ONESOURCE DataFlow 2018

CIP Orientation Package

This packet will augment the standard release documentation, such as release notes. You should not distribute this package to your clients; however, you can use this as a basis for your internal documentation or in the creation of needed external documentation.

Table of Contents

DataFlow 2018 Release – High-level description of release.

DataFlow 2018 is the next generation of the current DataFlow product. DataFlow offers customers a highly flexible yet controlled environment to conduct and manage their data collection and workpaper standardization needs. DataFlow 2018 takes this core value and builds upon it with a modern and improved user experience, integration with common platform capabilities, performance improvements to collect data faster, and expanded language support to help facilitate global data collection.

Elevator Pitch

Prospects -

MNCs often collect data from different resources around the globe throughout the tax lifecycle. These processes are often managed via a combination of excel files and emails causing an administrative and organizational burden.

DataFlow 2018 eases this burden, operating as a central hub for data collection and workpaper standardization throughout ONESOURCE. DataFlow creates a common template which can be leveraged across multiple entities to collect and centralize data. This template minimizes the administrative burden of managing multiple excel files and versions. DataFlow 2018 not only helps manage the data collection effort but also facilitates the process and communication providing visibility throughout.

Regardless of the type of data tax departments collect, DataFlow 2018 will offer standardization and control to manage this process.

Current Clients-

DataFlow 2018 is the next generation of the current DataFlow product. DataFlow is widely used by ONESOURCE clients to collect and aggregate data for various processes. DataFlow has been completely rebuilt from the ground up with a modern and improved user experience. DataFlow 2018 integrates with the common platform capabilities around entities, users, and documents centralizing the storage and maintenance of these items on the platform. Additionally, new DataFlow functions will increase performance and efficiency of templates offering greater flexibility in the data collection process.

DataFlow 2018 takes the power and value of the current DataFlow product and brings it forth into the next generation of ONESOURCE.

DataFlow 2018 Release – Feature List & Key Benefits

Feature List	Key Benefits
1. Modern and Improved User Experience	1. The new look and feel of DataFlow 2018 provides users with an intuitive user interface enabling tasks to be completed more easily in less time. Additionally, the application can now be accessed via any browser
2. Integration with Common Entities on the ONESOURCE Platform	2. Entities, Domains, and Jurisdictions are now common attributes stored on the ONESOURCE Platform. As a result, they can be managed in a centralized fashion eliminating duplicative efforts.
3. New DataFlow Functions	3. The new table structures consolidate the template design functionality into a single concept. This new structure brings the necessary flexibility as well as performance of the previous concepts.

4. Integration with New Document Management System	4. DataFlow attachments will be stored in the new Document Management System.
5. Expanded Language Support	5. The DataFlow 2018 user interface can be translated into languages other than English. This provides foreign users with a more comfortable and familiar experience working in their local language.
6. External APIs	6. External APIs enable customers to integrate 3rd party systems with DataFlow, expanding and extending the capabilities of ONESOURCE.

DataFlow 2018 Release – Functionality Details

1. Modern and Improved User Experience

Value: Minimize clicks, streamline processes, decrease adoption time

Key Features:

- New user interface aligns the look and feel of DataFlow with other ONESOURCE products
- Streamlined screens enable users to compete tasks more efficiently

Benefits:

- Users have a holistic and consistent user experience when moving between ONESOURCE products
- Less clicks results in less time completing tasks and more time on other value-added activities

2. Integration with Common Entities on the ONESOURCE Platform

Value: Reduced administrative burden, centralized common administration of entities, domains, jurisdictions and users

Key Features:

- DataFlow 2018 will source entities, domains, and jurisdictions from common entity on the platform
- This will become the common location where all ONESOURCE product store and manage these common attributes

Benefits:

- Users can manage common attributes across multiple ONESOURCE products in a common location saving time and increasing efficiency

3. New DataFlow Functions

Value: Optimize the design and format of templates to gain the greatest performance and flexibility for data collection

Key Features:

- New table structures replace current Block, Table, Wildcard, and Repeating Cell Name structures
- New formulas enable users to access data stored within new table structures in a dynamic fashion

Benefits:

- The simplified data structures and formulas will reduce complexity within templates
- New data structures and formulas will also enable greater performance improvements of templates

4. Integration with new Document Management System

Value: Store documents and attachments in a common platform location

Key Features:

- New document management system will store all DataFlow 2018 documents which are attached to requests
- Documents will adopt properties of the request they are attached to
- Drag and drop functionality to attach documents

Benefits:

- All documentation which supplements the data collection process will be stored in a centralized location
- New drag and drop functionality streamlines the process of attaching documentation to requests

5. Expanded Language Support

Value: Comfort and familiarity viewing product in local language

Key Features:

- DataFlow 2018 web screens will be translatable into multiple languages beyond English
- Eventual alignment with platform languages

Benefits:

- Viewing DataFlow 2018 in local language decreases adoption time, increases efficiency and saves time

6. External APIs

Value: Extend the capabilities of DataFlow 2018 beyond the ONESOURCE user interface

Key Features:

- Request Management API – exposes attributes of the DataFlow request grid via an external API
- Request Data API – exposes request data from DataFlow via an external API

Benefits:

- Allows external developers to connect the data and content of DataFlow 2018 to their custom software applications
- Clients can leverage data and content from ONESOURCE products to build custom products and reporting tools to interact with ONESOURCE and report on data

Functionality Comparison between prior version & latest version

TOPIC	CURRENT DATAFLOW	DATAFLOW 2018
1. Entities, Tax Types, Jurisdictions	• Entities created and stored in Entity Manager • Tax Types and Jurisdictions created and stored in Fileroom indexes	• Entities stored in the Common Entity on Platform • Tax Types (Domains) and Jurisdictions stored as standard lists on Platform
2. DataFlow Functions	• Different data structures can be used to design templates • Block, Table, Wildcard, Repeating Cell Name	• One table structure available for design • New Tables offer greater performance and flexibility
3. Documents	• DataFlow documents attached to requests are stored in Fileroom • Documents inherit index values of requests for searchability	• DataFlow documents attached to requests are stored in new Document Management system. • Documents inherit properties of the requests they are attached to
4. Notifications	• Managed within DataFlow	• Managed on the Platform

DataFlow 2018 Transition Path

The release of DataFlow 2018 will not bring about an end of life for the current DataFlow product. Current clients who license DataFlow will not be forced to transition over to DataFlow 2018 until they are prepared to do so.

Automatic migration to the new product will not be available. The new functionality around DataFlow functions, documents, entities, and other common attributes precludes the availability of an automatic transition. Historical data can continue to be accessed via the current DataFlow product.

The transition to DataFlow 2018 should be positioned as a reflection point for customers to review their current process and templates and optimize them as they move into the new product. The new DataFlow functions were designed to improve performance and flexibility within templates. Clients should review this new functionality to consider how to implement into current processes.

Tools will be developed to help customers review and convert templates from the current DataFlow functions to the new functions available in DataFlow 2018.

FAQ

When is the release date for DataFlow 2018?

August 23rd, 2018

What are the key differentiators between current DataFlow and DataFlow 2018?

- Modern and improved user interface
  - Alignment with the look and feel of other ONESOURCE products
  - Simplified user experience with less clicks
- New optimized table functions for template design
  - New DCTable structure replaces Block, Table, Wildcard, Repeating Cell Name
  - Improved performance and flexibility in template design
- Integration with common platform capabilities (entities, domains, jurisdictions, users, documents)
  - Common components managed centrally through Platform Administration Tile
- Expanded language support
  - Local language translation of user interface for ease of use and globalization
  - Brazilian Portuguese will be the first available language

Where is DataFlow 2018 hosted?

DataFlow 2018 is hosted in Thomson Reuters' Amazon Web Services (AWS) which is managed by the Thomson Reuters technology group. The initial release on 8/23 will be available in the US. DataFlow 2018 will become available in EMEA and APAC in future releases.

Is the existing ONESOURCE DataFlow going away?

No. We will continue to support and maintain the existing tool, while our development teams will be actively building new features and functionality in DataFlow 2018.

Do current clients automatically migrate to DataFlow 2018 when it is released?

No. Transitioning to DataFlow 2018 is an optional switch that can be made the client's discretion. As mentioned current DataFlow will continue to be supported.

How does a current client transition to DataFlow 2018?

Transitioning to DataFlow 2018 should be positioned as an opportunity for clients to evaluate and optimize their current data collection process and needs. Depending on the complexity of current DataFlow templates, the amount of optimization needed can vary (see item below regarding "What happens to current DataFlow templates"). Once templates have been brought over to DataFlow 2018, additional setup components must be configured around status templates, action management, email templates, and custom lists. Once these components have been configured, administrators can begin creating requests and assigning them to users.

Will DataFlow 2018 be integrated with Workflow?

No, DataFlow 2018 is separating from many of the current dependencies on WorkFlow and Fileroom. DataFlow 2018 will be a standalone data collection tool for ONESOURCE. The concept of a connection/integration with process management is being evaluated and rationalized as the next generation of WorkFlow is developed.

What happens to current DataFlow templates?

Less complex templates can be supported within DataFlow 2018 will little or no manipulation. Templates that are more complex and robust may need to be optimized in order to function and be supported in DataFlow 2018. Utilizing our conversion tool, designers can evaluate their template to convert from the current DataFlow structures and functions to the new DataFlow 2018 functions and formulas.

What happens to my historical data after moving to DataFlow 2018?

Historical data and requests can still be accessed and viewed via the current DataFlow product.

INTRODUCTION TO DATAFLOW CLASSIC:

Dataflow is an integrated Web based data management tool housed within ONESOURCE workflow Manager. It is used to streamline the tax package and data collection process while improving process control, data security, and the compliance process.

Excel is utilized to convert and create templates via the FormsFlow Designer. Add-in the template is used to create requests for distribution with due dates, monitoring and tracking data. Flow can be used for multiple purposes.

For example, you can gather Schedule M adjustment data for multiple entities by the Tax Department, creating DataFlow requests for each entity and assigning it to a user or a group. The assign user completes the requested information and the tax Department reviews it and can push the data into the provisioned or compliance system.

To create templates and gather data using ONESOURCE dataflow, the user will utilize an existing or a new excel based workbook or tax package. These workbooks should be designed in a way to efficiently collect data across all entities.

So redesign or process improvement should be considered and implemented prior to converting an excel workbook into a form's flow template, the first step is to download the excel FormsFlow Designer. Add-in to convert the data collection workbook into a FormsFlow template using the Template Design menu options. Once the workbook has been created and converted into a secure FormsFlow Template a FormsFlow email template and status template can be created in the Dataflow Setup menu. Once the template is set up, dataflow requests can be created via the Actions menu in the Dataflow Grid using the template.

Information such as user assignments, due dates, and notifications can also be added. Next data providers can open the dataflow request and enter and save the requested information. The data entered in the request is saved in a secure Web based storage called the Dataflow repository.

The collected data can be extracted and aggregated via the dataflow add-in and can be used for review reports or integration with other applications. And administrators can monitor the status of requests, send reminders, and make changes to the DataFlow template or request information.

As we move through the DataFlow modules, there are key terms that are frequently used and are important to understand as you become familiar with the product.

The DataFlow Add-ins are available for download by administrators in ONESOURCE FileRoom. The Add-ins are loaded into excel and have two functions that can be downloaded separately or together. The first is the FormsFlow Designer Add-in, which includes the template Design menu that converts an excel workbook into a secure data gathering FormsFlow template, which is loaded into DataFlow requests are created with a template. The DataFlow Add-in includes the Data extraction Menu, which allows you to query the ONESOURCE dataflow repository and extract information gathered in dataflow requests.

A FormsFlow template is the workbook converted with a template design menu in the FormsFlow Designer Add-in that will be used to create dataflow requests in the product.

The FormsFlow Email template is the setup area of the form's Flow Template in DataFlow. The setup of the form's Flow Email template includes Loading the form's Flow Template file instructions for data providers that will be sent via Email Tax type, and the optional workflow process associated with the feature requests.

Dataflow requests are requests for information gathered using a FormsFlow template. A link to the request is emailed to data providers, who then complete one form per entity period. An entity is the subject of a dataflow request. Entities are set up in entity manager or entity unit browser, which can be accessed on ONESOURCE platform.

Data providers are the users assigned to the DataFlow requests. They are responsible for completing the DataFlow request and saving the data to the ONESOURCE dataflow repository. Groups are a class of users utilized to assign permissions to perform actions in ONESOURCE workflow manager.

In ONESOURCE DataFlow there are two types of users in ONESOURCE DataFlow. (1) Non-licensed data providers who only see DataFlow requests they are assigned and do not have full product access and (2) licensed ONESOURCE users who have full product access and access to other applications.

Requests can be assigned to either type of user, multiple users, or user groups. Group codes are a way to categorize entities for filtering in the dataflow grid. The group codes must first be created, and then the entities must be assigned to those group codes. If an entity is not assigned to a group code, you will not be able to use the DataFlow function to externally create DataFlow requests.

Codes are used to allow the creation of a duplicate request based on template, entity name, entity ID, tax, type, year, and period. They can also be used to provide additional metadata to be available within the request.

Codes must be set up on the ONESOURCE platform and are not associated to a template. It is a best practice to limit the number of codes you set up as large lists of codes are inefficient to filter through when creating DataFlow requests.

Scenario is another field that can be used to allow the creation of a duplicate request based on template, entity name, entity ID, tax type, year period, or to provide additional metadata to be available within the request.

Scenario is a free form text field specific to the request. Since there are no controls over what is typed in this field, it is not the best option for driving functionality within the request. Now that you are familiar with the terminology that you need to know for DataFlow, let's talk about the rules available within DataFlow. Roles in DataFlow define the functions a user has, depending on tasks they need to perform and the security rights they have been assigned. The roles often overlap, and a single person may perform tasks designated in all three roles. The three roles in DataFlow include licensed and non-licensed users. And administrators are licensed users who perform setup tasks, including template, entity and user setup, and assign appropriate security rights. They may also create, assign, manage, and monitor dataflow requests in the Dataflow grid.

And administrators will also create and maintain FormsFlow templates and view and assimilate information, including preloading data, such as beginning balance or trial balance information. End users often also call. Designers are licensed users who create and maintain FormsFlow Templates using template design. In the FormsFlow designer add-in, they will also use the DataFlow add-in to create data extractions or preload data. Like the Administrator role, end users may also have security rights to create, assign, and monitor requests using the dataflow grid.

Data providers as defined earlier in the Key terminology section, provide requested information for dataflow request they are assigned. An administrator and end user will also often be responsible for providing data for DataFlow requests. They are assigned when a user does not need to perform tasks related to the end user or the administrator roles and will only provide data in the DataFlow requests. They can be set up as a non-licensed user data provider. A data provider set up as non-licensed users will only see DataFlow requests they are assigned and will not see the full product screens in ONESOURCE DataFlow. Now that you have learned what roles exist in dataflow, let's take a further look into what the administrator tasks will include.

Administrators are responsible for the setup of entities, users, and groups, as well as assigning security rights within ONESOURCE DataFlow. Performing these tasks occurs and user administration ONESOURCE FileRoom administration, and ONESOURCE workflow manager set up user administration is located on platform and is where Groups are set up during implementation based on the implementation plan and system functionality. However, groups can be added as needed. Assigning a user to a group inherently provides that user the permissions for a given ONESOURCE application associated with the group.

ONESOURCE FileRoom administration is where groups specific to ONESOURCE workflow manager are set up. Dataflow is in ONESOURCE Workflow Manager, which is a module within ONESOURCE FileRoom. ONESOURCE workflow manager setup is where appropriate security rights specific to the DataFlow, menu options, and tasks are assigned.

Administrators will also create status templates and FormsFlow email templates within these setups. Assigning status security permissions, due dates, creating automated emails and duration of checkout are all included. Additionally, administrators can override checkout use Roll Forward capabilities and review audit trail information. The Resources Link is designed to provide helpful resources for the user, including quick links for ONESOURCE University, as well as the ONESOURCE Customer Center, and access to OWM Support. Navigate and log into onesourcetax.com. Select Resources on the left side of the screen.

Resources is the central location for assistance for all ONESOURCE applications. It simplifies the support experience and allows the user to quickly access and attend training that will improve their performance and usage of ONESOURCE.

INTRO TO FORMSFLOW DESIGNER CLASSIC:

Hello, and welcome to Introduction to Forms, Flow designer. Upon completion of this module, participants will be able to explain the purpose of FormsFlow Designer demonstrate how to access and download the form's Flow Designer. Add-in explain how to use the Template Design menu to convert a workbook into a dataflow FormsFlow template and identify additional features, including Add rows, Fit text notes and attachments.

FormsFlow Designer is the tool used to take all of your excel based workbooks used to gather data and make them into templates for DataFlow. During the module, we will walk through what FormsFlow Designer is and the process of converting an excel workbook into a FormsFlow template to be used to create dataflow requests.

Then we will learn how to access and download a FormsFlow Designer Add-in, including configuring the necessary settings. Finally, we will discuss how to use the template Design menu with the add-in.

FormsFlow designer is part of the DataFlow add-in and is required to design and convert workbooks for data collection in DataFlow. Excel functionality such as range naming, data validation, and formulas, as well as DataFlow specific functionality provided by the add-in can be used in the design process.

Workbooks are protected and converted into FormsFlow templates using the template Design menu in the Add-in. Finally, DataFlow requests are created with the templates, and data providers are assigned to requests, so data can be provided.

Let's look at the process of converting a workbook into a FormsFlow template used for data collection. The first step is to install the form's Flow designer add-in before you get started converting the workbook with the add-in. It is important to understand the needs of the end users. It is highly recommended that you take steps to document the current data collection process and note how you would like to improve the process using DataFlow. This process, documentation and evaluation step will be ongoing throughout the implementation of DataFlow and likely the years to come as you make improvements or changes.

It is an important part of your success with using the product. Next, it is often recommended that you start with an existing excel workbook, which may include a tax package, questionnaire, survey, or other excel based documents used to collect data.

Alternatively, you can start from a blank excel workbook and design the workbook for data collection from scratch. Note that this method is not as common as most tax departments have workbook they would like to leverage to convert into a form's flow template using an existing excel workbook and making changes or redesigning areas for efficiency is often less time consuming than starting from scratch.

However, the process, documentation, and evaluation should reveal the best course of action for your specific needs. Once you have the excel workbook you wish to use. The next step is to define the input cell by fill color using the Fill menu option in template Design, it is recommended you choose a lighter color as opposed to a bright or dark color so that data can easily be seen when it is entered into those cells. After that, range names will need to be applied to all input cells. Range names are required for input cells as this is how the data is saved in the data.

Range names can be added using excel functionality in the Name Manager or using the form's Flow Designer. Add-in Range naming functionality. Additional features, which can include excel format requirements like conditional formatting and data validation or DataFlow specific features can also be added.

DataFlow features include add rows, fit text and notes and documents features that can be designed within the template. Next reports should be run to review or change range names, ensure the template will run efficiently and to clear diagnostic errors.

You will also configure the runtime menu options that control the menu and toolbar that will be available to data providers, including functions like Save, Add rows and Fit text. Last, you will protect the template using Protect in the Template Design menu and save the protected file.

This last step makes the workbook read only, and users will not be able to make any edits except to the input or unlocked cells. Now you can create the FormsFlow template. In the DataFlow Setup menu and browse for and load the protected template file created with the FormsFlow designer add-in. Finally, you are able to create DataFlow requests via the Actions menu using the FormsFlow template loaded into DataFlow.

Now we will discuss how to download a FormsFlow Designer add-in so we can look at the template design menu options in further detail. The FormsFlow designer add-in can be downloaded from ONESOURCE FileRoom by FileRoom administrators and made available to all users prior to downloading the add-in, please be sure you have the following requirements on your system. Windows Seven or greater, Office 2007 or greater, and Internet Explorer Nine or greater. You will access FileRoom by logging into www. Dot ONESOURCEtacks.com from the navigation bar at the top of the screen, select the FileRoom icon to launch ONESOURCE FileRoom. Select the Add-ins icon from the menu options on the left within the Add-ins screen, select the download button next to the FormsFlow. Add-in Description and run the installation. Note that since access to the Add-ins requires FileRoom administrator rights, and administrators may need to save and share the Add-in with users who will be designing and converting workbooks as necessary.

Next, we will install the Add-in. After selecting Run, follow the Install Shield prompts. Alternatively, you may download the Add-in right click and Select Run as Administrator. Then follow the InstallShield prompts. Check both FormsFlow designer, and DataFlow add-in. The first step of the InstallShield prompts the DataFlow add-in will be covered in the data extraction training modules, but it can be downloaded and installed with the FormsFlow designer add-in. Once the add-ins are installed in excel, you may need to enable the add-in if you do not see the DataFlow tab in the excel tab menu options. To enable the add-in, click the Office button or File Tab, depending on your excel version.

Select the Options menu and select add-ins from the left menu bar. At the bottom of the Add-ins screen, Select Add-ins from the Manage Drop Down box, and then Select Go. You will choose ONESOURCE DataFlow and ONESOURCE DataFlow Connect Add-ins and then select OK.

In excel, select the DataFlow Tab, the FormsFlow Designer menu items are grouped within template design. Add-in Settings will also need to be configured. In excel. Select the DataFlow Tab settings. Add-in settings.

The Design Tab contains settings for template design. Last Cell Report threshold allows you to define the last cell. The report will check when running the Last Cell report in the Reports menu. Run design functions. Executes hide functions in the template. It is important to be aware that there is no way to unhide the executed hides after you select this option.

Protected in Sheets protects worksheets that are hidden prior to protecting the template. If this option is not selected, any hidden Sheets would not be protected when the template is converted using the form's Flow Designer Add-in.

Now that the FormsFlow Designer add-in is installed, let's take a more in depth look at the template Design menu. The Template Design menu options in the FormsFlow Designer Add-in allow you to create and convert an excel workbook into a secure FormsFlow template that can be used for data collection in DataFlow. The menu options will facilitate that process.

The new template option is used when starting from a blank excel workbook that was not previously formatted and designed in excel. After selecting new template, you will be prompted to designate an input color.

The input color will be used throughout the template designed to designate cells that are available for data entry. Once the input color is selected, the workbook is marked as a FormsFlow template and the Set Input Color fill and Names menu options activate. As mentioned before, this is not the most typical course of action as most users are not starting from scratch with a blank file. Mark FormsFlow is used for an existing excel file. Select Mark FormsFlow to activate the template design features. After selecting Mark FormsFlow, you will be prompted to designate your input color.

Set input color will automatically prompt you when you select new template or Mark FormsFlow. This input color will be used throughout the template to designate which cells should be available. For a user to provide data, you can choose to change your input color after initially setting it, but only one input color is allowed.

Note that an existing workbook that is being converted to a form's flow template may already use a fill color to designate the cells for data input. Ensure you choose the correct color if you wish to use the input color in the original workbook.

Fill allows you to designate cells with the input color by selecting the desired cell or cells and selecting fill located in the template Design menu. Range names must be assigned to the input cells because the range name is how data is stored in the dataflow repository.

Single cells can be named using excel Name Manager and range names can also be applied to groups of non-input cells for use in excel Functions and Data validation. Within the Names menu option. In template design, there are DataFlow range naming options available that can be used in addition to the excel Naming feature.

Assign wildcard Name allows you to name two or more rows of cells in a single column. To use this method, you will choose a range name base for the selected cells and designate the Save method. This naming method is most commonly used when the number of records will vary from one request to another and is often used with the add rows group.

Add Table allows you to range name data across multiple rows and columns. Data is stored efficiently and can be extracted or queried from a table, but data cannot be sent to. Action functions. So this limitation needs to be carefully considered.

Assign repeating cell name is used for input cells only to name multiple columns and. Or multiple rows. This naming method opens a numeric suffix to arrange name base for the number of cells you have selected.

Repeating cell name is an older functionality and was replaced with wildcard names, which is often the recommended method for efficiency and functionality. Assign block name is used for a large selection of data where you won't need to query specific cells. The data in these cells is saved in one range name the cells must be marked for input with a fill color and must be in contiguous columns and rows.

Block name is commonly used for trial balance information. Rename Cells allows you to rename a single cell. Automatic Names assigns a unique name to each input cell that hasn't already been previously named.

Automatic names can be used to name input cells that do not need to be extracted and is one of the last setup items. The cells must be marked for input using the designated fill color. They can also be removed using the Remove flyout menu option.

When range naming cells, there are additional best practice recommendations to keep in mind. Underscores or periods are okay, but no other special characters are allowed. Names cannot contain spaces or leading numbers.

Shorter names are more efficient, so in the more than eight to twelve characters is recommended. Referencing the worksheet and field in the range. Name helps to identify where the name is located and makes creating DataFlow extraction workbooks easier. For example, if a tab is named Lead Sheet and Cell B two is asking for the address.

A good range name for that cell would be LS_B2_ address. Use a letter in the name to indicate the worksheet and to keep the name short. Template Design also offers additional features in the Name menu.

Fit Text allows input fields to expand to the size of the data entered. Add Rows Group allows you to design a section capable of adding additional rows when data providers may need them. Notes allows the data provider the ability to attach a note within the request.

Attachments allows the data provider the ability to attach supporting materials within the request. During the module we walked through what FormsFlow Designer is used for, and the process of converting an excel workbook into a FormsFlow template to be used to create DataFlow requests.

Then, we learned how to access and download a FormsFlow Designer add-in, including requirements and configuring the necessary settings. Finally, we discussed how to use the template design menu in the Add-in to Mark the form's Flow template, define input cells, fill input cells, and range name.

INTRODUCTION TO DATAFLOW EXTRACTION CLASSIC:

DataFlow extraction is the tool used to query the dataflow repository and aggregate all the data gathered in the DataFlow requests. During the module, we will walk through what dataflow extraction is and the process of using DataFlow, including key terms often seen and used with a tool.

Next, we will learn how to access and download the dataflow add-in, including configuring the necessary settings. Then we will review the dataflow extraction menu options and how to use them. Finally, we will discuss the extraction functions offered in the Add-in and their uses.

DataFlow extraction is part of the DataFlow Add-in and allows for querying and reporting on data gathered in dataflow requests. The dataflow add-in uses EXT function methods, which mimic excel formulas to extract data stored in tables in the dataflow repository into excel worksheets using DataFlow extraction, enables users to combine data from multiple tables for a report, or build excel reporting workbooks for printing.

It also enables users to query data for integration with other products or send data into the repository prior to data entry by data providers. The process of using DataFlow extraction is. Two. First, install the DataFlow Add-in if it wasn't previously installed with the FormsFlow Designer Add-in. Next, evaluate and understand the reporting or integration needs for administrators or users.

This discovery would have likely been done with the Process Documentation step for FormsFlow designer but should be revisited. Now that the FormsFlow templates are created, you will start with an excel workbook and register the Add-in by selecting Register and entering your ONESOURCE login credentials. This step connects the Add-in to your DataFlow repository the DataFlow functions appear in excel when the add-in is installed. To see the functions, select the insert Function button next to the excel Formula bar, select ONESOURCE DataFlow from the Category Drop Down list, and all DataFlow functions will be listed in the frame.

Use the EXT DataFlow functions and the Get and Set DataFlow menu options to extract data from or send data to the repository. There are many different formulas that can be used depending on the range naming method used in design of a template. The data queried from the DataFlow repository is typically used to create reports or used for integration with other products. Prior to reviewing how to download and use the Add-in, let's look at key terminology used with dataflow extraction. The dataflow repository is decentralized and secure storage location where data from all DataFlow requests is held for access by users when a request is opened, or when data is extracted.

A tag range is a list of XML tag names better known in the FormsFlow template as range names that will be depending on the function retrieved from or written to the dataflow repository. An input range is a range that contains a list of your XML tag names. This term is synonymous with tag range or range names but is used as an argument when the DataFlow formula is typed in excel ExtDFPut functions for the range of values to load.

Template ID is the unique identifier assigned to a form's flow email template when it is created in DataFlow. Request ID is the unique identifier assigned to a DataFlow request when it is created. This ID is returned in the first column when using the ExtDFGetList function and as a single value when using the ExtDFGetID function.

The output range is a single cell row or a column of the same dimensions as the tag range that specifies where the data from the request should be displayed or written to in excel. Next, we will review how to access and download the DataFlow at in the DataFlow Add-in used for data extraction can be downloaded from ONESOURCE FileRoom by FileRoom Administrators and made available to all licensed users. If you have already successfully downloaded the FormsFlow Designer, add-in and check both.

The FormsFlow designer and DataFlow add-in the first step of the InstallShield prompts, you already have the data extraction piece of the add-in. There is no need to download the add-in again. As a reminder, to access FileRoom you will log into www.onesourcetax.com with your login credentials.

From the navigation bar at the top of the screen, select the FileRoom icon to launch ONESOURCE FileRoom. Select the Add-ins icon from the menu options on the left and select the Download button next to the dataflow. Add-in description and run the installation. After selecting Run, follow the Install shield prompts. Alternatively, you may download the Add-in right click and select “Run as administrator”. Then follow the InstallShield prompts. If you haven't already downloaded the FormsFlow Designer add-in and will need to use it. Check to install both add-ins in the first step of the InstallShield prompts in excel, select the DataFlow tab and the DataFlow extraction menu items are grouped within Data extraction.

It is important that you register the Add-in by selecting Register and entering your ONESOURCE login credentials. After selecting Register, a prompt appears requesting your credentials, as well as the data center for the DataFlow connection.

Complete the username and password fields and then select the appropriate data center, depending on your region. Add-in Settings will also need to be configured in excel within the DataFlow Tab, Settings, Add-in Settings. The General tab contains settings for the DataFlow add-in. Data Center sets the default Data center the add-in should connect to. The “only recommend important updates” checkbox prevents the download update dialog from appearing unless it is an important update. Update Links allows the add-in to notify and automatically update links to the new add-ins. The extraction tab contains settings for extraction. Cache function result instructs the add-in to hold information in the cache for reuse. CSV output folder. designates the folder where CSV files are placed when the write CSV function and menu option are used. Now that the DataFlow add-in is installed, and settings are configured, let's learn about the Data extraction Menu.

The Data extraction menu options in the add-in allow you to query or push data into the dataflow repository, as well as create DataFlow requests from an excel file, delete ranges, and write csv files. The menu options that facilitate that process are as follows: Get processes all DataFlow functions that retrieve data from the DataFlow repository. Set processes all functions that send data to the repository. Create processes the ExtDFCreateRequest functions to create dataflow requests from the excel workbook. Instead of using the new Dataflow Request Actions Menu option in the DataFlow Grid. Delete Ranges processes the ExtDFEraseTags functions to remove tag values in the repository for a specified request.

This function deletes data and should only be used if it is a part of a design solution and always used with caution. Write CSV processes the ExtDFWriteCSV functions in the worksheet. These functions Write csv files from the data in the worksheet. Bypassing the excel Save as option. Batch processing processes multiple DataFlow requests and functions at once.

It is often used to load trial balance data to multiple DataFlow requests simultaneously. Next, we will introduce the DataFlow extraction functions that will run when you use these menu options. The extraction functions are found in excel when the DataFlow add-in is loaded and are used for sending data to and getting data from the repository. Select the insert Function button next to the excel Formula bar and select ONESOURCE DataFlow from the Category Drop Down list, and all DataFlow functions will be listed in the frame.

When you select the function, you will see a listing of function arguments unique to that formula that can be entered. If all arguments are answered correctly, the cell containing the function will display “#ready to pull”, “#ready to push#” or “#ready to create” depending on the type of formula you entered after the function runs.

After the function runs the Data extraction menu options in the dataflow Add-in, a date and timestamp will display.

There are many available functions offered with the Add-in. ExtDFCreateRequest allows you to create a new DataFlow request with specified properties.

The request ID of a new request is returned in the cell containing the formula. Select create from the DataFlow many to run the function. The following two functions are often used to retrieve the request IDs needed in any function that will be used to send or repository.

To run these functions, select Get from the Data Extraction menu in the Add-in. ExtDFGetList allows you to query the dataflow repository using fields found in the dataflow grid filters, and returns all values that match that criteria, including the request ID.

ExtDFGetID is similar to ExtDFGetList, but returns only a single request ID, matching the criteria entered in the function arguments. The arguments need to be specific so that the function can find one exact match, or no ID will be returned. You will use the Set menu option in the Data Extraction menu to send data to the repository.

The following functions will send data. ExtDFPutValues allows you to insert values into the dataflow repository for a specific request using Range names. ExtDFPutSingleValue allows you to insert a single value into dataflow repository.

ExtDPutBlock allows you to write a block of data into a single tag named with a block range name. There are many functions that will retrieve data from the repository. Deciding on which function should be used will be dependent on what data you are trying to query, and the range names used for that data.

The following functions will use the Get menu option in the Data extraction menu. ExtDFGetValues allows you to extract two or more values for a specific request ID. This function can be used to build a table inside excel. ExtDFGetValues allows you to extract two or more values for a list of requests.

You will often use ExtDFGetList first to retrieve a list of IDs first and then refer to those IDs in this function. ExtDFGetSingleValue returns a value for a request ID, and one tag name into the cell with the formula.

ExtDFGetBlock allows you to retrieve data stored in block range. ExtDFGetTable allows you to retrieve data stored in a Table range. ExtDFLoadWildcard returns data from a Wildcard range and can be used to move data from one request to another, or to link data between multiple requests.

ExtDFWildcardTable allows you to append data in Wildcard ranges from multiple requests. EXDFConsolidateWildCard allows you to summarize and Merrick value for a range of Wildcard Tags for specified requests. This function eliminates a step if you were to query the values using ExtDFLoadWildCard and then used Excel sum formulas.

ExtDFConsolidateValues returns the sum of values for each tag across specified requests. This function. Eliminates a step if you were to query the values using ExtDFGetValues and then used excel Sum formulas. ExtDFGetXML returns all range, name Tags, and values from a request in two columns: Tag and Value.

This function is useful to verify range names for other functions. ExtDFCreateTable is a combination of ExtDFGetList and ExtDFGetXML and extracts all data for all requests that match criteria. And finally, ExtDFWriteCSV allows you to export query data from the excel workbook to a csv file, which facilitates integration with other software that you see CSV files. When the function is run, the file is sent to the output file path specified in Add-in settings.

USING DATAFLOW CLASSIC:

The DataFlow grid lists all of the request that match the search criteria. In the left-hand pane, and. Has an Actions menu.

The dataflow grid allows you to customize the display to change the width of a column. Click and drag the columns border to the left or right as needed. To change the sort order of data, click on a column header to sort the data in ascending order, click the column header again to sort the data and descending order the white arrow that appears across the top of the column Indicates that you are sorting by that column. The white arrow points up when you sort an ascending order and points down when you sort in descending order, you can only sort by one column at a time.

To group data, drag a column header to the area above the column headers. To ungroup data, drag the column header back to the column header. Location. You may also tier multiple column headers, such as text type, then template name.

Be aware that you must Select Save Preferences or Save Preferences for all. If you wish to save the display changes for future sessions, we will look at these options. In the Actions Menu section. My dataflow Request is a gadget available in ONESOURCE platform, which will show all of the request assigned to the user. The filters also allow you to search by due date and status.

In the last section, we will see that data providers have a MyDataFlow request view, which is the only view they will see. Licensed ONESOURCE. Users can access that screen by opening the request through the email link, or they may access the request through this gadget or the dataflow grid.

This next section will cover the Actions menu. The Actions menu list all of the functions that can be performed. The available selections are based upon your rights and vary depending on the request that is selected.

The new DataFlow Request Selection is used to create new request. The wizard allows you to select one or more entities and one or more forms. Flow templates. Remember. That request must be unique for a specific entity, tax type, year and period.

There are other properties that can be used to make a unique request which we will see in the next slides. Selecting new dataflow Request from the Actions menu opens the new DataFlow Request Wizard.

On step One, Select Entity. Enable the checkbox next to the desired entities. Use the search Criteria pane on the left-hand side to display certain entities. Use the Page navigation buttons at the bottom of the screen to move through the list of entities. Click next at the bottom of the screen.

Once entities are selected. On step two, Select Template and enable the checkbox next to the desired forms. Flow template. Multiple templates can be selected, and each one selected will create a DataFlow.

There will be a request for each entity selected on step one. Select the desired tax, type, year, and period. Jurisdiction is an optional selection, which can be used to create a unique request for each template, Entity and jurisdiction.

Step Three Assign User allows you to set a due date. Assign Users enter a scenario and pick a code. All four are optional. Selections. Remember, scenario and codes are part of the properties that make a request unique.

Clicking the calendar icon next to any of the due date fields, opens a pop-up calendar for you to pick a due date. If the templates were created with the due date, that date will populate for each entity. As you see in this image, you may override that due date for any entity, or even enter.

A due date for the entire group code. On step Three. Select the drop down in the aside to column to open. The Select User Group's dialog enable the checkbox in the first column to assign the request to that user.

Enable the checkbox in the second column to notify the user. The Notification Email uses the initial email request entered on the FormsFlow Email template. On Step three, select the Group's tab on the Select User Groups dialog to assign or notify groups of People user groups will be covered in the DataFlow Administration session.

Select OK when the assignments are complete. Step Four Select Workflow Instances to Bind allows you to bind the request to a workflow template. Click Finish at the bottom of the page. To create the request.

After clicking Finish, you will receive a confirmation dialog indicating how many of the requests were added. Successfully. Remember that entity name, entity ID. Text type, year period, template, Jurisdiction scenario, and codes are predefined range names. These are the unique identifiers for the request, so each request must be a unique combination of those records. If those selections result in a duplicate request, the number of requests added will be less than the number attempted.

The next selection, DataFlow Properties, allows you to look at the properties and even change some of them. You must select a request that isn't marked Complete, and then Select DataFlow Properties. Remember, you can also right click the request to access the menu selections.

In the dataflow Properties window, status and due date can be modified. Click Save if changes are made. The next selection in the Actions menu is. Delete dataflow request. Highlight one or more request to delete.

Request can get left in a checked-out state if the data provider loses or breaks their Internet connection before closing the request. If they save the data, there's no issue with overriding the checkout. If they didn't save the data, they need to attempt to reconnect before closing the request so they can save the data. Highlight one or more requests in a checkout state.

The next selection in the Actions menu allows you to send reminder emails on one or more request. Remember, you can use the search pane to display specific request. The subject and body of the reminder will be what you specified on the form's Flow template.

The next action is DataFlow. Notes highlight one request to Add, View or delete notes. Your user rights will determine whether you have the ability to perform these actions. The Post It note icon will display next to the request that have a note attached.

Multiple notes can be added to a request. There's also a resolution field and a closed indicator, so notes can be used as a review tool. Using the Actions menu, you can also change Request Status highlight one or more requests to select a different request status. You can only multiselect a request if they use the same status template. We will look at status templates and the dataflow Setup section.

The next option in the Actions menu is dataflow Documents highlight a request to attach a document. Attachments can be any type of file. If ONESOURCE FileRoom is licensed, files can be accessed there as well.

Now access Assign User in the Actions menu. Highlight one or more requests to assign users. The screens that open are the same as what you would see when creating a request. Request History is an audit trail of user activity on the request.

Request history shows user assignments, status changes, and when the request was saved. It does not show specific field entries. The next action is Rollforward request role. Forward Request allows you to create another request with at least one of the property values changed. Highlight one or more requests.

There are six steps to roll forward DataFlow request. On step one, specify tax, type and template. Select the text type FormsFlow, template, and upload the mapping template. A mapping template is required even if you are not moving any data from source request to the destination request.

Used hyperlink to click for template to download a blank template file. The mapping template is covered in depth and the Administration Web seminar. On step two, specify index value. You must specify a new value for at least one of the properties.

Year period, jurisdiction codes, or scenario. Remember that every request must be unique. On Step three, due date selection, specify due date option. This is optional. On Step four. Other options. Specify whether to copy notes and or documents from the source request.

On step five, assign users and notify specify whether to assign the request. Step Six Confirm and notify allows you to notify other users or groups of the rollforward. Click Finish. Be aware that rollforward runs overnight.

The next option in the Actions menu is Export. Use the search pane to narrow the display to the desired request. Click Actions menu and Select Export or right click and select export. Here is an example of the export.

Customize View allows you to turn off the display of columns that are not needed. For example, if you are not using the codes field. Disable the columns you do not wish to display and click save. Save Preferences saves the Display customizations, such as the customized View selections we saw on the previous slide and the other customizations we saw earlier. If you do not select Save Preferences, the display will default back to what it was the next time you load the dataflow Grid.

Administrators can select Safe Preferences for all to give the display customizations to all users. This section looks at the dataflow setup screens. We will review form, Slow Templates and Status templates.

If you recall from the introduction to ONESOURCE DataFlow, the FormsFlow template is used to specify the details when creating a request. FormsFlow templates are created and modified under setup. DataFlow The right-hand pane lists the existing FormsFlow templates.

To narrow the displayed results, you can enter a search term and click Search to restore the list, clear the search term, and click Search again. To Search Archive templates Enable the checkbox and click search.

To Archive a template, select the template name and Select Archive Template from the Actions menu or right click the menu. Click OK on the confirmation dialog. Archived templates are not available to select when creating New request.

We discussed creating and editing a FormsFlow template in the introduction to ONESOURCE dataflow session, but we will review the steps here to create a new template. Select Add template from the Actions menu.

In the top section, enter the desired template name. Select the text type, a workflow template, if applicable, and the status template. The text type associates the request with a specific workflow manager drawer. The workflow template is optional. We do not recommend setting a due date here, but rather when the request is created.

In the next section, click Browse to select the Form Slow Enabled workbook, or enable the option to not use a FormsFlow workbook. If desired, enter the number of hours the data provider can keep the request checked out.

Be aware that if the check in is forced, the data isn't safe to the repository. The last section allows you to specify the information included in the emails sent for request created with this template.

The subject of the initial email and the reminder request are required entries. Enter the subject and body of the initial notification email sent to the assigned data providers. Enter the subject and body of the reminder emails and select any automated reminder options.

We saw earlier, that reminders can also be sent by administrators. Enter the subject and body of the completion notification, email, and select the group to notify click Save at the top of the screen to finalize the template.

The Roll Forward tab allows you to set up default Role Forward settings. Earlier in the session, we saw the Rollforward Wizard that walked you through these selections. By marking, enable default rollforward settings and saving the required settings on this screen when you roll forward request that were created with this template the system simply jumps to the last screen on the Wizard.

In the top portion, select a tax type or leave the selection at keep original value. Use the lookup icon to select a FormsFlow template. Notice it defaults to this template. Click the link to upload the mapping template. Remember from our earlier discussion, a mapping template is needed to move data from the source request to the destination request.

The next section allows you to specify a new value for the properties. At least one of the values must change to create a new request. In the remaining sections, you can specify the due date selection, whether to copy the notes and documents, and whether to keep the assigned users. Once you complete the selections, click Save at the top of the page to finalize the selections.

Administrators can add, Delete, and modify the status templates that are selected when the form's Flow email template is created from within dataflow Select Setup from the Task pane on the lower left.

Expand Status Templates to see the existing templates. Use the icons on the toolbar to add a new status template, disable, or enable a status template or delete a status template. Click an existing status template in the left-hand navigation to open it for editing.

On the Status Management Tab, you can add additional status selections and set the order using the up and down buttons. Be sure to specify one default status and one complete status. Double click a status to edit the name of the status, or to specify who can change the status and who can change to the status.

On the Action Management Tab, you can set up automatic status changes when certain actions are performed. The default action is to change the status to in progress when a new request is opened and saved.

You can add additional actions and specify the status upon successful completion and include the Error Notification group. In this last section, we'll take a look at data provider screens. We will review user setup new request My dataflow request forms, flow menu and user guide.

All users are created in ONESOURCE platform. In a user created and platform can be assigned a request. Users who only provide data and do not use Other ONESOURCE products will have the DataFlow Data Provider option marked. These users do not count toward your Licensed ONESOURCE users.

When a request is assigned to a user, an email is sent with the specified subject, embody the properties for the request, and a link to the ONESOURCE login, screen. Upon login, data providers are directed to the My dataflow Request screen.

This screen lists all open request assigned to the user. Remember that ONESOURCE users can also access the screen if they use the link in the notification, email. Filters are available to narrow the list by group code, scenario, or status data can be sorted by clicking the column headers. Notice the triangle icon in the Due Date column, indicating an ascending order.

Click Open or double click the request to open the workbook and enter Data. Notice the dataflow pop up for the validation process. Dataflow verifies the user's rights to the DataFlow and loads the request properties into the reserved fields.

Data providers can modify the status of request assigned to them. Remember, administrators can create status templates that specify which users can change the status, and the status template is selected when the form Slow template is created.

Data providers can attach supporting documents and review attached documents by clicking docs. The document icon displays in the left-hand column for any request with a document attached. Data providers can also add notes to the request or review existing notes.

Notes can include review notes, recommended changes, resolutions, and a closed status. This allows the Notes feature to provide a sign off method if the request isn't associated with a ONESOURCE workflow, an icon displays in the left-hand column when a notice attached. Notice that this request has both a document and a note attached.

Once the data provider has entered the requested information in the workbook, the data provider menu and toolbar have a Save option, which tours the information. In the DataFlow Data repository, the choices displayed on the menu and toolbar are selected when the FormsFlow template is created.

For example, data providers can use the Add rows and Fit Text menu selections to apply those features to areas of the workbook configured to use them. These features are covered in more depth in the FormsFlow Designer Web seminars.

The Options button next to the logout selection allows the data provider to open and save a pdf copy of the Data Provider User guide. In summary, you learn that the dataflow grid display can be customized.

The Actions menu contains selections to allow administrators to manage requests. FormsFlow templates specify the settings for the request to be created in default. Rollforward Settings and Data Providers and Windsor users can access My dataflow request listing request assigned to them.

DATA PROVIDER CLASSIC:

When a dataflow request is created, the designated data provider receives an email that contains the details of the request and a link to the Dataflow Login screen. In order to open excel files sent through dataflow requests, data providers need to configure the excel macro settings under the Trust Center. Doing so for excel 2007 and 2010 is demonstrated on the following slides. However, the process for excel 2003 is not demonstrated. That can be done by selecting tools macro, macro security from the Security dialog, select the Security Level tab. Select Hi to allow opening macros from trusted sources only. Then select the Trusted Publishers Tab and add a list of Trusted Publishers. When you're finished, click OK.

To configure excel macro settings in excel 2007 and 2010, open excel, click the Microsoft Office button in the upper left corner, then click excel options. In the excel Options Window, click on Trust Center on the left pane.

On the Test Center screen, Select Trust Center settings. Click on macro settings and enable the Radio button for disable all macros except digitally signed Macros. Then click OK to save your changes.

To access the dataflow request, the data provider will click on the Dataflow Login link in the Request Notification email. Enter the login information for ONESOURCE DataFlow, and locate the request on the My Dataflow Request window. If the request is not listed, the users may need to navigate to other pages or change the search criteria when the desired request is located.

Click open. To access the dataflow request, the data provider will click on the Dataflow Login link in the Request Notification email. Enter the login information for ONESOURCE DataFlow and locate the request on the My Dataflow Request window. If the request is not listed, the users may need to navigate to other pages or change the search criteria.

When the desired request is located, click open. Clicking the dataflow login link in the Notification Email opens this dataflow login screen. The data provider grid contains several command buttons, a list of dataflow requests, search criteria to filter the list options, and a logout button.

Search criteria dropdowns along the top allow you to filter the list of dataflow requests displayed on the screen, moving down a bit. The command buttons are for managing the specific dataflow request that you're working with. The Options link is useful for configuring user options and accessing the user guide and logout closes the data provider grid.

Click the Open command button, or double click on the row of a dataflow request. To open it. An open request is considered checked out and can be edited only by the one who opened it. Others accessing the request will receive it in a read only format. The checkout duration can be managed by administrators, the dataflow provider will complete the workbook and then save the data back to the dataflow repository.

The FormsFlow menu and toolbar are configured when the FormsFlow template is created using runtime options. Save Data saves the information provided to the dataflow repository. Select Load Data to reload the saved data in the repository back to the form. This will override any unsaved changes and is not typically made available.

To data providers, clear data removes all input from the page and also is not generally made available to data providers. Duplicate page add rows and fit text are usually only made available to data providers on workbooks that have the feature activated. Duplicate page allows the active worksheet to be duplicated if the feature was enabled on that page.

Add rows available when highlighting a selection with the feature activated, it will prompt the data provider for the number of rows to add Fit text is available when highlighting a section with that feature activated and will modify the cell to fit the entered text, and the print option will print the current worksheet or the entire workbook.

Data providers will enter the requested data in the marked input cells, just as they would in a non-FormsFlow enabled workbook, depending on the protection choice made when the template was protected. The tab key will either move through the data input cells or through all cells. In either case, they will not be able to enter information in protected cells, only in the input cells.

To update the status from the data provider grid, click the Status Command button. The default status template is pre-configured with not started in progress and completed when the request is opened for the first time. The status changes to in progress. Administrators can modify the status template or create additional status templates.

A Status of Completed sends email notifications to the individuals or groups specified in the Completion notification. Emails of the Email template. Data providers and administrators can add, view, or delete documents. An icon that looks like a document appears next to the dataflow request that have a document attached.

Click Browse to select a file to attach. Enter a description for the attachment and click save. Data providers can add, resolve, and close notes on dataflow requests. An icon that looks like a sticky note is displayed next to the request on which this can occur.

Enter a note, a resolution, or mark the notice closed, then click Save. Be aware that multiple notes can be attached. In summary, when assigned a DataFlow request, data providers receive an email request to provide data. In order to open excel files sent through dataflow Requests, excel macro settings must be set to accept digitally signed files. Data providers enter requested data in the input cells of the selected request screen and documents and notes can be attached as part of the data providing process.

DATAFLOW CLASSIC MENU OVERVIEW:

To log into ONESOURCE DataFlow, navigate to www.onesourcetax.com, enter your username and password. If you have forgotten your username, please contact your administrator. Passwords are case sensitive. If you have forgotten your password, select the can't access your account link and supply your username and associated email address, and select Next. In the event you cannot retrieve your password, please contact your administrator to.

Launch ONESOURCE DataFlow, select the DataFlow tile, or select the FileRoom icon to launch ONESOURCE FileRoom as this is where dataflow is located within workflow Manager. to navigate to DataFlow via FileRoom, select the drawer you would like to launch DataFlow in and select the WorkFlow Manager icon to launch WorkFlow Manager.

Within the Selected drawer, navigate to and select DataFlow from the left menu options. Please note not all drawers in FileRoom will have DataFlow activated. If there is not a workflow manager icon for a specific drawer, then DataFlow will not exist in that drawer. After you have successfully logged into ONESOURCE DataFlow, the screen you will see is the DataFlow grid. The DataFlow grid is where DataFlow requests are created.

Using the example of gathering data for Schedule M adjustments. This is where the tax Department creates the Schedule M DataFlow requests for each entity so that it can be made available to a data provider to provide that adjustment information that needs to be gathered. The Schedule M Adjustment DataFlow requests can be assigned or reassigned to a user or a group. Periodic email reminders can be sent, and the request status can be changed all within the grid.

Many other tasks related to the DataFlow requests, such as editing the requests properties, attaching documents and notes, and viewing request history can also be performed in the DataFlow grid. The DataFlow grid displays information about DataFlow requests using Display headers. The Display headers include entity name, Entity ID, group codes, Tax Type, template Name, workflow template, Year, Period, Status, Due Date, Version Number, jurisdiction, codes, scenario, and assigned user. The headers can be moved and ordered to your preference by a click Drag and drop. This allows the user to see the dataflow grid customized to their viewing preference. The requests can be sorted by a header, alphabetically or numerically in ascending or descending order by clicking a Header menu.

To group requests by one or multiple headers, drag a header or headers directly above the grid to the drag a column here to group by heading. The filter options are located to the left of the grid and allow for searching within and narrowing the request list view in the dataflow grid. Here, you can search for requests by information included in the display headers or you could filter to all requests assigned to a specific user, group or created by a specific user.

The filters include lookup lists and drop-down menu options. If you were to log into dataflow and needed to review DataFlow requests for the Schedule M adjustments for specific entities, you could choose to fill to the request list by template name to view only the requests with the Schedule M adjustment template.

Furthermore, you could also filter the request to those with the status in review and assigned to you, so you only see the specific requests you need at that moment.

Here you can also choose to view archive dataflow requests by selecting the Archive checkbox below the search filters. Once you have provided filter options and select search the dataflow grid, view widens and the filter options pane is hidden.

If no results are found to match your filters, the grid will be empty. To bring the filter options back in view, select the toggle bar on the left of the dataflow grid. You can also turn the toggle option off by selecting My preferences to the left of the Actions menu and unchecking the autohide Search Options box after searching.

Next we will explore the Actions menu. The Actions Menu button is in the top right corner, just above the DataFlow grid. When you click the Actions button, the menu opens. The available choices depend upon the user security rights, and whether or not a request is selected.

Without a request selected, the following options are available: New DataFlow Request, Export, customize View, Save Preferences, and Save Preferences for All.

The other menu options require requests to be selected and are as follows: Customize Template, DataFlow Properties, Delete DataFlow requests, Archive DataFlow Requests, override checkout, Send Reminders, DataFlow Notes, Change Request Status, DataFlow Documents, Assign User, Request History, Roll Forward Requests, and Recalculate Requests.

Note that some of the menu choices can apply to multiple requests when they are selected, or, in the case of customized template, no requests if that option is not enabled for the template. Each Action menu option has a specific function.

New dataflow Request allows you to create one where multiple DataFlow requests via an application guided four step process. Step One Select an entity or entities to create requests for the entity list is sorted in alphabetical order by entity or topic name. You can page through the list using the bottom left arrows, or you can use the filter pane on the left of the dialog box to find specific entities you are looking for.

Step two, choose the FormsFlow template and assign the appropriate version, tax type, year period, and optional jurisdiction. Step three, assign due date, users, or groups, and choose to notify the users assigned and add optional codes or scenarios. Note that you may also.

Go back to the previous step by selecting previous or you may also Select Finish if you do not wish to make these assignments at this time. Step Four Select Workflow Instances to bind allows you to confirm the workflow if a workflow was specified on the form's Flow Email template, and then finish the request.

Export will export the currently filtered Grid View screen into an excel file that you can open or save. Customize View allows you to show or hide column grid headers that appear in the dataflow Grid screen.

Save references, saves the customized view settings and header order for the dataflow grid screen, so they remain the same each time you log into the product. Save Preferences for all Saves the customized view settings and header order for the dataflow grid screen for all users.

Select the request for the remaining Actions Menu options to activate. Customize template allows you to customize. A DataFlow request at the template level without changing the source template associated with the request.

To be able to use the Allow customization feature, the user would need the latest version of the FormsFlow Designer add-in the correct permissions assigned in setup, and the Allow customization permissions must be applied to the template.

This is not a feature the typical client would use, since it does allow for template changes within a request and therefore diminishes the standardization and control DataFlow provides as well as can cause loss of data. DataFlow properties will activate when a single request is selected and allows you to view and.

Change select properties assigned to the request. These properties include workflow template, entity name or number, year period, due date, jurisdiction scenario codes, or status. Delete dataflow requests allows you to select one or multiple requests to delete.

Archive dataflow requests allows you to select one or multiple requests to archive. This will make the DataFlow request inactive, also known as Read only and it will be hidden from view in the dataflow grid, but not delete it. You can view the archived requests using the checkbox below the left hand dataflow grid filter.

Override checkout is an administrator option. This menu option is active when a data provider or other user has the DataFlow request. Open. Requests can only be edited by one user at a time. If the request is in use, secondary users will be able to open the request as read only.

Data cannot be saved to the request in read only view. A user must use the override checkout function to check the request back in. The next user will then be able to make edits and save data. When a checkout is overwritten, the data is not automatically saved.

This functionality is generally used when a request is incorrectly displaying as checked out in the application by a user for editing, but they are in fact not editing or in the request. Send reminders allows you to select one or multiple requests. To generate a reminder. Email.

The Reminder Email text is set up in the FormsFlow Email template set up by an administrator. Dataflow Notes allows you to access a Notes screen where you can add, Resolve, close view, and delete one or more Notes. The Actions menu within the Notes screen allows you to export one or multiple Notes into excel. When a note has been added to a request, a yellow Note icon appears to the left of the request.

In the dataflow grid. Change Request Status allows you to change the status of the DataFlow request. The available status options are dependent on the status template assigned to the request FormsFlow template.

The default statuses are not started in progress. Completed Status templates and security rights assigned to those statuses are created and assigned to FormsFlow Templates in setup. DataFlow Documents allows you to attach documents to the DataFlow request. When a document has been added to a request, a paper document icon appears to the left of the request in the dataflow grid.

Documents attached to the request are also filed in the FileRoom drawer. Assign user allows you to assign users or groups to one or multiple requests. And users can be notified via email using the Notify checkbox.

The email sent to these users is formulated in the form's Flow template Setup area. Request history allows you to see the Audit Trail report from the time the DataFlow request was created to the current time. This includes when it was created, opened, saved, or when a status was changed, and by which user the report can also be exported to an excel file.

Roll Forward Requests will pull data from the selected requests. And push that data into new requests for a different year period or template via a mapping file. Dataflow uses a six step roll forward wizard to step users through the process.

Recalculate requests is the automatic equivalent of manually opening, saving, and closing a DataFlow request. This feature can be used when an updated version of the FormsFlow template assigned to the request has been loaded, or for request linking functionality.

In these examples, there may be any values that need to be calculated or pulled into the template and save to the dataflow repository, but actual data entry into the request is not necessary. Within the request history, the three step recalculation cycle request triggered for recalculation, request edited and request saved will be complete when the request is properly recalculated.

Now we will review the setup menu. The setup menu is where forms, flow templates, and status templates setup occurs, and DataFlow specific user permissions are assigned. The setup menu is only available to administrators.

To navigate the setup, select the Setup Menu option to the left of the dataflow grid below the DataFlow Request Filter options. The setup options that are utilized for dataflow are DataFlow, where the form's flow templates and status templates are added and edited.

Security within the Security Menu option, there is a dataflow Manager category. When this is expanded, you will see many options that pertain to security rights. This is where an administrator would assign security groups to specific security permissions within DataFlow.

Reports Reports will allow you to view a listing of dataflow requests that have been deleted. During the module we walked through.

DataFlow Classic Batch Administration:

Hello and welcome to ONESOURCE dataflow Batch Administration for ONESOURCE workflow Manager, please note our Copyright information for proprietary materials and our Software License Agreement. If you have any questions related to this information, please send an email to onesource Training Request at Thomson.

Reuters.com upon completing this session. The student will be able to utilize batch processing to process DataFlow requests, retrieve the request ID value from multiple requests, and create dataflow requests in both. The agenda for this course includes an introduction batch Administration batch Processing request creating and roll forward.

We will begin with an introduction to ONESOURCE dataflow administration and cover the purpose and process of dataflow. Batch Processing ONESOURCE dataflow gives you the ability to simultaneously process multiple requests. The dataflow add-in must be installed, and this function is available only for administrators.

A FileRoom. Additionally, a workbook must be created with dataflow functions and range names listed. A workbook containing DataFlow functions to be applied, range names to be processed if applicable, and a list of dataflow request ids for processing.

Our DataFlow will process every applicable function in the workbook to a list of dataflow request ids. This is useful for pushing data to multiple requests, and can also be used to clear values from request.

In this section on Batch administration, we will explore retrieving the request list and the batch processing file dataflow assigns a unique ID number to every request created. This number is used to process the requests. Df. Collection request ID is an argument in many dataflow functions.

This value tells the system to which specific request it is to reflect. To get the request ID of requests. Use the df Get list function to return a list of dataflow requests. O range is the only required field, even though multiple arguments are bolded. The selection in this example indicates the cell in which to start entering the request ids. Additional fields are available to filter the results by entering other arguments. The returned request list.

Dfget is a function to return a single request ID. This returns a single value and does not require any arguments. However, an error will occur if more than one request is returned, and unlike df get List, no index values are returned.

The function must be filtered to return. A. These are the function arguments for the df. Get ID function. V. Entity ID is the entity ID from Entity Manager v. Entity name is the entity name from the entity manager. And vxl template name is the name of the FormsFlow template used in the V template refers to the system assigned template ID, and is a unique identifier.

Vtax type is for the tax type assigned to the request. Ve refers to the year assigned to the request. This list is managed in FileRoom, administration, and. V period is the time period to which the request is assigned. This list is also managed in file df. Get ID. Arguments are as follows. Vstatus. Is the current status of the request.

This can be customized in setup, DataFlow status templates. V. Jurisdiction is the jurisdiction of the request and this list is managed in platform menu Setup centralized list. V codes refers to the assigned code of the request and is used to categorize request. The list is managed in platform menu setup, centralized list, and V scenario is the scenario value for the request.

It contains a tree text. The last two DF get ID. Arguments are the client name, which takes the client name value from the client manager. This is for Client manager enabled databases. And v client number, which refers to the client number field and is also for client.

Batch processing. Will process retrieval and send it functions. Request ids to be processed must be listed. Use df. Get list to get the request ids. The first step is to find the request ids to process.

To avoid confusion, work with a single template and single set of range names. Filter the df get list functions by the vxl template name argument, so only requests using that excel template are displayed. This will avoid error.

In excel, enter the equal sign Dfget list, left, parenthese, right, parentheses in a cell, then select the fx button. Enter the excel template name in the vxl template Name field. The returned request will be using the selected.

Retrieve range names from the template. Perform a range name report on the template. Formsflow Designer Add-in must be installed. The user must be a workflow manager administrator to have permission to download the Add-in. Navigate to setup dataflow FormsFlow templates select a template to open the template file, Select View current template save and open.

The template. You can perform a Name Range Report on the template. Select Add-ins Forms, Flow Designer Range Name report. A copy of each sheet will be created. Range names will be populated in the cell. This provides a visual representation of the template. The font is displayed in Red for easy recognition.

The Range Name Report simplifies the review rather than looking through with the template open in excel. Select Add-ins FormsFlow Designer Range Name Report Note sets of names are populated in the respective cells or at the top of the range. Note that wildcard range names do not populate individual cell names in the ranged Name Report. It is the range name base of the Wildcard name that displays copy and paste range names from the template to the batch processing file. Replace the dot question Mark as well as runtime options with zero.

One. Two. There is an alternative method for obtaining range names. An xml retrieve using the dataflow add-in will retrieve all range names. The user does not have to be an administrator. Values contained in the request are displayed, and range names are listed along with the corresponding value.

Dataflow function DF. Get xml retrieves the DataFlow. Add-in displays all range names in the request, including associated values. Each Wildcard value is listed. Block information is not displayed. The dataflow function to use is DF.

Get xml left print cdf get xml arguments include L data collection request ID, the request ID portion of the request and. O range for output range in which to designate the cell to begin output of the request list out the request ids, range, names and values. If you are sending information to requests, consider copying additional index values. This defines which request is being modified, such as.

The list, year, Entity name, Entity ID values the spreadsheet contains the Request ID index values to classify the request and values to push into the request. Now we'll move to dataflow Batch Processing and look at an overview and batch options.

The dataflow Add-in and FileRoom Add-in must be installed. To access the batch processing screen, navigate to excel. Add-ins dataflow Batch Process Login if prompted by entering your Onceource credentials or with single sign on credentials if configured.

The Add-in feature will retain credentials for subsequent processing. A separate window will appear containing. Batch click the underscore icon on the right side of each field to select a range of cells, or you can enter the range in the text field.

Range that contains the list of request ids is exactly what it says. The cell range that contains the request ids cell to hold the current request ID while processing points to a single cell that contains each request ID as it is processed. The Add-in Processes Batch Processing options.

Are retrieved data from server which if enabled, processes all retrieval functions in the workbook, including df. Get xml, Dfgetvalues, Dfget, single value et cetera. A list of functions are available.

In the dataflow User guide. Delete specified Tags processes df. Erase Tags functions this erases range name values from the dataflow repository. Send data to server processes. All send functions in the workbook, including df. Put single value df. Put values et. Cetera. And write csv files. Processes df. Write csv functions. This performs.

An X enable the checkbox for the desired actions, then click Execute the more functions that are processed, the longer the processing will take. A dialog box such as this will alert you that the process is complete. Click OK.

Functions that have been processed will be replaced. Note that while both retrieval and send data functions are processed, they do not occur in the same order. The data retrieval functions may not reflect.

The updated values sent during the same batch process. In learning about request creation, we will cover the manual process and the add-in process. Dataflow requests can be created in bulk using the new DataFlow Request wizard. Open Dataflow from the platform.

Applications dataflow module navigate to Actions new dataflow Request Enable checkboxes for the desired entity or entities. Search criteria are available to filter the entities. Here is a larger image of the process.

Multiple entities can be selected. Continuing in the manual process, select the templates names include the email template name listed in the Setup dataflow FormsFlow Templates Select index values for the new requests, including tax type, year period, and jurisdiction.

The jurisdiction comes from platform menu, setup, centralized lists. Here is the example. Navigate to dataflow Actions. Add New. Click Next, then click next. The tax type, year and period are drop down fields and jurisdiction is a look. The next screen allows you to assign due dates and assign the request to users or groups. Enter a scenario, assign codes, and then here is the example assign a due date, users or group.

Groups, Scenario and code. Click Finish to create the request. By using the dataflow. Add-in. Requests can be created with a single click. Use the df Create Request function. One function will create one request.

Multiple functions are used to create multiple requests. Enter df. Create request. Open parentheses. Closed parentheses. Enter the function field. Select the function icon. Fx to insert a function. Enter or point to function two cells containing the required fields. When creating a request, then populate the entity ID, entity name, excel template, Year and period.

Required fields are the same using the add-in as they enter additional fields into the function arguments or point the function to cells that contain field values, such as user assigned. This sets the user to whom the request is to be assigned. Only one user can be assigned when using df. Create request.

Value is the ONESOURCE universal ID. Notify by email is a true or false statement. Email will be sent to the assigned user after the request. Multiple df create request functions can be written to create multiple requests.

List index values is carried out through the Add a df. Create request function. Next to each set of index values. Select Add-ins dataflow. Create new requests to run all the function. This example shows us multiple df. Create request functions and the index values.

In this section for Roll Forward after an overview, we'll walk through the rollforward wizard and the alternative method. Dataflow has a built in roll forward wizard. It uses a mapping template to roll forward values. For example, ending balances can be placed into the beginning balances field in the new requests. This process runs overnight. The DataFlow add-in can be used to perform the same actions, resulting in instantaneous.

Request creation. It does involve some additional setup and dataflow add-in must be installed. Open the DataFlow module from Inside workflow Manager. Launch dataflow from platform applications. Select the Dataflow request to roll forward search criteria is available. Use the Shift and Control keys to select multiple requests. Access via the Actions menu. Roll.

Forward request here's the example. In dataflow. Select the requests to Roll forward. Remember, you can use the search criteria to narrow the listed requests. Select actions. Roll forward requests. Populate the template file with the range names to transfer to the new request source. Field represents the current request range name.

Destination field represents the range name, and the new request. Source field and destination can be the same. Value will be copied to the same range name. Save the mapping file as xls or xlsx format. Next, Select Browse. Choose the mapping template and click upload, click the hyperlink for validate mapping. The system will scan the mapping template and display any errors.

The system will alert you if there are any errors in the mapping template. Arrange name not existing in the template is a common error verified that the range name is not misspelled. A csv error report can be downloaded for further review. Click next.

Select the index values for the new requests. Fold fields are required. Other fields can be selected on this screen as well. Click next to continue using the rollforward wizard. Roll forward the due date by three, six, nine or twelve months.

Manually assign a due date that all the new requests will use. Select the drop down options to adjust the due date forward or backwards for Weekends, then click next. Select other components to roll forward to be copied to the new request, including dataflow Notes, closed Notes and dataflow documents. Documents will be copied to the new request. Click next.

Keep assigned users from existing requests. Enable the checkbox to notify by email. Assign all requests to new users or groups do not assign any users to the new requests. The login user will be automatically notified when the row forward is complete. Other users and or groups can be selected to be notified. Click Finish to complete.

The dataflow add-in can be used to create requests. Information can be pushed into the request manually. Dataflow add-in must be installed. Mapping template can be used to ensure the values go to the right place in the new request.

Range names for values that need to follow to the new request are used to transfer the information. The new request can be created in a matter of minutes instead of waiting overnight. The alternative method involves the df get list which request IDs of the existing request to be rolled using the Add-in method, dataflow get retrieves values from the existing request.

Df. Create request creates the new request, and df push values puts values from old requests into the new request. Either copy the values into the same fields in the new request, or into different fields.

Step one is to get a list of request ids that need to be rolled forward. Use df. Get List to retrieve the list of request ids. Type in equals Dfget. List left print C, right parentheses in an empty cell in a new workbook filter by index values, tax type, year period, et cetera.

Step two, retrieve values from the existing request. Use df. Get values ex to retrieve values from the selected request ids. List the range names from which to extract the information. The process to get the range names themselves were covered earlier in the presentation.

Df. Get values ex allows multiple requests to be processed at the same time. Df. Get values only processes one request at a time. The process to get the range names themselves were covered earlier in the presentation.

This example lists the range names as outlined and the request ids listed across the top. This result is a consistent and convenient layout of values by range Names and request ID. Create the new request as if you were rolling forward the request. For example, if rolling forward 2013 to 2014, make sure all of the index values are the same as the existing request, except for the year. Use the df Create Request function to create new requests. Dataflow add-in must be installed.

List index values of the new request. Each df Create request function creates one request. List out df create requests with all the range names listed out as seen in the outlined cells and the insert. Remember that one df Create request function results in a single new request. That's why there are multiple requests. When the functions are entered correctly, cell value will show ready to run.

In the workbook. Select Add-ins dataflow Create New Request log into ONESOURCE. If prompted, all the df Create request functions will be replaced with the new request ID. This is important for the following steps. Step Four push values to the new request.

Df. Put values can be used to push multiple range names into the new request. Use the mapping template to list new range names if values need to be moved to new fields from the old request to the new request.

Df put values put values from the old request to the new request listed out are the new request ids outlined in the range names for where to push the values after populating the workbook with the df put values functions and the values to be pushed into the new range names. Select Add-ins dataflow. Send data to.

Server. The function will be replaced with the timestamp. In summary, we have learned about dataflow batch processing, which allows multiple requests to be processed automatically. Roll forward. Wizard that is available to row requests from period to period and roll forward, which can be done manually using the dataflow. Add-in.

We encourage you to visit the knowledge base to access various documents such as online guides, templates and product release information. You can access the ONESOURCE Product Assistance website where you will find many additional Help resources, as well as access to our customer Email support.

ONESOURCE University is our learning management system that empowers you to control your professional development. ONESOURCE University provide you with the ability to locate and register for Web seminars and regional workshops as well as track your CPE credits received for completed courses. If you have not yet registered for ONESOURCE University, please submit an email request to ONESOURCE.

University@thompsonroiters.com. Within ONESOURCE University, you'll also find additional information about related Web seminars and training courses, which are available from the ONESOURCE University team.

This concludes our session. We appreciate your comments and suggestions. Please submit any feedback to onesource training request at Thomson reuters.com. Thank you.

Using FormsFlow Designer Classic Reports:

Upon completing this session, you will be able to name the FormsFlow Designer Reports Understand the reports and use the reports to troubleshoot and correct error. This course will begin with the various menu selections and move into the Range Name Report, Range Name Cross reference, and finally the diagnostic report.

This section will cover the mini selection. We will cover the menu, range, Name report. Range name, Cross reference diagnostic Report and how to remove report. Flow Designer has several helpful report tools to assist with diagnostics and with extracting data from the repository.

Select Form Slow Designer from excel's Add-ins tab to save the list of. The Range Name Report creates another tab for each tab, with rpt as a prefix to the tab name. The new tab shows all the named ranges on that tab.

The Range Name Cross Reference Report adds a tab which lists all of the named ranges. Their reference and the value. Diagnostic report. Any issues that will prevent you. The menu I've seen here also contains a command to remove all of the reports at once. Notice.

This next section. We'll look at the Range Name report. We will talk about how to copy every tab. Review input cells. The Range Name Report copies every tab of the workbook and gives it the same name with the prefix of rpt.

It also copies all of the fields on each tab and displays the range names for each input field. Because it displays all of the range names, you can use this report to verify that the input cells all have a range name.

In this example. As shown with the Red arrow, the title field does not have a range name. You can select the General Information Tab and add arrangement. This report is also a helpful tool to review a sign range name.

The range names are needed when you are building linked workbooks using the dataflow add-in or when you need to verify the range names. To build a mapping template for. In this next section we will discuss Range Name cross reference. This includes listing all range names. The excel Name Manager deleting selected range names, Rebuilding range names, and.

The Range Name Cross Reference Report adds an additional tab at the end of the worksheet. The tab named rpt Cross Reference List All range names, the cell reference for the range, and any enter value.

The Range Name cross reference is similar to excel's Name Manager, which also lists the range name, cell reference, and any entered values. Open Name Manager from the excel formulas tab or by pressing CTRL.

Excel Name Manager has some nice features, such as the ability to sort by clicking a column header, or to multi Select Range Names. You can use Name Manager to edit the range name or cell reference, or also to delete rating the Range Name cross reference can be used to delete.

Or rename. Multiple Range names. Some implementers use it to name ranges because they can copy and paste similar range names. In this example. The I underscore xxx range names were automatically. If you wish to delete or rename multiple range names, you can highlight them on the Range Name cross reference, and then select delete selected range names from the FormsFlow Designer Add-in menu.

The range names remain on the rpt Cross Reference tab, but have been deleted from the Name manager. Using excel's Copy and paste functionality, you can create more meaningful range names and copy them down.

Refilled range Names will save the new range names and Name manager. When you look at the name box for those fields, you will see the new range name. Notice the red box area here. Like the Range Name Report, the Range Name cross reference is also helpful when building linked workbooks or extractions. We recommend saving a copy of the workbook with these two reports added as a reference tool.

In this section, we will focus on the diagnostic report. The diagnostic report checks for errors that would prevent you from protecting the workbook. It runs diagnostics on every tab in the workbook.

A diagnostics box opens, listing the worksheet name, cell reference, and a diagnostic error for any issues encountered. Clicking the report button adds the report to the workbook. After clicking the Report button, a tab named preconversion Error Report is added to the workbook.

In addition to the worksheet name, cell, Reference and Error. A link to the cell seen here in the blue text. Is also provided. The hashtag. Pound ref or Invalid cell reference error occurs when the cell is deleted, but the range name isn't name manager has arranged name but doesn't have a valid cell reference.

French names without a valid cell reference must be deleted. Use excel Name manager to delete the range name. Multiple range names for the same cell reference have to be deleted. Use the excel Name Manager to delete the extraneous Range names, or from the FormsFlow Designer menu. Select Delete Selected Range names.

You can click the Refers to column header to sort the range names by the cell reference. If a cell has no name displays, it indicates a cell marked for input which does not have a range name. All cells marked for input must have arranged name assigned. If the cell is not an input cell, change the format so that it is not the color selected for input cells. Otherwise, name the range.

Use the reference link in the preconversion error report to access a cell and add a range name. Remember to use remove reports after all diagnostics are cleared. The link is seen here in the blue text.

In summary, you learned how FormsFlow Designer provides various reports that aid in reviewing and modifying your workbook. Also, the Range Name Report and Range Name cross reference are helpful tools for building extractions. The diagnostic report helps correct issues that will prevent you from protecting the workbook and the remove reports in the new selection will clear all of the report tabs at once.

We encourage you to visit the knowledge base to access various documents such as online guides, templates and product release information. In addition, you can access the ONESOURCE Product Assistance website where you will find many additional Help resources, as well as access to our customer Email support.

Windsor's University is our learning management system that empowers you to control your professional development. ONESOURCE University provides you with the ability to locate and register for Web seminars and regional workshops as well as track your cbe credits received for completed courses.

If you have not yet registered for Windsor University, please submit an email request to ONESOURCE. University@thompsonroiters.com. Within Winsource University, you'll also find additional information about related Web seminars and training courses which are available from the ONESOURCE University team.

That concludes our session.

Preparing a FormsFlow Classic Workbook:

Hello and welcome to preparing a FormsFlow workbook for ONESOURCE DataFlow. Please note our Copyright information for Proprietary Materials and Software License Agreement. If you have any questions related to this information, please send an email to Windsorce trainingrequest@thompsonroyuters.com.

Upon completing this session, you will be able to name ranges using the various FormsFlow Designer features, use diagnostics, okay and other predefined range names, set runtime options, and use runtime functions. You will also be able to use reports to simplify the design process and protect the template throughout.

The course of this session, we will cover the necessary steps for preparing a form slow workbook. We will discuss name ranges, how to use predefined range names, use runtime functions, and set runtime options. We will also talk about how to use reports and how to protect a work. This first section.

Will look at the various options for creating range names in the workbook, such as the excel Name box. The FormsFlow Designer Option wildcard Range Name, Block Range name and repeating cell name. We then look at how to add tankles, automatically create cell names and remove automatic cell name recall from the introduction to Form Slow Designer Web seminar. That the simplest way to create.

A range name is to use excel's Name Box Start by highlighting the cells and the cells will be outlined in black. Type A name in the name box and press Enter. If you do not press enter. The name will not be.

Also remember that you can click the drop down in the name box to see a list of saved range names. Oftentimes, the info cells needed for a workbook or multiple rows or multiple columns. Form Slow Designer provides four options for naming ranges with multiple cells. Both cards block repeating and table.

Wildcard range names are helpful when you have multiple rows that may vary from one request to another. While a block range name is great if you wish to upload the data and always extract the entire block, such as Trial Balance information.

Repeating range names are not used very often, but can be multiple rows and columns. A table allows unique extractions of specific records. Now let's take a close. Wildcard range names are assigned to two or more rows and can be assigned to a single column or multiple cells merged into a single field. This option is frequently used when the number of records will vary and the fields will be set up as an ad rose group.

The cells can either be protected cells. Cells marked for input from providers. Cells containing data pulled from linked workbooks or cells containing. To assign the Wildcard Range name hide by two or more rows in a single column. Remember, they can be sales merched into one field from the Forms Flood Designer Menu Select Cell Names Assign wildcar Range Name the Range selection, then populates based on the cells highlighted into a Range name.

Base and click OK. The Wildcard Range names have four save options and one performance option. The safe options are radio buttons, and you must select one option. The performance option is a checkbox and can either be enabled or disabled. FormsFlow Designer remembers which selections you last used and sets those as D. The first of the Wildcard range names is the no Save option used to load data at runtime, such as information from Linked requests. The data will.

Update each time the request is open, but this information does not need to be saved to the repository because it is already saved in another request. Save input saves the data entered by a data provider.

Save calcs saves the values calculated by excel formulas. The formulas are part of the workbook and will execute when the request is opened, but the values may change. Save all save those entered data and values calculated by formulas, and the Non Empty Performance option specifies for their disabled empty cells while marking this option increases performance. It can also.

Here is an example of Wildcard range names saved with the Not Empty Performance option marked. When you extract the fields, the values slide over to fill in the empty spaces and with address information, it isn't too hard to read.

However, this is what happens when the information is displayed in numerical values. You really can't tell to which field the data belongs, and because of this, the type of data should be considered when deciding whether to Mark the not empty performance.

Remember that Wildcard range names are typically used with add rows, groups, and are limited to 9999 records. A Wildcard Range Name will display in Name Manager as the Range Name Face question Mark options.

You can see several examples of this in this image. The question Mark will be replaced with numbers. One through 9999 as needed to create a unique. An alternative method of assigning a Wildcard range name is to create a word document listing the eight possible extensions. Highlight the fields, and enter the range Namebase in the name box.

Then copy the desired extension from the word document and paste it after the range name base. Remember that you must press Enter to save. A block range name is used for input cells only. The cells cannot contain calculations. It is used with multiple rows and columns and is recommended when you have more than 2000.

Rows as it saves and extracts much faster than a large number of Wildcard records because the entire block of information is fade and extracted as one field. A block range name is the most common way to upload.

Trial. The main disadvantage of a block range name is that it can be difficult to create. You must highlight the entire input area. You would need to highlight the group of cells to apply the fill color, so ideally you should assign the block range name at that time.

Select FormsFlow Designer Cell Names. Assign Block Range Name, then enter the Range name. Base. A Block Range Name Displays as the Range namebase. Block. S. Mentioned previously. A Block range name is the most commonly used option for trial balance information.

The df Put block function can be used to load information into a block range name, while the df git block function can be used to extract the information. In a linked workbook, the DataFlow functions are covered in more depth in the Web seminars, Introduction to DataFlow extraction and using the data.

The repeating cell name is used for input cells only, and it can be used with multiple columns and multiple rows. The FormsFlow designer appendumerical suffix to the entered cell name, similar to a range name, base.

This option is older and isn't as efficient as Wildcard Range name, which is the recommended method. However. Remember that Wildcard range names are limited to one column. Repeating cell name can be used when you have fields in multiple columns, but be aware that it can be a challenge to extract. If you look in the Refers to column on Name Manager you will see that FormsFlow Designer assigns the numerical suffix to each row in a column before moving to the next column. If you format this as an ad rows.

Group the numbering. Because of the difficulty in finding the range name for a specific cell, repeating cell name isn't used very often. If you decide to use this feature, highlight the group of cells to be named Select Forms, Flow Designer Cell Names assign repeating cell name, then enter the cell name.

In starting value and click. The Add table option supports future DataFlow enhancements as tubular Data is a collection of like items with common properties. The system will store this type of data.

In a more efficient manner, thereby improving performance and design options for data collection and communication. Create the table in the workbook and format the cells with the input field color. You can add column headers later and you may need to use.

After the table is created, Select FormsFlow Designer Cell Names Add table. After the table has been added, enter a Table Name base. You may also wish to reference the tab or worksheet name here. Either type in the cell references for the Table Range Start and Table Range End, or click the icon in each box to select the cells from the worksheet. The Table Range Start is the first column.

Header the table range in is the cell below the last row of input cell. As seen in excel Name Manager, the Table Range Start and Table Range n references are saved as range names. Similar to a block Range name. The entire table is saved and can be retrieved as one range. However.

Table extraction also uses the column headers to filter the results. Future functionality for tables will include the ability to load information into the table. Remember that the dft blend underscore field must be placed in the last column of the table, one row below the last row of.

A table can also be created using the excel Name Box. To do so, enter Dftbl underscore Table Name base and the first header field. Then enter dft blend underscore Table Name base. In the last column, one row below the last input cell. In this example.

The table end is in cell. Ai one. The table can have both column and row headers included. Although the header cells are not formatted with the filled color for input cells, they are safe with the Table information.

As mentioned earlier. One of the unique features of a Table is the ability to extract information for all tables or specific tables for a list of Request IDs. If you specify a column name and column value.

The extracted results will be only those that match, but if you leave those parameters blank, the extraction function will return all record. Here we have an example of the function argument screen for the df get table.

The only required parameters are the request ID list range and the output range. As mentioned before, the extraction functions are covered in depth and the DataFlow Extraction Web seminars. We automatically create cell names feature can be used to speed up the design of the workbook, especially if your range names will be similar.

The feature assigns a unique name to all unnamed input cells in the workbook. It starts on the first tab of the workbook and moves through each worksheet. Assigning a generic range name of I underscore XXX.

Where XXX. Is an incremental number only the cells formatted as input cells will be assigned a name. Create your input cells and format them with the Fill color selected for input cells from the FormsFlow Designer menu. Select Cell Name automatically. Create Cell names.

After. You have assigned the generic range names. You will likely want to update them to more specific range names for purposes of extracting the data. The Range Name Cross Reference Report adds a tab similar to excel Name Manager, which allows you to modify the range names. These steps were covered in the introduction to farm's Flow Designer Web semin.

Seminar here's. A brief review. Highlight the names on the rpt Cross Reference tab. Select Delete Selected range names from the menu. Then modify the range Names and Select Rebuild Range names. This screen displays an example of the Range Name cross reference. When you highlight the generic range names and Select Delete selected range names, it removes the range names from the Name Manager. When you modify the range names and Select Rebuild Range Names, it's towards the new Range Names in Name Manager, adding the Range name.

Cross Reference allows you to use excel's Copy and paste functionality to update the range names. Automatically create cell names can be used to quickly assign range names to all input cells for the purpose of protecting and testing the workbook. Once you finish the test, you can Select Remove Automatic cell names to clear all of the generic names. Any range names you have modified, and any that you created with other methods are not.

Affected. In this section we will discuss using predefined range names. The predefined range names are listed in the online guide and are used to identify the request. We will then cover how to populate at runtime, how to view the document properties, and how to utilize the diagnostics OK feature.

When you create a request, you must specify an entity, a text type. The year and period the entity name an entity ID are set up in either entity browser or entity manager. Remember that the subject of a request can be something other than an entity. It is simply the topic of the request.

Tax types are created in workflow Manager and are used to associate the request with the FileRoom drawer. The year and period are also set up in workflow Manager jurisdiction codes and scenario. Are the optional identifiers when creating a request. There are eight identifiers used to create a unique instance of the request.

Jurisdictions and codes are set up in workflow Manager while the scenario is a free form field, which can be populated with anything at the time the request is created. The predefined range names are often included as none editable fields in the workbook, allowing for the data provider to verify the entity. The field will then populate at runtime when the request is opened.

The predefined Range names can also be viewed in the workbook on Advanced Document Properties. To view the Properties, click the Office button in the top left corner, then Select Prepare and properties.

Selecting properties from the Office menu expands an area above the Formula bar. With that open, click Document Properties and Select Advanced Properties from the drop down. The Custom tab of Advanced Properties will list information about the workbook, including the predefined range names. This particular screen is from a workbook that has not yet been protected, so it shows design properties such as the input color and the runtime options, which we will discuss in a subsequent section.

Diagnostics okay is a predefined range name that can be used to prevent the data provider from marking a request as complete. If you wish to use this feature, the range name must be entered correctly. For example, diagnostics okay, Capital D.

I A G, N O S T I C S Capital O capital K remember that case sensitivity is important for the predefined range names and there are various methods for creating the diagnostic checks. Excel if statements are often used.

In this example. A number of if statements are used for the desired diagnostic checks and will return a value of one if there is an error requiring the data provider's attention. A subtotal of the diagnostic check values has a range name of diagnostics issues, then another if statement in the cell name diagnostics okay returns a value of zero if there are any diagnostic issues.

Diagnostics. Okay. Must equal one for the data provider to Mark the request. Complete. Diagnostics okay only prevents the data provider from marking the request complete. However, other licensed Windsor users can select the status, even if diagnostics okay equals zero. Also, the specific status controlled by this option is the one marked Complete in Status template, regardless of what the status is named.

Our next topic will be the use of runtime functions. We will start with an overview, then cover hide, row, hide, column, hide sheet, and look at an example of these. Usually within the FormsFlow template file. There is information that is passed from the ONESOURCE data repository to the spreadsheet, such as DataFlow Request ID. The template file needs the information to run calculations, extractions, et. Cetera. However, the data provider does not need to see this information.

These three runtime functions are available to use to hide the data that the providers do not need to see. Hide rows, hide columns, and hide sheets. Hide row uses parameters to specify the worksheet name, the row number, and a hide flag. A hide flag of true indicates the row should be hidden. Excel if statements can be used to generate the true or false value.

Since the hide functions execute at runtime, you will see the word stub displayed in the workbook during the design process. After the data provider opens the dataflow request, the function will execute and hide the row, as indicated.

Hide column also uses three parameters. The worksheet name, the column number, and the hide flag. Here is another example. Again, these are runtime functions, so the workbook will display the word stub. When the data provider opens the dataflow request, the function will execute and hide the column as indicated.

Hide sheet only uses two parameters, the worksheet name and the hide flag. This is an example of the high sheet function. Remember the word stub displays when the function is set up. When the data provider opens the dataflow request, the sheet will hide.

In this example, we see each of the three functions execute at runtime. Row ten, column C, and worksheet underscore runtime are hidden. This next section will cover the set runtime options that are available. These include switches, tabs, runtime options, traffic, cell saves and error messages.

The runtime options are switches that control which menu items are available to the data providers when they open the dataflow request. The switches are specific to this workbook, but will apply to all users when they open the request. Select runtime options from the FormsFlow Designer menu.

The runtime option screen that Opens is called switches and has four tabs. The tabs on the Switched screen consists of the Menu tab that controls the options available to the data provider on the Form Slow Drop down menu, the toolbar tab controls the options available to the data provider on the Form Slow toolbar. The other tab has one option.

Traffic cell saves and the error messages tab suppresses the dataflow errors. The menu and toolbar tabs have identical options and are often set the same to save data option saves the information entered by the data provider, while the load data option loads information from the repository.

This is used with Linked Request to refresh the information that loaded at runtime. The Clear Data option removes all of the information entered in the workbook. This option should be marked with caution or not marked if the request is populated by multiple providers.

The format options, duplicate page, add rows and fit text should be enabled if those features have been added to the workbook. The data provider will not be able to apply the formatting if the menu option isn't available.

The print option allows the data provider to print the workbook. Local Options allows data providers to save the workbook locally, work offline, and then save the data to the repository. This can be helpful.

Multiple people might update the same. When the data provider opens the request, the Farm Flow Drop Down menu and toolbar selections display on the Add-ins tab. In this image, the DataFlow inFormsFlow designer. Add-ins are also displayed. A data provider who is also a form slow designer or creates extraction workbooks, will have these Add-ins installed.

A user who is strictly a data provider will not have those add-ins and will only have the options specified on the runtime options. Traffic self saves should be marked on every workbook because with this option marked if the data provider selects the excel Save icon or menu selection, the DataFlow Safe screen will open instead.

The Error Messages tab allows you to suppress DataFlow errors. It can be used to troubleshoot errors. It is generally used only when support suggested. In this next section we will discuss how to use reports. This will include range name reports, range name, cross reference diagnostic reports, many of the common errors, and how to remove the reports.

The brain to name report duplicates all of the worksheets in the workbook, including all the fields and information. The duplicated tab has a worksheet name with rpt. As a prefix. The range names are displayed in Red font, then Select FormsFlow Designer Range Name report.

These tables should visually assist you to ensure all input cells have the appropriate range names assigned. The Range Name Cross Reference Report adds a tab called rtt Cross Reference similar to excel Name Manager. This tab lists all of the range names to Cell Reference and any entered values.

The diagnostic report, evaluates the entire workbook, and list any errors that will prevent protecting the workbook. Select diagnostic Report from the Form Slow Designer menu, and click the Report button to add a tab to the workbook.

This added tab is named preconversion Error Report and includes a hyperlink to access the cell with the error. A hashtag ref error indicates the cell reference is Invalid and it may have been deleted or edited. These range names should be deleted.

An input cell can only have one range name assigned if there are multiple names. Delete the extras. Another error is still has no name. This occurs because all input cells must have a range name. It can be resolved by adding a range name to the cell.

After the errors are corrected, the reports can be removed by selecting Remove Reports from the FormsFlow Designer menu. In this last section, we will cover how to protect the workbook. We will learn how to protect and unprotect forms and Mark as FormsFlow template.

The protect form is used to finalize the workbook. This protects the workbook. Unlocks the input cells and removes the grid lines and headings. If all of the errors are corrected, the protection dialog will open.

This screen allows you to select the method of navigation. Select Unlock Cells allows the data provider to select only the input cells, and the tab key can be used to move through the fields. If you have an instructions, tab or hyperlinks, they won't be able to access those if you Mark Select Unlock Cells. Therefore, no restrictions is more commonly used.

As it allows data providers to access any cell. The unprotect form reverses the Protect form actions and allows you to continue to edit the workbook. The Markass FormsFlow template is an optional method of finalizing the workbook. This option instructs the runtime engine to operate when the request is open and typically used to quickly test or demo a workbook unmark as FormsFlow template will allow further edits to the workbook.

In summary, we learned how to use excel in Formsflow Designer to create range names for all input fields. Use the predefined range names to populate the entity information and use diagnostics OK to prevent providers from closing an incomplete DataFlow request.

Be sure to set runtime options to control the data provider options. Use reports to troubleshoot errors, and finally protect the template. We encourage you to visit the knowledge base to access various documents such as online guides, templates and product release information.

In addition, you can access the ONESOURCE Product Assistance website where you will find many additional Help resources, as well as access to our customer Email support. Winford University is our learning management system that empowers you to control your professional development.

Dataflow Extraction Classic - Linking Requests & Roll Forward:

Hello and welcome to dataflow extraction linking requests and roll forward. Upon completion of this module, participants will be able to recall that extraction functions can be used in template design. Explain how the Role Forward Wizard works. Apply the automated Roll forward option. Explain how to use the alternate manual Roll forward method.

During the module, we will walk through DataFlow extraction functions used in template design. Next, we'll discuss the three options for Roll Forward. We will learn how to access the Role Forward wizard and how to use it.

Then we will discuss how to apply the automated role forward within the FormsFlow template setup. Finally, we will discuss the alternate manual method of rolling data forward, including options of how to set it up.

Linking dataflow requests allows you to add extraction functions within the FormsFlow enabled template that will query the database without using the DataFlow add-in when set up properly. This allows the request to access data directly from another dataflow request when it is open.

An example of how this functionality might be used is prior period balances. A DataFlow request would be created. And completed for one period, and when the next period comes, new requests using the same template would be created.

Extraction formulas can be added within the template that needed to pull the prior period data directly into the request. The linking formulas would be configured to get whatever data is currently saved in the database for the prior period. Only certain functions will work within a request to pull data as the request is open.

The functions that can run within the FormsFlow template are dfget. Id dfgetlist dfgettable dfget block DF get values DF getvalues ex DF load Wildcard DF load range, and DF wildcard table just like using the dataflow extraction.

Functions in an excel workbook for reporting a request. Id is required to pull data with an extraction function using request linking functionality. The output range in the function arguments must also be in input or unlocked cells, so data can populate into the request. As a best practice, it is recommended you place the linking functions and output ranges in it in columns so the data providers won't be able to modify them. Next, we will discuss the different role forward options offered in DataFlow.

In dataflow there are three options for rolling forward data between periods or years. The Roll Forward wizard simplifies the process of rolling forward DataFlow requests using a six step process within the DataFlow Actions menu. Part of the process includes populating, a mapping template that will be used during.

The Roll forward process as well as for future periods. Another option is to automate the Roll Forward wizard by setting up the Role Forward parameters in the Role Forward tab. In the FormsFlow template Setup area, the alternate manual roll forward process utilizes DataFlow extraction functions to step through the process.

Of retrieving data from existing requests, creating the next period requests and pushing the retrieve data to the new requests. The Roll Forward wizard process is one who are more requests at one time and executes overnight once the six step process is complete. To access this Roll Forward method, you will first choose.

The requests that you wish to roll forward in the dataflow grid and Select Roll Forward requests from the Actions menu. The six step process will follow step One, specify text type and template. You can change the text type or template if you wish to roll forward to new request with a different tax type or template.

The application will require you to create a mapping template that will roll forward data such as Prime. Year balances the mapping template is an excel file that contains a source column and a destination column. The file tells the system the fields to pull data from the source in the existing DataFlow request to push data to the destination. In the newly created dataflow requests, one roll forward is executed.

Even if no data is being rolled forward, and you would simply like to create new requests. Using Roll Forward, a mapping template must still be created and validated, which can be blank. Step Two specify index values.

Index values include new request values such as year period, jurisdiction codes, and scenario. At least one index value must change to make the request unique as a duplicate request cannot be created. Step Three Due Date Selection Select from three options that allow for assigning the appropriate due date for the new requests. Step Four Other options choose whether to include Notes and docum.

Documents in a row. Forward Step five assign users and notify select from three options for assigning users, including whether to notify them by email. Step Six, confirm and notify. Allows you the ability for further notification, and then allows you to Select Finish to complete the Role Forward steps. Now let's look at how we can automate the Role Forward process further by setting it up with the FormsFlow template. Utilizing the Automated Roll Forward option, requires an administrator to set up the Rule forward parame.

Parameters discussed in the Role Forward wizard within the Role Forward Tab of the form's Flow Template setup. Setting up the Roll Forward this way allows users to roll forward requests without having to go through the six step process, including creating the mapping template.

Because they would have already set up the Role forward and loaded a mapping template. This method also allows administrators to give users and or groups of users the ability to roll forward their requests on their own. As with the Roll Forward wizard option, this method also processes overnight to access the automated roll forward setup and administrator will choose the setup menu on the left side of the screen below the filters for the DataFlow grid. The Roll Forward Tab is within the form's Flow templates menu of the template you wish to choose to set up within the Roll Forward tab, you will find the same parameters we discussed in the Roll Forward Wizard.

These parameter options include designating a tax type and template, and uploading a mapping template that includes source and destination fields to roll forward. It also includes choosing a New Year and or period and whether to keep or change the jurisdiction codes and scenario assigned to the requests. You will also have options for due date components such as documents and user assignments.

Once these are configured, you will check the Enable Default Role Forward Settings Channel checkbox, and Select Save with this setup. When you choose the Roll Forward Requests option from the Actions menu in the dataflow Grid, you will only see the last step, which includes additional notifications for the Roll forward.

Next, let's look at an alternative way we can roll data forward in DataFlow. The final roll forward option in dataflow has a more manual setup, but is sometimes the preferred method. Manual Roll Forward utilizes specific extdf functions in excel as an alternate approach to rolling forward DataFlow requests. This method requires the setup and use of DataFlow functions, but it is immediate and does not require any wait time. Like the Overnight Roll Forward wizard and Automated Roll Forward setup.

The first step is to retrieve a list of requests that need to be rolled forward using the Extds Get List function and Get menu option in the Data extraction menu of the Add-in. Next, identify the fields and retrieve the values that you will need to send to the new requests using Extdfget functions and the Get menu option in the Data extraction menu of the Add-in with this step, you will use the appropriate DataFlow functions depending on the range name method. The values are in.

For instance. Extdf get values for excel Range Names Extdf Get block for Block Range names extdf. Load wildcard for wildcard Ranges, etc. Then create the new request you wish to roll data to with Extdf, Create request and the Create menu option in the DataFlow at in once.

The requests are created. The request ids for the newly created requests appears where the function was run in excel. Finally, you will send the data into the new requests created with the Extdf Create request function. The newly created request ids are used to load the previously query data into the new request.

Requests using extdfit functions. While this method does require slightly more initial setup, once it is set up, the work is complete and you can make changes and utilize it whenever you need to roll forward. This method is usually preferred when a roll forward needs to happen in real time.

And waiting on the overnight process is not practical. During the module, we walk through using dataflow extraction functions in template designed to link requests. Next, we discuss the three options for roll forward and how to access and use the Role Forward wizard. Then we discussed how to apply the automated Role forward within the FormsFlow template setup to simplify the roll forward for the users. Finally, we introduced the alternate manual method of rolling data forward, including options of how it can be set up.

FormsFlow Designer Classic - Reports & Templates:

Hello and welcome to Forms, Flow, Designer Reports and template creation. Upon completion of this module, participants will be able to identify reports and their purpose. Explain runtime options, and how to configure them. Apply how to protect and unprotect the template for editing. Explain the process of creating DataFlow requests from the converted template.

During the module, we will walk through the forms, flow, designer reports, and how to use them. Next, we will learn about the runtime options, what each option does, and how to appropriately configure them.

Then we will apply template protection and explore editing the template file. Finally, we will discuss how we will bring the converted file into dataflow to create the form's flow template, forms, flow template and DataFlow requests.

First, let's look at the reports offered in the FormsFlow Designer Add-in. The reports menu section in Template Design provides reporting tools to both evaluate and optimize template performance and diagnose issues with a template that may cause problems in the DataFlow requests. It is encouraged that these reports are run prior to protecting and Loading the template file into DataFlow. The Last Cell report provides designers with an interactive input view into where excel views the last cell versus where the designer believes the last cell is in the template file. The report is provided as a guide to assist the designer in optimizing the template performance if there is a wide gap in where excel views the last cell.

And where the actual design of a template stops, the rows in between should be removed. The diagnostic Report examines the template for areas of concern and provides a listing of any issues with the design of the template.

The report contains a column for error message, which is a description of the error, and a column for address which tells the location of the error. Certain diagnostics such as Input has no name should be corrected prior to protecting the workbook and Loading it into dataflow as a FormsFlow template.

Evaluate template, examines the template and provides information to improve the template from both the design. And Performance perspective. Entries in this Report appear in a pain at the bottom of the excel view and may or may not need a dressing at the designer's discretion.

The Range Name Report creates another tab that displays all the existing range names and provides a hyperlink for each named cell. This report is helpful to ensure range names are unique and follow plan guidelines and later for determining range names to use in dataflow extraction formulas. The range.

Name Cross Reference Report generates the report on a tab listing all the named ranges, their reference, and the value in that named cell. This report also provides a way to rename many cells at once.

In the Fly Out menu, generate report, delete selected range names and rebuild range names are options offered with this report. Generate Report generates the report and will list all the named ranges in the workbook and their reference location.

Delete selected range Names allows you to delete many range names for the template at once by highlighting the range names in the report and selecting this option. This is helpful when a tab or area in the template has been removed, and the range names need to be removed as well, or when you need to rename cells. Rebuild range.

Names allows you to build range names from this report by typing in the Range name. Next to the Range name reference, and then selecting this option. You can also replace Range names that were deleted with new names. Then select this option to give those references and you name Remove Reports will remove any and all reports that were run.

Next, let's look at the runtime options. Now that the reports had been run and utilized prior to protecting the. Year the runtime. Options allow you to control which menu items data providers will see on the excel menu and FormsFlow Designer Tool bar when they have a request, open.

These selections apply to all data providers. Both. License and nonlicense using this template. To configure runtime options, select the Settings menu icon in the dataflow. Add-in and choose workbook runtime options.

By default, all options are selected and you can deselect items you do not wish data providers to use. It is recommended that you deselect any option that you will not be using as part of your template design.

The menu and toolbar tabs have identical options available and should always be marked the same. Let's look at what each option does. Save Data allows data providers to save data to the DataFlow repository.

As a best practice, this option should always be checked. If you are requiring data to be entered into the request. Load data pulls data from link templates or the most recently saved data from the DataFlow repository into the request. Be aware the Load data feature will clear the data that was previously loaded for those fields, so this option should be carefully considered.

Clear Data allows data providers to clear all data from the active worksheet. This option should be used with caution, as this could include data entered and saved by other data providers. Duplicate page allows data providers to make an exact copy of the Cab. If this feature was designed in the template, most users will not check this option as it is older functionality that is not often used or recommended. Duplicate page should only be marked if that feature was activated in the template.

As part of template design. Print allows data providers to print the request and should usually be marked. Local Options allows data providers to save the workbook locally and work offline to enter data.

However, when they save the data to the DataFlow repository, their entries will overwrite what others may have entered. This option is not often recommended and should be used with caution if more than one person will update the request.

The other tab as one available option. Trapxl Saves allows data providers to use the excel Save button to save data to the dataflow repository. With this option, marked The ONESOURCE DataFlows Save dialog opens.

Conversely, if this option is not marked, data providers are forced to save the workbook to their local drive, and they will have to Select Save from the Forms, Flow toolbar or menu to save the data to the repository.

At the risk of losing data, the best practice recommendation is to always Mark this option and have it available to the data providers. Once the runtime options are configured, you are now ready to protect the template.

Converting the workbook to a FormsFlow template via the Protect Menu option is the final step before Loading the template into dataflow and creating requests. Once the workbook is converted using the Protect Menu option, the input cells or any unlocked cells will be the only cells available to enter data.

All other cells will be read only and the user will not be able to make edits to them. To protect the template, you will simply Select Protect in the template Design menu. If the Protect menu option is disabled, ensure that the workbook is marked as a FormsFlow template with the menu option of Mark FormsFlow in template design.

A dialog box will appear, prompting the user to run the diagnostic report. If you have already run the report, you can select no, but errors in the diagnostic report should be reviewed and corrected prior to the template being protected. Next, a dialog box will prompt the user to choose whether to prevent users from selecting locked cells. As mentioned, once the workbook is protected, only input.

Cells will be available for data entry. Therefore, allowing users to select locked cells does not give them the ability to edit those cells. This option is navigational, but if there is a lead sheet or any fields the data provider needs to see or access that aren't input fields, you should Select no to allow users.

The ability to navigate freely. In the template design menu, the protect menu will say and protect when the template is protected. When the unprotect menu is selected, the template can be edited. Once changes are complete, it will need to be protected again and saved before Loading the template to DataFlow. Now that the template file is protected and saved.

We can discuss how to create the FormsFlow template in dataflow and load the FormsFlow template. Then dataflow requests can be created and made available to the data providers to enter data. The FormsFlow template setup can only be accessed by an administrator and is within setup in ONESOURCE workflow manager.

To navigate to this area, Select Setup below the filtering options to the left in the dataflow grid. Once in the setup screen, select DataFlow on the left to expand the options. FormsFlow templates is where all the FormsFlow templates will be located once.

They are created and loaded into DataFlow. Here you can search for a template and use the Actions menu to add, edit, delete, or archive a template and view the template history. Next, we will load the template file and set up the template properties.

To create a new template, select the Actions Menu button, and add template. To complete the FormsFlow Email Template screen, you will choose a template name, optional text type status template, and optional workflow template, and due date in the FormsFlow Source section, you will browse for your protected FormsFlow Template file you saved earlier and enter a description. This description.

Field is helpful for identifying what is included in the loaded template without having to open it, especially as new versions are created. Just below that is the Email Setup area. You can include wording for an initial and reminder email that is sent to the users assigned to the request, and a completion notification that can be sent to a group to let them know the request was marked as complete.

After the template data is entered, be sure to click Save at the top of the screen. A DataFlow request is the combining of the form's flow template with a specific entity and is assigned to a user or user group for data entry. After the FormsFlow template is set, up, requests can be created.

Select the DataFlow menu in ONESOURCE workflow Manager from the Actions menu, select new dataflow requests. You will be prompted through four steps. Step One, select entity or entities to create requests for Step Two, select the form's Flow templates and assign tax type, year period, and optional jurisdiction. Step Three assign due date, users or groups, and choose to notify the ones assigned by email and add optional codes.

Or scenarios. Step Four Select Finish. The new dataflow requests will appear in the dataflow grid and are ready for data entry by the assigned data providers. Let's review what we learn during the module. We walked through the form's Flow Designer reports and how to use them.

We learned about the runtime options, what each option does, and how to appropriately configure them. Then we applied template protection and explored editing the template file. Finally, we discussed how to bring the converted file into dataflow to create the form's flow template forms, flow template and dataflow requests.

The Next Generation of Data Collection in ONESOURCE DataFlow:

You understand the next generation of application. The value that it brings for you, the user experience around it, and the improvements they have made. So let's look at. The agenda so we can structure ourselves for the call.

I'm going to start with what is ONESOURCE DataFlow. I'm going to give you a quick overview for those of us who are not current users of this application, I think it will be helpful. For you to see what DataFlow can do for you and the problems it can solve.

Then I'm going to go ahead and do a comparison on things that are similar with classic and changes. And I'm going to talk a little bit about apis, and then we go into the product demo. Then I'll come back and wrap it up by talking about the conversion summary in the middle. Now.

Okay. So. Let's get started. What is ONESOURCE DataFlow so ONESOURCE DataFlow helps standardize, organize. And optimize your data at every step. It is an excel based application. You have the ability to take your current excel tax package and then convert it into Web based.

Yet excel DataFlow templates. And then. You can securely send them to all your data providers and ask them to populate it with the data that you need. All of this data is stored federally. And you can now use this data to do more calculations in that work paper. Or you can leverage it across other source applications.

So this is a simplistic view of what is DataFlow. Let's talk a little bit about. Why dataflow. How all of this helps you. So if you're not using a tool like dataflow. I can imagine the process for collecting information from various individuals spread around the world. For many of our organizations, even in the same city, though now with the new environment that we are in, we're all working remotely. So to be able to collect all of this data.

In a standard format. You're using excel. That you're sending. Via Outlook and keeping track of the latest copy. All of this. Leads to. Just. A lot of room for error. It makes things redundant because nobody's sure what another one is working on to lead to some double work.

It increases inaccuracies again the risk of. Someone overriding something if it is in a shared network drive, for instance, is high, because you are not sure who's working on what right now. Not to mention.

There is a lack of visibility that comes with it because again, everything is spirit. People are working in their own version of this excel book that now that you guys are passing around. So. It creates chance of errors. Just go up tremendously when you're working in this type of format.

Other things. We have heard people talk about it. Just create inconsistencies. There are unauthorized changes, and. There isn't a standard way of getting all of the data. So everybody is working in their own fashion sometimes and that leads to someone else having to put it all together.

And make it bring in the same format. So it makes sense. And then, of course. Reporting can be a complete nightmare. Which you want to find out where everybody's at and. Everything is so decentralized.

Can you imagine it'd be hard to know exactly what's going on and how much further anybody has reached. So with all that. It's time for our first poll question. So the way calling will work is you will be able to answer this question that I'm about to ask you using the Q and A panel, and I'm going to give you 30 seconds to answer the question after.

I read the question. So the first question I want to ask is, what tool do you currently use to collect data. Your options are sell. An Outlook, which is option One. Option two is shared network drive.

Option three is DataFlow, and your option. Four is other and if you're choosing other, I would love to hear what tool you're using to do this today. I'm going to give you 30 seconds. Starting now. Again, the question I'm asking is what tool do you currently use to collect data.

Use, excel and outlook. I shared network drive, DataFlow or. Okay, now it's about 30 seconds. So I hope you had a chance to answer that question for me. Let's move on. To our next slide. So since I just talked about.

The chaos it can be is about having the centralized tool like DataFlow. I want to quickly just summarize what airflow can do for you. DataFlow will allow you to easily consolidate aggregate information from around the globe. It will help you create standards that it will allow you to do so.

With security around things and the access control. So not everybody is overriding the work and you can set up correct roles and responsibilities so you know which user is working on. What particular workpaper? All of a sudden.

At the bottom line, creating harmony in your process. Okay. So now that we've talked about DataFlow in general, let's talk about the next generation of DataFlow, particularly what's new with the next Gen. So the first thing I want to talk about is the enhanced performance.

So with the next generation of DataFlow, we were able to optimize some of the way methods in which you store your data. Namely your Table, for instance, Sales ranges. And that leads to better performance for you when you're trying to extract information or narrow down to.

A certain specific number. In addition, we were also able to change how we put your request together. So currently in your classic application. The request when we open a request for you, we make several steps back and forth to the server to get the information for you.

Whereas the next generation. All at once. So we're putting the request together in one trip to the server and then open it up for you. And the term for this is called server side processing, and we find that that leads to approximately ten to 15% performance with bonus and huge for some big tablets.

Now, of course, the size of your template. The network that you're using it on. And how your template was written. How much optimized that template is. You're always. The biggest factor when it comes to performance in DataFlow, but this should definitely help give it a boost.

The second item I want to talk about is api access, so the next generation of dataflow is api enabled. This means. We now have tiny little addresses for all the data that is stored within DataFlow. This allows you to access this data outside of your upload much easily and then you can create custom dashboards, create custom reports using this data that is stored within DataFlow now so apis allow you.

To do all of that and more. The third item I want to talk about is the centralized Platform services. So the next generation of DataFlow is on the centralized platform. And I will show you in just a minute. What I mean by that.

It's basically going to be using the common entities the new user administration which every next generation application of consortium is moving to use allowing to have a more cohesive. Seamless experience for your users and yourself.

It is also browser agnostic. I know this is a big one, so going forward in the next generation of DataFlow you are not type two I. E. Only. You can use any browser of your choice. And Lastly. It is also globalized and cloud based.

Okay. So now that we have talked about what's new in DataFlow, let's take a look at what. Still has common with our classic DataFlow. So functional reason features that are already solving your biggest problems.

Continue to stay in the next generation of DataFlow outflow Request Management your ability to design templates and manage. Them. The flexibility around template design is all going to remain. The saras and action management features which allow you to automate things will also remain so I'm not going to read through the list. You can look at that on the slide here.

But I do want to call out that client manager has a little asterisk next to it. That's because if you're using the next generation DataFlow right now and are affirm, the client manager functionality is not yet enabled. That comes out really soon.

Okay. Let's go take a look at our key features. Comparison to classic. Next generation of DataFlow like I already talked about is browser agnostic. And by that I mean you can use any browser of your choice.

Scroll this per email. It is centralized. Sorry. It's integrated with the central entities and jurisdictions and tax sites. It uses the next generation of document management system, and because it has api, it is api enabled. It allows you to create custom dashboards and create your own.

Report out of data. I talked about the fact that you optimize the table and range structures. This along with the server side processing that I talked about where we put the request together. Before we open it for you.

Versus making trips back and forth like we do in Classic. So the optimized table and rate structure along with server side processing. Leads to better performance for you. And I hope you guys see that right away as you start moving your tablet over.

Extraction is now available. To our add-in of course, as we join the Classic, but also APIs. And then last, but not the least. It has a modern looking feel, which you'll see in a minute. And then the Extended Language board.

Okay. Let's now talk more about APIs. So here is the list of epis that are available to you for dataflow and you can gauge from the list. It allows you to do pretty much everything around the request without having to log into the system. If you choose to do that.

So you can use the tool of your choice and then create your little dashboards outside of websource to visit Recording, and then manage your request. In the next slide. Is listing off which data point you could use in the use cases. So on the left here.

If you use the request and the template attributes using those APIs. You can update a user assignment overwriter checkout. Pretty much end to end status management. And then you can also create requests and delete them and ask with them.

On the right. It is the setup that you have the request data. Api basically lets you see the data within a request, but extracted using apis outside. And you can use that to create custom reporting. So.

In the next slide, I have. A custom dashboard. And this is just a sample of what you could do. Using the apis that we have now available, you could create your own view. Of what it looks like right now when it comes to your time process where exactly you are at.

How much is complete. Started. Just putting an error and how many requests you have so that's what this little view is showing. Okay. Time for another. Polling question. So again, I'm going to read the question. And I'm going to give you 30 seconds to answer the question. You can answer it using the Q and a panel.

So the question is, does your company utilize APIs. Looking for a Yes. No. And it's okay if you're not sure. And that's the third option. Not sure. Time starts now. Okay. The question is, does your company utilize APIs.

I hope you were able to answer that question. Again another reminder if you have any questions. For us feel free to use the Q and A panel at any time to ask us those questions. And we'll be happy to answer those for you.

All right, now we're moving to the product demo. So let's see what we have going on there. Okay. Here we go. So this is the new ones. Where Sachs.com, the next generation of our platform. If you're not familiar with it.

You can see it's completely. New and improved. The tiles is how you launch applications before I go into DataFlow. I do want to show you a little bit of the administration features. Okay. Grab me. So I'm going to find my user. I can do that.

Using the search functionality. And this is the one open. So you can create your users using the Add User button earlier on the grid, and then you would come to User permissions to manage your permission for the user.

I want to point out a couple of things when it comes to setting up the user for dataflow. Please make sure that you navigate to this platform tab, and actually, before we go here. This administration view is accessible to the admin users only, so this is controlled permission. Not everybody can come in here much like what you're used to today. But if you're the admin you would come in here and go to the platform.

Options and then make sure the DataFlow next Gen system group is something that your user is part of. This will ensure that they see the tile. The next thing I want to show you is there you go. Do permissioning for the product DataFlow and let me just call it out. I know you see 20.

By the time you're using this application. This will go away. This is something that you're working on updating to. Just show DataFlow right here for you. But now that you're in DataFlow view, this is where you can manage permissions for your user so you can make them an admin user. And if you check this box by default all these boxes below for access get checked so quick shortcut to making somebody an admin.

If you want to not make them an admin, then simply do not check this box and then come in here and select the app. If you want to give that you can customize this access, I'm going to quickly scroll down.

You can see various options that are available. Okay. Right here is the data permission area. You only come and toggle this and set something up if you want to restrict access so this user should have access to everything. Just leave this area alone.

You check this box to make somebody to the provider user. That's right. So there is no longer a user type called data provider. You will set up them as a regular user and then come in here and check this box. This will limit them to only seeing the DataFlow.

Tile, and then. See the request that they have access to. Okay. One quick thing under documents before we continue. So in order to make sure your user has permission to view at. Documents. Please make sure to check the boxes right here under.

Document. Okay. So this is all about setting up users. Let's quickly look at the interview. So what you're looking at right now is the. Anode area, and this is where you would come in. To add your new entities, you click on the Add button and will navigate you to adding an entity. You can then come in here and Mark that entity for DataFlow.

If you click here. Enabled for DataFlow. I could enable it for any other application if I like and then if I did that. It no longer is a day appointed. That's why. So we don't leave it at this. Close.

And go back work. Next, I want to show you the place where you go. Look at your jurisdictions. And then right here are your tax types. So let's look at jurisdiction. And again, just like we did for any, you could select that and then associate the application that you want them to appear in. So for those jurisdictions you want to see within DataFlow, you could come in here and then select the Associate application option and then check DataFlow.

All right, let's look at notification. So this is where you would come in and create your notification template. So initial reminder. Sorry. Initial assignment, the reminder and completion enough. You can add more templates if you like.

It would require you to have a template name. Which you will see there's an improvements compared to classic you can actually format. This body a little bit your email body a little bit. And then also you can put in some variables in here. So these are your options. In this particular example, I use the variable assigned user. Now when I send this completion email.

Out the assigned username will appear here. So few little enhancements that have. Make next Gen. That much better. Okay. This was the Tour My little Quick Tour in administration. Now let's actually launch the application.

Okay. So right here is what you're used to for those who are current data for users the dataflow browser. So this would be your equivalent of your github browser, your request grid. But when I want to talk about the request just yet, I want to start again from the setup side. So let's go to setup. Under setup, you will see you have the options to go to Data for templates status, templates list management. This is where you would download the add-in and only those who will be creating templates need this and then you.

Need a bolt upLet converter. So let's go look at dataflow tablets. This is where your list of data for templates look will live. And this is what it looks like. So I'm sure it's familiar to you. I'm going to open this example.

So you can take a look at what the screen appears as. You still need your template name, status, template. This is where you would upload your template. Check out duration remains a required field. You can set up your initial reminders.

In the simulation email. So the emails I just showed you the place where you go set up those templates. This is where you use them. Located for complex history. You can also set up your Role Forward options here.

Now you would use this. You would set this up if you are going to use your automated row forward slash management, or you have some default go forward settings that you want to set up. Okay, let's take a look at our.

Status. Oh, before we do that, I want to show you that you could delete your templates and archive them. And again, this is permission that you can manage. And then there are also filters because we know this can get quite long.

Very quickly the list of templates. So you have your filters right here. Okay. Let's go look at Status templates. All right. So if status templates again, just like. Your Data for template List here's your list of your satis templates. You can go in and take a look.

What it looks like. Your name is required. You still have the familiar default status, and then the status that means it's completed. You have the option to set those. In addition to that, you also have the option to set colors for different statuses.

Here are your options. That you can pick from. Again like I talked about data permissions. If you want everybody to be able to come in. And change your request statuses and take all of these actions.

Just leave this area black, but you can use this to sort of manage permissions. Further. So you can decide who has the permission to edit a request in certain status, and who could change it to certain status, using these two areas and using assigned groups as well as users for this.

Let me quickly bring my view up for you. Let's take a look at Action management. Yes, I don't want to save any changes. So in the Action management. Here are our current options. For those who are not familiar, this basically allows you to set up some action that can happen when your request reaches a certain status so you could update a status, automatically recap the request, send a reminder, email.

And go forward. The Sanctuary and the glm related automation statuses are coming soon. Okay. So now that we have looked at status and action management, let's go look at our list management. So under list management, you can take a look at your codes and period. If it's going here and you can add more values, you can move it around.

Stitch My solder in which they appear in the drop down list. And then the same goes for period you want to save this time and continue. This here is not a period that I added. You can add more. You can delete.

You get the idea. Okay. Let's go look at the flow adding now. To do that. I would like to go in here and download a template. So let me show you. This template. Here we go. Okay. So the new add-in is called Data collection.

And it's called Data collection. It enables you to collect data, but we also wanted to differentiate with the current DataFlow added. And the idea is that. You can have both of them installed at the same time. They don't conflict with each other, so they're completely compatible.

This allows you to log in to your instance and. Lead us. This is how you would go around marking your templates. Let me quickly, unprotect. And as I am protect, you can see there are other options available to set up your sales naming so you can under names. You can create tables, ranges.

Automatic Names You can create adro Groups you can create. A cell and make sure. This allows them to attach documents. Your providers attached documents within the request right here allows you to Mark something as a note.

You can then protect it so the same function. With the DC add-into but enhance so there was range earlier there's tables but they have been optimized to just make it faster in the waste or data in the back end has been changed to allow us to capture more information and then present it back to you.

Usually. I wanted to quickly show that you can. Set more than one input color. Now it can go up to three. And then if you pick a color that is already filled. In the sheet too. So that's all I wanted to show about the addict.

Let me quickly, close this. Don't save any changes. It's gross. And now let's go take a look at our request. Okay. So this is our request browser. And. You're basically able to filter this just like you were earlier. So this is your filter button, right here.

You can nail things down for a template. So let's see. Like to narrow down to ocp DataFlow fly and then you're looking at things just pertaining to that template. If you change it to Income tax. Fly.

It's very easy for you to go in and apply filters. And you can do that for status. Your tax type period assigned to Cold scenario and even request source. So this basically tells you if the request was created using an api using site the ui versus go forward for now, but in the future you could be using api to create requests and it will show up here now to turn off the filters. You could.

Click the text button here. I like to press this button. Okay. Next thing I want to show is the Show height, column option. So you can decide which column you want to appear in your grid. The list of columns that are available to you.

Okay. Now let's go ahead and add a request before we explore further. So to add a request, you click on Add request. And then you see the step one would be your list of entries. So let's begin. Toys.

It's my son's favorite entity. He was watching me set this up because he's six year old and six year olds. Like toys. Okay. And then let's do the acme Incorporated Limited. Click next. And then you can pick your.

Or you can pick just one. You can pick your taxpayer. I want to make sure I'm not creating something that already exists. So this may not make sense. To you. As. Logically, but I'm just trying to create a unique request.

Business license? Why not. And then we can set up a year. So let's put the year as. 2022. Let's be forward looking a little bit. The fear is that the Q three, which is fine. And then I could select a jurisdiction and set that.

To. Just move on. It's not a risk by deal. I don't have to. Click next and right here. I have the ability to sort of bulk assign, so I have all these requests. We're going to the same person. I would just click on assign user right here and then pick who I assign for it.

And then same goes for setting the D rate. I could again set the book due date for all of the requests right from here. Or. I could do it one at a time, so I could assign this one. All these requests individually. It's up to me.

We can pick some code. Engineer. Okay. And then we can just finish some leading reassignments, like on purpose. And finish. Okay. Let's see, what else can we do? I can then quickly filter to find those requests and then assign them using the assign user option right here. So I'm going to just go to this one. It's not a site to anybody I'm assigning.

There. And then you see andrew's name up here so that the sign is him. First you quickly assign them. You can quickly send reminders for your request so you can select request and then do the Send reminder option to send them an email.

Okay. So I'll let you know. And see if I can bring it up here. I'm trying not to change screens. Too much to not make you guys dizzy as you watch this recording. All right. The Change Request Status Option allows you to change your request status.

Pretty self explanatory, and the options you see here depends on the status template associated with your DataFlow template. You can also edit your properties. So let's do that. Let's edit some properties. Such.

Type or. Period I can add a jurisdiction to them. Set up a code. So all those options are available to me. Say like a lot of bulk change their status from right here. Welcome back to all four in just a bit.

But we can also import now, and I want to just let you know that you could actually create requests using import. You could start by just exporting out. And that will let you pretty important. Sorry, that would give you sort of a template to start with and then you can import that right in. So in the current application to create requests, you have to go through the reserve or you have to use.

The. Dc, formulas. To create them, whereas in the next channel, we made it simpler for you to create. Request in bulk using main Port function. So please do give it a try and let us know if you find that useful.

I think I clicked on your sort right there. And then of course there is the Explore functionality for let's just put your request. I didn't mean to click it. There is something going on around it so they need to click it, but I welcome you to a try. It will let you explore the request out.

You can delete an archived data for request, so why don't we do that. Let's take one. Let's take this one. The trial balance. And. Let's archive the data for request. Make sure that I really want to go ahead and do it. Click. Ok.

And now that request will be archived. So if I want to see my archive request what do I do. Go back to your filter and you check the Show archived Request option. Apply. And this is where your Archive request.

If you choose to, you can unarchive it. Sorry I'm here. I'm not quite. But I'm going to leave it as is. I'm going to reset my filters. And then I'm going to turn my folders off. So you notice how when I set my filters.

Some of my options slide under more and then. As I hide that filter pane. More option two options, which is just the system. The window adjusting to the space it has. That's why it just puts everything under more so if you're looking in a smaller screen, you might not see all of these options. Don't worry, they're all under your.

More seizure options. Okay. So let's talk about override. Checkout for those who don't know. This allows you to override. A checked out request. So when somebody opens a request. It shows here checked out by and that's basically saying someone else has it. You can open it and you only read only format right now. But you can't make changes because somebody else is making those changes.

So again. They're managing change for you. Not letting. Poor people over at each other, but if you're the admin you have the option to override the checkout, or if you have the permission to override checkout, you can do so.

You just check the box and becomes enabled for a checkout request. And then you can go ahead and make changes in it. You can also. Recalculate request researcher preferences, and then look at request history.

So let's quickly take a look at the request right here. So you can see what that looks like. Sort of captures. What I did, I wrote forwarded, it. Who did it? The time it was done? What did we do. Quickly.

I'm going to roll forward. Request history. Okay, let's talk role forward now. So to roll forward a request. Obviously choose the Role forward option, but I want to open a request really quickly and put some data on it. So let's open my son's favorite one again. The Toys ink.

Let's see. This is a simple template. And we'll just make it easier for me to explain the example. If you look at the trial balance, I could put in some numbers here. Code here some description and then put in some amount.

But I set this up as a table. And when I did this, so when I create my mapping template, I'll make sure that I use the column name. So let's say I want to set up. Enroll forward. I want to say everything that I've put under debits and credits here. I want that to roll forward to my trial balance template through my trial balance sheet under amount.

It would be as simple as simply putting the name of the source and destination. Tables and then putting the name of the columns. So I think it will make much more sense using the mapping template. But before I go and do that, I want to make sure you see.

Let's actually do this. Let's unprotect this template really quickly, and I want to make sure you see the name of this. Right here. This is TB table. So that's the name of. My table on this template and then under provision.

Sheet. I have another table called My Provision table. So. If I were to move forward, what would my mapping template look like. Give me 1 second. Let's pull that up for you. So when I create my mapping template, I will go ahead and make sure I put the source table name, which is Provision Table. So let's go back and take a look. This is my source table. This is where I want the data to come in. It's called Provisions underscore Table. So I would go in here.

And I hope I'm not making you dizzy, but this is the best way to explain this example that I could think of. And that's how it was explained to me. So you take the source. This is my source table, and then.

You put your destination table. So let's go to trial balance and then on trial balance. This is my destination table, which is the tb underscore table. So again I want to take values under the provision table and then I want to bring it under trial balance provision. This is the column debit and credits. This is where some numbers would be and I want them to come shop in trial balance.

So. I will put the source column name now here which is debits and credits. And then I would put the destination column name to the mouse and that's it. This is my mapping template. So. It's made. Super simple, just one.

Almost for you to be able to migrate data so this is a sample for table. If we're regular names, you would put the sourcing and then the destination name. And that's how migration would continue to happen.

Go forward. What happened for you. Lots of migration on my mind. Okay. So let's close this. And then let's see what the process would look like. I obviously have no data in there, so I will not open it to show you what happens. But I do want to show you the options that are available when it comes to roll forward. So.

You would see. That gives me the ability to change the tax type. Pick a template. Here period. Jurisdiction. Code and scenario. Like you're used to doing it. Taking the option to validate mapping. You know what? I think? I picked Income Tax as a template. So let's go back.

Because I don't want it to bind my mapping template in valid, so I want to make sure I use the ocp DataFlow one. That's correct. I'm going to show you the validate. Option really quickly, because I want to go next and show you a couple of other things.

So again. You can change the year obviously don't mind to read 2005. You can select where I go forward to, and then you browse for your mapping templates. Let's say Launch mapping templates. And then it will validate the mapping for me.

Successfully ignore this. We're working on addressing that. Those little options there. Then it comes to. Your ability to change. The due date? Who is a scientific role? Forward. Excuse me a due date? You want to roll forward the notes.

And attachments. And then you can decide who gets notified. So do you want to notify them all the assisting assignees or to get and choose new assignees. You don't want to assign it to anybody. You can also decide who gets notified.

When the scroll forward is complete, or if there is an error, and then you can. Take folks from here and then others. You can just use the semicolon to keep adding the email. Now go forward the important point I want to make because if I don't everybody will be mighty upset me is the fact that.

It's no longer an overnight process. We have implemented a queuing mechanism in the back end so roll forward can be. Pretty pronto for you depending on the time and day you choose, it could be immediate.

The whole roll forward option. And again. If several customers happen to go forward on the same date might take. A second for it to finish. But it says here it's scheduled because it is still a queuing process schedule to go forward.

You see it schedule forwards in progress and then when it finish rolling forward, it will just update it for me and you will see my request. Show up. Man meet. Okay. I'm going to do a quick time check, and then I'm going to show you a couple of orders for good on time.

Let's go to documents. You can come in here and upload documents. You can come in here and access documents that are associated with all your requests. So this here shows you all your documents. That are associated with several requests. Now if you want to upload a document, you would go to your request.

And then we'll click on this little paperclip right here. And then you can add a document. You can drag a file. I'm going to. Live in the uterine guide world right now. So to provide the documents that have handy and I figured let's keep them safe and secure of Pure, too. Why not.

You can also make notes right here. And then you can Mark them as a result or Mark them as internal. So those features are also available for you. Doing another time check. You want to make sure. Time for some other questions. Okay. So that was all on documents. Let's go back to our slide. And I want to talk a little bit about migration roadmap. Okay. So when it comes to this pertains, obviously to our current customers. When it comes to conversion from our classic DataFlow to the next Gen of DataFlow, you can set up your users, your common entities, domains of jurisdictions like I showed you.

In the next generation platform, you can create your status templates. And then. In the next generation of DataFlow, you can use the converter. That we have available and I'm going to show you a quick screenshot of it to convert your template and then upload.

It in an exchange system assign in use. Simple to say there are a couple of steps. I would say use certain opportunity to think through. Your template to optimize it. The converter will give you recommendations. It will tell you and by the way, by the time you start accessing because you're making so many changes to this, you're optimizing it further based on feedback we receiving from our beta customers or Testers or Femax beta testers as you like to call them. So it may look a little bit different, but.

Essentially it is doing the same thing. It is going to give you recommendations based on your template and then you will have the option to take those recommendations and just convert them so it will actually let you know.

These are the formulas. Here are all the names. These are the things I can convert. Here are the things that cannot convert. And then. Here are some examples for you or some comments. Around how you can optimize your template so.

It will do all of that. I know. Sounds pretty amazing. And. It is. But then it is up to you to convert your template and upload it. Or optimize it further before you go ahead and start using it. So think of that.

I do want to show you some range names. How the conversion options got. I can't tag anymore. I'm bumbling. So it shows you how you can go from classic to next Gen. So Range Names Range Name The Wildcard for the DC table.

