onestream

ESG Reporting and Planning Guide

PV9.0.0 SV2.1.0

Table of Contents

Overview 1

Setup and Installation 2

Dependencies 2

Select the ESG Reporting and Planning Development Location 2

Create the OneStream Development Location 3

Application Server Settings 3

Configure the OneStream Application Server 4

Install ESG Reporting and Planning 5

Set Up ESG Reporting and Planning 6

Create Tables 6

Package Contents 7

Settings 8

Global Options 8

Access 11

Manage Access Groups 11
Manage Access Group Members 11
Factor Sources 15
Modifying Sources 16
Control Lists 17
Manage Control Lists 18
Manage Control List Members 19
External Control Lists 20
Import Control List Members 21
Units of Measure 22
External 22
Internal 23
Scope 24
External 24
Internal 25
Integrations 26

Dynamic Dimensions 27
Dynamic Cube 29
Workflow Export 32
Workflow Import 35
Uninstall 37
Administration 39
Frameworks 39
External Frameworks 40
Internal Frameworks 43
Definitions 50
Definitions Details Pane 50
Manage Definitions 56
Categories 66
Factors 67
External Factors 68
Internal Factors 70

Assign Factors to Factor Groups 76
Factor Groups 77
Create a New Factor Group 79
Manage Factor Groups 80
Contracts 85
Manage Contracts 85
Sites 91
Manage Sites 92
Profiles 97
Manage Profiles 98
Home 105
Profile Management 105
Profile Audit 108
Data Management 108
Carbon Calculations 109
Data Entry 109

Definitions Data 111
Emissions Data 117
Utilities Data 119
Audit Data 122
Delete a Data Entry 125
Attachments and Comments 126
Data Import 128
Reports 137
Run a Report 137
Report Structure 138
Narrative 138
Scope 1 141
Scope 2 142
Scope 3 143
Retrospectives and Targets 144

Help and Miscellaneous Information 147
Display Settings 147
Package Contents and Naming Conventions 147
Solution Database Migration Advice 148
OneStream Solution Modification Considerations 148
Appendix A: Definition Input Types 150
Appendix B: Tables and Package Contents 153
Appendix C: Dynamic Cube POV 156
Appendix D: Workflow Import Dimensions 158
Appendix E: Emissions Calculations 161
Basic Conversions 161
Factor Selection 161
Application of Factors 162
Application of Market-based Factors 163
Third-Party Component Technology 164

Overview

The ESG Reporting and Planning solution streamlines Environmental, Social, and Governance reporting and enables planning and measurement against corporate goals.

With ESG Reporting and Planning, you can:

- Ingest and maintain key frameworks, starting with the ESRS (European Sustainability Reporting Standards), as well as the ability to add your own frameworks and KPIs.
- Leverage the solution's starting data model, based on the ESRS framework, that is already linked to the Framework KPIs.
- Enhance the data model through control lists, which can be based on existing OneStream Dimensionality.
- Calculate CO2e for Scope 1, 2, and 3.
- Leverage factors and frameworks to build dynamic data collection interfaces for the end user.
- Collect data at a Unit of Measurement or currency and easily translate and convert.
- Start your compliance journey with the solution's pre-built framework report.
- Optionally download the Global Reporting Initiative (GRI) framework, the Sustainability Accounting Standards Board (SASB) framework, and the Australian Sustainability Reporting Standards (ASRS) framework.
- Connect your emission and definition data to cubes for planning and reporting.

Setup and Installation

This section contains important details related to the planning, configuring, and installation of your solution. Before you install the solution, familiarize yourself with these details.

Dependencies

Ensure that you have each of the following components installed:

Component	Description
9.0.0	Minimum Platform release required to install this release.

Select the ESG Reporting and Planning Development Location

Before installation, decide whether to build the solution directly in the Production OneStream application or in a separate Development OneStream application. This section provides some key considerations for each option.

Production OneStream Application: The primary advantage of building the solution in a Production application is that you will not have to migrate the resulting work from a Development application. However, there are intrinsic risks when making design changes to an application used in a Production capacity and it is not advised.

NOTE: OneStream strongly recommends that you implement the solution in the Development environment with a fresh copy of the Production application before starting work.

Development OneStream Application: As a best practice, use the Development OneStream application to build the solution.

Create the OneStream Development Location

1. Ensure all the OneStream artifacts relating to ESG Reporting and Planning such as Workflow Profiles and entities, are in the Production application.
2. Create a backup copy of your Production database, or copy your Production OneStream application to your Development environment and rename it. This Development version will be used for your ESG Reporting and Planning project.

Application Server Settings

You may need to edit the OneStream Application Server Configuration so users can create and change data in the additional database tables. If other OneStream Solutions (such as Specialty Planning) are already in the application, these adjustments may already exist.

See Help and Miscellaneous Information.

Configure the OneStream Application Server

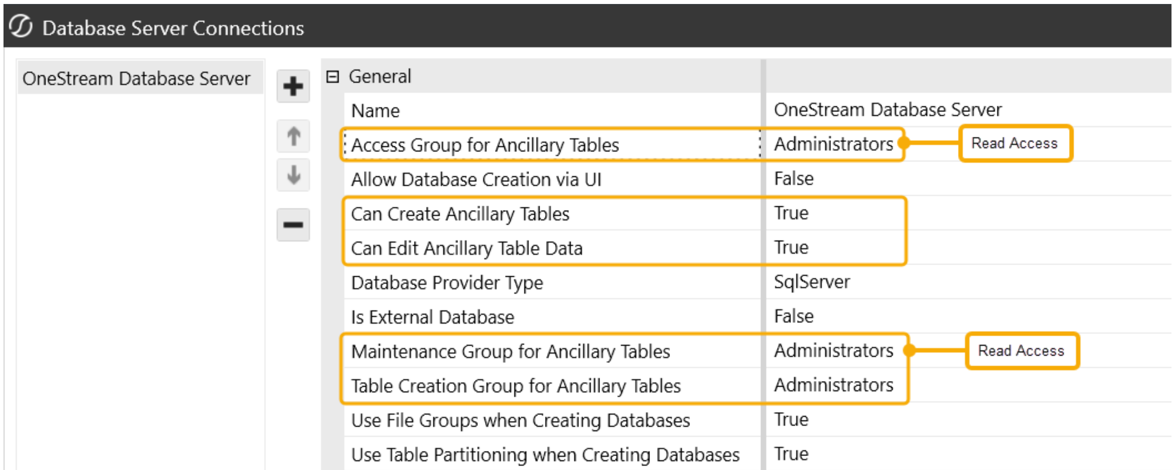
Be sure that the security group settings include the users who work on and set up the solution before proceeding.

> **NOTE:** Group settings are applicable to all OneStream Solutions; it is important to keep the group names generic.

1. Start the OneStream Server Configuration Utility as an Administrator.
2. Click **Open Application Server Configuration File > Database**.
3. Edit the following **OneStream Database Server properties**:

- **Access Group for Ancillary Tables**: Select a group that includes those who will access records.
- **Can Create Ancillary Tables**: True
- **Can Edit Ancillary Table Data**: True
- **Maintenance Group for Ancillary Tables**: Select a group to edit and maintain tables.

- **Table Creation Group for Ancillary Tables**: Select a group who can create tables.



4. Restart Internet Information Server.

Install ESG Reporting and Planning

The ESG Reporting and Planning solution is a paid offering. Once you have completed the purchase, complete the following steps to install the solution:

1. In **OneStream Solution Exchange**, go to **OneStream Solutions** and select the **ESG Reporting and Planning** tile.
2. On the **ESG Reporting and Planning** page, in the **Platform Version** drop-down menu, select the appropriate OneStream Platform Version.
3. In the **Solution Version** drop-down menu, select the most recent version.
4. Click the **Download** button.
5. Log in to OneStream.
6. On the **Application** tab, go to **Tools** > **Load/Extract**.

7. On the **Load** tab, use the **Select File** button to locate the solution package.
8. Click the **Open** button.
9. When the solution file name displays, click the **Load** button.
10. Click the **Close** button to complete the installation.

Set Up ESG Reporting and Planning

The first time you run the solution, you are guided through the table setup process. In the OneStream Modern Browser Experience, click **Dashboards** > **ESG Reporting and Planning** > **ESG Reporting and Planning**.

Create Tables

1. Click **Step 1: Setup Tables**. All tables are prefixed with XFW_ESG. For a complete list of tables and package contents, see Appendix B: Tables and Package Contents.

   This step may be necessary when upgrading even if tables already exist. ESG Reporting and Planning does not drop any tables that already exist but modifies table structures and adds new ones if necessary.

2. When setup is complete, click **Step 2: Launch Solution** to open the solution.

Package Contents

The ESG Reporting and Planning Workspace and Dashboard Maintenance Unit provides the user interface for the solution and includes the required dashboard groups, components, data adapters, parameters, and files. See Appendix B: Tables and Package Contents.

Settings

Select the navigation menu to access the Settings tab.

> **IMPORTANT:** The Settings tab is only accessible to OneStream System Administrators and Solution Administrators. See Global Options.

Use the Settings tab to access the following pages:

- Global Options
- Access
- Factor Sources
- Control Lists
- Units of Measure
- Scope
- Integrations
- Uninstall

Global Options

The Global Options page enables administrators to configure the functionality of the solution for users. It is used in the initial setup and configuration of the solution.

Field	Description
ESG Solution Administrator	Responsible for the setup and management of the ESG Reporting and Planning solution. If you don't have access to this property and are not a OneStream System Administrator, you will not see the Administration, Reports, and Settings pages.
Advanced Contract Data Entry	Select the user group responsible for controlling whether a contract is applied at the data entry level. OneStream Administrators and Solution Administrators can also manage this behavior.
Reporting Currency	The currency type used as the target currency for reports that translate values.
FX Rate	Used to translate any user entry for spend based factors. To set up and manage FX Rates, see "Foreign Exchange Rates" in the *Design and Reference Guide*.
Cube	Select a cube to drive the entity member selections and data loading.
Control List Scenario Type	Select which Scenario Type will be used to populate dimensional control lists. This field defaults to (Default). See Control Lists.

Field	Description
Fiscal Year is First Period's Calendar Year	Displays if the Time Profile assigned to the cube has the Fiscal Year Start Date property set to something other than January 1st. Your selection determines which factors are used. By selecting True, factors from the fiscal year's first period calendar year are used. By selecting False, factors from the fiscal year's last period calendar year are used. **NOTE:** Fiscal years are finalized when a profile is approved. If a fiscal year selection is modified after a profile is approved, you need to reopen the affected profile and re-approve it. This updates the profile to the most recent fiscal year setting. See Profiles and Profile Management.
Baseline	Select a baseline year as a historic point of reference.
Milestone	You can multi-select a maximum of five milestone years. The default values are 2025, 2030, and 2050. The milestone years will display on the report in the same order as entered in this field. See Report Structure.
Milestone Scenario	Use the **Select Member** window to select a milestone scenario to support target setting and milestone variance reporting. Set up scenarios in your Workflow Profile for the milestone year associated with the cube. You must have a cube selected before you can select a milestone scenario.

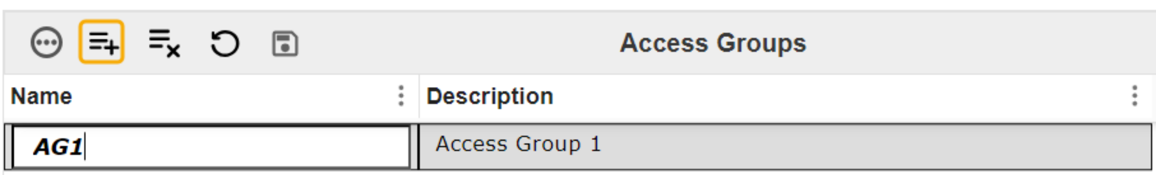
When you have selected an option for each field, select the **Save** button.

Access

The Access page enables administrators to manage user roles by creating access groups and access group assignments for users. Users and Platform Security Groups are created in theOneStream System Administration tab. Administrators can leverage existing application security by adding Users and pre-existing Platform Security Groups to access groups on this page. Administrators can also mix and match based on their existing security model.

Manage Access Groups

1. Click the **Insert Row** icon.
2. Enter an access group name and description. The Name field is required, and the name must be unique for the access group to save.



3. Click the **Save** icon.

> **IMPORTANT:** You cannot delete an access group if it is actively assigned to a site. The access group must first be removed from all assigned sites. See Sites.

Manage Access Group Members

Users can be assigned to the following roles:

Role	Description
Viewer	Viewers can only view data on the Home page. This role does not have access to the Settings, Administration, and Reports pages.
Preparer	Preparers enter data on the Home page. This role does not have access to the Settings, Administration, and Reports pages.
Approver	Approvers manage profile statuses. Approvers have access to the Settings, Administration, and Reports pages if they are also a OneStream Administrator or Solution Administrator.

To add users to an access group, complete the following steps:

1. Select the access group from the **Access Group** grid to display the User and Platform Security Group grids in the pane.
2. From the **Users** grid, click the **Insert Row** icon.
   a. From the **User** drop-down menu, select a user from the list.
   b. From the **Role** drop-down menu, select a role for that user.
   c. Click the **Save** icon.

NOTE: Multiple roles cannot be added to the same user.

To add user groups to an access group, complete the following steps:

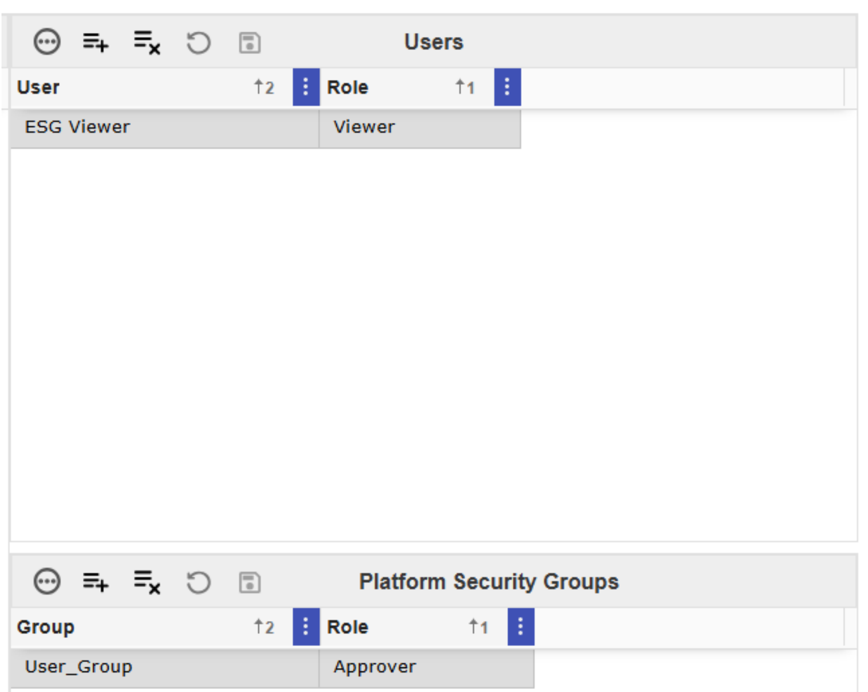
1. Select an access group from the **Access Group** grid to display the User and Platform Security Group grids in the pane.
2. From the **Platform Security Groups** grid, click the **Insert Row** icon.

a. From the **Group** drop-down menu, select a group from the list.

b. From the **Role** drop-down menu, select a role for that user group.

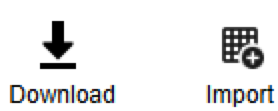
c. Click the **Save** icon.

> **NOTE:** Multiple roles cannot be added to the same user group.



 Click the **Remove Row** icon to remove a user or user group.

Import Access Groups



Use the Download and Import buttons to download a template and import access groups and group members.

To import access groups and group members, complete the following steps:

1. Click the **Download** button to display the **Template Options** slide-out panel.
2. From the **Select Template** drop-down menu, select either **Access Groups** or **Group Members**.
3. Click the **Download** button. Fill in all required template columns.

Column	Description
Access Groups Template	
Name	Enter a name for the access group.
Description (Optional)	Enter a description for the access group.
Group Members Template	
Access Group	From column drop-down menu, select an access group.
Member Type	From the column drop-down menu, select either **Security User** or **Security Group**.
User or Group Name	Enter a user or group name.
Role	From the column drop-down menu, select either **Preparer**, **Approver**, or **Viewer**.

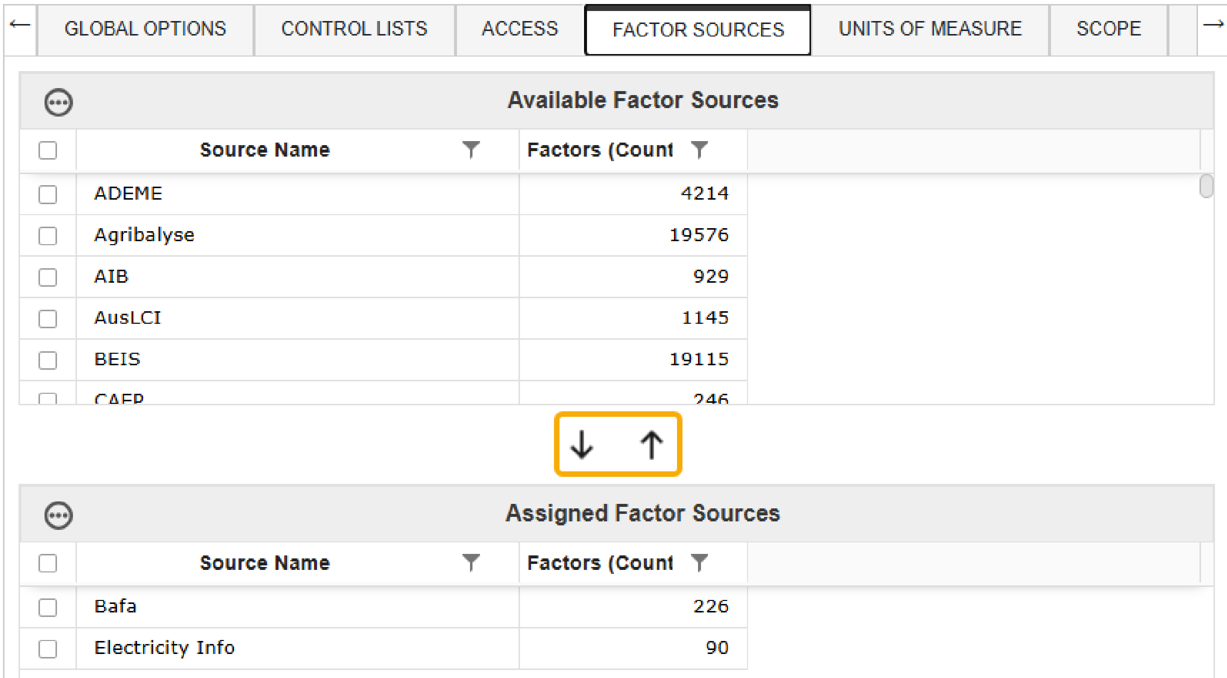
4. To import the template, click the **Import** button.
5. In the **File Upload** window, click the **BROWSE** button to open File Explorer.
6. Select the template and click the **Open** button.
7. Click the **Upload** button.

Factor Sources

The Factor Sources page enables you to select available factors in the solution. Controlling the selected sources improves performance and factor relevancy by limiting the number of factors downloaded to the solution. Factors cannot be updated on the Factors page until sources are assigned. See External Factors.

> **NOTE:** All data sources available in ESG Reporting and Planning are provided by Climatiq with access limited to core license data sources. To review all available data sources, see Climatiq Core Data Sources.

The Available Factor Sources grid displays all sources available and the corresponding factor count. The Assigned Factor Sources grid displays all sources assigned to the solution. To assign and unassign sources, select the source in either grid and select the Move Down icon or the Move Up icon to move it between grids.

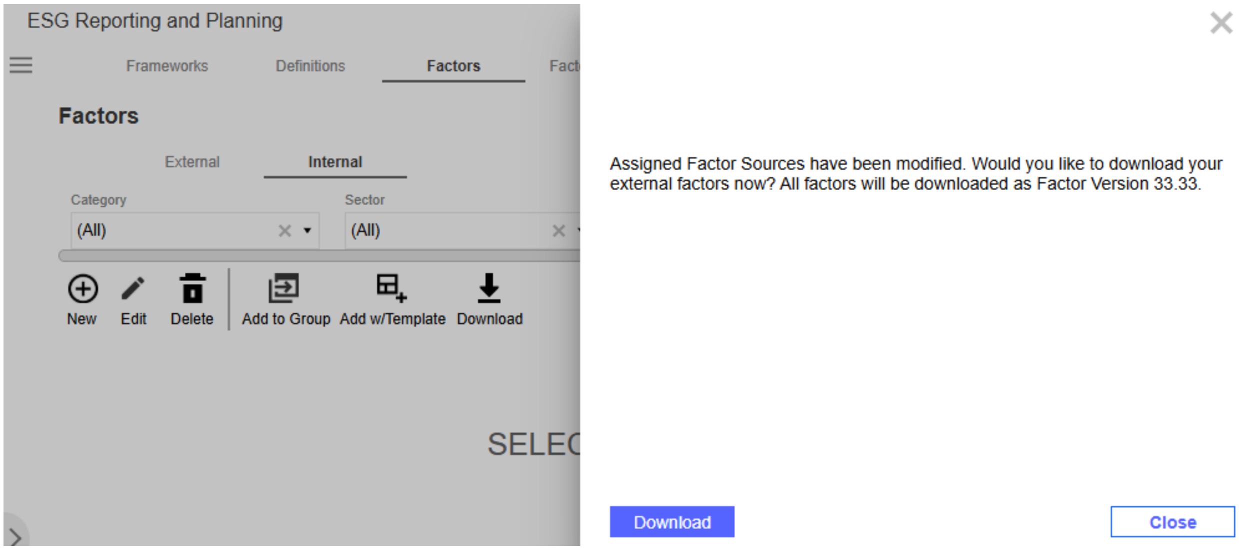


NOTE: The Factor Sources page automatically updates to the most recent Climatiq version, even if factors are not updated on the External Factors page.

Modifying Sources

If a source is updated, added, or removed, you are prompted to download the external factors available each time you navigate to the External Factors page.

A slide-out panel displays to prompt the download. To download factors, select the **Download** button. To bypass the download and view existing factors without source modifications, select the **Close** button.



IMPORTANT: For all source modifications to download to the External Factors page, factors must be updated to the most recent Climatiq version.

Control Lists

The Control Lists page enables administrators to manage, create, and import control lists. Control lists enable users to add additional attributes to definitions, factor groups, and utilities. Use control lists when the data points you are collecting on go beyond the basic scope of the item, for example, product or vendor. Control lists can be determined by a dimension member, or administrators can create custom lists.

Administrators can assign control lists to definitions, factor groups, and utilities from the Definitions, Factor Groups, and Sites pages. See Definitions, Factor Groups and Sites. A maximum of four control lists can be assigned to each definition, and only one control list can be assigned to each factor group and utility. Control lists display as drop-down menus when the user completes data entry tasks on the Home page, enabling users to add an entry for each control list member. See Home For information on how control lists display as columns in a report, see Reports.

Manage Control Lists

To add a control list, complete the following steps:

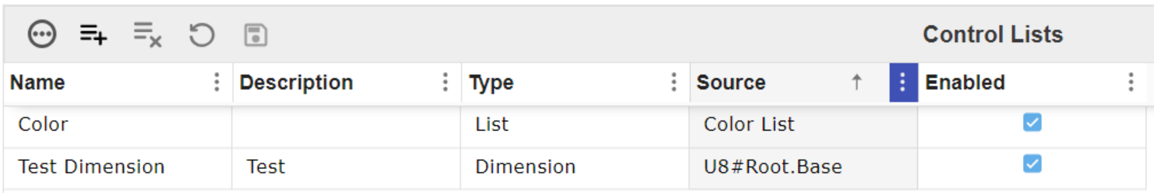
1. In the **Control Lists** grid, click the **Insert Row** icon.
2. Enter a name and description. The name must be unique.
3. The Type drop-down menu defaults to List. You must add members for a List Type control list. To pull control members from a dimension, click the **Type** drop-down menu and select **Dimension**.
4. Control list Source field:
   - **List Type**: It is recommended to leave this field blank. When the control list entry is saved, the field automatically populates with the list Name.
   - **Dimension Type**: Enter a valid Member Filter in the field.

     > **NOTE:** Member Filters are applied to the cube and Control List Scenario Type set in Global Options. See Global Options.

Type	Source
Dimension	U8#Root.Base

5. The Enabled checkbox is selected by default. Deselect the **Enabled** checkbox to disable a control list.

6. Click the **Save** icon.



Control Lists

Name	Description	Type	Source	Enabled
Color		List	Color List	☑
Test Dimension	Test	Dimension	U8#Root.Base	☑

Manage Control List Members

> **NOTE:** You can only manage members for control lists with a List Type.

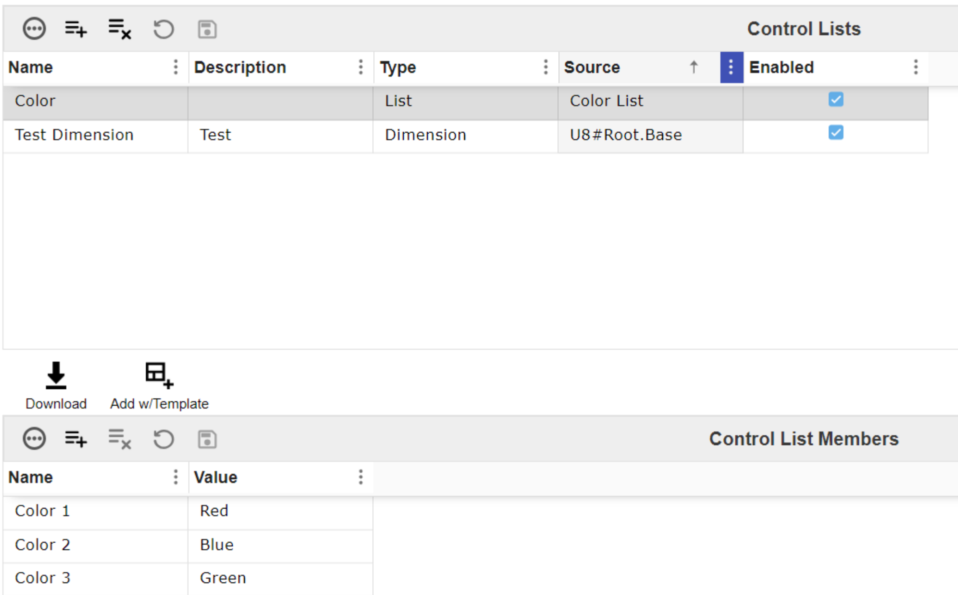
To manage List Type control list members, select the control list from the **Control List** grid, and the members will display in the Control List Members grid below. You can individually add control list members using the Control List Members grid, or you can download the Excel import template and import control list members.

