ONESOURCE™ TAX PROVISION

Global Access (iTaxStream)

Administrators

6.1.0

User Manual

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Table of Contents

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Administration   26

Configuration of Global Access in Corporate Edition   42

Reference Items   46

6.1 Release Overview

The following items were addressed in this release:

General
- The User Manual is now available within the application by clicking the Help link.
- Headers are now locked on all data entry pages (unit list, temp diffs, etc.) to make scrolling within a list easier.
- Users can switch datasets without having to go to the Unit List page. When a dataset is changed via the drop-down list, the system will reset to the first page of that dataset (typically the Unit Data page)
- Session timeout is now 30 minutes. A message pops up warning you that your session is about to end. You can continue or end your session.

Administration
- New links on the login screen: "Forgot password?" and "Request New Access" to facilitate administration. These links are user defined via parameters.
  - EMAIL_FORGOTPWD with a paramvalue of the email address(es)
  - EMAIL_NEWACCESS with a paramvalue of the email address(es)
- The "force user to change password" setting in ONESOURCE Tax Provision is now respected in Global Access (*Corrected Issue*)
- Changes to instructions can now be made directly in the application by Administrators, rather than only through an import.
- *Questionnaire*
  - Can now require questions be answered before sign off
  - The addition of Yes, No, N/A response questions
- *Checklist*
  - New functionality which is similar to questionnaires, but which can be configured for various statuses, such as Incomplete, Prepared, and 1st-level reviewed.
  - Can require questions on a checklist to be answered before sign off
  - Can have different checklists per sign off role

Functionality
- Single Line Temporary Difference entry (must be properly set up in ONESOURCE Tax Provision)
  - New Temp Diff Analysis page which doesn't require knowledge of tags for entering Temps
  - Can display Prior year information on Temp Diff Analysis page for Temps
    - Parameter SHOW_PRIOR with a paramvalue of 1
- *Return to Provision*
  - Ability to hide RTP columns to allow user to enter RTP directly into the Difference column
    - Parameter HIDE_RTPCOLUMNS with a paramvalue of 1
  - Ability to add comments to RTPs
    - Parameter SHOW_RTP_COMMENTS with a paramvalue of 1

- Able to edit After Tax Temporary Differences in RTP units (*Corrected Issue*)
- You can now re-enter entries that were previously deleted in Return to Provision units (*Corrected Issue*)

Reports

- Plug in Reports can now be displayed. (They must be properly set up in ONESOURCE Tax Provision)
- *Configurable Journal Entry (JE) Reports*
  - Style sheets for custom and configurable JE reports and the JE menu can now be uploaded. For more information, please refer to the Global Access User Manual.

Overview

The provision process for most companies requires tax package templates to be emailed to their foreign and domestic subsidiaries. These subsidiaries compile the appropriate data and populate the files. The files are then emailed back to the Corporate Tax Department (Corporate) and consolidated to compute the provision. This requires manual consolidation, which consumes lots of time, and makes immediate feedback to foreign users almost impossible.

With Global Access (formerly iTaxStream), foreign and domestic subsidiaries compile tax provision information and enter it directly into the Global Access website. This results in subsidiaries having access to reports that immediately compute their provision and effective rate. Data is entered directly into the database, reducing the potential for errors and saving time. Consolidation of all information occurs automatically within ONESOURCE Tax Provision Corporate Edition (formerly Enterprise).

In addition to stream-lining the process of entering and consolidating provision information, the system provides users with a set of controls. In Global Access, up to eight levels of sign-off can be created for users. Access to units can be limited by sign-off level. Also, adjustments such as permanent and temporary differences can be assigned on a unit-by-unit basis. The status of sign-off level displays on the first page (unit list) of Global Access, as well as in the Sign-off Summary report in Corporate Edition.

In the remainder of this manual, we discuss all parts of Global Access and how to best use this application to improve your provision process. Data entry pages and reports, as well as administration, are discussed.

ONESOURCE Tax Provision Concepts

The following sections define terminology used in ONESOURCE Tax Provision for various concepts.

Codes

Category items created and maintained in Corporate Edition require unique codes assigned to them.

- Most codes are user-defined and can be any combination of alpha and numeric characters, including spaces, as long as each code is unique.
- Codes can have a maximum of 60 characters.
- If codes have been established in other systems, consider reusing them in Corporate Edition to create a one-to-one relationship with data in other systems.
- System codes are used in automatic postings.
- Other code conventions present data differently.
- Administrators are responsible for creating and maintaining codes.

System Codes

Some codes are required by the system and some behave differently from the norm. Descriptions for system codes can be modified in the Administration section of Corporate Edition, but the codes themselves should **not** be modified.

- **Alternative Minimum Tax system code**: After Tax Temporary Difference Code - AMT_SYS
- **Valuation Allowance Automation system codes**:
    - **Temporary Difference codes** - VA_SYS_PTTD_C and VA_SYS_PTTD_NC
    - **NOL Temporary Difference codes** - VA_SYS_NOLTD_C and VA_SYS_NOLTD_NC
    - **After Tax Temporary Difference codes** - VA_SYS_ATTD_C and VA_SYS_ATTD_NC
- **NOL Temporary Difference code**: NOL_SYS. The code can be extended (e.g., NOL_SYS_2007)
- **Non Cash Tax Adjustments code**: NC_. The code can be extended (e.g., NC_FIN 48)

Naming Conventions

It is recommended that you avoid using symbols when creating item names because they can display incorrectly on reports. Refer to the list of special characters for symbols that do display correctly.

Datasets

Datasets define the periods of time and type of data being captured:

- A blank dataset can be created, or an existing dataset can be copied or rolled over to a new dataset, using the Manage Datasets functionality in Corporate Edition.
- Datasets can be either open for editing or read-only. You can make a dataset read-only by tagging it in the Administration section or by making it part of a sequential dataset. Read-only datasets allow users to review data only. Users cannot edit data in read-only datasets
- Administrators are responsible for creating and maintaining datasets.

Units

Units allow data to be entered and organized:

- A unit can be a legal entity, branch, cost center, department, division, etc., and should be the lowest level of detail available to achieve all reporting requirements.
- Units can be combined with other units to create multiple sub-consolidations to achieve various representations of data.

Sub-Consolidations

Sub-consolidations allow units to be combined for additional views of the data:

- Units can be in multiple sub-consolidations, without impacting the integrity of the consolidated view. Some uses of sub-consolidations are management reporting, US Domestic Tax Return Filing view, State groupings, and Regional reporting (EMEA, APAC, etc.).

Filing Group

A filing group allows the attributes of a "child" unit to roll up to a "parent" unit:

- In Unit Details and State Details, the unit can remain a parent unit or it can be designated as a child of another parent unit. As the child of a parent, the child's automation selections and resulting attributes transfer to the parent.
- Once a unit is designated as a parent unit, it cannot be deactivated.
- There are filing group specific reports that show the results of the relationship with other units. These reports can also be viewed in Global Access by enabling a system parameter. For more information, refer to the Configuration of Global Access in Corporate Edition section.

Tag Letters

Tag letters allow you to designate data as originating from a specific source:

- Tags are often also referred to as Source Tags or Source Codes.
- Global Access only allows you to add or modify an adjustment with tag letters designated in Corporate Edition by the administrator. The letter **A** is used by the system for automation. It is recommended that you not change this designation for the letter "A."
- Administrators can assign a name to any letter, so that it appears in the drop-down menu of the data entry page.
- A tag letter can also identify imported, bridged, and manually entered data.

Records - Unit/State

Unit records are required to enter data in a dataset:

- Each unit has a unit record when it is activated in a dataset. An activated unit can have a State record for each state that is activated under the unit. **Note**: Units must be activated with the **Unit Details** screen **before** adding information in the **State Details** screen.
- If there is no record, a **Create Record?** pop-up message displays stating, **No data exists for this Unit/DataSetId Combination. Do you want to create a record?** Answering **Yes** creates a

record. Answering **No** does not create a record.

- When a unit or state has a record, data can be entered and the unit/state appears in reports.
- The unit/state record can be removed from the dataset by deactivating the unit in the **Unit Details** screen or the state in the **State Details** screen. Use caution when deactivating a unit because all information for that unit, including states for that dataset, is erased.
- Records roll over or copy when datasets are rolled over or copied.

Foreign Currency Issues

Each unit is designated a currency type and exchange rate that are used to convert the unit's functional currency information to reporting currency. Enter **1** for the exchange rates when the functional and reporting currency are the same.

In converting currency, there are several potential issues that can occur. The Pre-Tax Book Income (PTBI) provided may be converted at different exchange rates. On a unit basis, the PTBI policy can be selected so that the correct exchange rate is used to convert the provision numbers. The interplay of the Weighted Average and Spot rates may require that a Currency Translation Adjustment (CTA) be posted to account for the difference in rates. The system automatically posts the CTA as an equity adjustment to the deferred tax asset/liability.

There is only one reporting currency conversion in the system. This allows the combination of units in sub-consolidated or consolidated reports in the reporting currency view. However, the functional currency view of the report may not make sense unless all units have the same currency.

Currency Types and Options

All entries made in the software are considered to be at a Functional currency level:

- Entries are converted to reporting currency using appropriate foreign exchange rates.
- Unit level reports can display in either Functional or Reporting currency by changing the currency. Consolidated and Sub-Consolidated level reports can display in either Functional or Reporting currency only when all units have the same assigned currency code.
- A currency translation adjustment is automatically computed, based on the foreign exchange rates for the unit, and displays on appropriate reports.

Currency Types
- **Functional Currency**: Primary Currency in which the books of record are maintained. The currency in which an entity does business.
- **Local Currency**: Currency of the country where the business is physically located.
- **Reporting Currency**: Currency in which the entity reports financial statements. The Rep ortingCurrencySymbol system parameter with a paramvalue of any three-letter currency symbol changes the currency that displays in the header of reports viewed in Reporting Currency.
- **Hyperinflationary Environment**: When the cumulative rate of inflation exceeds 100% over the three year period, FAS 52 requires USD to be the functional currency. A unit's local currency should be set to USD.

