

Next generation ONESOURCE Corporate Tax Transitions Handbook

This document covers the process for transitioning Legacy ONESOURCE Corporate Tax (Legacy OCT) clients to Next generation ONESOURCE Corporate Tax (Next gen OCT).

Pre-requisites

- Make sure you are running **Legacy OCTv14.1** or higher.
- Make sure you have your ONESOURCE platform universal login credentials or Firm ID handy.
- Make sure the below URL's can be accessed from your machine (only applicable for self-hosted clients and firms)
<https://emea1.onesourcetax.com/emea1>
<https://emea1.onesourcetax.com/emea1/oct/aws/api>
<https://emea1.onesourcetax.com/platform/apps/oct/home/workbook>
- If you have any queries, please contact your relationship manager or send an email to onesource.corporatetaxservices@thomsonreuters.com

Transition process

The transition process is categorised into 4 major stages.

- Establishing the connection with the Next gen OCT platform
- Transitioning the static data like entities, users and any other data
- Creating a Next gen OCT calculation and
- Transitioning the computation data into the calculation

Next Gen connection

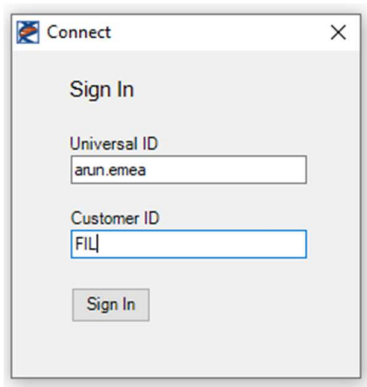
As the entire transition happens through APIs exposed by the Next gen OCT platform, it is necessary for the Legacy OCT application to establish a connection with Next gen OCT

Launch the Legacy OCT application.

Notice the new **Transitions** menu / tab in the Ribbon.

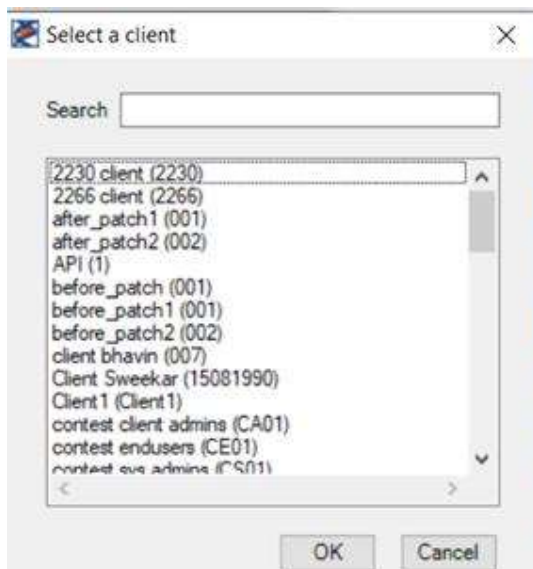
You will notice the **Connect (to Next gen)** sub-menu / dialog launcher under it, click on it to open a **Sign In** form.

Please enter your own ONESOURCE platform universal ID and Customer ID (an example is shown in the below screenshot) to establish the connection. Customer ID is your platform database account ID (It is usually alphanumeric string with a length of three characters) and if you are unsure where to get hold of this information from, please contact us on onesource.corporatetaxservices@thomsonreuters.com.

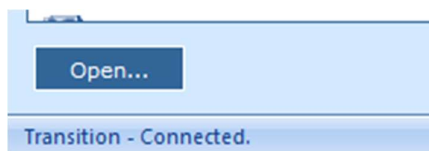


If you have ONESOURCE Client Manager (OCM) enabled in your Next gen account, then there will be an additional step to select a client on Sign In. A list of clients configured and mapped to the universal id will be displayed to choose from and connect to. You can search for the client you are looking for via the Search bar on the window.

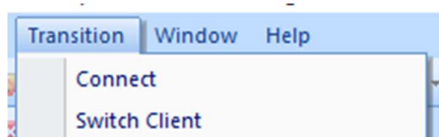
NOTE: This feature is available as a patch on top of Legacy OCTv14.0.



Once the connection is established, the **Sign In** form will be closed and confirmation of the same will be displayed on the Status bar as shown in the below screenshot.



You will also be able to switch to a different client anytime by accessing the menu called "Switch Client"



If you fail to get a connection please contact us using the following email - onesource.corporatetaxservices@thomsonreuters.com

A client admin can control the user/user group's access to the Transitions menu via a new user permission called "Computation transition - Roll forward the computation to web".

Properties		
Name	PermissionType	Description
☐ Manage Locations, Groups, Entities	domain	Manage Locations, Groups, Entities
☐ View Users / User Groups	domain	View users / user groups
☐ Add / Edit User / User Group	domain	Add a user / user group to the domain
☒ View reports	domain	View reports
☐ Define reports	domain	Define reports
☐ Archive and purge	domain	Purge comps on completion of batch at
☐ Administration	domain	Perform all administrative and configur
☒ Manage keywords	domain	Manage keywords
☒ Computation transition	domain	Roll forward the computation to web
☐ Browse	allocations	Browse permission

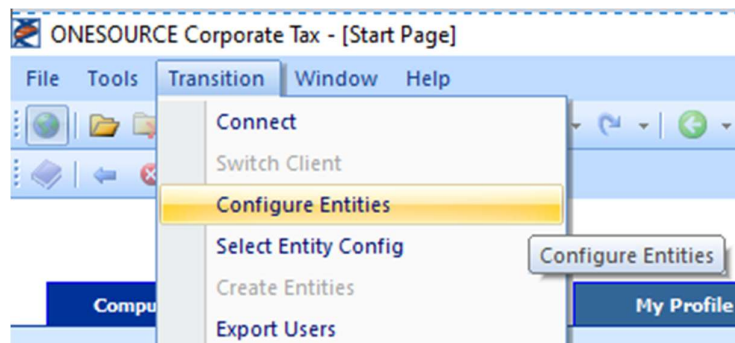
NOTE: This feature is available as a patch on top of Legacy OCTv14.0.

