ONESOURCE™ ENTITY MANAGER

User guide

Version 3.0

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TAX & ACCOUNTING

THOMSON REUTERS

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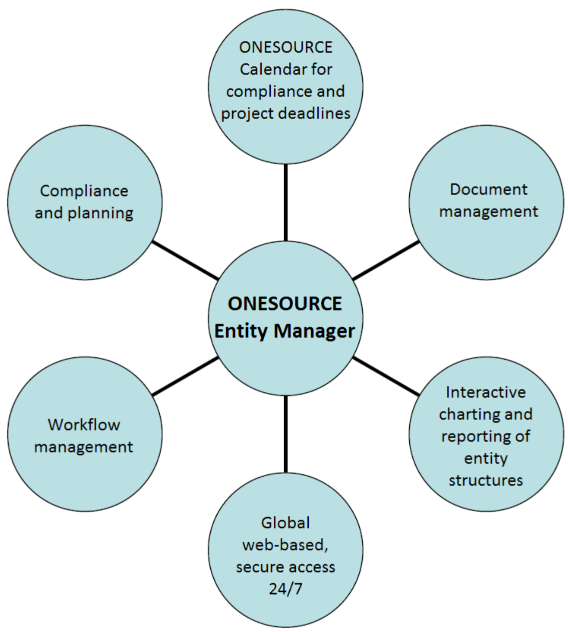
Introduction

ONESOURCE Entity Manager (OEM) provides an organized, customizable means to store, track, and process data for your organization's divisions, branches, and partnerships. Users can track unrelated entities (e.g., investments), and plan "what-if" entities. OEM tracks key entity data to help support decisions and increase visibility of information for Sarbanes Oxley (SOX) compliance. Track data including:

- Owners
- Geographic locations
- Tax identification numbers
- Contacts
- Intercompany transactions
- Dual residency status
- DBA names
- Beneficial ownership
- And more!

OEM easily imports and exports data, allows entities to be centralized by drawer, lets you customize data fields, provides security settings, and stores documents, thereby decreasing the time and effort spent managing multiple entities. OEM also integrates with ONESOURCE Calendar, WorkFlow Manager, and FileRoom.



Other ONESOURCE Entity Manager features include:

- Centralized data storage for tax, M&A, legal, ERP, and risk management
- Security settings guard sensitive data
- Easy capture of key contact and responsible-parties information
- Graphical charting and TreeView of entities
- User-defined fields and group codes
- Web-based application provides global 24/7 access
- Multiple export formats (.csv, HTML, Excel, Word)
- Historical data provides point-in-time and audit trail
- Web services that allow integration with third-party applications

Terminology

The following terms are commonly used in ONESOURCE Entity Manager.

Charting shows charts created for entities. They can be active, planning, or historical.

Documents lists all documents stored in Entity Manager.

Entities can be legal units owned, planning entities, branches, subsidiaries, unrelated third parties, or investments for which you maintain data. You can even store information for departments, division, or subcon names as entities to define multiple roll ups for tax accounts or other purposes.

Individuals/agents can be board members, officers, directors, registered agents, audit committee members, and others.

ONESOURCE platform is the framework from which ONESOURCE products are accessed and launched. The ONESOURCE dashboard includes ticker messages, the ONESOURCE menu bar, pages, and gadgets. See the user guide for the ONESOURCE platform for a complete description of these items.

ONESOURCE WorkFlow Manager (OWM) integrates the tools you need to gain SAS 70 control over a process (tasks, events, assignments, research, data collection, documents, notes and audit trail). Work procedures are enhanced with managerial tools, such as: automated e-mail notification for individuals, groups, and outside users when tasks are completed; administrative and oversight functions; and approval requirements as workflow tasks are completed

Owners contains the owner type and the percent of ownership for entities.

People lists individuals and their roles in entities.

Reports contains standard and custom reports, and the ability to view, print, and export all data fields in Entity Manager.

Transactions details intercompany payments. Up to four transactions among five entities can be charted.

Workflows display the WorkFlow browser for OWM users.

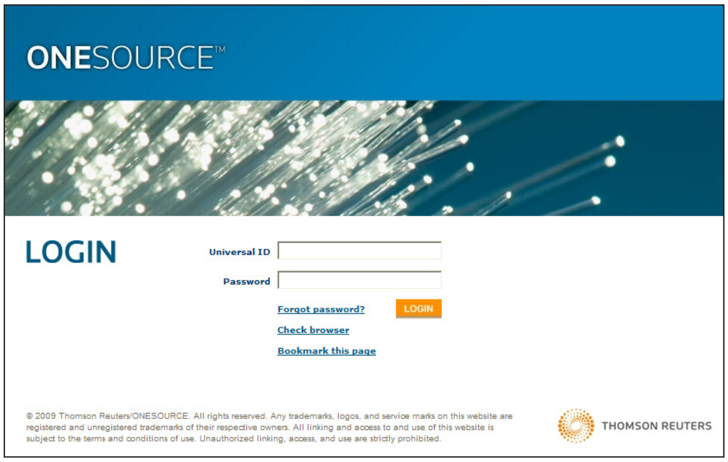
Access and login

Accessing Entity Manager

Entity Manager is built on the ONESOURCE platform. Log on to the ONESOURCE platform at https://www.onesourcelogin.com.

If your client installation requires a unique login page, you will receive that address when your system is installed.

Your login screen will look similar to the following:

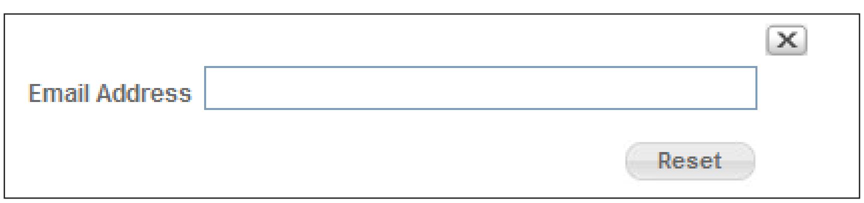


1. Enter your **Universal ID** and **Password**.
2. Click **Login.** The ONESOURCE dashboard will open.

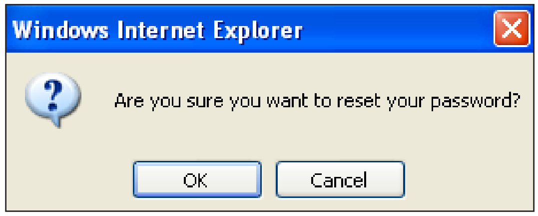
Forgot password?

If you cannot remember your password in order to log on to the ONESOURCE platform, you can use the link provided on the login screen to reset it.

1. Click **Forgot Password?** on the login screen. Enter your e-mail address in the screen that appears, then click **Reset**.

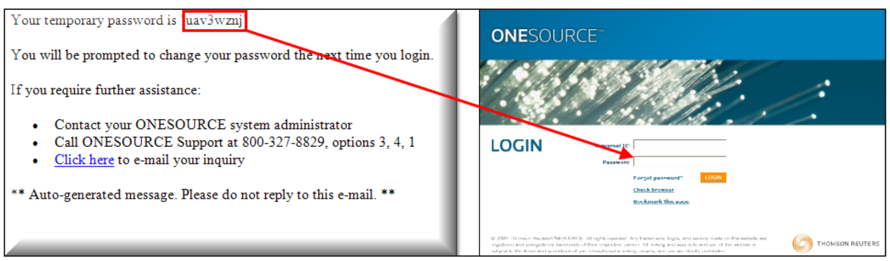


2. A dialog box appears confirming that you want to reset your password. Click **OK**.

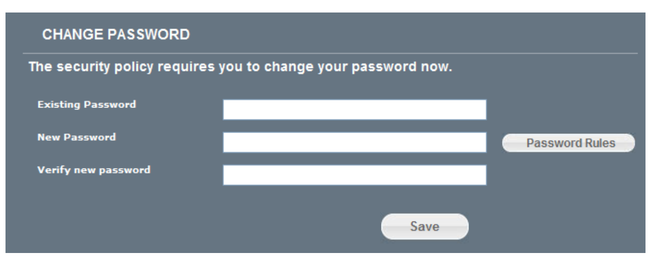


3. The following dialog box appears confirming that, if the e-mail address you entered matches the system's records, a temporary password will be sent to that e-mail address. Click **OK**.

4. Log in using the temporary password sent to you via e-mail.

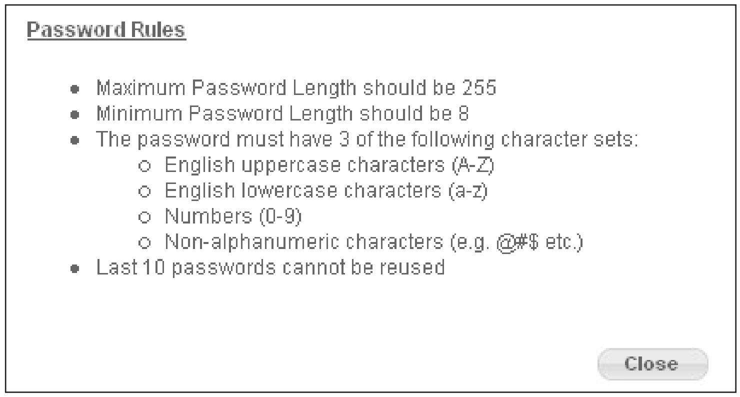


5. Once logged in, you must change your password. Use your temporary password (sent to you via e-mail) in **Existing Password**, then enter the new password you will use to log on to the ONESOURCE platform in **New Password** and **Verify new password**.



6. Click **Save**.

NOTE: Passwords must conform to the rules set by your administrator. Click **Password Rules** on the **Change Password** screen to see those currently in effect.



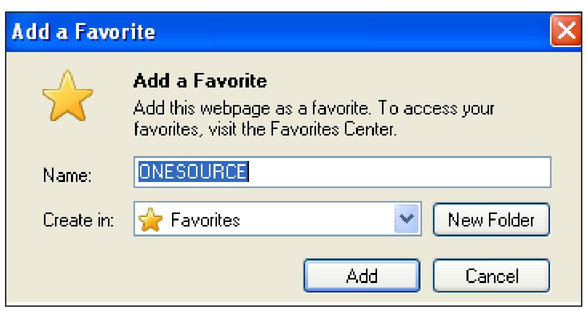
Check browser

See the user guide for the ONESOURCE platform for detailed information about the items displayed in **Check Browser**. From the ONESOURCE menu bar, click **Help** > **User Documentation** > **ONESOURCE platform** to open the user guide as a PDF.

Bookmark this page

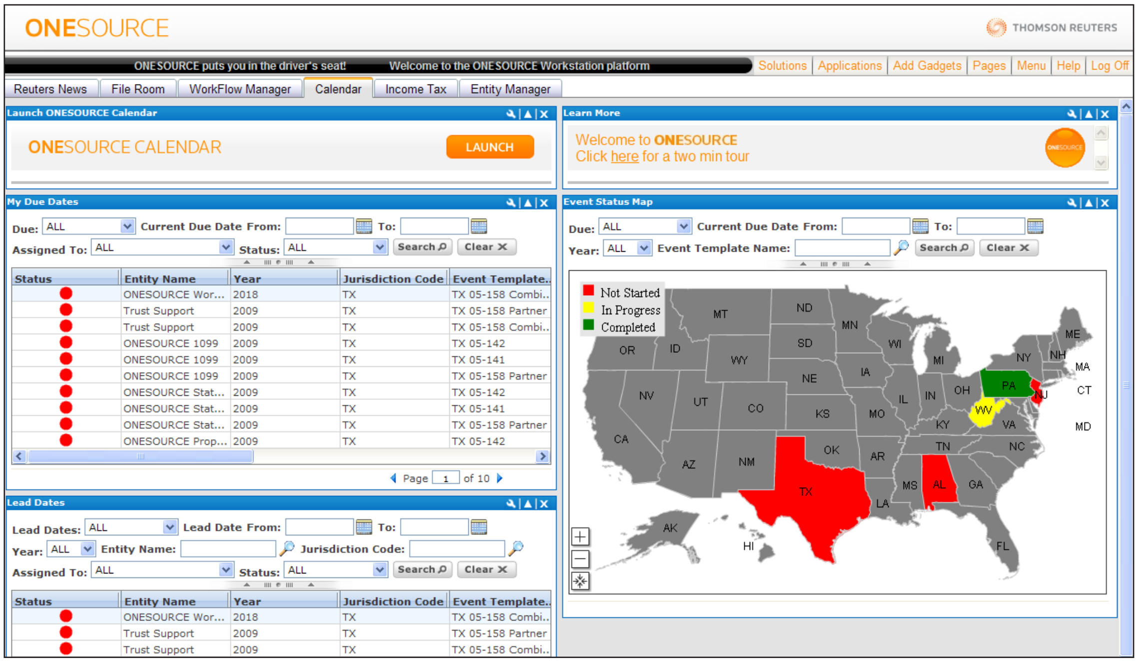
To add the ONESOURCE login page to your Internet Explorer Favorites:

1. Click **Bookmark this page** on the login screen.
2. The **Add a Favorite** dialog box appears. Modify the name, if desired.
3. Click **Add**.



ONESOURCE dashboard

After logging in with your universal ID and password, the ONESOURCE dashboard will open. This section describes the links found in the **Help** menu.

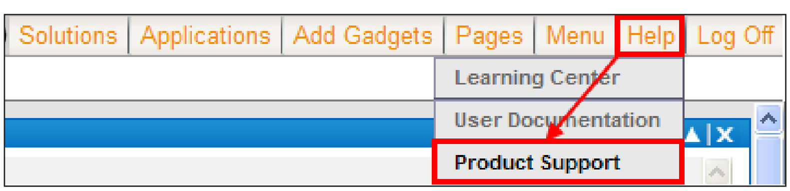


User Documentation

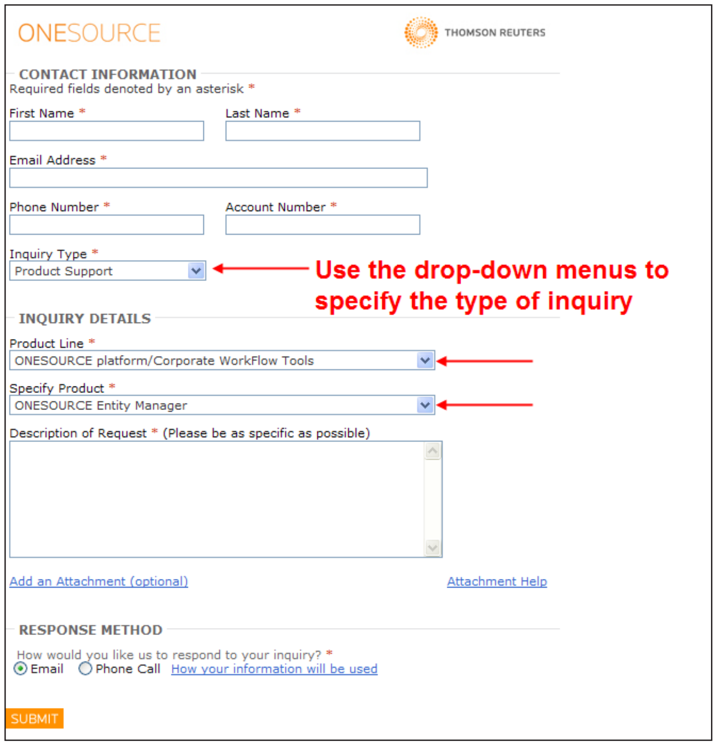
Refer to the user guide for the ONESOURCE platform for a complete description of the dashboard, including ticker messages, gadgets, and pages. Click **Help** > **User Documentation** > **ONESOURCE platform** to open the user guide as a PDF.

Product Support

To request help for any ONESOURCE product, click **Help** > **Product Support**.

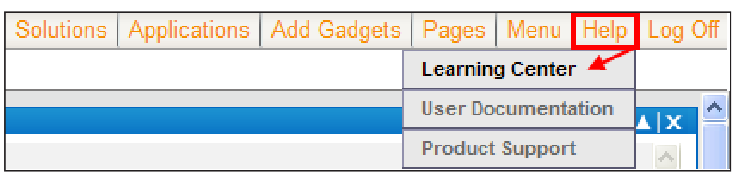


Fill in the **Product Support** form with your contact information and inquiry details. Use the drop-down menus to specify the type of inquiry, and for which product you require help.

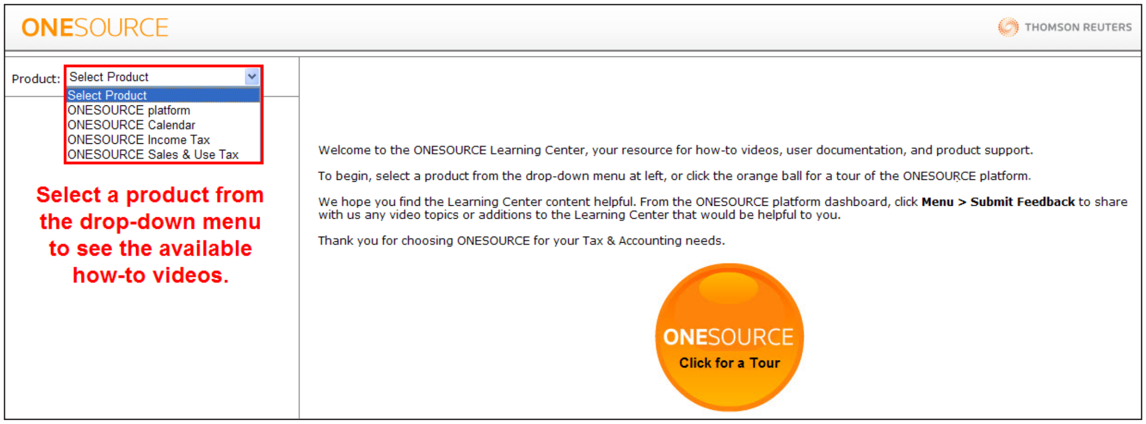


Learning Center

For visual learners, we are creating how-to videos that show you how to accomplish various tasks in ONESOURCE products. Click **Help** > **Learning Center** to choose a product and topic.

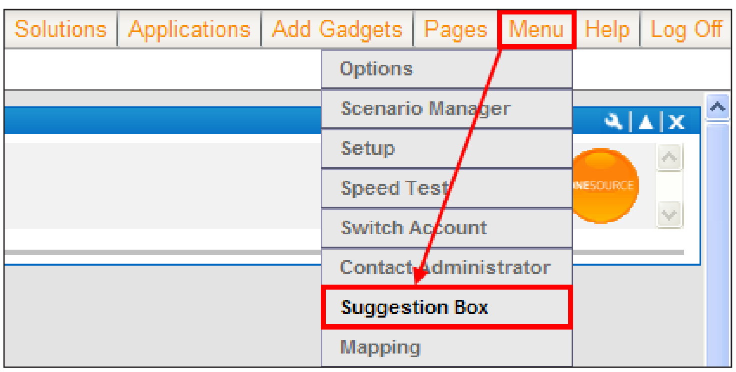


From the Learning Center home page, use the drop-down menu to select a product and see the available how-to videos.

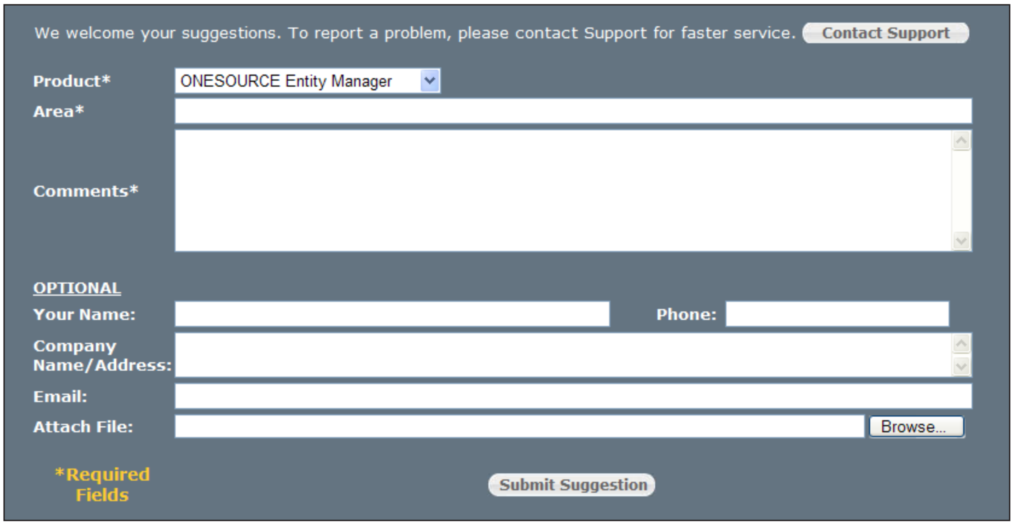


Suggestion Box

Your ideas and suggestions are how we improve the user experience and functionality of our products. From the ONESOURCE menu bar, click **Menu** > **Suggestion Box** to submit your feedback to the Product team.



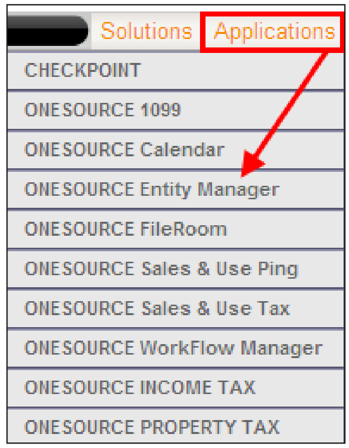
In the **Suggestion Box** screen, use the drop-down menu to select the product for which you have a comment or suggestion. Use the **Area** field to specify where in the product (e.g., a screen, Actions menu item, etc.) you would like to see an improvement. In the **Comments** field, provide a brief description of your suggestion.



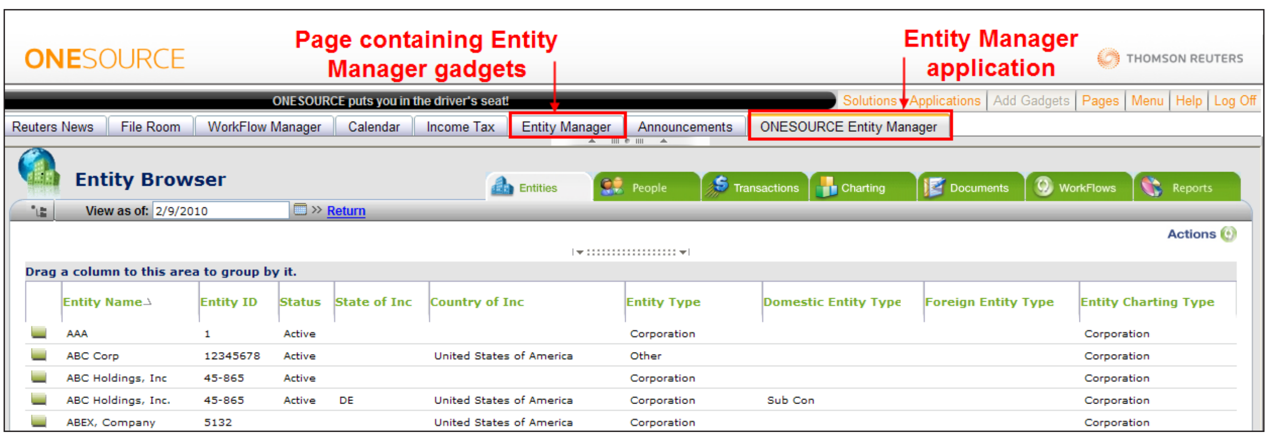
Launching Entity Manager

To open Entity Manager from the ONESOURCE platform:

1. Click **Applications** in the ONESOURCE menu bar.
2. Select **ONESOURCE Entity Manager**.

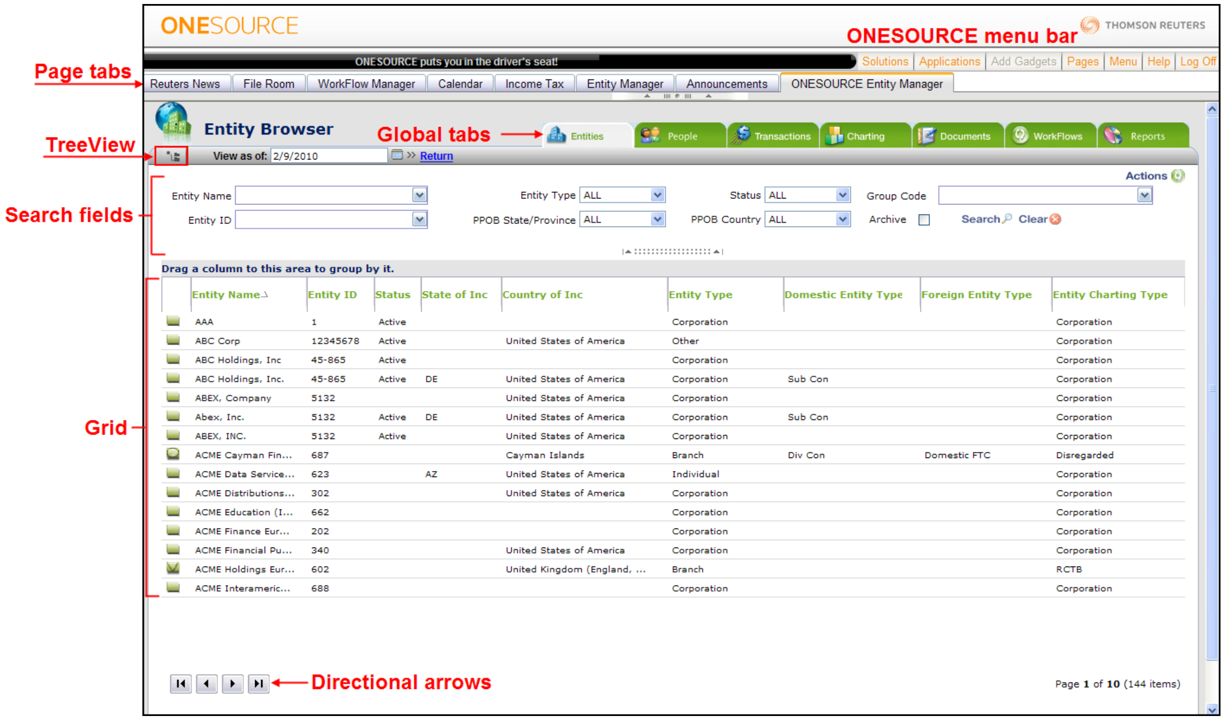


The following screen loads, displaying **Entity Browser** in the **Entities** tab:



Since ONESOURCE Entity Manager is built on the ONESOURCE platform, the application opens as a new tab in the dashboard. You can click on another page tab, then return to OEM by clicking on the **ONESOURCE Entity Manager** tab in the dashboard.