Managing Your Data Collection Process Using ONESOURCE DataFlow:

Welcome, everyone. Thank you for joining the session managing your data collection process using ONESOURCE DataFlow. My name is tina yoon, and I'll be your presenter today. A little bit of my background before we get started. I'm a senior solution consultant within the strategic corporates team and has been with Thompson Reuters for about 15 years. As a Solution Consultant, I work with customers around the world to introduce various oneserve solutions that we have in data management, direct tax and transfer pricing areas. Prior to joining the Solution Consulting team, I was part of the professional services team and successfully managed various projects around data management, process improvement. Systems Integration and Implementation Projects involving ONESOURCE products. Before we get started. Before we get into the session, I need to share some of the logistics and CPE information. This session has been pre recorded. However, a subject matter expert is participating in this session live to answer your questions during the using the Q and A panel. So as you have questions throughout today's session, feel free to ask them if you still have questions after the session, please follow up with. Our support team, and. To verify your attendance and qualify you for CPE credit. Please ensure you acknowledge all attendance. Pop Up Alerts be sure to complete the Session survey to provide us with valuable feedback. Cpu credits and attending this session. CPA credits for attending this session live will be added to your Synergy CPE certificate that will be emailed to you following the conference. Please direct any CPE related questions to the Virtual Synergy Information Desk if you're watching this recording after synergy. The session will not qualify for CPE credit. Upon completion, Attendees will be able to identify functionality of ONESOURCE DataFlow and recognize how it can be utilized to manage the data collection process within tax. I will start with typical approach to collecting data and common challenges around the data collection process. Then I will share some of the opportunities for improvement and how once there's DataFlow can help in each one of those areas of improvement. Before we get started. Let's actually start do our first polling question. The first question is, are you currently using

ONESOURCE DataFlow? Yes or no. And I'll give you a few seconds so that you can answer. Great, thank you. So why is data management so important. Well in Tax Every Minute counts. Unfortunately, we see that many tax departments spend majority of their time on management and data management tasks from managing and consolidating those excel tax packages, resending the updated versions, and keeping track of the status of all those packages, figuring out who has responded and who has not. Without an efficient data management solution, leaders are struggling to get to the point where they can effectively gather the data from different stakeholders. Integrate the data with the relevant tax processes to get the visibility and access to the data and business on a global basis and ultimately analyze the data to get an understanding of what's going on on a global business, on the global basis and to make timely business decisions. Closing these gaps require a solution that. Integrates tax and technology. That can evolve with you. Your needs and your challenges. Let's dig deeper into some of the challenges that you may be facing today with your current data collection processes. All right. So here we have listed some of the common excel issues that we've seen. And personally, I've seen a lot of this. It's not all of them, right. When I worked with our customers. And you're not alone, right? A lot of customers do have these common excel issues in their current. Data collection process. So let's take a look one by one when it comes to the lack of security and controls. Actually, if you have that issue today, you're not alone. The 40% of the finance and tax professionals identify this particular challenge as their biggest challenge that they have when it comes to version control. So how many. Times. Have you had a package that was good to go. You've already sent it out to all of. Your stakeholders globally, right. And after you hit Send, you found that. Something was missing. So you had to actually go back, update all those packages with that change and had to resend out the updated version. So that's again, very common when it comes to version control. 67% have version control difficulties. So it's not only dealing with the different versions to find out what is that final. Final. Right. What's the ultima final version, but also when you actually deal with these multiple packages for all of your global operations, you're dealing with a lot of in terms of the numbers, right. A large number of packages. So to update. Those packages. It could be very time consuming. Third one that I wanted to talk about is more on the data entry into the packages. Right. So whether you're entering the data or reviewing the formulas, also, all those linked workbooks where you have different tabs and the data is flowing. From one to the other. Imagine if you have new companies or new accounts, right. How many times do we have to go back and make sure that. All of the formulas are working as expected, and we're actually pulling all this new information. For that period right. To make sure that we add a new column for a new entity or accommodate for the new adjustments and so forth. In fact, 53% indicate that the updating information within the work papers is their most time consuming tasks, whether it's populating the data. Or making sure these formulas are working. And of course, the roll forward. When you have these workpapers, of course, the goal is to use. These work papers from period to period. But there will be the rollforward component, right. How do we make sure that all of these components are rolling forward properly. In fact, we found that that up to 80% of the finance and tax professionals stay is consumed by the data management tasks such as these and all these tasks are prone to these different errors. That. We are actually talking about right now those common excel issues. So how can ONESOURCE DataFlow actually help with these challenges? Well, as a tool in the ONESOURCE data Management portfolio, dataflow helps our customers streamline and automate the data collection process. While embedding greater control and security on data throughout the lifecycle. So we'll talk a little more in detail. Once your DataFlow can address these specific challenges that we just talked about. We're going to start with your existing excel workbook and we're going to convert it into ONESOURCE dataflow templates, which is stored within the ONESOURCE data platform. It provides the security and controls and prevents end users from making unauthorized edits to the document. We're going to leverage the existing workpapers, which means that you don't have to start from scratch, right? Our goal here is to leverage as much as we can. And really utilize what you currently have, but really turn that into a ONESOURCE DataFlow template. And I'll show you how we can do that in a bit. But once we turn it into ONESOURCE DataFlow template, just by turning it into the template, there are some added benefits you'll be able to get the security and controls that you. Lacked in excel. The template also solves for the version control issues that we talked about before. As there's only one master template that data providers utilize, so let's imagine. You have more than 100 packages that you deal with. For each period. So from just for the volume perspective, it's a lot to manage now if. You are doing that in excel today. You're dealing with 100 separate excel files, and maybe one could be. The version one could have multiple versions. So now you're dealing with more than 100 packages, and it's hard to keep track of what was final. You could have final final copy of the final. We know how that goes. So there can be a lot of issues around version control. As we spoke about having that ONESOURCE DataFlow template it solves for that version control. Issue. And as an admin or the power user of the DataFlow, you will be able to know exactly which version the data providers are utilizing, so it streamlines your process quite a bit. The data from systems or prior periods. So those are types of data that you don't want end users to change. Well, you can actually design the. Templates so that there aren't any unauthorized changes to the data or the calculations. The template can have logic built in so that the data provider only sees the information that they need or the data they need to provide. This template can also have the validations built in so that you get complete and accurate data coming back to you as part of the data collection process. So what we mean by that is having although we are utilizing that familiar excel work papers that everybody is used to. Because. The work papers have been turned into a once service DataFlow template. There are a lot of these added controls that you can build. You can have diagnostics validation checks built into the process so that. These kind of the checkpoints that are built in within the package itself to help with your review process to catch all those errors upfront so you don't have to wait until. The end of the day. To find those errors late in the process. So there are a lot of validations or diagnostics that I've seen customers build in into this DataFlow template so that to help with their review process and really to guarantee that the data you're getting back is the quality and accurate data. The template that we are creating, they were talking about right now is stored in the onesource platform which automates a data collection. And how do we do that? Well, once you have the master template created and. You have assign it to the different users. Right. Going back to my example of having let's say more than 100 packages. That's a lot. The way that you can manage that is using that one true version, that master template that we've created. You associate that to all the entities or the users that you need to send it out to, and the system automatically creates the email notifications. So maybe today if you're using excel, you may be attaching this empty template and sending it out. Sending the email out to multiple stakeholders. Right. So that they can download the excel file, enter their data, and send it back to you using ONESOURCE DataFlow. You don't actually have to use Outlook at all. So once. You have the master template ready, and you're ready to send it out to the data providers. All you do is you associate that to the users. Then maybe you assign due dates and only the entities that they're responsible for. After you go through that system is going to generate an email automatically for you. And within the email. The data providers will receive a link that they can click on. They'll enter their username and password, and once they're authenticated, they will only see the data request for which they're responsible. So there's the whole control issue again. Right. I've seen it happening where by mistake the wrong template got into the hands of the wrong. People right. So in this case, you won't have to worry about that within ONESOURCE. Now let's say you sent out the request a while ago. You haven't gotten. A good really response rate. Then you can go back into our ONESOURCE dataflow system and generate any of the reminders. So the system also generates any reminders at any time. And so you never have to really utilize Outlook to send out emails regarding these data collection process. Our ONESOURCE DataFlow also tracks the status of each request. So rather than you following up with the users one by one or the users really reconciling or organizing the tax packages via Outlook or storing in the Share drive. Really it's as simple as from the data provider's view, they get an email click on the link. It opens up their view of the data request that they're responsible for. They'll open up the request, enter what's required of them. Close it and save the data and then that's it. And when they are doing that, the system is able to keep track of the stat. Status so it knows when the particular request was opened, the user will be able to change the status to be completed or ready for review. That's all customized. Customizable for you so you have the whole kind of built in workflow related to the data collection process. Using ONESOURCE DataFlow. You can also store and organize any supporting documents. Attachments notes. That's related to this data collection process. So everything is contained within ONESOURCE platform. You don't have to go to shared drive. You don't have to dig through the email. Where these stakeholders send you a separate email with the supporting documents. Everything is there for your review or for your audit support. Whether we're talking about. These specific templates, or any supporting documents or notes, anything that was submitted as part of the data collection process. Okay. So once the preparers actually enters the data, and the data gets stored within the ONESOURCE platform, right. So that's where we'll be able to. Because the data is actually stored within the ONESOURCE. It's going to be really easy to retrieve the data. So imagine now we're at a point where the preparers or data providers have completed. These packages. Right your current process. May look like something. Where these providers are emailing you back the packages so you might get a lot of attached emails with attachments. And now you have to consolidate them. Right? Because if you have all those different packages, you want to see the consolidated view, the global view of it. You might be using excel formulas macros I've seen maybe a custom app that actually looks at these different individual. Excel files and come up with a consolidated view well for using DataFlow because the data that's captured within these data requests are stored within ONESOURCE. It really allows for easy retrieval of the data. By year, by tax type, by entity, by period, by. Whatever the metadata that you set up, it's very easy to retrieve those in a very standardized format, so the data is not stored in the individual excel files, nor are you linking the work papers through tabs or your troubleshoot or troubleshooting the issues that you're getting from your macros. Which all of these activities could increase the risk in your process because the workbooks are lacking the controls using ONESOURCE DataFlow, you don't have to worry about any of those because the data is stored within ONESOURCE database. You will have access to the data and you'll be able to really pull the data in any fashion. And it's quite effective. So we'll talk a little bit more about that later in the presentation. Now, once we have that data. Lastly, the data that you can review, right. So using the data that's been stored within the. ONESOURCE platform. What can you do with it? Well, you can aggregate them. For other work processes, workbooks processes, calculations, or you can use it in the data modeling or create reports based on that data. Also. After your review. Your analysis and when you're ready to actually finally use the data that you've collected using. Since the data is already sitting in ONESOURCE database, it's easy for us to take the data out of the DataFlow and send it to the Integrated Solutions on the same sponsors platform. So as an example, I've seen customers utilizing. These data collection packages that they've created. And really for their provision processes or income tax compliance or transfer pricing processes, just to name a few. They are able to leverage the data that they've collected in dataflow and use it. In those different ones or systems, because all those solutions are on the same platform. So. It really eliminates the time that it takes for all the manual data entry. It also increases the accuracy from all the way the data collection process to the reporting. So overall, it reduces the time it takes to complete. The whole data cycle. Right. And it eliminates additional reviews that you may have to do if you kept this process in excel. So we'll talk a little more about how these different steps. Like starting with the data, how we can convert your tax package to the DataFlow template. What does it look like? What are some of the steps that you have to do? And also what does it look like from the data provider's perspective? Right. Although we're using excel, it's not exactly excel. So what does that look like for them. And how we can ultimately leverage or put together. The data, put together the reports and send it to other onesource applications. We'll talk about that in a bit. Now before we do that, I also wanted to share with you some of the use cases. That we've seen. When we worked with the customers. So as you can see and these are, of course, just to capture some of the use cases. We have a very large number of customers utilizing DataFlow today. I wanted to really share that the DataFlow solution is an agnostic tool. It's not designed for specific tax processes. Instead. It's really there for you to utilize it when it comes to collecting data, or maybe. Once you collect the data and integrate it with your processes. And when it comes to provision, process or income tax compliance, transfer pricing, audits, whatever it may be like financial reporting, we've seen all different types of use cases. So by sharing this list, I don't want you to limit yourselves to this, but just to give you an idea. What have our large customers have done in the past using dataflow. So you see that some of the examples are like tax adjustments, right? Customer utilize DataFlow to house their trial balance, the tax adjustments and then once it was all collected. And in this DataFlow work papers. Then those adjustments were then pushed to once there's tax provision. Another example around the provision and return. So a lot of times these packages or the DataFlow templates are created. So that. There's a whole workflow component to it. Right. So. The DataFlow template is not there only to collect information, but you can have that back and forth. So. In this use case you can see that. The management could review and also be able to provide feedback for the preparers. And so it's kind of on the back and forth that it gets captured throughout the process. So you don't have to look at the emails for the back and forth. Everything is kind of contained within the one service DataFlow. And another example that I'll just talk briefly about is around the transfer pricing. So. You may again not only related to. These compliance and provision but transfer pricing another area where once source provides solutions for and. This particular customer replaced their existing processes in excel and. They were able to collect. The necessary information and also. Perform the actual allocation of certain costs as part of the transfer pricing processes. So really the idea here is that the DataFlow is not really designed for a very specific use case. It's really there. The technology is there for you to adopt and. Really use it for your to address your challenges. In your process. So you might wonder, how do I actually get to create these DataFlow templates? I don't know where to start. Well, as part of the implementation process, the Thompson Reuters implementation, the professional services team will be able to help you develop the first couple of workbooks with you. So we'll take a look at what you currently have. And understand what your current challenges are. So we'll try to incorporate some of those validation checks or diagnostics when we turn your workbooks into the DataFlow templates so they will be able to capture a lot of those during the data collection process. And you don't have to wait until the end to catch those errors. Throughout that whole process. You'll be able to learn how. To replicate what we've done. With our workbooks and you can then take other workbooks or other tax packages that you may have. And so I've seen customers really grasping the idea of and the benefits of the ONESOURCE DataFlow. And from the implementation, they come out with all the knowledge. And expertise. And they're able to tackle. Take the other work papers or the data collection packages, turn those into DataFlow templates on their own. So it's definitely possible to do and we would encourage you to really join our professional services team during the implementation to see how the ONESOURCE DataFlow can help with your processes. All right. So with that. Now in the following few slides, what we have is some of the areas or opportunities for improvement. Right. So we're going to talk specifically about. How we that once search DataFlow can help with your current process and address. Some of the challenges you have in excel. So first of all, let's start with. The first one optimizing. How we can optimize your existing finance packages and work papers with the ones whose DataFlow the first one is. How do we leverage your existing excel workpapers? Right. The goal here is that we want to use what you currently have and standardize it so that you're dealing with that one through Master template. Right? You don't have. Multiple versions out there you have. The one true template that you manage. So what does that look like? So in the next slide, what we've captured is that this is an example or the screenshot of your existing excel work papers. Right? Some of you guys may have workpapers that look like this. The lead sheet, along with the adjustments in each tab. So. It's a workbook that you've created to calculate your book text adjustment. Right. And each tab is dedicated to each tax adjustment. And one of the starting point would be, as you might have a tab dedicated for, let's say, trial balance. Well, how do we actually turn your existing workpapers. Into a dataflow template and. There's an excel Add-in as you can see here, that you can leverage. To turn these into a DataFlow template. So as an example, we have a concept of a table. So. You'll be able to create a table. And. The range selection for that. So really, what we're trying to do is that the look and feel right. It is still excel. But what we are trying to do is that our Add-ins help you create more control around it, create more security around your work papers. So that after you go through all these steps. Your file may look very similar to what you currently have, but it's going to have more validations, more diagnostics, more controls built into that. So I just wanted to quickly point out that the goal here is to leverage what you have and standardize to come up with that one master template. And we have the excel add-in to help you with. That process. Okay. So we just talked about the standardizing. The next one is that secure, Web based template. We talked about how once you create these templates, they are not stored within excel, but they are actually stored within one Serve database. So what does that mean? Right. So. We are leveraging or we are actually extending the capabilities of excel. Everybody loves excel. I love excel. And I've seen customers who really love to create their processes in excel, and we're all familiar with it. Everybody knows excel. So that's one of the reasons why we really can't get away from excel. But excel does have some of those challenges that we. Talked about so how do we marry up the best world, right. The fact that we're familiar with excel. The flexibility within excel, but also. The lack of control that excel has, how. Do we really make it more robust by building a more security, more controls? That's where once there's DataFlow is all about right. Really marrying of the both worlds of the database, the technology more robust. And more controls that are built into your template while it looks very familiar to what you currently have. Okay. So from here. As you can see. In the screenshot here we have something called Fill color. When we were talking about the challenges, I mentioned something about once there's DataFlow can be designed to prevent users from overriding some of the data. So like things like rolled over balances or some of the data that you pulled from systems. You don't want the users to change those, right? You want to keep them locked so that the users can see those, but you don't want them to override what you pulled from different from prior period or from this particular system. Well, that's where this fill color comes in, because the fill color. As an admin or the power user you get to dictate. What sales user the data providers have access to actually type in or edit right. So. In this case, I'm selecting blue as an example. Right. And let me go into the next slide to show you one of the tabs that I have here. Do you see some cells are blue, some are white. Well, when the data providers open up. Their request. It looks something like this. And all the blue cells because we designated bluetooth VR fill color. All the blue cells will be open for edits, whereas the white cells would be locked down so the users so you see as an example. We already have the data coming in. For some of this, the book balances, the beginning of the year or the end of the year. The book balances is what it is. Right. So you'll see a lot of the first row really saying that. We actually grabbed this from the books. And these are the M adjustments that was driven by it, but the manual adjustment is blue, meaning that users are able to make additional adjustments on top of what has already been calculated. So designing the template like this certainly within excel, we don't have ability to. Lock this lock or unlock on the cell basis, but dataflow will give you that ability. So it adds the security and a control that we talked about. Great. So we talked about. How we can standardize your existing workpapers, how we can extend the capability of excel and in particular, we have this fill color concept where you can lock down certain cells and you can open up some of the cells to really get the cost that the data provider's input. The next one is more on the controls. So here's the automated notification, the reminders, and the tracking of the status. We spoke a little bit about that as well. One of the common challenges, right with the excel process is around these controls. Because now when you have a lot of the packages, a lot of the stakeholders involved, how do you keep up with all that, like the status of it? How do you keep up with all those? How do you really reach out to them. The notification portion of it. You may be dealing with a lot of emails. Now what the system, how ONESOURCE dataflow can help with is the fact that we'll be able to create and manage. These requests and also you. When you log into the ONESOURCE DataFlow screen, you'll be able to see that. This particular as an example template called Income Tax Package. Exact same package has been utilized for all these companies that you see here. So one master template right addressing that version control issue. So one point of management now what we're looking at is that you see that the Income Tax package and it's repeated multiple. Times. Well, it's for the different entities that we want to collect the data from. Right. So you have the visibility of the status on each one of these data requests. You see that in the status column, some of them, most of them says in progress. That's great. Right. And one of them was completed. The kudos for Karen. But the last one. Let's take a look at this one. Not started. So how does a system know. To distinguish right, not started versus in progress. Well, remember when you have these. Let's say you had that master template called Income Tax Package ready to be sent out. Right. So you come into one service DataFlow. You create this request, which is really within three, four mouse clicks. You'll be able to create these multiple data requests. Within our solution, you'll be able to assign. The users and the due dates or so forth. So you'll be able to really manage all that within when you create these requests and you'll be able to send out emails. Now when you actually send out the emails right. I mentioned the system actually generates an email and that gets sent out to the data provide. Providers and within that email, data providers will open it up and they'll see a link and they'll be able to click on the link to log into ONESOURCE DataFlow in the database. Once they actually with the platform. Once they enter their username and password, they'll be able to see only the request. And I actually have a screenshot of what their view would look like later on. So I'll talk a little more about that. What the process looks like from the data provider's perspective. But let's stay with you guys. Right. The corporates, the admins at the corporate. Now, once we send out the email. Then we're kind of relying on these days stakeholders to fill out the forms and we want to check the statuses. So one way to do that is kind of come back to this screen, take a look at the statuses. That's one way. But another way is that. You might want to. Make sure that everybody actually got the email and actually is working on it, right. You understand that? Okay. People do have some time and it'll take some time for them to complete it. But when you log in and you see this not started, that means this user has not even opened up the package. So then you can now create a reminder email or. Send it out because you know that that person hasn't even started working on this particular request. So. There are different statuses right without even having to go into each one of these requests. You'll have a way to know whether like the you have the visibility to the status of each one of those requests, along with the due date and who it's assigned to. And of course, the status. So Yeah. And while we are here, I also wanted to point out the version control, since we're talking about different controls here. Let's say we worked on the income tax package. And. It was all good. Now with the tax reform hit and I need to update the income tax package to reflect the tax reform. Well, if I have 100 packages, do I actually have to update it 100 times? The answer is no because once there's DataFlow utilizes one master template, we can just take the master template, update that update it once and. Cascade down to the request so you don't have to worry about managing. These different so don't be alarmed about having large number of requests. You are just from the management perspective and maintenance perspective, you're actually updating the master template. So that really helps when it comes to when you're dealing with large volume of the requests there. All right. So as a recap we talked about. The controls there. The last one is from the data providers perspective, right? How does that look. Well. That's where they will only be able to see the request that they're responsible for. So they don't see a lot more. Like you guys at the corporate or as an admin, you may see hundreds of DataFlow requests, and you probably want to see those to keep track of the statuses. Well, for the data providers, they are only going to see handful. The packages. That are actually assigned to them. So what does that look like? And also. How can they attach any supporting documents or notes? So let's take a look at their kind of portal view so it looks quite similar but. It's much smaller, right. What we see here is that. This particular user is responsible for a couple of entities. And we see that. For this one, we're looking at different years. So that's why we see four rows. But. Much more simplified. It does capture a lot of information like due dates and statuses. And whatnot really the goal here is that. From the data providers perspective, they have four buttons, one open. Right. This would be click on Open. They'll be able to actually retrieve the request. That they are being asked to fill out status is where they actually once they complete. The task, they'll be able to go into that status screen or click on that button to update the status and that started in progress and completed. So. Those statuses are all customizable for you guys. So it's all user defined. You can have a prepared, reviewed. Performed final Review. However. You want to call those statuses, you'll be able to modify them within the system. In addition to the status, we have two other. Buttons stocks. So the data providers will be able to upload any of the supporting documents that they need to include or any notes. So I think going back to when we talked about. How DataFlow works, right. I mentioned something around. Not only are we able to capture the data that we intended to really collect from these different providers, but we're also able to. Capture any of the supporting documents that may be useful for your review purposes. For audit support, or any notes going back and forth that you want to capture. So yeah, again. These data providers will receive an email, a system generated email with the hyperlink. Once they click on the link, they'll be able to log in with their own username and password. And once they're in the portal, this is the view that they're going to see. All right. So. Just as a recap. I know we talked briefly about. Try to kind of capture the highlights of each one of these pillars. So first we talked about how we can standardize your existing excel workpapers by turning your work papers into a DataFlow template. Then we talked about the concept of the fill color as an example. Right there. Of course, many more functionalities available, but typically. Using that fill color, you designate what cells to be locked versus what cells to be open to cap to collect the data from the data providers. Next, we talked about the controls, right. How we can send out the notifications reminders, all from the automated from the system, so you don't have to manually generate those. And keep track of the statuses. We just took a look at the data provider portal, which is. Can not only complete. What they're asked to provide from the data collection perspective, but also how they can attach supporting documents and also capture notes. Now the next one is. About now that we've captured all the data and the data is all stored in the cloud. Right. All the data that gets captured within the DataFlow template. Is going to be stored within our data, ONESOURCE database. We talked about the fact that. It doesn't get. The data that we collected is not embedded within excel. Instead, it actually gets stored within our centralized ONESOURCE database, which allows us to actually go. To the next thing, which is the data aggregation and analysis. What does that look like? Right? Instead of manually putting all those excel files together using macros or the formulas, what you can do is you actually pull directly from our ONESOURCE database. What you're looking at here is that you see up at the top. We have different companies. With the timestamps. So designed this report so that you can actually run extraction of the data from these different DataFlow requests. Each column you can imagine is a DataFlow request, right? Different people filled it out. But for you guys. At the headquarters as an admin, you have ability to pull the information and look at all the companies in one place and using the flexibility in excel and the fact that we stored all this data in the ONESOURCE database. Very efficient process to pull all these data points. Into. This one place, right. So you don't have to go to you don't have to open up all these hundred requests and grab the data. You have ability to really extract the data from the database directly into this without even having to open those 100 individual requests. So. Very efficient process. Of retrieving the data.

No copying and pasting. You don't have to worry about the formulas being broken. Really once it's inside. That the data request that the providers enter the data in it goes into the ONESOURCE database so that we can actually pull this and leverage it really downstream in the tax processes that you have. So yeah, I think. It really talks to. How powerful DataFlow is not only. Can we address those typical excel challenges? But we're also able to make the process much more efficient. Lastly, what I have for you here is that how we can automate. So it's great that we've collected the data and we were able to aggregate the data and come up with more of a consolidated view of the data. What do we. Do with that. Right. So from here, really, the reason that we collect all this information is so that we can leverage it for. The downstream tax processes, whether it's income tax provision, income tax compliance, transfer pricing, just to name a few. So that's kind of where all these are coming into play so we can leverage. These tools like ONESOURCE work papers to push the data. And in this case, we're pushing the data into ONESOURCE tax provision. So it's in a really end to end process, right from the data collection all the way to the integration. How we can push the result. Into ONESOURCE systems. So right now, once there's work papers, we have it available for a number of solutions, such as Once there's income tax provision back, section manager, the operational transfer pricing, and so forth. So we're able to really utilize. Other ONESOURCE. The functionalities right, the excel add-in or the work papers, and so forth with the data that we've collected using dataflow. So let's actually take a moment and do our second polling question. In which DataFlow use case. Are you most interested? One direct tax, two indirect tax, three transfer pricing, four other. I'll give you a few seconds so that you can let us know. Where your interest lies now that you've seen the power of DataFlow. Okay. So thank you for that. So let's take a look at more in the visual way what we talked about how once there is DataFlow can help you streamline your process of data collection. So on the left hand side, you see the source systems, whether we are gathering the data from erp or other systems. We talked about the fact that you can extract data into. Excel. And we can leverage that as part of our ONESOURCE DataFlow template, right. Those were the data that you probably don't want the user to override. So think about those white cells, right? Versus the blue cells that we talked about. So the data that you'll be retrieving from these systems will be visible to the data providers, but they won't be able. To overwrite or change the data. So that data can be available within the DataFlow within the template and it'll be part of the DataFlow templates that data providers have access to. Right. Okay. So once we generate the DataFlow request. And. Once you as an administrators, right, you could generate those requests. And what happens is that they'll get a link, right? An email with a link where they can log in. You can also send reminders, so you see how you'll be able to do that directly within ONESOURCE. So you don't have to utilize your email software for that, such as. Outlook. So you have that kind of the ongoing communication with the data providers there now when they open up. So when they receive an email, there will be a hyperlink where the data providers can click on and they'll be able to log in using their own user credentials and they can populate the template that was assigned to them. So as they populate the data. Remember, the data doesn't actually reside within the excel file itself, but it goes back into the DataFlow, the ONESOURCE database along with any attachments or the notes. So. We took a quick look at what the data provider portal looks like. Right? So they had only a few options. Open up the DataFlow request, upload. Any supporting documents, add any notes and update the statuses to notify you after. The providers actually submit the DataFlow request. All the data gets stored within the DataFlow database. And here administrators. So those will be the you guys at the headquarters. You will have access. To the extraction reports. So that was when since the data is stored within ONESOURCE database, you'll be able to. Efficiently. Take the data out of DataFlow Database into excel. Create your own reports so the example that I shared with you there was that remember the columns going across. And we had the data pulled with the timestamps. So you'll be able to consolidate the data that you've collected using ONESOURCE DataFlow. So those are some of the things that you'll be able to do. Okay. So let's move on to the next. Slide, here. So kind of step by step. Right. Also, we wanted to share the different ways of how this could work, how ONESOURCE DataFlow can help you improve your current process. So let's take. Another visualization kind of step by step, what we just covered in this session. So First, here's your tax Department in the headquarters. Once you have the DataFlow template again, those will be the existing excel templates you already have. We want to leverage as much as possible. We have some of the functionalities like how you can lock some of the cells and as read only view, and also you can open up some of the cells like blue cells that we saw that you want the user to enter data into. So once you go through that kind of the template transformation, right. And create a ONESOURCE DataFlow template, you can create the request. And assign them to the different users. Once that happens on the local controller. So off to the right. So these would be the data providers. They'll get an email with the link that they can log into. So let's say we had two folks right over here. So they actually got an email when they open up, these would be you see those some of the blue cells versus the white cells, right. So that's kind of one of the first steps. Now, once, let's say this person here went ahead and logged in and enter the data from there. You at the headquarters. You actually have visibility to the status, right. Remember that some of the template, most of the requests were in progress, but we. Had a couple of them that were completed, but one that was not even started, right. So you have visibility to the status throughout your data collection process. And you can also send out emails or. The reminders if you wanted to so you have the full visibility. There. Now because you're able to keep track of the statuses. So you'll be able to see who actually submitted on time or. Who actually did late. Right. So. This person was able to submit it in time, but the other person you see that. Hasn't actually submitted yet, so you can actually set up automated reminders. Right. So that from the system. So to remind them, hey, you haven't submitted it, so please go ahead and submit your request. So now that person goes in and enters the data, the data gets stored within ONESOURCE. The second column here is the ONESOURCE column. Now, from there. Now that all the data has been submitted and has been stored within the ONESOURCE database, it's going to help. With your review process. So all those requests that we've created. You'll be able to pull those right through the extraction. And from there, you can create as many reports as you like. Remember all those supporting documents and the notes that the data provider submit will be part of the ONESOURCE database as well. So it really has the full audit trail of not only the data you intended to collect. But along with all the communications and supporting documents before we conclude our session today, I just wanted to recap some of the benefits that we talked about. Our ONESOURCE DataFlow as well as ONESOURCE workflow manager solutions are here to really help you add more automation to your process so that you can have more efficien. Efficiency and control around those processes. You can help eliminate manual tasks and improve controls. Also, you can use our solutions to collaborate more effectively. From all the way from data collection to how you can leverage the data for your tax compliance needs and also reporting needs. And lastly, you get to see the visibility. Into all those different tasks that are going around your processes using ONESOURCE. Lastly, I wanted to share some of the use cases in these different areas. In polling question number two, I asked which area you would be interested in using DataFlow. So these are just some of the examples. Just please keep in mind that these are not the DataFlow is not limited to these use cases. As you get familiar with our solution. You'll be able to really apply DataFlow to any of the processes that you have. And lastly, the last polling question we have is Would you like to learn more about ONESOURCE DataFlow? Yes or no. And with that thank you very much for attending and please remember to complete your session evaluation. We really appreciate your feedback. Thank you again for joining and have a great day. Thank you. Bye bye.

Streamline your tax preparation process with the new ONESOURCE DataFlow

Listening to streamline your tax preparation process with the new onesource. DataFlow. And I'm prachi. I also have Pete on here with me. We'll introduce ourselves in a minute. First things first is the logistics and cte information.

And I got to read all of this so you get your CPA credit. This session has been pre recorded. However, a subject matter expert is participating in this session live to answer your questions using the Q and a chat panel. So as you have questions throughout today's session, please feel free to ask them.

To verify your attendance and qualify you for CPE credit. Please ensure you acknowledge all attendance. Pop Up Alerts be sure to complete the session survey after attending this session to provide us a valuable feedback.

CPE credits earned for attending this session Live will be added to your synergy cp certificates that will be emailed to you within 60 days following the conference as per. Nasba guidance. Please direct any CPE questions to the Virtual synergy information.

Desk if you are watching this recording. Post synergy. This session will not qualify you for CPE credit. All right, that out of the way. Hi, I'm pratchi. I'm the park manager for dataflow and Ultra connectors.

I have been with tr for about 13 years and I've worked on various products, such as the Platform Entity manager. Global Tax Audit Manager workflow Suite and Client manager. I have my undergrad degree in computer science and technology, and I have a master's in it and management, and I'm excited to be here.

Pete, over to you. Hey, everybody, this is Pete, Jenner. I am the dev manager for dataflow and as well as a couple of other onesource products. I'm responsible for development the architecture planning release, working with prochi to make sure everything's where it needs to be.

I've learned toms from lawyers now for eleven years I've led participated in. Or even designed some of the some other ONESOURCE products, including Datablood Classic Audit Manager, Global Tax Audit Manager, R and D work papers, and a few others. I started working in this industry in 1999.

Primarily with tax preparation products, or accountants, individuals, Corps, and enterprises. Thanks. Okay, let's talk about the learning objective again. Another thing I have to read address. Upon completion, attendees will be able to understand the evaluation of the evolution of the next generation tool, recognize improvements to the user experience, and new functionality, and analyze the value it can bring.

To processes. All right. Let's talk about what we're going to do today. So I'm going to go over briefly, what is DataFlow and what it can do for you. Then we're going to talk about the new things we have done poor, the new DataFlow.

So it's truly new things. We have the APIs. Going to show you the integration between Data Hub and DataFlow. There are some transition tools we want to talk about. Specifically, the ability to pull.

Classic data into the new DataFlow that is going to show us. And then I'll talk about roadmap. And that will be it. All right. So let's look at. ONESOURCE DataFlow, how it works and what it is all about. So DataFlow.

At its core is excel based. It is excel that you then convert it into a Web based DataFlow template. Right. So it's your tax package, the way you're used to using it. But. You have now using the DataFlow technology, made it into a web based form almost in which you can collect information from your preparers. You can then also not only collect this information because it's all excel you can process.

And then. Share it with your reviewers to review the information. After all of this computation, you can store this data in our database and then securely access it as needed. Because it's your work paper. All your calculations are still possible. And then at the end of all of this, you're able to transfer it and share it with our compliance software. And I say ours with the new DataFlow. With the apis being available, you can really share it with any product that you want to.

So let me talk a little bit about the common challenges. Around data that you face every day, the biggest one being. There is always multiple source of data. And with COVID and all of us being in different locations that has become even more apparent.

That you need a secure place to share exchange information. Especially such as the Tax information. It's also still a lot of manual tracking of information happening out there and using Outlook to figure out who has finished something is a nightmare in itself.

And that I had personally lived through before. There's also the lack of standardization, right? You get data from one person in one format. The other one is different. You now are responsible for converting it all, putting it together in one format.

That makes sense only to turn around and find that another set of data came and yet under different shape and form. So that is always very time consuming and it makes it difficult to manage and share information.

And at the end of it all, it creates more risk for errors because there is lack of control around the process and dataflow answers for all of these with DataFlow, you are able to have a centralized process. You're able to standardize.

Your tax packages and collection, and it's all at a centralized, secure location. For your preparers to go review your reviewers to access and your data providers to share information with you. Once when it is done in a standard process, in a standard fashion, it's that much more easier for you.

To wrap around it. And. Again remove the risk. Make it faster. Have it secure and have access control around it so that in a nutshell is data throw. So now let's talk about. What's new with DataFlow.

There are quite a few new features that we developed throughout 21. The first one is apis. The apis are available to you for DataFlows in the dev portal. The next is the Data Hub integration. This is our answer for the glm integration process that many have asked. But it's also so much more because Data Hub is not just about trial balance. You can store any form of data in it, and dataflow is able to access that data.

So you can collect more information around that data or process it for a calculation and then share it with other compliance. Products. We also did client management, but we won't deep dive into it because that's more for our firms.

And then we want to talk about our Transition tool. So I will touch upon the process. Show you the converter and then. We have P, of course, on the call with us. He's going to go over the dcds method, which has specifically designed to allow you to pull your classic request data into your new data.

And then there's also a snapshot functionality, which lets you create an excel copy of your request and then save it in documents. So let me start by talking about APIs. The DataFlow apis are live. They are available on the developer portal and you can all access them if you want to know how to get access to it or start working with the dataflow apis. Please talk to your csm if you have any questions around the api, please feel free to leave it in the.

Chat, box. I don't know if you can see. Because on my screen I see my camera here. But essentially, you have the ability to pull data out of any request. Push data back in. You're able to manage your statuses, your templates, so there's a lot you can do with the APIs.

You can pretty much manage your DataFlows. Open them, Change status, save. Assign all of it without coming into the DataFlow application. If you utilize these APIs. Here is a custom dashboard that was put together.

By our solution consultants using some of the apis available so I can click through that one really fast. I think this is one where you can see by. Region. Jurisdiction they used to be rule of your data for requests.

And. Here's your template, and then how it is assigned to. So again, these are some samples, but I'm sure you can do so much more than these. So with this, I'm going to pass it on to P to share and talk about the DataFlow and data Hub integration over to your.

Thanksgiving. Let me just get some stuff up here and I'll share. Sure. So. One of the great things about dataflow is that we just recently started integrating with Data Hub. Data Hub is a great tool for storing just about any data.

Need to find the Share button here. And just a quick time check for you. We are at eleven minutes only so you have plenty of time. Excellent. So with dataflow if you're familiar with. Once we're solved, we have a product called Data Hub. And inside Data Hub, I'm not going to get into details on Data Hub, but Data Hub provides the ability for you to bring in data, organize data in various ways, import it and manipulate that data to a certain end state. And at the end state for us right now is a.

Collection. And a collection. Is basically data that has been published and made available to other products. So real quick, I just wanted to show you this is Data Help Screen. These are collections, and they have various tools that allow you to go ahead and handle data that you bring in here. So in the case of proceed reference to glm replacing glm, you can bring your trial balances in here from multiple sources and aggregate them into a single collection that you can then access through data.

Flow. So I'll go back to dataflow real quick. And in dataflow. I'm going to go ahead and open a request. That was based off of data hub and I'll get into the design of that not too long afterwards. So inside this request.

As it launches. So this Ray request is going to what it's going to do is download a template, and I'll show you the design of this template that went ahead. And it's looked in Data Hub and asked for collections related to a blueprint, which is what Data Hub calls or users is what they use to describe the type of data you're collecting. And we're asking Data Hub for.

All the collections based off of that blueprint. In this case there's three. And in the case of this template, I'm doing a gap stat. So I'm going to go ahead and bring in select my gap data. And now I'm going to select my stat data.

And once that's there. Dataflow. We'll go ahead and request from a request toolbar. We'll click refresh. And you can see the data is almost instantaneously there. So what just happened. So as soon as I click that refresh button.

Dataflow looked at what collections I've selected, and it's brought them down, and it's placed them here. So here's the gap that came from Data hub. Here's the stat that came from Data Hub. And then I've aggregated that information on this sheet. And I'm going to be able to collect adjustments based off that as well as all this data. And eventually.

Through the Systems and Data Hub. And when you talk to the Data Hub people, they'll explain to you how to bring this data. In its entirety into Data hub. So how do I get? How do you get there. Let me go to the I'm going to go ahead and close that request first.

And this is the template. So I'm going to go ahead and unprotect this and talk a little bit about it. So as I stated earlier. This is the landing area for the Gap data. The Gap collection that was selected. This is the landing area.

Where the stack collection from Data hub and then once again this aggregates that data. All this sheet pretty much does is it uses the newer filter function from available in excel 365 and it pulls over all the data from the gap and fills out this area.

I Then I use a vlookup to look up the account information and entity information. On the stat workbook statue and populate this so this keeps the data aligned. And then you can collect your adjustments here.

Sorry to interrupt you. You just cut out just a little bit. Could you mind going over that part again. Where you said it looks up the vlookup. I think there is something in the background. That's fine.

As I was saying, I bring the gap data over here using the entire gap data using the filter function and then over here on the stat. We'll make sure I align all my accounts in my account descriptions in cases are not quite aligned inside each collection. I use a vlookup to align the entity and the account code to make sure I get the correct stat balance here.

Basic excel if you look up, it's looking up the lookup value that I've designated and it's going to the stack and checking the entity account code to get the other information. So real quick, how do you get how do you and how do you tie these together.

So I'm just going to click new template in dataflow. Choose an input color. And then. From my dataflow designer. The first thing I need to do is register. And once I register, let's say this is the area where I wanted to display.

My collection. From a data hub. I will go to names. Blueprint. It's going to ask me the name of my blueprint, and I'm just going to call this gap just for the heck of it, it's going to ask me what's the name of the blueprint I want to get. I'm not going to put anything in here right now. I'm just going to click search right. It's going to give me a list of all the available blueprints inside data hub. I'm going to choose a blueprint.

Then I'm going to tell it where. I wanted to I got tell dataflow where I wanted to display the list of collections that are available for that blueprint when the request is opened. So I'll just select here. In this case I'm going to put it on the same sheet.

Click OK. And once I click OK. Here what you're going to see is. Going to first put this input cell here and it's going to name it. This is where it will display that list. And you can tag it right. You can call it what you like.

And this is the blueprint. So it shows you what the blueprint will look like. And you can go ahead and adjust it and make this as pretty as you'd like. And once you protect it and you upload it. The dayflow request will open. It will look for any of the blue, any of the recollections. If there's one, it will automatically retrieve that single collection and populate this list and expand the area.

If there's more than one, it will populate this list and allow you to select one before it populates the request, and then you could refresh it as stated with the Refresh button on the DataFlow Request toolbar.

And that is. How you design and pull data. From Data Hub into DataFlow and collect your adjustments or other inputs that you may want from your users. Back to you, pro. I can't hear you. Oh, I'm sorry about that. So what I was trying to share as well is talk about.

How make a couple of extra points around the pulling data in from data hub into DataFlow and let me quickly share and talk about that. Okay. You should be able to see my screen now. So the year is important and also the period and what it does is it matches your collection. So not only your blueprint name and you saw Pete select a blueprint as you design that template. So that is one way to narrow down which collection value shows up.

But in addition to that, the year that you associate with your request and your collection matters as well. And I have some examples of one collection versus multiple. I don't want to pull anything up right now, but when we are in the live class, I'll definitely show.

Showing multiple you saw that actually. In example, Pete did, he had the three options, whereas if he had just one match, it would just populate the request automatically. So you don't have to always be doing that selection. Drop down. It just depends on how many collections you matched on the other end, so I don't know if that makes sense.

I hope it does. All right, back to talking about the transition tool. Let me just go into presentation node. Bear with me. It always wants to do that. It always wants to. Put my presenter slides on the other one, no matter how many times I tell it not to. But let's talk about transition first. As we dive into Transition tools.

We understand it is an effort for you to transition to the next Gen application or the new DataFlow as we're supposed to call it. You have to move your entities. Your jurisdictions. You essentially have to not live anymore.

In that classic platform area and move into the new platform. So you have to have your new users special data provider users. Because in the new world there isn't a concept of user type called data provider. It's a permission that we manage. That's why you need to reestablish your provider users and give them the data.

Provider Permission within DataFlow. In our previous energy classes have gone through all of that. If you have questions, please type in in the chat and we'll be happy to answer any questions that come up or we can always connect later on offline.

But essentially, this is a manual effort. For the most part, the part which we could automate for you. We're trying to do that. And it's just the template. And positive by now you're aware you can't just take your classic template and then put that in the new DataFlow and use it as is.

You need to convert the template, run it through our converter. Which our development team created. And then have the new template uploaded new dataflow and use that going forward. So you could simply convert it using the converter and start a new DataFlow. However.

We recommend in order to get the best benefits in order for your template to really be super powerful in the new DataFlow that you analyze how you designed it and then. See, based on the new design tools that are available, such as the Table functionality. If it makes sense to think through some of the choices that you made in the past, maybe it will really impact your template performance.

I said maybe, but we're positive that if you do a little deeper dive in your template while you're converting, it will make a big difference. In the performance that you see from the system. And then of course.

You go to the new DataFlow and then sign and use it. So. Let me actually. Show you the conversion happen. I have this template open here. It's a stacked tax legacy template. Classic. I should call it that I borrowed from our Commission consultant team. They were gracious enough to allow me to use it for this demo purposes. Essentially, this is a template that is still a classic template. I have not converted it into the new DataFlow template yet.

And that's why I see my DataFlow converter option pop up here. So the converter once you've installed it and I'm sure you know how to get to it if you don't, it is here in your setup area. Right here. DataFlow terms at converter. That's where you're downloaded from.

Once you have that installed. What you have to do. Is come on in over here and then click on this workbook inspect workbook option. It will tell you it may take a little bit for a larger workflow for it to finish inspection.

For this demo. That's why I chose a little simpler file because I wanted to show you the process and walk you through the process. Anyway, it inspected it and gave me some information and found something. It found time, DataFlow, name.

There were no formulas in here. I found some one other item. And at this point I can either just convert the workbook or I can export the recommendation. So I'm going to click on export recommendations.

And. I am going to because I've been doing the demo a lot. So let me. Have a number seven now. All right, I'll call it number eight and click save. So it's going to go save itself in one of my folders. Let me go. Open that up.

All right. We go in here. Sample template. And here is my recommendations. Oh, and I did all of that on my other screen, but it's coming. Bear with me. All right. So here is the psv that it saved. And then in here it has given me what it's recommending me to do and what it's going to do.

So it's saying the converter will take care of it. Yes. It's going to convert. These items into a DC range. It's telling me which item it is. It's the adjustment underscore name. Like repeating or Wildcard. I can't tell repeating, selling and it's going to make it into a DC range. And it's going to do the same thing for the next one to convert it into DC range. It's really smart. It will go through and convert things for you. So in this case a selling mid will do all of this for me. And then it found.

Something where I couldn't find the reference for so I will try to fix it. I will attempt to replace it, but maybe you want to fix it too. So that's the question. What should you do? Should you try and adjust everything before.

You convert or should you let the converter on itself and then you go back and fix more things. And I'd ask Pete and our other developers this question, and the recommendation is to let it convert first.

So you go in, you go through the recommendation, take a look. If there's nothing glaring, gaping, go ahead and convert your workbook. And once you have converted your workbook, because then it's done some of the work for you. You can go back.

In and make the recommended changes as needed. So you go you can workbook. Click. Ok. It's telling me what it did. It's going to also create a log for me. Of what was not able to do. Save and then I'm going to save the conversion log.

And at this point this template has been converted. I do need to project this again using the data collection. Option, so I need to Mark it as a template and then protect it. Those are the two steps I need to take before I upload.

I've seen folks forget to do the step, and then their request open, disconnected. We did a call saying, oh, for some reason, it's not recognizing my template as a template, though, because you need to make sure after you convert, you go through these two steps.

All right? So it opened my love over here? I'm going to drag that over. So here is what your log one looks like. And I recommend you keep that saved. So you know exactly what the software did for you versus where it was not able to pick something. It will let you know.

That needs to be manually adjusted. These are the things that fixed it. Renamed it. And here's what it renamed it, too. Again helpful information that you want to make sure you track. Another little pro tip. Make sure you turn off your auto save as you run through this process, you don't want to accidentally convert a template.

I did. Left the auto save on so it has been connoted. I'm going to go back and Hunt for my classic. Template to keep it ready for my next demo, but that's essentially another tip. You don't want to accidentally save the changes, so make sure.

You create a copy, and then you go through your process of converting the template and the same tip I will give you. When you're working on creating that blueprint that people are sharing, because right now there isn't a way for you to go back and refer to your blueprint name that you used. I would say make an information shape, keep track of all of that information so you can go back and review it easily as needed.

All right. Let's see. I'm going to go back to my deck. And I want to talk next about Map shot. So I really wanted to share this. In of course it will do that again. Hold on. I really wanted to show this live because we have parts of this working in our qa environment already.

So unfortunately for this recording, I will not be able to show it in QA. But I promise you, by the time we are all meeting together at the Live synergy, we will have this functionality working because it's in our qr environment. I just didn't want to show anything from QA.

To clear some more testing. Essentially, you will have the ability to create snapshots. Which is think of it as your DataFlow request that. Has been recalculated and then saved as an excel document.

So think of it as your disconnected DataFlows almost. We will recalculate everything. And we'll say that the hides will still work. That's one point that I want to make sure. I mentioned it will disable all your methods so your ds methods or your DC methods for the case of new DataFlow will be disabled.

But the data, the contents in that request will remain as is so it will be really a snapshot in excel of your request as it looked that day. All right. And this functionality is available for both Classic as well as the new DataFlow. So we're building it together for both.

The applications at the same time. That's another point. I want to make sure I convey. The other thing I want to share is that. You can take as many snapshots as you need to. So essentially, if you took a snapshot.

Once. We will not prevent you from taking it one more time or 13 more times, so take as many snapshots as needed. And first for most, the functionality will be available to save it in FileRoom for Classic So right here in this Documents tab, and then for the new DataFlow, it will show up in your Documents tab. In new DataFlow.

This download and save into your local that functionality that's still being worked on. So by synergy time I will have it up and running for sure where you could save it. In the Documents Tab for both the application.

All right. Is there something else you would add? Am I forgetting a point. You hit it real good, right? So it basically creates it disconnects. The request from. DataFlow and stores all the data within it but does not affect impact any of the existing formula so it will still calculate if you opened it and decide to manipulate data for what if scenario you can.

It's basically excel disconnected. It will not impact your stored data for DataFlow any longer. Awesome. Right. We share this internally with some of our folks, and everyone was very excited for this functionality. And again, the purpose of this. Why did we create this? Because we want you to be able to bring over.

Your legacy information from Classic into the new DataFlow. In an easy format. So now that all of these are documents, they're not connected, but they are helpful in your audits. So you may want to utilize the functionality Pete is about to show you, which is the Gcgf to bring prior year data.

And maybe even that pull forward functionality prior year data again. But what about the data from ten years ago? How will we move all of that over? And that snapshot is supposed to be the answer for that. You're able to bring over.

Your class seeker request data over into new DataFlow easily. And again, we have heard feedback that there is always a need for this type of functionality to make this request portable so you can save it going forward on a going forward basis as well. So that's why we decided that it just makes sense to make it available in both.

New as well as a classic application. All right. That was all on snapshot again type in any questions. I am sorry this is recording so we can't really have a conversation about it. I'm sure you have a lot of questions, so send those in in the chat and we'll do our best to answer them to you either right away or we'll reach back out via email.

All right. The next topic is the classic data within the new DataFlow. And pete's going to talk about it. So, Pete, do you want to. Take over. Sure. Just keep the slide up for me and then I'll take over sharing. And once I'm ready to talk and talk a little bit about this.

So in the next Gen new dataflow, we've gone ahead, and we've implemented methods that allow you to access your data directly inside a classic request. Very similar to when you're working with those are familiar with DataFlow. You will have a request for period one, and then you'll create a request for period two, which brings over the ending balances from period one to become the beginning balances for period two. And that's a process that continues period after period after period. And you use methods.

Such as df. Get ID to find that request. Df. Get block or get table or any of those to bring over data into your next period. And allow to collect data for your ending and then proceed to your next period once again and continue. I'm going to demonstrate that using.

All three of these methods down the bottom, I'm going to show a template inside dataflow Classic that works from 2019. The years may be off, but either way, one year to another inside Classic and then I'm going to show a very similar template in Next Gen, which will retrieve data from the previous period in Classic and then.

That same template. Without modification is going to go ahead to the prior period. In next gender the new DataFlow and continue operation from period to period without having to make any changes moving forward once you're inside. So basically what we're talking about is how can you transition smoothly during a period change and move forward inside the next generation DataFlow and keep working without interruption and.

Still be familiar. With what you're working with. So I'm going to go ahead and share here. While you're bringing up the share, I just wanted to do a quick time check for you. We are at the 35 minutes Mark.

Okay. Thank you. Okay. So let's start here. So. My screen is up, and I don't think I need that. So. Have everybody familiar with. DataFlow. I've gone ahead and filtered this and I'm going to show a classic request real quick and this is for year 2015. My template is going to use the period for years. So in an annual period so 2015 to 2016, and then when I go to next Gen I'll be showing how it works.

In 2017, 2018, and maybe 2019. I don't know if I have time to go that far. I don't know if it's necessary as well. So first things first. I'm just going to go ahead and open this 2015 request. And you can see I have the template open the background and so 2015 this is the 2015 request. There is no 2014 request.

And what it's trying to do is it's trying to get data dfkit. Id. It's looking for a request for the prior period to populate this area, which would then be transferred to here to collect. Ending balances and any adjustments that may be required.

And so once again and then I've put in this template last classic here just so that. My system will be able to calculate where to go looking for a request. So since this one doesn't have a prior request, I'm just going to go ahead and put a little bit of data in here.

So you can see it live. When I go ahead over to the other request. I'll make a handful of adjustments. And I know it doesn't calculate. But right now I'm just trying to show functionality. And so the date is here. I'm going to go ahead and save this request.

Save data. I'm going to save data from close. Attain save. So now I'm going to go ahead and open the 2016 request and show that data coming over. And I'll talk a little bit about the design here and the differences between the two in a moment. So you see, this one didn't give me the Dfkit ID. No results return because this one here.

Actually found a request. Right the template name in the year and it populated data. These are the values you saw me input. And those are then populated here. I have input some ending balances and these ending bounces are what I'll be looking for.

In the next. Request. I'm just going to paste this down. And once again, I'm going to save this request. So what this has done, this is a 2016 request. It looked at 2015 and brought the data over. Save the data.

Save data form close. And now I'm going to go ahead to the new data file. And you can see I've got requests. And since I last request. In classic was 2016. My 2017 request should be pulling over all those four.

Classic. And you'll see this template looks almost exactly the same as the classic request. The tab names will be a little different. Do you mind adjusting a little bit? Your audio a little louder, please.

Find. I just feel like it could be a little louder. I'll try talking a little louder myself. Okay. So what this had done is this one used the Dcdf method. Right, dcf Kid ID. To reach the classic to get the request ID to run.

The Dcdf get block. To retrieve the data. And there are all the fours you saw me put in. As you saw, I didn't copy them all the way down. And they All Appeared here. And so now I'm going to go ahead and close this request.

Wait a minute, let me cancel for a moment. I forgot to cover the inputs. So these inputs are 1234. You'll see that I've just input a couple of values here. Now go ahead and save this request. And then using the same template and you'll see inside the grade, they're all based off of the same template. So the template that just pulled.

From classic is the same one that's going to pull from. The new DataFlow. So I'm going to open the 2018 request. Sometimes. Whenever you want to show anything, it always shows. That boring. So it's pulled that data over and you can see my values here and this is using instead of the dcdf get ID.

It's using the DC. Get ID. To get the request ID for. The new DataFlow request and then down here it's doing the same thing. Instead of using Dcdf get block it's using DC get range to pull data from.

A data new DataFlow request. I'm going to ignore changes there you can see my number is 1097. I just close our request. And let's talk about the templates. So I've got the template open here. And I believe this is the template there. Yes.

So time check, pro. Are we doing okay. We're only at 47 minutes. You got about. Ten. So you see, these templates are basically the same. There's no real difference, right. You see, the reserve names are pretty much the same with dataflow Classic. You had Data Collection Request ID and request ID as a reserve name.

In dataflow we no longer carry forward to DataFlow collection request ID. We only support request ID. Specialty. See two separate blocks here. You'll see the tabs Difference, DataFlow and dataflow classic. Right. So I'm going to bring this here and just bring it up.

So this is DataFlow. So inside DataFlow. You'll see. That we have a DC range here. In dataflow classic. This is a block. So you'll see there. Right. And the reason this is actually the same more booked or is actually a hidden tab in here. So when you solve the multiple names in there for both Classic and Next Gen does because of those two changes. But you'll see it almost exactly the same. They're behaving pretty much the same. Right. We're getting balance.

Is being brought over. Will be a vlookup prior year accounts formals are basically the same. The landing areas. Are almost exactly the same, but after converting the template over. I went from what was originally a template designed.

For dataflow Classic using df get ID only. This one using Dfget block exclusively. This is a classic template. I went ahead and modified those methods, even though the converter converted some of them. For me, I modified these methods to actually be conditional. To look at the year of the request.

The year of the template and what year I had told it on the information sheet was the last year for Classic to make a determination. On what method to use should it use. The dcd get ID to go looking in classic or should it use the DC get ID to go looking in the new dataflow.

And the same goes for. To get block do I get it from classic. Or do I get it from the new DataFlow? This template can then be used from period to period, moving forward. One of the things I forgot to mention is down here. I went ahead and just put a get list.

That's looking for a specific request just to show that Dcdf get list also works. You may have seen that when I opened the request and populate over there over here, you'll see just some that I'm doing some basic checks. And these are what I'm using to drive these formulas.

To determine what method to use. Right. So I'm checking which method I should use. And these formulas are just here to demonstrate how I'm using that logic to make that determination. And that's pretty much Dcdf in a nutshell.

And the reason why we wanted to show it to you all and have Pete show you a live template working. Was because. We believe. These matters will make transitioning over much more, easier. Because you will be able to create your new DataFlow template. Incorporate these methods to bring over your prior year information that's still living in Classic because remember, you can have both Classic and the new DataFlow application running in your instance. At the same time, you can have both the apps running.

At one point and the second is. You can actually now communicate between the two apps, so you can use these methods to design your template a little bit, but you will be able to bring in your prior year data.

From your DataFlow traffic. Right. But then it's not that you have to again go tweak these templates in the year 23, for instance. That's not the case, because as Pete showed you. You can just use formulas in there to say depending on the year value, you want to either pull it from this classic request versus.

You want to now work with the new data for request going forward. So if you work with our implementation team, they'll be able to show you get into the weeds of this and talk about this much more. If you're coming to synergy, come and buy Pete or myself.

That will be happy to talk a little bit more about these things with you. But again, the goal is that. You don't have to wait for the roll forward. Because this is essentially letting you pull plastic data over to the new DataFlow.

All right, next is the roll forward from classic to new DataFlow. So, Tim, know everything you saw. Excluding snapshot. Snapshot will be available by November. This functionality is essentially available to you.

Rolling forward from classic to new DataFlow is something that working towards making it available to you. The precursor to this, we believe is the ability to see your classic request displayed in your new DataFlow right next to your request grid. So you saw Pete bring it up, and I have it here. Here's a request grid. Right. We envision a classic grid.

Right within here where you can pull in. You can see your classic request. You can actually work on them and you can open them. You can work on it. Save it. With the exception of creating new requests, we see you using that area, and then you can also roll forward from class section your DataFlow right from there. And we.

Feel that visually being able to do it from the same application versus going in classic to initiate going forward is a little bit of a disconnect. So that's the next feature that we want to work towards making it available to you and I will leave it at coming soon. It's scheduled for next year.

With that let me move on to roadmaps so in our roadmap. We don't want to go in. Let me just talk about what we already shared, right? We talked about. We showed you some of the functionality. We showed you the Data Hub integration. What we didn't talk about is the role forward to a different tempered version. This functionality just became available with our September release, so you can now roll forward to.

A different template. While doing all of this, we wanted to make sure that you feel supported. So any support tickets that come in. We work on that as our highest priority. In addition to that. We also are new clients who are transitioning right now to the new DataFlow.

We are giving them the white glove treatment or the extra additional support. So not only we have our support team on standby and our implementation team is available for you to talk to and discuss things.

But in the park management side also, I have carved out time to make sure I'm able to move with you. And then we also have development time carved out dedicated to provide that accelerated or quick support.

Should something come up, we want to be able to turn around on it really quickly, so we will continue to do that hopefully in early 22 as well. So if you're thinking about converting if you're on the fence at all, my help is that after looking at all the tools available, the fact that you can have both the products working in the same.

System at the same time. You would think about moving over it's. Not all of your processes, but maybe part of your processes. Let's take a look at what we are focused towards delivering in 22. Of course, we want to continue to support classic DataFlow. Classic DataFlow is not going away.

We are working towards. Providing you tools to move off of classic DataFlow. We eventually want to stop supporting it, but that date has not been set yet, so if you've heard otherwise, anywhere. Please take my word for it. That's not the correct information.

Classic DataFlow is here to stay. It's not going away, not. You have all these tools available. And we are all working towards the transition plan or transitioning over. All right. Next year, we want to continue to create more transition tools. So I talked about going forward and viewing your classic request.

In the next Gen area or the new DataFlow area. We also want to create a web based DataFlow. So it says. 22. This is something that is projecting out of 22 right now. Again, by the time the live synergy happens, depending on how things share, we might be able to actually pull it into 22, but that's and we know that you want to access your DataFlows on your ipads, and as we are moving more and more towards.

Cloud based applications. It's just a natural next step for DataFlow also, so that's something that we're looking towards. But other than that, here is a list of some of the other functionality that we are focused on delivering.

Okay, if you have any questions, drop them in the chat. We will do our best to get back to you. In closing, I didn't want to talk about community, so bear with me 1 second as I read through this. So community is available to you.

I would like to invite you to join our Thompson burgers community to build on today's discussion or participate in discussions on other topic of interest. There are a number of groups in the community so that you can focus on discussions related to ONESOURCE, checkpoint, altrics, et cetera.

It's a great space for you to interact with each other and us just point your camera here, so we'll just pull right up on your phone and you can then just sign up. And be part of the conversation.

ONESOURCE™ DATAFLOW

USER GUIDE

JANUARY 2023

Document Version 7

THOMSON REUTERS®

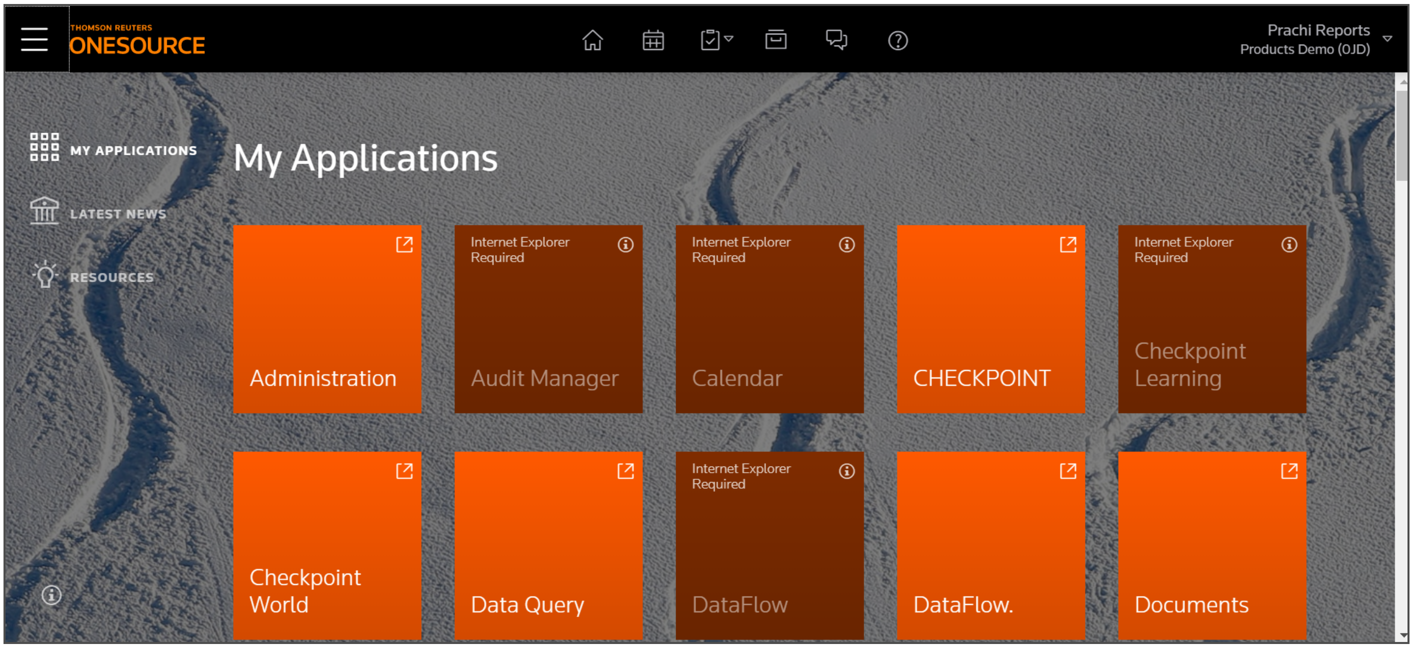
DOCUMENT HISTORY

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

TABLE OF CONTENTS

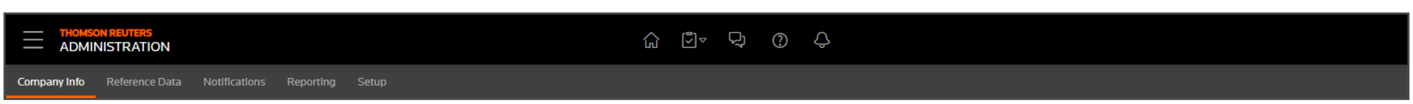
ONESOURCE DATAFLOW ADMINISTRATION

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.

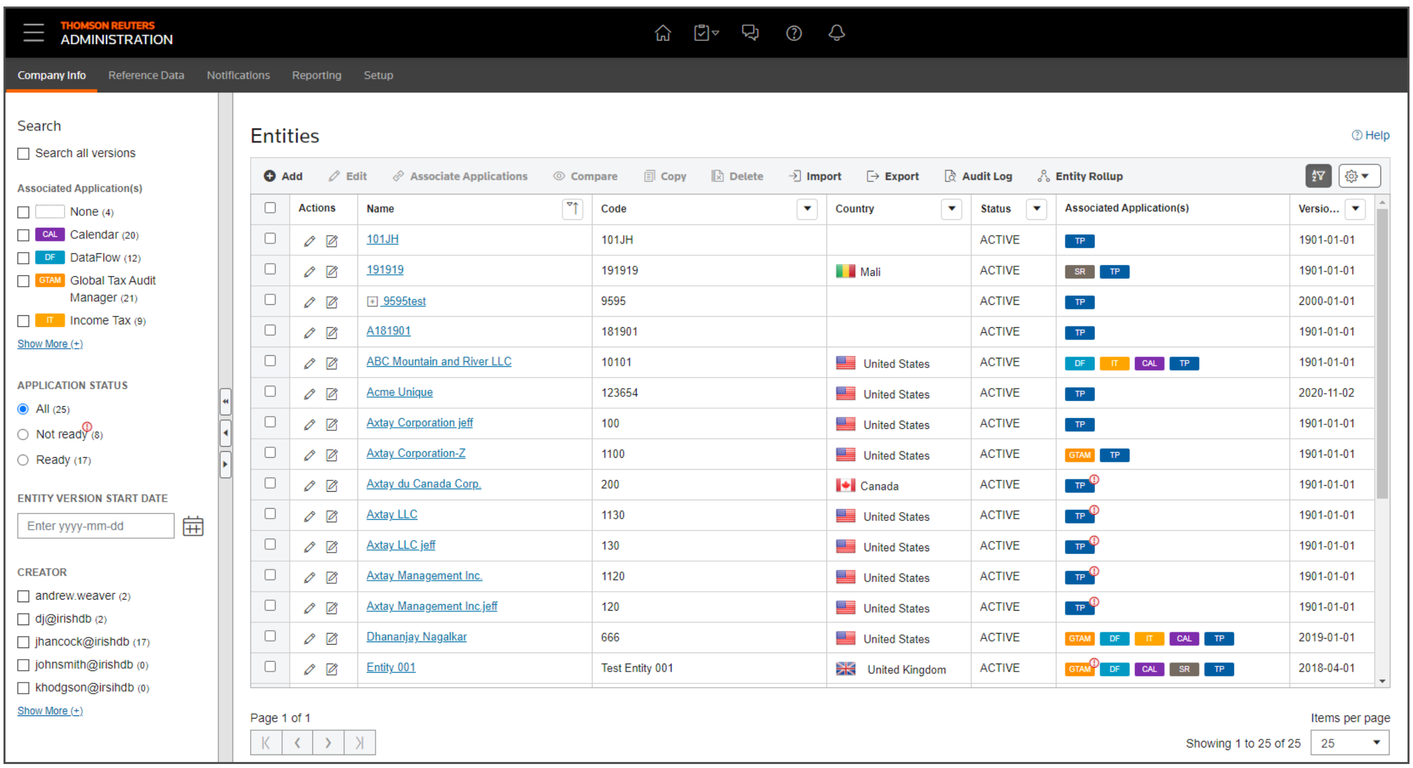


- **Company Info** - Manage Accounts, Clients, Entities, Groups, and Users.
- **Reference Data** - Provides general purpose data elements about common items that are used across ONESOURCE applications and tools. Here you can find Authorities, Currencies, Domains, Financial Hierarchy and Jurisdictions.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

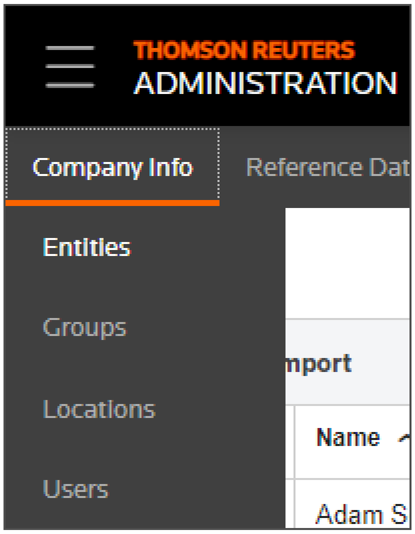
Within DataFlow an Entity is considered as the attribute of a DataFlow request. The Entities section provides a central administration of entities across ONESOURCE applications, allowing you to manage entities (add, edit, delete, import, export, copy and compare), associate applications to new and existing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



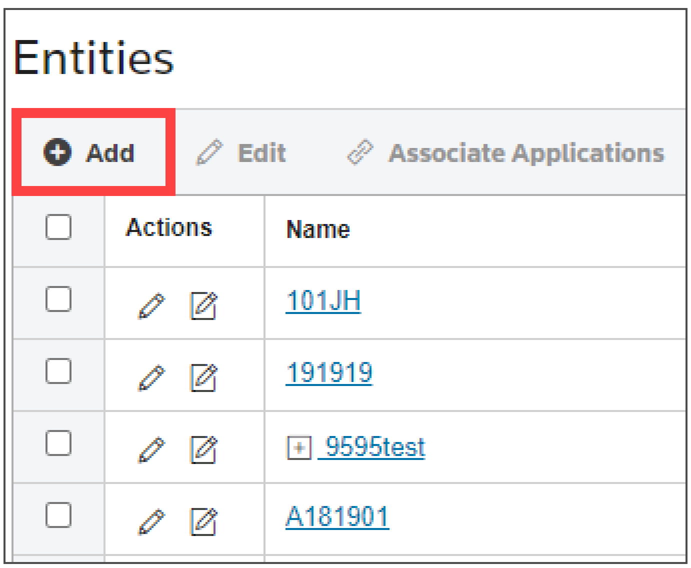
Adding Entities

To add an Entity:

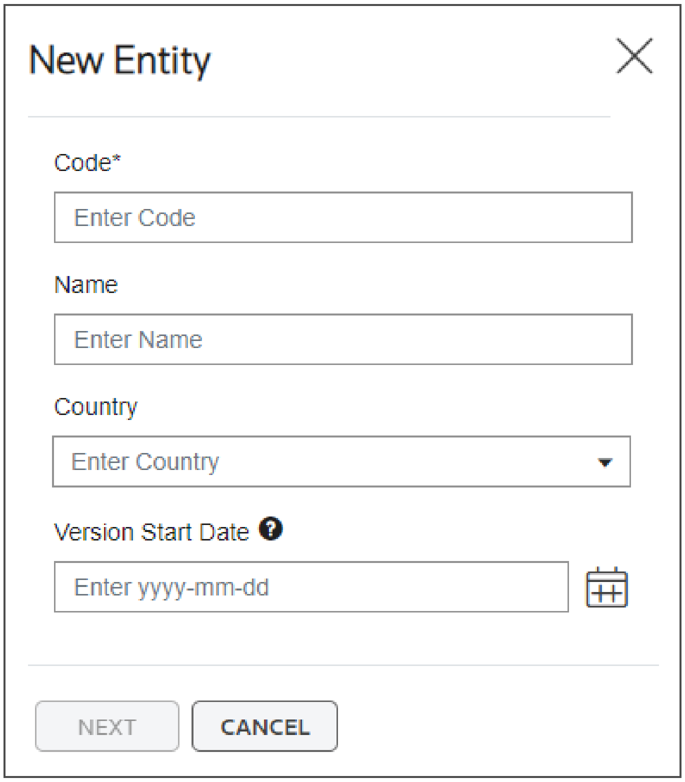
1. On the Administration toolbar, select **Company Info > Entities**.



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.



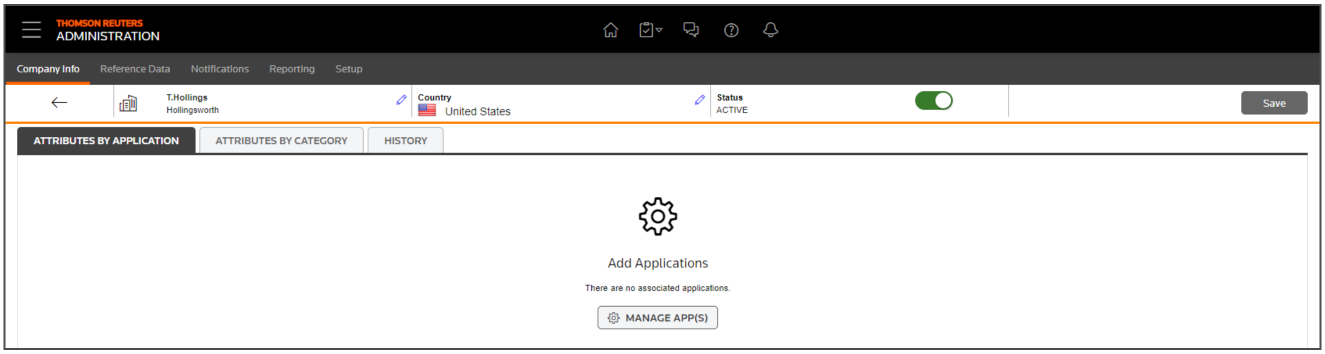
a. **Code** and **Name** are user defined fields.

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

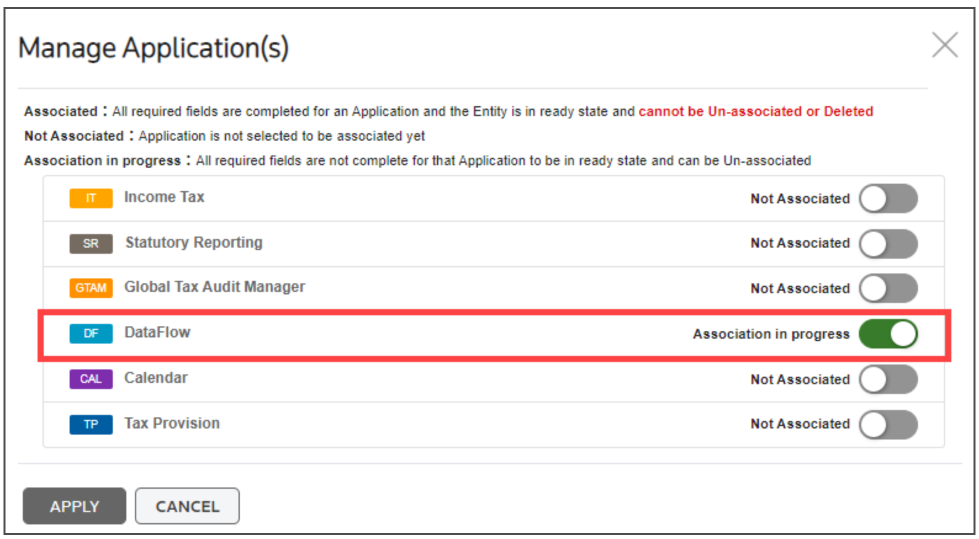
c. **Version Start Date** refers to the date as of which the attributes of the entity are effective.

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

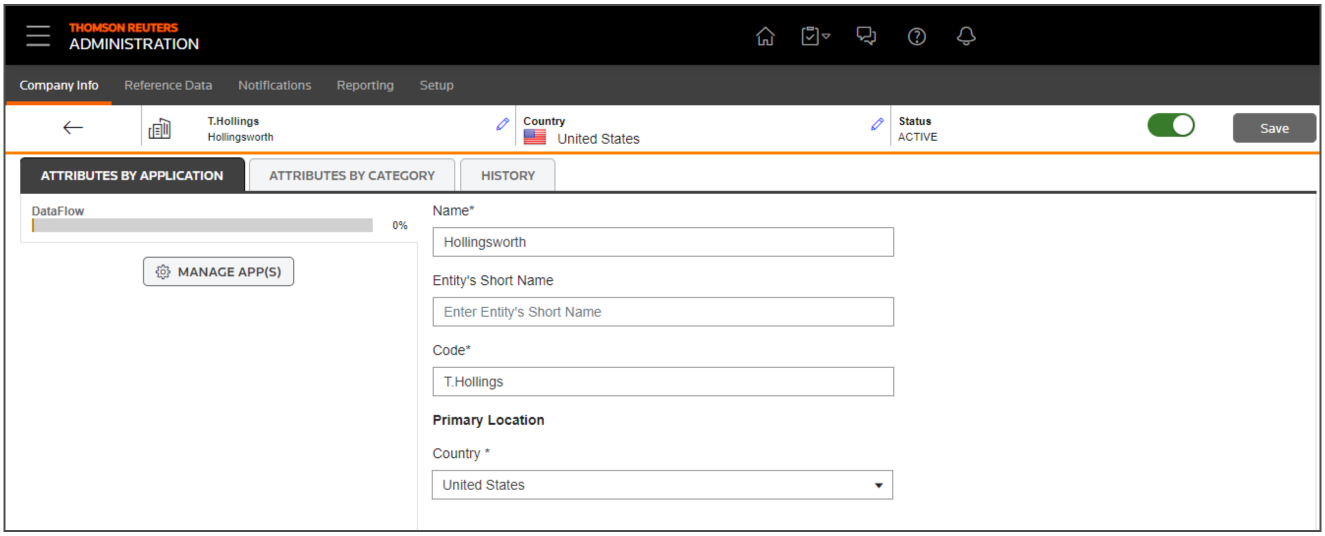
4. Select **Next**. You are redirected to the **Attributes by Application** tab.



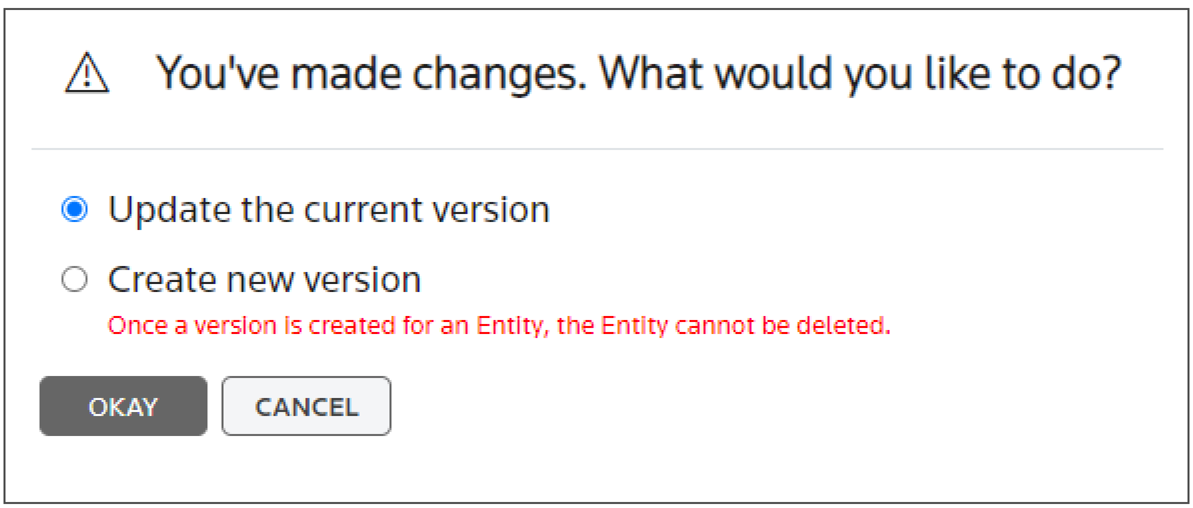
5. To associate an entity with DataFlow, select **Manage Apps**.
6. On the **Manage Applications** screen, toggle the association for ONESOURCE DataFlow. The entity status is changed to **Association in progress**.



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**.

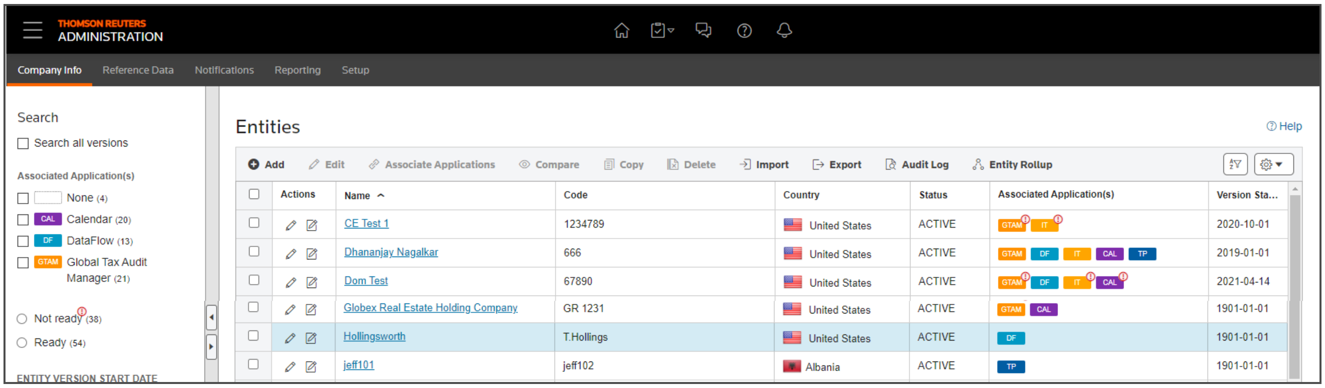


9. On the **You've made changes** dialog, select **Update the current version** and select **OKAY**.



   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.



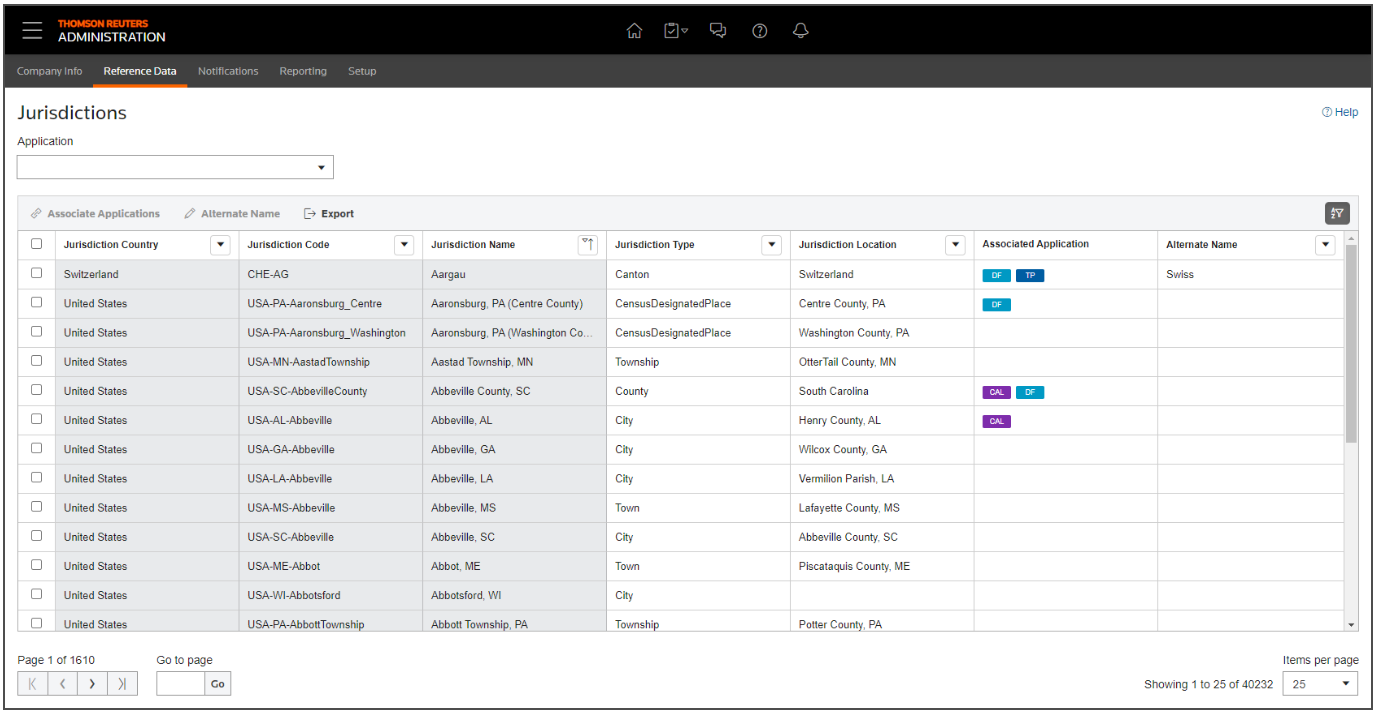
Only associated entities will be visible in DataFlow. Other entities created for use in other products or for planning purposes will be filtered out.

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.



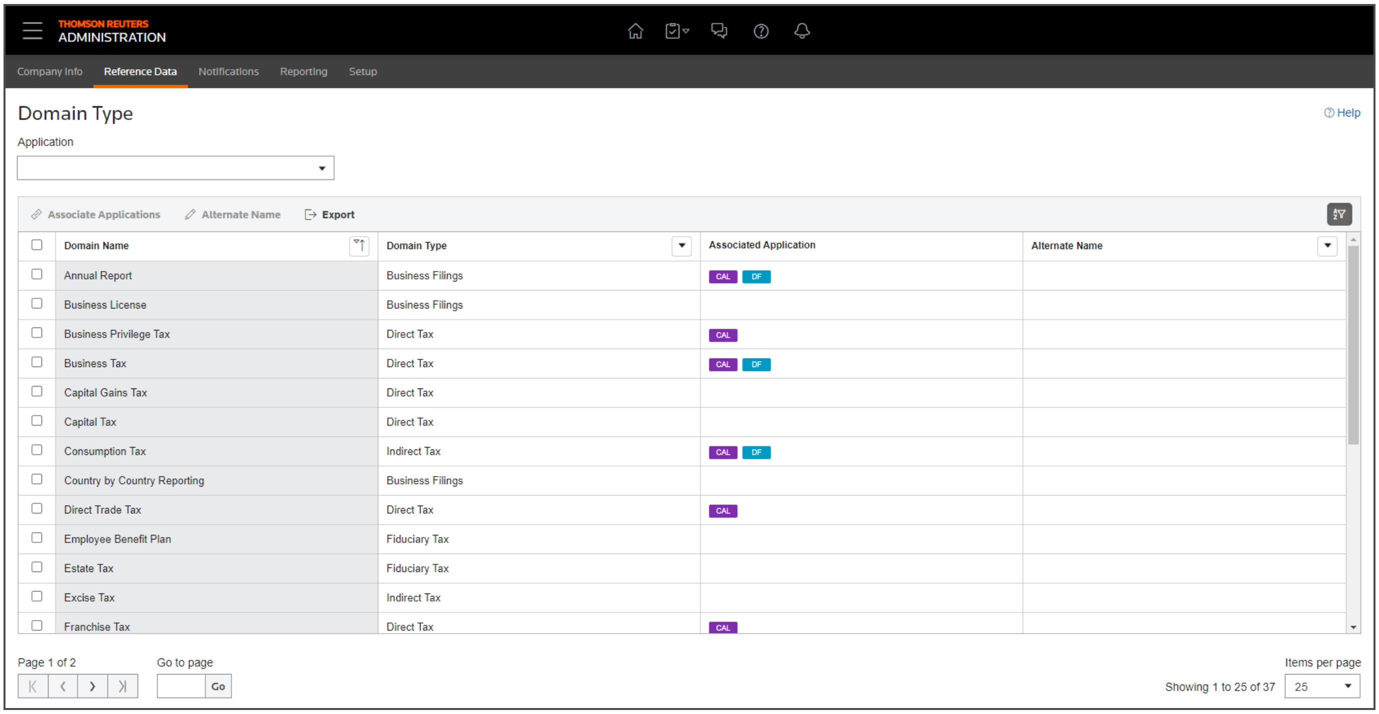
Like Entities, each Jurisdiction can be associated with one or more products. By creating this association, the list of jurisdictions made available in the associated product will be tailored to each product.

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.

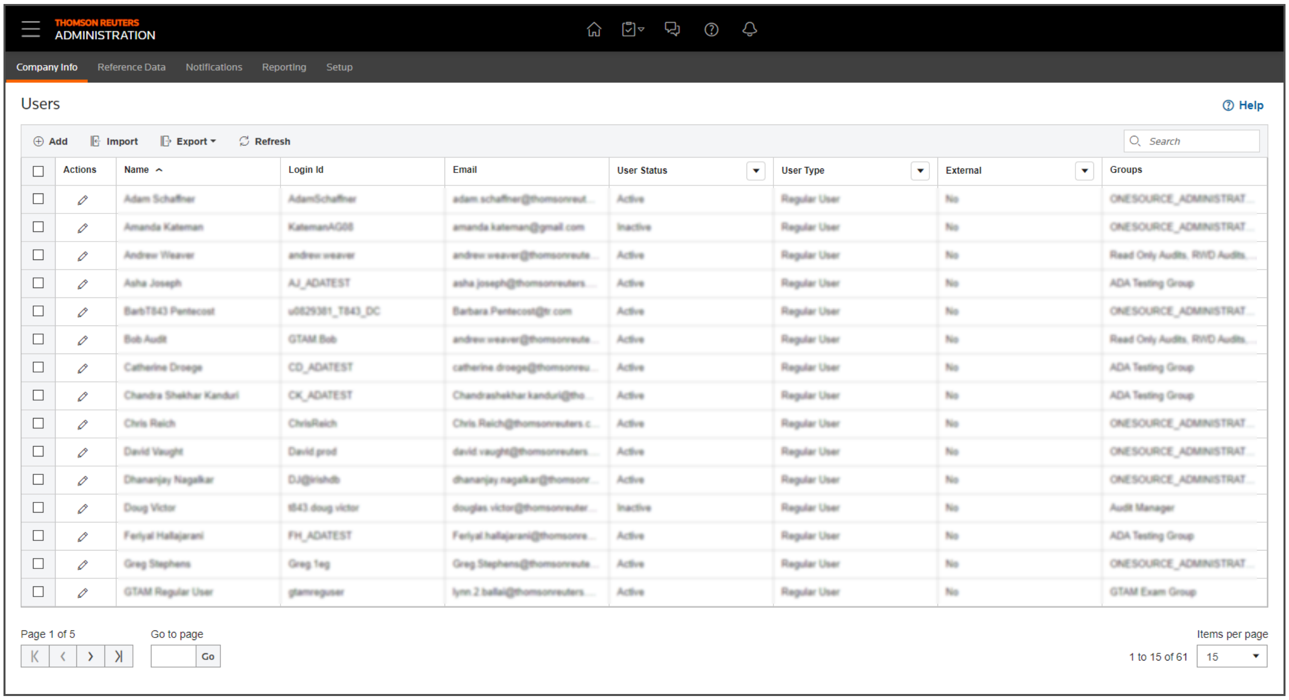
USER ADMINISTRATION

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.

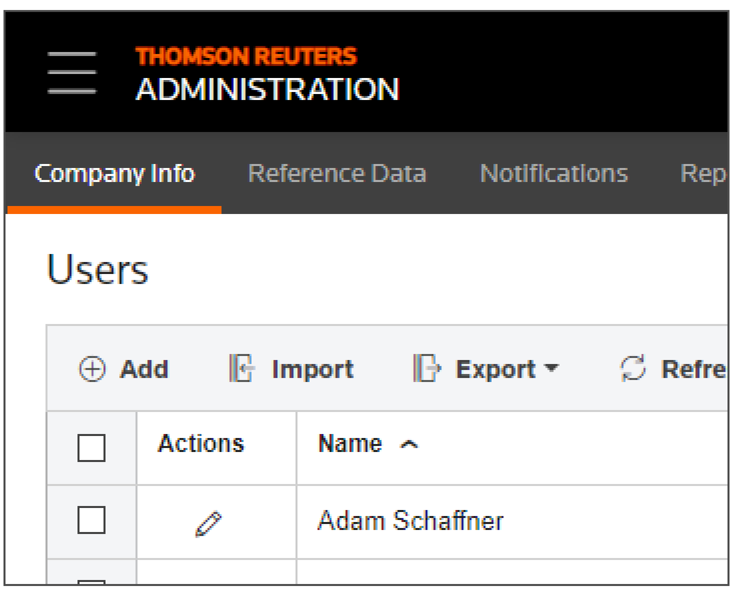
Adding A User

To add a user:

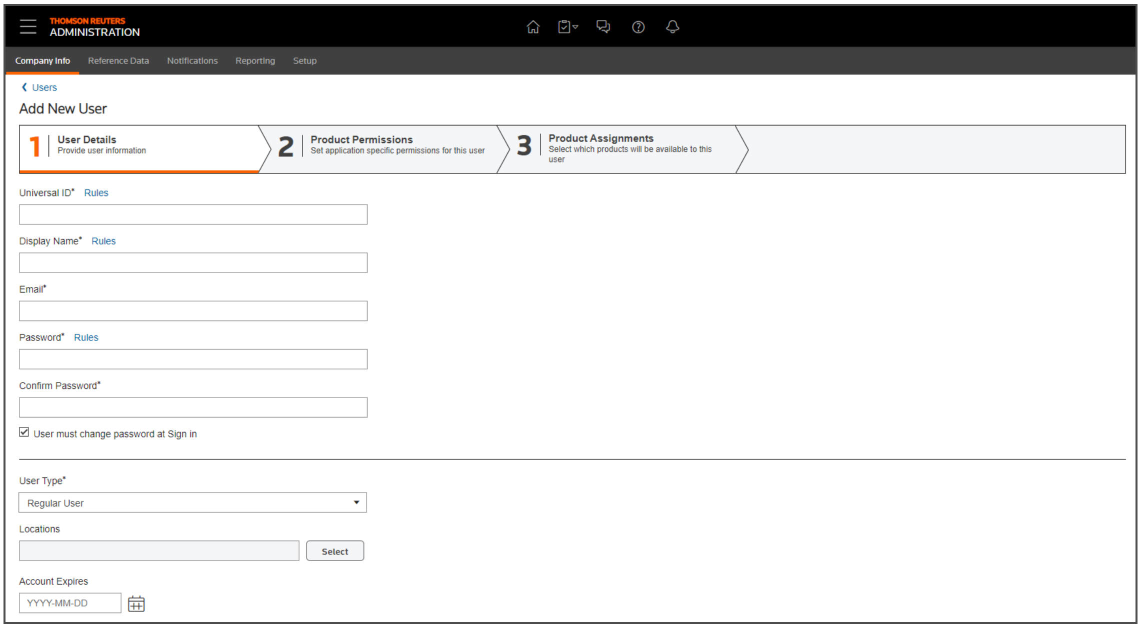
1. Open the **Administration** tile. The **Users** screen appears.



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

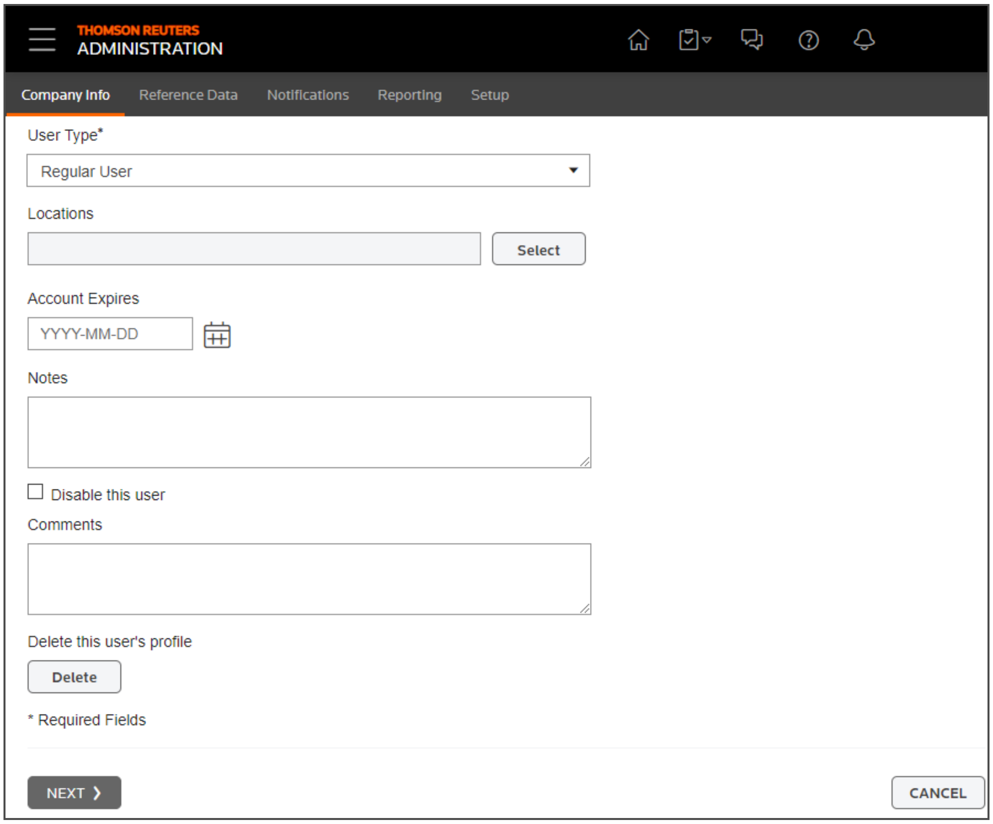


3. On the **Add New User** screen, enter information in the **User Details** tab, selecting **User Type** for regular users and data provider users.



For more detailed information, see the ONESOURCE Administration Help.

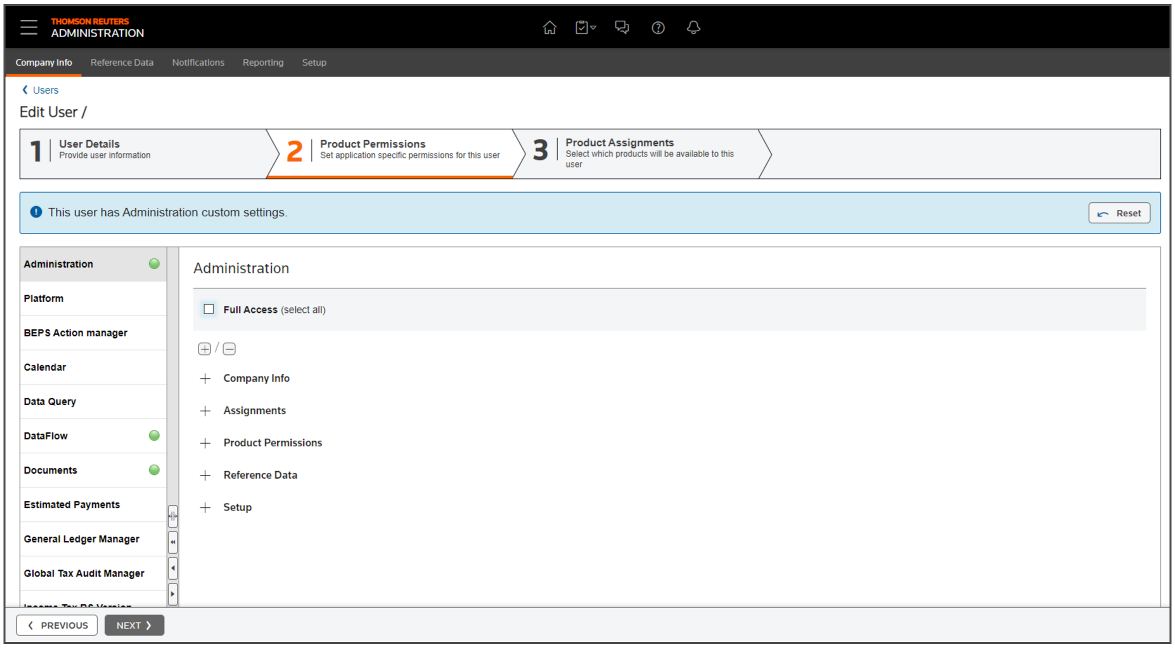
4. Select **Next**.



Product Permissions

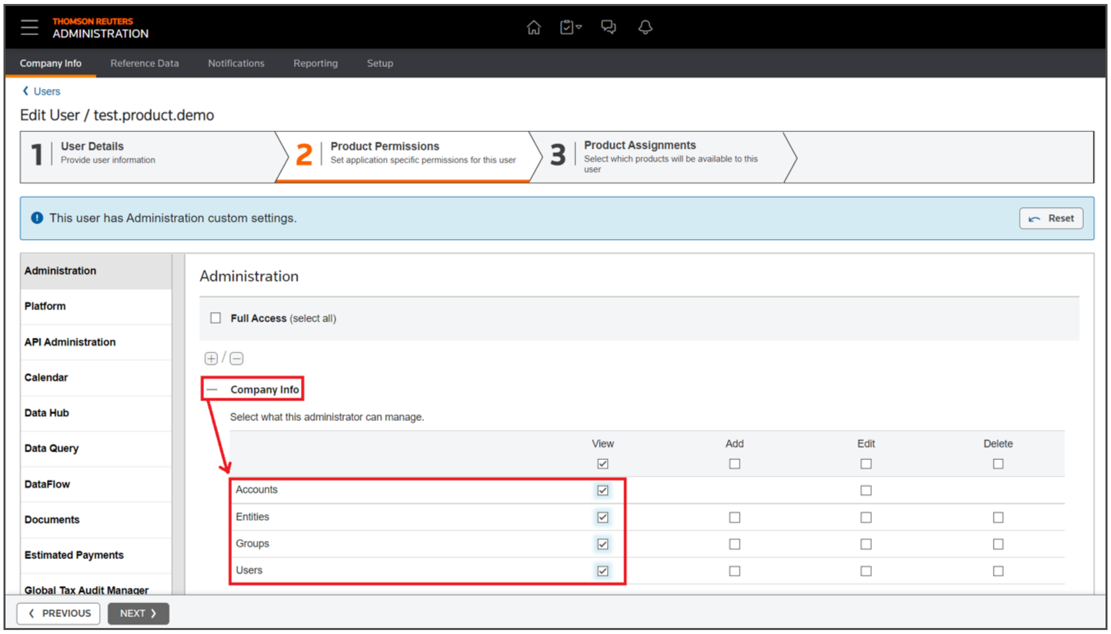
The **Product Permissions** section allows you as an Administrator to assign permissions for each user for the products they are licensed to use.

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.

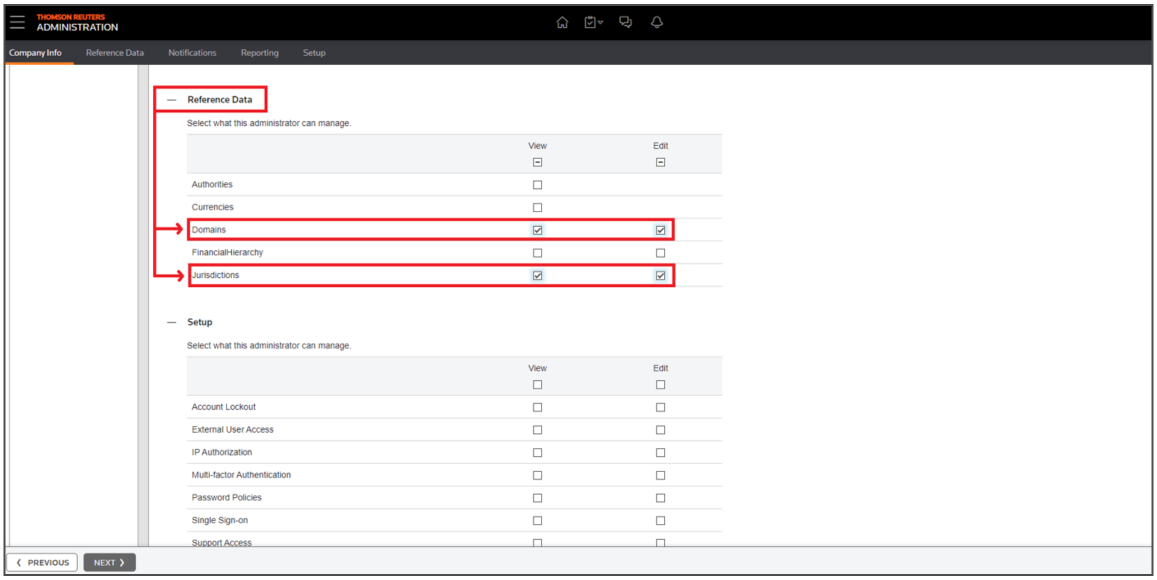
Users must have the **View** permission check box selected for Groups in order to see the list of Groups in **Assigned To** fields.



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.

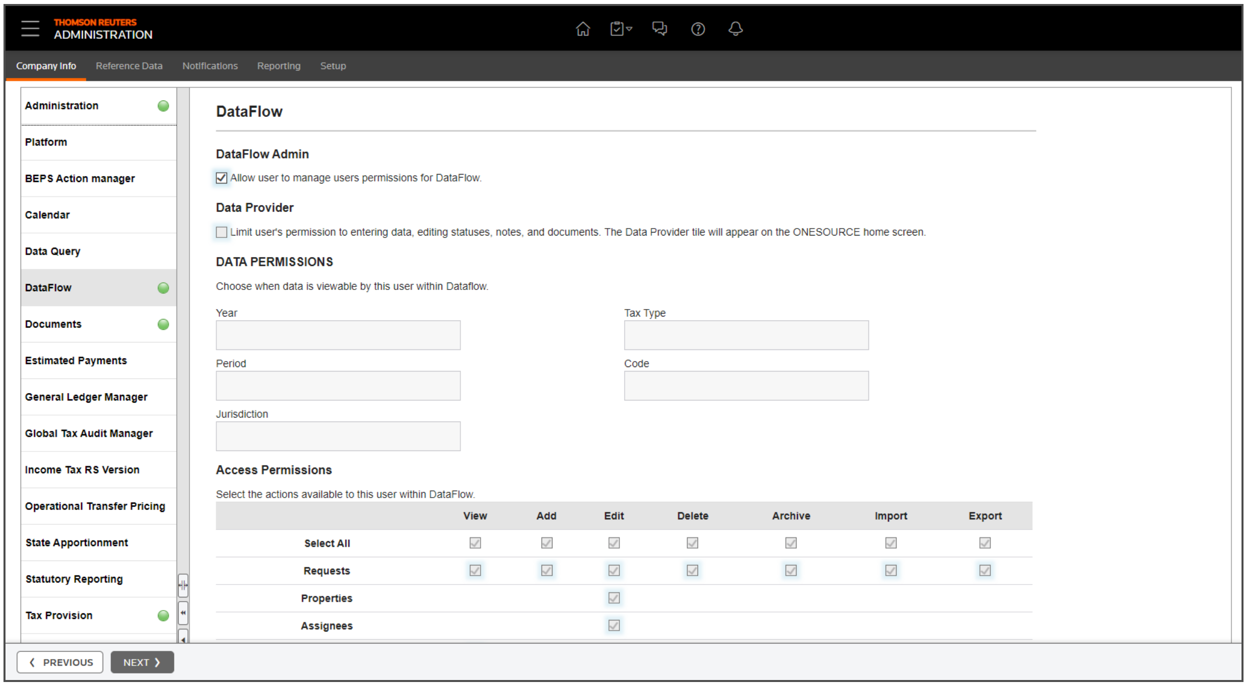
4. If Data Hub is configured, checkmark the **Financial Hierarchy** box.



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

DataFlow Permissions

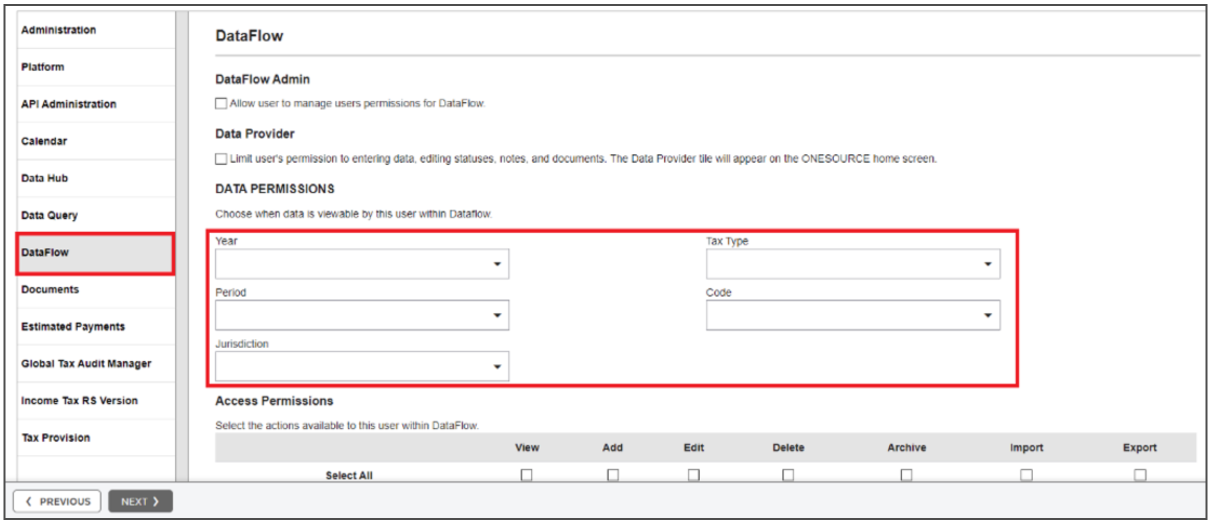
For Regular Users you can assign more granular permissions by selecting one or more checkboxes from each drop-down menu in **Administration > Product Permissions > DataFlow**.



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

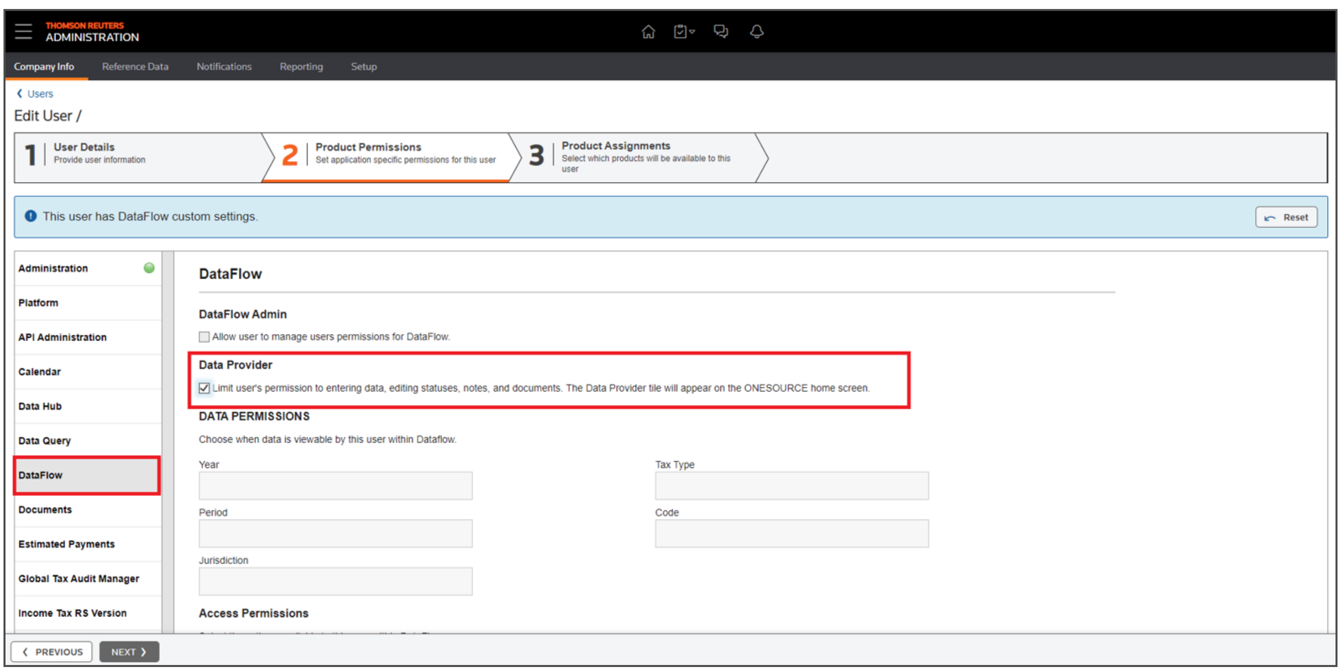
- User can see ALL data by default for each Data Permissions field (year, tax type, period, code, and jurisdiction). Therefore, if no permissions are set, the users can see all data.
    - For example, when no YEAR is set in the year dropdown, users can view and act on requests for all years. If 2018 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.

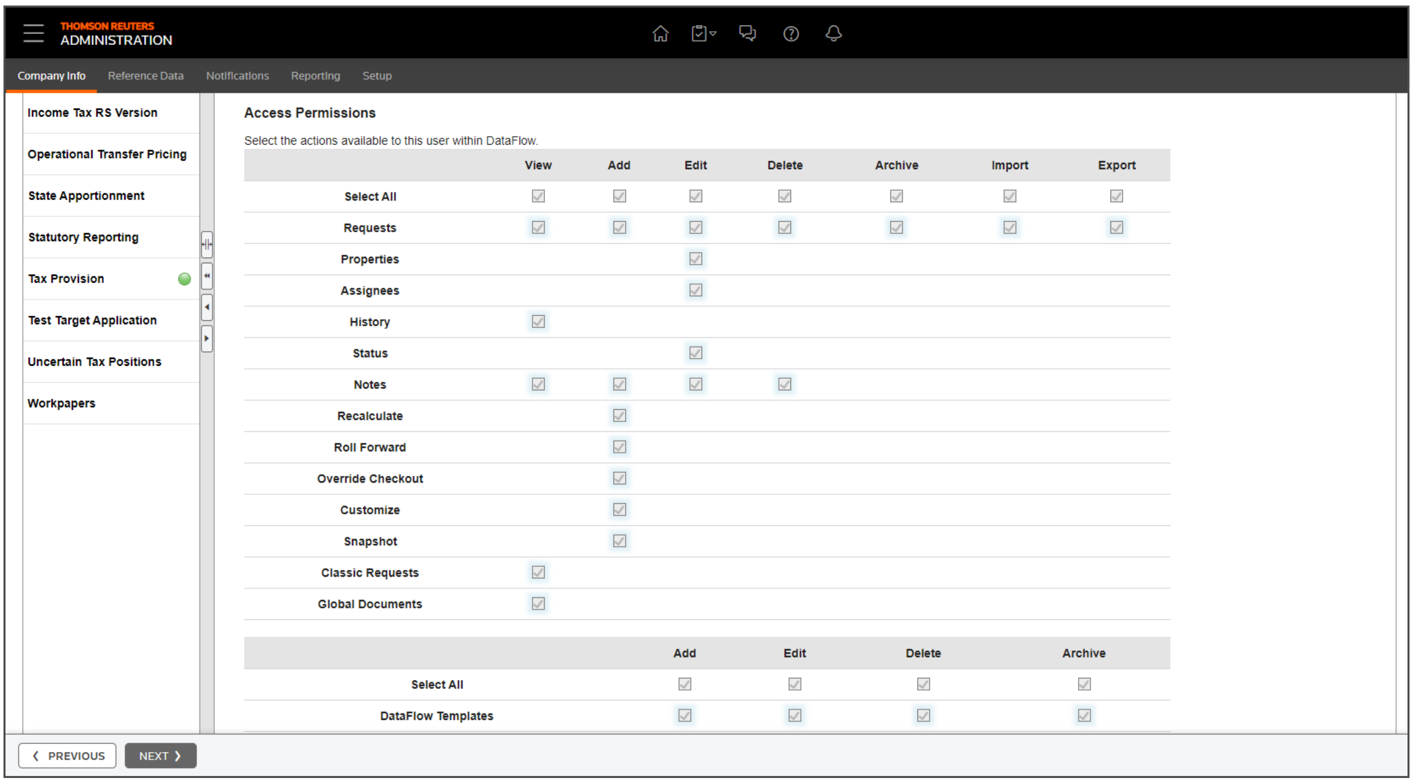


This will disable all other options as **Data Provider** permissions are pre-set out of the box and cannot be customized. A Data Provider user can access only the requests assigned to them.

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.

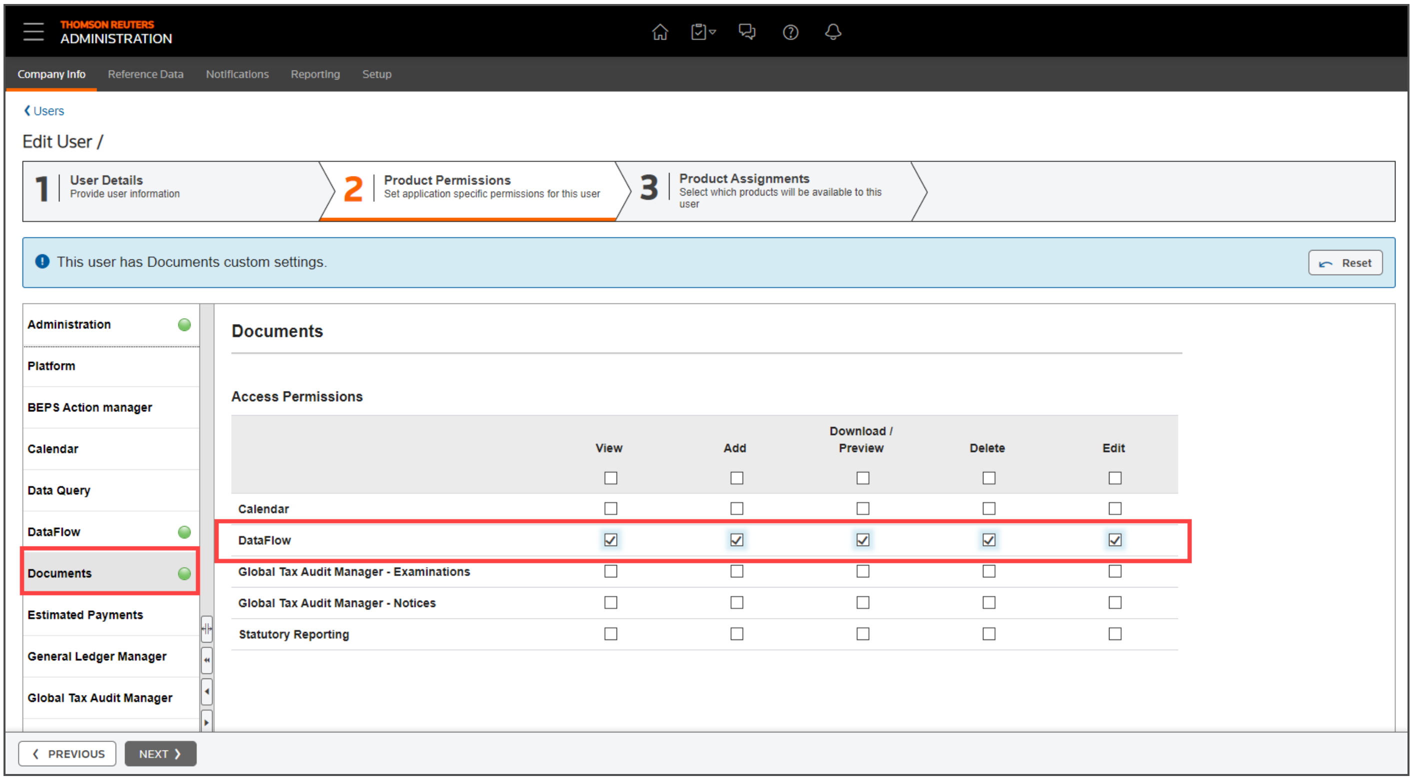
Carefully consider granting **Delete** and **Archive** permissions for a limited set of users.



- 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**.

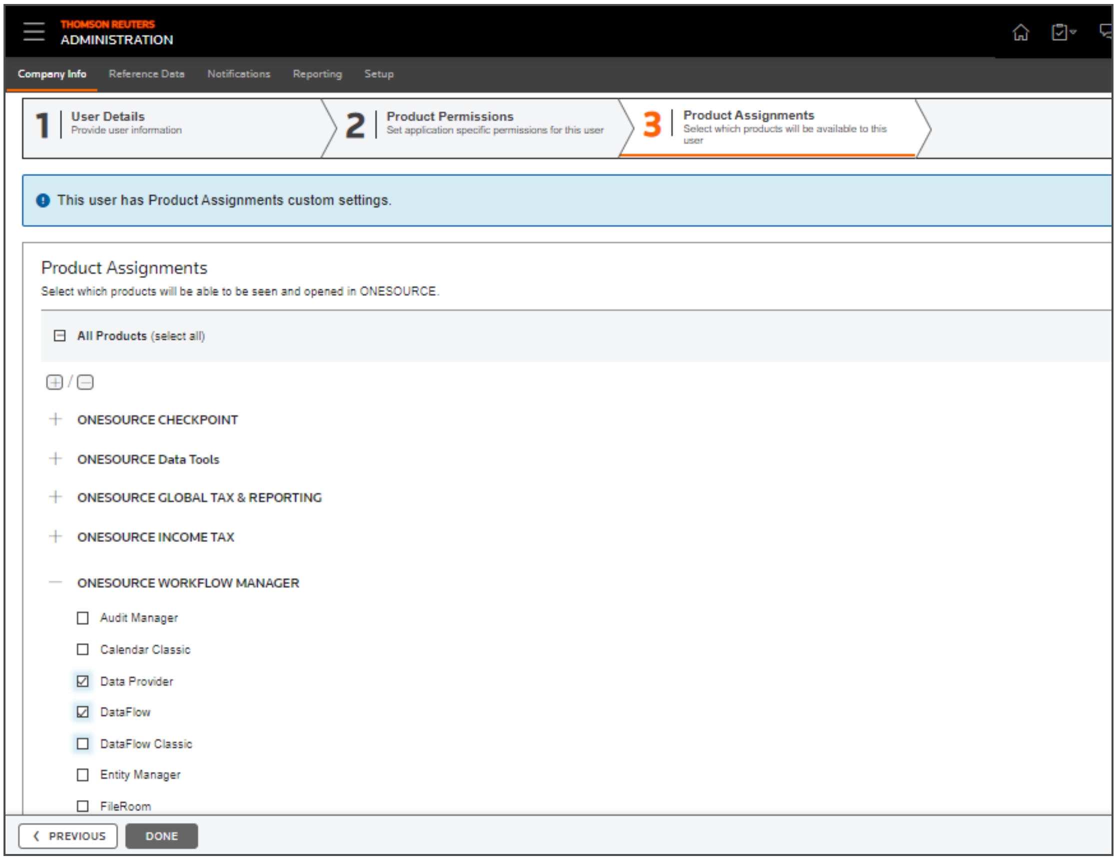
   Carefully consider granting **Delete** and **Edit** permissions for a limited set of users.

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.

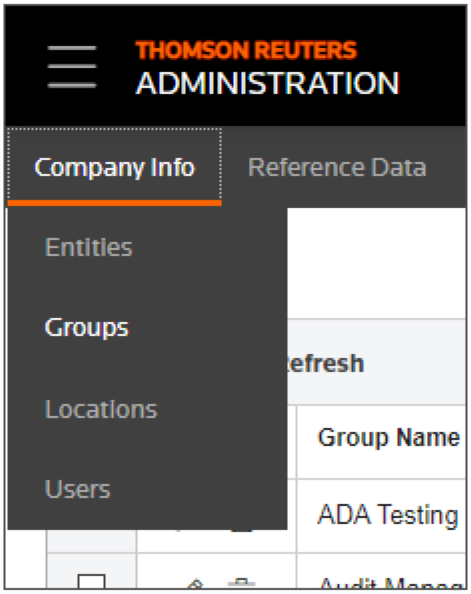
Groups

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.

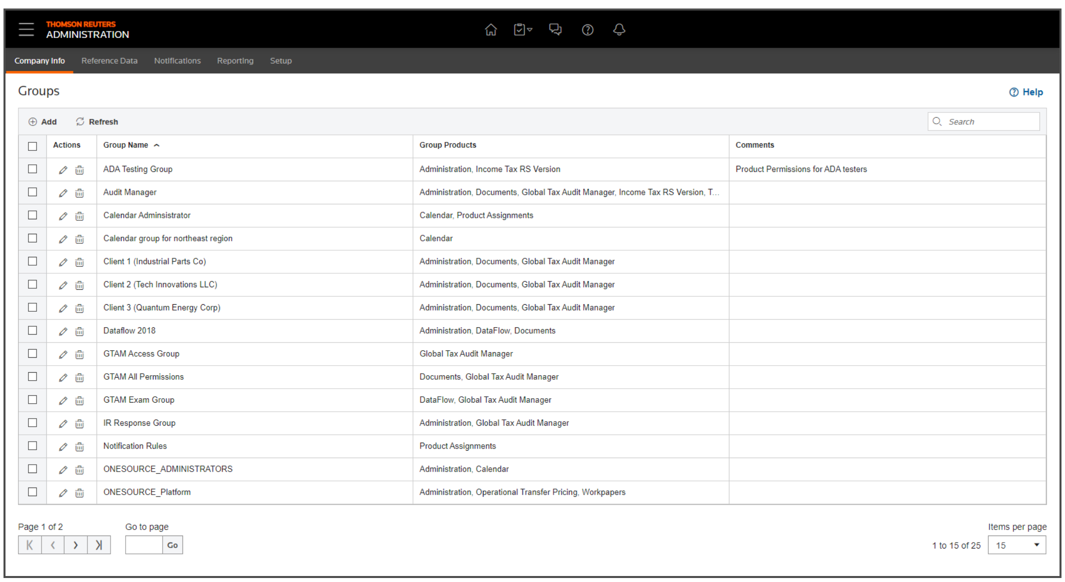
The scope of the group for products, permissions and membership can be updated at any time. All products and permissions assigned to the group will be inherited by the assigned users and is in addition to any individually assigned products and permissions.

To create a group:

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

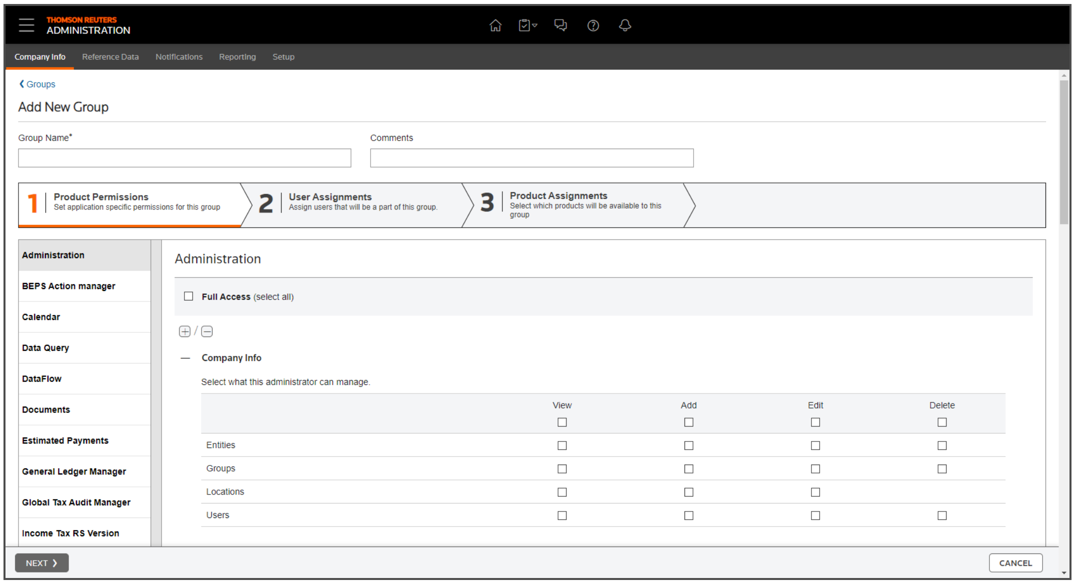


2. Select **Add** on the toolbar.



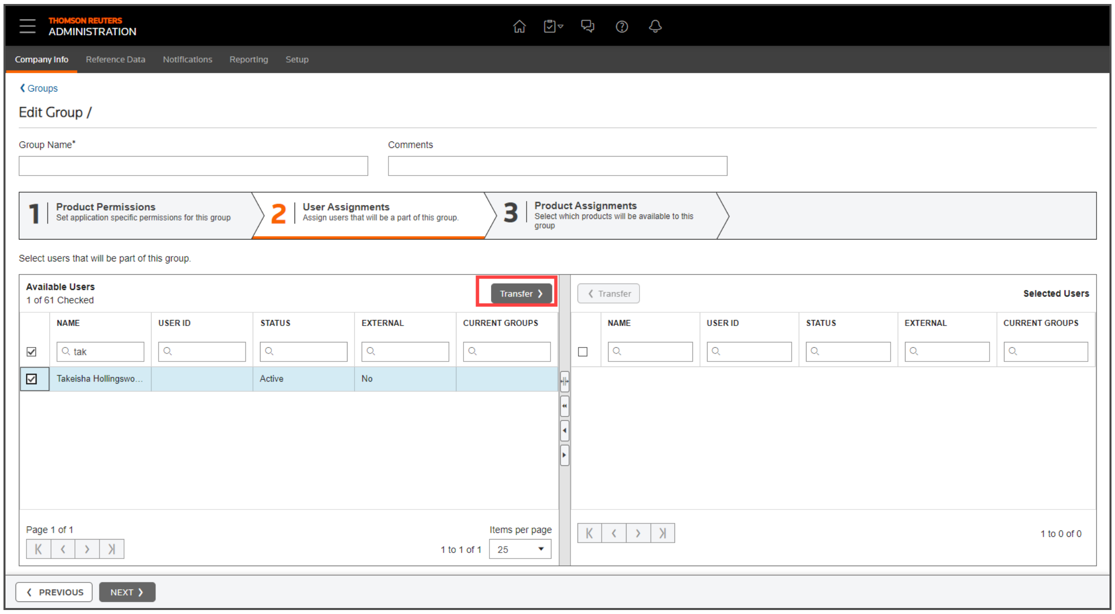
a. To add new users to an existing group, select the **Edit** icon next to the group you want to update.

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.

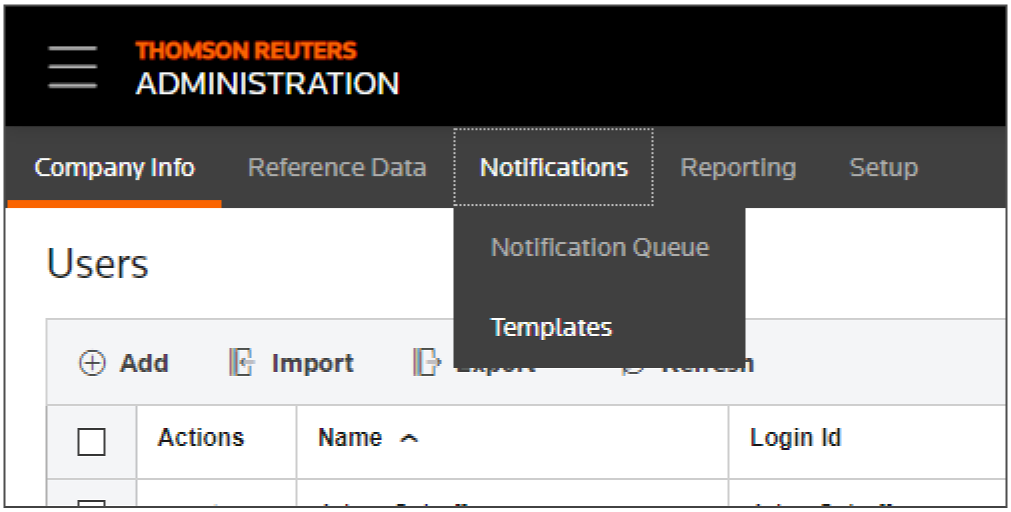
NOTIFICATIONS TEMPLATES

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.

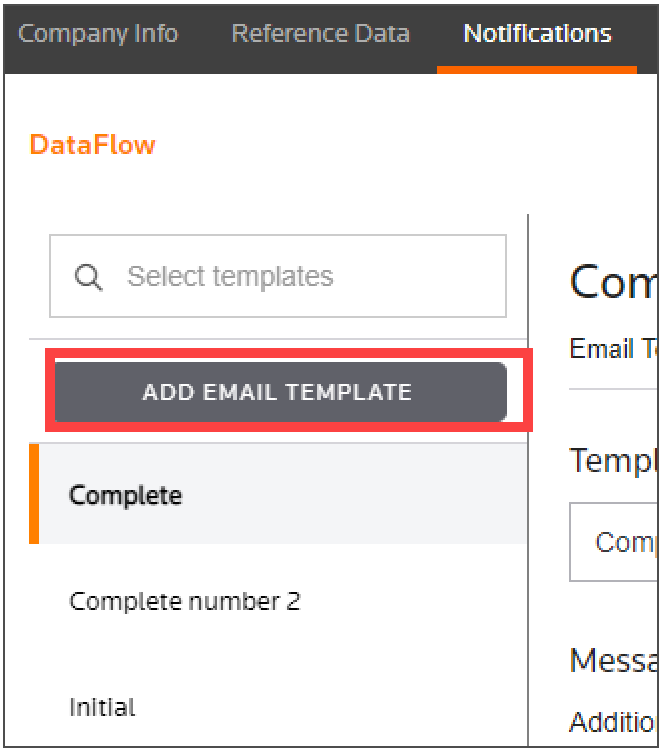
Adding and Editing Templates

To add or edit an Email Template:

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



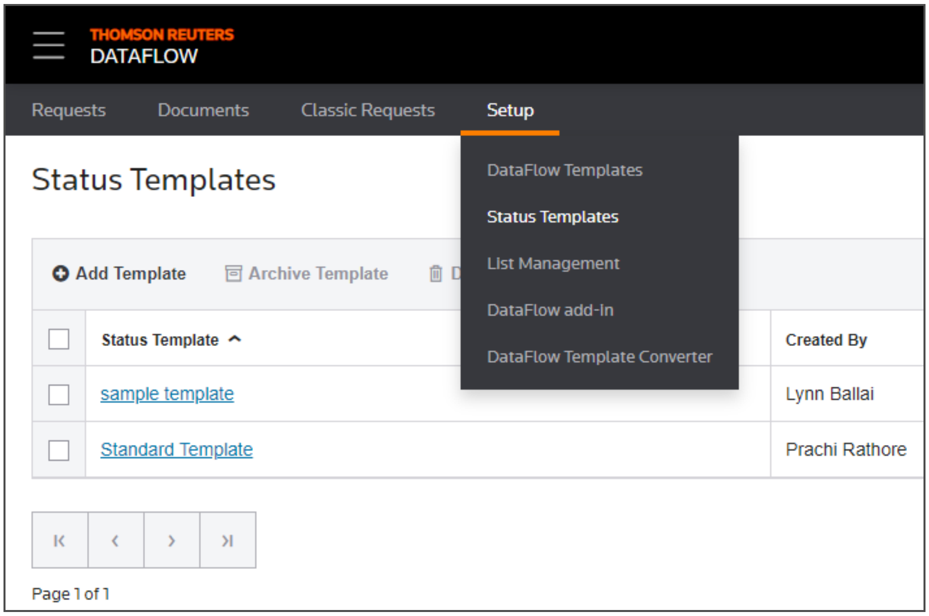
2. Select **Add Email Template** or select the template you want to edit on the left side of the screen.



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

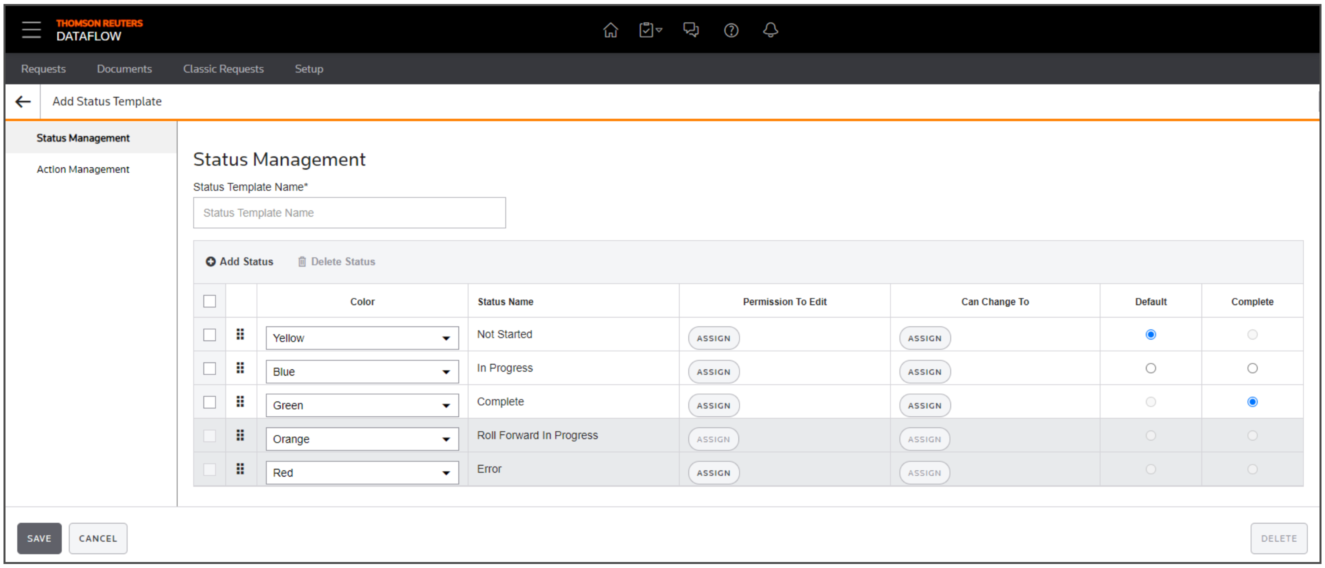
Status templates are managed in **DataFlow > Setup > Status Templates**.



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.

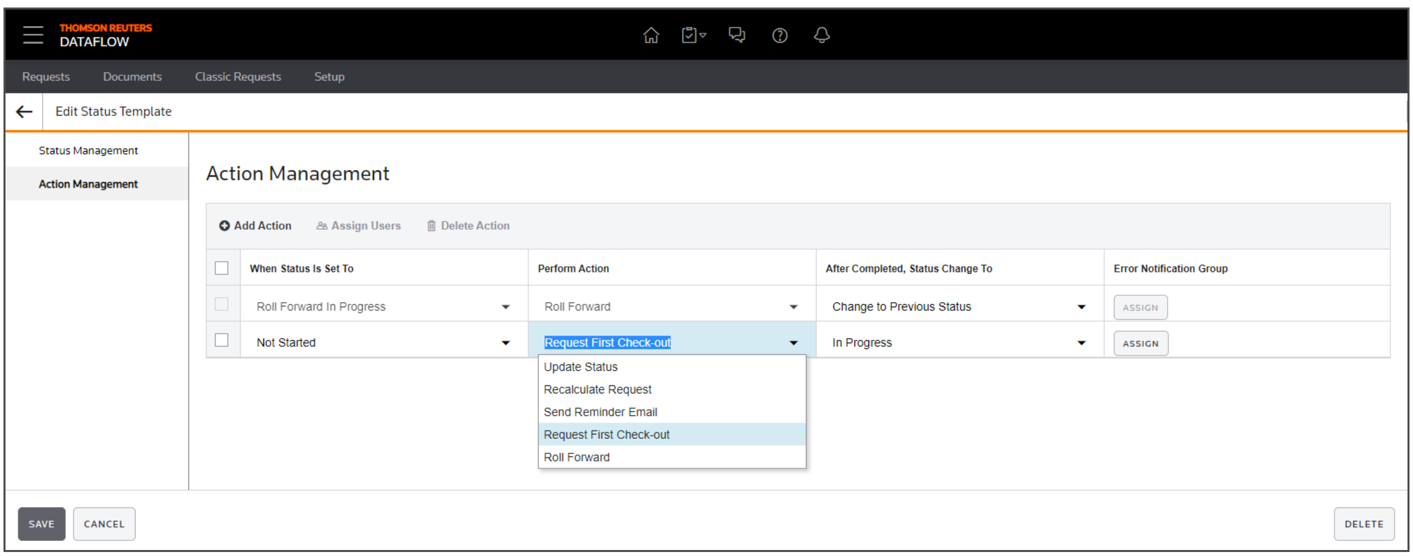
g. **Roll Forward in Progress**: *System status*. Color coding can be adjusted

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:

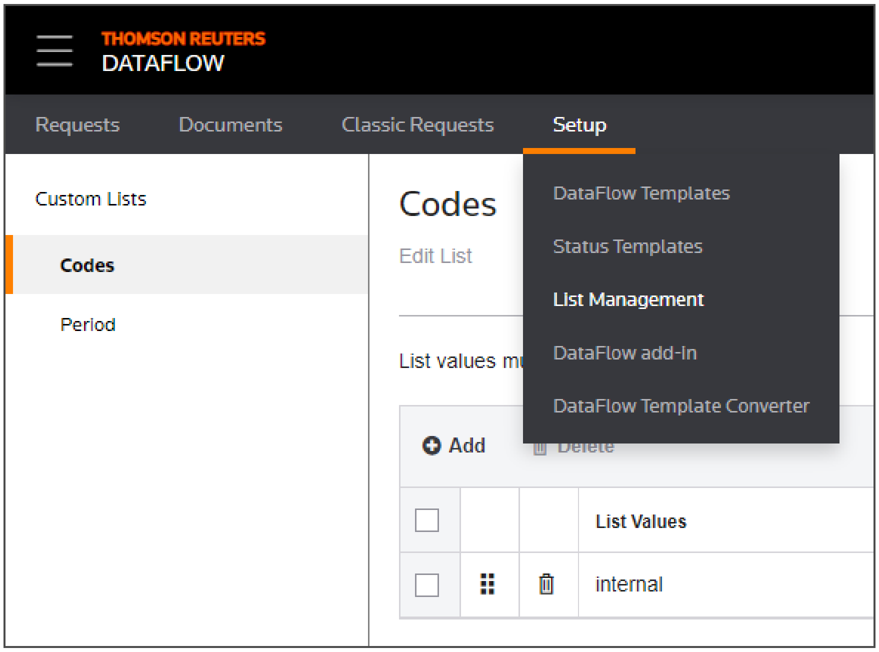
- Update Status
- Recalculate Request
- Send Reminder Email
- Request First Checkout
- Roll Forward: *Default Action*. When a user performs a Roll Forward on a request, the Status of that request will be automatically changed to Roll Forward in Progress. This prevents the request from being acted upon 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.