Static data transition

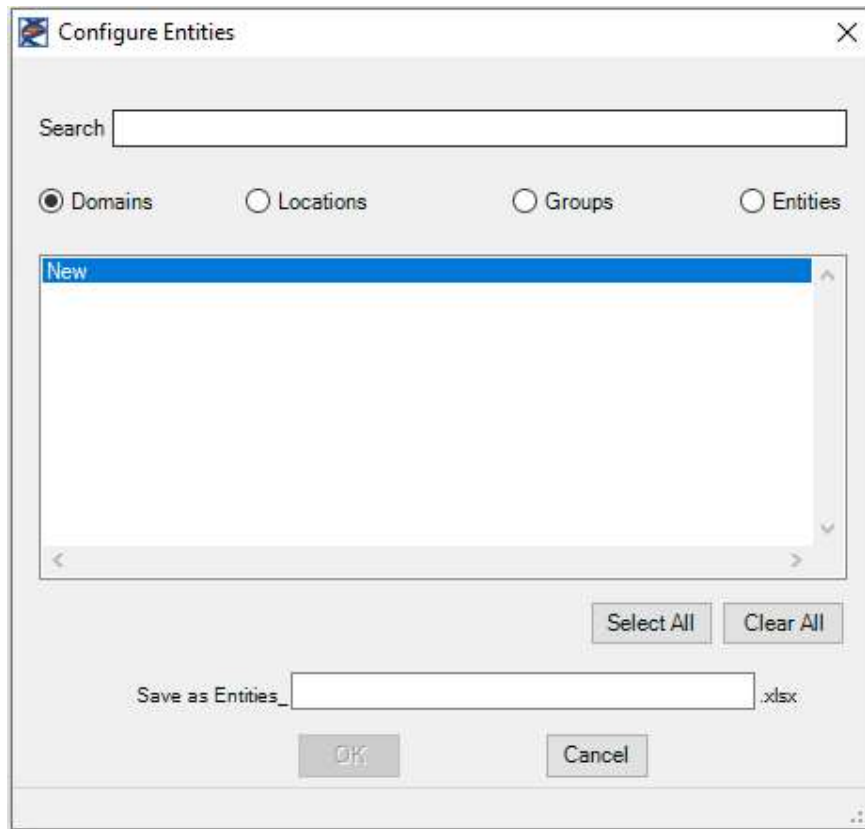
Transitioning entities: This option is an additional facility for TR hosted users to transition all their entities in one go. Transition of entities is a pre-requisite to be able to create Next gen OCT calculations because the calculations are associated to the entities.

This is a two-step process and there is a dedicated menu under Transition for this.

- **Configure Entities:** This step will export all the entities from your database as an excel configuration file under SHARED FOLDER



This will open the below window:



- You are able to select which entities are to be included in the spreadsheet. These can be:
 - Domain – All your entities
 - Locations – Where entities are stored in a certain location you can select to include just that location
 - Groups – Where you have groups set up, you can include only that group of entities
 - Entities – You can choose to include only a single entity in the file
- You then need to provide the file with a name, the first part of the name defaults to with the name "Entities_", you can then specify the remainder of the name. The file will be saved as an xlsx File
- You are able to save multiple versions of this file, each which can contain different entities. This is to give you the ability to transition in stages.
- Once the files are created, you can navigate to the SHARED FOLDER to open the file, or files if you have created multiple versions.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Domain	Group	Entity Name	Unique Identifier	Computation ID	Company Name	Pack	Start Date	End Date	Legal Entity Name	Entity Short Name	Entity Type	Jurisdiction	Dataset Name	Next Period End Date	Client Template Name	Create Entity?

The black background columns represent data exported from Legacy OCT, whereas the yellow background ones are for you to complete, which in turn will be used by the transition tools for the creation of entities and datasets in your Next gen OCT database.

As it is less likely that you will be changing the entity name, to save the manual effort, the transition tool also populates the first four columns which are marked as yellow too, but you are free to change this data as you see fit.

These columns where you need to fill in data are self-explanatory but below is some information to help you:

1. **Dataset Name:** When one or more Legacy OCT computations are chosen for transition, the data in this column is going to be key for the transition tools to determine grouping more than one computation into a single Dataset. All computations (rows in this Excel file) with the same Dataset name get grouped into a single Dataset
2. **Next Period End Date:** The end period of the rolled forward (to Next gen OCT) computation (format: DD-MM-YYYY)
3. **Client Template Name:** This gives you the ability to transition your Legacy OCT computations to a client template in Next gen OCT. If this is blank, transition happens to a standard template. Creating a client template is manual and a pre-requisite to transition if you choose to go down this route.
4. **Create Entity?:** This gives you an ability to control whether or not you want to transition an entity to Next gen OCT. This will come in handy especially if you choose to do the transition of entities in a phased manner instead of all in one go. This column gets auto populated with the default value "Yes" but you can update the value to "No" to control this behaviour for the entities of your choosing.

IMPORTANT: The structure of the configuration file (column names and order) is hardcoded in the tool and should NOT be changed by users, otherwise, the parsing of the configuration file will fail.

As mentioned above, the data that's exported here is for TR hosted customers, if you are self-hosted, you just export an empty template, and you can configure your data to direct the behaviour of the transition process.

In this case, you should complete your Legacy OCT file name (<filename>.abc) under the "Computation ID" column so the relevant Next gen OCT data for that computation ("yellow columns") can be picked up by the transition tools and do exactly what it would have done for a TR hosted user. It can be a useful one-time step for you and helps when bulk transition is enabled, which is planned for Q3 2021.

