

ONESOURCE Training

ONESOURCE Accounts Production/Statutory Reporting Basic User Course (OAP-BU)			
Level	Beginner		
Audience	Everyone who works with ONESOURCE Accounts Production/Statutory Reporting (OAP/OSR)		
Duration	1 day (scheduled in London and Warrington; also available on-site)		
Pre-Requisites	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.		
Overview	<p>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.</p> <p>Learning is via a mixture of discussion, demonstration and plenty of hands-on for all participants.</p>		
Learning Progression	This course should be completed by all people who use OAP/OSR. It leads to (and is a pre-requisite of) the Super User course which covers more detailed and specific features, and discusses bespoke configuration such as tables and templates.		
Objectives	<p>Upon completion of the course, participants will be able to demonstrate how to</p> <ul style="list-style-type: none"> • Configure ONESOURCE 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 		
Topics	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Getting Started</p> <ul style="list-style-type: none"> • Application and Data overview • The Welcome Screen and Navigation • Setting up a New Entity <p>Data Capture</p> <ul style="list-style-type: none"> • The Summary screen and editing Entity details • Report Options • Importing and Mapping • Account Assignment • Journals: Creating and Editing • Disclosures </td> <td style="vertical-align: top;"> <p>Reports</p> <ul style="list-style-type: none"> • Usage • Navigation and Element configuration <p>Customisation</p> <ul style="list-style-type: none"> • Formatting: Global and Local • Using Templates: inserting Elements; Text; Tables; Disclosures • Using and defining Smart Tables • Editing and creating Notes; linking with Tables <p>Essential Administration</p> <ul style="list-style-type: none"> • Checking data In and Out • Understanding Warnings <p>Recent Release Updates</p> <ul style="list-style-type: none"> • Application features and Content </td> </tr> </table>	<p>Getting Started</p> <ul style="list-style-type: none"> • Application and Data overview • The Welcome Screen and Navigation • Setting up a New Entity <p>Data Capture</p> <ul style="list-style-type: none"> • The Summary screen and editing Entity details • Report Options • Importing and Mapping • Account Assignment • Journals: Creating and Editing • Disclosures 	<p>Reports</p> <ul style="list-style-type: none"> • Usage • Navigation and Element configuration <p>Customisation</p> <ul style="list-style-type: none"> • Formatting: Global and Local • Using Templates: inserting Elements; Text; Tables; Disclosures • Using and defining Smart Tables • Editing and creating Notes; linking with Tables <p>Essential Administration</p> <ul style="list-style-type: none"> • Checking data In and Out • Understanding Warnings <p>Recent Release Updates</p> <ul style="list-style-type: none"> • Application features and Content
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For further information, pricing, the latest schedule or to book a course (scheduled or at your site) contact us at onesourceuktraining@thomsonreuters.com

Details are also available at tax.thomsonreuters.co.uk/training/onesource