Currency Options
- **Currency Codes**: There are pre-populated currency codes that can be expanded, as necessary, in the Currency section.
- **Thousands Separators**: The system defaults to a comma (1,000.00) for the thousands separators. This can be changed to a period (1.000,00) with a system parameter.

Foreign Exchange Rates

Entry Format

When entering foreign exchange rates on the Unit Data page, the format should be the amount that one unit of Reporting Currency equals in Local Currency or Reporting Currency/Local Currency. For example, if reporting is USD and 1 USD equals .60 of another currency, the rate would be 1.666667 (1/.6).

Types

- **Weighted Average Rates**: Blended foreign exchange rate for a period of time that is applied to Income Statement Items.
- **Spot Rates**: Foreign Exchange Rate on a specific date that is applied to Balance Sheet Items.

Currency Translation Adjustment

The difference between Weighted Average Rate and Spot Rate, used when Income Statement items have an impact on Balance Sheet items.

Pre-Tax Book Income (PTBI) Policies

There are five Pre-Tax Book Income policies that can be assigned to units. Each policy asks for different input and generates results based on the information entered for the unit. Select the best policy for the data you wish to populate and the calculations that the system should perform.

Policy	Local Currency PTBI	Reporting Currency PTBI	FX Rate	Rounding
Enter Local, FX and Calc USD	Entered	Calculated	Entered	N/A
Enter USD, FX and Calc Local	Calculated	Entered	Entered	N/A
Enter Local, USD and Calc FX	Entered	Entered	Calculated	N/A
Enter Local, USD and FX	Entered	Entered	Entered	N/A
Enter Local, USD, FX and Calc Rounding	Entered	Entered	Entered	Calculated

- When using the last two policies, the Effective Tax Rates may differ in Local Currency and Reporting Currency, because the PTBI is using a different Weighted Average rate than the entered Weighted Average.
- Regardless of the policy selected, amounts other than the PTBI are converted at the entered Weighted Average or Spot Rate. If the unit is using the **Enter USD, FX, and Calc Local, FX** policy, you cannot save the PTBI amount you entered. It will always revert back to the amount calculated. To modify the amount, the unit must have another policy.
- Depending on the PTBI policy in use, certain fields default to read-only. Any component that is selected to be calculated by the system automatically becomes read-only in the system. For example, if the **Enter Local, USD, Calc FX** policy is selected, the Weighted Average FX Rate automatically becomes a read-only field on the Unit Data page in Global Access.

Enter Local, FX, and Calc USD

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate Profit Before Taxes:	$ 103,322,493
Corporate US GAAP Pre-Tax Book Income (Local Currency):	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Enter USD, FX, and Calc Local

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate GAAP Pre-Tax Income (USD)	103,322,493
Local Profit Before Taxes	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Enter Local, USD, and Calc FX

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate US GAAP Pre-Tax Book Income (Reporting Currency):	103,322,493
Corporate US GAAP Pre-Tax Book Income (Local Currency):	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Enter Local, USD and FX and Enter Local, USD, and FX Calc Rounding

Entity Name	German Corporation
Entity Code	F1000
Currency	EUR
Corporate US GAAP Pre-Tax Book Income (Reporting Currency):	103,322,493
Corporate US GAAP Pre-Tax Book Income (Local Currency):	67,832,250
FX Rate (1 USD = ?)	
Beginning	0.700000
Ending	0.636410
Weighted Average	0.656510
Save Changes	

Change in Rate and CTA

Deferred Balance Report in the Balance Sheet View

- Beginning Balance column balances are converted using the Beginning Spot Rate and the Beginning Tax Rate.
- The Rate Change column creates an adjustment to restate the Beginning Balance column at the Ending Spot Rate and the Ending Tax Rate.
- All other Columns are converted using the Ending Spot Rate and the Ending Tax Rate.
- The Ending Balance is the sum of the columns, and is effectively the ending balances converted using Ending Spot Rate and the Ending Tax Rate.

Example of Change in the Deferred Rate from 35% to 40%:

	Beginning	Adjusted Beginning
Temp Diff Bal in Local Currency	100,000	100,000
Deferred Rate	35.00%	40.00%
Tax Effected Temp Bal in Local Currency	35,000	40,000
FX Rate	0.5	0.5
Tax Effected Temp Bal in USD	$70,000	$80,000
Rate Change	$10,000	

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Rate Change	Current Activity	Deferred Only	Balance Sheet Only	Ending Balance
T1000	Bad Debt Reserve	$70,000	$10,000	$8,000	$0	$0	$88,000
total:		$70,000	$10,000	$8,000	$0	$0	$88,000

Example of Change in the FX Rate from .5000 to .4500:

	Beginning	Adjusted Beginning
Temp Diff Bal in Local Currency	100,000	100,000
Deferred Rate	35.00%	35.00%
Tax Effected Temp Bal in Local Currency	35,000	35,000
FX Rate	0.5	0.45
Tax Effected Temp Bal in USD	$70,000	$77,778
Rate Change	$7,778	

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Rate Change	Current Activity	Deferred Only	Balance Sheet Only	Ending Balance
T1000	Bad Debt Reserve	$70,000	$7,778	$7,778	$0	$0	$85,556
total:		$70,000	$7,778	$7,778	$0	$0	$85,556

Example of Change in the Deferred Rate from 35% to 40% and FX Rate from .4500 to .5500:

	Beginning	Adjusted Beginning
Temp Diff Bal in Local Currency	100,000	100,000
Deferred Rate	35.00%	40.00%
Tax Effected Temp Bal in Local Currency	35,000	40,000
FX Rate	0.45	0.55
Tax Effected Temp Bal in USD	$77,778	$72,727
Rate Change		- $5,051

Unit Deferred Balances (Fed Only) (USD)

Test, TaxStream, Test

Code	Name	Beginning Balance	Rate Change	Current Activity	Deferred Only	Balance Sheet Only	Ending Balance
T1000	Bad Deb Reserve	$77,778	($5,051)	$7,273	$0	$0	$80,000
total:		$77,778	($5,051)	$7,273	$0	$0	$80,000

Deferred Balance Report in the Income Statement View
- Currency Translation Adjustment
- Deferred Balances in USD are translated from the Local Currency Balances using Beginning and Ending Spot FX Rates
- USD Change in Deferred Balances

	Begin	Activity	Ending
Local Currency Balance	100,000	10,000	110,000
Tax Rates (Begin and End)	35%		40%
Local currency tax effected	35,000		44,000
Beginning and Ending FXs	0.45		0.55
USD tax effected	$77,778		$80,000

Beginning DTA(L) - Ending DTA(L):   -$2,222

- Deferred Expense in USD is translated from Local Currency Activity using Weighted FX Rates
- USD Deferred Expense

	Begin	Activity	Ending
Local Currency Balance	100,000	10,000	110,000
Tax Rates (Begin and End)	35%		40%
Local currency tax effected	35,000		44,000
Weighted Avg FX	0.50		0.50
USD tax effected	$70,000		$88,000

Deferred Provision Expense: -$18,000

- Currency Translation Adjustment Computation
- Adjusts the Weighted Average FX Impact and the Ending Spot FX Rate

Beginning and Ending FX rate is consistent with Deferred Balances Report

Beginning DTA(L) - Ending DTA(L):	$ (2,222)

CTA to Adjust Spot FX to Weighted Average FX

Change in DTA(L) balance:	(2,222)
Plus CTA:	(15,778)
Total Deferred Prov Expense:	(18,000)
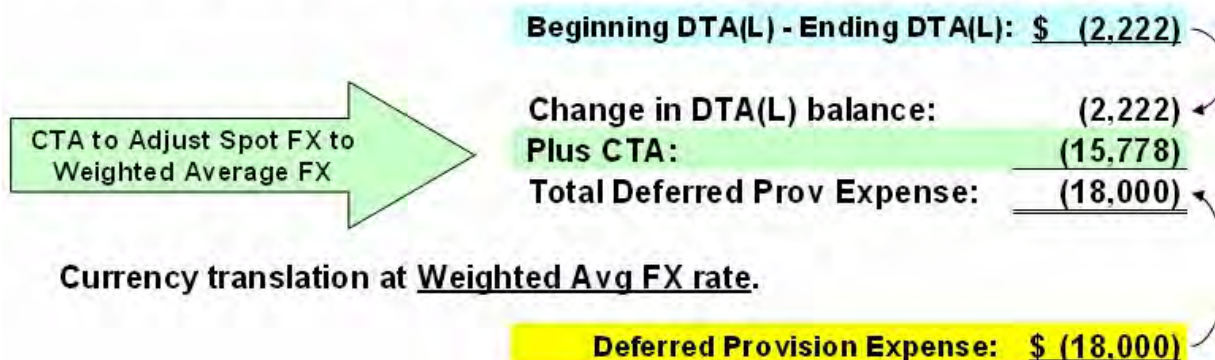
Currency translation at **Weighted Avg FX rate**.

