AFR Submission

AFR Process.PDF

Wdesk

Cloud based collaboration software owned by Workiva

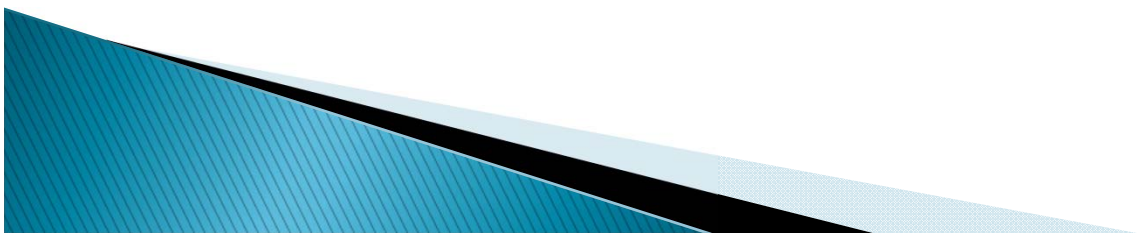
https://app.wdesk.com/auth/login

We will be using this software for AFR creation & submission

Wdesk

Reasons for moving from Word/Excel to Wdesk:

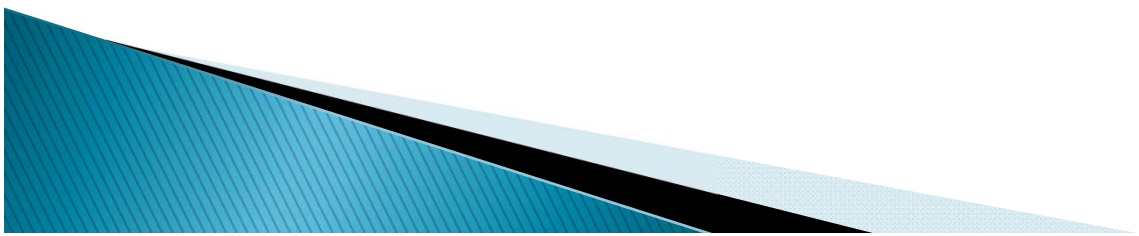
- Assist with Consolidation of USG and State CAFR
  - State CAFR & USG consolidated report dates moved up
  - Increased number of component units
  - Data only has to be entered one time
- When making corrections, only need to make change one place & the correction will flow through entire document



Wdesk

Reasons for moving from Word/Excel to Wdesk:

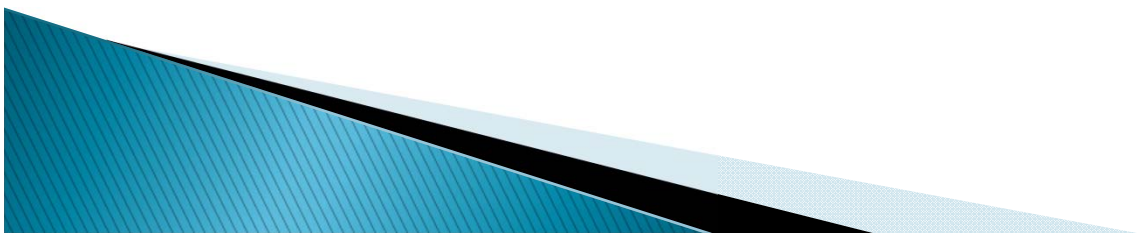
- Stable link between documents
- Version control
- Audit trail for all changes



Wdesk

User licenses:

- Standard – each Institution will be give one standard license
  - Create/edit documents
- Basic – unlimited licenses
  - Review and comment on documents



Wdesk

Requesting access:

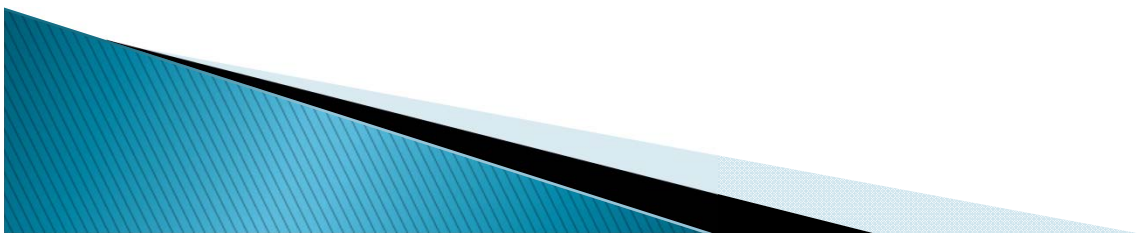
- Controller should email WDesk_Account_Request.xlsx" file to Brad.Freeman@usg.edu & Theresa.Jackson@usg.edu
- Copy of file on MoveIt - FiscalAffairs/AccountingAndReporting/common/
- Information to be included in file

	A	B	C	D	E	F
1	FirstName	LastName	Telephone	Email	License Type	Institution
2	Jay	Doe	404-313-3032	Jay.Doe@usg.edu	Standard	Board of Regents Test Institution
3						

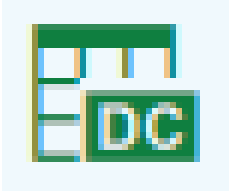
Wdesk

Applicable applications within Wdesk

- Data Collection, Workbooks, Spreadsheets
  - Look and feel very similar to Excel – But not
  - Can be saved as an Excel file outside Wdesk
- Documents
  - Look and feel very similar to MSWord
  - Can be saved as a Word file outside Wdesk



