ONESOURCE™ DATAFLOW

User Guide

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TAX & ACCOUNTING

THOMSON REUTERS

Proprietary Materials

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Patent Pending

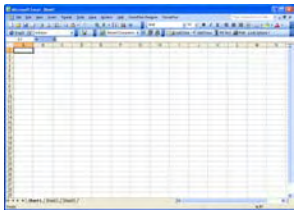
Contents

About ONESOURCE DataFlow . . . 6
Terminology . . . 7
Logging In . . . 8
Forgot password? . . . 9
Check browser . . . 11
Bookmark this page . . . 13
Launching your ONESOURCE application . . . 13
Using the Launch gadget . . . 13
Applications menu . . . 14
Solutions menu . . . 14
Options menu . . . 15
My Preferences . . . 15
Add-Ins . . . 16
Working with macros and protected views in Microsoft Excel . . . 17
Enabling macros in Excel 2007 and 2010 . . . 17
Enabling macros in Excel 2003 . . . 17
Disabling a protected view in Excel 2010 . . . 18
Using DataFlow . . . 19
Understanding the DataFlow grid . . . 19
Accessing the DataFlow Actions menu . . . 21
New DataFlow Request . . . 21
DataFlow Properties . . . 29
Delete DataFlow Request(s) . . . 29
Override Checkout . . . 30
Send Reminder(s) . . . 30
DataFlow Notes . . . 30
Change Request Status . . . 32
DataFlow Documents . . . 33
Assign User . . . 34
Request History . . . 35
Roll Forward Request(s) . . . 36
Export . . . 40
Customize View . . . 40
Save Preferences . . . 43
Save Preferences for All . . . 43
Using FormsFlow Designer . . . 44
Installing the FormsFlow Designer Add-in . . . 44
Learning about the FormsFlow Designer menu . . . 45
Using the Cell Names menu . . . 46
Using the Add Rows Group menu . . . 53
Using the Fit Text menu . . . 55
Using the Duplicate Page menu . . . 56
Working with Range Name reports . . . 57
Generating a diagnostic report . . . 59
Removing reports . . . 60
Working with range names . . . 60
Runtime Options . . . 61
Protecting and unprotecting forms . . . 62
Marking and unmarking the workbook as a FormsFlow template . . . 63
Predefined range names . . . 63

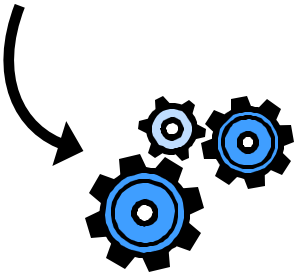
Runtime functions . . . 63
Making changes to a protected Excel file . . . 64
Uploading a revised template . . . 64
DataFlow Functions, Formulas, and Commands . . . 66
Installing the DataFlow Add-in . . . 66
Learning about the DataFlow menu . . . 68
Retrieve data from server . . . 69
Send data to server . . . 69
Create New Requests . . . 69
Delete specified ranges . . . 69
Write .CSV files . . . 69
Batch Processing . . . 69
Clear . . . 69
Setup . . . 70
Insert functions in Excel . . . 71
DataFlow Functions . . . 72
DFGetList(oRange, Optional vEntityID, Optional vEntityName, Optional vExcelTemplateName, Optional vTemplate, Optional vTaxType, Optional vYear, Optional vPeriod, Optional vStatus) . . . 73
DFGetID(Optional vEntityID, Optional vEntityName, Optional vExcelTemplateName, Optional vTemplate, Optional vTaxType, Optional vYear, Optional vPeriod, Optional vStatus) . . . 73
DFGetValues(lDataCollectionRequestID, oTagRange, oOutputRange, Optional bIgnoreInvalid) . . . 74
DFGetSingleValue(lDataCollectionRequestID, sTag, Optional sReturnFormat) . . . 75
DFGetRepeatingValues(lDataCollectionRequestID, sTag, oOutputRange) . . . 75
DFGetMultiPageValues(lDataCollectionRequestID, sTag, oOutputRange . . . 76
DFGetBlock(lDataCollectionRequestID, vBlockName, oOutputRange, bServiceFlag) . . . 77
DFGetXML(lDataCollectionRequestID, oRange) . . . 77
DFCreateTable(oRange, Optional vEntityID, Optional vEntityName, Optional vExcelTemplateName, Optional vTemplate, Optional vTaxType, Optional vYear, Optional vPeriod, Optional vStatus) . . . 78
DFPutValues(lDataCollectionRequestID, oTagRange, oValueRange) . . . 78
DFPutSingleValue(lDataCollectionRequestID, sTag, sValue, Optional sSendFormat) . . . 79
DFPutBlock(lDataCollectionRequestID, vBlockName, oInputRange) . . . 79
DFWriteCSV(sOutputFileName, oValueRange, oWriteFlag, Optional vSequence, Optional bAppend = True) . . . 80
DFLoadWildcard(lDataCollectionRequestID, oInputRange, oOutput) . . . 81
DFWildcardTable(oIDRange, oInputRange, oOutputRange, bIncludeRequestID) . . . 81
DFLoadRange(lDataCollectionRequestID, oInputRange) . . . 82
DFRepeatingTable(oIDRange, oInputRange, oOutputRange, bIncludeRequestID) . . . 83
DFConsolidateValues(oRequestID, oTagRange) . . . 84
DFConsolidateWildcard(oRequestID, oTagRange) . . . 84
DFCreateRequest(vEntityID, vEntityName, vExcelTemplateName, vYear, vPeriod, Optional vUserAssigned, Optional vNotifyByEmail, Optional vDueDate, Optional vScenario) . . . 84
DFEraseTags(lDataCollectionRequestID, oRange) . . . 85
DFGetValuesEx(oRequestIDListRange, oTagRange, oOutputRange) . . . 85
DiagnosticsOK . . . 86
Linking DataFlow requests . . . 88
Running functions automatically . . . 89
Using Excel 2007 . . . 89
Using Excel 2003 . . . 90
Batch processing . . . 91
Understanding how batch processing works . . . 93

Selecting batch processing options . . . 93
Rolling Forward DataFlow Requests Between Periods . . . 94
Step 1: Identify the Range Names to use . . . 94
Step 2: Identify the DataFlow Requests to roll forward . . . 94
Step 3: Identify the Wildcard Range Names from the template . . . 94
Step 4: Identify the maximum number of records possible for each Wildcard Range Name . . . 95
Step 5: Manipulate the Wildcard Range Names . . . 95
Step 6: Add the maximum number of records possible for each Wildcard Range Name to the Wildcard Range Name base . . . 95
Step 7: Finalize the template mapping . . . 95
Step 8: Roll forward your DataFlow Requests . . . 95
Appendix A: Microsoft Silverlight . . . A-1
Installing Microsoft Silverlight . . . A-1
Appendix B: Support and User Documentation . . . B-1
ONESOURCE platform Help menu . . . B-1
Learning Center . . . B-1
User Documentation . . . B-2
Product Support . . . B-2
Suggestion Box . . . B-3
ONESOURCE WorkFlow Manager Options menu . . . B-4
Contact Support . . . B-4
User Documentation . . . B-4
Release Notes gadget . . . B-5
Appendix C: Product Assistance . . . C-1
Setting up Product Assistance e-mail notifications . . . C-1
Viewing a digest e-mail notification . . . C-3
Unsubscribing from e-mail notifications . . . C-3

About ONESOURCE DataFlow



1 Using Microsoft Excel, tax department administrators create custom worksheet packages, which are generally tax-related.



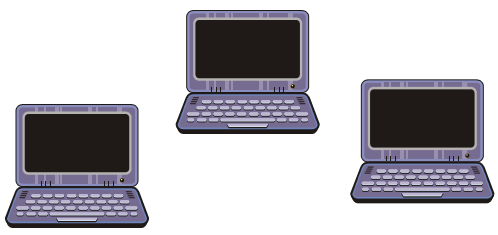
2 Using a FormsFlow Designer-enhanced version of Excel, administrators convert the custom worksheet package to a secure Web-based Excel template. This template is then uploaded to DataFlow.

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.

4 Data providers use a FormsFlow-enhanced version of Excel to complete the DataFlow request, either off- or online.

5 Data from the data providers is saved to a secure ONESOURCE DataFlow repository. As data is saved, it is available for extraction.



Terminology

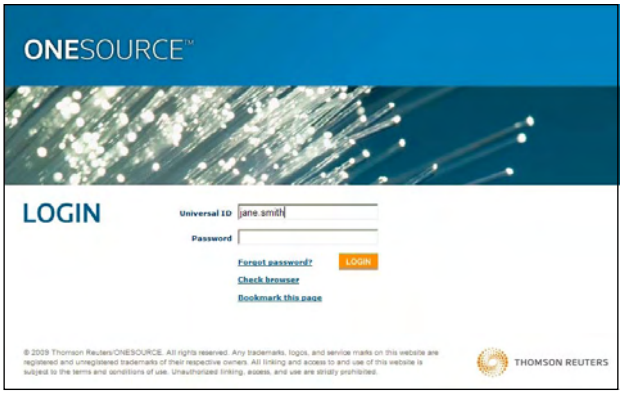
These terms are commonly used in the DataFlow module of ONESOURCE WorkFlow Manager.

- **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

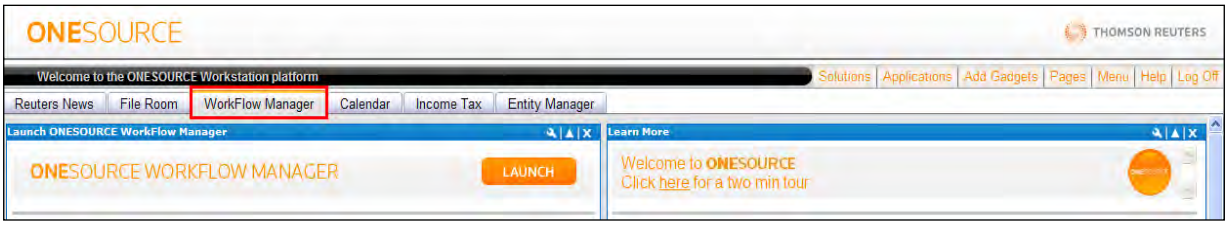
Log on to the ONESOURCE platform at https://www.onesourcelogin.com.

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**.

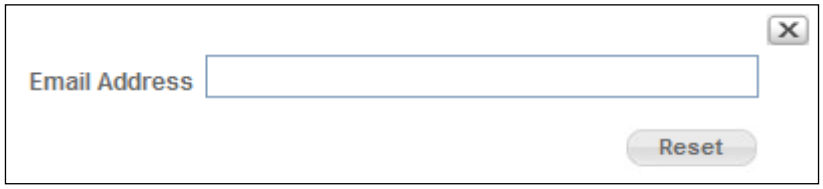
NOTE: You can add the **Launch ONESOURCE WorkFlow Manager** gadget to a page in the ONESOURCE platform, then click **Launch** to open the application.



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.

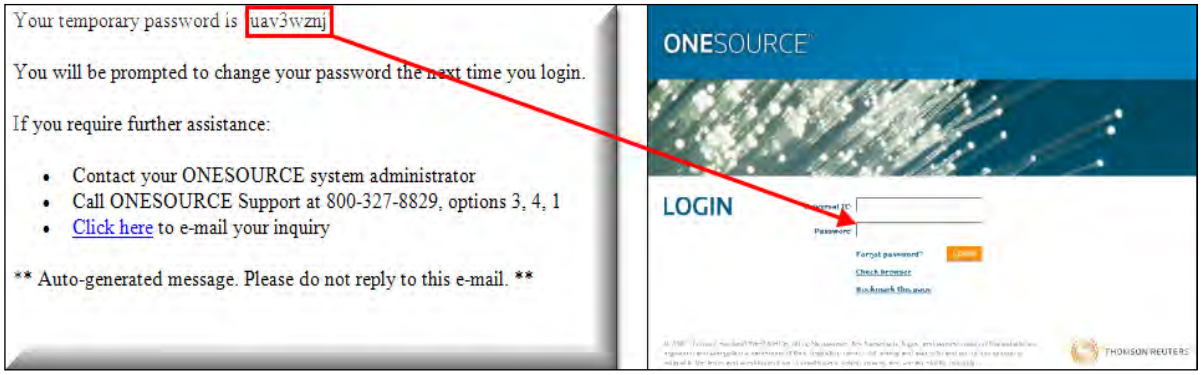
1. Click **Forgot Password?** on the **Login** page. A dialog box appears, and includes a field for you to type your e-mail address.



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.

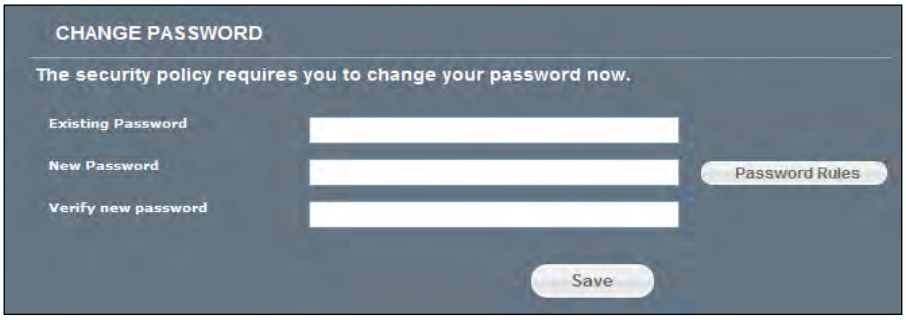
3. Click **OK**. A dialog box appears and confirms that if the e-mail address you entered matches the system's records, a temporary password will be sent to that e-mail address.

4. Click **OK**.
5. Return to the **Login** page and log in using the temporary password sent to you via e-mail.

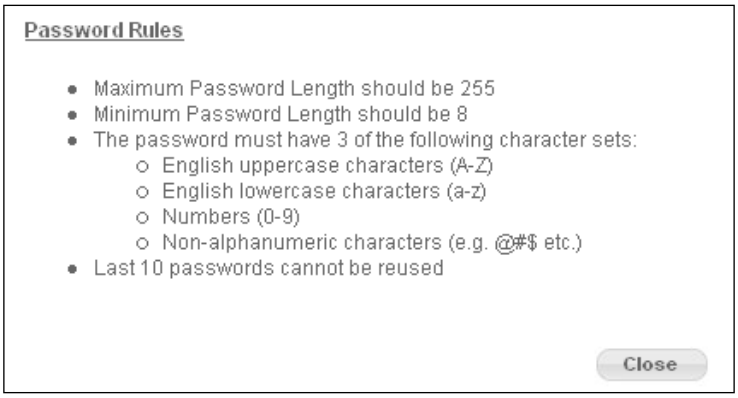


After you log in, you must change your password.

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.



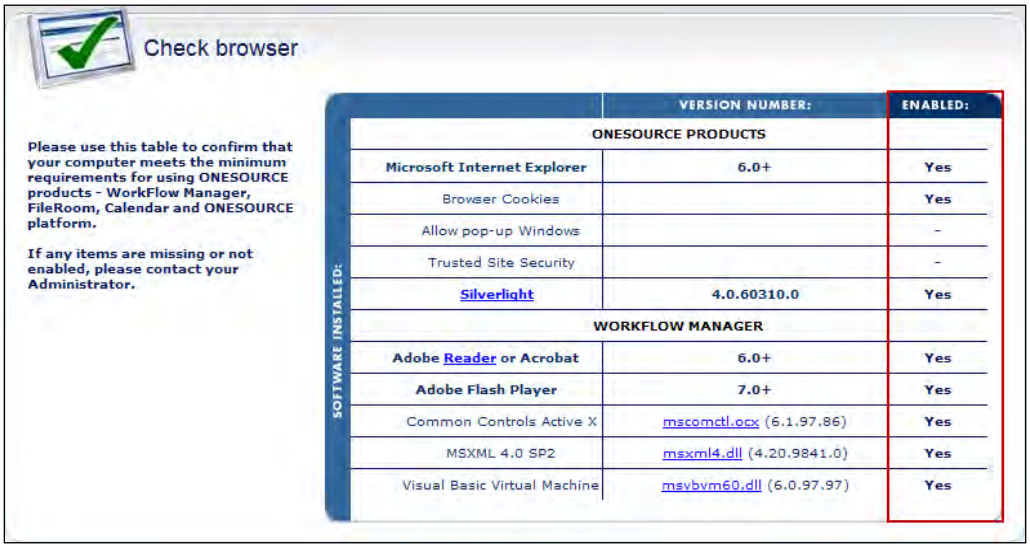
NOTE: Passwords differ based on your IT department requirements. The password that you choose must conform to the rules set by your administrator. Click **Password Rules** on the **Change Password** page to see those currently in effect.



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.

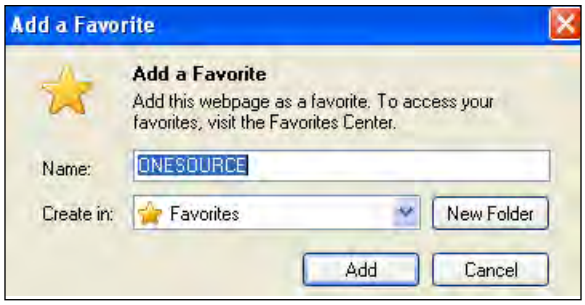
Common Controls Active X, MSXML, and Visual Basic Virtual Machine

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

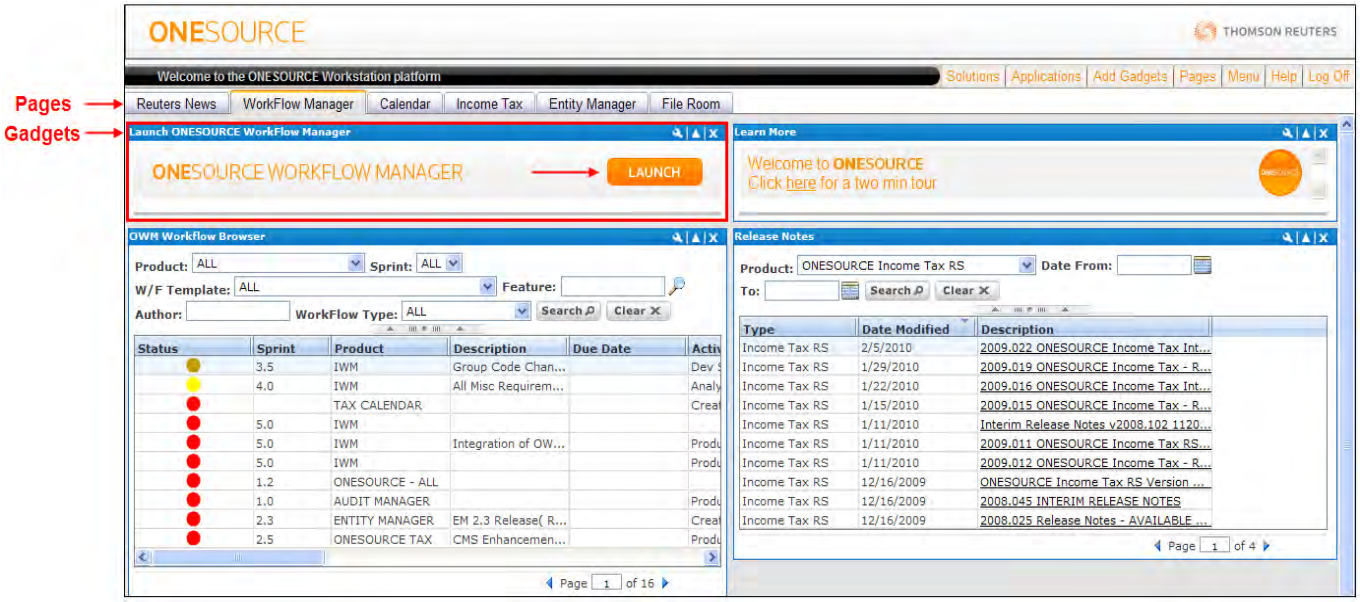
From the ONESOURCE platform, there are three ways to launch a ONESOURCE application:

- 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.

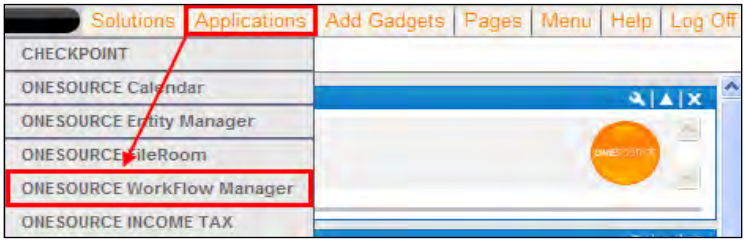
To learn how to add pages and gadgets, refer to the *ONESOURCE platform User Guide*. Or, watch the “Adding and deleting pages” and “Adding and deleting gadgets” Learning Center videos.



Applications menu

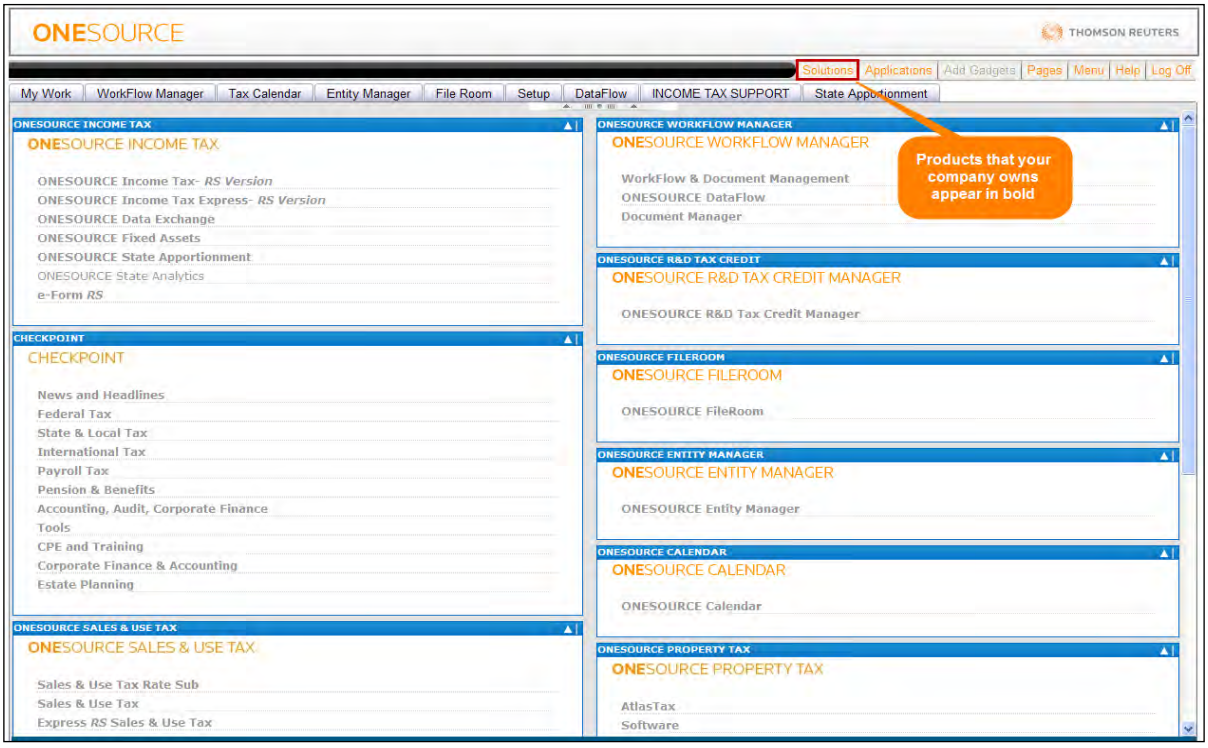
The **Applications** menu in the ONESOURCE platform menu shows all products that you have permission to access. Click a product name to launch that application.

