

Background could be your company color(s) or an image you use often for presentations

# The Workiva Platform - Part II

Instructor: YOUR NAME HERE  
TITLE

# Agenda

## Part II

- Create a Presentation
  - Create & Format a Chart
- Create a Spreadsheet
- Learn How to Create All Types of Links
  - 1:1, 1:many
  - Subcell linking
- Publishing & Partial Publishing
- Navigating Link Properties
- Purple Question Mark

# Presentations

Example Use Cases:

- Process Dashboards
- Flowcharts
- Internal Management Decks
- External Reporting

# Presentations - Right Hand Panel - Slide Properties

The screenshot displays a presentation software interface. At the top, the title bar reads "Quarterly Close Deck (Q2 2019)". Below it is a menu bar with "File", "Edit", and "View". A toolbar contains various editing tools like font settings (Helvetica, size 16), bold, italic, underline, link, unlink, text box, table, image, chart, and shape. The main slide area shows a slide with a dark blue background and white topographic lines. The slide content includes "Monthly Close Deck Global View Update" in yellow, "Q1 2020" in white, and the Avikro logo. On the left, a slide navigation pane lists "Overview, Slide - 1" through "Overview, Slide - 12", and "North America, Slide - 1" through "Latin America, Slide - 2". On the right, the "Slide Properties" panel is highlighted with a red border. It has sections for "Layout" (New Layout), "Background" (Color, Image Upload Image, Reset to layout), and "Numbering" (Insert Slide Number, Continue number from previous slide, Restart slide numbering, Starts at 1, Style 1, 2, 3). At the bottom right, there are search, zoom (58%), and user icons.

YOUR LOGO HERE

# Presentations - Layouts

The screenshot displays a presentation software interface for a file named "Quarterly Close Deck (Q2 2019)". The top menu bar includes "File", "Edit", "Data", "View", and "Review". Below the menu is a toolbar with icons for "Exit Layouts", "Present", "Show/Hide", "Find", and "Ruler".

On the left side, a "Slide Layouts" panel is open, showing a list of layout options: "Cover", "New Layout", "Default Layout", "null", "null", "null", "portrait", and "Transition Slide".

The central area shows a slide with a blue background featuring white topographic contour lines. The "Avikro" logo is positioned at the bottom center of the slide. A ruler at the top of the slide area indicates a width of 15 units.

On the right side, a "Layout Properties" panel is open, containing the following settings:

- Layout**: Custom... (dropdown)
- Slide Size**: Custom... (dropdown)
- Width**: 16 in.
- Height**: 9 in.
- Orientation**: Portrait (selected)
- Background**:  Background
- Color**: [Color selection icon]
- Image**: Upload Image (button) and Clear (button)
- Numbering**:  Numbering
- Insert Slide Number** (button)

At the bottom of the interface, there are navigation icons (back, forward, search), a zoom level of 55%, and a user profile icon.

YOUR LOGO HERE

# Presentations - RHand Panel - Shape Properties

Quarterly Close Deck (Q2 2019)

File Edit View

Publish
Undo
Redo
Format

Normal
   
 Styles

Helvetica
   
 12

B I U K A' A,
   
 [List of icons]

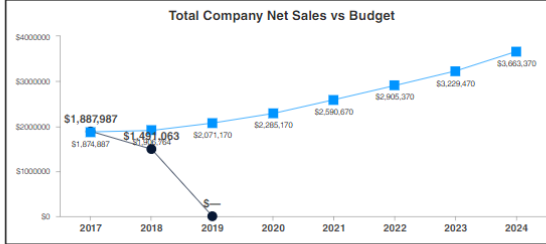
Insert

Quarterly Close Deck (...)