Quick note about validations on entity names and short names:

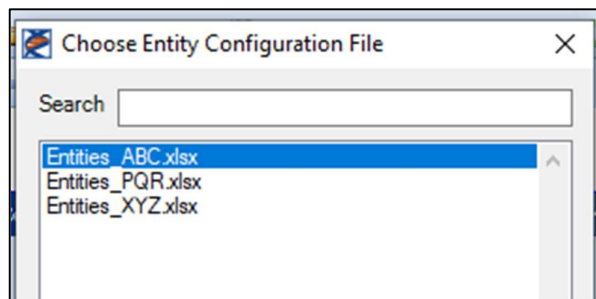
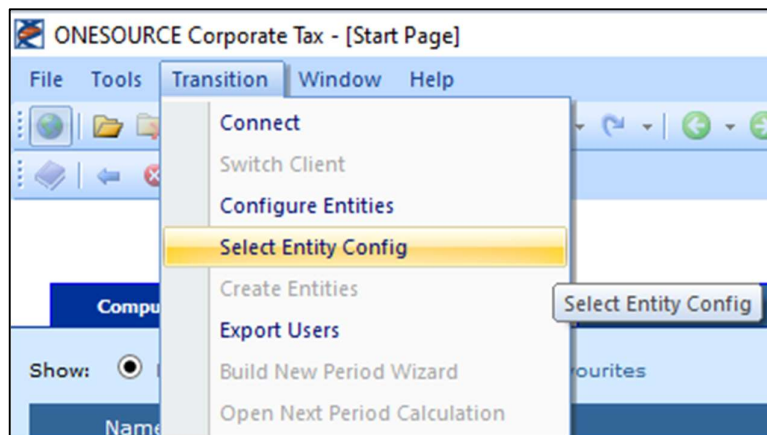
There are certain rules on entity names in Next gen OCT which we have incorporated into the transition tools, so the names get validated first-hand before sending the data to Next gen OCT.

The validations are performed on the yellow highlighted columns "Legal Entity Name" and "Entity Short Name".

We check for the items below and report them when you click on **Create Entities**.

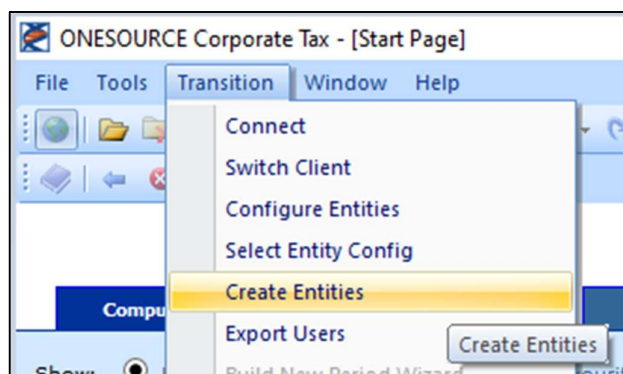
- ❖ duplicates in both columns and
- ❖ check if the length of the string > 40 characters in the case of "Entity Short Name" column

- **Select Entity Config:** Prior to creating the entities and transitioning tax calculations, you need to select the correct Entity Config File. To do this click on “Select Entity Config”. Then select the file which you want to use. You can reselect a different config file at any time.



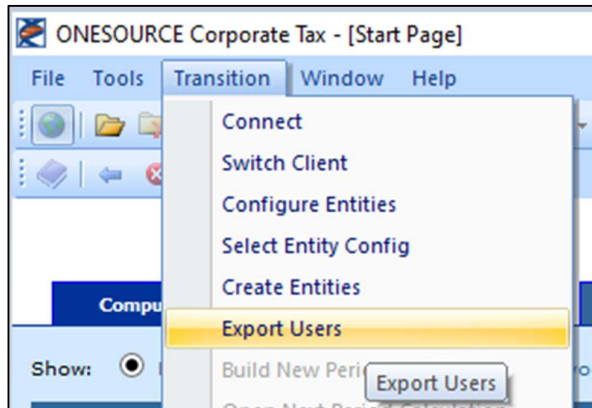
- **Create Entities:** This option will only be available when the Configure entities action is successful and the Excel configuration file is created. This is not applicable for you if you do not wish to create the Excel configuration file. If this is the case, you will have to create entities yourself, manually in Next gen OCT.

Create Entities will make an API call to Next gen OCT to create the entities as per the Excel configuration file.



Transitioning users: Exports all the users into an Excel file, the data in which can be used to create users in the Next gen ONESOURCE platform. This menu is not applicable if you are a self-hosted

user, as self-hosted legacy OCT does not have a concept of a user. Self-hosted users will need to create their users in ONESOURCE Administration. As part of the database setup for Next gen OCT, you will be provided with a “client administration” user, who you will then be able to use to set up further users. Please review the E-learning on how to use the User Administration module of ONESOURCE available in ONESOURCE University.



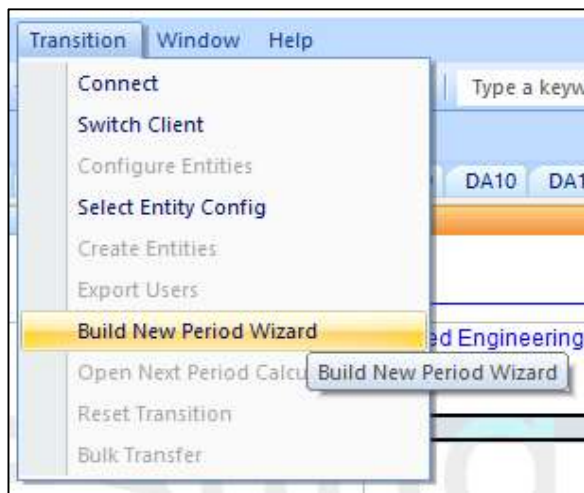
The Excel file will be placed in SHARED FOLDER with the name “Users_ + ClientLicense.xlsx”. E.g. Users_ \$fulldirectserver.xlsx

Calculation creation and data transition

Creation of Next gen OCT calculations and transitioning the computation data to the calculations is done through a transition wizard.

