

# ONESOURCE™

## ENTITY UNIT BROWSER

### User guide

Version 3.0

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TAX & ACCOUNTING

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## Introduction

Entity Unit Browser (EUB) is a scaled-down version of ONESOURCE Entity Manager (OEM). It is available to all users in ONESOURCE WorkFlow Manager (OWM) who do not already own OEM.

EUB users will have access to the seven screens in the **Entity Information** tab, and **Owners** screen in the **Ownership** tab.

## Terminology

The following terms are commonly used in Entity Unit Browser.

**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.

**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.

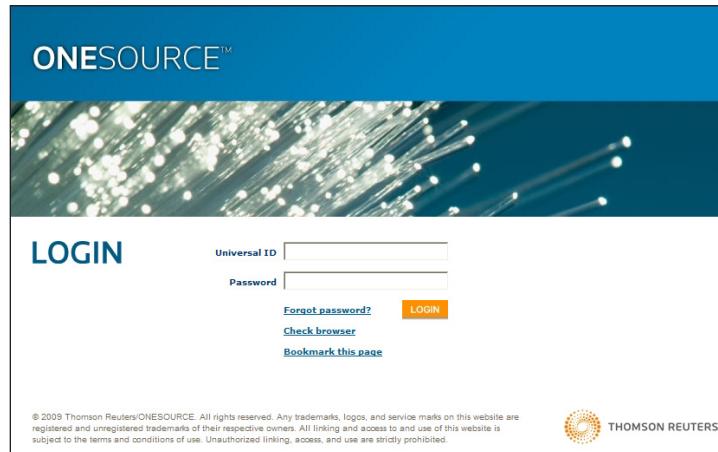
**ONESOURCE WorkFlow Manager** (OWM) integrates the tools you need to gain SAS 70 control over a process (tasks, events, assignments, research, data collection, documents, notes and audit trail). Work procedures are enhanced with managerial tools, such as: automated e-mail notification for individuals, 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.

## Access and login

### Accessing Entity Unit Browser

Entity Unit Browser is built on the ONESOURCE platform. Log on to the ONESOURCE platform at <https://www.onesourcelogin.com>.



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

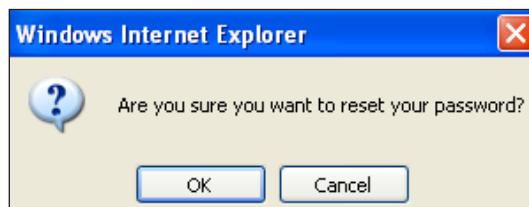
### Forgot password?

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**.



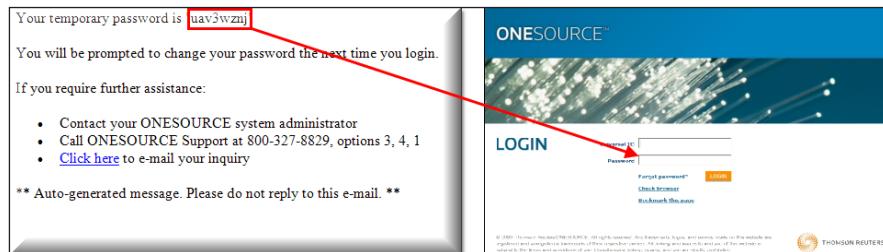
2. A dialog box appears confirming that you want to reset your password. Click **OK**.



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**.



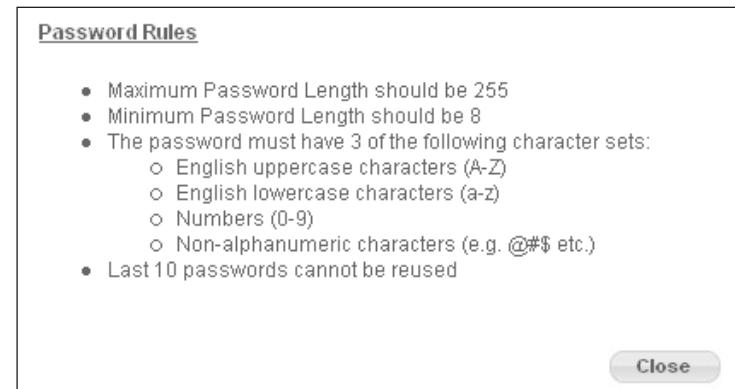
4. Log in using the temporary password sent to you via e-mail.



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.



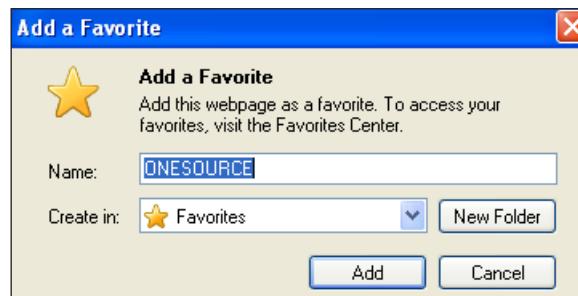
## Check browser

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

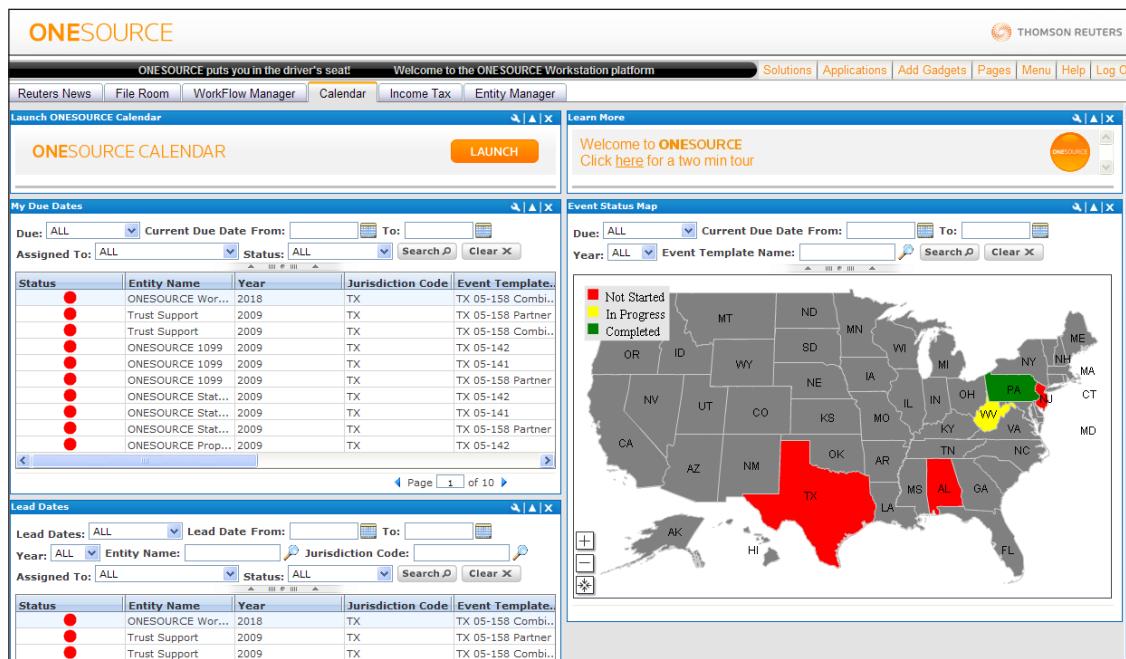
To add the ONESOURCE login page to your Internet Explorer Favorites:

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.



