

User and Reference Manual



ALTOVA®
European Banking Authority
(EBA) XBRL add-in for Excel



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Altova® EBA add-in for Excel User & Reference Manual

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1 Altova® European Banking Authority (EBA) XBRL add-in for Excel

The **Altova® European Banking Authority (EBA) XBRL add-in for Excel** is targeted towards institutions that submit data to European Banking Authority (EBA) in XBRL (eXtensible Business Reporting Language) format, as part of supervisory reporting. Namely, it can be used by institutions that prepare data for submission directly to the European Banking Authority (the so-called "second level reporting").



The **Altova® European Banking Authority (EBA) XBRL add-in for Excel** enables preparers of EBA supervisory reports to do the following:

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

The currently supported XBRL taxonomy is EBA Taxonomy version 2.5.

This documentation should be read in conjunction with the supporting documents included with the EBA XBRL Taxonomy, such as:

- "Description of DPM formal model"
- "EBA Architecture for XBRL representation of DPM"
- "EBA Filing Rules v4.1"

System requirements

- Windows 10, Windows 8, Windows 7, Windows Vista, Windows Server 2008/2012/2016
- Microsoft Excel 2010, 2013, 2016
- .NET Framework 4.0 or later

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

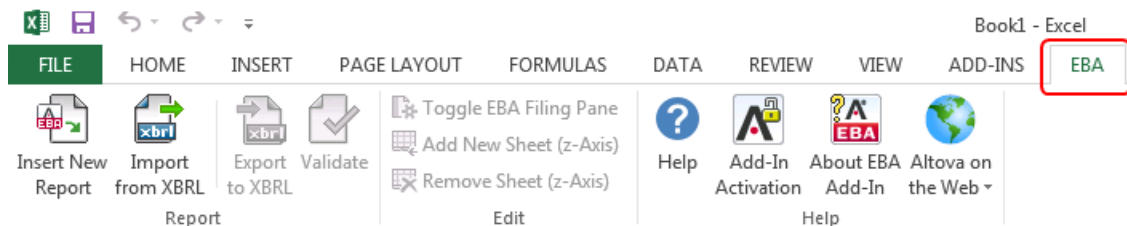
Last updated: 03 April 2017

2 Installation and Licensing

To install the Altova® European Banking Authority (EBA) XBRL add-in for Excel, download the executable from the Altova website (<http://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.

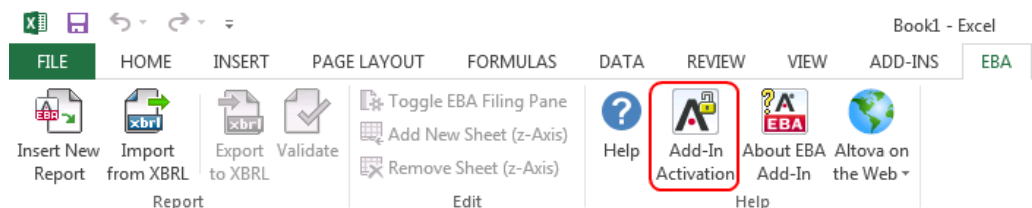
After installation, a new tab called **EBA** becomes available in the Excel ribbon.



Licensing

To use Altova® European Banking Authority (EBA) 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 **EBA** tab.
2. Click **Add-In Activation**.



