Next Generation of Wdesk Transition Checklist

Preparing for the transition

☐ **Learn more about the next generation of Wdesk**

Visit the Success Center to learn what's new in the next generation of Wdesk. We've created new ways to collaborate and share links across documents that you will want to be familiar with before transitioning.

☐ **Review the features currently available in the next generation of Wdesk**

Some features that you use in Classic Documents and Workbooks may not currently be available in next generation Documents and Spreadsheets. Visit our feature readiness page to see what's currently offered, and make note of any features that you use today that are not available.

☐ **Review your Classic Documents and Workbooks**

Take inventory of the number of links in your Classic Documents and Workbooks. To qualify for transition, your next generation Documents should be less than 400 pages and contain fewer than 30,000 destination links and 3,000 XBRL facts. Spreadsheets can include up to 2,000,000 cells and 70,000 links. If your Classic Documents or Workbooks exceed any of these recommendations, you should wait to transition until the limits are increased.

☐ **Identify and indicate transition readiness**

Set the status of the documents that you would like to transition to *Needs Transition* in *Wdesk Home*. More information on setting and managing transition statuses is available here.

☐ **Run a Linked Files Report**

Run a Project Validation prior to running the Linked Files Report. Right click your project in Home and select 'Linked Files Report'. Open the aggregated report and verify that you've included all documents that share links (i.e. under 'Outside Sources' portion of the report). Verify that all current linking structures are supported within NextGen..

☐ **Close any open comments, and accept or reject tracked changes**

While comments and tracked changes are available in the next generation of Wdesk, they will not be imported as a part of the transition. We recommend resolving or closing open comments and accepting or rejecting outstanding changes.

☐ **Run a project validation**

Run a project validation to verify the accuracy and integrity of your Classic Documents and Workbooks, and correct any issues before you transition. If you are already using Spreadsheets, you can identify issues by clicking on the *Document Health* icon below your *Outline* icon in the left panel. More information on validation errors, including resolutions for most validation errors, is available here.

☐ **Optional: Run a test transition**

Run a test transition to review and address any potential issues that are found. You can delete any next generation Documents and Spreadsheets that are created, so feel free to run as many tests as you would like until you are satisfied with the results. You may want to update your permissions after running the test to prevent your team from working in the wrong documents.

Preparing XBRL® for the transition

Note: If you're transitioning Classic Documents that do not include XBRL, you can skip this section. If you take advantage of the Workiva Professional Services team to create and manage your XBRL, please contact your Professional Services Manager to discuss your transition.

☐ **Review your XBRL facts**

Review the number of XBRL facts in your Classic Document. Next generation Documents work best with 4,000 or fewer facts.

☐ **Migrate to Inline XBRL™**

Enable iXBRL™ for the project you will use to file. If the iXBRL option is not available, you need to have iXBRL enabled for your account first. Once iXBRL is activated for your account, you can enable it within your project and find your iXBRL options in the *Filing Wizard*.

☐ **Clear all validation errors and warnings**

Critical errors and validation warnings should be cleared prior to transition.

☐ **Generate XBRL**

You will need to have a final generation of XBRL before transitioning.

Making the transition

☐ **Make the transition**

Right-click on your project or document, and select **Transition** to make the transition. If you are transitioning a project that includes XBRL, don't forget to set the **XBRL Taxonomy** on the project before transitioning. The transition will convert your Classic Documents and Workbooks to next generation Documents and Spreadsheets and reset comments, tracked changes, and history. If you are already using Spreadsheets, any Spreadsheets included in the transition will be copied.

☐ **Review your transition report**

Review and resolve any issues that were identified in your transition report.

Reviewing the transitioned project

☐ **Review and update destination links in Spreadsheets**

If you've just transitioned a Classic Workbook to a Spreadsheet, be sure to review and update any destination links that include text formatting.

[For Classic Workbooks to Spreadsheets transitions only - Run a document validation on the Classic Document(s) included in your transitioned project in order to validate links post-transition].

☐ **Review and update names and permissions**

Verify and update the names of your documents and sections, and review and update your document and section permissions as appropriate. These names will be used when you generate EDGAR, so be sure to use the same naming conventions that you used for your Classic Documents.

Reviewing your XBRL

Note: If you're transitioning Classic Documents that do not include XBRL, you can skip the following steps. If you take advantage of the Workiva Professional Services team to create and manage your XBRL, please contact your Professional Services Manager to discuss your transition.

☐ **Review the XBRL profile and fiscal calendar**

Review and update your XBRL profile, including the taxonomy, calendar, and company information. Be sure to update your fiscal calendar to reflect your new reporting dates. After you set up the fiscal calendar, select it in the XBRL profile for your document.

☐ **Set the default units and accuracies of your document**

Each tagged number in a document requires a unit of measure. Using default units and accuracies, you can set units and accuracies that facts will use by default for an XBRL profile.

☐ **Review your XBRL outline**

☐ **Suppress XBRL from sections other than your financial statements and notes**

You can disable XBRL at the section level to exclude it from XBRL generation and validation for the document. However, you can still create and edit facts in the section with XBRL disabled.

☐ **Generate XBRL**

☐ **Clear all validation errors and warnings**

Mastering the next generation of Wdesk

☐ **Learn more about the next generation of Wdesk**

Visit the Workiva Customer Training Calendar or the Success Center to learn more about the next generation of Wdesk and sign up for upcoming training events. The training calendar includes courses on next generation Documents, Spreadsheets, Workspaces, XBRL, and filing capabilities that will help your team get started.