

# ONESOURCE INDIRECT TAX COMPLIANCE™

## QUICK START GUIDE

Document Version 2

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## DOCUMENT HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
1	December 2018	Initial publication.
2	April 20, 2020	Added "Using the Bulk Edit" feature to the Transactions chapter, and added Appendix 3.

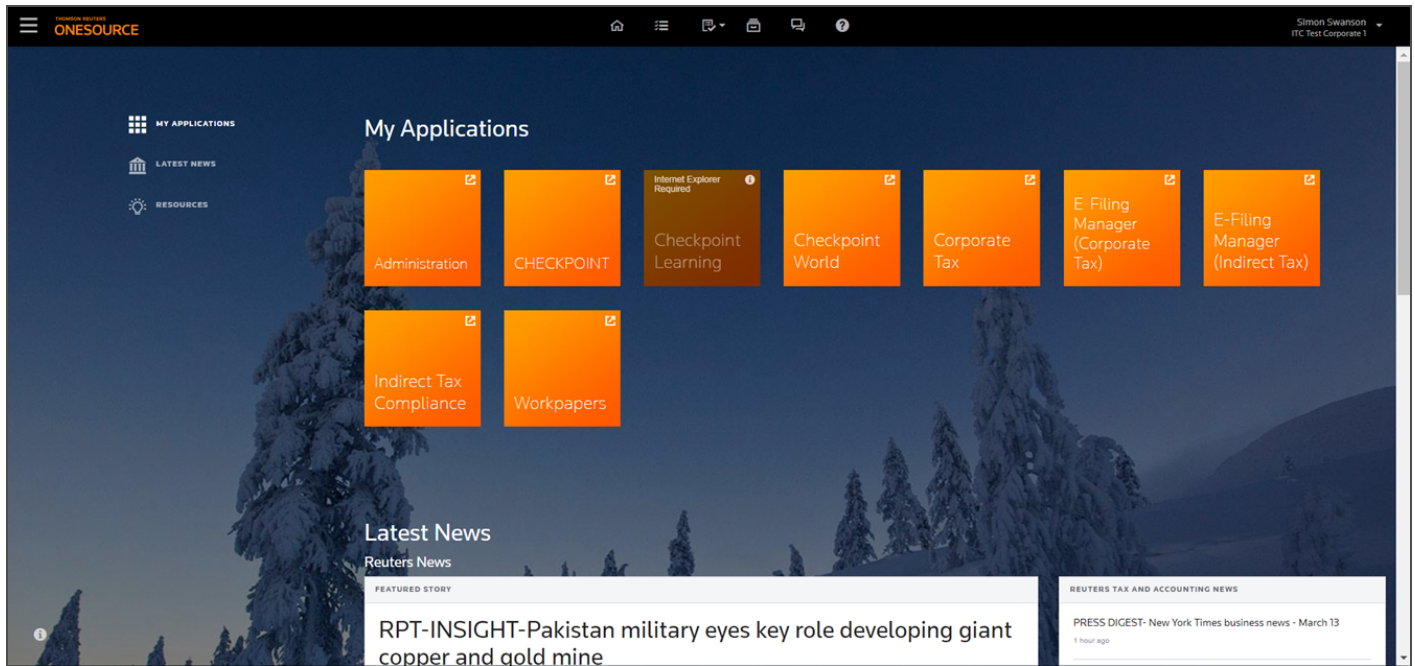


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# CHAPTER 1: GETTING STARTED



When you first login to the ONESOURCE home screen, you will be welcomed with the relevant tiles based on your application subscription.

All customers will have access to Reuters News, Resources and Help.

For the purpose of this guide, we will be focusing on the processes accessed from the Indirect Tax Compliance tile.

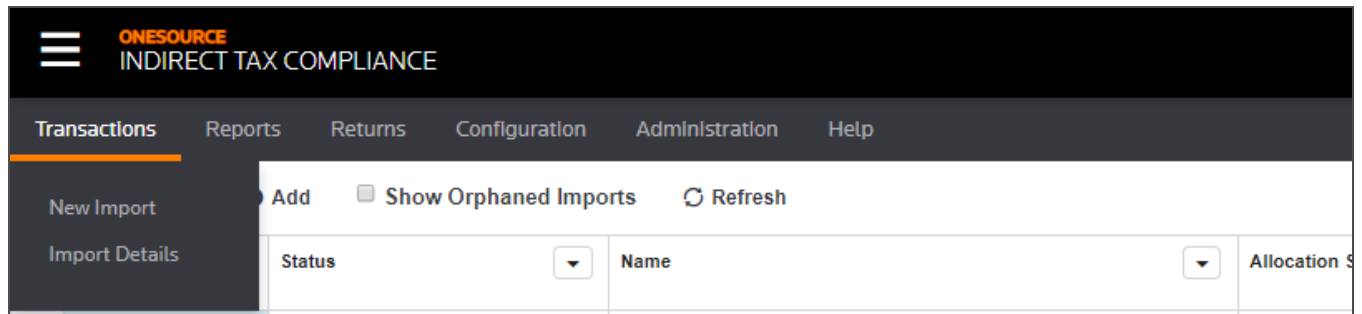


# CHAPTER 2: IMPORTING DATA

Data imports enable you to import data extracted from your ERP or other systems into Indirect Tax Compliance and automatically populate the returns.

To manually import data:

1. In the ribbon toolbar, select **Transactions** then select **New Import**.



2. Complete the following fields:

## Import Type:

- Transactions-This import applies to Return and Listings data (ESL or EPL, for example).
- Intrastat Arrivals/Dispatches-This import applies to Intrastats.

**Allocation Specification:** Select the appropriate specification for your import of data from the pre-populated drop-down lists.

**Import Specification:** Select the appropriate specification for your import of data from the pre-populated drop-down lists.

**Name:** The import name is pre-populated with the name of the file; however, this can be amended, if required.

3. Drag and drop the file into the browser or browse for the file. Multiple files can be imported simultaneously if all files are the same type and use the same specifications.
4. Select **Run** to begin the import.
5. Select **Refresh** to update and view your import.

# IMPORT DETAILS

**Import Details** provides a high-level overview showing the status of the import and a summary of the data imported.

To view, from the **Transactions** tab, select **Import Details**.

Actions	Status	Name	Allocation Specifications	Active	Edited	Errors	Warnings
	Success	SS ACME Demo 01.11	SS ACME Demo 02.11	227	4	0	82
	Success	SAP1 - Multi - 2018Q2 correct date format	SS ACME Demo	227	0	0	227

Available actions include:

ICON	ACTION
	Delete the import.
	Rerun the import process.
	View Uploads-This will show all returns populated by the import, and provides a quick hyperlink to each Return.
	<p>Status of the import. View all returns relevant to the import. You can then update the returns, as required.</p> <ul style="list-style-type: none"> <li>• Success-Import is successful, and data has populated the returns.</li> <li>• Processing-An intermediate status for very large files until Success.</li> <li>• Error-An error occurred during the importing process, which completely stopped the import. Review error details by viewing <b>Detailed Status &gt; Settings</b>.</li> </ul>

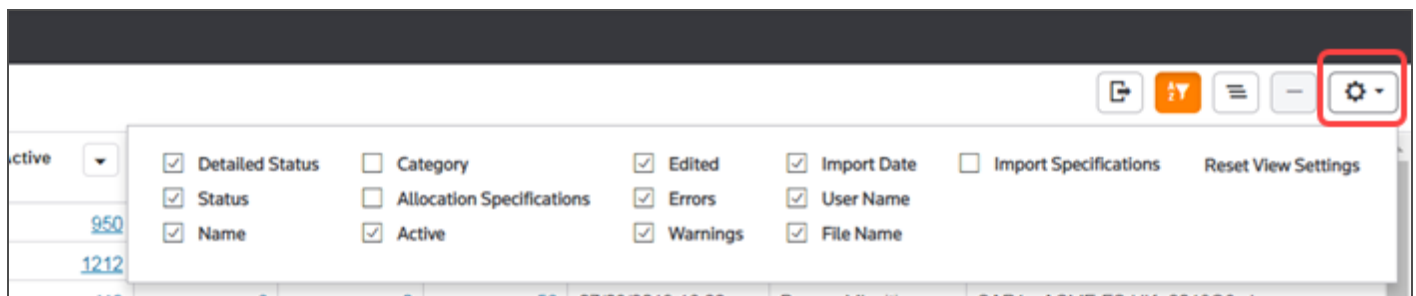
## STATUS OF DATA

The following list describes the possible statuses:

- **Active**—All transactions with no errors flowing directly to the Returns. This includes any transactions with warnings or edited transactions flowing to the Returns.
- **Edited**—Transactions that were edited by a user. This view contains the edited transaction and the reversal of the original transaction. The edited transaction will flow through to the Returns; the reversal of the original transaction is shown for audit purposes.
- **Error**—Transactions that were processed but have an error. For example, unknown entity code or unknown tax code. This data does not flow through to the Returns until the error is corrected.
- **Warnings**—Transactions that have a warning or exception. For example, a missing invoice ID or tax rate discrepancy. You can review these transactions and adjust, if applicable. This data flows directly to the Returns and is also included in the **Active** view.

An audit trail showing the Import Date and User Name is also visible.

You can customise your view by adding new fields and reordering or grouping fields. To add new fields, select **Show/Hide columns** as shown in the following graphic:



## IMPORT WARNINGS

There are standard exception tests that run automatically on import and can be viewed from the **Warnings** column on the Import Details screen.

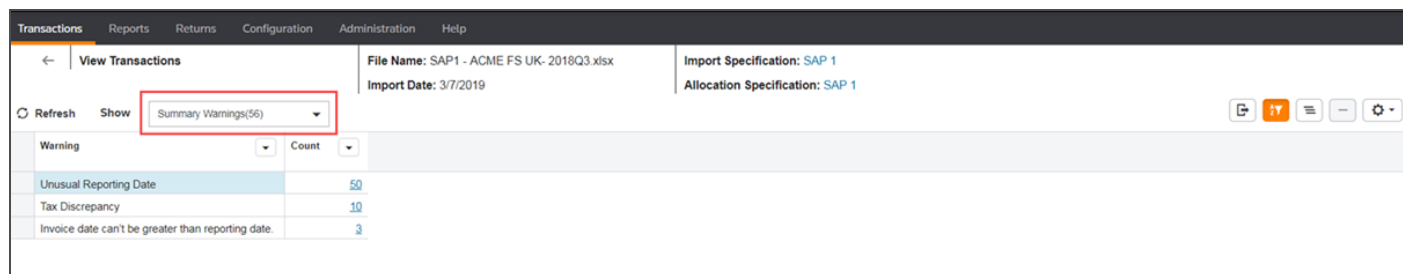
Example standard warnings are below:

- Missing transactional data, such as Invoice ID, commodity codes for Intrastats.
- Tax rate discrepancy where the tax on the transaction is different from expected tax code rate.

- Unusual reporting date where the date falls on a weekend or jurisdiction bank holiday.

Custom warnings can also be added. This should be discussed with the implementation team.

Users can view all warnings or see a summary of each warning on the applicable import.



Warning	Count
Unusual Reporting Date	50
Tax Discrepancy	10
Invoice date can't be greater than reporting date.	3

The warnings may be valid and require no further action, or they may require the user to edit and update the transaction.

# CHAPTER 3: TRANSACTIONS

## EDITING TRANSACTIONS

Transactions can be edited with a reportable audit trail.

1. Select the transactions that you want to edit. If you are editing more than one transaction, the result of the edit must be the same for each. For example, editing all selected transactions to a new source tax code.