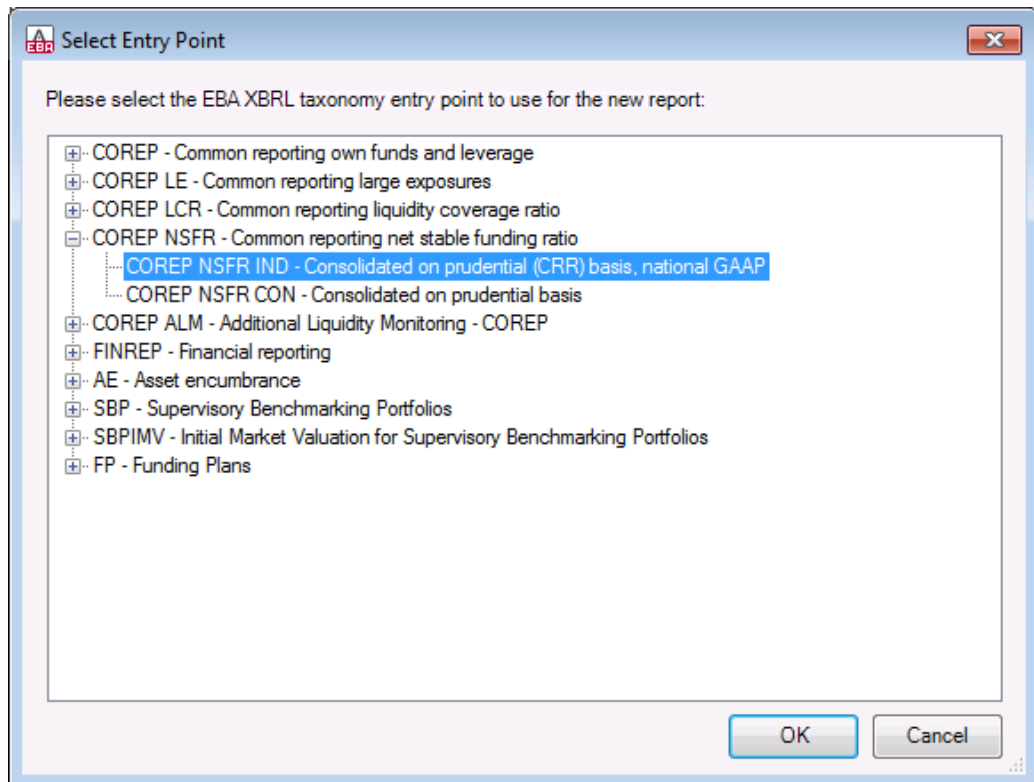
How to view the current version of the add-in

1. In the Excel ribbon, click the **EBA** tab.
2. Click **About EBA Add-In**.

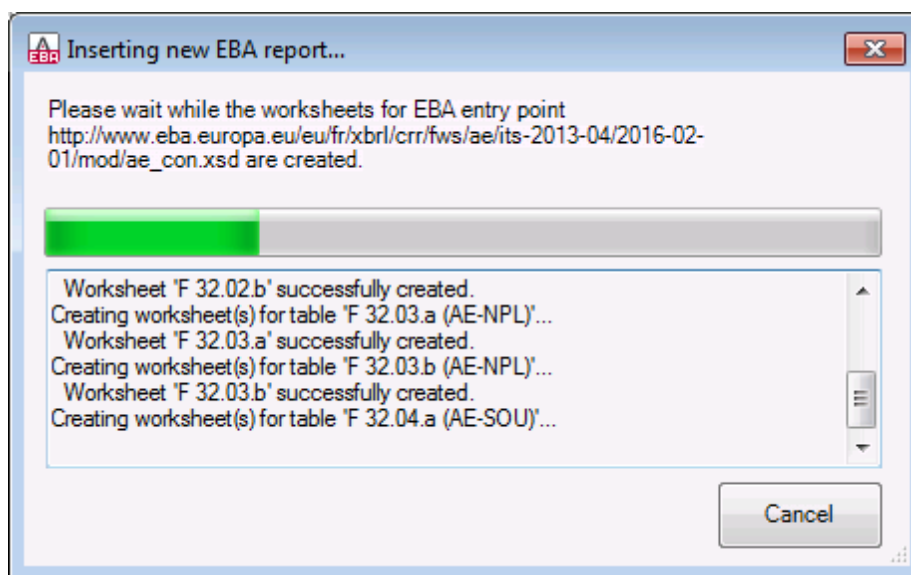
3 Creating a New Report

To create a new report for second-level submission to EBA, follow the steps below:

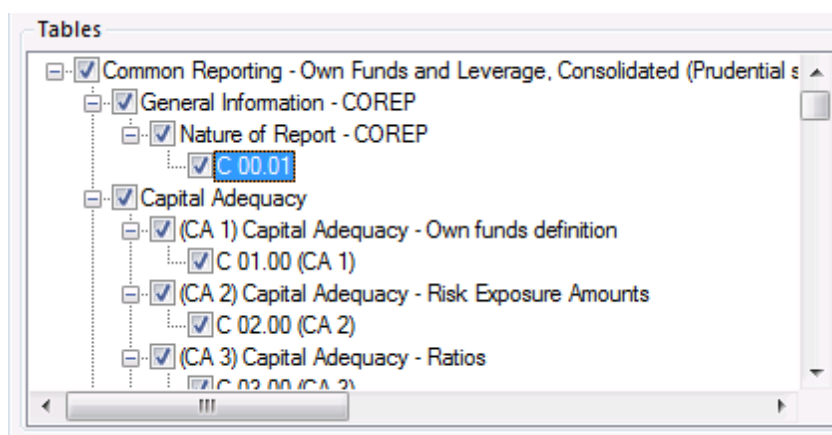
1. In the Excel ribbon, click the **EBA** tab.
2. Click **Insert New Report**.
3. When prompted, select the entry point corresponding to the report that you wish to create. For more information, refer to the supporting documents of the EBA taxonomy (specifically, see the "EBA Architecture for XBRL representation of DPM").



4. Be patient while the report tables are loaded into Excel (one Excel worksheet is created for each table). This may take several minutes if the report specified by the entry point contains many tables. While the report is being loaded, a dialog box informs you of the progress, for example:



Once the report tables have finished loading, notice the **Tables** section in the **EBA Filing Pane** to the right.



Tables section

Each table with a selected check box next to it appears on a new sheet in the Excel book. To go to a specific sheet, either navigate to it using the standard Excel way, or click the corresponding table in the **EBA Filing Pane**. To hide the sheet of a particular table, click to clear the check box next to it.

Each report table displayed in the **EBA Filing Pane** is XBRL-bound, meaning that you can enter data directly in the table cells so that it is saved to the XBRL instance file when the report is ready. While the report data is work in progress, you can save the Excel workbook containing XBRL-bound sheets and reopen it at any time later, just like a standard Excel workbook.

When clicked, each XBRL-bound cell displays information in the Cell Documentation box of the **EBA Filing Pane** pane. This description originates in the underlying XBRL taxonomy.

Cell Documentation	
Explicit Dimensions	
Location of the activities	Boolean Tool residual category - Total/N
Base	Liabilities
Reference date or period	End accounting year T
Scope of consolidation	Funding plan
Contingent scenario/Assumpti	Acquisitions. Run-Offs. Disposals
Residence of counterparty	Not applicable/All geographical areas
Main category	Deposits other than repurchase agreem
Counterparty sector	Households
Accounting portfolio	Accounting portfolios for financial liabil
Size of the counterparty	Not applicable/ All counterparties
General	
Concept Name	mi53
Concept Label	Carrying amount
Type	monetaryItemType

Cell documentation

Several XBRL report properties are available in the **EBA Filing Pane** 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 pane, for example:

EBA Filing Pane ▼ ✕

EBA Filing Properties

Document Information

Entry Point	http://www.eba.europa.eu/eu/fr/xbrl/crr/f
Reference Date	9/14/2016
Accuracy of Monetary Items	Units
Accuracy of Percentage Items	Mills
Accuracy of other numeric Items	Exact
Reporting Currency	EUR

Reporting Entity

Scheme	http://standards.iso.org/iso/17442
Identifier	

Accuracy of Monetary Items

Specifies the accuracy of the monetary numbers reported in the EBA filing. Choose one of the predefined entries or specify the position relative to the decimal point to which the number is still accurate. For example, -3 means the number is accurate up to 3 places to the left of the decimal point (accurate up to thousands).

Report properties

Any sheets that contain tables are bound to the XBRL taxonomy, so they must not be deleted. It

is also not recommended to rename such 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

Use the standard Excel commands to enter or paste values into the cells of any XBRL-bound sheet. When pasting data, however, be aware of the following tips and best practices:

- As a general rule, gray cells must not be edited. Only cells that are included in the XBRL-bound area (delimited by the table boundaries) are to be edited.
- For guidance with respect to the purpose of the cell, and data expected to be entered, consult the Cell Documentation displayed in the **EBA Filing Pane**.
- If you paste data from multiple columns, 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 outside the XBRL-bound area. To delete unwanted columns, right-click the cell and select **Delete > Table Columns**. To prevent Excel 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:

	A	B	C	D
1	C 03.00 (CA 3) Capital Adequacy - Ratios			
2				
3				Columns
4				Amount
5				010
6		CET1 Capital ratio	010	34.7%

