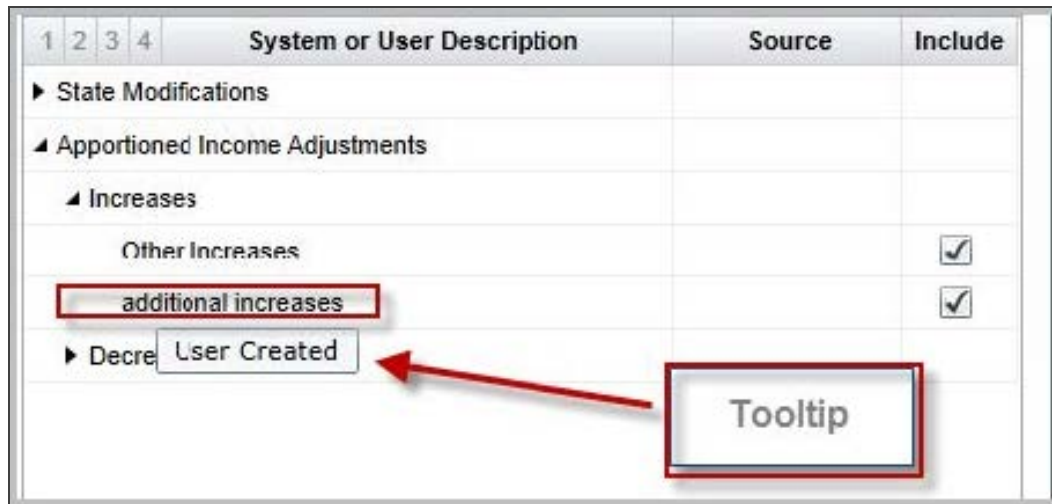




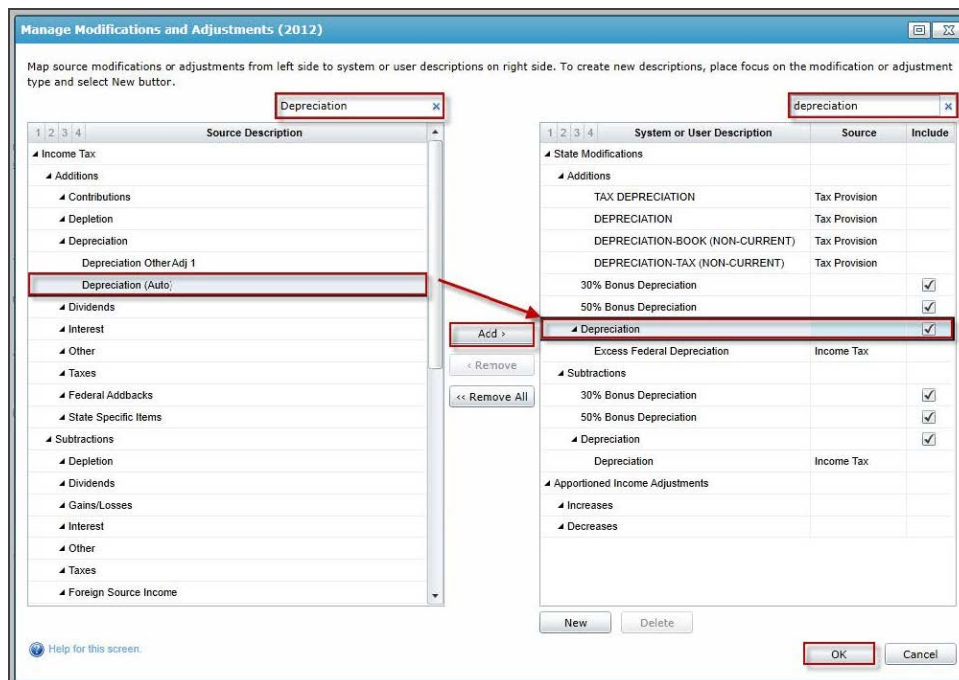
5. To map modification descriptions from Income Tax and Tax Provisions, to a system defined or user created description, select a **Source Description** item in the left pane and then select the **System** or **User Description** in the right pane.
6. Click **Add** to move the **Source Description**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



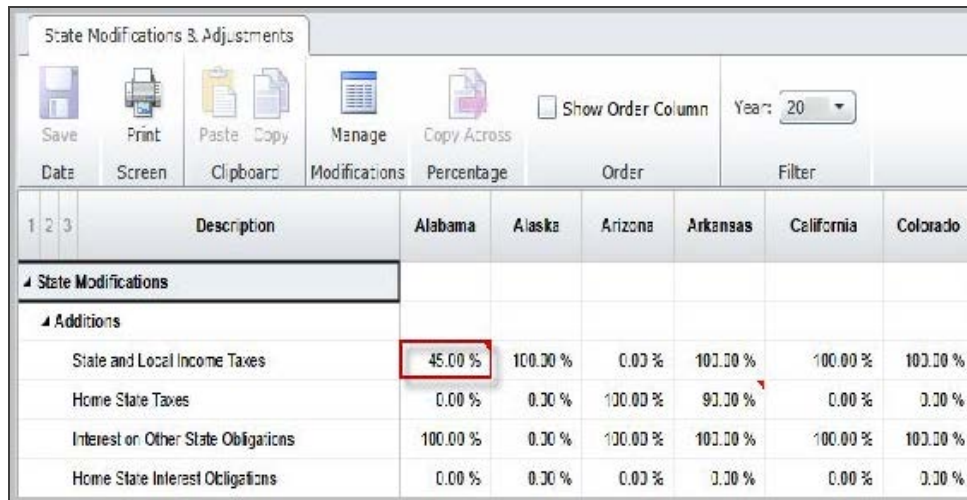
8. You can delete descriptions created by users. Hovering over a description displays the tool tip for user-created items.



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.



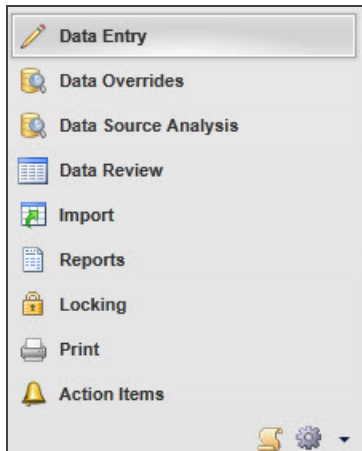
State Modifications & Adjustments		Year: 20					
		Alabama	Alaska	Arizona	Arkansas	California	Colorado
State Modifications							
Additions							
State and Local Income Taxes		45.00 %	100.00 %	0.00 %	100.00 %	100.00 %	100.00 %
Home State Taxes		0.00 %	0.00 %	100.00 %	90.00 %	0.00 %	0.00 %
Interest on Other State Obligations		100.00 %	0.00 %	100.00 %	100.00 %	100.00 %	100.00 %
Home State Interest Obligations		0.00 %	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

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

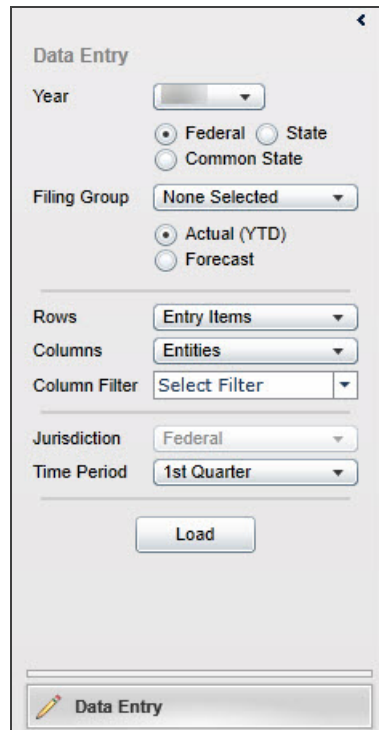
[Entering Data with Common State \(page 79\)](#) \* [Importing Data Using Excel Add-In \(page 101\)](#)

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**.



