

# The Basics of Spreadsheets

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  - 1 place to update - values, dates, text, etc.
  - Link out to various documents, charts, presentations, other spreadsheets, etc.

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- Data can be brought into the Workiva Platform via the Spreadsheet through:
  - Excel - Wdesk Sync
  - Import
  - Connections

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- Spreadsheets stand as a central location for finalized data
  - 1 place to update - values, dates, text, etc.
  - Link out to various documents, charts, presentations, other spreadsheets, etc.
- Data can be brought into the Workiva Platform via the Spreadsheet through:
  - Excel - Wdesk Sync
  - Import
  - Connections
- Data can then be manipulated with complex formulas
- Analytics can be built in
  - Conditional Formatting
  - Increase/Decrease formulas

# The Spreadsheet

Master Working File

File Edit Data View

Normal Arial 10 Accounting Entered In Ones 0 Millions Decimals

Master Working File

Consolidated Balance Sheet

	December 31, 2018	December 31, 2017
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash	\$ 2,025	\$ 2,463
Cash Equivalents	2,028	1,278
Cash and Cash Equivalents	4,053	3,742
Receivables, net	1,361	1,310
Merchandise Inventories	10,813	10,433
Other Current Assets	869	869
<b>Total Current Assets</b>	<b>13,043</b>	<b>12,611</b>
Land	9,218	6,935
Buildings	16,027	13,239
Furn. Fixtures, Equip	7,346	5,973
Less Accumulated Depreciation and Amortization	(12,372)	(12,539)
<b>Net Property and Equipment</b>	<b>20,219</b>	<b>13,607</b>
Notes Receivable	304	252
Goodwill	983	1,794
Other Assets	1,531	986
<b>Total Assets</b>	<b>\$ 40,133</b>	<b>\$ 32,992</b>
<b>LIABILITIES AND STOCKHOLDERS' EQUITY</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 5,097	\$ 4,254
Accrued Salaries and Related Expenses	1,265	1,069
Sales Taxes Payable	514	477
Deferred Revenue	827	864
Income Taxes Payable	130	156
Current Installments of Long-Term Debt	2,426	1,890
Other Accrued Expenses	445	133
<b>Total Current Liabilities</b>	<b>10,704</b>	<b>8,843</b>
Long-Term Debt, excluding current installments	7,012	5,256
Other Long-Term Liabilities	2,749	1,935
Deferred Income Taxes	327	354
<b>Total Liabilities</b>	<b>\$ 20,792</b>	<b>\$ 16,390</b>
<b>STOCKHOLDERS' EQUITY</b>		
Paid-In Capital	\$ 7,315	\$ 3,683

Formulas: =IF(Dates!\$H\$4="Weeks Sync",ROUND(SUMIFS(Trial Balance - Sync!D:D,Trial Balance - Sync!J:J,YEAR(B\$4),Trial Balance - Sync!\$B:\$B,"<="&B\$4,Trial Balance -

Formats

- Cell Fills
- Value Formatting
  - Format: Accounting
  - Entered In: Default (Ones)
  - Show In: Millions
  - Formulas: Default (Full Prec...)
- Accounting Options
  - Currency: Default (\$)
  - Decimals: 0
- Advanced Options
  - Show leading zero:
  - Show thousands separator (,):
  - Use dashes for zeros:
  - Use parentheses for negatives:
  - Show numbers as word(s):
  - Show sign on values rounded to zero:
  - Show positive sign (+):
  - Symbol Align: Default (None)
  - Leader: None
  - Custom Prefix:
  - Custom Suffix:

AVERAGE \$2,026,500,000 COUNT 2 SUM \$4,053,000,000

YOUR LOGO HERE

# The Spreadsheet - What's similar

The screenshot displays an Excel spreadsheet titled "Master Working File" containing a Consolidated Balance Sheet. The spreadsheet is organized into columns for "December 31, 2018" and "December 31, 2017". The data is categorized into Assets, Liabilities, and Stockholders' Equity. A sidebar on the left lists various financial statements, with "Balance Sheet - Consolidated..." selected. A "Formats" pane on the right shows settings for Cell Fills, Value Formatting, Accounting Options, and Advanced Options.