Deferred Provision Expense:	$ (18,000)

Detail of CTA Calculation Components

Unit Deferred Balances (Fed Only) (USD)

summary hybrid detail unit
pre-tax
fed / state / fbos / fed+state+fbos / state+fbos
all / c / nc
contracted / expanded (b/s) / expanded (i/s)

Test, TaxStream, Test

Code	Name	Beginning Balance	Current Provision						Total Deferred Provision	BBal ClFX	CTA on a	CTA on b	CTA on c	CTA on d	Total CTA	Balance Sheet Adjs	Ending Balance
			a. Activity	b. Effect Dfrd Rate Chng	c. Effect Rate Diffs b/w Curr + Dfrd	d. Dfrd Only Adjs	Total Rate Impact										
T1000	Bad Debt Reserve	$77,778	$7,400	$10,000	$600	$0	$10,600	$18,000	($14,141)	($673)	($909)	($55)	$0	($15,778)	$0	$80,000
total:		$77,778	$7,400	$10,000	$600	$0	$10,600	$18,000	($14,141)	($673)	($909)	($55)	$0	($15,778)	$0	$80,000

Currency Translation Adjustment					
BBal ClFX	CTA on a	CTA on b	CTA on c	CTA on d	Total CTA
($14,141)	($673)	($909)	($55)	$0	($15,778)
①	②	③	④		

Information for the Calculation:

Beginning Temporary Difference Balance	100,000		
Temporary Difference Activity	10,000		
Beginning FX Spot Rate	0.45	Current Tax Rate	37%
Ending FX Spot Rate	0.55	Beginning Deferred Tax Rate	35%
Weighted Average FX Rate	0.50	Ending Deferred Tax Rate	40%

① $(14{,}141) = 100{,}000 * 35\% / 0.55 - 100{,}000 * 35\% / 0.45$

② $(673) = 10{,}000 * 37\% / 0.55 - 10{,}000 * 37\% / 0.50$

③ $(909) = 100{,}000 * (40\% - 35\%) / 0.55 - 100{,}000 * (40\% - 35\%) / 0.5$

④ $(55) = 10{,}000 * (40\% - 37\%) / 0.55 - 10{,}000 * (40\% - 37\%) / 0.5$

CTA Amount Displays on the Tax Provision Report

P&L/Equity

Each permanent difference entry needs to be designated as a P&L or Equity entry:

- In the data entry page for Permanent Differences, there is a drop-down menu to select **P** for **P&L** and **E** for **Equity**.
- A **P&L (P)** entry results in a current tax provision expense offset in the payable account. The result impacts the overall effective tax rate.
- An **Equity (E)** entry results in a current tax provision expense offset in the payable account, as well as an equity contra expense that is offset in an equity account. This does not impact the overall effective tax rate.

Current/Non-Current

Some accounting conventions, notably IFRS and US GAAP, require deferred tax balances to be designated as either current or non-current. The system forces this distinction, so that entries that impact deferred tax accounts need to be designated as either current or non-current:

- The data entry screens for Temporary, NOL Temporary, and After Tax Temporary Differences have a drop-down menu where you select **C** for **Current** or **NC** for **Non-Current**.
  - Deferred Balances and NOL Balances reports can be filtered to view current and non-current balances separately.
  - The Temporary Difference Summary report displays current and non-current balances by asset and liability.

Deferred Rollforward

The expanded view of the Deferred Balances and NOL Balances reports has user-defined columns to which data can be mapped.

- Each of three types of deferred activity can be mapped by tag letter to a column used to configure the Deferred Balance and NOL Balances reports.
- There can be up to 26 user-defined columns. You can use as many as you need.
- Administrators are responsible for creating and maintaining the Manage Deferred Rollforward and Manage NOL Rollforwards screens in Corporate Edition.
- The Deferred Balances report can be configured in the Manage Deferred Rollforwards screen, so that the activity displays in user-defined columns.

Rollup Codes

Certain provision activity can be mapped to user-defined grouping lines on the Deferred Balance and Effective Tax Rate reports.

- The **Deferred** rollup maps Temporary, NOL Temporary, After Tax Temporary, State After Tax Temporary, and State After Apportionment differences.
- The **Effective** rollup maps all the items in Deferred rollups plus Permanent Difference, Tax Adjustments, and Deferred Provision Only Adjustments.
- There can be multiple user-defined rollup mappings. They display in the upper right corner of the Deferred Balance and the Effective Tax Ratereports. Rollups can display on a summary or hybrid basis.
- Administrators are responsible for creating and maintaining Rollup mappings.

Payable Activity can be mapped and rolled up to user-defined grouping lines on the Payable Rollforward and Payable Detail reports.

- The **Payable** rollup maps Payable Transaction Types.
- Administrators are responsible for creating and maintaining Payable rollup mappings.

Components

Component is the general term for an item in the system. Typically, components are found in drop-down lists. Some examples are:
- **Book to Tax Adjustments:** Permanent Difference, Temporary Difference, Tax Adjustments, etc.
- **Payable Items:** Transaction Codes, Buckets, etc.
- **Unit Attributes:** State, Jurisdiction, Attachments, Rollup Codes, etc.
- **System Items:** User Rights, Audit Trail Transactions, etc.

Activity/Deferred Only/Balance Sheet Only

Entries that impact deferred tax accounts need to be designated as activity, deferred only, or balance sheet only. In the data entry page for Temporary, NOL, After Tax, and Local NOLs, there are options for Activity, Deferred Only, and Balance Sheet only.

- Deferred Balances and NOL Balances reports can be configured to view activity, deferred only, and balance sheet only adjustments separately.
- Go to Where to Enter Items in ONESOURCE Tax Provision to find out more about entering amounts as Activity vs. Deferred Only vs. Balance Sheet Only.

Activating Payable Posting

- Payable functionality can track payments, refunds, and other adjustments in the taxes payable account. Automatic posting of current tax expense can be activated on a dataset-by-dataset basis.
- The payable report can be configured with setup items in the payable section of the Administration section.
- An Administrative User can add a Dataset Parameter, which allows the provision to post automatically to the Payable section.

Current Provision Posting	Fiscal Year	Payable Txn Code	Payable Description
Cash Activity:			
Current Tax Provision excluding Tax Adjs with NC_ code	Dataset Year	CPROV	Calculated Provision

Non Cash Activity:

NC_RTP	Dataset Year minus 1	RTP	Calculated True-Up
NC_RTP_YEAR_NAME	Year entered after NC_RTP_	RTP	Calculated True-Up
NC_ATR	Dataset Year minus 1	ATR	Audit Settlement
NC_ATR_YEAR_NAME	Year entered after NC_ATR_	ATR	Audit Settlement
All other NC_ codes	Dataset Year	OTHER	Audit Settlement

- The Federal amount is posted in the Federal Payable Entry. Each State is posted in that State's Payable Entry.
- To return to manual entry, an Administrative User can turn off the automatic posting to the Payable module by deleting the dataset parameter or by changing the key value from **Y** to **N**.

Exchange Rates
- All amounts entered in the Payable should be in local currency.
- The Payable Entry page allows for the weighted average FX rate to be entered on a transaction-by-transaction basis.
- Automatic Postings are pre-populated with the unit's weighted average FX rate, but this can be changed.
- The CTA is computed on a transaction-by-transaction basis using the transaction's weighted average FX rate and the unit's Ending Spot Rate.
- CTA amounts display on the Payable Detail report.
- The Payable Detail report can be viewed in both Local Currency and Reporting Currency.

Customer Support

- **Phone**: 877-829-5969, option 2

- **Email**: **provisionsupport@thomsonreuters.com**.

- **Support Site**
  - http://www.taxstream.net/taxstream/support
  - The user name is "taxstream"
  - The password is "Tabha1rca1n!"

Logging In

Because Global Access is a web-based tool, users are given a web address with a username and password to log in. Administrators can set up a forced password change in Corporate Edition for Global Access users on their first login. In this case, users view the Change Password page on their first login and are then redirected to the Introduction page.

When users log in to Global Access, the **Introduction** page displays. This page contains an introduction prepared by the Corporate Tax Department, as well as a general explanation of the software. The **Global Attachments** section displays documents uploaded by Corporate.

Review the instructions and documents. If you need assistance, click the **Corp. Tax Dept Contacts** link for contact information.

When you are ready to proceed, click **Next**. (You can also click Unit List from the left navigation.)

Session Timeout

A pop-up message appears onscreen a minute before a session will time out. This message lets you know you will be logged out of the application. You have two options:

- Click **OK** to close the popup and continue the session. The clock automatically resets for a new 30-minute timeout.
- Click **Cancel** to end the session and be directed to the **Logout** page.

Unit List

The **Unit List** page displays the entities for which each user is responsible. Each unit has been given a legal entity name and an identification number. The control grid shows the status of work done on each unit. Columns and rows in the control grid represent datasets and units, respectively.

This list can be sorted by clicking the headers (i.e., Unit, Unit Code, etc.). Each dataset can also be sorted by sign-off status by clicking the header. Click **Begin** for the unit you would like to start working on.

Make sure that the Unit List is complete and accurate. If you would like to add or delete a unit from the list, contact the appropriate person on the Corp. Tax Dept Contacts page.

Note: After you sign off, no further data can be entered for this unit without permission from the Corporate Tax Department.

Each unit has a legal entity name and an identification number. The control grid shows the status of work done on each unit. After all data has been entered, click the **Commit** button on the Sign-Off page.

ONESOURCE® TAX PROVISION

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Introduction
Unit List
Change Password

Unit List   ⊙ **Previous**

Instructions

- Generally, a unit represents a legal entity.
- The entities for which you are responsible are listed below.
- Click on 'Begin' in the appropriate column for each entity to get to the data entry pages.
- There is also a status indicator in each row. This indicator shows one of four status descriptions:

  o 'Incomplete' indicates that the Preparer has not completed data entry.
  o 'Prepared' indicates that the Preparer has finished data entry.
  o 'Reviewed' indicates that the Reviewer has finished their review.
  o 'Signed Off' indicates that the Financial Officer responsible for this entity has signed off on this income tax calculation. Once the unit has been signed off, you cannot make any further changes to that unit without contacting the Corporate Tax Department.

✎ Edit

Unit (Legal Entity)	Unit Code	forecast	actual	provision
ABC CORP	D1000	Begin Incomplete	Begin Incomplete	
DEF CORP	D2000			
GHI Corporation	D3000			
JKL Corporation	D4000			
TGIF Inc.	D5000			
Lease Inc.	D6000			
LBT Corp	D7000			
Mexico Corporation	D8000			
RPS Inc.	D9000			
German Corporation	F1000			
UK Corporation	F2000	Begin Incomplete	Begin Incomplete	Begin Incomplete

Change Password

If an administrator has set up a forced password change in Corporate Edition for Global Access users on their first login, users are automatically directed to the **Change Password** page. Users can access this page anytime they would like to change their password.

Note: Password restrictions in Global Access mandate that each password include a minimum of 6 characters and a number.

Data Entry

The system uses a wizard-like approach for the input of data. Information is entered in a step-by-step manner to guide users through the process. **Next** and **Previous** links help you navigate the system. In addition, a blue and white navigator displays at the left side of each page, with the current work area highlighted in gray.