The screenshot shows a 'Data Entry' form with the following fields and options:

- Year:** A dropdown menu.
- Filing Group:** Radio buttons for ☒ Federal, ☐ State, and ☐ Common State.
- Filing Group:** A dropdown menu currently showing 'None Selected'.
- Filing Group:** Radio buttons for ☒ Actual (YTD) and ☐ Forecast.
- Rows:** A dropdown menu showing 'Entry Items'.
- Columns:** A dropdown menu showing 'Entities'.
- Column Filter:** A dropdown menu showing 'Select Filter'.
- Jurisdiction:** A dropdown menu showing 'Federal'.
- Time Period:** A dropdown menu showing '1st Quarter'.
- Load:** A button.
- Data Entry:** A button with a pencil icon at the bottom.

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.

**Data Entry**

Year: 20

Filing Group: None Selected

Actual (YTD) / Forecast

Rows: Jurisdictions

Columns: Entry Items

**Column Filter** Select Filter

- ☐ All Entry Items
- ☐ Federal Taxable Income
- ☐ Pre-Appportioned Adjustments
- ☒ State Modifications
- ☒ Allocable Income
- ☐ Apportionment Factor
- ☐ Net Operating Loss Carryover (Post Apportionment)
- ☐ Apportioned Income Adjustments
- ☐ Credits
- ☐ Franchise Tax
- ☐ Other Taxes

Click to remove all selections and then select only the items you want displayed.

State Data Entry (2012/Company B Sub/1st Quarter/Actual (YTD))

Save Print Paste Cut Copy

	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 Data Entry (2012/1st Quarter/Actual (YTD))

Year: 2012

Filing Group: None Selected

Actual (YTD) ☒ Forecast ☐

Rows: Entry Items

Columns: Entities

Column Filter: Select Filter

Time Period: 1st Quarter

Load

	A	B	C	D	E	F	G
1	Entry Item	[A00001] Company A Parent	[A00002] Company B Sub	[A00003] Company C Division	[A00004] Company D Division	[A00005] Elim Top	[A00006] Elim Div Con
2	State Modifications						
3	Additions						
33	Subtractions						
53	Apportioned Income Adjustments						

Common Data Entry (2012/1st Quarter/Actual (YTD))

Year: 2012

Filing Group: None Selected

Actual (YTD) ☒ Forecast ☐

Rows: Entities

Columns: Entry Items

Column Filter: Select Filter

Time Period: 1st Quarter

Load

	A	B	C	D	E	F	G
1	Entity	State and Local Income Taxes	Home State Taxes	Interest on Other State Obligations	Home State Interest Obligations	Mutual Fund Dividends and Interest	Home State Mutual Fund Dividends and Interest
2	[A00001] Company A Parent			630.001	7.000	325.505	
3	[A00002] Company B Sub						
4	[B00001] Company B A Sub						
5	[B00002] Company B B Sub						
6	[B00003] Company B C Sub						
7	[B00004] Company B D Sub						
8	[B00005] Company B E Sub						
9	[B00006] Company B F Sub						
10	[B00007] Company B G Sub						
11	[A00003] Company C Sub						



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.

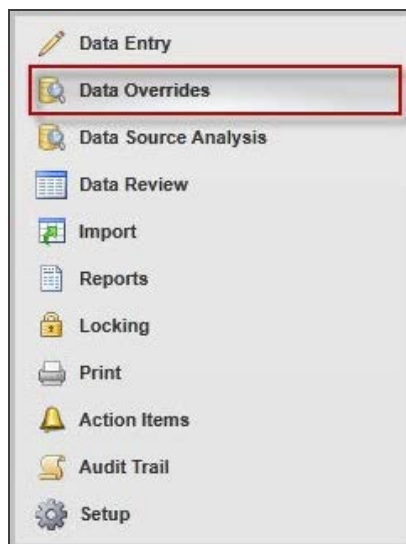
## DATA OVERRIDES

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**. Rows Entry 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.)

The screenshot shows the 'Data Overrides' interface. The 'Year' is set to 20. The 'Filing Group' is set to 'Company A Inc. and'. The 'Amount Type' is set to 'Actual (YTD)'. The 'Rows' dropdown is set to 'Entry Items'. The 'Columns' dropdown is set to 'Entities', which is highlighted with a red box. The 'Column Filter' is set to 'Select Filter'. A list of entities is displayed below the 'Columns' dropdown, with a red box around the list. The list includes 'All Entities' and various company entities with checkboxes.

Entity	Entity
<input type="checkbox"/> [A00001] Company A Parent	<input type="checkbox"/> [B00005] Company B E Div
<input type="checkbox"/> [A00002] Company B Sub	<input type="checkbox"/> [B00005] Company B E Sub
<input type="checkbox"/> [A00003] Company C Sub	<input type="checkbox"/> [B00006] Company B F Div
<input type="checkbox"/> [B00001] Company B A Div	<input type="checkbox"/> [B00006] Company B F Sub
<input type="checkbox"/> [B00001] Company B A Sub	<input type="checkbox"/> [B00007] Company B G Div
<input type="checkbox"/> [B00002] Company B B Div	<input type="checkbox"/> [B00007] Company B G Sub
<input type="checkbox"/> [B00002] Company B B Sub	<input type="checkbox"/> [E1] Company B A Elim
<input type="checkbox"/> [B00003] Company B C Div	
<input type="checkbox"/> [B00003] Company B C Sub	
<input type="checkbox"/> [B00004] Company B D Div	
<input type="checkbox"/> [B00004] Company B D Sub	

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.

	A	B	C	D	E	F	G	H	I
1	Entry Item	Southwest Manufacturing, Inc.	T. R. Haden, Inc.	Eliminations	Subsidiary, other charts	Sour Patch Partnership Div Elim	Paul Parent 11_27_2012	Paul Test Sub 11_27_2012	Paul Test 11_27_2012
2	▶ Book Income								
5	▶ Extraordinary Items								
10	▶ Other Book Income Items								
14	▶ Federal Taxable Income								
17	▶ Federal Tax Adjustments								
57	▶ Dividends Received Deduction								
75	▶ Net Operating Loss Carryover								
78	▶ Credits								
85	▶ Cushion								
88	▶ Tax Liability Prior Year								

First select Year, Filing Group and Data selections, then the Column and Data Filter selections to indicate how you want to enter or review data entry. To copy amounts from Excel, select copy from there and then Paste.

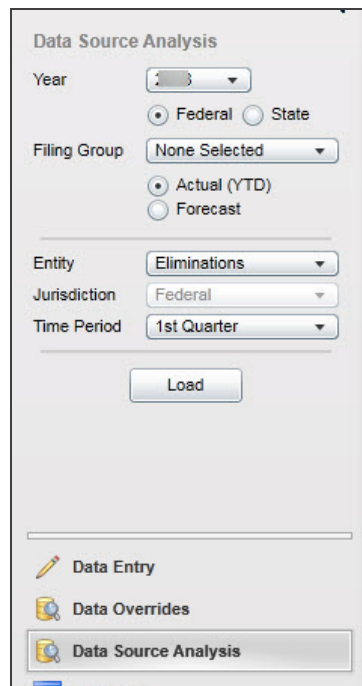
## DATA SOURCE ANALYSIS

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**.



The screenshot shows a web form titled "Data Source Analysis". It contains several input fields and a "Load" button. The fields are: "Year" (a dropdown menu showing "2023"), "Federal" and "State" (radio buttons, with "Federal" selected), "Filing Group" (a dropdown menu showing "None Selected"), "Actual (YTD)" and "Forecast" (radio buttons, with "Actual (YTD)" selected), "Entity" (a dropdown menu showing "Eliminations"), "Jurisdiction" (a dropdown menu showing "Federal"), and "Time Period" (a dropdown menu showing "1st Quarter"). Below these fields is a "Load" button. At the bottom of the form, there is a navigation menu with three items: "Data Entry" (with a pencil icon), "Data Overrides" (with a magnifying glass icon), and "Data Source Analysis" (with a magnifying glass icon and highlighted with a grey background).

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.

