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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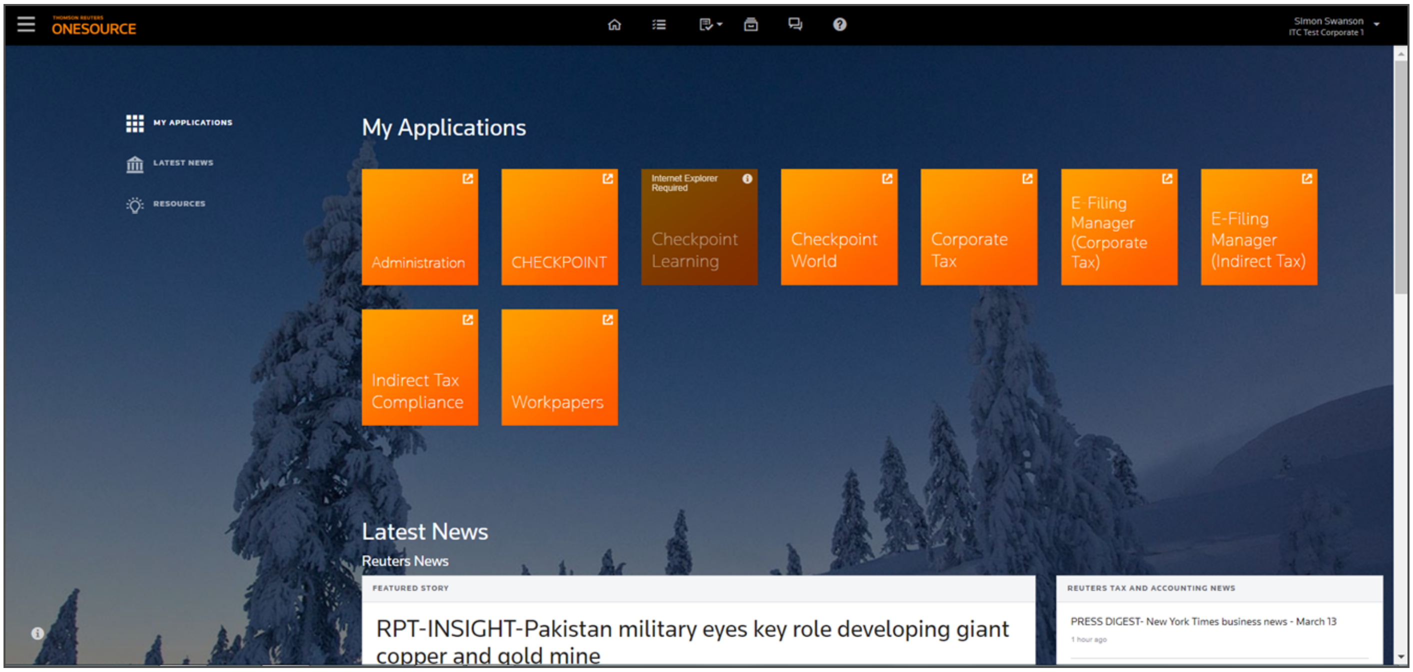
CHAPTER 1: GETTING STARTED



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.

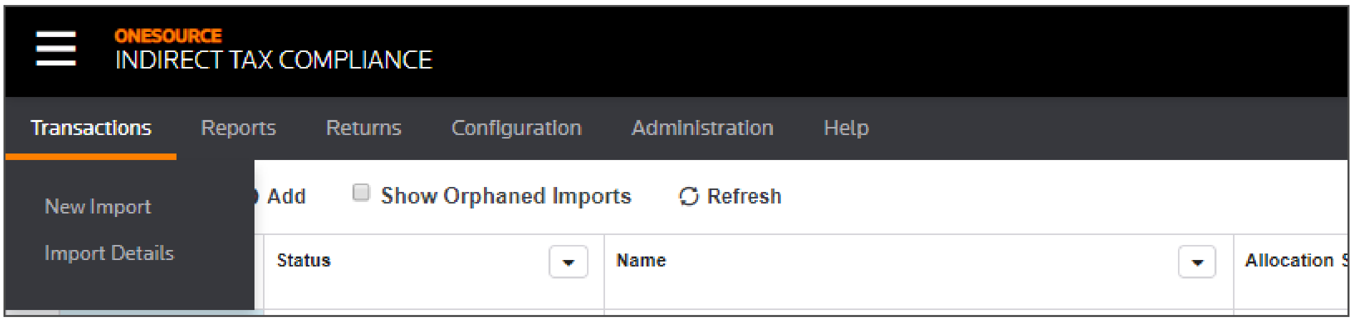
For the purpose of this guide, we will be focusing on the processes accessed from the Indirect Tax Compliance tile.

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.

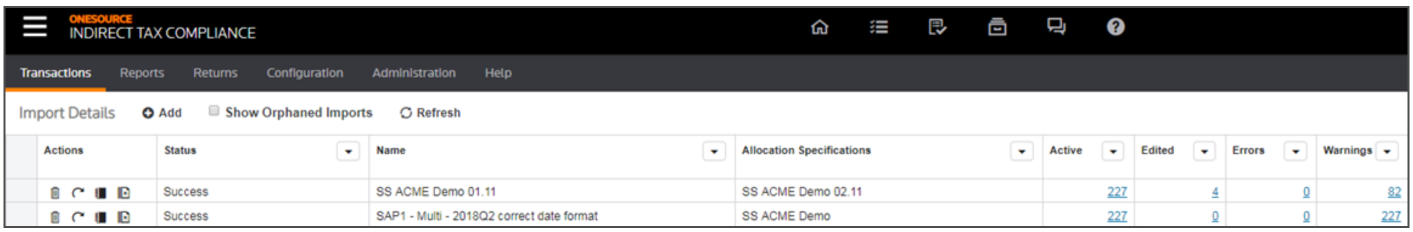
   Name: The import name is pre-populated with the name of the file; however, this can be amended, if required.

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**.



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.
	Status of the import. View all returns relevant to the import. You can then update the returns, as required. • Success-Import is successful, and data has populated the returns. • Processing-An intermediate status for very large files until Success. • Error-An error occurred during the importing process, which completely stopped the import. Review error details by viewing **Detailed Status > Settings**.

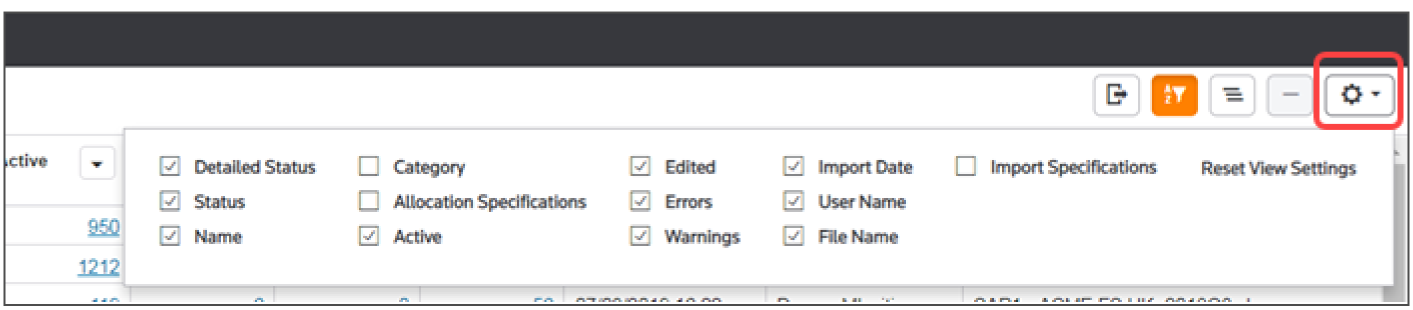
STATUS OF DATA

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.

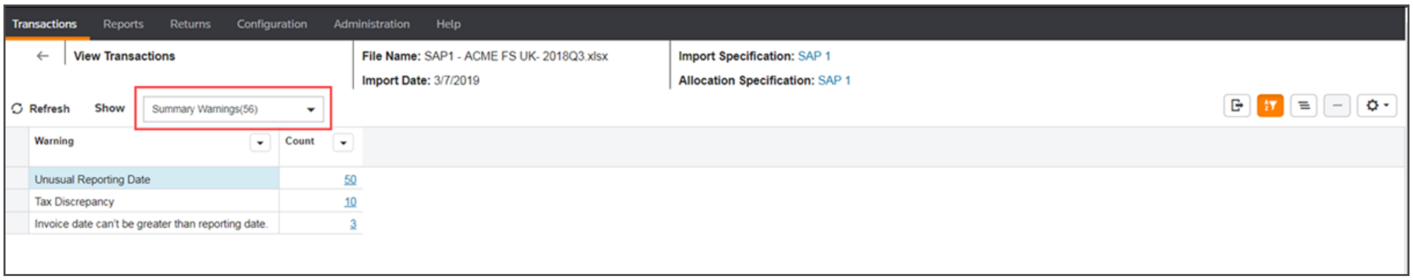
Example standard warnings are below:

- 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.



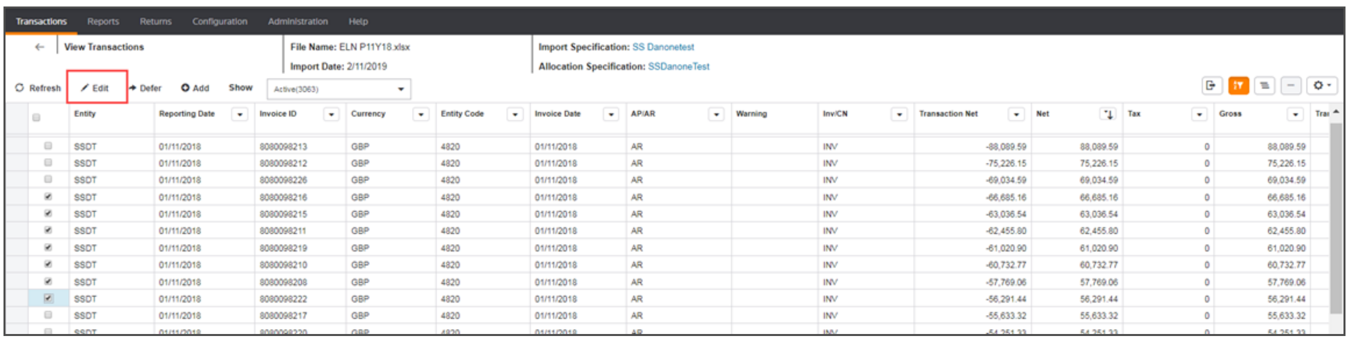
The warnings may be valid and require no further action, or they may require the user to edit and update the transaction.

