

# ONESOURCE™

# ENTITY UNIT BROWSER

## User guide

Version 3.0

Last updated April 15, 2010



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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.

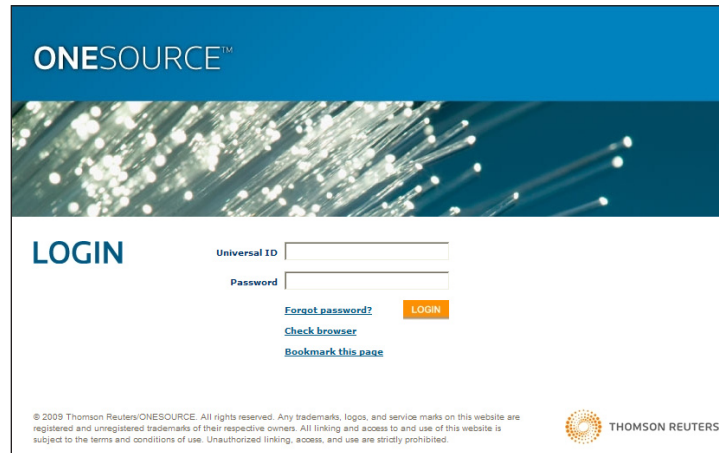
**ONESOURCE WorkFlow Manager** (OWM) integrates the tools you need to gain SAS 70 control over a process (tasks, events, assignments, research, data collection, documents, notes and audit trail). Work procedures are enhanced with managerial tools, such as: automated e-mail notification for individuals,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

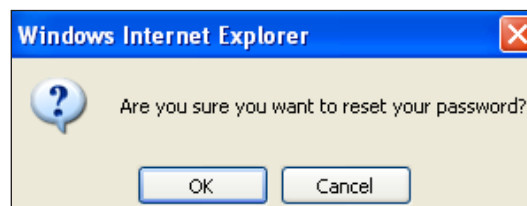
### Forgot password?

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**.



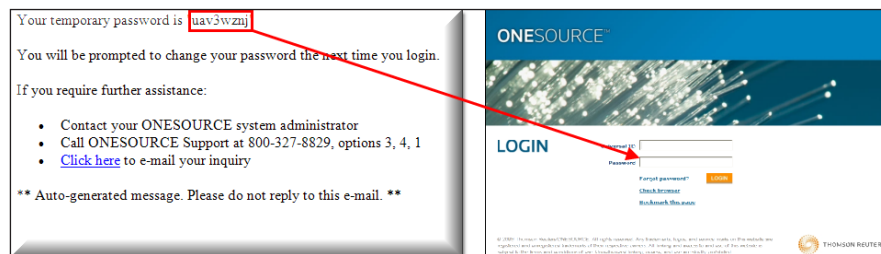
2. A dialog box appears confirming that you want to reset your password. Click **OK**.



- 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**.



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



- 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**.

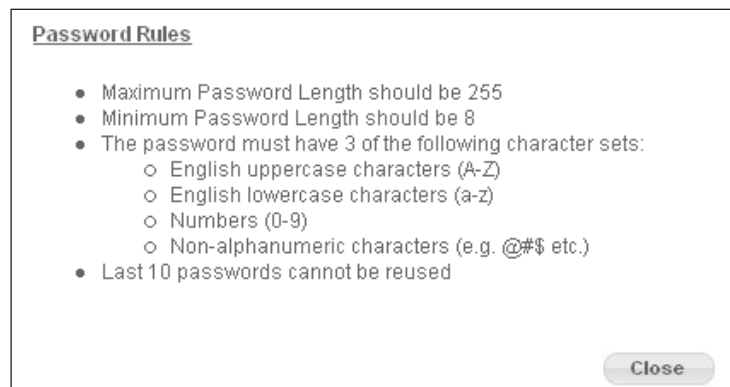
**CHANGE PASSWORD**

The security policy requires you to change your password now.

Existing Password	<input type="password"/>	Password Rules
New Password	<input type="password"/>	
Verify new password	<input type="password"/>	
<input type="button" value="Save"/>		

- 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.





