ONESOURCE™ DATAFLOW

USER GUIDE

JANUARY 2023

Document Version 7

THOMSON REUTERS®

DOCUMENT HISTORY

VERSION NUMBER	VERSION DATE	SUMMARY
V1	October 2020	Initial release Installer v.2.x.x
V2	November 2020	New technology for converter. Installer now v.3.0.1
V3	May 2020	Client manager, Data Hub
V4	October 2021	Configure Internet Explorer compatibility in Edge
V5	January 2022	Added supported function list
V6	March 2022	Pull data from Data Hub
V7	January 2023	Pre-selecting a collection by formula

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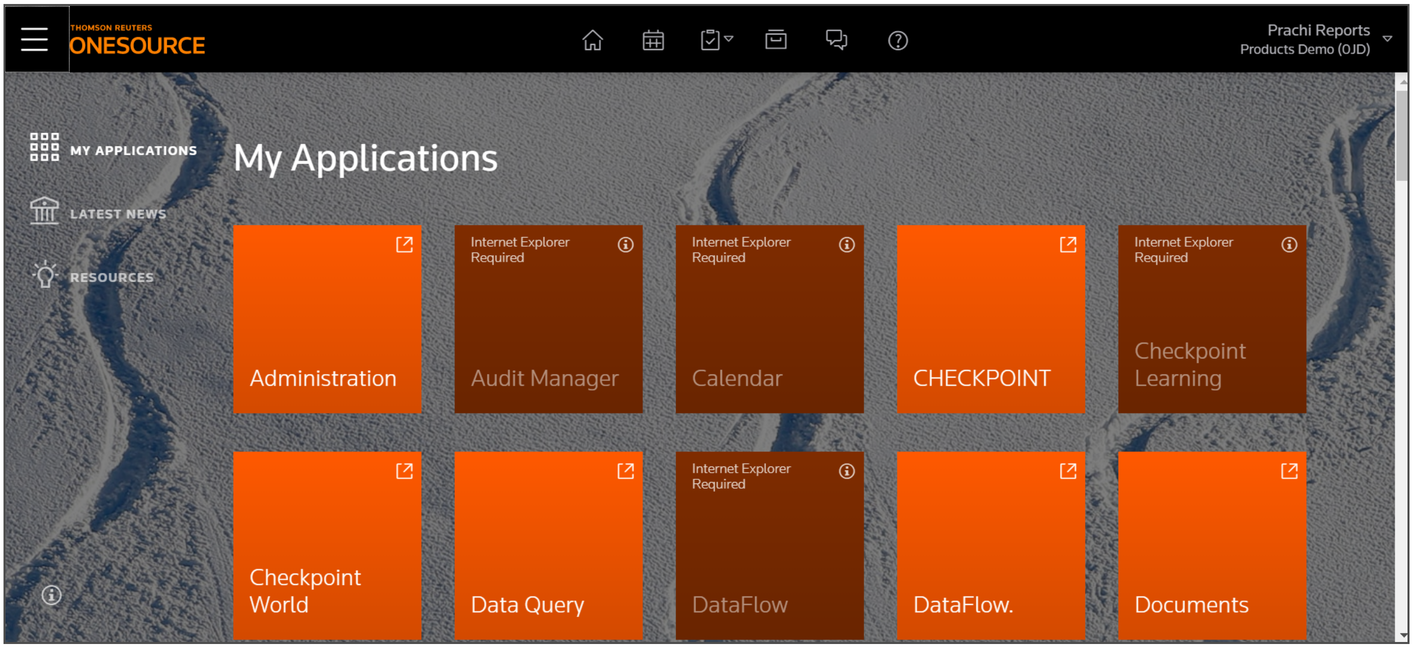
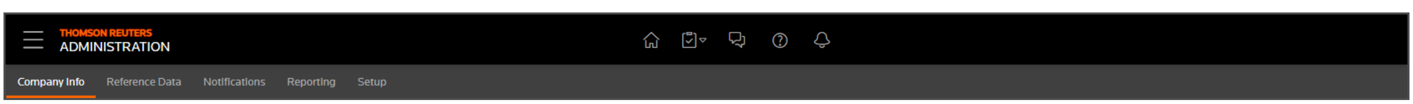
ONESOURCE DATAFLOW ADMINISTRATION

ONESOURCE DataFlow utilizes the common components available on the ONESOURCE platform. Detailed instructions for those capabilities can be found in the Administration Help.



ADMINISTRATION NAVIGATION

The Administration tile has five tabs, and the tabs you see depend on your permissions. Each tab changes the screen and the menu bar. Within the Administration tile you can find key items to use while interacting with the DataFlow application, such as Entities, Groups, Users, Domains, Jurisdictions, and Notifications Templates.

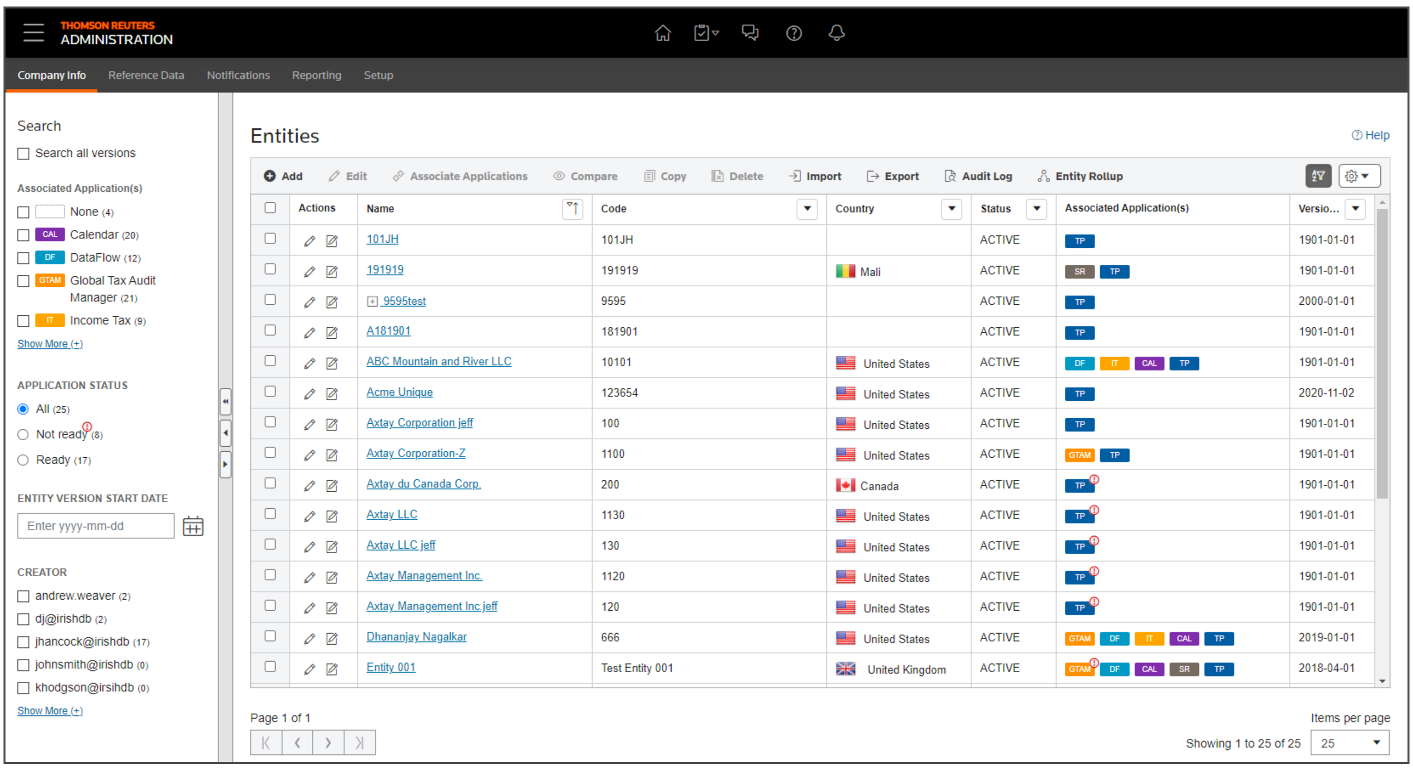


- **Company Info** - Manage Accounts, Clients, Entities, Groups, and Users.
- **Reference Data** - Provides general purpose data elements about common items that are used across ONESOURCE applications and tools. Here you can find Authorities, Currencies, Domains, Financial Hierarchy and Jurisdictions.
- **Notifications** - Access the Notification Queue and Templates for emails.

- **Reporting** - View, run, and print reports.
- **Setup** - Manage various system security setup pages: Password Policy, Account Lockout Policy, Single Sign-On Authentication, Multi-factor Authentication, IP Authorization, Support Access, and External User Access.

ENTITIES

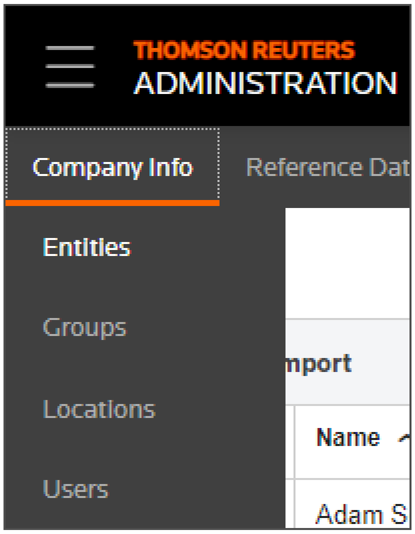
Within DataFlow an Entity is considered as the attribute of a DataFlow request. The Entities section provides a central administration of entities across ONESOURCE applications, allowing you to manage entities (add, edit, delete, import, export, copy and compare), associate applications to new and existing entities, among other actions.



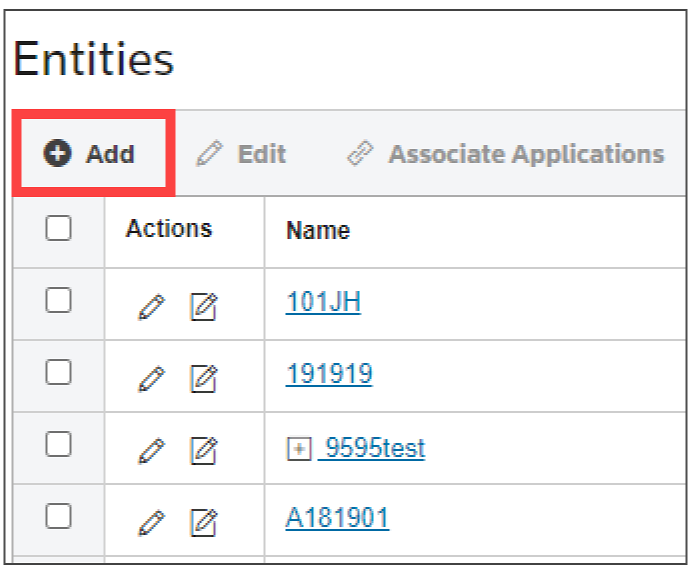
Adding Entities

To add an Entity:

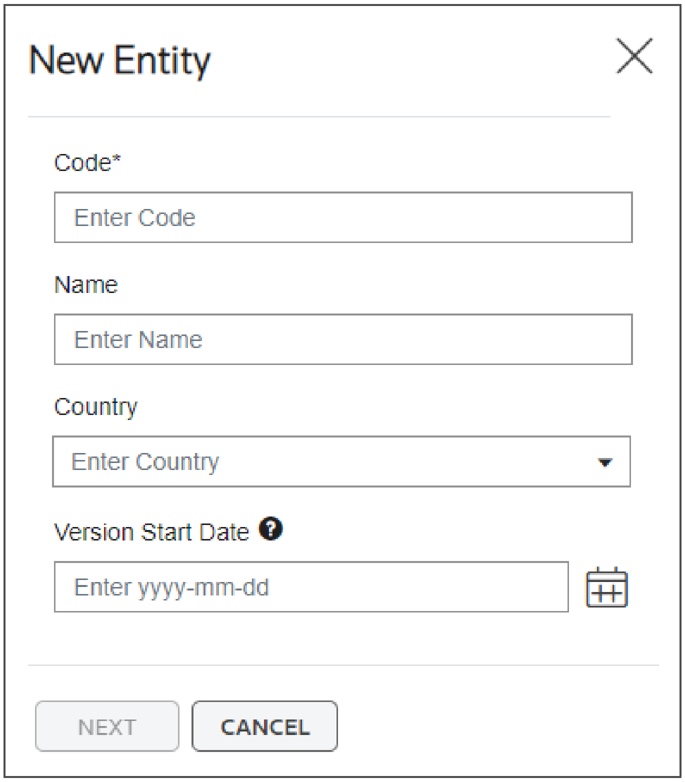
1. On the Administration toolbar, select **Company Info > Entities**.



2. On the Entities screen, select **Add**. This opens the **New Entity** dialog.



3. On the **New Entity** dialog, enter the **Code**, **Name**, **Country**, and **Version Start Date** fields.



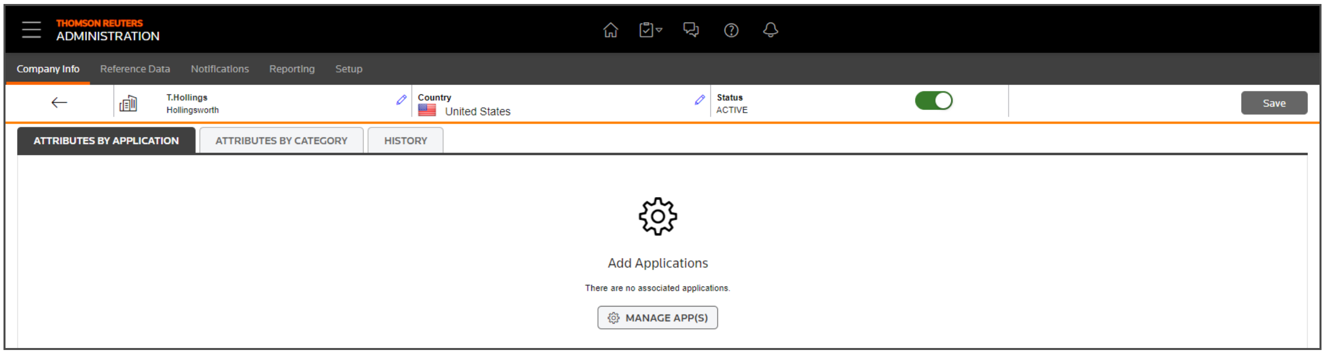
a. **Code** and **Name** are user defined fields.

b. Select **Country** from the dropdown.

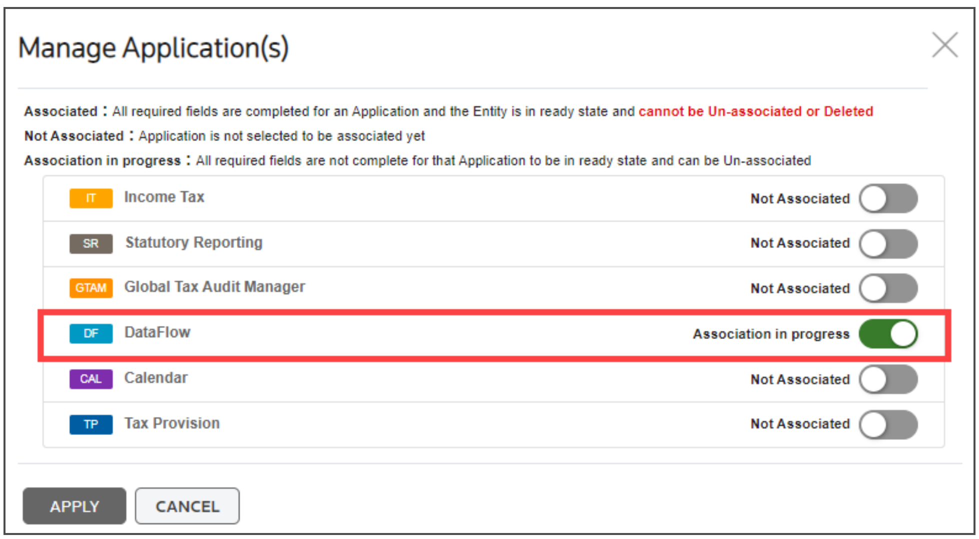
c. **Version Start Date** refers to the date as of which the attributes of the entity are effective.

d. If name is not provided, the application uses the entity code as the name.

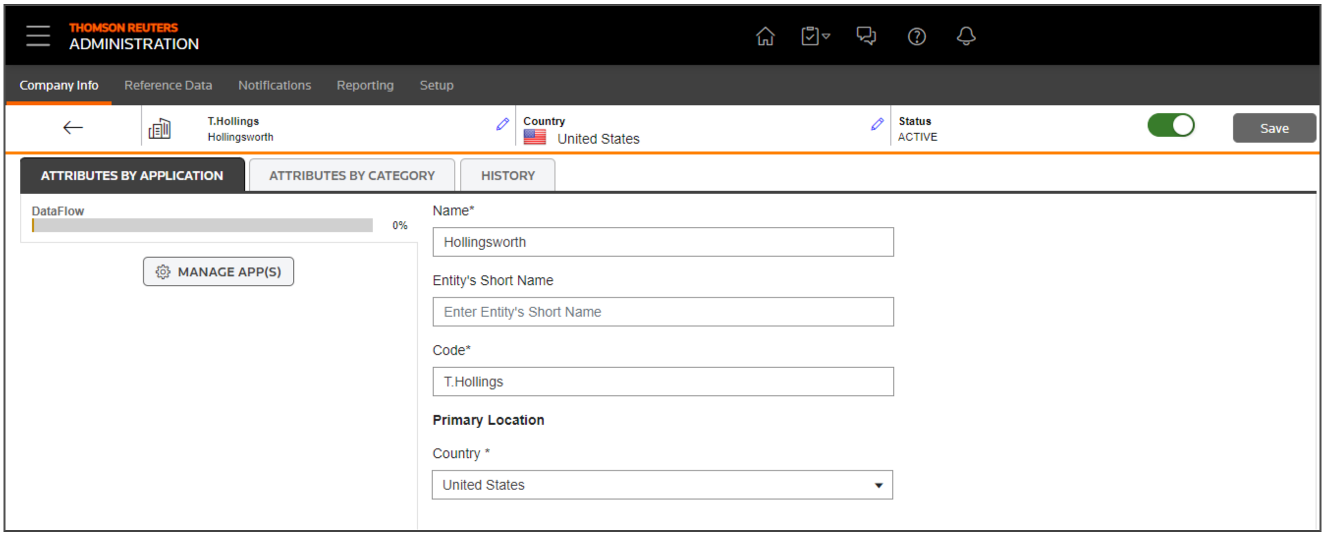
4. Select **Next**. You are redirected to the **Attributes by Application** tab.



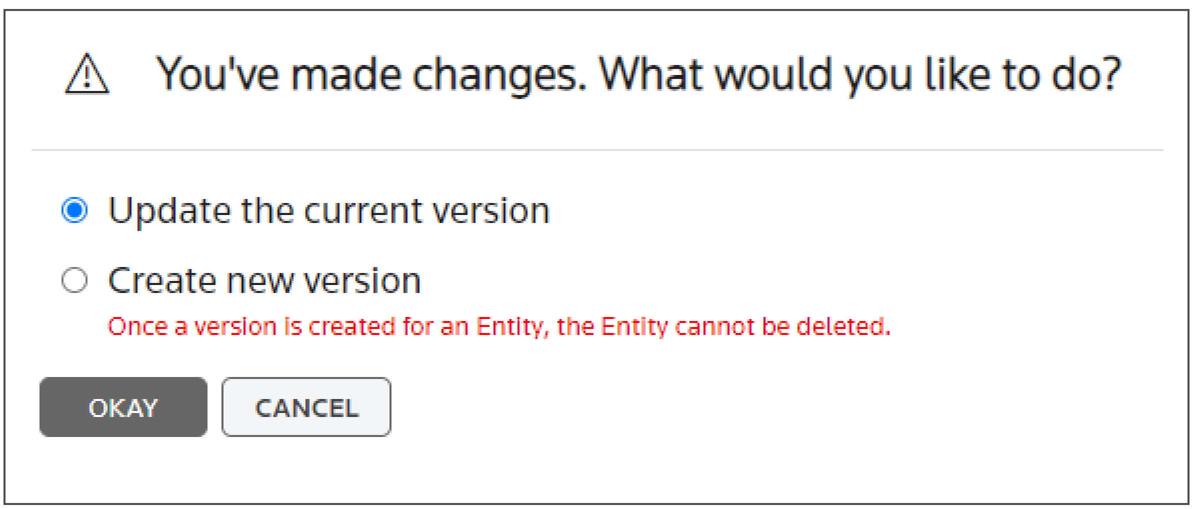
5. To associate an entity with DataFlow, select **Manage Apps**.
6. On the **Manage Applications** screen, toggle the association for ONESOURCE DataFlow. The entity status is changed to **Association in progress**.



7. Select **Apply**.
8. Fill in remaining details in the **Attributes By Application** or **Attributes By Category** tabs required for the association with ONESOURCE DataFlow and select **Save**.

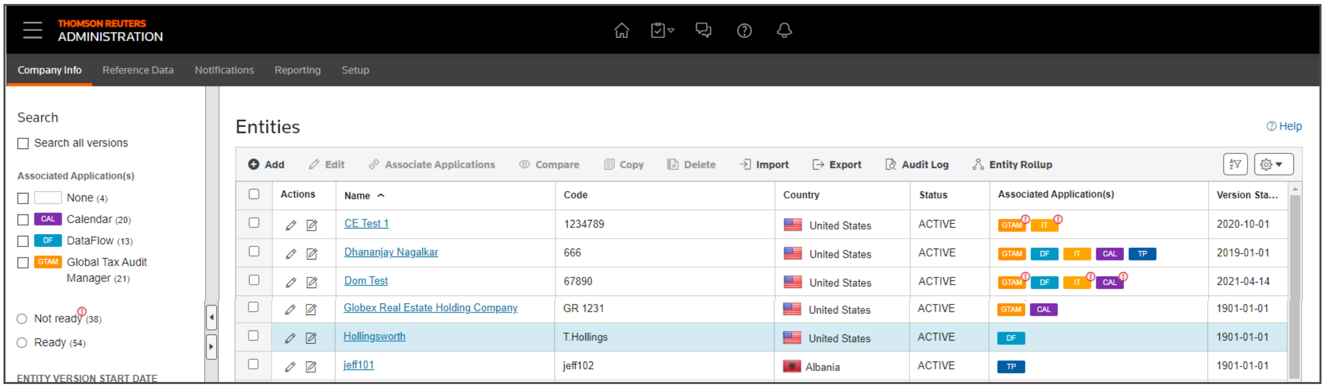


9. On the **You've made changes** dialog, select **Update the current version** and select **OKAY**.



   a. You can make changes to existing entities and apply them to the current version or create a new version of the existing entity.

10. Now that the entity is associated with ONESOURCE DataFlow, the entity appears on the Entities screen.



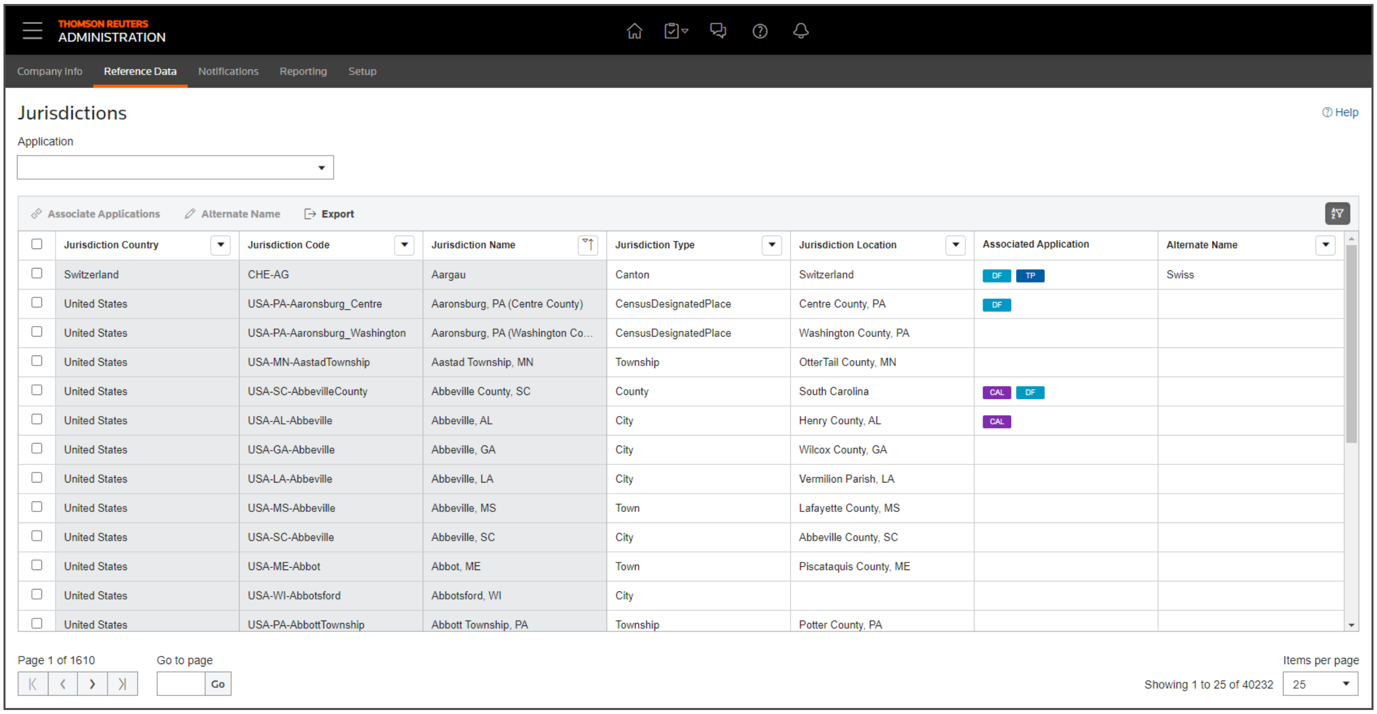
Only associated entities will be visible in DataFlow. Other entities created for use in other products or for planning purposes will be filtered out.

For more detailed information on setting up Entities, see the Administration Help for Entities.

JURISDICTIONS

Jurisdictions provides a list of geographic locations that are curated by Thomson Reuters and contains over 40,000 entries. Jurisdictions can be filtered by Application, and then further filtered and sorted using the Country, Code, Name, Type, Location and Alternate Name columns.

Select **Reference Data > Jurisdictions** to open the Jurisdictions screen.



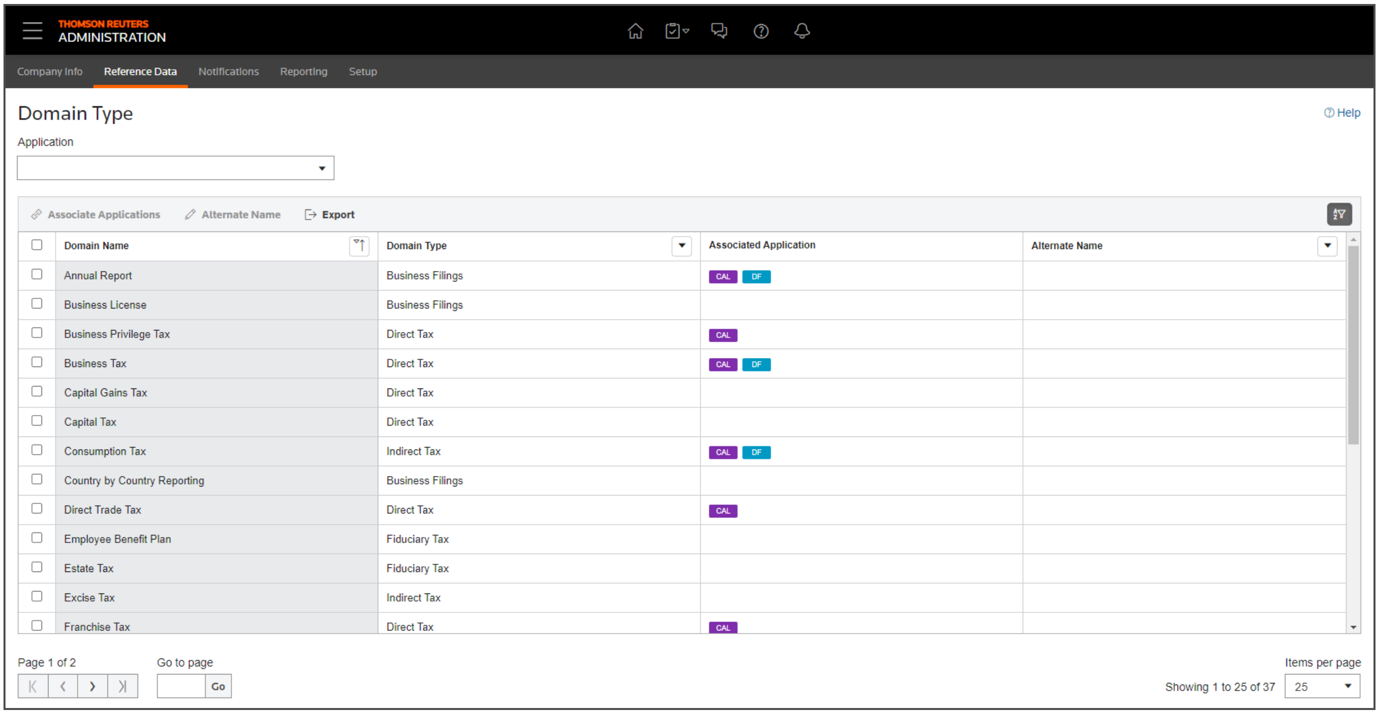
Like Entities, each Jurisdiction can be associated with one or more products. By creating this association, the list of jurisdictions made available in the associated product will be tailored to each product.

