User and Reference Manual

ALTOVA®

Work in Process (WIP)
XBRL add-in for Excel

Built-in XBRL Power

Altova Work in Process XBRL add-in for Excel, version 2018r2 User & Reference Manual

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1   Altova Work in Process (WIP) XBRL add-in for Excel, version 2018r2

The **Altova Work in Process (WIP) XBRL add-in for Excel** is targeted towards businesses and organizations that submit Work in Process (WIP) financial data in XBRL format, as part of the XBRL US Work in Process (WIP) reporting.
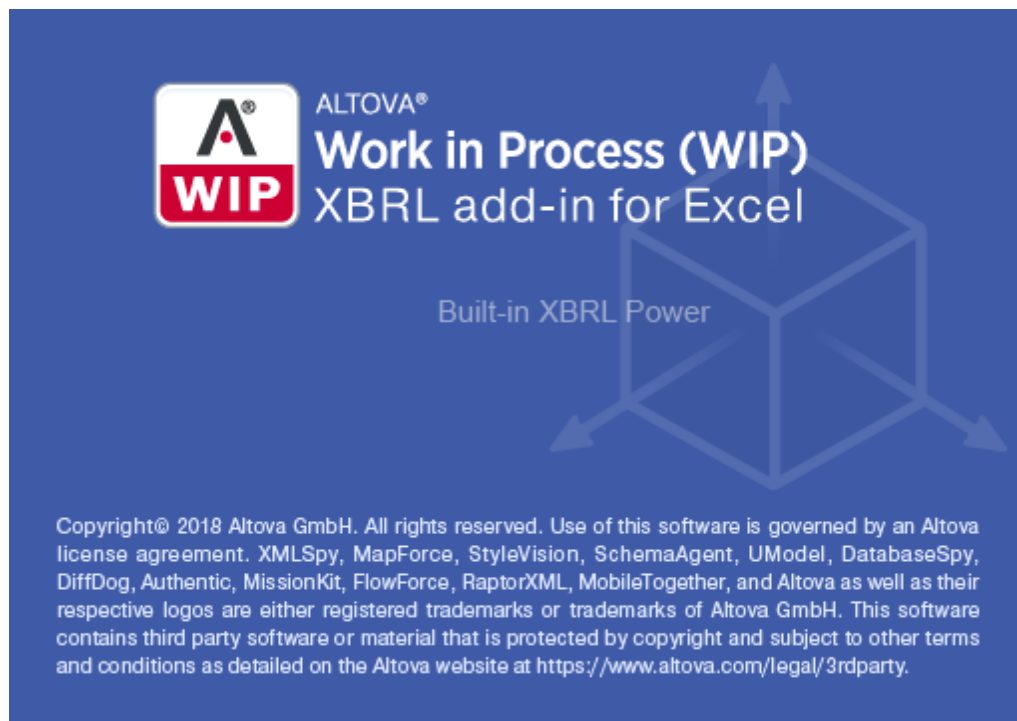
The **Altova Work in Process (WIP) XBRL add-in for Excel** enables stakeholders in the WIP process to do the following:

- Enter XBRL US WIP data in Microsoft Excel, using a predefined template spreadsheet which maps to the XBRL US WIP taxonomy.
- Validate the report data directly from Excel, to ensure it conforms to the XBRL US WIP taxonomy.
- Export the WIP report from Excel to XBRL format.
- Import data from existing XBRL format WIP reports into Excel.

The currently supported taxonomy is the 2016 Surety Work in Process Taxonomy (see https://xbrl.us/xbrl-taxonomy/2016-surety-wip/).

This documentation makes references to, and should be read in conjunction with, the "XBRL US Work In Process Taxonomy 2016 Preparers Guide" (see http://taxonomies.xbrl.us/wip/2016/docs/WipPreparersGuide.pdf).

System requirements

- Windows 7 SP1 with Platform Update, Windows 8, Windows 10
- Windows Server 2008 R2 SP1 with Platform Update or newer
- Microsoft Excel 2016, 2013, 2010
- .NET Framework 4.0 or later

The add-in is available for both Microsoft Excel 32-bit and 64-bit.

Last updated: 11 April 2018

2   Installation and Licensing

To install the Altova Work in Process (WIP) XBRL add-in for Excel, download the executable from the Altova website (https://www.altova.com) and run it. Follow the wizard steps to complete the installation. You will need to accept the license agreement and privacy policy in order to proceed with the installation.

> Make sure to download the executable corresponding to your operating system's platform (32-bit or 64-bit). The 32-bit executable can be installed on both 32-bit and 64-bit Windows; however, it supports only Excel 32-bit.

After installation, a new tab called **WIP** becomes available in the Excel ribbon.
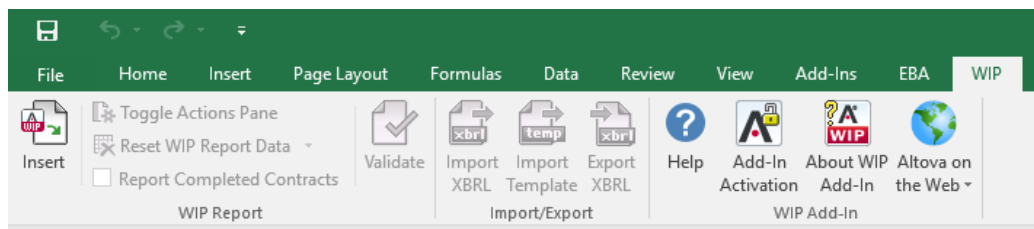
Licensing

To use Altova Work in Process (WIP) XBRL add-in for Excel, a valid license key code is required. To enter the license key code, or to purchase a new one, or to request a free evaluation from the Altova website, take the following steps:

1. In the Excel ribbon, click the **WIP** tab.
2. Click **Add-In Activation**.
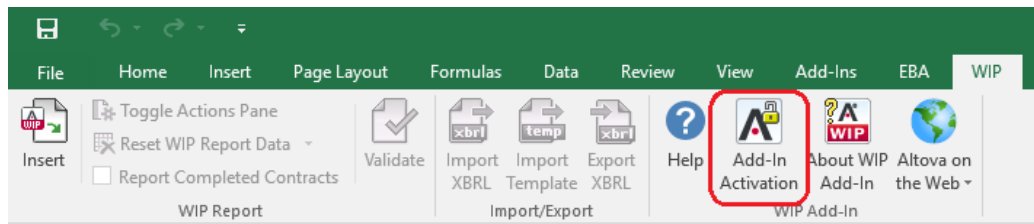
How to view the current version of the add-in
1. In the Excel ribbon, click the **WIP** tab.
2. Click **About WIP Add-In**.
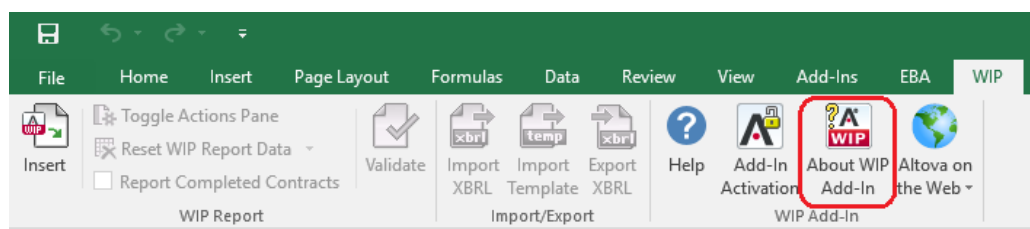
3   Creating a new WIP Report

This topic shows you how to create a new (blank) WIP Report and also gets you familiar with the graphical user interface of the WIP Add-In. Be aware that, as an alternative to creating a blank WIP Report that is filled out manually, it is also possible to import data automatically from various existing spreadsheets, see Importing Data.

To create a new WIP report:

1. In the Excel ribbon, click the **WIP** tab.
2. Click **Insert**.
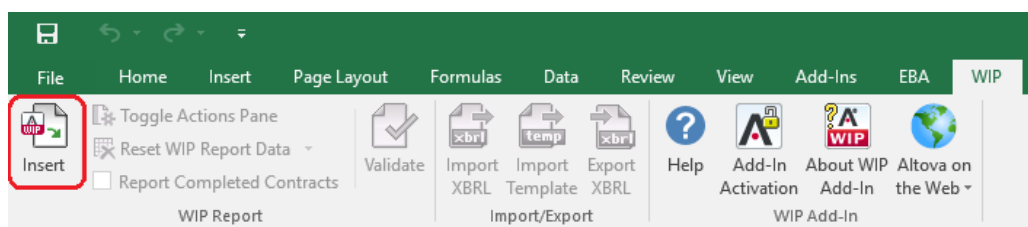
3. Select the **Blank WIP Report** check box (this is the default option), and click OK.
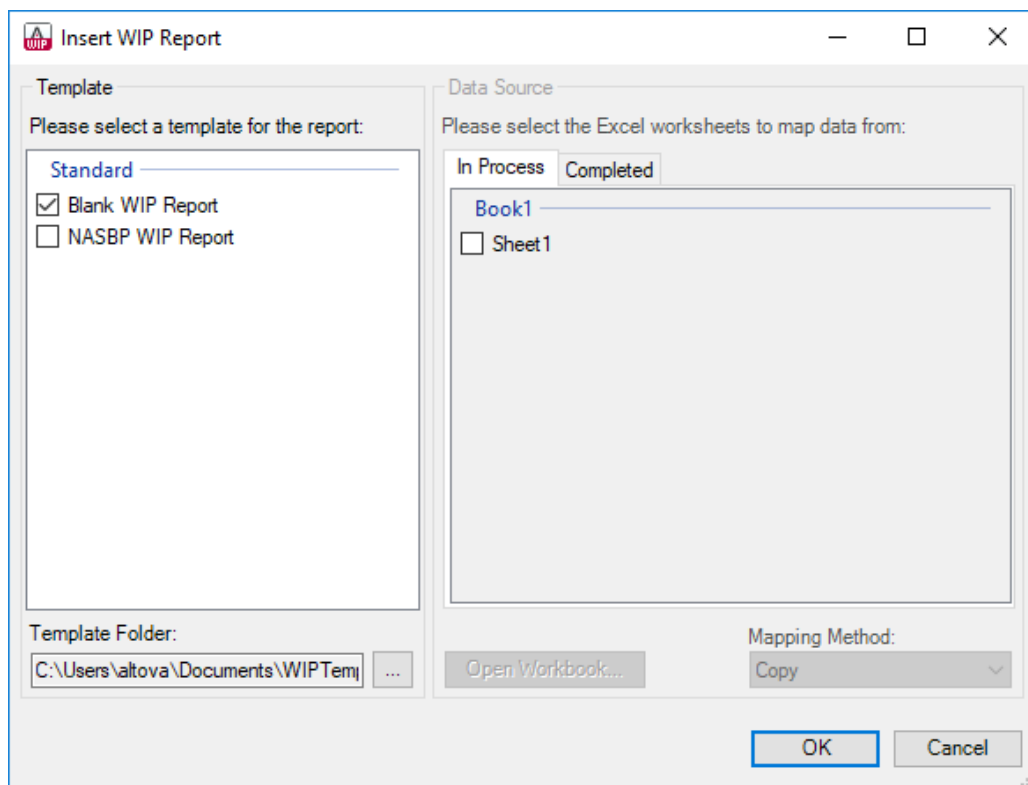
Whenever you create a blank report, a new Excel sheet becomes available, called "WIP In Process".
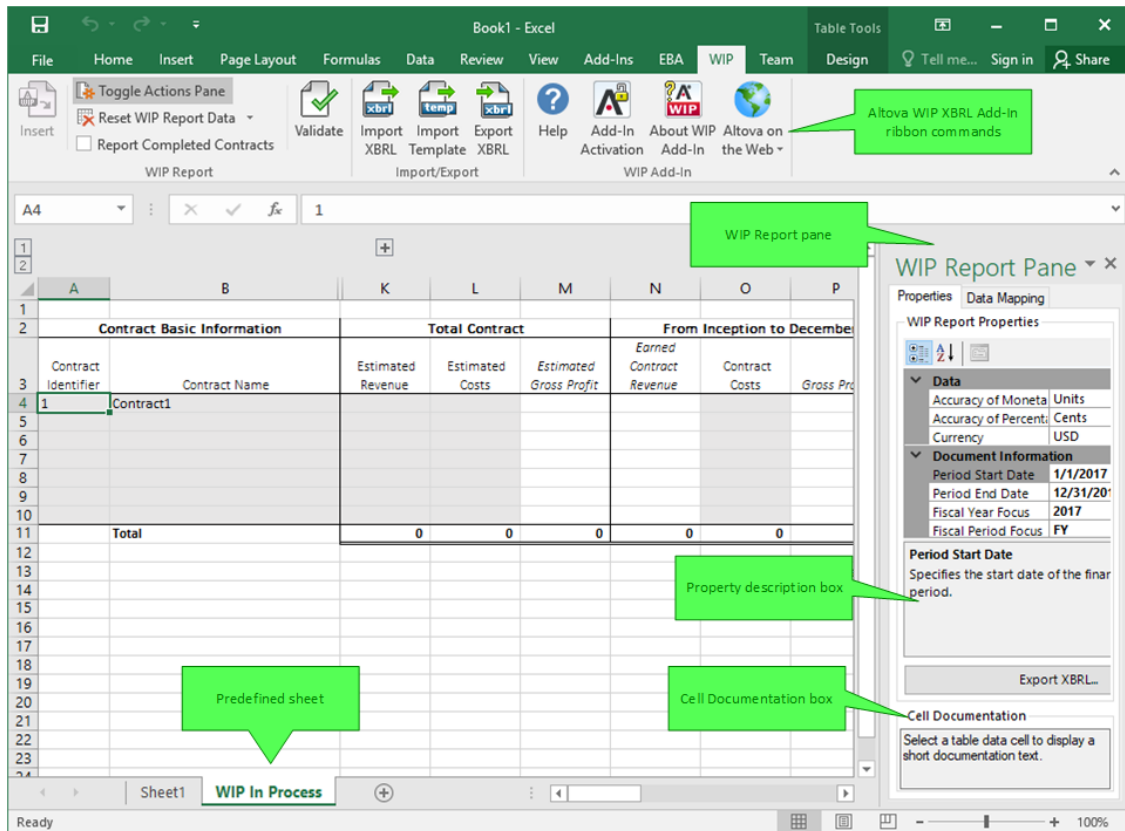
The "WIP In Process" sheet is bound to the XBRL taxonomy file, and enables you to enter data directly in the supplied cells.

If you need to produce the "WIP Complete" report in addition to the "WIP In Process" report, click the **WIP** tab in the Excel ribbon, and select the **Report Completed Contracts** check box. This adds a new sheet to the Excel workbook, called "WIP Complete".

When clicked, each XBRL-bound cell inside the "WIP In Progress" or "WIP Complete" sheets displays a description in the Cell Documentation box of the WIP Report pane. This description originates in the underlying XBRL taxonomy.

Several XBRL report properties are available in the WIP Report pane to the right. These properties directly affect the content of the XBRL instance file that will be created when you export the XBRL instance. To view what each property does, click it and observe the description displayed in the lower area of the WIP Report pane. For more information, refer to the "XBRL US Work In Process Taxonomy 2016 Preparers Guide", primarily to Section 4, "DEI Taxonomy Logical Structure".

Because the "WIP In Process" and the "WIP Complete" sheets are bound to the XBRL taxonomy, they must not be deleted. It is also not recommended to rename these sheets. If necessary, you can add new sheets to the workbook; however, such sheets would not be bound to the XBRL taxonomy, and consequently be ignored when you generate the XBRL instance file.

4   Entering Data

You can use the standard Excel commands to paste cell values or entire rows into the "WIP In Process" and "WIP Complete" sheets. You can also add new rows to the body of the report table, or delete existing rows, in the standard Excel way.

Note that some cells include calculations and SUM formulas and they are filled automatically when you fill in the corresponding source cells. These include sum cells, as well as columns such as "Estimated Gross Profit" or "Estimated Contract Revenue". Columns that contain formulas have the text header in *italics* and should not be edited, whereas editable cells have a gray background.

	Contract Basic Information		Total Contract		
Contract Identifier	Contract Name		Estimated Revenue	Estimated Costs	*Estimated Gross Profit*
200	Open job 1		29,831,262	22,771,956	7,059,306
201	Open job 2		4,765,875	3,915,859	850,016
202	Open job 3		3,165,949	2,635,676	530,273
203	Open job 4		6,845,696	5,348,200	1,497,496
204	Open job 5		3,202,917	2,139,767	1,063,150
205	Open job 6		3,267,627	2,402,206	865,421
206	Open job 7		3,513,815	2,260,925	1,252,890
207	Open job 8		3,913,079	3,104,573	808,506
208**	Open job 9		12,187,491	13,500,000	(1,312,509)
209	Open job 10		3,274,077	2,798,357	475,720
210**	Open job 11		3,835,139	4,296,527	(461,388)
211	Open job 12		13,500,000	10,227,273	3,272,727
212	Open job 13		3,849,262	3,137,190	712,072
misc	Misc under $3,000,000		74,614,943	64,402,779	10,212,164
	Total		169,767,132	142,941,288	26,825,844

Editable cell (left callout) *Calculated cell* (right callout)

When you paste cells or rows into the predefined sheets, be aware of the following:

- The number of pasted columns should correspond to the number of columns in the predefined sheet. If you accidentally paste a larger number of columns, or if you type text outside the default table, unwanted columns may appear (named "Column 1", "Column2", and so on).

For the Year Ended December 31, 2014					
Earned Contract Revenue	Contract Costs	*Gross Profit (Loss)*	Contract Gain (Fade)	*Column1*	*Column2*
3,740,588	2,855,269	885,319	8,553,041	6,479,577	223,814
319,663	185,925	133,738			
1,212,380	1,019,868	192,512			

To delete the unwanted columns, right-click the cell and select **Delete > Table Columns**. To prevent Excel 2013 from adding new columns and rows automatically, go to **File > Options > Proofing > AutoCorrect Options > AutoFormat As You Type > Apply as you work**, and click to clear the **Include new rows and columns in table** check box.

- When pasting data, it is recommended to keep only the values (and not the formatting). Namely, select the **Paste Values** option when pasting cells or rows:

- While generating the XBRL instance file, the add-in ignores any cell formatting information and exports the *actual* value of the Excel cell. However, bear in mind that, as part of Excel functionality, the *actual* value may be different from the value displayed in the cell, because of the cell formatting information. You can view at any time the actual value (the one that will be written to the XBRL instance) in the formula bar of Excel. Consider this example:

In the example above, the value that will be written to the XBRL instance is 11987630. Note that the number accuracy reported in the XBRL instance file will depend on the value you selected for the "Accuracy" property (see Controlling Numeric Accuracy).

As you enter data in Excel, the add-in may round automatically values in those cells which are *calculated* automatically (the so-called "calculated" cells, they always have a white background). The add-in never rounds values in cells where you *enter* data (such cells appear with a gray background).

However, when you export data to XBRL, both the manually entered cells and the calculated

cells will be rounded automatically, if necessary, in the XBRL instance file. This behavior is intentional; otherwise, it would lead to inconsistency warnings due to rounding. Note that values in the original Excel spreadsheet remain unaffected after you export data to an XBRL instance file.

4.1   Reporting Miscellaneous Contracts

In a Work In Process report, contracts can have an identifier (see the "Contract Identifier" column), or be reported as miscellaneous contracts. To report contracts as miscellaneous, do one of the following:

- Do not enter a value in the "Contract Identifier" column (leave the cell empty)
- Enter either "n/a" or "misc" in the "Contract Identifier" column.

Contract Basic Information		Total Contract		
Contract Identifier	Contract Name	Estimated Revenue	Estimated Costs	Estimated Gross Profit
200	Open job 1	29,831,262	22,771,956	7,059,306
201	Open job 2	4,765,875	3,915,859	850,016
202	Open job 3	3,165,949	2,635,676	530,273
203	Open job 4	6,845,696	5,348,200	1,497,496
204	Open job 5	3,202,917	2,139,767	1,063,150
205	Open job 6	3,267,627	2,402,206	865,421
206	Open job 7	3,513,815	2,260,925	1,252,890
207	Open job 8	3,913,079	3,104,573	808,506
208**	Open job 9	12,187,491	13,500,000	(1,312,509)
209	Open job 10	3,274,077	2,798,357	475,720
210**	Open job 11	3,835,139	4,296,527	(461,388)
211	Open job 12	13,500,000	10,227,273	3,272,727
212	Open job 13	3,849,262	3,137,190	712,072
misc	Misc under $3,000,000	74,614,943	64,402,779	10,212,164
	Total	**169,767,132**	**142,941,288**	**26,825,844**

Miscellaneous contracts

Any contracts where the conditions above are true will be reported as miscellaneous in the generated XBRL instance.