Entity	Reporting Date	Invoice ID	Currency	Entity Code	Invoice Date	APIAR	Warning	Inv/CN	Transaction Net	Net	Tax	Gross	Tras
SSDT	01/11/2018	8080098213	GBP	4820	01/11/2018	AR		INV	-88,089.59	88,089.59	0	88,089.59	
SSDT	01/11/2018	8080098212	GBP	4820	01/11/2018	AR		INV	-75,226.15	75,226.15	0	75,226.15	
SSDT	01/11/2018	8080098226	GBP	4820	01/11/2018	AR		INV	-69,034.59	69,034.59	0	69,034.59	
SSDT	01/11/2018	8080098216	GBP	4820	01/11/2018	AR		INV	-66,685.16	66,685.16	0	66,685.16	
SSDT	01/11/2018	8080098215	GBP	4820	01/11/2018	AR		INV	-63,036.54	63,036.54	0	63,036.54	
SSDT	01/11/2018	8080098211	GBP	4820	01/11/2018	AR		INV	-62,455.80	62,455.80	0	62,455.80	
SSDT	01/11/2018	8080098219	GBP	4820	01/11/2018	AR		INV	-61,020.90	61,020.90	0	61,020.90	
SSDT	01/11/2018	8080098210	GBP	4820	01/11/2018	AR		INV	-60,732.77	60,732.77	0	60,732.77	
SSDT	01/11/2018	8080098208	GBP	4820	01/11/2018	AR		INV	-57,769.06	57,769.06	0	57,769.06	
SSDT	01/11/2018	8080098222	GBP	4820	01/11/2018	AR		INV	-56,291.44	56,291.44	0	56,291.44	
SSDT	01/11/2018	8080098217	GBP	4820	01/11/2018	AR		INV	-55,633.32	55,633.32	0	55,633.32	
SSDT	01/11/2018	8080098220	GBP	4820	01/11/2018	AR		INV	-54,264.33	54,264.33	0	54,264.33	

2. Select **Edit**. The Edit Selected Transactions window displays.

Entity Code	Reporting Date	Invoice Date	Invoice ID	Inv/CN	Transaction Net	Transaction Tax	Transaction Gross	Source Tax Code	Comment	Communication Type	Customer Address
								AO			

Warning	Entity Code	Reporting Date	Invoice Date	Invoice ID	APIAR	Inv/CN	Net	Tax	Gross	Transaction Net	Transaction Tax	Transaction Gross
	4820	01/11/2018	01/11/2018	8080098208	AR	INV	57,769.06	0	57,769.06	-57,769.06	0	0
	4820	01/11/2018	01/11/2018	8080098222	AR	INV	56,291.44	0	56,291.44	-56,291.44	0	0
	4820	01/11/2018	01/11/2018	8080098210	AR	INV	60,732.77	0	60,732.77	-60,732.77	0	0
	4820	01/11/2018	01/11/2018	8080098219	AR	INV	61,020.90	0	61,020.90	-61,020.90	0	0
	4820	01/11/2018	01/11/2018	8080098211	AR	INV	62,455.80	0	62,455.80	-62,455.80	0	0
	4820	01/11/2018	01/11/2018	8080098215	AR	INV	63,036.54	0	63,036.54	-63,036.54	0	0

3. Verify **Edit transactions** is selected as default.
4. Enter the updated value in the field you want to update.
5. Select **Save**.
6. Select **Refresh**.

The result of the edit is transparent for audit purposes.

Invoice ID	Invoice Date	Transaction Net	Transaction Tax	Tax Code	Type	Comment	Modified By	Modified Date	Description
200250015	21/03/2017	112,028.33	22,405.67	AP_IMPGDNSNODEF_SA	Edited	correct tax applied	Lianne.p	19/03/2019	
200250015	21/03/2017	-112,028.33	-22,405.67	AP_IMPGDNSDEFCUST_E	Reversal		Lianne.p	19/03/2019	
200260003	21/03/2017	13,456	2,691.20	AP_IMPGDNSNODEF_SA	Edited	correct tax applied	Lianne.p	19/03/2019	
200260003	21/03/2017	-13,456	-2,691.20	AP_IMPGDNSDEFCUST_E	Reversal		Lianne.p	19/03/2019	
200260002	21/03/2017	2,800,708.20	560,141.64	AP_IMPGDNSNODEF_SA	Edited	correct tax applied	Lianne.p	19/03/2019	
200260002	21/03/2017	-2,800,708.20	-560,141.64	AP_IMPGDNSDEFCUST_E	Reversal		Lianne.p	19/03/2019	

Select **Type** to show the type of edit for these transactions.

- Reversal transaction
- Edited transactions

The user and date audit trail is shown.

These transactions will be in the **Edited** view of the Import Details window.

All transactional edits can also be viewed in the Adjustments report.

## DEFERRING TRANSACTIONS

Transactions can be deferred to a future reporting period. All deferrals are transparent and have a reportable audit trail.

1. Select the transactions to defer. If you are deferring more than one transaction, the result of the deferral must be the same for each. For example, deferring to the same reporting date.

Entity	Reporting Date	Invoice ID	Currency	Entity Code	Invoice Date	API/AR	Warning	Inv/CN	Transaction Net	Net	Tax	Gross	Tral
<input type="checkbox"/>	SSDT	01/11/2018	8080098213	GBP	4820	01/11/2018	AR	INV	-88,089.59	88,089.59	0	88,089.59	
<input type="checkbox"/>	SSDT	01/11/2018	8080098212	GBP	4820	01/11/2018	AR	INV	-75,226.15	75,226.15	0	75,226.15	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098226	GBP	4820	01/11/2018	AR	INV	-69,034.59	69,034.59	0	69,034.59	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098216	GBP	4820	01/11/2018	AR	INV	-66,685.16	66,685.16	0	66,685.16	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098215	GBP	4820	01/11/2018	AR	INV	-63,036.54	63,036.54	0	63,036.54	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098211	GBP	4820	01/11/2018	AR	INV	-62,455.80	62,455.80	0	62,455.80	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098219	GBP	4820	01/11/2018	AR	INV	-61,020.90	61,020.90	0	61,020.90	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098210	GBP	4820	01/11/2018	AR	INV	-60,732.77	60,732.77	0	60,732.77	
<input checked="" type="checkbox"/>	SSDT	01/11/2018	8080098208	GBP	4820	01/11/2018	AR	INV	-57,769.06	57,769.06	0	57,769.06	
<input type="checkbox"/>	SSDT	01/11/2018	8080098222	GBP	4820	01/11/2018	AR	INV	-56,291.44	56,291.44	0	56,291.44	

2. Select **Defer**. The Deferred Selected Transactions window displays.

Warning	Entity Code	Reporting Date	Invoice Date	Invoice ID	APIAR	InvCN	Net	Tax	Gross	Transaction Net	Transaction Tax	Transaction Gross
	4820	01/11/2018	01/11/2018	8080098226	AR	INV	69,034.59	0	69,034.59	-69,034.59	0	0
	4820	01/11/2018	01/11/2018	8080098216	AR	INV	66,685.16	0	66,685.16	-66,685.16	0	0
	4820	01/11/2018	01/11/2018	8080098215	AR	INV	63,036.54	0	63,036.54	-63,036.54	0	0
	4820	01/11/2018	01/11/2018	8080098211	AR	INV	62,455.80	0	62,455.80	-62,455.80	0	0
	4820	01/11/2018	01/11/2018	8080098219	AR	INV	61,020.90	0	61,020.90	-61,020.90	0	0
	4820	01/11/2018	01/11/2018	8080098210	AR	INV	60,732.77	0	60,732.77	-60,732.77	0	0
	4820	01/11/2018	01/11/2018	8080098208	AR	INV	57,769.06	0	57,769.06	-57,769.06	0	0

3. Enter a reason for deferral in the **Comment** field.

4. Enter the updated **Reporting Date**.

5. Select **Save**.

6. Select **Refresh**.

The result of the deferral is transparent for audit purposes.

7. Select **Type** to show the type of edit for these transactions.

- Original transaction
- Reversal transaction
- Edited transaction

8. Select **Deferral** to show the type of edit for these transactions. Within this list:

- **To** transactions have been deferred to this updated reporting date. (Where the type is **Edited**.)
- **From** transactions have been deferred from this reporting date. (Where the type is **Reversal**.)

These transactions update in the **Edited** view of the Import Details window.

All transactions deferred can also be viewed in the Deferred Transactions report.

## USING THE BULK EDIT FEATURE

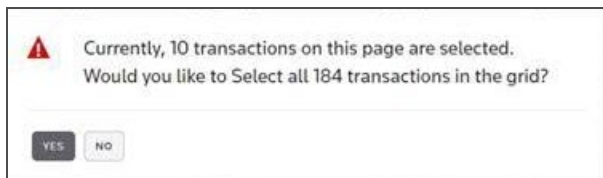
If you have more than 100 transactions to edit, using the Bulk Edit feature can save you time and effort.



- The Bulk Edit feature currently supports up to 10,000 records at a time.
- You cannot start a subsequent edit, defer or add action when a Bulk Edit action is in progress.

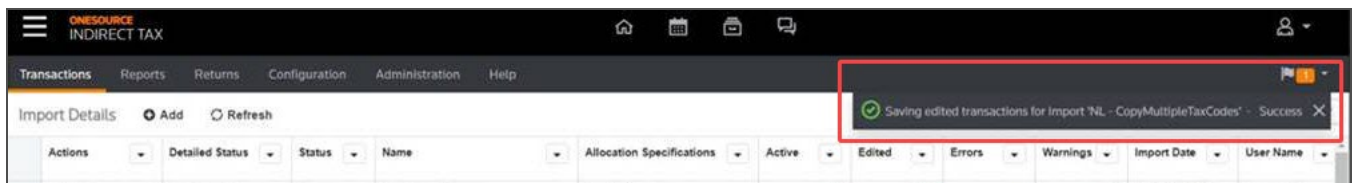
To use the Bulk Edit feature:

1. From the view transactions screen, select the check box in the column heading of the first column of the grid. A message displays, confirming the number of transactions you selected and asking whether you want to select all transactions in the grid.

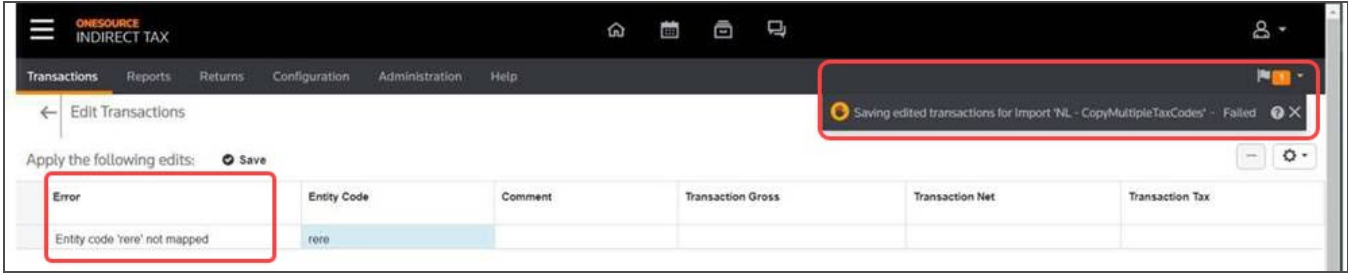


2. Select **Yes** to select all of the transactions in the grid (not just the ones on the page).
3. Make your edits. See [Editing Transactions \(page xiii\)](#) for details.
4. Select **Save**.

For a successful edit, a notification displays in the notification centre, and you can view the values as they are updated. The notification includes the import name and indicates the edit was successful.



For a failed edit, a notification displays in the notification centre, and a description of the error displays in the **Error** column. The notification includes the import name and indicates the edit failed.