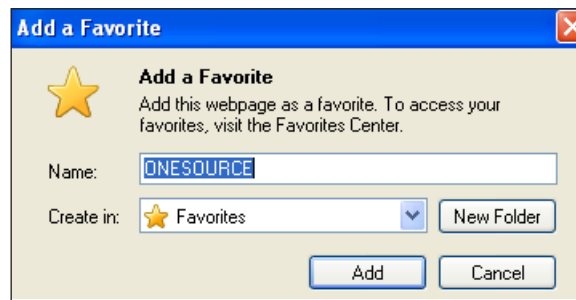
## Check browser

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

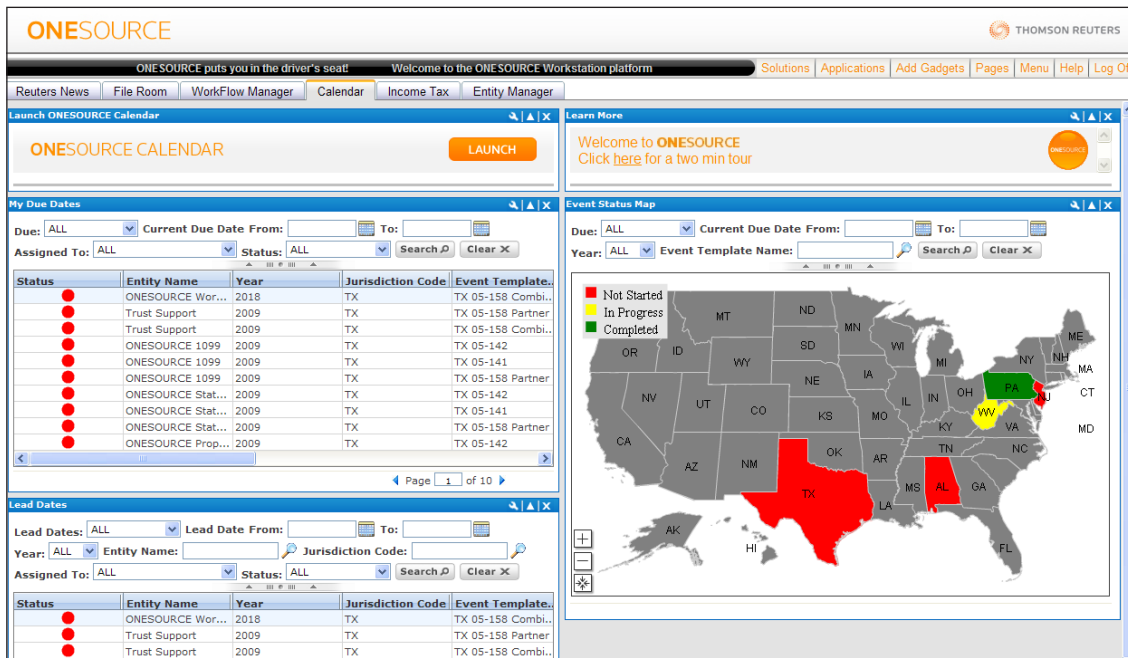
To add the ONESOURCE login page to your Internet Explorer Favorites:

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.

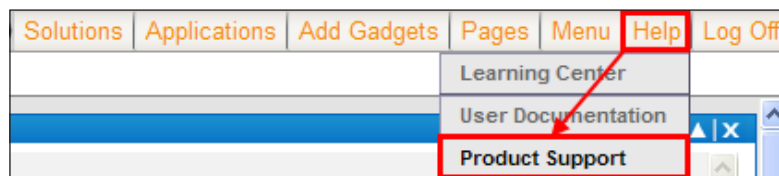


### User Documentation

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.

**ONESOURCE** THOMSON REUTERS

**CONTACT INFORMATION**  
Required fields denoted by an asterisk \*

First Name \* Last Name \*

Email Address \*

Phone Number \* Account Number \*

Inquiry Type \*  
Product Support ▼ **Use the drop-down menus to specify the type of inquiry**

**INQUIRY DETAILS**

Product Line \*  
ONESOURCE platform/Corporate WorkFlow Tools ▼ **Use the drop-down menus to specify the type of inquiry**

Specify Product \*  
ONESOURCE Entity Manager ▼ **Use the drop-down menus to specify the type of inquiry**

Description of Request \* (Please be as specific as possible)

[Add an Attachment \(optional\)](#) [Attachment Help](#)

**RESPONSE METHOD**

How would you like us to respond to your inquiry? \*

☒ Email ☐ Phone Call [How your information will be used](#)

