

ONESOURCE Accounts Production/Statutory Reporting Super User Course (OAP-SU)

Dedicated Workshop
Version 1.0



THOMSON REUTERS

Course Description

This course builds on existing knowledge of, and experience with, OAP/OSR – ideally participants will arrive ‘armed’ with any questions or queries they have from their existing experience.

The course is delivered for attendees from the same company so that it can discuss their specific environment and objectives in some detail.

The course is structured in a formal way in the morning, with a specific agenda, but is of a more open format in the afternoon to address the topics and issues that are particularly relevant to the attendees.

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:

- Managing Users and configuring User Security
- Set up the Spell-check Library
- Manage warnings (iXBRL and reports)
- Manage categories
- Manage template (organizational template and entity template)
- Manage Roll forward

A further objective is to start the configuration of organisational templates and to address any issues/queries that the attendees have concerning their experience of OAP/OSR in their own environment.

Workshop Advance Preparation Specifications:

Advance Preparation: N/A

Required eLearning Modules: N/A

Estimated to Complete: 1 day (normally on-site)

Module Names and Sequence: N/A

AGENDA

General Software Administration

- User and Security Management
- Warnings
- Managing categories

Template Administration

- Creating organizational and Templates and Entitles
- Managing Templates

Financial Periods

- Creating new FPs – Rolling Forward
- Re-open a closed FP
- Manage current/prior year FPs

Advanced Customisation

- Smart Tables
- Reporting periods

Further topics that are relevant to the customer's organisation and deployment.

We will discuss your existing implementation and any issues/queries you have prior to the course, therefore bring any questions or queries you have to the session.

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Course Details: This course will be presented as a Dedicated Classroom or Remote Workshop.

Field of Study: N/A

Program Level: Advanced

Recommended CPE Credit: N/A

Curriculum Length: N/A

Class Length: 7 hours

Workshop Specifications:

Advance Preparation: No

Prerequisites: Experience of OAP/OSR following attendance of the Basic User course. It is expected that attendees are familiar with using OAP/OSR and with the accounts preparation process.

Required eLearning Modules: None

Max Participants: 10

Delivery Method: 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; Internet connectivity for trainer
- Remote delivery: PC/laptop with Internet connectivity and access to WebEx for each attendee