# Next Generation ONESOURCE Corporate Tax

## Getting started

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# 1 INTRODUCTION

Next gen ONESOURCE Corporation Tax (Next gen OCT) is the new SAAS corporation tax and e-filing application from Thomson Reuters. The purpose of this document is to provide you with a basic overview of core areas of Next gen OCT as a guide for getting started with the product. This will include an overview of the following features:

- Entities
- Groups
- Datasets
- Sheets
- Custom Line Items
- Rows
- Client Templates
- Chart of accounts and mappings
- TB imports
- SORT

This document walks through the process of setting up and completing a calculation touching on the use of each of the above.

If you are a completely new customer to Next gen OCT, start from the beginning. However, if you use the legacy version of the product (Legacy OCT), you have an opportunity to transition some of your data from Legacy OCT as part of your set up of Next gen OCT.

This document assumes that you have already been provided with access to Next gen OCT and have received the appropriate login information. The document does not cover how to set up users as this is covered by e-learning of the ONESOURCE administration module which you should have access to. There is also an introductory e-learning module to Next gen OCT as well as a module to cover the tools. These are available through ONESOURCE University. If you do not have access to this, please contact your Relationship Manager who can assist you.

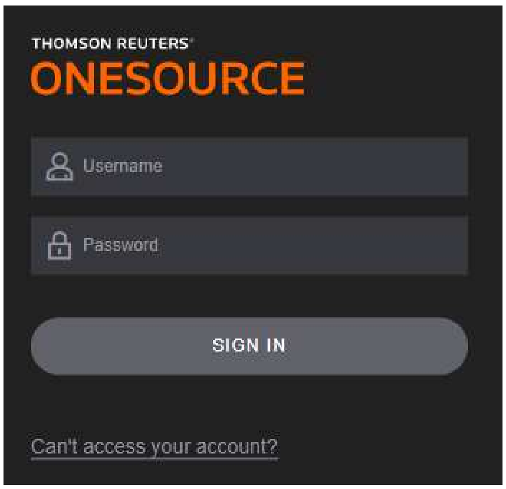
Once you have completed the e-learning and reviewed this document, you will be well prepared to get started with Next gen OCT.

# 2 ACCESSING OCT

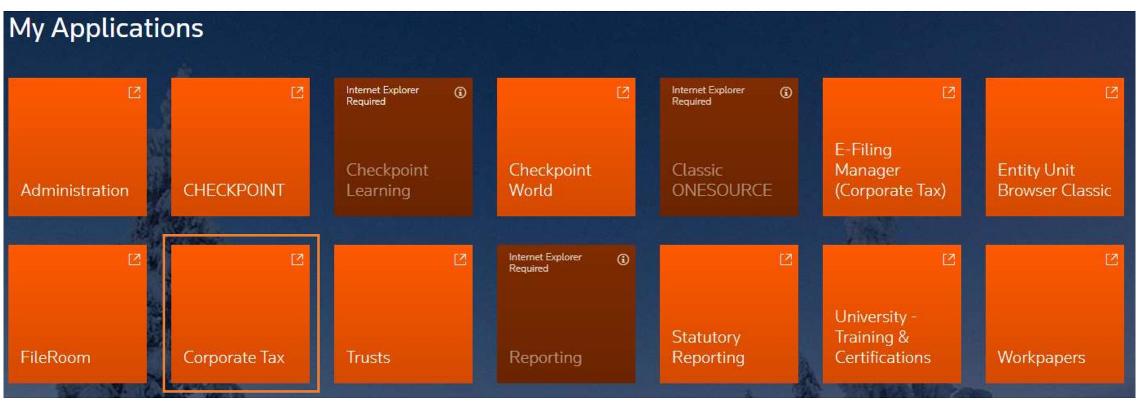
To access any ONESOURCE application including OCT, you need to access the ONESOURCE Platform. The URL for this is:

https://emea1.onesourcetax.com/platform/home

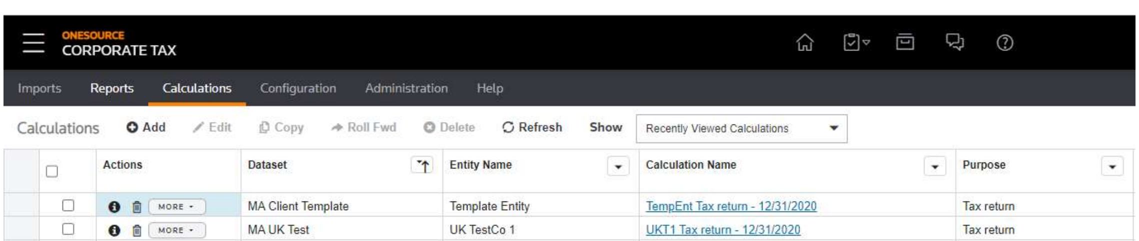
This will take you to the Login screen. Enter your username and password, and click "sign in". If it is the first time you have accessed the ONESOURCE Platform you will be asked t change your password.




Once you have logged in you will be taken to your ONESOURCE homepage which will display all the ONESOURCE applications which you are able to access. Each application is displayed as an Orange tile. To access OCT click on the tile called "Corporate Tax".




OCT will then launch by opening the "calculation management screen. If you are accessing the application for the first time then this screen will have no data until datasets get created.

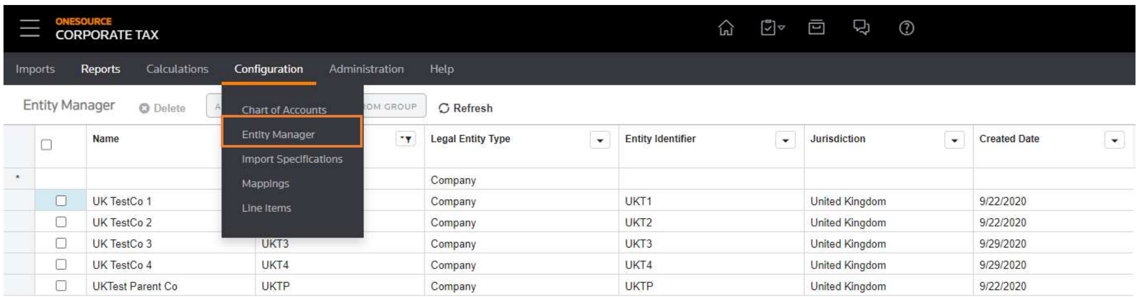


# 3 NEXT GEN OCT COMPONENTS

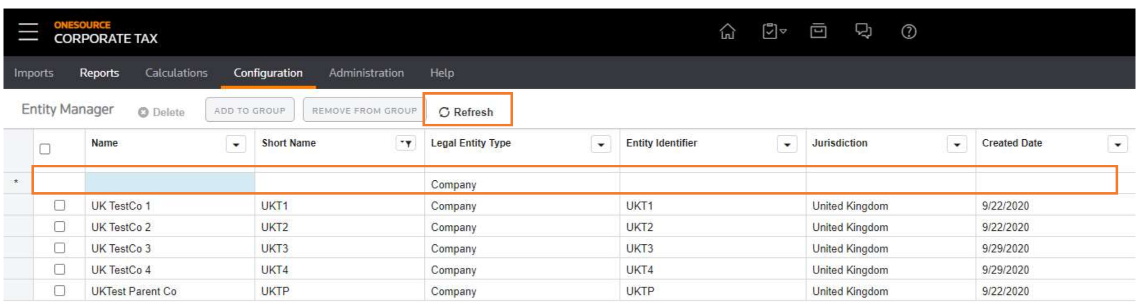
## 3.1 ENTITIES & GROUPS

Before being able to create any tax calculations, entities need to be set up in Next gen OCT. The process of creating entities is as follows:

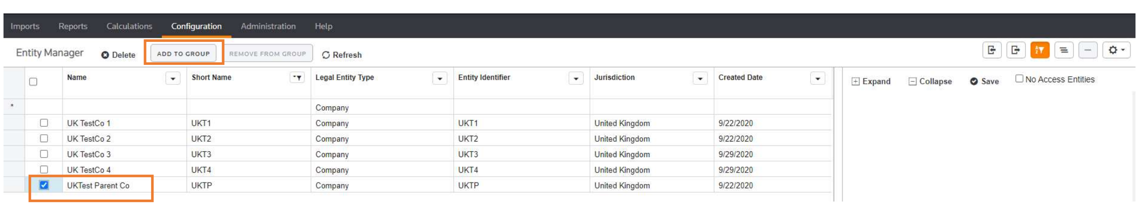
Click on the Configuration menu and select Entity Manager



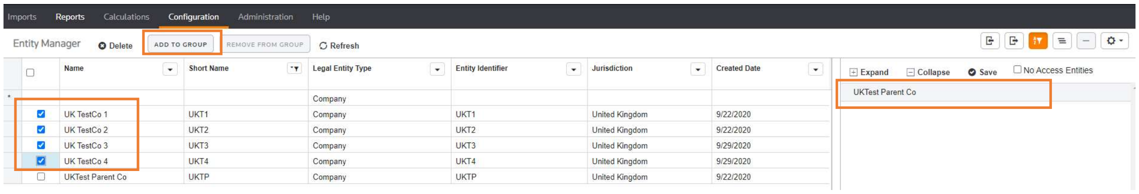

The top row of the Entity Manager screen is where you enter information for the new entity. The information saves automatically, and the date will populate based on the current date. Once you click the refresh button, the entity will appear in the list of entities.



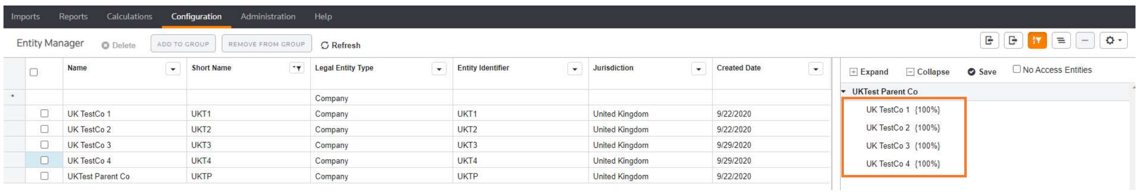

Once the entity has been created, this can be added to a group. The groups created form the basis of your group calculations such as Group Relief and CIR. The groups are displayed on the left-hand side of the Entity Manager screen. To create a group, select the entity you would like to be the parent, and click “add to group”. Once added, it will appear in the right-hand pane.



Now, you select the parent in the right-hand pane, and the entities you wish to add to the group, and then, once again, click “add to group”.



You can see the entities have now been added to the group.



Now that entities and groups have been created, you are ready to go ahead and create calculations. Please note that all entities do not have to be set up to do this, and groups can also be setup later, at your convenience.

## 3.2 DATASETS/CALCULATIONS

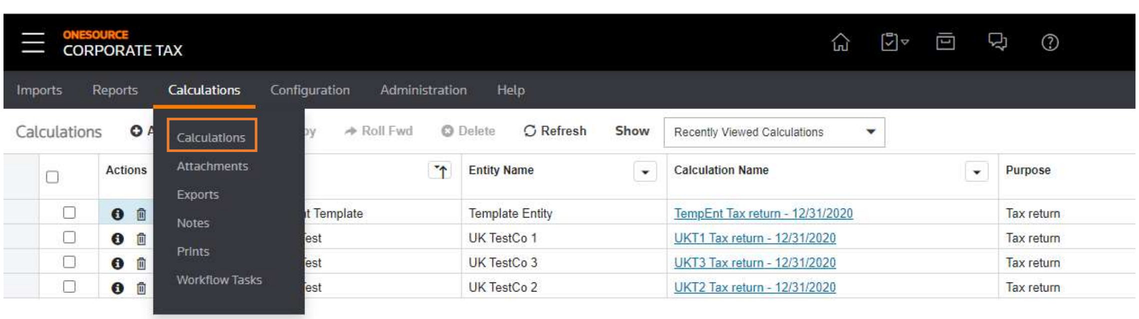
Next gen OCT uses the concept of a dataset, which is defined as a group of calculations (this is different to group functionality such as group relief and CIR which is done through the entity module, as mentioned above). A dataset can have one or many calculations. The benefit to having multiple calculations in a dataset is that it allows various actions to be done in bulk. These include:

- A trial balance mapping is assigned to a dataset and therefore to all entities in a dataset.
- Actions can be done to all calculations in a single dataset in bulk, such as roll forward and inserting new sheets in calculations.

