

# DATA ENTRY 123

## SETUP INSTRUCTIONS

PV 440 SV 100

## CONTENTS

Overview4
Getting Started5
Select the Data Entry 123 Development Location5
Create the OneStream XF Development Application5
Application Server Settings5
Configure the OneStream XF Application Server5
Installation & Setup
Installing Data Entry 1237
Package Contents & Naming Conventions
Data Entry 123 Setup
Dashboard Maintenance Unit10
Business Rules
Home11
Settings
Global Options
Uninstall Options12
Framework
Selectors15
Selector Bar15
Selector Lists
List Items16
Calculations17
Calculation Lists and Calculations17
Expression List
Forms 18
Form Groups
Forms (by Group)20
Form Usage21
Form Sets21
Form Set Members21
Workflow Assignment22

SETUP	23
Selector Setup Steps	23
Calculation Setup Steps	24
Forms Setup Steps	25
Workspace Data Entry Setup	25
Form Input Data Entry Setup	26
Required Form Input Data Entry Setup	29
EXAMPLES	30
Selector Example	30
Calculation Example	32
Workspace Example Built	32
Help & Miscellaneous Information	33
Optimal Display Settings	33
MarketPlace Solution Modification Considerations	33

## **OVERVIEW**

Data Entry 123 Solution is a contextual development environment utilized for creating data entry forms. The framework provides a simple design paradigm which facilitates quick form building. This centralized approach helps standardize the look and feel across forms while easing the change management process of Forms, Selectors and Calculations.

## **GETTING STARTED**

Use the following information to understand prerequisites and dependencies, plan your installation, and configure the database server.

**Note**: Before beginning setup, verify that the SQL server has table creation rights on the SQL database to create the custom tables.

## SELECT THE DATA ENTRY 123 DEVELOPMENT LOCATION

Before you begin the installation, you must decide whether to build Data Entry 123 directly in the Production OneStream XF application or in a separate Development OneStream XF application. This section provides some key considerations for each option.

**Production OneStream XF Application:** The primary advantage of building Data Entry 123 in your 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 that is being used in a Production capacity and this is seldom advised.

**Note**: It is strongly recommended that you implement **Data Entry 123** in the Development environment with a fresh copy of the Production application before starting work.

**Development OneStream XF Application:** As a Best Practice, use the Development OneStream XF application to build Data Entry 123.

See Also: Modifying MarketPlace Solutions

#### Create the OneStream XF Development Application

- 1. Ensure that all the OneStream XF artifacts you want to relate to in Data Entry 123 such as **Workflow Profiles** and **Entities** are in the Production application.
- 2. Copy your Production OneStream XF application to your Development environment and rename it. This Development version will be used for your Data Entry 123 project.

## **APPLICATION SERVER SETTINGS**

You may need to edit the OneStream XF Application Server Configuration so users can create and change data in the additional database tables used by Data Entry 123. If other MarketPlace Solutions (such as Specialty Planning) are already in the application, these adjustments may already exist.

#### Configure the OneStream XF Application Server

Be sure that these security group settings include those who will be working on and setting up Data Entry 123 before you begin. **Note**: Group settings are applicable to all XF Marketplace Solutions; it is important to keep the group names generic.

- 1. Start the OneStream XF Server Configuration Utility as an Administrator.
- 2. Select 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 who will edit and maintain tables.

#### Table Creation Group for Ancillary Tables: Administrators

4. Restart Internet Information Server (IIS).

Azure SQL System Business Rule Name         Azure SQL System Business Rule Name         Command Timeout         Command Timeout Large         Gonnection String         Data Source=localhost;Initial Catalog=OneStream_Frame         Connection String Encrypted         False         Cancess Group for Ancillary Tables         Allow Database Creation via UI         True         Can Create Ancillary Tables         True         Can Edit Ancillary Table Data	
<ul> <li>Connection String Settings</li> <li>Command Timeout</li> <li>90</li> <li>Command Timeout Large</li> <li>900</li> <li>Connection String</li> <li>Data Source=localhost:Initial Catalog=OneStream_Frame</li> <li>Is Connection String Encrypted</li> <li>False</li> </ul> <li>Ceneral         <ul> <li>Access Group for Ancillary Tables</li> <li>Allow Database Creation via UI</li> <li>True</li> <li>Can Create Ancillary Tables</li> <li>True</li> <li>Can Edit Ancillary Table Data</li> </ul> </li>	
Command Timeout       90         Command Timeout Large       900         Connection String       Data Source=localhost;Initial Catalog=One Stream_Frame         Is Connection String Encrypted       False         ✓ General       Access Group for Ancillary Tables         Allow Database Creation via UI       True         Can Create Ancillary Tables       True         Can Edit Ancillary Table Data       True	
Command Timeout Large       900         Connection String       Data Source=localhost;Initial Catalog=OneStream_Frame         Is Connection String Encrypted       False         ✓       General         Access Group for Ancillary Tables       DB_ANC_Access_Group         Allow Database Creation via UI       True         Can Create Ancillary Tables       True         Can Edit Ancillary Table Data       True	
Connection String       Data Source=localhost;Initial Catalog=OneStream_Frame         Is Connection String Encrypted       False         ✓       General         Access Group for Ancillary Tables       DB_ANC_Access_Group         Allow Database Creation via UI       True         Can Create Ancillary Tables       True         Can Edit Ancillary Table Data       True	
Is Connection String Encrypted False  Ceneral  Access Group for Ancillary Tables  Allow Database Creation via UI  Can Create Ancillary Tables  Can Edit Ancillary Table Data  False  Read Access  Read Acces  Read Access  Read Acces  Read Access  Read Access  Read Acces  Read  R	
Ceneral     Access Group for Ancillary Tables     Alow Database Creation via UI     Can Create Ancillary Tables     Can Edit Ancillary Table Data     True	
Access Group for Ancillary Tables DB_ANC_Access_Group Allow Database Creation via UI True Can Create Ancillary Tables True Can Edit Ancillary Table Data True	
Allow Database Creation via UI     True       Can Create Ancillary Tables     True       Can Edit Ancillary Table Data     True	SS
Can Create Ancillary Tables True Can Edit Ancillary Table Data True	_
Can Edit Ancillary Table Data True	
Database Provider Type SqlServer	
Is External Database False Write Acc	ess
Maintenance Group for Ancillary Tables DB_ANC_Maintenance_Group	_
Name One Stream Database Server	
Table Creation Group for Ancillary Tables Administrators	
Use File Groups when Creating Databases True	
Use Table Partitioning when Creating Databases True 🗸	

## **INSTALLATION & SETUP**

All Solutions can be downloaded from the MarketPlace. Please check the Release Notes for summarized changes of note, prior to installation.