To add control list members, complete the following steps:

1. In the **Control List Members** grid, click the **Insert Row** icon.

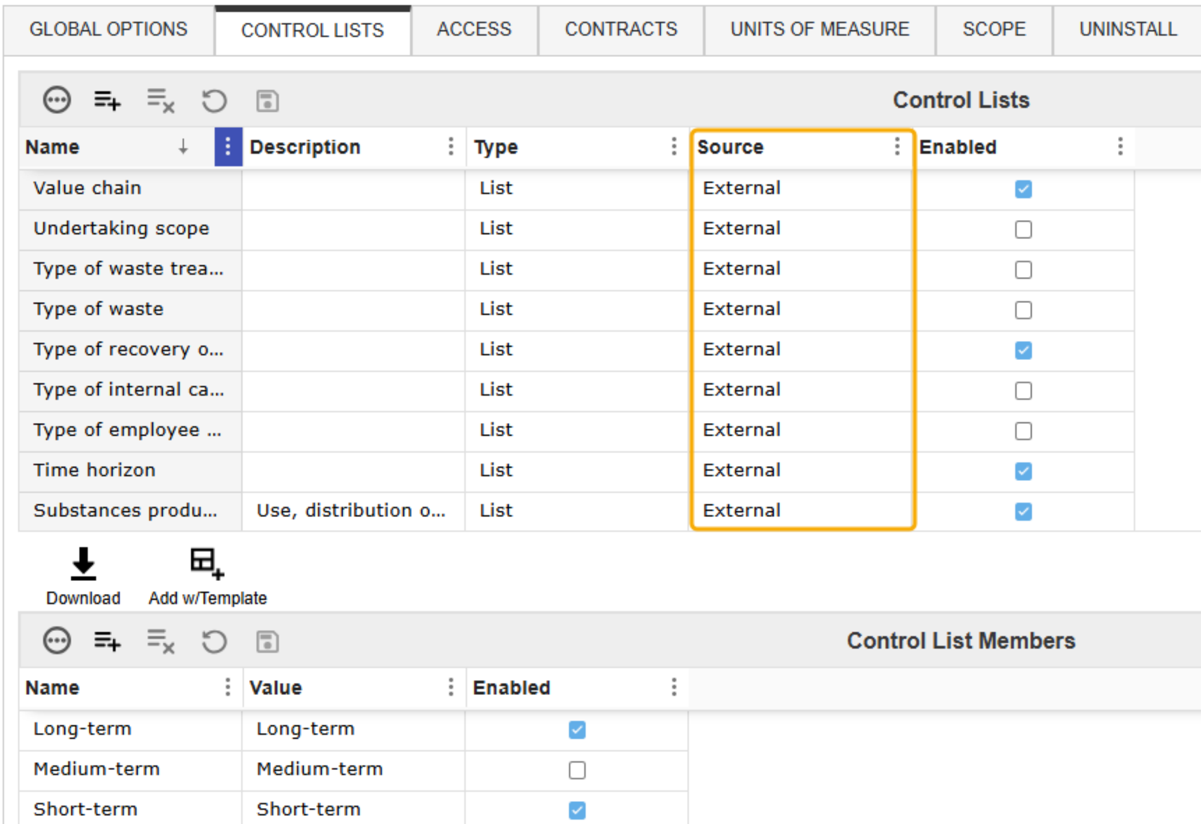
2. Enter a name and value. The name must be unique.

3. Click the **Save** icon.



External Control Lists

External control lists are pre-configured lists provided by the solution's framework provider to assist in your data collection. These control lists are marked as External in the Source column. When you select an external control list, all control list members display in the Control List Members grid.



External control lists and control list members are enabled by default. To disable an external control list or control list member, select the checkbox in the **Enabled** column.

Import Control List Members

Download   Add w/Template

1. Click the **Download** button to download an Excel control list grid template. Fill in the template with control list members.

   > **NOTE:** All names must be unique. The Value column is not required for valid import.

2. After you complete the template, click the **Add w/ Template** button.
3. In the **File Upload** window, click the **BROWSE** button to open File Explorer.
4. Select the template, and click the **Open** button.
5. Click the **Upload** button. All control lists will display in the Control List Members grid.

> **NOTE:** When a file is re-imported, all previous data in the grid will be replaced with any updated values from the file.

Units of Measure

The Units of Measure page enables administrators to view, manage, and set up unit of measure conversion rates. These unit of measure conversion rates are used for framework calculations and audit purposes. The Units of Measure page has two tabs: External and Internal.

External

The External tab displays all units of measure provided through ESG Reporting and Planning. These units of measure cannot be added, edited, or deleted.

EXTERNAL INTERNAL

Unit Type	Default Unit Na...	Default Unit	Target Unit Name	Target Unit	To Default Con...	From Default C...
Time	Hour	h	Millisecond	ms	0.000000278	3,600,000
Time	Hour	h	Second	s	0.000277778	3,600
Time	Hour	h	Minute	m	0.166666667	60
Time	Hour	h	Hour	h	1	1
Time	Hour	h	Day	d	24	0.041666667
Time	Hour	h	Year	y	8,760	0.000141553
Area	Square Kilometer	km2	Square Meter	m2	0.000001	1,000,000
Area	Square Kilometer	km2	Square Feet	ft2	0.000000093	10,760,000
Area	Square Kilometer	km2	Square Kilometer	km2	1	1
Area	Square Kilometer	km2	Hectare	ha	0.01	100
Volume	Liter	l	Milliliter	ml	0.001	1,000
Volume	Liter	l	Liter	l	1	1
Volume	Liter	l	Cubic Meter	m3	1,000	0.001
Volume	Liter	l	Standard Cubic Foot	scf	28.317	0.03531448
Volume	Liter	l	Gallon	gal	3.785	0.2642008
Volume	Liter	l	Barrel	bbl	158.987	0.00628982
Weight	Kilogram	kg	Gram	g	0.001	1,000
Weight	Kilogram	kg	Kilogram	kg	1	1
Weight	Kilogram	kg	Ton	t	1,000	0.001
Weight	Kilogram	kg	Pound	lb	0.453514739	2.205
Weight	Kilogram	kg	Short Ton	ton	907.2	0.00110229
Distance	Kilometer	km	Meter	m	0.001	1,000

Internal

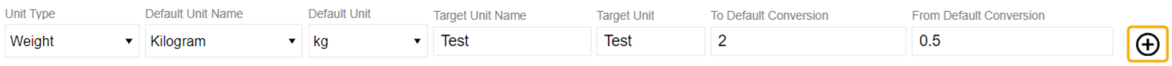
The Internal tab enables administrators to create custom units of measure for different unit types.

To add a unit of measure, complete the following steps:

1. Select a unit type. A unit type must be selected first or the other fields will display No Data.
2. Populate all fields. The Default Unit Name and Default Unit drop-down menus will filter based on your selected unit type. The target unit and target unit name must be unique within the same unit type across Internal and External units of measure.

   > **NOTE:** Unit of measure entries can have a maximum of 13 decimal places. Numbers exceeding 13 decimal places are rounded.

3. Click the **Add** icon. The new unit of measure is displayed in the grid.



To delete a unit of measure, click the **Delete Row** icon.

Scope

Use the Scope page to view the scopes associated with factor categories to ensure calculations run correctly. This page displays how ESG Reporting and Planning connects factor groups with LCA Activity and scope options when determining the scope and category, for example, 3.1 Purchased Goods and Services, on the Factor Groups page. Some factors may work with multiple scopes and scope categories. In this case, do not double count your carbon activity.

> **IMPORTANT:** The scope table on the External tab is provided by Climatiq. This table is meant to be used as a guide only and may contain discrepancies due to the complex nature of carbon accounting and emission factor methodologies. It should be used as a guide in selecting emission factors. It does not represent any advice on carbon accounting.

External

The External tab displays the Sector, Category, LCA Activity, and associated Scope Type for all Climatiq provided factor categories. All external factors within the sector and category listed are associated with the scope type provided. These scopes cannot be added, edited, or deleted.

> **NOTE:** A sector with the same category may be associated with multiple scope types. For example, Buildings and Infrastructure for the Facility category may be reported as 3.1 or 3.2.

You can view the LCA Activity associated with each individual external factor on the Factors page under the External tab. See Factors. To view scopes for individual factors within these categories and make scope selections if applicable, see Manage Factor Groups.

EXTERNAL INTERNAL

Sector	Category	LCA Activity	Scope Type
Agriculture/Hunting/Forestry/Fishing	Agriculture/Hunting/Forestry/Fishing		3.1
Agriculture/Hunting/Forestry/Fishing	Arable Farming		3.1
Agriculture/Hunting/Forestry/Fishing	Fishing/Aquaculture/Hunting		3.1
Agriculture/Hunting/Forestry/Fishing	Livestock Farming		3.1
Agriculture/Hunting/Forestry/Fishing	Timber and Forestry Products		3.1
Agriculture/Hunting/Forestry/Fishing	Timber and Forestry Products		3.2
Agriculture/Hunting/Forestry/Fishing	Timber and Forestry Products	carbon_storage-cradle_to_gate	Outside of scopes
Agriculture/Hunting/Forestry/Fishing	Timber and Forestry Products	carbon_storage-cradle_to_gate	3.1
Agriculture/Hunting/Forestry/Fishing	Timber and Forestry Products	carbon_storage-cradle_to_gate	3.2
Buildings and Infrastructure	Construction		3.1
Buildings and Infrastructure	Construction		3.2
Buildings and Infrastructure	Facility		3.1
Buildings and Infrastructure	Facility		3.2
Buildings and Infrastructure	Housing		3.1
Buildings and Infrastructure	Housing		3.2
Buildings and Infrastructure	Infrastructure		3.1
Buildings and Infrastructure	Infrastructure		3.2
Buildings and Infrastructure	Maintenance and Repair		3.1
Buildings and Infrastructure	Maintenance and Repair		3.2
Buildings and Infrastructure	Maintenance and Repair	cradle_to_gate	3.1
Buildings and Infrastructure	Pavement and Surfacing		3.1
Buildings and Infrastructure	Pavement and Surfacing		3.2
Buildings and Infrastructure	Real Estate		3.1
Buildings and Infrastructure	Real Estate		3.2
Buildings and Infrastructure	Real Estate	unknown	3.1

Internal

Use the Internal tab to set up and manage custom scopes for internal factors. The internal factors you make must match the scope properties for them to accurately be assigned a scope. If the internal factor properties do not match what is entered on this page, the factor will automatically be assigned Outside of Scopes, and the factor will not display on the report.

To add an internal scope, complete the following steps:

> **NOTE:** You must add internal factors before you add internal scopes. The Sector, Category, and LCA Activity drop-down menus will display the corresponding internal factor entries for those properties. See Factors.

1. Click the **Insert Row** icon.
2. From the **Sector** drop-down menu, select a sector.
3. From the **Category** drop-down menu, select a category.
4. From the **LCA Activity** drop-down menu, select an LCA Activity or **(All)**.
5. From the **Scope** drop-down menu, select a scope.
6. Click the **Save** icon.

Integrations

Use the Integrations page to connect converted data to cubes. The Integrations page has four tabs:

- **Dynamic Dimensions**: Configure dynamic dimensions for workflow import and a dynamic cube.
- **Dynamic Cube**: Connect your definition data to a dynamic cube. This utilizes dynamic dimensions.
- **Workflow Export**: Connect your Scope 1-3 emissions data to a cube.
- **Workflow Import**: Import definitions, emissions, and utilities data through the OneStream workflow import process. This utilizes dynamic dimensions.

Dynamic Dimensions

The selected dynamic dimensions are used to support multiple ESG Reporting and Planning processes, including dynamic cube reporting and workflow import.

Property	Description
Account	This field is read-only and defaults to Framework KPI and Definition (Dynamic).
Account Inherited Dimension	Select an Account dimension to inherit. This drop-down menu lists all account dimensions in the application. The default value is RootAccountDim.
Flow	This dimension ensures that data goes into the correct database tables. The field is read-only and defaults to Data Type (Dynamic).
Flow Inherited Dimension	Select a Flow dimension to inherit. This drop-down menu lists all Flow dimensions in the application. The default value is RootFlowDim.

<table>
<tr><th>Property</th><th>Description</th></tr>
<tr><td>UD 1-8</td><td>Use these drop-down menus to assign User Defined dimensions. Make selections for the following dynamic dimensions:
• Control List 1-4 (Dynamic)
• Unit of Measure (Dynamic)
• Profile (Dynamic)
• Site (Dynamic)
• Factor: Source LCA Activity (Dynamic)

NOTE: You are required to make a selection for all dynamic dimensions. Each dynamic dimension can only be listed once.</td></tr>
<tr><td>UD 1-8 Inherited Dimensions</td><td>Select User Defined dimensions to inherit. This drop-down menu lists all User Defined dimension in the application. The default value is RootUD#Dim.</td></tr>
</table>

For additional details on dimension setup, see Appendix C: Dynamic Cube POV and Appendix D: Workflow Import Dimensions.

IMPORTANT: After a full uninstall, if a dynamic cube already exists, the Dynamic Dimensions page displays the dynamic and inherited dimensions associated with the dynamic cube. These fields are read-only.

Dynamic Cube

Dynamic cubes are used primarily for reporting definitions. They use a selection of the dynamic dimensions created in the dynamic dimensions tab. After dynamic dimensions are selected, use this page to initiate dynamic cube setup.

The structure of the dynamic cube created is based on the entity structure of the ESG Default Cube. If the ESG Default Cube is not a top level cube and has no reference cubes, then a single dynamic cube is created. If the top level cube has two referenced cubes, then a dynamic top level cube with two referenced dynamic cubes is created. See Appendix C: Dynamic Cube POV

The following dimensions are created for the dynamic reporting cube:

- Two account dimensions:
    - **ESG_AccountsTop**: A dimension for dynamic calculations. See Calculation Bucket.
        - **ESG_Accounts**: A dynamic dimension that holds framework KPIs.
- **ESG_UOMs**: A dynamic dimension that holds unit of measure values.
- **ESG_ControlLists[#]**: Dynamic dimensions that hold control list values.

Select properties to configure your dynamic cube:

Property	Description
Cube Name	Name the dynamic cube. This name cannot be changed once the dynamic cube is created.

Property	Description
Refresh Frequency (Hours)	As data is updated and changed in the solution, the dynamic cube and dynamic dimension data updates accordingly at set intervals. To customize that interval, enter an hourly value in the field. The value must be a whole number greater than zero. The property defaults to 24 hours. **IMPORTANT:** It is not recommended to refresh hourly outside of solution configuration and testing as this can impact reporting performance. **NOTE:** Only data from approved profiles will update in the dynamic cube.

When you have made your selections, click the **Create** button. To update the refresh frequency after the dynamic cube is created, update the property and click the **Update** button.

To refresh data for the dynamic cube and dynamic dimensions, use the **Refresh Cube Data** button. The data will refresh regardless of the refresh interval set.

> **NOTE:** Data may take up to 60 seconds to refresh after selecting the Refresh Cube Data button.

Calculation Bucket

To perform calculations in dynamic cubes, use the Calculation Bucket. While dynamic dimensions are automatically refreshed at regular intervals, members created in the Calculation Bucket can only be updated by an administrator in the Application tab. The Calculation Bucket is automatically created with the dynamic cube and includes the example member GOV_1_05_CALC to demonstrate syntax.

To create a new calculation, complete the following steps:

1. To update dynamic member settings, in ESG Reporting and Planning, go to **Administration** > **Definitions**.
   a. Select the definitions that will be calculated in the dynamic cube.
   b. In the **Cube** tab, set the **Account Type** and **Formula Type** properties to **DynamicCalc**.
   c. Click the **Save** button.
2. To create the calculated member, in the Windows Application, go to **Application** > **Cube** > **Dimensions**.
   a. Select the **Account Dimensions** node and then select **ESG_AccountsTop**.
   b. In the **Members** tab, select **Calculation Bucket - Calculated Accounts** and click the **Create Member** button.

c. Name the member. The member name controls where it displays in the dynamic cube. Use the following syntax to connect the calculation member to an existing definition account member: [Definition Account Name]_CALC. For example, GOV_1_05_CALC references the GOV_1_05 account member in the dynamic cube. Each time the dynamic cube is refreshed, the calculation is copied from GOV_1_05_CALC and pasted into the GOV_1_-5 dynamic member. The member name is case sensitive.

> **NOTE:** To view definition account names, go to **Account Dimensions** > **ESG_AccountsTop** > **ESG_Accounts** > **TotalFrameworks**.

d. Under **Settings**, from the **Account Type** and **Formula Type** drop-down menus, select **DynamicCalc**.

e. Under **Vary By Scenario Type And Time**, in the **Formula** field, add your formula.

f. Click the **Save Member** button.

> **NOTE:** Calculations stored in the Calculation Bucket are updated each time the dynamic cube is refreshed. To see how often the dynamic cube is refreshed, view the refresh interval entered on the Integrations page in Refresh Frequency (Hours).

Workflow Export

Use this page to initiate Connector Data Source setup. Select properties to customize your Connector Data Source:

Property	Description
Connection Name	Name a unique name to the connection. If you enter a name that already exists, you are asked if you want to overwrite the existing connection.
Destination Cube	This drop-down menu lists all available cubes in the application. Select a cube to connect data to.
Destination Workflow Import Profile (Optional)	This drop-down menu lists all available Workflow Profiles in the selected destination cube. This drop-down menu is blank until you select a destination cube. If you select a Workflow Profile, that Workflow Profile's Data Source Name is set to ESG_[CubeName]_DataSource.
Destination Transformation Rule Profile (Optional)	This drop-down menu lists all available Transformation Rule Profiles in the selected destination cube. This drop-down menu is blank until you select a destination cube. If you select a Transformation Rule Profile, then the workflow profile will be updated based on the selected value.
ESG Scenario	Use this field to choose the scenario member that will receive the data. Click the ellipses to open the **Select Member** window and choose a scenario from the cube selected in Global Options. See Global Options.

Property	Description
ESG Entity Filter (Optional)	Use this field to filter outgoing data. Click the ellipses to open the **Member Filter Builder** window. Enter a valid filter and click the **OK** button. All valid filters must start with E#.

When you have made your selections, click the **Create** button. A Connector Data Source is created with the following configurations:

- **Name**: ESG_[CubeName]_DataSource
- **Description**: Data Source Generated by ESG
- **Access Group**: Everyone
- **Maintenance Group**: Everyone
- **Cube Name**: The name of the Destination Cube selected
- **Scenario Type**: (All)
- **Data Structure Type**: Tabular Data
- **Allow Dynamic Excel Loads**: False
- **Connector Name**: ESG_[CubeName]_BR
- **Connector Uses Files**: False

The Connector Data Source is configured with the following Connector Fields:

- FactorName
- co2e
- co2
- n2o

- ch4
- Scenario
- Time
- Entity
- Control List Value

To view or edit the configurations, go to **Application** > **Data Collection** > **Data Sources** > **Connectors** > **ESG_[CubeName]_DataSource**. See "Connector Data Source" in the *Design and Reference Guide*.

Workflow Import

This page enables you to import data into ESG Reporting and Planning through the OneStream workflow import process by utilizing a selection of dynamic dimensions and a custom Transformation Event Handler rule.

Select ESG Import Workflow	This drop-down menu displays all import workflow in the current application. Select the workflow profile you want the transformation event handler to intercept on the import step. You can select multiple workflows. See Edit the Transformation Event Handler Business Rule.

Complete the following steps to set up the workflow import process:

1. Create Dynamic Dimensions in ESG Reporting and Planning. Go to **Settings** > **Integrations** > **Dynamic Dimensions**.
2. Create or configure a cube in the Application tab. The cube should be top-level.

a. Align the Entity and Scenario dimension assignments to the cube set in ESG Reporting and Planning Global Options. See Global Options.

b. Align your cube dimensionality assignments with the dynamic dimension assignments on the Integrations page.

c. To import narrative entries, go to **Cubes** > **Integration** > **Label Dimensions** > **TextValue**. In the TextValue settings, set the **Enabled** property to **True** for each Scenario Type you are importing in. This dimension supports narrative entries.

3. Create an Import Workflow Profile in the ESG Reporting and Planning import cube.

> **NOTE:** When setting up your workflow profile for import, go to **Profile Properties** > **Workflow Settings** > **Workflow Name** and select **Import (Stage Only)**. See "Profile Properties" in the *Design and Reference Guide.*

4. Create or edit the TransformationEventHandler business rule.

5. Connect ESG Reporting and Planning to the related import workflow. Go to **ESG Reporting and Planning** > **Settings** > **Integrations** > **Workflow Import**.

6. Create the data source and transformation rules, then connect to the related Workflow Import.

See Appendix D: Workflow Import Dimensions.

Edit the Transformation Event Handler Business Rule

The Transformation Event Handler enables the solution to accept data that would otherwise import to the cube. Add the following code snippet and referenced assembly to ensure data routes correctly:

1. Go to **Application** > **Tools** > **Business Rules** > **Extensibility Rules**. Select the Transformation Event Handler or create one if needed.
2. Navigate to the **Properties** tab. In the **Referenced Assemblies** property, type the following assembly name: **WS\Workspace.Environmental Social Governance (ESG).Assembly_ESG**.
3. In the **Formula** tab, include the following code:

C#

```
var wsAssemblyFile = new Workspace.EnvironmentalSocialGovernanceESG.Assembly_
ESG.BusinessRule.BusinessRulesService(); wsAssemblyFile.InterceptESGWorkflowData(si,
args);
```

VB.Net

```
Dim wsAssemblyFile = New Workspace.EnvironmentalSocialGovernanceESG.Assembly_
ESG.BusinessRule.BusinessRulesService()
 wsAssemblyFile.InterceptESGWorkflowData(si, args)
```

4. Click the **Save** icon.

Uninstall

The Uninstall feature allows administrators to uninstall the ESG Reporting and Planning interface or the entire solution. If performed as part of an upgrade, any modifications performed on standard ESG Reporting and Planning objects are removed. There are two uninstall options:

- **Uninstall UI** removes solution-related dashboards and business rules but retains the database and related tables. For some releases, perform this step before accepting a new solution version because some of the dashboards or other objects may have changed. Choose this option to update ESG Reporting and Planning without removing the data tables.

  The Release Notes indicate if a reinstall over the existing version is supported.

- **Uninstall Full** removes all related dashboards, business rules, data tables, and data. Choose this option to completely uninstall ESG Reporting and Planning or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

> **CAUTION:** Both uninstall procedures are irreversible.

Administration

Select the navigation menu to access the Administration tab.

> **IMPORTANT:** The Administration tab is only accessible to OneStream Administrators and Solution Administrators. See Global Options.

Use the Administration tab to access the following pages:

- Frameworks
- Definitions
- Factors
- Factor Groups
- Contracts
- Sites
- Profiles

Frameworks

Use the Frameworks page to manage external and internal frameworks. Frameworks are used to assess company performance and to standardize reporting. ESG Reporting and Planning provides access to multiple frameworks.

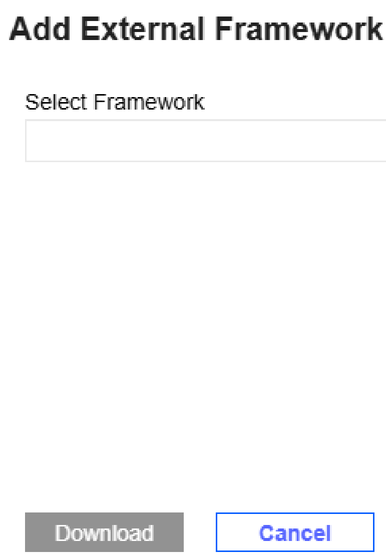
- External Frameworks
- Internal Frameworks

External Frameworks

Use the External page to import and manage external frameworks. The European Sustainability Reporting Standards (ESRS) framework is available by default. The following frameworks can be optionally imported: Global Reporting Initiative (GRI), Sustainability Accounting Standards Board (SASB), and Australian Sustainability Reporting Standards (ASRS). See Third-Party Component Technology for more information.

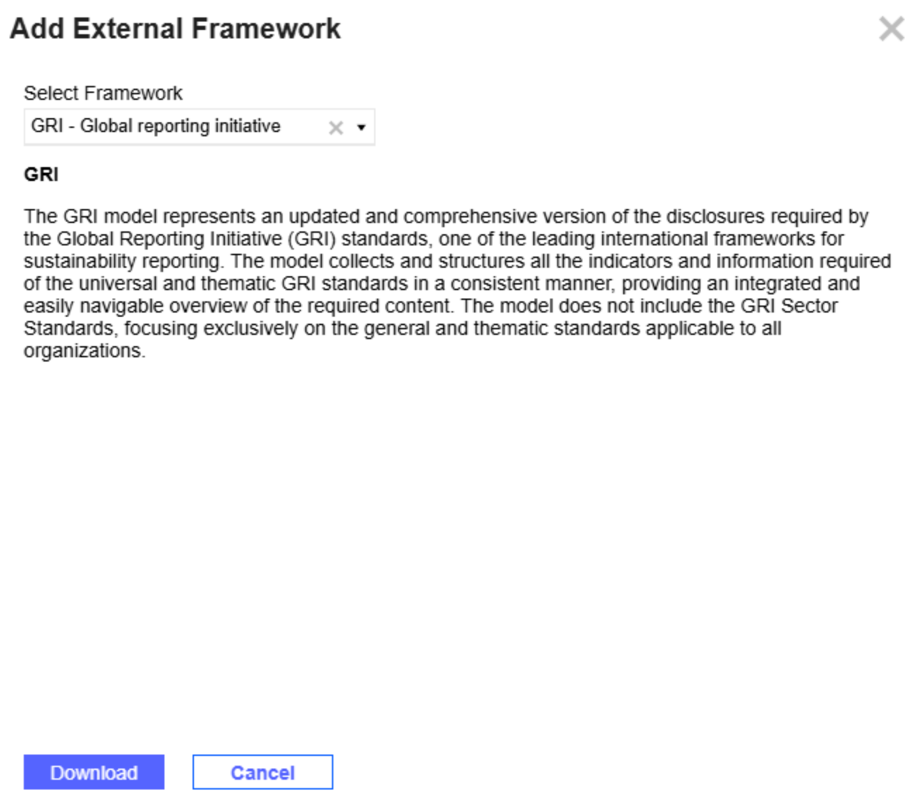
Complete these steps to add an external framework:

1. Click the **New** button to display the Add External Framework slide-out panel.

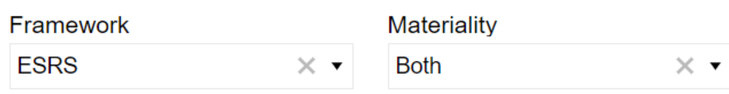


2. From the **Select Framework** drop-down menu, select an external framework. Once a framework is downloaded, it no longer displays for selection.

   The slide-out panel displays a description of the framework selected.



3. Click the **Download** button.



Framework

Use the Frameworks filter drop-down menu to select from imported Frameworks. Framework KPIs will not display in the grid unless you have selected a framework from this filter.

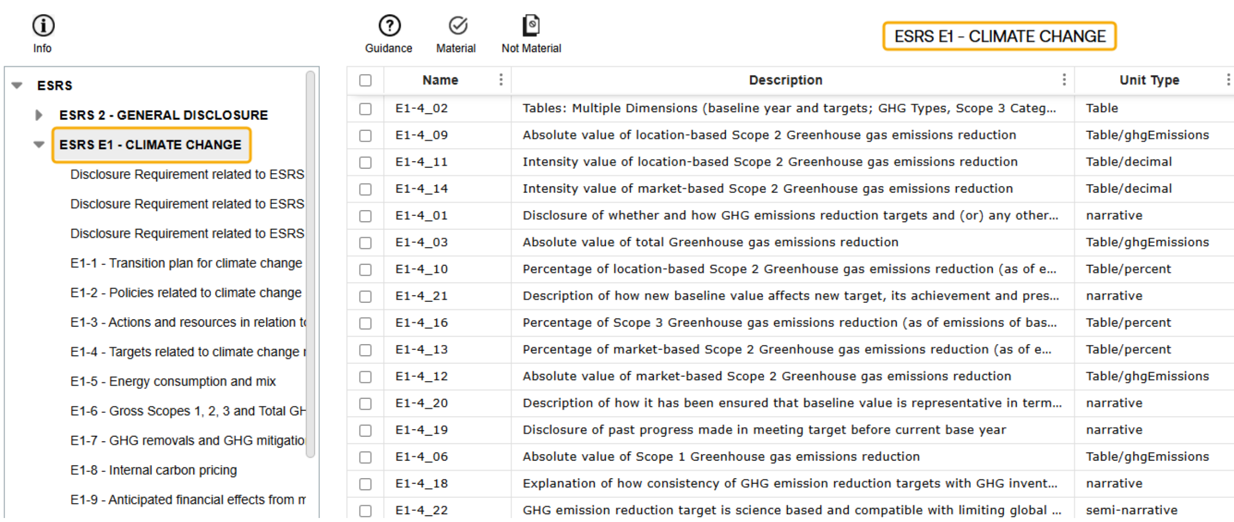
Materiality

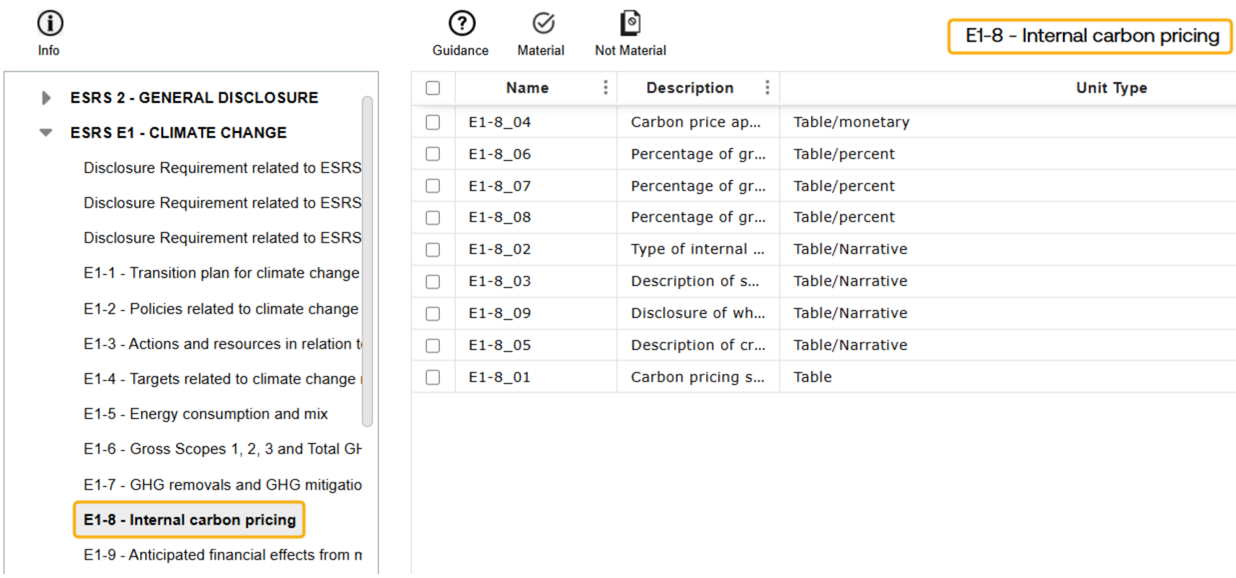
The default Materiality is Both. To display only Material KPIs, select **True** from the drop-down menu. To display only Not Material KPIs, select **False** from the drop-down menu

Use the toolbar options to manage external frameworks.

