

OS-101: OneStream Certified Associate (OCA) - Implementation Foundations Exam

Exam Study Guide v1.1



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Exam Description

Candidates can validate their technical knowledge and competency by successfully passing the OneStream Certified Associate (OCA) - Implementation Foundations exam, based on their specific area of expertise on OneStream 7.3. 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 hybrid exam is a combination of traditional multiple-choice items and hands-on, performance-based situations.

This exam targets IT professionals using OneStream in an entry-level consultant role. This certification exam measures candidate knowledge and skill covering the following topics:

- OneStream Platform Overview
- Metadata
- Application Design
- Data Collection and Workflow
- Reporting and Cube Views Overview
- Spreadsheet and Excel Add-in

Recommended Experience

- Formal OneStream training (OneStream Essentials) is highly recommended
- Implementation experience with OneStream is helpful but not essential
- Has some experience/knowledge in areas of Accounting/Finance and/or Information Technology
- General understanding of CPM principles

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.



What to Expect While Taking an Exam

The exam will be online and remotely proctored through video.

With the freedom to take a remotely proctored exam, 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 webcam for use during exam remote proctoring.

To aid in a successful testing experience, candidates should take these important steps to be sure that they will be able to take the test:

- 1. Confirm that your system meets the **Technical Requirements** for taking this exam.
- 2. Perform an Examity system requirements check for remote proctoring.
- 3. Verify both **GoToMeeting** and **Zoom** run by using these sample meetings.
- 4. Verify your sound, camera, and microphone all function in both sample meetings.
- 5. Use a supported browser: Chrome, Firefox, or Edge. (NOTE: Safari and Internet Explorer are unsupported.)
- 6. Verify you can complete this **5-question quiz PRIOR** to exam day.
- 7. Turn off your popup blocker. (Day of exam if you may forget on the day of the exam, turn it off now while you are performing checks.). If test-takers have their pop-up blocker enabled, there could be a delay when launching the exam session. When candidates select Connect to Proctor, that button initiates the screen share application. If that does not launch properly or immediately, it can feel as though the proctor is not available, though they are in the screen share session.
- 8. For best results, test on a non-work computer. There may be security configurations on your work computer that could affect exam performance.
- 9. If you experience issues using a company computer or sitting at work, ask your IT department to follow the instructions in **this guide**, which may resolve the issues.

Familiarize yourself with the exam platform by watching the video: What to Expect While Taking An Exam.



Study References

OneStream Training

Recommended Courses

- OneStream Essentials: Getting Started with OneStream
- OneStream Essentials: Building Basic Reports
- OneStream Essentials: Implementing OneStream
- OneStream Essentials: Configuring Core Application Security

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

Documentation

• OneStream Design and Reference Guide

OneStream Websites

- OneStream Training Website
- OneStream Certification Program Website



Exam Objectives

The following tables list the OneStream Certified Associate (OCA) Implementation Foundations 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: OneStream Platform Overview (Weighting: 12%)

Exam Objectives	Applicable Course Content	
101.1.1: Define the key functionalities of the OneStream platform	 Course: OneStream Essentials - Getting Started with OneStream Sections: High-Level Overview of the Platform, Why OneStream, Business Process 2: FP&A, Business Process 3: Operational Analytics Course: OneStream Essentials - Implementing OneStream Section: Extensibility and Cube Design 	
101.1.2: Recognize the different roles of a OneStream user	 Course: OneStream Essentials - Getting Started with OneStream Section: Business Processes within OneStream 	
101.1.3: Differentiate between the different areas of OneStream's navigation pane	 Course: OneStream Essentials - Getting Started with OneStream Section: Navigating OneStream 	
101.1.4: Identify a cube and a cube POV	 Course: OneStream Essentials - Getting Started with OneStream Sections: Introduction to Cubes, Cube Point of View Course: OneStream Essentials - Implementing OneStream Sections: Configuring a Cube for Vertical Extensibility, Basic Cube Configuration 	
101.1.5: Given a situation, navigate within the OneStream platform (performance test)	 Course: OneStream Essentials - Getting Started with OneStream Section: In the OneStream Product 	



Exam Section 2: Metadata (Weighting: 23%)

