



# OneStream Sample Templates

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# Table of Contents

Using Sample Templates .....	1
Time Profiles Overview .....	2
Setup .....	2
Default Dimensions Overview .....	3
Setup .....	3
Simple Currency Cash Flow Overview .....	4
Setup .....	4
Simple Single Currency Cash Flow Overview .....	5
Setup .....	5
US Entity Dimension Overview .....	6
Setup .....	6
Workflow Import Custom Tables Overview .....	7
Workflow Templates .....	7
Custom Table Templates .....	7
Setup .....	7
Workflow Excel Import Templates .....	7
Custom Table XL Templates .....	8

- Security Template Overview ..... 9
  - User Security Design ..... 9
    - Data\_Certifier Security Design ..... 10
    - WF Profile Security Design ..... 10
    - Entity Security Design ..... 10
    - Account Security Design ..... 11
  - Important notes when Importing ..... 11
  - Optimal Display Settings ..... 12
  - Modifying Marketplace Solutions ..... 12

# Using Sample Templates

This guide describes the necessary steps to set up and use the OneStream Sample Templates Solution. The package contents for the solution is located in the OneStream Marketplace. The templates include:

- Time Profiles
- Default Dimensions
- Simple Currency Cash Flow
- Simple Single Currency Cash Flow
- Security
- US Entity Dimensions
- Workflow Import/Custom Tables

**Note:** Excel files imported into custom tables need to be modified to match the table definition prior to importing.

# Time Profiles Overview

The Time Profiles template provides a set of predetermined templates that include twelve XML files each containing the metadata for a different fiscal year. This provides a quick way to add Time Profiles for alternate year-end definitions.

Time Profiles are configured to set the calendar to a Non-Standard Fiscal Year End. This solution only impacts Months and does not affect any other application properties.

## Setup

The Time Profiles zip file contains twelve XML files, each including the Time Profile metadata for a different Fiscal Year End. Determine the month and year end needed for the application or proof of concept and then extract the appropriate XML file from the OneStream Sample Templates zip file.

To add the Application Template:

1. Log into the correct application.
2. Open the Application Load/Extract screen.
3. Import the XML file.

These profiles can be assigned to any cube in your application.

# Default Dimensions Overview

The Default Map Templates Solution provides a set of predefined Pass Through Dimension Maps for Entity, Account, Intercompany, View, User Defined Dimensions 1-8, and three separate Time maps (*mmm/yyyy*, *mm/yyyy*, and *Pass Through*). Use these to quickly build an application or Proof of Concept. Each map type has separate metadata files that can be imported, which saves time when creating the Dimension.

## Setup

The Default Dimensions Template package is a zip file containing multiple XML files, each containing the metadata for a different Dimension mapping (*Entity, IC, Time, View, and UD1 – UD8*).

To set up a default dimension:

1. Determine the Dimension where the template will be imported.
2. Extract the appropriate XML file from the MarketPlace zip file.
3. Log into the application that contains the Dimension template.
4. Open the Application Load/Extract screen.
5. Import the XML file.

**Note:** Import individual XML files only. Do not import the entire zip file as this will result in importing all of the Transformation Rules that include multiple time maps.

# Simple Currency Cash Flow Overview

The Simple Currency Cash Flow template provides a set of predetermined Dimension templates to build a Flow Dimension for a Customer Application or Proof of Concept. The main use of this template is for a Customer Application or Proof of Concept where the customer has multiple currencies and does not need detailed information on Translation.

## Setup

The Simple Currency Cash Flow Dimension Template Package is a zip containing one .XML file.

To add this Dimension template, log into the correct application, open the Application Load/Extract screen and import the .XML file.

In order to pull the Beginning Balance from the Prior Scenario instead of the Current Scenario, enter the Prior Scenario name into the *Text 1* field of the Current Scenario.

**Caution:** Do not import this file into an application with an existing Flow Dimension as conflicts may occur. Use this template in a test environment in order to rename members and update formulas as necessary.



# Simple Single Currency Cash Flow Overview

This template provides a set of predetermined Dimension templates that create a Flow Dimension in a Customer Application or Proof of Concept containing one currency and no translation. Typically used for a company operating in a single country without foreign operations outside of their host country, such as a health care company.

## Setup

To add the Dimension Template:

1. Log into the correct application.
2. Open the Application Load/Extract screen.
3. Import the zip file.

To pull the Beginning Balance from the Prior Scenario rather than the Current Scenario, enter the Prior Scenario name into the *Text 1* field of the Current Scenario.

**Caution:** Do not import the zip file into an application with an existing Flow Dimension as conflicts may occur. Use this template in a test environment to rename members and update formulas as needed.

# US Entity Dimension Overview

Metadata files and 50 US states are provided for the Entity and User Defined 1-8 Dimensions. Import these files to save time when creating a Dimension.

## Setup

1. Determine which Dimension the States Template will be imported into.
2. Extract the appropriate XML file from the MarketPlace zip file.
3. Log into the correct application.
4. Open the Application Load/Extract screen.
5. Import the XML file.

# Workflow Import Custom Tables Overview

The Workflow Import Custom Tables are a set of predefined sample Excel file templates for importing data to the OneStream Workflow and custom tables. The Workflow templates include Cell Detail, Forms, Matrix Forms, and Journals. The custom table templates include a sample table creation script and the Excel templates needed to load to the predefined table.

## Workflow Templates

The sample Workflow templates allow you to import Excel files for Cell Detail, Forms, Matrix Forms, and Journals.

## Custom Table Templates

The sample custom table templates contain Excel files to import multiple methods into a custom table. The Sample Employee Table Script creates the custom table that is used with the provided Excel templates.