- To display guidance for parent level framework KPIs in the tree view, click the **Info** button.
- To show guidance for individual KPIs, select the row and click the **Guidance** button. Not every KPI has additional information. The Guidance column in the Frameworks grid displays a checkmark if guidance is available.
- To mark a KPI as material, click the **Material** button.
- To mark a KPI as not material, click the **Not Material** button.

The External page includes a pane with a tree view of the framework structure. You can use the tree view to filter KPIs in the frameworks grid. For example, to display only KPIs within ESRS E1-Climate Change, select **ESFS E1-Climate Change** from the tree view. To drill down further, select **E1-8 Internal carbon pricing** to view those KPIs in the grid.





Internal Frameworks

Use the Internal page to add custom frameworks and KPIs.

Create Internal Frameworks

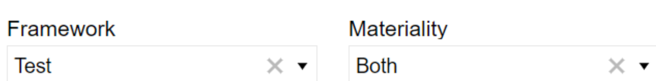
The Internal page is blank until you create a framework. Once you create a framework, the page will refresh with a KPI grid, and the page will default to the framework created. Complete the following steps:

1. Click the **New** button to display the **New Internal Framework** slide-out panel.
2. Enter a framework name. The name must be unique across both internal and external frameworks and framework KPIs.
3. Click the **Save** button.

When a new internal framework is created, a parent KPI is created automatically with the following properties:

Property	Value
KPI Name	The internal framework name. This value is read-only.
Description	<Framework Name> Top Member. This field is read-only.
Parent	No value. This field is read-only.
Unit Type	Numerical
Unit	No value
Is Material	True

Internal Framework Filters



Framework

Use the Frameworks filter drop-down menu to select an internal framework. When a new framework is created, the filter will default to that framework. Framework KPIs will not display in the grid unless you have selected a framework from this filter.

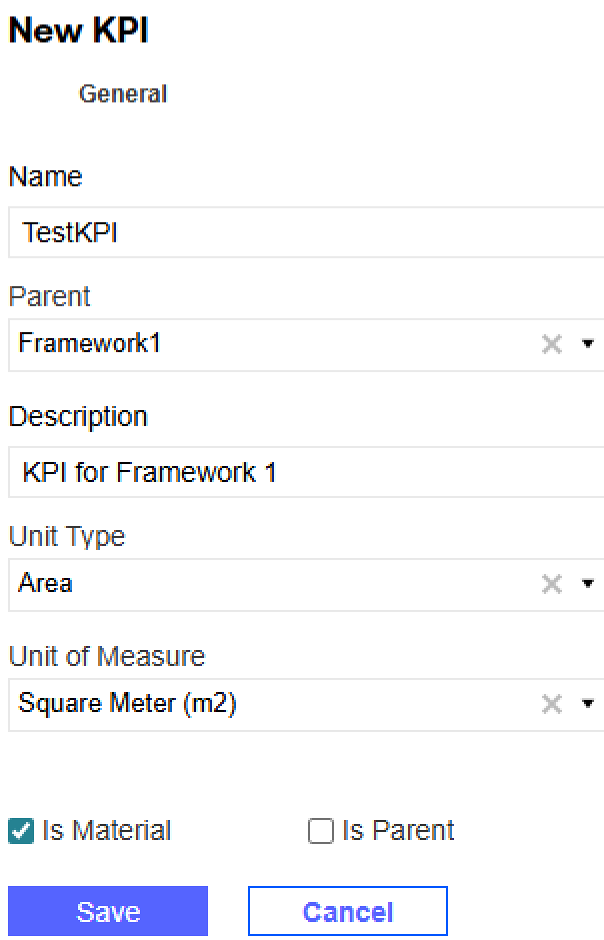
Materiality

The default Materiality is Both. To display only Material KPIs, select **True** from the drop-down menu. To display only Not Material KPIs, select **False** from the drop-down menu.

Add Internal KPIs

1. From the **Framework** drop-down menu, select a framework.

2. Click the **New** button to display the New KPI slide-out panel.



3. Fill in all required fields.

Field	Description
Name	The KPI name must be unique across both internal and external frameworks. If a KPI is a parent level member, the Name field cannot be edited once saved.
Parent	The Parent drop-down menu displays all KPIs where the Is Parent property is set to True.
Description	Enter a KPI description.
Unit Type	From the **Unit Type** drop-down menu, select a unit type. The Unit Type drop-down menu selection filters down the available options in the Unit of Measure drop-down menu. For example, if a unit type of Area is chosen from the Unit Type drop-down menu, the Unit of Measure drop-down menu will only display units in the Area unit type.

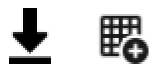
Field	Description
Unit of Measure	From the **Unit of Measure** drop-down menu, select a unit of measure. If you select a value from the Unit Type drop-down menu and no value is selected from the Unit of Measure drop-down menu, the Unit of Measure drop-down menu will populate with the corresponding unit types. If the Unit Type selected does not require a Unit of Measure, like Narrative or Table, the Unit of Measure drop-down menu will display No Data.
Is Material	This checkbox is selected by default. To make a KPI Not Material, deselect the **Is Material** checkbox.
Is Parent	This checkbox is deselected by default. To make a KPI a parent level member, select the **Is Parent** checkbox. If the KPI is a parent level member with children, this property cannot be edited once saved.

4. Click the **Save** button.

To remove a KPI, click the **Delete** icon.

> **NOTE:** The KPI cannot be deleted if it is a parent with at least one child member.

Import Internal Framework KPIs



Use the Download and Import icons to download a KPI entry template and bulk import KPI data.

To import KPI data, complete the following steps:

1. Click the **Download** icon. Fill in all required template columns.

Column	Description
Name	Enter a name for the KPI.
Parent	The Parent drop-down menu displays all KPIs in the framework where the Is Parent property is set to True.
Description	Enter a description for the KPI.
Unit Type	Select a unit type.
Unit of Measure	A unit type must be selected before the unit of measure. The Unit of Measure drop-down menu only displays units that match the selected unit type.
Is Parent	The Is Parent drop-down menu enables you to mark a KPI as a parent level member. You can add children to a new parent in the same file.

2. When you complete the template, click the **Import** icon.
3. In the **File Upload** window, click the **BROWSE** button to open File Explorer.
4. Select the template and click the **Open** button.
5. Click the **Upload** button.

6. The Spreadsheet Import Report slide-out panel displays showing the number of entries added to the internal factors grid. Review the entries and click the **Close** button. If there are validation errors, the Spreadsheet Import Report slide-out panel displays a compiled list of errors.

   > **NOTE:** All imported KPIs are material by default.

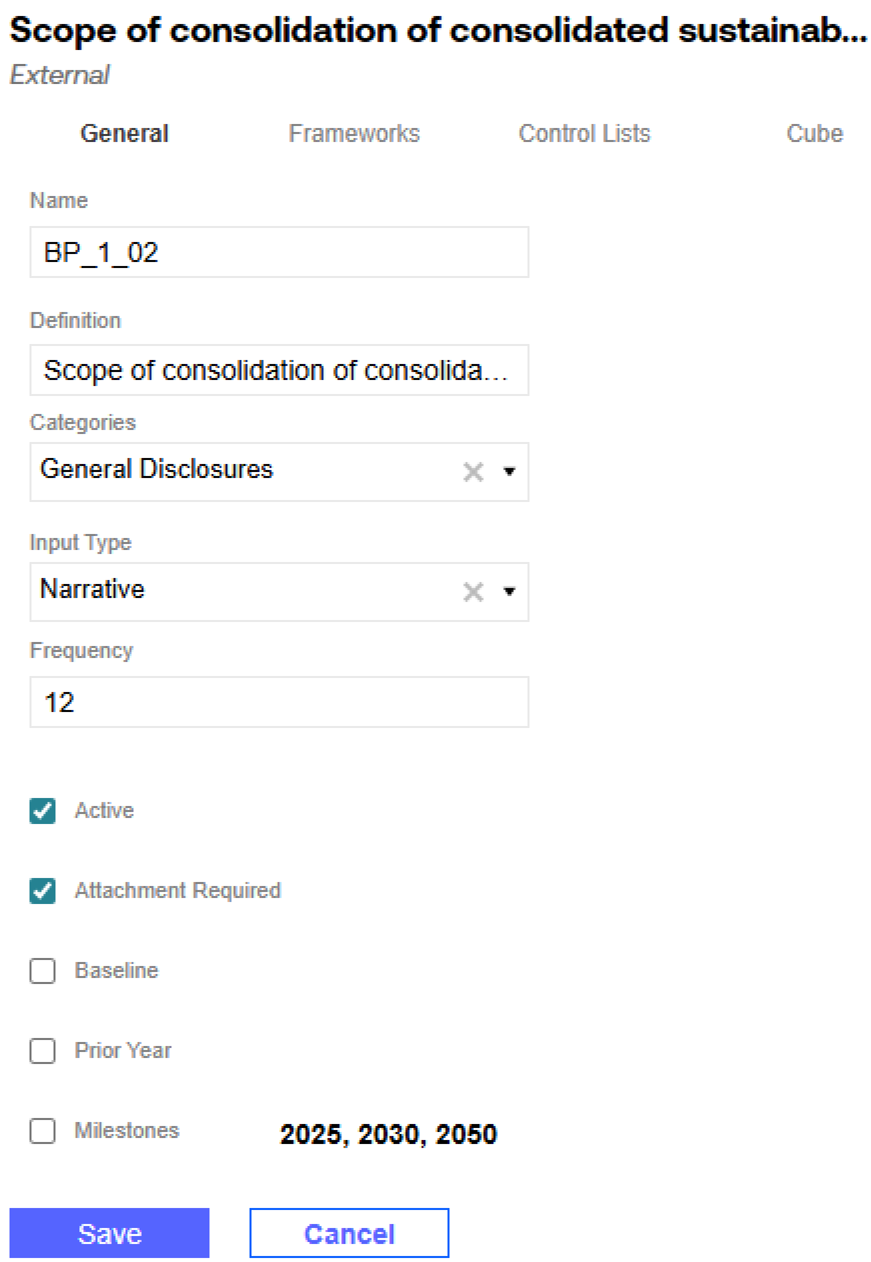
Definitions

The Definitions page is intended to help you assemble data and ensure it is linked to the frameworks you need. Definitions are used to collect additional data points that are unrelated to factors. OneStream provides a starter set of definitions that are linked to ESRS KPIs. You cannot delete definitions provided by the solution, but you can edit and deactivate them. Definitions provide flexibility when reporting on more than one framework. Definitions can be assigned to multiple frameworks so that definition data only requires a single entry. If a dynamic cube is being configured, administrators can set dimension member properties for each definition from this page in the Cube tab.

- Definitions Details Pane
- Manage Definitions
- Categories

Definitions Details Pane

To view definition details, select a definition from the **Definitions** grid and the Definitions details pane is displayed. Use the Definitions details pane to edit the selected definition. The Definitions details pane has four tabs: General, Frameworks, Control Lists, and Cube.



General

Use the General tab to view and edit definition general properties.

Property	Definition
Name	For external definitions linked to ESRS KPIs, the name is automatically set to the associated KPI name. For internal definitions, you must assign the name. This field is required. When a dynamic dimension is set up for definitions, in ESG_ AccountDefinitions, each definition is appended with D_<Name>.
Definition	The Definition field is read-only for external definitions.
Categories	To change a definition's category, use the **Categories** drop-down menu.
Input Type	To change a definition's input type, use the **Input Type** drop-down menu. **NOTE:** To view which input types are mapped to the ESRS data types, see Appendix A: Definition Input Types.
Frequency	To edit a definition's frequency, use the **Frequency** field. Comma delimited format and range format is accepted in this field. This frequency determines which workflow periods the definition will display in. Definitions with a Narrative unit type default to a yearly frequency.
Active	Definitions are active by default. To make a definition inactive, deselect the **Active** checkbox.

Property	Definition
Attachment Required	To require an attachment for a definition, select the **Attachment Required** checkbox.
Baseline	To include the baseline year in the report for this definition, select the **Baseline** checkbox. The values set up in the Global Options page display here. See Global Options.
Prior Year	To include the prior year in the report for this definition, select the **Prior Year** checkbox.
Milestones	To include the milestone years in the report for this definition, select the **Milestones** checkbox. The values set up in the Global Options page display here. See Global Options.

Click the **Save** button after editing general definition properties.

See Report Structure and Data Management for details on how the Baseline, Prior Year, and Milestone options impact data collection and reporting.

The Baseline, Prior Year, and Milestone checkboxes are selected by default for definitions linked to KPIs E1-6:

Definition	Category
Gross Scopes 1, 2, 3 and Total GHG emissions - total GHG emi...	GHG Emissions
Gross Scope 1 greenhouse gas emissions	GHG Emissions
Percentage of Scope 1 GHG emissions from regulated emission...	GHG Emissions
Gross location-based Scope 2 greenhouse gas emissions	GHG Emissions
Gross market-based Scope 2 greenhouse gas emissions	GHG Emissions
Gross Scope 3 greenhouse gas emissions	GHG Emissions
Total GHG emissions location based	GHG Emissions
Total GHG emissions market based	GHG Emissions
Disclosure of significant changes in definition of what constitut...	GHG Emissions

Frameworks

Use the Frameworks tab to view which framework KPI is assigned to the definition. The assigned framework KPI is displayed in the bottom grid. If the definition is set to an input type that requires a unit of measure, the reporting unit is selected by default based on the input type. Use the Edit icon to edit the reporting unit if needed. The reporting unit selected determines the unit of measure displayed for that definition in a dynamic cube and in a report built on the Reports page. See Manage Definitions and Frameworks.

Control Lists

Use the Control Lists tab to assign control lists to the selected definition. A maximum of four control lists can be assigned to a definition. For more information on control lists, see Control Lists. The selection for Control List 1 displays as the first column on the report, and the selection for Control List 2 displays as the second column. Control Lists 3 and 4 do not display on the report. See Report Structure.

Cube

When configuring Dynamic Cube Services, use the Cube tab to set dimension member properties for each definition. Any updates made to a definition are reflected in the related account dimension member.

Property	Description
Account Type	This property determines how the accounts roll up to a parent. Each definition is preset to a recommended Account Type. If there is no recommended Account Type set, the property defaults to Flow. For descriptions of each Account Type drop-down menu option, see "Account Dimension" in the *Design and Reference Guide*.
Formula Type	This property determines the behavior related to the member's formula. Each definition is preset to a recommended Formula Type. If there is no recommended Formula Type, the property defaults to (Not Used). For descriptions of each Formula Type drop-down menu option, see "Account Dimension" in the *Design and Reference Guide*.
Text Properties 1-8 (Optional)	Use these fields to set custom attributes for use in business rules, member filters, or transformation rules. Change the value over time as business needs change or by scenario type. If multiple attributes are required in a single text field, separate them with a comma.

NOTE: Once a dynamic cube is made, dynamic dimensions are read-only in the OneStream Application tab.

Manage Definitions

Complete the following steps to add a definition:

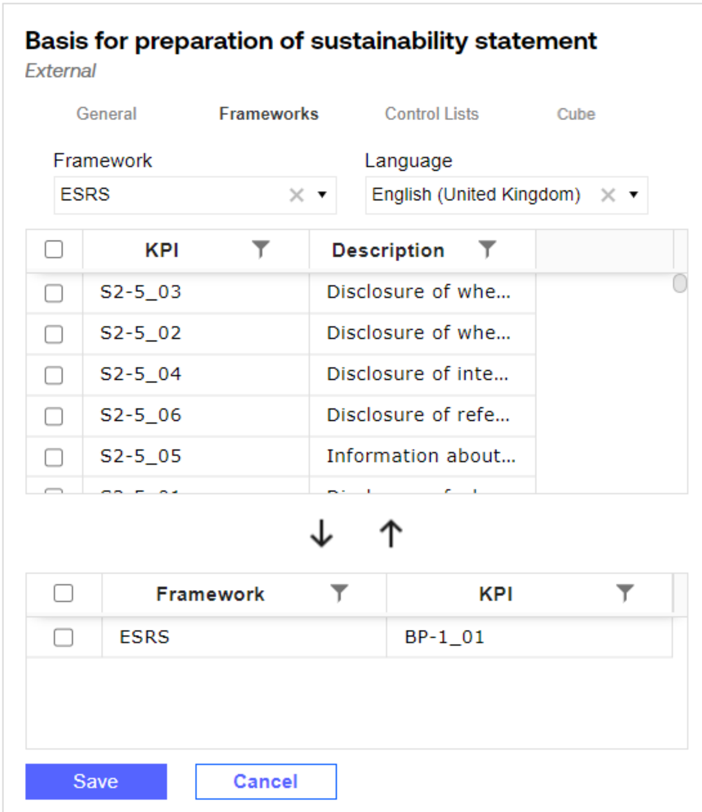
1. Click the **New** button.

2. In the **General** tab, fill in all required fields

Property	Definition
Name	This field is required and all internal definition names must be unique. When a dynamic dimension is set up for definitions, in ESG_ AccountDefinitions, each definition is appended with D_ <Name>.
Definition	Enter a definition.
Categories	From the **Categories** drop-down menu, select a category.
Input Type	From the **Input Type** drop-down menu, select an input type. To view which input types are mapped to the ESRS data types, see Appendix A: Definition Input Types. The input type must be in the same category as the reporting unit you select in the Frameworks tab for definitions with these input types: time, data, distance, volume, weight, area, and energy.

Property	Definition
Frequency	In the **Frequency** field, enter a frequency. Comma delimited format and range format is accepted in this field. This frequency determines which workflow periods the definition will display in. Definitions with a Narrative unit type default to a yearly frequency.
Active	Definitions are active by default. To make a definition inactive, deselect the **Active** checkbox.
Attachment Required	To require an attachment for a definition, select the **Attachment Required** checkbox.
Baseline	To include the baseline year in the report for this definition, select the **Baseline** checkbox.
Prior Year	To include the prior year in the report for this definition, select the **Prior Year** checkbox.
Milestones	To include the milestone years in the report for this definition, select the **Milestones** checkbox.

3. Click the **Save** button.
4. Go to the **Frameworks** tab to assign KPIs to the definition.

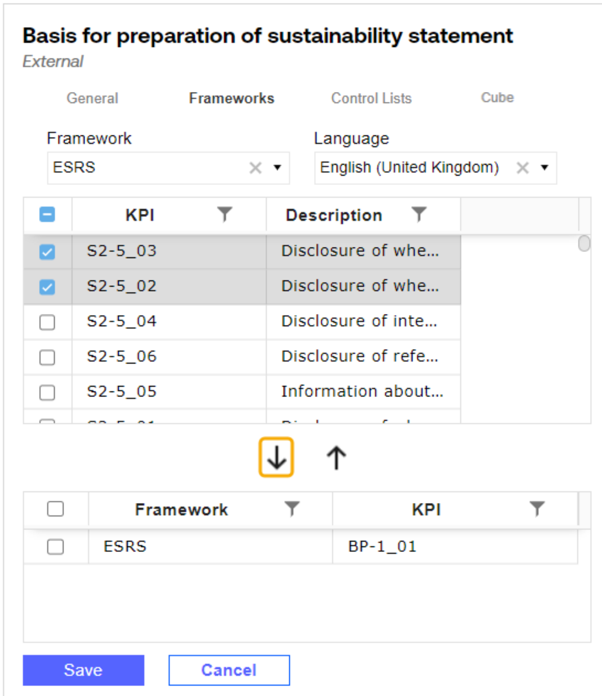


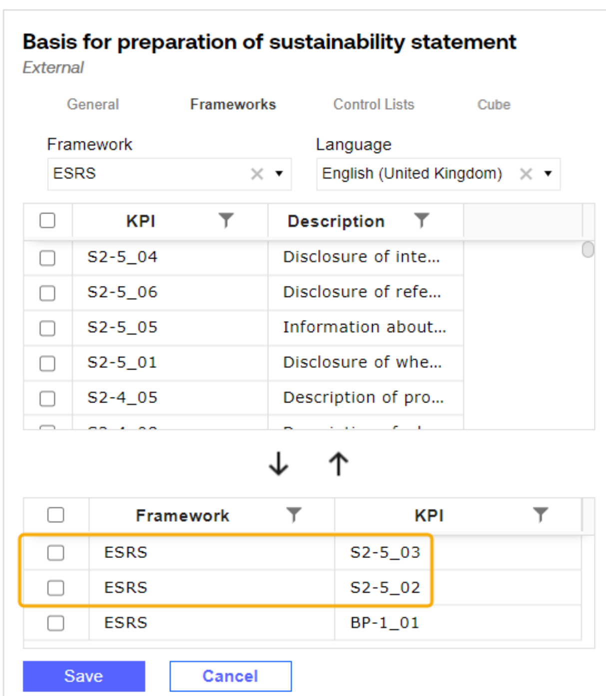
a. From the **Frameworks** drop-down menu, select the framework containing the KPIs you want to assign to the definition. All KPIs in that framework are displayed in the grid below.

> **NOTE:** Both internal and external frameworks are supported and will display in the Frameworks drop-down menu.

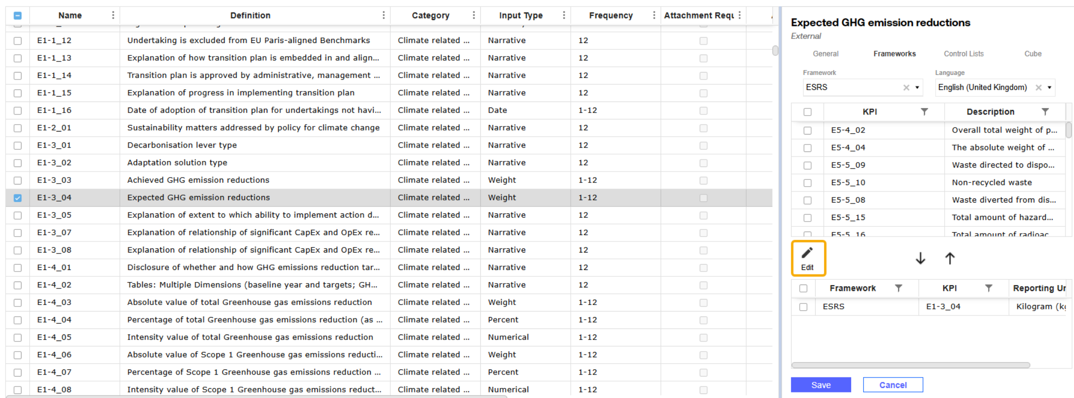
b. Use the checkboxs to select KPIs.

c. Click the **Add** icon. The KPIs will display in the bottom grid.

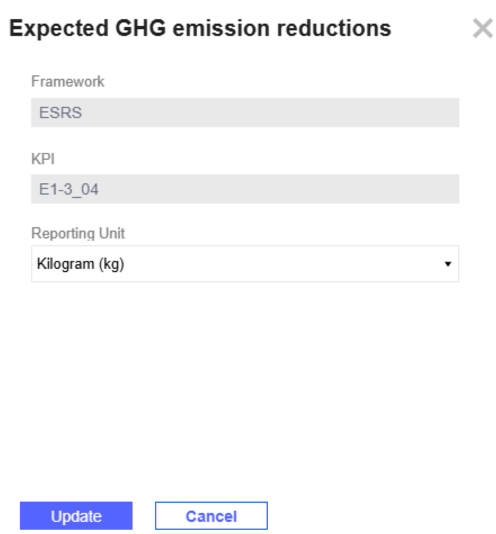

Basis for preparation of sustainability statement
External
General
Frameworks
Control Lists
Cube
Framework
ESRS
Language
English (United Kingdom)
KPI
Description
S2-5_03
Disclosure of whe...
S2-5_02
Disclosure of whe...
S2-5_04
Disclosure of inte...
S2-5_06
Disclosure of refe...
S2-5_05
Information about...
Framework
KPI
ESRS
BP-1_01
Save
Cancel


Basis for preparation of sustainability statement
External
General
Frameworks
Control Lists
Cube
Framework
ESRS
Language
English (United Kingdom)
KPI
Description
S2-5_04
Disclosure of inte...
S2-5_06
Disclosure of refe...
S2-5_05
Information about...
S2-5_01
Disclosure of whe...
S2-4_05
Description of pro...
Framework
KPI
ESRS
S2-5_03
ESRS
S2-5_02
ESRS
BP-1_01
Save
Cancel

d. The Edit icon displays if the definition is set to an input type that requires a unit of measure. The reporting unit is selected by default based on the input type. To edit the reporting unit, click the **Edit** button to display the dialog box.



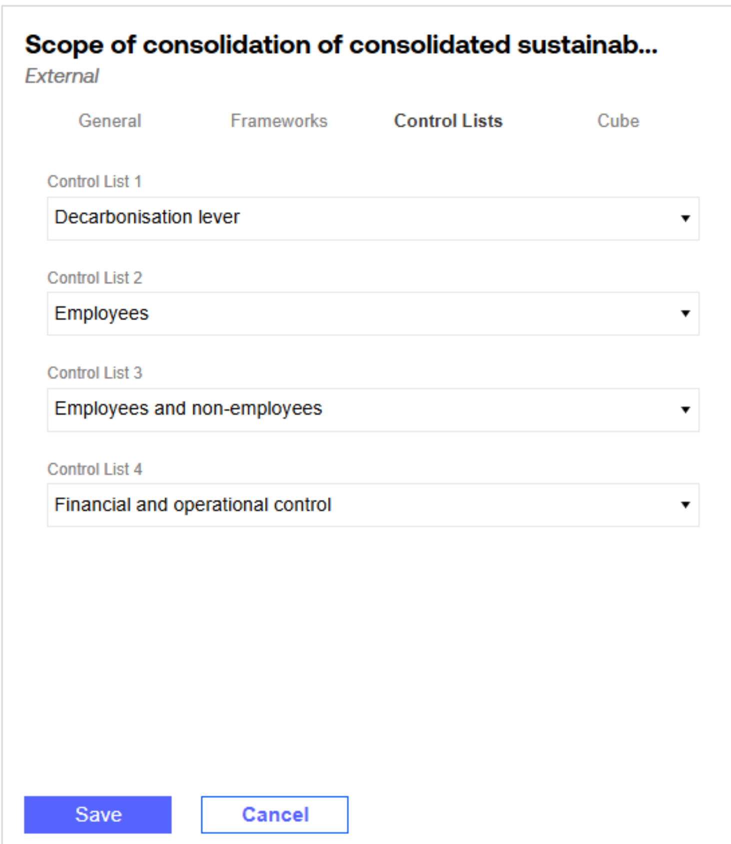
From the **Reporting Unit** drop-down menu, select a reporting unit for the KPI. The reporting unit must be in the same category as the input type selected in the General tab. Click the **Update** button.



e. Click the **Save** button.

> **NOTE:** The reporting unit selected determines the unit of measure displayed for that definition in a dynamic cube and in a report built on the Reports page.