Exam Objectives	Applicable Course Content
101.2.1: Recognize the different type of dimensions	 Course: OneStream Essentials - Getting Started with OneStream Sections: Introduction to Dimensions, Configurable Dimensions, System Defined Dimensions Course: OneStream Essentials - Implementing OneStream Sections: Building out the Dimension Library, Creating a New Application, Best Practices for Setting Up Cube Properties and Cube Dimensions, Creating a Custom Time Dimension Documentation: OneStream Design and Reference Guide,
101.2.2: Recognize the process for using the Excel Metadata Builder to configure dimensions	 Course: OneStream Essentials - Getting Started with OneStream Section: Adding Information through the Metadata Builder
101.2.3: Identify the steps to load XML files into OneStream	 Course: OneStream Essentials - Getting Started with OneStream Section: Building Dimensions and Members Course: OneStream Essentials - Implementing OneStream Sections: Adding Information through the Metadata Builder, Building Out the Dimension Library Documentation: OneStream Design and Reference Guide, Chapter "System Security Roles"
101.2.4: Identify how to configure properties using the grid view	 Course: OneStream Essentials - Implementing OneStream Section: Building out the Dimension Library Documentation: OneStream Design and Reference Guide, Chapter "Cubes"
101.2.5: Identify the security settings available on dimension members	 Course: OneStream Essentials: Configuring Core Application Security Section: Applying Security
• 101.2.6: Given a situation, add a FX rate (performance test)	Course: OneStream Essentials - Implementing OneStream Section: Cubes & Extensibility
101.2.7: Given a situation, build dimensions and members (performance test)	Course: OneStream Essentials - Implementing OneStream Section: Adding Dimensions



Exam Section 3: Application Design (Weighting: 15%)

Exam Objectives	Applicable Course Content	
101.3.1: Identify the dimension types that make up the level 1 data unit	Course: OneStream Essentials - Implementing OneStream Section: Level 1 Data Unit	
101.3.2: Recognize how to set up cube properties and cube dimensions	 Course: OneStream Essentials - Implementing OneStream Sections: Basic Cube Configuration, Starting with a Workflow Structure, Connecting Metadata to Workflow, Basic Cube Configuration, Extensibility and Cube Design Documentation: OneStream Design and Reference Guide, Chapter "Cubes" 	
101.3.3: Differentiate horizontal from vertical extensibility	 Course: OneStream Essentials - Implementing OneStream Section: Extensibility and Cube Design 	
101.3.4: Recognize the difference between dynamic vs stored calculations	 Course: OneStream Essentials - Implementing OneStream Sections: Getting Started With Financial Calculations, Running Calculations Course: OneStream Essentials - Building Basic Reports Section: Building Calculations 	
101.3.5: Given a situation, define the application properties (performance test)	Course: OneStream Essentials - Implementing OneStream Section: OneStream Project	

Exam Section 4: Data Collection and Workflow (Weighting: 22%)

Exam Objectives	Applicable Course Content	
101.4.1: Distinguish between the different data source types	 Course: OneStream Essentials - Implementing OneStream Sections: Importing Data into OneStream, Loading OneStream Data to the cube, Setting Up and Managing Data Sources 	
101.4.2: Differentiate between the different transformation rule types	 Course: OneStream Essentials - Implementing OneStream Sections: Building Transformation Rules, Building Transformation Rules 	



Exam Objectives	Applicable Course Content
• 101.4.3: Identify the steps of a workflow	 Course: OneStream Essentials - Getting Started with OneStream Section: Workflow Overview Course: OneStream Essentials - Implementing OneStream Sections: Building a Workflow, Starting with a Workflow Structure
101.4.4: Identify the steps to configure workflow properties through the grid view	 Course: OneStream Essentials - Implementing OneStream Section: Expediting the Workflow Build Documentation: OneStream Design and Reference Guide, Chapter "Workflow Profile Grid View"
101.4.5: Identify action and frequency of confirmation rules	Course: OneStream Essentials - Implementing OneStream Section: Creating Confirmation Rules
101.4.6: Identify potential uses for certification questions	 Course: OneStream Essentials - Implementing OneStream Section: Configuring Certification
101.4.7: Recognize how to enter and adjust data using forms	Course: OneStream Essentials - Implementing OneStream Sections: Keying in Data Through a Cube View Form, Using Spreadsheet/Excel Add-in for Data Entry, Understanding Data Entry Options, Creating Form Templates
101.4.8: Recognize how to enter and adjust data using journals	 Course: OneStream Essentials - Implementing OneStream Section: Using Journals Documentation: OneStream Design and Reference Guide, Chapter "Workflow"
101.4.9: Given a situation, build out a simple workflow hierarchy (performance test)	Course: OneStream Essentials - Implementing OneStream Section: Workflow Design



Exam Section 5: Reporting and Cube Views Overview (Weighting: 19%)