## **INSTALLING DATA ENTRY 123**

1. From the OneStream XF MarketPlace Dashboard, click MarketPlace > Data Entry 123.

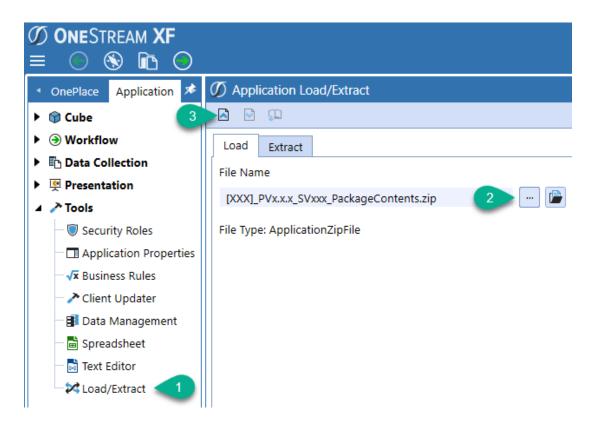


Data Entry 123

2. On the Data Entry 123 Solution page, select your OneStream XF platform version from the **Minimum Platform Version** dropdown list.

This selection automatically displays the appropriate solution version in the next box.

- Select the most recent version from the Solution Version dropdown list and then click Download.
- 4. Log in to OneStream XF.
- 5. On the **Application** tab, click **Tools** > **Load/Extract**.
- 6. On the Load tab, locate the solution package using the Select File icons and click Open.
- 7. When the solution's file name appears, click **Load.**
- 8. Click **Close** to complete the installation.



### **Package Contents & Naming Conventions**

The package filename 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.

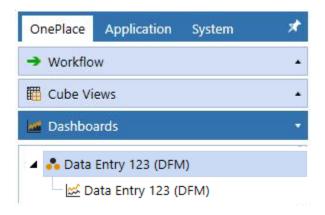
Example package name: DFM\_PV4.4.0\_SV100\_PackageContents.zip

Identifier	Description
DFM	Solution ID
PV440	Minimum XF Platform version required to run solution
SV100	Solution version number
PackageContents	Filename

## DATA ENTRY 123 SETUP

The first time Data Entry 123 is run, you will be guided through the table setup process.

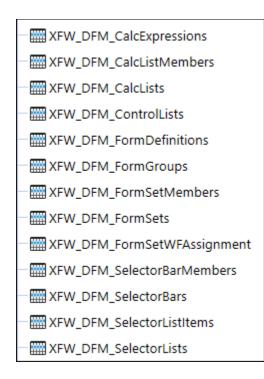
In OneStream XF, click OnePlace > Dashboards Data Entry 123 (DFM) > Data Entry 123 (DFM).



The first step of the setup creates all the tables required for Data Entry 123.



This step may be necessary when upgrading even if tables are already present. Data Entry 123 will not drop any tables that already exist but will modify table structures and add any new ones if necessary.





When setup is complete, click Launch Solution to display the Data Entry 123 Home page.

### **Dashboard Maintenance Unit**

#### XFW Data Entry 123

The Dashboard Maintenance Unit provides the user interface for Data Entry 123 and includes the Dashboard Groups, Components, Data Adapters, Parameters and Files used to build the solution.

#### **Business Rules**

Business Rule	Description
DFM_CustomCalcs	This is a Finance Business Rule. This rule allows the Form Manager to call custom calculations.
DFM_SharedCalcs	This is a Finance Business Rule. This rule contains shared calculations that can be used with a Standard Finance Business Rule/Member formula or from a custom calculation.
DFM_HelperQueries	Dashboard Dataset Business Rule that provides various data helper functions for populating charts, grids, and BI Viewer components.
DFM_ParamHelper	Dashboard XFBR String Business Rule that provides conditional parameter processing functions that allow a parameter value to be interpreted and substituted with a different string.
DFM_SolutionHelper	Dashboard Extender Business Rule that provides various helper functions for addition, maintenance and navigation of selectors, calculations, and forms on the Main Dashboard.

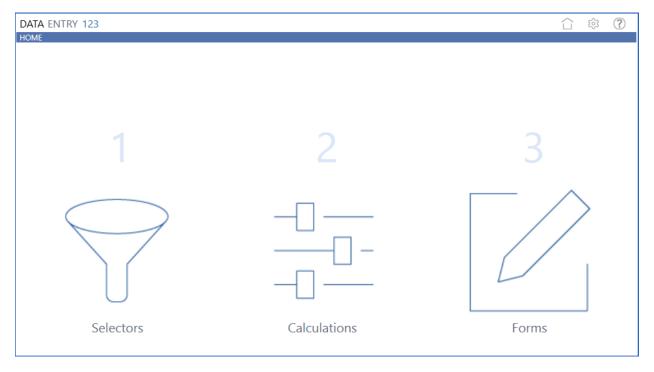
## HOME

 $\widehat{\Box}$ 

The **Home** page contains Selectors, Calculations, and Forms.

Data Entry 123 is grouped into three sections:

- 1. **Selectors** consist of *Selector Lists*, or dropdowns, that are displayed across a *Selector Bar in a Form*.
- 2. **Calculations** consist of *Expressions* and *Business Rules* that are compiled into *Calculation Lists* that are applied to forms.
- 3. **Forms** can be displayed as a *CubeView, Dashboard,* or a *Spreadsheet* for data entry. *Forms* are compiled into *Form Groups* that are compiled into *Form Sets. Form Sets* are applied to *Workflow Assignments* which allows the underlying *Form Groups* and *Forms* to be associated with a specific *Workflow*.



## Settings

ঠ্য

The **Settings** page contains the Global Options tab in which key properties that guide Data Entry 123 administration are set as well as Uninstall options. All global option settings are retained during solution upgrades.

## **GLOBAL OPTIONS**

The **Settings** > **Global Options** page should be one of the first pages visited when configuring Data Entry 123.

DATA ENTRY 123			$\bigcirc$	Ŕ	?
SETTINGS					
Global Options Uninstall	Security Role [Manage Form Setup]:	Administrators •			
	CubeView Profile (Data Entry CubeViews):	Financial Reports (General)	•		
	Main Unit (Spreadsheet Form Files):	XFW Thing Planning (TLP)	•		
		Save			

#### Security Role [Manage Form Setup]

Users in the User Group assigned to *Security Role [Manage Form Setup]* can manage all public Forms and access the Settings page. Default value is *Administrators* but this can be changed to a different User Group.

#### CubeView Profile (Data Entry CubeViews)

This setting assigns the Cube View Profile where the Cube Views are located for assignment to Form Definitions for data entry.