CHAPTER 3: TRANSACTIONS

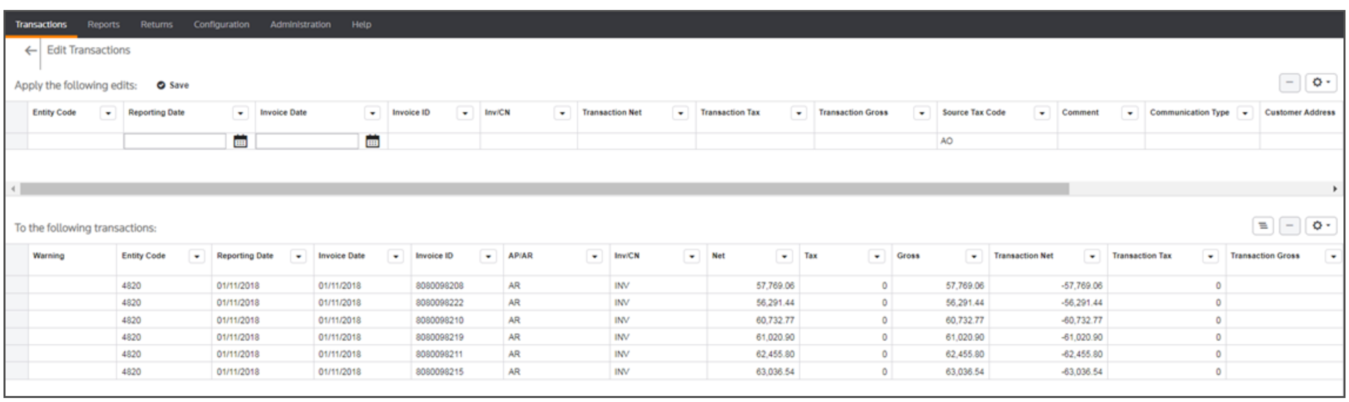
EDITING TRANSACTIONS

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.

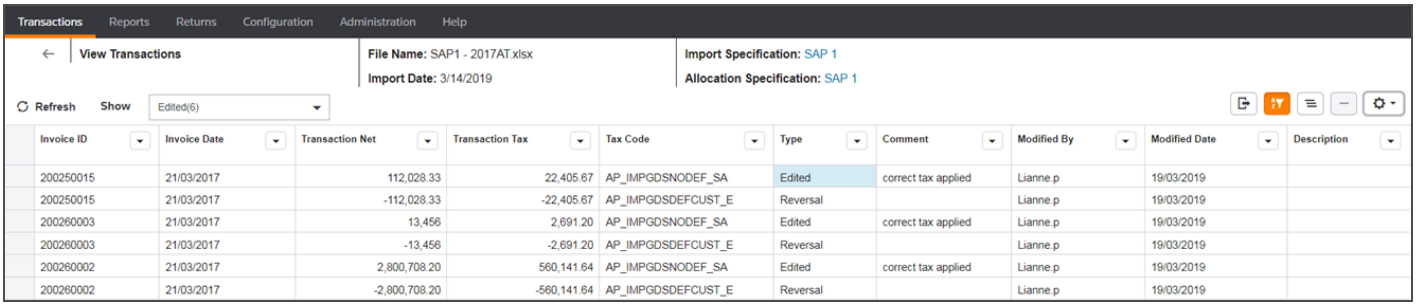


2. Select **Edit**. The Edit Selected Transactions window displays.



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.



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

- Reversal transaction
- Edited transactions

The user and date audit trail is shown.

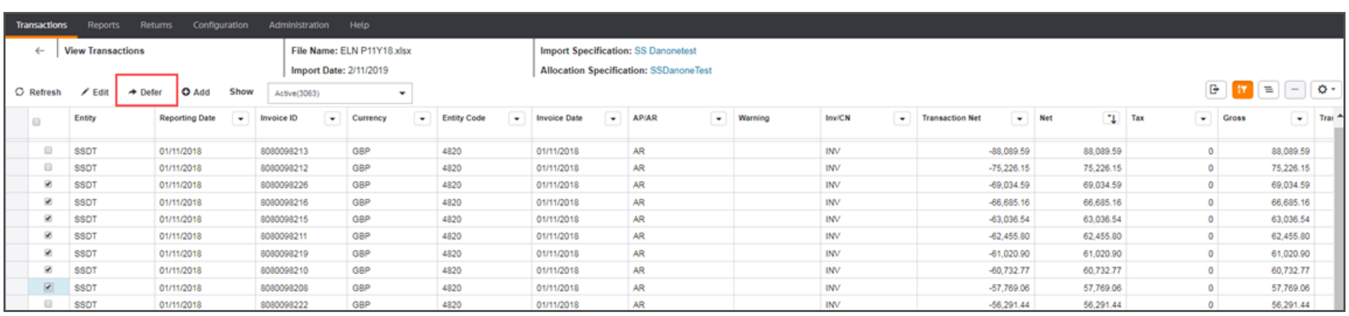
These transactions will be in the **Edited** view of the Import Details window.

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

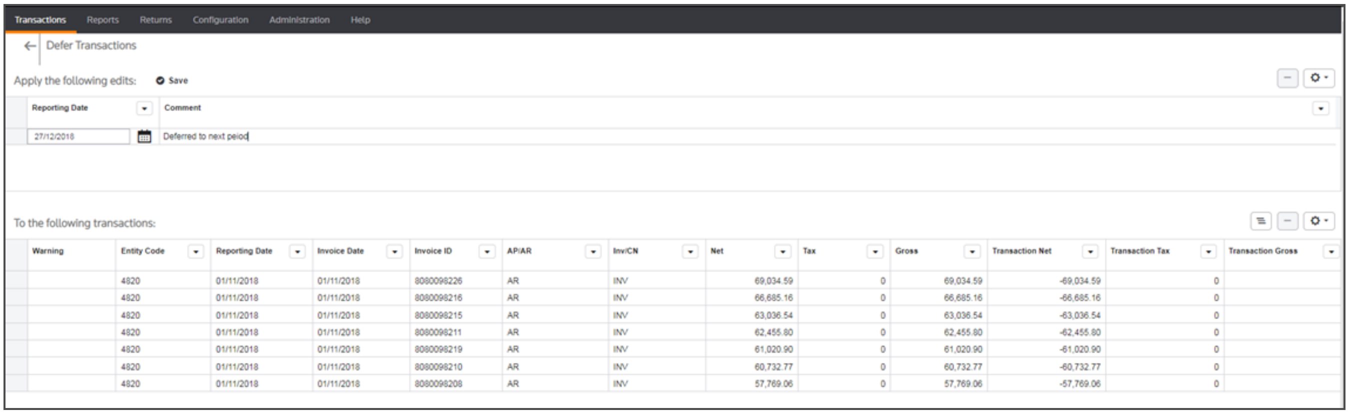
DEFERRING TRANSACTIONS

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.



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



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.

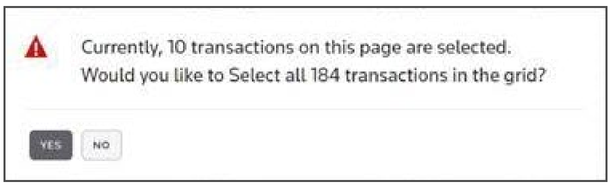
USING THE BULK EDIT FEATURE

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.

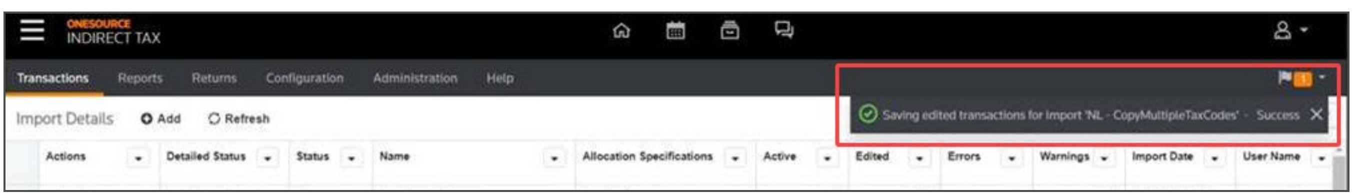
To use the Bulk Edit feature:

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.

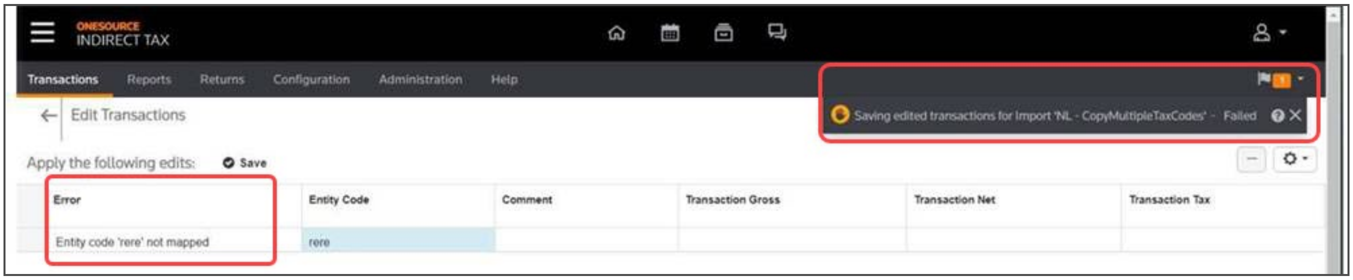


2. Select **Yes** to select all of the transactions in the grid (not just the ones on the page).
3. Make your edits. See Editing Transactions (page xiii) for details.
4. Select **Save**.

   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.


ONESOURCE
INDIRECT TAX
Transactions
Reports
Returns
Configuration
Administration
Help
Edit Transactions
Saving edited transactions for import 'NL - CopyMultipleTaxCodes' - Failed
Apply the following edits:
Save
Error
Entity Code
Comment
Transaction Gross
Transaction Net
Transaction Tax
Entity code 'rere' not mapped
rere

CHAPTER 4: DATASETS

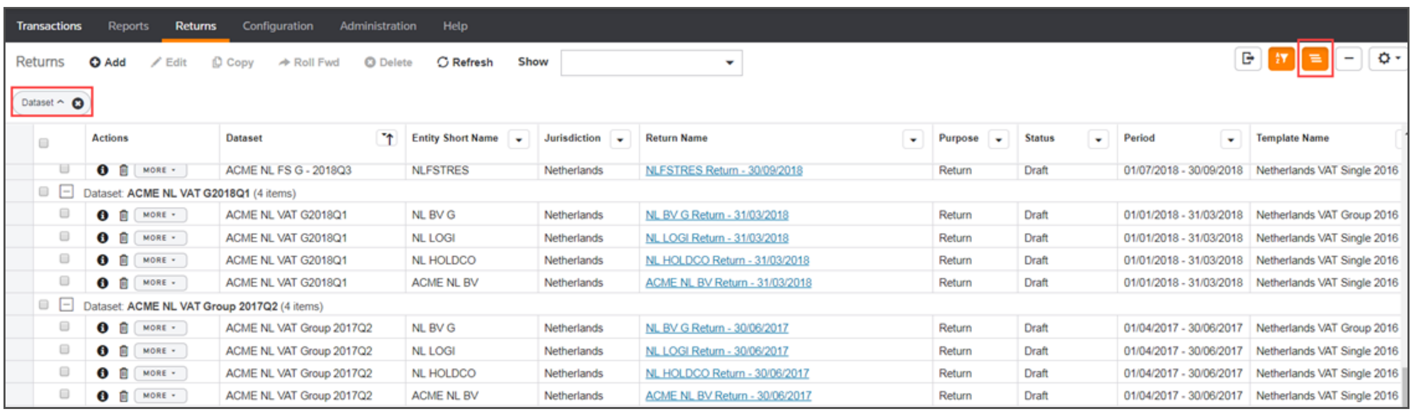
A dataset is a snapshot of data for a particular reporting period and purpose (Return, Corrective Return, Other).

Each return belows 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.

