

ONESOURCE™

DATAFLOW

Data Provider Guide

Last updated May 2012

TAX & ACCOUNTING

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Getting Started

Learning about system requirements

The following information is current as of this guide’s publication date, and is subject to change.

You can access the current ONESOURCE WorkFlow Manager system requirements from ONESOURCE platform as well. To do so, from the **Help** menu, select **User Documentation**, then select **System Requirements**.

Operating System	<ul style="list-style-type: none"> • Microsoft Windows XP Professional SP2 or SP3 • Microsoft Windows Vista Business SP1 • Microsoft Windows 7 32-bit <p><i>NOTE:</i> Microsoft SOAP 3.0 Toolkit is required for Windows 7 only.</p>
Hardware Minimum	Intel 1.8 GHz processor/Dual Core processor
Memory Minimum	1 GB RAM/2 GB RAM
Microsoft Office	2003, 2007, or 2010 (32-bit only) <i>NOTE:</i> “Protected View” must be disabled if using MS Office 2010.
Screen Resolution	1024 x 768 minimum
Network Protocol	TCP/IP Network Protocol Internet connection Minimum 768 Kbps if single user/3 Mbps for multiple users
Windows Internet Explorer	Internet Explorer 6, 7, or 8 <i>NOTES:</i> <ul style="list-style-type: none"> • Compatibility Mode is required for 64-bit versions of IE. • “Protected Mode” must be disabled if using Windows 7.
Additional Components	Available through the Check Browser link on the Login page

Checking your 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.

Check browser

Please use this table to confirm that your computer meets the minimum requirements for using ONESOURCE products - WorkFlow Manager, FileRoom, Calendar and ONESOURCE platform.

If any items are missing or not enabled, please contact your Administrator.

	VERSION NUMBER:	ENABLED:
ONESOURCE PRODUCTS		
Microsoft Internet Explorer	6.0+	Yes
Browser Cookies		Yes
Allow pop-up Windows		-
Trusted Site Security		-
Silverlight	4.0.60310.0	Yes
WORKFLOW MANAGER		
Adobe Reader or Acrobat	6.0+	Yes
Adobe Flash Player	7.0+	Yes
Common Controls Active X	mscomctl.ocx (6.1.97.86)	Yes
MSXML 4.0 SP2	msxml4.dll (4.20.9841.0)	Yes
Visual Basic Virtual Machine	msvbvm60.dll (6.0.97.97)	Yes

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 the *System Requirements* document located within the Release Notes gadget.

Microsoft Internet Explorer

Download Internet Explorer at <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>.

Browser Cookies

Internet Explorer allows you to 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 Settings

1. Open Internet Explorer, select **Tools**, then **Internet Options**.
2. Click the **Security** tab, then the **Trusted Sites** icon, then **Sites**.
3. Type the following sites into the **Add this website to the zone** field.
 - https://*.onesourcelogin.com
 - https://*.onesourcetax.com
 - https://*.thomson.com

NOTE: Click **Add** after entering each site.

4. Click **Close** in the **Trusted sites** dialog box.
5. Click **OK** in the **Internet Options** dialog box.

Protected Mode

Protected Mode must be disabled in the Trusted Sites Zone.

Compatibility View

Compatibility View should be enabled in Internet Explorer 8.

ActiveX Controls and Plug-ins

- Allow previously unused ActiveX controls to run without prompt: **Enable**
- Allow Scriptlets: **Enable**
- Automatic prompting for ActiveX controls: **Enable**
- Binary and script behaviors: **Enable**
- Download signed ActiveX controls: **Enable**
- Initialize and script ActiveX controls not marked as safe for scripting: **Enable**
- Run ActiveX controls and plug-ins: **Enable**
- Script ActiveX controls marked safe for scripting: **Enable**

Downloads

Automatic prompting for file downloads: **Enable**

Miscellaneous

- Access data sources across domains: **Enable**
- Display mixed content: **Enable**
- Use Pop-up Blocker: **Disable**

Internet Explorer Advanced Options

Do not save encrypted pages to disk: **Disable**

Silverlight

You may be prompted to install the latest version of Microsoft Silverlight. 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.