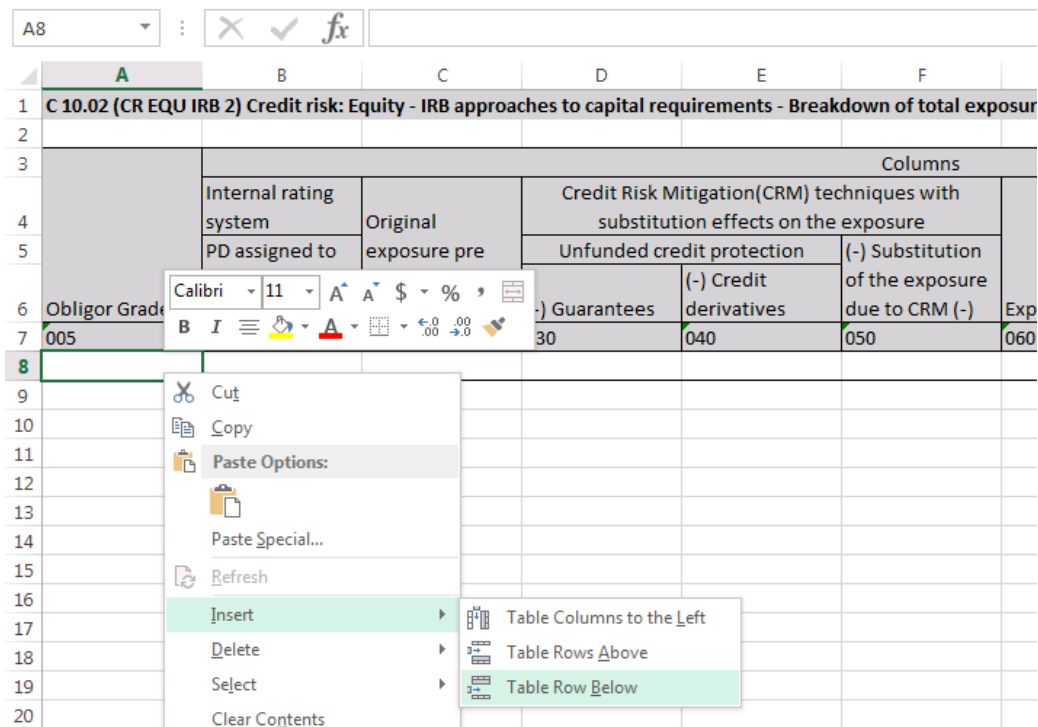
In the example above, the value that will be written to the XBRL instance is 34.678. Note that the number accuracy reported in the XBRL instance file also depends on the value you selected for the "Accuracy" properties (see [Controlling Numeric Accuracy](#)).

Adding new rows

With some tables, you may need to create new rows (for example, the table "C 10.02" available through the entry point http://www.eba.europa.eu/eu/fr/xbrl/crr/fws/corep/its-2016-repxx/2016-02-01/mod/corep_con.xsd). In this case, you can also add new rows to the body of the report table, or delete existing rows, in the standard Excel way. For example, to add a new

row to the table C 10.02 of the entry point mentioned above, do the following:

- Right-click a cell in the empty row (A8 in this example), and select **Insert | Table Row Below** from the context menu.



Note: Any newly added rows must be within the XBRL-bound area of the table (clearly delimited by black lines).

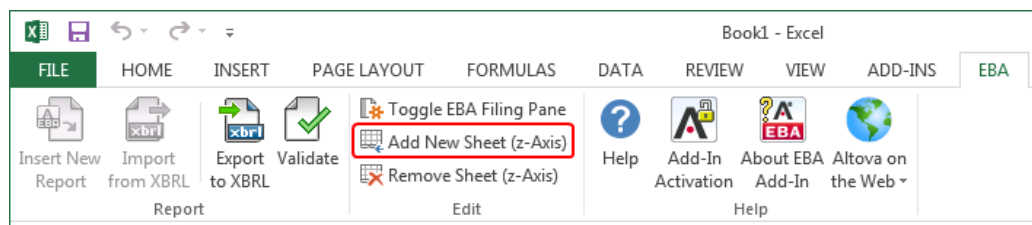
5 Entering Data into Three-Dimensional Tables (Z-Axis)

Most of the report tables have only two dimensions: the x-Axis (columns) and the y-Axis (rows). However, there are some tables where you may need to enter data into a third dimension (the z-Axis). An example of such a table is the "C 09.01.a" table available through the entry point http://www.eba.europa.eu/eu/fr/xbrl/crr/fws/corep/its-2016-repxx/2016-02-01/mod/corep_con.xsd. This table may need an additional sheet for each country selected from the cell E3. As shown below, the cell where you can select the country code (E3) has a small red triangle in the upper-right corner, indicating that it acts as a drop-down list (in this case, a list of countries).

