



# Navigation Center Guide

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# Overview

Navigation Center streamlines the reporting process by combining all application, audit, and system reports into one, unified interface. The solution enables you to quickly generate, bookmark, and tag reports and prioritize coming due reports so you never miss a deadline.

**TIP:** Use Navigation Center wherever you are by accessing it through the web using our Modern Browser Experience. The web-based offering works alongside the existing OneStream Windows Application and provides you increased flexibility to access your financial data whenever and across a wide range of devices.

## Security Audit Reports

Security Audit Reports provides you with an overview of user and group information for internal security audit purposes.

## Application Reports

Standard Application Reports includes a set of predefined reports that can be imported into any OneStream application and used for basic application reporting, such as:

- Application Analysis
- Intercompany Matching
- Journal Detail
- Metadata Changes



- Transformation Rule Change
- Workflow Status

**NOTE:** This solution is based on SQL-based data adapters and all audit data is sourced from the OneStream framework audit table.

# Standard System Reports

Used for basic system reporting, Standard System Reports is a set of predefined System Dashboards that can be imported into any OneStream application.

# Setup & 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.

See [OneStream Solution Modification Considerations](#).

## Dependencies

Component	Description
OneStream 9.1.0 or later	Minimum OneStream Platform version required to install this version of Navigation Center.

**IMPORTANT:** Before installing this version of Navigation Center, first install the Narrative Reporting 9.x solution. This ensures existing data and books are migrated.

## Create the OneStream Development Application

1. Ensure all the OneStream artifacts relating to Navigation Center such as workflow profiles and entities are in the Production application.
2. Copy your Production application to your Development environment and rename it. Use the development version for your Navigation Center solution.

# Select the Navigation Center 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.

## 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 [Solution Database Migration Advice](#).

# 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.

OneStream Database Server properties:

> Azure Database Connection Settings	
> Connection String Settings	
> 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
Database Provider Type	SqlServer
Is External Database	False
Maintenance Group for Ancillary Tables	DB_ANC_Maintenance_Group
Name	OneStream Database Server
Table Creation Group for Ancillary Tables	Everyone
Use File Groups when Creating Databases	True
Use Table Partitioning when Creating Databases	True

4. Restart Internet Information Server.

# Install Navigation Center

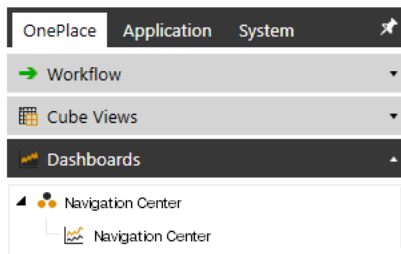
1. In the OneStream Solution Exchange, go to OneStream Solutions and select the **Navigation Center** tile.



2. On the Navigation Center Solution page, select the appropriate OneStream platform version from the **Minimum Platform Version** drop-down list.
3. Select the most recent version from the **Solution Version** drop-down list and click **Download**.
4. Log in to OneStream.
5. On the **Application** tab, click **Tools > Load/Extract**.
6. On the **Load** tab, locate the solution package using the **Select File** buttons and click the **Open** button.
7. When the solution's file name appears, click the **Load** button.
8. Click the **Close** button to complete the installation.

# Set Up Navigation Center

- In OneStream, click **OnePlace** > **Dashboards** > **Navigation Center** > **Navigation Center**.



## Create Tables

1. Click **Step 1: Create Tables**.

This step creates any missing tables. During an upgrade, this step also modifies existing tables if their structure has changed. Certain system-only tables may be retained during an upgrade to ensure the solution works.

**NOTE:** Narrative Reporting tables from previous versions of Navigation Center are retained to assist with the migration between Navigation Center and the standalone Narrative Reporting solution.

-   `dbo.XFW_ONC_ActivityLog`
-   `dbo.XFW_ONC_Bookmarks`
-   `dbo.XFW_ONC_CachedReports`
-   `dbo.XFW_ONC_ControlLists`
-   `dbo.XFW_ONC_RecentlyViewedReports`
-   `dbo.XFW_ONC_ReportGroups`
-   `dbo.XFW_ONC_Reports`
-   `dbo.XFW_ONC_TaggedReports`
-   `dbo.XFW_ONC_Tags`

2. When setup is complete, click **Step 2: Launch Solution** to open Navigation Center.

## Package Contents

The Workspace Maintenance Unit provides the user interface for Navigation Center and includes the required Dashboard Groups, Components, Data Adapters, Parameters, and files.



# Settings



The Settings pages contain key properties that guide administration, including Security Management, Report Security, and Uninstall options.

## Security Management

Administrators can use the Security Management settings to determine which groups can manage different parts of the Navigation Center solution. The following options can be set:

Navigation Center:

- **Security Role [Manage Solution]:** Determines which security group can manage the solution
- **Security Role [Manage Tags]:** Determines which security group can manage tags

## Set Security Group Access

1. Select the drop-down menu and choose a security group.
2. Click the **Save** button.

Security Management

Report Security

Uninstall

### Security Management

#### Navigation Center

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Security Role [Manage Solution]:

Administrators ▼

Security Role [Manage Tags]:

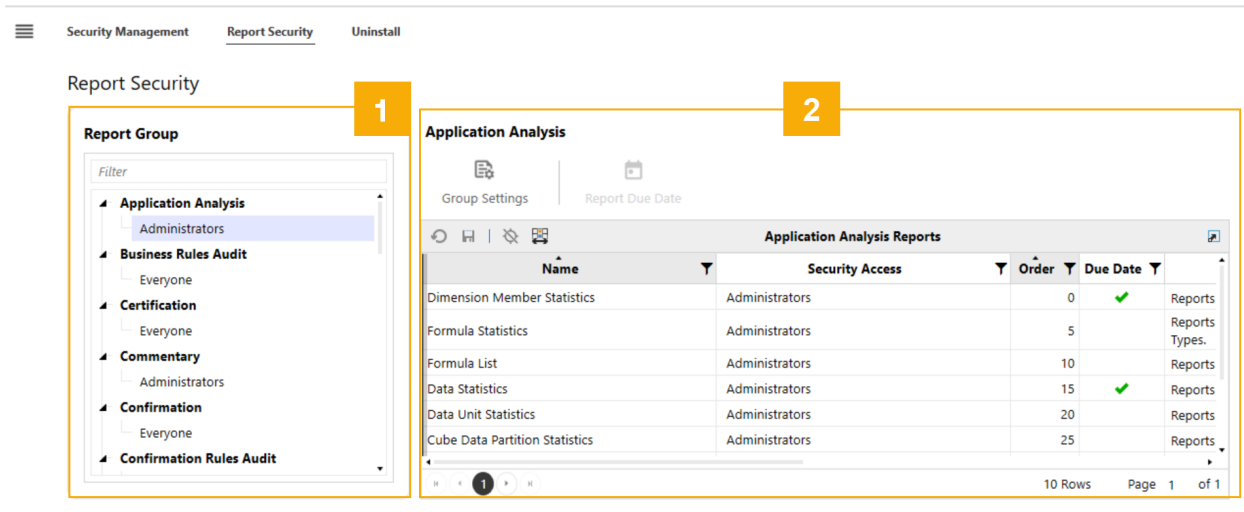
Administrators ▼

## Report Security

Administrators, or users in a security management role, can use the **Report Security** page to:

- Set security access by user role for report groups and individual reports.
- Set the order in which report groups and their respective reports display in the Report List pane. See [Report List Pane](#).
- Customize Report Overview descriptions.

# Report Security Overview



The Report Security page includes two panes:

1. **Report Group:** View a complete list of report groups and the current security group assigned.
2. **Reports Pane:** View all reports within the selected group. After you select a group, the **Group Settings** icon displays. See [Set Report Groups and Report Security Access](#).

## Reports Pane

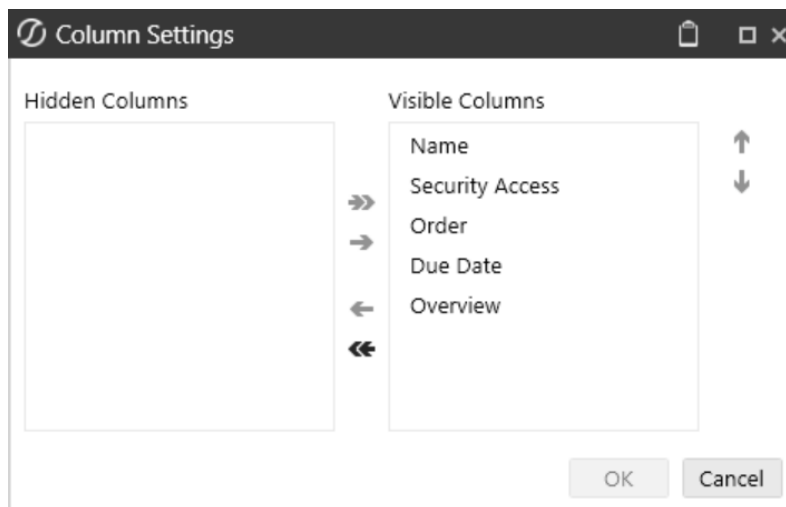
### Button Bar



## Settings

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1. **Cancel:** This removes changes made to the report groups or reports since the last save. This icon is inactive in Navigation Center.
2. **Save:** This saves changes to report groups or reports. Changes are saved automatically so this icon will display as inactive.
3. **Deselect All:** This removes your selections.
4. **Column Settings:** This is used to select the columns to display in the Reports pane. Click the **Column Settings** button to specify the columns you want to view in the grid.



## Columns

The Reports grid displays the following information for each report:

1. **Name:** The name of the report within the selected report group.
2. **Security Access:** This determines who can access the report within the specified report group.
3. **Order:** The order the report will be shown in the Report Group.

4. **Due Date:** The date the report is due.
5. **Overview:** The custom report description.

## Set Security Access and Display Order

Security access settings determine which report groups and associated reports display to users. Display order, using the **Order** field, modifies the ranking of report groups and reports within the group. The lower the number the higher the sequential display ranking, starting with zero. If a display order is not set, report groups and reports display alphabetically.

**NOTE:** Only reports the user has access to will display in the report group.

## Report Groups

Use the **Report Groups** pane to set security access and display order for report groups.

**NOTE:** If a user does not have security access to a report group, they will not see that report group, or its reports, in the Report List pane. See [Report List Pane](#).

Follow the below steps to set security access and display order for report groups:

1. From the **Report Security** page, select a report group from the **Report Groups** pane. Information for the reports associated with the group will load in the Reports pane.
2. Click the **Group Settings** button.
3. In the **Update Group Settings** dialog box:

## Settings

---

- Select a security group from the Security Access drop-down menu.
- Type a number in the **Order** field above the Reports pane.

**NOTE:** When the same rank is entered, all subsequent ranks advance in order.

4. Click the **Save** button.

## Reports

Use the **Reports** pane to set security access and display order for each report in the selected report group.

**NOTE:** If a user does not have security access to a report group, they will not see that report group, or its reports, in the Report List pane. If they have access to at least one report within the group, the group name will display. See [Report List Pane](#).

Follow these steps to set security access and display order for individual reports:

1. From the **Report Security** page, select a report group from the **Report Groups** pane. Information for the reports associated with the group will load in the Reports pane.
2. To set individual report security:
  - a. Select the report from the grid and double click the **Security Access** column to generate a drop-down.
  - b. Choose the appropriate security group.

Application Analysis Reports	
Name	Security Access
Dimension Member Statistics	Administrators
Formula Statistics	Everyone
Formula List	Nobody
Data Statistics	Administrators
Data Unit Statistics	Nonadmin_pln
Cube Data Partition Statistics	Parent Group TMF
	RCM_Admins
	RCM_Viewers
	SecurityGroup_JEM

c. Click the **Save** button in the Reports pane button bar.

3. To set individual report display order:

- Select the report from the Reports grid and double click the **Order** column to edit the text field.
- Type a number to set the sequential ordering of the report within the report order. For example, the following shows a report given an order of 0, which is the lowest order number for all the reports in the group, so it would appear first in the report display order.

Business Rules Audit Reports		
Name	Security Access	Order
Business Rules - Added	Everyone	0
Business Rules - Updated	Everyone	1
Business Rules - Deleted	Everyone	2

c. Click the **Save** icon in the Reports pane button bar to save your changes.

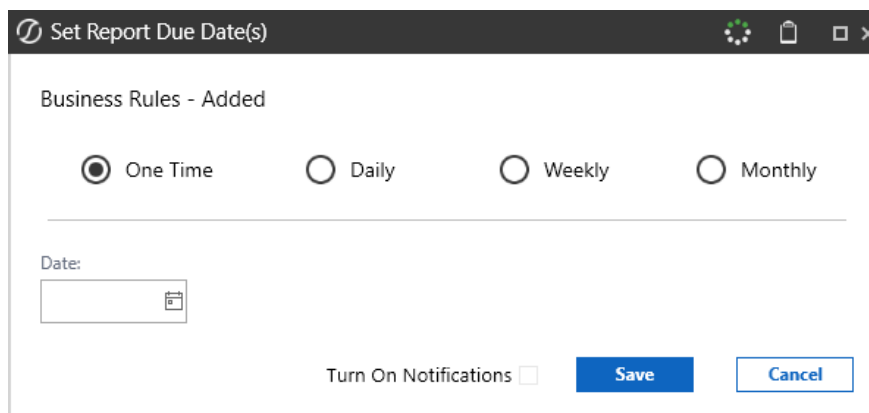
# Set Report Due Dates

Set Due Dates on reports so Navigation Center users easily see, and be notified, which reports are coming due.