For more information, see the Administration Help.

TAX TYPES

Domains (also known as Tax Types) provides a list of various tax and business areas that are curated by Thomson Reuters and available for all ONESOURCE applications.

Select **Reference Data > Domains** to open the Domains (aka Tax Type) screen.



Like Entities and Jurisdictions, each domain (tax type) can be associated with one or more products. By creating this association, the list will be made available in DataFlow.

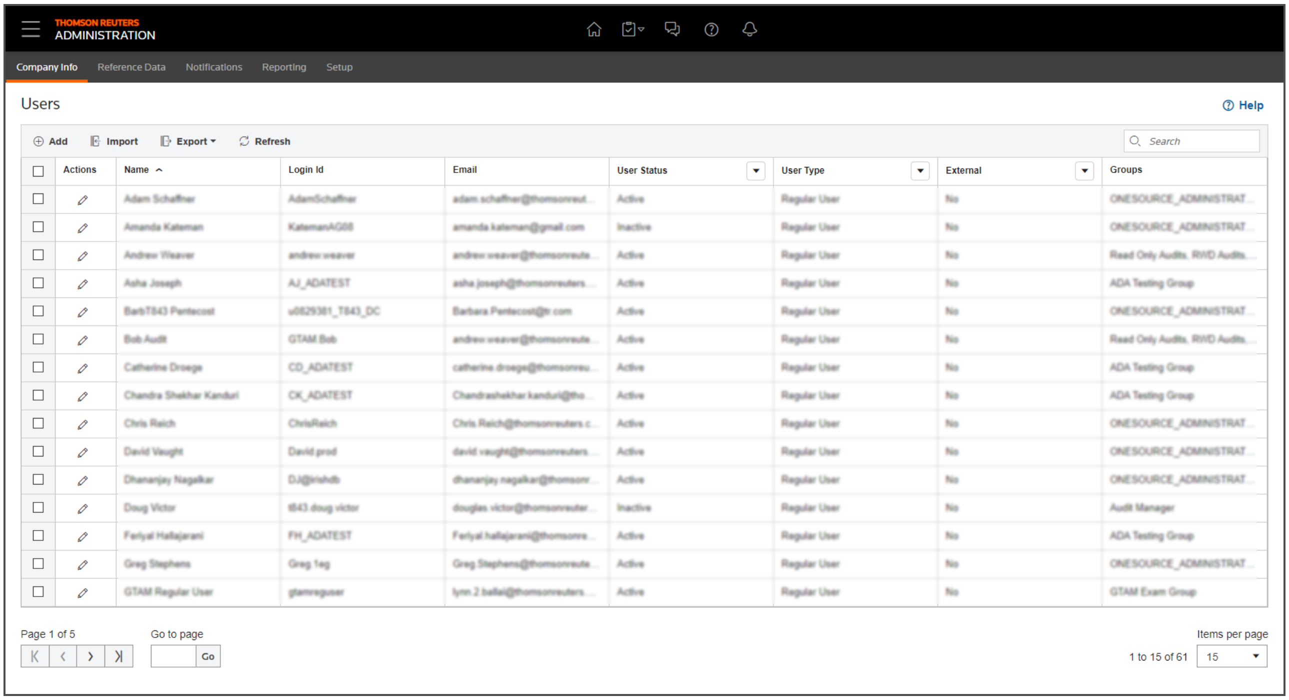
USER ADMINISTRATION

User permissions are managed from the ONESOURCE **Administration** tile. You can create regular users or data providers. Permissions are created or modified for specific users or groups of users.

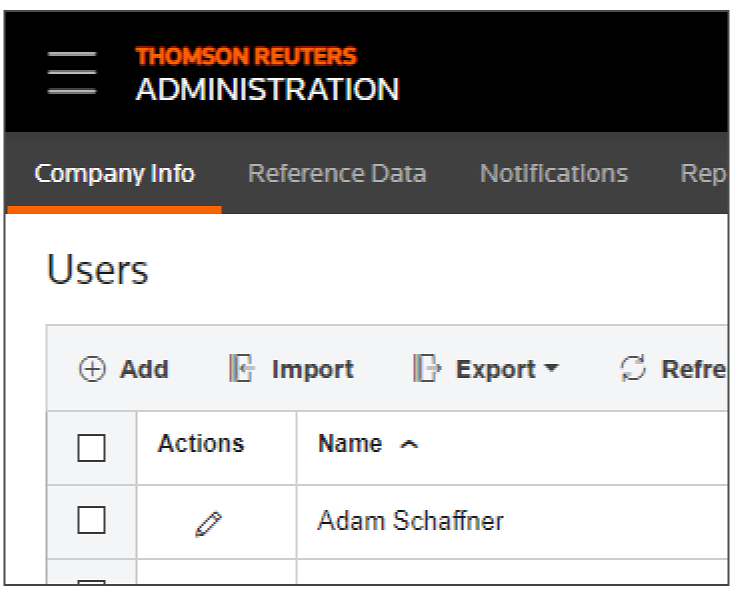
Adding A User

To add a user:

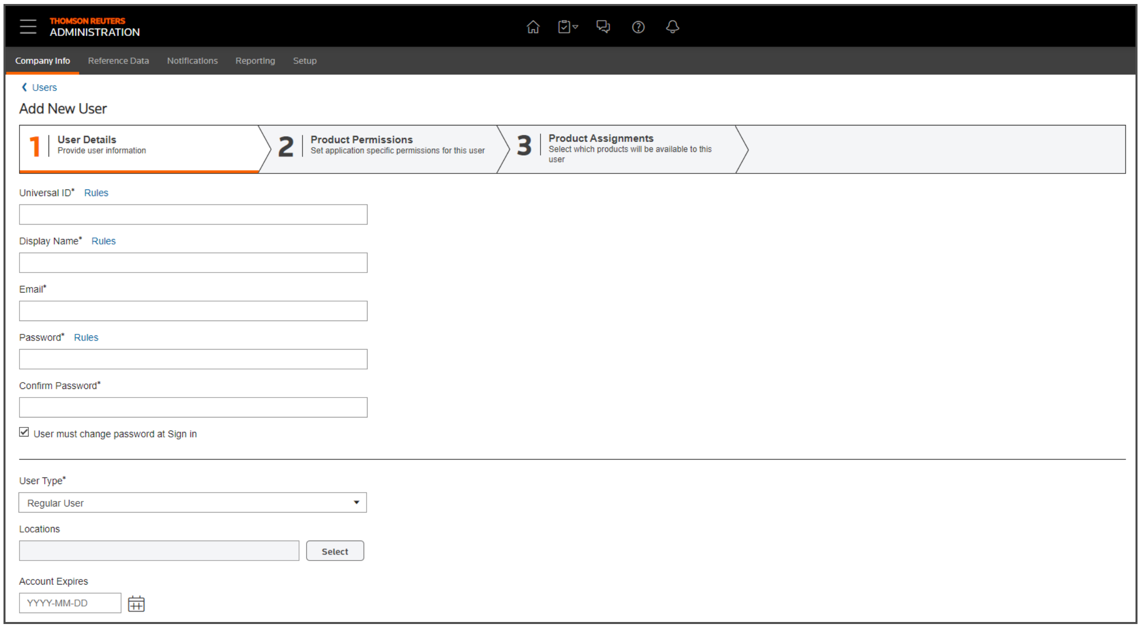
1. Open the **Administration** tile. The **Users** screen appears.



2. Select **Add** on the tool bar.

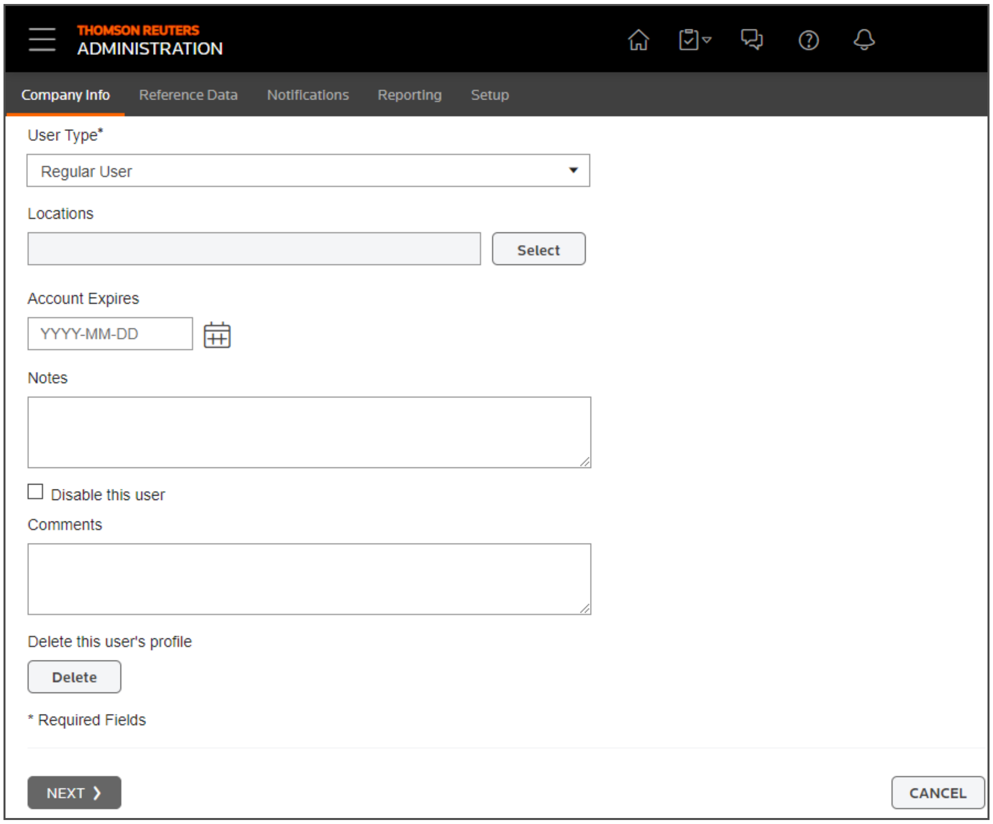


3. On the **Add New User** screen, enter information in the **User Details** tab, selecting **User Type** for regular users and data provider users.



For more detailed information, see the ONESOURCE Administration Help.

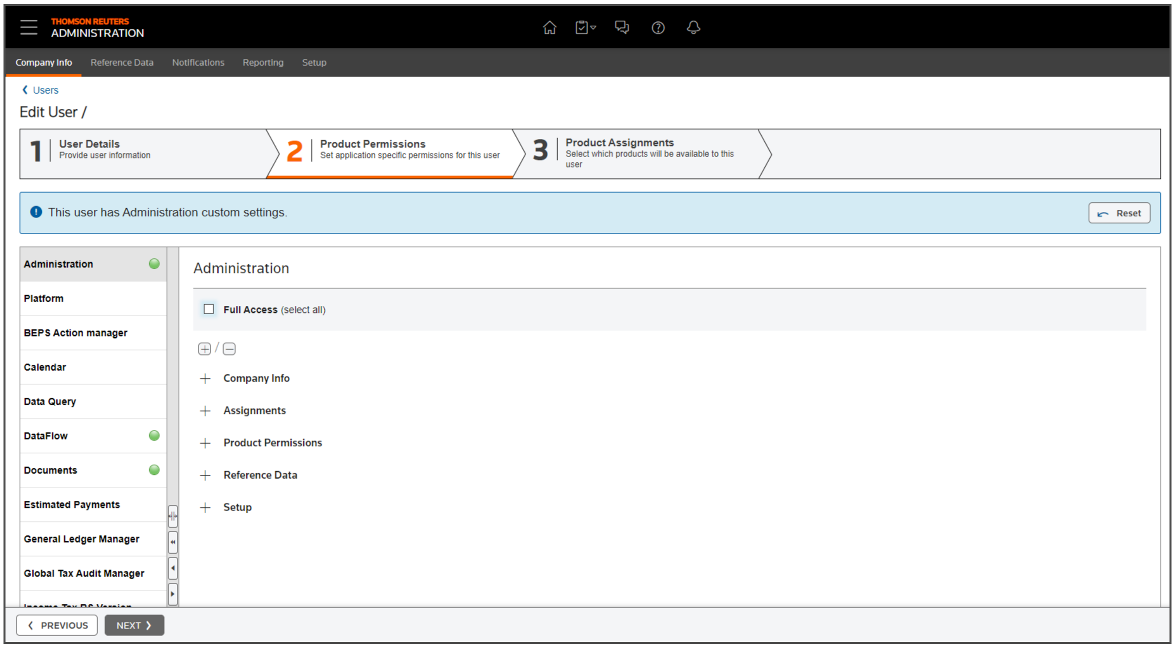
4. Select **Next**.



Product Permissions

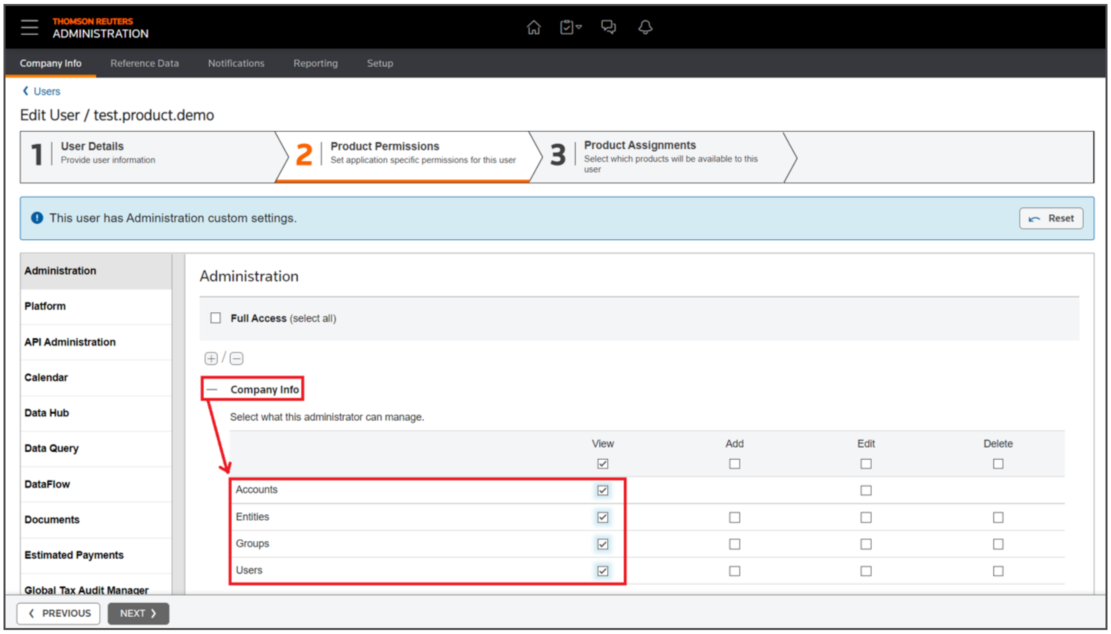
The **Product Permissions** section allows you as an Administrator to assign permissions for each user for the products they are licensed to use.

1. On the **Product Permissions > Administration** tab, assign product permissions to the user.



2. For regular users, in the **Company Info > View** section, checkmark **Accounts**, **Entities**, **Groups** and **Users**. For Data Provider users, skip this step.

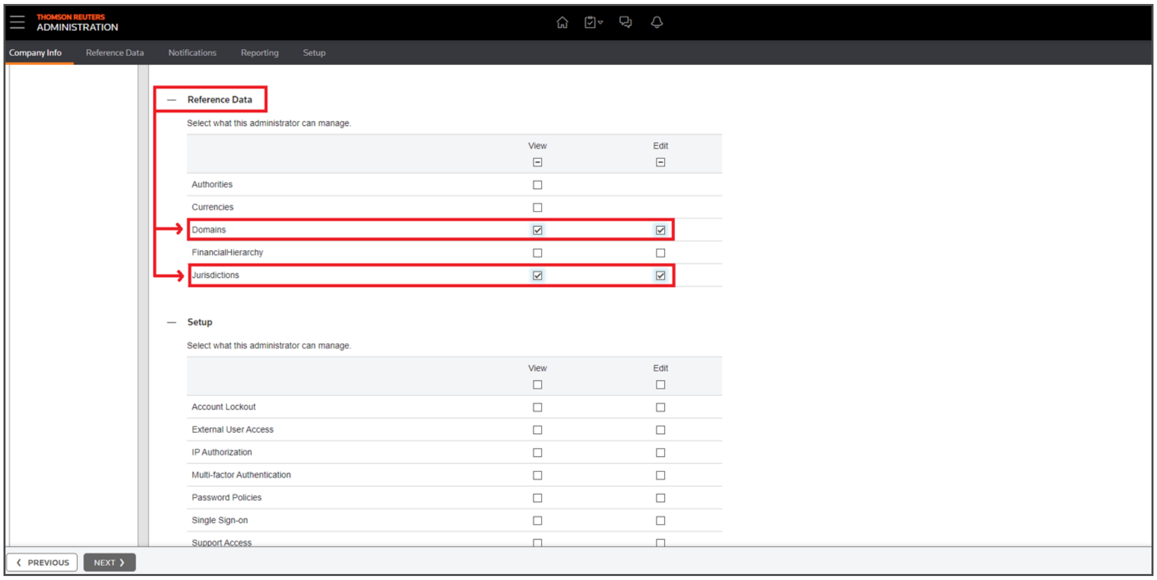
Users must have the **View** permission check box selected for Groups in order to see the list of Groups in **Assigned To** fields.



Carefully consider granting **Add**, **Edit** and **Delete** permissions for a limited set of users.

3. For regular users and Data Provider users, in the **Reference Data** section, checkmark the **View** and **Edit** boxes for Domains and Jurisdictions.

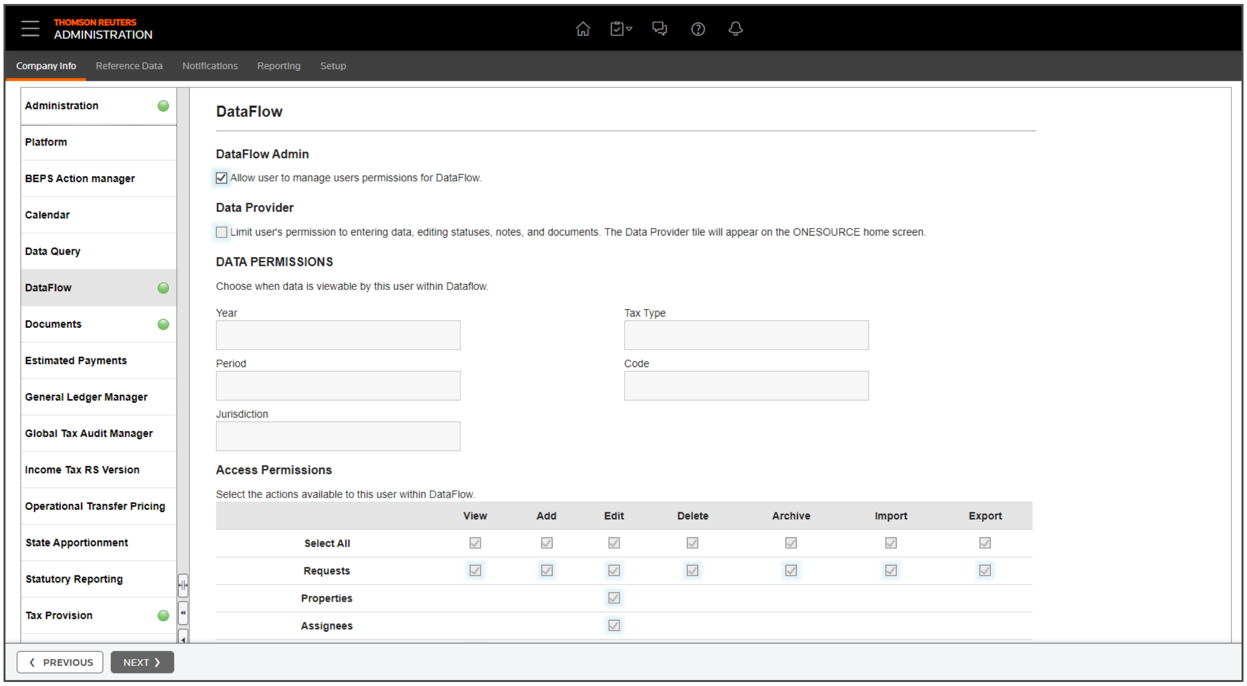
4. If Data Hub is configured, checkmark the **Financial Hierarchy** box.



Users must have the **View** permission check box selected for **Domains** in order to see the list of Tax Types.

DataFlow Permissions

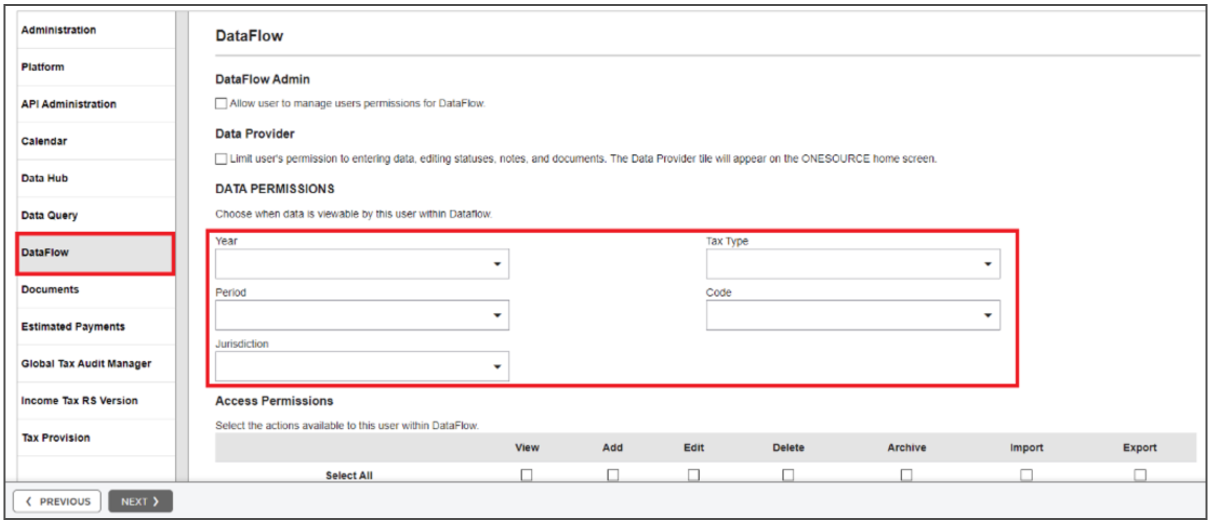
For Regular Users you can assign more granular permissions by selecting one or more checkboxes from each drop-down menu in **Administration > Product Permissions > DataFlow**.



The DataFlow Admin and Data Provider checkboxes are a shortcut to enabling a standard set of checkboxes on the page.

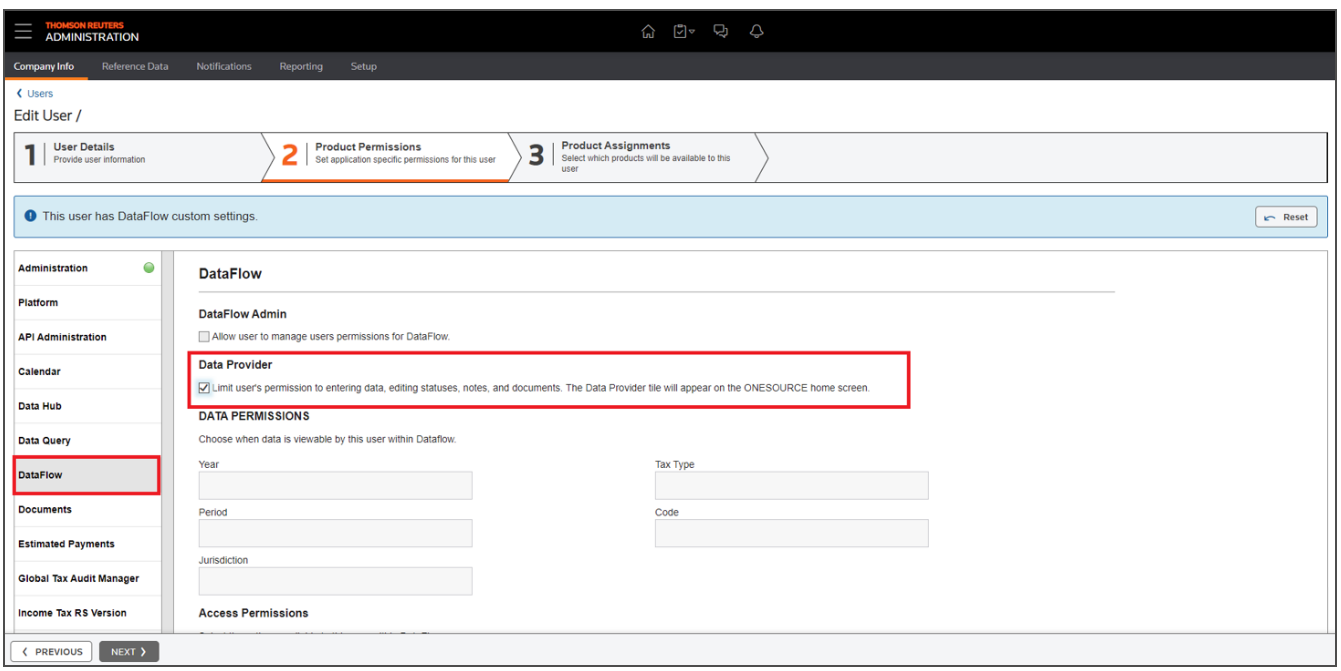
- User can see ALL data by default for each Data Permissions field (year, tax type, period, code, and jurisdiction). Therefore, if no permissions are set, the users can see all data.
  - For example, when no YEAR is set in the year dropdown, users can view and act on requests for all years. If 2018 and 2019 are checked in the YEAR dropdown, the user will ONLY be able to view and act on 2018 and 2019 requests. All other YEARS will not be visible to the user.

The **Data Permissions** section is optional.



Data Provider

For Data Provider users, checkmark the Data Provider box.

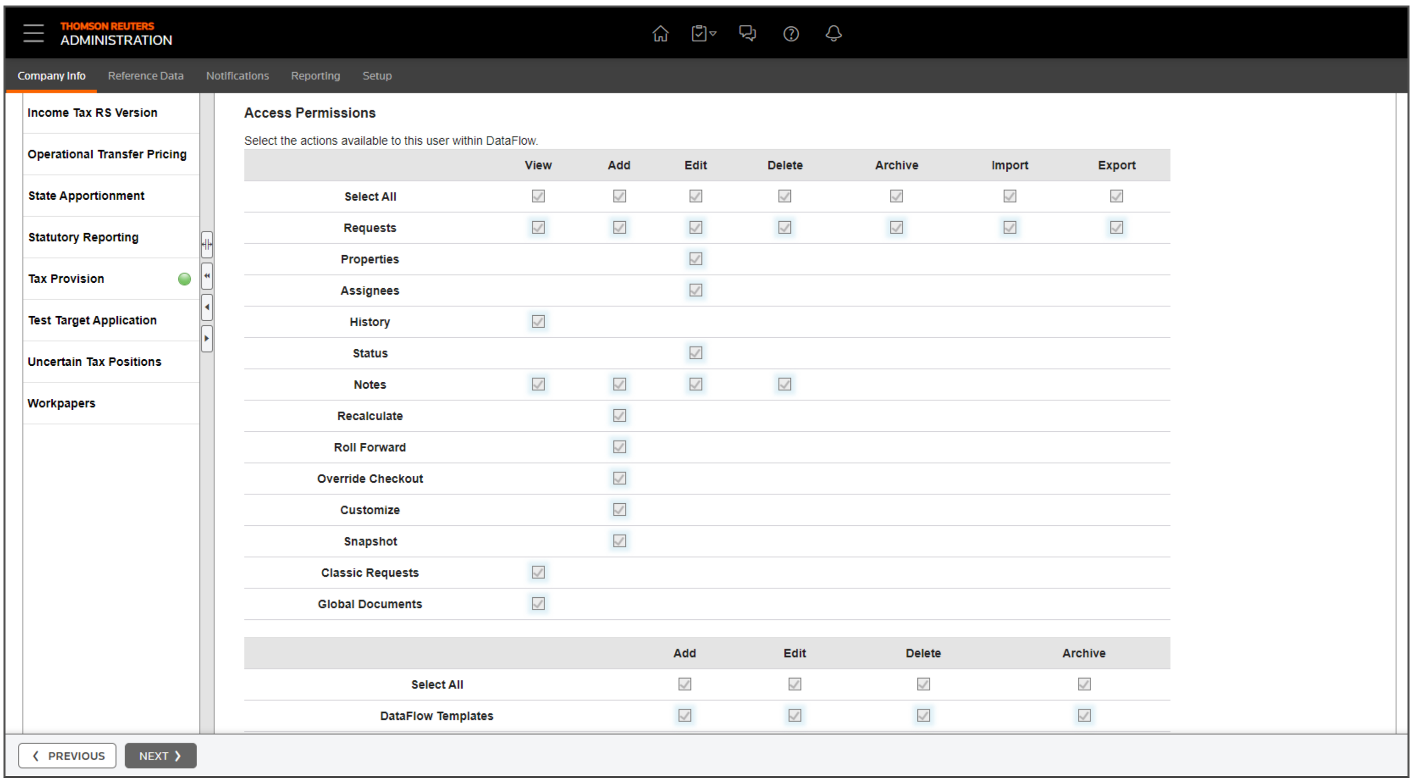


This will disable all other options as **Data Provider** permissions are pre-set out of the box and cannot be customized. A Data Provider user can access only the requests assigned to them.

