**Using Workiva to Complete Year-End Information Requests**

Login: [www.workiva.com](http://www.workiva.com)

Best way to display all available files 🡪 Click **Files/[All Files, if needed]**/**Campus Submissions FY22**



Workiva File Types:

 PDF (must be downloaded to view)

Workiva Spreadsheet – like Excel

Notable differences:

* Tabs are on the left rather than the bottom
* Must click on the tabs (no shortcut)
* To paste – must use shortcut keys (Ctrl-V)

Workiva Document – like Word



Expand/Collapse all tabs

 has sub-tabs

Completing Data Templates

Generally, only able to enter information on campus-level tab

Must provide in Workiva templates – no email, Teams, or other uploads unless specifically requested

Can paste data in from an offline Excel spreadsheet – must use shortcut keys (“Ctrl-V”) to paste data

Some conditional formatting exists; please look for this so if it happens, instances can be resolved prior to finalizing template

Templates will be considered “Submitted” when the date field is completed

Uploading Requested PDFs

Bank Statements/Reconciliations; FISAP; Foundation financial statements

Before upload, be sure FISAP and Foundation statements files clearly indicate the campus to which they relate, preferably at beginning of file name (e.g., UWEAU FISAP FY22)

1. Two paths (end up in same place):
* Click on folder where the upload(s) should go, Click the “Upload” icon



OR

* Right-click folder where the upload(s) should go, hover over “Create”, select “Upload”
1. Verify the correct destination:



1. Choose file and click Upload

Downloading Data Templates

Recommendation: Select all tabs to which you have access to ensure templates have all relevant information.

Please note:

1. If there are links to underlying data sets (pre-populated numbers in the template), the numbers will change to #REF errors if you do not include the Data Sources tabs or if you uncheck the “Export Formulas” option at the bottom of the Export Options screen.
2. Conversely, if there are formulas and the “Export Formulas” option is unchecked, the formulas aren’t available in the downloaded file.

**Download Instructions**:

1. Open the template file you wish to download.
2. Right-click on any of the main tabs down the left of the screen (not a sub-tab) to which you have access.
3. Select **Save As/[file type you wish to have (likely .xlsx)]**



**Download Instructions (cont)**:

1. On Export Options screen, Select all the tabs you wish to download (recommend selecting all to which you have access)

All Sheets is only an option for those that have global access.



1. It is best to leave Export Formulas option checked (ensures integrity of spreadsheet functionality). However, to not export formulas, scroll to the bottom of the Export Options window (not the bottom of the Select Sheet sub-section) and uncheck the “Export Formulas” option



Outside scroll bar must be at the bottom to see the Value Options

Certifications

Used for required information requests that are generally not applicable.

Examples:

* Asset Retirement Obligations (except UWMSN)
* Nonexchange Financial Guarantees
* Pollution Remediation Obligations
* Service Concession Arrangements
* Deferred Outflows (split from Prepaids)
* Gifted Real Estate and Buildings (new for FY22)

Also used for items requiring signature(s):

* Year-End Closing Checklist
* Statement of Institution Business Officers

Individual Certification emails are sent with links to the form

Addressing Workiva Comments

System’s review of the templates generates questions. Rather than sending an email with the question, the “Comments” option within Workiva will be used in most cases. This is preferable because it keeps the discussion directly connected to the template (and the cell in question). If you are tagged in a comment, you will get a Workiva-generated email – please do not ignore these or assume they are spam.

The email provides a link to the template in question, but it doesn’t make it immediately obvious where the comment is. To most easily find the comment, go to the menu on the right-hand side of the screen and click on the comment icon. The next thing to do is hover in the area of the mostly-empty yellow circle (the options don’t stay visible unless you’ve hovering over it) next to the original commenter’s name and you’ll have an option to “Jump to Location” which will take you to the cell on which I placed the comment. You can then make changes to your data and/or reply to my comment. This screenshot shows both of those things:

