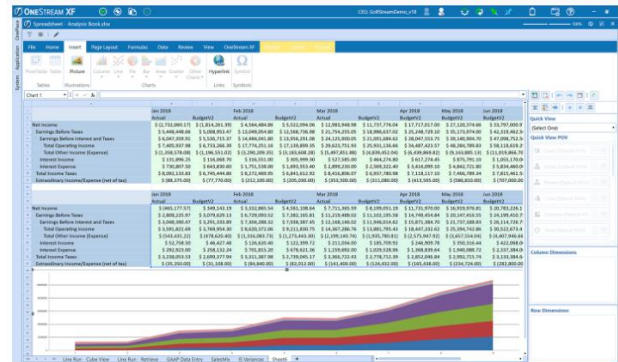


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Introduction

The Excel Add-in for Corporate Performance Management (CPM) software (i.e., Financial Consolidation and Reporting, Planning and Budgeting, Business Intelligence, Multi-Dimensional Analytics) has typically been the most desired functionality by Accounting and Finance users in this toolset over the last 20 years.



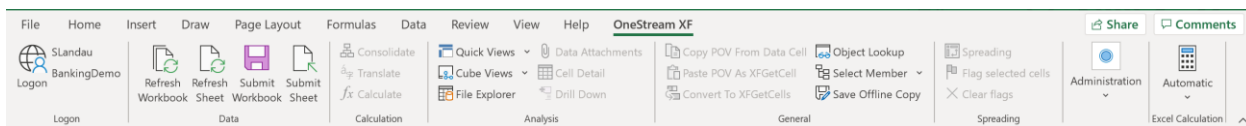
While the add-ins have been integrated throughout the Microsoft suite (i.e. Word, PowerPoint, Excel, Outlook, etc.), Excel has by far been the most popular and utilized component by companies for the following purposes:

- Integrate with Financial Consolidation systems data to prepare Financial Reports:
 - Consolidated and Consolidating Income Statement, Balance Sheet
 - Operating and GAAP Cash Flow
 - Management Reporting
 - Debt Compliance
 - Trend Reporting (Actual vs. Budget / Forecast)
 - Gross Margin Analysis
 - Intercompany Reconciliation
- Upload data into Financial Consolidation system:
 - Roll forward Activity (Cash Flow, Retained Earnings)
 - Statistical data (i.e. Headcount, Metrics)
 - Currency Rates
 - Historical Equity Overrides
 - Budget and Forecast Data
- Create and Post Journal entries
- Consolidate Data
- Integrate with Planning / Budgeting systems data:
 - Update business drivers
 - Account spreading
 - Flash Reporting
 - Version control
 - Build monthly/quarterly forecasts

The add-in offers two distinct features – Formula based cell references and dynamic ad-hoc retrieve/submit, pivot, and drill-down capabilities. Quick View has been prominent as the OneStream XFP solution has matured over much of the last decade. This multi-part review will expand on OneStream Quick View, prominent features of the add-in, and newer features.

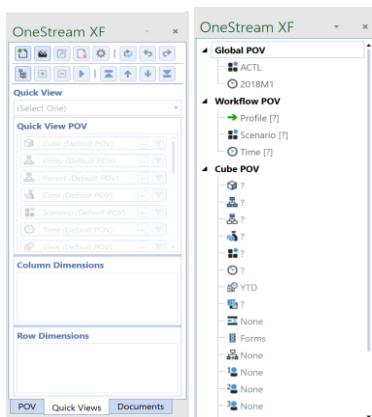
Let's Take a Quick Tour of Quick View...

Quick Views offers a rapid way to analyze data. The user can pivot and drill back through an intuitive interface. Quick Views allow users to create their own data set, and using the variety of options available, they can design their workbook to fit their needs. A user can even create a Quick View from another Quick View. Once the data set has been narrowed down, a Quick View can be saved for future reference.



Task Pane

The Task Pane is the area on the right of the screen. There are three tabs from which to choose.



Point of View

This lists the **Global**, **Workflow**, and **Cube Point of View**. When a cell is selected from a Cube View, the Dimensions in bold can be changed and will have an impact on the data that is retrieved.

Documents

This is a view into the XF File Explorer. It shows all the Excel documents this user has access to launch. These can be from the Application or System Databases and from either Public or User-based folders.