- Overview, Slide - 1
  - Overview of Results**
  - Overview, Slide - 3
  - Overview, Slide - 4
  - Overview, Slide - 5
  - Overview, Slide - 6
  - Overview, Slide - 7
  - Overview, Slide - 8
  - Overview, Slide - 9
  - Overview, Slide - 10
  - Overview, Slide - 11
  - Overview, Slide - 12
- North America, Slide - 1
  - North America, Slide - 2
- Latin America, Slide - 1
  - Latin America, Slide - 2

## Overview of Results - Q1 2020

(in Thousands)



### Commentary on Results as of March 31, 2020

- For the three months ended March 31, 2020 our Net Sales are \$0.0 billion, a decrease over the prior year period by \$1,491.1 million or 100.0%.
- We also saw a decrease over plan of \$2,071.2 million or 100.0% for the three months ended March 31, 2020.
- As of March 31, 2020, total Cash and Cash Equivalents on hand was \$0.0 billion. This represents a decrease of \$0.0 million or #DIV/0! as compared to December 31, 2019.
- The primary driver for the change in Cash during the three months ended March 31, 2020 was a decrease of \$605.3 million in Net cash provided by operating activities to \$0.0 million.

### Selected Financial Highlights

	Three months ended		% Increase (Decrease)
	March 31, 2020	March 31, 2019	
Net Sales	\$ —	\$ 1,491,063	(100.0)%
Gross margin	—	1,341,702	(100.0)%
Total operating expenses	—	972,433	(100.0)%
Operating income	—	369,269	(100.0)%
Net income	\$ —	\$ 282,503	(100.0)%
Basic earnings per common share	\$ —	\$ 0.52	(100.0)%
Diluted earnings per common share	\$ —	\$ 0.51	(100.0)%



(\* - N/A = North America)

### Shape Properties

Size

Width: 6.94 in.

Height: 3.63 in.

Preserve aspect ratio

Rotation: 0.00 °

Position

Position From: [Icons]

X Position: 8.93 in.

Y Position: 1.18 in.

Change Shape: Select

# Presentations - RHand Panel - Chart Properties

Quarterly Close Deck (Q2 2019)

File Edit View

Undo Redo

Chart Data Switch Properties

Quarterly Close Deck (...)

Overview, Slide - 1

Overview of Results

Overview, Slide - 3

Overview, Slide - 4

Overview, Slide - 5

Overview, Slide - 6

Overview, Slide - 7

Overview, Slide - 8

Overview, Slide - 9

Overview, Slide - 10

Overview, Slide - 11

Overview, Slide - 12

North America, Slide - 1

North America, Slide - 2

Latin America, Slide - 1

Latin America, Slide - 2

Latin America, Slide - 3

## Overview of Results - Q1 2020

(in Thousands)

### Total Company Net Sales vs Budget

Year	Net Sales
2017	\$1,887,987
2018	\$1,491,063
2019	\$2,071,170
2020	\$2,285,170
2021	\$2,590,670
2022	\$2,905,370
2023	\$3,229,470
2024	\$3,063,370

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Avikro

(\* - NAM = North America)

## Chart Properties

General

Title: Total Company Net Sales vs Budget

Stack Bars:

Orientation:  Column  Row

Width: 789 px

Height: 351 px

Spacing: Set Spacing Options

Plot Area Fill: Solid

Fill:

Series

All Series

Type: Line

Show Labels:

58%

YOUR LOGO HERE

# Presentations - Chart Data

Quarterly Close Deck (Q2 2019)

**Edit**

Publish
Undo
Redo

Normal

Styles

Calibri

12

A

↺

↻

⌂

⌵

Aa

Painter

fx

Automatic

\$

%

A1 ✕ ✓ fx

	A	B	C	D	E	F	G	H	I
1		2017	2018	2019	2020	2021	2022	2023	2024
2	Net Sales Actual	\$1,887,987	\$ —	\$ —	\$ —				
3	Plan	\$ 1,874,887	\$ 1,906,764	\$ 2,071,170	\$ 2,285,170	\$ 2,590,670	\$ 2,905,370	\$ 3,229,470	\$ 3,663,370
4									



# Presentations - Slide Outline

The screenshot displays a presentation software interface. At the top, the title bar reads "Quarterly Close Deck (Q2 2019)". Below it is a ribbon with tabs for "File", "Edit", and "View". The "Edit" tab is active, showing a toolbar with various editing tools like font settings (Helvetica, size 16), text alignment, and insertion options (Text Box, Table, Image, Chart, Shape). A ruler is visible below the toolbar, showing slide numbers from 1 to 15.