**NOTE:** When a due date is set, a task is created in Task Scheduler where you can set the preferred time zone for your due date. See [Task Scheduler](#).

To set a due date for a report, follow these steps:

1. Select a report group from the **Report Group** pane.
2. Use the **Reports Pane** to select a report which enables the **Report Due Date** icon.
3. Click the **Report Due Date** button to open the **Set Report Due Date(s)** dialog box.
4. In the **Set Report Due Date(s)** dialog box, select the frequency of your due date:



Set Report Due Date(s)

Business Rules - Added

☒ One Time ☐ Daily ☐ Weekly ☐ Monthly

Date:

Turn On Notifications ☐ Save Cancel

- **One Time:** When you select One Time, choose a date.
- **Daily:** When you select Daily, choose a Starting date and repeat frequency. Optionally, you can select an Expire on date.



- **Weekly:** When you select Weekly, turn on the preferred days of the week and choose a repeat frequency. Optionally you can select an Expire on date.
  - **Monthly:** When you select Monthly, turn on the preferred months and choose a repeat frequency, either a specific date or the first, second, third, fourth, or last, day of a month. Optionally, select an Expire on date.
5. Optionally select **Turn On Notifications** to send an email to the users assigned to the security group of the report on the date the report is due. The email will include the names of all reports due for the selected date.

**NOTE:** When the Turn on Notifications is enabled on the same day the report is due, no email will be sent.

6. Click the **Save** button.

## Uninstall

Use the Uninstall feature to uninstall the Navigation Center interface or the entire solution. If done as part of an upgrade, any modifications performed on standard Navigation Center objects are removed.

1. On the **Settings** page, click the **Uninstall** tile.
2. On the **Uninstall** page, select **Uninstall UI** or **Uninstall Full**.
  - Use the **Uninstall UI** button to remove Navigation Center, including related dashboards and business rules, but retain the database and related tables.

**NOTE:** For some releases, perform this step before accepting a new solution version as some of the dashboards or other objects may have changed. Choose this option to update Navigation Center without removing the data tables. The Release Notes indicate if a reinstall over the existing installation is supported.

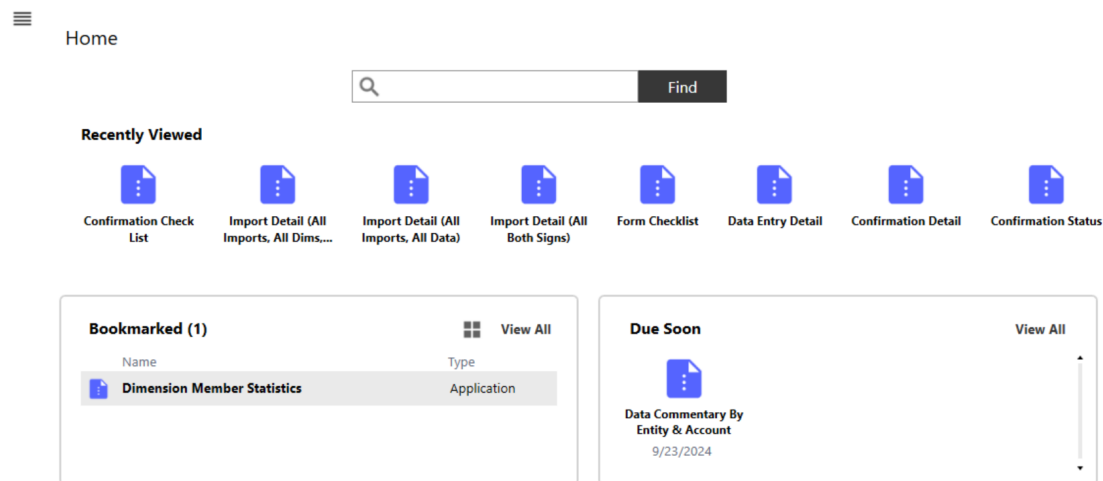
- Use the **Uninstall Full** button to remove all related data tables, data, and Navigation Center dashboards and business rules. Choose this option to completely uninstall Navigation Center or to perform an upgrade that is so significant in its changes to the data tables that this method is required.

**CAUTION:** Uninstall procedures are irreversible.

3. On the **Confirm** dialog box, click the **Uninstall** button to proceed.

# Home

Use the Navigation Center Home dashboard to navigate the solution and see recently viewed, due soon, and bookmarked reports.



## 1. Navigation Pane


- **Home:** Navigate to different areas of Navigation Center, access Recently Viewed, Bookmarked, and Due Soon reports
- **Application Reports:** Access Application Reports
- **Security Audit Reports:** Access Security Audit Reports
- **System Reports:** Access System Reports
- **Bookmarked Reports:** Access all bookmarked reports
- **Tags:** View available tags

**NOTE:** Tabs displayed depend on your security access settings. See [Report Security](#).

### 2. Search bar

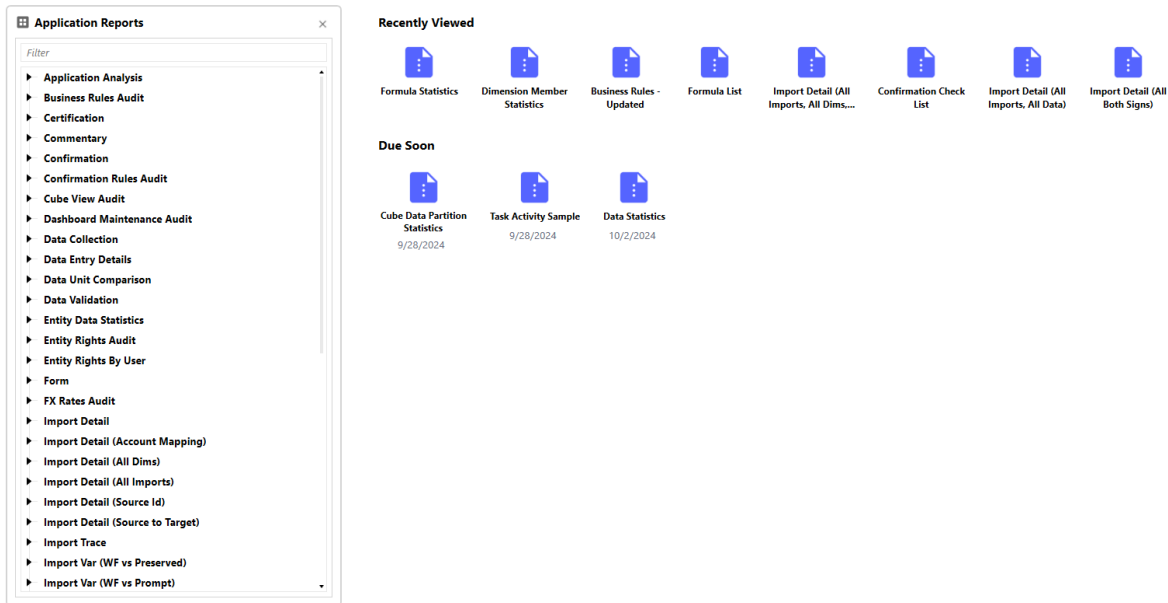
Type in the search bar field and click **Find** to quickly locate reports and tags. Search results are displayed in a grid.

### 3. Main Display

- **Recently Viewed:** Reports you have recently viewed. Click any report to open it in Report Viewer. See [Report Viewer](#).
- **Due Soon:** Displays a list of reports coming due 10 days from the current date. Click any report to open it in Report Viewer. See [Report Viewer](#).
- **Bookmarked:** List of reports you have saved using the bookmark functionality. Use the Bookmarked Reports section to:
  - See all bookmarked reports in a grid view by clicking **View All**.
  - Select any report from the list, or in the grid view, and quickly open it in Report Viewer. See [Report Viewer](#).
  - View the list of reports as icons by clicking  .

# View and Run Reports

### Application Reports



The Application, System, and Security Report dashboards include the following components:

- **Report List Pane:** A complete list of available reports grouped by type.
- **Recently Viewed:** Area displaying the last 8 reports you viewed.
- **Due Soon:** Area displaying reports coming due 10 days from the current date so you can complete your work on time. Click **View All** to see a complete list of reports in a grid.
- **Reports Viewer Pane:** Pane that displays after a report is selected and enables you to input parameters and run the report.

From the dashboard you can print, view, or export reports.

# Report List Pane

The **Report List** pane lists the report groups you can access based on your security access settings. See [Set Security Access and Display Order](#).

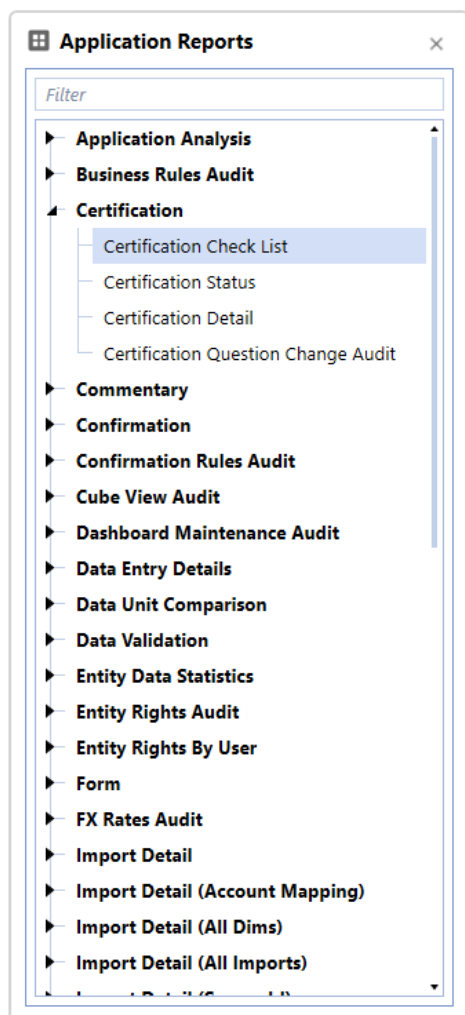
Use the pane to do the following actions:

- Select any group to expand and view a complete list of reports for the chosen group
- Use the **Filter** box to locate a specific report or report group
- Click any report from an expanded group to open it in the Report Viewer. See [Report Viewer Pane](#).
- Click the **Close Pane** button to close the Report List Pane to gain additional space to view

the report you want to run and click  to expand the Report List Pane.

## View and Run Reports

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## Recently Viewed

Reports you have recently accessed display under **Recently Viewed**. The Recently Viewed list includes the last 8 viewed reports.

# Due Soon

The Due Soon section displays reports coming due within 10 days of the current date. Select any report to open it in the Report Viewer Pane.

## Due Soon Dashboard

When more reports are coming due beyond those displayed in Due Soon, click **View all** to view a complete list of reports coming due. The Due Soon Dashboard displays a grid with the following information:

- **Name:** Title of the report
- **Type:** Report type
- **Group:** Name of the group to which the report belongs
- **Due Date:** Date the report is due for completion

Select any report from the grid to open it in the Report Viewer.

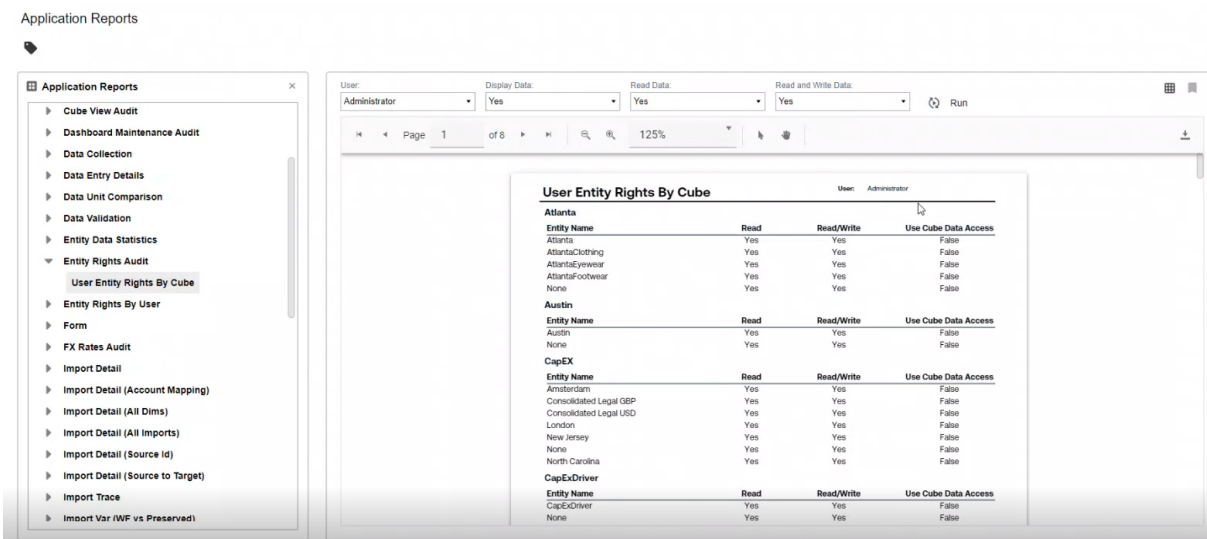
# Report Viewer Pane

After you select a report from Recently Viewed, Due Soon, or the Report Lists Pane in Application Reports, Security Audit Reports, or System Reports, the **Report Viewer** displays the selected report. Filters show at the top of the pane for most reports. Use the filters to customize the report, then click **Run** to display the report. At any time, change the filter criteria and click **Run Report** again to update the data that displays in the report.

**NOTE:** Set your workflow POV before running a report.



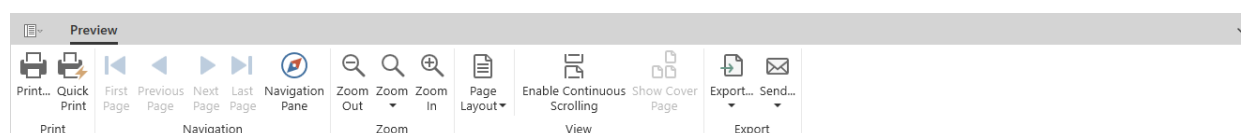
## View and Run Reports



## Customize Report Viewing

### Preview

While viewing a report, click **Preview** to use the buttons in the Report Viewer button bar. The button bar enables you to navigate through the report, set viewing options, zoom in and out of parts of the report, and print or export the report.



### Print

Use the **Print** and **Quick Print** buttons to control report printing. The **Print** button displays the Windows **Print** dialog box. Set the printer and other print settings for precise printing. Click **Quick Print** to send the report to your default printer with specified print settings.

**NOTE:** You can also click  to print a report.

## View and Run Reports

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### Navigation

Use these buttons to control navigation through the report.

Click **Previous Page** and **Next Page** to navigate through the document one page at a time. Click **First Page** and **Last Page** to go to the first and last pages in the document.

Some reports enable you to find specific data in a report quickly. To do so, click **Navigation Pane** to display a navigation pane next to the Report Viewer, which allows you to find specific data in the report. See [Report Navigation](#).

### Zoom

Use these buttons to control the magnification for the report. The **Zoom In** and **Zoom Out** buttons increment or decrement the magnification. Use the **Zoom** button to view the report at a specific magnification, view the entire page, or display pages using the entire Report Viewer pane width.

### View

Use the **Page Layout** button to specify the number of pages to display within the Report Viewer pane or to select the number of pages to show side-by-side. The **Enable Continuous Scrolling** button lets you control scrolling between pages in single or double-page view. Click **Show Cover Page** to navigate to the first page of the current report.

### Export

The Export buttons allows you to export the document for sharing with others. Click **Export** and select an output type to export the document in the specified file format, using the **Export Document** dialog box to specify the location for the output file. Click **Send** to export the document in an available format and send the document in an email.

## Grid View



By default, reports are generated as a PDF. Click the **Grid view** button to view the report data in grid format, similar to Excel.

## View and Run Reports

Business Rules - Updated									
Drag a column header and drop it here to group by that column									
Selected Business Rule Type ▼	Selected Business Rule Name ▼	Rule Text ▼	Selected User ▼	Start Date ▼	End Date ▼	Business Rule Type ▼	Original Rule Name ▼	Updated Rule Name ▼	Business
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardDataSet	NRR_HelperQueries		■
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardDataSet	RPTA_HelperQueries		■
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardDataSet	UTM_HelperQueries		■
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardExtender	NRR_SolutionHelper		■
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardExtender	RPTA_SolutionHelper		■
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardExtender	UTM_DocMgrHelper		■
(All)	(All)		(All)	9/1/2024	9/24/2024	DashboardExtender	UTM_ImportExportHelper		■

## Deselect All



Click the **Deselect All** button to remove your selections.

## Column Settings



Click the **Column Settings** button to specify the columns you want to view in the grid.

## Maximize Report Viewer



Click the **Toggle Component Size** button to expand the report to the full size of your window.

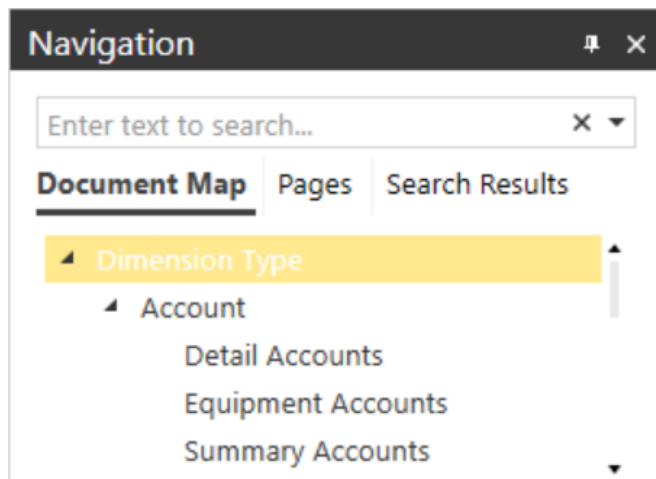
Click it again to return the viewer to normal size.

# Report Navigation

Use the **Report Navigation** pane in the Report Viewer to refine or locate data in your report. This is useful when working with long reports, or when you need find specific data in a report. The pane contains the following tabs:

### Document Map Tab

Use this tab to view a heading outline of the report and navigate to specific headings in the current report. Click the name of the header in the Document Map tab to navigate to a specific header. All heading levels are displayed in the tab, allowing you to move between headings in the report.

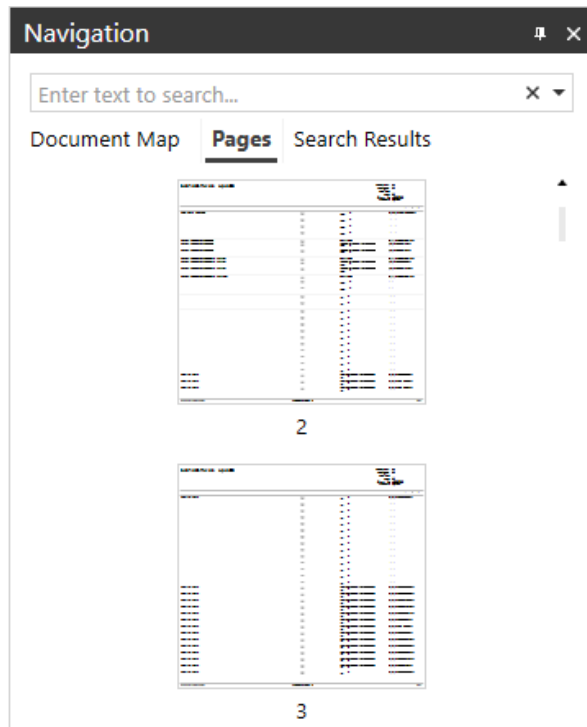


### Pages Tab

Click this tab to view thumbnail sketches of each page in the current report. Click on any thumbnail to navigate to that page.

## View and Run Reports

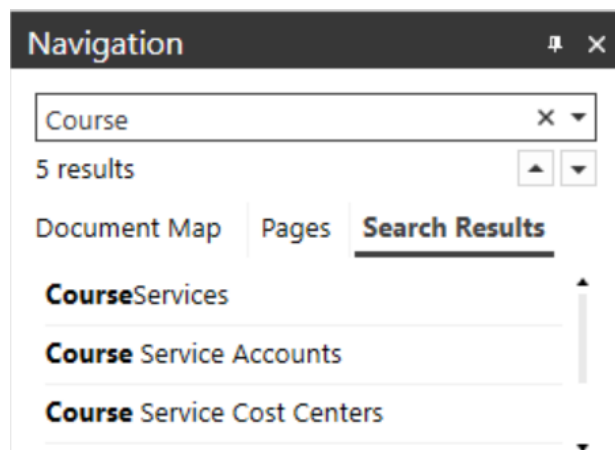
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### Search Results

- The **Navigation** pane allows you to search for specific data and see the number of matches in the document. Use the up and down arrows in the search results to navigate through the search matches.
- The **Search Results** tab shows each match in the document. By going through search results, the **Search Results** tab highlights the current match, and the report automatically navigates to the page containing the match.

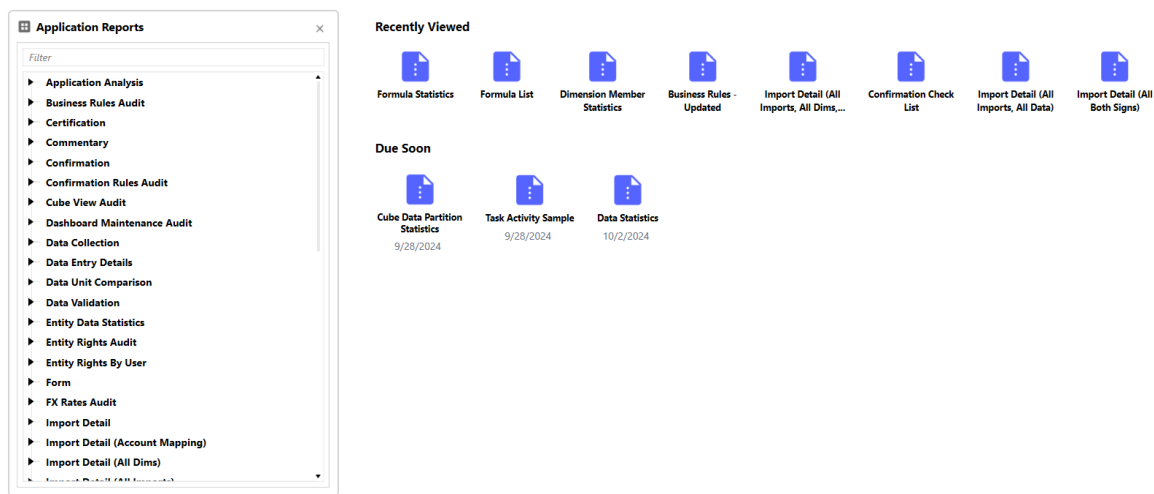
**NOTE:** Pages and Search Results features are only available in the OneStream Windows application.



# Application Reports

The Application Reports dashboard enables you to view and run all Standard Application Reports. These reports provide information about the system such as Data Statistics.

Application Reports



This remainder of this section:

- Describes the report groups in Application Reports.
- Describes any available filters for each report group. When you select a report in a group, most reports display filters for you to customize the data in the report.
- Summarizes the reports in each report group.

See [View and Run Reports](#) to learn how to generate any of these reports.

# Application Analysis Reports Group

Use the Application Analysis group reports to understand how effectively the data entities in OneStream, such as dimensions and cubes, are implemented to meet your organization's needs.

## Application Analysis Group Report Filters

### Year

The year for data in the report. Click the **Year** drop-down to select the year, then click **Run Report**. This filter is available on all reports in this group except Dimension Member Statistics, Formula Statistics, and Formula List.

## Application Analysis Group Reports

### Dimension Member Statistics

This auto-generated report provides an overview of the number of dimension members defined in OneStream. It displays the current dimensions and number of members for each dimension.

### Formula Statistics

This report shows member formula statistics such as pass#, stored counts, dynamic counts, ratio of stored and dynamic accounts, sign flip, and CPU usage for dimension names. Formula statistics are shown in the report by dimension type.

### Formula List

This report shows the contents of member formulas. Formula contents are displayed by name and type for each dimension. This report shows you the contents of each defined formula to assess if improvements or changes to a formula are needed.



## Application Reports

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Formulas provide intuitive organization and promote the reusability of dimensions with their associated calculations across multiple cubes. They also enable parallel processing for performance optimization using advanced multi-threading that runs multiple formulas at the same time.

### Data Statistics

Reports cube data statistics for cube records, imported records, and explosion factor. Explosion factor is the number of cube rows divided by the number of imported staging rows, and is calculated automatically.

### Data Unit Statistics

Reports the number of data records by entity name for each cube. To see more Data Unit details in OneStream, right-click on a data cell in a cube view.

See the *Data Unit* section in *Workflow* in the *Design and Reference Guide* for more information on data units.

### Cube Data Partition Statistics

Reports cube data records by entity, sorted by partition number.

### Stage Data Partition Statistics

Reports data records for each stage profile, sorted by partition number.

### Task Activity Sample

Reports statistics for the top 200 longest running application tasks by stage load, process cube, consolidate, and the name of the application server that ran the task.

### Data Statistics (Binary)

Reports cube data statistics for cube records, imported records, and explosion factor. This report is only for applications using binary storage.

Explosion factor is the number of cube rows divided by the number of imported staging rows, and is calculated automatically.

### Data Unit Statistics (Binary)

Reports data unit statistics grouped by entity name, then by cube name. This report is only for applications using binary storage.

## Business Rules Audit Reports Group

Use reports in the Business Rules Audit group to monitor business rule activity for audits.

### Business Rules Audit Group Report Filters

These filters apply to all reports in the Business Audit Report group.

#### Business Rule Type

Select a business rule type from the list or select (All) to include all business rule types in the report.

See *Business Rule Types* in the *Application Tools* section of the *OneStream Design and Reference Guide* for a detailed description of each business rule type.

#### Business Rule Name

All business rules that belong to the specified business rule type. If you specify (All) as the business rule type, all business rules are included in the report. Click this drop-down list to include only a specific business rule in the report.

#### Rule Text

Enter a text string to use as a match string to include business rules whose formula contains that text.

**NOTE:** Any encrypted business rules are excluded from the report when using a rule text string.

### User

Select a user to view the business rules they added, updated, or deleted. Select (All) to view all user activity.

### Start and End Date

Select a start and end date range to include only the business rules created during the specified range.

## Business Rules Audit Group Reports

### Business Rules - Added

This report shows a document map of the business rules type, which business rule was added, the user who made the changes, and the UTC time stamp when the rule was added.