#### Main Unit (Spreadsheet Form Files)

This setting assigns the Dashboard Maintenance Unit where the Spreadsheet files are located for assignment to Form Definitions for data entry.

## **UNINSTALL OPTIONS**



**Uninstall UI** removes Data Entry 123, including related dashboards and business rules but leaves the database and related tables in place. Use this option if you want to accept a Data Entry 123 update without removing the data tables. The Data Entry 123 Release Notes will indicate if an overinstall is supported.

For some releases, this step should be performed before accepting any new version of Data Entry 123 since some of the Dashboard or other objects may have been renamed. Note that some Global Options will also be cleared as their values are stored in Parameters under Dashboards.



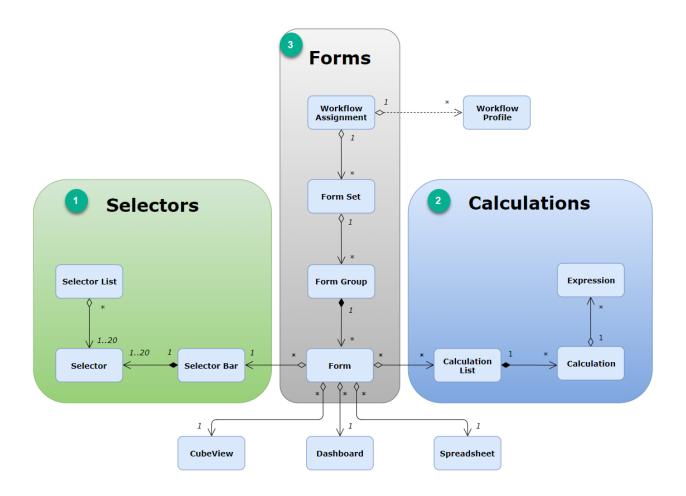
**Uninstall Full** removes all the related data tables, all data, Data Entry 123 Dashboards, and Business Rules. Use this method if you wish to completely remove Data Entry 123 or to perform an upgrade that is so significant in its changes to the data tables that this method is required.



WARNING: The Uninstall procedure cannot be reversed!

## FRAMEWORK

The Data Entry 123 framework is broken into 3 main sections, all of which help to present CubeViews, Dashboards and Spreadsheets to users in a consistent manner.



## **S**ELECTORS

Selectors are made up of Selector Bars and Selector Lists. Combined they provide a library of items as drop downs on a form.

## **Selector Bar**

The *Selector Bars* are the item selectors on a form. Up to twenty selectors can be used within a selector bar.

DATA ENTRY 123									ĺ		ŝ	?
SELECTORS												
Selector Bars Selector Lists												
+ - O II Selector Bars 🕢 + - O II Selectors [Entity_Sce						y_Scenario_Time]					2	
Name 🔻	Height 🔰	Font Size	Ţ	Parameter Name 🔻	Dim Parameter Name	Ţ	List Name	T	Active	Widt	n <b>1</b>	ſ
Entity_Cube_Time	2	6 12		SB1	E_DFM (Entity)		EntityList1				10	D
Entity_Scenario_Time	2	6 12		SB2	S_DFM (Scenario)		Scenario				10	D
PD_Entity_UD1_UD2	2	6 12		SB3	T_DFM (Time)		BaseTime				10	D
				SB4	(Unassigned)		(Unassigned)				10	D
				SB5	(Unassigned)		(Unassigned)				10	٥.
	OWS	Page 1 o	f1	H I H	·		·	20	) Rows	Page	1 0	of 1

Option	Description
Name	The unique name of the Selector Bar.
Height	Specifies the height in pixels of all Selector Lists within the Selector Bar.
Font Size	Choose from available font sizes to adjust displayed values within all Selectors.
Parameter Name	The assigned parameter name to be used to store the parameter value from the specified column.
Dim Parameter Name	The assigned dimension of the parameter name. Duplicates are not allowed within each Selector Bar.
List Name	The name of the item Selector List.
Active	If the active box is checked the selector will be reflected in the form for that <i>Selector Bar.</i>
Width	Specifies the selector column width to be displayed on the form.

## Selector Lists

The Selector Lists tab is a list of items available for a Selector on a Selector Bar.

Data Entry 123								合尊	(
ELECTORS									
Selector Bars Selector	r Lists								
QI									
Preview									
+-08			Selector I	.ists					7
List Name	▼ List Label	▼ Tool Tip	▼ Default V	alue	Member Filter	T	MF Dimension	Display Type	
Accounts	Select Account:	Choose Account			A#Root.Base		CorpAccounts (Account	Name	
BaseTime	Select Time:	Choose Time			T# WFYear .Base		Time	Name	
BaseTime2020	Select:	Choose	2020M1		T#2020.Base		Time	Name	
CubeList	Select Cube:	Choose Cube						Name	
EntityList1	Select Entity:	Choose Entity			E#Root.TreeDescendate		CorpEntities (Entity)	Name	
EntityList2	Select Entity:	Choose Entity			E#[Houston Heights].Pa	arent	CorpEntities (Entity)	Name	
PDEntity	Select Entity:	Choose Entity			E#[Houston].WFProfile	Entities	HoustonEntities (Entit	Name	
PDUD1	Select UD1:	Choose UD1			XFBR(UD1_ParamHelpe	r,UD1Helj	CostCenters (UD1)	Name	
PDUD2	Select UD2:	Choose UD2			XFBR(UD2_ParamHelper	UD2Help	HoustonProducts (UD	Description	
PlantLocations	Select Location:	Choose Location						Name	

Option	Description
Preview	Provides the ability to preview any selector list.
List Name	The name of the selector list.
List Label	The name that will be reflected in the form as the item selector list header.
Tool Tip	The text to be displayed when hovering over the selector list.
Default Value	This will be the default item selector that is presented to the user when accessing a form. If the default value is left blank then the default item selector will be the first item in the parameter list.
Member Filter	The area of the cube that is seen in the parameter.
MF Dimension	The dimension of the member filter.
Display Type	Determines how the items in the selector lists are displayed. The options are: name, description, name followed by description, or description followed by name.
SQL Statement	The SQL query used to provide the selector list items as an alternative to using a member filter. SQL commands; DROP, UPDATE, DELETE, TRUNCATE, and DBCC are not supported.
DB Location	The location of the database for the for the SQL statement to be applied against. The options are: Application, Framework or External.
Filter Criteria	This provides the ability to write a basic script to filter the selector list. <i>Ex. StoredValue Like 'H%'</i>
Sort Type	This provides a way to sort the selector list items by stored or display values as ascending or descending.

#### **List Items**

Use the list items to manually add values to *Selector Lists*. The values will appear in a *Selector List* along with any values that would be reflected from a *Member Filter* or *SQL Statement* query.