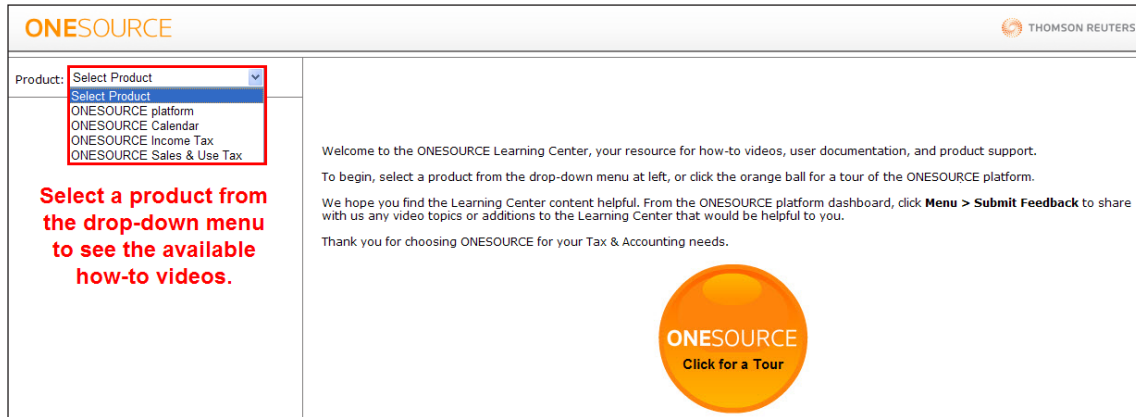
**SUBMIT**

## 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.

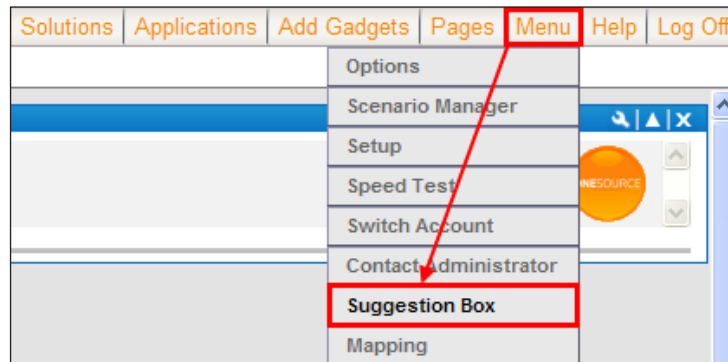
Solutions	Applications	Add Gadgets	Pages	Menu	Help	Log Off
					Learning Center	
					User Documentation	
					Product Support	

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.

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:**

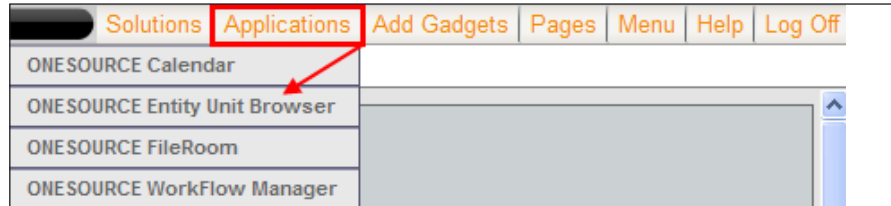
**Attach File:**  [Browse...](#)

**\* Required Fields** [Submit Suggestion](#)

## 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 Browser**

Entities

Actions

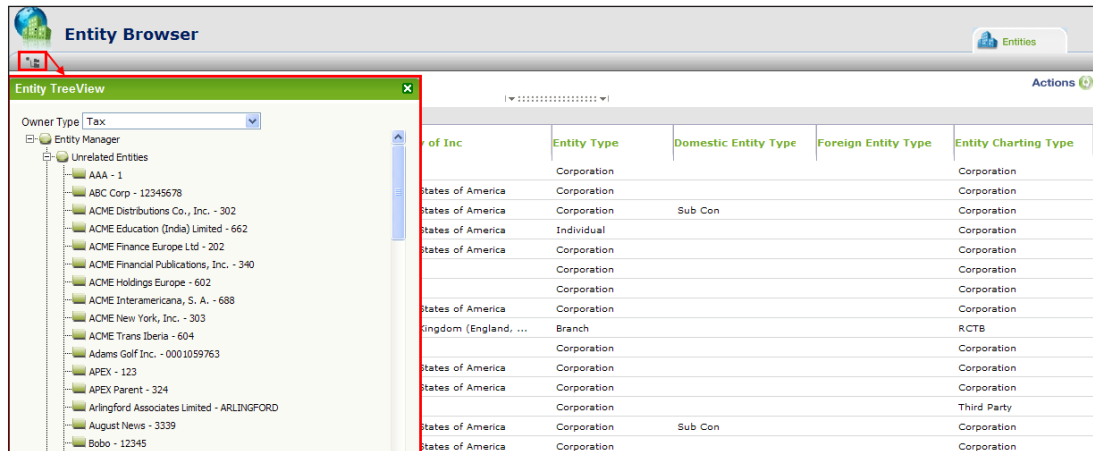
Drag a column to this area to group by it.

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			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 Interameric...	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 He...	722	Active			Corporation			Third Party
ACME Trucking, Inc.	78-67-45...	Active	DE	United States of America	Corporation	Sub Con		Corporation
Adams Golf Inc.	0001099...	Active		United States of America	Corporation			Corporation

Page 1 of 10 (138 items)

## TreeView

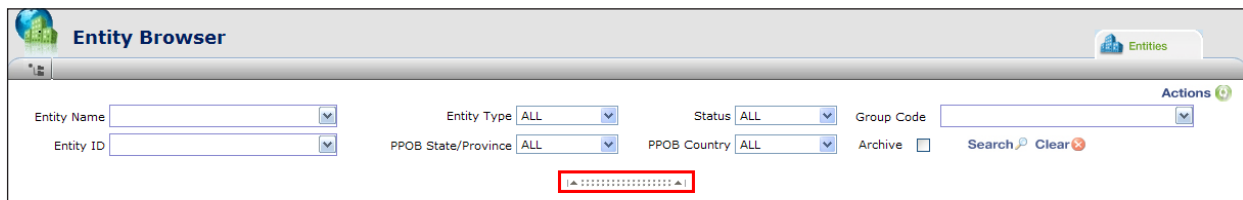
Click the TreeView icon (shown below) to display the ownership structure of entities, including ownership percentages by owner type. Owner type allows you to define as many roll ups as needed for various compliance and planning needs. TreeView is also a quick way to jump to another entity.