# CHAPTER 4: DATASETS

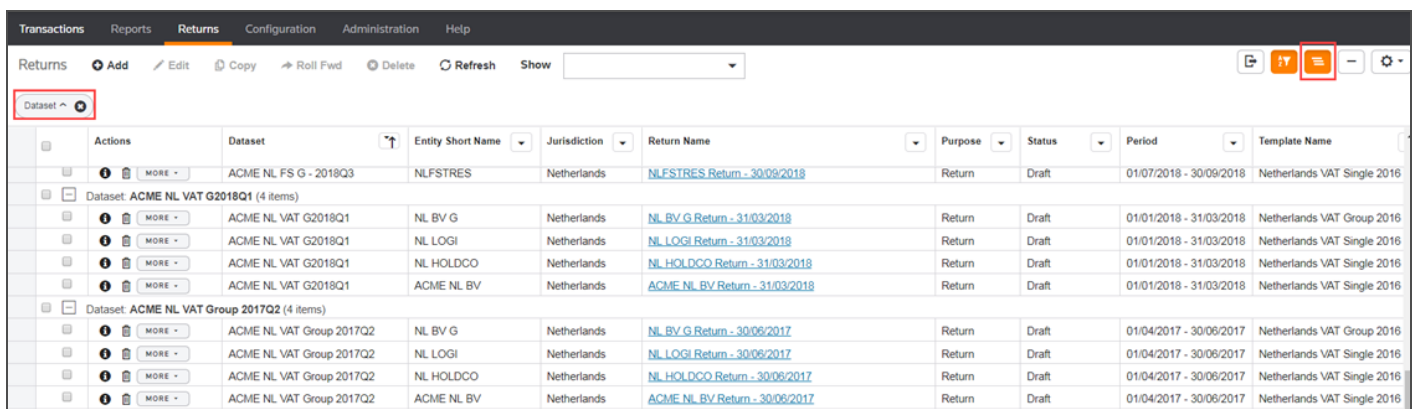
A dataset is a snapshot of data for a particular reporting period and purpose (Return, Corrective Return, Other).

Each return belongs to a dataset.

The information below may only be required on an ad hoc basis as the datasets will have been set up on initial configuration of ONESOURCE, that is if you have a new entity.

## DATASETS VIEW

To view the returns by dataset, select **Show Group Panel** then drag the **Datasets** column to the grouping panel.

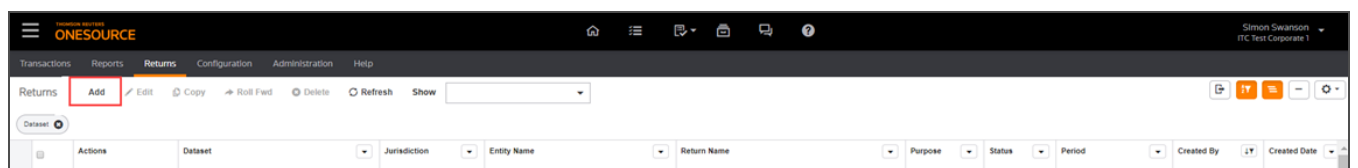


The screenshot shows the 'Returns' window in the ONESOURCE application. The 'Dataset' column is highlighted with a red box. The table below lists various datasets and their associated returns.

Actions	Dataset	Entity Short Name	Jurisdiction	Return Name	Purpose	Status	Period	Template Name
[Info] [More]	ACME NL FS G - 2018Q3	NLFSTRES	Netherlands	<a href="#">NLFSTRES Return - 30/09/2018</a>	Return	Draft	01/07/2018 - 30/09/2018	Netherlands VAT Single 2016
Dataset: ACME NL VAT G2018Q1 (4 items)								
[Info] [More]	ACME NL VAT G2018Q1	NL BV G	Netherlands	<a href="#">NL BV G Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Group 2016
[Info] [More]	ACME NL VAT G2018Q1	NL LOGI	Netherlands	<a href="#">NL LOGI Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
[Info] [More]	ACME NL VAT G2018Q1	NL HOLDCO	Netherlands	<a href="#">NL HOLDCO Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
[Info] [More]	ACME NL VAT G2018Q1	ACME NL BV	Netherlands	<a href="#">ACME NL BV Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
Dataset: ACME NL VAT Group 2017Q2 (4 items)								
[Info] [More]	ACME NL VAT Group 2017Q2	NL BV G	Netherlands	<a href="#">NL BV G Return - 30/06/2017</a>	Return	Draft	01/04/2017 - 30/06/2017	Netherlands VAT Group 2016
[Info] [More]	ACME NL VAT Group 2017Q2	NL LOGI	Netherlands	<a href="#">NL LOGI Return - 30/06/2017</a>	Return	Draft	01/04/2017 - 30/06/2017	Netherlands VAT Single 2016
[Info] [More]	ACME NL VAT Group 2017Q2	NL HOLDCO	Netherlands	<a href="#">NL HOLDCO Return - 30/06/2017</a>	Return	Draft	01/04/2017 - 30/06/2017	Netherlands VAT Single 2016
[Info] [More]	ACME NL VAT Group 2017Q2	ACME NL BV	Netherlands	<a href="#">ACME NL BV Return - 30/06/2017</a>	Return	Draft	01/04/2017 - 30/06/2017	Netherlands VAT Single 2016

## CREATING DATASETS

1. On the Returns window, select **Add**.



2. On the Dataset Properties window, complete the following information, then select **Next**:

- Unique name of the Dataset
- Period Start Date
- Period End Date
- Period Length
- Purpose (Return/Corrective Return/Other)

ONESOURCE

Transactions Reports Returns Configuration Administration Help

1 Dataset Properties Name, Period

2 Entities Select entities

3 Templates Assign templates

4 Sheets Add optional sheets

Enter details for this dataset

Name  
January 2019 return

Period  
Start date: 01/01/2019 End date: 31/01/2019 Period Length: Monthly

Purpose  
Return

NEXT >

3. On the Entities window, select the entities from the pre-populated list to include in the dataset. To display the Entity ID in curly brackets after the entity name, select the **Show entity short name** check box. Select **Next**.

ONESOURCE

Transactions Reports Returns Configuration Administration Help

1 Dataset Properties Name, Period

2 Entities Select entities

3 Templates Assign templates

4 Sheets Add optional sheets

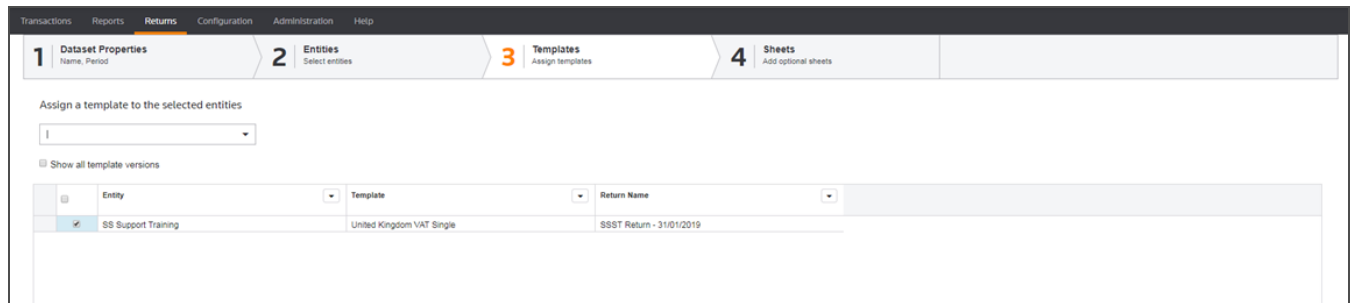
Select entities to be included in this dataset

Find: support Show entity short name

Select all

SS Support Training (SSST)

- On the Templates window, for each entity in the Dataset, assign the associated template.



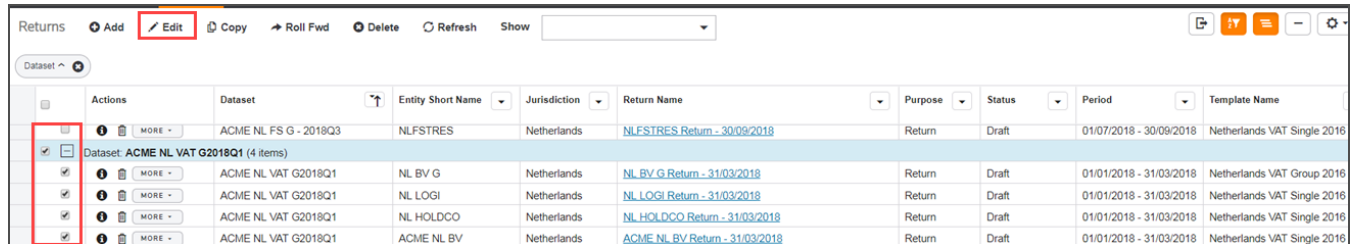
Consider the following:

- To change the default template assigned to each entity, select the template name. When highlighted, make a choice from the drop-down list.
  - To create a return from a previous template version, select **Show all template versions** then select a template from the drop-down list.
  - To assign a template to multiple entities simultaneously, select the check boxes next to the entity names then select a template from the drop-down list in the dialog box header.
  - A previous template version cannot be assigned to multiple entities in this way.
  - The Return Name is automatically generated. To rename it, select the return name to highlight then rename.
- If you select **Finish**, you complete this topic. To add optional sheets, select **Next**.
  - On the Sheets window, select optional sheets, as required, to add to each template. Select a template from the first drop-down menu then select the check box next to each additional sheet to be added.
  - Select **>** to add the selected sheets to the template. To remove a sheet from a template, clear the check box next to the sheet.
  - Select **Finish** to create the dataset and return to the Returns screen.

## EDITING DATASETS

After you create a dataset, you can edit its properties and the included entities.

1. On the Returns window, view by Datasets, select the Dataset, then select **Edit**.



Actions	Dataset	Entity Short Name	Jurisdiction	Return Name	Purpose	Status	Period	Template Name
<input checked="" type="checkbox"/>	ACME NL FS G - 2018Q3	NLFSTRES	Netherlands	<a href="#">NLFSTRES Return - 30/09/2018</a>	Return	Draft	01/07/2018 - 30/09/2018	Netherlands VAT Single 2016
Dataset: <b>ACME NL VAT G2018Q1</b> (4 items)								
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL BV G	Netherlands	<a href="#">NL BV G Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Group 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL LOGI	Netherlands	<a href="#">NL LOGI Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL HOLDCO	Netherlands	<a href="#">NL HOLDCO Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	ACME NL BV	Netherlands	<a href="#">ACME NL BV Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016

2. On the Dataset Properties window, make the necessary changes to the properties. Select **Next**.



To cancel the edit at any time, use the top menu to go back to the Returns window.

3. On the Entities window, select or clear entities as needed. Select **Next**.

4. On the Templates window, assign templates to new entities.



You cannot change the assigned template for an existing entity within the dataset.

5. Select **Finish** to complete the editing process now, or select **Next** to add optional sheets.
6. On the Sheets window, add optional sheets to templates that were assigned to new entities on the previous page.
7. Select **Finish** to save your changes.

## DELETING DATASETS

Follow the steps below to delete a dataset.



When you delete a dataset, all associated data and calculations are deleted.

1. On the Returns window, view by Datasets, select the Dataset, then select **Delete**.

Actions	Dataset	Entity Short Name	Jurisdiction	Return Name	Purpose	Status	Period	Template Name
<input type="checkbox"/>	ACME NL FS G - 2018Q3	NLFSTRES	Netherlands	NLFSTRES Return - 30/09/2018	Return	Draft	01/07/2018 - 30/09/2018	Netherlands VAT Single 2016
Dataset: ACME NL VAT G2018Q1 (4 items)								
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL BV G	Netherlands	NL BV G Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Group 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL LOGI	Netherlands	NL LOGI Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL HOLDCO	Netherlands	NL HOLDCO Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	ACME NL BV	Netherlands	ACME NL BV Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016

2. In the warning dialog box, select **Delete**. Select **Cancel** to return to the grid without deleting the dataset.

Actions	Dataset	Jurisdiction	Entity Name	Return Name	Purpose	Status	Period	Created By	Created Date
<input checked="" type="checkbox"/>	Support training - Jan 2019 return	United Kingdom	SS Support Training	SSST Return - 31/01/2019	Return	Draft	01/01/2019 - 31/01/2019	simon swanson	11/03/2019



Deleting a large dataset may take several minutes to complete.

