

Application Control Manager Guide

PV800 SV101

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Solution Overview

OneStream Application Control Manager is a MarketPlace solution designed to support and manage change requests and ensure the right level of control and governance over application changes.

With Application Control Manager, you can:

- Import metadata from ERP, data warehouses, or MDM tools and synchronize changes to OneStream.
- Provide an easy way for users to request changes to OneStream applications. For example, new or updated accounts, cost centers, other dimensions and user privileges.
- Allow governance of user security creation and maintenance.
- Utilize multi-level approval workflow for change requests.
- Create audit reports on application change requests.
- Use Mass Update to import multiple change requests at once

Setup and Installation

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

Dependencies

Component	Description
OneStream 8.0.0 or later	Minimum OneStream Platform version required to install this version of Application Control Manager.
Microsoft SQL Server	Application Control Manager requires an instance of Microsoft SQL Server 2016 Standard SP1 or later.
2016 Standard SP1 or later	

Select the Application Control Manager Development Location

Before beginning 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 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. Ensure all the OneStream artifacts relating to Application Control Manager, such as **Workflow Profiles** and **Entities**, are in the Production application.
- 2. Create a backup copy of your Production database or copy your Production OneStream application to your Development environment and rename it. This Development version will be used for your Application Control Manager project.
- 3. It is suggested to temporarily increase the Database Command Timeout settings for the installation. This can be done in the OneStream Application Server Configuration Tool. In Database Connections under the Connection Strings section, set the Command Timeout and Command Timeout Large settings to 3600. These values can be reverted after the installation is complete.

Install Application Control Manager

NOTE: If you are upgrading from a previous version, you must close any existing and open requests from the previous version to complete the new installation. If an open request is detected, the installation process will stop and a log message will display in the Task Activity Log.

- 1. On the OneStream Solution Exchange website, go to MarketPlace > Application Control Manager.
- 2. On the Application Control Manager Solution page, select the 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 then 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 icon and click Open.
- 7. When the solution file name displays, click Load.

- 8. Click Close to complete the installation.
- 9. Click **Application Control Manager Installer** and expand the Application Control Manager Installer.
- 10. Click Step 1: Install.
- 11. Click Proceed on the Installation Process Warning message.
- 12. Close the dialog box when the installation process is complete.
- 13. Refresh the application and navigate to **OnePlace > Dashboards > Application Control Manager**. You will see the solution.

Set Up Application Control Manager

The first time you run Application Control Manager, tables are set up from the installer.

Package Contents

The Application Control Manager is the user interface for settings and application governance. The following Business Rules are included:

- ACM_MetadataSource
- ACM_DataSet
- ACM_Reports
- ACM_Config
- ACM_Engine
- ACM_FlowHelpers
- ACM_Globals
- ACM_Helpers
- ACM_ItemHelper
- ACM_Logging

- ACM_Objects
- ACM_RequestHelper
- ACM_SolutionHelper
- ACM_SQLHelpers
- ACM_Validations
- ACM_Param
- ACM_CreateFlowViews
- ACM_CreateRequest
- ACM_MetadataCommit
- ACM_PrepareMetadata

The following items are included with the installation to import metadata from source.

- Dimensions:
 - Entity dimension: ACM_MetadataImportMember
 - ° Scenario dimension: ACM_MetadataImportScenario
 - Account dimension: ACM_MetadataImportParent
- Cubes
 - ACM_MetadataImport
- Workflow Profiles
 - ACM_MetadataImport
- Data Management Group
 - ACM MetadataImport
- Parser

- ACM_ImportMetadata
- Connector Business Rules:
 - ACM_AccountSource Business Rule
 - ACM_EntitySource Business Rule
 - ACM_UD1-8Source Business Rule
- Transformation Rules:
 - ACM_ImportMetadata_View
 - ACM_ImportMetadata_Account
 - ACM_ImportMetadata_Entity
- Transformation Rule Profile:
 - ACM_ImportMetadata
- Standard default Metadata, Layouts, Properties, Validations, and Request Profiles

Data Management Sequences and Steps are created for use with their related Business Rules. The benefit of running these processes through a Data Management Sequence is that they can run in the background while the user continues their work.

NOTE: It is not recommended to modify any standard default Dimensions, Request Profiles, Layouts, or Properties provided with installation as they may get over-written during the upgrade. Make a copy of them with a different name instead.

Application Control Manager Dashboard

The following sections provide a detailed breakdown of the features in Application Control Manager:

- <u>Settings</u>
- <u>Administration</u>
- Requests
- Metadata File Import
- Exports
- Logs
- Reports

Settings

The Settings page contains global solution configuration settings including initial setup, uninstall, and the ability to delete, extract, or load application configurations data. Normally only an application Administrator should have access to these settings.

Click on the gear icon on the top right of the application to access the pages.

Ø Dashboard	I - Application Control Manager					- 100%	ф		×
7 😟 🖌 🥖	•								
							ŵ	3	Ð
C a	Global Setup	Global Options	Global Security	Environments			-		
Administration	Load/Extract	Time Off		Time Offset:	-5				
C Requests	Uninstall			Time Offset.	- 5				

Global Setup

Most global settings are configured once during the initial installation and do not need to be updated on an ongoing basis. There are three sections under the Global Setup:

- Global Options: Set up preferred time zone adjusted from Coordinated Universal Time (UTC)
- Global Security: Select the application Administrator group
- · Environment: Set up the environment to use when you Migrate requests

Global Options

Global configuration options apply to the entire solution.

Global Setup	Global Options	Global Security	Environments	
Load/Extract	ſ			
Uninstall			Time Offset:	

• **Time Offset**: Use to adjust the server time to the local time zone. This is the time stamp used on all activities in the solution. The value is the number of hours to adjust and offset from UTC time. The value can be a positive or negative number to reflect the appropriate time zone.

Examples:

- Offset to Greenwich Mean Time (GMT) will be 0
- Offset to Eastern Standard Time (EST) is -5
- Offset to Pacific Standard Time (PST) is -8

Global Options	Global Security	Environments		
		Time Offset:	-5	
				Enter hours offset from UTC (e.g -5 for EST)
			Save	

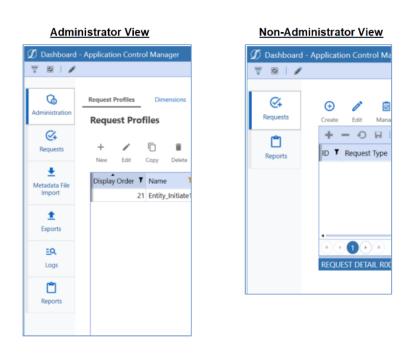
NOTE: In order to save changes, ensure you select the Save button at the bottom of the page.

Global Security

Global Setup	Global Options Global Security Environments			
Load/Extract Uninstall	Security Role [Manage Setup]:			

• Security Role [Manage Setup]: Select the OneStream security group that will be the Application Control Manager Administrator.

The dropdown selection displays all groups that are set up in the Applications Security Groups. The application left navigation bar will show only the Requests and Reports page for a non-Administrator, while an Administrator will have access to all pages.



Environments

Administrators can set up multiple environments to move metadata across environments. This environment configuration is required to utilize the Migrate functionality. For more information on how to setup the migrate functionality, reference <u>Migrate a Request</u>.

Load/Extract

The Load and Extract pages are designed to allow extraction of the application tables in a SQL text format. The extracted file can be loaded back into the application or loaded to another application.

For example, you can migrate the configuration settings from a Development application to a Test QA application or Production application.

Extract

Use to extract the components of Application Control Manager tables in SQL text format. You can extract a single table or use the Extract All icon to extract every table.

EXTRACT	LOAD	
Extract All		
Extract Sir	gle Config Table r	Z xtract

The following tables can be extracted:

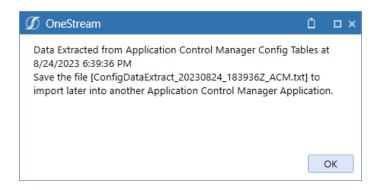
- XFW_ACM_Action
- XFW_ACM_Config
- XFW_ACM_CubeDefaults
- XFW_ACM_Dimension
- XFW_ACM_EmailSettings
- XFW_ACM_EmailTemplate
- XFW_ACM_Export
- XFW_ACM_ExportFile
- XFW_ACM_ExportProperty
- XFW_ACM_Flow
- XFW_ACM_FlowApprover
- XFW_ACM_FlowViewProperty
- XFW_ACM_PropCatAssignment
- XFW_ACM_Property
- XFW_ACM_PropertyCategory
- XFW_ACM_ReportSetItems
- XFW_ACM_ReportSets
- XFW_ACM_Step
- XFW_ACM_Validation
- XFW_ACM_View
- XFW_ACM_ViewAssignment
- XFW_ACM_ViewProperty
- XFW_ACM_ViewTab
- XFW_ACM_ViewTabAssignment

XFW_ACM_ViewValidation

• **Extract**: Select the specific configuration table that you want to extract to a .txt file similar to the one shown below for future import or backup.

INSERT INSERT INSERT INSERT INSERT INSERT INSERT INSERT INSERT	[XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension] [XFW_ACM_Dimension]	([DimensionID], ([DimensionID], ([DimensionID], ([DimensionID], ([DimensionID], ([DimensionID], ([DimensionID], ([DimensionID], ([DimensionID],	[Label], [Label], [Label], [Label], [Label], [Label], [Label], [Label], [Label],	[CubeID], [CubeID], [CubeID], [CubeID], [CubeID], [CubeID], [CubeID], [CubeID], [CubeID],	[Dimension], [Dimension], [Dimension], [Dimension], [Dimension], [Dimension], [Dimension], [Dimension],	[DimName], [DimName], [DimName], [DimName], [DimName], [DimName], [DimName], [DimName], [DimName],
<						

• Extract All Config Data: Extracts all tables of Application Control Manager configuration into a .txt file for future import or backup. Successful extraction will result in the following pop up alongside the .txt file.



Load

Use to delete and load the Application Control Manager configuration and components.

SETTINGS TESTING MODE (Turn Off in Production)					
Global Setup	EXTRACT LOAD				
Load/Extract					
Uninstall	Step1: Delete Config Data				
	Step 2: Load Data				

• **Delete Config Data**: Clears all current Application Control Manager configuration data in the tables listed below. Use this before importing new configuration data from file.

The following tables are deleted when selecting this option:

XFW_ACM_Action

- XFW_ACM_Config
- XFW_ACM_CubeDefaults
- XFW_ACM_Dimension
- XFW_ACM_EmailSettings
- XFW_ACM_Export
- XFW_ACM_ExportFile
- XFW_ACM_ExportProperty
- XFW_ACM_Flow
- XFW_ACM_FlowApprover
- XFW_ACM_FlowViewProperty
- XFW_ACM_PropCatAssignment
- XFW_ACM_PropertyCategory
- XFW_ACM_ReportSetItems
- XFW_ACM_ReportSets
- XFW_ACM_Step
- XFW_ACM_Validation
- XFW_ACM_View
- XFW_ACM_ViewAssignment
- XFW_ACM_ViewProperty

XFW_ACM_ViewTab XFW_ACM_ViewTabAssignment XFW_ACM_ViewValidation XFW_ACM_Property

• Load Data: Imports configuration data from chosen file. Must be in a SQL loadable format including INSERT statements.

Uninstall

1. **Uninstall UI** will remove the dashboards and business rules that are created for the application. The configurations data and requests history will remain. This is useful when upgrading to a newer version of the solution.

NOTE: All open requests in Application Control Manager must be closed before performing an Uninstall UI.

2. **Uninstall Full** will completely uninstall the solution including all components and data. This uninstalls the custom database tables and removes all dashboards.

IMPORTANT: Running this process will also delete any open requests. This process cannot be canceled or stopped once started. Unless you have backed up both the dashboards and data, you cannot recover from an Uninstall Full.

Administration

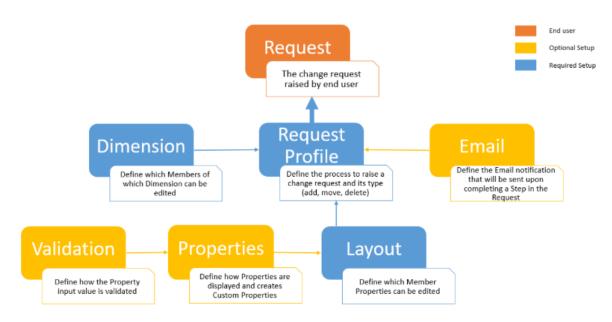
Each section within the Administration page are designed to work together to define the change request. Only administrators should have access to these pages.

Dashboard -	Applicati	on Cont	trol Man	ager TES	TING MOD	E (Turn Of	ff in Produc	tion)			100%	ф	2
dministration	Request		-	nensions	Lays	outs	Propertie	s	Validations	Report Setup	Email Setup	ŝ	0
C4 Requests	кеqu +	est Pro	отпеs П		 _+			G	0				

Typically, the sequence below is what you will follow to create and complete a Request Profile, which is the main control for a change request. Each section below will be explained in more detail in this guide.

- 1. **Dimensions (required)**: This is the first step in designing a request. This page defines which dimension types, cubes, and hierarchies are to be managed in a request. This is a required step for the request to commit correctly.
- 2. **Properties (optional)**: The Properties page defines all the possible properties that can be added to a request and how these properties will be rendered on screen in the Request Profile. The properties table is pre-populated with OneStream properties and delivered custom properties for the users. Normally you will not need to modify the default properties. However, this page allows you to create additional custom properties to enrich requests.
- 3. **Layouts (required)**: The layout is where you define the properties that can be input within a request step. A layout is required in the Request Profile to turn on allowable actions.
- 4. **Validations (optional)**: Validation controls the data integrity during input. It is an automated process that runs upon saving a line item and is validating the user input to prevent them from moving a request forward if the field is not valid. You can use the default validations or create a custom validation.

- 5. Email Setup (optional): Setup an email server and templates here to send out notifications to users throughout a request process. Two email templates are pre-installed in the application, but additional templates can be created. Even if you choose not to leverage email alerts, the system does require an email template to be assigned to the Request Profile as well as each step in the request process.
- 6. Request Profiles (required): You can define the steps a request should go through, as well as assign security groups and email addresses for each step. You will also define what actions can be taken in a request by assigning a layout to the action. Layouts can vary at each step of the process so that a requester can have a layout different from other users that need to enrich or approve the request during the process.
- 7. **Report Setup (optional)**: Setup security access for the default reports or create a custom report here.



Refer to <u>Sample User-Initiate Request</u> to learn how to configure a request process from end-toend with screenshots.

Dimensions

This is the starting point when setting up Application Control Manager. First, users need to define which dimension, cube, and hierarchy can be updated through a change request. A valid dimension configuration is required to complete the Request Profile and for a request to run correctly.

A single dimension can be setup across multiple cubes, or the same dimension can be separated by different hierarchies or inherited dimensions.

For example, when setting up for an **Account** dimension:

- The same CorpAccounts dimension name with the same root hierarchy can be assigned to different cubes.
- The same CorpAccounts dimension name can also be filtered down to a subset of the hierarchy such as Balance Sheet or Operating Expenses.
- If there is an inherited dimension, you can also setup a dimension for it by selecting the inherited dimension name.

Dimension Type 🔻	Description 7	Cube T	Dimension Name T	Member Filter 🛛 🔻	Grouped Dim 🔻
Account	CorpAccounts_Houston	Houston	CorpAccounts	A#Root.Tree	
Account	CorpAccounts_NY	NewYork	CorpAccounts	A#Root.Tree	
Account	CorpAccounts_OpExpense	GolfStream	CorpAccounts	A#OpExpenses.Tree	
Account	CorpAccounts_Houston_BS	GolfStream	CorpAccounts	A#BalanceSheet.Tree	

Dimensions that are configured here will be used as selections when setting up the Request Profile.

Dimensions Toolbar

ime	nsions								
+ New	Edit	Cop	y Delete	S ave		8 Incel			
Dimen:	sion Type	T	Description		Y	Cube T	Dimension Name	Member Filter	Grouped Dim
Accou	nt		CorpAccounts	_Houston		Houston	CorpAccounts	A#Root.Tree	
Accou	nt		CorpAccounts	_NY		NewYork	CorpAccounts	A#Root.Tree	
Accou	nt		CorpAccounts	_OpExpen	se	GolfStream	CorpAccounts	A#OpExpenses.Tree	
Accou	nt		CorpAccounts	Houston	RS	GolfStream	CorpAccounts	A#BalanceSheet.Tree	

- **New**: Create a new dimension selection. This will bring up the Dimensions editing page allowing you to filter the dimensions as discussed in the section above.
- Edit: Select a dimension and click Edit to modify.

NOTE: If a Dimension has any associated request, either open or closed, you will only be able to edit the Member Filter tied to the dimension. This preserves the audit trail of the request.

- **Copy**: Select an existing dimension to copy. This will bring you to the editing page where you will be required to provide a unique description.
- **Delete**: Select an existing dimension to delete. A dimension cannot be deleted if it is assigned to a Request Profile. This restriction is to ensure accidental deletion when a Dimension is being used in a change request. The system will deliver with preset dimensions to support the Metadata File Import process using the Excel template.

IMPORTANT: It is not recommended that you delete these dimensions.

- Save: Save changes made in the grid.
- Cancel: Cancels all changes made directly in the grid since the last save

Dimensions Grid and Editing Page

Dimension fields can be edited directly on the Dimension page grid or by using the editing page. This page is accessible when you select New, Edit, or Copy icons.

CorpAccounts_Hous Dimension Type (required):	ton	Dimension Name:	
Account	•	CorpAccounts	•
Description (required):			
CorpAccounts_Houston			
Cube (required):		Member Filter:	
Houston	-	A#Root.Tree	
Grouped Dimensions (Optional):			•
			•

- **Dimension Type (required)**: Type of dimension that can be updated within the request. Drop-down list of the twelve supported dimension types (Entity, Account, Scenario, Flow and UD1-UD8).
- **Dimension Name**: Based on the selection of the dimension type above, this field will filter a list of associated dimensions from the application's dimension library.
- **Description (required)**: Unique identifier used in the Request Profile to manage a dimension. Description length cannot exceed 250 characters.
- Cube (required): All available cubes within your application are listed in the drop-down.
- **Member Filter**: Further limit the dimension hierarchies, members, and more, that are available for updates by specifying a member filter here. Example format of member filters is:

A#Root.Tree

UD1#CostCenters.Base

The first part of the filter indicates the dimension type with the # sign, followed by the level of the hierarchy, and then the expansion. These are the available dimensions and expansions:

- Dimensions:
 - A# Account
 - E# Entity
 - S# Scenario
 - \circ F# Flow
 - UD1# through UD8# UD1 through UD8
- Member Expansions:
 - Member
 - Base
 - Children

- Children(I)
- Descendants
- Descendants(I)
- Tree
- Tree Descendants
- Tree Descendants (I)
- **Grouped Dimensions (optional)**: This feature allows you to create a member in multiple dimensions with only one input during a user-initiated request process. Grouped Dimensions can only be edited from the Dimension editor dialog box, not in the summary grid.

For example, when you group Entity and UD1 together, a user only needs to input once in the request and the application will automatically generate the second line item for the other grouped dimension.

NOTE: The Grouped Dimensions feature is not compatible with Mass Update. To make changes to multiple dimensions in a single request, add your dimensions to the request profile, then you can make changes to multiple dimensions when using Mass Update.

See Setup and Use Group Dimensions.

Properties

The Properties page contains a table that is pre-installed with all the OneStream dimension properties and commonly used custom properties that you can leverage when creating a request. In this page, users can view, edit, or add properties that may be leveraged when creating a layout.

Properties must appear on this page to be added to a layout and used in the request process.

CAUTION: Administrators should avoid editing or deleting any of the pre-installed properties. Editing the parameters or component types for OneStream dimension properties may cause a commit error. There is no risk to leaving the properties in the table for potential future use.

For information on the function of each OneStream property, see <u>OneStream Software Design</u> and <u>Reference > Application Properties</u>.

Properties Toolbar

Request Profiles	Dime	nsions	Lay	youts	Properties		Validations R	epo	rt Setup Emai	l Setup		
Properties												
+ /	Сору	iii Delete	Save	© Cancel	1							
Property Name		T C	escription	Ţ	Category	Ţ	Component Type	Ŧ	Parameter Type	Parameter Name	Default Value T	Advanced Options
AccountType		A	ccount Type		Account		Combo Box		Delimited List	PROPERTY_AccountType_ACM		
AdjustmentType		٨	djustment Typ	pe	Account		Varying Member Prope	rt)	Input Value	PROPERTY_AdjustmentType_ACM		
AggregationWei	ight	A	ggregation W	/eight	Account, Flo	w, L	Text Box		Input Value			

New: Create a new property, like a custom property needed to support your organization's request process.

Edit: Select a property and click Edit to modify.

Copy: Select an existing property to copy. This will bring you to the editing page where you will provide a unique description.

Delete: Select an existing property to delete. A property cannot be deleted if there is an associated request.

Save: Save changes made in the grid.

Cancel: Cancel all changes made directly in the grid since the last save.

Properties Grid and Editing Page

All properties for the twelve OneStream supported dimensions, the Security User properties, and the Custom created properties are included in the property grid. For each property, the following configurable fields are available for update either directly on the grid or by using the editing page.

Properties > Descript	ion ×
Property Name (required):	
Description	
Property Description (required):	
Default Description	
Category:	Component Type:
Account, Entity, Flow, Sce	Text Box •
Advanced Options:	
SAVE]

Property Name and Property Description

The required property name and description for default properties are defined by OneStream. It is not recommended to delete or edit the default OneStream properties. Users will need to create a name and description for any custom created properties. All properties must have a unique name and description in order to save.

The unique name is used for data storing purposes in the table. You can use the custom label function within the **Layout** page to control how an end user will see the property names in the layout.

Example: if the property "Description" is used across multiple categories, the property may have different custom labels for ease of use within the different layouts. If a user creates two layouts Entity and UD1, they may have the Description property in both. The Description property within the Entity layout could have a custom label of "Entity Name" while within the UD1 layout, the Description property could have the custom label "Cost Center Name", making them unique and easier for the end user to understand.

Category

Each property is attached to a category to allow easy filtering. You will see the filtering in the Layouts page under the **Available Properties** pane. The categories include:

- The standard twelve OneStream dimension types: Account, Entity, Scenario, Flow, and UD1-UD8
- User Security properties
- Custom properties specific to Application Control Manager

A property can be linked to multiple dimension types. For example, the Description property is attached to all twelve standard dimension types.

In addition, you can create a custom property and link it to a dimension category so that it is easy to find in the available properties list within the layout screen.

Example: If you wants to track the department requesting an account, you can create a custom property for department, assuming it is not already a UD, and categorize it in Custom Properties as well as in the Account. This ensures admins can find the property when creating a new layout.

Component Type

Component type defines how the property will appear in the request. It is not recommended to edit the component types for the default OneStream properties and Security properties. These components are displayed in the grid for informational purposes only.

There are many component types available to the user when creating custom properties. The component selection is primarily used for Custom property creation and is normally set to Text Box, Check Box, Combo Box, or List Box.

Component Type	Description
Text Box	Free form input field
Check Box	Ability to check on or off
Combo Box and List Box	Provides a drop-down that can be populated using the following parameter type:

The table below defines the component types within the drop-down menu:

	Parameter Type: Parameter Name: Input Value Imput Value Input Value Imput Value Delimited List Bound List Member Dialog Member Dialog See OneStream Design and Reference > Parameter Types for information on the different parameter types. Also, see Custom Delimited List for instructions on how to create a custom parameter within Application Control Manager.					
Member Selector	Presents the existing hierarchical structures from the Dimension Library to help users quickly click and select a base member.					
Parent Member Selector	Presents the existing hierarchical structures from the Dimension Library to help users quickly click and select a parent member.					
	NOTE: For this component type, the Advanced Options need to have the proper parameters including: IsParentName, DimTypeName, and PropName. There should be no spaces in the parameters. For example, IsParentName=True, DimTypeName= !Item_mdb_DimTypeName_ ACM! , PropName=ParentName					
Security Group Selector	Provides a drop-down list of all existing Security Groups in the application.					

Security Group Membership	This component has a built-in feature to copy the security group assignment from an existing user. The Users drop-down list shows all existing users in the application. The P icon is used to copy the selected user's security group to the Assigned Groups pane.
Position Within Parent Selector	PBI Access PBI Manage Custom component type to support the relationship property Position. This property does not store any values and it reverts to Retain Current Position after every commit. This behavior is consistent with the Dimension Library.
Varying Member Property Selector	 Custom component type to support all OneStream varying properties. Following are the different varying types that a property could utilize: Vary by Cube Type (Account, Entity, UD1) Vary by Scenario Type (Account, Entity, UD1, UD2-UD8) Vary by Scenario Type and Time (Account, Entity, Flow, UD1, UD2-UD8) Vary by Year (Use in Scenario Input Frequency property) Relationship Vary by Scenario Type and Time (Entity)
Cultural Description Selector	Custom component type to support selecting and storing of multiple cultural descriptions.

	a	Varving Member Pro	operty - CulturalDescrij	otion 🗅					
	Cul	tures	Cultural Description	Add					
		•		Remove					
			Cultural Descriptions						
		Culture	Description		т				
		French (France)	bõzur						
		Polish (Poland)	Dzień dobry						
		Finnish (Finland)	Hyvää huomenta						
	de Cu Ad Sy ca	 Cultural Description: Text field to input the desired description. Click the Add button to save the description in the Cultural Descriptions grid. Administrators can set up culture codes in the OneStream System Configuration. After the culture codes are set up, you can manage them in Application Control Manager. 							
	In the drop-down menu, the culture codes display in the correct code format (for example, en-US or fr-FR). You must use the code format not the name of the language (for example, use en-US not English).								
	Fo ea	de a separate line for							
Formula Editor	din fro	nension prop m other dime	erty Formula	. This Form ies by oper	port the Scenario nula property differs ning an editor instead				

Default Value

Default value provides a pre-populated value when creating a request. This field is optional, and if not filled out, will appear as an empty field awaiting to be populated.