**NOTE:** In order to see TreeView 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.



## 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

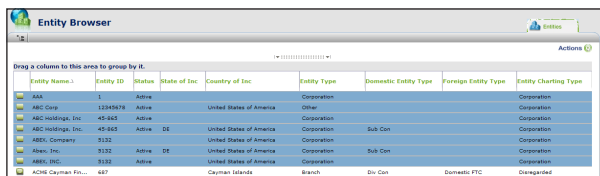
To access the **Actions** menu, do one of the following:

- 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).

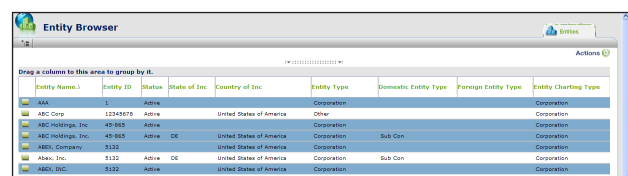
## Applying actions to multiple items

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.



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			Corporation			Corporation
ABC Corp.	12345678	Active		United States of America	Other			Corporation
ABC Holdings, Inc.	456789	Active		United States of America	Corporation			Corporation
ABC Holdings, Inc.	456789	Active	DE	United States of America	Corporation	Sub Con		Corporation
ABC Company	9123	Active		United States of America	Corporation			Corporation
ABC, Inc.	9123	Active	DE	United States of America	Corporation	Sub Con		Corporation
ABC, INC.	9123	Active		United States of America	Corporation			Corporation
ACME Cayman Fin...	687			Cayman Islands	Branch	Div Con	Domestic FTC	Disregarded

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

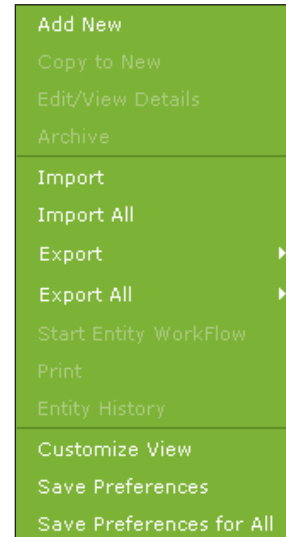


Entity Name	Entity ID	Status	State of Inc	Country of Inc	Entity Type	Domestic Entity Type	Foreign Entity Type	Entity Charting Type
AAA	1	Active			Corporation			Corporation
ABC Corp.	12345678	Active		United States of America	Other			Corporation
ABC Holdings, Inc.	456789	Active		United States of America	Corporation			Corporation
ABC Holdings, Inc.	456789	Active	DE	United States of America	Corporation	Sub Con		Corporation
ABC Company	9123	Active		United States of America	Corporation			Corporation
ABC, Inc.	9123	Active	DE	United States of America	Corporation	Sub Con		Corporation
ABC, INC.	9123	Active		United States of America	Corporation			Corporation
ACME Cayman Fin...	687			Cayman Islands	Branch	Div Con	Domestic FTC	Disregarded

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.

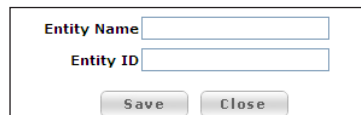
The following commands are found in the **Actions** menu. They are customized for each tab and topic; therefore, not all actions are available from all menus.

### 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.



### 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.

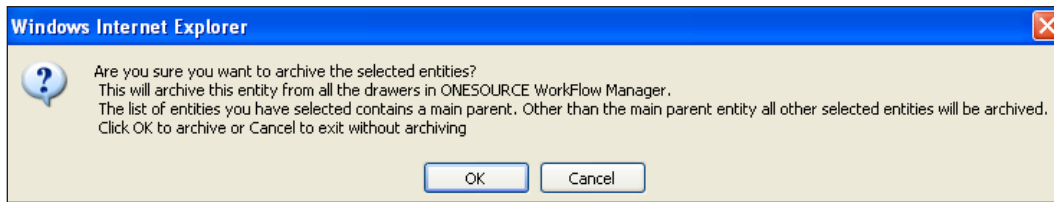
### Archive/Unarchive

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:

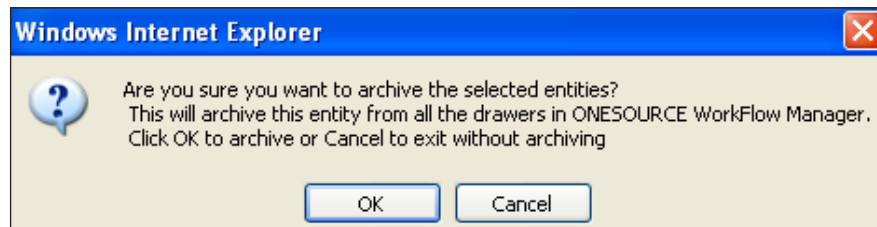
1. Select one or more entities to archive.
2. Right-click to display the **Actions** menu, then select **Archive**.
3. A dialog box appears asking if you want to archive the selected entities. Click **OK** to archive, or **Cancel** to exit without archiving.