## ROLLING FORWARD DATASETS

When you are finished working on a calculation for a period, you can roll dataset forward to the next period.



To maximize the data rolled forward, you should roll forward the same template used previously. Some information may not roll forward if you select a different template.

1. On the Returns window, view by Datasets, select the Dataset, then select **Roll Fwd**.

Actions	Dataset	Entity Short Name	Jurisdiction	Return Name	Purpose	Status	Period	Template Name
<input type="checkbox"/>	ACME NL FS G - 2018Q3	NLFSTRES	Netherlands	NLFSTRES Return - 30/09/2018	Return	Draft	01/07/2018 - 30/09/2018	Netherlands VAT Single 2016
Dataset: ACME NL VAT G2018Q1 (4 items)								
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL BV G	Netherlands	NL BV G Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Group 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL LOGI	Netherlands	NL LOGI Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL HOLDCO	Netherlands	NL HOLDCO Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	ACME NL BV	Netherlands	ACME NL BV Return - 31/03/2018	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016

2. On the Dataset Properties window, enter the details for the dataset name, then select **Next**.

The period start and end dates, period length and purpose will be pre-populated based on the original dataset, but can be overwritten.

3. On the Entities window, select the entities to include in the dataset. You can clear entities that are no longer required.

Entities from the previous period dataset are automatically selected.

4. Select **Next**.

If you add entities that were not in the dataset prior to roll forward, there will be no prior period data to roll forward.

5. On the Templates window, assign templates to new entities added.

You cannot change the assigned template for an existing entity within the dataset.

6. Select **Finish** to complete the editing process now, or select **Next** to add optional sheets.

7. On the Sheets window, add optional sheets to templates that were assigned to new entities on the previous page.

8. Select **Finish**.

## COPYING DATASETS

A dataset can be copied for multiple reasons, including:

- To make amendments to finalized calculations.
- To add or remove entities for analysis without changing the group structure in Entity Manager.
- For testing purposes.

To copy a dataset:

1. On the Returns window, view by Datasets, select the Dataset, then select **Copy**.

Actions	Dataset	Entity Short Name	Jurisdiction	Return Name	Purpose	Status	Period	Template Name
<input type="checkbox"/>	ACME NL FS G - 2018Q3	NLFSTRES	Netherlands	<a href="#">NLFSTRES Return - 30/09/2018</a>	Return	Draft	01/07/2018 - 30/09/2018	Netherlands VAT Single 2016
Dataset: <b>ACME NL VAT G2018Q1</b> (4 items)								
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL BV G	Netherlands	<a href="#">NL BV G Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Group 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL LOGI	Netherlands	<a href="#">NL LOGI Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	NL HOLDCO	Netherlands	<a href="#">NL HOLDCO Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016
<input checked="" type="checkbox"/>	ACME NL VAT G2018Q1	ACME NL BV	Netherlands	<a href="#">ACME NL BV Return - 31/03/2018</a>	Return	Draft	01/01/2018 - 31/03/2018	Netherlands VAT Single 2016

2. On the Dataset Properties window, specify the period start and end dates, period length, and purpose. Select **Next**.



- “Copy of” is added to the original dataset name if no new name is entered.
- Editing the start and end dates can impact the calculations if the group structure changes within the new start and end dates.

3. On the Entities window, select or clear entities as needed. Select **Next**.

4. On the Templates window, assign templates to new entities.



You cannot change the assigned template for an existing entity within the dataset.

5. Select **Finish** to complete the editing process now, or select **Next** to add optional sheets.
6. On the Sheets window, add optional sheets to templates that have been assigned to new entities on the previous page. Select **Finish**.



# CHAPTER 5: RETURNS

A Return contains all filings for that entity and period:

- VAT/GST/JCT Return
- Sales/Purchases Listings
- Intrastat
- Any other supplementary filings

The returns are content rich, with all the transaction sheets summarising the information imported from the ERP.

You can make manual adjustments, do a further review of the consolidated information or develop further tax calculations for this entity.

Further information on the returns content and any country localization is available in the online help system. For the purposes of this quick guide, we will outline various methods of adjustments.

## RETURN ADJUSTMENTS

Adjustments can be entered in a few different ways.

### Manual Upload Sheet - S

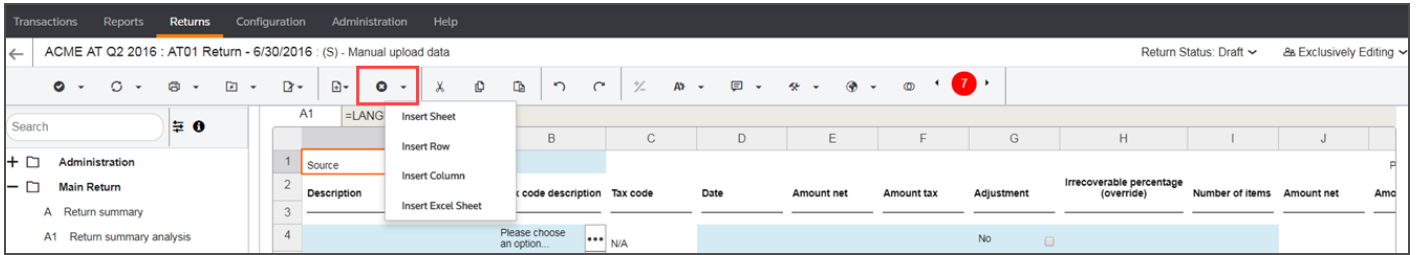
The Manual Upload Data (S) sheet enables you to manually enter data related to input and output transactions and populates that data into the respective sheets. This is a standard sheet in the pack and can be located in the navigator panel under **Source Data**.

If the source sheet already exists in the file, enter the adjustment and move to the next row to insert adjustment details in the row. However, if the source sheet does not exist, insert the sheet and then enter the adjustment in the Manual Upload Sheet. The entries are then pushed to the respective sub-sheets (I, N, and O).

There is an audit trail of last user date and time stamp.

### Adjustment Summary Sheet - S1

The Adjustment Summary (S1) sheet summarizes all manual adjustments that you enter in the I, N, and O developed sheets. The sheet needs to be developed using the **Insert Sheet** function:



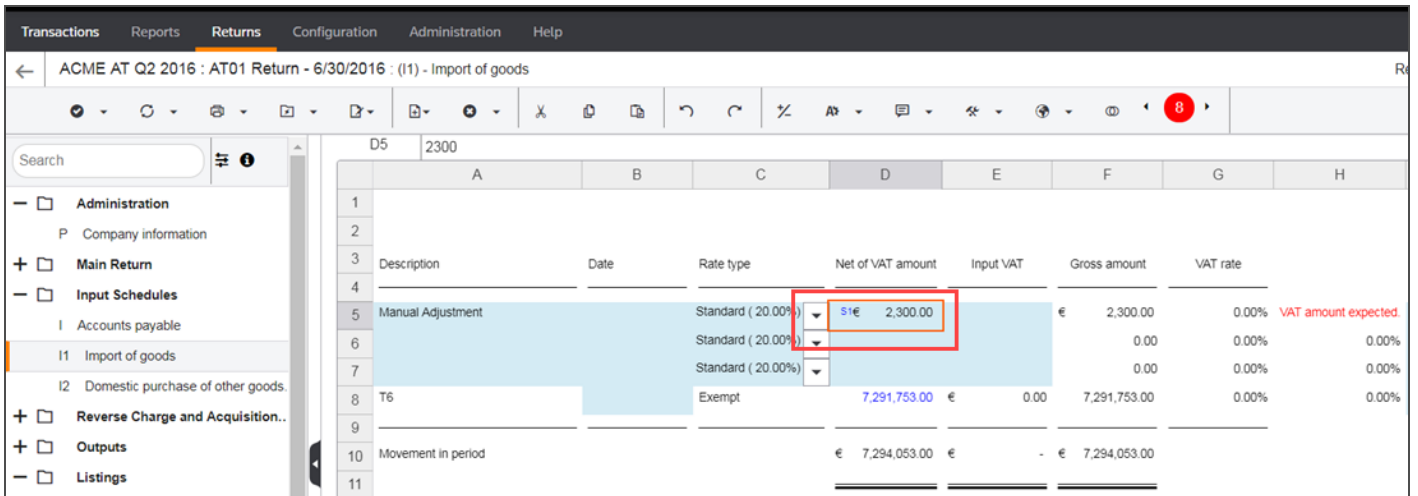
After the **Adjustment Summary (S1)** is developed, the sheet can be found in the navigator panel under **Management Information**.

Adjustment Summary (S1) does not contain manual entry fields. All data flows from the retrospective manual entries on the I, N, and O developed sheets. The amount net and amount tax on the Adjustment Summary link to the original developed sheet and entry.

There is an audit trail of last user date and time stamp.

## Manual Adjustments in Transaction Sheet - various

There is another option to enter manual adjustments directly onto the applicable transaction type sheet.



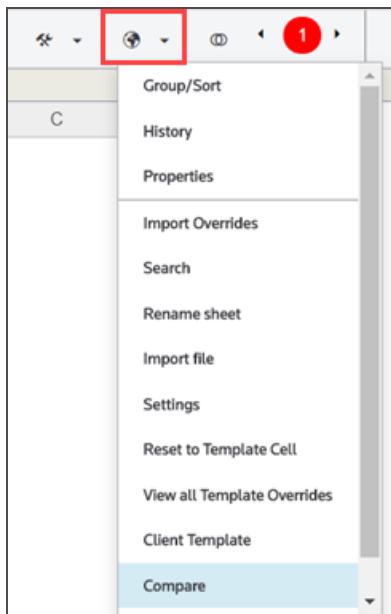
The audit trail for all cell level adjustments can be seen on the taskbar.