Advanced Options

Some component types can be customized by passing parameters. When writing parameters ensure there are no spaces in between the parameter name, the equal sign, and the parameter value (within squared brackets). Below are some examples of the parameters in the Advanced Options:

For a Combo Box, Check Box, or Text Box component type, a tooltip can be added to show customized message. When hovering over the property, the user will be able to read the message. An example of a tooltip parameter is:

Tooltip=[Select True if Entity is not the same as IC]

Tooltip=[Field allows for 50 character length Max]

• Use a Member Selector or Parent Selector component type to display existing hierarchical structures from the Dimension Library by entering this parameter:

IsParentName=True, DimTypeName=|!Item_mdb_DimTypeName_ACM!|, PropName=ParentName

• Or to specify a property as a Parent Selector, you would enter: IsParentName=True

Custom Delimited List

When creating a Combo box or List box, you must specify a parameter name in order to save. You can select an existing parameter or create a new delimited list. To create a new delimited list:

1. Select the <New Delimited List> in the Parameter Name field.

Parameter Type:		Parameter Name:	
Input Value	•		
		<new delimited="" list=""></new>	î

2. In the Add Delimited List dialogue, populate the **Name**, **Description** (limit to 87 characters), and **Value items**.

New Delimited List Name: Priority Description: Priority Parameter Type: Delimited List Display items (comma delimited):	${ { $	۵	ο×
Priority Description: Priority Parameter Types Delimited List Display items (comma delimited):	New Delimited List		
Description: Priority Parameter Type: Delimited List Display items (comma delimited):	Names		
Priority Parameter Type: Delimited List Display items (comma delimited):	Priority		
Parameter Type: Delimited List Ulapiay Items (comma delimited):	Description:		
Delimited List	Priority		
Display items (comma delimited):	••		_
	Delimited List		•
	Display Items (comma delimited):		
High,Medium,Low	High,Medium,Low		
Value items (comma delimited):	Value Items (comma delimited):		
1,2,3	1,2,3		
	SAVE	CANCEL	

 Click Save. The list will be created as a Parameter under Workspaces > Application Control Manager (ACM) > Parameters, with a prefix of "CustList_" and can be edited from the workspace page.

Custom Properties

Custom properties are used to enrich requests. This allows organizations to create requests with specific sets of information outside the typical security or metadata properties. Examples may include tracking the department generating the request, the risk of the request, or the urgency of the request.

NOTE: These custom properties are only stored within the Application Control Manager table. They are not passed to the OneStream platform, and therefore their values are not stored in the OneStream Dimension Library.

Application Control Manager delivers several commonly used custom properties, but you can set up as many custom properties as needed. A list of the custom properties delivered in Application Control Manager are in the table below:

Name	Description	Definition
ReferenceAccount	Reference Account	Created for user-initated type requests, not applicable for the Metadata File Import process.

		Member Selector component type
ReferenceEntity	Reference Entity	Member Selector component type. Display a list of existing hierarchical structures from the Dimension Library based on the dimension specified in the Request Profile. The parameter in these properties uses the member filter provided for the dimension on the Dimensions page.
ReferenceFlow	Reference Flow	
ReferenceScenario	Reference Scenario	
ReferenceUD1	Reference UD1	
ReferenceUD2	Reference UD2	
ReferenceUD3	Reference UD3	
ReferenceUD4	Reference UD4	
ReferenceUD5	Reference UD5	
ReferenceUD6	Reference UD6	
ReferenceUD7	Reference UD7	
ReferenceUD8	Reference UD8	
SelectMember	Base Member Selector	Created for user-initiated type requests, not applicable for the Metadata File Import process. Member Selector component type. Display a list of base members based on the dimension specified in the Request Profile.
SelectParentMember	Parent Member Selector	
CubeType	Cube Type	Created for the Metadata File Import process. Not applicable for user- initiated request. This property allows the user to include the vary by cube

		type information in the import source file.
TimeVal	Time	Created for the Metadata File Import process. Not applicable for user- initiated requests. This property allows the user to include the vary by time value information in the import source file.
RelationshipScenarioType	Scenario Type	Created for the Metadata File Import process. Not applicable for user- initiated requests. This property allows users to include the relationship vary by scenario type information in the import source file.
RelationshipTimeVal	Time	Created for the Metadata File Import process. Not applicable for user- initiated requests. This property allows users to include the relationship vary by time value information in the import source file.

Layouts

A layout is used to design the input form a user will leverage to enter details or to enrich a request during a change request process. A layout is required to create a **Request Profile** and layouts can vary by the different actions allowed in a request.

You can control a set of properties that are allowed to be updated, set required fields, or apply validations to the properties in a layout. A different layout can be created and assigned to different steps and actions in a Request Profile to control who can update what properties.

For example:

• For a requester creating a new account (**Add** action), the layout may contain most of the basic properties, but for copying an account (**Copy** action), you may create a different layout that only needs the Name and Parent name.

- For an Enricher, a layout may contain additional properties such as Text1 field where a requester will not have visibility into.
- For an Approval, a layout may be entirely read-only to control data integrity.

In the examples above, four separate layouts would be created to support the process.

Layouts Toolbar

Request Profiles Dimensions		rofiles Dimensions Layouts			Properties	Validations	Report Setup	Email Setup		
Layou	ts									
+	/	ē	î.	1	-	8		Layout Type		
New	Edit	Сору	Delete		Save	Cancel		Main Lay	outs	-

New: Create a new layout. This will bring up the Layouts editing page.

Edit: Select a layout and click Edit to modify. This will bring up the Layouts editing page.

Copy: Select an existing layout to copy. This will bring you to the editing page where you will provide a unique description.

Delete: Select an existing layout to delete. A layout cannot be deleted if there is an associated request. It is not recommended to delete the OneStream pre-installed layouts. There is no risk in leaving the layouts in the list for potential future use.

Save: Save changes made in the grid.

Cancel: Cancel all changes made directly in the grid since the last save.

Layout Type: There are two types of layouts:

Layout Type:	
Main Layouts	•
All Layouts	
Main Layouts	
Request Profile Layouts	

• **Main Layouts**: This is the layout a user will use as the main input form. When you create a new layout, it will automatically be labeled as a main layout.

 Request Profile Layouts: Prefixed with FV_ and is automatically created when a new Request Profile is created. Refer to the <u>Request Profile Layouts (FV_)</u> section for more information.

Default Layouts for Metadata File Import

Application Control Manager is pre-installed with a set of default layouts specifically to support the Metadata File Import process. Each layout contains the standard OneStream properties relevant to the dimension, as well as additional custom properties to support varying member properties.

See<u>OneStream Design and Reference > Cube > Dimensions</u> for varying properties descriptions.

CAUTION: It is not recommended that you update or delete the default layouts. If you edit the default layouts, you will also need to update the Metadata File Import Data Sources connectors. See <u>Define Metadata Import Properties</u> for information on customizing the import process.

The following are the default layouts that are pre-installed in the application:

- AccountSource
- EntitySource
- FlowSource
- ScenarioSource
- UD1Source
- UD2Source
- UD3Source
- UD4Source
- UD5Source
- UD6Source
- UD7Source
- UD8Source

Layout Name 🌹	Description T
AccountSource	AccountSource
EntitySource	EntitySource
FlowSource	FlowSource
ScenarioSource	ScenarioSource
UD1Source	UD1Source
UD2Source	UD2Source
UD3Source	UD3Source
UD4Source	UD4Source
UD5Source	UD5Source
UD6Source	UD6Source
UD7Source	UD7Source
UD8Source	UD8Source

Layouts Editing Page

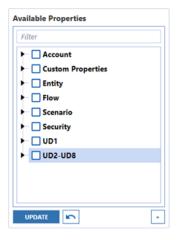
This page is accessible when you click the **New**, **Edit**, or **Copy** icons on the Layouts page.

yout Name (required):		Layout Description:										
AccountSource		untSource							SAVE	CAN	æ	
Available Properties	=	ø	A		G	Σs	Ö					
Filter	Change Orde	r Assign Validation	Toggle Editable	Toggle Required		Toggle Calculate Copy Properties		erties				
+ Account					Assi	gned Propert	ties				1	
Custom Properties	Property Nan	ne 1	Display Order	r T	Editable 🔻	Required 7	Calculate T	Custom Label 7	Options 7	Validations 7	,	
🕨 🔲 Entity	ParentName	(Parent Name)		0								
Flow	Name (Nam	e)		1								
Scenario	Description	(Default Description))	2								
Security	Text1 (Text1)			3								
► 🗌 UD1	Text2 (Text2)			4								
UD2-UD8	Text3 (Text3)			5								
	Text4 (Text4)			6								
	Text5 (Text5)			7								
	Text6 (Text6)			8								
UPDATE	Taut 7 (Taut 7)			0								

Layout Name (required): Provide a unique layout name. No duplications are allowed.

Layout Description: This is what will show in the Request Profile when assigning a layout to an action. Description length cannot exceed 250 characters.

Available Properties: All the properties from the Properties page will be displayed in the Available Properties pane organized by dimension types.



- **Filter**: Properties are categorized by dimension type. Use the Filter function to instantly search for a property.
- Update Button: After selecting the properties by selecting the checkbox, click on the Update button to move the selected properties to the Assigned Properties grid.
- **Reset Property Selection**: Undo the checkbox selections in the **Available Properties** pane. This does not unassign or change the **Assigned Properties** grid.
- **Create New Custom Property**: This will bring up the property editing page that allows you to create a new custom property. The new property will be available for selection immediately and will automatically be added in the Properties page.

Assigned Properties Grid: The main control of what and how a user can interact with each property assigned in the layout.

		Ass	gned Proper	ties			
Property Name 🔻	Display Order T	Editable 🔻	Required T	Calculate 🔻	Custom Label T	Options T	Validations
ParentName (Parent Name)	0						
Name (Name)	1						
Description (Default Description)	2						MaxLength20

Property Name: Use the **Available Properties** pane to assign properties here. In the Metadata File Import Process, this property name must match the Business Rule connector field for the import to run correctly.

Display Order: The order of properties displayed in the layout. In the Metadata File Import process, this display order must match the Business Rule connector field in order for the import to run correctly. Duplication in display order will cause an error when processing the file import.

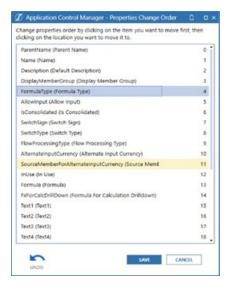
The following options are only applicable to user-initiated requests. They do not apply to the Metadata File Import process.

- Editable: Indicates whether the property can be edited during the request process.
- **Required**: Indicates if the property is required. When set to **True**, users will not be able to save the line item if the property is left blank.
- **Calculate**: Indicates if the property is calculated based on another property. Typically, this is used in conjunction with a Reference property. For example, referencing another Account when creating a new account, you may want to make Account Type as a calculate field to copy the same account type as the member being referenced.
- Custom Label: Overrides the property label.
- **Options**: Advanced options are used to allow passing of parameters to set a property as a reference property or set the property tooltip.
- Validations: Use the Assign Validation button to assign a validation to the property. A property can have multiple validations assigned to it. Assigned validations will be displayed in this column separated by a comma delimiter. In the Request Profile, a validation will run on a saved line item or on demand by clicking the Validate button.

Assigned Properties Toolbar



Change Order: Click this button to access the change order editing page.



To change the order of the properties:

- Select the property to move.
- Select the property you would like to move it above.
- Click Save.
- Click the **Undo** icon to revert the last action.
- Click the **Cancel** button to close the assignment window.
 The Change Order column in the Assigned Properties grid will automatically update with the new order.

Assign Validation: Click this button to view the validation assignment window.

vailable Validations		Assigned Validations	
	ADD REMOVE	Filter MaxLength20	

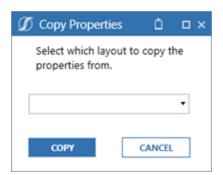
- Available Validations displays the pre-installed and custom validations available.
- Filter allows searching for a validation by name.
- Select one or more validations and click the Add button to move them to Assigned Validations.
- Click the Remove button to unassign validations.
- Click Create Custom Validation to create a new validation from this pane.

Toggle Editable: This will either select all or clear all checkboxes in the **Editable** column in the Assigned Properties grid. After you click this button, all previous selections you have made in the grid will be overwritten and cannot be undone.

Toggle Required: This will either select all or clear all checkboxes in the **Required** column in the Assigned Properties grid. After you click this button, any previous selections you have made in the grid will be overwritten and cannot be undone.

Toggle Calculate: This will either select all or clear all checkboxes in the **Calculate** column in the Assigned Properties grid. Clicking this will overwrite any previous selections, which cannot be undone.

Copy Properties: Use this button to quickly copy all the properties from an existing layout. Once you select which layout to copy the properties from, properties you have previously assigned in the grid will be overwritten and cannot be undone.



Request Profile Layouts (FV_)

Some users may want to capture information about a request as a whole (request level) versus at the individual line-item level. For example, information retrieved from a request level may be the **Request Priority** or **Business Justification** for submitting the request.

Application Control Manager can assist in this situation. When a **Request Profile** is created, the application automatically creates a corresponding Layout for it. The layout is saved as Request Profile Layouts type and is named with a prefix of FV_ followed by the Request Profile's name.

For example, if the Request Profile name is Entity_Initiate1, then the layout will be named FV_Entity_Initiate1.

To access these layouts, navigate to Layouts page then select **Request Profiles Layouts** from the Layout Type filter.

Request I	Profiles		Dimensions	Properti	es	Layouts	Validations	Email Setup	Report Setup	
Layou	its									
+ New	₽ Edit	[] Co	py Delete		8 ancel			t Type: uest Profile Layouts		
Layout	Name	T	Description	1	r -					æ
FV_Acc	ountSou	irce	[FV] AccountSo	urce						
FV_Enti	ity_Initia	te	[FV] Entity_Initia	ate						
FV_Ent	ity_Initia	te1	[FV] Entity_Initia	ate						
FV_Ent	itySourc	e	[FV] EntitySource	ce						

Continuing with the earlier example, to capture the Priority of a request, first create a custom property in the **Properties** page. Then navigate back to Layouts page, select Request Profile Layouts from the filter, then select **Edit** to bring up the Layout editing page where you can then assign a custom property. Only Custom properties should be used as the request level.

Properties assigned to the Request Profile Layouts level will appear after you select the Request Profile and click **Create** from the home page.

Ø New Cl	nange Request		Û	□×
Add				
Select Cl	ange Request Type:			
Entity_I	nitiate	-		
Priority			•	
		Save	Ca	ncel

Validations

Validations are a set of rules that can be applied to a property to ensure data integrity. For example, descriptions can be set to not exceed a certain number of characters, or a particular date format can be set. Validations are optional and are not required to complete a Request Profile.

NOTE: Validations do not work on the initiate step in the Metadata File Import process. They are only applicable to user-initiated requests. However, they can be part of a following layout profile for Metadata File Import.

Validations will run when you save the line-items, or when you click the Validate button.

Application Control Manager is pre-installed with the following default validations.

	Validation Name	Description	Failure Message	Business Rules
1	CostCenterUD6Parent	Parent Should be JDE_DPT or SAP_DPT	JDE_DPT for JDE or SAP_DPT for SAP	{ACM_Validations}{CheckFormat}{D
2	BaseNotAllowed	For Parent selection boxes, do not allow base members.	Selected Parent Member can not be a base member.	{ACM_Validations}{BaseNotAllowe
3	ValidateNameCharacters	Do not allow invalid characters (ex. Spaces in names, any system restriction, etc.)	Name contains invalid characters.	{ACM_Validations}{ValidateNameC
4	CheckFormatCC	Account base formatting: CC_JDE_, CC_SAP_	Name must begin with: CC_JDE_ for JDE or CC_SAP_ for SAP	{ACM_Validations}{CheckFormat}{D
5	ExistingUser	Check if User already exists	User with this Name already exists	{ACM_Validations}{CheckUserExists
6	InvalidCharactersDescription	Check for Invalid Characters	Description contains invalid characters	{ACM_Validations}{InvalidCharacte
7	CheckFormatEntity	Entity base formatting: ENT_	Name must begin with ENT_	{ACM_Validations}{CheckFormat}{D
8	EntityText1Valid	Text 1 Options: JDE, OTH or SAP	Text 1 must be JDE, OTH or SAP depending on Cube	{ACM_Validations}{CheckFormat}{D
9	ParentNotValidUD2	For Parent UD2 selection boxes, do not allow	Selected Parent Member can not be a base member.	{ACM_Validations}{ParentNotValid
		PC_, PBU_, or OTH_members as a parent.	(PC_, PBU_, or OTH_ members not allowed as parents)	
10	CheckDateFormat	Make sure text is a Date	Please enter Active Date in "DD/MM/YYYY" Format	{ACM_Validations}{CheckFormat}{F
11	MaxLength20	Max Length	Must be 20 characters or less	{ACM_Validations}{CheckFormat}{M
12	LengthEquals3	Length Restriction	Must be 3 characters long	{ACM_Validations}{CheckFormat}{L
13	ExistingMember	Check if Member already exists	Member with this Name already exists	{ACM_Validations}{CheckMemberE

You can also create custom validations.

Validations Toolbar

lequest Profiles	Dimensio	ns	Lay	outs	Properties	Validations	Report Setup	Email Setup
/alidations								
	Copy Del	·	T Save	S Cancel				
Validation Name	7	Descrip	tion		T	Failure Message	Ţ	Business Rules
CostCenterUD6Pa	rent	Parent S	hould	be JDE_DPT	or SAP_DPT	JDE_DPT for JDE or SA	P_DPT for SAP	{ACM_Validations}{C
BaseNotAllowed		For Pare	ent sele	ction boxes	do not allow b	Selected Parent Memb base member.	er can not be a	{ACM_Validations}{B
ValidateNameCha	racters	Do not	allow ir	nvalid charad	ters (ex. Space:	Name contains invalid	characters.	{ACM_Validations}{V

- New: Create a new validation. This will bring up the Validation editing page.
- Edit: Select a validation and click Edit to modify. This will bring up the Validation editing page.
- **Copy**: Select an existing layout to copy. This will bring up the editing page to allow for a unique description to be provided.
- Delete: Choose an existing validation to delete.
- Save: Save changes made in the grid.
- Cancel: Cancel all changes made in the grid since the last save.

Vali	dations Properties		
			MaxLength20
	Assigned Layouts	Layout Label 🔻	Assigned Properties 🔻
	AccountSource	AccountSource	Description

Use the Validations and Properties buttons to select an existing layout and assign the validation to one or multiple properties assigned to the selected layout.

NOTE: You must first select a layout by clicking the **Validations** button before clicking the **Properties** button.

Validations: This allows you to select an existing layout and assign a validation. First select the desired validation, then click on this button to display the assignment window.

🕖 Assign Current	Validation to Views	s				Û	0
MaxLengtl	n20 - Assig	gn to	La	yout			
Avai	ilable Layouts			A	signed Layouts		
Layout Name 🛛 🕈	Layout Label 🛛 🕇	i	1	Layout Name 🔻	Layout Label 🔻		
EntitySource	EntitySource		»	AccountSource	AccountSource		
FlowSource	FlowSource		>				
FV_AccountSource	[FV] AccountSource		1				
FV_EntitySource	[FV] EntitySource		<				
FV_FlowSource	[FV] FlowSource		«				
FV_OptionTest	[FV] OptionTest						
FV_ScenarioSource	[FV] ScenarioSource	2					
FV_UD1Source	(FV) UD1Source						

Properties: Select a layout before clicking this button. This displays a window with the assigned properties for the selected layout.

Ø AccountSou	irce							û	ο×
No Seleo	tion	- Ass	ign	Pro	oper	tie	es.		
Avail	able Pro	perties				A	ssigned Properties		
Name	Ţ	Editable 🕇	i	1	Name	T			
AccountType				»	Descript	tion			
AdjustmentTyp	2			>					
AggregationWe	ight			2					
Allowinput				ì					
CubeType				«					
CulturalDescrip	tion								
Culture									
a: 1	~	-	•						
								C	lose

Validations Grid and Editing Page

Some fields can be edited directly on the Validations page grid or by using the editing page. This page is accessible when you select **New**, **Edit**, or **Copy**.

🕖 Application Control Manager - Validations	Û	۵×
MaxLength20		
Validation Name (required):		
MaxLength20		
Description:		
Max Length		
Failure Message:		
Must be 20 characters or less		
Business Rule:		
{ACM_Validations}{CheckFormat}{MaxLength=20}		
SAVE	CANCE	

Validation Name (required): Choose a unique name for the validation. Duplication is not allowed.

Description: Enter a description of the validation. Description length cannot exceed 250 characters.

Failure Message: This is the message users will receive when the validation is triggered.

Business Rule: Enter the rules and parameters for the validation. All validation rules are stored in the ACM_Validations.cs assembly within workspaces.

IMPORTANT: When creating a custom validation rule, ensure the parameters are added to the ACM_Validations business rule, which is unencrypted. Using another business rule is not supported at this stage.

Email Setup

Email can be used to notify users of the status of a request or notify the application admin when there is failure in a process. An email template is required to complete a Request Profile. You can elect not to use email notification by leaving the email addresses blank.

Request Profile N	Name (required	0:			Description:	
OptionTest					OptionTest_Desc	
Security Group:		Error	Template (requ	ired):	Error Email Address:	
Everyone		• Erro	r	•		
Request Type (r Metadata		- E	ow cenario	i	Modify Approven: Enabled:	
		• 0	D1	Ţ		
+ Add Step	rofile Steps Edit Step	Remove Ste	2			
+ Add Step Order T St	Edit Step tep T D	Remove Ste rescription T	p Action (7	• Email Templa T		
+ Add Step Order T St	Edit Step tep T D	Remove Ste	2	• Email Templa T Default	Email Address Ĵ Jam@onestreamsoftware.com	
+ Add Step Order T St 1 I	Edit Step tep T D Initiate Pi	Remove Ste rescription T	p Action (7			

- Error Email Template (required): Email template sent out when there is an error running the request profile.
- **Email Template**: After a request is submitted, this is the email template sent to the specified email addresses.

Email Server Setup

Define the email server that should be used to send out email notifications from the application.

The server name is pre-populated with OnestreamEmail server. Choose this or enter your own server name and click **Save** to register it in the application.

Request Profiles	Dimensions	Layouts	Properties	Validations	Report Setup	Email	Setup
Email Setup							
Server configuration r	ame:					AVE	CANCEL
OneStreamEmail						AVE	Concer
Manual Setup							
Email server:							
Email port:							
-1							
From address:							
User name:							
Password:							

• Server Configuration name: Specify the email server account to send notifications from Application Control Manager

- Manual Setup: Alternatively, you can manually input the configuration to setup the server.
 - **Email server**: Name matching the email server setup in the OneStream Server Configuration
 - Email port: Email port that is setup in the server configuration
 - From address: The address the application will use to send out the email
 - User name: User name for the email account used above
 - **Password**: Password for the email account used above

Email Templates

You can set up a different email template to use at different stages in a request. For example, a template can contain next step information to notify users of a pending request. An email template could notify users when a request has been committed.

Two defaults email templates are pre-installed with the application: Error and Default templates. You can edit these default templates or create new templates using the available placeholders from the application.

Request Name: #FlowLabel# \n Current Step: #PriorFlowStepLabel# \n Request Request ID: #RequestID# Processing Information Status: #RequestStatus# \n Requester: #RequestID# processing Information Status: #RequestStatus# \n Requester:
Request Name: #FlowLabel# \n Current Step: #PhiorFlowStepLabel# \n Request fault RequestID: #RequestID# Processing Information Status: #RequestFatus# \n Requester: #Requester# \n Next Step:
Default Request ID: #RequestID# Processing Information Status: #RequestStatus# \n Request Status: #RequestStatus# \n Requester: In Next Step:
#CurrentFlowStepLabel#
Error RequestID #requestid# Processing Failure

Email Templates Toolbar

New: Create a new template. This will bring up the email template editing page.

Copy: Select an existing template to copy. This will bring you to the editing page, where you will provide a unique description.

Edit: Select an existing template and click **Edit** to modify. This will bring up the email template editing page.

Delete: Select an existing template to delete.

Email Template Editing Page

Some fields can be edited directly on the Email Templates grid or by using the editing page. This page is accessible when you select **New**, **Edit**, or **Copy** on the Email Setup page.

Ø Application Control M	anager - Edit E	mail Templat	e	û	o,
Labelt					
Default					
Subject:					
Request ID: #RequestID# F	rocessing Inform	nation			
Message:					
#CurrentFlowStepLabel#					

- Label: A unique name for the email template. No duplication is allowed.
- Subject: Description that will show up in the subject line of the email.
- **Message**: The message that will show up in the email body. This can be customized by using the placeholder options below.

Email Placeholder Options

Using the email placeholder and the escape sequences below, you can customize an email template for use in different steps in the request.