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**.

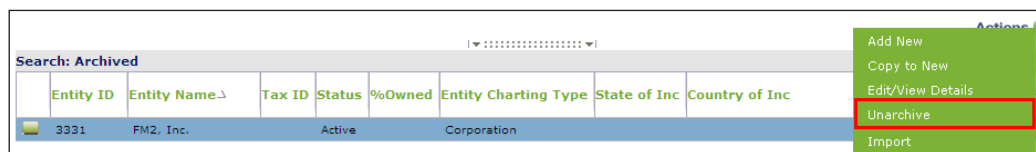
If there is no main parent among the entities you have selected to archive, the following message is displayed.



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.

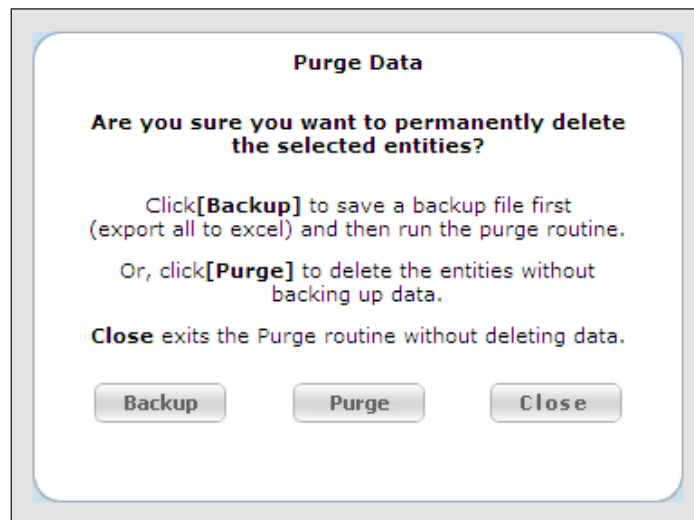
## Purge

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

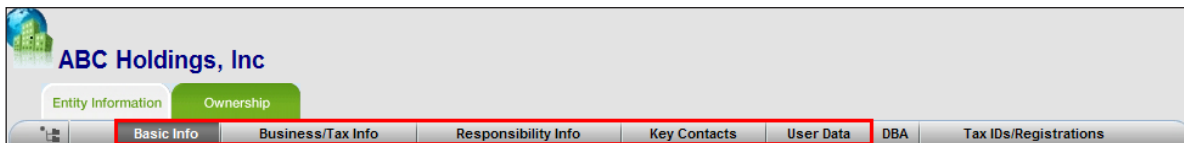
EUB restricts permanent deletion of entire entities, but information can be deleted from edit/view screens. When **Delete** appears in an **Actions** menu, data can be permanently deleted from the database.

## 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.

Entity Name						
	A	B	C	D	E	F
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.

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.



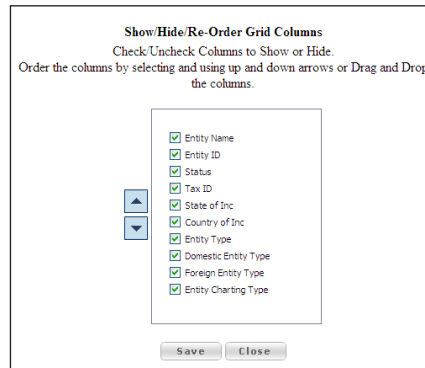
## Customizing the grid view

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**.



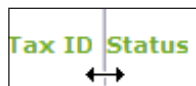
**NOTE:** Since **Customize View** applies to the entire grid, it does not matter which row you choose.

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

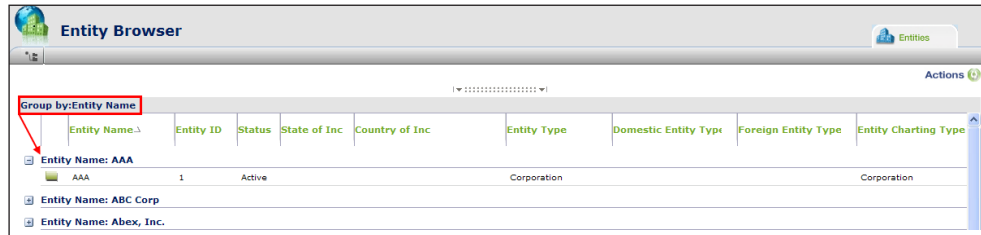
To adjust column widths in grid view:

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

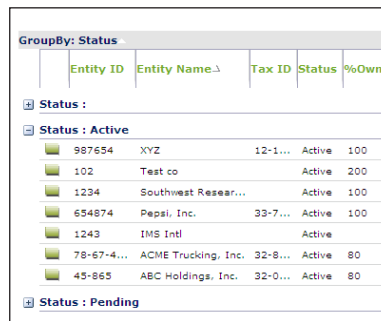
For grids with a group-by area (see example below), you can drag a column header up to the group-by area, and the grid automatically refreshes its view.