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.

Enabling macros 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.

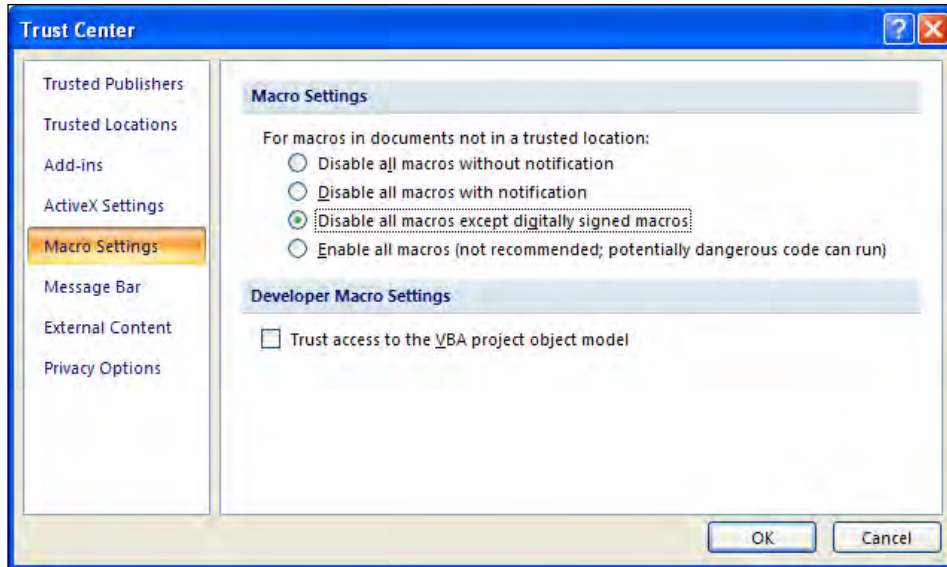
Enabling macros in Excel 2007 and 2010

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**.

The Data Provider

As a data provider, you will receive email notification of any new DataFlow requests assigned to you. To complete these requests, you must log in to ONESOURCE WorkFlow Manager to access the DataFlow template, add notes and documents to the request, change the status, and monitor the request.

Receiving a DataFlow request

When a DataFlow request is created, data providers assigned to the request will receive email notification.

DataFlow Request Assigned							
Entity/Topic Name	Entity/Topic ID	Tax Type	Template Name	W/F Process	Year	Period	Scenario
FM Associates	3330	FEDERAL CORP. INC. TAX	FMA Federal Template		2009	1/31	

[DataFlow Login](#)

The email provides details of the request, including the Entity or Topic for which the request pertains, Template Name, Year, and Period.

Click **DataFlow Login** or access this site directly at <https://workflow.onesourcetax.com/IWM/Login.aspx?action=DataFlow>.



Understanding the My DataFlow Requests window

After logging in to ONESOURCE WorkFlow Manager, the **My DataFlow Requests** window opens, and provides detailed information about each DataFlow request assigned to you.



The **My DataFlow Requests** window includes the following elements:

- **Arrows:** If there are more requests than will fit within one window, click the left and right arrows to move from page to page.
 - **Buttons:** The **My DataFlow Requests** window includes the following buttons:
 - **Open:** Click **Open** to open the FormsFlow template or to access a DataFlow request.
 - **Status:** Click **Status** to change the status of the request.
 - **Docs:** Click **Docs** to access or add documents.
 - **Notes:** Click **Notes** to add or read notes related to the request.
 - **My DataFlow Requests grid:** This grid contains a list of DataFlow requests assigned to you with information about each, including Entity Name, Entity ID, Status, and Due Date.
 - **Filters:** The **Group Code**, **Scenario**, and **Status** lists allow you to filter your DataFlow requests as needed. Select a filter to use, then click **Filter**.
 - **Options:** The **Options** menu provides links to remove the FormsFlow Add-In, as well as to access DataFlow documentation.
- NOTE:* The Add-In is no longer necessary, but some data providers may still have it installed on their systems.
- **Logout:** Logs you out of ONESOURCE WorkFlow Manager.

