Standard Application Reports Guide

PV6.4.0 SV1.0.1

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Standard Application Reports Overview

The Standard Application Reports solution is 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

This solution is based on SQL-based data adapters.

Setup and Installation

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

See OneStream Solution Modification Considerations.

Dependencies

Component	Description
OneStream 6.4.0 or later	Minimum OneStream Platform version required to install this version of Standard Application Reports.

Select the Standard Application Reports Development Location

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

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

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

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

Create the OneStream Development Application

1. Verify that all the OneStream artifacts relating to Standard Application Reports such as **workflow profiles** and **entities** are in the Production application.
2. Copy your Production OneStream application to your Development environment and rename it. This Development version is used for your Standard Application Reports project.

Application Server Settings

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

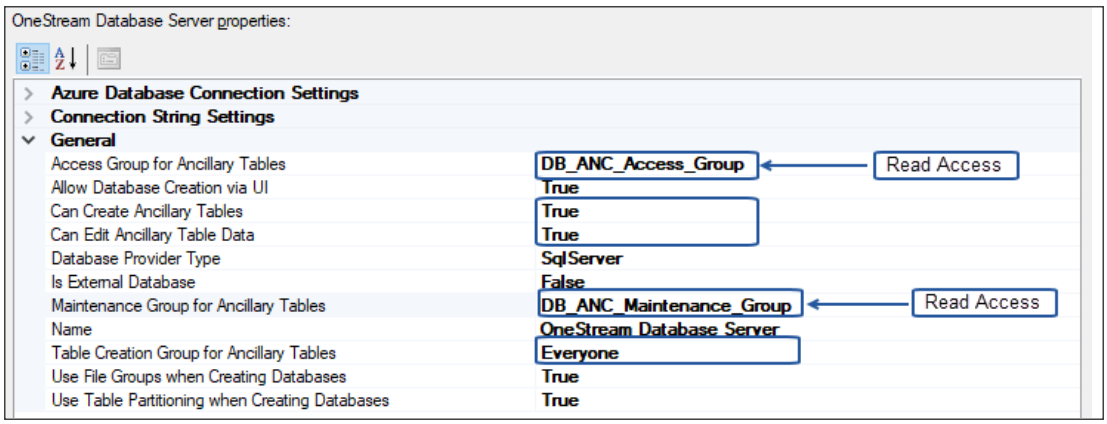
See also: Solution Database Migration Advice

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.

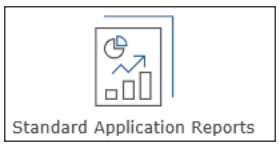
1. Start the OneStream Server Configuration Utility as an Administrator.
2. Click **Open Application Server Configuration File > Database**.
3. Edit the following **OneStream Database Server properties**:
    - **Access Group for Ancillary Tables**: Select a group that includes those who will access 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.



4. Restart Internet Information Server.

Install Standard Application Reports

1. In the OneStreamSolution Exchange, go to OneStream Solution**> Standard Application Reports**.

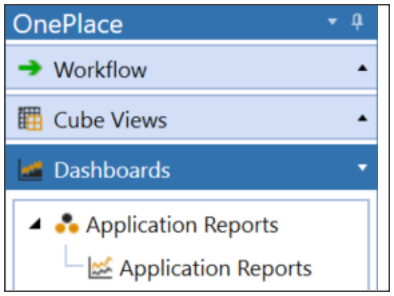


2. On the Standard Application Reports solution page, select the appropriate OneStream Platform version from the **Minimum Platform Version** drop-down list.
3. Select the most recent version from the **Solution Version** drop-down list and click **Download**.
4. Log in to OneStream.
5. On the **Application**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

Set Up Standard Application Reports

The first time you run Standard Application Reports, a guided table setup process begins.

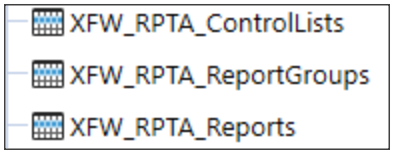
- In OneStream, click **Community Solution > Dashboards > Application Reports > Application Reports**.



Create Tables

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

   This step may be necessary when upgrading even if tables are already present. Standard Application Reports does not drop existing tables but modifies table structures and adds new ones if necessary.



2. When setup is complete, click **Step 2: Launch Solution** to open Standard Application Reports.

Package Contents

The Dashboard Maintenance unit provides the user interface for Standard Application Reports and includes the required dashboard groups, components, data adapters, parameters, and files.

The following business rules are included:

RPTA_HelperQueries

This is a dashboard dataset business rule. This rule provides various dashboard dataset helper functions to generate the reports for Standard Application Reports.

RPTA_SolutionHelper

This is a dashboard extender business rule that provides various helper functions for Standard Application Reports. These helper functions include management of the solution setup, configuration settings and management reporting details.

RPTA_ParamHelper

This is an XFBR String business rule with conditional parameter helper and security access functions for Standard Application Reports.

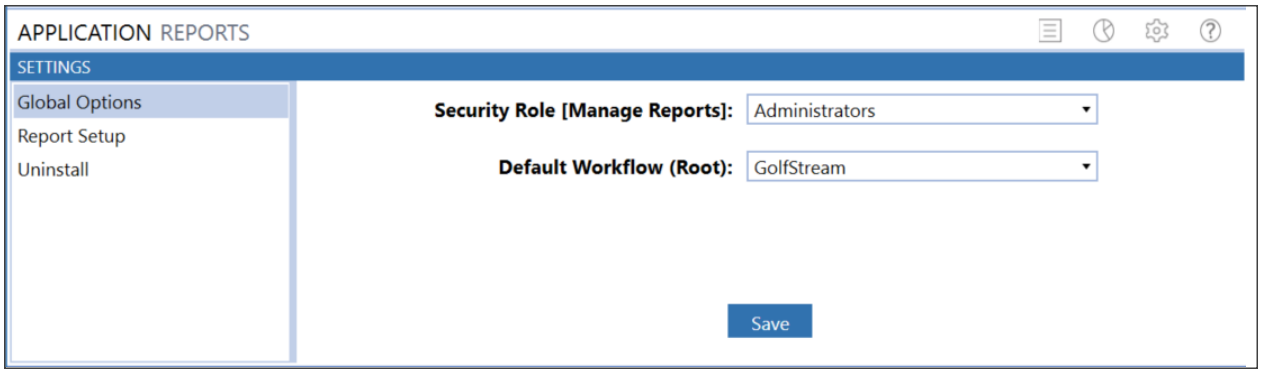
Settings

The Settings pages contain key properties that guide administration including global options, report setup, and uninstall options.

Global Options

The **Global Options** page contains settings to guide global Standard Application Reports administration. It should be the first page accessed during Standard Application Reports setup and configuration.

All global options settings are retained during solution upgrades.



Security Role (Manage Reports)

Since security is governed at the global level, the user group's assignment to the security role determines the global Standard Application Reports Administrators.

Default Workflow (Root)

Sets the default application root workflow for the solution reporting Point of View (POV).

Report Setup

Use the **Report Setup** page in Application Reports settings to:

- Set security access by user role for report groups and individual application reports.
- Set the order in which report groups and their respective reports display in the Report Groups and Reports panes of the **Report Viewer** page.

  See also: Report Viewer Page.
- Customize Report Overview descriptions.

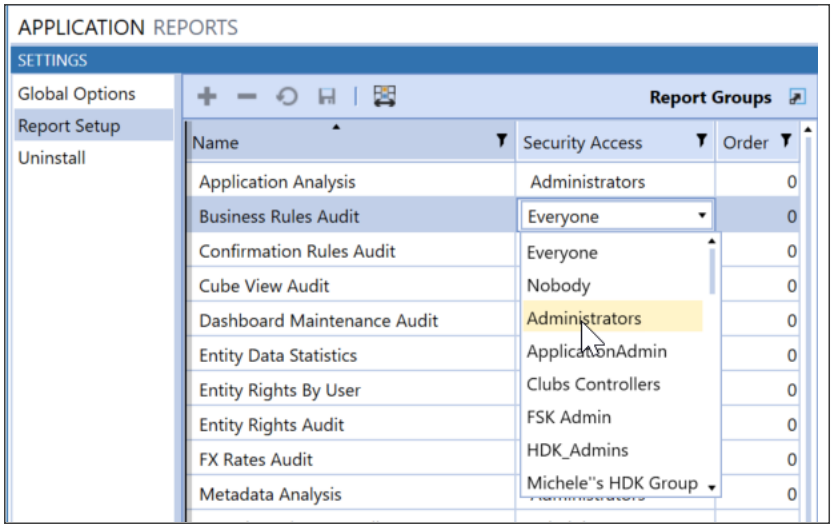
Set Security Access for Report Groups and Reports

You can use the **Report Setup** page to manage who has access to specific report groups and individual reports within report groups. Use the Report Groups pane to set security access for report groups. Use the Reports pane to set security access for reports in the currently selected report group. If a user does not have security access to a report group, they do not see that report group or its reports in the Report Groups or Reports panes of the **Report Viewer** page.

See also: Report Viewer Page.

To set security access for report groups or individual reports:

1. In the Report Groups pane of the **Report Setup** page, click to select a report group. This loads information for the group's reports in the Reports pane.
2. Click the row of the report group or report whose security access you want to change, then click in the Security Access column to enable the Security Access drop-down.
3. Select a Security Access group from the list, as shown in the following.



4. Click **Save** in the Report Group button bar to save your changes.

Based on these security access settings, report groups and associated reports display to users.

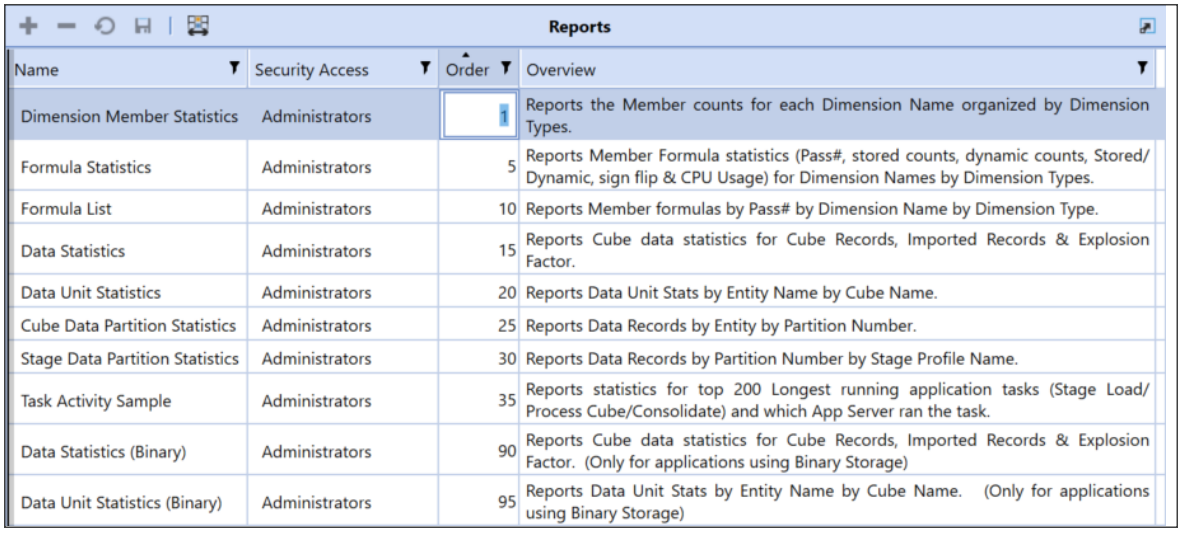
> **NOTE:** Report level security does not override report group level security. If a user has access to a report but not its report group, neither the report nor the report group is visible.

Set Reports Groups and Reports Display Order

You can also use the **Report Setup** page to manage the display order of report groups and reports in the main Standard Application Reports dashboard. This is done by modifying ranking entries in the **Order** field for the report groups and reports and saving the changes. 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.