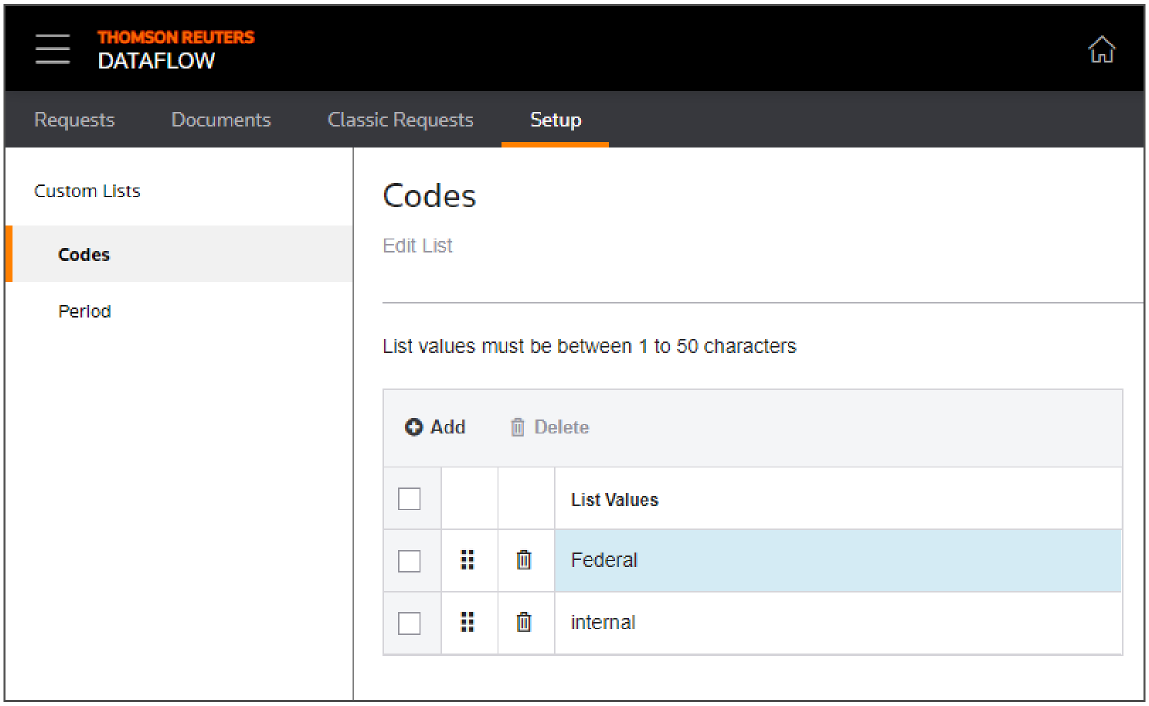
Current lists available:

- 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.

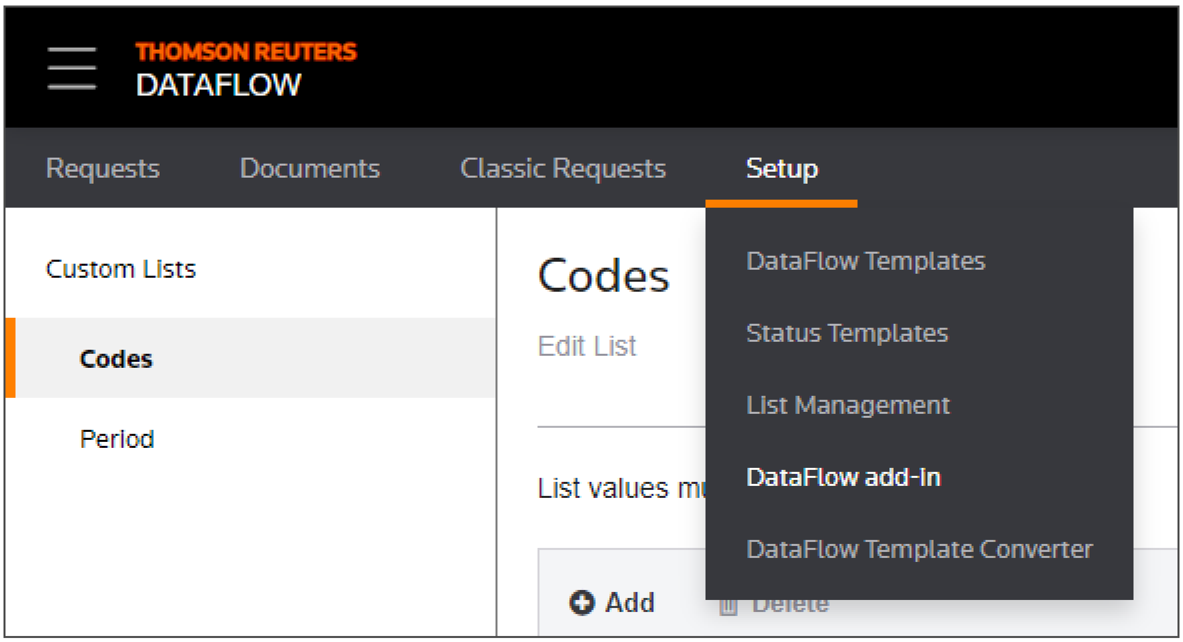
Values in use cannot be deleted. Please update or remove the value from requests before proceeding.


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.

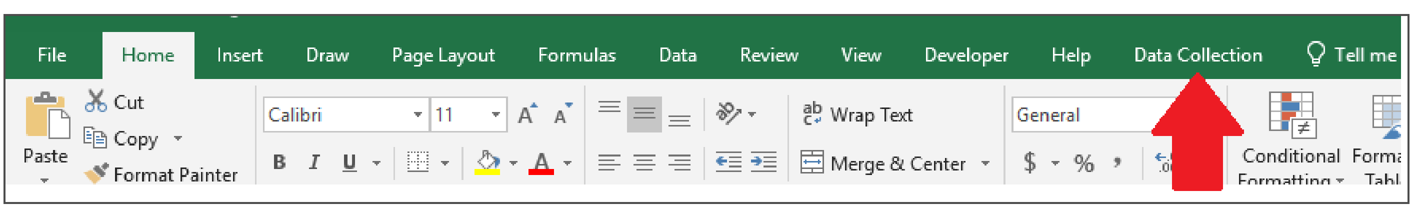


INSTALL

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

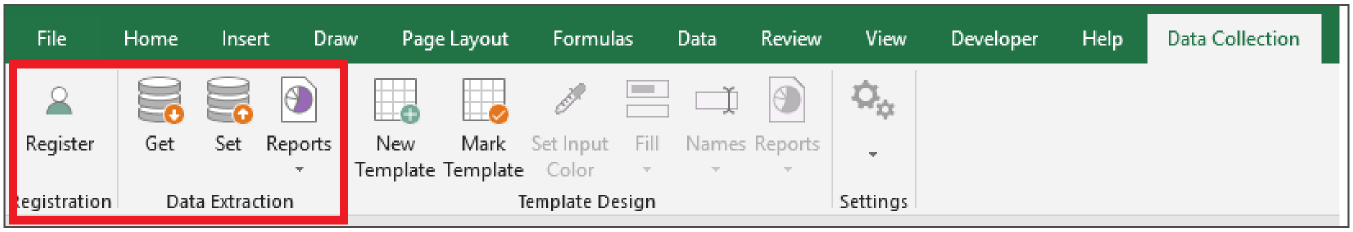
THE DATA COLLECTION TOOLBAR

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

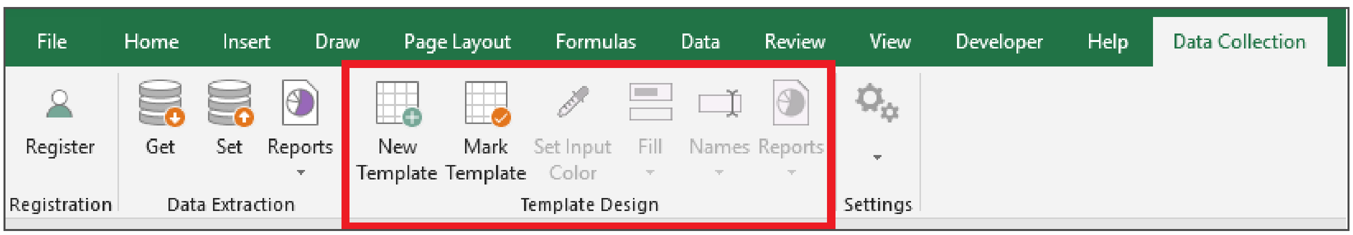


The Data Collection toolbar is comprised of three parts

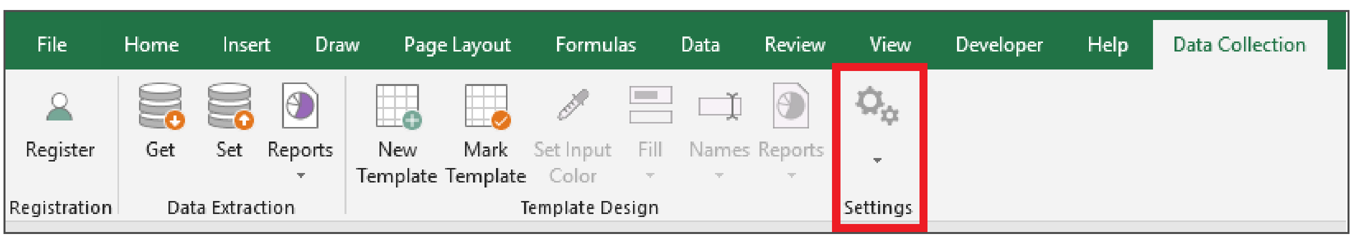
1. The Extraction section – for use when working with data for existing DataFlow request(s).



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



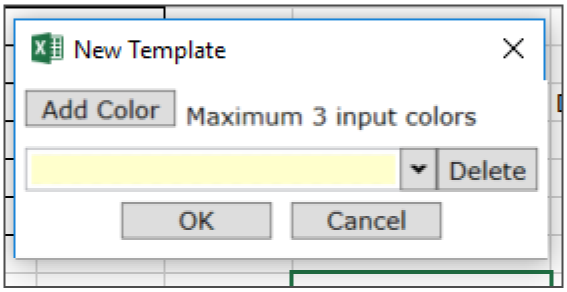
3. The Settings button – for use for options when working with data, template design or retrieving updates.



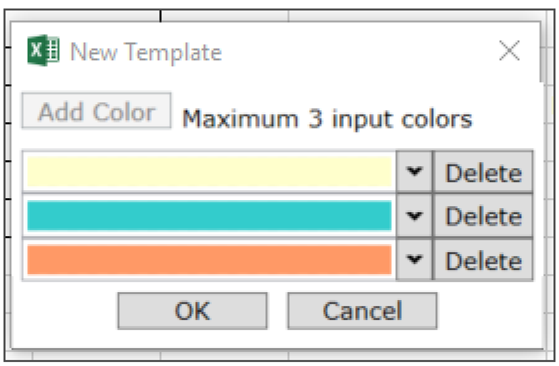
CREATE A NEW DATA COLLECTION TEMPLATE

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”, $A$15, 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 $A$15.

DCLookupTable(RequestID, “MyTable_Table”, $A$15, 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 $A$15.

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)

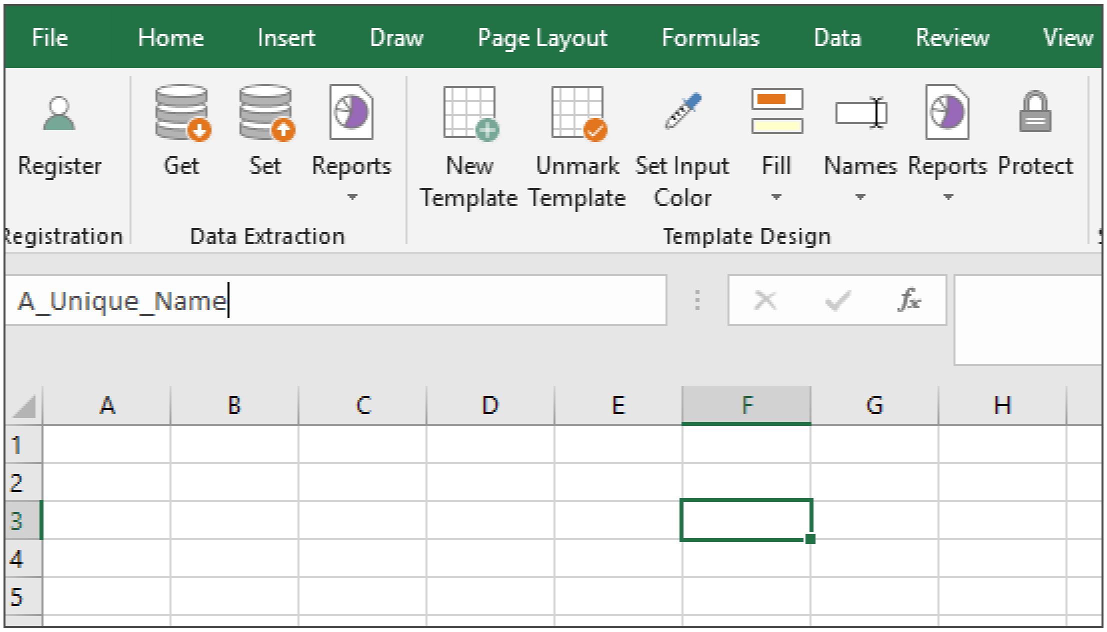
IDENTIFYING DATA FOR STORAGE

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.

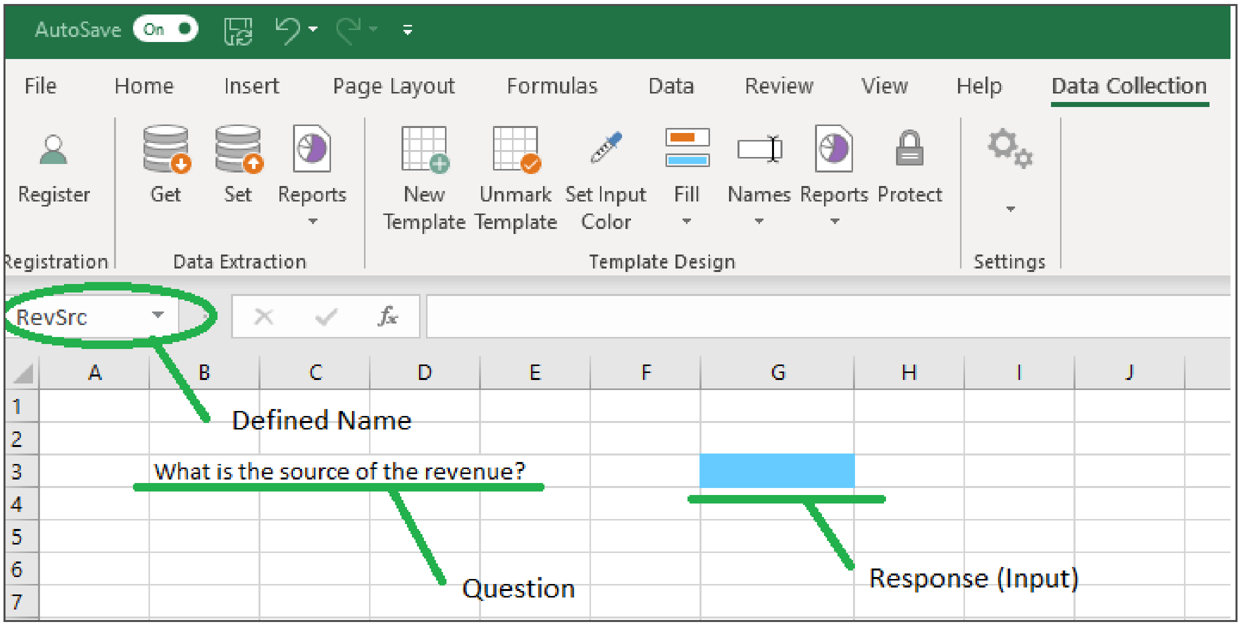


Creating an Input Cell

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

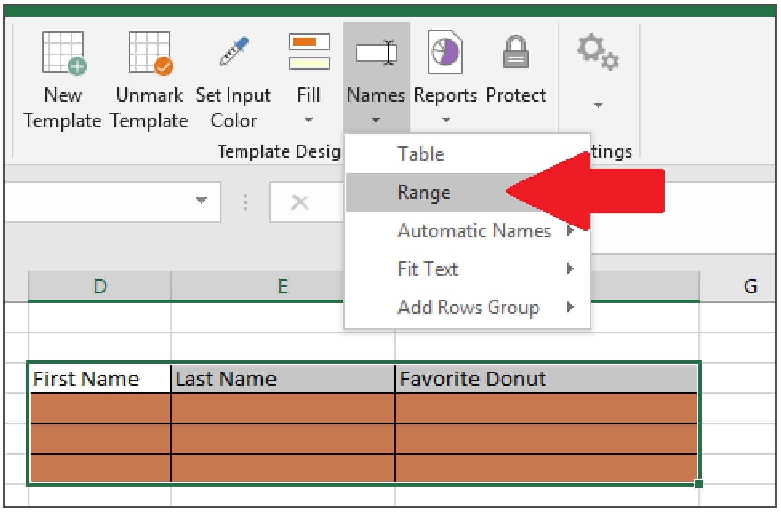
Tabular data represents any data set within the template that can be represented with multiple columns and multiple rows where each row represents a record.

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

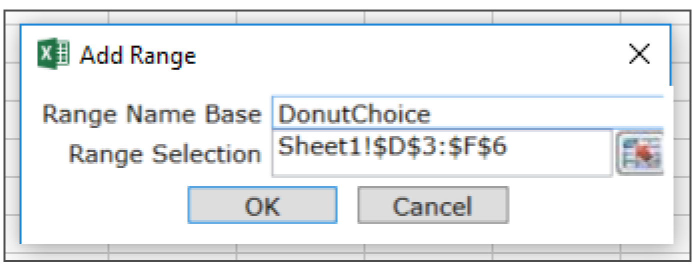
These two types, although similar, are intended to identify data in a manner consistent with the intended use of the data in the future.

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.

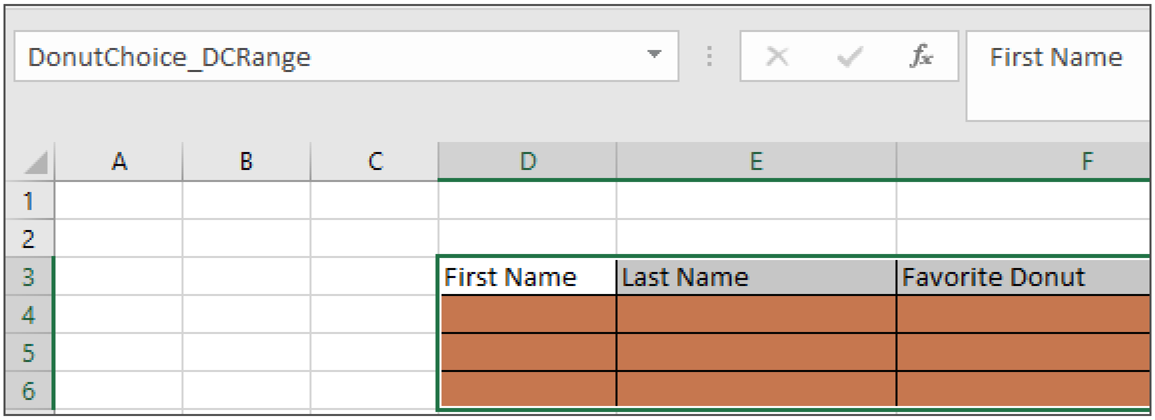
   a. Select the range of cells to store, then click Range from the Names menu.



   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.

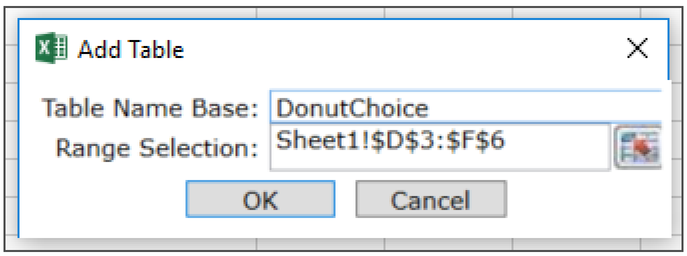
   The Table provides functionality outside the request that allows the use of subsets of the data in more efficient and creative ways.

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

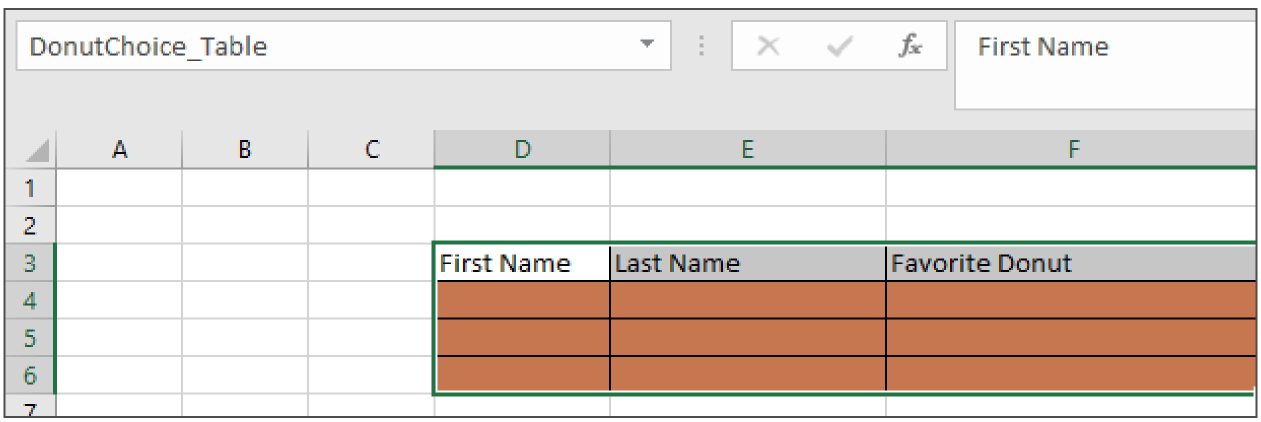
a. Design the layout of the table within the template.

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.

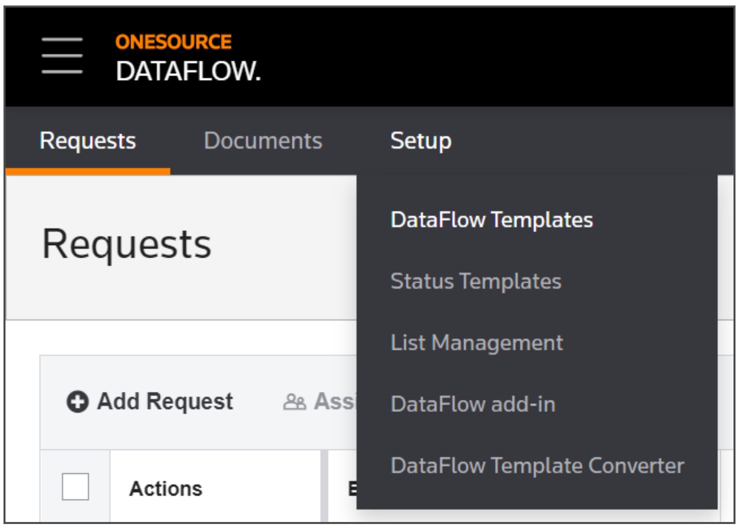
1. On the toolbar click “Protect”.
2. A dialog will appear prompting to run the diagnostic report
    a. Selecting Yes will cause the system to evaluate the template for common errors and concerns. If errors are found, the protection process is stopped, and the errors will be displayed. If not, a dialog 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

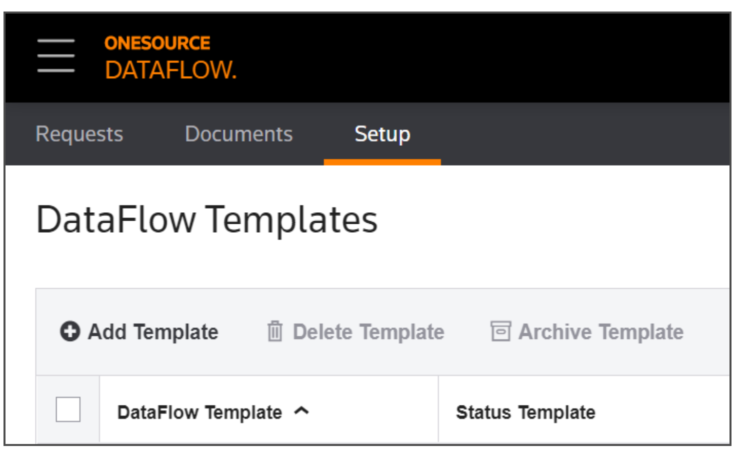
CREATING A DATAFLOW TEMPLATE

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

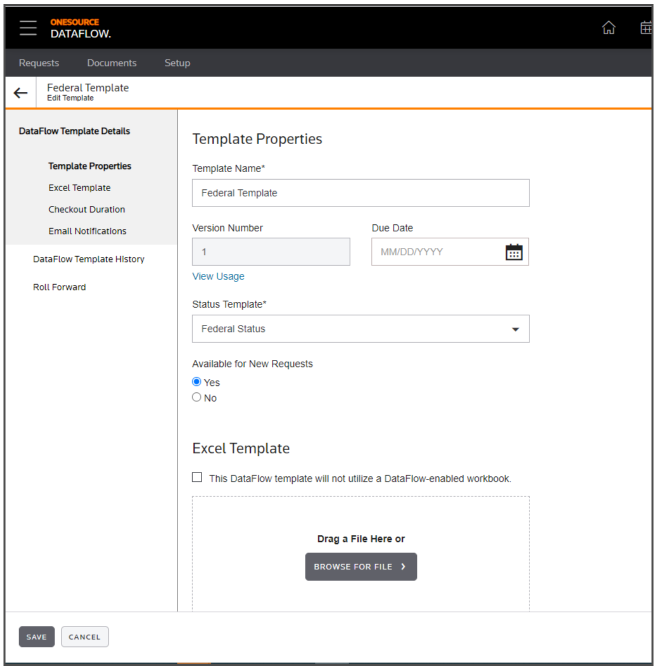
1. Login to DataFlow then from the Setup menu, select DataFlow Templates.



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

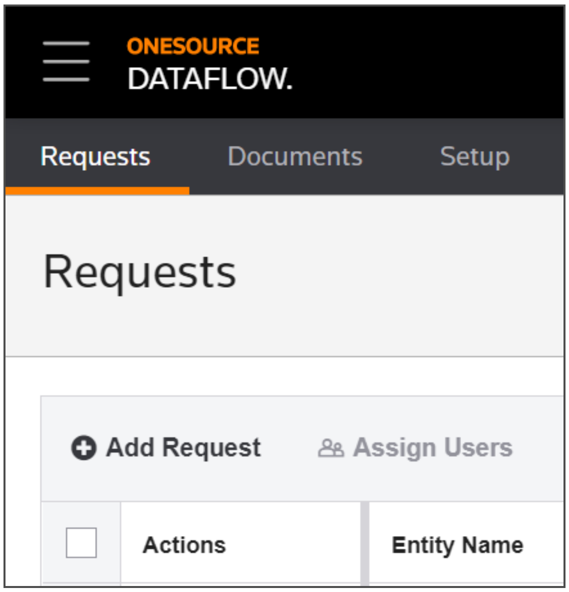
When a template is uploaded into DataFlow the template is cataloged for content and additional names are added allowing DataFlow to better understand how to work with the data within. Once a template has been uploaded into the system it is required that all future edits be performed by downloading the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

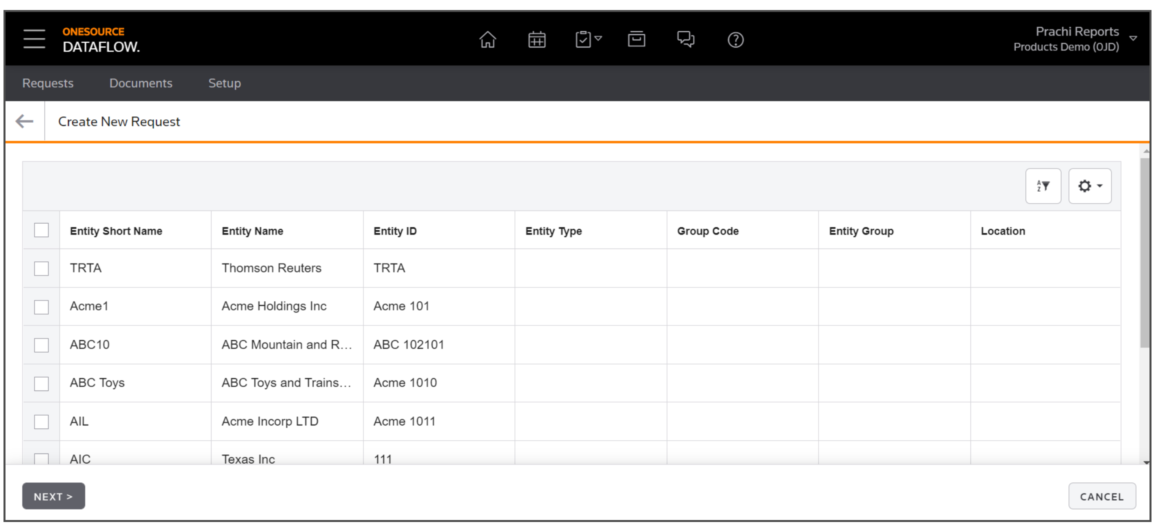
CREATING A REQUEST

To create a request:

1. Select **Add Request**.

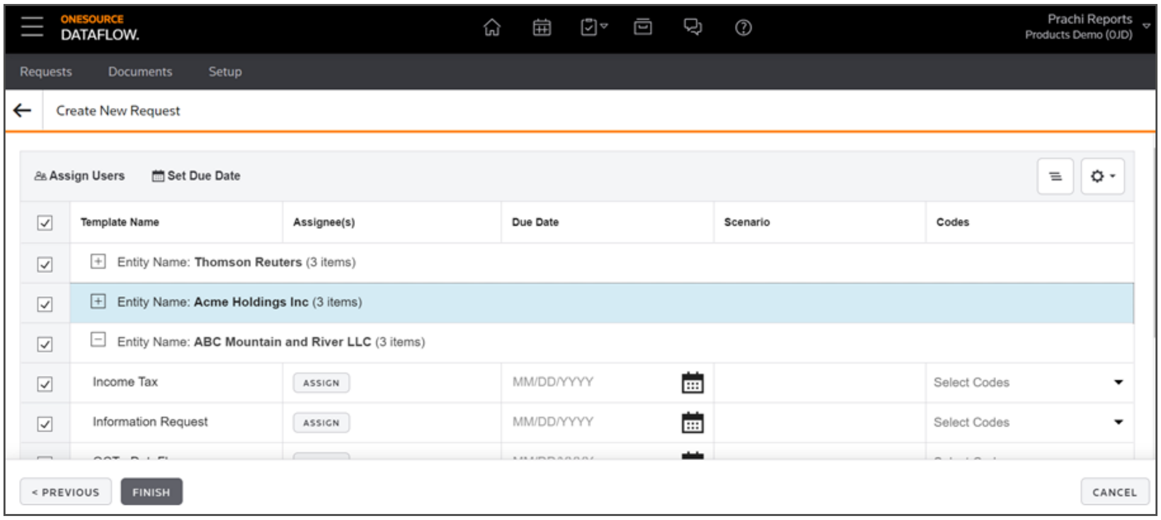


2. Select one or more **Entities**.



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.

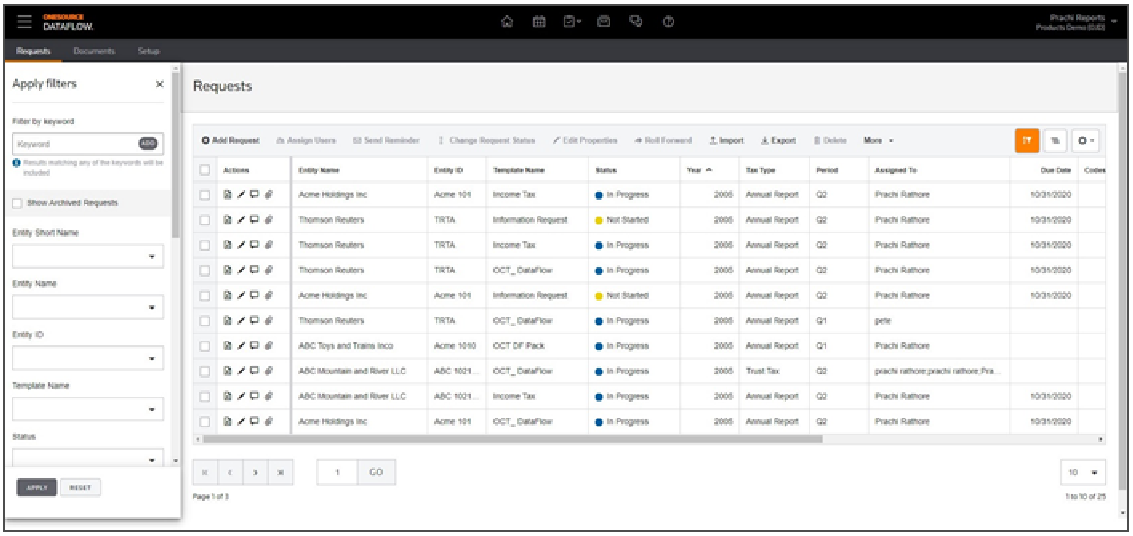
   c. Enter Scenarios.

   d. Select Codes.

Your requests are now ready for use.

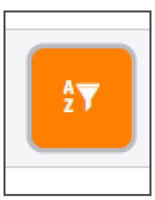
New DataFlow will support creating a request with same core attributes. Use **Scenario** or **Code** to create visual differentiation.

WORKING WITH DATAFLOW

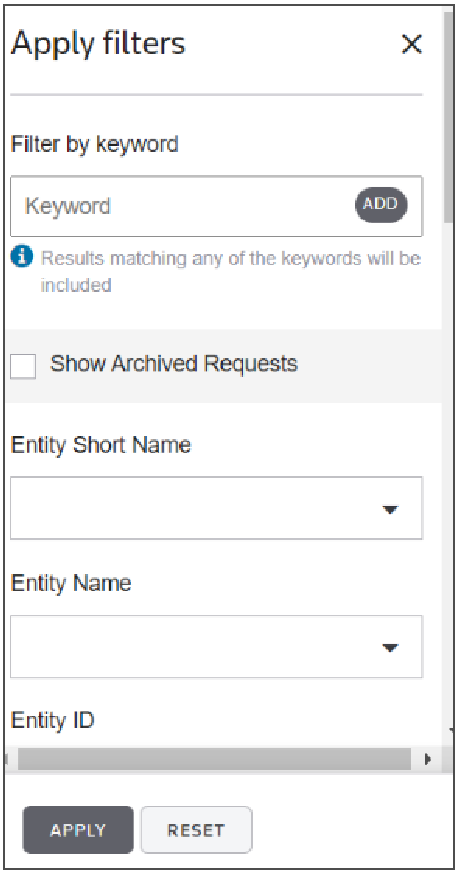


When a regular user first launches DataFlow, the user is presented with the DataFlow Requests grid. This screen is where most users will spend their time when administering and working with requests.

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.

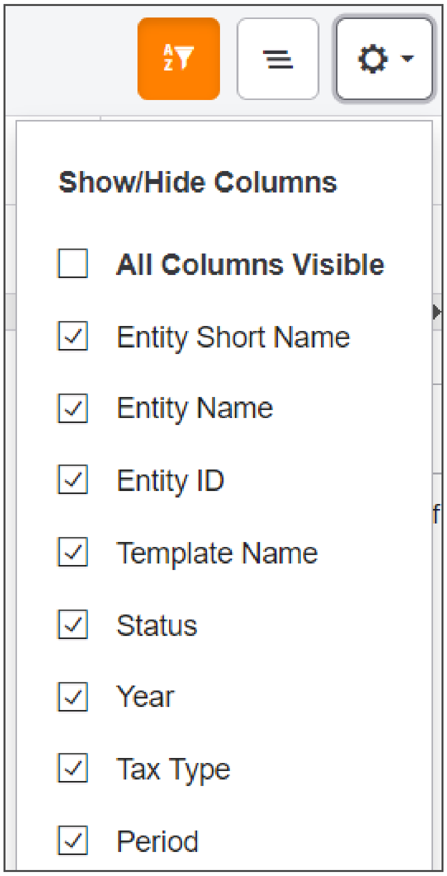
i. Enter a keyword then click Add. (Wildcards are not supported.)

ii. Add as many keywords as needed.

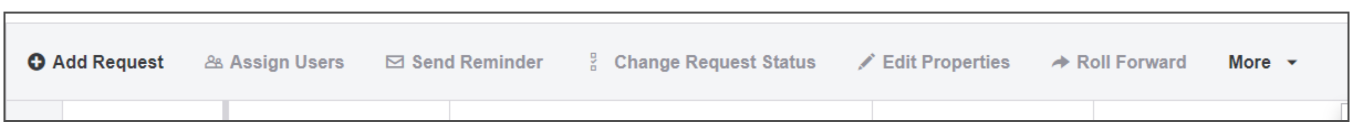
iii. Click Apply, the grid will update.

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.

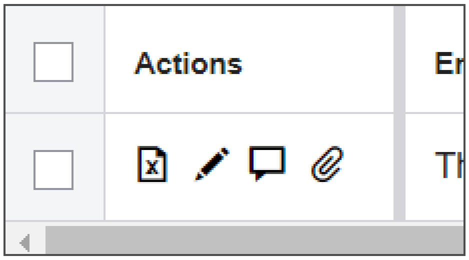


5. The buttons across the top of the grid provide access to global functions for one or more requests when selected. When the browser is too narrow, additional items can be found beneath the “More” button.



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:

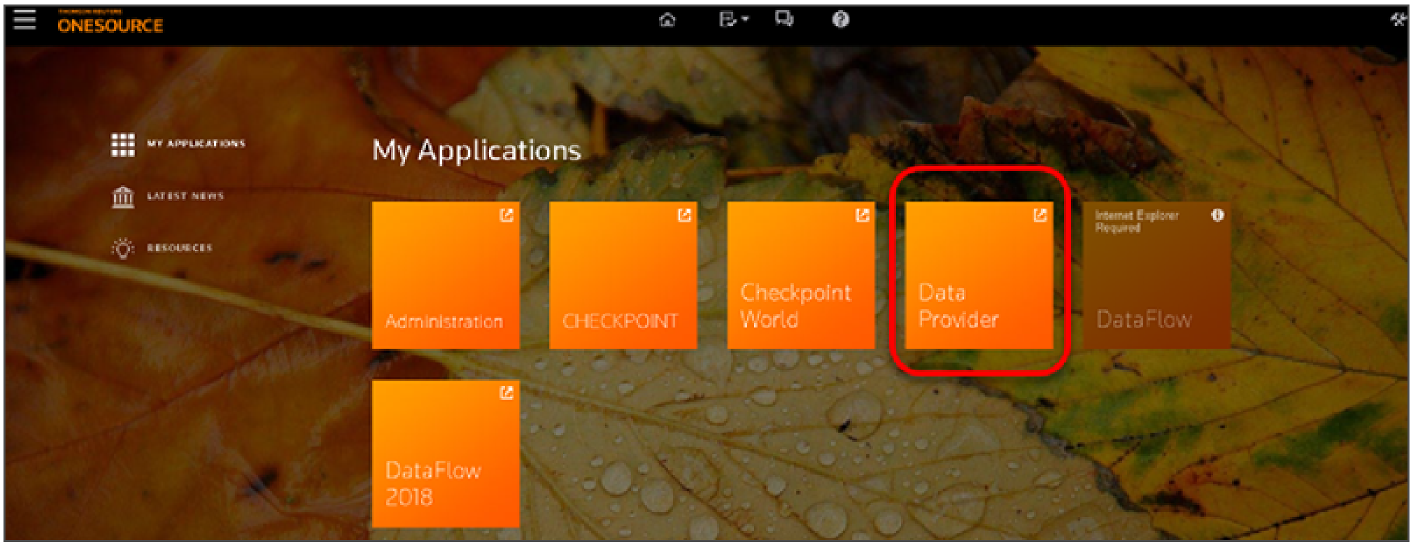
- Select multiple open requests.
  - Closed requests cannot be updated.
- Select Edit Properties
  - Where the two requests do not share common data, the field will display “Multiple Values”
- Update Properties as needed.
- Properties that cannot be updated:
  - DataFlow Template
  - Entity Name/ID
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

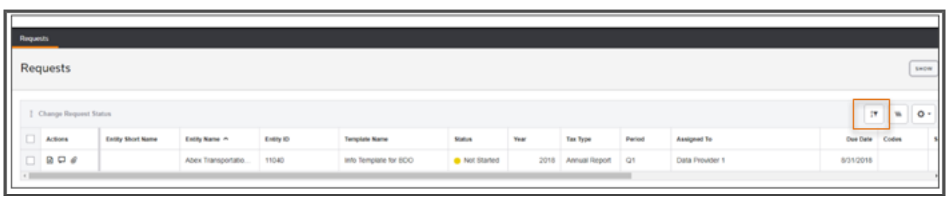
Import:

- 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.





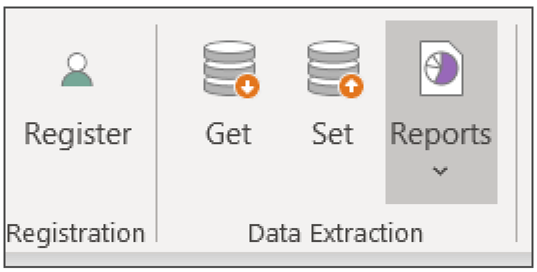
- Data provider users will see the requests assigned to them listed here.
- Users can filter requests using the filter button on all fields available to narrow down the list
- Data Providers can attach documents using the paper clip icon similar to a regular user
- Data providers can review external 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.

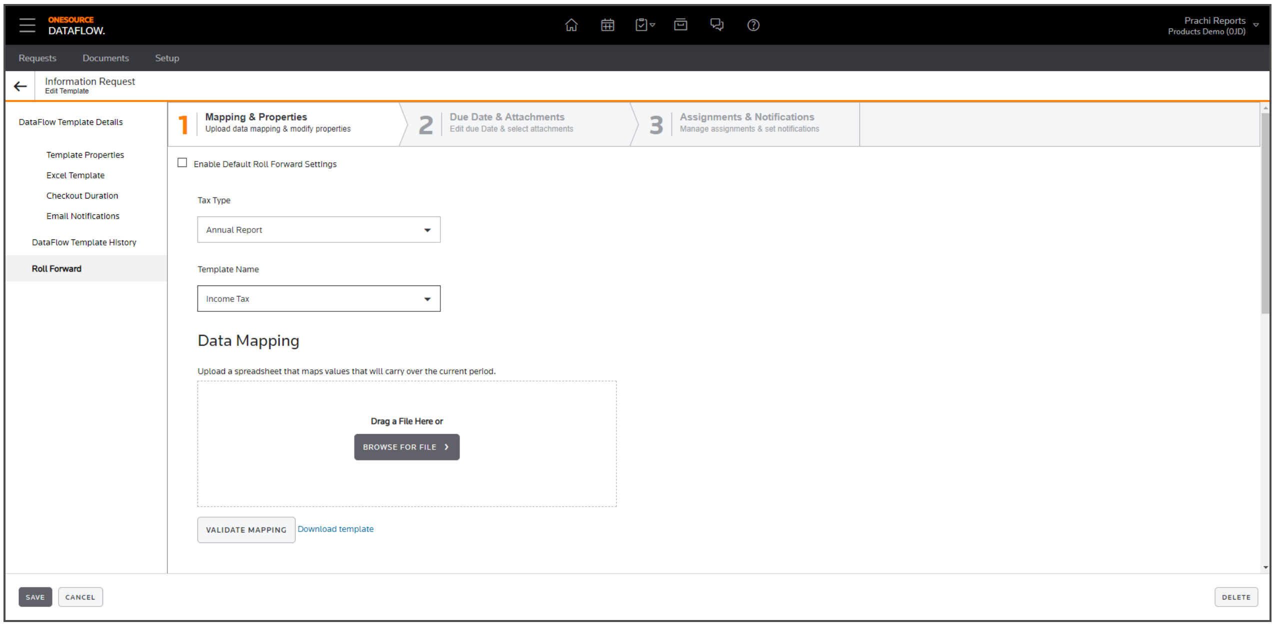
SET DEFAULT OPTIONS FOR ROLL FORWARD ACTION

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

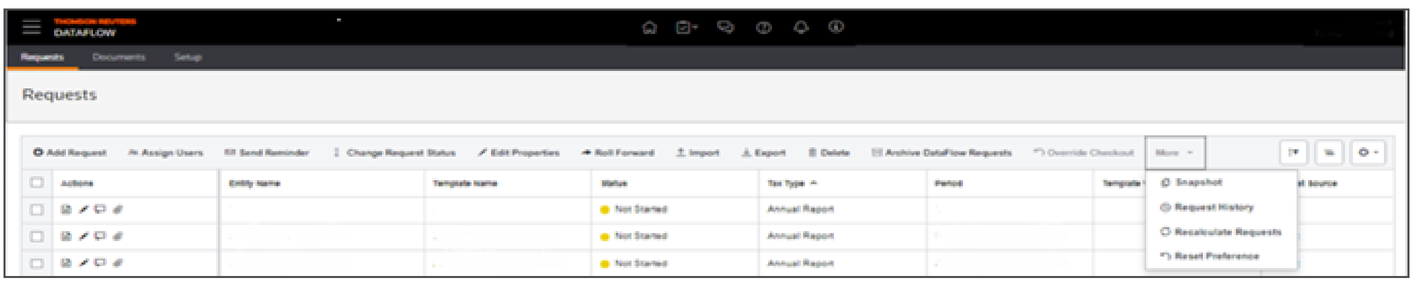
Snapshot allows a user to create and save a point in time XL copy of their request.

SNAPSHOT SPECIFICATIONS

Access and Permissions

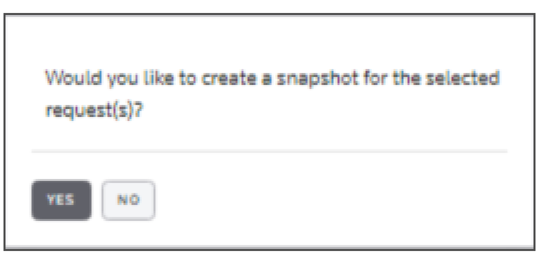
Access to the Snapshot option is controlled by permission. Refer to **Administration > Users > Product Permissions > DataFlow > Access Permissions**. Checkmark Snapshot in the **Add** column.

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

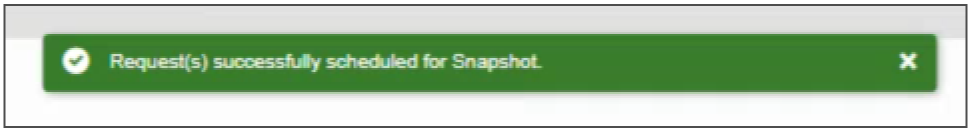


Expected Results

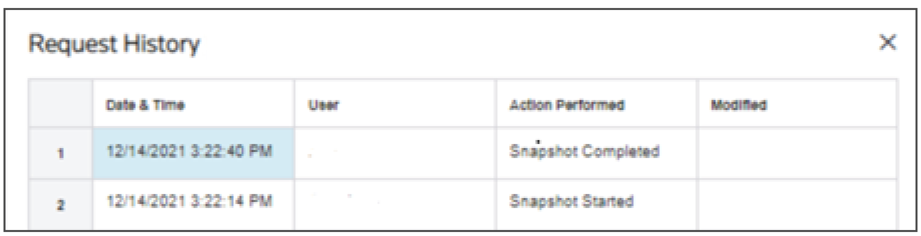
Once the **Snapshot** option is selected for one or more Requests, the user is prompted with a confirmation dialog, and can continue or cancel.



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.

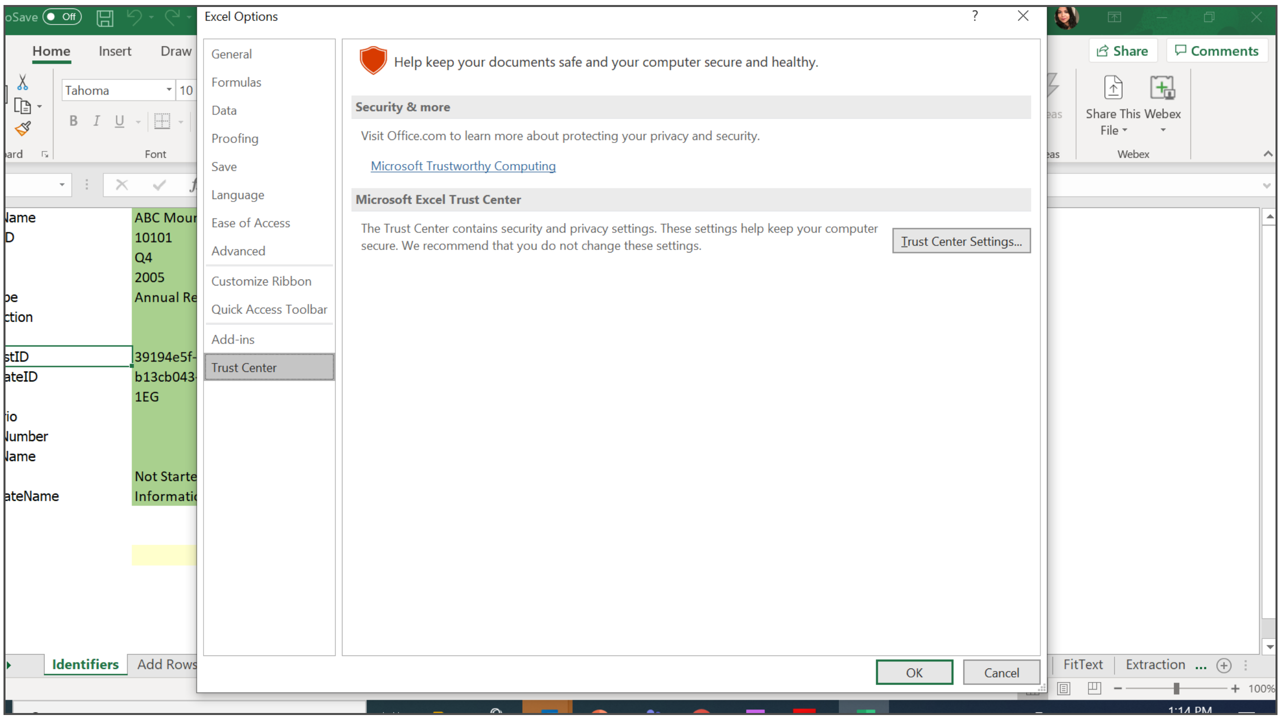
SNAPSHOT CONSIDERATIONS

- 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

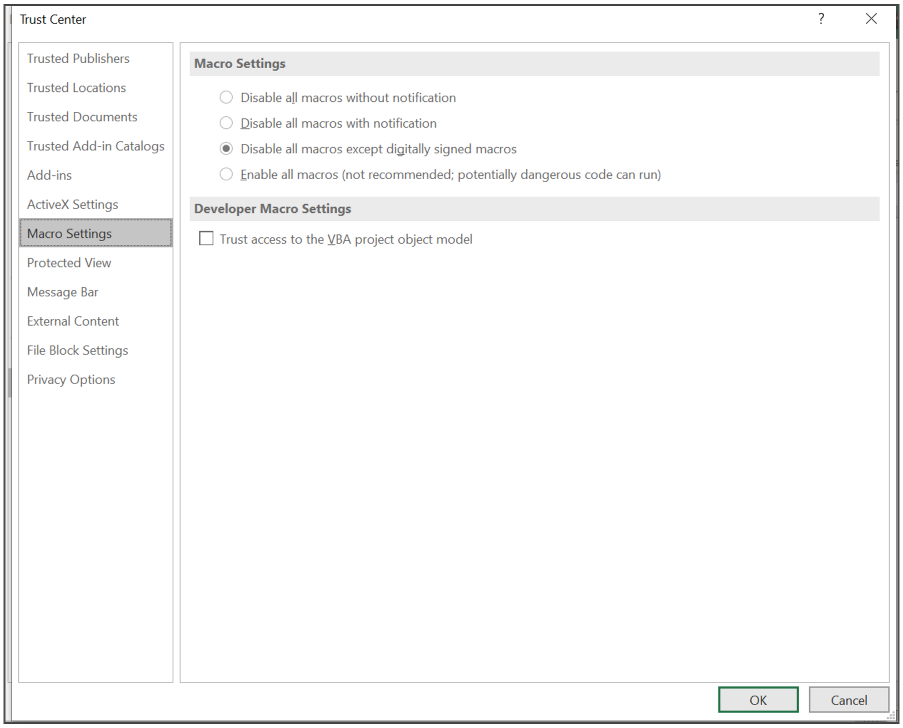
APPENDIX I: EXCEL AND CHROME SETTINGS FOR DATAFLOW

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

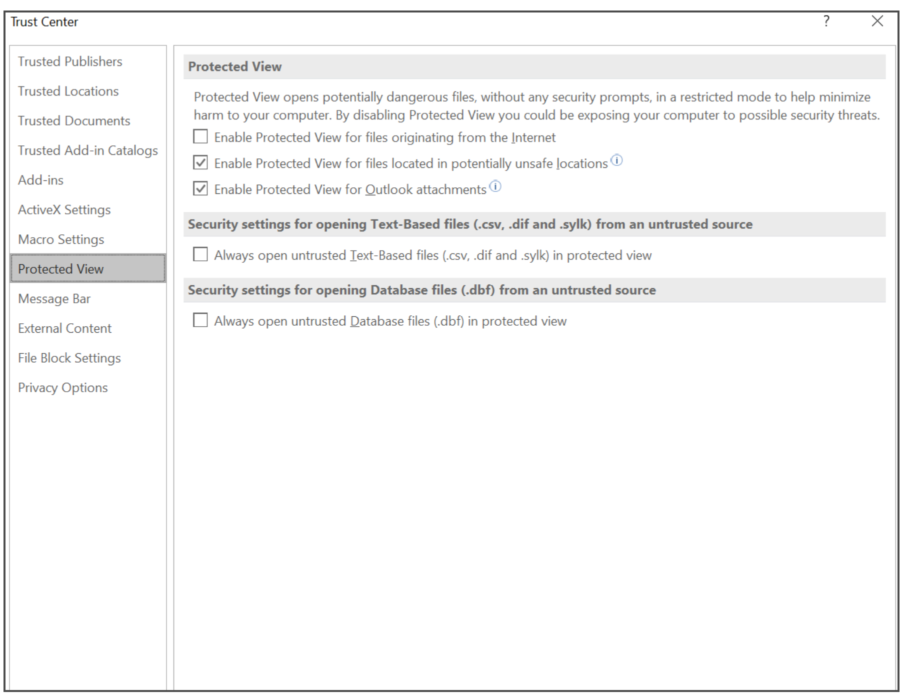


Step 2: **Trust Center Settings > Macro Settings**. Please select the option as shown below.

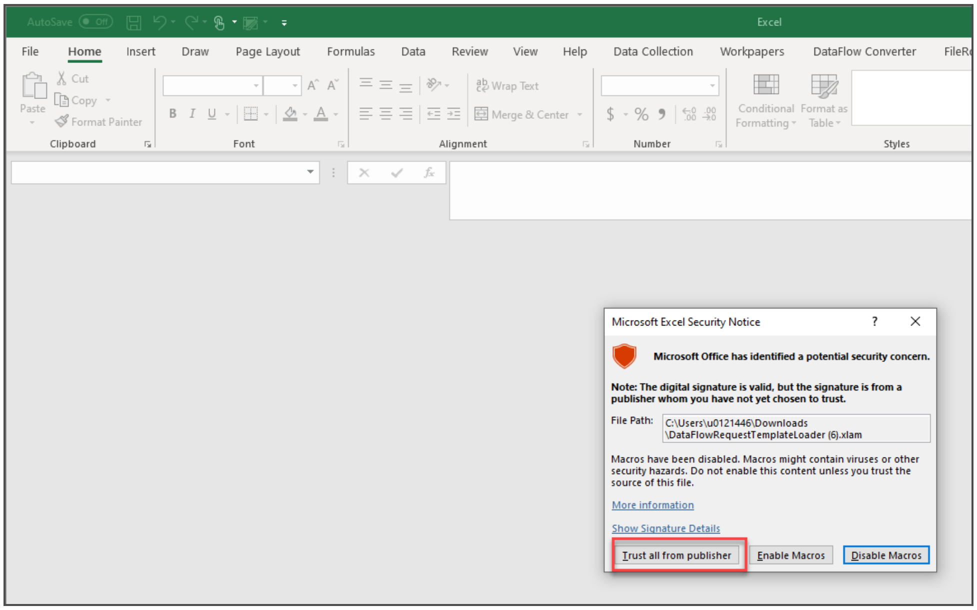
Do not select **OK**. You will be taken out of the screen.



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.

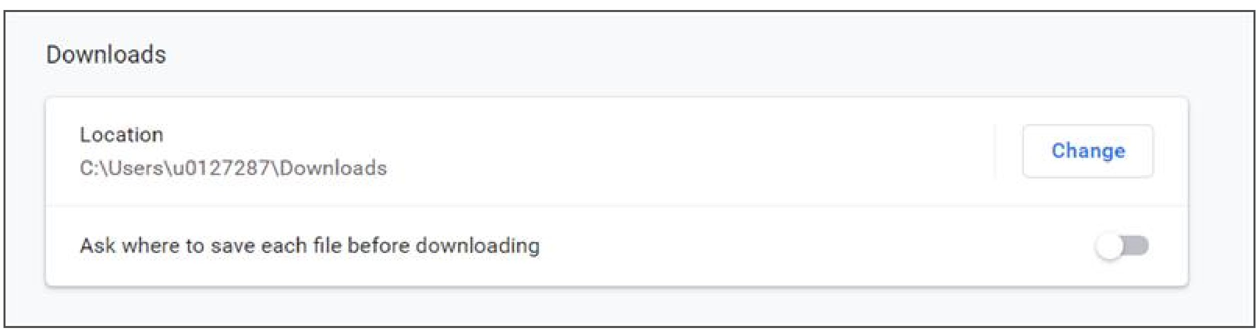


Step 4: Open DF request, if prompted with the below security dialog, verify the file name, and click “Trust All From Publisher” to prevent this dialog from appearing again. Should “Trust All…” not be available, select “Enable Macros”.



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:

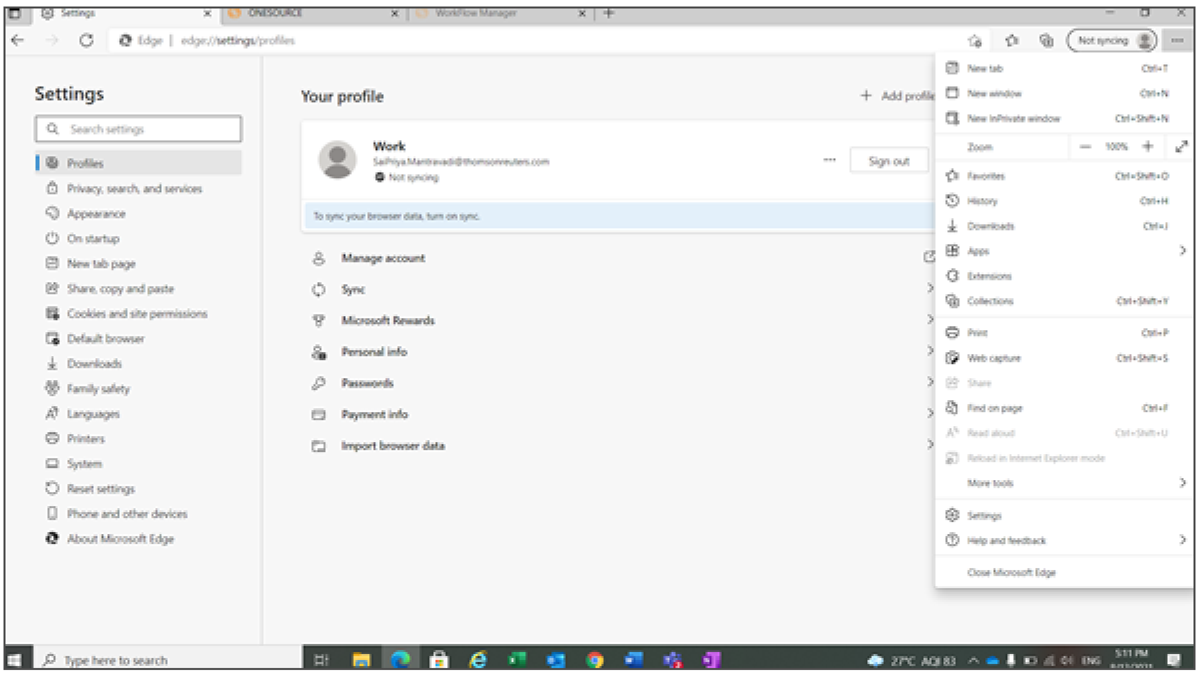


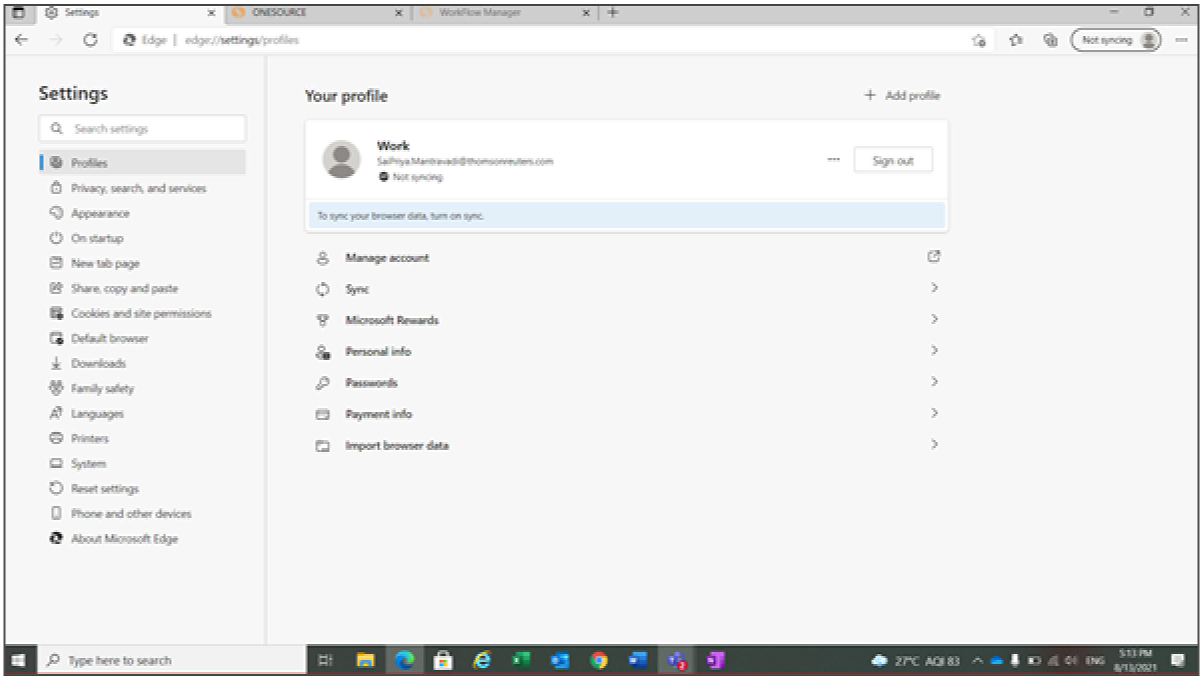
APPENDIX II: CONFIGURE INTERNET EXPLORER COMPATIBILITY IN EDGE

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

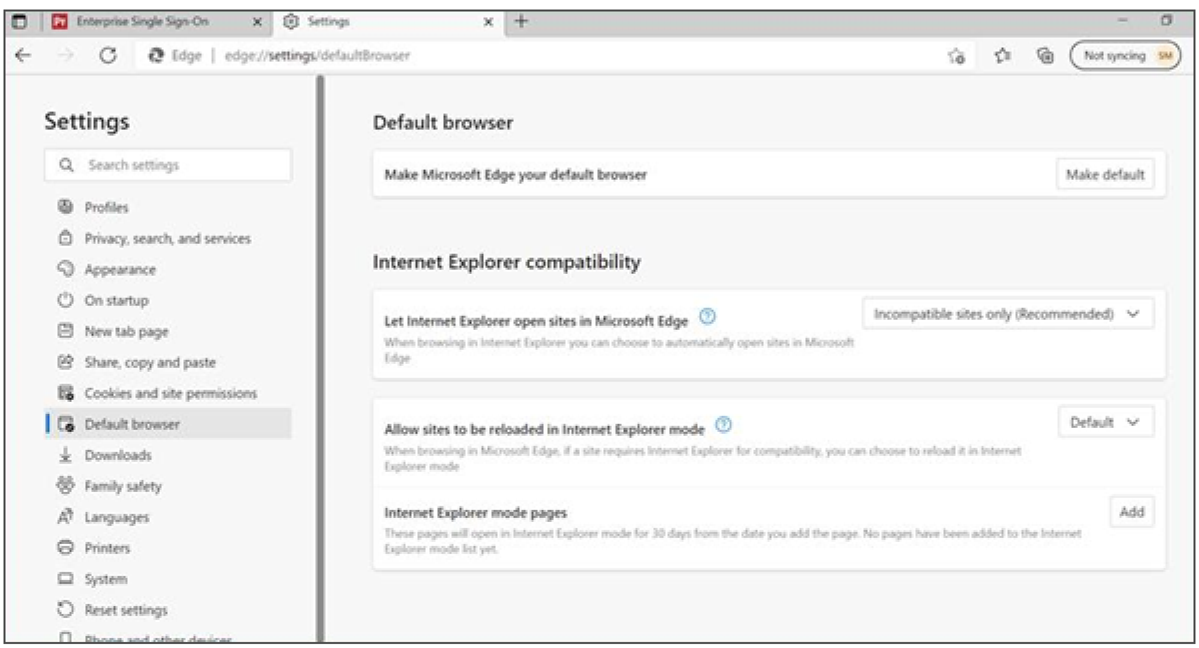
Select the latest version for your platform and download the installer and Policy files. At the time of this writing, the current version of Edge is: Version 93.0.961.52 (Official build) (64-bit)

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.

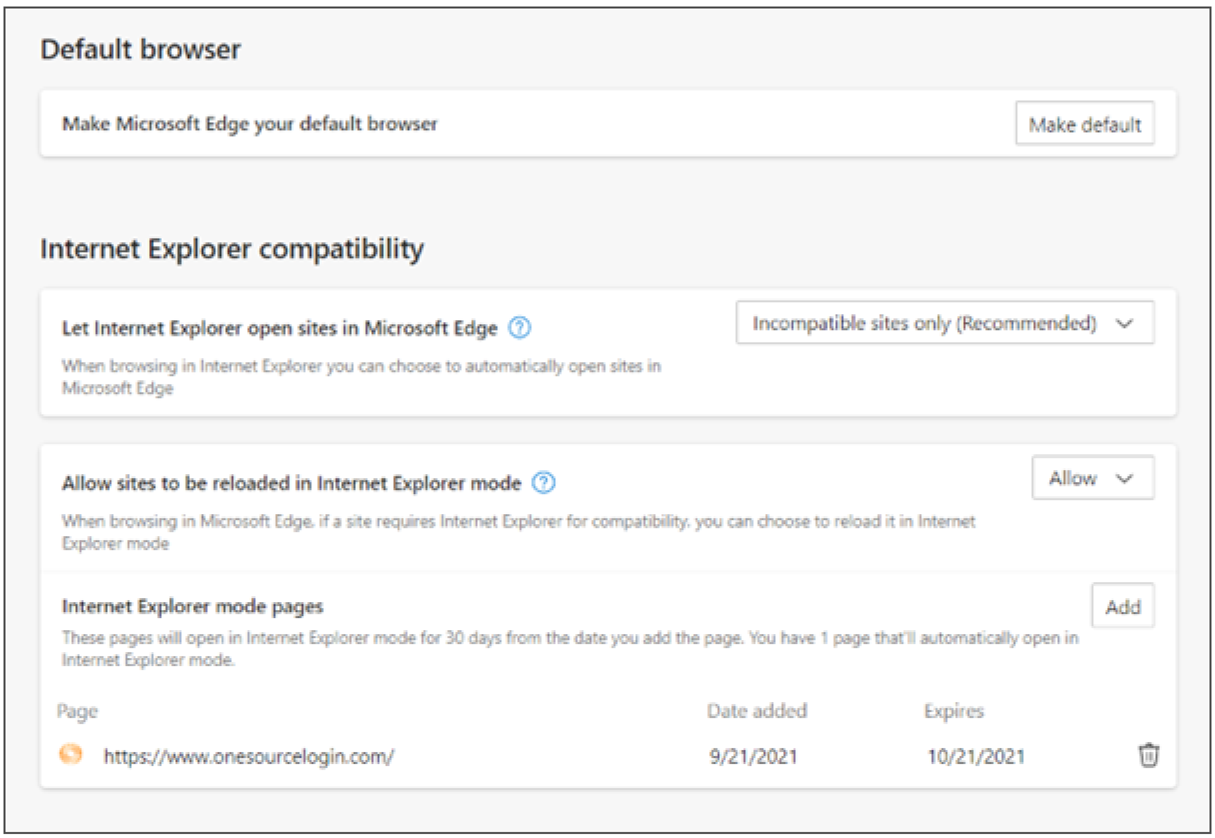
    Select **Allow** from the drop-down menu

c. c) Internet Explorer mode pages

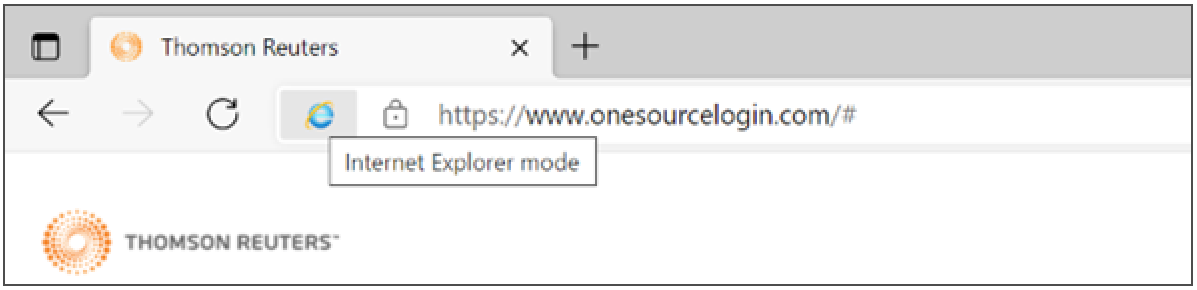
    i. Click the Add button to open the "Add a page" dialog

    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:



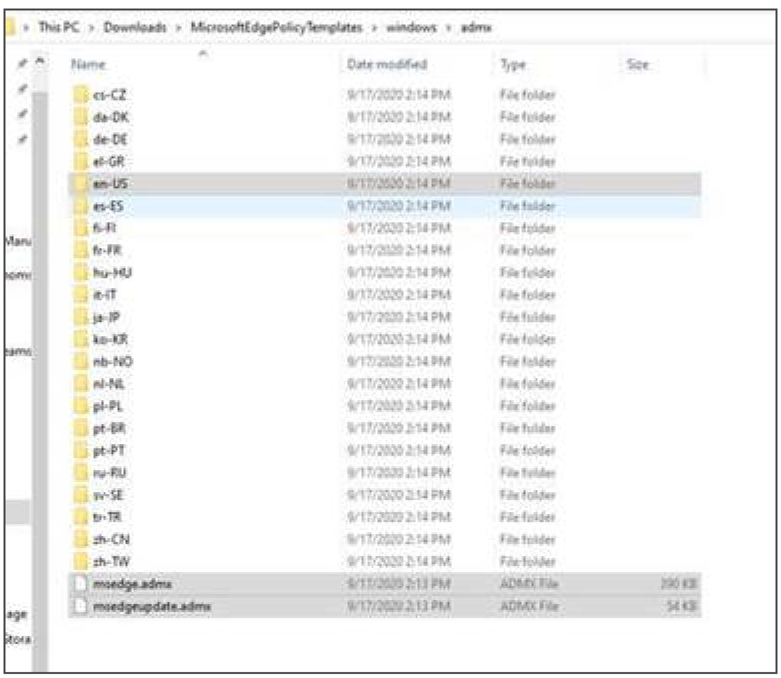
Follow the steps below to ensure the URLs indicated for Internet Explorer mode are not expired and removed from the compatibility list after 30 days.

1. Use the File Explorer to access the downloaded MicrosoftEdgePolicyTemplates compressed folder.

2. Click **Unzip** and extract the files.

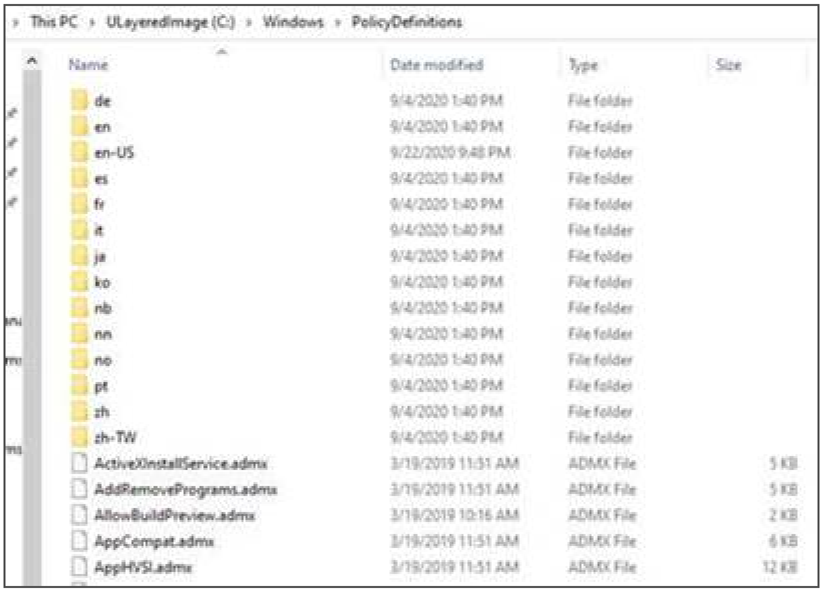
3. Navigate to the \MicrosoftEdgePolicyTemplates\windows\admx folder.

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">

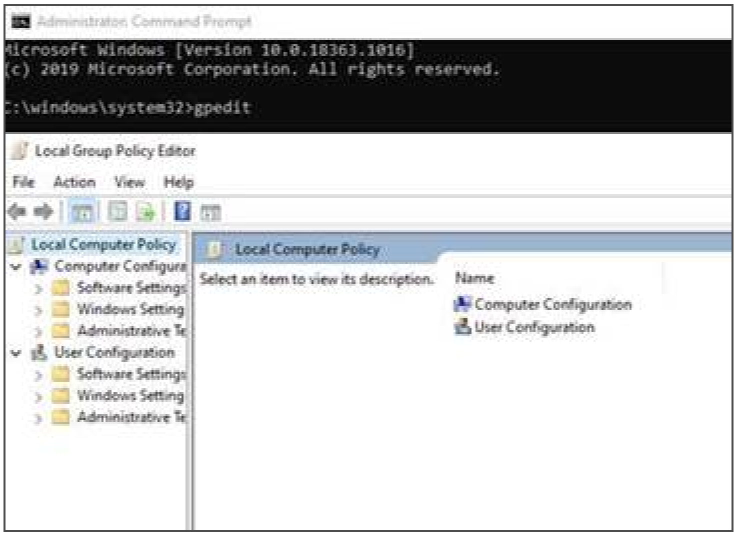
   <compat-mode>IE11</compat-mode>

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

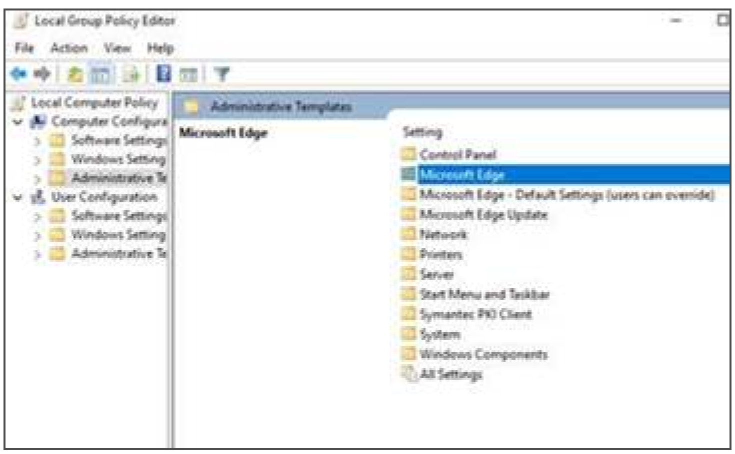
</site>

</site-list>

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



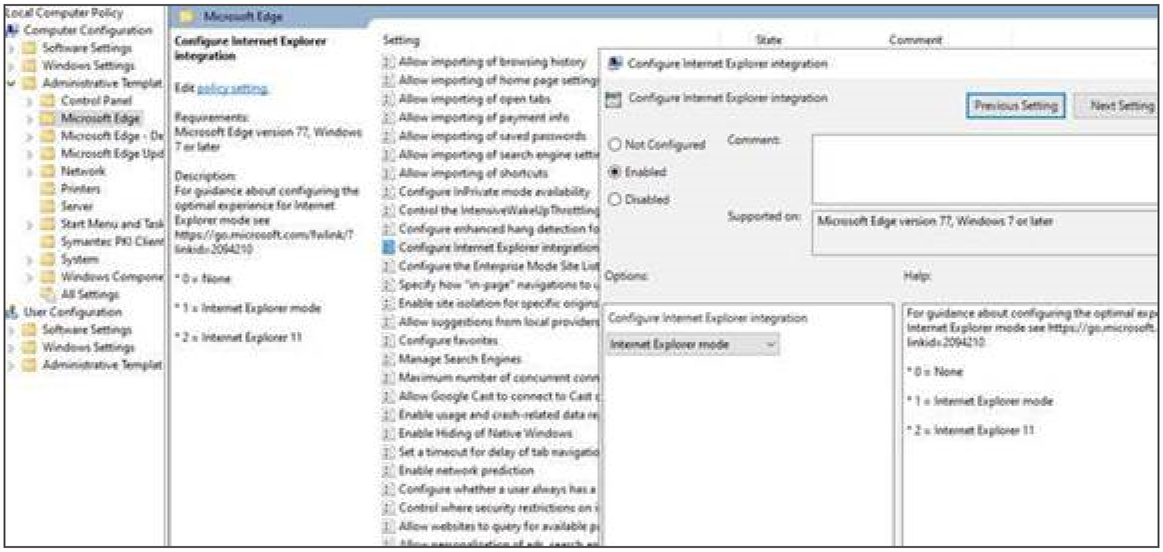
8. Click **Computer Configuration > Administrative Templates > Microsoft Edge**.



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**.

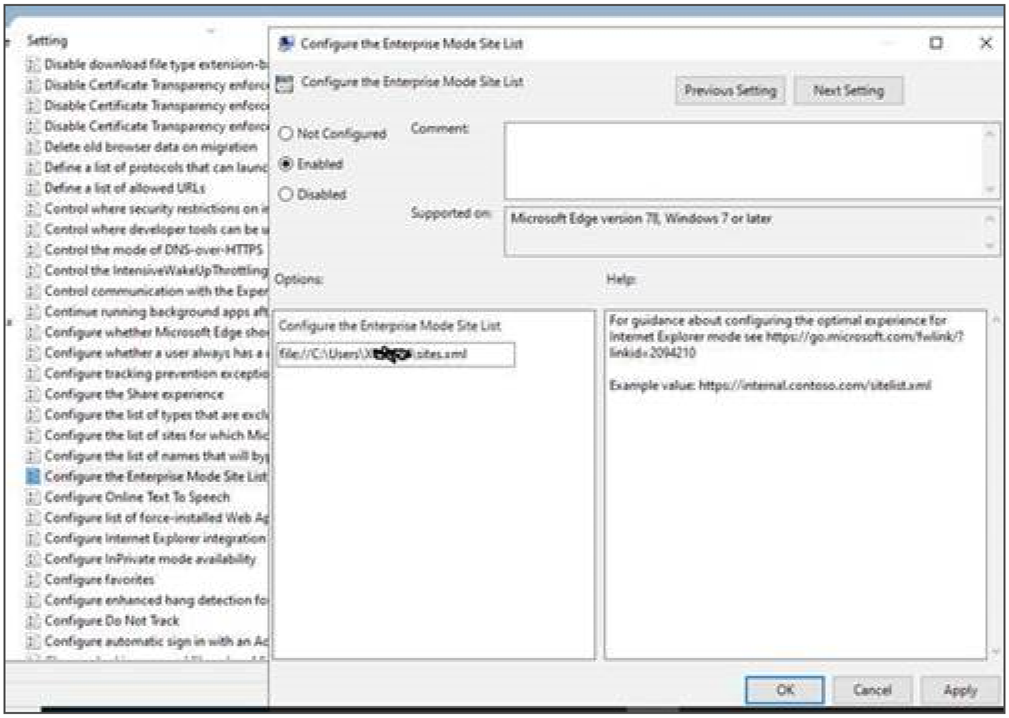
14. Select the **Enabled** radio button.

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

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

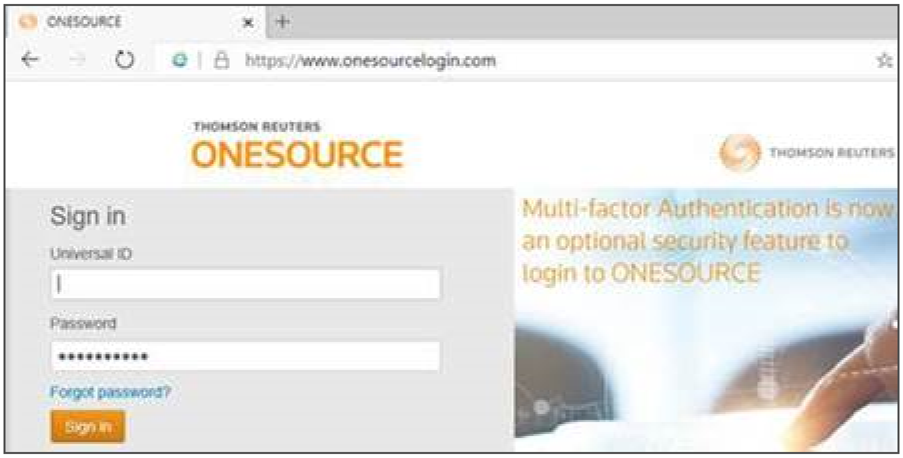
    Local network file: \\network\shares\Sites.xml

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.

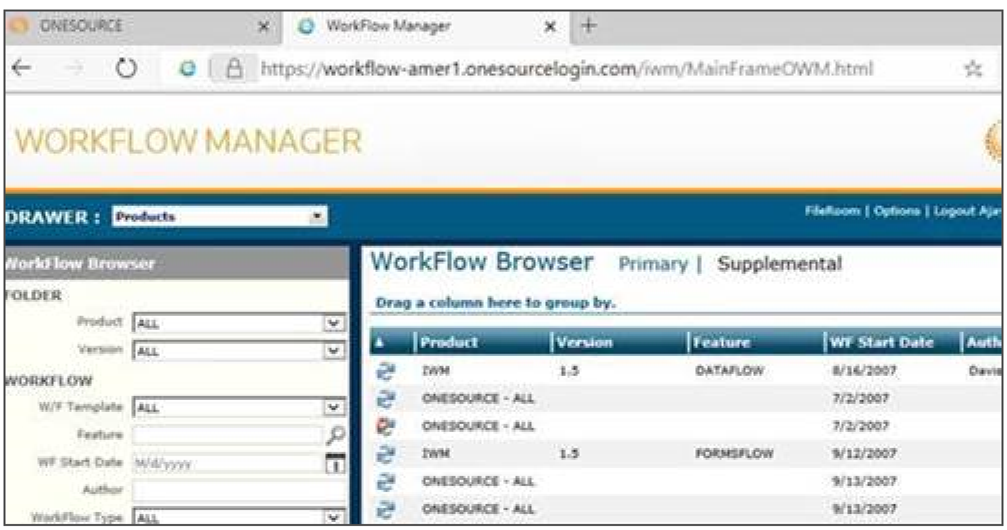
The Sign in page should open in Internet Explorer mode, as indicated by the Internet Explorer icon on the URL bar. For example:



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.

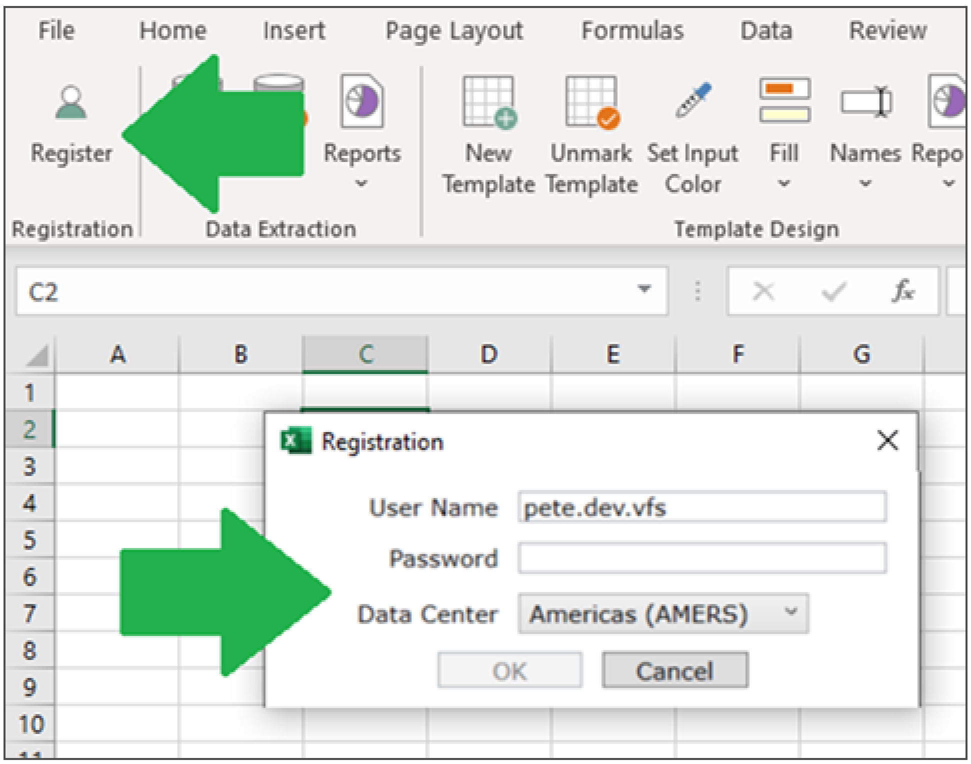
1. Open a previously created template, or
2. Use the New Template button of the Data Collection Add In, or
3. Use the Mark Template button to set the Excel file as a template.

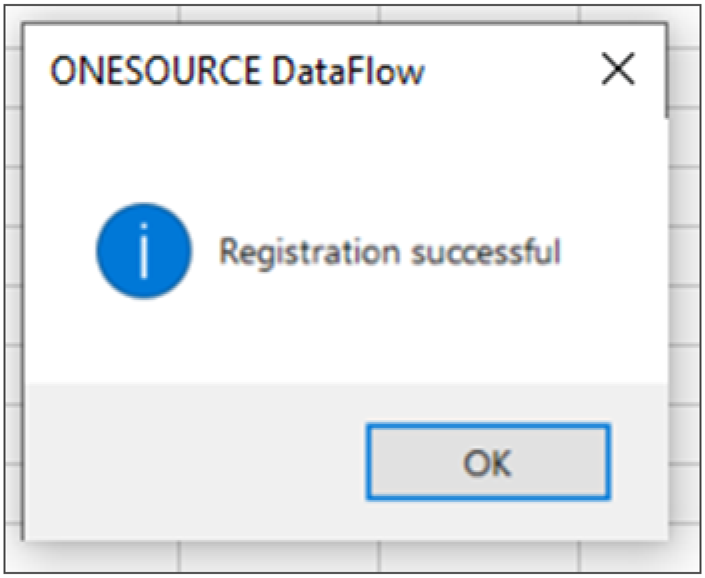
There are two components for each Data Hub Blueprint being incorporated into the DataFlow template.

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

ADDING THE BLUEPRINT

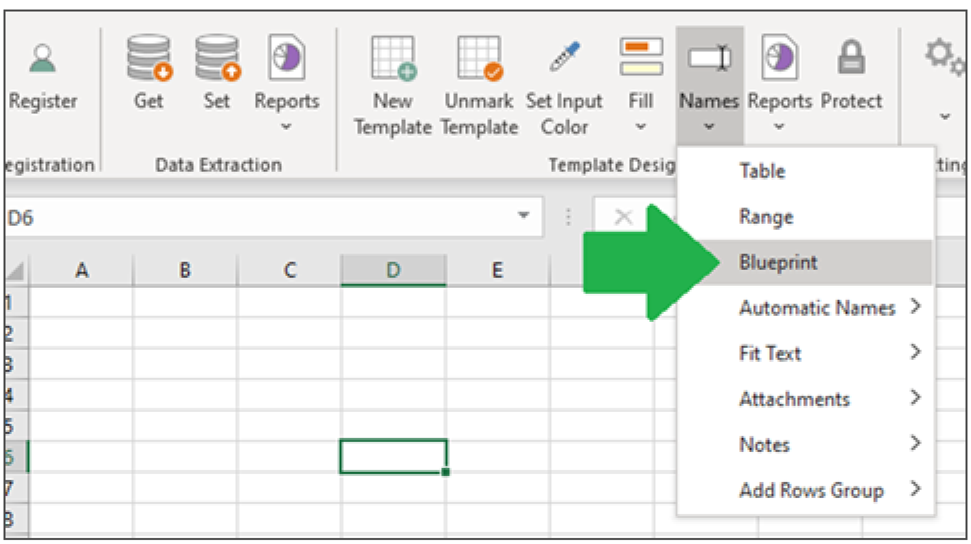
Since Blueprints are stored within the Data Hub application, before DataFlow can provide a list of Blueprints available, the user must register through the Data Collection Add In using the login which has access to Data Hub and DataFlow.



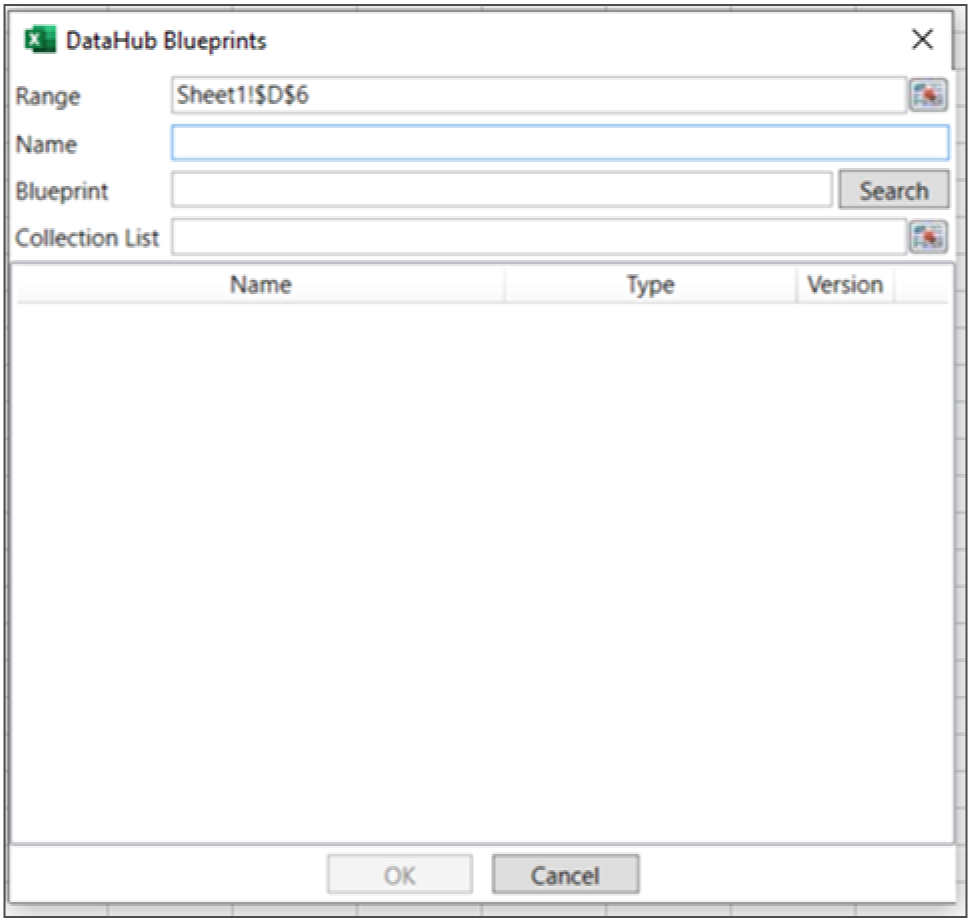


To register through Data Collection Add-in:

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.



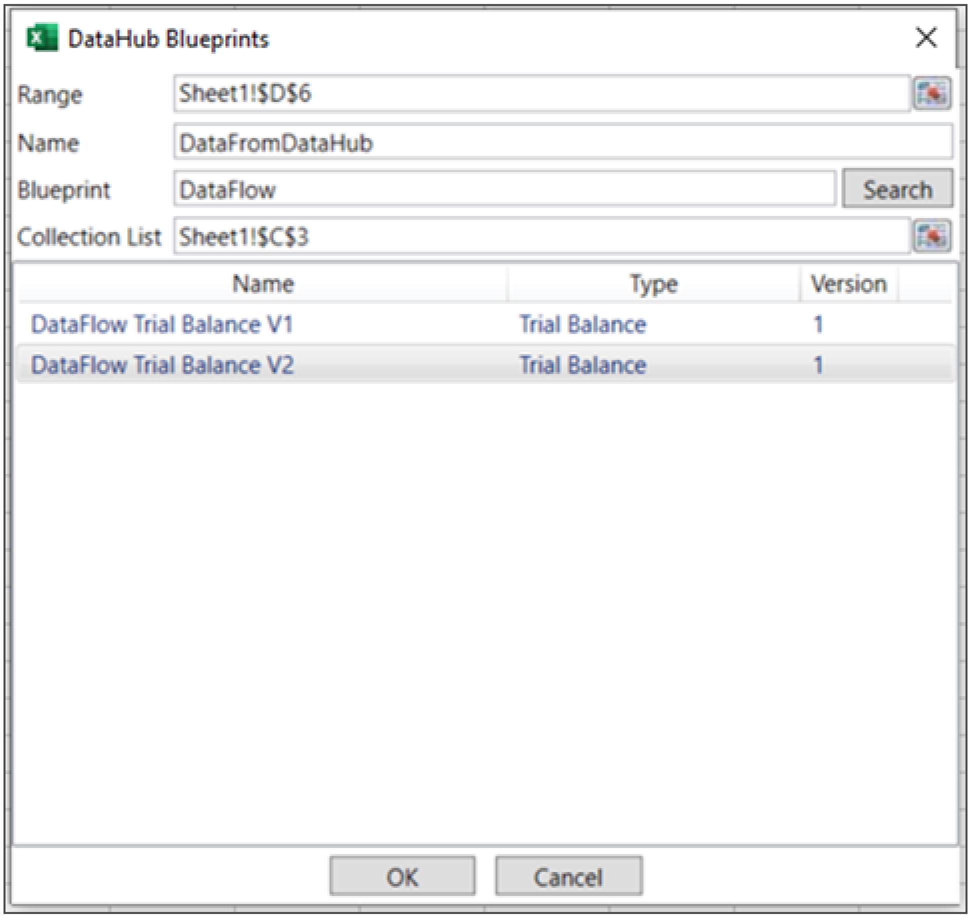
a. Range - This is the top left cell where the data from the Data Hub Collection will be displayed. This is automatically populated based on the cell selection when the Blueprint menu is clicked.

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

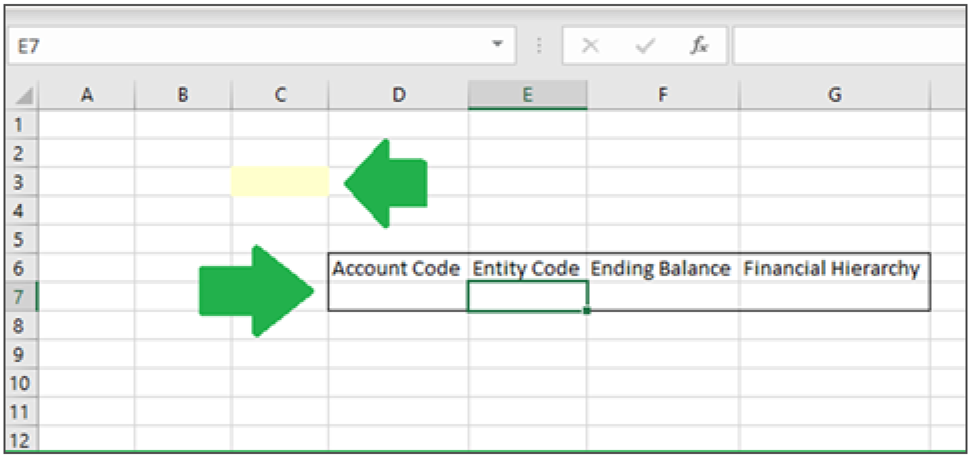
c. Blueprint - Enter a search term and click Search to display a list of available Blueprints.

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.

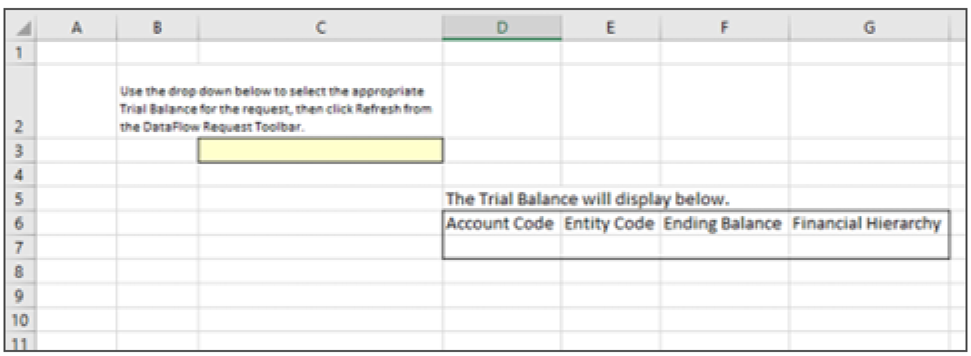
2. On the completed Data Hub Blueprints dialog, select **OK** once complete.



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.

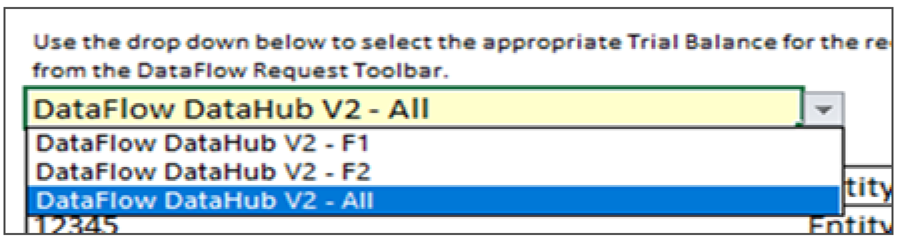
- The names of all Data Hub collections that match will populate the “Collection List” in the request.

    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.

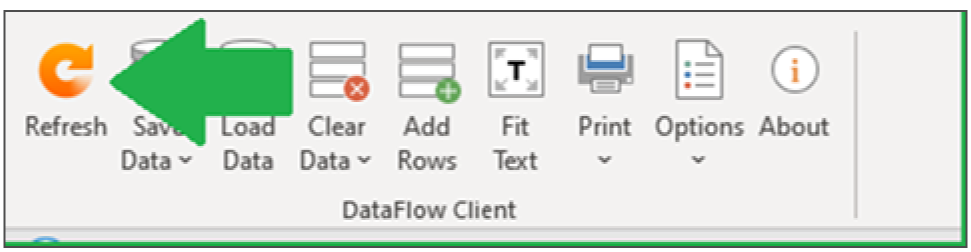
    2. If more than 1 Data Hub Collection is found, DataFlow will populate the “Collection List”, but will not retrieve collection data until a collection is selected and Refresh is clicked in the DataFlow Request Toolbar.

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

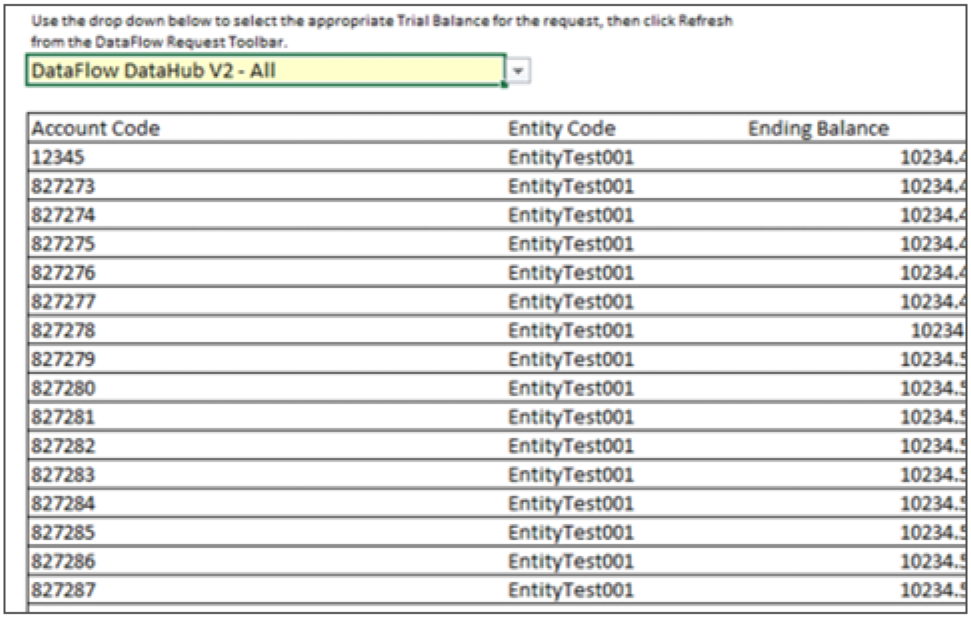
- The collection list is populated with Collections available.



- 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.

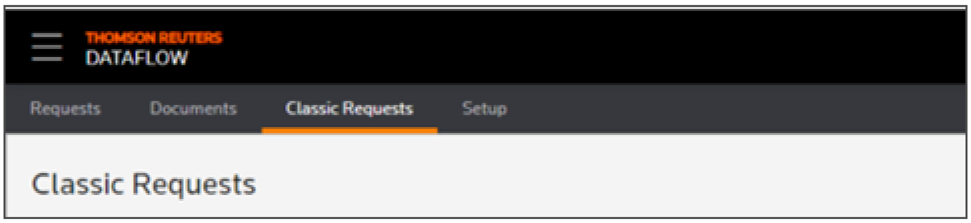
KNOWN LIMITATIONS

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.

ONESOURCE™

DATAFLOW

User Guide

Last updated May 2012

TAX & ACCOUNTING

THOMSON REUTERS

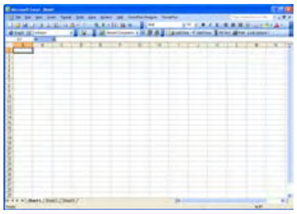
Proprietary Materials

Software License Agreement

Patent Pending

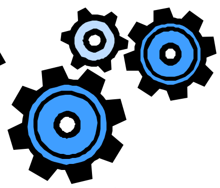
Contents

About ONESOURCE DataFlow



1

Using Microsoft Excel, tax department administrators create custom worksheet packages, which are generally tax-related.



2

Using a FormsFlow Designer-enhanced version of Excel, administrators convert the custom worksheet package to a secure Web-based Excel template. This template is then uploaded to DataFlow.

3

Using the Web-based Excel template, DataFlow requests are created using the Web-based Excel template. An email blast is created in ONESOURCE DataFlow to send the Web-based Excel template to data providers (who can be non-ONESOURCE Workflow Manager users), who then receive a link to the DataFlow request.

6

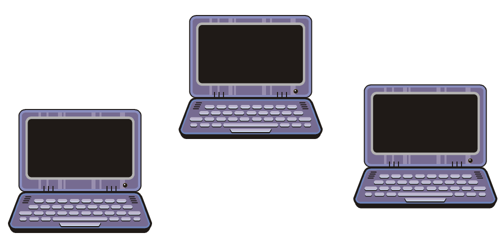
If requested, tax departments receive notification of completed requests. This step is optional.

5

Data from the data providers is saved to a secure ONESOURCE DataFlow repository. As data is saved, it is available for extraction.

4

Data providers use a FormsFlow-enhanced version of Excel to complete the DataFlow request, either off- or online.



Terminology

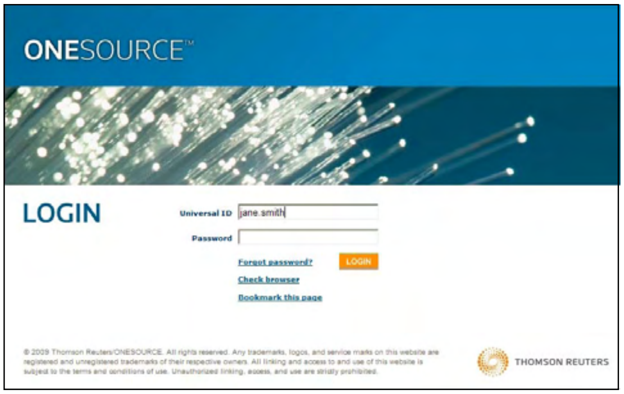
These terms are commonly used in the DataFlow module of ONESOURCE WorkFlow Manager.

- **Data providers** – People assigned to DataFlow requests. They are responsible for completing the DataFlow request and saving the data to the ONESOURCE DataFlow repository. Data providers can be existing users of ONESOURCE WorkFlow Manager or external, non-ONESOURCE WorkFlow Manager users.
- **DataFlow request** – A request for information gathered through a secure, Web-based FormsFlow Designer-enhanced Excel workbook. A link to the template is emailed to data providers who then complete the form, and the resulting data is stored in a ONESOURCE DataFlow repository.
- **Entity** – The subject of a DataFlow request.
- **DataFlow Add-In** – This Add-In, available in ONESOURCE FileRoom, allows you to query the ONESOURCE DataFlow repository and extract information gathered from DataFlow requests.
- **FormsFlow Designer** – This Add-In, available in ONESOURCE FileRoom, converts an Excel workbook into a secure, data-gathering template.
- **FormsFlow template** – The following FormsFlow templates are available within ONESOURCE DataFlow:
  - A FormsFlow email template, which specifies the FormsFlow workbook template to be used, gives instructions for data providers, and provides the tax type and workflow process associated with the request.
  - A FormsFlow workbook template, which is a Web-based Excel template that uses FormsFlow Designer and is sent within all DataFlow requests. Data providers complete the DataFlow requests created by these templates and save the requested information back to the secure ONESOURCE DataFlow repository.
- **Groups** – A class of individual users. Permissions to perform actions in ONESOURCE WorkFlow Manager and ONESOURCE DataFlow are assigned based on groups.
- **Users** – There are two types of users in ONESOURCE DataFlow:
  - Data providers who are assigned to a DataFlow request. If they are external to ONESOURCE WorkFlow Manager, they are added as users within the DataFlow **Setup** > **DataFlow** > **Users** section of ONESOURCE WorkFlow Manager.
  - Existing users in ONESOURCE WorkFlow Manager. They can be data providers or members of groups notified upon completion of a DataFlow request. Users are added in the ONESOURCE platform and must be part of a DataFlow group with proper permissions.

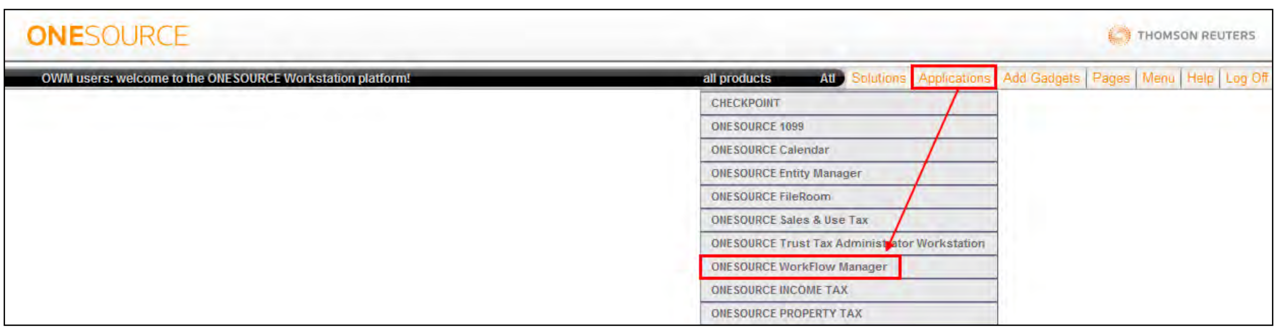
Logging In

Log on to the ONESOURCE platform at https://www.onesourcelogin.com.

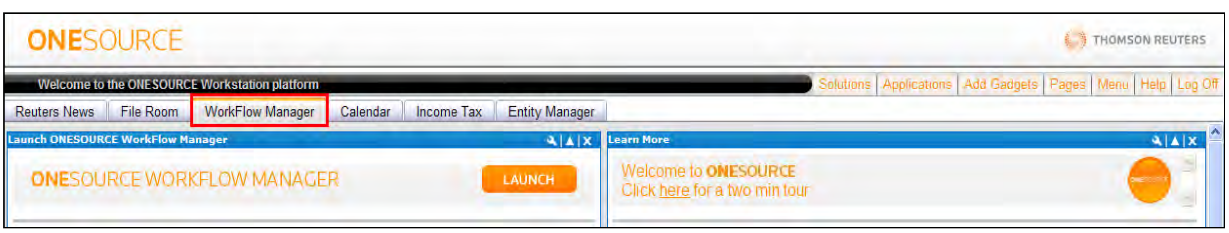
1. Enter your **Universal ID** and **Password**.



2. Click **Login**. The ONESOURCE platform appears.
3. From the ONESOURCE platform menu, click **Applications**, then **ONESOURCE WorkFlow Manager**.



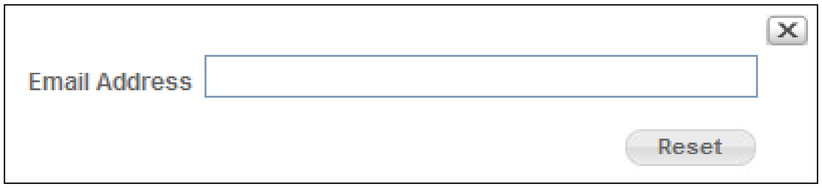
NOTE: You can add the **Launch ONESOURCE WorkFlow Manager** gadget to a page in the ONESOURCE platform, then click **Launch** to open the application.



Forgot password?

If you cannot remember your password in order to log on to the ONESOURCE platform, you can use the link provided on the **Login** page to reset it. To do so, complete the following steps.

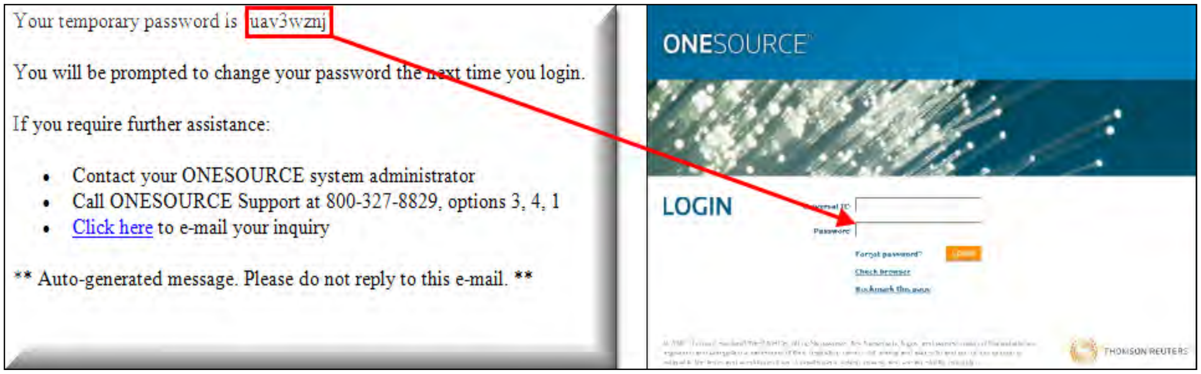
1. Click **Forgot Password?** on the **Login** page. A dialog box appears, and includes a field for you to type your e-mail address.



2. Type your e-mail address in the **Email Address** field, then click **Reset**. A dialog box appears confirming that you want to reset your password.

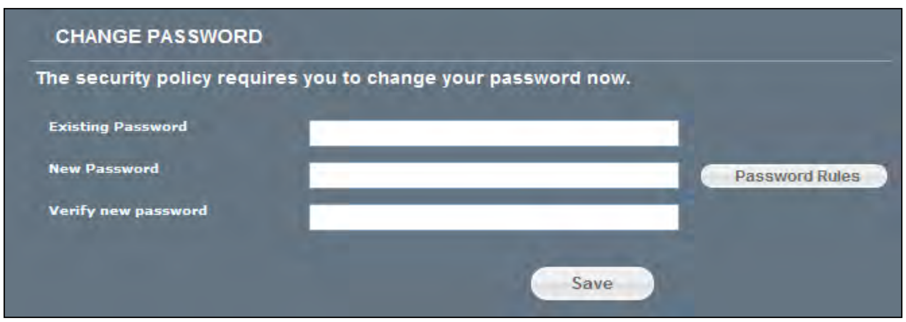
3. Click **OK**. A dialog box appears and confirms that if the e-mail address you entered matches the system's records, a temporary password will be sent to that e-mail address.

4. Click **OK**.
5. Return to the **Login** page and log in using the temporary password sent to you via e-mail.

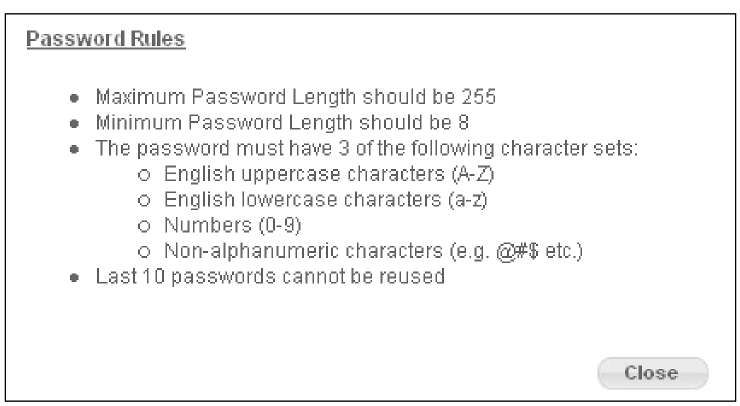


After you log in, you must change your password.

6. In the **Change Password** area, type your temporary password sent to you via e-mail in the **Existing Password** field, then type the new password that you will use to log on to the ONESOURCE platform in both the **New Password** and **Verify new password** fields.



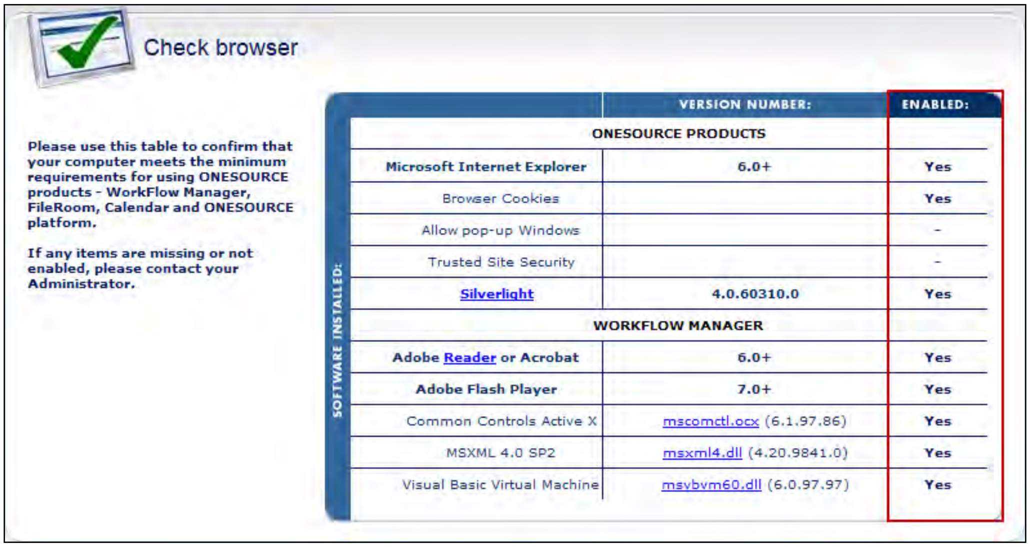
NOTE: Passwords differ based on your IT department requirements. The password that you choose must conform to the rules set by your administrator. Click **Password Rules** on the **Change Password** page to see those currently in effect.



7. Click **Save**.

Check browser

To get the most out of ONESOURCE, click the **Check Browser** link on the **Login** page to ensure that your computer is in compliance. The **Check Browser** window appears.



In the **Enabled** column, review which adjustments need to be made to your browser. These may include upgrading to newer software versions or enabling settings.

NOTE: For more information regarding current system requirements, please refer to Appendix B.

Microsoft Internet Explorer

Download Internet Explorer at http://www.microsoft.com/windows/downloads/ie/getitnow.mspx.

Browser Cookies

Internet Explorer lets you specify sites from which to allow cookies. To do so, complete the following steps.

1. Open Internet Explorer, select **Tools**, then **Internet Options**.
2. Click the **Privacy** tab, then click **Sites.**
3. Type the following sites in the **Address of website** field:
    - https://*.onesourcelogin.com
    - https://*.onesourcetax.com
    - https://*.thomson.com
4. Click **Allow** after typing each site's address.
5. Click **OK** in the **Per Site Privacy Actions** dialog box.
6. Click **OK** in the **Internet Options** dialog box.

Allow Pop-up Windows

1. Open Internet Explorer and select **Tools**, then **Pop-up Blocker**, then **Pop-up Blocker Settings**.

2. Type the sites listed above into the **Address of website to allow** field. Click **Add** after entering each site.
3. Click **Close**.

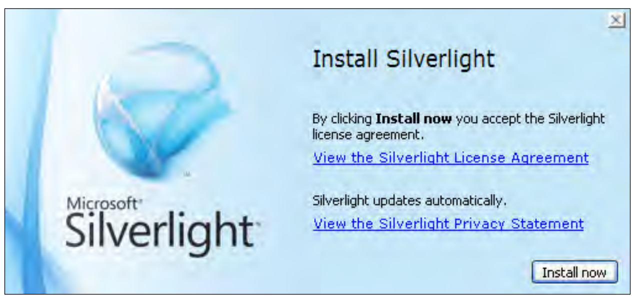
Trusted Site Security

1. Open Internet Explorer, select **Tools**, then **Internet Options.**
2. Click the **Security** tab, then the **Trusted Sites** icon, then **Sites.**
3. Type the sites listed above into the **Add this website to the zone** field. Click **Add** after entering each site.
4. Click **Close** in the **Trusted sites** dialog box.
5. Click **OK** in the **Internet Options** dialog box.

Silverlight

Before accessing My Work, you may be prompted to install the latest version of Microsoft Silverlight. My Work uses the Microsoft Silverlight application framework. The benefits of using Silverlight include more intuitive usability for end users and faster performance when processing large volumes of data.

To install Silverlight, click **Install Now** link from the popup window that appears.



NOTE: If you experience issues while trying to install Silverlight, please refer to Appendix B.

Adobe Flash Player

ONESOURCE supports Adobe Flash Player 7 and above. To upgrade, visit the Adobe Web site at http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash.

Adobe Reader and Adobe Acrobat

ONESOURCE supports Adobe Reader and Adobe Acrobat professional products version 6 and above. Download the most recent version of Adobe Reader at http://www.adobe.com/products/acrobat/readstep2.html?promoid=BUIGO.

TIP: If you have Adobe Reader and later upgrade to a full version, make sure that you uninstall Adobe Reader first.

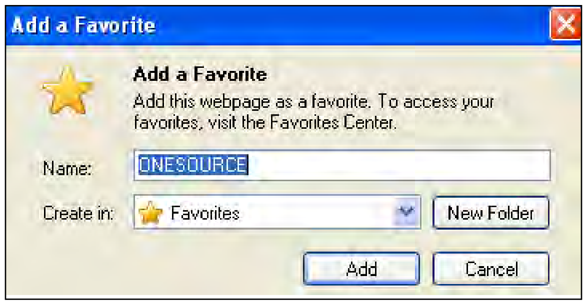
Common Controls Active X, MSXML, and Visual Basic Virtual Machine

Links are provided for Common Controls Active X, MSXML 4.0 SP2, and Visual Basic Virtual Machine. If applicable, click the link and follow the instructions provided.

Bookmark this page

To add the ONESOURCE **Login** page to your Internet Explorer Favorites, complete the following steps.

1. Click **Bookmark this page** on the login screen. The **Add a Favorite** dialog box appears.
2. Modify the name, if desired.
3. Click **Add**.



Launching your ONESOURCE application

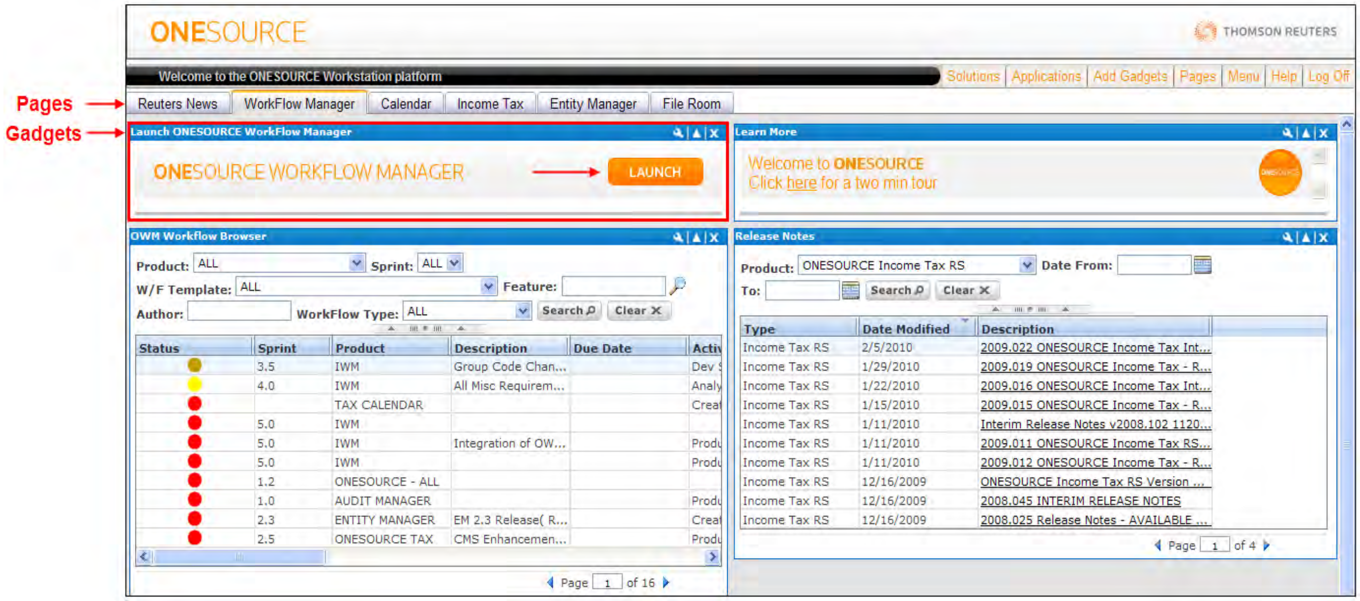
From the ONESOURCE platform, there are three ways to launch a ONESOURCE application:

- Use a **Launch** gadget on a customized page
- Select **Applications** from the ONESOURCE platform menu, then select the application name
- Select **Solutions** from the ONESOURCE platform menu, then select the application name

Using the Launch gadget

As shown earlier, the ONESOURCE platform opens when you log in with your universal ID and password. You can create pages for your platform then add launch gadgets to pages.

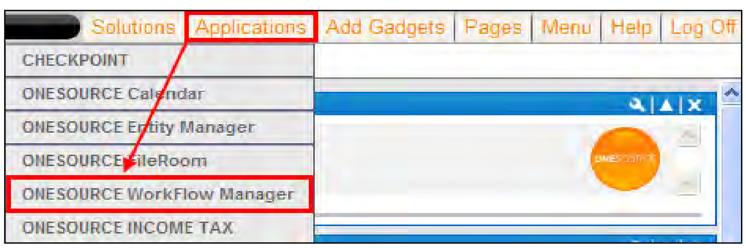
To learn how to add pages and gadgets, refer to the *ONESOURCE platform User Guide*. Or, watch the “Adding and deleting pages” and “Adding and deleting gadgets” Learning Center videos.



Applications menu

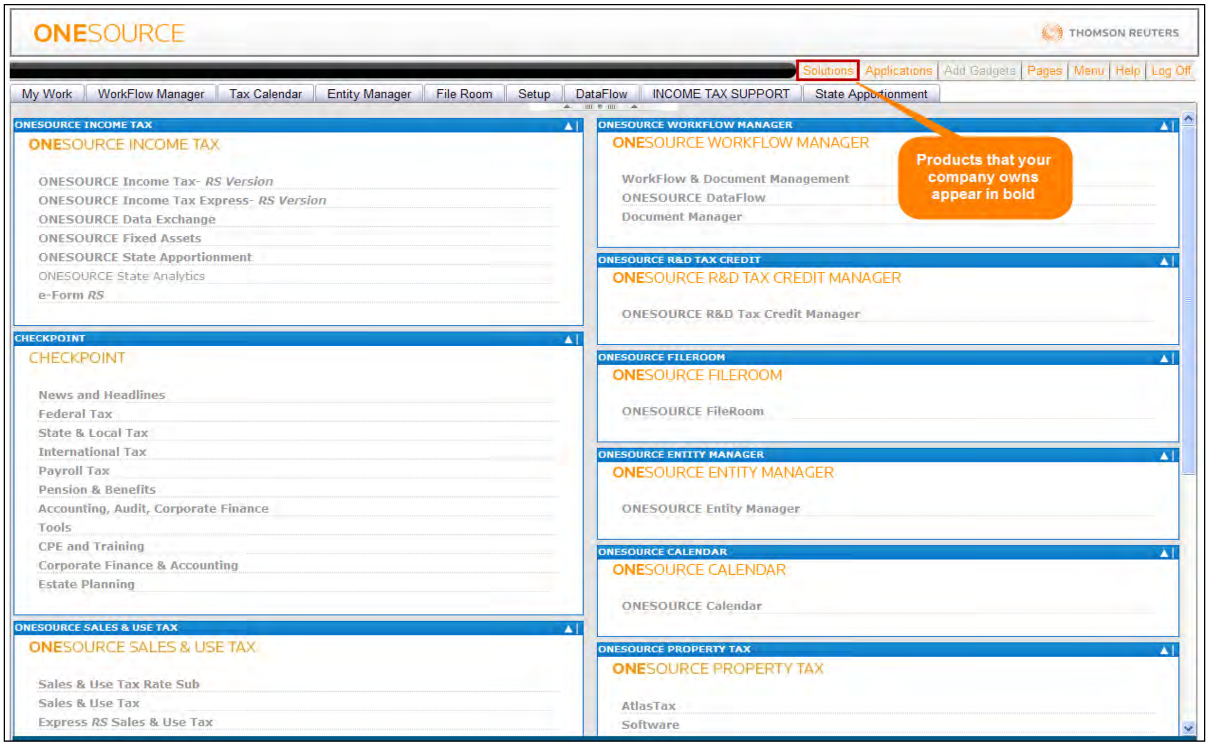
The **Applications** menu in the ONESOURCE platform menu shows all products that you have permission to access. Click a product name to launch that application.

NOTE: If you do not see the application that you need, contact your administrator to gain access.



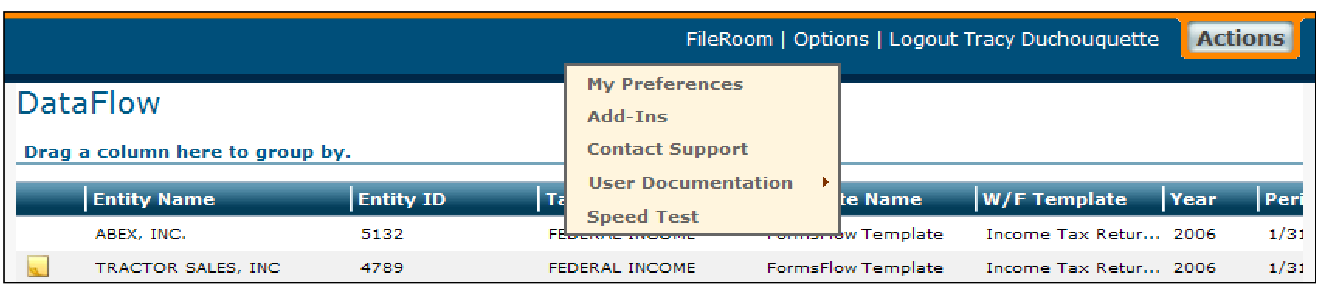
Solutions menu

The **Solutions** menu in the ONESOURCE platform menu shows the various categories of products available from Thomson Reuters. The products that you own appear in bold. Selecting any other product name will take you to its Web site for more information about that product.



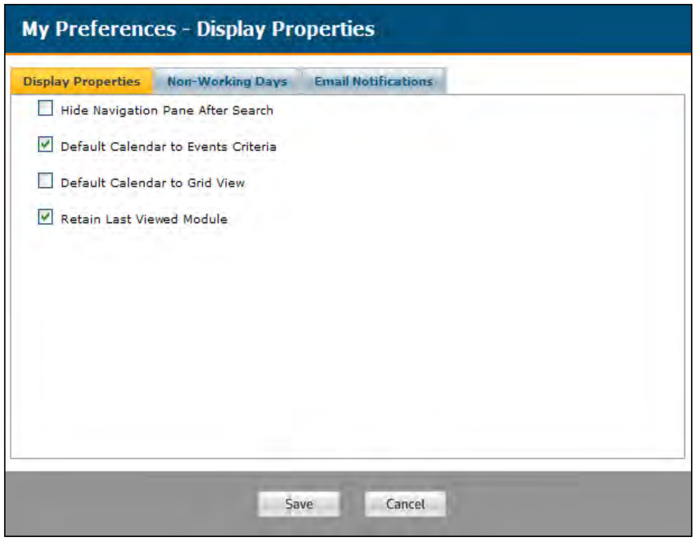
Options menu

Wherever you are in ONESOURCE WorkFlow Manager, you can view the **Options** menu in the upper right corner near the **Actions** menu icon.



My Preferences

Select **Options,** then select **My Preferences** to customize your displays in ONESOURCE WorkFlow Manager.

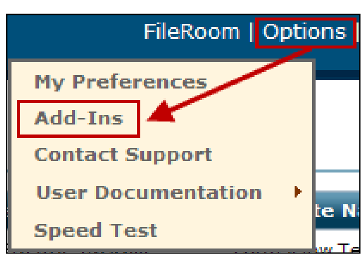


- On the **Display Properties** tab, select or clear the check boxes to specify what happens with the navigation pane after a search, as well as the default views that appear when you open the application.
- On the **Non-Working Days** tab, select the days that you are not scheduled to work (your non-working days), as well as the jurisdiction in which you work.
- On the **Email Notifications** tab, select the days on which you wish to receive selected reports by way of e-mail. For each selected day, you will receive all of the reports saved within the **Email Reports** area.

For more information on customizing your **Task** grid view, refer to the “Customize View” section in the “ONESOURCE WorkFlow Manager” chapter of the *ONESOURCE WorkFlow Manager User Guide*.

Add-Ins

Select **Options**, then select **Add-Ins** to view a list of available Add-Ins. Several Add-Ins support ONESOURCE WorkFlow Manager functionality (e.g., enhancements to Microsoft Office, Lotus Notes, and Adobe Acrobat).



Each Add-In includes options for viewing and downloading. Click **View** to view detailed instructions for downloading the Add-In and configuring your system. Click **Download** to begin the Add-In installation.

Working with macros and protected views in Microsoft Excel

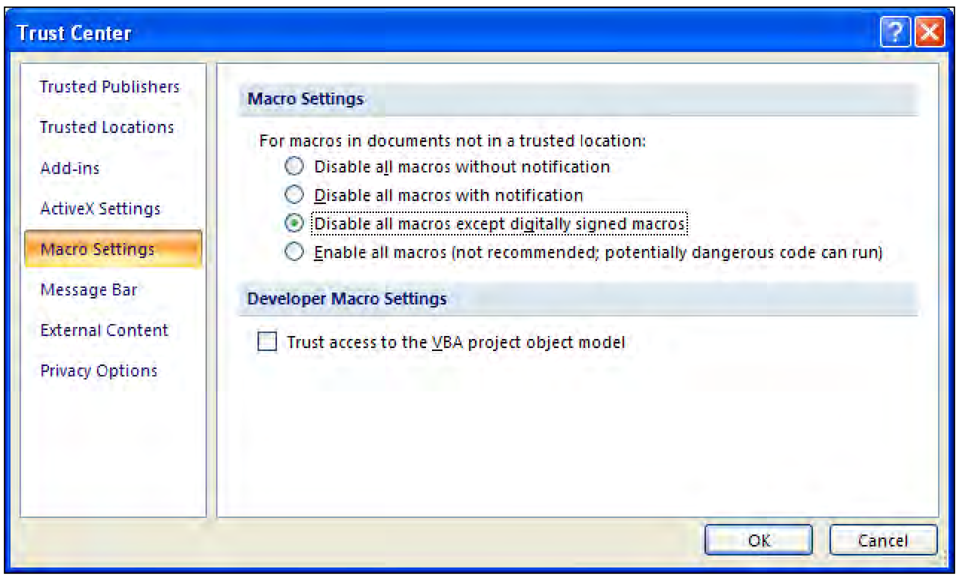
All DataFlow templates sent to Data Providers will be digitally signed to ensure that code has not been compromised.

To open the Excel files sent through DataFlow requests, make sure that you change the macro security settings to accept digitally signed files.

Enabling macros in Excel 2007 and 2010

In Excel 2007 and 2010, you enable macros within the **Trust Center** window. To do so, complete the following steps.

1. From the Excel main menu, click **Excel Options**. The **Excel Options** window appears.
2. Select **Trust Center** from the left side menu, then click **Trust Center Settings** from the **Microsoft Office Excel Trust Center** section. The **Trust Center** window appears.
3. Select **Macro Settings** from the left side menu.
4. Select **Disable all macros except digitally signed macros**.



5. Click **OK**.

Enabling macros in Excel 2003

In Excel 2003, you enable macros within the **Tools** menu. To do so, complete the following steps.

1. From the **Tools** menu, select **Macro**, then select **Security**. The **Security** dialog box appears.
2. Click the **Security Level** tab, then select **High**.

   The **High** security level will allow you to open macros from trusted sources, but will disable macros from unknown sources. To learn more about signed and unsigned macros, visit http://office.microsoft.com/en-us/excel/hP011195791033.aspx.

3. Click the **Trusted Publishers** tab, then add a list of trusted publishers from which Excel can open files with macros.

4. Click **OK**.

Disabling a protected view in Excel 2010

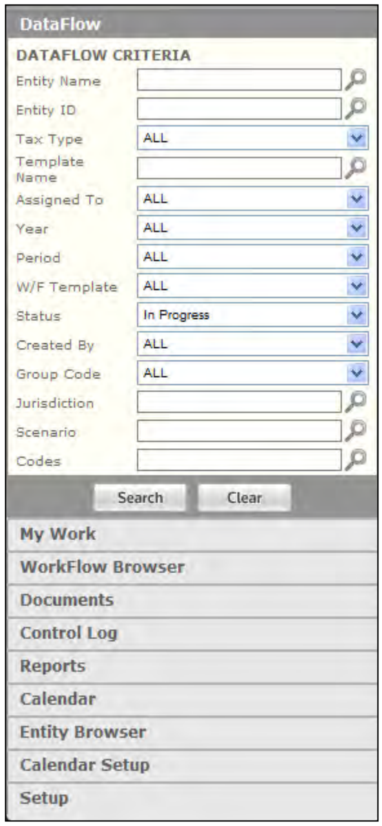
To disable a protected view in Excel 2010, complete the following steps.

1. From the Excel main menu, click **Excel Options**. The **Excel Options** window appears.
2. Select **Trust Center** from the left side menu, then click **Trust Center Settings** from the **Microsoft Office Excel Trust Center** section. The **Trust Center** window appears.
3. Select **Protected View** from the left side menu.
4. Clear the first three check boxes.