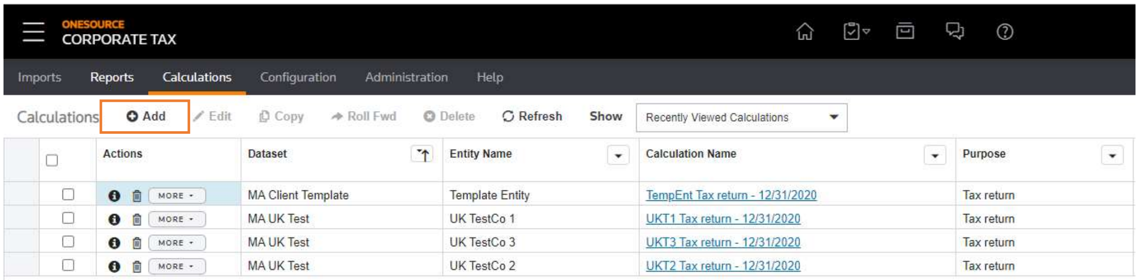
Suggested best practice is that a Dataset should be created for each chart of accounts. For example, if you have a single chart of accounts across all your entities, a single dataset should be created, to which a mapping can be applied. If you have multiple charts of account, it may then be worth having more than a single dataset.

The process of setting up a dataset is as follows:

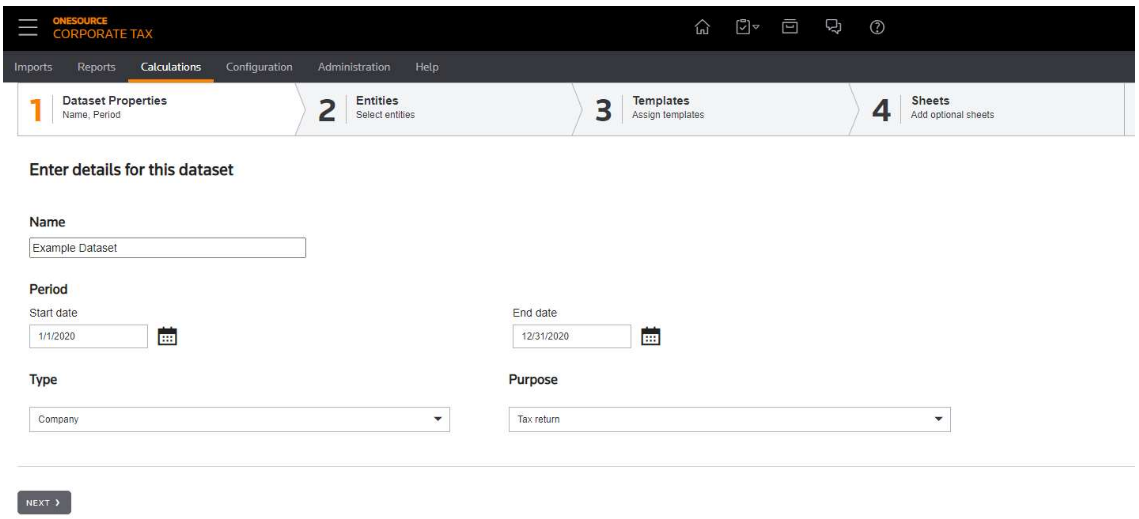
Select the Calculations option from the menu, and then click Calculations.



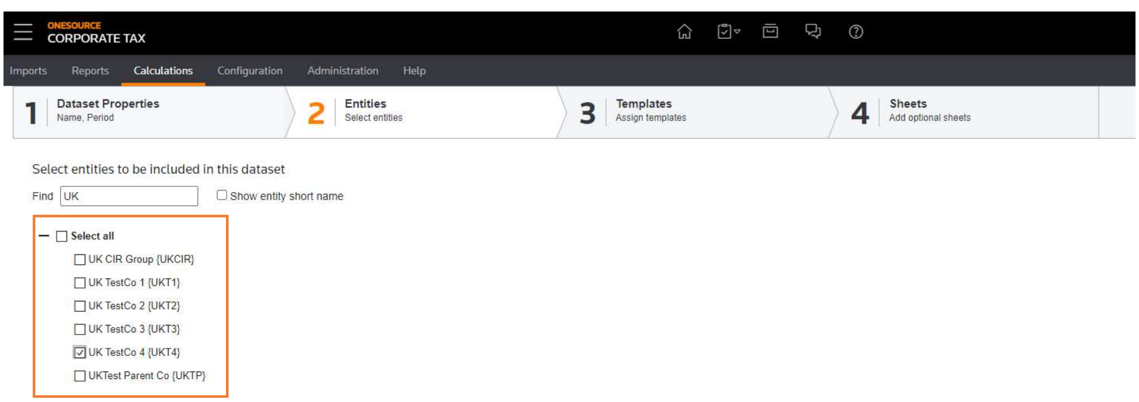
Click “Add”.



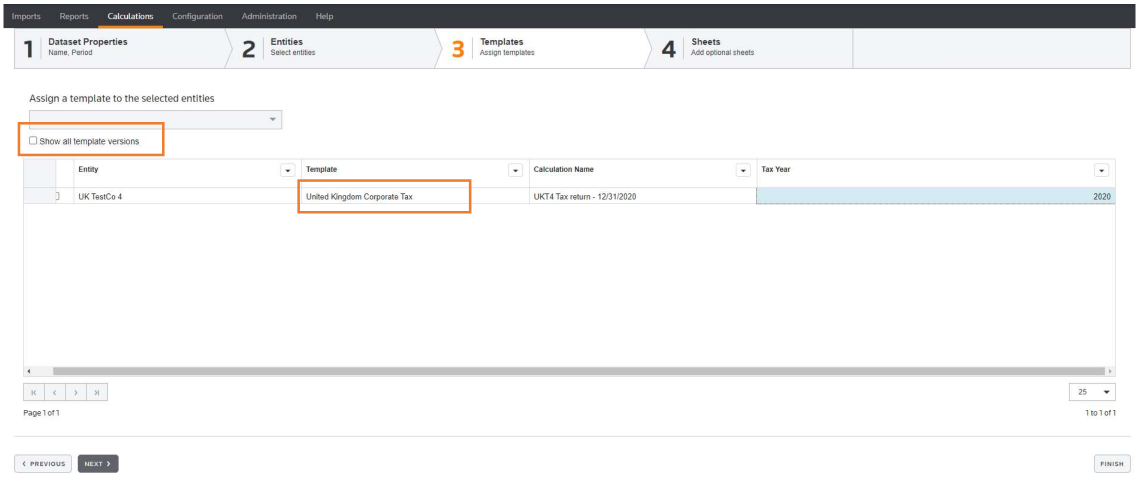

Enter the details for the dataset which include the name, period start and end date, type and purpose of the calculations. Then click ‘next’.



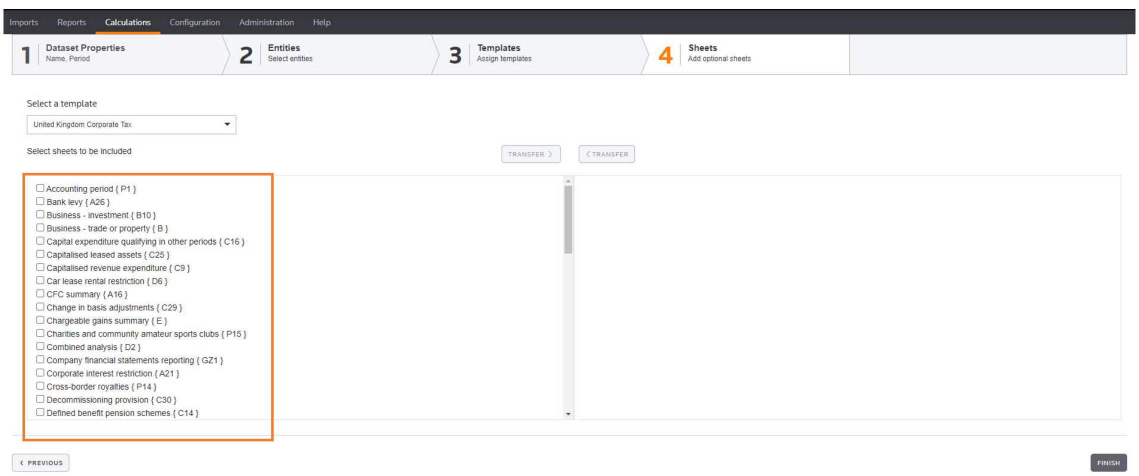

On the next screen, select the entity or entities which are included in the dataset, and then click ‘next’.



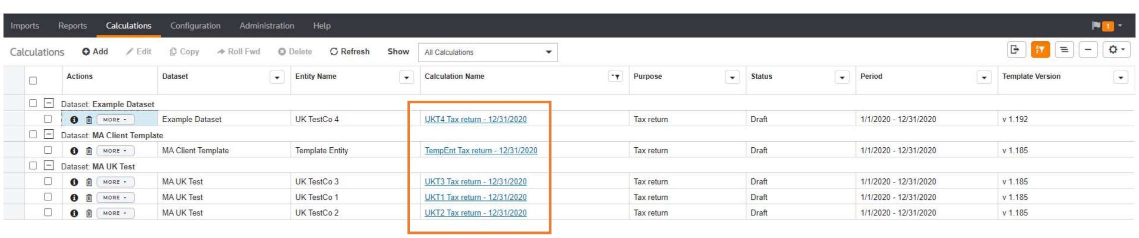
On the next screen, decide which template you want to use, and whether this is the standard template or a client template (see section 2.6 on client templates). To select a different template version, you need to check the "Show template versions" box.  You will typically only do this if you want to use a client template.




You can then select any sheets which you would like to appear in each of the calculations within the dataset.




Once you click finish, your dataset will appear in the CMS (calculation management screen). Click refresh a few times as the system creates each of the calculations in the dataset.