	A	B	C	D	E	F	G	H
1	C 09.01.a (CR GB 1) Geographical breakdown of exposures by residence of the obligor (SA exposures)							
2								
3			Sheet per Country					
4								
5					Columns			
6					ORIGINAL EXPOSURE PRE CONVERSION FACTORS	General credit risk adjustments	Specific credit risk adjustments	Of which: write-offs
7					010	050	055	060
8			Central governments or		010			
9			Regional governments or		020			

In cases such as the one above, you can add a new sheets along the z-Axis (third dimension) of the table, as follows:

1. In the Excel ribbon, click the **EBA** tab.
2. Click the **Add New Sheet (z-Axis)** button.



This creates a new sheet as a copy of the existing one (**C 09.01.a(1)**, in this example), which will be included in the exported XBRL instance.

Note: The **Add New Sheet (z-Axis)** button is only enabled for those tables that allow data to be entered on a third dimension (z-Axis).

To remove a sheet which was previously added along the z-Axis, first select open the sheet, and

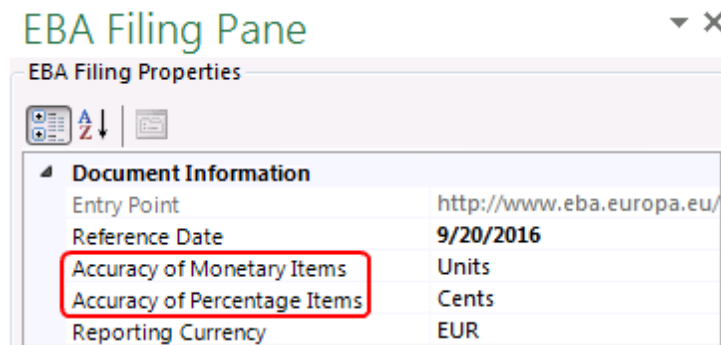
then click the **Remove Sheet (z-Axis)** in the EBA tab.

6 Controlling Numeric Accuracy

The accuracy of monetary and other numeric values in the XBRL EBA 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 **EBA Filing Pane**, in the **EBA Filing Properties** group.



Most of report items are numeric monetary items, so the property **Accuracy of Monetary Items** applies to most numeric cells in the report. For example, if you select entry point http://www.eba.europa.eu/eu/fr/xbrl/crr/fws/fp/gl-2014-04/2016-02-01/mod/fp_ind.xsd, Table P 01.03, this property affects all cells in rows 7 and 9.

The property **Accuracy of Percentage Items** applies to values that represent a percentage. For example, if you select entry point http://www.eba.europa.eu/eu/fr/xbrl/crr/fws/fp/gl-2014-04/2016-02-01/mod/fp_ind.xsd, Table P 01.03, this property affects all cells in rows 6 and 8.

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 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	INF

Accuracy value	Meaning	Sets the value of the "decimals" attribute in the XBRL instance to...
	entered it.	
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 values "Units", "Billions", "Millions", and "Thousands" for the **Accuracy of Percentage Items** property. 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.

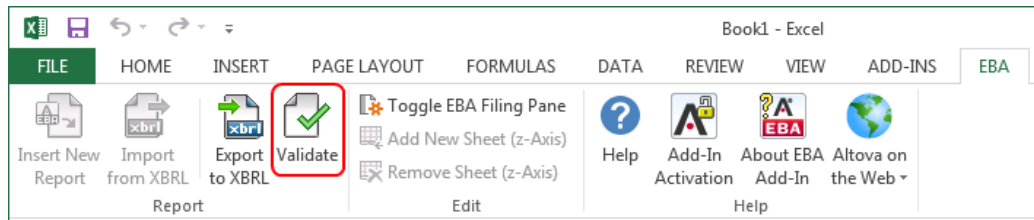
A positive value N specifies the accuracy of up to N digits to the right of the decimal place. For example, the value 2 specifies the accuracy to be in cents, while the value 3 specifies the accuracy to be up to mills.