OEM Screen Elements



A quick overview of the ONESOURCE Entity Manager screen, from top to bottom:

ONESOURCE menu bar

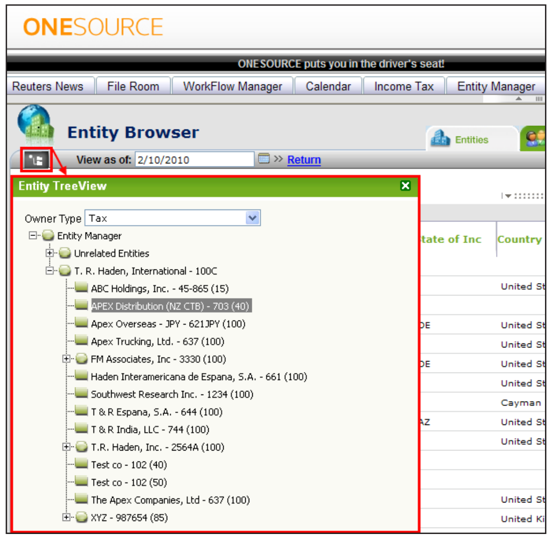
The ONESOURCE menu bar contains links to Solutions, Applications, Add Gadgets, Pages, Menu, Help, and Log Off. See the user guide for the ONESOURCE platform for a complete description of the menu bar.

Page tabs

Pages containing gadgets appear as tabs under the ticker message. Click on a tab to view the gadgets on that page. Since ONESOURCE Entity Manager is built on the ONESOURCE platform, it appears as a tab instead of opening in its own window.

TreeView

Click the TreeView icon (shown below) to display the ownership structure of entities, including ownership percentages by owner type. Owner type allows you to define as many roll ups as needed for various compliance and planning needs. TreeView is also a quick way to jump to another entity.



NOTE: In order to see TreeView or chart entity structures, you must designate the main parent (only one per database), and define ownership (see the **Ownership** section later in this user guide).

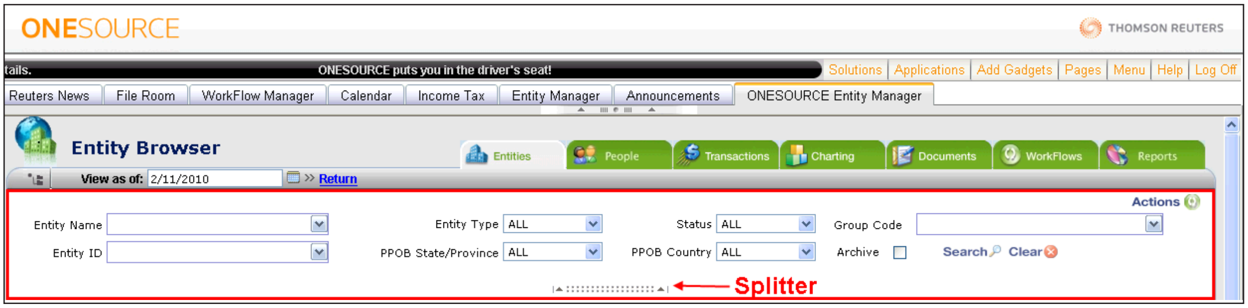
Global tabs

These seven tabs stay visible when you are at the global level in OEM:

- **Entities** provides access to entities around the world.
- **People** lists individuals and the role they serve globally by entity.
- **Transactions** details intercompany payments. You can track a stream of payments among five entities, and that stream can be charted.
- **Charting** allows you to see flow charts of who owns who, how much they own, and the owner type. Charts can be active, planning, or historical.
- **Documents** lists global documents that can be searched by entity.
- **Workflows** lists global workflows that can be searched by OWM users.
- **Reports** contains standard and custom reports. You can export the reports to HTML, PDF, or Microsoft Excel and Word.

Search fields

When the splitter appears on a screen, it indicates that a search area is available. Use the drop-down menus to select criteria for your search.



Grid

Depending on where you are in OEM, the grid will list items relevant to the tab in which you are working.

Directional arrows

Use the directional arrows to move forward and back among pages.

 Go to first page

 Go back one page

 Go forward one page

 Go to last page

Getting Started

The ONESOURCE Entity Manager grid lets you customize views, and import and export data. In this section, you will learn about:

- Accessing the Actions menu
- Using Actions commands
- Customizing the grid
- Performing a search

Accessing the Actions menu

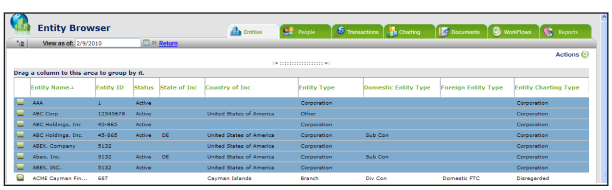
To access the **Actions** menu, do one of the following:

- Highlight one or more items, then right-click (this option will be used for instruction throughout this user guide)
- Highlight one or more items, then click the **Actions** menu icon  in the upper right corner of the screen

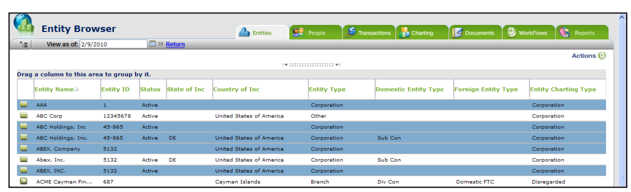
NOTE: If you do not have an item highlighted, only those features that apply to the entire grid will be available (e.g., adding new events, importing or exporting the entire grid, customizing the grid view, and setting preferences).

Applying actions to multiple items

In grid views, you can apply an action to more than one item at a time by holding the **Shift** key for contiguous items (see example on left), or the **Ctrl** key for non-contiguous items (see example on right), and using the mouse to click on the items you want to select. Right-click to display the **Actions** menu and select an action.



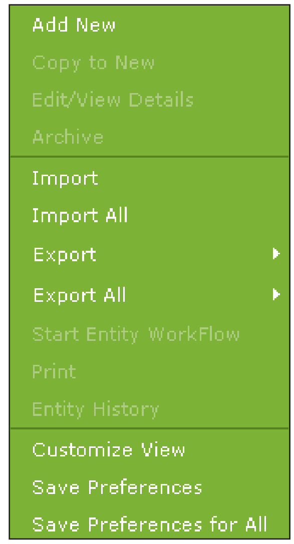
*Click the first item you want to select, hold the **Shift** key, then click the last item you want to select.*



*Hold the **Ctrl** key, then click on each item you want to select.*

NOTE: If a row is not highlighted, only those features that apply to the entire grid will be available:

- Add New
- Import
- Import All
- Export
- Export All
- Customize View
- Save Preferences
- Save Preferences for All



Using Actions commands

To perform any command from the **Actions** menu, permission must be granted by the administrator. (See **Assigning Permissions in Entity Manager** in the **Setup** section of the ONESOURCE administrator guide.) If permissions are not granted, the command will appear grayed out on the menu.

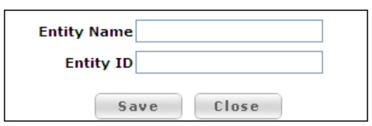
The following commands are found in the **Actions** menu. They are customized for each tab and topic; therefore, not all actions are available from all menus.

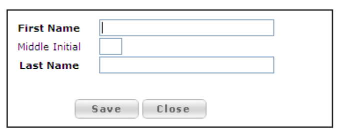
Add New

Add a new entity, person, transaction, or chart, depending on the page from which this action is selected. For example, this action is displayed as **Add Document** when in the **Documents** tab, **New Folder** when in the **WorkFlows** tab, and **Create Custom Report** when in the **Reports** tab.

Copy to New

Available on the **Entities**, **People**, and **Charting** tabs, this action copies all data from the selected entity, person, or chart to a new entity, person, or chart. Enter new names for these items.





Edit/View Details

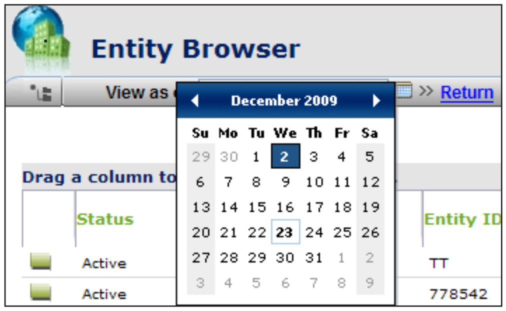
Double-click on an item in the grid to edit or view entity information. Changes made by you and other users are logged to **Entity History**.

NOTE: The entity details screen will open. Two or more entities can be opened in their own windows for side-by-side comparisons.

Also known as the point-in-time feature, **View as of** in OEM lets you go back to a specific date to see entities that were in the system.

1. Click the calendar icon next to the **View as of** field.

2. Select the point in time for which you want to view the entities in the system.



3. Click the double arrow next to the calendar icon to see the entities in the system as of the date you selected.
4. Click **Return** to see OEM data for the current date.

Archive/Unarchive

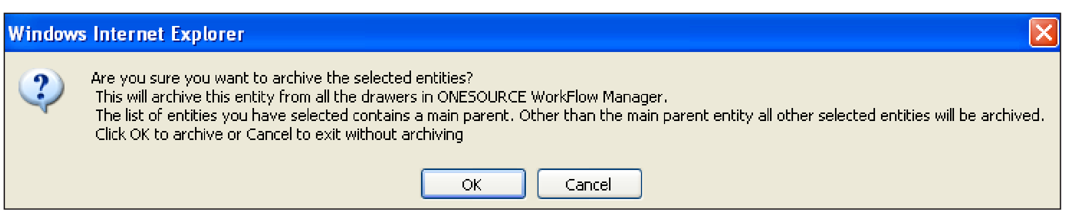
You can remove (archive) entities, people, transactions, and charts from the grid without permanently deleting them. **Unarchive** restores to the grid view items that were previously archived.

To archive an entity:

1. Select one or more entities to archive.
2. Right-click to display the **Actions** menu, then select **Archive**.
3. A dialog box appears asking if you want to archive the selected entities. Click **OK** to archive, or **Cancel** to exit without archiving.

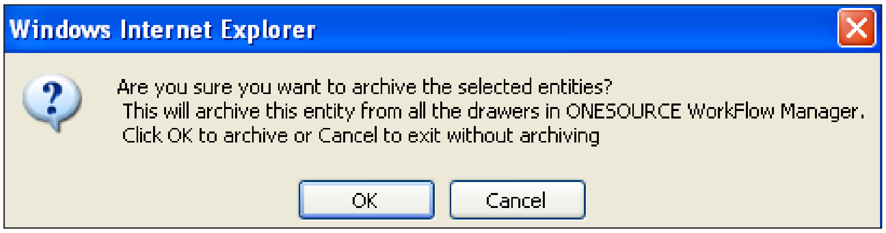
NOTE: Transactions and historical charts for archived entities are not removed. To archive related transactions and charts, go to the appropriate global tab.

If you attempt to archive an entity that is a main parent, you will see the following message.



To include the main parent when archiving entities, you must uncheck the **Main Parent** box on the **Basic Info** screen in the **Entity Information** tab, and click **Save**.

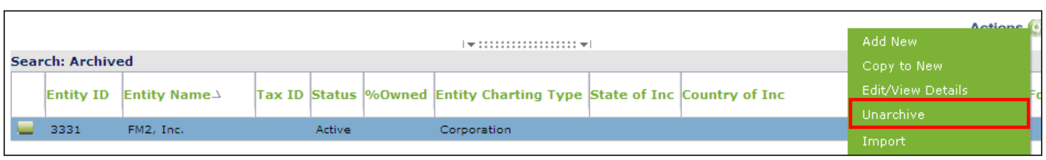
If there is no main parent among the entities you have selected to archive, the following message is displayed.



To unarchive an entity:

1. Click on the splitter to expand the search area.
2. Check the **Archive** box, then click **Search**. Archived entities are displayed in grid view.

3. Select the entities you want to unarchive.
4. Right-click to display the **Actions** menu, then select **Unarchive**. (Once archived, this command changes to unarchive in the menu.)



5. A dialog box appears asking if you want to unarchive the selected entities. Click **OK**.

NOTE: To show all entities in the grid view, including those you just unarchived, click **Clear** in the search area.

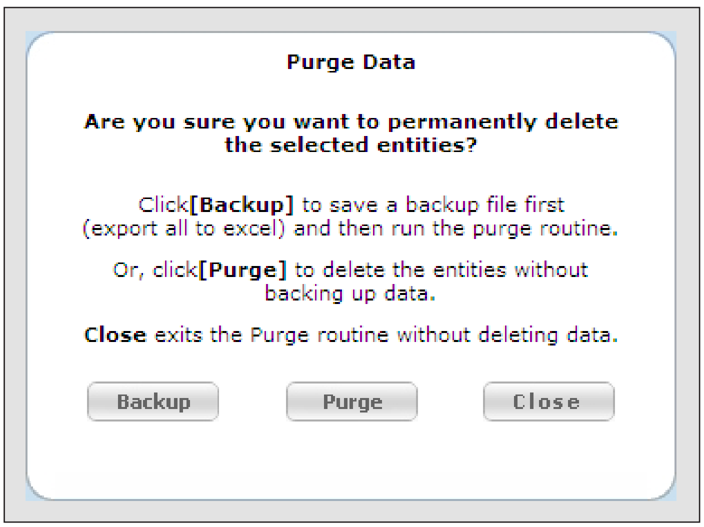
Purge

ONESOURCE Entity Manager offers two purge options to permanently remove entities, people, transactions, and charts from the database: with back up and without back up.

Purge only appears on the **Actions** menu if you are granted permission. (See **Granting Purge Rights** in the **Setup** section of the ONESOURCE administrator guide.)

To purge an entity:

1. Select the entities you want to purge.
2. Right-click to display the **Actions** menu, then select **Purge**. The following screen appears confirming your decision to permanently delete the selected entities.



3. Select **Backup** to export and save a file in Excel, **Purge** to delete without backing up, or **Close** to exit without deleting the selected entities.

NOTE: OEM is backed up nightly. Should it be required, a complete backup of data will be available.

Delete

OEM restricts permanent deletion of entire entities, people, transactions, and charts, but information can be deleted from edit/view screens. When **Delete** appears in an **Actions** menu, data can be permanently deleted from the database.

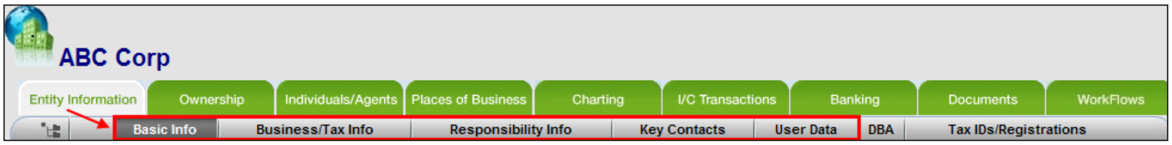
Import/Import All

Entity Manager allows you to import information from an Excel or .csv file. See **Appendix A** for more information.

Export

OEM allows you to export most grids, reports, and searches to Excel or .csv format. See **Appendix A** for more information.

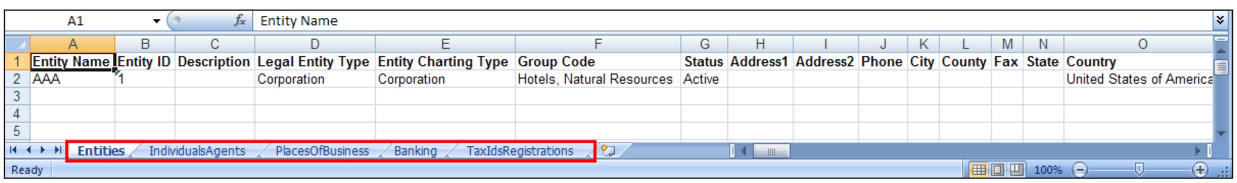
Using this action in the grid exports field names and corresponding data from the **Basic Info**, **Business/Tax Info**, **Responsibility Info**, **Key Contacts**, and **User Data** tabs on the entity details level.



NOTE: To export all entities from the grid in the **Entities** tab, make sure that no items are highlighted, then select **Export** from the **Actions** menu.

Export All

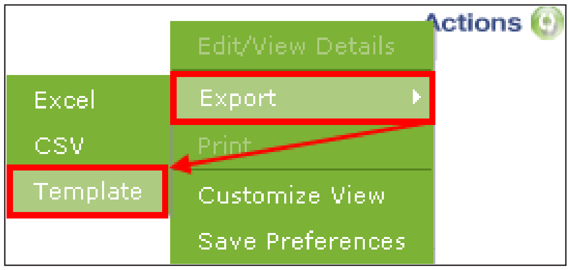
For one or more selected entities, this action exports field names and corresponding data from the **Entities** tab at the global level. For each tab containing information at the entity details level, a worksheet is added to the Excel file.



Export templates

Export templates are available for the **Entities**, **People**, **Transactions**, and **Charting** tabs at the global level.

1. From the **Actions** menu, select **Export**, then **Template**.



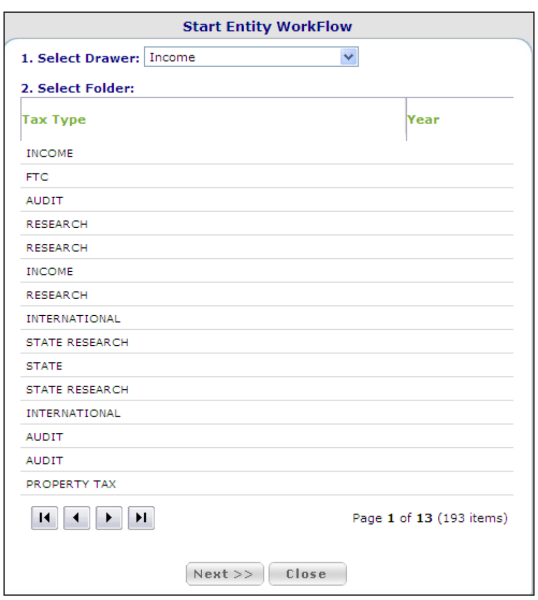
NOTE: Required fields in Entity Manager are bold in the export template.

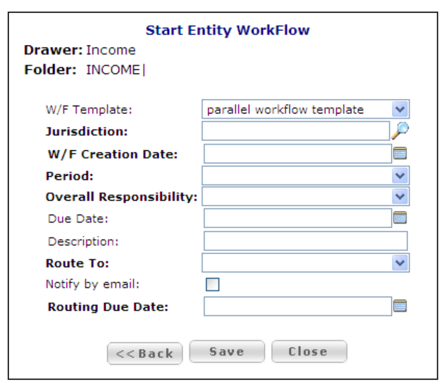
	A	B	C	D	E	F
1	**First Name**	**Middle Initial**	**Last Name**	Title	Honorific	Organization
2						
3						

2. Enter the data that will be used for importing, then save the file in .xls format.

Start Entity Workflow

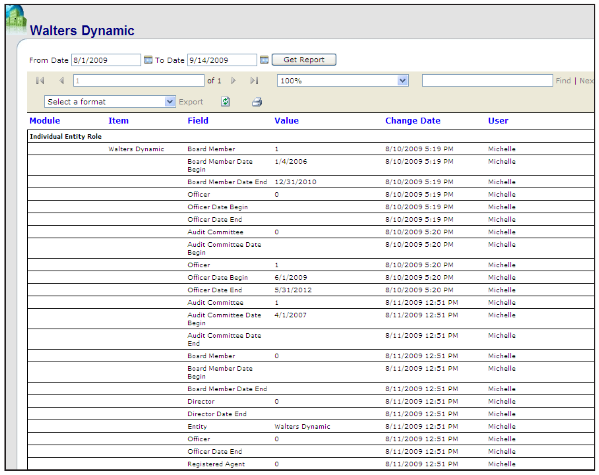
(For OWM clients only) Start an entity workflow from the **Entities** tab. In the first screen, select a drawer and folder, then click **Next**. In the second screen, use the drop-down menus and lookup icons to make your selections. Bold fields are required. Click **Save** to create this workflow.





Entity History

Create a report that details the changes made to tracked fields during a specified time frame.

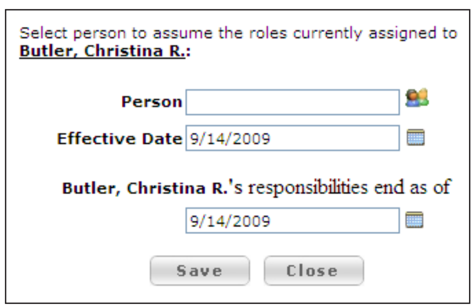


Module	Item	Field	Value	Change Date	User
Individual Entity Role					
	Walters Dynamic	Board Member	1	8/10/2009 5:19 PM	Michelle
		Board Member Date Begin	1/4/2006	8/10/2009 5:19 PM	Michelle
		Board Member Date End	12/31/2010	8/10/2009 5:19 PM	Michelle
		Officer	0	8/10/2009 5:19 PM	Michelle
		Officer Date Begin		8/10/2009 5:19 PM	Michelle
		Officer Date End		8/10/2009 5:19 PM	Michelle
		Audit Committee	0	8/10/2009 5:20 PM	Michelle
		Audit Committee Date Begin		8/10/2009 5:20 PM	Michelle
		Officer	1	8/10/2009 5:20 PM	Michelle
		Officer Date Begin	6/1/2009	8/10/2009 5:20 PM	Michelle
		Officer Date End	5/31/2012	8/10/2009 5:20 PM	Michelle
		Audit Committee	1	8/11/2009 12:51 PM	Michelle
		Audit Committee Date Begin	4/1/2007	8/11/2009 12:51 PM	Michelle
		Audit Committee Date End		8/11/2009 12:51 PM	Michelle
		Board Member	0	8/11/2009 12:51 PM	Michelle
		Board Member Date Begin		8/11/2009 12:51 PM	Michelle
		Board Member Date End		8/11/2009 12:51 PM	Michelle
		Director	0	8/11/2009 12:51 PM	Michelle
		Director Date End		8/11/2009 12:51 PM	Michelle
		Entity	Walters Dynamic	8/11/2009 12:51 PM	Michelle
		Officer	0	8/11/2009 12:51 PM	Michelle
		Officer Date End		8/11/2009 12:51 PM	Michelle
		Registered Agent	0	8/11/2009 12:51 PM	Michelle

For more information, see **Selecting History Tracking Fields** in the **Setup** section of the ONESOURCE administrator guide.

Replace

In the **People** tab, **Replace** lets you select a person to assume the roles assigned to someone else. Changes are made across entities, so even a Bank Signator card is updated with the replacement's name.