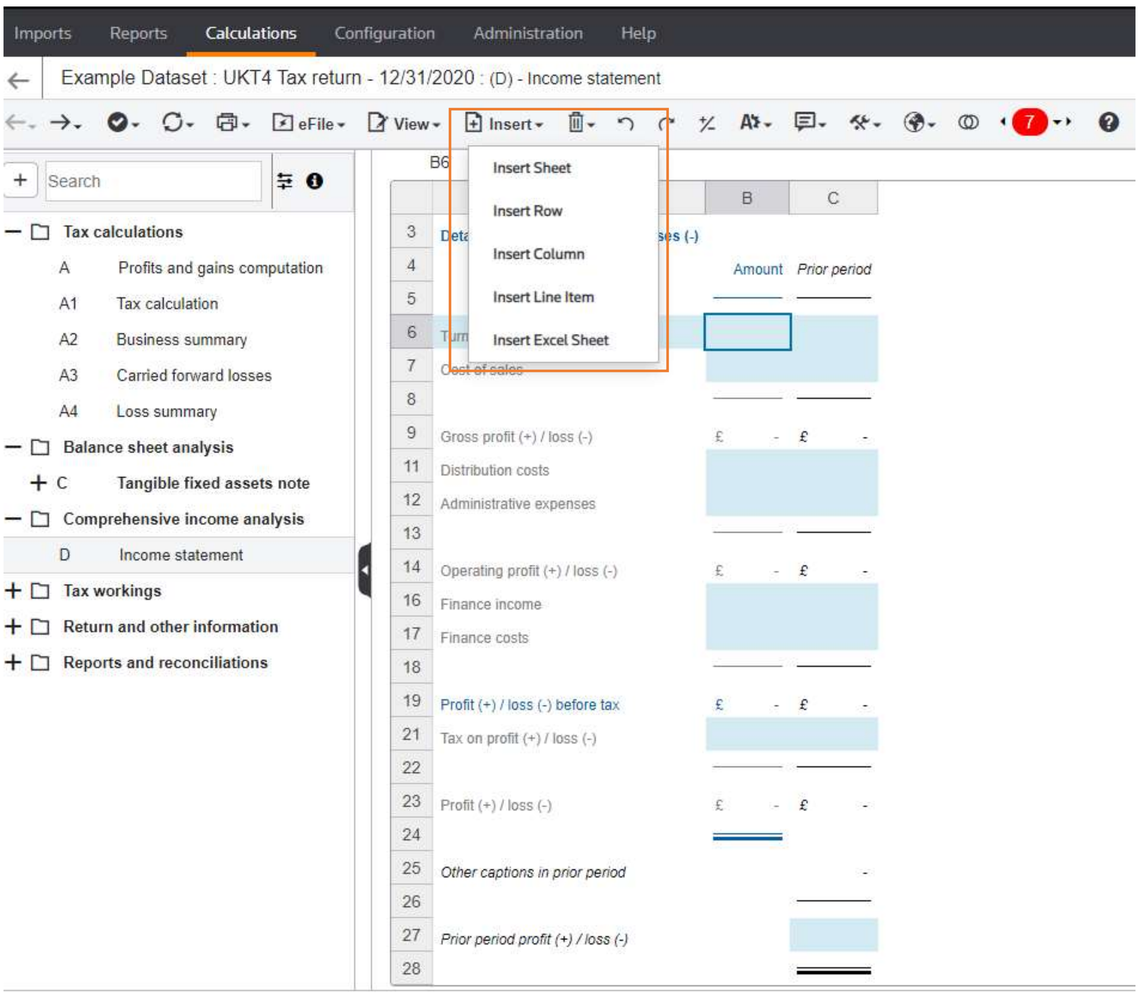

You can now click on the calculation name to enter the calculation and begin completing the tax return.

## 3.3 CALCULATION SHEETS

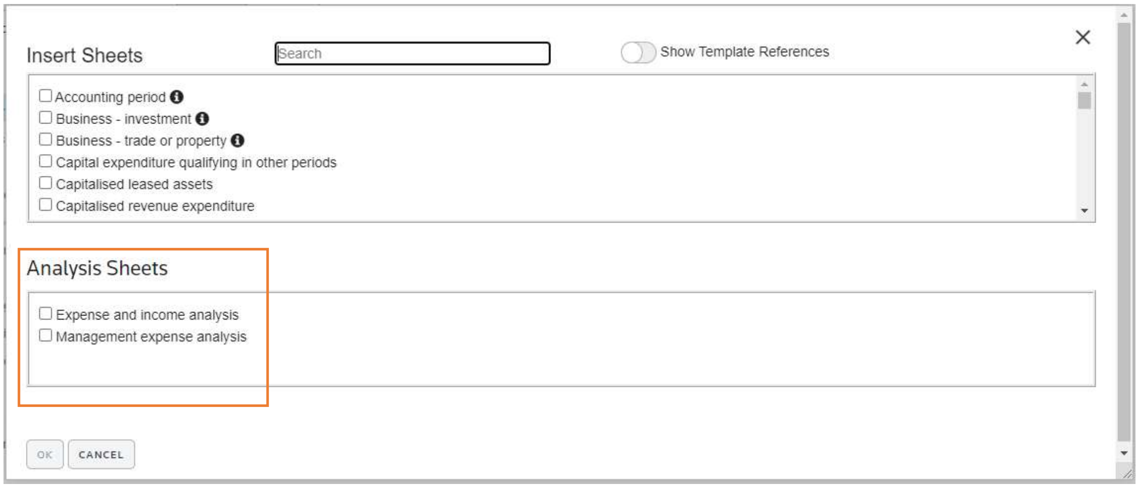
Once in the calculation you will notice the following:

- The left-hand pane is a list of all the sheets which are currently in the calculation
- The right-hand pane is the calculation sheet
- There is a menu ribbon across the top which you can use to perform various functions.

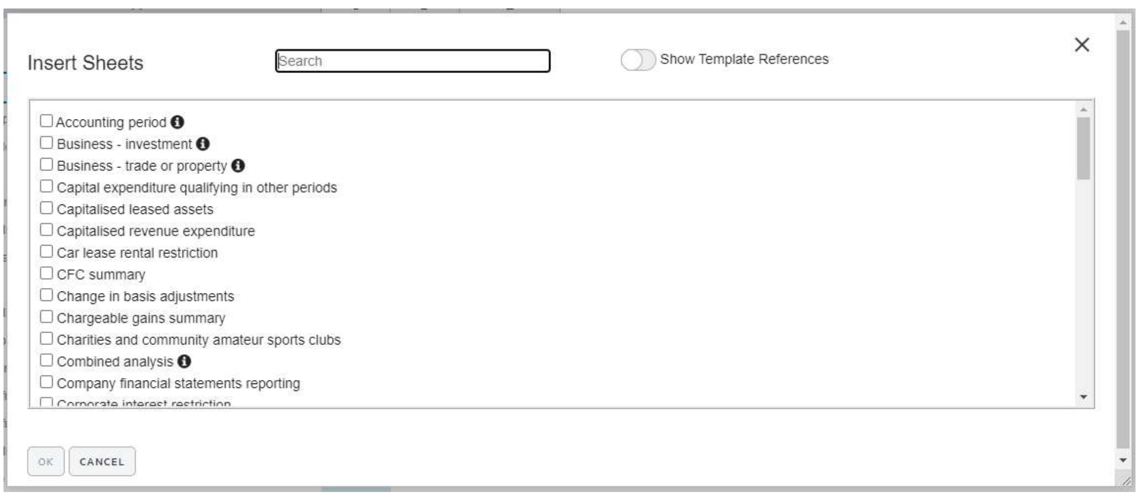
Once you are in a calculation, you can begin to add sheets to the calculation. These sheets are predefined calculation schedules for you to do such things as populate your main pool, analyse expenses and various other sheets to be completed as part of your tax calculation. As you will see in 3.2, sheets can be added as part of the dataset setup process, but they can also be added to a calculation when/if it is need as highlighted below:



If you are on one of the income statement or analysis sheets, you can see a display showing a list of the standard sheets and a list of analysis sheets which can be allocated to income statement items. For example, the above screenshot shows that turnover is active (blue square). If you go through the process of adding a sheet and select "expense and income analysis" in the screenshot below, an analysis sheet will be inserted which can be used to analyse turnover. This can also be done for the other line items.




Where you are not on an income statement sheet, then the below is displayed. Notice that the option for "analysis sheets" is not included.

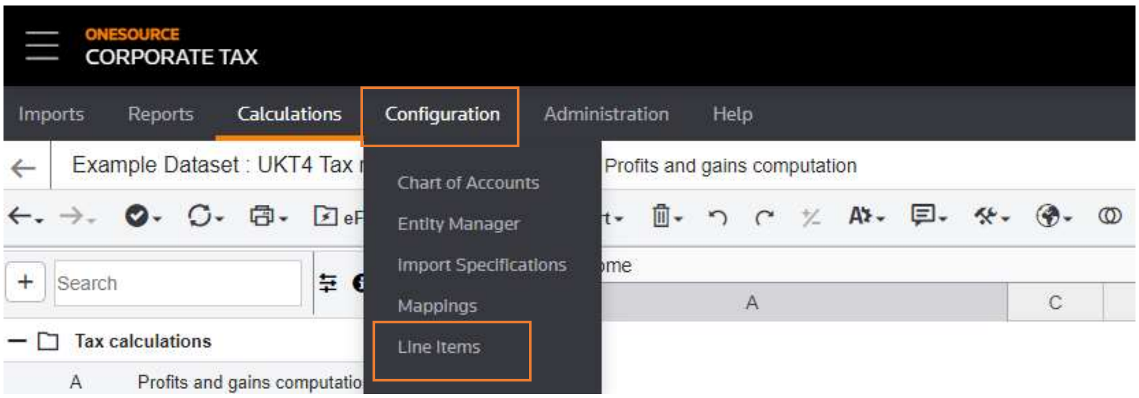



In each case, you select the sheet or sheets you would like to include and click "OK".

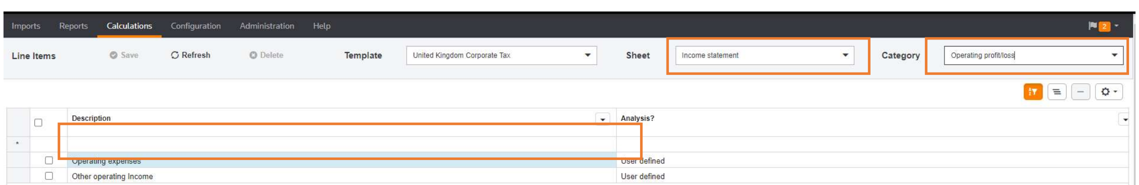
## 3.4 Custom Line Items

In Next gen OCT, a new concept called “Custom Line Items” (CLI) has been created. The intention is to promote standardisation of calculations. In certain sheets (Income Statement, Fixed assets & Intangible assets), new items are added to the sheets by adding custom line items. The purpose of this is to create consistency in the calculations across the entities. In order to add custom line items, these first need to be created. Once created they can be added to the sheet in the calculation.

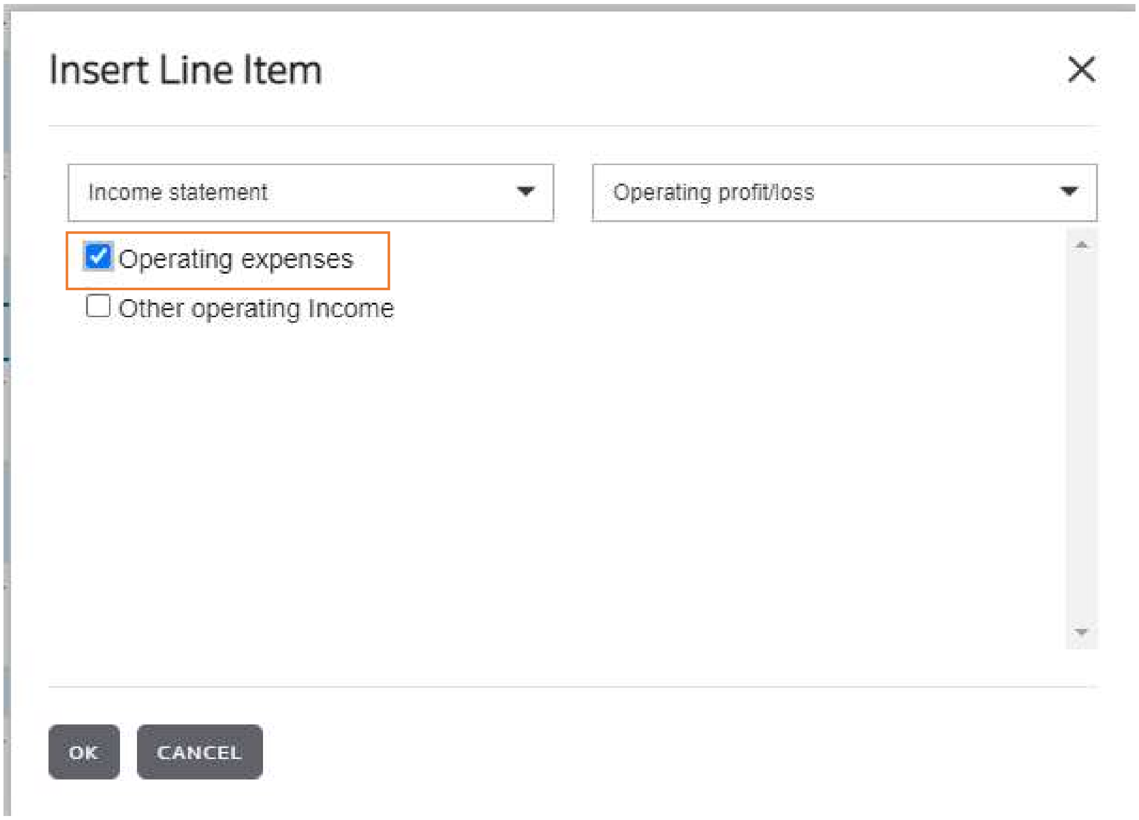
The process of adding a line item is as follows., select the Line items menu item from Configuration.