### Business Rules - Updated

This report shows if a business rule's name was modified. A checked box indicates if the business rule is updated. It also shows the user who modified the rule and the UTC time stamp of the modification.

### Business Rules Deleted

This report lists business rules deleted from the system. Each deleted rule shows the modified time or date and the user who deleted the rule. Deleted rules are grouped by rule type, then by rule name.

## Certification Reports Group

Use reports in the certification group to help understand the relationship between workflows and the certification question sets used in the workflow's confirmation steps, and to see certification details for workflow descendants.

# Certification Group Report Filters

There are no filters for the Check List, Status, and Details reports in the group. Reporting is for all workflows or the current workflow.

The Certification Question Change Audit Report has the following filters:

### Change Type

You can specify one change type whose mapping changes you want to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all change types in the report.

### Category Name

A drop down list of question types or categories. Select the best option for the question type.

### Start Date and End Date

Enter a start and end date range to include records for the specified date range.

# Certification Group Reports

### Certification Check List

This report lists each workflow and the associated certification profile, with current workflow POV status and all workflow profile descendants.

### Certification Status

Grouped by workflow, this report lists the certification groups assigned to each workflow with status for the current workflow and all descendants.

### Certification Detail

This report shows the certification status history for the current workflow and all its descendants.

### Certification Question Change Audit

This report displays all added changes made to certification properties so you can audit changes made to workflow certification questions.

# Commentary Group

Reports in the commentary report group provide details on data attachments, also known as comments, and are added to the currently selected workflow either at the cell level or to an entire data unit within a workflow. Reports show attachments by account within the workflow.

## Commentary Group Report Filters

### Entity

The name of the entity for which you want to view commentary. Select an entity from the list or leave blank to include all entities within the currently selected workflow.

### Account

A named account within the currently selected workflow. Select an account from the list or leave blank to include all accounts within the currently selected workflow.

### Attachment Type

Select a specific attachment type or commentary within the currently selected workflow or select (All) to include all attachment types in the report.

## Commentary Group Reports

### Data Commentary Detail

Lists comments attached to the entities for the current workflow POV. Detailed POV information is listed for each comment.

The report is grouped by entity, then by account. The report shows each entity's selected account and each entity's information includes cube view POV information, flow, IC, and user defined dimension type origin, along with a list of the comments. Information for each comment includes the user who created the comment and the time the comment was made.

### Data Commentary By Entity & Account

A list of all comments attached to the entities for the current workflow POV. This report is grouped by entity, then by account. Information for each commentary includes the user who created the commentary and the time the commentary was created.

### Workflow Commentary Detail

This report lists all comments attached to the entities for the current workflow POV. Detailed POV information is listed for each comment. The report is grouped by entity, then by account.

The report shows each entity's selected account and each entity's information includes cube view POV information, flow, IC, and user defined dimension type origin, along with a list of the comments. Information for each commentary includes the user who created the commentary and the time the commentary was made.

### Workflow Commentary By Entity & Account

This is a list of all comments attached to the entities for the current workflow POV. This report is grouped by entity, then by account. Information for each commentary includes the user who created the commentary and the time the commentary was made.

## Confirmation Group

Reports in the confirmation group show status information related to the data confirmation process controlled by the OneStream Data Quality engine.

See *Data Quality Engine* in the *Platform Engines* section of the *API Overview Guide* for more information about confirmation rules.

## Confirmation Group Report Filters

There are no filters for this report group. Reports are based on the selected scenario and time period.

## Confirmation Group Reports

### Confirmation Check List

This report lists the confirmation profile assigned to each workflow with status for the current workflow POV and all workflow profile descendants.

### Confirmation Status

This report shows the confirmation groups assigned to each workflow profile, with status for the current workflow and all descendants.

### Confirmation Detail

This report shows the confirmation status history for the current workflow and all descendants.

## Confirmation Rules Audit Group

The Confirmation Rules Audit reports show confirmation rule activities for added, updated, and deleted rules for a selected audit period.

### Confirmation Rules Audit Group Report Filters

#### Confirmation Rule Group

Select a confirmation rule group from the list or select (All) to include all confirmation rule groups in the report.

See the *Finance Engine* in the *API Overview Guide*.

#### Confirmation Rule Name

All confirmation rules belonging to the specified rule group. If you specify (All) as the rule name, all confirmation rules for any rule group are included in the report. Click the drop-down list to include only a specific confirmation rule in the report.

#### Rule Text

Enter a text string to use as a match string to include confirmation rules whose formula contains that text.



### User

The name of a specific user whose confirmation rule activity you want to see. Select a specific user from the drop-down or select (All) to include all users in the report.

### Start Date and End Date

Enter a start and end date range to include only confirmation rules modified for the specified time range in the report.

## Confirmation Rules Audit Group Reports

### Confirmation Rules – Added

This report shows the confirmation rules added over a specified time range. Information for each rule includes the rule name, rule text, the user who added the rule, and the UTC time stamp showing when the rule was added.

### Confirmation Rules – Updated

This report shows confirmation rules that were updated over a specified time range. Information for each rule includes the original and updated rule name, whether the rule text or rule formula has been updated, the name of the user, and the date and time the rule was last updated.

### Confirmation Rules – Deleted

This report lists all the confirmation rules deleted over a specified time range. Information for each rule includes the rule name, rule text, the user who deleted the rule, and the UTC time stamp showing when the rule was deleted.

## Cube View Audit Group

The Cube View Audit reports show cube view maintenance activities for updated, added, and deleted cube views for the specified audit period.

## **Cube View Audit Group Report Filters**

### **Start Date and End Date**

Enter a start and end date range to include only cube views for the specified range in the report.

### **CV Group Filter (Contains)**

Enter a text string that matches a string in the name of one or more cube view groups you want in the report. For example, when entering process, it will include all cube view groups in the report with process in the group name, such as Process (Flash) and Process (Budget). Leave this field blank to include all cube views and cube view groups in the report.

### **Cube View (Cube Views Usage Report only)**

Select the name of the cube to view usage data.

## **Cube View Audit Group Reports**

### **Cube Views – Added**

This report lists cube views (reports/forms) added over a specified time range. Information for each rule includes the user who added the cube view, the cube view name, the group it is in, and the UTC time stamp when the cube view was added.

### **Cube Views – Updated**

This report lists cube views (reports/forms) updated over a specified time range. Information for each rule includes the user who last updated the cube view, the cube view name, the group it is in, and the UTC time stamp of the update action.

### **Cube Views – Deleted**

This report lists cube views (reports/forms) deleted over a specified time range. Information for each rule includes the user who deleted the cube view, the cube view name, the group it is in, and the UTC time stamp when it was deleted.

### **Cube Views Usage**

This report shows the usage of the selected cube, including the most recent run date and the total number of times it was run during the specified date range.

# Dashboard Maintenance Audit Group

Dashboard maintenance units enable sharing of key dashboard artifacts like parameters, data adapters, common files, and components across multiple dashboard groups.

See *Platform Engine* in the *API Overview Guide*.

Use the reports in the Dashboard Maintenance Audit report group to see all activity related to dashboard maintenance units. This includes information about the creation of each dashboard maintenance unit and any record on dashboard maintenance units that were updated or deleted.

## Dashboard Maintenance Audit Group Report Filters

### Maintenance Unit

The name of a specific dashboard maintenance unit to show in the report. Select (All) to include all dashboard maintenance units in the report.

### Maintenance Group

Select a defined maintenance group to show only maintenance activity for the selected group in the specified dashboard maintenance unit.

### Start Date and End Date

Enter a start and end date range to include only dashboard maintenance records that were created, updated, or deleted during the specified time range.

## Dashboard Maintenance Audit Group Reports

### Dashboard Maintenance – Added

This report shows all activity for dashboard maintenance units added to OneStream during the specified time period. The total number of records in the report displays on the left side of the report header. Selected report filters display on the right side of the report header.

Dashboards with add activity in the specified date range display in alphabetical order by specified maintenance unit. Each add record also shows the name of the user who performed the add and the UTC time stamp of when the record was made.

### Dashboard Maintenance – Updated

This report shows all activity for dashboard maintenance units updated to OneStream during the specified time period. The total number of records in the report displays on the left side of the report header. Specified report filters display on the right side of the report header.

Dashboards with update activity in the specified date range display in alphabetical order by specified maintenance unit. Each update record shows the dashboard group and the attribute being changed with the old and new values. Each update record showcases the name of the user who performed the update and the UTC time stamp of when the record was updated.

**NOTE:** This report shows values that have been updated in the New Value column. Values that cannot be retrieved by the system display as (Unavailable Value) in those reports. Values that display as (Unassigned) have been set back to their default value.

### Dashboard Maintenance – Deleted

This report shows all activity for dashboard maintenance units deleted in OneStream during the specified time period. The total number of records in the report displays on the left side of the report header. Specified report filters display on the right side of the report header.

Dashboards with delete activity in the specified date range display in alphabetical order by specified maintenance unit. Each delete record also shows the name of the user who performed the update and the UTC time stamp of when the record was updated.

## Data Collection Group

Reports in the Data Collection group provide insight on data sources used to populate the data in your application. See *Data Sources* in the *Design and Reference Guide*.

# Data Collection Group Report Filters

### Change Type

You can specify one change type for sources changes you want to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all change types in the report.

### Start and End Date

Select a start and end date range to include only the on the changes for the specified range.

# Data Collection Group Reports

### Data Source Change Audit

Reports changes made to data sources in your application. Use the Change Type, start, and end date parameters to view an updated report including the change type, name of the task, previous value, new value, user who made the change, and the time.

# Data Entry Detail Group

The Data Entry report group contains a single report called the Data Entry Detail report.

# Data Entry Detail Group Report Filters

There are no filters for this report group. The report shows all data entry detail for the current workflow scenario.

# Data Entry Detail Group Reports

### Data Entry Detail

Shows data manually entered by form. Records are sorted alphabetically by workflow profile, then by cube view.

## Data Unit Comparison Group

The Data Unit Comparison report group has a single report called the Data Unit Comparison report.

### Data Unit Comparison Report Group Filters

#### Cube

The cube contains data units to be compared.

#### Scenario

Select the scenario used for the comparison.

#### Variance Scenario

Select a scenario used as the variance for the comparison.

#### Time

The month and year to view records in the report.

#### View

Specify a numeric view member used for calculations to display data unit comparisons. Value is YTD, year-to-date, or Periodic.

#### Cons Member

Specify the consolidation member to compare data units.

#### Entity

The name of the entity to compare data units. Select an entity from the list or leave blank to include all entities within the selected workflow.

#### Suppress Matches

Determines if data units with Intercompany suppressed matches display in the report. Value shown is Yes or No.

# Data Unit Comparison Group Reports

## Data Unit Comparison

This report shows any variance between two scenarios for the specified entity.

# Data Validation Group

Reports in the Data Validation group provide information for source and target account mappings in workflows.

## Data Validation Group Report Filters

### Dimension (Unmapped by Dimension Report only)

Select a dimension to see the unmapped areas within the dimension. This can be an entity, account, flow, or user-defined dimension.

### Workflow Profile

The workflow profile within the current workflow to use for the report.

## Data Validation Group Reports

### Intersection Errors

Intersection errors indicate something is incorrect with an entire data intersection, such as a customer dimension mapped to a salary grade account. This report displays any intersection validation errors that exist within the current workflow and workflow time period.

See *OnePlace Workflow* in the *Design and Reference Guide*.

### Unmapped By Dimension

Report shows unmapped areas within a dimension and workflow profile. It shows profile, time, entity, account, and the account description.



### **All Stage Source and Target Data**

Report displays all the imported source data and the OneStream targeted account.

### **All Unmapped Dimensions**

Report displays all the unmapped dimensions and shows the profile name, source and target time, entity, account, description, and to which dimension they are currently mapped to.

## **Entity Data Statistics Group**

The Entity Data Statistics report group contains a single report called the Entity Data Statistics report.

### **Entity Data Statistics Group Report Filters**

#### **Entity**

The name of the entity for which you want to view data statistics. Select an entity from the list.

### **Entity Data Statistics Group Reports**

#### **Entity Data Statistics**

This report shows the total cells of data, input cells, journal cells, calc cells, no data cells, and zero data cells for every scenario in the specified entity. Data in the report is grouped by workflow profile and scenario within each year.

## **Entity Rights Audit Group**

This report group contains a single report called the User Entity Rights by Cube report.

# Entity Rights Audit Group Report Filters

## User

The name of the user whose entity rights you want to include in the report. The value defaults to the user currently logged in. Select a user from the list.

## Display Data, Read Data, Read and Write Data

Select **Yes** to show all read and read or write permissions for the specified user. Select from the following values:

- **Yes**: Display read and read or write permissions set to **Yes**.
- **No**: Display read, and read or write permissions set to **No**.
- **(Not Restricted)**: Display all permissions set for the specified user.

# Entity Rights Audit Group Reports

## User Entity Rights by Cube

This report shows security rights for a specific user for all entities, grouped by cube, then by entity name in alphabetical order. This report shows read access, read/write access, and cube data access permissions.

# Entity Rights By User Group

This report group contains a single report called the User Entity Rights by Cube report.

# Entity Rights by User Group Report Filters

## Cube

The name of the cube for which you want to view user's entity rights.

### Entity

The name of the entity for which you want to view entity rights. Select an entity from the list.

### Display Data, Read Data, Read and Write Data

Select from the following values:

- **Yes:** Display read, and read/write permissions set to **Yes**.
- **No:** Display read, and read/write permissions set to **No**.
- **(Not Restricted):** Display all permissions set for the specified user.