Note: Miscellaneous contracts should not contain any values in the "Contract Basic Information" section of the Work In Process report (Excel columns "C" to "J"), except "Contract Identifier" and "Contract Name". Any values present in these columns will raise validation warnings and will not be exported when you click the **Export** button.

4.2   Controlling Numeric Accuracy

The accuracy of monetary and other numeric values in the XBRL WIP report can be controlled by setting the following report properties:

1.   Accuracy of Monetary Items
2.   Accuracy of Percentage Items

These properties are available in the WIP Report pane.

Most of report items are numeric monetary items, so the property **Accuracy of monetary items** applies to nearly all numeric cells in the report. The property **Accuracy of Percentage items** applies to values that represent a percentage (such as values in the "Percent Complete" column).

In the XBRL instance file, the "Accuracy" properties are bound to the **decimals** attribute. By default, they are set as follows:

• The **Accuracy of Monetary Items** is set to **Units**, which sets the value of the **decimals** attribute in the XBRL instance to "0".
• The **Accuracy of Percentage Items** is set to **Cents**, which sets the value of the **decimals** attribute in the XBRL instance to "2".

To find out how each "Accuracy" property value affects the **decimals** attribute in the XBRL instance file, see the third column of the table below. You can either set the accuracy to one of the predefined values or specify a custom accuracy value. The predefined values are listed in the table below.

Accuracy value	Meaning	Sets the value of the "decimals" attribute in the XBRL instance to...
Exact	This is the default value. When this value is selected, the accuracy will be maintained exactly as you entered it.	INF

Accuracy value	Meaning	Sets the value of the "decimals" attribute in the XBRL instance to...
Billions	Maintains accuracy up to 9 digits to the left of the decimal point (billions).	-9
Millions	Maintains accuracy up to 6 digits to the left of the decimal point (millions).	-6
Thousands	Maintains accuracy up to 3 digits to the left of the decimal point (thousands).	-3
Units	Maintains accuracy up to integers.	0
Cents	Maintains accuracy up to 2 digits to the right of the decimal point.	2
Mills	Maintains accuracy up to 3 digits to the right of the decimal point.	3

Note: Do not set the **Accuracy of Percentage Items** property to "Units", "Billions", "Millions", or "Thousands". Instead, use the "Exact", "Cents" or "Mills" accuracy values, or a custom value that would not result in an incorrectly rounded value in the XBRL instance. For example, a percent value of "23%" in the Excel report, using an accuracy of **Cents**, would be reported as "0.23" in the XBRL instance and rounded to 2 decimals to the right of the decimal point (which is acceptable). Using an accuracy of **Units** is not acceptable, since it would round 0.23 to 0.

As shown in the table, the accuracy value can be either positive or negative.

A positive value *N* specifies the accuracy of up to *N* digits to the right of the decimal place. For example, the value 2 specifies the accuracy to be in cents, while the value 3 specifies the accuracy to be up to mills.

A negative value *N* specifies the accuracy of up to *N* digits to the left of the decimal place. For example, the value -3 specifies the accuracy to be up to thousands, while the value -6 specifies the accuracy to be up to millions.

As you enter data in Excel, the add-in may round automatically values in those cells which are *calculated* automatically (the so-called "calculated" cells, they always have a white background). The add-in never rounds values in cells where you *enter* data (such cells appear with a gray background).

However, when you export data to XBRL, both the manually entered cells and the calculated cells will be rounded automatically, if necessary, in the XBRL instance file. This behavior is intentional; otherwise, it would lead to inconsistency warnings due to rounding. Note that values in the original Excel spreadsheet remain unaffected after you export data to an XBRL instance file.

4.3   Resetting Data and Restoring Formulas

In some cases, you might want to clear all entered data from the WIP report sheet in one operation. For example, you might want to do that when you discover that validation fails after you have pasted some data from an external source.

The **Reset WIP Report Data** command is available in the **WIP** tab and it performs the following actions:

- Clears all data from the sheet
- Restores the Excel formulas to their default state
- Restores the WIP report properties to their default state.

Note: The **Reset WIP Report Data** command does not affect the cell formatting.

To reset the WIP report data, click **Reset WIP Report Data** > **Reset WIP Report data** in the Excel ribbon. A confirmation dialog box prompts you for confirmation before data is actually cleared.

Restoring only formulas

You can also restore the Excel formulas to their default state, without clearing the existing data. This is necessary, for example, after you imported data from an XBRL report instance. To restore only formulas, click **Reset WIP Report Data** > **Restore only formulas** in the Excel ribbon.
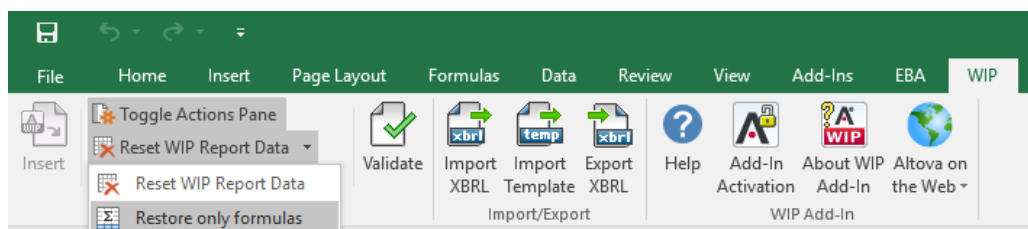
4.4   Adding XBRL Footnotes

If you add comments to any of the XBRL-bound cells, the comments are automatically translated into XBRL footnotes in the exported XBRL instance.

A	B	K	L	M
Contract Basic Information		Total Contract		
Contract Identifier	Contract Name	Estimated	Estimated	Estimated Gross Profit
200	Open job 1	john.doe: To be agreed		7,059,306
201	Open job 2			850,016
202	Open job 3			530,273
203	Open job 4			1,497,496
204	Open job 5	3,202,917	2,139,767	1,063,150

For example, the comment above would look as follows in the exported XBRL instance:

```
<link:footnoteLink xlink:type="extended" xlink:role="http://www.xbrl.org/2003/role/link">
    <link:loc xlink:type="locator" xlink:label="locator1" xlink:href="#inprogress_cell_B4"/>
    <link:footnote xlink:type="resource" xlink:label="footnote1" xlink:role="http://www.xbrl.org/2003/role/footnote" xml:lang="en-US">john.doe:
To be agreed</link:footnote>
    <link:footnoteArc xlink:type="arc" xlink:from="locator1" xlink:to="footnote1" xlink:arcrole="http://www.xbrl.org/2003/arcrole/fact-footnote"/>
</link:footnoteLink>
```

5   Importing Data

As an alternative to entering data manually into the "WIP In Process" or "WIP Completed" sheets, you can also import it from custom Excel sheets or workbooks, including NASBP (National Association of Surety Bond Producers) Excel sheets. You can also import data from existing XBRL WIP reports saved with the Altova Work in Process (WIP) XBRL add-in for Excel.

The various import options listed below are all available in the Altova Work in Process (WIP) XBRL add-in for Excel. These options enable you to keep the source data for the WIP reports in a layout that is perhaps more convenient to your organization, and quickly import it into the "WIP In Process" or "WIP Completed" sheets as and when necessary.

Importing Data Using Data Mappings	Use this option to import data from custom Excel workbooks. This option requires that a data mapping be created first. A "data mapping" means that specific fields in the WIP report will map to specific cell ranges in your custom sheet. It is you who decides what should map to what. The source data can be either in a different sheet in the same workbook, or in an external workbook.
	Once the data mapping is ready, you can automatically populate the WIP data sheets from your custom sheet. This is done with a click of a button (either the **Copy Values** or **Reference Values** button).
	Data mappings are saved together with the WIP workbook. This makes them suitable for on demand or recurring imports into the same workbook. To become reusable across multiple workbooks, data mappings must be saved as templates (see next option).
Importing Data Using Templates	Use this option to import data from custom Excel workbooks for which you already have prepared a template. A template is just a permanently saved data mapping between specific fields in the WIP report and specific cell ranges in any custom sheet.
	This requires that all your source workbooks have the same layout that is recognized by the template. Unlike data mappings, templates are saved to a special template folder that you designate, and thus are reusable across multiple workbooks. You can define as many templates as required, one for each custom Excel sheet from where you need to import data.
Importing Data From NASBP Excel Sheets	Use this option to import data from sheets produced by the NASBP (National Association of Surety Bond Producers). As long as the source sheet is a valid NASBP sheet, the add-in will automatically import data

|	from it; no other setup is required.
Importing Data From Existing XBRL WIP Reports	Use this option to import existing WIP Report data that was saved in XBRL format with the Altova Work in Process (WIP) XBRL add-in for Excel.

5.1   Importing Data Using Data Mappings

Data mappings are a flexible way to import data from an external workbook, or from a different sheet of the same workbook, into a WIP Report. Data mappings are saved references between the WIP report fields and any cell ranges in a custom sheet. The data mappings are saved together with the WIP workbook they are part of and they are typically most appropriate for on demand or recurring imports of data into the same workbook.

Data mappings can become reusable across multiple workbooks if you save them as templates, see Importing Data Using Templates.