   NOTE: The workaround is to save the DataFlow request to your computer, then open the request with Excel to complete the request.

Using DataFlow

To access DataFlow from ONESOURCE WorkFlow Manager, click **DataFlow** in the left navigation area. The left navigation area opens to the DataFlow search panel, allowing you to enter criteria to search for an existing DataFlow request.



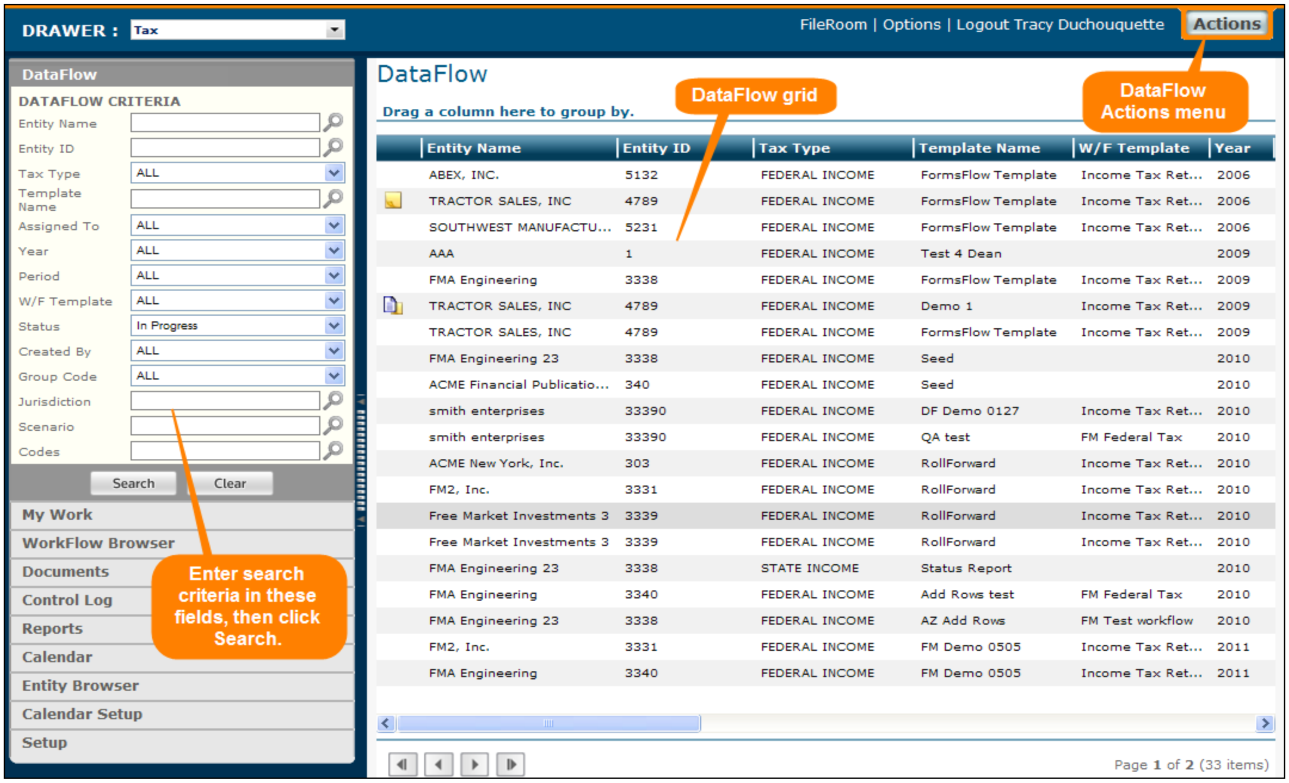
From there, you can complete one of the following actions:

- Create a new DataFlow request
- Monitor the status of existing DataFlow requests
- Select options from the DataFlow **Actions** menu

Understanding the DataFlow grid

The DataFlow grid includes:

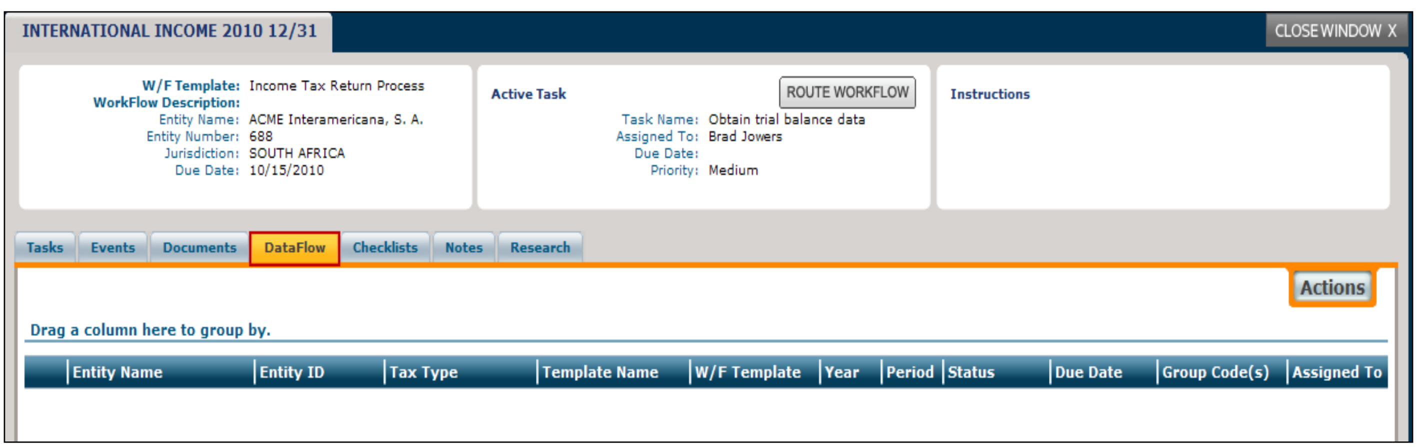
- Search filters using lookup lists and drop-down menus
- A grid displaying DataFlow requests
- The **Actions** menu



The DataFlow grid displays information about DataFlow requests, including Entity Name, Tax Type, Template Name, W/F Template, Year, Period, and Assigned User.

NOTE: Some of the DataFlow functions can be performed from the **DataFlow** tab in a workflow folder as well.

From the **DataFlow** tab in a workflow folder, you can add, edit, and manage DataFlow requests associated with the selected workflow.



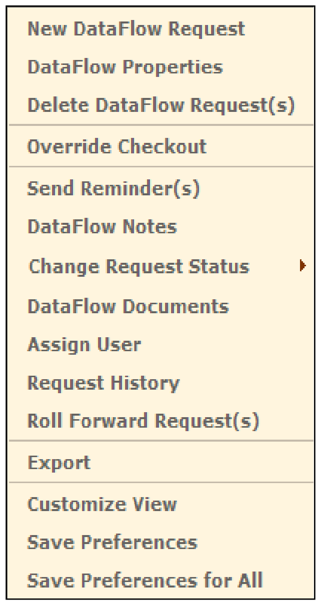
TIP: The difference between the DataFlow grid and the workflow folder is that the DataFlow grid shows all DataFlow requests, regardless of the entity and workflow. From a workflow folder, you only see DataFlow requests associated with the selected workflow.

DataFlow requests created from the **DataFlow** tab of a workflow folder will appear there, as well as within the DataFlow grid. The same actions can be performed on DataFlow requests from either grid.

Accessing the DataFlow Actions menu

Many DataFlow **Actions** menu items require users to have specific permissions. For more information, please refer to the "Security: DataFlow Manager" section in the *ONESOURCE Administrator Guide*.

The DataFlow **Actions** menu is identical on both the DataFlow grid and the **DataFlow** tab in a workflow folder.



To access the DataFlow **Actions** menu, complete one of the following actions:

- Right-click an item in the DataFlow grid
- Select an item in the DataFlow grid, then click the **Actions** menu icon

NOTE: If you do not have a row selected, only those options that apply to the entire grid will be available, such as the following:

- New DataFlow Request
- Export (exports the entire grid)
- Customize View
- Save Preferences

New DataFlow Request

You can create a DataFlow request from the DataFlow grid or from the **DataFlow** tab in a workflow folder.

To initiate a DataFlow request, your administrator creates a FormsFlow Email Template that is linked to a tax type and (optionally) a workflow process. This template is used to create the

DataFlow request and (optionally) send an email notification to data providers to notify them of their assignment to the request, which contains a link to DataFlow.

The data providers access the DataFlow request, then process and save the requested information to the DataFlow repository. Once complete, the information collected can be extracted by authorized users.

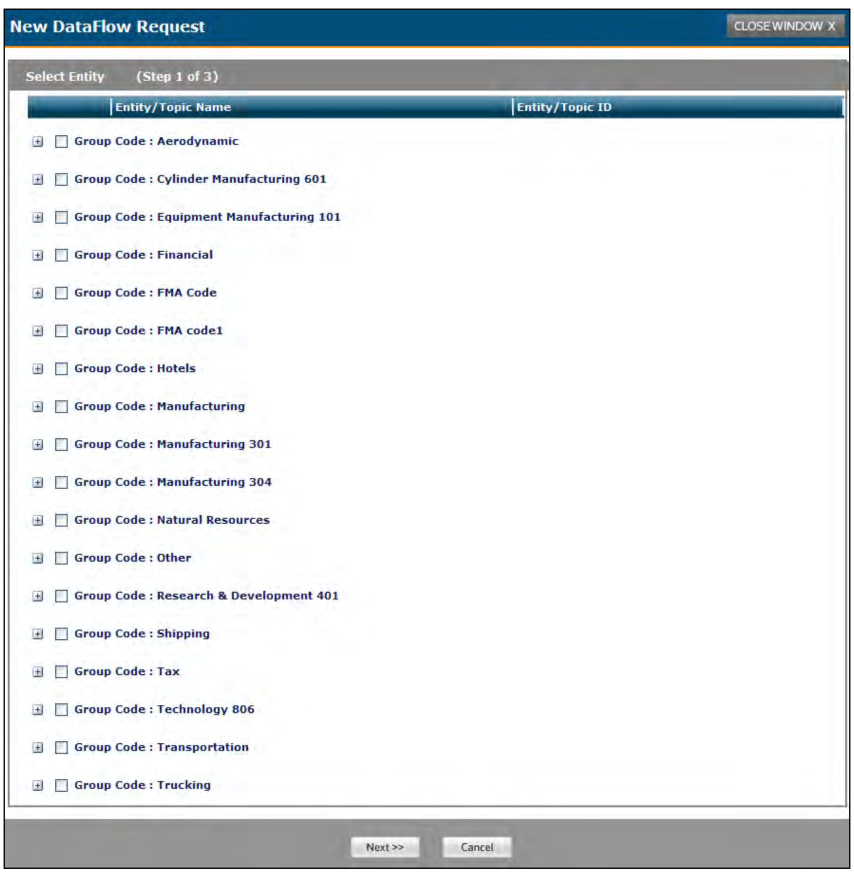
Please refer to the *ONESOURCE Administrator Guide* to learn how to:

- Create the FormsFlow Email Template
- Set up group codes in the ONESOURCE platform
- Set up data providers (users)

Creating a request from the DataFlow grid

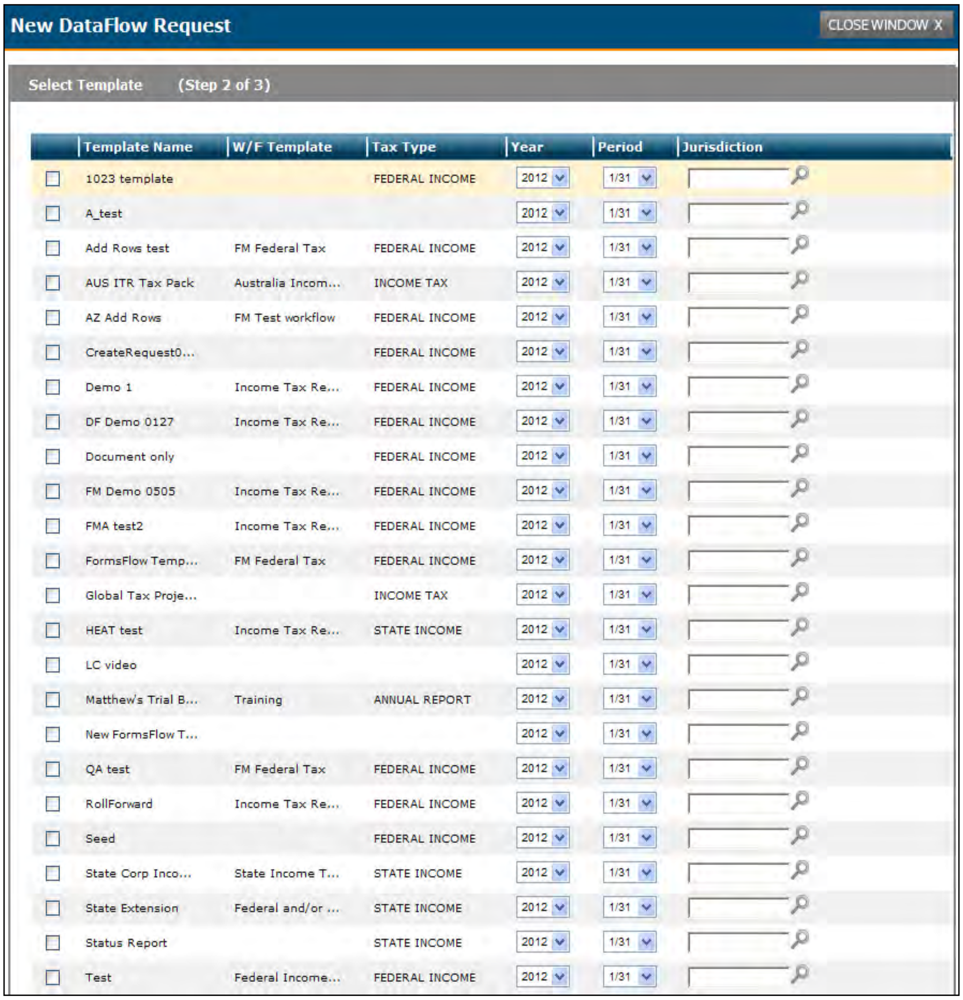
To create a DataFlow request from the DataFlow grid, complete the following steps.

1. Select **New DataFlow Request** from the **Actions** menu. The **New DataFlow Request** wizard begins.
2. In Step 1 of the **New DataFlow Request** wizard, select the check box next to the group code that will receive the request. Or, click the plus icon next to the name to expand the list and select specific entities within the group code.



NOTE: An entity must be a member of a Group Code in order to appear in Step 1 of the wizard. For more information, refer to the “ONESOURCE DataFlow” section of the *ONESOURCE Administrator Guide*.

3. Click **Next**. Step 2 of the **New DataFlow Request** wizard appears.

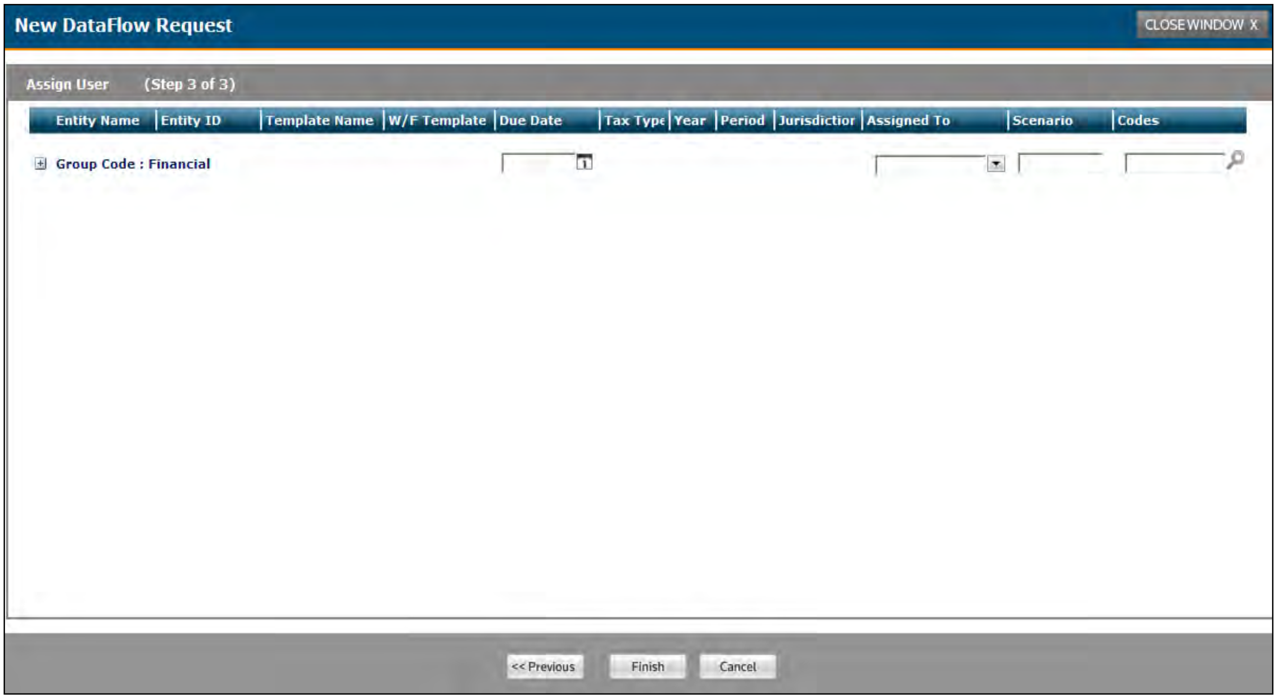


	Template Name	W/F Template	Tax Type	Year	Period	Jurisdiction
☐	1023 template		FEDERAL INCOME	2012	1/31	
☐	A_test			2012	1/31	
☐	Add Rows test	FM Federal Tax	FEDERAL INCOME	2012	1/31	
☐	AUS ITR Tax Pack	Australia Incom...	INCOME TAX	2012	1/31	
☐	AZ Add Rows	FM Test workflow	FEDERAL INCOME	2012	1/31	
☐	CreateRequest0...		FEDERAL INCOME	2012	1/31	
☐	Demo 1	Income Tax Re...	FEDERAL INCOME	2012	1/31	
☐	DF Demo 0127	Income Tax Re...	FEDERAL INCOME	2012	1/31	
☐	Document only		FEDERAL INCOME	2012	1/31	
☐	FM Demo 0505	Income Tax Re...	FEDERAL INCOME	2012	1/31	
☐	FMA test2	Income Tax Re...	FEDERAL INCOME	2012	1/31	
☐	FormsFlow Temp...	FM Federal Tax	FEDERAL INCOME	2012	1/31	
☐	Global Tax Proje...		INCOME TAX	2012	1/31	
☐	HEAT test	Income Tax Re...	STATE INCOME	2012	1/31	
☐	LC video			2012	1/31	
☐	Matthew's Trial B...	Training	ANNUAL REPORT	2012	1/31	
☐	New FormsFlow T...			2012	1/31	
☐	QA test	FM Federal Tax	FEDERAL INCOME	2012	1/31	
☐	RollForward	Income Tax Re...	FEDERAL INCOME	2012	1/31	
☐	Seed		FEDERAL INCOME	2012	1/31	
☐	State Corp Inco...	State Income T...	STATE INCOME	2012	1/31	
☐	State Extension	Federal and/or ...	STATE INCOME	2012	1/31	
☐	Status Report		STATE INCOME	2012	1/31	
☐	Test	Federal Income...	FEDERAL INCOME	2012	1/31	

4. Select the check box next to the FormsFlow template that will be sent with this request. The sent information includes the Excel file for data collection, as well as the email for **Initial Requests**. Then, select the year and period that the request will include, and select a jurisdiction. **Jurisdiction** is an optional field.

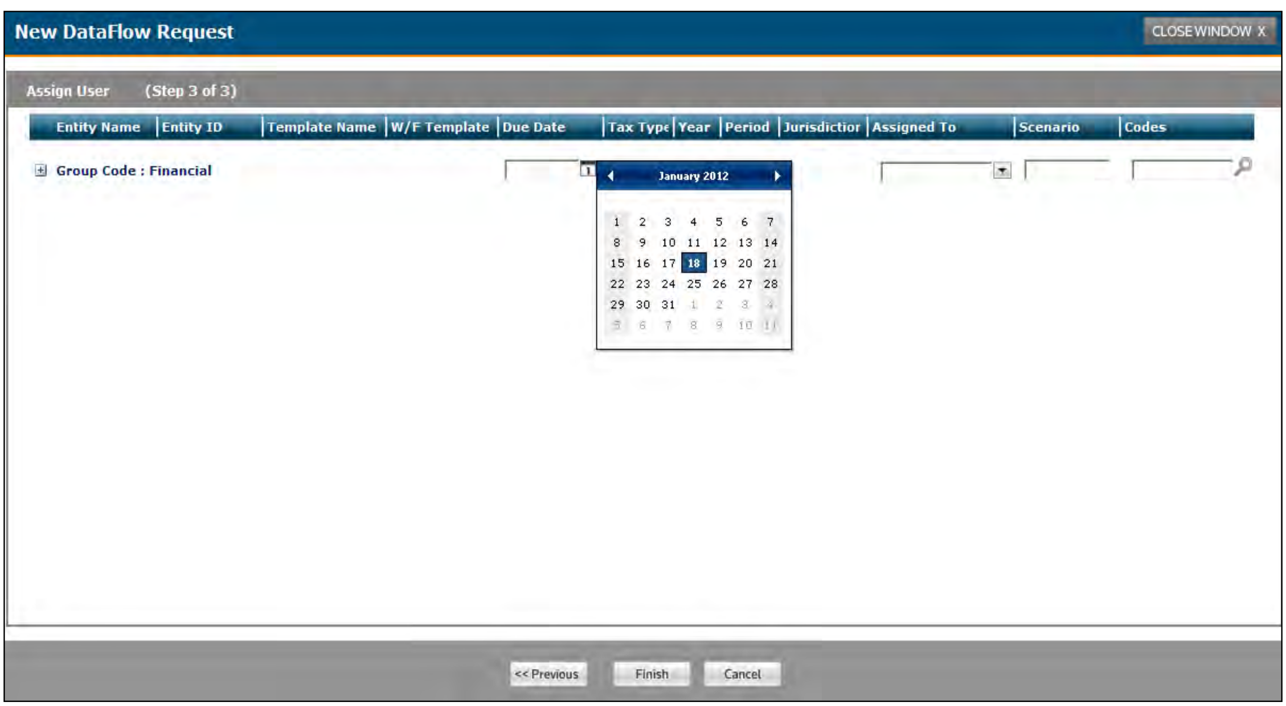
   NOTE: **Jurisdiction** is a managed list located within the **Setup** area of the ONESOURCE platform. For more information, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

5. Click **Next**. Step 3 of the **New DataFlow Request** wizard appears.

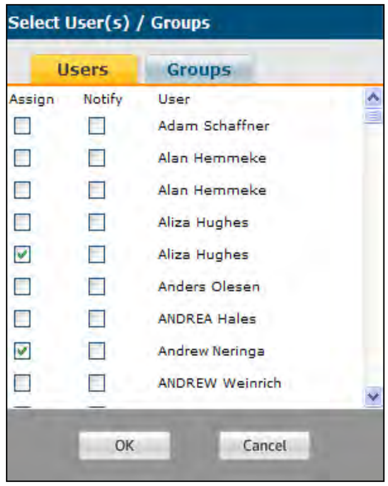


6. Click the calendar icon in the **Due Date** column to select a due date for the DataFlow request. A calendar appears with the current date selected. Click the arrows to scroll to your desired month.

   NOTE: **Due Date** is an optional field.



7. From the drop-down menu in the **Assigned To** column, select the users and groups responsible for this request. The **Select User(s) / Groups** dialog box appears. Select the **Assign** and/or **Notify** check boxes next to the users that will be assigned to this DataFlow request, then click **OK**. The **Assigned To** column is optional.



NOTE: Click the **Groups** tab to select the **Assign** and/or **Notify** check boxes next to the groups that will be notified of this DataFlow request, then click **OK**.

After you select a check box, it remains selected until you clear it. This allows you to keep track of users who have been assigned DataFlow requests, and whether or not they have been notified by email.

8. Type a description of the DataFlow request in the **Scenario** field.

NOTE: **Scenario** is an optional field.

9. Click the lookup icon in the **Codes** field to select a user-defined code for your DataFlow request, then click **OK**. **Codes** is an optional field.

NOTE: **Codes** is a managed list located within the **Setup** area of the ONESOURCE platform. For more information, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

10. Click **Finish**. A message appears and confirms that your request was added successfully. The new DataFlow request appears in the DataFlow grid.

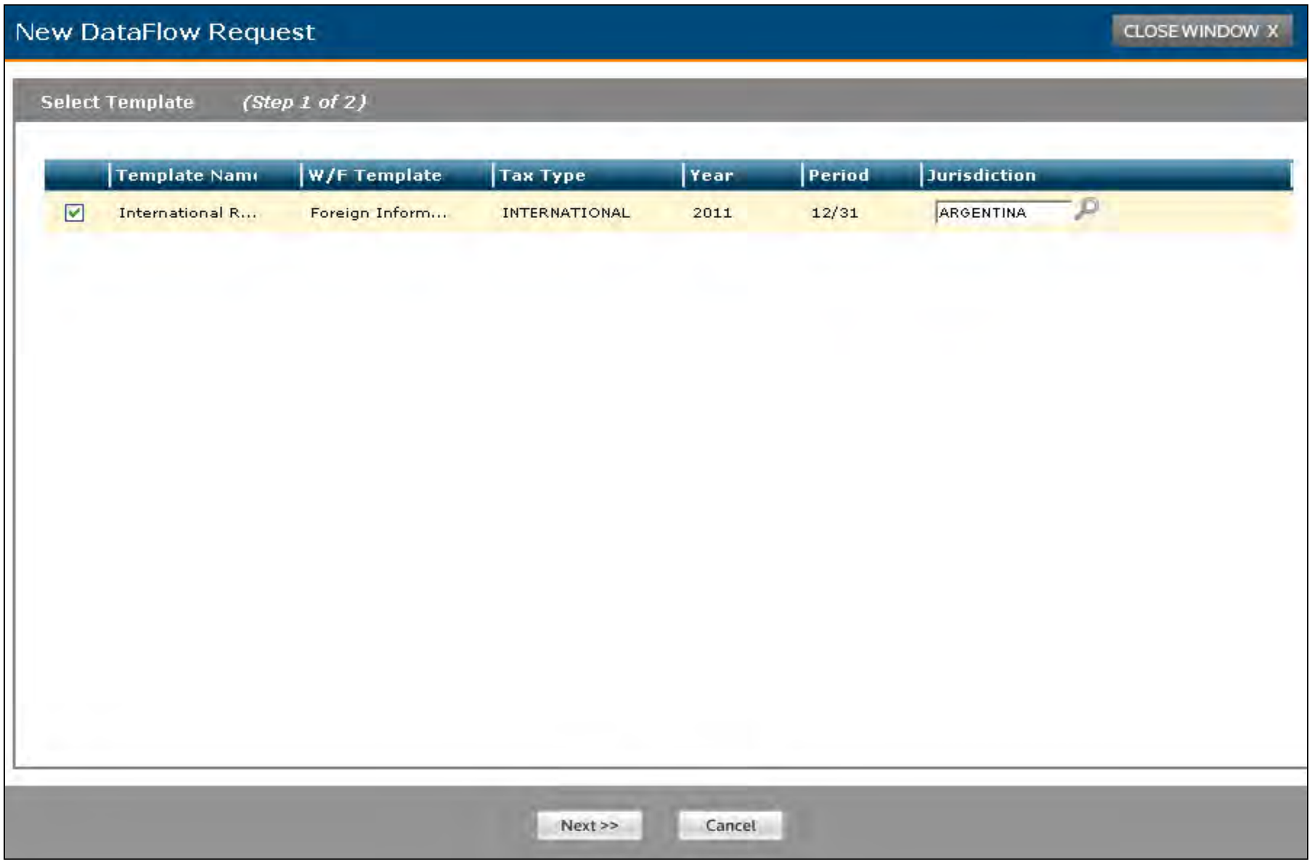
NOTE: Each DataFlow request must be unique. If changes made to the properties prevent your DataFlow request from being unique, an error message appears. Fields that define uniqueness are **Entity Name**, **Entity ID**, **Year**, **Period**, **Tax Type**, **FormsFlow template**, **Jurisdiction** (optional field), **Scenario** (optional field), and **Codes** (optional field).

Creating a request from a workflow folder

There are fewer steps to complete when creating a DataFlow request from a workflow folder since the entity, year, and period are already known.

To create a DataFlow request from the **DataFlow** tab of a workflow folder, complete the following steps.

1. Select **New DataFlow Request** from the **Actions** menu. The **New DataFlow Request** wizard begins.
2. In Step 1 of the **New DataFlow Request** wizard, select the FormsFlow template that will be sent with this request. The request includes the Excel file to be sent for data collection, as well as the email for **Initial Requests**. The year and period are determined by the workflow.

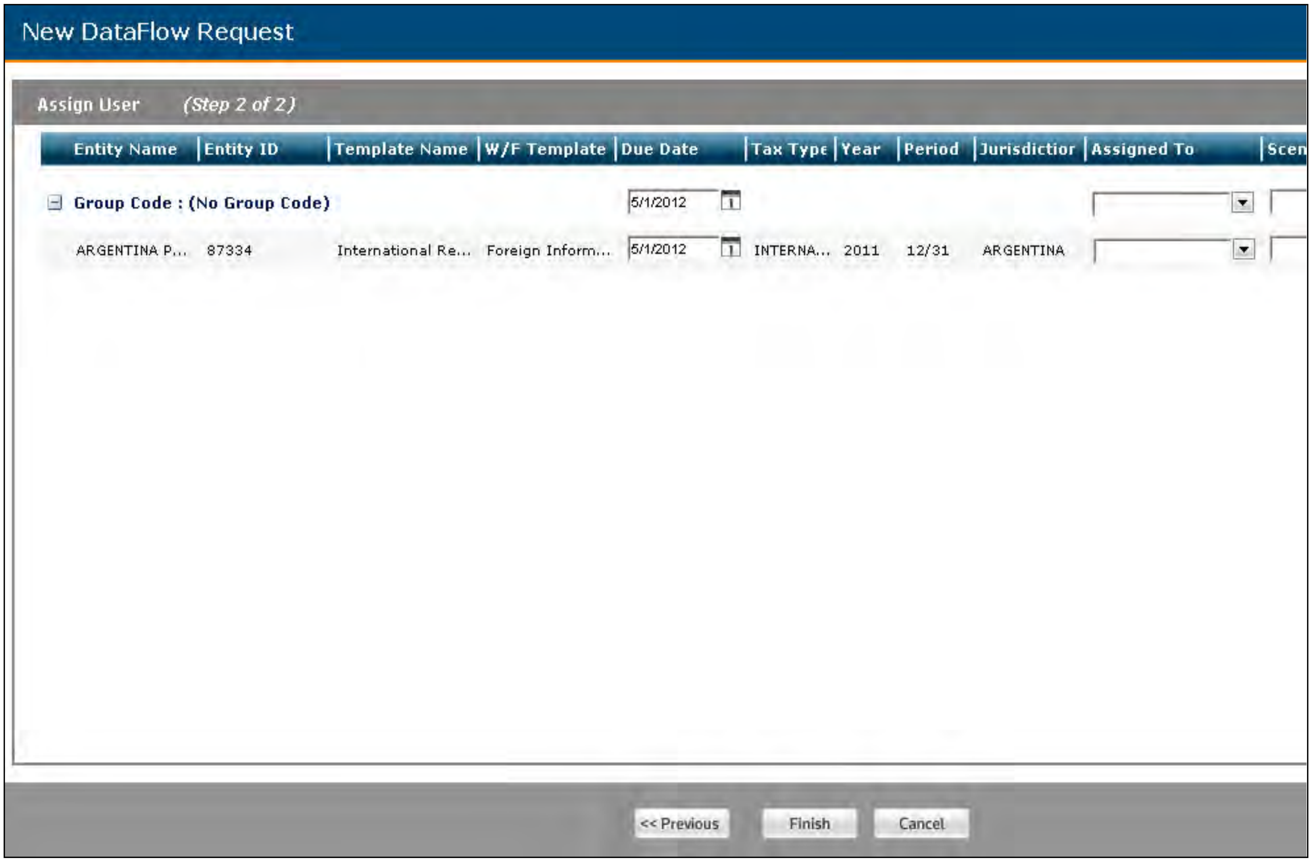


NOTE: If a template does not appear as expected, it may not have been attached to a workflow. Return to the FormsFlow template to review your work and make changes as appropriate.

3. Click the lookup icon to select a jurisdiction. **Jurisdiction** is an optional field.

   ***NOTE:* Jurisdiction** is a managed list located within the **Setup** area of the ONESOURCE platform. For more information, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

4. Click **Next**. Step 2 of the **New DataFlow Request** wizard appears.

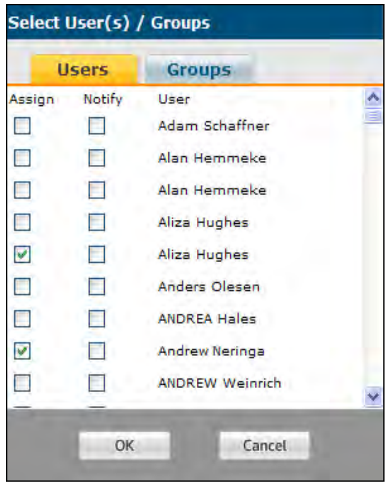


NOTE: Click the plus icon next to the name to expand the list and select specific entities within the group code.

5. Click the calendar icon in the **Due Date** column to select a due date for the DataFlow request. A calendar appears with the current date selected. Click the arrows to scroll to your desired month.

   NOTE: **Due Date** is an optional field.

6. From the drop-down menu in the **Assigned To** column, select the users and groups responsible for this request. The **Select User(s) / Groups** dialog box appears. Select the **Assign** and/or **Notify** check boxes next to the users that will be assigned to this DataFlow request, then click **OK**. The **Assigned To** column is optional.



NOTE: Click the **Groups** tab to select the **Assign** and/or **Notify** check boxes next to the groups that will be assigned to this DataFlow request, then click **OK**.

After you select a check box, it remains selected until you clear it. This allows you to keep track of users who have been assigned DataFlow requests, and whether or not they have been notified by email.

7. Type a description of the DataFlow request in the **Scenario** field.

   NOTE: **Scenario** is an optional field.

8. Click the lookup icon in the **Codes** field to select a user-defined code for your DataFlow request, then click **OK**. **Codes** is an optional field.

   NOTE: **Codes** is a managed list located within the **Setup** area of the ONESOURCE platform. For more information, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

9. Click **Finish**. A message appears and confirms that your request was added successfully. The new DataFlow request appears in the DataFlow grid.

   NOTE: Each DataFlow request must be unique. If changes made to the properties prevent your DataFlow request from being unique, an error message appears. Fields that define uniqueness are **Entity Name**, **Entity ID**, **Year**, **Period**, **Tax Type**, **FormsFlow template**, **Jurisdiction** (optional field), **Scenario** (optional field), and **Codes** (optional field).

Open a DataFlow request

To open a DataFlow request, double-click a DataFlow request in the grid. The FormsFlow Excel template associated with the DataFlow request opens in a new window and loads information saved to this request.

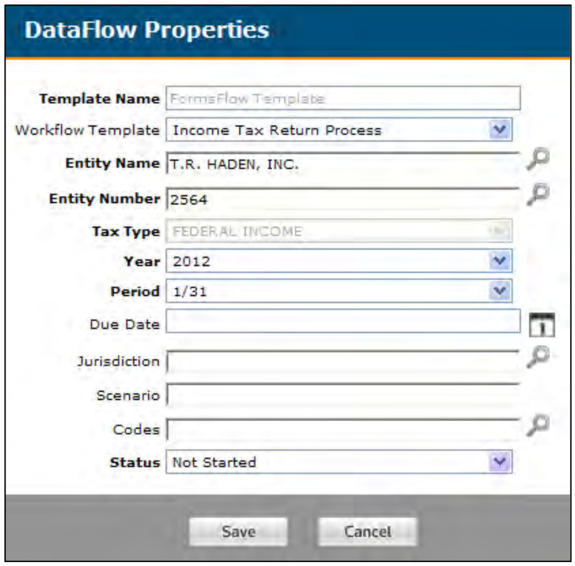
NOTE: If the DataFlow request status is **Completed**, it will open in read-only mode. You can open attached files, such a Word document or a PDF file, for viewing.

DataFlow Properties

Group members with proper permission can edit DataFlow request properties. For information about assigning permission, please refer to the “ONESOURCE DataFlow” section of the *ONESOURCE Administrator Guide*.

To edit the properties of a DataFlow request, complete the following steps.

1. Right-click a DataFlow request, then select **DataFlow Properties** from the **Actions** menu. The **DataFlow Properties** dialog box appears.



   NOTE: If a DataFlow request is marked complete, **DataFlow Properties** will be unavailable from the **Actions** menu.

2. Use the lookup icons and drop-down menus to make selections and modify the DataFlow request properties. Bold fields are required.

3. Click **OK**.

   NOTE: Each DataFlow request must be unique. If changes made to the properties prevent your DataFlow request from being unique, an error message appears. Fields that define uniqueness are **Entity Name**, **Entity ID**, **Year**, **Period**, **Tax Type**, **FormsFlow template**, **Jurisdiction** (optional field), **Scenario** (optional field), and **Codes** (optional field).

Delete DataFlow Request(s)

To delete a DataFlow request, complete the following steps.

1. Select the DataFlow requests that you wish to delete. Press the **Ctrl** or **Shift** key when selecting more than one request.

2. Right-click, then select **Delete DataFlow Request(s)** from the **Actions** menu. A message appears and asks you to confirm the deletion.

3. Click **OK** to confirm the deletion.

Override Checkout

Only one user at a time may access a request for editing purposes. While in edit mode, the request is considered “checked out”. The user’s name and the date and time that they checked out the request will appear in the grid. All other users will be able to access the request in “read-only” mode.

Select the **Override Checkout** option to clear a DataFlow request from being checked out. This option is available to administrators only, and is designed to keep request from being checked out indefinitely.

NOTE: Each time that you save data to ONESOURCE, your checkout time is reset.

Send Reminder(s)

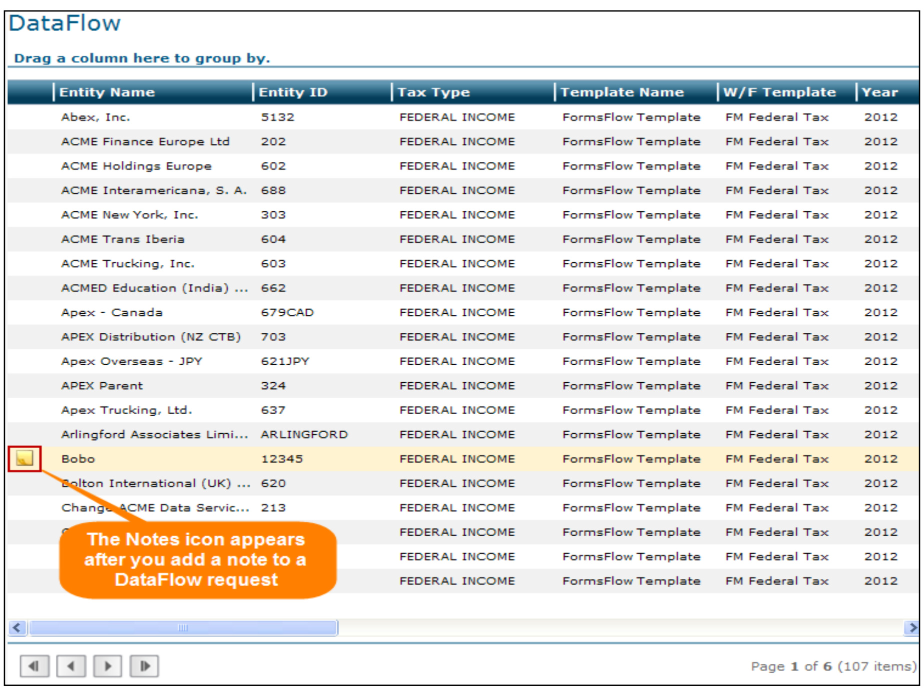
You can send reminders for DataFlow requests in intervals determined by your administrator when the FormsFlow template is created, or manually. Users must be members of groups with **Send Reminders** permission in order to view this option from the **Actions** menu.

To send reminders for DataFlow requests manually, complete the following steps.

1. Select a DataFlow request in the grid. Press the **Ctrl** or **Shift** key when selecting more than one request.
2. Right-click, then select **Send Reminder(s)** from the **Actions** menu. The reminder email created in the **FormsFlow Email Template** is sent to users assigned to this DataFlow request. A message appears and tells you that your reminder was sent successfully. Click **OK** to close the message.

DataFlow Notes

You can add, resolve, and close notes related to DataFlow requests. When added to a DataFlow request, the **Notes** icon appears to the far left in the DataFlow grid.


DataFlow

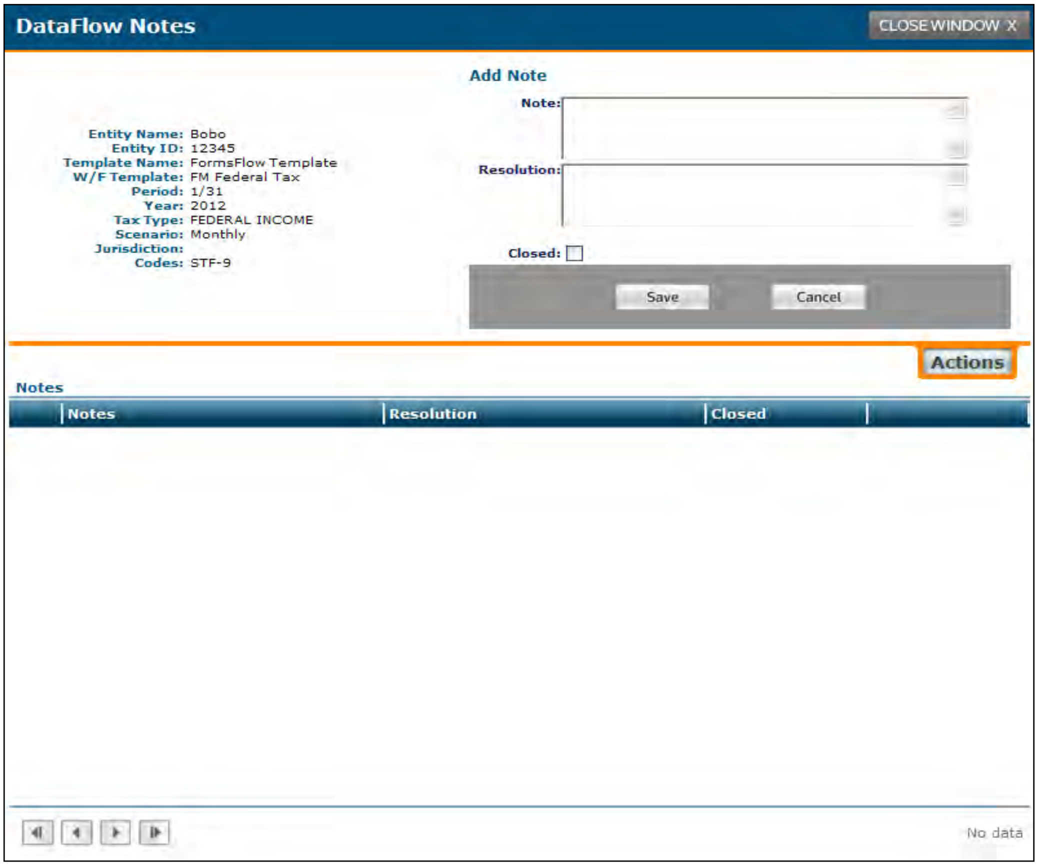
Drag a column here to group by.

	Entity Name	Entity ID	Tax Type	Template Name	W/F Template	Year
	Abex, Inc.	5132	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACME Finance Europe Ltd	202	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACME Holdings Europe	602	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACME Interamericana, S. A.	688	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACME New York, Inc.	303	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACME Trans Iberia	604	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACME Trucking, Inc.	603	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	ACMED Education (India) ...	662	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	Apex - Canada	679CAD	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	APEX Distribution (NZ CTB)	703	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	Apex Overseas - JPY	621JPY	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	APEX Parent	324	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	Apex Trucking, Ltd.	637	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	Arlingford Associates Limi...	ARLINGFORD	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	Bobo	12345	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	olton International (UK) ...	620	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
	Chang ACME Data Servic...	213	FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
			FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
			FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012
			FEDERAL INCOME	FormsFlow Template	FM Federal Tax	2012

Page 1 of 6 (107 items)

NOTE: Data providers must be granted permissions to access or add DataFlow notes. For information about assigning permission, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

1. Select a DataFlow request in the grid.
2. Right-click, then select **DataFlow Notes** from the **Actions** menu. The **DataFlow Notes** dialog box appears.



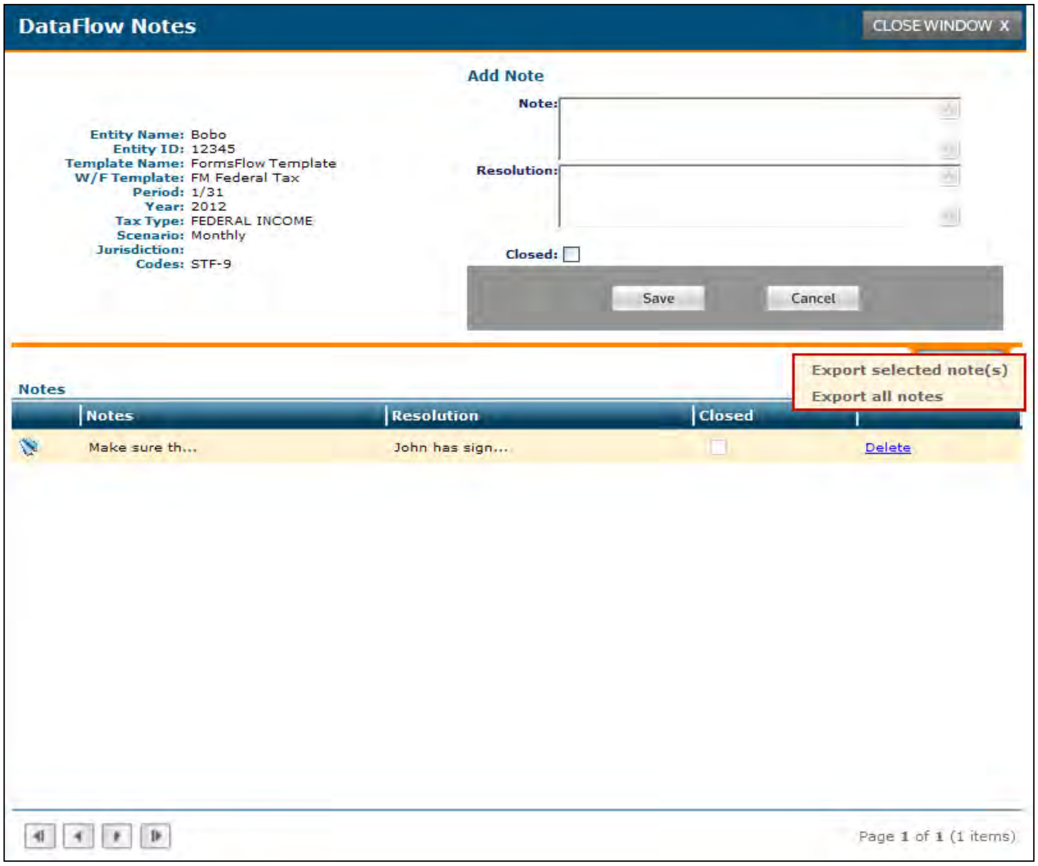
- To add a new note, type your comments in the **Note** area, then click **Save**. Click **Cancel** to clear the comments in the **Note** and **Resolution** areas.
- To open an existing note, double-click a note in the **Notes** grid. The note appears in the **Note** area in the top half of the screen. You can edit the note, type a resolution, or close the note. Click **Save**.
- To close an existing note, double-click a note in the **Notes** grid. The note appears in the **Note** area in the top half of the screen. Select the **Closed** check box, then click **Save**.
- To delete a note, select a note from the **Notes** grid, then click **Delete** to the right of the **Closed** column. A message appears and asks you to confirm the deletion. Click **OK**.

3. Click **Save**.

Exporting DataFlow notes

To export DataFlow notes in *.csv format, complete the following steps.

1. Select a DataFlow request in the grid.
2. Right-click, then select **DataFlow Notes** from the **Actions** menu. The **DataFlow Notes** dialog box appears.
3. Right-click a note in the **Notes** grid, then select **Export selected note(s)** or **Export all notes** from the **Actions** menu.



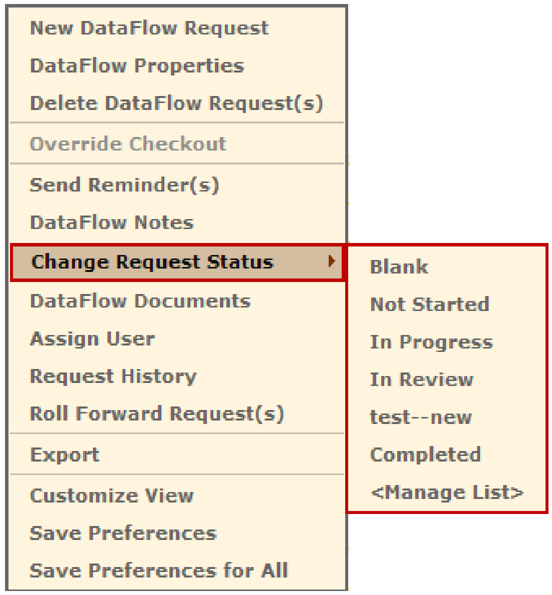
- **Export selected note(s):** Select **Export selected note(s)** from the **Actions** menu in the **Notes** grid. The **File Download** dialog box appears, and allows you to open or save the export file to your computer.
- **Export all notes:** Select **Export all notes** from the **Actions** menu in the **Notes** grid. The **File Download** dialog box appears, and allows you to open or save the export file to your computer.

Change Request Status

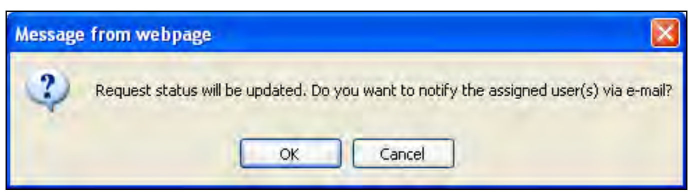
Change Request Status is a managed list that allows administrators to add status levels for audit and monitoring purposes. For information about assigning permission, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

To change the status of a DataFlow request, complete the following steps.

1. Select a DataFlow request in the grid. Press the **Ctrl** or **Shift** key when selecting more than one request.
2. Right-click, then select **Change Request Status** from the **Actions** menu.



3. Select a new status. A message appears and asks you to confirm if you would like to notify the assigned user of the status change. Click **OK**. Or, click **Cancel** if you do not wish to notify the user of the status change.



NOTE: When a DataFlow request is complete, it opens in read-only mode. If a completed request needs to be modified, an administrator must change the status to something other than **Completed** in order for edits to be made.

DataFlow Documents

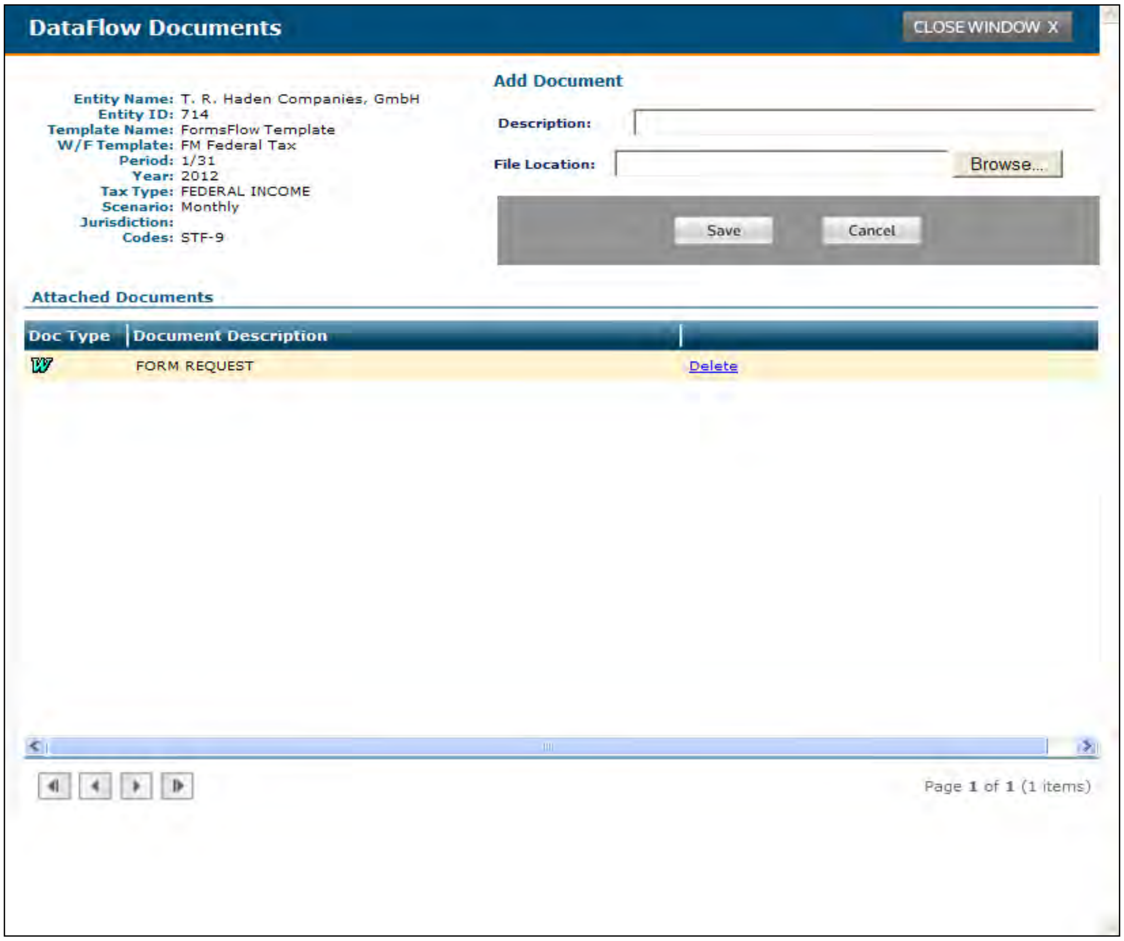
You can add supporting documents to any DataFlow request.

NOTE: Data providers must be granted permissions to access or add DataFlow documents. For information about assigning permission, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

To add, delete, or view documents associated with a DataFlow request, complete the following steps.

1. Select a DataFlow request in the grid.
2. Right-click, then select **DataFlow Documents** from the **Actions** menu. The **DataFlow Documents** dialog box appears, and contains a list of documents

attached to this request.



- To add a document, type a description in the **Description** field, click **Browse** to locate the file, then click **Save**. The new document appears in the **Attached Documents** grid.
- To view a document, double-click its name in the **Attached Documents** grid.
- To delete a document, select the document, then click the **Delete** link to the right of the **Document Description** field. A message appears and asks you to confirm the deletion. Click **OK**.

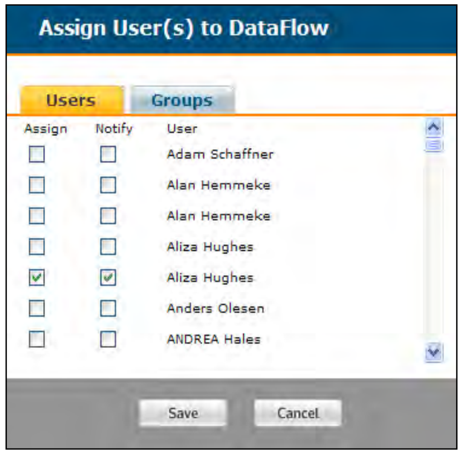
3. When finished working with the documents, click the **Close Window** icon.

Assign User

To change users assigned to a DataFlow request, complete the following steps.

1. Select a DataFlow request in the grid. Press the **Ctrl** or **Shift** key when selecting more than one request.
2. Right-click, then select **Assign User** from the **Actions** menu. The **Assign User(s) to DataFlow** dialog box appears.
3. On the **Users** tab, select the **Assign** and/or **Notify** check boxes next to the users

that will be assigned to and /or notified of this DataFlow request, then click **Save**.



4. On the **Groups** tab, click the **Groups** tab to select the **Assign** and/or **Notify** check boxes next to the groups that will be assigned to and/or notified of this DataFlow request, then click **Save**.

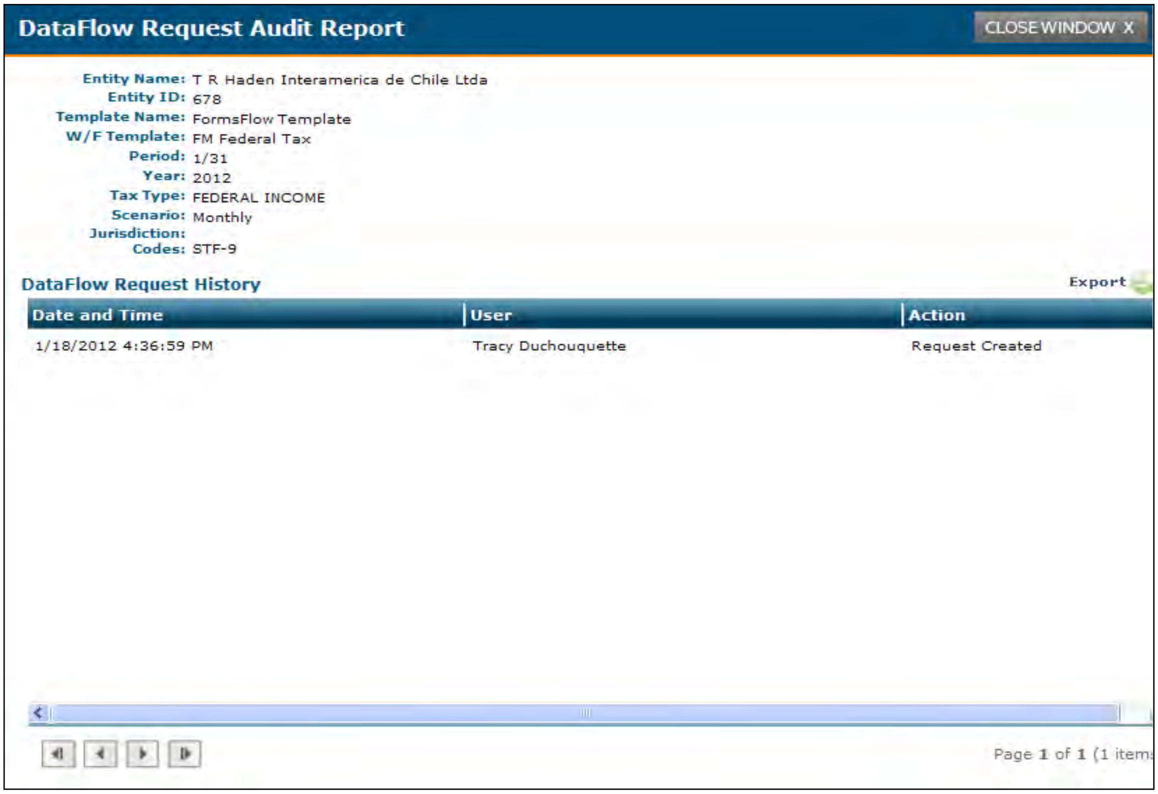
NOTE: Automatic notification intervals begin when requests are assigned to a user, not when the requests are created. Subsequent assignments to additional users do not impact this interval.

Request History

Selecting the **Request History** option generates an activity report for a DataFlow request. The report includes the date, time, user, and actions performed.

To access the "Request History" report, complete the following steps.

1. Select a DataFlow request in the grid.
2. Right-click, then select **Request History** from the **Actions** menu. The **DataFlow Request Audit Report** dialog box appears, and contains a list of the dates/times, users, and actions reported for this DataFlow request.



3. Click the **Export** link to export the report results. The **File Download** dialog box appears, and allows you to open or save the report results (generated in *.csv format).

TIP: Use the **Requests by Status** gadget in the ONESOURCE platform to see percentages of requests by status in chart format based on search criteria you specify (for example, entity name, template name, group code, and jurisdiction). For more information about customizing and using gadgets, please refer to the *ONESOURCE platform User Guide*.

Roll Forward Request(s)

You can roll forward one or more DataFlow requests by selecting **Roll Forward Request(s)** from the **Actions** menu. The **Roll-Forward DataFlow Requests** wizard begins, and contains six steps to guide you through the roll forward process.

NOTE: Users must be members of a group with Roll Forward permissions in order to view this option in the **Actions** menu.

You may select more than one DataFlow request to roll forward. However, each request must use the same FormsFlow template and tax type. If these items do not match, **Roll Forward Request(s)** will not be available from the **Actions** menu. For example:

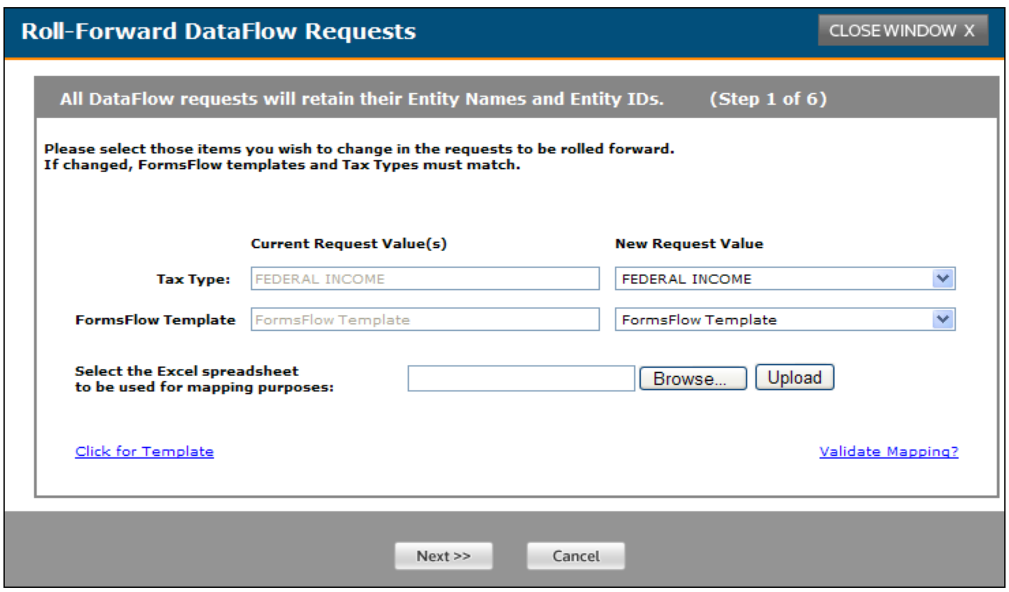
- If **Tax Type** is changed and the FormsFlow template matches that tax type, you can use the FormsFlow template. (The **FormsFlow Template** drop-down menu will list only those templates that match the tax type.)
- If **Tax Type** is changed and the FormsFlow template does not match that tax

type, the **FormsFlow Template** drop-down menu will be blank.

NOTE: To learn more about setting up mapping templates for your roll forward process, refer to the "Rolling Forward DataFlow Requests Between Periods" chapter later in this guide.

To roll forward DataFlow requests, complete the following steps.

1. Select a DataFlow request in the grid. Press the **Ctrl** or **Shift** key when selecting more than one request.
2. Right-click, then select **Roll Forward Request(s)** from the **Actions** menu. The **Roll-Forward DataFlow Requests** wizard begins.
3. In Step 1 of the wizard, specify the new request values that match. For example:
   - If **Tax Type** is changed and the FormsFlow template matches that tax type, you can use the FormsFlow template. (The **FormsFlow Template** drop-down menu will list only those templates that match the tax type.)
   - If **Tax Type** is changed and the FormsFlow template does not match that tax type, the **FormsFlow Template** drop-down menu will be blank.



4. Click **Browse** to locate the Excel worksheet to be used for mapping, then click **Upload**.

   TIP: Click the **Click for Template** link to open an Excel worksheet that will map field names from the source field to the destination field. DataFlow uses mapping to roll data stored for one request to another request. For example, suppose that you wish to roll data from Ending Cash for 2011 to Beginning Cash for 2012. You can do this through Excel as shown in the following graphic.

A	B
Source Field	Destination Field
Ending_Cash	Beginning_Cash
Ending_Investments	Beginning_Investments
Ending_Total_Assets	Beginning_Total_Assets
Ending_Inventory	Beginning_Inventory

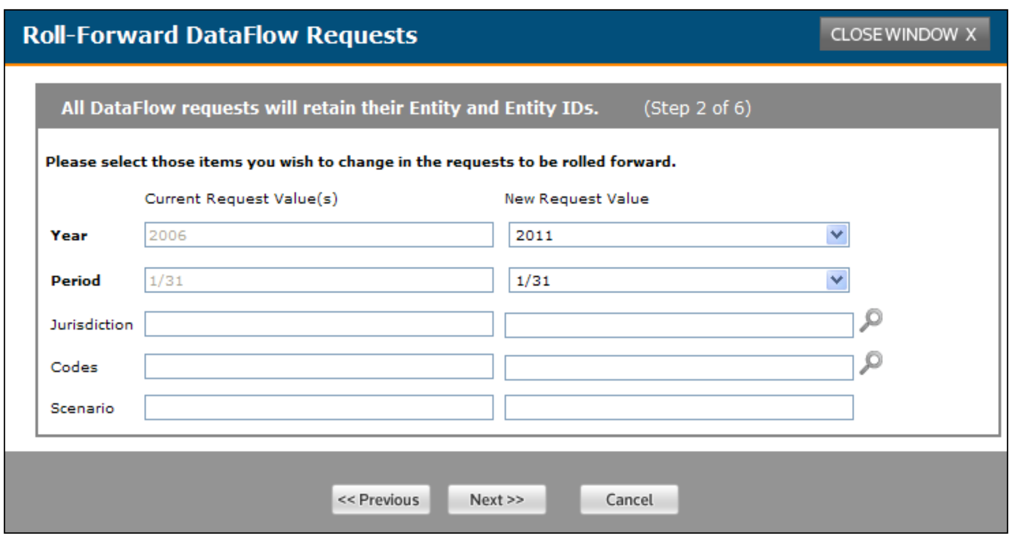
Save the template as an .xls or .xlsx file, then click **Browse** to locate the template. Click **Upload**.

NOTE: A message appears if the file was successfully uploaded. Otherwise, errors, such as those within the following example, appear. Correct the errors and re-import the file.

✕	Source_field not found
✕	Destination_field not found.
✕	Source field for row 2 is blank.

TIP: Click the **Validate Mapping** link to ensure that the source field and destination field columns correspond to fields in the new FormsFlow template.

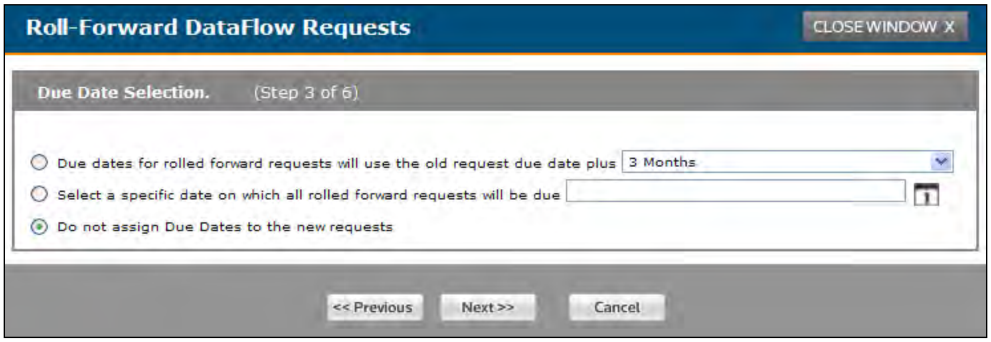
5. Click **Next**. Step 2 of the **Roll-Forward DataFlow Requests** wizard appears.



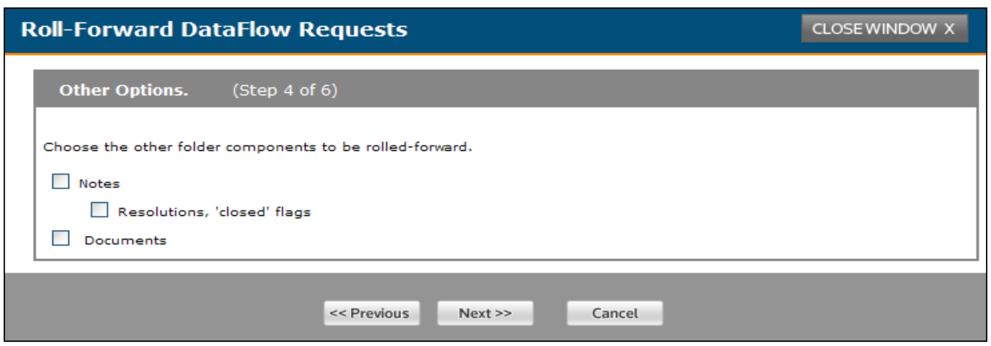
6. In Step 2 of the wizard, decide if you wish to keep the existing index values or if you need to specify new values that will be applied to the selected DataFlow requests.
7. Click **Next**. Step 3 of the **Roll-Forward DataFlow Requests** wizard appears.

   NOTE: If the DataFlow request is no longer unique after changing the values, a warning message appears. Enter values that make each DataFlow request unique, then click **Next** again.

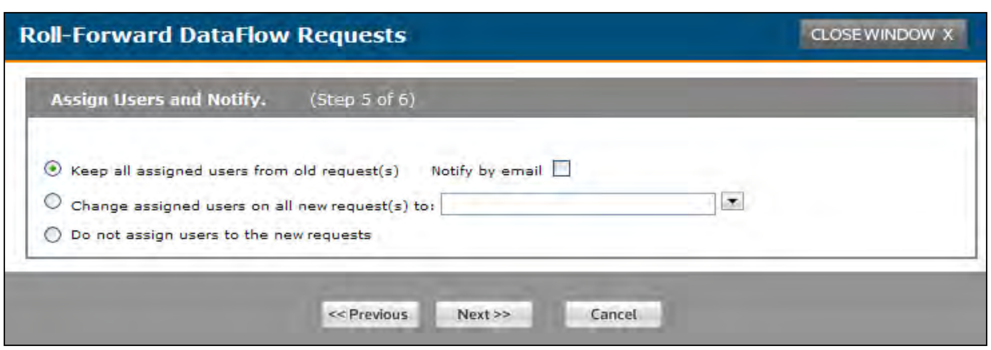
8. In Step 3 of the wizard, select a due date for the selected DataFlow requests. The **Do not assign Due Dates to the new requests** option is the default value.



9. Click **Next**. Step 4 of the **Roll-Forward DataFlow Requests** wizard appears.
10. In Step 4 of the wizard, select the other folder components, such as **Notes** or **Documents**, to be rolled forward with the selected DataFlow requests.



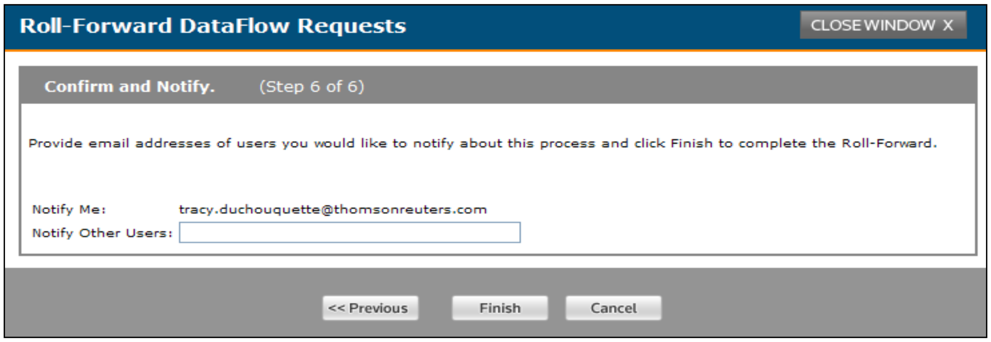
11. Click **Next**. Step 5 of the **Roll-Forward DataFlow Requests** wizard appears.
12. In Step 5 of the wizard, assign users and set up notifications for new DataFlow requests. The **Keep all assigned users from old requests** option is the default value.



NOTE: To learn more about assigning users, please refer to the "Assign Users" section earlier in this guide.

13. Click **Next**. Step 6 of the **Roll-Forward DataFlow Requests** wizard appears.

14. In Step 6 of the wizard, provide the email addresses of the users that you wish to notify of the new DataFlow requests.



15. Click **Finish**.

Export

You can export the DataFlow grid's contents to Excel. After exporting, the system creates an Excel workbook in *.csv format.

To export the DataFlow grid, complete the following steps.

1. Click anywhere in the DataFlow grid.
2. Right-click, then select **Export** from the **Actions** menu. The **File Download** dialog box appears, and allows you to open or save the exported file.

NOTE: When you select the **Export** option, you are not exporting a specific DataFlow request, but instead, are exporting the entire contents of the DataFlow grid.

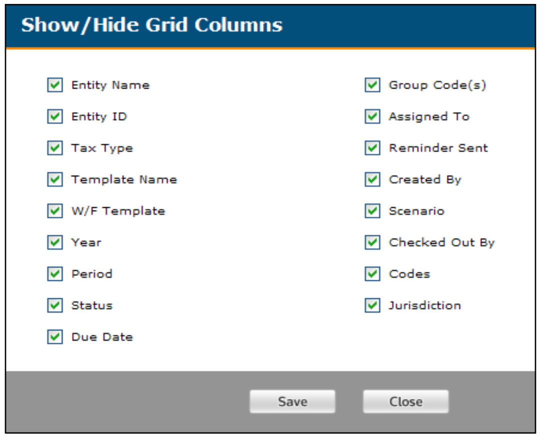
Customize View

You can customize how your DataFlow grid appears, including specifying which columns appear, changing the width of a column, changing the sort order of data within a column, and grouping data by column header.

Specifying columns that appear in the DataFlow grid

To specify which columns appear in the grid, complete the following steps.

1. From the **Actions** menu, select **Customize View**. The **Show/Hide Grid Columns** dialog box appears.



2. Select the check boxes next to the columns that you wish to include in the DataFlow grid. Clear the check boxes for those columns that you do not wish to include in the DataFlow grid.
3. Click **Save**.

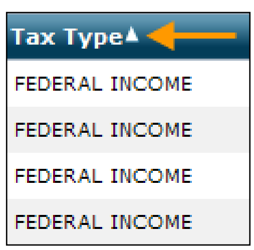
Changing the width of a column

To change the width of a column in the DataFlow grid, complete the following steps.

1. Point your mouse at the column header's border. The pointer changes to a double-arrow pointer. ↔
2. Click and drag the column's border to the left or right as needed.

Changing the sort order of data within a column

To change the sort order of data within a column, click a column header to sort data in ascending order. Click the column header again to sort data in descending order. The white arrow that appears across the top of the column indicates that you are sorting by that column.



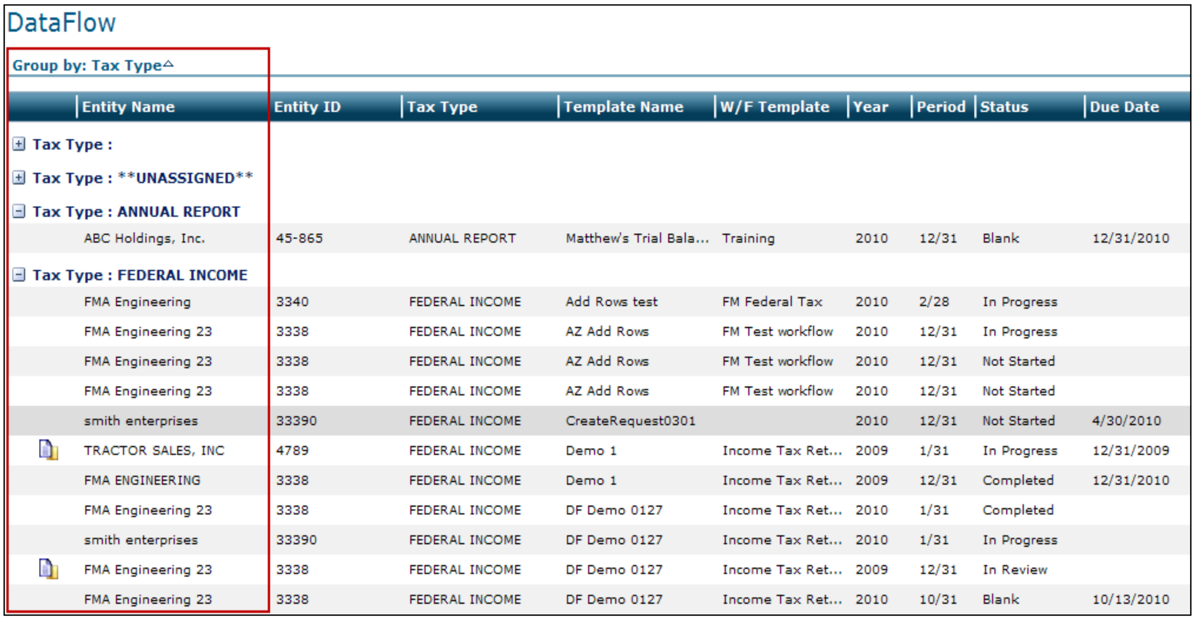
The white arrow points up when you sort in ascending order and points down when you sort in descending order.

NOTE: You can sort by only one column at a time.

Grouping data by columns

To group data by columns, click a column name, then drag that column name to the blue bar that appears directly above the DataFlow grid. The grid view changes to group the designated column's data together.

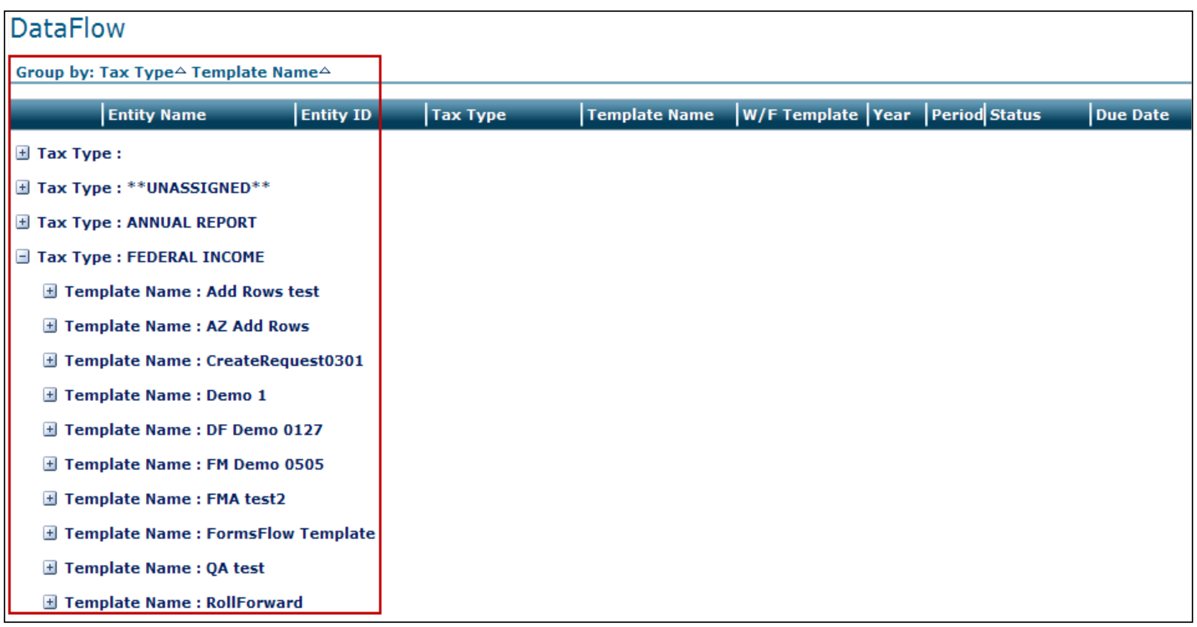
Example 1: Suppose that you wish to group the DataFlow requests by Tax Type. Click the **Tax Type** column name, then drag it to the white bar that appears directly above the DataFlow grid. The DataFlow grid now displays your DataFlow requests grouped by Tax Type.


DataFlow

Group by: Tax Type△

	Entity Name	Entity ID	Tax Type	Template Name	W/F Template	Year	Period	Status	Due Date
⊞ Tax Type :									
⊞ Tax Type : **UNASSIGNED**									
⊟ Tax Type : ANNUAL REPORT									
	ABC Holdings, Inc.	45-865	ANNUAL REPORT	Matthew's Trial Bala...	Training	2010	12/31	Blank	12/31/2010
⊟ Tax Type : FEDERAL INCOME									
	FMA Engineering	3340	FEDERAL INCOME	Add Rows test	FM Federal Tax	2010	2/28	In Progress	
	FMA Engineering 23	3338	FEDERAL INCOME	AZ Add Rows	FM Test workflow	2010	12/31	In Progress	
	FMA Engineering 23	3338	FEDERAL INCOME	AZ Add Rows	FM Test workflow	2010	12/31	Not Started	
	FMA Engineering 23	3338	FEDERAL INCOME	AZ Add Rows	FM Test workflow	2010	12/31	Not Started	
	smith enterprises	33390	FEDERAL INCOME	CreateRequest0301		2010	12/31	Not Started	4/30/2010
	TRACTOR SALES, INC	4789	FEDERAL INCOME	Demo 1	Income Tax Ret...	2009	1/31	In Progress	12/31/2009
	FMA ENGINEERING	3338	FEDERAL INCOME	Demo 1	Income Tax Ret...	2009	12/31	Completed	12/31/2010
	FMA Engineering 23	3338	FEDERAL INCOME	DF Demo 0127	Income Tax Ret...	2010	1/31	Completed	
	smith enterprises	33390	FEDERAL INCOME	DF Demo 0127	Income Tax Ret...	2010	1/31	In Progress	
	FMA Engineering 23	3338	FEDERAL INCOME	DF Demo 0127	Income Tax Ret...	2009	12/31	In Review	
	FMA Engineering 23	3338	FEDERAL INCOME	DF Demo 0127	Income Tax Ret...	2010	10/31	Blank	10/13/2010

Example 2: Suppose that you have already grouped your DataFlow requests by Tax Type, and you now want to group by Template Name as well. Click the **Template Name** column name, then drag it to the white bar that appears directly above the DataFlow grid. The DataFlow grid now displays your DataFlow requests grouped first by Tax Type, then by Template Name.


DataFlow

Group by: Tax Type△ Template Name△

Entity Name	Entity ID	Tax Type	Template Name	W/F Template	Year	Period	Status	Due Date

⊞ Tax Type :
⊞ Tax Type : **UNASSIGNED**
⊞ Tax Type : ANNUAL REPORT
⊟ Tax Type : FEDERAL INCOME
⊞ Template Name : Add Rows test
⊞ Template Name : AZ Add Rows
⊞ Template Name : CreateRequest0301
⊞ Template Name : Demo 1
⊞ Template Name : DF Demo 0127
⊞ Template Name : FM Demo 0505
⊞ Template Name : FMA test2
⊞ Template Name : FormsFlow Template
⊞ Template Name : QA test
⊞ Template Name : RollForward

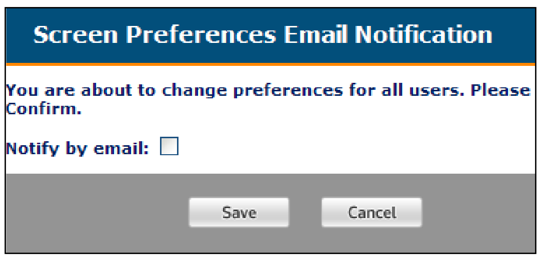
- To collapse the selected group, click the next to a group name. The changes to .
- To expand the selected group, click the .
- To remove the grouping, click the column name, then drag it back to the DataFlow grid.
- To re-order a column’s appearance, drag the column header to a new location. Then, click the column header to sort the data in ascending or descending order.

Save Preferences

To save your DataFlow grid changes for future DataFlow sessions, from the **Actions** menu, select **Save Preferences**. A message appears and tells you that your changes have been saved.

Save Preferences for All

To save your DataFlow grid changes for all users, from the **Actions** menu, select **Save Preferences for All**. The **Screen Preferences Email Notification** dialog box appears.



To confirm that you are changing preferences for all users, select the **Notify by email** check box, then click **Save**.

Using FormsFlow Designer

FormsFlow Designer is an Add-In that converts Excel-based documents such as tax packages, questionnaires, or surveys to a format that you use for communication and data collection throughout your organization. The Add-In works with ONESOURCE DataFlow to provide a fully user-configurable, secure, data-gathering system via the Internet.

With FormsFlow Designer, you designate the fields in Excel worksheets for input by the data provider, as well as indicate which fields have special characteristics such as repeating rows or automatic text fit.

Installing the FormsFlow Designer Add-in

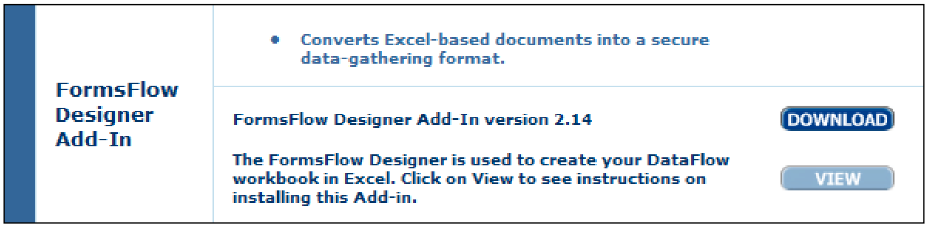
You install the FormsFlow Designer from within ONESOURCE FileRoom.

NOTE: If you need access to ONESOURCE FileRoom, please contact your administrator. Currently, only administrators have permission to access the **FormsFlow Designer** Add-In.

To install the **FormsFlow Designer** Add-In, complete the following steps.

1. Within ONESOURCE FileRoom, click **Add-Ins**. The **Add-Ins** page appears.

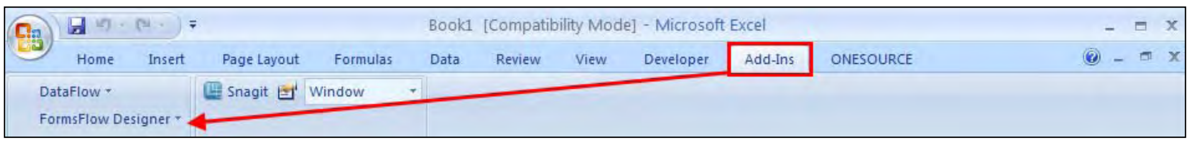
2. In the **List of Add-Ins to Download** section, browse to **FormsFlow Designer Add-In**, then click **Download**.



The **File Download** dialog box appears, and allows you to run or save the add-in file. Click **Run** to download the file and start the installation process.

NOTE: Click **View** to open the *Add-In Instructions Guide* and see step-by-step instructions for completing the Installation Wizard.

The FormsFlow Add-In now appears on the **Add-Ins** tab in Microsoft Excel 2007.

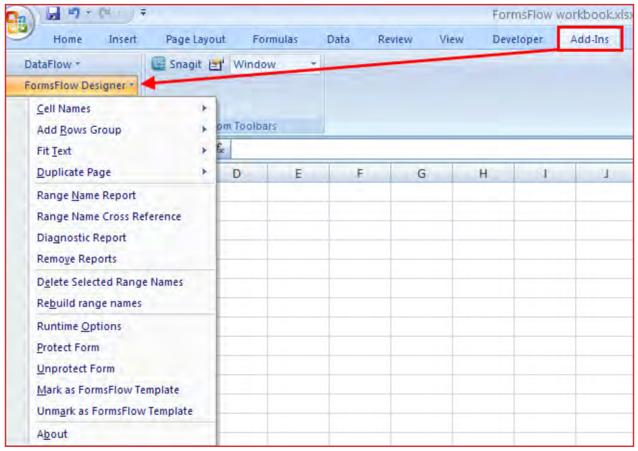


Learning about the FormsFlow Designer menu

The **FormsFlow Designer** menu includes the following options:

- Cell Names
- Add Rows Group
- Fit Text
- Duplicate Page
- Range Name Report
- Range Name Cross Reference
- Diagnostic Report
- Remove Reports
- Delete Selected Range Names
- Rebuild Range Names
- Runtime Options
- Protect Form
- Unprotect Form
- Mark as FormsFlow Template
- Unmark as FormsFlow Template
- About

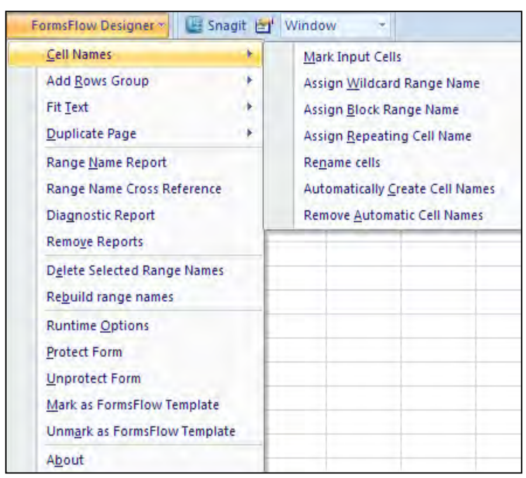
To access the **FormsFlow Designer** menu in Excel, click the **Add-Ins** tab, then select **FormsFlow Designer**.



Using the Cell Names menu

The **Cell Names** menu within FormsFlow Designer includes the following options:

- Mark Input Cells
- Assign Wildcard Range Name
- Assign Block Range Name
- Assign Repeating Cell Name
- Rename Cells
- Automatically Create Cell Names
- Remove Automatic Cell Names

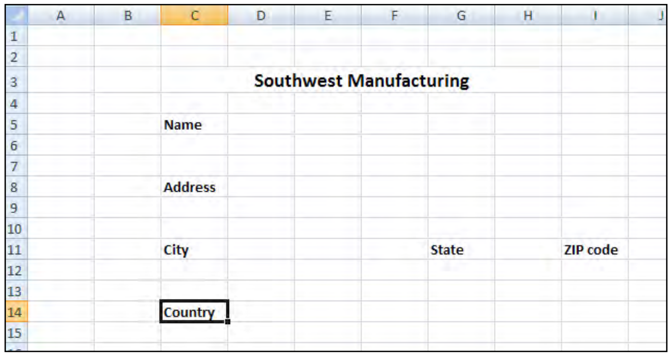


Mark Input Cells

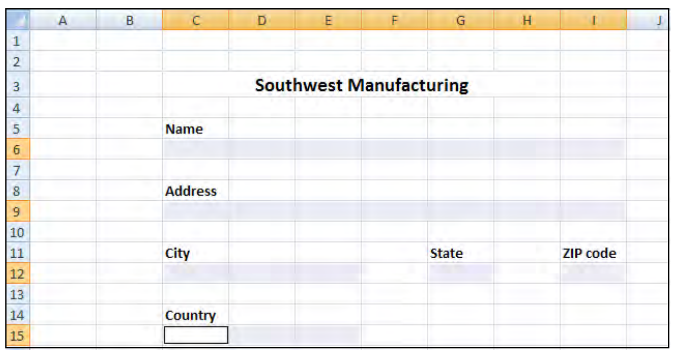
The first step in preparing a FormsFlow-enhanced Excel workbook is to color-code and mark the cells for input from data providers.

To define and mark input cells in a FormsFlow-enhanced Excel workbook, complete the following steps.

1. Within your Excel file, save your work. The Excel file must have a file name to mark input cells.
2. Design your form, including label and input cells.



3. Select all cells that will be designated as input cells in your worksheet. Press the **Ctrl** key to select multiple cells.

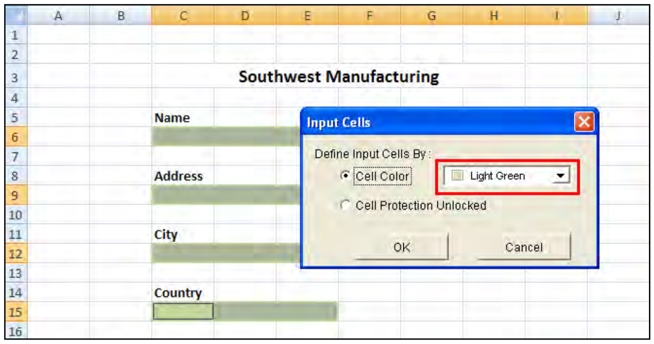


NOTE: When an input field spans two or more columns or rows (see example above), best practice is to merge the cells.

4. Click the **Fill Color** icon to assign a color to the selected input cells.

5. From the **FormsFlow Designer** menu, select **Cell Names**, then select **Mark Input Cells**. The **Input Cells** dialog box appears.

6. Select the **Cell Color** option, then select the color that you assigned to the input cells.



7. Click **OK**.

After specifying the fill color for your input cells, you can identify all other input cells by applying that specific color. It is not necessary to select the **Mark Input Cells** option from the **FormsFlow Designer** menu each time that you want to mark an input cell.

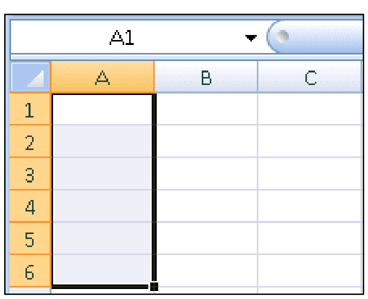
NOTE: Make sure that you are selecting the exact color, and not a slightly lighter or darker shade.

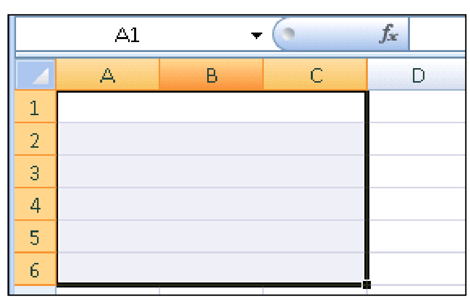
Once marked, you must name each input cell to quickly and accurately retrieve data from the DataFlow repository.

NOTE: If you select the **Cell Protection Unlocked** option in the **Input Cells** dialog box and you want to protect the final format of this worksheet, you must identify and unlock each input cell individually. Selecting **Cell Protection Unlocked** renders many of the features on the following pages unavailable. Best practice is to select the **Mark Input Cells** option instead.

Assign Wildcard Range Name

Wildcard ranges consist of two or more rows of cells in a single column. A wildcard range can be a single column (left example) or two or more columns merged into a single column (right example).





NOTE: In the example on the right, the columns must be merged for row 1, then row 2, and so on before the column and rows can be selected as a wildcard range.

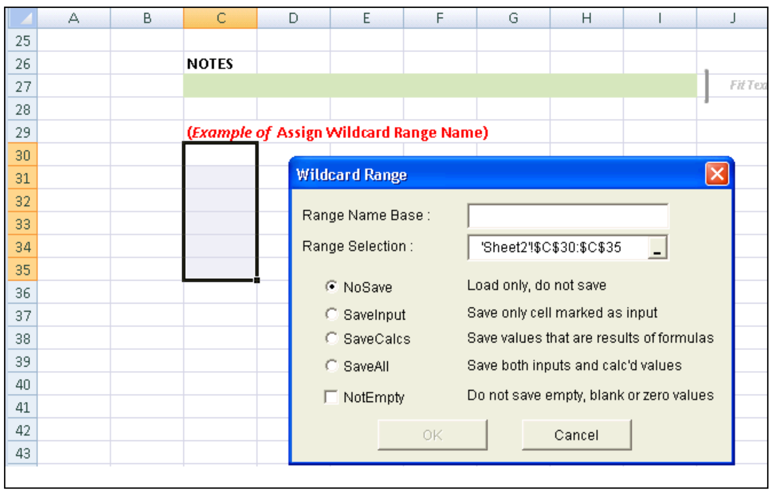
Wildcard ranges are often used with Add Rows sections or to name a range of cells quickly.

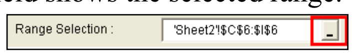
Cells available for wildcard ranges include:

- Protected or cells marked for input from data providers
- Cells containing calculations based on input from a data provider
- Cells containing information from linked workbooks

To set up a wildcard range, complete the following steps.

1. Within your Excel file, select the range (two or more rows in a single column) to be included in the wildcard range and mark the cells for input. In this example, cells C30 through C35 are selected.
2. From the **FormsFlow Designer** menu, select **Cell Names**, then select **Assign Wildcard Range Name**. The **Wildcard Range** dialog box appears.
3. In the **Range Name Base** field, type the name that you wish to assign to these cells.



NOTE: The **Range Selection** field shows the selected range. Click the range selector to select another range. 

4. Select a method to save your data within the range. You may select from the following options:
   - **NoSave** is for ranges linked from other requests where the values are loaded at runtime. These values can change at each startup. Therefore, the data in these ranges typically are not saved.
   - **SaveInput** saves only input values from the data provider.
   - **SaveCalcs** saves only calculated values determined by formulas.
   - **SaveAll** saves input and calculated values, but not formulas.
   - **NotEmpty** specifies that empty cells in the range are not saved. This can significantly increase the performance of some form requests.

   Selecting a specific method for saving data in a wildcard range (for example, saving only those fields containing data) can speed up the saving and retrieval of information from the ONESOURCE DataFlow repository. Wildcard ranges can hold up to 9,999 values, while repeating cell names store 999 values.

Wildcard range names are stored by taking the Range Name Base, adding **.?**, then appending the properties selected in the dialog box. For example, a wildcard range named **AcctValue** with properties of **SaveInput** and **NotEmpty** would be named **AcctValue.?SaveInput.NotEmpty**.

NOTE: When data is saved, the first row in the range is saved as **AcctValue.0001**, the next row is saved as **AcctValue.0002**, and so forth.

FormsFlow Designer does not allow duplicate wildcard range names. Saving a wildcard range with a Range Name Base that already exists in the database will overwrite the original cell references.

For example, wildcard range **AcctValue.?SaveInput.NotEmpty** refers to cells C19:C25. If another wildcard range is created for cells N25:N65 and the same Range Name Base of **Acct Value** and the same properties of **SaveInput** and **NotEmpty** are chosen, the old range of C19:C25 will be overwritten with N25:N65. All references to C19:C25 will be lost.

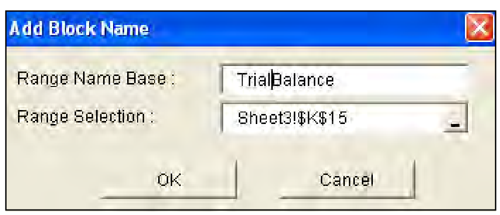
To learn how to avoid overwriting wildcard range names, please refer to the "Range Name Reports" section later in this guide.

Asslgn Block Range Name

You use the **Assign Block Range Name** option to name a large range of input cells that span multiple columns and multiple rows (for example, a trial balance input). Doing so can help speed performance.

To assign a block range name, complete the following steps.

1. Within your Excel file, select the entire input area to be named.
2. From the FormsFlow Designer menu, select **Cell Names**, then select **Assign Block Range Name**. The **Add Block Name** dialog box appears.



3. In the **Range Name Base** field, enter a Range Name Base. It can include an underscore (_) or a period (.), but no spaces or special characters.
4. Click **OK**.

***NOTE:* Assign Block Range Name** can be used for input cells only, and cannot be used for areas containing calculations. Since this data is saved in a block under one range name, you must extract this data in a block.

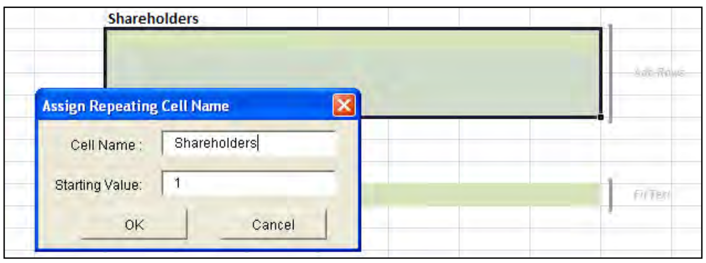
Assign Repeating Cell Name

You use the **Assign Repeating Cell Name** option to name one or more columns of input cells in two or more rows. As with wildcard range names, repeating cell names can be used for Add Rows sections in your DataFlow request.

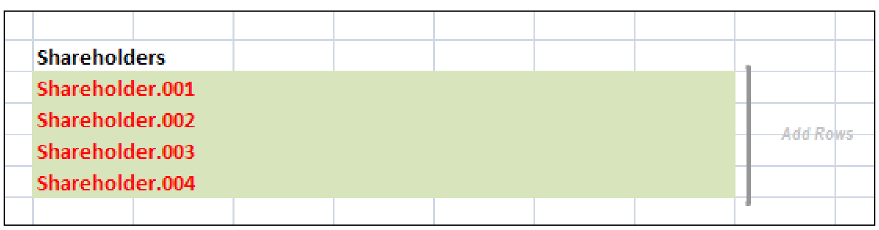
For example, suppose that you have an input field named **Shareholder** and that you want to assign this cell name to more than one input field. When you select **Assign Repeating Cell Name**, FormsFlow Designer assigns the cell name **Shareholder** to each input field and appends the cell name with a unique numerical suffix. In this example, repeating input fields would be named **Shareholder.001**, **Shareholder.002**, and so forth.

To assign repeating cell names, complete the following steps.

1. Within your Excel file, select the cells to which you want to assign a repeating cell name.
2. From the FormsFlow Designer menu, select **Cell Names**, then select **Assign Repeating Cell Name**. The **Assign Repeating Cell Name** dialog box appears.
3. In the **Cell Name** field, type the name that you wish to assign.



4. In the **Starting Value** field, type the starting number for the numerical suffix.
5. Click **OK** to assign the cell names. When you run a “Range Name Report”, the cells marked with repeating names are labeled and numbered as you specified in the dialog box.



NOTE: If the data provider adds more rows when they are completing the DataFlow request, the new rows are assigned this name and a sequential number.

Wildcard ranges vs. Repeating cell names

The differences between a wildcard range and a repeating cell name range include:

- A wildcard range names a group of cells rather than individual cells.
- Wildcard ranges allow you to specify how data is stored in the database.
- The **Assign Repeating Cell Name** option works for a block of cells, not just a single column.

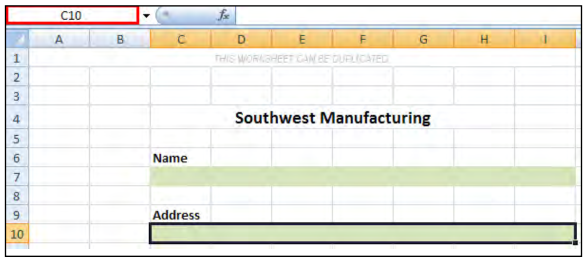
In most cases, we recommend that you select the **Assign Wildcard Range Name** option for its ability to limit unnecessary data being saved to the DataFlow repository, which can slow performance.

Rename Cells

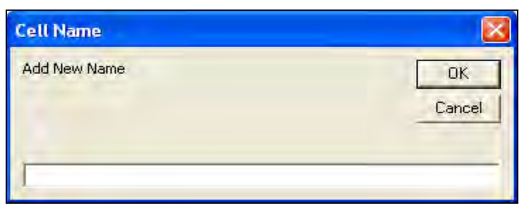
All input fields in a FormsFlow template must have a range name since this is how data is saved to the ONESOURCE DataFlow repository. Naming and renaming cells instead of relying on row and column coordinates ensures that labels and input cells are properly identified and referenced when you add and delete rows and columns from the FormsFlow template.

To name or rename individual cells, complete the following steps.

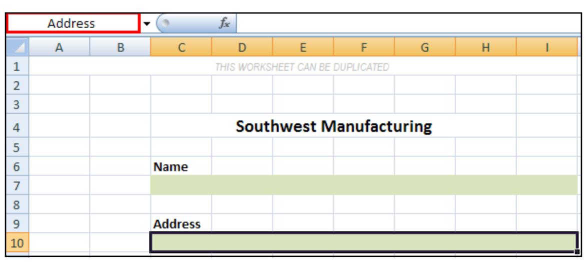
1. Within your Excel file, select the input cell that you wish to name or rename. In the following graphic, cell C10 is selected.



2. From the **FormsFlow Designer** menu, select **Cell Names**, then select **Rename cells**. The **Cell Name** dialog box appears.



3. In the **Add New Name** field, type the new name for this cell, then click **OK**. The name changes from C10 to Address.



TIP: You can type a cell name into Excel's Name Box (outlined in red above) and press **Enter**.

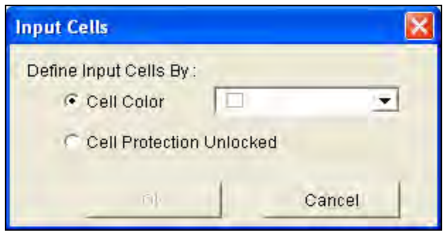
To rename more than one cell at one time, please refer to the "Rebuilding Range Names" section in this guide.

Automatically Create Cell Names

Select the **Automatically Create Cell Names** option to assign incremental names to cells marked for input. Doing so ensures that each input cell has a unique name, and that input cells are properly identified and referenced when you add and delete rows and columns from the FormsFlow template.

To create cell names automatically, complete the following steps.

1. From the **FormsFlow Designer** menu, select **Cell Names**, then select **Automatically Create Cell Names**. The **Input Cells** dialog box appears.



2. Select how you wish to define your input cells. You can select **Cell Color** or **Cell Protection Unlocked**.

   Important! All marked input cells in the workbook that have not previously been named are assigned a unique name. We recommend that you perform this action only after naming all other individual cells.

NOTE: Automatically created cell names start on Sheet 1 of a workbook and continue consecutively to other sheets that contain marked input cells.

Remove Automatic Cell Names

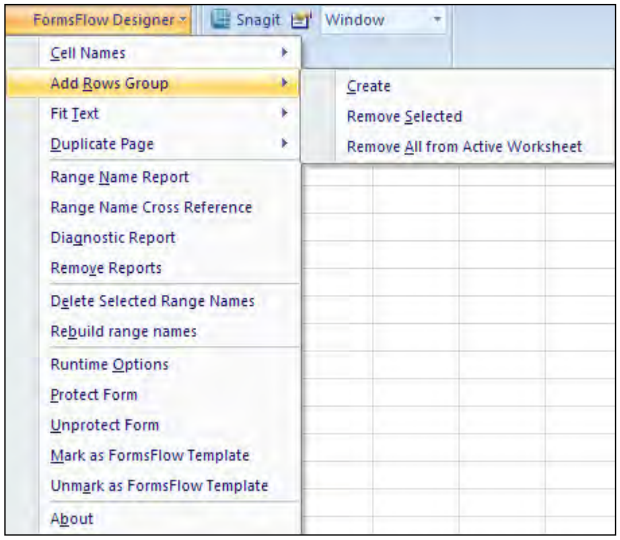
To remove automatic cell names, from the **FormsFlow Designer** menu, select **Cell Names**, then select **Remove Automatic Cell Names**.

Using the Add Rows Group menu

The **Add Rows Group** menu options allow you to define the areas in your worksheet where, after you have converted the form to Web format, data providers can add rows as needed, such as for a series of depreciable assets or a list of shareholders.

The **Add Rows Group** menu within FormsFlow Designer includes the following options:

- Create
- Remove Selected
- Remove All from Active Worksheet

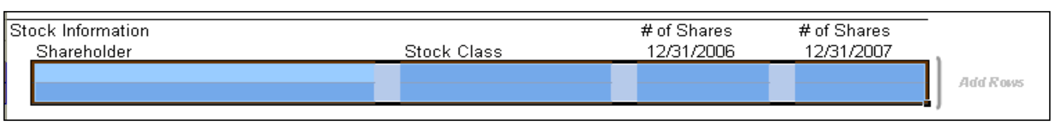


Create

To create and define an **Add Rows** group, you must assign repeating cell names or wildcard range names to the cells for them to be named correctly. For example, if you are adding rows to the shareholder list, you may want each additional row to be named **Shareholder** with the next sequential number.

To create an Add Rows group, complete the following steps.

1. Within your Excel file, select at least two rows of cells.



2. From the **FormsFlow Designer** menu, select **Add Rows Group**, then select **Create**. The **Input Cells** dialog box appears.

Remove Selected

You use the **Remove Selected** option to remove a single Add Rows group or remove every Add Rows group defined in your worksheet.

To remove an Add Rows group from your worksheet, complete the following steps.

1. Within your Excel file, select the cell or merged cells that you have defined as an Add Rows group.
2. From the **FormsFlow Designer** menu, select **Add Rows Group**, then select **Remove Selected**.

Remove All from Active Worksheet

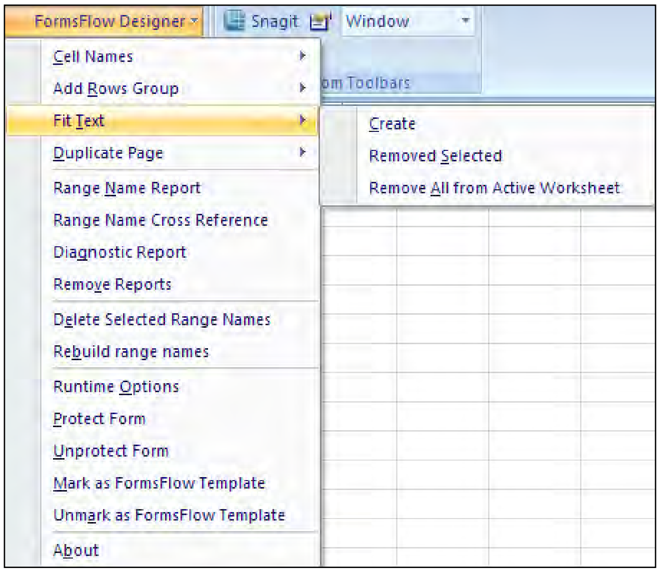
To remove all Add Rows groups in a worksheet (optional), from the **FormsFlow Designer** menu, select **Add Rows Group**, then select **Remove All from Active Worksheet**.

Using the Fit Text menu

The **Fit Text** menu allows the system to accommodate large amounts of text on the FormsFlow Excel worksheet submitted by a data provider.

The **Fit Text** menu within FormsFlow Designer includes the following options:

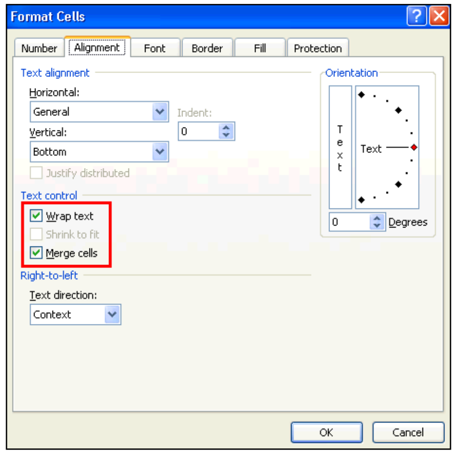
- Create
- Remove Selected
- Remove All from Active Worksheet



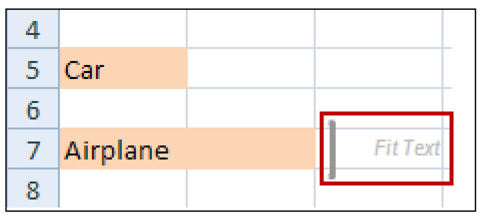
Create

To define a Fit Text area, complete the following steps.

1. Within your Excel file, select the cells that will contain the text.
2. Right-click, then select **Format Cells** from the menu. The **Format Cells** dialog box appears.
3. On the **Alignment** tab, select the **Wrap text** and **Merge cells** check boxes, then click **OK**.



4. Color-code the input cell and give it a range name. For more information on completing this step, refer to the “Mark Input Cells” section earlier in this guide.
5. From the **FormsFlow Designer** menu, select **Fit Text**, then select **Create**. The selected cells are annotated with a **Fit Text** caption in the worksheet.



Remove Selected

To remove a Fit Text area from your worksheet, complete the following steps.

1. Within your Excel file, select the cells from which you want to remove the Fit Text area.
2. From the **FormsFlow Designer** menu, select **Fit Text**, then select **Remove Selected**.

Remove All from Active Worksheet

To remove all Fit Text in a worksheet (optional), from the **FormsFlow Designer** menu, select **Fit Text**, then select **Remove All from Active Worksheet**.

Using the Duplicate Page menu

You use the **Duplicate Page** menu to specify which worksheets can be duplicated in your FormsFlow Excel workbook. When a data provider selects **Duplicate Page** from the **FormsFlow Designer** menu, a new page appears and contains all the range names from the original page, but with the **P##** prefix. The system modifies the names of the duplicated worksheet’s input cells to include the **P##** prefix to distinguish them from the input cells on the original worksheet.

For example, if a cell is named **Co_Name** on the original worksheet, it will be named **P02.Co_**

Name on the first duplicated worksheet, **P03.Co_Name** on the next duplicated worksheet, and so forth. Additionally, this prefix will be added to any wildcard ranges in the worksheet.

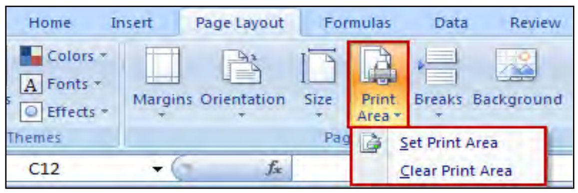
The **Duplicate Page** menu within FormsFlow Designer includes the following options:

- Create
- Remove

Create

To enable a page to be duplicated, complete the following steps.

1. Within your Excel file, select the cells that you wish to define as the print area.
2. From the Excel **Page Layout** tab, click **Print Area**, then select **Set Print Area**.



3. From the **FormsFlow Designer** menu, select **Duplicate Page**, then select **Create**. The following message appears at the top of a page.

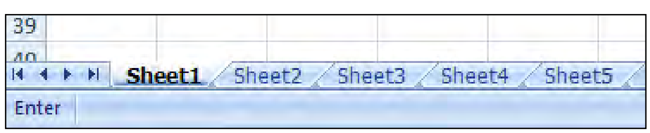
Remove

To disable the duplicating page feature for a worksheet, complete the following steps.

1. From the **FormsFlow Designer** menu, select **Duplicate Page.**
2. Click **Remove.**

Sheet names in a workbook

When naming sheets in a workbook, we recommend that you limit the use of special characters to a dash (-) or an underscore (_) only. Using other characters can cause errors when importing the FormsFlow template.



You can rename sheets by right-clicking the sheet tab at the bottom of the worksheet, then selecting **Rename** from the menu that appears.

Working with Range Name reports

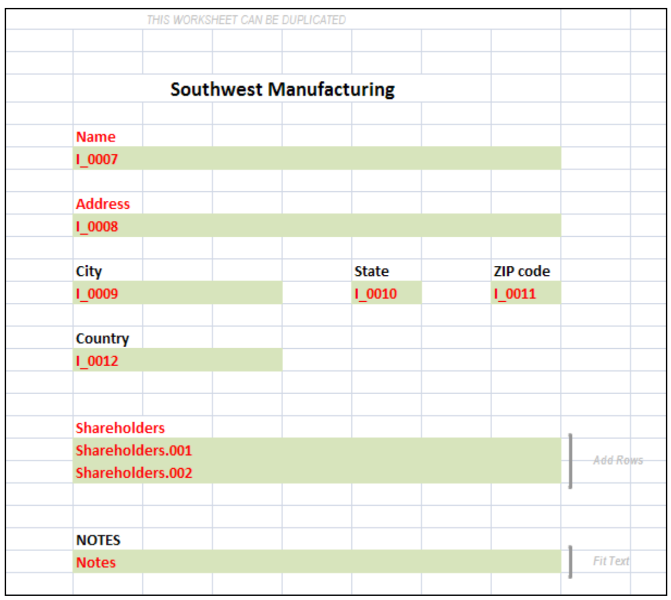
FormsFlow Designer generates two types of range name reports to document all of your input cells and their range names automatically. This information can be useful for diagnostic purposes, as well as for using DataFlow functions to extract data from the DataFlow request.

- **Range Name Report:** For each of your worksheets, selecting the **Range Name Report** option creates a duplicate worksheet with the prefix **Rpt**.

- **Range Name Cross Reference**: Select the **Range Name Cross Reference** option to create a single cross-reference report on a new tab in the workbook. The report contains all range names in the worksheets, their cell references, and the values, if any, of single cell ranges.

Creating a Range Name report

From the **FormsFlow Designer** menu, select **Range Name Report**. A report similar to the one below will be created for each of the worksheets in your Excel workbook.



The text in red identifies cells that you named or for which you chose to automatically create cell names. Changes made to the worksheet after you generate a report will not appear until the report is removed then re-created.

Creating a Range Name Cross Reference report

From the **FormsFlow Designer** menu, select **Range Name Cross Reference** report. A report similar to the one below is created in a new worksheet.

Name	Reference	Value
Address	Sheet2!$C$9	Address
I_0001	Sheet1!$C$6	
I_0002	Sheet1!$C$9	
I_0003	Sheet1!$C$12	
I_0004	Sheet1!$G$12	
I_0005	Sheet1!$I$12	
I_0006	Sheet1!$C$15	
I_0007	Sheet2!$C$7	
I_0008	Sheet2!$C$10	
I_0009	Sheet2!$C$13	
I_0010	Sheet2!$G$13	
I_0011	Sheet2!$I$13	
I_0012	Sheet2!$C$16	
Name	Sheet2!$C$6	Name

The report contains all range names in the worksheet, their cell references, and the values of single cell ranges.

Generating a diagnostic report

A diagnostic report evaluates the entire template for errors that you may encounter while converting it to a FormsFlow template. Error details include location of the cell and the type of error.

To generate a diagnostic report, complete the following steps.

1. From the **FormsFlow Designer** menu, click **Diagnostic Report**.
2. In the **Diagnostics** dialog box, click **Report** to add it as a worksheet.
3. Click the **Reference** link to locate the cell in your worksheet.

Worksheet	Cell Location	Error	Link
		Shareholder.002 refers to a #REF error.	
		Shareholder.003 refers to a #REF error.	
		Shareholder.004 refers to a #REF error.	
		Shareholder.005 refers to a #REF error.	
		Shareholder.006 refers to a #REF error.	
		Shareholder.007 refers to a #REF error.	
Sheet2	$D$20	Shareholders.003 does not refer to top left cell in range.	Reference
Sheet2	$D$21	Shareholders.004 does not refer to top left cell in range.	Reference
Sheet2	$E$20	Shareholders.005 does not refer to top left cell in range.	Reference
Sheet2	$E$21	Shareholders.006 does not refer to top left cell in range.	Reference
Sheet2	$F$20	Shareholders.007 does not refer to top left cell in range.	Reference
Sheet2	$F$21	Shareholders.008 does not refer to top left cell in range.	Reference
Sheet2	$G$20	Shareholders.009 does not refer to top left cell in range.	Reference
Sheet2	$G$21	Shareholders.010 does not refer to top left cell in range.	Reference
Sheet2	$H$20	Shareholders.011 does not refer to top left cell in range.	Reference
Sheet2	$H$21	Shareholders.012 does not refer to top left cell in range.	Reference
Sheet2	$I$20	Shareholders.013 does not refer to top left cell in range.	Reference
Sheet2	$I$21	Shareholders.014 does not refer to top left cell in range.	Reference

Common errors

- **#REF** or **invalid cell reference**: These errors mean that there are range names in the template that do not have a cell reference. These range names can be deleted by using the “Name Manager” function in Excel (Ctrl+F3) or by selecting **Delete Selected Range Names** from the **FormsFlow Designer** menu.

- **Cell has multiple range names**: One of the duplicated range names must be deleted to remove this error.
- **Cell has no name**: Click the cell reference to name the cell.

  NOTE: All input cells must have a cell name.

Removing reports

All reports can be removed from the Excel workbook by selecting **Remove Reports** from the **FormsFlow Designer** menu.

Working with range names

Delete range names

You use the **Delete Selected Range Names** option in conjunction with the **Range Name Cross Reference Report** option to delete multiple range names quickly.

1. From the **Rpt-Cross Reference** tab in your workbook, select the range name and reference that you want to delete.
2. From the **FormsFlow Designer** menu, select **Delete Selected Range Names**.

   TIP: When you select **Delete Selected Range Names** in the **FormsFlow Designer** menu, the range names are not immediately deleted from the report, but they are deleted from the Excel worksheet. When you rerun the **Range Name Cross Reference Report**, the range names that you deleted no longer appear.

Rebuild Range Names

You use the **Rebuild Range Names** option to add range names to your worksheets. To do so, complete the following steps.

1. Create a "Range Name Cross Reference" report (or click the **Range Name Cross Reference** tab if it already exists in your workbook), then add the desired names and references to the existing columns.
2. From the **FormsFlow Designer** menu, select **Rebuild Range Names**. Range names will be created in the specified worksheets.

Additionally, you can select **Rebuild Range Names** to rename a large number of cells in a workbook. To do so, complete the following steps.

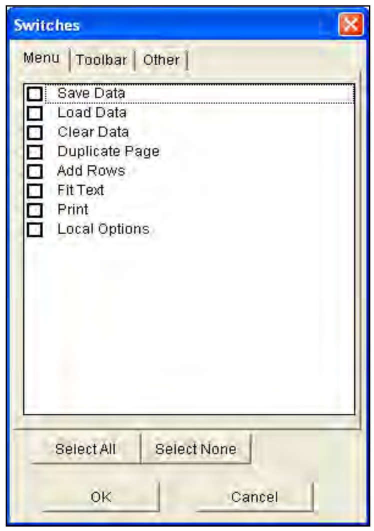
1. Create a "Range Name Cross Reference" report (or click the **Range Name Cross Reference** tab if it already exists in your workbook).
2. Select the name and reference columns in the rows that you wish to rename.
3. From the **FormsFlow Designer** menu, select **Delete Selected Range Names**.
4. In the "Range Name Cross Reference" report, the old range name still appears. Replace the old name with a new range name.
5. From the **FormsFlow Designer** menu, select **Rebuild Range Names**. Selected range names will be replaced with your new range name.

   NOTE: Range names can be deleted using commands in Excel .

- In Excel 2003, click **Insert**, then **Name**, then click **Define** to find the range name. Then click **Delete**. Range names must be deleted individually.
- In Excel 2007, open **Name Manager** (press **Ctrl** + **F3**), select one or more range names, then click **Delete**.

Runtime Options

You can control the FormsFlow menu options that are available to data providers. From the **FormsFlow Designer** menu, select **Runtime Options**. The **Switches** dialog box appears.



The **Menu** and **Toolbar** tabs appear identical. However, the **Menu** tab controls the Excel menu bar and the **Toolbar** tab controls the FormsFlow Designer toolbar. Select or clear the check boxes to make menu items available or unavailable to data providers.

Runtime options are template-specific. Therefore, everyone using the template is bound by the same options. For this reason, we recommend that administrators carefully consider the options that they want their data providers to have. For example, the **Clear Data** option allows data providers to wipe out all data on the current worksheet, while the **Local Options** option allows them to work offline then load data back to server. However, if more than one person is working on a template, they have the ability to overwrite what others have entered.

The **Other** tab contains one option.

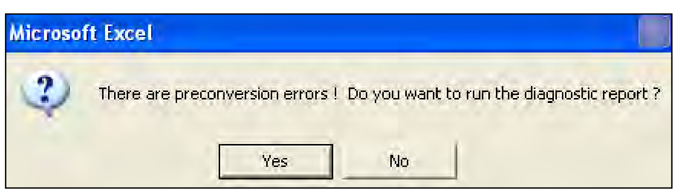
The **Trap Excel Saves** option signals FormsFlow to save all data back to the data repository, regardless of the selected save option.

If the **Trap Excel Saves** check box is selected, when the data provider uses **Save As** on the worksheet, the data will be saved to the ONESOURCE DataFlow repository and the worksheet will be discarded. If cleared, the data provider will have to click **Save** from the FormsFlow toolbar or menu in order to save the data.

Protecting and unprotecting forms

Prior to starting a FormsFlow template, all cells in the workbook must be locked. When you mark a cell with the input cell color and then protect the form, that cell will be unlocked and made available for input.

All errors in the diagnostic report must be corrected in order to protect the workbook. To do so, from the **FormsFlow Designer** menu, select **Protect Form**. If errors are detected, the following message appears. Click **Yes** to run the diagnostics report.



When complete, you must select one of two options. The first option allows you to access input cells only. The second option allows you to click anywhere in the DataFlow template. Both options, however, allow you to enter data only in input cells.

NOTE: If your template contains hyperlinks, you must select the second option which allows you to click anywhere in the protected form.

The **Protect Form** option removes all grid lines. The data provider can use the **Tab** key to move the cursor from left to right and down through the fields you marked for input. No action is permitted in any other fields on the worksheet, except for input cells.

To unprotect the form, from the **FormsFlow Designer** menu, select **Unprotect Form.** This command reverses the **Protect Form** command, and allows you to edit the workbook.

Marking and unmarking the workbook as a FormsFlow template

Marking a workbook as a FormsFlow template instructs the runtime engine to operate when the workbook is being used. Select the **Mark as FormsFlow Template** option to allow your own macro to protect the form, making the FormsFlow menu available to data providers.

NOTE: There is no visible evidence that a form is marked as a FormsFlow template.

To unmark a workbook as a FormsFlow template, select **Unmark as FormsFlow Template** from the **FormsFlow Designer** menu.

Predefined range names

The system uses several predefined range names to identify your DataFlow request. If you name a cell by one of the following range names, the first time that the DataFlow request is opened, the cells populate with the value for that specific DataFlow request.

The predefined range names include:

- EntityName
- EntityID
- TaxType
- TemplateName
- WorkFlowProcess
- Year
- Period
- Jurisdiction
- Codes
- Scenario

You can use these fields to provide information that your data providers might find helpful.

For the values to populate in the named cell, manually unlock the cells. Keep in mind that as unlocked cells, you could inadvertently overwrite the cell's value. Overwriting the value does not change the request itself. However, it will impact reporting since the overwritten information will appear on any data extraction of that field name. To ensure that these cells are always populated with the correct values both for display and reporting purposes, we recommend that you put the reserved word input cells in hidden columns and have unmarked non-editable cells simply point to those hidden cells. This approach will prevent you from editing the cells while allowing you to display the proper information.

Runtime functions

There are three runtime functions that can be used in FormsFlow worksheets. Typically, these are placed in a hidden worksheet.

- **=HideRow(<sheet name>, <row number>, <hide flag>)**
  - **<sheet name>** is the name of the sheet on which you want to hide a row
  - **<row number>** is the row you want to hide
  - **<hide flag>** uses **True** to hide the designated row, and **False** to display the row
- **=HideCol(<sheet name>, <column number>, <hide flag>)**
  - **<sheet name>** is the name of the sheet on which you want to hide a column
  - **<column number>** is the column you want to hide
  - **<hide flag>** uses **True** to hide the designated column, and **False** to display the column
- **=HideSheet(<sheet name>, <hide flag>)**
  - **<sheet name>** is the name of the sheet you want to hide
  - **<hide flag>** uses **True** to hide the designated sheet, and **False** to display the sheet

Making changes to a protected Excel file

You can make changes to a protected Excel data file after the initial DataFlow e-mail request has been made. To do so, complete the following steps.

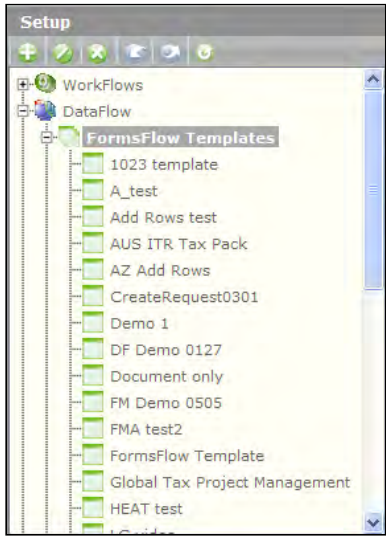
1. Open the FormsFlow template. You can open either the locally-saved version or select **View Current Template** from within the FormsFlow Template setup.
2. Make the necessary changes.
3. Protect the form (or select the **Mark as FormsFlow Template** option from the **FormsFlow Designer** menu), then save it. Protecting the enhanced file leaves the original intact, and “FormsFlow” is added to the beginning of the file name automatically.

   NOTE: For Windows 7 users, “FormsFlow” is not added to the beginning of the file name.

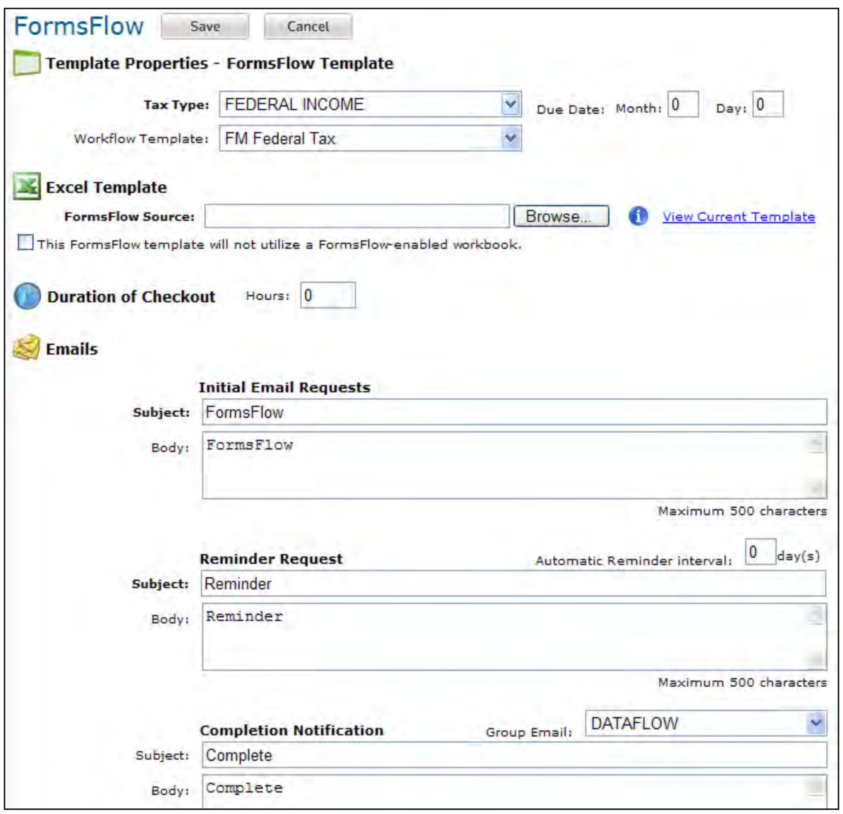
Uploading a revised template

To upload a revised template, complete the following steps.

1. From ONESOURCE DataFlow, click **Setup** in the left navigation area.
2. Click **DataFlow**, then click the plus sign next to **FormsFlow Templates**. A list of FormsFlow templates for your drawer appears.



3. Select the FormsFlow template associated with this file. The **FormsFlow** window appears, and includes template information.

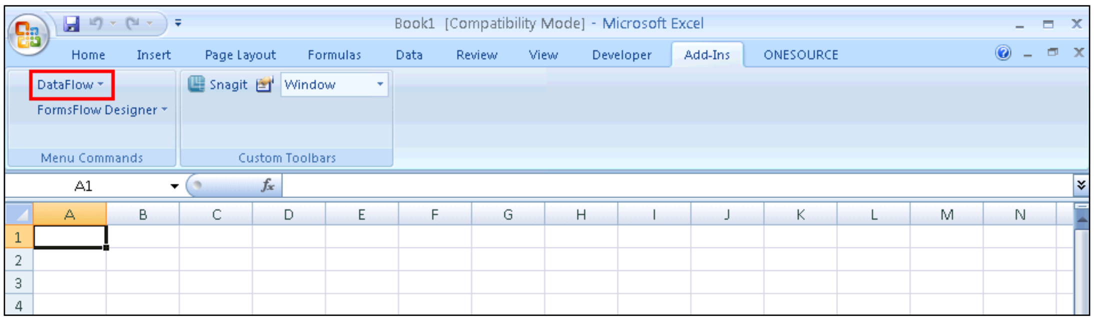


4. Click **Browse** in the Excel Template area to select the revised FormsFlow Designer-enhanced Excel file.

5. Click **Save**. The request is updated automatically for the data provider without requiring you to resend the request.

DataFlow Functions, Formulas, and Commands

The ONESOURCE DataFlow Data Extraction Tool is an Excel Add-In that allows you to query and report on information stored in the DataFlow repository. This tool consists of a menu on the **Add-Ins** tab within Microsoft Excel, as well as a series of functions that assist in the retrieval and display of DataFlow data.



Within DataFlow, you will see the following terms used frequently:

- **DataFlow Repository** – The centralized and secure storage location where data from all DataFlow requests is held for access by users.
- **Entity** – The subject of a DataFlow request.
- **Entity ID** – A unique identifier assigned to an entity.
- **Excel template** – A custom Excel file that has been converted to a Web-based format using FormsFlow Designer.
- **Input Range** – A range that contains a list of your XML tag names. This term is synonymous with *Tag Range*, but is often used as an argument when you type the DataFlow formula in Excel.
- **Template ID** – The unique identifier assigned to a FormsFlow Excel template.
- **Request ID** – The unique identifier assigned to a DataFlow request. This ID is returned in the first column by **DFGetList** and as a single value by **DFGetID**.
- **Tag range** – A list of XML tag names (entered into the FormsFlow template as range names) that are to be, depending on the function, retrieved from or written to the database.
- **Output range** – A row or column of the same dimensions as the Tag Range that specifies where the data from the request is to be displayed/written.
- **Repeating tag root.** – The range name, not including the incremental prefix or suffix, for a duplicating page or repeating value (add rows) group.

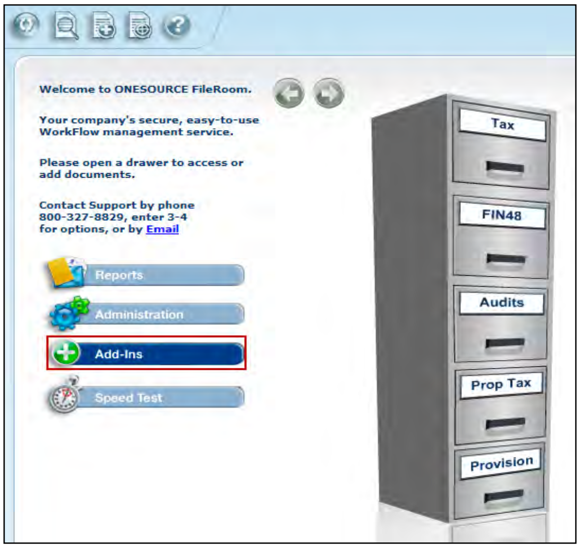
Installing the DataFlow Add-in

You install the **DataFlow** Add-In from within ONESOURCE FileRoom.

NOTE: If you need access to ONESOURCE FileRoom, please contact your administrator. Currently, only administrators have permission to access the **DataFlow** Add-In.

To install the **DataFlow** Add-In, complete the following steps.

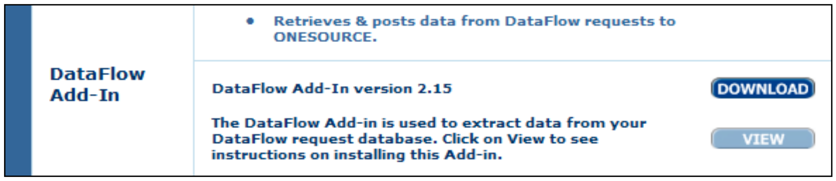
1. Within ONESOURCE FileRoom, click **Add-Ins**.



The **Add-Ins** page appears.

Important! You must download and install the ONESOURCE Add-In before installing the DataFlow Add-In.

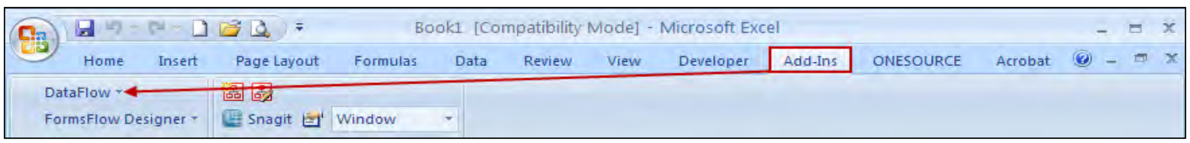
2. In the **List of Add-Ins to Download** section, browse to **DataFlow Add-In**, then click **Download**.



The **File Download** dialog box appears, and allows you to run or save the add-in file. Click **Run** to download the file and start the installation process.

NOTE: Click **View** to open the *Add-In Instructions Guide* and see step-by-step instructions for completing the Installation Wizard.