## Entity Rights By User Group Reports

### Entity Rights By User

This report lists security rights by user for a specified cube or entity. Displays read access, read or write access, and cube data access.

## Form Group

The form group contains a single report called the Form Checklist.

## Form Group Report Filters

There are no filters for this report group. Data in the report is based on the selected workflow profile, scenario, and time period.

## Form Group Reports

### Form Checklist

Shows all input forms in the currently selected workflow, scenario, and time period. Items in the report are sorted by form type, such as Optional or Required, then by form name.

Each form includes the form description, the form completion status with the associated cube view, comments, and audit information. The selected scenario and time period display on the side of the report header.

# FX Rates Audit Group

Reports in the FX Rates Audit Group provide modification and status information related to currency exchange rates in OneStream.

See *Foreign Exchange Rates* in the *Design and Reference Guide*.

## FX Rates Audit Group Report Filters

### Rate Type

The name of a specific FX rate type. Select a specific rate type from the list or select **(All)** to include all types in the report.

### Rate Period

Enter a monthly or yearly period, for example, 2023M11, to display only FX rate changes made in that period. Leave this blank to report on modifications made in all periods.

## Application Reports

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### Status

The lock status of the FX rate modifications displayed in the report. Select **Locked**, **Unlocked**, or **(All)** to include all modifications regardless of lock status.

### User

The name of a specific user whose FX rate modification activity you wish to view. Select a specific user from the drop-down or select **(All)** to include all users in the report.

### Start Date and End Date (FX Rates Lock/Unlock Audit only)

Enter a start/end date range to include only FX rate information modified within the specified time range in the report.

## FX Rate Audit Group Reports

### FX Rate Lock/Unlock Audit

This report displays all FX rates that were locked or unlocked, the user, and the date and time modified.

### FX Rate Current Status

This report displays the current status of the FX Rates for a specified time period.

## Import Detail Group

Reports in the Import Detail group provide source and target mapping information for a specified workflow profile. This data is pulled from the transformation rules and imported stage data found on the specified workflow profile. Use these reports to understand the state of imported and derived data.

# Import Detail Group Report Filters

### Workflow Profile

The name of a workflow profile in the current workflow. Only workflow profiles from the current workflow are displayed in the list.

# Import Detail Group Reports

### Import Detail (All Both Signs)

This report shows imported source data, imported and derived, with original (source) sign and sign after (target) mapping for the specified workflow import profile. The selected time period and scenario display in the report header.

Import detail displays in entity alphabetically for the specified workflow profile. For each entity in the workflow profile the account number, account description, currency type, and source and target amounts are displayed.

### Import Detail (All Data)

Shows all source data, imported and derived, with source sign convention for the selected workflow import profile. The selected time period and scenario display in the report header.

For the specified workflow profile, each target entity and related target accounts are listed with their source accounts and source amounts. Each includes the account number, account description, and amounts.

### Import Detail (Imported Data)

This report shows only the imported source data with source sign convention for the selected workflow import profile. The selected time period and scenario display in the report header.

For the specified workflow profile, each target entity and related target accounts are listed with account number, account description, and amounts.

### **Import Detail (Derived Data)**

This report shows only the derived source data with source sign convention for the selected workflow import profile. The selected time period and scenario display in the report header.

For the specified workflow profile, each target entity and related target accounts are listed with account number, account description, and amounts.

## **Import Detail (Account Mapping) Group**

The Import Detail (Account Mapping) group contains one report called Import Detail (Account Mapping).

### **Import Detail (Account Mapping) Group Report Filters**

#### **Workflow**

The name of a workflow to view import mapping data. Select a workflow from the list.

#### **Scenario**

The scenario within the specified workflow to view account mappings.

#### **Time**

The month and year to view records in the report.

### **Import Detail (Account Mapping) Group Reports**

#### **Import Detail (Account Mapping)**

This report shows the account mapping from import accounts to target accounts for the specified workflow, scenario, and time period. The selected workflow and time period display in the report header. For each OneStream account target, the report shows the source and target account mappings with the source and target account descriptions.

# Import Detail (All Dims) Group

This report group provides insights into the state of stage data imported into OneStream by dimension, based on a specified workflow profile in the selected workflow. The scenario and time for the selected workflow profile are displayed in the report header.

## Import Detail (All Dims) Group Report Filters

### Workflow Profile

The name of a workflow profile in the current, active workflow. Only workflow profiles from the current workflow are displayed in the list.

## Import Detail (All Dims) Group Reports

### Import Detail (All Dims, All Data)

This report lists target imported and derived data and all dimensions, including user-defined dimensions, for the current workflow POV. Data displays alphabetically by workflow profile, then by target entity and account.

### Import Detail (All Dims, Imported Data)

This report shows all target imported data and import detail for all dimensions for the current workflow POV. Source sign convention is included for all amounts. Data is grouped by workflow profile, then by target entity and target account. Each target entity also displays its source entity.

### Import Detail (All Dims, Derived Data)

This report shows all derived data and import detail for all dimensions in the current workflow POV. Source sign convention is included for all amounts. Data is grouped by workflow profile, then by target entity and target account.



# Import Detail (All Imports) Group

This report group displays the state of all data imported into OneStream. For each report, the scenario and time period for the current, active workflow profile display in the report header.

## Import Detail (All Imports) Group Report Filters

There are no filters for this report group. Report data is based on import data from the current workflow POV.

## Import Detail (All Imports) Group Reports

### Import Detail (All Imports, All Data)

This report shows all imported source data, including bypassed mapped rows, for all workflow imports. For each target entity and target account, the report shows account number, account description, account amounts, and the associated workflow profile. Source sign convention is included for all amounts.

### Import Detail (All Imports, All Dims, All Data)

This is a full report of all imported data for all dimensions and all workflow imports, including bypassed mapped rows. The report is grouped by workflow profile, target entity, and target account. Source sign convention is included for all amounts.

# Import Detail (Source ID) Group

Reports in the Import Detail (Source ID) group provide several views into imported and derived data based on the source ID of the imported data.

# Import Detail (Source ID) Group Report Filters

## Workflow Profile

The name of a workflow profile in the current workflow POV. Only workflow profiles from the current workflow display in the list.

# Import Detail (Source ID) Group Reports

## Import Detail, SID (All Both Signs)

This report shows all imported source data with original sign and sign after mapping, source and target sign, for the specified workflow import profile. Report data is grouped by workflow profile, then by source ID, target entity, and target account.

Import detail for each workflow profile includes the source ID, account number and description, currency type for the account, and source and target amounts. Bypass values are noted.

## Import Detail, SID (All)

This report shows all imported source data with sign convention for the specified workflow import profile. Imported source data is grouped by workflow profile, then by source ID, target entity, and target account within the workflow profile.

Import detail for each workflow profile includes the source ID, account number, and description. Bypass values are noted.

## Import Detail, SID (Imported)

This report shows imported source data with sign convention for selected workflow import profiles. The report data is grouped by workflow profile, then by source ID, target entity, and target account within the workflow profile.

Import detail for each workflow profile includes the source ID, account number and description. Bypass values are noted.

### **Import Detail, SID (Derived)**

This report is similar to Import Detail, SID (Imported) report, but for derived source data with sign convention for the selected workflow import profile. The report data is grouped by workflow profile, then by source ID, target entity, and target account within the workflow profile.

Derived detail for each workflow profile includes the source ID, account number and description. Bypass values are noted.

## **Import Detail (Source to Target) Group**

The Import Detail (Source to Target) report group contains a single report called the Import Detail (Source to Target) report.

### **Import Detail (Source to Target) Report Group Filters**

#### **Workflow**

The workflow name to view source to target mapping data. Select a workflow from the list.

#### **Scenario**

The scenario within the specified workflow to view source to target mappings.

#### **Time**

The month and year period for viewing records in the report.

## **Import Detail (Source to Target) Group Reports**

### **Import Detail (Source to Target)**

This report lists trial-balance type accounts and shows source accounts with corresponding target accounts and values. Filter criteria used for the report displays in the report header.

This report lists the source to target mappings and shows the source account and entity with the corresponding target account and entity with ledger descriptions and account amounts.

# Import Trace Group

Reports in this group show imported and derived data traced back to the source account data. The scenario and time period for the selected workflow profile display in the report header.

## Import Trace Group Report Filters

### Account

The account number for viewing rule trace data.

## Import Trace Group Reports

### Trace (Target Account)

This report shows all imported and derived source data records mapped to the selected target account for descendants of the current workflow POV. Data is grouped by workflow profile, then by target account.

Each target account in the report shows the source entity, account number and description, the currency type if known, and amount in the account.

### Trace (Target Account Rule)

This report lists transformation rules that map either imported or derived data to the selected account for descendants of the current workflow. Data in the report is sorted by workflow, with the specified account number displaying under the report header.

For each record, the report displays all rule trace information including rule group name, rule name, the rule expression and output, whether account data can be flipped from positive to negative, and any logical operator or logical expression.

## Import Var (WF or Preserved) Group

Reports in this group reveal variances between data in the active workflow and preserved data. Data in these reports comes from transformation rules and imported stage data found in a specified workflow profile.

### Import Variance (WF or Preserved) Group Report

#### Filters

##### **Workflow Profile**

The name of a workflow profile in the current workflow. Only workflow profiles from the current workflow display in the list.

### Import Var (WF or Preserved) Group Reports

##### **WF or Preserved Detail (All, Sign Flip)**

This report compares preserved data and currently stored data, with mapped sign change, for the specified import workflow and current workflow time and scenario.

##### **WF or Preserved Detail (All)**

This report compares preserved data and currently stored data for the specified import workflow and current workflow time or scenario.

## Import Var (WF or Prompt) Group

Reports in this report group look at the variances between preserved data and actual data in the current workflow. Data in the reports are grouped by workflow profile, then target entity and target account. Each record shows the entity and account within the entity, with the account description, currency types, updates, and the variance.

# Import Variance (Workflow or Prompt) Group Report Filters

### Workflow Profile

The name of a workflow profile in the current workflow. Only workflow profiles from the current workflow display in the list.

### Variance Scenario

Select a scenario you want to use as the variance for the comparison.

### Time

The month and year for which you want to view records in the report.

## Import Var (WF or Prompt) Group Reports

### WF or Prompt Detail (All)

This report compares current workflow data and the specified workflow import data, the specified time, and the specified scenario.

### WF or Prompt Detail, SID (All)

This report compares current workflow data and specified workflow import by Source ID, specified time, and specified scenario.

## Intercompany Group

Reports in the Intercompany group show various slices of intercompany matching data available from OneStream cube views.

# Intercompany Group Report Filters

### Plug Account

Select the intercompany plug account used to handle any non-eliminating transactions.

# Intercompany Group Reports

### Intercompany Matching Checklist

This report shows the selected workflow's intercompany balances in the specified intercompany plug account. It displays the intercompany matching parameters at the top of the report, and lists each entity using the plug account at their current balances. The selected scenario and time period display on the right side of the report header.

See *Intercompany Matching Settings* in Workflow in the *Design and Reference Guide*. See [Intercompany Matching Settings](#).

### Intercompany Matching Detail

The Intercompany detail report contains the same data as the matching status report and includes comments for the selected plug account.

# Intercompany Detail (Overrides) Group

Reports in the Intercompany Detail (Overrides) group focus on intercompany account matching detail from intercompany override plug accounts viewable in cube views.

# Intercompany Detail (Overrides) Group Report Filters

### Plug Account

Select the intercompany plug account used to handle any overrides.

### View

Specify a numeric view member used for calculations to display intercompany overrides. Value is YTD, year-to-date, or Periodic.

### Entity

The name of the entity for which you want to view intercompany details. Select an entity from the list.

## Intercompany Detail (Overrides) Group Reports

### Intercompany Detail (Overrides)

Provides intercompany override details for the specified plug account, view, or entity using the current workflow profile POV.

### Intercompany Detail (All Plug Accounts)

Provides intercompany details for the specified view and all plug accounts using the current workflow profile POV. Plug account and entity selections are not applied to this report.

### Intercompany Detail (All Periods In Workflow Year)

Provides intercompany details for the specified plug account and view, and all current workflow profile POV periods. Entity and view selections are not applied to this report.

## Journal Group

Reports in the Journal group provide details on the status of journals in a specified workflow profile. Use these reports to see the progression and account detail of the currently selected workflow profile's journals.



# Journal Group Report Filters

## Journal Status

Select a status for the journals to display in the report. Only journals currently in the selected status display in the report. Journal statuses are:

- Working
- Submitted
- Approved
- Rejected
- Posted

## Entity Name (Starts With)

Specify only certain journals in specific entities to be included in the report by typing a common string for the specific entities. Use this filter with the account name feature to further filter the journal entries in the report.

## Account Name (Starts With)

Specify only certain accounts in specific entities to be included in the report by typing a common string for the specific account numbers.

# Journal Group Reports

## Journal Checklist

Provides a checklist of journals for the current workflow POV. You can filter the report by journal status, entity name, and account name. All optional and required journal entries match the filtering criteria displayed in the report.

The report shows the current status and journal type for each journal. Each journal displays the dates for each journal status if that status has been achieved. Otherwise, the date is blank. For reference, the scenario and time period for the currently selected workflow display on the right side of the report header, along with the workflow name.

### Journal Detail List

Provides details of all journals for the current workflow POV. You can filter the report by journal status, entity name, and account name. Journal information is detailed for each entity with the account listed, dimension data, account description, and debit and credit balances.