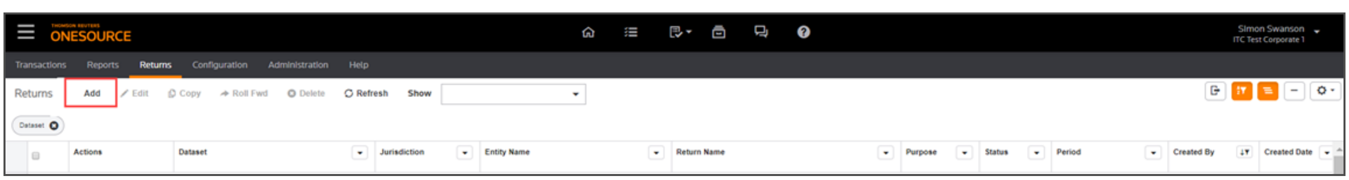
DATASETS VIEW

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



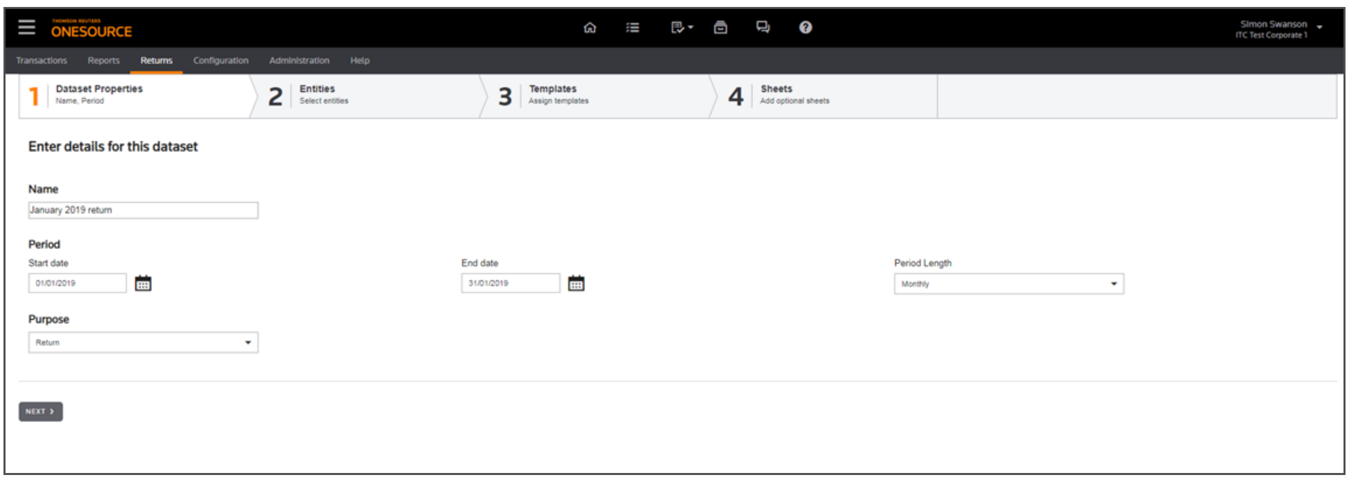
CREATING DATASETS

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

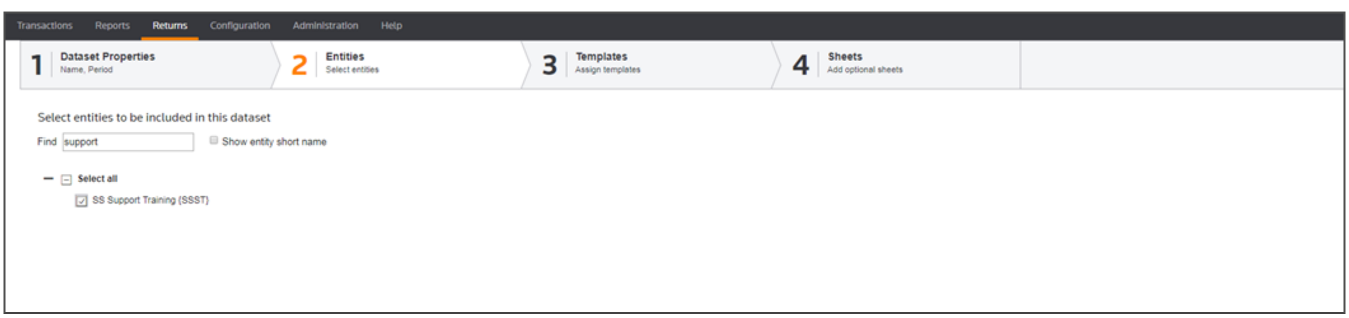


2. On the Dataset Properties window, complete the following information, then select **Next**:

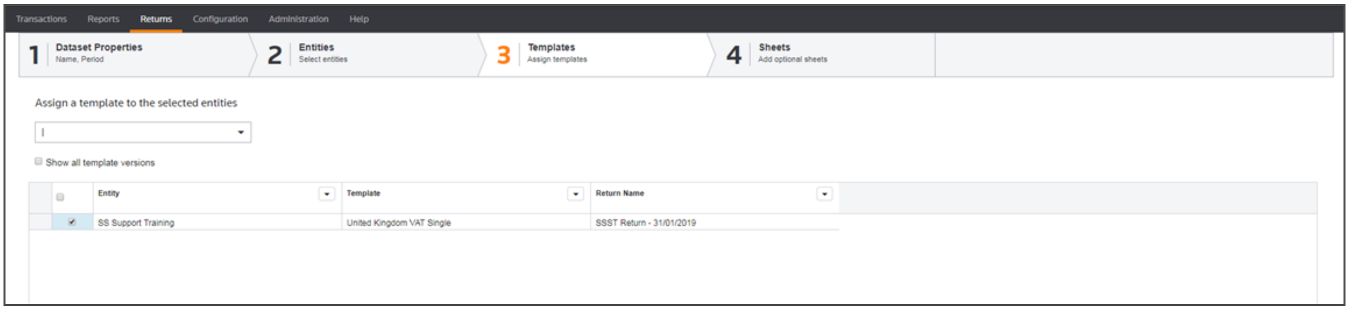
   - Unique name of the Dataset
   - Period Start Date
   - Period End Date
   - Period Length
   - Purpose (Return/Corrective Return/Other)



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**.



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



Consider the following:

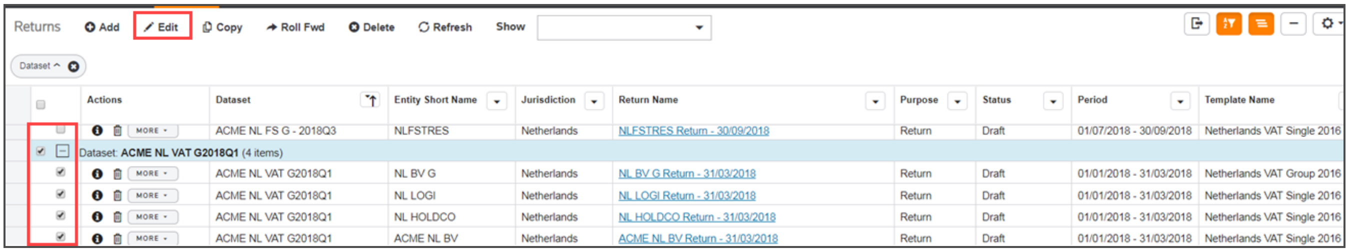
- To change the default template assigned to each entity, select the template name. When highlighted, make a choice from the drop-down list.
- To create a return from a previous template version, select **Show all template versions** then select a template from the drop-down list.
- To assign a template 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.

5. If you select **Finish**, you complete this topic. To add optional sheets, select **Next**.
6. 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.
7. Select **>** to add the selected sheets to the template. To remove a sheet from a template, clear the check box next to the sheet.
8. 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**.



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.

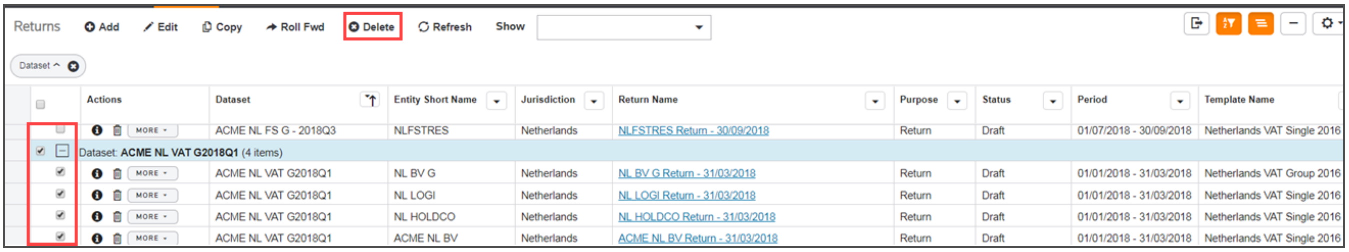
7. Select **Finish** to save your changes.

DELETING DATASETS

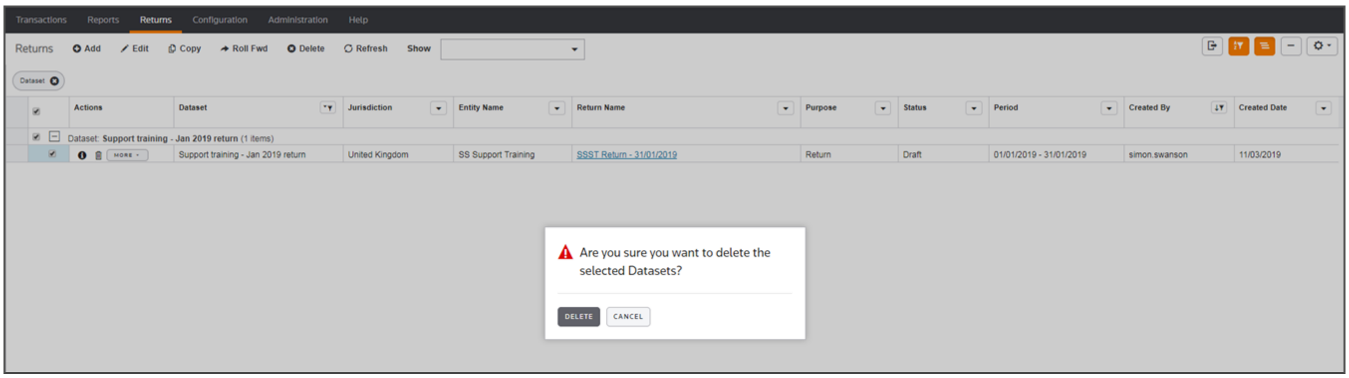
Follow the steps below to delete a dataset.

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**.



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



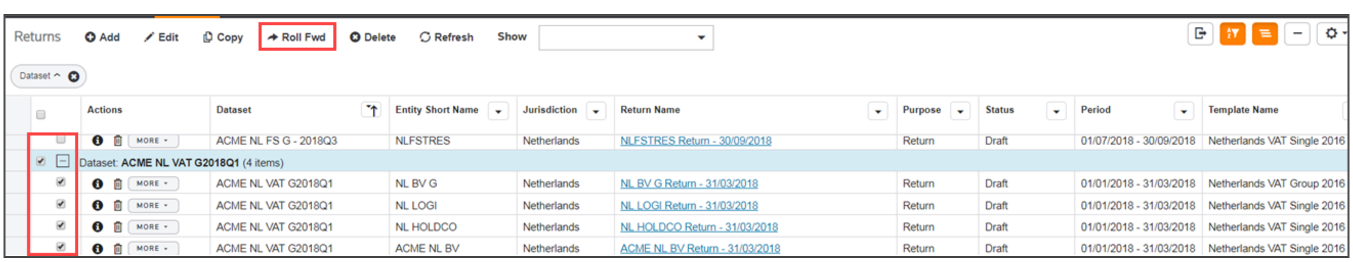
Deleting a large dataset may take several minutes to complete.