Opening a request

Click **Open** to access a DataFlow request.



Please refer to the “Completing a FormsFlow Web-based Excel Template” section for additional information about opening DataFlow requests.

Learning about the Checked Out By column

Only one user at a time can access a request for editing. While in edit mode, the request is considered “checked out”. All other users can access the request in read-only mode. The user’s name, date, and time appears in the **Checked Out By** column of the grid.

		Entity Name	Entity ID	Tax Type	Year	Period	Status	Group Code(s)	Due Date	Checked Out By		
Open	Status	Docs	Notes	FMA Associates	3339	FEDERAL ...	2009	1/31	Not Started	Financial Industries	01/31/2010	Lynn Ballai - 07/23/2009 ...

To ensure that requests are not checked out indefinitely, administrators can limit checkout times. Ask your administrator about any limitations on your checkout time.

NOTE: Each time that you save data to ONESOURCE, the checkout time is reset.

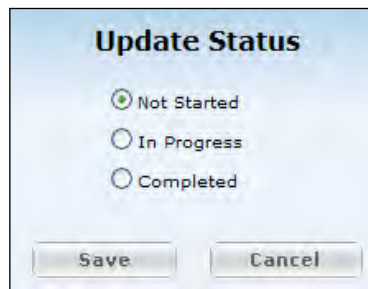
Changing the status of a request

To change the status of a request, complete the following steps.

1. Click **Status**. The **Update Status** dialog box appears.



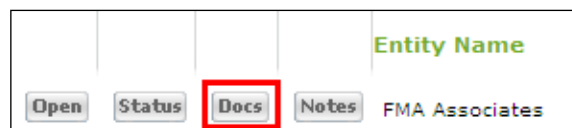
2. Select a status for the request.



3. Click **Save**. Email notifications will be sent to users assigned to this request.

Accessing documents

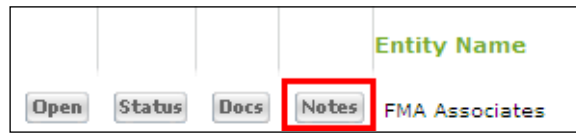
Click **Docs** to access a DataFlow document.



Please refer to the “Working with DataFlow documents” section for additional information about accessing documents.

Accessing notes

Click **Notes** to access a DataFlow note.



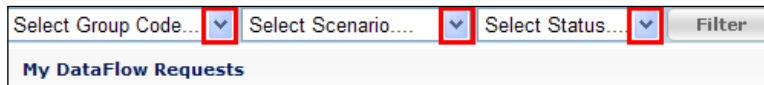
Please refer to the “Working with DataFlow notes” section for additional information about accessing notes.

Filtering DataFlow requests

You can filter requests in the My DataFlow Requests grid using the **Group Code**, **Scenario**, and **Status** filters.

To filter your requests, complete the following steps.

1. From the **Group Code**, **Scenario**, and **Status** lists, select the criteria to apply to the search.



2. Click **Filter**. Only those requests matching your filter criteria will appear.

To view all requests again, complete the following steps.

1. From the **Group Code**, **Scenario**, and **Status** lists, select **ALL**.
2. Click **Filter**.

Learning about the Options menu

The **Options** menu provides you with the following selections:

- A link to remove the FormsFlow Add-In
- Access to the *ONESOURCE DataFlow Data Provider Guide*

Removing the FormsFlow Add-In

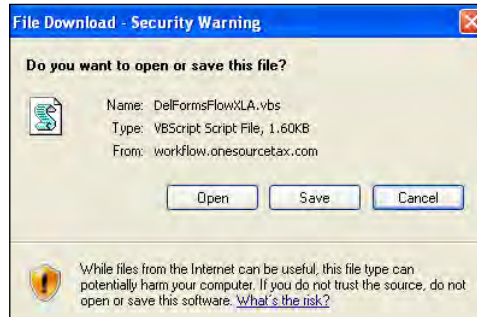
Previous versions of DataFlow required data providers to download and install a FormsFlow Add-In which allowed them to complete FormsFlow Templates. The Add-In is no longer necessary since the tools necessary to work with these templates are embedded within the worksheets.

