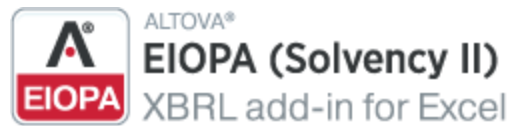


# **Altova EIOPA XBRL Add-in for Excel, Version 2025 Basic Edition**



**User & Reference Manual**

# **Altova EIOPA XBRL Add-in for Excel, Version 2025**

## **Basic Edition**

### **User & Reference Manual**

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# 1 Introduction

The **Altova EIOPA (Solvency II) XBRL Add-in for Excel** (or EIOPA Add-in for short) is targeted at businesses and organizations that submit EIOPA data in XBRL format as part of the EIOPA regulatory framework for insurance and pension companies.



EIOPA (Solvency II) XBRL Add-in enables stakeholders in the EIOPA process to do the following:

- Enter EIOPA data in Microsoft Excel using a predefined template spreadsheet which maps to the EIOPA XBRL taxonomy
- Validate report data directly in Excel to ensure it conforms to the EIOPA XBRL taxonomy
- Export EIOPA reports from Excel to XBRL format
- Import data from existing EIOPA XBRL reports into Excel
- Batch convert XBRL files to Excel format (*Enterprise Edition*)

The list of supported XBRL taxonomies is regularly updated to include newer versions, independently of Altova add-in releases. Country-specific XBRL taxonomies and older EIOPA taxonomy versions are not installed by default when you install the add-in. You can view, install, upgrade, and uninstall taxonomies on demand, using the [XBRL Taxonomy Manager](#)<sup>26</sup>.

The add-in supports the following EIOPA taxonomies:

- EIOPA Supervisory EIOPA reporting (version 2.0.1 up to the most recent version)
- EIOPA Supervisory reporting for Pension Funds (version 2.30 up to the most recent version)

In addition, the following country-specific taxonomies are supported:

- BOE Insurance: Bank of England Insurance Taxonomy
- CBI EIOPA: Central Bank of Ireland SolvencyII NST
- DNB FTK: De Nederlandsche Bank Financieel Toetsingskader
- DNB VNS: De Nederlandsche Bank VNS
- NBB Insurance: National Bank of Belgium IRI

*Last updated: 18 October 2024*

## 1.1 System Requirements

To install and run the add-in, note the following system requirements:

- Windows 10, Windows 11, Windows Server 2016 or newer
- Microsoft Excel 2010 and later
- [Visual Studio 2010 Tools for Office Runtime](#)
- .NET Framework 4.8 or later

### Important

- The add-in is available for Microsoft Excel 32-bit and 64-bit. Because of memory requirements, some entry points cannot be loaded in the 32-bit version of the add-in. Therefore, these entry points are disabled. To load such entry points, use Excel 64-bit and install the 64-bit version of the add-in.
- The add-in requires full access to the Excel document in order to create, validate, and export XBRL reports. If your organization enforces Information Rights Management (IRM) using Azure Information Protection or a similar technology, access to the Excel document may be restricted. For information about how to allow code to run behind documents with restricted permissions, see the [Microsoft documentation](#).

## 1.2 Installation and Licensing

To install the EIOPA (Solvency II) XBRL Add-in, download the executable from the [Altova Download Center](#). Run the executable and follow the 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 and Excel platform (32-bit or 64-bit). The 32-bit executable can be installed on both 32-bit and 64-bit Windows. However, the 32-bit executable supports only Excel 32-bit. Note that if you have Excel 32-bit and install the 64-bit version of the add-in, you will still be running the 32-bit version.

After the installation, a new tab called **EIOPA** becomes available in the Excel ribbon. To view the current version of the add-in, open the add-in tab in the Excel ribbon and click **About EIOPA Add-In**.

### *Possible installation issues*

After the installation of the add-in, when you first launch Excel, the add-in's DLL files are copied to `c:\Users\<UserName>\AppData\Local\assembly\d13`. The [Microsoft ASR rules](#) might block the execution of the DLL files from that location and the installation of the add-in. If you experience problems with the installation of the add-in, make sure to check the group policies configured for your system.

### Licensing

To be able to use the EIOPA (Solvency II) XBRL Add-in, you need a valid license key code. To purchase a new key code or request a free evaluation from the Altova website, open the add-in ribbon and click **Add-In Activation**. You will see instructions on how to get a new license from Altova or manage an existing license.