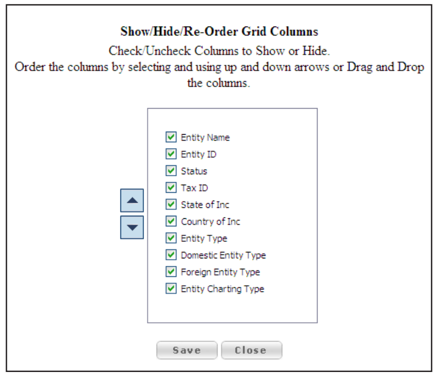
Customizing the grid view

Grid views in OEM can be customized in much the same way as a worksheet in Excel.

Customize View

Entity Manager lets you choose which columns to display in a grid, and in what order.

1. Right-click to display the **Actions** menu, then select **Customize View**.



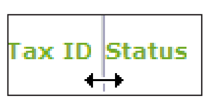
NOTE: Since **Customize View** applies to the entire grid, it does not matter which row you choose.

2. Check the column names you want to show and uncheck those you want to hide.
3. To change the order of columns, click and drag the name to another position in the list, or highlight the column name and use the up or down arrow.
4. Click **Save** to accept these changes, or **Close** to exit without saving.

Column widths

To adjust column widths in grid view:

1. Position the mouse over the column header dividing line. The pointer will change to a double-arrow pointer.
2. Click and drag the column dividing line to the left or right.

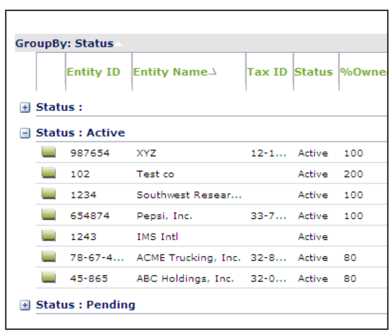


Group data by column heading

For grids with a group-by area (see example below), you can drag a column header up to the group-by area, and the grid automatically refreshes its view.

1. Click-and-drag the column header to the group-by area. Notice that the column header becomes transparent.

2. The grid will automatically refresh to show the groupings by column header. To expand a group, click the plus sign (+). To collapse a group, click the minus sign (-).

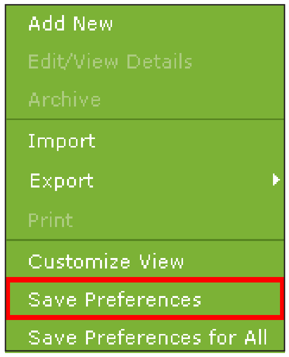


3. To remove grouping and restore the grid view, drag the column header back to its original location.

NOTE: Click a column heading to sort data in ascending or descending order.

Saving preferences

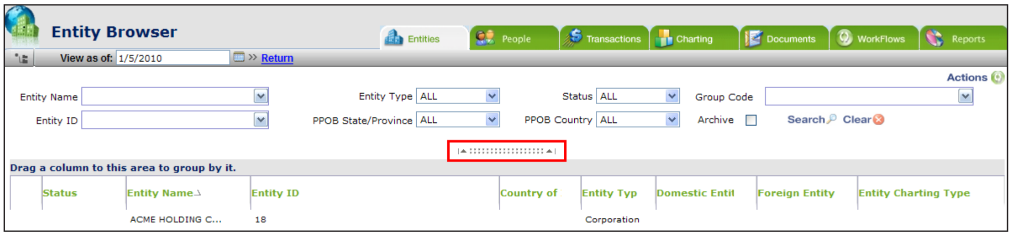
To keep these changes for the next time you open Entity Manager, select **Save Preferences** from the **Actions** menu.



Selecting **Save Preferences for All** applies your changes to all users in your group.

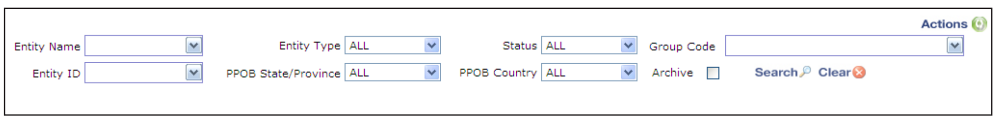
Performing a search

Any page on which a search can be conducted will have a splitter (shown below). Click the splitter to show or hide the search area.

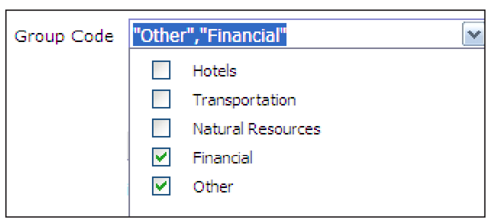


To perform a search:

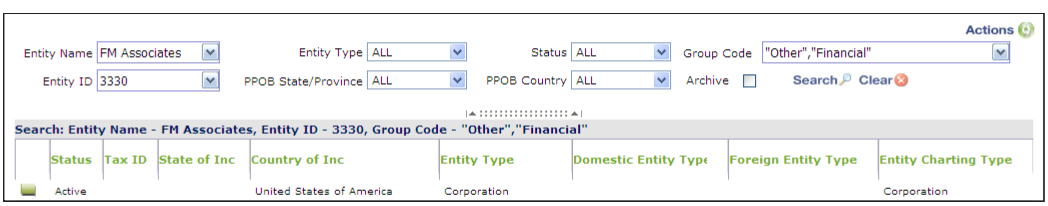
1. From the drop-down menus, select the criteria you want applied to the search.



NOTE: One or more items can be selected from the **Group Codes** drop-down menu. The selected codes will appear in the search field. Click anywhere on the screen to close the drop-down menu.



2. Click **Search**. Results are displayed in the grid with search parameters shown in the drop-down menus.



NOTE: Search results can be exported and saved to an Excel or .csv file. For information on the fields that are exported, see **Export** and **Export All** earlier in this user guide.

3. To clear the search results, click **Clear**. All items will again be displayed in the grid. If a column header was dragged to the group-by area, all items will be displayed in groups.

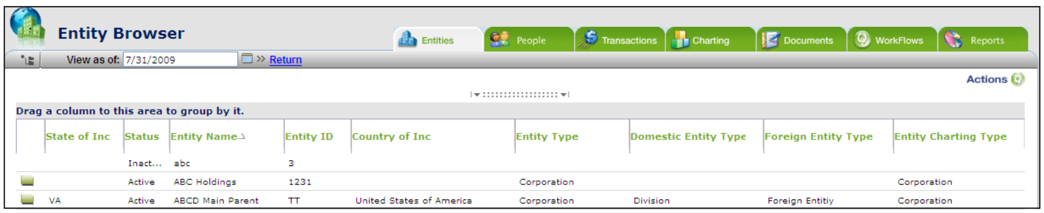
NOTE: Searches made at the global level include all available entities, transactions, charts, documents, and workflows. A search from the entity details window (which opens after double-clicking an item in **Entity Browser**) is automatically filtered for that particular entity.

OEM Global Level

When you launch ONESOURCE Entity Manager, the application opens at the global level and displays seven tabs: Entities, People, Transactions, Charting, Documents, Workflows, and Reports. Double-clicking on an item in the grid opens the entity details level, which is explained later in this user guide.

Entities

The **Entities** global tab opens **Entity Browser** and displays all entities around the world that you have permission to see. From here, you can add an entity, or double-click on an item in order to edit entity details.



The symbol to the left of each row in **Entity Browser** corresponds to its **Entity Charting Type**:

Corporation	Branch	Partnership	
CTB	RCTB	Disregarded	Third Party

Adding new entities

The first entity you should add to ONESOURCE Entity Manager is the main parent, which enables charting and TreeView to function properly. There can be only one main parent in your OEM application. After it is added, the **Basic Information** screen at the entity details level will show the name of the main parent.

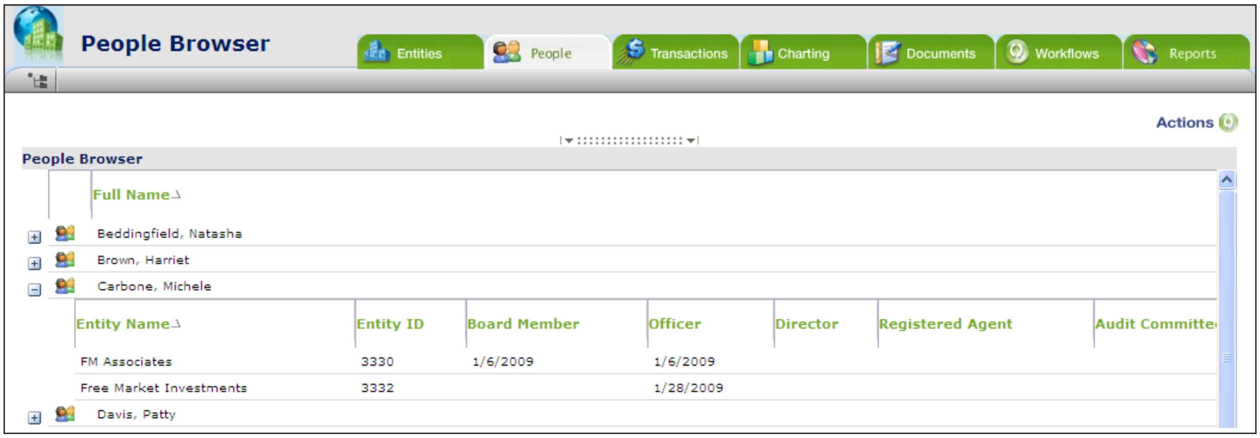
Unrelated entities and investments can be added as entities. When defined as unrelated (Entity Type = Other), they are identified as such throughout the system. Business units, segments, and subconsolidation names can be entered as entities and used to define roll ups as needed.

Import All can be used to create entity structures, including the main parent. See **Appendix A** for more information on importing and exporting.

To learn more about the main parent, adding entities, and managing entities, see **Basic Information** in the **Entity Details Level** section of this user guide.

People

The **People** global tab opens **People Browser** and displays the names of all individuals in the system. From here, you can add or edit profiles.



Adding People

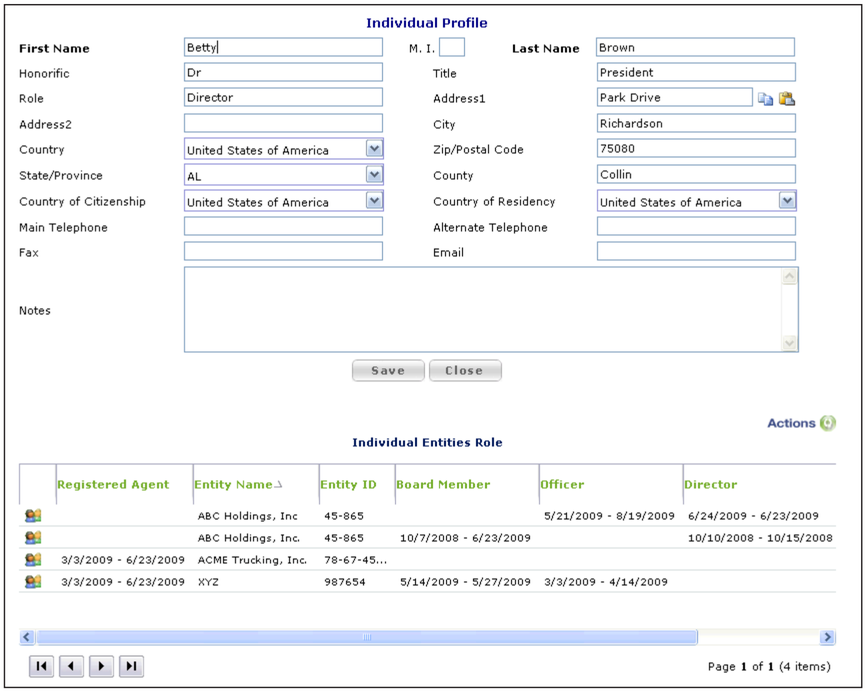
Using the **Actions** menu, you can add names to the **People** tab at the global level in two ways:

- **Add New** adds a person not currently in the database.
- **Copy to New** lets you copy an existing individual's information (except assigned roles) to a new person. The original record is not changed in any way.

TIP: Avoid duplicating names by entering a new person in the global **People** tab, then using **Assign Global Person** in the **Individuals/Agents** tab.

Adding or editing a person

1. Click the **Actions** menu icon, then select **Add New**, or double-click on a name in the grid to open and edit this person's **Individual Profile**.



2. **First Name** and **Last Name** are the only required fields, but best practice is to enter enough information to clearly identify this person.
3. Drop-down menus are preloaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. The **Notes** section lets you add information not included elsewhere.
5. Click **Save**.

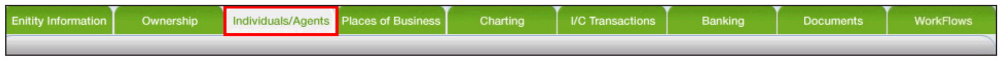
NOTE: You must create and save an individual profile before you can assign roles to this person.

Global level vs. entity details level

After an individual profile has been saved, roles can be assigned to that person from the global level, or the entity details level (see the **Individuals/Agents** section later in this user guide).

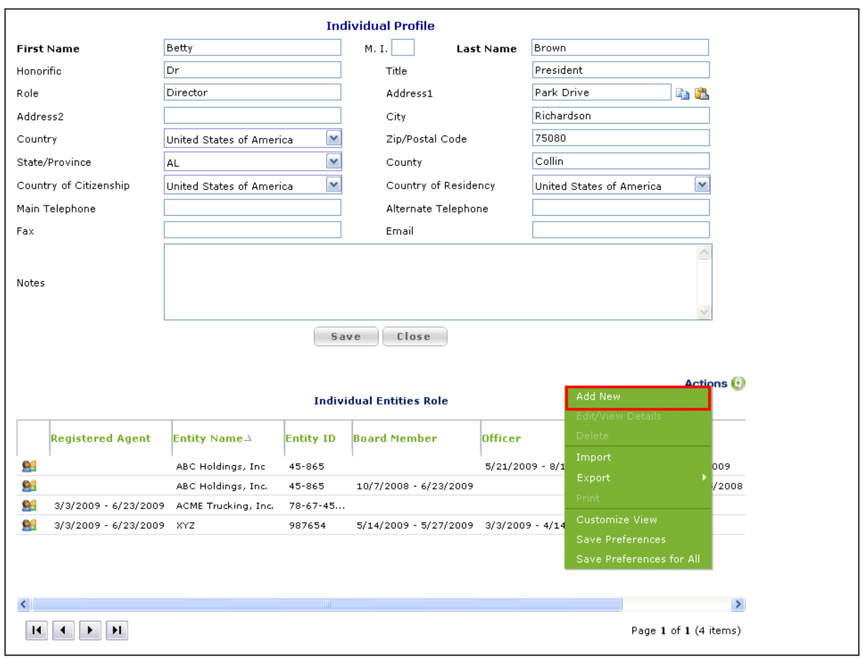
People tab at global level

Individuals/Agents tab at entity details level



To add a role to a person at the global level:

1. From **People Browser**, double-click on a name to open the **Individual Profile**.
2. Click the **Actions** menu icon in the bottom half of the screen, then select **Add New**.



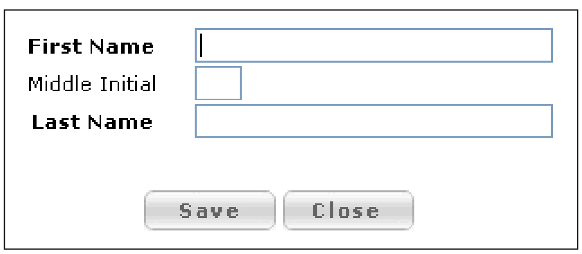
3. From the **Roles & Positions** screen, select an entity from the drop-down menu.

4. Select a role from the drop-down menu, then click the calendar icon to choose the date on which this person assumes the role.
5. If applicable, use the drop-down menus and calendar icon to select a position and an end date, and the order for the roles and positions.
6. Click **Save**.

Using Copy to New

If a new user has the same contact information as an existing individual in your database, **Copy to New** lets you transfer that information to a new profile, without having to re-enter it.

1. Right-click on a name in **People Browser**, then select **Copy to New** from the **Actions** menu.
2. In the **Copy People** dialog box, enter the person's first and last name, then click **Save**.



3. The **Individual Profile** screen opens with the new person's name, and data from the original individual's profile.
4. Use the **Notes** section to add information not included elsewhere.
5. Click **Save**.

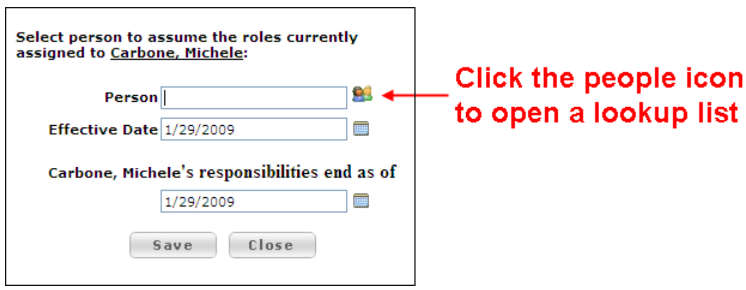
TIP: All information in **Notes** appears when this individual's data is retrieved at the global level. Should this person leave the company or change positions, you have all the information in one place to ensure his or her responsibilities are addressed.

Using the Replace command

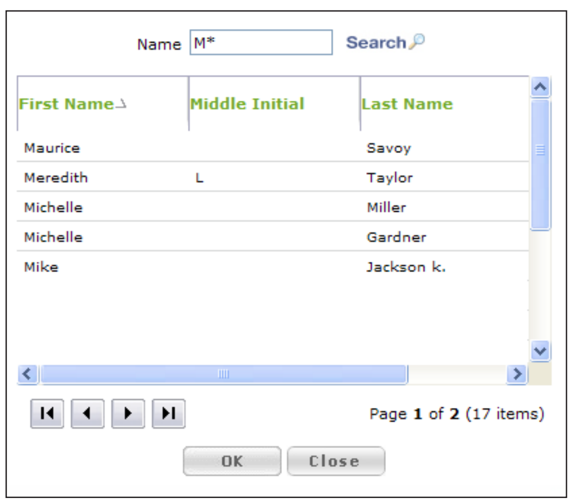
Replace simplifies role changes by letting you re-assign roles in all entities to a new individual. Changes are global across entities, so even the Bank Signator card data, if properly linked to the global person, is updated with the replacement's name. The dates of these changes can be customized to each unique circumstance.

To replace one individual with another in the database:

1. From **People Browser**, right-click on a name, then select **Replace** from the **Actions** menu.
2. In the **Replace Roles** screen, click the icon to the right of the **Person** field.



3. Type a portion of the name and an asterisk (*) in the Name field, then click **Search** to narrow the lookup list.



4. Select the individual to whom you want to assign these roles, then click **OK**.
5. In the **Replace Roles** screen, enter the effective date in mm/dd/yyyy format, or click the calendar icon to select a date.
6. Specify the date on which the current individual's responsibilities will end.
7. Click **Save**.

Archiving and purging people

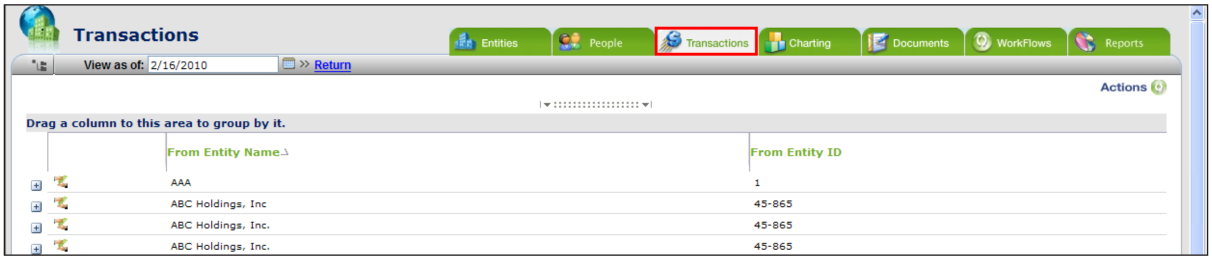
Archive removes individuals from grid view, but you can unarchive and bring them back to current status.

For more information on archiving and unarchiving, see the **Archiving and unarchiving entities** section earlier in this user guide.

Purge permanently removes the individual from the database. This option will not appear in the **Actions** menu unless permission is granted by the administrator. (See **Granting Purge Rights** in the **Setup** section of the ONESOURCE administrator guide.)

Transactions

Intercompany transactions can be added or edited on the **Transactions** tab at the global level or from the entity details screen.

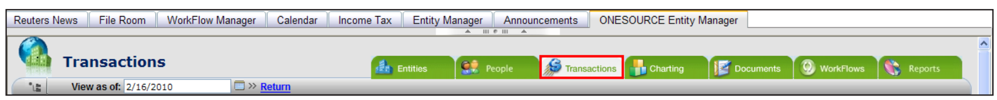


Once entered, these transactions can be shown on ownership charts (see **Charting** later in this user guide).

NOTE: Changes made in **Charting** flow back to the **Transactions** grid.

Global level vs. entity details level

Transaction tab at global level



Transactions tab at entity details level

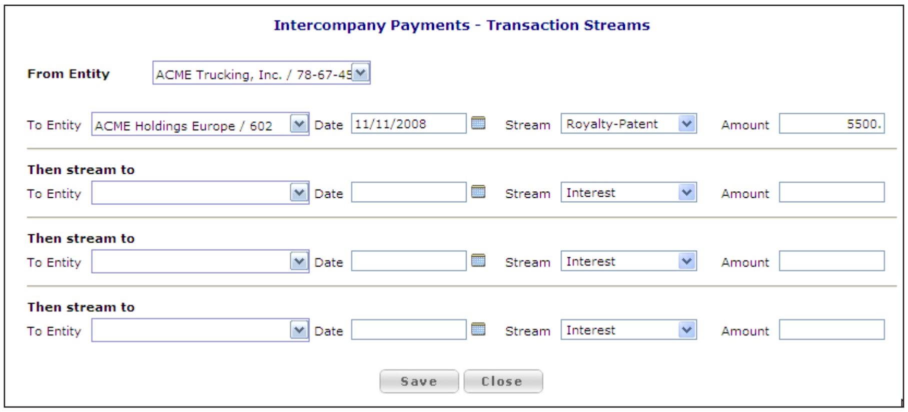
The primary difference between **Transactions** at the global level and entity details level is that all entity transactions can be edited and searched from the global tab. From the **I/C Transactions** tab at the entity details level, you can only add or edit transactions that originate with that entity.

NOTE: Searching from the entity details level for a transaction originating with the parent company will not locate the transaction. It will only list transactions originating with the subsidiary. To ensure that you find all transactions, searches should be performed at the global level.

Adding or editing a transaction stream

Each transaction can hold up to four streams involving five entities.

1. From the **Transactions** grid, select **Add New** from the **Actions** menu, or double-click on an item in the grid.
2. In the **Transaction Browser** screen, use the drop-down menu to select **From Entity** (the entity from which the stream will originate).



NOTE: If adding this transaction from the **Transactions** global tab, you can select any entity in the list. If adding this transaction on the **Entity Information** screen at the entity details level, **From Entity** will automatically populate the current entity's name.

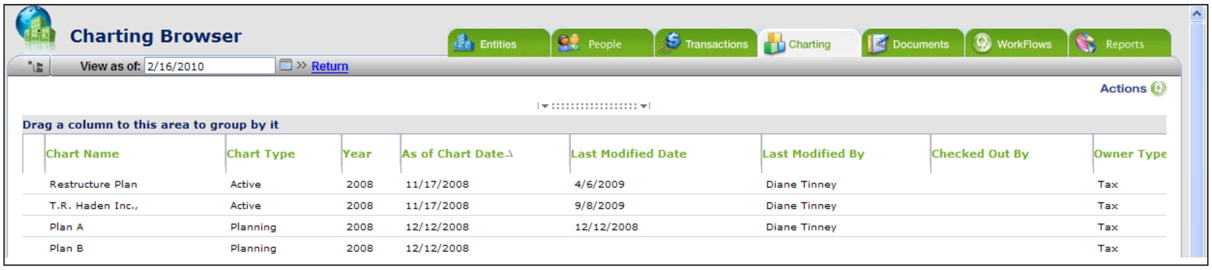
3. From the **To Entity** drop-down menu, select the entity to which the stream will flow.
4. Enter the date on which the transaction will occur. Use mm/dd/yyyy format, or click the calendar icon to select a date.
5. From the **Stream** drop-down menu, select the type of payment.
6. Enter the amount of the transaction.