	A	C	D	F	H	J	K	L	M
2									
3	Description	Rate type	Net of VAT amount	Gross amount		Net of VAT amount	Input VAT	Gross amount	Vat rate
4									
5	Manual Adjustment	Standard (20.00%)	2,300.00	2,300.00					
8	T6	Exempt	7,291,753.00	7,291,753.00	0.00%				
9									
10	Movement in period		7,294,053.00	7,294,053.00					
11									

## RETURN VERSION COMPARISON

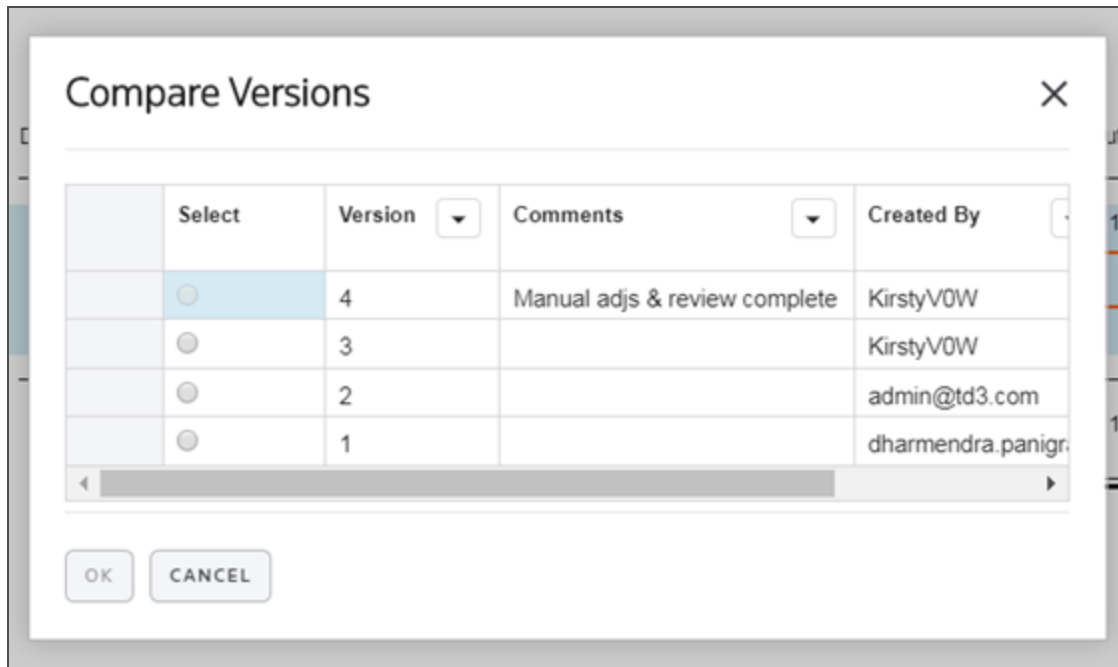
ONESOURCE supports comparison of return versions for audit purposes so you can review any changes between the live return and a version of a specific date. If you want to use this feature, ensure the **Enable all save versioning for a calculation** database setting is turned on. This will be done by the implementation team during configuration or can be updated by your ONESOURCE superuser.

This option is available via **Tools > Compare**.



On selection of **Compare**, you will be presented with a screen that lists all return versions. A version of a return is created when you select **Save Version** as opposed to a normal **Save** or when you **Save** the return and close out of the return. This is so the user controls the audit trail. On **Save Version**, you can also add a comment to that version of the return.

The compare versions will show the version number, any comment added when saved, last user and time/date stamp.



To compare versions, select the version you want to compare to the live return. Any changed cells will be highlighted in yellow. This includes cells directly changed (by user or by import) and those that are impacted.

	A	B	C	E	F	G	H	J	
1									
2									
3	Description	Date	Rate type	Net of VAT amount	Input VAT	Gross amount	VAT rate	Adjustment	Net
4									
5	Manual Adj		Standard ( 20.00%)	£ 10,000.00	£ 2,000.00	£ 12,000.00	20.00%		
6	Manual Adj 2		Reduced ( 5.00%)	£ 1,000.00	£ 50.00	£ 1,050.00	5.00%		
7			Standard ( 20.00%)			0.00	0.00%		
8									
9	Movement in period			£ 11,000.00	£ 2,050.00	£ 13,050.00			£
10									
11	Other items in prior period								£
12									
13	Prior period total								

To remove the **Compare** mode from the return, deselect this from the **Tools** menu.

## Cell Level Difference

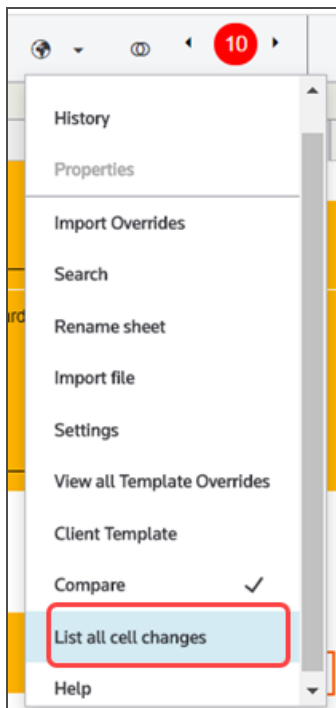
You have the option to see the cell difference when in compare mode. Hovering over the changed cell shows the value as per the version compared and user date and time stamp of change.

A		B		C		E		F		
Description	Date	Rate type								Gro
Manual Adj		Standard ( 20.00%)	\$£	11,000.00	\$£	2,000.00	£			
Manual Adj 2		Reduced ( 5.00%)	\$	1,000.00	\$	50.00				
		Standard ( 20.00%)								

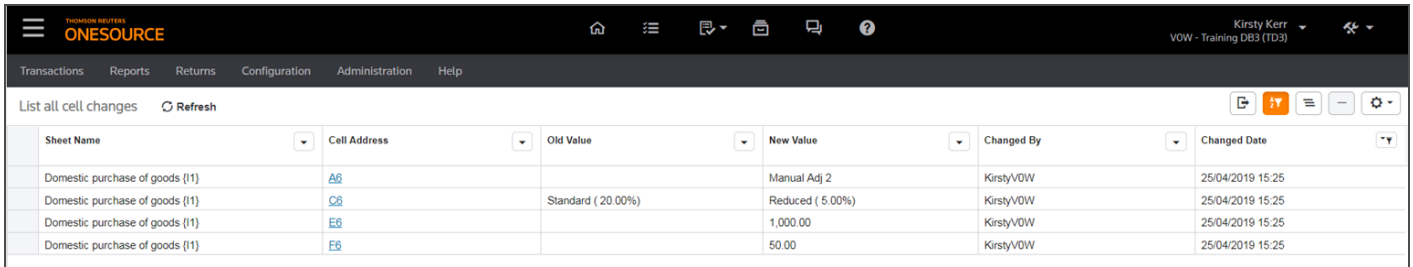
Old Value: 10,000.00  
 Changed By: KirstyV0W  
 Changed Date: 25/04/2019, 15:45:32 /AT

## List of All Cell Changes

You have the option to see all the changed cells per return when in compare mode. This will show the last change per cell.



This includes changes to impacted cells, therefore, it may be easiest to export to Excel and filter to review the particular change you are interested in.



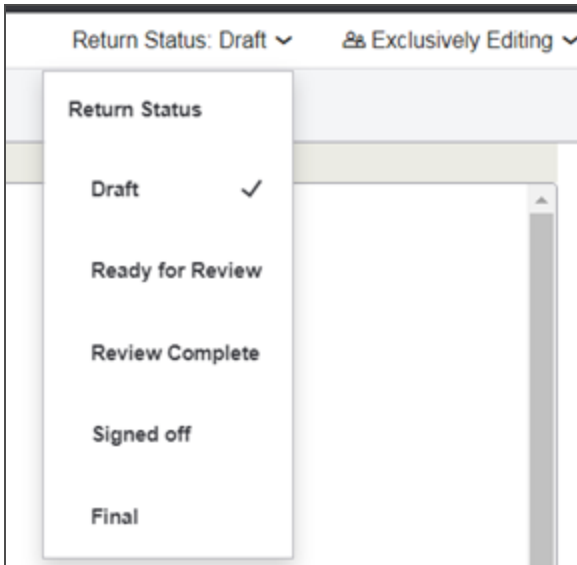
The screenshot shows the ONESOURCE interface with a table titled "List all cell changes". The table has columns for Sheet Name, Cell Address, Old Value, New Value, Changed By, and Changed Date. The data rows show changes to "Domestic purchase of goods (1)" for various cell addresses (A6, C6, E6, E8) with different values and dates.

Sheet Name	Cell Address	Old Value	New Value	Changed By	Changed Date
Domestic purchase of goods (1)	A6		Manual Adj 2	KirstyV0W	25/04/2019 15:25
Domestic purchase of goods (1)	C6	Standard ( 20.00%)	Reduced ( 5.00%)	KirstyV0W	25/04/2019 15:25
Domestic purchase of goods (1)	E6		1,000.00	KirstyV0W	25/04/2019 15:25
Domestic purchase of goods (1)	E8		50.00	KirstyV0W	25/04/2019 15:25

## RETURN STATUS

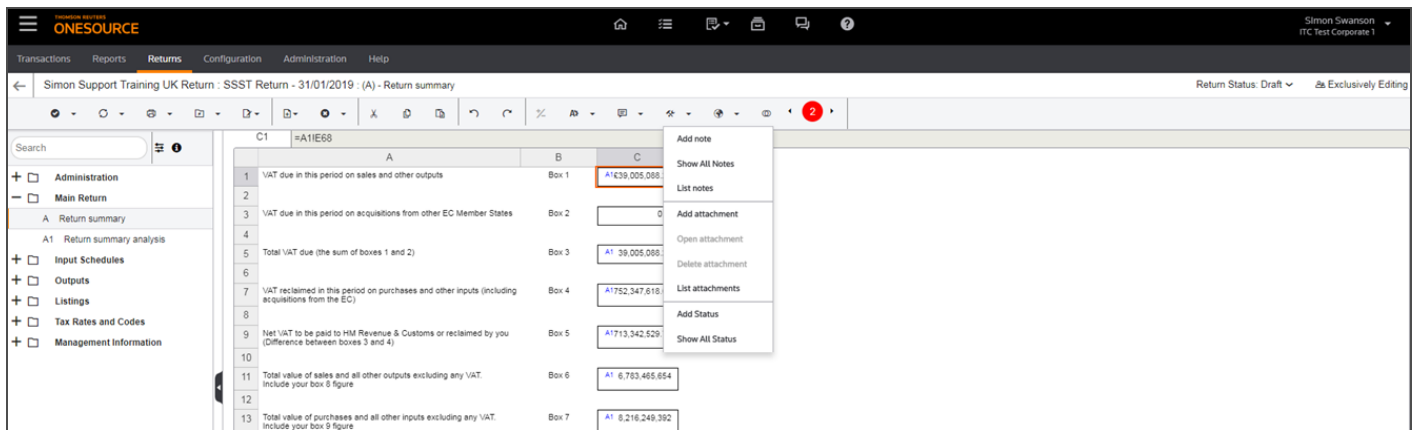
The return's status can be set within the return. Depending upon status set, the return will move from an editable to non-editable state.

There are various permissions that control the access to status that will have been configured during implementation.

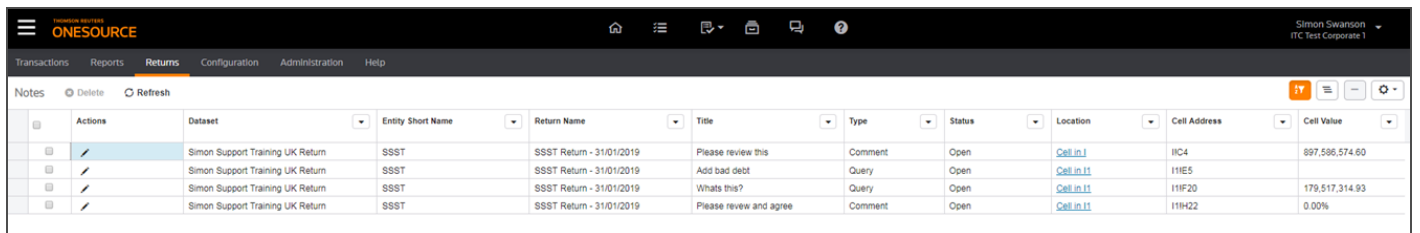


# RETURN NOTES

On the **Returns** tab, select **Notes** to view and manage all notes in every return. You can also view notes for each return within the return.



Similar to other windows, this view is customisable by field, field order and group. To get to this view, select **List Notes** from the drop down.



You can view the notes added as an additional audit trail, or review and edit the notes.

- **Type**—Notes are categorised as comments or issues.
- **Status**—Notes can be set to open for issues under investigation or set to closed.
- **Roll Forward**—Notes can be rolled forward to the next period.

To investigate a note, select the note by selecting **Location**. A new window opens the returns with the cursor on the relevant cell.

To edit a note, click the **Edit** icon. A new window allows you to further edit the note. For example, review the note and set the status to **Closed**.