To set display order for report groups or individual reports:

1. In the **Report Groups** pane of the **Report Setup** page, click to select a report group. This loads information for the group's reports in the Reports pane.
2. Click the row of the report group or report whose order you want to set, then click in the **Order** column to highlight the current order value for editing.
3. Enter a number to set the sequential ordering of the report group or report within the report group or report order. For example, the following shows a report given an order of 1, which is the lowest order number for all the reports in the group, so it would appear first in the report display order.



Reports

Name	Security Access	Order	Overview
Dimension Member Statistics	Administrators	1	Reports the Member counts for each Dimension Name organized by Dimension Types.
Formula Statistics	Administrators	5	Reports Member Formula statistics (Pass#, stored counts, dynamic counts, Stored/ Dynamic, sign flip & CPU Usage) for Dimension Names by Dimension Types.
Formula List	Administrators	10	Reports Member formulas by Pass# by Dimension Name by Dimension Type.
Data Statistics	Administrators	15	Reports Cube data statistics for Cube Records, Imported Records & Explosion Factor.
Data Unit Statistics	Administrators	20	Reports Data Unit Stats by Entity Name by Cube Name.
Cube Data Partition Statistics	Administrators	25	Reports Data Records by Entity by Partition Number.
Stage Data Partition Statistics	Administrators	30	Reports Data Records by Partition Number by Stage Profile Name.
Task Activity Sample	Administrators	35	Reports statistics for top 200 Longest running application tasks (Stage Load/ Process Cube/Consolidate) and which App Server ran the task.
Data Statistics (Binary)	Administrators	90	Reports Cube data statistics for Cube Records, Imported Records & Explosion Factor. (Only for applications using Binary Storage)
Data Unit Statistics (Binary)	Administrators	95	Reports Data Unit Stats by Entity Name by Cube Name. (Only for applications using Binary Storage)

4. Click **Save** in the Reports button bar to save your changes.

Customize Report Overview Descriptions

Use the **Report Setup** page to manage the report descriptions in the Overview field of the Reports pane. To do this, click the overview description you want to change, then double-click in the cell to edit the description. After editing the description, click Save to update the report description.

Report Groups and Reports Panes Button Bar

Insert Row

This button is disabled for Standard Application Reports.

Delete Row

This button is disabled for Standard Application Reports.

Cancel
Removes changes made to the report groups or reports since the last save.

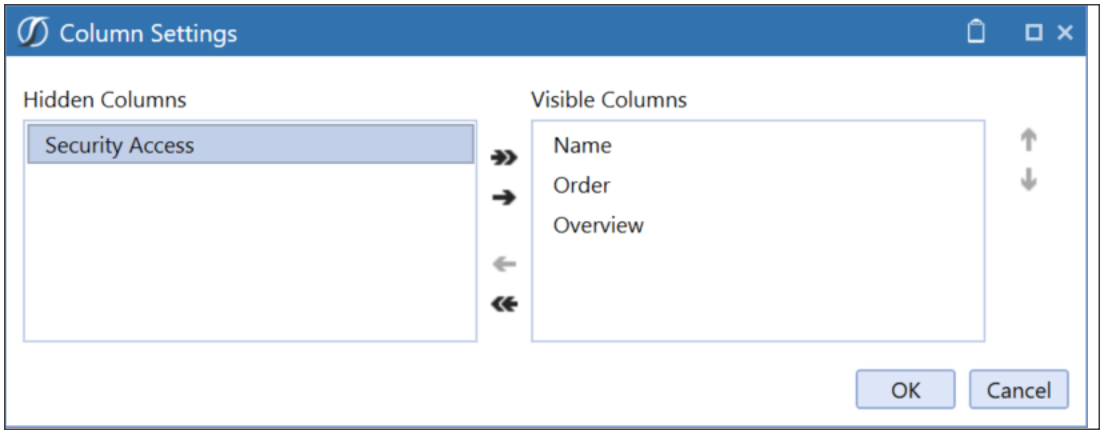
Save
Save changes to report groups or reports.

Column Settings
Allows you to select the columns to display in the Report Groups and Reports panes of the Report Setup page.

See also: Hide and Show Columns

Show and Hide Columns

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



Select column names in either the **Visible Columns** list or the **Hidden Columns** list and use the left-to-right and right-to-left arrows to move the selected columns from one list to the other. You can hold down the SHIFT key to select multiple sequential columns, or you can hold down the CTRL key and select multiple non-sequential columns.

Use the **Add All Items** or **Remove All Items** arrows to move all columns from one list to the other.

The **Visible Columns** list shows the order in which columns display. To reorder a column in the display, select the heading name from the **Visible Columns** list, then use the **Move Up** and **Move Down** buttons to set where the selected column displays.

Uninstall

Use the Uninstall feature to uninstall the Standard Application Reports user interface or the entire solution. If done as part of an upgrade, any modifications performed on Standard Application Reports objects are removed. There are two uninstall options:

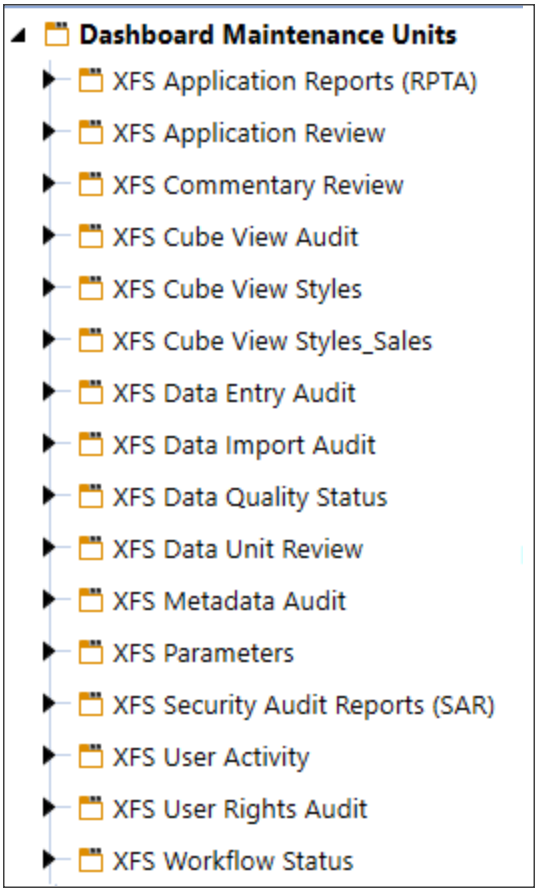
1. **Uninstall UI** removes Standard Application Reports, including related dashboards and business rules but leaves the database and related tables in place. For some releases, this step should be performed before accepting any new version of Standard Application Reports since some of the dashboards or other objects may have been modified.
    - **Choose this option** to accept a Standard Application Reports update without removing the data tables.
    - The Standard Application Reports Release Notes indicate if an over-install is supported.
2. **Uninstall Full** removes all the related data tables, all data, Standard Application Reports dashboards, and business rules.
    - **Choose this option** to remove Standard Application Reports completely 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.

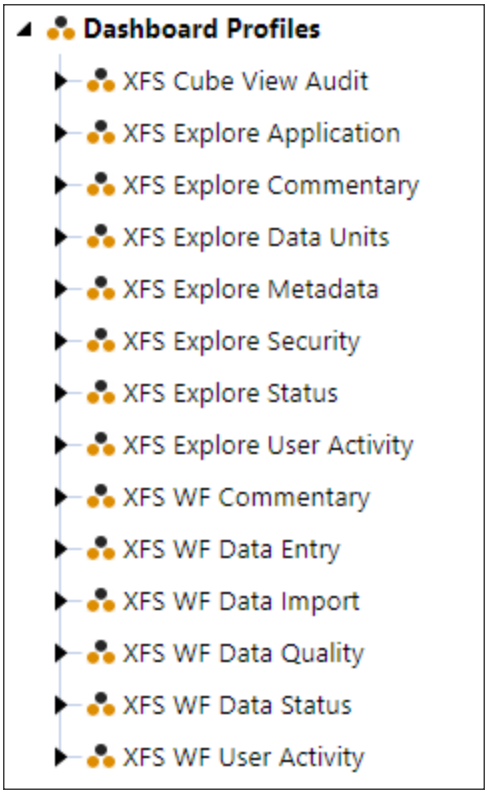
Uninstall PV4.3.0 SV1.0.3 or Earlier Versions

To uninstall releases prior to PV4.4.0 SV1.0.3 of Standard Application Reports**:**

1. In OneStream XL. click **Application > Load/Extract**.
2. To backup existing application dashboards, click the **Extract** tab.
3. In the **File Type** drop-down, select **Application Dashboards**, then click **Extract**.
4. Use the **Save As** dialog box to navigate to the location where you want to save the extracted dashboard files. Click **OK** to save the selected dashboard data to an XML file.
5. In OneStream XL, click **Application > Presentation > Dashboards > Dashboard Maintenance Units**.
6. Delete each of the existing legacy RPTA Dashboard Maintenance units, all RPTA dashboard groups starting with XFS except **XFS Cube View Styles** and **XFS Parameters**. When deleting the dashboard maintenance units, select **Delete all child items** for efficiency.

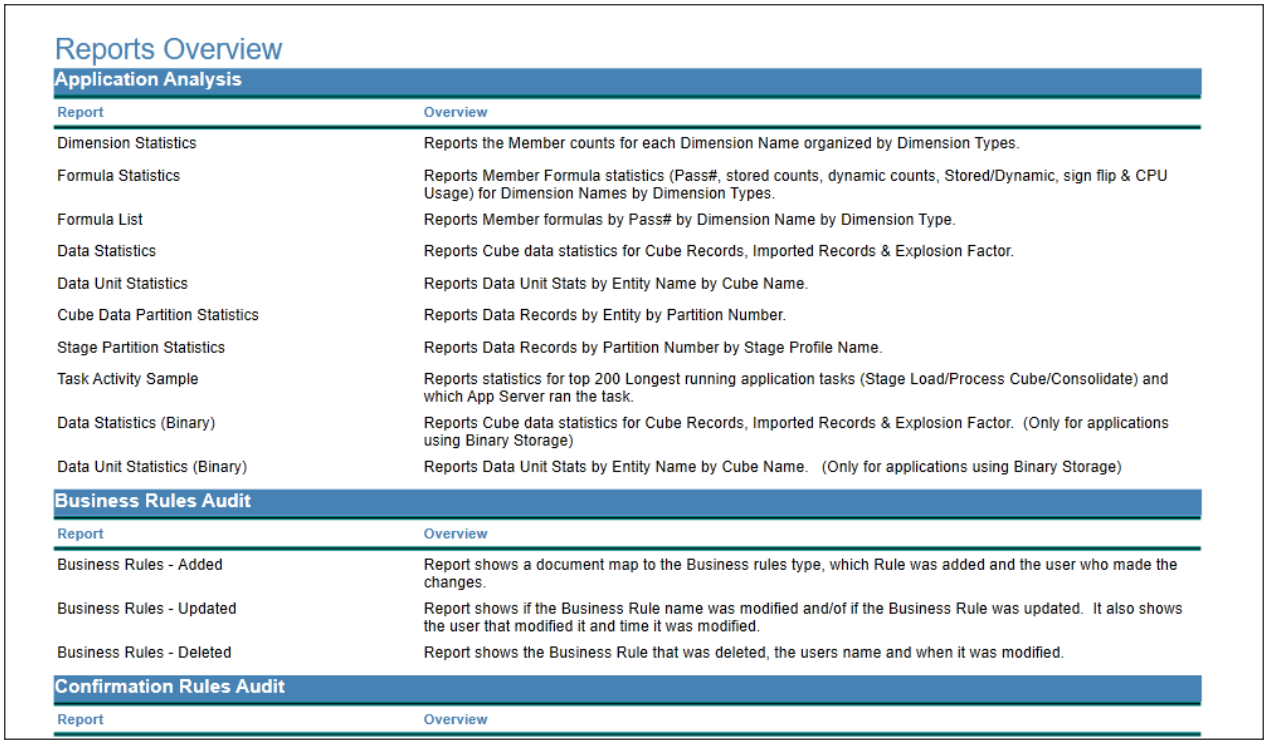


7. Next, delete each of the corresponding dashboard profiles, all Standard Application Reports dashboard profiles starting with **XFS**.