After you purchase a license from Altova, follow the same steps as above to open the activation dialog box and upload the license file. Alternatively, you can upload the purchased licenses to [Altova LicenseServer](#) running on your organization's network. Altova LicenseServer is a free product that helps organizations manage all Altova licenses in a centralized place. See also [License Information](#) <sup>52</sup>.

## 2 EIOPA Report

This section will help you get started with an XBRL report. The section describes the following procedures:

- [Creating a new report](#) <sup>9</sup>
- [Entering data](#) <sup>15</sup>
- [Entering data into 3D tables](#) <sup>19</sup>
- [Controlling the accuracy of cells](#) <sup>21</sup>
- [Validating data](#) <sup>22</sup>
- [Exporting data to XBRL](#) <sup>24</sup>
- [Importing data from XBRL](#) <sup>25</sup>



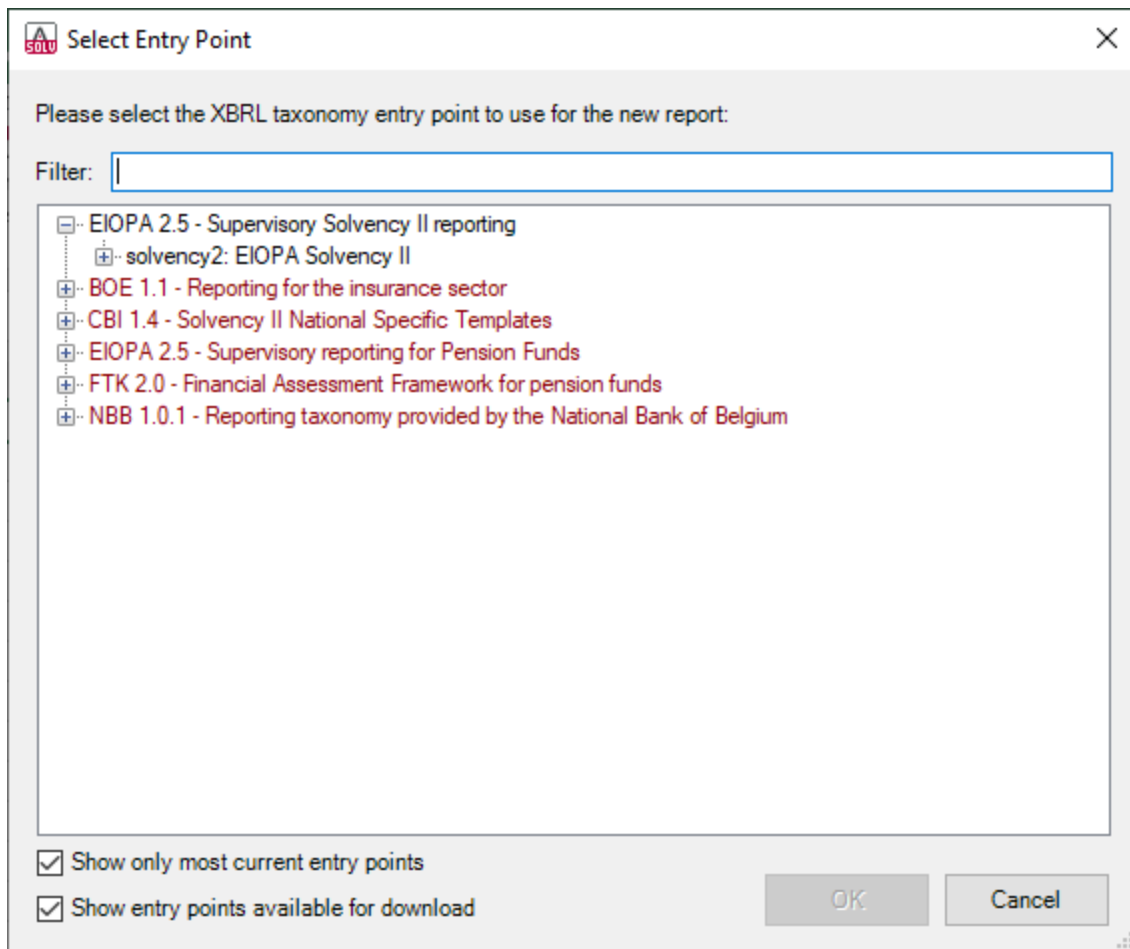
## 2.1 Create a Report

The instructions below show you how to prepare a new XBRL report based on the EIOPA XBRL taxonomy available in EIOPA (Solvency II) XBRL Add-in. This XBRL taxonomy is installed by default on your computer when you install the add-in. Additional taxonomies can be installed separately. For details, see [XBRL Taxonomy Manager](#)<sup>26</sup>.