NOTE: If you do not see the application that you need, contact your administrator to gain access.



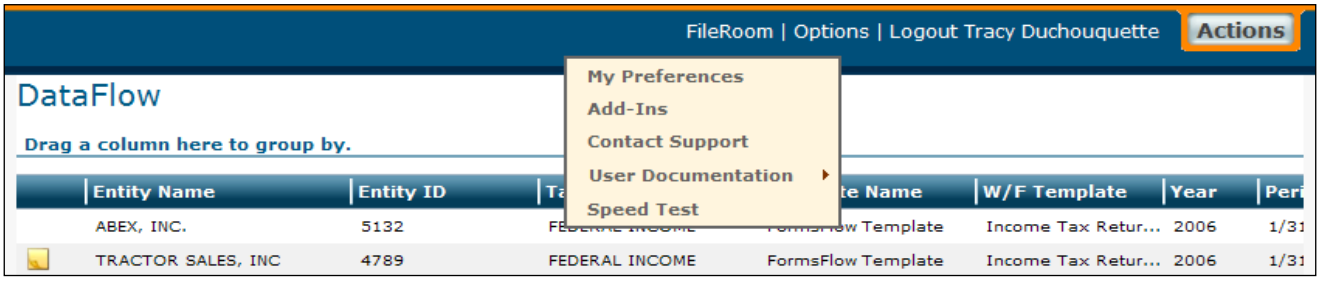
Solutions menu

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.



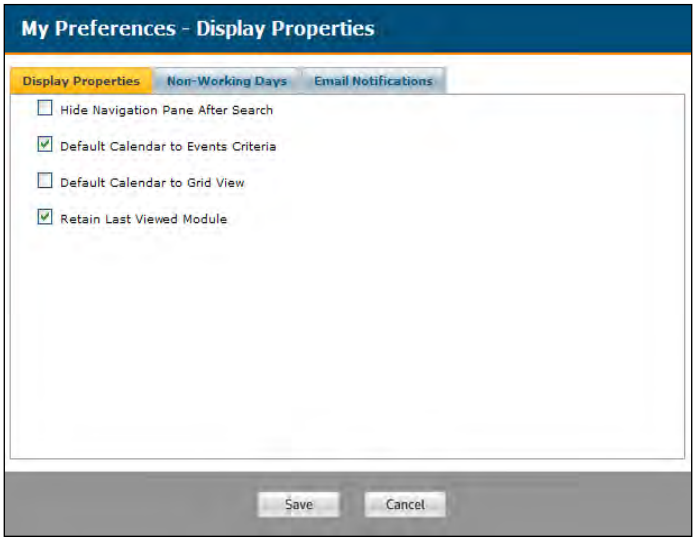
Options menu

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.

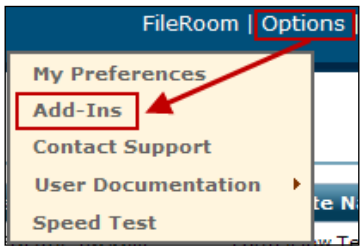


- On the **Display Properties** tab, select or clear the check boxes to specify what happens with the navigation pane after a search, as well as the default views that appear when you open the application.
- On the **Non-Working Days** tab, select the days that you are not scheduled to work (your non-working 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

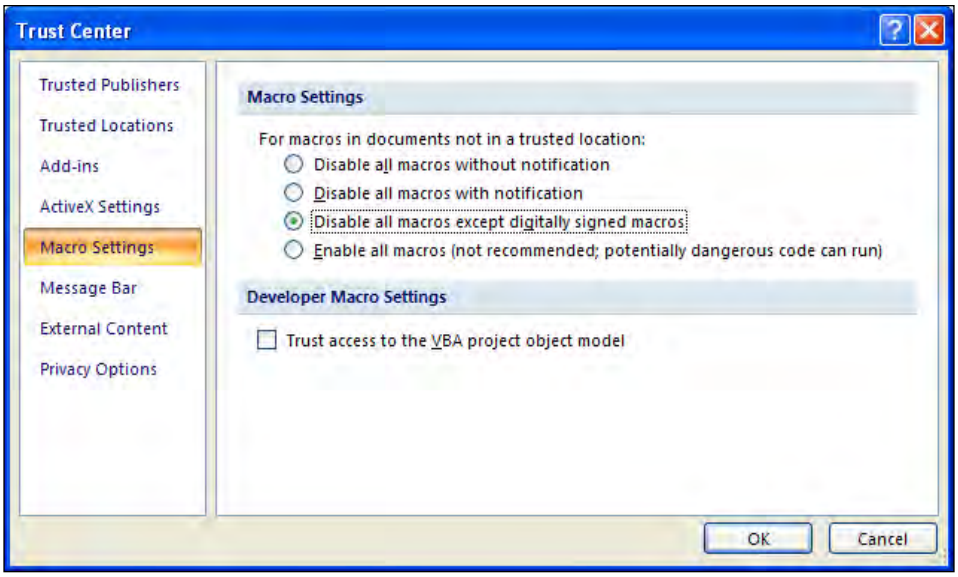
All DataFlow templates sent to Data Providers will be digitally signed to ensure that code has not been compromised.

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

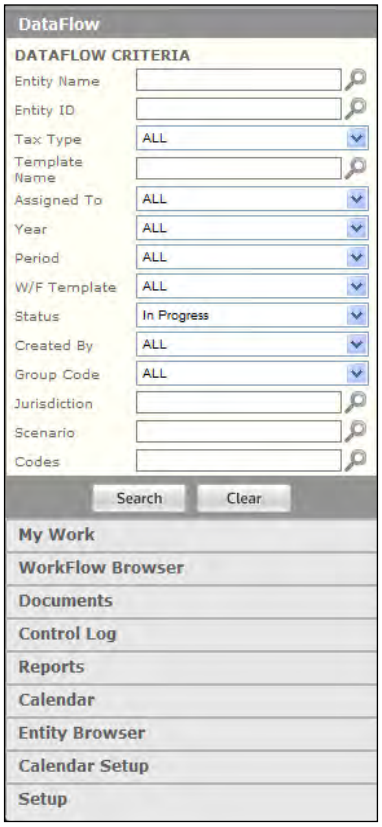
To disable a protected view in Excel 2010, complete the following steps.

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.



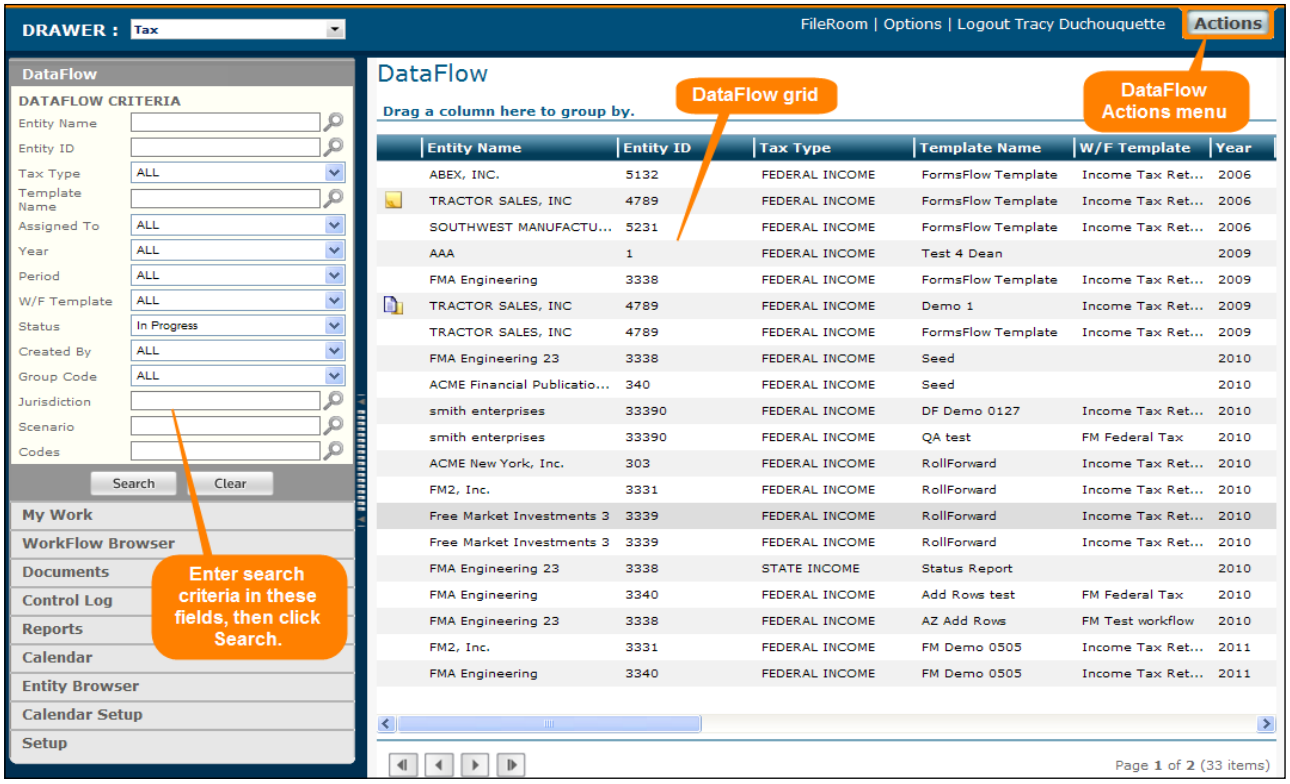
From there, you can complete one of the following actions:

- 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:

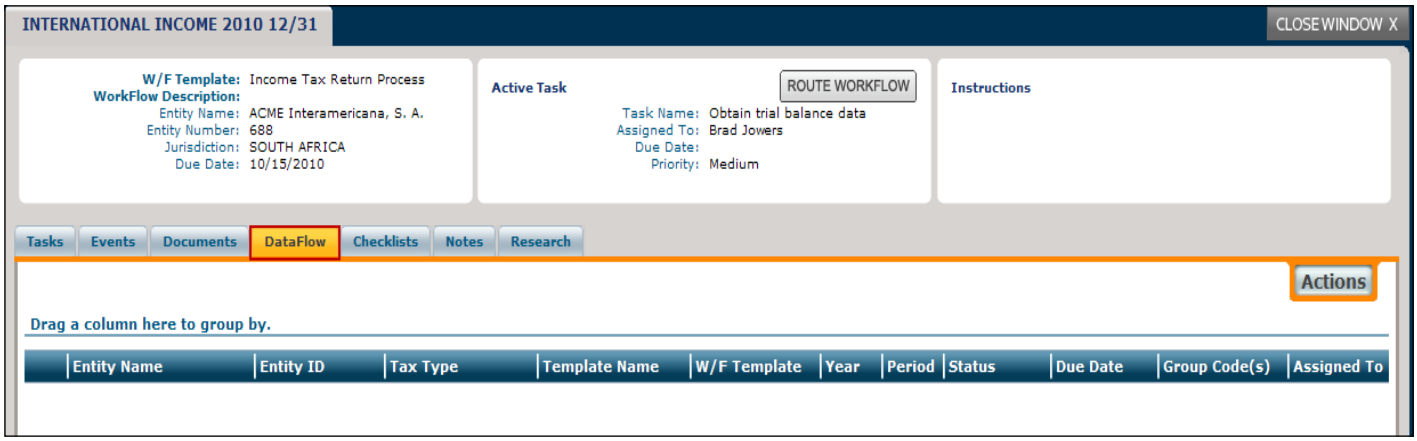
- Search filters using lookup lists and drop-down menus
- A grid displaying DataFlow requests
- The **Actions** menu



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.



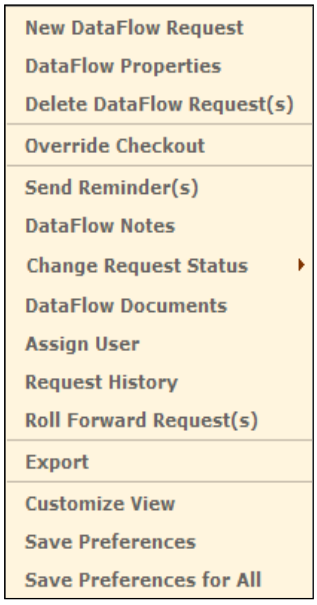
TIP: The difference between the DataFlow grid and the workflow folder is that the DataFlow grid shows all DataFlow requests, regardless of the entity and workflow. From a workflow folder, you only see DataFlow requests associated with the selected workflow.

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.

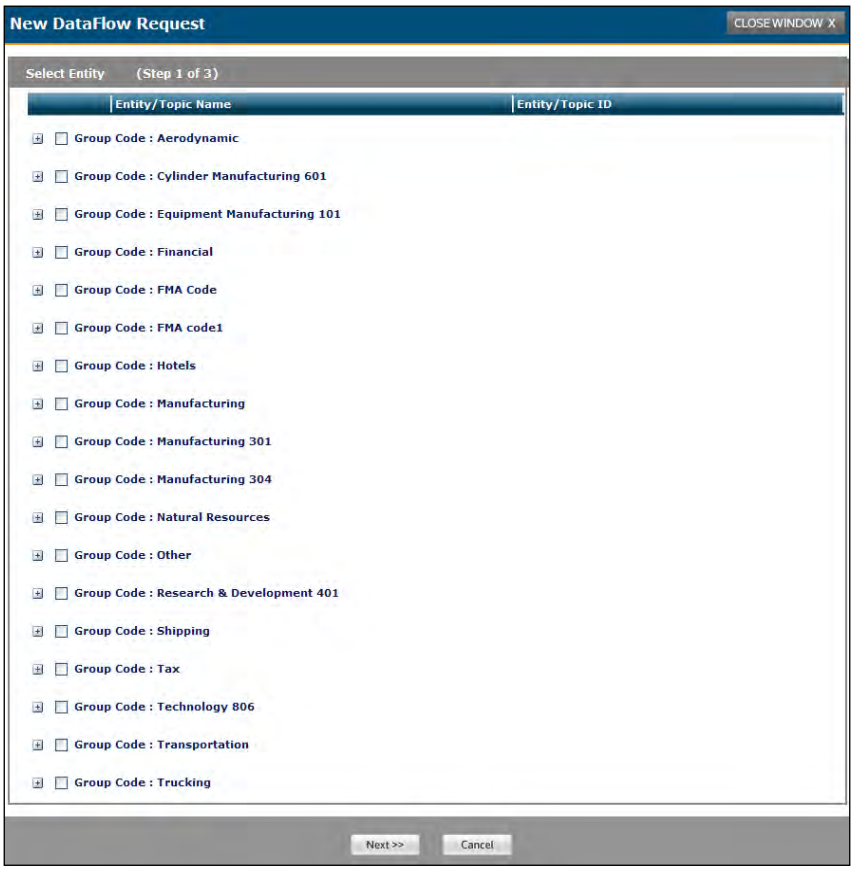
Please refer to the *ONESOURCE Administrator Guide* to learn how to:

- 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.

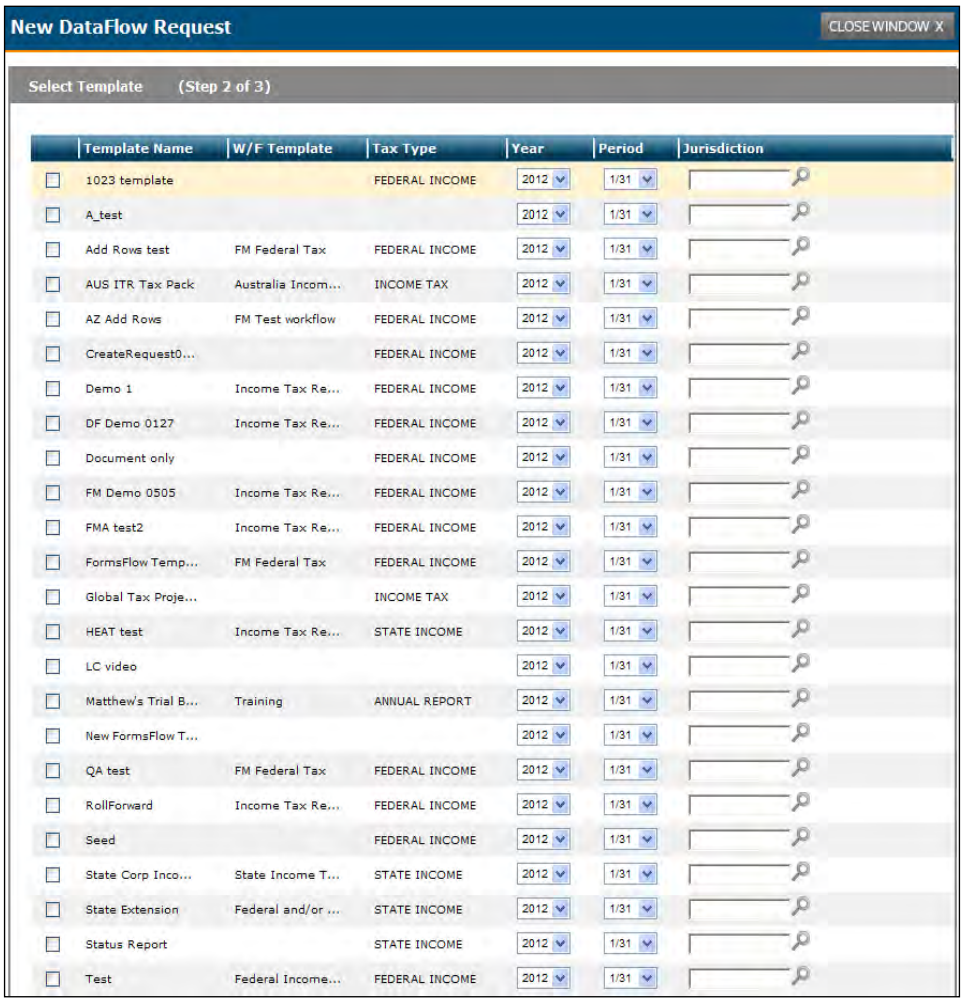
1. Select **New DataFlow Request** from the **Actions** menu. The **New DataFlow Request** wizard begins.
2. In Step 1 of the **New DataFlow Request** wizard, select the check box next to the group code that will receive the request. Or, click the plus icon next to the name to expand the list and select 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*.

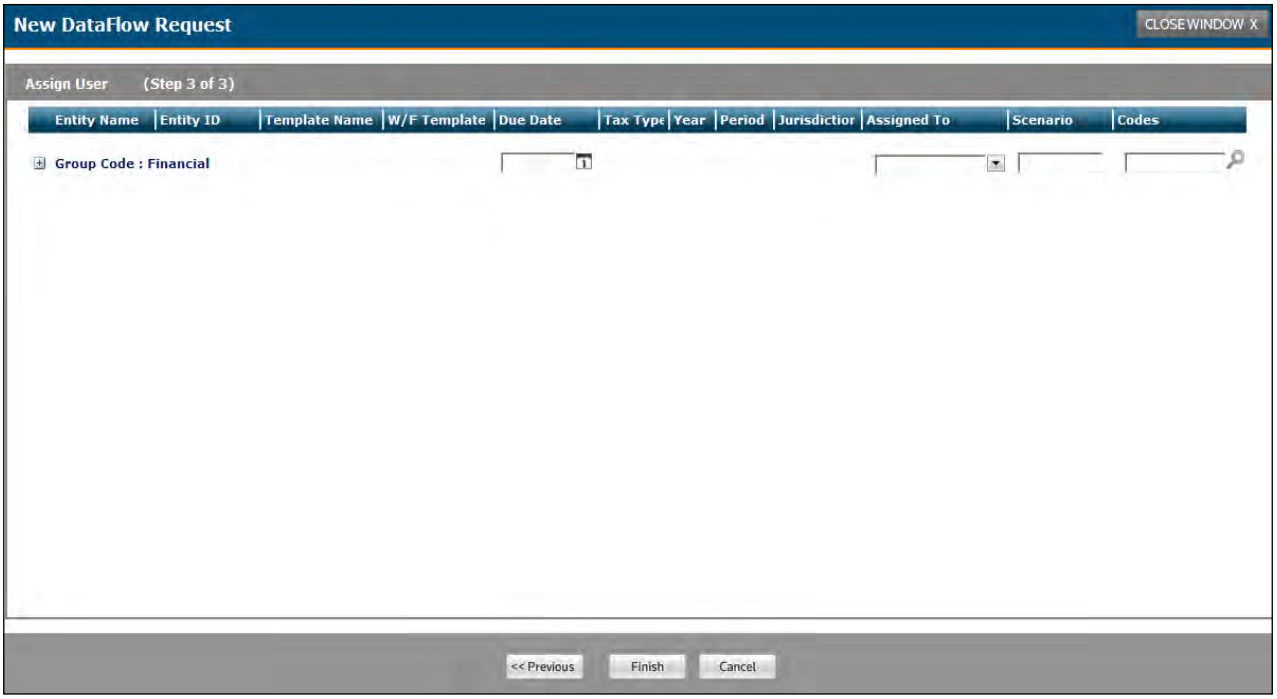
3. Click **Next**. Step 2 of the **New DataFlow Request** wizard appears.



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.