Dashboard Profiles
XFS Cube View Audit
XFS Explore Application
XFS Explore Commentary
XFS Explore Data Units
XFS Explore Metadata
XFS Explore Security
XFS Explore Status
XFS Explore User Activity
XFS WF Commentary
XFS WF Data Entry
XFS WF Data Import
XFS WF Data Quality
XFS WF Data Status
XFS WF User Activity

Reports Overview Page

The Reports Overview page briefly describes each report included in the OneStream Standard Application Reports.



Reports Overview

Application Analysis

Report	Overview
Dimension Statistics	Reports the Member counts for each Dimension Name organized by Dimension Types.
Formula Statistics	Reports Member Formula statistics (Pass#, stored counts, dynamic counts, Stored/Dynamic, sign flip & CPU Usage) for Dimension Names by Dimension Types.
Formula List	Reports Member formulas by Pass# by Dimension Name by Dimension Type.
Data Statistics	Reports Cube data statistics for Cube Records, Imported Records & Explosion Factor.
Data Unit Statistics	Reports Data Unit Stats by Entity Name by Cube Name.
Cube Data Partition Statistics	Reports Data Records by Entity by Partition Number.
Stage Partition Statistics	Reports Data Records by Partition Number by Stage Profile Name.
Task Activity Sample	Reports statistics for top 200 Longest running application tasks (Stage Load/Process Cube/Consolidate) and which App Server ran the task.
Data Statistics (Binary)	Reports Cube data statistics for Cube Records, Imported Records & Explosion Factor. (Only for applications using Binary Storage)
Data Unit Statistics (Binary)	Reports Data Unit Stats by Entity Name by Cube Name. (Only for applications using Binary Storage)

Business Rules Audit

Report	Overview
Business Rules - Added	Report shows a document map to the Business rules type, which Rule was added and the user who made the changes.
Business Rules - Updated	Report shows if the Business Rule name was modified and/of if the Business Rule was updated. It also shows the user that modified it and time it was modified.
Business Rules - Deleted	Report shows the Business Rule that was deleted, the users name and when it was modified.

Confirmation Rules Audit

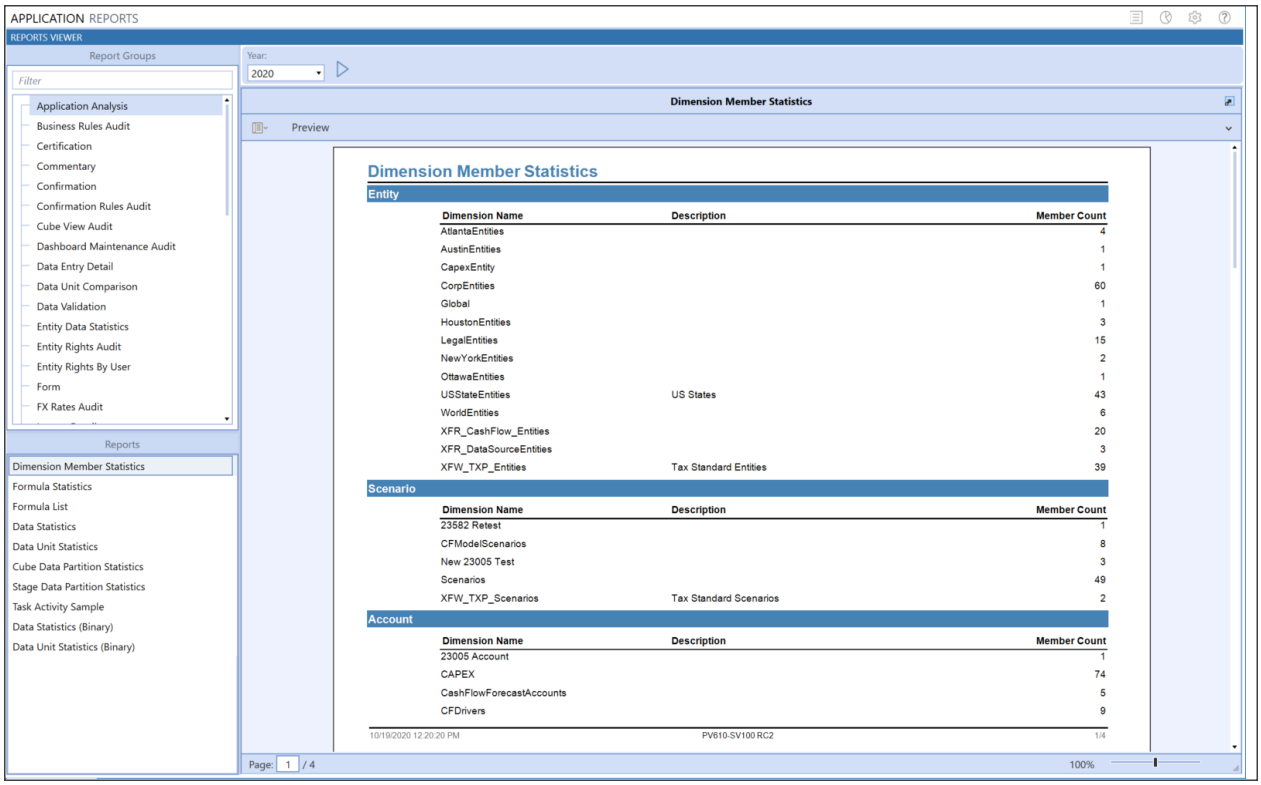
Report	Overview

Report Viewer Page

The **Report Viewer** page is the main page where you specify inputs to produce all reports in the Standard Application Reports solution. Reports are logically categorized into report groups.

Standard Application Reports is a self-contained solution, ready to be used after it is imported into the application. To start the Application Reports solution dashboard in OneStream, click **Community Solution > Dashboards > Application Reports > Application Reports**.

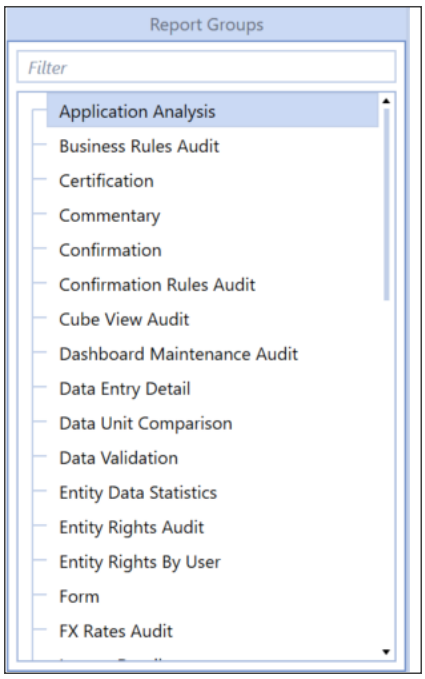
The **Report Viewer** Page displays by default. This is the page where you specify inputs to produce all reports in the Standard Application Report solution.



The Application Reports dashboard contains the following panes.

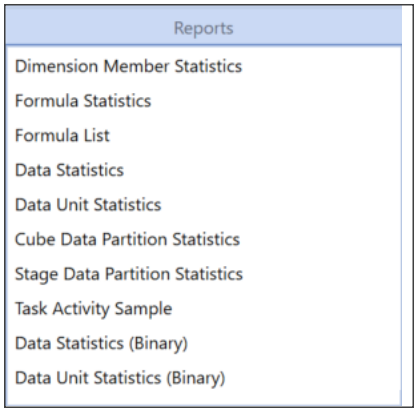
Report Groups Pane

The Report Groups pane is the top left pane of the Standard Application Reports dashboard. It lists the report groups you can access based on security access settings made in the Report Setup page. Click a report group to see its list of reports in the Reports pane. See Set Security Access for Report Groups and Reports.



Reports Pane

The **Reports** pane lists each report available for the currently selected report group in the **Report Groups** pane.



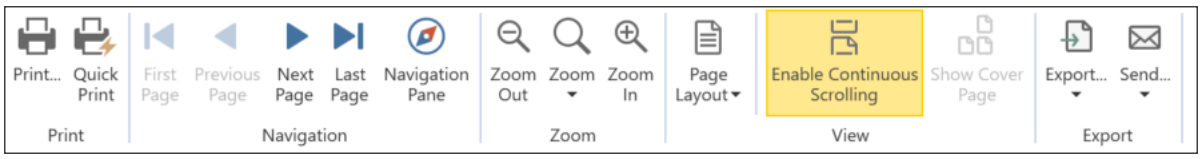
Report Viewer Pane

The **Report Viewer** pane is where reports display. When you select a report group and select a report in the Reports pane, filters show at the top of the pane for most reports. Use the filters to customize the report, then click **Run Report** 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.

See also: Reports Overview Page, which contains a brief description of the reports in each group.

Report Viewer Button Bar

While viewing a report, use the buttons in the Report Viewer button bar 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.

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.

For some reports, to find specific data in a report quickly, click **Navigation Pane** to display a navigation pane next to the Report Viewer, that allows you to find specific data in the report.

See also: 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.

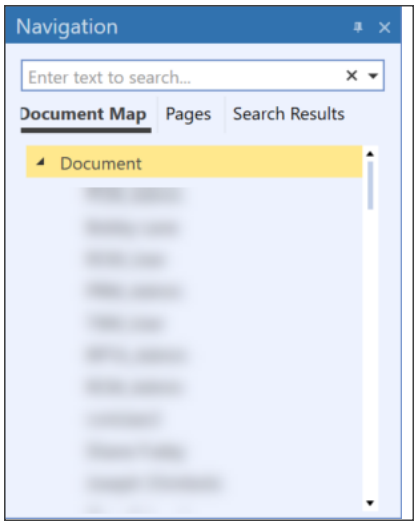
Report Navigation

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

Tabs in the **Report Navigation** pane contain the following tabs.

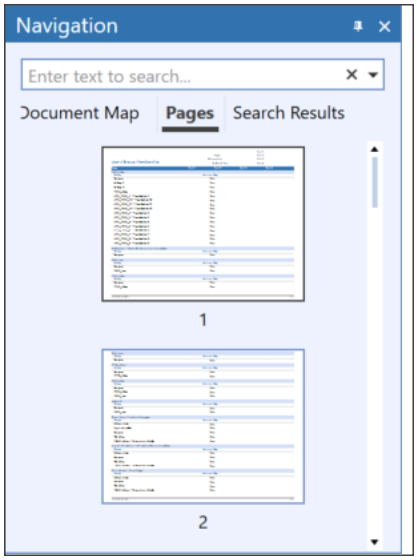
Document Map Tab

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



Pages Tab

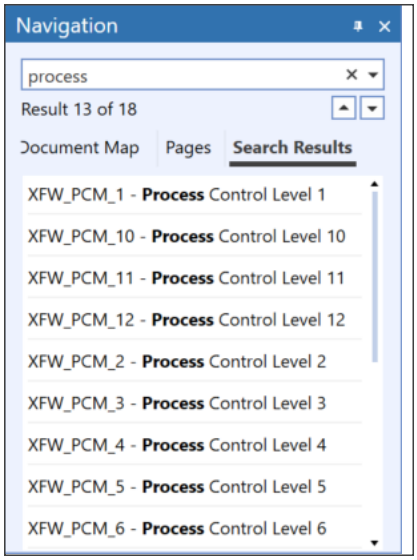
Click this tab to view thumbnail sketches of each page in the current report. Click on any page in the thumbnails to navigate to that page.