For example, type in the content you would like to see in the body of the email, like **Request Name:**. Then specify the placeholder and enclose it with **#** signs, like **#**FlowLabel**#**. Enter **\n** to insert a line break.

Below are the available placeholder options:

- FlowName: Request profile name
- FlowType: Type of request, either metadata or security type
- FlowLabel: Request profile description
- FlowStepLabel: Current request profile step description

- PriorFlowStepLabel: Previous request profile step description
- FlowStepType: Current request profile step type
- Message: Custom message
- RequestID: Request identification number
- Requester: Name of the person who created the request
- RequestStatus: Current status of the request
- RequestNextAction: Show if the request is claimed by someone

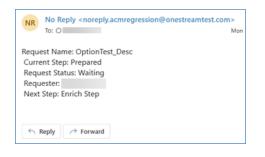
Escape sequence options:

- \n: newline
- \": doublequote
- \r: carriage return
- \t: tab

The Default email template is prefilled with the below placeholders as an example of how to format the message:

Request Name: #FlowLabel# \n Current Step: #PriorFlowStepLabel# \n Request Status: #RequestStatus# \n Requester: #Requester# \n Next Step: #CurrentFlowStepLabel#

The resulting email with these placeholders would look like this:



Request Profiles

Request Profiles represent the entire approval process a user completes when creating a new request. When a requester wants to start a change request, they must first select a request profile. A request profile controls the following elements in a change request process:

- Which dimension and hierarchy can be changed. This is defined in the Dimensions page.
- · What approval or enrichment steps are required
- · Who can have access to each step
- What email notification should be sent out for each step. This is setup in the Email Setup page.
- What actions (Add, Copy, Update, etc.) are allowed to be performed on the dimension
- Which properties can be changed. This is defined in the Layouts page.

Request Profiles Toolbar

Request	Profiles	Dim	nensions	Lay	outs	Propertie	5	1	Validations
Requ	est Pr	ofiles							
+	1	Ō	ii.			ĩ	T	Ŧ	8
New	Edit	Сору	Delete	Create	Create All	Delete All		Save	Cancel

New: Create a new profile. This will bring up the Request Profile editing page, allowing you to enter details.

Edit: Select a profile and click **Edit** to modify. If a Request Profile has an associated open request, you will receive a prompt asking if you would like to close out the request before proceeding.

Copy: Select an existing profile to copy. This will bring you to the editing page where you will be required to provide a unique description.

Delete: Select an existing profile to delete. Ensure there are no associated, open, or completed requests to prevent the audit trail from being deleted.

Create: Create dynamic dashboard components for the selected Request Profile. Every time there is a change in a profile, you must click **Create** to regenerate the dynamic dashboard.

Create All: Create dynamic dashboard components for all Request Profiles.

Delete All: Delete all dynamic dashboard components for all Request Profiles. This only deletes the underlying dynamic dashboards, not the Request Profile.

Save: Save changes made in the grid.

Cancel: Cancel all changes made directly in the grid since the last save.

IMPORTANT: The dynamic dashboards are created in a specific Maintenance Unit named Application Control Manager Dynamic Dashboards (ACM). Do not make updates to the Dashboard there. Any changes will be overwritten when the Create process is run. Only make updates using the Request Profile editing page.

Default Request Profiles for Metadata File Import

Application Control Manager is pre-installed with a set of default Request Profiles specifically to support the Metadata File Import process. Each profile is set with the following configurations:

- Dimension is set to the same dimension as the profile name. For example, Entity is selected for the EntitySource request profile name.
- The Initiate and Commit steps
- The Action Group for each step is set to Everyone
- Email Template is set to the pre-installed templates, the Error and Default templates.
- Actions (Add, Copy, Update, Move, Remove) are turned on with the pre-installed layouts.

CAUTION: We do not recommended you update or delete the default Request Profiles. If you edit the default profiles, make sure to update the Data Source and supply the new Request Profile names for the default Metadata File Import to run correctly. Deleting the default profiles may cause import errors.

See Define Metadata Import Properties for more information on customizing the import process.

The following are the default layouts that are pre-installed in the application:

- EntitySource
- AccountSource
- UD1Source
- UD2Source

- UD3Source
- UD4Source
- UD5Source
- UD6Source
- UD7Source
- UD8Source
- FlowSource
- ScenarioSource

Display Order 🌹	Name 🔻	Description T	Request Type T	Security Group T	Enabled T
1	EntitySource	EntitySource	Metadata	Everyone	
2	AccountSource	AccountSource	Metadata	Everyone	
3	UD1Source	UD1Source	Metadata	Everyone	
4	UD2Source	UD2Source	Metadata	Everyone	
5	UD3Source	UD3Source	Metadata	Everyone	
6	UD4Source	UD4Source	Metadata	Everyone	
7	UD5Source	UD5Source	Metadata	Everyone	
8	UD6Source	UD6Source	Metadata	Everyone	
9	UD7Source	UD7Source	Metadata	Everyone	
10	UD8Source	UD8Source	Metadata	Everyone	
11	FlowSource	FlowSource	Metadata	Everyone	
12	ScenarioSource	ScenarioSource	Metadata	Everyone	

Request Profiles Editing Page

This page is accessible when you click the New, Edit, or Copy icons on the Request Profile page.

Request Profiles	> AccountSource ×		
Request Profile Name (requ	ired):	Description:	Display Order:
AccountSource		AccountSource	2
Security Group:	Error Template (required):	Error Email Address:	
Everyone	 Error 	•	

General Request Profiles Information

- Request Profile Name (required): Unique name for the profile
- Description: Description users see when creating a request

- Display Order: Order in which the request will display for user selection
- Security Group: Indicates who can manage the Request Profile
- Error Email Template (required): Email template sent out for errors relating to the Request Profile
- Error Email Address: Email address receiving the profile error email, usually the application administrator group. Input the full email address such as admin@onestream.com.

Request Type (required):	Dimension (required):		Modify Approvers:	Enabled:
Metadata O Security	Account	î		
	CorpEntities			
	Entity			
	Elow			

Request Type

- **Request Type(required)**: Specify if the profile is for Metadata or Security updates. Depending on the selected type, different actions will be available (Add, Copy, Update, Move, Remove, and Delete for Metadata. Add, Update, and Remove for Security).
- Dimension (required): Indicates which dimensions the request can update. You will select the Dimension Description as defined in the Dimensions creation step above. You can also select multiple dimensions and use the Grouped Dimensions functionality. <u>See Setup and</u> <u>Use Grouped Dimensions</u>. This will appear after selecting Metadata under Request Type and saving.
- Modify Approvers: Determines if the Approvers icon will be visible to users on the Request page. Enabling this features will bypass the security action group specified in the steps. See <u>Use Modify Approvers</u> for more information.
- Enabled: Determines if the request profile is visible to the user.

+	/	-				
Add St		Remove Step				_
Order 7	Step 🔻	Description 7	Action Group	Email Template T	Email Address	
1	Initiate	Initiate	Everyone	Default		
2	Commit	Commit	Everyone	Default		

Steps

- **Order**: Indicates the stages the request will go through. Minimally you need the Initiate and Commit steps in order for a request to be created and committed correctly. Step orders must be sequential and cannot be duplicated.
- **Step**: The application is setup to support five step types. You can have multiple Process steps, but should only have one Initiate and Commit step.
 - Initiate: First step in creating a request. This step cannot be deleted.
 - **Process**: Additional processing steps to support the request. For example, for approval, enrichment, or review.
 - **Commit**: Makes the updates to the OneStream Dimension Library.
 - **Migrate**: Migrate requests to the target environment based on the setup in Global Options. A target environment is required to save this step correctly.
 - **Export**: Export Requests to the target folder based on the setup in Exports > Export Request. An Export Group selection is required to save this step correctly.
- **Description**: Give a description of the purpose of each step.
- Action Group: Specify which users have access at each step.
- **Email Template**: Select the email template for email notification. Email templates are setup on the Email Setup page.
- **Email Address**: Email group to be notified when the request has reached their assigned step. Input the full email address such as ABC@onestream.com.

Use the toolbar and step editing page to manage the steps in the request profile.



• Add Step: This will bring up the step editing page. The next number is automatically populated.

- Edit Step: This will bring up the step editing page and the selected step information will be displayed on the page.
- **Remove Step**: Select the step you would like to delete, then click on the **Remove Step** icon. You cannot delete a Initiate step.

, ppne	ation Control Manager	Û O×
New St	ep	
Order:	Step Type:	
1 •	Initiate	•
Description	c	
Initiate		
Action Gro	up:	
Nobody		-
Email Temp	late:	
Default		-
Email Addr	ess:	
	SAVE	CANCEL

Layout Assignment for Step - Initiate (Initiate)											
+											
New Layout											
Dimension T	Add T	Сору 🛛 🕇	Update T	Move T	Remove T	Delete 🔊					
Entity	EntitySource	EntitySource	EntitySource	EntitySource							
	Ю			1 Row	s Pag	e 1 of 1					

Layout Assignment Actions

Determine what actions a user can submit in a request by assigning a layout to it in order to activate it. For example, to allow Adding of a new account, assign an Account layout to the **Add** column. Or to prevent user from removing an Entity, leave the **Remove** column blank to turn the action off.

Only the Initiate and Process steps need to have layout assignments for actions.

- Dimension: Auto-populated based on the Dimension selection.
- Actions: There are six available actions in the application. Action types will only be processed if a Layout is assigned.
 - **Add**: Create a new member
 - **Copy**: Copy a member and it's relationships
 - Update: Change the property value of a member
 - **Move**: Move a member to a new parent. This will remove the member from their current relationship.
 - **Remove**: Remove the current relationship of a member without moving them to a new one. If the Member is no longer a part of the Dimension structure, it will be placed under Orphans.
 - **Delete**: Delete a member. Members that have underlying stored data (such as Actual amount or Budget data) cannot be deleted.

As you select the Request Profile type, you will see the available actions in the Layout Assignment grid.

For Metadata the available actions are: Add, Copy, Update, Move, Remove, and Delete.

For User Security the available actions are: Add, Update, and Remove.



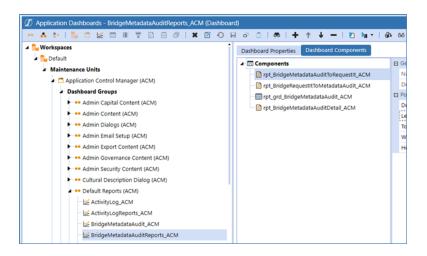
Click on the **New Layout** icon to bring up the Layout editing page and create a new layout without leaving the page.

IMPORTANT: After creating the Request Profile, or anytime after modifying profile options, you must return to the Request Profile Summary page to run the create dashboard process.

Report Setup

Defaults reports are pre-installed with the application. You can also create custom reports. All custom reports should first be created in the application dashboard group below:

Application > Presentation > Dashboards > Application Control Manager (ACM)



After the custom report dashboard has been added, you can then set up the report sets and assign security to the report.

Request Profiles Dim	ensions	Properties	Layout	s Valida	tions	Email Setup	Report
Report Setup							
+-0RI				Report Sets			
Name (Key)	T De	scription	Ţ	Display Order			
Default	De	fault Report Set		10			
					_		

Report Sets

Report sets contain a group of individual reports. The pre-installed reports are grouped in the **Default** report set.

- 🛨: Add a new report set.
- ___: Delete a selected report set.
- 🕗 : Undo unsaved changes.
- 🖬 : Save changes to the report sets.

Reports

When you click on a report set, the lower pane opens where you can add and manage individual reports.

+ - 0 🖬			Default Reports		
Name (Key)	Display Name 🛛 🕇	Enabled Y	Display Order	Security Group	Dashboard Name
MetadataBridge	Metadata Bridge Report		10	Everyone	BridgeMetadataAudit_ACM
RequestAudit	Request Audit		100	Everyone	RequestAudit_ACM
RequestAuditByType	Request Audit By Request		110	Everyone	RequestByTypeAudit_ACM
RequestAuditByStatus	Request Audit By Status		120	Everyone	RequestByStatusAudit_ACM
RequestAuditByStep	Request Audit By Step Typ		130	Everyone	RequestByStepType_ACM
RequestAuditWithItem	Request Audit with Item D		200	Everyone	RequestWithItemDetailAudit_ACM
RequestAutoItemDetail	Automated Request Audit		210	Everyone	RequestAutoItemDetail_ACM
MetadataDetailAudit	Metadata Detail Audit		500	Everyone	MetadataDetailAudit_ACM
ActivityLogAudit	Request Activity Audit		1000	Everyone	ActivityLog_ACM

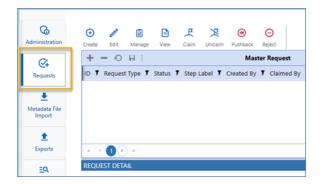
- 🖶 : Add a report to the set.
- ___: Delete a selected report from the set.
- 🕗 : Undo unsaved changes.
- 🖬 : Save changes to the report.

The report table has the following columns:

- Name (Key): Unique name for the report.
- **Display Name**: The name of the report displayed to the end user.
- **Enabled**: Determines if the report in the set can be seen by the end user.
- Display Order: Arranges reports in numerical order.
- Security Group: Assigns the OneStream security group that can view this report.
- Dashboard Name: Name of the report dashboard in Application Control Manager. Custom reports must first be created in the Application > Presentation > Dashboards > Application Control Manager (ACM).

Requests Home Page

Any user with access to create a request will go to the Requests Home Page to start the process. A user that needs to approve or enrich a request will also go to this page for processing. This page is accessible from the left navigation panel on the left-hand side of the application.



A typical flow for a user-initiate request often follows the steps below:

- 1. Click on the **Create** button from the home page.
- 2. A window with the Request Profile drop-down will appear. Users will only see the profile that they have access to. Select a profile and, if applicable, the Request Profile level properties will appear for the user to enter.
- 3. Next, the user will be brought to the **Request Detail** page.
- 4. Click Add to start adding line items to the request.
- 5. Select the actions from the drop-down.
- 6. In the **Item Detail** section, the properties or layout that are assigned to the action will show up.
- 7. Users will enter the necessary information and click on **Save**. If applicable, the validations that are triggered will show an error message at this time.
- 8. After clicking on Save, the line item grid will be refreshed.
- 9. Users can continue to add items or click on Submit.

Request Toolbar



• **Create**: Create a new request. A window will open for users to select a Request Profile that is enabled and they have access to. Any properties that are assigned to the Request Profile Layout will also appear in this window. After clicking **Save**, it will bring you to the request detail page.

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•	
	•
Ca	ncel
	•

- Edit: Update an existing request. Once a request has been submitted to the next step, the requester will not be able to edit the request.
- **Manage**: Brings users to the request detail page. A user cannot manage a request that was initiated by them.
- View: To view an existing request in a read-only state.
- **Claim**: Clicking on this icon will update the **Claimed By** column with the name of the user who claimed it. A user cannot claim a request that was initiated by them.
- **Unclaim**: Clicking on this icon will update the **Claimed By** column with Unclaimed. See the request Filters section below for more information.
- Pushback: Sends the request back to the previous step.
- **Reject**: Reject and close out the request. A comment window will display. A comment is optional to close the request.

💋 Reject & Close R	Ô	ο×	
Set the Status	Close	ed?	
Comment:			
	Confirm		
		С	lose

• **Commit**: This will commit requests that have **Ready for Commit** check boxes set as True. When there is no available request to be committed, this icon will be hidden.

Master Request and Items Grid

The Master Request Grid displays summarized information about the request. It does not show you each line item that is within the request. To view the line item details, you can expand the Request Detail underneath the grid by selecting the **Show** button on the right-hand side of the window.

	0 8 1						er Reque	<u> </u>								J
ID T	Request Type	▼ Status ▼	Step Label 🔻	Created	d By 🔻	Clain	med By	T L	ast Modified	Ţ	Ready For	Commit	T			
R00000005	Entity_Initiate	Waiting	Process			Uncl	laimed	1	2/5/2023 9:50:4	1 PM						
R00000004	Entity_Initiate	InProcess	Initiate					1	2/5/2023 9:50:0	7 PM						
R0000003	Entity_Initiate	InProcess	Initiate					1	2/5/2023 9:32:1	0 PM						
REQUEST D	ETAIL R00000	005											3 Rows	F	Page Hid	
	DETAIL ROOODO	005		ltem	15									ments	Hid	e Sh
REQUEST D		_	to group by tha		-										Hid	1 of e Sh Vie
REQUEST D	umn header an	d drop it here		t columr	n	T V.	/alidated	Ţ	Committed T	Paren	tinReques				Hid	e Sh

Master Request Grid

- ID: System generated identification number for the request
- Request Type: Show the Request Profile descriptions
- Status: The current status of the request. Available statuses are:
 - InProcess: Applies to request that has been initiated or claimed
 - Waiting: Submitted by prior step and is now pending next step action
 - Closed: Closed without being committed. Usually it is either rejected or closed by system
 - Completed: Ran through the commit step
 - FailedCommit: Ran through the commit step but there are line items that failed

- AwaitingApproval: This status will only appear if additional approvers are added to the request using the Modify Approvers feature. Refer to <u>Use Modify Approvers</u> for more information.
- Step Label: Description of the step as set in the Request Profile
- Created By: Name of the user who created the request
- Claimed By: Name of the user who claimed the request. The default value for this is
 Unclaimed
- Last Modified Date: Time stamp indicating the last modification date and time
- **Ready for Commit**: Indicates if the request is ready to be committed. When a request reaches the Commit step, this column will automatically be set to **True**. Administrators can un-select the check box in the grid to set it to False.

Items Grid

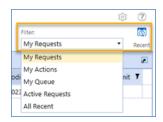
REQUEST DETAIL R00000014											
Items											
Drag a column	Drag a column header and drop it here to group by that column										
Item Group 🔻	Subitem T	Action T	Dimension T	Parent Name 🔻	Member Name 🔻	Notes T	Validated T	Committed T	ParentinRequest		
GroupedTest		ADD	CorpEntities	Root	GroupedTest						
GroupedTest		ADD	CostCenters	Root	GroupedTest						

- Item Group (only shown if the request contains Grouped Dimensions item): Displays the member name in the request.
- **SubItem** (only shown if the request contains Grouped Dimensions item): Either True or False. This indicates if the item is a sub-item of a Grouped Item. Only valid on Grouped Request Types.
- Action: The metadata action to be performed.
- **Dimension**: OneStream dimension to be updated.
- **Parent Name**: OneStream parent member name.
- Member Name: OneStream member name.
- Notes: An input text field that is specific to the particular item.
- Validated: True/False, indicates if all item properties are validated.

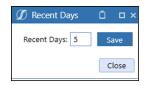
- Committed: True/False, indicates if an item has been successfully committed.
- Parent In Request: True/False, indicates if the Parent is included in the request.

Request Filters

Use the request filters to quickly refresh the Master Request grid and display the relevant requests. There is an option for you to input how many days of requests to show in the grid.



- My Requests: Shows requests the current user has created.
- My Actions: Shows requests with pending actions for the current user.
- **My Queue**: Shows requests for the current user when their group has the next pending action (for example, Enrich group).
- Active Requests: Shows requests that are currently active (not in a closed, completed, or committed status).
- All Recent: Shows all requests in any state from recent days as configured in the next option.
- Keent: Shows all requests in any state from recent days as configured in the next option.



Request Activity

The Request Activity grid is a read-only grid that can be found on the Request Home Page as well as in the Request Details Page.

The same activity entries are also stored in the application Logs table. Users have the option to expand or collapse the activity log grid by preference. Use the **Hide/Show** options located on the right-hand side of the window.

Request Activ	Request Activity Add Comment								
+ - 0		Activity Log							
Username 🔻	Timestamp T	ActivitySummary			T				
ACM_Admin	12/6/2023 7:04:39 PM	Added Item : Action: ADD Dimension: Entity ParentName: Root MemberName: Example Line Item D	escrip	ptic	on:				
ACM_Admin	12/6/2023 6:55:55 PM	Request Updated : Updated by ACM_Admin							
	Ю	2 Rows Pa	ge 1	(of 1				

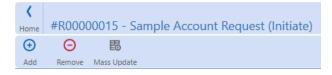
- Username: User performing listed task
- Timestamp: Time that the task was performed
- Activity Summary: A brief overview of the activity
- Add Comment: Add a comment to the request (not to individual line-items within the request) for further clarification

Requests Details Page

To create or manage a request, users will go to the Request Detail page. The Layout configured in the related Request Profile determines what properties will show up in the Item Detail section on this page. Below are the activities that a user can perform on this page:

- Add or delete items in the request. A request can contain multiple line items.
- Move a request forward or backward in the request flow
- Reject a request
- Validate items in a request
- Attach, delete, and download documents
- Add notes to the request
- View the Activity Log

Manage Request Toolbar



- Home: Redirects to the Application Control Manager Master Request Home page.
- Add: Click here to start adding items to the request. A window will appear and all the allowable actions as defined in the Request Profile will be listed in the drop-down list.

🕖 Add Item	Ô	□×
Select Action: Entity (ADD)		•
Add		
	_	
	C	lose

- Remove: Use this button to remove items from the request.
- Mass Update: Populates a OneStream spreadsheet that allows users to submit multiple item changes at one time. See Mass Update for a more detailed walkthrough of this feature.



- **Unclaim**: Puts the request back into the queue as Unclaimed for other approved users to claim and redirects back to the Application Control Manager Master Request Home page.
- **Reject**: Rejects and closes the current request. A window will open for you to input any comments prior to closing the request. You can no longer edit the request after this action.
- Pushback: Pushes the request back to the previous step in the request flow.
- Validate: Checks the validation status of all items in the current request.
- Submit: Moves the request to the next step in the request flow.

Attach Documents

Users can attach supporting documents as part of the change request process. Most commonly used file types are supported (xls, doc, pdf, png, zip) except for xml type.

	0	Θ							
	Attach	Delete	View						
Documents									
RequestExample.csv									

- Attach: Click on attach to bring up the standard file browser window. Select the desired document and click **Open** to attach it in the application. Users can attach multiple documents.
- Delete: Use this button to delete the selected document(s).
- View: Select the document then click on View to open the file.

Item Detail

Line items and details in the request represent the members and actions that the user will be able to update. What kind of actions are allowed to be performed in a request is determined by the Request Profile.

Where applicable, a user can add multiple line items, or action types, within the same request. For example, you may have five new accounts and a couple Move members within the same request.

Items Grid

This is a read-only grid. After a user clicks on the **Save** button, the grid will be refreshed and show the line item details. The Items grid can display unlimited rows and also allows you to export the data by right-clicking within the grid.

	items 🖉										
Drag a col	umn header an	d drop it here to g	group by that colum	n							
Action Y	Dimension Y	Parent Name 🔻	Member Name 🔻	Notes 🔻	Validated Y	Committed T	Parent In Request	T			
ADD	Entity	Root	Example Line Item								

- Action: The metadata action to be performed
- Dimension: OneStream dimension to be updated
- Parent Name: OneStream parent member name
- Member Name: OneStream member name
- Notes: An input text field that is specific to the particular item
- Validated: True/False, indicates if all item properties are validated
- Committed: True/False, indicates if an item has been successfully committed
- ParentInRequest: True/False, indicates if the Parent is included in the request

Item Details and Toolbar

A layout determines what properties will show in the Item Detail dashboard. These dashboards are dynamically created when an Admin clicks on the **Create** button when setting up a Request Profile.

After updating properties in a layout, it is important to re-create the dynamic dashboard in order for the updated properties to appear in the Item Detail section.

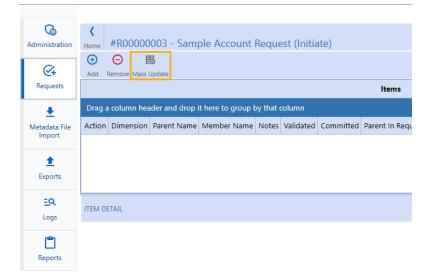
ITEM DETAIL		Ð	Ð	Σ	~	•
		Approvers	Note	Recalculate	Validate	Save
Item Details	Value					
* Name	Katy					
* Parent Member Selector	Is the Parent included in the current request?					
 Parent Member Selector 					•	
Is Consolidated	•					
UD2Constraint						
Workflow Channel						
In Use						

- **Approvers** (Only shown when Modify Approvers is turned on in the Request Profile): Add approvers to the request
- Note: Must first select a line item, and then a note can be entered
- **Recalculate**: Recalculates or refreshes the values for any calculated properties assigned to the layout
- Validate: Runs validations assigned to the current item
- Save: Saves the current item properties

Mass Update

The mass update feature enables you to enter multiple metadata or security items within a single request using the OneStream spreadsheet, rather than entering each change individually on the Request Details page. This provides you with multiple methods of adding and editing your request line-items, which can be particularly useful when many changes may need to be made at one time.

For a walk through of how to use this feature, see Use Mass Update.



Spreadsheet Generation

When you click the **Mass Update** button on the **Request Details** page, a spreadsheet will be dynamically generated and open within the OneStream application.

Temporary Spreadsheet

The temporary spreadsheet that populates is generated based on the line items in the request. One temporary file will be generated for each user when they open the Mass Update spreadsheet. This file can be found in the OneStream file explorer under **Documents** within the user's folder.

NOTE: Since the file created is temporary, any formatting or additional tabs created on the spreadsheet will not be retained the next time the Mass Update spreadsheet is opened for the same request. To maintain formatting and use the spreadsheet for future requests, save the spreadsheet to your local device.

Line Items Tab

One tab will generate titled **Line Items**. This tab is required and should not be deleted or renamed.