5. Go to the **Control Lists** tab to assign control lists to the definition. From the **Control List 1**,**Control List 2**, **Control List 3**, and **Control List 4** drop-down menus, select control lists and then click the **Save** button.



> **NOTE:** Control lists must be selected sequentially. For example, the Control List 1 selection cannot be blank if Control List 2 has a selection.

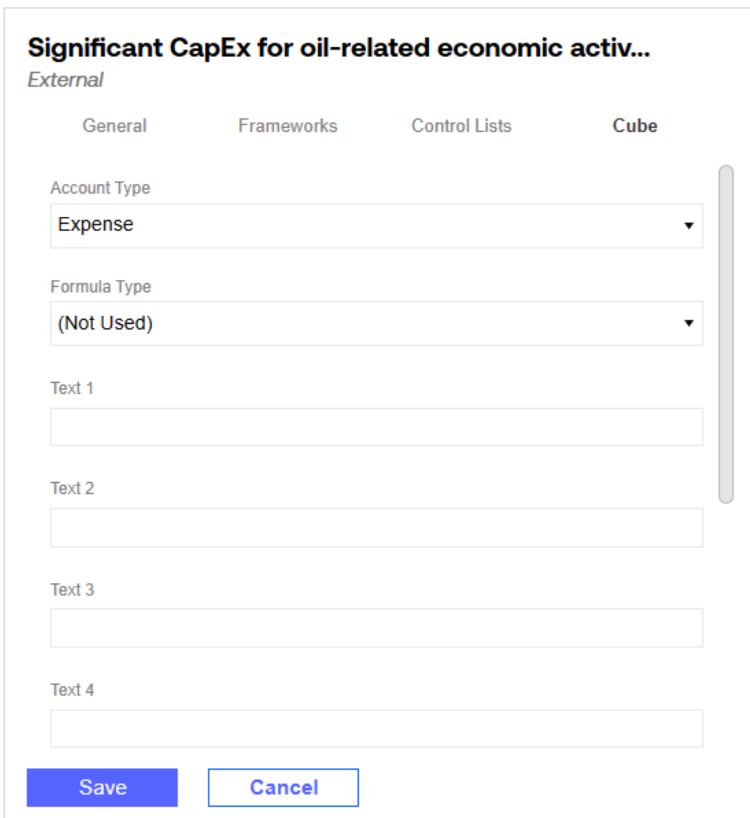
6. If configuring a Dynamic Cube Service, go to the **Cube** tab.

a. From the **Account Type** drop-down menu, select an account type. Each field defaults to the recommended settings.

b. From the **Formula Type** drop-down menu, select a formula type. Each field defaults to the recommended settings.

c. In the **Text** fields, enter values if needed. If multiple attributes are required in a single text field, separate them with a comma.

d. Click the **Save** button.



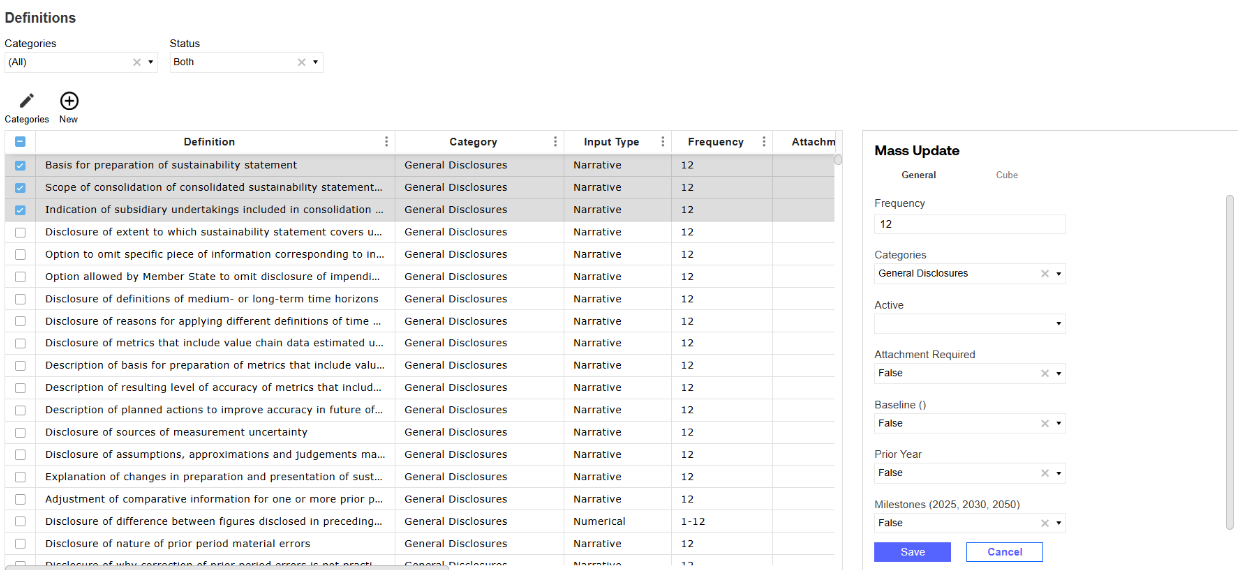
To delete an internal definition, click the **Delete** icon.

> **NOTE:** The Delete icon only displays when an internal definition is selected. Solution provided definitions cannot be deleted. If an internal definition is assigned to a profile, marked as active, or has data entered for it, you cannot delete the definition. To prevent data entry for a definition that cannot be deleted, mark the definition as Inactive.

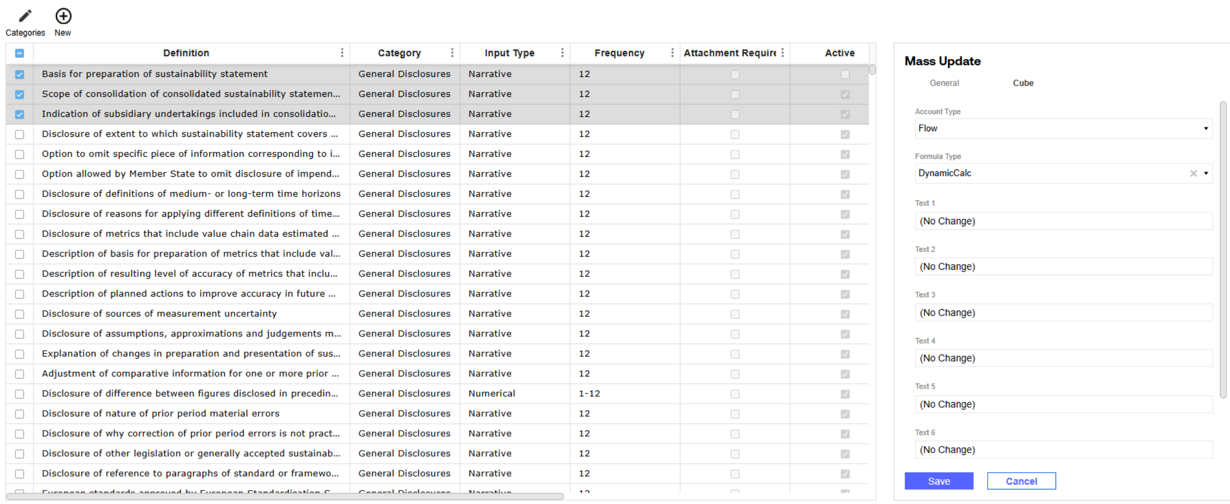
Mass Update Definitions

Use the Mass Update pane to modify the properties for multiple definitions at once. To display the **Mass Update** pane, use the checkboxes to select multiple definitions from the grid. The Mass Update pane enables you to edit General properties and Cube properties.

The pane displays all common data between the selected definitions. If the property selection is not common between the selected definitions, that property is left blank.

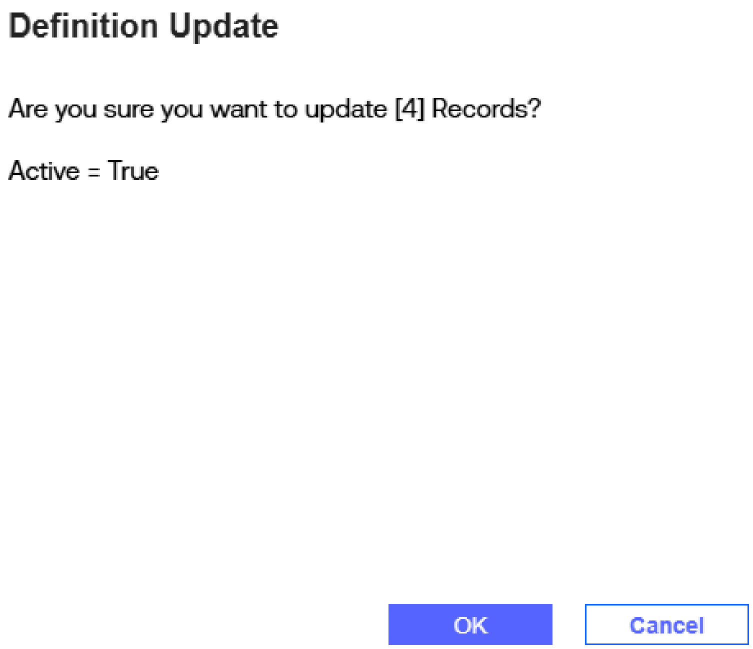


In the Cube tab, the Text properties display (No Change) by default. These properties are not updated unless a user modifies the default value.



Definition	Category	Input Type	Frequency	Attachment Require	Active
Basis for preparation of sustainability statement	General Disclosures	Narrative	12		
Scope of consolidation of consolidated sustainability statemen...	General Disclosures	Narrative	12		
Indication of subsidiary undertakings included in consolidatio...	General Disclosures	Narrative	12		
Disclosure of extent to which sustainability statement covers ...	General Disclosures	Narrative	12		
Option to omit specific piece of information corresponding to i...	General Disclosures	Narrative	12		
Option allowed by Member State to omit disclosure of impend...	General Disclosures	Narrative	12		
Disclosure of definitions of medium- or long-term time horizons	General Disclosures	Narrative	12		
Disclosure of reasons for applying different definitions of time...	General Disclosures	Narrative	12		
Disclosure of metrics that include value chain data estimated ...	General Disclosures	Narrative	12		
Description of basis for preparation of metrics that include val...	General Disclosures	Narrative	12		
Description of resulting level of accuracy of metrics that inclu...	General Disclosures	Narrative	12		
Description of planned actions to improve accuracy in future ...	General Disclosures	Narrative	12		
Disclosure of sources of measurement uncertainty	General Disclosures	Narrative	12		
Disclosure of assumptions, approximations and judgements m...	General Disclosures	Narrative	12		
Explanation of changes in preparation and presentation of sus...	General Disclosures	Narrative	12		
Adjustment of comparative information for one or more prior ...	General Disclosures	Narrative	12		
Disclosure of difference between figures disclosed in precedin...	General Disclosures	Numerical	1-12		
Disclosure of nature of prior period material errors	General Disclosures	Narrative	12		
Disclosure of why correction of prior period errors is not pract...	General Disclosures	Narrative	12		
Disclosure of other legislation or generally accepted sustainab...	General Disclosures	Narrative	12		
Disclosure of reference to paragraphs of standard or framewo...	General Disclosures	Narrative	12		

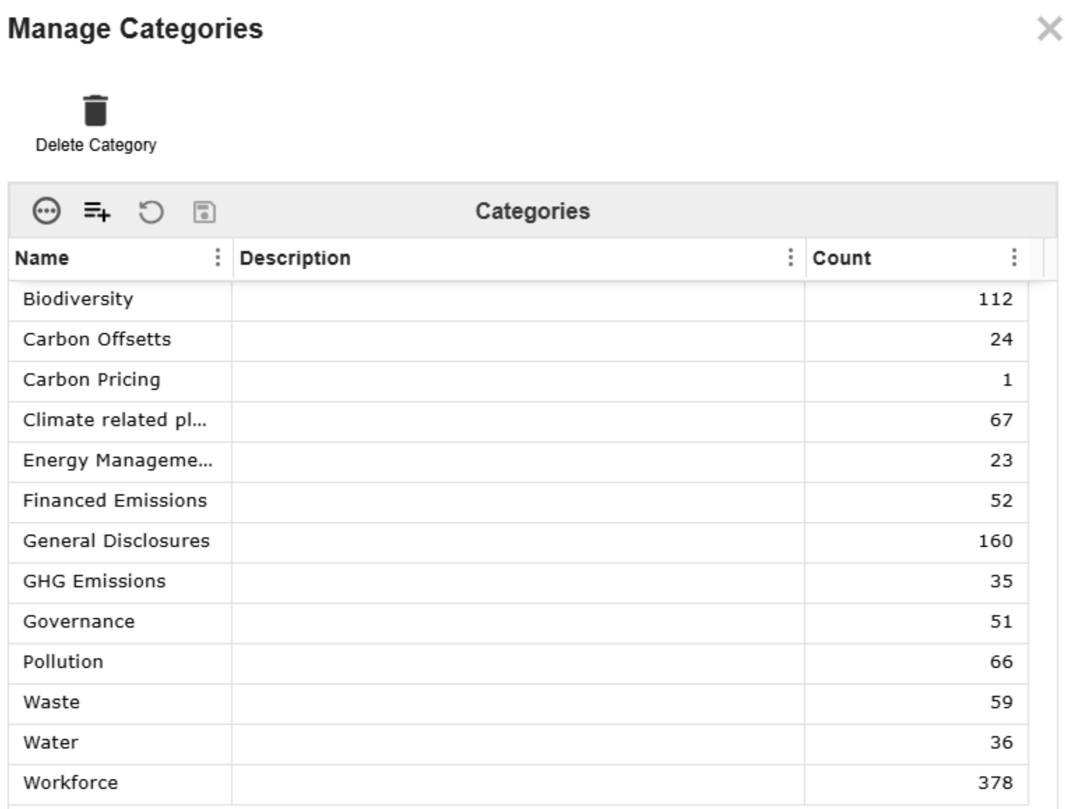
When you have finished editing the definitions, click the **Save** button. A Definition Update slide-out panel is displayed with a summary of your changes. To proceed with the mass update, click the **OK** button.



To mass delete internal definitions, use the checkboxes to select multiple internal definitions from the grid and then click the **Delete** icon.

Categories

1. Click the **Categories** button to display the **Manage Categories** slide-out panel. All default categories will display in the **Categories** grid.



Name	Description	Count
Biodiversity		112
Carbon Offsetts		24
Carbon Pricing		1
Climate related pl...		67
Energy Manageme...		23
Financed Emissions		52
General Disclosures		160
GHG Emissions		35
Governance		51
Pollution		66
Waste		59
Water		36
Workforce		378

2. Click the **Insert Row** icon to add a new category.
3. Enter a name. The Description field is optional.
4. Click the **Save** icon.

The Count column will show the number of definitions assigned to that category. New categories will have a count of zero.

Add Definitions to Categories

1. Select the definition from the **Definitions** grid to display the **Definition** details pane.
2. From the **Categories** drop-down menu, select a category for the definition.
3. Click the **Save** button.

Deleting Categories

To delete a category, click the **Delete Category** button.

If the category you are deleting has definitions assigned to it, those definitions will be moved to an automatically created Other category. This Other category cannot be deleted while definitions are assigned to it. You must first reassign these definitions.

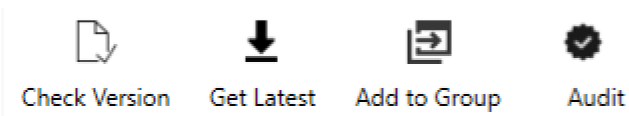
Factors

Use the Factors page to manage external and internal factors. Factors are used to measure sustainability and performance. External factors are provided by Climatiq, and internal factors are created or imported by the user. Factors can be collected into factor groups to organize data collection. See Factor Groups. For details on factor selection and emission calculation, see Appendix E: Emissions Calculations.

- External Factors
- Internal Factors
- Assign Factors to Factor Groups

External Factors

Use the External page to manage Climatiq provided factors. Factors can only be downloaded if sources are assigned on the Factor Sources page. External factors cannot be edited and can only be removed from the External Factors page if the corresponding source is unassigned in Settings > Factor Sources. See Factor Sources.



- To check the API Data Version, click the **Check Version** button.
- To update outdated data, click the **Get Latest** button.

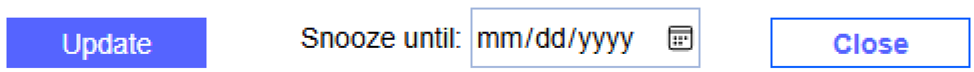
  > **NOTE:** This icon cannot be selected if the data is already updated to the latest version.

- To assign factors to factor groups, click the **Add to Group** button. See Assign Factors to Factor Groups.
- To view updated factor values, click the **Audit** button.

Update Factors

The current data version number is displayed above the Factors grid. If factors need to be updated to the current version, when you select the Factors tab, a slide-out panel displays prompting you to update factors to the latest version.

- To update factors, click the **Update** button.
- To delay factor update, in the **Snooze until** field, use the calendar pop-up to select a date for factor update and click the **Close** button. The update notification will not display again until that set date.



To check that the factors are up to date, click the **Check Version** button.

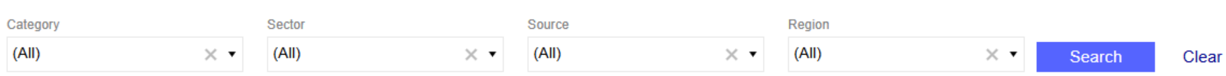
- If the data is up to date, the Update Climatiq Factors with Latest Version icon will be greyed out.
- If the data is out of date, you will be prompted to update your data to the latest version. Click the **Get Latest** button to update factors.

  > **NOTE:** Factors can only be updated if sources are assigned in Settings > Factor Sources.

To view all updated factor values, click the **Audit** button. A slide-out panel is displayed showing the previous value and the updated value for each factor. If an existing factor assigned to a factor group was removed, the Removed Factors Audit grid will display all factor groups the factor was removed from.

> **NOTE:** If an existing factor assigned to a factor group has been replaced by a new factor, the new factor will link to the same factor group.

External Factor Filters



The Factors grid does not populate until you click the Search button. Use the filters to select a category, source, sector, and region from the drop-down menus.

> **NOTE:** Selecting a filter from one category filters down the options in the other available filters. For example, if a user selects a region first, the Source, Sector, and Category filters only display results available in that region.

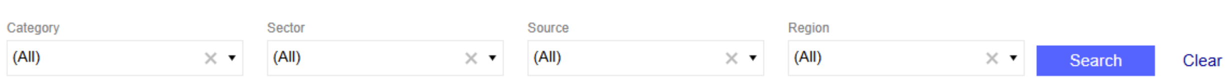
Internal Factors

The Internal page enables users to create custom factors. Use the Internal tab to add, edit, delete, and import custom factors.

Use the toolbar options to manage factors.

- To add a new factor, click the **New** button.
- To edit a factor, click the **Edit** button.
- To remove a factor, click the **Delete** button. This sets the factor's Status to Removed.
- To assign factors to factor groups, click the **Add to Group** button. See Assign Factors to Factor Groups.
- To import factors from an Excel file, click the **Add w/Template** button.
- To download an Excel import template, click the **Download** button.

Internal Factor Filters



The Factors grid does not populate until you click the Search button. Use the filters to select a category, source, sector, and region from the drop-down menus.

> **NOTE:** Selecting a filter from one category filters down the options in the other available filters. For example, if a user selects a region first, the Source, Sector, and Category filters only display results available in that region.

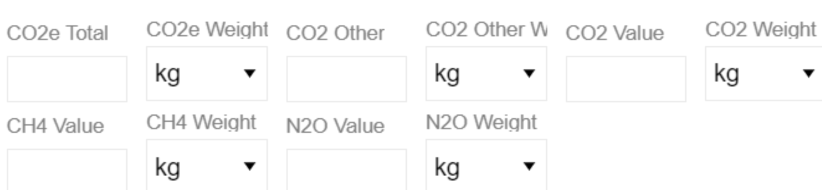
Create New Internal Factors

1. Click the **New** button to display the **Factor** slide-out panel.
2. Fill in all required fields. These fields are not required: Description, Uncertainty, Source, and CO2 Other.

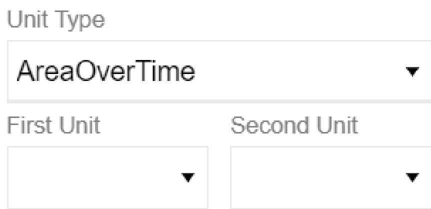
   If the CO2e Total field is populated, you do not have to populate the CO2 Value, CH4 Value, and N2O Value fields. If these fields are populated, the CO2e Total field is not required. The CO2e, CO2, CH4, and N20 entries must be positive numbers.

   > **NOTE:** All numeric field entries can have a maximum of 13 decimal places.

   Emission Weight
   All gas emission weight drop-down menus default to kilograms. To change the gas emission weight, you must select a unit from each drop-down menu individually.



   First Unit and Second Unit
   If the Unit Type selected requires two unit selections, such as AreaOverTime, the Second Unit drop-down menu displays.



3. Click the **Save** button.

Set Up Internal Factors as Utilities

To use an internal factor as an electric grid for a site, ensure the following conditions are met:

1. Enter a factor name. For supplier and residual mix factors, the names must be prefixed with Supplier_Mix or Residual_mix. For example, Supplier_Mix_Electric_Cleveland and Residual_Mix_Electric_Cleveland.
2. Ensure that the Region field entry matches or is higher than the site the factor is assigned to. For example, if the site region is Florida, the internal factor region can be Florida or the United States.
3. In the **Source LCA Activity** field, enter **electricity_generation**.
4. In the **Category** field, enter **Electricity**.
5. In the **Sector** field, enter **Energy**.

To use an internal factor as a heat and steam source for a site, ensure the following conditions are met:

1. Enter a factor name. There are no naming restrictions for heat and steam.
2. Ensure that the Region field entry matches or is higher than the site the factor is assigned to. For example, if the site region is Florida, the internal factor region can be Florida or the United States.
3. In the **Source LCA Activity** field, enter **use_phrase** or **unknown**.

4. In the **Category** field, enter **Heat and Steam**.
5. In the **Sector** field, enter **Energy**.

Internal factors assigned to an electric grid or heat and steam source display on the Home page in the Utilities tab for data entry.

Import Internal Factors

Click the **Download** button to download an excel factor grid template. Fill in the template with custom factors. Ensure that all units are valid and all required columns are populated to complete a valid template import. See the following table for validation reference:

<table>
<tr><th>Column</th><th>Requirement for Valid Import</th></tr>
<tr><td>Name</td><td>This column is required.</td></tr>
<tr><td>Description</td><td>This column is not required</td></tr>
<tr><td>Region Name</td><td>This column is required. All Region column entries must match the options available in the Region drop-down menu.</td></tr>
<tr><td>Sector</td><td rowspan="3">These columns are required.</td></tr>
<tr><td>Category</td></tr>
<tr><td>Year</td></tr>
<tr><td>Unit Type</td><td rowspan="2">These columns are required. Refer to theUnits of Measure to view all valid unit types and units.</td></tr>
<tr><td>First Unit</td></tr>
</table>

<table>
<tr><th>Column</th><th>Requirement for Valid Import</th></tr>
<tr><td>Second Unit</td><td>This column is only required if your Unit Type requires two unit selections, such as AreaOverTime. Refer to the Units of Measure to view all valid unit types and units.</td></tr>
<tr><td>Source LCA Activity</td><td>This column is required.</td></tr>
<tr><td>Uncertainty</td><td rowspan="2">These columns are not required.</td></tr>
<tr><td>Source</td></tr>
<tr><td>Calculation Method</td><td>This column is required.</td></tr>
<tr><td>CO2e Total</td><td>If the CO2 Value, CH4 Value, and N2O Value columns are populated, you do not have to populate this column. If they are not populated, this column is required. This column entry must be a positive number.</td></tr>
<tr><td>CO2 Other</td><td>This column is not required. This column entry must be a positive number.</td></tr>
<tr><td>CO2 Value</td><td rowspan="3">If you have populated the CO2e Total column, these columns are not required. If it is not populated, these columns are required. These column entries must be a positive numbers.</td></tr>
<tr><td>CH4 Value</td></tr>
<tr><td>N2O Value</td></tr>
</table>

Column	Requirement for Valid Import
CO2e Total Weight	These columns are required if you have populated the corresponding Value column. Refer to the Units of Measure to view all valid unit types and units.
CO2 Other Total Weight	
CO2 Total Weight	
CH4 Total Weight	
N2O Total Weight	

NOTE: All numeric column entries can have a maximum of 13 decimal places.

When you complete the template, follow these steps to import factors:

1. Click the **Add w/Template** button.
2. In the **File Upload** window, click the **BROWSE** button to open File Explorer.
3. Select the template and click the **Open** button.
4. Click the **Upload** button. All factors will display in the Factors grid.

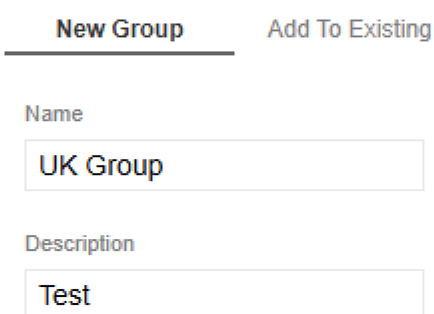
   NOTE: Any updates to columns in the excel template will update in the corresponding Factors grid columns when the template is re-uploaded.

Assign Factors to Factor Groups

To assign external and internal factors to factor groups, click the **Add Factors to Group** button in the toolbar.

Complete the following steps for both external and internal factors:

1. Use the checkboxes to select the factors you want to assign and then click the **Add Factors to Group** button to display the slide-out panel.
    a. To add a factor to a new factor group, use the **New Group** tab. Add a name and description and then click the **Create & Add** button.



    b. To add a factor to an existing factor group, use the **Add to Existing** tab. Use the checkbox to select factor groups from the grid below or click the multi-select checkbox at the top of the grid to select all factor groups. Click the **Add** button.

New Group   **Add To Existing**

	Name	Description	Status	ControlList
☐	German Group		Enabled	States
☐	UK Group		Enabled	(None)
☐	US Group		Enabled	Food

Alternately, factors can be added to factor groups from the Factor Groups page. See Factor Groups

The Factor Group(s) column displays which factor group is assigned to each factor.

	Name ↑1	Factor Grou... ↑2
☐	Accommodation	
☐	Accommodation	Group 2

NOTE: To check the scope tagging for all factors, navigate to **Factor Groups** > **Properties**.

Factor Groups

Factor groups help you manage factors by enabling you to view relevant factors based on grouping criteria. Use the Factor Groups page to create groups of external and internal factors. Factor groups are assigned to sites to organize data collection. See Sites.

- Create a New Factor Group
- Manage Factor Groups

Use the toolbar options to manage factor groups.

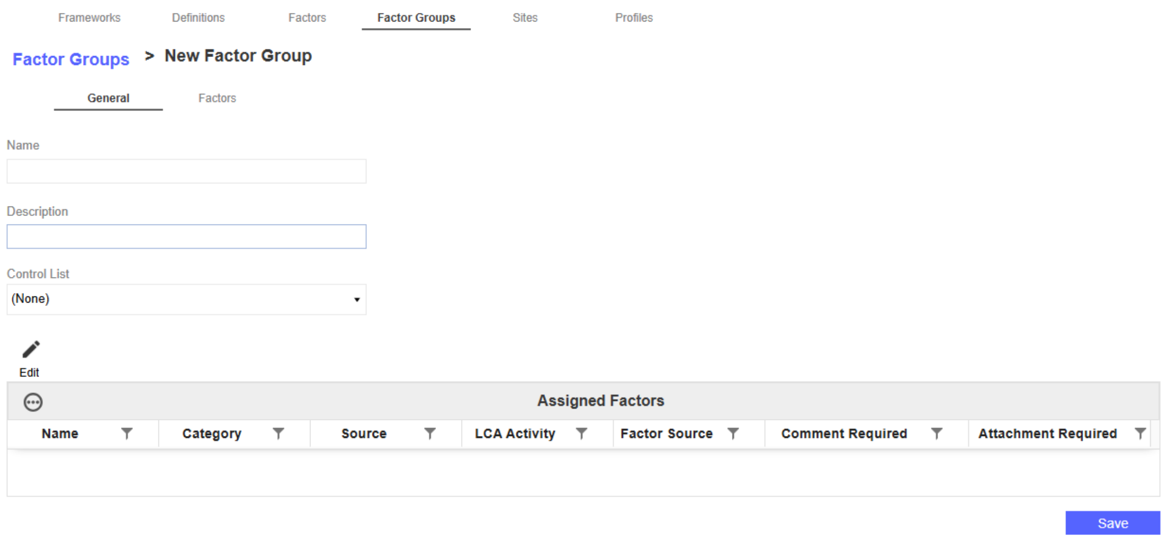
- To add a new factor group, click the **New** button
- To edit a factor group, click the **Edit** button
- To delete a factor group, click the **Delete** button.