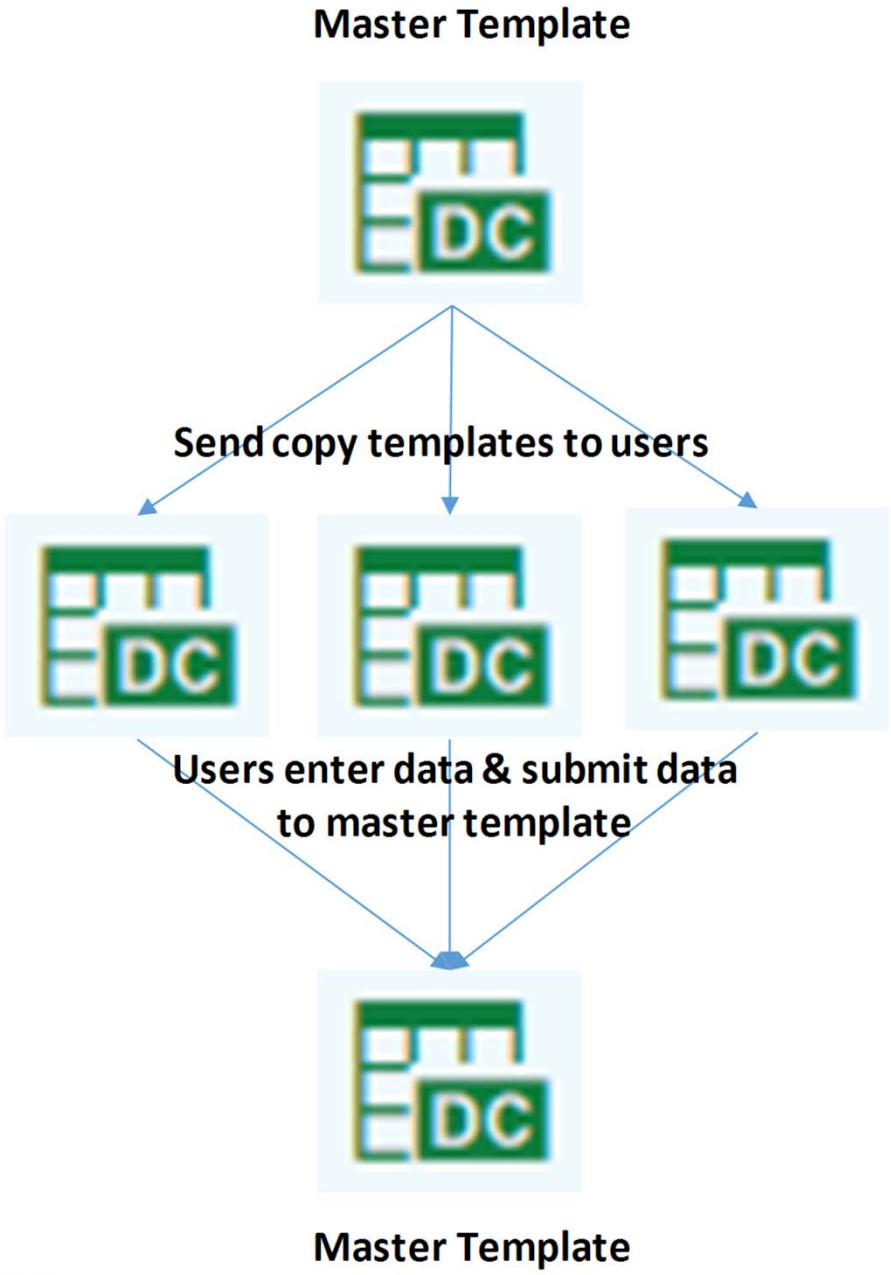
Wdesk

Data Collection 

- Used to consolidate simple information
- Only one user can access file at a time
- Standard users can create, edit, comment, complete, and review Data Collection forms
- Basic users can review, comment and complete Data Collection forms