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.


Navigation
process
Result 13 of 18
Document Map
Pages
Search Results
XFW_PCM_1 - Process Control Level 1
XFW_PCM_10 - Process Control Level 10
XFW_PCM_11 - Process Control Level 11
XFW_PCM_12 - Process Control Level 12
XFW_PCM_2 - Process Control Level 2
XFW_PCM_3 - Process Control Level 3
XFW_PCM_4 - Process Control Level 4
XFW_PCM_5 - Process Control Level 5
XFW_PCM_6 - Process Control Level 6

Application Reports

This section:

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

See also: Reports Overview Page, which contains a brief description of the reports in each group.

Application Analysis Group

Use Application Analysis group reports to understand how effectively the data entities in OneStream, such as dimensions and cubes, implemented to suit 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**.

Application Analysis Reports

Here are the Application Analysis reports:

Dimension Member Statistics

This report provides a quick overview of the number of dimension members defined in OneStream. It shows the member counts for each dimension name, organized by dimension type for the specified year.

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

Formulas provide intuitive formula organization and promote the reusability of dimensions with their associated calculation across multiple cubes. They also enable parallel processing for performance optimizations 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 automatically calculated. It is the number of cube rows divided by the number of imported staging rows.

Data Unit Statistics

Reports the number of data records by entity name for each cube name. You can see more Data Unit details in OneStream, right-click on a cell in a cube view under (**Community Solution > Cube Views**) then click **Data Unit Statistics**.

See: *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.

Task Scheduler Audit

Reports changes made to task scheduler events. Use the Change Type, Start Date, and End Date parameters to view an updated report on all property changes, such as change type, name of the task, previous value, new value, user who made the change, and time.

Data Source Audit

Reports changes made to data sources in your application. Use the Change Type, Start Date, and End Date parameters to view an updated report on all property changes, such as change type, name of the data source, previous value, new value, user who made the change, and time.

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 automatically calculated. It is the number of cube rows divided by the number of imported staging rows.

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 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 also:*Business Rule Types* section in the *Application Tools* chapter 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 for any selected business rule type 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
The name of a specific user whose business 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/End Date
Enter a start/end date range to include only business rules modified within the specified time range in the report.

Business Rule Audit Reports

Use the reports in the Business Rule Audit report group to understand all activity related to business rules. This includes information on when each business rule was created and updated information on deleted business rules.

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 that 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 also shows the modified time or date, and the user that deleted the rule. Deleted rules are grouped by rule type, then by rule name.

Certification Group

Use reports in the certification group to help understand the relationships 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 this report group. Reporting is for all workflows or the current workflow.

Certification Reports

Here are the Certification 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.

Commentary Group

Reports in the commentary report group provide details on data attachments, also known as comments, 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 Reports

Here are the Commentary Reports:

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.

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.

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* section in *Foundation* in the *Design and Reference Guide* for more information about confirmation rules.

Confirmation Group Report Filters

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

Confirmation Reports

Here are the Confirmation 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 also:*Confirmation Rules* section in the *Foundation Guides* chapter of the *OneStream Design and Reference Guide* for more information about confirmation rules.

Confirmation Rule Name
All confirmation rules belonging to the specified confirmation rule group. If you specify (All) as the confirmation rule name, all confirmation rules for any confirmation 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/End Date
Enter a start/end date range to include only confirmation rules modified within the specified time range in the report.

Confirmation Rules Audit Reports

Here are the Confirmation Rules Audit 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/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/End Date
Enter a start/end date range to include only cube views within the specified time 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 Audit Reports

Here are the Cube View Audit 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.

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:

- *Presentation* in the *Design and Reference Guide* for more information on dashboard maintenance units.
- *Foundation* in the *Design and Reference Guide* for more information on dashboard maintenance units.

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 dashboard maintenance activity for the selected group within the specified dashboard maintenance unit.

Start Date/End Date
Enter a start/end date range to include only dashboard maintenance records that were created, updated, or deleted within the specified time range.

Dashboard Maintenance Audit Reports

> **NOTE:** The Dashboard Maintenance Audit **– Updated 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 – 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.

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 Entry Detail Group

The Data Entry report group contains a single report named 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 Reports

Here is the Data Entry Report:

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 named 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 uto compare data units. Select an entity from the list or leave blank to include all entities within the currently selected workflow.

Suppress Matches
Determines if data units with Intercompany suppressed matches display in the report (Yes/No).

Data Unit Comparison 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 data validation statistics information for source and target account mappings in workflows.

Data Validation Group Report Filters

Dimension (Unmapped by Dimension Report only)
The dimension type of reporting on. 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 Reports

Here are the Data Validation 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 current workflow time period.

See: *Community Solution Workflow* in the *Design and Reference Guide* for more information on intersection errors.

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 for the source data.

All Unmapped Dimensions

Report displays all the unmapped dimensions and shows the profile name, source/target time, entity, account, description and 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 Reports

Here is the Entity Data Statistics Report:

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 defined user from the list.

Display Data, Read Data, Read and Write Data
Select **Yes** to show all read and read/write permissions for the specified user. 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 Audit Reports

Here is the Entity Rights Audit Report:

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 Reports

Here is Entity Rights By User Report:

Entity Rights By User

This report lists security rights by user for a specified cube/entity. Displays read access, read/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 currently selected workflow profile, scenario, and time period.

Form Reports

Here is the Form Report:

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 currently 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.

For more information about FX rates, see *Foreign ExchangeRates* 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 users in the report.

Rate Period
Enter a monthly or yearly period, for example, 2020M11, to display only FX rate changes made in that period or leave blank to report on modifications made in all periods.

Status
The lock status of the FX rate modifications to display 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. Select a specific user from the drop-down or select (All) to include all users in the report.

Start Date / 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 Reports

Here are the FX Rate Audit Reports:

FX Rate Lock/Unlock Audit

This report displays all FX rates that were locked or unlocked, the user, and the date/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 Reports

Here are the Import Detail 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 currently selected time period and scenario display on the right side of the report header.

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

Import Detail (All Data)

Shows all source data (imported and derived) with source sign convention for the selected workflow import profile. The currently selected time period and scenario display on the right side of 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 currently selected time period and scenario display on the right side of 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 currently selected time period and scenario display on the right side of 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) Reports

Import Detail (Account Mapping)

This report shows the account mapping from import accounts to target account for the specified workflow, scenario, and time period. The selected workflow and time period display on the right side of 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 within the currently selected workflow. The scenario and time for the currently selected workflow profile are displayed on the report header's right side.

Import Detail (All Dims) Group Report Filters

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

Import Detail (All Dims) Reports

These are the Import Detail (All Dims) 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 display alphabetically by workflow profile, then by target entity and account.

Import Detail (All Dims, Imported Data)

This report shows all target imported data and all 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 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.

Import Detail (All Imports) Group

This report group displays the state of all data imported into OneStream import accounts. For each report, the scenario and time period for the currently active workflow profile display on the right side of 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 currently active workflow POV.

Import Detail (All Imports) Reports

Import Detail (All Imports, All Data)

This report shows all imported source data, including bypassed mapped rows, for all workflow imports combined. 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 combined, 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) Reports

Here are the Import Detail (Source ID) 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 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) Reports

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)

This report lists trial-balance type accounts and shows source accounts with corresponding target accounts and values. Filter criteria used for the report display on the report header's right side.

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 report group show imported and derived data traced back to the source account data. The scenario and time period for the currently selected workflow profile display on the right side of the report header.

Import Trace Group Report Filters

Account
The account number for viewing rule trace data.

Import Trace Reports

Here are the Import Trace 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 currently 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) Reports

The following are WF or Preserved reports:

WF or Preserved Detail (All, Sign Flip)

This report compares preserved data and current 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 current 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 currently active 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) Reports

These are the Import Var (WF or Prompt) 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 Reports

Here are the Intercompany Reports:

Intercompany Matching Checklist

This report shows the currently 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 currently selected scenario and time period display on the right side of the report header.

For more information, see *Intercompany Matching Settings* in *Workflow* in the *Design and Reference Guide*.

Intercompany Matching Status

This report displays the current workflow's intercompany matching detail information for the specified plug account. Plug account information for each entity includes the reporting, entity, partner currency, the entity intercompany payables and receivables, and their differences. The currently selected scenario and time period display on the right side of the report header.

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) 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/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 in conjunction 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 Reports

These are the Journal 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 attained. 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

This is the Journal Publishing Reports:

Single Journal Detail

This report provides details for each journal in the currently selected 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 attained. 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 list 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 or select (All) to include all users in the report.

Start Date/End Date
Enter a start/end date range to include only map changes made within the specified time range in the report.

Map Change 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

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 that you can specify 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.

For more information, 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 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/End Date
Enter a start/end date range to include only map changes made within the specified time range in the report.

Map Change For User Reports

This is the Map Change For User Report:

Transformation Rule Changes Audit For User

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

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 in the list or select (All) to include all transformation mapping rule groups in the report.

Map Transformation Listing Reports

Transformation Rule Listing

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

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

These are the Metadata Analysis Report:

Orphaned Members

This report shows any 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

A list of dimension members by member ID, member description, and number of parent members for each.

Cube Maintenance Dashboard (30 Days)

This report displays in a 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 list or select (All) to include all dimensions in the report.

Start Date/End Date
Enter a start/end date range to include only metadata changes made within the specified time range in the report.

Metadata Change Audit Reports

These are the Metadata Change Audit 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 dimension name, original name (if it is an update change type), original member name (if it is an update change type), new member name, new member description, user, and 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 member name, member description, user, audit time, original formula (if it is an update change type), and new formula. Under each change, the actual change made to the formula is displayed.

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 change type, member name, member description, dimension name, user, and audit time. Subsection property changes show change type, member name, property name, original property value (if it is an update change type), new property value, user, and 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 change type, member name, original property value (if it is an update change type), new property value, user, and audit time.

Metadata Changes During Task Execution

Metadata change can occur as part of task execution, this report shows metadata changes made during task processing during 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 change type, member name, member description, dimension name, user, and audit time. Subsection property changes show change type, member name, property name, original property value (if it is an update change type), new property value, user, and 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 change, member name, parent name, dimension name, sort order, user, and 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 on the right side of 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/End Date
Enter a start/end date range to include only metadata entity property changes made within the specified time range on the report.

Metadata Entity Property Change Audit 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 change type, member name, the member's parent, the property that changed, the changed value, the user who made the change, and the time stamp of when the change was made.

Slice 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 can no longer be changed after a certain period or that the current data is not overwritten.

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

Slice 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 or select (All) to include all users in the report.

Slice Data Cell Access
Determines the user records to show in the report.

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

Slice Data Cell Rights Reports

This is the Slice Data Cell Rights Reports:

Slice 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 in which the data rights are evaluated.

For information about building member filter expressions, see *Member Filters* in *Cube* in the *Design and Reference Guide*.

User Data Entry Detail Group

The User Data Entry Detail group contains a report that details a single user's manual data entry activity. Use the report in this group 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 within the specified workflow in viewing data entry details.

Time
The report includes 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 or select (All) to include all users in the report.

User Data Entry Detail Reports

This is the User Data Entry Detail 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, 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 OneStream.

Filter criteria used for the report displays on the right side of the report header for all reports.

User Log Activity Group Report Filters

Number of Days
The number of days from the current day for which log activity is included. Select the number of days from the list. 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 or select (All) to include all users in the report.

User Log Activity Reports

Here are the User Log Activity Reports:

User Logon Activity

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

Each activity record shows the logon/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 on the right side.

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 and 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 on the right side.

User Error Activity

This report shows user error activity over a specified number of 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 also displayed for each record. The report header shows the total number of records in the report and the filter criteria on the right side.