Access Permissions

In the **Access Permissions** section, you can select the appropriate permissions for each user. We recommend granting **View**, **Add**, **Edit**, **Import**, and **Export**, as they are typical access permissions for regular users.

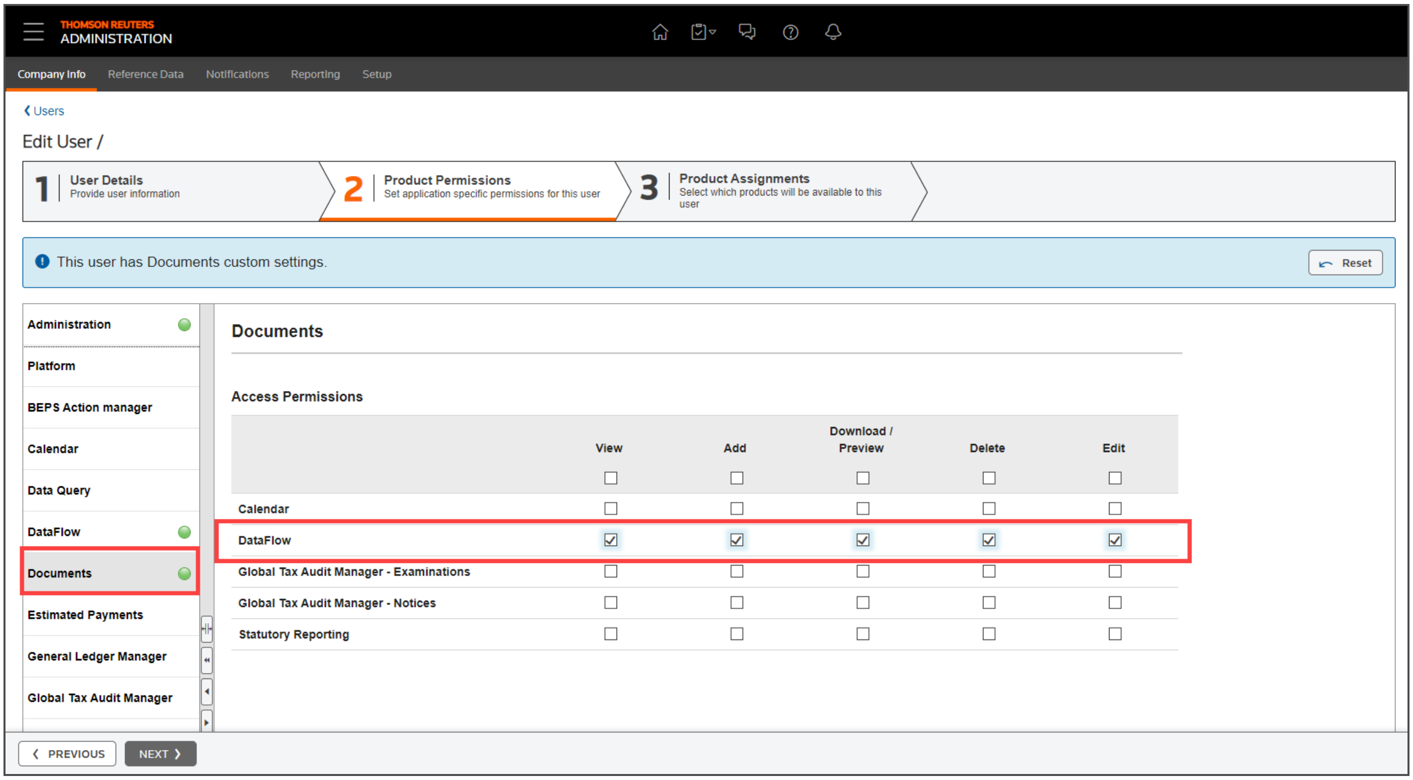
Carefully consider granting **Delete** and **Archive** permissions for a limited set of users.



- All users must be granted permissions in order to perform actions within DataFlow.
- If a checkbox is enabled for any field, the user is limited to only those checked for that particular field.

Documents

DataFlow documents or attachments are stored in a centralized document management system on the ONESOURCE Platform. Permissions to manage documents are set on the Documents tab of User Administration.



To set permissions:

1. In **Documents > DataFlow**, checkmark the boxes for **View**, **Add**, and **Download**.

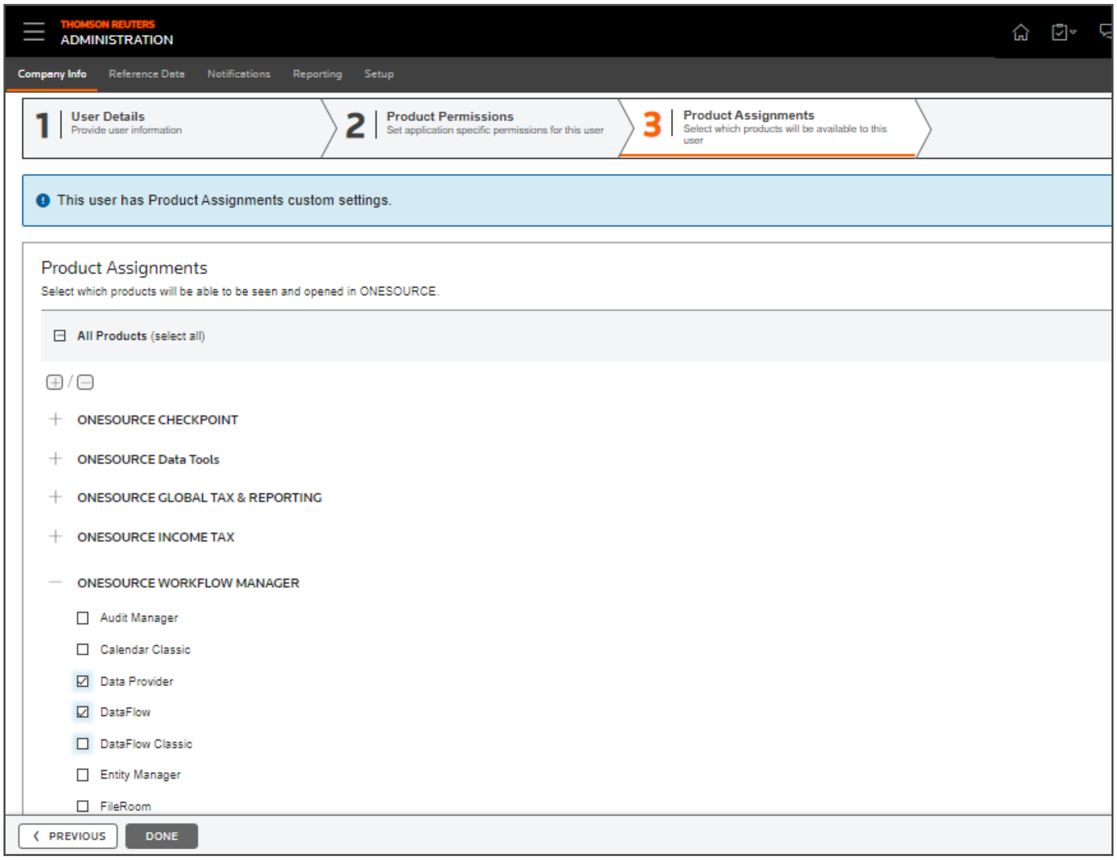
   Carefully consider granting **Delete** and **Edit** permissions for a limited set of users.

2. Select **Next**.

3. On **Product Assignments > ONESOURCE Workflow Manager**,

   a. Checkmark the **DataFlow** and **Documents** box for a regular user.

   b. Checkmark the **Data Provider** box for a data user.



4. Select **Done**. This will send an email to the user to sign in and complete registration.

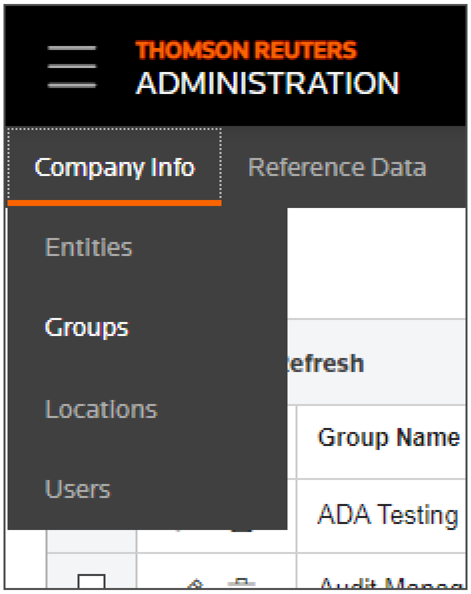
Groups

Administrators can create groups to easily grant multiple users the same set of data and access permissions. In DataFlow, these groups can also be used to assign requests, status rights, and notifications. When done by Group, rights/notifications will cascade to all users within those groups.

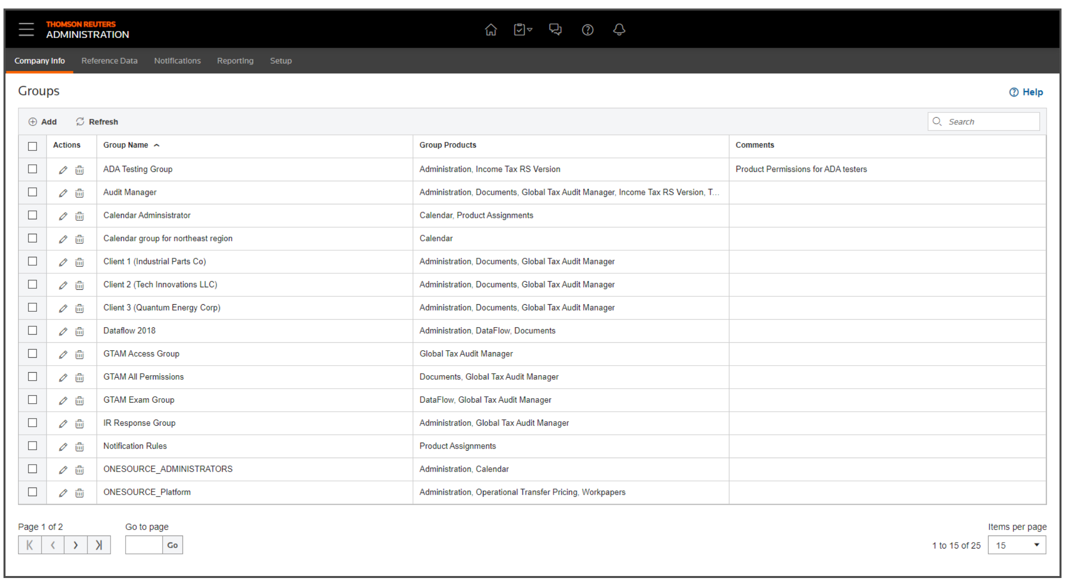
The scope of the group for products, permissions and membership can be updated at any time. All products and permissions assigned to the group will be inherited by the assigned users and is in addition to any individually assigned products and permissions.

To create a group:

1. Select **Company Info > Groups**.

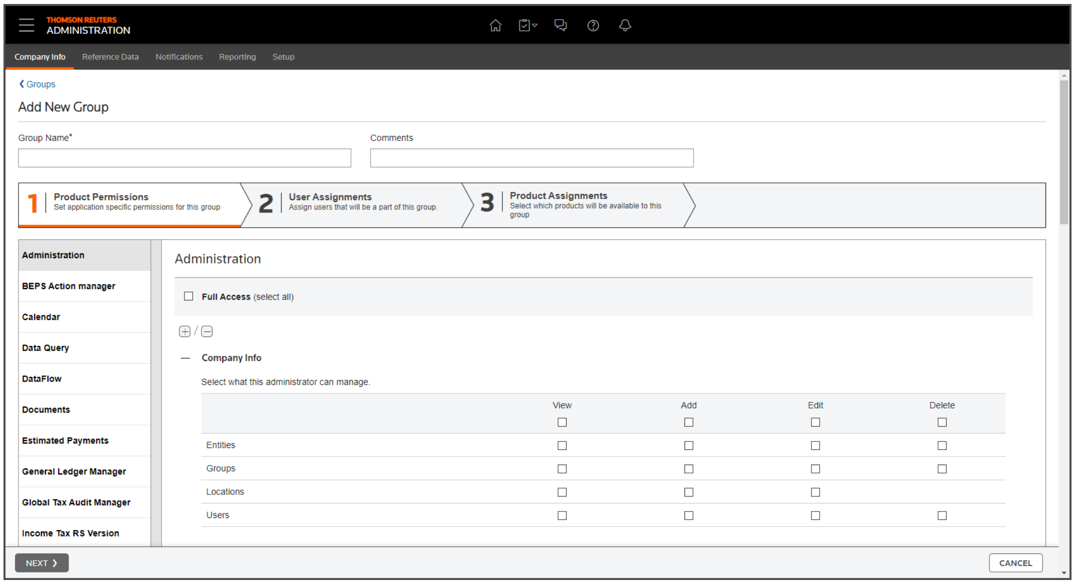


2. Select **Add** on the toolbar.



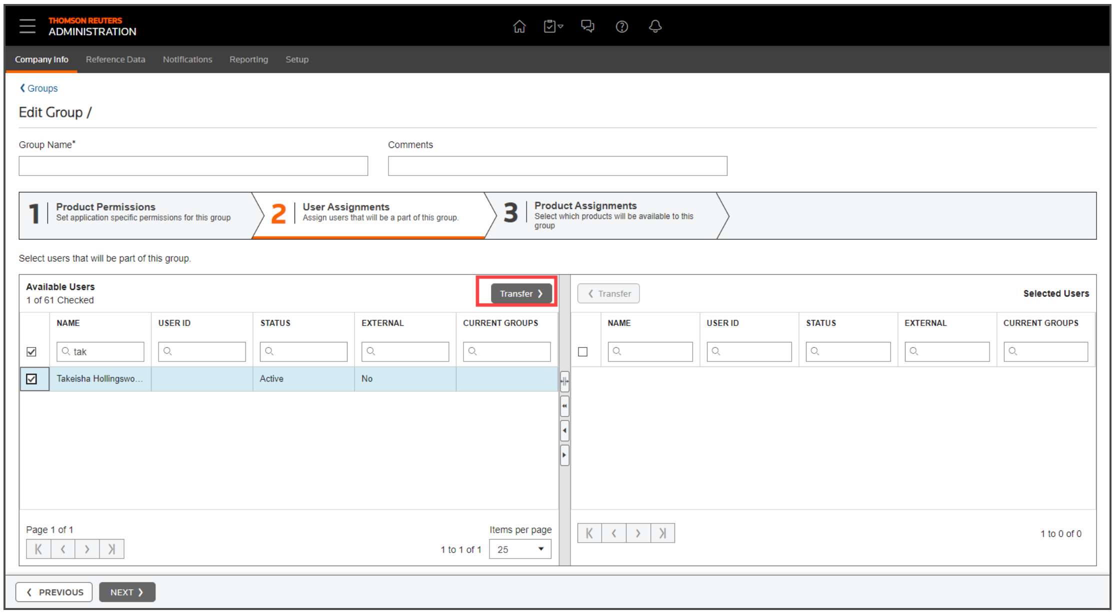
   a. To add new users to an existing group, select the **Edit** icon next to the group you want to update.

3. On the **Add New Group > Product Permissions** tab, set application specific permissions, select which products will be available to the group.



4. Select **Next**.

5. On the **User Assignments** tab, assign users to the group by searching and checkmark the box next to their name and select **Transfer**.



6. Select **Next**.
7. On **Product Assignments > ONESOURCE Workflow Manager**,
   a. Checkmark the **DataFlow** and **Documents** box for a group that includes regular users.
   b. Checkmark the **Data Provider** box only for groups with data provider users.
8. Select **Done**.

Recommendations

In general, groups can be assigned wherever Edit Assignments occur in DataFlow. For example, Requests, DataFlow Template completion email notifications, Status Template Permission, and for Action Management error notification.

It is recommended to create a group to manage status templates, being a convenient and straightforward way to restrict Request change transition and flow to those groups of users with review and other oversight responsibilities, rather than selecting and assigning a large number of individual users.

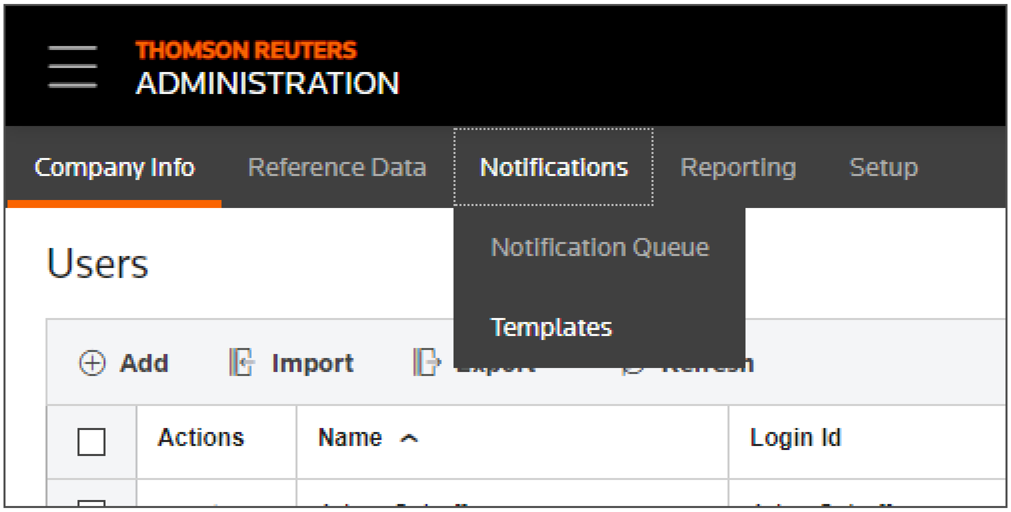
NOTIFICATIONS TEMPLATES

The **Notifications** tab allows you to create reusable templates that you can apply when you set up your DataFlow templates. You can find default templates for the Initial, Reminder and Complete Notifications.

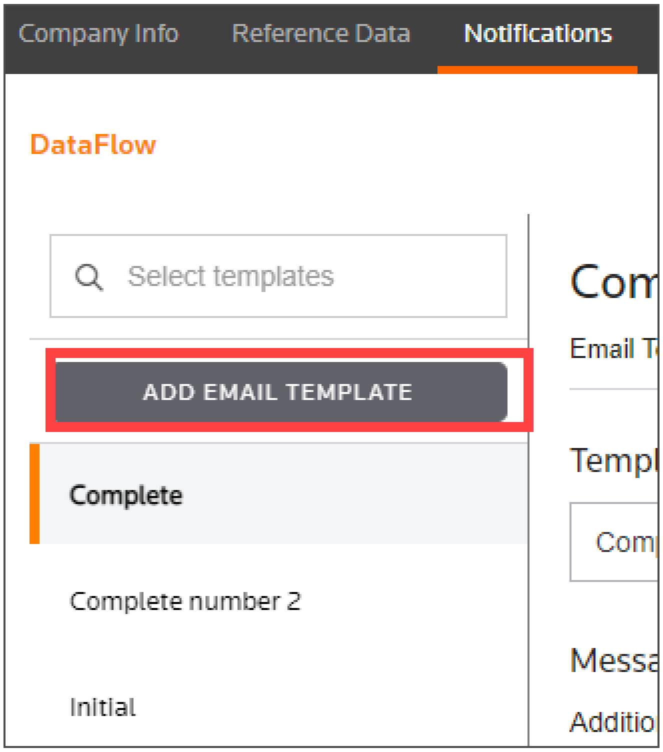
Adding and Editing Templates

To add or edit an Email Template:

1. From the Administration tile, select **Notifications > Templates**.



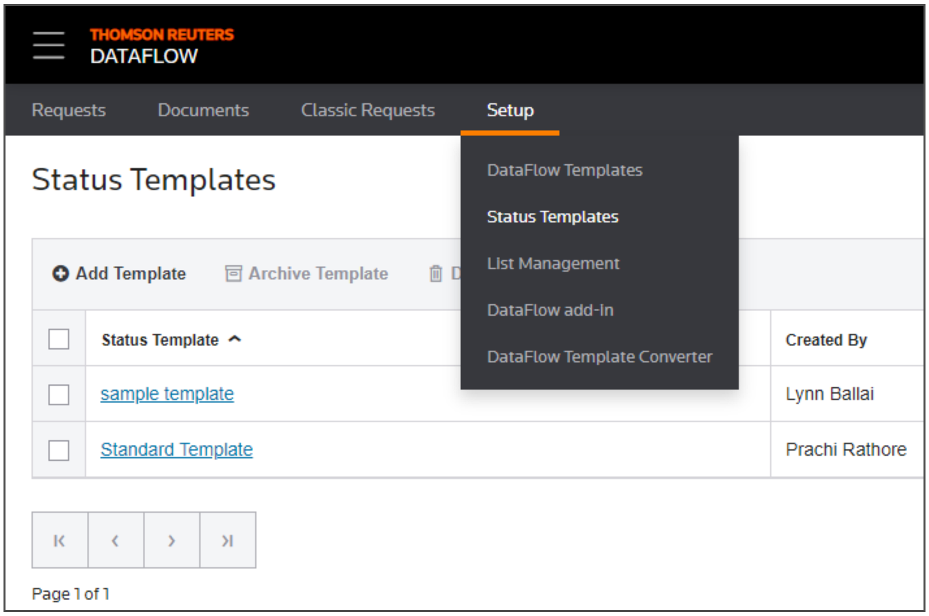
2. Select **Add Email Template** or select the template you want to edit on the left side of the screen.



3. Customize or edit your template by changing:
    a. template name
    b. email subject
    c. one or more variables in the email body from the **Insert Variable at Cursor** section
4. Select **Save**.

STATUS TEMPLATES

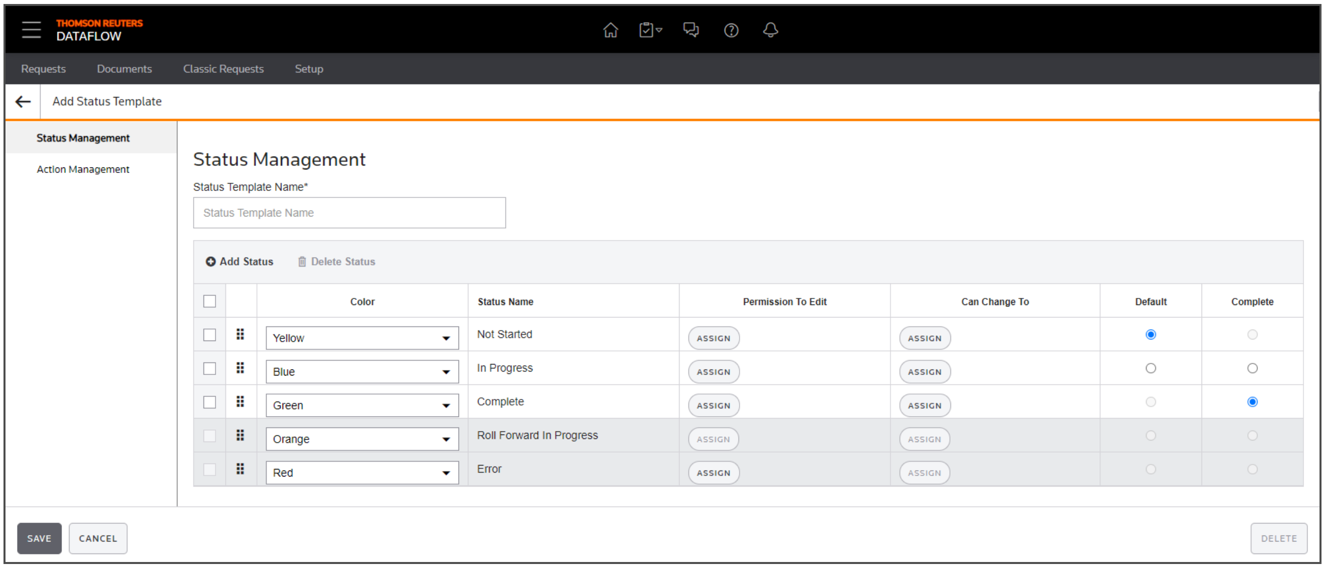
Status templates are managed in **DataFlow > Setup > Status Templates**.



Status Management

To create your first template:

1. Select **Add Template**.
2. On the Status Management page, complete the following:



a. **Status Template Names** must be unique.

b. Default Names and colors are provided each time a new status template is created and can be modified as needed.

c. **Default Status**: One status must be identified as the default status. The Default status is the status that a request will be when first created.

   i. Default Status cannot be the same as Completed Status

d. **Complete Status**: One status must be identified as the Complete status. The Complete status will make the DataFlow request read-only.

   i. Default Status cannot be the same as Completed Status

e. **Permission to Edit**: Assign the Users and/or Groups who can act on a request when the request is in this state.

f. **Can Change to**: Assign the Users and/or Groups who can move requests into this status. Users will only see those statuses for which they are authorized in the Change Status list for a request using this template.

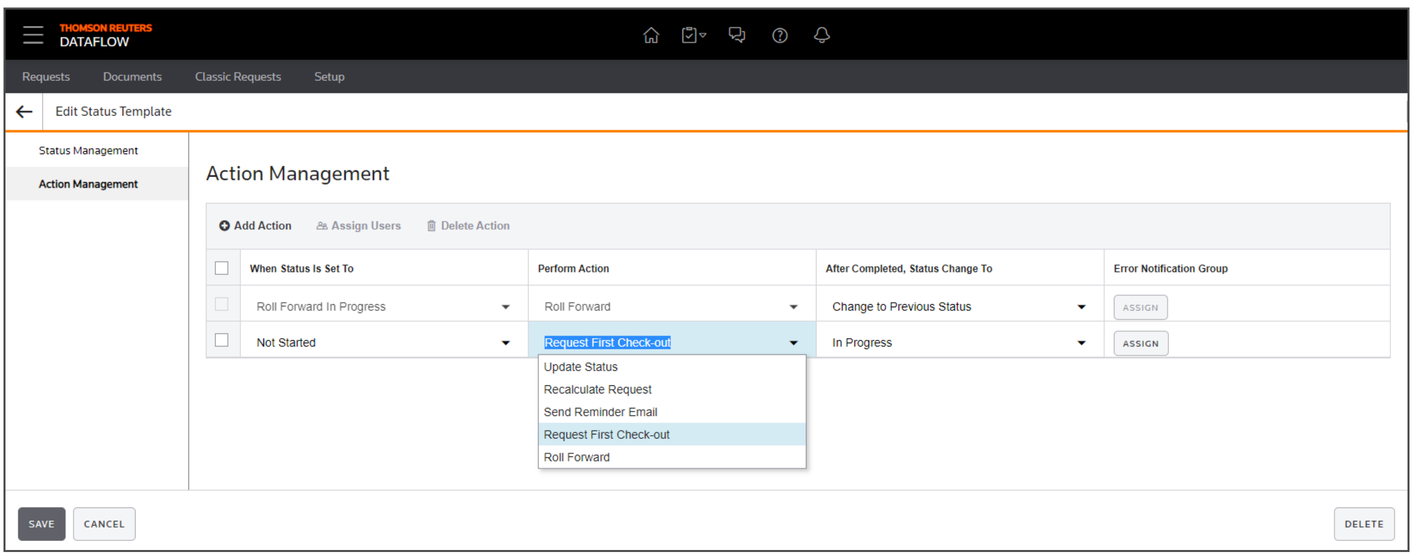
g. **Roll Forward in Progress**: *System status*. Color coding can be adjusted

h. **Error Status**: *System status*. A user authorized to move the request out of an error state must be assigned. Failure to do so will prevent the request from being resubmitted or acted upon until this is resolved.

When you create a Status Template, you will have the option to assign users and/or groups for the **Permission to Edit** and **Can Change To** columns for each listed status. You can, for example, create a group for a set of users that will be able to change the status of requests to **Complete** to indicate the work has been completed and assign that group to **Can Change To** on the Status Management page for the template.

Action Management

Automated Actions can be added to each Status Template, allowing the DataFlow request to capture activities and move through steps in a more automated fashion, reducing manual intervention.



Status Fields:

- **When Status is Set To**: reflects statuses indicated in Status Management for this template.
- **Perform Action**: select different actions for the template.
- **After Completed, Status Change To**: sets the status that the request reverts to.
- **Error Notification Group**: assign users and groups that should be notified when an error occurs for the indicated action performed.

Available Actions

Actions can be set to occur when a request is set to a given status.