	A	B	C	D	E	F	G
1		Income Tax - Prior Year	Income Tax - Current Year	Prior Quarter	Entry	Tax Provision	State Apportionment
2	▶ Federal Taxable Income						
7	▶ Pre-Appointed Adjustments						
9	▶ State Modifications						
65	▶ Allocable Income						
70	▶ Apportionment Factor						
78	▶ Net Operating Loss Carryover (Post Apportionment)						
80	▶ Apportioned Income Adjustments						
88	▶ Credits						
92	▶ Franchise Tax						
95	▶ Other Taxes						
96	Estimated Liability for Other Taxes				6,400,000		
97	Annual Report Fee						
98	Business Enterprise Tax						
99	Capital Stock Tax						
100	Excise Tax						
101	Fixed Dollar Minimum						
102	Key Corporation AMA						
103	Key Corporation Throwout						
104	License Tax						

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		(21,926,643)								
4	Net operating loss deduction										
5	Special deductions		205,178,320								
6	Federal Taxable Income		230,126,143	5,402,000	6,400,000				6,400,000		6,400,000
7	▶ Pre-Appointed Adjustments										
8	Net Operating Loss Carryover (Pre-Appointed)			120,001	120,001				120,001		120,001
9	▶ State Modifications										
10	▶ Additions										
11	State and Local Income Taxes		25,176,117	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										

	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		(23,926,643)								
4	Net operating loss deduction										
5	Special deductions		236,176,300								
6	Federal Taxable Income		(230,105,143)	6,430,000	6,400,000				6,430,000		6,400,000
7	Pre-Appointed Adjustments										
8	Net Operating Loss Carryover (Pre-Appointed)			120,001	123,001				120,001		123,001
9	State Modifications										
10	Additions										
11	State and Local Income Taxes		25,576,117	35,123	65,123				35,123		65,123
12	Home State Taxes			19,300	19,330				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	50% 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 <b>Selected Data Source</b> 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
		Income Tax - Prior Year	Income Tax - Current Year	Prior Quarter	Entry	Tax Provision	State Apportionment	Calculated in Federal Review	Selected Data Source	Override	Final
1											
2	Federal Taxable Income										
3	Taxable Income Before NOL and special deductions		(23,325,643)								
4	Net operating loss deduction										
5	Special deductions		236,173,303								
6	Federal Taxable income		(230,105,143)	5,402,000	6,430,000				6,400,000	6,500,000	6,500,000
7	Pre-Apporioned Adjustments										
8	Net Operating Loss Carryover (Pre-Apporioned)			121,001	120,001				120,001		120,001
9	State Modifications		25,535,945	37,374	(213,873)				(213,873)		(213,873)
68	Allocable Income										
75	Apportionment Factor										
81	Net Operating Loss Carryover (Post Apportionment)										
85	Apportioned Income Adjustments				(36,305)				(36,305)		(36,305)
93	Credits			7,900	7,900				7,900		7,900
165	Franchise Tax										
169	Other Taxes										
183	Cushion										
183	Payment Cushion			800	800				800		800
191	Cushion for State Tax Liability			8,000	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.

State Data Review (2012/Alabama/1st Quarter/Actual (YTD))		
<div> <div>Save</div> <div>Export</div> <div>Print</div> <div>Paste</div> <div>Cut</div> <div>Copy</div> </div> <div> <div>Data</div> <div>Screen</div> <div>Clipboard</div> </div>		
1	A	C
	Review Item	[A00002] Company B Sub
197	Cushion for State Tax Liability	8,000
198	Estimated State Tax Liability (after cushion)	7,240
199	Estimated Franchise Liability	31,000
200	Threshold for filing Estimated Tax	500
201	Statutory Minimum Tax	
202	Actual Taxable Income Prior Year	634,500
203	Actual Tax Liability Prior Year	116,240
204	Actual Tax Liability Two Years Prior	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	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	20,000
266	Estimated Payment - Actual	20,800
267	Estimated Payment - Forecast	
268	Actual or Forecast Payment	
269	Payment Override	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.


Federal Data Review (2018/Federal/1st Quarter/Actual (YTD))								
Data			Screen			Clipboard		
Save			Print			Copy		
Export			Paste			Status		
1			2			3		
A			B			C		
Review Item			Data Source			Eliminations		
1			New Entity			paul bartlett's parent company's name		
2			Book Income			paul par 11_7_16		
3			Permanent Differences			Paul Parent 11_27_2012		
23			Temporary Differences			Paul Test Eli 11_27_2012		
43			Capital Loss Limitation					
46			Extraordinary Items					
49			Charitable Contribution Limitation					
56			Federal Taxable Income before Net Operating Loss Deduction					
57			Net Operating Loss Carryover					
58			Federal Taxable Income Before Special Deductions					
59			Dividends Received Deduction					
73			Federal Taxable Income					
74			Tax Rate %					
75			Federal Income Tax before Credits					
76			Alternative Minimum Tax					
138			Estimated regular federal income tax					


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.


State Data Review (2012/Alabama/1st Quarter/Actual (YTD))


 Save


 Export

 Print

 Paste

 Cut

 Copy

 Status

Data

Screen

Clipboard

Calculation

	1	2	3	A	B	C	D	E	F	G	H
1	Review Item				Data Source	Parent	SUB CON ELIM	[mceim2] Eliminations	[mhcp1] Sub 1	[mhcp10] Sub 10	[mhcp11] Sub 11
141	Accumulated % of estimated tax required for the period				Entry						
142	Estimated State Income Tax required to pay										
143	Franchise Tax Payment										
144	► Other Taxes										
169	Estimated Payment Due										
170	► Payments				Entry						
197	Installment Payment Due (Overpaid)										
198	Cushion										
199	Rounding										
200	Payment Amount Due										
201	Estimated Payment - Actual				Entry						
202	Estimated Payment - Forecast										
203	Payment Override										
204	Amount to Pay										
205	Last Compute Time										
206	Locked										

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.

State Data Review (2012/Alabama/1st Quarter/Actual (YTD))

Save

Export

Data

Print

Paste

Screen

Cut


Copy


Clipboard


	1	2	3	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-Appportioned)				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.


State Data Review (2012/Alaska/1st Quarter/Actual (YTD))


 Save

 Export

 Print

 Paste

 Cut

 Copy








Data

Screen

Clipboard

	1	2	3	A	B	C	D	E	F	G	H
1				Review Item	Data Source	Consolidation	Colorado Top Eliminations	Resorts Divisional Eliminations	Ski Sub Eliminations	Colorado Top Eliminations	Resorts Divisional 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							
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							
135				Estimated State Income Tax required to pay							
136				Franchise Tax Payment	Entry						
137				► Other Taxes							
157				Estimated Payment Due							
158				► Payments							
185				Installment Payment Due (Overpaid)							
186				Cushion							
187				Rounding							
188				Payment Amount Due							
189				Estimated Payment - Actual							
190				Estimated Payment - Forecast							
191				Payment Override	Entry						
192				Amount to Pay							

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.

State Data Review (2012/Alabama/1st Quarter/Actual (YTD))					
 Save		 Export		 Print	
 Paste		 Copy		 Status	
Data		Screen		Clipboard	
				Calculation	
	1	2	3	A	
				B	
1	Review Item				Data Source
2	Federal Taxable Income				
3	Taxable Income Before NOL and special deductions				Entry
4	Net operating loss deduction				Entry

Calculation Status					
Status	Filing Group Name	Entity	Jurisdiction	Time Period	Year

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.

Tax Law Control Panel

Save Print Add Delete Year: 2024

Data Screen Tax Law Filter

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 Calculation)	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	1.000
Payroll Weight		1.000	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.