On the top of each data entry page, there is Unit-Dataset combination information. Be sure to review this information before entering any data. You can access other units by selecting a unit from the drop-down menu on the left side of each page.

Federal/National

Administrators can publish a dataset as Provision or Return to Provision. Depending on the dataset type, the data entry menu bar in Global Access changes. When a dataset is published as provision using **yeprov** as the column type in Corporate Edition, each page that becomes available available from the menu bar in Global Access is discussed in this section of the manual.

Permanent Differences (STAT/TAX)

The **Permanent Diffs STAT/Local TAX** page allows you to enter differences between book income computed under **Statutory Law** and **Local Tax Law** that are permanent in nature; i.e., these differences will **not** reverse in the future.

Permanent Diffs STAT/Local TAX   ⟲ Previous   Next ⟳

Unit: German Corporation (F1000) **Dataset:** 2009 Provision (GAAP-STAT)

Instructions

- A permanent tax difference is created from income items which are never subject to income taxation (e.g., tax exempt interest income) and expense items which are never allowed as a deduction (e.g., government penalties or permanently disallowed expenses).
- The list of permanent differences that should be reflected in this section are those permanent differences that reside within the accounting adjustments needed to calculate Local Taxable Income when local Statutory Pre-Tax Book Income is the starting point.
- The enclosed list will provide references between historical descriptions and new adjustment codes. If you are unable to locate the proper adjustment please contact the Corporate Tax Department immediately.
- Add each permanent difference as follows:
  - Select the appropriate permanent difference from the drop down.
  - Enter the amount using your **functional currency**, in **whole units**.
  - Click on the 'Add New' button.
- Select the appropriate Tag letter.
- Proceed to the next step.

Code – Description	Type	Amount	
005335A: Perm with Leading Zero ⌄	P - P&L Adjustment ⌄	0	Add New

			Code	Name	Type	Amount
✏️	🗑️	📎	P1000	Meals & Entertainment	P - P&L Adjustment	11,237,750
✏️	🗑️	📎	P13000	Officers Life Insurance	P - P&L Adjustment	21,066,000

Enter a separate line item for each Permanent Difference:

1. Select the appropriate code-description from the drop-down menu in first column.

2. Select the type of the permanent difference item. It will usually be a P&L adjustment. However, if you are entering an item that does not have any impact on the current tax expense (e.g., stock option expense), select **E - Equity adjustment**.
   Note: Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of permanent difference items.

3. Enter the amount of the permanent difference in local currency.

4. Click **Add New** to create the permanent difference.

 Note: If a new permanent difference item is required, contact the Corporate Tax Department.

After a permanent difference item is created, you can edit or delete it by clicking the appropriate icon. Click the pencil icon to edit the entry. Select **Save Changes** after making any changes. You can attach files to individual permanent difference item on this page. If you have supporting documents, click the paper clip icon next to the item.

The impact of individual permanent differences on your tax provision can be viewed on the Tax Provision report and the Effective Rate report.

Temporary Differences (STAT/TAX)

The **Temporary Differences STAT/TAX** page allows you to enter differences between book income computed under **Statutory Law** and Local **Tax Law** in your country that are **temporary** in nature. These differences **will** reverse in the future.

Temporary Diffs STAT/Local TAX

⦿ Previous Next ⦿

Unit: German Corporation (F1000) **Dataset:** 2009 Provision (GAAP-STAT)

Instructions

- A temporary tax difference is created from items of income and expense which are allowed for both financial and income tax purposes, but recognized in different accounting years (eg, depreciation, certain reserves).
- Beginning Balance is pre-populated from the Corporate Tax Department.
- Add each temporary difference as follows:
    - Select the appropriate temporary difference from the drop down.
    - Enter the Current Activity Amount in your **functional currency**, in **whole units**.
    - Click on the 'Add New' button.
- Proceed to the next step when finished.

Code - Description	Current / Non-Current	Beginning Balance	Current Activity Amount	Deferred Only	Balance Sheet Only	Ending Balance	
005335A: Temp with Leading Zero ⌄	C ⌄	0	0	0	0		Add New

		Code	Name	Current / Non-Current	Beginning Balance	Current Activity Amount	Deferred Only	Balance Sheet Only	Ending Balance @ Tax effecting Rate
✏ 🗑 📎		T1000	Bad Debt Reserve (I)	NC	0	0	0	0	0 @ Default Tax Rate
✏ 🗑 📎		T10000	Accrued Vacation (R)	C	0	0	0	0	0 @ Default Tax Rate
✏ 🗑 📎		T11000	Accrued Workers' Compensation (M)	C	0	0	0	400,000	400,000 @ Default Tax Rate

Enter a separate line item for each Temporary Difference:

1. Select the appropriate code-description from the drop-down menu in the first column.

2. Indicate whether the item is classified as current or non-current.

3. The carryover balance, if any, is automatically pre-populated.

4. Enter the current activity amount in local currency.

5. There are also fields for entering deferred adjustments and balance sheet only adjustments.
   Note: Refer to the Where to Enter Items in ONESOURCE Tax Provision section for more information on the different types of adjustments (i.e., current activity, deferred only, and balance sheet only).

6. Click **Add New** to create the temporary difference.

Note: If a new temporary difference item is required, contact the Corporate Tax Department.

After a temporary difference item is created, you can edit or delete it by clicking the appropriate icon. Click the pencil icon to edit the entry. Select **Save Changes** after making any changes. You can attach files to individual temporary difference item on this page. If you have supporting documents, click the paper clip icon next to the item.

The impact of individual temporary differences on your tax provision can be viewed on the Tax Provision report and the Effective Rate report.

Administration

Administrators can use Corporate Edition to manage users and configure Global Access to meet their needs. Although most administrative functions in Corporate Edition are related to the initial setup of Global Access, the Global Access Administration page provides Administrators with the flexibility to modify instructions and questionnaires.

Note: Only Administrators have access to the Global Access Administration section. The URL for this section is: **http://[your Global Access Module link here]/admin**

Sign-Off Sequence

On the **Sign-Off Setup** page, Administrators set up users' sign-off roles using the matrix on the page. They can configure each sign-off level and grant specific access levels (i.e., read-only and read-write access).

	Incomplete	Prepared	1st Level Reviewed	2nd Level Reviewed
Preparer	☑ Read-Write ☑ Sign Off	☐ Read-Write ☐ Sign Off ☐ Rollback	☐ Read-Write ☐ Sign Off ☐ Rollback	☐ Read-Write ☐ Sign Off ☐ Rollback
1st Reviewer	☐ Read-Write ☐ Sign Off	☐ Read-Write ☑ Sign Off ☑ Rollback	☐ Read-Write ☐ Sign Off ☐ Rollback	☐ Read-Write ☐ Sign Off ☐ Rollback
2nd Reviewer	☐ Read-Write ☐ Sign Off	☐ Read-Write ☐ Sign Off ☐ Rollback	☐ Read-Write ☑ Sign Off ☑ Rollback	☐ Read-Write ☐ Sign Off ☑ Rollback

E-Mail Notification

Administrators use the **E-Mail Setup** page to send out email messages after each user signs off or rolls back a dataset. Email messages can be sent out to read/write users, sign-off users, roll back users, or all users. You can also enter email addresses of other people who would like to receive these messages.

Some system configuration may need to take place to take advantage of the email notification feature. Contact your Implementation Manager or the Support Group for further assistance.

Return to Provision

Once you enter return data, you have the option to have true-up adjustments posted to the current year's provision dataset. Automatic posting of return to provision adjustments can be triggered in one of two ways: your sign-off status or clicking the **Post RTP** button on the Return to Provision page.

Administrators can decide the sign-off level at which the automatic return to provision adjustments are posted to the entity. For example, selecting the **Incomplete to Prepared** option causes return to provision adjustments to automatically post once the preparer signs off on the entity.

Alternately, administrators can add the necessary parameter, so that users can click the **Post RTP** button.

In addition to the setup above, users must set up tax adjustment codes for the automatic posting functionality to work properly. For tax adjustments to automatically flow through to the payable, use the following codes: **NC_RTP_YYYY_PERM** (This takes care of true-ups for Pre-Tax Book Income, permanent differences, and tax adjustments.) and **NC_RTP_YYYY_TEMP** (This takes care of true-ups for temporary differences, NOL temporary differences, and after-tax temporary differences.).

Note: In versions 6.1 and higher, Administrators can

Manage Questionnaires

Administrators use the **Manage Questionnaires** page to create dataset-specific questionnaires. To activate this page, enable the **Advanced Questionnaire** parameter.

Questions are assigned a unique code and are ordered according to the coding scheme. For each question, Administrators assign a response type: Text, Yes/No, Yes/No or N/A, Number, Decimal, or Header.

- Selecting **Header** allows users to create titles for different sections of the questionnaire.
- If the **Required** field is set to **True**, the question **must** be answered before sign-off.
- Questionnaires can be set up and imported into Corporate Edition through the *#UQUEST# Questionnaires* and the *#UQSTNS# Questions* tabs on the Import Numbers template. **Note**: For more information on importing, refer to the Importing Templates documentation.
- You can assign the same questionnaire to more than one datasetuse with the **Copy questions from** function.

Creating a Checklist

Checklists are similar to questionnaires. However, they can be configured for various statuses, such as Incomplete, Prepared, and 1st-level reviewed..

To create a checklist:

1. Log in the Global Access Administration page.

2. Go to the Manage Questionnaires page. Select a dataset and add the code **cl_XXXX_#** with the following criteria:

    - Checklist codes must begin with "**cl_.**" (This prefix distinguishes checklists from questionnaires.)
    - **XXXX** can be any unique string that does not contain spaces.
    - A checklist can be created for each status. **#** is the current status of the unit. For example:
        - cl_XXXX_1 displays for units that have a status of Incomplete.
        - cl_XXXX_2 displays for units that have a status of Prepared.