Open the computation that you want to transition to Next gen OCT.

You will notice the ‘**Build New Period Wizard**’ sub-menu / dialog launcher under the **Transition** menu / tab, click on it to open the transition wizard.

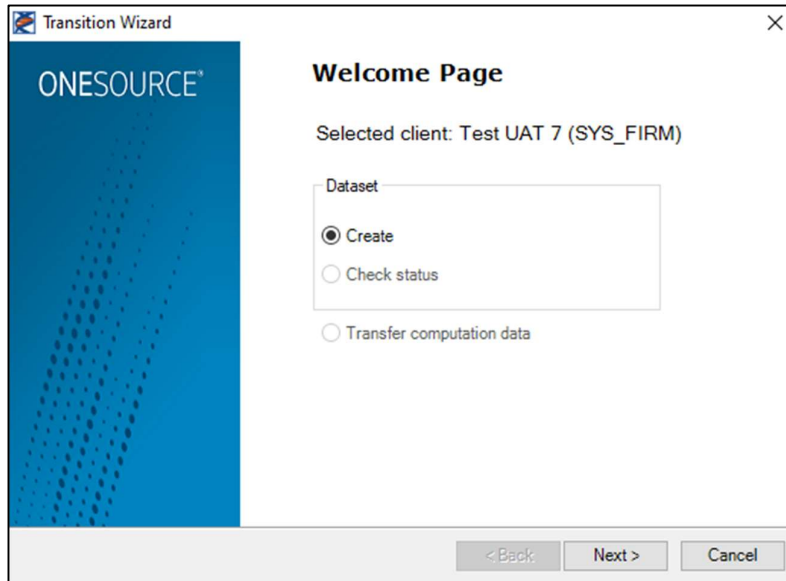


This wizard will guide you through the rest of the transition process by intelligently enabling / disabling the UI controls based on the stage of the transition that a computation is in.

Calculation/Dataset creation

The Welcome page lists out the stages of transition actions with radio buttons auto selected. You will notice the 'Create' calculation action auto selected by default, as shown below. Click Next to continue.

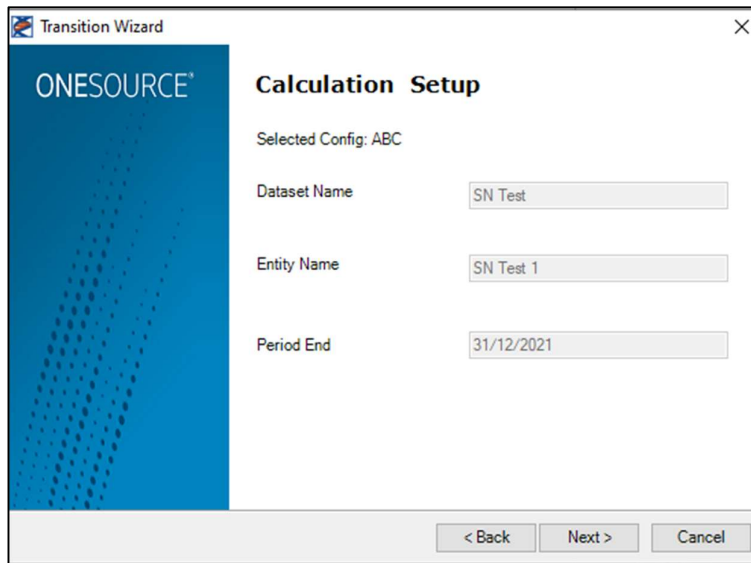
If you are transitioning to a OCM enabled Next gen account, then you will see the “selected client” here.



The screenshot shows the 'Transition Wizard' window with the 'Welcome Page' tab. On the left is a blue sidebar with the 'ONESOURCE' logo. The main area has the title 'Welcome Page' and 'Selected client: Test UAT 7 (SYS_FIRM)'. Below this is a 'Dataset' section with three radio button options: 'Create' (which is selected), 'Check status', and 'Transfer computation data'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

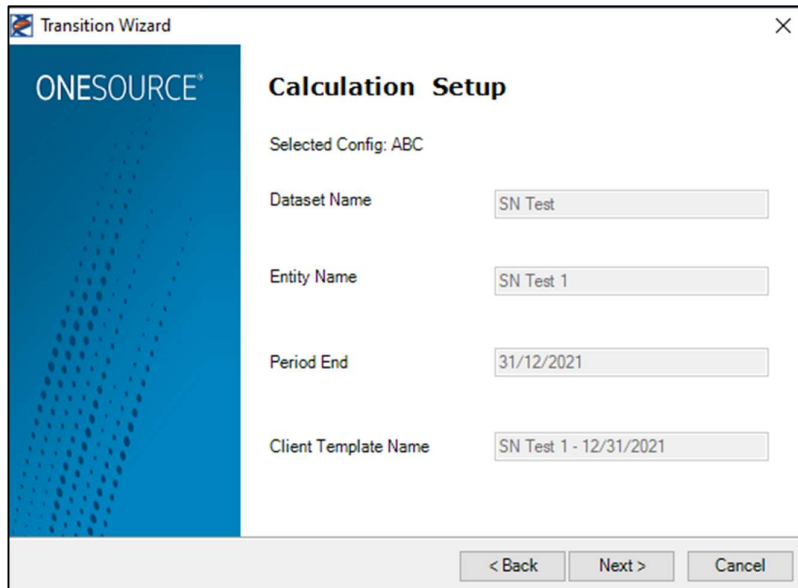
The Calculation Setup page requires the dataset name and the entity name that you want to associate the calculation to. The tool will auto populate these fields if the Excel configuration file exists, and a record is found (and filled) for the computation that's chosen for transition.