#### Data Entry 123 Setup Instructions

+ - ⊙ B	List Items	
Display Value 🛛 🕈	Stored Value 🛛 🔻	
Purchasing Office	Purchasing Office	
Receiving	Receiving	
Sales Office	Sales Office	
Shipping	Shipping	
Warehouse	Warehouse	
Workcenter	Workcenter	

Option	Description
Display Value	The item value displayed to the user in a Selector List.
Stored Value	The item value that is the value that would get applied in the parameter upon selection.

## **C**ALCULATIONS

This section is used to create *Expression or Business Rule* based calculations to be applied to the data set on a form.

## **Calculation Lists and Calculations**

DATA ENTRY 123									Ð
CALCULATIONS									
	-0-								
Edit BR	Expression								
<b>+</b> − • ⊨ ■	+ - 0			Calcu	lations [Calc Group	]			2
Name 🔻	Calc Name	▼ Calc Type	▼ Calc Time Type ▼	BusinessRule Name 🔻	Function Name	Cube Name 🛛 🕈	Entity Name	Parent Name	
Seeding Calcs	Calculation #1	Expression List	Current Time	DFM_CustomCalcs	ExpressionCalcs	Drivers	None	None	
Cost Center Calcs									
Calc Group									
	4								•
▶ • 1 → Page 1 of 1	H ( 1 )	н					1 R	ows Page 1 o	f 1

Option	Description
Edit BR	Selecting this icon will open an Application - Business Rules tab where
	business rules can be viewed and edited.
Name	The name of the calculation list.
Calc Name	The name of the custom calculation.
Calc Type	The type of the calculation as either an Expression List or a BR Function.
BusinessRule Name	The name of the custom business rule.
Function Name	The name of the custom function in the selected Business Rule.
Cube Name	The name of the cube associated with this data source which will dictate the available dimensions that can be used.
Cube Dimension Names (Entity thru Custom 4)	The name of each dimension associated with the cube.
Access Group	This contains a list of all account access groups. Members assigned to the selected group will have access to run the calculation.
Execution Type	This determines how the calculation is executed. The options are: No Execute, Execute, Execute and Log, and Log Only.

Run On Open	Selecting this setting will run the calculation when the form is opened.
Run On Save	Selecting this setting will run the calculation when the form is saved.
Show In List	Selecting this setting will show the calculation in a list.
Sequence	Numeric value for ordering calculation executions.

### **Expression List**

If *Expression List* is selected as the *Calc Type* then an expression icon will be present. Selecting this icon will present the *Expression List* dialog where the expression settings are maintained per calculation.

Ø Expr	ession List			Ô ¤×
+ -	Calculation I	xpressions [Calculation #1]		2
Seq. 🔻	Name 🔻	Expression	Ţ	Active
10	Copy Account	A#11000=A#@A		
20	Copy Another Account	A#88000=A#@B		
H	1 • •	2 Rows	Pag	ge 1 of 1
				Close

Option	Description
Seq	The ordered series of one or more expressions which will execute in the order in which they are organized.
Name	The name of the expression.
Expression	The member script expression is stored in this field.
Active	If the active box is checked the expression will be executed as part of the calculation.

### FORMS

Forms can be used to allow manual data entry via a *CubeView*, *Dashboard* or *Spreadsheet*. One or many forms are assigned to *Form Groups* with *Selectors* and *Calculations*.

FORMS (DESIGN)		9	-0-0-	6	20	$\overline{\uparrow}$	$\otimes$	Q			
Usage		Selectors C	Calculations	Edit	CV Edit SS	Upload	Remove	View	Preview		
🛨 🗕 🖓 🗟 Form Groups			0 8							Form	ms
Name	Access Group	Name 🔻	Form Typ	e <b>T</b>	Selector Bar	Ţ	Calculation	List 🔻	CubeView	T S	pre
Actual Form Group	Corporate	Form #1	CubeVie	N	PD_Entity_U	01_UD2	Calc Grou	р	Balance Sheet	E	Exc
Budget Form Group	GolfStream Controllers	Form #2	CubeVie	N	PD_Entity_U	01_UD2	(Unassign	ed)	Balance Sheet	(	(Un
Drivers Form Group	Corporate	Form #3	CubeVie	N	PD_Entity_U	01_UD2	(Unassign	ed)	Balance Sheet	(	(Un
Headcount Form Group	GA										
Optional Forms	Everyone										
Required Forms	Everyone										

Option	Description
Selectors	Select Selectors to view and edit the selector bars and selector list.
Calculations	Select Calculations to view and edit the form calculations.

Edit CV	Select <i>Edit CV</i> to view and edit the cube view associated with the selected form.
Edit SS	Select <i>Edit SS</i> to view and edit the spreadsheet associated with the selected form.
Reference Documents	Custom documents can be uploaded to accompany any form. All file types are supported except XML.
Upload	This provides the ability to upload and associate a reference document to a form.
Remove	This provides the ability to remove a reference document associated with a form.
View	This provides the ability to view a reference document associated with a form.
Preview	This provides the ability to view a form in a preview state.
Design	This provides the ability to navigate from preview back to the form design dashboard.

DATA ENTRY 123						
FORMS (PREVIEW)						
Form: Form #1 Wo	orkflow: Houston	Professional Services	BudgetV2	201	18	
	$\square$	Select Entity: Select	Scenario	Select	t Time:	
Info Save	Design	None	None	20	18M1	
Select Form Group:		🖻 🖥 I 🔊 🖡	- 📔 🛤			
Required Forms	•			æ	2018	<b>2006</b>
Form #1		📳 10999 - Total Casł	ı			
Form #2		📳 11999 - Net Acco	unts Receivable			
Form #3		Page 12999 - Total Inven	tories			
		📳 13999 - Total Prep	aid Expenses			
		📳 14999 - Other Cur	rrent Assets			
		🔁 15000 - Total Cu	rrent Assets			

Option	Description
Name	The name of the Form Group.
Access Group	This contains a list of all account access groups. Members assigned to the selected group will have access to the <i>Form Group</i> .

## Form Groups

## Forms (by Group)

Option	Description
Name	The name of the form in the group.
Form Type	The type of form that can be assigned as either a <i>Cube View, Dashboard,</i> or a <i>Spreadsheet</i> .
Selector Bar	A dropdown of available Selector Bars from the Selectors dashboard.
Calculation List	A dropdown of available <i>Calculation Lists</i> from the <i>Calculations</i> dashboard.
CubeView	The <i>CubeView</i> assigned to the form. The <i>CubeView</i> list is populated from the <i>CubeView</i> profile setup in the <i>Data Entry 123 Settings - Global Options</i> .
Spreadsheet	The Spreadsheet assigned to the form. If Spreadsheet is selected the Main Unit in Data Entry 123 Settings - Global Options, needs to be set to the Dashboard Maintenance Unit where the files are located.

