

ONESOURCE Accounts Production/Statutory Reporting Basic User Course (OAP- BU)

ClassroomWorkshop
Version 1.0



THOMSON REUTERS

Course Description

This course provides a solid grounding in the features and use of OAP/OSR, providing participants with hands-on experience of preparing annual financial reports under IFRS. It explains the structure of the OAP/OSR data, navigation of the interface, windows and menus, and the essential configuration, tools and features that are applicable to any new or existing Entity and subsequent Report.

Learning is via a mixture of discussion, demonstration and plenty of hands-on for all participants.

Objectives

Upon successful completion of this course, attendees will be able to:

- Configure ONSOURCE Accounts Production/Statutory Reporting for initial use
- Navigate between workflow tabs and reports
- Run the Import Wizard
- Create journals including comparative journals
- Complete report data; edit and customise reports
- Change formatting of reports
- Export and print reports

Workshop Advance Preparation Specifications:

Advance Preparation: N/A

Required eLearning Modules: N/A

Estimated to Complete: N/A

Module Names and Sequence: N/A

Agenda

Getting Started

- Application and Data overview
- The Welcome Screen and Navigation
- Setting up a New Entity

Data Capture

- The Summary screen and editing Entity details
- Report Options
- Importing and Mapping
- Account Assignment
- Journals: Creating and Editing
- Disclosures

Reports

- Usage
- Navigation and Element configuration
Customisation
- Formatting: Global and Local
- Using Templates: Inserting Elements; Text;
Tables: Disclosures

- Using and defining Notes; linking with Tables
- Editing and creating Notes; linking with Tables

Essential Administration

- Checking data in and out
- Understanding Warnings

Recent Release Updates

- Application features and Content

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Course Details: This course will be presented as a Classroom based Workshop.

Field of Study: N/A

Program Level: Beginner

Recommended CPE Credit: N/A

Curriculum Length: N/A

Class Length: 7 hours

Workshop Specifications:

Advance Preparation: No

Prerequisites: No knowledge of OAP/OSR is required, although some experience will be beneficial. At least a basic understanding of technical accounts preparation process and terminology is expected.

Required eLearning Modules: None

Max Participants: 10

Delivery Method: Classroom Workshop; Remote Workshop; Dedicated Classroom Workshop; Dedicated Remote Workshop

Requirements: This course will be conducted in a hands-on format with the following requirements.

- Delivery at Thomson Reuters Training Centre: N/A
- Dedicated delivery at client site: PC/laptop with Internet connectivity for each attendee
- Remote delivery: PC/laptop with Internet connectivity and access to WebEx for each attendee; Internet connectivity for trainer