The following actions can be triggered in the **Perform Action** field:

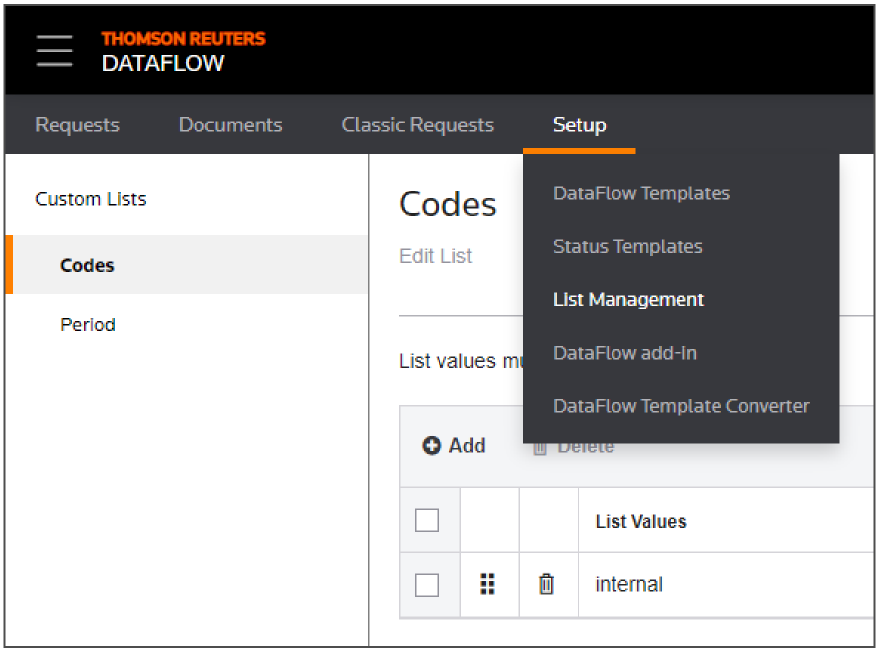
- Update Status
- Recalculate Request
- Send Reminder Email
- Request First Checkout
- Roll Forward: *Default Action*. When a user performs a Roll Forward on a request, the Status of that request will be automatically changed to Roll Forward in Progress. This prevents the request from being acted upon until the roll forward process completes. Once the Roll Forward Action is completed, the default action will revert the status to the last status in use prior to the Roll Forward taking place.

Once the action completes, set the status the request should revert to in the **After Completed, Status Change To** field.

CUSTOM LISTS

Custom Lists are managed in **DataFlow > Setup > List Management** and help categorize DataFlow requests.

List Management is visible for authorized users with Add, Edit, and Delete permissions.



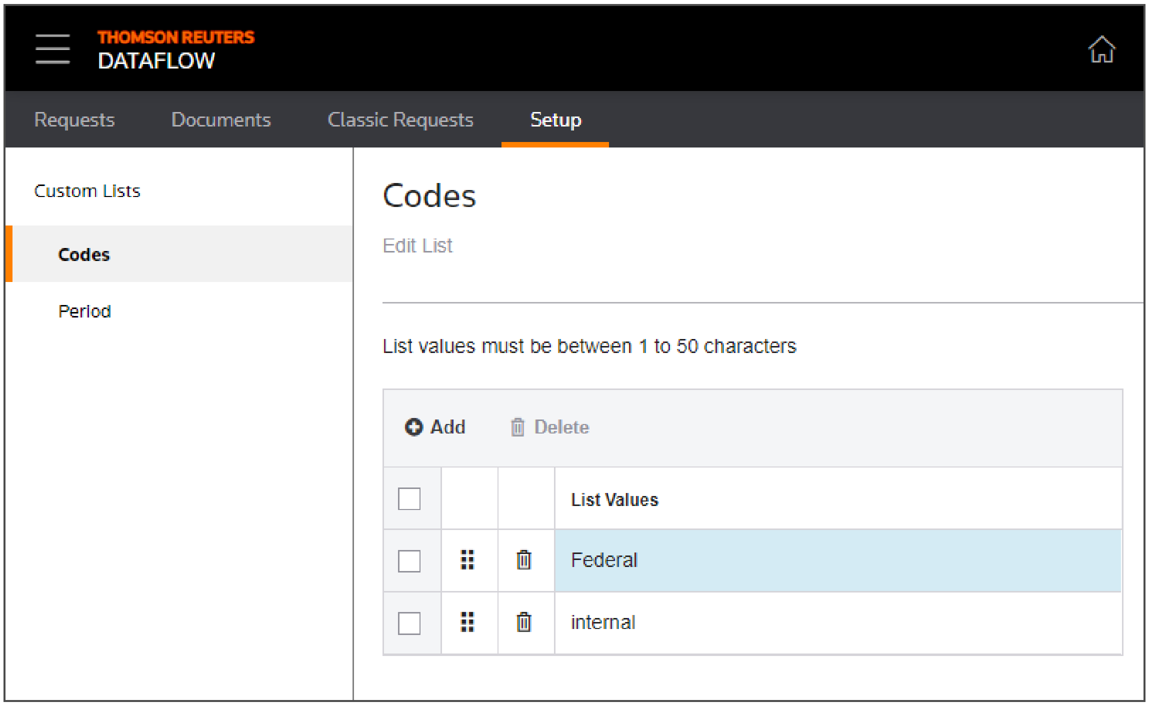
Current lists available:

- Codes
- Period

Actions you can take with your list:

- Add - select **Add** on the toolbar.
- Edit - click in the **List Value** field and make your edits.
- Enter list value - click in the **List Value** field and enter name.
- Delete - select the **Delete** icon to delete.
- Reorder - Use the grab handles on the left to reorder the list values.

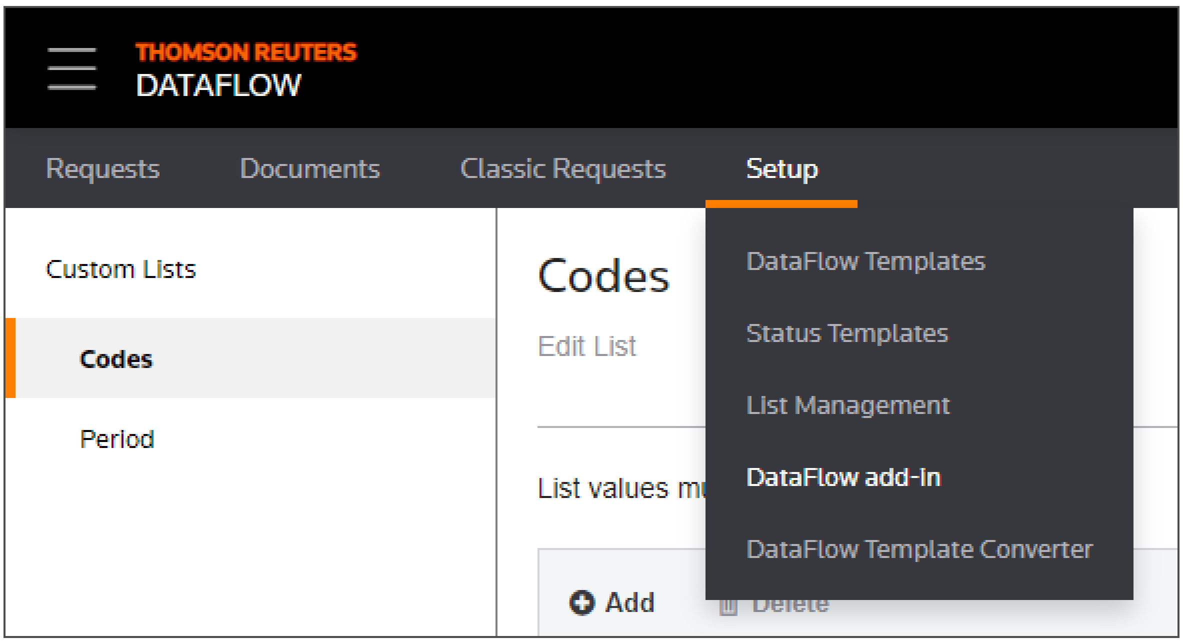
Values in use cannot be deleted. Please update or remove the value from requests before proceeding.


THOMSON REUTERS
DATAFLOW
Requests
Documents
Classic Requests
Setup
Custom Lists
Codes
Period
Codes
Edit List
List values must be between 1 to 50 characters
Add
Delete
List Values
Federal
internal

DOWNLOAD/INSTALL ADD-IN

DOWNLOAD

Creating DataFlow templates requires the installation of the DataFlow Add-In. This is available for download in DataFlow under the Setup menu.

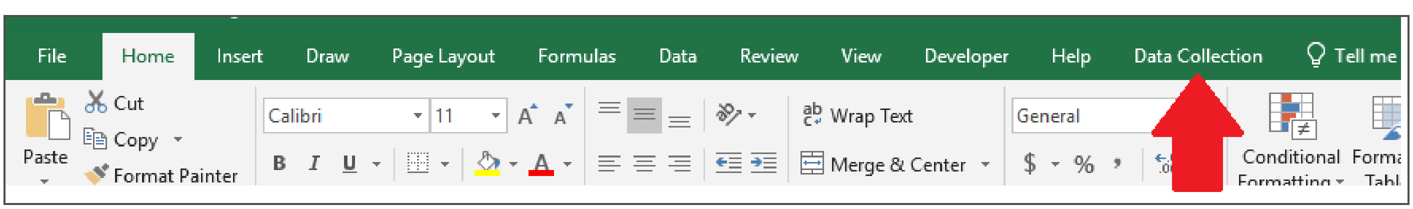


INSTALL

Close all instances of Microsoft Excel then run the installer, follow the installation wizard then launch Excel.

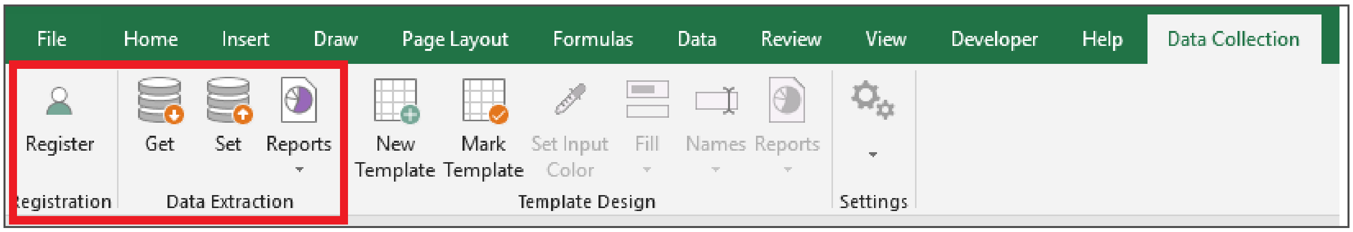
THE DATA COLLECTION TOOLBAR

Click on the Data Collection tab to expose the DataFlow tools.

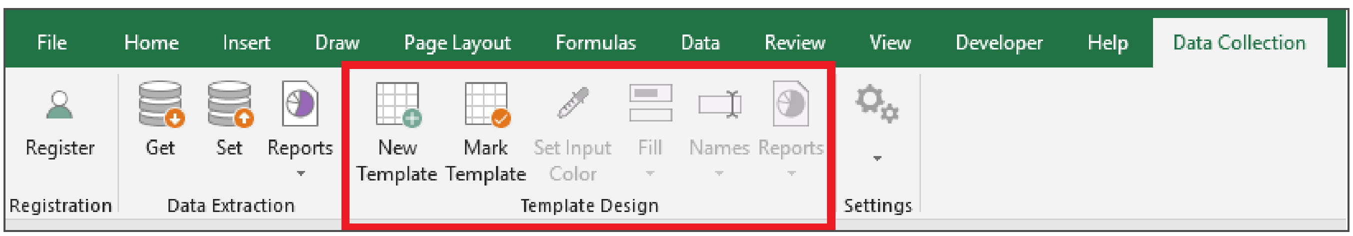


The Data Collection toolbar is comprised of three parts

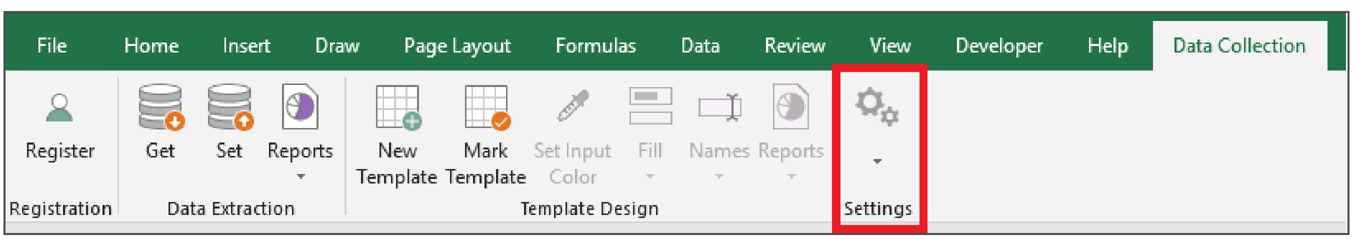
1. The Extraction section – for use when working with data for existing DataFlow request(s).



2. The Template Design section – for use when designing or editing a template.



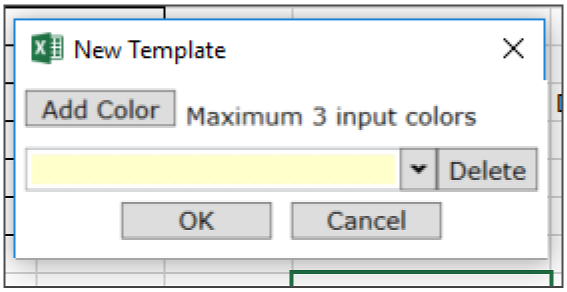
3. The Settings button – for use for options when working with data, template design or retrieving updates.



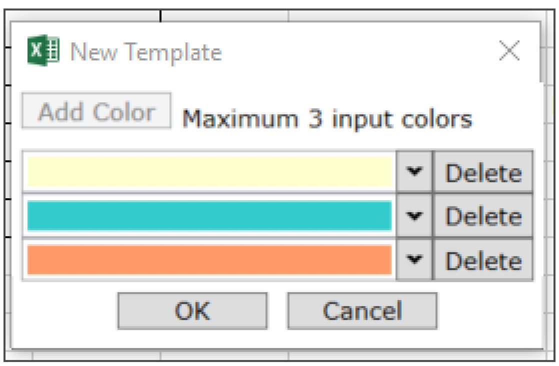
CREATE A NEW DATA COLLECTION TEMPLATE

DESIGNING A NEW TEMPLATE

Clicking **New Template** will generate a new Excel workbook and present the Input color selection dialog.



In DataFlow, a template designer can now elect to utilize up to 3 different input colors.



Select the input colors and click **OK**.

If the workbook being adopted into a template, and existing color may be set as an input color.

1. Select the cell with the desired color.
2. Click Set Input Color.
3. The Color dialog will appear with the selected color set.
4. Click Ok to accept the color selection(s).

The Excel workbook is now ready for designing the template.

DataFlow allows for many Excel features to be incorporated into the data collection template, that said, there are some features that should be avoided*.

- DataFlow performs best when the XLSX or XLSM file formats are used. Avoid the use of XLS, XLSB and other formats as these will impede performance during all template operations; Including: Protection, Diagnostics, Create/Open/Save Request, Recalculation, and Roll Forward.
- Avoid the use of the CELL() formula in Excel. This method does not provide consistent results during server-side operations such as Recalculation
- Avoid the use of Excel's table formula.
- VBA (Visual Basic for Applications) and Macros – Although macros can be incorporated in a template these will not operate server-side in Recalculation. Because of this, it is important that these macros not impact or make data changes.
- VBA should not be used to manipulate data or structure within the workbook. If VBA is required to perform these actions, systems like Batch Recalc, Send To OIT (ONESOURCE Income Tax), and Roll Forward may not function as desired.
- VB (Visual Basic) Form controls, although not recommended, should interact, and use a named cell for its state. DataFlow cannot store or maintain a form control's state directly.
- Defined names must be Workbook scoped for DataFlow to recognize and store values. Names in any other scope will not be stored.
- Avoid unnecessary use of fills, styles or formatting. This increases the size of the workbook and may cause other performance, protection issues. A common mistake is the use of a white fill to hide grid lines, grid lines are hidden during the protection process.

*Server-side operations such as Recalculation and Roll Forward will not operate as expected when using these features. Should Recalculation and Roll Forward not be part of the templates expected usage, these may be used without reservation.

DATA FUNCTIONS

DataFlow provides methods to share data across requests as well as extract data for various reporting and analytics. Working with any DataFlow request requires that the Request ID be used to specify the specific request (s) to work with.

The methods GetList and GetID is used to find the specific request ids. Use the results from these methods to utilize the other methods for data retrieval.

Data retrieval methods should not be nested within any formula.

GetID

EXTRACTION	IN REQUEST
✔	✔

Retrieves the ID of the request which matches the criteria. If more than one request is found returns and error in the formula location.

All parameters are optional, but as many as possible should be provided to ensure only 1 request is found. If more than one matching request is found, and error is returned.

Syntax:

EXTRACTION	EXTDCGetID (Entity ID, Entity Name, Template Name, Tax Type, Year, Period, Status, Codes, Scenario, Jurisdiction, Client Name, Client Number)
IN REQUEST	DCGetID (Entity ID, Entity Name, Template Name, Tax Type, Year, Period, Status, Codes, Scenario, Jurisdiction, Client Name, Client Number)

GetList

EXTRACTION	IN REQUEST
✔	✔

Retrieves a list of requests which match the criteria and places the list in the output range.

Output Range is required, all others are optional, but as many as possible should be provided to keep the resulting list as small as possible.

Syntax:

EXTRACTION	EXTDCGetList (Output Range, *Entity ID, Entity Name, Template Name, Tax Type, Year, Period, Status, Codes, Scenario, Jurisdiction, Client Name, Client Number*)
IN REQUEST	DCGetList (Output Range, *Entity ID, Entity Name, Template Name, Tax Type, Year, Period, Status, Codes, Scenario, Jurisdiction, Client Name, Client Number*)

GetData

EXTRACTION	IN REQUEST
✔	⃠

Retrieves all the data for a request except for tabular data. Data is placed a single value per cell in the output range vertically.

Syntax:

EXTRACTION	= EXTDCGetData (Request ID Range, Output Range)
IN REQUEST	Not Available.

GetRange

EXTRACTION	IN REQUEST
✔	✔

Retrieves the values from a Range for the request ids provided and places them in the output location.

Syntax:

EXTRACTION	=EXTDCGetRange(Request ID Range, Range Name, Output location)
IN REQUEST	=DCGetRange(Request ID Range, Range Name, Output location)

GetValues

EXTRACTION	IN REQUEST
✔	✔

Retrieves the values associated with the names within the passed request ids. Setting Horizontal Output to True will force the transposition of the values being retrieved.

Syntax:

EXTRACTION	=EXTDCGetValues(Request ID Range, Range Names, Output location, Horizontal Output)
IN REQUEST	=DCGetValues(Request ID Range, Range Names, Output location, Horizontal Output)

GetTable

EXTRACTION	**IN REQUEST**
✔	✔

Retrieves the values from a Table for the request ids provided and places them in the output location, optionally including the headers of the table.

Syntax:

EXTRACTION	=EXTDCGetTable(Request ID Range, Range Name, Output location, Include Headers)
IN REQUEST	=DCGetTable(Request ID Range, Range Name, Output location, Include Headers)

LookUpTable

EXTRACTION	**IN REQUEST**
✔	✔

Retrieves the values from a Table for the request ids provided and places them in the output location, based on the criteria, optionally including the headers of the table.

Syntax:

EXTRACTION	=EXTDCLookUpTable(Request ID Range, Table Name, Output location, Include Headers, Columns to retrieve, Criteria Column, Criteria Value)
IN REQUEST	=DCLookUpTable(Request ID Range, Table Name, Output location, Include Headers, Columns to retrieve, Criteria Column, Criteria Value)

Columns to Retrieve – The actual header text for a column to retrieve, or a range of cells containing individual column headers.

Criteria Column – (Optional) The actual header text for the column to check its value.

Criteria Value – (Optional) the Value to look for.

Examples:

DCLookupTable(RequestID, “MyTable_Table”, A15, TRUE, , “Account Number”, “0001”)

Retrieve all the rows from the table MyTable_Table where the Account Number column contains 0001 and place it starting at A15.

DCLookupTable(RequestID, “MyTable_Table”, A15, TRUE, ”Balance” , “Account Number”, “0001”)

Retrieve all the values from the column Balance, from the table MyTable_Table where the Account Number column contains 0001 and place it starting at A15.

SetRange

EXTRACTION	IN REQUEST
✔	⃠

Places data into the request(s) specified in the Range specified. Setting data with more rows will expand the area of the request. Data is set top left to bottom right within the destination range, additional columns will not be set and values will be discarded.

Syntax:

EXTRACTION	=EXTDCSetRange(Request ID Range, Range Name,Value range)
IN REQUEST	Not available

SetTable

EXTRACTION	IN REQUEST
✔	⃠

Places data into the request(s) specified, in the Table specified. Data is set top left to bottom right within the destination table, additional columns will not be set, and values will be discarded. Setting data to a table without AddRows enabled will truncate data outside the destination table; AddRows enabled destination Tables will expand to accept the data being set.

Set must include header names.

Syntax:

EXTRACTION	=EXTDCSetTable(Request ID Range, Table Name,Value range)
IN REQUEST	Not available

SetValues

EXTRACTION	**IN REQUEST**
✔	⃠

Places data into the request(s) specified, into the rangenames specified. When setting multiple ranges, the values must align in order to the rangename list.

Use to set the same value(s) to the rangename(s) across multiple requests.

Syntax:

EXTRACTION	=EXTDCSetValues(Request ID Range, RangeName range,Values Range)
IN REQUEST	Not available

WORKING WITH BEHAVIORS

DataFlow provides methods that drive behaviors of a request. Behaviors allow the template designer to specify what columns, rows or sheets a data provider will see based on the parameters of the request or data that is available to the request.

HideCol

EXTRACTION	IN REQUEST
⃠	✔

Hides or Shows the specified consecutive column(s).

- WorksheetName – The name of the worksheet the columns are on.
- Column - the first column number, for instance “A” is 1, “B” is 2, and so on.
- Column Hide – True or False, True to Hide.
- Column Count – The number of columns to the right of the first column to hide or show.

Syntax:

EXTRACTION	Not Available
IN REQUEST	=DCHideCol(WorksheetName, Column, Hide, Column Count)

HideCols

EXTRACTION	IN REQUEST
⃠	✔

Hides or Shows the specified column(s).

- WorksheetName – The name of the worksheet the columns are on.
- Hide – True or False, True to Hide.
- Columns – A range containing a numeric list of column numbers, where “A” would be 1. An example would be 1, 2, 4, 7

Syntax:

EXTRACTION	Not Available
IN REQUEST	=DCHideCols(WorksheetName, Hide, Columns)

HideRow

EXTRACTION	IN REQUEST
⃠	✔

Hides or Shows the specified Row(s).

- WorksheetName – The name of the worksheet the rows are on.
- Hide – True or False, True to Hide.
- Rows – A range containing a list of row numbers. Example 1, 5, 12

Syntax:

EXTRACTION	Not Available
IN REQUEST	=DCHideRows(WorksheetName, Hide, Rows)

HideSheet

EXTRACTION	IN REQUEST
⃠	✔

Hides or Shows the specified Worksheet.

- WorksheetName – The name of the worksheet to hide.
- Hide – True or False, True to Hide.

Syntax:

EXTRACTION	Not Available
IN REQUEST	=DCHideSheet(WorksheetName, Hide)

DATAFLOW CLASSIC METHODS

DataFlow Classic methods, called "DCDF methods" are provided to ease the transition from DataFlow Classic to DataFlow.

DCDFGetID

EXTRACTION	IN REQUEST
⃠	✔

Retrieved the request id for a request in DataFlow Classic matching the parameters provided. When more than one request is found, an error is returned.

Syntax:

EXTRACTION	Not Available
IN REQUEST	= DCDFGetID (Entity ID, Entity Name, Excel Template Name, Template, Tax Type, Year, Period, Status, Codes, Jurisdiction, Scenario, Client Name, Client Number)

DCDFGetList

EXTRACTION	IN REQUEST
⃠	✔

Retrieves a list of requests which match the criteria and places the list in the output range.

Output Range is required, all others are optional, but as many as possible should be provided to keep the resulting list as small as possible.

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFGetList (Output Range, Entity ID, Entity Name, Template Name, Tax Type, Year, Period, Status, Codes, Scenario, Jurisdiction, Client Name, Client Number, Use Client Manager fields)

DCDFGetBlock

EXTRACTION	IN REQUEST
⃠	✔

Retrieves the values of a [basename].block range from a request.

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFGetBlock (RequestId, Block name, Output range, service flag.)

DCDFGetTable

EXTRACTION	IN REQUEST
⃠	✔

Retrieves the DFTable from the provided requestid.

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFGetTable (RequestID list range, Output range, Tablename, Column, Column value)

DCDFGetValues

EXTRACTION	IN REQUEST
⃠	✔

Retrieves the values from the DataFlow Classic request for the given names.

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFGetValues (Request id, Tag Range, Output range, ignore invalid)

DCDFGetValuesEx

EXTRACTION	IN REQUEST
⃠	✔

Retrieves the values from the DataFlow Classic request for the given names.

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFGetValuesEx (Request Id List Range, Tag range, Output range, Horizontal output)

DCDFLoadRange

EXTRACTION	IN REQUEST
⃠	✔

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFLoadRange (Request Id, Input range)

DCDFLoadWildcard

EXTRACTION	IN REQUEST
⃠	✔

Syntax:

EXTRACTION	Not Available
IN REQUEST	DCDFLoadWildCard (Request id, Input Range, Output Range)

UTILITY METHODS

Utility Methods are designed to provide functionality to replace or assist in request behaviors or other purposes.

RefersToSheetName

EXTRACTION	IN REQUEST
⊘	✔

Replaces the CELL() method of Excel to retrieve the name of a sheet for the passed range reference.

Syntax:

EXTRACTION	Not Available
IN REQUEST	=DCRefersToSheetName(Range)

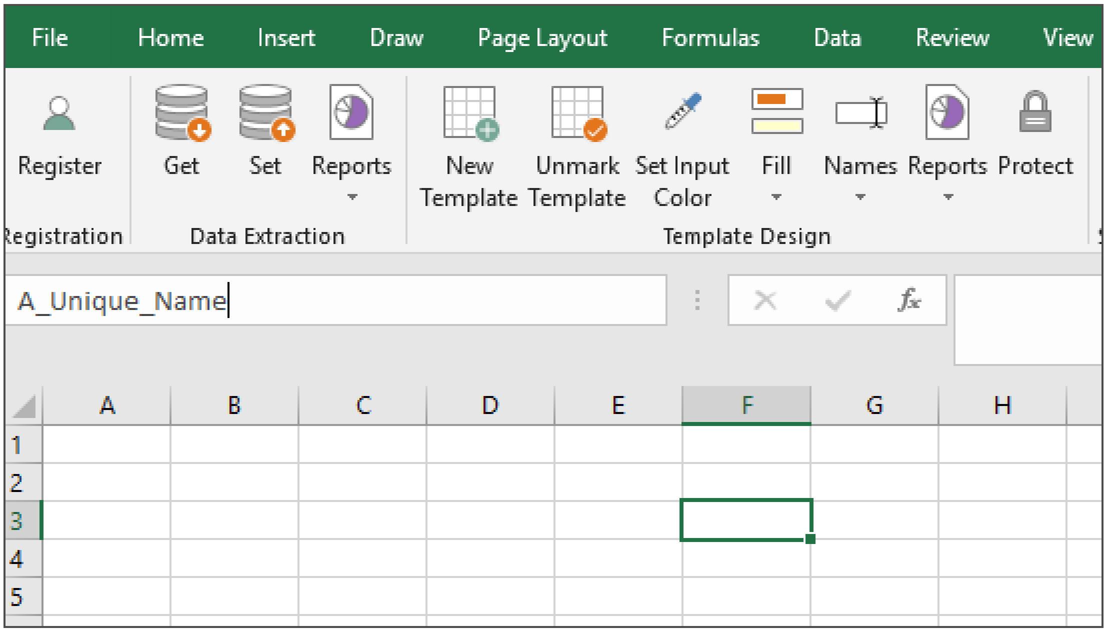
IDENTIFYING DATA FOR STORAGE

DataFlow uses defined names to identify data to be stored and restored to a template within a request. A template can store inputs and calculated values.

- It is not required that a named cell be an input cell.
- It is required that an input cell be named.
- All names must be unique.
- All names must be workbook scoped.

Naming Single Cells

Single cell values to be stored can be identified by selecting the cell and using the Excel provided name box to name the cell. All names must be unique.

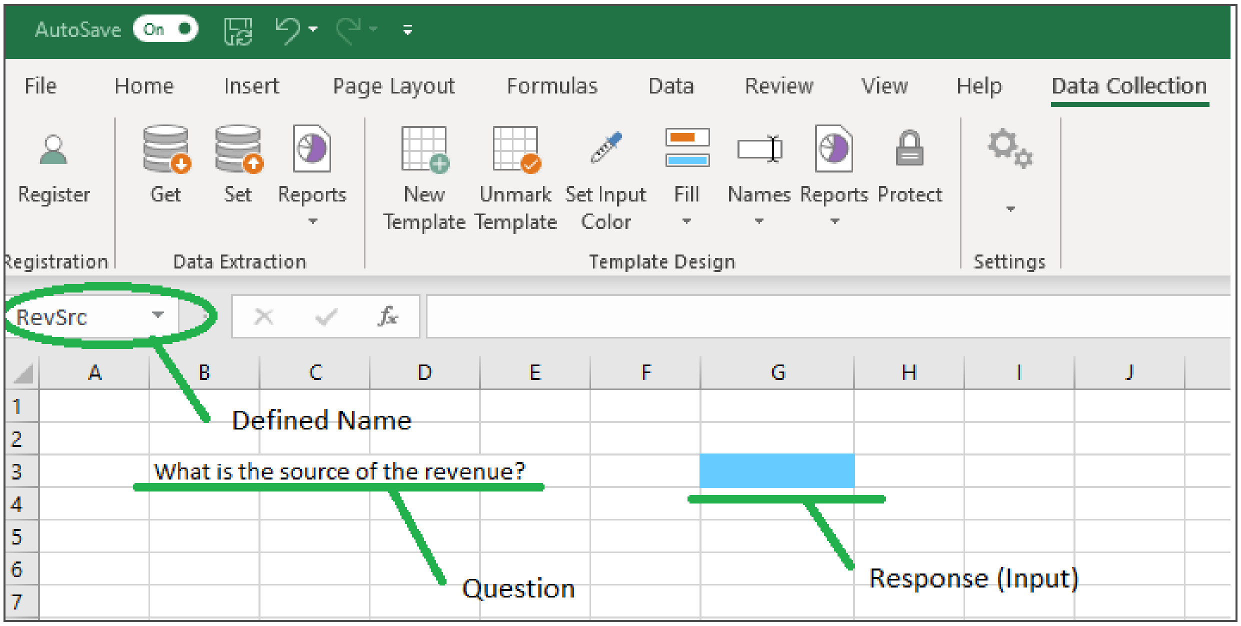


Creating an Input Cell

The use of a question or descriptor and a response location is the most common type of design element. Consider the question, “What is the source of the revenue?” which requires a user to input their response.