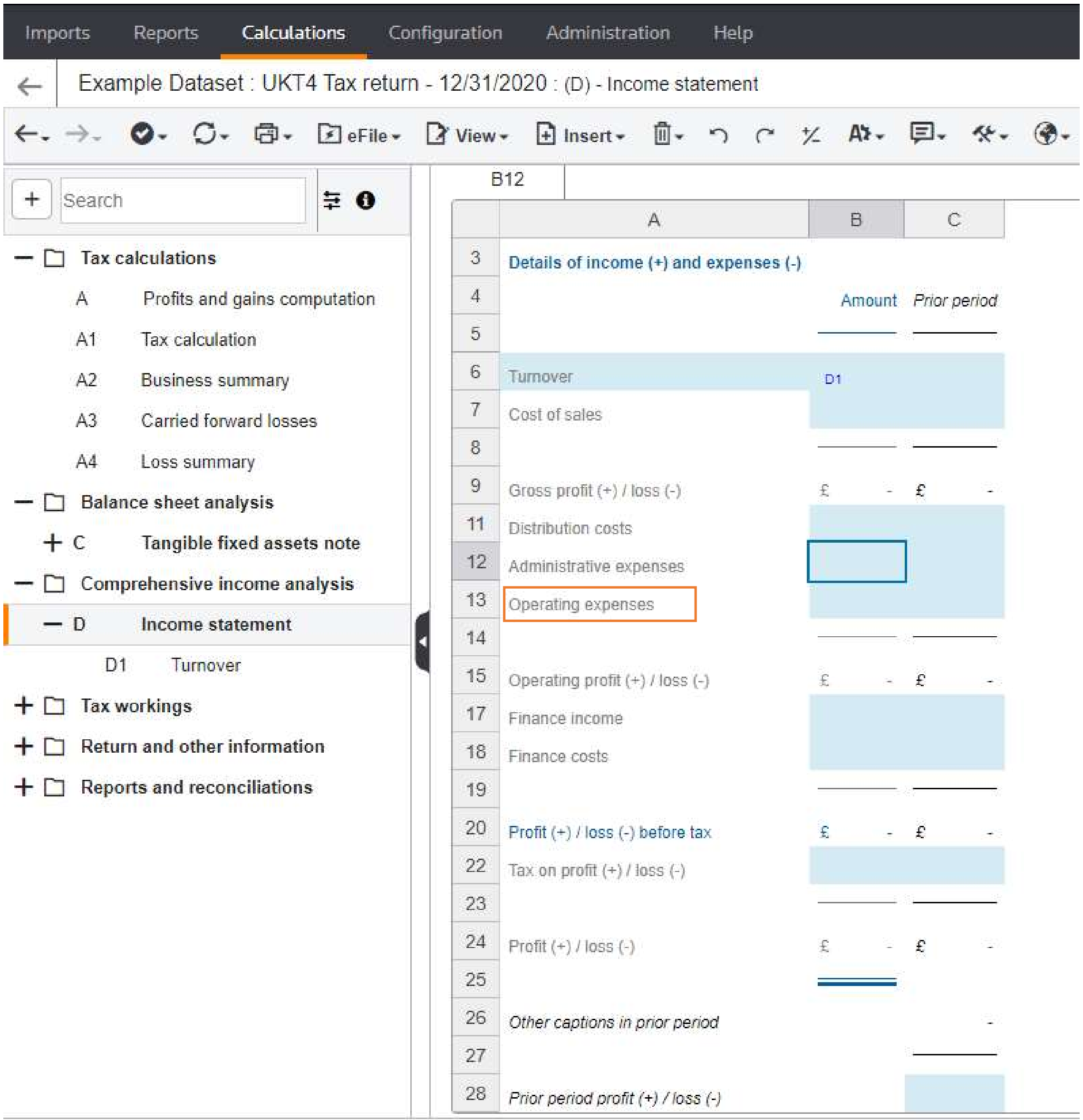

This will take you to the below screen where you need to select the template that the line item is being created for (Entity or Group), the sheet (Income statement, tangible fixed assets and others) and the category. For example, the income statement has gross profit and operating profit and profit/loss (The categories are different sections of the sheet). You then enter the name that you want to call the CLI and the category, and then click ‘save’. The CLI will now be available for insertion in the relevant sheet of the calculation.



When you are on the relevant sheet, you can then use the insert menu (as shown above) and select Insert Line Item, the following is displayed:



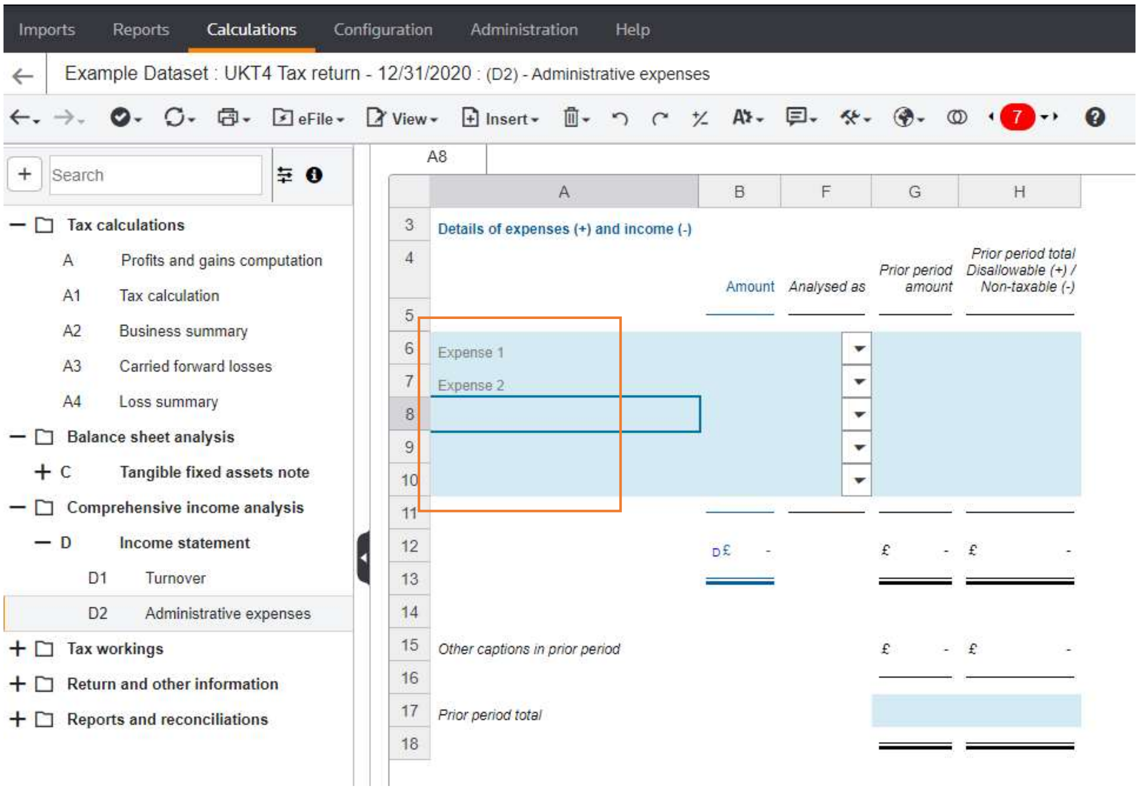
You can then select the item you wish to include and click “OK”. See in the screenshot below the line item has been included in the Income Statement.



## 3.5 ADDING ROWS TO ANALYSIS SHEETS

"Custom line items" is not the only way to add new lines to sheets. The expense and income analysis sheets, and the management expense analysis sheets which can be added will potentially need many rows to detail the expense listing. This is done as follows:

In the screenshot below, an analysis sheet has been created for Administrative expenses. Whilst on that sheet, you can use free form text to type in the various expense lines to be included. If you run out of lines (each sheet initially has 3), new rows can be inserted by selecting the insert menu, and then selecting "insert row". This will then add a new row to the bottom of the sheet.




## 3.6 CLIENT TEMPLATES

The tax calculations in Next gen OCT are based on templates. Standard templates are defined by the content team at Thomson Reuters based on the tax regulations. These are updated each year based on the required tax updates. They may also be updated from time to time for functionality enhancements and bug fixes.

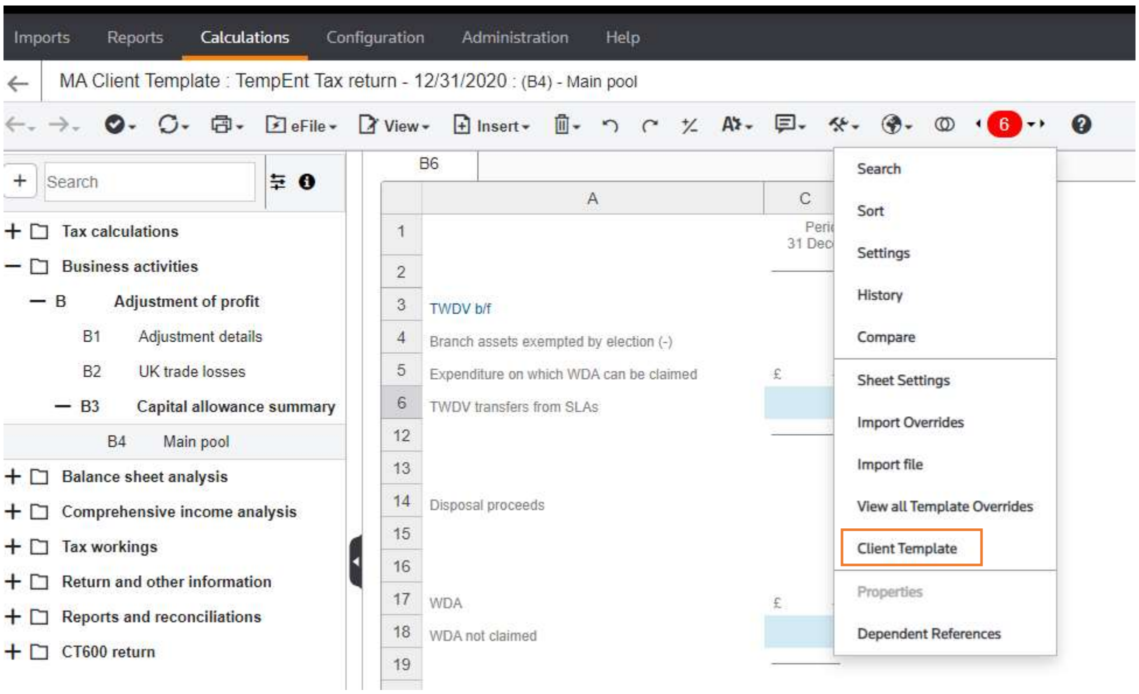
The template is the starting point for a calculation. When a dataset is created, you will select the appropriate template (this will usually be the latest template released). This forms the basis of the calculation. As you build the calculation, you will add the appropriate sheets, and add the appropriate rows.