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.

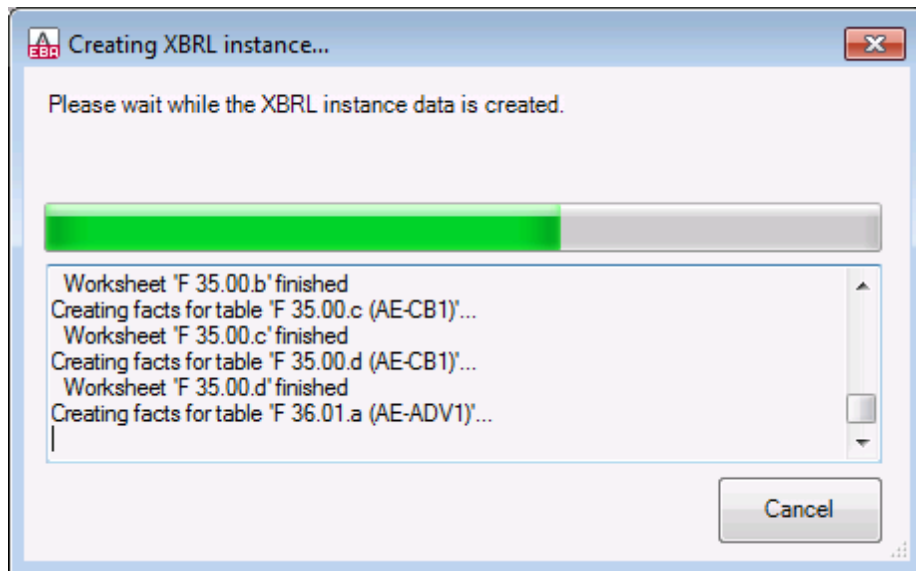
7 Validating Data

Validation ensures that the XBRL data you are filing conforms to the XBRL specification. The 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 **EBA** tab of the Excel ribbon.






Be patient while **Altova® European Banking Authority (EBA) XBRL add-in for Excel** performs the validation process. To validate XBRL data, the add-in creates an in-memory XBRL instance and displays a dialog box which informs you about the progress.






Note that the in-memory XBRL instance is not saved to the disk. When validation of the in-memory instance 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.

Message type	Meaning
	The instance data is not valid.

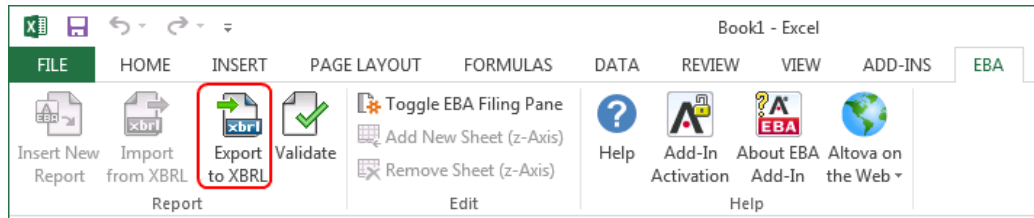
The Validation Report dialog box may additionally display any of the following message types: information messages, warnings, and errors.

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.
	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 (http://www.altova.com/raptorxml.html), 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).

