OS-301: OneStream Certified Specialist (OCS) Financial Close Exam

Exam Study Guide v1.0

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Exam Description

Candidates can validate their technical knowledge and competency by becoming a OneStream Certified Financial Close Specialist based on their specific area of expertise on OneStream 8.x. To achieve this level of certification, candidates must pass this online, proctored exam that is based on a combination of OneStream training material, commonly referenced product documentation, and real-world scenarios. This exam is comprised of both traditional multiple-choice items and performance-based items.

This exam targets IT professionals using OneStream in a Financial Close role. This certification exam measures candidate knowledge and skill covering the following topics:

- Settings/Access Control within RCM and TXM
- Reconciliation Administration
- Reconciliation Reporting
- Adjustments and Journal Entries
- TXM Administration
- TXM Reporting
- Data Splitting
- Integration Between RCM/TXM Components
- Design Considerations
- Workflow Setup
- Cube Attributes/Dimensions
- Security
- Transaction Logic

Recommended Experience

- 1 year administration experience.
- 1 OFC implementation.
- 18 months working with OneStream software.
- Has experience/knowledge in areas of Accounting/Finance and/or Information Technology.

If candidates do NOT have prior experience with this product, it is recommended that they complete training, although training alone may not provide a candidate with the knowledge and skills required to pass the exam. If a candidate has experience with OneStream, they may find an online course equivalent to be sufficient. Be cautioned that attendance in a training course does NOT guarantee passage of a certification exam. A combination of training and successful, on-the-job experience are critical to providing candidates with the knowledge and skills needed to pass the exam.

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What to Expect While Taking an Exam

The exam will be online and remotely proctored through video.

Familiarize yourself with the proctor experience by reviewing the instructions in the **registration guide**.

It is the candidate's responsibility to ensure they have the necessary hardware (e.g., computer, large enough monitor, built in webcam or external USB webcam, power cords) and stable internet connectivity. Note that if a candidate chooses to use an external monitor instead of a laptop monitor, the candidate is responsible for providing their own external webcams for use during exam remote proctoring.

There are several systems that work together to deliver OneStream Software exams. It is essential for you to test the requirements of each system prior to your scheduled reservation to avoid issues on test day.

Take these important steps to be sure that you will be able to take your test:

- You will need TWO cameras for your exam: 0ne on your laptop and one on your mobile device.
    - Download Google Meet for FREE on your mobile device.
- Verify your sound, camera, and microphone all function in both sample meetings.
    - Use a supported browser: Chrome, Firefox, or Edge (NOTE: Safari and Internet Explorer are unsupported).
    - Turn off your popup blocker.
- Verify you can complete this **5-question quiz** PRIOR to exam day
    - You must verify your computer and testing location both meet the minimum requirements. Perform these verification steps EARLY and from the same PRIVATE location and room where you will take your exam, using the SAME computer you will use when you take your exam.
- All background applications and processes must be disabled, as they could interfere with exam performance.
- For best results, do NOT test on a work computer or Chromebook; there may be security configurations on your work computer that could affect exam performance.
    - It is common for companies to set up VPN and network filters that will interfere with your exam. Your IT department can add settings to allow your exam to function properly, but it may take a few days. If a candidate is unable to test due to interference with background applications and processes, the exam appointment and fee will be forfeited, and the candidate will need to reschedule their exam and pay a retake fee.
        - If you experience issues using a company computer or sitting at work, ask your IT department to following the instructions in **this guide**, which may resolve the issues.

Prohibited Equipment

- Use of cell phones and/or tablets for taking the exam is NOT allowed. They are to be used for proctoring purposes ONLY.
- You must remove your smart watch, any listening devices (other than hearing aids), and check your pockets.

Note: Dual monitors are NOT allowed for OneStream Certification Exams. However, due to the small size of laptop screens, external monitors are permitted if the laptop stays CLOSED. Two webcams are still required, so candidates must provide their own external webcams for the remote video proctored exam session to allow the proctor a full view of the candidate, and the candidate's surroundings, including the desktop.

Study References

OneStream Training

Recommended Courses

- OneStream Solutions: Implementing OFC Account Reconciliations
- OneStream Solutions: Implementing OFC Transaction Matching
- OneStream Solutions: Integrating and Automating OneStream Financial Close (OFC)
- OneStream Essentials: Getting Started with OneStream

To learn about current training opportunities, please submit a case form to the Training team via the **ServiceNow Support Portal.**

Press Books

- OneStream Financial Close Handbook

Documentation

- Financial Close Guide
- OneStream Design and Reference Guide

OneStream Websites

- **OneStream Training Website**
- **OneStream Certification Program Website**

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Exam Objectives

The following tables list the OneStream Certified Specialist (OCS) Financial Close exam objectives and how these objectives align to the corresponding OneStream Navigator course topics and any associated lab exercises and commonly referenced product documentation.

Candidates are encouraged to complete applicable exercises as part of their preparation for the exam.