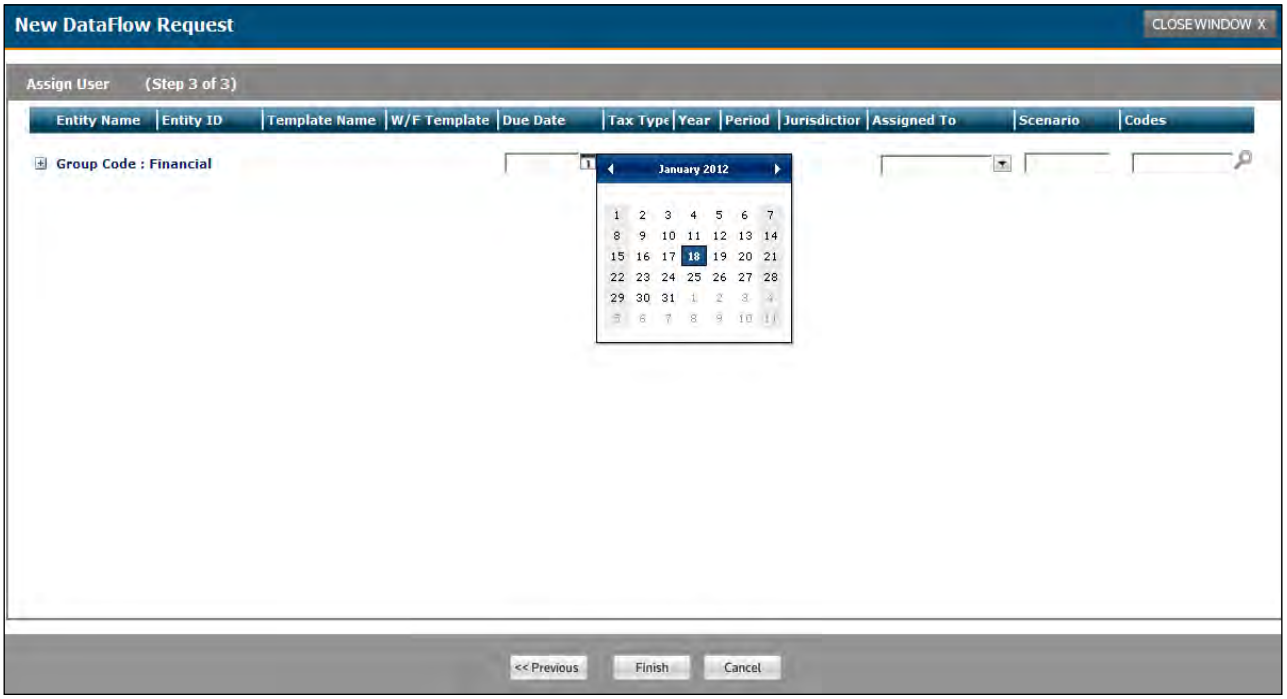
   NOTE: **Jurisdiction** is a managed list located within the **Setup** area of the ONESOURCE platform. For more information, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

5. Click **Next**. Step 3 of the **New DataFlow Request** wizard appears.

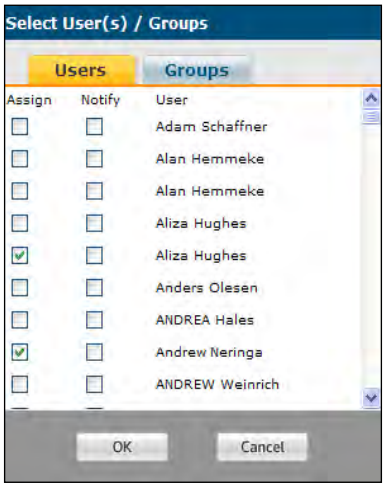


6. Click the calendar icon in the **Due Date** column to select a due date for the DataFlow request. A calendar appears with the current date selected. Click the arrows to scroll to your desired month.

   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).

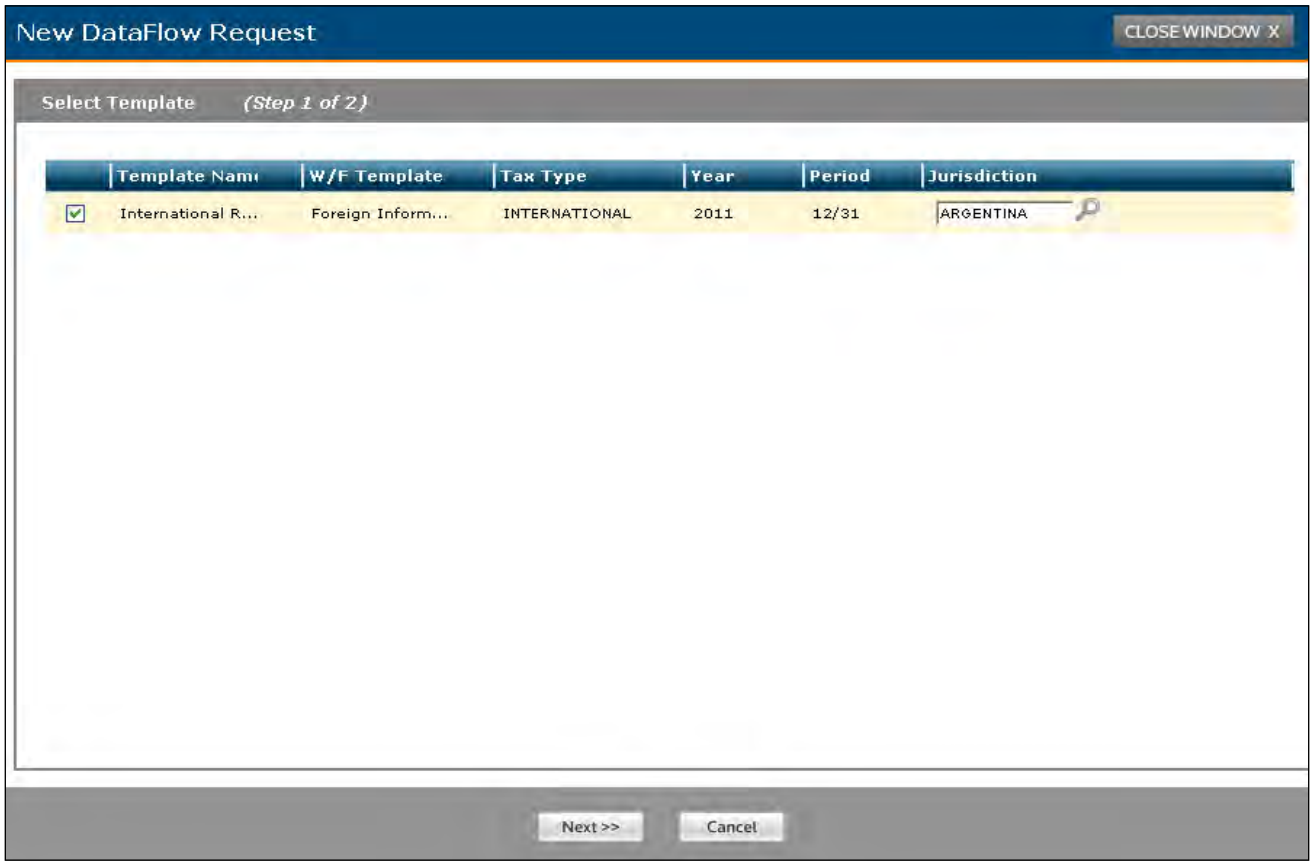
Creating a request from a workflow folder

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.

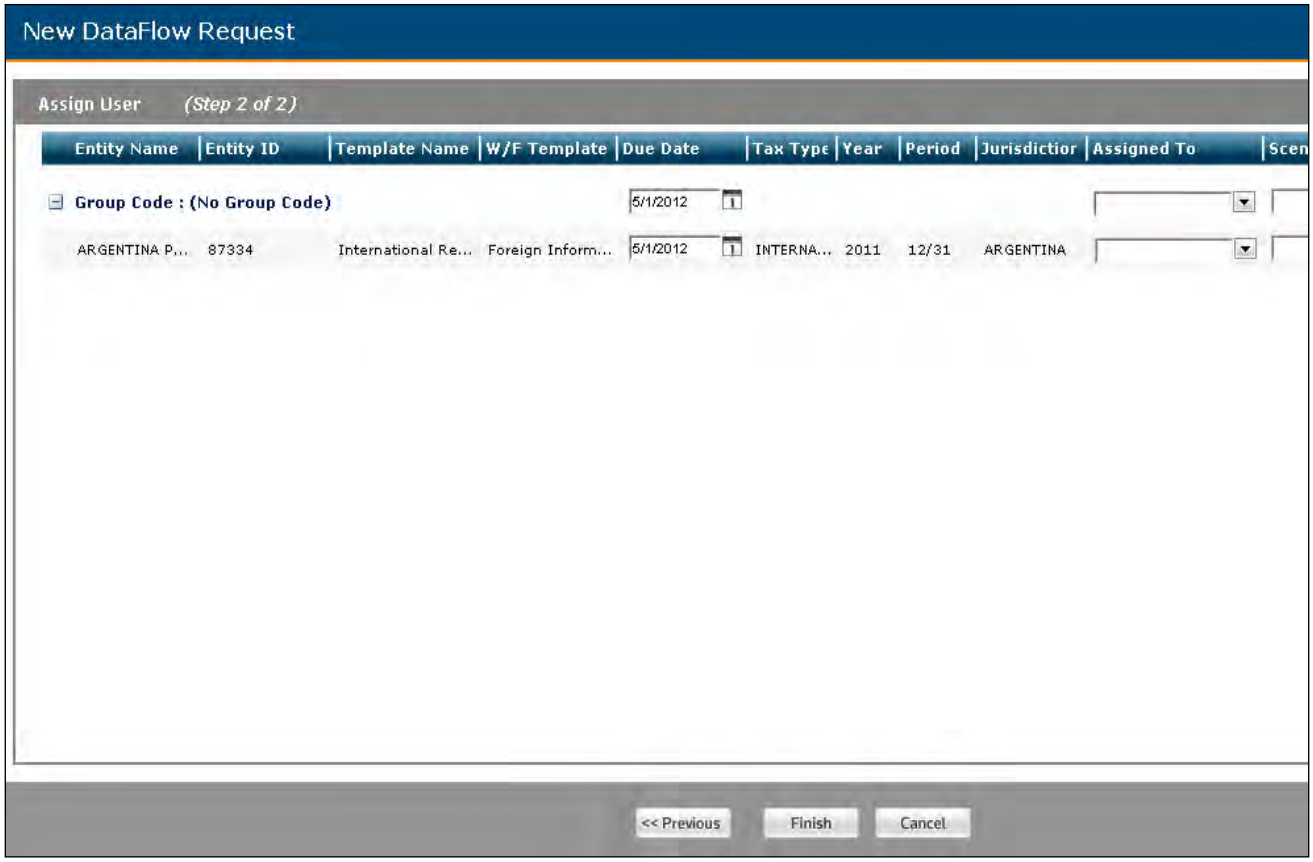


NOTE: If a template does not appear as expected, it may not have been attached to a workflow. Return to the FormsFlow template to review your work and make changes as appropriate.

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.

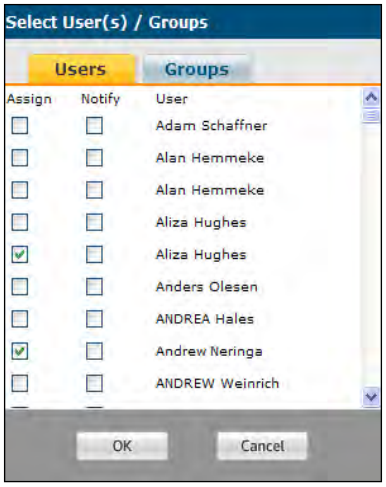


NOTE: Click the plus icon next to the name to expand the list and select specific entities within the group code.

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.

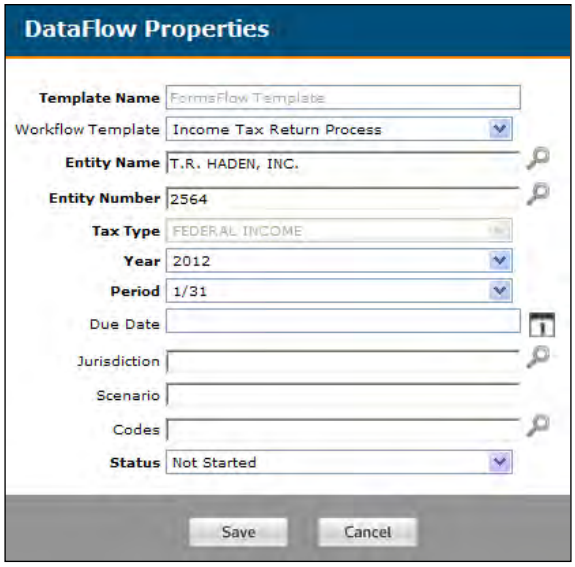
NOTE: If the DataFlow request status is **Completed**, it will open in read-only mode. You can open attached files, such a Word document or a PDF file, for viewing.

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)

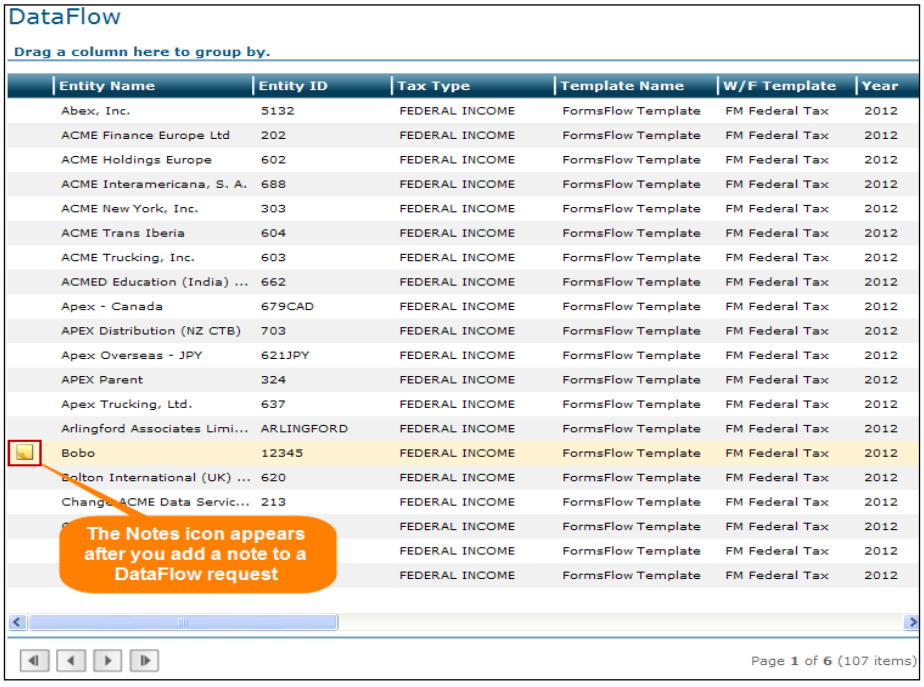
You can send reminders for DataFlow requests in intervals determined by your administrator when the FormsFlow template is created, or manually. Users must be members of groups with **Send Reminders** permission in order to view this option from the **Actions** menu.

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.

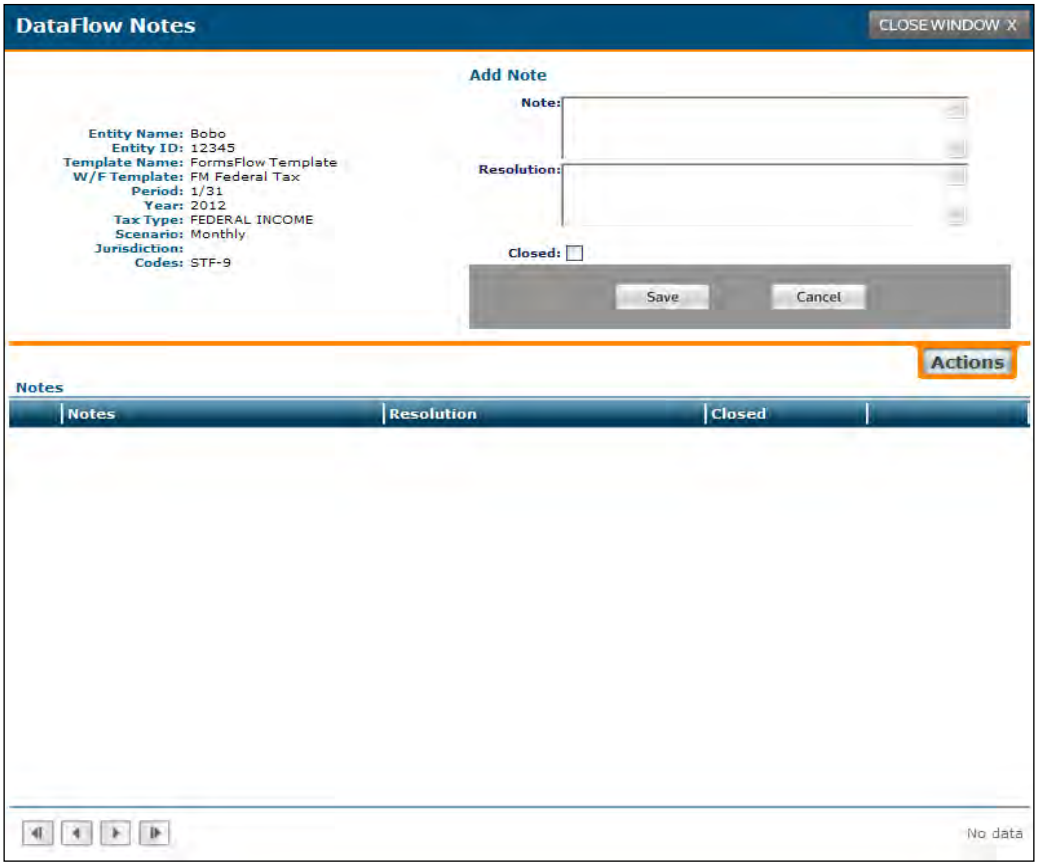
DataFlow Notes

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.



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.



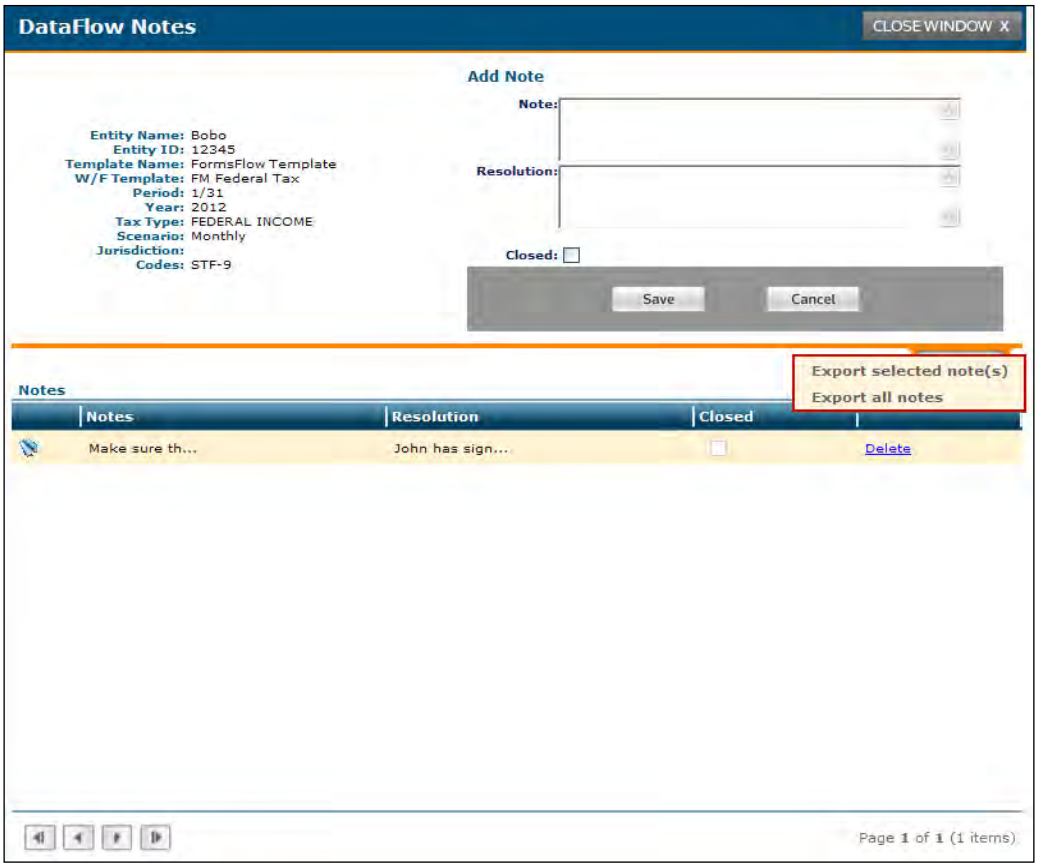
- To add a new note, type your comments in the **Note** area, then click **Save**. Click **Cancel** to clear the comments in the **Note** and **Resolution** areas.
- To open an existing note, double-click a note in the **Notes** grid. The note appears in the **Note** area in the top half of the screen. 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.



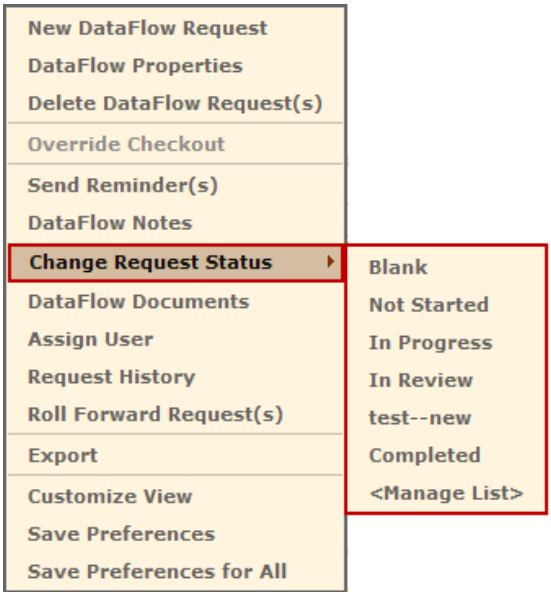
- **Export selected note(s):** Select **Export selected note(s)** from the **Actions** menu in the **Notes** grid. The **File Download** dialog box appears, and allows you to open or save the export file to your computer.
- **Export all notes:** Select **Export all notes** from the **Actions** menu in 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

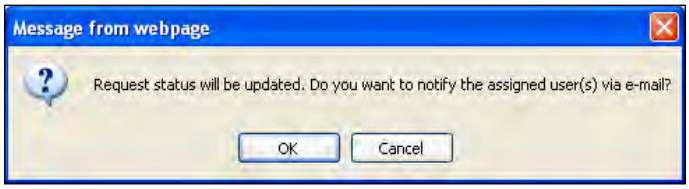
Change Request Status is a managed list that allows administrators to add status levels for audit and monitoring purposes. For information about assigning permission, please refer to the "ONESOURCE DataFlow" section of the *ONESOURCE Administrator Guide*.