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<b>STOCKHOLDERS' EQUITY</b>		
Paid-In Capital	\$ 7,315	\$ 3,683

**Formats Pane Settings:**

- Cell Fills: Alternate Row Fill (off)
- Value Formatting: Format (Accounting), Entered In (Default (Ones)), Show In (Millions), Formulas (Default (Full Prec...))
- Accounting Options: Currency (Default (\$)), Decimals (0)
- Advanced Options: Show leading zero (checked), Show thousands separator (checked), Use dashes for zeros (checked), Use parentheses for negatives (checked), Show numbers as word(s) (unchecked), Show sign on values rounded to zero (unchecked), Show positive sign (+) (unchecked), Symbol Align (Default (None)), Leader (None), Custom Prefix (empty), Custom Suffix (empty)

YOUR LOGO HERE

# The Spreadsheet - Right Hand Panel - Properties

Master Working File

File Edit Data View

Normal Arial 10 Accounting Entered In Ones 0 Insert Delete Hide Lock SUM

Master Working File

- Dates
- Dashboards
- Data Sources
- Financial Statements
  - Income Statement
  - Balance Sheet - Consolid...**
  - Statement of Cash Flows
  - Statement of Shareholder's...
  - Non-GAAP Measures
- Projections
- Other
- Non Financial
- Historical
- Consolidated Budget
- Spreadsheet scenarios

	A	B	C	D	E
1	<b>Consolidated</b>				
2	<b>Balance Sheet</b>				
3					
4		December 31,	December 31,		
5		2018	2017		
6	<b>ASSETS</b>				
7	<b>Current Assets:</b>				
8	Cash	\$ 2,025	\$ 2,463		
9	Cash Equivalents	2,028	1,278		
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24	<b>LIABILITIES AND STOCKHOLDERS' EQUITY</b>				
25	<b>Current Liabilities:</b>				
26	Accounts Payable	\$ 5,097	\$ 4,254		

Link Properties

Source

- Master Working File
  - B9 / Balance Sheet - Consolid...
- Destinations (1)
  - 10-Q/Consolidated Financials (1)
    - Consolidated Balance Sheets

# The Spreadsheet - Right Hand Panel - Properties

The screenshot displays a financial spreadsheet application. The main window shows a balance sheet for a consolidated entity, comparing data for December 31, 2018, and December 31, 2017. The spreadsheet is organized into sections for Assets, Liabilities, and Stockholders' Equity. A formula bar at the top indicates the active cell (B9) contains the formula =SUM(B7:B8). On the right side, a 'Formula Details' panel is open, showing the formula references and the cell being referenced (B22).

**Master Working File**

File Edit Data View

Normal Arial 10 Accounting Entered In Ones 0 Decimals Insert Delete Hide Lock SUM

Master Working File

Consolidated Balance Sheet

	December 31, 2018	December 31, 2017
<b>ASSETS</b>		
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<b>Current Liabilities:</b>		
Accounts Payable	\$ 5,097	\$ 4,254

Formula Details

Formula References

- Current Sheet (1)
- B7:B8

Referenced By

- Current Sheet (1)
- B22

# The Spreadsheet - What's Unique

The screenshot displays a spreadsheet application interface. At the top, the title bar reads "Master Working File". Below it is a menu bar with "File", "Edit", "Data", and "View". A red box highlights the "View" menu options: "Hide Overlay", "Hide Comments", "Hide Attachments", "Hide Indicators", "Hide Gridlines", "Show Formulas", "References", "Freeze", and "Find".

The left sidebar, titled "Master Working File", contains a navigation pane with a red box around a search icon. The navigation pane lists various categories: "Dates", "Dashboards", "Data Sources", "Financial Statements", "Balance Sheet - Consolid...", "Statement of Cash Flows", "Statement of Shareholder's...", "Non-GAAP Measures", "Projections", "Other", "Non Financial", "Historical", "Consolidated Budget", and "Spreadsheet scenarios".

The main spreadsheet area shows a balance sheet for "Consolidated Balance Sheet" with columns for "December 31, 2018" and "December 31, 2017". The data is categorized into "ASSETS" and "LIABILITIES AND STOCKHOLDERS' EQUITY". A tooltip for cell B9 shows the formula  $=SUM(B7:B8)$ . A user tooltip for cell C11 identifies the user as "Bridget Lankford" on "Oct 11th, 10:05 AM".