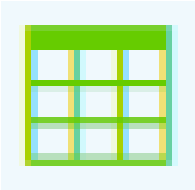
Wdesk

- Data Collection



Wdesk

Workbooks

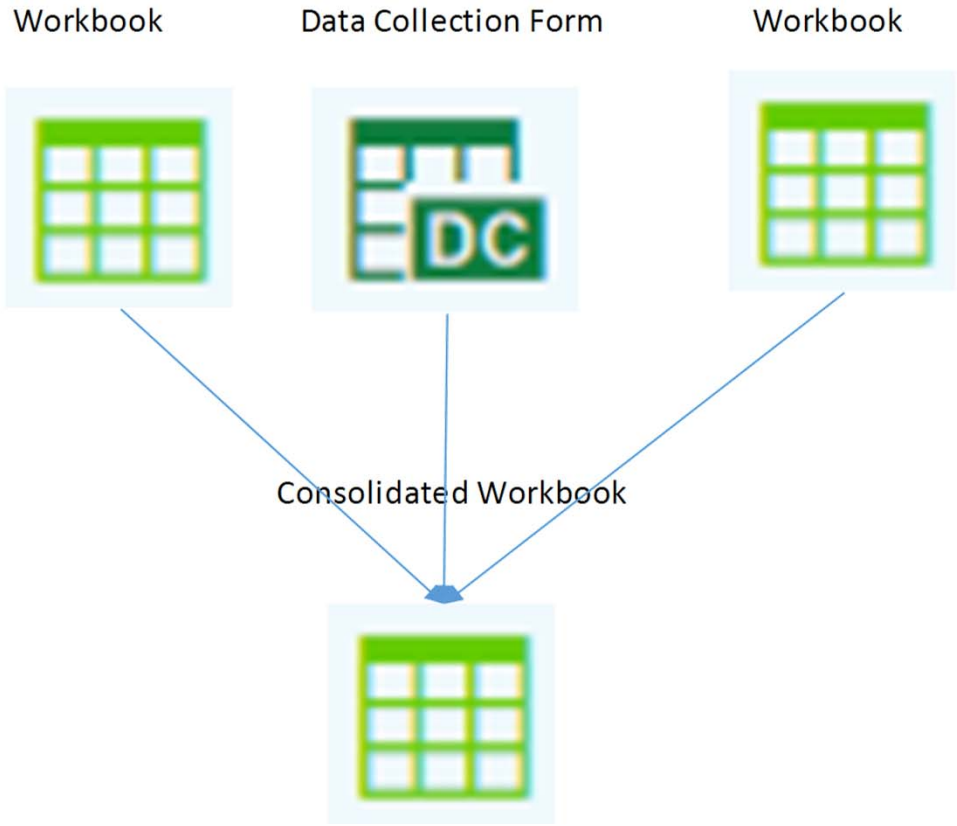


- Used to build consolidation tools, tables, charts, exhibits.
- Only one user can access file at a time
- Standard users can create, edit, comment, complete, and review Workbooks
- Basic users can review and comment on Workbooks

Wdesk

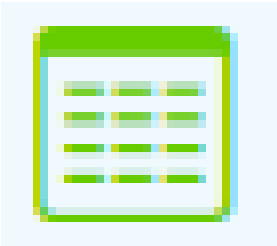
Workbooks

User links data from multiple workbooks and/or Data Collection Forms into a single Workbook