## RETURN ATTACHMENTS

You can attach supporting documentation (any file type) to an individual cell in the returns. There is no restriction on file size or the number of attachments. You can also attach a URL address if the attachment is stored outside of Indirect Tax Compliance.

Data in the attachments cannot be linked to cells in the calculation.

### Add Attachments within a Return

From inside the relevant return, go to the toolbar at the top, click the notes and attachments icon, then select **Add Attachment** from the drop-down list.

The screenshot shows the ONESOURCE interface with the 'Returns' menu selected. A dropdown menu is open over a table, highlighting the 'Add attachment' option. The table contains the following data:

	A	B	C
1	VAT due in this period on sales and other outputs	Box 1	A1 39,005,088
2			
3	VAT due in this period on acquisitions from other EC Member States	Box 2	0
4			
5	Total VAT due (the sum of boxes 1 and 2)	Box 3	A1 39,005,088
6			
7	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	Box 4	A1752,347,618
8			
9	Net VAT to be paid to HM Revenue & Customs or reclaimed by you (Difference between boxes 3 and 4)	Box 5	A1713,342,529
10			
11	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	Box 6	A1 6,783,465,654
12			

### View Attachments

Select **Returns > Attachments** to view and manage all attachments in every return. (You can also view attachments in each return within the return.)

The screenshot shows the ONESOURCE interface with the 'Attachments' menu selected. A table lists various attachments with the following columns: Entity Short Name, Return Name, Title, Comments, and Location.

Entity Short Name	Return Name	Title	Comments	Location
1000	1000 Return - 1/31/2016	doc.txt		Cell in P
1000	1000 Return - 1/31/2016	pri	test	Cell in P
1000	1000 Return - 1/31/2016	doc.txt		Cell in P
1000	1000 Return - 1/31/2016	kk		Cell in P
1000	1000 Return - 5/25/2018	BYT Result.xls		Cell in P
1000	1000 Return - 5/25/2018	test	test	Cell in P
10000 file	10000 file Return - 7/31/2017	High Value Tax Transactions (7).xlsx		Cell in A

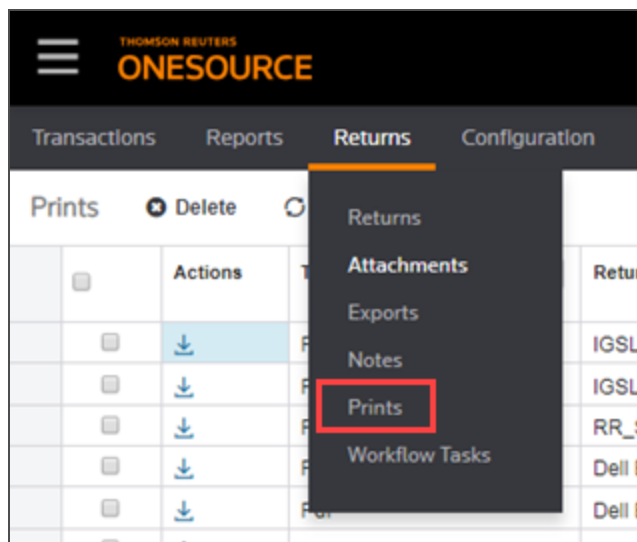
You can view the attachments added as an additional audit trail, and can also review and edit the attachments. Using **Roll Forward**, attachments can be rolled forward to the next period.

To investigate, select the attachment and select the **Attached To** hyperlink. A new window opens the returns with the cursor on the relevant cell.

## PRINT RETURN

You have the option in the return to click the print icon  and set the print view for different return sheets and layouts, including cover pages, notes, and any links.

1. Select **Return > Prints** to view all saved options to print.



2. Select the return view you want to print. The selected return appears as a PDF download document in the task bar at the bottom of the window.
3. Select the PDF document and double-click to open. You have the option to download or print the PDF document to a local printer.

## GROUP RETURNS

A Group return comprises entities in a parent-child structure. This is a consolidated return where one group has one or more single entities linked to it.

The group return is a much smaller calculation compared to the single and contains a few sheets that do not appear in the single. These are **Group: Management information (B4)**, **Group summary (R)**, **Group: Return summary (RA)** sheets.

### *Management Information (Schedule B4) Group*

Management information (**B4**) is one of the standard sheets that appear by default in all the group calculations. It is similar to sheet (**B**) where in the details related to sales, purchases and VAT payable/refundable are presented in different columns of the respective linked entities (their total amount flows into sheet **B**).

### *Return Summary (Schedule RA) Group*

Return summary (**RA**) is one of the standard sheets that appear by default in all the group calculations. It is similar to sheet **A1** in single calculation. It acts as a support for the Return Summary (**A**) sheet. It presents data in different columns by linked entities.

**Data Flow:** This sheet pulls data from linked entities, and you can make manual adjustments. Some will be formula boxes, which are calculated based on the data pulled in from linked entities and manual adjustments made by the users.

## ANNUAL RETURN

Annual calculations consolidate data from a series of single or group calculations, which cover the whole period and are only applicable in certain jurisdictions.

### Annual Return Analysis (Schedule RB)

This schedule consolidates data from the **AA** sheet from the underlying group or single calculations. One column is inserted on **RB** relating to each of these calculations.

Data from each of these columns is summed in the **Total** column and there is a column for **Adjustments**.

### Annual Return Analysis (Schedule AA)

The boxes in this schedule reflect the boxes on the annual return that is submitted to the tax authority.

This schedule pulls data from the **Total** column of **Annual Return Analysis (Schedule RB)**.

The dataset for the annual calculation has only one entity (containing a single calculation). This calculation uses the annual template. This calculation must use the same entity as the calculations that will directly consolidate in it.



# CHAPTER 6: REPORTING

Indirect Tax Compliance contains a suite of reports useful for various purposes:

- Exception Reports-Ad hoc interrogation tests.
- Management Reports-Headline management information across entities and periods.
- Transactional Data-Further breakdown of transactions for information purposes.
- Audit Reports-Reports for audit purposes (may require superuser access).

You may also customize reports for your own internal business processes.

Reports can be set to run as batches or on an individual basis. The results are viewable in Indirect Tax Compliance or you can export reports to Microsoft Excel.

Further information and detail on the individual reports is detailed in the ONESOURCE Indirect Tax Compliance online help.

## RUN REPORTS

To run reports:

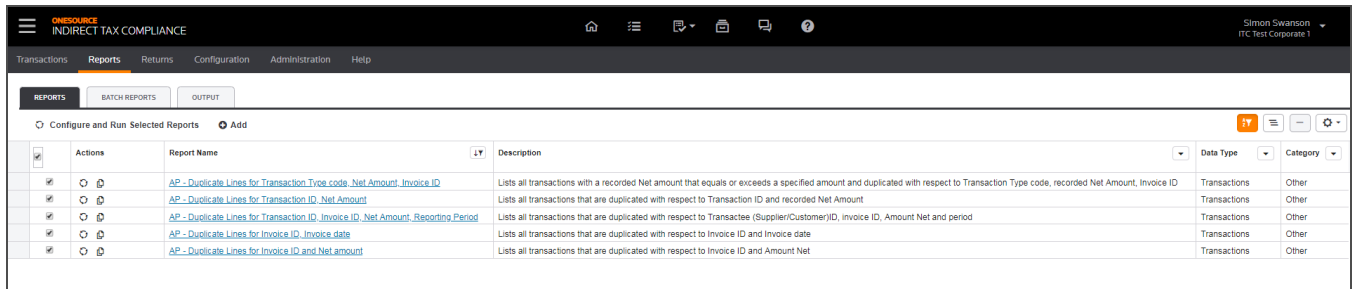
1. Select **Reports** to access the list of available reports.
2. Select the report you want to view or run.
3. Select **Configure and Run** next to the report.

<input type="checkbox"/>		<a href="#">Customer/Supplier Taxcode Drilldown</a>	Lists all the transactions for a certain transaction type or tax code.
<input type="checkbox"/>		<a href="#">Dataset report</a>	Dataset details
<input type="checkbox"/>		<a href="#">Deferred Transactions</a>	Lists out transactions that have been deferred to a new reporting period

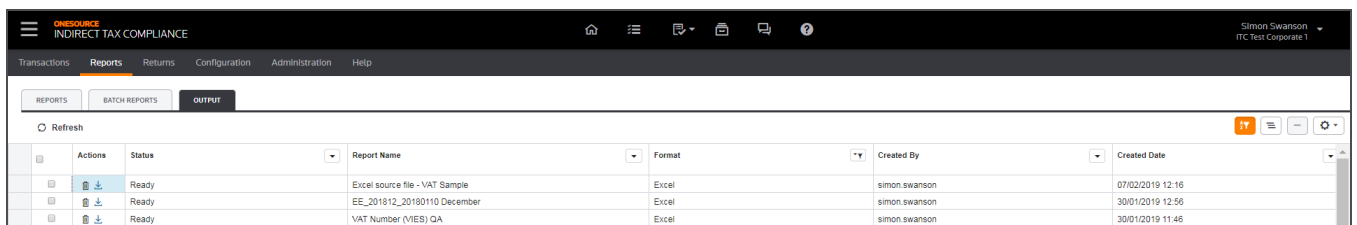
4. Enter the start and end date of the period.
5. Select the entities and complete any remaining fields.
6. Select the output format.
7. Select **Run**.

To run multiple reports for the same entities:

1. Select the reports you want to produce.
2. Select **Configure and Run Selected**.



3. Enter the start and end date of the period.
4. Select the entities.
5. Enter any other parameter required.
6. Select the output format. Viewing the reports depends on the output selected:
  - Screen-A new window opens for each report.
  - Excel-The **Output** tab of Reports contains each report.
7. Select **Run**.

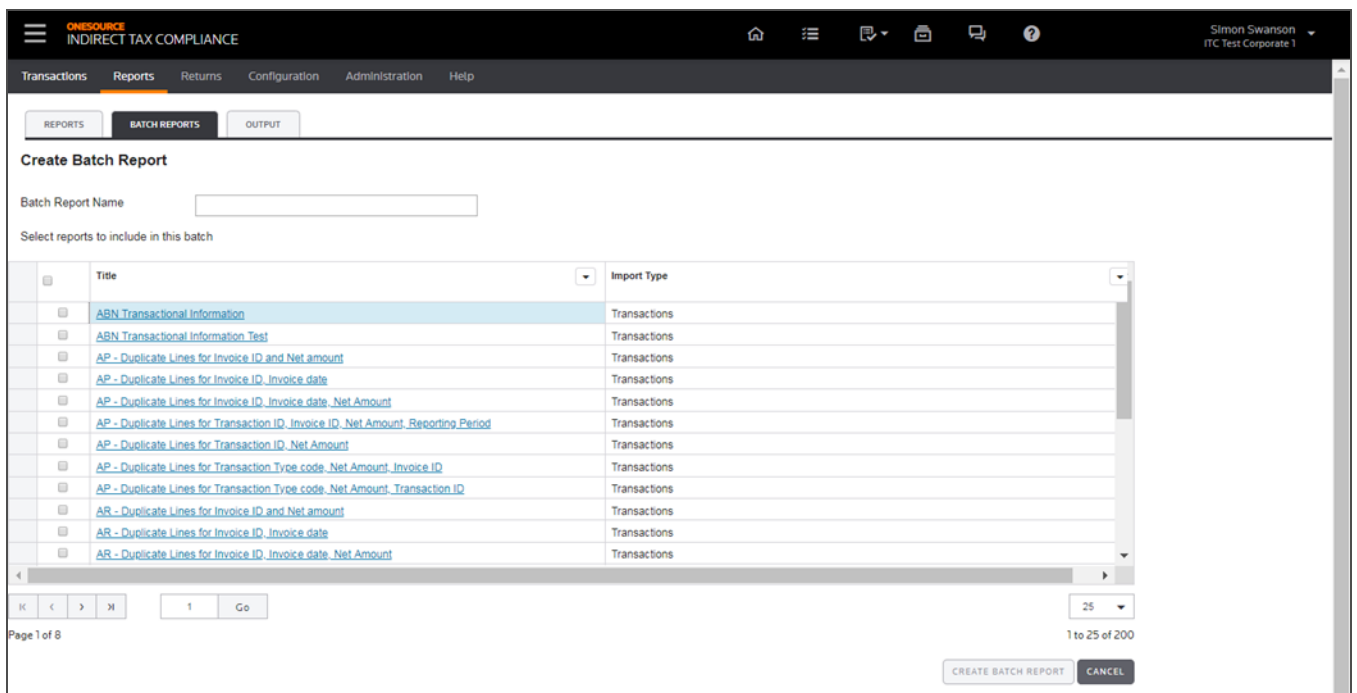
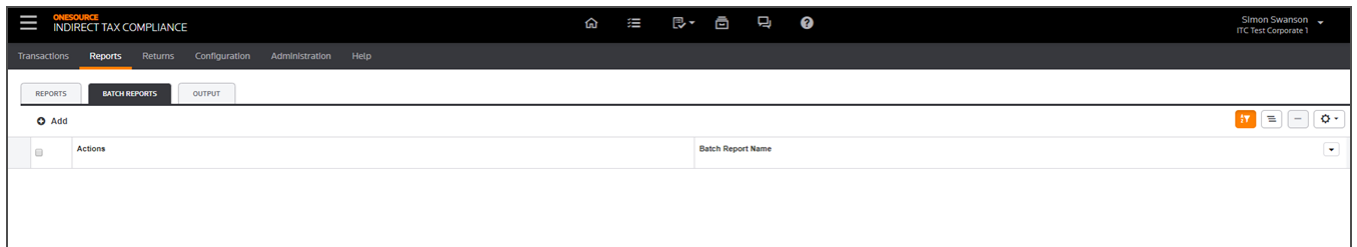