To layout this out in Excel, the question would be placed in one cell and the response in another. The steps would be the following:

1. Select the cell for the question and input the text.
2. Select the cell for the response.
3. Click the “Fill” button on the toolbar, this will color the cell to the color specified earlier.
4. In the defined name box, enter a unique name for the cell. Be sure that the input cell is still selected when naming the cell.



NEW capability: Formulas entered into a request input cell will be saved as both a formula and value.

Tabular Data

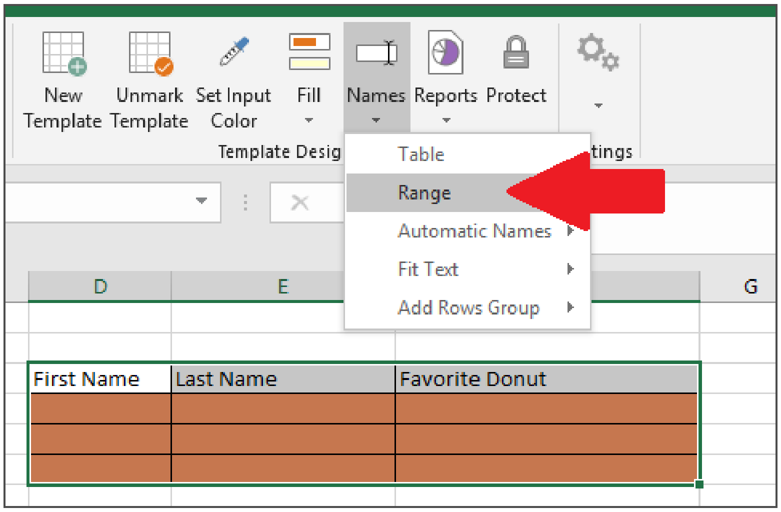
Tabular data represents any data set within the template that can be represented with multiple columns and multiple rows where each row represents a record.

DataFlow provides two types of methods to store and work with the data being collected.

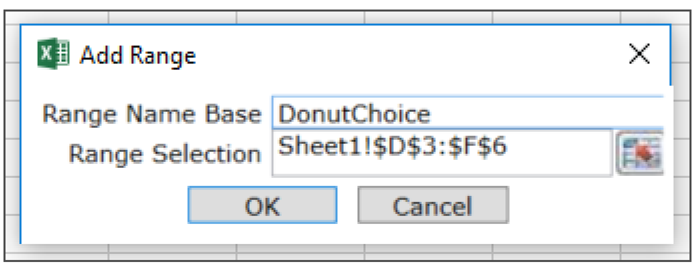
These two types, although similar, are intended to identify data in a manner consistent with the intended use of the data in the future.

1. Tabular data which is intended to be displayed once and not being used in other requests or is required in its entirety across requests. This type of data should utilize the Range or **DCRange** convention.

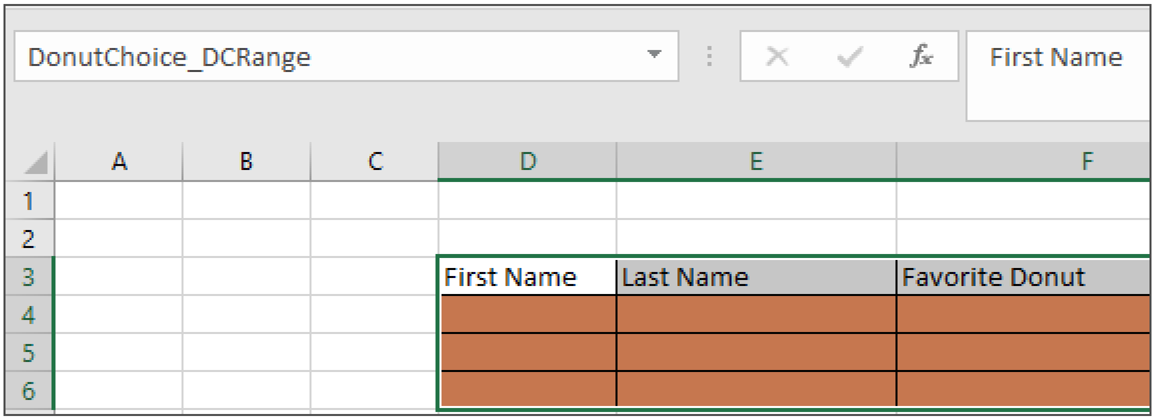
    a. Select the range of cells to store, then click Range from the Names menu.



    b. The Add Range Dialog is presented.



    c. Enter the name for the area and click **OK**.



2. Tabular data which will require more robust functionality and is used in part within other requests or during extraction should utilize the Table.

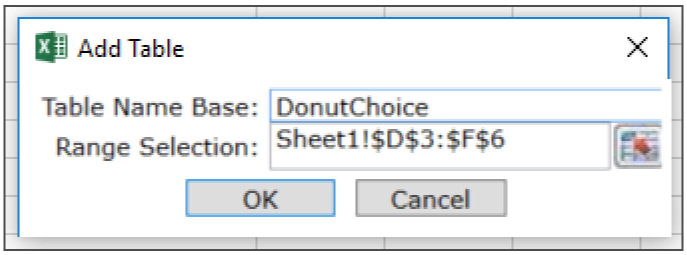
   The Table provides functionality outside the request that allows the use of subsets of the data in more efficient and creative ways.

In order to realize the full functionality of the Table, the table must have a header row with each column clearly and uniquely identified.

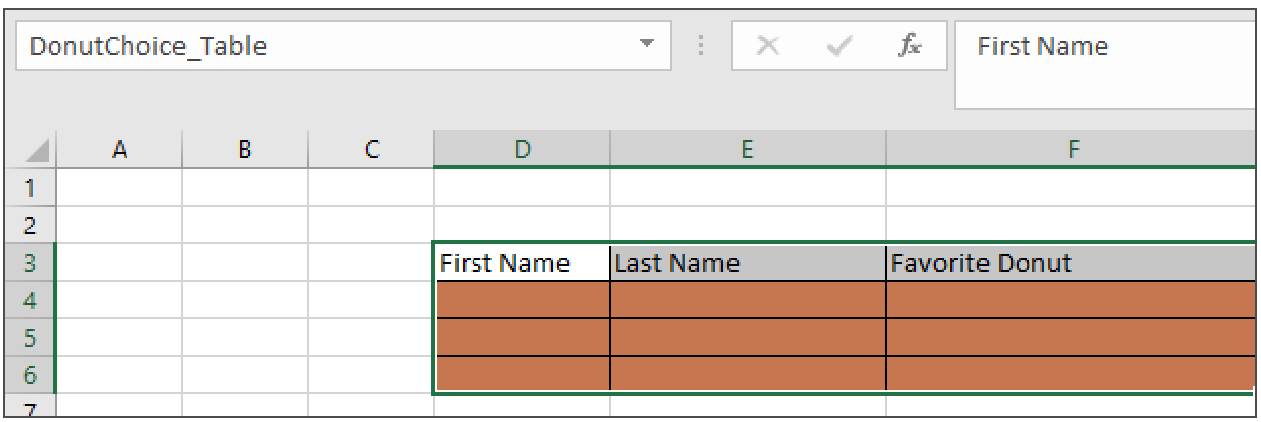
a. Design the layout of the table within the template.

b. Select the entire Table area, then from the Names menu, click **Table**.

c. The Add Table dialog is presented.



d. Enter the name for the area and click **OK**.



Differences Between a Table and a Range

FUNCTIONALITY	TABLE	RANGE
All data within area is stored	x	x
Input cells	x	x
Allows for Add Rows	x	x

Entire area accessible by other requests or extraction	x	x
Specific rows accessible by other requests or extraction	x	
Specific columns accessible by other requests or extraction	x	
Set values in entire area	x	x

See appendix for functions available. NOTE: Block, DFTable, Wildcard, and Repeating Cell Name are **no longer available**.

Add Rows

Add Rows allows designers to specify areas (Ranges or Tables) that a Data Provider can expand by adding rows.

This functionality behaves differently based on the selection and the area where Add Rows is being provided.

1. A table or Range must contain a minimum of 4 rows to apply an Add Rows group.
2. Select the bottom three rows of the table or range, and from the menu, select “Names > Add Rows > Create”.
3. When multiple Ranges or Tables (not mixed) occupy the same rows.
    a. Selecting the bottom three rows in one of the named areas will provide Add Rows for that area only. The added rows for all other areas sharing the rows will be copied.
    b. Selecting three rows of the area across the adjacent range or table will allow Add Rows across the selected Ranges or Tables. All other areas will be copied.
    c. When two Ranges or Tables reside on the same rows and each one has had Add Rows created independently, Add Rows will be based on the location selected by the provider, the other area will be copied.
4. Cells adjacent to the Range or Table, but not included in the Range or Table may or may not copy when adding rows.

Reserved Names

Reserved names are names that DataFlow understands and uses for specific purposes. These names when found in the template will be populated with system values or may be used to determine actions which DataFlow may take based on its value. By naming individual cells a reserved name DataFlow will populate the cell with the appropriate system value when a request is opened.

RESERVED NAME	RESULT
ClientName	The client name for the request
ClientNumber	The client number for the request
EntityName	The Entity Name for the request
EntityID	The Entity ID for the request
TaxType	The tax type associated with the request
TemplateID	The internal identifier for the template used for the request
Templatename	The given name for the template used for the request
Status	The current status for the request
Year	The year associated with the request
Period	The period associated with the request
Scenario	The scenario for the request
Jurisdiction	The jurisdiction associated with the request
Codes	The codes associated with the request.
DiagnosticsOK	Not Yet Available: will be provided in a future release.
RequestID	The internal ID associated with the request

Protecting the Template

All templates must be prepared before they can be used in DataFlow. This preparation occurs during the protection process.

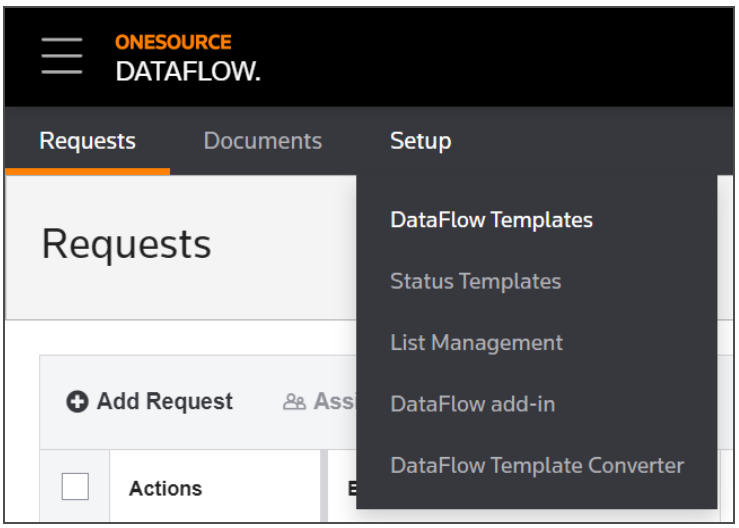
1. On the toolbar click “Protect”.
2. A dialog will appear prompting to run the diagnostic report
   a. Selecting Yes will cause the system to evaluate the template for common errors and concerns. If errors are found, the protection process is stopped, and the errors will be displayed. If not, a dialog will state “No Errors found” will be displayed.
   b. Selecting No will continue the protection process without looking for errors.
   c. Selecting Cancel will stop the protection process.
3. Next, a dialog will appear asking to “prevent users from selecting locked cells”.
   a. Selecting Yes will cause the template to only allow the data provider to navigate to Input cells.
   b. Selecting No will allow the user to select any cell in the template.
   c. Selecting Cancel will stop the protection process.
4. Navigate to the preferred sheet and cell the data provider should be presented with first.
5. Save the Excel file.

SETUP A DATAFLOW TEMPLATE

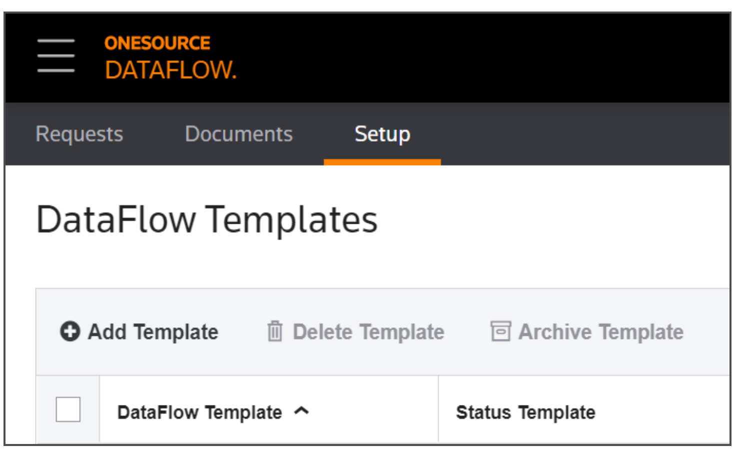
CREATING A DATAFLOW TEMPLATE

Once a Data Collection template is completed, it must be uploaded into DataFlow to be made available for use.

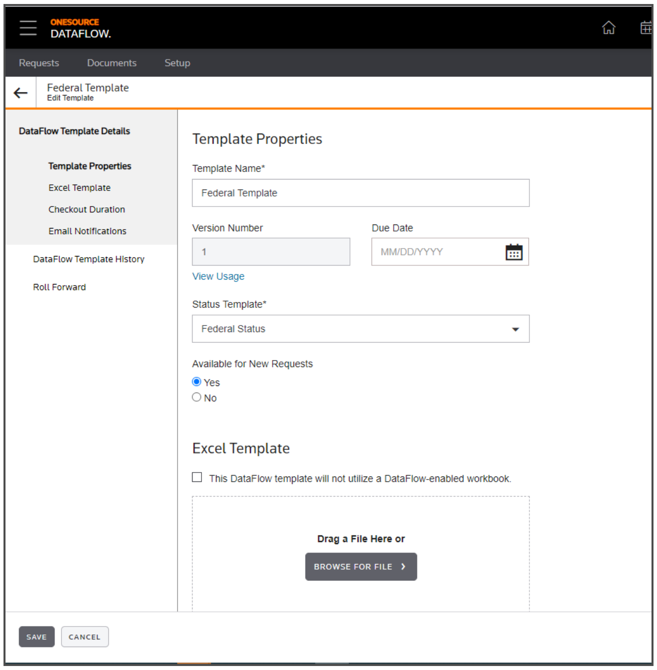
1. Login to DataFlow then from the Setup menu, select DataFlow Templates.



2. The DataFlow Templates screen is displayed, click Add Template.



3. The new Template properties screen is displayed.



4. At a minimum, complete the following:

   a. Enter a Template Name

   b. Select a Status Template

   c. Use the Browse for File button to select a Data Collection template.

   d. Enter a Check Out Duration in hours (1 to 23).

5. Click **Save**.

Optional Fields

1. **Due Date** – This designates a global due date for all requests created with the template.

2. **Available for New requests** – This specifies whether the template should be made available to create new DataFlow requests.

3. **This DataFlow template will not utilize a DataFlow-enabled workbook**. This checkbox will allow DataFlow to be used without a Data Collection template. The uploaded file will be presented to the user but no data will be collected.

4. **Description** – a free text field to give a description of the template.

5. **Email notifications** – allows the notification template to be specified for each of the following:
    a. Initial – when the request is assigned.
    b. Reminder – when reminders are sent automatically or ad hoc.
        i. Also specify the cadence for automated reminders
    c. Completion – when the request is placed into the completed Status.
        i. Also specify the group of users to notify when the status reaches complete.

EDITING A PREVIOUSLY UPLOADED TEMPLATE

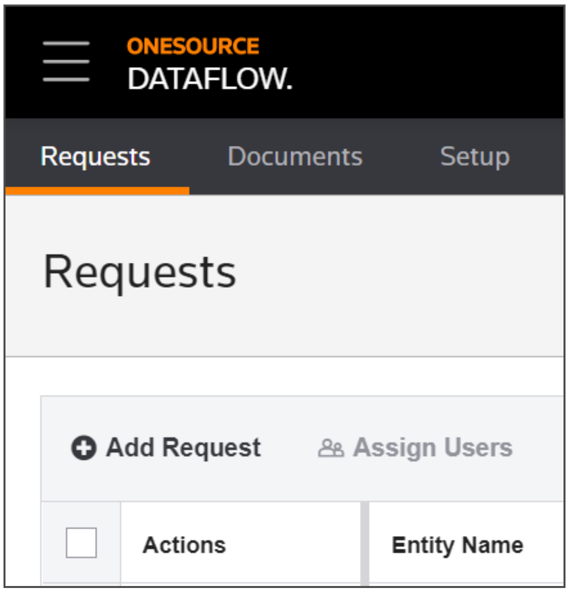
When a template is uploaded into DataFlow the template is cataloged for content and additional names are added allowing DataFlow to better understand how to work with the data within. Once a template has been uploaded into the system it is required that all future edits be performed by downloading the template from the template properties view.

1. Navigate to the template properties screen and select download template. If prompted, choose the appropriate version.
2. Save the file locally.
3. Open the template in Excel.
4. If using Office 365, it may be desirable to turn off AutoSave.
5. Unprotect and make edits.
6. Protect.
7. Upload the template.

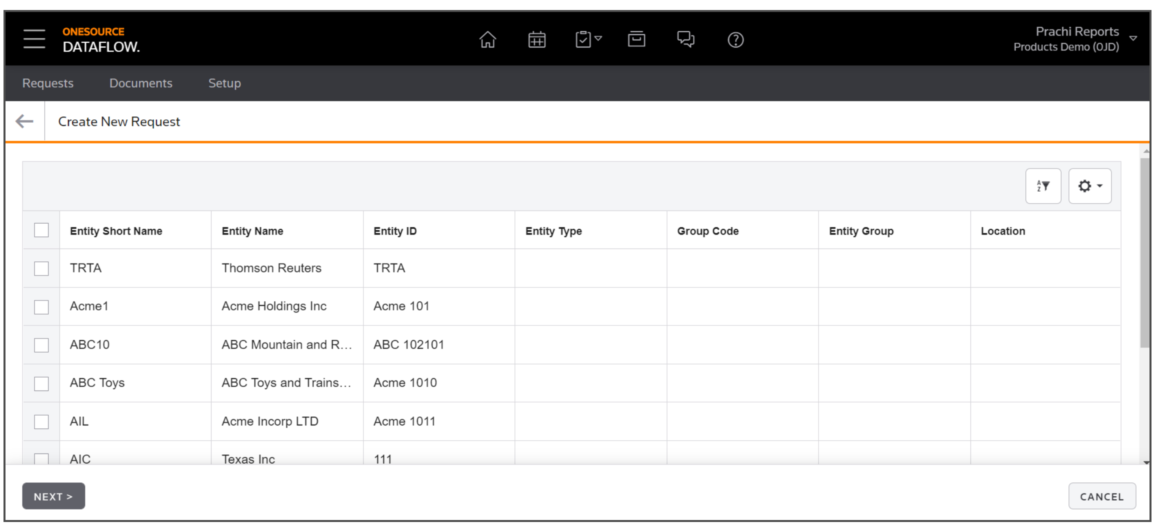
CREATING A REQUEST

To create a request:

1. Select **Add Request**.

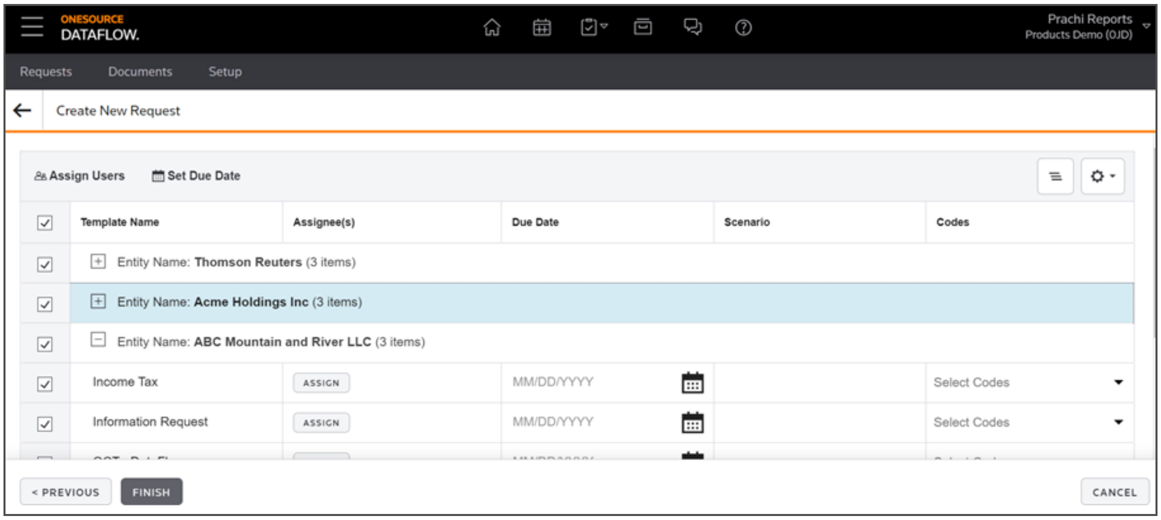


2. Select one or more **Entities**.



3. Select **Templates** and add universal information.
   a. Select one or more templates to be created for the entities from Step 2.
   b. Select version of template.
   c. Enter Tax Type.
      i. Currently, this list will display all Tax Type regardless of association with DataFlow.
4. Enter Year.
5. Enter Period (this is from your managed list).
6. Enter Jurisdiction.
   a. Currently, this list will display all Jurisdictions regardless of association with DataFlow.
   b. Currently, ONLY countries will be returned (no state or provinces or below).

7. Finalize information for each Template/Entity combination.



   a. Assign users/groups.

   b. Set Due Date.

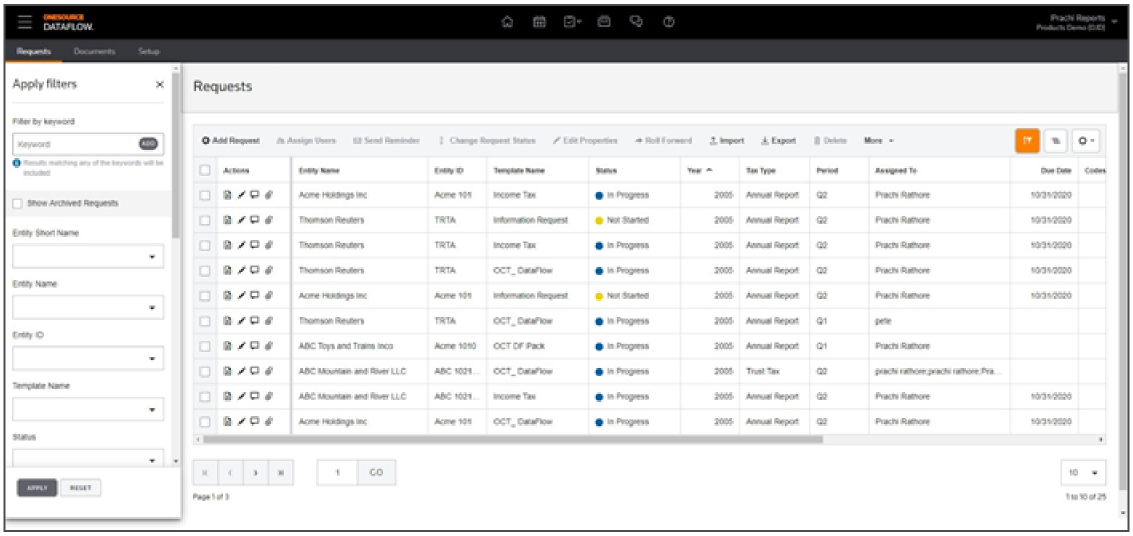
   c. Enter Scenarios.

   d. Select Codes.

Your requests are now ready for use.

New DataFlow will support creating a request with same core attributes. Use **Scenario** or **Code** to create visual differentiation.

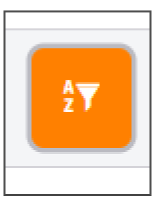
WORKING WITH DATAFLOW



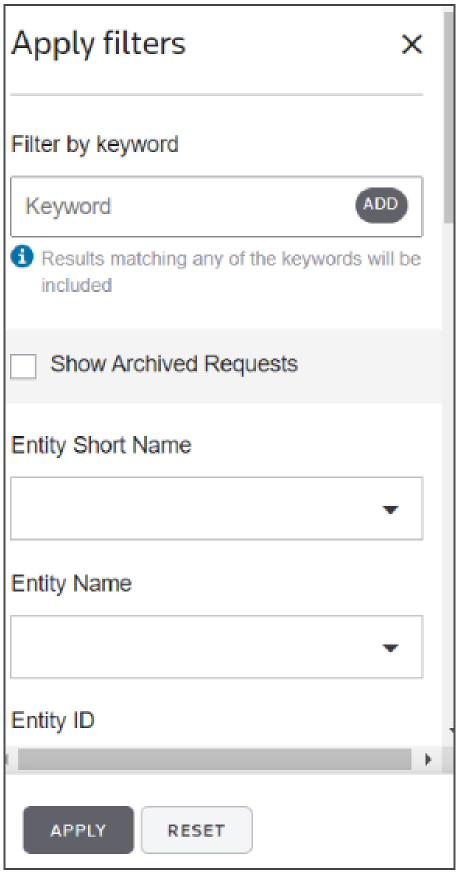
When a regular user first launches DataFlow, the user is presented with the DataFlow Requests grid. This screen is where most users will spend their time when administering and working with requests.

1. The grid will display all requests that the logged in user has been permissioned to see.

2. Filtering the content of the grid is performed using the filters, which is toggled on and off using the filters button at the top right of the grid.



3. After setting the filters, click Apply to update the grid.



a. Keyword

The Keyword search will examine all columns (hidden and visible) for the entered text.

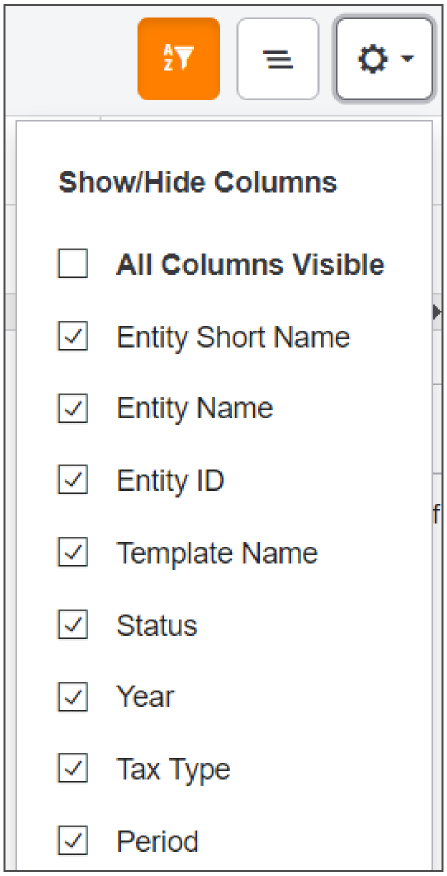
i. Enter a keyword then click Add. (Wildcards are not supported.)

ii. Add as many keywords as needed.

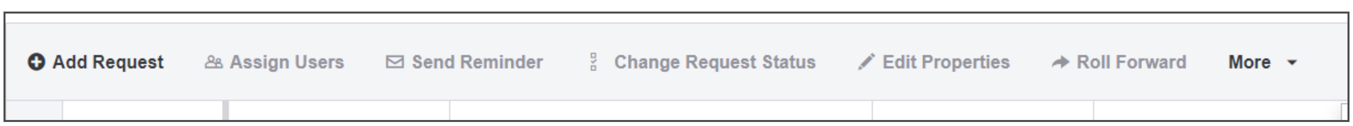
iii. Click Apply, the grid will update.

Example: Entering “2020” into the keyword will find all requests with 2020 in the year, created date, or any other field.

4. The gear icon can be used to set what columns are visible in the grid.

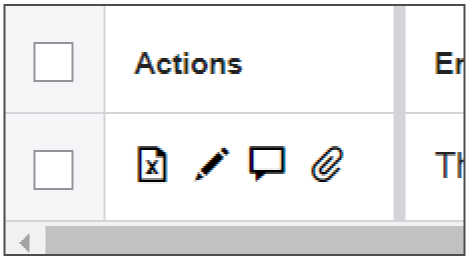


5. The buttons across the top of the grid provide access to global functions for one or more requests when selected. When the browser is too narrow, additional items can be found beneath the “More” button.