NOTE: Currency is not specified as it may be different for each entity.

7. If more entities are involved in this transaction stream, select an entity from the **Then stream to** drop-down menu, then repeat steps 3-6 as needed.
8. Click **Save**.

Charting

The charting function in ONESOURCE Entity Manager produces graphical charts of ownership structure and intercompany transactions.



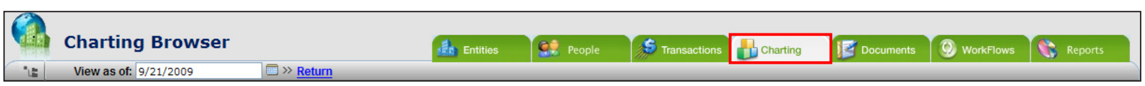
Charts can be based on data that is:

- **Active:** populated from current data each time the chart is launched
- **Historical:** an active chart saved as historical (view only) at any point in time
- **Planning**: on-the-fly ownership charts; these charts are not based on, or connected to, entity data

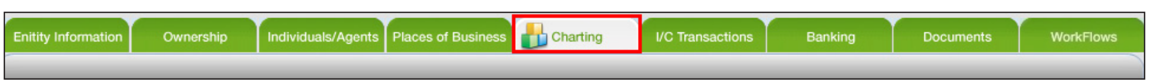
Global level vs. entity details level

The screens at the global level and entity details level are similar. The primary difference is that all charts can be created and searched at the global level. From the entity details level, you are limited to charts that begin with that entity as the parent.

Charting at global level



Charting at entity details level



Launching a chart

To launch an existing chart:

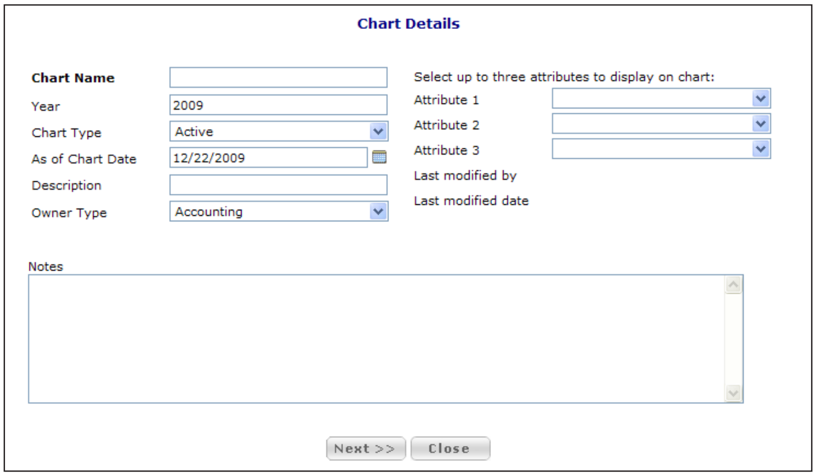
1. From the **Charting** tab at the global or entity details level, highlight the chart name.
2. Right-click on the name, then select **Launch Chart** from the **Actions** menu.

NOTE: To modify settings and attributes before launching a chart, double-click on a chart name to open **Chart Details**, then click **Next** to continue to the charting wizard.

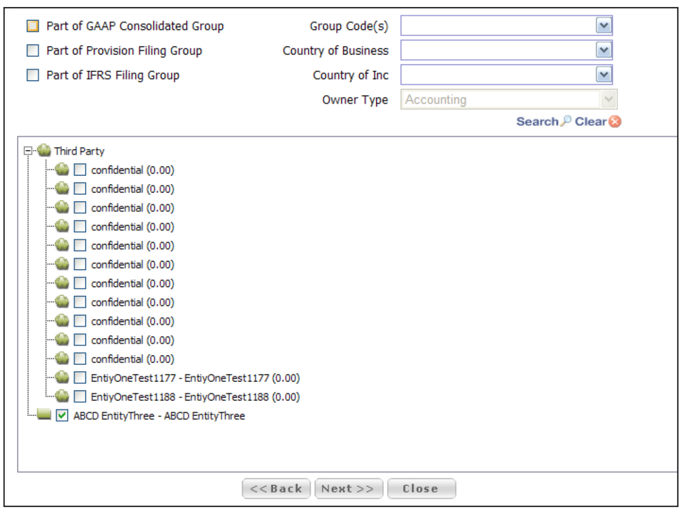
Creating a chart

To create a chart:

1. From the **Charting** tab at the global or entity details level, select **Add New** from the **Actions** menu.
2. **Chart Name** is the only required field on the **Chart Details** screen, but best practice is to enter enough information to clearly identify this chart.



3. Select **Chart Type** from the drop-down menu. See descriptions on the previous page.
4. Select **Owner Type** from the drop-down menu. The selected entity's ownership information will be charted accordingly. If the entity has only one owner type, it will automatically be entered in this field and no drop-down menu is available.
5. Select up to three attributes to display on the chart.
6. Click **Next**.
7. In the **Entity Chart** screen, check the boxes, and use the drop-down menus to select values pertinent to this chart.



8. Click **Next** to create the chart.

TIP: If the chart does not load within a few seconds, press F5 to refresh your screen.

Connecting entities

Click and drag a black square on an entity shape to connect it to another entity and establish ownership.

Expanding and collapsing a chart

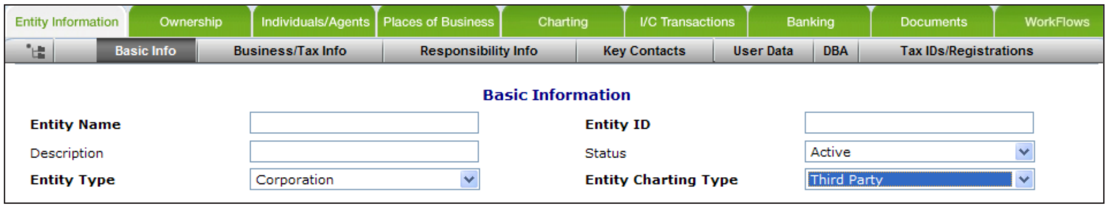
To expand or collapse parts of a chart, hover over an entity to display the plus sign (+) or minus sign (-) in the lower left corner.

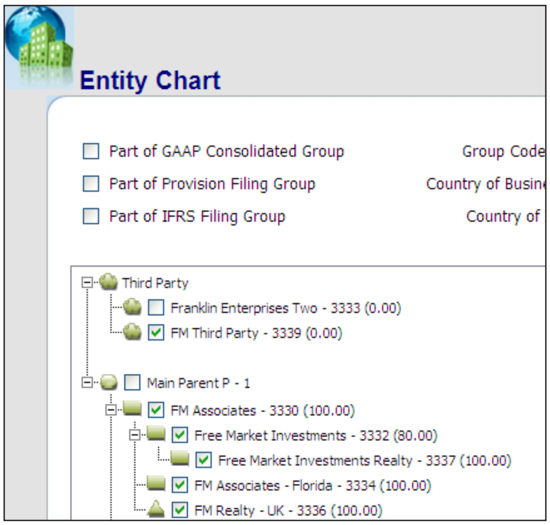
- The plus sign (+) indicates there are more entities to see. Click on it to expand the chart.

- The minus sign (-) indicates that you can collapse the chart and hide the lower-level entities.

Third Party Entity Charting

Entities defined on the **Basic Info** page as **Entity Charting Type** > **Third Party**, are in a separate node in the **Entity Chart** TreeView.





When selected, third-party entities have cloud shapes around them and properly chart relationships with the selected entities.

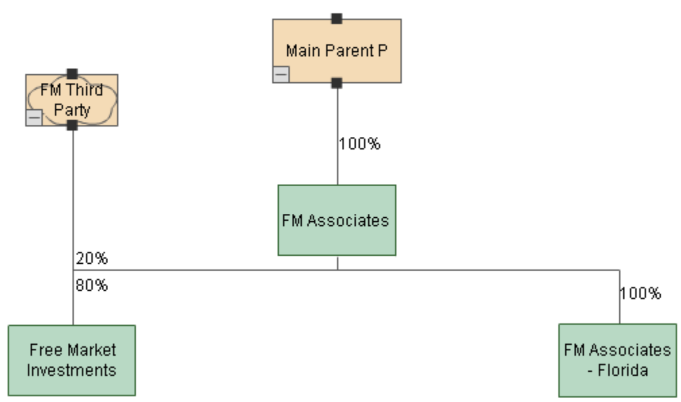
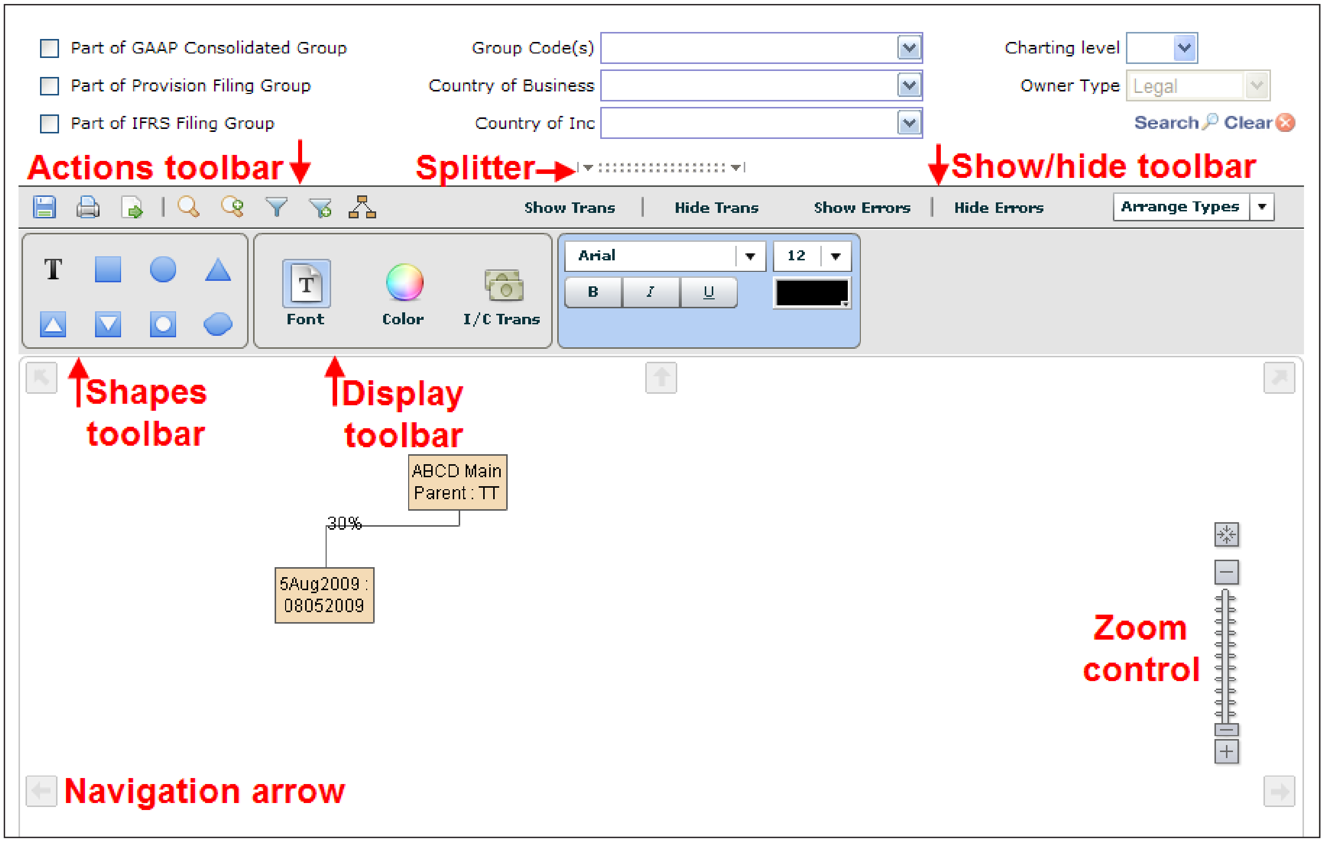


Chart terminology and screen elements



Charts are displayed on a worksheet that allows you to customize their display.

Following are brief definitions of key screen elements for charting.

Search area

Click on the splitter to expand or collapse the search area. You can filter results to display only those entities meeting one or more of the following:

- Part of GAAP Consolidated, Provision Filing, and/or IFRS Filing groups
- Multiple group code selection
- Country of Business
- Country of Incorporation
- Charting Level shows tiers of ownership

Performing a search on this screen, rather than using TreeView, lets you view the filtered results and return to the unfiltered state without having to re-create the chart.

Click **Clear** to restore the chart to its original form without re-launching it. Select new criteria to perform another search.

Action Toolbar

Located in the upper left corner of the screen, these icons are defined as follows:

- **Save** all layout and data changes made to the chart
- **Print** to available printers
- **Export** to Adobe Acrobat (.pdf)
- **Quick Search** uses a wildcard text search
- **Advanced Search** lets you search by attributes
- **Quick Filter** uses a wildcard text search
- **Advanced Filter** lets you search by attributes
- **Change connection style** in charts

To use **Quick Search**, you must enter a wildcard (*) in the **Search What** field (e.g., *abc, xyz*, *gmbh*). For example, to search for ***Tractor Sales, Inc.***, you can enter **Tractor*** or **T***. A green box will appear around the first instance of this search item (see Fig.1). If there are additional entities matching the specified criteria, click **Find Next** and the next matching entity will be highlighted (Fig 2). **Find Next** will be grayed out when all the matching entities have been viewed (Fig. 3).

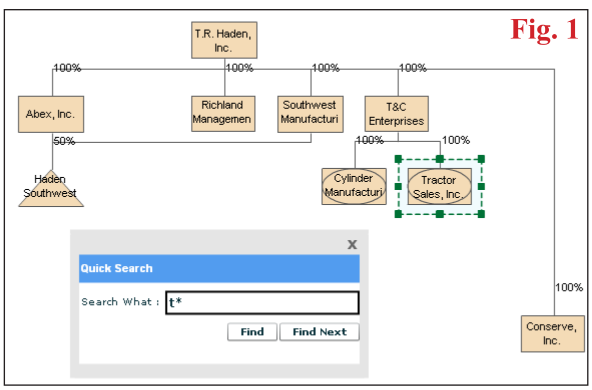


Fig. 1

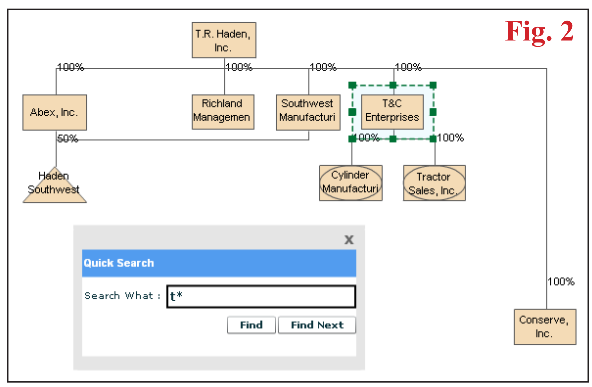


Fig. 2

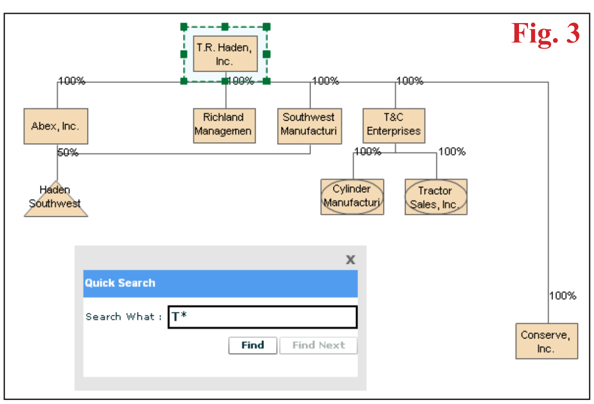
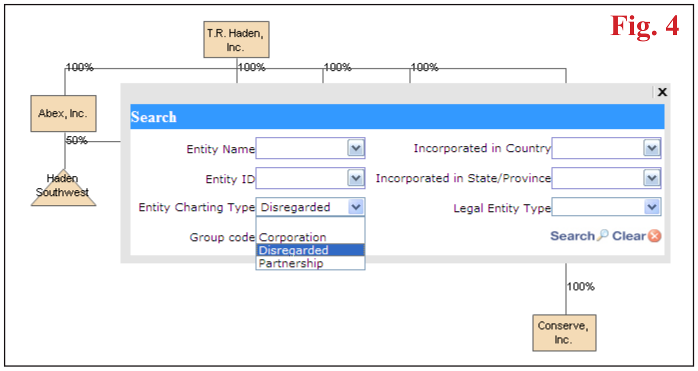


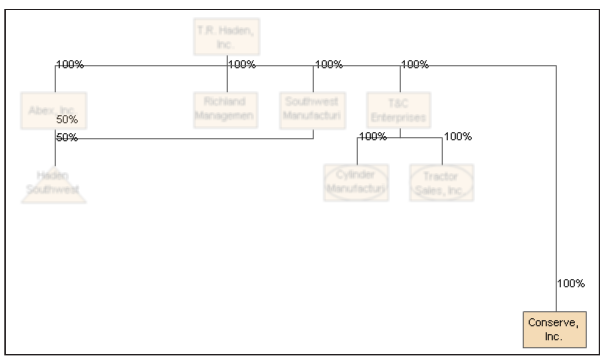
Fig. 3

Advanced Search provides drop-down menus from which to select search criteria. The selections match the attributes designated during the creation of the chart and the chart being viewed. For example, in Fig. 4, only three charting types are available since the entities in this chart have no other charting types.



As in Quick Search, if there are additional entities matching the specified criteria, **Find Next** will locate the next matching entity. It will be grayed out when all the matching entities have been viewed.

Filter differs from Search in that it finds entities meeting specific criteria and, instead of highlighting what does match, it grays out what does not match.

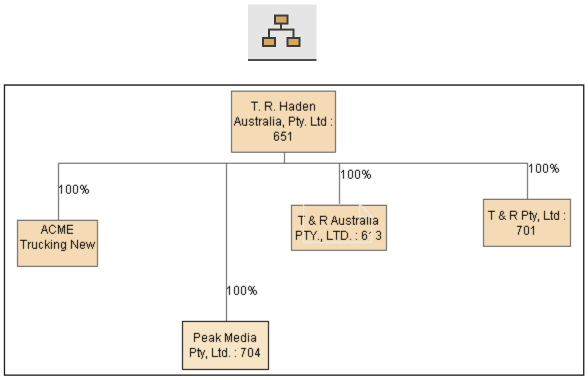


Quick Filter requires a wildcard (*) in the **Filter What** field (e.g., *abc, xyz*, *gmbh*), and grays out entities that do not meet the criteria.

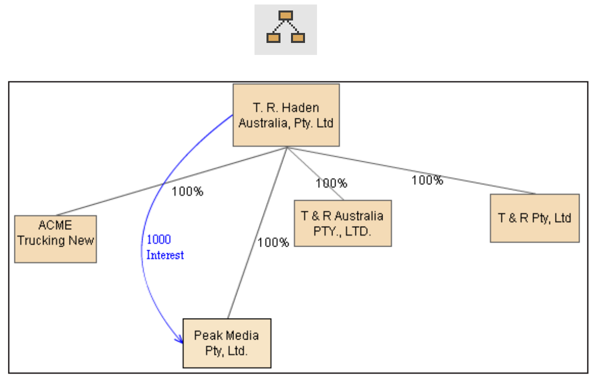
Advanced Filter provides drop-down menus from which to select search criteria. The selections match the attributes designated during the creation of the chart and the chart being viewed.

NOTE: When the filter features are in use, a red X appears on the selection tool. Click the selection tool to return your chart to its unfiltered view.

You have the option of displaying your charts with straight or rectangular connections between related entities. The two display options, and the icon that represents each, are shown below. Click the icon in the toolbar to change the style.



Rectangular connections



Straight connections

Show/hide toolbar

Show Trans and **Hide Trans** refers to I/C Transactions. Clicking **Show Errors** places an exclamation point icon on an entity that has an error hover your mouse over the icon to see the error (e.g., Incomplete Shareholding Percentage). **Hide Errors** removes the icons.

Arrange types

Selecting **Uniform** arranges entities in a given space without regard to relationships or space constraints. Selecting **Optimal** arranges entities to best to show their inter-relationships.

Shape toolbar

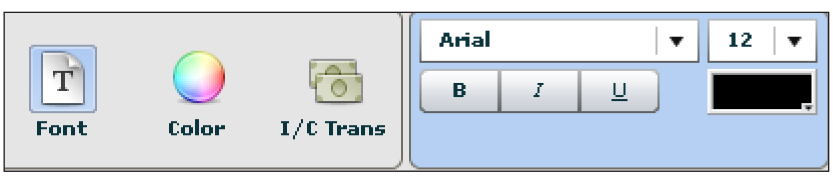
Clicking **Text Box** lets you add a label in the chart. Clicking on a will open a new **Basic Information** window at the entity details level so you can add a new entity type to the system and the chart.

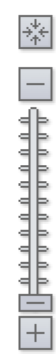
Text Box	Corporation	Branch	Partnership
CTB	RCTB	Disregarded	Third Party

NOTE: **Third Party** is only available for planning charts. In the future, Third Party cloud shapes will load from live data in active charts.

Display toolbar

You can change fonts, colors, and borders with selections from the display toolbar. Clicking **I/C Transactions** opens a grid with existing transactions and provides a link to add transactions.





Zoom control

Use the + and - symbols on the slider to zoom in and out. The icon at the top of the slider fits the chart to the screen. Click and drag the slider to move it to any part of the viewing area.

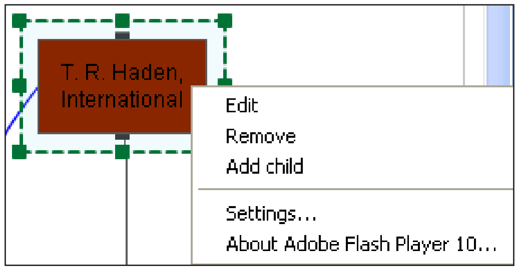
Navigation arrows

Navigation arrows around the border of the screen move the chart side-to-side and up-and-down so you can view the chart if it exceeds the size of your screen.

Manipulating an active chart

Working with entity shapes

Entity shapes have a menu for editing, removing or adding a child (division/brand/subsidiary). Right-click on the shape to see the menu options.



- **Edit** opens the **Basic Info** tab at the entity details level.
- **Remove** archives the entity and removes it from the chart.
- **Add Child** opens the **Basic Info** tab at the entity details level so you can add a new entity.
- **Settings** lets you modify display, privacy, local storage, microphone, and camera as needed.
- **About Adobe Flash Player 10** opens the Adobe Web site.

Resizing and moving graphics

Entity shapes can be moved, increased, or decreased to better display the attributes and ownership.

To move an entity shape:

1. Click and drag the box to the desired position.
2. Click **Save** in the Action toolbar to save these changes.

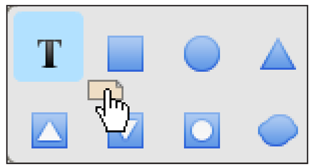
To resize a entity shape:

1. Click to select the box. A green dotted line appears around the box.
2. Click and drag one of the green squares to change the size or shape of the box.
3. Click **Save** in the Action toolbar to save these changes.

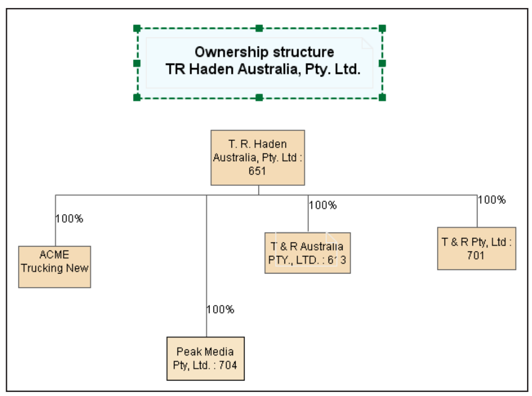
Adding text to a chart

Use the Text tool in the Shapes toolbar to add a title to a chart, or include comments to clarify transactions or ownership.

1. Click and drag the T from the Shapes toolbox to the chart area to create a new box.



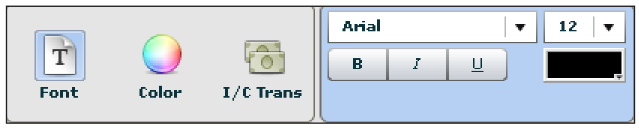
2. Double-click the box to activate the Text function. A green box surrounds it, and the cursor starts to blink.
3. Be sure the box is large enough to accommodate your text, then start typing. Use the font and color tools to customize text boxes.