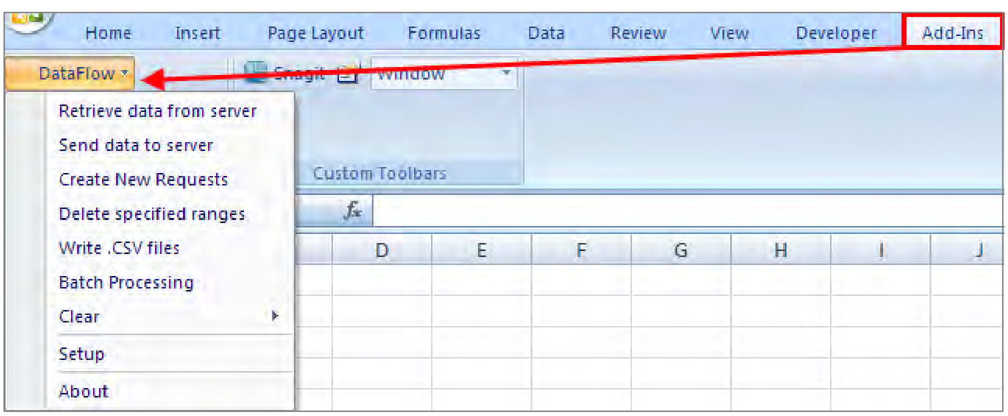
The **DataFlow** Add-In now appears on the **Add-Ins** tab in Microsoft Excel 2007.



Learning about the DataFlow menu

The **DataFlow** menu includes the following options:

- Retrieve data from server
- Send data to server
- Create New Requests
- Delete specified ranges
- Write .CSV files
- Batch Processing
- Clear
- Setup
- About

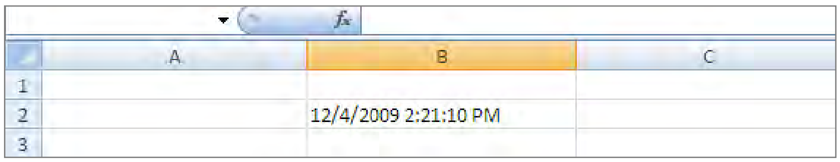


To access the **DataFlow** menu in Excel, click the **Add-Ins** tab, then **DataFlow**.

Retrieve data from server

The **Retrieve data from server** option processes all DataFlow functions contained in the workbook that retrieve data. Unlike Excel functions, DataFlow functions do not recalculate automatically. They are only processed when you select the **Retrieve data from server** option.

Once processed, the cell containing the function displays the time and date it was last processed.



NOTE: Processing is done in worksheet order, moving down the columns in each sheet. Make sure that you execute DataFlow functions in the proper order to achieve the desired results.

Send data to server

The **Send data to server** option processes all DataFlow functions that send data to the server and update the database. These functions, such as **DFPutValues** and **DFPutSingleValue**, are explained later in this guide.

Create New Requests

The **Create New Requests** option uses the **DFCreateRequest** function to create DataFlow requests from the Excel worksheet without needing to open ONESOURCE WorkFlow Manager and complete the steps within the wizard.

Delete specified ranges

The **Delete specified ranges** option uses the **DFEraseTags** function to remove tag values for a specified request.

Write .CSV files

The **Write .CSV files** option processes all **DFWriteCSV** functions in the worksheet. These functions write .csv files from the data in the worksheet, bypassing the Excel **Save As** option.

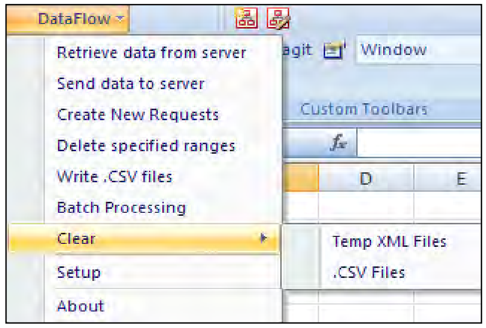
Batch Processing

The **Batch Processing** option processes multiple DataFlow requests through the same logic. Typically, you use batch processing to load trial balance data to multiple DataFlow requests without needing to open the requests.

For more information, refer to the “Batch processing” section in this guide.

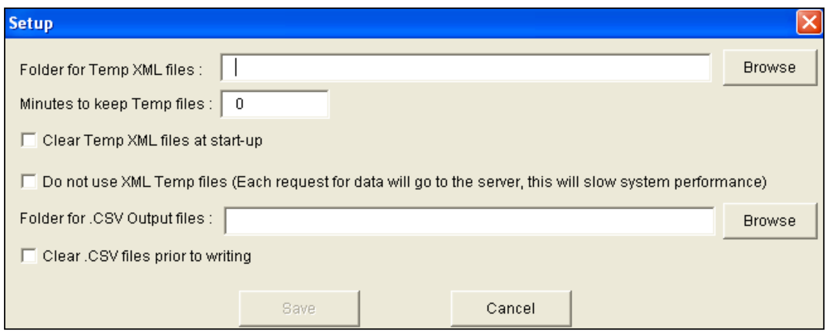
Clear

The **Clear** option manually clears temporary (cached) .xml files containing information from the request database or erases any .csv files prior to writing new files.



Setup

The **Setup** option opens the **Setup** dialog box, which contains default settings for your workstation.



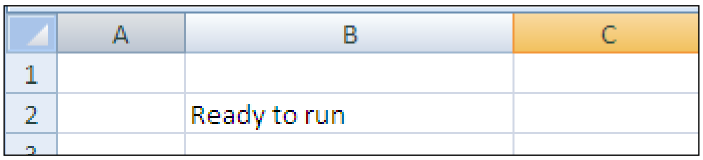
The following fields appear in the **Setup** dialog box:

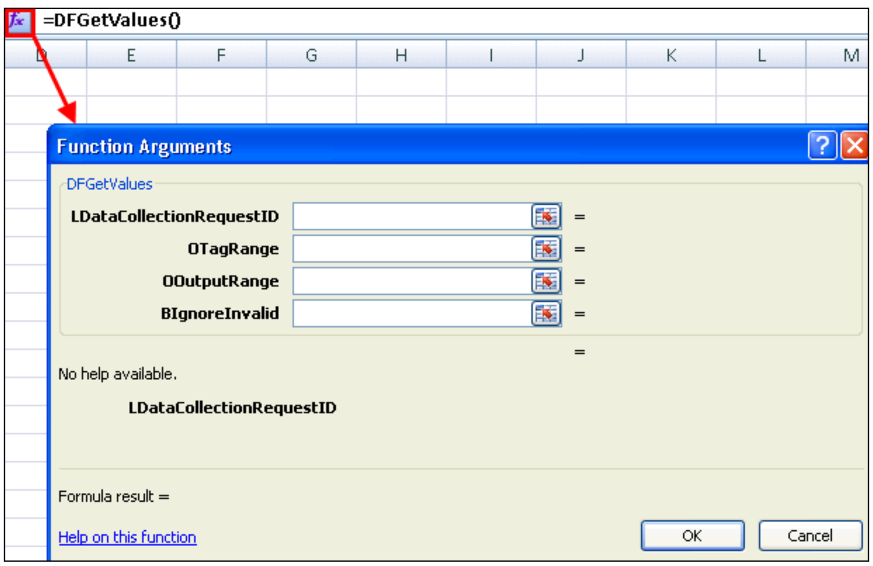
- **Folder for Temp XML files:** Click **Browse** to select a folder on your computer where you will store temporary .xml files that contain data from server requests. This reduces the number of times that DataFlow functions need to retrieve data from the repository. Storing temporary files locally enhances system performance significantly.
- **Minutes to keep Temp files:** This field determines how often DataFlow functions should access the server. If you are reporting on frequently changing data, set this to a low number. If the data on the server is not changed very often, you can increase this number.
- **Clear Temp XML files at start-up:** Select this check box to instruct DataFlow to delete the temporary files each time that Excel is loaded and the DataFlow Add-In is active. Selecting this check box ensures that you always extract the most up-to-date values from the server.
- **Do not use XML Temp files:** Select this check box to instruct DataFlow to retrieve data from the server and not the local data cache. Doing so ensures that data is current. This slows system performance and should only be used when data on the server, such as requests being reported on, is updated often (i.e., daily).

- **Folder for .CSV Output files:** Click **Browse** to select an output folder on your computer for .csv files.
- **Clear .CSV files prior to writing:** Select this check box to instruct DataFlow to erase .csv files before writing new ones.

Insert functions in Excel

DataFlow functions specify what data to process for DataFlow requests. Click **Insert Function** to open Help topics describing all of the function's arguments. Bold fields are required for the functions to perform correctly.





When a DataFlow function is entered properly in Excel, the formula appears as **Ready to run** within the cell that contains the function.

After the function runs (by selecting a command from the **DataFlow** menu), the run date and time appears.

DataFlow Functions

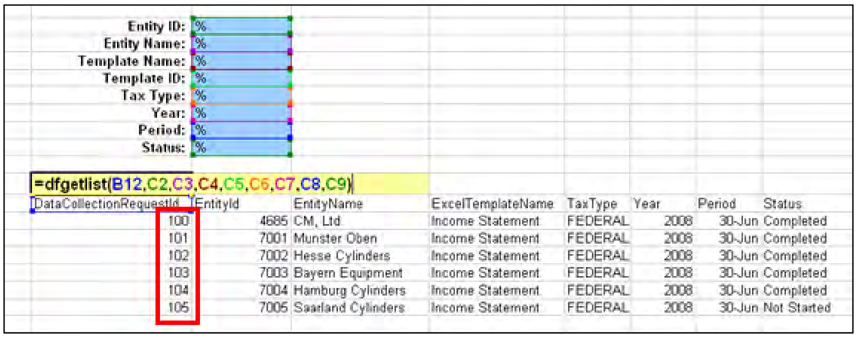
DataFlow functions specify what data to process for DataFlow requests. Functions include the following:

- **DFGetList** queries the DataFlow database using the workflow fields associated with each request, including the request ID.
- **DFGetID** is similar to **DFGetList**, but returns a single request ID.
- **DFGetValues** extracts values from the DataFlow database for a request.
- **DFGetSingleValue** returns a value for a request ID and tag.
- **DFGetRepeatingValues** gets all values associated with a repeating range name on a request form.
- **DFGetMultiPageValues** gets information from duplicate pages in FormsFlow.
- **DFGetBlock** gets a block of information from requests that use block range names in FormsFlow.
- **DFGetXML** returns all tags and values from a FormsFlow template.
- **DFCreateTable** is a combination of **DFGetList** and **DFGetXML**.
- **DFPutValues** inserts values into the DataFlow database for a specific request.
- **DFPutSingleValue** inserts a single value into the database.
- **DFPutBlock** puts a block of data into a block range name into the DataFlow request.
- **DFWriteCSV** exports information from an Excel workbook.
- **DFLoadWildcard** returns data from a wildcard range in a single column.
- **DFWildcardTable** returns data from wildcard ranges in multiple requests.
- **DFLoadRange** returns the corresponding range value for each range specified in the source request ID.
- **DFRepeatingTable** returns data from repeating name ranges in multiple requests.
- **DFConsolidateValues** returns a summation of values for each tag across specified requests.
- **DFConsolidateWildcard** returns a summation of values for each wildcard tag across specified requests.
- **DFCreateRequest** creates a new DataFlow request in ONESOURCE WorkFlow Manager with the specified properties.
- **DFEraseTags** removes selected range name values for the specified request.
- **DFGetValuesEx** extracts values in bulk from the DataFlow database for a list of requests.
- **DiagnosticsOK** allows an administrator to set up a DataFlow request to allow a data provider to move the status of a request to **Complete** only when all diagnostics are cleared.

DFGetList(oRange, Optional vEntityID, Optional vEntityName, Optional vExcelTemplateName, Optional vTemplate, Optional vTaxType, Optional vYear, Optional vPeriod, Optional vStatus)

You use this function to query the DataFlow database using the workflow fields associated with the DataFlow request. This function returns a list of DataFlow requests that match the criteria entered at the cell specified by **<Range>**.

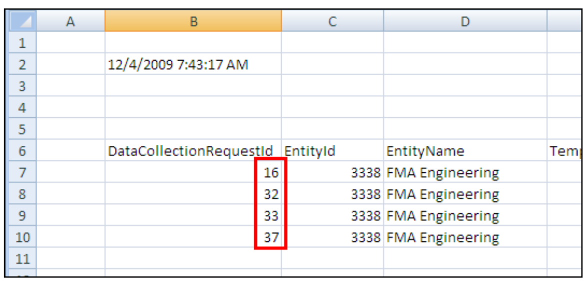
The request IDs returned by **DFGetList** and **DFGetID** are used in all other functions to identify the requests from which you wish to extract data.



Entity ID:	%
Entity Name:	%
Template Name:	%
Template ID:	%
Tax Type:	%
Year:	%
Period:	%
Status:	%

=dfgetlist(B12,C2,C3,C4,C5,C6,C7,C8,C9)

DataCollectionRequestId	EntityId	EntityName	ExcelTemplateName	TaxType	Year	Period	Status
100	4685	CM, Ltd	Income Statement	FEDERAL	2008	30-Jun	Completed
101	7001	Munster Oben	Income Statement	FEDERAL	2008	30-Jun	Completed
102	7002	Hesse Cylinders	Income Statement	FEDERAL	2008	30-Jun	Completed
103	7003	Bayern Equipment	Income Statement	FEDERAL	2008	30-Jun	Completed
104	7004	Hamburg Cylinders	Income Statement	FEDERAL	2008	30-Jun	Completed
105	7005	Saarland Cylinders	Income Statement	FEDERAL	2008	30-Jun	Not Started



	A	B	C	D	
1					
2		12/4/2009 7:43:17 AM			
3					
4					
5					
6		DataCollectionRequestId	EntityId	EntityName	Temp
7		16	3338	FMA Engineering	
8		32	3338	FMA Engineering	
9		33	3338	FMA Engineering	
10		37	3338	FMA Engineering	
11					

Since this query does not support “and/or” logic within an argument, only a single value can be entered for each argument. A percent sign (%) in an argument acts as a wildcard. For example, entering **Asia%** as the entity name will return all requests in which the entity name begins with Asia.

<Range> is the only required parameter for **DFGetList**. As such, **DFGetList(<Range>)** returns all active requests in the database.

DFGetID(Optional vEntityID, Optional vEntityName, Optional vExcelTemplateName, Optional vTemplate, Optional vTaxType, Optional vYear, Optional vPeriod, Optional vStatus)

DFGetID is similar to **DFGetList**. However, this function will return a single ID in the cell in which the function is entered.

For example, entering the formula **=DFGetID(4567,,“Tax Package Sampler”,,,2008,”8/31”)**

```
=DFGetID(4567,,"Tax Package Sampler",,,2008,"8/31")
```

returns the following value:

List			
DataCollectionRequestId	EntityId	EntityName	ExcelTemplateName
136	4567	Health New Mexico	Tax Package Sample
137	2345	Health Florida	Tax Package Sample
138	3456	Health California	Tax Package Sample
191	1234	Health Arizona	Tax Package Sample
		136	

NOTE: If multiple requests match the criteria entered in the function, the system returns an error that says “Query returned more than one result set”. Also, **#N/A** will appear in the formula cell when it is run.

DFGetValues(lDataCollectionRequestID, oTagRange, oOutputRange, Optional bIgnoreInvalid)

You use this function to extract two or more values from the DataFlow database for a specific request. It can be used to build tables of data inside Excel where it can be processed using Excel’s functions and formulas.

- **<DataCollectionRequestID>** is a unique number that identifies a request in the DataFlow database. It is returned in the first column by the **DFGetList** function, and as a single value by the **DFGetID** function.
- **<TagRange>** is a list of XML tag names (entered in the FormsFlow template as range names) to be returned.

  NOTE: Make sure that only XML tag names are listed since any extraneous information, such as formulas, will trigger an error.
- **<OutputRange>** is a row or column of the same dimensions as the **<TagRange>** that specifies where the data from the request is to appear.

  NOTE: The row numbers must match the row numbers of the tag range. Otherwise, an error will occur.
- **<IgnoreInvalid>** is an optional field that, if set to **TRUE**, tags not found in the specified request will not trigger an error.

  NOTE: We recommend that you set the **<IgnoreInvalid>** value to **TRUE** to avoid errors in case the request has never been opened or started. If a request has not been opened, the system returns an invalid range name error because the .xml file has not been written for this request.

For example:

DFGetValues with tags in a single row

	Person with Custody of the Books					
Get Values	Name	Address	City	State/Province	Zip/Postal Code	Country
	l_NameCustOfBk	l_MailAdd	l_MailCity	l_MailState	l_MailZip	l_MailCountry
=DFGetValues(Lists!A13,$D$5:$I$5,D6:I6)	Pramod	1399 Hyde Park Ro	Dallas	New Jersey	87501	USA
10/4/2008 3:58:46 PM	Robert	2525 Magnolia Ave	Dallas	New Jersey	12345	USA
10/4/2008 3:58:46 PM	Diane	1313 Mockingbird La	Dallas	New Jersey	75899-1234	USA
10/4/2008 3:58:46 PM	Mihran	1313 Mockingbird La	Dallas	New Jersey	75899-1234	USA

DFGetValues with tags in columns

Person with Custody of the Books				
	=DFGetValues(Lists!A13,$B$6:$B$11,C6:C11)	10/4/2008 3:58:46 PM	10/4/2008 3:58:46 PM	10/4/2008 3:58:46 PM
l_NameCustOfBk	Pramod	Robert	Diane	Mihran
l_MailAdd	1399 Hyde Park Road	2525 Magnolia Ave	1313 Mockingbird Lane	1313 Mockingbird Lane
l_MailCity	Dallas	Dallas	Dallas	Dallas
l_MailState	New Jersey	New Jersey	New Jersey	New Jersey
l_MailZip	87501	12345	75899-1234	75899-1234
l_MailCountry	USA	USA	USA	USA

TIP: A quick way to get the tag names for this function is to use **DFGetXML**, then cut and paste the tag names from the returned list. However, do not use this function to extract wildcard ranges or repeating cell names. Also, do not use this function if you are working with Add Rows groups and you do not know how many rows are involved.

DFGetSingleValue(lDataCollectionRequestID, sTag, Optional sReturnFormat)

This function returns a single value for **<DataCollectionRequestID>** and **<Tag>**.

If **<ReturnFormat>** is set to the text literal string "date", the returned value will be in date format.

	A	B	C
1			
2		12/4/2009 2:21:10 PM	
3			

NOTE: If **<Tag>** is not a valid tag for the request, **#NA** is returned.

DFGetRepeatingValues(lDataCollectionRequestID, sTag, oOutputRange)

This function retrieves all values associated with a repeating range name on a DataFlow request form. Repeating range names are identified as ranges with a numeric suffix.

On the FormsFlow template, this is an **Add Rows** group and may have many values specified by the range name and an incremental suffix. In this example, the second line of the **Add Rows** group would be saved as **license_type.002**.

	A	B	C
1			
2		12/4/2009 2:21:10 PM	
3			
4			
5			
6			
7			
8		license_type.001	Contractor's License
9		license_type.002	Construction
10		license_type.003	Liquor License
11		license_type.004	Financial Advisor
12		P02.license_type.001	Contractor's License
13		P02.license_type.002	Construction License
14		P02.license_type.003	Liquor License
15		P02.license_type.004	Financial Advisor
16		P02.license_type.005	Plumber's License
17		P02.license_type.006	Electrical Contractor
18			

<Tag> is the range name up to, but not including, the period. In this example, **<Tag>** is **license_type**.

NOTE: In the above example, **DFGetRepeatingValues** returns all repeating values from all pages. Those marked with a prefix of P02 are from a duplicated page where an **Add Rows** group was present.

When a data provider selects **Duplicate Page** from the **FormsFlow Designer** menu, a new page appears and contains all the range names from the original page, but with the **P##** prefix. The system modifies the names of the duplicated worksheet's input cells to include the **P##** prefix to distinguish them from the input cells on the original worksheet.

For example, if a cell is named **Co_Name** on the original worksheet, it will be named **P02.Co_Name** on the first duplicated worksheet, **P03.Co_Name** on the next duplicated worksheet, and so forth. Additionally, this prefix is added to any wildcard ranges in the worksheet.

DFGetMultiPageValues(lDataCollectionRequestID, sTag, oOutputRange

This function gets information from duplicate pages in FormsFlow. When a new page is created, all range names (tags) in the duplicated pages include the **Pxx** prefix, where **xx** is a two-digit page number.

In this example, **DFGetMultiPageValues** is getting partner names from a form that uses duplicate pages. **<Tag>** is the range name, not including the prefix (**I_0007** in this example).

Partner List	
=DFGetMultiPageValues(198,"I_0007",$B$5)	
I_0007	Partner 1
P02.I_0007	Partner 2
P03.I_0007	Partner 3
P04.I_0007	Partner 4
P05.I_0007	Partner 5

Repeating values and duplicate pages can be combined. In this case, **DFGetMultiPageValues** will return all pages and all repeating rows.

K-1 Lines		K-1 Codes	
=DFGetMultiPageValues(198,"line",$B$5)		10/4/2008 6:41:49 PM	
Line.001	3 Other net rental income (loss)	Code.001	
Line.002		Code.002	
P02.Line.001	20 Other information	P02.Code.001	H Recapture of investment credit
P02.Line.002		P02.Code.002	
P03.Line.001	2 Net rental real estate income (loss)	P03.Code.001	
P03.Line.002	3 Other net rental income (loss)	P03.Code.002	
P04.Line.001	19 Distributions	P04.Code.001	A Cash and marketable securities
P04.Line.002	19 Distributions	P04.Code.002	B Other property
P05.Line.001	10 Net section 1231 gain (loss)	P05.Code.001	
P05.Line.002	20 Other information	P05.Code.002	A Investment income
P05.Line.003	20 Other information	P05.Code.003	B Investment expenses

DFGetBlock(lDataCollectionRequestID, vBlockName, oOutputRange, bServiceFlag)

This function returns stored block data for **<DataCollectionRequestID>**.

- **<Block Name>** should consist of the entire name, including **.block** as shown in the following graphic.
- **<Output Range>** contains the beginning range of where you want the data retrieval to appear. Data is placed in a single output cell.
- **<ServiceFlag>** specifies whether or not to use webmethod, which is specifically designed for block functionality. Rather than pull down all the XML, you can choose to pull down just the block XML.

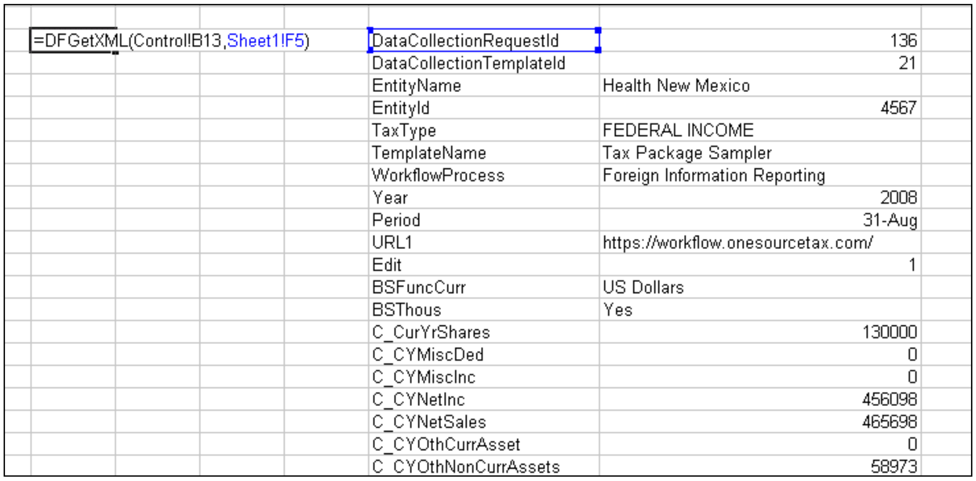
NOTE: Best practice is to set this value to **True** for faster retrieval of data.

SUM =DFGetBlock(B2,B3,E7,B4)

	A	B	C	D	E	F	G	H	I
1	DFLoadBlock	B3,E7,B4)Run							
2	Request ID	831							
3	Block Name	Data.block							
4	Use Service	TRUE							
5									
6									
7					Block 1	Block 2	Block 3	Block 4	Block 5
8					Block 2	Block 3	Block 4	Block 5	Block 6
9					Block 3	Block 4	Block 5	Block 6	Block 7
10					Block 4	Block 5	Block 6	Block 7	Block 8
11					Block 5	Block 6	Block 7	Block 8	Block 9
12					Block 6	Block 7	Block 8	Block 9	Block 10
13					Block 7	Block 8	Block 9	Block 10	Block 11
14					Block 8	Block 9	Block 10	Block 11	Block 12

DFGetXML(lDataCollectionRequestID, oRange)

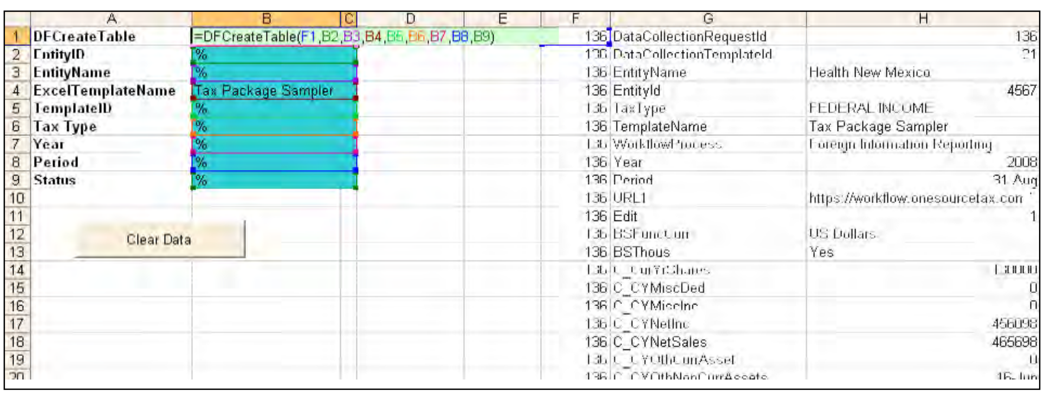
This function will return all tags and values from a DataFlow request to the location specified by **<Range>**. **DFGetXML** is useful for getting all information from a request to manipulate it with Excel formulas or macros.



NOTE: This function is particularly helpful in getting valid range names (tags) for **DFGetValues** and related functions that rely on having accurate tag names in order to function.

DFCreateTable(oRange, Optional vEntityID, Optional vEntityName, Optional vExcelTemplateName, Optional vTemplate, Optional vTaxType, Optional vYear, Optional vPeriod, Optional vStatus)

This function is a combination of **DFGetList** and **DFGetXML**. It extracts all data for all requests that match the criteria, then builds a table in Excel at the **<Range>** location that contains three columns: **Request ID**, **Tag Name**, and **Value.** Once returned, this data can be used for further manipulation in Excel.



NOTE: Depending on the size and number of range names in the FormsFlow template, and the number of requests that match the query criteria, the numbers of rows that are returned can be quite large. In some cases, the rows may exceed Excel 2003's capacity of 65,536 rows. If the output exceeds the number of rows allowed by Excel, no data will be displayed.

DFPutValues(lDataCollectionRequestID, oTagRange, oValueRange)

This function inserts values into the DataFlow database. It can load information such as balances from prior year requests, including tax packages, or account balances from an ERP trial balance extract.

NOTE: You must select **Send Data to Server** or **Batch Processing** from the DataFlow menu to process this function.

- **<DataCollectionRequestId>** is the unique number that identifies a request in the DataFlow database. This ID is returned in the first column by **DFGetList** and as a single value by **DFGetID**.
- **<TagRange>** is a list of XML tag names entered in the FormsFlow template as range names that are to be inserted or replaced in the database. If a tag value is not found, it will be created in the XML stored with the DataFlow request on the server.
- **<ValueRange>** is a row or column of the same dimensions as **<TagRange>** that specifies the values to be written with the associated tags in the database. Blank values in the tag range or output range will be ignored.

Put Data	Name	Address	City	State/Province	Zip/Postal Code	Country
	I_NameCustOfBk	I_MailAdd	I_MailCity	I_MailState	I_MailZip	I_MailCountry
=DFPutValues(Lists!A13,$D$13:$I$13,D14:I14)			New York			
Ready to run	Herman	1313 Mockingbird Lane	New York			
Ready to run	Lilly		New York			
Ready to run	Fred		New York			

DFPutSingleValue(lDataCollectionRequestID, sTag, sValue, Optional sSendFormat)

This function inserts a single value into the database identified by **<Tag>** with a value identified by **<Value>**.

- If the specified tag does not exist, it is added to the database.
- If the tag is found in the database, the value is replaced.

NOTE: You must select **Send Data to Server** or **Batch Processing** from the DataFlow menu to process this function.

DFPutBlock(lDataCollectionRequestID, vBlockName, oInputRange)

Similar to the **DFPutValues** function, this function writes a block of data into a single tag in the specified request.

NOTE: You must select **Send Data to Server** or **Batch Processing** from the DataFlow menu to process this function.

SUM =DFPutBlock(B2,B3,D7:H38)

	A	B	C	D	E	F	G	H
1	DFPutBlock	3,D7:H38)un						
2	Request ID	831						
3	Block Name	Data.block						
4								
5								
6								
7				Block 1	Block 2	Block 3	Block 4	Block 5
8				Block 2	Block 3	Block 4	Block 5	Block 6
9				Block 3	Block 4	Block 5	Block 6	Block 7
10				Block 4	Block 5	Block 6	Block 7	Block 8
11				Block 5	Block 6	Block 7	Block 8	Block 9
12				Block 6	Block 7	Block 8	Block 9	Block 10
13				Block 7	Block 8	Block 9	Block 10	Block 11

DFWriteCSV(sOutputFileName, oValueRange, oWriteFlag, Optional vSequence, Optional bAppend = True)

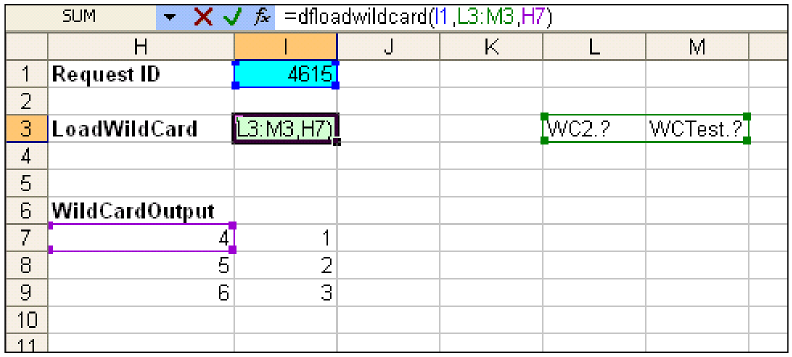
This function exports information contained in an Excel workbook that is using the DataFlow Add-In to a .csv file. This allows DataFlow to be integrated into almost any system.

7						
8	**Entity**		Health Arizona			
9						
10	**RequestID**		191			
11	**DFWriteCSV**		=DFWriteCSV(TRIM(C8),A14:E122,F14:F122,1,FALSE)			
12						
13			Thousands Multiplier:	Y	1000	**Write to CSV**
14	**Entity ID**	**Account**	**Field ID-Do Not Impo**	**Description-Do Not Import**	**Amount**	TRUE
15	1234	440000	I_CYSales	Sales Revenue	-360988000	TRUE
16	1234	400030	I_CYService	Services Revenue	-29000000	TRUE
17	1234	422222	I_CYReturns	Returns, Allowances and Rebates	-10000000	TRUE
18	1234	440001	I_CYCOGS	Cost of Good Sold	-134000000	TRUE
19	1234	400320	I_CYDivInc	Dividend Income	-29000000	TRUE
20	1234	400321RP	I_CYDivIncRP	Dividend Income from Related Parties	-10000000	TRUE
21	1234	400150	I_CYIntInc	Interest Income	-75000000	TRUE
22	1234	400150RP	I_CYIntIncRP	Interest Income from Related Parties	0	FALSE
23	1234	444000	I_CYRentInc	Rental Income	-50000000	TRUE
24	1234	444000RP	I_CYRentIncRP	Rental Income from Related Parties	0	FALSE
25	1234	444010	I_CYRoyalInc	Royalty Income	-90000000	TRUE
26	1234	444010RP	I_CYRoyalIncRP	Royalty Income from Related Parties	0	FALSE
27	1234	444020	I_CYLicInc	License Income	-7000000	TRUE
28	1234	444020RP	I_CYLicIncRP	License Income from Related Parties	0	FALSE
29	1234	577777	I_CYGainFA	Net Gain (Loss) on Sale of Fixed Assets	-65000000	TRUE
30	1234	444445	I_CYRealFornExch	Realized Foreign Exchange Gains	0	FALSE
31	1234	444444	I_CYUnRealFornExch	Unrealized Foreign Exchange Gains	0	FALSE

- **<OutputFileName>** is a text field that will be assigned to the CSV file being written. For example, if **<OutputFileName>** is "trial balance", the file name will be "trial balance.CSV".
- **<ValueRange>** identifies the range to be written to the CSV file, which can contain selected columns, and follows Excel's rules for naming ranges.
- **<WriteFlag>** is a range that contains a single column and the same number of rows as the <Value Range>. This range should contain True or False values. If the value in this range is **True**, the corresponding row will be written to the output CSV file. (A true value either contains the word **True** or a value of 1.) Use this field to eliminate sending zero values to the database or skipping lines that contain subtotals or suppressing blank lines from being written at the end of an output range.
- **<Sequence>** is an optional parameter with an integer value, such as 1, 2, 3, and so forth, that identifies the sequence in which **DFWriteCSV** functions should be written. You can create workbooks where multiple worksheets are writing values to the .csv file, then this parameter will ensure that the ranges are written in the sequence determined by the workbook designer. If omitted, **DFWriteCSV** functions will be executed in the opposite order they were added to the workbook ("Last in, First out").
- **<Append Flag>** is an optional field with **True** or **False** values.
  - If **True**, and a file exists with the same name specified in **<OutputFileName>**, the value range will be appended to the existing file.
  - If **False**, the output file will be overwritten each time the function is processed.

DFLoadWildcard(lDataCollectionRequestID, oInputRange, oOutput)

This function returns data from a wildcard range. You can specify multiple wildcard tags to move a complete table from one request to another. This function works in DataFlow requests as well, and can be used to link data between requests.

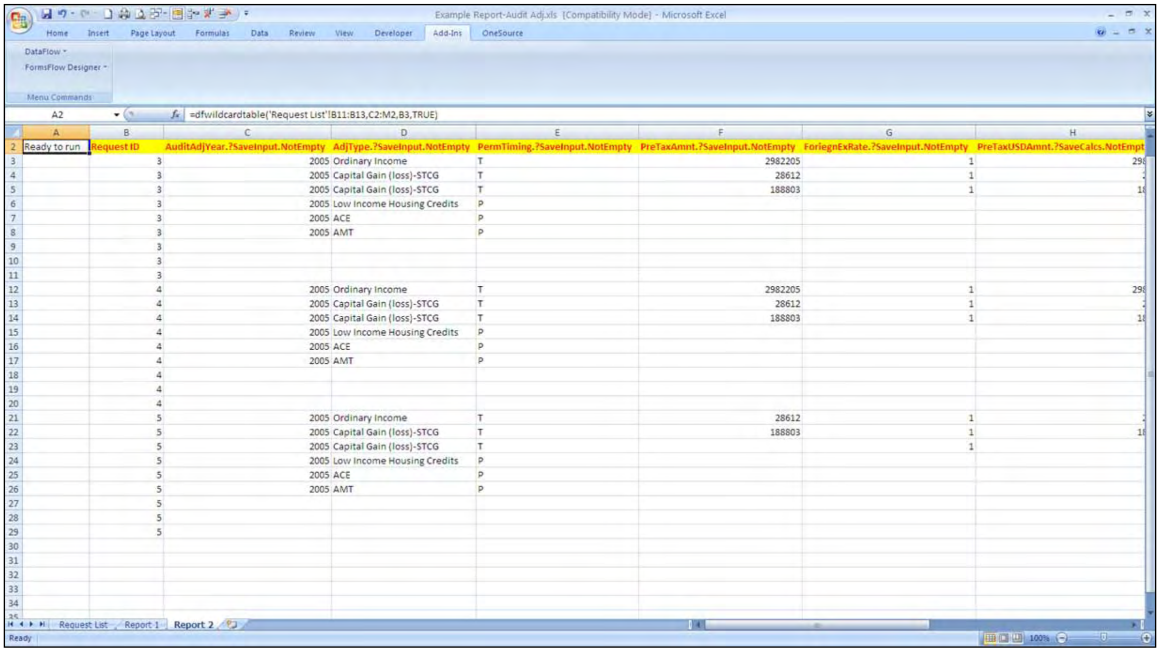


- **<DataCollectionRequestId>** is the request ID from which the range will be loading.
- **<InputRange>** specifies a range containing the wildcard tags to be used. The wildcard tags use a dot-question mark (**.?**) syntax. For example, a tag that contains account numbers would be specified by **AcctNum.?**.
- **<Output>** is the cell in the worksheet where the wildcard range (a single column) will start loading. Values from the wildcard range load and match the relative row position in the specified wildcard range. Only rows with data will be written. Existing values in the destination range will only be overwritten if values for those rows exist in the source range.

  NOTE: Best practice is to clear the destination range prior to selecting the **Retrieve data from server** option.

DFWildcardTable(oIDRange, oInputRange, oOutputRange, bIncludeRequestID)

This function appends data from wildcard ranges in multiple requests. For example, if you have five requests that contain a trial balance, this function takes all five trial balances and appends them in the destination worksheet.

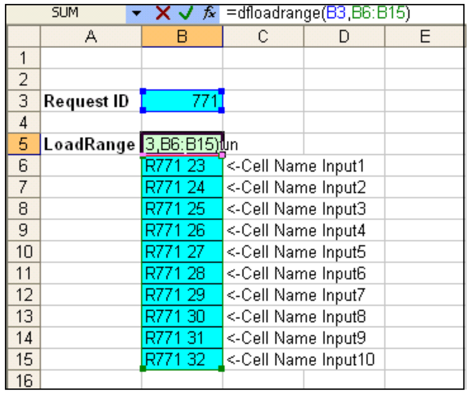


- **<IDRange>** contains the request IDs that will be source data for this function.
- **<InputRange>** specifies a range that contains the wildcard tags to be used. The wildcard tags use a dot-question mark (**.?**) syntax. For example, a tag that contains account numbers would be specified by **AcctNum.?**.
- **<OutputRange>** is a cell in the worksheet where the wildcard range (a single column) will start loading. It is a single cell representing the top left location of the table to be returned. Values from the wildcard range will load and match the relative row position in the specified wildcard range. Only rows with data will be written. Existing values in the destination range will only be overwritten if values for those rows exist in the source range.

  NOTE: Best practice is to clear the destination range prior to selecting the **Retrieve data from server** option.
- <**IncludeRequestID**> should be set to **True** to include the request IDs when data is pulled from the server, and **False** to exclude the request IDs. If set to **True**, the request IDs for the corresponding data will populate in the first column of your output range.

DFLoadRange(lDataCollectionRequestID, oInputRange)

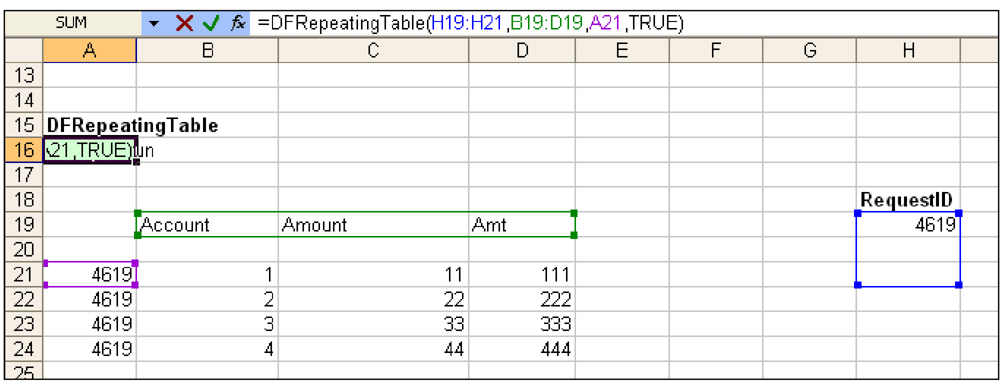
This function returns the corresponding range value in the source request ID for each range found in the <output range>. Therefore, make sure that you name each cell in the <output range>. Doing so allows you to move many values from one request to another. Additionally, this function works within a DataFlow requests and facilitates real-time request linking.



- **<DataCollectionRequestID>** contains the request ID from which the range(s) will be loading.
- **<InputRange>** is a range in the current worksheet containing range names for input cells, computed cells, wildcard ranges, and repeating values that correspond to the same range names in the source request.

DFRepeatingTable(oIDRange, oInputRange, oOutputRange, bIncludeRequestID)

This function returns data from repeating name ranges in multiple requests. This function is used to append repeating name ranges together. For example, if you have five requests that contain a trial balance, this function will take all five trial balances and append them together in the destination worksheet.



- **<IDRange>** contains request IDs that will be source data for this function.
- **<InputRange>** specifies a range containing repeating name tags to be used (base name only). For example, a tag containing account numbers would be identified by **AcctNum**.
- **<OutputRange>** is a range in the worksheet where the repeating range name will start loading. It is a single cell representing the top left location of the table to be returned.

  Values from the repeating range name load and match the relative row position in the specified wildcard range. Only rows with data will be written. Existing values in the destination range will only be overwritten if values for those rows exist in the source range.

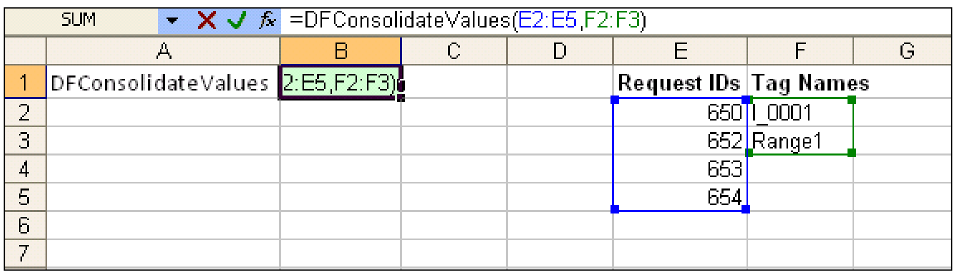
NOTE: Best practice is to clear the destination range prior to executing **Retrieve data from server**.

- **<IncludeRequestID>** If set to **True**, the request ID is written to the output range along with the returned data.

TIP: To be more efficient, use wildcard ranges with **NotEmpty** instead of repeating cell names.

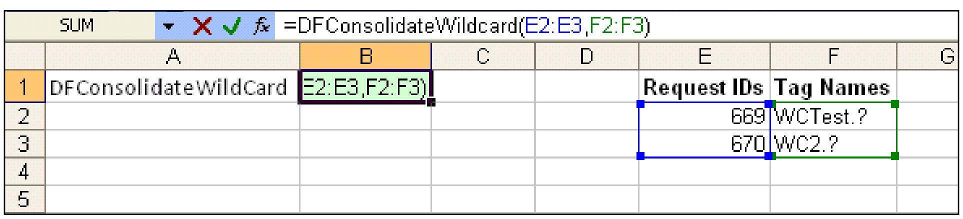
DFConsolidateValues(oRequestID, oTagRange)

This function goes through the list of request IDs and values for each tag, then returns the sum of the values for the specified requests.



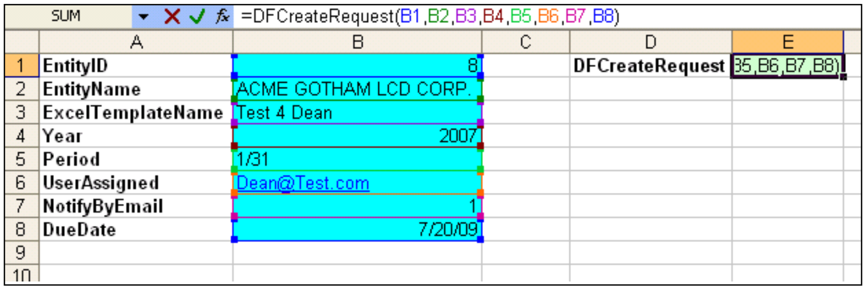
DFConsolidateWildcard(oRequestID, oTagRange)

This function goes through the list of request IDs and values for each wildcard tag, then returns the sum of the values for the specified requests.



DFCreateRequest(vEntityID, vEntityName, vExcelTemplateName, vYear, vPeriod, Optional vUserAssigned, Optional vNotifyByEmail, Optional vDueDate, Optional vScenario)

This function adds a request in ONESOURCE WorkFlow Manager with the specified properties. The ID of the newly created request is returned in the cell in which the formula was entered. For example, in the following graphic, the ID will be returned in cell E1.



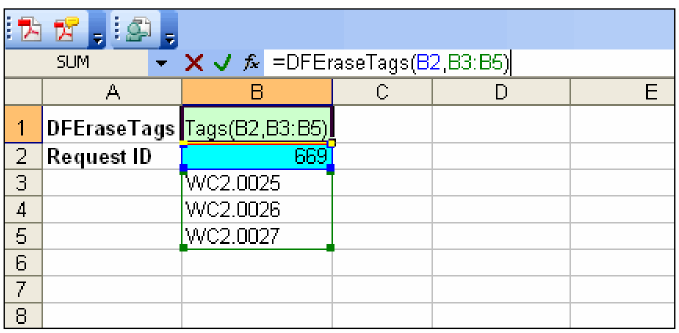
UserAssigned may contain one or more e-mail addresses, separated by a comma and no spaces.

NotifyByEmail can be set to **True** or **1** in order to have a notification e-mail sent to the person(s) specified in **UserAssigned**.

You must use **Create New Requests** in the DataFlow menu to process this function.

DFEraseTags(lDataCollectionRequestID, oRange)

This function removes selected tag values for a specified request. You must use **Delete Specified Ranges** in the DataFlow menu to process this function.



DFGetValuesEx(oRequestIDListRange, oTagRange, oOutputRange)

This function allows you to extract two or more values from the DataFlow database for a list of requests. It retrieves and outputs data in bulk, and can be used to build tables of data inside Excel where you can process the data using Excel's functions and formulas.

Important! To use this function, range names must be aligned in rows, not columns.

<RequestIDListRange> is a list of unique numbers that identifies requests in the DataFlow database. It is returned in the first column by the **DFGetList** function, and as a single value by the DFGetID function.

<TagRange> is a list of XML tag names (entered in the FormsFlow template as range names) to be returned.

<OutputRange> is a range in the worksheet where data from the request will appear. It is a single cell representing the top left location of the request to be returned. The number of rows and columns that appear are dependent of the number of Request IDs in the RequestIDListRange and the number of XML tags in the TagRange.

			Target Cells For 2010				
Get Values	Request IDs		EntityName	EntityID	Year	Period	Target_Sales_2010
=dfgetvaluesex(B7:B12,D6:H6,D7)	98		FMA Engineering CAN	3320	2010	40209	10500
	99		FMA Smith Enterprises	3390	2010	40209	25000
	122		FMA Engineering USA	3345	2009	40543	30000
	175		FMA Engineering AUS	3340	2013	40755	60000
	179		FM Associates, Inc	3330	2011	40574	10500
	182		FMA Engineering CHN	3350	2011	41213	45000

DiagnosticsOK

The **DiagnosticsOK** function allows an administrator to set up a DataFlow request to allow a data provider to move the status of a request to **Complete** <u>only</u> when all diagnostics are cleared.

DiagnosticsOK works in conjunction with Excel functions and returns a value of either **0** or **1** (**0** for diagnostics not cleared and **1** for diagnostics cleared). For example, in the following Excel image, we created a rule embedded within the Table of Contents of a DataFlow request. The data provider must move each status listed in column D of each section to COMPLETED before all diagnostics are cleared.

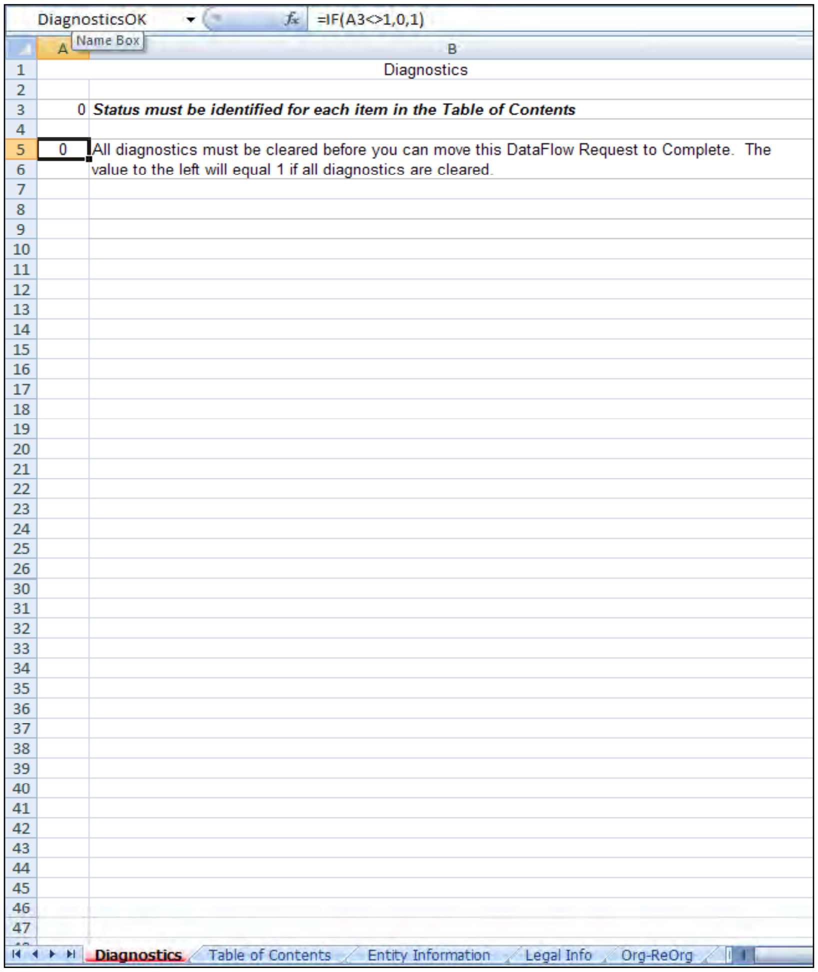
TOC_RentRoyLic_Sta...

	A	B	C	D	E	F
1			0			
2			Table of Contents			
3			0			
4			0			
5						
6		SCHEDULE	DESCRIPTION	STATUS		
7		Entity Information	General Entity Information	COMPLETED		0
8		Legal Info	Legal Information	COMPLETED		0
9		Acq-Disp Shares	Acquisition/Disposition of Shares Information	COMPLETED		0
10		Org-Reorg	Organization/Reorganization of Company	COMPLETED		0
11		Boycott	Boycott Questionnaire	COMPLETED		0
12		Receipts / Payments	Receipts / Payments	COMPLETED		0
13		RentRoyaltyLicenses	Related Party Rent / Royalty / Licenses			1
14		DividendRecdPaid	Dividends Received and Paid			1
15		Related Party Interest	Related Party Interest			1
16		Income Tax	Income Tax Information			1
17		E&P Adjustments	E&P Adjustments			1
18		TB	Trial Balance			
19		Supporting Statements	Supporting Statements			1
20						6
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						

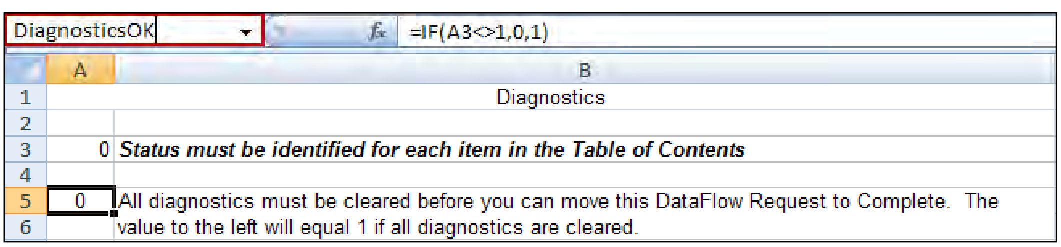
Diagnostics | Table of Contents | Entity Information | Legal Info | Org-ReOrg

When all diagnostics are cleared, we set up a rule to return a value of 1 in cell A5 of the

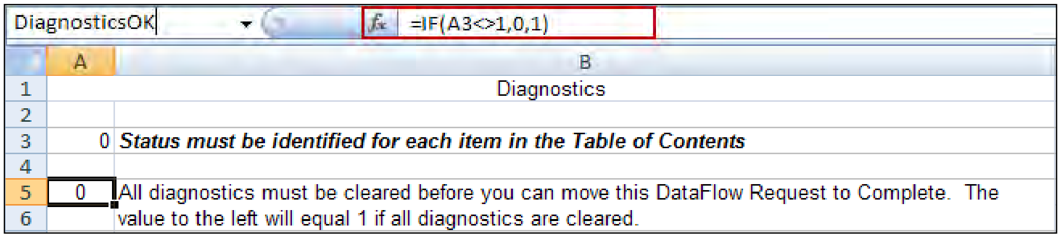
Diagnostics worksheet. In this example, we used the **IF** function to return a value of **0** if all statuses were not completed and **1** if all statuses were completed.



To use the **DiagnoticsOK** function, you must first name the cell in which you wish to return the value of either **0** or **1** to **DiagnosticsOK**.



After you name the cell, create a function to return the value of either **0** or **1** as shown in the example with the Table of Contents and Diagnostics worksheet.



Linking DataFlow requests

Similar to spreadsheet linking in Excel, you can link data between DataFlow requests in real-time, using the following functions.

- DFGetID
- DFLoadWildcard
- DFLoadRange
- DFGetValues
- DFGetBlock

These functions run after data is loaded into a DataFlow request. Before you begin, make sure that you understand the order of processing.

1. Load the regular values into the request worksheet.
2. Set up the DFGetID function(s) to retrieve the IDs of the requests that supply the data.

   DFGetID parameters are:

   - <EntityID>
   - <EntityName>
   - <ExcelTemplateName>
   - <Template>
   - <TaxType>
   - <Year>
   - <Period>
   - <Status>

   These parameters, especially <EntityID>, <Year>, and <Period>, can be retrieved using reserved ranges from DataFlow. For example, to retrieve the ID of a trial balance from a DataFlow request for the same year and period, use the following DFGetID function:

   =DFGetID(EntityID,, “Trial Balance”,, “Federal”, Year, Period)

   NOTE: Multiple DFGetID functions can be processed in a single request.
3. Run the DFLoadWildcard, DFLoadRange, DFGetValues, and DFGetBlock

functions in the order in which they appear in the worksheet using the DataCollectionRequestID values returned from the DFGetID function(s).

NOTE: Cells that contain data that you wish to retrieve must be unlocked. You can unlock cells within Excel by selecting **Format Cells**, clicking the **Cell Protection** tab, and clearing the **Locked** check box.

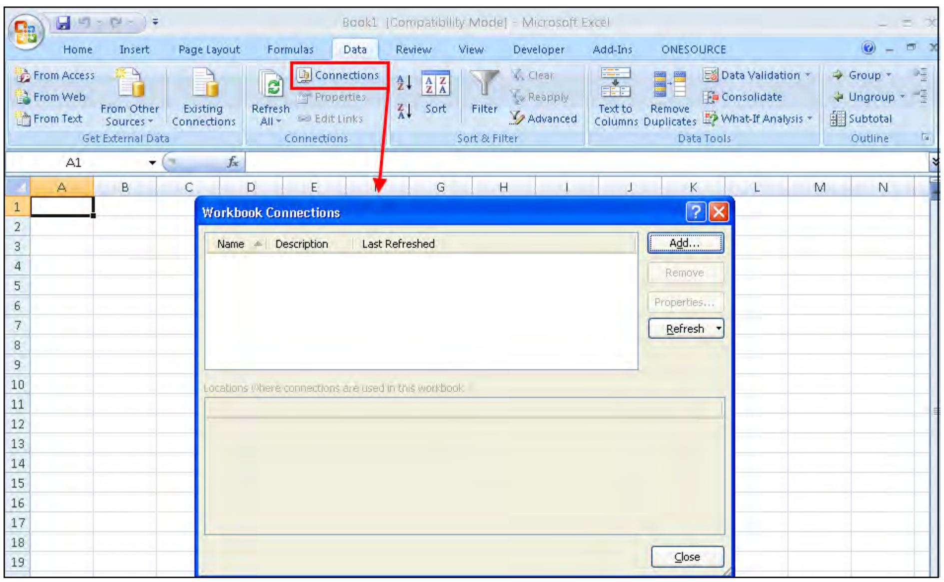
Running functions automatically

When adding formulas that run automatically when a request is opened and do not use the DataFlow Add-In, point the formulas to the FormsFlow Designer Add-In.

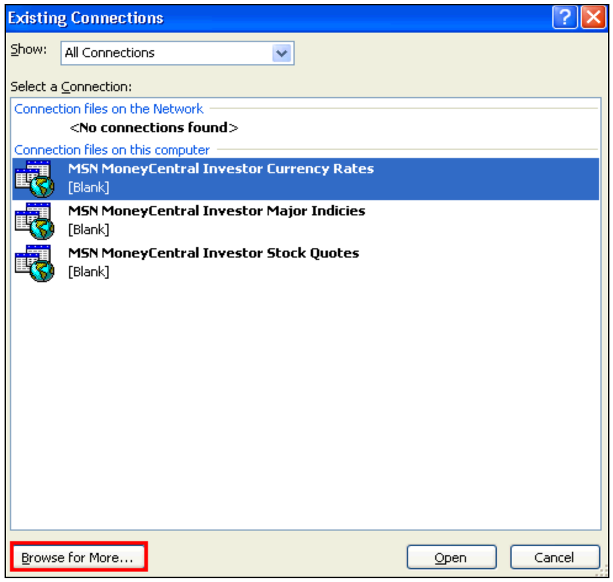
Using Excel 2007

To point formulas to the FormsFlow Designer Add-In in Excel 2007, complete the following steps.

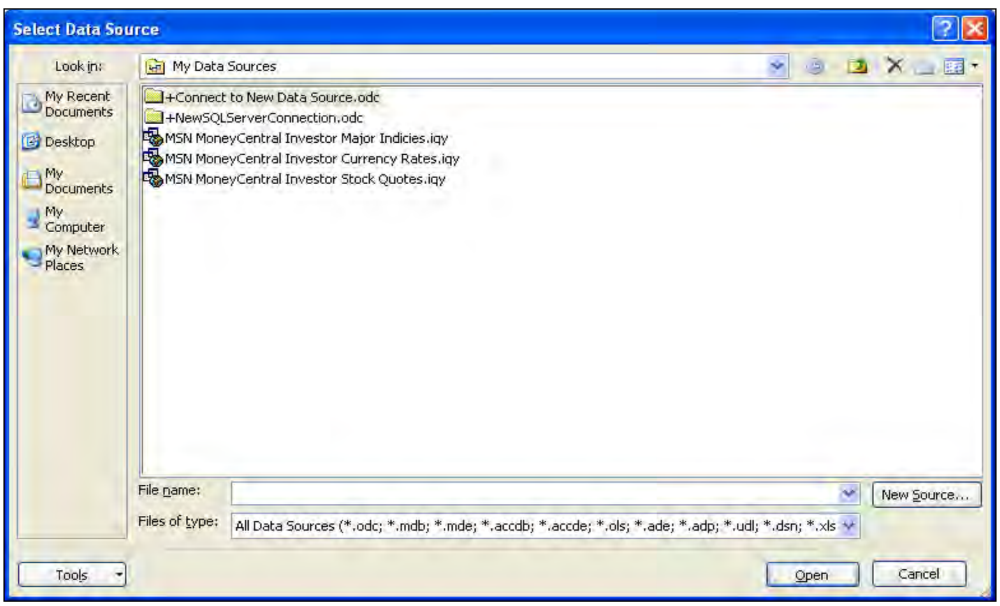
1. From the **Data** tab in Excel, click **Connections**. The **Worksheet Connections** dialog box appears.



2. Click **Add**. The **Existing Connections** dialog box appears.



3. Click **Browse for More**. The **Select Data Source** dialog box appears.

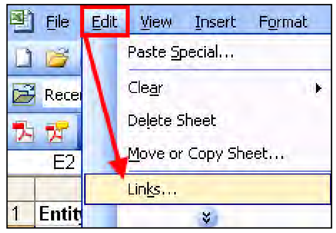


4. In the **Look in** list, click the arrow then browse to C:\Program Files\Microsoft Office\Office12\XLSTART.
5. Select **FormsFlow designer.xla**, then click **Open**.

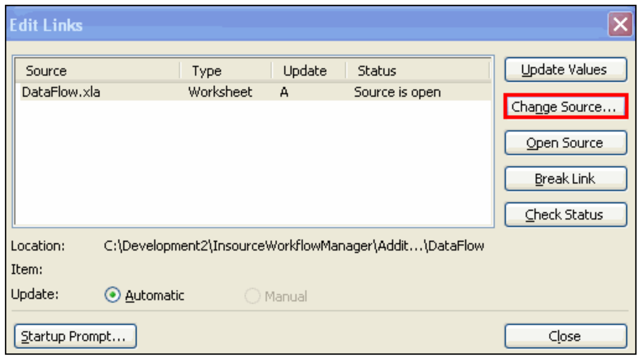
Using Excel 2003

To point formulas to the FormsFlow Designer Add-In in Excel 2003, complete the following steps.

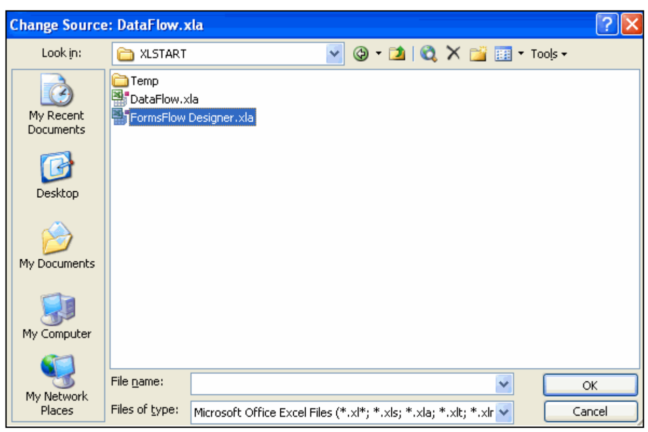
1. From the **Edit** menu, click **Links**. The **Edit Links** dialog box appears.



2. In the **Edit Links** dialog box, click **Change Source**.



3. In the **Look in** list, click the arrow then browse to C:\Program Files\Microsoft Office\OFFICE11\XLSTART.



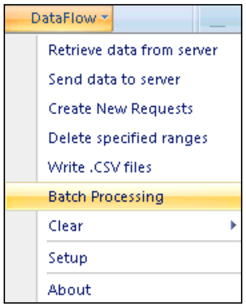
4. Select **FormsFlow designer.xla**, then click **Open**.

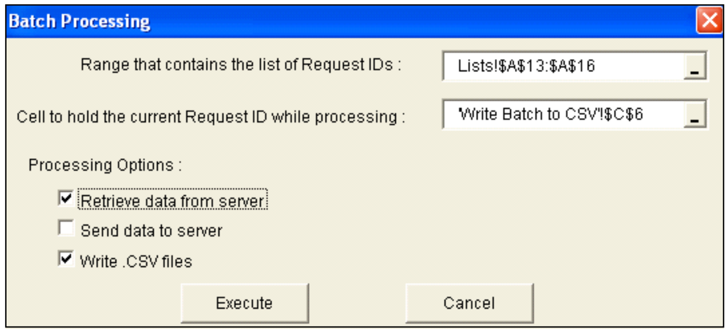
   NOTE: Functions will now say “Stub” instead of “Ready to run.”

Batch processing

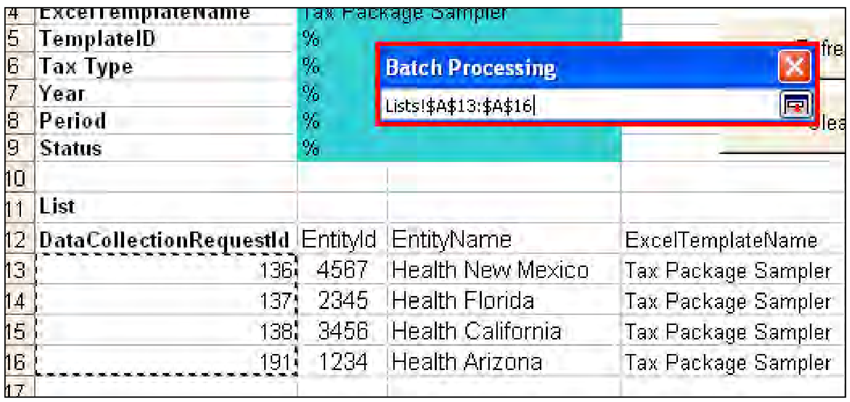
Batch processing allows a single extraction spreadsheet to process data automatically for a number of requests. For example, batch processing can write a single .csv file from multiple requests or roll over amounts from prior year requests. However, batch processing is not limited to these functions.

You access the **Batch Processing** option from the **DataFlow** menu on the **Add-Ins** tab in Excel.

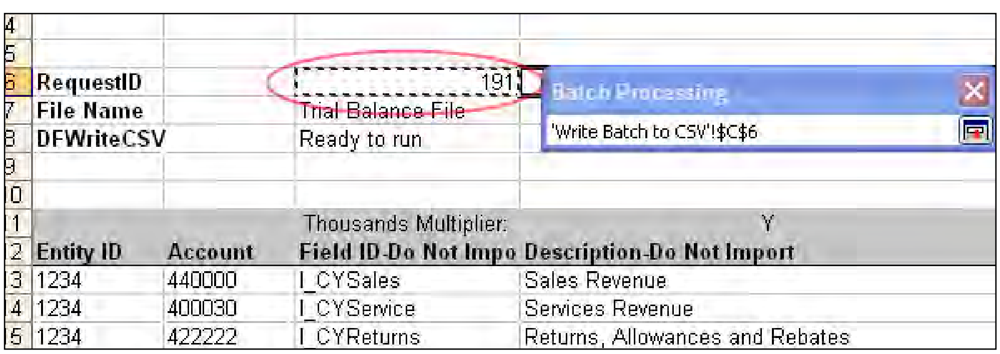




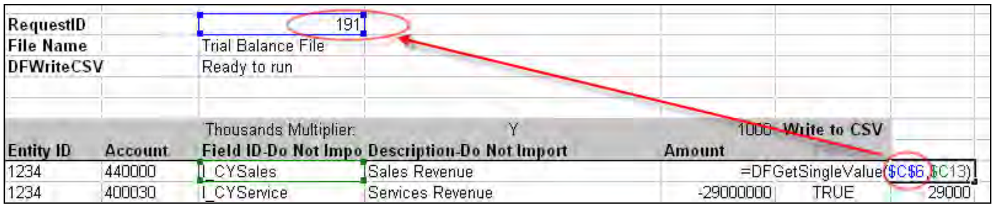
TIP: Use the list of IDs returned in the first column of the **DFGetList** output. Then, in the **Batch Processing** dialog box, click the button to the right of the **Range that contains the list of Request IDs** field to assign the range.



The **Cell to hold the current Request ID while processing** field represents a single cell that contains the current request ID for each cycle through the batch. The following graphic shows the results of entering information into the **Cell to hold the current Request ID while processing** field.



The following graphic shows the formula referencing the cell that contains the request ID.



Understanding how batch processing works

For batch processing to work, the functions retrieving data from the request database must reference the **Request ID** cell for the function. As the system cycles through each request ID, the data can be retrieved for the different requests in the database.

Selecting batch processing options

Within the **Batch Processing** dialog box, you can select one or more of the following batch processing options:

- **Retrieve data from the server** check box: Select this check box to retrieve data, execute all **DFGet** functions, then recalculate the worksheet.
- **Send data to server** check box: Select this check box to process all **DFPut** functions after **DFGet** functions are executed.
- **Write .CSV files** check box: Select this check box to process **DFWriteCSV** functions within the workbook.

Selecting the **Retrieve data from server** and **Write .CSV files** check boxes tells the system to loop through all of the request IDs in the specified range and write a .csv file for each request.

If **<Append>** is set to **True** in the **DFWriteCSV** function, the system will create a single output file containing data for all requests.

Similarly, by creating requests on the server for multiple years, selecting the **Retrieve data from server** and **Send data to server** check boxes allows you to roll data from year to year.

Rolling Forward DataFlow Requests Between Periods

This chapter includes the process for learning how to roll forward DataFlow requests between periods. We recommend that you work through the steps separately for each DataFlow template.

Step 1: Identify the Range Names to use

1. Open a mapping template.
   - To obtain a blank copy within DataFlow, select a DataFlow request, then from the **Actions** menu, select **Roll Forward Request(s)**. The **Roll-Forward DataFlow Requests** dialog box appears.
   - Click the **Click for Template** link. The **File Download** dialog box appears. Click **Open** to open the template file within Microsoft Excel.
   - Change the name of the Excel worksheet tab from **Mapping** to **Initial Mapping**.
2. Within Excel, open the DataFlow template that you wish to roll forward.
3. From the **Add-Ins** menu, select **FormsFlow Designer**, then click **Range Name Report**.
4. Copy and paste range names to roll <u>from</u> into the **source_field** column.
5. Copy and paste range names to roll <u>to</u> into the **destination_field** column.

Step 2: Identify the DataFlow Requests to roll forward

1. Create a new tab named **Request List** within the workbook that you created in Step 1 above.
2. Run the **DFGetList** function with specific arguments, including Template Name, Year, and Period

   NOTE: Make sure that you have an argument for the DataFlow Template Name since each template typically includes a unique set of range names.

Step 3: Identify the Wildcard Range Names from the template

1. Create a new tab named **Wildcard Table** within the same workbook used in the steps above.
2. Copy and paste wildcard range names from the **source_field** column on the **Mapping Template** tab into column A.
3. Run a formula to have wildcard range names end with **?**.
4. Copy and paste wildcard range names ending with **?** then reorganize the names to have wildcard range names appear in columns.

   NOTE: Make sure that each wildcard range name includes **?**.
5. Run the **DFWildcardTable** function. Make sure that you list the Request ID in

the arguments.

Step 4: Identify the maximum number of records possible for each Wildcard Range Name

1. Create a new tab named **Wildcard Table for Max #** by copying and pasting the contents of the **Wildcard Table** tab to this new tab.
2. Subtotal the Request IDs by count.
3. Find the maximum number.

Step 5: Manipulate the Wildcard Range Names

1. Create a new tab named **Wildcard Names** that includes only wildcard range names for the **source_field** and **destination_field** columns located on the **Mapping Template** tab.
2. For wildcard range names, run a **Text to Columns** function to remove each range name beginning with **?**.

Step 6: Add the maximum number of records possible for each Wildcard Range Name to the Wildcard Range Name base

1. Create a new tab named **Wildcard Map with Records**.
2. At the top of the tab, identify **source_field** with a range name base, as manipulated in Step 5 above, then copy and paste this information into columns.
3. Below each range name base, begin appending each with .0001, and incrementing by .0001, until you reach the maximum number of possible records identified in Step 4 above.
4. After completing these steps for the **source_field** column, scroll to the blank row below and do the same steps for the **destination_field** column.

Step 7: Finalize the template mapping

1. Create a new tab named **Final Mapping** by copying and pasting the contents of the **Initial Mapping** tab to this new tab.
2. Filter and delete all wildcard range names.
3. In a blank row below the non-wildcard range names, copy and paste the wildcard range names that are appended with the record numbers that you created in Step 6 above. Make sure that you copy the **source_field** and **destination_field** information to the correct columns.
4. Save a copy of this Excel file to use for future periods.

   NOTE: Best practice is to save the file within ONESOURCE FileRoom.

Step 8: Roll forward your DataFlow Requests

1. Copy and paste the contents of the **Final Mapping** tab that you created in Step 7

above and save as a new Excel file.

2. Within DataFlow, filter by the specific DataFlow template to be rolled forward.
3. Select the DataFlow Requests that you wish to roll forward.
4. From the **Actions** menu, select **Roll Forward Request(s)**. The Roll-Forward DataFlow Requests Wizard begins. Complete each step within the wizard.

   NOTE: In Step 1 of the wizard, identify any new request values. Keep in mind that you can use a new FormsFlow or DataFlow template for rolling forward. To do so, browse to the file that you created in the first step of Step 8 above, then upload it and click the **Validate Mapping?** link.

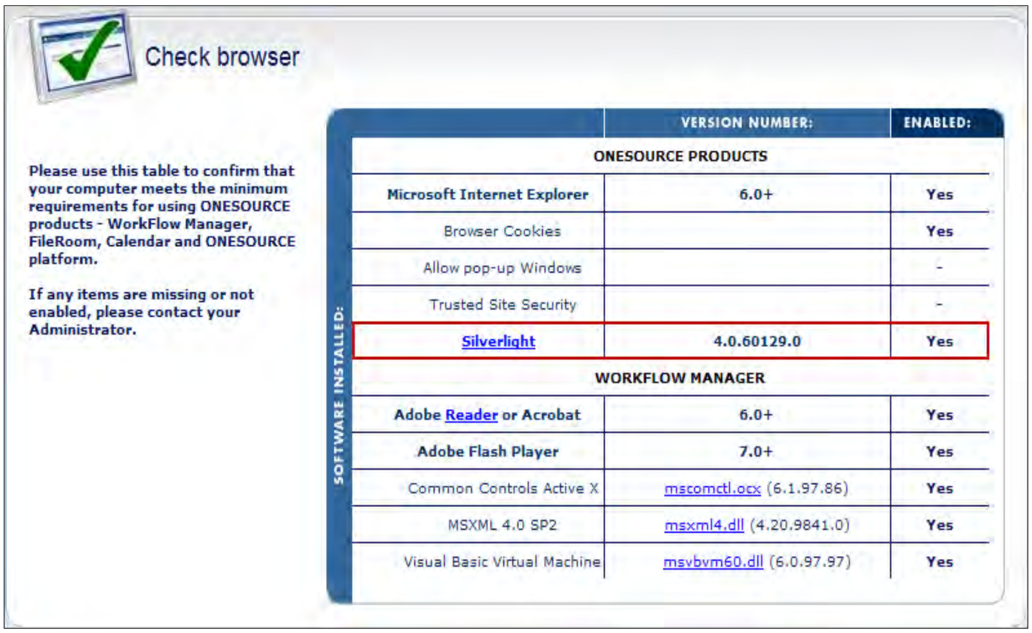
Appendix A: Microsoft Silverlight

Installing Microsoft Silverlight

Before accessing My Work, you may be prompted to install the latest version of Microsoft Silverlight. My Work uses the Microsoft Silverlight application framework.

If you are not automatically prompted to install Silverlight as mentioned in the "Learning about Microsoft Silverlight" section earlier, you can manually install Silverlight from the **Check browser** link on the **ONESOURCE Login** page.

To install Silverlight from the **ONESOURCE Login** page, click the **Check browser** link, then click the **Silverlight** link within the ONESOURCE Products area. The link opens a separate browser window that contains the Microsoft Silverlight installation information and instructions.



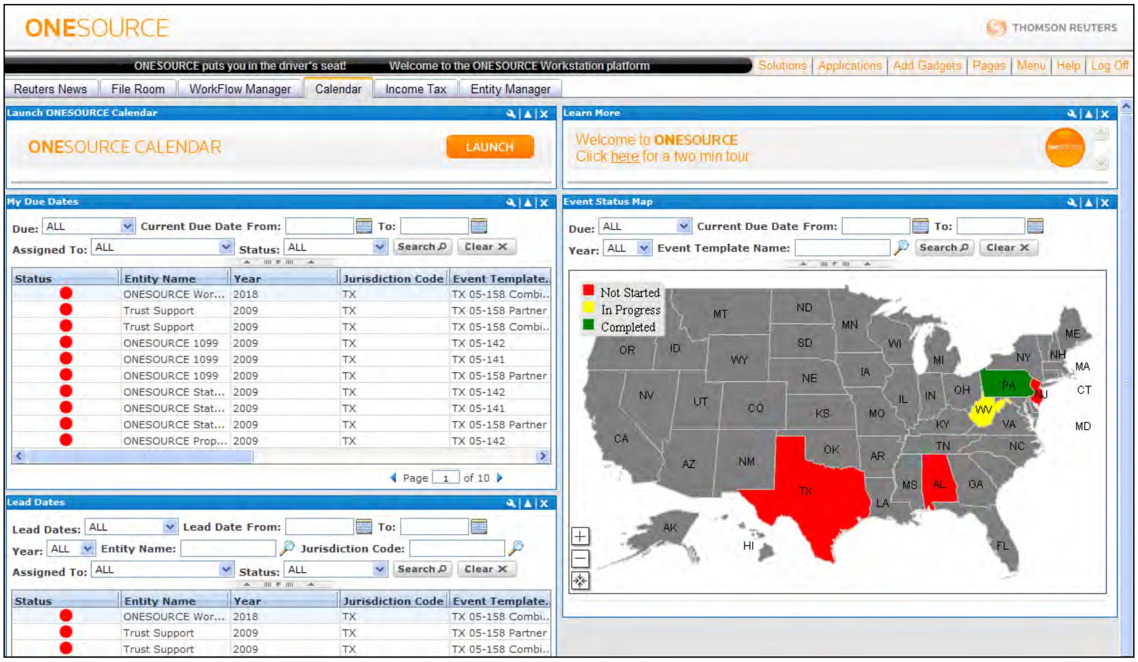
Complete the instructions as shown on Microsoft's **Get Silverlight** page.

Please contact your IT department for more information on installing Silverlight.

Appendix B: Support and User Documentation

ONESOURCE platform Help menu

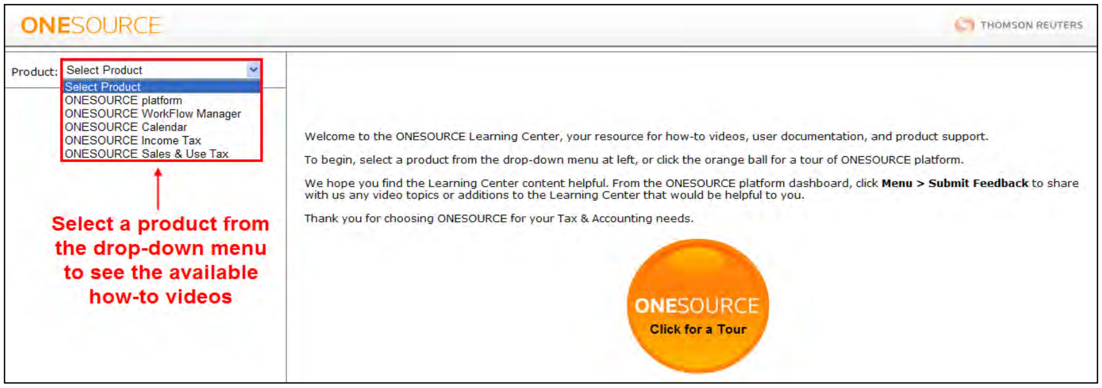
This section describes the links found in the ONESOURCE platform **Help** menu.



Learning Center

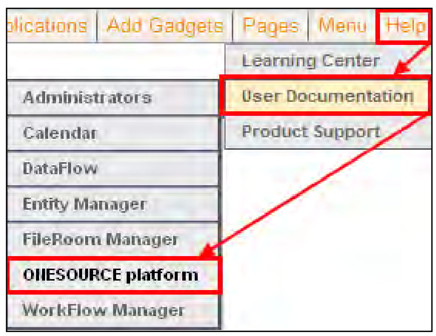
For visual learners, we recommend that you review our how-to videos that show you how to accomplish various tasks in ONESOURCE products. Select **Help**, then select **Learning Center** to access a product and topic.

From the Learning Center home page, use the drop-down menu to select a product and see the available how-to videos.



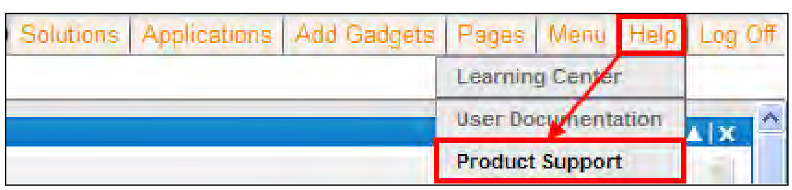
User Documentation

Refer to the *ONESOURCE platform user guide* for a complete description of the platform, including ticker messages, gadgets, and pages. Select **Help,** then **User Documentation**, then **ONESOURCE platform** to open the user guide as a PDF.

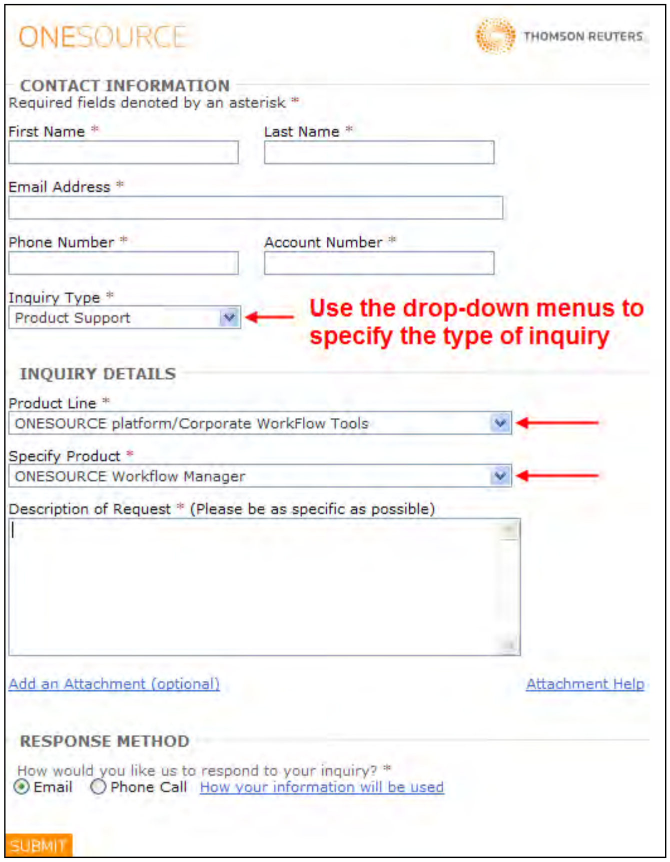


Product Support

To request help for any ONESOURCE product, select **Help,** then select **Product Support**. The Product Support form appears.

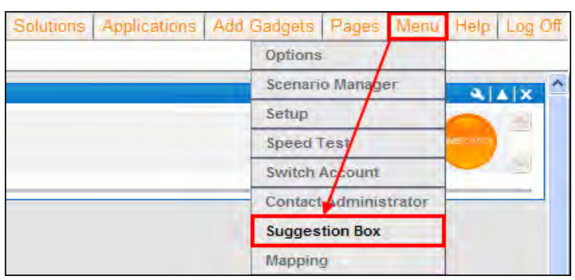


Complete the fields on the Product Support form with your contact information and inquiry details. Use the drop-down menus to specify the type of inquiry and for which product you require help.

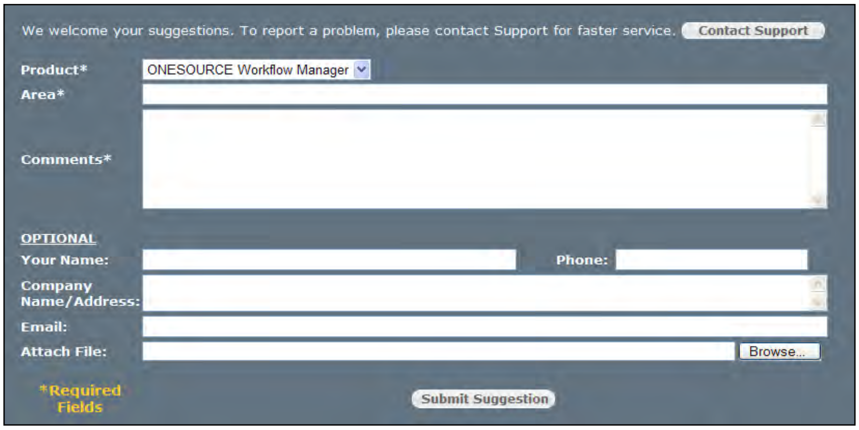


Suggestion Box

Your ideas and suggestions are how we improve the user experience and functionality of our products. To submit your feedback to the ONESOURCE Product team, select **Menu,** then select **Suggestion Box**.



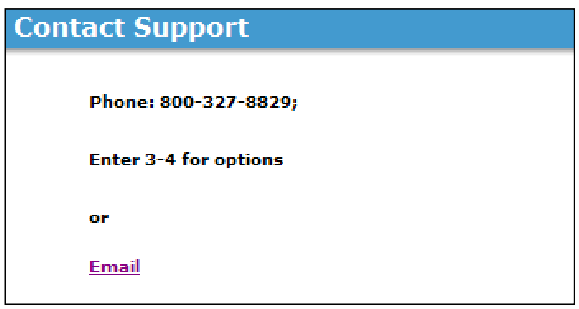
On the **Suggestion Box** page, use the drop-down menu to select the product for which you have a comment or suggestion. Use the **Area** field to specify where in the product (e.g., a screen, **Actions** menu item, and so forth) you would like to see an improvement. In the **Comments** field, provide a brief description of your suggestion.



ONESOURCE WorkFlow Manager Options menu

Contact Support

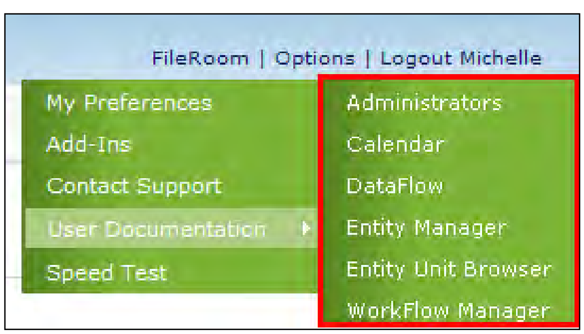
Select **Options**, then select **Contact Support** to obtain the toll-free number for ONESOURCE support. When the recorded message begins, press 3 for ONESOURCE support, then press 4 for Workflow Tools.



Click the **Email** link to access the Product Support form explained earlier in this user guide.

User Documentation

Select **Options**, then select **User Documentation** to open a user guide as a PDF in a separate window.

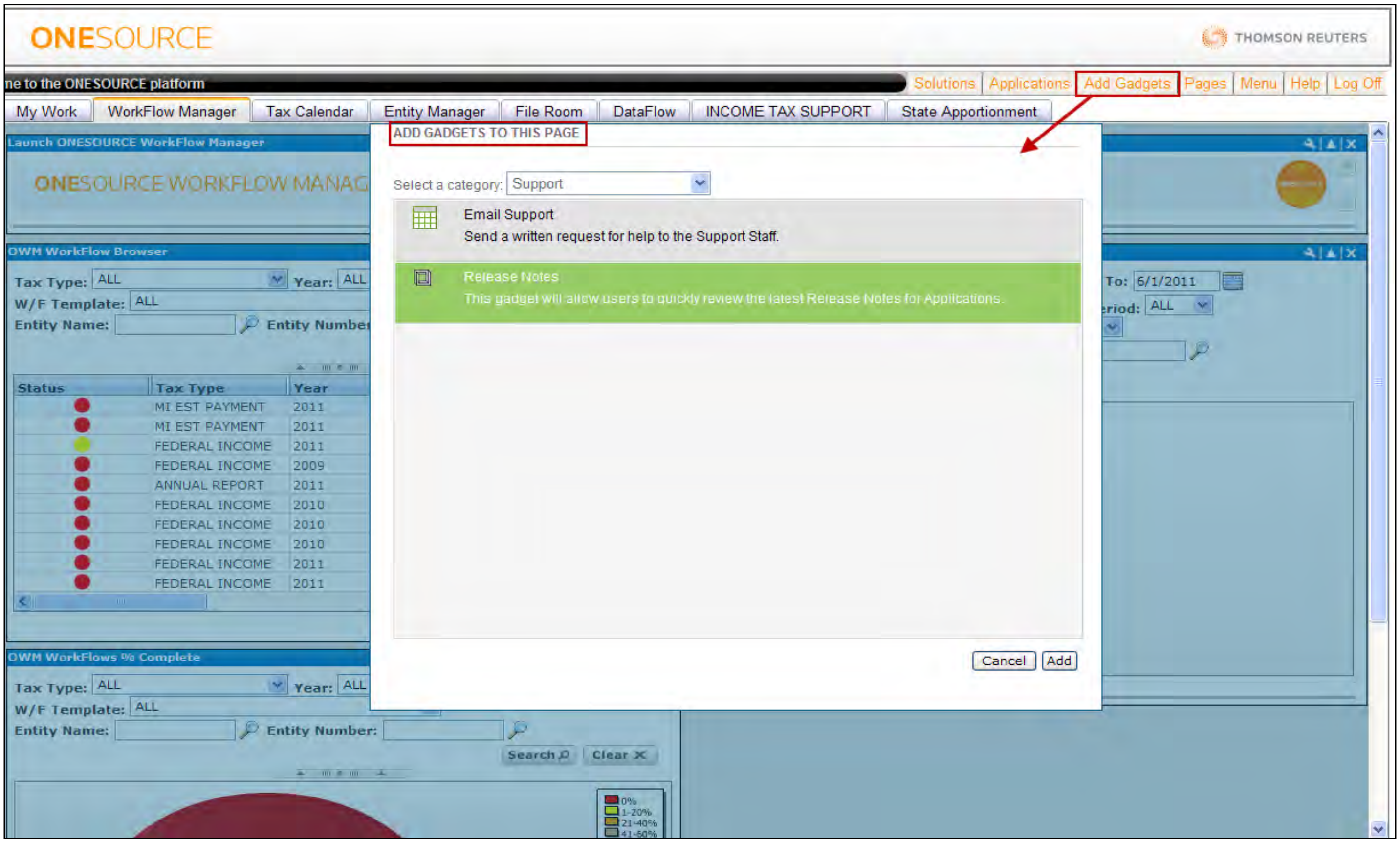


Release Notes gadget

The Release Notes gadget allows you to access updated user documentation, including release notes and user guides, from the ONESOURCE platform.

To add the Release Notes gadget to your ONESOURCE WorkFlow Manager page, complete the following steps.

1. From the ONESOURCE platform, click the **ONESOURCE WorkFlow Manager** tab.
2. Select **Add Gadgets**. The **Add Gadgets to This Page** dialog box appears.



3. Click **Release Notes**, then click **Add**. The Release Notes gadget is added to your ONESOURCE WorkFlow Manager page.

   NOTE: For more information on working with the Release Notes gadget or adding other gadgets, please refer to the “The Gadget Toolbar” section in the *ONESOURCE platform user guide.* To do so, select **Help,** then **User Documentation**, then **ONESOURCE platform** to open the user guide.

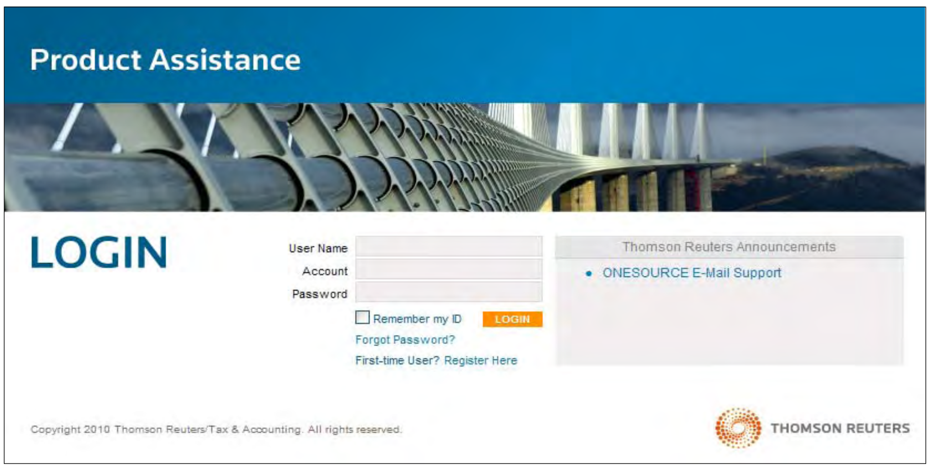
Appendix C: Product Assistance

Setting up Product Assistance e-mail notifications

After you set up your Product Assistance account, you can sign up to receive e-mail notifications that alert you to release notes, bulletins, and other announcements related to the ONESOURCE WorkFlow products that you own.

To set up your e-mail notifications, complete the following steps.

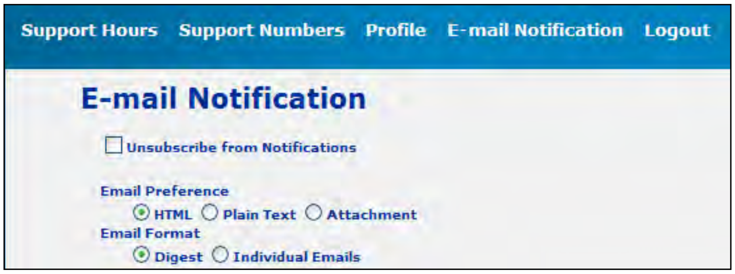
1. In your browser's **Address** field, type **https://support2.riahome.com**. The Product Assistance **Login** page appears.



NOTE: If you are new to Product Assistance, click **Register Here** to set up your account.

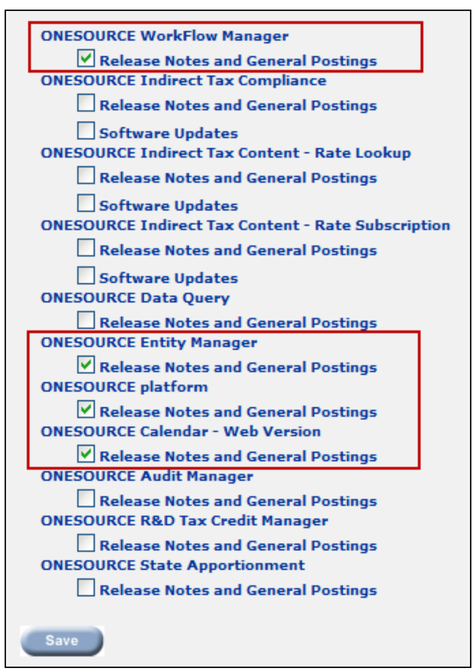
2. Complete the information in the **User Name**, **Account**, and **Password** fields, then click **Login**. The main Product Assistance page appears.

3. Click **E-mail Notification** at the top of the page. The **E-mail Notification** page appears.



4. Select a display preference for your e-mail notifications. You can select from HTML, Plain Text, or Attachment.
5. Select a format for your e-mail notifications.
    - Select **Digest** to receive one e-mail that contains links for items related to the products that you specify. For example, if four items are posted on Wednesday, you will receive one e-mail with four links Thursday morning.
    - Select **Individual Emails** to receive one e-mail per item. For example, if three items are posted on Wednesday, you will receive three separate e-mails Thursday morning.
6. Select the check boxes next to each ONESOURCE WorkFlow product for which you want to receive notifications.

    NOTE: We recommend that you select the **Release Notes and General Postings** check box for each product.



7. Click **Save**. A message appears and confirms that your e-mail notification settings are saved.

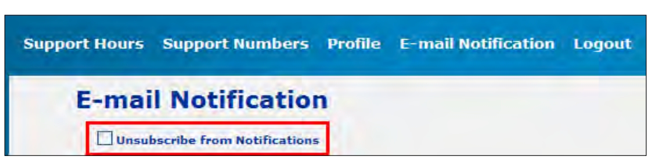
Viewing a digest e-mail notification

If you selected the **Digest** format for your e-mail notifications, you will receive an e-mail that looks like the following:

Click a link to access a specific item in the digest.

Unsubscribing from e-mail notifications

To unsubscribe from specific product announcements, clear the appropriate check boxes, then click **Save**. To discontinue all e-mail notifications, select the **Unsubscribe from Notifications** check box, then click **Save**.



SYNERGY2020

Shaping tomorrow, together.

Managing Your Data Collection Process Using ONESOURCE DataFlow

Tina Yoon – Senior Solutions Consultant

Instructor Name

- Tina is a Senior Solution Consultant within the Strategic Corporates team and has been with Thomson Reuters for over 15 years. She currently works with customers around the world to introduce various ONESOURCE solutions around Data Management, Direct Tax, and Transfer Pricing.

- Prior to joining the Solution Consultants team, Tina was part of the Professional Services team and successfully managed several data management, process improvement, systems integration and implementation projects involving various ONESOURCE solutions. Tina received her Bachelor's Degree in Accounting and a Master's in Business Administration from New York University.

Logistics and CPE Information

- This session has been pre-recorded; however a Subject Matter Expert is participating in this session live to answer your questions using the Q&A Panel.
- To verify your attendance and qualify you for CPE credit, please ensure you acknowledge all attendance pop-up alerts.
- Be sure to complete the session survey to provide us with valuable feedback.
- CPE credits for attending this session live will be added to your SYNERGY CPE Certificate that will be emailed to you following the conference.
- The recording of this session will be available post SYNERGY but will not qualify for CPE credit.

Objectives

Upon completion attendees will be able to identify functionality of ONESOURCE DataFlow and recognize how it can be utilized to manage the data collection processes within tax.

Agenda

- Challenges with Data Collection
- Current Approach to Collecting Data
- Opportunities for Improvement
- Benefits

Turning Information Into Advantage

As businesses accumulate data, leaders still struggle to turn information into action. Both tech
and talent obstacles stand in the way of:

- Gathering data from decentralized sources and applications
- Integrating data from relevant workflows
- Driving global access and visibility to data
- Analyzing data to understand and react faster

Closing these gaps requires solution that integrates tax and technology in precise, purposeful solutions that evolve with customer needs and challenges.

Challenges with Data Collection

Challenges with Data Collection

- Excel issues:
  - Lack of security and controls
  - Version control
  - Manual data entry
  - Linked workbooks
  - Formula errors
  - Roll forward

40% of finance and tax professionals identify lack of security and controls as their biggest challenge

67% have version control difficulties

53% Indicate that updating information within workpapers is their most time consuming task

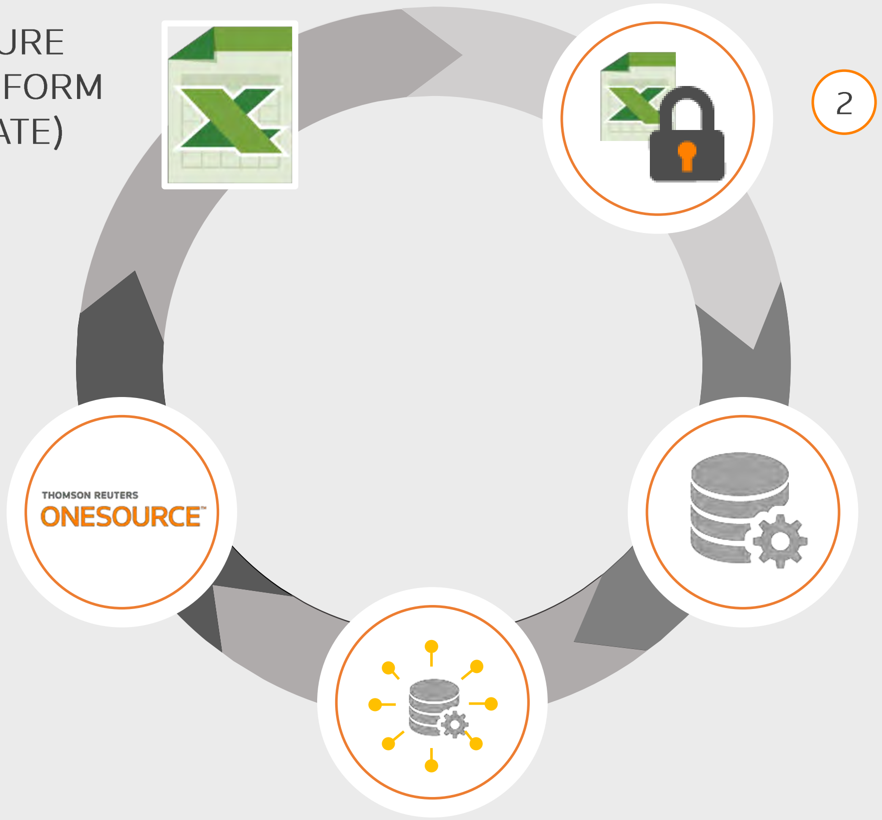
Up to 80% of finance and tax professional's day is consumed by data management tasks

Opportunities for Improvement

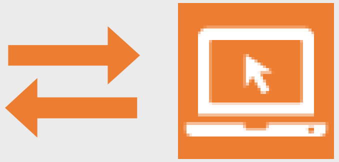
ONESOURCE DATAFLOW

1 CONVERT TO A SECURE WEB-BASED EXCEL FORM (DATAFLOW TEMPLATE)

2 EXISTING EXCEL TAX PACKAGE OR WORKPAPERS



3 PREPARERS ENTER DATA ONTO SECURE WEB-BASED EXCEL FORMS



4 WORKPAPER DATA IS STORED BACK INTO DATABASE

5 DATA AGGREGATED FOR REPORTS OR USED IN OTHER WORKPAPERS/ CALCULATIONS

6 TRANSFER DATA TO COMPLIANCE AND REPORTING SOLUTIONS

DATAFLOW USE CASES

Company	Process	Description
$80bn financial services company	Tax Adjustments	• Company uses DataFlow to house their TB, tax adjustment "lead sheets," summary sheets, and various tax provision diagnostics reports. • Adjustments are then pushed into OTP with Excel add-in
$50bn global Pharma	Domestic Tax Package - Provision & Return	• Consolidated book-to-tax data, within a DataFlow template, that management could review and be able to provide feedback for preparers that would push back into preparer's templates • Company collects data for other processes, such as state apportionment
$7bn technology company	Management Fee Allocation for Transfer Pricing	• Replaced existing processes for determining inclusion eligibility by cost center and actual allocation of certain costs to related foreign entities
$3bn energy company	Domestic Tax Package - Provision & Return (incl. K-1)	• Standardize tax package to include newly merged entities into existing DataFlow template • Eliminate duplicate templates for the different Corporate groups • Standardize Provision & Return (i) template and (ii) extraction workpaper, so client could truly use same DataFlow Templates for both processes by enhancing logic in Excel
$1bn entertainment company	Schedule M Workbooks	• Lead sheet, mapped to OIT for Adjustment imports, consolidated RTP extraction

Opportunities for Improvement

Thomson Reuters ONESOURCE® DataFlow

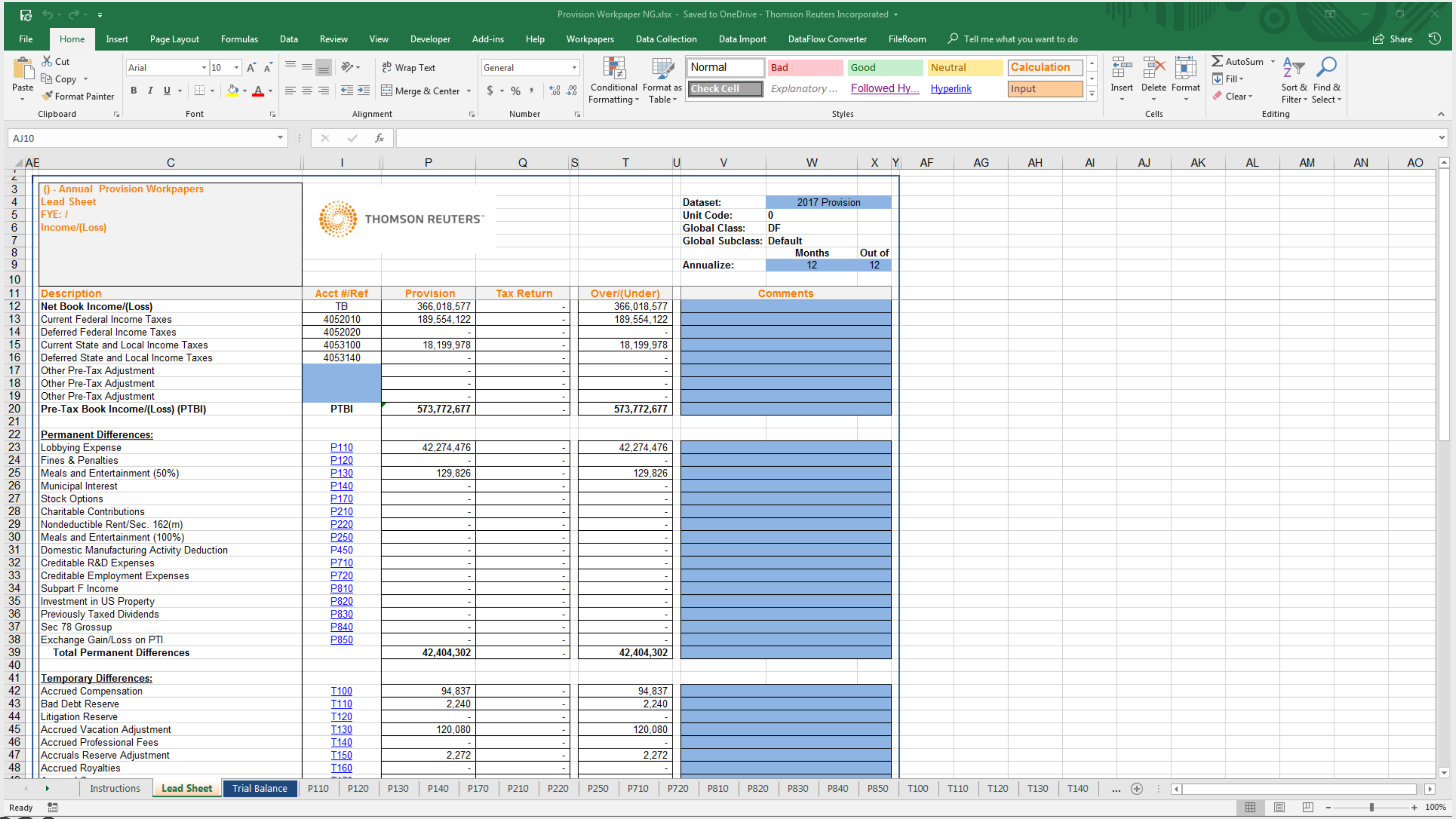
Optimize your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages

Standardize

Opportunities for Improvement

Leverage existing Excel workpapers or tax packages


Provision Workpaper NG.xlsx - Saved to OneDrive - Thomson Reuters Incorporated

() - Annual Provision Workpapers
Lead Sheet
FYE: /
Income/(Loss)

THOMSON REUTERS

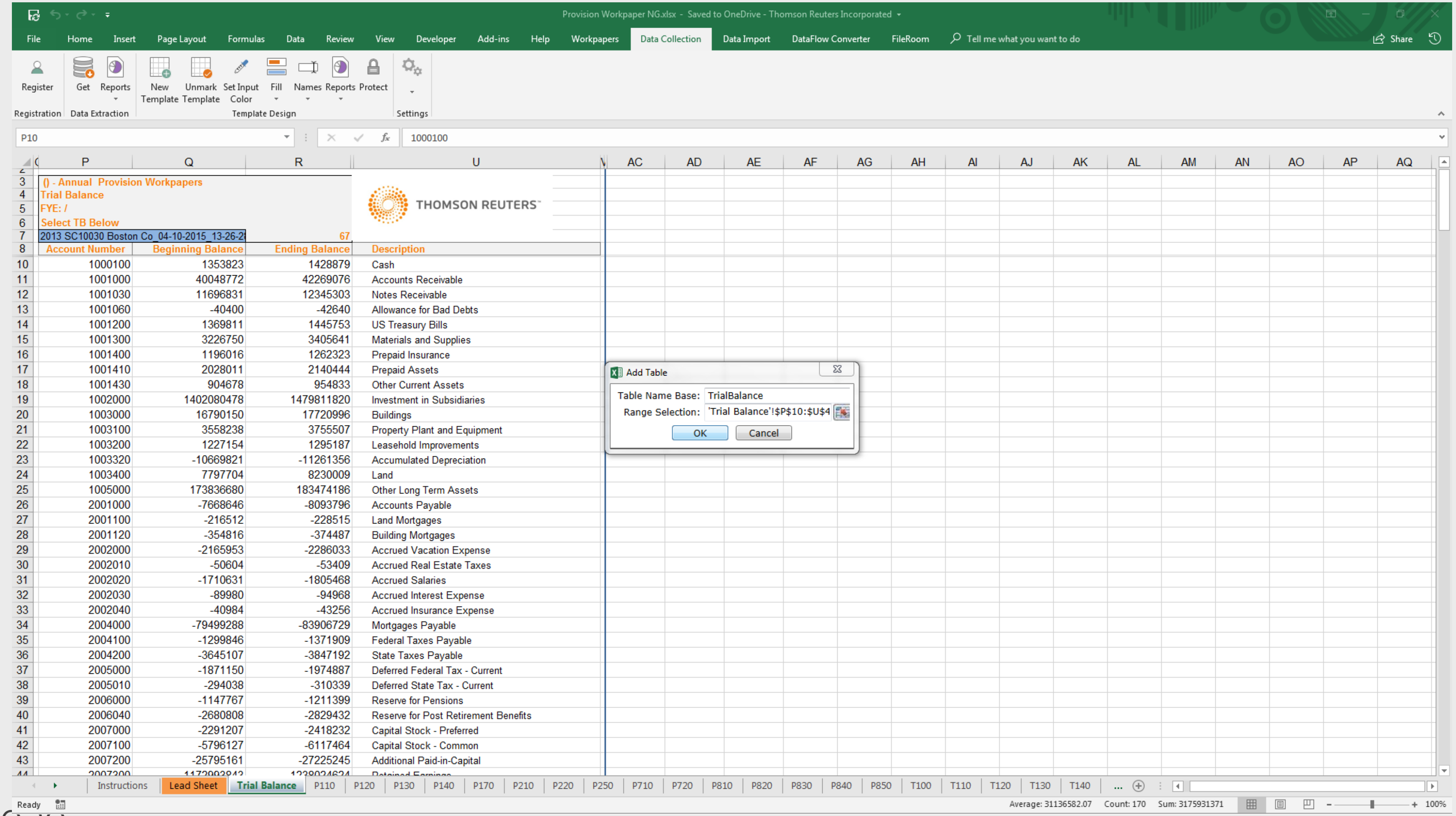
Dataset:	2017 Provision
Unit Code:	0
Global Class:	DF
Global Subclass:	Default
	Months / Out of
Annualize:	12 / 12

Description	Acct #/Ref	Provision	Tax Return	Over/(Under)	Comments
Net Book Income/(Loss)	TB	366,018,577	-	366,018,577	
Current Federal Income Taxes	4052010	189,554,122	-	189,554,122	
Deferred Federal Income Taxes	4052020	-	-	-	
Current State and Local Income Taxes	4053100	18,199,978	-	18,199,978	
Deferred State and Local Income Taxes	4053140	-	-	-	
Other Pre-Tax Adjustment		-	-	-	
Other Pre-Tax Adjustment		-	-	-	
Other Pre-Tax Adjustment		-	-	-	
Pre-Tax Book Income/(Loss) (PTBI)	**PTBI**	**573,772,677**	-	**573,772,677**	
Permanent Differences:					
Lobbying Expense	P110	42,274,476	-	42,274,476	
Fines & Penalties	P120	-	-	-	
Meals and Entertainment (50%)	P130	129,826	-	129,826	
Municipal Interest	P140	-	-	-	
Stock Options	P170	-	-	-	
Charitable Contributions	P210	-	-	-	
Nondeductible Rent/Sec. 162(m)	P220	-	-	-	
Meals and Entertainment (100%)	P250	-	-	-	
Domestic Manufacturing Activity Deduction	P450	-	-	-	
Creditable R&D Expenses	P710	-	-	-	
Creditable Employment Expenses	P720	-	-	-	
Subpart F Income	P810	-	-	-	
Investment in US Property	P820	-	-	-	
Previously Taxed Dividends	P830	-	-	-	
Sec 78 Grossup	P840	-	-	-	
Exchange Gain/Loss on PTI	P850	-	-	-	
Total Permanent Differences		**42,404,302**	-	**42,404,302**	
Temporary Differences:					
Accrued Compensation	T100	94,837	-	94,837	
Bad Debt Reserve	T110	2,240	-	2,240	
Litigation Reserve	T120	-	-	-	
Accrued Vacation Adjustment	T130	120,080	-	120,080	
Accrued Professional Fees	T140	-	-	-	
Accruals Reserve Adjustment	T150	2,272	-	2,272	
Accrued Royalties	T160	-	-	-	

Instructions | Lead Sheet | Trial Balance | P110 | P120 | P130 | P140 | P170 | P210 | P220 | P250 | P710 | P720 | P810 | P820 | P830 | P840 | P850 | T100 | T110 | T120 | T130 | T140

Opportunities for Improvement

Leverage existing Excel workpapers or tax packages



Provision Workpaper NG.xlsx - Saved to OneDrive - Thomson Reuters Incorporated

() - Annual Provision Workpapers
Trial Balance
FYE: /
Select TB Below
2013 SC10030 Boston Co_04-10-2015_13-26-2

Account Number	Beginning Balance	Ending Balance	Description
1000100	1353823	1428879	Cash
1001000	40048772	42269076	Accounts Receivable
1001030	11696831	12345303	Notes Receivable
1001060	-40400	-42640	Allowance for Bad Debts
1001200	1369811	1445753	US Treasury Bills
1001300	3226750	3405641	Materials and Supplies
1001400	1196016	1262323	Prepaid Insurance
1001410	2028011	2140444	Prepaid Assets
1001430	904678	954833	Other Current Assets
1002000	1402080478	1479811820	Investment in Subsidiaries
1003000	16790150	17720996	Buildings
1003100	3558238	3755507	Property Plant and Equipment
1003200	1227154	1295187	Leasehold Improvements
1003320	-10669821	-11261356	Accumulated Depreciation
1003400	7797704	8230009	Land
1005000	173836680	183474186	Other Long Term Assets
2001000	-7668646	-8093796	Accounts Payable
2001100	-216512	-228515	Land Mortgages
2001120	-354816	-374487	Building Mortgages
2002000	-2165953	-2286033	Accrued Vacation Expense
2002010	-50604	-53409	Accrued Real Estate Taxes
2002020	-1710631	-1805468	Accrued Salaries
2002030	-89980	-94968	Accrued Interest Expense
2002040	-40984	-43256	Accrued Insurance Expense
2004000	-79499288	-83906729	Mortgages Payable
2004100	-1299846	-1371909	Federal Taxes Payable
2004200	-3645107	-3847192	State Taxes Payable
2005000	-1871150	-1974887	Deferred Federal Tax - Current
2005010	-294038	-310339	Deferred State Tax - Current
2006000	-1147767	-1211399	Reserve for Pensions
2006040	-2680808	-2829432	Reserve for Post Retirement Benefits
2007000	-2291207	-2418232	Capital Stock - Preferred
2007100	-5796127	-6117464	Capital Stock - Common
2007200	-25795161	-27225245	Additional Paid-in-Capital

Add Table
Table Name Base: TrialBalance
Range Selection: 'Trial Balance'!$P$10:$U$4
OK Cancel

Opportunities for Improvement

Thomson Reuters ONESOURCE® DataFlow

Optimize your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages

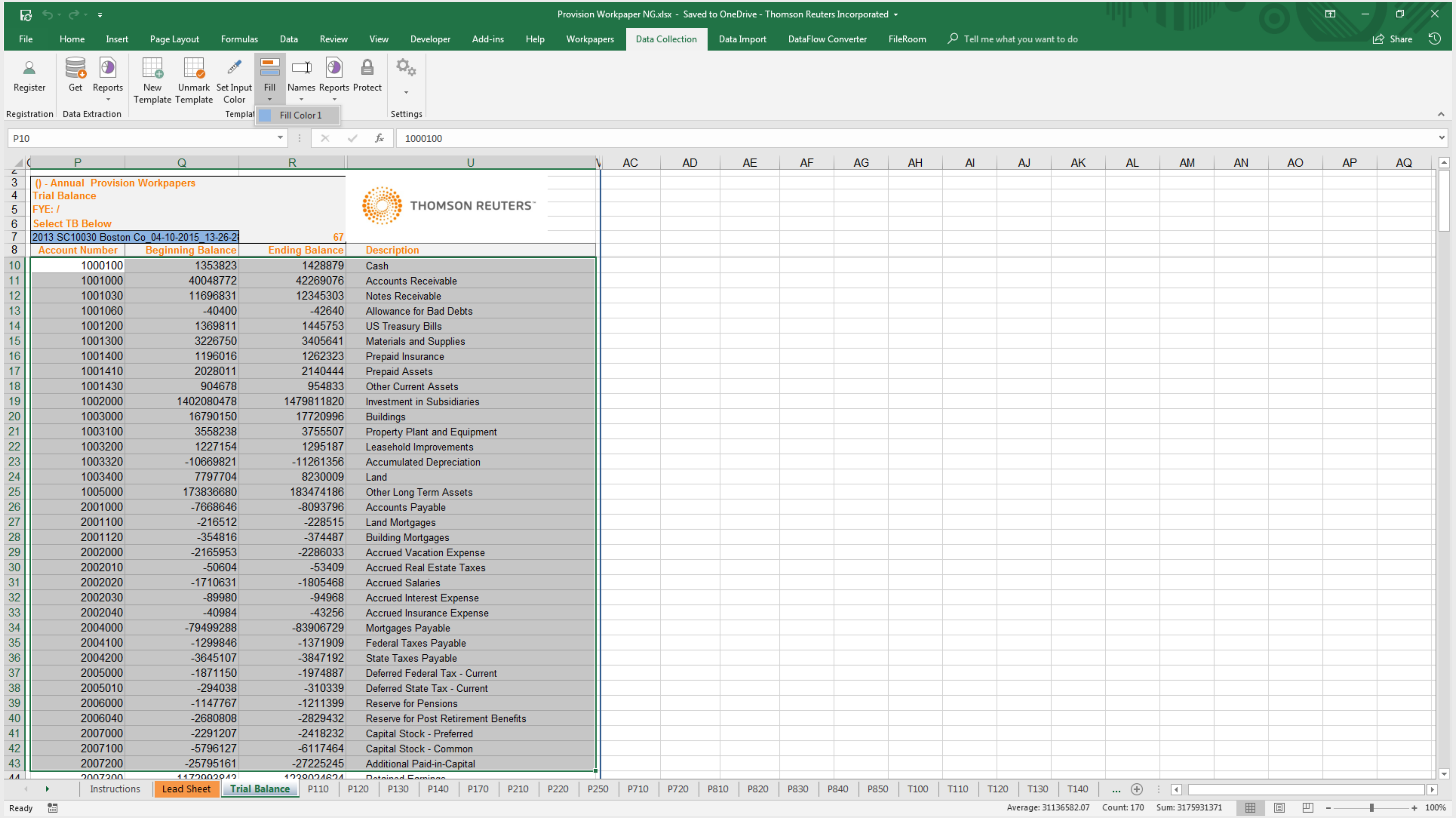
Standardize

Secure web-based template

Extends the capabilities of Excel

Opportunities for Improvement

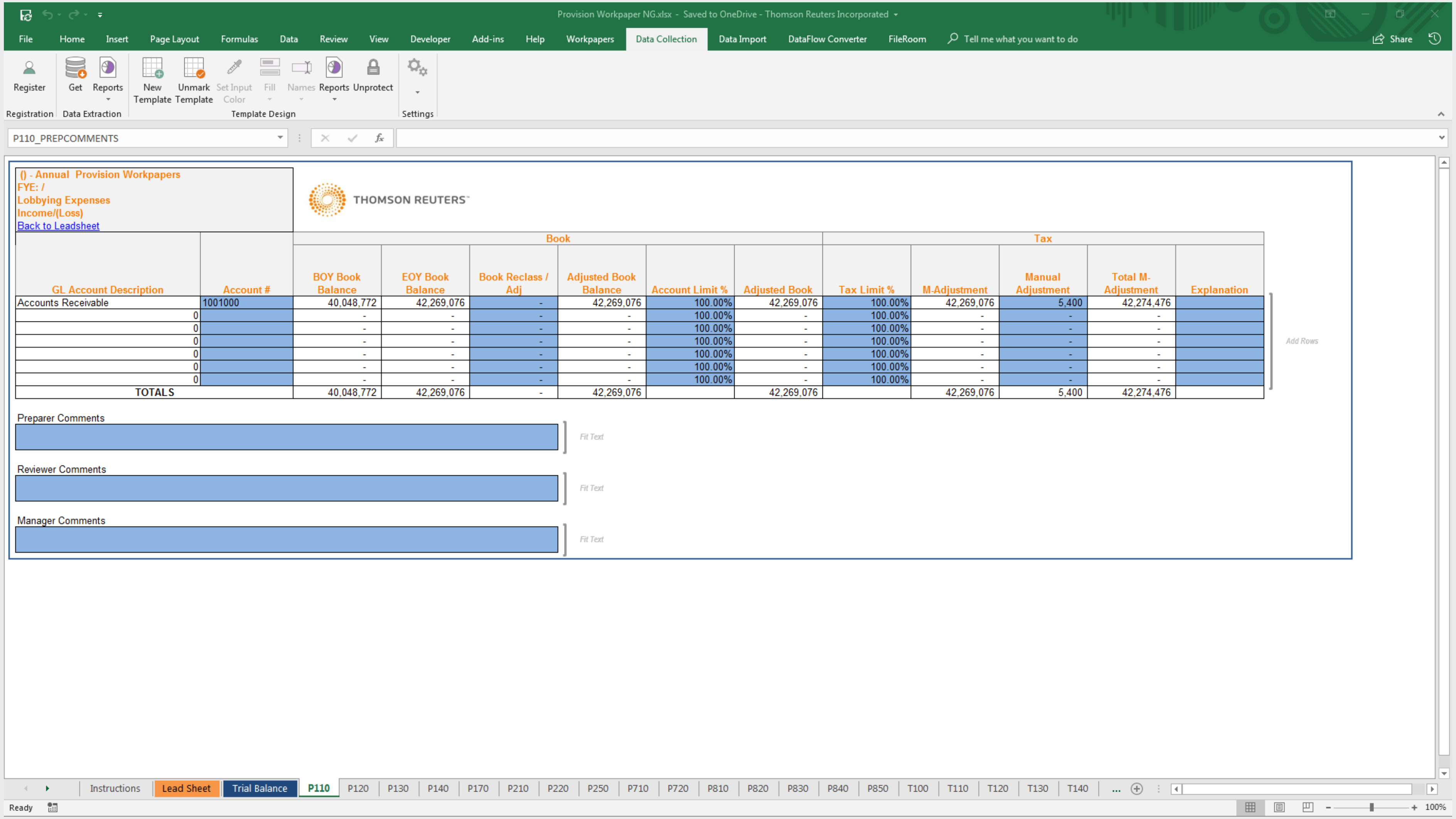
Secure web-based template



Account Number	Beginning Balance	Ending Balance	Description
1000100	1353823	1428879	Cash
1001000	40048772	42269076	Accounts Receivable
1001030	11696831	12345303	Notes Receivable
1001060	-40400	-42640	Allowance for Bad Debts
1001200	1369811	1445753	US Treasury Bills
1001300	3226750	3405641	Materials and Supplies
1001400	1196016	1262323	Prepaid Insurance
1001410	2028011	2140444	Prepaid Assets
1001430	904678	954833	Other Current Assets
1002000	1402080478	1479811820	Investment in Subsidiaries
1003000	16790150	17720996	Buildings
1003100	3558238	3755507	Property Plant and Equipment
1003200	1227154	1295187	Leasehold Improvements
1003320	-10669821	-11261356	Accumulated Depreciation
1003400	7797704	8230009	Land
1005000	173836680	183474186	Other Long Term Assets
2001000	-7668646	-8093796	Accounts Payable
2001100	-216512	-228515	Land Mortgages
2001120	-354816	-374487	Building Mortgages
2002000	-2165953	-2286033	Accrued Vacation Expense
2002010	-50604	-53409	Accrued Real Estate Taxes
2002020	-1710631	-1805468	Accrued Salaries
2002030	-89980	-94968	Accrued Interest Expense
2002040	-40984	-43256	Accrued Insurance Expense
2004000	-79499288	-83906729	Mortgages Payable
2004100	-1299846	-1371909	Federal Taxes Payable
2004200	-3645107	-3847192	State Taxes Payable
2005000	-1871150	-1974887	Deferred Federal Tax - Current
2005010	-294038	-310339	Deferred State Tax - Current
2006000	-1147767	-1211399	Reserve for Pensions
2006040	-2680808	-2829432	Reserve for Post Retirement Benefits
2007000	-2291207	-2418232	Capital Stock - Preferred
2007100	-5796127	-6117464	Capital Stock - Common
2007200	-25795161	-27225245	Additional Paid-in-Capital

Opportunities for Improvement

Secure web-based template



		Book				Tax						
GL Account Description	Account #	BOY Book Balance	EOY Book Balance	Book Reclass / Adj	Adjusted Book Balance	Account Limit %	Adjusted Book	Tax Limit %	M-Adjustment	Manual Adjustment	Total M-Adjustment	Explanation
Accounts Receivable	1001000	40,048,772	42,269,076	-	42,269,076	100.00%	42,269,076	100.00%	42,269,076	5,400	42,274,476	
0		-	-	-	-	100.00%	-	100.00%	-	-	-	
0		-	-	-	-	100.00%	-	100.00%	-	-	-	
0		-	-	-	-	100.00%	-	100.00%	-	-	-	
0		-	-	-	-	100.00%	-	100.00%	-	-	-	
0		-	-	-	-	100.00%	-	100.00%	-	-	-	
0		-	-	-	-	100.00%	-	100.00%	-	-	-	
TOTALS		40,048,772	42,269,076	-	42,269,076		42,269,076		42,269,076	5,400	42,274,476	

ONESOURCE Data Management

Thomson Reuters ONESOURCE® DataFlow

Optimize your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking

Opportunities for Improvement

Controls

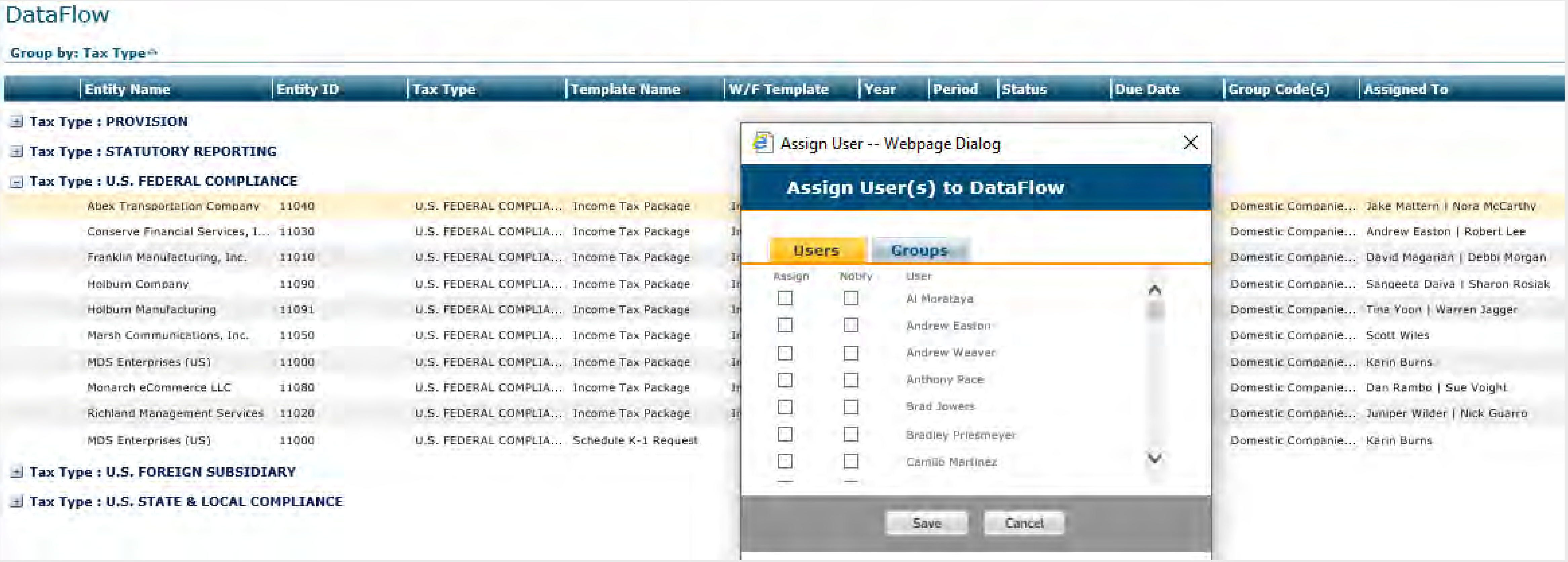
DataFlow

Group by: Tax Type

	Entity Name	Entity ID	Tax Type	Template Name	W/F Template	Year	Period	Status	Due Date	Group Code(s)	Assigned To
Tax Type : PROVISION											
Tax Type : STATUTORY REPORTING											
Tax Type : U.S. FEDERAL COMPLIANCE											
	Abex Transportation Company	11040	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Jake Mattern | Nora McCarthy
	Conserve Financial Services, I...	11030	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Andrew Easton | Robert Lee
	Franklin Manufacturing, Inc.	11010	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	David Magarian | Debbi Morgan
	Holburn Company	11090	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Sangeeta Daiya | Sharon Rosiak
	Holburn Manufacturing	11091	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Tina Yoon | Warren Jagger
	Marsh Communications, Inc.	11050	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Scott Wiles
	MDS Enterprises (US)	11000	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	Completed	6/25/2020	Domestic Companie...	Karin Burns
	Monarch eCommerce LLC	11080	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Dan Rambo | Sue Voight
	Richland Management Services	11020	U.S. FEDERAL COMPLIA...	Income Tax Package	Income Tax Returns	2019	ANNUAL	In Progress	6/25/2020	Domestic Companie...	Juniper Wilder | Nick Guarro
	MDS Enterprises (US)	11000	U.S. FEDERAL COMPLIA...	Schedule K-1 Request		2019	ANNUAL	Not Started	8/15/2019	Domestic Companie...	Karin Burns
Tax Type : U.S. FOREIGN SUBSIDIARY											
Tax Type : U.S. STATE & LOCAL COMPLIANCE											

Opportunities for Improvement

Controls



ONESOURCE Data Management

Thomson Reuters ONESOURCE® DataFlow

Optimize your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls	Data provider portal
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking	Simple interface supporting attachments, notes and status

Opportunities for Improvement

Data provider portal

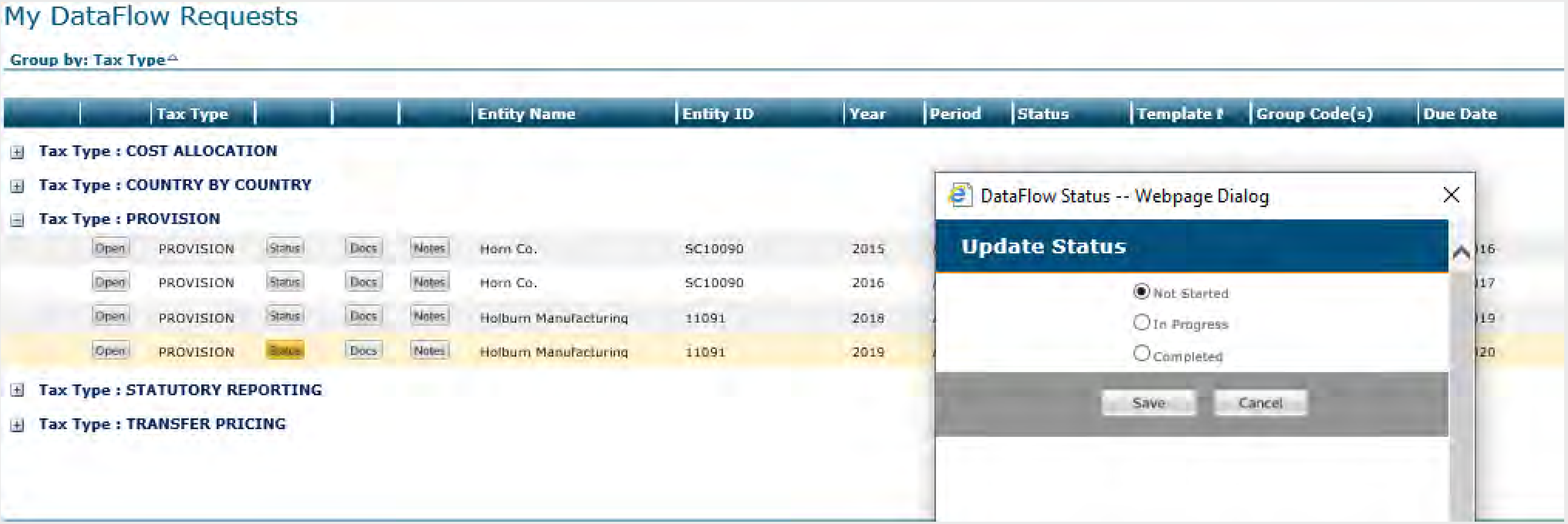
My DataFlow Requests

Group by: Tax Type

		Tax Type				Entity Name	Entity ID	Year	Period	Status	Template N	Group Code(s)	Due Date
⊞ Tax Type : COST ALLOCATION													
⊞ Tax Type : COUNTRY BY COUNTRY													
⊟ Tax Type : PROVISION													
	Open	PROVISION	Status	Docs	Notes	Horn Co.	SC10090	2015	ANNUAL	In Progress	Provision ...	SC Corporation	2/26/2016
	Open	PROVISION	Status	Docs	Notes	Horn Co.	SC10090	2016	ANNUAL	In Progress	Provision ...	SC Corporation	1/30/2017
	Open	PROVISION	Status	Docs	Notes	Holburn Manufacturing	11091	2018	ANNUAL	In Progress	Provision ...	Domestic Compa...	2/28/2019
	Open	PROVISION	Status	Docs	Notes	Holburn Manufacturing	11091	2019	ANNUAL	Not Started	Provision ...	Domestic Compa...	2/28/2020
⊞ Tax Type : STATUTORY REPORTING													
⊞ Tax Type : TRANSFER PRICING													

Opportunities for Improvement

Data provider portal



ONESOURCE Data Management

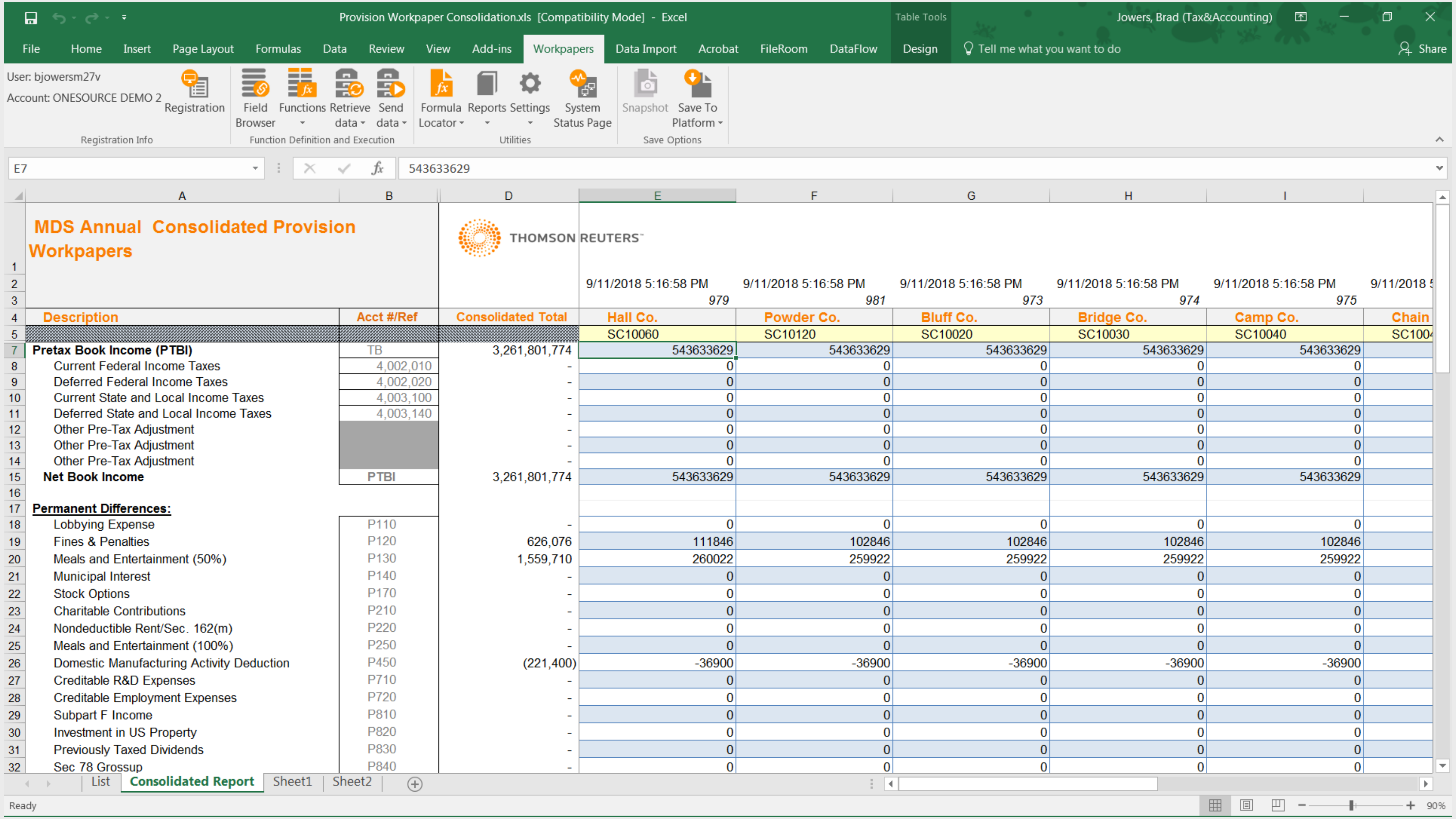
Thomson Reuters ONESOURCE® DataFlow

Optimize your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls	Data provider portal	Data stored in the cloud	Data aggregation and analysis
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking	Simple interface supporting attachments, notes and status	Prepopulate, collect and store data in a centralized database	Easily access data for consolidation and review

Opportunities for Improvement

Data stored in the cloud and tools to support aggregation and analysis



MDS Annual Consolidated Provision Workpapers

THOMSON REUTERS

Row	Description	Acct #/Ref	Consolidated Total	Hall Co.	Powder Co.	Bluff Co.	Bridge Co.	Camp Co.	Chain
2				9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5
3				979	981	973	974	975	
5				SC10060	SC10120	SC10020	SC10030	SC10040	SC100
7	**Pretax Book Income (PTBI)**	TB	3,261,801,774	543633629	543633629	543633629	543633629	543633629	
8	Current Federal Income Taxes	4,002,010	-	0	0	0	0	0	
9	Deferred Federal Income Taxes	4,002,020	-	0	0	0	0	0	
10	Current State and Local Income Taxes	4,003,100	-	0	0	0	0	0	
11	Deferred State and Local Income Taxes	4,003,140	-	0	0	0	0	0	
12	Other Pre-Tax Adjustment		-	0	0	0	0	0	
13	Other Pre-Tax Adjustment		-	0	0	0	0	0	
14	Other Pre-Tax Adjustment		-	0	0	0	0	0	
15	**Net Book Income**	PTBI	3,261,801,774	543633629	543633629	543633629	543633629	543633629	
16									
17	**Permanent Differences:**								
18	Lobbying Expense	P110	-	0	0	0	0	0	
19	Fines & Penalties	P120	626,076	111846	102846	102846	102846	102846	
20	Meals and Entertainment (50%)	P130	1,559,710	260022	259922	259922	259922	259922	
21	Municipal Interest	P140	-	0	0	0	0	0	
22	Stock Options	P170	-	0	0	0	0	0	
23	Charitable Contributions	P210	-	0	0	0	0	0	
24	Nondeductible Rent/Sec. 162(m)	P220	-	0	0	0	0	0	
25	Meals and Entertainment (100%)	P250	-	0	0	0	0	0	
26	Domestic Manufacturing Activity Deduction	P450	(221,400)	-36900	-36900	-36900	-36900	-36900	
27	Creditable R&D Expenses	P710	-	0	0	0	0	0	
28	Creditable Employment Expenses	P720	-	0	0	0	0	0	
29	Subpart F Income	P810	-	0	0	0	0	0	
30	Investment in US Property	P820	-	0	0	0	0	0	
31	Previously Taxed Dividends	P830	-	0	0	0	0	0	
32	Sec 78 Grossup	P840	-	0	0	0	0	0	

ONESOURCE Data Management

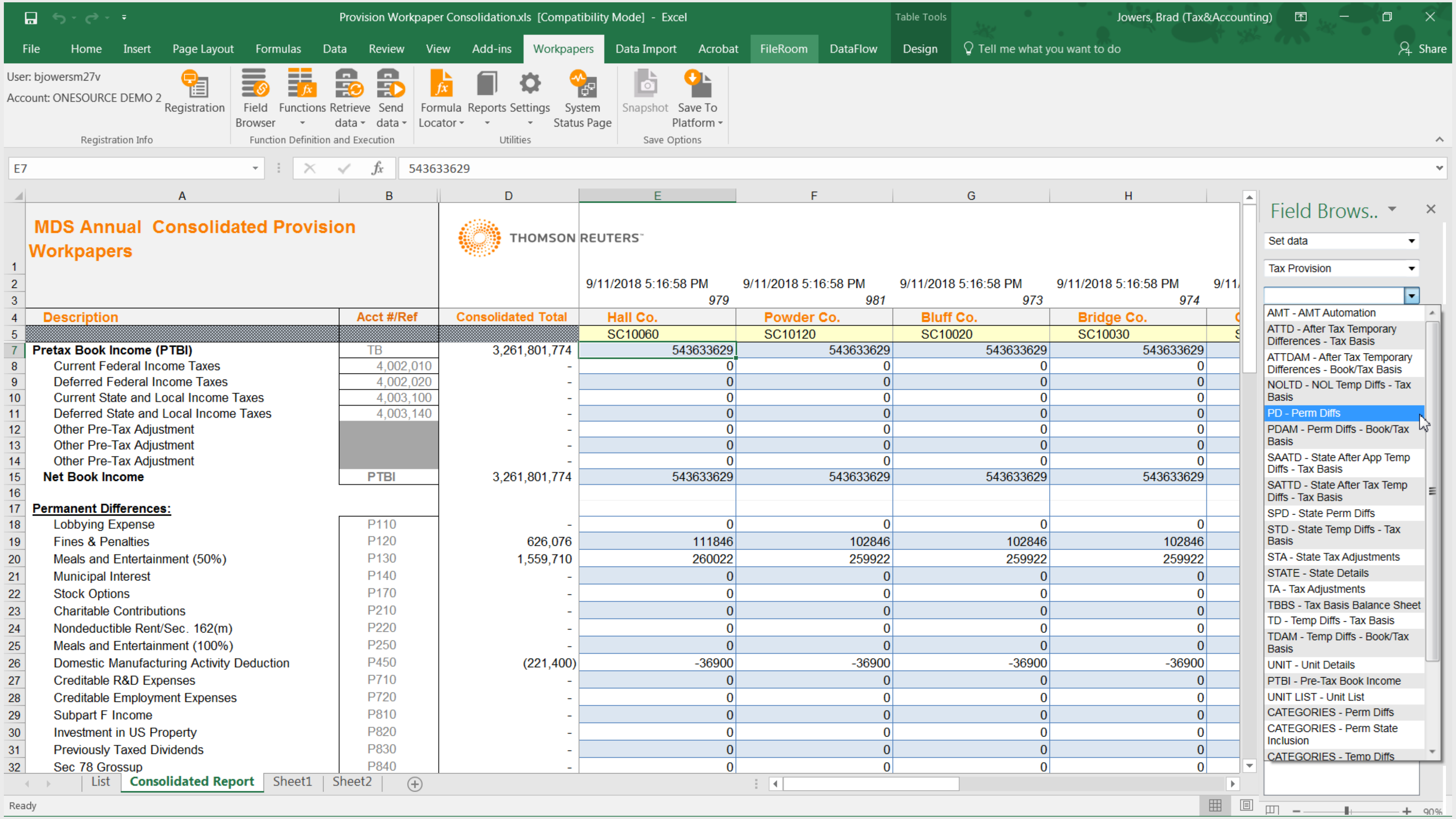
Thomson Reuters ONESOURCE® DataFlow

Optimize your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls	Data provider portal	Data stored in the cloud	Data aggregation and analysis	Automate reporting and compliance
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking	Simple interface supporting attachments, notes and status	Prepopulate, collect and store data in a centralized database	Easily access data for consolidation and review	Integration with compliance and reporting applications

Opportunities for Improvement

Automate reporting and compliance

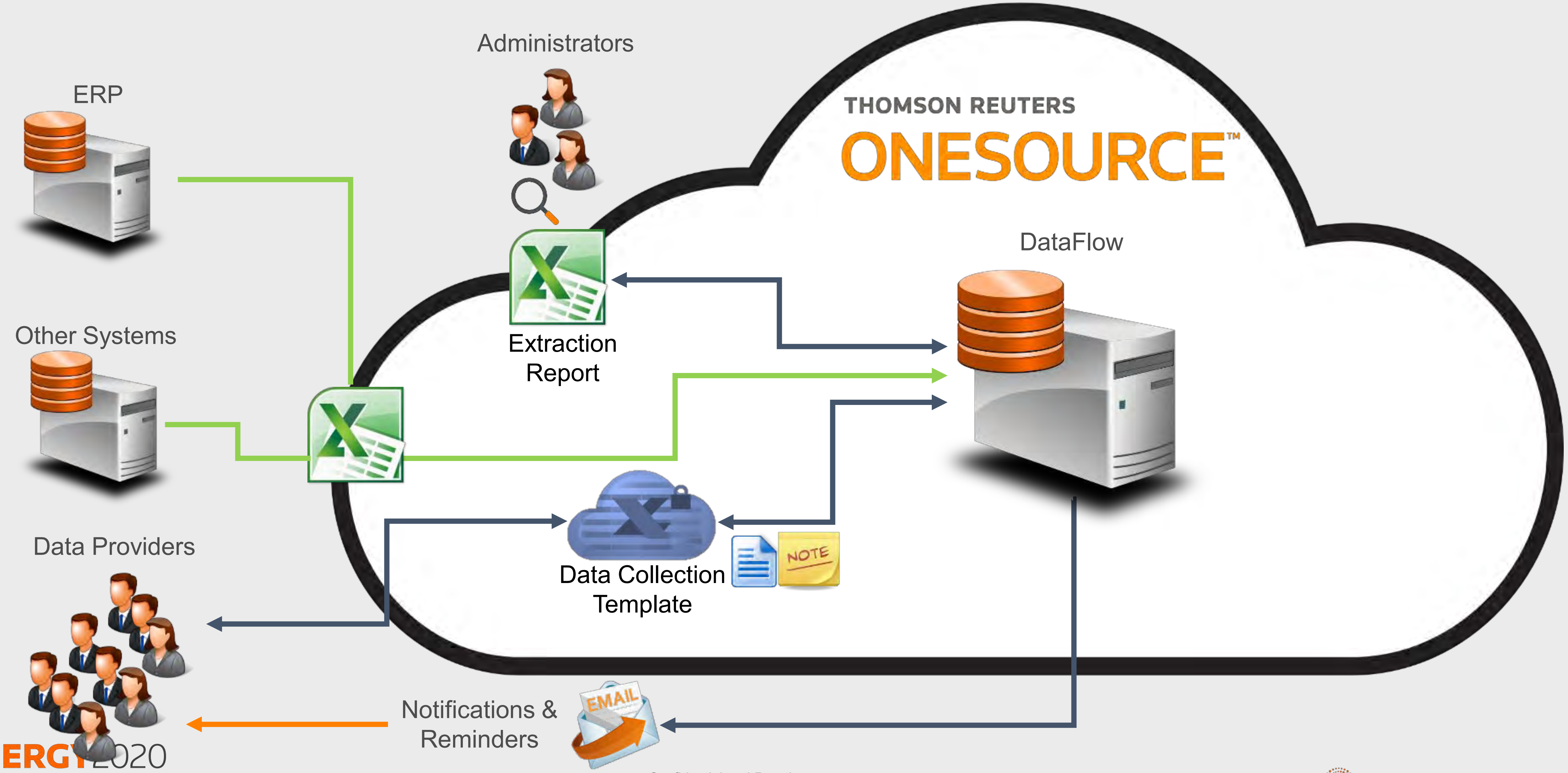


MDS Annual Consolidated Provision Workpapers

THOMSON REUTERS

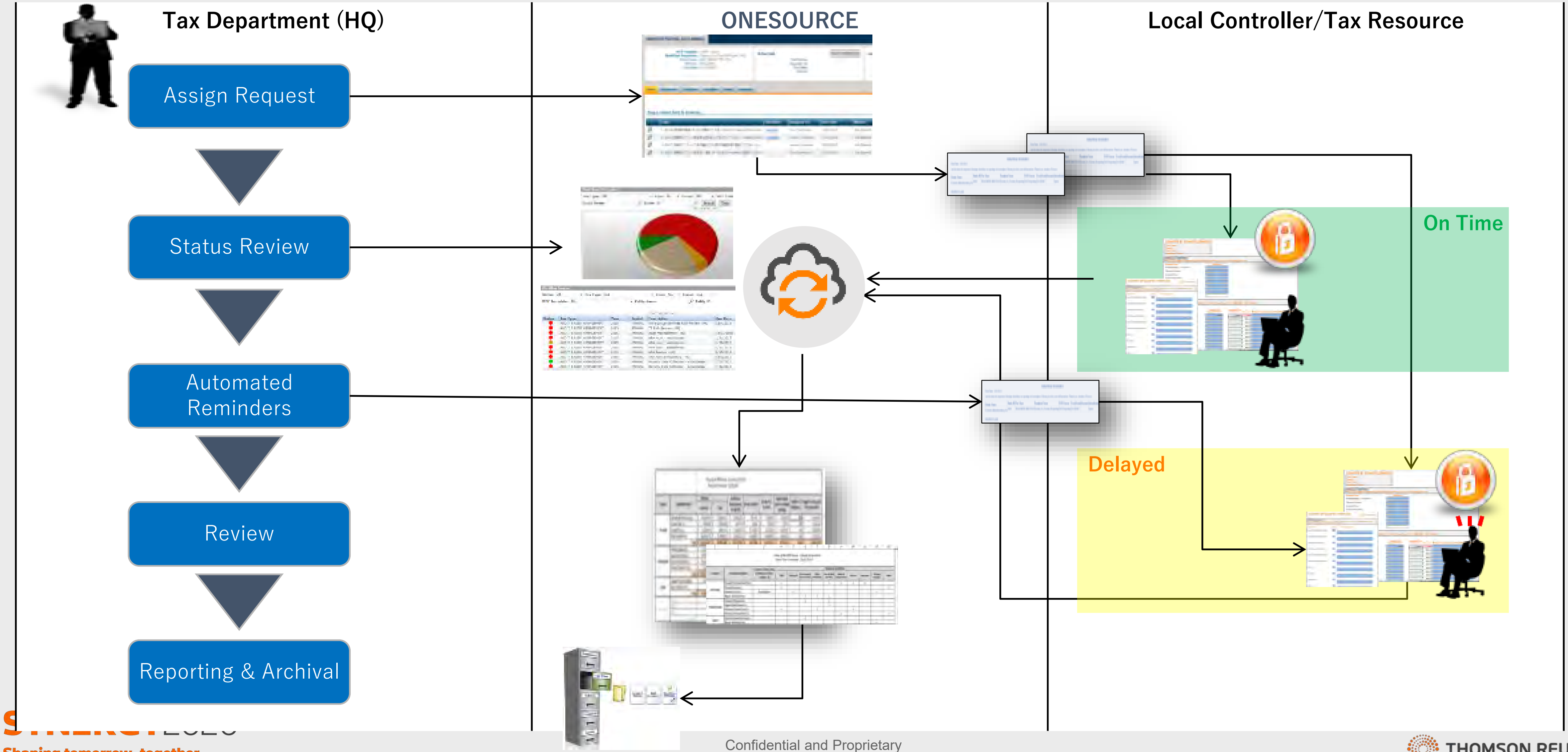
Description	Acct #/Ref	Consolidated Total	Hall Co.	Powder Co.	Bluff Co.	Bridge Co.
			9/11/2018 5:16:58 PM 979	9/11/2018 5:16:58 PM 981	9/11/2018 5:16:58 PM 973	9/11/2018 5:16:58 PM 974
			SC10060	SC10120	SC10020	SC10030
Pretax Book Income (PTBI)	TB	3,261,801,774	543633629	543633629	543633629	543633629
Current Federal Income Taxes	4,002,010	-	0	0	0	0
Deferred Federal Income Taxes	4,002,020	-	0	0	0	0
Current State and Local Income Taxes	4,003,100	-	0	0	0	0
Deferred State and Local Income Taxes	4,003,140	-	0	0	0	0
Other Pre-Tax Adjustment		-	0	0	0	0
Other Pre-Tax Adjustment		-	0	0	0	0
Other Pre-Tax Adjustment		-	0	0	0	0
Net Book Income	PTBI	3,261,801,774	543633629	543633629	543633629	543633629
Permanent Differences:						
Lobbying Expense	P110	-	0	0	0	0
Fines & Penalties	P120	626,076	111846	102846	102846	102846
Meals and Entertainment (50%)	P130	1,559,710	260022	259922	259922	259922
Municipal Interest	P140	-	0	0	0	0
Stock Options	P170	-	0	0	0	0
Charitable Contributions	P210	-	0	0	0	0
Nondeductible Rent/Sec. 162(m)	P220	-	0	0	0	0
Meals and Entertainment (100%)	P250	-	0	0	0	0
Domestic Manufacturing Activity Deduction	P450	(221,400)	-36900	-36900	-36900	-36900
Creditable R&D Expenses	P710	-	0	0	0	0
Creditable Employment Expenses	P720	-	0	0	0	0
Subpart F Income	P810	-	0	0	0	0
Investment in US Property	P820	-	0	0	0	0
Previously Taxed Dividends	P830	-	0	0	0	0
Sec 78 Grossup	P840	-	0	0	0	0

Opportunities for Improvement



Opportunities for Improvement

Typical Process for Data Collection



Benefits

Automation to Improve Efficiency and Control

Thomson Reuters ONESOURCE WorkFlow Manager drives your comprehensive tax and compliance processes with accessibility anywhere, anytime. Effectively manage your tax processes and reduce risk in an ever-changing environment.