To set up a data mapping:

1. Open the workbook which contains an existing WIP Report, or create a new WIP Report (see Creating a new WIP Report).
2. Click the **Data Mapping** tab in the WIP Report Pane.
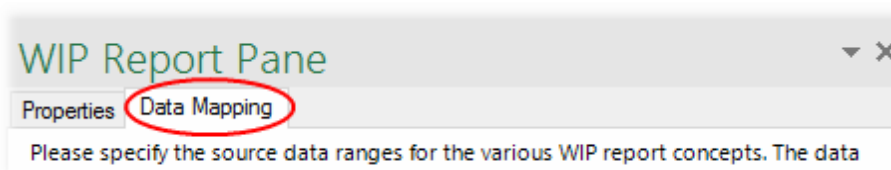
3. If you want to import values in the "WIP In Process" sheet, click the **In Process** tab. To import values in the "WIP Completed" sheet, click the **Completed** tab.
4. Enter a source cell range next to the field where data must be imported. You can either type the cell range manually, or click the ⟦...⟧ button and select the required cell range from a source sheet. In the example below, the field **Contract Name** is mapped to the source cell range **$B$4:$B$8** originating from a sheet named "Sheet1".
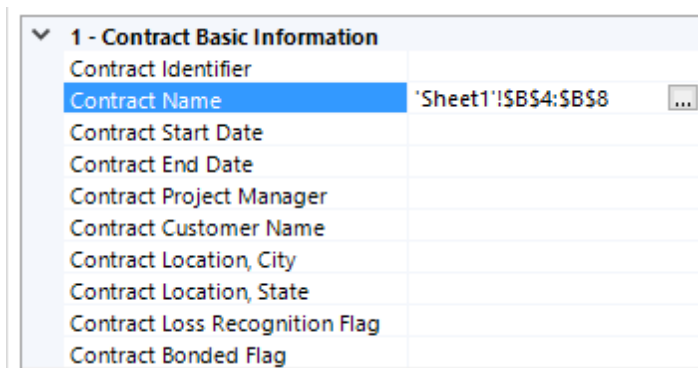
You can also map cell ranges from Excel files other than the current workbook. The same instructions as above apply, the only requirement is that both the source and target Excel books are currently open. In the example below, the field **Contract Name** is mapped to the source cell range **$B$4:$B$8** originating from a sheet named "Sheet1" of a separate Excel book called "Book1".

Note: The source cell range must consist of either a single row or a single column. Values can be copied or referenced from other workbooks or sheets as long as they represent valid Excel cell ranges. It does not matter if the range is vertical or horizontal in the source sheet; in the "WIP In Process" and "WIP Completed" sheets, the imported cell ranges will automatically conform to the required layout. For examples of creating references to cell ranges, see https://support.office.com/en-US/article/Create-or-change-a-cell-reference-C7B8B95D-C594-4488-947E-C835903CEBAA.

5.   Repeat the previous step for each WIP report field that must be mapped to a source cell range.

Once you set up the data mapping, you can copy or reference the actual values.

There are two ways to import values from a source sheet: copying or referencing them. Copying means that the value is literally taken from the source range and placed into the target; also, if the source value changes, then it is not automatically updated in the target WIP sheets (you can however update the WIP report from the source at any time by clicking a **Copy Values** button). Referencing means that, instead of storing an actual value, the WIP sheet will contain a formula which refers to the source cell range; updating the value in the source will also automatically update it in the target sheet next time when you open the target sheet.

To copy or reference the mapped cell ranges:

1.   Click the **Data Mapping** tab in the WIP Report Pane.
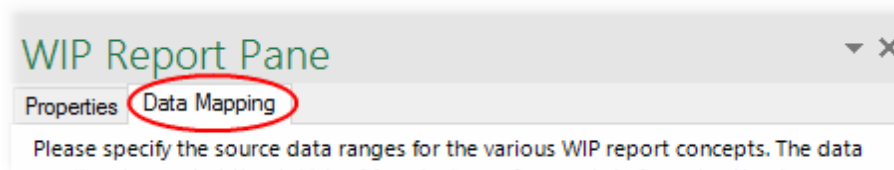
2.   Click either **Copy Values** or **Reference Values** (see the explanation above for the difference between these two options).
3.   When prompted that you are about to overwrite data in the WIP report, click **OK** to confirm.

Note the following:

•   When you click the **Copy Values** or **Reference Values** button, values are copied (or referenced) from all data mapping tabs (**In Progress** and **Completed**), not just the

current visible tab.
- If you copy or reference values from another Excel book, both books must be open for values to be copied or referenced correctly.

5.2   Importing Data Using Templates

Templates represent reusable data mappings between fields in the WIP report and cell ranges in a custom sheet. The source cell ranges may be horizontal (for example, *A1:Z1*) or vertical (for example, *A1:A30*). Templates are very similar to the data mappings described in Importing Data Using Data Mappings. However, unlike data mappings, templates are reusable across multiple workbooks, because they are saved as independent files (not inside the workbook, like data mappings). With templates, it is therefore possible to import data from virtually any source workbook that contains the cell ranges predefined by the template.

A significant difference between data mappings and templates is that the cell ranges referenced by a data mapping are fixed (predetermined) while cell ranges referenced by templates can grow if more rows or columns of data are available in the source (likewise, they can shrink if less rows or columns are available in the source). Also, unlike data mappings, all mapped cell ranges in a template must originate from the same workbook, and from the same worksheet, as further explained below.

Creating a template
You can create a new template as follows:

1. Open any existing Excel workbook which contains WIP data in custom (not XBRL-bound) format.
2. On the **WIP** tab, click **Insert**, and add a blank WIP report into the workbook (see also Creating a new WIP Report).
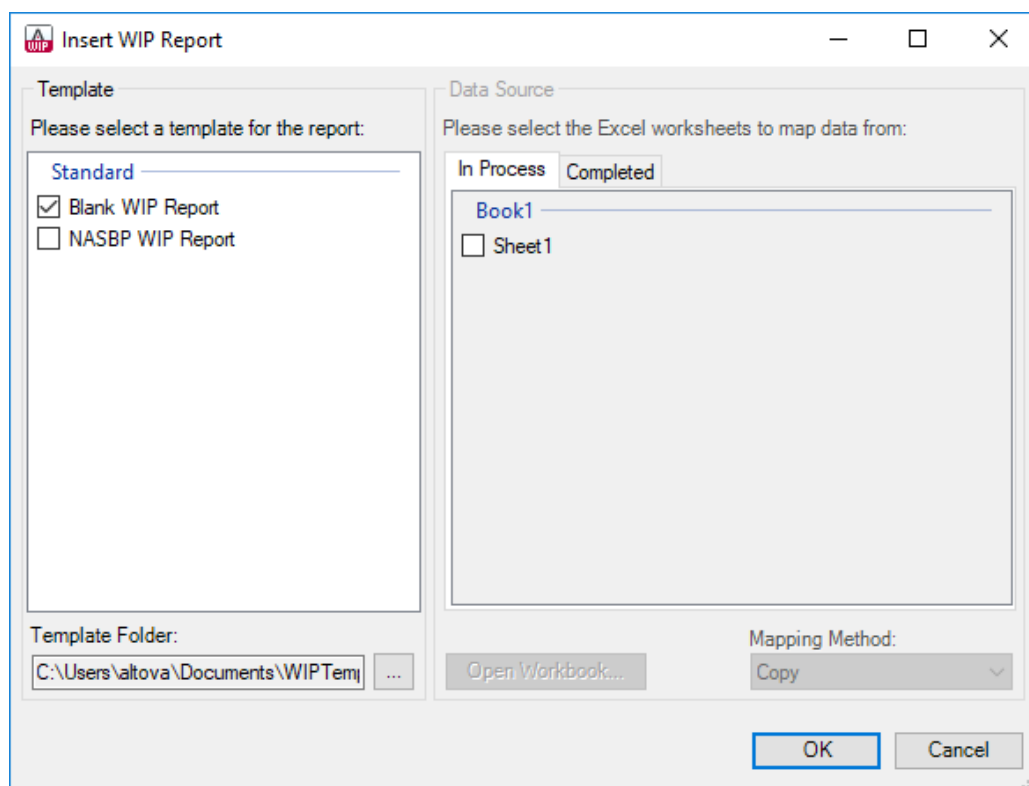
3. In the WIP Report Pane, click the **Data Mapping** tab. Notice this tab has three other tabs: **In Process**, **Completed**, and **DEI** (Document Entity Information). The first two tabs let you map fields belonging to the "In Process" and "Completed" sheets, respectively. The **DEI** tab lets you map data for those fields which appear in the Document properties (such as the start and end date of the reporting period, Registrant Name, and others).

4. Enter a cell range next to each field in the WIP report that you want to be part of the template. You can either type the cell range, or click the **Ellipsis** ... button and then select the range from the source sheet (in the latter case, the range will be populated automatically). For example, the image below illustrates the field "Contract Identifier" mapped to the cell range **B3:B7** of **Sheet1**. The cell range selection mechanism is the same that you use for Excel formulas, see https://support.office.com/en-US/article/Create-or-change-a-cell-reference-C7B8B95D-C594-4488-947E-C835903CEBAA.

Rules for referencing cell ranges

- All cell ranges must consist of either single rows (for example *A1:K1*) or single columns (for example, *A1:A20*). In other words, all of them must be either vertical or horizontal.
- All cell ranges must originate from the same worksheet of the same workbook.
- All cell ranges must begin and end on the same row (or column in case of vertical ranges). For example, an error would be raised if the field "Contract Identifier" used the range *B1:B10* and the field Contract Name used the range *C2:C9*. However, no error would be raised if these fields used the range *B1:B20* and *C1:C20*, respectively.

When you apply the template to a workbook, it may be the case that more or less rows or columns are available in the source workbook than specified by the template cell range—in this case, the cell range will grow or shrink to match the exact number of rows or columns.