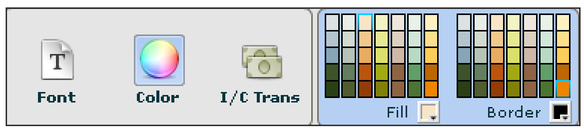
Changing fonts and colors

Customize text boxes with fonts and colors, and entity shapes with fill and border colors.

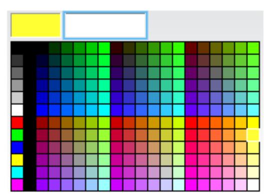
Click **Font** to access drop-down menus for font and size, buttons for font options (bold, italic, and underline), and the font color palette.



Click **Color** to see the color palettes for fills and borders.



Click the boxes next to **Fill** and **Border** to see the full range of colors available.



To change a font:

1. Select the box you want to change. Hold the **Ctrl** key when selecting more than one.
2. Change the font, size, options, and color as needed.
3. Click **Save** in the Action toolbar.

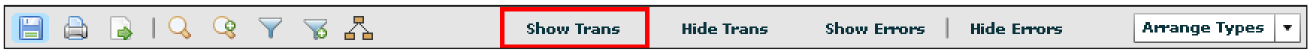
To change a shape's color:

1. Select the shape you want to change. Hold the **Ctrl** key when selecting more than one.
2. Change the fill (inside the shape) and border (outline of the shape) colors as needed.
3. Click **Save** in the Action toolbar.

Charting I/C transactions

Transactions entered at the global level or entity details level are included in the I/C Transactions grid in **Charting**. Transactions that are added and saved while charting are available at the global level, and the entity details level for the originating entity.

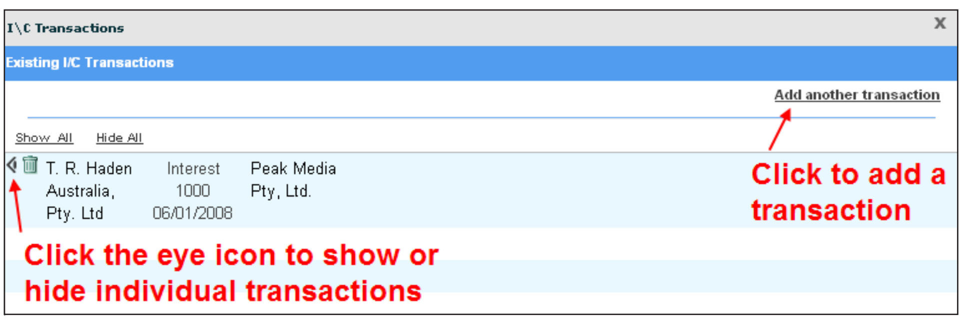
Click **Show Trans** next to the Actions toolbar to display transactions in the grid.



To add a transaction:

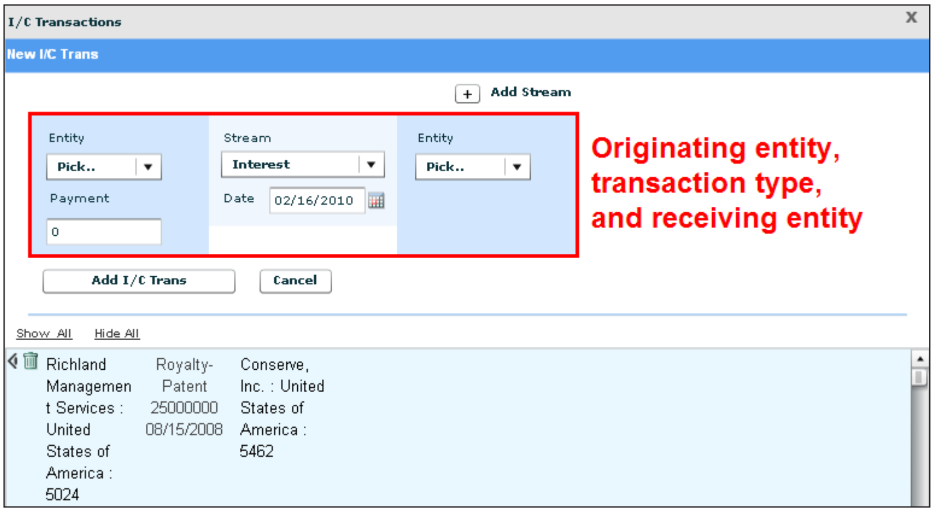
1. Click **I/C Trans** in the Display toolbar to open the **I/C Transactions** grid.

2. A grid appears showing all transactions involving the entities in the chart. Click the eye icon on the far left to show or hide (icon will be grayed out) individual transactions. You can also select Show All or Hide All to show or hide all transactions. Hidden transactions will not appear on the chart.



3. To add a transaction, click **Add another transaction** in the upper right corner of the **I/C Transactions** dialog box.

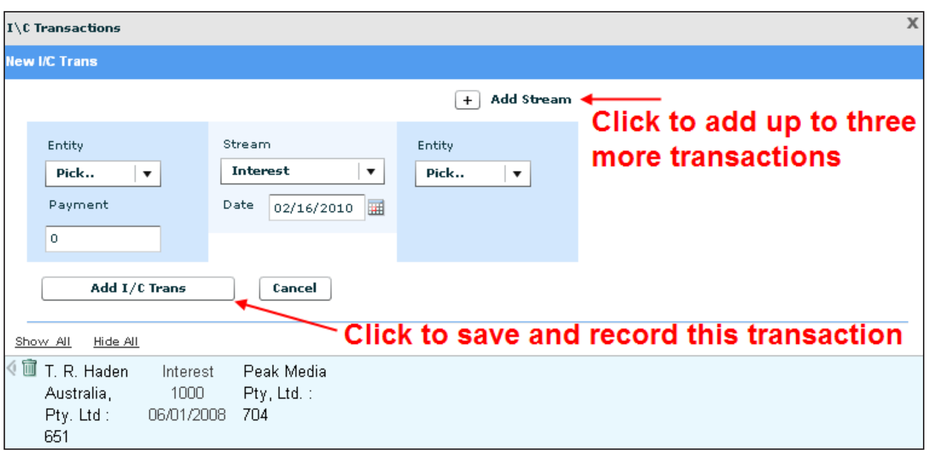
4. From the **Entity** drop-down menu on the left, select the entity from which the transaction will originate.



5. From the **Stream** drop-down menu, select the type of transaction.
6. From the **Entity** drop-down menu on the right, select the receiving entity.
7. Enter the payment amount, and the date of the transaction.

NOTE: When entering transactions in the **Charting** tab, only those entities included in this chart will appear in the drop-down menus. To record transactions involving other entities, go to the global **Transactions** tab

8. If necessary, click the plus icon (+) next to **Add Stream**. Up to four streams involving up to five different entities can be entered in one transaction.



9. Click **Add I/C Trans**.

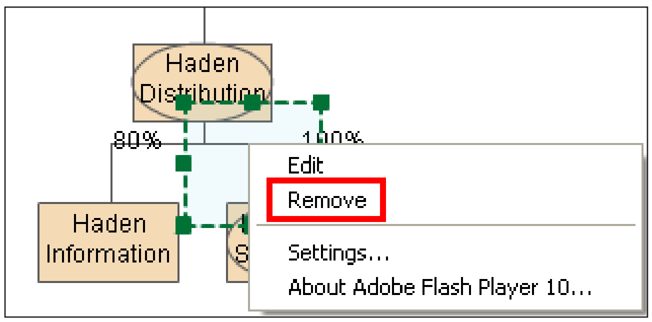
Removing I/C transactions

Like entities, I/C transactions can be removed at the chart level. Removing them from the chart also removes them from the global **Transactions** tab and the entity details level.

NOTE: It is important to understand the difference between hiding a transaction and removing it. Hiding a transaction instructs ONESOURCE Entity Manager to not display it, but it still exists and can be redisplayed by clicking **Show Trans** on the chart. Removing a transaction archives it and hides it from view at the global level and entity details level.

To remove a stream (a single part of a transaction):

1. Hover over a stream arrow until it is bold, then right-click on the stream arrow to display the menu.

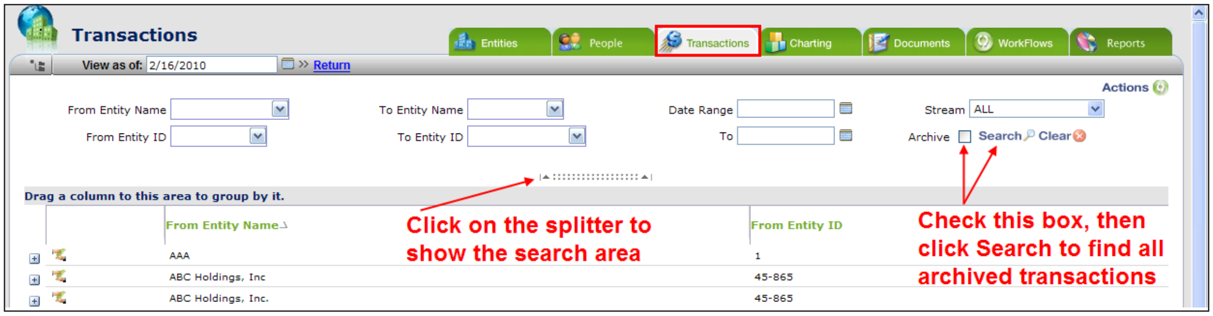


2. Click **Remove**.
3. A dialog box will appear confirming you want to remove this owner. Click **OK**.

Recovering removed I/C transactions

To unarchive an I/C transaction:

1. From the **Transactions** tab at the global level, click on the splitter to access the search area.



2. Check the box next to **Archive**, then click **Search**.
3. From the list of archived transactions, select one or more items you want to unarchive.
4. Right-click, then select **Unarchive** from the **Actions** menu.
5. A dialog box appears confirming that you want unarchive. Click **OK**.

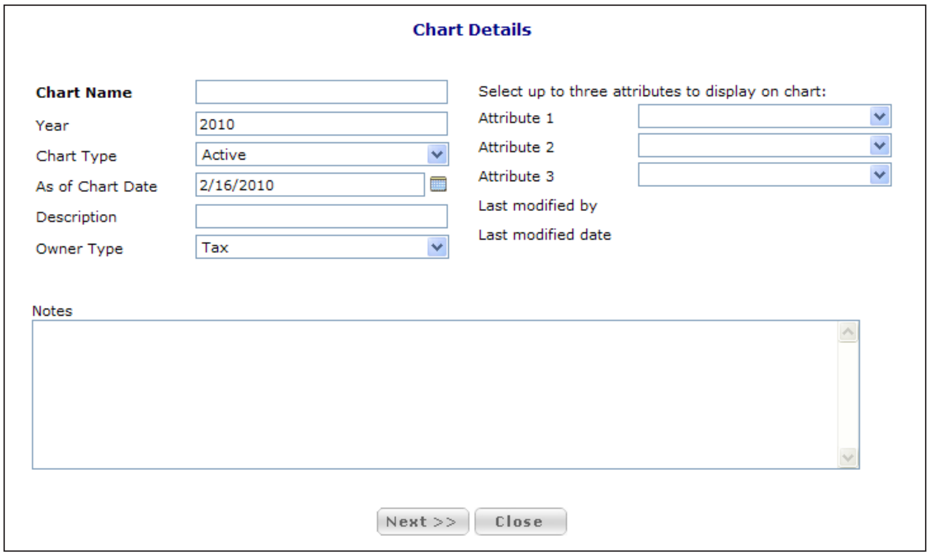
To redisplay all transactions, including those you just unarchived:

1. Click on the splitter to access the search area.
2. Click **Clear**. All the items will be displayed in the **Transactions** grid.

Planning charts

It is possible to create a planning chart that is not linked to live data in ONESOURCE Entity Manager. The process is similar to creating an Active or Historical chart, but when you designate the chart type as Planning, no entity screen appears for populating the chart. You add shapes as needed to build the chart yourself.

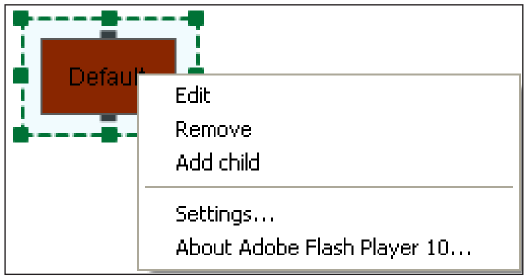
1. From **Charting Browser**, click the **Actions** menu icon, then select **Add New**.
2. **Chart Name** is the only required field on the **Chart Details** screen, but best practice is to enter enough information to clearly identify this chart.



3. From the **Chart Type** drop-down menu, select **Planning**.
4. Enter a date and description for the chart.
5. Select **Owner Type** from the drop-down menu.
6. Select up to three attributes to display on the chart.
7. Click **Next**.
8. From the Shape toolbar, click-and-drag a symbol onto the chart.

Text Box	Corporation	Branch	Partnership
CTB	RCTB	Disregarded	Third Party

9. Right-click on the shape to display the menu options for this entity.



- **Edit** opens a screen where you can enter an entity name and charting type.
- **Remove** archives the entity and removes it from the chart.
- **Add Child** places a new symbol on the chart, and connects it to the first entity.
- **Settings** lets you modify display, privacy, local storage, microphone, and camera settings as needed.
- **About Adobe Flash Player 10** opens the Adobe Web site.

10. Add entity shapes as needed.
11. Click the **I/C Trans** icon to add transactions to the planning chart. Follow the instructions in **Charting I/C transactions** earlier in this section. Only entities created in this planning chart will appear in the drop-down menu.
12. Move boxes and resize as needed.
13. Change fonts and colors as desired.
14. Click **Save** to keep this planning chart.

NOTE: You can edit this planning chart, but it is not connected to, nor can it be saved back to, an active chart.

Understanding planning scenarios

Planning charts are used for what-if situations. They do not use live data, and entity TreeView is not used to populate the chart.

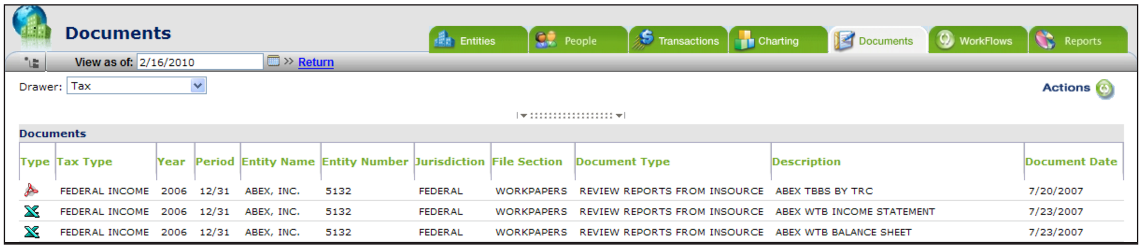
If these planning scenarios warrant working with live data, you can create entities whose status is Pending. They are not recognized as active entities, but they can be used to create charts and transactions for planning purposes. Entity status can be updated from Pending to Active without having to re-enter data at the entity details level.

Working with historical charts

Historical charts represent a moment in time, and are created in the same way as Active charts. They are read-only, meaning you cannot edit or add to them after they are created. Data is recorded as of the current date.

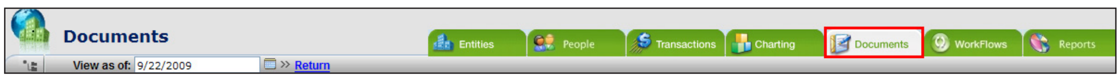
Documents

ONESOURCE Entity Manager can be used to store documents related to entities. Documents can be uploaded, tracked, viewed, and edited using the **Documents** tab.

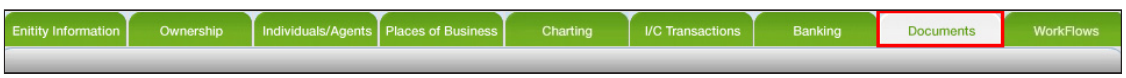


The screens at the global level and entity details level are similar. The primary difference is that all documents can be added and searched at the global level. From the entity details level, you are limited to documents associated with the selected entity.

Documents at global level

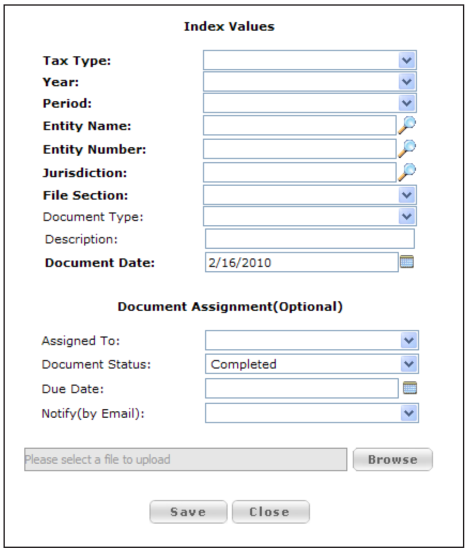


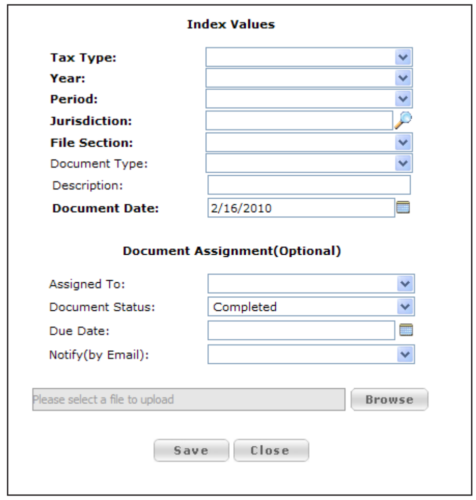
Documents at entity details level



Adding a document

1. From the **Documents** tab at the global level or entity details level, click the **Actions** menu icon, then **Add Document**.





Add document at global level ***Add document at entity details level***

NOTE: **Add Document** uses index values to aid in document storage and retrieval. Bold fields are required.

2. Click **Browse** to locate the document you want to upload
3. Click **Save** to upload the document.

Editing documents

1. Double-click on the document you want to view.
2. The document opens in a new window with a toolbar along the left side.

Close takes you to the grid view of the Documents tab.

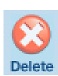
Show/hide index displays information associated with this document. Click the symbol again to hide the index.

Notes opens a dialog box allowing you to record notes related to this document.

OWM opens a new e-mail message for sending this document to others.

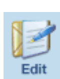
Link a document to an e-mail message in Outlook.

Attach the document to an e-mail message in Outlook.



Delete the selected document.

History of document activity and the user who performed those actions.



Edit downloads the document to your computer. When a document is downloaded, a pencil appears next to the document indicating it is “checked out” of the system. You must save the document to OWM or check it back in to FileRoom.

Append prints a page with bar codes that define the index values.

Workflows and workflow folders

Workflow folders group workflows and related functions in logical categories based on predetermined workflow processes.

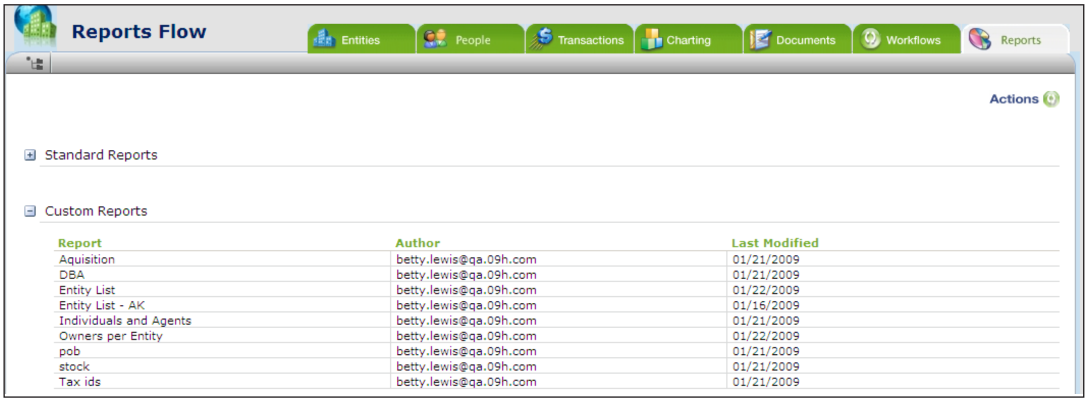
Workflow folders:

- Are designed to be configured based on existing corporate workflows.
- Group workflows by the key divisions of a departmental work structure, such as Income, Planning, or Provisions.
- Incorporate a second tier of organization through the means of workflow categories, such as Audit, State, or Federal.
- Provide easy access to all the Tasks & Events, Documents, DataFlow Requests, Checklists, and Notes associated with a workflow.
- Provide quick navigation to all workflows within the folder.

For more information, see the ONESOURCE WorkFlow Manager user guide.

Reports

ReportsFlow accesses all data fields in ONESOURCE Entity Manager for standard and customized reports. Standard reports contain preset data fields and filters, but can be modified to fit your needs. Custom Reports are created using Report Designer. They can be kept private or made public, and can be added to the standard report list.



From the **Reports** tab you can:

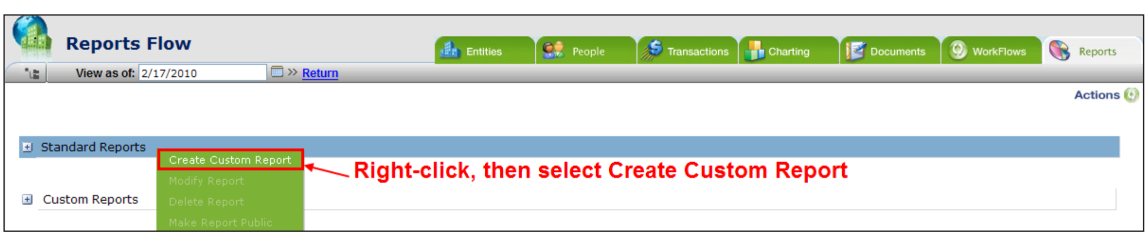
- View and export standard and customized reports
- Create a custom report with Report Designer
- Modify standard reports to meet your needs

Creating a custom report

Report Designer takes you through the process of selecting data fields, filtering, charting, and displaying your data for custom reports. All data fields in ONESOURCE Entity Manager can be used.

To create a custom report:

1. From **Reports Flow**, highlight **Standard Reports** or **Custom Reports**.
2. Right-click, then select **Create Custom Report** from the **Actions** menu.



3. Complete the selection process in each tab. You do not have to enter something in every tab, but you do have to tell ReportsFlow what to report on.

Once your data sources have been selected, subsequent tabs are limited to data available in those sources. For example, if you select a data field for Ownership, only the fields found on that page will appear. You will not have access to banking information unless you add it as a data source.

4. Preview your report, then save it, export it to Excel or Word, or print it to PDF.

Understanding Report Designer tabs

Following are brief descriptions of each tab in Report Designer:

Reports – View existing reports, save a new report, and save an existing report under a new name.

Data Sources – Select a data source for your report.

Fields – Select fields based on your data sources.

Filters – Refine your report using operators and values to filter the fields.

Summary – View a summary from the **Fields** tab.

Chart – Create a pie, trend, plot, or bar chart for your report.

Gauge – Build dashboards to help visualize critical performance data.

Misc – Add details to the report, including title, description, header, and footer.

Style – Set colors for the border, header, and items.

Preview – View your report.

For more information on the features within these tabs, see pages 17 through 42 of the Izenda user guide.

Accessing the Izenda training guide

ReportsFlow is a third-party report writer by Izenda. You can access the user guide on their Web site at: http://www.izenda.com/Site/Downloads/IzendaAdHocUsersGuide56.doc

Making reports public or private

ReportsFlow lets you keep custom reports private or make them public. By default, new reports are made private.

NOTE: The **Misc** tab has fields to mark the report **Shared** or **Read only**. If you want to make a report public, but do not want it available for changes, you must check **Read only**.