In order not to repeat this, you can build a single initial calculation and save it as a client template. This can then be selected as the template for the creation of the dataset (Please note, this is only for a new data set, or a new entity in a dataset, and not a dataset created from a roll forward). The benefit to this is that all the sheets which were inserted, and rows added are automatically included in the calculation.

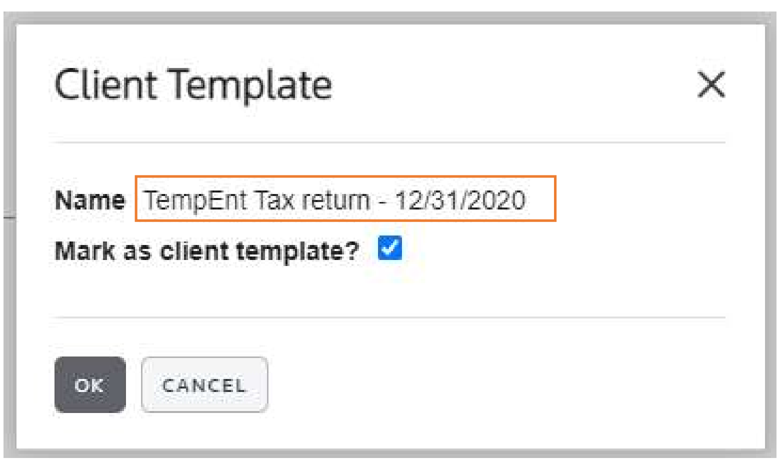
Once you create the dataset, then all the sheets, custom line items and rows will then be included in each of the calculations in the dataset. Furthermore, once mapping is complete and a TB is uploaded, all mapped data will be included in each calculation.

In order to create the client template, you should create a template entity, and a new dataset only including that entity. The calculation should then be configured with all the sheets, line items and rows as required. This can then be saved as a client template by clicking on the tools icon and selecting client template. -Please note that in order to create a client template you will need to have the user profile of a "Client Admin".

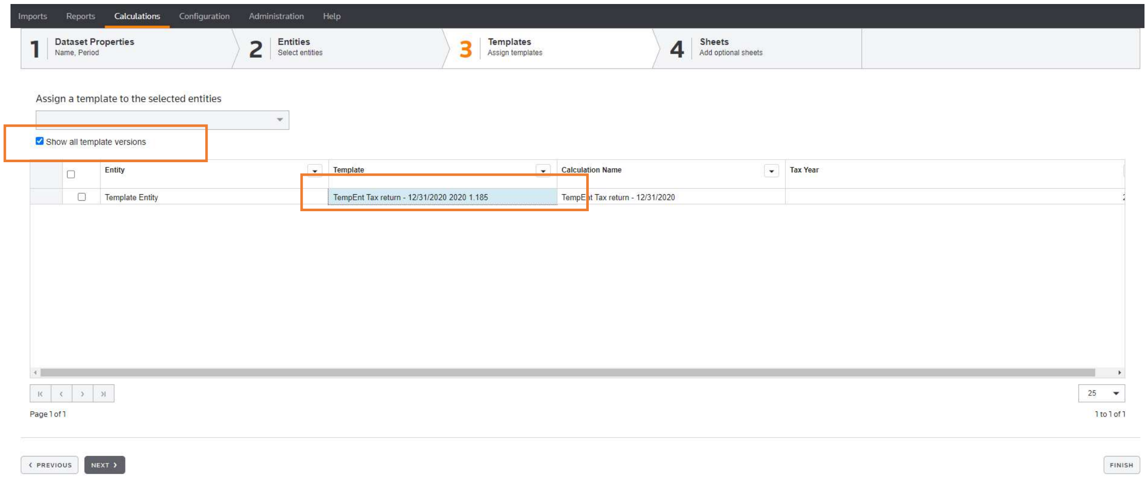
Using a client template is one of the strategies recommended in section 2. Should a client template be created for transition, then it is important to note that this should be limited to the following sheets: income statement, analysis sheets, fixed asset note, and intangible fixed asset note.




Creating a client template will display the below box. You will need to check the box labeled "mark as client template". You should then save and close the calculation. You are then ready to create a new dataset based on the client template.



When creating the new dataset, as part of step 3 of the process (as highlighted below) instead of selecting the standard template, you will select a client template. To do this, you will check the "show template versions box" and then select the client template which was saved.



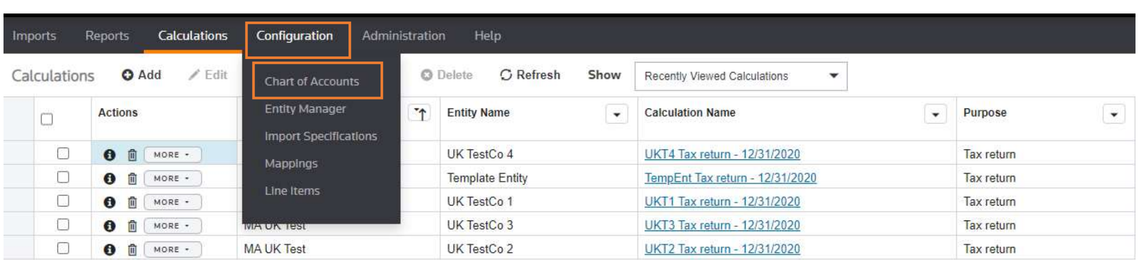

## 3.7 CHART OF ACCOUNTS & MAPPINGS

One of the great benefits of using Next gen OCT is that you can import source data directly into the calculation, for example trial balance data, fixed asset additions & disposals, provisions, and a few other data sources. You will first need to create a chart of accounts in Next gen OCT where all the accounts, which will appear on the trial balance, are to be uploaded. A mapping is then set up where this chart of accounts is mapped to the tax targets in the tax calculation which include:

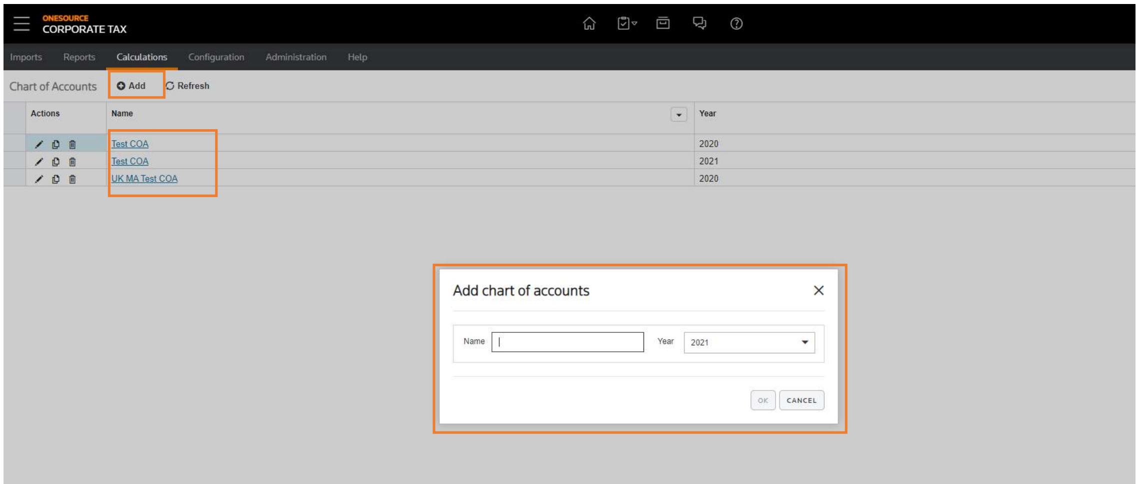
- The income statement and analysis sheets
- Tangible fixed assets
- Intangible fixed assets

The mapping is applied to a dataset. For example, if you have 20 entities with the same chart of accounts, you create a single dataset containing a calculation for each entity. You then create the mapping which is applied to that dataset. Finally, you can upload a single file containing all the trial balance information for all entities in the dataset.

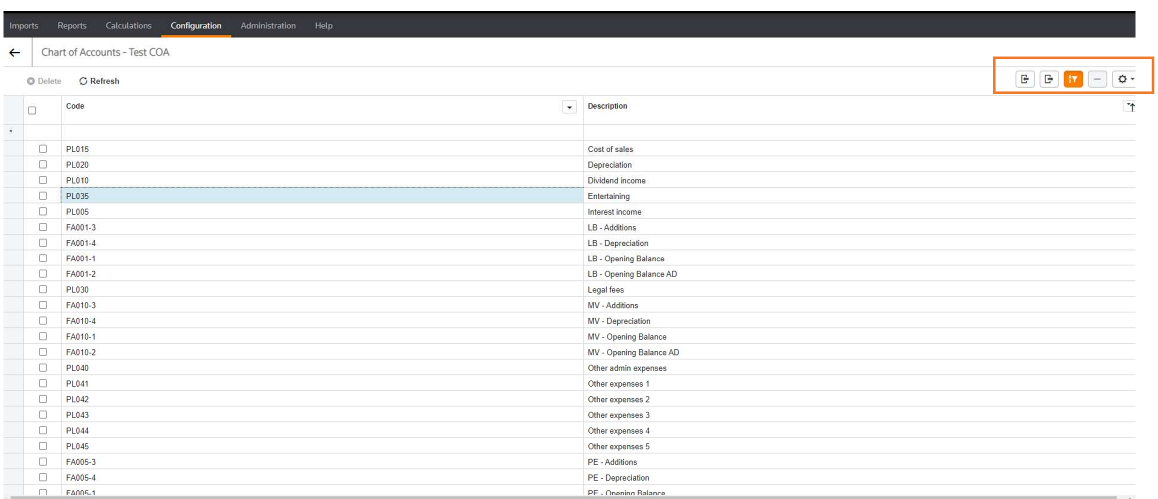
To create a chart of accounts, select the "Configuration" menu and then "Chart of accounts". For mappings you would select "Mappings".



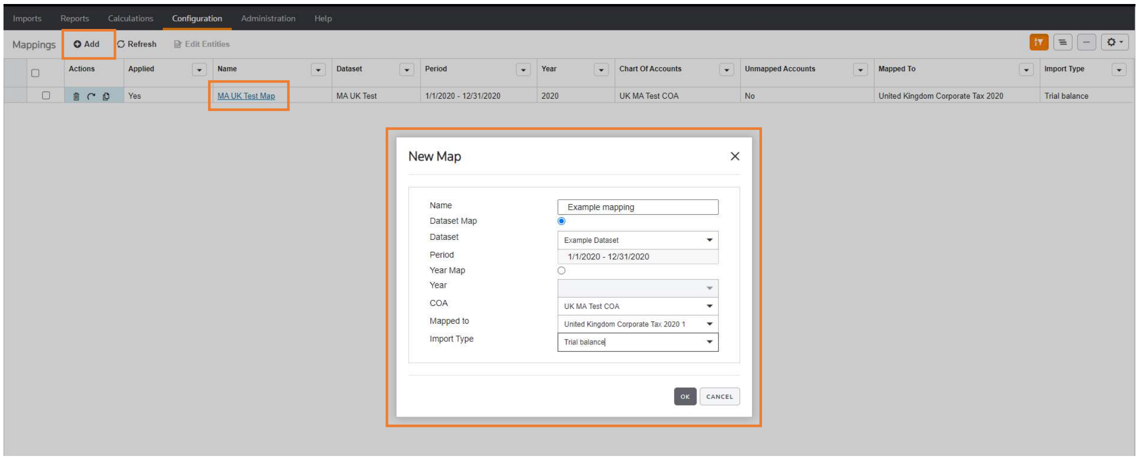
Click on “Add”, and a pop-up box appears where you enter the name and year. The year should be the same as the tax year for your dataset. The tax year in the dataset is automated by the start and end date, so a year-ended 31/12/2020 will have a tax year of 2020, therefore 2020 should be the year for the chart of accounts.