ELIMINATE manual tasks and improve controls using a centralized database that lets businesses meet obligations with confidence

COLLABORATE through a powerful workflow engine that provides heightened visibility and customization so you can make more strategic decisions and reduce risk

MANAGE securely the flow of data between applications and reports to ensure timely project completion with tracking features while providing secure access anywhere, anytime.

TRACK from filing due dates to payments and extensions and certified mailers, instantly determine project and event status

DataFlow Use Cases

Corporate tax

- Standardize tax charts of accounts and workpapers
- Eliminate duplicated templates for different corporate groups
- Foreign data collection (e.g. CFC)

Indirect tax

- Standardize / automate data collection process (e.g. via Indirect Tax questionnaire)
- Track indirect tax compliance process

Transfer Pricing

- Corporate cost allocation
- Country-by-country report
- Segmented P&L analysis
- Intra group services data collection
- APA / APMA process
- Worldwide transaction reports
- Royalty data collection
- Global TP Risk analysis / function & risk analysis
- Transfer Pricing documentation

Tax Provision

- Uses ONESOURCE to house Trial Balance, tax adjustment “lead sheets", summary sheets and various tax provision diagnostics reports
- Consolidated tax provision report from subsidiaries

Others

- Audit management / controversy tracking
- Creation of parts of the financial report
- Treasury schedules
- R&D / Manufacturing credit
- Charitable Contributions (deduction from total tax income)
- Purchase Accounting (evaluate company assets during an M&A)
- Treasury Cash management
- Discontinued operations and start-up cost questionnaires

Polling Question #1

Are you currently using ONESOURCE DataFlow?

1. Yes
2. No

Polling Question #2

In which DataFlow use case are you most interested?

1. Direct Tax (Income Tax Compliance and Provision)
2. Indirect Tax
3. Transfer Pricing
4. Other

Polling Question #3

Would you like to learn more about ONESOURCE DataFlow?

1. Yes
2. No

Thank you for attending!

Please remember to complete your session evaluation! We appreciate your feedback.

SYNERGY2018

Expertise. Connections. Influence.

O115 - Demystifying Dataflow with GTM

November 13, 2018

Ryan Lynch and Anthony Sorrentino

GLOBAL TAX MANAGEMENT®

the answer company™ THOMSON REUTERS®

Objectives

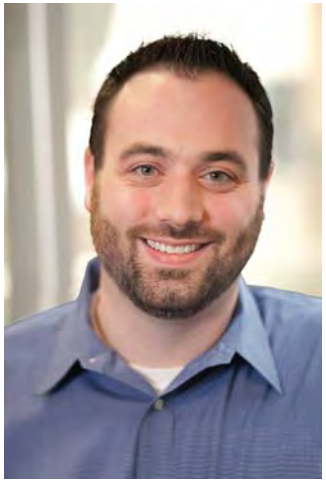
c

Upon successful completion of this session attendees will be able to identify use cases for DataFlow and recognize methods of working with templates.

Agenda

- Presenter introductions
- Introduction to dataflow
- Common use cases
- Template creation and impacts
- Contributor experience and impacts
- Extraction creation and impacts
- Integration with the other ONESOURCE products
- Common misconceptions
- Questions

Ryan Lynch



Managing Director

Tax Automation Services

+1 610 299 4581

rlynch@gtmtax.com

Ryan is the Managing Director of GTM's Tax Automation Services group, where he focuses on optimizing technology solutions for use in the tax department. He provides clients with a strong balance of technology experience and subject matter expertise ensuring efficient and effective solutions.

Since joining GTM in 2011, Ryan has led many successful software implementations, process redesign projects, and custom application development engagements. While he specializes in tax accounting software with a focus on ONESOURCE Tax Provision (OTP) software, he also has vast experience with workflow solutions, custom built software applications, and income tax compliance technologies. Ryan also has tax experience, frequently supporting year-end and quarterly financial close processes at clients across many industries throughout the Fortune 500.

Ryan's career in tax technology started as an early employee of TaxStream, LLC (acquired by Thomson Reuters). There he was head of Customer Support and later in the Product Management department. During his tenure there, the company experienced explosive growth, landing a #51 spot on Inc's fastest growing private companies list and increasing revenues by 2378% over a three-year period. Ryan also worked at Deloitte prior to working at GTM, specializing in provision software implementation and support.

Ryan was raised in Medford, NJ and currently resides in Woolwich Township, NJ with his wife and three children. Ryan enjoys spending time with family, friends, cheering on Philadelphia sports teams, and golfing.

DESIGNATION: Thomson Reuters ONESOURCE Certified Implementer
EDUCATION: B.E. in Engineering Management from Stevens Institute of Technology
M.B.A. in Organizational Leadership from Wilmington University

Anthony Sorrentino

Senior Manager

Tax Automation Services

+1 610 656 9792

asorrentino@gtmtax.com

Anthony is a Senior Manager in GTM's Tax Automation Services group focusing on accounting for income taxes and the related software technology. He specializes in the design and automation of the tax provision process.

Joining GTM in 2006, Anthony spent the first 5 years in the lead tax practice. While in the lead tax practice, he focused on tax compliance and tax accounting, leading engagements on Fortune 500 companies including companies in the Fortune 10. He also became one of the firm's go to resources for ONESOURCE Income Tax (OIT). In the Tax Automation Services group, he has worked on numerous implementations and redesigns of ONESOURCE Tax Provision (OTP). Anthony's specialties include the creation of Active Workpapers, custom Journal Entries, and the Enhanced Integration between OIT and OTP.

Prior to joining GTM, Anthony worked at William E. Howe & Co., CPA's where he was responsible for the preparation of corporate, partnership, and individual income tax returns. He was also involved with general bookkeeping, payroll, and unemployment tax returns and year end W-2 and 1099 reporting.

Anthony was raised in Ridley Township, PA, where he still resides today. He enjoys spending time with family and friends, especially his twin nephews and godson. Anthony is also an avid Philadelphia sports fan.

DESIGNATION: Thomson Reuters ONESOURCE Certified Implementer
EDUCATION: B.S. in Business Administration with a concentration in Accounting, from Drexel University

Anthony Sorrentino

Senior Manager

Tax Automation Services

+1 610 656 9792

asorrentino@gtmtax.com

Introduction to DataFlow

- Uses Excel as foundation
- Increases features around control
  - Standardization: template driven approach
  - Data entry: locks, entry cells, etc.
  - Signoff: tiered progress management
- Improves accessibility
  - Collection
  - Storage
- Data management
  - Storing
  - Extracting

Common use cases

- Tax packages
  - Book to tax differences
  - Foreign Provision
- 5471 data
- State apportionment data
- Nexus questionnaires
- R&D studies
- UTP Questionnaires
- Tax Basis Balance Sheet
- Cash Tax Forecasting
- Country by Country reporting questionnaires

Template Concepts

- Functionality
  - Administrator configures master Excel template
    - Acts as foundation for individual data requests
  - Template defines format, controls, values to store, etc.
  - Heavily leverages named ranges Excel functionality

Template Impacts & Considerations

- Impacts
  - Update many files through one master template
  - Distribute Excel requests via online platform
  - Contributors cannot manipulate format, Excel formulas, etc.
  - Automatically track real-time progress of requests
  - Ensure ongoing access to files and version control
- Considerations
  - Standardized, but flexible
  - Various methods for populating with existing data
  - Configured through FormsFlow add-in

Template Management Demonstration

Thomson Reuters Tax & Accounting Corporate Software & Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

Contributor experience

- Login to ONESOURCE hub to access files
  - No additional license fee
- Receive Email notifications of file availability, reminders, etc.
- Only see requests that are assigned to them; can have various workstreams
- Opens in their locally installed Excel, but in controlled fashion
  - No local saving of files
  - Only edit input cells
- Provide data in file and submit

Contributor impacts & Considerations

- Impacts
  - Elimination of email distribution/collection
    - Access to requests in central hub
    - Improved version control
  - Expanded functionality of Excel
    - Controlled environment for data entry
    - Prepopulate known data
  - Central management and progress tracking
- Considerations
  - Change management for field regarding usage

Contributor Experience Demonstration

Thomson Reuters Tax & Accounting Corporate Software & Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

Extraction process

- Functionality
  - Ability to extract data from multiple requests into one file
  - Happens in Excel with retrieve-like formulas
  - Live connection the data stored in requests
  - Ability to reference cells to efficiently build
  - Uses unique request IDs automatically assigned by DataFlow

Extraction process impacts & considerations

- Impacts
  - Removes need to individually access files & copy/paste
    - Review
    - Consolidation
    - Transferring to other files, products, etc.
  - Removes risk of linked Excel files

- Considerations
  - Impact on template design
  - Integration with other products
  - Form vs. Function

Extraction process
Demonstration

Integration with other ONESOURCE products

- Via Workpapers, Excel add-in, etc.
- Typically bundled when purchasing DataFlow and an existing licensee of other ONESOURCE products
- Typically executed by collector/reviewer, not contributor
  - Allows for review
  - Minimizes impact of licenses of other products
  - Depends on use case
    - In request approach vs. in extraction report approach

Other Information

- Common misconceptions
  - Expensive
  - Hard to implement
  - Hard to maintain and/or tax department needs IT resource or consultants to do so
  - Doesn't work with other Excel add-ins

- True challenges
  - Macro-enabled files
  - Linked files

Questions

Thomson Reuters Tax & Accounting Corporate Software & Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

How GTM Tax Automation Services Can Help

- **Corporate tax software expertise**
  Implement and enhance: ONESOURCE suite including OTP and OIT
- **Data Management and Business Intelligence**
  Develop data management and business intelligence applications for transfer pricing, state apportionment, sales and use tax, general analytics, etc.
- **Collaboration technology**
  SharePoint, ONESOURCE Workflow Manager for centralizing tax department data, files, and workflows
- **Process assessment & optimization**
  Identify, recommend and implement more efficient workflows

Visit us at booth #6 to continue the conversation

Contact Us

Ryan Lynch
Managing Director
Tax Automation Services
+1 610 299 4581
rlynch@gtmtax.com

Anthony Sorrentino
Senior Manager
Tax Automation Services
+1 610 656 9792
asorrentino@gtmtax.com

GTM Office Locations

Philadelphia (HQ)

PHILADELPHIA

656 East Swedesford Road,
Suite 200
Wayne, PA 19087
Phone: (484) 395-4000
Fax: (484) 395-4001

New York/New Jersey

NEW JERSEY

90 Woodbridge Center Drive,
Suite 250
Woodbridge, NJ 07095
Phone: (908) 458-4540
Fax: (908) 458-4541

Central PA

HARRISBURG

922 North 3rd Street
Harrisburg, PA 17102
Phone: (717) 691-8650

Western PA

PITTSBURGH

11279 Perry Highway, Suite 502
Wexford, PA 15090
Phone: (724) 759-2255
Fax: (724) 759-2256

Delaware

WILMINGTON

501 Silverside Road, Suite 70
Wilmington, DE 19809
Phone: (302) 798-0294
Fax: (302) 798-0295

DC Metro

TYSONS CORNER

1775 Tysons Boulevard
Tysons, VA 22102
Phone: (703) 468-9300

SYNERGY2018

Expertise. Connections. Influence.

O134 - Leading Practices and Techniques Utilizing ONESOURCE DataFlow

November 14, 2018

the answer company™
THOMSON REUTERS®

Tony Warstler, EA

Tony is a Director of Professional Services overseeing a group of consultants that implement the suite of ONESOURCE Direct Tax products and tools. Tony joined the company in 2008 as a Sr. Training Specialist for ONESOURCE Income Tax International and Domestic.

Prior to Thomson Reuters, Tony worked at an Orthopeadic company where he helped prepare the International Compliance and Provision. Tony joined Ernst & Young after graduating college where he was part of several Compliance groups including Federal, Individual, State, Fixed Assets, State Amended, and finally in the Tax Technology group internally implementing ONESOURCE.

Tony graduated from Ferris State University in Big Rapids, MI with a BS in Accounting.

David Krull, CPA, CGMA

David is a Principal Consultant with the Corporates Professional Services group. He has been in tax for over 25 years, the last 10 years with Thomson Reuters focusing on tax process automation, helping to ensure the success of corporate tax departments and accounting firms utilizing ONESOURCE applications.

Prior to joining Thomson Reuters in 2008, David acquired a wealth of tax experience, serving in direct and indirect tax roles in corporate tax departments as well as accounting firms.

David holds a Bachelor of Business in Accounting from Stephen F. Austin State University. He lives in Allen, TX and is the proud father of 3 children.

Objectives

Upon completion attendees will be able to recognize the leading practices in the market for utilizing ONESOURCE DataFlow to manage the data collection process.

Agenda slide

9:45	Overview
9:50	Template design
10:05	Performance
10:15	Integration
10:20	Testing
10:30	System functionality
10:35	DataFlow 2018

Overview

Overview

Leading practices consist of utilizing tools within DataFlow to make processes more efficient which include the following considerations:

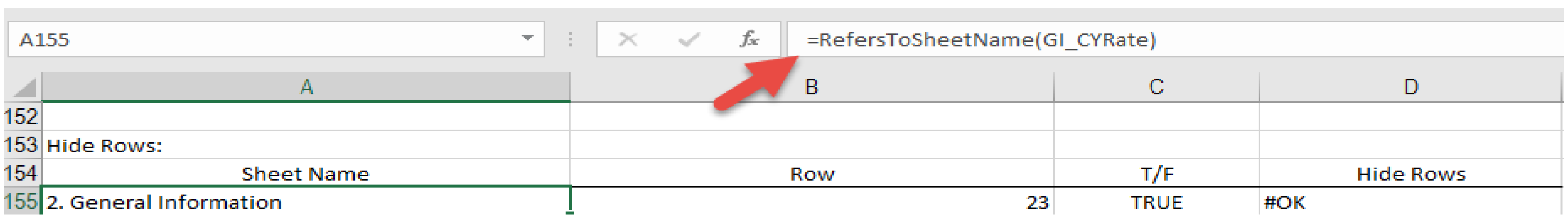
- Template design
- Performance
- Integration with other ONESOURCE applications
- Testing

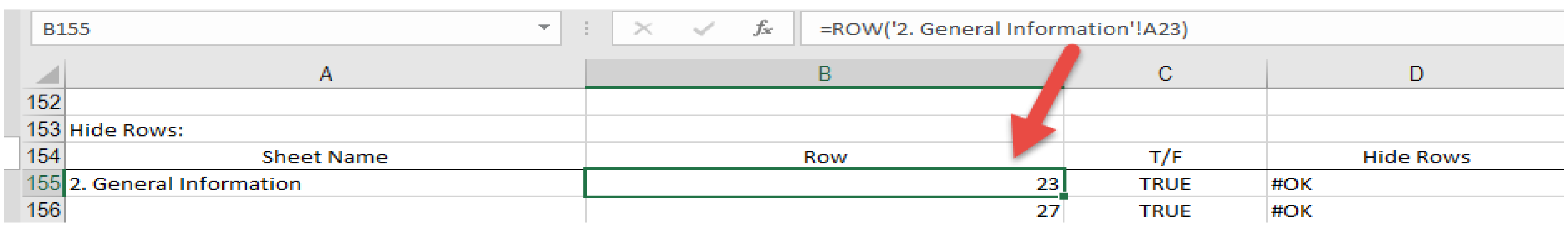
Template design

Template design

Suggestions for template design include:

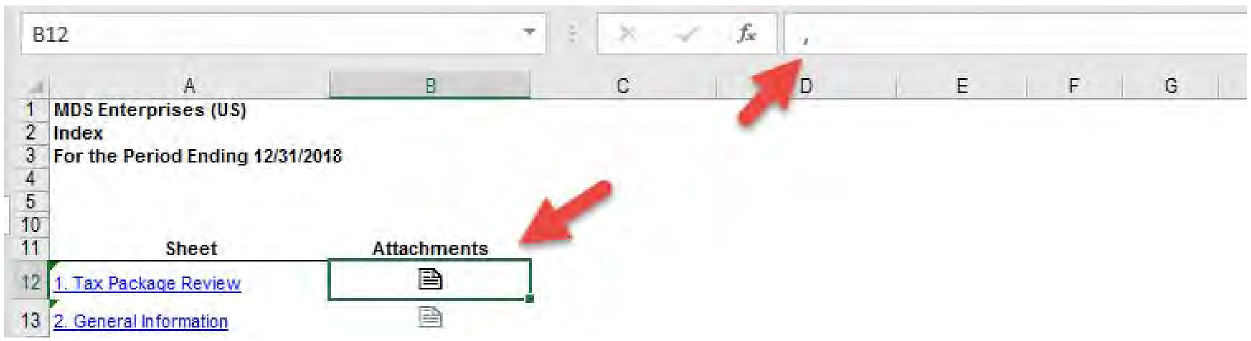
- Use of dynamic formulas where permissible
  - RefersToSheetName formula vs. hard coded name
  - Formulas to calculate row and column argument in hide formulas





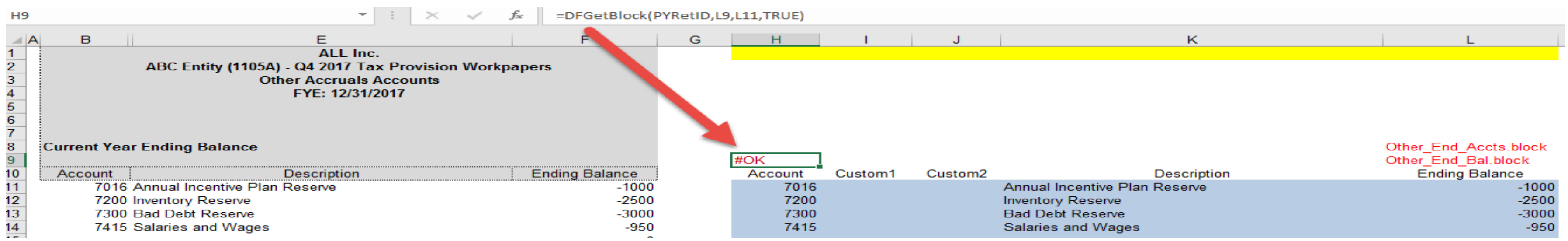
Template design

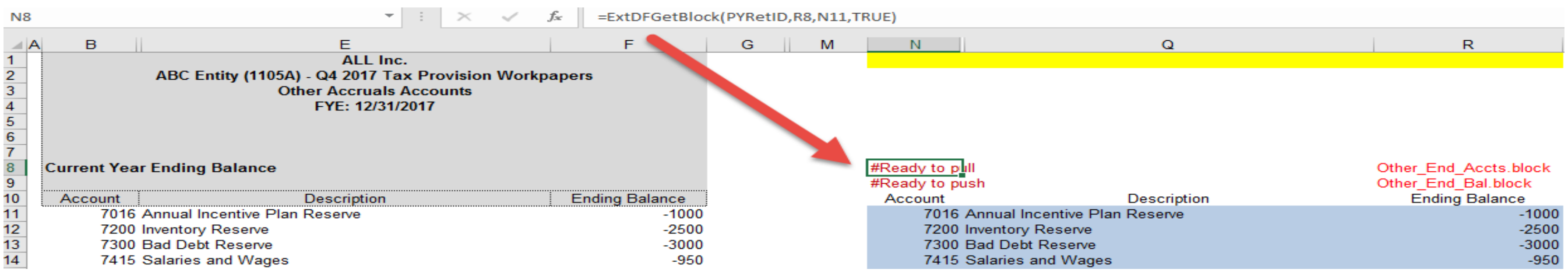
- Attach documents within request, as opposed to outside request

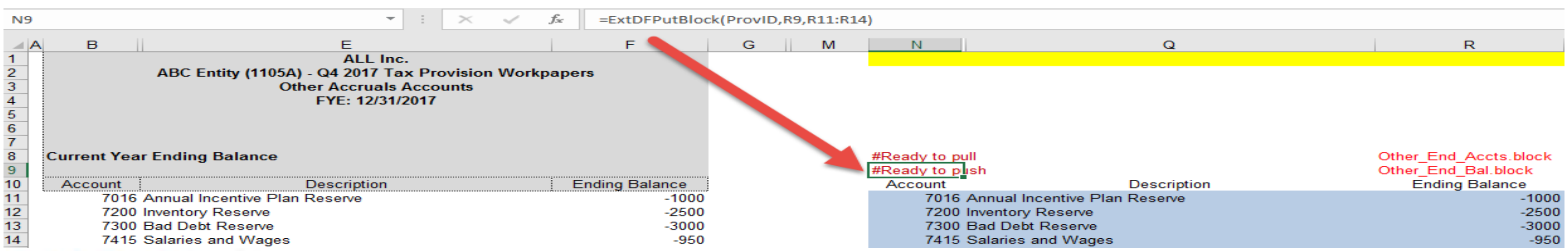


- Linking functionality
  - Runtime formulas (DFGet)
  - Non-runtime formulas (ExtDFGet, ExtDFPut)

Template design





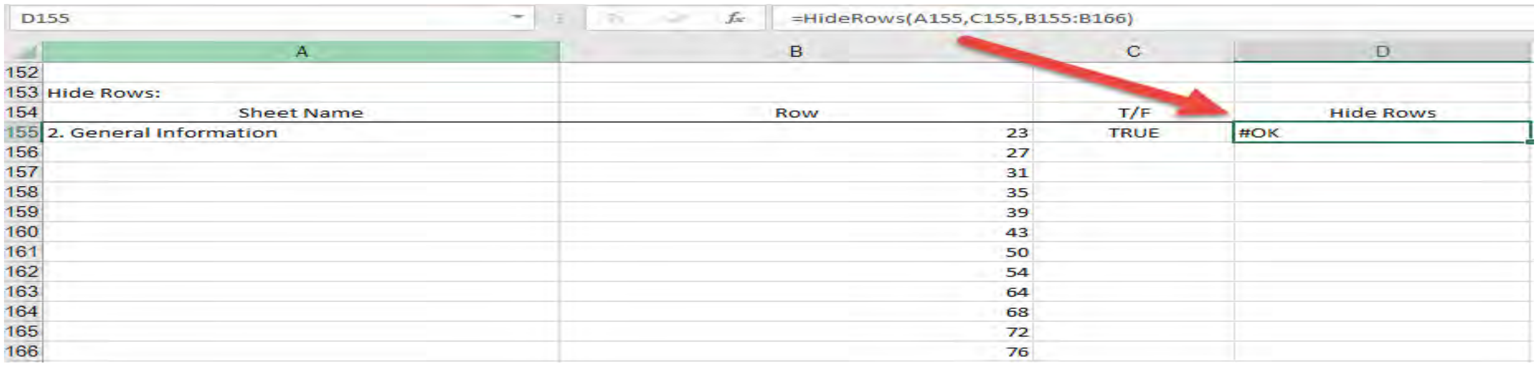


Performance

Performance

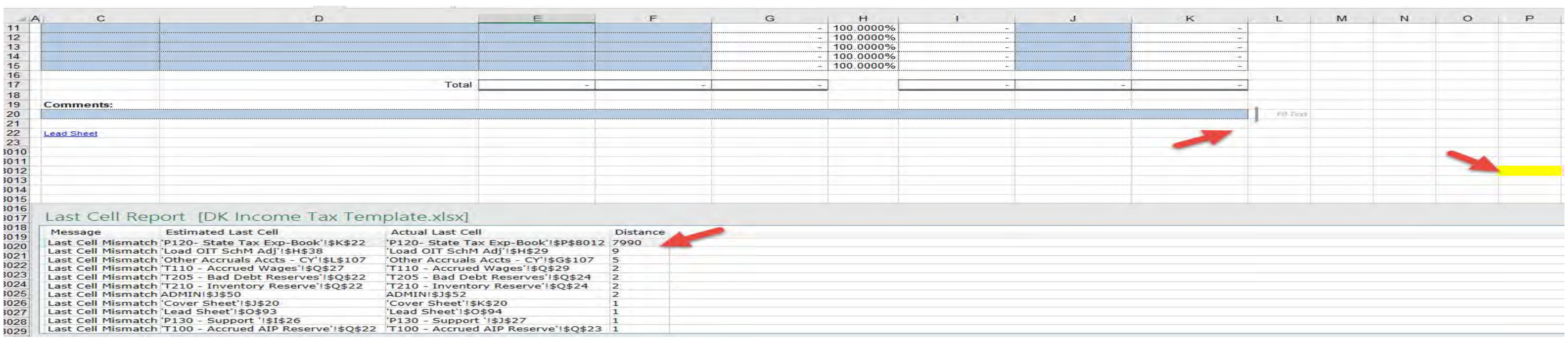
- Minimize index/match, offset, arrays and other processor intensive formulas
- Stack contact on sheets, as opposed to adding sheets due to performance issues with Excel 2013 and later versions
- Row/column references should be to specific range, not entire row/column
- HideRows and HideCols, in lieu of HideRow and HideCol
- Utilize Last Cell Report

Performance



D155 =HideRows(A155,C155,B155:B166)

	A	B	C	D
152				
153	Hide Rows:			
154	Sheet Name	Row	T/F	Hide Rows
155	2. General Information	23	TRUE	#OK
156		27		
157		31		
158		35		
159		39		
160		43		
161		50		
162		54		
163		64		
164		68		
165		72		
166		76		



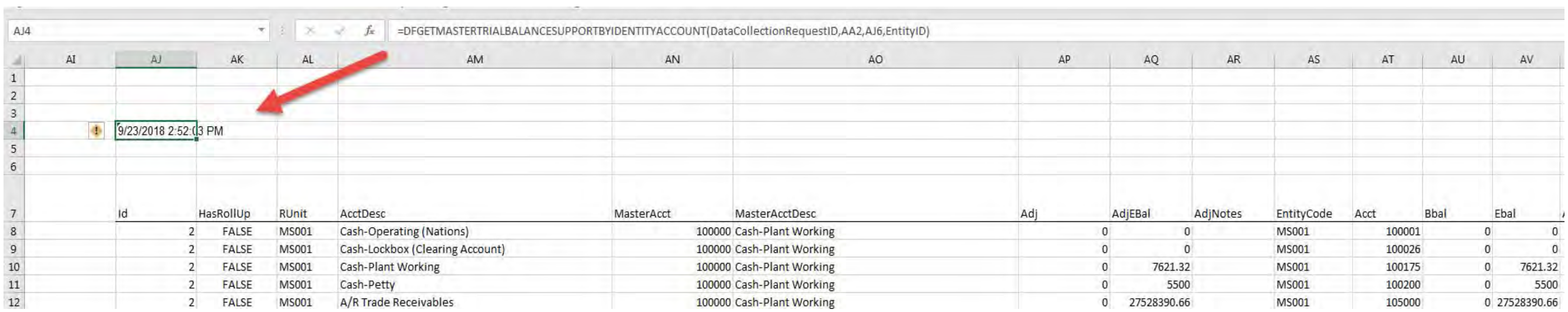
Last Cell Report [DK Income Tax Template.xlsx]

Message	Estimated Last Cell	Actual Last Cell	Distance
Last Cell Mismatch	'P120- State Tax Exp-Book'!$K$22	'P120- State Tax Exp-Book'!$P$8012	7990
Last Cell Mismatch	'Load OIT SchM Adj'!$H$38	'Load OIT SchM Adj'!$H$29	9
Last Cell Mismatch	'Other Accruals Accts - CY'!$L$107	'Other Accruals Accts - CY'!$G$107	5
Last Cell Mismatch	'T110 - Accrued Wages'!$Q$27	'T110 - Accrued Wages'!$Q$29	2
Last Cell Mismatch	'T205 - Bad Debt Reserves'!$Q$22	'T205 - Bad Debt Reserves'!$Q$24	2
Last Cell Mismatch	'T210 - Inventory Reserve'!$Q$22	'T210 - Inventory Reserve'!$Q$24	2
Last Cell Mismatch	ADMIN!$J$50	ADMIN!$J$52	2
Last Cell Mismatch	'Cover Sheet'!$J$20	'Cover Sheet'!$K$20	1
Last Cell Mismatch	'Lead Sheet'!$O$93	'Lead Sheet'!$O$94	1
Last Cell Mismatch	'P130 - Support '!$I$26	'P130 - Support '!$J$27	1
Last Cell Mismatch	'T100 - Accrued AIP Reserve'!$Q$22	'T100 - Accrued AIP Reserve'!$Q$23	1

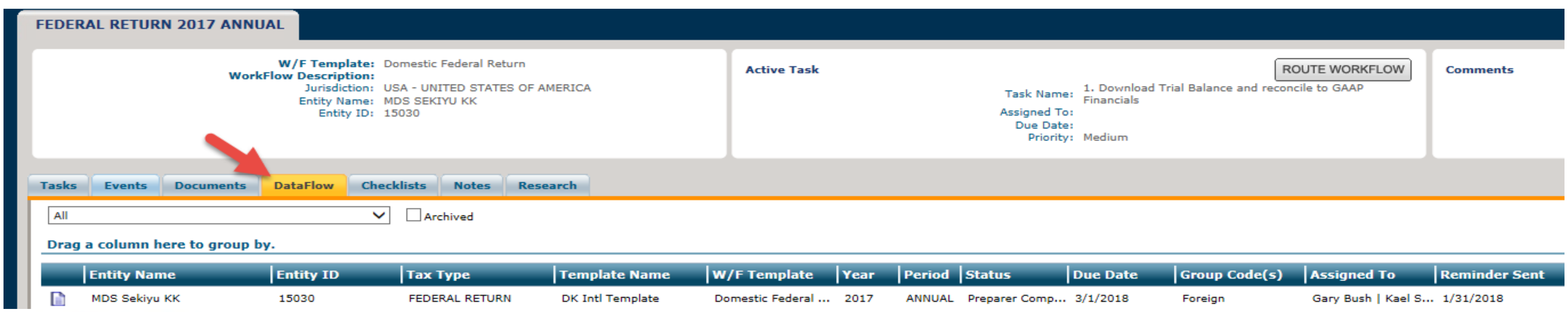
Integration

Integration

- GLM data within request

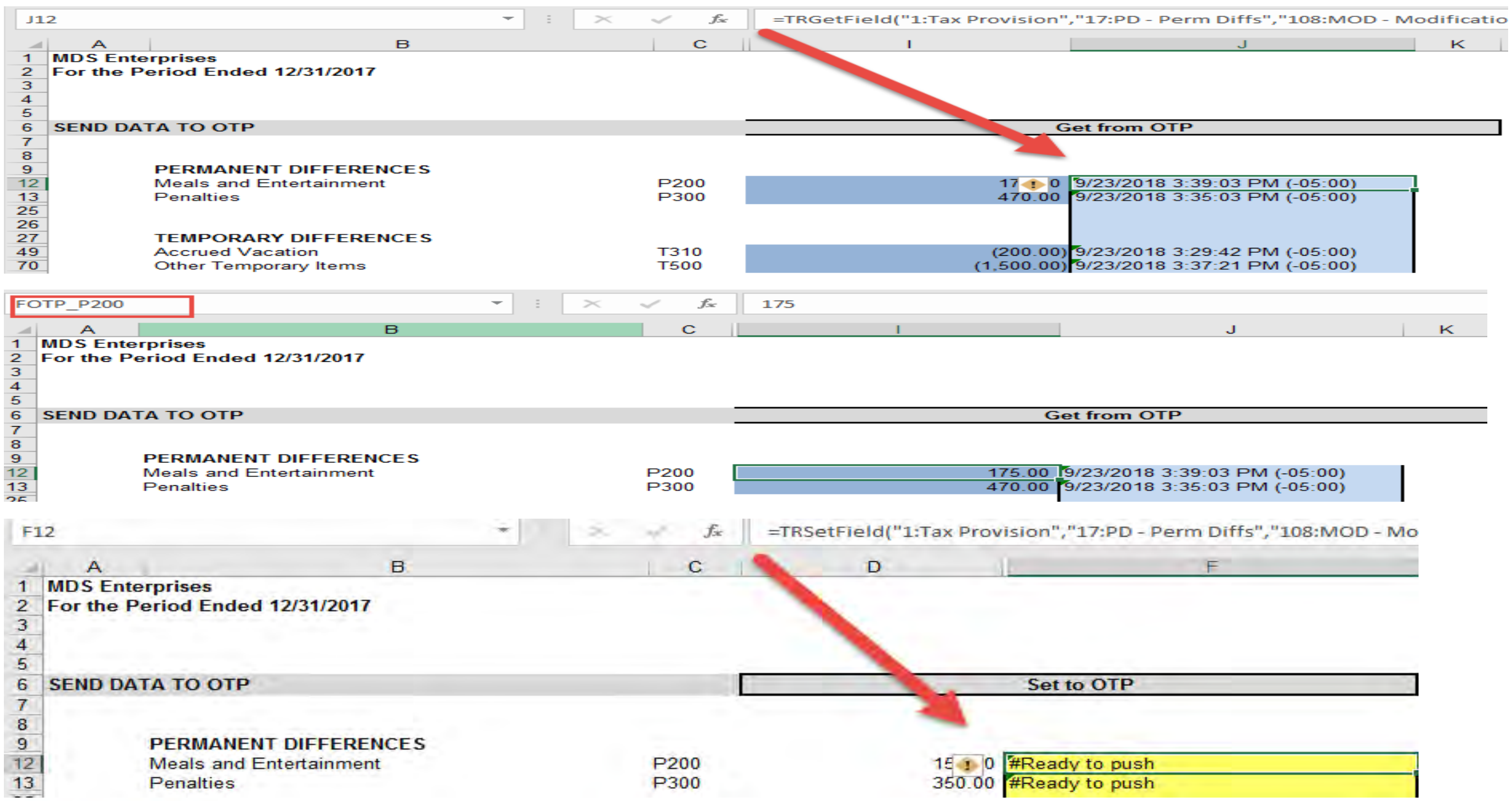


- Request within a WorkFlow



Integration

- Workpapers



Testing

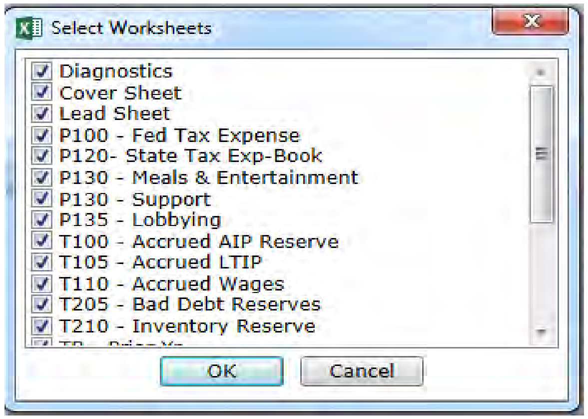
Testing

- Reports
  - Last Cell Report
  - Diagnostic Report
  - Evaluate Template
  - Range Name Report
  - Range Name Cross Reference
- Settings

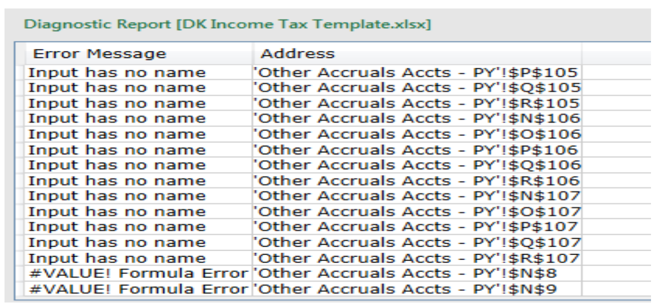
Testing

Diagnostic Report

- Select worksheets



- Report



Diagnostic Report [DK Income Tax Template.xlsx]

Error Message	Address
Input has no name	'Other Accruals Accts - PY'!$P$105
Input has no name	'Other Accruals Accts - PY'!$Q$105
Input has no name	'Other Accruals Accts - PY'!$R$105
Input has no name	'Other Accruals Accts - PY'!$N$106
Input has no name	'Other Accruals Accts - PY'!$O$106
Input has no name	'Other Accruals Accts - PY'!$P$106
Input has no name	'Other Accruals Accts - PY'!$Q$106
Input has no name	'Other Accruals Accts - PY'!$R$106
Input has no name	'Other Accruals Accts - PY'!$N$107
Input has no name	'Other Accruals Accts - PY'!$O$107
Input has no name	'Other Accruals Accts - PY'!$P$107
Input has no name	'Other Accruals Accts - PY'!$Q$107
Input has no name	'Other Accruals Accts - PY'!$R$107
#VALUE! Formula Error	'Other Accruals Accts - PY'!$N$8
#VALUE! Formula Error	'Other Accruals Accts - PY'!$N$9

Testing

Evaluate Template

- Displays general template information in normal black font
- Known issues are displayed in **red**

Template Evaluation [DK Income Tax Template.xlsx]

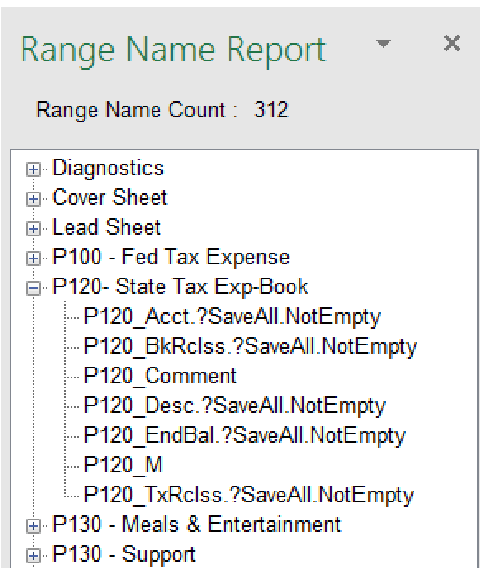
This displays general template statistics and information. Any items in red identify potential issues with the template.

Message	Info	Description
Total Range Name Count	649	
Blocks	8	
Standalones	554	
Wildcards	61	
Notes	2	
Attachments	2	
Total System Range Name Count	627	
Total Sheets	22	
Total Visible Sheets	19	
Total Hidden Sheets	3	
Total Very Hidden Sheets	0	
Hide Row Count	13	
Hide Column Count	1	
Total Hide Functions	14	
Invalid Add Rows	'P130 - Meals & Entertainment'!$C$10:$K$15	Add Rows intersects multiple ranges P130_Acct.?SaveAll.NotEmpty, P130_BkRclss.?SaveAll.NotEmpty

Testing

Range Name Report

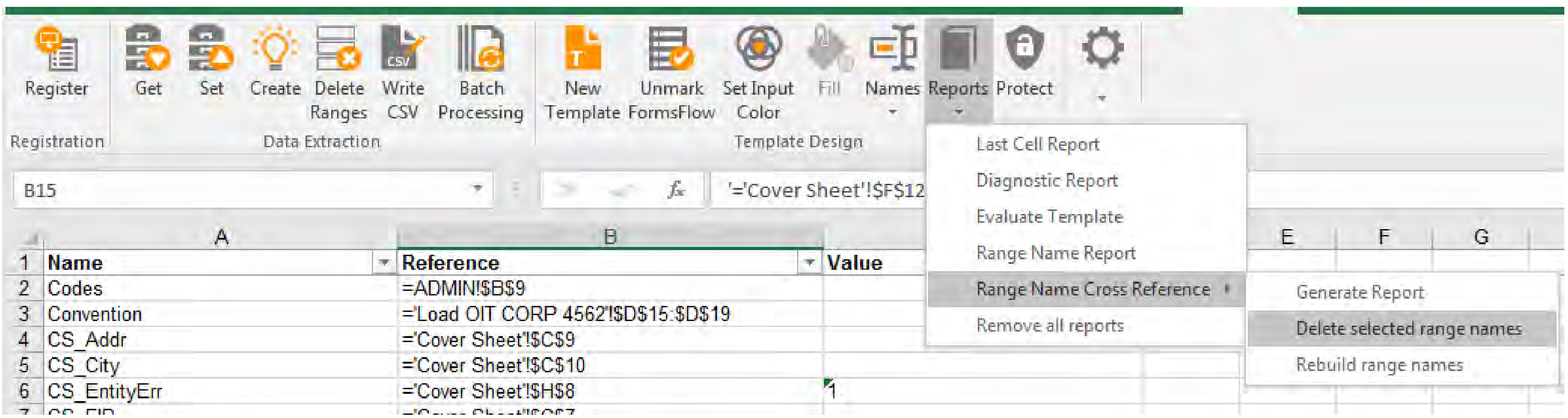
- Displays range name count
- Grouped by tab
- Selection of range names hyperlink to named cell



Testing

Range Name Cross Reference Report

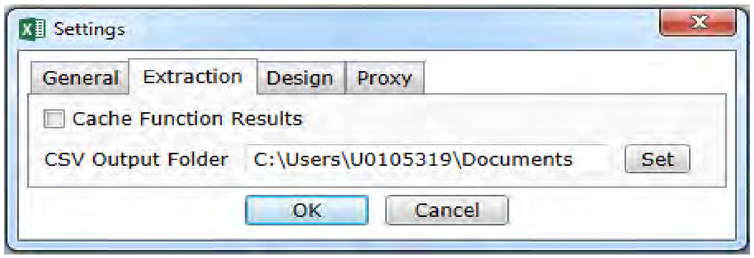
- Delete selected range names
- Rebuild range names



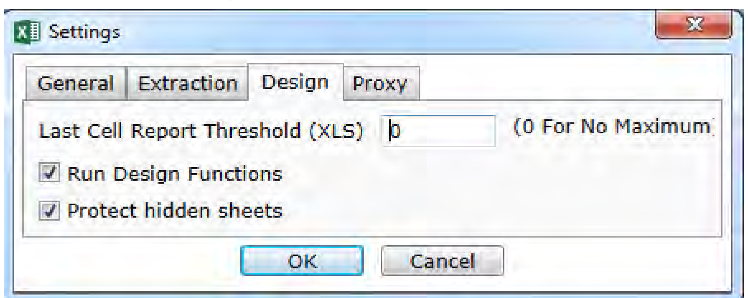
Testing

Settings

- Extraction
  - Cache Function Results selected by default



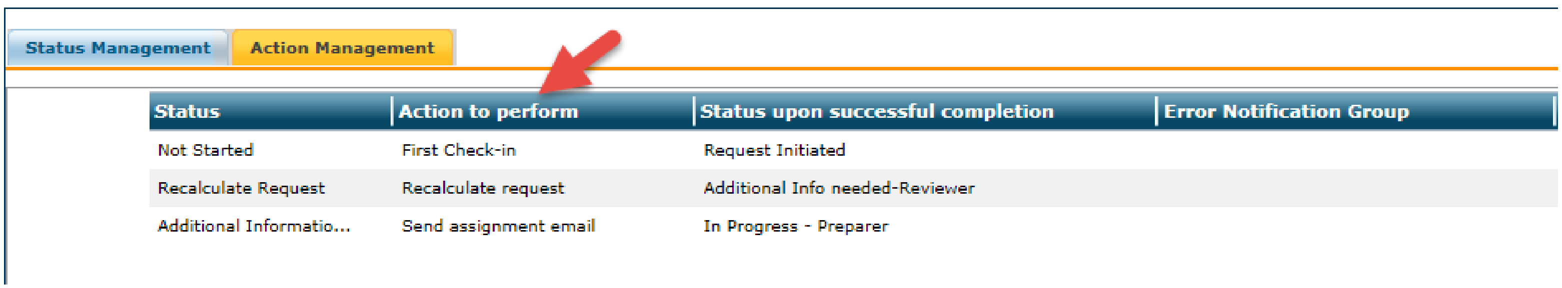
- Design
  - Last Cell Report Threshold number determines maximum range per tab
  - Run Design Functions allows functions such as HideRow/HideCol to run during design



System functionality

System functionality

- Action Management
  - First Check-in
  - Recalculate request
  - Send assignment email

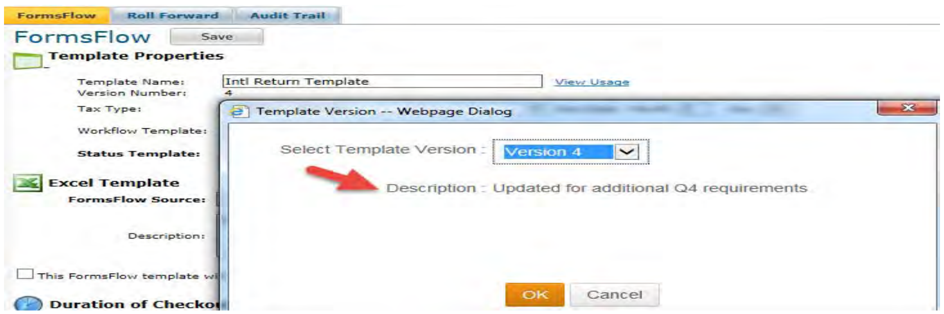


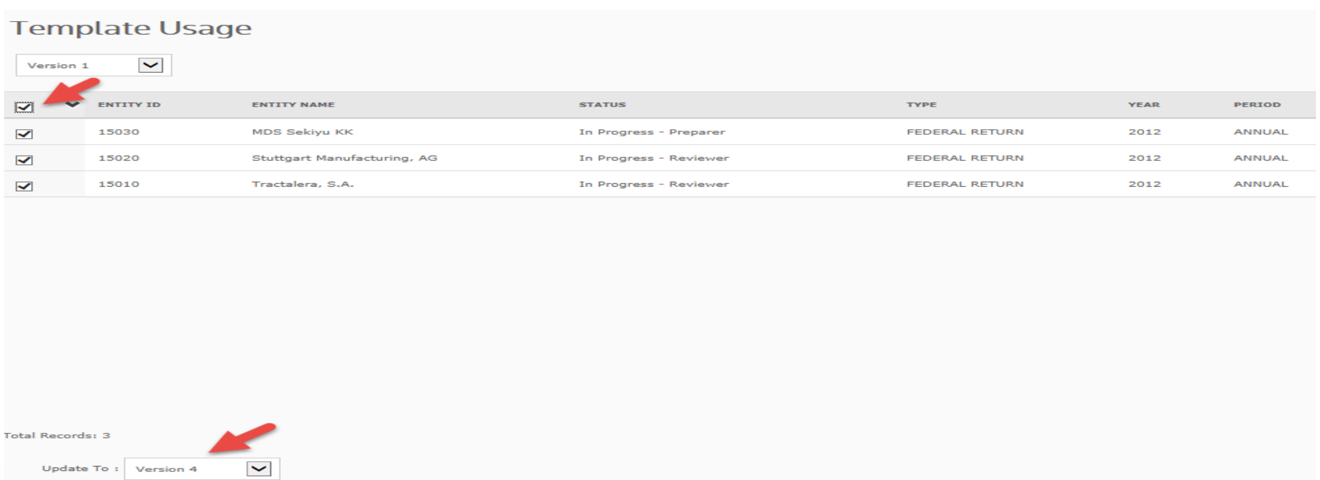
Status	Action to perform	Status upon successful completion	Error Notification Group
Not Started	First Check-in	Request Initiated	
Recalculate Request	Recalculate request	Additional Info needed-Reviewer	
Additional Informatio...	Send assignment email	In Progress - Preparer	

System functionality

Template Version

- If using DataFlow versioning feature, be sure to add description
- Recommend all requests within the same period use same version





DataFlow 2018

DataFlow 2018

New Features

- Modern and improved user experience
- Integration with common platform
  - User Administration
  - Entities
  - Jurisdictions
  - Documents
- Enhanced template design functions
  - Table functionality including lookup feature
  - Ability to set up to three input colors
- Template conversion tool
  - Converts Block, Wildcard, Repeating, Table ranges to new Table range
  - Converts “DF” functions to “DC” functions
  - Creates log of all conversions made to the template

Thank You

SYNERGY2018

Expertise. Connections. Influence.

O143 – Managing Your Data Collection Process Using ONESOURCE DataFlow

Brad Jowers

Brad is a Manager of Solution Consultants for the ONESOURCE® suite of products. He brings to his role over 25 years of tax technology experience at Thomson Reuters related to corporate and trust taxation, and has occupied roles in development, sales, relationship management, and most recently, solution consulting.

Over the past 11 years, Brad has been focused on providing tax process, document, and data management solutions to companies. While his focus is on the ONESOURCE® WorkFlow Manager and ONESOURCE® Transfer Pricing product suites, Brad has extensive experience with the entire ONESOURCE® suite of products.

Brad is based in Singapore and enjoys cycling, scuba and adventure travel.

Objectives

Upon successful completion of this session, attendees will be able to identify functionality of ONESOURCE DataFlow and recognize how it can be utilized to manage the data collection processes within tax.

Agenda slide

- Introductions
- Challenges with Data Collection
- Current Approach to Collecting Data
- Opportunities for Improvement
- Benefits

Turning Information Into Advantage

As businesses accumulate data, leaders still struggle to turn information into action. Both tech and talent obstacles stand in the way of:

- Gathering data from decentralized sources and applications
- Integrating data from relevant workflows
- Driving global access and visibility to data
- Analyzing data to understand and react faster

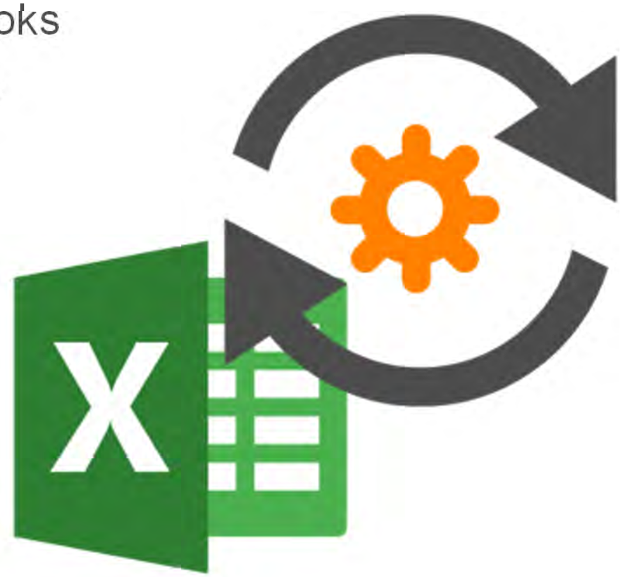
Closing these gaps requires solution that integrates tax and technology in precise, purposeful solutions that evolve with customer needs and challenges.

Challenges with Data Collection

Challenges with Data Collection

Excel issues:

- Lack of security and controls
- Version control
- Manual data entry
- Linked workbooks
- Formula errors
- Roll forward



40% of finance and tax professionals identify lack of security and controls as their biggest challenge

67% have version control difficulties

53% Indicate that updating information within workpapers is their most time consuming task

Up to 80% of finance and tax professional’s day is consumed by data management tasks

Opportunities for Improvement

Opportunities for Improvement

Thomson Reuters ONESOURCE® DataFlow

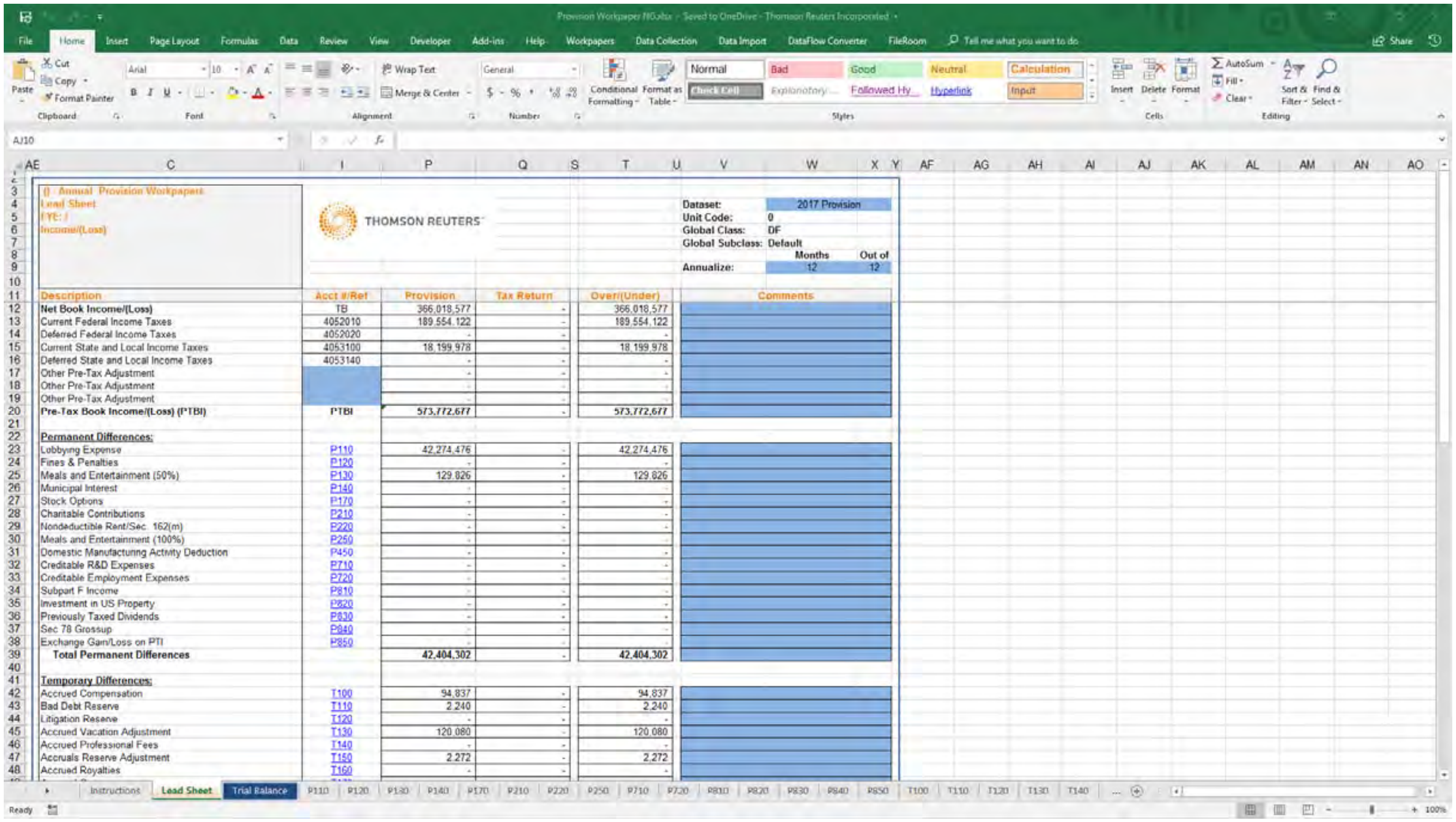
Optimise your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages

Standardize

Opportunities for Improvement

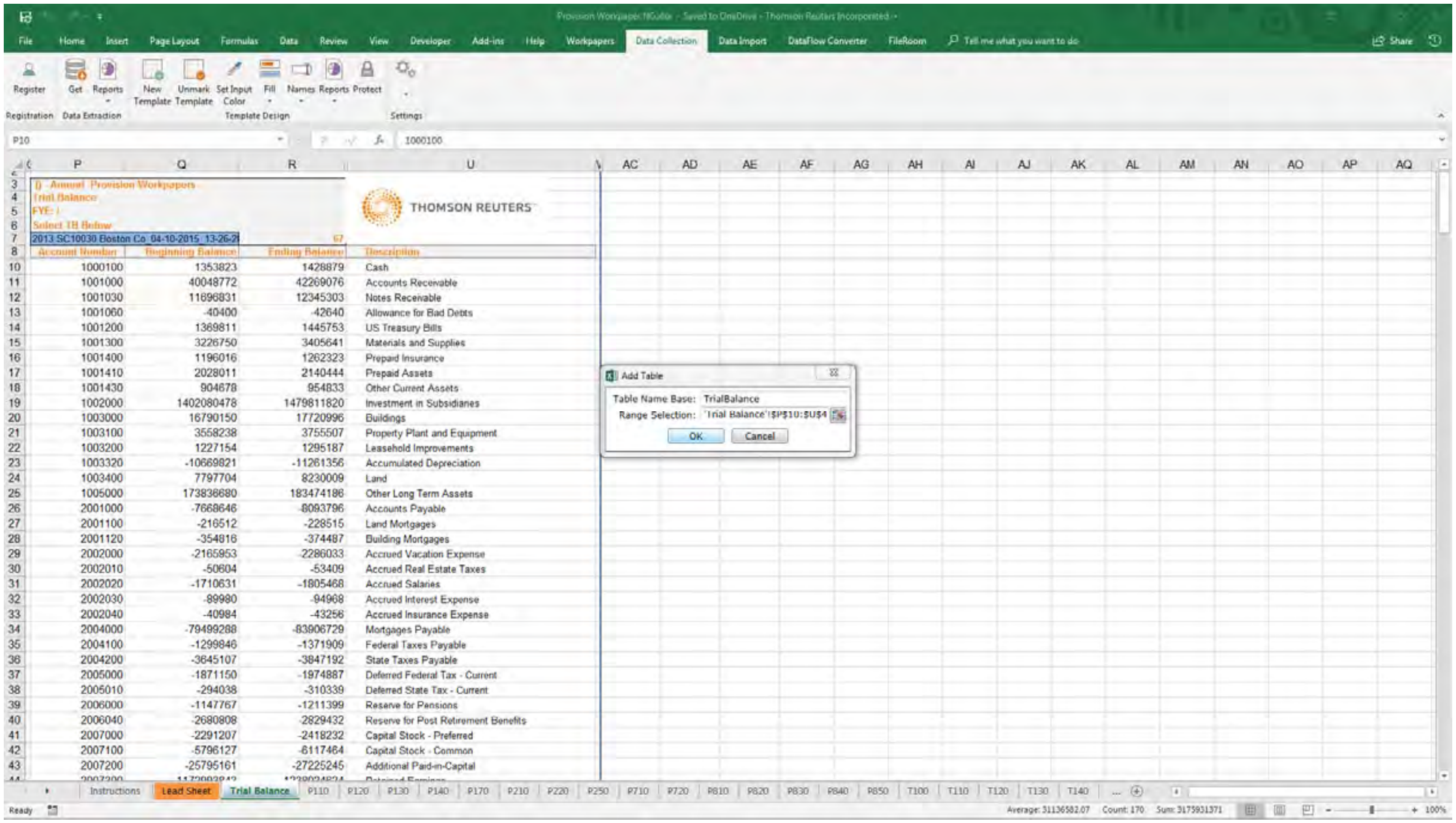
Leverage existing Excel workpapers or tax packages



Description	Acct #/Ref	Provision	Tax Return	Over/(Under)	Comments
Net Book Income/(Loss)	TB	366,018,577	-	366,018,577	
Current Federal Income Taxes	4052010	189,554,122	-	189,554,122	
Deferred Federal Income Taxes	4052020	-	-	-	
Current State and Local Income Taxes	4053100	18,199,978	-	18,199,978	
Deferred State and Local Income Taxes	4053140	-	-	-	
Other Pre-Tax Adjustment		-	-	-	
Other Pre-Tax Adjustment		-	-	-	
Other Pre-Tax Adjustment		-	-	-	
Pre-Tax Book Income/(Loss) (PTBI)	PTBI	573,772,677	-	573,772,677	
Permanent Differences:					
Lobbying Expense	P110	42,274,476	-	42,274,476	
Fines & Penalties	P120	-	-	-	
Meals and Entertainment (50%)	P130	129,826	-	129,826	
Municipal Interest	P140	-	-	-	
Stock Options	P170	-	-	-	
Charitable Contributions	P210	-	-	-	
Nondeductible Rent/Sec. 162(m)	P220	-	-	-	
Meals and Entertainment (100%)	P250	-	-	-	
Domestic Manufacturing Activity Deduction	P450	-	-	-	
Creditable R&D Expenses	P710	-	-	-	
Creditable Employment Expenses	P720	-	-	-	
Subpart F Income	P810	-	-	-	
Investment in US Property	P820	-	-	-	
Previously Taxed Dividends	P830	-	-	-	
Sec 78 Grossup	P840	-	-	-	
Exchange Gain/Loss on PTI	P850	-	-	-	
Total Permanent Differences		42,404,302	-	42,404,302	
Temporary Differences:					
Accrued Compensation	T100	94,837	-	94,837	
Bad Debt Reserve	T110	2,240	-	2,240	
Litigation Reserve	T120	-	-	-	
Accrued Vacation Adjustment	T130	120,080	-	120,080	
Accrued Professional Fees	T140	-	-	-	
Accruals Reserve Adjustment	T150	2,272	-	2,272	
Accrued Royalties	T160	-	-	-	

Opportunities for Improvement

Leverage existing Excel workpapers or tax packages



Account Number	Beginning Balance	Ending Balance	Description
1000100	1353823	1428879	Cash
1001000	40048772	42269076	Accounts Receivable
1001030	11696831	12345303	Notes Receivable
1001060	-40400	-42640	Allowance for Bad Debts
1001200	1369811	1445753	US Treasury Bills
1001300	3226750	3405641	Materials and Supplies
1001400	1196016	1262323	Prepaid Insurance
1001410	2028011	2140444	Prepaid Assets
1001430	904678	954833	Other Current Assets
1002000	1402080478	1479811820	Investment in Subsidiaries
1003000	16790150	17720996	Buildings
1003100	3558238	3755507	Property Plant and Equipment
1003200	1227154	1295187	Leasehold Improvements
1003320	-10669821	-11261356	Accumulated Depreciation
1003400	7797704	8230009	Land
1005000	173836680	183474186	Other Long Term Assets
2001000	-7668646	-8093796	Accounts Payable
2001100	-216512	-228515	Land Mortgages
2001120	-354816	-374487	Building Mortgages
2002000	-2165953	-2286033	Accrued Vacation Expense
2002010	-50604	-53409	Accrued Real Estate Taxes
2002020	-1710631	-1805468	Accrued Salaries
2002030	-89980	-94968	Accrued Interest Expense
2002040	-40984	-43256	Accrued Insurance Expense
2004000	-79499288	-83906729	Mortgages Payable
2004100	-1299846	-1371909	Federal Taxes Payable
2004200	-3645107	-3847192	State Taxes Payable
2005000	-1871150	-1974887	Deferred Federal Tax - Current
2005010	-294038	-310339	Deferred State Tax - Current
2006000	-1147767	-1211399	Reserve for Pensions
2006040	-2680808	-2829432	Reserve for Post Retirement Benefits
2007000	-2291207	-2418232	Capital Stock - Preferred
2007100	-5796127	-6117464	Capital Stock - Common
2007200	-25795161	-27225245	Additional Paid-in-Capital

Opportunities for Improvement

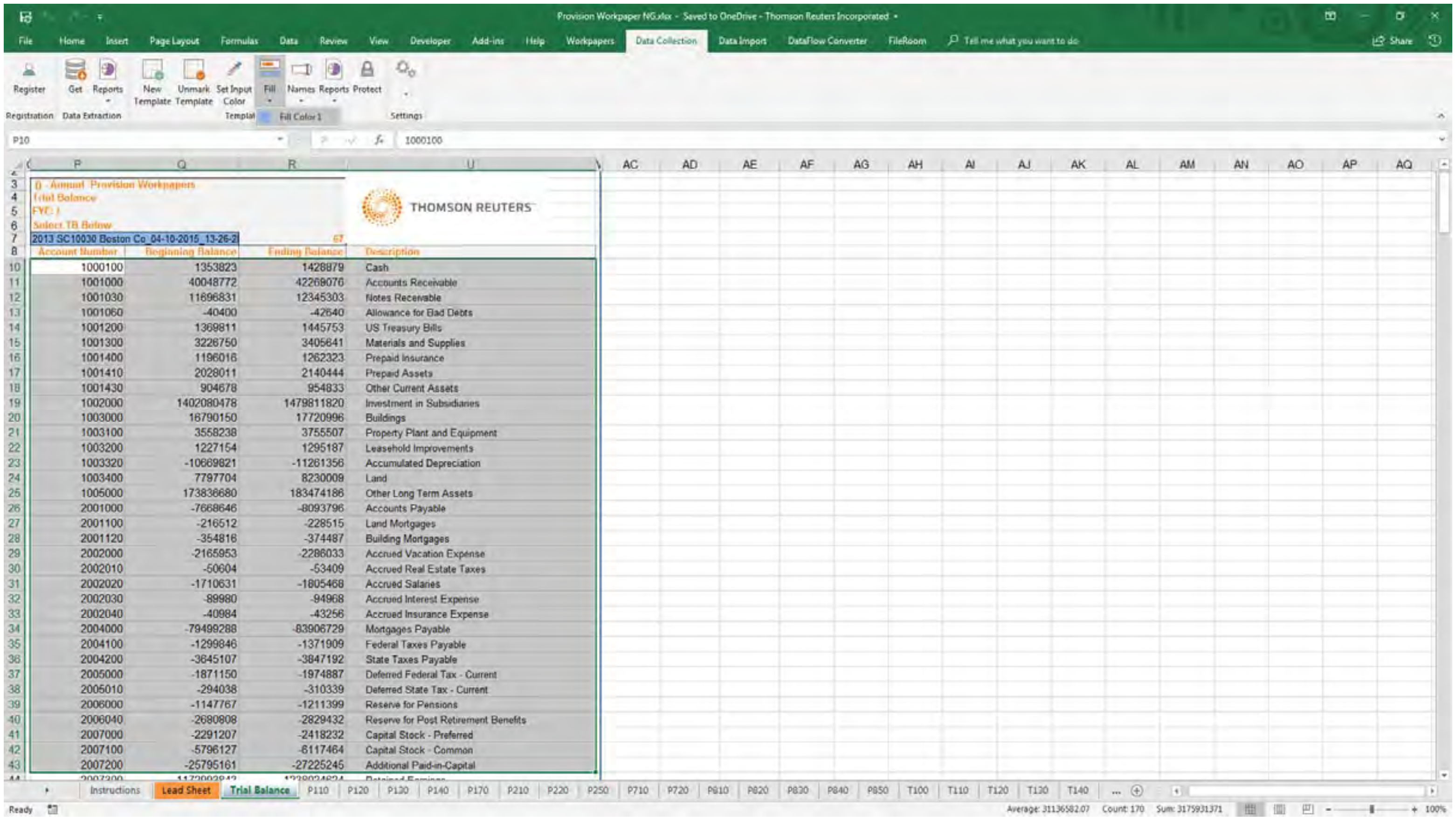
Thomson Reuters ONESOURCE® DataFlow

Optimise your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template
Standardize	Extends the capabilities of Excel

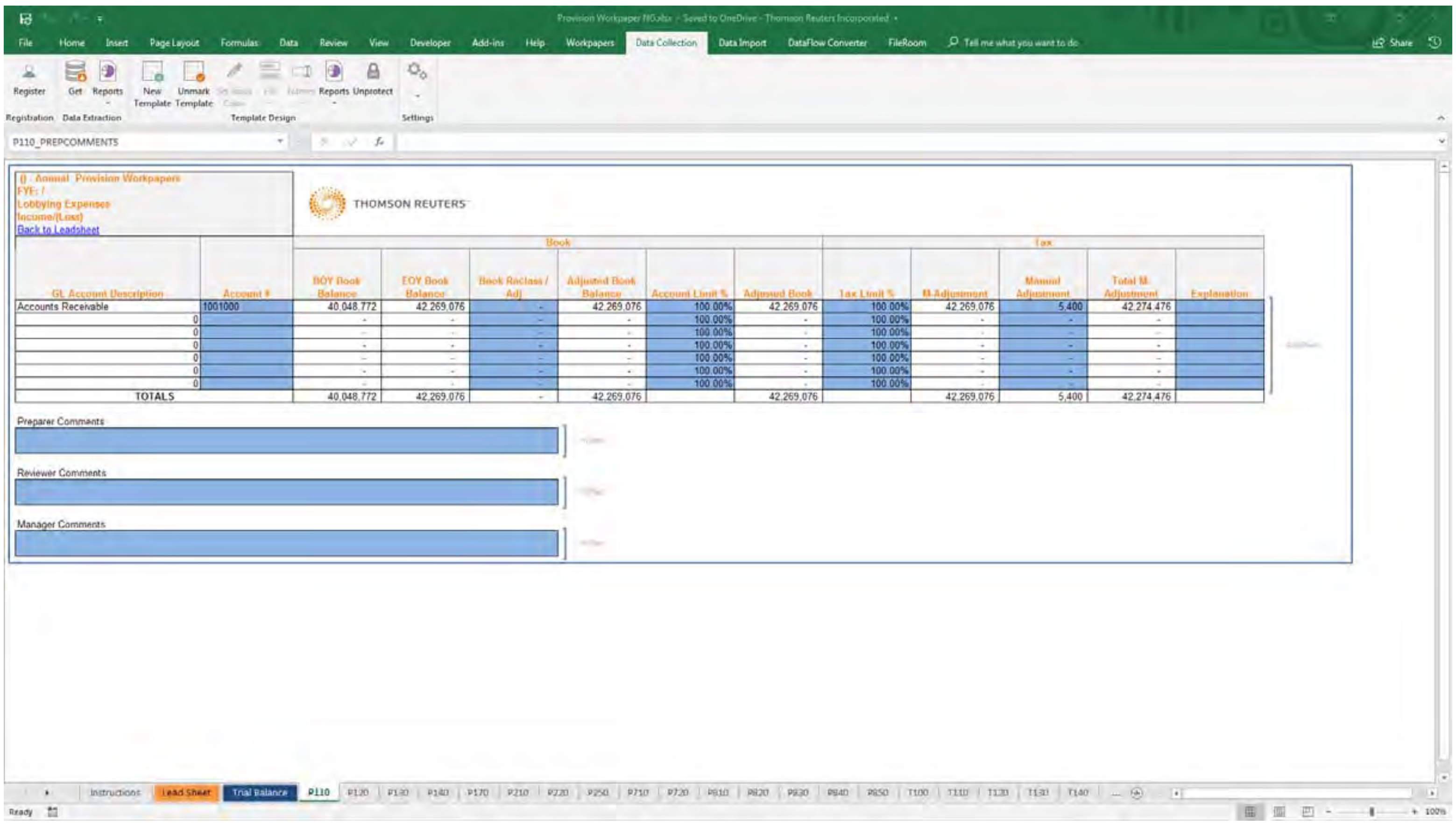
Opportunities for Improvement

Secure web-based template



Opportunities for Improvement

Secure web-based template



ONESOURCE Data Management

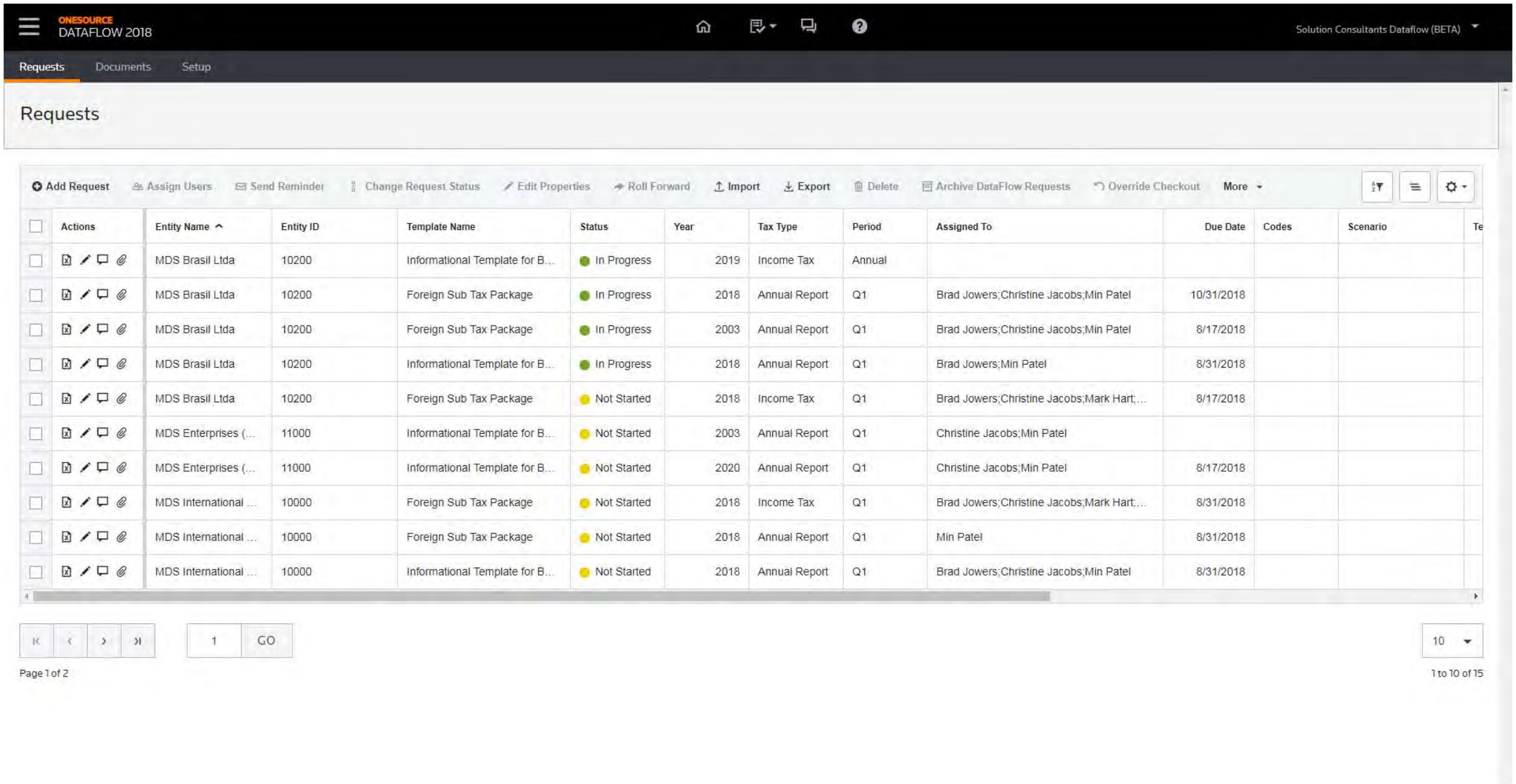
Thomson Reuters ONESOURCE® DataFlow

Optimise your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking

Opportunities for Improvement

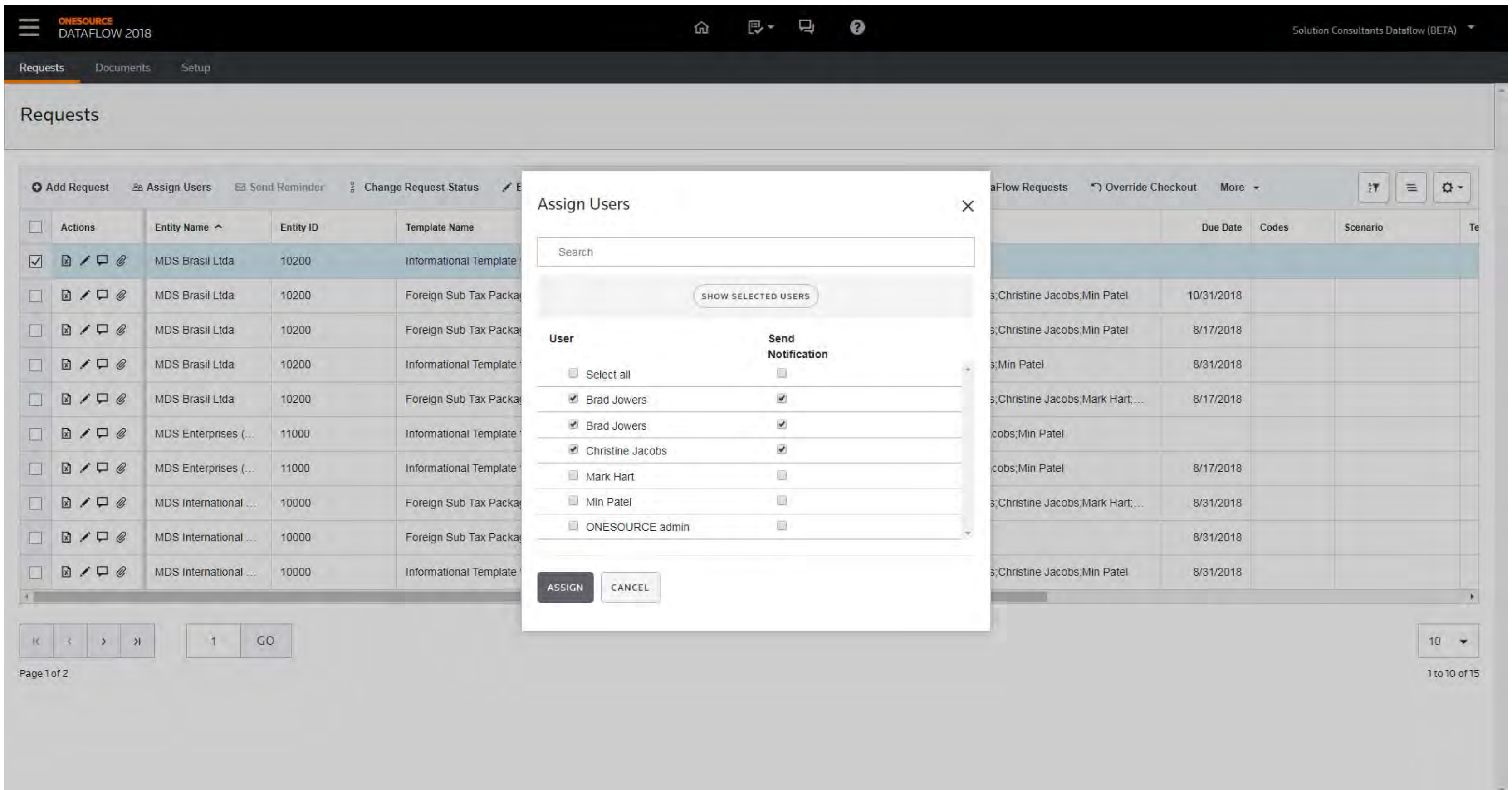
Controls



Actions	Entity Name	Entity ID	Template Name	Status	Year	Tax Type	Period	Assigned To	Due Date	Codes	Scenario	Te
	MDS Brasil Ltda	10200	Informational Template for B...	In Progress	2019	Income Tax	Annual					
	MDS Brasil Ltda	10200	Foreign Sub Tax Package	In Progress	2018	Annual Report	Q1	Brad Jowers;Christine Jacobs;Min Patel	10/31/2018			
	MDS Brasil Ltda	10200	Foreign Sub Tax Package	In Progress	2003	Annual Report	Q1	Brad Jowers;Christine Jacobs;Min Patel	8/17/2018			
	MDS Brasil Ltda	10200	Informational Template for B...	In Progress	2018	Annual Report	Q1	Brad Jowers;Min Patel	8/31/2018			
	MDS Brasil Ltda	10200	Foreign Sub Tax Package	Not Started	2018	Income Tax	Q1	Brad Jowers;Christine Jacobs;Mark Hart;...	8/17/2018			
	MDS Enterprises (...	11000	Informational Template for B...	Not Started	2003	Annual Report	Q1	Christine Jacobs;Min Patel				
	MDS Enterprises (...	11000	Informational Template for B...	Not Started	2020	Annual Report	Q1	Christine Jacobs;Min Patel	8/17/2018			
	MDS International ...	10000	Foreign Sub Tax Package	Not Started	2018	Income Tax	Q1	Brad Jowers;Christine Jacobs;Mark Hart;...	8/31/2018			
	MDS International ...	10000	Foreign Sub Tax Package	Not Started	2018	Annual Report	Q1	Min Patel	8/31/2018			
	MDS International ...	10000	Informational Template for B...	Not Started	2018	Annual Report	Q1	Brad Jowers;Christine Jacobs;Min Patel	8/31/2018			

Opportunities for Improvement

Controls



ONESOURCE Data Management

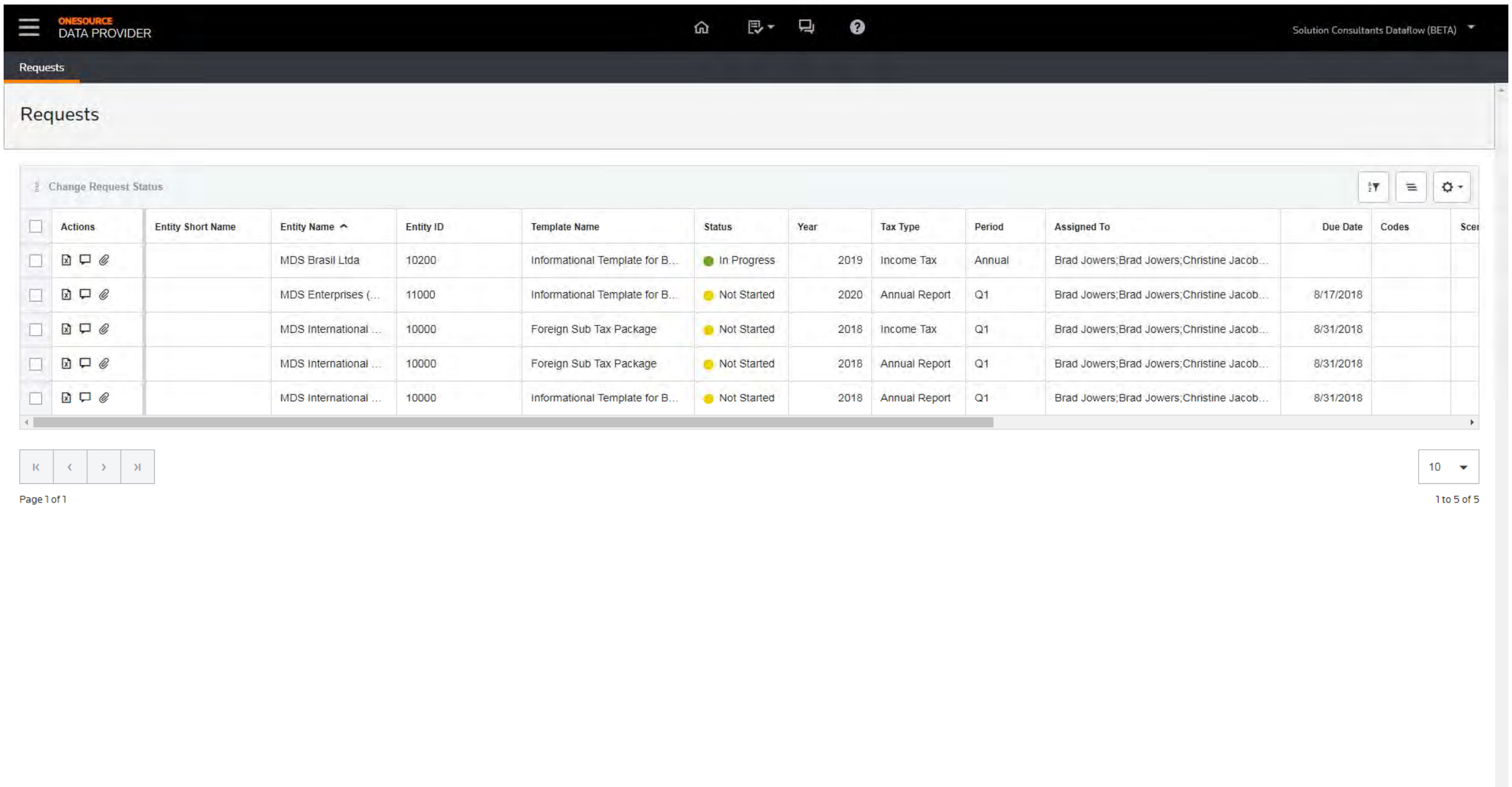
Thomson Reuters ONESOURCE® DataFlow

Optimise your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls	Data provider portal
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking	Simple interface supporting attachments, notes and status

Opportunities for Improvement

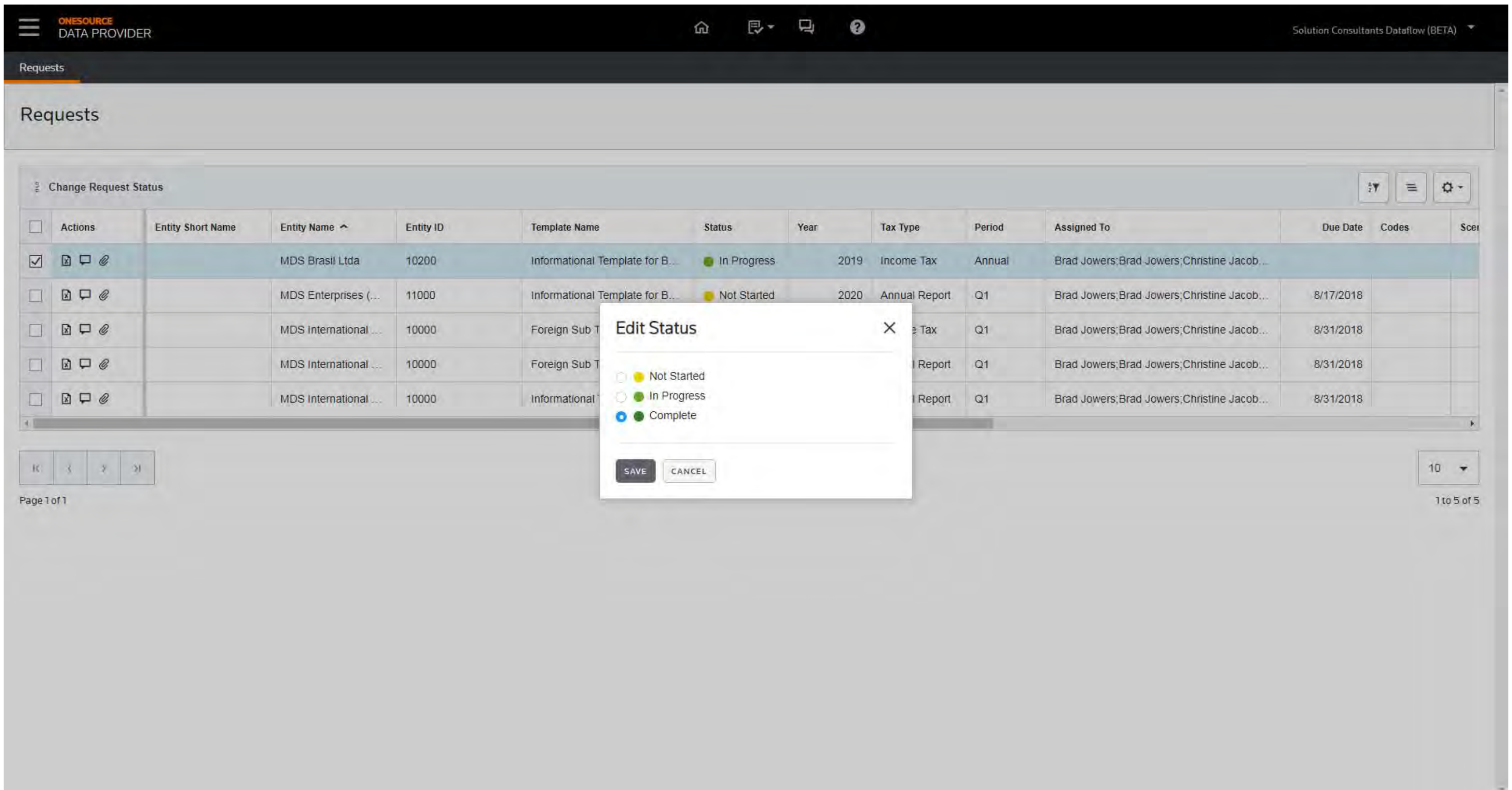
Data provider portal



	Actions	Entity Short Name	Entity Name	Entity ID	Template Name	Status	Year	Tax Type	Period	Assigned To	Due Date	Codes	Scer
			MDS Brasil Ltda	10200	Informational Template for B...	In Progress	2019	Income Tax	Annual	Brad Jowers;Brad Jowers;Christine Jacob...			
			MDS Enterprises (...	11000	Informational Template for B...	Not Started	2020	Annual Report	Q1	Brad Jowers;Brad Jowers;Christine Jacob...	8/17/2018		
			MDS International ...	10000	Foreign Sub Tax Package	Not Started	2018	Income Tax	Q1	Brad Jowers;Brad Jowers;Christine Jacob...	8/31/2018		
			MDS International ...	10000	Foreign Sub Tax Package	Not Started	2018	Annual Report	Q1	Brad Jowers;Brad Jowers;Christine Jacob...	8/31/2018		
			MDS International ...	10000	Informational Template for B...	Not Started	2018	Annual Report	Q1	Brad Jowers;Brad Jowers;Christine Jacob...	8/31/2018		

Opportunities for Improvement

Data provider portal



ONESOURCE Data Management

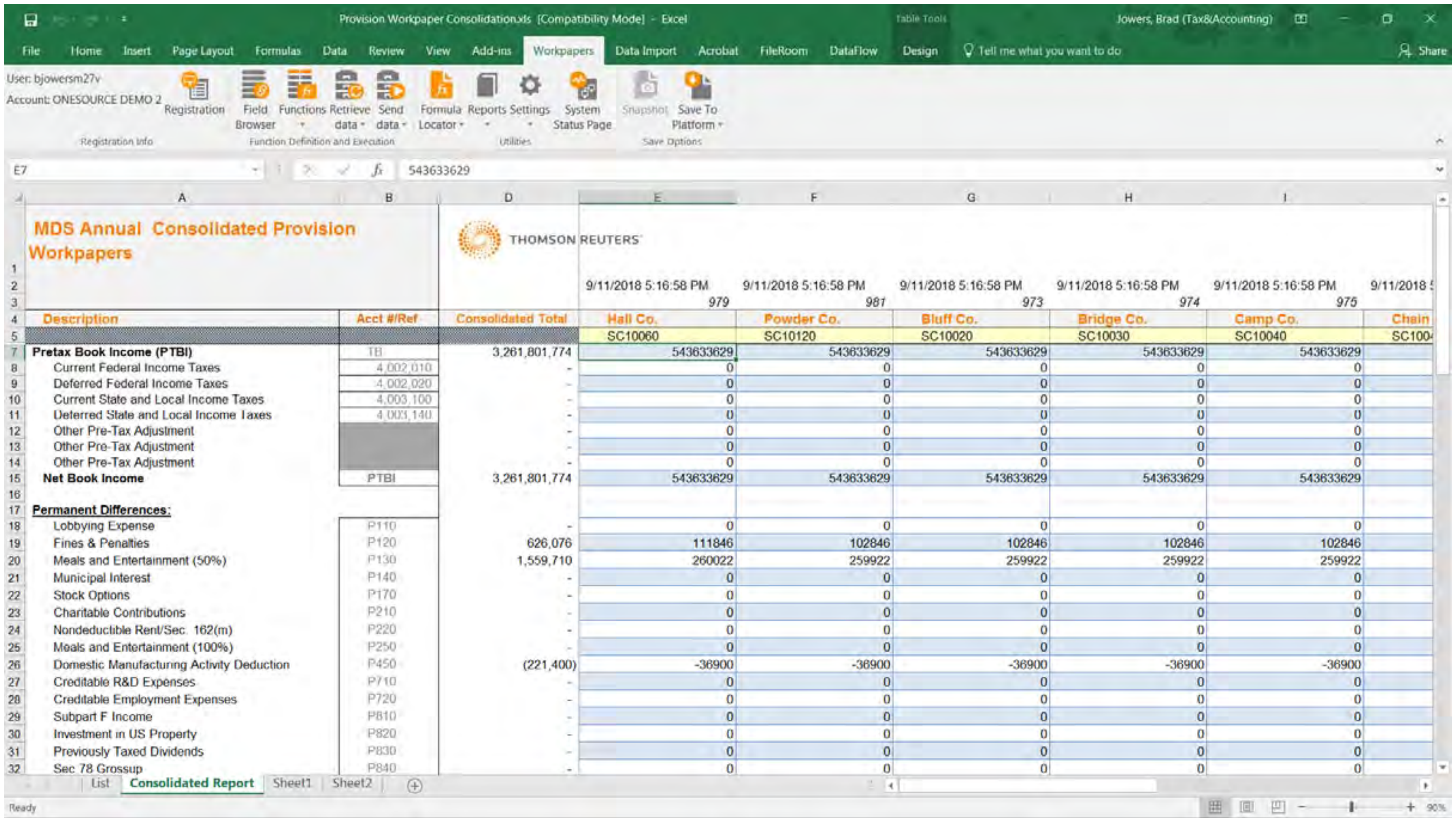
Thomson Reuters ONESOURCE® DataFlow

Optimise your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Secure web-based template	Controls	Data provider portal	Data stored in the cloud	Data aggregation and analysis
Standardize	Extends the capabilities of Excel	Automated notification, reminders and tracking	Simple interface supporting attachments, notes and status	Prepopulate, collect and store data in a centralized database	Easily access data for consolidation and review

Opportunities for Improvement

Data stored in the cloud and tools to support aggregation and analysis



MDS Annual Consolidated Provision Workpapers

	Description	Acct #/Ref	Consolidated Total	Hall Co.	Powder Co.	Bluff Co.	Bridge Co.	Camp Co.	Chain
2				9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5:16:58 PM	9/11/2018 5
3				979	981	973	974	975	
5				SC10060	SC10120	SC10020	SC10030	SC10040	SC100
7	**Pretax Book Income (PTBI)**	TB	3,261,801,774	543633629	543633629	543633629	543633629	543633629	
8	Current Federal Income Taxes	4,002,010	-	0	0	0	0	0	
9	Deferred Federal Income Taxes	4,002,020	-	0	0	0	0	0	
10	Current State and Local Income Taxes	4,003,100	-	0	0	0	0	0	
11	Deferred State and Local Income Taxes	4,003,140	-	0	0	0	0	0	
12	Other Pre-Tax Adjustment		-	0	0	0	0	0	
13	Other Pre-Tax Adjustment		-	0	0	0	0	0	
14	Other Pre-Tax Adjustment		-	0	0	0	0	0	
15	**Net Book Income**	PTBI	3,261,801,774	543633629	543633629	543633629	543633629	543633629	
16									
17	**Permanent Differences:**								
18	Lobbying Expense	P110	-	0	0	0	0	0	
19	Fines & Penalties	P120	626,076	111846	102846	102846	102846	102846	
20	Meals and Entertainment (50%)	P130	1,559,710	260022	259922	259922	259922	259922	
21	Municipal Interest	P140	-	0	0	0	0	0	
22	Stock Options	P170	-	0	0	0	0	0	
23	Charitable Contributions	P210	-	0	0	0	0	0	
24	Nondeductible Rent/Sec. 162(m)	P220	-	0	0	0	0	0	
25	Meals and Entertainment (100%)	P250	-	0	0	0	0	0	
26	Domestic Manufacturing Activity Deduction	P450	(221,400)	-36900	-36900	-36900	-36900	-36900	
27	Creditable R&D Expenses	P710	-	0	0	0	0	0	
28	Creditable Employment Expenses	P720	-	0	0	0	0	0	
29	Subpart F Income	P810	-	0	0	0	0	0	
30	Investment in US Property	P820	-	0	0	0	0	0	
31	Previously Taxed Dividends	P830	-	0	0	0	0	0	
32	Sec 78 Grossup	P840	-	0	0	0	0	0	

ONESOURCE Data Management

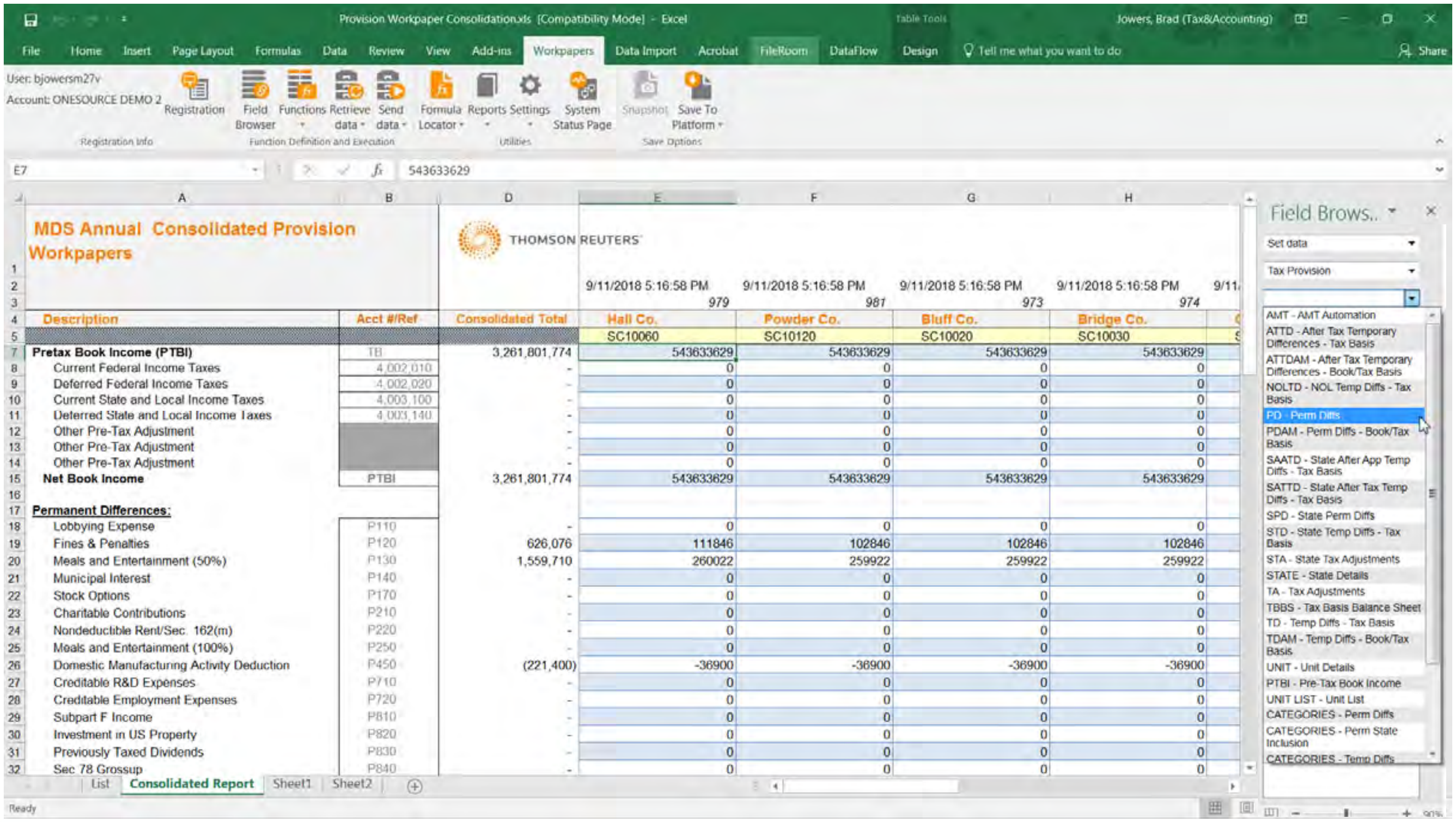
Thomson Reuters ONESOURCE® DataFlow

Optimise your existing finance packages and workpapers with ONESOURCE Dataflow

Leverage existing Excel workpapers or tax packages	Standardize	
Secure web-based template	Extends the capabilities of Excel	
Controls	Automated notification, reminders and tracking	
Data provider portal	Simple interface supporting attachments, notes and status	
Data stored in the cloud	Prepopulate, collect and store data in a centralized database	
Data aggregation and analysis	Easily access data for consolidation and review	
Automate reporting and compliance	Integration with compliance and reporting applications	

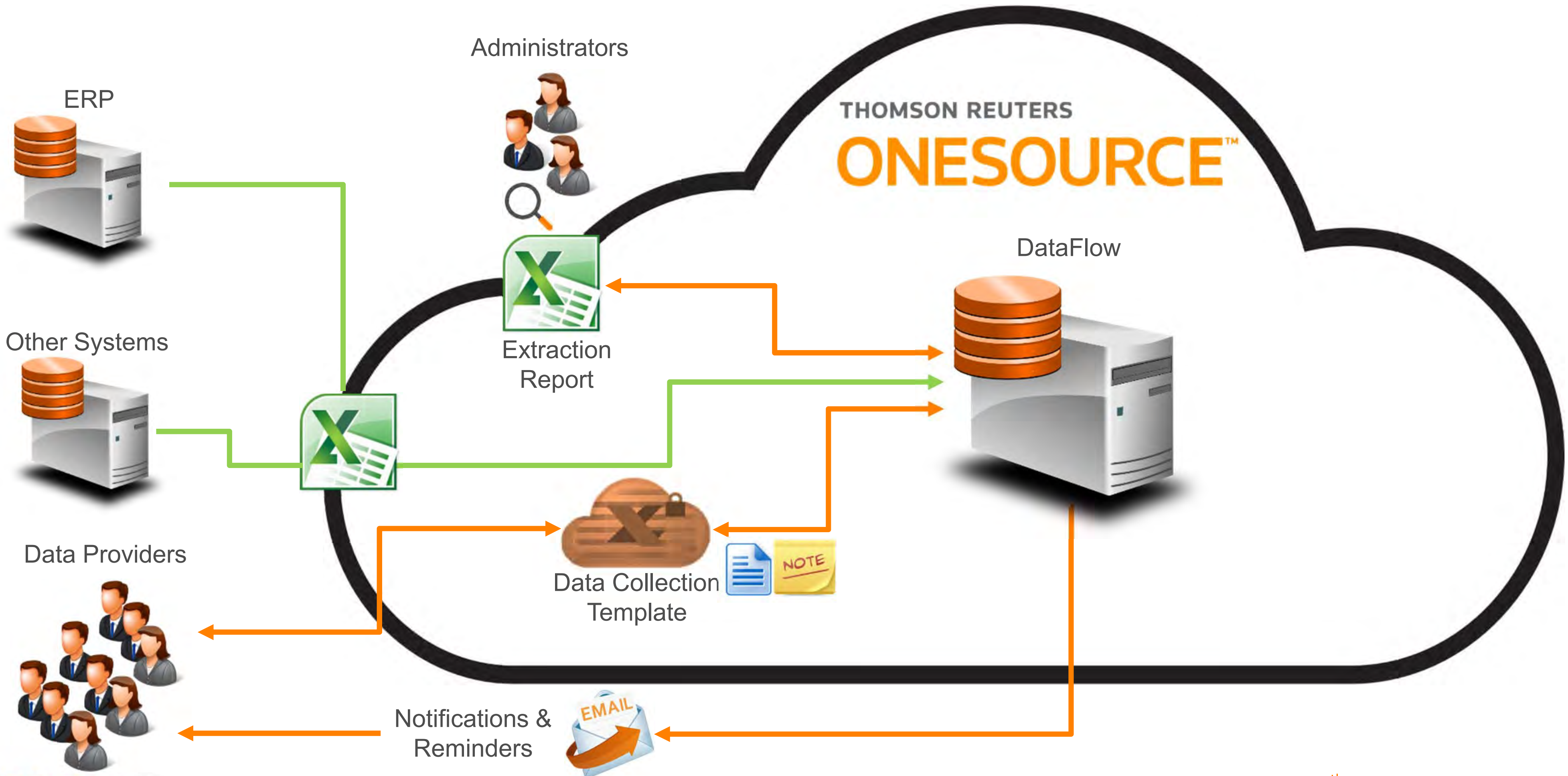
Opportunities for Improvement

Automate reporting and compliance



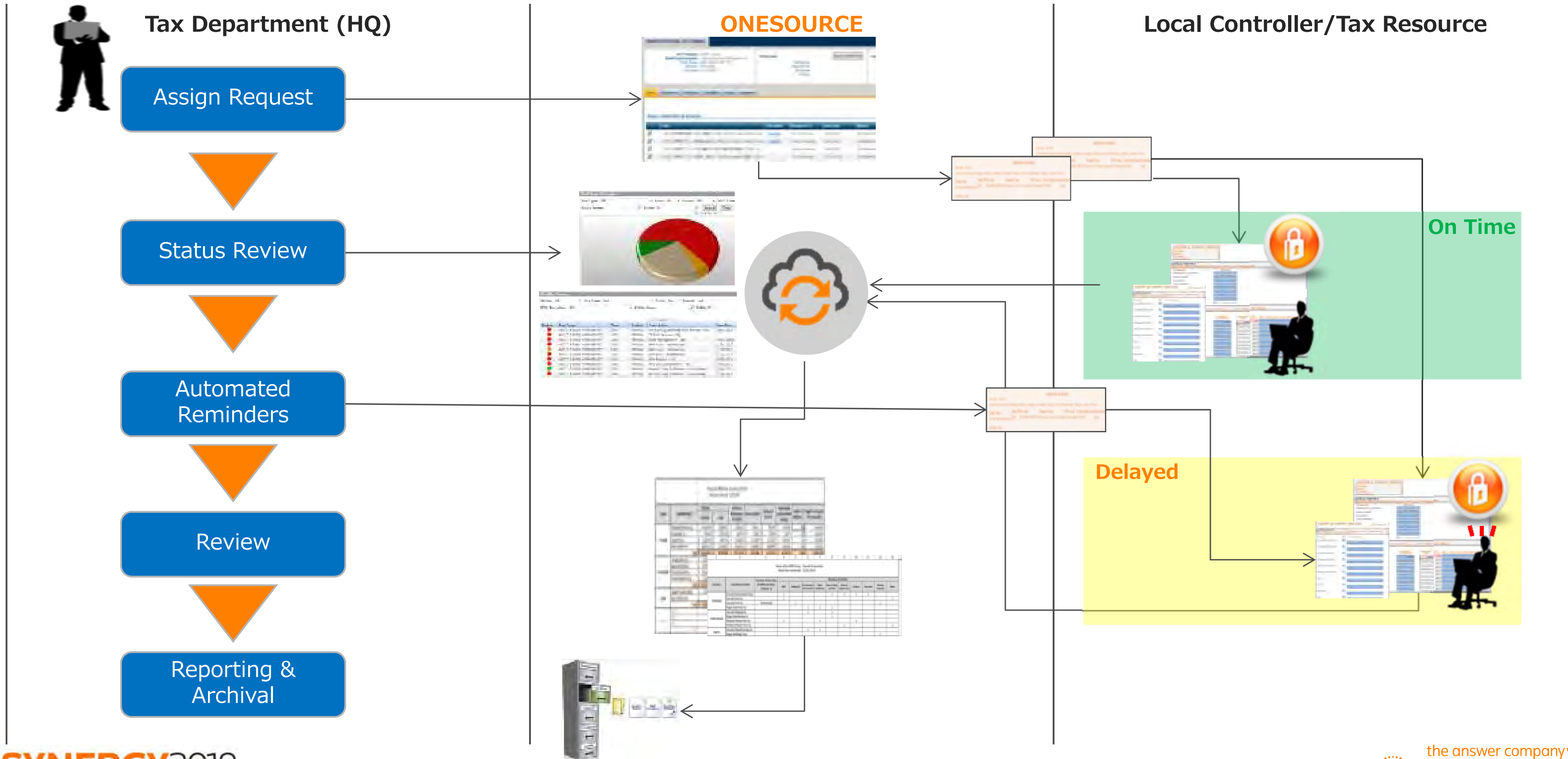
	Description	Acct #/Ref	Consolidated Total	Hall Co. SC10060 (9/11/2018 5:16:58 PM, 979)	Powder Co. SC10120 (9/11/2018 5:16:58 PM, 981)	Bluff Co. SC10020 (9/11/2018 5:16:58 PM, 973)	Bridge Co. SC10030 (9/11/2018 5:16:58 PM, 974)
7	**Pretax Book Income (PTBI)**	TB	3,261,801,774	543633629	543633629	543633629	543633629
8	Current Federal Income Taxes	4,002,010	-	0	0	0	0
9	Deferred Federal Income Taxes	4,002,020	-	0	0	0	0
10	Current State and Local Income Taxes	4,003,100	-	0	0	0	0
11	Deferred State and Local Income Taxes	4,003,140	-	0	0	0	0
12	Other Pre-Tax Adjustment		-	0	0	0	0
13	Other Pre-Tax Adjustment		-	0	0	0	0
14	Other Pre-Tax Adjustment		-	0	0	0	0
15	**Net Book Income**	PTBI	3,261,801,774	543633629	543633629	543633629	543633629
16							
17	**Permanent Differences:**						
18	Lobbying Expense	P110	-	0	0	0	0
19	Fines & Penalties	P120	626,076	111846	102846	102846	102846
20	Meals and Entertainment (50%)	P130	1,559,710	260022	259922	259922	259922
21	Municipal Interest	P140	-	0	0	0	0
22	Stock Options	P170	-	0	0	0	0
23	Charitable Contributions	P210	-	0	0	0	0
24	Nondeductible Rent/Sec. 162(m)	P220	-	0	0	0	0
25	Meals and Entertainment (100%)	P250	-	0	0	0	0
26	Domestic Manufacturing Activity Deduction	P450	(221,400)	-36900	-36900	-36900	-36900
27	Creditable R&D Expenses	P710	-	0	0	0	0
28	Creditable Employment Expenses	P720	-	0	0	0	0
29	Subpart F Income	P810	-	0	0	0	0
30	Investment in US Property	P820	-	0	0	0	0
31	Previously Taxed Dividends	P830	-	0	0	0	0
32	Sec 78 Grossup	P840	-	0	0	0	0

Opportunities for Improvement



Opportunities for Improvement

Typical Process for Data Collection



Benefits

Automation to Improve Efficiency and Control

Thomson Reuters ONESOURCE WorkFlow Manager drives your comprehensive tax and compliance processes with accessibility anywhere, anytime. Effectively manage your tax processes and reduce risk in an ever-changing environment.

ELIMINATE manual tasks and improve controls using a centralized database that lets businesses meet obligations with confidence

MANAGE securely the flow of data between applications and reports to ensure timely project completion with tracking features while providing secure access anywhere, anytime.

COLLABORATE through a powerful workflow engine that provides heightened visibility and customization so you can make more strategic decisions and reduce risk

TRACK from filing due dates to payments and extensions and certified mailers, instantly determine project and event status

DataFlow Use Cases

Corporate tax

- Standardise tax charts of accounts and workpapers
- Eliminate duplicated templates for different corporate groups
- Foreign data collection (e.g. CFC)

Indirect tax

- Standardise / automate data collection process (e.g. via Indirect Tax questionnaire)
- Track indirect tax compliance process

Transfer Pricing

- Corporate cost allocation
- Country-by-country report
- Segmented P&L analysis
- Intra group services data collection
- APA / APMA process
- Worldwide transaction reports
- Royalty data collection
- Global TP Risk analysis / function & risk analysis
- TP documentation

Tax Provision

- Uses ONESOURCE to house TB, tax adjustment "lead sheets", summary sheets and various tax provision diagnostics reports
- Consolidated tax provision report from subsidiaries

Others

- Audit management / controversy tracking
- Creation of parts of the financial report
- Generate tax journal entries
- Treasury schedules
- R&D / Manufacturing credit
- Charitable Contributions (deduction from total tax income)
- Purchase Accounting (evaluate company assets during an M&A)
- Treasury Cash management
- Discontinued operations and start-up cost questionnaires

Thank You

SYNERGY2018

Expertise. Connections. Influence.

O144 – Transitioning to the Next Generation of DataFlow

Mike Dobbins

- Mike is the Product Manager for the data management products at ONESOURCE. These products include DataFlow and Workpapers. Mike is responsible for managing the roadmaps and business support for these two products. Prior to joining the Product Management team, Mike spent 5 years as a Solution Consultant demoing the ONESOURCE Suite to current and prospective clients.
- Mike holds a Bachelor of Science in Business Management and a minor in Spanish from Moravian College. Mike has also pursued graduate level coursework in Taxation at Golden Gate University.
- Mike works out of the Hoboken, NJ office.

Prachi Rathore

- Prachi is currently the Product Owner for ONESOURCE Audit Manager, R&D Tax Credit Manager, and DataFlow.
- Prachi has been working with Thomson Reuters for 8 years and has worked on various products such as the ONESOURCE Platform , Workflow Manager, Entity Manager, and Dataflow
- Prachi received her M.S in IT Management and Technology from UT Dallas and an undergraduate degree in Computer Science and Technology from Mody University in India.

Objectives

Upon completion of this session, attendees will be able to recognize the evolution of the next generation tool, improvements to the user experience and the new functionality and determine the value it brings to their processes.

Agenda slide

9:45 Introductions

9:50 DataFlow 2018 Overview

10:00 Transition Steps

- Administration Tile
- DataFlow Setup
- Template Conversion

10:30 Key Roadmap Items

DataFlow 2018 Overview

DataFlow 2018 Overview

DataFlow 2018 is the next generation of data collection and workpaper standardization in ONESOURCE

- Modern and improved user experience
- Integration with common platform capabilities
- Enhanced template design and functions

Transition Steps

Transition Overview

- Opportunity to optimize process and leverage new functionality
- Historical data will continue to be available in current DataFlow product
- Transition and leverage key strategic components for setup in DataFlow 2018

Administration Tile

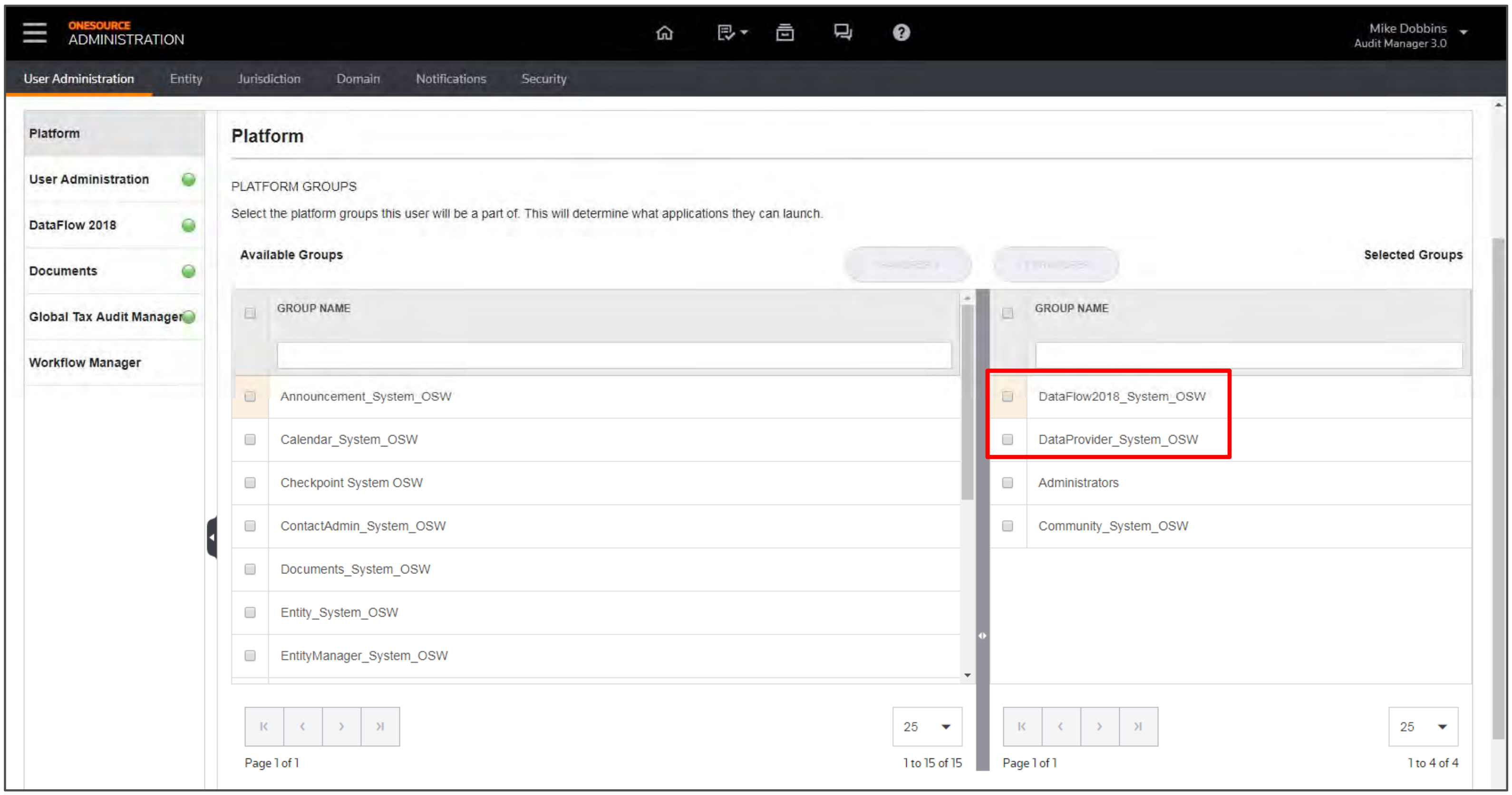
Users

Platform User Groups

- DataFlow2018_System_OSW – provides users access to the DataFlow 2018 tile
- DataProvider_System_OSW – provides users access to the Data Provider tile

Users

Platform User Groups



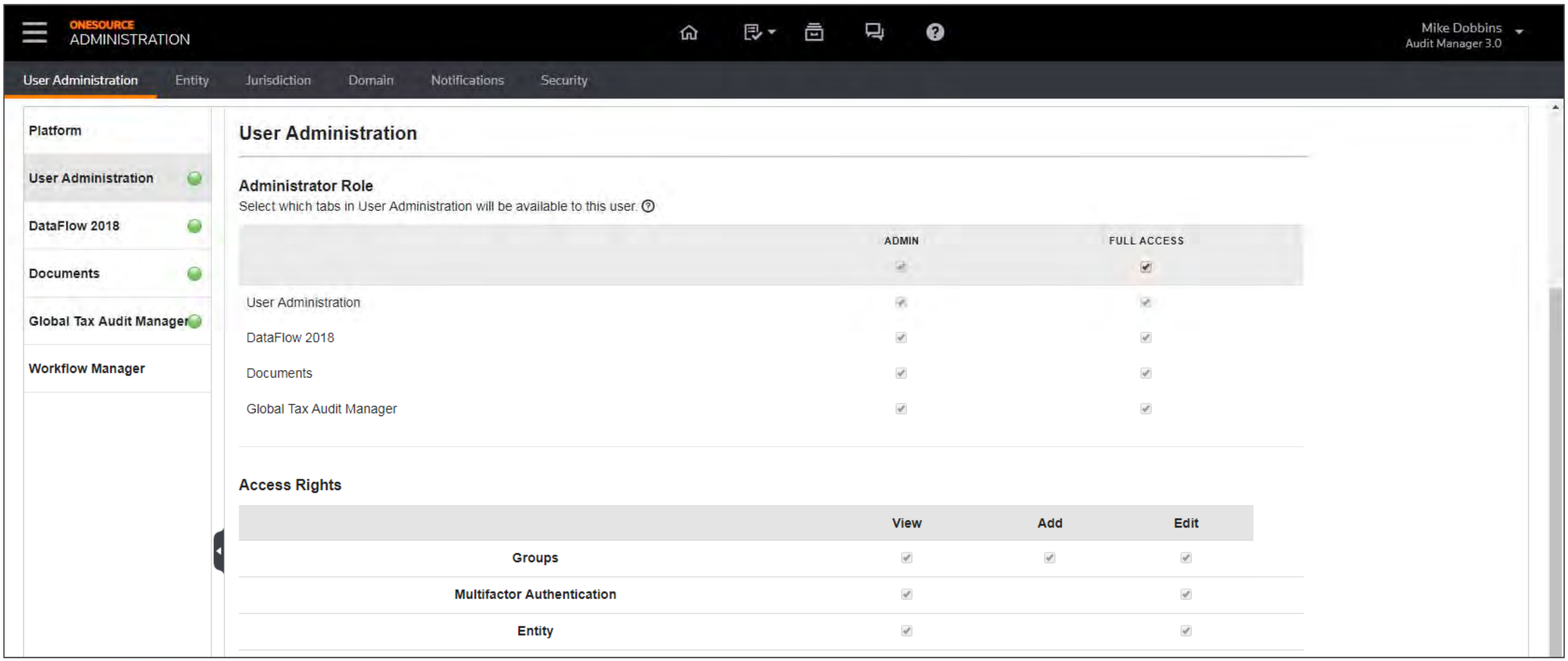
Users

User Administration

- DataFlow2018_System_OSW – provides users access to the DataFlow 2018 tile
- DataProvider_System_OSW – provides users access to the Data Provider tile

Users

User Administration



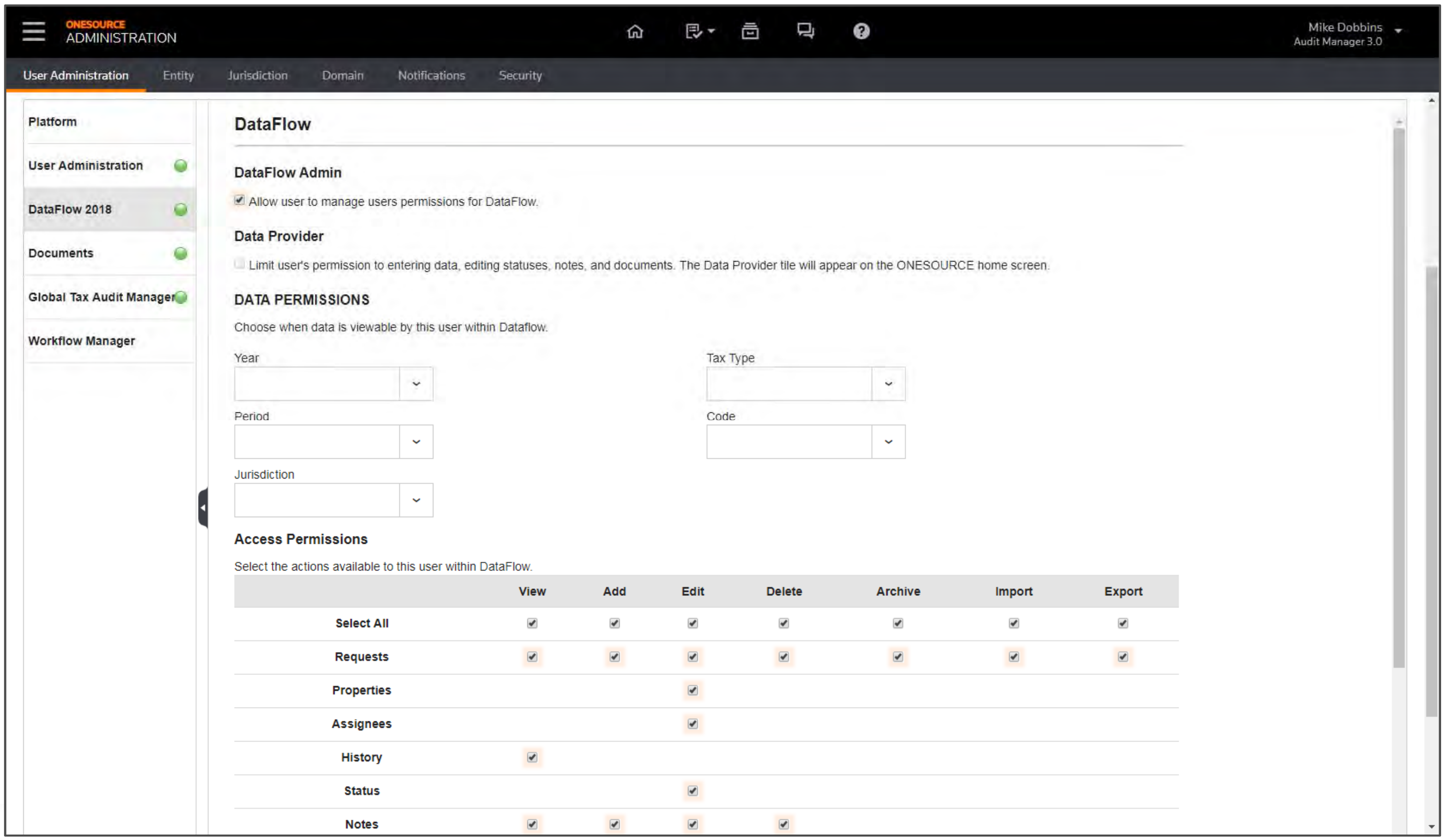
Users

DataFlow 2018

- User can be identified as a DataFlow Admin or a Data Provider
  - Preselected rights will be applied
  - These may be modified as necessary
- Data Permissions
  - Provide users specific access to certain Years, Periods, Juridictions, Tax Types, and Codes
  - Default is that users have access to all unless selections are made
- Access Permissions
  - Provide specific access to View, Add, Edit, Delete components such as Requests, Properties, Assignees, Status, etc.