On the left side, a slide outline panel is highlighted with a red border. It shows a tree view of the presentation structure:

- Quarterly Close Deck (...)
  - Overview, Slide - 1 (selected)
  - Overview of Results
  - Overview, Slide - 3
  - Overview, Slide - 4
  - Overview, Slide - 5
  - Overview, Slide - 6
  - Overview, Slide - 7
  - Overview, Slide - 8
  - Overview, Slide - 9
  - Overview, Slide - 10
  - Overview, Slide - 11
  - Overview, Slide - 12
  - North America, Slide - 1
    - North America, Slide - 2
  - Latin America, Slide - 1
    - Latin America, Slide - 2

The central slide features a dark blue background with white topographic contour lines. The main text on the slide reads:

## Monthly Close Deck Global View Update

Q1 2020

Avikro

On the right side, the "Slide Properties" panel is visible, showing settings for the current slide:

- Layout:** New Layout
- Background:** Color (with a color picker icon), Image (with an "Upload Image" button), and a "Reset to layout" option.
- Numbering:** "Insert Slide Number" button, "Continue number from previous slide" (selected), and "Restart slide numbering" (unselected).
- Starts at:** 1
- Style:** 1, 2, 3

At the bottom right, there is a search icon, a magnifying glass icon, and a zoom level of 58%.

YOUR LOGO HERE

Demo

## **Presentations**

- Slide Layouts
- Slides
- Charts & Editing
- Flowcharts

# Create a Presentations

Your Turn!

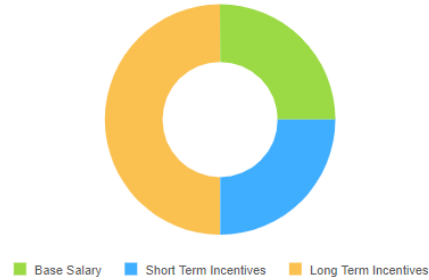
1. From Wdesk Home
  - a. Click Create > Presentation > Presentation from Template
  - b. Choose the "Workiva Platform Training - Presentations Template"
2. Go to File in Presentation > Rename and change name to "YourName Pres - MM.DD.YY"
3. Move your presentation to today's Participants Files folder in Home

# Chart Basics

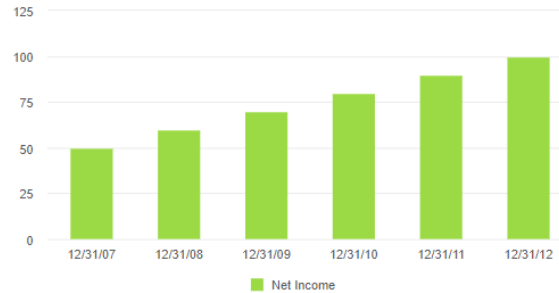
## Charts

- A wide variety of charts are available
- Easily update charts from the chart data tab
- Data can be linked for chart automation