Workflow and Entity Status Group

Reports in the workflow and entity status report group provide various insights into the completion status of specific workflow entities. Each report displays the filtering criteria on the right side of 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 list.

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
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 Reports

These are the Workflow and Entity Status Reports:

Entity and Workflow Status

A summary report that shows 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 that shows 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 forms 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 & 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 on the right side of 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) Reports

Entity & Workflow Status (Current Workflow)

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

Workflow & Entity Status (Current Workflow)

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

Entity & Workflow Status (With Data Status)

A summary report that shows 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 that shows 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 see 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 information 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 displayed on the left side of 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 list or select (All) to see activity for all workflow channels.

User
A user for for adding, deleting or updating an activity. Select a user from the list or select (All) to see activity for all users.

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

Workflow Channel Audit Reports

Here are the Workflow Channel Audit Reports:

Workflow Channel Audit – Added

This report shows 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 each workflow channel in the report: the workflow channel name and description, the user who made the change, and the UTC time stamp.

Workflow Channel Audit – Updated

This report shows 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 each workflow channel in the report: the workflow channel name, the original and new value of the property that was changed, the user who made the change, and the UTC time stamp.

Workflow Channel Audit – Deleted

This report shows 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 each workflow channel in the report: the workflow channel name and description, the user who made the change, and the UTC time stamp.

Workflow Commentary Group

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

See also: *Data Attachments for Selected Cell/Data Unit* in the *Design and Reference Guide* for more information on data units.

Workflow Commentary Group Report Filters

Account
The account within the currently selected workflow. Any entity using the specified account with an attachment displays in the report.

Attachment Type
Attachment Types are part of the View dimension available for various reporting and explanations needed within the information delivery process, allowing them to be included within Cube View results.

Specify whether to see all attachments associated with an account. Select an attachment type from the list or select (All) to display all attachment types in the report.

Workflow Commentary Reports

These are the Workflow Commentary Reports:

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.

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 report's filtering criteria on the right side of the report header and the total number of records displays on the left side of 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 list.

User
A user for adding, deleting or updating an activity. Select a user from the list or select (All) to see activity for all users.

Start Date / End Date
Enter a start/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 show 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 that display 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 update record for the Workflow Profile Audit – Updated report.
- First-time changes made to properties in any scenario other than (Default) display on the Workflow Profile Audit - Added report. Subsequent changes to the same properties display on 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: the property that was changed, the changed value, the user who made the change, and the UTC time stamp of the change.

See also: Workflow Profile Audit – Updated

Workflow Profile Audit – Updated

This report shows data updated in workflow profiles within a specified time range. Updates made to any scenario display on the Workflow Profile Audit - Updated report. 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: the property that was changed, the changed value, the user who made the change, and the 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 that can be viewed 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 that can be viewed in the Workflow Profile Audit – Added report.

Workflow Profile Audit – Deleted

This report shows data deleted from 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: the property that was changed, the changed value, the user who made the change, and the 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 list.

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 Reports

This is the Workflow Profile Rights Reports:

Workflow Profile Rights

This report shows the 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 about 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 also:

- *Presentation* in the *Design and Reference Guide* for more information and a listing of workflow profile types.
- *Using Workflow Profiles* section in the *Design and Reference Guide* for detailed descriptions of the workflow profile types .

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 Type 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 displays on the right side of the report header.

The report displays users with workflow rights and their permission rights for each of the workflow profile types. For each workflow, data displays in alphabetical order 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 shows alphabetically 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 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 to which it belongs.

Each entity listed displays all users with workflow rights on each line, that 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 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 list.

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

Time
The month and year for which for viewing 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 Reports

These are the Workflow Status Reports:

Workflow Status

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

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

Import Channel Status

This report is similar to 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 current selected scenario and time period for the currently selected workflow on the right side of the report header.

Workflow Status (Current WF) Reports

Workflow Status (Current Workflow)

This report shows the 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. For each import channel listed, the report shows the completion status, the last step executed in the import channel, the time that step was executed, and the completion percentage.

See Also: *Managing Sibling Imports* section in *Workflow in* the *Design and Reference Guide* for more information about import channels.

Form Channel Status (Current Workflow)

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

Narrative Reporting Overview

The Narrative Reporting dashboard streamlines the contextual analysis, review, and narrative capture process. Key benefits of Narrative Reporting include:

Live Narrative Reporting
Analyze and search live, validated OneStream data and reporting content while capturing narratives to streamline the contextual analysis, review, and narrative capture process.

Reduce Risk and Reporting Errors
Leverage the same interface, workflows, validations, and controls to ensure trusted and auditable results to eliminate the risk and cost of traditional copy, paste, and duplicate across multiple tools and solutions.

Centralize and Streamline Assembly of Narrative Books
Centralize the creation of narrative books in OneStream, organizing all report content, live analysis, and collaborative capture of narratives to effectively analyze and communicate corporate performance.

Accelerate the Narrative Reporting Process
Leverage all existing OneStream reporting artifacts, import reporting content to quickly structure narrative books, copy from prior periods, and embed in the close, planning, and other workflow processes with approvals, saving time, driving efficiency and accelerating the narrative reporting process.

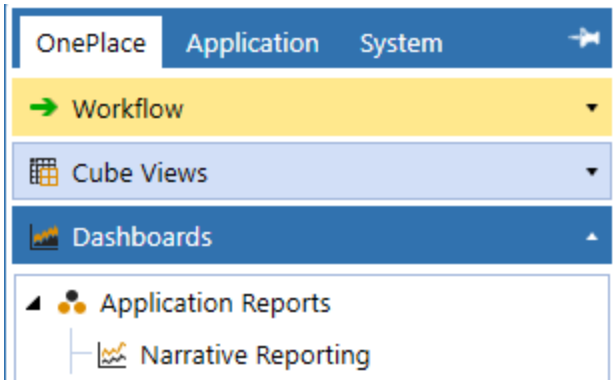
Trusted and Familiar Interface

Leverage the same OneStream interface and trusted reporting content along with the familiarity of Microsoft Office to capture narratives and create rich, formatted and collaborative narrative books. Intuitively combine rich text documents, text, Word Documents, Excel sheets, and PDF documents, all-in-one solution, to easily capture narrative content and deliver formatted narrative books.

Set Up Narrative Reporting

The first time you run Narrative Reporting, a guided table setup process begins.

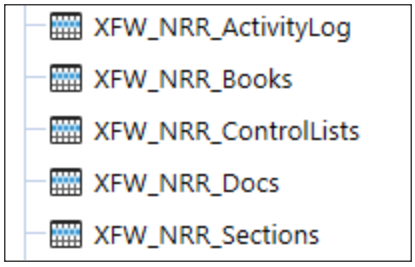
1. In OneStream, click **Community Solution > Dashboards > Application Reports > Narrative Reporting**.



Create Tables

1. Click **Step 1: Install Solution**

   This step may be necessary when upgrading even if tables are already present. Narrative Reporting does not drop existing tables but modifies table structures and adds new ones if necessary.



2. When setup is complete, click **Step 2: Launch Solution** to open Narrative Reporting.

Package Contents

The Dashboard Maintenance unit provides the user interface for Narrative Reporting and includes the required dashboard groups, components, data adapters, parameters, and files. The following business rules are included:

NRR_HelperQueries
This is a dashboard dataset business rule. This rule provides various dashboard dataset helper functions to generate the reports for Narrative Reporting.

NRR_SolutionHelper
This is a dashboard extender business rule that provides various helper functions for Narrative Reporting. These helper functions include management of the solution setup, configuration settings and management reporting details.

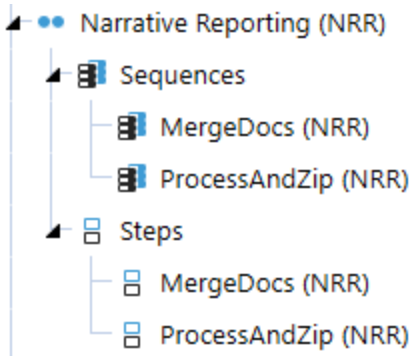
NRR_ParamHelper
This is an XFBR String business rule with conditional parameter helper and security access functions for Narrative Reporting.

NRR_ProcessAndZip
This rule processes any document under a selected tree item and packages the files into a .zip file. Security access determines which files can be processed for a user.

NRR_MergeDocs

This rule processes any document under a selected tree item and packages the files into a single document. Security access determines which files can be processed for a user.

The following **Data Management Sequences and Steps** are created and can be used with their related business rules. Running these processes through a Data Management Sequence allows them to run in the background while the user continues to work.

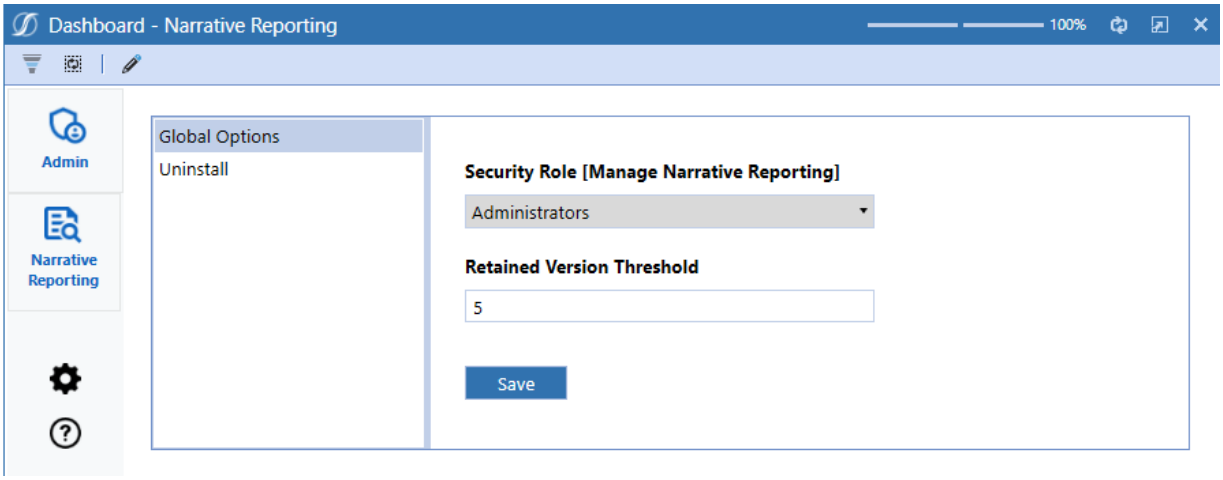


Settings

- The Settings pages contain key properties that guide administration including Global Options, Application Security, Retained Version Threshold, and Uninstall options.

Global Options

The **Global Options** page contains settings to guide global Narrative Reporting administration. It should be the first page accessed during setup and configuration.



Security Role (Manage Narrative Reporting)

Security is governed at the global level, meaning the user group's assignment to the security role determines the global Narrative Reporting Administrators.

Retained Version Threshold

Administrators can set the quantity of retained versions for documents.

Uninstall

Use the Uninstall feature to uninstall the Narrative Reporting user interface or the entire solution. If done as part of an upgrade, any modifications performed on Narrative Reporting objects are removed. There are two uninstall options:

1. **Uninstall UI** removes Narrative Reporting, including related dashboards and business rules but leaves the database and related tables in place. For some releases, this step should be performed before accepting any new version of Narrative Reporting since some of the dashboards or other objects may have been modified.
    - **Choose this option** to accept a Narrative Reporting update without removing the data tables.
    - The Standard Application Reports Release Notes indicate if an over-install is supported.
2. **Uninstall Full** removes all the related data tables, all data, Narrative Reporting dashboards, data management, and business rules.
    - **Choose this option** to remove Narrative Reporting completely 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.