Create Quick View This will activate a Quick View pop-up window. Choose a default name or create a unique name. The Refers To section is where the Quick View will be created in the Excel sheet. The two checkboxes below will move the existing data either by row or column, so when the new Quick View is created, it does not overwrite the existing fields.

Quick View (Select One) This option allows the ability to select a saved Quick View. It will then highlight the Quick View selected.



Quick View POV This contains all of the OneStream Dimensions available. By default, Time and Account are used when creating the Quick View but can be moved and replaced with other Dimensions.

Click the ellipsis next to a Dimension in the Quick View POV to select a specific Dimension Member. This is only accessible in the Quick View POV section, not in the Column or Row Dimensions.

Click this to launch the Member Filter Builder and query several Dimension Members at once. Click *Apply* in the Member Filter Builder to see the results prior to closing the Builder dialog.

Undo Changes and Revert to Prior Quick View Settings. Clicking on this icon will undo any changes not wanted. OneStream will remember up to 100 previous actions

Redo Quick View Settings This will redo deleted changes.

Column Dimensions This is where the Dimensions wanted for the column view are defined. Drag and drop items from the Quick View POV or Row Dimensions into this square.

Row Dimensions This is where the Dimensions wanted in the row view are defined. Drag and drop items from the Quick View POV or Column Dimensions into this square.



Delete Selected Quick View Select a Quick View and choose this icon to delete it.



Edit Quick View Options

The following properties appear once the icon is selected.

Insert or Delete Rows/Columns When Resizing Cube View This will move existing data either by row or column, so when the new Quick View is created, it does not overwrite the existing fields. Settings are *True* or *False*.

Quick View Options	
General	
Name	QuickView1
Insert Or Delete Rows When Resizing Cube View Content	True
Insert Or Delete Columns When Resizing Cube View Content	False
Maximum Number Of Rows	X1000
Maximum Number Of Columns	100
Row Header Text Type	Description
Column Header Text Type	Description
Suppress Repeating Member Names	True
Excel Styles	
Primary Style	...
Upper Left Style	20% - Accent1
Row Header Style	40% - Accent1
Column Header Style	40% - Accent1
Data Style	...
Suppression	
Suppress Invalid Rows	True
Suppress NoData Rows	True
Suppress Zero Rows	True
Use Suppression Settings On Parent Rows	False
Suppress Invalid Columns	True
Suppress NoData Columns	True
Suppress Zero Columns	True
Use Suppression Settings On Parent Columns	False
Zero Suppression Threshold	

Maximum Number of Rows/Columns Data Set Returned for Quick View Based on the data set return, a spreadsheet can potentially go beyond what the default settings are in *Quick View Options*. If there is more data than expected, modify the settings to increase the volume of data the Excel add-in will return. If exceeded, it will display: *Maximum Columns Exceeded or Maximum Rows Exceeded*.

Row Header/Columns Header Text Types This will label the Quick View columns and rows with the chosen option.



- **Name** This will use the name given to the Column or Row Dimension.
- **Description** This will use the description given to the Column or Row Dimension.
- **Name and Description** This will use the name and description given to the Column or Row Dimension.
- **Short Description** This will use the short description given to the Column or Row Dimension.

Suppress Repeating Member Names

If set to *True*, this will only display repeating Members once, if set to *False*, it will display the same Member multiple times. For example, if this was set to *False* and the *None Member* was being used, it would display in each row.

- **Excel Styles** Primary, Upper Left, Row Header, Column Header Styles. See *Style Types*

- **Data Style** This is where the data style is set for the values in a Quick View. Choose any of the default Excel versions, or create a custom version through Excel and attach it here.

- **Suppress Invalid Rows/Columns** This will suppress any cells with invalid data. Settings are True or False.

- **Suppress NoData Rows/Columns** This will suppress any cells without data. Settings are True or False.

- **Suppress Zero Rows/Columns** This will suppress any cells with zeroes. Settings are True or False.

- **Use Suppression Settings on Parent Rows/Parent Columns** If set to *True*, the previous suppression settings will be used on Parent Rows and Columns.

- **Zero Suppression Threshold** Enter a value to suppress all numbers below it and recognize them as *Zeros* for rounding purposes. (e.g., entering 499.99 will result in every number lower than that value to be recognized as zero and therefore suppressed.)



Refresh Quick View This icon will refresh the data set.



All Tops This icon will go back to the Tops of the Dimensions.



