Demo Project Account Setup Instructions - 1/10

Wdata, Spreadsheet and Document Setup

Import Files:

- Create a new GSR Workspace - Workspace solution should be “Connected Global Statutory Reporting (with Entity Management)”
  - This is to ensure your account is able to load the graph-database (i.e. Entity Management) checklists, reports, and dashboards
  - Confirm you have translation features turned on
- Import .tar.gz file into your demo account
  - Create → Import → Import Wdesk File
- Import the .cb file into Wdata
  - Add “?support=true” to the end of your URL
  - Ensure you are in Wdata for your newly created GSR workspace
  - Navigate to the ***configuration tab*** on the left-hand side
  - Go to the ***import/export sub tab***, select "import application data" and choose the cb file from the browse drop-down button
  - Choose wipe or merge. Merge won't matter since it is a brand-new Workspace. Click "Import Application Data"

Overview of Files:

- Watch the ***document breakdown video*** included with this course (this will be a walk through on the breakdown of the documents).

Demo Project Account Setup Instructions - 2/10

Connecting Wdata Queries to Wdesk Spreadsheets

- In the relevant spreadsheet, click on the ***RHS Wdata Connections (Cube) icon***
- Make sure you are in "from Wdata" tab and click "add connection"
- Find the relevant query to connect based on the following connection mapping example

Note: Make sure all cells in the spreadsheet section are unlocked prior to attempting to connect to a query. Best practice is to select all cells, select “Lock” and then “Unlock” to be sure.

Images used are for the Avikro Sales UK spreadsheet

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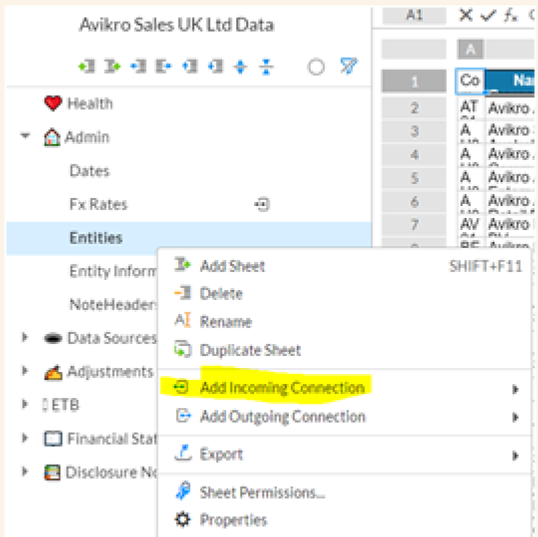
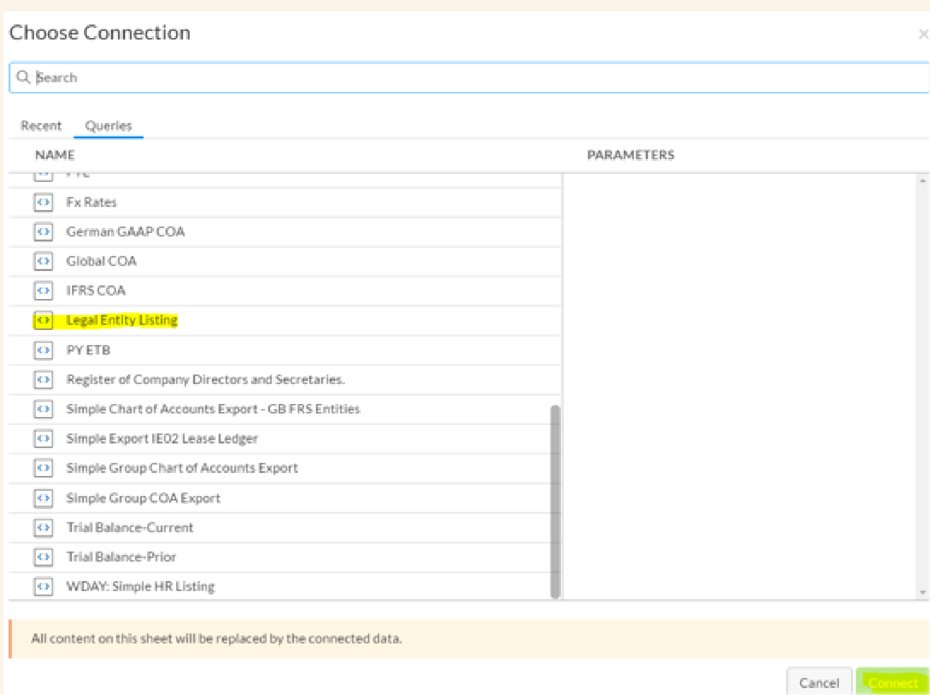
Wdata Queries Connection Mapping: Incoming Connections