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

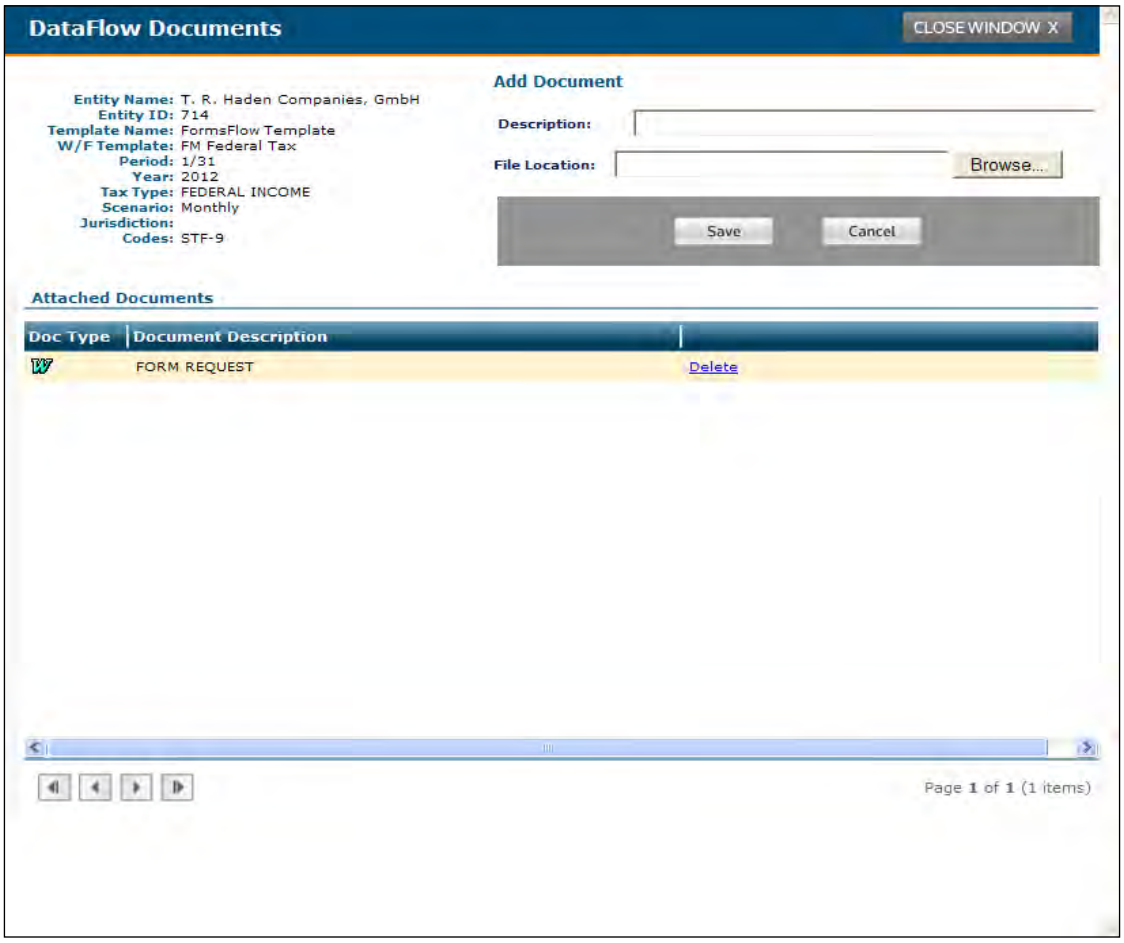
You can add supporting documents to any DataFlow request.

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**.

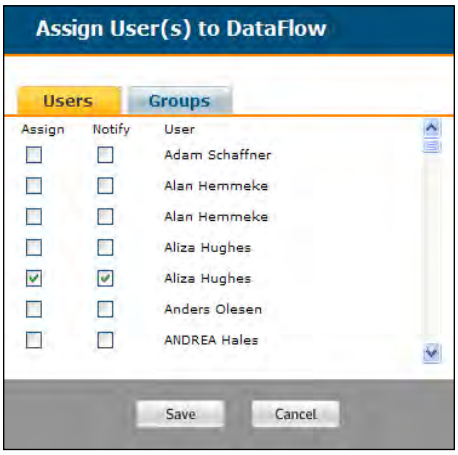
3. When finished working with the documents, click the **Close Window** icon.

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**.

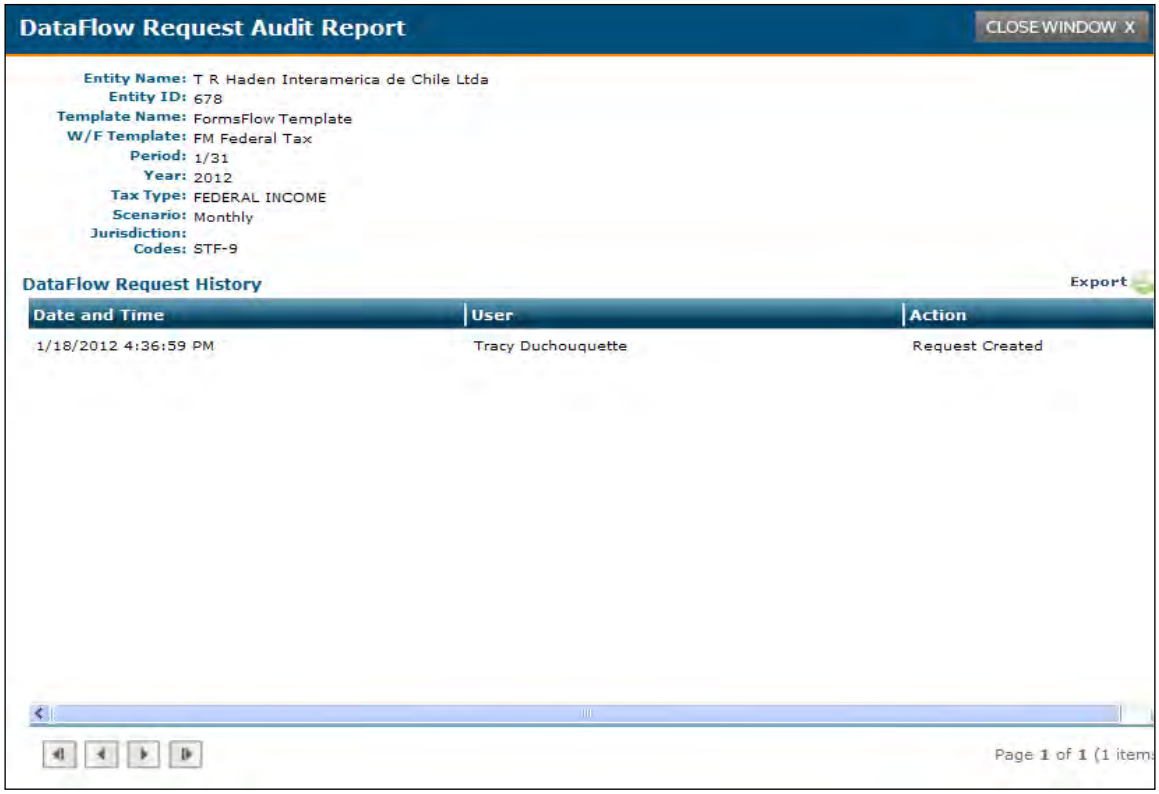
NOTE: Automatic notification intervals begin when requests are assigned to a user, not when the requests are created. Subsequent assignments to additional users do not impact this interval.

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:

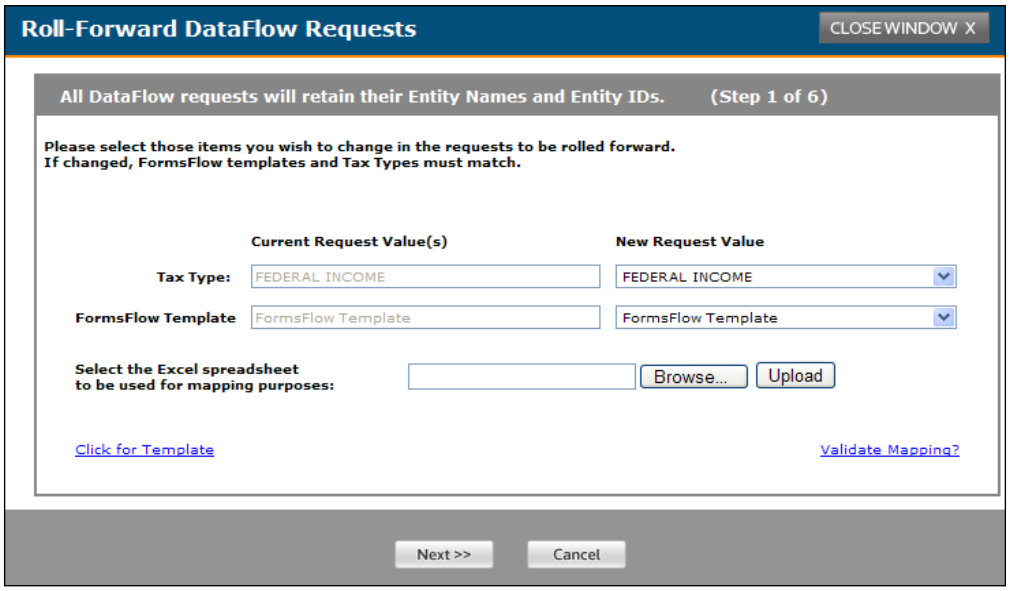
- If **Tax Type** is changed and the FormsFlow template matches that tax type, you can use the FormsFlow template. (The **FormsFlow Template** drop-down menu will list only those templates that match the tax type.)
- If **Tax Type** is changed and the FormsFlow template does not match that tax

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.



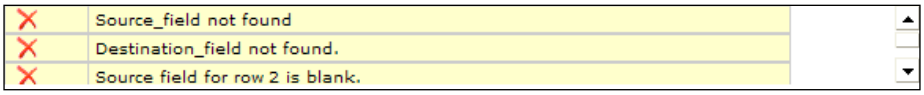
4. Click **Browse** to locate the Excel worksheet to be used for mapping, then click **Upload**.

   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

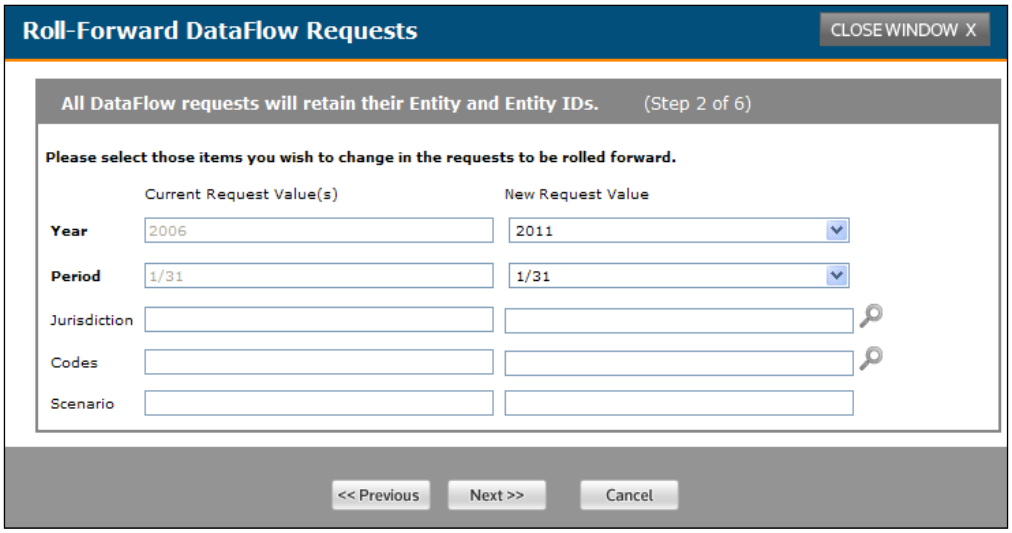
Save the template as an .xls or .xlsx file, then click **Browse** to locate the template. Click **Upload**.

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.



TIP: Click the **Validate Mapping** link to ensure that the source field and destination field columns correspond to fields in the new FormsFlow template.

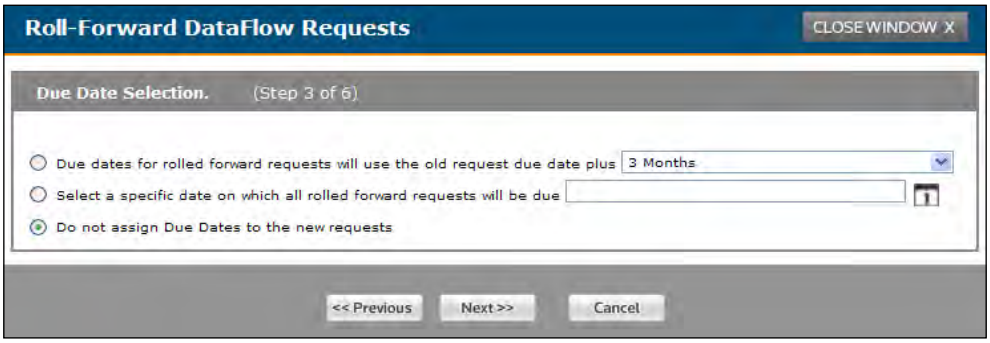
5. Click **Next**. Step 2 of the **Roll-Forward DataFlow Requests** wizard appears.



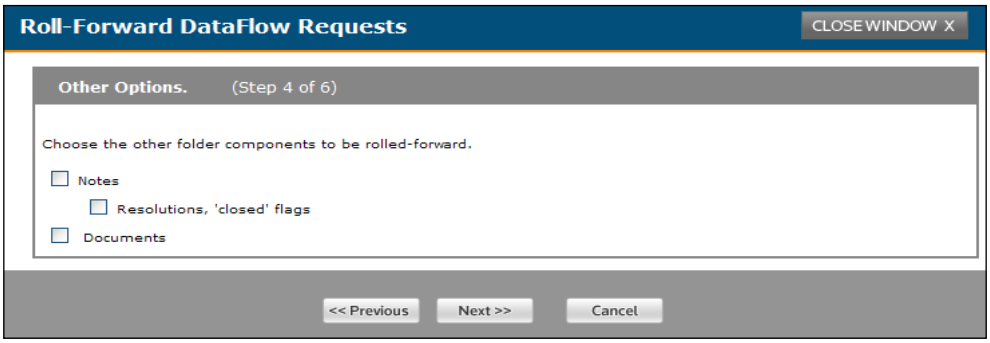
6. In Step 2 of the wizard, decide if you wish to keep the existing index values or if you need to specify new values that will be applied to the selected DataFlow requests.
7. Click **Next**. Step 3 of the **Roll-Forward DataFlow Requests** wizard appears.

   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.

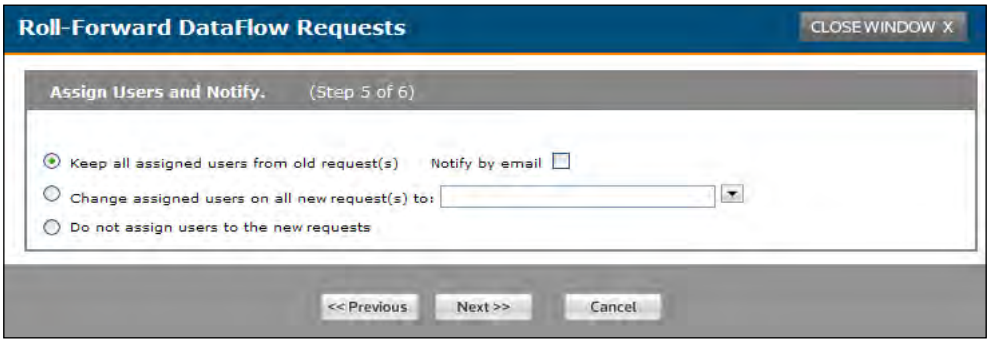
8. In Step 3 of the wizard, select a due date for the selected DataFlow requests. The **Do not assign Due Dates to the new requests** option is the default value.



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.



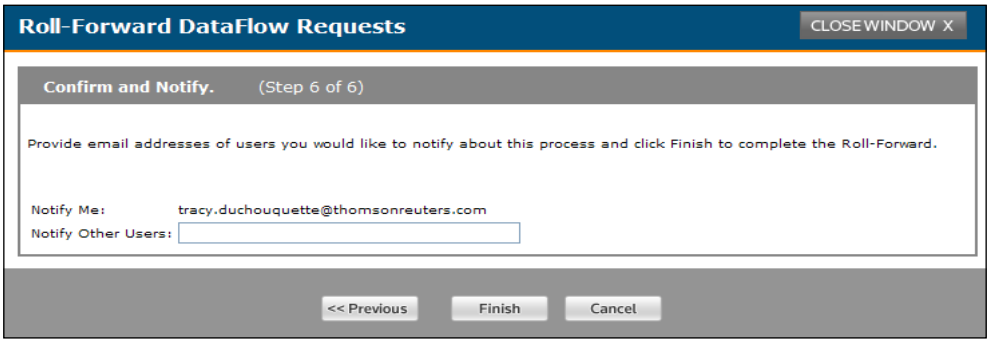
11. Click **Next**. Step 5 of the **Roll-Forward DataFlow Requests** wizard appears.
12. In Step 5 of the wizard, assign users and set up notifications for new DataFlow requests. The **Keep all assigned users from old requests** option is the default value.



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.

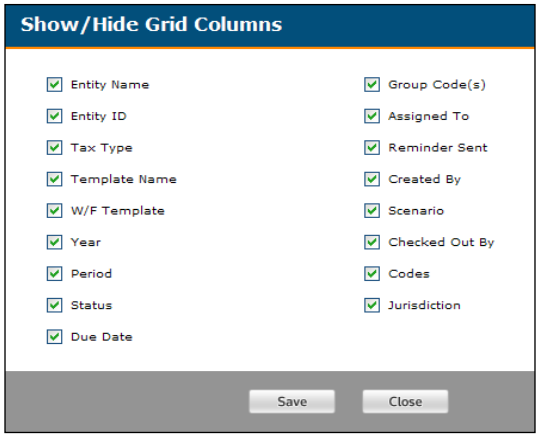
Customize View

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**.

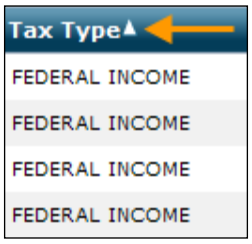
Changing the width of a column

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.

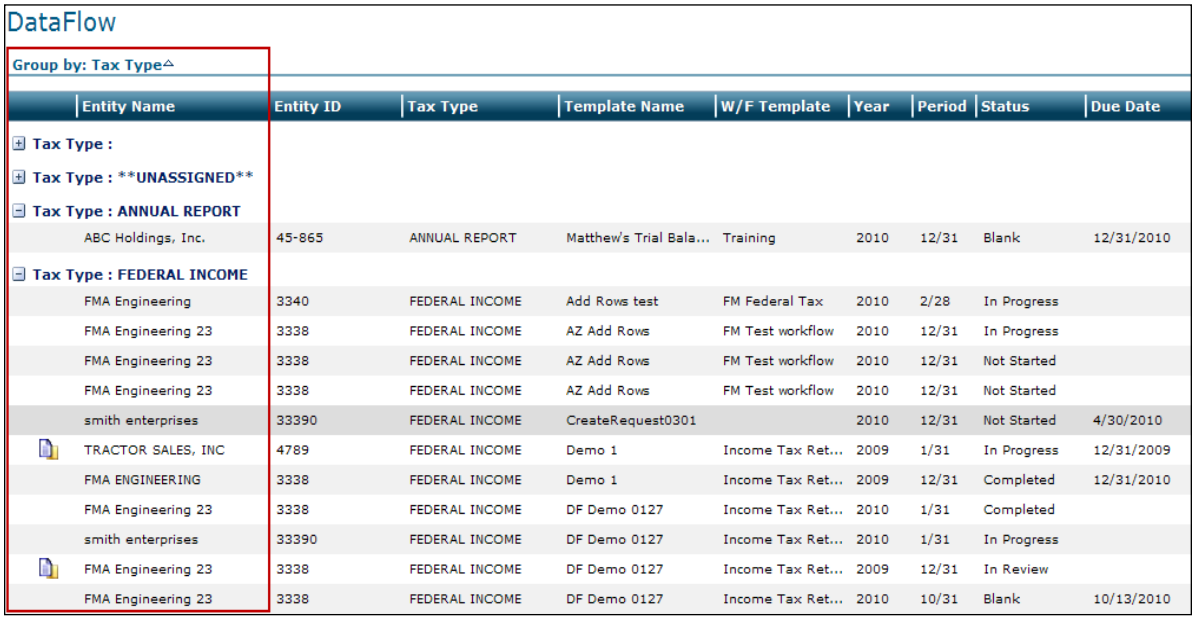
NOTE: You can sort by only one column at a time.

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.

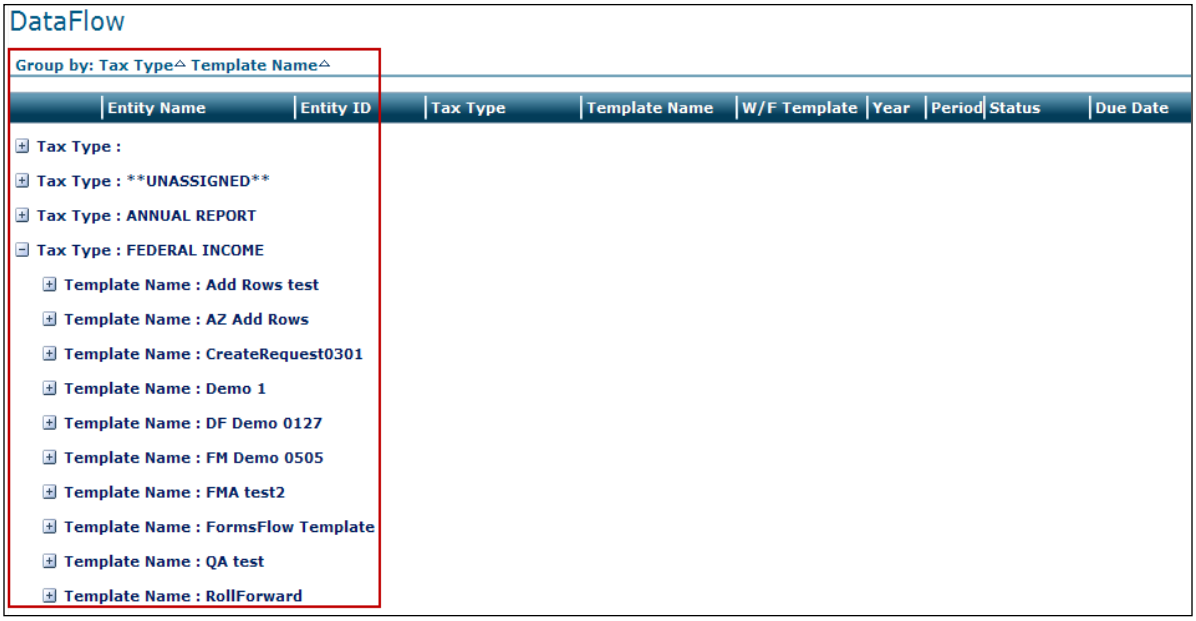


DataFlow

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								

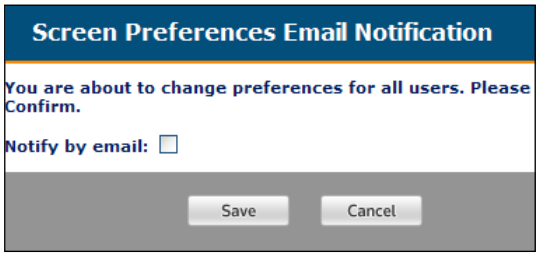
- To collapse the selected group, click the ⊟ next to a group name. The ⊟ changes to ⊞.
- To expand the selected group, click the ⊞.
- To remove the grouping, click the column name, then drag it back to the DataFlow grid.
- To re-order a column's appearance, drag the column header to a new location. 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

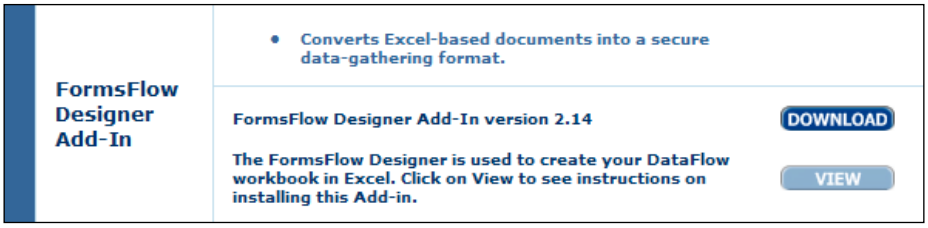
You install the FormsFlow Designer from within ONESOURCE FileRoom.