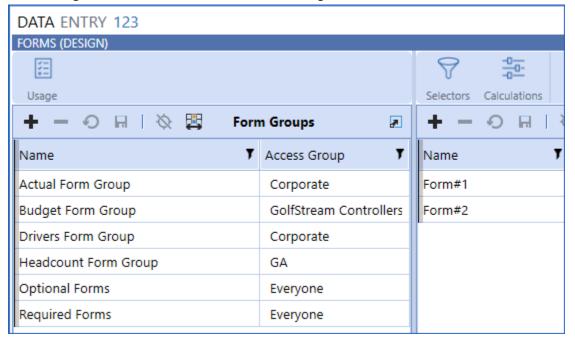


**Note:** The *Spreadsheet* feature is only available in the OneStream App for Windows. If any users would be accessing the assigned form in a browser then a *CubeView* should also be assigned to the form. The system will default to the *CubeView* assigned to the form in the cases where OneStream is used via a browser.

Dashboard	The dashboard assigned to the form.
Reference Document	A reference document attached to the form. The reference document
	can be attached by selecting the Upload icon or detached from the form
	by selecting the Remove icon.
Active	If the active box is checked the form will be presented to users.
Sequence	Numeric value for ordering forms.
Access Group	This contains a list of all account access groups. Members assigned to
	the selected group will have access to the form.

## Form Usage

Select the *Form Usage* icon to access *Form Sets* and *Workflow Assignment*. In this section *Form Groups* can be assigned to *Form Sets* which can then be assigned to workflows.



### Form Sets

🕖 Form Usage			Ô	п×
Form Sets Workflow Assignment				
+ - O 🗟 Form Sets	🕇 — 📀 🗟 Form Set Membe	rs		æ
Name	Group	Active	Sequence	Ţ
Budget Administration	Required Forms			10
	Optional Forms			20
• • • • • • • • • • • • • • • • • • •	R C 1 6 R	2 Rows	Page 1	of 1
· ,	τ		Cl	ose

Option	Description
Name	The name of the Form Set.

### Form Set Members

Option	Description
Group	The Form Group assigned as a member to the Form Set.
Active	If the active box is checked the <i>Form Group</i> will be presented to users.
Sequence	Numeric value for ordering form set members.

## Workflow Assignment

🕖 Form Usage				Û	
Form Sets Workflow Assignment					
<b>+</b> = ⊙ H	Work	flow Assignment			æ
Workflow Profile	Ţ	Scenario Type 🛛 🔻	Form Set	T	
FDriver Mgmt.Forms(W)		Model	Budget Administration		
FDriver Mgmt.Forms(F)		Model	Budget Administration		
			2 Rows	Page 1	I of 1
					Close

Option	Description
Workflow Profile	The Workflow Profile that is assigned to the Form Set.
Scenario Type	The Scenario Type that is assigned to the Form Set.
Form Set	The Form Set that is assigned to the Workflow.

## SETUP[SF1]

The following sections demonstrate how our 3 framework sections can be created for presenting an existing CubeView, Dashboard or Spreadsheet for data entry.

## **SELECTOR SETUP STEPS**

1. From the *Data Entry 123 Dashboard* home page select the *Selectors* icon and create the *Selector Lists.* 

Selector Bars Se	elector Lists	1				
a						
Preview						
+ - 0 🖩				Selector Lists		
List Name 🛛	List Label	Tool Tip 🛛 🕇	Default Value 🏼 🕇	Member Filter	MF Dimension <b>T</b>	Display Type 🛛 🎙
Accounts	Select Account:	Choose Account		A#Root.Base	CorpAccounts (Accour	Name
BaseTime	Select Time:	Choose Time		T# WFYear .Base	Time	Name
BaseTime2020	Select:	Choose	2020M1	T#2020.Base	Time	Name
CubeList	Select Cube:	Choose Cube				Name
EntityList1	Select Entity:	Choose Entity		E#Root.TreeDescendats	CorpEntities (Entity)	Name
EntityList2	Select Entity:	Choose Entity		E#[Houston Heights].Parent	CorpEntities (Entity)	Name
PDEntity	Select Entity:	Choose Entity		E#[Houston].WFProfileEntities	HoustonEntities (Entit	Name
PDUD1	Select UD1:	Choose UD1		XFBR(UD1_ParamHelper,UD1Helper,Entity=[ !sb1_DFM! ]	CostCenters (UD1)	Name
PDUD2	Select UD2:	Choose UD2		XFBR(UD2_ParamHelper,UD2Helper,Entity=[ !sb2_DFM! ]	HoustonProducts (UD	Description
PlantLocations	Select Location:	Choose Location				Name

a. Member Filters will reference an XFBR when the list of values displayed should be based from another filter selection. PDUD1 Member Filter calls the UD1\_ParamHelper which references |!sb1\_DFM!| which holds the value chosen by the user for PDEntity.

- √× HOM_ParamHelper	Properties Form	nula	
—√x MST_ParamHelper			
√x OPS_ParamHelper	Filter		
- √x PLP_ParamHelper	🕨 🖓 args	34	
√x RCM_ParamHelper	🕨 🚳 BRApi	35 36	Try
— √x SLP_ParamHelper	🕨 🚳 Snippets	37	If args.FunctionName.XFEqualsIgnoreCase ("UDIHelper") Then
- 🌾 SNE_ParamHelper		38 39	Dim dfmHelper As New OneStream.Bus <b>inessRule.Dash</b> boardExtender.DFM_SolutionHelper.MainClass Dim entity As String = args.NameValuePairs.XFGetValue("Entity", String.Empty)
√x TCC_ParamHelper		40	
√x TCM_ParamHelper		41 42	If entity.XFEqualsIgnoreCase("Houston Heights") Then Return "U1#Services.Base"
√x TCO_ParamHelper		43	Elself entity.XFEqualsIgnoreCase("South Houston") Then
√x TCR_ParamHelper		44 45	Return "U1#Selling.Base" Else
√x TLP_ParamHelper		46 47	Return "U1#Top.Base"
√x TRM_ParamHelper		47	End If
√x TXP_ParamHelper		49 50	End If
√x UD1_ParamHelper		50	
		52 53	Return Nothing Catch ex As Exception
√x UTM_ParamHelper		54	Throw ErrorHandler.LogWrite(si, New XFException(si, ex))
- √x XFR_ConditionalMerr		55 56	End Try End Function
√x XFR_DescHelper		57	End Class
		58 59	End Namespace

- 2. Create the Selector Bars.
- 3. Create the *Selectors* for the *Selector Bar* and by assigning a *Selector List* and a *Dim Parameter Name* to each *Selector*.