Keep Only This icon will clear everything except the selected items.

Note: Update Members in a Quick View header by typing over the Member name, selecting all desired Members in the row or column, and clicking *Keep Only*. The headers and data will refresh with the updated Members. This is not meant to be a valid method to create a new Quick View but is used to conveniently modify its contents. Tip: Use the control key to keep more than one item.



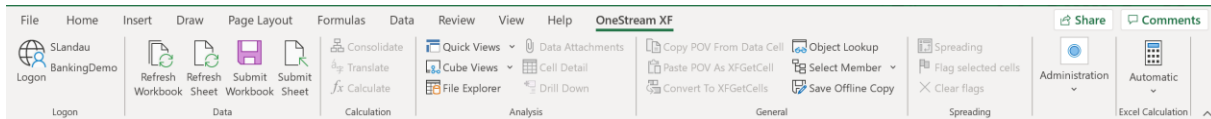
Next Level This icon has the same function as double-clicking on a row. It will go down to the next level.



Parents This icon will go to the Parent of the Children selected.

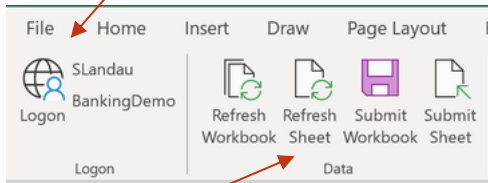
Navigation Quick View

The full ribbon for OneStream XF is shown below:



The ribbon is organized as follows:

Logon - This displays the current user and application. A user can logon to a different application by clicking this icon.



Data

Refresh Workbook This pulls down updated data from the server and refreshes the entire Excel workbook.

Refresh Work(sheet) This pulls down updated data from the server and only refreshes the selected worksheet.

Submit Workbook After editing data in Excel, click this icon to send it back to OneStream. This icon will send data back for every tab in the Excel workbook.

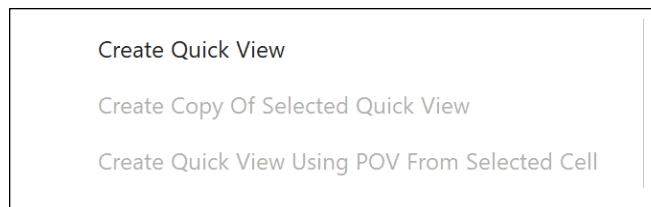
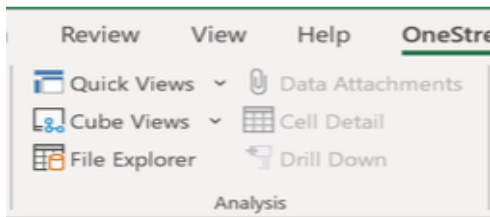
Submit Sheet After editing data using the XFSetCell Retrieve Function (will be explained in the upcoming update), click this to send the data back to OneStream. This icon will only send data back for the selected tab. This only applies when using XFSetCell. All Cube Views in the Excel workbook submit data every time the button is pushed regardless of what tab is selected.

Calculation



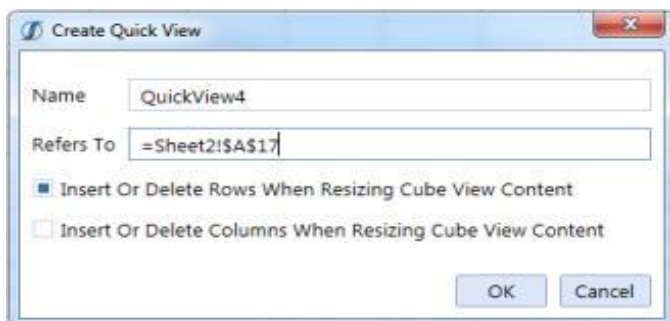
Consolidate/Translate/Calculate If permission is granted, these calculations can be performed on the selected cell.