To establish an incoming connection (from Wdata to Spreadsheet):

1. Select the section of the spreadsheet and make sure entire sheet is unlocked.
2. Right click on section and select “Add Incoming Connection”.



3. Select the name of the Query you’d like to connect.



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Wdata Queries Connection Mapping: Incoming Connection Mappings

Spreadsheet Section Title	Corresponding Wdata Query
Fx Rates	Fx Rates
Entities	Legal Entity Listing
CY Entity TB	Trial Balance-Current
Select "2020" and "GB01" for UK entity	
PY Entity TB	Trial Balance-Current
Select "2019" and "GB01" for UK entity	
COA	Global COA
Select FRS 101 and Ireland	
Wday Simple HR Listing	WDAY: Simple HR Listing
Lease Ledger	Entity Lease Ledger Export
Adjustment Types	Adjustment Types
CY ETB	ETB 2.0
Select "GB01" for entity and "2020" for year	
PY ETB	ETB 2.0
Select "GB01" for entity and "2019" for year	

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Wdata Queries Connection Mapping: Outgoing Connections

To establish an outgoing connection (spreadsheet feeding a Wdata table):

1. Right click on section of spreadsheet
2. Select “Add Outgoing Connection”
3. Select table you want to connect into
4. Give it a unique name and select finish (mapping should already be done, so can select “Finish” as is)

Spreadsheet Section Title	Corresponding Wdata Query
Recurring Adjustments	SAP.FS10N Transaction Table
Non-Recurring Adjustments	SAP.FS10N Transaction Table

This feed of adjustment data from spreadsheet to Wdata is meant to create a full automated ETB driven from Wdata.

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Connecting Adjustment Spreadsheet to Wdata (cont'd) - Optional

- Within the datasets panel (RHS) go to the "GB02 Avikro Industries - Recurring Adjustments" data set
  - Select the dropdown arrow
  - Select replace
  - Select replace with a spreadsheet
  - In the search bar type in “Avikro Sales UK’. In the ***sheets panel*** select the recurring adjustments section
- Ensure you have the ***adjustments table*** mapped correctly, this should come in automatically. Specifically make sure the "hierarchy type" field is aligned to the "country"
- Go to the ***tag name*** and select “data source"; for the tab value select "Recurring Adjustments WB"
- Repeat this exercise for industries non-recurring adjustments for the same entity
- Repeat this for other entities