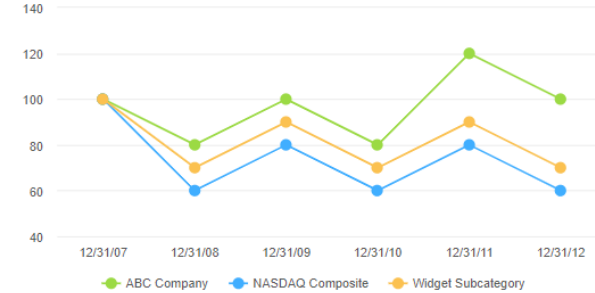
Example Total Return Performance



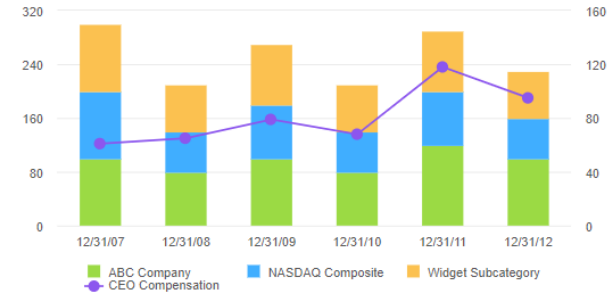
Example Annual Net Income



Example Total Return Performance



Example Total Return Performance



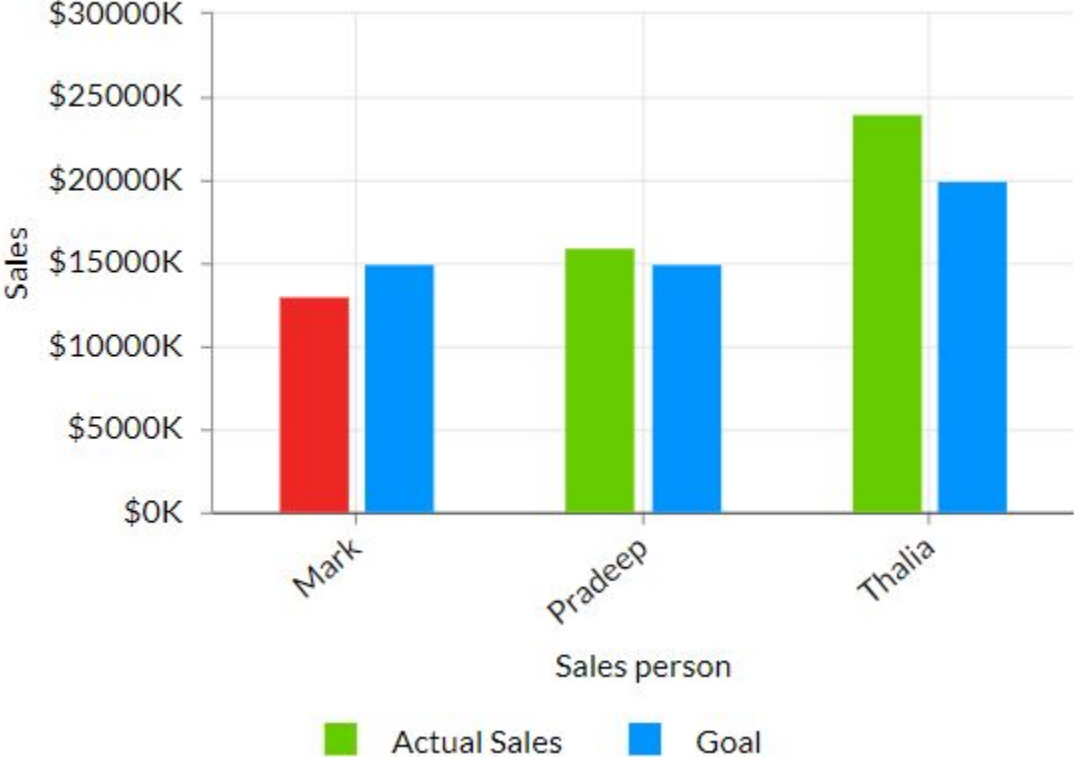
# Charts - Activity

Your Turn!

1. Add a new slide called "Sales in Q1"
2. Insert a Column Chart
3. Open Chart Data
4. Go to "Source Information - Copy/Paste" and copy chart data
5. Go back to your new chart's data tab
  - a. Paste (you may need to select Apply Formatting option from clipboard)
6. Delete unwanted columns (D,F,G)
7. Make it match the chart you see in the "Source Information - Copy/Paste" document (see also example chart on the next slide)
  - a. Update chart title, labels, and formats for both axes
  - b. Add label angles to bottom axis
  - c. Try to change the color of a column

Note: Click each item (column, title, etc.) to edit in a chart, Prefix and Suffix edits are under Chart Data

# Sales in Q1



?s

# Presentations & Charts

# The Basics of Spreadsheets

Why do we need a Spreadsheet?



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Why do we need a Spreadsheet?

- 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.

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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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  - 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

Master Working File

File Edit Data View

Normal Arial 10 Accounting Entered In Ones 0 Millions Decimals

B7 X f\_x =IF(Dates!\$H\$4="Week 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 -

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Formats

- Cell Fills
- Value Formatting
- Accounting Options
- Advanced Options

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

YOUR LOGO HERE

# The Spreadsheet - Right Hand Panel - Properties

The screenshot displays a financial spreadsheet application. The main window shows a 'Consolidated Balance Sheet' with columns for 'December 31, 2018' and 'December 31, 2017'. The 'ASSETS' section is expanded, showing various asset categories and their values. The 'LIABILITIES AND STOCKHOLDERS' EQUITY' section is partially visible at the bottom.