Analysis



Quick Views

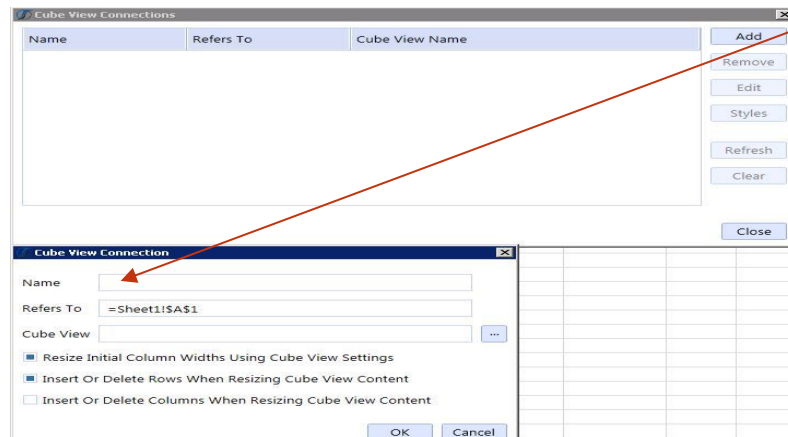
- **Create a Quick View** This will create a new Quick View in the worksheet's selected cell.
- **Create Copy of Selected Quick View** This will copy the selected Quick View and paste a version of it in another spreadsheet.



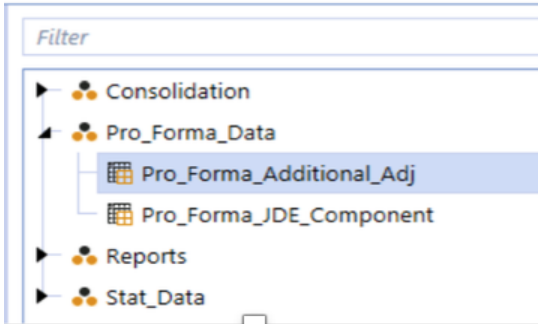
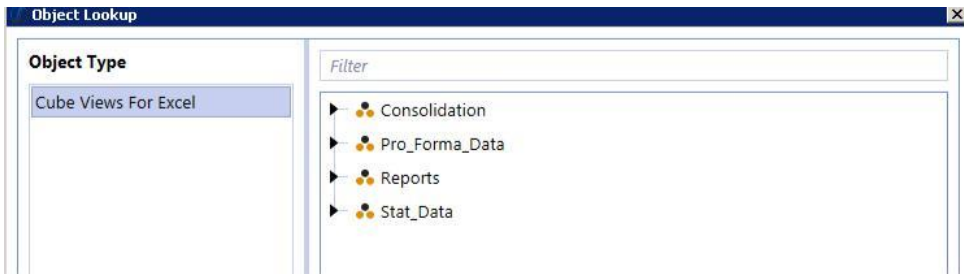
Create Quick View Using POV from Selected Cell This will create a new Quick View based on the current POV from the selected cell. This can be done using a Quick View cell's POV or a Cube View cell's POV.

Cube Views

It is simple to add a Cube View to an Excel sheet. After logging into an XF application from within MS Excel, click on Cube Views (from the One Stream XF Ribbon) to view the Cube View Connections dialog. From this window, the Cube Views added to an Excel workbook can be managed. A user can add, remove, edit the name, or get to Excel Styles.



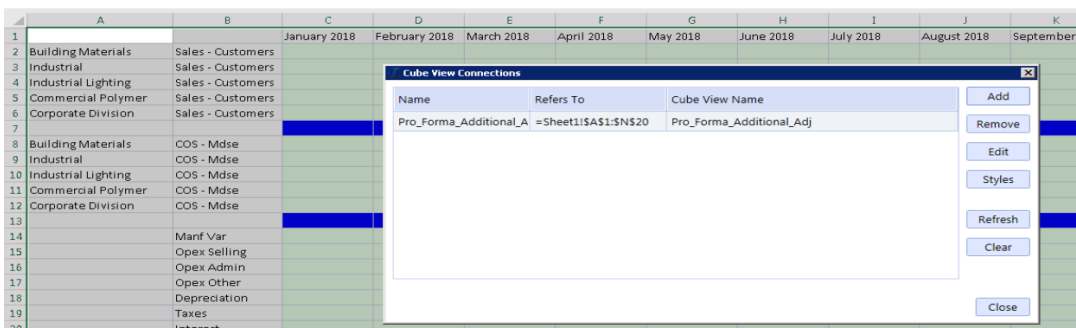
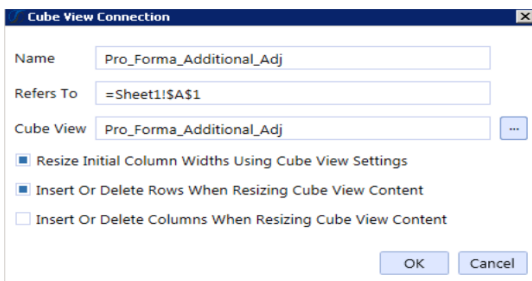
Choose the Cube View wanted for the Excel workbook



Select whether there needs to be inserted or deleted rows and/or columns when resizing.