The screenshot shows the ONESOURCE dashboard with several modules:

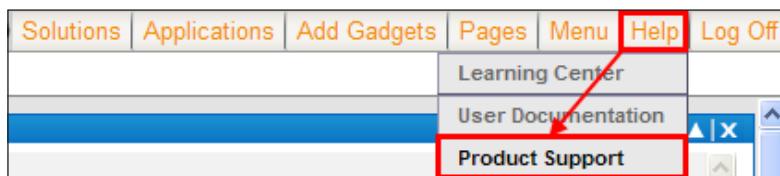
- Launch ONESOURCE Calendar**: A button to open the calendar.
- ONESOURCE CALENDAR**: A module showing a list of events with columns for Status, Entity Name, Year, Jurisdiction Code, and Event Template. Most entries have a red status indicator.
- My Due Dates**: A module showing a list of due dates with columns for Status, Entity Name, Year, Jurisdiction Code, and Event Template. Most entries have a red status indicator.
- Lead Dates**: A module showing a list of lead dates with columns for Status, Entity Name, Year, Jurisdiction Code, and Event Template. Most entries have a red status indicator.
- Learn More**: A module with a welcome message: "Welcome to ONESOURCE Click here for a two min tour".
- Event Status Map**: A map of the United States where states are colored based on event status:
  - Red: Not Started (Texas, Alabama, West Coast states)
  - Yellow: In Progress (West Coast states, New England, West Virginia)
  - Green: Completed (Pennsylvania)

## User Documentation

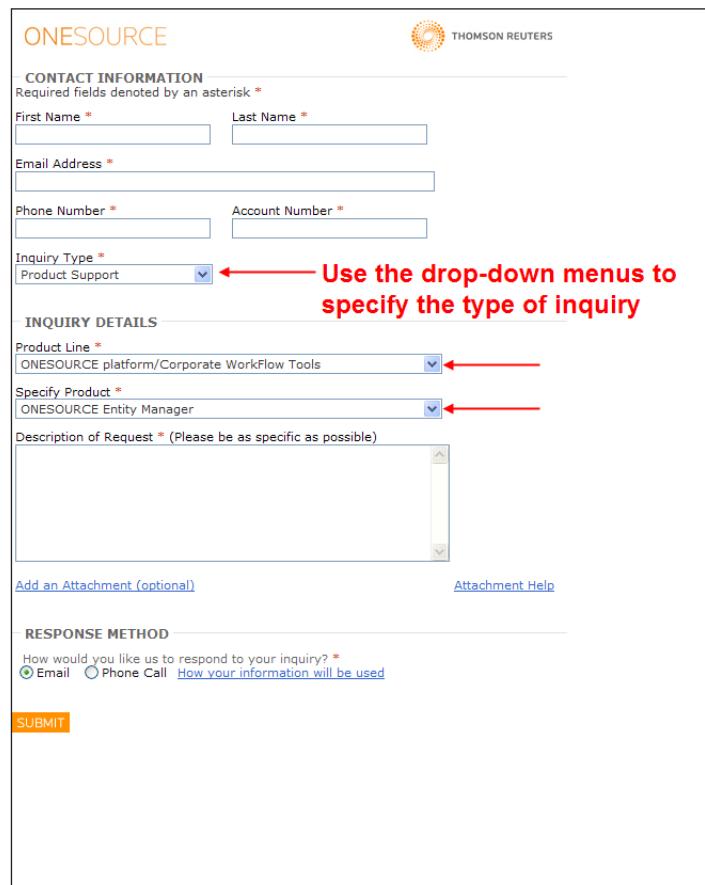
Refer to the user guide for the ONESOURCE platform for a complete description of the dashboard, including ticker messages, gadgets, and pages. Click **Help > User Documentation > ONESOURCE platform** to open the user guide as a PDF.

## Product Support

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



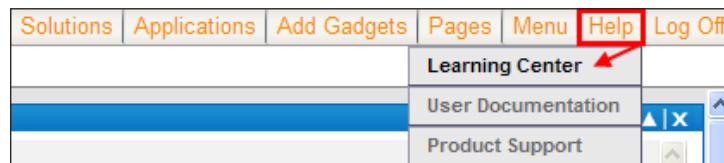
Fill in the **Product Support** form with your contact information and inquiry details. Use the drop-down menus to specify the type of inquiry, and for which product you require help.



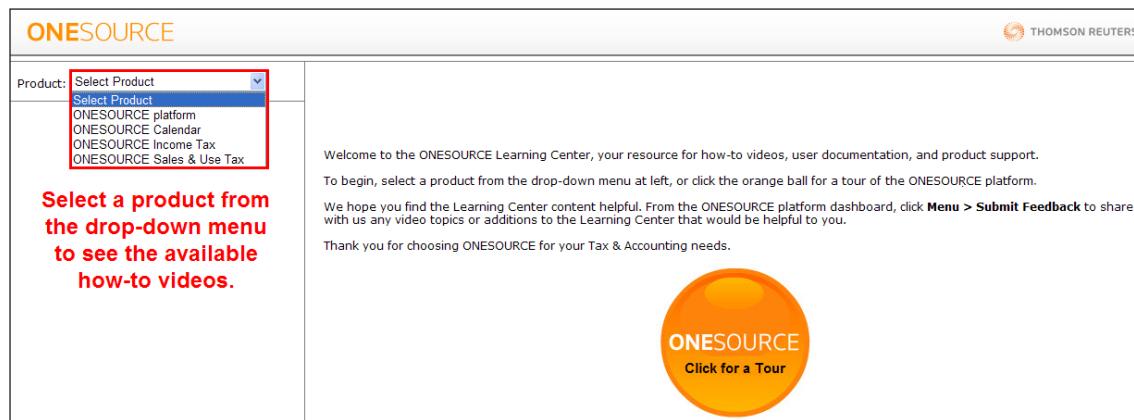
The screenshot shows the 'Product Support' form. It includes fields for 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'Account Number'. The 'Inquiry Type' field is set to 'Product Support'. The 'Product Line' dropdown is set to 'ONESOURCE platform/Corporate WorkFlow Tools'. The 'Specify Product' dropdown is set to 'ONESOURCE Entity Manager'. A text area for 'Description of Request' is present. At the bottom, there are 'Add an Attachment (optional)' and 'Attachment Help' buttons, and a 'SUBMIT' button. Red arrows point to the 'Inquiry Type' dropdown and the 'Product Line' dropdown with the text: 'Use the drop-down menus to specify the type of inquiry'.