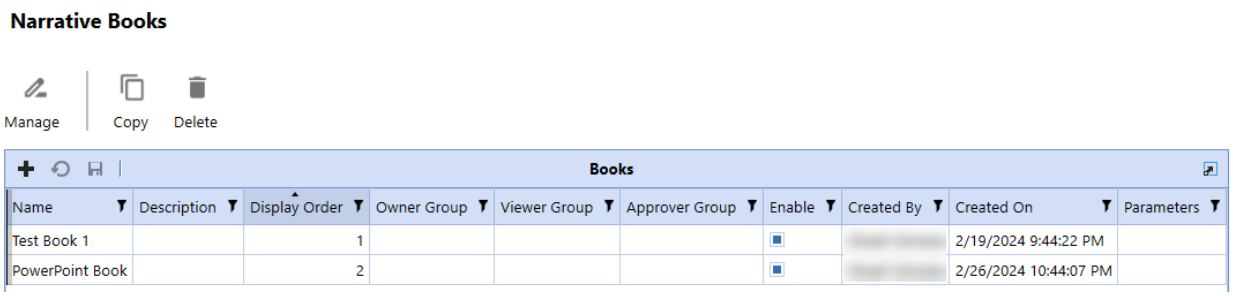
Administration

Administrators or Book Owners can navigate to the Narrative Books page using the Admin button.

Narrative Books

Administrators and Book Owners can create and manage report books using the **Narrative Books** page. Follow this guidance to manage books:

- Book and Section names can be duplicated.
- Each book can contain multiple sections.
- A section must only be assigned to one book.
- Two levels are supported in the Tree Navigation, for example, a section can be placed under another section.
- Each section can contain multiple documents.
- A document must only be assigned to one section.
- Document names cannot be duplicated in a single book, but can be duplicated across books.



The book grid displays the following column information:

- **Name**: The name of the book.
- **Description**: The description of the book.

  > **NOTE:** Book Names and Descriptions can be duplicated. Neither can exceed 500 characters.

- **Display Order**: The order the book is displayed in the grid and home screen book drop-down.
- **Owner Group**: Security group who owns the book and all documents within the book.
- **Viewer Group**: Security group who can view the book and all documents within the book.
- **Approver Group**: Security group who can approve the book and all documents within the book.
- **Enable**: Determines whether the book is displayed in the Tree Navigation. Set to **True**, the default, to display the book or set to **False** to keep the book hidden from the navigation.
- **Created by**: User who created the book.
- **Created on**: Date the book was created.
- **Parameters** (optional): A field that can be referenced in a document to ensure data accuracy.

Narrative Books Management

Manage, copy, or delete a book by selecting it from the grid and choosing the respective icon.

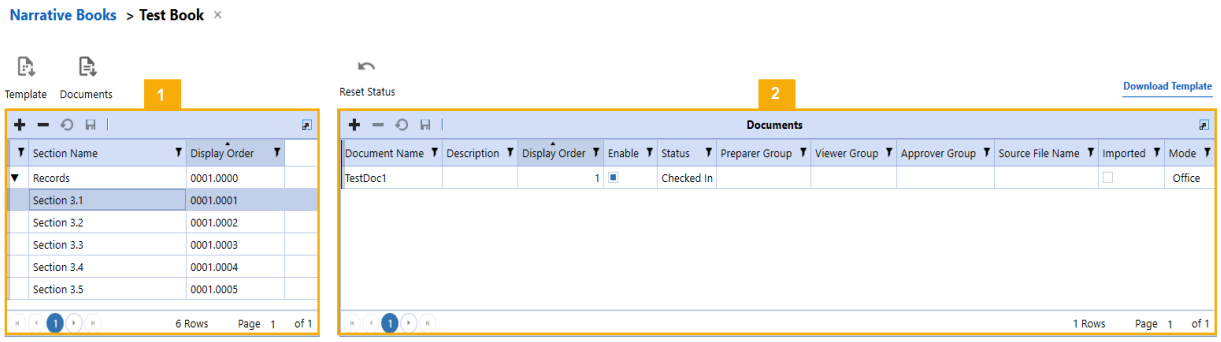
- **Manage**: Opens the Sections and Documents page where you can edit the structure of the book. See Sections and Documents.
- **Copy**: Duplicates the selected book and associated documents.

> **NOTE:** All statuses for the copied documents are set to checked-in during copy process.

- **Delete**: Removes the book and all associated documents, regardless of statuses, permanently.
- **Reset Status**: Accessible from the Sections and Documents page, this icon sets the selected document back to checked-in status.

Sections and Documents

Admins and book owners can manage the structure of narrative books using the **Sections and Documents** page. First, use the Sections Grid to create the structure of the book. This structure is mirrored in the Main Display through the Tree Navigation. After your structure is defined, use the Documents Grid to upload documents to the database and to create your narrative book.



1. **Section Grid**: Displays the sections within a narrative book and shows the following column information.
    - **Section Name**: Name of the section.
    - **Display Order**: The order the section is displayed in the book and in the Tree Navigation. When a column decimal place end in 0, such as 1.0 or 2.0, a new section indicator ▼ is automatically added to the section indicating a top level section.
2. **Document Grid**: Displays the documents in each section and contains the following column information:
    - **Document Name**: The name of the document. Names should not be duplicated within the book.
    - **Description**: Description of the document.
    - **Display Order**: Order in which the document is displayed within the section and in the Tree Navigation. Using 0 is not allowed.
    - **Enable**: Determines whether the book is displayed in the tree navigation. Set to **True**, the default, to display the book or set to **False** to keep the book hidden from the navigation.
    - **Status**: Current status of a document.
    - **Preparer Group**: Security group who can edit and submit the document for approval. This security group is in addition to the book Owners group, it is optional and can be left blank.
    - **Viewer Group**: Security group who can view the document. This security group is in addition to the book Viewer group, it is optional and can be left blank.
    - **Approver Group**: Security group who can approve the document. This security group is in addition to the book Approver group, it is optional and can be left blank.

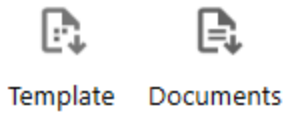
- **Source File Name**: Name of the source file including the file extension.
- **Imported**: Determines whether or not the file has been imported into the table.
- **Mode**: How the document can be opened for editing. Document modes include the following options:
    - **OneStream Editor**: Users can edit and refresh documents dynamically using XF docs and document variables directly in Text Editor and Spreadsheet. See "Creating an Extensible Document in Text Editor" in the *Design and Reference Guide*.
    - **Office (Processed)**: Users can edit and refresh documents dynamically using XF docs and document variables directly in a Microsoft Office application. See "Creating an Extensible Document in Microsoft Word" in the *Design and Reference Guide*.
    - **Office**: Users can check out a document to a Microsoft application, edit it, and check it back in so all users can see the latest changes. See Work with Documents.

    > **NOTE:** Users on Platform Releases 6.1 to 8.1 can only use the Office application mode.

- **Parameters** (optional): A field that can be referenced in a document to ensure data accuracy.

Create the Navigation Tree Structure

As an administrator or book owner, define the structure of a book by adding sections and documents individually or using the Import Template feature.



Template

Click the **Template** icon to upload a template containing the narrative book structure to quickly create the sections and documents relationship. The template should be a comma-separated values (.csv) file. Use the **Download Template** link to access a sample template.

Before importing, know:

- The display order is automatically generated based on the row order in the .csv file.
- Import templates will replace the existing grid data.

Import the .csv using the following fields:

	A	B	C	D	E	F	G	H	I
1	Type	Name	Description	Preparer Group	Viewer Group	Approver Group	Enable	Source File Name	Mode
2	Root	Overview							
3	Document	Cover Page		Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	Cover Page.xfdoc.docx	Text Editor
4	Document	Trends		Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	Trends.xfdoc.docx	Text Editor
5	Document	Strategic Goals & Highlights		Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	Stragetic Goals and Highlights.xfdoc.docx	Text Editor
6	Document	Profitability Analysis		Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	Profitability Analysis.xfdoc.docx	Text Editor
7	Document	Sales and Segment Analysis		Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	Sales and Segment Analysis.xfdoc.docx	Office (Processed)
8	Root	Financial Analysis							
9	Section	Global							
10	Document	TrendsG	Trends	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	GTrends.xfdoc.docx	Office (Processed)
11	Document	SGHG	Strategic Goals & Highlights	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	GStragetic Goals and Highlights.xfdoc.docx	Office (Processed)
12	Section	North East	North East						
13	Document	TrendsNE	Trends	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	NETrends.xfdoc.docx	Office (Processed)
14	Document	SGHNE	Strategic Goals & Highlights	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	NEStragetic Goals and Highlights.xfdoc.docx	Office (Processed)
15	Section	South East	South East						
16	Document	TrendsSE	Trends	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	SETrends.xfdoc.docx	Office (Processed)
17	Document	SGHSE	Strategic Goals & Highlights	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	SEStragetic Goals and Highlights.xfdoc.docx	Office (Processed)
18	Section	Central	Central						
19	Document	TrendsC	Trends	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	CTrends.xfdoc.docx	Office (Processed)
20	Document	SGHC	Strategic Goals & Highlights	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	CStragetic Goals and Highlights.xfdoc.docx	Office (Processed)
21	Section	West	West						
22	Document	TrendsW	Trends	Sample_Preparer	Sample_Viewer	Sample_Approver	TRUE	WTrends.xfdoc.docx	Office

- **Type**: Describes the structure of the book. Choose from Root, Section, or Document.
    - **Root**: Defines the top level of a section.

      > **IMPORTANT:** The template should always start with a Root type.

    - **Section**: Defines sub-sections of a book.
    - **Document**: Defines the document.
- **Name**: Name of the section or document to be created.
- **Description**: Description of the document. Section descriptions are not required.
- **Preparer Group**: Security group who can edit and submit the document for approval.
- **Viewer Group**: Security group who can view the document.
- **Approver Group**: Security group who can approve the document.
- **Enable**: True or False field indicating if a document will display in the Tree Navigation. Default value is True when field is left blank.
- **Source File Name**: Unique name of the source file including the file extension.
- **Mode**: How the document can be opened for editing. See Mode in Document Grid.
- **Parameters** (optional): A field that can be referenced in a document to ensure data accuracy.

Documents

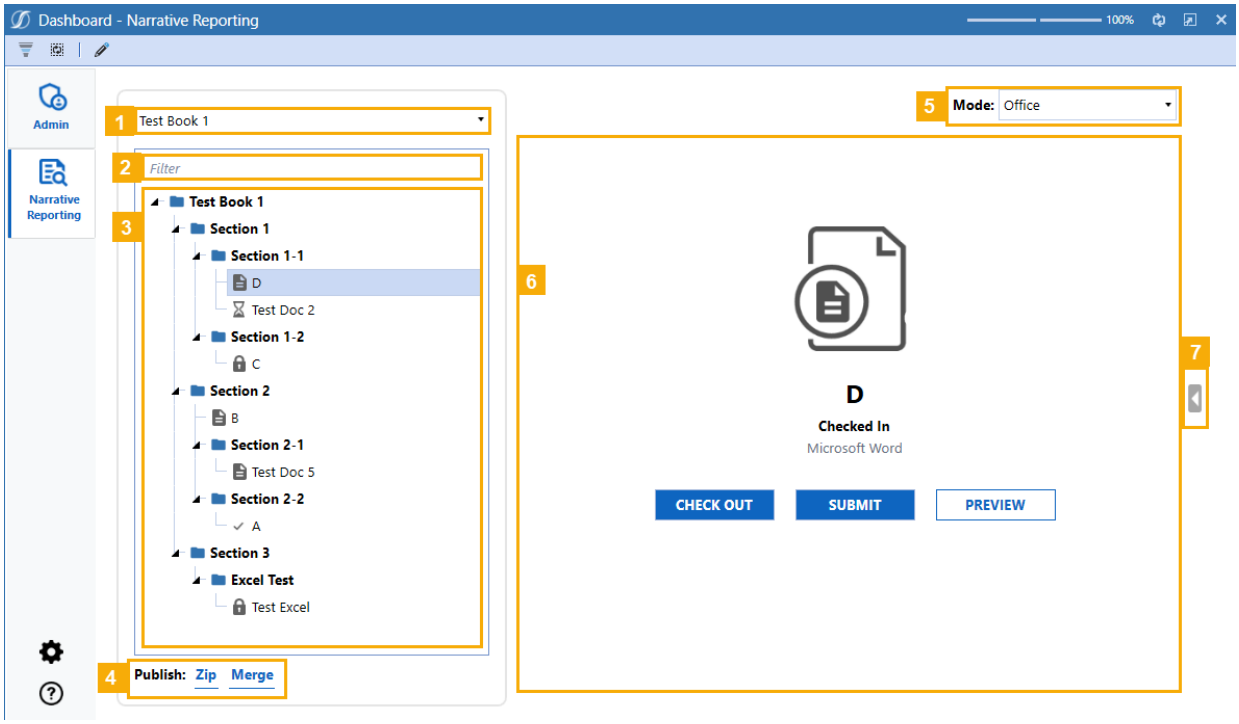
After you define a book structure, you can import individual documents or a .zip file using the **Documents** icon.