On the right side, a 'Link Properties' panel is open, showing the source and destinations for the selected cell (B9). The source is 'Master Working File' and the destination is '10-Q/Consolidated Financials (1) Consolidated Balance Sheets'.

	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
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<b>Current Liabilities:</b>		
Accounts Payable	\$ 5,097	\$ 4,254

# 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

B9  $=SUM(B7:B8)$

	A	B	C	D	E
1	<b>Consolidated</b>				
2	<b>Balance Sheet</b>				
3					
4		December 31, 2018	December 31, 2017		
5	<b>ASSETS</b>				
6	<b>Current Assets:</b>				
7	Cash	\$ 2,025	\$ 2,463		
8	Cash Equivalents	2,028	1,278		
9	Cash and Cash Equivalents	4,053	3,742		
10	Receivables, net	1,361	1,310		
11	Merchandise Inventories	10,813	10,433		
12	Other Current Assets	869	869		
13	Total Current Assets	13,043	12,611		
14	Land	9,218	6,935		
15	Buildings	16,027	13,239		
16	Furn, Fixtures, Equip	7,346	5,973		
17	Less Accumulated Depreciation and Amortization	(12,372)	(12,539)		
18	Net Property and Equipment	20,219	13,607		
19	Notes Receivable	304	252		
20	Goodwill	983	1,794		
21	Other Assets	1,531	986		
22	<b>Total Assets</b>	<b>\$ 40,133</b>	<b>\$ 32,992</b>		
23					
24	<b>LIABILITIES AND STOCKHOLDERS' EQUITY</b>				
25	<b>Current Liabilities:</b>				
26	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

Master Working File

File Edit Data View

Hide Overlay Hide Comments Hide Attachments Hide Indicators Hide Gridlines Show Formulas References Freeze Find

Master Working File

B9  $\checkmark$   $f_x$  =SUM(B7:B8)

	A	B	C	D	E
1	<b>Consolidated</b>				
2	<b>Balance Sheet</b>				
3					
4		December 31, 2018	December 31, 2017		
5	<b>ASSETS</b>				
6	<b>Current Assets:</b>				
7	Cash	\$ 2,025	\$ 2,463		
8	Cash Equivalents	2,028	1,278		
9	Cash and Cash Equivalents	4,053	3,742		
10	Receivables, net	1,368			
11	Merchandise Inventories	10,811			
12	Other Current Assets	869	869		
13	Total Current Assets	13,043	12,611		
14	Land	9,218	6,935		
15	Buildings	16,027	13,239		
16	Furn, Fixtures, Equip	7,346	5,973		
17	Less Accumulated Depreciation and Amortization	(12,372)	(12,539)		
18	Net Property and Equipment	20,219	13,607		
19	Notes Receivable	304	252		
20	Goodwill	983	1,794		
21	Other Assets	1,531	986		
22	<b>Total Assets</b>	<b>\$ 40,133</b>	<b>\$ 32,992</b>		
23	<b>LIABILITIES AND STOCKHOLDERS' EQUITY</b>				
24	<b>Current Liabilities:</b>				
25	Accounts Payable	\$ 5,097	\$ 4,254		