23						
24						
25			-			
- 144	- F.	- 100	Line Items	+		

Headers Row

The first header row, which is automatically generated, contains the properties that are assigned in the layouts for the request profile. Some fixed headers or properties appear in every spreadsheet. These properties do not need to be created or added to the layouts, they are generated automatically.

For Metadata request types, there are six fixed headers:

- Dimension: Drop-down list of dimension(s) that are assigned in the request profile
- Actions: Drop-down list of allowable actions in the request profile
- Current Parent Name: All actions except for adding a member require the current parent's name for the member
- Current Member Name: All actions except for adding a member require the current member's name

- **Parent In Request**: Indicate whether the parent for the member is being created within the current request
- ItemID (last column): This hidden column is for system use only. Do not populate or paste any values here.

For user security requests types, there are three fixed headers:

- Action: Drop-down list of allowable actions in the request profile
- Current User Name: Specify the user that you would like to take action on
- ItemID (last column): This hidden column is for system use only. Do not populate or paste any values here.

Request)3 - Sample	e Account R	equest (Ir	itiate)					
[₩] Import	Validate and Clos									
File	Home Ins	ert Page	Layout For	mulas D	ata Review	View One	Stream			
Save S	ave Quick Print As▼ Print Common	t Print E	ncrypt with Password Info							
A25	• >	√ f _x								
	A	В	С		D	E	F	G	н	1
	ension	Action	Current Parer	it Name Curre	ent Member Na	r Parent In Reques	Name	SelectParentMemb	SelectMember	Description
2										
3										
* 5										
5										
7										
3										
9										
0										
1										
2										
3										
15										
16										

Properties in the Spreadsheet

Any custom properties assigned in the layout will be generated in the spreadsheet. Combo box type properties will also be created as a drop-down cell with the same pick list.

Some properties that contain secondary pop-up dialog windows, which are available when using the Request Details page, are not available in the spreadsheet. For example:

- Member or Parent selectors
- Copy from User feature for security access groups
- Varying member properties selector

Input Data

The main methods of entering data into a mass update spreadsheet include manual entry, copying and pasting data in the spreadsheet, or importing an outside Excel file.

With a range of Excel functionality available, additional tabs, formulas, formatting conventions, or filters can be used within the spreadsheet to better organize the incoming metadata. However, as a new spreadsheet is populated each time the mass update button is clicked, any additional features or formatting will not be saved. To save any formatting that has been added, use the **Save As** button to save the spreadsheet onto your local device. This formatted file can be imported for use in future mass updates.

Manual Entry

You can input data directly into the Mass Update spreadsheet by clicking into a cell. Once an action is selected from the **Actions** column, some cells will change to gray indicating that input is not necessary. For example, if **Add** is selected, the Current Parent Name and Current Member Name fields are not required.

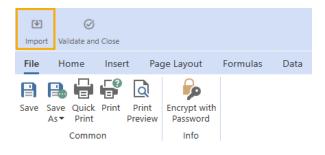
Copy and Paste Data

Mirroring Excel functionality, you can also edit the mass update spreadsheet by copying and pasting information from an outside Excel file or drag down data from one row to the next.

NOTE: Remember not to copy and paste the **ItemID** column, which is for system use only.

Import Excel File

Excel files saved from past request spreadsheets, or those generated outside of the OneStream application, can be imported using the **Import** button within the Mass Update spreadsheet.



Excel files selected for import must feature one sheet titled Line Items. If this tab is not present or if it is not named Line Items, a dialog box will populate informing you that this tab must be present for import to succeed. The headers must also be an exact match to the headers generated by the Mass Update spreadsheet, including the fixed headers.

NOTE: If you attempt to import a file while there are existing rows within your request, a dialog box will prompt you to either **Replace** or **Append** the existing records.

Enter Varying Member Properties

When using the Mass Update spreadsheet to enter changes for varying member properties, ensure that each varying item has a row in the spreadsheet. See <u>Import Shared Members and</u> <u>Varying Properties</u> for more information.

	A	В	С	D	E	F	G	Н	1
1	Dimension	Action	Current Parent Name	Current Member Name	Parent In F	Name	SelectParentMember	Culture	CulturalDescription
2	NYENTITIES	ADD			FALSE	Sample Entity	Root	English (United States)	I speak English
3	NYENTITIES	ADD			FALSE	Sample Entity	Root	French (France)	Je parle français
4	NYENTITIES	ADD			FALSE	Sample Entity	Root	Finnish (Finland)	minä puhun suomea

Similarly, each security access group for a user should be entered on a separate row in the Mass Update spreadsheet. The image below provides an example.

	А	В	С	D	E
1	Action	Current User Name	UserName	UserType	UserGroups
2	ADD		Sample User	Interactive	ACM Access
3	ADD		Sample User	Interactive	ACM Super User
4					

If varying member properties are included in the layouts, all layouts for each step must have the same properties. For example, if Text1 is in the layout for the Initiate step, then Text1 should also be included in the Process step layout.

- For non-varying member properties, required fields must be in the first row from the group of rows that combine into one line item when saved to your items grid.
- For varying member properties, required fields must be in at least one row from the group of rows that combine into one line item when saved to your items grid.

When using Mass Update to make an update to any varying member properties, include all the existing values in the spreadsheet. If any existing varying member property contains data and is excluded or left blank in the spreadsheet, Application Control Manager will assume it is intentional and will remove the existing value.

For example, if Text1 currently contains value "123" in Scenario Type, Actual, and Time Value 2024M1 and you would like to add to it a value "456" in Scenario Type, Actual, and Time Value 2024M2, then both the existing "!23" and the updated value of "456" should be included in the Mass Update spreadsheet.

TIP: To quickly pull all existing varying member properties for a member, first add a line item on the standard input page and then open that line item using Mass Update. You should see all varying members data listed in individual rows on the spreadsheet.

Validations

After data has been entered or imported into the spreadsheet, click the **Validate and Close** button to prompt the application to process each row and identify any existing errors. After this process is complete, a dialog box will appear to let you know the status of the validation check.

TIP: Several factors may impact the application performance during the validation process such as number of records in the spreadsheet or number of properties in the layout. Reduce the data volumes if the system slows down.

If there are no errors, a dialog will confirm the successful validation of the spreadsheet. If the spreadsheet does not pass the validation check, a list of action items will display what must be corrected.

NOTE: Failed validations will not show in the activity log.

The following are the validations each spreadsheet must pass:

- Action items must be provided for each row and cannot be left blank. Action items must be listed in all uppercase.
- Dimension Name must exist in the selected request profile and cannot be left blank.
- **Parent In Request** must either be left blank or set to **True** or **False**. This property is used to indicate whether the Parent for a particular member is being created within the current request. If there is a pre-existing Parent within the application, and it is not being modified within the request, this column should be set to **False**.
 - When **Parent In Request** is set to **True**, ensure the new parent exists in the ParentName row within the spreadsheet, or that the parent name exists in the line item table on the Request Details page.
- Each row must have a unique combination of data in the properties. Duplicate rows will produce a validation failure.

- Any validations assigned in the layout used for the selected request must be met within the spreadsheet.
- All required fields must be filled out.
- All actions except for Add require that Current Parent Name, New Parent Name, Member Name, or ParentName/SelectParentMember be filled out. If one of these fields is missing and is required to perform a selected action, the spreadsheet will not pass validation.
- Columns featuring a drop-down list must be left blank or filled with a value acceptable within the parameters of the request. This is particularly important to note for imported data.

Once the validation check has been passed, click **OK** to return to the **Request Details** page where your rows will be reflected in the **Items** table.

Edit Individual Items

Line items added using the Mass Update spreadsheet can still be added, edited, or removed individually, offering users multiple avenues of item entry and management. As the two sync together to maintain line-item changes within the request, any changes made using the item details layout will be reflected in the associated spreadsheet, and any changes made using the spreadsheet will be reflected in the details page.

Metadata File Import

A set of default Metadata Import Add-Ons are created on install to provide a way to source a full dimension hierarchy into the application staging tables. After the metadata is uploaded into the application, a process will run to compare the data against existing dimension hierarchy and automatically create a request with the detected changes.

You can use the interface on the Metadata File Import page to upload metadata using an Excel template (see <u>Setup Metadata Import Excel Template</u>), or create a custom Data Connector (see <u>Setup Custom Metadata File Import</u>).

Administration Q Requests	Metadata File Import				
±	Data Management S			XFW_ACM_MetadataScenarioImportTree	XFW_ACM_MetadataScenarioImportMembers
Metadata File	Group Name T	Name T	Description Y	+ - ⊙ ⊟ I	XFW_ACM_MetadataScenarioImportTree
Import	Application Control Manager Metadata Import (ACM)	Commit_ACM		Dimension T Parent T Child T Aggre	gationWeight Y SortOrder Y PositionInParent Y SiblingMember Y
	Application Control Manager Metadata Import (ACM)	Load Accounts_ACM			
±	Application Control Manager Metadata Import (ACM)	Load Entities_ACM			
Exports	Application Control Manager Metadata Import (ACM)	Load Flows_ACM			
	Application Control Manager Metadata Import (ACM)	Load Scenarios_ACM			
EQ	Application Control Manager Metadata Import (ACM)	Load UD1_ACM			
Logs	Application Control Manager Metadata Import (ACM)	Load UD2_ACM			
r ° 1	Application Control Manager Metadata Import (ACM)	Load UD3_ACM			
Reports	Application Control Manager Metadata Import (ACM)	Load UD4_ACM			
	Application Control Manager Metadata Import (ACM)	Load UD5_ACM			
	Application Control Manager Metadata Import (ACM)	Load UD6_ACM			
	Application Control Manager Metadata Import (ACM)	Load UD7_ACM			
	Application Control Manager Metadata Import (ACM)	Load UD8 ACM			

Import: Select an Excel template to import. Data in the staging table will be replaced (not appended) with the new import dataset.

Process: Run the comparison process for the selected data management step.

Clear Table: Use this to clear imported data from the selected data management step.

Retain Source System Order: When checked, metadata will be sorted in the same order provided in the source data file.

Retain Source System Order

This allows you to specify how the metadata can be sorted in the dimension hierarchy. By default, this Retain Source System Order will be turned off. This is helpful when setting up and viewing financial reports. Enabling this feature will perform the following processes in the application:

- The Sort Order column included in the metadata import file will be read into the application staging table.
- The system compares the sort order with the existing hierarchy and generates a request if the sort order is changed.
- Sort order changes are committed in the correct order, as specified by the import source file.

Import Add-On Components

The following different components are pre-installed with the solution to enable Metadata File Import engine to run.

Import Add-On Staging Tables

Each supported dimension has two related staging tables created during installation. Data imported using Excel templates are loaded into these tables.

- do.XFW_ACM_MetadataScenarioImportTree

- Image: Image: Book State Action and Actio

- B dbo.XFW_ACM_MetadataUDSImport Tree
 dbo.XFW_ACM_MetadataUDSImportMembers

- - **Import Tree table**: Use for storing the relationship details, parent, and child. Each dimension table contains a different set of properties, including relationship properties and varying properties, relevant to the dimension.

The following columns exist in all tree tables:

• **Dimension**: The dimension column must match the description of the dimension you are loading. This is set up in the **Administration** > **Dimensions** page.

Metadata						+	0	H I			XFW_ACM_MetadataA	countimportTr
						De	nension T	Parent T	child	• •	AppregationWeight 7	SortOrder 7
+ / () 🗰	0 O					count	ACashEquivalents	A10200		1	1
New Edit Co	py Delete	Save Cancel				AG	count	ASTinvestments	A10300		1	1
Dimension Type 🔻	Description T	Outra T Dime	AND NOTICE Y	Member Filter	Grouped Days 7	Ao	count	ASTinvestments	A10400		1	1
	-				crospes cam -	Ao	count	A15000	A10999		1	1
Account	Account	Houston Acco		A#Root.Tree		Ao	count	A11999	A11000		1	1
Entity	Entity	Houston		E#Root.Tree		Ao	count	A11999	A11100		1	1
Flow	Flow	Houston		F#Root.Tree		AO	count	A11999	A11200		1	1
Scenario	Scenario	Houston		S#Root Tree		Ao	count	A11999	A11300		1	1
UD1	UD1	Houston		UD1#Root Tree		AO	count	AReceivables	A11999		1	1
UD2	UD2	Houston		UD2#Root Tree		AO	count	A12999	A12000		1	1
UD3	UD3	Houston		UD3#Root Tree		Ac	count	A12999	A12100		1	1
UD4	UD4	Houston		UD4#Root Tree		AO	count	A12999	A12200		1	1
UDS	UD5	Houston		UD5#Root Tree		Ao	count	A12999	A12300		1	1
UD6	UD6	Houston		UD6#Root Tree		AO	count	A12999	A12400		1	1
UD7	UD7	Houston		UD7#Root Tree		Ao	count	Ainventories	A12999		1	1
UD8	UDS	Houston		UD8#Root Tree			_					

- Sort Order: Retain Source System Order checkbox must be set to True for functionality. You can use this to define how the member is sorted in the hierarchy. If order is not important, enter a value of 1 for all rows in the hierarchy table and ensure the Retain Source System Order checkbox is unchecked.
- **Import Member table**: Use for storing the member properties detail. Each dimension table contains a different set of properties, including varying properties, relevant to the dimension.

ImportMetadata that Uses Double Quotations

Application Control Manager uses the double quote as the default parser character in the connector rule. If you are importing Metadata that includes double quotations in the member description, text fields, or formulas you must specify a different parser character. The following steps layout how to define a new parser character.

- 1. Choose a character that is not used in your data set. For example, @, ^, or a pipe |.
- 2. Navigate to Data Sources > Connectors and select the connector you want to update.

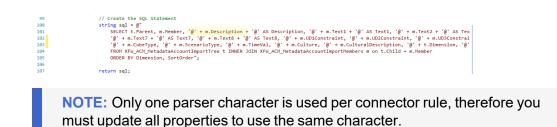
NOTE: Be sure to check which Scenario Type the connector is set to. In our example, ACM_AccountSource is set to (All) scenarios.

🗇 Data Sources - ACM_Acco	untSource							
2 V X 🗹 O 月	↑↓ ≧ & /	/ 🎟 🔊 🏔 😫 📟 🖾 🧐 💯 🖓 💭 i 🚠 🚠						
Fixed Files		ACM_AccountSource						
Delimited Files		Connector Fields						
Connectors	Parent							
ACM_AccountSource	Member							
ACM_EntitySource	Description							
ACM_UD1Source	General							
ACM UD2Source	Name	ACM_AccountSource						
ACM UD3Source	Description	ACM_AccountSource						
ACM UD4Source	Security							
ACM UD5Source	Access Group	Administrators						
ACM UD6Source	Maintenance Group	Administrators						
ACM UD7Source	Settings							
ACM UD8Source	Cube Name	ACM_MetadataImport						
	Scenario Type	(All)						
🏢 Data Mgmt Export Seque	Data Structure Settings							
	Туре	Connectors						
	Data Structure Type	Tabular Data						
	Allow Dynamic Excel Loads	False						
	Connector Settings							
	Connector Name	ACM_AccountSource						
	Connector Uses File	False						

 Navigate to Workflow Profile > ACM_MetadataImport > AccountSource > Actual > Text 1 and enter QuoteCharacter=[character of your choice]. If this filed is populated, Application Control Manager will override the default quote character.

M_MetadataImport •	Profile Properties Cal	culation Definitions	
earch 💰		ACM_MetadataImport_Default.Accc	ountSource - Properties [Actual]
G ACM_Metadatalmport	(Default)	General	
ACM_Metadataimport_Default	Actual	Name	ACM_MetadataImport_Default.AccountSource
Forms	Administration	Description	
Adj	Budget	■ Security	
AccountSource	Control	Workflow Settings	
EntitySource	Flash	 Integration Settings 	
UD1Source	Forecast	Data Quality Settings	
UD2Source	FXModel	Intercompany Matching Settings	
UD3Source	History	Matching Enabled	(Use Default)
UD4Source	LongTerm	Matching Parameters	(Use Default)
UD5Source	Model	BI-Blend Settings	
III UD6Source	Operational	BI-Blend Parameters	
III UD7Source	Plan	Direct-Load Settings Direct-Load Parameters	
UD8Source	ScenarioType1	Substitution Text Settings	
	ScenarioType2	Text 1	OuoteCharacter=@
Migration	ScenarioType3	Text 2	Quotecharacter=@
ElowSource FlowSource	ScenarioType4	Text 3	

- 4. Navigate to **Business Rules > Connector** and select the rule for your source import. In this example, we are using the default ACM_AccountSource connector rule.
- 5. Update all properties in the rule with the parser character you have chosen.



Cube and Dimensions

A default cube called **ACM_MetadataImport** and three members are created during installation. These connect to the default Transformation Rule Profiles and require components for the Metadata File Import process to function.

) X O R							
ACM_MetadataImport	Cube Properties	Cu	be Dimensions	Cube Refer	ences	Data Access	Integration
🕥 Atlanta	(Default)	F	Dimensions				_
🕅 Austin	Actual		Entity Dimensio	nn.	ACM N	/letadataImport	Member
G CapEX	Administration		Scenario Dimer		-	MetadataImportScenario	
CapExDriver CashFlow CashForecast CEDrivers			Account Dimension		ACM_MetadataImportScenario		
	Budget		Flow Dimension				
	- Control		UD1 Dimension		RootU		
	- Flash						
G CFModel	Forecast		UD2 Dimension		RootUD2Dim		
•	- FXModel	UD3 Dimension		RootUD3Dim			
🕥 Drivers	- History		UD4 Dimension		RootUD4Dim RootUD5Dim		
GolfStream	LongTerm	LongTerm UD5 Dimension		۱			
Houston	Model		UD6 Dimension	ı	RootU	D6Dim	
MultiCurrencyConsolidation	- Operational		UD7 Dimension		RootU	D7Dim	
MulticurrencyCube	- Plan		UD8 Dimension	ı	RootU	D8Dim	
MewYork	Plan	Е					

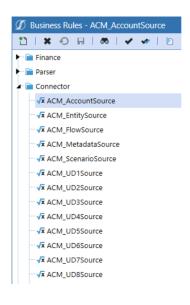
Data Sources and Business Rules

A Data Source Connector is created during installation for each supported dimension. These data sources are configured to connect to Application Control Manager Import Add-On staging tables using the default Business Rules Connector.

You can use the application interface to upload metadata using an Excel template. If you are not using an Excel template, modify these default data connectors to pull data from a specific file location (see <u>Setup Custom Metadata File Import</u>).

Data Sources - ACM_AccountSource			— 100% 🗘 🗵 🗙						
超 髦│業 営 ⊙ 帰│↑ ↓	🖪	👼 🖉 🍠 🎹 🍌	≙ ♀ • •						
Fixed Files	•	ACM_AccountSource							
Delimited Files	Connector Fields								
Connectors	Parent		Î						
ACM_AccountSource	Member								
ACM_EntitySource	Description								
ACM_FlowSource	Text1								
ACM_MetadataSource	Text2								
ACM_ScenarioSource	Text3		•						
ACM_UD1Source	General								
ACM UD2Source	Name	ACM_Account	Source						
ACM_UD3Source	Description	ACM_Account	Source						
ACM UD4Source	Security								
ACM_UD5Source	Access Group	Administrators							
► M ACM_UD6Source	Maintenance Group	Administrators	; 💮 ···						
ACM_UD7Source	Settings								
	Cube Name	ACM_Metadat	almport 🛞						
► I ACM_UD8Source	Scenario Type	(All)							
L	Data Structure Setting	5							
	Туре	Connectors							
	Data Structure Type	Tabular Data							
	Allow Dynamic Excel	Loads False							
	Connector Settings								
	Connector Name	ACM_Account	Source						
	Connector Uses File	False							

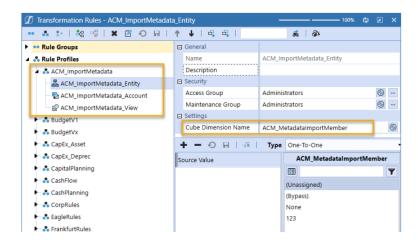
Each data source is setup to connect to the corresponding Business Rule Connector for the dimension type. For each of the supported dimension types, there is a Business Rule Connector created during installation.



The default Business Rules are coded with the properties associated with the dimension. The display order of these properties also matches with the default layouts created during installation.

Transformation Rule Profiles

A Transformation Rule Profile called **ACM_ImportMetadata**, and three rule groups for Entity, Account, and View are created during installation. This profile is configured with the default cube ACM_MetadataImport and dimension names created during the installation.



Workflow Profiles

A Workflow Profile called **ACM_MetadataImport_Default** is created during installation. Each supported dimension under the Workflow Profile is configured to connect to the default data source connector created during installation.

CM_MetadataImport •	Profile Properties Ca	culation Definition:	s			
iearch 👼		ACM_Metadat	almport_Default.AccountSource	Properties [(Default)]		
C G ACM_MetadataImport	(Default)	General				
ACM_MetadataImport_Default	Actual	Name		ACM_MetadataImport_Defau	lt.AccountSource	
Forms	Administration	Description				
- Adi	Budget	Security				
AccountSource	Control	Access Group		Everyone	0	ŀ
EntitySource	Flash	Maintenance G	Group	Everyone	9	
- III UD1Source	Forecast	Workflow Exec	ution Group	Everyone	0	•
- III UD2Source	FXModel	Certification Si	gnOff Group	Everyone	0	•
UD3Source	History Workflow LongTerm Workflow Model Workspa	Workflow Setting	ngs			
		Workflow Char	nnel	Standard		0
UD4Source		Workflow Nam	ie -	Import (Stage Only)		
UD5Source		Workspace Das	shboard Name (Custom Workflow)	(Unassigned)	0	ŀ
- 🛅 UD6Source	Operational	Integration Set	tings			
UD7Source	Plan	Data Source N	ame	ACM_AccountSource	0	ŀ
- 🕎 UD8Source	ScenarioType1	Transformation	n Profile Name	ACM_ImportMetadata	9	•
 	ScenarioType2	Import Dashbo	oard Profile Name	(Unassigned)	0	•
- 🖩 ScenarioSource	ScenarioType3	Validate Dashb	oard Profile Name	(Unassigned)	9	•
FlowSource	ScenarioType4	Is Optional Dat	ta Load	False		
	ScenarioType5	Can Load Unre	lated Entities	False		
	ScenarioType6	Flow Type No I	Data Zero View Override	(Unassigned)		
	ScenarioType7	Balance Type N	lo Data Zero View Override	(Unassigned)		
	ScenarioType8	Force Balance	Accounts To YTD View	False		

The Workflow Profiles are used to import metadata into the OneStream platform staging tables. After the information is loaded, Application Control Manager analyzes to determine differences that exist between OneStream and metadata loaded into the application staging table. The system looks for differences in this order:

- 1. Missing members in the metadata compared to the source metadata
- 2. Existing members that must be moved or copied to a different hierarchy
- 3. Updates to existing member properties

If updates are found, a request in the application will be generated. The results of this process are displayed on the main home page of the application.

Data Management Groups

A Data Management Group called **Application Control Manager Metadata Import (ACM)** with default sequences and steps is created during installation. These steps are configured to handle the process of loading and committing metadata updates to OneStream

🕖 Data Management - Load Accounts_ACM (Step)					
•• 🚓 🔄 🗐 🗄 🗰 🖄 🖓 🖓 🖓 🖓 🕂	- D 68				
🔹 👓 Data Management Groups	🖶 General (Step)				
ACM_MetadataExport	Name	Load Accounts_ACM			
- •• Admin	Description				
 Application Control Manager Create Flow Views (ACM) 	Data Management Group	Aanagement Group Application Control Manager Metadata Import (ACM)			
Application Control Manager Export Dimensions (ACM)	Step Type	Execute Business Rule			
 Application Control Manager Metadata Commit (ACM) 	Use Detailed Logging	False			
 Application Control Manager Metadata Import (ACM) 	Business Rule				
Sequences	Business Rule	ACM_MetadataImport			
B Commit ACM	Parameters	WorkflowProfileName=ACM_MetadataImport_Default.AccountSource			
- 🗄 Steps					
- E Commit_ACM					
E Load Accounts_ACM					
E Load Entities_ACM					
- E Load Flows_ACM					
- E Load Scenarios_ACM					
- E Load UD1_ACM					
- E Load UD2_ACM					
- E Load UD3_ACM					
- E Load UD4_ACM					
- E Load UD5_ACM					
E Load UD6_ACM					
- E Load UD7_ACM					
E Load UD8 ACM					

Each supported dimension type has associated steps that are pre-configured to connect to the default business rule. The parameters are setup with the default workflow profiles created during installation.

When running these steps, it will perform the following processes:

- Loads the data from the database or file into the workflow for the current global POV time and scenario
- Compares the data loaded into staging to the existing OneStream members for the selected dimension and determines which members must be added
- Compares the data loaded into staging to the existing OneStream hierarchy for the selected dimension and determines which updates are required to the overall hierarchy
- Compares the data loaded into staging to the existing OneStream members and determines which properties must be modified
- Compares the existing members and hierarchy in OneStream to the data loaded into the staging to determine which members must be removed from the hierarchy. Any member not in the import file/table is marked as orphaned in OneStream. The member is not deleted.
- Generates an Application Control Manager request that performs all the required operations in a single transaction

After a request has been generated, the **Commit All Metadata Updates** data management step runs to commit the updates to the system.

Global POV Time

When running a metadata file import, the data is loaded in the current year and month. Staging tables and the Global Time is set to a full year.