ESTIMATED PAYMENTS

State Data Review (2013/Arizona/1st Quarter/Actual (YTD))

Bookmarks Help

Data Review

Year: 2013

Filing Group: Demo Group - AL, AZ, I

Actual (YTD) Forecast

Save Export Print Paste Copy


Data Screen Clipboard


Review Item	Data Source	Consolidation	(C Spr) TAU Sub Con	[A00020] Company I Sub	[A00021] Company U Sub	[DivCon] H Enterprises Div Con	[A00000] Company H Division	[A00000] Company I Division	[pbabccc] PB ABC Company	[pbdefcc] PB DEF Company
1 Federal Taxable Income		21,000,000	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-Appointed)	Entry									
8 State Modifications		122,450							566,435	(443,979)
78 Allocable Income Everywhere										
82 Apportionable Income		21,122,450	7,000,000	3,000,000	4,000,000	3,000,000	1,000,000	2,000,000	5,566,438	5,556,021
88 Property Factor %										
89 Payroll Factor %										
95 Sales Factor %										
191 Total Apportionment Factor %		20.000000 %	20.000000 %			20.000000 %			10.000000 %	10.000000 %
104 Apportioned Income		4,224,492	1,400,000			600,000			556,644	555,602
105 Allocable Income Within										
109 Apportioned Income Adjustments										
120 NOL (Post-Appointed)										
124 State Taxable Income		4,224,492								
125 Tax Rate %		6.066 %								
126 State Income Tax before Credits		254,363								
127 Nonrefundable Credits										
152 Total Nonrefundable Credits Allowed										
153 Refundable Credits										
158 Total Credits										
190 Estimated State Tax Liability (for the year)		254,363								
161 Liability Cushion (for the year)										
162 Estimated State Tax Liability (after cushion)		254,363								
163 Estimated Franchise Liability	Entry									
164 Threshold for filing Estimated Tax		1,001								
165 Statutory Minimum Tax		50								
166 Due Using Prior Year										


Instructions


## Data Review if filing method is separate filing


State Data Review (2013/New Jersey/1st Quarter/Actual (YTD))


 Save

 Export

 Print

 Paste

 Cut

 Copy

Data

Screen

Clipboard

	1	2	3	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					Entry	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-Apporioned)													
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-Apporioned)													
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.

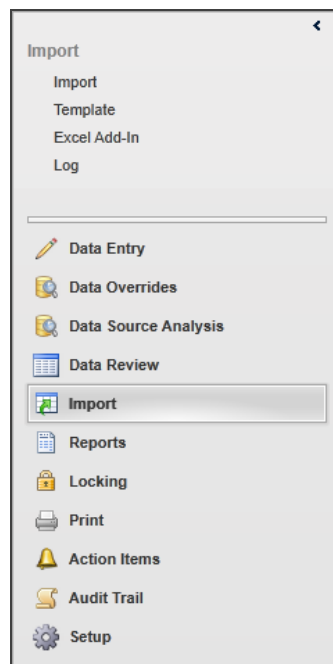
## IMPORTING DATA

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**.

Import

- Import
- Template**
- Excel Add-In
- Log

Select import type and other parameters for the template to download.

Import Type:

Year:

Federal/State: ☒ Federal ☐ State

Amount Type: ☒ Actual ☐ Forecast

Time Period:

[Download Template](#)

[More help on this task](#)

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.

1	A	B	C	D	E	F
2	Year	Time Period	Federal or State	Actual or Forecast	Data Entry or Data Source Analysis Override	
3		2012 1st Quarter	Federal	Actual	Data Entry	
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. 245a)		
18				Domestic Corp. Under SBA of 1558		
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. 245a)		
36				Domestic Corp. Under SBA of 1558		
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.

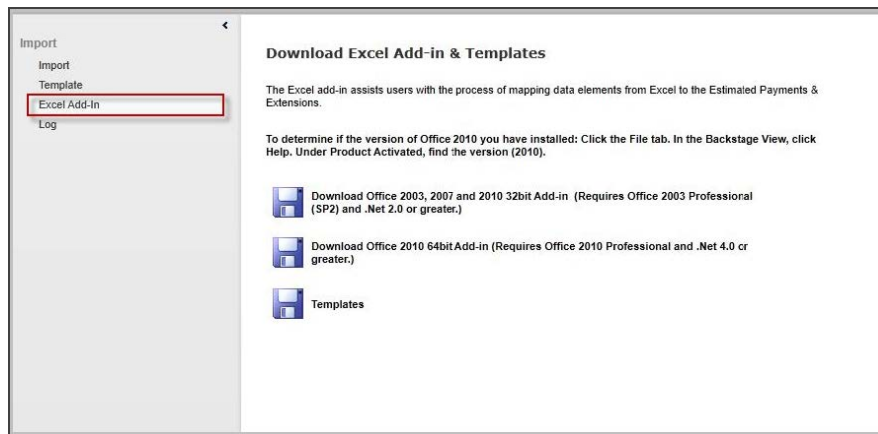
1	A	B	C	D	E	F	G	H	I	J
2	Year	Time Period	Federal or State	Actual or Forecast	Data Entry or Data Source Analysis Override	Common State	Import Type:			
3		2014 1st Quarter	State	Actual	Common State					
4			XYZ1	XYZ2	XYZ3	XYZ4	XYZ5	XYZ6	XYZ7	XYZ8
5			Company -1	Company -2	Company -3	Company -4	Company -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.

The screenshot shows a software window titled 'Import' with a sidebar on the left containing 'Import', 'Template', 'Excel Add-In', and 'Log'. The 'Import' option is selected and highlighted with a red box. The main area is titled 'Import Selections' and 'Step 1 of 3'. It contains the instruction 'Select Import Type and File.' Below this, there is a 'Type:' dropdown menu set to 'Data Entry' and a 'File:' text box with a browse button (three dots). At the bottom right is a 'Next >' button. A link for 'More help on this task' is at the bottom left.

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

The screenshot shows the 'Log' window. The sidebar on the left has 'Log' selected and highlighted with a red box. The main area has a toolbar with 'Print', 'Refresh', 'Copy', and 'Clipboard' icons. Below the toolbar are filters for 'Year' (set to 2011) and 'Type' (set to Data Entry). A table displays the log information with columns A through E. The first row of data is highlighted.

	A	B	C	D	E
1	Import Type	User Name	Date Imported	Status	Source

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.)

Log				
Print             Refresh             Copy		Year: <input type="text"/>	Type: <input type="text" value="Data Entry"/>	
Screen    Clipboard		Filter		
1 2	A	B	C	E
1	Import Type	User Name	Date Imported	Status
2	▲ Data Entry	U0827313	7/24/2012 5:30:15 PM	Completed with Errors
3	Jurisdiction invalid or not active = Georgia			Template
4	▲ Data Entry	U0827313	7/24/2012 5:30:16 PM	Completed with Errors
5	Jurisdiction invalid or not active = Georgia			
6	▲ Data Entry	U0827313	7/24/2012 5:30:16 PM	Completed with Errors
7	Jurisdiction invalid or not active = Georgia			
8	▲ Data Entry	U0827313	7/24/2012 5:30:16 PM	Completed with Errors
9	Jurisdiction invalid or not active = Georgia			
10	▲ Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors
11	Jurisdiction invalid or not active = Georgia			
12	▲ Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors
13	Jurisdiction invalid or not active = Georgia			
14	▲ Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors
15	Jurisdiction invalid or not active = Georgia			
16	▲ Data Entry	U0827313	7/24/2012 5:30:17 PM	Completed with Errors
17	Jurisdiction invalid or not active = Georgia			

## REPORTS

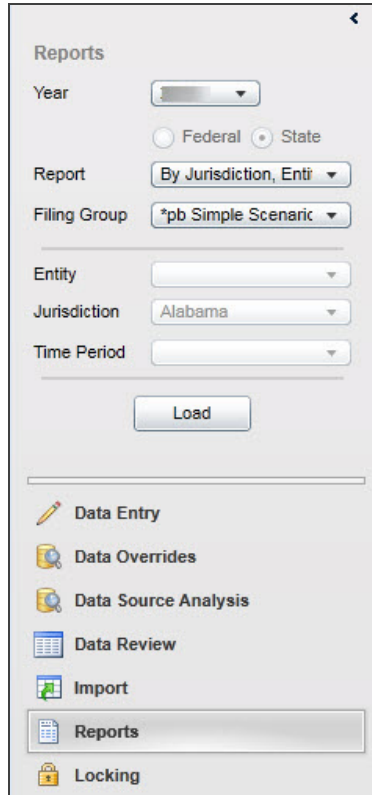
Estimated Payments provides state reports for all time periods for a Filing Group. You can organize them in the following ways:

- 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**.