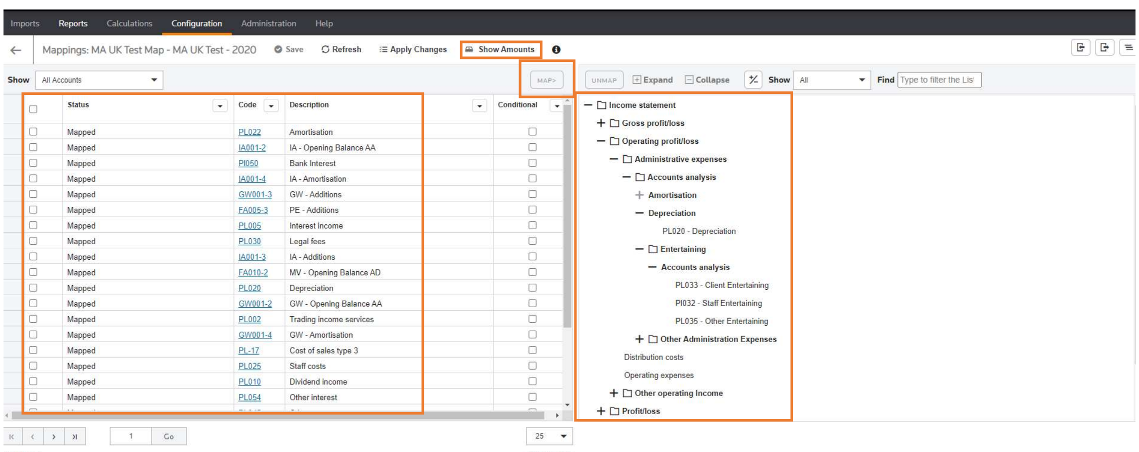

Once you click “OK”, the chart of accounts created will appear in the list. In order to add the accounts, click on the name of the chart of accounts you wish to edit, which will display the chart of accounts. If no accounts exist, the screen will be blank. A new account can be added manually using the top row where you type the code and description. When you hit refresh, the account will be placed in the correct order in the TB, based on the code. There is an icon to export a data grid which you can populate with your chart of accounts. You can then import this using the import icon. Once this is done you have a chart of accounts saved in the system.




The next step is to map the chart of accounts to the dataset. To do this select “Mapping” from the Configuration menu. This opens the mapping screen where you can select “add” to create a new mapping.  This will create a box called “New Map” where you populate the required fields. There is an option for a dataset map or a year map. It is recommended that the dataset map is used.



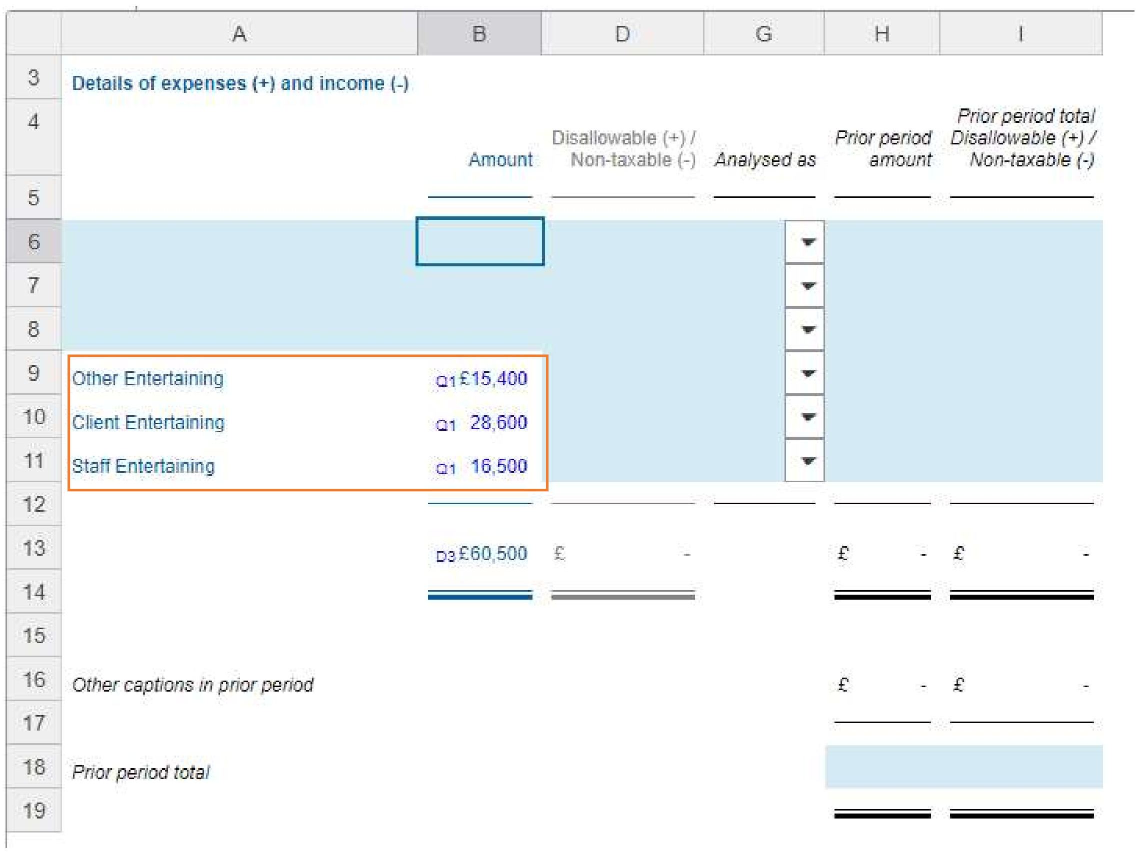

Once you click "OK" and refresh the screen, the mapping will appear in the mapping list. You then click the name of the mapping and that will take you to the mapping screen. On the left-hand side, see the chart of accounts. On the right-hand side of the screen, see all the targets which you can map to. These will include any custom line items included in the calculations, and any rows which you have provided descriptions for in the analysis sheets. To map an account, select the account you want to map, the target you want to map to, and click "Map". One other quick point to note; once you have imported a trial balance, if you click on the "show amounts" button, you can select an entity and will then be able to see the imported amounts as part of the accounts listing and the tax targets.



One other point to add regarding analysis sheets; if you map the TB accounts directly to the analysis sheet, rather than to a row in the analysis sheet, the system will add new rows for you on the analysis sheet for each of the TB accounts. In the example above, account PL020 has been mapped directly to a description which was created called depreciation. In the screenshot below, you can see that the value against depreciation is on a white background as that is automated from the mapping, whilst the description is on a blue background. If you click on the actual mapped number, this will show you a drill down of which accounts are included.

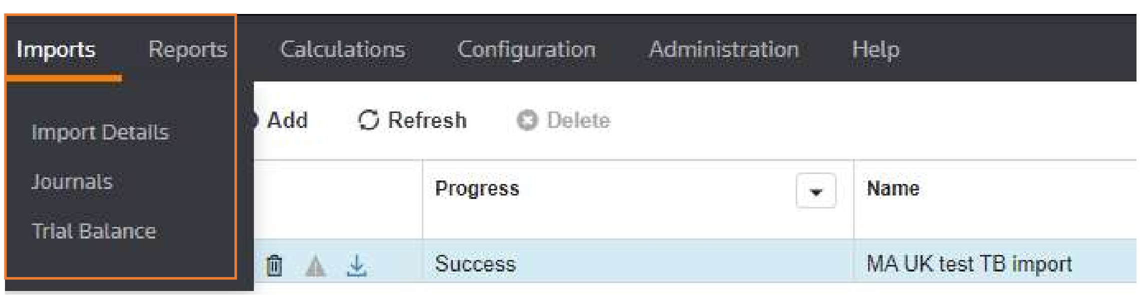
| | A | B | D | G | H | I |
|---|---|---|---|---|---|---|
| 3 | **Details of expenses (+) and income (-)** | | | | | |
| 4 | | Amount | Disallowable (+) / Non-taxable (-) | *Analysed as* | *Prior period amount* | *Prior period total Disallowable (+) / Non-taxable (-)* |
| 5 | | | | | | |
| 6 | Entertaining | D7 Q1 £60,500 | | *See analysis* | | |
| 7 | Depreciation | Q1 99,000 | | | | |
| 8 | Amortisation | Q1 88,000 | | | | |
| 9 | Other Administration Expenses | D8 Q1 243,650 | | *See analysis* | | |
| 10 | | | | | | |
| 11 | | D£ 491,150 | £ - | | £ - | £ - |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | *Other captions in prior period* | | | | £ - | £ - |
| 15 | | | | | | |
| 16 | *Prior period total* | | | | | |
| 17 | | | | | | |

Compare this to the below screenshot where both the descriptions and the numbers are on a white background. This is because no rows were added to the analysis sheet and three TB accounts were mapped to the "Accounts Analysis" target under entertaining. These three lines were therefore automatically added to the tax calculation.

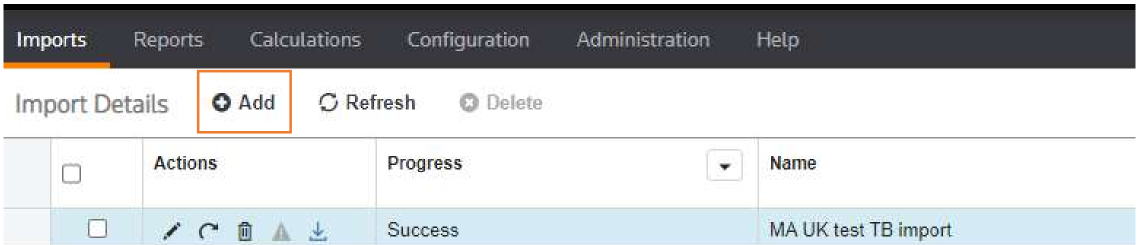



## 3.8 Trial Balance imports

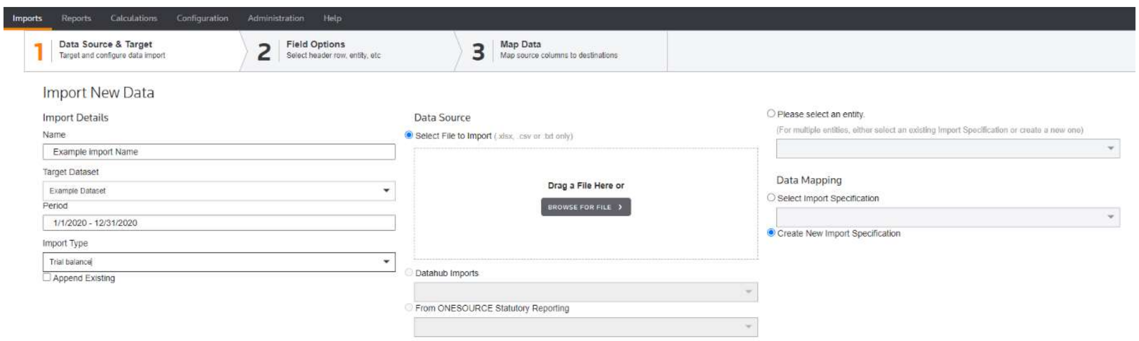
Once you have completed the mapping, you are now ready to import a trial balance. To do this, go to the "Imports" menu and click "Import Details".