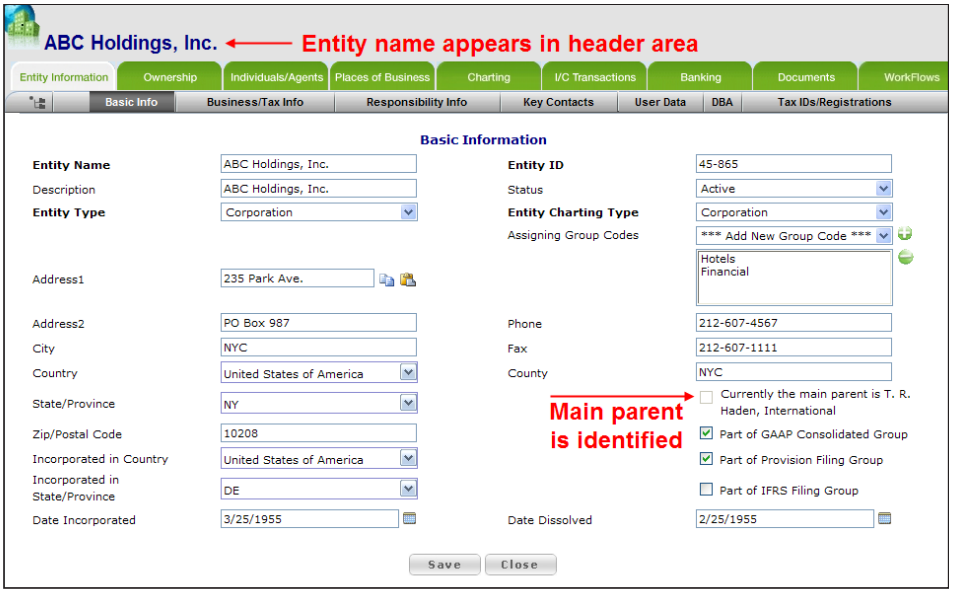
To make a report public:

1. From the **Reports** tab at the global level, select the custom report you want to make public.
2. Right-click, then select **Make Report Public**.

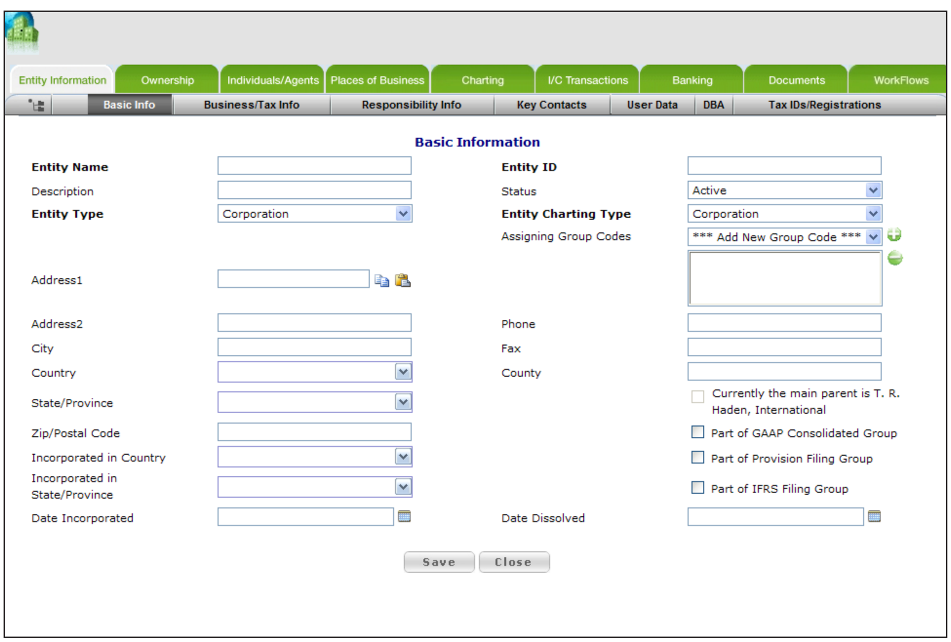
Once you make a report public, the **Actions** menu command changes to **Make Report Private**.

Entity Details Level

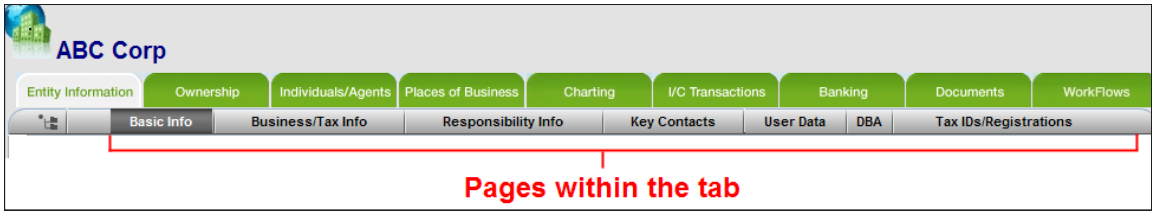
When you double-click on an item in **Entity Browser** at the global level, the **Basic Info** screen in the **Entity Information** tab opens at the entity details level. The entity name appears in the header area, and the main parent is identified.



If you select **Add New** from the **Actions** menu at the global level, the entity details level opens the **Basic Info** screen in the **Entity Information** tab at the entity details level. Default values appear in some of the drop-down menus, and the main parent is identified.



The entity details level of OEM is organized into nine tabs: Entity Information, Ownership, Individuals/Agents, Places of Business, Charting, I/C Transactions, Banking, Documents, and WorkFlows. **Entity Information** and **Ownership** contain additional pages that are relevant to each tab, and they appear as buttons under the row of tabs.



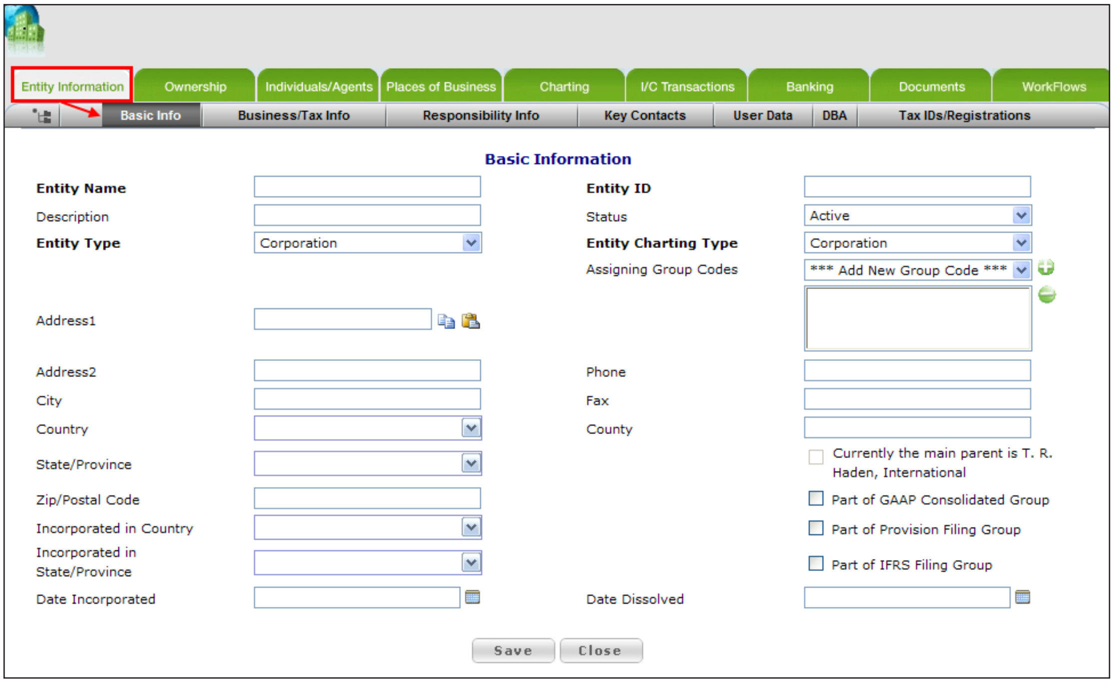
Completing the screens

Most fields are self-explanatory (nuances are explained in the following sections), but keep these things in mind:

- Bold fields are required on input screens.
- Most fields do not require data in a pre-defined format (such as phone numbers or ZIP codes.)
- Drop-down menus will auto-complete as you type.
- Managed lists can be customized in order to manage and display entity information. (See **Managing Lists** in the **Setup** section of the ONESOURCE administrator guide.) Lists available for customization are:
  - Account Category
  - Account Type
  - Group Code
  - Entity Type
  - Owner Type
  - Positions
  - Roles
  - Stock Class
  - User Defined Fields

Basic Information

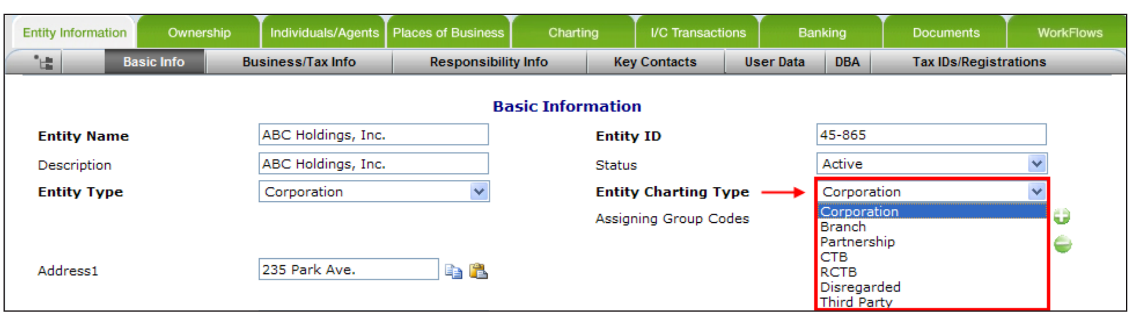
The **Basic Information** screen is where you add and edit entities.



Required fields

ONESOURCE Entity Manager requires only four fields to create a new entity; the remaining fields are optional. Fill in the information you need to track.

- **Entity Name:** Enter the name of the entity.
- **Entity ID:** Enter an entity ID.
- **Entity Type:** From the drop-down menu, select an entity type. This list is a managed list that can be customized. (See **List Management** in the **Setup** section of the ONESOURCE administrator guide.)
- **Entity Charting Type:** From the drop-down menu, select an entity charting type from the predefined list (shown below).



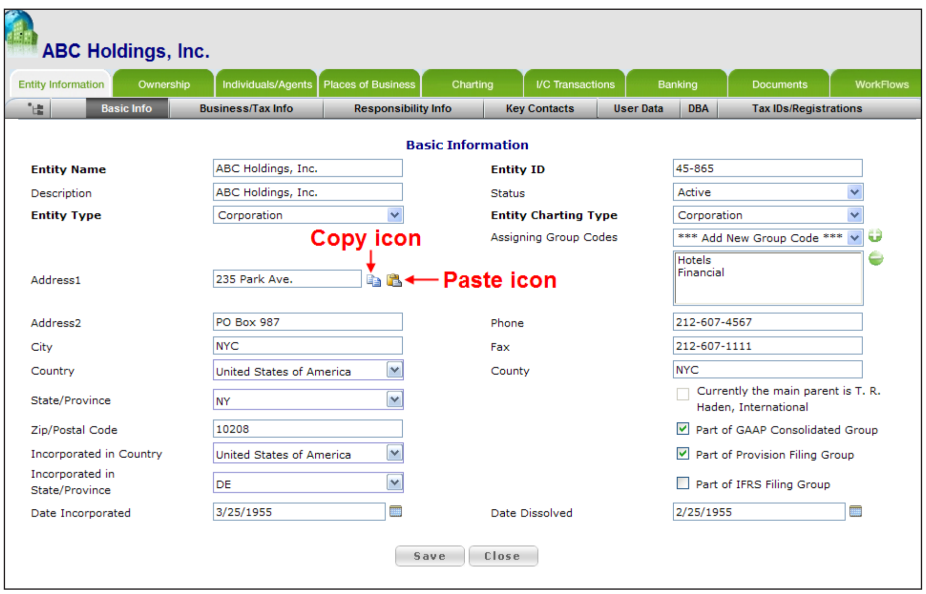
NOTE: Entity Manager considers a unique record to be **Entity Name** plus **Entity ID**. The name must exactly match to be considered unique. For example:

- *Jones and Sons, Inc.*, and *Jones & Sons, Inc.*, both with Entity ID 123, are considered two separate entities.
- *ACME Trucking, Inc.*, and *Smith Shipping, Ltd.*, both with Entity ID 456, are considered unique records.

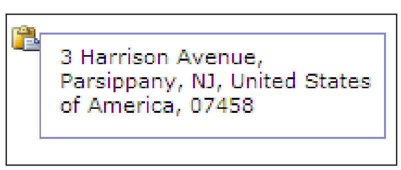
Copy/Paste Address

You can copy and paste address information from one entity to another, or from an existing entity to a new entity.

1. To copy an existing address, click the copy icon.
2. Navigate to the **Basic Info** tab of another entity, then click the paste icon. Address1, Address2, City, Country, State/Province, and Zip/Postal code will populate or replace the values in the new screen.



TIP: Hover the cursor over the paste icon to see the address most recently copied.



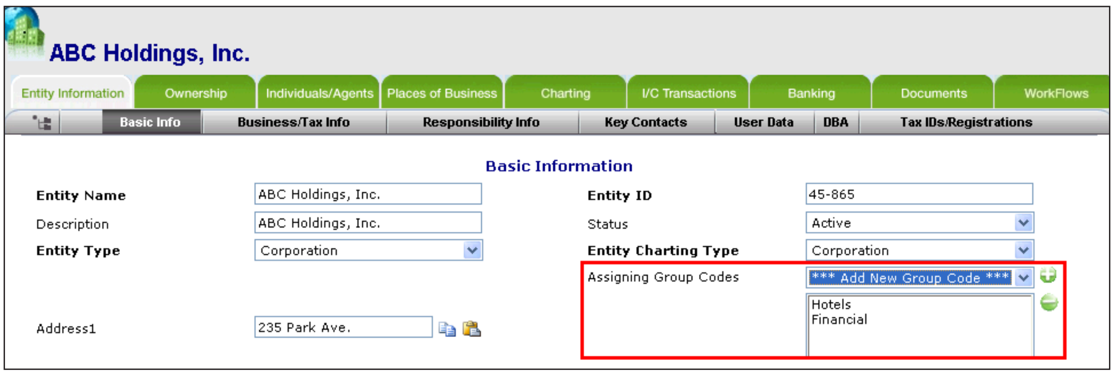
Unrelated entities

From the **Entity Type** drop-down menu, select **Other** for unrelated entities. Combined with no ownership information, this entity will be grouped with **Unrelated Entities** in TreeView. Unrelated entities can be charted and displayed as Third Party cloud shapes in active charts by choosing **Third Party** from the **Entity Charting Type** drop-down menu.

Optional fields

Status: From the drop-down menu, select **Active** (current entities), **Inactive** (entities that have been sold), or **Pending** (planning entities that can be used on active charts).

Assigning Group Codes: Any number of group codes can be assigned to an entity. The drop-down menu is a managed list. (See **List Management** in the **Setup** section of the ONESOURCE administrator guide.)



To assign a group code to an entity:

1. From the drop-down menu, select a group code.
2. Click on the plus sign icon to add this group code to the text box.
3. Repeat steps 1 and 2 as needed.

To remove a group code from an entity:

1. From the **Assigning Group Codes** text box, select the group code you want to remove.
2. Click on the minus sign icon.
3. Repeat steps 1 and 2 as needed.

Country: Select from a predefined list of countries.

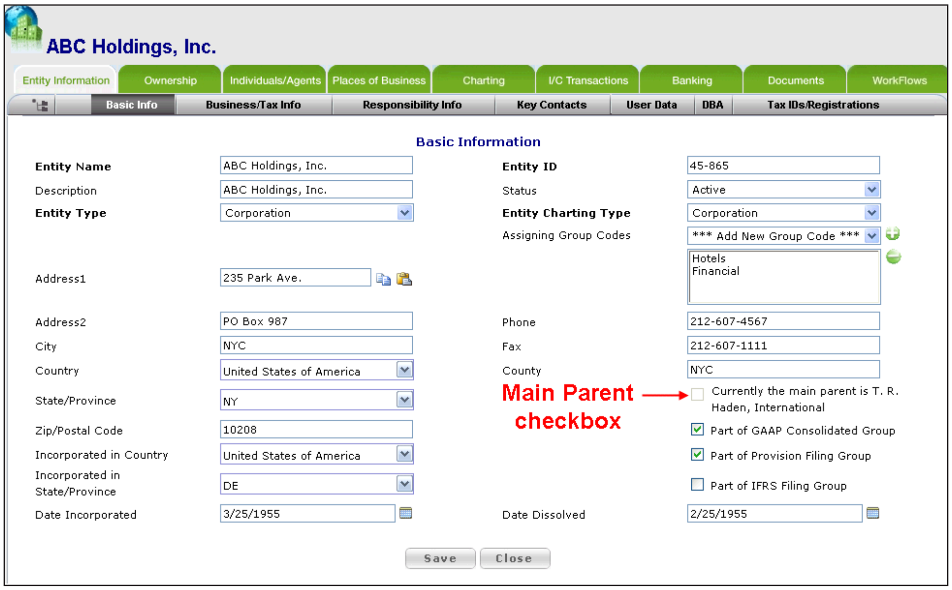
State/Province: Select from a predefined list of states. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).

Incorporated in Country: Select from a predefined list of countries.

Incorporated in State/Province: Select from a predefined list of states. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).

TIP: To track dual-residency entities, enter one country in the address, and the other country in **Incorporated in Country**. The Business/Tax Info screen at the entity details level lets you specify the country for the principle place of business.

Main Parent checkbox: checking this box identifies this entity as the parent company. There can be only one main parent per database. After it is checked, the selection is grayed out for all other entities, and the main parent is identified.



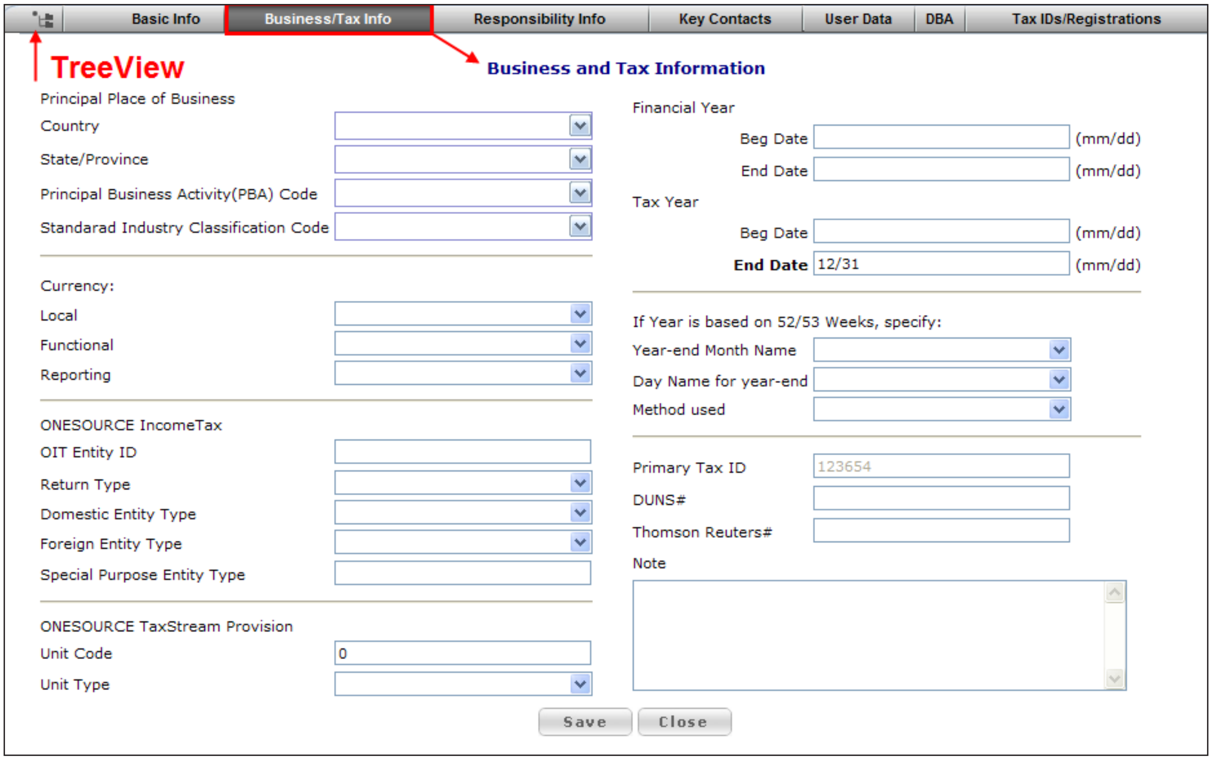
NOTE: To make another entity the main parent, open the **Basic Info** screen for the current main parent and uncheck the box. Now you can make one other entity in the system the main parent.

The **Part of GAAP Consolidated Group** checkbox identifies a group of entities that are part of the GAAP (Generally Accepted Accounting Principles) financial statements (e.g., Balance Sheet, Income Statement, Statement Cash Flows, and Owners Equity Statement).

The **Part of Provision Filing Group** checkbox identifies a group of entities that will be included in the tax provision calculation.

The **Part of IFRS Filing Group** checkbox identifies the international equivalent to members of a U.S. GAAP Consolidated Group.

Business and Tax Information

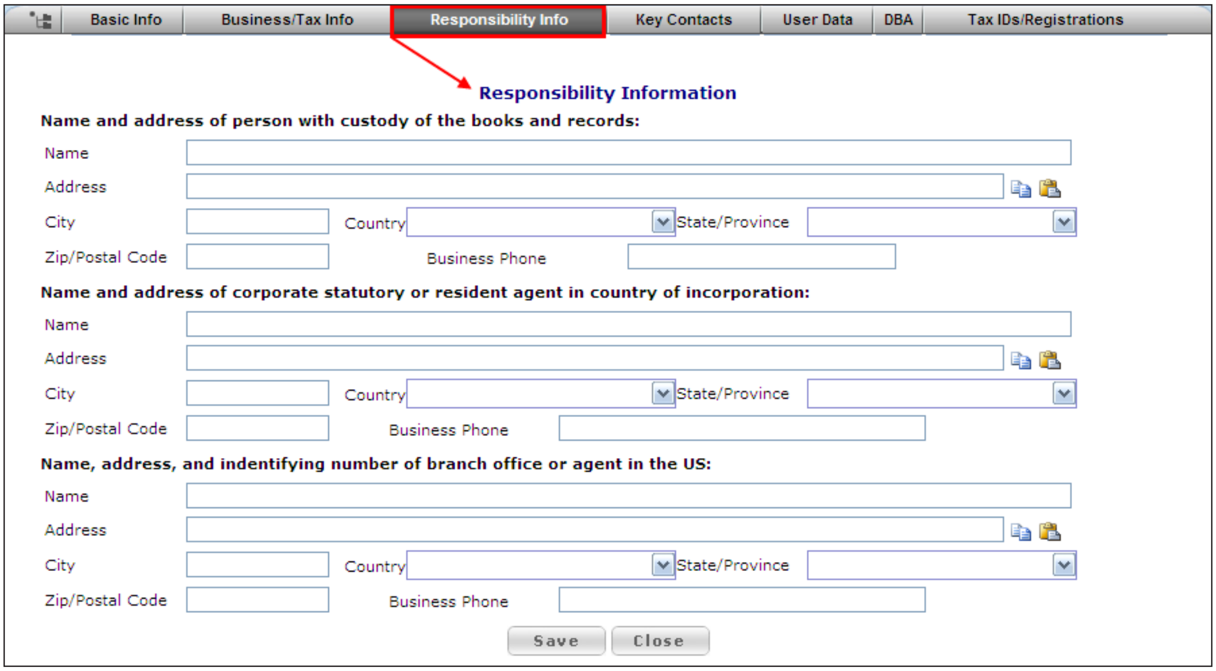


This screen allows you to enter optional information about the entity, including its principal place of business, industry classification code, currency and financial/tax year.

Required fields

The Tax Year **End Date** value is required, but all other fields are optional.