If **Enforce Global POV** is set to **True**, the load process uses the value set in the Global POV. If the Global POV is set to a date format other than YYYYMM, the workflow profile will not load properly and an error message will be displayed.

If set to **False**, the data management source system import process ignores any Global POV settings and instead uses the system date and time to determine the period for loading data.

Import Varying Properties

The following type of properties will require special setup in the import source file to account for storing multiple different intersections for the same member. These properties are:

- Any type of varying properties. See the <u>Properties</u> section in this guide for more information.
- Cultural and Cultural descriptions
- Shared member or alternate hierarchy member

See Importing Shared Member and Varying Properties section for instructions.

Exports

There are two types of exports available on the Exports page: Export Requests and Export Dimensions.

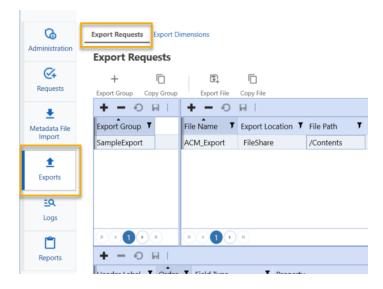
Export Requests

The Export Requests allows users to export request details into a file and folder of their choice. Here is an example of an exported .csv file:

	A	B	С	D	E	F
1	Dimension Name	Action	Member Name	Parent Name	Description	Request Status
2	CorpAccounts	ADD	Sample Child	Sample Parent	Sample Child	Completed
3	CorpAccounts	ADD	Sample Parent	ACM_Demo	Sample Parent	Completed
4	CorpAccounts	MOVE	ACM Test Account	Sample Parent		Completed
5	CorpAccounts	UPDATE	ACM_Demo	Root	Demo Account Hierarchy	Completed
6	CorpAccounts	UPDATE	ACM Test Account	Sample Parent		Completed
7	CorpAccounts	ADD	NewAcct	Sample Parent		Completed

You can configure which properties and information is included in the export file. There is also an option to run the export by a date range as well as the option to setup an Export step in a Request Profile to run the export every time a request is committed.

To configure the Export criteria, navigate to Exports on the left navigation bar and select **Export Requests**.



Use the + and - icons to add or remove items in the grid. Below is an example of an Export Group, files, and the file content setup:

Export Requests											
+ 🗅	T) (Ō									
Export Group Copy Group	Export File Cop	y File									
+ - • 🖬	+ - 📀 🗔	I.			ExportA	ccount Files					2
Export Group	File Name 🔻	Export Location	File Path 🛛	File Extension	Delimiter T	OverwriteFile	HasHeader T	PropsInRow 7	FilterActions Y	FileActions T	
ExportAccount	Accounts_Add	FileShare	/Contents	CSV	1					ADD	
	Accounts_Move	FileShare	/Contents	CSV	1					MOVE	
	Accounts_Update	FileShare	/Contents	CSV	1					UPDATE	
н с 🚺 н н									3 Rot	ws Page	1 of 1

- Export Group: A collection of files to be exported
- File Name: The title of the file
- Export Location: The file location after it is exported
 - Local
 - File Share
- File Path: The location of the file.
- File Extension: File extension examples are txt, pdf, xls, doc, csv.
- Delimiter: Delimiters are used to separate the export properties on file.
- OverwriteFile: If selected, the file can be overwritten.
- HasHeader: Indicates if the file has a header row.
- PropsInRow: If selected, properties in the row can be set.
- **FilterActions**: This setting is used to specify if only certain actions are allowed to get exported. If not selected, all actions are included in the file.
- FileActions: Actions that can be added to the file such as add, modify, and remove.

The next section allows you to specify data or properties that are included in the export file.

Header Label 🔻	Order 7	Field Type 🛛 🔻	Property T	Input Value 🔻	FixedInRow 7
Dimension Name		FlowDimensionName			
Action		2 FlowAction			
Member Name	3	B PropertyValue	Name (Name)		
Parent Name		PropertyValue	SelectParentMember (Parent Member Selector)		
Description	1	5 PropertyValue	Description (Default Description)		
Request Status		5 RequestStatus			

- Header Label: Description of the header column of your choice
- Order: Display order of the header columns
- Field Type: The type of header properties. Selections include:
 - Input Value
 - Property Value
 - Property Name
 - Property Label
 - Flow Action
 - Flow Dimension
 - Flow Dimension Label
 - Flow Dimension Name
 - Request Status
- **Property**: Name of the property
- Input Value: If the Field Type is not defined, this will be the default value for the property.
- **FixedInRow**: If PropsInRow is selected, the export will look for properties that are not set as FixedInRow

Export Requests Toolbar

Export Request	s Expor	t Dimensions			
Export Re	quests				
+	Ū	•	Ō		
Export Group	Copy Gro	up Export File	Copy File		
+ - <		+ - 0	H		
Export Group	, 	File Name	T Export L	ocation 7	Fi
ExportAccou	nt	Accounts_Add	FileSha	re	/0
		Accounts_Mov	e FileSha	re	/0
		Accounts_Upd	ate FileSha	re	/0

• **Export Group**: This will bring up the date range window. Click on **Create** to run the export for all files within the selected group.

${\mathscr D}$ Create Export	Ô ¤×
Create SampleExport	
Start Time	
2023/12/01	
End Time	
2023/12/12	
Create	
	Close

- Copy Group: Make a copy of the selected group and all the files within the group.
- **Export File**: This will bring up the date range window. Click on **Create** to run the export for the single selected file.
- Copy File: Make a copy of the selected file and all of the properties criteria within the file. _ COPY will be added at the end of the file name.

Set up an Export Step in the Request Profile

An Export step can be added to any Request Profile after the Initiate step but prior to the Commit step. When the request reaches the Export step, the user will manage the request by clicking on the **Manage** icon from the home page. Then click on **Submit** to advance to the next step. The export process will run when the request is committed.

When adding the Export step in the Request Profile, select the **Export Group** from the dropdown. This is required for the Export step to save.

Request Profile Name (required):				Description		Display Orden
EntitySource				EntitySource		1
Security Group:	Error Ernal	i Template (requ	ired):	Error Email Address:		
Everyone	 Error 		•			
Request Type (required):	Dimension	(required):	Ø Appli	cation Control Manager	0 0×	
Metadata Security	Acco	irio	New S Order: 2 Description Export	Step Type: Export	-	
	Remove Step Description T Initiate	Action Grou Everyone	Action Gr Everyon Email Ten Default Email Ado	ne ipiate: t	•	
2 Export	Export	Everyone	Export Gr	oup: Request	- CANCEL	NO VIEW ASSIGNME

Export Dimension

G	Export Requests Export Dimensions
Administration	Export Dimensions
Q+	
Requests	File Type
+	.CSV T
Metadata File Import	Filter
1 Exports	
EQ. Logs	► Flow ► Scenario ► UD1
Ċ	► _ UD2
Reports	► □ UD3 ► □ UD4
	► UD5 ► UD6
	► UD7 ► UD8
	• <u>008</u>

Dimensions can be exported into CSV format. Exported dimensions populate as a .zip file to the file location selected by the user within File Share. The dimension(s) exported are individual CSV files sorted by dimension type in the .zip file.

File Edit View Favorites Tools Help								
💠 🖛 🔝 📫 🗰 🗰 🙀								
Add Extract Test Copy Move Delete Info								
C:\Users\tbrakken\AppData\Locaf\Temp\OneStream\Expo	rtDimensions20231205094	61.zip\						
Name	Size	Packed Size	Modified	Created	Accessed	Attributes	Encrypted	Commen
Account_Accounts_20231205094558.csv	227 800	9 573	2023-12-05 21:46				-	
Entity_AtlantaEntities_20231205094559.csv	2 746	564	2023-12-05 21:46				-	
Flow_Complex Flow_20231205094559.csv	20 070	2 210	2023-12-05 21:46					
Scenario_CFModelScenarios_20231205094559.csv	3 185	714	2023-12-05 21:46				-	
UD1_CAPEXDrivers_20231205094559.csv	5 264	650	2023-12-05 21:46				-	
UD2_AustinProducts_2023120509460.csv	20 179	1 123	2023-12-05 21:46				-	
UD3_CorpSalesRegions_2023120509460.csv	5 729	613	2023-12-05 21:46					
UD4_Custom4_2023120509460.csv	1 496	429	2023-12-05 21:46					
UD5_GAAPs_2023120509460.csv	8 000	768	2023-12-05 21:46				-	
UD7_Location_2023120509460.csv	1 774	438	2023-12-05 21:46					
UD8 DCM DynamicCalcs 2023120509461.csv	9 135	1 118	2023-12-05 21:46				-	

NOTE: When looking for a dimension, you can search by inputting a partial name of the dimension above the hierarchy view.

Filter		
🖌 🔽 Dimensions		

Dimension data is in Parent-Child relationship format and contains all OneStream properties.

The following is an example of a .csv file:

	A	8 C	D	E	F F	G	н	1	1	ĸ
1	Dimension	SortOrder Child	Description	Parent	DisplayMemberGroup	ReadDataGroupUniqueID	ReadDataGroupUniqueID2	ReadWriteDataGroupUniqueID	ReadWriteDataGroupUniqueID2	UseCubeDataAccessSecurity
2	AustinEntities	1 Austin		Root	Everyone	Everyone	Nobody	Everyone	Nobody	FALSE
3	AustinEntities	1 Austin		Root	Everyone	Everyone	Nobody	Everyone	Nobody	FALSE
-4	AustinEntities	1 Austin		Root	Everyone	Everyone	Nobody	Everyone	Nobody	FALSE
5	AustinEntities	1 Austin		Root	Everyone	Everyone	Nobody	Everyone	Nobody	FALSE
6	AustinEntities	1 Austin		Root	Everyone	Everyone	Nobody	Everyone	Nobody	FALSE

NOTE: Custom properties created in Application Control Manager are not included in the export.

For members that are shared across different parents, it will display each relationship in separate rows. This is the same for members containing varying member properties.

When selecting a folder, ensure it is a folder you have access to otherwise an error message will populate.

Steps to Export a Dimension

1. Select the drop-down menu for your file type.

ile Type	
.CSV	•

2. Choose the dimension(s) you would like to export in the hierarchical tree view. You can multi-select the dimensions or select all dimensions.

🖌 🛃 Dimensions
Account
🕨 🔽 Entity
🕨 🗹 Flow
🖌 🗹 Scenario
- ACM_MetadatalmportScenario
- CFModelScenarios
- Z mlm_Scenarios_APP
Scenarios
► 🔽 UD1
► 🛃 UD2
► 🛃 UD3
► 🔽 UD4
► 🛃 UDS
► 🛃 UD6
► 🛃 UD7
► 🔽 UD8

- 3. Once your selections have been made, click the Export button on the right side of the page.
- 4. Notice your file explorer pops up. Select a folder to add the .zip file to.

X X X X X X X X X X X X X X X X X	
im Cacuments im Aubic im Aubic im Application Co im CAE Payloads im CaE Payloads im Caebloadtime	
Bochlosed():8 Brouton Broys Spreadbert 1 Spreadbert 1 St Reference 1 St Reference 1	

5. Once the file has successfully loaded, open the file and find your .csv files split up by dimension.

Name			Size	Packed Size	Modified
Account_Accounts_2023120	6033043.csv		227 800	9 573	2023-12-06 15:31
Account_CAPEX_2023120603	3044.csv		35 560	1 885	2023-12-06 15:31
Account_CashFlowForecast/	Accounts_20231206033044.c	SV.	3 452	614	2023-12-06 15:31
Account_CFDrivers_2023120	6033045.csv		5 489	772	2023-12-06 15:31
Account_CFModelAccounts	20231206033045.csv		25 466	2 338	2023-12-06 15:31
Account_CorpAccounts_202	31206033052.csv		463 885	15 695	2023-12-06 15:31
Account_ExampleAccounts_	20231206033053.csv		44 290	3 576	2023-12-06 15:31
Account_FactorAccounts_20	231206033054.csv		16 205	980	2023-12-06 15:31
Account_HoustonAccounts_	20231206033059.csv		533 356	18 749	2023-12-06 15:31
Account_mlm_CorpAccount	s_APP_2023120603314.csv		473 243	15 831	2023-12-06 15:31
Account_NYAccountsBudge	t_20231206033114.csv		481 913	16 079	2023-12-06 15:31
Account_NYAccounts_20231	20603319.csv		466 211	15 760	2023-12-06 15:31
Account_ProfitabilityAccourt	ts_20231206033115.csv		40 929	4 320	2023-12-06 15:31
Account_ProfitabilityDriversi	Accounts_20231206033115.c	CSV .	8 230	807	2023-12-06 15:31
Account_XFW_PCM_Account	ts_20231206033115.csv		1 357	516	2023-12-06 15:31
Entity_AtlantaEntities_202312	206033115.csv		2 746	564	2023-12-06 15:31
Entity_AustinEntities_202312	06033115.csv		3 199	599	2023-12-06 15:31
Entity_CapexEntity_20231206	033115.csv		1 443	507	2023-12-06 15:31
Entity_CorpEntities_20231206	5033116.csv		40 153	1 786	2023-12-06 15:31
Entity_GRI_Entity_202312060	33116.csv		1 438	502	2023-12-06 15:31
Entity_HoustonEntities_2023	1206033116.csv		2 308	554	2023-12-06 15:31
Entity_mlm_CorpEntities_AP	P_20231206033117.csv		49 514	1 758	2023-12-06 15:31
Entity_mlm_CorpEntities_FK	1_20231206033118.csv		40 843	1 601	2023-12-06 15:31
Entity_NewYorkEntities_2023	1206033118.csv		1 446	524	2023-12-06 15:31
Entity_OttawaEntities_202312	206033118.csv		1 442	518	2023-12-06 15:31
Entity_Test1_20231206033118	csv		1 850	521	2023-12-06 15:31
Entity_WorldEntities_2023120	06033118.csv		5 550	676	2023-12-06 15:31
Entity_XFR_CashFlow_Entitie	s_20231206033119.csv		9 779	841	2023-12-06 15:31
<					
1 / 76 object(s) selected	227 800	227 800	2023-12-06 15:31	26	

Logs

Application Control Manager has detailed logging where administrators can view all of the processing events including errors that have occurred in the solution. This log also contains the request activities entries.

logs						
	(Z) kport					
Message Time 🛛 🕈	Log Level 🔻	Category T	Business Rule T	Log Message 🔻	User Name 🔻	Exception Trace
08/24/2023 19:48:1	INFO	RequestComn	ACM_MetadataCommit	CommitMetadata: Batch Commit		
08/24/2023 19:48:1	INFO	ActivityLog		Commit Successful : Commit		
08/24/2023 19:48:1	INFO	ActivityLog		Commit Item Success : Action: AE		
08/24/2023 19:48:1	INFO	RequestComn	ACM_MetadataCommit	CommitMetadata: Batch Commit		
08/24/2023 19:48:0	INFO	AcmRequest	ACM_Engine	ProcessRequestFlow: 2: Awaiting		
08/24/2023 19:48:0	INFO	ActivityLog		Awaiting Commit : Ready to com		
08/24/2023 19:48:0	INFO	ActivityLog		Added Item : Action: ADD Dimen		

Click **Refresh** to refresh the detailed logging screen. Click **Delete** to clear all Application Control Manager log files, and click **Export** to export logs into a CSV format which can be saved as an archive or a back up before deleting log entries.

- Message Time: Time stamp for the activity
- Log Level: Captures the type of Log item that was written (for example, Information, Warning, Error, or Fatal)
- Category: The organization of the system type that generated that Log Entry
- Business Rule: Business Rule responsible for writing the Log Entry
- Log Message: Description of the activity
- User Name: Login name of the user who performed the activity
- Exception Trace: The full path of the error. These breadcrumbs lead to the error.

Logs Toolbar

C Export

- Refresh: Refreshes the entire grid to the most updated version
- Delete: Deletes all log entries
- **Export**: Exports all log entries into a .csv file. These columns will display identical to the information in the grid. In the top left corner of your .csv file you will see the time that you exported the file. Refer to the example below:

A	8	c	D	E	F	
Application Control Manager Logs Entries						
Export Date: 12/8/2023 1:44:10 PM						
Message Time	Log Level	Category	Business Rule	Log Message	User Name	Exception Trace
12/7/2023 20:4	8 INFO	AcmRequest	ACM_Objects	Initialize: Initialize Rec		
12/6/2023 18:2	4 INFO	Other	ACMI_SolutionHelper	CreateOrUpgradeSchei		
12/7/2023 16:3	3			Begin processing of up		
12/7/2023 16:2	1 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	2 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	1 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	6 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	B WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	B WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	4 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:3	3			Completed hierarchy of		
12/7/2023 16:2	5 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	2 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	1 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/6/2023 18:2	4 INFO	Other	ACMI_SolutionHelper	CreateOrUpgradeScher		
12/7/2023 16:2	2 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:1	1 INFO	Acmitem	ACM_ItemHelper	UpdateItemViewColum		
12/7/2023 16:1	1 INFO	DynamicDashboardComponent	ACM_Engine	CreateFlowViews: App		
12/7/2023 17:0	3			Hierarchy processing of		
12/6/2023 18:2	4 INFO	Other	ACMI_SolutionHelper	UpdateMetadataHierar		
12/7/2023 16:2	3 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/6/2023 18:2	4 INFO	Other	ACMI_Helpers	UpdateRequestProfile		
12/7/2023 16:3	3 INFO	AcmFlow	ACM_MetadataImport	ProcessFlows: Beginnin		
12/7/2023 16:2	5 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	4 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	1 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	2 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 16:2	2 WARN	DynamicDashboardComponent	ACM_Engine	DeleteDynamicDashbo		
12/7/2023 17:0	3			Completed hierarchy c		
12/7/2023 16:3		RequestCommit	ACM_MetadataCommit	CommitMetadata: Bate		
12/7/2023 16-2		DvnamicDashboardComponent.	ACM Engine	DeleteDvnamicDashbc		

The following are examples of different log messages:

Failed Commit: When the request is committed unsuccessfully.

12/06/2023 20:00:47	ERR	RequestCommit	ACM_MetadataCommit	CommitMetadata: Batch Commit Metadata Incomplete - Request & Commit Unsuccessful
12/06/2023 20:00:47	INFO	ActivityLog		Commit Failed : Batch Commit Metadata Incomplete
12/06/2023 20:00:47	ERR	RequestCommit	ACM_Objects	CommitFail: Batch Commit Metadata Incomplete
12/06/2023 20:00:47	INFO	ActivityLog		Commit Item Failed : Commit Failed: Parent Member Not specified

Partial Commit: When only a part of the request is committed successfully. These log messages vary based on whether the request is a metadata import or a user-initiated request.

• **User-Initiated Example**: You have multiple line items in a user-initiated request and for one of the lines, the parent member doesn't exist. This will fail the commit for that single line item but will commit all the other line items.

				Herma				Decuments
ction 7	Dimension 7	Parent Name 7	Member Name 7	Nation Y	Weidened 7	Connitted 7	Parent in Request	1
00	TestUD1	Test1	Test111					
00	Tex#U01	Text3222	Text22	Commit Failed Parent Member Test2222 does not exist.				
00	TextUD1	Seul1	Seat1111					

lequest Activ	iy .		No.	a Show	
+ = 0	I = O H I Advity Lag				
Juename ¥	Timestamp	AdivitySummary T			
dministrator	12/5/2023 11:20:04.444	Commit Failed : Batch-Commit Metadata Incomplete			
dministrator	12/5/2023 11:28:04.444	Commit Item Failed : Commit Failed: Parent Member Test2222 does not exist.			
dministrator	12/1/2023 11:28:04 AM	Commit Item Success : Action: ADD Dimension: TestUD1 Name: Test111 Parent: Test1			
dministrator	12/52829 11:28 04 AM	Commit Item Success : Action: ADD Dimension: TestUD1 Name: Test11111 Parent: Test1			
deviationator	12/5/2020 11/27/44 AM	Availing Commit: Ready to commit 3 item(c)			
dministrator	12/5/2823 11:27:40:4M	Added itom: Action: ADD Dimension: TestUD1 Parenthiame: Test1 MemberName: Test1111 Description: a			
dministrator	12/5/2029 11/27:10:444	Added Itom : Action: ADD Dimension: TestUD1 ParentName: TestU222 MemberName: Test22 Description:			
dministrator	12/5/2023 11:26:46 AM	Added Item : Action: ADD Dimension: TestUD1 ParentName: Test1 MemberName: Test111 Description: a			
0			Elever Pore 1		

Logs

Message Time 🛛 🕈	Log Le 🔻	Category 7	Business Rule T	Log Message T	User Name 🔻	Exception Trace 7
12/13/2023 16:28:30	INFO	ActivityLog		Added Item : Action: COPY Dimension: CorpAccounts ParentName: Sample		
12/13/2023 16:28:05	INFO	ActivityLog		Request Created : RequestID=24 by userid		
12/13/2023 16:28:05	INFO	AcmRequest	ACM_Objects	Initialize: Initialize Request		
12/13/2023 16:27:07	INFO	RequestCommit	ACM_MetadataCommit	CommitMetadata: Batch Commit Metadata COMPLETE		
12/13/2023 16:27:06	INFO	ActivityLog		Commit Successful : Commit		
12/13/2023 16:27:06	INFO	ActivityLog		Commit Item Success : Action: COPY Dimension: CorpAccounts Name: ACM		
12/13/2023 16:27:06	INFO	ActivityLog		Commit Item Success : Action: COPY Dimension: CorpAccounts Name: Expo		
12/13/2023 16:27:05	INFO	RequestCommit	ACM_MetadataCommit	CommitMetadata: Batch Commit Metadata BEGIN		
12/13/2023 16:26:48	INFO	AcmRequest	ACM_Engine	ProcessRequestFlow: 23: Awaiting Commit; Ready to commit 2 item(s)		
12/13/2023 16:26:48	INFO	ActivityLog		Awaiting Commit : Ready to commit 2 item(s)		

• **Metadata Import File Example**: You have a Metadata File with a line item that does not have an existing parent member. When on the Commit step, everything but that line item will be committed to your Dimension Library.

karne (#)	R00000001	EntitySource	e (Commit)							e
				Rema				2	Documents	V
iction 7	Dimension 7	Parent Name 7	Member Name 7	Notes	Validated 1	Committed 7	Parent in Request			
00	TREMINES	Plorida	Delray		*	*				
00	TEEntities	Florida	Mami		×	×				
00	TEEntities	Florida	Orlando		×	×				
00	TEErstein	Mass	Bridgewater		×	×				
00	TEENSTHE	Mass	Hall		×	×				
60	TRENTING	PartialCommit	Tampa	Commit Failed: Parant Mamber PartialCommit does not exist Commit Failed: Member created as orphan (Tampa)						
POATE	TEOrities	root	Mass		× .					
POATE	TEEntities	root	Florida					_		

Request Acti	vity					1904 Sto
+				Activity Log		
Usemame	Timestar	- T	ActivitySummary 7			
	12/7/20	23 4 3 4 01 PM	Commit Failed : Batch Commit Metadata incomplete			
	12/7/20	23 4 3 4 00 PM	Commit Item Failed : Commit Failed: Member created as orphan (Tampa)			
	12/7/20	13 43400 PM	Commit Item Failed : Commit Failed: Parent Member PartialCommit does not exist.			
	12/7/20	13 4 3 4 00 PM	Commit Item Success : Action: ADD Dimension: TEEntities Name: Bridgewater Parent: Mass			
	12/7/20	13 4.54.00 PM	Commit Item Success : Action: ADD Dimension: TEEntities Name: Hull Parent: Mass			
	12/7/20	13 43400 PM	Commit Item Success : Action: ADD Dimension: TEEntities Name: Mami Parent: Plorida			
	12/7/20	13 4 3 4 00 PM	Commit Item Success : Action: ADD Dimension: TEEntities Name: Delray Parent: Plorida			
	12/7/20	13 4.3350 PM	Commit Item Success : Action: ADD Dimension: TEEntities Name: Orlando Parent: Piorida			
0					8 Rovis	Page 1 of 1

ogs							
letion Device Expo	11						
Message Time 🛛 🔻	Log Level 🔻	Category 7	Business Rule 7	Log Message	Voer Name	T Exception Trace T	
12/07/2023 16:34:01	ERA	RequestCommit	ACM_MatadataCommit	CommitMetadata: Batch Commit Metadata incomplete - Request 1 Commit Unsuccessful			
12/07/2023 16:34:01	ERA	RequestCommit	ACM_Objects	CommitFail Batch Commit Matadata Incomplete			
12/07/2823 16:34:01	NFO	ActivityLog		Commit Failed : Batch Commit Metadata Incomplete			
12/07/2823 16:34:00	NFO	ActivityLog		Commit Item failed : Commit failed. Member created as orphan (Tampa)			
12/07/2023 16:34:00	ERA	temCommit	ACM_Objects	CommitFailed. Member created as orphan (Tampa)			
12/07/2023 16:34:00	NFO	ActivityLog		Commit Item Failed : Commit Failed: Parent Member PartialCommit does not exist.			
12/07/2023 16:34:00	ERA	BenCommit	ACM_Objects	Commitfail Commit Failed: Parent Member PartialCommit does not exist.			
12/07/2823 16:34:00	NO	ActivityLog		Commit Item Success : Action: ADD Dimension: 18Entities Name: Bridgewater Parent: Mass.			
12/07/2823 16:34:00	NO	ActivityLog		Commit Item Success : Action: ADD Dimension: 18Entities Name: Hull Parent: Mass			
12/07/2823 16:34:00	NFO	ActivityLog		Commit Item Success : Action: ADD Dimension: 198/ntitles Name: Miami Parent: Florida			
12/07/2823 16:34:00	NFO	ActivityLog		Commit Item Success : Action: ADD Dimension: 18(ntibles Name: Delray Parent: Florida			
12/07/2823 16:33:59	NFO	ActivityLog		Commit item Success : Action: ADD Dimension: 180ntities Name: Orlando Parent: Florida			
96.62.01 6595/59(51	INFO	RequestCommit	ACM_MetadataCommit	CommitMetadata: Batch Commit Metadata BEGIN			
12/07/2823 16:33:27				Application Control Manager request creation complete.			
12/07/2023 16:33:26				Completed hierarchy clean up process for profile EntitySource.			
12/07/2023 16:33:26	WARN	AcmRequest	ACM_Objects	PriorStep: PriorStep Is Guid.Empty for Request 1			
12/07/2023 16:33:26	INFO .	SourceSystemImport	ACM_Metadataimport	ProcessRives: Beginning hierarchy clean up process for profile EntitySource.			
2/07/2023 16:33:25	INFO	AcmRequest	ACM_Objects	Initialize Initialize Request			

Successful Commit: When all line items in your request (Metadata Import or User-Initiated) have been successfully committed.