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 (-).

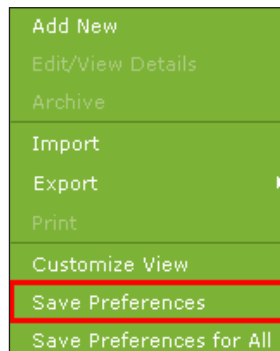


3. To remove grouping and restore the grid view, drag the column header back to its original location.

**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 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 are tabs for 'Entities', 'People', 'Transactions', 'Charting', 'Documents', 'Workflows', and 'Reports'. Below the tabs, there are search filters: 'Entity Name', 'Entity ID', 'Entity Type' (set to 'ALL'), 'Status' (set to 'ALL'), 'Group Code', 'PPOB State/Province' (set to 'ALL'), and 'PPOB Country' (set to 'ALL'). There is an 'Archive' checkbox and 'Search' and 'Clear' buttons. Below the filters, there is a section titled 'Drag a column to this area to group by it.' with a list of columns: 'Status', 'Entity Name', 'Entity ID', 'Country of', 'Entity Type', 'Domestic Entity', 'Foreign Entity', and 'Entity Charting Type'. Below this, a data grid is shown with columns: 'Status', 'Entity Name', 'Entity ID', 'Country of', 'Entity Type', 'Domestic Entity', 'Foreign Entity', and 'Entity Charting Type'. The first row shows 'ACME HOLDING C...' with '18' in the 'Entity ID' column and 'Corporation' in the 'Entity Type' column.

To perform a search:

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

This screenshot shows the search filters section of the 'Entity Browser' interface. It includes drop-down menus for 'Entity Name', 'Entity ID', 'Entity Type' (set to 'ALL'), 'Status' (set to 'ALL'), and 'Group Code'. There are also checkboxes for 'PPOB State/Province' (set to 'ALL') and 'PPOB Country' (set to 'ALL'), an 'Archive' checkbox, and 'Search' and 'Clear' buttons. An 'Actions' button is also visible.

**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.

This screenshot shows the 'Group Code' drop-down menu. The selected value is '"Other", "Financial"'. The menu lists several options with checkboxes: 'Hotels', 'Transportation', 'Natural Resources', 'Financial' (checked), and 'Other' (checked).

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

This screenshot shows the 'Entity Browser' interface after a search. The search filters are: 'Entity Name' (set to 'FM Associates'), 'Entity ID' (set to '3330'), 'Entity Type' (set to 'ALL'), 'Status' (set to 'ALL'), 'Group Code' (set to '"Other", "Financial"'), 'PPOB State/Province' (set to 'ALL'), and 'PPOB Country' (set to 'ALL'). The 'Search' button is highlighted. Below the filters, a search bar displays the search criteria: 'Search: Entity Name - FM Associates, Entity ID - 3330, Group Code - "Other", "Financial"'. Below the search bar, a data grid is shown with columns: 'Status', 'Tax ID', 'State of Inc', 'Country of Inc', 'Entity Type', 'Domestic Entity Type', 'Foreign Entity Type', and 'Entity Charting Type'. The first row shows 'Active' in the 'Status' column, 'United States of America' in the 'Country of Inc' column, and 'Corporation' in the 'Entity Type' column.

**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.

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			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 Interameric...	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

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 Ownership

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

**Basic Information**

Entity Name: ABC Corp  
 Description:   
 Entity Type: Corporation  
 Address1:   
 Address2:   
 City:   
 Country: United States of America  
 State/Province:   
 Zip/Postal Code:   
 Incorporated in Country: United States of America  
 Incorporated in State/Province:   
 Date Incorporated:   
 Entity ID: 12345678  
 Status: Active  
 Entity Charting Type: Corporation  
 Assigning Group Codes: \*\*\* Add New Group Code \*\*\*  
 Phone:   
 Fax:   
 County:   
 Date Dissolved:   
 Main parent is identified: ☒ Currently the main parent is AAA  
 Part of GAAP Consolidated Group: ☐  
 Part of Provision Filing Group: ☐  
 Part of IFRS Filing Group: ☐  
 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.