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**.



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**.

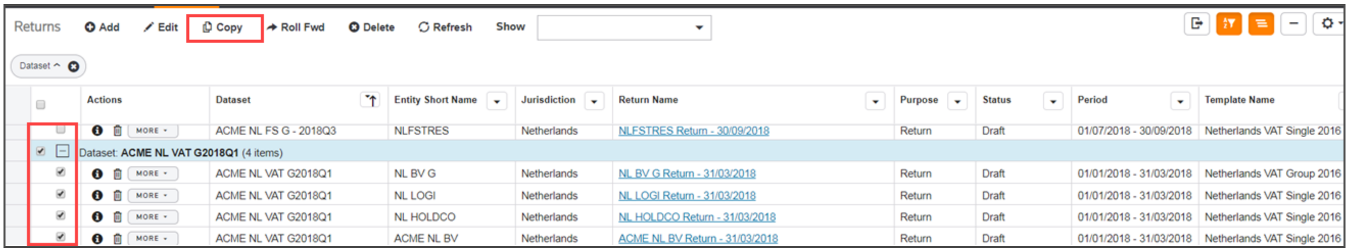
COPYING DATASETS

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**.



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

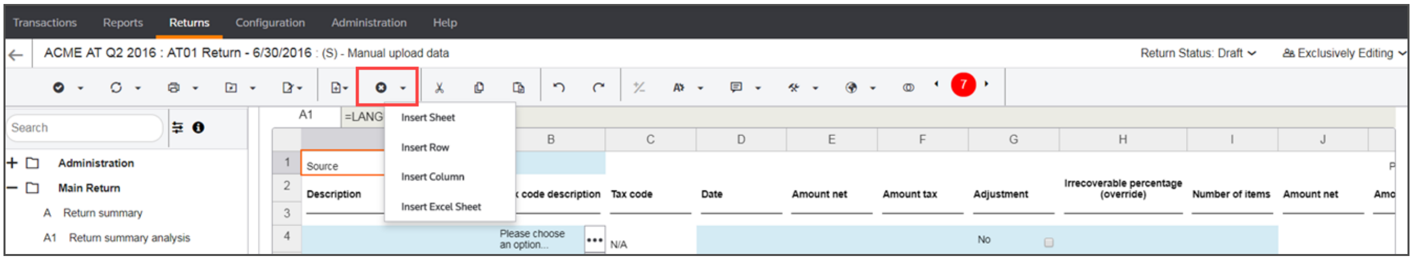
The Manual Upload Data (S) sheet enables you to manually enter data related to input and output transactions and populates that data into the respective sheets. This is a standard sheet in the pack and can be located in the navigator panel under **Source Data**.

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:



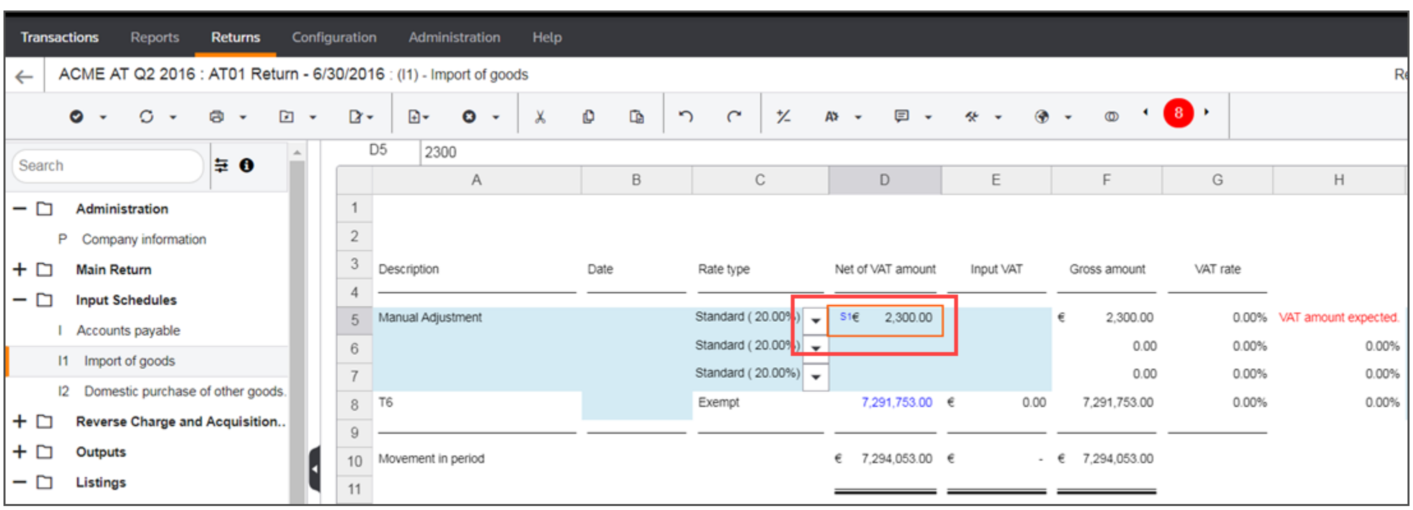
After the **Adjustment Summary (S1)** is developed, the sheet can be found in the navigator panel under **Management Information**.

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.

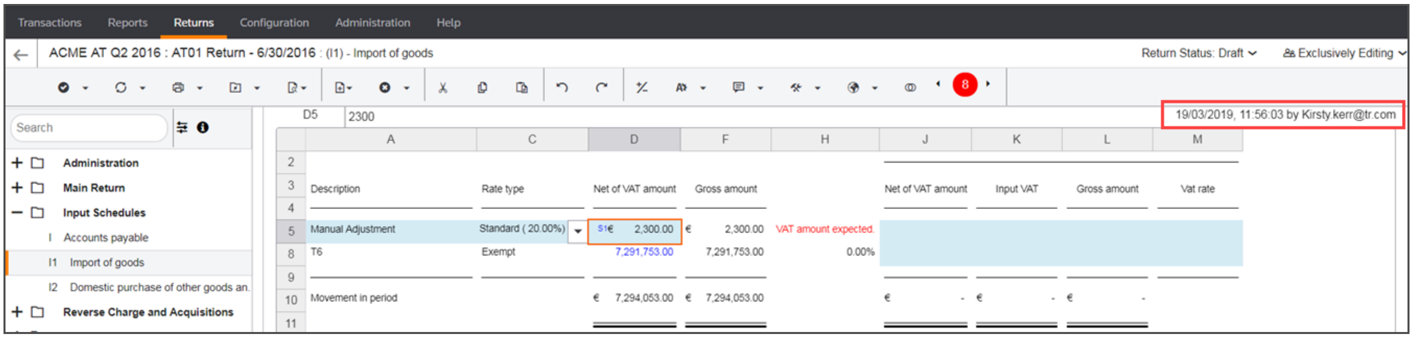
There is an audit trail of last user date and time stamp.

Manual Adjustments in Transaction Sheet - various

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



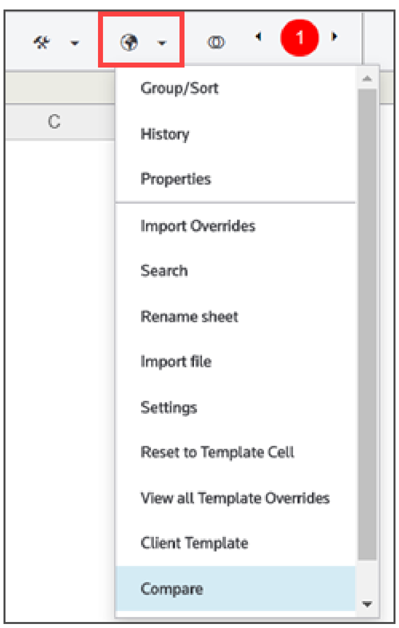
The audit trail for all cell level adjustments can be seen on the taskbar.



RETURN VERSION COMPARISON

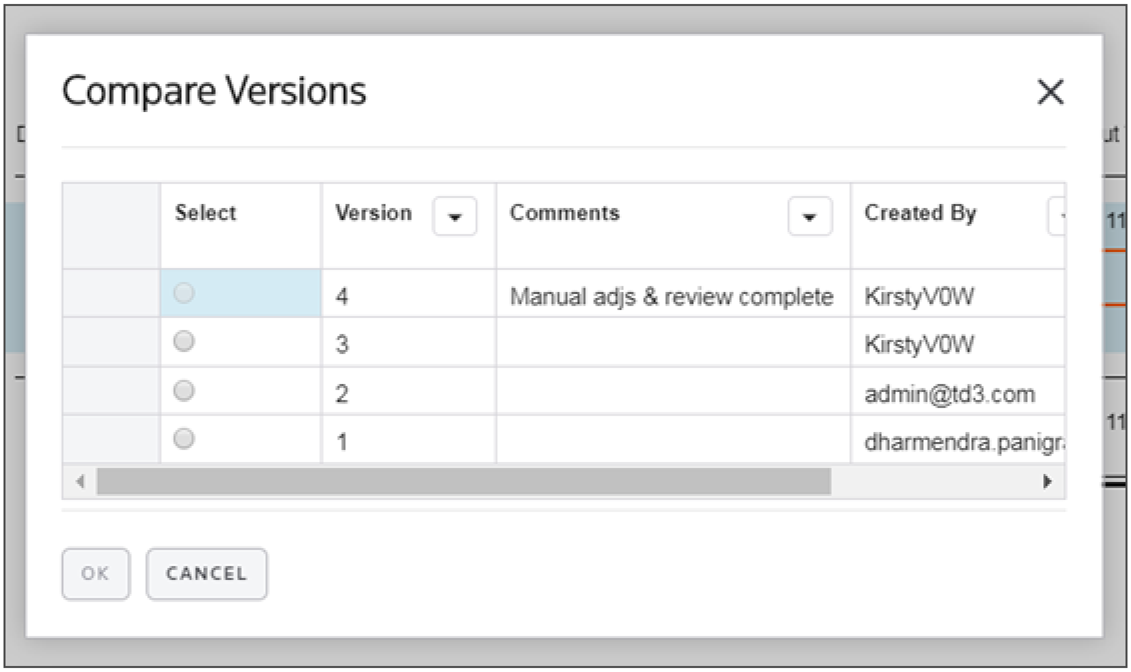
ONESOURCE supports comparison of return versions for audit purposes so you can review any changes between the live return and a version of a specific date. If you want to use this feature, ensure the **Enable all save versioning for a calculation** database setting is turned on. This will be done by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