Exam Objectives	Applicable Course Content
101.5.1: Differentiate between the different reporting options and their use cases	 Course: OneStream Essentials - Getting Started with OneStream Section: Reporting Options in OneStream Course: OneStream Essentials - Building Basic Reports Sections: Connecting Reports to Application Design, Reporting and OneStream, Reporting and OneStream, Introduction to Formatting Documentation: OneStream Design and Reference Guide, Chapters "Presenting Data With Books, Cube Views and Dashboards", "Build Reports through Cube Views"
101.5.2: Identify how reports connect to application design	 Course: OneStream Essentials - Building Basic Reports Section: Connecting Reports to Application Design
101.5.3: Define the types of parameters created in the Dashboard Maintenance Unit	 Course: OneStream Essentials - Building Basic Reports Sections: Parameters Overview, Parameter Types
101.5.4: Recognize the order of overrides in cube view formatting	 Course: OneStream Essentials - Building Basic Reports Section: Applying Overrides
101.5.5: Recall how to build calculations in a cube view	 Course: OneStream Essentials – Implementing OneStream Section: Running Calculations Course: OneStream Essentials - Building Basic Reports Section: Building Calculations
101.5.6: Recognize when to apply suppression settings	 Course: OneStream Essentials - Building Basic Reports Section: Cube View Performance Documentation: OneStream Design and Reference Guide, Chapter "Quick Views"
101.5.7: Outline the member expansions, functions, and variables in the Member Filter Builder	 Course: OneStream Essentials - Building Basic Reports Section: Using the Member Filter Builder
101.5.8: Recognize the different security options for cube views	 Course: OneStream Essentials - Getting Started with OneStream Section: Build a Cube View Course: OneStream Essentials: Configuring Core Application Security Sections: Object Security, Cube Security



Exam Objectives	Applicable Course Content
101.5.9: Given a situation, edit an existing cube view (performance test)	 Course: OneStream Essentials – Implementing OneStream Section: Cubes & Extensibility

Exam Section 6: Spreadsheet and Excel Add-in (Weighting: 9%)

Exam Objectives		Applicable Course Content	
•	101.6.1: Define a quick view	 Course: OneStream Essentials - Getting Started with OneStream Section: Working with the Excel Add-In/Spreadsheet Tool Course: OneStream Essentials - Building Basic Reports Section: Quick Views 	
•	101.6.2: Recall the steps for configuring and formatting a cube view connection	 Course: OneStream Essentials – Implementing OneStream Section: Using Spreadsheet/Excel Add-in for Data Entry Course: OneStream Essentials - Building Basic Reports Section: Cube Views in Spreadsheet 	
•	101.6.3: Identify the steps for working with OneStream XF functions	 Course: OneStream Essentials – Implementing OneStream Section: Additional Transformation Rules Documentation: OneStream Design and Reference Guide, Chapters "Retrieve Functions", "Application Tools" 	
•	101.6.4: Given a situation, update preferences, create a quick view, and amend options (performance test)	 Course: OneStream Essentials – Building Basic Reports Section: Ad Hoc Reporting Through Spreadsheet/Excel Add-In 	

For questions related to the certification process or exam, please submit a case form to the Certification team via the <u>ServiceNow Support Portal</u>.



Sample Exam Questions

Review the following sample questions prior to taking an exam to gain a better understanding of the types of multiple-choice questions that will be presented on the exam.

The cample exam allows candidates to see the type and format of questions that will be encountered in the actual

		results do NOT predict a candidate's actual test results.
1.	Which tv	vo (2) dimension types are configurable? Select two.
	A.	Origin
	В.	View
	C.	Parent
	D.	Entity
2.	Which ty	pe of file should a consultant use to import metadata via the load/extract button?
	A.	.CSV
	В.	.xml
	C.	.xlx.
	D.	.png
3.	Which di	mension type has more security properties than other dimension types?
	A.	Account
	В.	Entity
	C.	UD1
	D.	Scenario
4.	Which tv	vo (2) dimension types are part of the level 1 data unit? Select two.
	A.	Parent
	В.	Account
	C.	Consolidation
	D.	Flow
5.	A consul	tant is using rules to seed data that will be used in an application with multiple currencies.
	Which cu	be setting should the consultant set to True to enable this functionality?
	A.	Cube Properties Calculation Calculate Share Cons if No Data
	_	· · · · · · · · · · · · · · · · · · ·
	В.	Cube Properties Calculation Consolidation Algorithm Type Custom



- 6. Which transformation rule type has the highest processing cost?
 - A. One-to-One
 - B. Range
 - C. Derivative
 - D. Composite

^{*} Answer key and rationales provided on next page



Sample Exam Question Answers

- 1. C & D, (Both A and B are system defined dimension types and not editable.)
- 2. B, (A is a read-only Excel file and cannot be read by OneStream, C is an editable Excel file and cannot be read by OneStream, and D is a graphics file and cannot be imported to OneStream via the load/extract button.)
- 3. B, (A and C only have the Display Member Group property, D has properties to control read and write of data but does not have the Display Member Group property.)
- 4. A & C, (B and D are not part of the level 1 data unit.)
- 5. C, (A impacts the C#Share member and is typically set to false if share data from partial ownerships is not required. Setting it to True will not accommodate common seeding situations. D has to do with the calculation algorithm function and does not deal with data situations.)
- 6. C, (A, B, and D have lower processing costs.)

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