### 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).



**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:

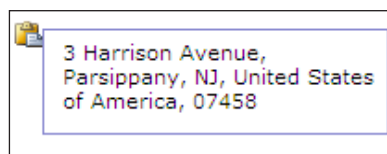
- *Jones and Sons, Inc.*, and *Jones & Sons, Inc.*, both with Entity ID 123, are considered two separate entities.
- *ACME Trucking, Inc.*, and *Smith Shipping, Ltd.*, both with Entity ID 456, are considered unique records.

## 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.

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



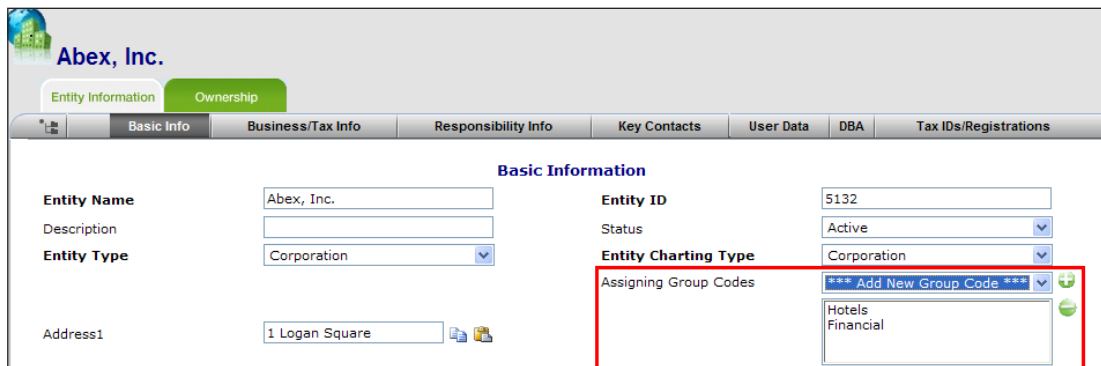
## Unrelated entities

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 displays the 'Basic Information' tab for the entity 'Abex, Inc.'. The 'Assigning Group Codes' section is highlighted with a red box. It shows a dropdown menu with the option '\*\*\* Add New Group Code \*\*\*' and a list of group codes: 'Hotels' and 'Financial'.

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.

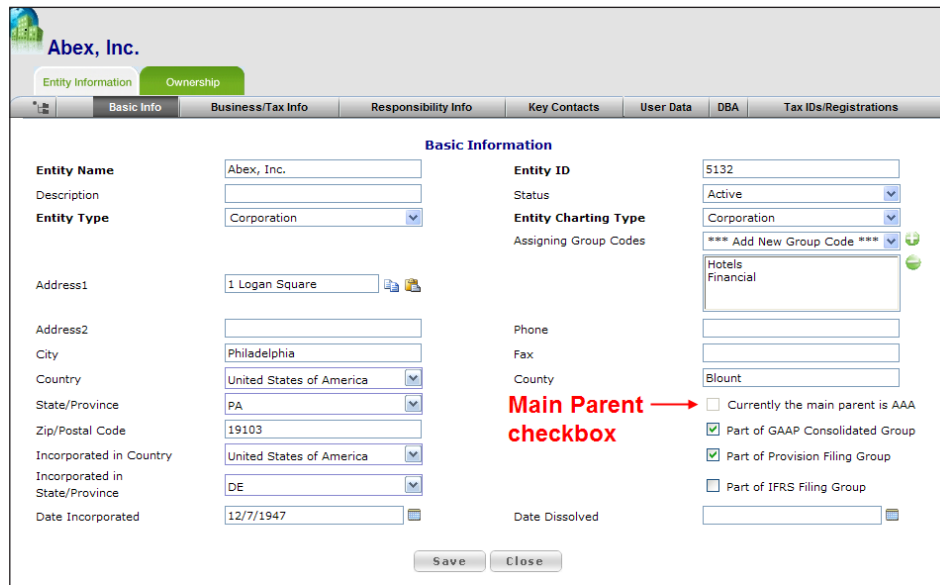
**State/Province:** Select from a predefined list of states. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu > Suggestion Box**).

**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.



**Abex, Inc.**

Entity Information Ownership

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

**Basic Information**

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

Save Close

**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

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**

**Main Contact**

Name: Joseph Davis  
 Title: Tax Director  
 Email: jdavis@FMA.com  
 Work Phone: 201-555-1234 ext. 120  
 Mobile Phone: 201-545-1295  
 Home Phone:

**Additional Contact**

Name: Harry Watts  
 Title: VP Tax  
 Email: hwatts@FMA.com  
 Work Phone: 201-555-1234 ext. 121  
 Mobile Phone: 201-545-1498  
 Home Phone:

**Additional Contact**

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:

**Notes**

Only call Harry if absolutely necessary.

Save 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

User Defined Field Name	Information
SAP Code	<input type="text"/>
Duns	<input type="text"/>
FIN#	<input type="text"/>

Save Close

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 ONESOURCE administrator guide.