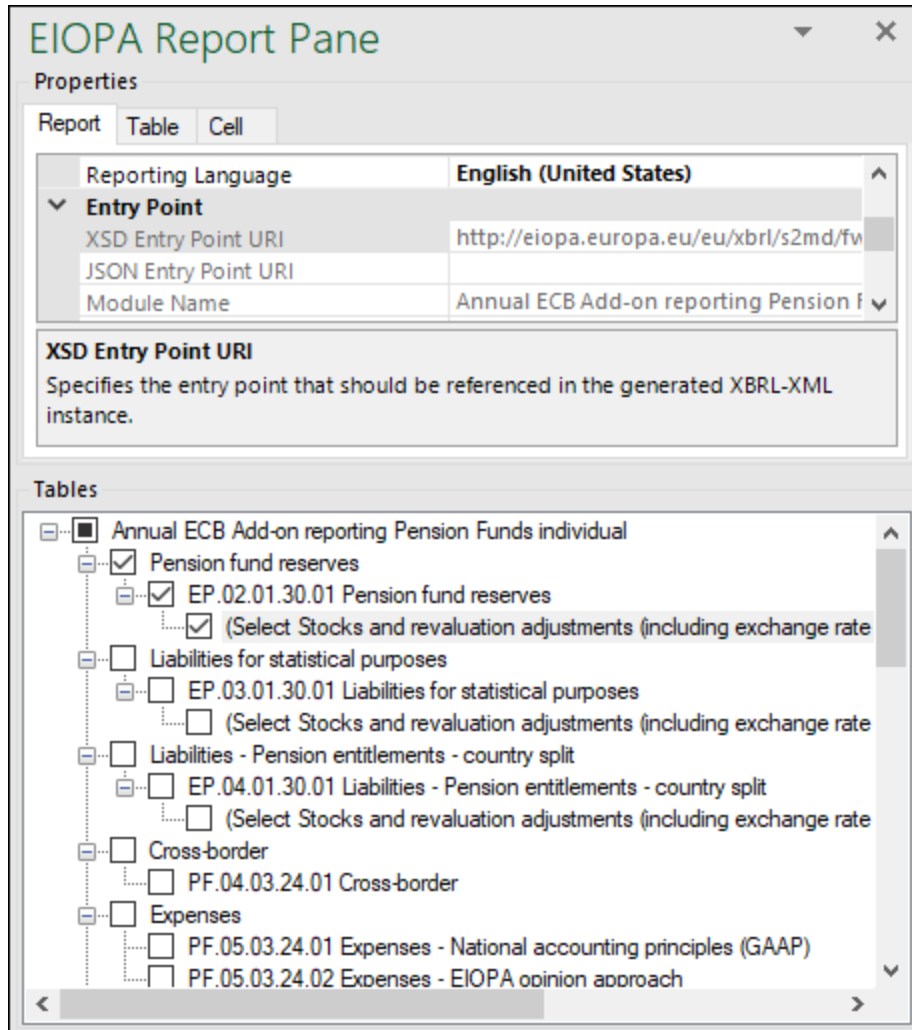
### New report

To create a new report, take the following steps:

1. Click the add-in tab in the Excel ribbon.
2. Click **Insert New Report**. This will open the **Select Entry Point** dialog.
3. Select the taxonomy entry point corresponding to the report you want to create (*see screenshot below*). Use the filter at the top of the dialog box to filter entry points by keywords. By default, only the most current entry points for the current version of the add-in are shown. To show all the XBRL taxonomies available for download, select the check box *Show entry points available for download*. To show all versions, clear this check box. Entry points shown in red are not installed. To install the respective XBRL taxonomies, select the entry point and click **OK**. This opens the XBRL Taxonomy Manager where you can complete the installation. For more information, see [XBRL Taxonomy Manager](#)<sup>26</sup>. Because of memory requirements, some entry points cannot be loaded in the 32-bit version of the add-in, in which case they appear as grayed out in the dialog box. To make the loading of such entry points possible, use Excel 64-bit and install the 64-bit version of the add-in.



4. At the next stage, the report tables are loaded into Excel. During this operation, a dialog box informs you about the progress. Once the report tables have finished loading, notice the *Tables* section in the EIOPA Report Pane (see *below*).