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.

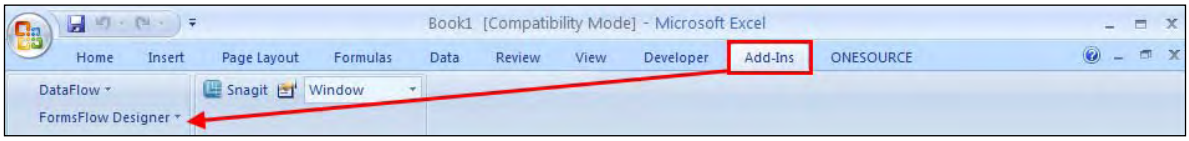
2. In the **List of Add-Ins to Download** section, browse to **FormsFlow Designer Add-In**, then click **Download**.



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.

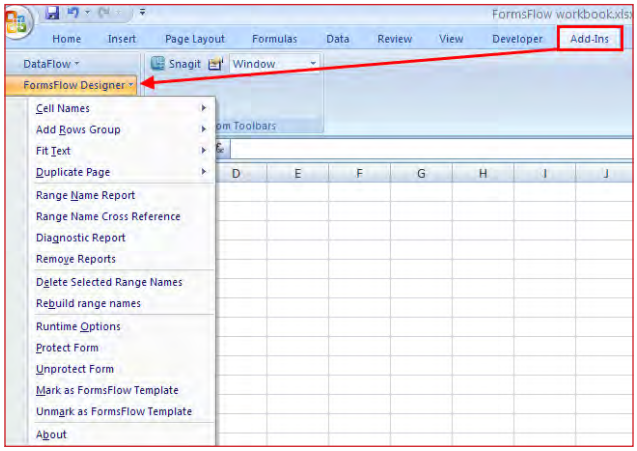


Learning about the FormsFlow Designer menu

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

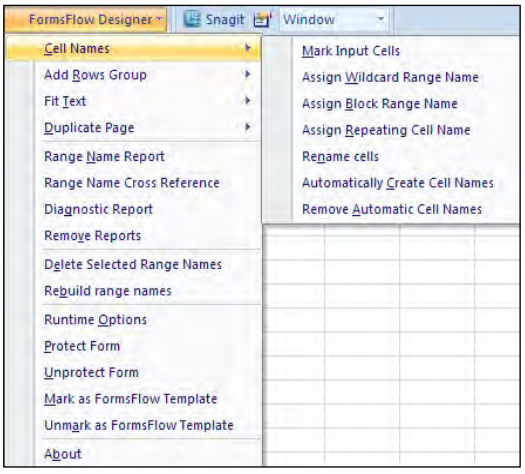
To access the **FormsFlow Designer** menu in Excel, click the **Add-Ins** tab, then select **FormsFlow Designer**.



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

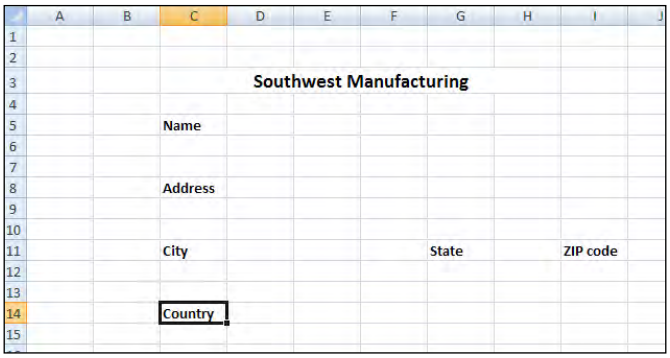


Mark Input Cells

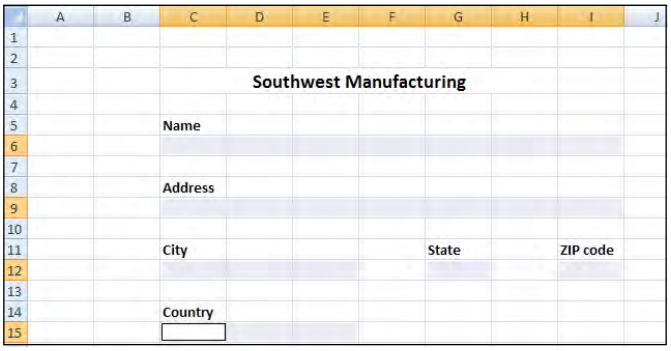
The first step in preparing a FormsFlow-enhanced Excel workbook is to color-code and mark the cells for input from data providers.

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.

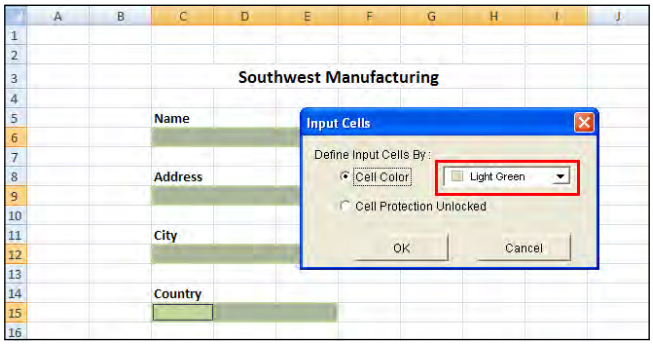


NOTE: When an input field spans two or more columns or rows (see example above), best practice is to merge the cells.

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.

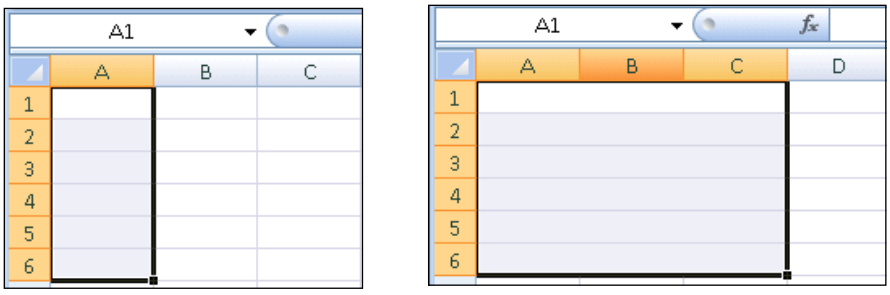
NOTE: Make sure that you are selecting the exact color, and not a slightly lighter or darker shade.

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.

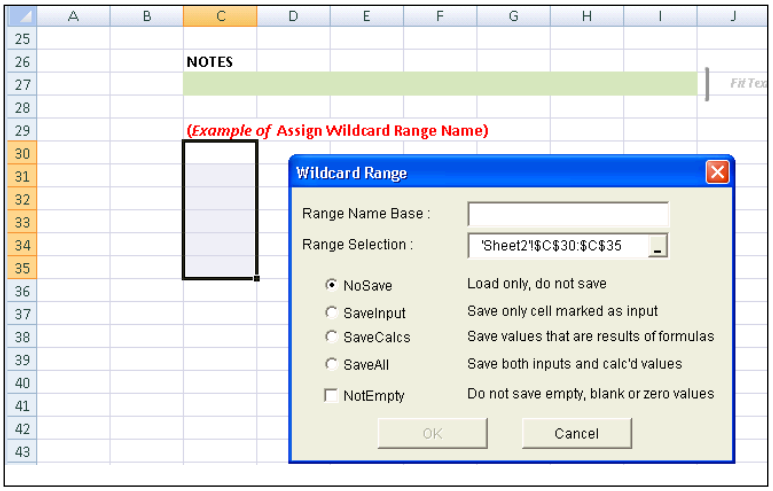
Wildcard ranges are often used with Add Rows sections or to name a range of cells quickly.

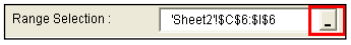
Cells available for wildcard ranges include:

- 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.

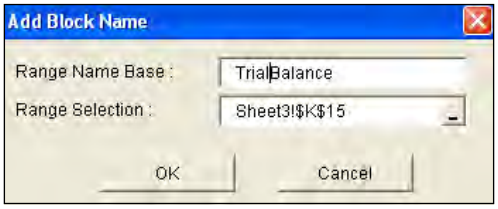
To learn how to avoid overwriting wildcard range names, please refer to the "Range Name Reports" section later in this guide.

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.

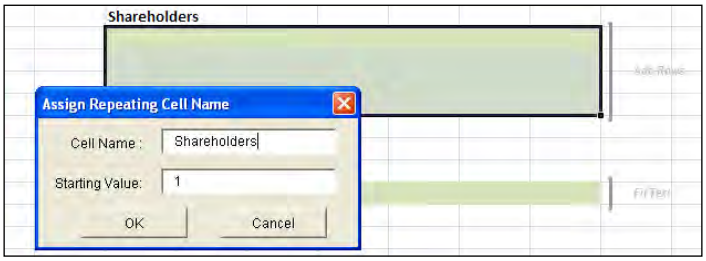
Assign Repeating Cell Name

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.

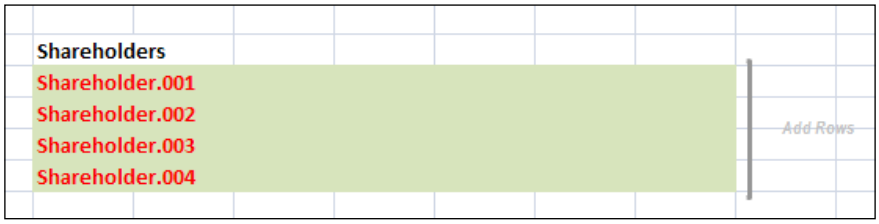
For example, suppose that you have an input field named **Shareholder** and that you want to assign this cell name to more than one input field. When you select **Assign Repeating Cell Name**, FormsFlow Designer assigns the cell name **Shareholder** to each input field and appends the cell name with 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

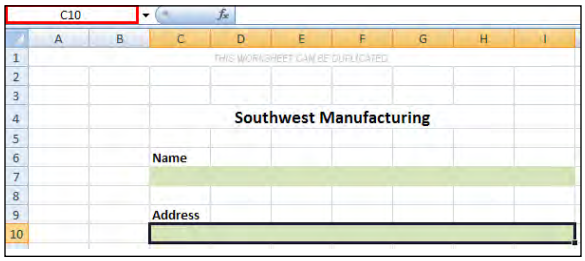
performance.

Rename Cells

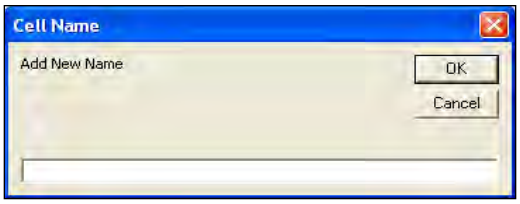
All input fields in a FormsFlow template must have a range name since this is how data is saved to the ONESOURCE DataFlow repository. Naming and renaming cells instead of relying on row and column coordinates ensures that labels and input cells are properly identified and referenced when you add and delete rows and columns from the FormsFlow template.

To name or rename individual cells, complete the following steps.

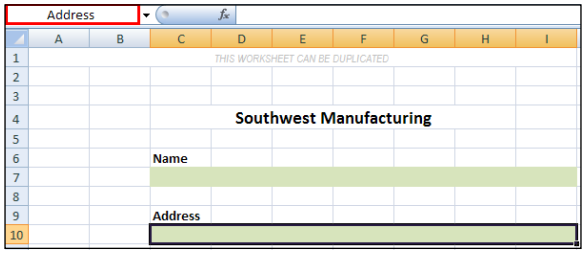
1. Within your Excel file, select the input cell that you wish to name or rename. In the following graphic, cell C10 is selected.



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**.

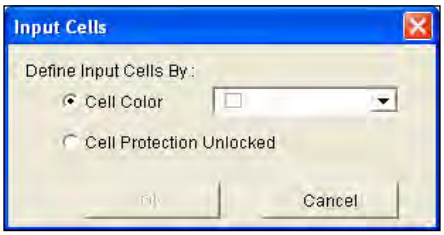
To rename more than one cell at one time, please refer to the "Rebuilding Range Names" section in this guide.

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

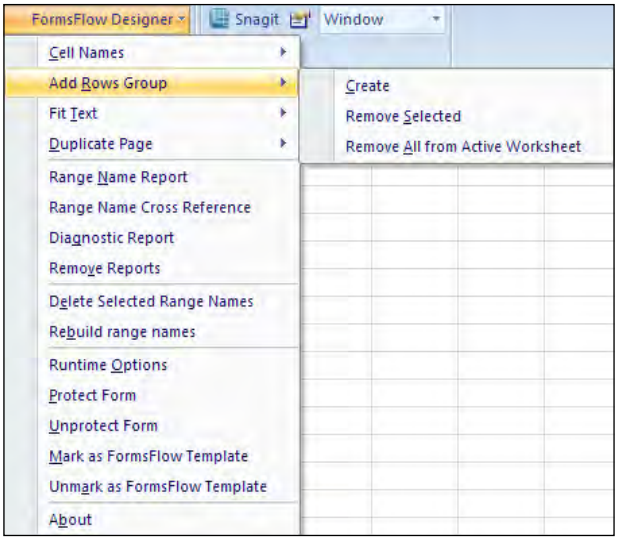
To remove automatic cell names, from the **FormsFlow Designer** menu, select **Cell Names**, then select **Remove Automatic Cell Names**.

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

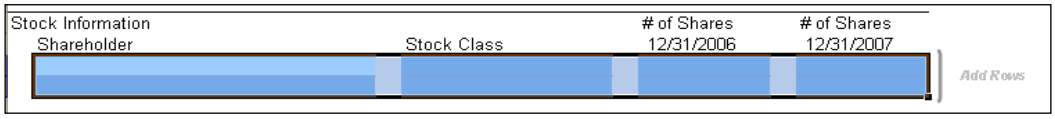


Create

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

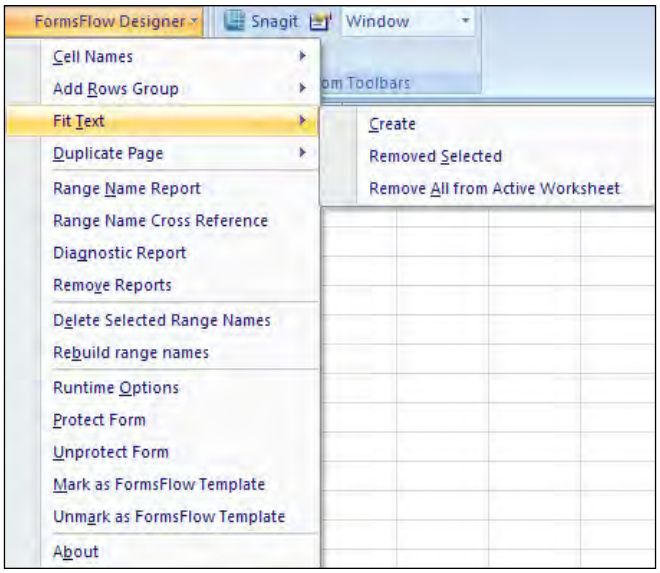
To remove all Add Rows groups in a worksheet (optional), from the **FormsFlow Designer** menu, select **Add Rows Group**, then select **Remove All from Active Worksheet**.

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:

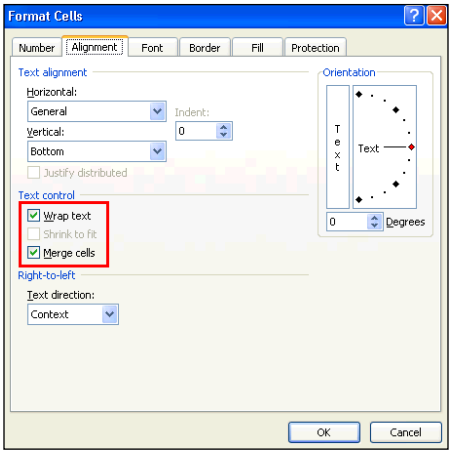
- Create
- Remove Selected
- Remove All from Active Worksheet



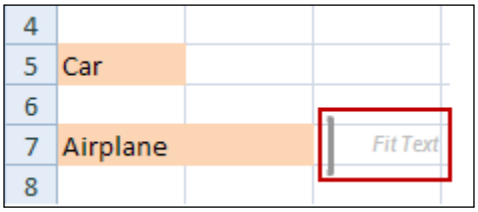
Create

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.

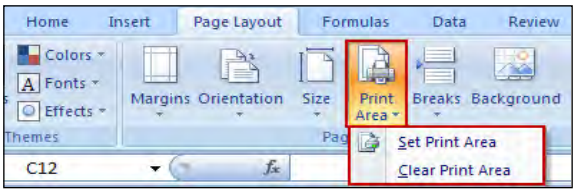
The **Duplicate Page** menu within FormsFlow Designer includes the following options:

- 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.

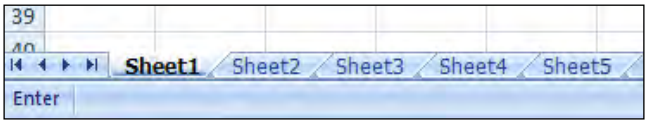
Remove

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,

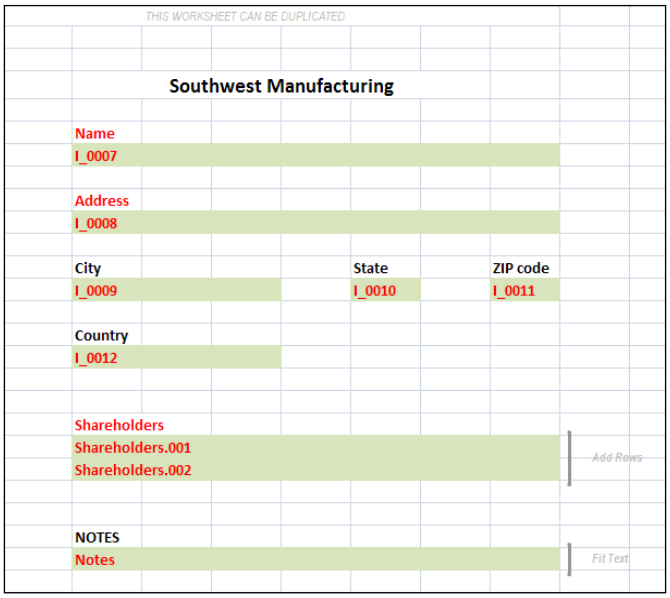
as well as for using DataFlow functions to extract data from the DataFlow request.

- **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.

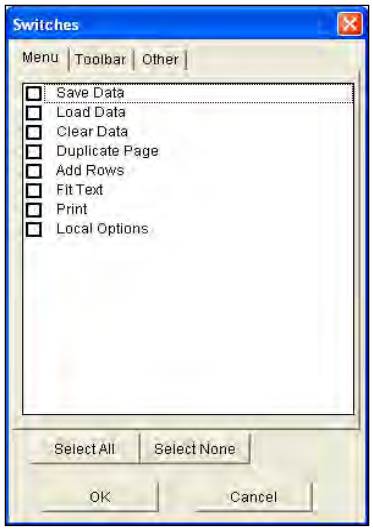
1. Create a “Range Name Cross Reference” report (or click the **Range Name Cross Reference** tab if it already exists in your workbook).
2. Select the name and reference columns in the rows that you wish to rename.
3. From the **FormsFlow Designer** menu, select **Delete Selected Range Names**.
4. In 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.

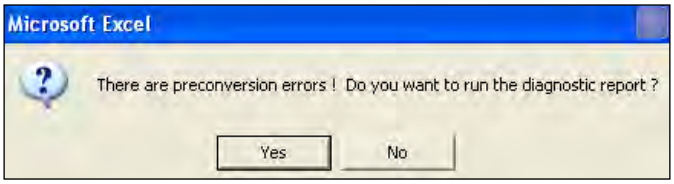
The **Trap Excel Saves** option signals FormsFlow to save all data back to the data repository, regardless of the selected save option.

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.

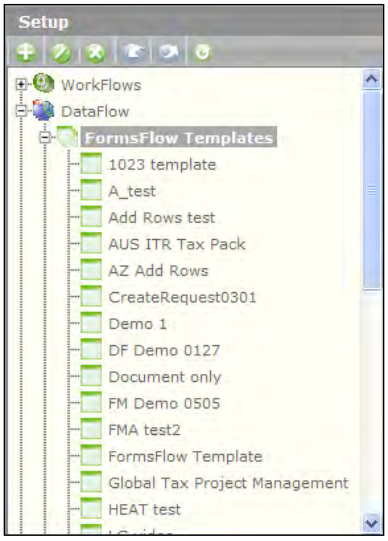
1. Open the FormsFlow template. You can open either the locally-saved version or select **View Current Template** from within the FormsFlow Template setup.
2. Make the necessary changes.
3. Protect the form (or select the **Mark as FormsFlow Template** option from the **FormsFlow Designer** menu), then 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.

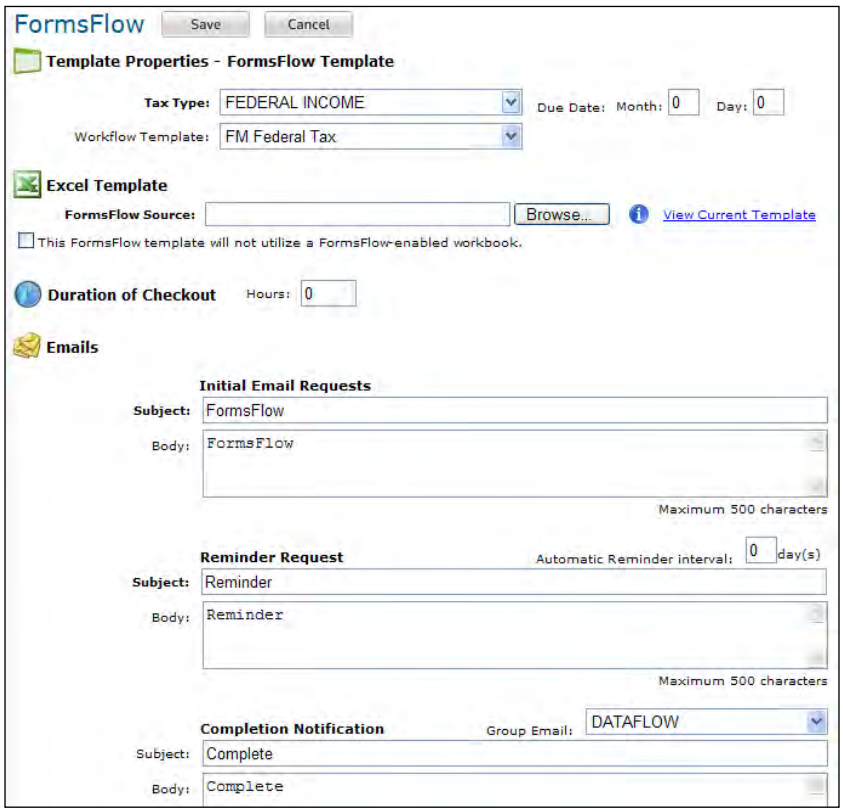
Uploading a revised template

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.