To remove the FormsFlow Add-In from your system, complete the following steps.

1. From the **Options** menu, select **Remove FormsFlow**.



2. Click **Open** to start the removal process.



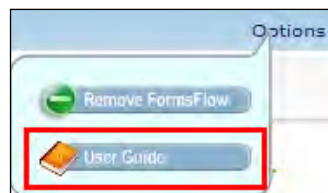
3. Click **Run** to continue the removal process.



The **FormsFlow** menu will now only appear on your Excel menu when you are working on a FormsFlow template.

Accessing the ONESOURCE DataFlow Data Provider Guide

To open the *ONESOURCE DataFlow Data Provider Guide* as a PDF file, from the **Options** menu, select **User Guide**.



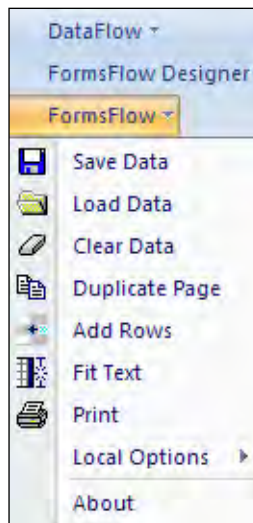
The *ONESOURCE DataFlow Data Provider Guide* opens in a separate Adobe Acrobat Reader window.

Completing a FormsFlow Web-based Excel Template

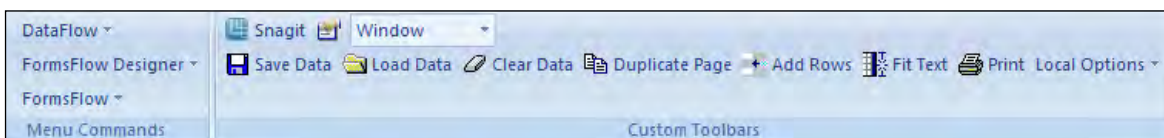
Learning about the FormsFlow template options

When you open a FormsFlow template in Excel, available options appear within the following areas:

- The **FormsFlow** menu located on the **Add-Ins** tab
- The **FormsFlow** toolbar located on the Microsoft Excel ribbon



Options for FormsFlow menu on Add-Ins tab



Options for FormsFlow toolbar on Microsoft Excel ribbon

NOTE: The template designer determines which menu options are available to you. Your menu and toolbar will display only those functions to which you have been granted access.

Hiding the toolbar in Excel 2003

To hide the **FormsFlow** toolbar in Excel 2003, from the **View** menu, select **Toolbars**, then clear the **FormsFlow** check box.

Using the FormsFlow menu or toolbar

The **FormsFlow** menu and toolbar includes the following options:

- Save Data
- Load Data
- Clear Data
- Duplicate Page
- Add Rows
- Fit Text
- Print
- Local Options

Save Data

Select **Save Data** to save data from the FormsFlow template to the DataFlow repository. This is the preferred method of saving data. However, you can select **Save** from the **File** menu to accomplish the same thing.

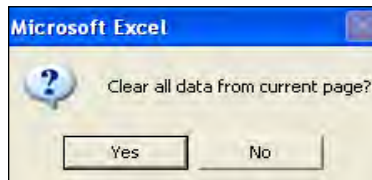
Load Data

Select **Load Data** to repopulate the FormsFlow template in the event of errors. When you open a saved template, it is reloaded with data from the DataFlow repository.

NOTE: This will overwrite any information not already saved to the server.

Clear Data

Select **Clear Data** to delete all information from the page on which you entered data, not just the selected cell.



Duplicate Page

If a page can be duplicated, a message telling you “This worksheet can be duplicated” appears at the top of the worksheet.

Select **Duplicate Page** to insert a new worksheet with the name of the original worksheet. The system adds the prefix *Pxx*, where *xx* is the number of duplicated pages (e.g., P01, P02).