Once this is done, click “Add”. Please note, you can edit previous imports if you amended the TB import file and need to change this.



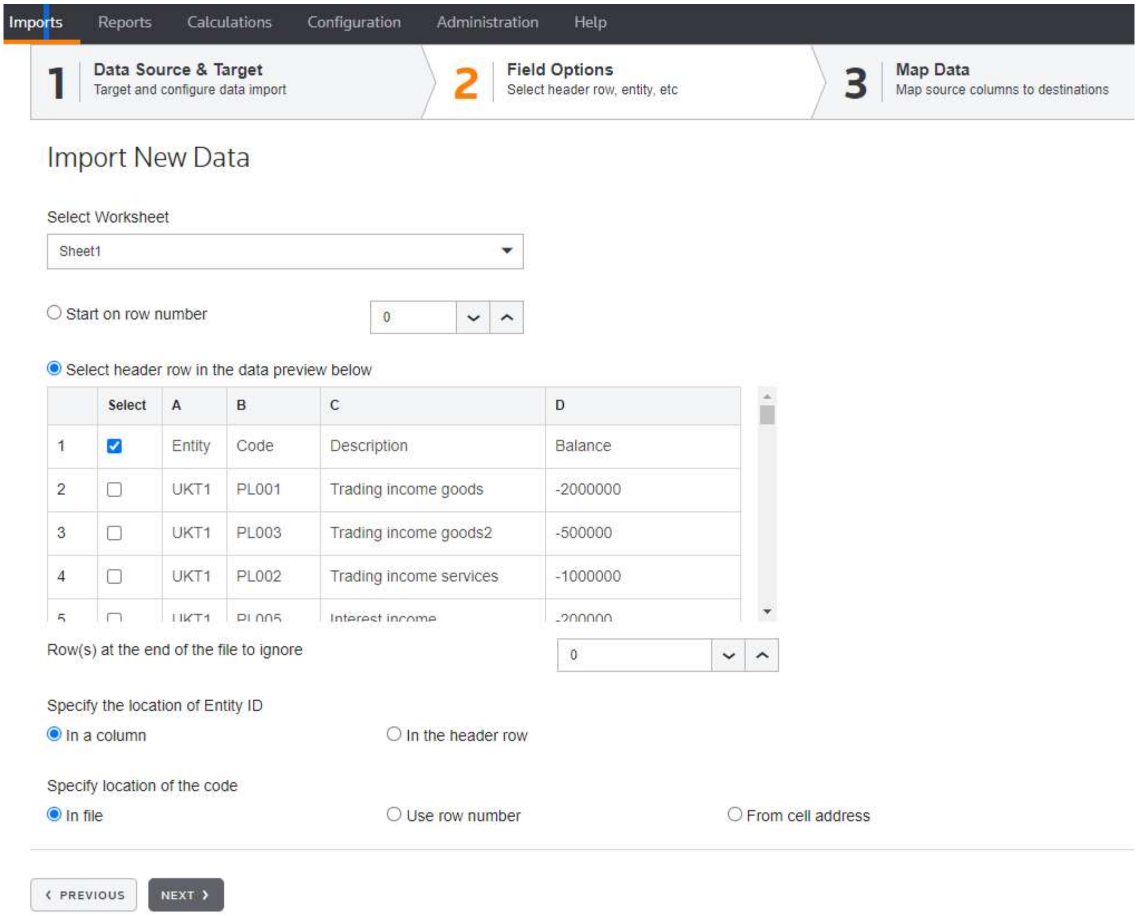

Once you select “Add”, see the below screen. In this screen, you need to enter the import details including the name, the dataset you are importing for and the type of import. You also need to attach the import file, which can be done using drag and drop. If you are importing a file for a single entity and you have not identified the entity in the file, select the entity you are importing the TB for.



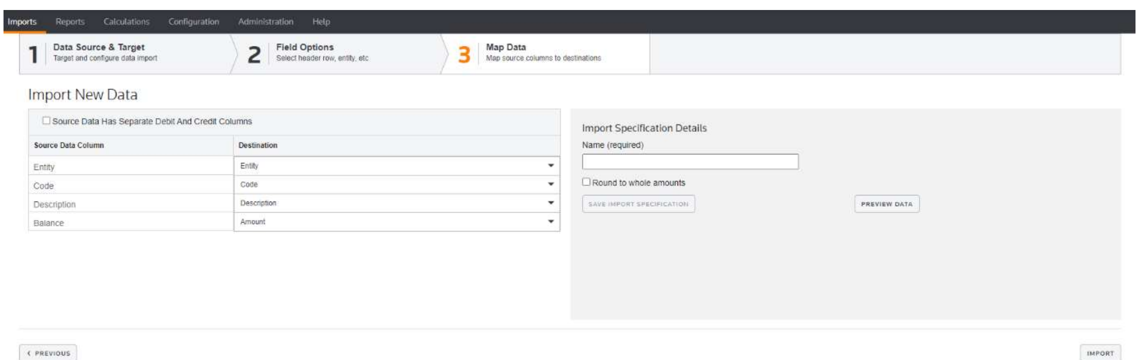

The TB format in Excel to be used is as below. Please note that the column headers are optional and can be customised to suit your preference. You can also have additional columns in the file. Note that in the sample below, the entity has been identified, and therefore you would not select the entity in the screen above. Once the file has been attached, then you click on ‘Next’.

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Entity | Code | Description | Balance |
| 2 | UKT1 | PL001 | Trading income goods | -2,000,000 |
| 3 | UKT1 | PL003 | Trading income goods2 | -500,000 |
| 4 | UKT1 | PL002 | Trading income services | -1,000,000 |
| 5 | UKT1 | PL005 | Interest income | -200,000 |
| 6 | UKT1 | PL010 | Dividend income | -300,000 |

The next screen is where you provide some information regarding the structure of your file. If your file has multiple sheets, you indicate which sheet is to be imported, select if there is a header row, and specify the location of the entity ID. Note, if you choose not to include a header, and therefore choose to “start on a row number”, then the first row is 0, the second row is 1 and so forth. Once you have made the selection, click “Next”.



In the next screen, you allocate the source data column (your columns from Excel) to the target columns expected in Next gen OCT. You can also save the specification to be used as an import template. You then click “import” to import the TB.



Once you click import, it will navigate to the import details screen. Keep clicking the refresh button until you see the progress complete which will either be success or fail.

If the import fails, the system will generate an error report which you will need to refer to amend the issues. If you need assistance with the errors then please contact us via [onesource.corporatetaxservices@thomsonreuters.com](mailto:onesource.corporatetaxservices@thomsonreuters.com)

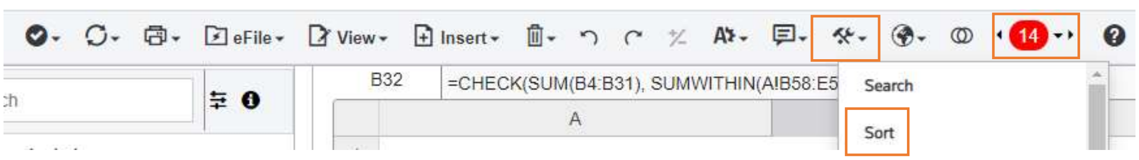

The import is now complete, and you can go into your calculation. Navigate to one of the sheets for which you are expecting data to be imported. You will have to refresh the calculation to see the imported data.

## 3.9 Other Items

### 3.9.1 Using SORT

SORT is a powerful function which Next gen OCT uses to ensure data correctly appears in the tax return. The SORT function runs automatically upon doing such items as moving to a new sheet and saving the tax calculation.

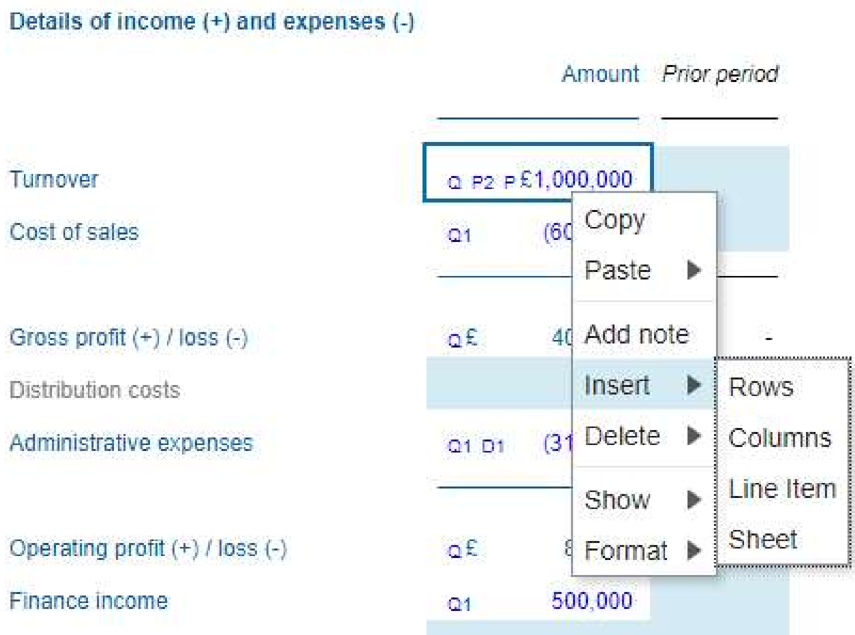
From time to time, errors will appear in the calculation which will need to be corrected. This can be done by inserting a new sheet, selecting a category on an analysis sheet, or populating some information. The errors are indicated by the red error icon on the tool bar. From time to time, one of these errors will say “Sort Required”. To fix this, click on the tool icon on the toolbar, and click “Sort”.




A few other things to note from the screenshot; if you click on the red errors warning, this will navigate (in a separate window) to a list of errors. Clicking the left and right arrows (next to the errors warning) will take you to the next error. If you click the down arrow next to the errors warning, this will give you the option to display notes rather than errors.

### 3.9.2 Right-click menus

In addition to using the toolbar menu, when in the calculation, a right-click menu can also be used. Simply right-click on a field and the menu will appear.



# 4 TRANSITIONING FROM LEGACY OCT

The above information sets out what to do when starting your tax calculations from the beginning. If you are currently a Legacy OCT user, you can transition your calculations from Legacy OCT to Next gen OCT. For this, we have developed a tool to set up your entities and computation data on a roll forward basis. In principle, what this means is that you can complete the calculations for the existing tax year in Legacy OCT and then “roll them forward” into Next gen OCT so you can see your opening balances and comparative information. For example, you will complete 2019 in Legacy OCT, and instead of rolling them forward within the legacy product, you can roll them forward in to Next gen OCT using the tools. Your 2020 calculations will then include the sheets from your legacy calculations, opening balance sheet positions and comparative data.