## BATCH REPORTS

For exception, analysis, and management reports, you can schedule several reports to run simultaneously as a batch.

To access the list of available reports:

1. Select **Reports**.
2. Select **Batch Reports**, click **Add** then choose the reports you want to run in the batch report.



3. Give the batch report a name then click **Create Batch Report**.
4. Configure and run the newly created batch report by entering the parameters of the selected reports.
5. Select **Run**.

← Set batch report parameters

Entity

Start date

End date

Output Format  Excel

SELECTED REPORTS
AP - Duplicate Lines for Invoice ID and Net amount
AP - Duplicate Lines for Invoice ID, Invoice date
ABN Transactional Information Test

The batch report is saved under **Reports > Batch Reports**.

Actions	Batch Report Name
<input type="button" value="🔍"/> <input type="button" value="✍️"/>	Month end review

## MANAGEMENT REPORTS

There are several reports that extract data that can be used for management information purposes. These are named **Returns Data** - .... These reports extract information from the sheets listed below in the return. It is expected that clients will configure custom reports to extract the particular information they require for internal processes.

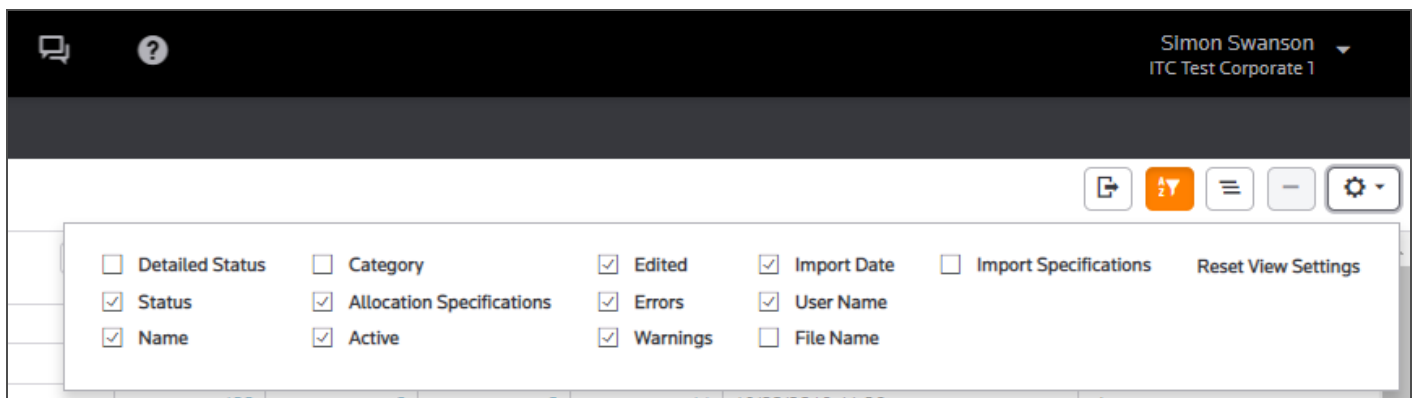
- **A1:** Return summary analysis
- **B:** Management Information
- **B2:** Transactions by rate: Accounts payable
- **B2:** Transactions by rate: Accounts receivable
- **I:** Accounts payable
- **O:** Accounts receivable

# APPENDIX 1: NAVIGATING GRIDS

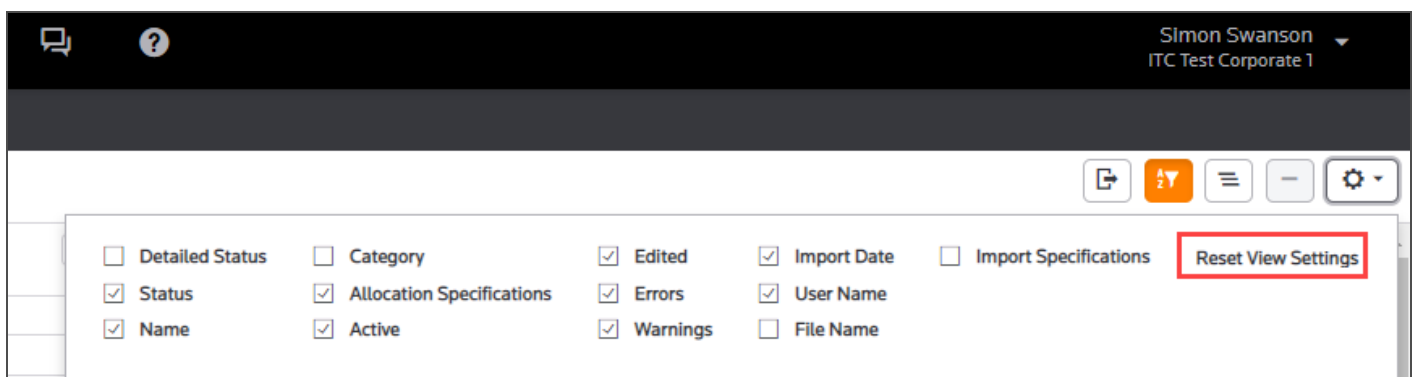
All Import, Transactional, and Reports windows are configurable, with additional features to help you analyze data.

## CUSTOMISING COLUMNS

Revise the column view in each sheet by selecting from the options window in **Show/Hide Columns** located at the upper right. The available fields are relevant to the configuration of Indirect Tax Compliance.

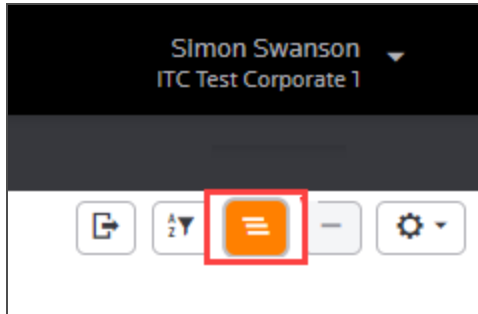


- Setting changes save automatically when the option menu closes.
- Return to the default settings by selecting **Reset View Settings**.



## GROUPING COLUMNS

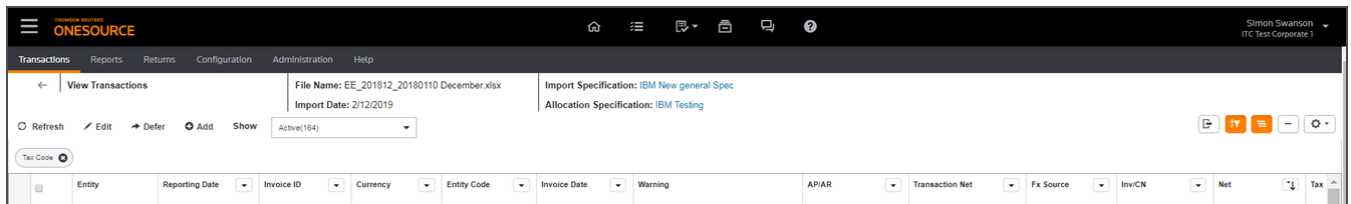
1. Select **Show Group Panel** to open the heading pane.



2. Drag the column headings you want to group into the heading pane (located above the column headings).



A grouping automatically totals the appropriate columns. For example, grouping columns by source tax code enables you to see the total amounts for that tax code.



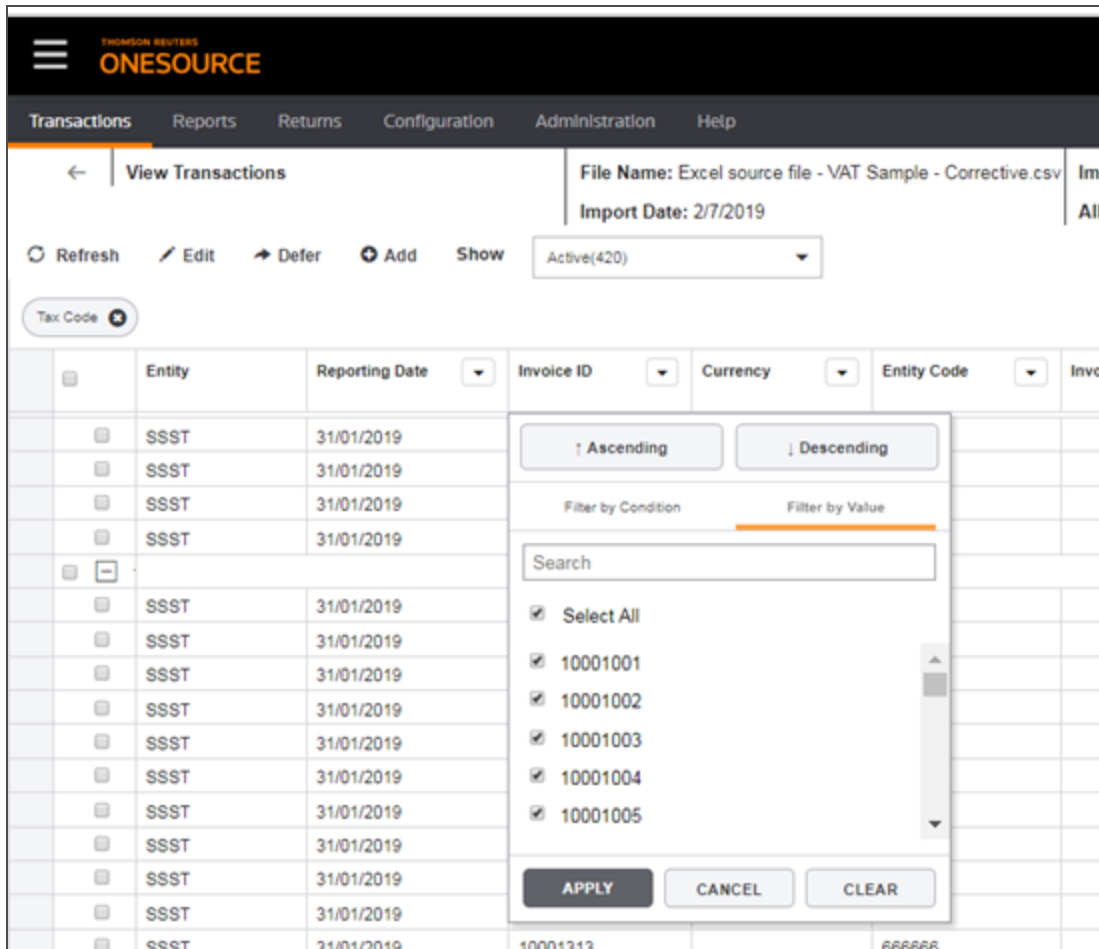
## FILTERING COLUMNS

You can filter on one or more column in the grid to search for the information you need.