Users

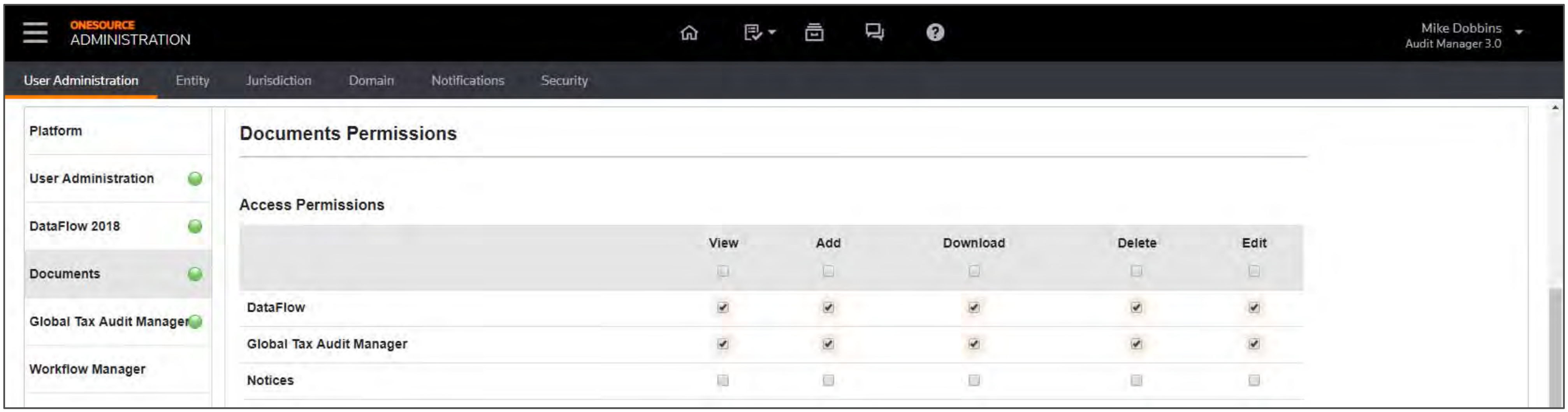
DataFlow 2018



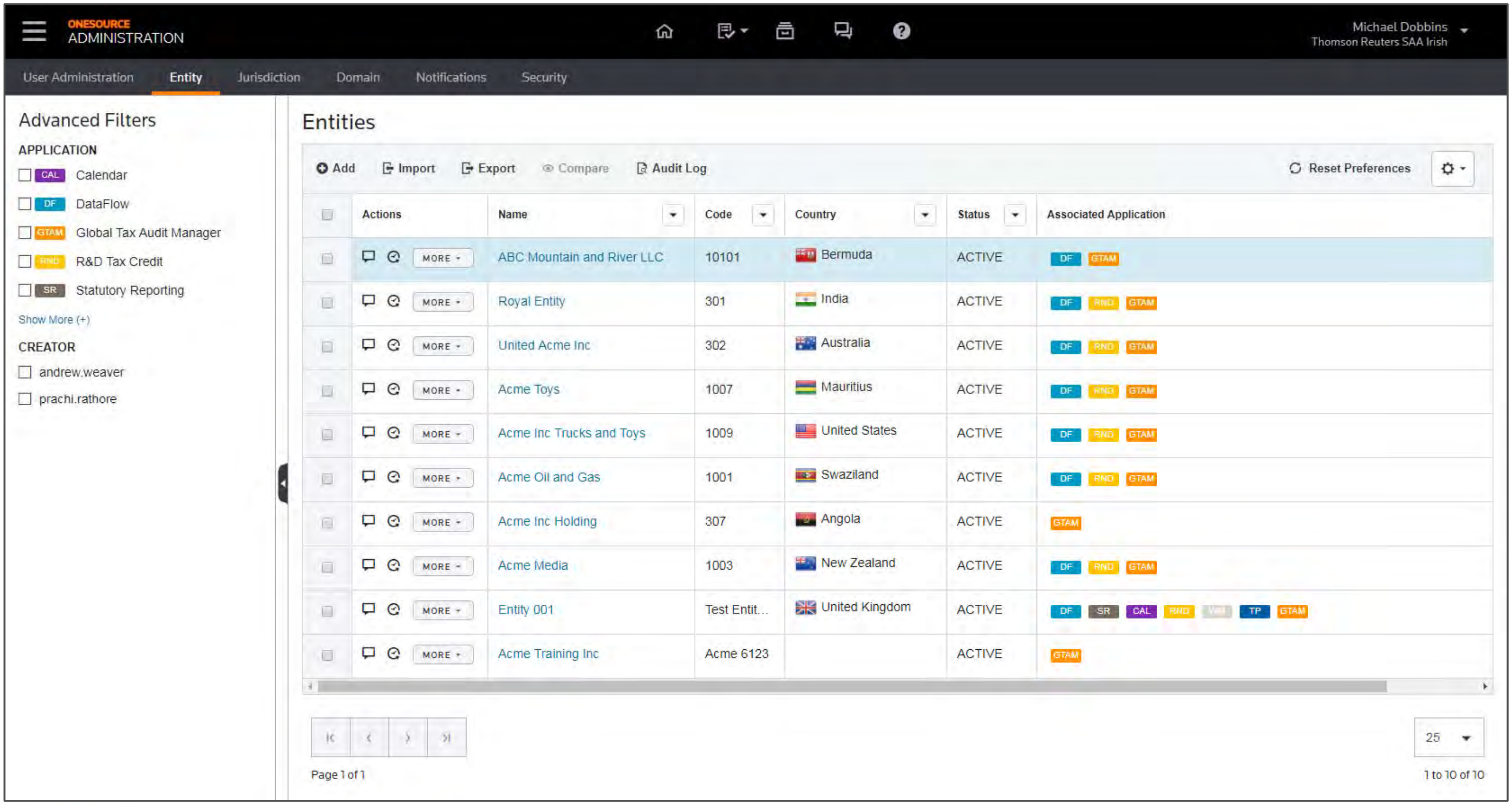
Users

Documents

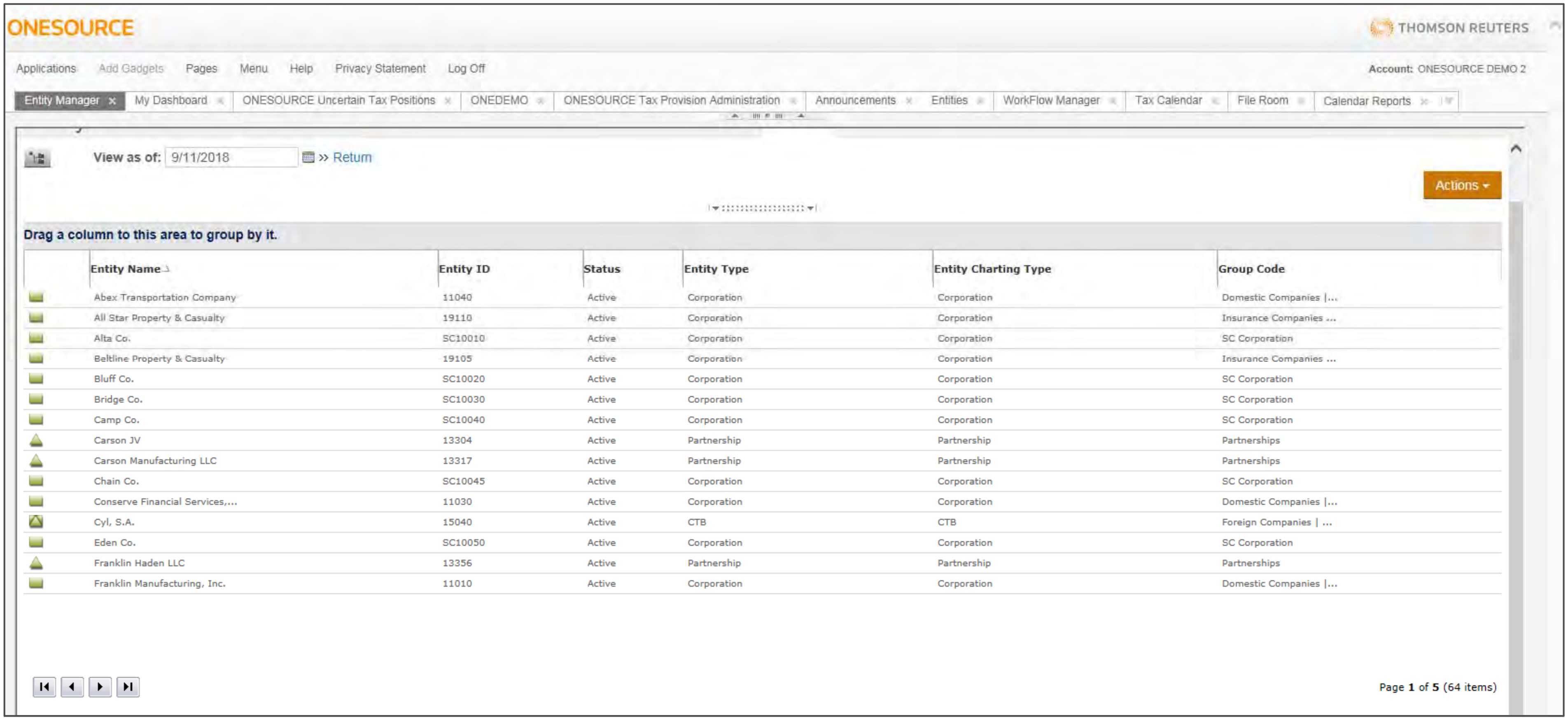
- Provide specific permissions pertaining to DataFlow documents such as View, Add, Download, Delete, and Edit.



Entities

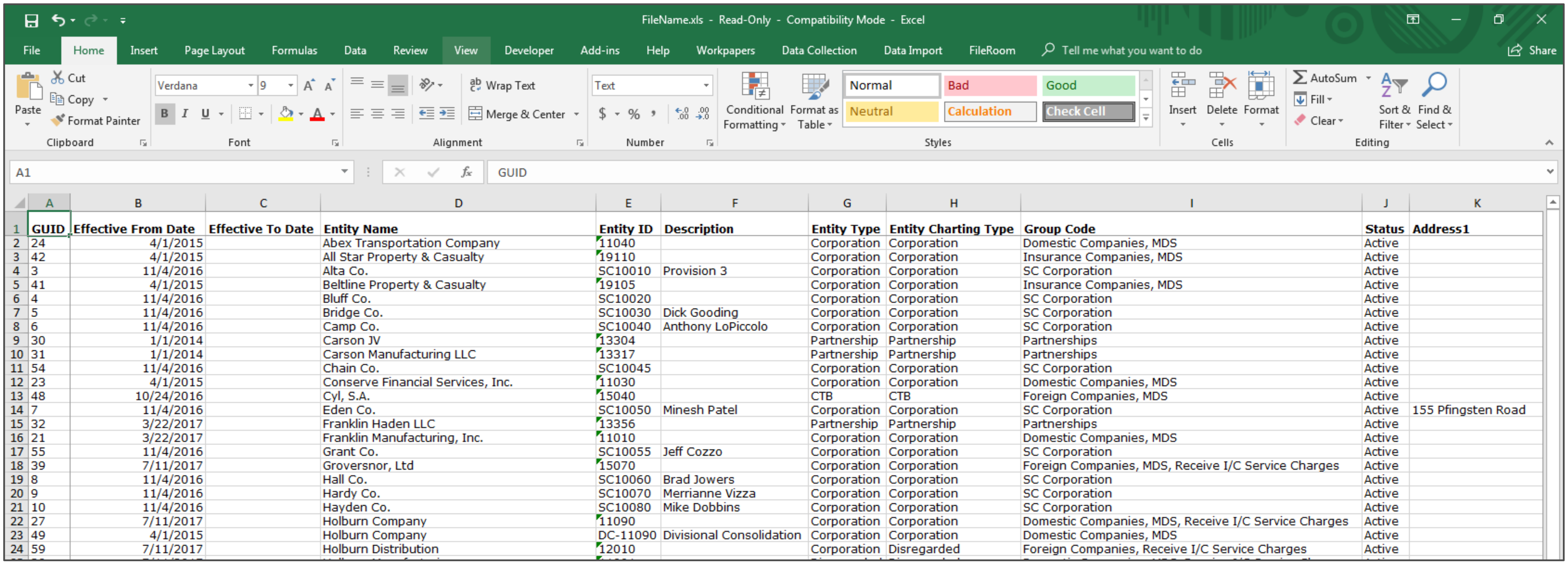

ONESOURCE
ADMINISTRATION
Michael Dobbins
Thomson Reuters SAA Irish
User Administration
Entity
Jurisdiction
Domain
Notifications
Security
Advanced Filters
APPLICATION
CAL Calendar
DF DataFlow
GTAM Global Tax Audit Manager
RND R&D Tax Credit
SR Statutory Reporting
Show More (+)
CREATOR
andrew.weaver
prachi.rathore
Entities
Add
Import
Export
Compare
Audit Log
Reset Preferences
Actions | Name | Code | Country | Status | Associated Application
MORE | ABC Mountain and River LLC | 10101 | Bermuda | ACTIVE | DF GTAM
MORE | Royal Entity | 301 | India | ACTIVE | DF RND GTAM
MORE | United Acme Inc | 302 | Australia | ACTIVE | DF RND GTAM
MORE | Acme Toys | 1007 | Mauritius | ACTIVE | DF RND GTAM
MORE | Acme Inc Trucks and Toys | 1009 | United States | ACTIVE | DF RND GTAM
MORE | Acme Oil and Gas | 1001 | Swaziland | ACTIVE | DF RND GTAM
MORE | Acme Inc Holding | 307 | Angola | ACTIVE | GTAM
MORE | Acme Media | 1003 | New Zealand | ACTIVE | DF RND GTAM
MORE | Entity 001 | Test Entit... | United Kingdom | ACTIVE | DF SR CAL RND TP GTAM
MORE | Acme Training Inc | Acme 6123 | | ACTIVE | GTAM
25
Page 1 of 1
1 to 10 of 10

Entities – Import



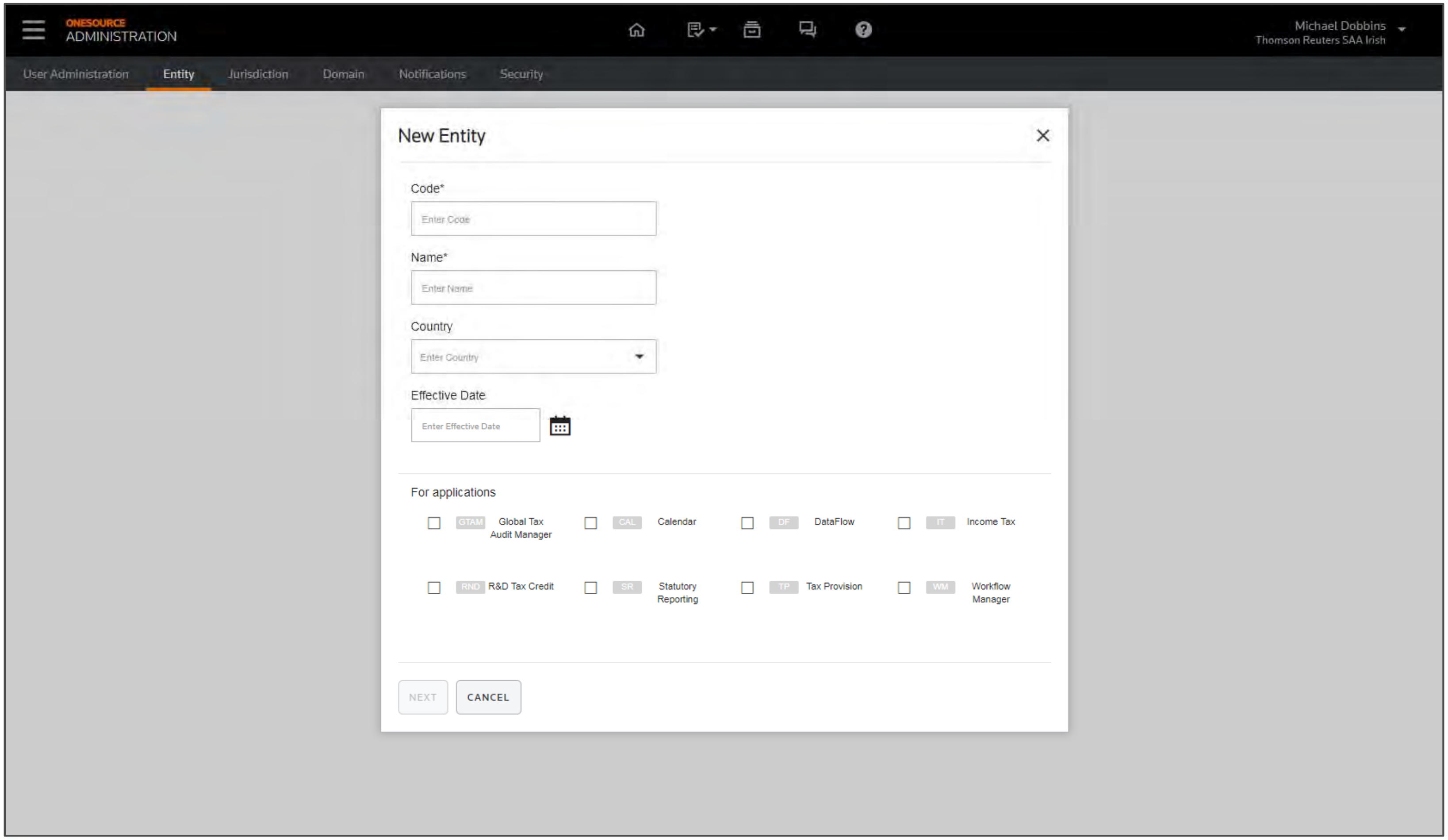
Entity Name	Entity ID	Status	Entity Type	Entity Charting Type	Group Code
Abex Transportation Company	11040	Active	Corporation	Corporation	Domestic Companies |...
All Star Property & Casualty	19110	Active	Corporation	Corporation	Insurance Companies ...
Alta Co.	SC10010	Active	Corporation	Corporation	SC Corporation
Beltline Property & Casualty	19105	Active	Corporation	Corporation	Insurance Companies ...
Bluff Co.	SC10020	Active	Corporation	Corporation	SC Corporation
Bridge Co.	SC10030	Active	Corporation	Corporation	SC Corporation
Camp Co.	SC10040	Active	Corporation	Corporation	SC Corporation
Carson JV	13304	Active	Partnership	Partnership	Partnerships
Carson Manufacturing LLC	13317	Active	Partnership	Partnership	Partnerships
Chain Co.	SC10045	Active	Corporation	Corporation	SC Corporation
Conserve Financial Services,...	11030	Active	Corporation	Corporation	Domestic Companies |...
Cyl, S.A.	15040	Active	CTB	CTB	Foreign Companies | ...
Eden Co.	SC10050	Active	Corporation	Corporation	SC Corporation
Franklin Haden LLC	13356	Active	Partnership	Partnership	Partnerships
Franklin Manufacturing, Inc.	11010	Active	Corporation	Corporation	Domestic Companies |...

Entities – Import

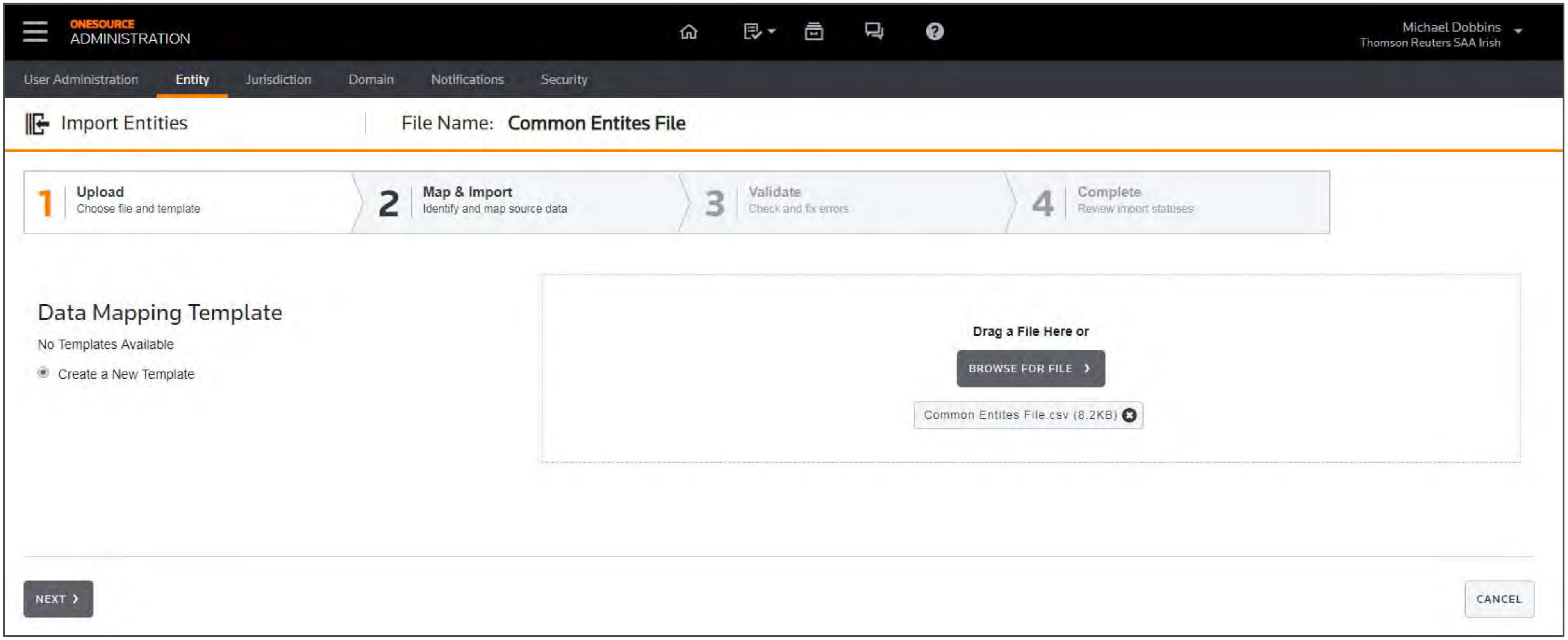


GUID	Effective From Date	Effective To Date	Entity Name	Entity ID	Description	Entity Type	Entity Charting Type	Group Code	Status	Address1
24	4/1/2015		Abex Transportation Company	11040		Corporation	Corporation	Domestic Companies, MDS	Active	
42	4/1/2015		All Star Property & Casualty	19110		Corporation	Corporation	Insurance Companies, MDS	Active	
3	11/4/2016		Alta Co.	SC10010	Provision 3	Corporation	Corporation	SC Corporation	Active	
41	4/1/2015		Beltline Property & Casualty	19105		Corporation	Corporation	Insurance Companies, MDS	Active	
4	11/4/2016		Bluff Co.	SC10020		Corporation	Corporation	SC Corporation	Active	
5	11/4/2016		Bridge Co.	SC10030	Dick Gooding	Corporation	Corporation	SC Corporation	Active	
6	11/4/2016		Camp Co.	SC10040	Anthony LoPiccolo	Corporation	Corporation	SC Corporation	Active	
30	1/1/2014		Carson JV	13304		Partnership	Partnership	Partnerships	Active	
31	1/1/2014		Carson Manufacturing LLC	13317		Partnership	Partnership	Partnerships	Active	
54	11/4/2016		Chain Co.	SC10045		Corporation	Corporation	SC Corporation	Active	
23	4/1/2015		Conserve Financial Services, Inc.	11030		Corporation	Corporation	Domestic Companies, MDS	Active	
48	10/24/2016		Cyl, S.A.	15040		CTB	CTB	Foreign Companies, MDS	Active	
7	11/4/2016		Eden Co.	SC10050	Minesh Patel	Corporation	Corporation	SC Corporation	Active	155 Pfingsten Road
32	3/22/2017		Franklin Haden LLC	13356		Partnership	Partnership	Partnerships	Active	
21	3/22/2017		Franklin Manufacturing, Inc.	11010		Corporation	Corporation	Domestic Companies, MDS	Active	
55	11/4/2016		Grant Co.	SC10055	Jeff Cozzo	Corporation	Corporation	SC Corporation	Active	
39	7/11/2017		Groversnor, Ltd	15070		Corporation	Corporation	Foreign Companies, MDS, Receive I/C Service Charges	Active	
8	11/4/2016		Hall Co.	SC10060	Brad Jowers	Corporation	Corporation	SC Corporation	Active	
9	11/4/2016		Hardy Co.	SC10070	Merrianne Vizza	Corporation	Corporation	SC Corporation	Active	
10	11/4/2016		Hayden Co.	SC10080	Mike Dobbins	Corporation	Corporation	SC Corporation	Active	
27	7/11/2017		Holburn Company	11090		Corporation	Corporation	Domestic Companies, MDS, Receive I/C Service Charges	Active	
49	4/1/2015		Holburn Company	DC-11090	Divisional Consolidation	Corporation	Corporation	Domestic Companies, MDS	Active	
59	7/11/2017		Holburn Distribution	12010		Corporation	Disregarded	Foreign Companies, Receive I/C Service Charges	Active	

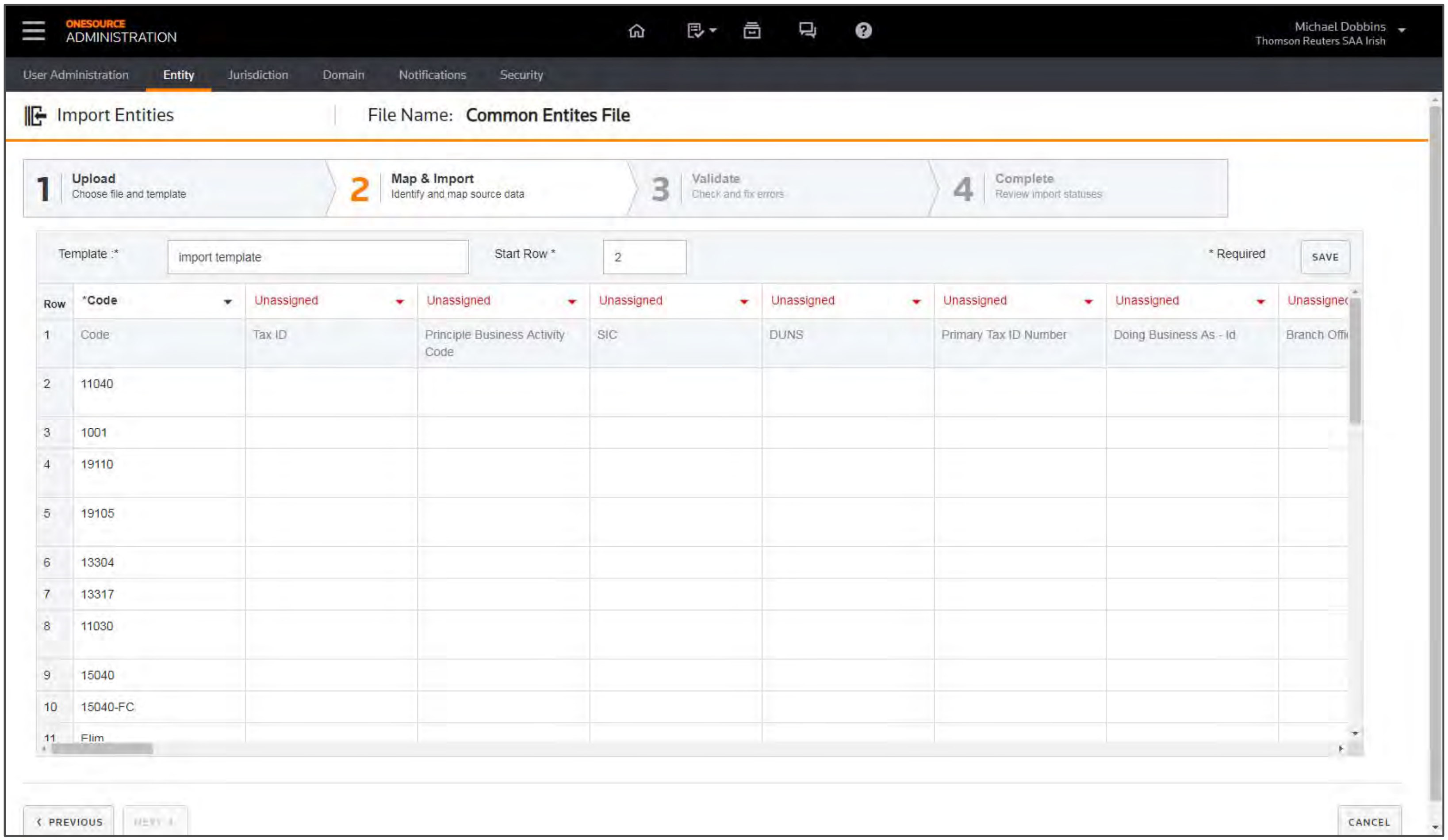
Entities – Import



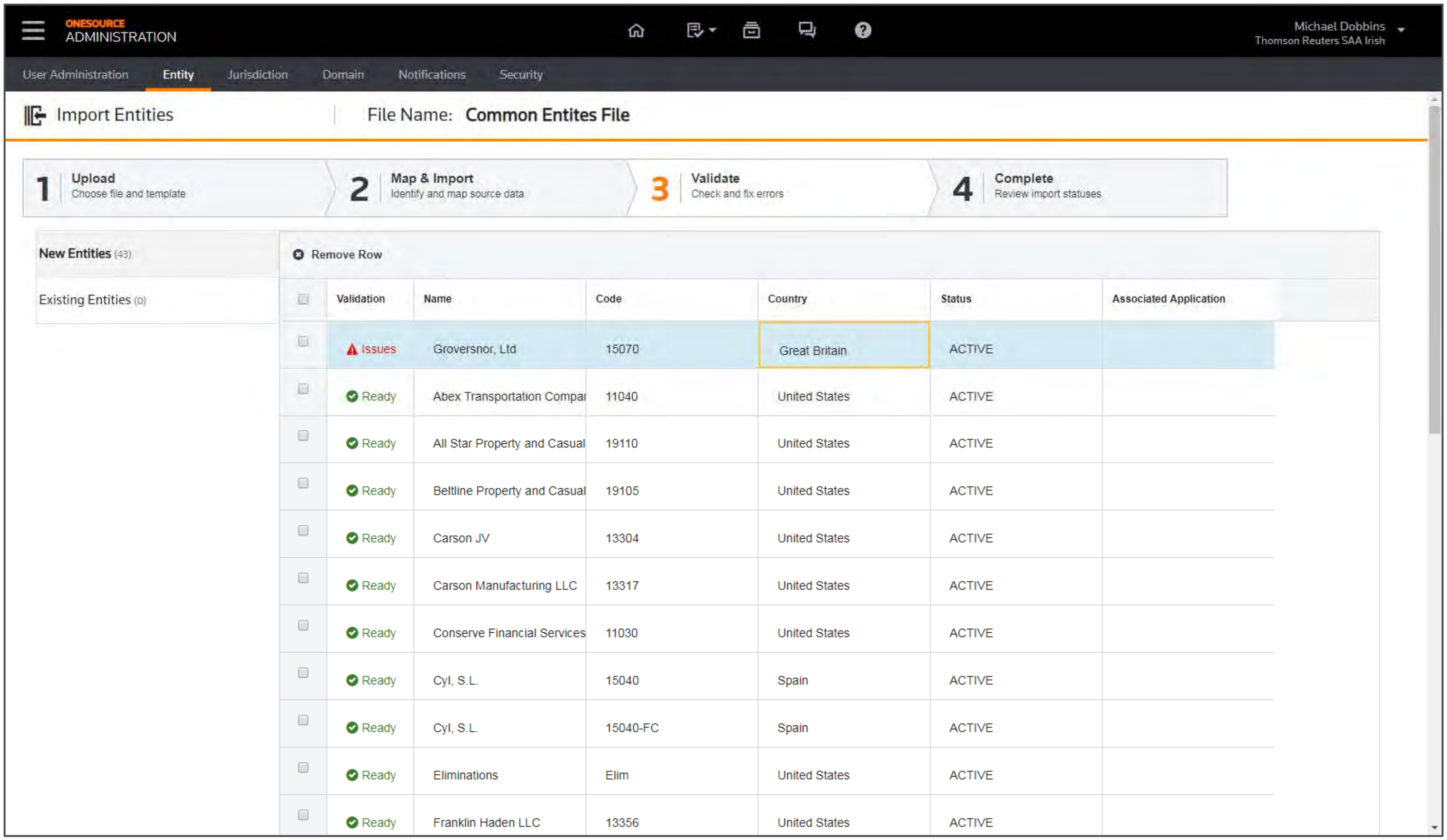
Entities – Import



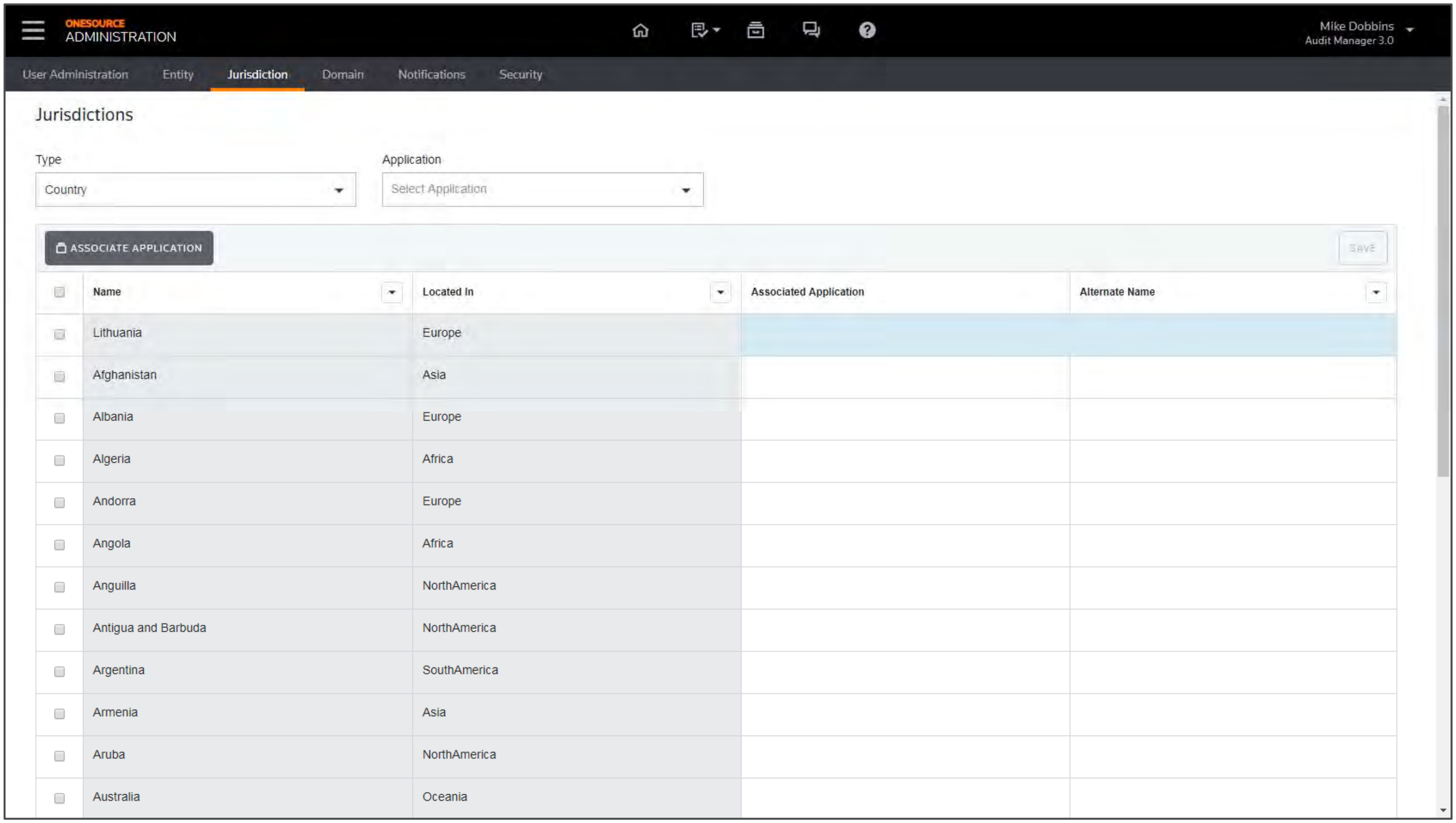
Entities – Import



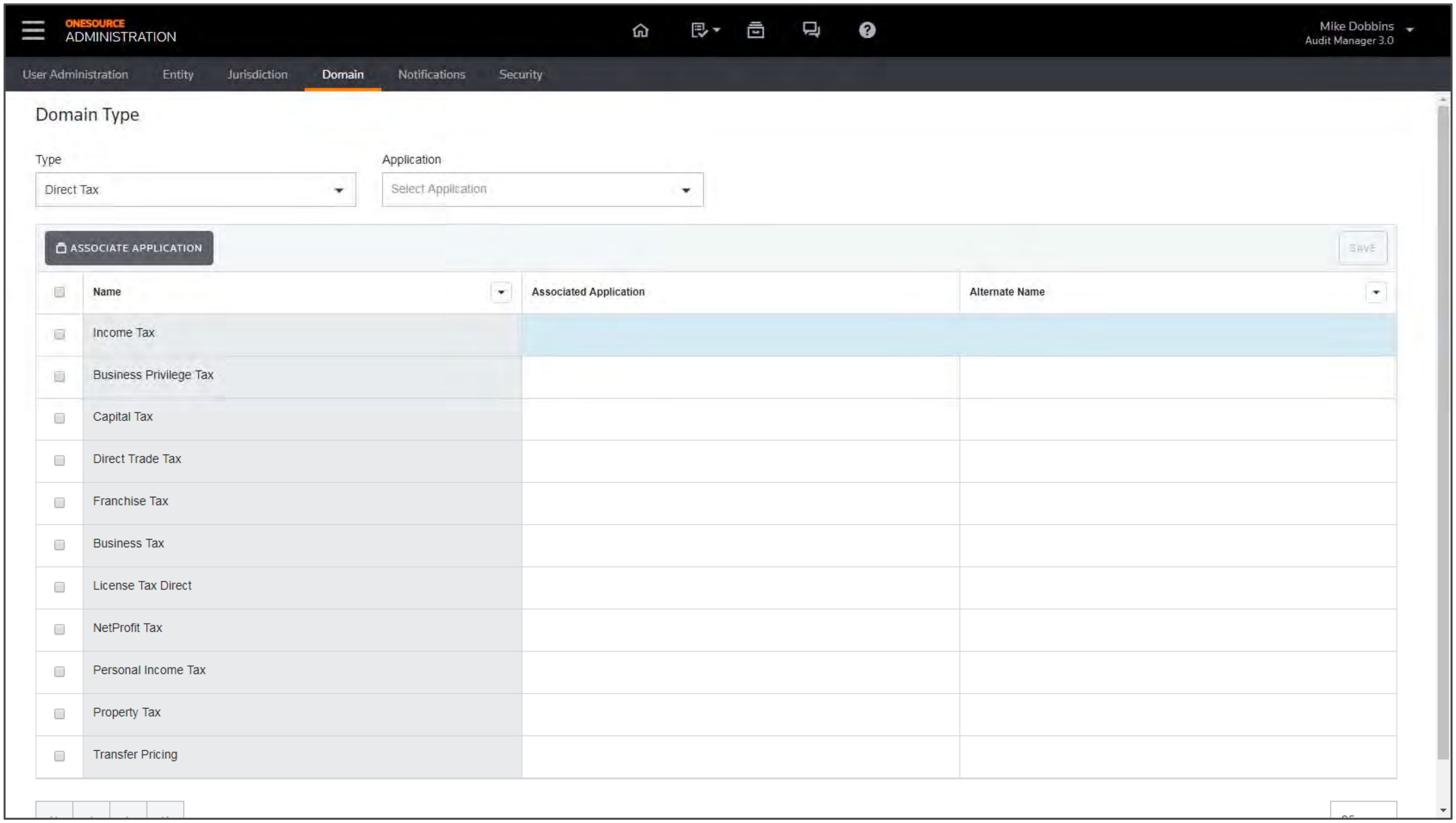
Entities – Import



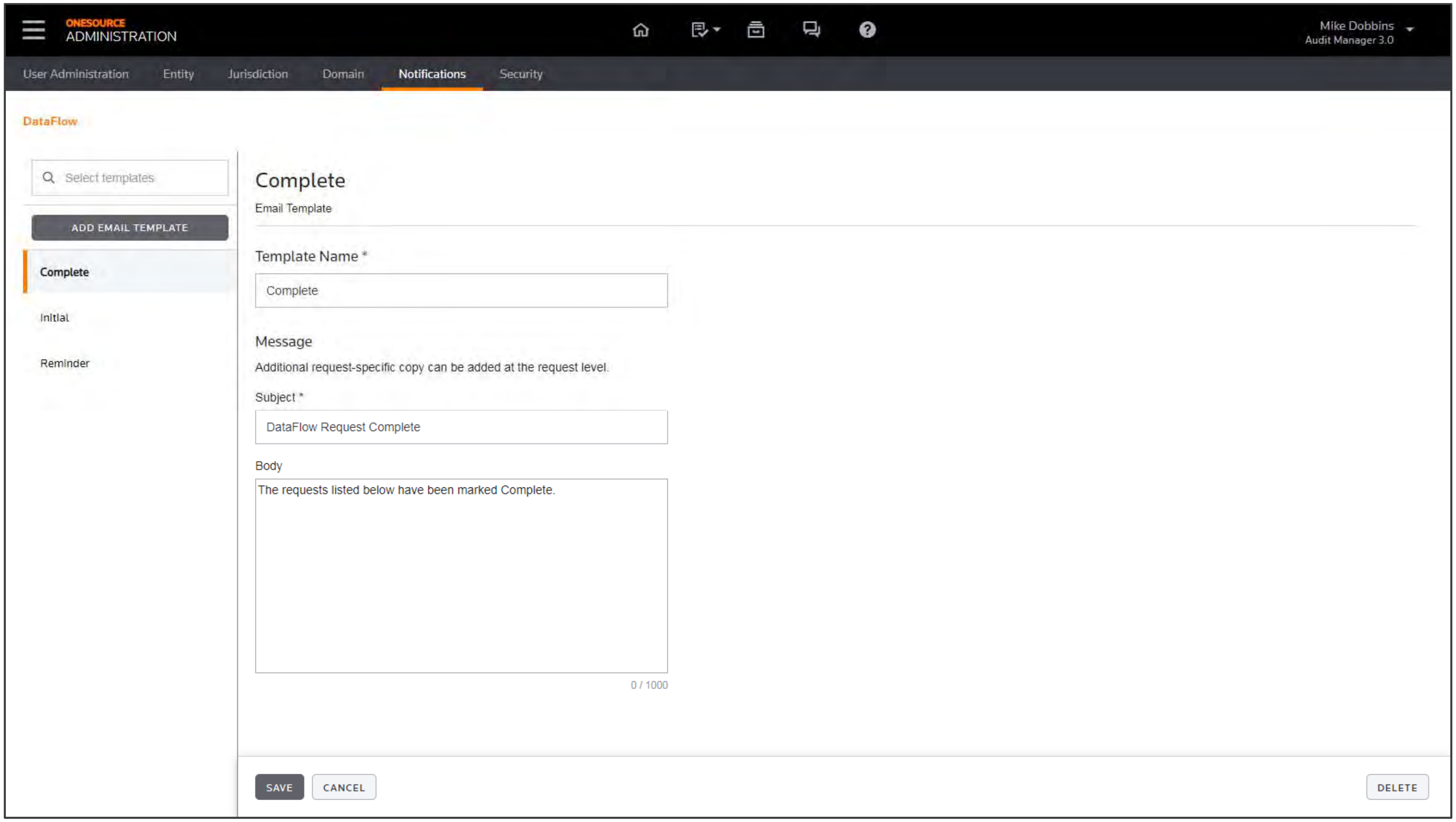
Jurisdictions



Domains/Tax Types

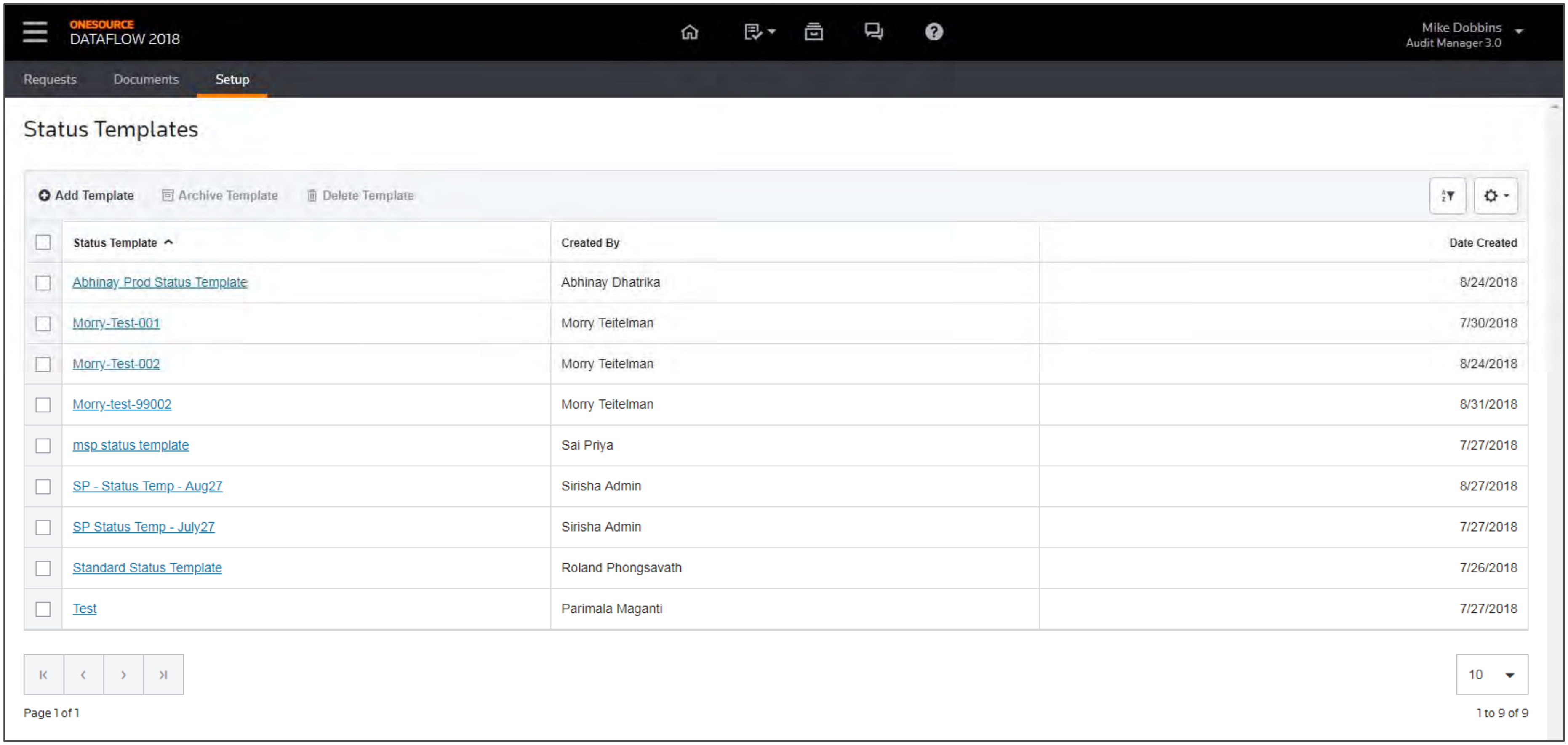


Notifications



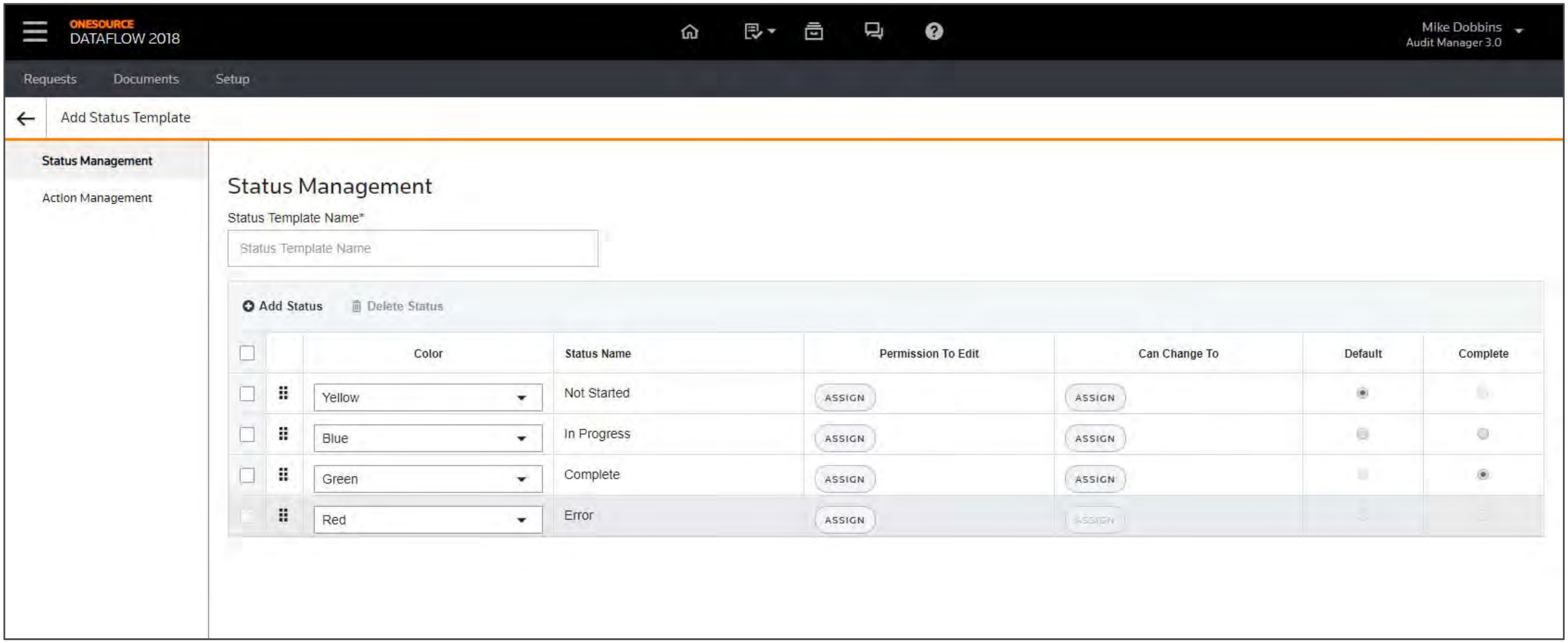
DataFlow Setup

Status Templates

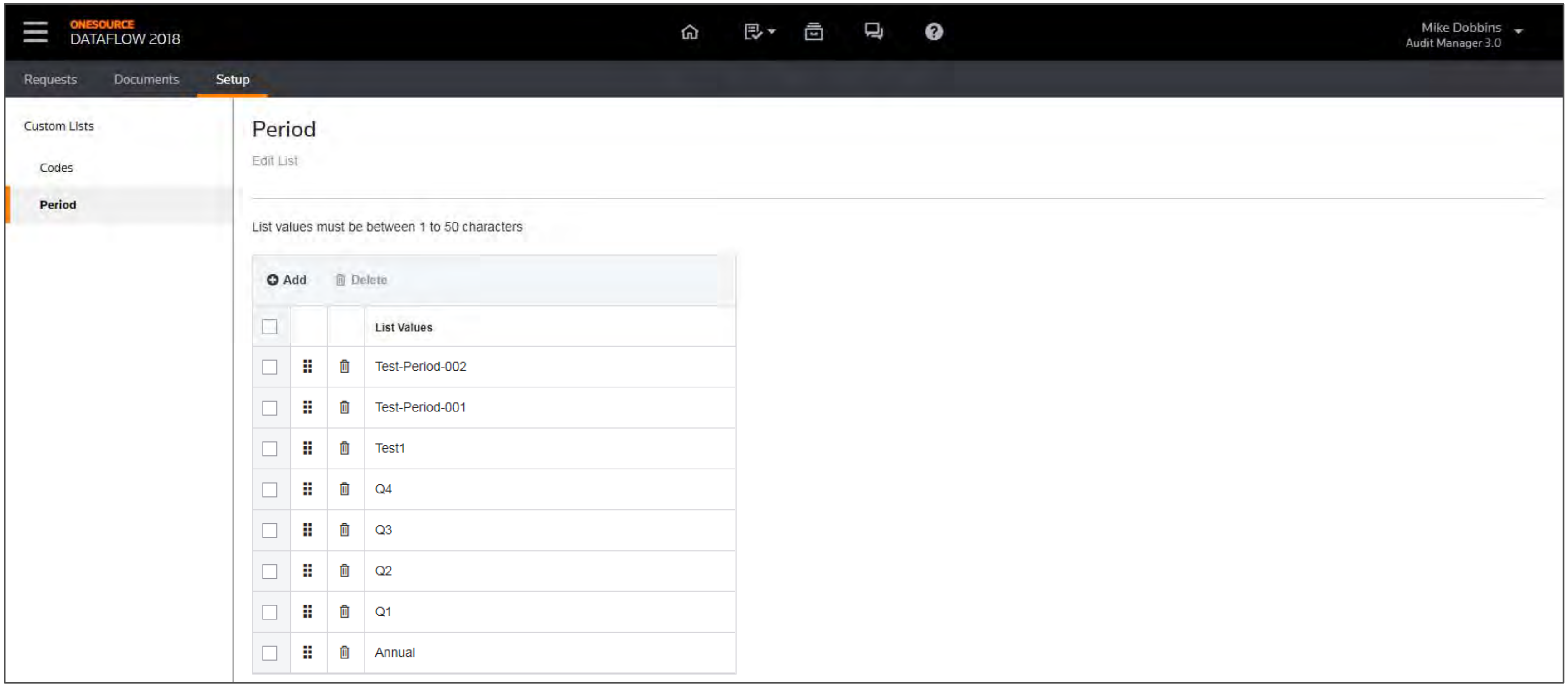


Status Template	Created By	Date Created
Abhinay Prod Status Template	Abhinay Dhatrika	8/24/2018
Morry-Test-001	Morry Teitelman	7/30/2018
Morry-Test-002	Morry Teitelman	8/24/2018
Morry-test-99002	Morry Teitelman	8/31/2018
msp status template	Sai Priya	7/27/2018
SP - Status Temp - Aug27	Sirisha Admin	8/27/2018
SP Status Temp - July27	Sirisha Admin	7/27/2018
Standard Status Template	Roland Phongsavath	7/26/2018
Test	Parimala Maganti	7/27/2018

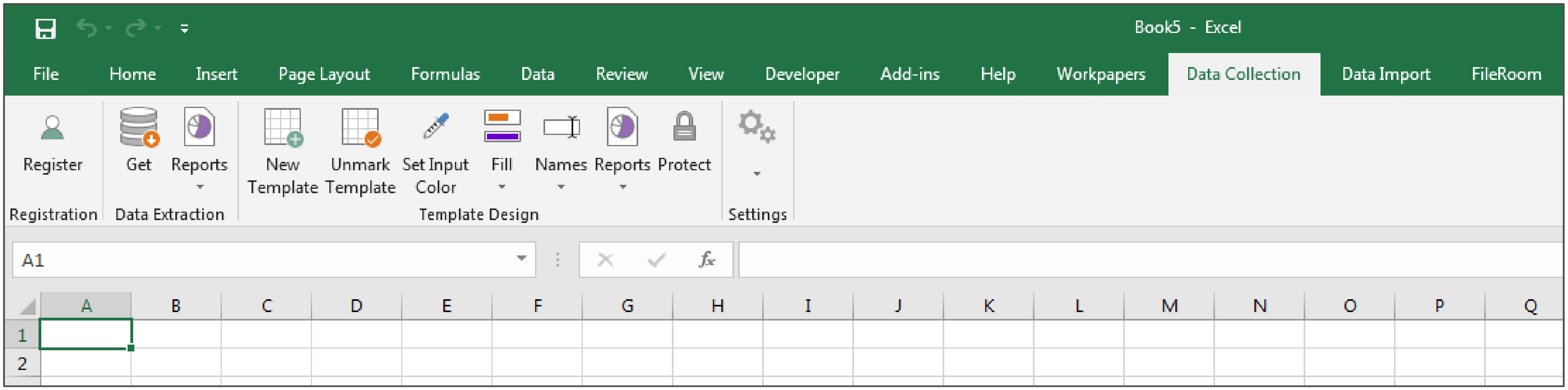
Status Templates



List Management

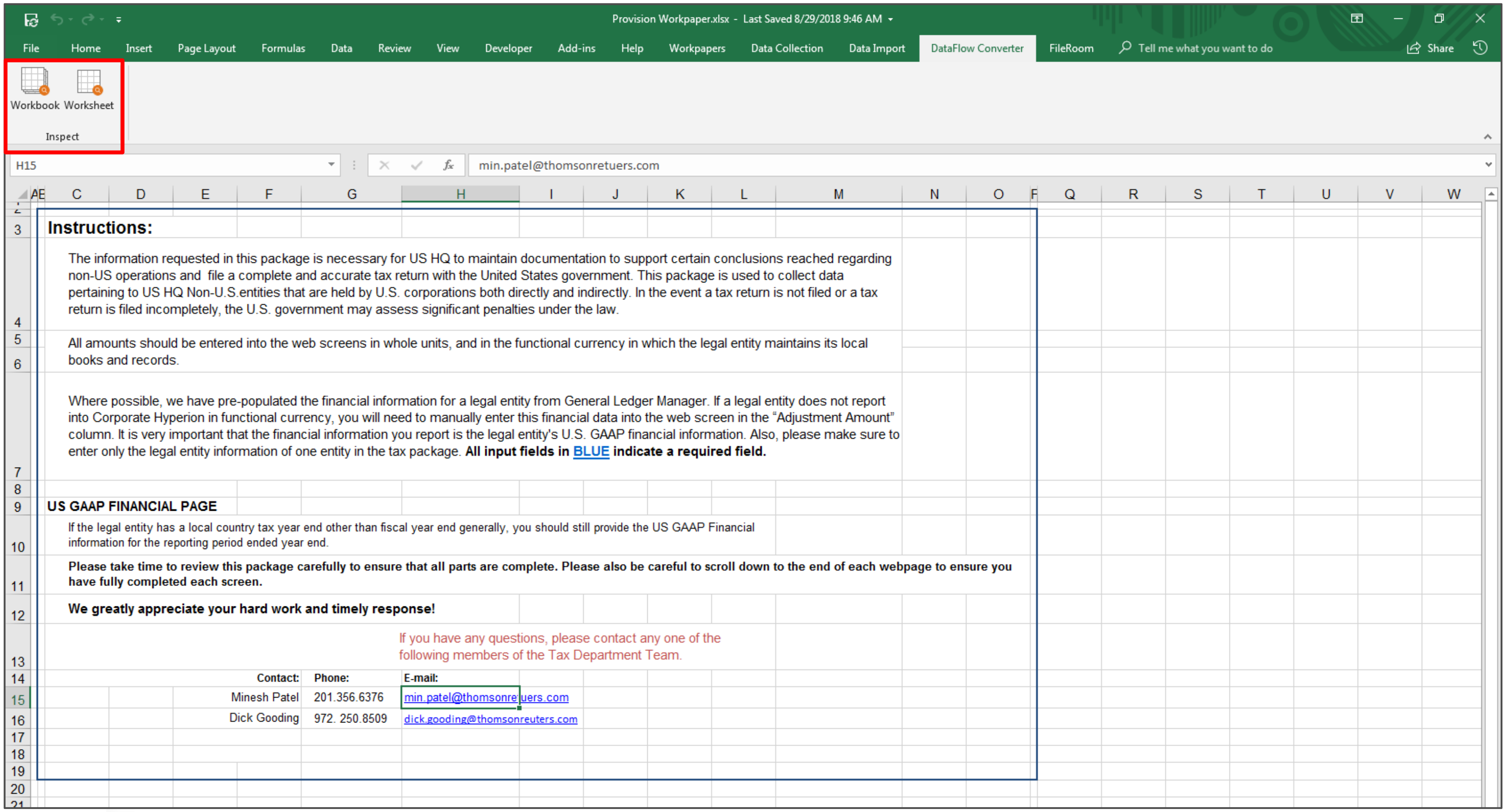


DataFlow add-in

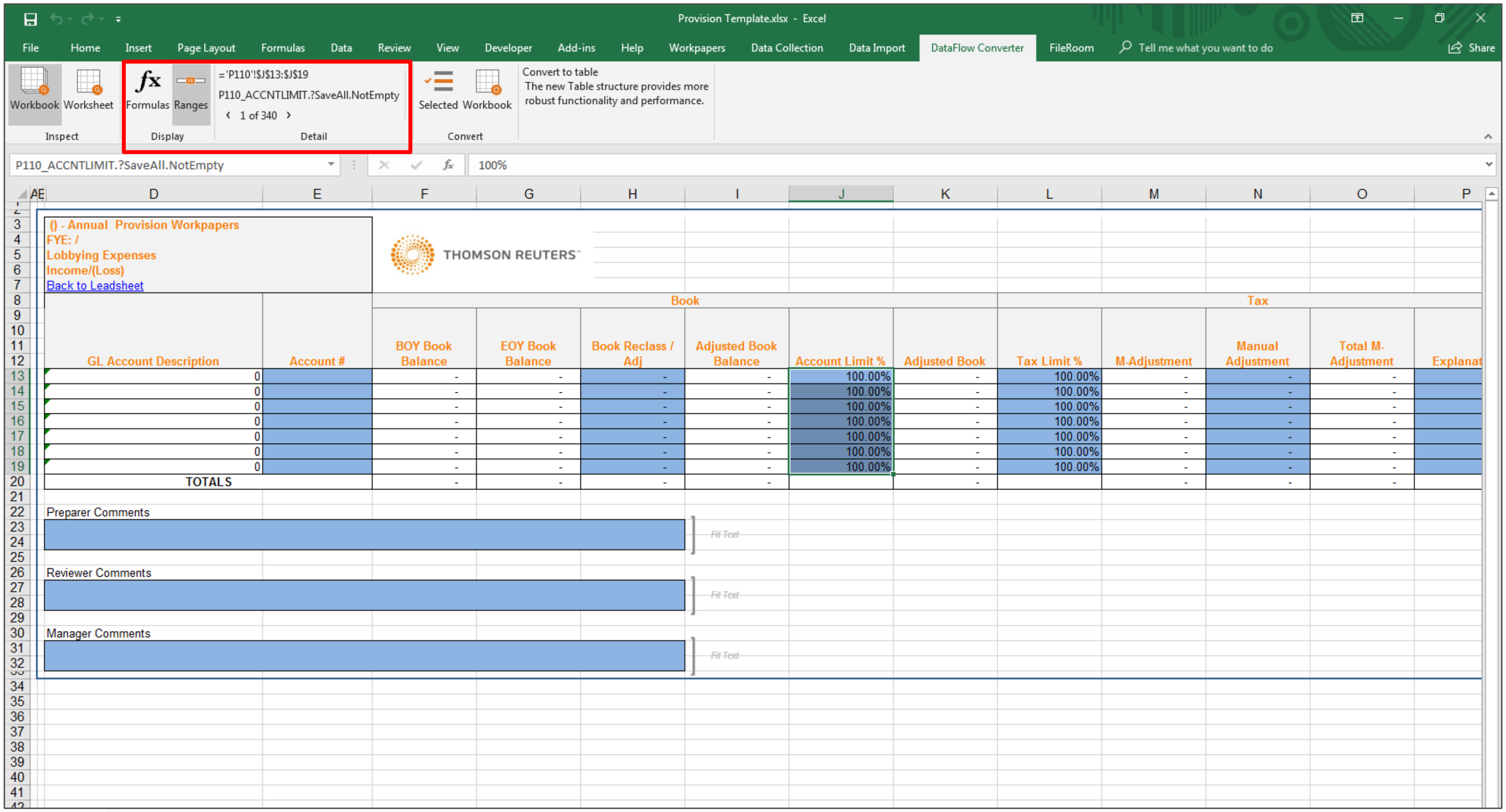


Template Conversion

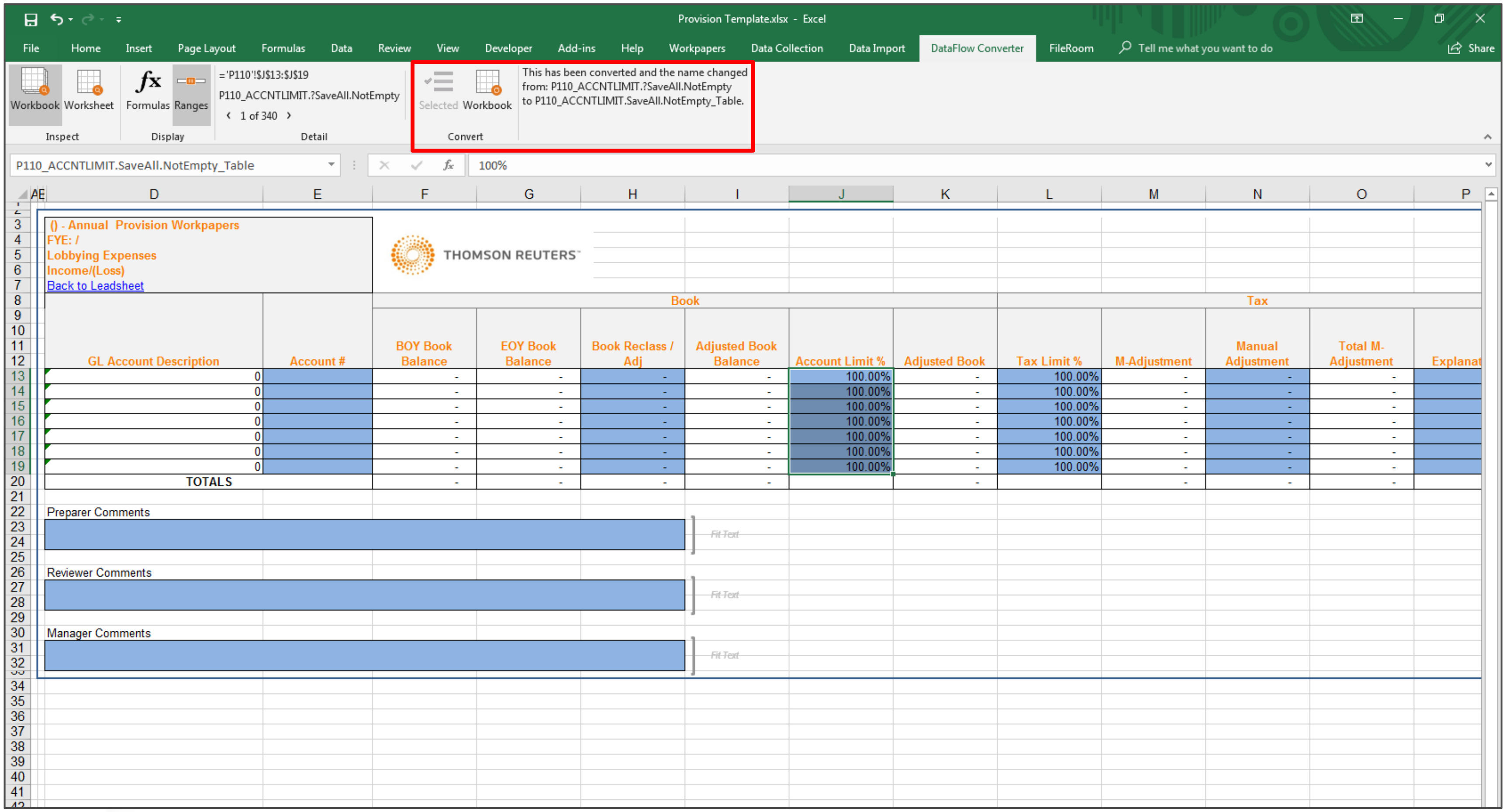
Template Converter



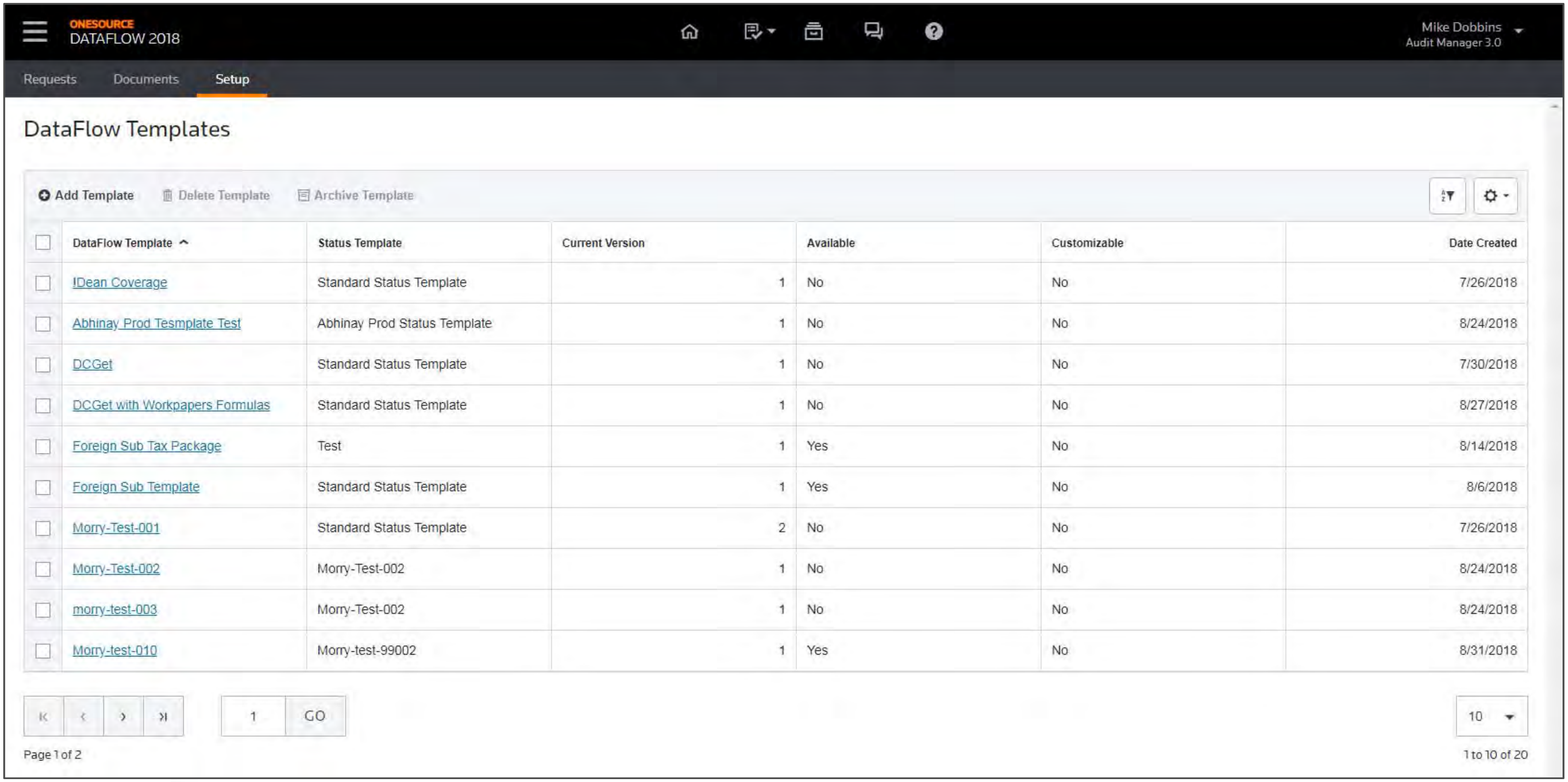
Template Converter



Template Converter



Upload Templates



DataFlow Template	Status Template	Current Version	Available	Customizable	Date Created
!Dean Coverage	Standard Status Template	1	No	No	7/26/2018
Abhinay Prod Tesmplate Test	Abhinay Prod Status Template	1	No	No	8/24/2018
DCGet	Standard Status Template	1	No	No	7/30/2018
DCGet with Workpapers Formulas	Standard Status Template	1	No	No	8/27/2018
Foreign Sub Tax Package	Test	1	Yes	No	8/14/2018
Foreign Sub Template	Standard Status Template	1	Yes	No	8/6/2018
Morry-Test-001	Standard Status Template	2	No	No	7/26/2018
Morry-Test-002	Morry-Test-002	1	No	No	8/24/2018
morry-test-003	Morry-Test-002	1	No	No	8/24/2018
Morry-test-010	Morry-test-99002	1	Yes	No	8/31/2018

Key Roadmap Items

Roadmap Items

DF Get Integration

- Allows users to access data which is stored within requests of DataFlow

Rollforward to DataFlow 2018

- Allows users to take a request that exists in DataFlow and roll it forward into DataFlow 2018

Thank You

SYNERGY2018

Expertise. Connections. Influence.

O145 – DataFlow 2018 – The Next Generation of Data Collection in ONESOURCE

the answer company™
THOMSON REUTERS®

Mike Dobbins

- Mike is the Product Manager for the data management products at ONESOURCE. These products include DataFlow and Workpapers. Mike is responsible for managing the roadmaps and business support for these two products. Prior to joining the Product Management team, Mike spent 5 years as a Solution Consultant demoing the ONESOURCE Suite to current and prospective clients.
- Mike holds a Bachelor of Science in Business Management and a minor in Spanish from Moravian College. Mike has also pursued graduate level coursework in Taxation at Golden Gate University.
- Mike works out of the Hoboken, NJ office.

Prachi Rathore

- Prachi is currently the Product Owner for ONESOURCE Audit Manager, R&D Tax Credit Manager, and DataFlow.
- Prachi has been working with Thomson Reuters for 8 years and has worked on various products such as the ONESOURCE Platform , Workflow Manager, Entity Manager, and Dataflow
- Prachi received her M.S in IT Management and Technology from UT Dallas and an undergraduate degree in Computer Science and Technology from Mody University in India.

Objectives

Upon completion of this session, attendees will be able to recognize the evolution of the next generation tool, improvements to the user experience and the new functionality and determine the value it brings to their processes.

Agenda slide

10:35 DataFlow 2018 Overview

10:55 Key New Functionality

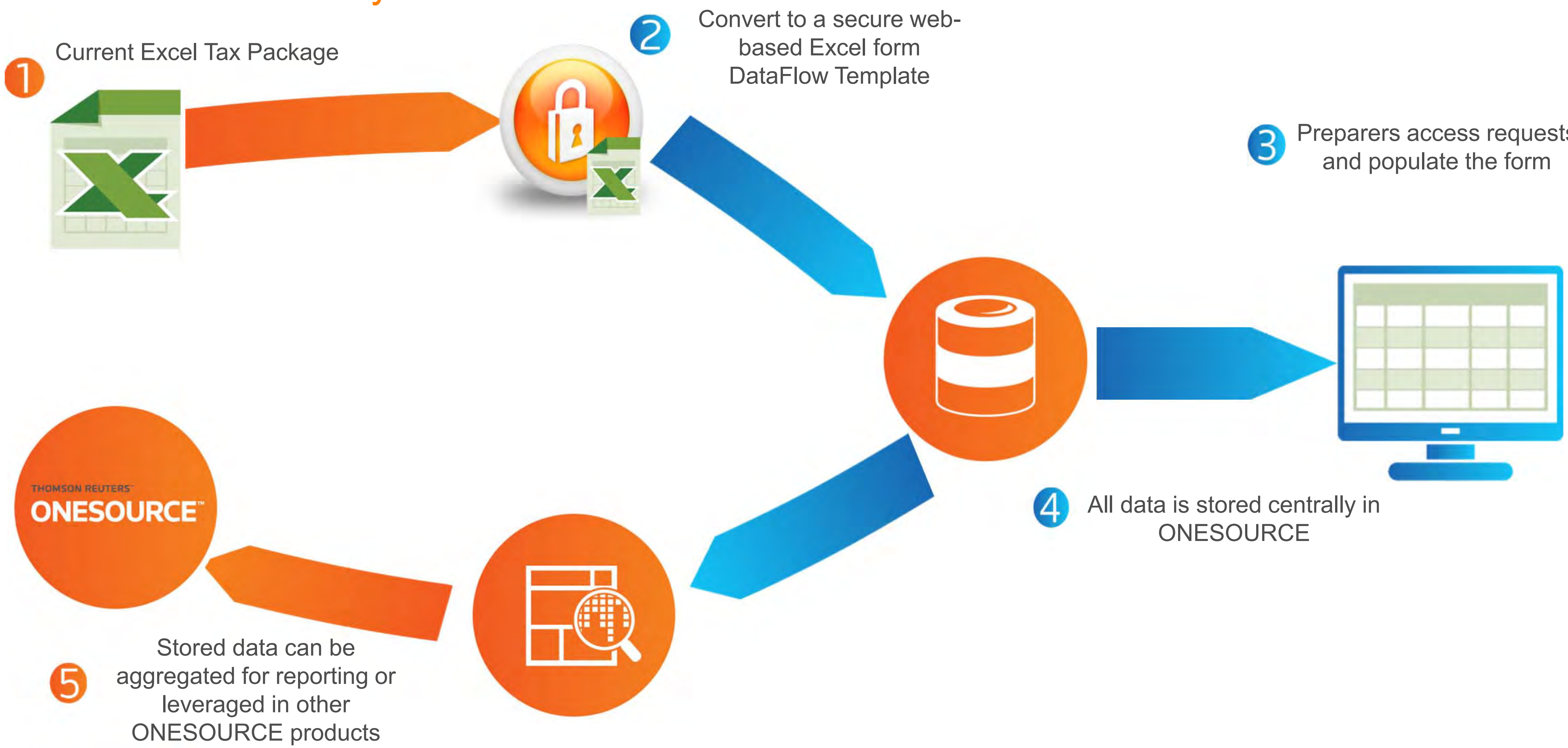
- Modern and Improved User Experience
- Integration with Common Platform Capabilities
- New Template Design and Functions

11:10 Conversion Summary

11:20 Roadmap

DataFlow 2018 Overview

DataFlow Summary



DataFlow 2018 Overview

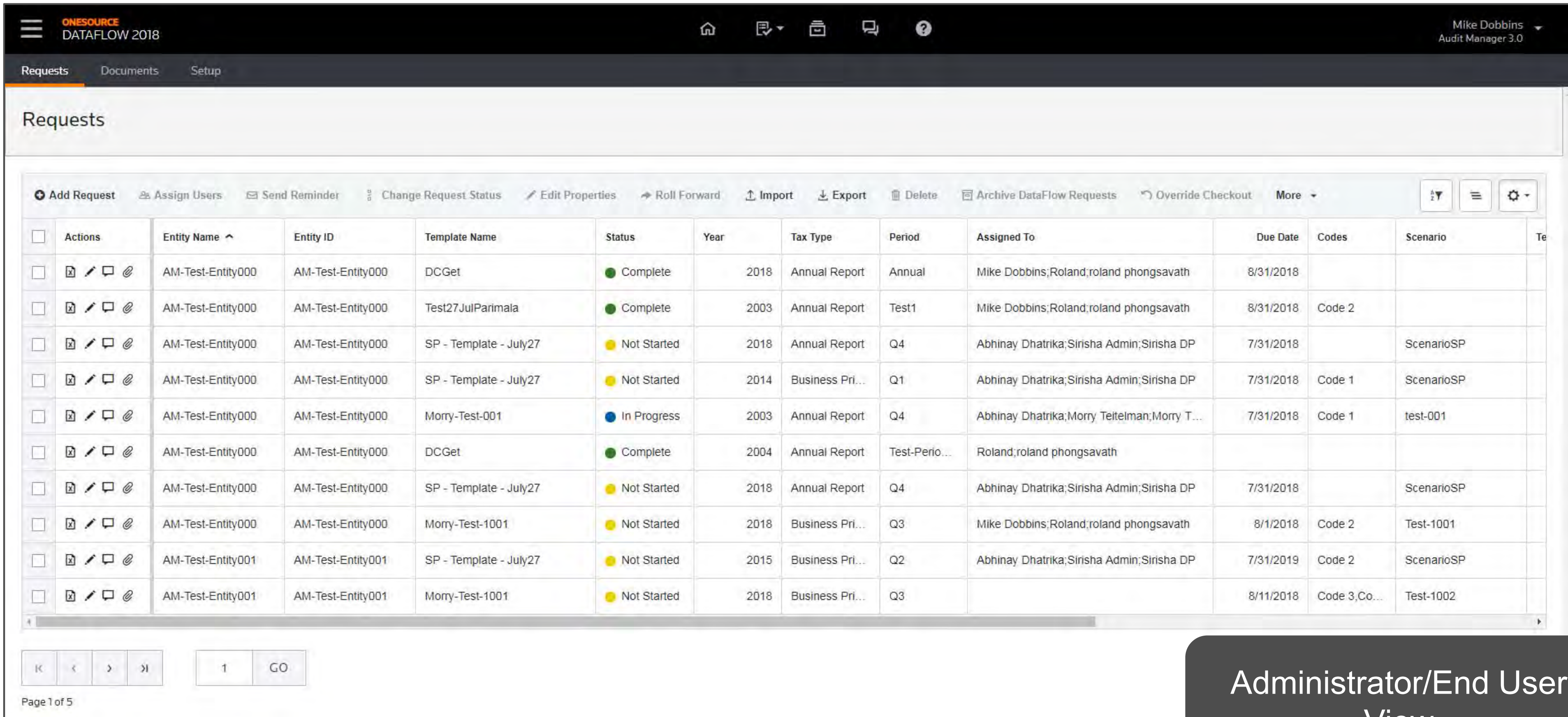
DataFlow 2018 is the next generation of data collection and workpaper standardization in ONESOURCE

- Modern and improved user experience
- Integration with common platform capabilities
- Enhanced template design and functions

Key New Functionality

Modern and Improved User Experience

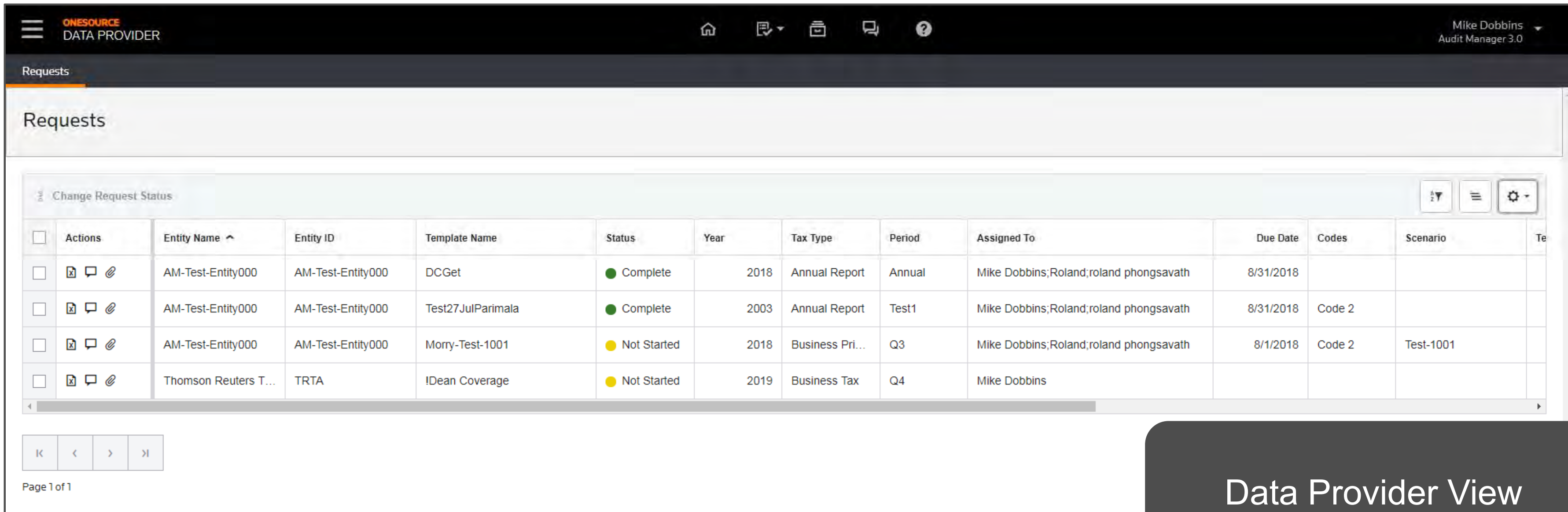
Modern and Improved User Experience



	Actions	Entity Name	Entity ID	Template Name	Status	Year	Tax Type	Period	Assigned To	Due Date	Codes	Scenario	Te
		AM-Test-Entity000	AM-Test-Entity000	DCGet	Complete	2018	Annual Report	Annual	Mike Dobbins;Roland;roland phongsavath	8/31/2018			
		AM-Test-Entity000	AM-Test-Entity000	Test27JulParimala	Complete	2003	Annual Report	Test1	Mike Dobbins;Roland;roland phongsavath	8/31/2018	Code 2		
		AM-Test-Entity000	AM-Test-Entity000	SP - Template - July27	Not Started	2018	Annual Report	Q4	Abhinay Dhatrika;Sirisha Admin;Sirisha DP	7/31/2018		ScenarioSP	
		AM-Test-Entity000	AM-Test-Entity000	SP - Template - July27	Not Started	2014	Business Pri...	Q1	Abhinay Dhatrika;Sirisha Admin;Sirisha DP	7/31/2018	Code 1	ScenarioSP	
		AM-Test-Entity000	AM-Test-Entity000	Morry-Test-001	In Progress	2003	Annual Report	Q4	Abhinay Dhatrika;Morry Teitelman;Morry T...	7/31/2018	Code 1	test-001	
		AM-Test-Entity000	AM-Test-Entity000	DCGet	Complete	2004	Annual Report	Test-Perio...	Roland;roland phongsavath				
		AM-Test-Entity000	AM-Test-Entity000	SP - Template - July27	Not Started	2018	Annual Report	Q4	Abhinay Dhatrika;Sirisha Admin;Sirisha DP	7/31/2018		ScenarioSP	
		AM-Test-Entity000	AM-Test-Entity000	Morry-Test-1001	Not Started	2018	Business Pri...	Q3	Mike Dobbins;Roland;roland phongsavath	8/1/2018	Code 2	Test-1001	
		AM-Test-Entity001	AM-Test-Entity001	SP - Template - July27	Not Started	2015	Business Pri...	Q2	Abhinay Dhatrika;Sirisha Admin;Sirisha DP	7/31/2019	Code 2	ScenarioSP	
		AM-Test-Entity001	AM-Test-Entity001	Morry-Test-1001	Not Started	2018	Business Pri...	Q3		8/11/2018	Code 3,Co...	Test-1002	

Administrator/End User View

Modern and Improved User Experience

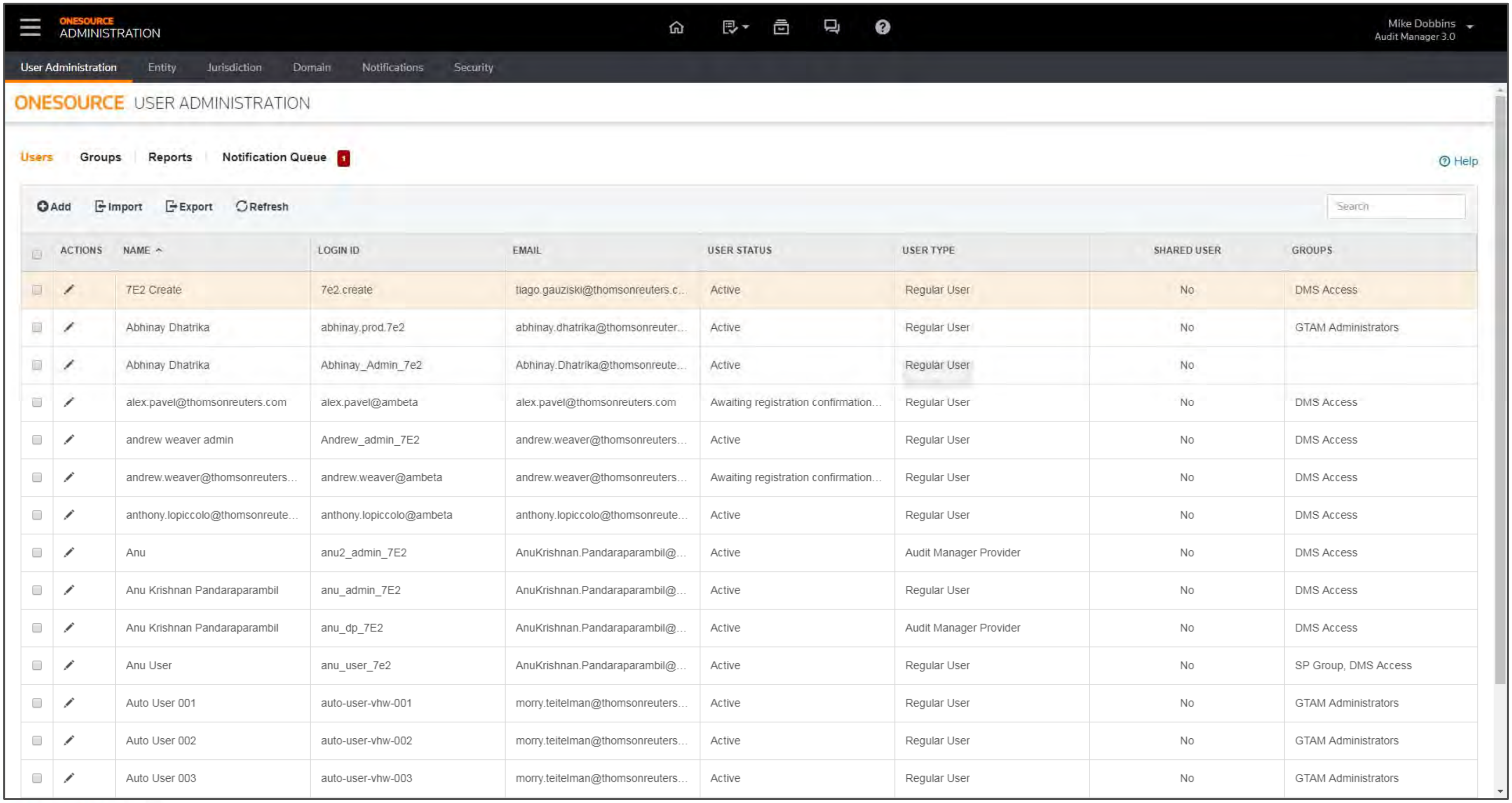


Data Provider View

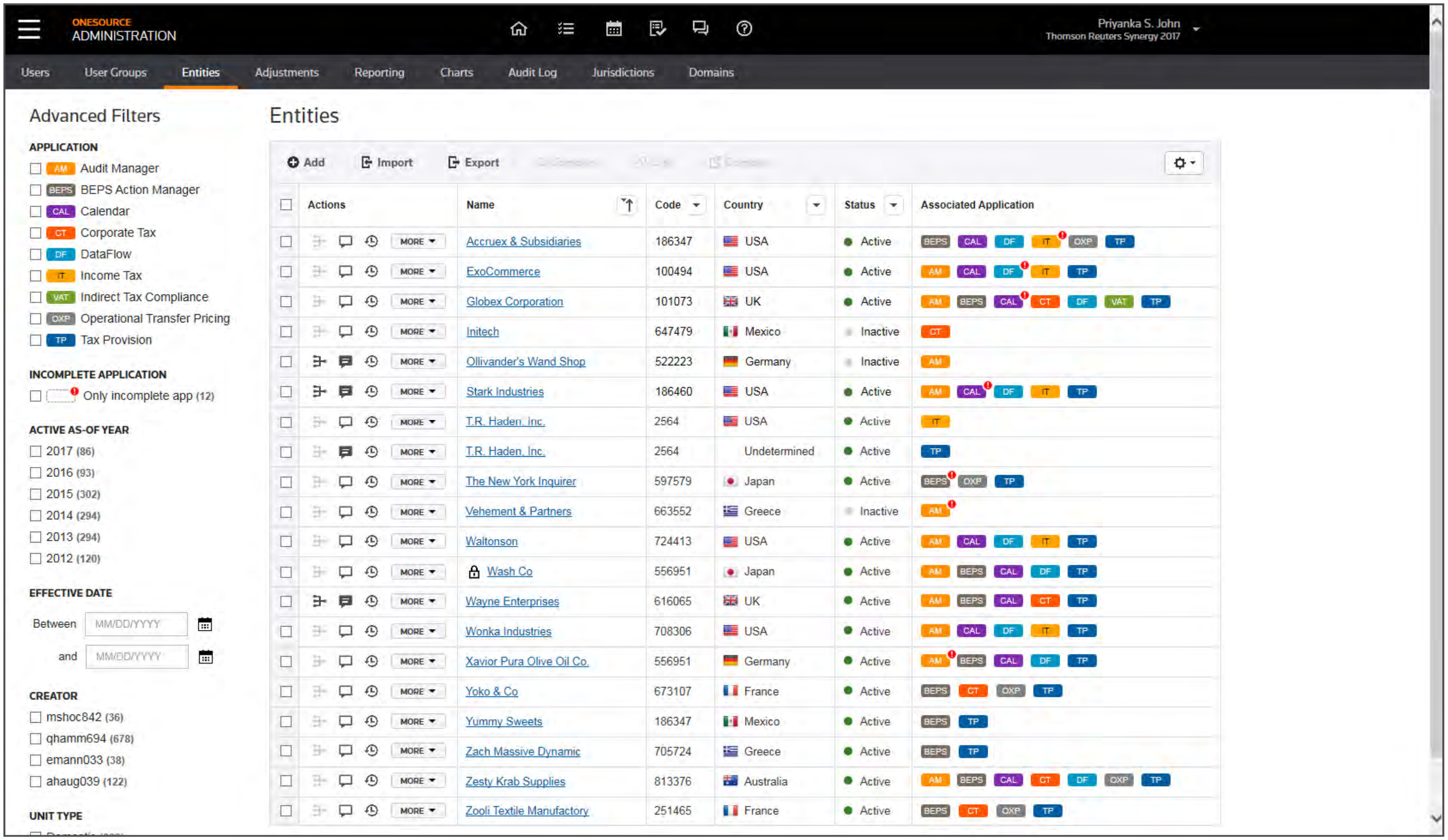
Key New Functionality

Integration with Common Platform Capabilities

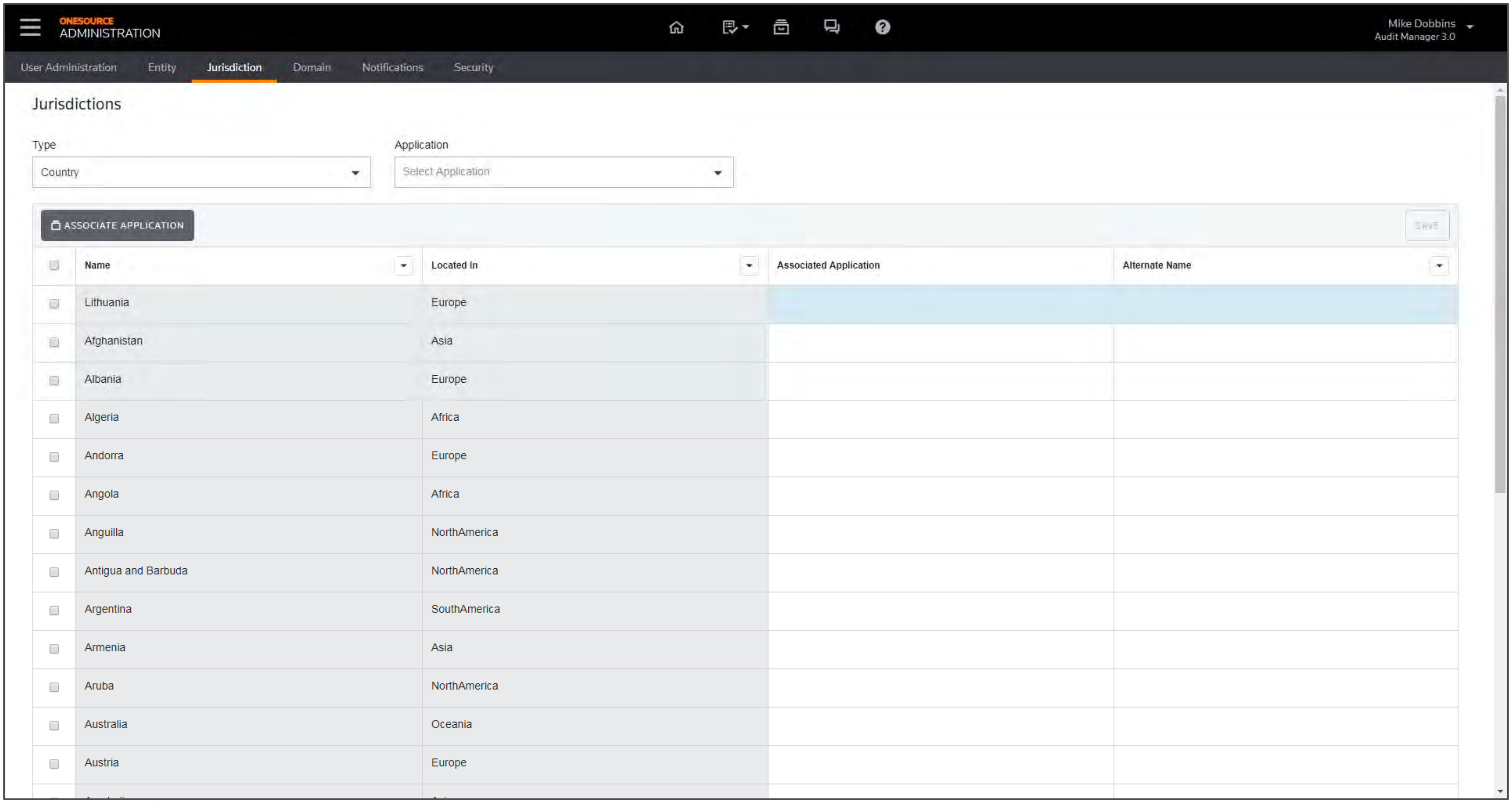
User Administration



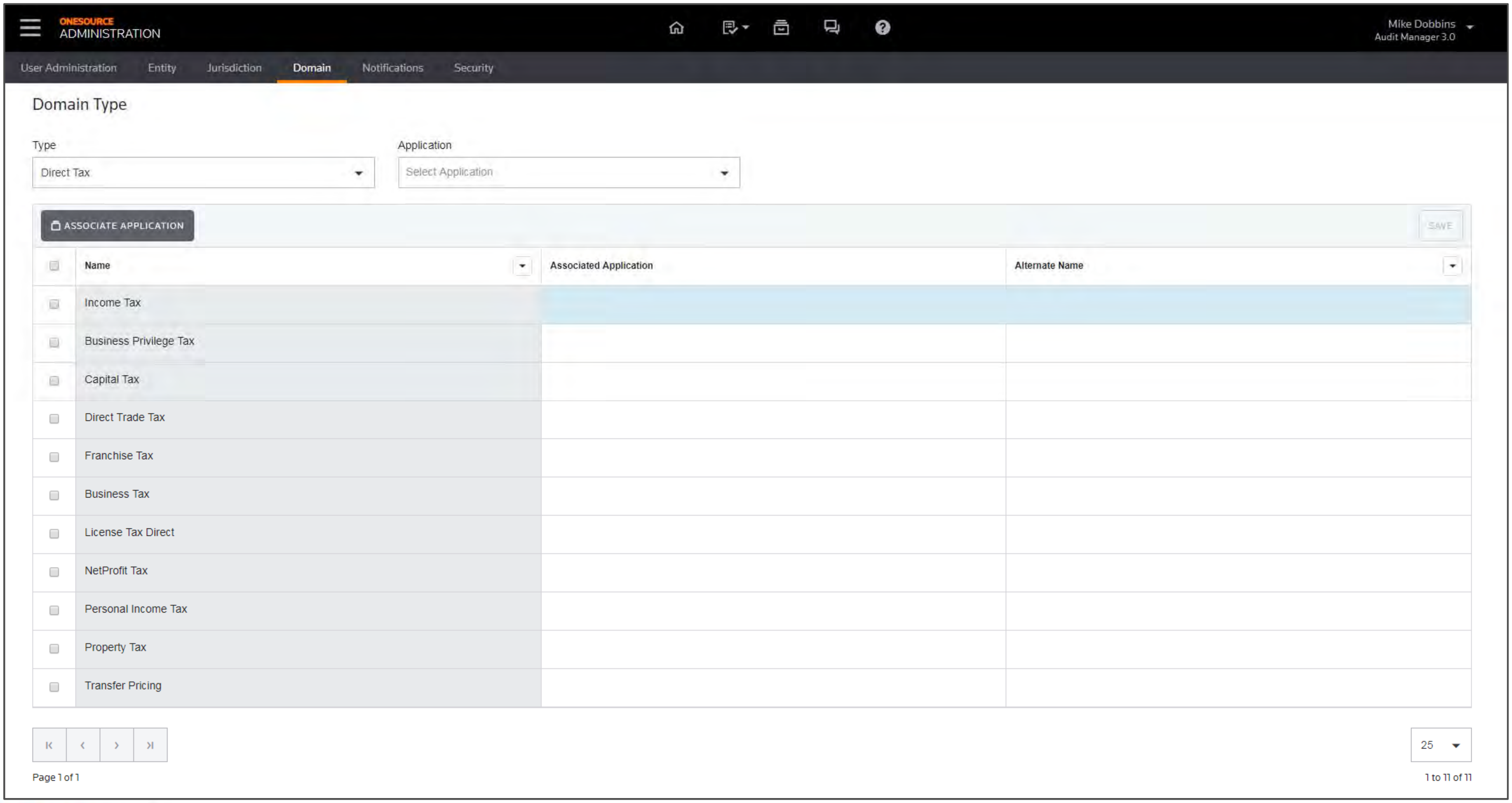
Entities


ONESOURCE
ADMINISTRATION
Priyanka S. John
Thomson Reuters Synergy 2017
Users
User Groups
Entities
Adjustments
Reporting
Charts
Audit Log
Jurisdictions
Domains
Advanced Filters
APPLICATION
AM Audit Manager
BEPS BEPS Action Manager
CAL Calendar
CT Corporate Tax
DF DataFlow
IT Income Tax
VAT Indirect Tax Compliance
OXP Operational Transfer Pricing
TP Tax Provision
INCOMPLETE APPLICATION
Only incomplete app (12)
ACTIVE AS-OF YEAR
2017 (86)
2016 (93)
2015 (302)
2014 (294)
2013 (294)
2012 (120)
EFFECTIVE DATE
Between MM/DD/YYYY
and MM/DD/YYYY
CREATOR
mshoc842 (36)
qhamm694 (678)
emann033 (38)
ahaug039 (122)
UNIT TYPE
Entities
Add
Import
Export
Actions
Name
Code
Country
Status
Associated Application
MORE Accruex & Subsidiaries 186347 USA Active BEPS CAL DF IT OXP TP
MORE ExoCommerce 100494 USA Active AM CAL DF IT TP
MORE Globex Corporation 101073 UK Active AM BEPS CAL CT DF VAT TP
MORE Initech 647479 Mexico Inactive CT
MORE Ollivander's Wand Shop 522223 Germany Inactive AM
MORE Stark Industries 186460 USA Active AM CAL DF IT TP
MORE T.R. Haden, Inc. 2564 USA Active IT
MORE T.R. Haden, Inc. 2564 Undetermined Active TP
MORE The New York Inquirer 597579 Japan Active BEPS OXP TP
MORE Vehement & Partners 663552 Greece Inactive AM
MORE Waltonson 724413 USA Active AM CAL DF IT TP
MORE Wash Co 556951 Japan Active AM BEPS CAL DF TP
MORE Wayne Enterprises 616065 UK Active AM BEPS CAL CT TP
MORE Wonka Industries 708306 USA Active AM CAL DF IT TP
MORE Xavior Pura Olive Oil Co. 556951 Germany Active AM BEPS CAL DF TP
MORE Yoko & Co 673107 France Active BEPS CT OXP TP
MORE Yummy Sweets 186347 Mexico Active BEPS TP
MORE Zach Massive Dynamic 705724 Greece Active BEPS TP
MORE Zesty Krab Supplies 813376 Australia Active AM BEPS CAL CT DF OXP TP
MORE Zooli Textile Manufactory 251465 France Active BEPS CT OXP TP

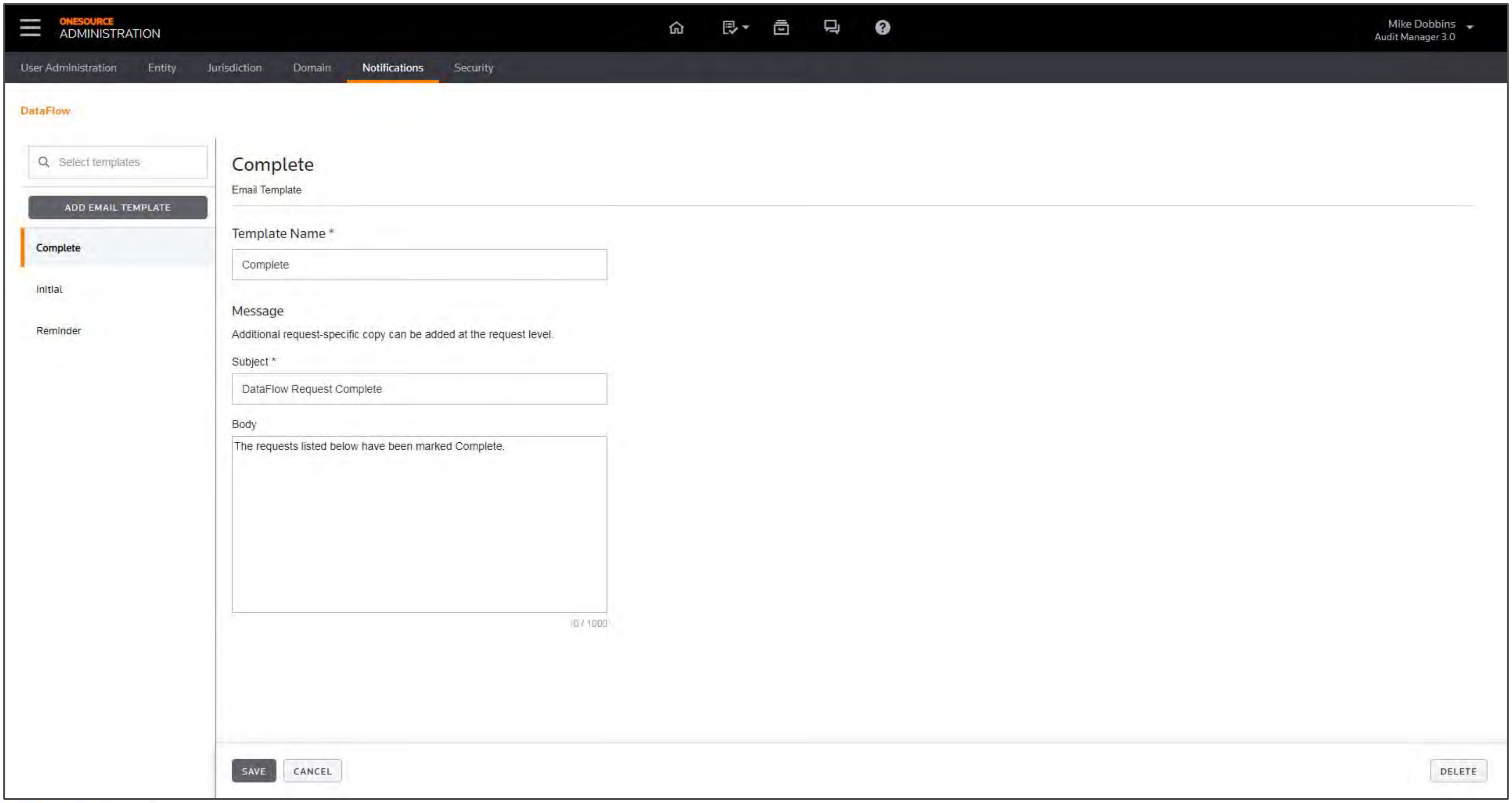
Jurisdictions



Domains/Tax Types



Notifications



Documents

ONESOURCE
DATAFLOW 2018

Mike Dobbins
Audit Manager 3.0

Requests | Documents | Setup

Documents

Download | Delete | Reset Preferences

Type	File Name	Entity Name	Entity ID	Entity Short Name	Tax Type	Year	Period	Jurisdiction	Codes	Scenario	Document
	Product Brief -Dataflo...	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2018	Annual	Aruba			Product B
	DataFlow 2018 Steeri...	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2003	Q4			import test	DataFlow
	DataFlow 2018 Steeri...	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2018	Annual	Aruba			DataFlow
	trial balance.xlsx	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2018	Annual	Aruba			trial balan
	!Next Gen Template (...	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2003	Test-Period-001				!Next Gen
	ImportRequestsError...	AM-Test-Entity000	AM-Test-Entity000		Business Privilege Tax	2014	Q1	Aruba	Code 1	ScenarioSP	ImportRec
	DF_Export_08_24_20...	AM-Test-Entity000	AM-Test-Entity000		Business License	2014	Q1	Aruba	Code 1	ScenarioSP	DF_Expor
	11000 Tax Return.pdf	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2003	Test1				11000 Tax
	Common Entites File...	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2003	Q4			import test	Common
	Common Entites File...	AM-Test-Entity000	AM-Test-Entity000		Annual Report	2003	Test1				Common

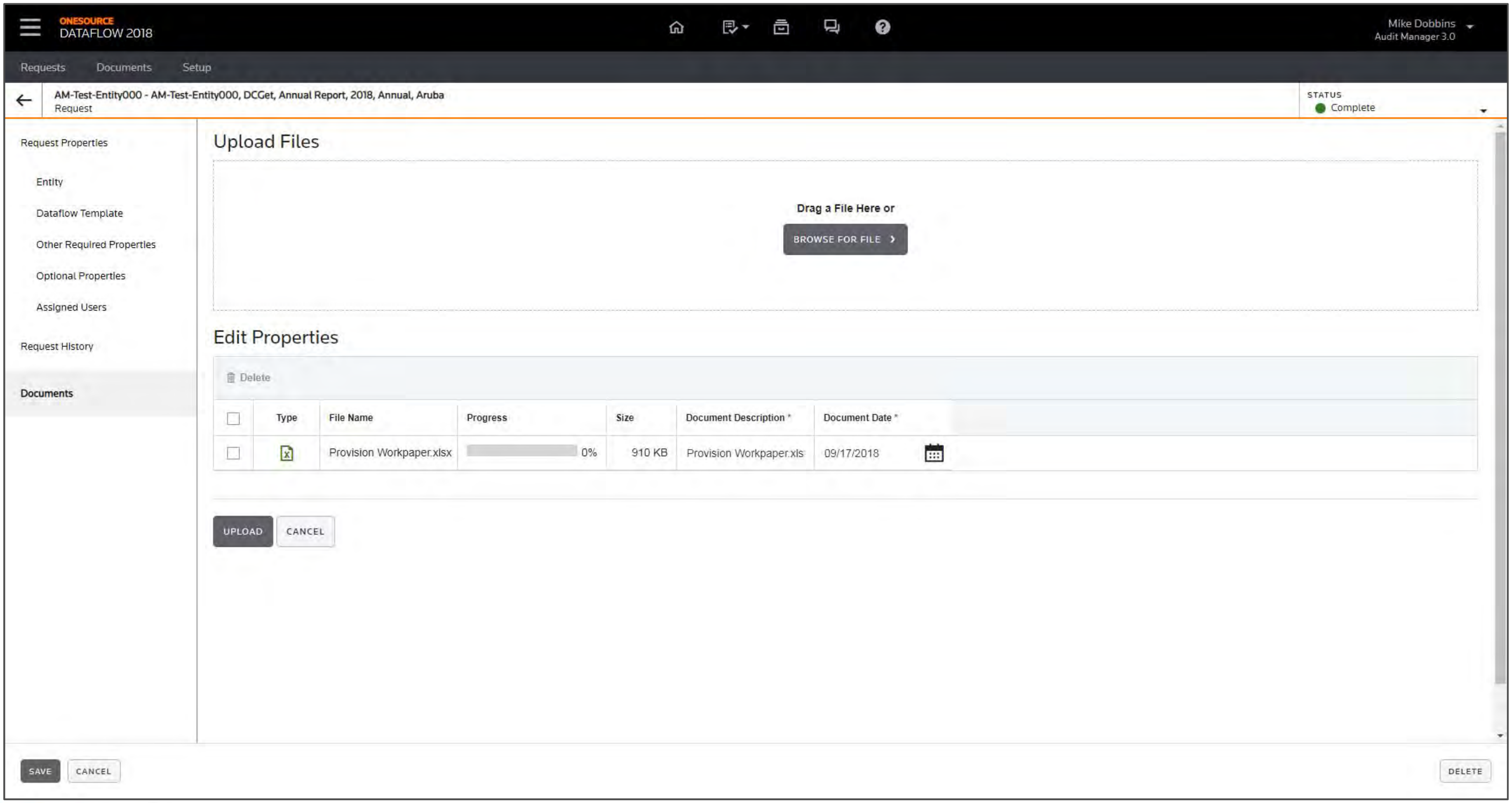
1 Go

10

Page 1 of 3

1 to 10 of 23

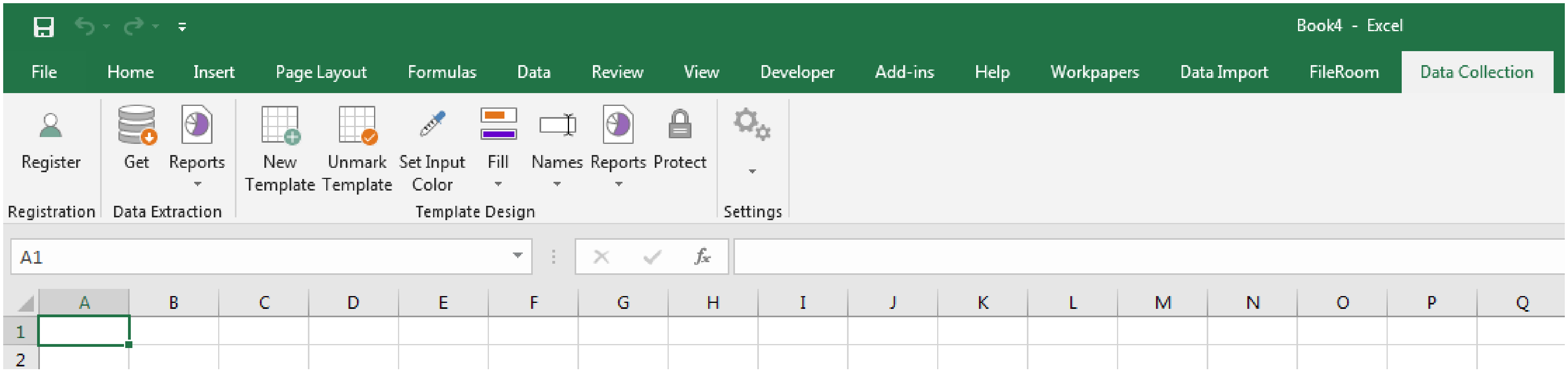
Documents


ONESOURCE
DATAFLOW 2018
Mike Dobbins
Audit Manager 3.0
Requests
Documents
Setup
AM-Test-Entity000 - AM-Test-Entity000, DCGet, Annual Report, 2018, Annual, Aruba
Request
STATUS
Complete
Request Properties
Entity
Dataflow Template
Other Required Properties
Optional Properties
Assigned Users
Request History
Documents
Upload Files
Drag a File Here or
BROWSE FOR FILE
Edit Properties
Delete
Type
File Name
Progress
Size
Document Description *
Document Date *
Provision Workpaper.xlsx
0%
910 KB
Provision Workpaper.xls
09/17/2018
UPLOAD
CANCEL
SAVE
CANCEL
DELETE

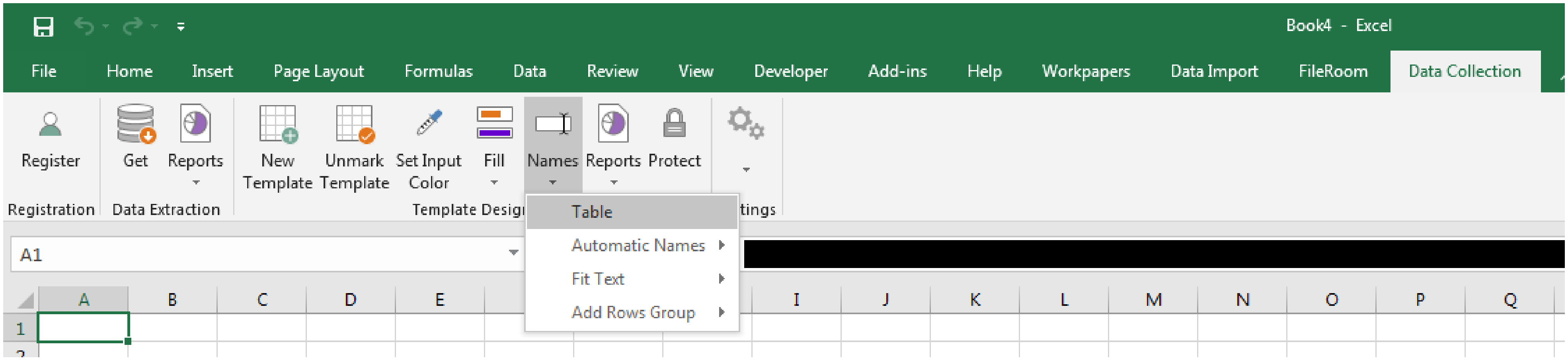
Key New Functionality

Enhanced Template Design and Functions

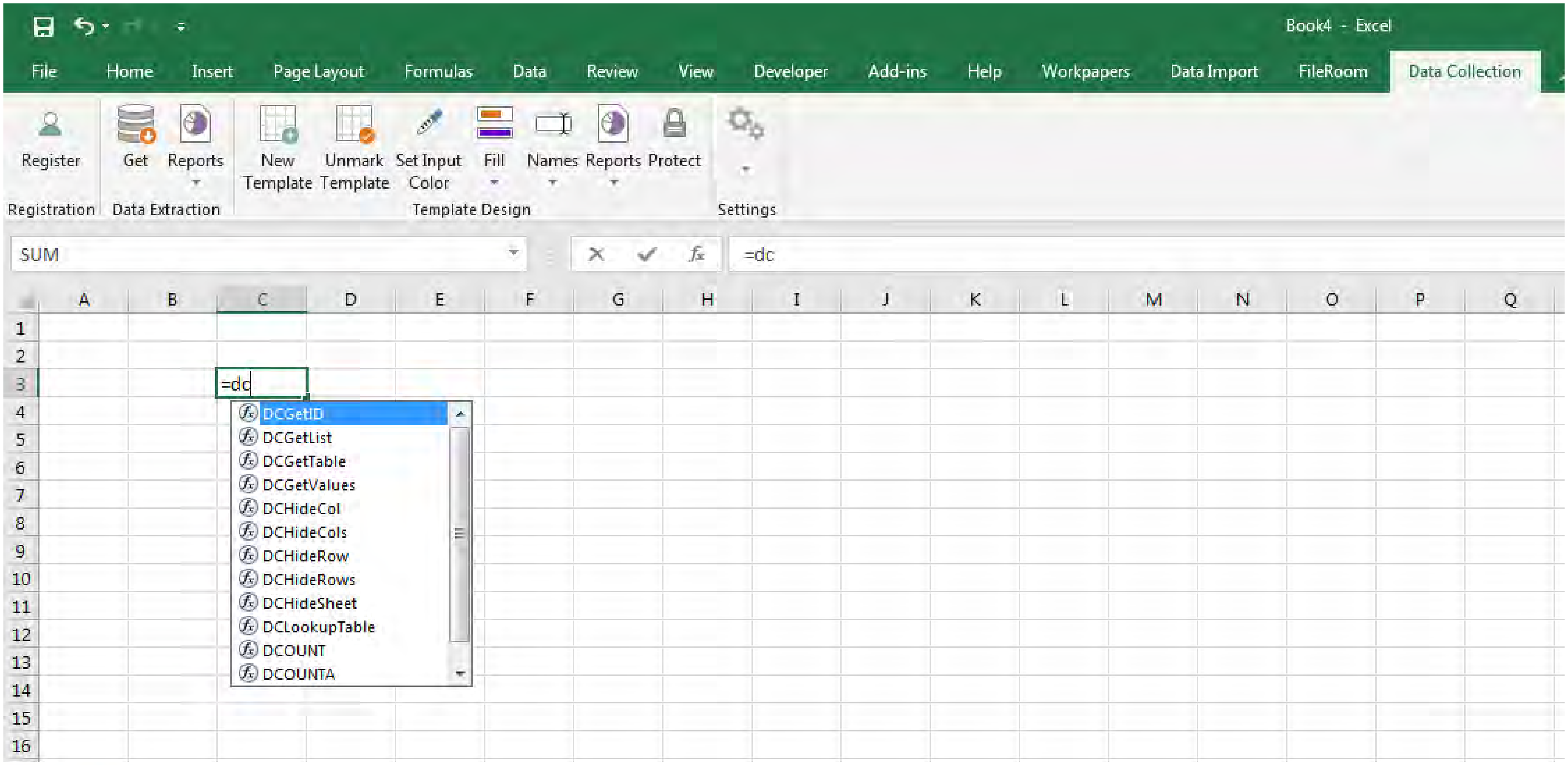
Enhanced Template Design and Functions



Enhanced Template Design and Functions



Enhanced Template Design and Functions



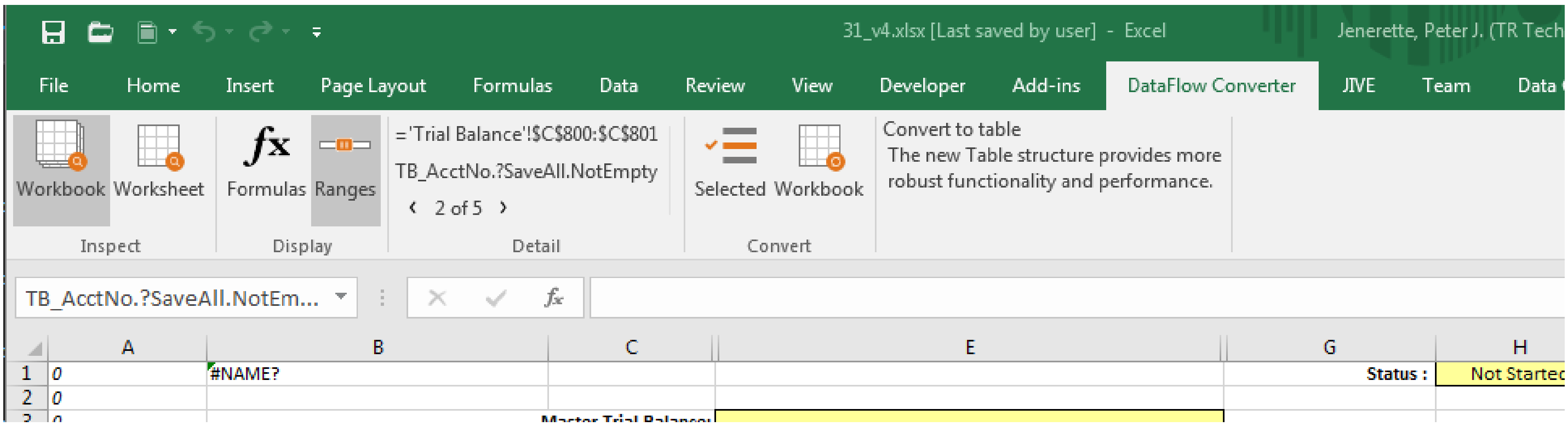
Conversion Summary

Conversion Summary

The level of effort required to convert to DataFlow 2018 will depend on the complexity of process and current implementation

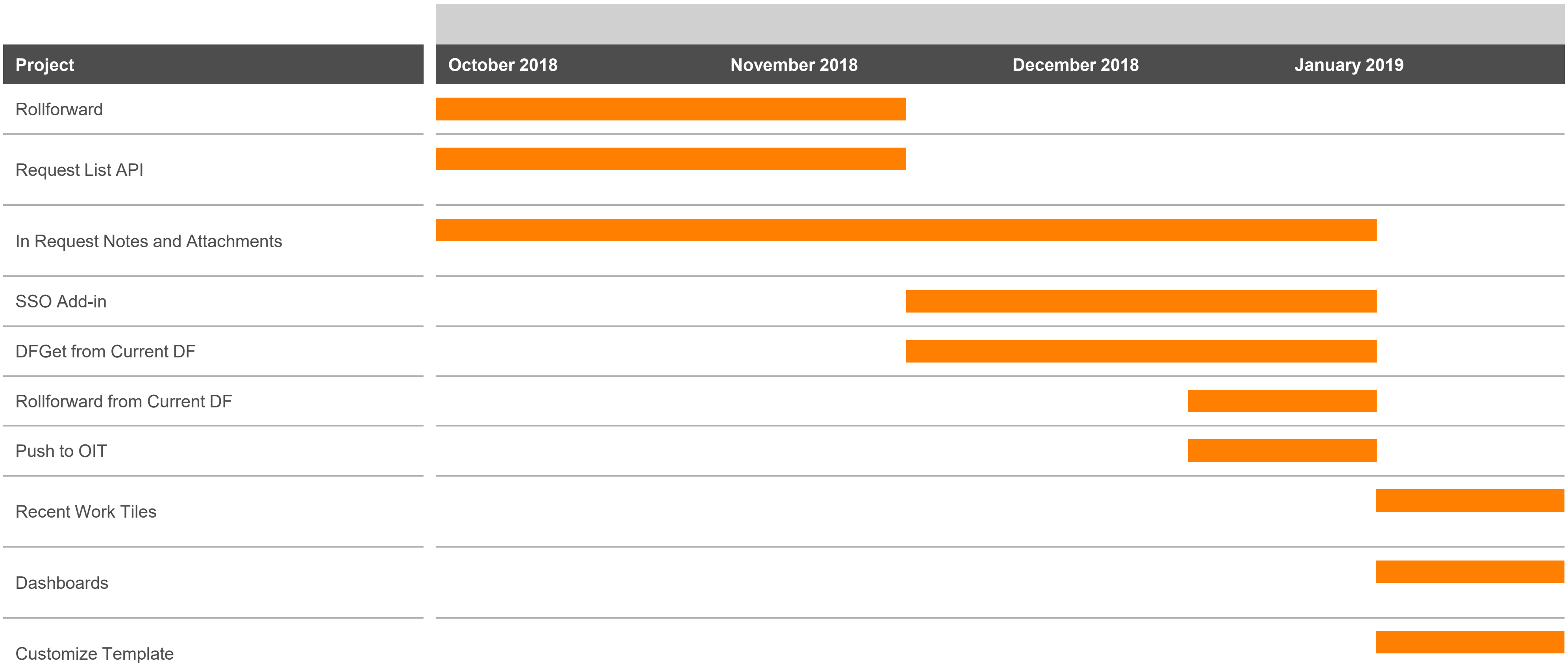
- Users
- Entities
- Status Templates
- List Management
- Template Conversion

Template Converter



Roadmap

Timeline example



Thank You

SYNERGY2018

Expertise. Connections. Influence.

Cox Enterprises: A Dataflow Case Study

the answer company™
THOMSON REUTERS®

Mark Robinson

Mark is the Tax Technology Senior Manager for Cox Enterprises, Inc. in Atlanta Georgia. He has been at Cox since 2007 and manages various Tax software solutions. Mark is responsible for all new tax software initiatives and serves as the tax department liaison to other Cox financial and IT groups.

Prior to joining Cox Enterprises, Mark was the Senior Tax Manager of Federal and State Compliance for AT&T.

Mark is a graduate of Georgia State University and a Certified Public Accountant. Mark holds a Certified Information Technology Professional accreditation with the AICPA and is the current Vice Chairman of the Thomson Reuters Corporate Compliance Steering Committee.

Mark's favorite hobbies are riding Unicycles and hiking in National Parks.

Objectives

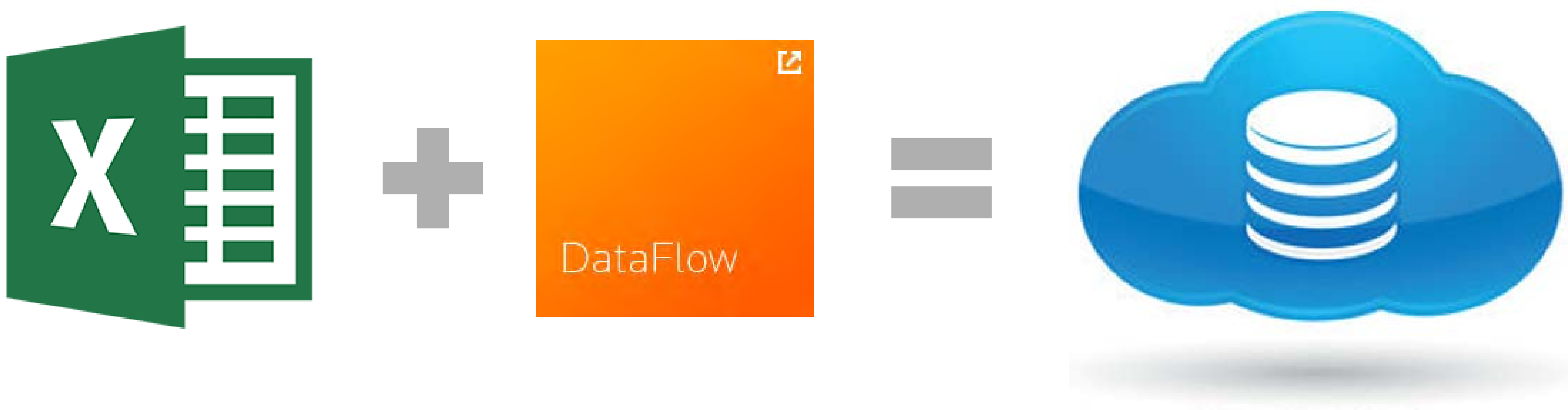
Upon successful completion of this session attendees will be able to recognize how DataFlow can be leveraged to collect data for multiple processes, challenges faced when rolling out a process using DataFlow, and identify the benefits of leveraging dataflow to collect remote data.

Things I hope you learn today

- What is DataFlow?
- How Cox Enterprises utilizes DataFlow
- Ways to leverage DataFlow
  – Workpaper Standardization
  – Data Warehouse
  – Process Automation
  – Robotics?

What is DataFlow?

DataFlow is software that allows you to turn Excel into a cloud database



How is Cox Enterprises using DataFlow?