Wdesk

Spreadsheets

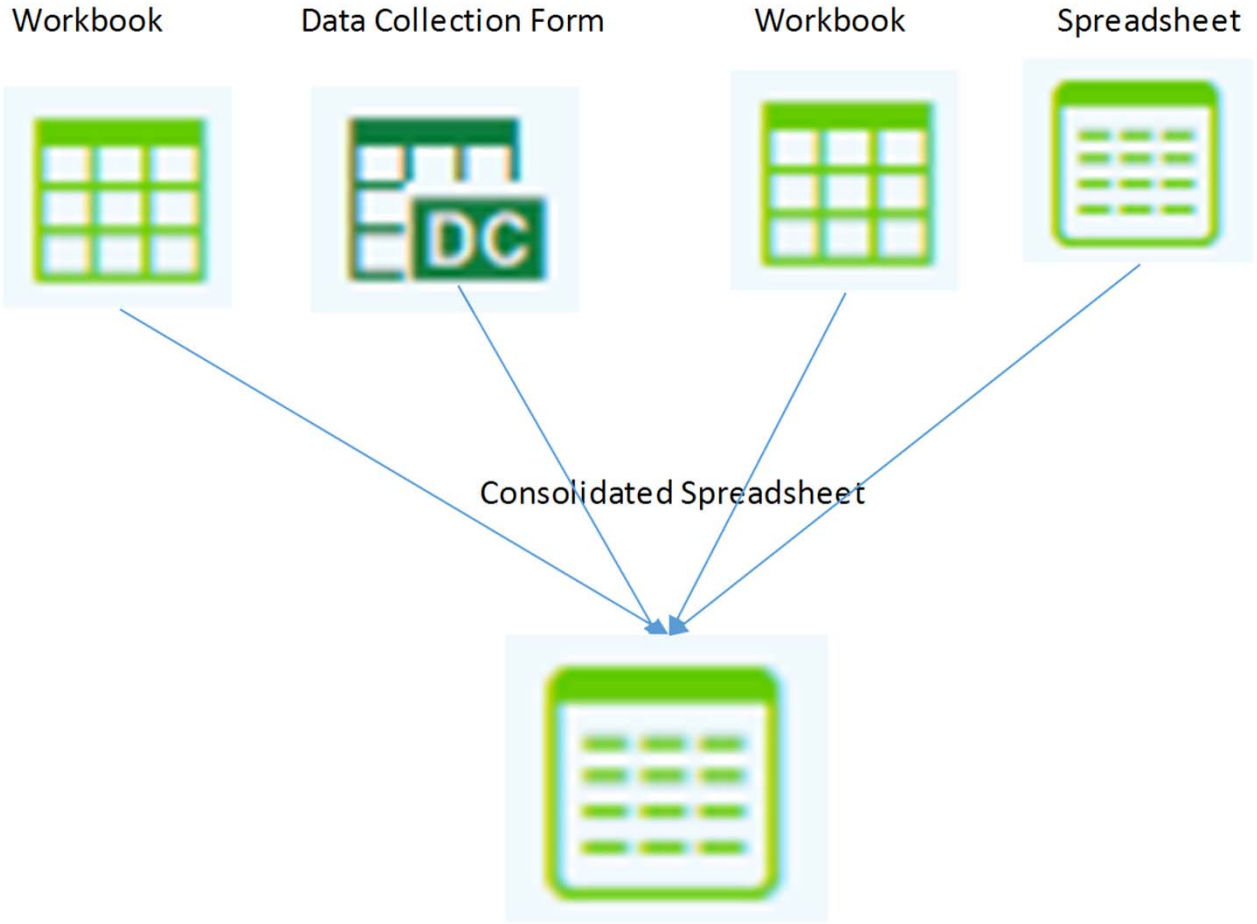


- Used to build consolidation tools, tables, charts, exhibits for large complex data
- Can sync with excel spreadsheets
- Multiple users can access file at the same time
- Standard users can create, edit, comment, complete, and review Workbooks
- Basic users can review and comment on Workbooks

Wdesk

Spreadsheets

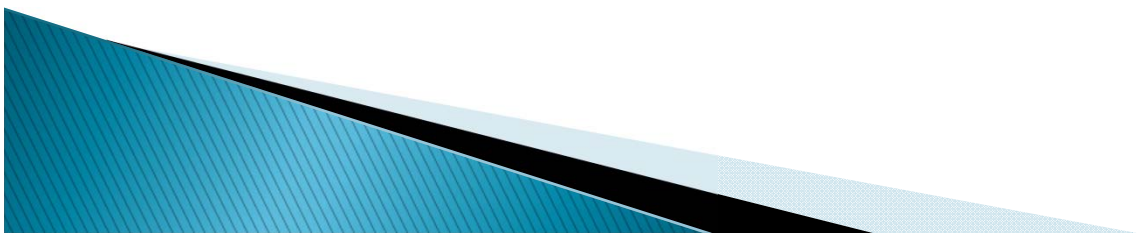
User links data from multiple workbooks/spreadsheets and/or Data Collection Forms into a single Spreadsheet



Spreadsheets work similar to Workbooks, just more functionality

Wdesk

- Data collection forms, Workbooks, and Spreadsheets are useful for consolidating data
- Not as useful for presenting data (formatting not as user friendly as presenting data in Excel
- Not a data analysis tool