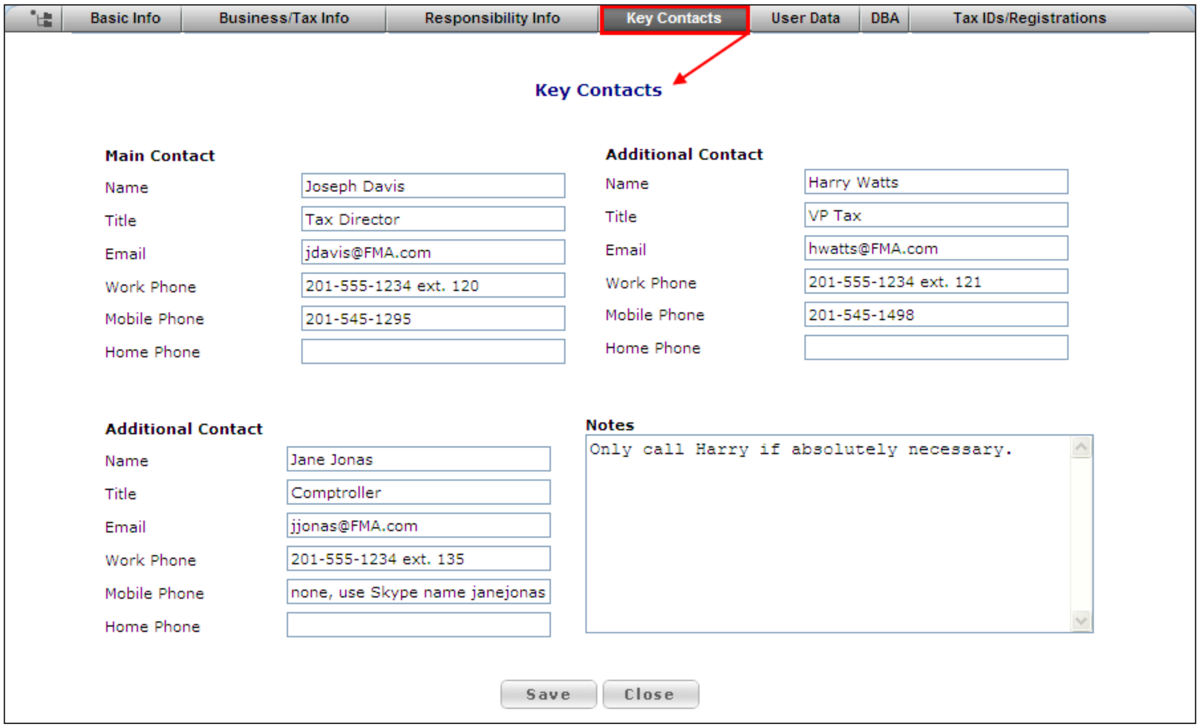
Responsibility Information



This screen helps identify individuals with primary responsibility for key corporate information, and ensures that all business units have the most up-to-date information.

TIP: See **Copy/Paste Address** earlier in this user guide to learn how to use these icons .

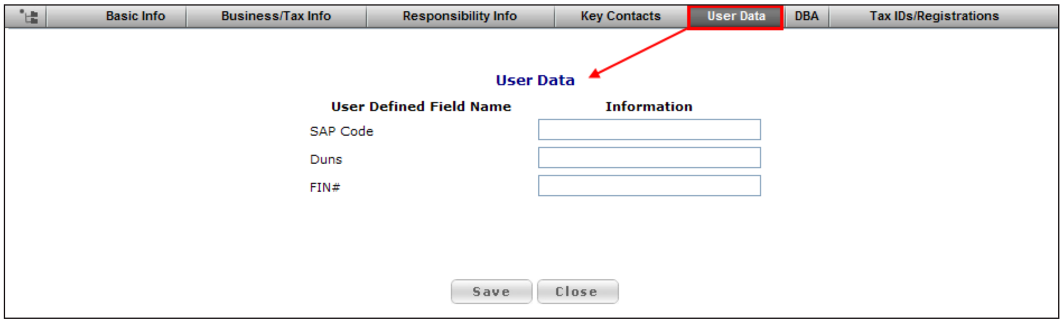
Key Contacts



This screen is a central location for key and secondary contacts through whom most financial and tax communications flow.

NOTE: In this example, text instead of a phone number was used in the **Mobile Phone** field. You have complete control over how data is input.

User Data



ONESOURCE Entity Manager recognizes that every corporation is unique. There may be data specific to an industry, used by a parent for its subsidiaries, or required in certain countries. Administrators can specify up to 20 user-defined fields.

For more information, see **Managing Lists** in the **Setup** section of the ONESOURCE administrator guide.

Character limitations

Alphanumeric and these special characters (*** & $ # @ ! %**) are allowed. The maximum number of characters in each data field is 255.

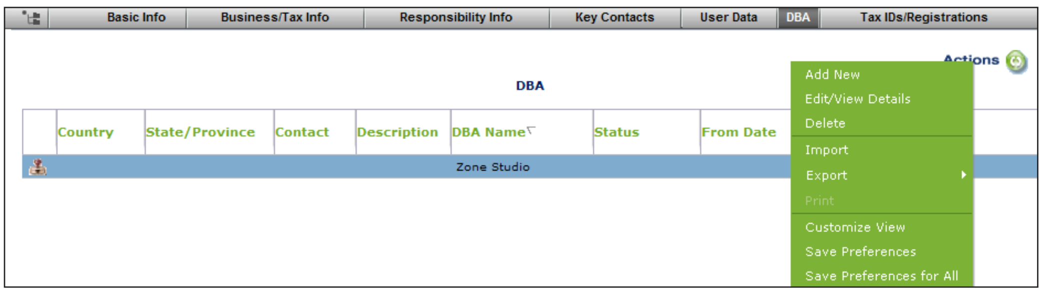
DBA

ONESOURCE Entity Manager recognizes that many entities conduct business under a variety of assumed names, often referred to as the "Doing Business As" name (DBA).

The grid on the DBA page shows the other legal names used by the selected entity. From this screen, you can add or edit DBA names. Name changes are tracked in **Entity History**.

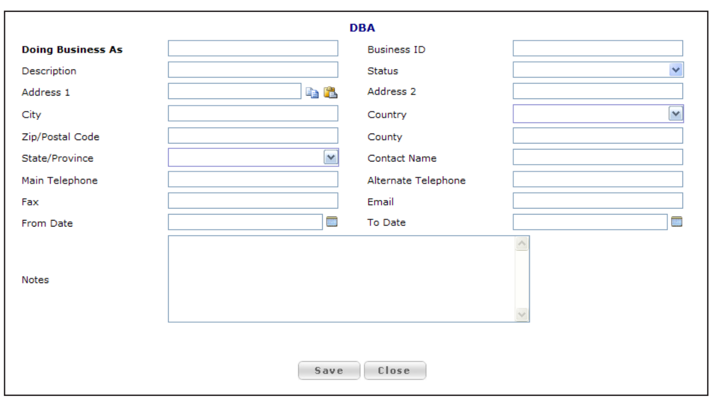
Adding or editing a DBA name

From the DBA screen, click the **Actions** menu icon, then select **Add New**, or highlight a DBA name, click the **Actions** menu icon, then select **Edit/View Details**.



Entering data

1. The only field required is **Doing Business As**.

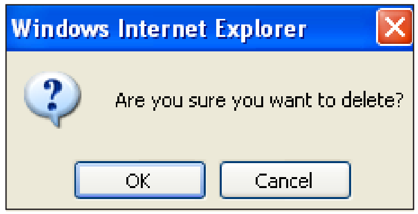


2. Drop-down menus are preloaded for Status, Country, and State/Province. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
3. The **Notes** section lets you add information not included elsewhere.
4. Click **Save**.

Deleting a DBA

To delete a DBA name:

1. Select the DBA names you want to delete.
2. Right-click, then select **Delete** from the **Actions** menu. A dialog box appears asking if you want to delete the DBA names.

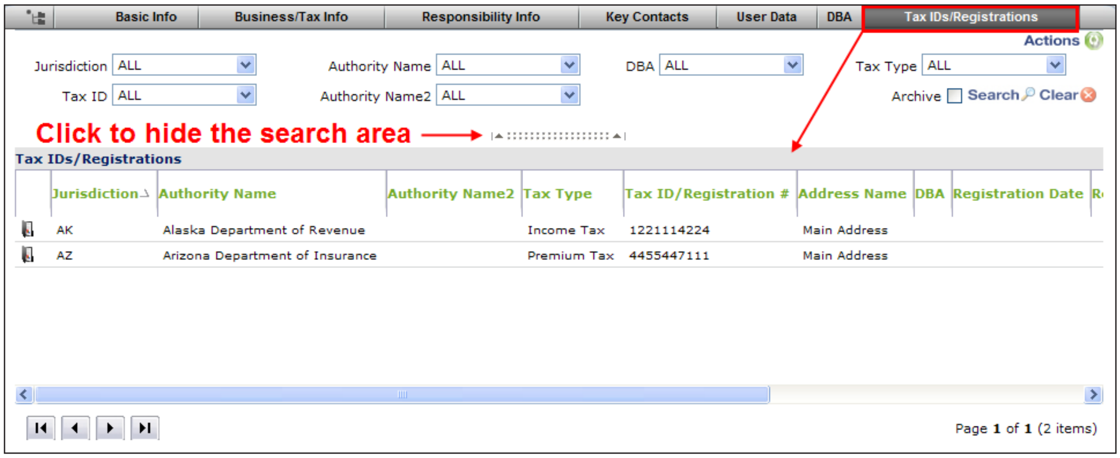


3. Click **OK**.

NOTE: This information is permanently deleted, but can be tracked in **Entity History**.

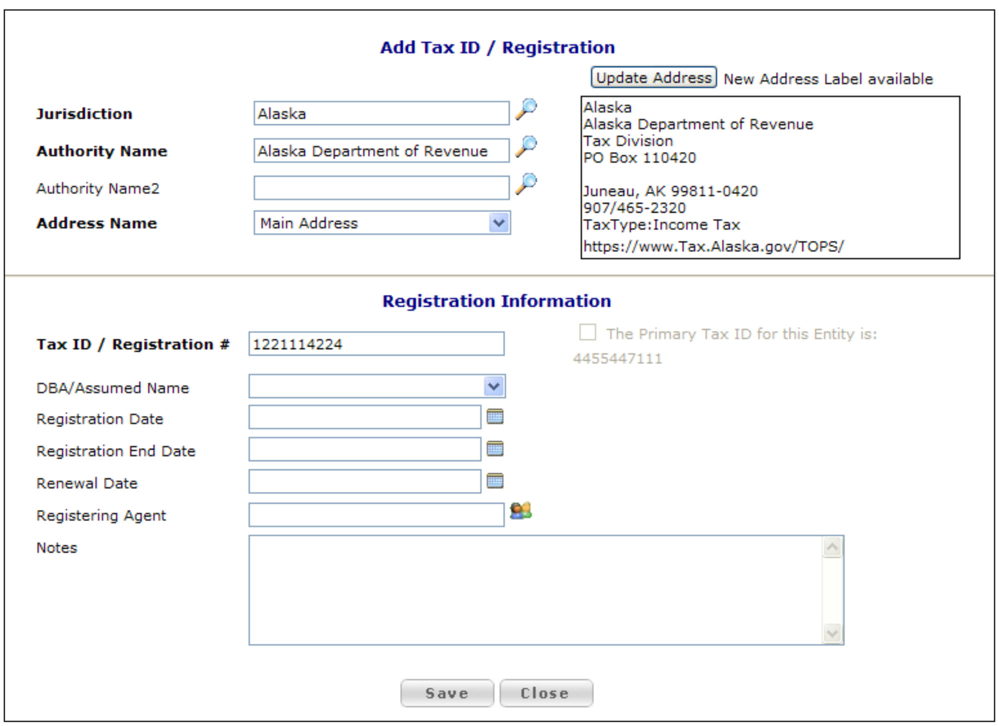
Tax IDs/Registrations

ONESOURCE Entity Manager helps you manage tax identification and registration data from various taxing authorities. The grid shows existing taxing authorities for this entity, and allows you to add or edit Tax IDs and Registrations.



Adding or editing items

From the Tax IDs/Registrations screen, select **Add New** from the **Actions** menu, or double-click on an item in the grid to view existing Tax ID/Registration information.



Entering data

1. Required fields are **Jurisdiction**, **Authority Name**, **Address Name**, and **TaxID/ Registration #**.
2. Use the drop-down menus and lookup icons to enter information. The **DBA/Assumed Name** drop-down menu is populated with DBA names associated with the selected entity.
3. The **Notes** section lets you add information not included elsewhere.
4. Click **Save**.

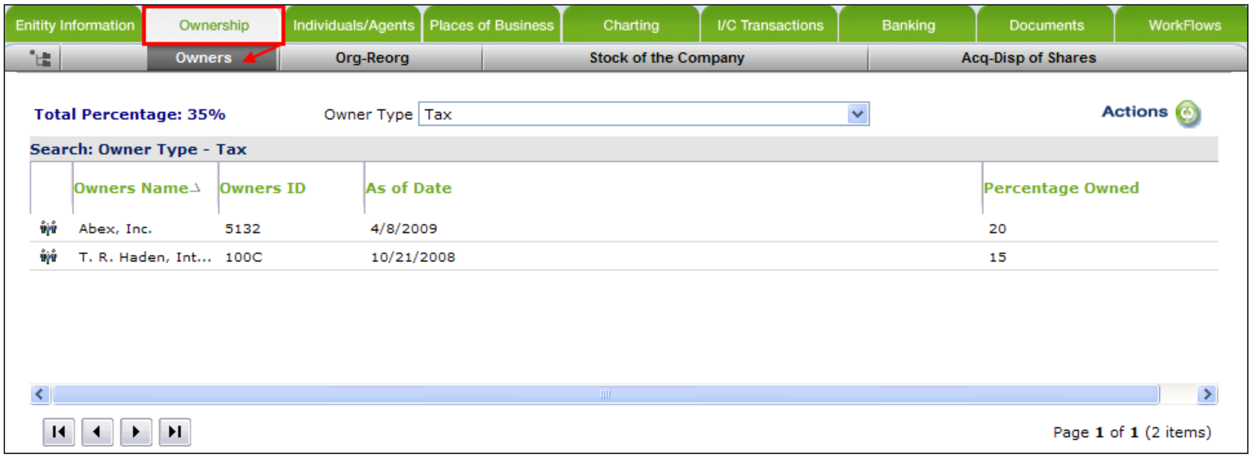
Deleting a Tax ID/Registration

To delete a Tax ID/Registration:

1. Select the items you want to delete.
2. Right-click, then select **Delete** from the **Actions** menu. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

NOTE: This information is permanently deleted, but tracked in **Entity History**.

Ownership information

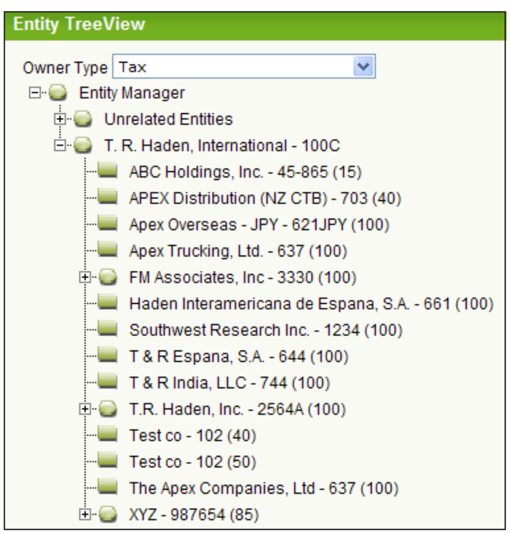


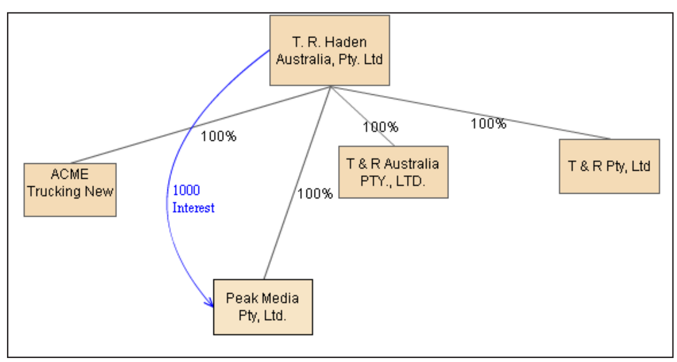
The **Ownership** tab collects information on:

- Owners
- Org-Reorg (founding organization and reorganization of this entity)
- Stock of the Company
- Acquisition/Disposition of Shares

Understanding the Owners screen

ONESOURCE Entity Manager lets you define a variety of ownership structures. Use **TreeView** (shown at left) to see the ownership structure, or using **Charting** (shown at right) to view hierarchical ownership.





Each "tree" or roll up of ownership is an owner type (function, application, or case study).

Function:

- Tax laws of a country
- Corporate laws of a country
- Accounting rules in GAAP, IFRS

Application:

- TaxStream vs. Income Tax

Case:

- Plan A with divestiture
- Plan B with acquisition

The **Owner Type** drop-down menu is a managed list and is pre-populated with **Tax**, **Accounting**, and **Legal**. If no selection is made, Owner Type defaults to Tax.

For information on adding to, editing, or removing an owner type from this drop-down menu, see the **Setup** section later in this user guide.

Owners

Adding an owner

1. Click the **Actions** menu icon, then select **Add Owner**.
2. From the drop-down menu, select **Owner Type.**

NOTE: Owners are added according to **Owner Type**. Clicking **Add Owner** and changing **Owner Type** for an additional owner will classify all owners according to the last owner type selected.

3. From the **Owner Name** or **Owner ID** drop-down menus, select an entity (or choose **Third Party**) or an entity ID.

NOTE: For more than one owner, add the main parent (listed first in the drop-down menu), then click **Add Owner** until the desired number of rows are displayed.

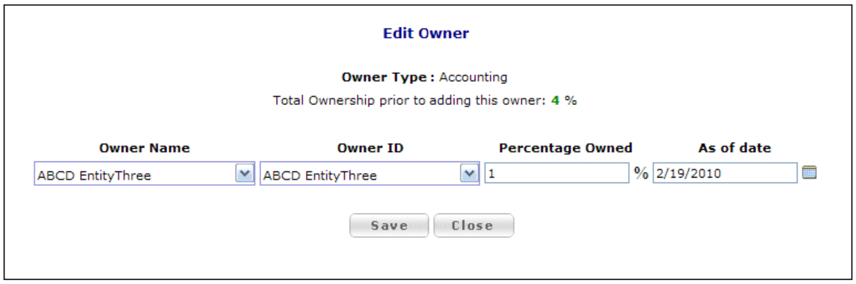
4. For each owner, specify **Percentage Owned**. The total need not equal 100%; however, Entity Manager will not allow it to exceed 100%.

NOTE: **Percentage Owned** accepts two decimal places (e.g., 80.35%).

5. Enter **As of Date** in mm/dd/yyyy format, or click the calendar icon to select a date.
6. Click **Save & Close**. To exit without saving, click the red X in the top right corner of the Add Owner screen, then click Cancel when the dialog box asks if you want to save changes.

Editing existing owners

1. In the **Owners** screen, double-click on an item to open the **Edit Owner** screen.
2. Modify **Owner Name** or **Owner ID**, **Percentage Owned**, and **As of date** as needed.



3. Click **Save**.

Deleting owners

To delete an owner:

1. Select the owners you want to delete.
2. Right-click to display the **Actions** menu, then select **Delete**. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

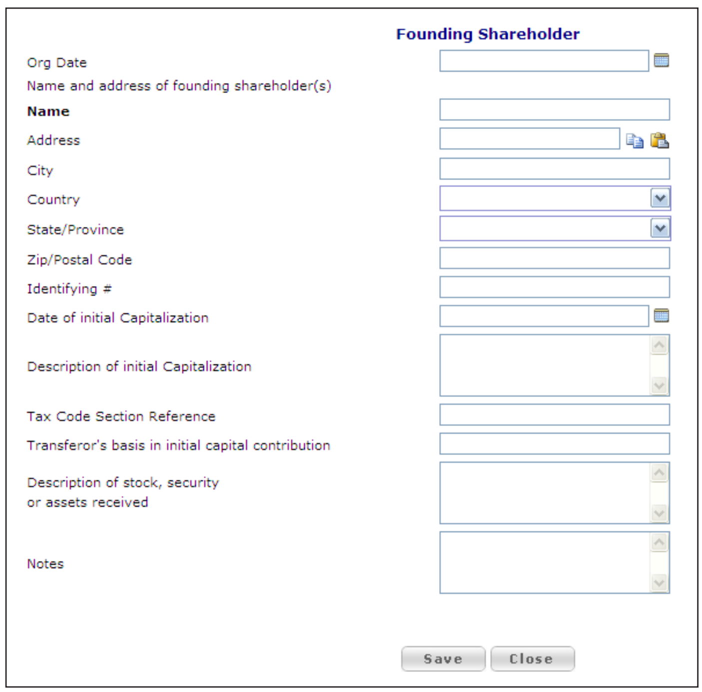
NOTE: This information is permanently deleted, but tracked in **Entity History**.

Org-Reorg

Org-Reorg helps you manage information about founding shareholders, including initial capitalization, and any subsequent reorganizations.

Adding a founding shareholder

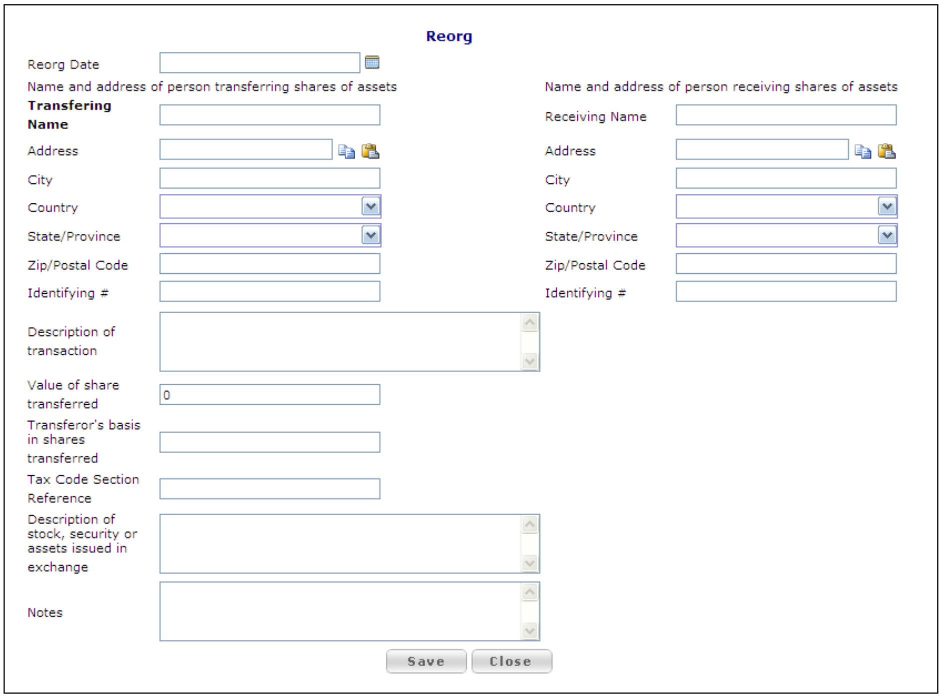
1. From the **Actions** menu, select **Add Founding Shareholder**.
2. On the **Founding Shareholder** screen, **Name** is the only required field.



3. Drop-down menus are pre-loaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. The **Notes** section lets you add information not included elsewhere.
5. Click **Save**.

Adding or editing a reorganization

1. From the **Actions** menu icon, select **Add New Reorg**, or double-click an item in the grid to open the **Reorg** screen.
2. **Transferring Name** is the only required field.



3. Drop-down menus are pre-loaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. The **Notes** section lets you add information not included elsewhere.
5. Click **Save**.

Deleting an org-reorg

1. Select the items in the **Org-Reorg** grid you want to delete.
2. Right-click then select **Delete** from the Actions menu. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

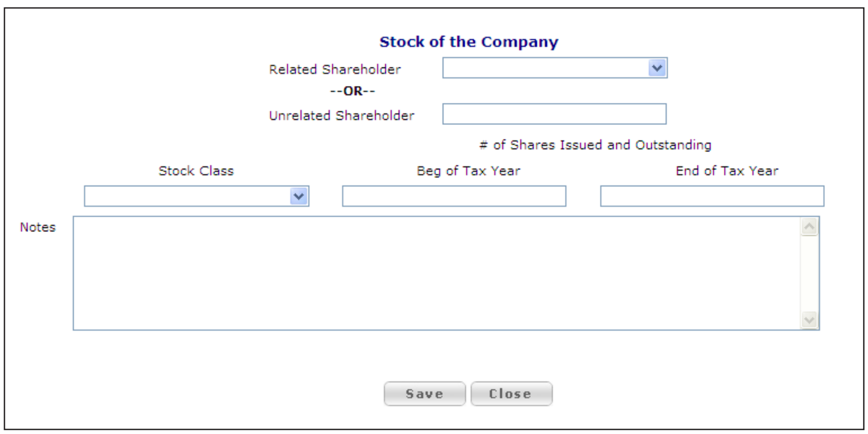
NOTE: This information is deleted, but tracked in **Entity History**.

Stock of the Company

Stock of the Company helps you track related and unrelated shareholders, types of stock they own, and the shares issued and outstanding. From this screen, you can add or edit information.

Adding or editing stock holders

1. From the **Actions** menu, select **Add New**, or double-click an item in the grid to open the **Stock of the Company** screen.