The next period end date will also be populated if it exists in the Excel configuration file, otherwise it will be auto calculated.



The screenshot shows the 'Transition Wizard' window with the 'Calculation Setup' tab. On the left is a blue sidebar with the 'ONESOURCE' logo. The main area has the title 'Calculation Setup' and 'Selected Config: ABC'. Below this are three text input fields: 'Dataset Name' with the value 'SN Test', 'Entity Name' with the value 'SN Test 1', and 'Period End' with the value '31/12/2021'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

It will also indicate the client template name that you are transitioning to if specified in the Excel configuration file.

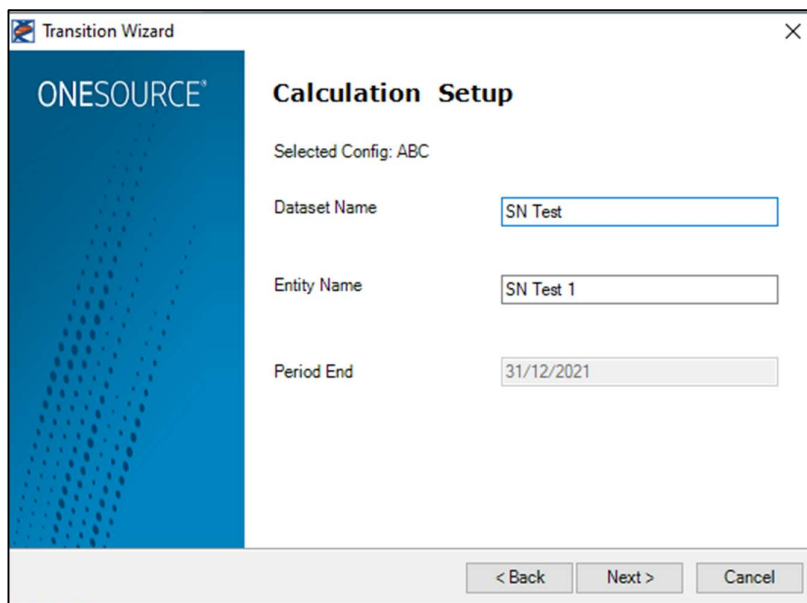


The image shows a screenshot of the 'Transition Wizard' application window, specifically the 'Calculation Setup' tab. The window has a blue sidebar on the left with the 'ONESOURCE' logo. The main area is white and contains the following fields:

- Selected Config:** ABC
- Dataset Name:** SN Test
- Entity Name:** SN Test 1
- Period End:** 31/12/2021
- Client Template Name:** SN Test 1 - 12/31/2021

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

If not found in the Excel configuration file, the Dataset Name is auto populated with the <COMPANY_NAME> from the computation (can be changed) and the Entity Name has to be manually entered.



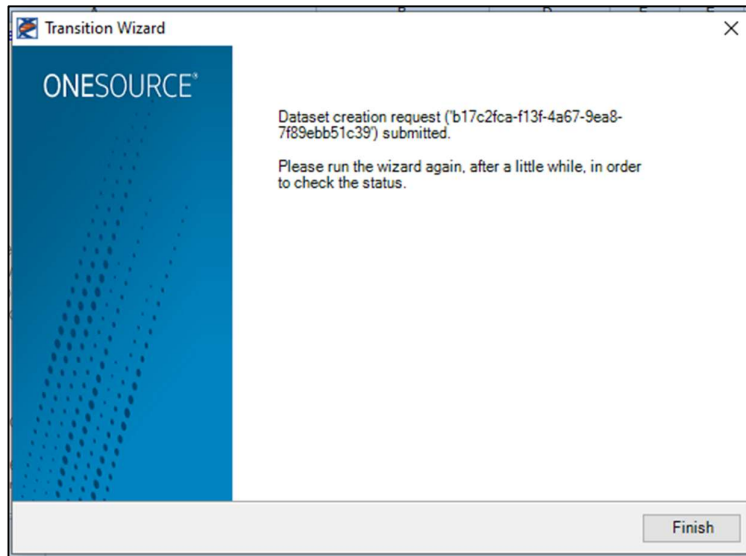
This image is another screenshot of the 'Transition Wizard' application window, showing the 'Calculation Setup' tab. The layout is identical to the previous image, but the 'Client Template Name' field is not visible, suggesting it might be hidden or not applicable in this specific configuration. The visible fields are:

- Selected Config:** ABC
- Dataset Name:** SN Test
- Entity Name:** SN Test 1
- Period End:** 31/12/2021

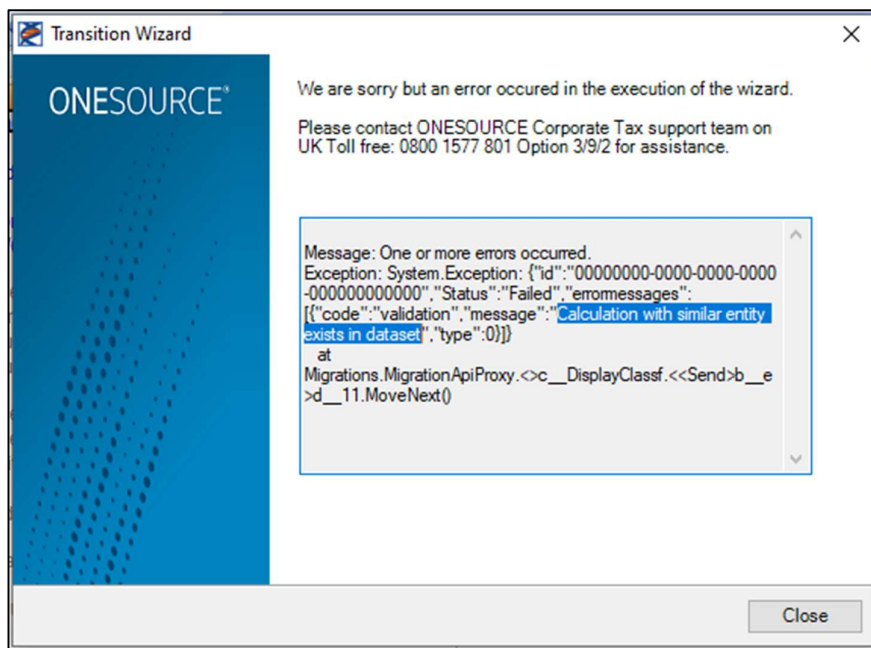
The bottom buttons are '< Back', 'Next >', and 'Cancel'.