- Select the check boxes next to the tables you want to include in the report. Each included table appears on a new sheet in the Excel book. Please note that tables checked for inclusion will generate a true filing indicator, and tables that are left unchecked will generate a false filing indicator. You can set filing indicators by checking/unchecking the relevant table in the *Tables* section of the pane. Each table that has been checked will be added to the report and set as filed; all the others will not be added to the report.

You can now start entering data in tables, validate it, and export it to XBRL format. See the following topics for more information:

- Enter Data
- Control Accuracy of Cells
- Validate Data
- Export Data to XBRL

### Update entry point (Enterprise Edition)

If you have already created a report and wish to switch to a different version (newer or older, if necessary) of the

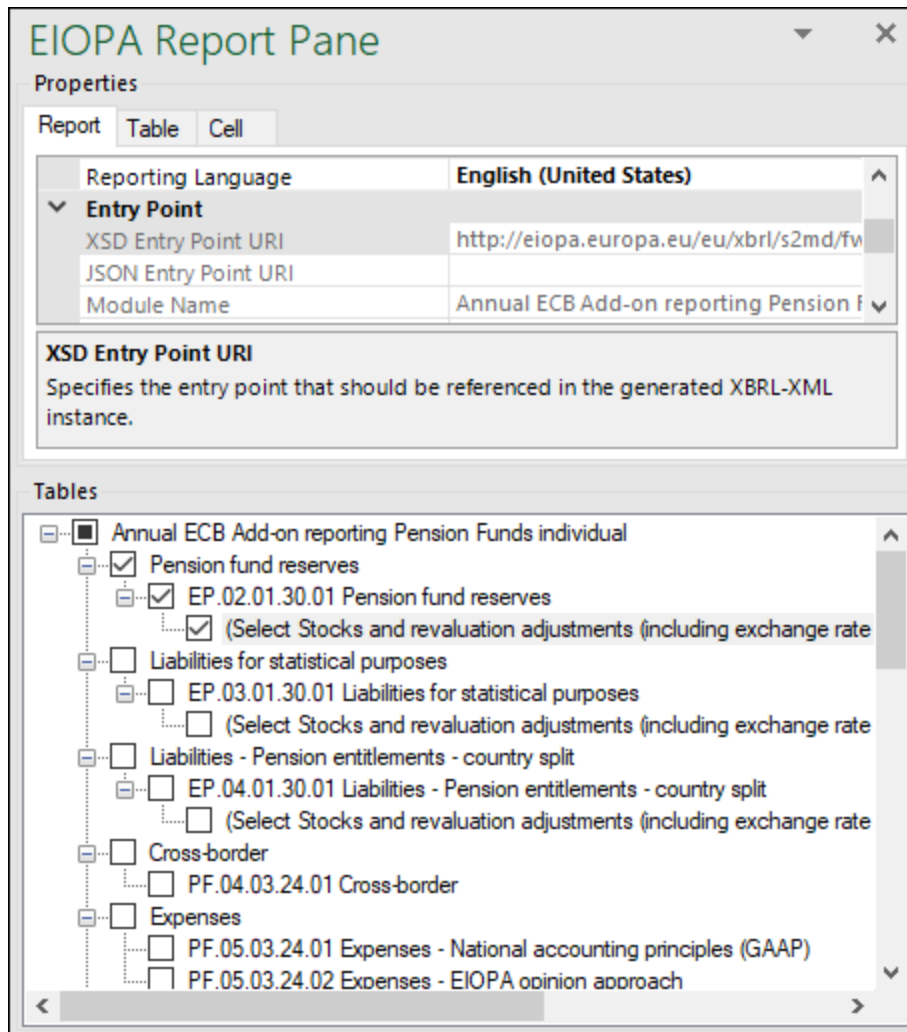
same taxonomy, you can do this by means of the **Update Entrypoint** ribbon command. Clicking this command opens the **Select Entry Point** dialog (*see subsection above*), in which you can select and install a different version of the same taxonomy. The currently used taxonomy version is grayed-out in the **Select Entry Point** dialog.

When you select a different taxonomy version you want to install, this taxonomy version will open in a new workbook. Importantly, the facts from the original workbook that fully correspond to the concepts in the new entry point will be copied to the new workbook. If, for some reasons, the facts are not available in the new entry point (e.g., the data types do not match in the original and newly installed entry points), you can copy these facts manually from the original workbook. Preserving the original workbook helps prevent data loss.