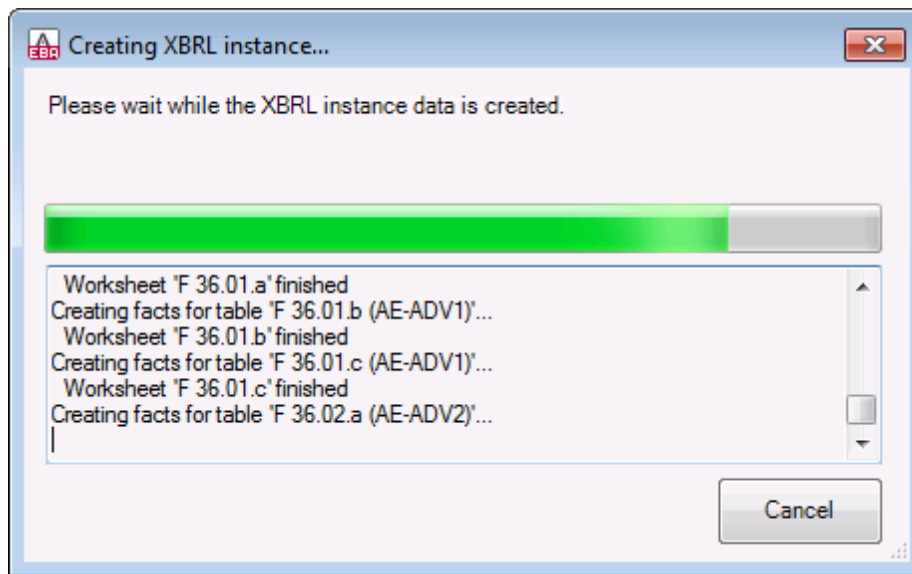
8 Exporting Data to XBRL

Once your report is ready and valid (see [Validating Data](#)), you can generate the XBRL instance file. To do this, click the **EBA** tab, and then click **Export to XBRL**.

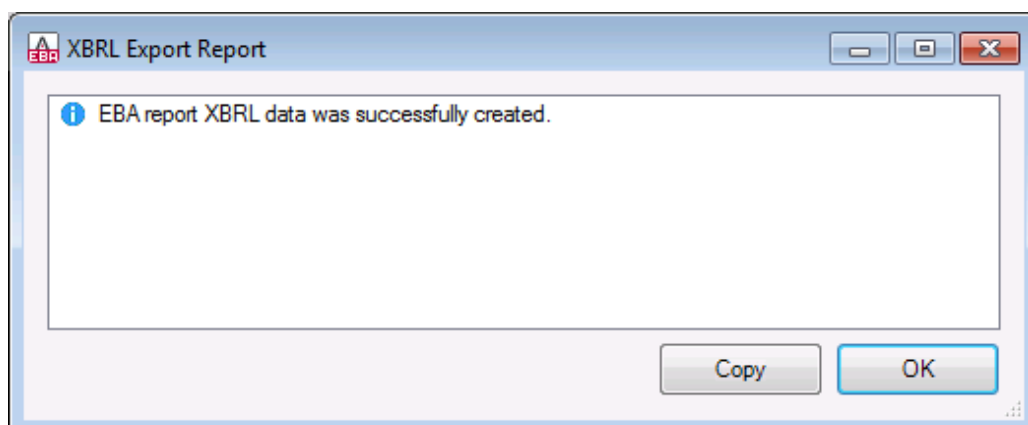


By default, instance files are saved as files with .xbrl extension. If you need the exported file to have another extension (for example, .xml), type the file extension in the Export dialog box.

While the XBRL instance is being created, a dialog box informs you about the progress:



During the export operation, data is automatically validated. Any errors, inconsistencies and warnings are reported on the screen after the export finishes.



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 entered data does not meet the XBRL validation rules applicable to the report you are filing.

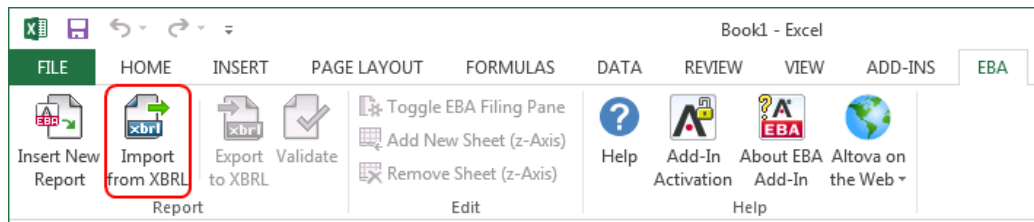
To copy the contents of the validation report to clipboard, click **Copy**, and then paste into a target file (for example, an email).