## 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.



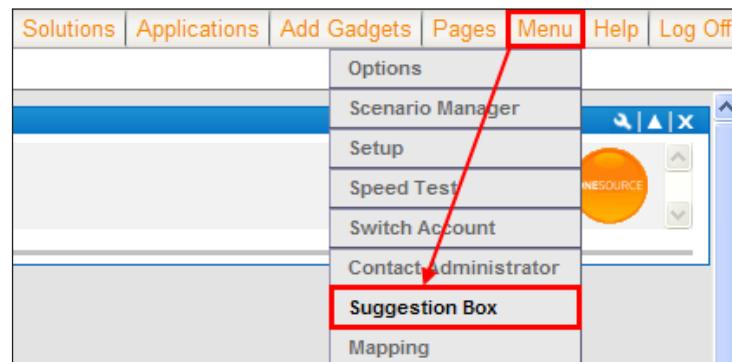
From the Learning Center home page, use the drop-down menu to select a product and see the available how-to videos.



The screenshot shows the ONESOURCE Learning Center home page. On the left, a sidebar has a 'Product:' dropdown menu with options: 'Select Product', 'ONESOURCE platform', 'ONESOURCE Calendar', 'ONESOURCE Income Tax', and 'ONESOURCE Sales & Use Tax'. The 'Select Product' option is highlighted with a red box. A red callout box with the text 'Select a product from the drop-down menu to see the available how-to videos.' points to this dropdown. The main content area has a welcome message and a 'Click for a Tour' button.

## 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.



The screenshot shows the ONESOURCE menu bar with various options: Solutions, Applications, Add Gadgets, Pages, Menu, Help, and Log Off. The 'Menu' option is highlighted with a red box. A red callout arrow points from the 'Menu' box to the 'Suggestion Box' option in the dropdown menu, which is also highlighted with a red box. The dropdown menu also includes Options, Scenario Manager, Setup, Speed Test, Switch Account, Contact Administrator, and Mapping.

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.

We welcome your suggestions. To report a problem, please contact Support for faster service. [Contact Support](#)

**Product\***

**Area\***

**Comments\***

**OPTIONAL**

**Your Name:**  **Phone:**

**Company Name/Address:**

**Email:**

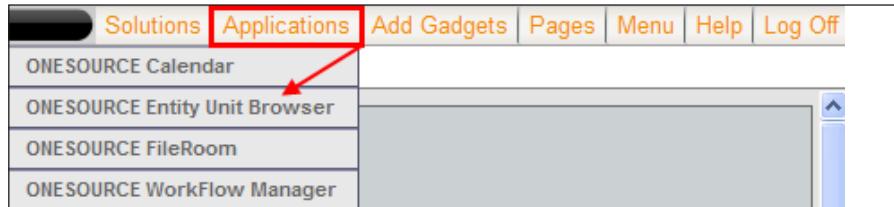
**Attach File:**

**\*Required Fields**

## Launching Entity Unit Browser

To open Entity Unit Browser from the ONESOURCE platform:

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



3. The **Entity Browser** screen opens.

Entity Name	Entity ID	Status	State of Inc	Country of Inc	Entity Type	Domestic Entity Type	Foreign Entity Type	Entity Charting Type
AAA	1	Active		United States of America	Corporation			Corporation
ABC Corp	12345678	Active		United States of America	Corporation			Corporation
Abex, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con		Corporation
ACME Data Service...	623		AZ	United States of America	Individual			Corporation
ACME Distributions...	302			United States of America	Corporation			Corporation
ACME Education (I...	662				Corporation			Corporation
ACME Finance Eur...	202				Corporation			Corporation
ACME Financial Pu...	340			United States of America	Corporation			Corporation
ACME Holdings Eur...	602			United Kingdom (England, ...)	Branch			RCTB
ACME Interamerica...	688				Corporation			Corporation
ACME New York, Inc.	303			United States of America	Corporation			Corporation
ACME Trans Iberia	604			United States of America	Corporation			Corporation
ACME Trucking Ne...	722	Active			Corporation			Third Party
ACME Trucking, Inc.	78-67-45...	Active	DE	United States of America	Corporation	Sub Con		Corporation
Adams Golf Inc.	0001059...	Active		United States of America	Corporation			Corporation

## 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.

The screenshot shows the Entity Browser interface with the 'TreeView' feature. The search bar at the top has a 'TreeView' icon highlighted with a red box. The main content area is titled 'Entity TreeView' and shows a hierarchical tree of entities under 'Owner Type: Tax'. The tree includes nodes for 'Entity Manager' and 'Unrelated Entities', with numerous sub-nodes representing various companies and their details. To the right of the tree, there is a table with columns: 'Entity of Inc', 'Entity Type', 'Domestic Entity Type', 'Foreign Entity Type', and 'Entity Charting Type'. The table lists multiple entries for different entities, such as 'States of America' and 'ACME Holdings Europe'. An 'Actions' button is located in the top right corner of the main pane.

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

## 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.

The screenshot shows the Entity Browser interface with a search area. The search bar contains fields for 'Entity Name', 'Entity ID', 'Entity Type', 'Status', 'Group Code', 'PPOB State/Province', 'PPOB Country', and 'Archive'. A 'Search' button and a 'Clear' button are also present. A red box highlights the vertical splitter bar between the search area and the main results pane.

## Grid

Depending on where you are in EUB, the grid will display columns 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 Entity Unit Browser 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.



The screenshot shows a grid of entity data. The first two rows, 'AAA' and 'ABC Corp', are selected, indicated by a blue highlight. The 'Actions' menu icon is visible in the top right corner.

Entity Name	Entity ID	Status	State of Inc	Country of Inc	Entity Type	Domestic Entity Type	Foreign Entity Type	Entity Charting Type
AAA	1	Active		United States of America	Corporation	Corporation	Corporation	Corporation
ABC Corp	123456789	Active		United States of America	Other	Corporation	Corporation	Corporation
ABC Holdings, Inc	45-455	Active	DE	United States of America	Corporation	Corporation	Corporation	Corporation
ABC Holdings, Inc.	45-955	Active	DE	United States of America	Corporation	Corporation	Corporation	Corporation
ABC Holdings, Inc.	45-955	Active	DE	United States of America	Corporation	Corporation	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ACME Cayman Islands	427	Cayman Islands	Branch	Div Con	Domestic FTC	Deregarded		

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



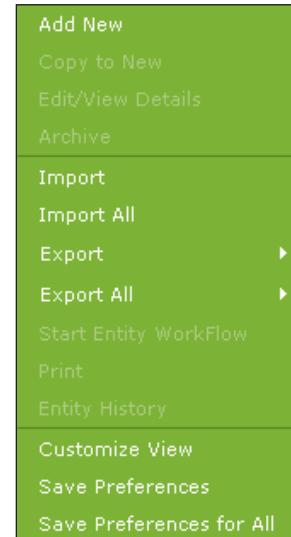
The screenshot shows a grid of entity data. The first two rows, 'AAA' and 'ABC Corp', are selected, indicated by a blue highlight. The 'Actions' menu icon is visible in the top right corner.