1. From **Sections and Documents**, select a section.
2. Click the **Documents** icon.
3. Use File Explorer to select your file. Click **Open**.

Home

Navigate to the Narrative Books Home page using this icon.

View the structure of a book using the Tree Navigation on the Home page. Only documents you have access to display in the Tree Navigation. Select documents within the book to preview, check out, submit, and approve during the reporting cycle.



1. **Narrative Books**: Drop-down list of enabled books. List selection varies by security group assigned to the user and book.
2. **Filter**: Search for documents or a section within the selected book.

3. **Tree Navigation**: Visual hierarchy displaying sections and documents of the selected book.
4. **Publish**: Download finalized versions of books and documents. See Publish Documents.
5. **Mode**: Users on Platform version 8.2 or above can change the **Mode** drop-down to their preferred editing application. As a default, the document opens using the mode indicated in the Sections and Documents page for the selected book. See Sections and Documents.
6. **Main Display**: Viewing area for documents selected using the Tree Navigation. Displayed information includes:
    - **Document Name**: The name of the document.
    - **Document Status**: The status of the document. See Document Statuses.
    - **Last modified date and time**: Date and time of the most recent changes.
    - **Document file type**: Source file type, such as Microsoft Word, Microsoft Excel, or others.
    - **Preview button**: Enables you to preview the document.
    - **Actions button**: Enables you to perform actions based on the current status. Buttons shown to users are based on permissions and may include:
        - Check-Out
        - Undo Check-Out
        - Check-In
        - Submit
        - Approve
        - Return

7. **Details Pane Toggle**: Expand the details pane to view document status, activity, and versioning. See Details Pane.

Document Statuses

Document status is represented by an icon in the Tree Navigation and in the Main Display area. Depending on the document status and the security group of the book and document, you will see different action buttons in the Main Display area.

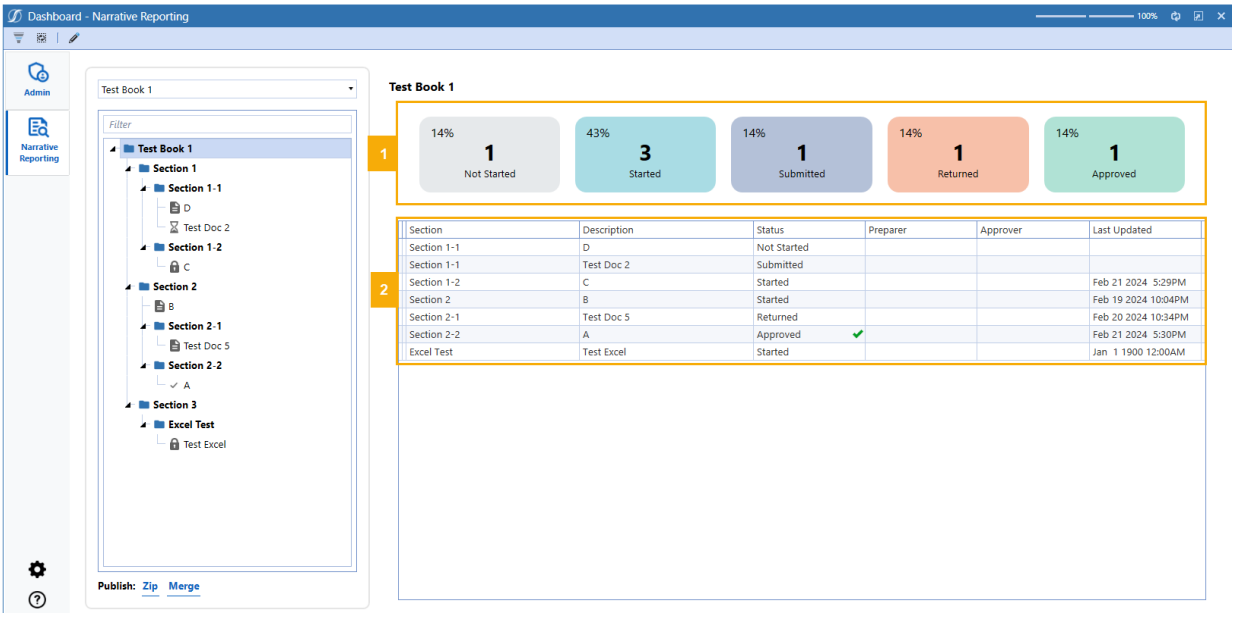
Status	Status Defined	Tree Navigation Icon	Main Display Icon
Checked-In	Document is available to check-out for edits.		
Checked-Out	Document is currently checked-out by another user.		
Submitted	Document has submitted for approval by a user.		

Status	Status Defined	Tree Navigation Icon	Main Display Icon
Returned	Approver has sent the document back to the user who submitted it for additional edits .		
Approved	Document has been reviewed and accepted by the Approver.		

Document Summaries

All Narrative Reporting users can view summaries of all the documents in the book or sections within the book, giving them the ability to see document progress. Select any section or the topmost folder to view the summaries for the sections or complete book.

> **NOTE:** All documents within a section or book are included in summary counts. This means, depending on your security access, what you see in the tree navigation may differ from the total counts shown on the cards.



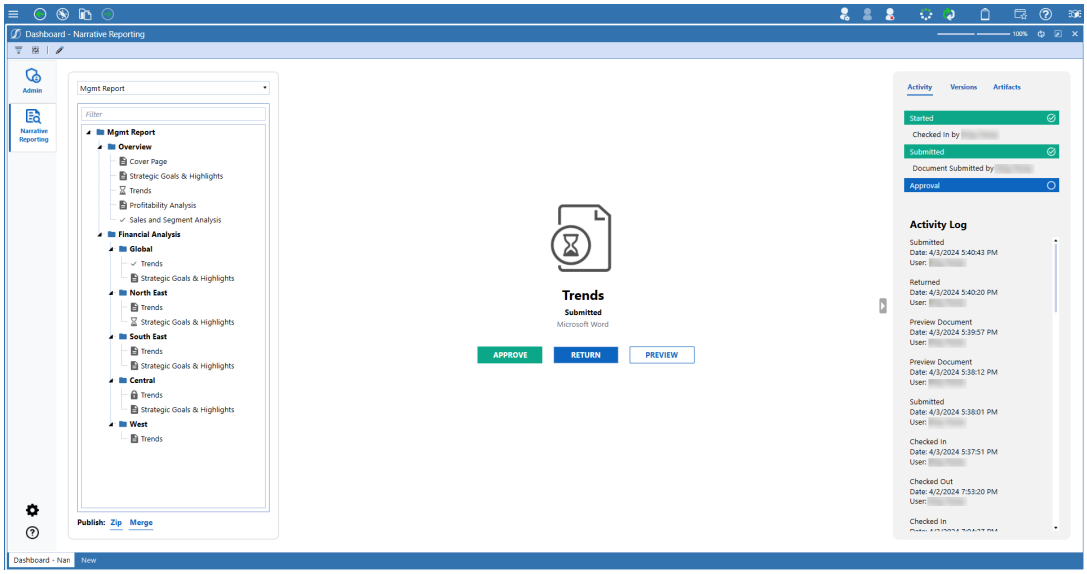
The following summary information is displayed:

1. **Cards**: Shows document statuses within the section or book selected.
    a. **Not started**: Documents that have imported to a book so the default status is checked-in, but the document has never been checked-out.
    b. **Started**: Documents currently in a checked-out status or in a checked-in status but have been previously checked-out.
    c. **Submitted**: - Documents that have been submitted for review and their status is Submitted.
    d. **Approved**: Documents that have been reviewed and accepted so their status is Approved.
    e. **Returned**: Documents that have been reviewed and returned to the user who submitted the document for approval, setting the status to Returned.
2. **Summary Grid**: An overview of the documents within the section or book selected.
    a. **Section**: Name of the section.
    b. **Description**: An overview of the document. If the description field for the document is left empty by an administrator or book owner, the document name will populate.
    c. **Status**: Current document status.
    d. **Preparer**: User who prepares the document. If the Document Preparer field is left empty by an administrator or book owner, the Book Owner name will appear.
    e. **Approver**: User who can approve the document. If the Approver field is left empty by an administrator or book owner, the Book Approver name will appear.
    f. **Last Updated**: Date and time the document was last modified.

Previewing Documents

With proper access, a document can be previewed in any status. To preview a document, follow these steps:

1. From the **Home** page, select a book from the drop-down menu.
2. Use the Tree Navigation or filter to locate the document, and select it.
3. In the Main Display area, click the **PREVIEW** button.



Work with Documents

You must check out a document to make edits to it. Checking out a document prevents other users from making changes to it while you are accessing it. You can check out multiple documents at once. When done, you must check the document back in for others to view the changes.

Document Check Out

Make changes to a document in a narrative book by checking the document out.

1. From the **Home** page, select a book from the drop-down.
2. Use the Tree Navigation or filter to locate the document and select it.
3. **Optional**: Users on Platform version 8.2 or above can change the **Mode** drop-down to their preferred editing application. As a default, the document opens using the mode indicated in the Sections and Documents page for the selected book. See Sections and Documents.

   > **NOTE:** The default Mode for users on Platform version 8.1 or below is Office.

4. From the Main Display, click the **CHECK OUT** button to open the document. Alternatively, click the **PREVIEW** button and then click the **CHECK OUT** button.

   > **NOTE:** After opening, the status of the document changes to checked-out and cannot be edited by another user.

5. Edit the document and save changes.

Undo Document Check Out

If you check out a document by mistake, click the **UNDO CHECK OUT** button to immediately check the document back in. Administrators or Book Owners can undo a check out for another user.

Document Check In

After a document is checked out and changes have been made, check the document in to upload the changes. Only the user who has checked-out the document can perform this action.

