The Basics of Spreadsheets

Why do we need a Spreadsheet?

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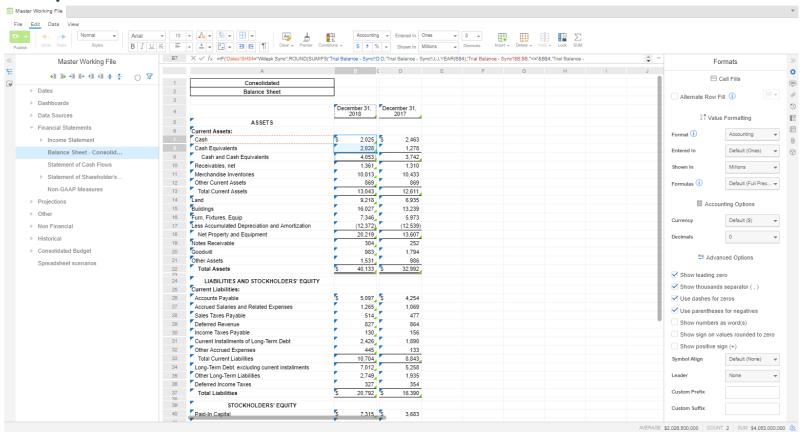Why do we need a Spreadsheet?

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

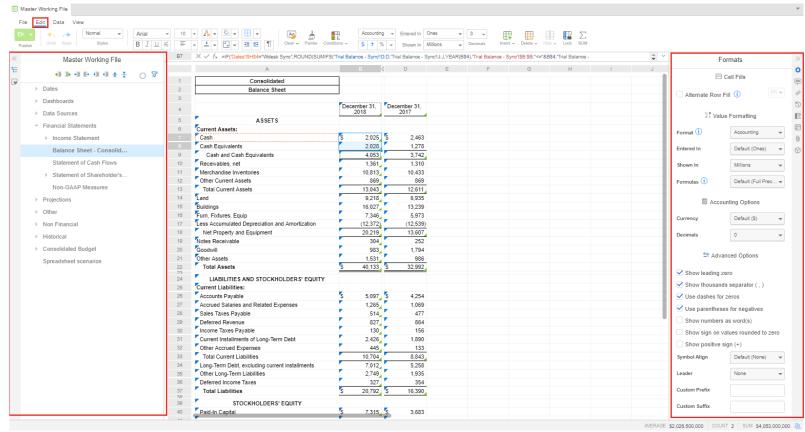# The Basics of Spreadsheets

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  - Excel - Wdesk Sync
  - Import
  - Connections

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- Data can then be manipulated with complex formulas
- Analytics can be built in
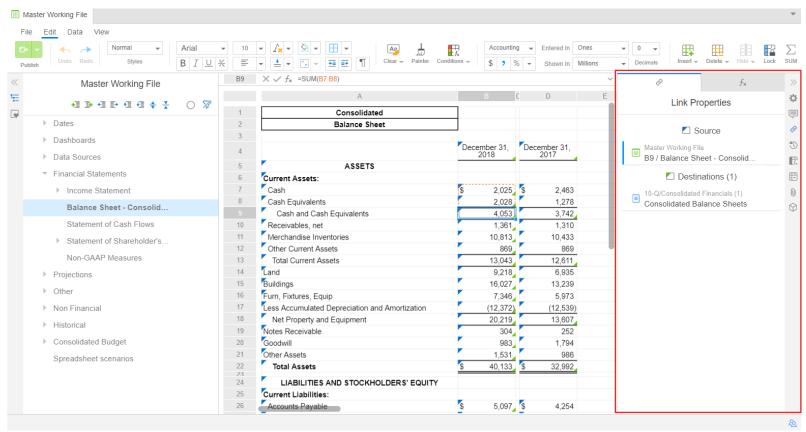 - Conditional Formatting
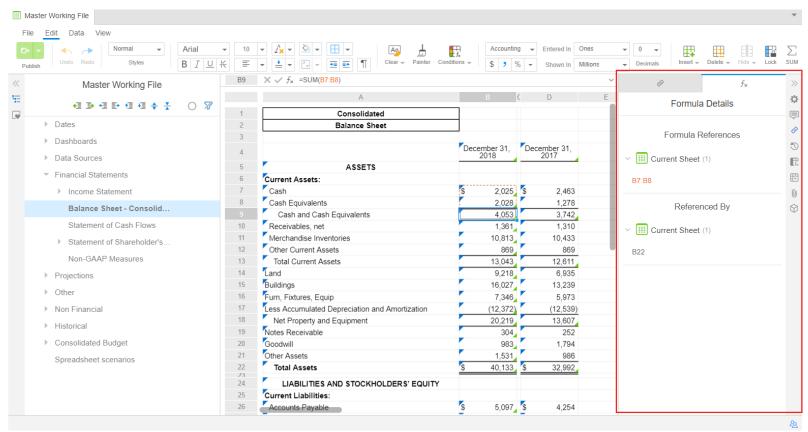 - Increase/Decrease formulas
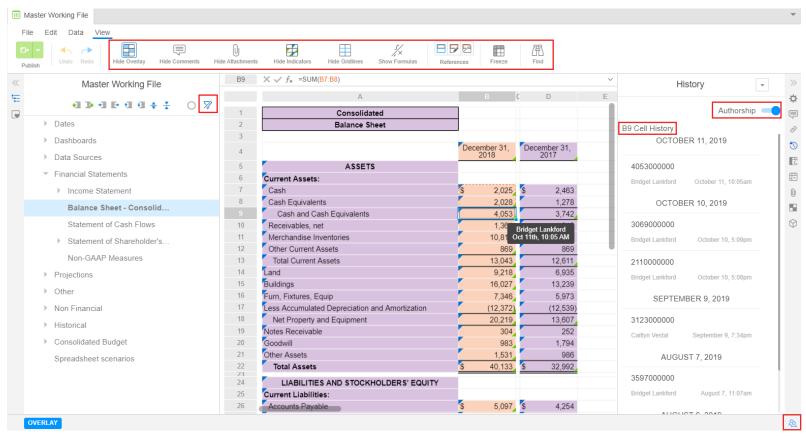
The Spreadsheet