Entity Name	Entity ID	Status	State of Inc	Country of Inc	Entity Type	Domestic Entity Type	Foreign Entity Type	Entity Charting Type
AAA	1	Active		United States of America	Corporation	Corporation	Corporation	Corporation
ABC Corp	123456789	Active		United States of America	Other	Corporation	Corporation	Corporation
ABC Holdings, Inc	45-455	Active	DE	United States of America	Corporation	Corporation	Corporation	Corporation
ABC Holdings, Inc.	45-955	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ABC Holdings, Inc.	5132	Active	DE	United States of America	Corporation	Sub Con	Corporation	Corporation
ACME Cayman Islands	427	Cayman Islands	Branch	Div Con	Domestic FTC	Deregarded		

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.

### Copy to New

Available on the **Entity Information** tabs, this action copies all data from the selected entity to a new entity. Enter new names for these items.



A screenshot of a dialog box titled "Copy to New". It contains two text input fields: "Entity Name" and "Entity ID". Below the fields are two buttons: "Save" and "Close".

### 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.

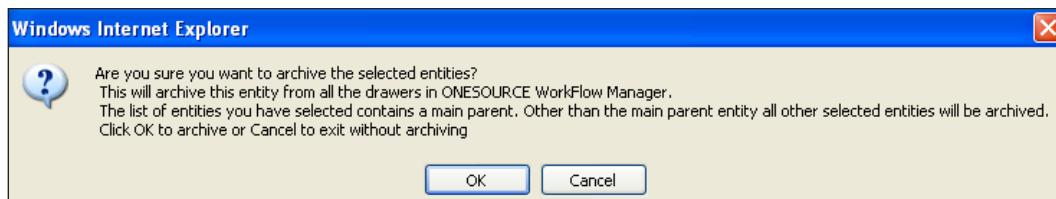
### Archive/Unarchive

You can remove (archive) entities 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.

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.

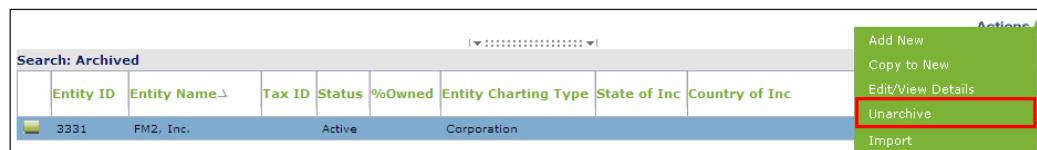


To unarchive an entity:

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.

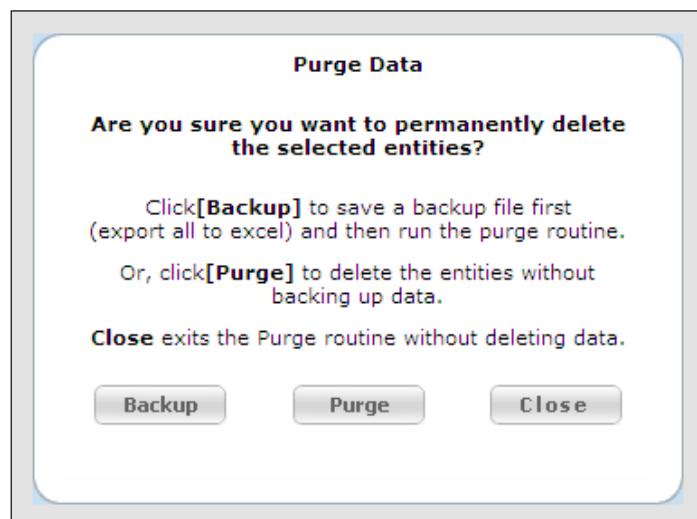
## Purge

Entity Unit Browser offers two purge options to permanently remove entities 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:** EUB is backed up nightly. Should it be required, a complete backup of data will be available.

## Archived and purged entities

After an entity has been archived or purged, it will be displayed as such when you double-click on a name in the **Owners** tab.

**Edit Owner**

**Owner Type : Tax**  
Total Ownership prior to adding this owner: **25 %**

Owner Name	Owner ID	Percentage Owned	As of date
archived entity		25 %	15.04.2010

**Save** **Close**

**NOTE:** To access an archived entity, see **To unarchive an entity** earlier in this user guide. Purged entities cannot be recovered.

## Delete

EUB restricts permanent deletion of entire entities, 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 Unit Browser allows you to import information from an Excel or .csv file. See **Appendix A** for more information.

## Export

EUB allows you to export field names and corresponding data for all entities from the **Basic Info**, **Business/Tax Info**, **Responsibility Info**, **Key Contacts**, and **User Data** tabs to Excel or .csv format. See **Appendix A** for more information.



## Export All

For one or more selected entities, this action exports field names and corresponding data from the **Entity Information** and **Ownership** tabs.

	A1	Entity Name				
1	Entity Name	Entity ID	Description	Legal Entity Type	Entity Charting Type	Group Code
2	ACME Data Service (Ireland)	623		Individual	Corporation	Hotels, Financial
3	ACME Education (India) Limited	662		Corporation	Corporation	Hotels, Financial
4	ACME Finance Europe Ltd	202		Corporation	Corporation	Hotels, Financial
5	ACME Financial Publications, Inc.	340		Corporation	Corporation	Hotels, Natural Resources, Other

## Entity History

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

Walters Dynamic					
From Date 8/1/2009		To Date 9/14/2009		Get Report	
14		1 of 1		100%	
Select a format					
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	8/1/2009	8/10/2009 5:19 PM	Michelle	
	Officer Date End	5/31/2012	8/10/2009 5:19 PM	Michelle	
	Audit Committee	0	8/10/2009 5:20 PM	Michelle	
	Audit Committee Date Begin	8/1/2009	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.

## Customizing the grid view

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

### Customize View

Entity Unit Browser 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.

The screenshot shows a grid with the following columns: Entity Name, Entity ID, Status, State of Inc, Country of Inc, Entity Type, Domestic Entity Type, Foreign Entity Type, and Entity Charting Type. A red arrow points to the 'Entity Name' column header, which is being moved to the group-by area. The group-by area is labeled 'Group by: Entity Name'.

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

The screenshot shows a grid with the following columns: Entity ID, Entity Name, Tax ID, Status, and %Owner. A header above the grid says 'Drag a column to this area to group by it.' The 'Status' column header is being moved to this area.

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 (-).