6. The checkbox column provides an easy way to select specific requests.

7. The Action column contains icons to work with the specific request.



a. The “Excel” icon will open the request.

b. The Pencil icon will provide access to the Request Properties.

c. The Bubble icon will provide access to request level notes. These are maintained separately from In request notes.

d. The Paper clip icon will provide access to request level documents, this will display all documents attached to the request. Removing a document from this view, will not update the in request attachments until a user attempts to access the document from within the request and then saves.

CREATING REQUESTS VIA IMPORT

- Click Export
- Each new row will represent a new request
- Complete the information in each column
  - Entity Name/ID combination must exist in Entities
  - Template Name is required.
  - Tax Type, Year & Period are required
- Leave the Request ID column blank creating new requests

While creating requests using import the status of the request will be set to the default status.

UPDATE PROPERTIES

DataFlow properties can be updated in several ways:

Single:

- Select a single open request.
    - Closed requests cannot be updated.
- Select Edit Properties
- Update Properties as needed.
- Properties that cannot be updated:
    - DataFlow Template

Bulk Actions:

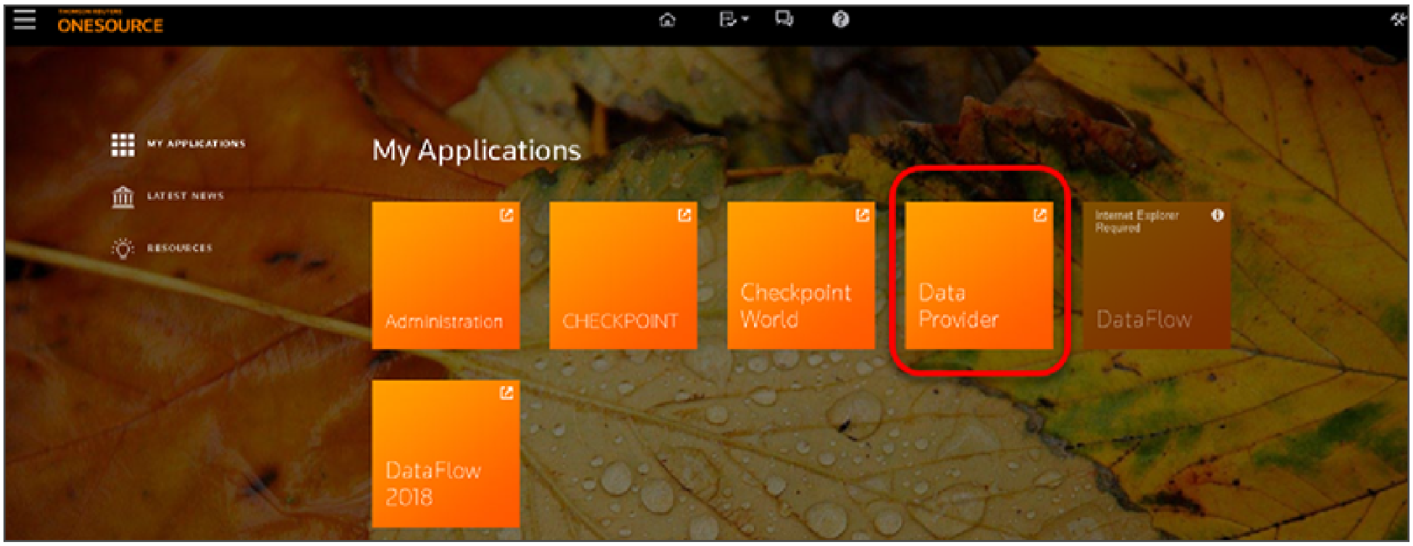
- Select multiple open requests.
    - Closed requests cannot be updated.
- Select Edit Properties
    - Where the two requests do not share common data, the field will display “Multiple Values”
- Update Properties as needed.
- Properties that cannot be updated:
    - DataFlow Template
    - Entity Name/ID
    - Entity Short Name

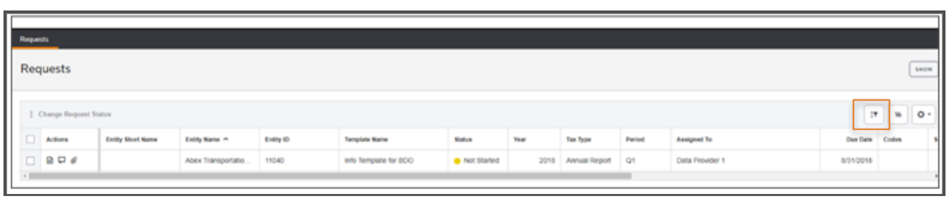
Import:

- Start by exporting the request list using “Export” to use as a template
- Update Properties as needed.
  - Closed requests cannot be updated
  - Do not modify the Request ID column as that allows DataFlow to identify the request to be updated.
  - Required fields cannot be blank.
  - Properties that cannot be updated:
    - DataFlow Template
- Add new request information without a request ID to create new requests
- Import the file using the import menu item

DATA PROVIDER

Data Providers have a new direct link to the Data Provider tile on the ONESOURCE platform. This application specifically opens to the Data Provider view. The actions in the Data Provider grid are restricted to only the options required to easily accomplish this role.





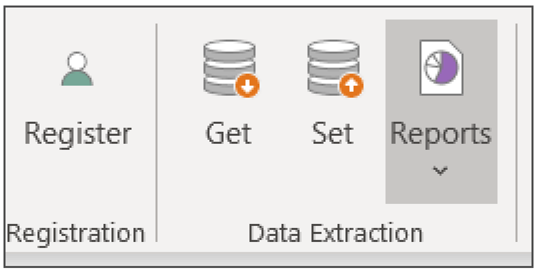
- Data provider users will see the requests assigned to them listed here.
- Users can filter requests using the filter button on all fields available to narrow down the list
- Data Providers can attach documents using the paper clip icon similar to a regular user
- Data providers can review external notes associated with requests assigned to them and also add new notes by clicking on the **Notes** icon.

EXTRACTION

The ability to retrieve information from, or put data into, one or more DataFlow request is provided through the Data Collection Add In.

See installing the Add In.

Refer to Creating a Template for Extraction function references.



1The Data Collection Extraction toolbar.

The extraction process can be summarized into 3 basic parts.

1. Identify the requests to be queried.
    a. Use ExtDCGetID or ExtDCGetList to retrieve request ids.
2. Query the requests.
    a. Use ExtDCGetValues, ExtDCGetTable, ExtDCGetRange, ExtDCLookUpTable, ExtDCGetData to retrieve values.
    b. Use ExtDCSetValues, ExtDCSetTable, ExtDCSetRange to put data into the requests.
3. Work with the data.

Once the formulas have been written.

1. Click Register, enter the credentials and click Ok.
2. After the Registration Successful message appears, the add in is ready to begin working with request data.
3. If retrieving data, Click the Get button.
4. If sending data, Click the Set button.

Get and Set are run exclusive of each other and cannot be run at the same time.

ROLL FORWARD

When a DataFlow request is rolled forward, a new request will be created, and data populated in the new request according to a mapping file. This process is now a first in first out process, meaning the roll forward will be performed at the next available slot in the roll forward system. This means in some cases a roll forward will occur immediately, but in general expect a roll forward to occur, on average, within 8 hours of submission.

CREATING A MAPPING TEMPLATE

Template Columns

A rollforward map will be an Excel workbook sheet comprised of four columns.

SOURCE	DESTINATION	SOURCECOL	DESTCOL
The name of the value (s) the data should be sourced from in the prior requests	The name of the location where the source value should be placed	When a Table is in the source, this field identifies the column header to copy from. (Optional)	When a Table is in the source, this field identifies the column header to copy the source to. (Optional)

Map Column Details

The **SOURCE** column may contain:

1. A Range Name - a single value to be copied to the new request.
2. A Table Name – the name of a table from which to copy data.
    a. If the table will be copied in its entirety, then
        i. SOURCECOL is blank
        ii. DESTCOL is blank
    b. If specific columns will be copied, then
        i. Header column of the SOURCECOL must be specified.
        ii. Header column of the DESTCOL must be specified.

The **DESTINATION** column may contain any of the following values.

1. A RangeName - Identifies a single location to place the source value.
2. A Table Name - Identifies a table to place the source data.

The **SOURCECOL**

1. The header of the column from which to source the data.
2. Put a separate row in for each column you want to copy.
3. This column is optional if there are no tables.

The **DESTCOL**

1. The header of the column to which the data will be place in the DESTINATION table.
2. Put a separate row in for each column you want to copy.
3. This column is optional if there are no tables.

General Rules

- Mapping files must be saved as an .xlsx
- A data type may be mapped only to the same data type: RangeName to RangeName, TableName to TableName, TableName with Source Column Header to TableName with Destination Column Header

- Format:
  - RangeName - String, must meet Excel Defined Name rules.
  - TableName - String, must meet DataFlow Table Name rules.
  - SOURCECOL, DESTCOL – the user-defined column header.
- A Table without column headers can only be rolled in its entirety.
- Any unlocked destination will be overwritten, regardless of content.
- A Source can map to different destinations.
- Blank values DO roll forward and will overwrite populated locations when unlocked.
- Duplicate destinations are not supported. (Results will be unpredictable.)
- Unidentifiable Column names will result in no transfer.
- Blank values in a column of a table will be maintained in the destination.
- Order of data in a table will be maintained in the destination.
- Source data will be truncated to fit the existing size of the Destination table or range when Add Rows are provided in the Source table/range but are not indicated for the Destination table/range.

Expected Results

1. RangeName

   The value from the source request will be placed into the RangeName location in the destination request.

   a. The source value can come from any named location of the source request.
   b. The destination must be an unlocked named location without a formula.
   c. DataFlow Reserved Names will not be populated by Roll Forward.
   d. DataFlow Reserved names may be mapped to a non-reserved name.

2. TableName without Column Headers specified

   The source table will be placed in the destination table.

   a. If the destination table is smaller in width than the source table, only the available columns will be populated from left to right.

   b. If the destination table is larger in width than the source table, the source table will populate from the left then number of columns from the source table.

   c. If the destination table has less rows than the source table and does not contain an Add Rows method, the data will be truncated to fit within the destination table

3. TableName with Column Headers specified

   The data from the specified source column will be placed in the specified column header of the specified destination table

   a. If the destination column does not exist, no data will be transferred.

   b. If the source column does not exist, no data will be transferred.

   c. If the source column is full of blank values, the destination column will be filled with blank values.

   d. If the destination table has less rows than the source table, and does not have Add Rows specified, the destination table will truncate the data being placed to the available rows.

4. Request History

   a. The history of the new request will reflect that data was rolled, and where it was rolled from. If the roll forward encountered any issues these issues will be noted as well.

   b. The history of the source request will indicate a roll forward was requested. If the roll forward encountered any issues these issues will be noted as well.

5. Notification

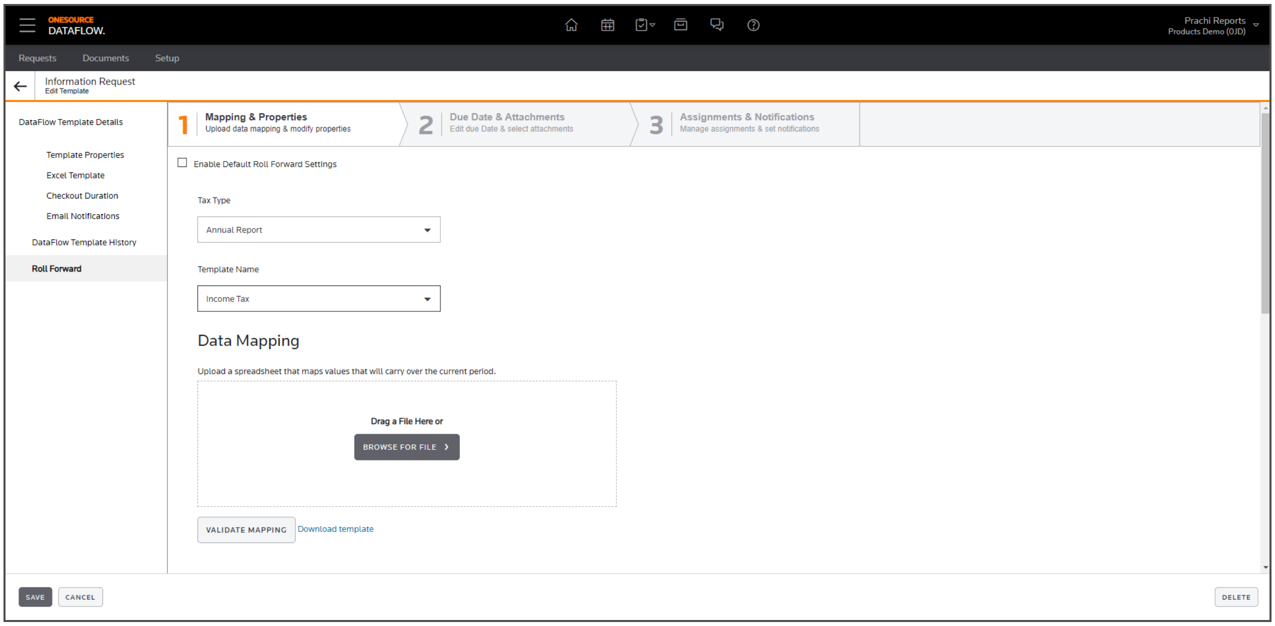
   a. An email notification will be sent to the initiating user with the results for each request.

SET DEFAULT OPTIONS FOR ROLL FORWARD ACTION

Default Roll Forward settings can be set for each DataFlow Template. Users will have the option to override the default settings if appropriate.

To set default settings:

1. Open the DataFlow Template.
2. Navigate to the Roll Forward tab. A Roll Forward wizard opens.



3. Check whether **Enable Default Roll Forward Settings** will allow the settings in the template to be used when a Roll Forward action is taken. If this is not checked, the user will be required to manually set selections.
4. Select the Tax Type and Template Name for new Requests to use.

   There is no version selection available for the Template. Therefore, the Roll Forward settings will always consider the latest version for the destination template.

5. Upload and Validate a Mapping template.
6. Define how properties of the new request should be modified.

7. On the Modify Due Dates screen, select options based on how the Due Dates of requests should be changed. Options are:
    a. **Do not assign Due Dates**
    b. **Choose a date for all requests rolled forward**
    c. **User Current Due Date plus**
        i. Use the Due Date of the source request plus 3 months, 6 months, 9 months or 1 year.
    d. **Adjust Due Date**
        i. Do not adjust
        ii. Forward for Weekends: Due Dates plus the nearest (next) Monday
        iii. Backward for Weekends: Due Dates plus the nearest (past) Friday
8. Indicate how Notes and Attachments should be handled.
9. Define whether existing users should be maintained.
10. Indicate how notifications should be handled.
11. Select **SAVE**.

Roll Forward a Request

1. Select one or more requests.
2. Select the Roll Forward action.
3. If Default settings have been set up previously for the template AND:
    - the Enable Default Roll Forward Settings is checked, the template MUST use the roll forward settings set for the template
    - the Enable Default Roll Forward Settings is NOT checked, the user is given the option to use the default settings but may choose to modify all default settings and upload a different mapping template.
4. If Default settings have NOT been set up for the template, the user must complete the wizard for each roll forward request.

SNAPSHOT

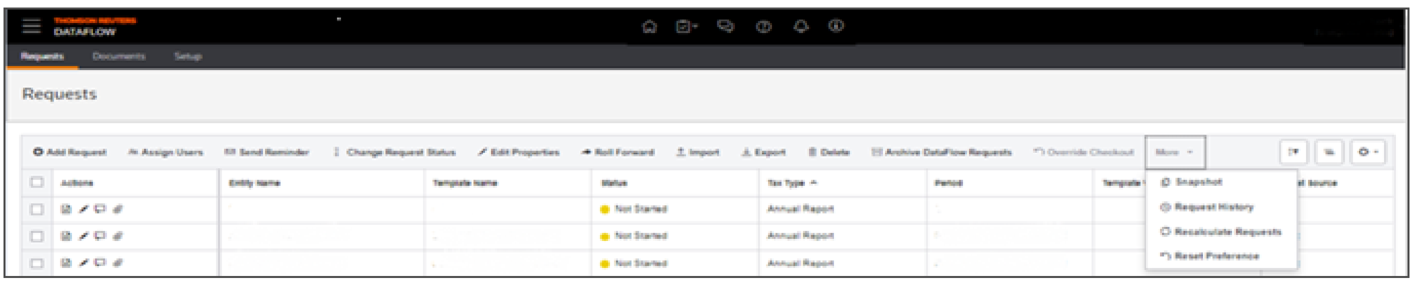
Snapshot allows a user to create and save a point in time XL copy of their request.

SNAPSHOT SPECIFICATIONS

Access and Permissions

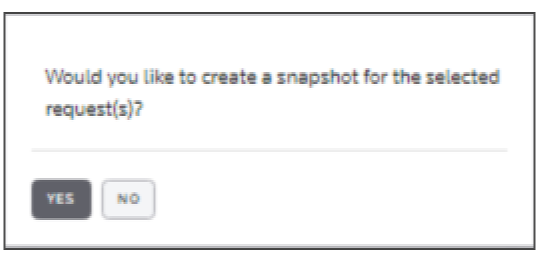
Access to the Snapshot option is controlled by permission. Refer to **Administration > Users > Product Permissions > DataFlow > Access Permissions**. Checkmark Snapshot in the **Add** column.

For authorized users, the Snapshot option is available on the **Requests screen > More** menu option in DataFlow.

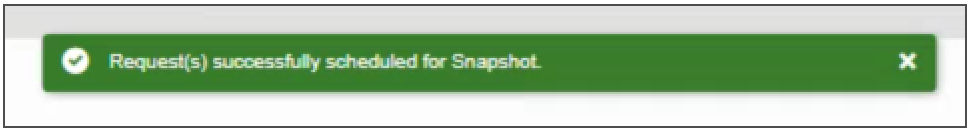


Expected Results

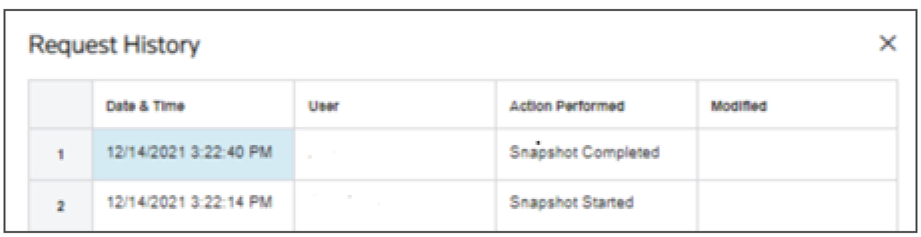
Once the **Snapshot** option is selected for one or more Requests, the user is prompted with a confirmation dialog, and can continue or cancel.



A success message is displayed when **Yes** is selected.



- The Snapshot will appear as it did the last time the Request was opened in DataFlow.
- The Snapshot has all DCGET methods disabled. Hide functions will still function.
- The Snapshot will be accessible via the DataFlow Documents tab (Document Description type "Snapshot" + corresponding Request properties).
- The Snapshot is attached to the Request, and is available for Download via:
  - Request row Actions column, Edit Properties > Documents
  - Request row Actions column, View Documents
- “Snapshot Started” and “Snapshot Completed” entries are recorded in the Action Performed column of the Request History.


Request History

	Date & Time	User	Action Performed	Modified
1	12/14/2021 3:22:40 PM		Snapshot Completed	
2	12/14/2021 3:22:14 PM		Snapshot Started	

Request History is viewable via:

- Request grid row, Actions column, Edit Properties.
- Request grid toolbar, Edit Properties and Request History options.

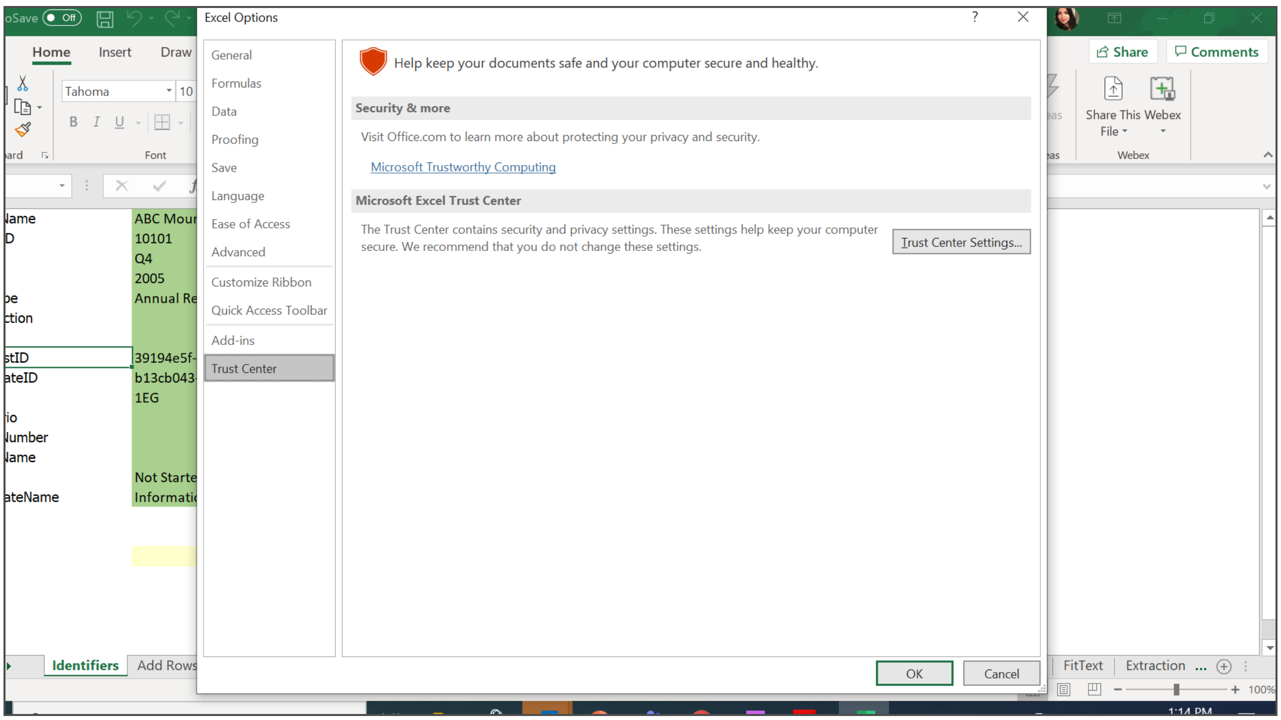
SNAPSHOT CONSIDERATIONS

- Multiple users can perform a Snapshot for the same request simultaneously.
- Snapshot is available for one or more (multiselect) requests.

- Snapshot is not available for requests whose status is any of the following:
  - Archive
  - Recalc In Progress
  - Roll Forward In Progress

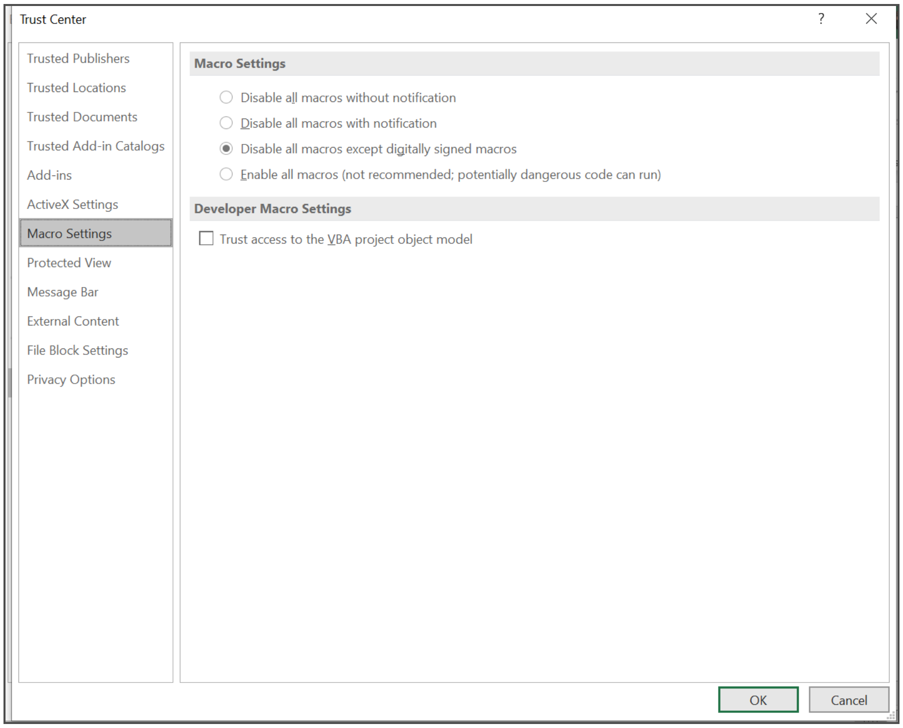
APPENDIX I: EXCEL AND CHROME SETTINGS FOR DATAFLOW

Step 1: **EXCEL > Options > TrustCenter > Trust center Settings**.

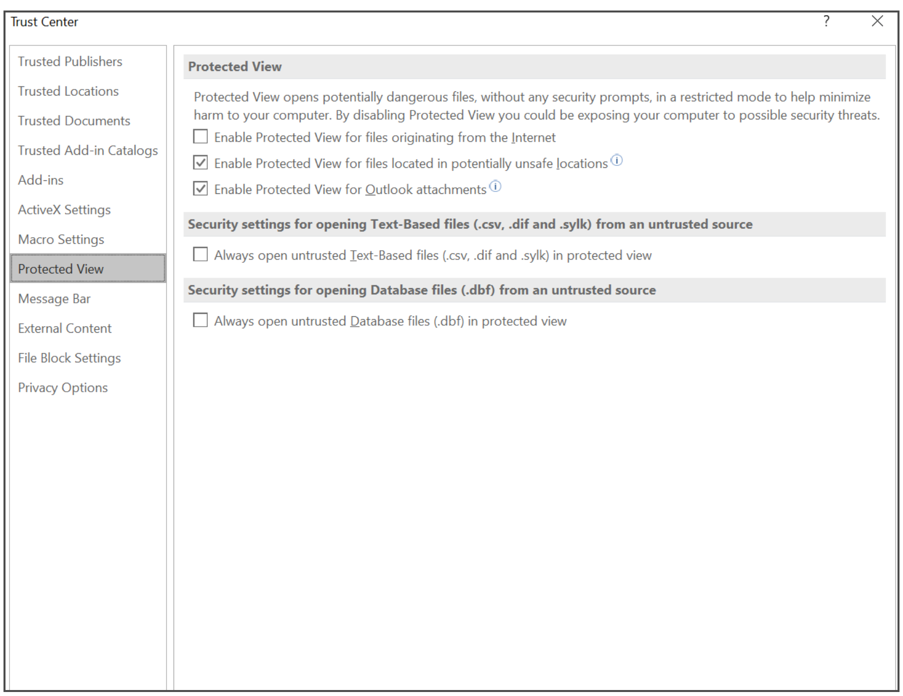


Step 2: **Trust Center Settings > Macro Settings**. Please select the option as shown below.

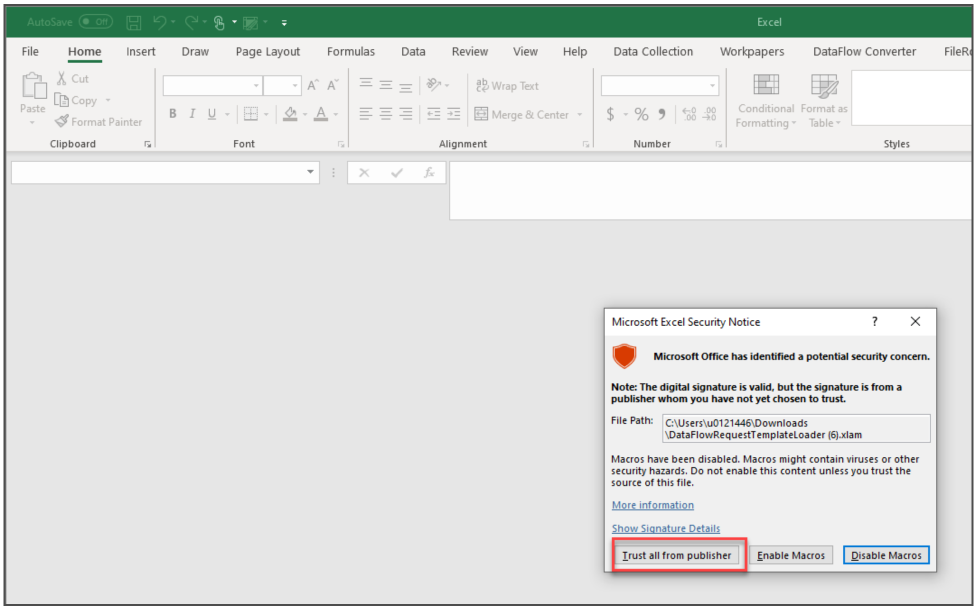
Do not select **OK**. You will be taken out of the screen.



Step 3: Navigate to **Protected View**, examine these settings as they may impact the user experience when working in DataFlow. Enabling any of these settings may require the user to “Save As” or alter their browser settings to accommodate the opening and saving of requests.