> **NOTE:** Factor groups cannot be deleted if they are assigned to a site.

- To disable a factor group and prevent data entry, click the **Disable** button.
- To enable a factor group, click the **Enable** button

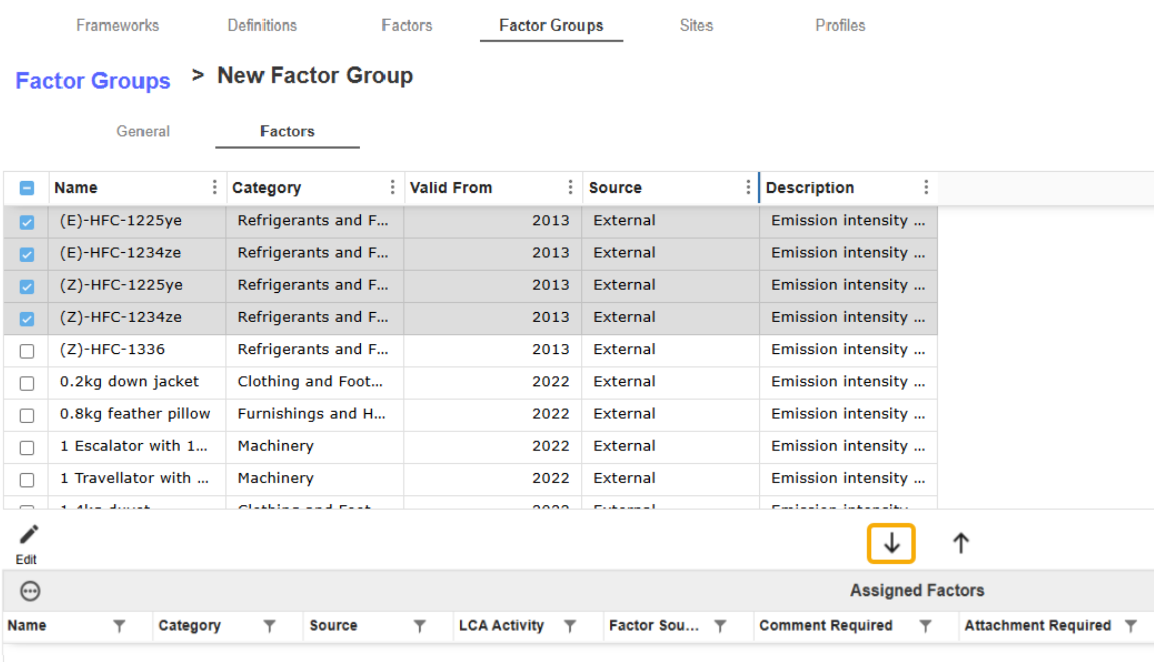
Create a New Factor Group

1. Click the **New** button to navigate to the **New Factor Group** page.



2. In the **General** tab, enter a factor group name and description. From the **Control List** drop-down menu, select a control list to assign to the factor group. This is optional. The control list will be applied to every factor in that factor group. See Control Lists.

3. To add a factor to the new factor group, select the **Factors** tab. The top grid displays a grouping of factors by activity ID and category. In the grid of available factors, select the checkbox next to the factor you want to assign. Click the **Add Factor** icon. The factor will now display in the Assigned Factors grid for that factor group.



4. To edit properties from this page, select a factor from the **Assigned Factors** grid and click the **Edit** button. See Manage Factor Groups.

5. Click the **Save** button.

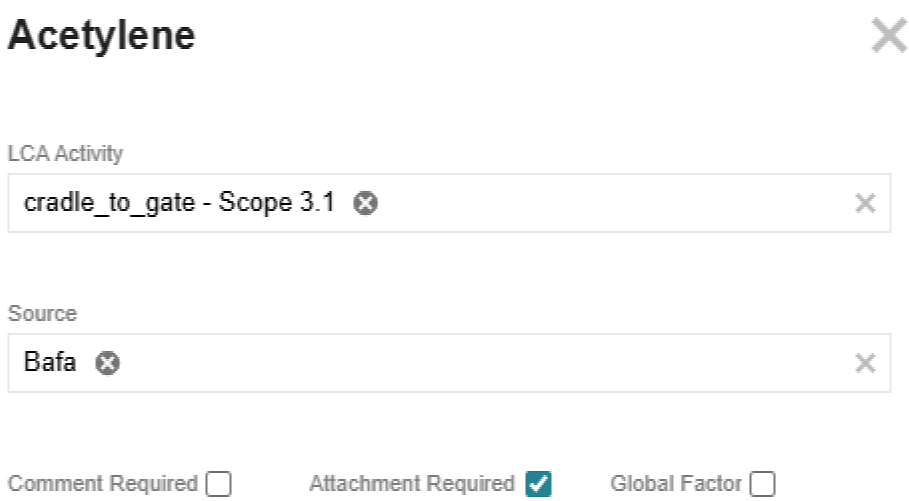
Manage Factor Groups

To edit a factor group, select the factor group you want to edit and click the **Edit** button. Use the General tab to edit factor group properties. Use the Factors tab to edit which factors are assigned to the factor group.

General

Use the fields to edit the factor group name, description, and control list assignment. The control list selected is applied to every factor in that factor group. See Control Lists.

Edit To edit properties, select a factor from the **Assigned Factors** grid and click the **Edit** button to display the slide-out panel.



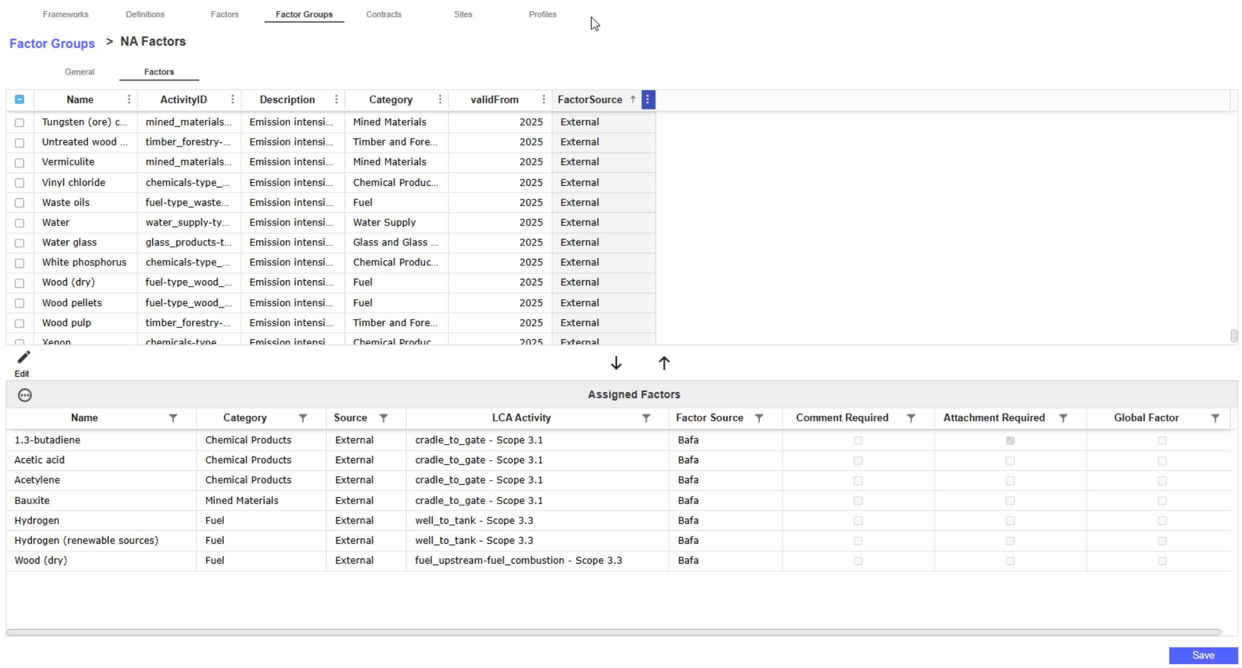
Property	Description
LCA Activity	Scope ID is included with LCA Activity. This selection determines activity and the corresponding factor scope for calculation. See Scope. If there is only one LCA Activity and Scope for the factor, the LCA Activity drop-down menu will default to that value. Some assigned factors have multiple potential scopes. For these factors, the LCA Activity drop-down menu defaults to the first value. You cannot add multiple scopes for one LCA Activity. If there are multiple LCA Activities associated with the selected factor, more than one scope can be selected from the LCA Activity drop-down menu. If you select multiple LCA Activities and scopes, you will enter data for each selection on the Home page. If the factor is internal, this field is a user defined value.
Source	The organization providing the factor. If you select multiple sources for a factor, you will enter data for each one on the Home page. The Source drop-down menu only shows sources that match factors with the selected LCA Activity. If the factor is internal, this field is a user defined value.
Comment Required	If administrators want users to enter a comment for the factor, select the **Comment Required** checkbox. If this property is selected, when you enter data for the factor on the Home page, the entry cannot be saved until a comment is added.

Property	Description
Attachment Required	If administrators want users to submit an attachment for the factor, select the **Attachment Required** checkbox. If this property is selected, a profile cannot be submitted unless an attachment is added for the factor.
Global Factor	To make the factor global, select the **Global Factor** checkbox. When this checkbox is selected, the factor displays in the profile for data entry even when the factor's region does not match the site's region.

To save property selections, click the **Done** button and then click the **Save** button.

Factors

Two grids are displayed with factors. The top grid contains all available factors, and the bottom grid contains all factors already assigned to that factor group. The Assigned Factors grid has columns displaying the LCA Activity and Factor Scope.



Edit To edit properties, select a factor from the **Assigned Factors** grid and click the **Edit** button to display the slide-out. See General.

Add and Remove Factors From Factor Group

- To add a factor to the selected factor group, select the checkbox next to the factor and then click the **Add Factor** button. The factor will now display in the **Assigned Factors** grid for that factor group. Click the **Save** button.
- To remove a factor from the selected factor group, select the factor from the **Assigned Factors** grid and then click the **Remove Factors** button. The factor will now display in the grid of available factors. Click the **Save** button.

Contracts

Use the Contracts page to enter and manage renewable energy contracts. Entering your contracts is a crucial step because they are applied to your Scope 2 market-based calculations. The supplier listed on the contract will match with the supplier assigned to a site when a site is created. See Sites. The Scope 2 market-based usage calculations use the contract amount to offset the CO2e amounts. The contract value is applied to the consumption number until the contract value is fully used. Contracts are calculated when the profile is submitted.

For information on how market-based factors are applied, see Appendix E: Emissions Calculations.

> **NOTE:** Contracts should match the reporting compliance year. For example, if the reporting year is June to July, Contracts should fall within June to July time periods.

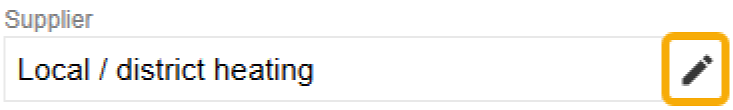
Manage Contracts

Use the General and Activity tabs to manage contracts. The General tab enables you to create and modify contracts. In the Activity tab, you can view contract spend history by scenario.

General

Use the General tab to create and modify contracts. To add a contract, complete the following steps:

1. Select the **New** button.
2. In the details pane, enter a contract description.
3. From the **Supplier Type** drop-down menu, select either **Electric** or **Heat and Steam**.
4. Select the **Set Supplier** icon and choose a supplier.



a. In the **Select a Grid** slide-out panel, from the **Country** drop-down menu, select a country.

b. From the **State/Province** drop-down menu, select a state/province, if needed.

c. Select a supplier from the grid and click the **Done** button.

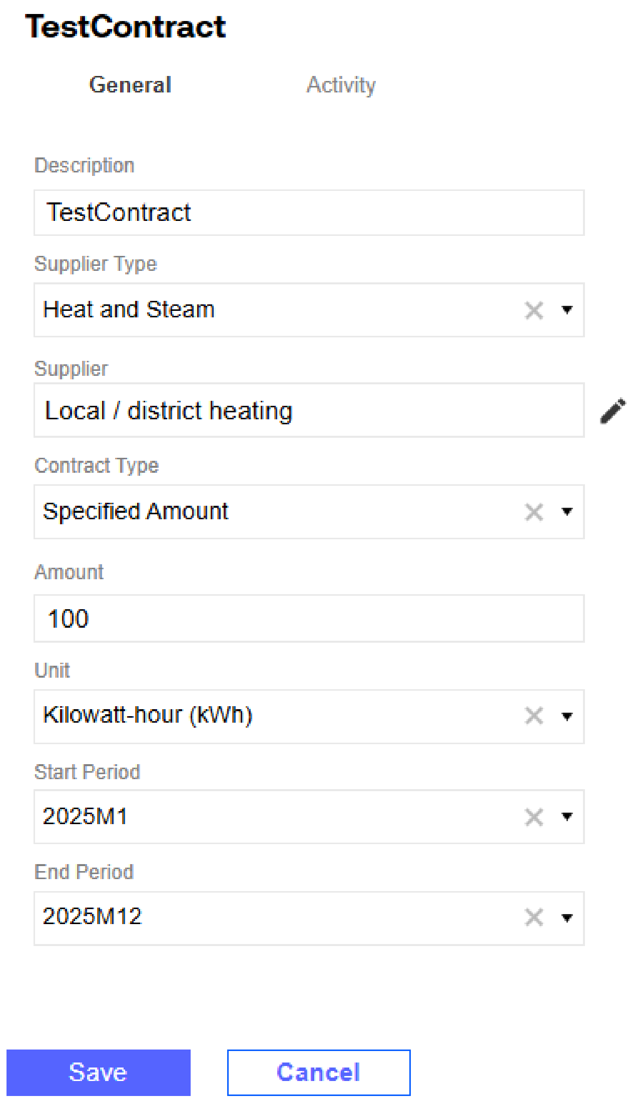
5. From the **Contract Type** drop-down menu, select a contract type. You can choose from the following options:

   - **Specified Amount**: This is applied to a contract with a defined quantity of renewable energy that is applied to offset consumption. The contract value is applied to the consumption number until the contract is fully used.

- **Total Consumption**: This is applied to a contract that applies renewable energy to all consumption for the applicable period.

> **NOTE:** The Amount and Unit Type fields only display when the Specified Amount contract type is selected.

6. In the **Amount** field, enter your contract amount.
7. From the **Unit Type** drop-down menu, select a unit type.
8. From the **Start Period** and **End Period** drop-down menus, select start and end dates for the contract.
9. Select the **Save** button.



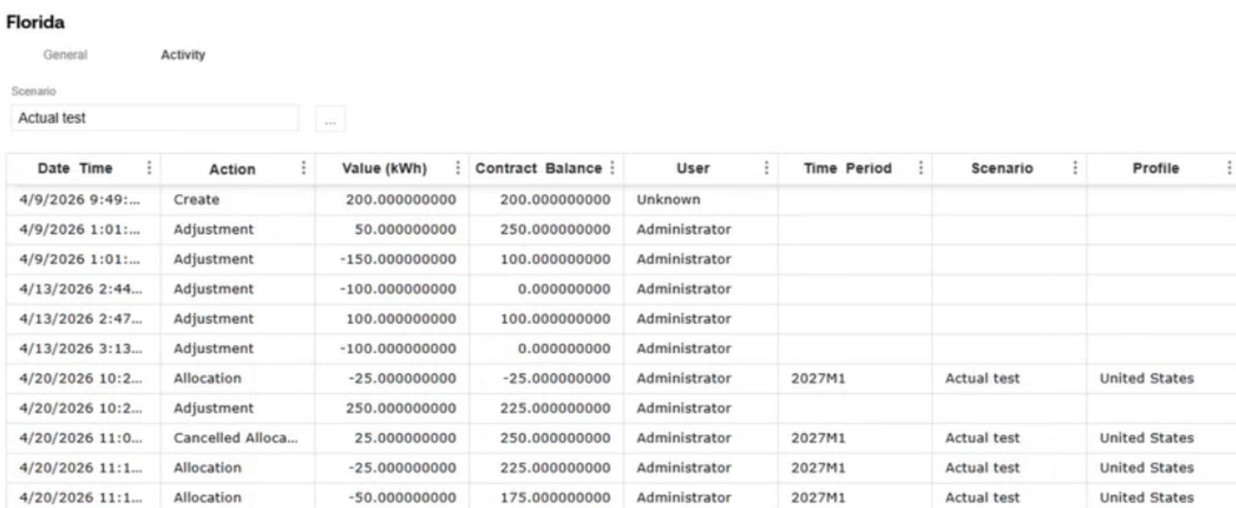
Contract Modification Considerations

The following considerations apply if the contract has one or more spend transactions associated with it:

- The contract cannot be deleted.
- The Supplier Type and Supplier properties cannot be modified.
- The Amount property cannot be modified to be less than the total amount spent on the contract.
- The Start Period and End Period properties cannot be modified in a way that would cause the contract to fall outside the contract usage range.

Activity

Use the Activity tab to view contract spend history by scenario. The view defaults to the current scenario set in your Workflow POV. To change scenarios, in the **Scenario** field, select the ellipses to display the **Select Member** dialog box. Choose a member and select the **OK** button.


Florida
General
Activity
Scenario
Actual test

Date Time	Action	Value (kWh)	Contract Balance	User	Time Period	Scenario	Profile
4/9/2026 9:49:...	Create	200.000000000	200.000000000	Unknown			
4/9/2026 1:01:...	Adjustment	50.000000000	250.000000000	Administrator			
4/9/2026 1:01:...	Adjustment	-150.000000000	100.000000000	Administrator			
4/13/2026 2:44...	Adjustment	-100.000000000	0.000000000	Administrator			
4/13/2026 2:47...	Adjustment	100.000000000	100.000000000	Administrator			
4/13/2026 3:13...	Adjustment	-100.000000000	0.000000000	Administrator			
4/20/2026 10:2...	Allocation	-25.000000000	-25.000000000	Administrator	2027M1	Actual test	United States
4/20/2026 10:2...	Adjustment	250.000000000	225.000000000	Administrator			
4/20/2026 11:0...	Cancelled Alloca...	25.000000000	250.000000000	Administrator	2027M1	Actual test	United States
4/20/2026 11:1...	Allocation	-25.000000000	225.000000000	Administrator	2027M1	Actual test	United States
4/20/2026 11:1...	Allocation	-50.000000000	175.000000000	Administrator	2027M1	Actual test	United States

Date Time

The date and time of the contract activity.

Action

This column value indicates how the contract was modified. The following values can display:

- **Create**: The contract was created.
- **Adjustment**: The contract value was changed.
- **Allocation**: The profile spent contract value.
- **Canceled Allocation**: The profile that spent the contract value was rejected and the amount returned to the contract.

Value (kWh)
The column displays value modifications made to the contract. How the value amount displays depends on the contract type:

- When a contract is created, the column displays the initial amount. When a total consumption contract is created, the value is zero.
- When a specified amount contract is adjusted, the column displays the positive or negative change in value.
- When a contract is allocated, the column displays the amount used by the profile as a negative value. For total consumption contracts, the value is positive.
- When a contract allocation is canceled, the column displays the amount returned to the contract as a positive value. For total consumption contracts, the value is negative.

> **NOTE:** If the Contract Type property is set to Total Consumption, this column displays contract spend as positive. When the contract is created, the Value column entry is zero.

Contract Balance (kWh)
This column displays the total current contract balance. How the balance displays depends on the contract action:

- When a contract is created, the column displays the initial amount.
- When a contract is adjusted, the column reflects the adjusted amount, accounting for allocations and canceled allocations.
- When a contract is allocated, the column displays the remaining balance on the contract.
- When a contract allocation is canceled, the amount is returned and the column displays the previous contract balance.

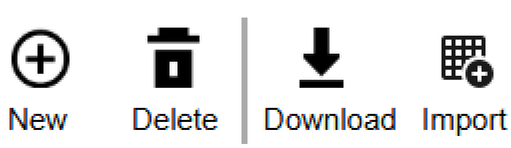
Total Consumption
If the Contract Type property is set to Total Consumption, the Total Consumption column displays instead of the Contract Balance (kWh) column. This column displays the total amount consumed as a positive value.

Time Period, Scenario, Profile, and Site
These columns only display values if the contract has been allocated.

Sites

The Sites page enables you to map entities, factors, and roles to the correct locations. Sites function as a place to connect all your carbon activity data collection. The Sites page is where you will do your configuration for Scope 2.

Use the toolbar options to manage sites.



- To add a new site, click the **New** button.
- To delete a site, click the **Delete** button.

> **NOTE:** You cannot delete a site that has one or more associated data entries.

- To download a template for site data, click the **Download** button.
- To import a template with site data, click the **Import** button.

Manage Sites

Use the site details pane to view and manage site configuration settings. The pane includes the following tabs:

- **General tab**: Manage site properties
- **Factor Groups tab**: Assign and remove factors
- **Utilities tab**: Manage market-based factors for each utility

General

The General tab has the following properties:

Property	Description
Name	Enter a site name.
Enabled	The Enabled checkbox is selected by default. To disable the site, deselect the **Enabled** checkbox.
Description (Optional)	Enter a site description.

Property	Description
Access Group	Assign an access group to the site. See Access
Entity	Select the ellipses to choose an entity. You cannot select multiple entities.
Country	Select a country.
State/Province	Select a state or province. If the selected Country does not have a State/Province, the State/Province drop-down menu displays No data.
City	Select a city.

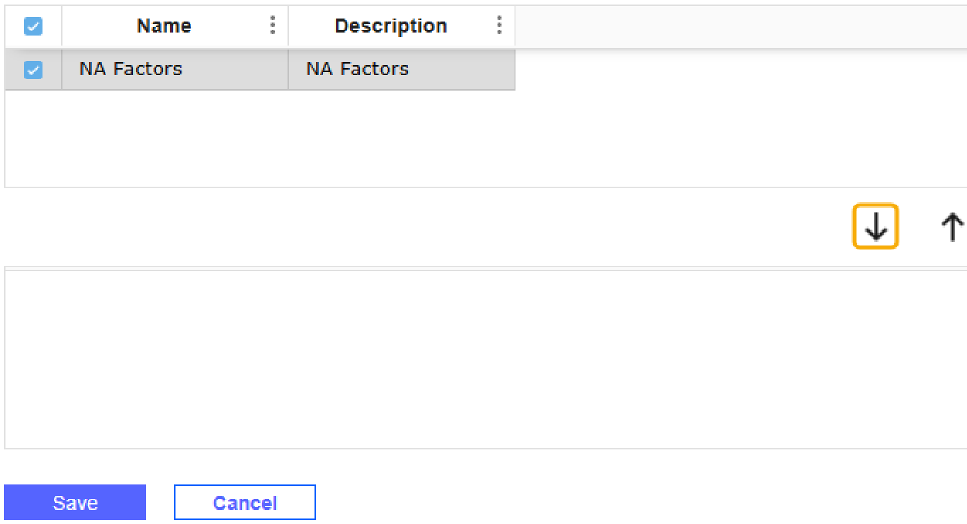
NOTE: When creating a new site, General properties must be saved before you can add factor groups in the Factor Groups tab.

Factor Groups

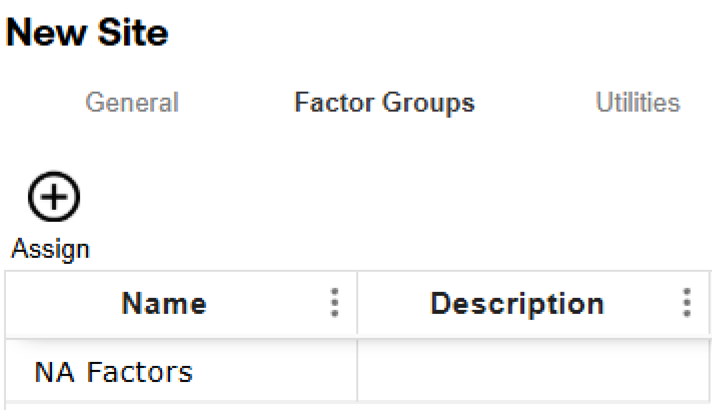
The grid displays all factor groups assigned to the site.

To assign factor groups to a site, complete the following steps:

1. Select the **Assign** button to display the slide-out panel.
2. Select the checkboxes next to the factor groups you want to assign and select the **Add** icon. The factor groups display in the grid below.



3. Select the **Save** button. The factor group displays in the grid with a name and description.

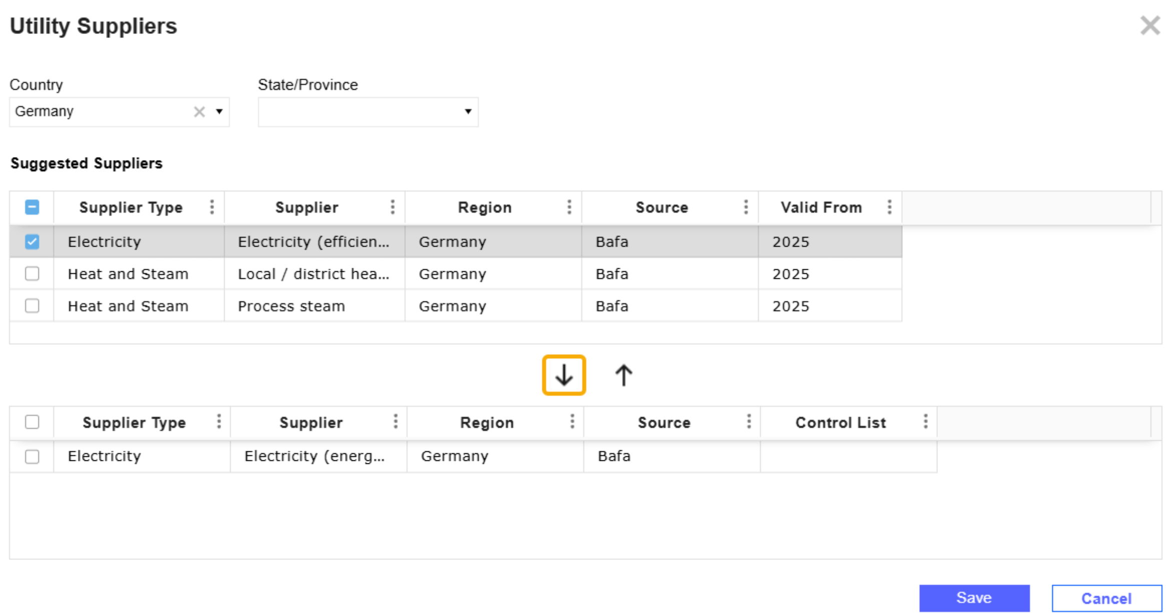


Utilities

The Utilities tab enables you to manage multiple suppliers for each site and edit market-based factor assignments. The grid displays each supplier assigned to the site.

To assign suppliers, complete the following steps:

1. Select the **Assign** button to display the Utility Suppliers slide-out panel.
2. From the **Country** and **State/Province** drop-down menus, make necessary selections to filter the top grid.
3. Select suppliers from the grid and select the **Add Selected Suppliers** icon. The suppliers display in the bottom grid.



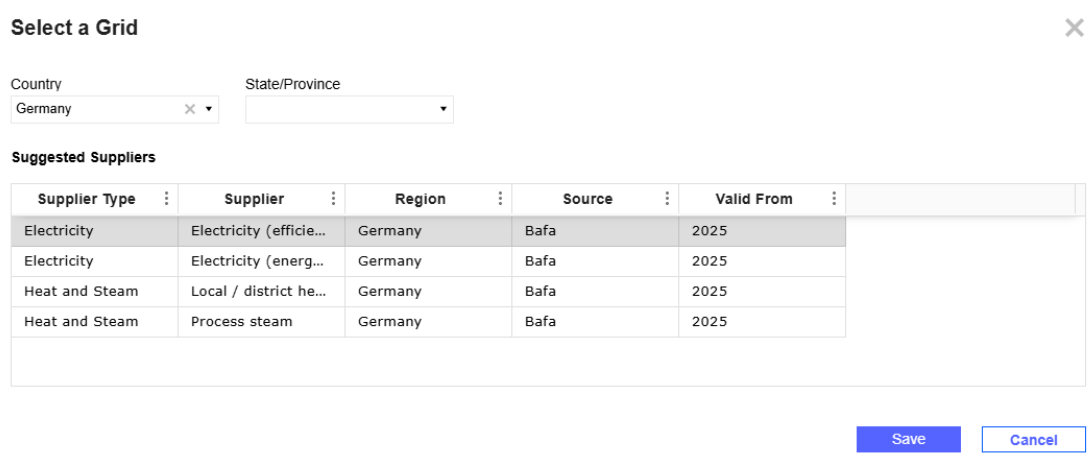
4. Select the **Save** button.