9 Importing Data from XBRL

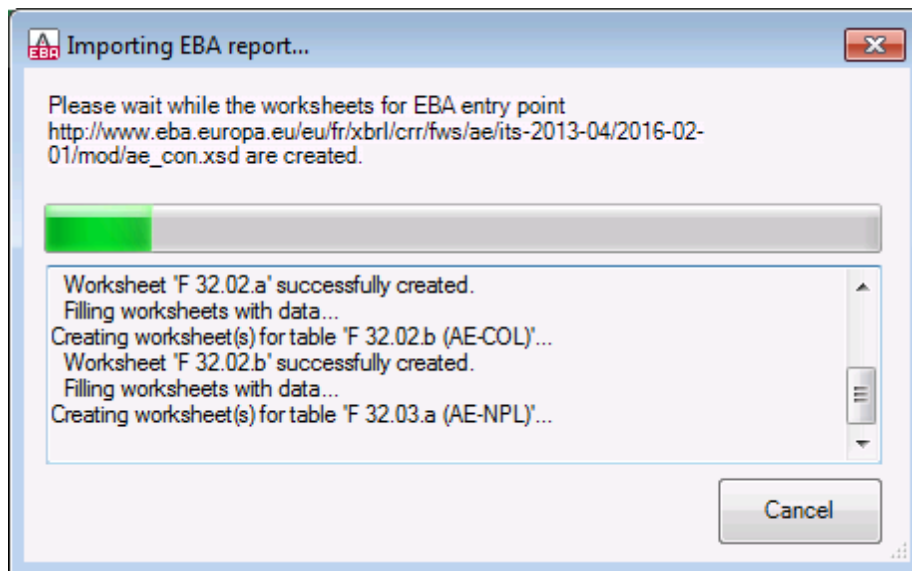
You can import data from existing instances of XBRL EBA reports into Excel (typically, files with either .xbrl or .xml extension). For the import to be successful, the imported instances must be valid XBRL EBA reports. They may be either reports you have previously generated using the Altova® European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

To import an existing XBRL instance file into Excel:

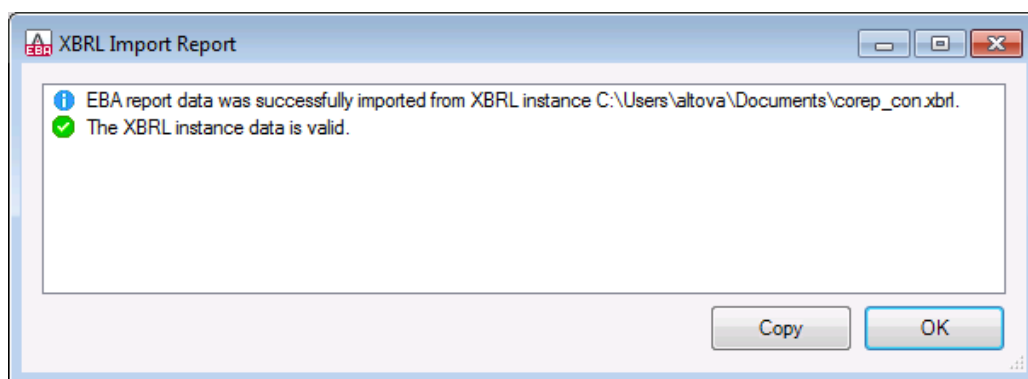
1. In the Excel ribbon, click the **EBA** tab.
2. Click **Import from XBRL**, and browse for the XBRL instance file.



During the import operation, a dialog box informs you about the progress:



While 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, some advanced validation checks (in particular, XBRL formula assertions) are disabled, so as to enable you to import data successfully and correct it in Excel.

10 Command Reference

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

Insert New Report	Creates a new EBA filing report. This command is disabled if the report sheet has already been inserted into the workbook.
Import from XBRL	Imports an XBRL EBA instance file into the current Excel spreadsheet (see Importing Data from XBRL).
Export to XBRL	Exports data from all currently active sheets to an XBRL instance file (see Exporting Data to XBRL).
Validate	Performs a validation of the WIP data against the underlying XBRL EBA taxonomy and displays the validation results in a dialog box (see Validating Data).
Toggle EBA Filing Pane	Toggles the EBA Filing Pane on or off. By default, this pane is visible.
Add New Sheet (z-Axis)	Adds a new sheet which provides the ability to enter data in a third dimension. For more information, see Entering Data into Three-Dimensional Tables (Z-Axis) .
Remove Sheet (z-Axis)	Removes a previously added Z-axis sheet.
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 EBA Add-In	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).

11 License Information

This section contains:

- Information about the [intellectual property rights](#) related to this software product
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Altova EBA XBRL Add-in Software

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