Exam Section 1: Reconciliation Control Manager (RCM) (Weighting: 32%)

Exam Objectives	Applicable Course Content

• **301.1.1:** Describe the Different Setting Configurations Within RCM	• **Course:** OneStream Solutions: Integrating and Automating OneStream Financial Close
	  ◦ **Lessons:** Solution Overview, Solution Settings
	• **Press Book:** OneStream Financial Close Handbook
	  ◦ **Chapters:** Using Account Reconciliations, Account Reconciliations Administration, Transaction Matching Administration
	• **Documentation:** Financial Close Guide
	  ◦ **Section:** Account Reconciliations

• **301.1.2:** Assess the Options Within the RCM Reconciliation Administration Page	• **Course:** OneStream Solutions: Implementing OFC Account Reconciliations
	  ◦ **Lessons:** Solution Settings
	• **Press Book:** OneStream Financial Close Handbook
	  ◦ **Chapters:** Using Account Reconciliations, Account Reconciliations Implementation, Account Reconciliations Administration
	• **Documentation:** Financial Close Guide
	  ◦ **Section:** Account Reconciliations

• **301.1.3:** Differentiate the Components on the RCM Reconciliation and Reporting pages	• **Course:** OneStream Solutions: Implementing OFC Account Reconciliations
	  ◦ **Lessons:** Solution Settings, Reconciling as an End User
	• **Press Book:** OneStream Financial Close Handbook
	  ◦ **Chapters:** Using Account Reconciliations, Account Reconciliations Implementation
	• **Documentation:** Financial Close Guide
	  ◦ **Section:** Account Reconciliations

Exam Section 2: Transaction Matching (TXM) (Weighting: 28%)

Exam Objectives	Applicable Course Content

• **301.2.1:** Describe the Different Setting Configurations Within TXM	• **Course:** OneStream Solutions: Implementing OFC Transaction Matching
	  • **Lessons:** Solution Setup
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Transaction Matching Overview, Transaction Matching Administration
	• **Documentation:** Financial Close Guide
	  • **Section:** Transaction Matching

• **301.2.2:** Assess the Options Within the TXM Administration Page	• **Course:** OneStream Solutions: Implementing OFC Transaction Matching
	  • **Lessons:** Solution Setup
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Transaction Matching Administration, Using Transaction Matching
	• **Documentation:** Financial Close Guide
	  • **Section:** Transaction Matching

• **301.2.3:** Differentiate the Components on the TXM Matches Page	• **Course:** OneStream Solutions: Implementing OFC Transaction Matching
	  • **Lessons:** Solution Setup
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Using Transaction Matching
	• **Documentation:** Financial Close Guide
	  • **Section:** Account Reconciliations, Transaction Matching

• **301.2.4:** Differentiate the Components on the TXM Transactions Page	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Using Transaction Matching
	• **Documentation:** Financial Close Guide
	  • **Section:** Transaction Matching, Integration

• **301.2.5:** Determine Use Cases Where Data Splitting is Appropriate	• **Course:** OneStream Solutions: Implementing OFC Transaction Matching
	  • **Lessons:** Solution Setup
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Transaction Matching Administration, Transaction Matching Implementation
	• **Documentation:** Financial Close Guide
	  • **Section:** Transaction Matching

Exam Section 3: Integration (Weighting: 18%)

Exam Objectives	Applicable Course Content

• **301.3.1:** Manage the Integration Between RCM and TXM Components	• **Course:** OneStream Solutions: Integrating and Automating OneStream Financial Close
	  • **Lessons:** Integrating Account Reconciliation and Transaction Matching with the OFC Solution, Creating Transaction Matching Detail Items in Account Reconciliation
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Transaction Matching Administration, Transaction Matching Implementation
	• **Documentation:** Financial Close Guide
	  • **Section:** Transaction Matching, Integration
	• **Documentation: Design and Reference Guide**
	  • **Section:** Transaction Matching, Integration

Exam Section 4: General Configuration (Weighting: 22%)

Exam Objectives	Applicable Course Content

• **301.4.1:** Recommend the Purpose and Design Considerations Needed for Financial Close Solutions	• **Course:** OneStream Solutions: Implementing OFC Account Reconciliations
	  • **Lessons:** Solution Overview, End-User Perspective, Solution Settings
	• **Course:** OneStream Solutions: Integrating and Automating OneStream Financial Close
	  • **Lessons:** Solution Overview, Integrating Account Reconciliation and Transaction Matching with the OFC Solution
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Using Account Reconciliations, Transaction Matching Overview, Transaction Matching Administration, Transaction Matching Implementation

Exam Objectives	Applicable Course Content

• **301.4.2:** Evaluate the Security Considerations for RCM and TXM	• **Course:** OneStream Solutions: Implementing OFC Account Reconciliations
	  • **Lessons:** Solution Settings, Troubleshooting
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Account Reconciliations Implementation, Transaction Matching Administration, Transaction Matching Implementation
	• **Documentation:** Financial Close Guide
	  • **Section:** Account Reconciliations, Transaction Matching

• **301.4.3:** Determine how to Load External Data into RCM and TXM	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Transaction Matching Implementation
	• **Documentation:** Financial Close Guide
	  • **Section:** Account Reconciliations, Transaction Matching, Complex Expressions
	• **Documentation:** Design and Reference Guide
	  • **Section:** Data Collection

• **301.4.4:** Manage Performance of the RCM and TXM Solutions	• **Course:** OneStream Solutions: Implementing OFC Account Reconciliations
	  • **Lessons:** Testing and Validation, Troubleshooting
	• **Press Book:** OneStream Financial Close Handbook
	  • **Chapters:** Account Reconciliations Implementation, Using Transaction Matching
	• **Documentation:** Financial Close Guide
	  • **Section:** Account Reconciliations, Transaction Matching
	• **Documentation:** Design and Reference Guide
	  • **Section:** Using System Tools

For questions related to the certification process or exam, please open a case with Credentialing via the **ServiceNow Support Portal**.

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Special Thank You to Our Subject Matter Experts

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