Demo Project Account Setup Instructions - 7/10

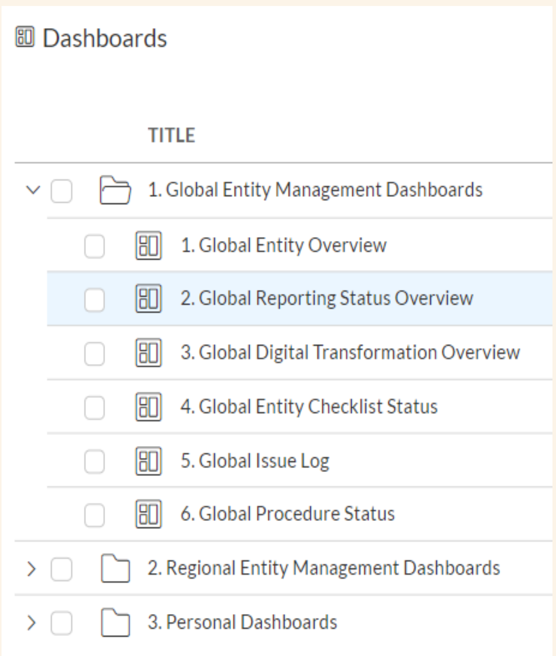
Entity Management Set Up

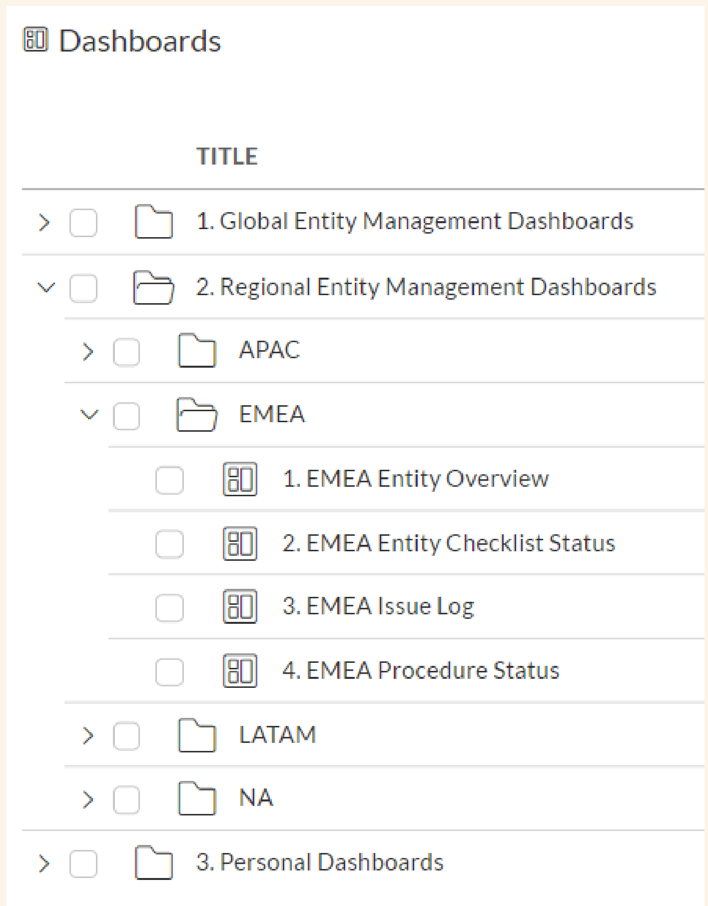
- Database File Import
- Log in to workspace and add “?support=true” without quotations to the end of the URL
- From the ***create menu*** in upper left-hand corner, select "Import Account"
- Select the .bin file and import. You’ll receive a successful import notification in the bottom right-hand corner once complete
- Check there is data available when you click on Data, Checklists, Reports, and Dashboards from the left-hand panel
    - If you are having trouble seeing content, double check that the correct Workspace Roles have been applied
    - The workspace roles to assign yourself should be:
        - Workspace Owner, Editor, Data Admin, Manager
    - If you are still having trouble seeing content, you may need to add additional roles
        - +Dashboards (Full), +Data, +Reports (Full)

Demo Project Account Setup Instructions - 8/10

Dashboard Organizing

- Upon import, the ***dashboard folders*** get removed (we're working on fixing that). Dashboards should be organized into three folders, as depicted in the images below:





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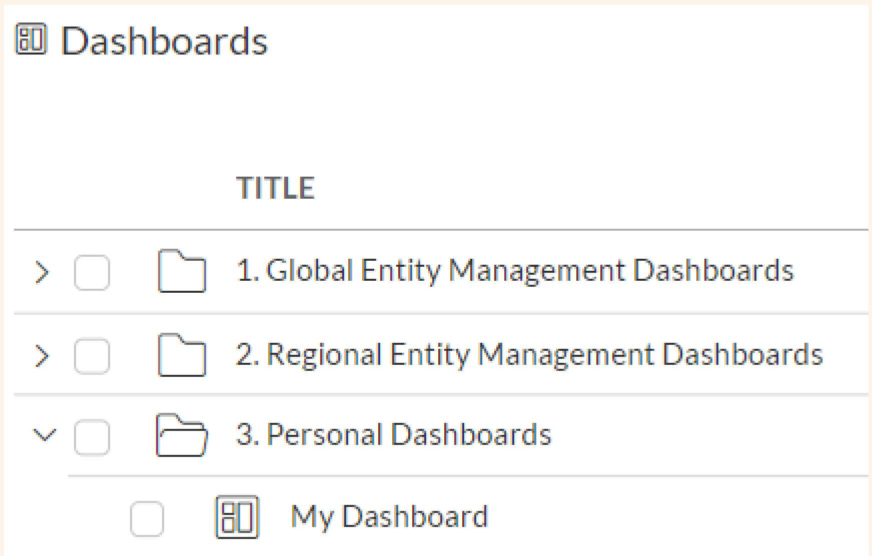
Demo Project Account Setup Instructions - 9/10

The EMEA dashboards are the only ones fully built out in demo. If you need to show this level of detail for a different region, you will need to replicate the charts/tables for that region.

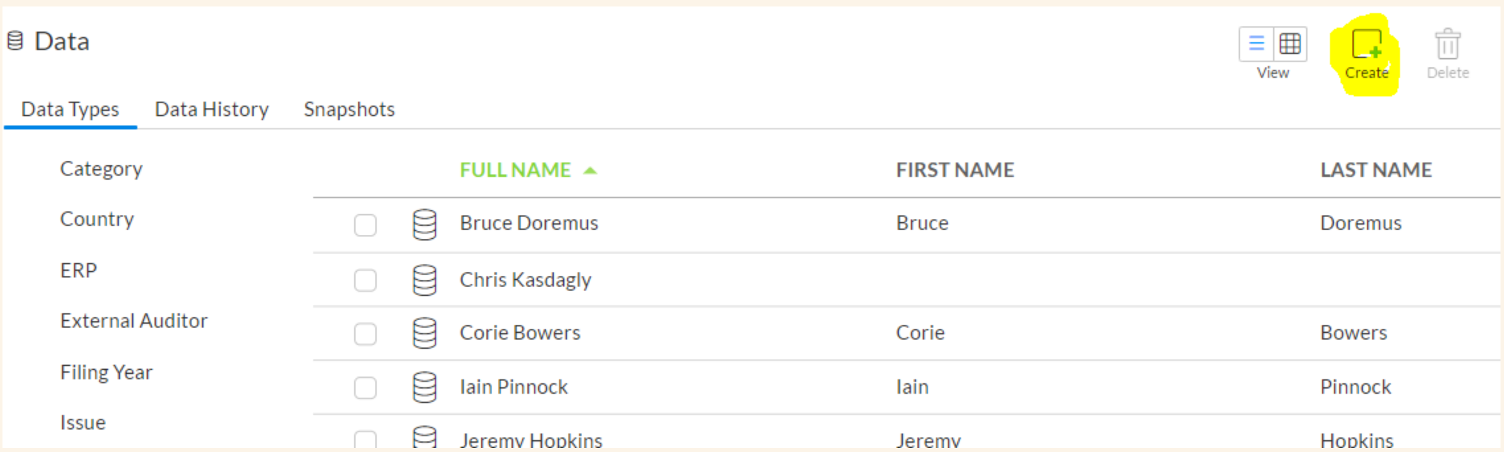


***Note**: You can technically multi-select dashboards and drag into the correct folder. But if the drag and drop isn't working you can multi-select and then use the "Move" button in upper right-hand corner to select which folder they should go to.*

Demo Project Account Setup Instructions - 10/10

Add a New User in the Database

- Add yourself as a Person in the ***graph database***. This is required in order for your name to show in drop downs in forms (i.e. to assign yourself to a checklist, procedure, issue, etc.)
  - Go to Data > Person > Create



- Make sure your email is populated in the “Is User” field - without this, your name will not appear in those drop downs
- Repeat this step for any other users you’d like to have populated in your demo or individuals you’d like to assign entities/procedures to