							Items					
			e to group by that co									
tion T	Dimension 1	Parent Nat	e 🕈 Member Name	T Notes T Val	idated	T Committed T	Parent in Request					
OVE	TEEntities	Florida	Tampa									
quest A	ctivity											
	ORI							Activ	ity Log			
ername	Timesta	mp T	ActivitySummary				7					
	12/7/20	23 5:04:07 PM	Commit Successful :	Commit								
-												
0	Elete Expo	rt.										
Q Intesh	Delete Expo	rt .og Level T	Category T	Business Rule	7	Log Message				,	User Name	Exception Trace
() Ierresh Message	Delete Expo	.og Level 🔻	Category T RequestCommit				Batch Commit Metadata	COMPLETE		,	User Name	Exception Trace
© Iefresh Message 12/07/20	Delete Expo	og Level 🔻			mmit (COMPLETE		,	User Name	Exception Trace
© Refresh Message 12/07/20 12/07/20	Delete Expo e Time T L 023 17:04:07	NFO NFO	RequestCommit		mmit (CommitMetadata: E Commit Successful			ne: Tampa Parent:		User Name	Exception Trace
0 hetresh 12/07/20 12/07/20 12/07/20	Delete Expo e Time 7 L 023 17:04:07 I 023 17:04:07 I	NFO NFO NFO	RequestCommit ActivityLog	ACM_MetadataCo	mmit (CommitMetadata: E Commit Successful Commit Item Succe	: Commit	sion: T8Entities Nan	ne: Tampa Parent:		User Name	Exception Trace
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Request Activity

The Request Activity log can be found on the requests details page and shows a running log of the current activity specific to a selected request. For more information on the request details page, see <u>Request Details Page</u>.

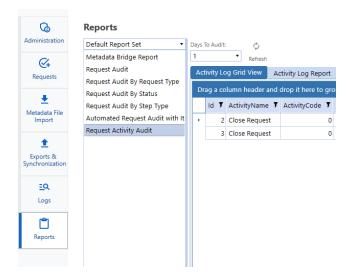
Request Activ	ity Add Comment	
+ - 0	R (Activity Log
Username 🔻	Timestamp T	ActivitySummary T
	12/13/2023 4:27:06 PM	Commit Successful : Commit
	12/13/2023 4:27:06 PM	Commit Item Success : Action: COPY Dimension: CorpAccounts Name: ACM Test Account Parent: Sample Parent
	12/13/2023 4:27:06 PM	Commit Item Success : Action: COPY Dimension: CorpAccounts Name: Export Sample Parent: Root
	12/13/2023 4:26:48 PM	Awaiting Commit : Ready to commit 2 item(s)
	12/13/2023 4:26:45 PM	Added Item : Action: COPY Dimension: CorpAccounts ParentName: Sample Parent MemberName: ACM Test Account Description:

12/13/2023 4:25:44 PM Added Item : Action: COPY Dimension: CorpAccounts ParentName: Root MemberName: Export Sample Description: Export Sample Description2

Reports

The Reports page allows you to view existing reports. Reports are displayed according to the report configuration set by the system administrator.

Upon installation, nine default reports are available to you. For information on creating a custom report, see <u>Create Custom Reports</u>.



- **Metadata Bridge Report**: Displays the requester, all metadata changes made, action, and status in Application Control Manager.
- **Request Audit**: Displays all requests made in a specified time (in days).
- Request Audit by Request Type: Displays the audit report specified by request type.
- Request Audit by Status: Displays the audit report by status.
- Request Audit by Step Type: Displays the audit report by step type.
- Automated Request Audit with Item Detail: Displays all requests that were automated from a source system into Application Control Manager.
- Request Activity Audit: Displays all activity that has happened in a specified audit time (in days).

Share Report Data

To share the data from the Grid View tab, right click anywhere on the table, select **Export** and then select the format for export:

- Excel XML
- CSV
- Text
- HTML

To send data from the report tab, click the **Export** or **Send** selector from the toolbar and then select the format for export:



Additionally, reports can be printed from the report tab toolbar.

Practical Use Cases

The following topics provide a more detailed look into the use of features offered in Application Control Manager.

Sample User-initiated Request

The following section illustrates how to set up a user-initiated request process starting from setting up the Request Profile to committing the change to the Dimension Library.

In this example we will:

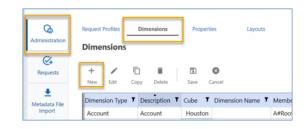
- Add a new account and enrich it with a custom property.
- Assign a validation to the custom property.
- Update an existing description and move the member to a new parent.
- Approve the request with a read-only layout.
- Commit the request to the OneStream Dimension Library.

The following assumptions apply to this example:

- We have OneStream security groups called ACM_Requesters, ACM_Enrichers, and ACM_ Approvers.
- The ACM Test Mode is set to True.
- We have an Account hierarchy called CorpAccounts in the Houston cube.

Set Up a User-initiated Request Profile

1. Go to **Administration > Dimensions**. Click the **New** icon to open the editing page.



2. Select CorpAccounts in the Houston cube .

nsion Name: pAccounts	
pAccounts •	
ber Filter:	
loot.Tree	

3. Click the **SAVE** button, and you should see the changes saved in the Dimension grid. Dimension setup is now complete.

Request Profiles	D	imensions	_	Pro	perti	ties Lay	outs	Validations	Email Setu
Dimensions									
+ 🌶 New Edit	Сору) Delete		Save	0	© Cancel			
Dimension Type	T (Description	T	Cube	Ţ	Dimension Nan	ne T	Member Filter	Grouped Dim 🔻
Account	A	ccount		Houst	on			A#Root.Tree	_
Account	0	CorpAccoun	ts	Houst	on	CorpAccounts		A#Root.Tree	
Entity	E	intity	-	Houst	on			E#Root.Tree	

4. Go to the **Properties** page to create the custom property for use in the enrich step. Click the **New** icon to open the editing page.

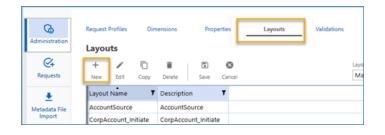
Administration	Request		Din	nensions	Ŀ	Proj	perties	Layouts	Validations
C4 Requests	+ New	Edit	Сору) Delete		Save	Cancel		
Metadata File	Proper	rty Name	. *			Ţ	Description		T Categor

5. We are going to create a custom property named **Effective Date** with a default date format of mm/dd/yyyy. After we create the layout, we will assign a validation to this property.

Component Type:	
Text Box	

Creating a custom property is now complete.

6. Navigate to **Layouts** and click on the **New** icon to open the editing page. We are going to create three different layouts, one for each of the steps.



7. First we will create a layout for the requester to input the changes. Give the layout a unique name and description. Then, in the **Filter** field, enter the first property (Name) to search for it instantly.

Layout Name (required):		Layout De	scription:			SAVE	CANC	
CorpAccount_Initiate		CorpAc	count_Initiate			SAVE	CARC	
Available Properties	_	=	\otimes	h	G	Σα	6	
Name		Change Order	Assign Validation	Toggle Editable	Toggle Required	Toggle Calculate	Copy Properties	
Account	-				Assign	ed Properties		Ģ
- Name	P	roperty Name	T Display Orde	r 🔻 Editable	Required T	Calculate 🕇 Cu	stom Label 🔻	Opt
ParentName								
🔺 🔲 Entity								
- Name								
ParentName								
Flow								
- Name								
•	<u> </u>						_	

8. Select the check box next to the Name property, then click the **UPDATE** button, and you should see the property move to the **Assigned Properties** grid on the right.

Available Properties		=	\otimes	h	G	ΣΞ				
Name		Change Order	Assign Validation	Toggle Editable	Toggle Required	Toggle Calculat	e Copy Properties			
Account	î				Assign	ned Properties				
— 🗹 Name		Property Name	T Display Ord	er 🕈 Editable	Required Y	Calculate 🔻	Custom Label 🔻	Options T	Validations	T
ParentName		Name (Name)		0 🔳						
🔺 🔲 Entity		-								
- 🗹 Name										
ParentName										
Flow										
- 🗹 Name										
ParentName	•									

9. Repeat steps seven and eight to continue adding properties to the layout.

Change Order	Assign Validation	Toggle Editable	Toggle Required	T	∑ <u>⊠</u> oggle Calculate	Copy Prope	tion			
Change Order	Assign validation	loggie coltable				е сору Рюре	rues		-	
			Assigne	ed	Properties				2	1
Property Name		۲	Display Order	r e	Editable 🔻	Required T	Calculate 🔻	Custom Label	T	1
Name (Name)			(0						
Description (De	efault Description)		1						
SelectParentMe	ember (Parent Me	mber Selector)		2						

TIP: You can select multiple properties in the Available Properties list and then click the **UPDATE** button to move all selected properties to the grid at one time.

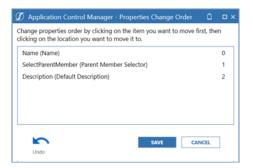
10. To make the Name and Parent Member properties a required field, select the check box in the **Required** column. We also want to give the custom label name of Account Name. Click the **Save** button and it should look like this:

	\otimes	í.	G	Σα	ē			
Change Order	Assign Validation	Toggle Editable	Toggle Required	Toggle Calculat	e Copy Prope	rties		
			Assigne	ed Properties				
Property Name		Ţ	Display Order	Editable 🕈	Required T	Calculate 🔻	Custom Label	Options T
Name (Name)			0				Account Name	
Description (De	afault Description)	1					
		mber Selector)						

11. Now we want to move the Description to the last position. Click on the **Change Order** icon to open the editing page.

=	\otimes	h	G		ΣΞ			
Change Order	Assign Validation	Toggle Editable	Toggle Required	1	Toggle Calcula	te C	opy Prop	perties
			Assign	nec	d Propertie	s		
Property Name		Ţ	Display Order	r	Editable 🔻	Req	uired	Calcu
Name (Name)				0				
Description (De	fault Description)		1				
ColoctDaropth 4	ember (Parent Me	mber Selector)		2				

12. Click **Description** and then **SelectParentMember** and you will see their positions swap. Click the **SAVE** button to close the window.



13. Click the **Save** icon to save the layout. Navigate to the **Layouts** page and you should see CorpAccount_Initiate in the grid.

Request	Profiles	Dim	ensions	Prop	perties	Layouts	Validations
Layou	ıts						
+ New	Edit	Copy	Delete	Save	(Cancel		
Layout	Name	Ţ	Description	ı	T		
Accour	ntSource		AccountSo	urce			
CorpA	count_l	nitiate	CorpAccou	int_Initia	te		
CorpA	counts_	Approve	CorpAccou	ints_App	rove		
CorpA	counts_	Enrich	CorpAccou	ints_Enrie	ch		
EntityS	ource		EntitySour	ce			

14. Now we will create a layout for the **Enrich** step. Follow previous instructions to open a new Layout editor page.

This time we will use the **Copy Properties** feature to quickly copy the same properties from the CorpAccount_Initiate layout.

CorpAccounts_Enrich	CorpAc	seconds. English				SAVE	CANCEL
		counts_Enrich				JATE	CANCEL
Available Properties	=	Ø	ĥ	G	∑ <u>∎</u> Toggle Calculate	e Copy Properties	1
Filter	Change Order	Assign Validation	Toggle Editable	Toggle Required Assign	ed Properties		
ReferenceUD1	Property Name	T Display Orde	r 🔻 Editable	T Required T	Calculate 🕇 🤅	Custom Label 🔻	Options 7
- ReferenceUD2							
	Property Name	 Display Orde 	r • Editable	Required	Calculate • C	Justom La	sbei 🕴

15. From the **Copy Properties** dialog box, select the CorpAccount_Initiate layout. Click the **COPY** button and you should see the properties copied over in the **Assigned Properties** grid.



16. Add the **Effective Date** custom property to this enrich layout. To protect data integrity, we also want to prevent the enricher from changing values that the requester has input. Make the properties un-editable by clearing the **Editable** check box.

The result should look like this:

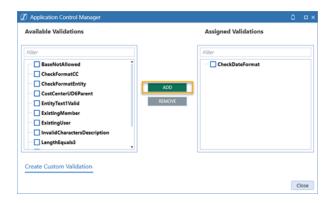
yout Name (required)		Layout Des	iciption											
erpAccounts_Enrich		СогрАс	counts_Enrich									SAVE	CAN	CB
Available Properties		=	0	4	G		Σs	٦,	5					
Filter	Chan	e Order	Anign Validation	Toppie Editable	Supple Required	3	ogie Calculate	Capy Pr	t pe	ties				
Custom Properties	1					A	asigned Pro	perties						
SelectMember	Proper	ty Name		7	Display Order	1	(ditable T	Required	۳	Calculate 7	Custom Label 7	Options	Validations	e.
- CubeType	Name	(Name)				0					Account Name			
Effective Date	Select	PanentM	ember (Parent Me	mber Selector)		1								
- Z SelectParentMember	Descri	ption (De	efault Description			z								
- ReferenceAccount	tfield	e Date i	(ffective Date)			3								

TIP: Use the Toggle Editable and Toggle Required to quickly select all check boxes.

17. Now we will assign the **Check Date Format** validation (which is a pre-installed validation) to the Effective Date. In the grid, select the **Effective Date** property, then click the **Assign Validation** icon to open the assign window.

=	\otimes	ĥ	G	Σ	ē			
Change Order	Assign Validation	Toggle Editable	Toggle Required Toggle Calculate		e Copy Prope	rties		
					Assigne	d Properties		
Property Name		Ţ	Display Order	Editable	Required T	Calculate 🕈	Custom Label	op
Name (Name)			(Account Name	
SelectParentMember (Parent Member Selector)				1				
Description (Default Description)			:	2				
Effective Date (Effective Date)								

 Select the check box next to CheckDateFormat and click the ADD button to move it to the Assigned Validations pane. Close the window and you should see the Validations column in the grid updated.



			Assigned Properties											
Property Name T	Display Order	Edit	table 🕇	Required T	Calculate 🕈	Custom Label 🔻	Options 1	Validations	۲					
Name (Name)		0				Account Name								
SelectParentMember (Parent Member Selector)		1												
Description (Default Description)		2												
Effective Date (Effective Date)		3 🔳						CheckDateForm	at					

Click the **Save** button and the Enrich layout is now complete.

19. Next, repeat previous steps and create a read-only layout for the Approve step. The result should look like the following image. Save the three layouts.

yout Name (required):		Layout Der	cription:							SAVE	CANCEL
CorpAccounts_Approve		CorpAc	CorpAccounts_Approve							SAVE	CANCEL
Available Properties		= 0 A		ĥ	G.	Σ	6				
Filter		Change Order	Assign Validation	Toggle Editable	Toggle Required	Toggle Calculat	e Copy Prop	rties			
Account	1					Assigned Pro	perties				
- AccountType		Property Name		7	Display Order	Editable	Required 7	Calculate 7	Custom Label	Options T	Validations
 AdjustmentType 		Name (Name)				0			Account Name		
 AggregationWeight 		SelectParentMe	ember (Parent Me	mber Selector)		1					
- AllowInput		Description (De	fault Description)		2					
 CulturalDescription 		Efforti un Data	(Effective Date	a		3					

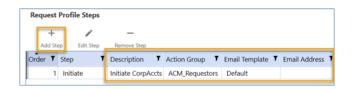
20. Next, navigate to the **Request Profiles** page and click the **New** icon to open the editing page.

Co Administration	Request Profiles	Dimensions	Properties	Layouts	Validation	s Ema
C4 Requests	+ / New Edit	Copy Delete		te All Delete All	Save Cancel	
Metadata File	Display Order		Description T		Security Group	
Import		EntitySource AccountSource	EntitySource	Metadata Metadata	Everyone	
±		LID1Source	LID1Source	Metadata	Everyone	

21. Here we will name the profile **CorpAccounts**, with a description of **CorpAccounts Request**. The request type is **Metadata** and the Dimension is what we have set up, **CorpAccounts**. Select the **Enabled** check box to make it visible for the user to select.

Request Profile Name (required):		Description:		Display Order:
CorpAccounts		CorpAccounts Request		20
ecurity Group:	Error Email Template (required):	Error Email Address:		
Everyone	• Error	•		
Request Type (required):	Dimension (required):	Modify Approvers:	Enabled:	
Metadata O Security	Account	1		
,	CorpAccounts			
	Entity			
	Flow			

22. On the **Request Profile Steps** grid, change the description for the Initiate step and the action group as needed. Then, click the **Add Step** icon to open the editing page.



23. The next step in the request is Enrich. We will select the step type, **Process**, and type the description **Enrich CorpAccts**. Set the **Action Group** to the appropriate security group. Click the **SAVE** button.

New St	ep		
Order:	Step Type:		
2 •	Process		•
Description	¢		
Enrich C	orpAccts		
Action Gro	ip:		
ACM_En	richers		•
Email Temp	late:		
Default			•
Email Addr	ess:		

24. Repeat the previous step and add the Approval and Commit steps. The result should look like this:

Reque	est	Profile Steps					
	+	/	_				
Add	d Ste	ep Edit Step	Remove Step				
Order	T	Step 🔻	Description T	Action Group	Email Template	Email Address	T
	1	Initiate	Initiate CorpAccts	ACM_Requestors	Default		
	2	Process	Enrich CorpAccts	ACM_Enrichers	Default		
	3	Process	Approve	ACM_Approvers	Default		
	4	Commit	Commit	Administrators	Default		

25. Next, in the grid, select the **Initiate** step. On the right-side pane above the **Layout Assignment** grid, you should see the title change to **Initiate CorpAccts (Initiate)**.

Request	Profile Steps					Layout Assig	inment f	or Step -	Initiate Co	rpAccts (I	nitiate)
+	1	_				+					
Add Ste	ep Edit Step	Remove Step				New Layout					
Order 7	Step T	Description T	Action Group	Email Template	Email Address	Dimension 7	Add Y	Сору 🕇	Update 🔻	Move T	Remove
1	Initiate	Initiate CorpAccts	ACM_Requestors	Default		CorpAccounts					
2	Process	Enrich CorpAccts	ACM_Enrichers	Default							
3	Process	Approve	ACM_Approvers	Default							
4	Commit	Commit	Administrators	Default							

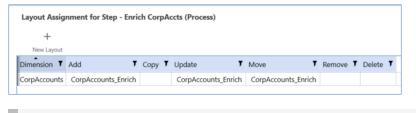
26. Since we want to allow Add, Update, and Move for this profile, we need to assign a layout to these actions to activate them. Click the **Add** column cell to open a drop-down list. Select the **CorpAccounts_Initiate** layout that we just created.

+												
New Layout												
Dimension T	Add	T	Сору	T	Update	T	Move	T	Remove	T	Delete	Ţ
CorpAccounts	CorpAccount_Initiate	٠										
	AccountSource CorpAccount_Initiate EntitySource FlowSource ScenarioSource	ĺ										
	UD1Source								1 Rows		Pag	ge

27. Assign the same layout to Update and Move actions. Make sure to click the **Save** button before you continue. The result should look like this:

Dimension T	Add Y	Сору 🕇	Update Y	Move T	Remove T	Delete	T
CorpAccounts	CorpAccount_Initiate		CorpAccount_Initiate	CorpAccount_Initiate			

28. Select the **Enrich** step, and assign the enrich layout to the same Add, Update, and Move actions.



TIP: Check the title to confirm you are on the correct step.

29. Repeat the process to assign the layout to the Approve step.

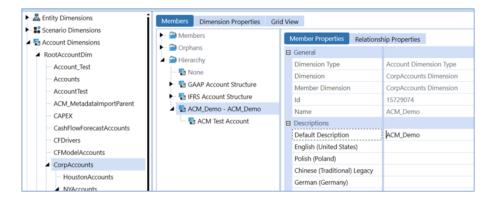
Layout Assignment for Step - Approve (Process)													
+													
New Layout													
Dimension T	Add Y	Сору 🕇	Update T	Move T	Remove T	Delete	T						
CorpAccounts	CorpAccounts_Approve		CorpAccounts_Approve	CorpAccounts_Approve									

30. Save the Request Profile and navigate to the **Request Profile** page. Select the **CorpAccounts Request** line and click the **Create** icon to generate the dynamic dashboard. The request profile setup is now complete.

+ Image: Copy Delete Image: Create All Delete All Delete All Save Cancel Display Order T Name T Description T Request Type T Security Group T Enabled T	Request Pr	rofiles				
Display Order Y Name Y Description Y Request Type Y Security Group Y Enabled Y	+ 🖍 New Edit	Copy Delete				
	Display Order	T Name T	Description 7	Request Type	Security Group	Enabled Y
20 CorpAccounts CorpAccounts Request Metadata Everyone		20 CorpAccounts	CorpAccounts Request	Metadata	Everyone	

Create a User-initiated Request

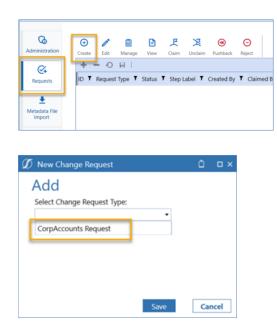
This is the current hierarchy for our CorpAccounts:



Our objectives in this exercise are to submit a single change request with the following three line items:

- Create a new parent called Sample Parent under ACM_Demo and create a new child called Sample Child under this new parent.
- Move the ACM Test Account under the new Sample Parent.
- Update the description of ACM_Demo to Demo Account Hierarchy.

1. On the left navigation panel, select **Requests** and click the **Create** icon. A window will open. Select **CorpAccounts Request** and click the **Save** button.



2. On the Request Detail page, click the Add icon and select CorpAccounts (ADD).

Home Add	#R00000	001 - Corp	Accounts Re	equest ems	: (Initiate	•)		
Drag a	a column hea	der and drop i	it here to group l	by that	column			
Action	Dimension	Parent Name	Member Name	Notes	Validated	C		
Ø Ad	ld Item						Ô	
	Select A	ction: CorpAc	counts (ADD)			•		
			Add					

3. The properties display in the Item Detail section.

TIP: If there are no properties showing, make sure you have clicked on Create on the Request Profile page to generate the dynamic dashboard.

Input the values and click the Save icon.

		Note	Recalculate	Validate Sav
Item Details	Value			
* Account Name	Sample Parent			
* Parent Member Selector	s the Parent included in the current request? ACM_Demo			
Default Description	Sample Parent			_

TIP: Click the ellipsis to open the Member Selector window.

4. The item grid should be refreshed and the first line item is displayed.

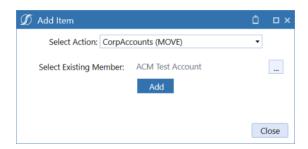


 Next, we will add the Sample Child member. Click Add and select CorpAccounts (ADD) again. Since ACM_Demo is a new parent, we will select the Is the Parent included in the current request? check box.

Click **Save** to save the line item.

ITEM DETAIL		
Item Details	Value	
* Account Name	Sample Child]
* Parent Member Selecto	Is the Parent included in the current reque	st? 🔳
 Parent member Selector 	Sample Parent	
Default Description	Sample Child]
Default Description	Sample Child]

 Next, click Add and select CorpAccounts (MOVE). Select the member ACM Test Account and click the Add button.



7. In the ITEMDETAIL, you should see the **Current Value** and the **New Value** columns. Select the **Is the Parent included in the current request?** check box and change the new parent to be **Sample Parent**.

Click the Save icon to save the line item.

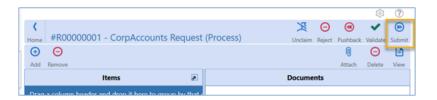
ITEM DETAIL			Ð	Σ	~	•
Item Details	Current Value	New Value	Note	Recalculate	Validate	Save
* Account Name	ACM Test Account	ACM Test Account				
t Descrit March of Coloritor		Is the Parent included in the current request?				
* Parent Member Selector	ACM_Demo	Sample Parent			•	
Default Description						

 Next, click Add and select CorpAccounts (UPDATE). Change the description for ACM_ Demo to be Demo Account Hierarchy.