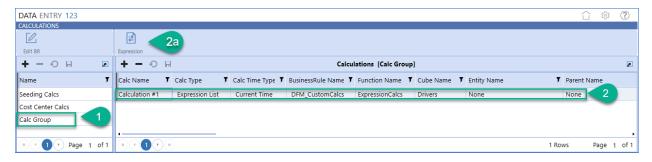
11-1
<b>N</b>
_

Note: The Dim Parameter Name is the Cube POV.

DATA ENTRY 123										3 (
ELECTORS										
Selector Bars Selector Lists										
🛨 🗕 📀 🗟 Selecto	r Bars		2	+ - 0 H	Selectors [En	tity_Scenario_Time]	]			I
2 7	Height	▼ Font Size	Ţ	Parameter None 🔻	Dim Parameter Name	▼ List Name	Ţ	Active	Width	Ţ
Entity_Cube_Time		26 12		SB1 3	E_DFM (Entity)	EntityList1				100
Entity_Scenario_Time		26 12		SB2	S_DFM (Scenario)	Scenario				100
PD_Entity_UD1_UD2		26 12		SB3	T_DFM (Time)	BaseTime				100
				SB4	(Unassigned)	(Unassigned)				100
				SB5	(Unassigned)	(Unassigned)				100
(H) (I) (H)	ows	Page 1	of 1				20	0 Rows	Page	1 of

## **CALCULATION SETUP STEPS**

- 1. From the *Data Entry 123 Dashboard* home page select the *Calculations* icon and set the name of the *Calculation List*.
- 2. Create the Calculations as a Business Rule or an Expression calculation type.
  - a. If an *Expression* type is selected, create the *Expression(s)* for the calculation.



## FORMS SETUP STEPS

- 1. From the Data Entry 123 Dashboard home page select the Forms icon and create a Form Group.
- 2. Create the form.
  - a. Assign the form *CubeView*, *Dashboard* or *Spreadsheet*.
  - b. Assign the Selector Bar and Calculation List to the form.

DATA ENTRY 123																			3 ?
FORMS (DESIGN)																			
<b>a</b>		9	+0-0-		$\square$	$\overline{\uparrow}$	$\otimes$	Q											
Usage		Selectors	Calculations	Edit CV	Edit SS	Upload	Remove	e View	Preview										
+ - 🖓 🗟 n G	ārc 🖉	+ -	08							Fo	rms	[Required Forms]							2
Name <b>T</b>	Access Group	Name	T Form	Type	▼ Selecte	or Bar	T	Calculation	List 🔻	CubeView	T	Spreadsheet T	Dashboard	▼ Reference Document	T Acti	ve Seq	uenci 🕇	Access G	roup 🔻
Actual Form Group	Corporate	Form #1	Cube	View	PD_Er	ntity_UD1_	UD2	Calc Grou	)	Balance Sheet		ExcelAccounts_TLP.xlsx	(Unassigned)	Form Instructions.txt			10	Everyone	e
Budget Form Group	GolfStream Controllers	Form #2	Cube	View	PD_Er	ntity_UD1_	UD2	(Unassign	ed)	Balance Sheet		(Unassigned)	(Unassigned)	(Unassigned)			20	Everyone	e
Drivers Form Group	Corporate	Form #3	Cube	View	PD_Er	ntity_UD1_	UD2	(Unassign	ed)	Balance Sheet		(Unassigned)	(Unassigned)	(Unassigned)			30	Everyone	e
Headcount Form Group	GA															_			
Optional Forms	Everyone	2		a		b		h		а									
Required Forms	Even, 1			<u> </u>						<u> </u>									
	Page 1 of 1	нч														3	Rows	Page	1 of 1

- 3. Select Form Usage and create the Form Set.
- 4. Assign the Form Group as Form Set Members.

🕖 Form Usage			ÔΟ×
Form Sets Workflow Assignment			
+ - 🔿 🗟 Form Sets 🔎	🛨 — 📀 🗟 Form Set M	embers	2
Name	Group	• Active	Sequence <b>Y</b>
Budget Administration 3	Required Forms	4	10
	Optional Forms		20
1			
■ ● ● ● ● B Page 1 of 1		2 Rows	Page 1 of 1
			Close

## WORKSPACE DATA ENTRY SETUP

Steps 5 through 8 provides the detail to setup the data entry from a Workspace. If the data entry is setup as Form Input, skip these steps and proceed to Step 9.

- 5. Find the *Application* tab and select *Workflow Profiles*.
- 6. Create or access an existing *Workflow Profile*.
  - a. Change the *Workflow Name* to **Workspace**
  - b. For the *Workspace Dashboard Name* select **DE123AsWorkspace Data Entry 123** (Workspace) from the list of *Dashboards*.

9 🗄	E+   X 🖄 O H	= = ↑ ↓	1° 1° 18   68   64			
Drivers	•	Profile Properties	Calculation Definitions			
Search	ñ		FDriver Mgmt.Form	s(W) - Properties [(Default)]		
🖌 🍞 Driv	vers	(Default)	🗖 General			
► &	Drivers_Default	Actual	Name	FDriver Mgmt.Forms(W)		
▶ 🔍	Driver Mgmt Budget	Administration	Description			
_ Q	Driver Mgmt Forecast	Budget	Security			
	FDriver Mgmt	Control	Access Group	Everyone		
	- 🏢 Import	Flash	Maintenance Group	Everyone Everyone		
	Forms(F)	Forecast	Workflow Execution Group			
	Forms(W)	FXModel	Certification SignOff Group	Everyone		
	- 🗋 Adj	History	Workflow Settings			
	test	LongTerm	Workflow Channel	Standard		
	Em test	Model	Workflow Name	Workspace		
			Workspace Dashboard Name (Cus. 0 b	DE123AsWorkspace_DFM - Data Entry 123 (Workspace)		
		Operational	□ Form Settings			
		Plan	Input Forms Profile Name	(Unassigned)		
		ScenarioType1	Data Quality Settings			
		ScenarioType2	Cube View Profile Name	(Unassigned)		
		ScenarioType3	Process Cube Dashboard Profile Name	(Unassigned)		

- 7. Navigate back to Data Entry 123 select the Forms icon and then the Form Usage icon.
- 8. On the Workflow Assignments tab.
  - a. Select the Workflow Profile from Step 6.
  - b. Select the *Scenario Type*.
  - c. Assign the Workflow Assignment to the Form Set created in Step 3.