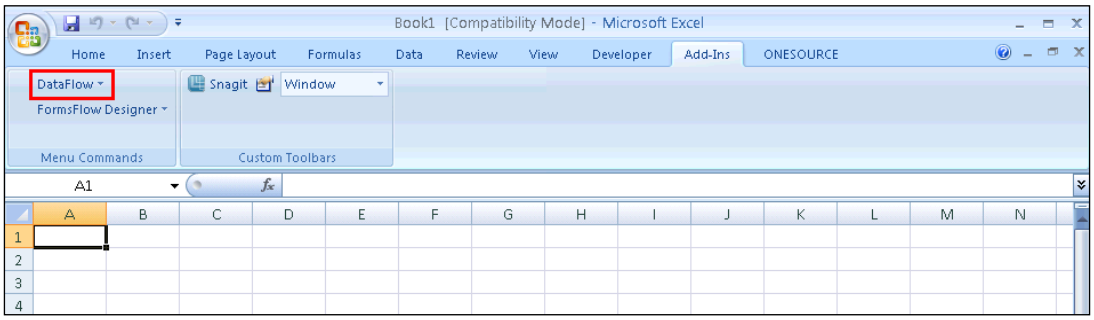
3. Select the FormsFlow template associated with this file. The **FormsFlow** window appears, and includes template information.



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.

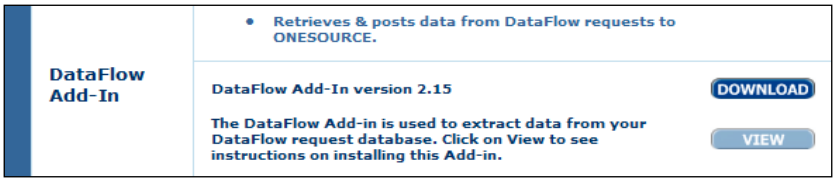
To install the **DataFlow** Add-In, complete the following steps.

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.

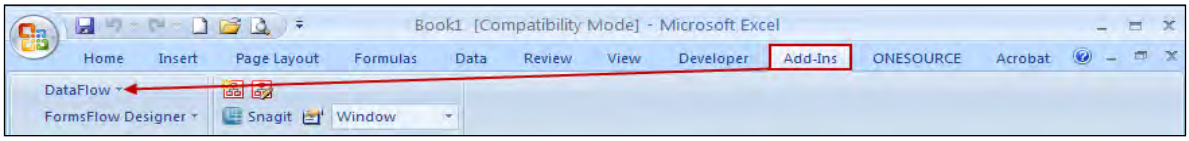
2. In the **List of Add-Ins to Download** section, browse to **DataFlow Add-In**, then click **Download**.



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.

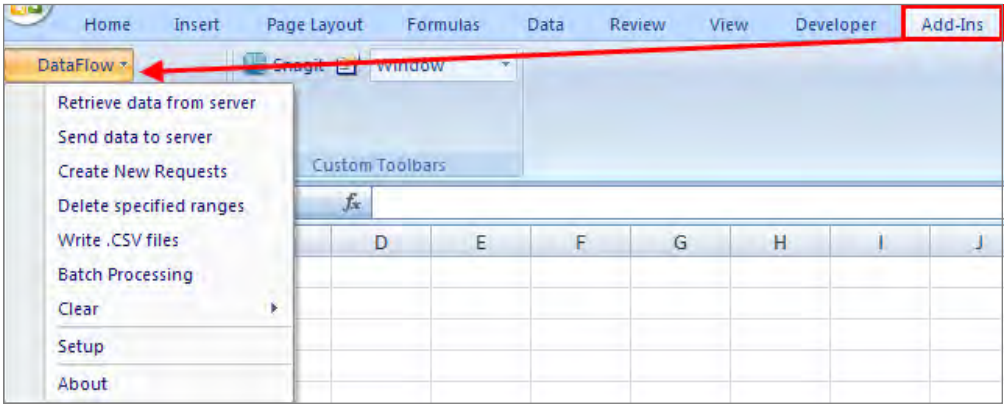
The **DataFlow** Add-In now appears on the **Add-Ins** tab in Microsoft Excel 2007.



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

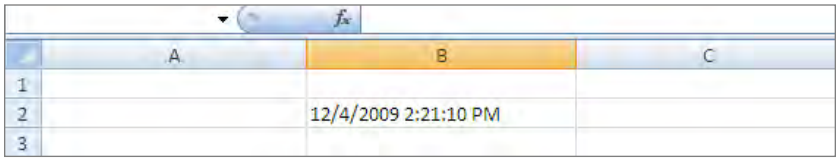


To access the **DataFlow** menu in Excel, click the **Add-Ins** tab, then **DataFlow**.

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.

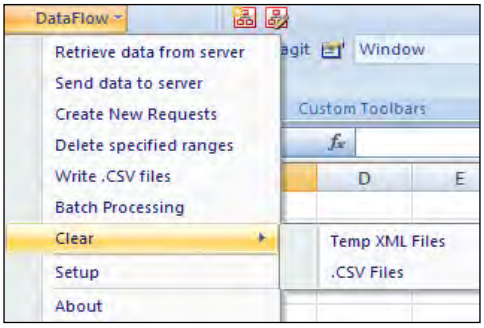
Batch Processing

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.

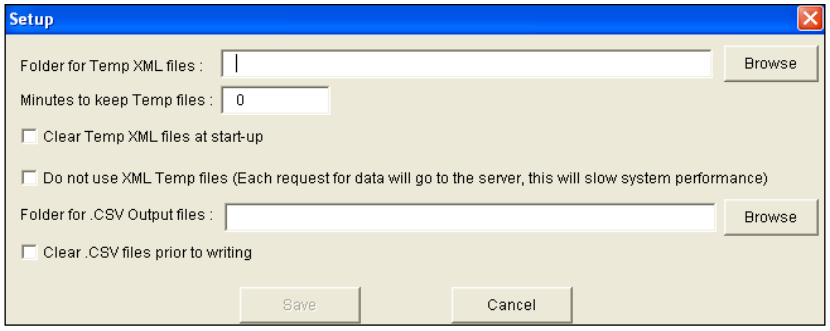
Clear

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.



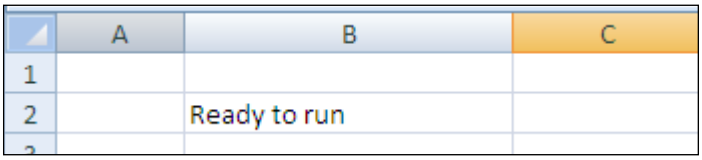
The following fields appear in the **Setup** dialog box:

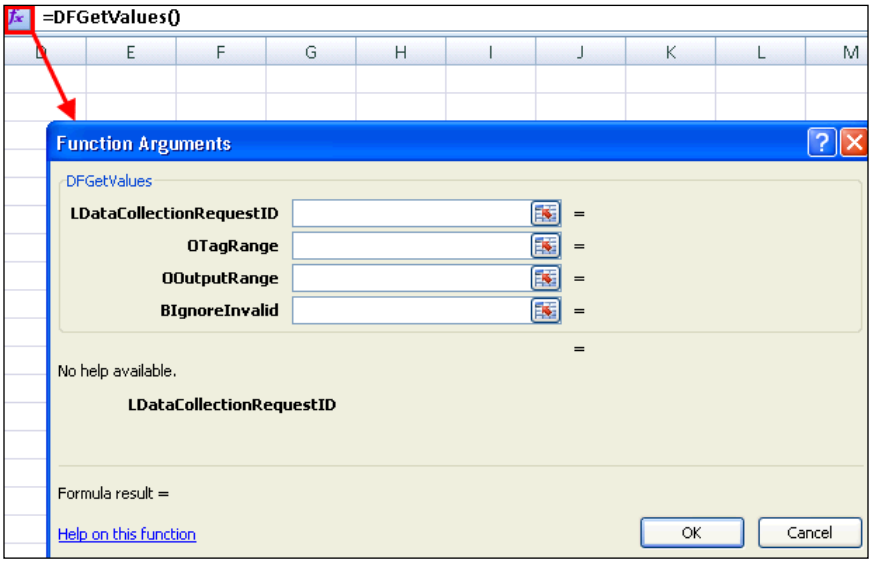
- **Folder for Temp XML files:** Click **Browse** to select a folder on your computer where you will store temporary .xml files that contain data from server requests. This reduces the number of times that DataFlow functions need to retrieve data from the repository. Storing temporary files locally enhances 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

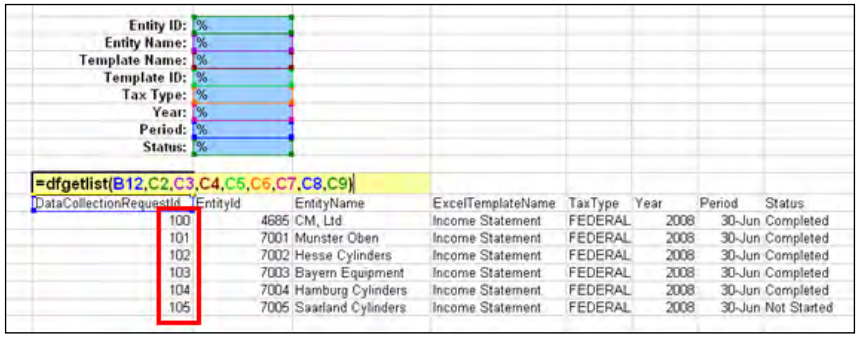
DataFlow functions specify what data to process for DataFlow requests. Functions include the following:

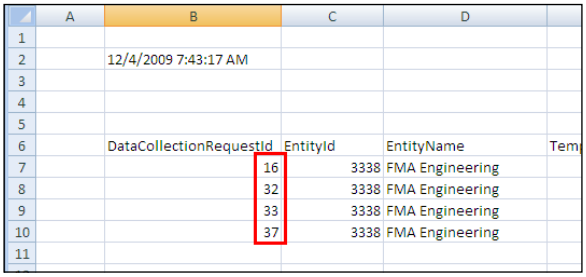
- **DFGetList** queries the DataFlow database using the workflow fields associated with each request, including the request ID.
- **DFGetID** is similar to **DFGetList**, but returns a single request ID.
- **DFGetValues** extracts values from the DataFlow database for a request.
- **DFGetSingleValue** 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.





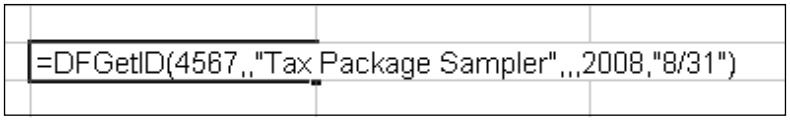
Since this query does not support “and/or” logic within an argument, only a single value can be entered for each argument. A percent sign (%) in an argument acts as a wildcard. For example, entering **Asia%** as the entity name will return all requests in which the entity name begins with Asia.

<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”)**



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 blgnoreInvalid)

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
	I_NameCustOfBk	I_MailAdd	I_MailCity	I_MailState	I_MailZip	I_MailCountry
=DFGetValues(Lists!A13,$D$5:$I$5,D6:I6)	Pramod	1399 Hyde Park Roa	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

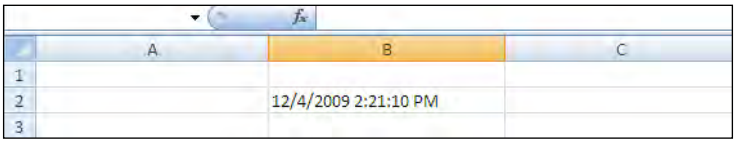
Person with Custody of the Books				
	=DFGetValues(Lists!A13,$B$6:$B$11,C6:C11)	10/4/2008 3:58:46 PM	10/4/2008 3:58:46 PM	
I_NameCustOfBk	Pramod	Robert	Diane	Mihran
I_MailAdd	1399 Hyde Park Road	2525 Magnolia Ave	1313 Mockingbird Lane	1313 Mockingbird Lane
I_MailCity	Dallas	Dallas	Dallas	Dallas
I_MailState	New Jersey	New Jersey	New Jersey	New Jersey
I_MailZip	87501	12345	75899-1234	75899-1234
I_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.

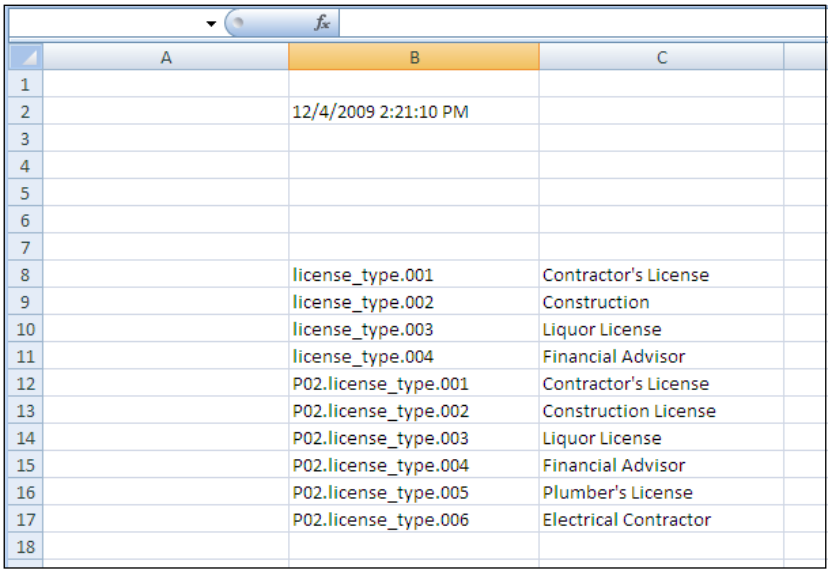


NOTE: If **<Tag>** is not a valid tag for the request, **#NA** is returned.

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.

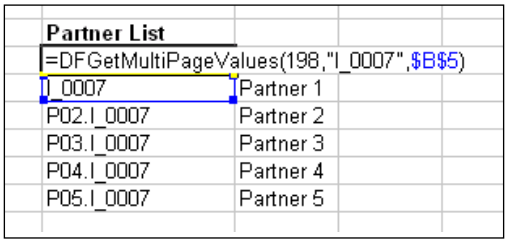
When a data provider selects **Duplicate Page** from the **FormsFlow Designer** menu, a new page appears and contains all the range names from the original page, but with the **P##** prefix. The system modifies the names of the duplicated worksheet's input cells to include the **P##** prefix to distinguish 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.

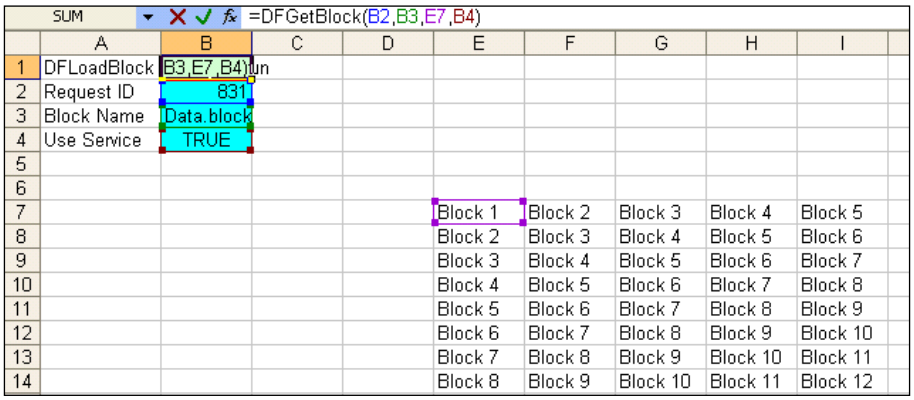
K-1 Lines		K-1 Codes		
=DFGetMultiPageValues(198,"line",$B$5)		10/4/2008 6:41:49 PM		
Line.001	3 Other net rental income (loss)	Code.001		
Line.002		Code.002		
P02.Line.001	20 Other information	P02.Code.001	H Recapture of investment credit	
P02.Line.002		P02.Code.002		
P03.Line.001	2 Net rental real 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.



DFGetXML(lDataCollectionRequestID, oRange)

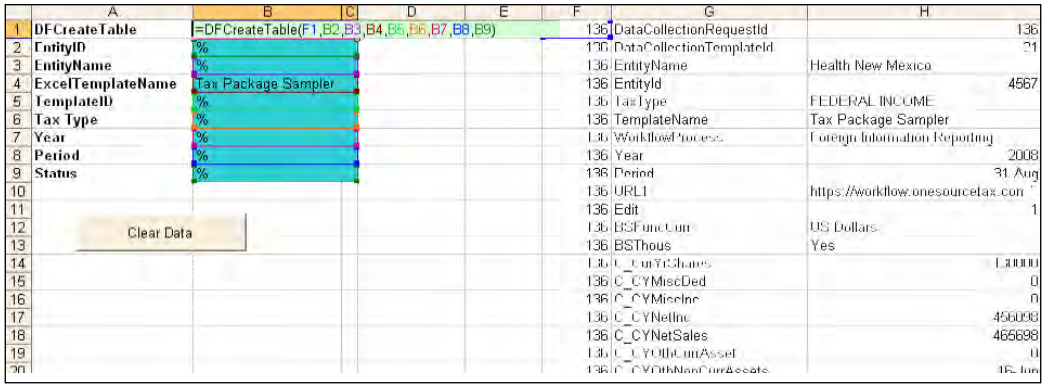
This function will return all tags and values from a DataFlow request to the location specified by **<Range>**. **DFGetXML** is useful for getting all information from a request to manipulate it with Excel formulas or macros.

=DFGetXML(ControlB13,Sheet1!F5)	DataCollectionRequestId	136
	DataCollectionTemplateId	21
	EntityName	Health New Mexico
	EntityId	4567
	TaxType	FEDERAL INCOME
	TemplateName	Tax Package Sampler
	WorkflowProcess	Foreign Information Reporting
	Year	2008
	Period	31-Aug
	URL1	https://workflow.onesourcetax.com/
	Edit	1
	BSFuncCurr	US Dollars
	BSThous	Yes
	C_CurYrShares	130000
	C_CYMiscDed	0
	C_CYMiscInc	0
	C_CYNetInc	456098
	C_CYNetSales	465698
	C_CYOthCurrAsset	0
	C_CYOthNonCurrAssets	58973

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.

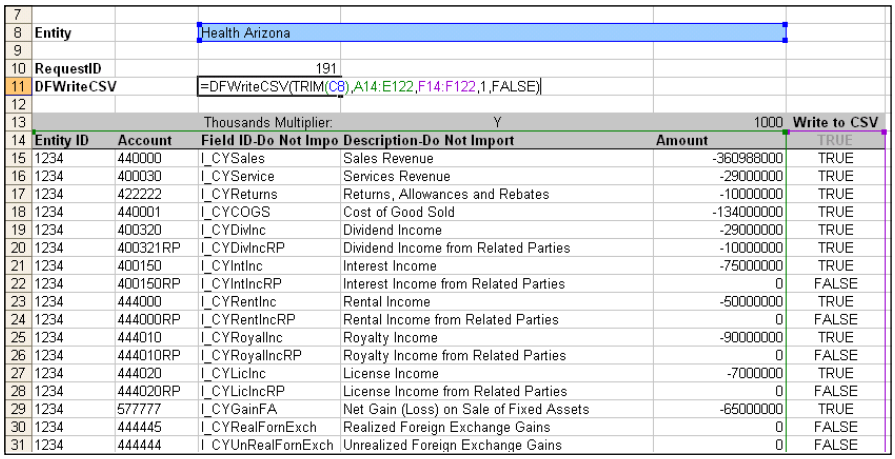
NOTE: You must select **Send Data to Server** or **Batch Processing** from the DataFlow menu to process this function.

SUM ✕ ✓ fx =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.

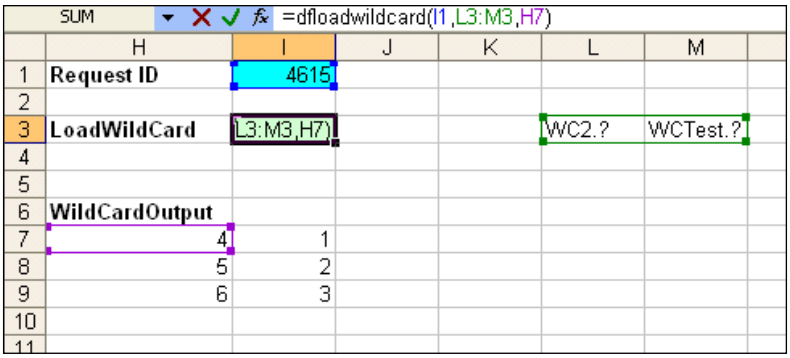


7						
8	**Entity**		Health Arizona			
9						
10	**RequestID**		191			
11	**DFWriteCSV**		=DFWriteCSV(TRIM(C8),A14:E122,F14:F122,1,FALSE)			
12						
13			Thousands Multiplier:	Y	1000	**Write to CSV**
14	**Entity ID**	**Account**	**Field ID-Do Not Impo**	**Description-Do Not Import**	**Amount**	TRUE
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_CYRoyaltyInc	Royalty Income	-90000000	TRUE
26	1234	444010RP	I_CYRoyaltyIncRP	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.

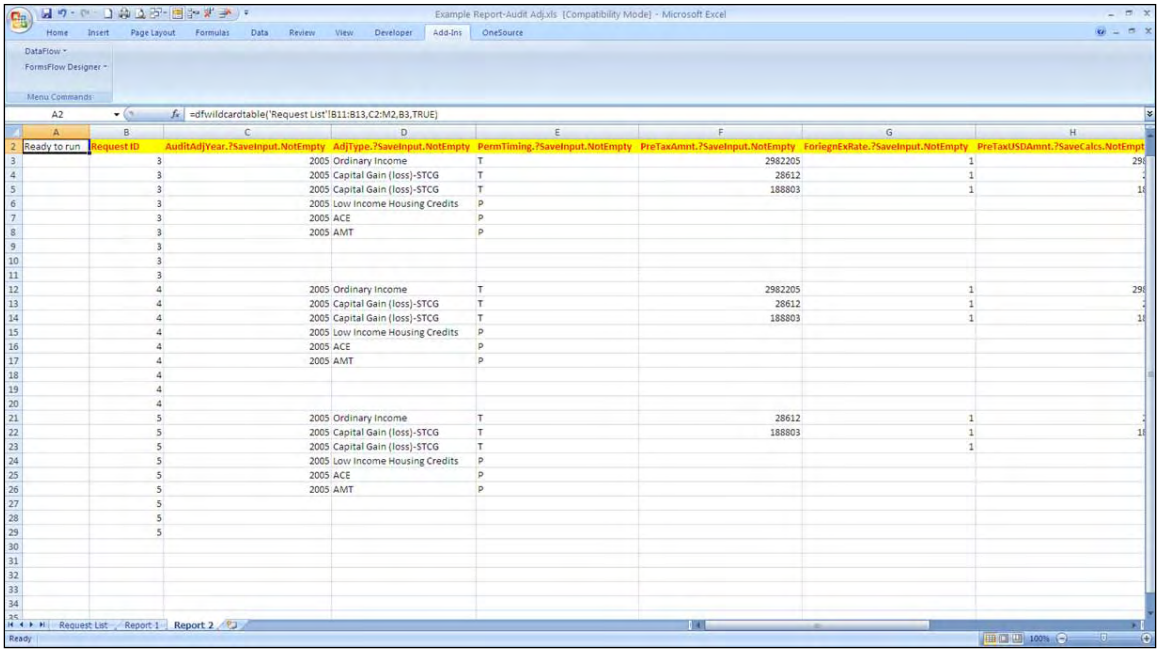


- **<DataCollectionRequestId>** is the request ID from which the range will be loading.
- **<InputRange>** specifies a range containing the wildcard tags to be used. The wildcard tags use a dot-question mark (**.?**) syntax. For example, a tag that contains account numbers would be specified by **AcctNum.?**.
- **<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.