All the facts that cannot be inserted into the newly installed entry point will be shown in the Validation Report. This information will appear simultaneously in the validation reports of the original and newly installed entry points. The validation report will contain links to the facts that cannot be imported into the new report. Clicking these links will highlight the corresponding cells in the original report.

## 2.2 Report Pane

The EIOPA Report Pane (*screenshot below*) enables you to include and exclude tables from the report, view information about each cell, view and set various report properties. By default, this pane is visible. You can show or hide it by clicking the **Toggle EIOPA Report Pane** command in the ribbon. The EIOPA Report Pane has two main sections: *Properties* and *Tables* (*see subsections below*).



### Properties

The properties displayed in the EIOPA Report Pane 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 gray box under the grid. Grayed out properties are read-only. Otherwise, you can edit a property by typing text or selecting a value, as applicable.

The *Scheme* and *Identifier* properties under *Reporting Entity* are usually provided by the relevant competent authorities.

Even though some property values begin with `http` (e.g., *XSD Entry Point URI*), they do not necessarily point to live web resources and thus should not be considered dead links. To resolve entry point URIs, the add-in uses a catalog mechanism that maps URIs to files on the local system. This is largely due to the size of the taxonomies and the fact that they contain thousands of files. Accessing the taxonomy files on the Internet would result in extremely slow performance even if their issuing organizations served them that way.

Properties are grouped into the following three tabs:

- The Report tab displays properties applicable to the entire report: One report corresponds to one Excel workbook.
- The Table tab displays properties of the currently selected table. A table normally corresponds to a single Excel worksheet. Therefore, whenever you click inside a new Excel sheet, the properties are re-drawn to display the new worksheet.
- The Cell tab displays properties of the currently selected cell. Whenever you click a new cell, the cell properties are re-drawn accordingly.

You can set the accuracy-related properties at report, table, or cell level. For more information, see [Control Accuracy of Cells](#).

## Tables

To include a table in the report, select its corresponding check box in the pane. Each included table appears on a new sheet in the Excel book. To go to a specific sheet, navigate to it using the standard Excel way or click the corresponding table in the EIOPA Report Pane. To remove a particular table from the report, clear the check box next to it. Tables that are not selected will not be included in the report.

Some tables support a z-axis (a third dimension). For information about adding a z-axis to a table, see [Enter Data into 3D Tables](#).

Each report table displayed in the EIOPA Report Pane is XBRL-bound, which means that data you enter directly in the table cells will be reflected in the XBRL instance file when the report is ready. For more information, see [Export Data to XBRL](#). While the report data is work in progress, you can save the Excel workbook and reopen it later.

Any sheets that contain tables are bound to the XBRL taxonomy. Therefore, these tables must not be deleted. It is not recommended to rename such sheets. If necessary, you can add new sheets to the workbook. However, such sheets will not be bound to the XBRL taxonomy. As a result, these sheets will be ignored when you generate the XBRL instance file.

## 2.3 Enter Data

You can fill a report with data by entering data into cells manually or by pasting values. With some cells, you can select a value from a predefined list, such as countries or currencies. In some report tables, you may need to add new rows or columns. Below you will find information about how to enter data.

### Editable vs. non-editable cells

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 information about various cells and data to be entered, consult the cell information (properties) displayed in the Cell tab of the EIOPA Report Pane.

### Paste data

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 type text outside the default table, unwanted columns may appear outside the XBRL-bound area. To delete the 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 clear the *Include new rows and columns in table* check box.

When you paste data, it is recommended to keep only the values but not the formatting. To do this, select the **Paste Values** option when you paste cells or rows.

### Actual vs. displayed cell value

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 the actual value may be different from the value displayed in the cell because of the cell formatting information. You can see the actual value that will be written to the XBRL instance in the formula bar of Excel (see *example below*).

	A	B	C	D
1	S.05.02.01.01 Home Country - non-life obligations			
2				
3				Home country
4				C0080
5	Gross - Direct Business	R0110		12.345,00

The formula bar shows the value 12345, which is the actual value. The cell D5 displays 12.345,00, which is the displayed value.

In the example above, the value that will be written to the XBRL instance is 12345. Note that the number accuracy reported in the XBRL instance file also depends on the value you selected for the *Accuracy* properties. For more information about the accuracy of cells, see *Control Accuracy of Cells*.