The duplicate sheet contains the same data as the original sheet. To remove all data from the new sheet, click anywhere in the sheet and select **Clear Data** from the **FormsFlow** menu or toolbar.

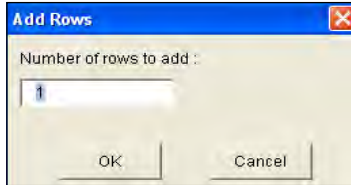
Add Rows

You can add rows to input areas as necessary. Eligible rows appear with the “Add Rows” designation.

Stock Information		# of Shares	# of Shares	
Shareholder	Stock Class	12/31/2006	12/31/2007	
				Add Rows

To add a row, complete the following steps.

1. Select any cell in the **Add Rows** group.
NOTE: Make sure that you select a single cell and that the cursor is not in data entry mode (i.e. the cursor should not be blinking).
2. Select **Add Rows** from the **FormsFlow** menu or toolbar. The **Add Rows** dialog box appears.



3. Type the number of rows to add, then click **OK**.
NOTE: Since unused rows cannot be deleted, we recommend that you are conservative when adding rows.

Fit Text

Input areas identified with the “Fit Text” designation allow you to enter more data than will fit in the cell.

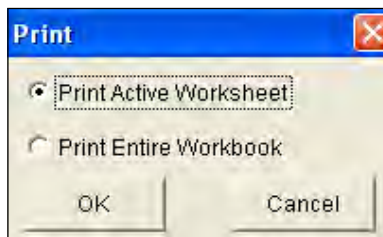


To fit the text that you entered in the cell, complete the following steps.

1. Select the cell that contains your text.
NOTE: Make sure that you select a single cell and that the cursor is not in data entry mode (i.e. the cursor should not be blinking).
2. Select **Fit Text** from the **FormsFlow** menu or toolbar.

Print

To print the current worksheet or the entire workbook, select **Print** from the **FormsFlow** menu or toolbar. The **Print** dialog box appears.



- Select **Print Active Worksheet** to send the current page to the printer.

- Select **Print Entire Workbook** to send all pages in the workbook to the printer.

Local Options

Select **Local Options**, then select one of the following options to save the FormsFlow template and your data to your computer:

- Save Data Locally
- Copy to Template File
- Load Data From Local File

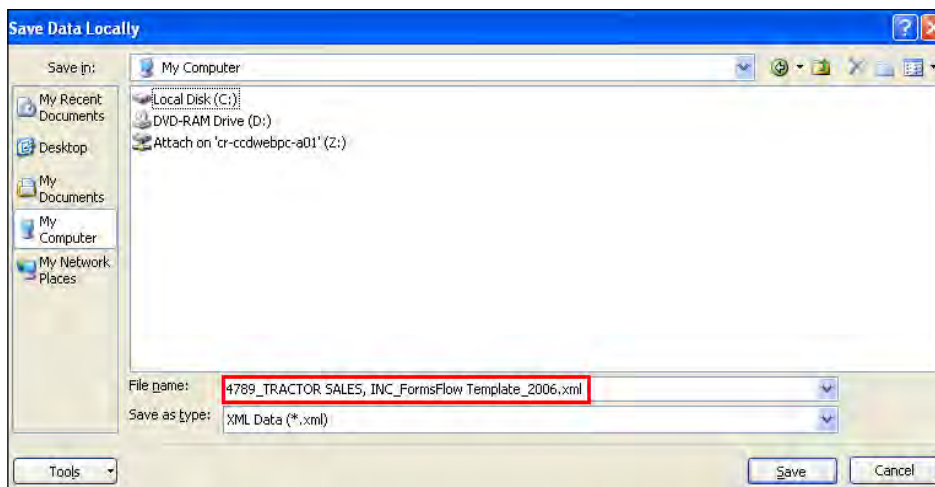
Doing so can be useful if you plan to work offline. When you are online again, you can save your FormsFlow template to the server.

NOTE: The system saves the FormsFlow template and the data that you enter as two separate files. They are combined when you select **Load Data From Local File**.

Save Data Locally

To save data to your local drive, complete the following steps.

1. From the **FormsFlow** menu or toolbar, select **Local Options**, then select **Save Data Locally**. The **Save Data Locally** dialog box appears.
2. Select the drive and folder in which you will save your file.



The file name defaults to the following format:

<EntityID>_<EntityName>_<TemplateName>_<Year>.xml as shown in the example above. You can change the file name, but the file type must remain **.xml**.

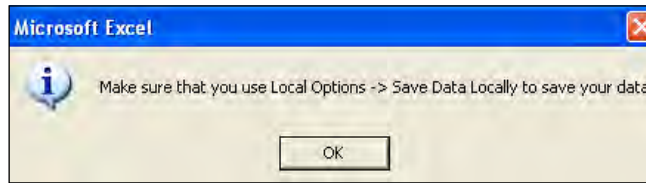
3. Click **Save**.

Copy to Template File

The **Copy to Template File** option saves the template without data to your local drive. To do so, complete the following steps.

1. From the **FormsFlow** menu or toolbar, select **Local Options**, then select **Copy To Template File**. A message appears, and reminds you to use the **Save Data**

Locally option to save your data.



NOTE: To work locally, select **Save Data Locally** instead.

2. Click **OK**. The file name defaults to the following format:
<EntityID>_<EntityName>_<TemplateName>_<Year>.xls. You can change the template file name, but the file type must remain **.xls**.
4. Click **Save**.

Load Data From Local File

Remember that the FormsFlow template and the data that you enter are saved as two separate files. You can combine the files by completing the following steps.

1. Open the FormsFlow template that you saved to your local drive in **.xls** format.
2. From the **FormsFlow** menu or toolbar, select **Local Options**, then select **Load Data From Local File**.
3. Open the data file that you saved to your local drive in **.xml** format. This will load the data into the FormsFlow template.
4. Continue adding data as necessary.
5. From the **FormsFlow** menu or toolbar, select **Local Options**, then select **Save Data Locally**.
6. Click **Yes** to save the file.

When you are ready to transfer the data from your FormsFlow template on your local drive to the FormsFlow template on the server, complete the following steps.

1. Log in to ONESOURCE DataFlow.
2. Open the appropriate request from the **My DataFlow Requests** grid.




3. Select **Local Options** from the **FormsFlow** menu or toolbar, then select **Load Data From Local File** to overwrite the file with the data that you updated on

your local drive.

4. Click **Save Data** from the **FormsFlow** menu or toolbar.

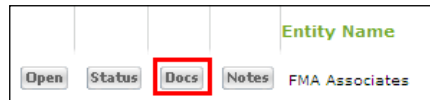
Working with DataFlow documents

You can add, view, or delete documents related to your DataFlow requests. When documents have been added to a DataFlow request, the **Documents** icon () appears.

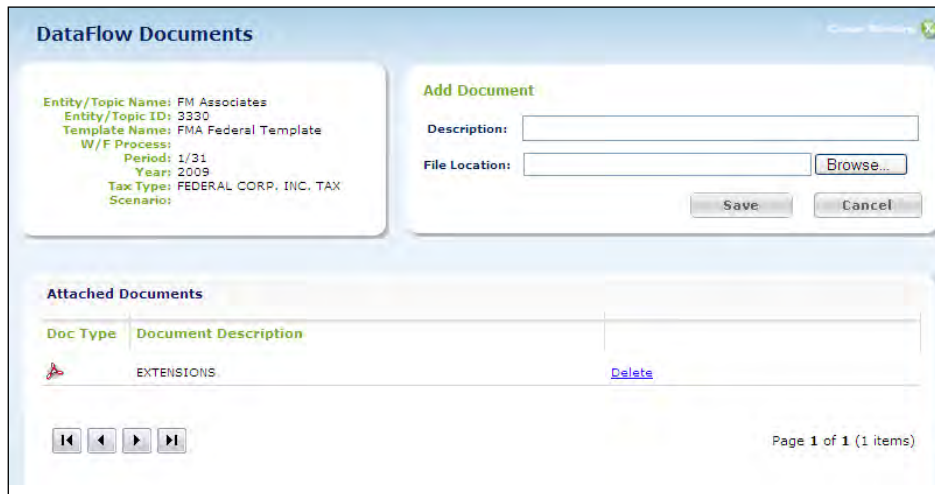
NOTE: You must have permission to access, add, or delete documents for a DataFlow request. If you cannot access documents, contact the originator of your request.