## Setup

The zip file is not imported into OneStream directly. It should be downloaded to your PC in order to update the desired sample template. After the template is updated, it can be imported into OneStream via the Workflow or loaded to a custom table.

Details on each template and field can be found in the *OneStream Design and Reference Guide* under *Loading Data via Excel Templates or CSV* in *Chapter 3: Data Collection Guides*.

## Workflow Excel Import Templates

### Cell Detail Import Template

This template is used to import Cell Detail information to a specific intersection in OneStream. Header Rows specify the location to which the Cell Detail is loaded. Data Rows contain the Cell Detail amount and additional information to import to the specified location.

## Form Import Template

This template is used to import Form information to a specific intersection in OneStream. Header Rows specify the location to which the Form data is loaded. Data Rows contain the Form amount and details to import to the specified location.

## Form Matrix Import Template

This template is used to import Form information to a specific intersection in OneStream. Header Rows specify the location to which the Form data is loaded. Data Rows contain the Form amount and details to import to the specified location. Matrix forms can only be used to matrix on up to three dimensions.

## Journal Import Template

This template is used to import Journal information to a specific intersection in OneStream. Header Rows specify the location to which the Journal data is loaded. Data Rows contain the Journal amount and details to import to the specified location.

## Custom Table XL Templates

Modify Excel files imported into custom tables prior to importing them.

# Security Template Overview

The Security template provides a mechanism to develop User, Entity, and Workflow security in a central location. When the security design is completed, the User Security Design tab, WF Profile Security Design tab, and Entity Security tab all have an XML builder that builds the XML according to the OneStream XML configuration. This provides extract loads of the User, Workflow, and Entity security into the OneStream Framework.

The .xlsx Security template contains the following design tabs:

- User Security Design – Contains XML builder code
- WF Load-Certify Security – Centralizes who loads and certifies data per Workflow and per Entity. Used to develop WF Profile Security Design. No XML builder code.
- WF Profile Security Design – Contains XML builder code.
- Entity Security Design – Contains XML builder code.
- Account Security Design – Centralizes a more granular level of account security and specifies who should have access to certain accounts. No XML builder code.

The tab order determines the flow in which processes are designed. There are certain dependencies when developing the security matrix.

Load these items in the following order:

1. Load users as they are assigned to Workflow Security.
2. Load Workflow Security.
3. Load Entity Security.

## User Security Design

1. Enter information for Users. Columns A and B are required.
2. Copy the formulas in Column G down the rows as needed.

3. Copy the XML content of column G into Notepad as a .XML file. Make sure the header and footer match.
4. Import the file into the application and confirm the users are visible.

## Data\_Certifier Security Design

This template organizes entities into Workflows and then identifies which users load data and which users certify data for each Workflow.

1. In the Entity field, define all Entities that submit and report data.
2. In the Workflow field, add the **Workflow Name**, which identifies which Workflow is responsible for loading data for the respective Entity.
3. For each Entity/Workflow combination, define the users who will load and certify data.

## WF Profile Security Design

1. In Column A, define the Workflows that need Workflow security groups.
2. In Column B, define the naming convention of the Workflow security groups.
3. Enter the appropriate users and groups for the Workflows.
4. Copy XML from column AH to an .XML file and load it into the application.

## Entity Security Design

1. In Column A, define the Entities.
2. In Column B, define the naming convention for the Entity Read and Read/Write Security Group.
3. In Column C, add the description of the Entity Security Groups.
4. For the Child columns, enter either the User or Group assigned to the Entity Read or Read Write Security Group.

**Read Only Example:** For the Entity Read Security Group, enter the users who require access but do not have access to the Entity through a Workflow. If a user does not load data but has workflow responsibility through a Review Workflow, then assign the Review Workflow Data Execution group or Review Workflow Access Group to the Entity Read Security Group.

**Read/Write Example:** For the Entity Read Write Security Group, assign the Workflow Data Execution Groups to the Entity Read Write Group. By gaining access to the Workflow Data Execution Group, you would then have access to the Entity Read Write Security Group for data loading. Maintenance of user data loading is then controlled by which workflows they are allowed access to.

It is recommended to start from the top of the Entity Hierarchy and continue toward the bottom. Create the Entity Security Group prior to assigning it to other Entity Security Groups.

5. Copy XML from column AS to a text file and load to the application.

## Account Security Design

There is no Read or Read-Write security with Account members. To access Account security, go to **Cubes > Data Access** This is known as slice security.

The Account Security Design allows organization for accounts that require security and users who have access to them. There is currently no XML builder.

## Important notes when Importing

- Import individual XML files only.
- Do not import XML files into an application with an existing Flow Dimension as conflicts may occur. Use the templates in a test environment to rename members and update formulas as necessary.
- For **Time Profiles** templates, determine the month and year end needed for the application or proof of concept and then extract the appropriate .XML file.
- For **Simple Currency Cash Flow** templates, to pull the Beginning Balance from the Prior Scenario instead of the Current Scenario, enter the Prior Scenario name into the *Text 1* field of the Current Scenario.

- For **Simple Single Currency Cash Flow** templates, to pull the Beginning Balance from the Prior Scenario instead of the Current Scenario, enter the Prior Scenario name into the *Text 1* field of the Current Scenario.

## Optimal Display Settings

OneStream and MarketPlace Solutions frequently require the display of multiple data elements for proper data entry and analysis.

The recommended screen resolution is a minimum of 1920 x 1080 for optimal rendering of forms and reports.

## Modifying MarketPlace Solutions

A few cautions and disclaimers when modifying a MarketPlace Solution:

- 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 delete 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. Do not make changes to the custom database tables and Business Rules.