To edit a supplier and assign market-based factors, complete the following steps:

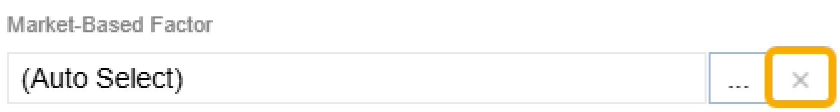
1. Select a supplier and then select the **Edit** button to display the slide-out panel.
2. From the **Control List** drop-down menu, select a control list. Control list selection is not required.
3. In the **Market-Based Factor** field, select the ellipses to display the Select a Grid slide-out panel. The grid displays all scope 2 factors.

a. From the **Country** and **State/Province** drop-down menus, make necessary selections to filter the grid results.

b. Select a factor and then select the **Save** button.



To reset your selection, select the **Reset Market-Based Factor** icon. When the Market-Based Factor field is set to Auto Select, the factor is automatically selected when calculations are run.



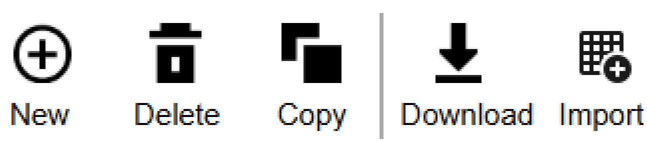
4. Select the **Save** button.

Profiles

Use the Profiles page to create profiles and assign definitions and sites. Profiles are the final step in the administration journey. They bring your emission activity and framework data points together, combining all necessary data collection into one place. Profiles acts as a structure for managing and organizing data entry, giving users the flexibility to provide narrative at higher levels while collecting emission data at the site level. For example, a profile can be created for a location, and sites within that location can be assigned to that profile. Emission data is entered for factors assigned to those sites, and narrative is collected for the location based on reporting needs.

You can organize profile structure by determining reporting needs. For example, if you report on multiple frameworks, a profile can be created for each framework. Factor Group assignments can also determine different profile structures. Profiles display on the Home page in the Assigned Tasks grid and organize data entry tasks. See Home

Use the toolbar options to manage profiles.



- To add a profile, click the **New** button.
- To remove a profile, click the **Delete** button.

> **NOTE:** You cannot delete a profile that has one or more associated data entries.

- To copy a profile, click the **Copy** button.

- To download a template for profile data, click the **Download** button.
- To import a template with profile data, click the **Import** button.

Manage Profiles

To create a profile, complete the following steps:

1. Click the **New** button to display the details pane.
2. In the **General** tab, enter profile properties.
    a. Enter a profile name and description. A description is not required.
    b. The Enabled checkbox is selected by default. To disable the profile, deselect the **Enabled** checkbox.

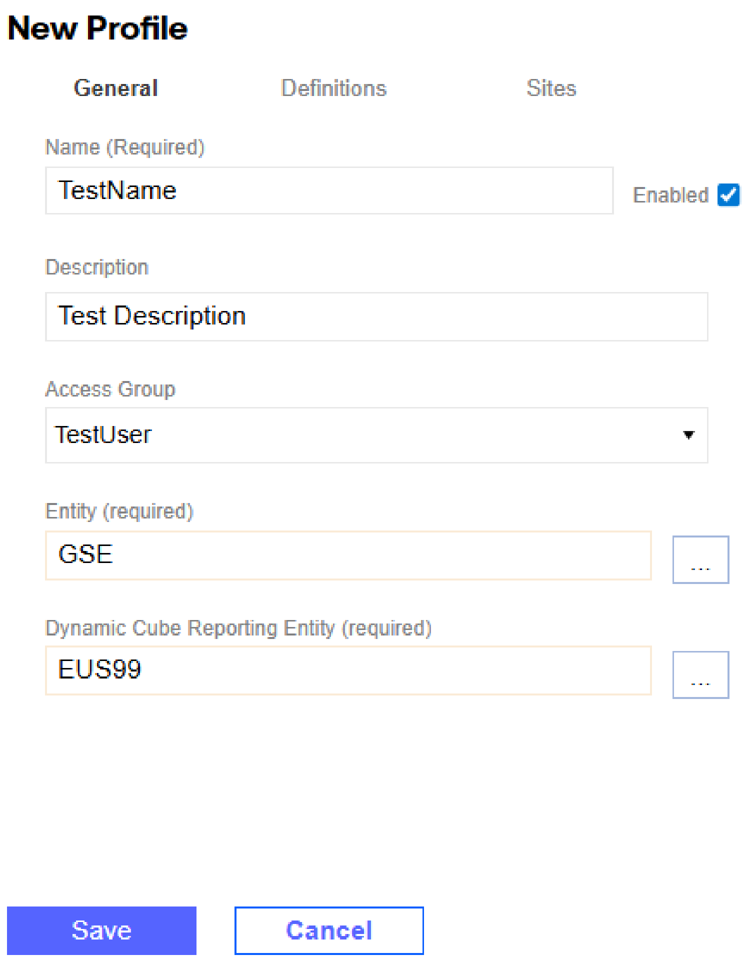
    > **NOTE:** Disabled profiles with statuses of Not Started, In Process, and Submitted do not display on the Home page. Disabled profiles with a Completed status will still display on the Home page.

    c. From the **Access Group** drop-down menu, select an access group for the profile. See Access.
    d. Assign an entity to the profile.
        i. Click the ellipses. In the **Select Member** window, under the **Hierarchy** tab, use the tree navigation to select an entity. Alternatively, use the **Search** tab to search for an entity. Click the **OK** button.

        > **NOTE:** You cannot select multiple entities. A profile must be made for each entity used.

e. The Dynamic Cube Reporting Entity field populates automatically. If the entity selected is set to a base level member, then the dynamic cube reporting entity is set to the entity. If the entity selected is set to a parent level member, then the dynamic cube reporting entity is set to the first base level member under the parent. Click the ellipses and use the **Select Member** window to modify the reporting entity.

f. Click the **Save** button.



3. In the **Definitions** tab, assign definitions to the profile.

> **NOTE:** You cannot add definitions if you have not saved the profile.

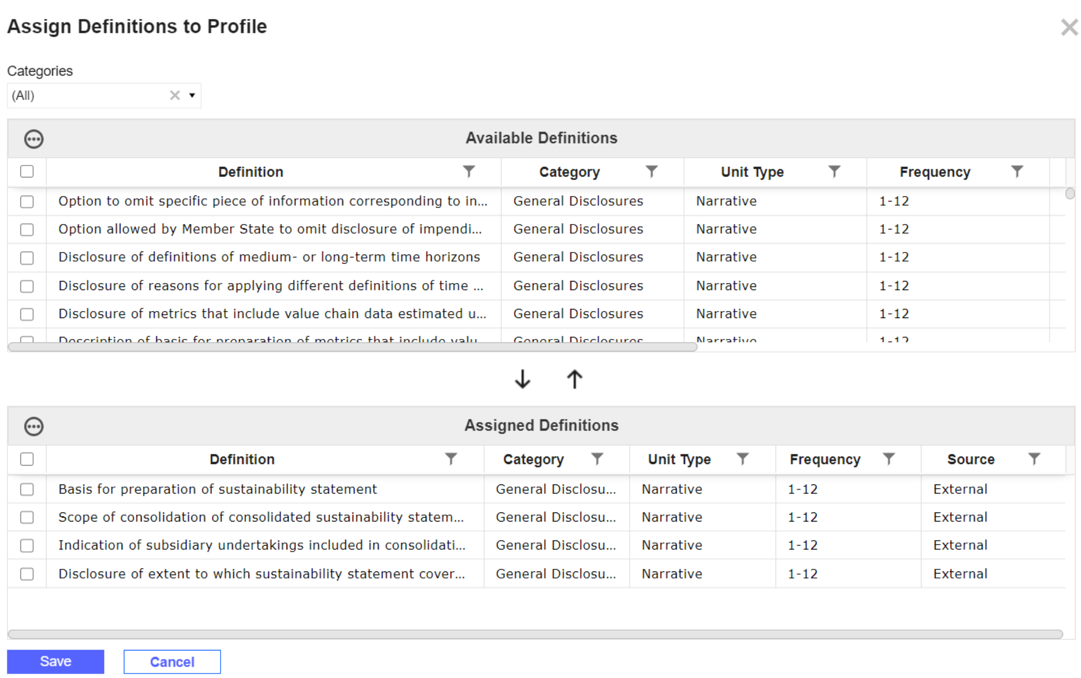
a. Click the **Edit** button to display the **Assign Definitions to Profile** slide-out panel.

b. To filter definitions, from the **Categories** filter, select a category from the drop-down menu. This filter defaults to (All).

c. In the **Available Definitions** grid, use the checkboxes to select definitions to add to the profile.

d. Click the **Add** icon. The definitions will display in the **Assigned Definitions** grid. To remove definitions from the profile, in the **Available Definitions** grid, use the checkboxes to select definitions and then click the **Remove** icon.

e. Click the **Save** button. The assigned definitions will display in the Definitions tab.



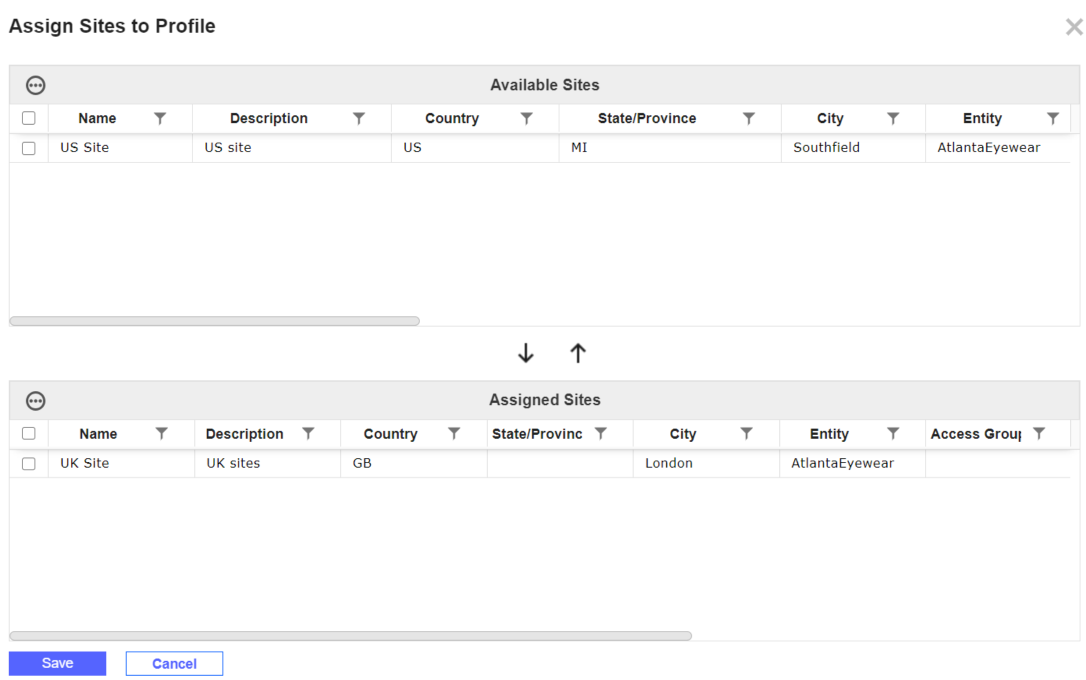
> **NOTE:** Definitions display in profiles based on their assigned frequency. See Definitions.

4. In the **Sites** tab, assign sites to the profile.

    a. Click the **Edit** button to display the **Assign Sites to Profile** slide-out panel.

    b. In the **Available Sites** grid, use the checkboxes to select sites to add to the profile. This table only lists sites under the entity selected for the profile.

    c. Click the **Add** icon. The sites will display in the **Assigned Sites** grid. To remove sites from the profile, in the **Available Sites** grid, use the checkboxes to select sites and then click the **Remove** icon.



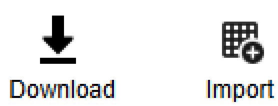
    d. Click the **Save** button. The assigned sites will display in the Sites tab.

5. Click the **Save** button. The profile will display in the grid.

Copy Profiles

1. Select the profile you want to copy from the grid.
2. Click the **Copy** button.
3. Enter a profile name and description. A Description is not required. The Access Group and Entity are copied over from the selected profile.
4. To edit definition and site assignments, use the **Definitions** and **Sites** tabs. The copied profile will have the same definition and site assignments as the selected profile.
5. Click the **Save** button.

Import Profiles



Use the Download and Import buttons to download a profile entry template and bulk import profile data.

To import profile data, complete the following steps:

1. Click the **Download** button. Fill in all required template columns.

Column	Description
Name	Enter a name for the profile.
Description (Optional)	Enter a description for the profile.
Access Group	This column has a drop-down menu enabling you to select a valid access group. It populates all ESG Reporting and Planning access groups. To review your access groups, see Access. Select **(Unassigned)** if you do not need an access group assigned to the profile.
Entity	This columns has a drop-down menus enabling you to select a valid entity. It populates all members in the cube's Entity dimension. To review your cube selection, see Global Options.

2. When you complete the template, click the **Import** button.
3. In the **File Upload** window, click the **BROWSE** button to open File Explorer.
4. Select the template and click the **Open** button.
5. Click the **Upload** button.
6. The Spreadsheet Import Report slide-out panel displays showing the number of entries added to the Profiles grid. Review the entries and click the **Close** button. If there are validation errors, the Spreadsheet Import Report slide-out panel displays a compiled list of errors.

NOTE: All imported profiles are enabled by default.

Home

Select the navigation menu to access the Home page.

Use the Home page to manage definition, emission, and utility data entry. Assigned data entry tasks are organized into profiles, and each profile is assigned an access group by an administrator. The profile will display in the grid for all users within the access group assigned to that profile. There is one profile task for all users for the same workflow. If a user enters data for a profile task, the next user who manages that profile will see data entered for that task. See Profiles and Access.

- Profile Management
- Data Management
- Data Import
- Audit Data

Profile Management

The Home page displays colored tiles for each profile status. Each tile shows the number of profiles with that status. The tiles function as filters that enable you to filter profiles by status. When you select a status tile, all profiles with that status display in the grid. To clear the filter, select the same tile again. The profile statuses are: Not Started, In Process, Submitted, and Completed.

3 Not Started	0 In Process	0 Submitted	0 Completed

When you select a profile from the grid, the Profiles pane displays the status progression of that profile in the Workflow tab. Completed statuses display with a checkmark. The current status of the profile is listed last and does not display a checkmark.

The access group a user is assigned to determines their view and usage of the Home page. See Access. Approvers, Preparers, and Viewers each have a different view of the details pane and have access to different options depending on the profile status.

> **NOTE:** The View button displays in all profile statuses for the View access group.

Task	Role	Status	Details Pane View
Create profile	Administrator	Not Started	**Approver**: The View button displays **Preparer**: The Manage button displays **NOTE:** You cannot submit a profile with a Not Started status.

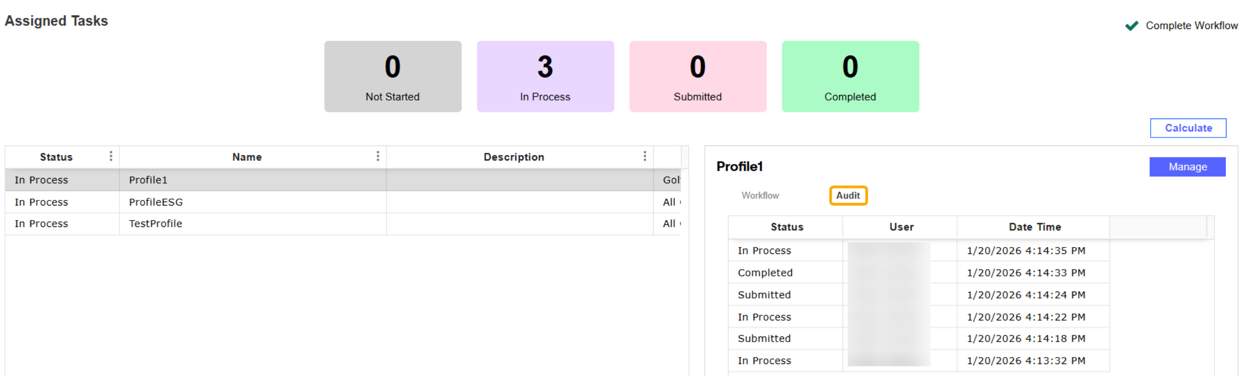
Data entered and saved	Preparer	In Process	**Approver**: The View button displays **Preparer**: The Manage button displays
All data entered and submitted	Preparer	Submitted	**Approver**: The Manage button displays **Preparer**: The View button displays
Profile Approval Process			
Profile is approved	Approver	Completed	The View and Manage buttons do not display for all users.
Profile is rejected	Approver	In Process	**Approver**: The View button displays **Preparer**: The Manage button displays
A Completed profile is reverted	Approver	In Process	**Approver**: The View button displays **Preparer**: The Manage button displays

NOTE: The Revert button does not display for Completed profiles if the workflow is complete.

Data cannot be added or edited if the profile is in the Submitted or Completed status. When the profile has these statuses, the New and Edit icons do not display in the data entry tabs.

Profile Audit

The Audit page provides details on all profile status updates. Select a profile from the grid and click the **Audit** tab to display audit details for that profile. The grid displays the status, the user who updated that status, and the timestamp for the update. The grid lists entries from oldest to newest. To display entries from newest to oldest, select the **Date Time** column header.



Data Management

> **IMPORTANT:** Only users assigned to the preparer access group can complete the following tasks on the Home page.

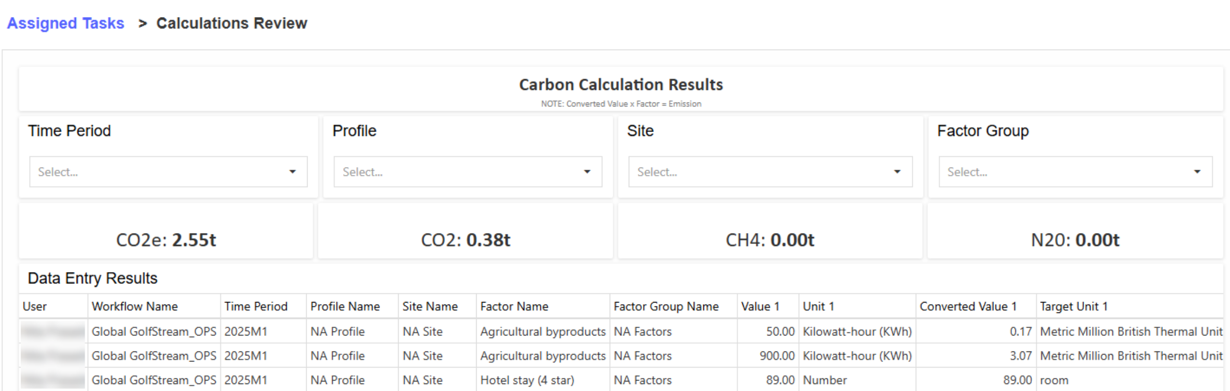
To enter data for a profile, select the profile from the grid and click the **Manage** button.

Administrators have the option to complete or revert a workflow using the Complete Workflow and Revert Workflow buttons. If the workflow is locked or completed, no data can be entered for that profile. If something is updated, like a factor or definition, the data will only update in open workflows while all data in locked or completed workflows remains the same.

For more information on workflow, see "Using OnePlace Workflow" in the *Design and Reference Guide.*

Carbon Calculations

To view carbon calculations for emissions factors, click the **Calculate** button. This displays carbon calculations for the year and scenario selected in the Workflow POV and displays the results on a new page. The page displays header tiles that show the CO2e, CO2, CH4, and N2O totals. This page only displays data from submitted or completed profiles, and only OneStream and Solution Administrators can run calculations.



Data Entry

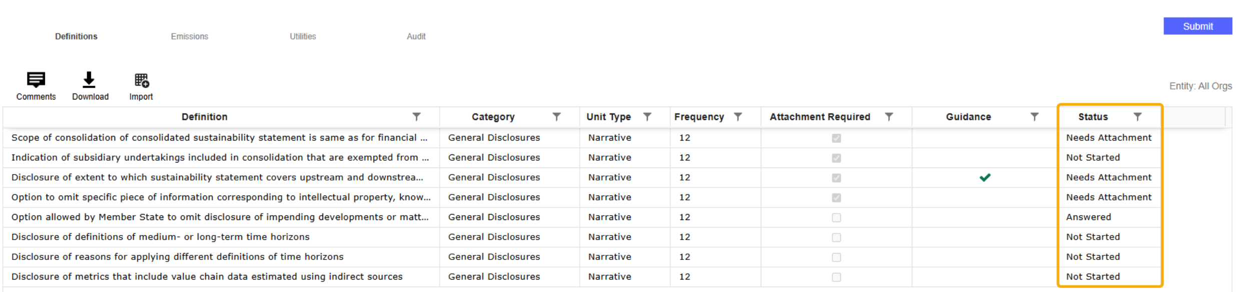
There are three tabs for data entry: Definitions, Emissions, and Utilities. Navigate to the following pages for the data entry process.

- Definitions Data
- Emissions Data
- Utilities Data
- Delete a Data Entry
- Attachments and Comments
- Data Import

Data Entry Status

All definitions, factors, and utilities that require data entry have a column indicating the item's status. The following statuses display in the column:

- **Not Started**: This status displays if no data is entered for the definition, factor, or utility. This is the default status.
- **Answered**: This status displays when all required data is entered for the definition, factor, or utility.
- **Needs Attachment**: This status displays if data is entered for the definition or factor, but a required attachment is not uploaded. A profile cannot be submitted until all required attachments are uploaded. Attachments are not required for utilities.



Data Entry Considerations

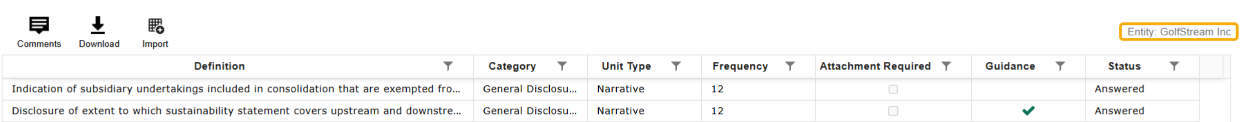
- All calculations are run when a profile is submitted.

> **NOTE:** Converted values have a maximum length of 10^{38}-1 characters.

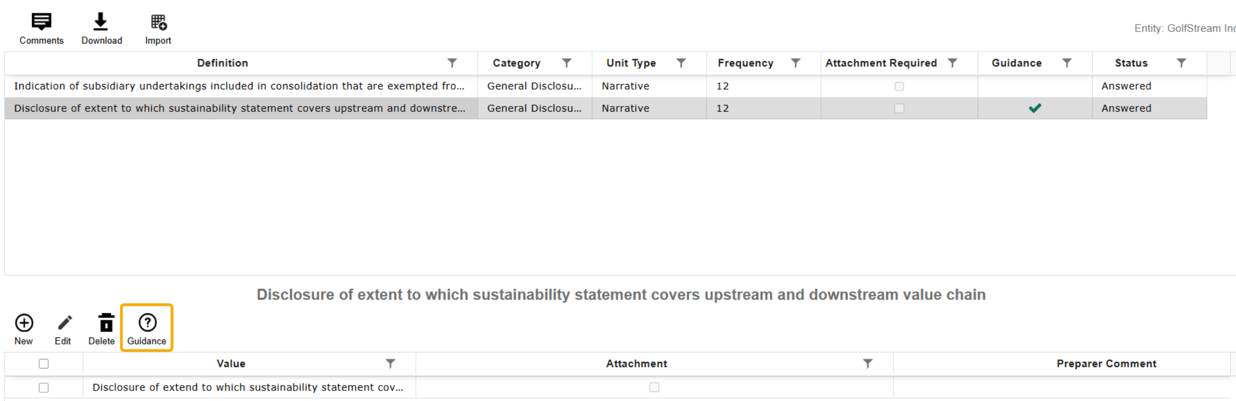
- If a user is in the access group for a site but not in the access group for the profile that site is assigned to, the profile will still display in the grid. They can enter data in the Emissions and Utilities tabs, but the Definitions tab will not display data.
- If a definition, site, factor, or factor group is disabled, inactive, or removed from the profile, any data records associated remain visible in the grid. This data can only be viewed, not be modified or saved.

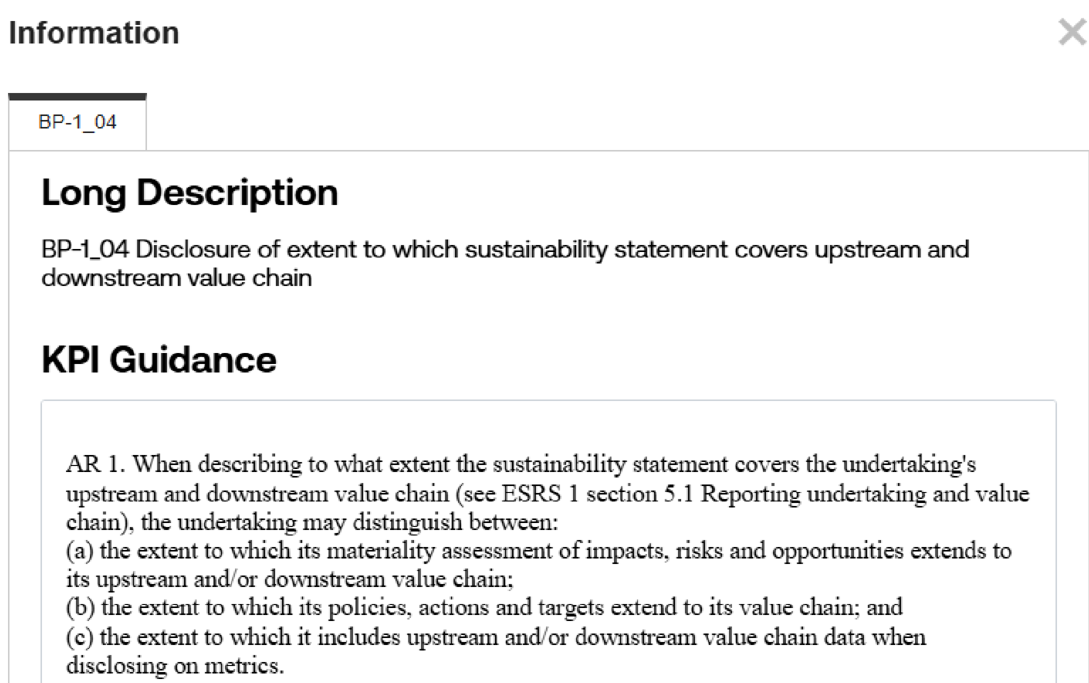
Definitions Data

This tab displays a grid of all definitions assigned to the profile that require either a narrative or value entry. The entity assigned to the profile displays above the definitions grid.



Some definitions have regulation guidance available for you to view. If there is a checkmark in the Guidance column for a selected definition, the Guidance icon displays. Click the **Guidance** button to display the **Information** slide-out panel for the definition.