The right sidebar, titled "History", shows a list of recent actions with a red box around the "B9 Cell History" header. The history entries include:

- OCTOBER 11, 2019: 4053000000 (Bridget Lankford, October 11, 10:05am)
- OCTOBER 10, 2019: 3069000000 (Bridget Lankford, October 10, 5:09pm)
- OCTOBER 10, 2019: 2110000000 (Bridget Lankford, October 10, 5:08pm)
- SEPTEMBER 9, 2019: 3123000000 (Caillyn Vestal, September 9, 7:34pm)
- AUGUST 7, 2019: 3597000000 (Bridget Lankford, August 7, 11:07am)

At the bottom left, there is a blue "OVERLAY" button. At the bottom right, there is a red box around a user profile icon.

# The Spreadsheet - What's Unique

The screenshot displays a spreadsheet application interface. At the top, the title bar reads "Master Working File". Below it is a menu bar with "File", "Edit", "Data", and "View". The "Data" menu is open, showing options like "Filter", "Sort", "Validation", and "Data Set".

On the left side, there is a sidebar titled "Master Working File" with a search bar and a "Filter" section. The "Filter" section has a search input and a "Reset" button. Below it, there are several categories: "Dates", "Dashboards", "Data Sources", "Systems", "Manual Input", "Imports", and "Financial Statements". The "Data Sources" category is expanded, showing "Wdata Workshop" and "Demo - Wdata". A red arrow points to the "Hide Restricted Sections" checkbox, which is checked.

The main area shows a spreadsheet with the following data:

	A	B	C	D	E
1	<b>Consolidated</b>				
2	<b>Balance Sheet</b>				
3					
4		December 31,	December 31,		
5		2018	2017		
6	<b>ASSETS</b>				
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25	<b>Current Liabilities:</b>				
26	Accounts Payable	\$ 5,097	\$ 4,254		

On the right side, there is an "Overlay Legend" panel. It lists various units and their corresponding colors: "Shown In", "Default (Ones)", "Trillions", "Billions", "Millions", "Thousands", "Ones", "Hundredths", and "Basis Points". A red arrow points to the "Ones" unit.

At the bottom right, there is a note: "Hold Alt to temporarily hide overlay. Press Alt + ~ to turn overlay off or on."



## Spreadsheets

- Authorship
- Overlays
- Formula Properties
- Publish/Partial Publish
- Revision History
- Milestones

# Create a Spreadsheet

Your Turn!

1. From Wdesk Home
  - a. Click Create > Spreadsheet > Spreadsheet from Template
  - b. Choose the Workiva Platform Training - SS Template Spreadsheet
2. Go to File in Spreadsheet > Rename and change name to "YourName SS - MM.DD.YY"
3. Move your spreadsheet to the Participants Files folder in Home

# Getting Data into a Spreadsheet

What are the ways to get data into a Spreadsheet?

- Frequent updates and/or large amounts of data
  - Connected sheets
    - Connect data from an external source - **most secure form**
  - Import from csv or xlsx
  - Wdesk Sync
- Infrequent or small amounts of data
  - Copy/paste from an outside source (example: Excel)
  - Re-key or manually type - **discouraged due to risk of error**

# Update the Dates Template - SS - Activity

Your Turn!

1. Update the blue input cells
2. Select "Reporting Period" 1, 2, 3 or 4
  - a. 1 means Q1 (period ending March 31)
  - b. 2 means Q2 (period ending June 30)
  - c. 3 means Q3 (period ending September 30)
  - d. 4 means Q4 (period ending December 31)
3. Update the "Current Year"

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# Spreadsheets

# Linking - Why is it so AWESOME?

- Eliminates the inefficiency of manually updating the same number that appears in many places
- Eliminates the human error from manual processes
- Makes rolling forward your document an efficient process
- Saves time once established

*Note : Linking streamlines data updates ultimately saving time, we can ensure that all destination links will have the same value of the source*

YOUR LOGO HERE

# Linking - When to Link?

- When you have dates, text and/or numbers that appear in multiple places in one or more documents
  - Month End, Quarter End, Year End
  - Company Name
- When this type of data needs to be updated frequently
- If working with documents requiring iXBRL, be careful with linking, as iXBRL lives on links

*Note: When in doubt, you can probably link! Link anything that would save time when rolling forward to the next quarter or year is best practice. Numerical data, Chart data, presentation data, text - anything that will eliminate non-value added time doing data entry.*

# Linking - What does it Look like?

- Blue = Source Link (only 1)
- Green = Destination Link (many)

## EXAMPLE DOCUMENT

revenue retention rates. However, we expect that enterprise-wide deals will be larger and more complex, which tend to lengthen the sales cycle.