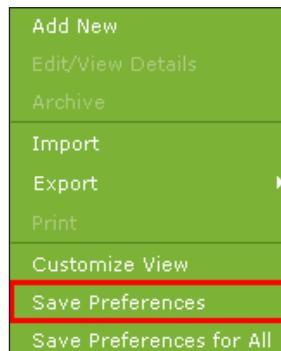
The screenshot shows a grid with the following columns: Entity ID, Entity Name, Tax ID, Status, and %Owner. The 'Status' column header is now in the group-by area. The grid shows collapsed groups for 'Status : Active' and 'Status : Pending'.

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 Unit Browser, 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.

The screenshot shows the Entity Browser interface. At the top, there is a navigation bar with links for Entities, People, Transactions, Charting, Documents, WorkFlows, and Reports. Below the navigation bar is a search bar with fields for Entity Name, Entity ID, Entity Type, Status, PPOB State/Province, PPOB Country, Group Code, and Archive. There are also buttons for Search, Clear, and Actions. A red box highlights the splitter bar between the search area and the main grid. The main grid displays columns for Status, Entity Name, Entity ID, Country of, Entity Type, Domestic Entity, Foreign Entity, and Entity Charting Type. A single row is visible: ACME HOLDING C... with Entity ID 18, Entity Type Corporation, and Domestic Entity Foreign Entity Entity Charting Type.

To perform a search:

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

The screenshot shows the search criteria input fields. It includes fields for Entity Name, Entity ID, Entity Type, Status, PPOB State/Province, PPOB Country, Group Code, and Archive. There are also buttons for Search, Clear, and Actions. A red box highlights the search and clear buttons.

**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.

The screenshot shows a dropdown menu for Group Code. The selected items are "Other", "Financial". The list includes: Hotels, Transportation, Natural Resources, Financial (selected), and Other (selected).

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

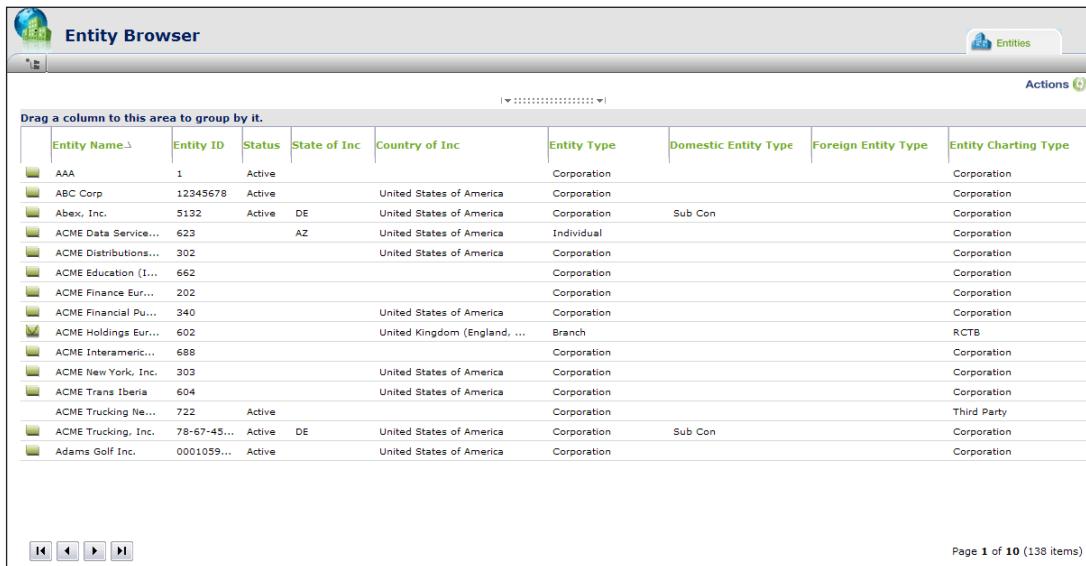
The screenshot shows the search results grid. The search parameters applied are Entity Name: FM Associates, Entity ID: 3330, Group Code: "Other", "Financial". The grid displays columns for Status, Tax ID, State of Inc, Country of Inc, Entity Type, Domestic Entity Type, Foreign Entity Type, and Entity Charting Type. A single row is visible: Active, United States of America, Corporation, Corporation.

**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.

## EUB Main Screen

When you launch Entity Unit Browser, the application opens to the Entity Browser screen.



The screenshot shows the Entity Browser interface. At the top, there is a toolbar with icons for 'Entity Browser', 'Entities', and 'Actions'. Below the toolbar is a message box that says 'Drag a column to this area to group by it.' The main area is a grid table with the following columns: Entity Name, Entity ID, Status, State of Inc, Country of Inc, Entity Type, Domestic Entity Type, Foreign Entity Type, and Entity Charting Type. The grid contains 138 items, with the first few rows visible. The data includes various entities like 'AAA', 'ABC Corp', 'Abex, Inc.', and 'ACME Data Service...', each with its corresponding details. At the bottom of the grid, there are navigation buttons (first, previous, next, last) and a page indicator 'Page 1 of 10 (138 items)'.

The symbol to the left of each row in **Entity Browser** corresponds to its **Entity Charting Type**. Because EUB is a scaled-down version of OEM, charting is not an EUB feature. Charting type is a required field in OEM, so if you decide to upgrade to OEM, the required fields will be complete.



Corporation



Branch



Partnership



CTB



RCTB



Disregarded



Third Party

### Adding new entities

The first entity you should add to Entity Unit Browser is the main parent, which enables TreeView to function properly. There can be only one main parent in your EUB 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.

When you double-click on an item in **Entity Browser**, the **Basic Info** screen in the **Entity Information** tab opens. The entity name appears in the header area, the main parent is identified, and default values appear in some of the drop-down menus.

ABC Corp ← Entity name appears in header area

Entity Information

Basic Info      Business/Tax Info      Responsibility Info      Key Contacts      User Data      DBA      Tax IDs/Registrations

**Basic Information**

Entity Name	ABC Corp	Entity ID	12345678
Description		Status	Active
Entity Type	Corporation	Entity Charting Type	Corporation
		Assigning Group Codes	*** Add New Group Code ***
Address1		Phone	
Address2		Fax	
City		County	
Country	United States of America		
State/Province		<input type="checkbox"/> Currently the main parent is AAA	
Zip/Postal Code		<input type="checkbox"/> Part of GAAP Consolidated Group	
Incorporated in Country	United States of America	<input type="checkbox"/> Part of Provision Filing Group	
Incorporated in State/Province		<input type="checkbox"/> Part of IFRS Filing Group	
Date Incorporated		Date Dissolved	

Save      Close

EUB contains the **Entity Information** and **Ownership** tabs, which contain additional pages that appear as buttons under the row of tabs.