History

Authorship

B9 Cell History

OCTOBER 11, 2019

4053000000  
Bridget Lankford October 11, 10:05am

OCTOBER 10, 2019

3069000000  
Bridget Lankford October 10, 5:09pm

2110000000  
Bridget Lankford October 10, 5:08pm

SEPTEMBER 9, 2019

3123000000  
Caitlyn Vestal September 9, 7:34pm

AUGUST 7, 2019

3597000000  
Bridget Lankford August 7, 11:07am

OVERLAY



# 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".

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>				
7	<b>Current Assets:</b>				
8	Cash	\$ 2,025	\$ 2,463		
9	Cash Equivalents	2,028	1,278		
10	Cash and Cash Equivalents	4,053	3,742		
11	Receivables, net	1,361	1,310		
12	Merchandise Inventories	10,813	10,433		
13	Other Current Assets	869	869		
14	Total Current Assets	13,043	12,611		
15	Land	9,218	6,935		
16	Buildings	16,027	13,239		
17	Furn, Fixtures, Equip	7,346	5,973		
18	Less Accumulated Depreciation and Amortization	(12,372)	(12,539)		
19	Net Property and Equipment	20,219	13,607		
20	Notes Receivable	304	252		
21	Goodwill	983	1,794		
22	Other Assets	1,531	986		
23	<b>Total Assets</b>	<b>\$ 40,133</b>	<b>\$ 32,992</b>		
24	<b>LIABILITIES AND STOCKHOLDERS' EQUITY</b>				
25	<b>Current Liabilities:</b>				
26	Accounts Payable	\$ 5,097	\$ 4,254		

The left sidebar shows a "Filter" section with a search box and a "Hide Restricted Sections" checkbox. Below it is a list of "Data Sources" including "Wdata Workshop" and "Demo - Wdata".

The right sidebar shows an "Overlay Legend" with various color-coded categories: Shown In, Default (Ones), Trillions, Billions, Millions, Thousands, Ones, Hundredths, and Basis Points. A red arrow points to the "Overlay Legend" icon in the bottom right corner.

# 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

YOUR LOGO HERE

## 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	YTD 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.*

YOUR LOGO HERE

## 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!

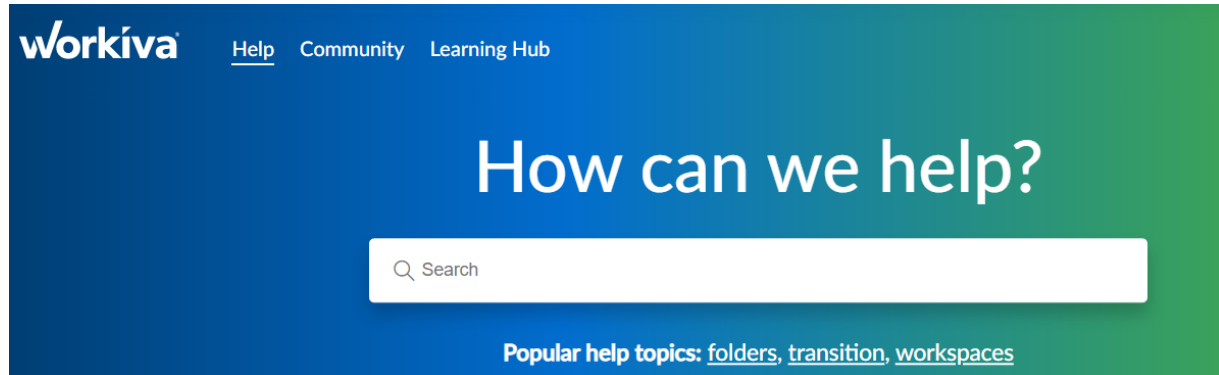
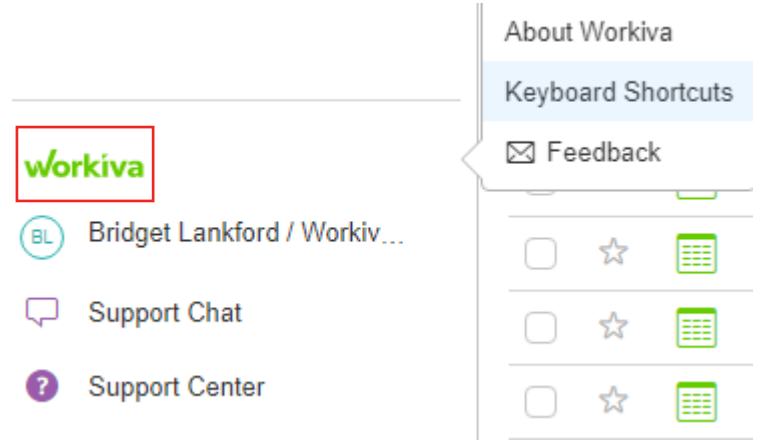
**Note: No need to publish when first creating a link. However if you update a linked value you must publish for the update to flow through to the destination links.**

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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 Workiva Platform
- 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