The Spreadsheet - What's similar
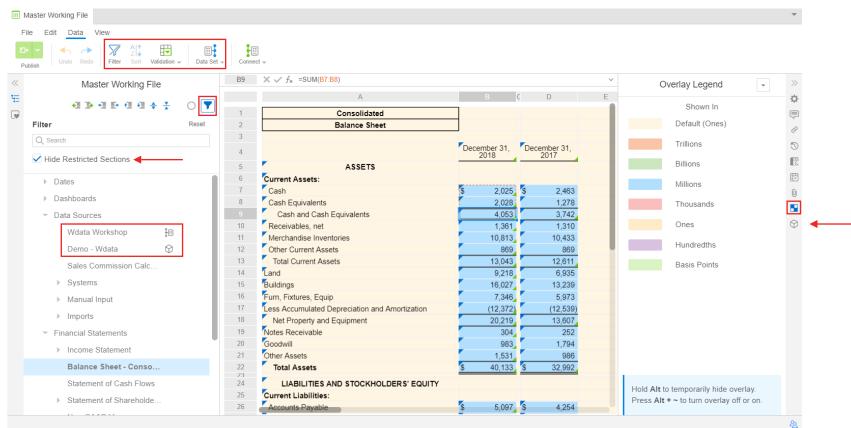
The Spreadsheet - Right Hand Panel - Properties

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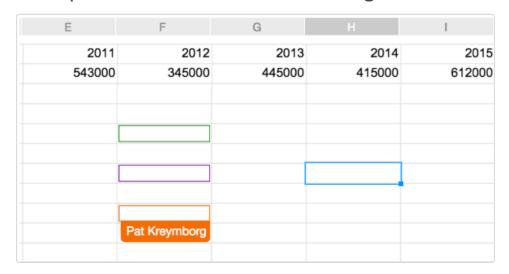
The Spreadsheet - What's Unique

The Spreadsheet - What's Unique

Real-time Collaboration in a Spreadsheet

- Multiple users can make edits simultaneously
- Changes update real-time (although you need to publish updates to linked values)
- The overlay: Authorship shows who made what change

E	F	G	H	I
2011	2012	2013	2014	2015
543000	345000	445000	415000	612000

Pat Kreymborg

Note: Each user is designated a different color in the Spreadsheet; you will see this color when the user is actively editing the spreadsheet and also in the cell history - called User Presence

Spreadsheets

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

Create a Spreadsheet

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

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"

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

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

EXAMPLE SPREADSHEET

Linking

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

Linking Dates - Activity

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

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

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

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%

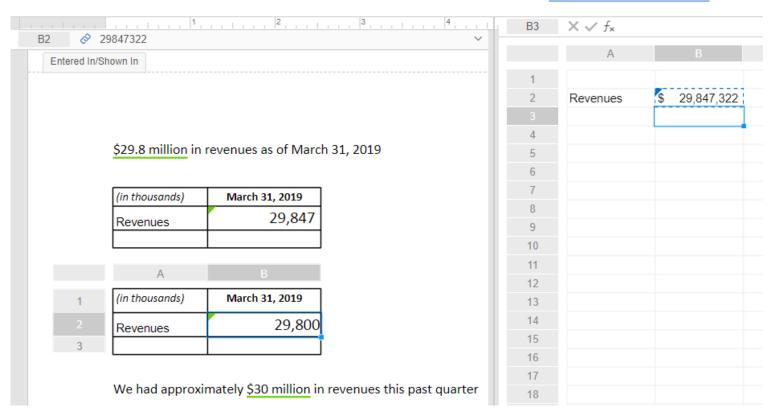# Linking

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?

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?

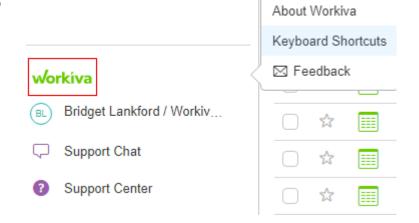This is where Link Properties can come in handy.

Link Properties

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?
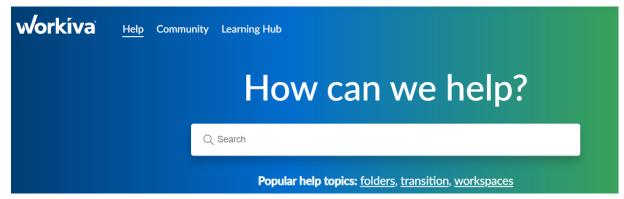8. Don't forget to Publish!

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.

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

Questions?

?s

contact email