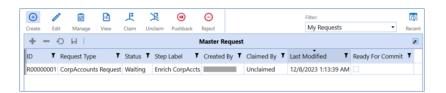
tem Details	Current Value	New Value
Account Name	ACM_Demo	ACM_Demo
Parent Member Selector	Root	Is the Parent included in the current request?
Default Description	ACM Demo	Demo Account Hierarchy

9. The Items grid should look like this. Click the **Submit** icon to go to the next Enrich step.

	Items										
Drag a co	olumn header an	d drop it here to g	roup by that colum								
Action T	Dimension T	Parent Name 🔻	Member Name 🔻	Notes	Validated	T Committed	Parent In Request				
ADD	CorpAccounts	ACM_Demo	Sample Parent								
ADD	CorpAccounts	Sample Parent	Sample Child								
MOVE	CorpAccounts	Sample Parent	ACM Test Account								
UPDATE	CorpAccounts	Root	ACM_Demo								



10. You should now be on the **Request Home Page** and the request status and step label should be changed to **Waiting** and **Enrich CorpAccts**. The Initiate step is now complete.



11. As an Enricher, select the request and select **Manage** to open the Request Detail page. Select the new member **Sample Child** line item and you should see the **Effective Date** property in the ITEM DETAIL section. Notice the other properties are not editable.

	Items								
Drag a column header and drop it here to group by that column									
Action 7	Dimension T	Parent Name 🔻	Member Name 🔻	Notes 🕈	Validated T	Committed T	Parent In Request		
ADD	CorpAccounts	ACM_Demo	Sample Parent						
ADD	CorpAccounts	Sample Parent	Sample Child						
MOVE	CorpAccounts	Sample Parent	ACM Test Account						
UPDATE	CorpAccounts		ACM_Demo		•				
ITEM DETA	IL CorpAccounts,A	DD	ACM_Demo		•				
ITEM DETA	IL CorpAccounts,A	DD Value	ACM_Demo		•				
ITEM DETA	IL CorpAccounts,A tails	DD Value Sample Child	ACM_Demo		•				
ITEM DETA	IL CorpAccounts,A	DD Value	ACM_Demo		•				
ITEM DETA Item Det Account I Parent M	IL CorpAccounts,A tails	DD Value Sample Child	ACM_Demo		•				

12. To test the date format validation, type Feb 1, 2023 in the box and click **Save**. You should receive an error message.

tem Details Account Name	Value Sample Child	∅ OneStream û	ı x
Parent Member Selector		FAILED VALIDATION CHECKS	
Default Description		Effective Date: Please enter Active Date in "MM/DD/YYYY" Format	
Effective Date	Feb 1, 2023		

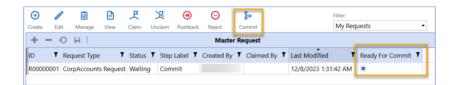
- 13. Now enter 02/01/2023 and click **Save** again. It should save this time. Click **Submit** to proceed to the next Approval step.
- 14. The request status and step label have now changed to Waiting and Approve.

+ -	0 8 1			Master Requ	est		
id 🕈	Request Type 🛛 🕈	Status 🔻	Step Label 🔻	Created By T	Claimed By 🔻	Last Modified	Ready For Commit T
R0000001	CorpAccounts Request	Waiting	Approve		Unclaimed	12/8/2023 1:24:45 AM	

15. As an Approver, select the request and click **Manage** to open the **Request Detail** page. Notice all properties are now read-only. Click **Submit** to proceed to the next step.

ltems									
Drag a column header and drop it here to group by that column									
Action 7	Dimension Y	Parent Name 🔻	Member Name	Notes T	Validated Y	Committed Y	Parent In Request		
ADD	CorpAccounts	ACM_Demo	Sample Parent						
ADD	CorpAccounts	Sample Parent	Sample Child						
MOVE	CorpAccounts	Sample Parent	ACM Test Account						
	CorpAccounts		ACM_Demo						
UPDATE ITEM DETA	IL CorpAccounts,A		ACM_Demo						
ITEM DETA	IL CorpAccounts,A	DD	ACM_Demo						
ITEM DETA	IL CorpAccounts,A	DD Value	ACM_Demo						
ITEM DETA Item Det Account I Parent Me	IL CorpAccounts,A tails Name	DD Value Sample Child	ACM_Demo		•				

16. The request status and step label have now changed to **Waiting** and **Commit**. Notice the **Ready to Commit** is selected by default. As an Administrator, click the **Commit** icon on the home page to commit the request.



17. Finally, navigate to **Application** > **Dimension Library** and you should now see your changes reflected in the CorpAccounts dimension. The change request process is now complete.

Scenario Dimensions	► 🚔 Members	Member Properties Relation	
Register Account Dimensions	- 🗎 Orphans	Member Properties Relation	onship Properties
 RootAccountDim 	Hierarchy	General Dimension Type	Account Dimension Type
 Account_Test Accounts 	— 🔁 None	Dimension	CorpAccounts Dimension
- AccountTest	GAAP Account Structure GAAP Account Structure	Member Dimension	CorpAccounts Dimension 15729074
 ACM_MetadataImpoi CAPEX 	ACM_Demo - Demo Account Hierarchy	Name	ACM_Demo
- CashFlowForecastAcc	 Sample Parent - Sample Parent Sample ACM Test Account 	Descriptions Default Description	Demo Account Hierarchy
CFDrivers CFModelAccounts	— 🖥 Sample Child - Sample Child	English (United States)	
 CorpAccounts 		Polish (Poland) Chinese (Traditional) Legacy	,
 HoustonAccounts NYAccounts 		German (Germany)	
= infaccounts		Hebrew (Israel)	

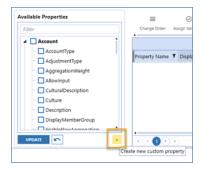
Tips

After you familiarize yourself with the various administration components needed to complete a Request Profile, there are some tips to make the setup process even easier with fewer clicks.

• Instead of going to the Layouts page to create a new layout, you can create a layout on the Request Profile editing page using the **New Layout** icon.



Rather than using the Properties page to create a new custom property, you can do so directly on the Layout editing page. Use the + icon at the bottom of the Available Properties pane to open the properties editing page.



• On the Layout editing page, you can assign a validation to a property by clicking the **Assigned Validation** icon rather than going to the Validations page to do the assignment.

Change Order Assign Validation		Toggle Editable	Ca Toggle Required	∑ Toggle Calculat	Copy Properties	
change order	Assign validation	loggie console	loggie Required		Properties	i lies
Property Name		7	Display Order	Editable T	Required T	Calcu
Name (Name)				0		
SelectParentMe	ember (Parent Me	mber Selector)		1 🗆		
Description (Default Description)				2		
Effective Date (Effective Date)				3		

Turn On or Off Testing Mode

Approval steps with attached security groups can be temporarily turned off to make the process quicker when in development or testing.

- Navigate to Application > Dashboard > Workspaces > Application Control Manager (ACM)
- 2. Under Parameters, locate TestEnvironment_ACM
- 3. Change the Default Value to True to turn on the testing mode or False to turn it off.

The application banner will indicate when testing mode is enabled.



Setup Migrate Request Environment

The Migration feature of Application Control Manager keeps the dimension hierarchies between two OneStream installations or applications aligned with one another by migrating the requests.

This is accomplished by using the REST API built into OneStream. The REST API in the source environment requires setup on the server side to ensure that the correct configuration is in place. Request the following details for your Azure Single Sign-on configuration from your technical support representative:

- Azure AD Tenant ID
- OneStream Web API Client ID
- OneStream Web API Client Secret Key
- Source OneStream System URL
- Source OneStream System Application Name

The first three values can be found in the OneStream WebServerconfig.xml:

Web Server Configuration File - C:\XP\Source\Client\Web\OneStream	WebApi\App Data\XFWebServerConfig.xml					
21 3	···· • • • • • • • • • • • • • • • • •					
Web Server Configuration Settings						
Application Servers	(Collection)					
Single Sign On Identity Provider						
SSO Identity Provider Type	Ream					
 Azure Identity Provider 						
Azure AD Domain	and the second sec					
Azure AD Endpoint	Man / Rept and read-ration com					
Azure AD Authority	Max / Rept. attribut. rd					
Azure AD Graph Api	Max //graph attribute.nd					
Azure AD Tenant Id	a / PORPassesson and Parks /					
OneStream Web App Reply Uf	Mp. Anadest WUR/Inclines/Inclines/Features/Features					
OneStream Windows App Launch Page UK	Mp. Analysis WUR Deckman DeckmanReal-solar age					
OneStream Web App Client ID	Window Paul All Add and Window All					
OneStream Web App ID Uri	Mp //www.commune.com/com/for/brancfor/brancfillings					
OneStream Web App Client Secret Key	and the factor that the logic prototion that the fight					
OneStream Mobile App Url	Mp (Broked 118) Advertisation Logility					
OneStream Mobile App Client ID	15 at 1 at 1 at 1 at 2 at 1 at 1 at 1 at 1					
OneStream Mobile App ID Uri	Max //second control con/W77238 46/14/01 Mul Eble Max 7					
OneStream Mobile App Client Secret Key	All and a second s					
OneStream Web Api Reply Url	Mp (Realised 1977)					
OneStream Web Api Client ID	CONTRACTOR AND A DECEMPTION OF A DECEMPTION OF					
OneStream Web Api App ID Uri	age / 11,200 Autor back Adda (Add 1 a had Add 1 2,000					
OneStream Web Api App Custom Scopes	disputer.					
OneStream Web Api Client Secret Key	ange 10 - Chanceman and Tail 1984					
OneStream Windows App Client ID	10x1775 (accessed 0.015, 177					
OneStream Windows App Redirect UK	Mg. (The Breat last					
User Inactivity Timeout (minutes)	18					

Setup Remote Source Server Environment

You must set up a Remote Source Server Environment to start Migration.

- 1. Navigate to **Settings > Global Setup > Environments**.
- 2. Click + in Name Table Editor.
- 3. Create and enter an Environment Name under the Name field.
- 4. Save the environment name.

Global Setup	Global Options Global Security Environmen	its
Load/Extract Uninstall	+ - O R I	8 + - O H
	Name T	Option T Value T
	ProdEng_7.4_Production	

Create Environment Options

Next you must create the Environment that surrounds the source system.

- 1. Click + in Options / Value Table Editor.
- 2. Click the Option column to display the list of Environment Options.

NOTE: If the remote server is a OneStream IdentityServer (OIS) with a personal access token (PAT), only the ClientUrl, ClientApp, and PAT options are necessary.

NOTE: If the remote server is a Legacy Azure SSO Environment, TenantID, Client ID, ClientKey, ClientUrl, and ClientApp options are necessary. PAT is not needed.

The TenantID, ClientID, ClientKey, and ClientUrl can all be found in the Server XFConfig file under the following keys:

TenantID: AzureADTenantId

ClientID: AzureADClientId

ClientKey: AzureADWebApiSecretKey

ClientUrl: XFWebApiUrl (only the URL's protocol and domain are needed)

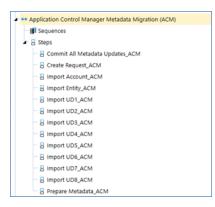
ClientApp is the remote server's application that is being used for Migration.

Global Setup	Global Options Global Security Environment	ts		
Load/Extract Uninstall	+-0HI	۲	- O B I	ProdEng
	Name T		ption T Value	T
	ProdEng_7.4_Production		lientUrl 9KNAbzbjfRp1rKTcNSulpgMjaUQkD+DK	fSzbUv2kHf9V6X1F+EkndCGfyH/82m+
			lientApp yfRMwod20G0aF1DLIKvKbYSBJMTxSpu/2	qXeQyg7aDZGqOW68x8EthmfhjkK6sMk
			AT pKR6+1W+YSvaORnXkh3d3udogChCD+	0g6RgVfRVCdrxhgGi3n0QVps5H72EKyskh

Global Setup	Global Options Global Security	Environments				
Load/Extract Uninstall	+-0HI 2.			+ - 0 स		
	Name T		Option 7	Value 7		
	Web1_MP_QA_7.4Web1		TenantiD	kcFWi98vP8clgirMjL7bic5FGb9d4iwjAD8H4QV0wNg=		
			ClientID	RUyWK7KwxqALUFokQTLf6MXoI0YkS8mDOEo0Sb33xGs=		
			ClientKey	byUXbPZwPzF6U8pL3jGYHX0suiq6onLJsEz4Lq0300M=		
			ClientUrl	mT4UhGZ5u82rWTDOQPmK88fm6Yy3rtmM48+7VtiwHAU		
			ClientApp	EaMFn2ayHMsruBCATYbUrnBSemjh2PYsBc5pg1DEEpk=		

Data Management Job Configuration

The metadata synchronization process is run using a Data Management job in OneStream. When Application Control Manager is installed, a Data Management Group named Application Control Manager Metadata Migration (ACM) containing associated steps is automatically created:



As with other features in Application Control Manager, there is a step associated with each of the dimensions in OneStream. To complete the setup, you must update the **Parameters** section of the step. The default parameters are entered in the initial setup step from Application Control Manager:

🖌 🚥 Data Management Groups	@ General (Step)	
Admin	Name	Import Entity_ACM
 Application Control Manager Create Flow Views (ACM) 	Description	
 Application Control Manager Export Dimensions (ACM) 	Data Management Group	Application Control Manager Metadata Migration (ACM)
 Application Control Manager Metadata Commit (ACM) 	Step Type	Execute Business Rule
 Application Control Manager Metadata Import (ACM) 	Use Detailed Logging	False
 Application Control Manager Metadata Migration (ACM) 	O Business Rule	
# Sequences	Business Rule	ACM_Metadataimport
 B Steps 	Parameters	RequesiType=Migration, WorkflowProfileName=ACM_MetadataImport_Default.MigrationEnvironmentName=QA_BowName=Entity
- E Commit All Metadata Updates, ACM		
B Create Request. ACM		
 B Import Account_ACM 		
B Import Entity, ACM		

- The Request Type is set to Migration and should not be changed.
- The WorkflowProfileName is set to ACM_MetadataImport_Default.Migration and should not be changed.
- The EnvironmentName is set to the environment name previously created in the <u>Setup</u> <u>Remote Source Server Environment</u> section.
- The RequestProfileName is set to the Request Profile Description that you plan to use for the Migration.

Execution

When any of the Data Management Load steps are executed, the following processes occurs:

- Prepare metadata on remote (source system)
 - Using the REST API that was configured in the Application Control Manager system administration screen, the system remotely executes a Data Management setup on the source system named Application Control Manager Metadata Migration (ACM) > Prepare Metadata.
 - This process gathers all metadata information including the member list, hierarchy, and properties for the dimension specified in the workflow profile. This information is stored in a temporary staging table in the database.
- Retrieve metadata from a remote system.
 - Using the REST API, make a built-in API call named GetAdoDataSetForSqlCommand on the remote system. The system pulls the information and loads it into the local (destination) OneStream application database for further processing.
- After the data is loaded into the database, the same processing that occurs during a metadata import takes place. If any updates are required, the system automatically generates a request, which can be committed using the Application Control Manager Metadata Migration (ACM) > Commit All Metadata Updates Data Management step.

Configure Request Profiles with Migration Step

Application Control Manager can migrate requests from one OneStream environment to another. You can use this as a testing feature to see how metadata updates will impact a production system before committing them in that environment. You can also use it to keep two systems synchronized with each other.

Before continuing, follow the setup steps outlined in the Metadata Synchronization section. You must set up a destination environment where requests will be sent.

If you have a large data set to migrate (>100k of data), make sure to increase your **Command Timeout** or **Task Inactivity Timeout** (minutes) settings under **Database Server Connections** > **Connection String Settings > Command Timeout or Application Server Configuration Settings > Task Inactivity Timeout** (minutes).

Add a new step to any request profile you have configured in the system. In the Application Control Manager administration screen, select Request Profiles and edit or create a profile to use for the migration. Add a new step to the profile after the Initiate step and select **Migrate**.

lequest Profile Name (required):		Description			Display O	
EntitySource			EntitySou	rce		1
lecurity Groups	Error Erral	Template (required)	Dror Drail Ad	idress:		
Everyone	 Error 		•			
Request Type (required)	Ormension	(heri-per)	Modify Appr	Darres 🛄	trubied	
 Metadata Security 	 Accov Flow Scena TBIW 	nio	i			
Request Profile Steps						
+ /	-					
Add Step Edit Step	Remove Step					
Order T Step T C	escription 7	Action Group	Email Template	Email Address	7	۲
t britista b	ritiate	Everyone	Default			
2 Migrate A	ligrate	Everyone	Default			
2 mg/m						

Select the appropriate target environment to commit the request to. This was defined in the prior configuration step. Select your Target Environment:

💋 Application Control Manager	Û	ο×
New Step		
Order: Step Type:		
2 • Migrate		•
Description:		
Migrate		
Action Group:		
Everyone		•
Email Template:		
Default		•
Email Address:		
Target Environment:		
Azure		•
SAVE	CAN	CEL

When you create a new request in the system and advance from the initiate step, you will see the system report the next step as **Migrate**:

+ -	4	D III C							Master Request
ID	T	Request Type 🔻	Status 🔻	Step Label 🔻	Created By	Claimed By 🔻	Last Modified	Ready For Commit 🔻	
R000000	03	EntitySource	Waiting	Migrate		Unclaimed	12/7/2023 8:49:25 PM		

When you manage this request and advance to the next step, the system automatically connects to the target environment REST API and pushes the request information from the source system to the destination environment and automatically commits the request. After reviewing and testing in that environment, return to the source system and continue processing as you typically would.

Set Up Metadata Import Excel Template

This section guides you through how to create an Excel template to import metadata into Application Control Manager. When setting up your Metadata Import Template, if you do not specify a field for a specific member, that property will use the default option.

File Tabs

Create a new Excel file with two tabs: Tree and Members.

4	A	B	C	D	E
	Application				
	XFW_ACM_Metadata/	AccountImportTree			
	Replace				
	xfText#:[Dimension]	xfText#:[Parent]	xfText#:[Child]	xfint#:[AggregationWeight]	xfint#:[SortOrder]
	Tree	Members (+)		1 M	

Headers

On the Tree tab, the first rows should be fixed to:

- Row 1, Column A: Application
- Row 2, Column A: XFW_ACM_[Dimension Tree Table Name] (See Import Add-On Staging Tables for the full name.)
- Row 3, Column A: Replace
- **Row 4**: Property name with a prefix of xfText#:[] or xfInt#. The order of column names must match the order in the associated Layouts.

_	A	В	с	D	E	-
1	Application					
2	XFW_ACM_Metadata/	AccountImportTree				
3	Replace					
4	xfText#:[Dimension]	xfText#:[Parent]	xfText#:[Child]	xfInt#:[AggregationWeight]	xfInt#:[SortOrder]	
5						
6						
7						
8						
Î	Tree	Members (+)		: 4		•

NOTE: The property field type can be found in the database columns definition. For example, nvarchar is a Text type.

- dbo.XFW_ACM_MetadataAccountImportTree
 - 🖃 💼 Columns
 - Dimension (nvarchar(100), not null)
 - Parent (nvarchar(500), not null)
 - E Child (nvarchar(500), not null)
 - AggregationWeight (nvarchar(250), null)
 - SortOrder (int, not null)
 - PositionInParent (nvarchar(50), null)
 - SiblingMember (nvarchar(500), null)

On the Members tab, the first rows should be fixed to:

- Row 1, Column A: Application
- Row 2, Column A: XFW_ACM_[Dimension Member Table Name]
- Row 3, Column A: Replace
- **Row 4**: Property name with a prefix of xfText#:[] or xfInt:#. The order of column names must match the order in the associated Layouts.

lication					
/_ACM_MetadataA	ccountImportMer	nbers			
lace					
ext#:[Member]	xfText#:[Text1] xfText#:[Text2]	xfText#:[Text3]	xfText#:[Text4]	xfText#:[Text5
	/_ACM_MetadataA lace	/_ACM_MetadataAccountimportMer lace	/_ACM_MetadataAccountImportMembers lace	/_ACM_MetadataAccountImportMembers	/_ACM_MetadataAccountImportMembers

Named Range

Application Control Manager looks for the Named Range defined in the Excel file to determine what to import. Ensure the ranges cover the entire data set in your file. The two required name ranges are:

- xftProjectTree: Refers to ranges in the Tree tab
- xftProjectMembers: Refers to ranges in the Member tab

Import Shared Members and Varying Properties

When importing metadata containing shared members or varying properties, ensure that each shared member and varying property combination is separated by different rows. For shared members, make sure all properties are identical.

Example showing a shared member setup in the Tree tab:

Dimension	Parent	Child	Aggregation Weight	Sort Order
Account	GAAP	Shared Member	1	1
Account	IFRS	Shared Member	1	10

Example showing a shared member with varying properties by **Time** in the **Members** tab:

Ingut Frequency	Time Val
HalfYearly	2018
Quarterly	2019
Yearly	2020
	HalfYearly Quarterly

Example showing a shared member with varying properties by **Scenario** type and **Time** in the **Members** tab:

Member	Formula	Scenario Type	Time Val
10000 - Cash Deposits	Sample Formula 1	Actual	2023Q1
10000 - Cash Deposits	Sample Formula 2	Budget	2023Q1
10000 - Cash Deposits	Sample Formula 3	Actual	2023Q2

NOTE: The Remove Stored Item feature available in User-Initiate requests or the OneStream Dimension Library is not functional with Metadata Import process. To remove a stored item or revert to the property default value for **Vary By Scenario Type and Time** properties, either manually update in the Dimension Library or use the User-Initiate request process.

You can give the file any name and save it in any folder location. To upload the Excel template, select Metadata File Import from the left navigation panel. Click Import, and the Windows File Explorer browser will display for you to navigate to the file within your selected folder.

Administration	Metadata File Import								
C4 Requests	Import Process Clear Table Retain Source System Order								
	Data Management Steps								
*	Group Name	Name 🔻	Description						
Metadata File Import	Application Control Manager Metadata Import (ACM)	Commit_ACM							
	Application Control Manager Metadata Import (ACM)	Load Accounts_ACM							
1 Exports	Application Control Manager Metadata Import (ACM)	Load Entities_ACM							
	Application Control Manager Metadata Import (ACM)	Load Flows_ACM							
=0	Application Control Manager Metadata Import (ACM)	Load Scenarios_ACM							
Logs	Application Control Manager Metadata Import (ACM)	Load UD1_ACM							
Logs	Application Control Manager Metadata Import (ACM)	Load UD2_ACM							
r h	Application Control Manager Metadata Import (ACM)	Load UD3_ACM							
Reports	Application Control Manager Metadata Import (ACM)	Load UD4_ACM							
	Application Control Manager Metadata Import (ACM)	Load UD5_ACM							
	Application Control Manager Metadata Import (ACM)	Load UD6_ACM							
	Application Control Manager Metadata Import (ACM)	Load UD7_ACM							
	Application Control Manager Metadata Import (ACM)	Load UD8_ACM							

Set Up Custom Metadata File Import

You can set up Application Control Manager to pull metadata from a file location of your choice or combine with PowerShell scripts and the Task Scheduler to fully automate the process.

You can also automate the import and commit steps to no longer include user interaction before committing the request. Additionally, you can add a required step for individuals on the Finance team to review and enrich the request before manually committing it into the system.

Manage the following components if you are setting up a custom Metadata File Import process in Application Control Manager:

Define Metadata Import Properties

The pre-installed layouts contain all properties associated with the dimension type. You can modify these layouts so that the properties you want to maintain are included. After you have defined these properties, ensure the Business Rule Connector is coded with the same set of properties and in the same order as the layout.

Set Up Business Rules

The pre-installed Business Rule Connector can be modified, or you can create your own. Ensure the properties coded in the Business Rule Connector match the layout that you want to use for the import process.

NOTE: It is important that both the properties and the order of properties match between the layouts and the Business Rules.

Business Rules	Layouts	s (Prop	perti	ies)	
🕖 Business Rules - ACM_AccountSource	Layou	rts > Accoun	tSource	×	
private <u>list(string></u> GetFieldList(SessionInfo si, EMGlobals globals, Transformer apl)			Assign	ed Propertie	
try	Property Name 7	Display Order	Editable 7	Required 7	Calculat
var fields = new List(string)() "Parent", "Hember", "Description", "Text1", "Text2", "Text3", "Text4",	ParentName (Parent Name)	0			
return fields;	Name (Name)	1			
	Description (Default Description)	2			
Catch (Exception ex) Order of the	Text1 (Text1)	3			
	Text2 (Text2)	4			
properties in the	Text3 (Text3)	5			
code must match	Text4 (Text4)	6			
e the data load SQL Statement the and an in the	Text5 (Text5)	7			Calculat
sector entered (sector entered and sector enter	Text6 (Text6)	8			
layout 🚬	Text7 (Text7)	9			
// Create the SQL Statement	Text8 (Text8)	10	*		
string sol - #"	UD1Constraint (UD1Constraint)	11			
SELECT t.Parent, m.Hember, '''' + m.Description + '''' AS Description, '''' + m.Text1 + '''' AS Text1, '''' + m.Text7 + '''' AS Text7, '''' + m.Text8 + '''' AS Text8, m.UDIConstraint, m.UD2Constraint, m.UD3C	UD2Constraint (UD2Constraint)	12	*		
m.Enablei02/iggregation, m.Enablei03/iggregation, m.Enablei04/iggregation, m.Enablei05/iggregation, m.Enable m.EnableFlow/iggregation, m.UsedOnEntity0im, m.UsedOnConsDim, m.IsConsolidated, m.FlowConstraint, m.ICCon	UD3Constraint (UD3Constraint)	13	×		
n inder familyinghtim, a columnonin column, acceleration of the second states, a reaction of the second states and the second states are second st	· · · · · · · · · · · · · · · · · · ·				59 Rows

Set Up Data Sources

You can modify the pre-installed Data Sources Connector or create your own. When creating your own, update the Connector Settings to reference the correct Business Rules.