*Seasonality.* Our revenue from professional services has some degree of seasonality. Many of our customers employ our professional services just before they file their Form 10-K, often in the first calendar quarter. As of March 31, 2018, approximately 78% of our SEC customers report their financials on a calendar-year basis. As our non-SEC offerings continue to grow, we expect our professional services revenue to continue to become less seasonal. Our sales and marketing expense also has some degree of seasonality. Sales and marketing expense is generally higher in the third quarter since we hold our annual user conference in September. In addition, the timing of the payments of cash bonuses to employees during the first and fourth calendar quarters may result in some seasonality in operating cash flow.

Total revenue increased \$29.2 million in 2018 compared to 2017 due primarily to the increase in subscription and support revenue of \$26.2 million. The total number of our customers increased 10.5% from March 31, 2017 to March 31, 2018.

	YTD March 31, 2018	March 31, 2017
(in thousands)		
Gross Income	\$ 125.00	\$ 120.00
Expenses	100.00	100.00
Net Income	\$ 25.00	\$ 20.00
% Profit	20.0%	16.7%

## EXAMPLE SPREADSHEET

	A	B
1	Dates Template	
2		
3	March 31, 2019	2018
4	March 31, 2017	2017
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

## Linking

- Creating Links
  - 1:1
  - 1:many
  - Subcell
- Formatting Links
- Updating the Source
- Publish

# Linking Dates - Activity

Your Turn!

1. Browse your document for dates that should be linked
  - a. What is the first section in your document that contains a date?
  - b. What is the date?
2. Go to the "Dates Template" section in the Spreadsheet
  - a. Locate the date you just found
  - b. Copy that cell
3. Go to where the date resides in the Document
  - a. Highlight the date in the document > then paste
4. Continue on and link all other dates in your Document

# Linking Numbers - Tables - Activity

Your Turn!

1. From the "Performance" section in your Spreadsheet
  - a. Copy all the numbers in the table
2. From your Table in the Document
  - a. Click on the upper left most cell that has a number in it
  - b. Paste
  - c. From the clipboard select:
    - i. Create links from . . . only cells with values
    - ii. Do NOT apply formatting

# Linking Numbers - Text - Activity

Your Turn!

1. Check the "Overview" section in your document - does it contain any numbers we should link?
2. Get data set up and ready for linking
  - a. Start by creating an "Overview" section in the Spreadsheet
  - b. Type 3,000 and 70% into the Spreadsheet section
  - c. Type a short description for each
3. Time to link!
  - a. Copy the 3,000 amount (from the Spreadsheet)
  - b. Highlight the 3,000 in the doc
  - c. Paste and fix the formatting
  - d. Now link the 70%

# More Linking - Activity

## Continue linking numbers in text

Your Turn!

1. From the Spreadsheet you will be linking the following numbers:
2. You will need to add these to the Spreadsheet then, link to your Document.
3. Link the following numbers to the "Performance" section
  - a. \$29.2 million
  - b. \$26.2 million
  - c. 10.5%

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# Linking

# Entered In / Shown In

Gives you the flexibility to enter the numerical value into the spreadsheet as one value and then convert the same number into different value formats at the destination links.

This is also applicable when we are talking about rounding.

# Entered In/Shown In - What does it Look like?

## EXAMPLE DOCUMENT

B2 29847322

Entered In/Shown In

\$29.8 million in revenues as of March 31, 2019

(in thousands)	March 31, 2019
Revenues	29,847

	A	B
1	(in thousands)	March 31, 2019
2	Revenues	29,800
3		

We had approximately \$30 million in revenues this past quarter

## EXAMPLE SPREADSHEET

B3 X ✓ fx

	A	B
1		
2	Revenues	\$ 29,847,322
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

## Linking - When does it pay off?

Let's pretend a quarter has gone by. You need to update all the values and dates in your document to reflect the new quarter's info.

