LOCKFIELD · WORKIVA REPORTING

Workiva roll-forward checklist.

Use this with the people who prepare, review, and maintain a recurring package. It separates folder copying, linked content, dates, parameters, access, and final review.

REPORTING PACKAGE	NEW PERIOD	PREPARED BY

BEFORE COPYING

Prepare the package

- [ ] Name the new reporting period and create a destination subfolder that keeps prior periods intact.
- [ ] List the documents, spreadsheets, presentations, and linked source files that belong in this reporting package.
- [ ] Open the folder's key documents and identify the primary spreadsheet or other controlled location for recurring dates.
- [ ] Note any automations, Connections, parameters, query inputs, or owner-maintained dependencies that need a separate check after copying.

FOLDER AND LINKS

Copy with the right scope

- [ ] Confirm every linked document that must travel together is inside the folder before copying; missing linked files can break copied links.
- [ ] Have a Workspace Owner perform or authorize the folder copy, then give the new folder a period-specific name and location.
- [ ] When the copy options are available, choose to create copies of source files so period updates do not change the original package.
- [ ] In the copied package, use Link Properties or the equivalent review to spot unexpected sources, destinations, inactive links, or links still pointing to the prior package.

NEW PERIOD CONTROLS

Dates, parameters, and XBRL scope

- [ ] Update the controlled date source first, then confirm linked dates changed in each report that relies on it.
- [ ] Check period labels, comparative columns, year-to-date wording, signature dates, exhibits, and reporting-period references.
- [ ] Update hyperlinks and bookmarks that include a period, an exhibit, or a destination that changed with the copy.
- [ ] For connected reporting, set and record the intended period parameters before refreshing; parameter values and linked document dates are different controls.
- [ ] If the package uses XBRL, roll forward the folder files first and then use the applicable XBRL date workflow. This checklist does not cover taxonomy, tagging, or filing review.

PEOPLE AND DEPENDENCIES

Confirm permissions

- [ ] Confirm preparers and reviewers can open the copied files and perform their assigned actions using their own accounts.
- [ ] Check the copied folder's permissions deliberately. Copying can carry permissions forward; it does not establish that the right people now have access.
- [ ] For a connection refresh, confirm that the person running it has the required permissions to the spreadsheet, query or table, and the query data sources. Check automation access separately with its owner.

BEFORE REVIEW OR DISTRIBUTION

Make the cycle repeatable

- [ ] Open Document Health in each report document. Address the issues it identifies, or agree who will resolve them before review begins.
- [ ] Refresh only the intended Connections, validate the result against the expected period and source, and record any exception owner.
- [ ] Follow one changed source value through its linked destinations. A folder copy, a connection refresh, and any required link publication are separate checks.
- [ ] Have a reviewer compare the period headings, key totals, and output against the agreed reporting package before distribution.
- [ ] Record the next recurring checkpoint: who owns dates, who checks connections, who reviews links, and where exceptions are kept.

FOR THE NEXT CYCLE

Keep the package ready to roll.

Keep one period-control source, a current folder inventory, and named owners for connection exceptions. At the end of review, add any new recurring check here rather than rebuilding the process from memory next quarter.

Open items

Record anything that needs follow-up before the package is ready.

Issue or remaining check	Owner	Due date

Add to next period's checklist

Official Workiva references

Workiva: Roll forward a folder Workiva: Link Properties Workiva: Understanding permissions