ABC Corp

Entity Information      Ownership

Basic Info      Business/Tax Info      Responsibility Info      Key Contacts      User Data      DBA      Tax IDs/Registrations

Pages within the tab

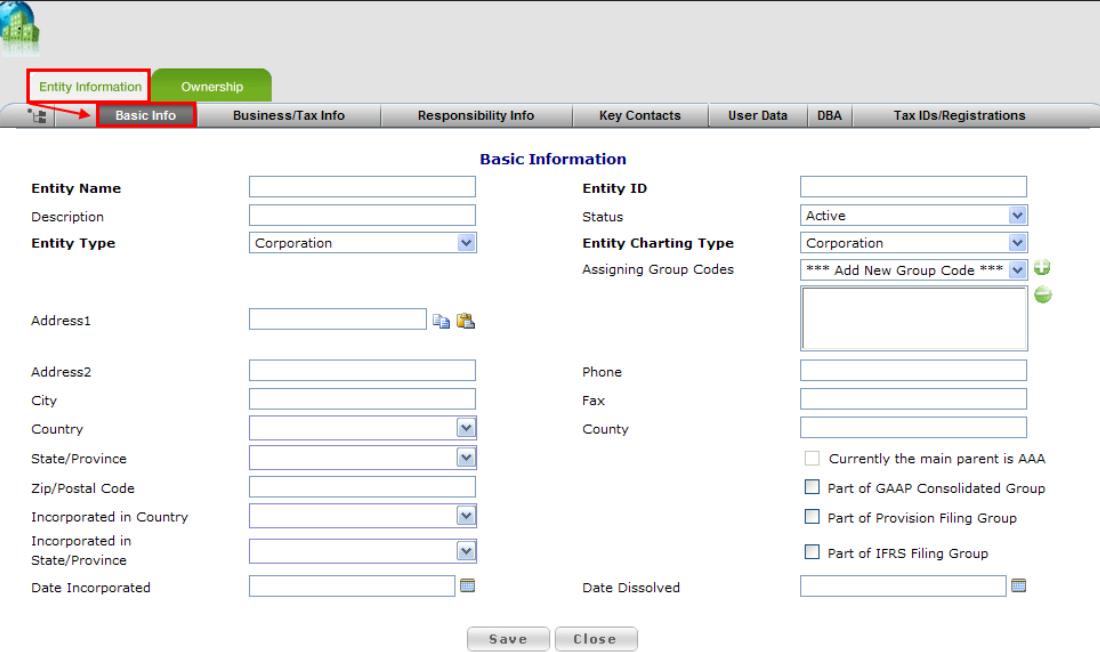
## Completing the screens

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.



**Basic Information**

<b>Entity Name</b>	<input type="text"/>	<b>Entity ID</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>	<b>Status</b>	<input type="text"/> Active
<b>Entity Type</b>	Corporation	<b>Entity Charting Type</b>	Corporation
<b>Address1</b>	<input type="text"/>	<b>Assigning Group Codes</b>	<input type="text"/>
<b>Address2</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/>
<b>City</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>
<b>Country</b>	<input type="text"/>	<b>County</b>	<input type="text"/>
<b>State/Province</b>	<input type="text"/>	<input type="checkbox"/> Currently the main parent is AAA <input type="checkbox"/> Part of GAAP Consolidated Group <input type="checkbox"/> Part of Provision Filing Group <input type="checkbox"/> Part of IFRS Filing Group	
<b>Zip/Postal Code</b>	<input type="text"/>	<b>Date Dissolved</b>	<input type="text"/>
<b>Incorporated in Country</b>	<input type="text"/>		
<b>Incorporated in State/Province</b>	<input type="text"/>		
<b>Date Incorporated</b>	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Close"/>			

### Required fields

Entity Unit Browser 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).



**Basic Information**

<b>Entity Name</b>	<input type="text"/>	<b>Entity ID</b>	<input type="text"/>
<b>Description</b>	<input type="text"/>	<b>Status</b>	<input type="text"/> Active
<b>Entity Type</b>	Corporation	<b>Entity Charting Type</b>	Corporation
<b>Address1</b>	<input type="text"/>	<b>Assigning Group Codes</b>	Branch Partnership CTB RCTB Disregarded Third Party

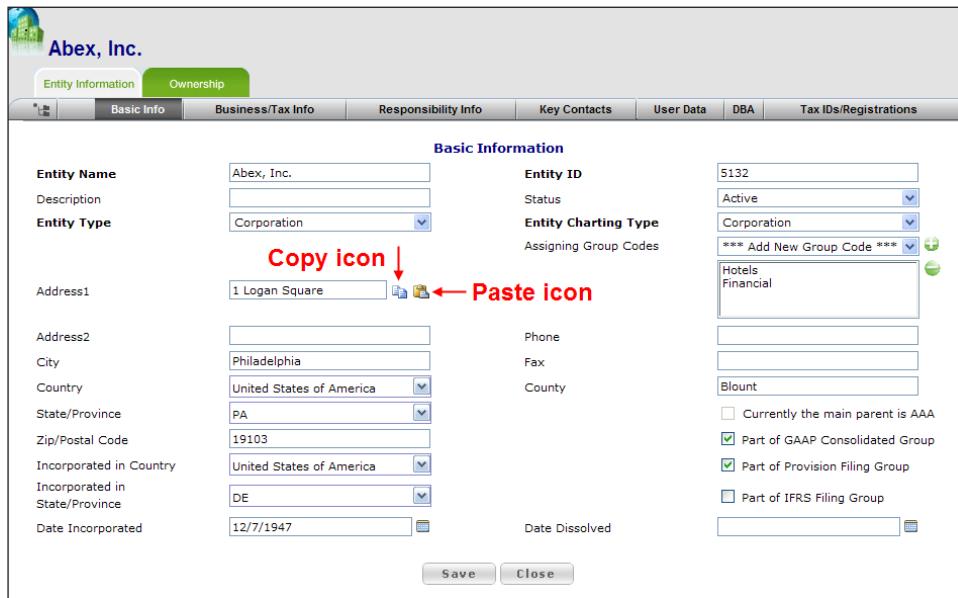
**NOTE:** Entity Unit Browser considers a unique record to be **Entity Name** plus **Entity ID**. The name must exactly match to be considered unique. For example:

- *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.

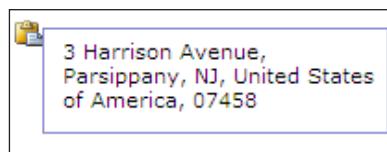
1. To copy an existing address, click the copy icon.
2. Navigate to the **Basic Info** tab of another entity, then click the paste icon. Address1, Address2, City, Country, State/Province, and Zip/Postal code will populate or replace the values in the new screen.



The screenshot shows the 'Basic Info' tab of the Entity Unit Browser for 'Abex, Inc.'. The 'Address1' field contains '1 Logan Square'. A red arrow points to the 'Copy icon' (a clipboard icon) to the right of the field. Another red arrow points to the 'Paste icon' (a clipboard with a double arrow icon) to the right of the 'Copy icon'.