Let's see what that would look like - this is referred to as "rolling forward".

**Note:** *You might find the split screen feature useful when doing this.*

## Rolling Forward

- Roll to a new Quarter
- Update values
- Publish

# Link Properties

Link Properties give users a way to navigate their linking structure quickly. So long as you have permissions to all locations you can use link properties to check your linking structure

What if you need to update a date in the Document (for example) but you are not sure where that date resides in the Spreadsheet?

This is where Link Properties can come in handy.



# Link Properties

Your Turn!

1. Locate a destination link in your document
2. Right-click on it and select "Link Properties"
3. Note that it shows
  - a. Where the source is located
  - b. Where all the destinations are located
4. Go ahead and navigate back to the source (do this by either double-clicking on the source in the link properties panel or by clicking on the "go to link" icon to the right)
5. Did you find the source?
6. Now update the source value
7. Did the update also ripple through to all destinations?
8. Don't forget to Publish!

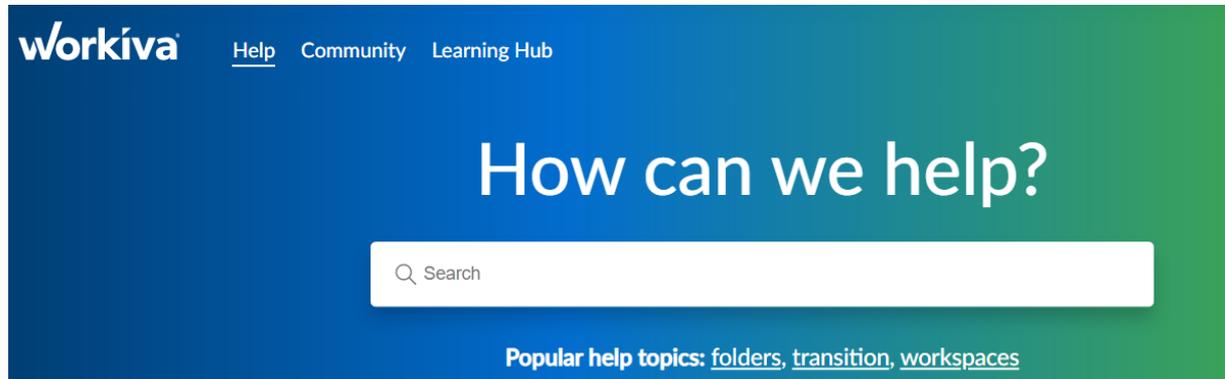
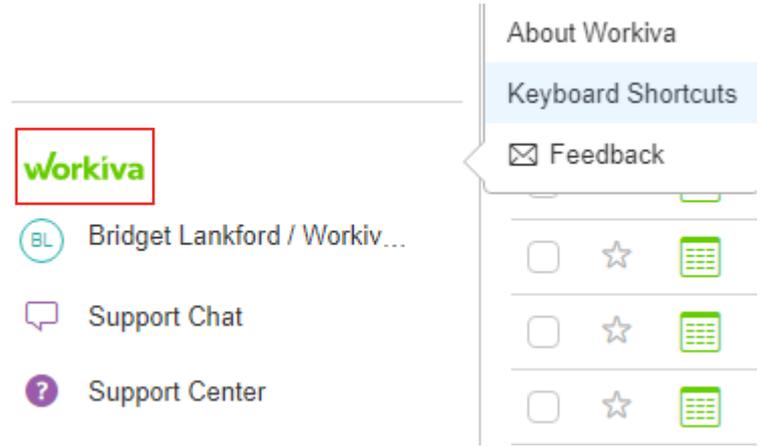
**Note: No need to publish when first creating a link. However if you update a linked value you must publish for the update to flow through to the destination links.**

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# Linking

# Support Center Resources

- Keyboard Shortcuts - Workiva Icon on right side
- Support Chat
- ? - Support Center
  - Help
  - Community
  - The Learning Hub



# Learning Objectives

**By the end of this session , you will be able to:**

- Access Wdesk
- Navigate and Organize Home
- Create/Edit Documents, Spreadsheets, and Presentations
- Make Documentation Interactive
- Utilize Digital Review features
- Access Additional Resources

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# Questions?

contact email