There are various ways to sort and filter the values in each column:

- Filter By Condition
- Filter By Value

To filter, hover the cursor over a column header and select the arrow to open the column's filter dialog box.



## REORDERING COLUMNS

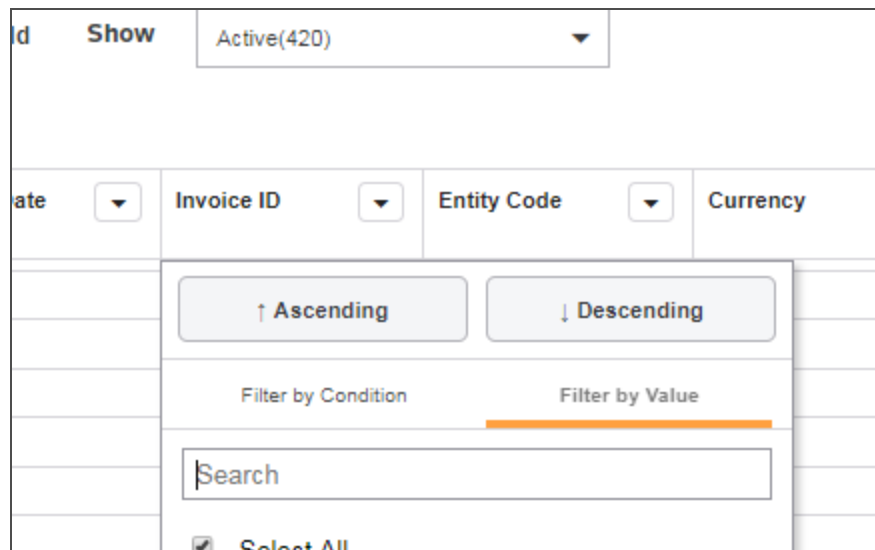
To reorder columns, select and drag a column header to the left or right.

## RESIZING COLUMNS

To size columns, hover over the right border of a column header until the cursor turns into a double arrow. Select and drag the border to adjust column width.

## SORTING DATA

1. Hover the cursor over a column header and select the arrow to open the filter dialog box. Sort the column by **Ascending** or **Descending** order.



2. To restore the entire grid, select the down arrow in the column header then select **Clear**.

## SWITCHING VIEWS

To change views, click the view drop-down list then select **Active**, **Edited**, **Error**, or **Warnings**.

THOMSON REUTERS  
**ONESOURCE**

Transactions Reports Returns Configuration Administration Help

View Transactions

File Name: Excel source file - VAT Sample - Corrective.csv  
Import Date: 2/7/2019  
Import Specification: Simon Support Training  
Allocation Specification: Simon Support Training

Refresh Edit Defer Add Show Active(420)

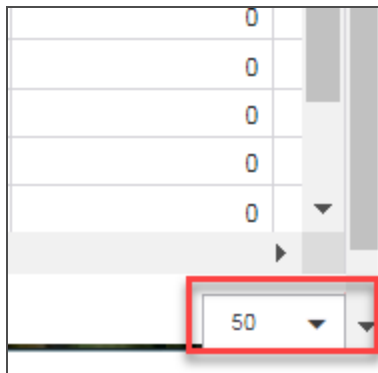
Tax Code

	Entity	Reporting Date	Invoice ID	Entity Code	Currency	Invoice Date	Warning	API/AR
	SSST	31/01/2019	10001201	666666				AR
	SSST	31/01/2019	10001202	666666				AR
	SSST	31/01/2019	10001203	666666				AR
	SSST	31/01/2019	10001204	666666				AR
	SSST	31/01/2019	10001205	666666				AR
	SSST	31/01/2019	10001206	666666				AR
	SSST	31/01/2019	10001207	666666				AR
	SSST	31/01/2019	10001208	666666				AR

## ALTERING PAGE VIEW

You have two options for altering page views in Indirect Tax Compliance:

- Select the number at the bottom right of the window to change the number of transactions displayed.



- Select the arrow or enter the page number at the bottom left of the window to quickly navigate between pages.

<input type="checkbox"/>	SSST	31/01/2019	10001029	666666
<input type="checkbox"/>	SSST	31/01/2019	10001030	666666

◀

⏪	⏩	⏴	⏵	1	Go
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# APPENDIX 2: ENTITY MANAGER

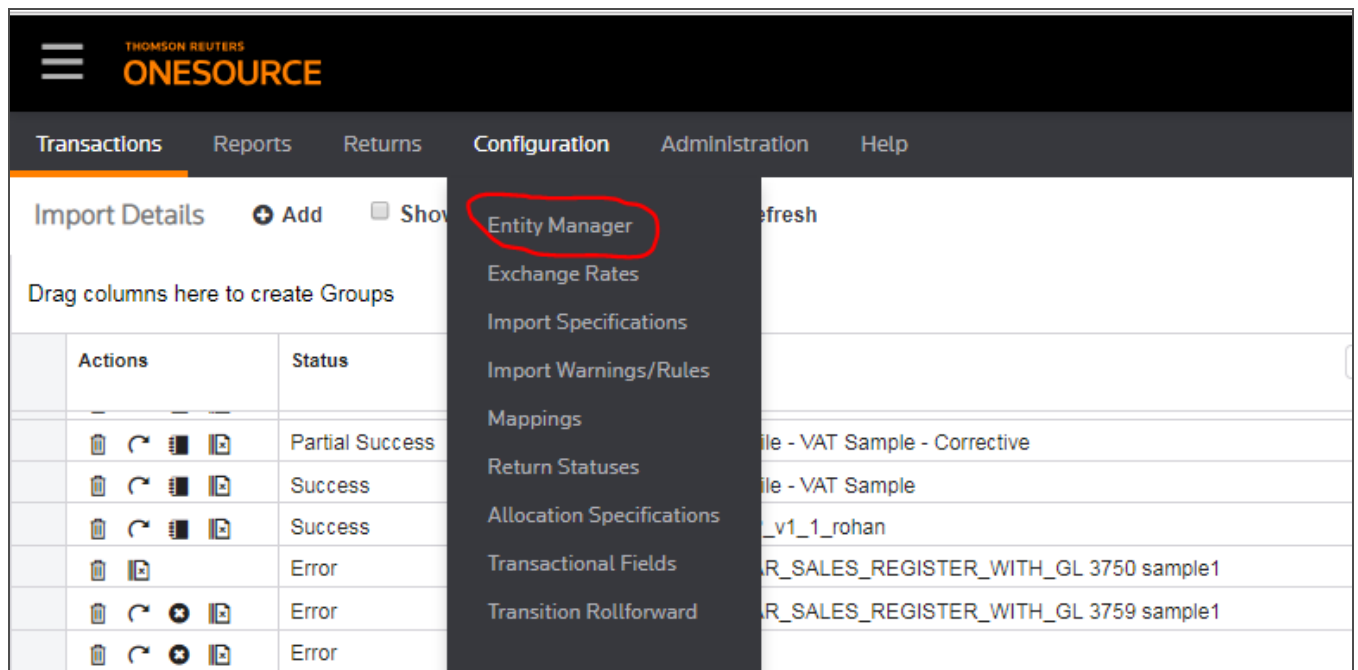
The **Entity Manager** module in Indirect Tax Compliance can be used to set up single entities then group them for reporting purposes. Its flexibility lets you maintain complex group structures for consolidation purposes. Because the system does not impose any tax rules, an entity can be anything you want to report on (for example, company, trust, partnership, cost centre, or group).

For each entity, basic information that is common between different types of tax reports can be stored (for example, **Short Name** and **Entity ID**). Entities must be set up before any data can be imported and any calculations can be created. The same entities can be used in multiple groups for reporting purposes. For example, the same entity may appear in a tax consolidation group and in a statutory accounts consolidation group.

From time to time, your organisation will change as entities are acquired, disposed of, or liquidated. When this occurs, **Entity Manager** must be updated to reflect new entities and structures, and it will keep a history of your structures on a daily basis.

## CREATING ENTITIES

1. Navigate to **Configuration**, then select **Entity Manager**.












2. Create a new entity by populating the following fields in the blank row below the heading in the table:





- **Name**-Enter the long name of the entity you want to create.
- **Short Name**-Enter the short name of the entity you want to create. It can be the same as the **Name** field.
- **Entity Identifier**
- **Jurisdiction**-Select a specific jurisdiction for your entity.
- **Business Sector**
- **Geography**

3. Press ENTER to save. Your new entry is placed in alphabetical order in the table.

## APPENDIX 3: NAVIGATING RETURNS

Use the following icons to navigate in the Returns windows:

ICON	FUNCTION
	<p>Save- Applies changes to the open return.</p> <p>Save version- Saves version of the return to compare for audit purposes.</p> <p>Export- Saves to Microsoft Excel.</p>
	Refresh- Update the Return with changes made by other users' import data.
	Print the return.
	E-file- View the errors in the export list.
	<p>View:</p> <ul style="list-style-type: none"> <li>• Data entry- Prints all rows in selected sheets, including blank rows.</li> <li>• Review- Prints selected sheets for review purposes.</li> <li>• Final- Prints rows in selected sheets that contain data. No blank rows are printed.</li> </ul>
	<p>Insert (function varies depending on selection):</p> <ul style="list-style-type: none"> <li>• Insert Sheet- Inserts a new sheet in the return.</li> <li>• Insert Row- Inserts a new row in the return worksheet.</li> <li>• Insert Column- Inserts a new column in the return worksheet.</li> </ul>
	<p>Delete (function varies depending on selection):</p> <ul style="list-style-type: none"> <li>• Deletes sheet</li> <li>• Deletes row</li> <li>• Delete column cut (cut the contents of the selected, unprotected cells)</li> </ul>
	Copy- Copies the contents of the selected cells.
	Paste- Pastes the cut or copied values from other cells to the selected cells.

ICON	FUNCTION
	<p>Various Audit Tools:</p> <ul style="list-style-type: none"> <li>• Add Note-Opens a new Notes dialog box when you are in a cell that does not already contain a note.</li> <li>• Open Note-Opens the Notes dialog box with current information. Edit as needed.</li> <li>• Delete Note-Deletes the notes.</li> <li>• List Notes-Opens the Notes tab to display all notes in the open return.</li> <li>• Add Attachment-Opens a new Attachments dialog box when you are in a cell that does not already contain an attachment.</li> <li>• Open Attachment-Opens the Attachments dialog box with current information. Edit as needed.</li> <li>• Delete Attachment-Deletes the attachments.</li> <li>• List Attachments-Opens the Attachments tab to display all attachments in the open return.</li> </ul> <p>These are controlled by user permissions for the entity.</p>
	<p>Various Audit Trail:</p> <ul style="list-style-type: none"> <li>• History-Opens a new window with all Audit History for the return.</li> <li>• Settings-Enables the ability to specify audit settings for an online review of the returns.</li> </ul>
	<p>Language-Changes the language from English.</p>
	<p>View Errors-Cycles through any red errors in the returns.</p>