🕖 Form Usage				Û	□×
Form Sets Workflow Assignment					
<b>+</b> − 0 H	Worl	cflow Assignment			2
Workflow Profile	Ţ	Scenario Type 🛛 🕇	Form Set	T	
FDriver Mgmt.Forms(W)		Model	Budget Administration		8
FDriver Mgmt.Forms(F)		Model	Budget Administration		
			2 Rows	Page 1	of 1
L				_	
				C	lose

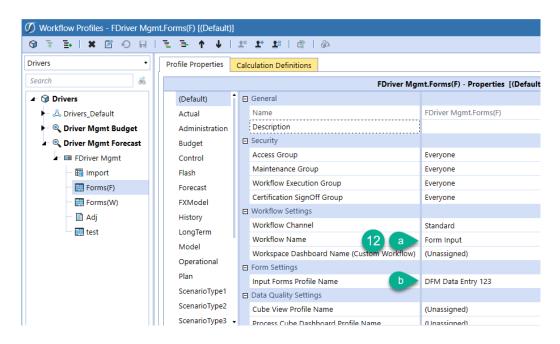
The Workspace has been setup for this Form Group.

### FORM INPUT DATA ENTRY SETUP

- 9. Navigate to Application Form Templates.
- 10. Create a Form Template.
  - a. Set **DE123AsForm\_DFM** as the Dashboard.
  - b. Set WrapperFormSetName\_DFM="name of the Form Set created in Step 3".

${\cal O}$ Form Templates - DFM Temp (Form Template)						
•• 🔹 🛟   🗶 🖄 🔿 🗔   🚳 68						
Form Template Groups	General					
🔺 👶 Form Template Profiles	Name	DFM Temp				
Budget Drivers	Description					
Budget Operating Expenses	Form Type	Dashboard				
Budget Revenue (Clubs NA)	Dashboard 10 a	DE123AsForm_DFM				
🕨 🐣 Budget Revenue (Course Mg	Excel File (optional)					
CAPEX Capture	Refresh Spreadsheet When Opened	True				
🛏 🔧 Capex Drivers	Workflow					
Capital Planning Drivers	Form Requirement Level	Required				
Cash Planning Review	Form Frequency	All Time Periods				
Detail Entry	Frequency Member Filter					
- 💦 DFM Data Entry 123	Time Member Filter For 'Complete Form'					
Capital Planning Drivers	Literal Parameter Values					
Image: Provide the second	Name Value Pairs (e.g., Param1=Value1,) b	WrapperFormSetName_DFM=Budget Administration				
III DFM Temp						
► •• Headcount						

- 11. Navigate to Application Workflow Profiles.
- 12. Create or access an existing Workflow Profile.
  - a. Change the Workflow Name to Form Input.
  - b. For the *Input Forms Profile Name* select the name of the template profile created in *Step* 10.



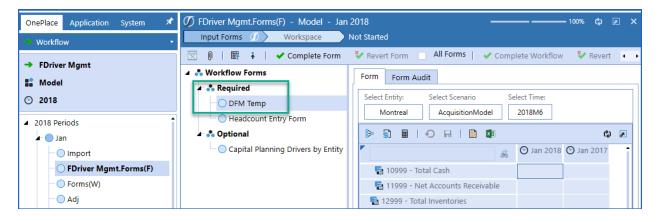
- 13. Navigate back to Data Entry 123 select the Forms icon and then the Form Usage icon.
- 14. On the Workflow Assignments tab.
  - a. Select the Workflow Profile from Step 12.
  - b. Select the Scenario Type.
  - c. Assign the Workflow Assignment to the Form Set created in Step 3.

🕖 Form Usage				Û	ο×
Form Sets Workflow Assignment					
<b>+</b> − 0 H	Worl	cflow Assignment			
Workflow Profile	Ţ	Scenario Type 🛛 🔻	Form Set	Ţ	
FDriver Mgmt.Forms(W)		Model	Budget Administration		
FDriver Mgmt.Forms(F)		Model	Budget Administration		14
					-
			2 Rows	Page 1	of 1
			2 Rows	Page	011
					Close

The Form Input has been setup for this Form Group.

## **REQUIRED FORM INPUT DATA ENTRY SETUP**

Data Entry 123 created Forms can be designated as **Required** or **Optional** within Form Templates and then presented to the user within Workflow Profiles to record necessary data values.



- 15. Create a Form Template.
  - a. Set DE123AsSingleForm\_DFM as the Dashboard.
  - b. Set Form Requirement Level as Required.
  - c. Set WrapperFormGroupName\_DFM=["Form Group Name"]
  - d. Set WrapperFormName\_DFM=["Form Name"]

• OnePlace Application Syster # Ø Form Templates - DFM Temp (Form Template) 0 = x					
- 🖏 Dimensions 🔹	• 🔥 🗄 🗋 🖌 🖉 📀	₩   🖗 68			
O Time Profiles	► 🖧 Budget Revenue (Clubs NA)	General			
- 🎯 Cubes	Budget Revenue (Course Mg	Name	DFM Temp		
S FX Rates	CAPEX Capture	Description			
▲	Capex Drivers	Form Type	Dashboard		
- • Channels	Capital Planning Drivers	Dashboard	DE123AsSingleForm_DFM		
Workflow Profiles	Cash Planning Review	Excel File (optional)			
- 🕄 Confirmation Rules	Detail Entry	Refresh Spreadsheet When Opened	True		
⑦ Certification Questions	DEM Data Entry 123	Workflow			
🔺 🖺 Data Collection	Capital Planning Drivers	Form Requirement Level	Required		
🔠 Data Sources	••• DFM Data Entry 123	Form Frequency	All Time Periods		
	DFM Temp	Frequency Member Filter			
	Headcount	Time Member Filter For 'Complete Form'			
Journal Templates	Flash	E Literal Parameter Values	d		
Presentation	First Drivers	Name Value Pairs (e.g., Param1=Value1,)	WrapperFormGroupName_DFM=[Required Forms], WrapperFormName_DFM=[Form #1]		

## 

The following examples demonstrate how each of the 3 framework sections can be constructed.

## **Selector Example**

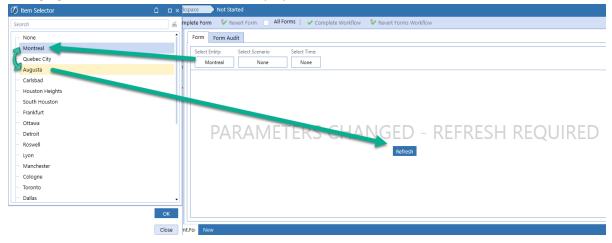
1. Selector Bar in a form with three Selectors.