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

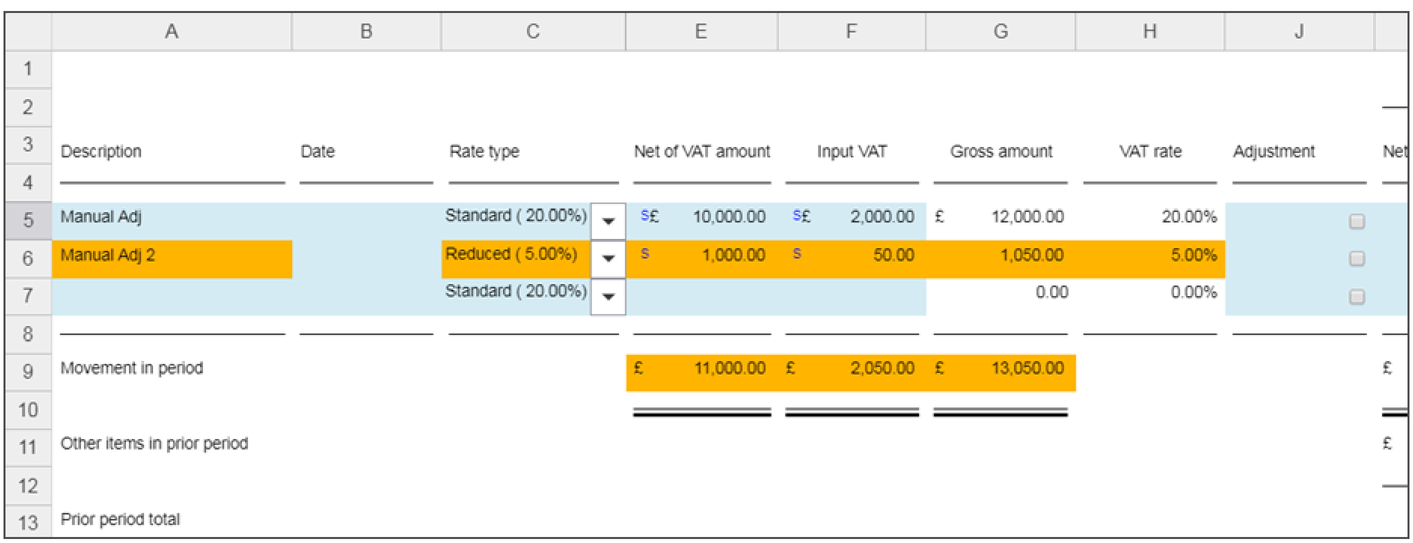


On selection of **Compare**, you will be presented with a screen that lists all return versions. A version of a return is created when you select **Save Version** as opposed to a normal **Save** or when you **Save** the return and close out of the return. This is so the user controls the audit trail.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



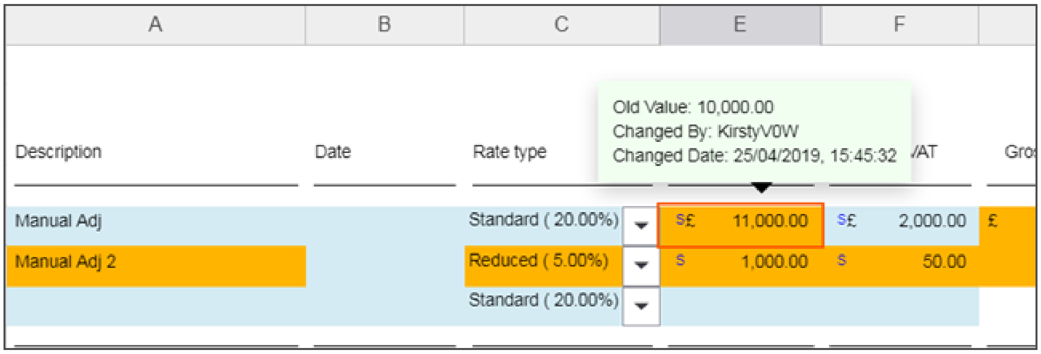
To compare versions, select the version you want to compare to the live return. Any changed cells will be highlighted in yellow. This includes cells directly changed (by user or by import) and those that are impacted.



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

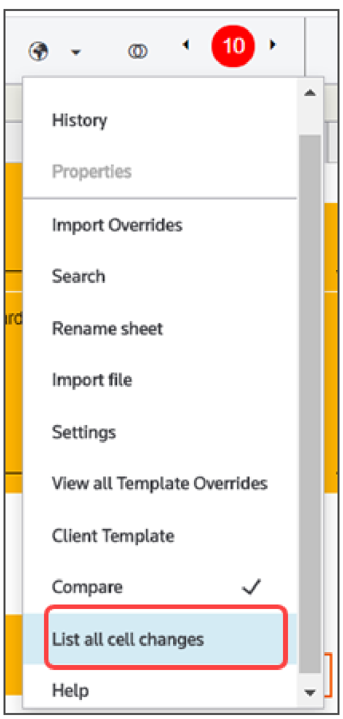
Cell Level Difference

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.

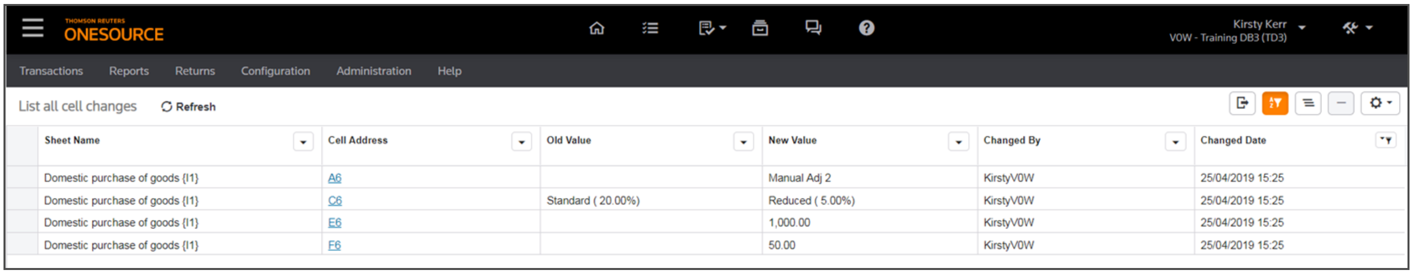


List of All Cell Changes

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



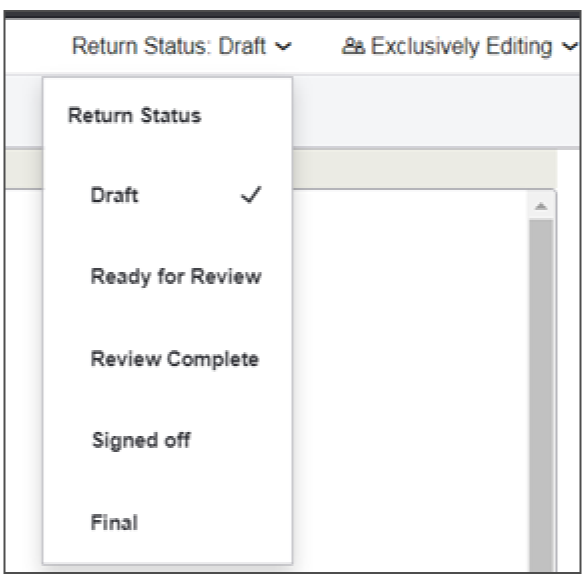
This includes changes to impacted cells, therefore, it may be easiest to export to Excel and filter to review the particular change you are interested in.



RETURN STATUS

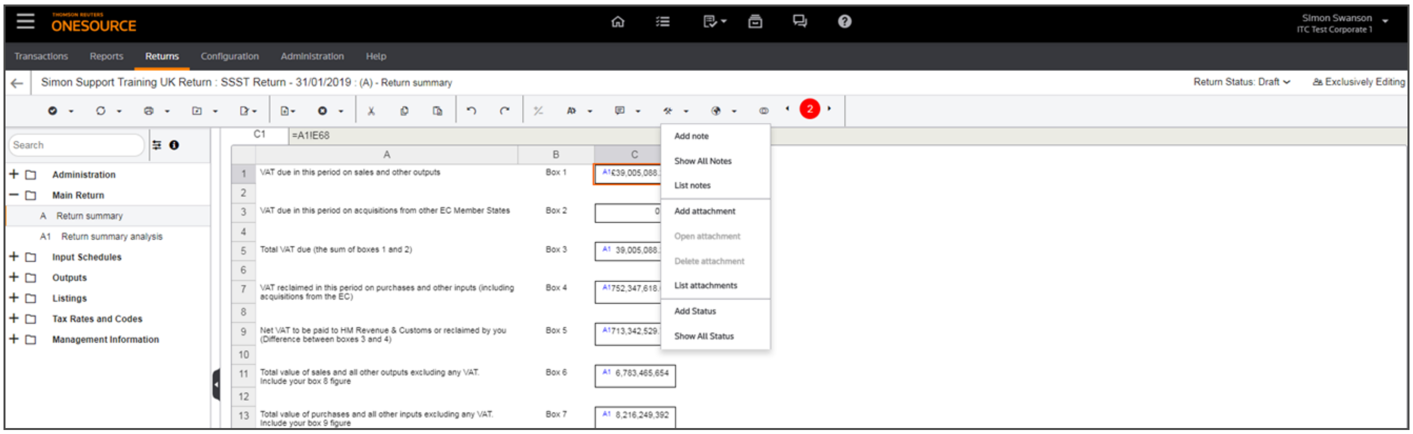
The return's status can be set within the return. Depending upon status set, the return will move from an editable to non-editable state.

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

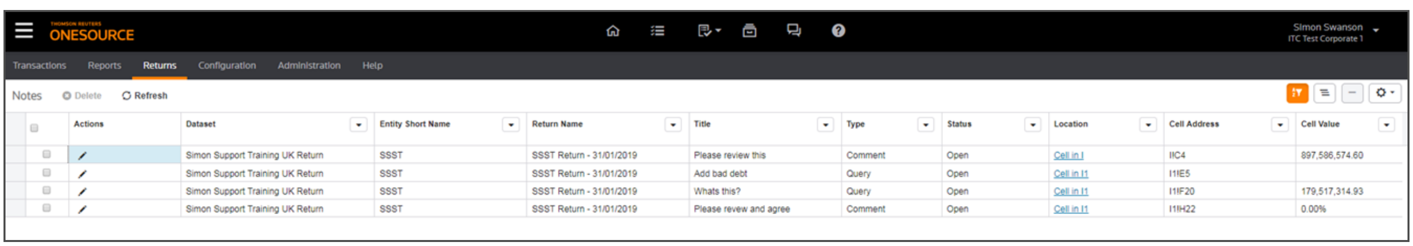


RETURN NOTES

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**.

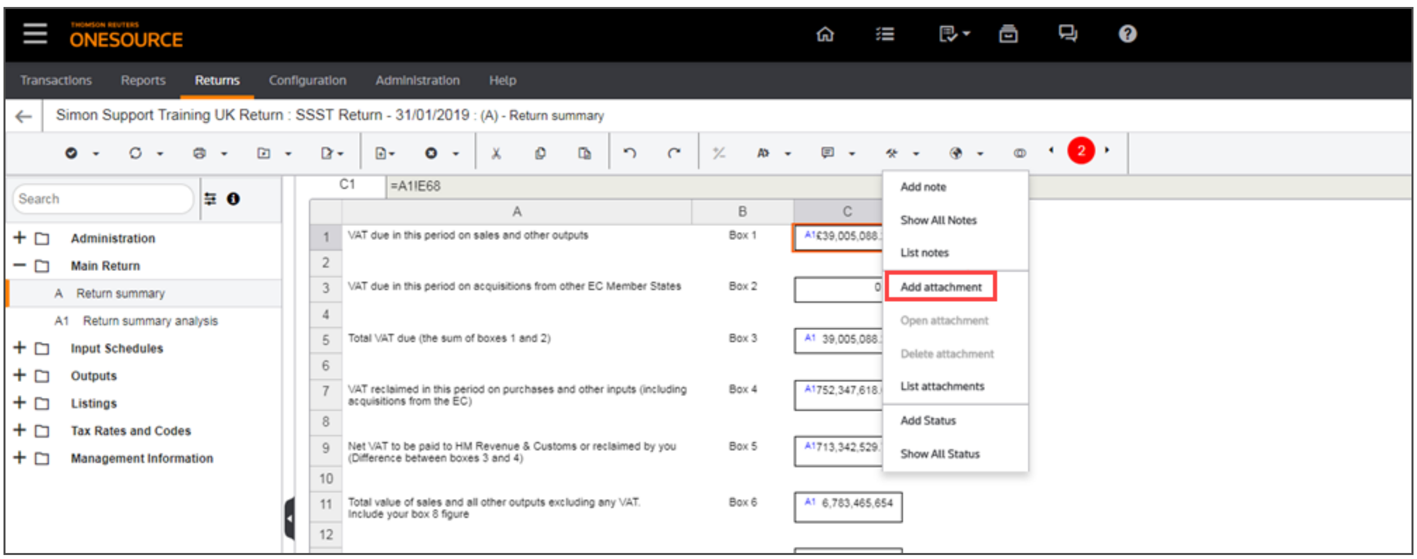
RETURN ATTACHMENTS

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.