Due to the number of sheets in OCT, currently the sheets which will transition are limited to the sheets shown below:

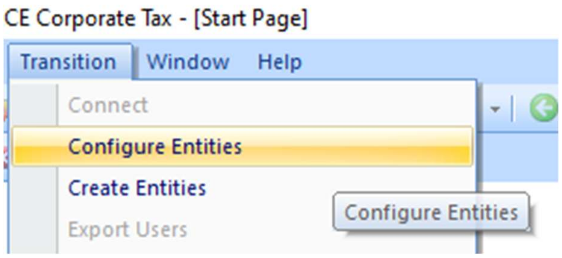
| | | |
|---|---|---|
| • A10: Expenses of management<br>• A11: Adjustment of profit- New trade<br>• A114: Corporate interest restriction - adjustments<br>• A13: UK Property Income<br>• A22: Loan relationships<br>• A3: Losses<br>• A39: CFC summary schedule<br>• A49: Financial instruments/Derivative contracts<br>• A63: Transfer pricing<br>• A9: Miscellaneous income and gains<br>• B: Allowances - Plant pool<br>• B10: Patents and know-how - 0.25<br>• B12: Mineral extraction allowances - 0.25<br>• B13: Mineral extraction allowances - 0.1<br>• B22: Special rate assets | • B33: Mineral extraction allowances - 0.25 - supporting schedule<br>• B35: Mineral extraction allowances - 0.1 - supporting schedule<br>• B39: Short life assets - supporting schedule<br>• B6: Short life assets<br>• B7: Reduced average life SLAs<br>• B8: Short life asset pools<br>• B9: General straight-line allowances / General allowances<br>• C10: Reserves (single item) - Reserves – single<br>• C12: Deductible as paid<br>• C14: Qualifying charitable donations – single Qualifying donations - single<br>• C34: FRS12 deferred revenue expenditure Capitalised revenue expenditure<br>• C40: Pension adjustments - Pension adjustments - defined benefit<br>• C45: Employee share acquisition relief<br>• C5: Multiple General reserves - Reserves - multiple<br>• C56: Unpaid remuneration adjustments | • C59: Pension contributions - deductible as paid<br>• C6: Qualifying charitable donations – multiple - Qualifying donations - multiple<br>• C61: Multiple deductible as paid<br>• D: D Schedule<br>• D13: Combined analysis schedule<br>• D17: UK property business analysis<br>• D28: Above the line R and D tax credit - R and D expenditure<br>• D3: Expense analysis - Expense and income analysis<br>• D5: Car lease rental restriction<br>• D8: Multiple car lease rental restriction - Supporting schedule<br>• E: Capital gains summary<br>• E21: Capital gain/loss transfer disposals<br>• E6: Connected party disposals<br>• P: Return information |

The purpose of this section of the document is not to walk you through the transition tools. Instructions for these can be found in the **Next Gen OCT Transitions Handbook**, and through access to the e-learning on the transition tools available in ONESOURCE University.

Before running the transition tools, it is important to understand the information in your existing calculations and the strategy to use for transitioning any data. This section of the document will therefore walk you through applying optional settings to the transition and possible transition strategies to use.

## 4.1 COMPLETING THE "CONFIGURE ENTITIES" FILE

When running the tools, after connecting to the Next gen OCT database (so that the tool knows where to send the data) the first thing to do is click on the "Configure Entities" menu item in the screenshot below.




This produces a Microsoft Excel file which can be used to configure a number of different things as part of the transition. The file is saved in your Legacy OCT shared folder (the path will be shown to you when you produce the file), and you need to navigate to the folder to open it. When opened, you will see 3 sheets: Entities, Settings and CLI Mappings.

**Entities**

The sheet called Entities looks as per the screenshot below. If you are a TR hosted customer of Legacy OCT, the columns with black headers will be populated with all the legacy data. The start and end date will be for the latest computations which currently exist for each entity. The columns with yellow headers are the information which will be passed to Next gen OCT, and they will be blank. ***You need to populate these with the relevant information.***

If you are a self-hosted customer of Legacy OCT, then the black headed columns will also be blank. In this instance you only need to complete the "Computation ID" column with the Legacy OCT file name (<filename>.abc) for the calculations you want to transition. You then need to populate the yellow headed columns with the relevant information.


Columns J through M match up to the columns in the entity configuration screen in Next gen OCT (see entities & groups at the beginning of this document). Please note that the entity short name needs to be less than 40 characters. The other columns are used as follows:

- Dataset name – this is the name of the dataset as you would enter when creating a data set as describe in the datasets section above. Please note that you can apply the dataset name to multiple calculations which you are transitioning so that they all appear in the same dataset. For example, if you were moving 10 calculations and you wanted them all in the same dataset, you would have 10 lines in the spreadsheet (1 for each calculation being transitioned), and these would all have the same dataset name.
- Next Period End Date – This needs to be completed in the format DD-MM-YYYY. It is optional and will default based on the year-end of the calculation being transitioned.
- Client Template Name – You would populate this with the name of a client template you wish to transition to. This is described a little later in the document.

**Settings**

Depending on your specific requirements, you may want to limit the information transitioned. Therefore, there is a sheet with 3 different settings.

| | A | B |
|---|---|---|
| 1 | Key | Value |
| 2 | Create CLIs | 0 |
| 3 | Transfer Income Statement | 1 |
| 4 | Transfer Analysis sheets | 1 |

- Create CLIs – As part of your existing calculation, you may have lines on your income statement in Legacy OCT which are not part of the Next gen OCT standard income statement. As discussed above in the section dealing with custom line items, you would first need to create these custom line items, and then add them to the income statement. The transition tool can automate this for you, by setting the value for "Create CLIs" to 1. This will then create the CLIs based on your current legacy structure, and the lines to the income statement in Next gen OCT and transition the comparative data accordingly. We recommend using this when you already have a high degree of standardisation across all your computations (and are therefore not transitioning to a client template).
- Transfer Income Statement – moving to Next gen OCT gives you an opportunity to standardise your income statement. For example, across all your legacy calculations you may have income statements which look completely different from each other, and you may wish to standardise these (as this allows you to make better use of the mapping functionality in Next gen OCT). For this reason, you may choose to not transition the income statement and rather create a client template with a standard income statement which you could then transition to. If the value is set to 0, then the income statement sheet will not transition; it will use the structure in Next gen OCT (which is determined by the client template name which was populated in the entities sheet) and it would be the structure in the client template. In this case, the comparative data will not transition.
- Transfer analysis sheets – Similar to the above if this is set to 0, the analysis sheets will not transition. Once again, you may have many different versions of analysis sheets across the legacy calculations which you want to standardise to make better use of the mapping. Once again, you would make use of the client template functionality and transition to the client template.

**CLI mappings**

The above section mentions you have a setting to create the CLIs in Next gen OCT based on the line items in the Legacy Income Statement. In some cases, the description you have in Legacy OCT may not be the description you want in Next gen OCT. Furthermore, you may have a few different versions of a description which you want to all be the same. In this case, you can list out the existing descriptions in the Legacy OCT description column and put the description which you want for the CLI description column.

| | A | B |
|---|---|---|
| 1 | Legacy description | CLI description |

We recommend this is used when you already have a high level of standardisation in your legacy tax calculations, but perhaps have a few spelling errors or description versions you would like to correct. Once again, the benefit of this is to make best use of the mappings and automations.

**NB** Once you have completed the “Configure Entities” file, you need to make sure you have closed Legacy OCT (if you were still in it) and re-opened it. This is so all the configuration options can take effect. Once this is done, click on the “Create Entities” menu item and your entities will be created in Next gen OCT.

You may wish to carry out the transition in stages. For example, the first 10 entities, then the next 10 etc. Once you have completed the transition of the first 10 entities, you then need to update the entities sheet (you can continue to use the same dataset name), then save the file, make sure you close out of Legacy OCT (if it was still open) and then reopen it so that the new configuration options can take effect. This is also useful if you come across a new income statement description you want to adjust for in the CLI mappings.

Now that you understand the configuration file setup, you should be able to follow the instructions on running the calculations, the instructions for which can be found in the **Next Gen OCT Transitions Handbook**. However, before running this, please read through the next section of this document as it is worth considering a number of strategies for what you *should* and *should not* transition:

## 4.2 Transition Strategies

Depending on the structure of your existing calculations in Legacy OCT, you may want to consider the data you choose to include as part of the transition. This will influence how you populate the “Configure Entities” file. For example, if your analysis sheets are completely non-standard, you may choose to not transition these. The below are six best practices/strategies to be considered prior to running the transition.

1. <u>Don’t transition anything and start from the beginning</u>

   You may decide that it is not worth transitioning, and it is easier to just start from the beginning by going through all the steps in section 2 of this document. This may be a suitable option if you only have a few entities, and it is more efficient for you to complete the process in this manner.

2. <u>Only transition your entities from Legacy OCT to Next gen OCT</u>

   As per the above, you may decide that you would like to start all your calculations from the beginning (potentially based on a client template). In this case, once you have used the “Create Entities” menu item, you do not have to run any additional steps as your entities will be created, and you can commence with the process of creating datasets as discussed in the “Datasets” section of this document. It is worth noting at this stage, if you don’t transition any actual calculation data, you will not be able to re-transition if changes are made to prior period calculations, and you must make these changes manually to the calculations in Next gen OCT.

3. Transition all possible information from Legacy OCT to Next gen OCT

   One of the key things we want to help you enable in Next gen OCT is the ability to automate as much of your calculations as possible. To do this efficiently, it is best to standardise as much of the income statement and analysis sheets as possible. Where these are already highly standardised in Legacy OCT, then you are a good candidate to transition the calculations in full. (A list of the current sheets is detailed in the table above). If you use this option, you must ensure all the values in the settings sheet are set to 1. You may want to use the CLI mappings sheet in the configure entities file to correct any spelling errors or version descriptions you may have. Lastly, you may then need to go through your transitioned calculations to remove any inconsistencies from your analysis sheets (such as spelling errors or version descriptions), as these will appear as additional mapping targets in the mapping screen. This is why this approach is only recommended for calculations which already have a high level of standardisation.

4. Include the income statement but exclude the analysis sheets from the transition

   This is a variation of 3, but you choose not to transition the analysis sheets, therefore set this option in the settings sheet to 0. This option is only recommended where you want to perform some clean up on your analysis sheets, but there will still be no (or limited) standardisation across calculations. This is the least recommended approach.

5. Exclude the income statement and analysis sheets from the transition

   Where your calculations are completely non-standard across the income statement and analysis sheets, you will lose the benefits of using the mapping functionality if you transition those sheets. You may therefore prefer not to transition the income statement and analysis sheets. In this case, you would set all the values on the settings sheet to 0.

6. Exclude the income statement and analysis sheets from the transition and transition to a client template

   As a variant to 5, before completing the transition of the calculation data, you may want to set up a client template containing a pre-configured income statement, analysis sheets, fixed asset note and intangible fixed asset note. (NB, only include those sheets, as others which you already have in Legacy OCT will get duplicated during the process). When completing the “Configure Entities” sheet, you would populate the “Client Template Name” column with the name of the client template, for all entities which you want to utilise the client template. Your transitioned calculations will then include those pre-configured sheets. These sheets will not contain any prior period comparatives, but they will be completely standard so that your trial balance can be easily mapped into the calculation. This is our recommended approach for transitioning non-standard calculations as it combines efficiency of transition with the benefits of mappings and automation. You may even wish to use this approach where your calculations have a high level of standardisation as it eliminates the need to later fix any inconsistencies on the analysis sheets.

## 4.3 Other Considerations

1. What happens if I need to change prior period calculations?

   The tools allow you to re-transition your calculations should this be needed. Simply follow the same process as the initial transition. The tool recognises that this is a re-transition and will amend.

2. Can I retain my legacy calculations?

   If you are a desktop or self-hosted user, you can retain a license to the legacy application so long as you hold a license for Next gen OCT.

   Where you are Thomson Reuters hosted, Thomson Reuters will be supporting the hosted version until March 2024 at which time it will be sunset and you will need to take pdf copies of your calculations.

3. What if I need additional support?

Please send an email to onesource.corporatetaxservices@thomsonreuters.com detailing your request and one of our team will get back to you as soon as possible.