5. Once you've mapped all required fields to cell ranges, click **Save Template**. At this stage, some validation takes place, and error messages may appear with indicative text (to fix the errors, see the rules above). Otherwise, the dialog box below is displayed.
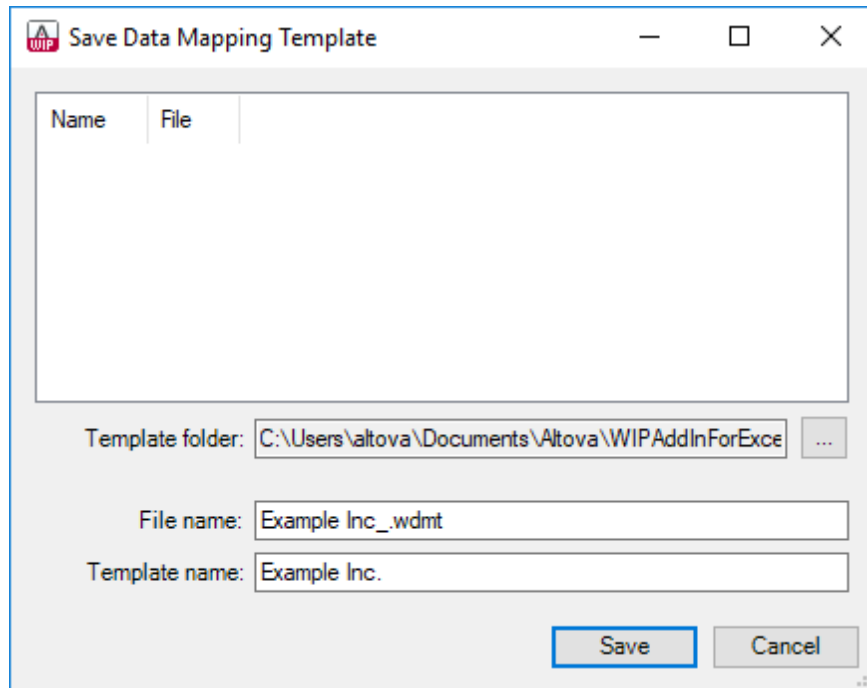
6. Optionally, select a destination template folder. By default, the template folder is **C:\Users\...\Documents\Altova\WIPAddInForExcel**. You can optionally change this folder to another one, by clicking the **Ellipsis** [...] button.
7. Enter a file name in the **File name** box. The template will be saved to the selected template folder as a file with .wdmt (WIP Data Mapping Template) extension.
8. Optionally, enter in the **Template name** box some descriptive text to help you identify this template later (for example, "Template 1").
9. Click **Save**.

If your WIP worksheet already contains previously defined data mappings (as explained in Importing Data Using Data Mappings), it is possible to save them as a template (meaning that you can skip directly to step 5 above). Note the following:

- All data mappings must adhere to the "Rules for referencing cell ranges" listed above; otherwise, relevant errors will be shown, and the template will not be saved.
- Templates are meant to be reusable and not bound to specific workbooks, like data mappings. Therefore, when you save data mappings as a template, any references to specific workbooks (if such exist) are removed. Only references to worksheets and cell ranges will be preserved by the template. For example, a cell range such as `[CustomBook.xlsx]CustomSheet!$C$4:$C$8` would be saved only as `CustomSheet!$C$4:$C$8`.

Editing existing templates
Templates saved previously can be modified if necessary, as follows:

1. Open any workbook that contains an XBRL-bound WIP Report sheet.
2. Click the **Data Mapping** tab in the WIP Report pane.

3. Click **Load Template**.
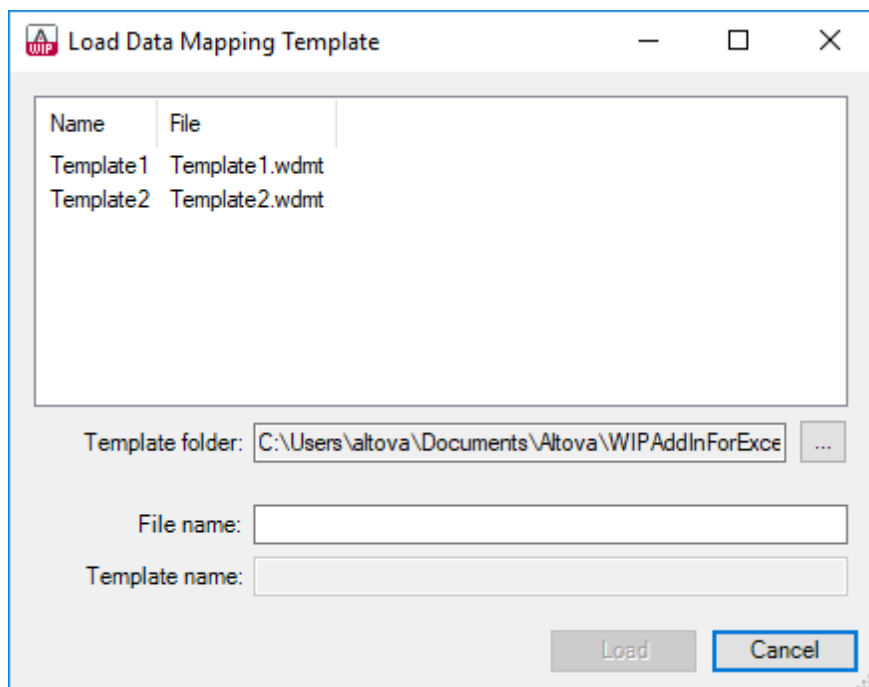
4. Select the required template from the list of available templates, and then click **Load**. If
    the templates were saved to a custom template folder, click the **Ellipsis** [···] button to
    switch the template folder.
5. Edit the cell ranges In the **Data Mapping** tab as necessary. The same rules apply as
    when adding new templates, see Rules for referencing cell ranges.
6. Click **Save template**.

How to apply a template to a custom Work-In-Process workbook
Once you have created a template, it can be applied to virtually any source workbook that
contains the cell ranges defined by the template.

1. Open any custom Excel workbook that contains the cell ranges defined by the template.
2. In the **WIP** tab of the Excel ribbon, click **Insert**. Notice that the right-hand area of the
    dialog box below displays any open Excel workbooks and their worksheets (in this
    example, the workbook **CustomBook.xlsx** and the sheet "CustomSheet").
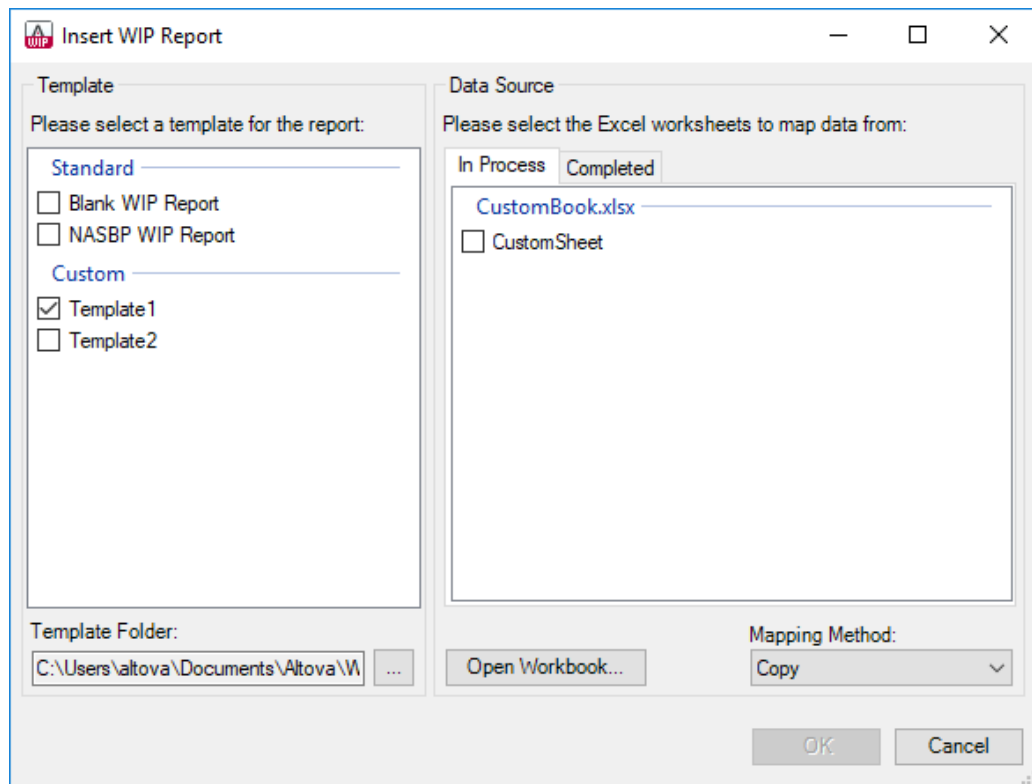
3. Under **Custom**, select the template name (in this example, "Template1"). Any template files available in the Template Folder appear on this dialog box automatically. If no template files appear on the dialog box, make sure that the template folder contains .wdmt template files that you've created previously (see "How to create a template" above). To switch the template folder, click the **Ellipsis** [...] button.
4. Click either the **In Process** or **Completed** tab, depending on the kind of WIP report you wish to import data into.
5. Click **Open Workbook** and browse for the Excel book from where you would like to import data (you can ignore this step if the source Excel workbook is already open). In this example, the source workbook was already opened in step 1 so this step can be ignored.
6. Select the worksheet from which you would like to import data (in this example, data is being imported from worksheet "CustomSheet" of workbook **CustomBook.xlsx**).
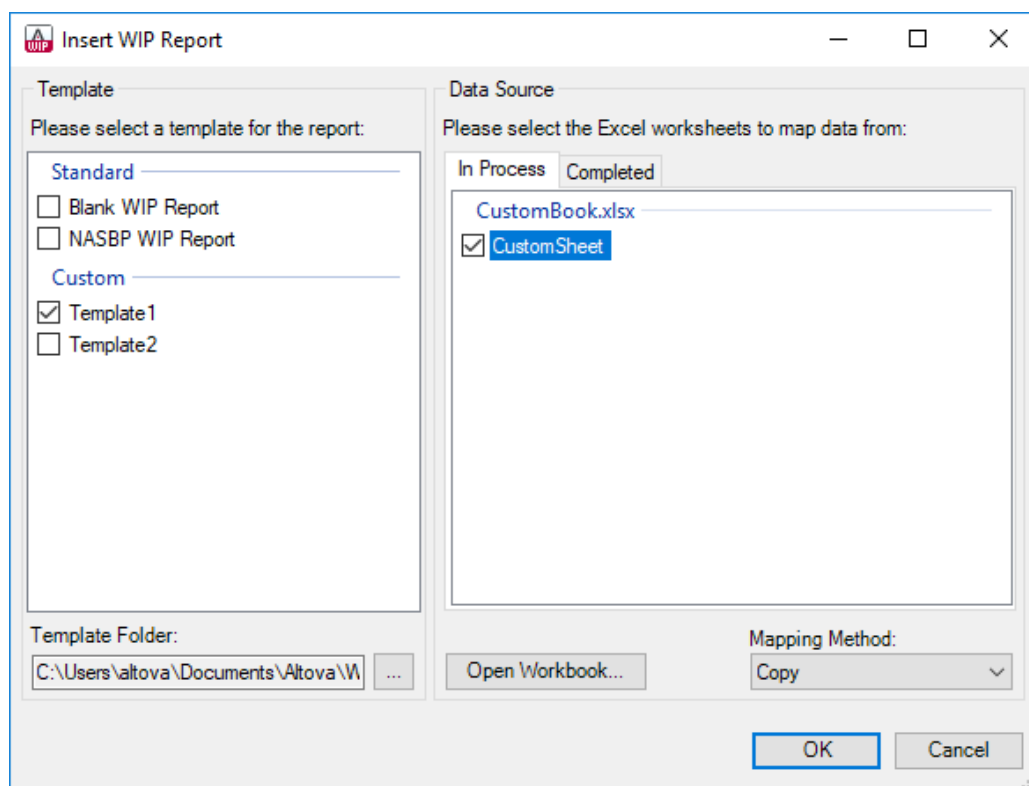
7. Under **Mapping Method**, select either **Copy** or **Reference** (see explanation below), and click **OK**.