The screenshot shows a 'Reports' panel with the following fields and options:

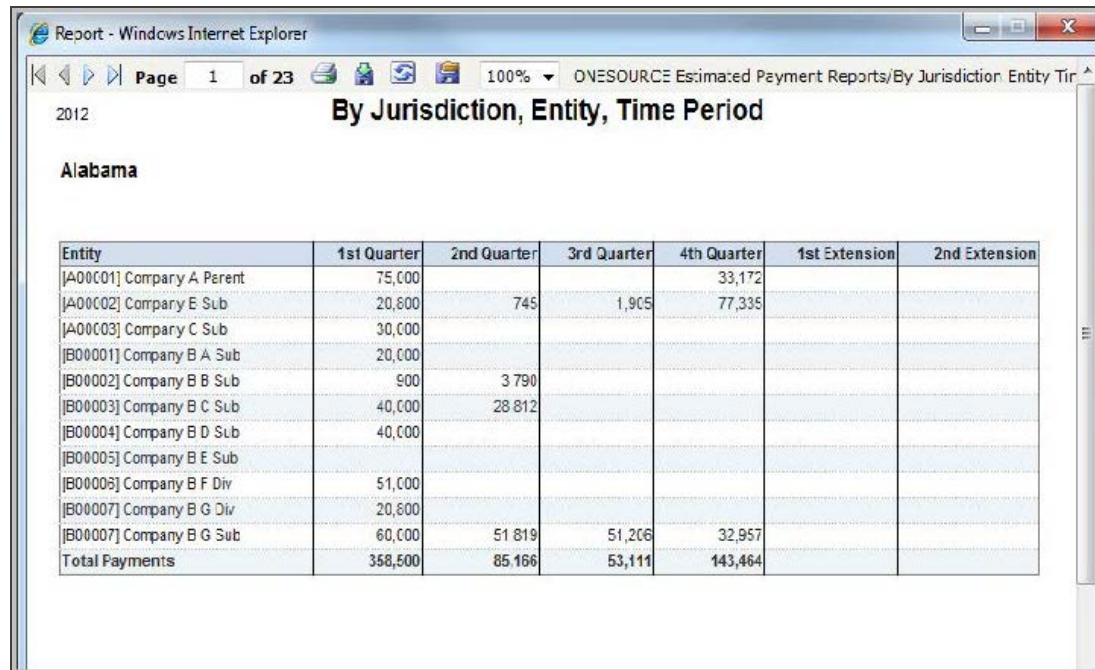
- Year:** A dropdown menu.
- Report:** A dropdown menu with the option 'By Jurisdiction, Enti'.
- Filing Group:** A dropdown menu with the option '\*pb Simple Scenaric'.
- Entity:** A dropdown menu.
- Jurisdiction:** A dropdown menu with the option 'Alabama'.
- Time Period:** A dropdown menu.
- Load:** A button.

Below the 'Load' button is a horizontal line, followed by a list of navigation items, each with an icon:

- Data Entry (pencil icon)
- Data Overrides (magnifying glass icon)
- Data Source Analysis (magnifying glass icon)
- Data Review (calendar icon)
- Import (document icon)
- Reports** (document icon with a grid)
- Locking (lock icon)

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		
<b>Total Payments</b>	<b>358,500</b>	<b>85,166</b>	<b>53,111</b>	<b>143,464</b>		



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.

Locking

  
Save  
Data

  
Print  
Screen

☒ Check All Selected  
☐ Clear All Selected

Lock	Company No	Entity	Jurisdiction
<input checked="" type="checkbox"/>	Top	Company A Inc. and Subsidiaries	New York
<input checked="" type="checkbox"/>	A00001	Company A Parent	New York
<input checked="" type="checkbox"/>	A00002	Company B Sub	New York
<input checked="" type="checkbox"/>	D00012	Company D L Sub	New York
<input checked="" type="checkbox"/>	D00013	Company D M Sub	New York
<input checked="" type="checkbox"/>	D00014	Company D N Sub	New York
<input checked="" type="checkbox"/>	D00015	Company D O Sub	New York
<input checked="" type="checkbox"/>	D00016	Company D P Sub	New York
<input checked="" type="checkbox"/>	D00017	Company D Q Sub	New York
<input checked="" type="checkbox"/>	D00018	Company D R Sub	New York
<input checked="" type="checkbox"/>	D00019	Company D S Sub	New York
<input checked="" type="checkbox"/>	D00007	Company D G Div	New York
<input checked="" type="checkbox"/>	D00008	Company D H Div	New York
<input checked="" type="checkbox"/>	D00009	Company D I Div	New York
<input checked="" type="checkbox"/>	D00010	Company D J Div	New York
<input checked="" type="checkbox"/>	D00011	Company D K Div	New York
<input checked="" type="checkbox"/>	D00012	Company D L Div	New York
<input checked="" type="checkbox"/>	D00013	Company D M Div	New York
<input checked="" type="checkbox"/>	E10	Company B J Elim	New York

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.

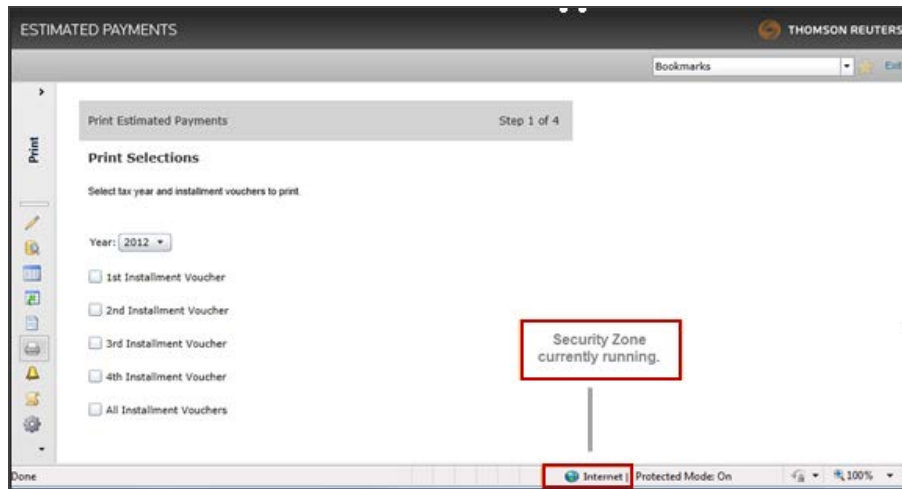
## PRINTING VOUCHERS

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.

Print Estimated Payments Step 1 of 4

**Print Selections**

Select tax year and payments to print.

Year: 2018

☐ 1st Quarter Payment

☐ 2nd Quarter Payment

☐ 3rd Quarter Payment

☐ 4th Quarter Payment

☐ All Quarter Payments

[More help](#) [Next >](#)

2. Select **Next**.
3. Select **Jurisdictions** to print.

Print Estimated Payments Step 2 of 4

**Jurisdiction Selections**

Select jurisdictions to print.

Select	Jurisdiction

[More help](#) [< Back](#) [Next >](#)

4. Select **Next**.

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

Print Estimated Payments

Step 3 of 4

**Filing Group Selections**

Select filing groups to print from.

Select	Filing Group
<input type="checkbox"/>	*Company A Inc. and Subs (10 members - 1 Div Con)
<input type="checkbox"/>	*pb forecast only
<input type="checkbox"/>	*pb Simple Scenario
<input type="checkbox"/>	*PBartlett Multi-tier Large - AL, AZ, CA, MA, NJ, PA
<input type="checkbox"/>	=pbartlett special char (: \$()-.,V:7&#='<>) group(: \$()-.,V:7&#='<>)
<input type="checkbox"/>	2014 FG
<input type="checkbox"/>	Alabama Separate
<input type="checkbox"/>	Barb Separate
<input type="checkbox"/>	Candybar - Kim
<input type="checkbox"/>	Consolidated
<input type="checkbox"/>	EPCAL
<input type="checkbox"/>	ES Transfer Single Binder

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6. Select **Next**.



7. Select **Entities** to print.

Print Estimated Payments

Step 4 of 4

Entity Selections

Select entities to print.