### Enumeration values

Some cells expect a fixed predetermined value (e.g., cells that represent currencies or countries). In this case, the add-in displays a small tooltip when you click the cell. You can choose the required value from the drop-

down list:

	A	B	C	D	E
8	Country of authorisation	R0050	<input type="text" value=""/>		
9	Language of reporting	R0070			
10	Reporting submission date	R0080			

Select Metric: Country of aut...  
Please select a value from the list.

To view the full list of all possible values, click the cell and see the cell properties in the Cell tab of the EIOPA Report Pane.

### Conditional cells

In some tables, you must first fill out a cell value in order to make other cells of the table editable. For example, cells A5 and B5 must be filled in before all the other cells in the same row can be edited (see *screenshot below*).

	A	B	C	D	E	F
1	<b>E.01.01.16.01 Deposits to cedants - line-by-line reporting</b>					
2						
	Line identification code	Issuer country	Currency	Total Solvency II amount	Accrued interest	Par amount
3						
4	EC0010	EC0020	EC0030	EC0040	EC0050	EC0060
5	<input type="text" value=""/>					
6						
7						
8						
9						
10						

Enter Line identification code:  
Please enter the Line identification code for this row.

Conditional cells can unlock cells not only from the same row but also from the same column. For example, in the table below, cell C7 must first be filled in so that cells C9-C11 can be edited:



	A	B	C	D	E
1	S.04.01.01.03 By EEA member (localization of activity)				
2					
3	Sheet per Sheets				
4					
5			By EEA member		
6			Business underwritten in the considered country through FPS, by the undertaking or any EEA branch		
7					
8			C0100		
9	Premiums written	R0020			
10	Claims incurred	R0030			
11	Commissions	R0040			

Select EEA member  
Please select a value from the list.

### Cells with multiple values

Depending on the XBRL taxonomy, some reports might have facts that represent a list of comma-separated multiple values. As a result, the corresponding cell also requires multiple values to be entered in the same cell. For example, *Table S.25.0.1.21.0.3*, available through the entry point *21 - Annual Solvency II public disclosure Solo*, contains cells that take multiple values. To enter data for such cells, expand the drop-down list and click all the relevant items. Alternatively, you can type all the numeric values, separated by a comma (see *screenshot below*). Remember that you can view all possible values of a cell in the Cell tab of the EIOPA Report Pane.

	A	B	C
1	S.25.01.21.03 Basic Solvency Capital Requirement (U)		
2			
3			USP
4			C0090
5	Life underwriting risk	R0030	
6	Health underwriting risk	R0040	2,3
7	Non-life underwriting risk	R0050	

After you exit the cell with multiple values, this cell is automatically re-drawn to display all selected values in a

readable form (even though you may have entered only numbers).

## New rows

With some tables, you may need to create new rows. For example, this is the case for *Table S 01.03.01.01* available through the entry point *Solvency II 2.3 - Annual Solvency II Reporting Solo*. You can add new rows using the standard Excel commands or shortcuts. Alternatively, you can click the **Add Row** button in the ribbon. For example, to add a new row to *Table C 10.02* of the entry point mentioned above, do one of the following:

- Open the add-in tab in the Excel ribbon and click **Add Row | Insert Row Below**. Note that the commands to insert or delete rows are enabled only if adding new rows is supported for this table.
- Click the rightmost cell of the last row in the table and press **Tab**.
- Right-click a cell in the empty row 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.

## New columns

For some tables, you may need to add extra columns, which means these tables can grow horizontally. For example, this is the case for *Table S.04.01.01.03* available through the entry point *Solvency II 2.3 - Annual Solvency II Reporting Solo*. You can add new columns to such tables in one of the following ways:

- Open the add-in tab in the Excel ribbon and click **Add Column**. Note that this command is enabled only if adding new columns is supported for this table.
- Click the **Add** button that appears next to the rightmost column of a table.
- Right-click a table cell and select **Insert | Table Columns to the Right** from the context menu.