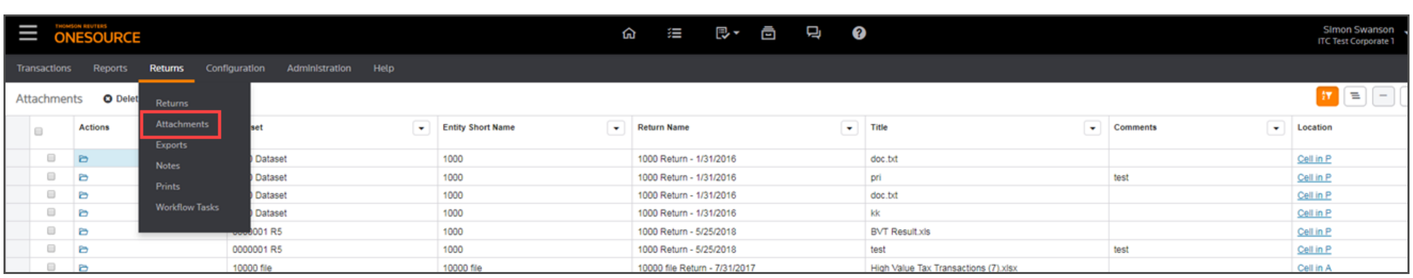
Add Attachments within a Return

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.



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.)



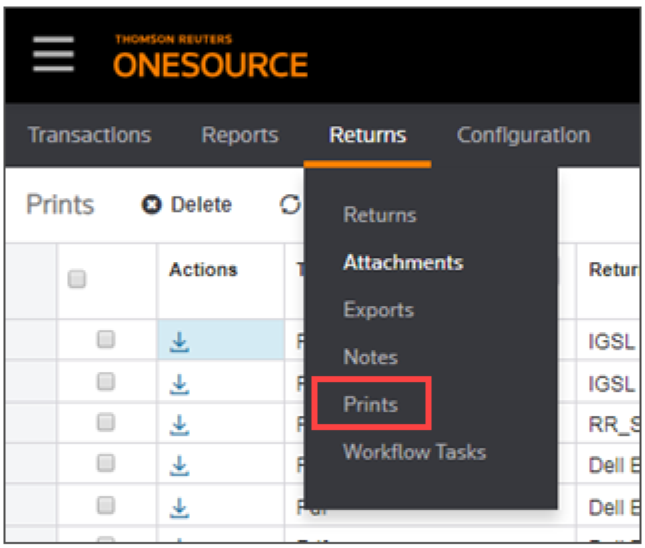
You can view the attachments added as an additional audit trail, and can also review and edit the attachments. Using **Roll Forward**, attachments can be rolled forward to the next period.

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:

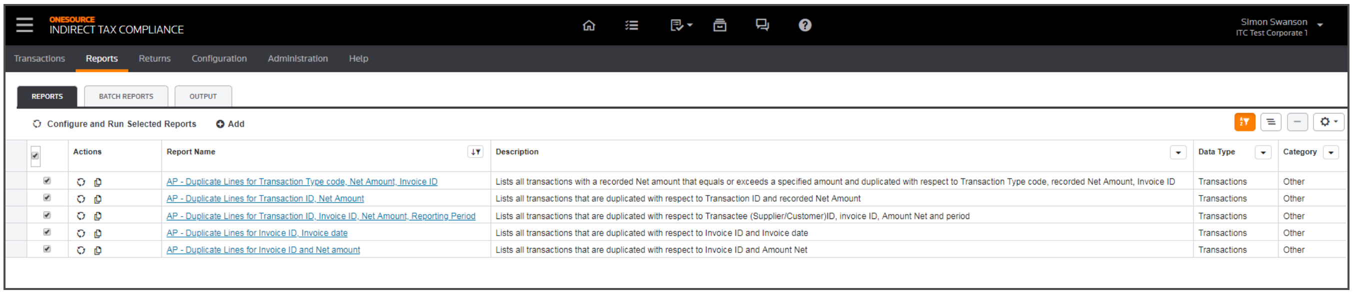
1. Select **Reports** to access the list of available reports.
2. Select the report you want to view or run.
3. Select **Configure and Run** next to the report.

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

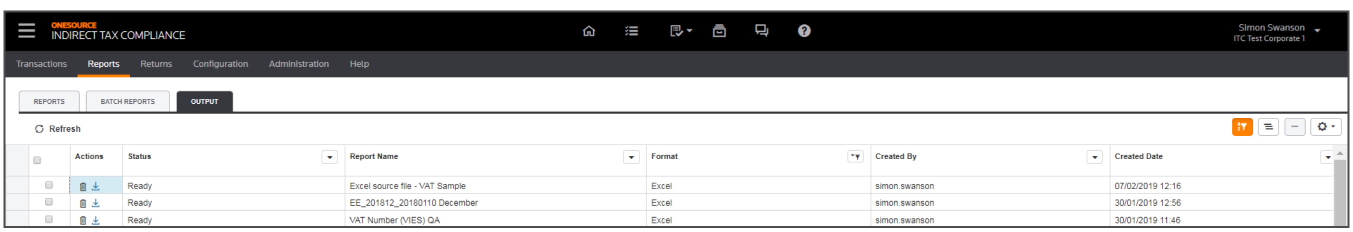
4. Enter the start and end date of the period.
5. Select the entities and complete any remaining fields.
6. Select the output format.
7. Select **Run**.

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**.



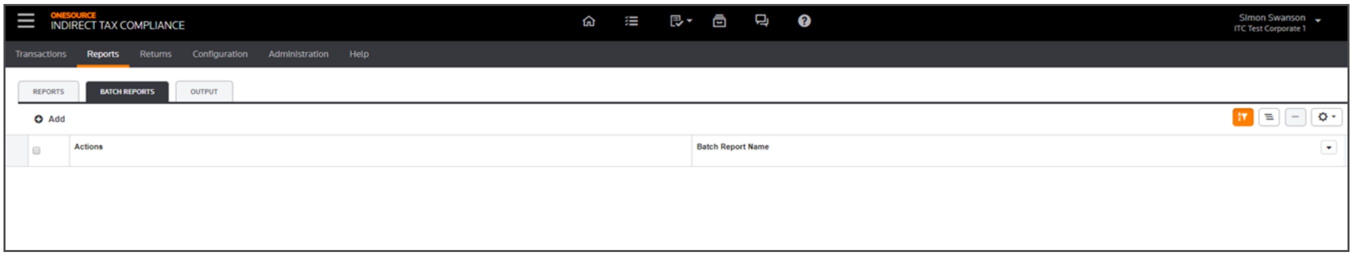
BATCH REPORTS

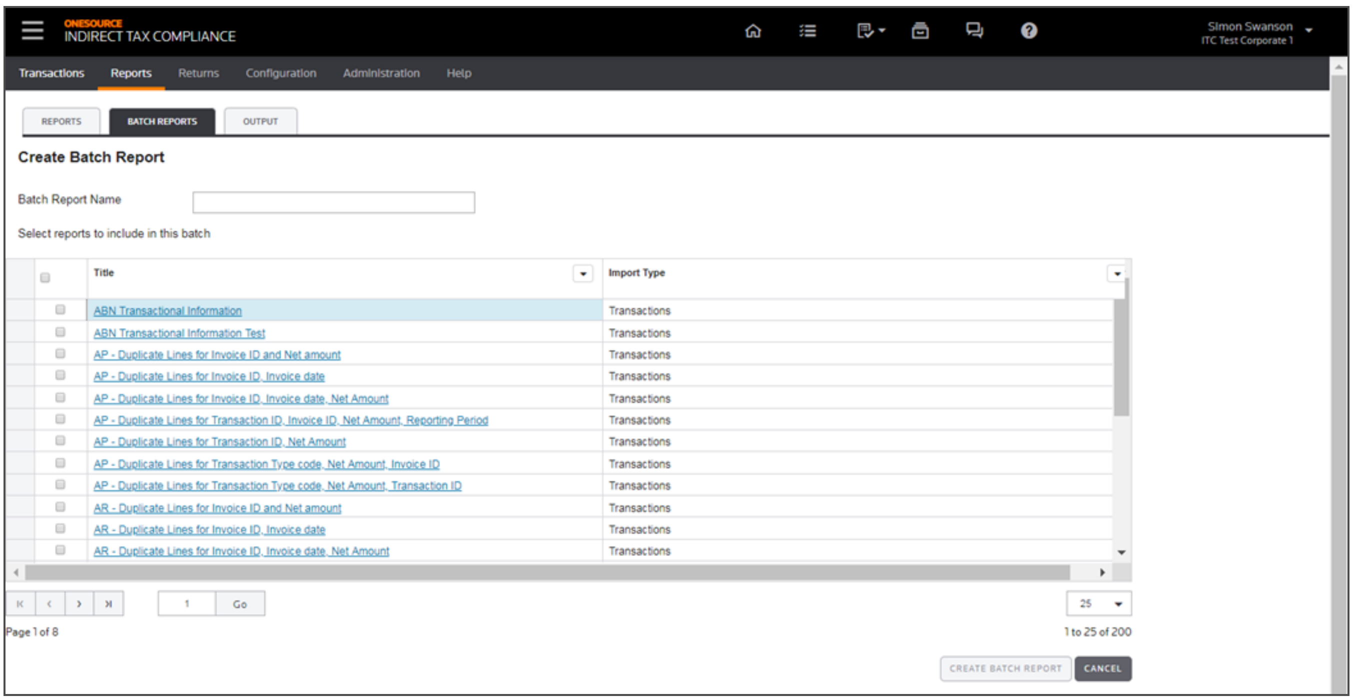
For exception, analysis, and management reports, you can schedule several reports to run simultaneously as a batch.

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.