	HEADCOUNT MAIN				
Select Entity:	Select Scenario	Select Time:			
Montreal	AcquisitionModel	2018M1			

2. Selector List displays when a Selector is clicked.

Ø Item Selector	Û	□×
Search		ã
- None		1
<ul> <li>Montreal</li> </ul>		
- Quebec City		
— Augusta		
— Carlsbad		
<ul> <li>Houston Heights</li> </ul>		
<ul> <li>South Houston</li> </ul>		
- Frankfurt		
— Ottawa		
— Detroit		
Roswell		
Lyon		-
		ОК
	C	lose

3. Changing one Selector to another value displays the Refresh button.



- 4. Members filters when designed properly will display values in the appropriate hierarchy.
  - a. EntityList2 has been setup to display Tree Descendants for the Total Golfstream entity.

${\it I}$ Selectors					
Selector Bars	Selector Lists				
Q					
Preview					
+ - O II   🗞 🛱 Selector Lists					
List Name 🛛 🔻	List Label 🛛 🌹	Tool Tip 🛛 🔻	Default Value 🛛	Member Filter	MF Dimension
Accounts	Select Account:	Choose Account		A#Root.Base	CorpAccounts (Account)
BaseTime	Select Time:	Choose Time		T# WFYear .Base	Time
BaseTime2020	Select:	Choose	2020M1	T#2020.Base	Time
CubeList	Select Cube:	Choose Cube			
EntityList1	Select Entity:	Choose Entity		E#Root.Base	CorpEntities (Entity)
EntityList2	Select Entity:	Choose Entity		E#[Total Golfstream].TreeDescendants	CorpEntities (Entity)
PDEntity	Select Entity:	Choose Entity		E#[Houston].WFProfileEntities	HoustonEntities (Entity)
PDUD1	Select UD1:	Choose UD1		XFBR(UD1_ParamHelper,UD1Helper,Entity=[ !sb1_DF	CostCenters (UD1)
PDUD2	Select UD2:	Choose UD2		XFBR (UD2_ParamHelper, UD2Helper, Entity = [ !sb2_DF	HoustonProducts (UD2)
PlantLocations	Select Location:	Choose Location			
Scenario	Select Scenario	Choose Scenario		S#Root.Base	Scenarios (Scenario)

b. EntityList2 has been assigned to Form#2. When selected the values are represented in proper hierarchy.

DATA ENTRY 123		
FORMS (PREVIEW)		
Form: Form#2	Workflow:         Houston.Professional Services         BudgetV2         2018	
	Select Entity:     Select Cube:     Select:       Clubs     ***No Selection*     2020M1	
Select Form Group:		
Optional Forms	💽 🖉 🔬 🕲 Apr 2010 🕲 May 2010 🕲 Jun 2010 🕲 Ju	l 2010
Form#1	📲 10999 - Total Cash 🖉 Item Selector 🗋	□ ×
Form#2	11999 - Net Accounts Search	æ
	🔁 12999 - Total Inventori	ŕ
	13999 - Total Prepaid NA Clubs	
	Canada Clubs	
	15000 - Total Curren     Montreal	
	Image: 16999 - Net PP&E         Quebec City           Image: 17999 - Total Other         Image: 17999 - Total Other	
	US Clubs	
	Augusta	
	Carisbad	
	Houston	
	24999 - Other Non-C     South Houston	

## **Calculation Example**

• A Calculation List with three Calculations on a form.

Form Calculations:	$\gg$
Calculation #1	Run
Calculation #1	
Calculation #2	
Calculation #3	

### Workspace Example Built

Completed Workspace built from a CubeView with multiple Forms, Selectors and Calculations.

-> Workflow -	Workspace 🕖 Not Started	
→ FDriver Mgmt	Complete Revert Info Save	Select Entity:         Select Scenario         Select Time:           Montreal         AcquisitionModel         2018M1         1
<ul> <li>○ 2018</li> <li>▲ 2018 Periods</li> </ul>	Select Form Group: Required Forms	<ul> <li>➢ S ■ I O H I E II</li> <li>➢ O Jan 2018 O Jan 2017</li> </ul>
Jan Jan Import Forms(F)	Form #1 Form #2 Form #3	Image: State
<ul> <li>─ FDriver Mgmt.Forms(W)</li> <li>─ Adj</li> <li>✓ test</li> </ul>		<ul> <li>I 13999 - Total Prepaid Expenses</li> <li>14999 - Other Current Assets</li> <li>15000 - Total Current Assets</li> </ul>
► ● Feb ► ● Mar ► ● Apr		<ul> <li>16999 - Net PP&amp;E</li> <li>17999 - Total Other Assets</li> </ul>
► May ► Jun		<ul> <li>E 20999 - Total Payables</li> <li>E 21999 - Other Current Liabilities</li> <li>E 22000 - Total Current Liabilities</li> </ul>
► ● Jul ► ● Aug ► ● Sep		<ul> <li>23999 - Total Long-Term Debt</li> <li>24999 - Other Non-Current Liabilities</li> <li>25000 - Total Long-Term Liabilities</li> </ul>
► Oct ► Nov	. 2	26000 - Total Liabilities
Eube Views	Form Calculations:	

- 1. A Selector Bar with Selectors and Selector Lists.
- 2. A *Calculation List* with *Calculations* that can be executed against the data set on the form.
- 3. A *Form* selected from the *Form Group* as a *CubeView* type.

## HELP & MISCELLANEOUS INFORMATION

This page contains solution documentation.

## **OPTIMAL DISPLAY SETTINGS**

OneStream XF and XF MarketPlace solutions 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.

## MARKETPLACE SOLUTION MODIFICATION CONSIDERATIONS

A few cautions and considerations regarding modification of MarketPlace Solutions:

- Major changes to Business Rules or custom tables within a MarketPlace 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 MarketPlace 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 MarketPlace 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.

Copyright © 2020 OneStream Software LLC. All rights reserved.

While every reasonable precaution has been taken in the preparation of this document, neither the author nor the OneStream development team assumes responsibility for errors, omissions, or for damages resulting from the use of the information contained herein. However, the information contained in this document is believed to be accurate.

OneStream Software, OneStream XF, Extensible Dimensionality and the OneStream logo are trademarks of OneStream Software LLC in the United States and other countries. Microsoft, Microsoft Azure, Microsoft Office, Windows, Windows Server, Excel, .NET Framework, Silverlight, Internet Explorer, Internet Information Server, Windows Communication Foundation and SQL Server are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. DevExpress is a registered trademark of Developer Express, Inc. Cisco is a registered trademark of Cisco Systems, Inc. Intel is a trademark of Intel Corporation. AMD64 is a trademark of Advanced Micro Devices, Inc. Other names may be trademarks of their respective owners.