## Journal Publishing Group

This report group contains a single report called Single Journal Detail.

## Journal Publishing Group Report Filters

### Journal Name (Starts With)

Specify a string to include only journal names matching the string in the report.

## Journal Publishing Reports

### Single Journal Detail

This report provides details for each journal in the current workflow POV. You can filter the report by journal name.

For each journal, the report shows the current status and the journal type. Each journal also shows the dates for each journal status if that status has been achieved. Otherwise, the date is blank. For reference, the scenario and time period for the currently selected workflow display on the right side of the report header, along with the workflow name.

# Map Change Group

This group of reports provides general and audit information on transformation rule mappings from source systems to the OneStream financial model. Use these reports to see historical data on transformation mapping change activity for transformation rule profiles during a specified date range.

You can find transformation rules in OneStream under **Application > Data Collection > Transformation Rules**.

## Map Change Group Report Filters

### Transformation Rule Profile

The name of a specific transformation rule profile whose mapping information you want to include in the report. Select a transformation rule profile from the drop-down menu or select **(All)** to include all transformation rule profiles.

### Change Type

Specify one change type whose mapping changes you want to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all change types in the report.

### User

The name of a specific user whose transformation rule change activity you want to see. Select a user from the drop-down menu or select **(All)** to include all users in the report.

### Start Date and End Date

Enter a start and end date range to include only map changes made within the specified time range in the report.

## Map Change Group Reports

### Transformation Rule Changes Audit

This report contains all mapping changes that have occurred in the system over a selected time frame for the specified transformation rule profiles. Data in the report is grouped by change type, then by rule group. Rule profile selection and all other report specifications are based on the current workflow. Each change shows the rule type and name, the rule expression, the name of the user, and the time the change was made.

### Transformation Rule Changes History

This report shows all mapping changes that have occurred in the system over a specified time frame for a specified transformation rule profile. The report is grouped by rule group. Transformation rule profiles are based on the current workflow.

## Map Change For User Group

The Map Change for User group contains a detailed audit report on transformation rule mapping changes made by a specific user, or by all your OneStream users.

See *Transformation Rules in Data Collection* in the *Design and Reference Guide*.

# Map Change For User Group Report Filters

### User

The name of a specific user whose transformation rule activity you want to see. Select a user from the drop-down menu or select **(All)** to include all users in the report.

### Change Type

You can specify one change type whose mapping changes you want to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all change types in the report.

### Start Date and End Date

Enter a start and end date range to include only map changes made within the specified time range in the report.

## Map Change For User Group Reports

### Transformation Rule Changes Audit For User

This report lists all map changes over a specified time range for a specified user. Each change shows the rule type and name with the rule expression, the name of the user, and the time the change was made. Changes are listed by change type. The filter criteria used in the report are displayed in the report header.

## Map Transformation Listing Group

This group contains a single report that displays all the transformation rules defined in OneStream based on the specified map rule group.

## Map Transformation Listing Group Report Filters

### Map Rule Group

The name of the group containing the map rules listed in the report. Select a rule group from the drop-down menu or select **(All)** to include all transformation mapping rule groups in the report.

## Map Transformation Listing Reports

### Transformation Rule Listing

This report shows transformation rule details for all transformation rule groups or for a single specified group. Rule group information in the report is alphabetized by rule group name. Information for each rule group includes all rules for each group.

Each rule shows its rule description and expression and, when available, the rule output, logical operator, and any logical expression for the rule.

**NOTE:** A blank rule description means a rule description is not entered for the rule in the transformation rule settings. NA indicates that the rule description does not apply to that rule.

Each rule in the report also includes a flip sign indicator (FS). If selected, the display value is flipped from positive to negative or negative to positive. This is typically done with expense numbers stored as positive or negative that need to be reversed on reports, such as a trial balance.

## Metadata Analysis Group

Reports in this group provide information regarding the metadata and metadata members in OneStream.

### Metadata Analysis Group Report Filters

There are no filters for this report group. Report data is based on cube dimension data in OneStream.

### Metadata Analysis Group Reports

#### Orphaned Members

This report shows members that exist in a dimension not assigned to any dimension hierarchy based on data in the dimension library. Dimension types with orphaned members list the orphaned members alphabetically, along with the member description and member ID.

### Parent Count For Members

This report shows a list of dimension members by member ID, member description, and number of parent members.

### Cube Maintenance Dashboard (30 Days)

This report displays in graph format and does not have any filters.

The left pane shows the cube dimension assignment changes that occurred in the last 30 days. The top right pane shows the dimension member changes that occurred in the last 30 days. The bottom right pane displays the dimension node changes that occurred in the last 30 days, also known as the Custom dimensions. For example, UD1 and UD2.

## Metadata Change Audit Group

Metadata Change Audit reports show different types of metadata additions, updates, and deletions made in OneStream dimensions over a specified date range.

Reports in this group display the criteria filtered on the right side of the report header.

## Metadata Change Audit Group Report Filters

### Change Type

Specify the types of metadata changes to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all metadata changes in the report.

### Dimension

Report on a specific dimension by selecting it from the drop-down menu or select **(All)** to include all dimensions in the report.

### Start Date and End Date

Enter a start and end date range to include only metadata changes made within the specified time range in the report.



# Metadata Change Audit Group Reports

## Member Changes Audit

This report shows changed dimension member metadata made over a specified time frame. Changes are listed by change type, then by dimension.

Each change shows the following:

- Dimension name
- Original name, if it is an updated change type
- Original member name, if it is an updated change type
- New member name
- New member description
- User
- Audit time

## Member Formula Changes Audit

This report is similar to the Member Changes Audit report, but for formula metadata. This report shows changed member formulas over a specified time frame. Changes are listed by change type, then by dimension type.

Each change shows the following:

- Member name
- Member description
- User
- Audit time

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- Original formula, if it is an updated change type
- New formula

The actual change made to the formula is displayed under each change.

### Member Changes Detail Audit

This report details each change made to dimension members, including property changes, over a specified time frame. Changes are listed by dimension type, then by change type within the dimension.

Each change shows the following:

- Change type
- Member name
- Member description
- Dimension name
- User
- Audit time

Subsection property changes show the following:

- Change type
- Member name
- Property name
- Original property value, if it is an updated change type
- New property value
- User
- Audit time

### Member Property Changes Audit

This report shows a detailed list of member property changes over a specified time frame. Changes are listed by dimension type, then by the time stamp when the change was made.

Each change shows the following:

- Change type
- Member name
- Original property value, if it is an updated change type
- New property value
- User
- Audit time

### Metadata Changes During Task Execution

Metadata changes can occur when executing a task. This report shows metadata changes made during task processing within a specified time frame. Tasks are always shown, even if no metadata changes occurred during the specified time frame.

This report is similar in structure to the Member Changes Detail Audit report. Changes are listed by dimension, then by change type within the dimension.

Each change shows the following:

- Change type
- Member name
- Member description
- Dimension name
- User
- Audit time

Subsection property changes show the following:

- Change type
- Member name
- Property name
- Original property value, if it is an updated change type
- New property value
- User
- Audit time

### **Relationship Detail Audit**

This report shows changed member relationships over a specified time frame. Changes are grouped by dimension type, then change type. Each change shows the following:

- Change
- Member name
- Parent name
- Dimension name
- Sort order
- User
- Audit time

# Metadata Entity Property Change Audit Group

This report group consists of the Entity Relationship Property Audit report. Filter criteria for the report displays in the report header.

## Metadata Entity Property Change Group Audit Report Filters

### Change Type

Specify the types of metadata changes to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all metadata changes in the report.

### Start Date and End Date

Enter a start and end date range to include only metadata entity property changes made within the specified time range in the report.

## Metadata Entity Property Change Audit Group Reports

### Entity Relationship Property Audit

This report lists all entity relationship property changes by user for a specified time range.

Changes are sorted by dimension type. Data for each change includes the following:

- Change type
- Member name
- Member's parent
- Property that changed

- Changed value
- User who made the change
- Time stamp of when the change was made

# Data Cell Rights Group

Data slices protect the main data of a cube against changes. This protection affects input-ready queries and all planning functions that use a cube. Use a data slice containing these plan versions to ensure that certain plan versions cannot be changed after a certain period or that the current data is not overwritten.

The Data Cell Rights report group has a single report called Data Cell Rights.

## Data Cell Rights Group Report Filters

### User

The name of a specific user whose data access security rights you want to see. Select a specific user from the drop-down menu or select **(All)** to include all users in the report.

### Data Cell Access

Determines the user records to show in the report.

- **Yes:** Display data rights on sliced cells where the user has data rights.
- **No:** Display data rights on sliced cells where the user does not have data rights.

# Data Cell Rights Group Reports

## Data Cell Rights

This report shows any slice level data security for a specified user. The report lists the selected user and shows slice cell data rights by workflow. This includes the data cell access security level, the member filter expression (if defined), and the order data rights are evaluated in.

See *Member Filters* in *Cube* in the *Design and Reference Guide*. .

# Task Scheduler Group

Reports in the Task Scheduler group show information related to events in Task Scheduler.

## Task Scheduler Audit Filters

### Change Type

You can specify one change type whose mapping changes you want to include in the report. Select **Added**, **Updated**, or **Deleted**, or select **(All)** to include all change types in the report.

### Start Date and End Date

Select a start and end date range to include only the business rules within the specified range.

## Task Scheduler Reports

### Task Scheduler Audit

This report shows changes made to Task Scheduler events. Use the parameters to view an updated report on the change type, name of the task, previous value, new value, user who made the change, and the time.

## User Data Entry Detail Group

The User Data Entry Detail group contains a report detailing a single user's manual data entry activity. Use this report to inventory a specific user's manual data entry in a specific scenario during a specific time period.

### User Data Entry Detail Group Report Filters

#### Scenario

The scenario in the specified workflow to view data entry details.

#### Time

The month and year for which you want data entry records.



### User

The name of a specific user whose data entry activity you want to see. Select a user from the drop-down menu or select **(All)** to include all users in the report.

## User Data Entry Detail Group Reports

### Data Entry Audit (Single User)

This report shows all data manually entered into the system by the specified user for a scenario and time period. The report is grouped by workflow profile. The filter criteria for the report displays on the right side of the report header, including the specified user whose data entry activity is shown.

Each record shows the date and time of the change, the dimension information, including user-defined dimensions of the change, and the amount.

## User Log Activity Group

This report group provides user activity for logons, tasks, and errors related to OneStream sessions. User log activity data is taken from activity in **System> Logging** in the platform.

Filter criteria used for the report displays in the report header for all reports.

## User Log Activity Group Report Filters

### Number of Days

Use the drop-down menu to select the number of days of user log activity you would like to view. The selection indicates the number of days prior to the current date. You can go as far back as 365 days to view log activity.

### User

The name of a specific user whose log activity you want to see. Select a user from the drop-down menu or select **(All)** to include all users in the report.

## User Log Activity Group Reports

### User Logon Activity

This report shows user logon activity over the last specified number of days. All logon activity and logoff activity is included, whether done by the user or system. This includes all failed logons.

Each activity record shows the logon and logoff activity, application details, UTC activity time stamps, the primary application server, and the client IP where the activity occurred. The report header shows the total number of records in the report and the filter criteria.

### User Task Activity

This report shows user task activity over the last number of specified days.

Each task record shows the task type and description, the task's completion percentage, UTC task activity time stamps, the primary application server, and the client IP where the task activity occurred. The report header shows the total number of records in the report and the filter criteria.

### User Error Activity

This report shows user error activity over the last number of specified days.

Each error record shows the user who incurred the error, the time of the error, the application where the error occurred, and the error description. The application tier, server, and version are displayed for each record. The report header shows the total number of records in the report and the filter criteria.

# Workflow and Entity Status Group

Reports in the Workflow and Entity Status report group provide insights into the completion status of specific workflow entities. Each report displays the filtering criteria in the report header.

## Workflow and Entity Status Group Report Filters

### Workflow

The name of a workflow for viewing workflow status. Select a workflow from the drop-down menu.

### Scenario

The scenario within the specified workflow for viewing workflow status data.

### Time

The month and year for viewing records in the report.

### Completion Status

The workflow completion statuses to include in the report. Select **Complete**, **Incomplete**, **Has Errors**, or select **(All)** to include all statuses in the report. Incomplete statuses include Not Started and InProcess statuses.

## Workflow and Entity Status Group Reports

### Entity and Workflow Status

A summary report showing the workflow status for all entities in the specified top-level workflow. Entries in the report are grouped by entity. The calculation and workflow status display for each entity.

### Workflow and Entity Status

A summary report that flips the data from the entity and workflow status report. It shows the workflow status for all entities in the specified top-level workflow, along with the calculation status of each entity. Entries in this report are grouped by workflow.

### Entity and Workflow Status (With Data Status)

A summary report displaying the workflow status for all entities, with data status, in the specified top-level workflow. Entries in this report are grouped by entity. For each entity, data statuses indicate whether stage and cube data has been loaded, and whether Cube View or Microsoft Excel form data exists.

### Workflow and Entity Status (With Data Status)

A summary report that shows the workflow status for all entities, with data status, in the specified top-level workflow. The report is grouped by workflow.

## Workflow and Entity Status (Current WF) Group

Reports in the Workflow and Entity status (Current WF) report group provide various insights into the completion status of the currently active workflow. Each report displays the filtering criteria in the report header.

## Entity & Workflow Status (Current Workflow) Group Report Filters

### Completion Status

Specify the workflow completion statuses to include in the report. Select **Complete**, **Incomplete**, **Has Errors**, or select **(All)** to include all statuses in the report. Incomplete statuses include Not Started and InProcess statuses.