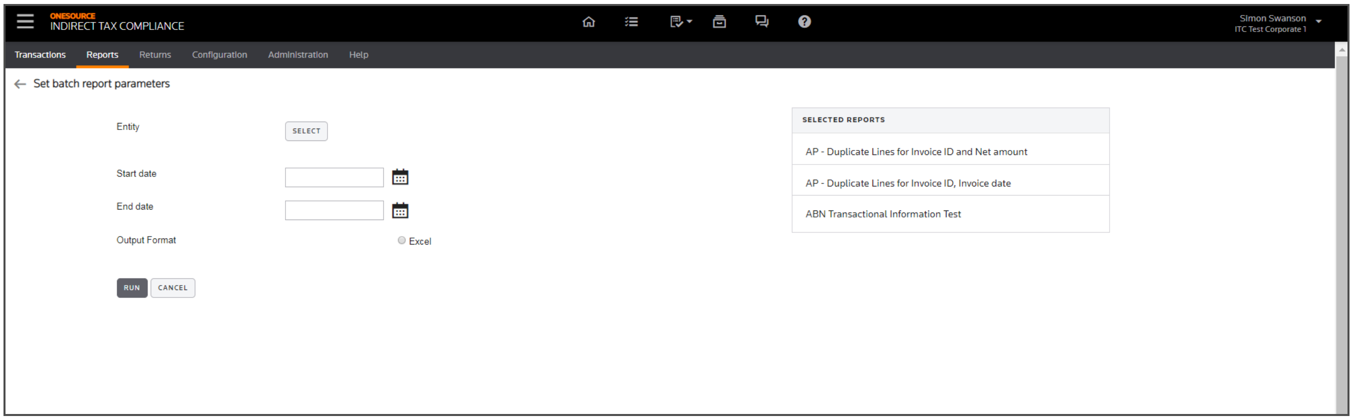




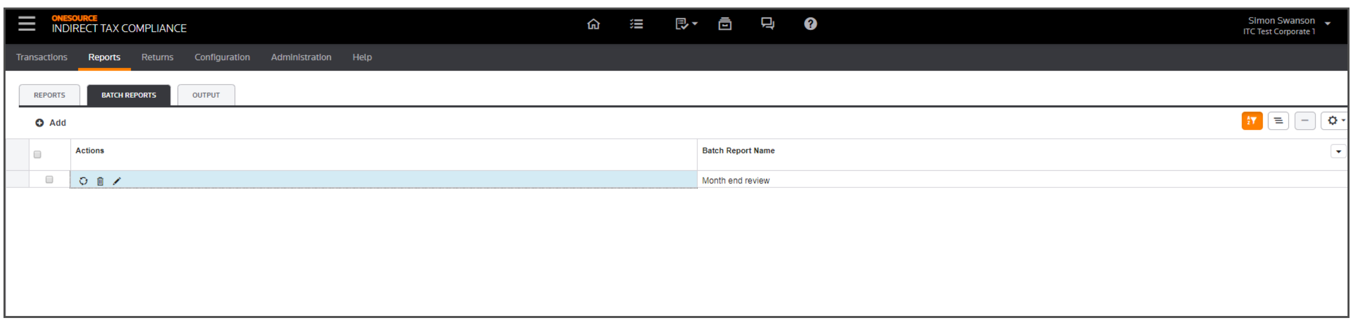
3. Give the batch report a name then click **Create Batch Report**.

4. Configure and run the newly created batch report by entering the parameters of the selected reports.

5. .Select **Run**.



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



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.

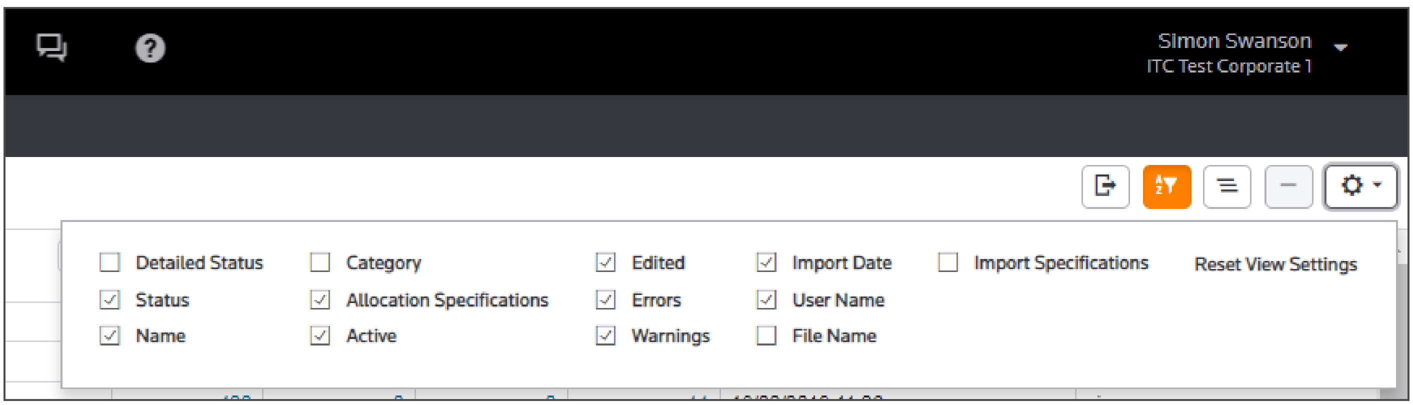
- **A1**: Return summary analysis
- **B**: Management Information
- **B2**: Transactions by rate: Accounts payable
- **B2**: Transactions by rate: Accounts receivable
- **I**: Accounts payable
- **O**: Accounts receivable

APPENDIX 1: NAVIGATING GRIDS

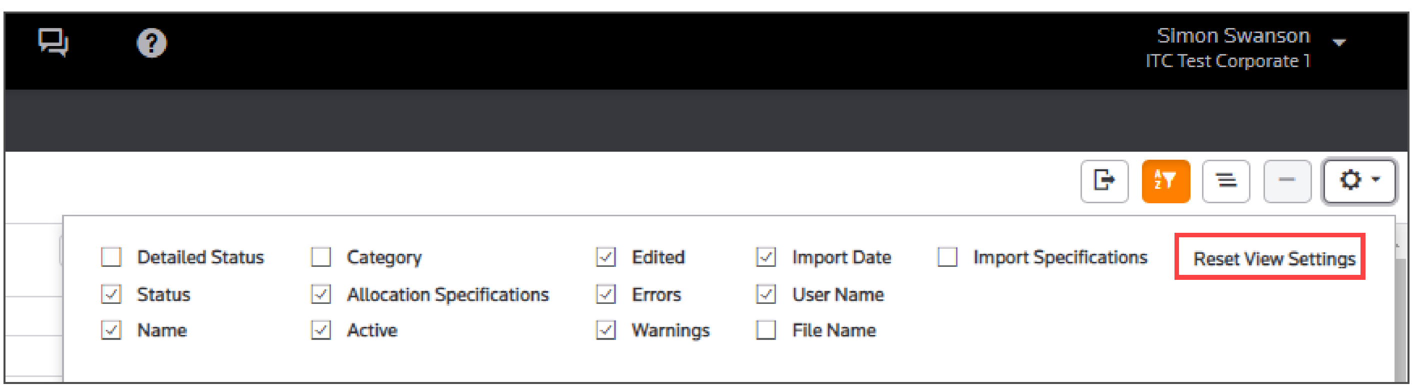
All Import, Transactional, and Reports windows are configurable, with additional features to help you analyze data.

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.

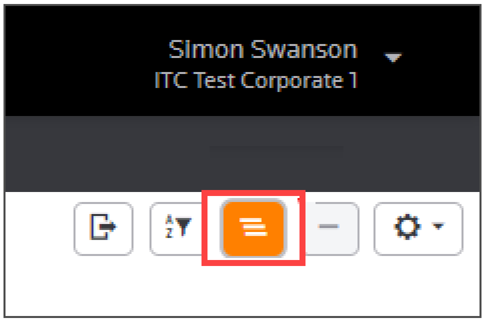


- Setting changes save automatically when the option menu closes.
- Return to the default settings by selecting **Reset View Settings**.



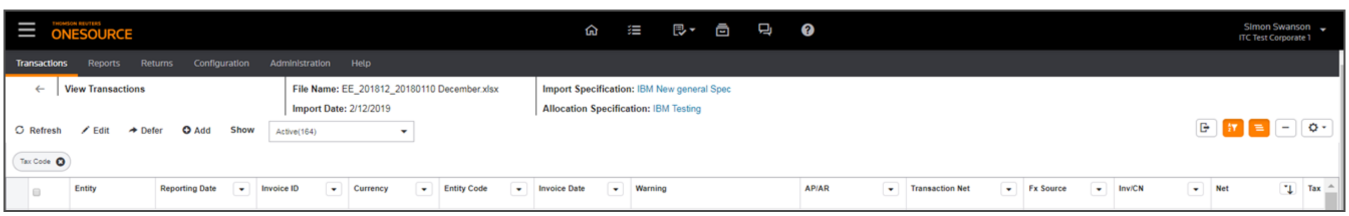
GROUPING COLUMNS

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.