To work with DataFlow documents, complete the following steps.

1. Log in to ONESOURCE DataFlow.
2. Open the appropriate request from the **My DataFlow Requests** grid.
3. Click **Docs**.




The **DataFlow Documents** dialog box for this request appears.



- **Add a document:** To add a document, in the **Add Document** section, type a description of the document in the **Description** field, click **Browse** to locate the file, then click **Save**.
 - **Open a document:** To open an attached document, in the **Attached Documents** section, double-click a document description.
 - **Delete a document:** To delete a document, in the **Attached Documents** section, click **Delete** to the right of the document description.
5. Click **Close Window** in the top right corner to close the **DataFlow Documents** dialog box.

Working with DataFlow notes

You can add, resolve, and close notes related to your DataFlow requests. When notes have been added to a DataFlow request, the **Notes** icon () appears.

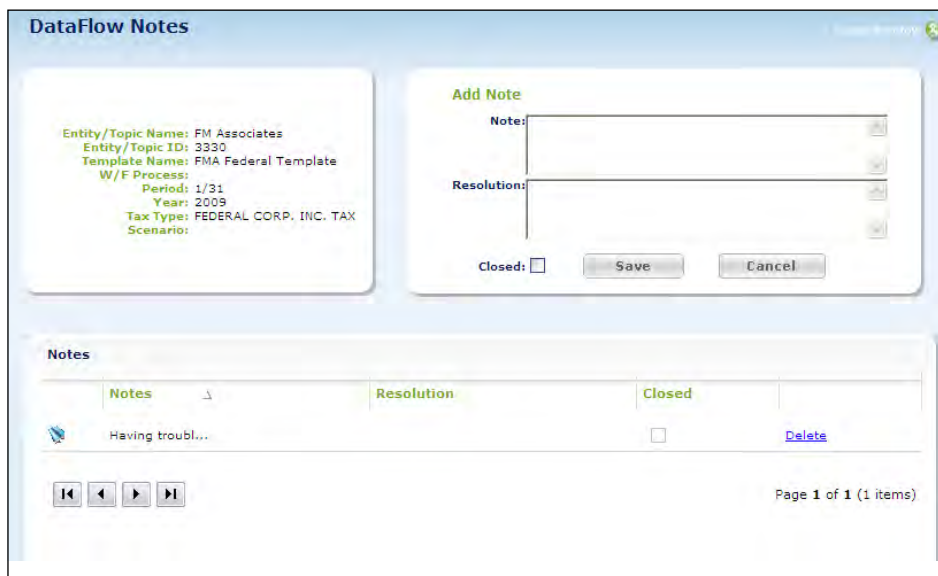
NOTE: You must have been granted permission to access or add Notes on a DataFlow request. If you cannot access Notes, contact the originator of your request.

To work with DataFlow notes, complete the following steps.

1. Log in to ONESOURCE DataFlow.
2. Open the appropriate request from the **My DataFlow Requests** grid.
3. Click **Notes** to open the **DataFlow Notes** screen for this request.




The **DataFlow Notes** dialog box for this request appears.



- **Add a note:** To add a note, in the **Add Note** section, type your comments in the **Note** field, add a resolution in the **Resolution** field as necessary, then click **Save**.
 - **Open a note:** To open a note, in the **Notes** section, double-click a note description.
 - **Close a note:** To close a note, select the **Closed** check box.
 - **Delete a note:** To delete a note, in the **Notes** section, click **Delete** to the right of the note description.
5. Click **Close Window** in the top right corner to close the **DataFlow Notes** dialog box.

Working with DataFlow documents and notes

If a DataFlow request has documents and notes attached to it, both the **Documents** and **Notes** icons appear on the far left of the row ().