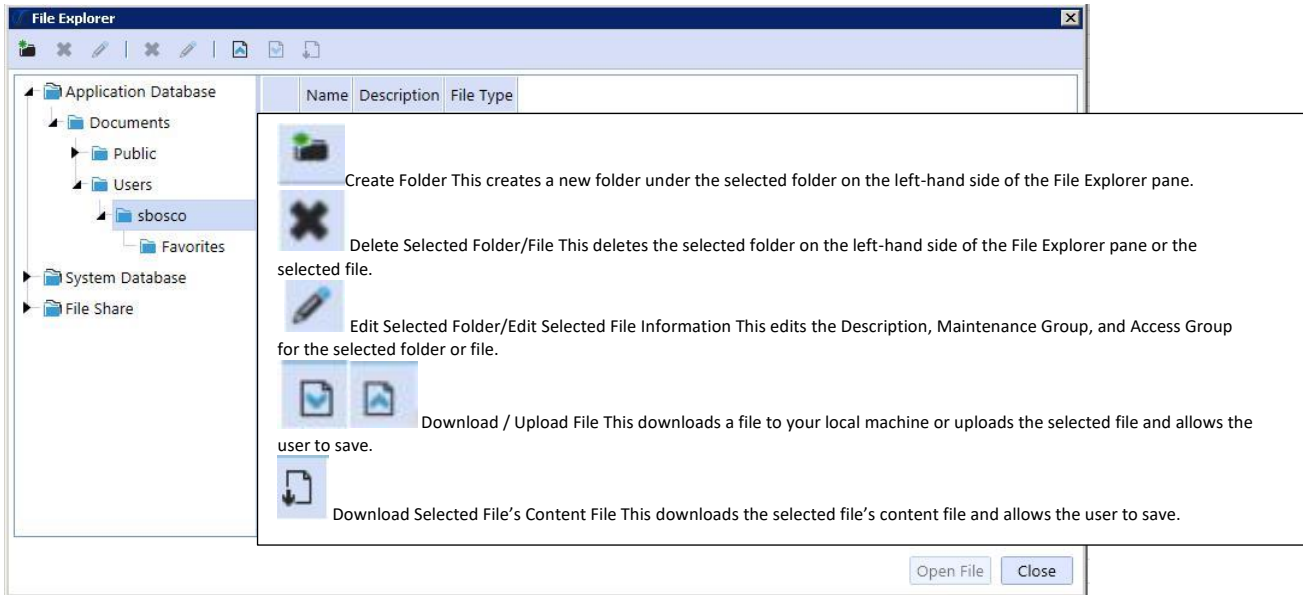
Note: This setting will move around other content in the sheets if the size of the Cube View changed since the last refresh.

After the Cube View is added, it will appear on the sheet. If *Formatting* was applied to the Cube View, the formatting will come forward into the Excel sheet. Otherwise, apply Excel Styles. These styles are stored in the Excel sheet and can be copied from workbook to workbook.



File Explorer

Use this option to upload and download files to XF. This test template can be uploaded to the Application database for accessing when in the Application.



Data Attachments This pulls up the Data Attachments dialog to show existing comments or attachments on a selected cell, or to allow data attachment edits.

Cell Detail When loading Cell Detail via Excel, a specific template must be created to determine the Cell Detail Dimension Tokens and each Cell Detail line data.

Drill Down Drill down on a specific cell to see more details or gather more information.

The screenshot displays an Excel spreadsheet with a financial statement. The spreadsheet has columns for months from January 2018 to December 2018. The rows include Trial Balance, Balance Sheet, Assets, Total Current Asset, Property, Plant, and Equipment, Total Other Assets, Total Liab and Equity, Income Statement, and Statistical Accounts. A "Drill Down" dialog box is open, showing a table of data for a specific cell. The dialog box has a "Drill Down History" section and a "Results For Most Recent Drill Down" section. A text box is overlaid on the dialog box, providing instructions on how to use the Drill Down menu.

