Landing Page

Key Message

The Landing Page gives all users that impact your process the visibility to work efficiently and the ability to access data that is relevant to them. Widgets, tasks, comments, and dashboards provide line of sight into what is in your area of responsibility. This guarantees **real-time data** allowing you to make quick, confident business decisions, spend **more time advising the business** and less time tracking down information.

Discussion Points

- Easy to **create and manage dashboards when needed (no need to wait on IT or customer service)**
- Standard boards by role or customize
- **Drill down into the data**
    - Open report or dashboard
- **Reports and dashboards are pulling from a core data set (one single source of truth)** - always up to date
- No need to manually refresh or add in data in order to update
- **Easily build personalized dashboard views** that are role-based

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Dashboards

Key Message

The dashboard is a key feature set unique to Workiva. The dashboard environment guarantees instant transparency into your entire process and results of the work, allowing you to spend **more time advising the business** and less time tracking down information. They are **easy to use, change, and create**. This dashboard is live, no need to refresh, rerun, or recreate. As your team is working and changing statuses, or adding findings, these dashboards will update in real-time.

Discussion Points

- Easy to **create and manage dashboards** when needed (no need to wait on IT or customer service)
    - Open Audit Status dashboard
- **Slice and dice data** as needed for reporting purposes
    - **Drill down into the data** with one click, view data in a report format.
- Reports and dashboards are pulling from a **core data set** - always up to date
- No need to manually refresh or add in data in order to update
- **Easily build personalized** dashboard views that are **role-based and presentation ready**
    - Point out the Permissions icon (don't click to open)

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Menu Outline

Discussion Points

- Easy to navigate throughout Workiva
  - Hover over left-hand outline
- **All of Workiva is pulling from (one single source of truth)** - always up to date
- **Personalized views** that are role-based for each user

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Audit Forms

Key Message

The Workiva Platform is a data and document-centric system for a work paper driven process. Workiva offers the greatest amount of flexibility to define the composition of your audit work papers and procedures. You can easily copy from previous audit program templates or start from scratch if you're embarking on an auditable area that you've never audited before.

Discussion Points

- Ability to create new audits in a variety of ways - create new, create from existing, or create from template
    - Show create menu
- Workiva has partnered with AuditNet to bring in audit templates that can be leveraged, if desired
- All audit programs located under "Audits", full flexibility in how you want to structure your folders; effectively and efficiently create work papers and workflows
    - Open your audit
    - Explain outline
    - Right click to show adding, copying, and removing phases, groups or procedures
    - Jump into Audit Information Tab - note flexibility of fields and review workflow
- Create, complete, and review audit procedures directly in Workiva
    - Click into your procedure - Note that it's not started in status
    - Right-hand panel - upload evidence
    - Move status of procedure to Completed
- *(Show PBC Requests here - see below)* Integrate evidence collection within work papers during control testing

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Audit Forms

- Whether you have a simple task ("procedure") to complete in your audit program or a detailed test procedure requiring testing of multiple samples, all activities can be accomodated. Mark up work papers with drag-and-drop annotations, electronic tick marks, and footnotes. Plus, provide coaching and review notes in a collaborative environment throughout the audit trail
  - Open your testing procedure
  - Note that you can associate controls or risks with this procedure.
  - Point to evidence request history
  - Note test matrix below. Show samples already loaded on right hand side panel.
  - Open in markup viewer. Note: this is also where you can speak to MS Online capabilities or open locally
  - Ultimate flexibility in testing options: Drag and drop markup directly within Workiva, direct attachments, MS Online, open files locally, or connect Workiva files.

- Issues can be created and followed up on directly from Audit
  - Create issue - a new issue panel will appear on the right-hand side.

PBC Requests

Key Message

Within Workiva, you'll have access to a PBC Request workflow that will automate the documentation request process and provide transparency into an otherwise traditionally cumbersome and time consuming process. The business users are notified via email that they must provide documentation, and once gathered and approved, Workiva also gives you the ability to randomly select your samples.

Discussion Points

- Through the header at the top, you're able to request documentation from other users.
  - Click create and show form to create populate request - don't actually create one
  - Navigate to the PBC Dashboard
- Introduce PBC dashboard, provides transparency into process
- Tracking requests and follow-ups - **no emailing back and forth**
- Ease of use for the occasional business user
- **Speak to Random Sampling**
- **Attachments automatically uploaded into work papers**

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Remediation

Key Message

Facilitate the internal audit management process with end-to-end process collaboration. Leverage the remediation experience, dashboards, and reports to manage, track and remediate time-sensitive issues.