Select	Company Number	Entity
Alabama Separate		
<input type="checkbox"/>	JA4	JAS Parent
<input type="checkbox"/>	PC01	JAS Test 1120PC
<input type="checkbox"/>	D1000	ABC
<input type="checkbox"/>	10	Div Con-2012.021
<input type="checkbox"/>	7	Parent-2012.025
<input type="checkbox"/>	8	Div 1-2012.025
<input type="checkbox"/>	9	Div 2-2012.025
<input type="checkbox"/>	10	Div Con-2012.025
<input type="checkbox"/>	13	Sub 1-2012.025
<input type="checkbox"/>	14	Sub 2-2012.025
<input type="checkbox"/>	4	Elim 1-2012.025

[More help](#)

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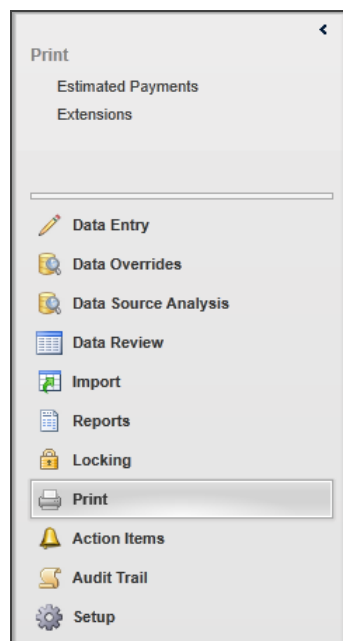
Finish

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.

A screenshot of a 'Print Extensions' screen. At the top, there is a header bar with 'Print Extensions' on the left and 'Step 1 of 4' on the right. Below the header, the section is titled 'Print Selections'. Under this title, it says 'Select tax year and extensions to print.' There is a 'Year:' label followed by a dropdown menu showing '2012'. Below the year selection, there are three radio button options: '1st Extension' (which is selected), '2nd Extension', and 'All Extensions'. At the bottom left, there is a 'More help' link with a question mark icon. At the bottom right, there is a 'Next >' button, which is highlighted with a red rectangle.

3. Click **Next**.

Print Extensions

Step 2 of 4

**Jurisdiction Selections**

Select jurisdictions to print.

Select	Jurisdiction
<input type="checkbox"/>	Kentucky
<input type="checkbox"/>	Louisiana
<input type="checkbox"/>	Maine
<input type="checkbox"/>	Maryland
<input checked="" type="checkbox"/>	Massachusetts
<input type="checkbox"/>	Michigan
<input type="checkbox"/>	Minnesota
<input type="checkbox"/>	Mississippi
<input type="checkbox"/>	Missouri
<input type="checkbox"/>	Montana
<input type="checkbox"/>	Nebraska
<input type="checkbox"/>	New Hampshire

[More help](#)

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

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

Print Extensions
Step 3 of 4

### Filing Group Selections

Select filing groups to print from.

Select	Filing Group
<input type="checkbox"/>	1StephaniePartner
<input type="checkbox"/>	Co XYZ and Subs - As Filed
<input checked="" type="checkbox"/>	Company A Inc. and Subsidiaries - As Filed MA, MI, MN, MS
<input type="checkbox"/>	Life Consolidation - As Filed
<input type="checkbox"/>	ON All
<input type="checkbox"/>	ON No Federal
<input type="checkbox"/>	Top Con Insurance Co and Subs - As Filed
<input type="checkbox"/>	Z. TB TopCon A - Print Sample
<input type="checkbox"/>	z. TB TopCon B - Print Sample
<input type="checkbox"/>	z. TB TopCon C - PRINT Sample
<input type="checkbox"/>	z. TB TopCon D - Print Sample

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

Print Extensions
Step 4 of 4

### Entity Selections

Select entities to print.

Select	Company Number	Entity
<input checked="" type="checkbox"/>	Top	Company A Inc. and Subsidiaries

More help
< Back
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.

Print Extensions Step 4 of 4

**Entity Selections**

Select entities to print.

Select	Company Number	Entity
▲ Company A Inc. and Subsidiaries - As Filed AL, AK, AZ		
<input checked="" type="checkbox"/>	A00001	Company A Parent
<input checked="" type="checkbox"/>	A00002	Company B Sub
<input type="checkbox"/>	A00003	Company C Sub
<input type="checkbox"/>	B00001	Company B A Div
<input type="checkbox"/>	B00001	Company B A Sub
<input type="checkbox"/>	B00002	Company B B Div
<input type="checkbox"/>	B00002	Company B B Sub
<input type="checkbox"/>	B00003	Company B C Div
<input type="checkbox"/>	B00003	Company B C Sub
<input type="checkbox"/>	B00004	Company B D Div
<input type="checkbox"/>	B00004	Company B D Sub

[More help](#) < Back Finish

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.

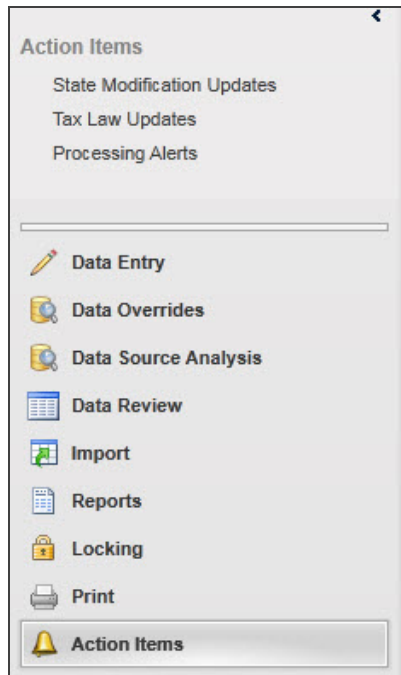
If any required fields are missing for the estimated payment or extension forms, you will see a system message which lists the missing item.

## 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

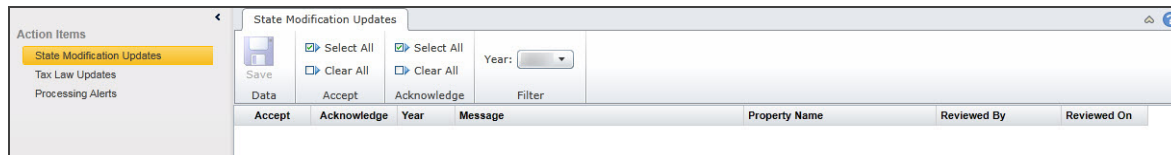
1. In the bottom panel menu, select **Action Items**.



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

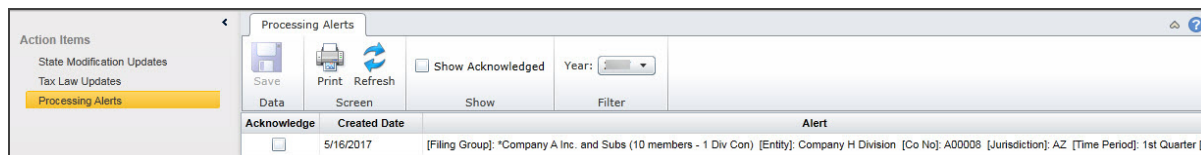
1. In the bottom panel menu, select **Action Items**.
2. On the top menu, select **State Modification Updates**.



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.