3. Click **Create**.

4. Create questions.

5. Add a checklist entry to the appropriate MenuConfig file using the following line:

    ```
    <MenuItem order="11" name="Checklist"
    "tswSignOffCheckList.jsp?code=cl_XXXX" checklistCode="cl_XXXX"  />.
    ```

6. Upload the MenuConfig file on the Manage Global Attachments page.

    Important: Do not append the unit state to the code in the MenuConfig file. The system automatically appends an underscore and the current status to the checklist code, resulting in **cl_XXXX_#**.

7. Log back in as a user. A drop-down list displays all checklists. Find the appropriate list using the checklist code and current status. Note: An error message displays if no checklist is located with the specified unit/state combination.

The **Checklist Summary** report shows all previous checklists, along with the answers that the users for each status provided.

Note: Give checklists meaningful names to distinguish them on the report. It is recommended that you include the status in the report name.

Manage Instructions

Note: In versions 6.1 and higher, administrators can change instructions directly on data entry pages.

Administrators can update instructions for each page using the **Instructions Setup** page in the Administration section. Instructions should be saved as text files and be written in well-formed HTML.

Instructions Sample:

"Instructions
The input below should reflect items that impact the tax payable account. (eg, a tax payment to the government or a tax refund from the government).
Debits should be positive (+), Credits should be negative (-).
Fill in payments, refunds and adjustments using your local currency in whole units. Beginning balance plus/minus payments, refunds and adjustments must equal your ending balance.
Amount per financials statement and the computed amount must agree to the Journal Entry Comparison report.
"

The sample shows the instructions written in well-formed HTML. We have written a specific text file for every page. Users can change the text and upload modified files. Refer to the attached file: "Instructions for Global Access Module."

The screen shot below shows the instructions as they display on the page:
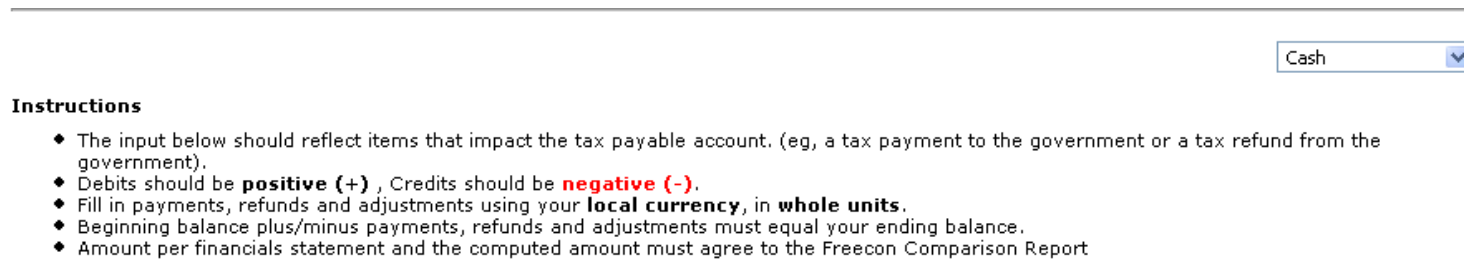
Instructions

[tswHome.txt]

<p>This Tax Package is required in order to properly account for your company's income taxes under US Generally Accepted Accounting Principles ("GAAP"). FAS 109, Accounting for Income Taxes, establishes financial and reporting standards for the effects of income taxes that result from an entity's activities during the current and preceding years. </p>

<p>The Corporate Tax Department will use this information in calculating and supporting the amounts included in the company's income tax accounts which are reported in the annual financial statements and audited by our auditors.</p>

<p>Selected entities will be reviewed by our auditors. If you are selected you will be contacted. If our auditors determine that they are going to audit a legal entity that you are responsible for, this system will provide the necessary reports for the FAS 109 calculation.</p>

<p>If you have any questions as you prepare this tax package, contact the Corporate Tax Department</p>

[tswUnitList.txt]

Instructions

Generally, a unit represents a legal entity.
The entities for which you are responsible are listed below.
Click on 'Begin' in the appropriate column for each entity to get to the data entry pages.
 There is also a status indicator in each row. This indicator shows one of four status descriptions:
'Incomplete' indicates that the Preparer has not completed data entry.
'Prepared' indicates that the Preparer has finished data entry.
'1st Level Reviewed' indicates that the Reviewer has finished their review.
'2nd Level Reviewed' indicates that the Financial Officer responsible for this entity has signed off on this income tax calculation. Once the unit has been 2nd Level Reviewed, you cannot make any further changes to that unit without contacting the Corporate Tax Department.

[tswLiabilitiesAdv_Fed.txt]

Instructions
The input below should reflect items that impact the tax payable account. (eg, a tax payment to the government or a tax refund from the government).

Payments should be positive (+), Refunds should be negative (-).
Fill in payments, refunds and adjustments using your Functional currency, in whole units.
Input the Ending Income Tax Payable Balance using the Functional currency, in whole units. Beginning balance plus/minus payments, refunds and adjustments must equal your ending balance.
Amount per financials statement and the computed USD amount must Agree (See Income Tax Acct Report)

[tswUnitATTempDiffs.txt]

Instructions
An after tax temporary difference is a modification to the current and future tax provision, which is reported on an after-tax basis
Add each after tax temporary difference as follows:
Select the appropriate after tax temporary difference from the drop down.
Enter the amount using your local currency, in whole units.
Click on the 'Add New' button.
The deferred only input should be used for activity that impacts the deferred provision but not the current provision.
If additional new After Tax Temporary differences are required, contact the Next Tax Office

[tswUnitNOLs.txt]

Instructions
Enter the net operating losses that will be reported on the income tax return for this legal entity.
Add each net operating loss as follows:
Select the appropriate net operating loss from the drop down.
Select the current or non-current designation.
Enter the Current Activity Amount in your local currency, in whole units.
If appropriate, enter a Deferred Only amount or a Balance Sheet Only amount. Note that you cannot enter non-zero values for both.
Click on the 'Add New' button.
If applicable, enter valuation allowances.

Manage Global Attachments

Administrators use the **Global Attachments** page to attach any file to be shared with other users, such as a manual or a contact list. You can attach any type of file (i.e., Word document, Excel spreadsheet, pdf file, text file, etc) as a **Global Attachments** page. To add a new file, click **Browse** and select the file. Enter a description and code. Select **Yes** from the drop-down list if you would like to display the file on the Introduction page.

Note: Files that display on the Introduction page display for all users upon login, regardless of level.

Journal Entries

Administrators can upload Journal Entry reports in the **Manage Global Attachments** page.

Customized JE Reports (je1.xsl)

1. Click **Browse** to locate the **je1.xsl** file.
2. Enter **JE1** as the code.
3. Add a description.
4. Select **No** from the **Show on intro page** drop-down list.
5. Click **Attach**.

Configurable JE Reports (outputjesbase.xsl) -

Note: Configurable JE reports are available only in versions 6.1 or higher.

1. Click **Browse** to locate the **outputjesbase.xsl** file.
2. Enter **outputjesbase** as the code.
3. Add a description.
4. Select **No** on show on intro page Drop down.

5. Click **Attach**.

You also need to upload a configurable menu item for each configurable report so that a link displays on the menu. The format for each link is:

<MenuItem order="(a number)" name="(name of the report)"
link="tswReport.jsp?reportstr=(reportstring)&stylesheet=(the code
of the appropriate stylesheet)" />

Example:
<MenuItem order="12" name="Output JE - Base (Unit Detail)" link="tswReport.jsp?
reportstr=r1465000000&
stylesheet=outputjesbase" />

Plug-in Reports

Plug-in reports need to be configured in Corporate Edition in order to be available in Global Access.

Upload the menu that contains the following change in the report section:

<MenuItem order="(a number)" name="(name of the report)" link="tswPluginReport.jsp?name=(name of the report as defined in Enterprise)" />

Example:

<MenuItem order="14" name="Plug in Report" link="tswPluginReport.jsp?name=test" />

Corporate Contacts

You can upload a document with a list of your corporate department contacts through the Manage Global Attachments area. Be sure to use the appropriate code (e.g., **Corp_Contacts** for Corporate Contact List) when uploading the file to attach it to the **Corp. Tax Dept Contacts** link in Global Access.

Manage Global Attachments

Instructions

- Use this page to upload your global attachments.
- To allow for the downloading of your attachment on the Introduction Page, select "Yes" for "Show on Intro Page".
- Certain codes are designated for different items in your iTaxStream. For instance:
    - The code "Corp_Contacts" will use your upload as the Corporate Tax Dept. Contacts

List of Files

Filename	Description	Code	Show	Download	Delete

Attach New File

File: C:\Documents and S [Browse...]
Description: Corporate Contacts
Code: Corp_Contacts
Show on Intro Page: Yes ▼
[Attach]

Menu Configuration

Depending on the type of dataset published in Global Access, the menu can be configured (e.g., **menu_yeprov** for a regular dataset, **menu_yeprovgs** for GAAP to STAT datsets, and **menu_retprov** for return to provision datasets) to show different options. If you would like to modify the menu bar, contact Support.

Parameters

Administrators can show, hide, and lock fields on Global Access pages using parameters.

Global Access Configuration

Because a large part of Administrators can show, hide, and lock fields on Global Access pages using parameters. is user configurable, the initial configuration of settings is often time-consuming. As a Corporate user, you must configure Global Access to your specifications, keeping in mind the wishes of your local users. Certain parameters must be activated to make the system more user-friendly and secure.