There are two ways to import values from a source sheet: copying or referencing them. Copying means that the value is literally taken from the source range and placed into the target; also, if the source value changes, then it is not automatically updated in the target WIP sheets (you can however update the WIP report from the source at any time by clicking a **Copy Values** button). Referencing means that, instead of storing an actual value, the WIP sheet will contain a formula which refers to the source cell range; updating the value in the source will also automatically update it in the target sheet next time when you open the target sheet.

5.3   Importing Data From NASBP Excel Sheets

If your organization works with Work In Process Excel sheets created by the NASBP (National Association of Surety Bond Producers), it is possible to import data from such sheets automatically into the XBRL-bound reports (either the **WIP In Process** or the **WIP Completed** report). There are two ways to do this:

1. Import existing NASBP Excel data into a new XBRL-bound Excel sheet.
2. Create new XBRL-bound sheets directly in the existing NASBP Excel workbook.

There are two ways to import values from a source sheet: copying or referencing them. Copying means that the value is literally taken from the source range and placed into the target; also, if the source value changes, then it is not automatically updated in the target WIP sheets (you can however update the WIP report from the source at any time by clicking a **Copy Values** button). Referencing means that, instead of storing an actual value, the WIP sheet will contain a formula which refers to the source cell range; updating the value in the source will also automatically update it in the target sheet next time when you open the target sheet.

To import NASBP data into a new XBRL-bound sheet:

1. Create a new blank Excel workbook.
2. In the Excel ribbon, click the **WIP** tab, and then click **Insert**.
3. Select the **NASBP WIP Report** check box.
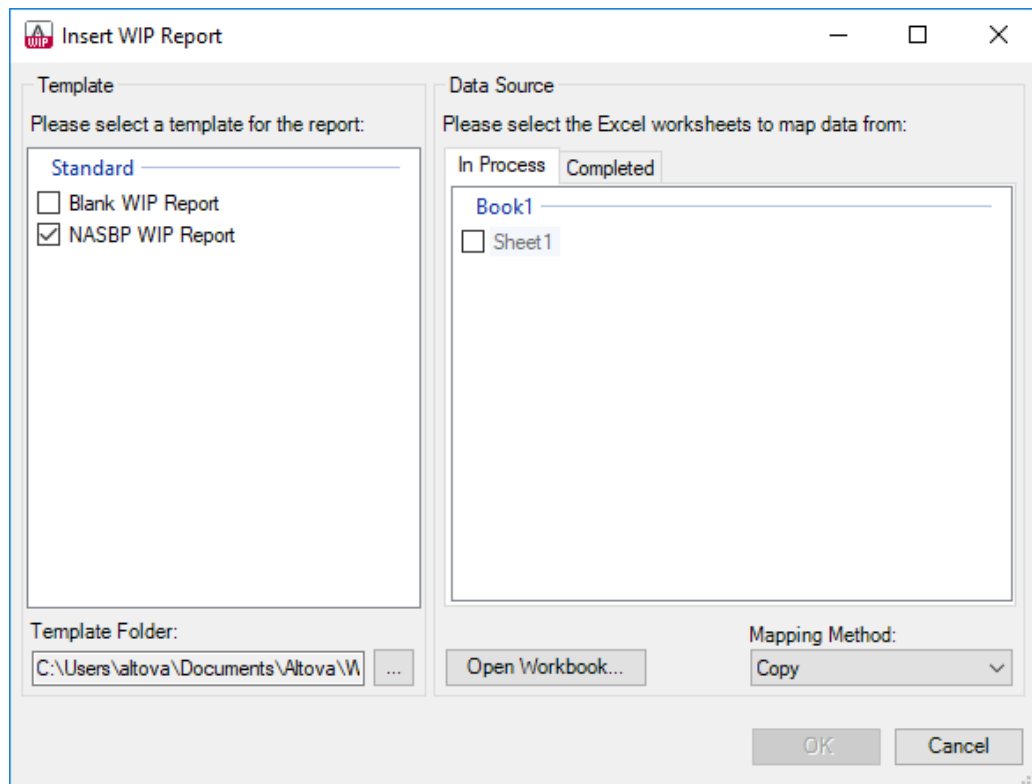
4. Click **Open Workbook** and browse for the NASBP Excel book from which you want to

import data. The dialog box below opens. Notice that the right-hand side of the dialog box displays all sheets from all currently open Excel workbooks (except for hidden sheets, and the XBRL-bound **WIP In Process** or **WIP Completed** sheets). Any sheets that are detected to be valid NASBP sheets are enabled and can be selected as source; the others are grayed out. In the image below, the current book is "Book1". Since "Sheet1" does not contain NASBP data, it is grayed out.
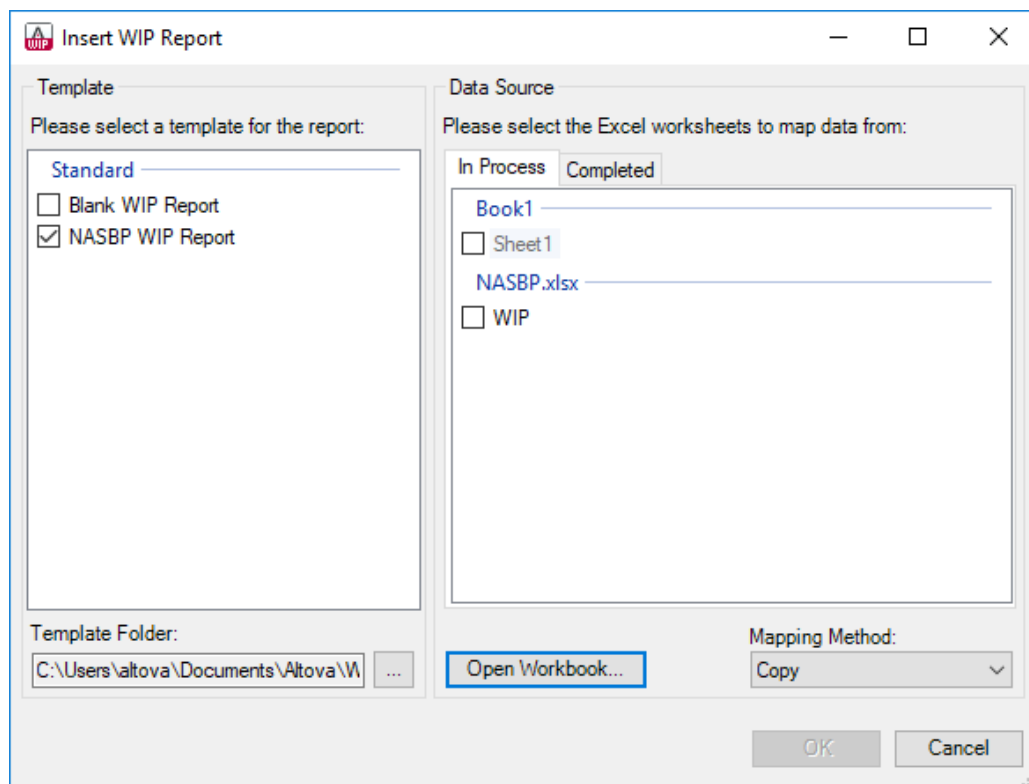
5. Select the check box next to the sheet from where you want to import data. In the image below, the name of the source workbook is **NASBP.xlsx**, and it contains a sheet "WIP" which qualifies for automatic import.
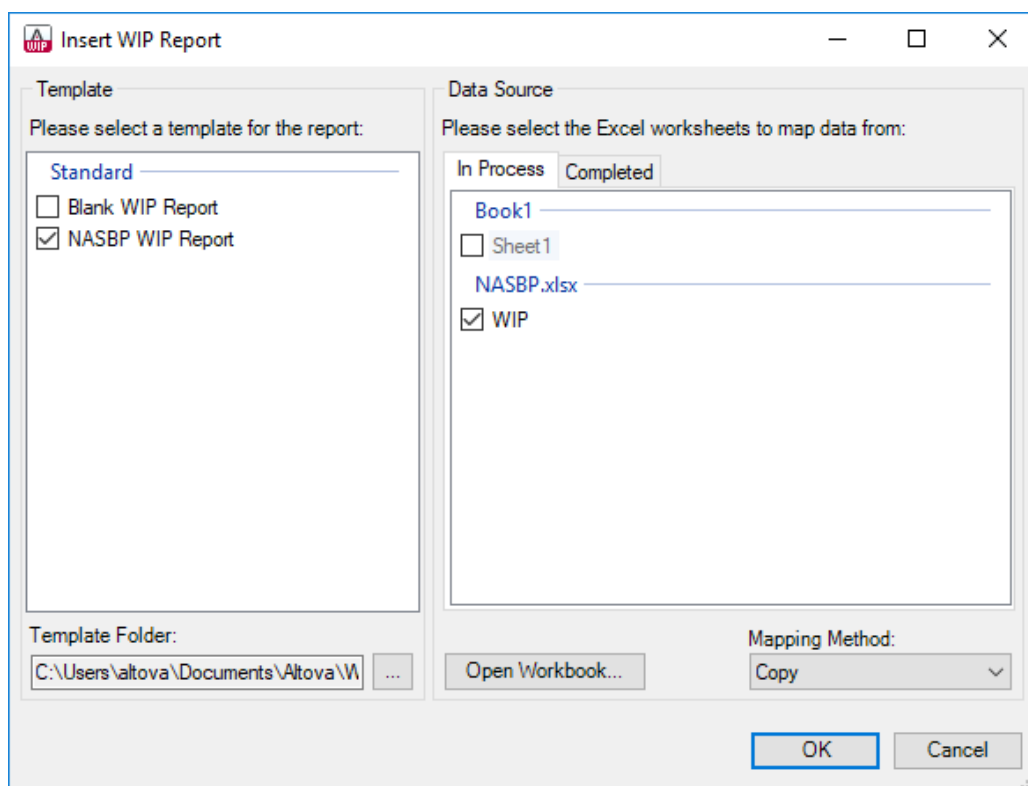
6. To import data into the "WIP In process" sheet, click the **In Process** tab. Likewise, to import NASBP data into the "WIP Completed" sheet, click the **Completed** tab.
7. Under **Mapping Method**, choose an import option (**Copy** or **Reference**, as explained at the top of this page), and click **OK**.