At this point, Legacy OCT will make an API call to Next gen OCT to create a Next gen calculation. Besides the calculation header details, the request will also include the sheets that need inserting in the calculation along with its creation. You can control the sheets to be included through a configuration file. See [Rules to customise transitions](#) section in the document for more details.

The Next gen platform verifies the details in the request and acknowledges with a dataset id (guid) which will be displayed in the Success page of the wizard, as shown below.

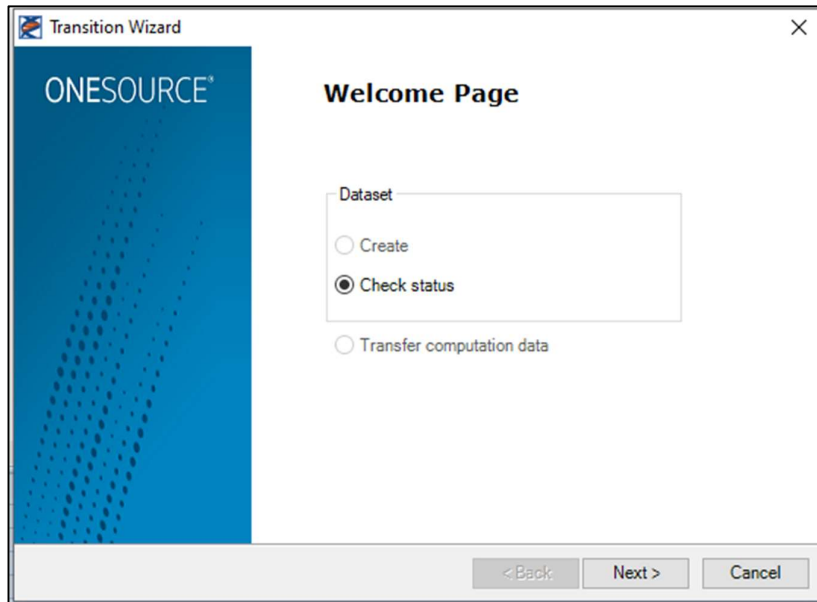


In case any errors are detected by the Next gen platform, it responds with the reasons for the failure, and these will be shown in the Error page of the wizard. Correct the errors and proceed with calculation creation process again. If you need assistance with correcting the errors, please contact us by using - onesource.corporate.taxservices@thomsonreuters.com

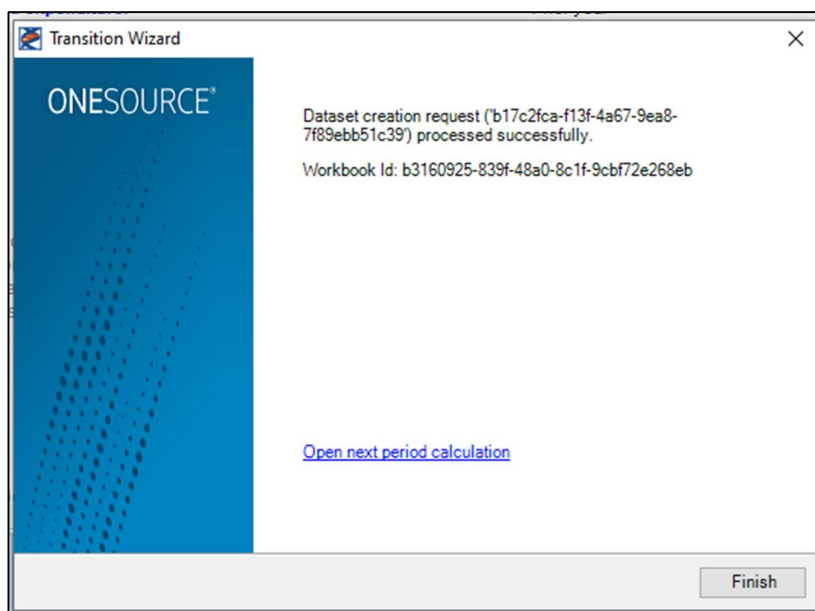


Status of Calculation/Dataset creation

Launch the transition wizard again and you will see that the radio button for 'Check status' (ie the status of the calculation creation) is auto selected. Click Next to continue.



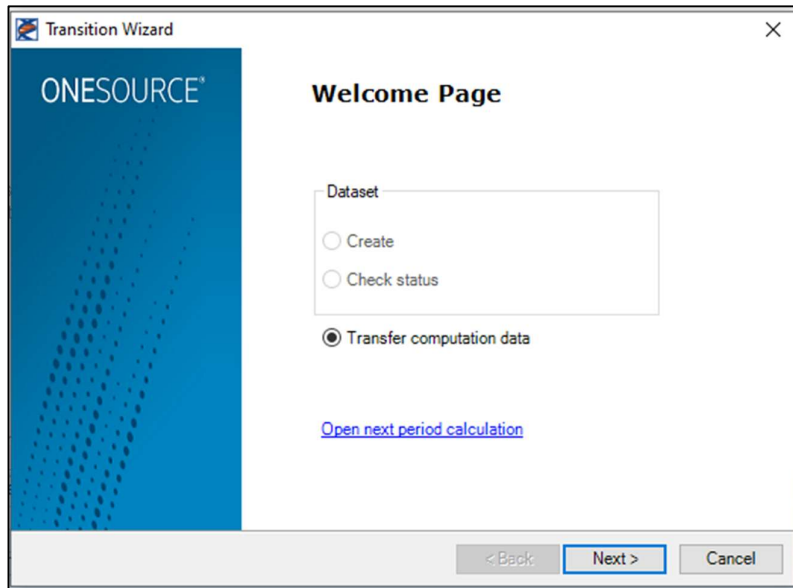
If the calculation creation request is successfully processed, the Next gen platform acknowledges with a workbook id which will be displayed in the Success page of the wizard. A link to open the calculation will also be displayed in the wizard for quick access.



If the Next gen platform failed to create the calculation, it responds with the reasons for the failure, and these will be shown in the Error page of the wizard. Correct the errors and proceed with calculation creation process again. If you need assistance with correcting the errors, please contact us by using - onesource.corporatetaxservices@thomsonreuters.com

Transition of computation data

Launch the transition wizard again and you will see that the radio button for 'Transfer computation data' is auto selected. Click Next to continue.



At this point, Legacy OCT will do the following:

- Extracts the computation data into an XML. The progress of the process can be seen in the Status bar.

Transition - Generating XML data...

- Generates a PDF of the computation to be added as an attachment in the Transition report sheet.

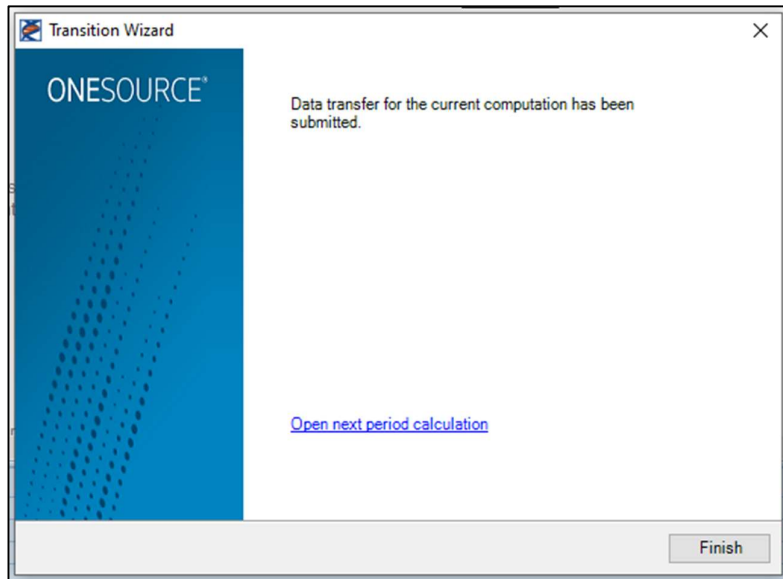
Transition - Generating PDF...

- Makes an API call to Next gen OCT to update the Next gen OCT calculation with the computation data, reading it from the XML.

Transition - Transferring computation data...

The computation data that is in scope for transition is the data from single cells marked up as XML names and the data from blocks with block mark-up. You can control the data to be transitioned through a configuration file. See [Rules to customise transitions](#) section in this document for more details.

The Next gen OCT platform verifies the details in the request and processes it. If there are no errors, the Success page of the wizard will be shown confirming the same with a link to open the calculation.

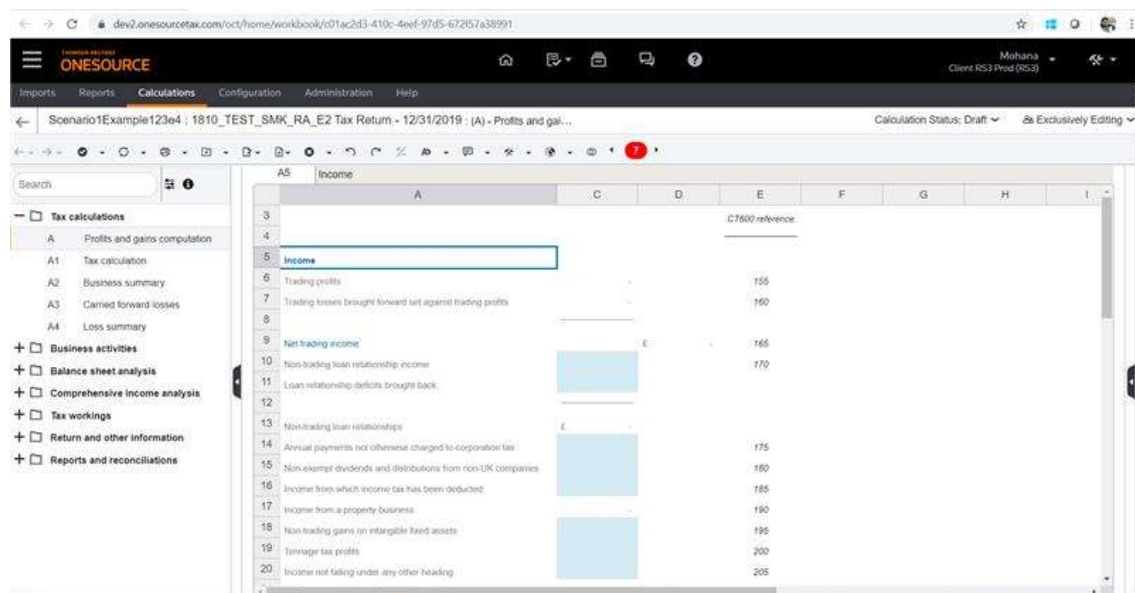


In case any errors are detected by the Next gen platform, one transition report (the W sheet in Next gen OCT) will be created which shows, for the failures, the cells which were not transitioned. A link to open the calculation is still shown at this stage.