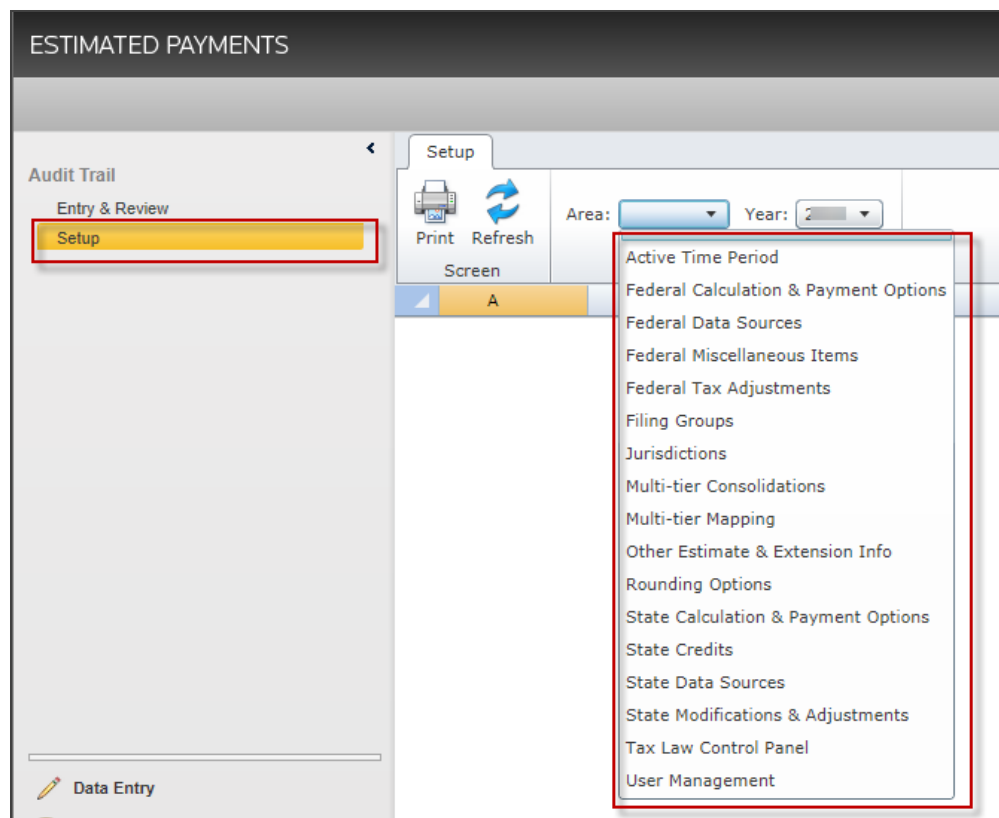


3. Review and acknowledge each alert and take action for the alerts which indicate they need attention.

## 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

Setup

Print Refresh

Area: Active Time Period Year:

ScreenFilter

	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	PRCV01D1C00J03H2
3	Update	8/29/2012 1:36:24 PM	2012	Tax Provision	ThirdQuarter	1	0	PRCV01D1C00J03H2
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	PRCV01D1C00J03H2
6	Update	8/13/2012 3:07:25 PM	2012	Tax Provision	FourthQuarter	1	0	PRCV01D1C00J03H2

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.

Setup

Print Refresh

Area: Active Time Period Year:

ScreenFilter

	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	<input checked="" type="checkbox"/> Select All		1	0	PRCV01D1C00J03F-2
3	Update	8/29/2012 1:36:24 PM	2012	<input checked="" type="checkbox"/> FirstExtension		1	0	PRCV01D1C00J03F-2
4	Update	8/20/2012 2:43:26 PM	2012	<input checked="" type="checkbox"/> FirstQuarter		0	1	U0827313
5	Update	8/13/2012 3:07:25 PM	2012	<input checked="" type="checkbox"/> FourthQuarter		1	0	PRCV01D1C00J03F-2
6	Update	8/13/2012 3:07:25 PM	2012	<input checked="" type="checkbox"/> SecondExtension		1	0	PRCV01D1C00J03F-2
7	Update	8/13/2012 3:00:06 PM	2012	<input checked="" type="checkbox"/> SecondQuarter		0	1	PRCV01D1C00J03F-2
8	Update	8/13/2012 3:00:06 PM	2012	<input checked="" type="checkbox"/> ThirdQuarter		0	1	PRCV01D1C00J03F-2
9	Update	8/13/2012 3:00:06 PM	2012	Conditions >> Apply Clear Cancel		0	1	PRCV01D1C00J03F-2
10	Update	8/13/2012 3:00:06 PM	2012	Tax Provision	FourthQuarter	0	1	PRCV01D1C00J03F-2
11	Update	8/9/2012 8:36:55 AM	2012	Tax Provision	FirstQuarter	1	0	PRCV01D1C00J03F-R
12	Update	8/9/2012 8:36:55 AM	2012	Tax Provision	SecondQuarter	1	0	PRCV01D1C00J03F-R

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

D	E	F	G
<input checked="" type="checkbox"/> Select All		Previous Value	New Value
<input checked="" type="checkbox"/> FirstExtension		1	0
<input checked="" type="checkbox"/> FirstQuarter		1	0
<input checked="" type="checkbox"/> FourthQuarter		0	1
<input checked="" type="checkbox"/> SecondExtension		1	0
<input checked="" type="checkbox"/> SecondQuarter		1	0
<input checked="" type="checkbox"/> ThirdQuarter		0	1
Conditions >>	Apply Clear Cancel	0	1
Tax Provision	FourthQuarter	0	1
Tax Provision	FirstQuarter	1	0

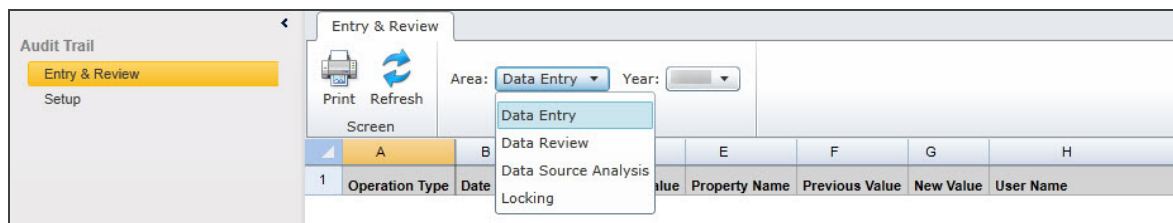
D	E	F
		Previous Value
		1
		1
		0
		1
		1
Tax Provision	FourthQuarter	1

## 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.

Entry & Review							
Print Refresh		Area: Data Entry Year:					
Screen		Filter					
A	B	C	D	E	F	G	H
1	Operation Type	Date	Year	Key	Previous Value	New Value	User Name
2	insert	8/13/2012 3:52:21 PM	2012	z		z TB TopCon E -	PROVD101000303HD
3	Delete	8/13/2012 2:43:28 PM	2012	z	z TB TopCon E - Pri		PROVD101000303HD
4	insert	8/13/2012 2:52:56 PM	2012	z		z TB TopCon E -	PROVD101000303HD
5	insert	8/13/2012 2:51:51 PM	2012	z		z TB TopCon D -	PROVD101000303HD
6	insert	8/13/2012 2:24:34 PM	2012	z		z TB TopCon C -	PROVD101000303HD
7	insert	8/14/2012 7:38:12 AM	2012	z TB TopCon B - Print Samp	Name		PROVD101000303JL
8	Update	8/14/2012 7:38:27 AM	2012	z TB TopCon B - Print Samp	Name	z TB TopCon B - Pri	PROVD101000303JL
9	insert	8/13/2012 2:23:40 PM	2012	z TB TopCon B - Print Samp	Name		PROVD101000303HD
10	insert	8/13/2012 2:53:34 PM	2012	z TB TopCon A - Print Samp	Name	z TB TopCon A -	PROVD101000303HD
11	insert	8/23/2012 4:53:53 PM	2012	Work Opportunity Credit/Pau	Actual Amount	3030	U0327313

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

Entry & Review	
Print Refresh	
Screen	
Filter	
A	B
1	Date Logged
2	8/14/2012 7:44:51 AM
3	8/14/2012 7:44:35 AM
4	8/14/2012 7:44:31 AM
5	8/13/2012 5:18:10 PM
6	8/13/2012 5:18:01 PM
7	8/13/2012 5:17:52 PM

Audit Trail

Entry & Review

Setup

Print Refresh Screen Filter

Area: Data Entry Year:

Show items where the value:

Contains

And Or

Begins With

Values >> Apply Clear Cancel

B	C	D
Date Logged	Year	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.