To create an XBRL-bound Work in Process sheet directly in the NASBP Excel workbook:

1. Open the existing NASBP Excel workbook.
2. In the Excel ribbon, click **WIP**, and then click **Insert**.
3. Select the **NASBP WIP Report** check box. The dialog box below displays sheets from all currently open workbooks (in this case, **NASBP.xlsx**). Sheets which are detected to be valid for NASBP import are enabled; other sheets, if available, are grayed out.
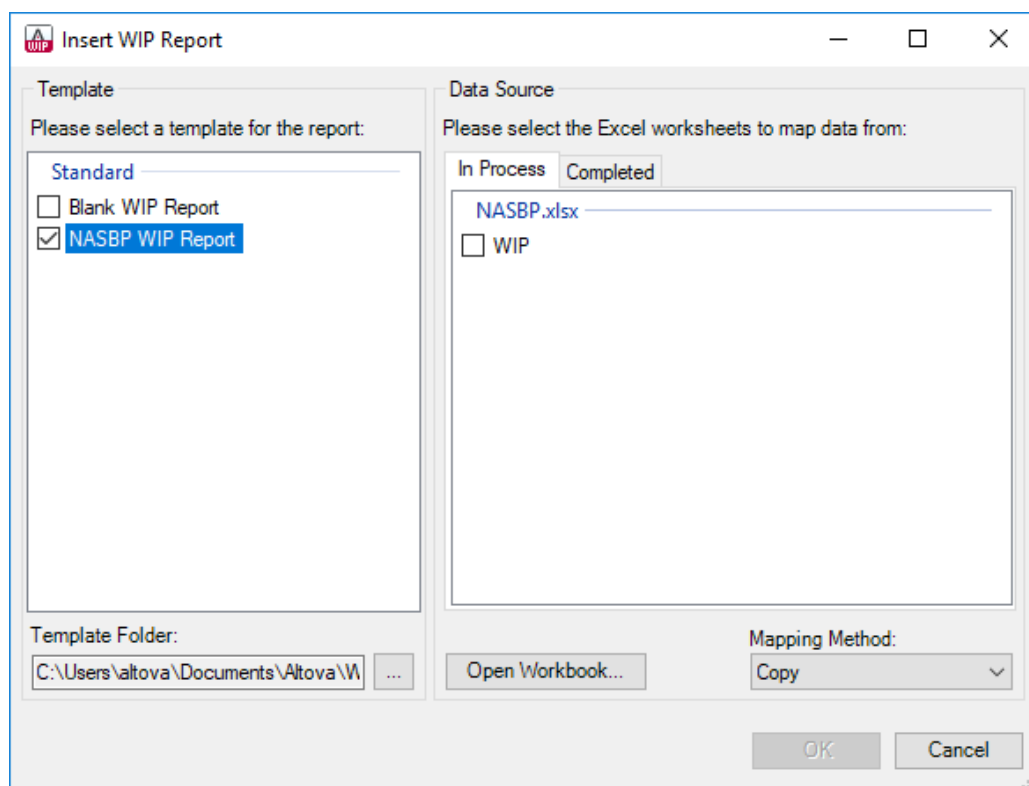
4. To import data into the "WIP In process" sheet, click the **In Process** tab. Likewise, to import NASBP data into the "WIP Completed" sheet, click the **Completed** tab.
5. Select the check box next to the sheet from where you want to import data (in the image above, "WIP").
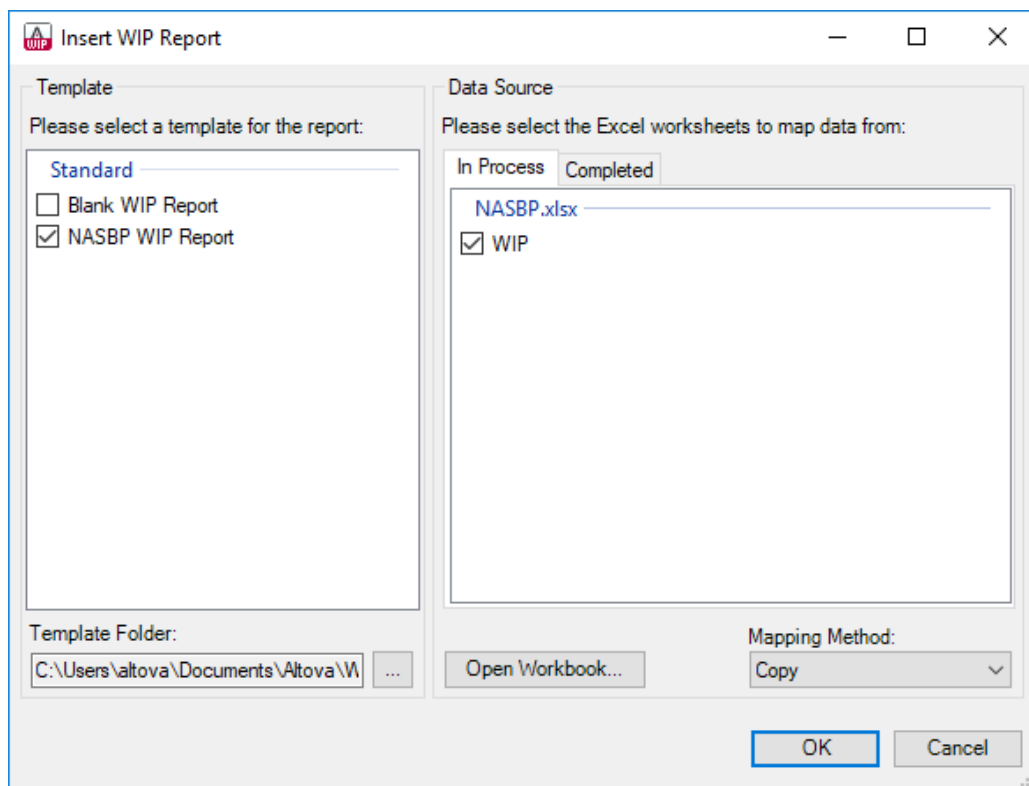
6. Under **Mapping Method**, choose an import option (**Copy** or **Reference**, as explained at the top of this page), and click **OK**.

5.4   Importing Data From Existing XBRL WIP Reports

You can import data from existing instances of XBRL WIP reports into Excel (typically, files with either .xbrl or .xml extension). For the import to be successful, the imported instances must be valid XBRL WIP reports. They may be either reports you have previously generated using the Altova Work in Process (WIP) XBRL add-in for Excel, or reports that you received from other parties.

> When you import data from an XBRL instance file, the Excel sum formulas are overridden by the imported values. After the import, you will need to restore the Excel formulas to the default state. To do this, click **Reset WIP Report Data > Restore only formulas** in the Excel ribbon (see Resetting Data and Restoring Formulas).

To import an XBRL US WIP report instance file into Excel:

1. In the Excel ribbon, click the **WIP** tab.
2. Click **Insert**.
3. Click **Import XBRL**, and browse for the XBRL instance file.
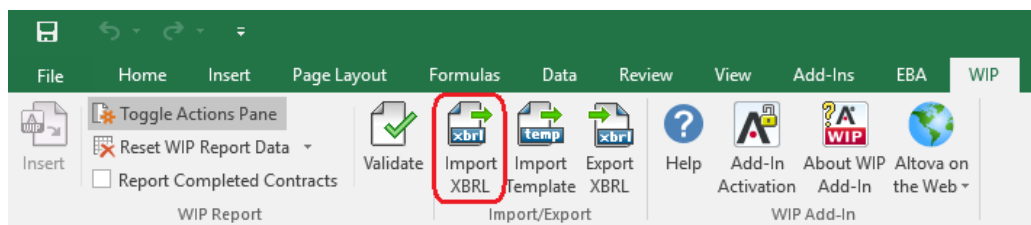
Before the report data is loaded into Excel, it is automatically validated. A dialog box notifies you about potential warnings, inconsistencies, or errors (see also Validating Data).
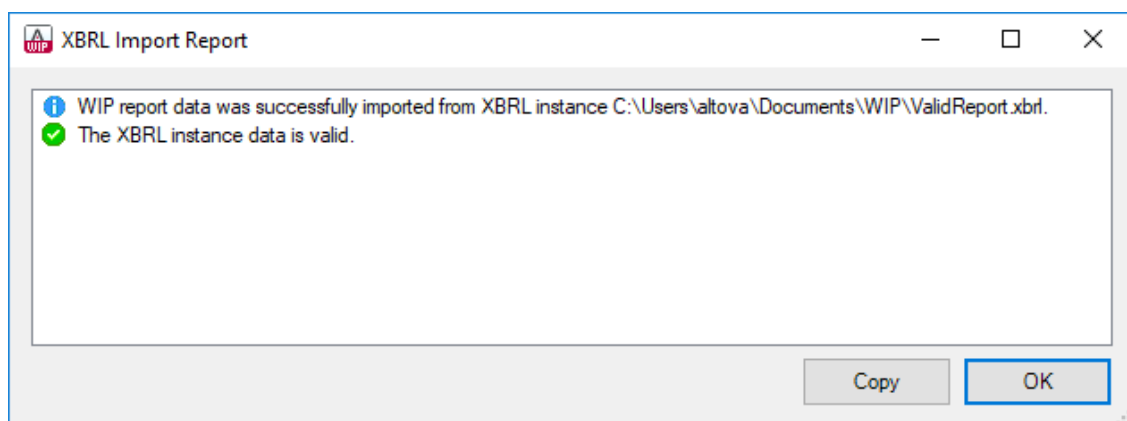
Note: During import, the add-in validates XBRL formula assertions. A report will be imported even if it contains unsatisfied assertions.