You can choose to correct the errors by making changes to the computation and trigger the Transfer computation data action by launching the Build New Period Wizard again, or you can optionally open the Next gen OCT calculation and update it manually.

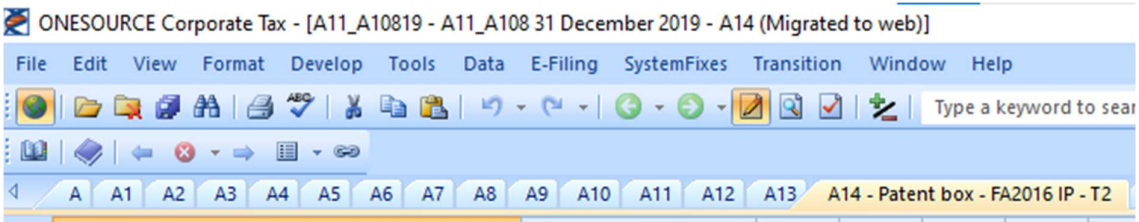
Verify the transitioned data in the Next gen OCT calculation.

NOTE: If you had sheets where amounts were denoted in a foreign currency, the numbers will transition but assumed to be in GBP. You will need to review and set the sheet to the correct currency in Next gen OCT.

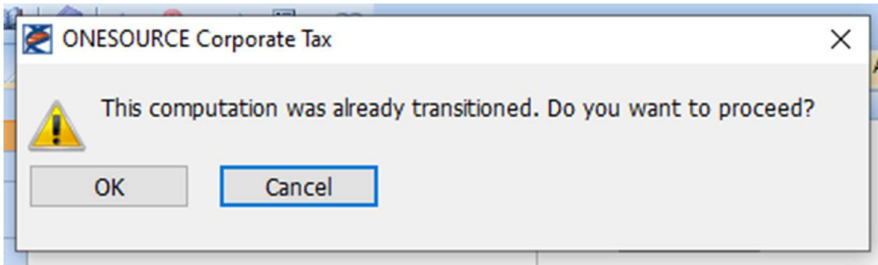


NOTE: Transfer computation data action is always enabled on this computation to allow a re-transfer of the data in case any changes were made to it since initial transition. Each subsequent transition request updates the same calculation that was created during this transition process.

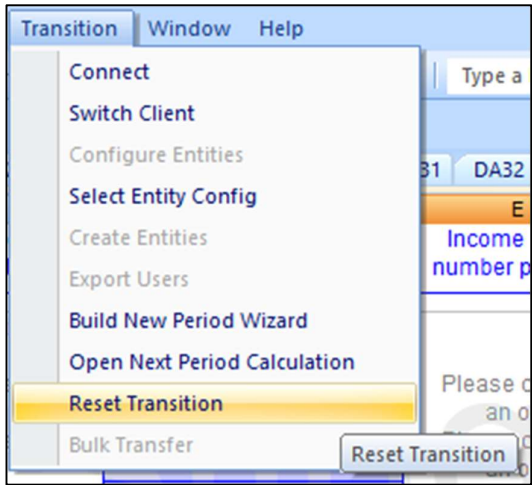
The title bar indicates whether the computation opened was already transitioned.



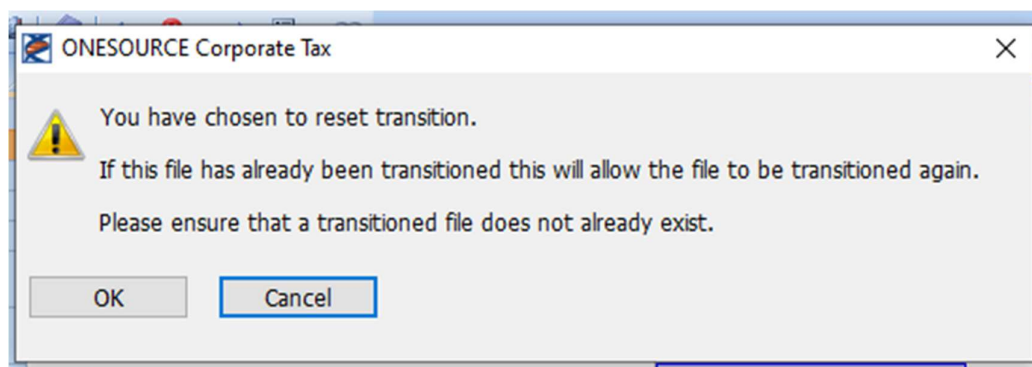
Also, any subsequent transition attempt on the computation prompts the user for confirmation.



There is also a way to reset the transition and start the whole process from scratch.



You will need to manually remove the dataset / calculation from Next gen OCT.



Client specific customisations

The Excel configuration file has additional tabs (sheets) "Settings", "CLI Mappings" where you will be presented with options to control the behaviour of transition.

Settings

		CLI Mappings	Settings	Entities	+
	A	B			
1	Key	Value			
2	Create Income Statements CLIs	0			
3	Transfer Income Statement	1			
4	Transfer Analysis sheets	1			

Create Income Statement CLIs: This controls whether Next gen OCT is to auto create custom line items as part of transition. Default value is 0, meaning creating CLIs is manual and a pre-requisite step for transition.

Transfer Income Statement: This controls whether to consider the data present in the [D] sheet for transition. Default value is 1.

Transfer Analysis sheets: This controls whether to consider the data present in the analysis sheets [D3] created for Income Statement [D] for transition. Default value is 1. This will be considered as 0 if the setting for [D] above is set as 0.

CLI Mappings

		A	B
1	Legacy description	CLI description	
2	Admin expenses	Administrative expenses	
3			

This sheet lets you define mappings between Legacy OCT descriptions and the Next gen OCT descriptions.

Assistance

Should you require assistance during the process, please contact us by emailing onesource.corporatetaxservices@thomsonreuters.com