### Character limitations

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

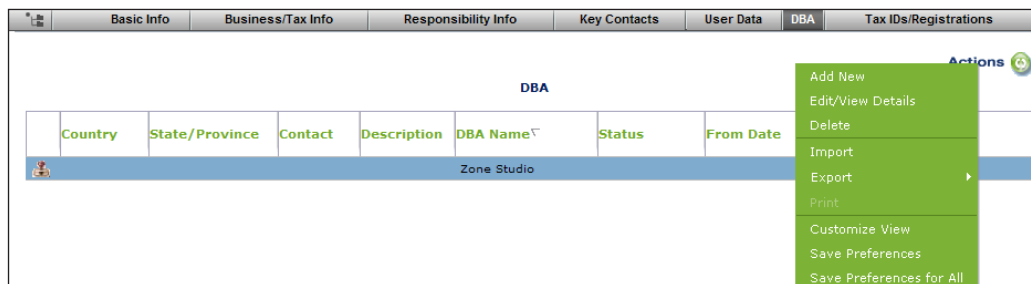
## DBA

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**.

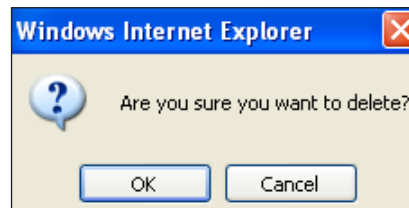
2. Drop-down menus are preloaded for Status, Country, and State/Province. To add a province, use the Suggestion Box in the ONESOURCE menu bar (**Menu > Suggestion Box**).
3. The **Notes** section lets you add information not included elsewhere.
4. Click **Save**.



## 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
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**

Update Address

Jurisdiction: Alaska  
 Authority Name: Alaska Department of Revenue  
 Authority Name2:  
 Address Name: Main Address

Alaska  
 Alaska Department of Revenue  
 Tax Division  
 PO Box 110420  
 Juneau, 99811-0420  
 907/465-2320  
 TaxType:Income Tax  
 https://www.Tax.Alaska.gov/TOPS/

**Registration Information**

Tax ID / Registration #: 1221114224  
 DBA/Assumed Name:  
 Registration Date:  
 Registration End Date:  
 Renewal Date:  
 Registering Agent:  
 Notes:

☐ The Primary Tax ID for this Entity is: 123654

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

**Abex, Inc.**

Entity Information **Ownership**

Owners

Total Percentage: 100% Owner Type: Tax Actions

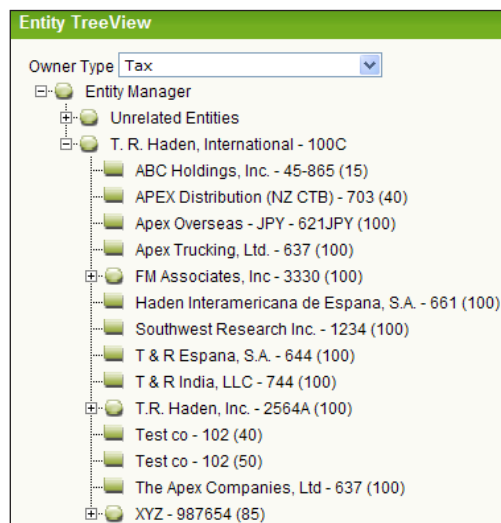
Owners Name	Owners ID	As of Date	Percentage Owned
T.R. Haden, Inc.	2564A	12/7/1947	100

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.



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** 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.

**Edit Owner**

Owner Type : Accounting  
Total Ownership prior to adding this owner: 4 %

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

Save Close

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**.

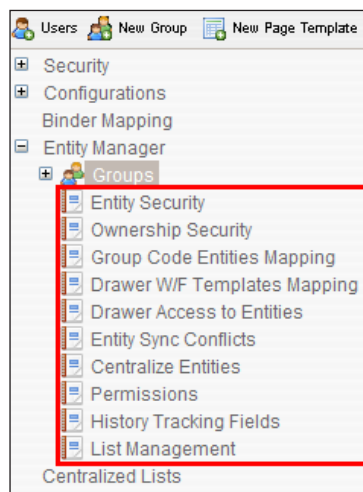
# Setup

**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.

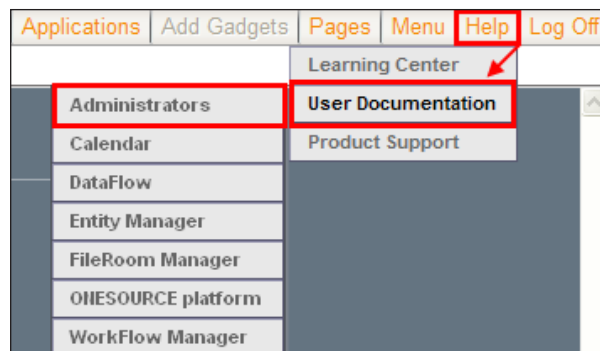
## Users and groups

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