Return to the worksheet and use the Drill Down menu item. Double left mouse clicking on Green highlighted cell or right mouse click for further menu options.

General



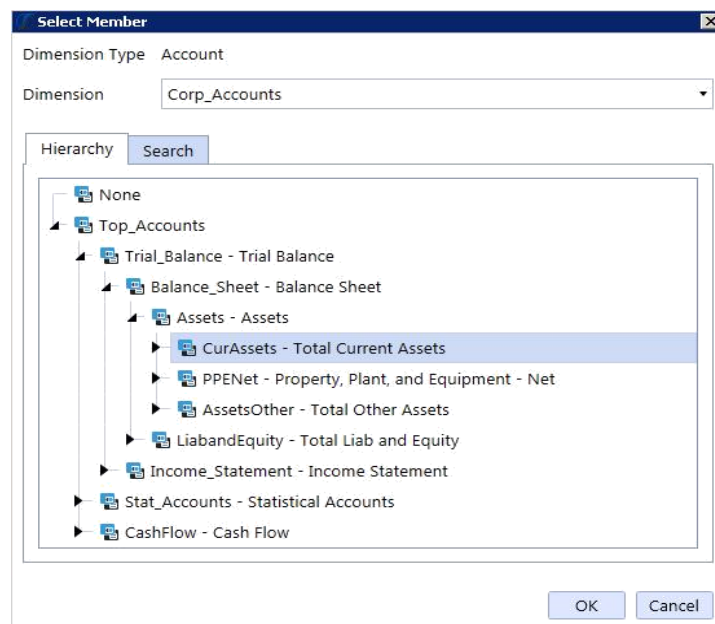
Copy POV from Data Cell This captures the Point of View of the currently selected cell. After clicking this option, the Paste POV As XFGetCell (to be explained in an upcoming update) becomes available and the Copy POV From Data Cell goes to grey (disabled). The ability to paste this into another cell is now available and OneStream will automatically convert this into an XFGetCell formula with all of the appropriate Parameters.

Paste POV As XFGetCell This option is only available after clicking Copy POV From Data Cell. After clicking this option, OneStream will convert the copied cell into an XFGetCell formula. Select the Report worksheet to show the end-users how a report can be created with Excel formatting. Click Refresh XF Data to retrieve the data.

Convert to XFGetCells This will convert an existing Quick View into an XFGetCells. After clicking this option, OneStream will prompt with the following: Are you sure you want to convert all of the data in Quick View 'Name of the Quick View' to XFGetCells? By clicking OK, the Quick View definition will be deleted and converted to XFGetCells.

Object Lookup Use the Object Lookup to insert objects from OneStream into Excel such as Foreign Exchange Rate Types when building formulas. If creating an Extensible Document in Excel, users can also use the Object Lookup to insert Parameters, Substitution Variables, or Image Content.

Select Member Select a Dimension Type from the drop-down list to view the Members of that Dimension. Select a Member of the hierarchy, and the Member name will display in the selected cell.



Save Offline Copy Use this to save an offline copy of the current worksheet without the XF functions. Users without the Excel Add-In can open this copy and see the saved values.

Spreading

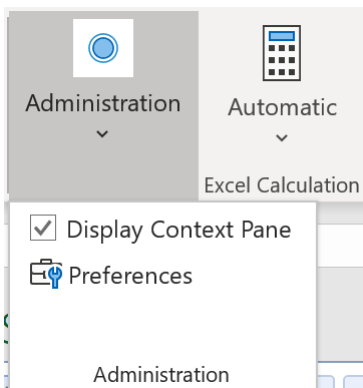


This allows users to enter data into an aggregate Member, like an annual time period, and spread values over several columns or rows without having to type in each cell's values.

Spreading Type

- **No Spreading** Spreading will not apply to the selected cells.
- **Distribute Evenly** This distributes the active cell amount evenly across all selected cells.
- **Distribute 445** This distributes the active cell amount using a weighted 445 pattern across all selected cells.
- **Distribute 454** This distributes the active cell amount using a weighted 454 pattern across all selected cells.
- **Distribute 544** This distributes the active cell amount using a weighted 544 pattern across all selected cells.
- **Factor** Multiply all cells by the specified rate.
- **Accumulate** This starts with the active cell amount and cumulatively multiplies it by the specified rate.
- **Rate** Enter the spreading rate to be used with the Factor Spreading Type.
- **Apply Spreading** Select this to apply the spreading to the selected cells.