	Data Sources - ACM_Accou	untSource	
		ACM_AccountSo	urce
		Connector Fie	lds
Pa	rent		
м	ember		
De	escription		
Θ	General		
	Name	ACM_AccountSource	
	Description	ACM_AccountSource	
	Security		
	Access Group	Administrators	
	Maintenance Group	Administrators	
⊡	Settings		
	Cube Name	ACM_MetadataImport	
	Scenario Type	(All)	
⊡	Data Structure Settings		
	Туре	Connectors	
	Data Structure Type	Tabular Data	
	Allow Dynamic Excel Loads	False	
	Connector Settings		
	Connector Name	ACM_AccountSource	
	Connector Uses File	False	

Workflow Profiles

Pre-installed Workflow Profiles can also be modified, or you can create your own. When creating your own, update the Data Source Name to reference the correct Data Sources Connector.

	ACM_MetadataImport_Defa	ault.AccountSource - Properties [(Default)]
	Description	
⊟	Security	
	Access Group	Everyone
	Maintenance Group	Everyone
	Workflow Execution Group	Everyone
	Certification SignOff Group	Everyone
⊟	Workflow Settings	
	Workflow Channel	Standard
	Workflow Name	Import (Stage Only)
	Workspace Dashboard Name (Custom Workflow)	(Unassigned)
⊟	Integration Settings	
	Data Source Name	ACM_AccountSource
	Transformation Profile Name	ACM_ImportMetadata
	Import Dashboard Profile Name	(Unassigned)
	Validate Dashboard Profile Name	(Unassigned)
	Is Optional Data Load	False

Data Management Groups

You can modify pre-installed Data Management Groups or create your own. When creating your own, update the Business Rule and reference the appropriate Workflow Profiles name.

	Workflow Profiles - ACM_MetadataImpo	ort_Default.AccountSource [(Default)]
	ACM_MetadataImport_Defa	ault.AccountSource - Properties [(Default)]
	Description	
Ξ	Security	
	Access Group	Everyone
	Maintenance Group	Everyone
	Workflow Execution Group	Everyone
	Certification SignOff Group	Everyone
Ð	Workflow Settings	
	Workflow Channel	Standard
	Workflow Name	Import (Stage Only)
	Workspace Dashboard Name (Custom Workflow)	(Unassigned)
Ð	Integration Settings	
	Data Source Name	ACM_AccountSource
	Transformation Profile Name	ACM_ImportMetadata
	Import Dashboard Profile Name	(Unassigned)
	Validate Dashboard Profile Name	(Unassigned)
	Is Optional Data Load	False

Setup and Use Grouped Dimensions

The Grouped Dimensions feature is useful when updating a member that exists in multiple dimensions. When using this feature, note that the selected dimension name on the metadata will not be updated on a request with grouped dimensions. Only the group dimensions will be updated. The following is an example of how to setup Grouped Dimensions to add a member to both Entity and UD1 dimensions in a single request.

1. Navigate to the **Administration > Dimensions** page and ensure the dimensions you want to group are assigned to a Cube and Dimension Name.

Dimension Type:	Dimension Name:	
Entity	 CorpEntities 	•
Descriptions		
GroupedDim_EntityCC		
Houston	ErRoct Tree	
Houston		
Houston Grouped Dimensions (Not Required): Entity, UD1		:
Houston Grouped Dimensions (Not Required): Enfity, UD1 Account		
Houston Grouped Dimensions (Not Required): Entity, UD1		-
Houston Grouped Dimensions (Not Repulsed): Entity, UD1 Account Entity		-
Grauped Dimensions (Nat Repuired): Entity, UD1 Account Entity Flow		-

2. Select the **Create** icon to create a new Dimension assignment. Select the desired dimensions under the Grouped Dimensions drop-down.

NOTE: A dimension cannot be grouped to itself, so the current dimension under edit will not be included in the list of dimensions eligible for grouping.

3. Next, create a Request Profile and select the newly created Grouped Dimension.

Request Profile Name (required):		Des
GroupedDim		G
Security Group:	Error Template (required):	Erro
Everyone	Error	•
Request Type (required):	Dimension (required):	Mo
Metadata O Security	Account	1
	Entity	
	Flow	

4. Assign the layouts to each action you want allowed in the request.

+											
New Layout											
Dimension T	Add T	Сору	Ŧ	Update	T	Move	T	Remove	T	Delete	Ŀ
[GroupedDim_EntityCC] Entity (Grouped)	EntitySource										
[GroupedDim_EntityCC] UD1 (Grouped)	EntitySource										
GroupedDim_EntityCC	EntitySource										

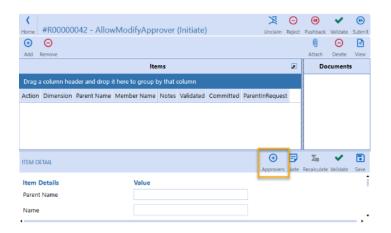
- 5. Return to the Request Profiles summary page and click on Create to generate the dynamic dashboards for the profile.
- 6. After a request is submitted, a line item will automatically be generated for the same member in both the Entity and UD1 dimensions.

REQUEST DET/		••							
					Items				
Drag a colum	header and	drop it her	e to group by the	at column					
Item Group 🔻	Subitem 🔻	Action T	Dimension 🔻	Parent Name 🏾	Member Name 🔻	Notes 🔻	Validated 🕈	Committed 7	ParentinRequest 7
GDSample3		ADD	Entity	Root	GDSample3				
GDSample3		ADD	UD1	Root	GDSample3				

Use Modify Approvers

IMPORTANT: Using the Modify Approvers feature will bypass the security groups in the Request Profile.

When the option to allow users to modify the approvers is enabled in the Request Profile, users will see the Approvers icon on the request page.



Within the Approval Matrix, additional users can be added as a Reviewer, Mandatory Approver, or Approver. The User Name drop-down displays all users in the applications. People listed in the matrix will have access to manage the request regardless of whether or not they belong to the security group configured in the Request Profile steps.

Ø Approvals				Û	o ×
+ - 0	H I		Approval Matrix		æ
User Name 🛛 🕈	Level T	Role T	Approval Date 🛛 🕇	Comments	T
Administrator	Preparer	Reviewer	01/01/2000 00:00:00		
Administrator	1	Mandatory Approver	01/01/2000 00:00:00		
Administrator	2	Approver	01/01/2000 00:00:00		

Create Custom Reports

You can add custom reports using combinations of business rules, dashboard data adapters, dashboard components, and dashboards.

NOTE: Any custom reports that use custom components are removed when performing an **Uninstall UI**. The ACM_Reports business rule is overwritten during an upgrade. Any customizations to this business rule must be backed up and merged into the updated business rule.

Follow the sample steps below to add a new custom report to show the values of the custom properties **FlowReason** and **FlowPriority**.

- 1. Add the report definition to the ACM_Reports by navigating to Business Rules > Dashboard Data Set > ACM_Reports.
- 2. Add the report to the list of reports. Be sure to add the comma to the previous line.

Ø Business Rules - ACM_R	Reports *		
11 × O H Ø	🖌 🛷 🖻		
Finance	Properties Formula		
Parser Connector	Filter		i i i i i i i i i i i i i i i i i i i
— 🗎 Conditional Rule	🕨 😚 args	37 38	{
— 🗎 Derivative Rule	🖑 – 🖓 BRAPI	39 40	<pre>case var @case when @case == DashboardDataSetFunctionType.GetDataSetNames; {</pre>
Cube View Extender Dashboard Data Set		41 42	<pre>var names = new List<string>() { "RequestItMemberChangesDetailAudit",</string></pre>
√x ACM_DataSet		43 44	"CommittedReport", "CommittedItems",
√x ACM_Reports		45 46	"CommittedMetadataItems", "ActivityLogReport",
Dashboard Extender		47	"MyCustomReport1" };
√x ACM_Engine		49 50	return names; }_

3. Copy and paste rows 112-121 and update for the new report name.

112	
113	<pre>else if (args.DataSetName.Equals("ActivityLogReport", StringComparison.InvariantCultureIgnoreCase))</pre>
114	
115	// Get the Start / End Time parameters for Metadata Audit queries
116	<pre>string startTime = args.NameValuePairs["StartTime"];</pre>
117	<pre>string endTime = args.NameValuePairs["EndTime"];</pre>
118	
119	return GetActivityLogReport(si, startTime, endTime);
120	
121	}
122	else if (args.DataSetName.Equals("MyCustomReport1", StringComparison.InvariantCultureIgnoreCase))
123	{ · · · · · · · · · · · · · · · · · · ·
124	// Get the Start / End Time parameters for Metadata Audit queries
125	<pre>string startTime = args.NameValuePairs["StartTime"];</pre>
126	<pre>string endTime = args.NameValuePairs["EndTime"];</pre>
127	
128	return GetMyCustomReport1(si, startTime, endTime);
129	
130	}

4. Insert the following code after line 331:

```
private DataTable GetMyCustomReport1(SessionInfo si, string startTime, string endTime)
{
    try
    {
        using (DbConnInfo dbConnFW = BRApi.Database.CreateFrameworkDbConnInfo(si))
        {
            using (DbConnInfo dbConnApp = BRApi.Database.CreateApplicationDbConnInfo(si))
            ł
    endTime = endTime.Replace("/", "-") + " 23:59:59";
    // Create the data table to return
    var sql = new System.Text.StringBuilder();
                sql.Append("Select r.ID, r.RequesterID, r.Status, ");
                sql.Append("'Commit' As StepType, f.Label, r.LastModified, ");
                sql.Append("'' + startTime + "' As CriteriaStartTime, ");
                sql.Append("'" + endTime + "' As CriteriaEndTime, ");
            //For item level properties, use i.ItemProperties instead of r.RequestProperties
                sql.Append("JSON_Value(r.RequestProperties, '$.Properties.FlowReason') As
FlowReason, ");
                sql.Append("JSON_Value(r.RequestProperties, '$.Properties.FlowPriority') As
FlowPriority ");
            //FOR ITEM LEVEL PROPERTIES, UNCOMMENT NEXT 2 LINES
                // sql.Append("From " + ACM_Globals.m_ItemView + " i ");
                // sql.Append("RIGHT Join " + ACM_Globals.m_MasterRequestView + " r On i.FKRequestID
= r.RequestID ");
                sql.Append("From " + ACM_Globals.m_MasterRequestView + " r ");
                sql.Append("INNER JOIN " + ACM_Globals.m_StepTable + " s ON r.FKStepID = s.StepID
");
                sql.Append("INNER JOIN " + ACM_Globals.m_FlowTable + " f ON r.FKFlowID = f.FlowID
");
                sql.Append("WHERE s.StepType = 3 AND r.Status = 'Completed' AND ");
                sql.Append("r.LastModified >= '" + startTime + "' And r.LastModified <= '" + endTime</pre>
+ "' ");
                sql.Append("ORDER BY r.LastModified DESC");
                using (var dt = BRApi.Database.ExecuteSql(dbConnApp, sql.ToString(), false))
                {
                    dt.TableName = "MyCustomReport1";
                    return dt;
                }
            }
       }
    }
    catch (Exception ex)
    ł
        Logger.Write(si, "Error getting Activity Log Report.", ACM_Globals.LogLevel.ERR, ACM_
Globals.LogCategory.AcmReports, ex);
        throw ErrorHandler.LogWrite(si, new XFException(si, ex));
    }
}
```

This is what it will look like in the business rule:

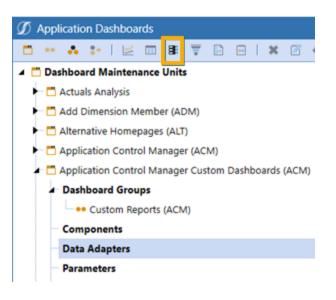
```
private DataTable GetMyCustomReport1(SessionInfo si, string startTime, string endTime)
        {
            try
            {
                using (DbConnInfo dbConnFW = BRApi.Database.CreateFrameworkDbConnInfo(si))
                {
                    using (DbConnInfo dbConnApp = BRApi.Database.CreateApplicationDbConnInfo(si))
                    {
                        endTime = endTime.Replace("/", "-") + " 23:59:59";
                        // Create the data table to return
                        var sql = new System.Text.StringBuilder();
                        sql.Append("SELECT r.ID, r.RequesterID, r.Status, ");
                        sql.Append("'Commit' AS StepType, f.Label, r.LastModified, ");
                        sql.Append("'" + startTime + "' AS CriteriaStartTime, ");
                        sql.Append("'" + endTime + "' AS CriteriaEndTime, ");
                    // For ITEM LEVEL Properties, use i.ItemProperties instead of
r.RequestProperties
                        sql.Append("JSON_Value(r.RequestProperties, '$.Properties.FlowReason') AS
FlowReason, ");
                        sql.Append("JSON_Value(r.RequestProperties, '$.Properties.FlowPriority') AS
FlowPriority ");
                    // For ITEM LEVEL Properties, UNCOMMENT NEXT 2 LINES
                        // sql.Append("FROM " + ACM_Globals.m_ItemView + " i ");
                        // sql.Append("RIGHT JOIN " + ACM_Globals.m_MasterRequestView + " r ON
i.FKRequestID = r.RequestID");
                        sql.Append("FROM " + ACM_Globals.m_MasterRequestView + " r ");
                        sql.Append("INNER JOIN " + ACM_Globals.m_StepTable + " s ON r.FKStepID =
s.StepID ");
                        sql.Append("INNER JOIN " + ACM_Globals.m_FlowTable + " f ON r.FKFlowID =
f.FlowID ");
                        sql.Append("WHERE s.StepType = 3 AND r.Status = 'Completed' AND ");
                        sql.Append("r.LastModified >= '" + startTime + "' AND r.LastModified <= '" +</pre>
endTime + "' ");
                        sql.Append("ORDER BY r.LastModified DESC");
                        using (var dt = BRApi.Database.ExecuteSql(dbConnApp, sql.ToString(), false))
                        ł
                            dt.TableName = "MyCustomReport1";
                            return dt;
                        }
                    }
                }
            }
            catch (Exception ex)
            {
                throw ErrorHandler.LogWrite(si, new XFException(si, ex));
            }
        }
```

5. Compile the business rule to check the syntax.

Add Reports to the Application Control Manager Custom Dashboard

Add the reports to the Application Control Manager Custom dashboard as follows:

- 1. Click Application Dashboards > Dashboard Maintenance Units > Data Adapters.
- 2. Click Create Data Adapter.



- 3. Enter a name for the data adapter.
- 4. For Command Type select Method.
- 5. For Method Type select **Business Rule**.
- 6. For **Method Query**, click the ellipsis and add the following:

{ACM_Reports}{MyCustomReport1}{StartTime=|!Report_StartDateTime_ACM!|, EndTime=|!Report_zEndDateTime_ACM!|}

7. In Results Table Name enter MyCustomReport1.

$\mathbf{H} = 0 + 0 + 1 + 0 + $	96 - 68
General (Data Adapter)	
Name	MyCustomReport1
Description	
Maintenance Unit	Application Control Manager Custom Dashboards (ACM)
Data Source	
Command Type	Method
Method Type	BusinessRule
Method Query	(ACM_Reports)(MyCustomReport1)(StartTime=)Report_StartDateTime_ACMI), EndTime=)Report_zEndDateTime_ACMI)
Results Table Name	MyCustomReport1

8. Click **Test Data Adapter** to test the adapter.

	— 🖸 🜬 • 🖓 68	
' E	General (Da Test Data Adapter	
	Name	MyCustomReport1
	Description	
	Maintenance Unit	Application Control Manager Custom Dashboard
E	Data Source	
	Command Type	Method
	Method Type	BusinessRule
	Method Query	{ACM_Reports}{MyCustomReport1}{StartTime= !f
	Results Table Name	MyCustomReport1

You should see similar results to this:

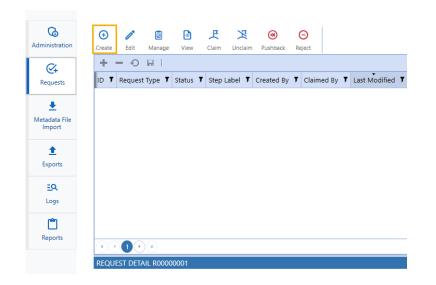
Ø	Da	ta Preview - N	lyCustomRe	port1						Ó	
Ori	gina	I Query									
(A	CM,	_Reports)(MyCu	stomReport1)(StartTim	e= IReport_StartDateTime_ACMI], EndTime= IRe	eport_zEndDateTime_AC	CMID				
Sub	stiti	uted Query									
{A	CM,	_Reports)(MyCu	stomReport1)(StartTim	e=2021/02/22, EndTime=2021/02/22}						
Dat	ta Ta	ble									
M	yCus	stomReport1	•								
	ID	RequesterID	Status	StepType	Label	LastModified	CriteriaStartTime	CriteriaEndTime	FlowReason	FlowPriority	
•	1	Administrator	Completed	Commit	Metadata Request - Add/Move/Update Entity	2/22/2021 3:40:51 PM	2021-02-22 00:00:00	2021-02-22 23:59:59	Expansion	Low	
Tot	al N	umber Of Rows	: 1								
											Close

Use Mass Update

The following section illustrates how to use the mass update feature to add multiple line-items at once within a request.

In this example we will:

- Use the OneStream spreadsheet to add multiple line items
- Import a XSLX or XSLM Excel file and append to mass update the request items
- Test the validations that run within the spreadsheet
- Edit individual line items that were added using Mass Update
- 1. Go to the Requests page and select Create to start a new request.



 Click Mass Update to generate a dynamic spreadsheet. Each spreadsheet populates with three to five fixed columns, depending on the request type. These columns may include: Dimension, Action, Current Parent Name, Current Member Name, and ParentInRequest. The other headers reflect the properties assigned in the layout(s) assigned to your request.

Reques	#R00000	005 - Sam	ple Account	Request (I	Initiate)					
[₩] Impo	· · · ·	lose								
File	Home	Insert Pa	ge Layout 🛛 🛛	Formulas	Data Revi	ew View On	eStream			
		9 Q	Þ							
Save	Save Quick F As Print	rint Print Preview	Encrypt with Password							
	Commor		Info							
A1	•	× 🗸 f x	Dimension							
A1	• •	× ✓ f _x	Dimension C		D	E	F	G	н	I
		· · · · · · · · · · · · · · · · · · ·	С	t Name Currei				G SelectParentMembe		Description
	A	В	С	t Name Currei		E r Parent In Request				l Description
1 Di	A	В	С	t Name Currei						l Description
1 Di	A	В	С	t Name Currer						l Description
1 Di 2 3	A	В	С	t Name Currer						I Description
1 Di 2 3 4	A	В	С	t Name Currer						l Description
1 Di 2 3 4 5 6 7	A	В	С	t Name Curren						l Description
1 Di 2 3 4 5 6 7 8	A	В	С	t Name Currer						l Description
1 Di 2 3 4 5 6 7	A	В	С	t Name Curren						I Description

3. Use the drop-down menus in the Action, Dimension, and ParentInRequest columns to fill those cells.

	А	В	
1	Dimension	Action	Cu
2			•
3		ADD	
4		COPY	
5		DELETE	
6		MOVE	
7		REMOVE	
8		UPDATE	
9			
10			

4. Information can be entered into each cell manually, or users can utilize Excel functions such as copy and paste and drag-down to fill spreadsheet rows.

	A	В	C	D	E	F	G	Н	1
1	Dimension	Action	Current Parent Name	Current Member Name	Parent In F	Name	SelectParentMember	Culture	CulturalDescription
2	NYENTITIES	ADD			FALSE	Sample Entity	Root	English (United States)	I speak English
3	NYENTITIES	ADD			FALSE	Sample Entity	Root	French (France)	Je parle français
4	NYENTITIES	ADD			FALSE	Sample Entity	Root	Finnish (Finland)	minä puhun suomea

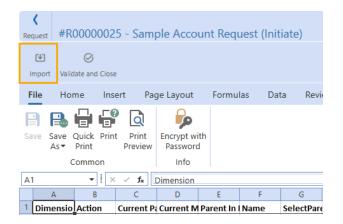
- 5. To import a file into your Mass Update spreadsheet, first ensure your Excel file is in XSLX or XSLM format and meets the following standards for import:
 - Header property names within your file must match the **Property Names** as you see them when you generate the Mass Update spreadsheet.

TIP: Generate a Mass Update spreadsheet in your application and click **Save As** to download the template onto your local file.

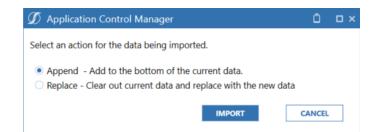
• The Excel file should consist of at least one tab titled Line Items.

IMPORTANT: Additional tabs will not import into the Mass Update section. Any additional tabs will not be reflected in your spreadsheet after import.

6. While in the Mass Update spreadsheet window, click **Import** and select your file from the file explorer.



7. If data already exists within your Mass Update spreadsheet, a dialog window will prompt for your selection:

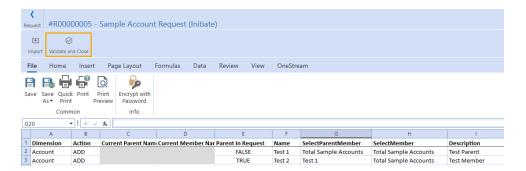


- 8. Select **Append** to proceed.
- 9. Now that your file has imported, click **Save** to save the newly entered line-items within the spreadsheet.

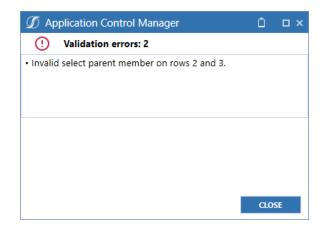
⊡ Impo	rt Vali	Ø	l Close		
File	Но	me	Inse	rt Pag	ge Layout
	B		F	Q	P
Save		Quick Print		Print Preview	Encrypt with Password
		Commo	on		Info

NOTE: This does not apply spreadsheet changes to the Line Item table within the open request, this only saves the changes to the spreadsheet itself.

6. Once the line items have been entered manually, copied, or imported into the application spreadsheet, click **Validate and Close**.



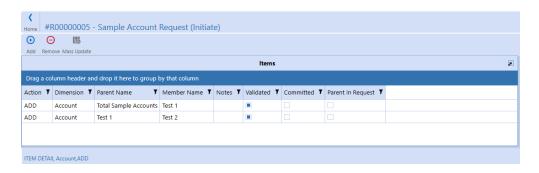
10. If any errors are caught, the changes will not be processed and dialog box like the one below will open.



11. Once the errors have been resolved, click **Validate and Close** again. You will see this dialog box.



12. Now that we have used our spreadsheet to add the necessary line items, we can modify or remove individual items.



13. Select a line item to open the **Item Detail** page to view the item's properties. Here we can see that the information from our spreadsheet is filled into the required fields.

					Items		
Drag a co	olumn header and	d drop it here to group l	by that column				
Action 7	Dimension T	Parent Name 🛛 🔻	Member Name 🔻	Notes T	Validated T	Committed T	Parent In Request Y
ADD	Account	Total Sample Accounts	Test 1				
ADD	Account	Test 1	Test 2		•		
ITEM DETA	IL Account,ADD						
ITEM DETA		Value					
		Value Test 2					
Item Det * Name	tails	Test 2 Is the Parent included in	n the current reques	t? 🗌			
Item Det * Name		Test 2 Is the Parent included in	n the current reques	t? 🗌		[.	
Item Det * Name * Parent N	t ails Member Selector	Test 2 Is the Parent included in Test 1		t? 🗌			
Item Det * Name * Parent N	tails	Test 2 Is the Parent included in		t? 🗌			

14. Edit the item details using the application page as normal and click **Save**.

ITEM DETAIL Account,ADD						
Value						
Test 2						
Is the Parent included in the current request?						
r Test 1						
Total Sample Accounts						
Edited description						

15. Select **Mass Update** to generate a spreadsheet with the request line-items listed out and the changes made should now be reflected in the spreadsheet as well.

I	mport Validate and	Close								
F	ile Home	Insert	Page	Layou	ut Form	iulas D	ata Revie	ew Vi	ew OneStream	
	Save Save Quick Print Print Print Preview Common Info									
11	0 🗸	× ✓ f	×							
	А	В	С	D	E	F	G		Н	1
1	Dimension	Action	Currer	Curr	Parent In R	Name	SelectParent	Member	SelectMember	Description
2	Account	ADD				Test 1	Total Sample	Account	Total Sample Accounts	Test Parent
3	Account	ADD				Test 2	Test 1		Total Sample Accounts	Edited description

16. Once you're satisfied with the changes made to your line items, click **Submit** to push the request to the next step.

Help & Miscellaneous Information

2

This page contains solution documentation.

Display Settings

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

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

Identifier	Description				
ACM	Solution ID				
PV8.0.0	Minimum Platform version required to run solution				
SV100	Solution version				
PackageContents	File name				

Example Package Name: ACM_PV8.0.0_SV100_PackageContents.zip

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 "Setup and Installation" on page 2 for Database Server Connection settings and installation details.
- Data tables are created in the OneStream Development application during the solution installation. Using the <u>Microsoft Data Migration Assistant</u>, 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.

MarketPlace Solution Modification Considerations

A few cautions and considerations regarding the modification of MarketPlace solutions:

• Major changes to business rules or custom tables within a MarketPlace solution will not be supported through normal channels as the resulting solution is significantly different from the core solution.

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