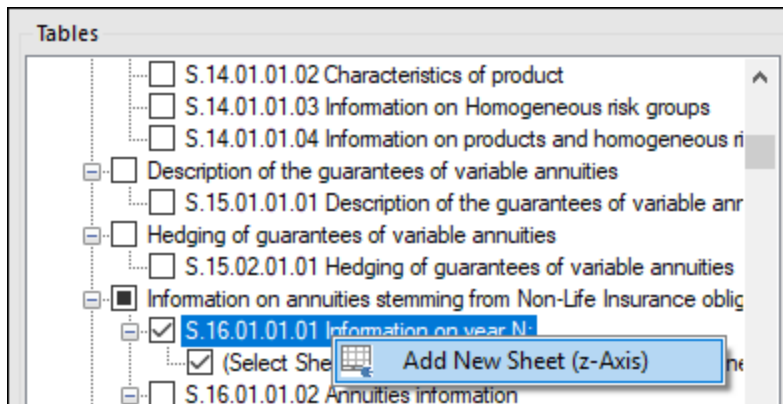
## 2.4 Enter Data into 3D Tables

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): e.g., *Table S.16.01.01.01* available through the entry point *Solvency II 2.3 - Annual Solvency II Reporting Solo* (see *screenshot below*).

	A	B	C	D
1	S.16.01.01.01 Information on year N:			
2				
3	Sheet per Sheets			
4	Sheet per The related non-life			
5	Sheet per Accident year /			
6				
7			Information on year N	
8			C0010	

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

1. Click the add-in tab in the Excel ribbon.
2. Click the **Add Sheet (z-Axis)** button. Note that the commands to insert or delete new z-axis sheets are enabled only if adding the z-axis is supported for this table by the taxonomy. Alternatively, right-click the table in the EIOPA Report Pane and select **Add New Sheet (z-Axis)** from the context menu (see *screenshot below*). This creates a new sheet that displays the third dimension of the table (z-axis). The sheet representing the z-axis always has an indicative name that resembles the original table.



Data from the third dimension (z-axis) of a table is displayed as new sheets in Excel. Therefore, three-dimensional tables span across more than one sheet. This is an exception to the rule that one Excel sheet corresponds to one table in an XBRL report. In the XBRL instance, data that belongs to the z-axis will be correctly reported as part of the same table.

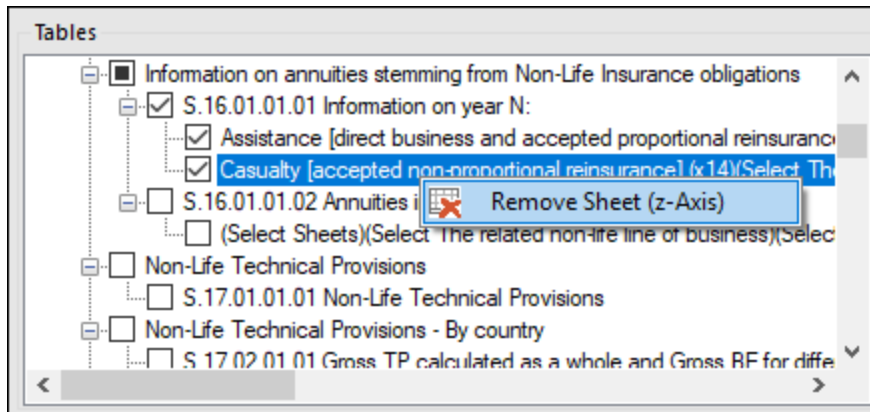
When you click a cell that represents the z-axis, all the possible values for the drop-down list are displayed in the Cell tab of the EIOPA Report Pane (see *screenshot below*).

Dimension	
Name	RB
Label	Related line of business
Type	enumeration
Possible Values	
Assistance [direct business and accepted proportional reinsurance]	s2c_LB:x12
Casualty [accepted non-proportional reinsurance]	s2c_LB:x14
Credit and suretyship insurance [direct business and accepted non-proportional reinsurance]	s2c_LB:x27
Fire and other damage to property insurance [direct business and accepted non-proportional reinsurance]	s2c_LB:x31
General liability insurance [direct business and accepted non-proportional reinsurance]	s2c_LB:x34
Health [accepted non-proportional reinsurance]	s2c_LB:x42
Income protection insurance [direct business and accepted non-proportional reinsurance]	s2c_LB:x52
Legal expenses insurance [direct business and accepted non-proportional reinsurance]	s2c_LB:x59
Marine, aviation and transport insurance [direct business and accepted non-proportional reinsurance]	s2c_LB:x66
Marine, aviation, transport [accepted non-proportional reinsurance]	s2c_LB:x67

## Delete z-Axis sheets

You can delete sheets that contain data from the third dimension (z-axis) as follows:

1. Select the relevant sheet or click the corresponding entry in the *Tables* section of the EIOPA Report Pane.
2. Click **Delete Sheet (z-Axis)** in the EIOPA tab. Alternatively, right-click the relevant table in the EIOPA Report Pane and select **Delete Sheet (z-Axis)** from the context menu (see *screenshot below*).