Apportionment

- State & City Data Collection
- Unitary Apportionment Reconciliation
- Analysis

Data Warehousing

- State Apportionment
- Entity Working Trial Balance

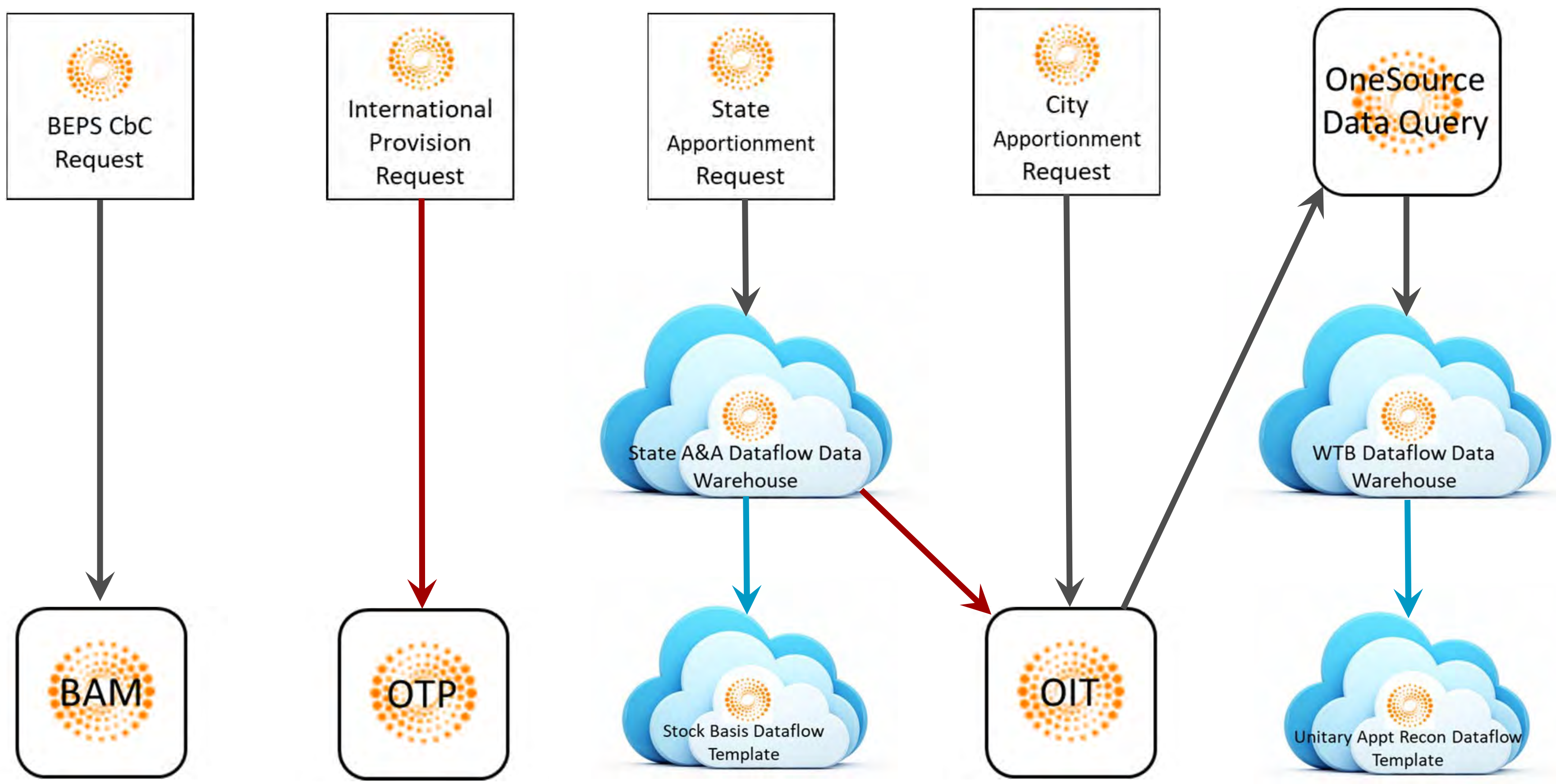
Stock Basis Tracking

International Provision

BEPS Data Collection for CbC Compliance

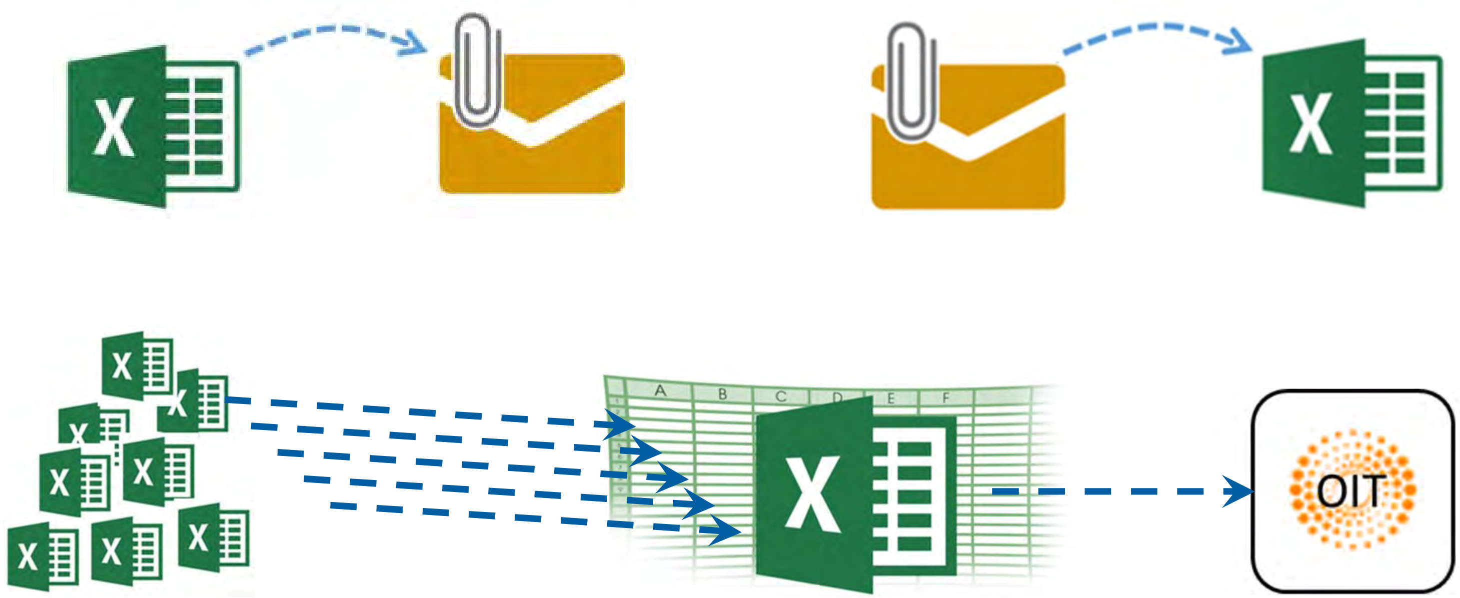
State Filing Analysis

How the Data “Flows” at Cox



How DataFlow facilitated Automation of State Apportionment at Cox

The Old Fashion | Manually Intensive Way



How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way

State
Apportionment
Request

How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way

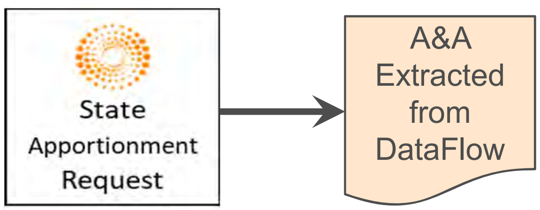
DataFlow Apportionment Templates sent to each GL location

TAX YEAR
2016
Entity Name
AutoTrader.Com, Inc.
Tax ID Code
WD410L
Location ID Code
1797

Description		Everywhere (Data Input)	AL ALABAMA	AK ALASKA	AZ ARIZONA	AR ARKANSAS	CA CALIFORNIA
PROPERTY:							
Inventories	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0	0	0
Accum. Depr., Machinery & Equipment (Enter as a Positive Amount)	0	0	0	0	0	0	0
Construction in Progress	0	0	0	0	0	0	0
Rental Expense	0	0	0	0	0	0	0
Total Property at Cost less Depreciation	0	0	0	0	0	0	0

How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way



How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way

GL location data retrieved and combined at the legal entity level

RESET THIS SHEET			
REQUEST ID		5917	5918
=Extdfgetvalues(C5,$A$10:$A$893,C10:C893,TRUE)			
DFGetValues Formula =>		#Ready to pull	#Ready to pull
RANGE NAMES			
EntityID	**TOTAL ALL ENTITIES**	**WD410L**	**WD410L**
EntityName		**AutoTrader.Com, Inc.**	**AutoTrader.Com, Inc.**
Scenario		**1797**	**210**
Year		**2017**	**2017**
Receipts_AK	0	0	0
Receipts_AL	5000	5000	0
Receipts_AR	10000	0	10000
Receipts_AZ	3600000	3600000	0
Receipts_CA	120000	100000	20000
Receipts_CO	56000	56000	0
Receipts_CT	66000	0	66000
Receipts_DC	0	0	0
Receipts_DE	61	61	0

How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way

Combined legal entity level data is adjusted to tie to the Federal Return

AutoTrader.Com, Inc.

WD410L

State Apportionment Data Tax Analysis

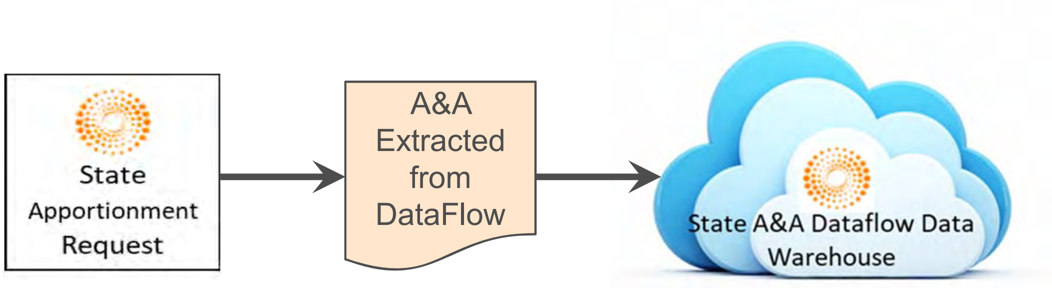
Load A&A Analysis Dataflow

Hide 0 Columns | Hide 0 Rows | Unhide 0 Columns | Unhide 0 Rows | Show All

				KEY State							
Description		Out of Balance	Total Everywhere	AL ALABAMA	AZ ARIZONA	AR ARKANSAS	CA CALIFORNIA	CO COLORADO	CT CONNECTICUT	DE DELAWARE
REVENUES:										
Receipts From Services	Client	X	565,678	5,000	3,600,000	10,000	120,000	56,000	66,000	61
Receipts From Services	Prorated Adjustments		0	0	0	0	0	0	0	0
Receipts From Services	Direct Allocations		0	0	0	0	0	0	0	0
Receipts From Services	**Total**	X	**565,678**	**5,000**	**3,600,000**	**10,000**	**120,000**	**56,000**	**66,000**	**61**
Miscellaneous Other Income	Client		0	0	0	0	0	0	0	0
Miscellaneous Other Income	Prorated Adjustments		0	0	0	0	0	0	0	0
Miscellaneous Other Income	Direct Allocations		0	0	0	0	0	0	0	0
Miscellaneous Other Income	**Total**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way



How DataFlow facilitated Automation of State Apportionment at Cox

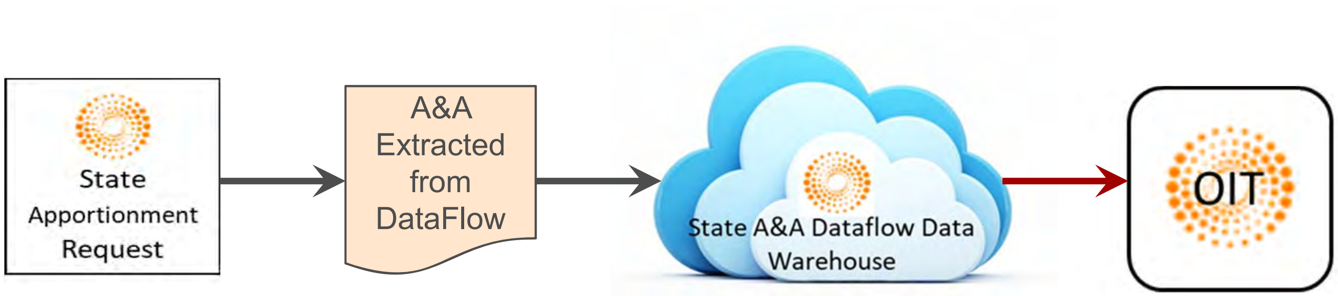
The 21st Century - A Better Way

Final A&A data is pushed into the DataFlow A&A Data Warehouse

ONSOURCE APPORTIONMENT CATEGORIES			Everywhere	AL	AK	AZ	AR	CA	CO	CT
Type	Category	Sub-Category	Total	AL000000	AK000000	AZ000000	AR000000	CA000000	CO000000	CT000000
Property	Inventories		0	0	0	0	0	0	0	0
Property	Land		0	0	0	0	0	0	0	0
Property	Machinery & Equipment	Machinery & Equipment	10,000,000	0	0	0	0	0	0	0
Property	Machinery & Equipment	Unitary Elims - CA Adj	0	0	0	0	0	0	0	0
Property	Machinery & Equipment	Unitary Elims - Foreign Adj	0	0	0	0	0	0	0	0
Property	Machinery & Equipment	Unitary Elims - KS Adj	0	0	0	0	0	0	0	0
Property	Accum. Depr., Machinery & Equipment		5,000,000	0	0	0	0	0	0	0
Property	Other Depreciable Assets		0	0	0	0	0	0	0	0
Property	Accum. Depr., Other Depreciable Assets		0	0	0	0	0	0	0	0
Property	Construction in Progress		2,000,000	0	0	0	0	0	0	0
Property	Partnership Property	Partnership Property	0	0	0	0	0	0	0	0
Property	Partnership Property	Accum. Depr., Partnership Property	0	0	0	0	0	0	0	0
Property	Partnership Property	Unitary Elims - LIH Adj	0	0	0	0	0	0	0	0
Property	Partnership Property	Unitary Elims - LIH Adj (Depr)	0	0	0	0	0	0	0	0
Property	Partnership Property	Unitary Elims - NB Adj	0	0	0	0	0	0	0	0
Property	Rentals - Tangible Personal Property	Rentals - Tangible Personal Property	40,000	0	0	0	0	0	0	0
Property	Rentals - Tangible Personal Property	Unitary Elims - CA Adj	0	0	0	0	0	0	0	0
Property	Rentals - Tangible Personal Property	Unitary Elims - Foreign Adj	0	0	0	0	0	0	0	0
Property	Rentals - Tangible Personal Property	Unitary Elims - KS Adj	0	0	0	0	0	0	0	0
Property	Rentals - Partnership Tangible Property	Rentals - Partnership Tangible Property	0	0	0	0	0	0	0	0
Property	Rentals - Partnership Tangible Property	Unitary Elims - LIH Adj	0	0	0	0	0	0	0	0

How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way



How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way

Excel Add-in pushes data into OIT State TAS

1 2 3 4 Categories	Control Total	Alabama	Arizona	Arkansas	California	Colorado	Connecticut	Delaware	Florida	Georgia
Property										
Assets										
Machinery & Equipment					1,431,513					472,756,870
(Accum. Depr., Machinery & Equipment)					1,167,816					385,670,879
Construction in Progress										7,646,979
Total Assets					263,697					94,732,970
Rents										
Rentals - Tangible Personal Prop...					206,072				41,155	
Total Rents					206,072				41,155	
Total Property					469,769				41,155	94,732,970

How DataFlow facilitated Automation of State Apportionment at Cox

The 21st Century - A Better Way

How DataFlow facilitated Automation of State Apportionment at Cox

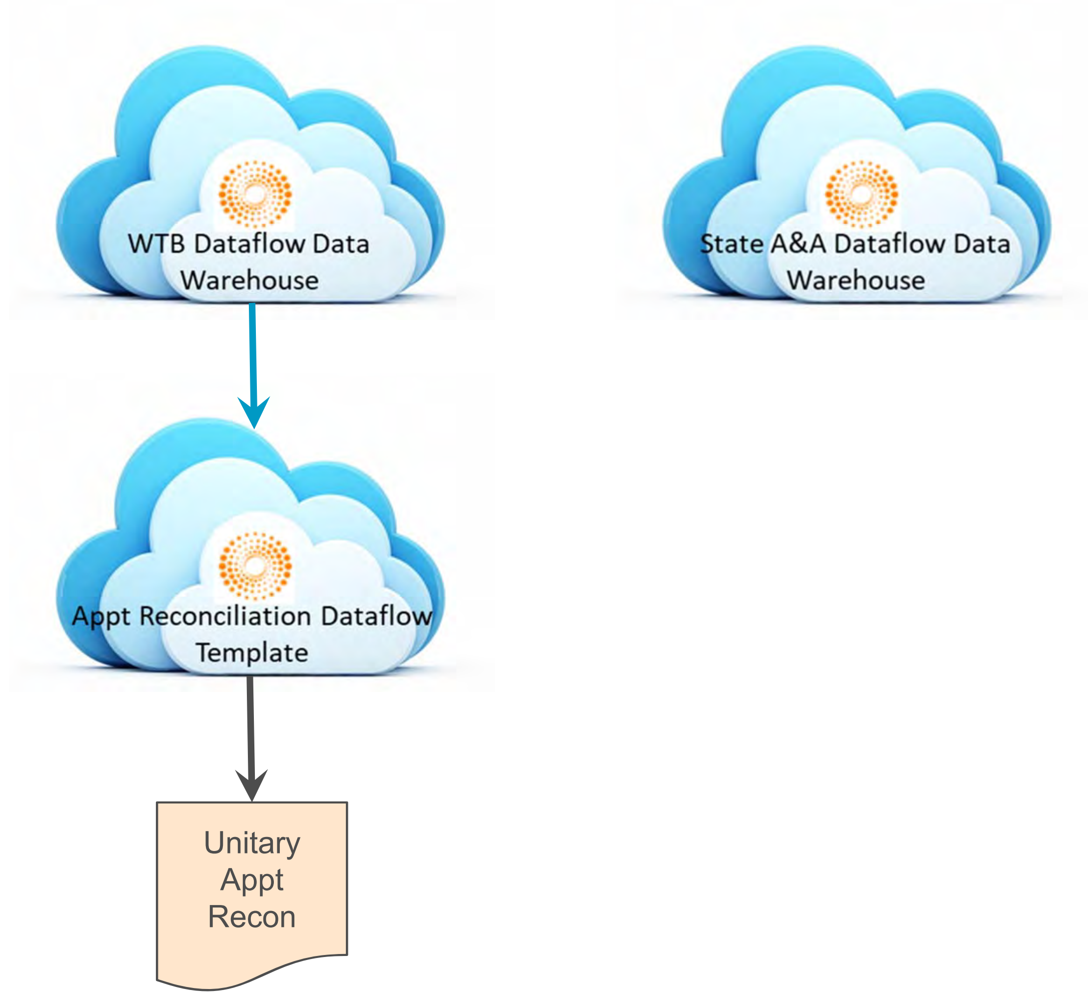
The 21st Century - A Better Way

Working Trial Balance extracted from OIT and loaded to DataFlow

Account Number	Account Description	TRC	TRC Description	TCC	TCC Description	Book Balance USD	Book Adjustments USD	Adjusted Book Balance USD
E1000	Cash	10-100	Cash	10	Cash	456,000	0	878,000
E1200	Trade Receivables	10-200	Trade Notes and Accounts Receivable	10	Trade Receivables	19,000	0	395,000
E1220	AR Allowance	10-205	Allowance for Bad Debts	10	Allowance for Doubtful Accounts	102,000	0	730,000
E1375	Prepaid Rent	10-900	Other Current Assets	430	Prepaid Rent	527,000	0	478,000
E1389	Prepaid Other	10-900	Other Current Assets	400	Prepaid Other	373,000	0	866,000
E1395	Other Current Assets	10-900	Other Current Assets	990	Other Current Assets	85,000	0	106,000
E1500	Investment In Stock	11-400	Other Investments	110	Investment In Stock	615,000	0	646,000
E1550	Investment In Subsidiary	11-300	Investment in Subsidiaries	10	Investment in Subsidiaries	462,000	0	740,000
E1555	Investment In Partnerships	11-400	Other Investments	100	Investment in Partnerships	298,000	0	307,000
E1620	Leasehold Improvements	11-500	Buildings and Other Depreciable Assets	310	Leasehold Improvements	15,000	0	460,000
E1625	Furniture And Fixtures	11-500	Buildings and Other Depreciable Assets	180	Furniture & Fixtures	477,000	0	604,000
E1635	Computer Equipment	11-500	Buildings and Other Depreciable Assets	100	Computer Equipment	318,000	0	739,000
E1660	Software	11-500	Buildings and Other Depreciable Assets	420	Software	437,000	0	95,000
E1680	Autos And Trucks	11-500	Buildings and Other Depreciable Assets	20	Autos & Trucks	943,000	0	857,000
E1685	Other Equipment	11-500	Buildings and Other Depreciable Assets	410	Other Equipment	700,000	0	956,000
E1690	CIP	11-900	Other Assets	100	Construction in Progress	353,000	0	311,000

The DataFlow Data Warehouse

Leveraging our Data



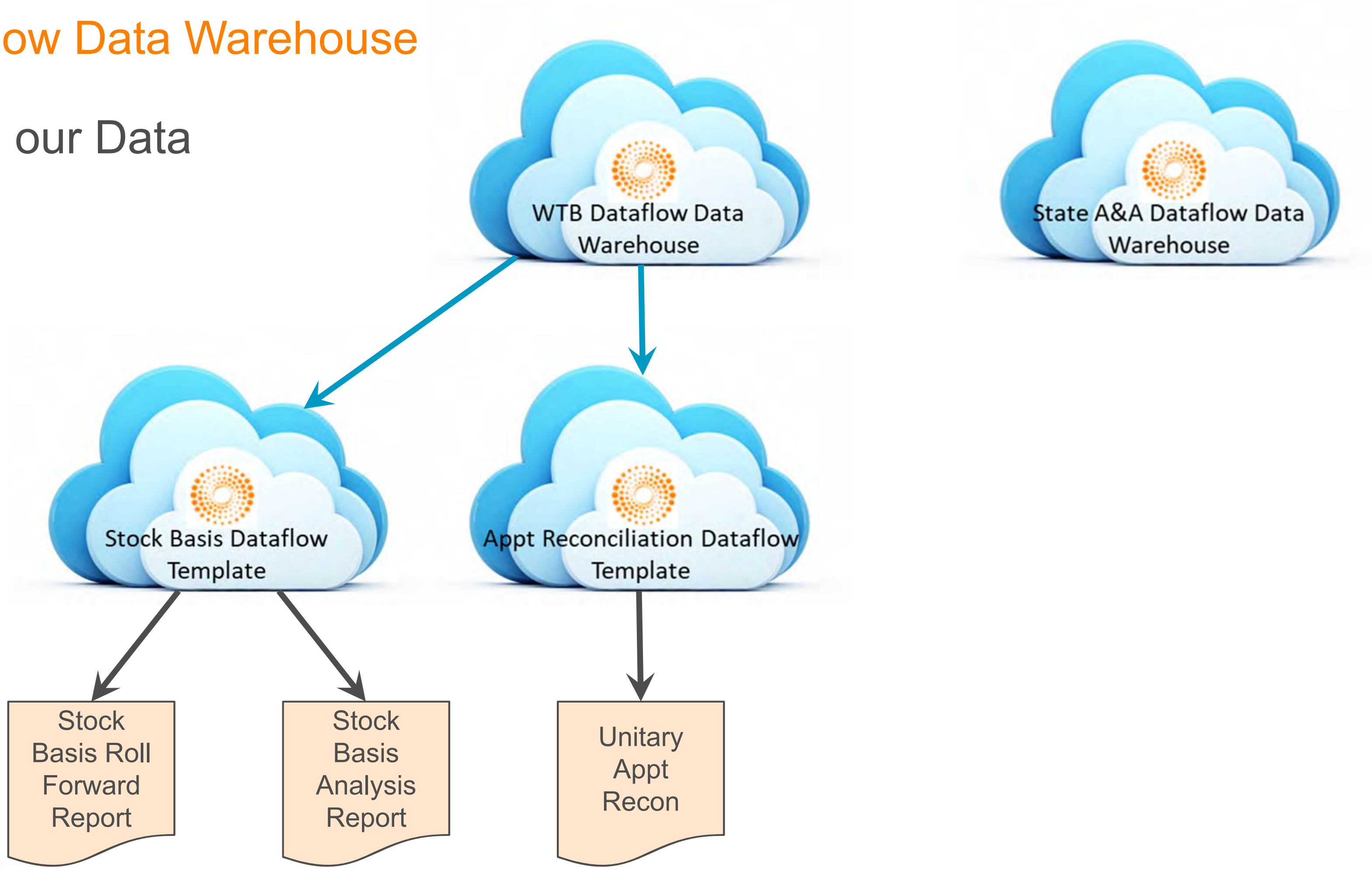
The DataFlow Data Warehouse

Leveraging our Data – Unitary Return & Apportionment Reconciliation

Company Number	TOTAL ALL ENTITIES	WD300L	WD460L	WD450L
Company Name		XTIME, INC.	VAUTO, INC.	VINSOLUTIONS, INC.
Scenario				
Tax Year		2017	2017	2017
Receipts				
Per 1120				
Gross Receipts (Line 1c)	1,686,837,042	108,756,158	251,862,137	137,273,237
Dividends - Corporations (Line 4)	0	0	0	0
Dividends - Partnerships (Line 4)	0	0	0	0
Interest - Corporations (Line 5)	33,491	944	15,567	1,289
Interest - Partnerships (Line 5)	0	0	0	0
Gross Rents (Line 6)	0	0	0	0
Gross Royalties (Line 7)	9,644,637	0	9,644,637	0
Capital Gain - Corporations (Line 8)	0	0	0	0
Capital Gain - Partnerships (Line 8)	0	0	0	0
Net Gain (Line 9)	(65,506,555)	-113,496	-11,020	-16,196,985
Other Income (Line 10)	1,714,372,452	0	-7,976	-225,248
Total Receipts Per 1120	**3,345,381,067**	**108,643,606**	**261,503,345**	**120,852,293**

The DataFlow Data Warehouse

Leveraging our Data



The DataFlow Data Warehouse

Leveraging our Data – Stock Basis Rollforward Reports

STOCK BASIS REPORT

	2016	2015	2014	2013
BEGINNING STOCK BASIS				
Prior Period Stock Basis	54,125,804	46,496,100	27,806,568	79,060,755
Beginning Stock Basis Adjustment	1,000,000			
Beginning Stock Basis Total	**55,125,804**	**46,496,100**	**27,806,568**	**79,060,755**
TRANSACTION ADJUSTMENTS				
Formation of Company	0	0	0	0
Acquisition of Company Stock	0	0	0	0
Capital Contributions	0	0	0	0
Distributions	0	0	0	0
Divestitures, Mergers & Liquidations	0	0	0	0
Deemed Capital Contributions/(Distributions) - FIT (post-1997)	14,069,650	6,574,763	7,090,504	(20,714,007)
Other Adjustments (1)	0	0	0	9,714,007
Other Adjustments (2)	0	0	0	0
Transaction Adjustments Subtotal	**14,069,650**	**6,574,763**	**7,090,504**	**(11,000,000)**

The DataFlow Data Warehouse

Leveraging our Data – Stock Basis Analysis Reports

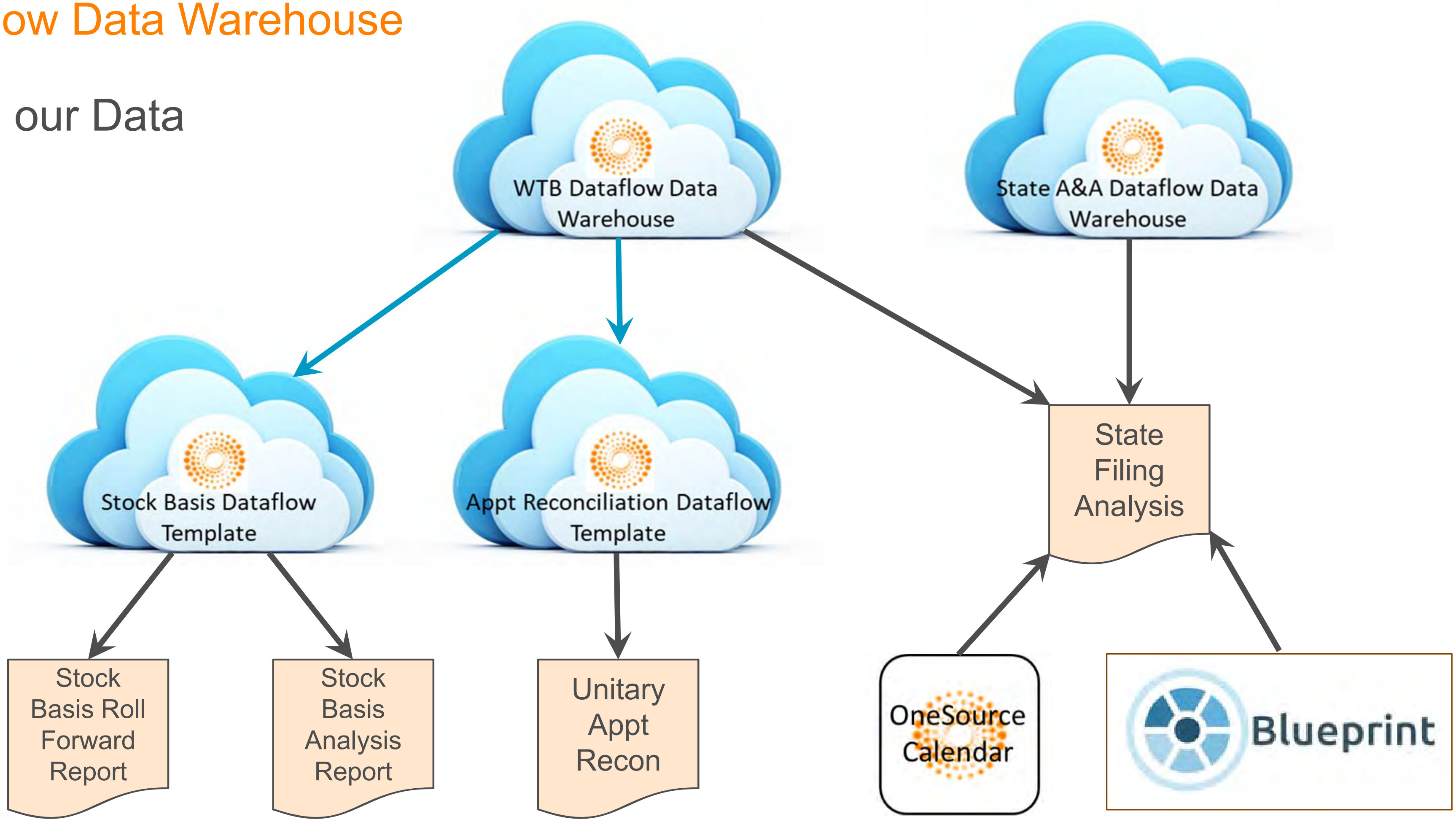
STOCK BASIS ANALYSIS REPORT (2016)

HD600L - Cox Technology Testing, Inc.

PRELIMINARY BOOK BALANCES	
Intercompany Due To/(Due) From Balances Contributed-BOY	256,275,991
Intercompany Due To/(Due From) Balances Contributed-EOY	197,400,713
Intercompany Debt Year-Over-Year Change	**(58,875,278)**
Intercompany Notes Payable/(Receivable) Contributed-BOY	0
Intercompany Notes Payable/(Receivable) Contributed-EOY	0
Intercompany Notes Year-Over-Year Change	**0**

The DataFlow Data Warehouse

Leveraging our Data



The DataFlow Data Warehouse

Leveraging our Data – State Filing Analysis

Entity Name:		**Cox Technology Testing Company**								
Year:		2017								
					DATA Entry Fields					

Non-Unitary Jurisdictions

All Jurisdictions

Reset Report

State	Property	Payroll	Sales	Qualified During 2017	Registration End Date	Return Extended	Return Filed	Calendar Update		Reserve Analysis
								Flag	Notation	
AL	0	1,354,457	16,492,028	Y				I		136,205
AR	0	875,932	1,535,498	Y		Y				
DE	0	314,359	1,102,135	Y		Y				
FL	0	11,555,196	0	Y		Y				
GA	52,127,770	91,974,168	17,106,493	Y		Y				
HI	0	75,378	0	Y		Y				
ID	0	641,718	0	Y		Y				
IN	0	4,673,326	16,384,564	Y		Y				
Cities										
KY - Fayette County	0	0	0			Y		F		
KY - LFUCG	0	0	0			Y		F		

Footnotes:

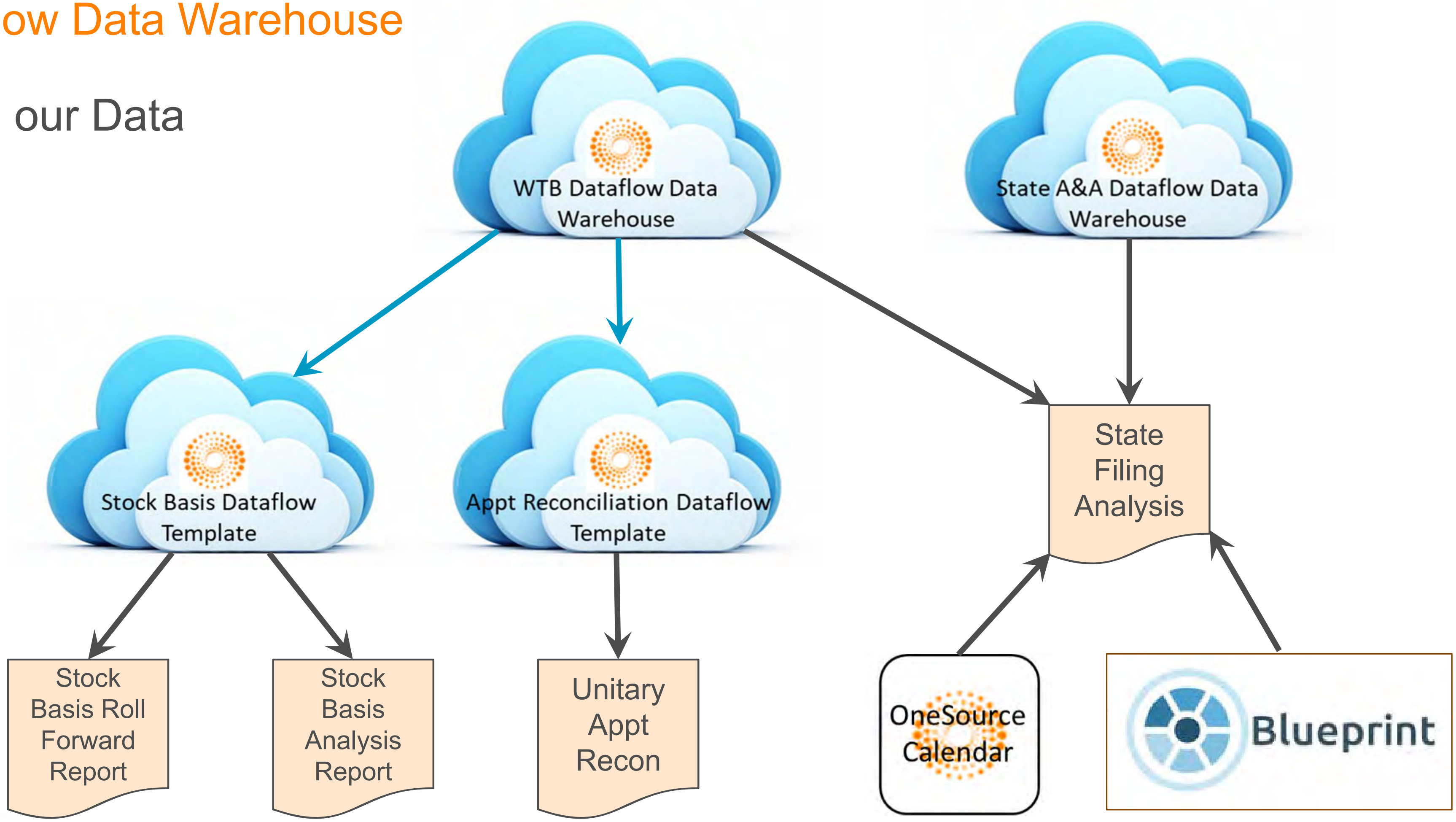
Unitary states excluded above (18) : AZ, CA, CO, CT, DC, IL, KS, MA, MI, MN, NE, NY, OR, RI, TX UT, VT,WI

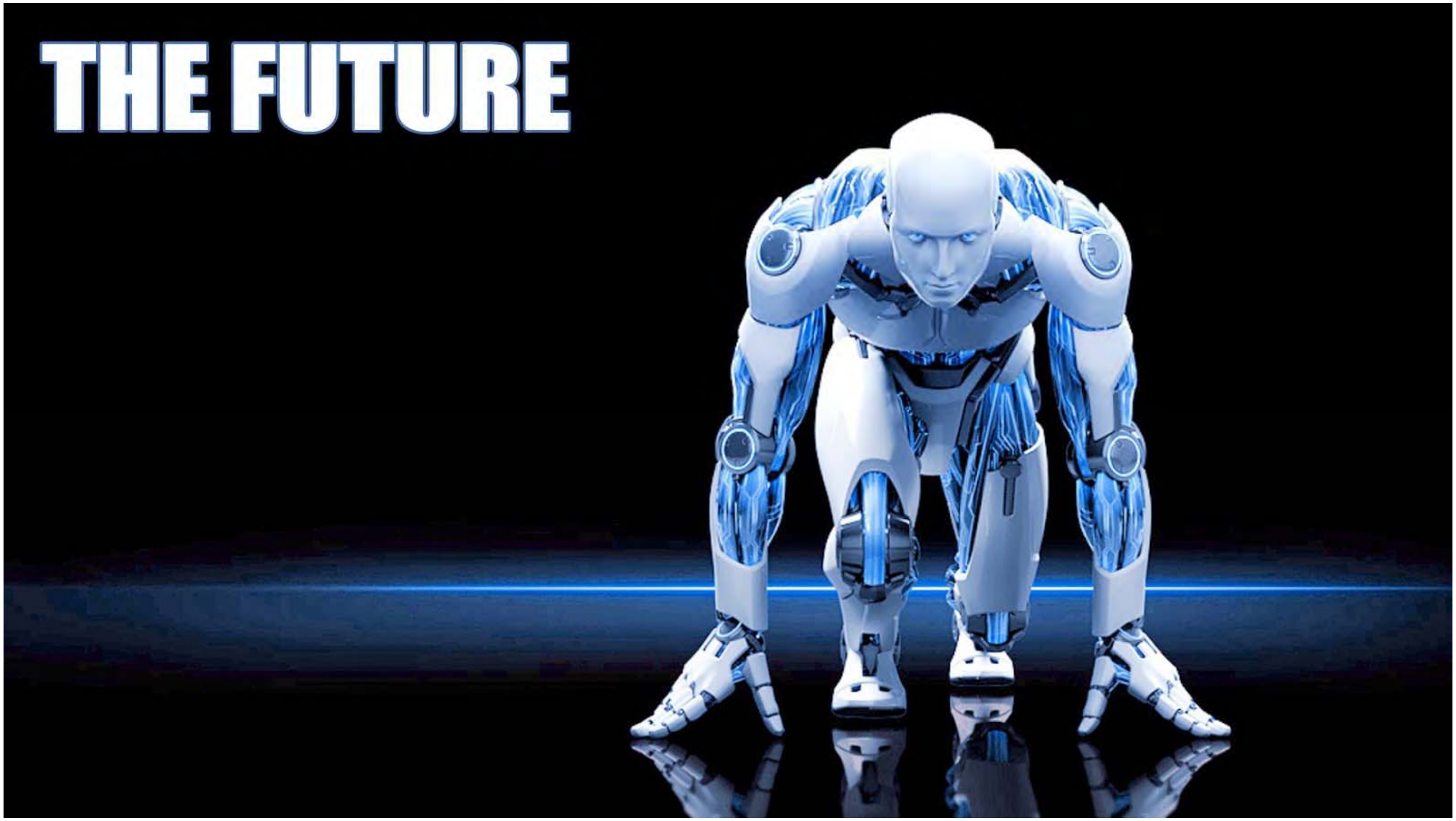
Unitary cities excluded above (2): NYC and Portland/Multnomah

Flag Key	
I	Consider Initial Filing
F	Consider Final Filing

The DataFlow Data Warehouse

Leveraging our Data




THE FUTURE

Robotic Process Automation and State Apportionment Automation at Cox

DataFlow and Blue Prism | The Perfect Partnership

DataFlow + blueprism =

DataFlow and Blue Prism a Perfect Partnership

Robots in Action

TECH TALK

mark.robinson@coxinc.com

SYNERGY2018

Expertise. Connections. Influence.

O149 - FedEx & Deloitte: Leveraging ONESOURCE DataFlow to transform Non-U.S. Provision Process

Tuesday, November 13th
9:10 – 10:05 a.m.

Ian Bullock

Ian is the International Tax Accounting and Reporting Manager for FedEx Corporate Services, Inc. He has more than seventeen years of experience in tax accounting.

Ian is a Certified Public Accountant. He received his Masters of Accountancy from The University of Montana and his Bachelor of Science in Agricultural Economics from Brigham Young University.

Stacey Knevitt

Stacey Knevitt is a Tax Senior Manager in the TMC practice of Deloitte's Grand Rapids office. Stacey has more than twelve years of experience in public accounting.

As a member of the TMC practice she focuses on accounting for income taxes including software implementations and tax process improvement. Stacey has completed the certification training to be a Certified Implementer of ONESOURCE Tax Provision and ONESOURCE Income Tax. She was runner up for the 2016 Thomson Reuters Taxologist of the Year – Certified Implementer.

Stacey Knevitt is a Certified Public Accountant in the state of Michigan.

Hamilton George

Hamilton is a Manager in the TMC practice of Deloitte Tax LLP, located in Jersey City, NJ. He is a member of Deloitte's Tax Systems group and has over 10 years of experience in technology consulting and building custom applications, including 6 years of experience in tax technology consulting.

He has an MBA in Strategic Management from Virginia Tech and an undergraduate in computer engineering. He is a Certified Implementer of ONESOURCE Workflow Manager (OWM).

Objectives

Upon completion, attendees will be able to recognize how FedEx was able to design and implement automated and integrated data collection package for Non U.S. Provision calculation using DataFlow, identify considerations for leveraging ONESOURCE DataFlow and Global Access to automate and streamline processes and recognize integration techniques using ONESOURCE to streamline process.

Objectives

1. Recognize how FedEx was able to design and implement a right-sized automated and integrated data collection package for Non U.S. Provision calculation using DataFlow
2. Review the considerations FedEx made when choosing how to leverage DataFlow and Global Access to automate and streamline their tax processes.
3. Evaluate the integration techniques of ONESOURCE products to streamline the process

Agenda

9:10	Introductions and Objectives
9:20	FedEx Overview
9:30	Why did FedEx implement ONESOURCE?
9:40	What does FedEx ONESOURCE future state look like?
10:00	Questions?

FedEx Overview

FedEx Corporation Overview

FedEx

WHO WE ARE

United States based company founded in 1998

Deliver average of 14 million packages a day in 220 countries and territories

425,000 team members

#32

Forbes Top Regarded Companies 2018

Annual revenue $67 billion

WHAT WE DO

"Connecting people with goods, services and ideas creates opportunities and improves lives. At FedEx, we believe that a connected world is a better world, and that belief guides everything we do."

FedEx Express

FedEx Ground

FedEx Freight

FedEx Services

Why did FedEx implement ONESOURCE?

Project Objectives

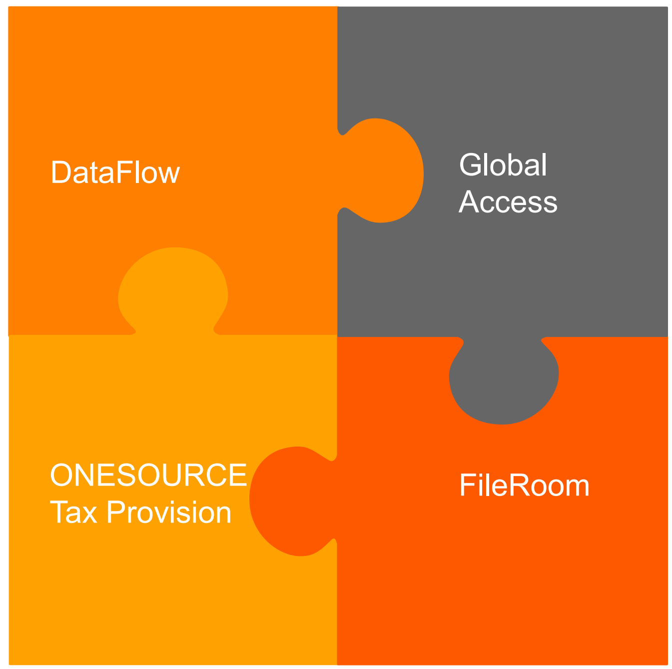
- Remove key man dependency with legacy non U.S. provision package
- Implement a solution that integrates legacy TNT with FedEx
- Identify a solution that is adaptable to the general ledger changes with Oracle rollout
- Build a solution that would replace all non U.S. provision requests (i.e., SEC payments and NOL rollforward schedules)

Legacy package

- Controllers had ability to modify packages as needed (i.e. create one-off adjustments)
- When populating the package the controller could pull from the general ledger and apply logic for basic automation
- Only legacy FedEx was familiar with this package and process
- Did not offer a consistent approach to journal entries or quarterly reporting

What does FedEx ONESOURCE future state look like?

What products is FedEx using?



How is FedEx using these solutions?

1 DataFlow

DataFlow
FedEx is sending its non U.S. data providers an international tax provision package twice each quarter. Once to calculate the forecasted effective tax rate and a second package to gather SEC payment information.

2 Global Access and OTP

Global Access
All provision reporting is being handled via Global Access. This includes journal entry and payable reporting.

ONESOURCE Tax Provision is only being used by corporate to consolidate the Non U.S. Provision

3 FileRoom

FileRoom
Any attachments that a data provider uploads to their international provision package is stored within FileRoom

DataFlow Automated Package – Calculating Actual Provision

FEDERAL EXPRESS Intl. B.V.
FP103
Local Currency: JPY
Income Tax Provision
Actual Provision
Q1 / FY2019

Legend
Input
Pulled
Computed

GAAP to Local Statutory - Permanent Differences
GAAP to Local Statutory - Temporary Differences
Local Stat to Tax - Permanent Differences
Local Stat to Tax - Temporary Differences

ENTER ALL AMOUNTS IN LOCAL CURRENCY

To remove a value after it has been sent, you must enter a zero in the cel

Description		GAAP to Stat / Stat to Tax	Attach Documentation	Manual Override? (Adjs are considered automated by default)	Current Activity - From Automation	Current Activity - Manual Input	Activity	FY2018 Q4 Tax Provision	Balance Adjustment	A
PTBI: Pre-tax Book Income/(Loss)										
Earnings Before Interest and Taxes	*Income/(Loss)*						20,148,174,121	-		
Non-Operating Income/(Loss)	*Income/(Loss)*						1,983,471	-		
Pre-Tax Book Income - Adjustment	*Income/(Loss)*						-	-		
Total PTBI							20,150,157,592	-		
GAAP to Local Statutory Differences	*Addback/(Deduct) from Taxable Income*									
Permanent Differences										
Non-Deductible Expenses	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Non-Deductible Interest	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Non-Deductible Intercompany	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Meals and Entertainment	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Fines/Penalties	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Foreign Currency Gains/Losses	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Foreign Currency Gains/Losses	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Legal and Professional Fees	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Bad Debt	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Other Permanent Adjustments	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
To Be Investigated - Permanent	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Total Permanent Differences		GAAP to Stat			-	-	-	-		
Temporary Differences										
Fixed Assets	*Addback/(Deduct)*	GAAP to Stat			-		-	-		
Gain/Loss - Fixed Asset Disposal	*Addback/(Deduct)*	GAAP to Stat			-		-	-		

... | **Actual Provision** | GAAP to STAT Perms | GAAP to STAT Temps | STAT to Tax Perms | STAT to Tax Temps | Forecast_Provision | Payable_CIT_&_ADJ | Payable_WHT | NOL | (...

DataFlow Automated Package – Calculating Forecast Provision

FEDERAL EXPRESS Intl. B.V.
FP103
Local Currency: JPY
Income Tax Provision
Forecast Provision
Q1 / FY2019

Annualization Months: *Select* 3

ENTER ALL AMOUNTS IN LOCAL CURRENCY

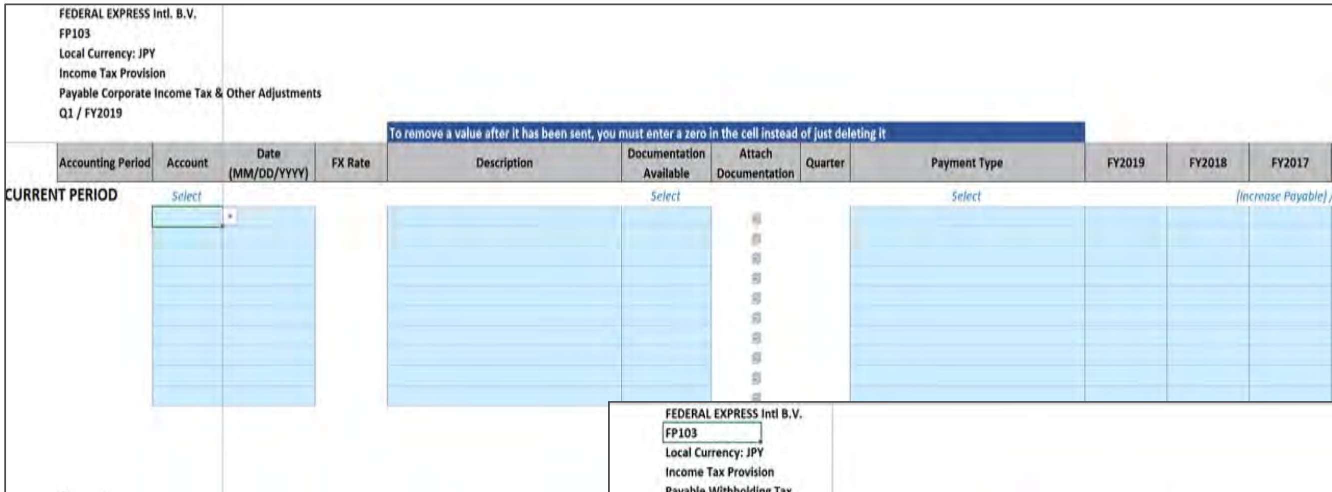
To remove a value after it has been sent, you must enter a zero in the cell instead of just

Select

Description		GAAP to Stat / Stat to Tax	Forecast Method	Annual Forecast	Annualized YTD	Input	Prior Year	Forecasted Balance Based on Method
PTBI: Pre-tax Book Income/(Loss)								
Earnings Before Interest and Taxes	*Income/(Loss)*			2,422,324,572	80,592,696,484		-	2,422,324,572
Non-Operating Income/(Loss)	*Income/(Loss)*			898,129,012	7,933,882		-	898,129,012
Pre-Tax Book Income - Adjustment	*Income/(Loss)*			-	-	-	-	-
Total PTBI				3,320,453,584	80,600,630,366		-	3,320,453,584
GAAP to Local Statutory Differences	*Addback/(Deduct) from Taxable Income*							
Permanent Differences								
Non-Deductible Expenses	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Non-Deductible Interest	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Non-Deductible Intercompany	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Meals and Entertainment	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Fines/Penalties	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Foreign Currency Gains/Losses - 292570	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Foreign Currency Gains/Losses - 803000	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Legal and Professional Fees	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Bad Debt	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Other Permanent Adjustments	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
To Be Investigated - Permanent	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Total Permanent Differences		GAAP to Stat						-
Temporary Differences								
Fixed Assets	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Gain/Loss - Fixed Asset Disposal	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Deferred Lease Obligations	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method
Accrued Pension	*Addback/(Deduct)*	GAAP to Stat			-		-	Select Method

... Actual Provision | GAAP to STAT Perms | GAAP to STAT Temps | STAT to Tax Perms | STAT to Tax Temps | **Forecast_Provision** | Payable_CIT_&_ADJ | Payable_WHT | NOL | C ...

DataFlow Automated Package – Capturing Payables (CIT and Withholding)

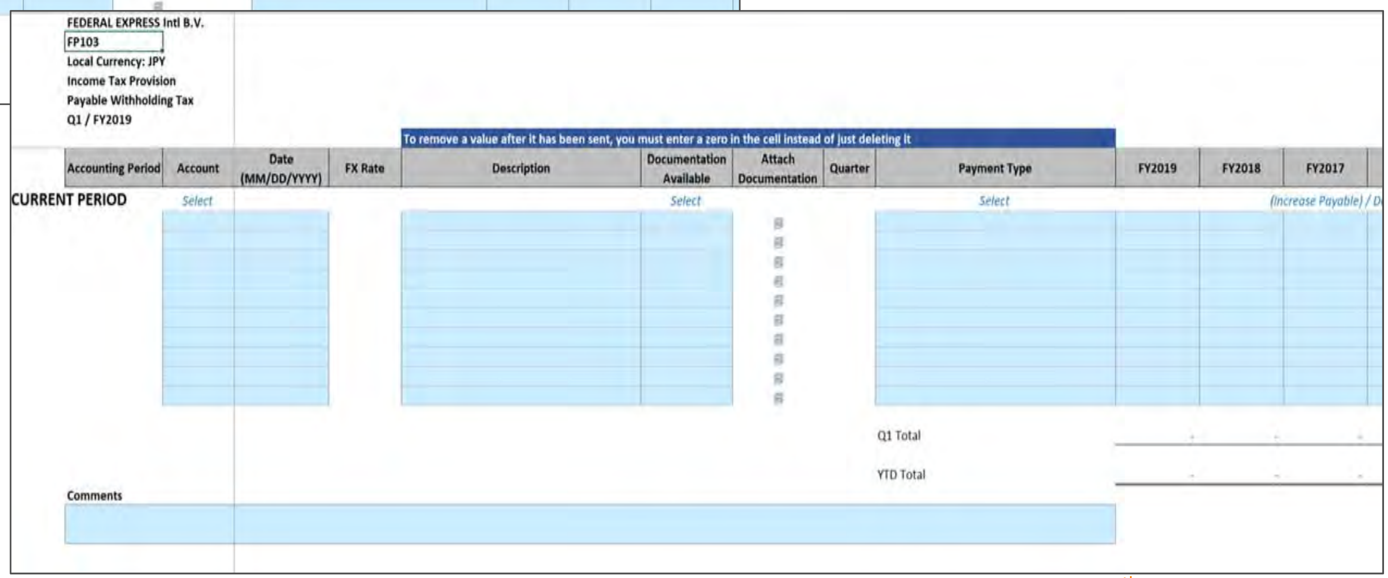


FEDERAL EXPRESS Intl. B.V.
FP103
Local Currency: JPY
Income Tax Provision
Payable Corporate Income Tax & Other Adjustments
Q1 / FY2019

To remove a value after it has been sent, you must enter a zero in the cell instead of just deleting it

Accounting Period	Account	Date (MM/DD/YYYY)	FX Rate	Description	Documentation Available	Attach Documentation	Quarter	Payment Type	FY2019	FY2018	FY2017
CURRENT PERIOD	Select				Select			Select			(Increase Payable) /

CIT Payable



FEDERAL EXPRESS Intl B.V.
FP103
Local Currency: JPY
Income Tax Provision
Payable Withholding Tax
Q1 / FY2019

To remove a value after it has been sent, you must enter a zero in the cell instead of just deleting it

Accounting Period	Account	Date (MM/DD/YYYY)	FX Rate	Description	Documentation Available	Attach Documentation	Quarter	Payment Type	FY2019	FY2018	FY2017
CURRENT PERIOD	Select				Select			Select			(Increase Payable) / D
								Q1 Total	-	-	-
								YTD Total	-	-	-

Comments

Payable Withholding Tax

DataFlow Automated Package – Calculating NOL

FEDERAL EXPRESS Intl. B.V.
FP103
Local Currency: JPY
Income Tax Provision
NOL
Q1 / FY2019

NOL RULES

MUST COMPLETE

Carryforward Years — *Enter number of years or "Indefinite"*
Carryforward Usage Limitation - % of Original NOL
-
Attach Documentation

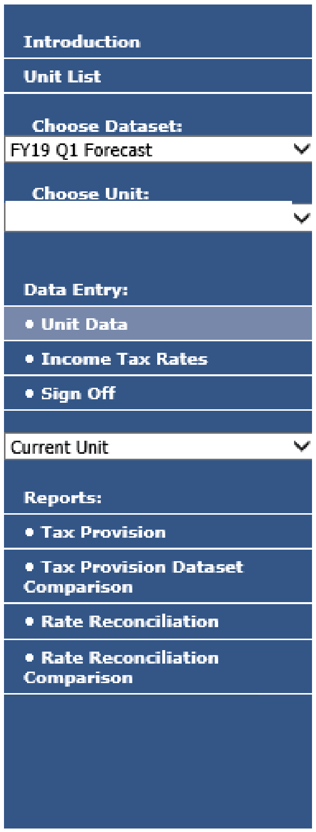
Taxable Income/(Loss)	20,150,157,592
Income Minimum/(Limitation)	
Adjusted Taxable Income/(Loss)	20,150,157,592
Carryforward Usage Limitation - % of Income	
Maximum NOL Available for Utilization/(Generation)	20,150,157,592

-

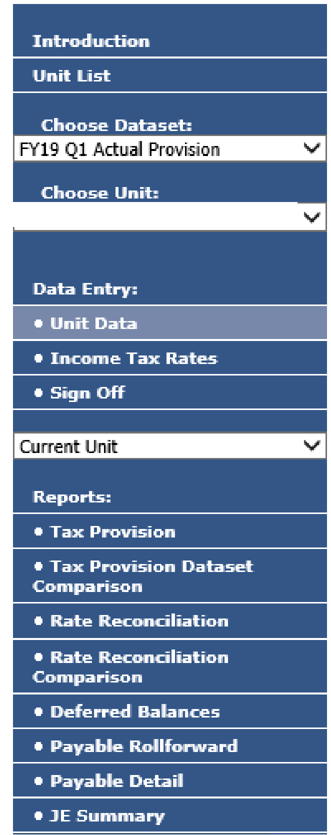
To remove a value after it has been sent, you must enter a zero in the cell instead of just deleting it

Year Loss Generated	Year Loss Expires	Original NOL Generated	a NOL Carryforward from Prior Year End	b RTP Adjustment	c Prior Year Adjustment	d = a + b + c Adjusted NOL	e Expired NOL	f NOL Generated in Current Year	g NOL Utilized in Current Year	h Loss Sharing Reclass	i Loss Sharing Activity	j = d + e + f + g + h + i NOL Carryforward
								Enter as Positive	*Enter as Negative*			
2009	0	-	-	-		-	-					-
2010	0	-	-	-		-	-					-
2011	0	-	-	-		-	-					-
2012	0	-	-	-		-	-					-
2013	0	-	-	-		-	-					-
2014	0	-	-	-		-	-					-
2015	0	-	-	-		-	-					-
2016	0	-	-	-		-	-					-
2017	0	-	-	-		-	-					-
2018	0	-	-	-		-	-					-
2019	0	-	-	-		-	-			-	-	-
2020	0	-	-	-		-	-					-
Total NOLs		-	-	-	-	-	-	-	-	-	-	-

Global Access



From a Global Access perspective the system is leveraged solely as a reporting tool. The only data entry is tax rates and sign off. All data collection is handled through DataFlow.



Questions

Thank You

Deloitte.

SYNERGY2020

Shaping tomorrow, together.

The Next Generation of Data Collection in ONESOURCE DataFlow

Prachi Rathore

Product Manager

Prachi Rathore

Product Manager

Prachi Rathore

Prachi currently works as Product Manager for DataFlow. In this role, Prachi is responsible for overall strategy of the product and tactical execution of releases including customer/ market validation, backlog grooming, and prioritization, sales deployment, internal training and market roll out.

Prachi has been with Thomson Reuters for 12 years and has worked on various products such as ONESOURCE Platform, Entity Manager , Global Tax Audit Manager, ONESOURCE WorkFlow Manager suite and Client Manager.

Prachi received her M.S in IT Management and Technology from UT Dallas and an undergraduate degree in Computer Science and Technology from Mody University in India

Logistics and CPE Information

- This session has been pre-recorded; however a Subject Matter Expert is participating in this session live to answer your questions using the Q&A Panel.
- To verify your attendance and qualify you for CPE credit, please ensure you acknowledge all attendance pop-up alerts.
- Be sure to complete the session survey to provide us with valuable feedback.
- CPE credits for attending this session live will be added to your SYNERGY CPE Certificate that will be emailed to you following the conference.
- The recording of this session will be available post SYNERGY but will not qualify for CPE credit.

Objectives

Upon completion, attendees will be able to recognize the evolution of the next generation tool, improvements to the user experience and new functionality, and analyze the value it can bring to processes.

Agenda

What is DataFlow?

- Overview

Key New Functionality & Comparison with Classic

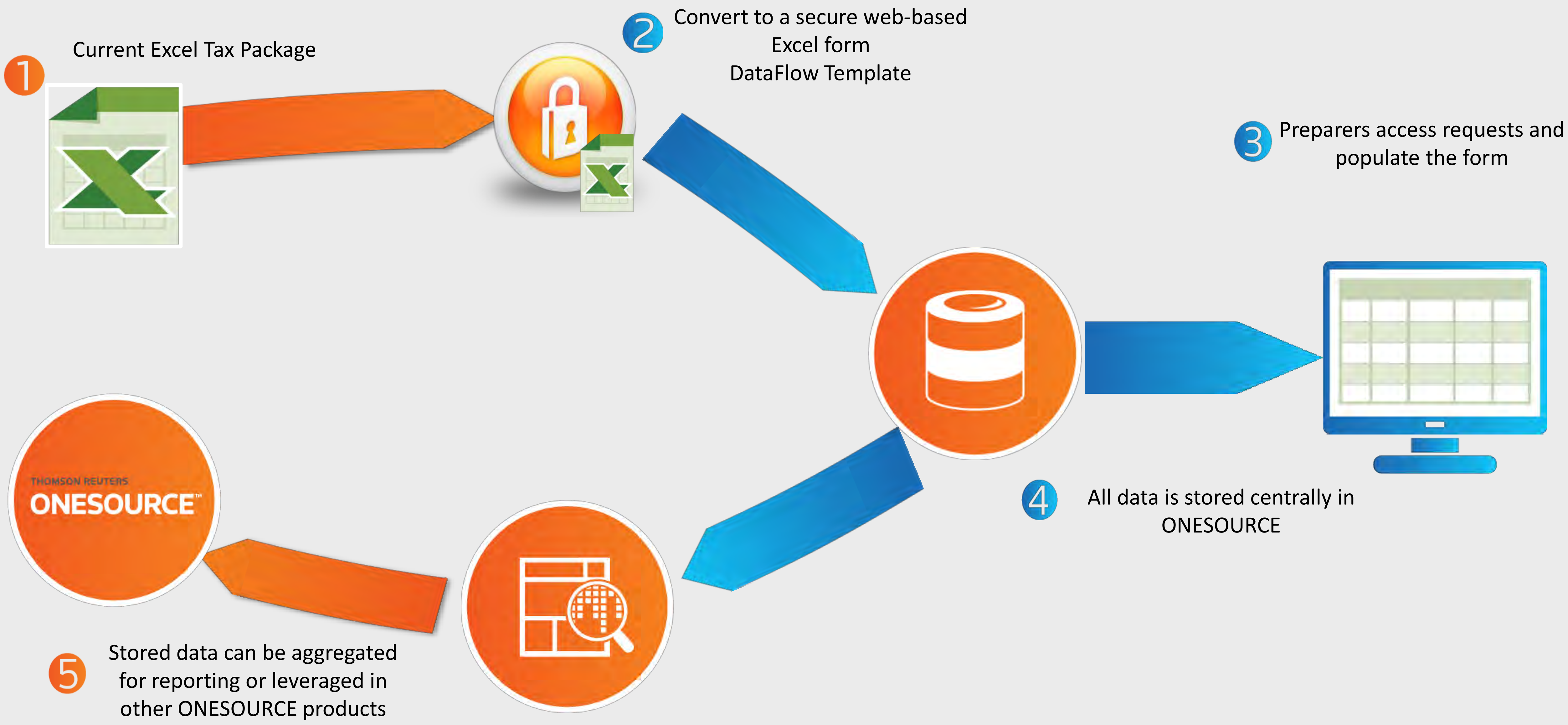
- Modern and Improved User Experience
- Integration with Common Platform Capabilities
- New Template Design and Functions
- APIs

Product Demo

Conversion Summary

Roadmap

WHAT IS ONESOURCE DATAFLOW?


1
Current Excel Tax Package
2
Convert to a secure web-based
Excel form
DataFlow Template
3
Preparers access requests and
populate the form
4
All data is stored centrally in
ONESOURCE
THOMSON REUTERS
ONESOURCE
5
Stored data can be aggregated
for reporting or leveraged in
other ONESOURCE products

WHY DATAFLOW?

Multiple source for data necessary for calculation makes tracking a nightmare

Manual tracking using outlook to figure out who has sent the information

High risk for errors due to lack of controls and security

Lack of standardization translates to data coming in various shape and form

Inability to quickly and efficiently **manage and share information** across virtual, decentralized tax teams and shared service centers

Time consuming to massage the data so it can be used for calculating tax

What tool do you currently use to collect data?

1. Excel + Outlook
2. Shared Network drive
3. DataFlow
4. Other

ONESOURCE DATAFLOW

DATAFLOW

- Centralized data
- Tax package Standardization
- Security and access Controls

WHATS NEW!

DATAFLOW

DataFlow transforms how you collect, use, store, and reuse data across your tax processes — increasing data management efficiency and enabling you to focus on what you do best, tax.

01 Enhanced Performance

02 API access

03 Centralized Platform Services

04 Browser Agnostic

05 Globalized and Cloud based

KEY FEATURES | COMMON WITH CLASSIC

- Request Management
- Template Design and Management
- Status Management
- Action Management
- Notification Management
- Rollforward
- Data Provider
- Add-in
- Client Manager*

KEY FEATURES | COMPARISION WITH CLASSIC

Classic

- IE Only
- Entities stored in Entity Manager
- Tax Types, Year, Period, Jurisdiction in OFR
- Documents stored in File Room
- Gadgets
- Data structures include Block, Table, Wildcard
- Integration with Workflow Manager
- Client side Processing
- Extraction via Add-in only

Next Generation

- Browser Agnostic
- Integration with Central Entity Manager
- Centralized Jurisdiction and Tax Type
- Documents stored in DMS
- Dashboards – Custom Via APIs
- Optimized Table and Range structures
- Public APIs
- Server Side Processing
- Extraction via Addin and API
- Modern Look and Feel
- Expanded Language Support

API's

API LIST

- Action Management (GET/POST/PATCH/DELETE)
- External to DFNG List (GET)
- Jurisdiction, Entities
- Get Data (GET)
- Values (GET/POST/PUT/DELETE)
- Set Data (PUT)
- Notifications (GET/POST/PUT/DELETE)
- Requests (GET/PATCH/DELETE)
- Status (GET/POST/PUT/PATCH/DELETE)
- Template (GET)

API USE CASE

Request Management API

Purpose: Access DF Request/Template attributes

Data Points To Be Exposed:

- Request Attributes (ID, Status, Jurisdiction etc)
- Template Attributes (ID, Version, Comment etc)

Use Cases:

- Create / Delete / Archive Request
- User Assignment
- Override Checkout
- End to End Status Management
- Request Response

Request Data API

Purpose: Access data within a request

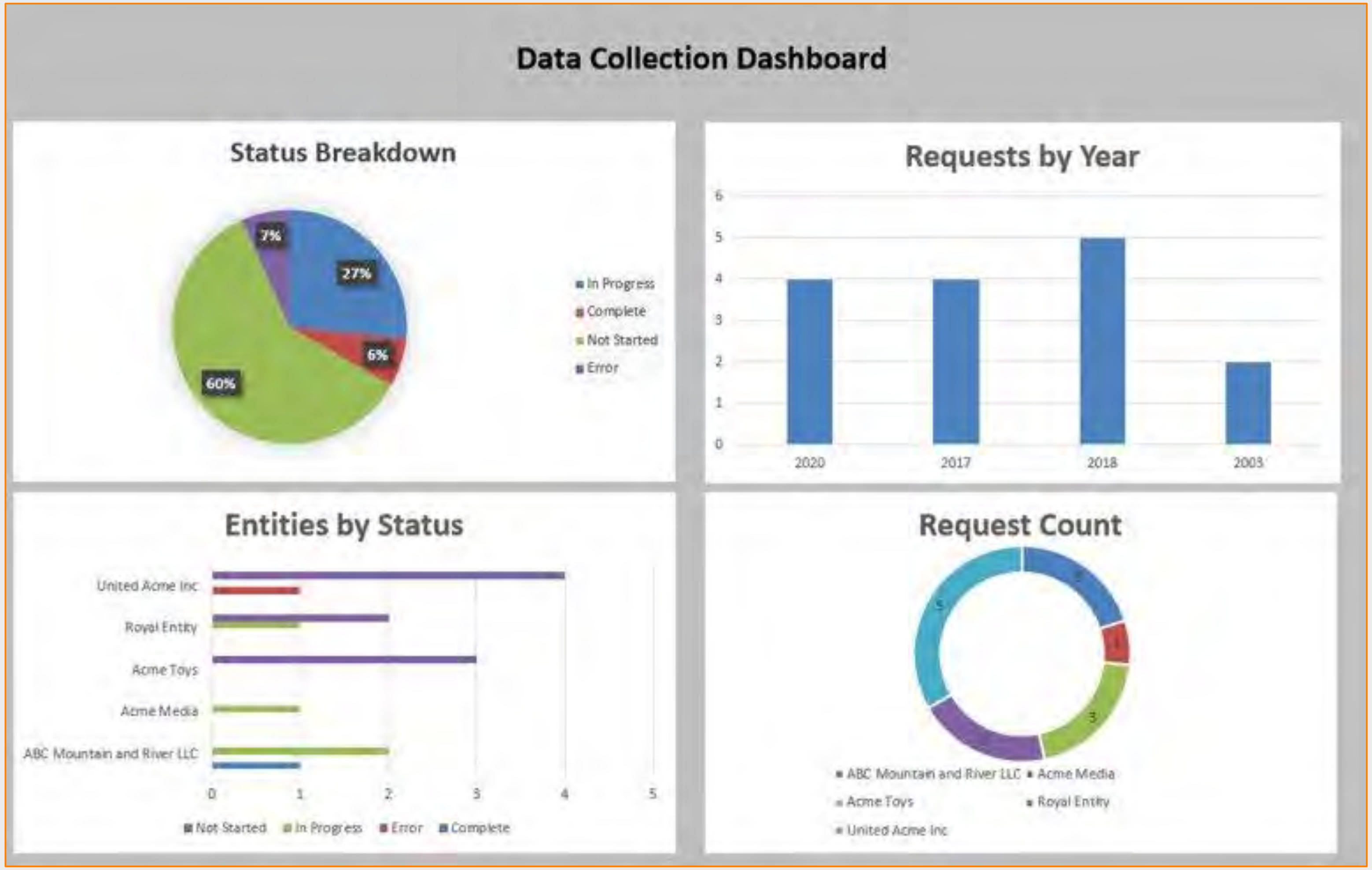
Data Points To Be Exposed:

- Request Data

Use Cases:

- Response Based Custom Reporting
- Integration Of Request Data With 3rd Party Systems

CUSTOM DASHBOARD USING APIs



Polling Question

Does your company utilize APIs?

1)Yes

2)No

3)Not sure

PRODUCT DEMO

CONVERSION FROM CLASSIC DATAFLOW

Setup

Users, Common Entities, Domains and Jurisdictions and notifications at the Platform Level. Create Status Template and list items within DF

CONVERT

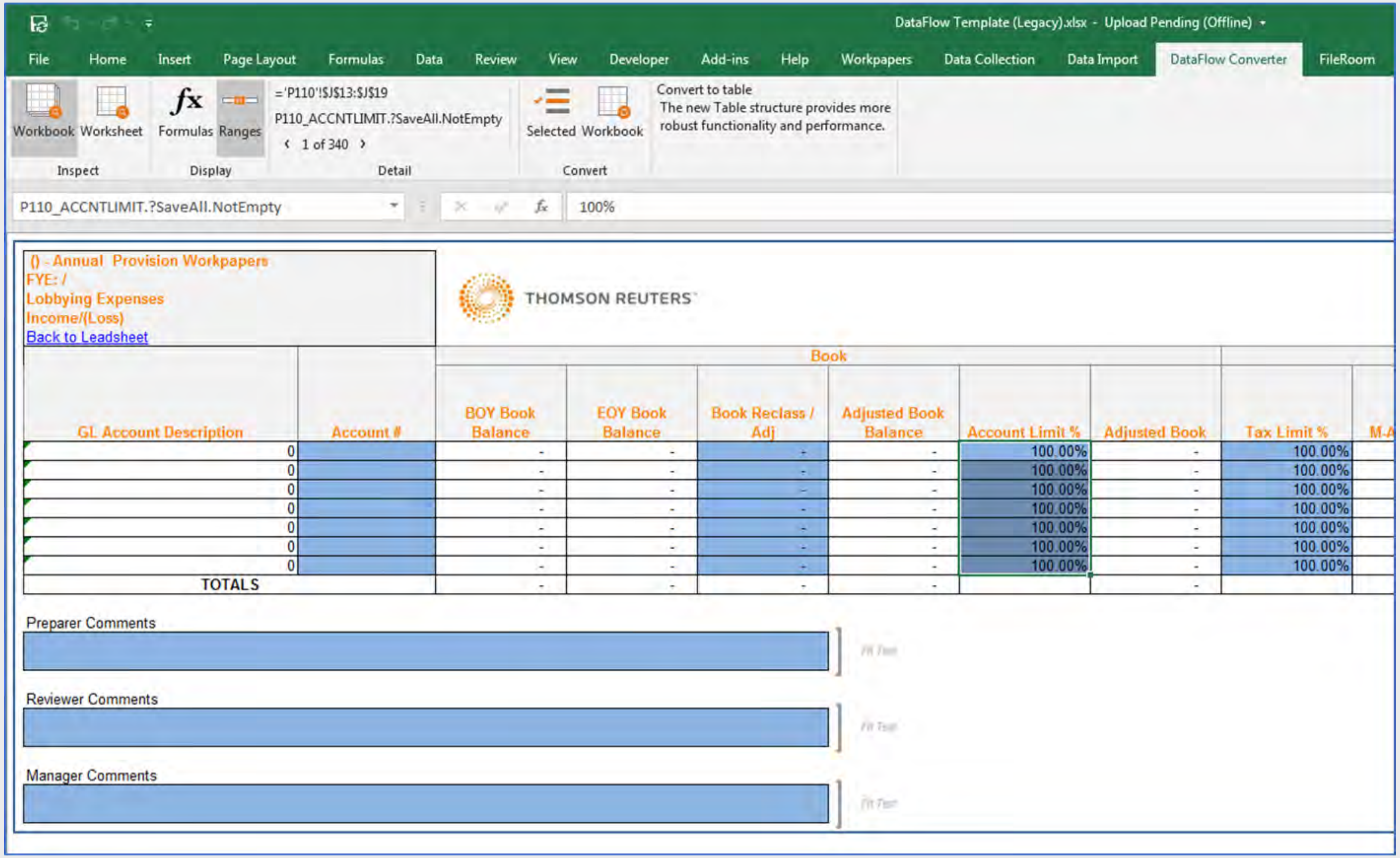
Convert DataFlow templates using conversion add-in

USE

Create Requests

Assign users

TEMPLATE CONVERTER



FUNCTION CONVERSION

DataFlow Classic	DataFlow NextGen
Range Name	Range Name
Block	DCRange
DFTable	DCTable
Wildcards	DCTable
Repeating Cell Name	DCTable

Polling Question

How many DataFlow templates do you use?

1) < 5
2) > 5
3) NA

ROADMAP

ROADMAP H1 2021

01
Client Manager Integration

02
Enhanced Transition tools

03
Data Hub Integration (OIT)

04
Security by Entity

05
Reporting

Thank you for attending!

Please remember to complete your session evaluation! We appreciate your feedback.

SYNERGY2020

Shaping tomorrow, together.

The Next Generation of Data Collection in ONESOURCE DataFlow

Prachi Rathore

Product Manager

THOMSON REUTERS®

Prachi Rathore

Product Manager

Prachi Rathore

Prachi currently works as Product Manager for DataFlow. In this role, Prachi is responsible for overall strategy of the product and tactical execution of releases including customer/ market validation, backlog grooming, and prioritization, sales deployment, internal training and market roll out.

Prachi has been with Thomson Reuters for 12 years and has worked on various products such as ONESOURCE Platform, Entity Manager , Global Tax Audit Manager, ONESOURCE WorkFlow Manager suite and Client Manager.

Prachi received her M.S in IT Management and Technology from UT Dallas and an undergraduate degree in Computer Science and Technology from Mody University in India

Logistics and CPE Information

- This session has been pre-recorded; however a Subject Matter Expert is participating in this session live to answer your questions using the Q&A Panel.
- To verify your attendance and qualify you for CPE credit, please ensure you acknowledge all attendance pop-up alerts.
- Be sure to complete the session survey to provide us with valuable feedback.
- CPE credits for attending this session live will be added to your SYNERGY CPE Certificate that will be emailed to you following the conference.
- The recording of this session will be available post SYNERGY but will not qualify for CPE credit.

Objectives

Upon completion, attendees will be able to recognize the evolution of the next generation tool, improvements to the user experience and new functionality, and analyze the value it can bring to processes.

Agenda

What is DataFlow?

- Overview

Key New Functionality & Comparison with Classic

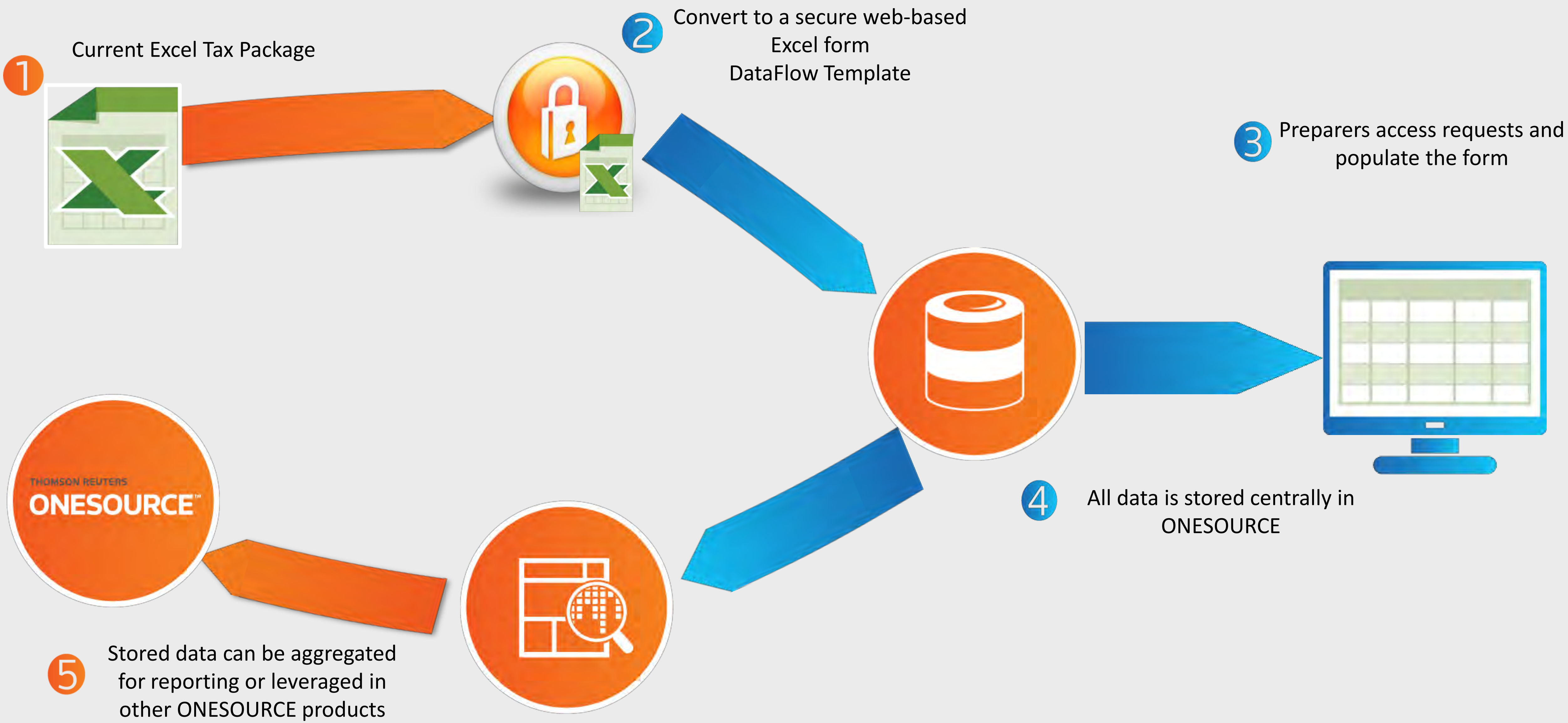
- Modern and Improved User Experience
- Integration with Common Platform Capabilities
- New Template Design and Functions
- APIs

Product Demo

Conversion Summary

Roadmap

WHAT IS ONESOURCE DATAFLOW?


1
Current Excel Tax Package
2
Convert to a secure web-based
Excel form
DataFlow Template
3
Preparers access requests and
populate the form
4
All data is stored centrally in
ONESOURCE
THOMSON REUTERS
ONESOURCE
5
Stored data can be aggregated
for reporting or leveraged in
other ONESOURCE products

WHY DATAFLOW?

Multiple source for data necessary for calculation makes tracking a nightmare

Manual tracking using outlook to figure out who has sent the information

High risk for errors due to lack of controls and security

Lack of standardization translates to data coming in various shape and form

Inability to quickly and efficiently **manage and share information** across virtual, decentralized tax teams and shared service centers

Time consuming to massage the data so it can be used for calculating tax

What tool do you currently use to collect data?

1. Excel + Outlook
2. Shared Network drive
3. DataFlow
4. Other

ONESOURCE DATAFLOW

DATAFLOW

- Centralized data
- Tax package Standardization
- Security and access Controls

WHATS NEW!

DATAFLOW

DataFlow transforms how you collect, use, store, and reuse data across your tax processes — increasing data management efficiency and enabling you to focus on what you do best, tax.

01 Enhanced Performance

02 API access

03 Centralized Platform Services

04 Browser Agnostic

05 Globalized and Cloud based

KEY FEATURES | COMMON WITH CLASSIC

- Request Management
- Template Design and Management
- Status Management
- Action Management
- Notification Management
- Rollforward
- Data Provider
- Add-in
- Client Manager*

KEY FEATURES | COMPARISION WITH CLASSIC

Classic

- IE Only
- Entities stored in Entity Manager
- Tax Types, Year, Period, Jurisdiction in OFR
- Documents stored in File Room
- Gadgets
- Data structures include Block, Table, Wildcard
- Integration with Workflow Manager
- Client side Processing
- Extraction via Add-in only

Next Generation

- Browser Agnostic
- Integration with Central Entity Manager
- Centralized Jurisdiction and Tax Type
- Documents stored in DMS
- Dashboards – Custom Via APIs
- Optimized Table and Range structures
- Public APIs
- Server Side Processing
- Extraction via Addin and API
- Modern Look and Feel
- Expanded Language Support

API's

API LIST

- Action Management (GET/POST/PATCH/DELETE)
- External to DFNG List (GET)
- Jurisdiction, Entities
- Get Data (GET)
- Values (GET/POST/PUT/DELETE)
- Set Data (PUT)
- Notifications (GET/POST/PUT/DELETE)
- Requests (GET/PATCH/DELETE)
- Status (GET/POST/PUT/PATCH/DELETE)
- Template (GET)

API USE CASE

Request Management API

Purpose: Access DF Request/Template attributes

Data Points To Be Exposed:

- Request Attributes (ID, Status, Jurisdiction etc)
- Template Attributes (ID, Version, Comment etc)

Use Cases:

- Create / Delete / Archive Request
- User Assignment
- Override Checkout
- End to End Status Management
- Request Response

Request Data API

Purpose: Access data within a request

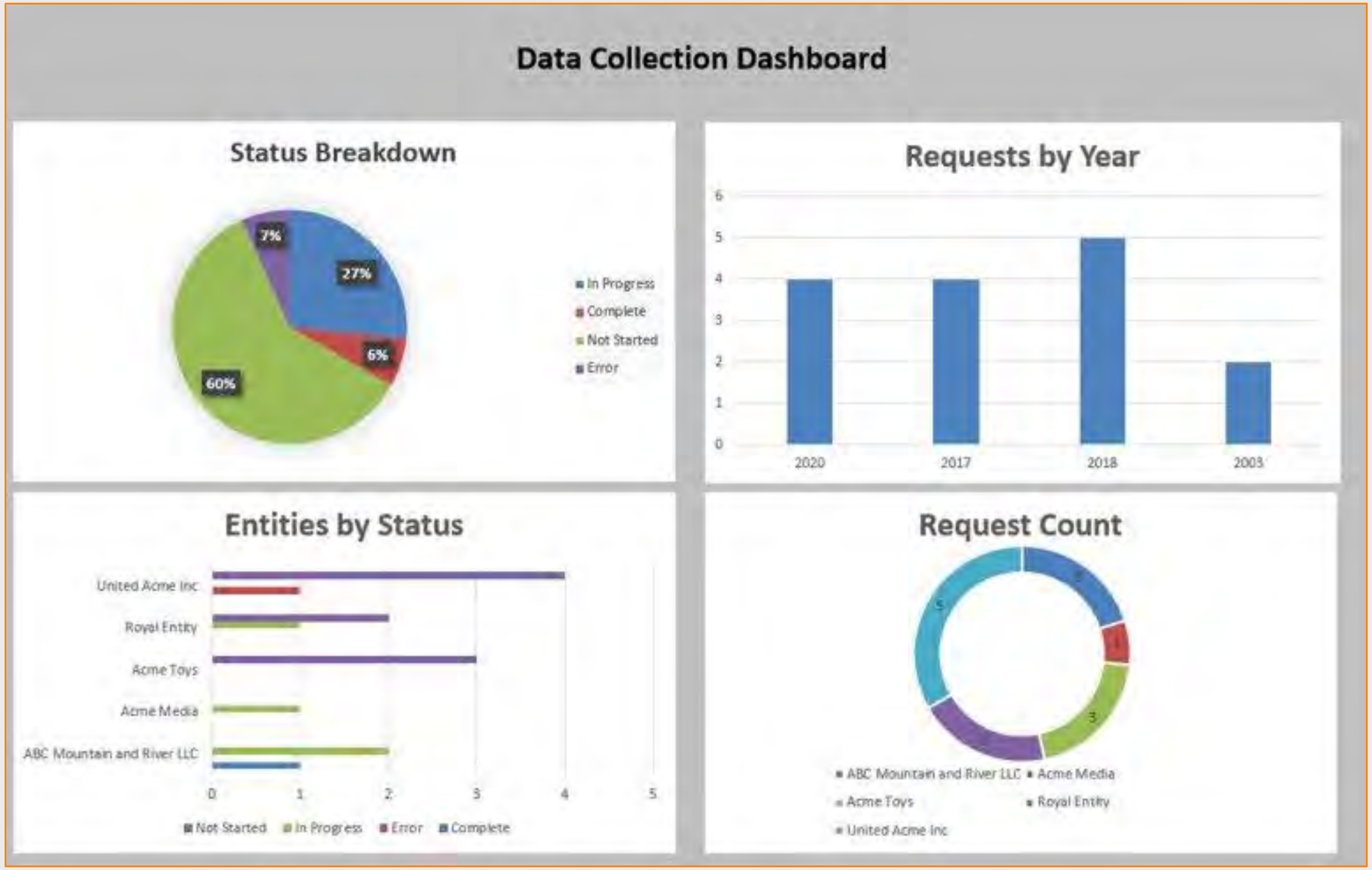
Data Points To Be Exposed:

- Request Data

Use Cases:

- Response Based Custom Reporting
- Integration Of Request Data With 3rd Party Systems

CUSTOM DASHBOARD USING APIs



Polling Question

Does your company utilize APIs?

1)Yes

2)No

3)Not sure

PRODUCT DEMO

CONVERSION FROM CLASSIC DATAFLOW

Setup

Users, Common Entities, Domains and Jurisdictions and notifications at the Platform Level. Create Status Template and list items within DF

CONVERT

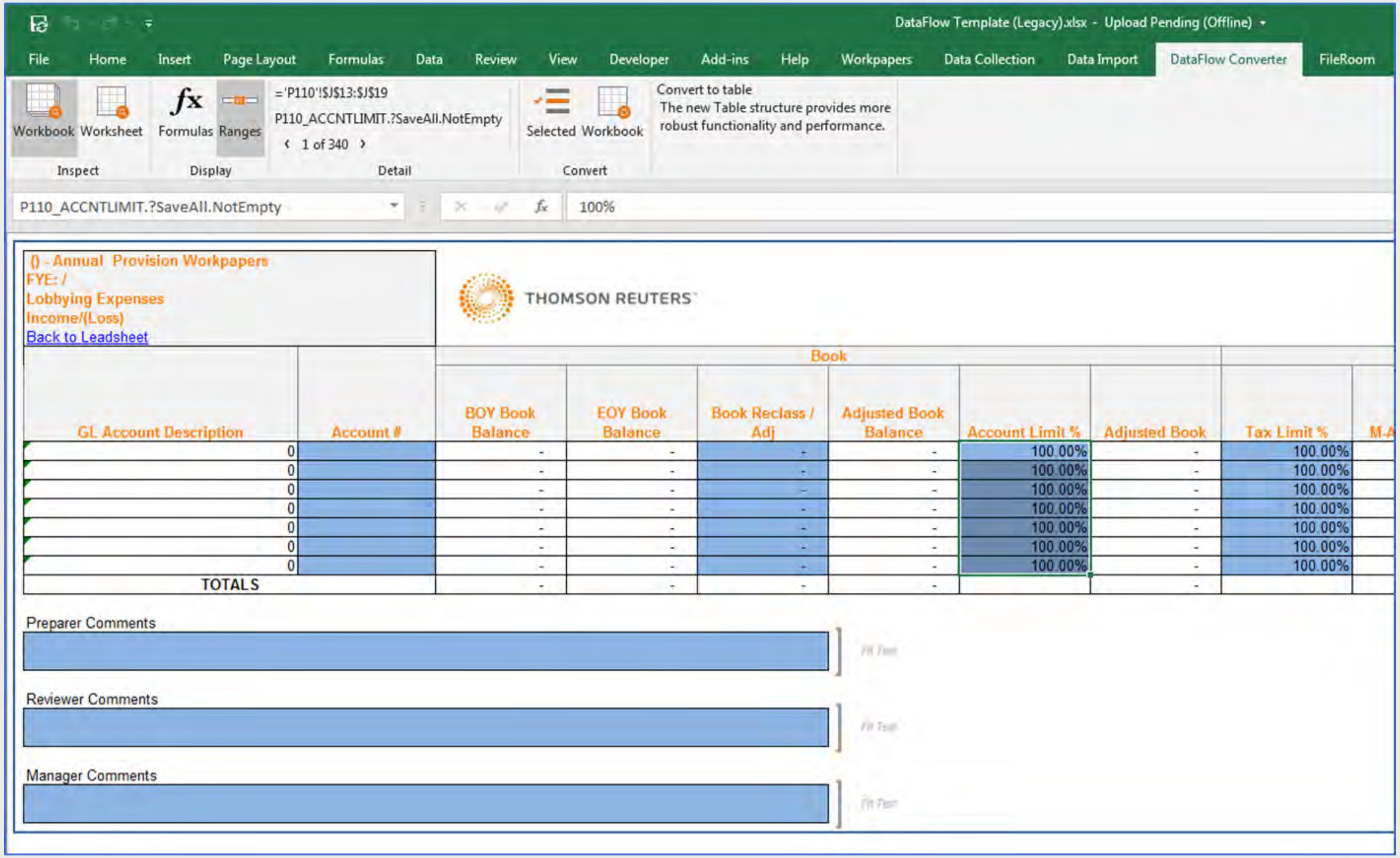
Convert DataFlow templates using conversion add-in

USE

Create Requests

Assign users

TEMPLATE CONVERTER



FUNCTION CONVERSION

DataFlow Classic	DataFlow NextGen
Range Name	Range Name
Block	DCRange
DFTable	DCTable
Wildcards	DCTable
Repeating Cell Name	DCTable

Polling Question

How many DataFlow templates do you use?

1) < 5
2) > 5
3) NA

ROADMAP

ROADMAP H1 2021

01
Client Manager Integration

02
Enhanced Transition tools

03
Data Hub Integration (OIT)

04
Security by Entity

05
Reporting

Thank you for attending!

Please remember to complete your session evaluation! We appreciate your feedback.

Streamline your tax preparation process with the new ONESOURCE DataFlow

Prachi Rathore, Product Manager

Pete Jenerette , Technology Manager

Logistics and CPE Information

- This session has been pre-recorded; however, a Subject Matter Expert is participating in this session live to answer your questions via chat
- To verify your attendance and qualify you for CPE credit, please ensure you acknowledge all attendance pop-up alerts
- Be sure to complete the session survey to provide us with valuable feedback
- CPE credits earned for attending this session live will be added to your SYNERGY CPE Certificate that will be emailed to you within 60 days following the conference
- The recording of this session will be available post SYNERGY but will not qualify for CPE credit

Prachi Rathore

Product Manager

Prachi Rathore

Prachi currently works as Product Manager for DataFlow and Alteryx Connectors. In this role, Prachi is responsible for overall strategy of the product and tactical execution of releases including customer/ market validation, and prioritization, internal training and market roll out.

Prachi has been with Thomson Reuters for 13 years and has worked on various products such as ONESOURCE Platform, Entity Manager , Global Tax Audit Manager, ONESOURCE WorkFlow Manager suite and Client Manager.

Prachi received her undergraduate degree in Computer Science and Technology from Mody University in India and a M.S in IT Management and Technology from UT Dallas, Texas.

Peter Jenerette

Manager, Technology

Peter Jenerette

Pete is currently the Technology, Development Manager for DataFlow and other ONESOURCE products. In this role Pete is responsible for development, architecture, planning, release, and design.

Pete has been with Thomson Reuters for 11 years and has led or participated in a variety of ONESOURCE products including DataFlow Classic, Audit Manager, Global Tax Audit Manager, R&D Tax Credit Manager, Workpapers and more.

Pete began his career in 1999 working with various tax preparation products for Accountants, Individuals, Corporations, and Enterprises.

Learning Objective

Upon completion, attendees will be able to understand the evolution of the next generation tool; recognize improvements to the user experience and new functionality; and analyze the value it can bring to processes.

Agenda

New ONESORCE DataFlow

- Overview
- What can it do for you?

What's New?

- API's
- DataFlow and Data Hub Integration
- Product Demo

Transition Tools

Roadmap

ONESOURCE DataFlow How It Works

1. CONVERT TO A SECURE WEB-BASED EXCEL FORM (DATAFLOW TEMPLATE)

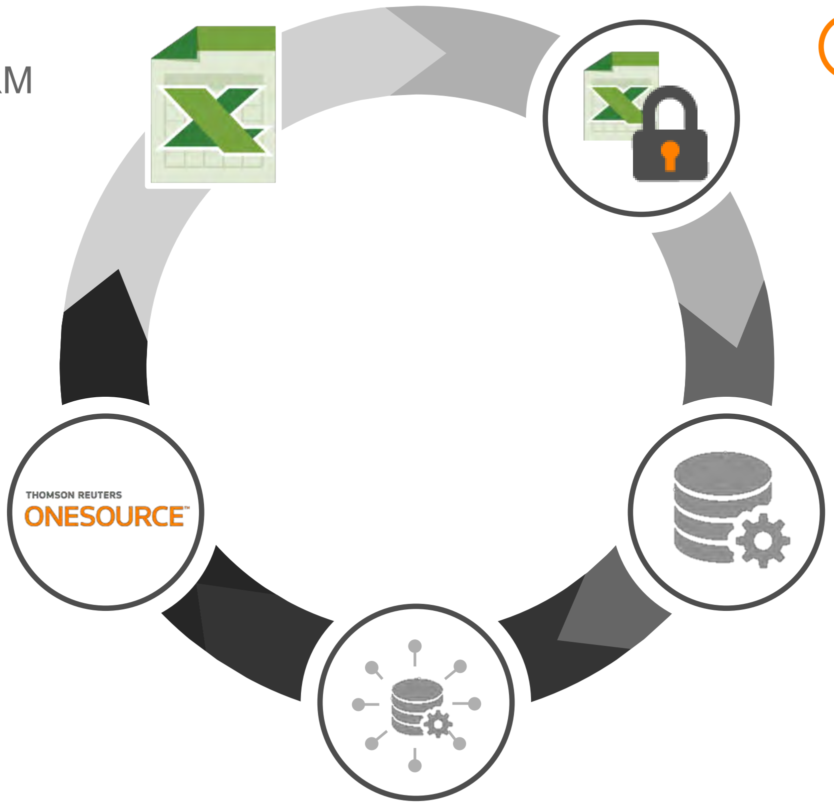
2. EXISTING EXCEL TAX PACKAGE OR WORKPAPERS

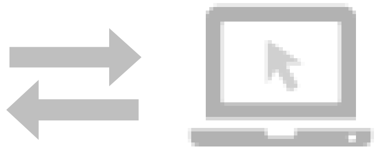
3. PREPARERS ENTER DATA ONTO SECURE WEB-BASED EXCEL FORMS

4. WORKPAPER DATA IS STORED BACK INTO DATABASE

5. DATA AGGREGATED FOR REPORTS OR USED IN OTHER WORKPAPERS/ CALCULATIONS

6. TRANSFER DATA TO COMPLIANCE AND REPORTING SOLUTIONS





Common Challenges Around Data

Multiple sources for data necessary for calculation makes tracking a nightmare

Manual tracking using outlook to figure out who has sent the information

High risk for errors due to lack of controls and security

Lack of standardization translates to data coming in various shapes and forms

Inability to manage and share information quickly and efficiently across virtual, decentralized tax teams and shared service centers

Time consuming to massage the data so it can be used for calculating tax

ONESOURCE DataFlow

DATAFLOW

- Centralized data
- Tax package Standardization
- Security and access Controls

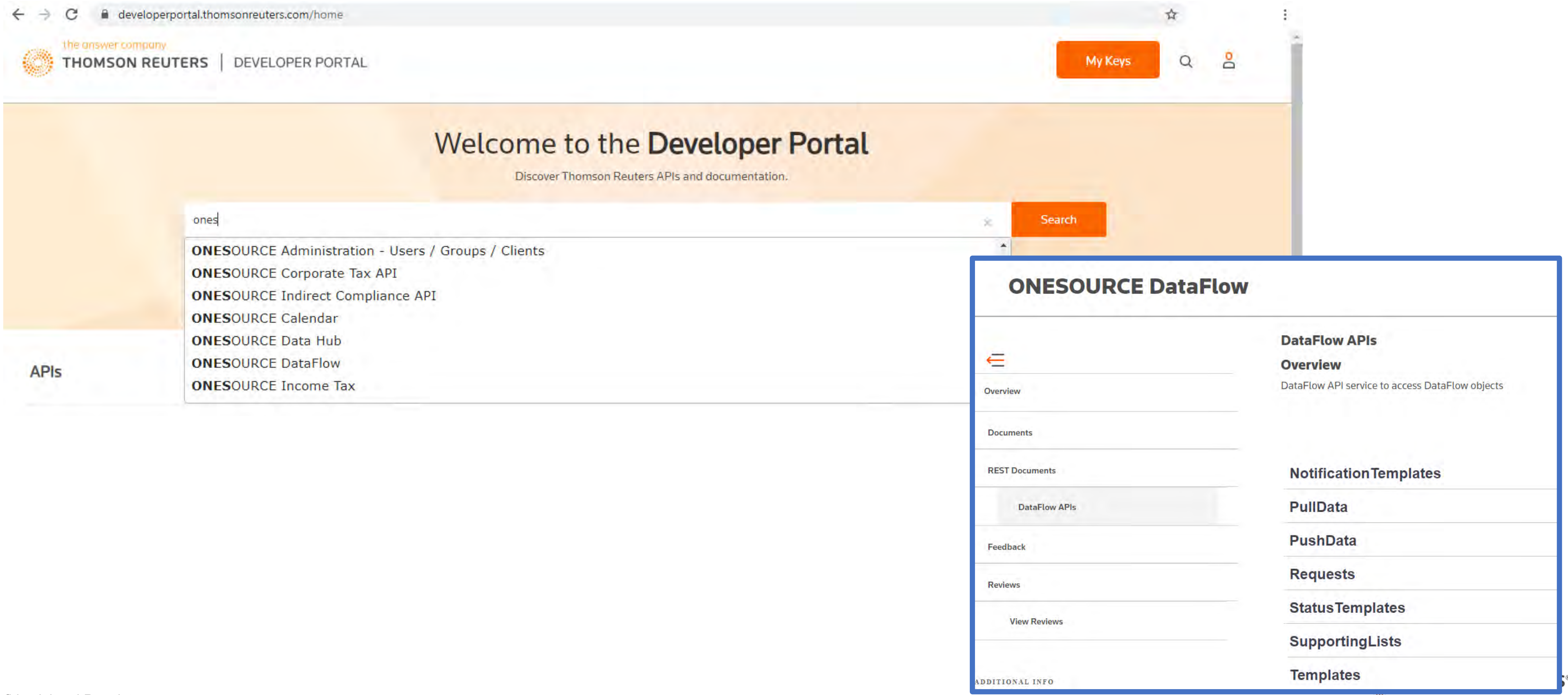
SYNERGY2021
Shaping an informed tomorrow.

What’s New In DataFlow

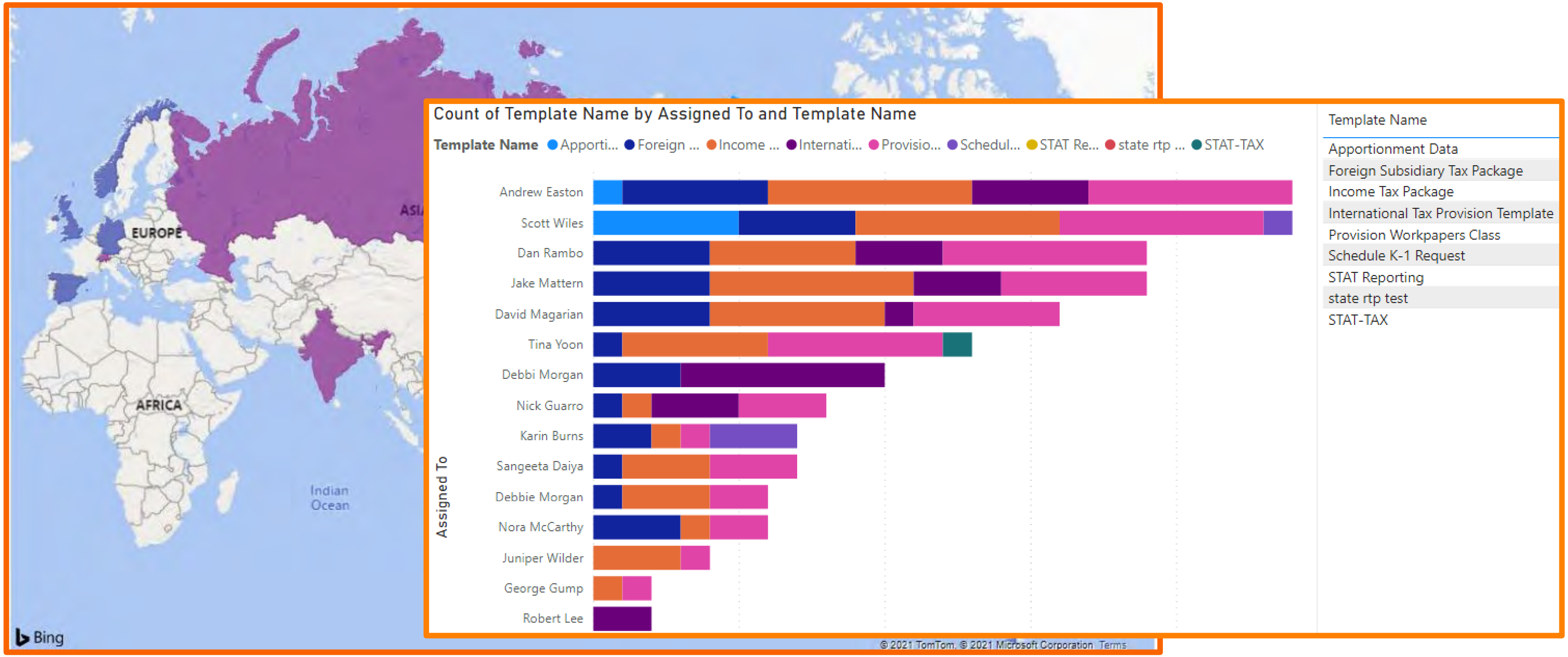
NEW FEATURES

- APIs
- Data Hub Integration
- Client Manager Integration
- Transition Tools
  - Updated Template converter
  - DCDF Methods to use Classic request data in Next gen
  - Snapshot*

DataFlow API'S Are Live



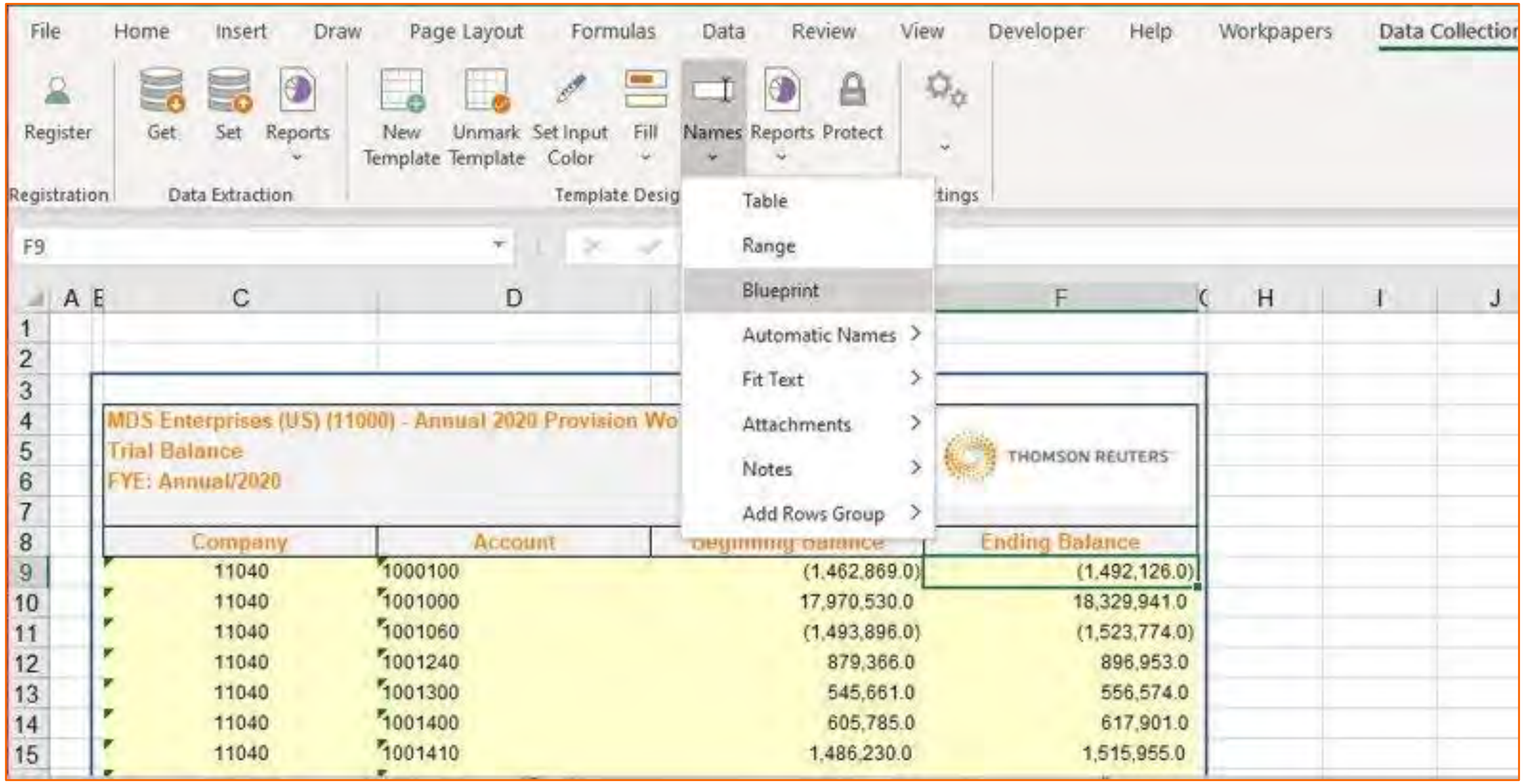
Custom DASHBOARD



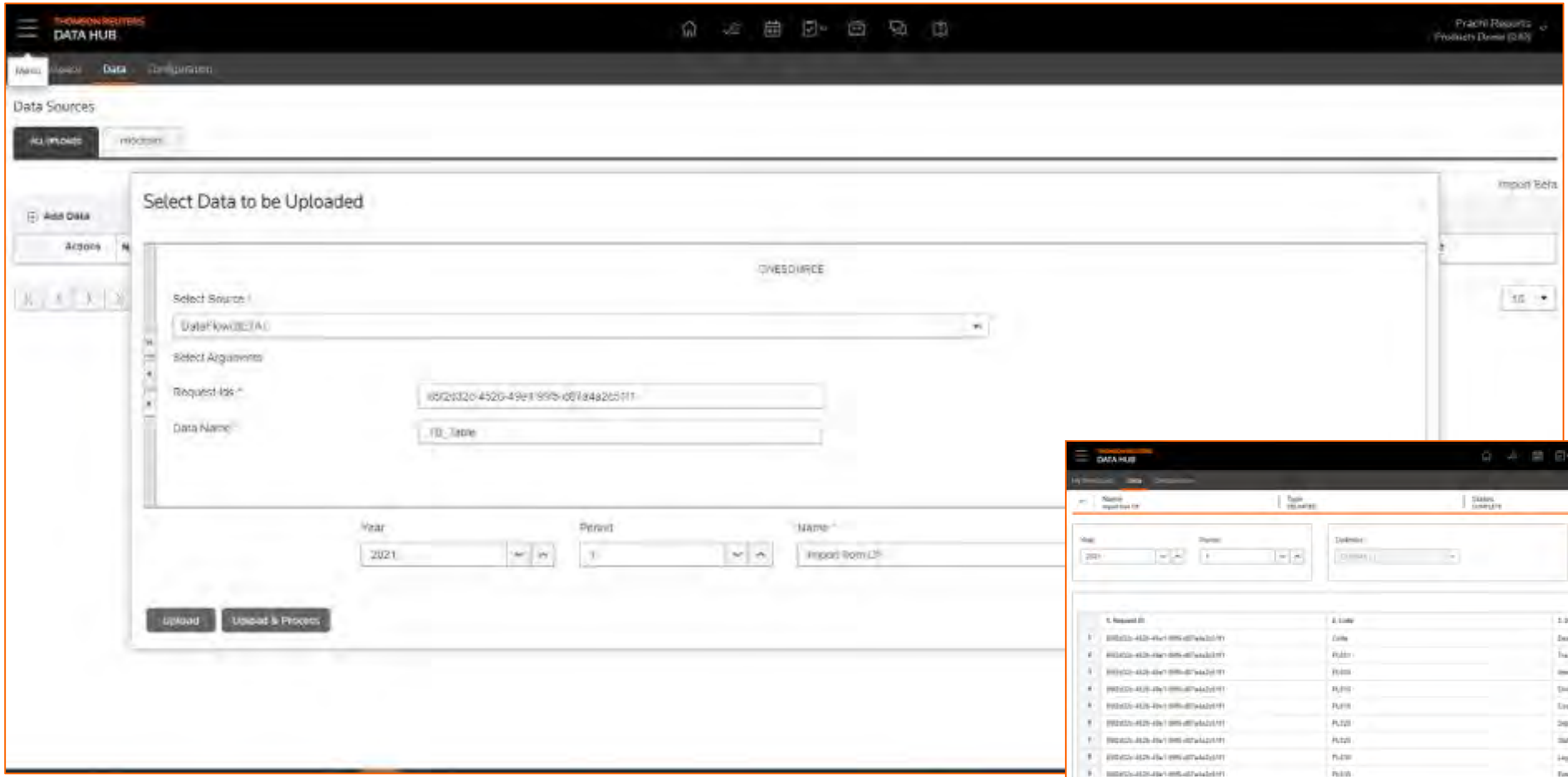
Demonstration

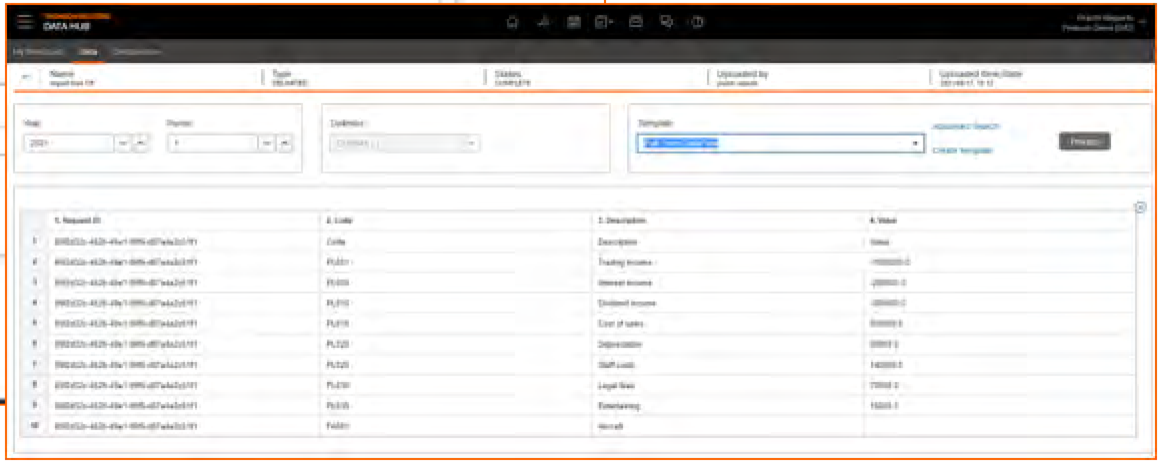
Let's Look At DataFlow

Data Hub Integration



Data Hub Integration





THOMSON REUTERS®

Transition Tools

SETUP

Users, Common Entities, Domains and Jurisdictions and notifications at the Platform Level. Create Status Template and list items within DF, Documents.

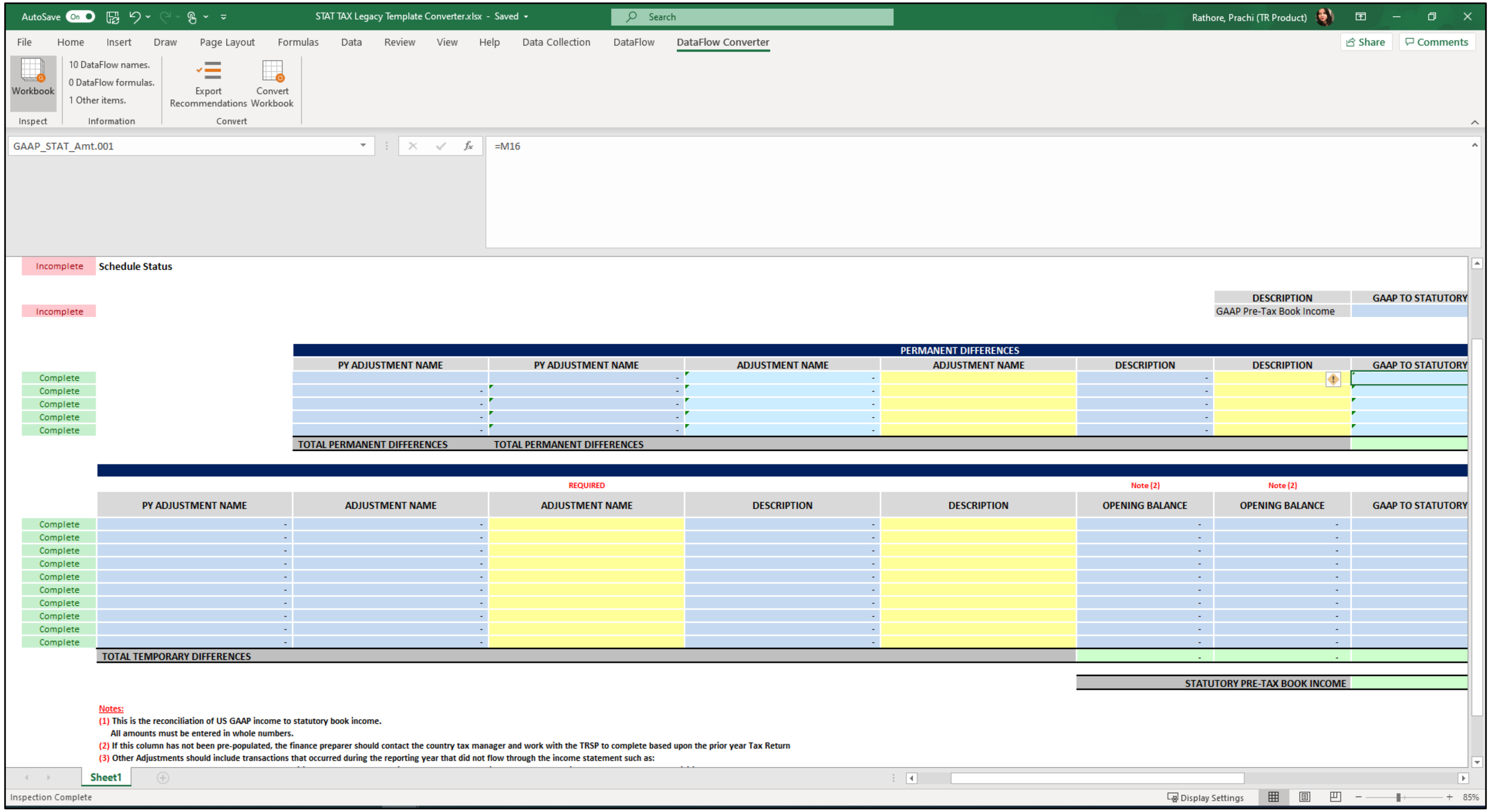
CONVERT

Convert DataFlow templates using conversion add-in.

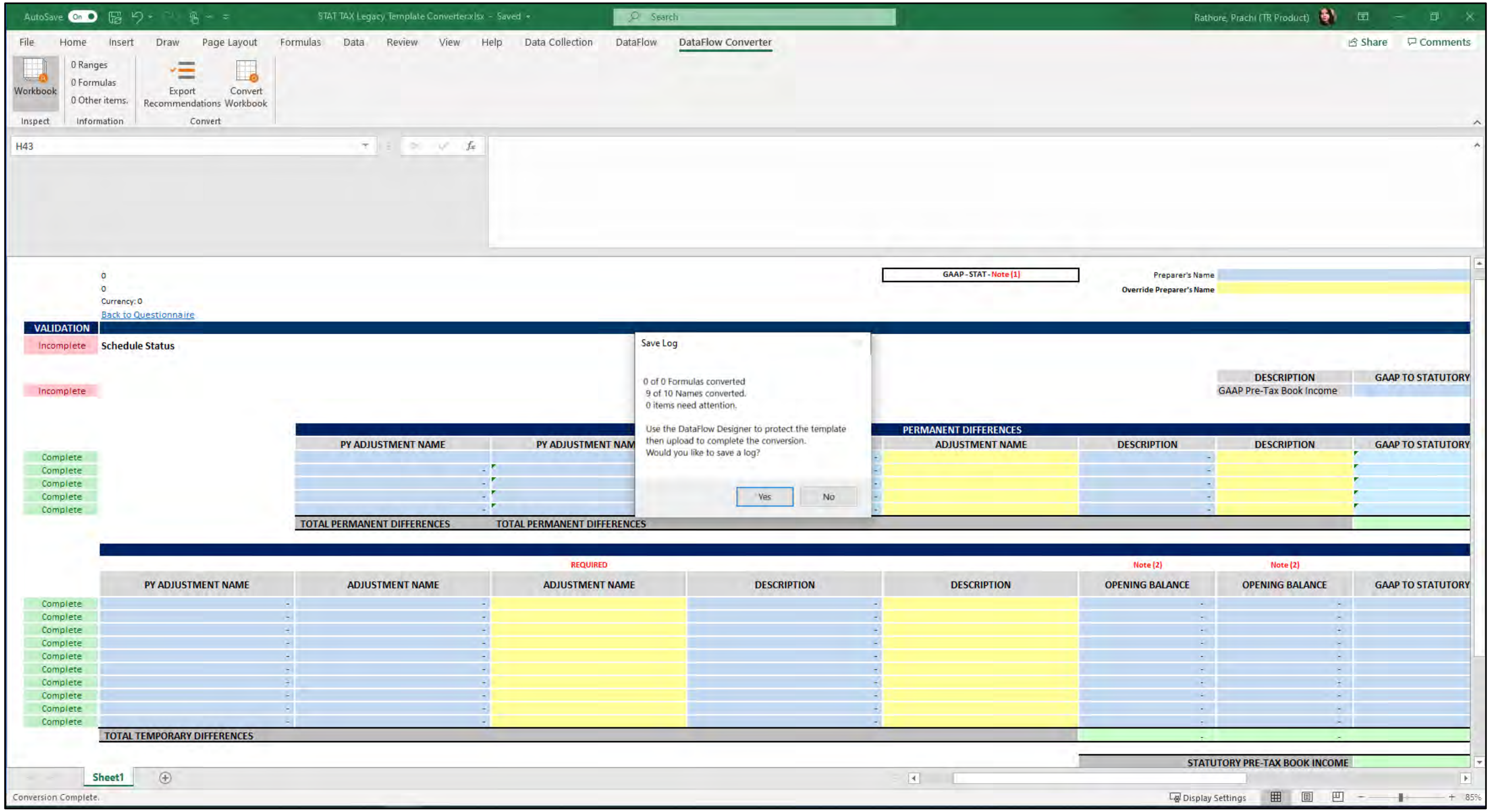
USE

Create requests and assign users.

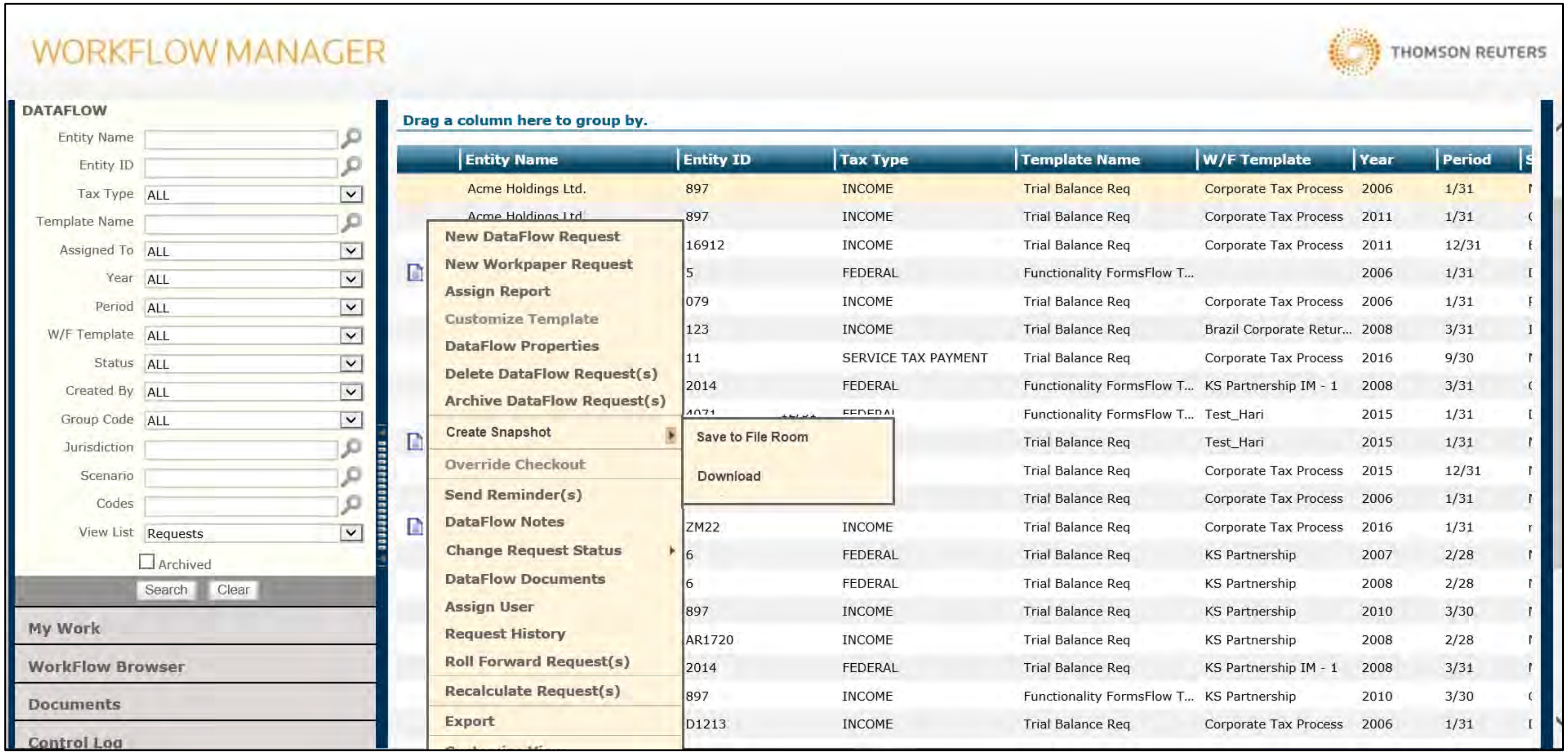
Converter


AutoSave On
STAT TAX Legacy Template Converter.xlsx - Saved
Search
Rathore, Prachi (TR Product)
File Home Insert Draw Page Layout Formulas Data Review View Help Data Collection DataFlow DataFlow Converter
Share Comments
Workbook
Inspect
10 DataFlow names.
0 DataFlow formulas.
1 Other items.
Information
Export Recommendations
Convert Workbook
Convert
GAAP_STAT_Amt.001
=M16
Incomplete
Schedule Status
Incomplete
DESCRIPTION
GAAP TO STATUTORY
GAAP Pre-Tax Book Income
PERMANENT DIFFERENCES
PY ADJUSTMENT NAME
ADJUSTMENT NAME
DESCRIPTION
GAAP TO STATUTORY
Complete
TOTAL PERMANENT DIFFERENCES
REQUIRED
Note (2)
OPENING BALANCE
TOTAL TEMPORARY DIFFERENCES
STATUTORY PRE-TAX BOOK INCOME
Notes:
(1) This is the reconciliation of US GAAP income to statutory book income.
All amounts must be entered in whole numbers.
(2) If this column has not been pre-populated, the finance preparer should contact the country tax manager and work with the TRSP to complete based upon the prior year Tax Return
(3) Other Adjustments should include transactions that occurred during the reporting year that did not flow through the income statement such as:
Sheet1
Inspection Complete
Display Settings
85%

Converter


STAT TAX Legacy Template Converter.xlsx - Saved
File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Help
Data Collection
DataFlow
DataFlow Converter
Share
Comments
Workbook
Inspect
0 Ranges
0 Formulas
0 Other items.
Information
Export Recommendations
Convert Workbook
Convert
H43
Currency: 0
Back to Questionnaire
GAAP - STAT - Note (1)
Preparer's Name
Override Preparer's Name
VALIDATION
Incomplete
Schedule Status
Save Log
0 of 0 Formulas converted
9 of 10 Names converted.
0 items need attention.
Use the DataFlow Designer to protect the template then upload to complete the conversion.
Would you like to save a log?
Yes
No
DESCRIPTION
GAAP TO STATUTORY
GAAP Pre-Tax Book Income
PERMANENT DIFFERENCES
PY ADJUSTMENT NAME
ADJUSTMENT NAME
DESCRIPTION
Complete
TOTAL PERMANENT DIFFERENCES
REQUIRED
Note (2)
OPENING BALANCE
TOTAL TEMPORARY DIFFERENCES
STATUTORY PRE-TAX BOOK INCOME
Sheet1
Conversion Complete.
Display Settings

Snapshot

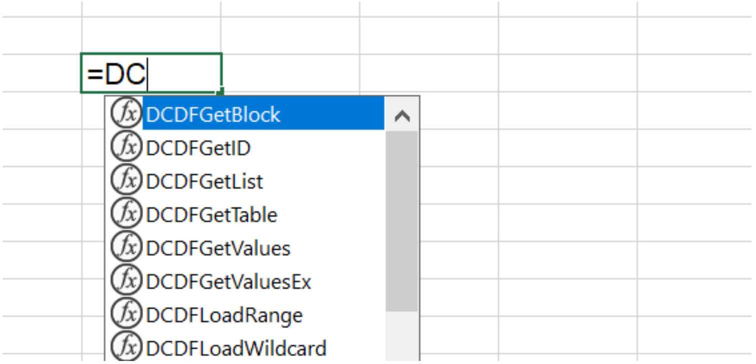


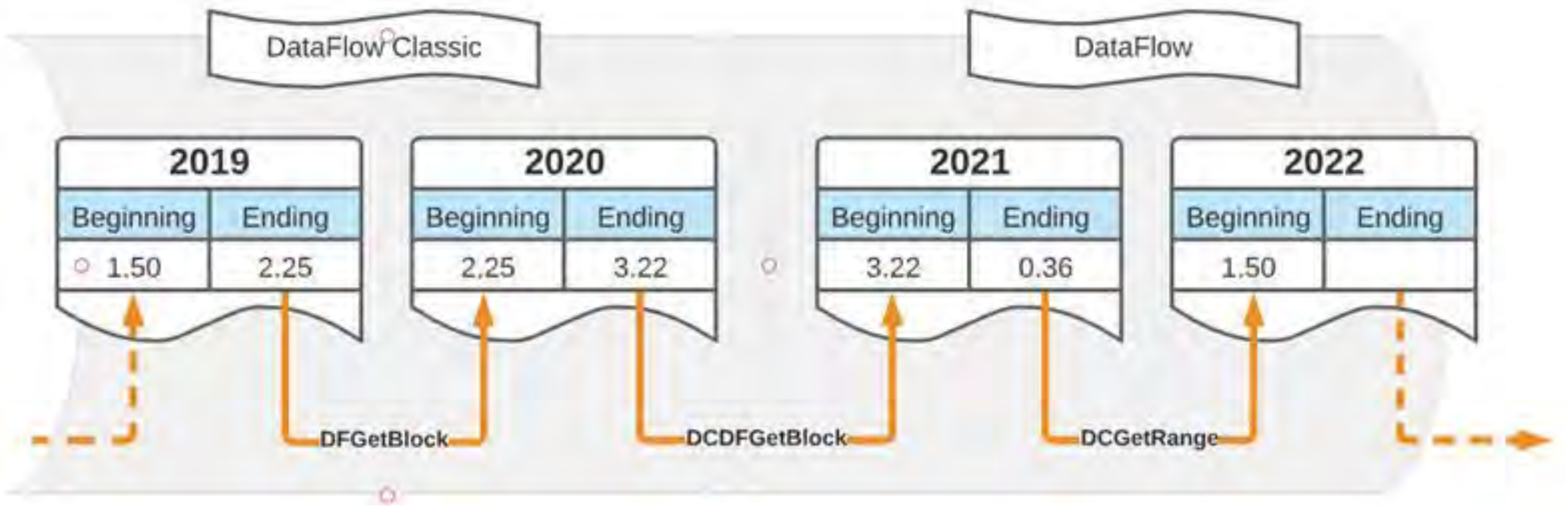
Snapshot feature will recalculate each DataFlow request and then save each request as an XL document in File Room or at a user specified download location.

Classic Data Within New DataFlow

You can now create templates that brings in prior year data from a request in DataFlow Classic using the DCDF methods

- List of DCDF methods :
  - DCDFGetBlock
  - DCDFGetID
  - DCDFGetTable
  - DCDFGetList
  - DCDFGetValues
  - DCDFLoadRange
  - DCDFLoad Wild Card





Rollforward From Classic To New DataFlow

Coming Soon

A new action will be created in DataFlow to allow rolling forward Classic requests to DataFlow

- Standard name to name mapping
- Block to DC Range
- DF Table to DC Range or DC TABLE
- Initiated from DataFlow

Roadmap

Roadmap

2021	2022*

2021

- ✓ Continued support for Classic DataFlow
- ✓ Customer facing APIs
- ✓ Data Hub Integration
- ✓ Data Import Updates
- ✓ DF Classic testing for OWM Silverlight removal
- ✓ Current Customer support
- ✓ Client Manager
- ✓ Transition Tools
  - ✓ Enhanced Converter
  - ✓ Access to Classic Data in Next gen
  - ✓ Snapshot
- ✓ Rollforward to different template version

2022*

- Continued support for Classic DataFlow
- Transition Tools
  - View Classic Requests in Next Gen
  - Roll Forward from Classic to Next Gen
- Create and Delete requests using DC Add-in
- Entity Security
- Summary Emails
- Duplicate Requests
- Web based DataFlow

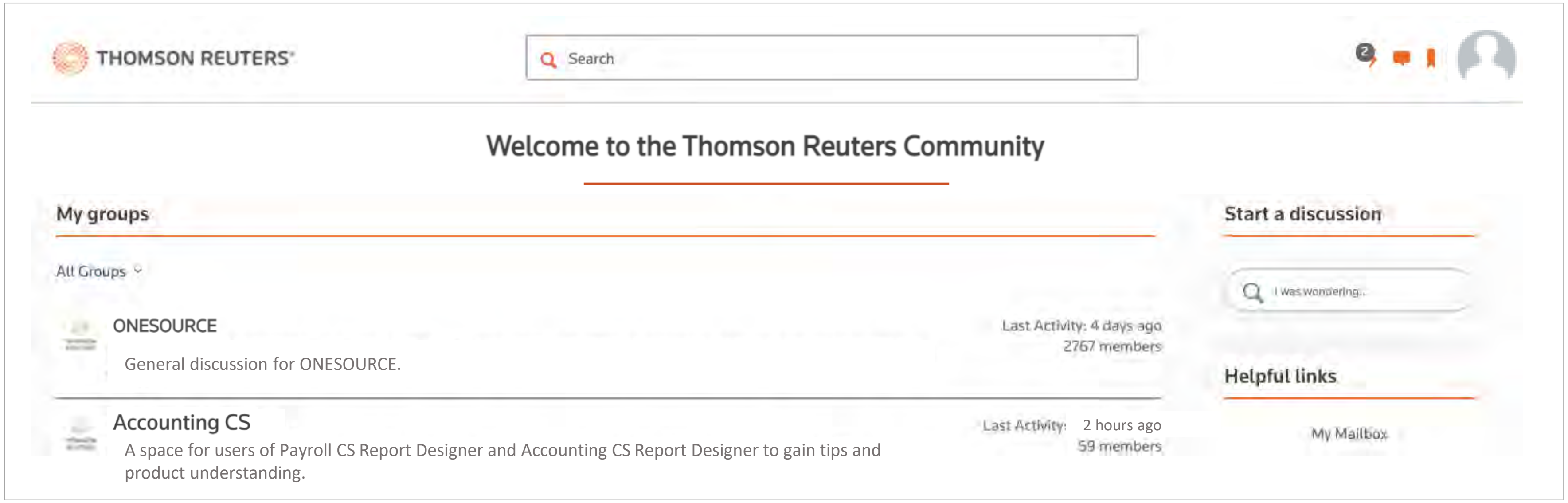
*Subject to change

community.thomsonreuters.com

Get the most out of your **Thomson Reuters** products and this conference by joining the TR community. Continue the conversation in this online forum focused on topics related to your profession and the tools you use.

Connect with SYNERGY instructors, fellow attendees and your professional peers.

Point your camera here



Thank you for attending!

Please remember to complete your session evaluation!
We appreciate your feedback.

Appendix

Feature Comparison

FEATURE	CLASSIC	DataFlow
Device & Browser Independent		a
Modern look and feel		a
Create Request	a	a
Flexible & Custom Templates	a	a
User Assignment	a	a
Data provider view	a	a
Override checkout	a	a
Export Requests grid	a	a
Import to update properties	a	a
Import to create requests		a
Enhanced Filter capabilities	a	a
Custom Statuses	a	a
Action Management *	a	a
Assignment notifications	a	a
Roll Forward	a	a
Client Manager support	a	a
Due date reminders	a	a
Data Permissions (Tax Type, Year , period)	a	a
Entity Permissions	a	Q1 22
Workflow integration	a	TBD
Request History	a	a

Feature Comparison

FEATURE	CLASSIC	DataFlow
Delete Requests	a	a
Archive Requests	a	a
Documents at Request & Within request	a	a
Notes at Request level	a	a
In request notes	a	a
Recalculate request	a	a
List management	a	a
Data Import Add-in (aka XL Addin)	a	a
Workpaper Add-in	a	a
Action Management – Send to Income Tax	a	Data Hub
Action Management – Get from GLM	a	Data Hub
Optimized table and Range Structures		a
APIs		a
Server-Side processing (Enhanced Speed)		a
Integrated with Centralized Entities, Jurisdictions and Tax Types		a
Extraction Via Add In and API		a
Faster Roll Forward with scheduled processing in real time		a
Multiple Input colors		a