Parameter	Value	Function
TSPasswordExpireDays	100	This is the number of days until the user has to reset their password to log into the system. It can contain any value greater then zero.
TSPasswordMinDigits	1	This is the minimum number of digits that must be present in a user's password. The numeral can be any value but the default is 1.
TSPasswordMinLength	6	This is the minimum length, counting all characters be it letters or numbers, that must be present in a user's

		password. This can be any value but the default is set to 6.
UserAdminComponentTypes*	61,62,63	Makes Preparer, 1st Reviewer, and 2nd Reviewer viewable on the Administer Users administration page.
SHOW_GAAPTOSTAT	1	Shows the GAAP to STAT report.
gstags1	G	Sets up the letter G as the designated GAAP to STAT Tag.
TAG_GAAP_TO_STAT	G	Adds the letter "G" to the drop-down menu for the Tags in Corporate Edition.
ltstagperms-yeprovgs-1	M:Manual	Adds the word Manual to the drop-down menu for the Tags in Global Access for perms.
ltstagtemps-yeprovgs-1	M:Manual	Adds the word Manual to the drop-down menu for the Tags in Global Access for temps.
SHOW_ADVANCEDLIABILITY	1	Activates the Payable Module. Shows the payable data entry page and reports.
SHOW_SIMPLELIABILITY	0	Hides simple liability report.
SHOW_WIZARD	1	Activates the Manage Active Datasets screen.
SHOW_NEWWIZARDSTATUS	1	Displays the Global Access user status report.
UsersExtended	1	Displays multiple entry fields for user contact information.
SHOW_FG	1	Displays filing group reports in Global Access.
ITS_ASSIGN_DATASETS	1	Adds the ability to assign (non-interim) datasets to a user.
EMAIL_FORGOTPWD	One or more email addresses (separated by a comma)	Enables the email address to populate in the **To:** field of an email when a user clicks the **Forgot Password** link. **Example**: abc@yahoo.com,xyz@hotmail.com
EMAIL_NEWACCESS	One or more email addresses (separated by a comma)	Enables the email address to populate in the **To:** field of an email when a user clicks the **Request New Access** link. **Example**: abc@yahoo.com,xyz@hotmail.com
SHOW_PRIOR	1	The Analysis section of Temporary Difference pages shows data from the dataset that has been determined (via the Datasets Relations section of the Datasets screen in the Administration tab) to be the Prior Period.
HIDE_RTPCOLUMNS	1	Enables RTP adjustments to be entered directly into the Difference column on the Return to Provision page (Column type: retprov).

SHOW_RTP_COMMENTS	1	Enables comments to be added on the Return to Provision page (Column type: retprov).
SO_RTP_#	1	Triggers the RTP posting: • **SO_RTP_2** posts when the status of the unit changes from Incomplete to Prepared. • **SO_RTP_3** posts when the status of the unit changes from Prepared to 1st Level Reviewed.
adscoltype_#	Text	Text entered displays as an option in the Col. Type drop-down list in the Manage Active Datasets screen under the Administration tab. **Examples**: Q1_actual, Q1_forecast, retprov, yeprovgs, yeprov
SHOW_ADVANCEDQUESTIONNAIRE	0 (Hide) or 1 (Show)	**1** activates the Global Access Questionnaire format.
QUESTIONNAIRE_UNITDETAILS	0 (Hide) or 1 (Show)	**1** activates the Foreign/Domestic classification, Country, and Currency for each unit on the Questionnaire Summary report (Global Access)/Questions report (Corporate Edition).
ITS_QUESTIONNAIRE_LAYOUT	0 (Hide) or 1 (Show)	**1** activates the Questionnaire Summary report (Global Access)/Questions report (Corporate Edition) with units down the left column and full questions across the top. Answers populate the grid.
POST_AMORTIZED	0 (Hide) or 1 (Show)	**1** enables RTP adjustments for temporary differences tagged with **R** to be posted as deferred only adjustments on tax basis in the Temporary Differences - Book/Tax Basis screen.

Entry Fields Configuration

Note: The following parameters apply to more than one page throughout the system.

Paramkey *(must be unique)*	Paramvalue	Summary	Default
itsswitch-yeprov-hidecode	1	Allows users to hide(H) codes (P1000) in all pages.	Hidden
itsswitch-yeprov-endbalinput	1	Allows users to enter the ending balance or the activity for **all temporary differences including NOL, After Tax Temps, Local Temps, After App, and State After Tax Temps**. The default when this parameter is used, is to enter ending balance. When a user enters this parameter, the values in the Activity column become calculated values. **Note**: This functionality has not been added to the **Temporary Differences U.S GAAP/ STAT** and **Temporary Differences STAT/Local TAX** pages.	Hidden
SHOW_DSCOMP	1	Allows others to view entries for datasets in the system. This is only available for Permanent, Temporary, NOL Temps, and After Tax Temporary Differences. **Note:**	Hidden

		Users can view all datasets, not just those published to Global Access.	
itstagperms-yeprov-1	M:Manual	Adds the paramvalue as one of the tags in the tags drop-down menu. For example if (M:Manual) is used, the user sees Manual in the Tags drop-down menu.	Blank
itstagtemps-yeprov-1	M:Manual	Adds the paramvalue" as one of the tags in the Tags drop-down menu.	Blank
itstagtemps-yeprov-2	R:Return to Prov	Adds the paramvalue as one of the tags in the Tags drop-down menu.	Blank
itstagtemps-yeprov-3	O:Other	Adds the paramvalue as one of the tags in the Tags drop-down menu.	Blank
itstagperms-yeprovgs-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu.	Blank
itstagtemps-yeprovgs-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu for ATTDs and NOLs.	Blank
SHOW_NEWWIZARDSTATUS	1	Shows the wizard status report.	Hidden
SHOW_WIZARD	1	Shows the Manage Active Datasets page where a user publishes datasets to Global Access.	Hidden
UserAdminComponentTypes	61,62,63	Makes Preparer, 1st Reviewer, and 2nd Reviewer viewable on the Administer Users Administration page.	Hidden
UsersExtended	1	Shows multiple entry fields for user contact information.	Hidden

Unit Data

On the Unit Data page, the following parameters can be used to open, close, and lock down fields. Parameters highlighted in the same color must be used together.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstbptbiinc-yeprov-1	PTBI_1000	Allows users to designate the trial balance subline that displays the Income section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itstbptbiinc-yeprov-2	PTBI_1005	Allows users to designate the trial balance subline that displays the Income section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itstbptbiinc-yeprov-3	PTBI_1010	Allows users to designate the trial balance subline that displays the Income section of the Income Statement Detail.The param value must be the code to a trial balance subline.	Hidden
itsswitch-yeprov-showinctotal	1	Allows users to show the **Total Income (calculated) line**. A sum of the trial balance lines, representing income lines.	Hidden
itstbptbiexp-yeprov-1	PTBI_1015	Allows users to designate the trial balance subline that displays the Expense section of the Income Statement Detail.The param value must be the code to a trial balance	Hidden

		subline.	
itstbptbiexp-yeprov-2	PTBI_1020	Allows users to designate the trial balance subline that displays the Expense section of the Income Statement Detail. The param value must be the code to a trial balance subline.	Hidden
itstbptbiexp-yeprov-3	PTBI_1025	Allows users to designate the trial balance subline that displays the Expense section of the Income Statement Detail. The param value must be the code to a trial balance subline.	Hidden
itsswitch-yeprov-showexptotal	1	Allows users to show the **Total Expenses (calculated) line**. A sum of the trial balance lines representing expense lines.	Hidden
itsswitch-yeprov-showptbitotal	1	Allows users to show the "Corporate GAAP Pre-Tax Income (calculated)" Line. A sum of the Income and Expense subtotals.	Hidden
itsswitch-yeprov-usernum5	W	Allows users to **Hide (H)**, make **Read-Only (R),** or **Editable (W)** the Answer field for the ITSQuestionDec5 question.	Hidden
ITSQuestionDec5	What was the US GAAP Pre-Tax income for year before last (2005)?	Allows users to enter any question pertaining to the any unit data information. **Note:** The answer to this question will not go to any report.	Hidden
itsswitch-yeprov-usernum6	W	Allows users to **Hide (H)**, make **Read-Only (R)**, or **Editable (W)** the answer field for the "ITSQuestionDec6" Question.	Hidden
ITSQuestionDec6	What are the earnings projected for FY 2006 (enter a loss as a negative number)?	Allows users to enter any question pertaining to the any unit data information. **Note:** The answer to this question will not go to any report.	Hidden
itsswitch-yeprov-lptbi	R or H	Allows users to **Hide (H)** or **Read-Only (R)** the **Corporate US GAAP Pre-Tax Book Income (Local Currency)** field.	Editable. **Note: Depends on the FX Policy.**
itsswitch-yeprov-lptbilabel	Local Profit Before Taxes	Allows users to enter a name of their preference for the **Corporate US GAAP Pre-Tax Book Income (Local Currency)** field.	Corporate US GAAP Pre-Tax Book Income (Local Currency)
itsswitch-yeprov-uptbi	R or H	Allows users to **Hide (H)** or **Read-Only (R)** the **Corporate Profit Before Taxes** field.	Editable. **Note: Depends on the FX Policy.**
itsswitch-yeprov-uptbilabel	Corporate GAAP Pre-Tax Income (USD)	Allows users to enter a name for the **Corporate Profit Before Taxes** field.	Corporate Profit Before Taxes
itsswitch-yeprov-begfx	H	Allows users to **Hide (H)** the beginning **FX Rate** field.	Read-Only
itsswitch-yeprov-endfx	R or H	Allows users to **Hide (H)** or make the **Ending FX Rate** field **read-only (R)**.	Editable
itsswitch-yeprov-wfx	R or H	Allows users to **Hide (H)** or make the weighted average **FX Rate** field **read-only (R)**. **Note:** Depends on the FX policy of the unit.	Editable. Note depends on the FX policy.

SHOW_TAXPERBS	0	Allows users to the **Hide (0)** or make **editable (1)** the **Taxes per book** section. The federal current provision and ends with state liability. **Note:** This information only displays in the Old Journal Entry report.	Hidden

Income Tax Rates

On the Income Tax Rates page, the following parameters can be used to open, close, and lock down fields.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-currtax	R or H	Allows user to **hide (H)** or **Read-Only (R)** the **Current Income Tax Rate** field.	Editable
itsswitch-yeprov-enddef	R or H	Allows user to **hide (H)** or **Read-Only (R)** the **Ending Deferred Tax Rate** field.	Editable

Permanent Differences

On the Permanent Difference page, the following parameters can be used to open, close, and lock down fields.