Discussion Points

- Create an issue from the procedure form
  - Create an Issue from the Procedure Form in the ribbon at the top of the form
- Metadata related to the observation can be tracked on the Issue Form in the remediation experience
  - Discuss some fields on the issue form that are pre-populated for ease and highlight flexibility of Issue Form to track whatever the customer would like
  - Populate the fields, so that it can be easily identified in the reports, for example add the client's name to the Issue ID field
- Issue Forms are completely collaborative
  - Discuss the right-hand panel where comments can be left on the issue to collaborate with process owners
  - Discuss how attachments can be added to the issue form directly to evidence any remediation efforts
  - Request Workflow can be leveraged to call process owners into the application to initiate remediation efforts, such as management's response
- Users can also correlate issue forms with action plan forms to track the necessary steps required to remediate an issue
  - One to one and one to many relationships, where a single action plan can remediate several issues
  - Request workflow can be used to route issues & action plans to individual stakeholders to target specific responsibilities
- Leverage reports & dashboards to track and report on status of issues
  - Open "Issue Listing" Report and discuss the different ways to slice and dice data & highlight the issue you created during the demo. Might be good to filter the report by audit
  - Open any of the chart views in the Issue Listing report to discuss the different ways the data can be visualized
  - Open Issue Monitoring dashboard to show how that information can be constructed into meaningful dashboards

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Reporting

Key Message

One of the biggest challenges with current GRC and audit management software is the inability to easily extract the data from the system in order to produce meaningful information and reports that are consumable by various levels of stakeholders. The reporting environment guarantees instant visibility into your entire process and results of the work, allowing you to spend **more time making decisions** off of key data and less time tracking down information. They are **easy to use, change, and create** on the fly.

Discussion Points

- Various different types of reports in Workiva
- User Centric Reports = report will only show data applicable to that specific user
- Example: My Findings report will show a control owner their specific list of controls that fall under their responsibility
  - Open "My Findings" Report
- Easily build **personalized report views** with drag and drop pivoting functionality
  - Open "Issue log"
- **Can create as many views as needed, no need to contact us or wait on IT**
- Creating a view (table) is **not changing the master report or underlying data**
- Tables are not static - will be up to date ever time they are accessed
- Reports can be **permissioned based on user roles**
  - Point out "Permissions" icon (do not click)

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Final Audit Report

Key message

The ability to create a live final audit report is a key differentiator of Workiva. Your data is connected throughout the platform and all changes have full audit trails. This maintains **consistency and controls the quality** of information across your process.

Discussion Points

- Ability to create and edit documentation is engrained in the Workiva environment, no separate files or document types outside the system.
  - Open Final Audit report in the format the customer prefers (presentation or text editor)
- Introduce linking: **Linking ensures information is consistent across all reporting, dashboarding, reporting, etc.** allowing you to populate this final report template with the audit you want to issue.
  - Show link properties but do not follow it back to the connected sheet
- Explain document outline - collaboration and control
  - Open Doc Outline panel
- Permissions across the platform
- Version control
  - Click on History to show audit trail

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IR Suite

Key Message

Workiva is a collaborative and connected platform for audit, risk and compliance.

Consolidated Reporting

- Consolidate reporting across relevant solutions for Leadership Meetings
  - Have open the Avikro Audit Committee Report presentation
    - Audit Finding - Risk Impact slide incorporates audit and risk info to tell a story of risk in the org
- One-stop shop for status across solutions;

ERM

- Connected deliverables (heat maps) that automatically update as soon as risk assessment process is complete
- Personalized risk assessments
- Ability to map risks to business processes, policies, and leverage that data seamlessly for audit-purposes

Audit

- Manage your audit process all the way from planning to final reporting
- All audit programs created and managed in central location
- Ability to pull from a library of audit programs from AuditNet
- Automated dashboarding and reporting

SOX/Internal Controls

- Manage your Internal Controls process from scoping to final review and reporting
- All Internal Controls testing done right within the platform
- Automated dashboarding and reporting capabilities
- Ability to bring in External Auditors in a controlled way, if desired for reliance purposes

Policy

- Create, manage, and consume policy documents in a single, collaborative environment
- Ability to link in specific control or risk information, as needed
- Real time visibility into status of policy review/approval process
- Connectivity back to the risk, processes, and audits that may need to leverage or reference the policy

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