2. From the drop-down menu, select a **Related Shareholder** or enter the name of an unrelated shareholder.
3. **Stock Class** is a managed list. For more information, see the **Setup** section later in this user guide.
4. Record the shares of stock at the beginning and end of the tax year.
5. The **Notes** section lets you add information not included elsewhere.
6. Click **Save**.

Deleting share holders

1. Select the shareholders you want to delete.
2. Right-click, then select **Delete** from the **Actions** menu. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

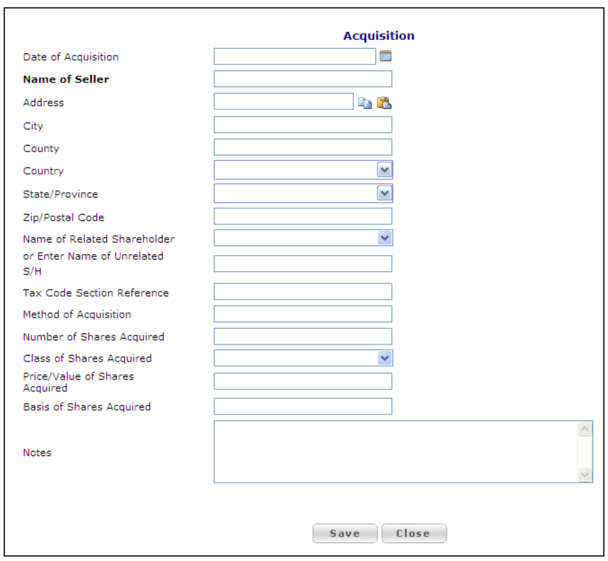
NOTE: This information is deleted, but tracked in **Entity History**.

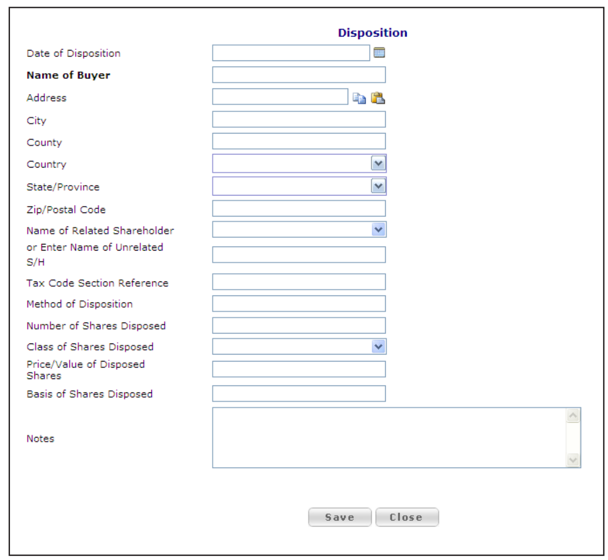
Acquisition-Disposition of Shares

ONESOURCE Entity Manager helps you track the acquisition and disposition of stock, and displays in grid form the type of transaction, date, parties involved and number of shares.

Adding or editing transactions

1. From the **Actions** menu, select **Add New Acquisition** or **Add New Disposition**, or double-click an item in the grid to open the corresponding screen.





2. The **Name of Seller** and **Name of Buyer** are the only required fields on these screens.
3. Drop-down menus are pre-loaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. A drop-down menu lets you link the transaction to a related shareholder or, in a separate field, an unrelated shareholder.
5. **Class of Shares Acquired** and **Class of Shares Disposed** are managed lists. For more information, see the **Setup** section later in this user guide.
6. The **Notes** section lets you add information not included elsewhere.
7. Click **Save**.

Delete transactions

1. Select the items you want to delete.
2. Right-click, then select **Delete** from the Actions menu. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

NOTE: This information is deleted, but tracked in **Entity History**.

Individuals/Agents

The **Individuals/Agents** tab helps you maintain contact information related to an entity's board members, officers, directors, registered agents, audit committee members, and others.

	First Name	Middle Initial	Last Name	Title	Board Member	Officer	Director
	Betty		Brown	President	10/7/2008 - 6/23/2009		10/10/2008 - 10/15/2008
	Joe		Brown	CEO	6/23/2009 - 3/23/2009		
	John		Smith		8/5/2008	8/12/2008	8/19/2008
	John		Doe	BA	12/17/2009		
	Sophi		Weis		6/23/2009		

Information entered at the entity details level is uploaded to the **People** tab at the global level, and information entered at the global level is available for an entity.

Adding Individuals

You can add people in the **Individuals/Agents** tab in two ways:

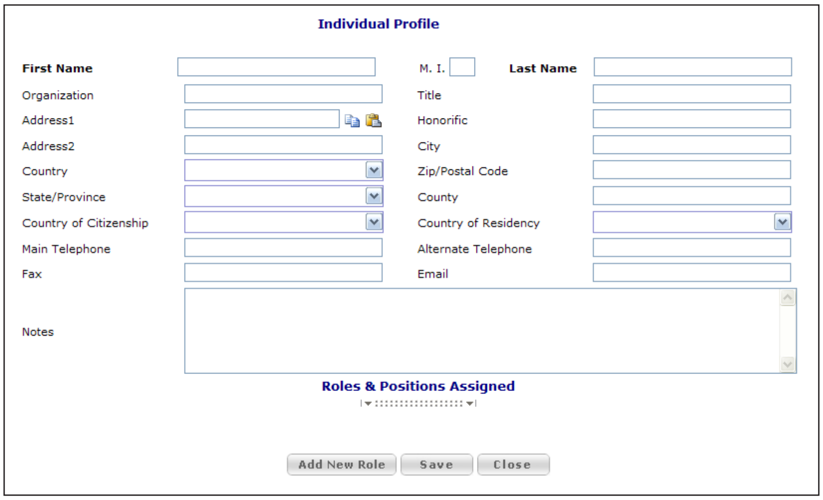
- **Add New Person** adds a new individual not currently in the database.
- **Assign Global Person** lets you select a name from the global **People** list and assign that person to a role within an entity.

NOTE: Entity Manager considers a name, exactly as entered, to be unique. For example, John Smith is not the same as John A. Smith. Avoid duplicating names by:

- Ensuring that **First Name** and **Last Name** are entered properly, and using a middle initial as often as possible.
- Entering a new person in the global **People** tab, then using **Assign Global Person** in the **Individuals/Agents** tab.

Adding or editing an individual

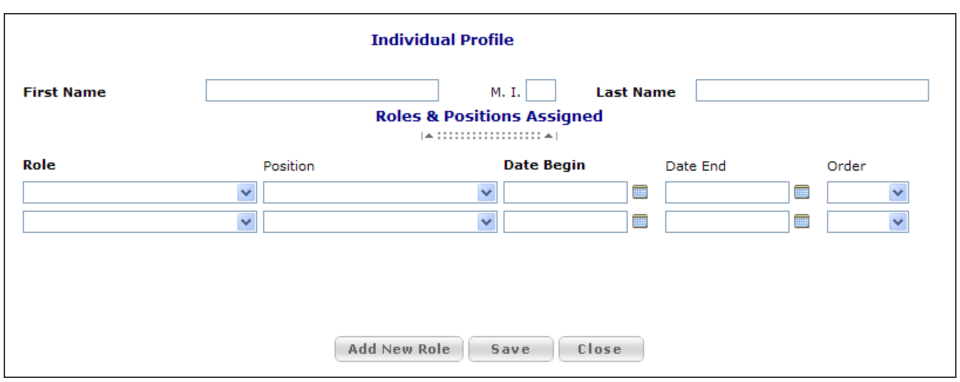
1. From the **Actions** menu, select **Add New Person**, or double-click on an item in the grid to open the **Individual Profile** screen.
2. **First Name** and **Last Name** are the only required fields, but best practice is to enter enough information to clearly identify this individual.



3. Drop-down menus are pre-loaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. The **Notes** section lets you add text to inform users of information not included elsewhere.

TIP: All information in **Notes** appears when this individual's data is retrieved at the global level. Should this person leave the company or change positions, you have all the information in one place to ensure his or her responsibilities are addressed.

5. Click **Add New Role**.
6. Select a role from the drop-down menu, then click the calendar icon to choose the date on which this person assumes the role.

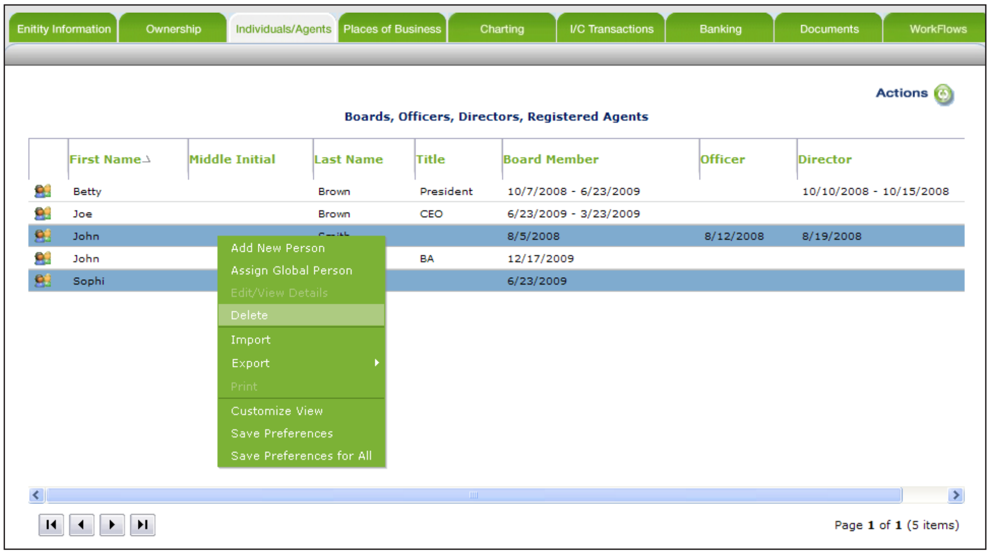


7. If applicable, use the drop-down menus and calendar icon to select a position and an end date, and the order for the roles and positions.
8. Click **Save**.

Deleting individuals/agents

To delete a person in ONESOURCE Entity Manager:

1. Select the names you want to delete.



2. Right-click to display the **Actions** menu, then select **Delete**. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

NOTE: This information is permanently deleted, but tracked in **Entity History**.

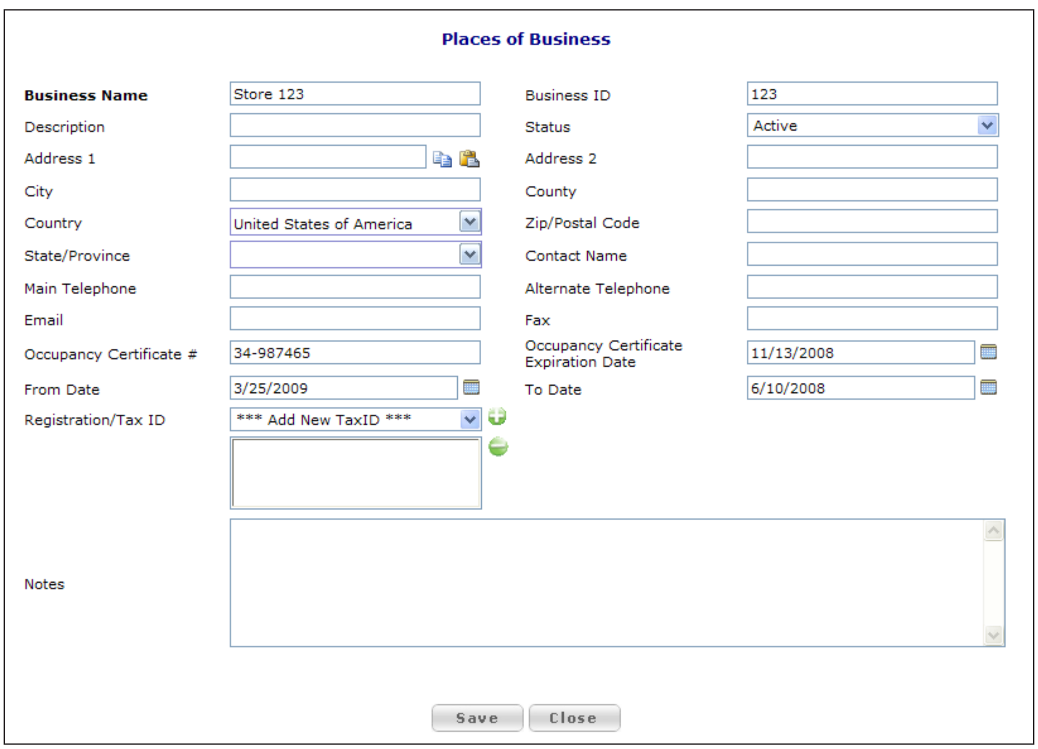
Places of Business

Some entities may conduct business in several locations, but do not require the level of detail that creating a separate entity would provide. Instead, Entity Manager allows these locations to be listed as **Places of Business**.

NOTE: Places of business cannot be viewed on a chart. If you need to see this business unit on a chart, enter it as an entity instead.

Adding or editing places of business

1. Click the **Actions** menu icon, then select **Add New**, or right-click an item in the grid, then select **Edit/View Details** from the **Actions** menu.
2. **Business Name** is the only required field.
3. Drop-down menus are pre-loaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. The **Notes** section lets you add information not included elsewhere.



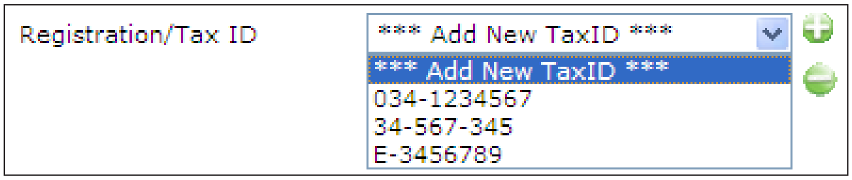
5. Click **Save**.

Adding multiple Registration/Tax IDs

You can reference multiple registration/tax IDs for each place of business. The drop-down menu is populated from the **Tax IDs/Registrations** screen in the **Entity Information** tab.

To add a registration/tax ID:

1. From the drop-down menu, select a registration/tax ID.



2. Click the plus sign (+) icon to add it to the text box.
3. Repeat steps 1 and 2 as needed.

To remove a Registration/Tax ID:

1. From the text box, select the Registration/Tax ID you want to remove.
2. Click the minus sign (-) icon to remove it from the text box.
3. Repeat steps 1 and 2 as needed.

NOTE: Removing a registration/tax ID in the **Places of Business** screen does not delete it from the system, only from this business.

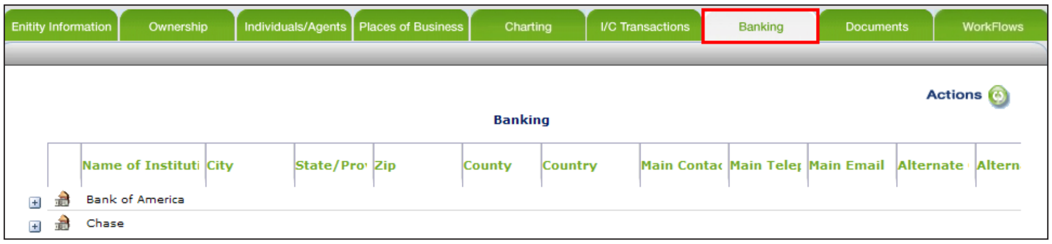
Deleting Places of Business

1. Select the businesses you want to delete.
2. Right-click to display the **Actions** menu, then select **Delete**. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

NOTE: This information is permanently deleted, but tracked in **Entity History**.

Banking

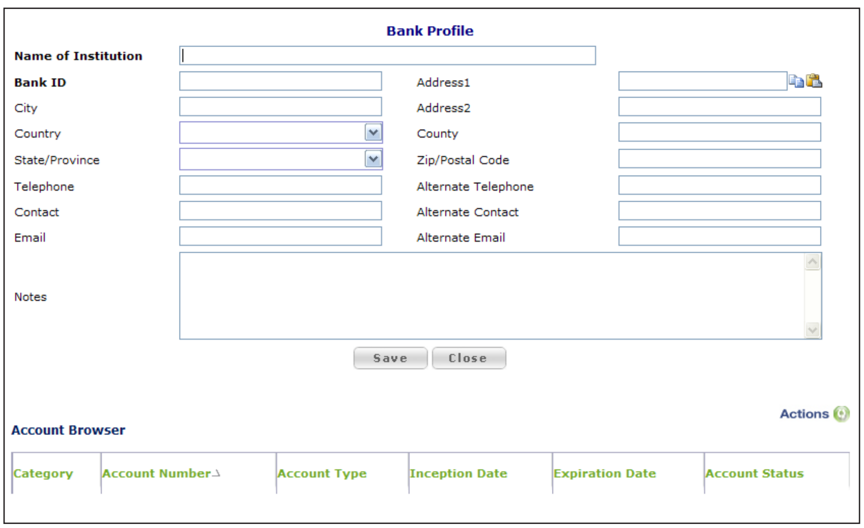
From the **Banking** tab at the entity details level, you can track an entity's bank accounts, and signature cards.



Adding a bank profile

A bank profile must be created before accounts can be added.

1. Click the **Actions** menu icon, then select **Add New**.
2. **Name of Institution** and **Bank ID** are the only required fields.

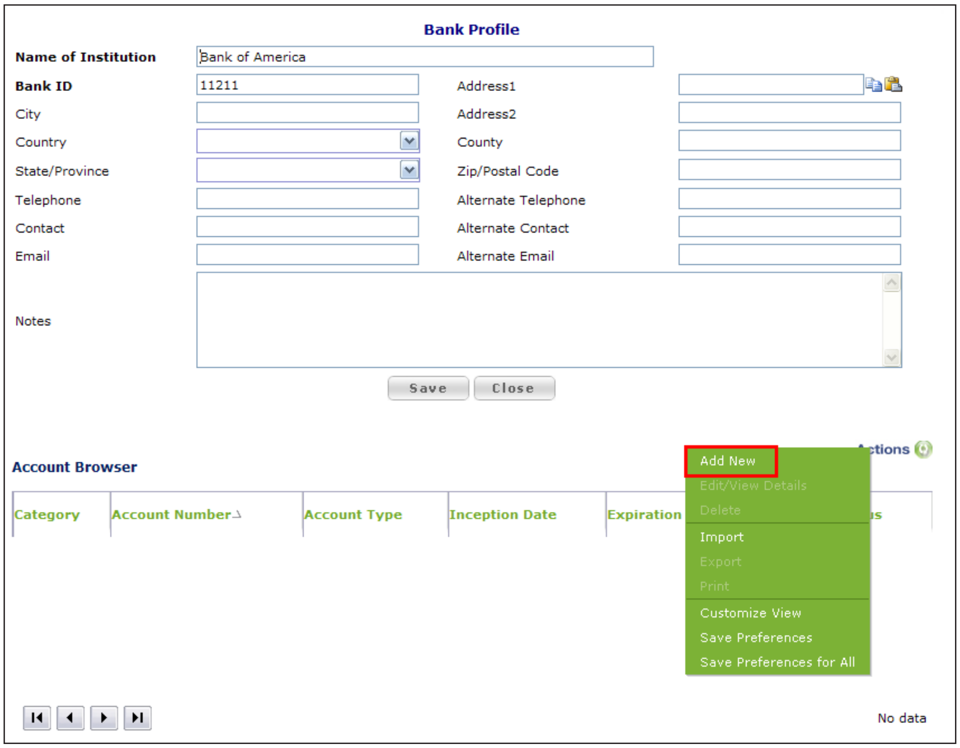


3. Drop-down menus are pre-loaded for **Country** and **State/Province**. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu** > **Suggestion Box**).
4. The **Notes** section lets you add information not included elsewhere.
5. Click **Save**.

Adding or editing a bank account

To add an account to a bank profile:

1. Click the **Actions** menu icon in the bottom half of the **Bank Profile** screen, then select **Add New**, or right-click an item in the grid, then select **Edit/View Details**.



2. **Account #** is the only required field.
3. The **Category** and **Type** drop-down menus are managed lists. For more information, see the **Setup** section later in this user guide.
4. Click the people icon to the right of the **Signature Name** fields to select the individuals to whom this role will be assigned.
5. The **Notes** section lets you add information not included elsewhere.
6. Click **Save**.

Deleting accounts

1. Select the account(s) you want to delete. Hold the **Ctrl** key while selecting more than one.
2. Right-click to display the **Actions** menu, or click the **Actions** menu icon, then select **Delete**. A dialog box appears asking if you want to delete the items.
3. Click **OK**.

NOTE: This information is not archived, but permanently deleted.

Charting

See the **Charting** section earlier in this user guide.

I/C Transactions

See the **Transactions** section earlier in this user guide.

Documents

See the **Documents** section earlier in this user guide.

Workflows

See the **Workflow** section earlier in this user guide.

NOTE: These tabs at the entity details level operate the same as the tabs at the global level. The only difference is that these tabs work with a specific entity, and file data accordingly.

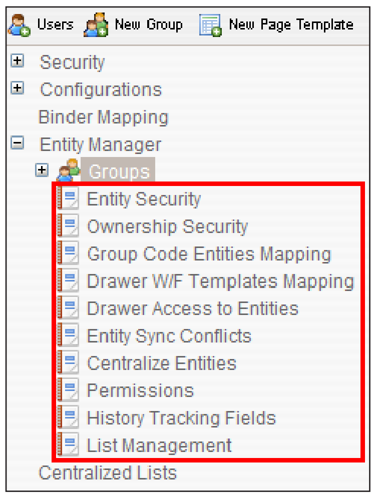
Setup

Setup enables administrators to manage and configure security levels for users and groups, and have access to Entity Manager items in the left navigation area.

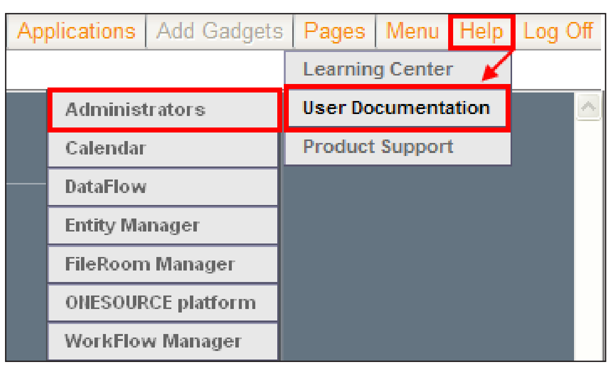
Users and groups

Users are added and maintained in the ONESOURCE platform. Groups specific to Entity Manager are managed through **Entity Manage**r > **Groups** in the left navigation area.

NOTE: ONESOURCE Entity Manager grants permissions to users through the groups to which they are assigned.



See the ONESOURCE administrator guide for more information on adding groups and using the Entity Manager nodes in the left navigation area. From the ONESOURCE menu bar, click **Help** > **User Documentation** > **Administrators**.



Appendix A: Importing and exporting data

Import All can be used to create entity structures, including the main parent.

You can import data to and export data from Entity Manager based on the columns displayed in grid view.

Choose fields to export:

1. From the **Actions** menu, select **Customize View**.
2. Check or uncheck the boxes in **Show/Hide/Re-Order Grid Columns**.
3. Click **Save**.
4. From the **Actions** menu, select **Save Preferences**.

To export data:

1. From the **Actions** menu, select **Export**. In the **File Download** dialog box, click **Open**.
2. Save the file as a .csv or Excel file.

Modifying and importing data:

1. Modify data in the exported file as required. Required fields are in bold.
2. Save the file as a .csv or Excel file.
3. From the **Actions** menu, select **Import**.
4. In the **File to Import** dialog box, click **Browse** to locate the file.
5. Click **OK**.

NOTE: Upon import, the system will validate the data in the file. It must be complete and accurate or the import process will fail. An error report will indicate the problems with your file. Correct the data, save the file, and import it again.

General input requirements

1. If a field is normally populated from a drop-down menu or lookup list, the field must exactly match existing items in the system.
2. A managed list cannot be updated in the import process. If additions to the managed list must be made, update the managed list first, then import the data.
3. Dates must be in mm/dd/yyyy format.
4. If the **Data** field in the export file is populated for the import process, the system knows to update the record. If this field is empty, the system knows to add the record.

Frequently Asked Questions

How can I import all entity fields into Entity Manager?

See Appendix A for information on importing and exporting data.

What are entity charting types: CTB vs. RCTB?

CTB and RCTB charting types refer to IRS "Check-The-Box" rules allowing most businesses to choose how they will be treated for federal income tax purposes: whether as a corporation or as a pass-through entity, like a partnership. The "R" stands for Reverse.

What fields make a record unique?

- Entity name and entity ID
- Chart name
- Full name (John Smith is a different record than John A. Smith)
- Bank ID