# Workflow and Entity Status (Current WF) Group Reports

### Entity & Workflow Status (Current Workflow)

A summary report showing the workflow status for all entities in the current workflow. This report is grouped by entity.

### Workflow & Entity Status (Current Workflow)

A summary report displaying the workflow for all entities in the current workflow. The report is grouped by workflow.

### Entity & Workflow Status (With Data Status)

A summary report displaying the workflow status for all entities, with data status, in the current workflow. This report is grouped by entity.

### Workflow & Entity Status (With Data Status)

A summary report showing the workflow status for all entities, with data status, in the current workflow. The report is grouped by workflow.

# Workflow Channel Audit Group

Use the reports in the Workflow Channel Audit report group to view all activity related to your workflow channels during a specific date range. This includes information on when each workflow channel was created and deleted and on data that has been updated for workflow channels.

Each report in this group displays the report's filtering criteria on the right side of the report header, and the total number of records displays in the report header.

# Workflow Channel Audit Group Report Filters

### Workflow Channel

The workflow channel for adding, deleting or updating an activity. Select a workflow channel from the drop-down menu or select **(All)** to see activity for all workflow channels.

### User

A user for adding, deleting or updating an activity. Select a user from the drop-down menu or select **(All)** to see activity for all users.

### Start Date and End Date

Enter a start and end date range to include only workflow channel changes made within the specified time range on the report.

# Workflow Channel Audit Group Reports

### Workflow Channel Audit – Added

This report displays workflow channels added within a specified time range. Filter the report to include all or a single workflow channel and user. The following information displays for each workflow channel in the report:

- Workflow channel name and description
- User who made the change
- UTC time stamp

### Workflow Channel Audit – Updated

This report displays data updated in workflow channels within a specified time range. Filter the report to include all or a single workflow channel or user. The following information displays for each workflow channel in the report:

- Workflow channel name
- Original and new value of the changed property
- User who made the change
- UTC time stamp

### **Workflow Channel Audit – Deleted**

This report displays data deleted from workflow channels within a specified time range. Filter the report to include all or a single workflow channel or user. The following information displays for each workflow channel in the report:

- Workflow channel name and description
- User who made the change
- UTC time stamp

## **Workflow Profile Audit Group**

Use the reports in the workflow profile audit report group to understand all data activity related to your workflow profiles. This includes information on when each workflow profile was created and updated, and information on deleted workflow profiles.

Each report in this group displays the filtering criteria and the total number of records in the report header.

## **Workflow Profile Audit Group Report Filters**

### **Workflow Profile**

The name of a workflow profile.

### **Scenario Type**

Select a scenario type from the drop-down menu.

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### User

A user for adding, deleting or updating an activity. Select a user from the drop-down menu or select **(All)** to see activity for all users.



### Start Date and End Date

Enter a start and end date range to include only workflow profile rights changes made within the specified time range in the report.

## Workflow Profile Audit Reports

The following information applies to the Workflow Profile Audit reports:

- The Workflow Profile Audit – Updated reports display values that have been updated in the New Value column. Values that cannot be retrieved by the system display as (Unavailable Value) in the report. Values displaying as (Unassigned) have been set back to their default value.
- For a (Default) scenario, setting a property back to its default value (Unassigned) creates an updated record for the Workflow Profile Audit – Updated report.
- First-time changes made to properties in any scenario other than (Default) display in the Workflow Profile Audit - Added report. Subsequent changes to the same properties display in the Workflow Profile Audit – Updated report.
- For any scenario other than (Default), setting a property back to its default value creates a record in the Workflow Profile Audit – Deleted report to indicate the previous value was deleted.

### Workflow Profile Audit – Added

This report shows data added to workflow profiles within a specified time range. You can filter the report to include all or a single workflow profile, scenario type, and user. The following information displays each workflow profile in the report:

- Property that was changed
- Changed value

- User who made the change
- UTC time stamp of the change

### Workflow Profile Audit – Updated

This report shows data updated in workflow profiles within a specified time range. Updates made to any scenario display in the Workflow Profile Audit - Updated report. Filter the report to include all or a single workflow profile, scenario type, and user. The following information displays each workflow profile in the report:

- Changed property
- Changed value
- User who made the change
- UTC time stamp of the change

**NOTE:** Updating the Profile Active property that is not in the (Default) scenario from True to False creates a record viewable in the Workflow Profile Audit – Deleted report that indicates the True value was deleted. Changing this property from False back to True creates a record viewable in the Workflow Profile Audit – Added report.

### Workflow Profile Audit – Deleted

This report shows data deleted from workflow profiles within a specified time range. Filter the report to include all or a single workflow profile, scenario type, and user. The following information displays each workflow profile in the report:

- Changed property
- Changed value
- User who made the change
- UTC time stamp of the change

# Workflow Profile Rights Group

The Workflow Profile Rights group contains a single report called Workflow Profile Rights.

## Workflow Profile Rights Group Report Filters

### User

The name of the user whose workflow profile rights you want to include in the report. This defaults to the user for the current session. Select a defined user from the drop-down menu.

### Execute Workflow, Certify Workflow, Process Journals, Approve Journals, Post Journals

These filters allow you to include and exclude records in the report based on whether the rights for the permission sets are set to Yes, No, or (Not Restricted). Use these filters to determine the profile rights permissions displayed in the report.

- **Yes:** Show only records in the report where the entity's profile permission is Yes.
- **No:** Show only records in the report where the entity's profile permission is No.
- **(Not Restricted):** Show all permission records (**Yes** and **No**).
- **Execute Workflow:** Specified user has workflow execution permission for the workflow profile.
- **Certify Workflow:** Specified user has certification permission for the workflow profile.
- **Process Journals:** Specified user can process journals in the workflow profile.
- **Approve Journals:** Specified user can approve journals in the workflow profile.
- **Post Journals:** Specified user can post journals to the workflow profile.

# Workflow Profile Rights Group Reports

## Workflow Profile Rights

This report displays workflow permission rights for the specified user. For each cube, the report is sorted by workflow profile, then by profile property.

# Workflow Profiles Rights By Type Group

A workflow profile is the basic building block of a workflow management structure. This includes a task list that users should perform for a group of entities. Common sets of task lists are known as workflow profile types. Reports in this group show user permission rights based on those workflow profile types.

# Workflow Profile Rights By Type Group Report Filters

## Workflow Profile Type

Select the workflow profile type to include permissions in the report.

See *Presentation* and *Using Workflow Profiles* in the *Design and Reference Guide*.

## Scenario Type

Select a scenario type from the drop-down menu for which you want to view profile rights in the report.

## Execute Workflow, Certify Workflow, Process Journals, Approve Journals, Post Journals

These filters allow you to include and exclude records in the report based on whether the rights for the permission sets are set to Yes, No, or (Not Restricted). Use these filters to determine the profile rights permissions displayed in the report.

- **Yes:** Show only records in the report where the entity's profile permission is **Yes**.
- **No:** Show only records in the report where the entity's profile permission is **No**.
- **(Not Restricted):** Show all permission records (**Yes** and **No**).
- **Execute Workflow:** Specified user has workflow execution permission for the workflow profile.
- **Certify Workflow:** Specified user has certification permission for the workflow profile.
- **Process Journals:** Specified user can process journals in the workflow profile.
- **Approve Journals:** Specified user can approve journals in the workflow profile.
- **Post Journals:** Specified user can post journals to the workflow profile.

## Workflow Profiles Rights By Type Group Reports

### Workflow Profile Rights By Type

This report shows workflow rights for all users for the specified workflow profile type and scenario type within the workflow profile. The specified workflow profile type and scenario type display in the report header.

The report displays users with workflow rights and their permission rights for each workflow profile type. For each workflow, data is alphabetized by user ID.

### Workflow Profile Rights Entities / No Admin

This report shows workflow rights for all non-administrator users for the specified workflow profile type and scenario type within the workflow profile. The specified workflow profile type and scenario type display on the right side of the report header.

The report displays users with workflow rights and their permission rights for each workflow profile type. For each workflow, data is alphabetized by user ID.

# Workflow Profiles Rights by User Group

The Workflow Profiles Rights by User report group contain a single report called Workflow Profiles Rights by User.

## Workflow Profile Rights by User Group Report Filters

### Workflow Profile

The name of a workflow profile in the current workflow. Only workflow profiles from the current workflow are displayed in the list.

### Scenario Type

Select a scenario type from the list for which you want to view profile rights in the report.

### Execute Workflow, Certify Workflow, Process Journals, Approve Journals, Post Journals

These filters allow you to include and exclude records in the report based on whether the rights for the permission sets are set to Yes, No, or (Not Restricted). Use these filters to determine the profile rights permissions displayed in the report.

- **Yes:** Show only records in the report where the entity's profile permission is **Yes**.
- **No:** Show only records in the report where the entity's profile permission is **No**.
- **(Not Restricted):** Show all permission records (**Yes** and **No**).
- **Execute Workflow:** Specified user has workflow execution permission for the workflow profile.
- **Certify Workflow:** Specified user has certification permission for the workflow profile.
- **Process Journals:** Specified user can process journals in the workflow profile.
- **Approve Journals:** Specified user can approve journals in the workflow profile.
- **Post Journals:** Specified user can post journals to the workflow profile.

# Workflow Profiles Rights by User Group Reports

## Workflow Profile Rights By User

This report shows workflow rights for all users in the specified workflow profile. The report is grouped by workflow profile entity. Each workflow profile entity in the report lists the entity type and the cube it belongs to.

Each entity listed displays all users with workflow rights on each line, the user's workflow profile rights for workflow execution, certification sign-off, and if they have journal processing, approval, and posting rights.

# Workflow Status Group

Reports in the Workflow Status Group provide status information for a selected workflow and for various workflow profiles and entities belonging to a workflow.

## Workflow Status Group Report Filters

### Workflow

The name of a workflow to view workflow status. Select a workflow from the drop-down menu.

### Scenario

The scenario within the specified workflow for viewing workflow status data.

### Time

The month and year for which to view records in the report.

### Completion Status

Specify the workflow completion statuses to include in the report. Select **Complete**, **Incomplete**, or **Has Errors**, or select **(All)** to include all statuses in the report. Incomplete statuses include Not Started and InProcess statuses.

# Workflow Status Group Reports

## Workflow Status

This audit report displays the completion status information for the workflow profiles and entities belonging to the specified top-level workflow.

Each shows the status of the last completed step in the process, the time of completion, and the percentage of completion of the workflow profile or entity. If the workflow profile or entity status is Not Started, the last completed time defaults to 1/1/1900 12:00:00 AM.

## Import Channel Status

This report is similar to the workflow status report, but shows the completion status of all import channel workflows under the specified top-level workflow.

## Form Channel Status

Shows the status of all form channel workflows for the specified top-level workflow.

## Journal Channel Status

Shows the status of all journal channel workflows for the specified top-level workflow

# Workflow Status (Current WF) Group

Reports in the Workflow Status (Current WF) group provide quick summaries of work progress done for the entities in the currently selected workflow.

## Workflow Status (Current Workflow) Group Report

## Filters

There are no filters for this report group. Report data is for the currently selected workflow.



All reports in this report group show the currently selected scenario and time period for the currently selected workflow in the report header.

## Workflow Status (Current WF) Group Reports

### **Workflow Status (Current Workflow)**

This report displays completion status of all workflow profiles under the current workflow. For each workflow profile listed, the report shows the profile's completion status, the last step executed in the workflow profile, the time that step was executed, and the completion percentage.

### **Import Channel Status (Current Workflow)**

This report shows the status of the child import channel workflow profiles for the currently selected workflow. Each import channel listed displays the completion status, the last step executed in the import channel, the time that step was executed, and the completion percentage.

See *Workflow Channels* in the *Design and Reference Guide*.

### **Form Channel Status (Current Workflow)**

This report shows the status of all form channel workflow profiles for the current workflow. Each form channel listed displays the completion status, the last step executed in the form channel, the time that step was executed, and the completion percentage.

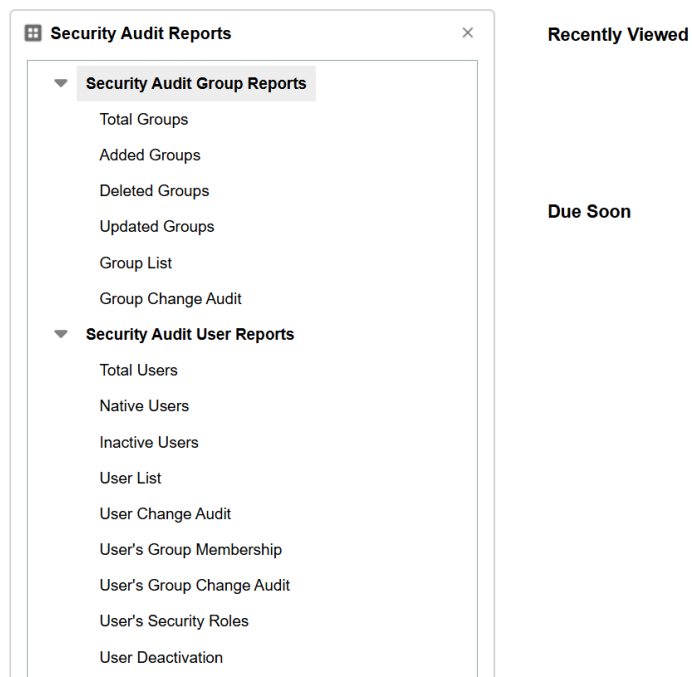
### **Journal Channel Status (Current Workflow)**

This report shows the status of all journals for the current workflow. Each journal listed displays the completion status, the last step executed in the journal, the time that step was executed, and the completion percentage.