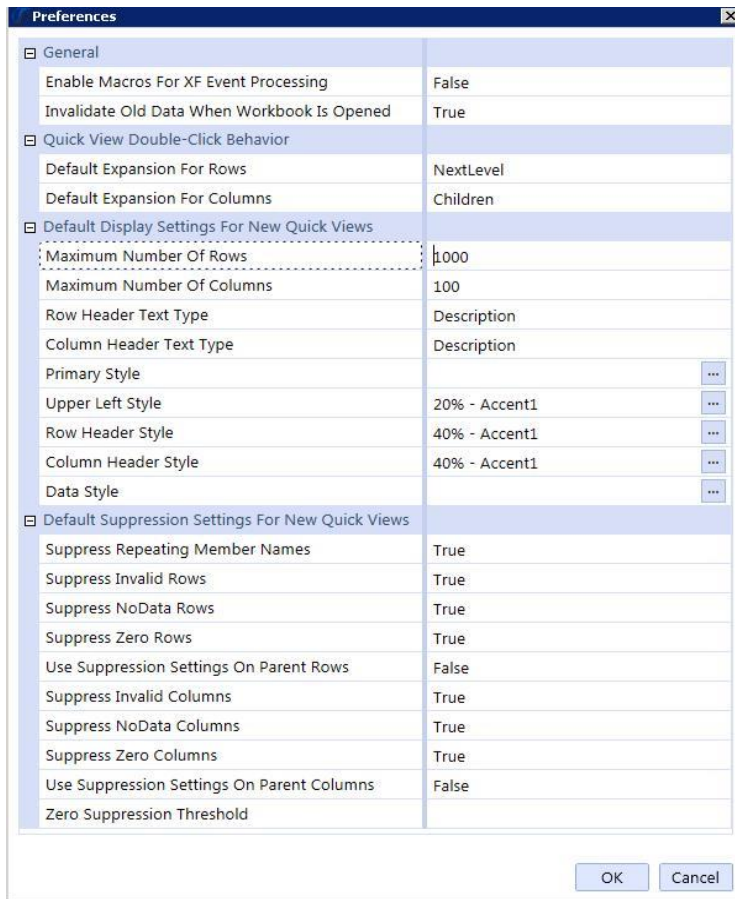
Administration



Display Context Pane

In order to display the OneStream task pane on the right-hand side of the screen, check this box. To hide the task pane, uncheck the box.

Preferences



General

Enable Macros for XF Event Processing If set to *True*, this enables Excel macros for OneStream XF api calls. The default is *False*.

Invalidate Old Data When Workbook is Opened If set to *True*, this will force a data refresh on the opened workbook. The default is *False*.

Quick View Double-Click Behavior Default Expansion for Rows/Columns

This determines what level of expansion displays when a user double-clicks a Quick View Row or Column Header. *NextLevel* is the default setting and allows multiple expansion paths when a user double clicks a row or column header. There is also the ability to double-click an expanded item to collapse it again. This feature only works with the *NextLevel* setting. For the following properties, See *Quick View* in *Chapter 21: Getting Started the Excel-Add In*

Excel Calculation



The Excel Calculation icon has the option of *Automatic*, *Automatic Except for Data Tables*, and *Manual*. It is recommended that the Calculation be set to *Manual* when using OneStream spreadsheets because the *Automatic* setting results in an Excel re-calculation every time an OneStream's interactive workbook changes data (e.g., when navigating a Quick View.) However, this is not forced because a user might prefer Excel's *Automatic* calculation, especially when there is not a significant amount of OneStream data in the workbook.

Conclusion

Stay tuned for Part 2 where we will review the core features of the OneStream Add-in Quick View, including setup of grids, Point-of-View selection, pivoting, and access to cube views. In Part 3, we will explore Add-In formulas, new features, and key comparisons between OneStream Quick View vs. Oracle's offering.

MindStream Analytics, a OneStream Platinum Partner and leading corporate performance management advisory firm, focuses on helping clients improve business understanding and decision making. Leveraging years of experience and expertise in analytics and financial management, our company assists with software selection, implementation, training, hosting, and application managed services designed to fit our client's specific business needs.

For more information about MindStream Analytics and OneStream Software, please visit our website at www.mindstreamanalytics.com or call us at 1-800-497-0151.