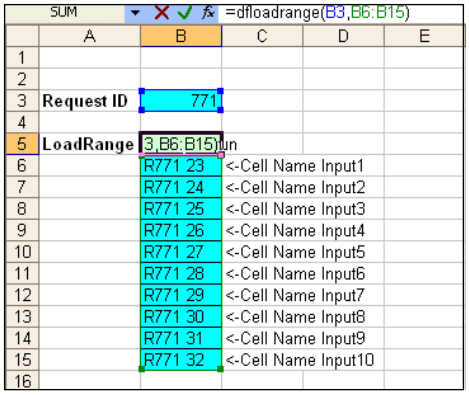


- **<IDRange>** contains the request IDs that will be source data for this function.
- **<InputRange>** specifies a range that contains the wildcard tags to be used. The wildcard tags use a dot-question mark (**.?**) syntax. For example, a tag that contains account numbers would be specified by **AcctNum.?**.
- **<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)

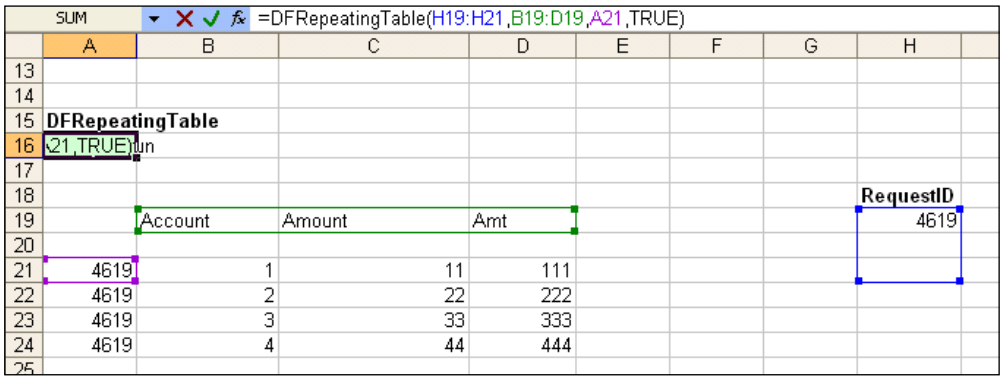
This function returns the corresponding range value in the source request ID for each range found in the <output range>. Therefore, make sure that you name each cell in the <output range>. Doing so allows you to move many values from one request to another. Additionally, this function works within a 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.

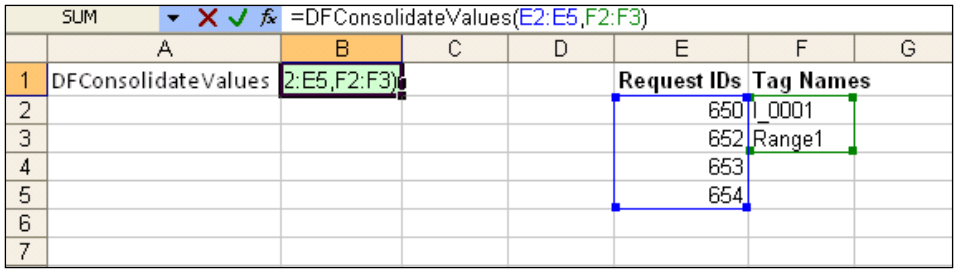
NOTE: Best practice is to clear the destination range prior to executing **Retrieve data from server**.

- **<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.

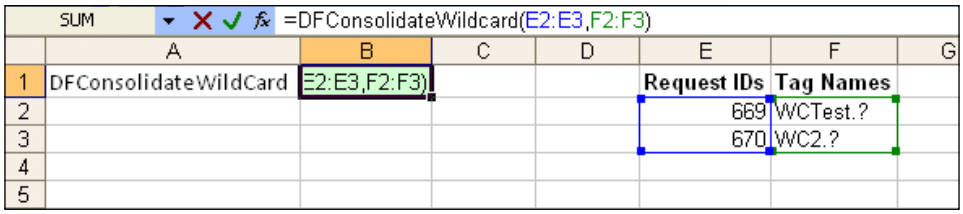
DFConsolidateValues(oRequestID, oTagRange)

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.



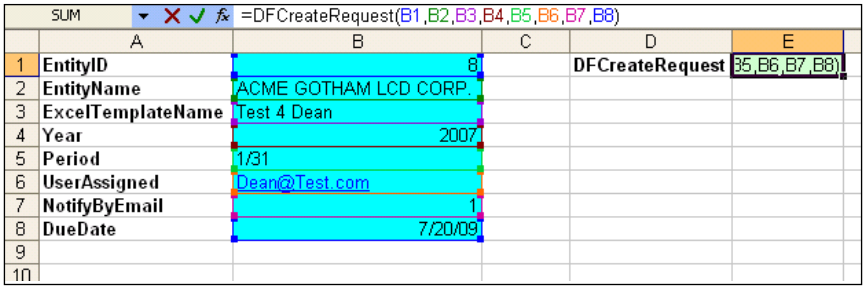
DFConsolidateWildcard(oRequestID, oTagRange)

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.



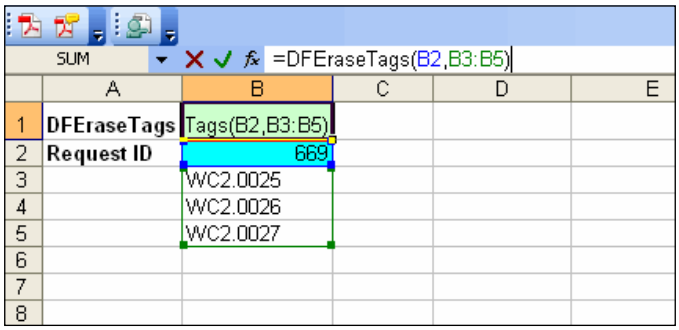
UserAssigned may contain one or more e-mail addresses, separated by a comma and no spaces.

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.

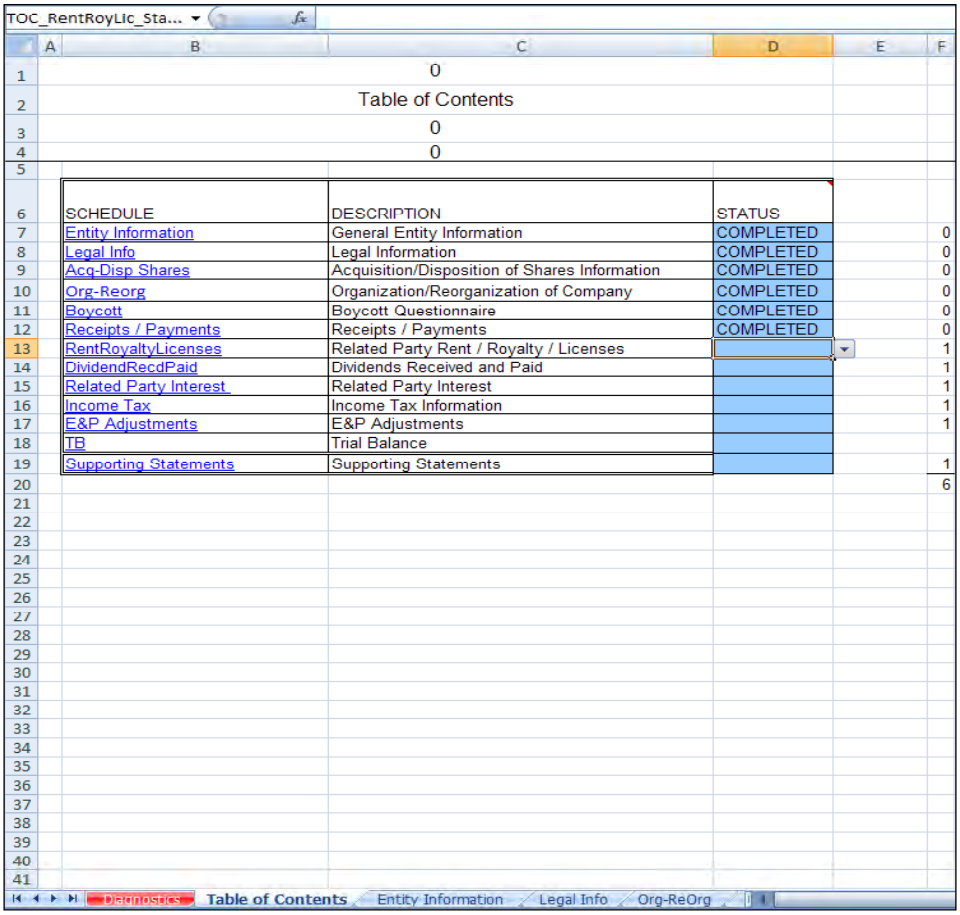
<OutputRange> is a range in the worksheet where data from the request will appear. It is a single cell representing the top left location of the request to be returned. The number of rows and columns that appear are dependent of the number of Request IDs in the RequestIDListRange and the number of XML 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

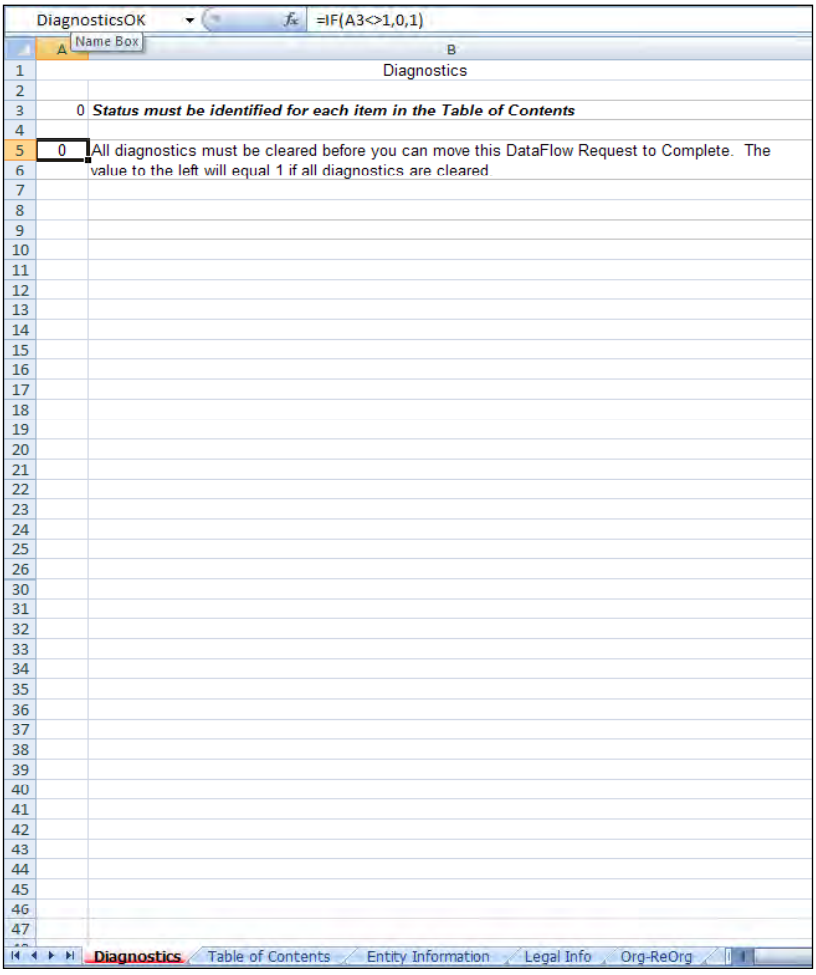
The **DiagnosticsOK** function allows an administrator to set up a DataFlow request to allow a data provider to move the status of a request to **Complete** only when all diagnostics are cleared.

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.

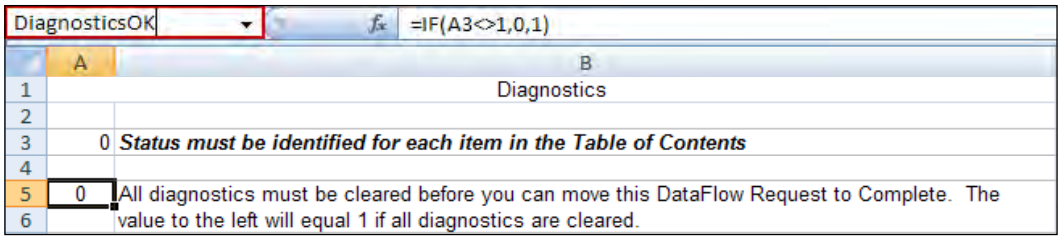


When all diagnostics are cleared, we set up a rule to return a value of 1 in cell A5 of the

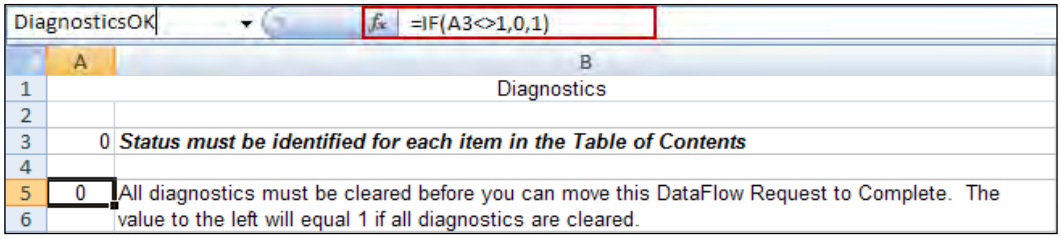
Diagnostics worksheet. In this example, we used the **IF** function to return a value of **0** if all statuses were not completed and **1** if all statuses were completed.



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.

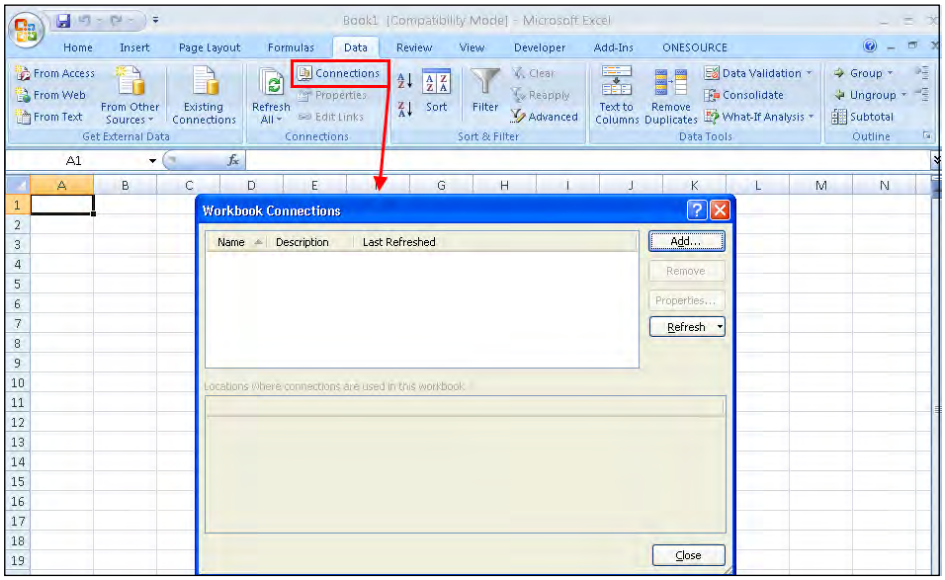
Running functions automatically

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.

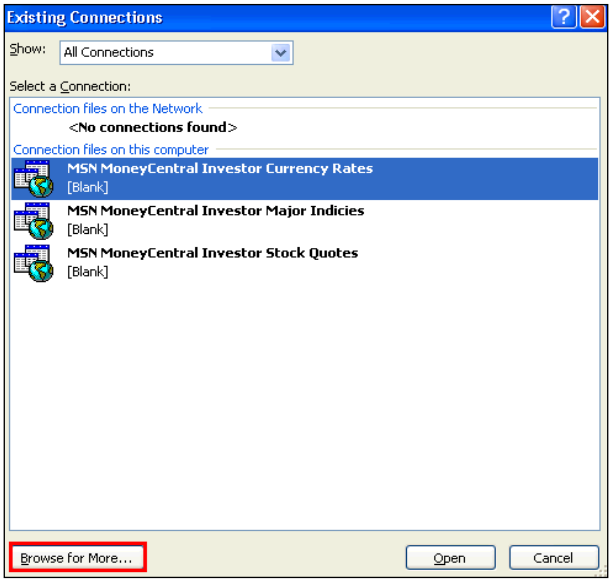
Using Excel 2007

To point formulas to the FormsFlow Designer Add-In in Excel 2007, complete the following steps.

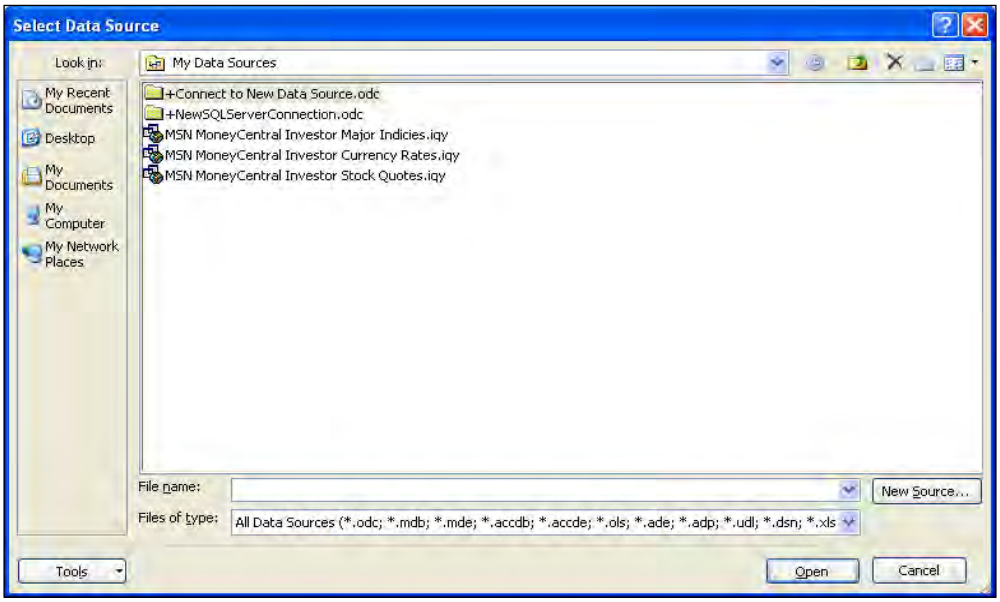
1. From the **Data** tab in Excel, click **Connections**. The **Worksheet Connections** dialog box appears.



2. Click **Add**. The **Existing Connections** dialog box appears.



3. Click **Browse for More**. The **Select Data Source** dialog box appears.

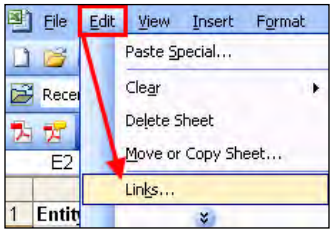


4. In the **Look in** list, click the arrow then browse to C:\Program Files\Microsoft Office\Office12\XLSTART.
5. Select **FormsFlow designer.xla**, then click **Open**.

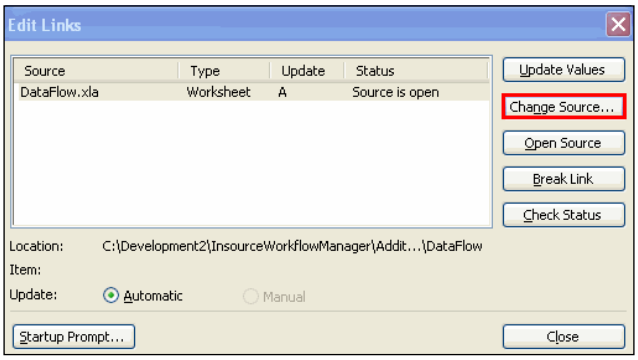
Using Excel 2003

To point formulas to the FormsFlow Designer Add-In in Excel 2003, complete the following steps.

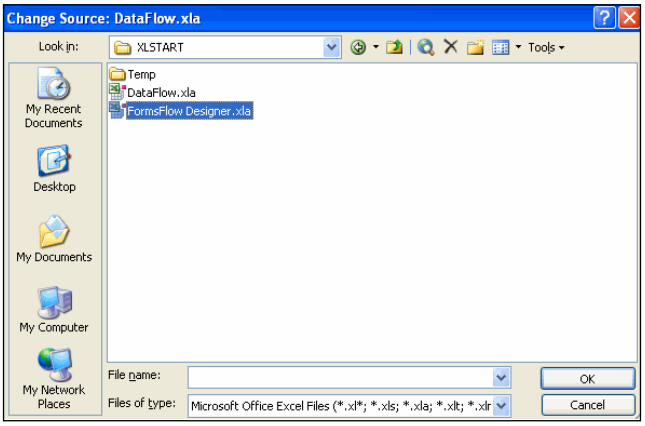
1. From the **Edit** menu, click **Links**. The **Edit Links** dialog box appears.



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.



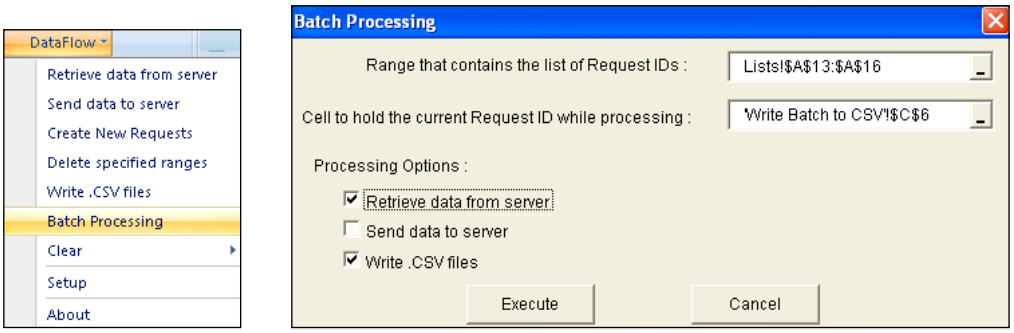
4. Select **FormsFlow designer.xla**, then click **Open**.

   NOTE: Functions will now say “Stub” instead of “Ready to run.”