# Security Audit Reports

Security Audit Reports include information about the users and groups for internal security audit purposes. The dashboard enables you to view and run all security reports in OneStream. From the dashboard you can print, view, or export any of the reports.

### Security Audit Reports



## Report Filters

### Group Reports Filters

All Group Reports, except the Group List and Total Groups reports, use the following filters:

### Start Date and End Date

Enter a start and end date range to include only records during the specified time range.

The Group List report has the following filters:

#### Name

Enter the name of the Group List.

#### Description

Enter a description of the group.

The Total Groups report does not use any filters.

## User Reports Filters

The Total Users, Native Users, User List, and User Deactivation reports do not use filters.

**NOTE:** The User List report can only be viewed in Grid View.

## Inactive User Report

The Inactive User report has the following filters:

#### Inactive Since

Choose a date to view a list of users that have been inactive since the chosen date.

#### Enabled

Select **True** to view which of the inactive users are enabled in your application or select **False** to view those who are not enabled. Select **Both** to view inactive and deactivated users.

## User Change Audit Report

The User Change Audit report uses this filter:

### Start Date and End Date

Enter a start and end date range to include only records during the specified time range.

## User's Group Membership Report

The User's Group Membership report uses the following filters:

### Name

Enter the name of the Group.

### Description

Enter a description of the group.

### Enabled

Select **True** to view enabled groups or **False** to view inactive groups.

### Text 1-4

Use this field to search for Custom Text.

## User's Group Change Audit Report

The User's Group Change Audit and User's Security Roles reports uses these filters:

### Change Type

You can specify one change type whose mapping changes you want to include in the report.

Select **Added**, **Deleted**, or select **(All)** to include all change types in the report.

### Start Date and End Date

Enter a start and end date range to include only records during the specified time range.

# Report Types

Security Audit Report includes Group and User reports. See [View and Run Reports](#) to learn how to generate any of these reports.

## Group Reports

Group details are displayed in the following reports:

- **Total Groups:** Number of user groups in the application. Groups individuals are in and can be added to.
- **Added Groups:** Any groups added in the specified date range.
- **Deleted Groups:** Any groups deleted in the specified date range.
- **Updated Groups:** Any groups that were changed or modified in the specified date range.
- **Group List:** Complete list of all user groups in the application.
- **Group Change Audit:** Shows any changes made to the user groups within your application.

## User Reports

User details are displayed in the following reports:

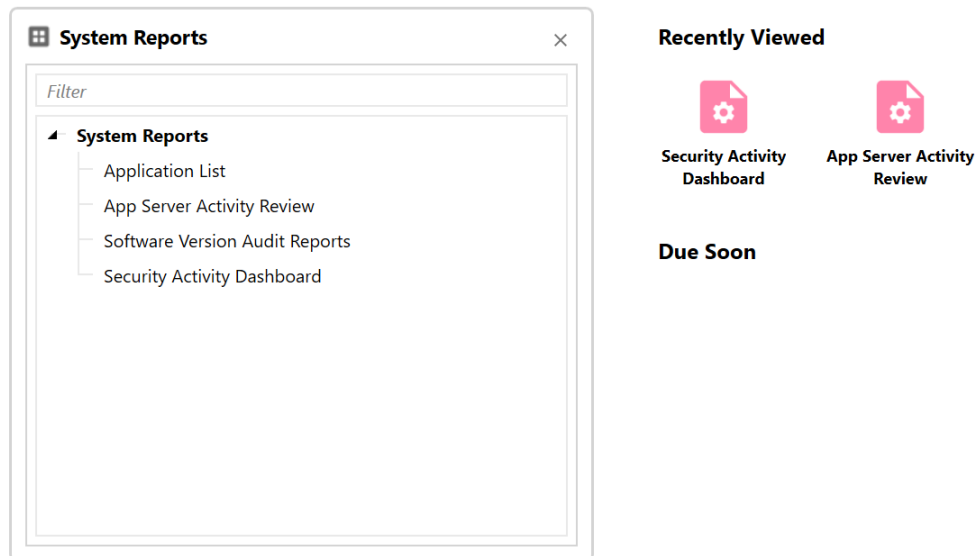
- **Total Users:** Displays the count and list of all users in the application.
- **Native Users:** Displays a complete list of native users in the application.
- **Inactive Users:** Displays a complete list of users with no activity after the selected date.
- **User List:** Displays a complete list of users shown in a grid.

- **User Change Audit:** Displays changes made to an individual user during the specified date range.
- **User's Group Membership:** Shows which groups the individuals are a member of.
- **User's Group Change Audit:** Select the Change Type and the Start and End Dates to see if an user's group was changed during the specified time.
- **User's Security Roles:** Shows a user's security roles.
- **User Deactivation:** Shows enabled users that are set to expire based on the Last Logon Time and Logon Inactivity Threshold Setting.

# System Reports

System Reports include information about the system such as the server, application, and security. The System Reports dashboard enables you to view and run all system reports in OneStream. From the dashboard you can print, view, or export any of the reports.

### System Reports



## Report Types

The following System Reports are available to run:

## System Reports

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- **Application List:** List of applications in the platform.
- **App Server Activity Review:** Use the **Processing Days** filter to view activity on application servers for the specified time.
- **Software Version Audit Reports:** Use the **Processing Days** filter to view a history of the software versions you've had installed during the specified time.
- **Security Activity Dashboard:** Displays log on activity and user maintenance activity for last 30 days.

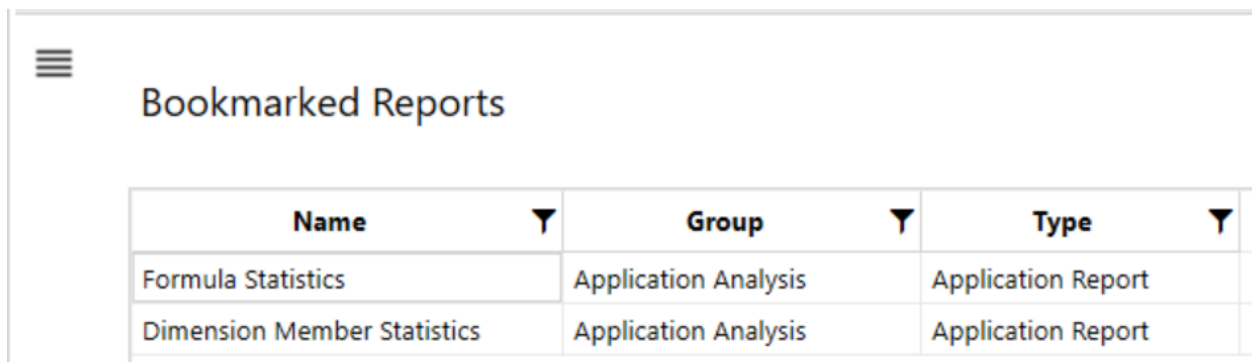
See [View and Run Reports](#) to learn how to generate any of these reports.



# Bookmarked Reports

Bookmarked Reports enable you to quickly navigate to and view the reports you use most often.

Click **Bookmarked Reports** to navigate to the dashboard.



Name	Group	Type
Formula Statistics	Application Analysis	Application Report
Dimension Member Statistics	Application Analysis	Application Report

The dashboard displays all of your Bookmarked Reports in a grid with the following information:

- **Name:** Report name
- **Group:** Name of the group in which the report lives
- **Type:** The type of report

Sort the grid using the parameter icons, or export the grid by right-clicking and selecting Export.

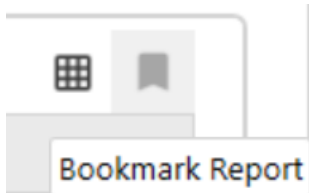
## Apply Bookmarks

Use these steps to add a bookmark to any report:

## Bookmarked Reports

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1. Select any report from Application Reports, System Reports, or Security Audit Reports.
2. Click the Bookmark button to save the report to the Bookmarked Reports dashboard.



## Remove Bookmarks

If you don't need quick access to a report anymore, remove the bookmark using these steps:

1. Locate the report from which the bookmark should be removed.
2. Click the Bookmark button to remove the report from the Bookmarked Reports dashboard.



## View Bookmarked Reports

Select any report from the list to view the report using Report Viewer. See [View and Run Reports](#).

Use the breadcrumbs to navigate back to the report or the Bookmarked Reports dashboard.

# Tags

Use tags to quickly locate and group common reports. Click the Tags button to navigate to the Tags dashboard. The dashboard displays all created tags in alphabetical order.



## Apply Tags

Add a tag to any report you want to either access quickly later or categorize with other reports. To apply a tag, follow these steps:

1. Select any report from Application Reports, System Reports, or Security Audit Reports.
2. Click the Tag button below the report title.
3. Search and select a tag from the drop-down menu.

When the chosen tag is clicked from the Tags dashboard, the report will display in the report list.

## Remove Tags

If a tag no longer applies to a report, you can remove it using these steps:

## Tags

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1. Locate the report from which the tag should be removed.
2. Click the **X** next to the tag.
3. In the **Remove Tag** dialog box, click the **Confirm** button to remove the tag from the report.

The tag is removed and the report is no longer associated with the tag.

## View Reports with Tags

Click any tag to navigate to a list view of all reports associated with the chosen tag. The following information will display in the grid:

- **Name:** Report name
- **Group:** Name of the group in which the report lives
- **Type:** The type of report
- **Due Date:** The Report's due date

Select any report from the list to view the report using Report Viewer. See [View and Run Reports](#).

## Manage Tags

Administrators and Tag Managers, those designated in Security Management, can create and manage tags for Navigation Center users.

## Create Tags

You can create new tags directly from reports or from the Tags dashboard.

## Reports

Create a new tag from any report following these steps:

## Tags

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1. Select any report from Application Reports, System Reports, or Security Audit Reports.
2. Click the Tag button below the report title.
3. Select **New Tag** from the drop-down menu.
4. In the **New Tag** dialog box, enter a tag name in the **Tag Label** field.

**NOTE:** The character limit for each tag is 50. Special characters, spaces, numbers, and capital letters are allowed. Duplicate tag names cannot be used.

5. Click the **Save** button.

## Tags Dashboard

Follow these steps to create a new tag from the Tags dashboard:

1. Click the **Tags** button.
2. Click the **New** button.
3. In the **New Tag** dialog box, enter a tag name in the **Tag Label** field.

**NOTE:** The character limit for each tag is 50. Special characters, spaces, numbers, and capital letters are allowed. Duplicate tag names cannot be used.

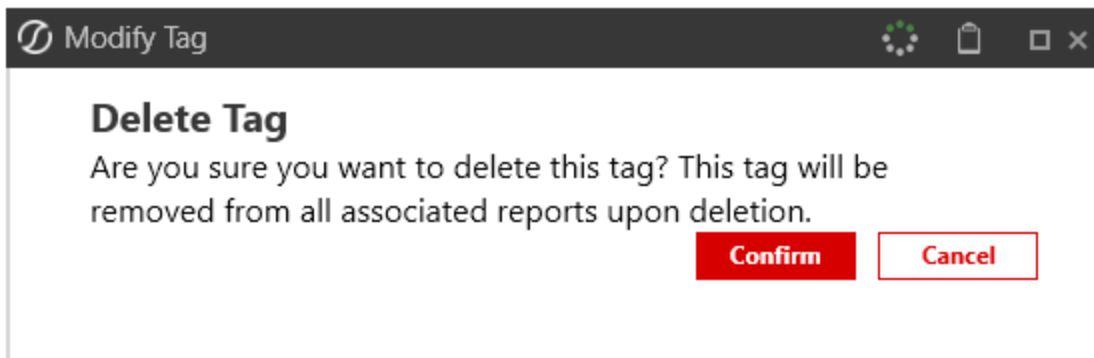
4. Click the **Save** button.

## Edit Tags

1. From the Tags Dashboard, click the **pencil** button next to a tag.
2. In the **Modify Tag** dialog box, edit the text in the **Tag Label** field.
3. Click **Save** to accept the changes.

### Delete Tags

1. From the Tags Dashboard, click the **pencil** button next to a tag.
2. In the **Modify Tag** dialog box, edit the text in the **Tag Label** field.
3. Click the **Delete** button.
4. In the **Delete Tag** dialog box, click the **Confirm** button to delete the tag or click the **Cancel** button to remain on the Modify Tag dialog box.



**CAUTION:** Tags are deleted from the dashboard and the tag is removed from all reports associated with it.

# Help and Miscellaneous Information



Access the help documentation.

## Display Settings

OneStream Platform and 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.

## 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:** `ONC_PV9.1.0_SV100_PackageContents.zip`

Identifier	Description
ONC	Solution ID
PV9.1.0	Minimum Platform version required to run solution

Identifier	Description
SV100	Solution version
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*.

1. In the production OneStream application, install the solution and create the data tables. See [Configure the OneStream Application Server](#) for Database Server Connection settings and installation details.
2. Data tables are created in the OneStream Development application during the solution installation. Using the [Microsoft Data Migration Assistant](#), copy the data from the tables to the Production Microsoft SQL Server Database. Only the Microsoft SQL Administrator should run the migration assistant.

**IMPORTANT:** This process has the potential to overwrite existing table data in the production application database if data already exists.



# 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.