Basic Information			
Entity Name	Abex, Inc.	Entity ID	5132
Description		Status	Active
Entity Type	Corporation	Entity Charting Type	Corporation
Address1		Assigning Group Codes	
1 Logan Square		*** Add New Group Code ***	
Address2		Phone	
City	Philadelphia	Fax	
Country	United States of America	County	Blount
State/Province	PA		<input type="checkbox"/> Currently the main parent is AAA
Zip/Postal Code	19103		<input checked="" type="checkbox"/> Part of GAAP Consolidated Group
Incorporated in Country	United States of America		<input checked="" type="checkbox"/> Part of Provision Filing Group
Incorporated in State/Province	DE	Date Dissolved	<input type="checkbox"/> Part of IFRS Filing Group
Date Incorporated	12/7/1947		

**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.

## Optional fields

**Status:** From the drop-down menu, select **Active** (current entities), **Inactive** (entities that have been sold), or **Pending**.

**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.)

The screenshot shows the 'Basic Info' tab of the entity 'Abex, Inc.' in the ONESOURCE Entity Unit Browser. The 'Assigning Group Codes' dropdown menu is open, showing a list of group codes: 'Hotels' and 'Financial'. The 'Financial' code is selected. A red box highlights the dropdown menu and its contents.

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, and enables TreeView entity structures (see **TreeView** earlier in this user guide). 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.

The screenshot shows the 'Basic Info' tab of the Entity Unit Browser. The 'Entity Name' is 'Abex, Inc.' and 'Entity Type' is 'Corporation'. The 'Address1' is '1 Logan Square'. The 'Incorporated in Country' is 'United States of America'. The 'Main Parent' checkbox is checked. Other checkboxes in the 'Responsibility Info' section are checked: 'Part of GAAP Consolidated Group', 'Part of Provision Filing Group', and 'Part of IFRS Filing Group'. The 'Status' is 'Active' and 'Entity ID' is '5132'.

**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

**TreeView**

**Business and Tax Information**

Principal Place of Business

Country:

State/Province:

Principal Business Activity(PBA) Code:

Standard Industry Classification Code:

Currency:

Local:

Functional:

Reporting:

ONESOURCE IncomeTax

OIT Entity ID:

Return Type:

Domestic Entity Type:

Foreign Entity Type:

Special Purpose Entity Type:

ONESOURCE TaxStream Provision

Unit Code:

Unit Type:

Financial Year

Beg Date:  (mm/dd)

End Date:  (mm/dd)

Tax Year

Beg Date:  (mm/dd)

End Date:  (mm/dd)

If Year is based on 52/53 Weeks, specify:

Year-end Month Name:

Day Name for year-end:

Method used:

Primary Tax ID:

DUNS#:

Thomson Reuters#:

Note:

**Save** **Close**

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

**Responsibility Information**

**Name and address of person with custody of the books and records:**

Name  Address  City  Country  State/Province

Zip/Postal Code  Business Phone

**Name and address of corporate statutory or resident agent in country of incorporation:**

Name  Address  City  Country  State/Province

Zip/Postal Code  Business Phone

**Name, address, and identifying number of branch office or agent in the US:**

Name  Address  City  Country  State/Province

Zip/Postal Code  Business Phone

**Save** **Close**

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

Key Contacts													
<b>Main Contact</b> <table> <tr> <td>Name</td> <td>Joseph Davis</td> </tr> <tr> <td>Title</td> <td>Tax Director</td> </tr> <tr> <td>Email</td> <td>jdavis@FMA.com</td> </tr> <tr> <td>Work Phone</td> <td>201-555-1234 ext. 120</td> </tr> <tr> <td>Mobile Phone</td> <td>201-545-1295</td> </tr> <tr> <td>Home Phone</td> <td></td> </tr> </table>		Name	Joseph Davis	Title	Tax Director	Email	jdavis@FMA.com	Work Phone	201-555-1234 ext. 120	Mobile Phone	201-545-1295	Home Phone	
Name	Joseph Davis												
Title	Tax Director												
Email	jdavis@FMA.com												
Work Phone	201-555-1234 ext. 120												
Mobile Phone	201-545-1295												
Home Phone													
<b>Additional Contact</b> <table> <tr> <td>Name</td> <td>Harry Watts</td> </tr> <tr> <td>Title</td> <td>VP Tax</td> </tr> <tr> <td>Email</td> <td>hwatts@FMA.com</td> </tr> <tr> <td>Work Phone</td> <td>201-555-1234 ext. 121</td> </tr> <tr> <td>Mobile Phone</td> <td>201-545-1498</td> </tr> <tr> <td>Home Phone</td> <td></td> </tr> </table>		Name	Harry Watts	Title	VP Tax	Email	hwatts@FMA.com	Work Phone	201-555-1234 ext. 121	Mobile Phone	201-545-1498	Home Phone	
Name	Harry Watts												
Title	VP Tax												
Email	hwatts@FMA.com												
Work Phone	201-555-1234 ext. 121												
Mobile Phone	201-545-1498												
Home Phone													
<b>Additional Contact</b> <table> <tr> <td>Name</td> <td>Jane Jonas</td> </tr> <tr> <td>Title</td> <td>Comptroller</td> </tr> <tr> <td>Email</td> <td>jjonas@FMA.com</td> </tr> <tr> <td>Work Phone</td> <td>201-555-1234 ext. 135</td> </tr> <tr> <td>Mobile Phone</td> <td>none, use Skype name janejonas</td> </tr> <tr> <td>Home Phone</td> <td></td> </tr> </table>		Name	Jane Jonas	Title	Comptroller	Email	jjonas@FMA.com	Work Phone	201-555-1234 ext. 135	Mobile Phone	none, use Skype name janejonas	Home Phone	
Name	Jane Jonas												
Title	Comptroller												
Email	jjonas@FMA.com												
Work Phone	201-555-1234 ext. 135												
Mobile Phone	none, use Skype name janejonas												
Home Phone													
<b>Notes</b> Only call Harry if absolutely necessary.													
<input type="button" value="Save"/> <input type="button" value="Close"/>													

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



Entity Unit Browser 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 ONE SOURCE administrator guide.

### Character limitations

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

## DBA

Entity Unit Browser 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.