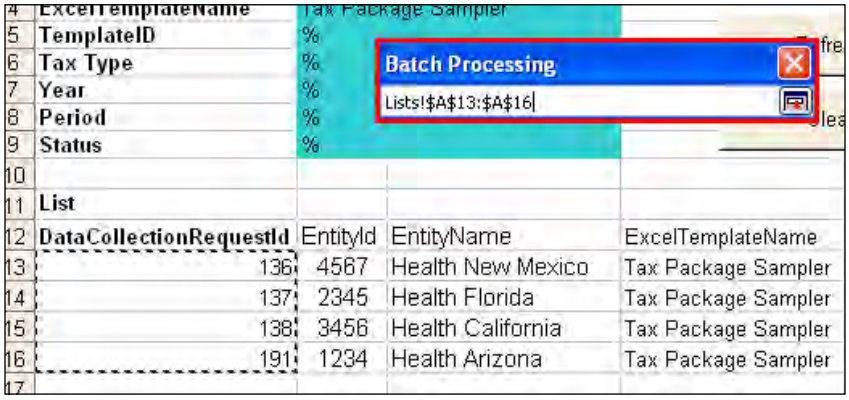
Batch processing

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.

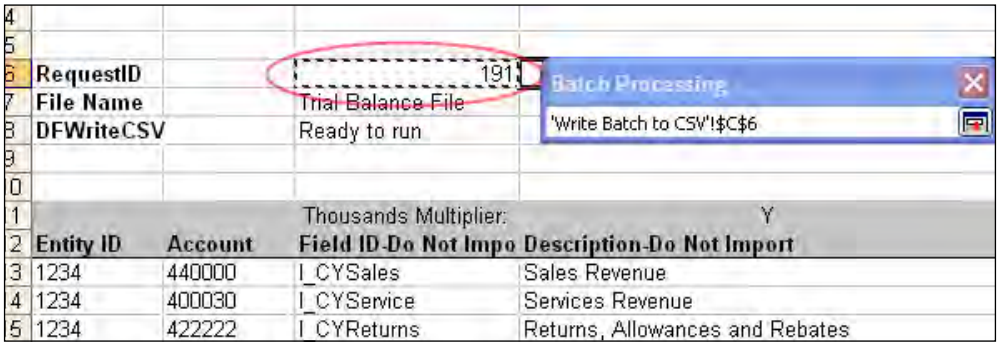
You access the **Batch Processing** option from the **DataFlow** menu on the **Add-Ins** tab in Excel.



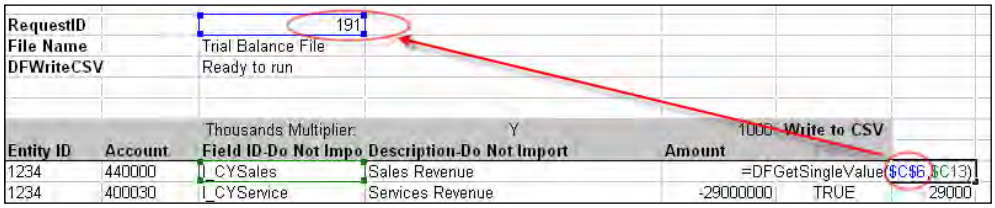
TIP: Use the list of IDs returned in the first column of the **DFGetList** output. Then, in the **Batch Processing** dialog box, click the button to the right of the **Range that contains the list of Request IDs** field to assign the range.



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 from into the **source_field** column.
5. Copy and paste range names to roll to 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.

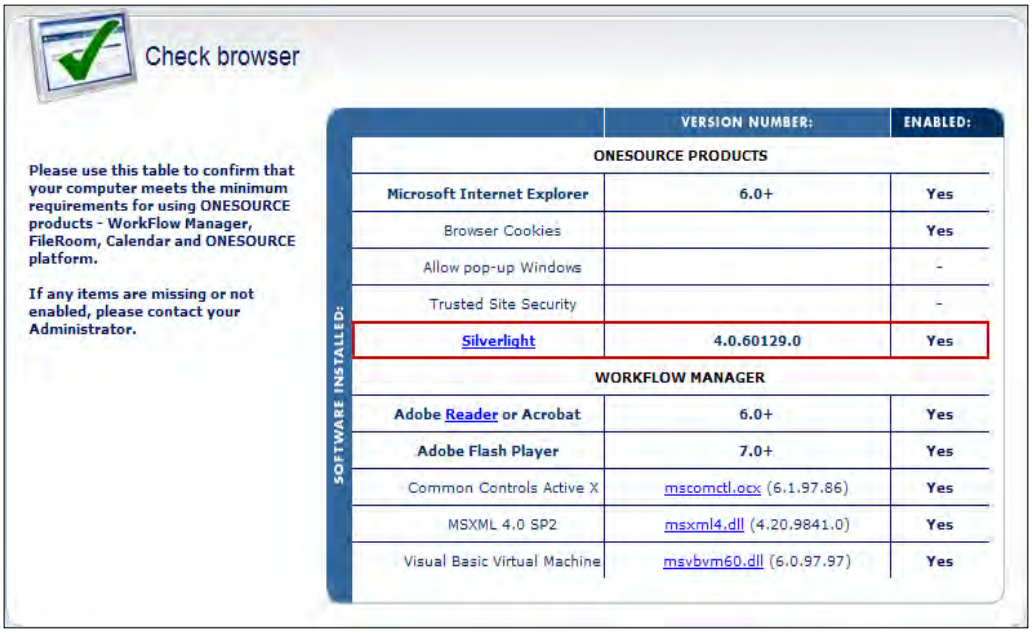
Appendix A: Microsoft Silverlight

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.



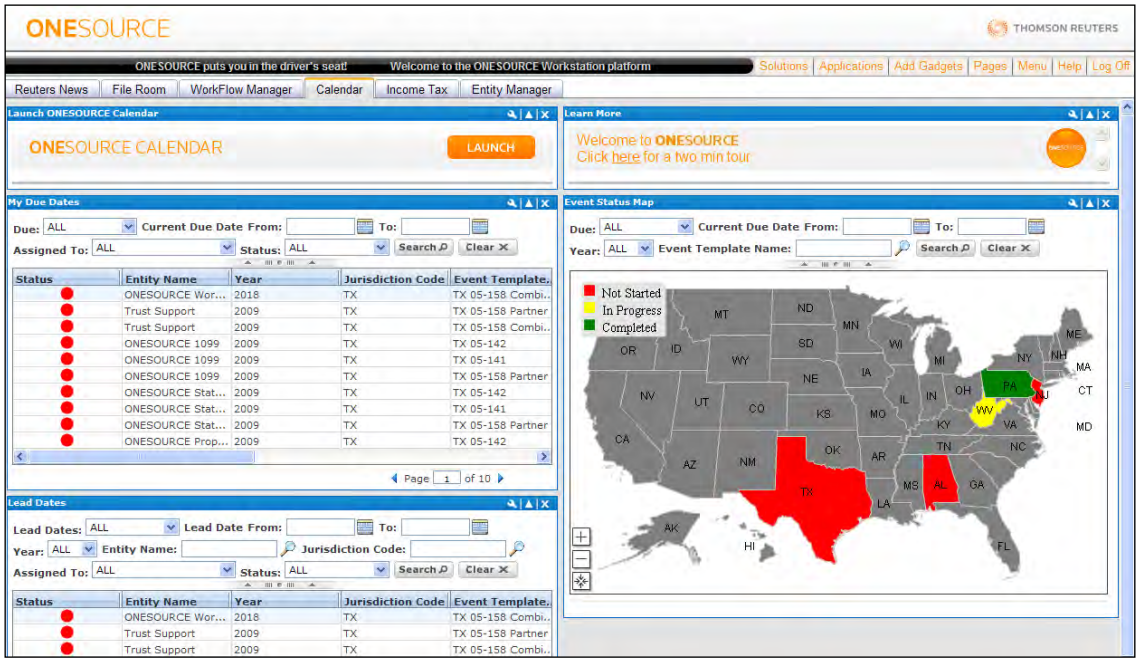
Complete the instructions as shown on Microsoft's **Get Silverlight** page.

Please contact your IT department for more information on installing Silverlight.

Appendix B: Support and User Documentation

ONESOURCE platform Help menu

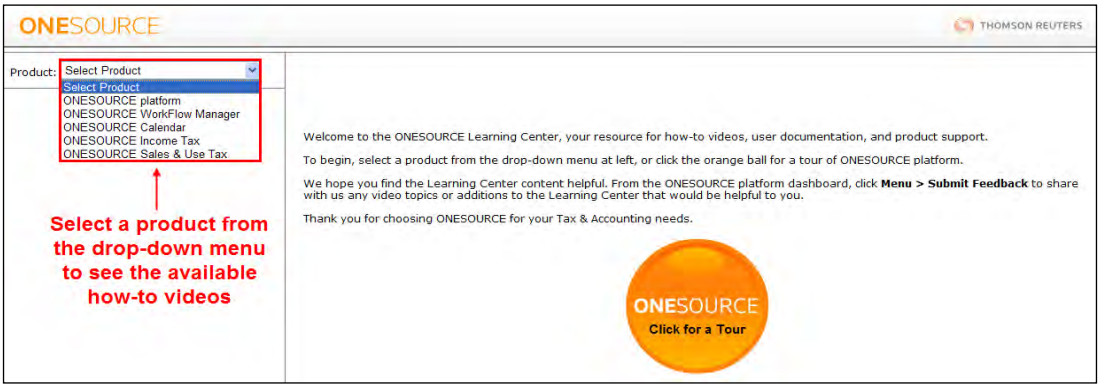
This section describes the links found in the ONESOURCE platform **Help** menu.



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.

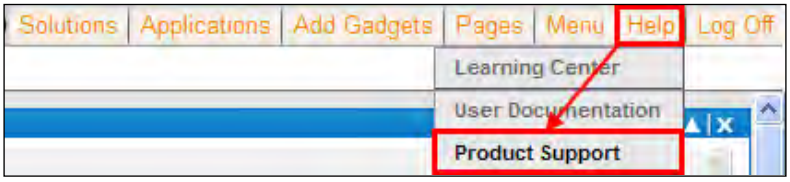


User Documentation

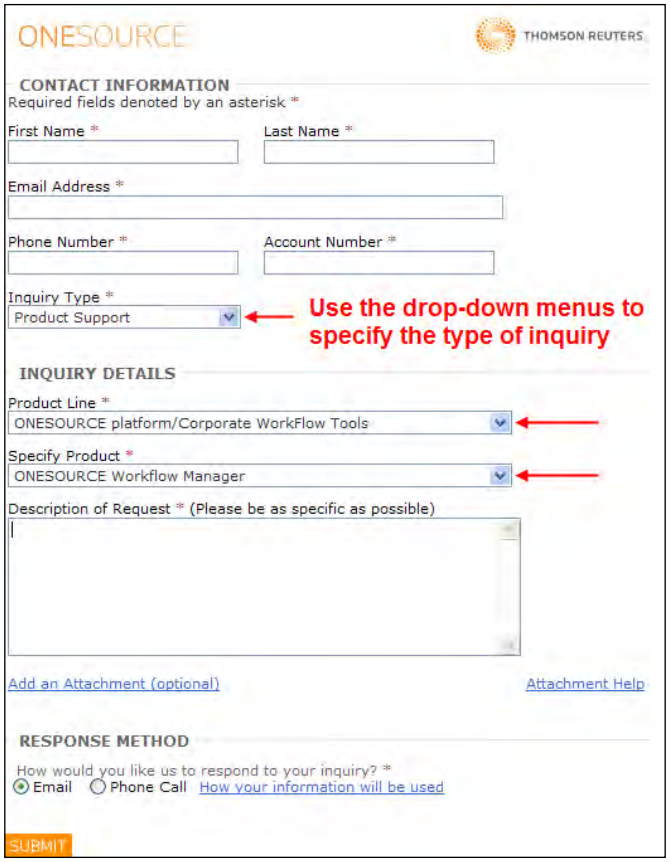
Refer to the *ONESOURCE platform user guide* for a complete description of the platform, including ticker messages, gadgets, and pages. Select **Help,** then **User Documentation**, then **ONESOURCE platform** to open the user guide as a PDF.

Product Support

To request help for any ONESOURCE product, select **Help,** then select **Product Support**. The Product Support form appears.

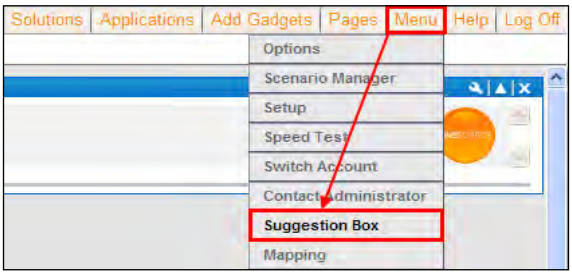


Complete the fields on the Product Support form with your contact information and inquiry details. Use the drop-down menus to specify the type of inquiry and for which product you require help.

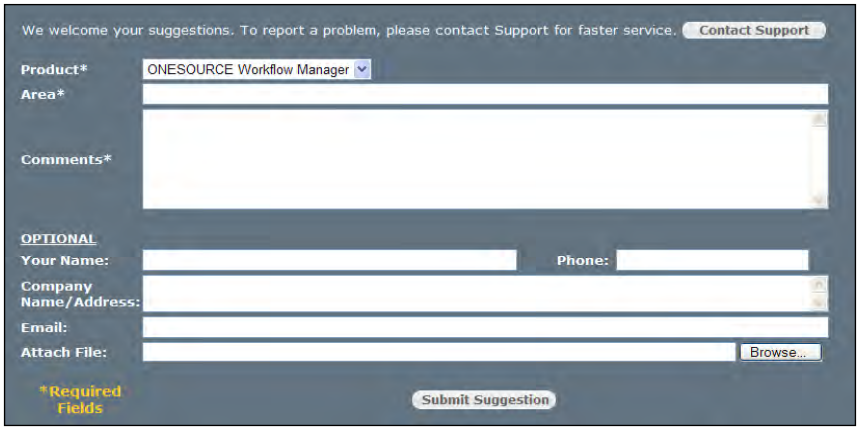


Suggestion Box

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

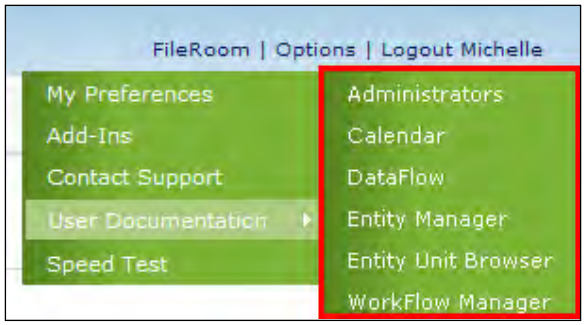
Contact Support

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.

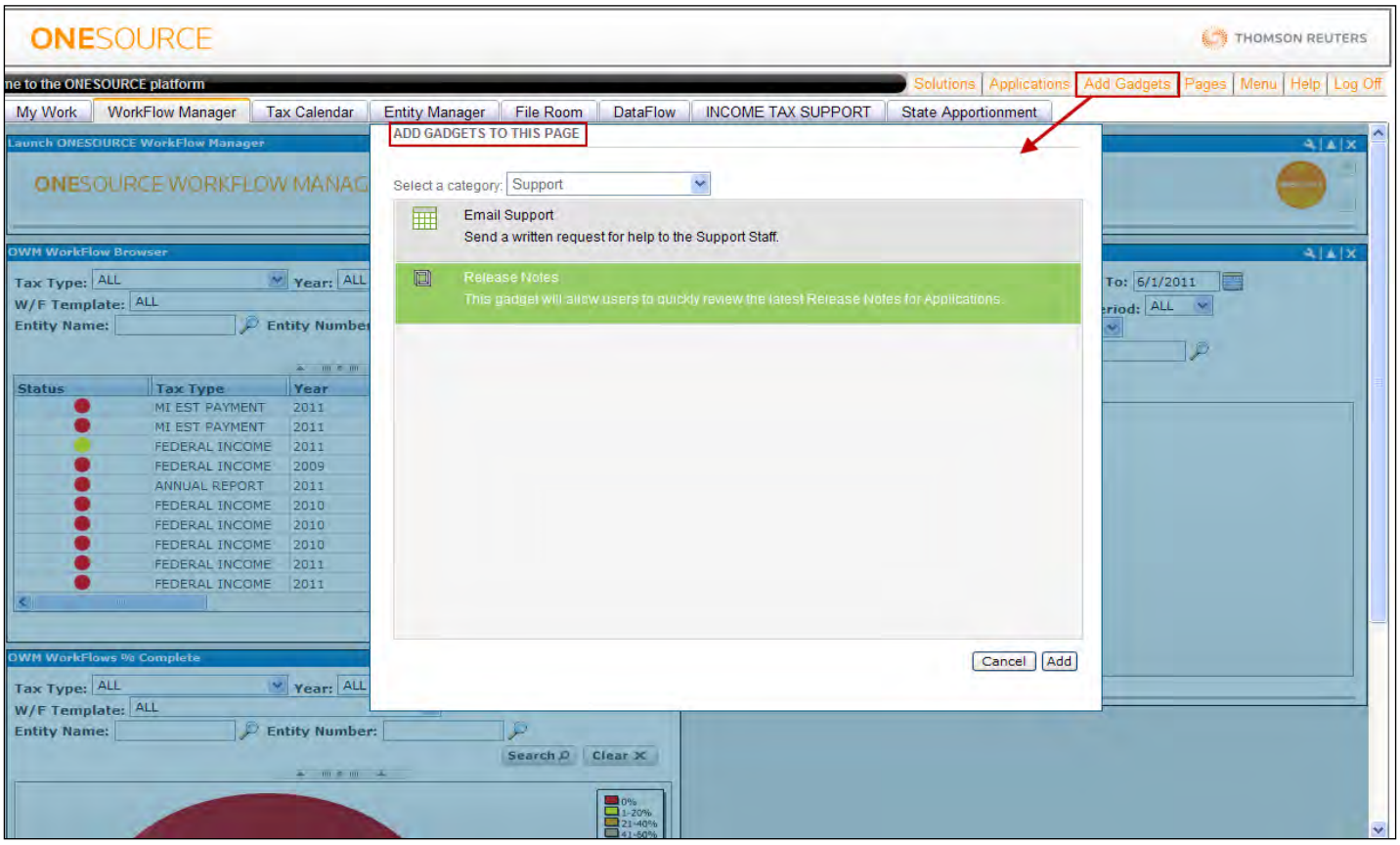


Release Notes gadget

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.

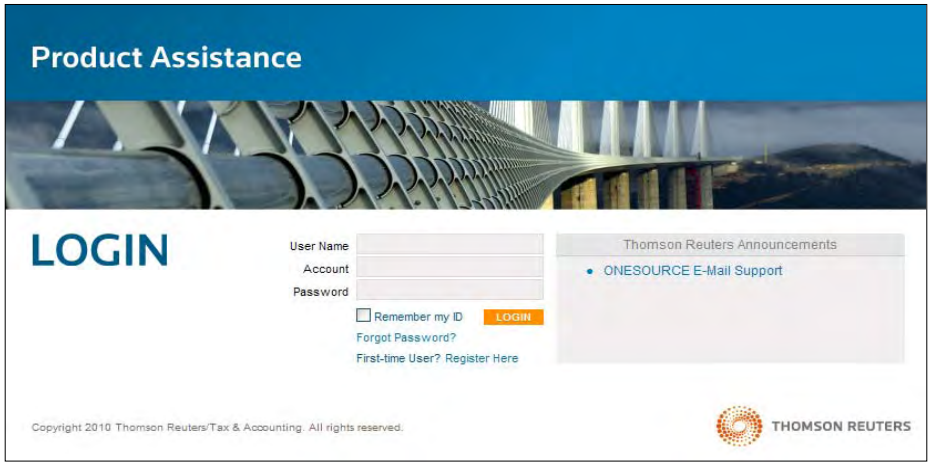
Appendix C: Product Assistance

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.

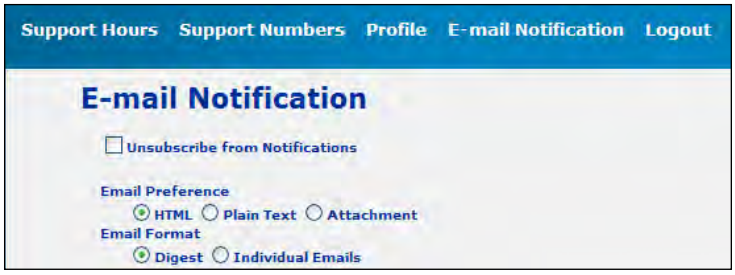
1. In your browser's **Address** field, type **https://support2.riahome.com**. The Product Assistance **Login** page appears.



NOTE: If you are new to Product Assistance, click **Register Here** to set up your account.

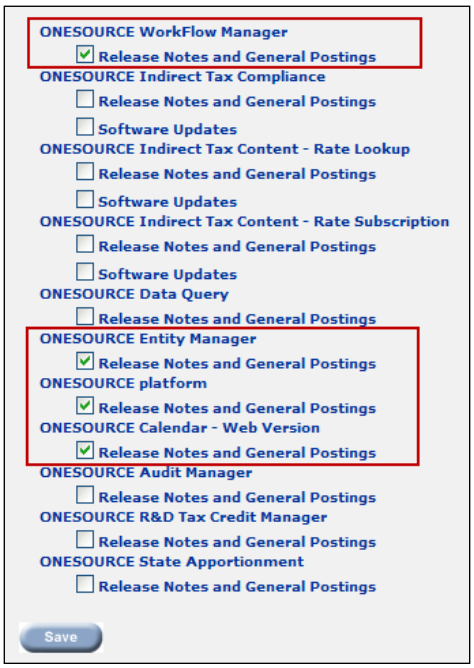
2. Complete the information in the **User Name**, **Account**, and **Password** fields, then click **Login**. The main Product Assistance page appears.

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:

ONESOURCE
PRODUCT ASSISTANCE UPDATES

THOMSON REUTERS

The following updates have been posted to the Product Assistance website. You may view the posting after logging in through the links below.

ONESOURCE WorkFlow Manager : Release Notes and General Postings

Date	Subject
13 Apr 2012	ONESOURCE WorkFlow Products Service Pack 1 Release Notes - April 14, 2012

ONESOURCE Entity Manager : Release Notes and General Postings

Date	Subject
13 Apr 2012	ONESOURCE WorkFlow Products Service Pack 1 Release Notes - April 14, 2012

ONESOURCE platform : Release Notes and General Postings

Date	Subject
13 Apr 2012	ONESOURCE WorkFlow Products Service Pack 1 Release Notes - April 14, 2012

ONESOURCE Calendar - Web Version : Release Notes and General Postings

Date	Subject
13 Apr 2012	ONESOURCE WorkFlow Products Service Pack 1 Release Notes - April 14, 2012

Click a link above to view the posting. You will be asked to login to Product Assistance. Please enter your Product Assistance Login ID, Account, and Password to access the posting.

Sincerely,
ONESOURCE Product Support
Thomson Reuters

To unsubscribe from all e-mail notifications: Log in to the Product Assistance Web site, click **E-mail Notification** at the top of the page, check the box next to **Unsubscribe from Notifications**, and then click **Save**.

To unsubscribe from specific product notifications: Log in to the Product Assistance Web site, click **E-mail Notification** at the top of the page, clear the appropriate boxes on the **E-mail Notification** screen, and then click **Save**.

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.**