Wdesk

Documents

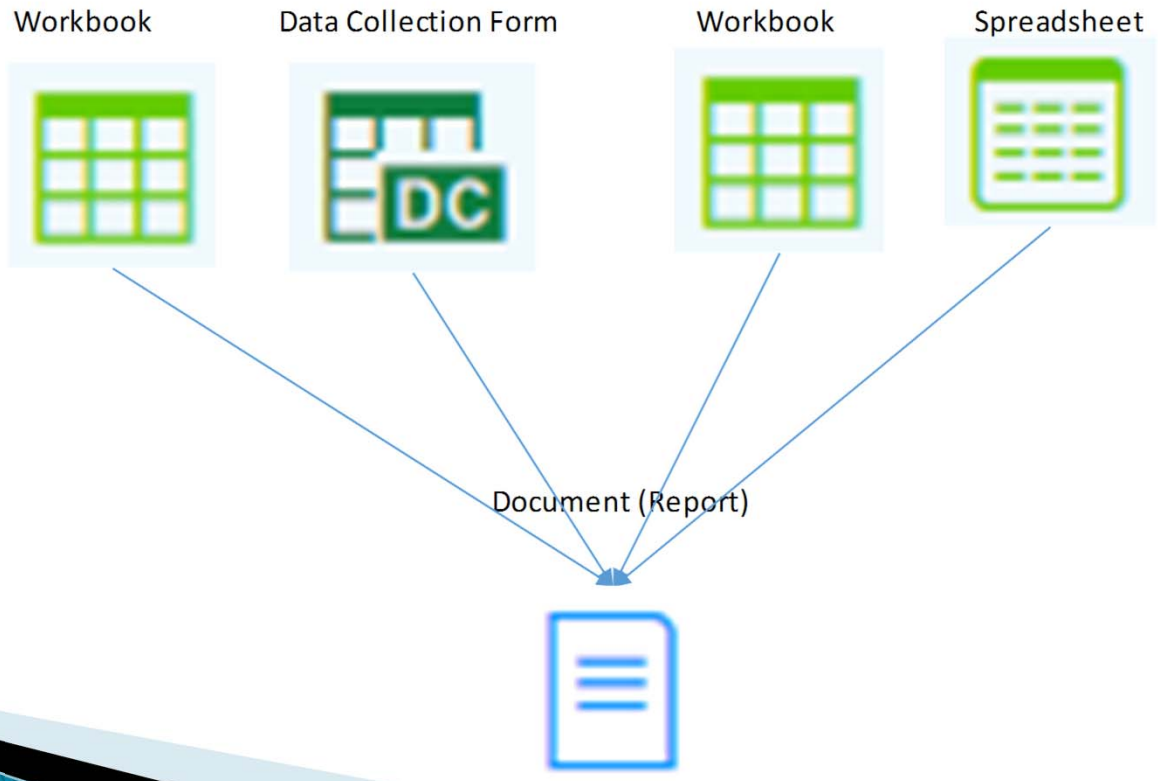
- Used for anything you would use MSWord
- Can be broken into sections; only one user can edit a section at a time; multiple users can review a section at a time
- Standard users can create, edit, comment, complete, and review Workbooks
- Basic users can review and comment on Workbooks