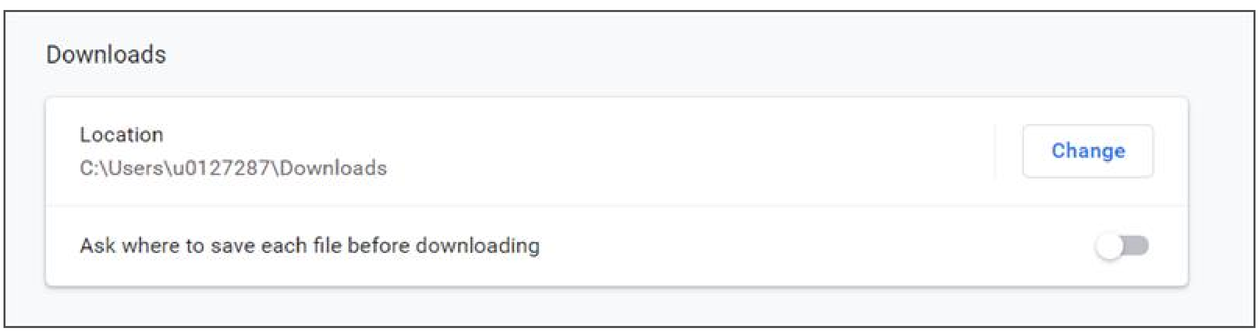


Step 4: Open DF request, if prompted with the below security dialog, verify the file name, and click “Trust All From Publisher” to prevent this dialog from appearing again. Should “Trust All…” not be available, select “Enable Macros”.



Chrome settings to see requests :

If you wish to turn off Save As option please make sure to disable this setting in Chrome as shown below:

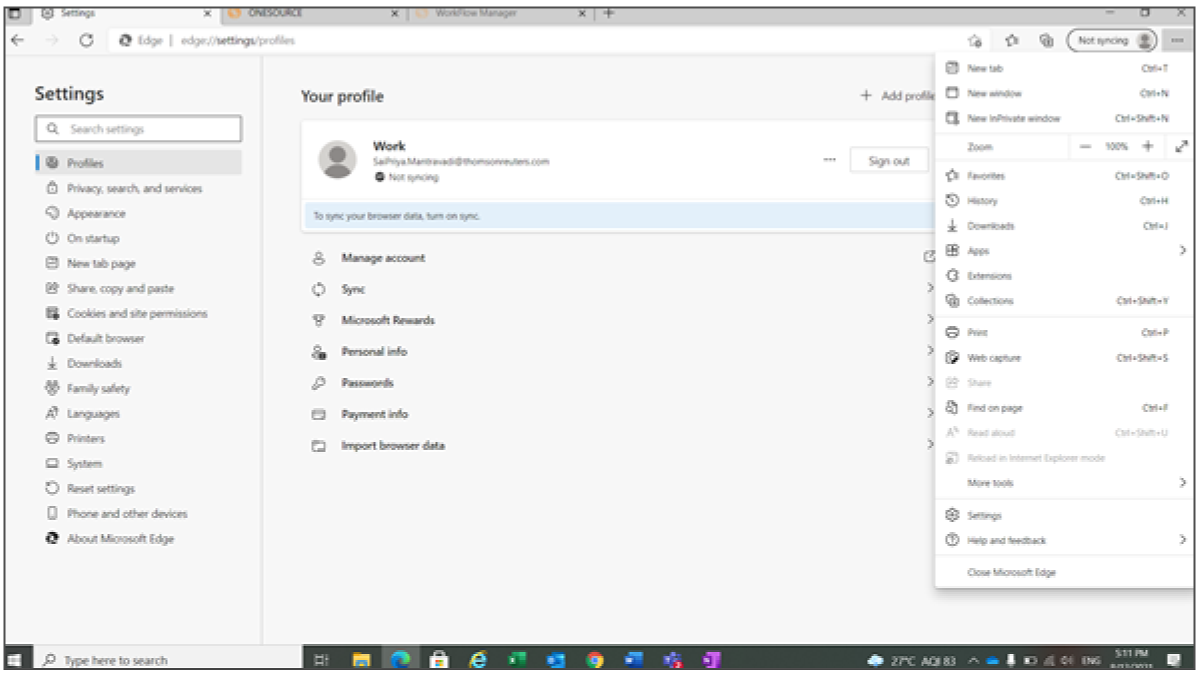


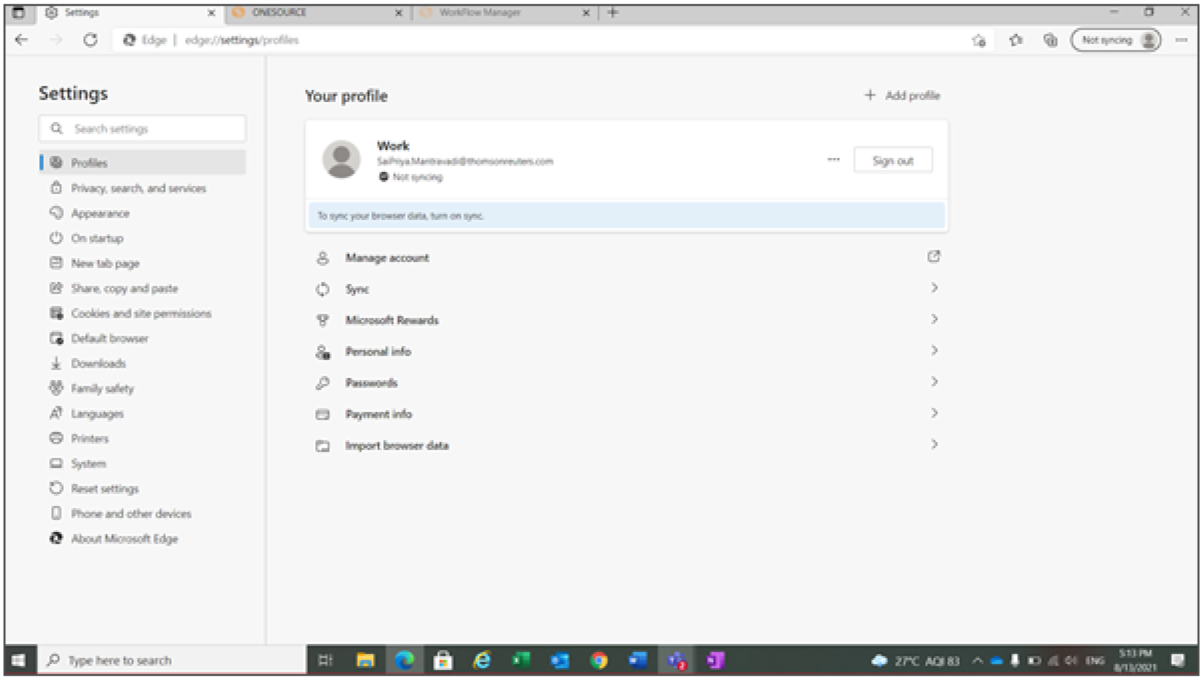
APPENDIX II: CONFIGURE INTERNET EXPLORER COMPATIBILITY IN EDGE

Download and install the Edge browser from https://www.microsoft.com/en-us/edge/business/download.

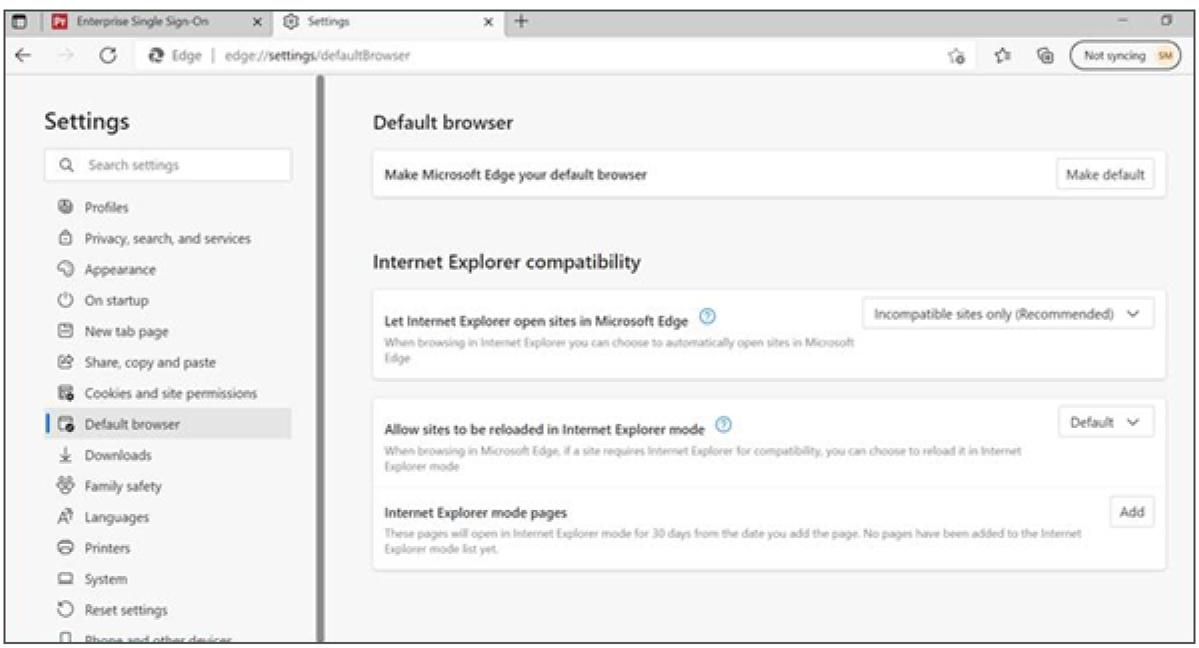
Select the latest version for your platform and download the installer and Policy files. At the time of this writing, the current version of Edge is: Version 93.0.961.52 (Official build) (64-bit)

Double-click the downloaded exe file, MicrosoftEdgeEnterpriseX64, to run the installer package. Upon completion, open the Edge browser, navigate to **Settings and more**, and click on **Settings**. For example:





From the Settings list, click on **Default browser**. The screen below should be displayed.



Apply the indicated changes to the three entries under **Internet Explorer compatibility**.

a. a) Let Internet Explorer open sites in Microsoft Edge

Select **Incompatible sites only (Recommended)** from the drop-down menu.

b. b) Allow sites to be reloaded in Internet Explorer mode.

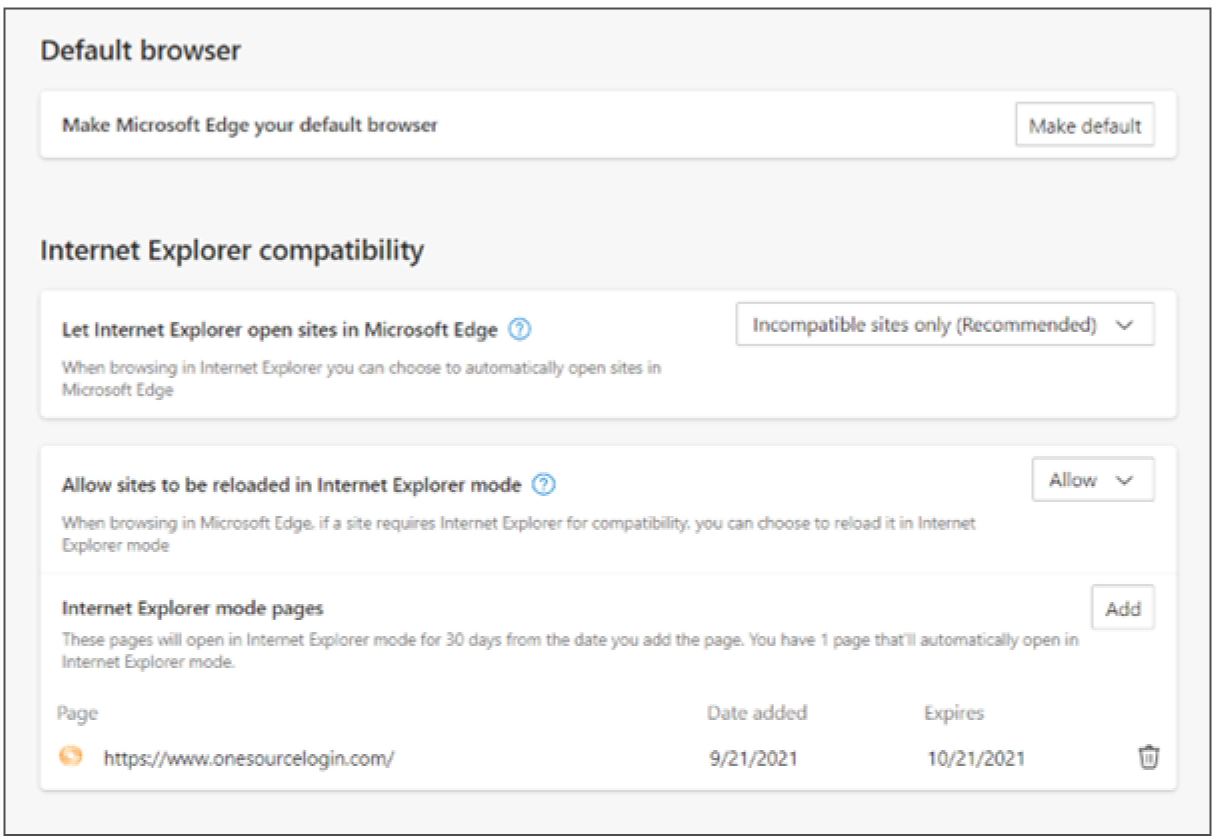
Select **Allow** from the drop-down menu

c. c) Internet Explorer mode pages

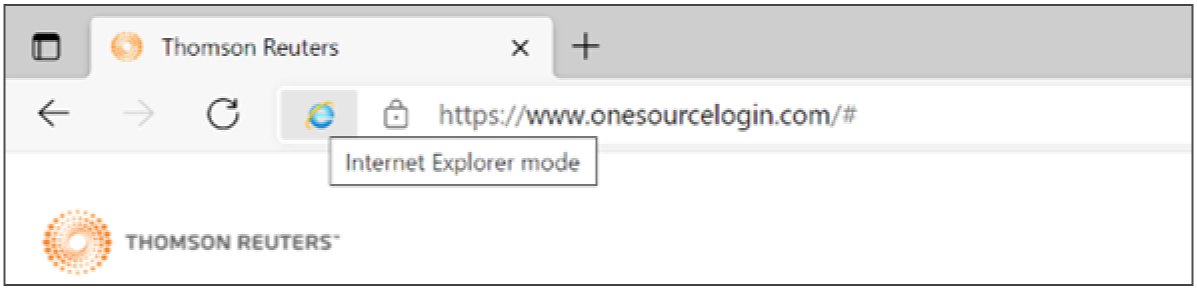
   i. Click the Add button to open the "Add a page" dialog

   ii. Enter URL: https://www.onesourcelogin.com

   iii. Click the Add button to add the web page and close the dialog

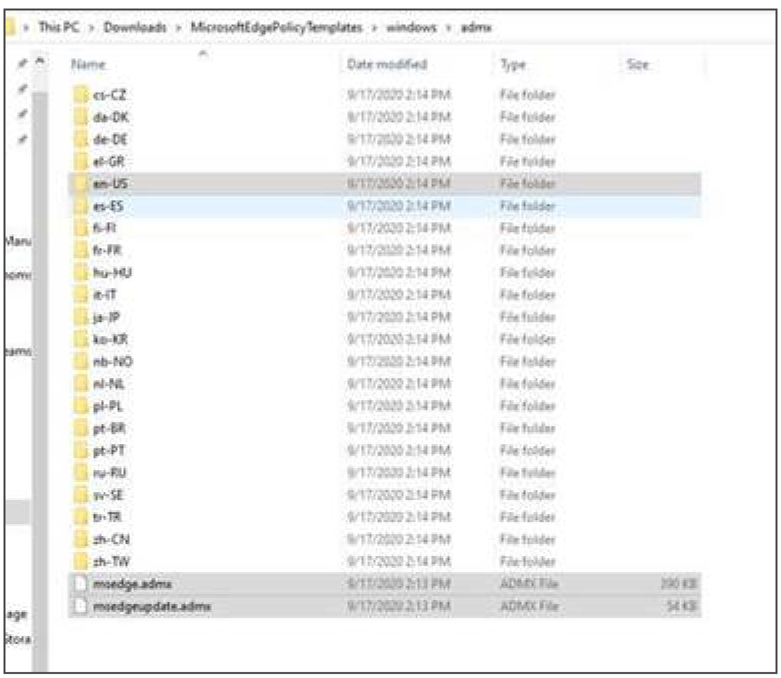


By adding a URL to the list of Internet Explorer mode pages, the page will be opened in Internet Explorer mode when using the Edge browser. Pages indicated for this mode will display the Internet Explorer icon on the URL bar. For example:



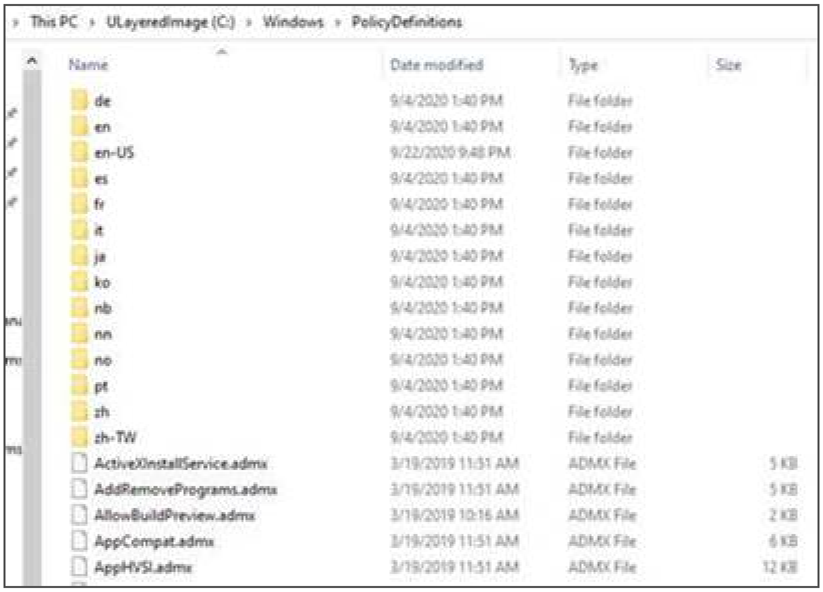
Follow the steps below to ensure the URLs indicated for Internet Explorer mode are not expired and removed from the compatibility list after 30 days.

1. Use the File Explorer to access the downloaded MicrosoftEdgePolicyTemplates compressed folder.
2. Click **Unzip** and extract the files.
3. Navigate to the \MicrosoftEdgePolicyTemplates\windows\admx folder.
4. Copy the en-US folder along with msedge.admx and msedgeupdate.admx files.



5. Paste the copied files to folder C:\Windows\PolicyDefinitions

If any pop-up dialogs occur during the copy, allow administrator permission and/or select the “copy and replace” option.



6. Save the file below, Sites.xml, to your local machine and make note of the path/location for reference in a later step. The Sites.xml file contains the list of sites that should open in Internet Explorer mode when using the Edge browser.

   Format example:

   <site-list version="1">

   <created-by>

   <tool>EMIESiteListManager</tool>

   <version>12.0.0.0</version>

   <date-created>06/03/2020 20:12:52</date-created>

   </created-by>

   <site url="www.onesourcelogin.com">

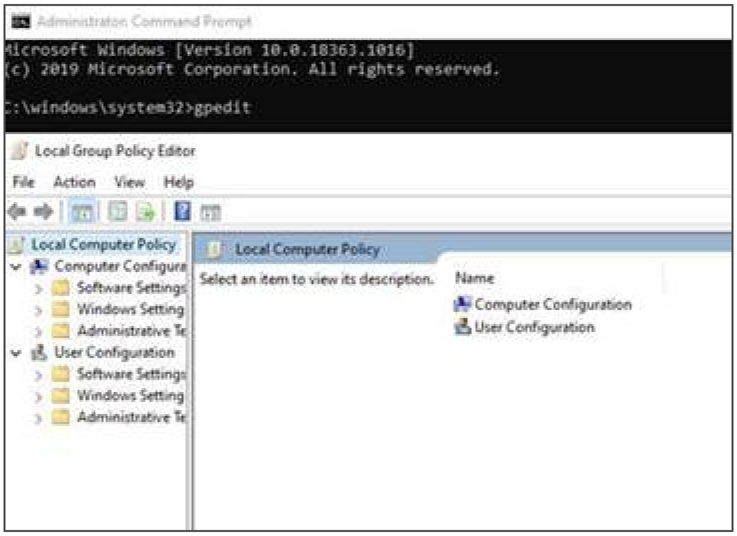
   <compat-mode>IE11</compat-mode>

   <open-in allow-redirect="true">IE11</open-in>

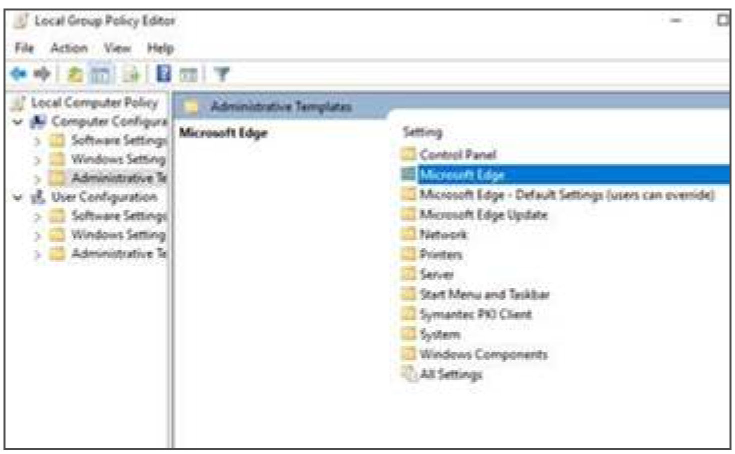
</site>

</site-list>

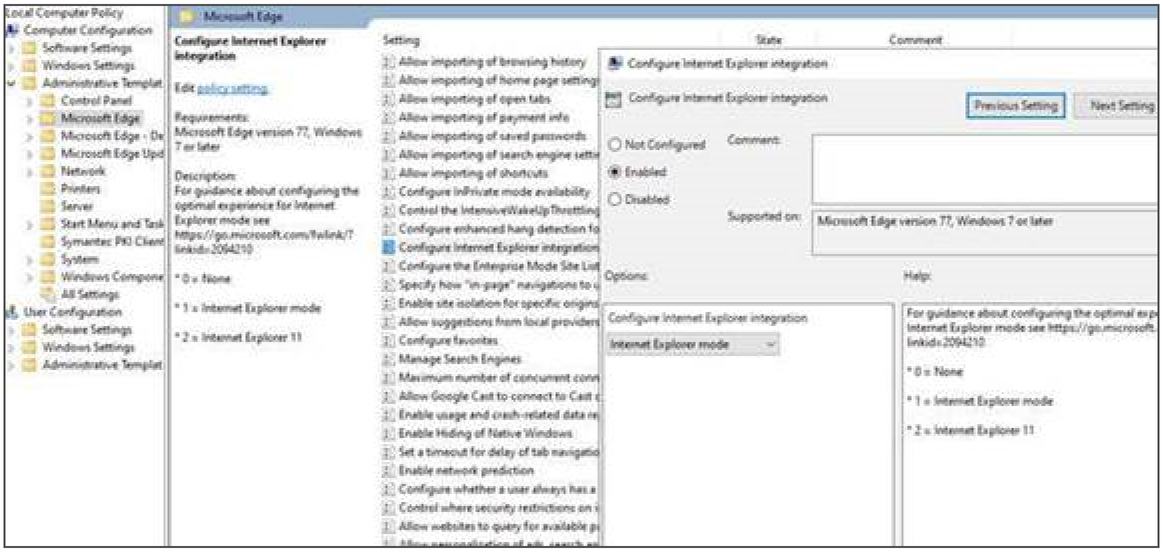
7. Open the Local Group Policy Editor using a Command Prompt run as an Administrator and typing: **gpedit**



8. Click **Computer Configuration > Administrative Templates > Microsoft Edge**.



9. Double-click **Configure Internet Explorer** integration.
10. Select the **Enabled** radio button.
11. Under **Options**, select **Internet Explorer** mode from the drop-down menu.



12. Click the **Apply** button, then click the **OK** button to save the changes.

13. Double-click **Configure the Enterprise Mode Site List**.

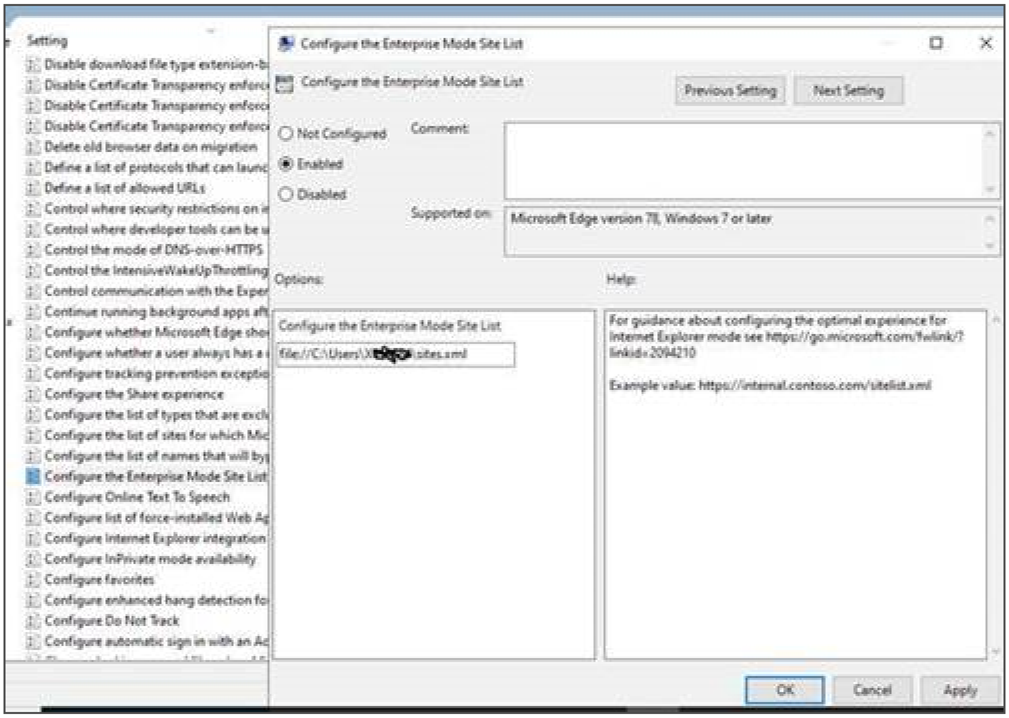
14. Select the **Enabled** radio button.

15. Under **Options**, type the location of your Sites.xml file using one of the following formats:

    HTTPS location: https://iemode/Sites.xml

    Local network file: \\network\shares\Sites.xml

Local file: file:///c:/Users/<user>/Documents/Sites.xml



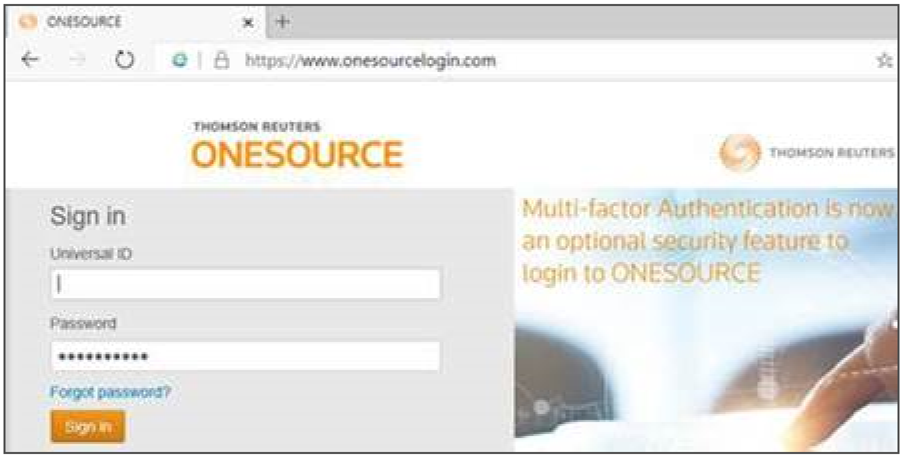
16. Click the Apply button, then the OK button to save the changes.

17. From the administrative Command Prompt window, type: **gpupdate /force**

18. Upon completion, close any browser tabs and restart Edge.

19. Enter the ONESOURCE platform URL: https://www.onesourcelogin.com.

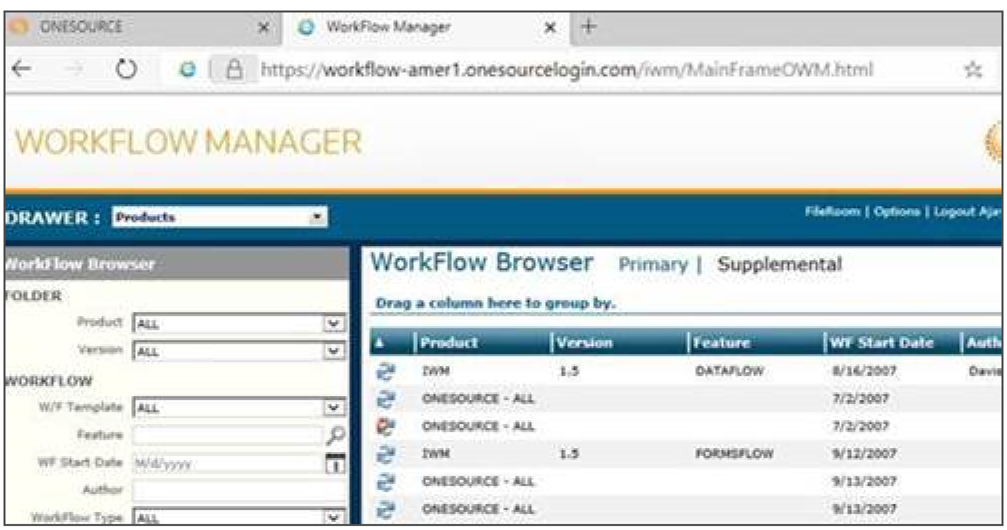
The Sign in page should open in Internet Explorer mode, as indicated by the Internet Explorer icon on the URL bar. For example:



20. Login with ID and password.

21. Launch an application – FileRoom, WorkFlow Manager, etc.

    The application page should open in Internet Explorer mode, as indicated by the Internet Explorer icon on the URL bar, for example:



Reference:

[Configure using the Configure the Enterprise Mode Site List policy]

APPENDIX III: SUPPORT EXCEL FUNCTIONS

The following list contains the Excel function names supported by DataFlow as of January 2022. Some of these methods may not be supported by earlier versions of Microsoft Excel. It is important that the template designer be aware of the Excel versions Data Providers may be using before implementing any Excel functions in their template.

A	B			D
ABS	BESSELI	CEILING.MATH	CONVERT	DATE
ACCRINT	BESSELJ	CEILING.PRECISE	CORREL	DATEDIF
ACCRINTM	BESSELK	CELL	COS	DATEVALUE
ACOS	BESSELY	CHAR	COSH	DAVERAGE
ACOSH	BETA.DIST	CHIDIST	COUNT	DAY
ADDRESS	BETA.INV	CHIINV	COUNTA	DAYS
AGGREGATE	BETADIST	CHISQ.DIST	COUNTBLANK	DAYS360
AMORDEGRC	BETAINV	CHISQ.DIST.RT	COUNTIF	DB
AMORLINC	BIN2DEC	CHISQ.INV.RT	COUNTIFS	DCOUNT
AND	BIN2HEX	CHISQ.TEST	COUPDAYBS	DCOUNTA
AREAS	BIN2OCT	CHITEST	COUPDAYS	DDB
ASC	BINOM.DIST	CHOOSE	COUPDAYSNC	DEC2BIN
ASIN	BINOMDIST	CLEAN	COUPNCD	DEC2HEX
ASINH	BITAND	CODE	COUPNUM	DEC2OCT
ATAN	BITLSHIFT	COLUMN	COUPPCD	DEGREES
ATAN2	BITOR	COLUMNS	COVAR	DELTA
ATANH	BITRSHIFT	COMBIN	COVARIANCE.P	DEVSQ

AVEDEV	BITXOR	COMPLEX	COVARIANCE.S	DGET
AVERAGE		CONCAT	CRITBINOM	DISC
AVERAGEA	C	CONCATENATE	CUMIPMT	DMAX
AVERAGEIF		CONFIDENCE	CUMPRINC	DMIN
AVERAGEIFS	CEILING	CONFIDENCE.NORM		DOLLAR

	F	G	I	
DOLLARDE	F.DIST	GAMMA.DIST	IF	INDIRECT
DOLLARFR	F.DIST.RT	GAMMA.INV	IFERROR	INT
DPRODUCT	F.INV.RT	GAMMADIST	IFNA	INTERCEPT
DSTDEV	FACT	GAMMAINV	IFS	INTRATE
DSTDEVP	FACTDOUBLE	GAMMALN	IMABS	IPMT
DSUM	FDIST	GCD	IMAGINARY	IRR
DURATION	FILTER	GEOMEAN	IMARGUMENT	ISBLANK
DVAR	FIND	GETPIVOTDATA	IMCONJUGATE	ISERR
DVARP	FINDB	GESTEP	IMCOS	ISERROR
	FINV	GROWTH	IMDIV	ISEVEN
E	FISHER		IMEXP	ISLOGICAL
	FISHERINV	H	IMLN	ISNA
EDATE	FIXED		IMLOG10	ISNONTEXT
EFFECT	FLOOR	HARMEAN	IMLOG2	ISNUMBER
EOMONTH	FLOOR.MATH	HEX2BIN	IMPOWER	ISODD
ERF	FORECAST	HEX2DEC	IMPRODUCT	ISOWEEKNUM
ERFC	FORECAST.LINEAR	HEX2OCT	IMREAL	ISPMT

ERROR.TYPE	FORMULATEXT	HLOOKUP	IMSIN	ISREF
EVEN	FREQUENCY	HOUR	IMSQRT	ISTEXT
EXACT	FV	HYPERLINK	IMSUB	
EXP	FVSCHEDULE	HYPGEOM.DIST	IMSUM	
EXPONDIST	FALSE	HYPGEOMDIST	INDEX	

K	M	N	O	P
KURT	MATCH	N	OCT2BIN	PEARSON
	MAX	NA	OCT2DEC	PERCENTILE
L	MAXA	NEGBINOM.DIST	OCT2HEX	PERCENTILE.EXC
	MAXIFS	NEGBINOMDIST	ODD	PERCENTILE.INC
LARGE	MDETERM	NETWORKDAYS	ODDFPRICE	PERCENTRANK
LCM	MDURATION	NETWORKDAYS.INTL	ODDFYIELD	PERCENTRANK.EXC
LEFT	MEDIAN	NOMINAL	ODDLPRICE	PERCENTRANK.INC
LEFTB	MID	NORM.DIST	ODDLYIELD	PERMUT
LEN	MIDB	NORM.S.DIST	OFFSET	PI
LENB	MIN	NORM.S.INV	OR	PMT
LINEST	MINA	NORMDIST		POISSON
LN	MINIFS	NORMINV		POISSON.DIST
LOG	MINUTE	NORM.INV		POWER
LOG10	MINVERSE	NORMINV		PPMT
LOGEST	MIRR	NORMSDIST		PRICE
LOGINV	MMULT	NOT		PRICEDISC
LOGNORM.DIST	MOD	NOW		PRICEMAT

LOGNORMDIST	MODE	NPER		PROB
LOOKUP	MODE.MULT	NPV		PRODUCT
LOWER	MODE.SNGL	NUMBERVALUE		PROPER
	MONTH			PV
	MROUND			
	MULTINOMIAL			

Q		S		
QUARTILE	ROUND	SEARCH	STEYX	TANH
QUARTILE.EXC	ROUNDDOWN	SEARCHB	SUBSTITUTE	TBILLEQ
QUARTILE.INC	ROUNDUP	SECOND	SUBTOTAL	TBILLPRICE
QUOTIENT	ROW	SEQUENCE	SUM	TBILLYIELD
	ROWS	SERIESSUM	SUMIF	TDIST
R	RSQ	SIGN	SUMIFS	TEXT
		SIN	SUMPRODUCT	TEXTJOIN
RADIANS		SINH	SUMSQ	TIME
RAND		SKEW	SUMX2MY2	TIMEVALUE
RANDBETWEEN		SLN	SUMX2PY2	TINV
RANDARRAY		SLOPE	SUMXMY2	TODAY
RANK		SMALL	SWITCH	TRANSPOSE
RANK.AVG		SQRT	SYD	TREND
RANK.EQ		SORTBY		TRIM
RATE		SQRTPI	T	TRIMMEAN
RECEIVED		STANDARDIZE		TRUNC

REPLACE		STDEV	T	TTEST
REPLACEB		STDEV.P	T.DIST.2T	TYPE
REPT		STDEV.S	T.DIST.RT	TRUE
RIGHT		STDEVA	T.INV.2T	
RIGHTB		STDEVP	T.TEST	
ROMAN		STDEVPA	TAN	

U	
UNICHAR	WEIBULL
UNICODE	WEIBULL.DIST
UNIQUE	WIDECHAR
UPPER	WORKDAY
USDOLLAR	WORKDAY.INTL
V	**X**
VALUE	XIRR
VAR	XNPV
VAR.P	
VAR.S	**Y**
VARA	YEAR
VARP	YEARFRAC
VARPA	YIELD
VDB	YIELDDISC
VLOOKUP	YIELDMAT
W	**Z**

WEEKDAY	Z.TEST
WEEKNUM	ZTEST

APPENDIX: IV PULL DATA FROM DATA HUB

The integration between DataFlow and Data Hub allows a DataFlow template designer to display a Data Hub Collection data based on a Blueprint within a DataFlow Request. Currently, this is a one-way integration and only permits the display of data; updating data in Data Hub from DataFlow is not currently available.

PREREQUISITES

- The user designing the template must have a ONESOURCE Login that has access to both Data Hub and DataFlow.
- Users should be familiar with basic DataFlow template design and have the Data Collection Add In installed and functional.
- A Blueprint must be available in Data Hub.

DATA HUB

Before proceeding to design a template for DataFlow, a Blueprint must be created in Data Hub. Once the blueprint has been created the template can be designed and created.

When a Blueprint type “Trial Balance” is used in Data Hub, the resulting dataset in the DataFlow Request will expand the “Financial Hierarchy” column to three or four columns. When using this blueprint type, keep the “Financial hierarchy” column as the last column in Data Hub.

After the DataFlow template has been uploaded into DataFlow, a Data Hub Collection must be published. DataFlow will provide access to collections based on the blueprint where the year of the request matches the year on the Data Hub Collection.

DESIGNING THE DATAFLOW TEMPLATE

Following standard DataFlow design principles, prepare the template for design.

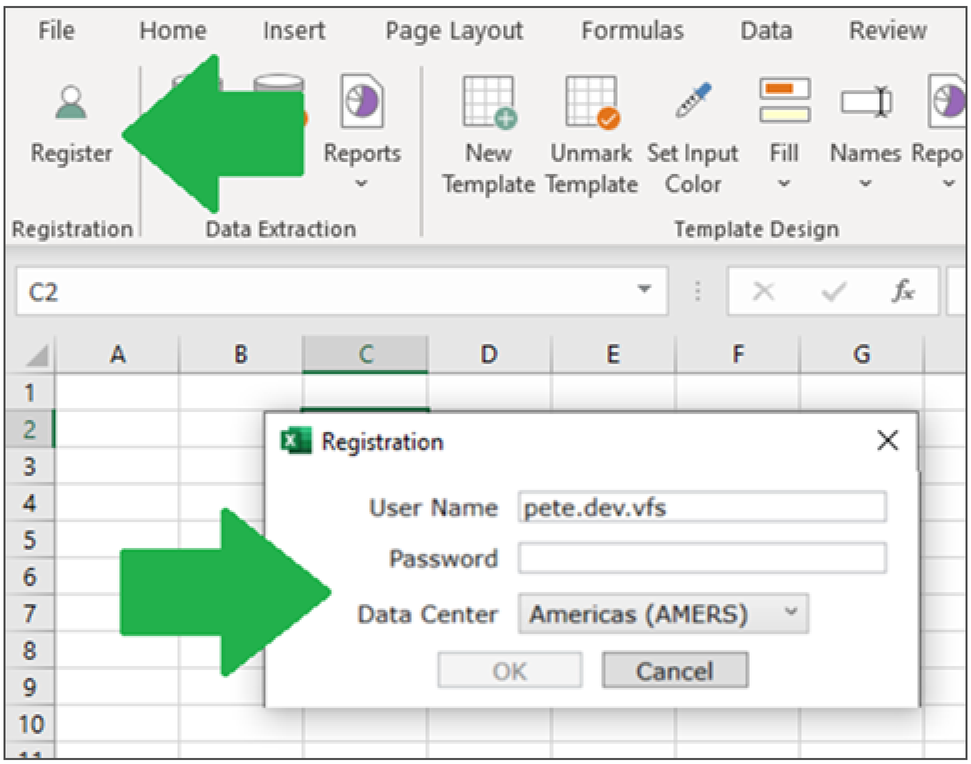
1. Open a previously created template, or
2. Use the New Template button of the Data Collection Add In, or
3. Use the Mark Template button to set the Excel file as a template.

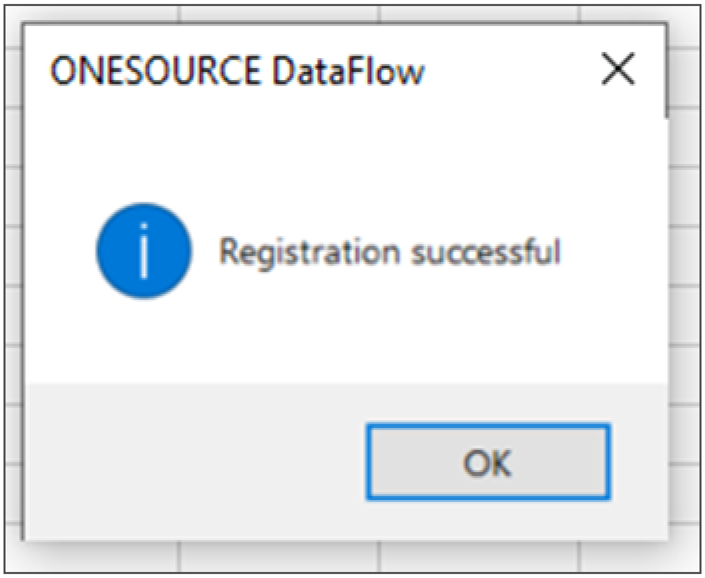
There are two components for each Data Hub Blueprint being incorporated into the DataFlow template.

- The area to display the data.
- A cell to display a drop-down list of collections available to the request.

ADDING THE BLUEPRINT

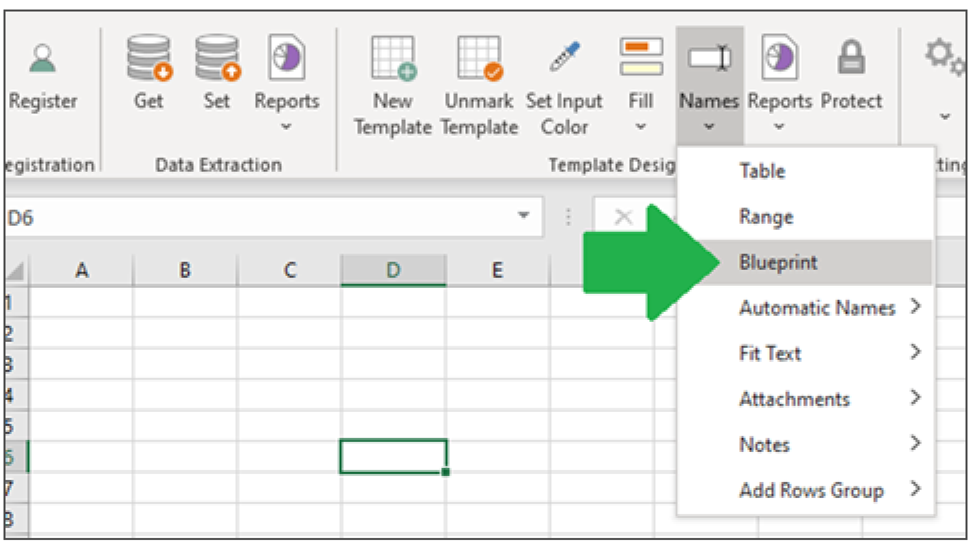
Since Blueprints are stored within the Data Hub application, before DataFlow can provide a list of Blueprints available, the user must register through the Data Collection Add In using the login which has access to Data Hub and DataFlow.



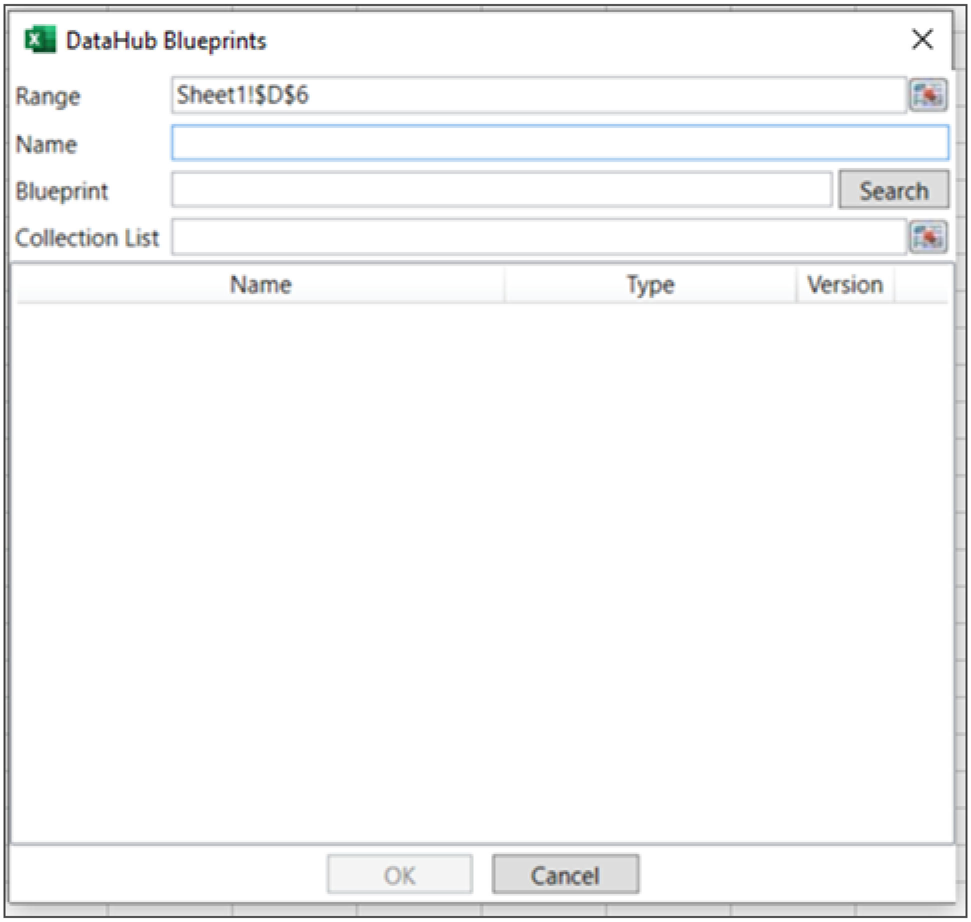


To register through Data Collection Add-in:

1. Select the top left cell where the data will be displayed, then from the Names icon in the toolbar, click Blueprint.



The Data Hub Blueprints dialog appears.



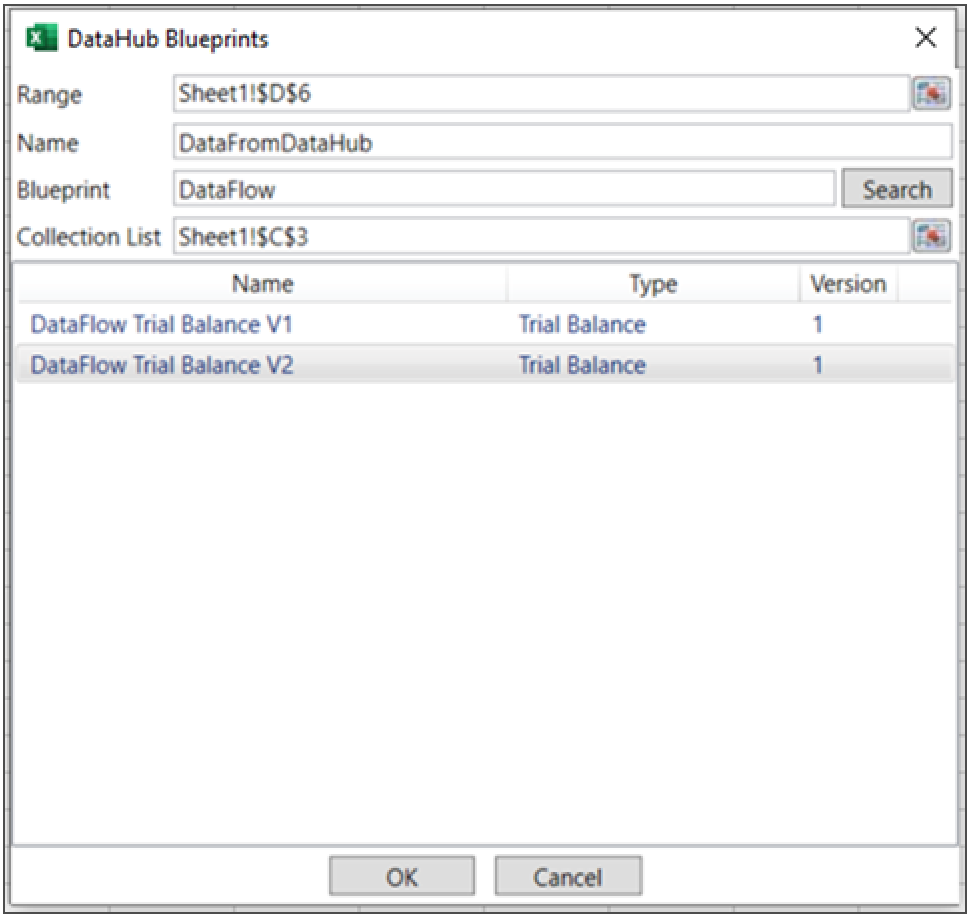
a. Range - This is the top left cell where the data from the Data Hub Collection will be displayed. This is automatically populated based on the cell selection when the Blueprint menu is clicked.

b. Name - Enter a DataFlow name for the data location.

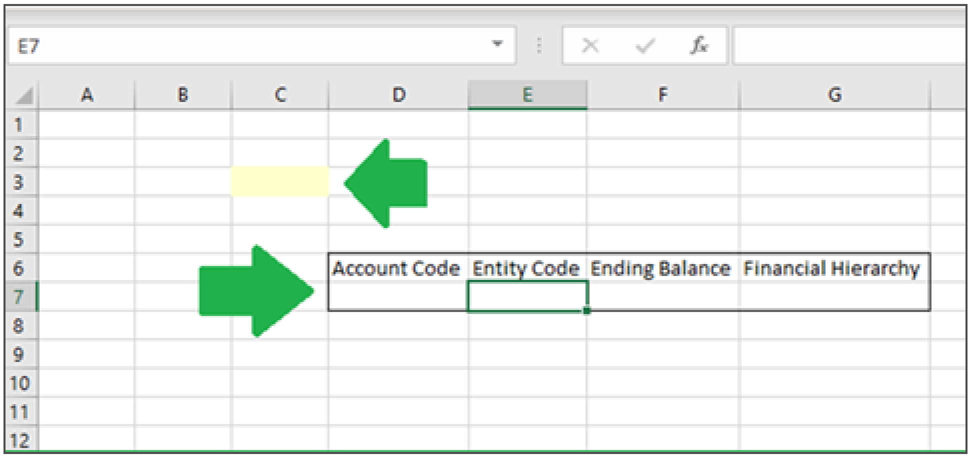
c. Blueprint - Enter a search term and click Search to display a list of available Blueprints.

d. Collection List - Use the range selection button to identify the location to display the list of collections that can be displayed in the request.

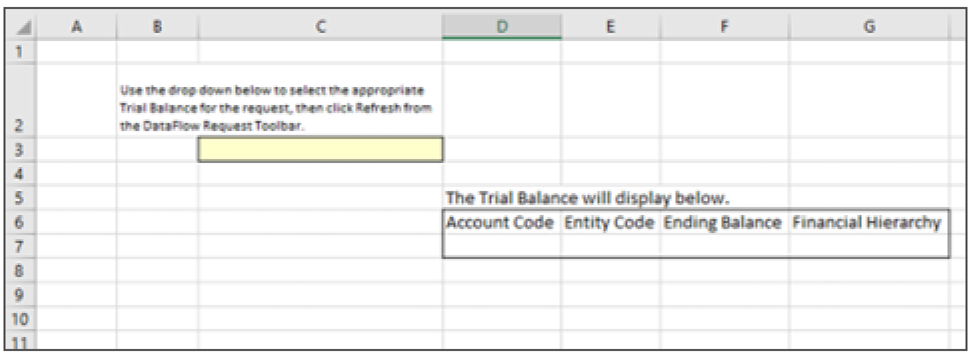
2. On the completed Data Hub Blueprints dialog, select **OK** once complete.



The headers from the Blueprint will be inserted into the template, along with the input cell for the Collection list.



3. Insert other elements as needed into the DataFlow Template.



4. Protect and upload the template into DataFlow.

5. Create the request(s).

COLLECTIONS IN THE DATAFLOW REQUEST

When the DataFlow request is opened, DataFlow will perform the following:

- Using the selected blueprint and the year designated on the request, DataFlow will ask Data Hub for all collections that match these parameters.

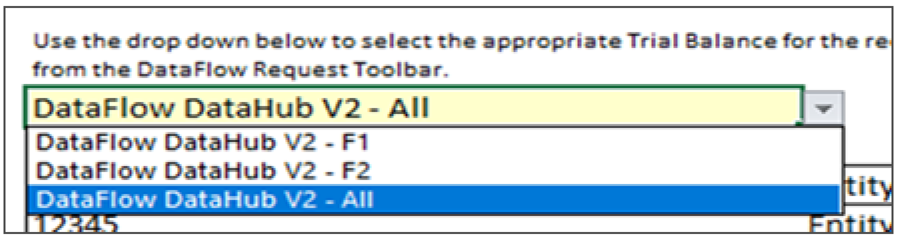
- The names of all Data Hub collections that match will populate the “Collection List” in the request.

    1. If there is only 1 Data Hub Collection, DataFlow will automatically select the collection and populate the designated Blueprint area with the collection data.

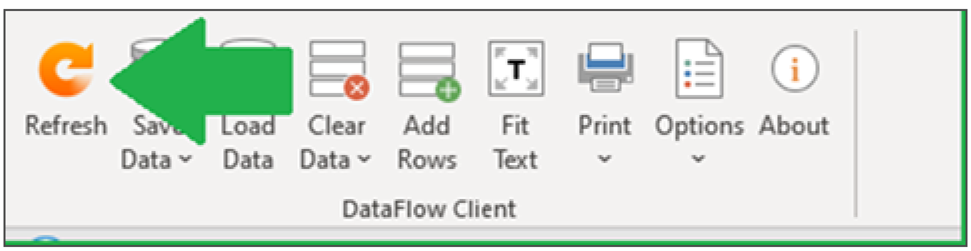
    2. If more than 1 Data Hub Collection is found, DataFlow will populate the “Collection List”, but will not retrieve collection data until a collection is selected and Refresh is clicked in the DataFlow Request Toolbar.

- The Collection data will be inserted, moving all items designed below the blueprint down.

- The collection list is populated with Collections available.



- After changing the selection, select **Refresh** on the DataFlow Request toolbar.



- The Collection data is displayed in the request.

Use the drop down below to select the appropriate Trial Balance for the request, then click Refresh from the DataFlow Request Toolbar.

DataFlow DataHub V2 - All

Account Code	Entity Code	Ending Balance
12345	EntityTest001	10234.4
827273	EntityTest001	10234.4
827274	EntityTest001	10234.4
827275	EntityTest001	10234.4
827276	EntityTest001	10234.4
827277	EntityTest001	10234.4
827278	EntityTest001	10234
827279	EntityTest001	10234.5
827280	EntityTest001	10234.5
827281	EntityTest001	10234.5
827282	EntityTest001	10234.5
827283	EntityTest001	10234.5
827284	EntityTest001	10234.5
827285	EntityTest001	10234.5
827286	EntityTest001	10234.5
827287	EntityTest001	10234.5

PRESELECTING A COLLECTION BY FORMULA IN THE DATAFLOW REQUEST

You can provide a formula within the cell designated for the Collection List during design time to create the value to pre-populate the selector. This will allow a Collection to populate upon the opening of a Request.

Things to consider when using this feature:

- You can use any Excel formula that will generate the exact Collection name to default to.
- If the generated name does not match an available name of a collection for the request, “#NA” will be displayed and the user will need to select one from the list and click refresh in the DataFlow Request toolbar.
- Using the selector to choose a collection will permanently override the formula for that request.
- Changes that impact the value in the selection cell will require the user to perform one of the following:
  - Click the Refresh button in the DataFlow Request toolbar.
  - Save & Close, then re-open the DataFlow request.

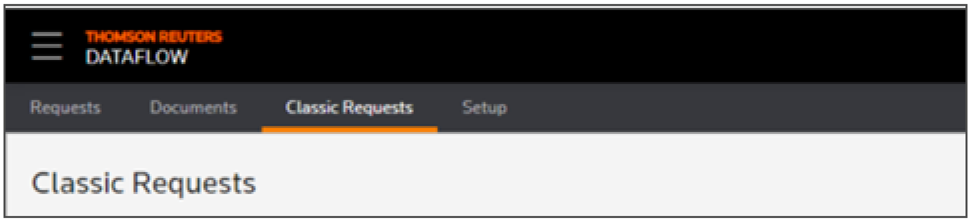
KNOWN LIMITATIONS

The following limitations and behaviors exist and will be addressed at a later date.

- The length of the “Name” specified plus the length of the Blueprint name cannot exceed 30 characters.
- When a Blueprint type “Trial Balance” is used in Data Hub, the resulting dataset in the request will EXPAND the “Financial Hierarchy” column to three or four columns. When using the “Trial Balance” blueprint type, keep the “Financial Hierarchy” column as the last column in Data Hub.

APPENDIX V: CLASSIC REQUESTS IN DATAFLOW

The Classic Requests grid is now available in DataFlow via the global Classic Requests tab.



Administrative users can hide or expose the tab for non-administrator users via the “Classic Requests” check box in the DataFlow Access Permissions.

Users authorized for Classic Requests can download, open, and save the request(s) where they have permission to do so. Edit Properties, View Notes, View Documents, and other user actions for requests are not available at present.