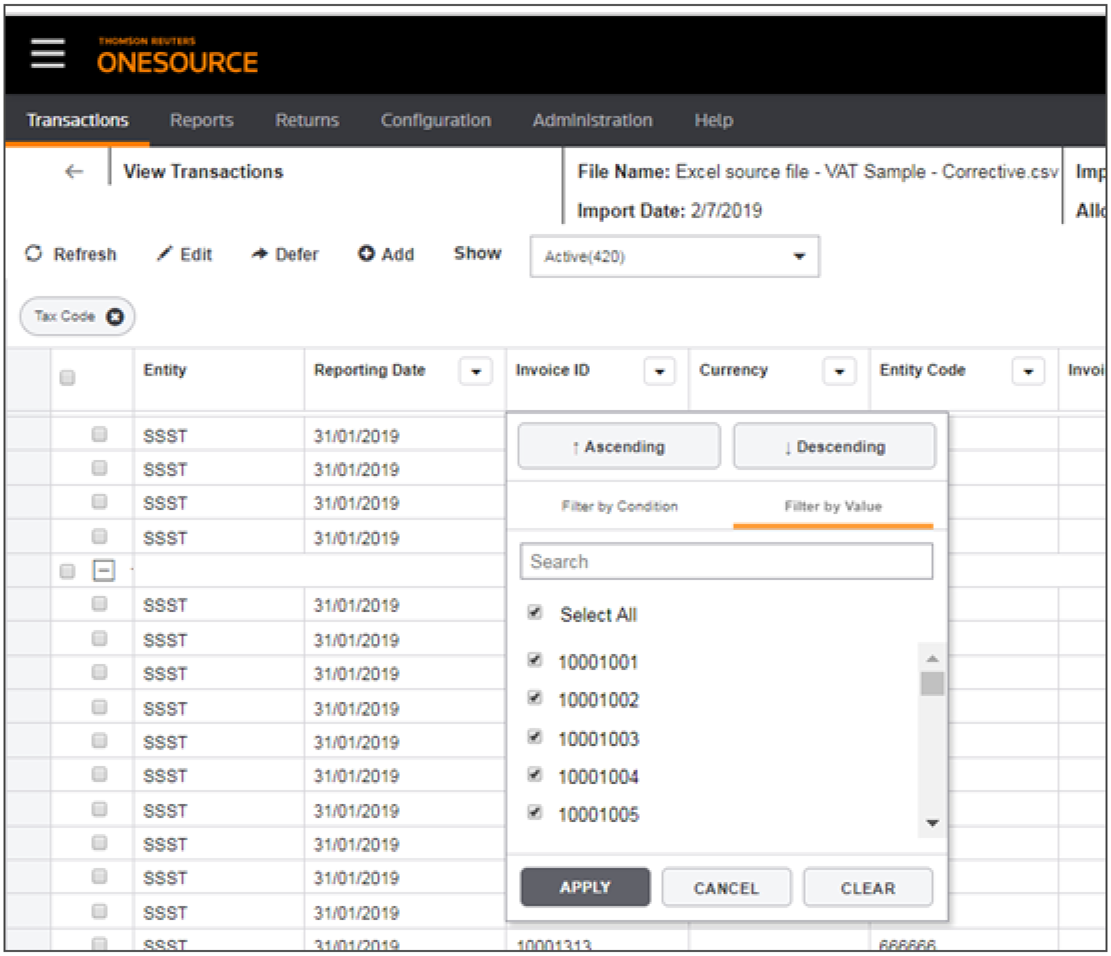
FILTERING COLUMNS

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

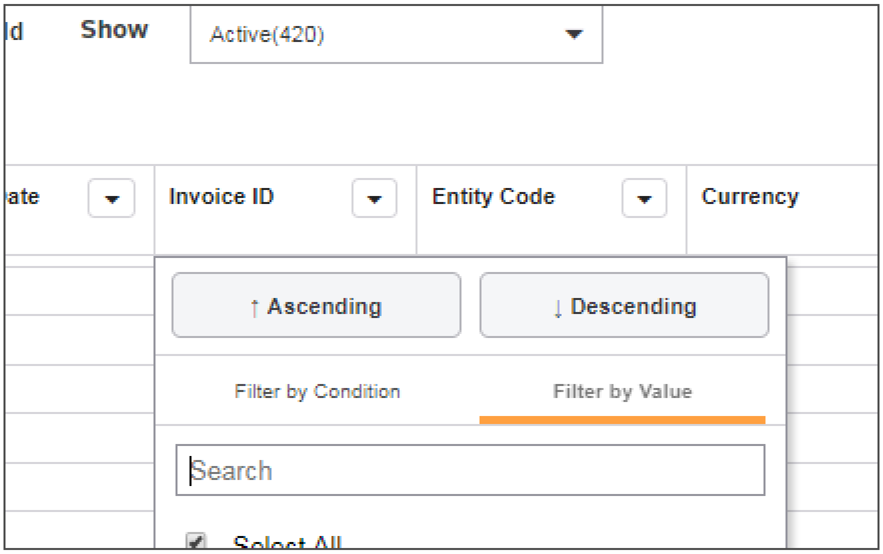
To reorder columns, select and drag a column header to the left or right.

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

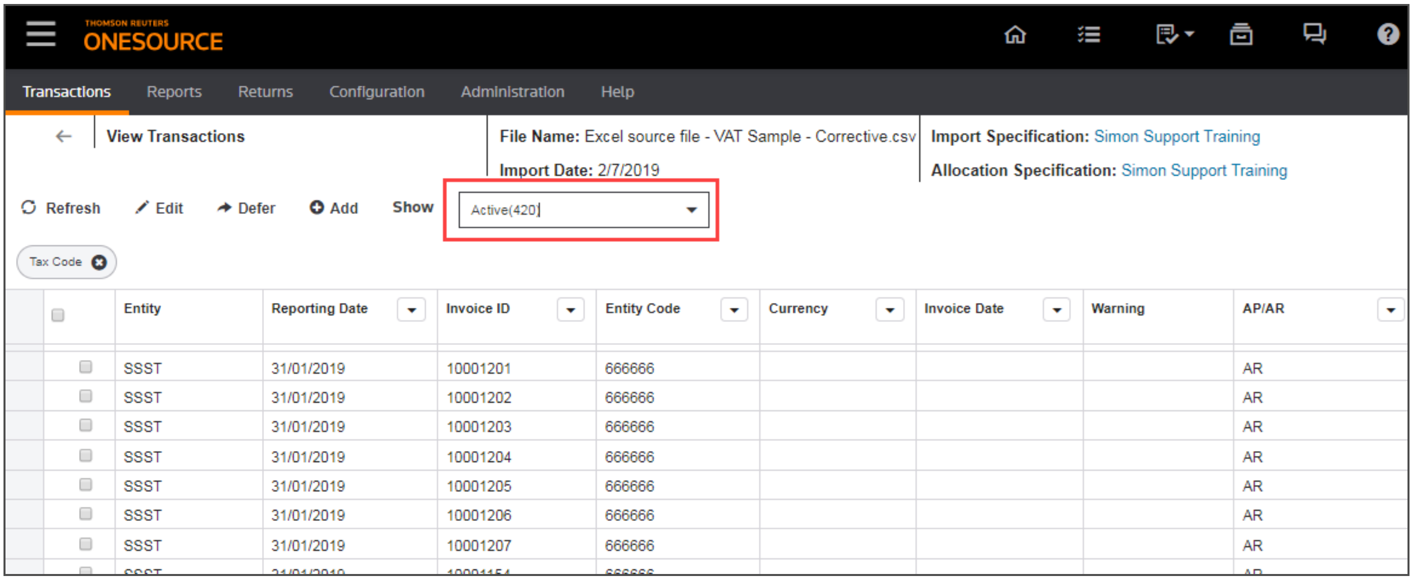
1. Hover the cursor over a column header and select the arrow to open the filter dialog box. Sort the column by **Ascending** or **Descending** order.



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

SWITCHING VIEWS

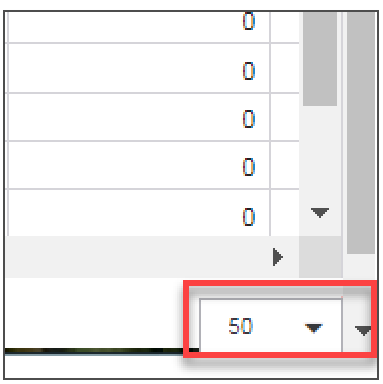
To change views, click the view drop-down list then select **Active**, **Edited**, **Error**, or **Warnings**.



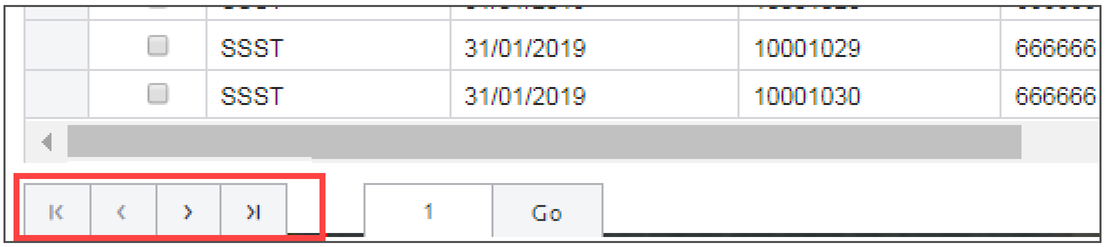
ALTERING PAGE VIEW

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.



APPENDIX 2: ENTITY MANAGER

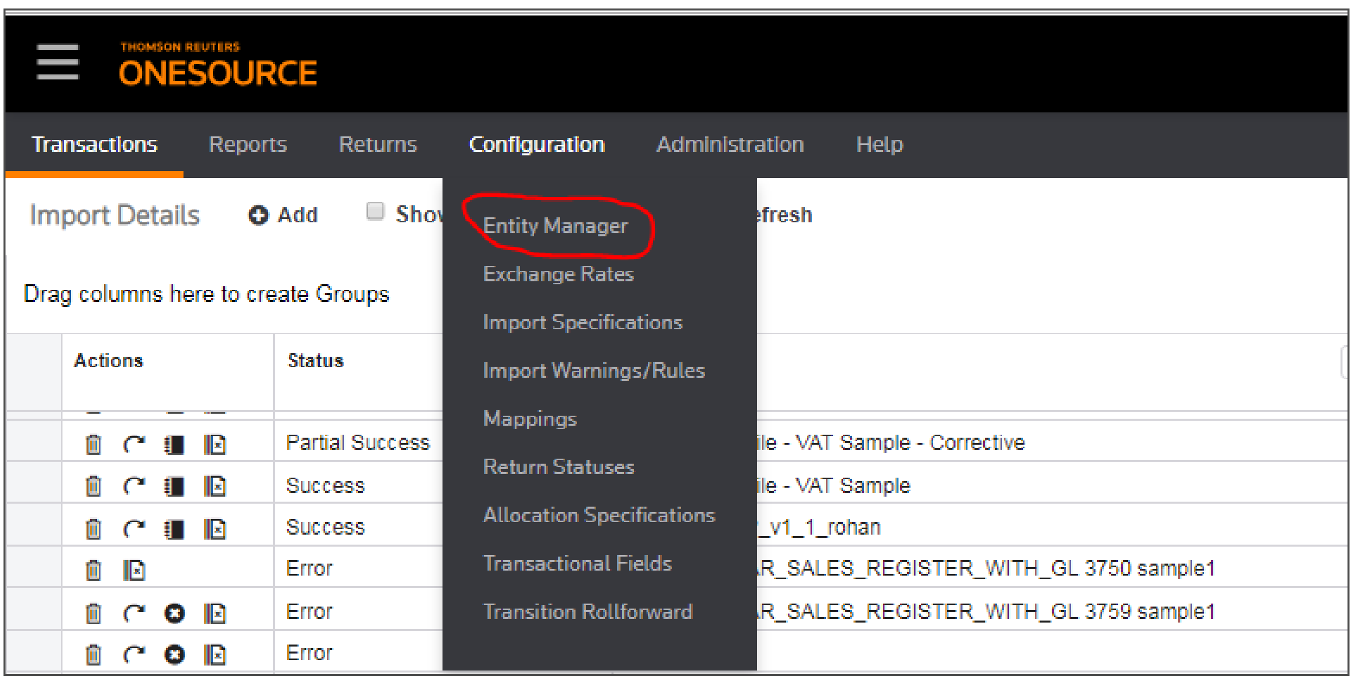
The **Entity Manager** module in Indirect Tax Compliance can be used to set up single entities then group them for reporting purposes. Its flexibility lets you maintain complex group structures for consolidation purposes. Because the system does not impose any tax rules, an entity can be anything you 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:

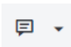
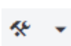
- **Name**-Enter the long name of the entity you want to create.
- **Short Name**-Enter the short name of the entity you want to create. It can be the same as the **Name** field.
- **Entity Identifier**
- **Jurisdiction**-Select a specific jurisdiction for your entity.
- **Business Sector**
- **Geography**

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
	Save-Applies changes to the open return. Save version-Saves version of the return to compare for audit purposes. Export-Saves to Microsoft Excel.
	Refresh-Update the Return with changes made by other users' import data.
	Print the return.
	E-file-Veiw the errors in the export list.
	View: • Data entry-Prints all rows in selected sheets, including blank rows. • Review-Prints selected sheets for review purposes. • Final-Prints rows in selected sheets that contain data. No blank rows are printed.
	Insert (function varies depending on selection): • Insert Sheet–Inserts a new sheet in the return. • Insert Row-Inserts a new row in the return worksheet. • Insert Column–Inserts a new column in the return worksheet.
	Delete (function varies depending on selection): • Deletes sheet • Deletes row • Delete column cut (cut the contents of the selected, unprotected cells)
	Copy-Copies the contents of the selected cells.
	Paste-Pastes the cut or copied values from other cells to the selected cells.

ICON	FUNCTION
	Various Audit Tools: • Add Note-Opens a new Notes dialog box when you are in a cell that does not already contain a note. • Open Note-Opens the Notes dialog box with current information. Edit as needed. • Delete Note-Deletes the notes. • List Notes-Opens the Notes tab to display all notes in the open return. • Add Attachment-Opens a new Attachments dialog box when you are in a cell that does not already contain an attachment. • Open Attachment-Opens the Attachments dialog box with current information. Edit as needed. • Delete Attachment-Deletes the attachments. • List Attachments-Opens the Attachments tab to display all attachments in the open return. These are controlled by user permissions for the entity.
	Various Audit Trail: • History-Opens a new window with all Audit History for the return. • Settings-Enables the ability to specify audit settings for an online review of the returns.
	Language-Changes the language from English.
	View Errors-Cycles through any red errors in the returns.