6 Validating Data

Validation ensures that the XBRL data you are filing conforms to the XBRL specification. The WIP report data should be validated before you export it to XBRL. You might also want to validate data progressively, after each action that could potentially render it invalid (for example, after pasting new rows into the spreadsheet).

To validate data, click the **Validate** button in the **WIP** tab of the Excel ribbon.
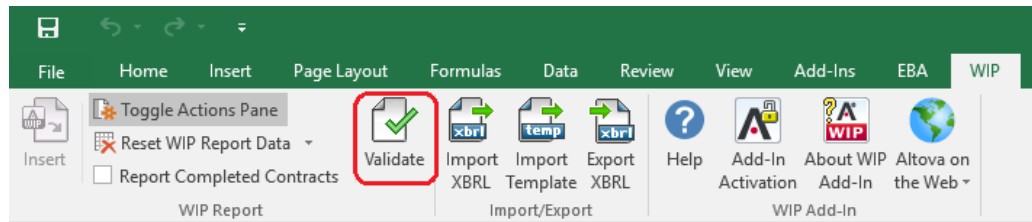
Be patient while **Altova Work in Process (WIP) XBRL add-in for Excel** performs the validation process (typically, a few seconds). When validation completes, a dialog box appears, containing a validation report.
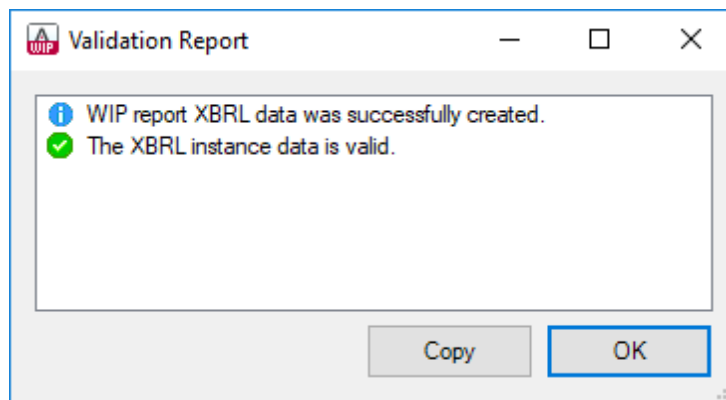
The validation result can be any of the following:

Message type	Meaning
✅	The instance data is valid.
⚠️	The instance data is valid, but has inconsistencies or warnings.
❌	The instance data is not valid.

The Validation Report dialog box may additionally display any of the following message types: information messages, warnings, and errors.

Message type	Meaning
ⓘ	Denotes an information message. Information messages do not make the XBRL instance invalid.
⚠	Denotes a warning message, or an inconsistency. Warnings and inconsistencies do not make the XBRL instance invalid. In some cases, you may choose to ignore inconsistency messages, depending on the situation. As stated in the XBRL US Work In Process Taxonomy 2016 Preparers Guide, some validation messages may be ignored under certain circumstances (see the section "Calculation").
❗	Denotes an error. If there are validation errors, the XBRL instance is not valid, and you will need to edit the report data so as to resolve each error before proceeding with the export to XBRL. Note: During validation, the add-in checks XBRL formula assertions and reports them as errors. If you are using the Altova RaptorXML+XBRL Server for validation (https://www.altova.com/raptorxml), XBRL formula assertions may be optionally configured not to be reported as errors.

To copy the contents of the validation report to clipboard, click **Copy**, and then paste into a target file (for example, an email).

7   Exporting Data to XBRL

Once your WIP report is ready and valid (see Validating Data), you can generate the XBRL instance file. To do this, click the **Export XBRL** button in the **WIP Report** pane. Alternatively, click the **WIP** tab, and then click **Export XBRL**.
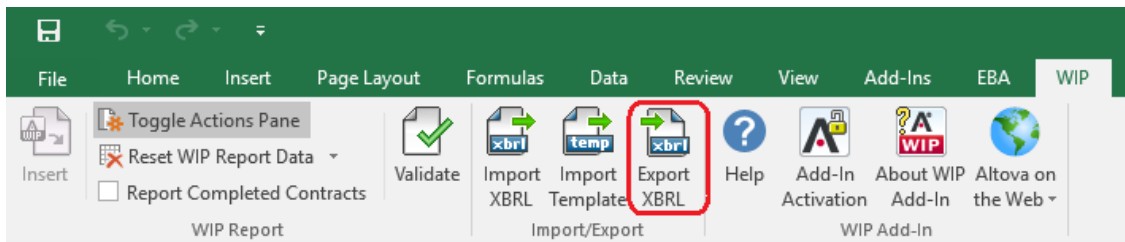
Note: If you need to export both the "WIP In Process" and the "WIP Completed" reports, select the **Report Completed Contracts** check box in the Excel ribbon.

By default, instance files are saved as files with .xbrl extension. If you need the exported file to have another extension (for example, .xml), type the file extension in the Export dialog box:
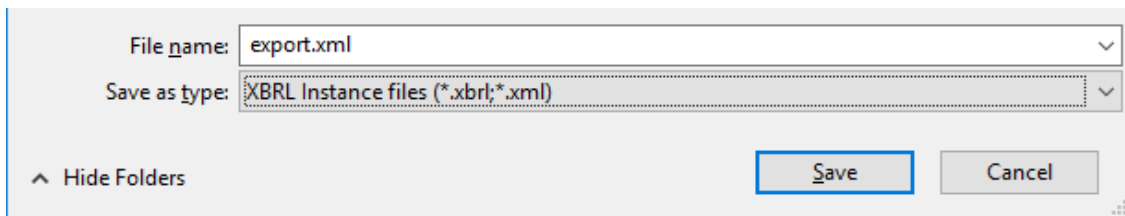
Before export, data is automatically validated. Any errors, inconsistencies and warnings are reported on the screen.
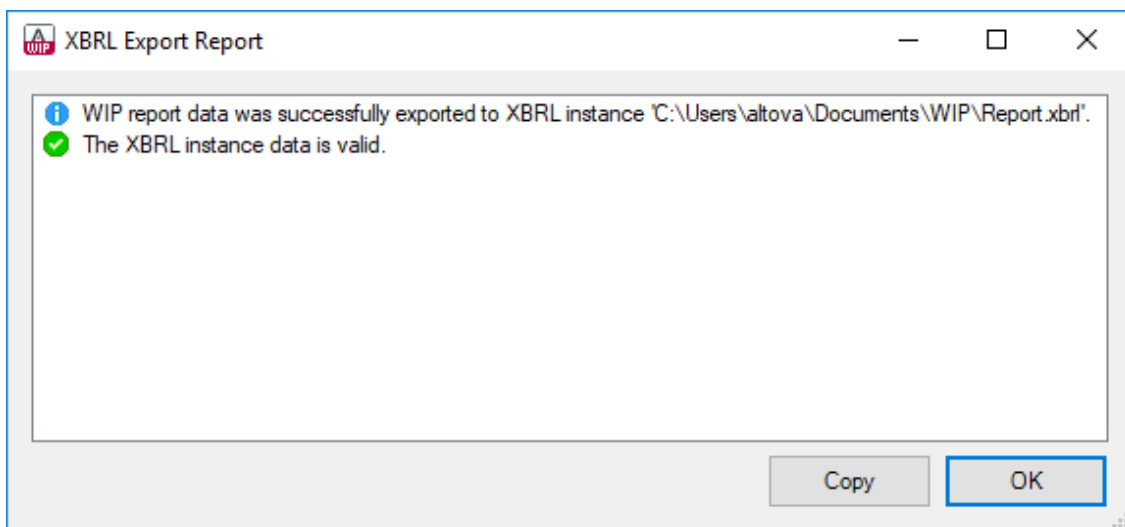
The XBRL instance file is created even if data is not valid; however, such report instances are not valid for XBRL submission (see also Validating Data).

In case of invalid reports, the cell values that are XBRL incompatible are ignored and not written to the XBRL instance file. For tips on how to avoid data formatting errors, see Entering Data. Note, however, that not all XBRL validation errors might be related to incorrect formatting. Some errors might occur because your data does not meet the XBRL validation rules set out in the "XBRL US Work In Process Taxonomy 2016 Preparers Guide".

To copy the contents of the validation report to clipboard, click **Copy**, and then paste into a target file (for example, an email).

8   Command Reference

The add-in commands available the **WIP** tab of the Excel ribbon are listed below.

Insert	Creates a new WIP report. This command is disabled if the WIP report sheet has already been inserted into the workbook.
Toggle Actions Pane	Shows or hides the "WIP Report" pane. By default, the "WIP Report" pane is visible.
Reset WIP Report Data	This is a split button which contains the following commands: **Reset WIP Report Data** Discards (deletes) any data entered in the "WIP In Process" or "WIP Completed" sheets, and returns the Excel formulas to their default state. A confirmation dialog box prompts you for confirmation before data is actually discarded. **Restore only formulas** Restores the Excel formulas to their default state, without deleting any data. See also Resetting Data and Restoring Formulas.
Report Completed Contracts	When selected, this option adds the "WIP Completed" sheet to the current workbook. This may be necessary if you want to report the completed WIP, in addition to the "WIP In Progress" data.
Validate	Performs a validation of the WIP data against the underlying XBRL US WIP taxonomy and displays the validation results in a dialog box (see Validating Data).
Import XBRL	Imports an XBRL WIP instance file to the current Excel spreadsheet (see Importing WIP Data from XBRL).
Import Template	Imports data from custom WIP workbooks by means of predefined templates (see Importing Data Using Templates).
Export XBRL	Exports the WIP data from the "WIP In Process" sheet (and, if applicable, from the "WIP Complete" sheet to an XBRL instance file (see Exporting WIP Data to XBRL).

Help	Opens this help file, in CHM (Microsoft Compiled HTML Help) format.
Add-In Activation	Displays the activation status of the add-in, or provides options to enter or purchase a license key code.
About	Displays version information about the add-in.
Altova on the Web	Provides links to the Altova website (including Online Support Center, components download page, training and tutorials).

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- Information about the distribution of this software product
- Information about software activation and license metering
- Information about the intellectual property rights related to this software product
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