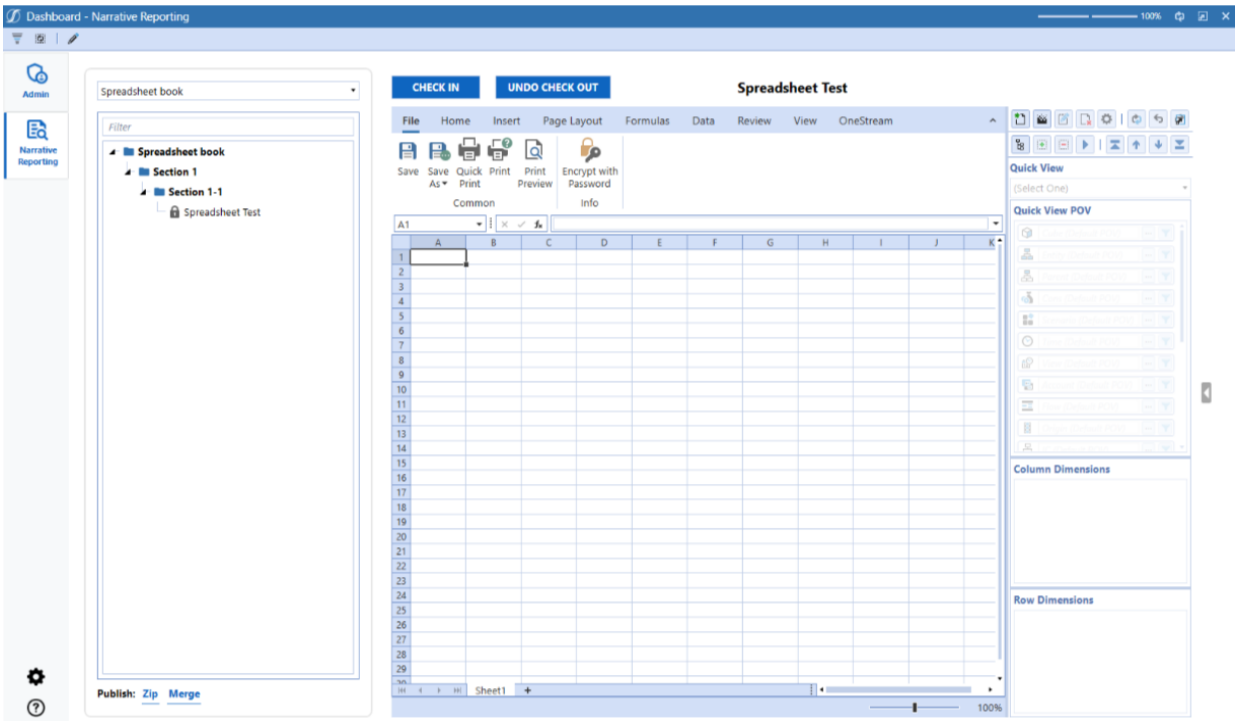
Microsoft Office

If you edited the document using a Microsoft application:

1. Save the document.
2. Navigate to the OneStream application and click the **CHECK IN** button.
3. From File Explorer, select the document and click **Open**.

> **NOTE:** The file name checked-in must match the file name of the document checked-out.

OneStream Editor



If edits were made using OneStream Editor, including Text Editor or Spreadsheet:

1. Save all changes.
2. Click the **CHECK IN** button.

> **NOTE:** Use the **Artifacts** tab in the **Details Pane** to edit all your artifacts directly in OneStream or to quickly add new artifacts. See Details Pane.

Submit a Document

When a document is ready for final approval, from the Main Display, click the **SUBMIT** button. The document is locked from further changes.

Approve or Return a Document

After a document is submitted and reviewed by the user indicated in the Approver Group, the user can choose from two options:

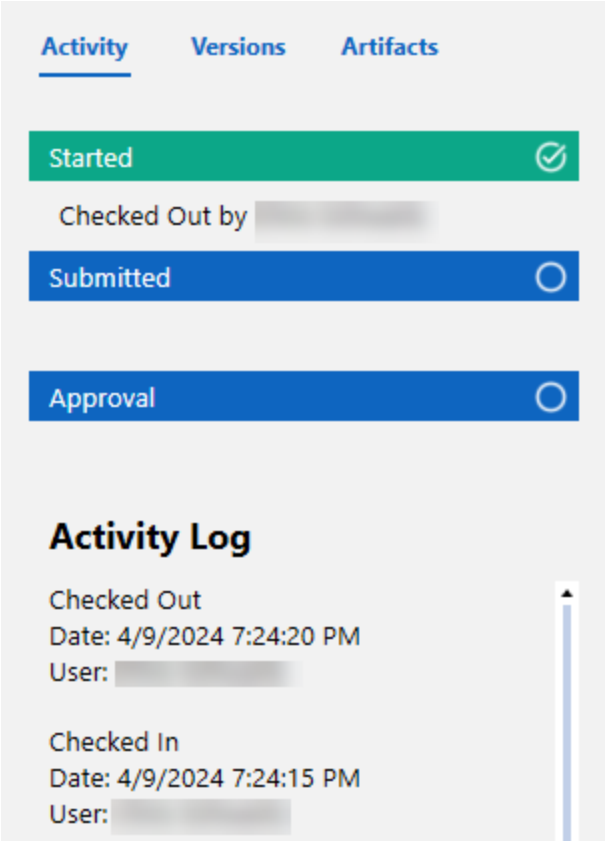
- Return the document to the user by clicking the **RETURN** button. Document status changes to Checked-In and becomes available for users to make additional changes.
- Approve the document by clicking the **APPROVE** button. Document status changes to Approved and additional edits cannot be made.

Details Pane

Access the Details pane using this icon.

While viewing a document, use the Details Pane to see the Activity, Versions, and Artifacts of a document.

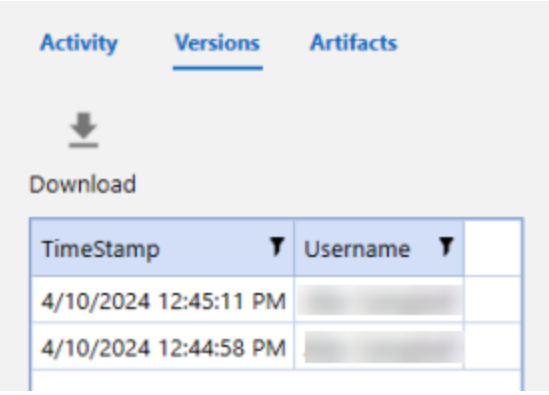
Activity Tab



Select the **Activity** tab to view the following document information:

- **Approval Flow**: Displays the status of the document.
- **Activity Log**: Displays all activities for the selected document including:
    - **Actions**: Specific activity that occurred. Logged actions include when a book is created or when a document is:
        - Created
        - Saved
        - Previewed
        - Checked Out
        - Returned using the UNDO CHECK OUT button
        - Checked In
        - Submitted
        - Returned
        - Approved
    - **Date**: Day and time of the modification using the system date and time of the user.
    - **User**: Name of user who performed the activity.

Versions Tab



Narrative Reporting stores previous versions of a document. See Global Options. Select the **Versions** tab to view the version history of the document.

Version details include:

- **TimeStamp**: Date and time the document was checked-in.
- **Username**: Name of user who checked-in the document.

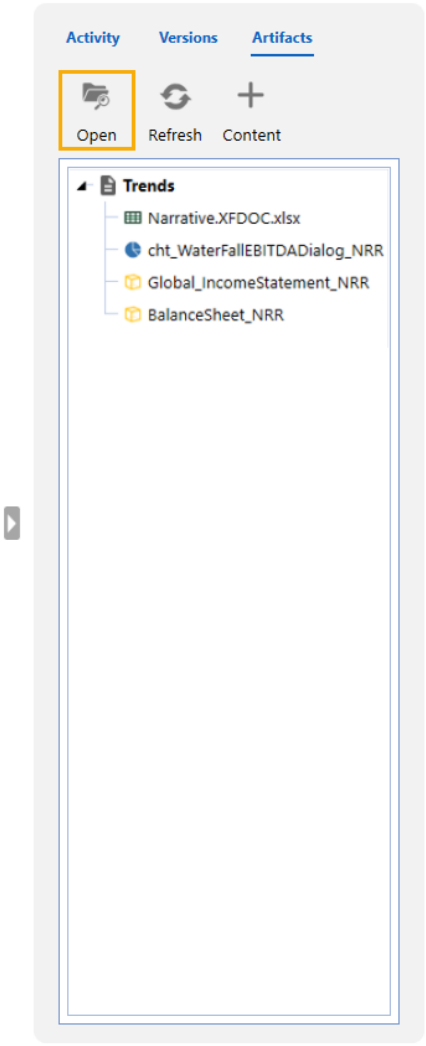
Use the **Download** button to download previous versions of the document.

Artifacts Tab

Use the **Artifacts** tab to quickly view and edit all artifacts in the selected document and add new artifacts by copying and pasting variable syntax.

Edit an Artifact

1. Select an artifact.
2. Click the **Open** button.

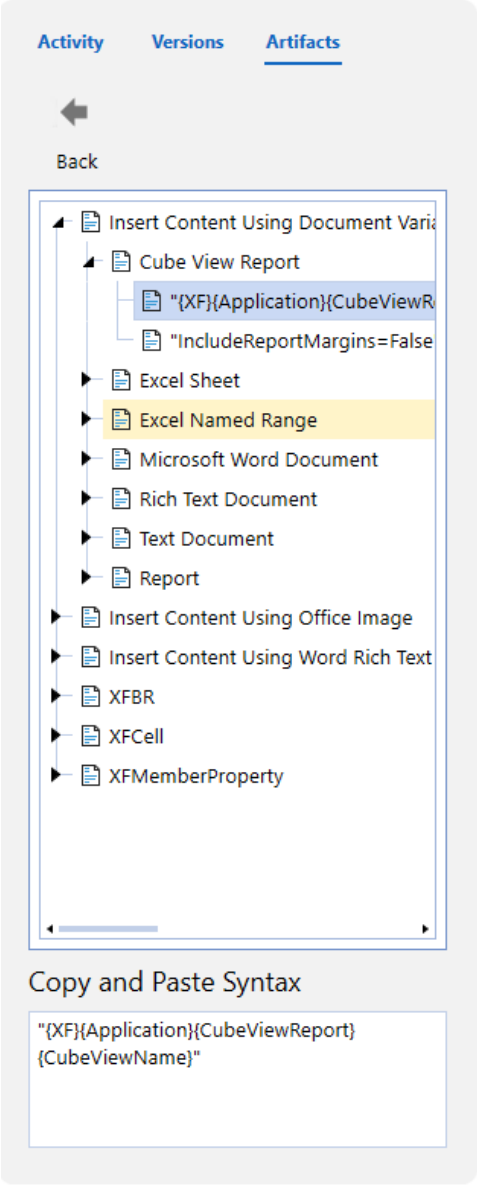


3. Make your changes and save. When you refresh your document, your changes will be incorporated.

Add Content

Easily embed new artifacts, like charts and spreadsheets, without leaving your narrative document. Follow these steps to add new artifacts:

1. Click the **Content** button.
2. Select a syntax from the tree. See Document Variable Setup.
3. Copy the syntax from the **Copy and Paste Syntax** field.



4. Paste the syntax into your document, and edit it with relative content.
5. Save your changes, and click the **Refresh** button in the **OneStream** tab to see your changes incorporated.

Publish Documents

From the Home page, publish documents for easy sharing by either creating a zip file or merging all documents into one file. Output of the publish tools is a processed version of the document.

Zip

Download individual documents as a .zip file to view the documents on your local machine by using the Zip functionality. You can zip the following file types:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- PDF

To create a .zip file, follow these steps:

1. Select the book, section, or documents to be zipped.
2. Under the Tree Navigation, click **Zip**.

Files are downloaded to your OneStream user folder.

Merge

Rather than downloading and sharing individual documents, you can download a merged version of a book or individual section using the merge feature. File types currently supported by the merge feature include Microsoft Word.

To create a merged version, follow these steps:

1. Select the book or section to merge.
2. Under the Tree Navigation, click **Merge**.

Files are downloaded to your OneStream user folder.

Help & Miscellaneous Information

Access the help documentation.

Display Settings

OneStreamPlatform and Solutions frequently display multiple data elements for proper data entry and analysis. For optimal rendering, set your screen resolution to a minimum of 1920 x 1080.

We also recommend that you adjust the Windows System Display text setting to 100% and disable custom scaling options.

Package Contents & 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: RPTA_PV6.4.0_SV101_PackageContents.zip

Identifier	Description
RPTA	Solution ID
PV6.4.0	Minimum Platform version required to run solution

Identifier	Description
SV1.0.1	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 Application Server Settings 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.