



# Discovery Call

## (Key) Questions Regarding the Management Reporting Process

<b>Consume</b>	What reports are being consumed (KPI report, Board presentations etc.)?
	Are there multiple people who consume these reports?
	How often do these final consumable reports get created?
	In which format do they consume the reports (PDF, PowerPoint etc.)?
<b>Gather</b>	What system(s) do you pull information from when creating the report?
	Can you describe the process to get the information out of "X"?
	Does the information export out to Excel or to some other output?
	When you export the data from "X", is it ready to be used or do you need to manipulate the output prior to it being organized for the report?
	When you create your report, what kind of data do you find yourself having to collect outside of your "structured" systems?
	How many people or groups need to provide information to you in order to create the report?
	Can you tell me a little about the process you use to collect data from those sources? <ul style="list-style-type: none"> <li>◦ How do they get the information to you?</li> <li>◦ Is the information ready for you to use when they send it? If not, what do you need to do to make it "report ready"?</li> <li>◦ Where are these data providers located? Are they all local or in disparate locations?</li> </ul>
<b>Organize</b>	Can you describe the process you use for consolidating information into one location? <ul style="list-style-type: none"> <li>◦ Do you have a name for the document you use to house that data as you are pulling it together (e.g. master document)? What is the format of that document (e.g. Excel)?</li> <li>◦ Are you the one responsible for consolidating all the information at this stage or are there others responsible for doing this on your team?</li> </ul>
	What documents or report types get generated at this point either for review or consumption? <ul style="list-style-type: none"> <li>◦ What format are those documents?</li> <li>◦ Who is involved with the process of generating these documents? <i>If there are multiple people in the process</i> - How do multiple people work together on these documents? <ul style="list-style-type: none"> <li>* Are there ever multiple versions of the file created at this stage or is the team pretty good about maintaining version control?</li> </ul> </li> <li>◦ How long does it typically take to create these reports?</li> <li>◦ What is the process used for generating these reports\documents? How do you insure data consistency from the data you gathered to this final output?</li> </ul>



# Discovery Call

## (Key) Questions Regarding the Management Reporting Process

<b>Review</b>	Can you describe the process for reviewing the report(s)?
	Is the focus of the review at this stage to check for errors or to actually review the report to make business decisions?
	How are changes\errors communicated back to you or your team from the reviewer? <ul style="list-style-type: none"><li>◦ Is the review process manual or electronic?</li><li>◦ (If electronic) What format do the mark-ups and redlines get sent back in?</li></ul>
	How many review cycles do you typically go through before finalizing a report?
	Tell me a little bit about the process for updating or changing the report? <ul style="list-style-type: none"><li>◦ Do you store older revisions and make copies or do you only have one version of the document that exists at any time?</li></ul>
<b>Additional Questions</b>	What are your main challenges in regards to your Management Reporting process?
	How long does the process end to end take?
	Do the reports feed any other documents/reports?
	How do you ensure data consistency?
	How do you handle last minute changes?
What is your goal and what do you want to improve in the future?	



# Demo Storyboard

## Introduction to Wdesk 100% Cloud Based

Introduction to Wdesk 100% Cloud Based	<b>What to Show</b>	
	1. Log in to Wdesk home page 2. Hover over each document type (Doc, Presentation and Spreadsheet)	
	<b>Talking Points</b>	<b>The Value to the Customer</b>
	Access anywhere, anytime; always working on latest version of platform	User friendly interface enabling faster onboarding and easy adoption
	100% cloud based platform with document, presentation and spreadsheet capabilities	Centralized and controlled document repository; reducing exposures to data loss and departmental silos
	Configurable dashboard	
	Enterprise cloud security with granular permission user based access	Enterprise security and control with full audit control and tracking of documents and users
Files and Document Editor	<b>What to Show</b>	
	1. Open files from landing page 2. Open Avikro Annual Report	
	<b>Talking Points</b>	<b>The Value to the Customer</b>
	Single central repository for your reports	Eliminate the need to access multiple share drives to access the data
	Configurable structure and granular based permissioning	Store all dedicated documentation in one central place
Org will still have control over who can access what documents	Structure the report to fit the needs of the finance accounts team	



# Demo Storyboard

## Centralized Preparation

<p>Centralized Preparation of the Master Working File</p> <p><i>Key: Everyone in the organization in one Document</i></p>	<b>What to Show</b>	
	<p>Collaboration: Multiple users in one document</p> <p>Permissions</p> <p>Track changes and review process</p> <p>Commenting, tasking and workflow labels as tools to organize preparation work</p> <p>Audit history: Blackline as a powerful review tool</p>	
	<b>Talking Points</b>	<b>The Value to the Customer</b>
	<p>Wdesk allows group, user and role-based access at document and section level and this is managed by business users without IT involvement in real-time</p>	<p>Granular control reduces exposures of critical information to unauthorized personnel</p>
	<p>Multiple users work concurrently on the same version with full transparency. Ability to grant internal and external user access by section or by the entire document in real-time</p>	<p>Centralized document ensures your team always working on the same document in real-time, eliminating the need to combine documents and comments after edit and review</p>
	<p>Track changes, blackline and comments allow to establish a workflow on each document</p>	<p>Real-time full audit trail to see exactly what changed, when, and by who</p>
<p>Collaborate with co-workers easily with directed comments and manage workflow with tasking</p>	<p>Eliminate the challenged companies face around manual collaboration, version control issues and reduces the time spent on version control and document management and risk of errors in final reporting.</p>	



# Demo Storyboard

## Managing Data

Managing Data - Trial Balance and Spreadsheet Linking	<b>What to Show</b>	
	Links in table (PnL); navigate to source spreadsheet Introduce spreadsheet functionality and main features Explain data integration; explain how TB data is mapped to tables via cross sheet formulas Linking example making a change to revenue	
	<b>Talking Points</b>	<b>The Value to the Customer</b>
	Charts and tables are live and dynamic, embedded into the document; scale linking to multiple destinations	Wdesk decreases risk of inconsistent data and human error throughout reporting; ensures accuracy and consistency and reduces the effort when making changes
	Full visibility into all usages of the data point across all spreadsheets, documents and presentations	Real-time insights lead to faster, better planning and business decisions
Wdesk offers direct import and export capabilities as well as an API and pre-build connectors	Data flows in connected systems; linked data within Wdesk gives customers confidence in the accuracy of their data; imports happen directly from source systems to eliminate manual entry errors; automated refresh ensures up-to-date data	



# Demo Storyboard

## Audit Trail

Complete Audit Trail	<b>What to Show</b>	
	Publish changes and open history panel (multiple revisions; multiple people) Add milestone Create and open Blackline Send for review (Comments and Tasking)	
	<b>Talking Points</b>	<b>The Value to the Customer</b>
	Report is saved every 5 minutes; add milestones to mark critical revisions of the report	Complete visibility into all changes and updates; no risk of losing work
	Revisions track all modifications; provide a detailed and complete audit trail of who, what, when, and where changes have been made	
	Wdesk publishes changes to single active document and any linked documents; instantly elevates all users to the current revision	Reduce time spent with auditors and audit fees allowing for faster review cycles
Full visibility of all changes throughout the reporting period; compare and review any two revisions of a document to see exactly what has changed		