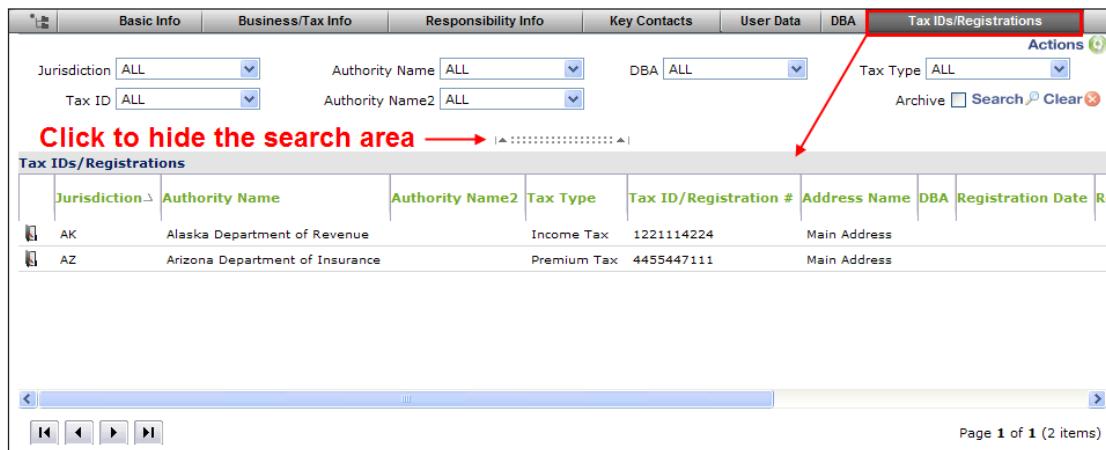


3. Click **OK**.

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

## Tax IDs/Registrations

Entity Unit Browser 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.



Click to hide the search area →

Jurisdiction	Authority Name	Authority Name2	Tax Type	Tax ID/Registration #	Address Name	DBA	Registration Date	Actions
AK	Alaska Department of Revenue		Income Tax	1221114224	Main Address			
AZ	Arizona Department of Insurance		Premium Tax	4455447111	Main Address			

Page 1 of 1 (2 items)

### 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.

**Add Tax ID / Registration**

<b>Jurisdiction</b>	<input type="text" value="Alaska"/>	<b>Address Name</b>	<input type="text" value="Main Address"/>	<b>Update Address</b>
<b>Authority Name</b>	<input type="text" value="Alaska Department of Revenue"/>	<div style="border: 1px solid black; padding: 5px;">           Alaska            Alaska Department of Revenue            Tax Division            PO Box 110420            Juneau, 99811-0420            907/465-2320            TaxType:Income Tax  <a href="https://www.Tax.Alaska.gov/TOPS/">https://www.Tax.Alaska.gov/TOPS/</a> </div>		
<b>Authority Name2</b>	<input type="text"/>			
<b>Notes</b>	<input type="text"/>			

**Registration Information**

<b>TAX ID / Registration #</b>	<input type="text" value="1221114224"/>	<input type="checkbox"/> The Primary Tax ID for this Entity is: 123654	
<b>DBA/Assumed Name</b>	<input type="text"/>		
<b>Registration Date</b>	<input type="text"/>		
<b>Registration End Date</b>	<input type="text"/>		
<b>Renewal Date</b>	<input type="text"/>		
<b>Registering Agent</b>	<input type="text"/>		
<b>Notes</b>	<input type="text"/>		

**Actions**

**Save** **Close**

## 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

Owners Name	Owners ID	As of Date	Percentage Owned
T.R. Haden, Inc.	2564A	12/7/1947	100

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

Entity Unit Browser lets you define a variety of ownership structures. Use **TreeView** (shown at left) to see the ownership structure.

```

Entity TreeView
Owner Type: Tax

Entity Manager
  + Unrelated Entities
  + T. R. Haden, International - 100C
    + ABC Holdings, Inc. - 45-865 (15)
    + APEX Distribution (NZ CTB) - 703 (40)
    + Apex Overseas - JPY - 621JPY (100)
    + Apex Trucking, Ltd. - 637 (100)
    + FM Associates, Inc - 3330 (100)
    + Haden Interamericana de Espana, S.A. - 661 (100)
    + Southwest Research Inc. - 1234 (100)
    + T & R Espana, S.A. - 644 (100)
    + T & R India, LLC - 744 (100)
    + T.R. Haden, Inc. - 2564A (100)
    + Test co - 102 (40)
    + Test co - 102 (50)
    + The Apex Companies, Ltd - 637 (100)
    + XYZ - 987654 (85)
  
```

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**.

Add Owner			
Owner Name	Owner ID	Percentage Owned	As of date
<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text" value="2010-04-02"/>
<input type="button" value="Add Owner"/> <input type="button" value="Save &amp; Close"/>			

**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** drop-down menu, select an entity or choose **Third Party**.

**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 Unit Browser 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**, **Percentage Owned**, and **As of date** as needed.

Owner Name	Owner ID	Percentage Owned	As of date
ABCD EntityThree	ABCD EntityThree	1%	2/19/2010

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**.

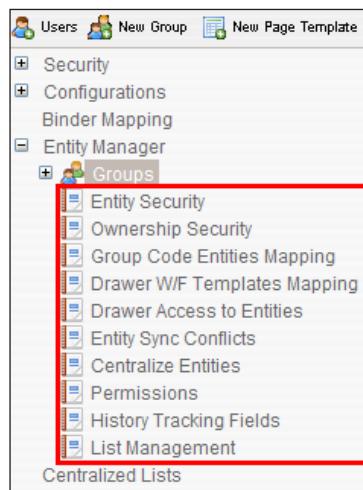
# Setup

**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.

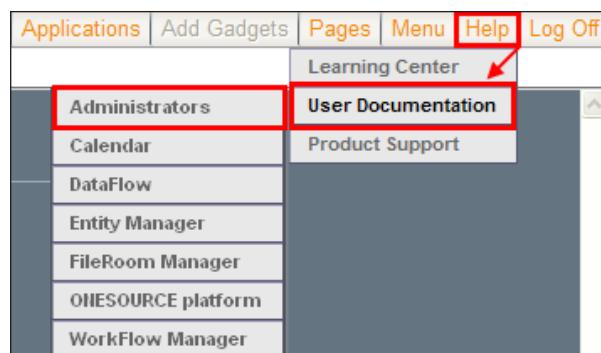
## Users and groups

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

**NOTE:** ONESOURCE Entity Unit Browser 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** uses an .xls file to bring in data from the **Entity Information** tab (Basic Info, Business/Tax Info, Responsibility Info, Key Contacts, and User Data) for all entities.

**Import All** can be used to create entity structures, including the main parent. You can use an .xls file to bring in data from all tabs for entities you select from the **Entity Browser** grid.

**Export** opens an Excel worksheet with data from the **Entity Information** tab (Basic Info, Business/Tax Info, Responsibility Info, Key Contacts, and User Data) for all entities.

**Export All** opens an Excel worksheet with data from all tabs for entities you select from the **Entity Browser** grid.

To export data:

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

Modifying and importing data:

1. Modify data in the exported file as required. Required fields include Entity Name, Entity Type, Entity ID, and Entity Charting Type.
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 **Import**.

**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.

## Frequently Asked Questions

### How can I import all entity fields into Entity Unit Browser?

See Appendix A for information on importing and exporting data.

### What fields make a record unique?

- Entity name and entity ID
- Chart name
- Full name exactly as written (John Smith is a different record than Smith, John)
- Bank ID