**ESTIMATED PAYMENTS** THOMSON REUTERS

Bookmarks ★ [Exit](#)

**Locking**

Year: 20 ▼

☐ Federal ☒ State

Filing Group: Company A Inc. and ▼

Entity: None Selected ▼

Jurisdiction: South Carolina ▼

Time Period: 1st Quarter ▼

[Load](#)

Lock	Company No	Entity	Jurisdiction
<input checked="" type="checkbox"/>	Top	Company A Inc. and Subsidiaries	South Carolina
<input checked="" type="checkbox"/>	A00001	Company A Parent	South Carolina
<input checked="" type="checkbox"/>	A00002	Company B Sub	South Carolina
<input checked="" type="checkbox"/>	D00020	Company D T Sub	South Carolina
<input checked="" type="checkbox"/>	D00021	Company D U Sub	South Carolina
<input checked="" type="checkbox"/>	E00001	Company E A Sub	South Carolina
<input checked="" type="checkbox"/>	E00002	Company E B Sub	South Carolina
<input checked="" type="checkbox"/>	E00003	Company E C Sub	South Carolina
<input checked="" type="checkbox"/>	E00004	Company E D Sub	South Carolina
<input checked="" type="checkbox"/>	E00005	Company E E Sub	South Carolina
<input checked="" type="checkbox"/>	A00004	Company D Sub	South Carolina
<input checked="" type="checkbox"/>	D00014	Company D N Div	South Carolina
<input checked="" type="checkbox"/>	D00015	Company D O Div	South Carolina
<input checked="" type="checkbox"/>	D00016	Company D P Div	South Carolina
<input checked="" type="checkbox"/>	D00017	Company D Q Div	South Carolina

Use this to lock calculated estimated payments for each time period. Select filing group, entities, jurisdictions, time period and then select "Lock" for each applicable entity. For jurisdictions filing combined or consolidated, only the consolidated entity needs to be selected. Locking a consolidated entity will also lock all of its entities for the filing group for that jurisdiction. To unlock calculations, remove the "Lock".

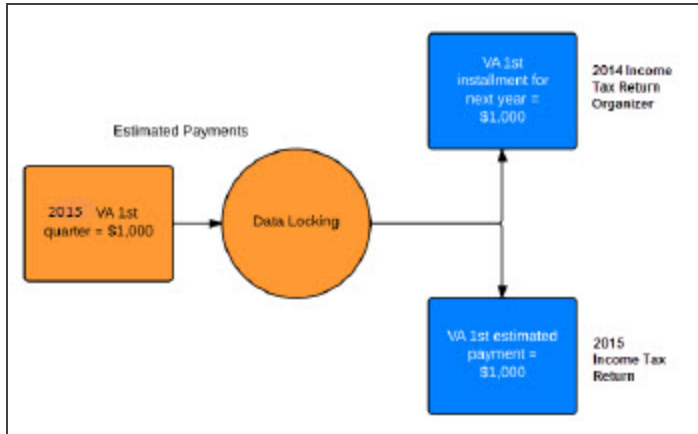
[Instructions](#)

## 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.

**ESTIMATED PAYMENTS**

Locking

Year: 20

Filing Group: JK 80 Separate Div

Entity: None Selected

Jurisdiction: Virginia

Time Period: 1st Quarter

Load

Locking

Save Data | Print Screen | Check All Selected | Clear All Selected

Lock	Company No	Entity	Jurisdiction
<input type="checkbox"/>	S1001	80 Separate Div1	Virginia
<input type="checkbox"/>	S1002	80 Separate Div2	Virginia
<input type="checkbox"/>	S1003	80 Separate Div Elimination	Virginia
<input checked="" type="checkbox"/>	S1000	80 Separate Divcon	Virginia

9. Go to the Income Tax application.
10. Open the appropriate binder and navigate to the **Tax Accounting System > Tax Payments**.

**Tax Accounting System**

Balances  
Adjustments  
WTB  
Schedule M-3  
Reports  
Action Items  
Audit Trail  
State Workpapers  
**Tax Payments**  
Compute  
Currency Translation

**Tax Payments**

Save Import Export Send to FileRoom | Print Close | Jurisdictions with Balances | Cut Copy Paste

	A	B	C	D	E	F	G
	Jurisdiction	Postal Code	Prior Year Overpayment	1st Quarter Date	1st Quarter Payment	2nd Quarter Date	2nd Quarter Payment
2	Federal	FED					
3	Alabama	AL					
4	AL Privilege	AL Pri					
5	Alaska	AK					
6	Arizona	AZ					
7	Arkansas	AR					
8	California	CA					
9	Colorado	CO					

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**.

Organizer > States > Common State > Estimates and Extensions

Help: [FAQ](#) [Spreadsheet Guide](#) [Video Common State Spreadsheets](#)

	A	B	C	D	E
		ON EXTENSION	TENTATIVE TAX ON EXTENSION FORM	1ST EXTENSION DATE	1ST EXTENSION AMOUNT PAID
1					
2	FEDERAL	N/A	N/A	N/A	N/A
3	COMMON STATE	N/A	N/A	N/A	N/A
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					

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 screenshot shows the Tax Forms Organizer window. The left pane displays a tree view with the following structure:

- Organizer
  - Tax Forms
    - Schedule K
    - Shareholder Information
    - Amended Return
    - Income and Deductions**
    - Gains and Losses
    - Taxes
    - Credits
    - Payments and Extension
    - Estimates and Penalties
    - Balance Sheet/M1-M2 -M3**
    - Letters and Filing Instructions
    - Current-Year to Prior-Year Comparison
    - Informational Forms
    - Foreign Information
    - Carryovers, Footnotes, and Invoicing**
    - Federal Tax Elections
    - States**
      - State and City Activation
      - Common State**
        - General Information
        - Minimum Tax Suppression
        - Suppress Federal Information
        - Tax Estimate Options**
        - Estimates and Extensions
        - Tax Accrual**
        - Adjustments
        - Depreciation
        - State NOL Tracking

The right pane shows the 'Estimated Tax Options' tab. The 'State Estimated Tax Options' section includes the following options:

- ☐ Calculate estimate even if less than minimum
- ☐ Pay entire amount of estimate, net of any overpayment, as the first installment
- ☐ Suppress the print of vouchers if no payments are due
- ☐ Alphabetic information only for all states

The 'Only print vouchers for specific quarters' section includes the following options:

- ☐ 1st quarter ☐ 2nd quarter ☐ 3rd quarter ☐ 4th quarter
- ☐ Only print vouchers with amounts

The 'Estimated Tax Rounding Options' section includes the following options:

- ☐ \$1 ☒ \$10 (Default) ☐ \$100 ☐ \$1000

The 'Legend' section includes the following options:

- 1 - Current year tax liability (Default)
- 2 - Suppress compute and print
- 3 - Estimate equal to current year overpayment
- 4 - Estimate with alphabetic information only
- 5 - Based on current year taxable income as adjusted
- 6 - Estimated tax equal to amount entered in organizer

The 'To View Organizer' section includes the following options:

- Common State ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
- Alabama ☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

The 'Total Estimated Tax (Option 6 Only)' section includes the following options:

- Transfer to ALL

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**.

The screenshot displays the 'Locking' interface. On the left is a filter panel with the following fields: 'Year' (a dropdown menu), 'Filing Group' (a dropdown menu with 'None Selected'), 'Entity:' (a dropdown menu), 'Jurisdiction' (a dropdown menu), and 'Time Period' (a dropdown menu with '1st Quarter'). Below these filters is a 'Load' button. On the right is a table with a header row containing 'Lock', 'Company No', 'Entity', and 'Jurisdiction'. Above the table is a toolbar with icons for 'Save Data' and 'Print Screen', and two buttons: 'Check All Selected' (with a checked checkbox icon) and 'Clear All Selected' (with an unchecked checkbox icon).

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.

## 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**.

The screenshot displays the 'Locking' interface. On the left is a form with the following fields: 'Year' (a dropdown menu), 'Filing Group' (a dropdown menu with 'None Selected'), 'Entity:' (a dropdown menu), 'Jurisdiction' (a dropdown menu), and 'Time Period' (a dropdown menu with '1st Quarter'). There are radio buttons for 'Federal' and 'State', with 'State' selected. A 'Load' button is at the bottom of the form. On the right is a table with a 'Locking' tab. The table has columns: 'Lock', 'Company No', 'Entity', and 'Jurisdiction'. Above the table are buttons for 'Save Data' (with a floppy disk icon), 'Print Screen' (with a printer icon), 'Check All Selected' (with a checked checkbox icon), and 'Clear All Selected' (with an unchecked checkbox icon).

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.

## SENDING PAYMENTS

1. In **ONESOURCE Classic**, go to **Menu | Mapping**.
2. Select **Income Tax** as the **Source**.
3. Select **Entity Manager** as the **Target**.
  - *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 **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.

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.

## 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 Financial 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 Estimated 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.