Wdesk

Documents

User creates report similar to MSWord

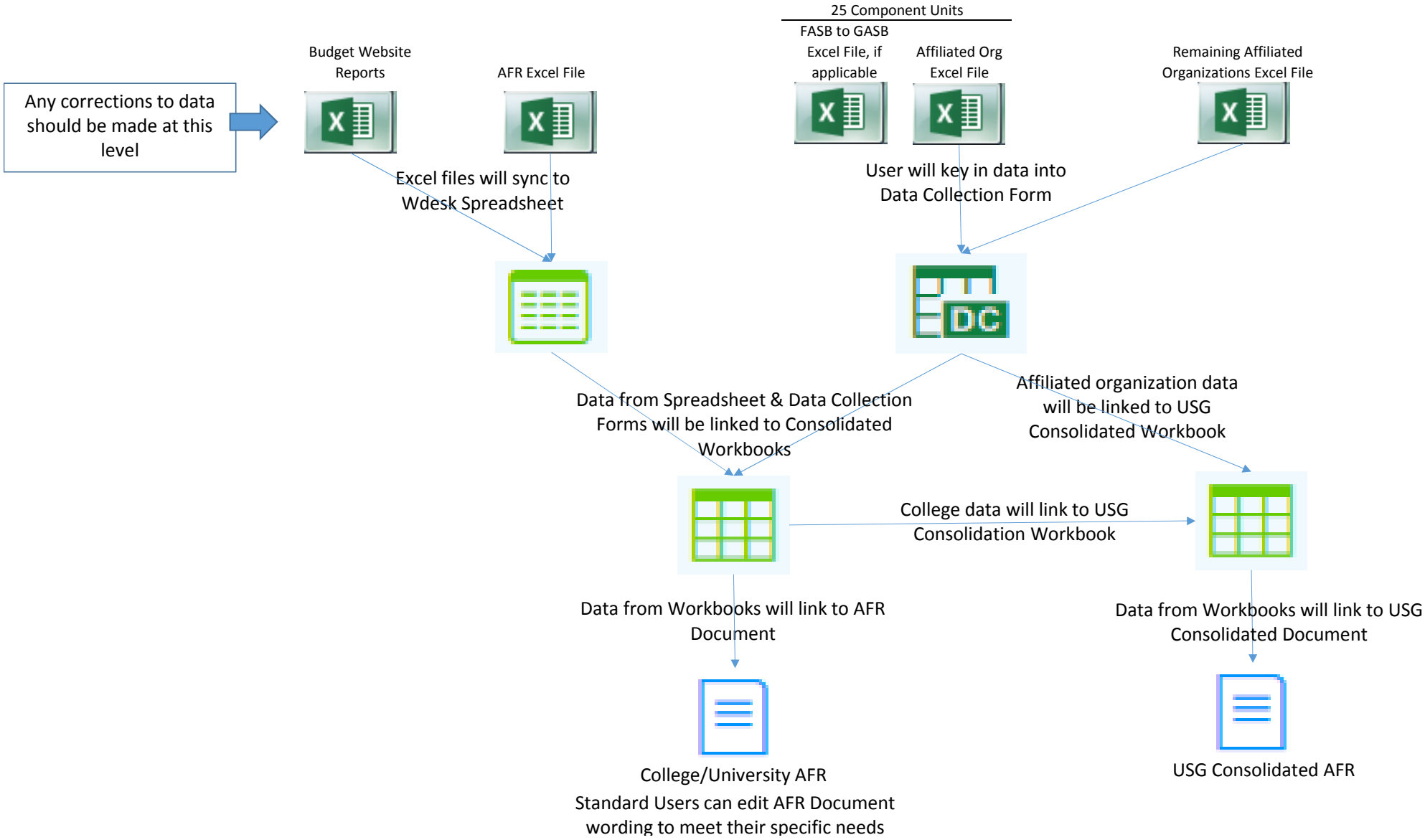
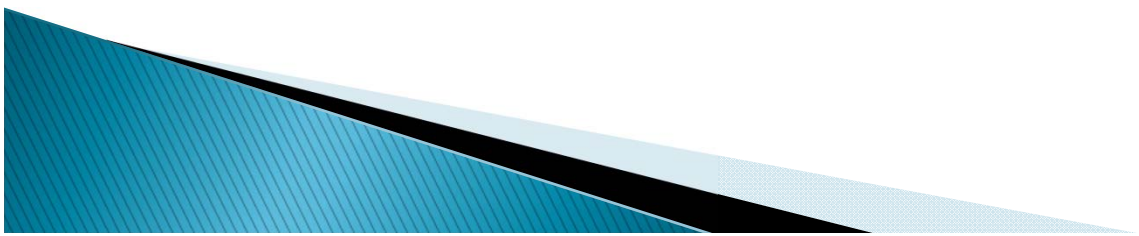
User links data from multiple workbooks/spreadsheets and/or Data Collection Forms into a Document



AFR Process

- Workiva has our AFR Word file & AFR Excel file
- Workiva is in the process of transferring the AFR Word and AFR Excel file setup into Wdesk
- Workiva will be training us on how to use Wdesk June 20th

AFR Process


Any corrections to data should be made at this level
Budget Website Reports
AFR Excel File
25 Component Units
FASB to GASB Excel File, if applicable
Affiliated Org Excel File
Remaining Affiliated Organizations Excel File
Excel files will sync to Wdesk Spreadsheet
User will key in data into Data Collection Form
DC
Data from Spreadsheet & Data Collection Forms will be linked to Consolidated Workbooks
Affiliated organization data will be linked to USG Consolidated Workbook
College data will link to USG Consolidation Workbook
Data from Workbooks will link to AFR Document
Data from Workbooks will link to USG Consolidated Document
College/University AFR
Standard Users can edit AFR Document wording to meet their specific needs
USG Consolidated AFR

Questions and Comments