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-tag	H	Allows users to **Hide (H)** the Permanent difference Tags drop-down menu. **Note:** This must be used in conjunction with the parameter below. Once these parameters have been set up together, the tag below becomes the default tag. If the parameter below does not exist the user will not be able to enter an amount.	Editable
itstagperms-yeprov-1	M:Manual	Adds the "paramvalue" as one of the tags in the tags drop-down menu. For example if **M:Manual** is used then the user sees Manual in the Tags drop-down menu. For Interim Forecast, use **itstagperms-forecast-1**. For Interim Actual, use **itstagperms-actual-1**.	Blank
itsswitch-yeprov-hidecode	1	Allows users to **Hide (H)** the Permanent difference code (P1000)	Editable
itsswitch-yeprov-type	H	Allows users to **Hide (H)** the Permanent difference type (P&L and Equity dropdown). The default type becomes **P for P&L** when this parameter is used.	Editable

Temporary Differences

On the Temporary Differences (NOL Temps, After Tax, After App, State Temps, and State After Tax Temps) page, the following parameters can be used to open, close, and lock down fields. The section highlighted in purple only applies to the Temporary Differences and Local Temporary Differences pages.

Paramkey (must be unique)	Paramvalue	Summary	Default

itsswitch-yeprov-endbalinput	1	Allows users to enter the ending balance or the activity for **all temporary differences including NOL, After Tax Temps, Local Temps, After App, and State After Tax Temps**. The default when this parameter is used, is to enter ending balance. When a user enters this parameter, the Activity column become calculated values. **Note**: This functionality has not been added to the **Temporary Differences U.S GAAP/STAT** and **Temporary Differences STAT/Local TAX** pages.	Hidden
itsswitch-yeprov-cnc	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the current, non-current field. When this parameter is used any new temps will be set up as **C or Current.**	Editable
itsswitch-yeprov-defonly	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the deferred only field.	Editable
itsswitch-yeprov-balsh	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the balancesheet only field.	Editable
itsswitch-yeprov-tdrate	R	Allows users to **Hide (H)** or make **Read-Only (R)** the Tax Effecting Rate field.	Hidden
itstagtemps-yeprov-1	M:Manual	Adds the "paramvalue" as one of the tags in the tags drop-down menu. For example if **M:Manual** is used then the user sees Manual in the Tags drop-down menu. For Interim Forecast, use **itstagtemps-forecast-1**. For Interim Actual, use **itstagtemps-actual-1**.	Blank
itsswitch-yeprovgs-cnc	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the current, non-current field. When this parameter is used any new temps will be set up as **C or Current**.	Editable
itsswitch-yeprovgs-defonly	H	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the deferred only field.	Editable
itsswitch-yeprovgs-balsh	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the balancesheet only field.	Editable
itsswitch-yeprovgs-tdrate	H	Allows users to **Hide (H)** or make **Read-Only (R)** the Tax Effecting Rate field.	Hidden
itsswitch-yeprov-showperiod	1	Displays the **Read/Write Start of Exp. Period and End of Exp. Period column the Local NOLs, After Tax Temps, Local After Tax Temps.**	Hidden

NOL

On the NOL page, the following parameters can be used to open, close, and lock down fields

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-nolsdefonly	H	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the deferred only field.	Editable
itsswitch-yeprov-nolsbalsh	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the balancesheet only field.	Editable

itsswitch-yeprov-nolstdrate	H	Allows users to **Hide (H)** or make **Read-Only (R)** the Tax Effecting Rate field.	Hidden

After Tax Temps

On the NOL page, the following parameters can be used to open, close, and lock down fields

Paramkey (must be unique)	Paramvalue	Summary	Default
itsswitch-yeprov-attddefonly	H	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the deferred only field.	Editable
itsswitch-yeprov-attdbalsh	R	Allows users to **Hide (H)**, make **Read-Only (R)** or **Editable (W)** the balancesheet only field.	Editable

Return to Provision

On the Return to Provision page, you can use parameters to turn fields on and off.

Paramkey (must be unique)	Paramvalue	Summary	Default
SHOW_RTPBUTTON	1	Allows user to show the "Post RTP" button at the bottom of the Return to Provision screen. This parameter works in addition to the Return to provision configuration in admin.	Hidden

Payable

On the Payable page, the following parameter is required for the Tags drop-down menu.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstagpayable-yeprov-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu on the Payable screen. For example, if **M:Manual** is entered as the Param Value, then you see "Manual" in the Tags	Blank

		drop-down menu. For Interim Forecast, use **itstagpayable-forecast-1**. For Interim Actual, use **itstagpayable-actual-1**.	

Tax Adjustments

On the Tax Adjustments page, the following parameter is required for the Tags drop-down menu.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstagtaxadjs-yeprov-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu on the Tax Adjustments screen. For example, if **M:Manual** is entered as the Param Value, then you see "Manual" in the Tags drop-down menu. For Interim Forecast, use **itstagpaytaxadjs-forecast-1**. For Interim Actual, use **itstagtaxadjs-actual-1**.	Blank
itsswitch-yeprov-ta_tag	H	Allows you to hide (H) the Tax Adjustment Tags drop-down menu. **Note**: The **itstagtaxadjs-yeprov-1** parameter must be set up before enabling this parameter.	Blank
itsswitch-yeprov-ta_type	H	Allows you to hide (H) the Permanent Difference Type (P&L and Equity dropdown). The default type is **P** for P&L when this parameter is used.	Blank

Selected Accounts

On the Selected Accounts page, the following parameter is required for the Tags drop-down menu.

Paramkey (must be unique)	Paramvalue	Summary	Default
itstagtbs-yeprov-1	M:Manual	Adds the paramvalue as one of the tags in the Tags drop-down menu on the Selected Accounts screen. For example, if **M:Manual** is entered as the Param Value, then you see "Manual" in the Tags drop-down menu. For Interim Forecast, use **itstagtbs-forecast-1**. For Interim Actual, use **itstagtbs-actual-1**.	Blank

Configuration of Global Access in Corporate Edition

User Administration

Corporate Edition supports four levels of access:

1. **Read-only** users have access to only the dataset, units and subconsolidations to which a user has been granted access. Users only have the ability to run reports for those units and datasets.

2. **Read/Write** users have access granted by the administrator to a restricted set of datasets, units, and subconsolidations. Users can change data and run reports for those units to which they have been granted access.

3. **Administrative** users have access to all datasets, units, and subconsolidations. They have the same access as Read/Write, but for **all** datasets, units, and subconsolidations. Unlike Read-Only or Read/Write users, they can also modify categories.

4. **Inactive** users have no rights to view or edit any data.

    Note: A user cannot be deleted. A user can only become inactive. The audit trail for each user's existence must be maintained.

Users can be created manually in the system under Administer Users in the Administration tab in Corporate Edition. When creating users manually, you can select an option to force users to change their password at next login.

Users can also be imported through the *#CUC# User Components* tab in the Import Categories template.
Note: For more information on importing categories, refer to the Importing Templates documentation.

Sign-Off Levels

When a user is set up for Global Access, the administrator needs to grant them access to a set of units and a user level (Preparer, 1st reviewer, 2nd reviewer, etc) in Corporate Edition. There are up to 8 levels of sign-off available in Global Access.

- **Unit List**: Allows you to see units on the Global Access Unit List page.

- **Preparer**: Grants you the ability to change values in a unit, as long as the unit is in the "incomplete" state. Also allows the user to sign-off from Incomplete to Prepared.

- **1st Reviewer**: Allows you to sign-off from Prepared to 1st Level Reviewed or roll back from Prepared to Incomplete.

- **2nd Reviewer**: Allows you to sign-off from 1st Level Reviewed to 2nd Level Reviewed or roll back from 1st Level Reviewed to Prepared.

Access levels can also be imported through the *#CUC# User Components* tab in the Import Categories template.

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Notes:
- For more information on importing categories, refer to the Importing Templates documentation.
- You must have access to a unit as a preparer to edit the data in the unit. Thus, a preparer is associated with a set of units in the **Unit List** and also the **Preparer** roles.

Publishing Datasets

On the **Manage Active Datasets** screen of Corporate Edition, Administrators can publish one dataset or multiple datasets. The Single Dataset Configuration is currently not being used. Be sure to use the Multiple Dataset Configuration section to publish a dataset. There are three ways to publish a dataset:

- **yeprov** – Publishes a dataset or reporting dataset using standard perm/temporary data entry pages
- **yeprovgs** - Publishes a dataset or reporting dataset using the separated GAAP/STAT perm/temporary pages
  (i.e. GAAP-STAT Permanent Differences page, STAT-TAX Permanent Differences pages, etc)
- **retprov** - Publishes a dataset and activates the Return-To-Provision feature
- **Q1_forecast, Q2_forecast, and Q3_forecast** - Publishes the Forecast datasets
- **Q1_actual, Q2_actual, and Q3_actual** - Publishes the Actual datasets

Note that the order of datasets can be adjusted by using the **Up** and **Down** buttons, which shuffle the selected dataset up or down the list. The top dataset appears as the leftmost dataset on the Unit List page.

In order to publish a **provision** dataset, select the dataset and enter either **yeprov** or **yeprovgs** as the **Col. Type**. (As mentioned above, a **yeprov** dataset uses standard permanent/temporary data entry pages and a yeprovgs use separate data entries for GAAP/STAT and STAT/Tax permanents and temporaries.) **Col. Header** displays the name of the dataset that will display in Global Access, The name can be any text (e.g., "Full Year Provision"). Leave the **Equiv** and **Next** fields blank. Click **Add** to publish the dataset. In the screen shot, they have N/A.

To publish a **reporting** dataset, select the reporting dataset and enter **reporting** as the **Col. Type**. **Col. Header** displays the name of the dataset that will display in Global Access. The name can be any text (e.g., YTD Provision). Leave the **Equiv** and **Next** fields blank. Click **Add** to publish the reporting dataset.

To publish a **return** dataset, select the dataset and enter **retprov** as a **Col. Type**. Enter any text for **Col. Header**. Because you have the option to activate the Return to Provision module in Global Access, it is important that you complete the next steps:

- **Equiv**: Select the equivalent provision dataset. After the return dataset is populated to reflect the locally filed tax return, the system uses this equivalent provision dataset and computes the difference between the return and provision. As a result of this process, the system generates return-to-provision true-up adjustments.

- **Next**: Select a dataset to which you would like to post return-to-provision true-up adjustments. Because you now have the option to have these adjustments posted automatically to a current year provision dataset, it is important that you select an appropriate dataset.

In addition to publishing a return to provision dataset, there are additional configurations that need to be

completed. For more information, refer to the Return to Provision section.

Administer Permissions

It is important to note that Global Access honors restriction of components, such as perms, temps, tax adjustments, jurisdictions, etc. However, Corporate Edition does not honor these restrictions. The screen shown below is used only for Global Access.

Note: Citrix hosted users must ensure that the Days value for expired passwords is not set too high.

Permissions can be generated manually in the system on the Manage Permissions screen in the Administration tab in Corporate Edition or they can be imported through the *#CUNC# Unit Components* tab in the Import Categories template.

Note: For more information on importing categories, refer to the Importing Templates documentation.

User Status reports are available after the administrator has configured Global Access and created users with permissions.

User Status Report

There are three parts to the Global Access User Status report: the Overview, Detail (by Unit), and Detail (by Status).

The **Overview** report shows the overall status of the provision calculation: how many units are inactive, how many have been prepared, 1st level reviewed and 2nd level reviewed.

Note: In order to view this report with review levels (1st and 2nd review) the **UserAdminComponentTypes** parameter must be activated with a value of **61,62,63.**

Sign-off Summary Report   detail (by unit) detail (by status)

2007 FY Provision, Merck & Co., Inc.

Status	# Units
Inactive	0
Unprepared	2
Prepared	4
1st Level Reviewed	2
2nd Level Reviewed	0

The **Detail (by Unit)** report shows the status of the provision on a unit-by-unit basis. It also shows the current users for each unit who have committed their work.

Note: In order to view the User Name, User Phone, and User E-mail columns, the **UsersExtended** parameter must be activated with a value of **1**.

Sign-off Summary Report

2007 FY Provision, Merck & Co., Inc.

Unit Code	Unit Name	Status	Current User	User Name	User Phone	User E-mail
D1000	ABC Corporation	1st Level Reviewed	tuser2 tuser3	Test User 2	416-55-1237	tuser2@userco.com
D2000	DEF Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
D3000	GHI Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
D4000	JKL Corporation	Unprepared				
F1000	German Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
F2000	UK Corporation	Prepared	tuser1	Test User 1	416-555-1235	tuser1@userco.com
F3000	Japan Corporation	1st Level Reviewed	tuser2 tuser3	Test User 2	416-55-1237	tuser2@userco.com
F4000	German Holdco	Unprepared	tuser	Test User	416-555-1234	tuser@userco.com

The **Detail (by Status)** report shows the Sorted by Status view. It also shows the current users for each unit who have committed their work.

Note: In order to view the User Name, User Phone, and User E-mail, columns the **UsersExtended** parameter must be activated with a value of **1**.

Sign-off Summary Report

2007 FY Provision, Merck & Co., Inc.

Status	Unit Code	Unit Name	Current User	User Name	User Phone	User E-mail
Unprepared	D4000	JKL Corporation				
Unprepared	F4000	German Holdco	tuser	Test User	416-555-1234	tuser@userco.com
Prepared	D2000	DEF Corporation	tuser1	Test User 1	416-555-1235	tuser1@userco.com
Prepared	D3000	GHI Corporation	tuser1	Test User 1	416-555-1235	tuser1@userco.com
Prepared	F1000	German Corporation	tuser1	Test User 1	416-555-1235	tuser1@userco.com
Prepared	F2000	UK Corporation	tuser1	Test User 1	416-555-1235	tuser1@userco.com
1st Level Reviewed	D1000	ABC Corporation	tuser2 tuser3	Test User 2	416-55-1237	tuser2@userco.com
1st Level Reviewed	F3000	Japan Corporation	tuser2 tuser3	Test User 2	416-55-1237	tuser2@userco.com

Reference Items

This section contains resources for use with the system.

Where to Enter Items in ONESOURCE Tax Provision
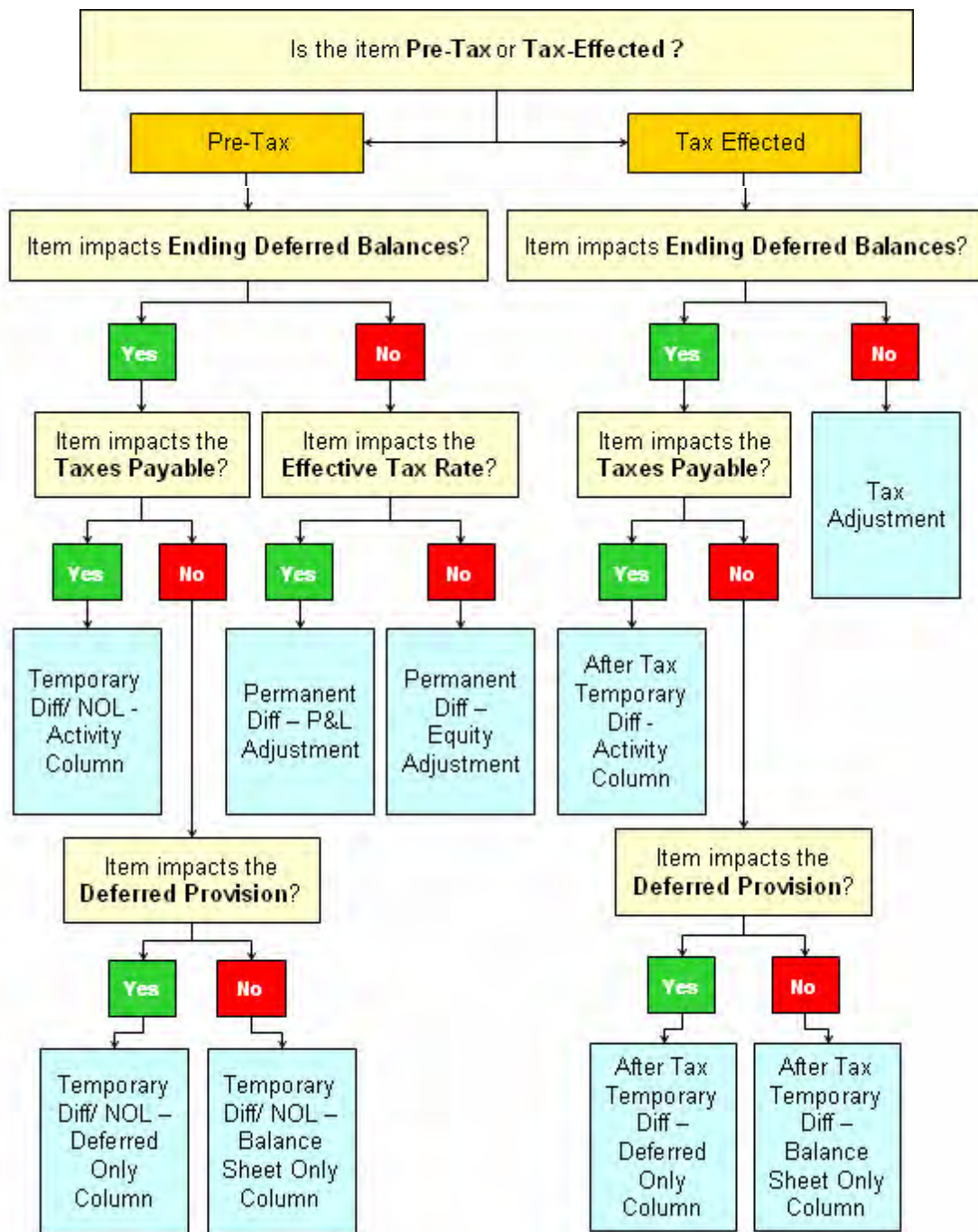
Entry Column:	Current Tax Provision	Deferred Tax Provision	Ending Deferred Balance	Effective Tax Rate
Activity	✓	✓	✓	✗
Deferred Only	✗	✓	✓	✓
Balance Sheet Only	✗	✗	✓	✗

Access Component Types

Description	Code
Access Rights Level:	
Reporting Dataset List	CDS
Sub Consolidation List	CSC
Unit List	CU
Preparer - Global Access	SO1
1st Review er - Global Access	SO2
2nd Review er - Global Access	SO3

Permission Component Types

Description	Code
Permission Component Types:	
Book Trial Balance	TBBB
After-Tax Temporary Differences	ATTD
Jurisdictions	J
Liability Transactions	LTXNS
NOL Temporary Differences	NOLTD
Permanent Differences - List	CPD
State After-App Temporary Differences	SAATD
State After-Tax Temporary Differences	SATTD
State Permanent Differences	SPD
State Tax Adjustments	STADJ
Tax Adjustments - List	CTADJ
Temporary Differences - Book/Tax Basis	TD-A
Temporary Differences - List	CTD

Special Characters

Here is a list of special characters that are supported by the system. They display correctly on reports.

Character	Description		Character	Description
§	Section		_	Underscore
©	Copywrite		-	Dash
¶	Paragraph		+	Plus
£	GB Pound		=	Equals
¥	Yen		{	Open Curly Bracket
Á	Acute A		}	Close Curly Bracket
É	Acute E		[	Open Sq Bracket
Ú	Acute U		]	Close Sq Bracket
Ó	Acute O		|	Pipe
Ü	Umlaut U		\	Back Slash
Ö	Umlaut O		,	Comma
Í	Acute I		.	Period
!	Exclamation		:	Colon
@	At symbol		;	Semi Colon
#	Number		`	Accent
%	Percent		ñ	n tilde
^	Carat		Ñ	N tilde
*	Asterisk		?	Question Mark
(	Open Parentheses		/	Forward Slash
)	Close Parentheses			

Index

- A -

- B -

- C -

- D -

- E -

- F -

- G -

- H -

- L -

- M -

- N -

- O -