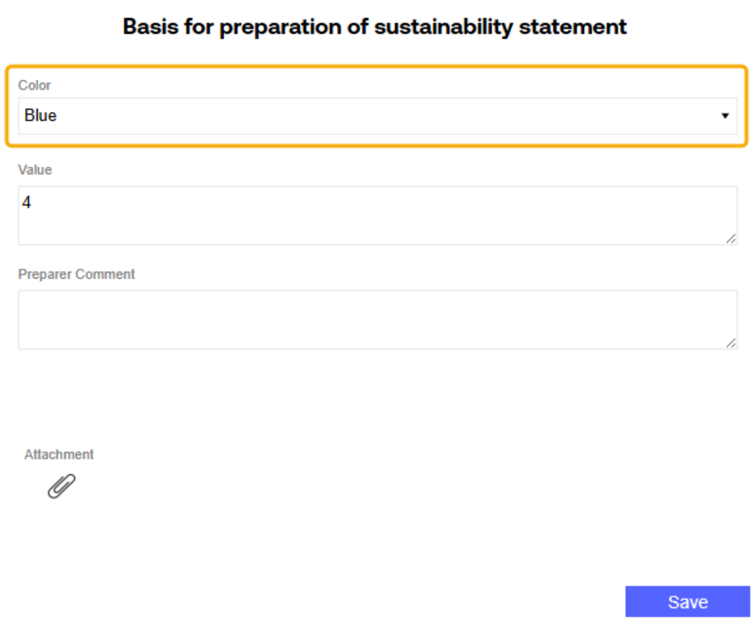
NOTE: If the definition is associated with multiple guidance records, multiple tabs display in the slide-out panel.

Definition Data Entry

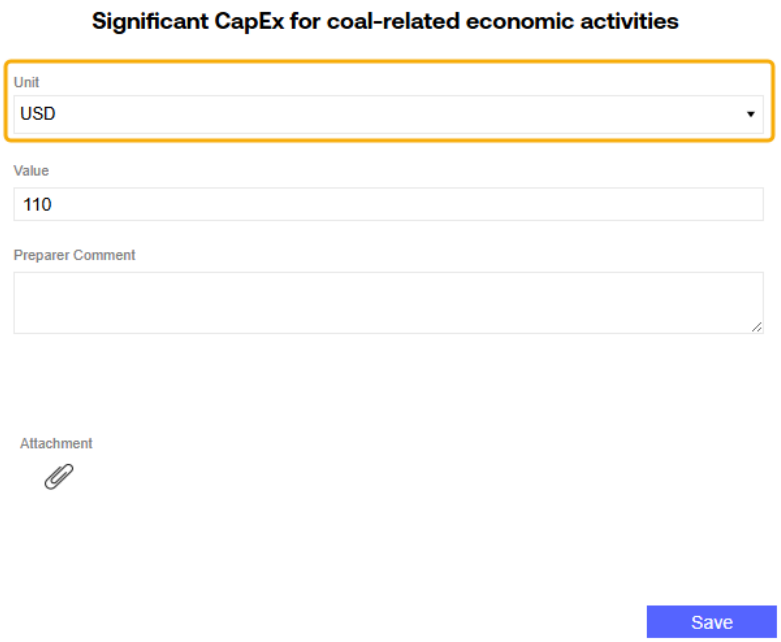
To enter data for a definition, complete the following steps:

1. Select a definition from the grid.
2. Click the **New** button to add an entry.
3. In the slide-out panel, enter all data for the definition.
    a. If control lists are assigned to the definition, there will be drop-down menus with the titles of the control lists. You can assign a maximum of four control lists to a definition. Make control list member selections from the available drop-down menus to enter data for that selection. See Control Lists.

    Control list drop-down menus do not display if none are assigned to the definition. You must create a new entry for every control list member you are entering data for.

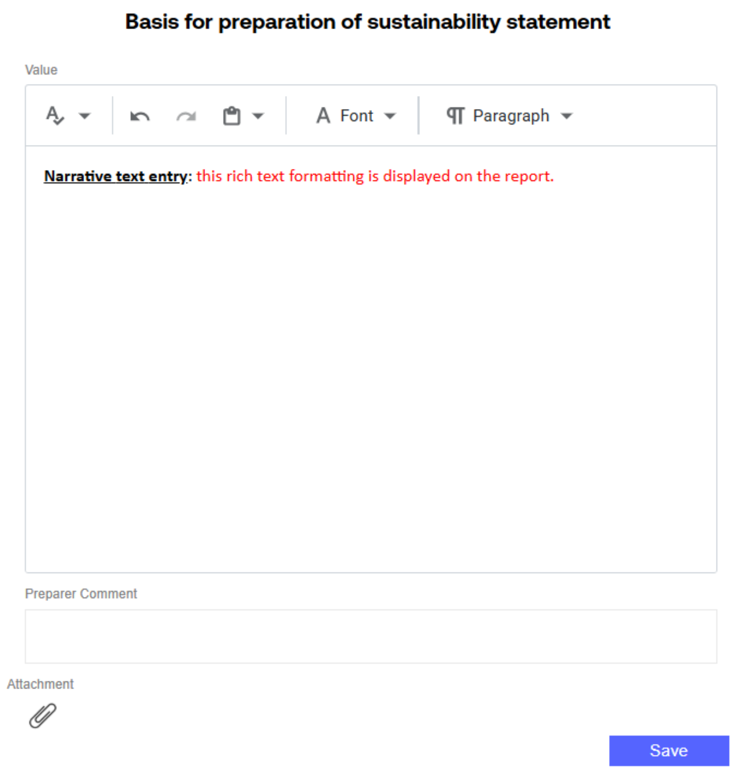
    

    b. If the definition unit type requires a unit selection, from the **Unit** drop-down menu, select a unit. If the definition unit type does not require a unit selection, the Unit drop-down menu does not display. The following definition unit types require a unit selection: area, data, distance, energy, time, volume, weight, and monetary.



c. In the **Value** field, enter a value for the entry. You cannot enter a numeric value exceeding 7.9228×10^{28}.

   For definitions with a Narrative unit type, this field displays as a text box. The text box supports line breaking and rich text formatting. The rich text formatting is displayed on the report for narrative entries. If the narrative entry is set to display in a table, then the rich text formatting is not applied. Narrative entries display in a table if the definition has any of the following applied: Control Lists, Baseline, Prior Year, or Milestone Year.



> **NOTE:** If there are multiple entries for a definition with narrative, average, date, or percentage input types, the most recent entry will be used in the report. This is regardless of the workflow period the narrative is entered for.

d. Add an attachment or preparer comment if required. If a preparer comment is required for the definition, the entry cannot be saved until the comment is added. See Attachments and Comments

4. When you finish entering data for the definition, click the **Save** button.

> **NOTE:** Multiple entries for a definition will aggregate on the report if the definition has a numeric input type and if there are no control lists, baseline years, or milestone years assigned to the definition.

If the definition you are entering data for has the Baseline, Prior Year, or Milestones options selected on the Definitions page, the entry grid has additional columns to display data.

Baseline 2025	Prior 2026	N	N-(N-1)	% N/(N-1)	Target 2025	Target 2030
453.51	1,000	25	-975	-97.5%		24
95.86	408.16	100	-308.16	-75.5%	136.05	101
5,000	3,000	362.81	-2,637.19	-87.91%	408.16	327.46
2,721.55	40	2,000	1,960	4,900%		2,100

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Baseline</td><td rowspan="3">Users must enter their baseline year, prior year, and target year data on the Home page in the Workflow Profile for the appropriate year and scenario. The columns populate based on this data entry. If there is no data provided for the baseline year, prior year, or milestone scenarios selected in Global Options, the corresponding columns will be blank.</td></tr>
<tr><td>Prior</td></tr>
<tr><td>Target</td></tr>
<tr><td>N</td><td>This column displays the value for the current year.</td></tr>
<tr><td>N-(N-1)</td><td>This column displays the variance between the Current year (N) and the Prior year (N-1).</td></tr>
<tr><td>% N/(N-1)</td><td>This column displays the percent change between the Current year (N) and the Prior year (N-1).</td></tr>
</table>

Definition Data Audit

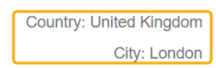
The Audit tab enables you to view all changes made to the selected entry. The tab displays all historical entries made, the user who made the entry, and the timestamp for the entry. The grid lists entries from newest to oldest.

Emissions Data

This tab displays a grid of factors and a grid of each entry made for that factor. To display data on the Emissions page, from the **Site** drop-down menu, select a site. From the **Factor Group** drop-down menu, select a factor group or select **(All)**.

> **NOTE:** If a factor or factor group is disabled or removed from a profile, any data records associated with only that factor or factor group are categorized in the Unknown factor group. To view these data records, from the **Factor Group** drop-down menu, select **(Unknown)**.

All factors within the factor group selection display in the grid. Once you select a site, the country and state/city assigned to the site will display above the grid.

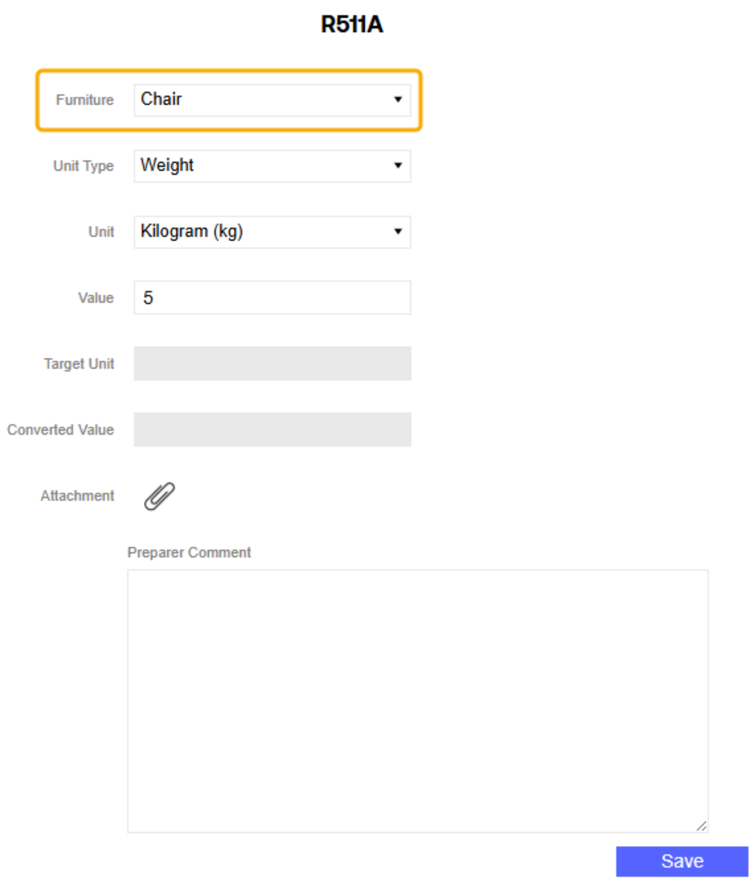


Emissions Data Entry

To enter data for factors, complete the following steps:

1. Select a factor from the grid and then click the **New** button to add an entry for that factor.
2. Enter all emissions data in the slide-out panel.
    a. If a control list is assigned to the factor, there will be a drop-down menu with the title of the control list. Select a control list member from the drop-down menu to enter data for that member. See Control Lists.

       This drop-down menu does not display if no control list is assigned. You must create a new entry for every control list member you are entering data for.



b. The Unit Type drop-down menu defaults to the unit type assigned to that factor. You can use the **Unit Type** drop-down menu to select a different unit type if needed. Only valid unit types for that factor are displayed.

c. From the **Unit** drop-down menu, select a unit. Only valid units for that unit type are displayed

d. In the **Value** field, enter a value for the factor entry. You cannot enter a numeric value exceeding 10^{19}-1. Converted values also cannot exceed this number.

e. Add an attachment or preparer comment if required. If a preparer comment is required, the entry cannot be saved until the comment is added. See Attachments and Comments

> **NOTE:** The Target Unit and Converted Value fields cannot be edited. Once you save the entry, these values will display in the corresponding column grids.

3. Click the **Save** button.

For factors that require multiple inputs, for example AreaOverTime, two Unit Type and Unit drop-down menus display for selection, and two Value fields display for data entry.

Emissions Data Audit

The Audit tab enables you to view all changes made to the selected entry. The tab displays all historical entries made, the user who made the entry, and the timestamp for the entry. The grid lists entries from newest to oldest.

Utilities Data

This page displays all utilities assigned for data entry. To display data on the Utilities page, from the **Sites** drop-down menu, select a site. The utilities assigned to the site display in the grid. See Sites. Once you select a site, the country and state/city assigned to the site display above the grid.

If a supplier has been changed on the Sites page, preparers can enter and update data for both suppliers if they did not migrate all data to the new supplier.

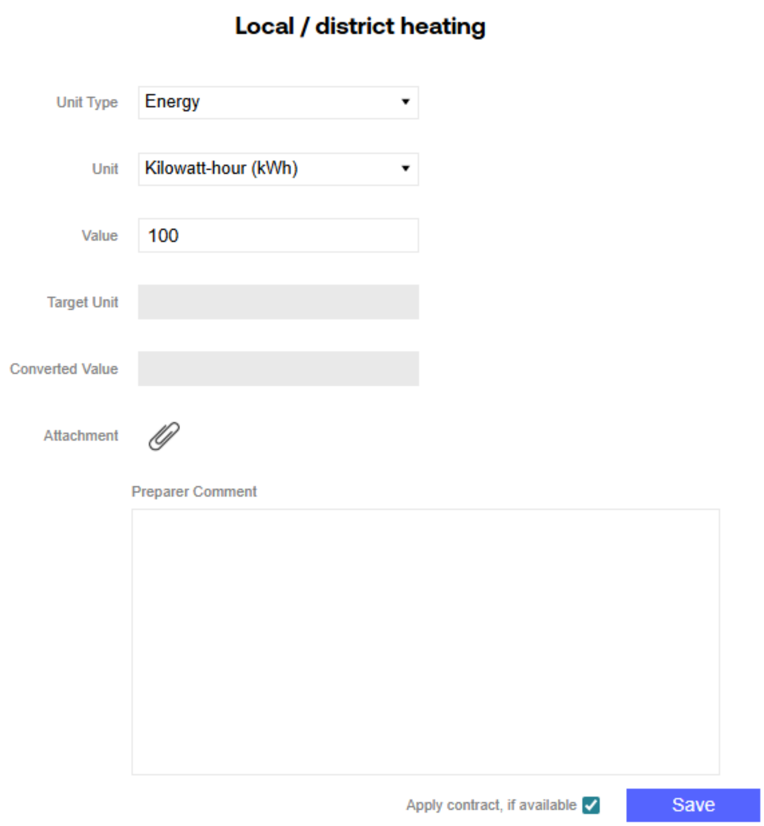
Utilities Data Entry

To enter data for utilities, complete the following steps:

1. Select a utility from the grid and then click the **New** button to add an entry for that utility.
2. Enter all utility data in the slide-out panel.
   a. If a control list is assigned to the utility, there will be a drop-down menu with the control list title. From the drop-down menu, select a control list member to enter data for that selection. See Control Lists.
   b. The Unit Type drop-down menu defaults to Energy. No selection is needed.
   c. From the **Unit** drop-down menu, select a unit.
   d. In the **Value** field, enter your value for the utility. The value must be numeric. You cannot enter a value exceeding 10^{19}-1. Converted values also cannot exceed this number

      > **NOTE:** The Target Unit and Converted Value fields cannot be edited. Once you save the entry, these values will display in the corresponding column grids.

   e. Add an attachment or preparer comment if needed. If a preparer comment is required, the entry cannot be saved until the comment is added. See Attachments and Comments



f. The **Apply Contract, if available** checkbox is selected by default. When deselected, the data entry is not impacted by a matched contract, which changes the market-based calculation result.

> **NOTE:** This checkbox only displays if you are a OneStream Administrator, Solution Administrator, or in the user group assigned to the Advanced Contract Data Entry role. See Global Options.

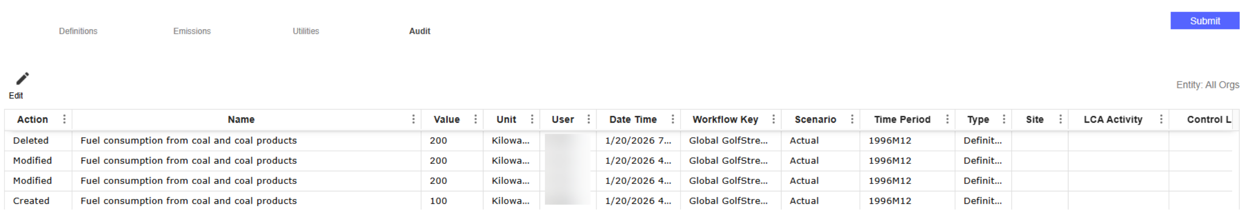
3. Click the **Save** button.

Utilities Data Audit

The Audit tab enables you to view all changes made to the selected entry. The tab displays all historical entries made, the user who made the entry, and the timestamp for the entry. The grid lists entries from newest to oldest.

Audit Data

The Audit tab enables you to view all data entries for the profile in the current time and scenario. The tab displays all historical entries made, the user who made the entry, and the timestamp for the entry.



The Action column lists the operation performed on each record.

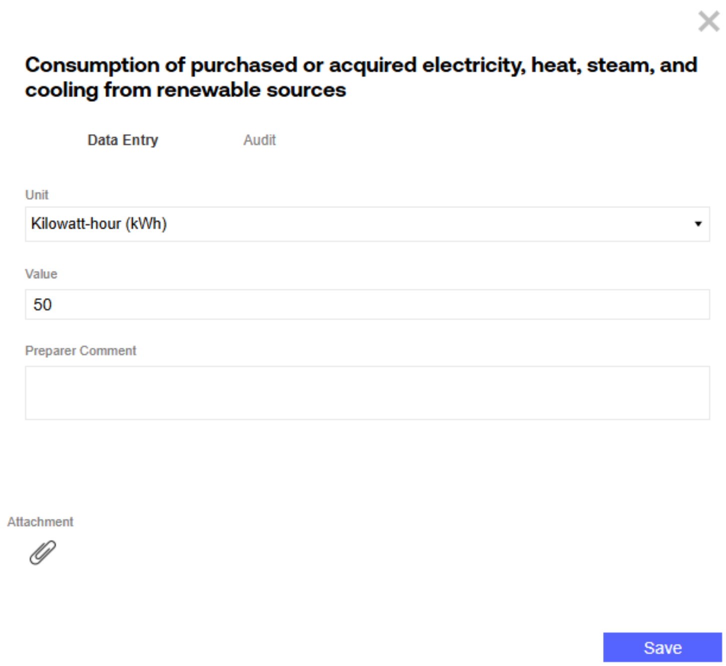
Action Column Value	Description
Created	A new data entry was made in the Definitions, Emissions, or Utilities tab.
Modified	The data entry was modified in the Definitions, Emissions, or Utilities tab.
Imported from Template	The data entry was imported from an Excel template on the Definitions, Emissions, or Utilities tab.

Action Column Value	Description
Imported from Workflow	The data entry was imported through the OneStream workflow import process.
Deleted	The data entry was deleted in the Definitions, Emissions, or Utilities tab.
Deleted from Workflow	The data entry was cleared from the workflow.

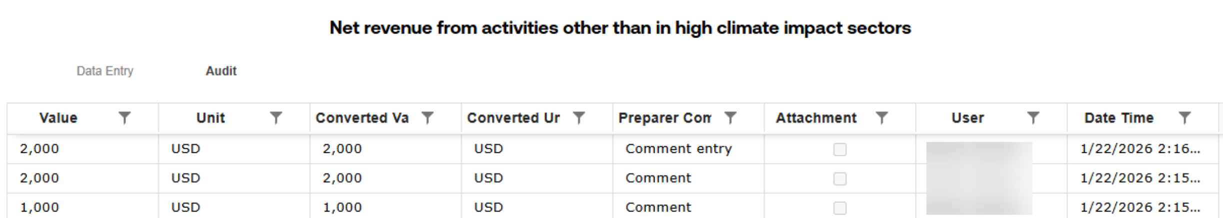
NOTE: For Emissions data entries with two values, only the first value displays in the Audit grid.

Manage Audit Data

To edit a selected data entry, click the **Edit** button. The Edit button displays when the profile status is Not Started or In Process. A slide-out panel displays with a Data Entry tab and an Audit tab. You can modify data in the Data Entry tab. When an entry is modified and saved, the new values display in the Audit grid.



The Audit tab enables you to view all changes made to the selected entry.

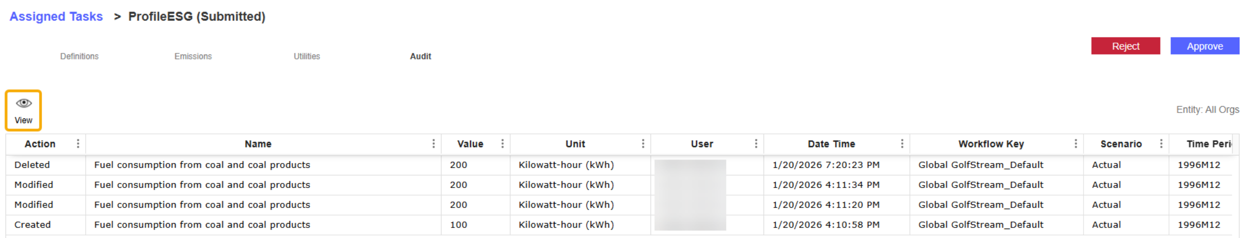


Net revenue from activities other than in high climate impact sectors

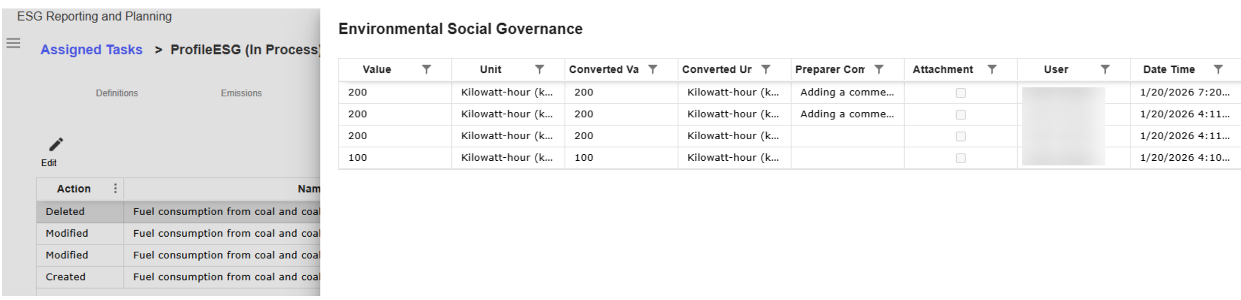
Data Entry Audit

Value	Unit	Converted Va	Converted Ur	Preparer Con	Attachment	User	Date Time
2,000	USD	2,000	USD	Comment entry	☐		1/22/2026 2:16...
2,000	USD	2,000	USD	Comment	☐		1/22/2026 2:15...
1,000	USD	1,000	USD	Comment	☐		1/22/2026 2:15...

The View button displays when the profile status is Submitted or Completed. When viewing an audit record, the fields in the Data Entry tab are read-only.



If you click the Edit or View button for a deleted record, only the Audit tab displays for that specific entry.



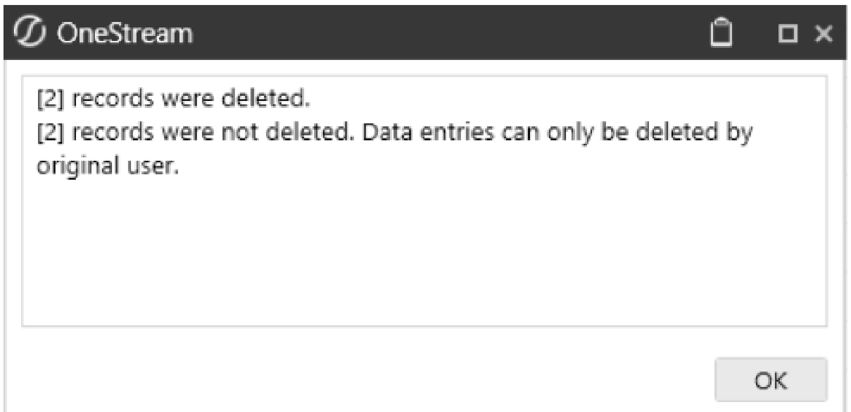
The Edit and View slide-out panels always display the most up-to-date version of the data entry.

> **Example:** A data entry is created, then modified. If you select the data entry's first record in the grid, labeled as Created, the Edit or View slide-out panel will show the modification made after the entry was created.

Delete a Data Entry

To delete an entry from the grid in the Definitions, Emissions, or Utilities tabs, click the **Delete** icon.

Use the checkboxes to multi-select entries to delete. Preparers can only delete entries that they created. If a preparer multi-selects entries to delete and did not create all entries selected, only the entries they created are deleted. Only Solution Administrators can delete entries they did not create.



NOTE: Entries can only be deleted if the profile is in the In Process status.

Attachments and Comments

 Use the Attachment icon to add, delete, and view attachments.

- To add an attachment, click the **Add** button.
- To delete an attachment, click the **Delete** button. Attachments can only be deleted by the one who uploaded the attachment.
- To view an attachment, click the **View** button.

To add an attachment, complete the following steps:

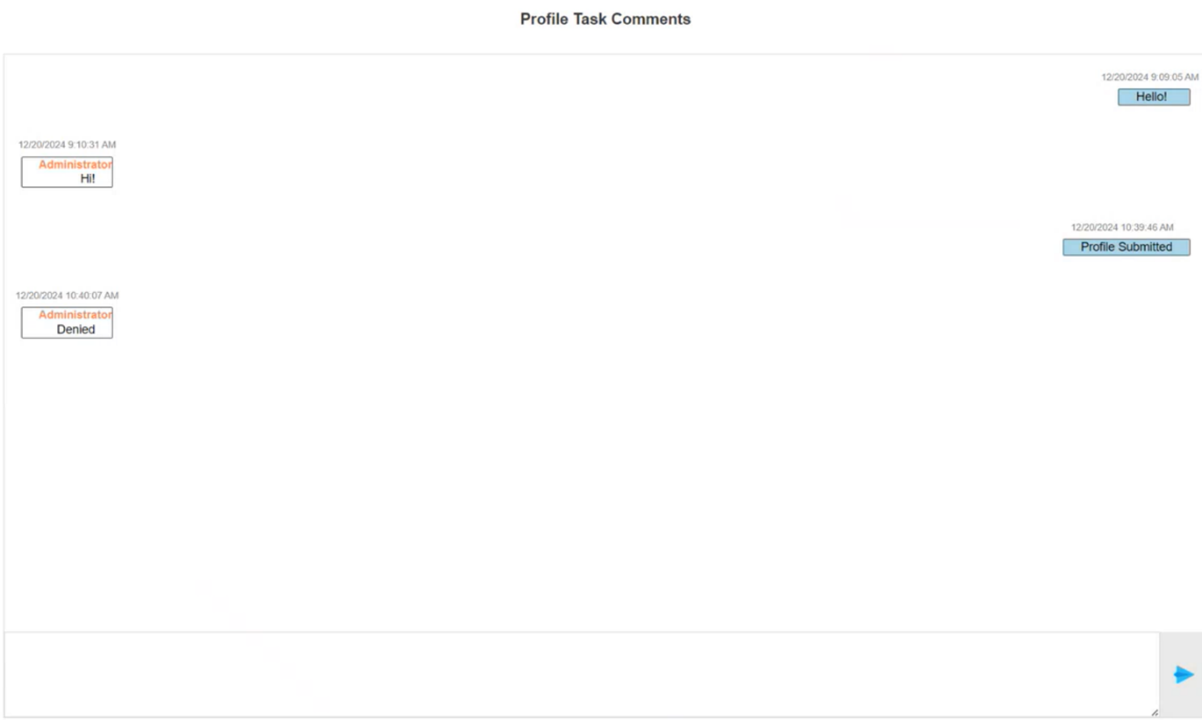
1. Navigate to either the **Definitions** tab, the **Emissions** tab, or the **Utilities** tab.
2. Select an entry from the bottom grid and click the **Edit** button, or create a new entry.
3. Click the **Attachment** button to display the **Attachments** slide-out panel.
    a. Click the **Add** button
    b. In the **File Upload** window, click the **BROWSE** button to open **File Explorer**.
    c. Select the file and click the **Open** button.
    d. Click the **Upload** button. The attachment is displayed in the grid.
    e. Click the **Close** button.
4. Click the **Save** button.

NOTE: A profile cannot be submitted until all required attachments are uploaded.

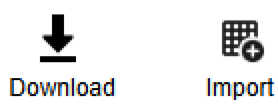
Manage Comments

Comments Use the Comments button to enter profile level comments. All comments entered and saved will display in the Profile Task Comments slide-out panel on each data entry tab. Users can add comments and reply to comments saved by other users.

To add a comment, click the **Comments** button to display the **Profile Task Comments** slide-out panel. Enter a comment in the text box and then click the **Send** icon. The comment will display in the chat. Each message will display the user who sent the comment and the date and time the comment was sent.



Data Import



Use the Download and Import buttons to download a data entry template and import your data for definitions, emissions, and utilities.

Considerations

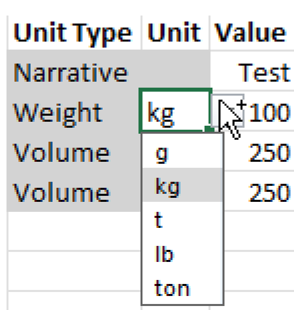
- Only preparers with access to the profile can import definition, emission, and utility data. The Download and Import icons are inactive for viewers and approvers.
- Data can only be imported to profiles that are in the Not Started or In Process status. If the profile is in the Submitted or Completed statuses, the icons are inactive.
- A preparer with access to the site and not the profile can only import emissions and utilities data.
- Templates can only be imported to the profile they were initially downloaded from.
- If you do not want to import data for all pre-populated items in the template, you can delete the rows you do not need.

Definitions Data Import Template

The template will only populate definitions assigned to the time period selected in the Workflow. Templates can only be imported to the corresponding time period, unless all time periods have the same definitions assigned to them.

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Definition</td><td rowspan="8">These columns are pre-populated based on selections made in the Definitions page. This data cannot be edited or deleted. See Definitions Details Pane.

NOTE: If a definition has a monetary unit type, the Unit Type field is read-only.</td></tr>
<tr><td>Category</td></tr>
<tr><td>Frequency</td></tr>
<tr><td>Control List 1</td></tr>
<tr><td>Control List 2</td></tr>
<tr><td>Control List 3</td></tr>
<tr><td>Control List 4</td></tr>
<tr><td>Unit Type</td></tr>
<tr><td>Control List Value 1</td><td rowspan="5">These columns have drop-down menus enabling you to select valid control list and unit values. If the definition input type does not require a unit, this column is grayed out.

</td></tr>
<tr><td>Control List Value 2</td></tr>
<tr><td>Control List Value 3</td></tr>
<tr><td>Control List Value 4</td></tr>
<tr><td>Unit</td></tr>
</table>

Column	Description
Value	Enter your value in this column.
Attachment Required	This column lists whether an attachment is required for the definition. If an attachment is required, you will receive a reminder to upload attachments for all required definitions after the import. The profile will not submit unless these required attachments are uploaded to the appropriate definitions.
Preparer Comment	This column is optional.

Emissions Data Import Template

Column	Description
Site	These columns are pre-populated. This data cannot be edited or deleted.
Factor Group	
Factor	
Control List	

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Factor LCA Activity</td><td rowspan="2">These columns have drop-down menus enabling you to select entries if multiple LCA Activities or Sources were selected when configuring the factor group. See Factor Groups.
<table>
<tr><th>Site</th><th>Factor Group</th><th>Factor LCA Activity</th><th>Factor Source</th></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>unknown</td><td>Greenview</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>unknown</td><td>Greenview</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>unknown</td><td>Greenview</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>unknown</td><td>Greenview</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>cradle_to_shelf</td><td>EPA</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>EPA</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>GHG Protocol</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>GHG Protocol</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>EPA</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>GHG Protocol</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>GHG Protocol</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>GHG Protocol</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>GHG Protocol</td></tr>
<tr><td>NA Site</td><td>NA Factors</td><td>biogenic_co2_combustion</td><td>EPA</td></tr>
</table>
</td></tr>
<tr><td>Factor Source</td></tr>
</table>

Column	Description
Control List Value	These columns have drop-down menus enabling you to select valid control list, unit type, and unit values. The Control List Value, Unit Type 1, Unit 1, and Value 1 columns are required. Unit Type 2 and Unit 2 are only required if the unit requires two unit selections, such as AreaOverTime.
Unit Type 1	
Unit Type 2	
Unit 1	
Unit 2	

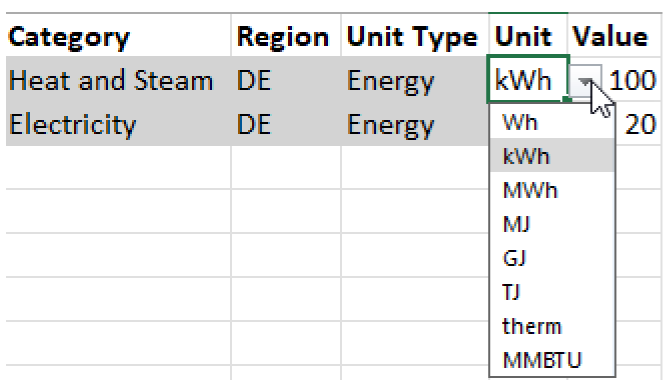
Control List Value	Unit 1 Type	Unit 1	Value 1	Unit 2 Type	Unit 2	Value 2
Vendor1	Weight	kg	100			
Vendor1	Number	g	100	Time	hour	200
Vendor1	Number	kg	100	Time	hour	100
Vendor2	Number	t	100	Time	hour	100
Vendor2	Energy	lb	100			
Vendor2	Weight	ton kg	100			
Vendor2	Container	Number	100	Distance	km	200
Vendor1	Weight	kg	100			
	Volume	l	100			
	Number	Number	100	Time	hour	100
	Number	Number	100	Time	hour	200

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Value 1</td><td rowspan="2">Enter your values in these columns. If the factor does not require two values, the Value 2 column is grayed out.

<table>
<tr><th>Value 1</th><th>Unit 2 Type</th><th>Unit 2</th><th>Value 2</th></tr>
<tr><td>100</td><td></td><td></td><td></td></tr>
<tr><td>100</td><td>Time</td><td>hour</td><td>200</td></tr>
<tr><td>100</td><td>Time</td><td>hour</td><td>100</td></tr>
<tr><td>100</td><td>Time</td><td>hour</td><td>100</td></tr>
<tr><td>100</td><td></td><td></td><td></td></tr>
<tr><td>100</td><td></td><td></td><td></td></tr>
<tr><td>100</td><td>Distance</td><td>km</td><td>200</td></tr>
<tr><td>100</td><td></td><td></td><td></td></tr>
<tr><td>100</td><td></td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td>Value 2</td></tr>
<tr><td>Attachment Required</td><td rowspan="2">These column entries list whether an attachment or comment is required. If an attachment is required, you will receive a reminder to upload attachments for all required factors after the import. The profile will not submit unless these required attachments are uploaded to the appropriate factors.</td></tr>
<tr><td>Comment Required</td></tr>
<tr><td>Comment</td><td>If the Comment Required column is set to True, you must enter a comment in this column for a valid import.</td></tr>
</table>

NOTE: If multiple factors are used for a control list, you can create separate rows for different factors.

Utilities Data Import Template

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Site</td><td rowspan="5">These columns are pre-populated. This data cannot be edited or deleted.</td></tr>
<tr><td>Supplier</td></tr>
<tr><td>Category</td></tr>
<tr><td>Region</td></tr>
<tr><td>Unit Type</td></tr>
<tr><td>Unit</td><td>Use the drop-down menu to select a unit.

</td></tr>
<tr><td>Value</td><td>Enter a value in this column.</td></tr>
<tr><td>Control List</td><td>This column is pre-populated with the control list name.</td></tr>
</table>

Column	Description
Control List Value	Use the drop-down menu to select a control list value.
Comment	Comments are not required for utilities.

Import Data

When you complete the template, follow these steps to import factors:

1. Click the **Import** button.
2. In the **File Upload** window, click the **BROWSE** button to open File Explorer.
3. Select the template and click the **Open** button.
4. Click the **Upload** button.

Reports

Select the navigation menu to access the Reports tab.

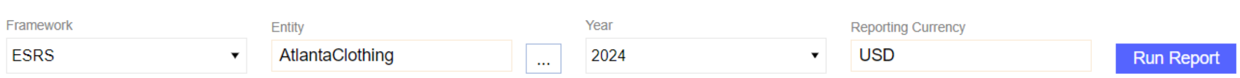
The Reports page is only accessible to OneStream Administrators and Solution Administrators. See Global Options.

The report contains narrative type data and data for scopes 1, 2, and 3. The scope emissions reports are organized below the E1-Climate category. The narrative type data follows the framework structure and displays in the report based on framework ID. Only profiles with a Completed status will be included in the report.

Run a Report

IMPORTANT: Only administrators can run a report.

Select all parameters to run a report.



Parameter	Description
Framework	From the **Framework** drop-down menu, select a framework.

Parameter	Description
Entity	To select an entity for reporting, click the ellipses. In the **Select Member** window, under the **Hierarchy** tab, use the tree navigation to select an entity. Alternatively, use the **Search** tab to search for an entity. Click the **OK** button. **NOTE:** You cannot run a report for multiple entities. **NOTE:** At the selected entity level, values that support aggregation roll up from child members.
Year	The Year drop-down menu will default to the current workflow year. Use the Year drop-down menu to select a different year.
Reporting Currency	This field displays the currency selected on the Global Options page. See Global Options.

When all parameters are selected, click the **Run Report** button.

Report Structure

The following sections detail the structure used to report narrative and emission data in the report.

Narrative

Narrative type data either displays as narrative text or as a table with value entries.

Narrative Control List Table Display

Control list entries display as tables in the report. For definitions with one control list assigned, the control list title is the column one header, and the column one entries display the control list members. All values entered for the control list members display in column two.

AR 55 - Net revenue

Country	Monetary
Australia	46,800 USD
Canada	29,900 USD
United Kingdom	14,375 USD
United States	10,000 USD
	101,075 USD

If a definition has two control lists assigned to it, the data entered for that definition displays as a table with multiple columns. All control list members display in alphabetical order.

Report Column	Description
Column 1 Header	The name of the first control list assigned.
Column 1 Entries	The members in the first control list.
Column 2 Header	The name of the second control list assigned.
Column 2 Entries	The members in the second control list.
Column 3 Header	The definition unit type.

Report Column	Description
Column 3 Entries	The values entered for each control list member on the Home page.

If the definition has an aggregable unit type and there are two control list assigned, the subtotal amount for control list one is bold in the corresponding row. The total amount for control list two displays at the end of the table. The following definition unit types do not aggregate on the report: Average, percent, date, and narrative. All other definition unit types display totals on the report.

39 - Total amount of hazardous waste

Waste Type	Chemical	Weight
Food		**2,896.2 kg**
	Dioxins	1,814.4 kg
	PCB	1,081.8 kg
General		**105 kg**
	Lead	100 kg
	PCB	5 kg
Nuclear		**5,000 kg**
	Asbestos	3,000 kg
	Formaldehyde	2,000 kg
	Asbestos	**3,000 kg**
	Lead	**100 kg**
	PCB	**1,086.8 kg**
	Dioxins	**1,814.4 kg**
	Formaldehyde	**2,000 kg**

NOTE: Control List 3 and Control List 4 do not display on the report.

Scope 1

The Scope 1 report section provides a summary table displaying all emission categories and their total CO2e emissions.

Scope 1 Emission by Categories

	CO2e
Refrigerants and Fugitive Gases	104,055.40 t
Fuel	1,900.84 t
Vehicles	0.02 t
Total Scope 1	**105,956.27 t**

The report breaks down the CO2e emissions by category. The table for each category lists the factor name and displays the CO2e emission for each factor with the category CO2e total highlighted. The category types are sorted in the table from highest to lowest based on CO2e. The report also shows the CO2, N2O, and CH4 calculations.

Emission by Fuel Type

Fuel	CO2e	CO2	CH4	N2O
Coal - domestic	1,844.76 t	1,671.43 t	5.45 t	0.08 t
Marine fuel oil	49.32 t	48.68 t	0.00 t	0.00 t
Marine fuel oil (gross CV)	6.55 t	6.47 t	0.00 t	0.00 t
Coal - electricity generation - home produced coal only	0.20 t	0.20 t	0.00 t	0.00 t
Marine gas oil (gross CV)	0.01 t	0.01 t	0.00 t	0.00 t
Gas oil (gross CV)	0.00 t	0.00 t	0.00 t	0.00 t
	1,900.84 t			

Control List Table Display

Control list entries display as tables on the report. The title of the category contains the control list name and each control list member displays as a bold row header. The total CO2e aggregates and displays in the control list member row.

Emission by Car	CO2e
Compass	
Vehicles	0.00 t
Fuel	55.87 t
Corsair	
Fuel	0.01 t
GMC Sierra	
Vehicles	0.02 t

Scope 2

The Scope 2 section reports Market-based and Location-based utility usage. The contracts entered by the Administrator on the Contracts page are used for the market-based utility usage calculation. The Market-based calculation uses the entered value for purchased utility and subtracts the contract value of the utility for the compliance year to provide the CO2e total.

Location-based and Market-based usage displays on two separate summary tables. Each table shows the utility calculation for each category with the total amount bold below the table.

Scope 2

E1-6_09 Gross location-based Scope 2 greenhouse gas emissions

	CO2e
Electricity	1.17 t
Heat and Steam	0.66 t
Total Location-based GHG emissions	**1.83 t**

E1-6_10 Gross market-based Scope 2 greenhouse gas emissions

	CO2e
Electricity	0.66 t
Heat and Steam	0.33 t
Total Market-based GHG emissions	**0.99 t**

Scope 3

The Scope 3 section reports indirect upstream and downstream emissions. The report provides a summary table displaying all upstream and downstream categories with their total CO2e emissions. The scope 3 total emission is bold below the table.

Scope 3 Emission

	CO2e
Upstream Categories	
Purchased Goods and Services	47.07 t
Downstream Categories	
Downstream Transportation and Distribution	0.11 t
Total Scope 3	**47.18 t**

The report breaks down the CO2e emissions by category. The table for each category lists the factor sectors with the factor categories below in each column. The total CO2e column for each is highlighted with the CO2e total bold below the table.

Purchased Goods and Services

Sectors	CO2e
Information and Communication	**1.12 t**
Cloud Computing - CPU	1.12 t
Materials and Manufacturing	**45.91 t**
Metals	45.91 t
Organizational Activities	**0.04 t**
Professional Services	0.04 t
	47.07 t

Retrospectives and Targets

When you are reporting Scope 1-3 data for emissions in the ESRS framework, additional columns for Baseline Year, Prior Year, Milestone Year, and variance calculations will display on the report if those options are selected. The Target columns display based on the Milestone years selected on the Global Options page. If additional milestone years are selected in Global Options, the report will expand to include those target years in the order they are set up in. See Global Options and Manage Definitions.

Each column will display data based on what is entered in the corresponding Workflow Profile. The column displaying data for the current year is highlighted in gray. The N-(N-1) column displays the variance between the Current year (N) and the Prior year (N-1). The % N/(N-1) column displays the percent change between the Current year (N) and the Prior year (N-1).

E1-6 - Gross Scopes 1, 2, 3 and Total GHG emissions

48 a - Gross Scope 1 greenhouse gas emissions (weight in kg)

N = Current Year

Retrospective	Targets		
2027 (N)	2025	2030	2050
957.03	1,002.27	997.73	

The following image displays single control list integration with Retrospective and Target columns. Each control list member is a row in the first column.

49 a, 52 a - Gross location-based Scope 2 greenhouse gas emissions (weight in kg)

N = Current Year, N-1 = Prior Year

	Retrospective					Targets		
	2025	2026	2027 (N)	N-(N-1)	% N/(N-1)	2025	2030	2050
Female	250.00	120.00	165.00	45.00	37.50%	136.05	250.00	
Male		175.00	150.00	-25.00	-14.29%		226.76	
Non-Binary		1,000.00	393.20	-606.80	-60.68%		4,000.00	
Other		4,535.92	3,000.00	-1,535.92	-33.86%		1,814.06	
Total	**250.00**	**5,830.92**	**3,708.20**	**-2,122.72**	**-36.40%**	**136.05**	**6,290.82**	

The following image displays two control lists integrated with Retrospective and Target columns. Each control list member is a row in the first column, and the second control list members are rows in the second column. The subtotal amount for each member in control list one is bold in the corresponding row.

49 b, 52 b - Gross market-based Scope 2 greenhouse gas emissions (weight in kg)

N = Current Year, N-1 = Prior Year

		Retrospective					Targets		
		2025	2026	2027 (N)	N-(N-1)	% N/(N-1)	2025	2030	2050
ProductA		**549.37**	**1,408.16**	**125**	**-1,283.16**	**-91.12%**	**136.05**	**125.00**	
	Vendor1	453.51	1,000.00	25.00	-975.00	-97.50%		24.00	
	Vendor3	95.86	408.16	100.00	-308.16	-75.50%	136.05	101.00	
ProductC		**7,721.55**	**3,040.00**	**2362.81**	**-677.19**	**-22.28%**	**408.16**	**2,427.46**	
	Vendor2	5,000.00	3,000.00	362.81	-2,637.19	-87.91%	408.16	327.46	
	Vendor4	2,721.55	40.00	2,000.00	1,960.00	4,900.00%		2,100.00	
Total		**8,270.92**	**4,448.16**	**2,487.81**	**-1,960.35**	**-44.07%**	**544.21**	**2,552.46**	

Help and Miscellaneous Information

Select the navigation menu to access the Help page and access online help documentation.

Display Settings

OneStream Solution frequently require the display of multiple data elements for proper data entry and analysis. Therefore, the recommended screen resolution is a minimum of 1920 x 1080 for optimal rendering of forms and reports.

Additionally, OneStream recommends that you adjust the Windows System Display text setting to 100% and do not apply any Custom Scaling options.

Package Contents and Naming Conventions

The package file name contains multiple identifiers that correspond with the platform. Renaming any of the elements contained in a package is discouraged in order to preserve the integrity of the naming conventions.

Example Package Name: ESG_PV9.0.0_SV210_PackageContents.zip

Identifier	Description
ESG	Solution ID
PV9.0.0	Minimum Platform release required to run solution
SV2.1.0	Solution release
PackageContents	File name

Solution Database Migration Advice

A development OneStream application is the safest method for building out a solution with custom tables such as this one. The relationship between OneStream objects such as workflow profiles and custom solution tables is that they point to the underlying identifier numbers and not the object names as seen in the user interface. Prior to the solution configuration and to ensure the identifiers match within the development and production applications, the development application should be a recent copy of the production application. Once the development application is created, install the solution and begin design. The following process below will help migrate the solution tables properly.

See also: *Managing a OneStream Environment* in the *Design and Reference Guide*.

OneStream Solution Modification Considerations

A few cautions and considerations regarding the modification of OneStream Solutions:

- Major changes to business rules or custom tables within a OneStream Solution will not be supported through normal channels as the resulting solution is significantly different from the core solution.
- If changes are made to any dashboard object or business rule, consider renaming it or copying it to a new object first. This is important because if there is an upgrade to the OneStream Solution in the future and the customer applies the upgrade, this will overlay and wipe out the changes. This also applies when updating any of the standard reports and dashboards.
- If modifications are made to a OneStream Solution, upgrading to later versions will be more complex depending on the degree of customization. Simple changes such as changing a logo or colors on a dashboard do not impact upgrades significantly. Making changes to the custom database tables and business rules, which should be avoided, will make an upgrade even more complicated.

Appendix A: Definition Input Types

The following table is a reference for how the solution assigns ESRS data types to system-defined definition input types.

Definition Input Type	ESRS Data Type
Area	Area
Data	Data
Distance	This is not an ESRS data type.
Energy	Energy
Time	This is not an ESRS data type.
Volume	Table/Volume
	Volume
Weight	GHG Emissions
	Mass
	Table/Ghgemissions
	Table/Mass

Definition Input Type	ESRS Data Type
Numerical	Decimal
	Decimal/Percent/Narrative
	Integer
	Intensity
	Table1/Decimal
	Table2/Decimal
	Table3/Decimal
	Table4/Decimal
	Table/Decimal
	Table/Integer
	Table/Numerical
Date	Year
Percent	Integer/Percentage
	Percent
	Table/Percent
	Table/Percentage

Definition Input Type	ESRS Data Type
Narrative	MDR-a
	MDR-p
	MDR-t
	Narrative
	Narrative/Monetary
	Narrative/Numerical
	Semi-narrative
	Table/Semi-narrative
	Table
	Table 1
	Table 2
	Table 3
	Table 4
	Table/Narrative
Monetary	Monetary
	Table/Monetary
Average	This is not an ESRS data type.

Appendix B: Tables and Package Contents

Refer to this page for a complete list of tables and package contents included with the ESG Reporting and Planning solution.

- XFW_ESG_ControlLists
- XFW_ESG_UnitOfMeasureConversions
- XFW_ESG_ClimatiqFactorsVersioning
- XFW_ESG_ClimatiqFactorsAuditReplaced
- XFW_ESG_ClimatiqFactorsAuditRemoved
- XFW_ESG_CustomFactors
- XFW_ESG_Factors
- XFW_ESG_FactorGroups
- XFW_ESG_FactorGroupsMapper
- XFW_ESG_FactorGroupsFactorLCAActivities
- XFW_ESG_FactorGroupsFactorSources
- XFW_ESG_SiteFactorGroupMapper
- XFW_ESG_ProfileFormDataEntry
- XFW_ESG_DataEntry
- XFW_ESG_ElectricityContractUsage

- XFW_ESG_DefinitionsDataEntry
- XFW_ESG_DataEntryInputs
- XFW_ESG_DataEntryComments
- XFW_ESG_DataEntryAttachments
- XFW_ESG_Frameworks
- XFW_ESG_FrameworkKPIs
- XFW_ESG_AccessGroup
- XFW_ESG_ReportingControlLists
- XFW_ESG_ReportingControlListsMembers
- XFW_ESG_AccessGroupMember
- XFW_ESG_Sites
- XFW_ESG_DefinitionCategories
- XFW_ESG_DefinitionUnitTypes
- XFW_ESG_Definitions
- XFW_ESG_DefinitionsFrameworkMapper
- XFW_ESG_DefinitionsControlListMapper
- XFW_ESG_Profiles
- XFW_ESG_ProfilesSiteMapper
- XFW_ESG_ProfilesDefinitionMapper
- XFW_ESG_Scope
- XFW_ESG_Contract

- XFW_ESG_DataEntryControlListValue
- XFW_ESG_DefinitionDataEntryControlListValue
- XFW_ESG_DefinitionsCubeProperties
- XFW_ESG_AuditProfile
- XFW_ESG_AuditDefinition
- XFW_ESG_AuditFactor
- XFW_ESG_DataEntrySourceID
- XFW_ESG_SiteSuppliers
- XFW_ESG_ContractAudit
- XFW_ESG_DataEntryFactorValues
- XFW_ESG_FactorSources

Views:

- vw_XFW_ESG_CategoryTableEditor
- vw_XFW_ESG_ExternalFactorsWithGroups
- vw_XFW_ESG_IntenalFactorsWithGroups
- vw_XFW_ESG_FactorsGrouping

Appendix C: Dynamic Cube POV

Data from ESG Reporting and Planning is loaded into dynamic cubes using a combination of standard dimensions and dynamic dimensions. Review the following information to help you navigate Cube Views based on the ESG dynamic cube.

Entity	ESG Reporting and Planning data is loaded into dynamic cubes based on the profile's Dynamic Cube Reporting Entity. See Manage Profiles.
Consolidation	ESG Reporting and Planning data is loaded into the Local member.
Scenario	ESG Reporting and Planning data is associated with a scenario on data entry.
Time	ESG Reporting and Planning data is associated with the time period it was entered in, for example, 2025M1.
View	Numeric data is loaded into the Periodic member. Narrative data is displayed in the Annotation member as plain text and the VarianceExplanation member as rich text.
Account (Dynamic)	The Account dimension is dynamically created and includes all ESG Reporting and Planning framework KPIs. Each data entry in ESG Reporting and Planning is associated with a definition/KPI.
Flow	ESG Reporting and Planning data is loaded into the None member by default.

Origin	ESG Reporting and Planning data is loaded into the Import member.
IC	ESG Reporting and Planning data is loaded into the None member by default.
UD 1-UD 8	UD dimensions are used for the dynamically created control list and unit of measure dimensions. **TIP:** For numeric entries, use TotalControlList and Total UOMs for a simple way to locate data.For narrative entries, Control Lists should be set to the control list answer selected on data entry, and UOM should be set to none.

Appendix D: Workflow Import Dimensions

This section outlines details and considerations to review when setting up the workflow import process.

Dimension Type	Dimension Name	Import Instructions
Entity	NA	Entity values are not used in the ESG Reporting and Planning import, but placeholder data source and transformation rules are required to prevent workflow errors.
Scenario	Scenario	The Scenario dimension used in the import cube should align with the cube set in Global Options to ensure data is mapped to the correct scenario.
View	View	This dimension is not used for import. Data is imported as periodic regardless of view settings.
Account	ESG_ Account_ Definitions	This dimension includes all active definitions assigned to enabled profiles.

Dimension Type	Dimension Name	Import Instructions
Flow	ESG_ DataTypes	This dimension includes definitions, emissions value 1 and value 2, and utilities.
Intercompany	IC	This dimension is not used for ESG Reporting and Planning import.
UD<#>	ESG_Profiles	This dimension includes all active ESG Reporting and Planning profiles.
UD<#>	ESG_Sites	This dimension includes all active sites assigned to active ESG Reporting and Planning profiles.
UD<#>	ESG_UoMs	This dimension includes all units of measure for definitions, emissions, and utilities.
UD<#>	ESG_Factors	This dimension includes all factors assigned to an enabled factor group and ESG Reporting and Planning profile.
UD<#>	ESG_ ControlList 1-4	Each dimension includes all control lists.
Text Value	NA	This dimension is used to pass narrative definition entries into data records.

Dimension Type	Dimension Name	Import Instructions
Label	NA	This dimension is used to pass comments into data records.
SourceID	NA	This dimension is used to identify imported data. **NOTE:** Data can be deleted from ESG Reporting and Planning by clearing a specific SourceID in the workflow.

Appendix E: Emissions Calculations

This section includes information on how emissions are calculated in ESG Reporting and Planning.

Basic Conversions

Emissions data is entered into ESG Reporting and Planning using activity-based inputs. Users can choose from a variety of units when entering data, and the value is converted to a default unit when saved. Both the input value and the converted value are displayed in emissions data tables.

Factor Selection

The solution uses emission factors to convert activity data into Carbon Dioxide Equivalents (CO2e). ESG Reporting and Planning administrators select factors for each profile based on the factor source, name, and Life-cycle Assessment (LCA) activity.

> **NOTE:** Factors are regionally based and may not be compatible with all sites. Set the factor as a Global Factor to apply it to sites outside of the factor's defined region. See Manage Factor Groups.

Factors are often updated to reflect the most accurate data available in a given year. ESG Reporting and Planning automatically selects the most up-to-date version of a selected factor when running a report. For example, a report run for 2023 may use a 2021 factor value, whereas a report run in 2024 may use a 2024 factor if available. See Factors and Manage Factor Groups.

Application of Factors

Factors are applied to activities to create a CO2e number for reporting. Factors are calculated when a profile is submitted.

Factor calculations vary based on the following information:

- If a factor only contains a CO2e value, then the following formula is used: Converted Activity x CO2e Factor = CO2e Emissions.
- If a factor contains a value for at least one greenhouse gas, then the emission is calculated using the individual gas and related conversion from the Assessment Reports of the Intergovernmental Panel on Climate Change (IPCC).

Assessment Report Conversions			
	AR4	**AR5**	**AR6**
CH4	25	28	27.9
N20	298	265	273

Application of Market-based Factors

Market-based factors are calculated when a profile is submitted. Contracts only apply to time periods defined on the Contracts page. See Contracts.

Contracts are applied using the following logic:

- If a valid contract applies to a full data entry, then the contract is applied to the data entry.
- If a valid contract applies to a partial data entry, then the contract is applied to the partial data entry and the remaining activity is multiplied by the residual factor. Residual factors can be modified on the Sites page in the Utilities tab. See Sites.
- If there is no valid contract, then the activity is multiplied by the residual factor. Residual factors can be modified on the Sites page in the Utilities tab. See Sites.

> **NOTE:** If a residual factor is unavailable, the remaining activity is multiplied by the location-based factor.

Review the following calculation exceptions:

- If a residual factor is not available, a location based factor is used.
- If a data entry is excluded from contracts, the contract is not applied even if it is available.

Third-Party Component Technology

ESG Reporting and Planning is created using third-party data feeds as in ingestion of factors and frameworks provided by ESGeo and Climatiq. Copyright notices are available here:

- Copyright: Information incoming from ESGeo
- Copyright: Information incoming from Climatiq. See Climatiq Data Sources.

For a comprehensive list of all third-party component tools throughout the OneStream application, see the *Third-Party Component Guide*.