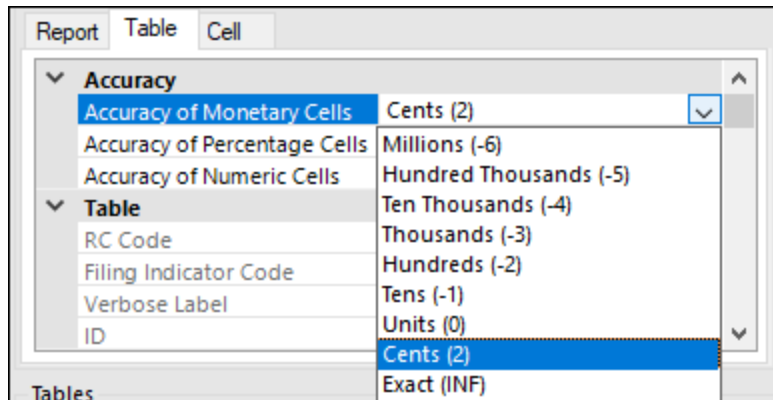
## 2.5 Control Accuracy of Cells

You can control the accuracy of monetary and other numeric values in the XBRL report by setting the accuracy of monetary cells, numeric cells, and percentage cells. These properties are available in the EIOPA Report Pane in the *Properties* section.

The accuracy parameter communicates the level of precision of reported facts and indicates the number of decimal places to which the reported fact is accurate. The level of accuracy is communicated through the `decimals` attribute. The `decimals` attribute can be an integer or an INF value. The INF value represents the exact value of a reported fact. In the screenshot below, the accuracy value indicated in the parentheses corresponds to the value of the `decimals` attribute in the XBRL instance file.

For monetary and numeric cells, the `decimals` value can be positive or negative. A positive value  $N$  specifies the accuracy of up to  $N$  digits to the right of the decimal separator. For example, the value 2 specifies the accuracy of monetary cells to be in cents. A negative value  $N$  specifies the accuracy of up to  $N$  digits to the left of the decimal separator. 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. To find out more about accuracy, see the [XBRL 2.1 Recommendation](#).

You can set the accuracy-related properties at report, table, or cell level (see *screenshot below*). If you set accuracy at multiple levels, the more specific property always overrides the more general one. For example, the accuracy set at cell level takes priority over the accuracy set at table level.



### Accuracy of monetary cells

The property *Accuracy of Monetary Cells* applies to numeric cells that represent a monetary value. The option you choose specifies the accuracy of the number, relative to the decimal point. By default, this property is set to *Cents (2)*, which means that the number is accurate up to 2 places to the right of the decimal point.

### Accuracy of percentage cells

The property *Accuracy of Percentage Cells* applies to values that represent a percentage. The option you choose specifies the accuracy of the percentage number, relative to the decimal point. By default, this property is set to *Basis Points (4)*, which means the percentage number is accurate up to 4 places to the right of the decimal point.

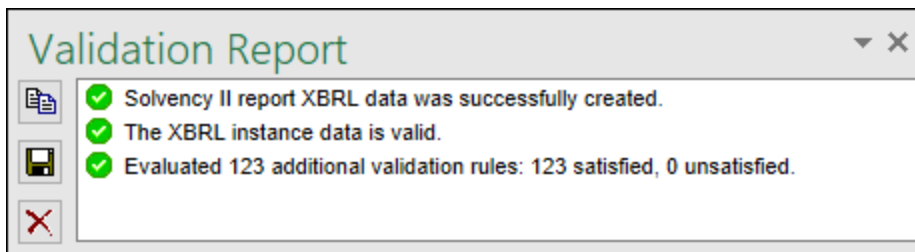
### Accuracy of numeric cells

The property *Accuracy of Numeric Cells* applies to numeric values that are neither monetary nor percentage values. The option you choose specifies the accuracy of the number, relative to the decimal point. By default, this property is set to *Exact (INF)*.

## 2.6 Validate Data

Validation ensures that the XBRL data you are filing conforms to the XBRL specification. It is essential that you validate your report data before exporting it. To validate data, click the **Validate** button in the add-in tab of the Excel ribbon. When the validation of the instance finishes, a validation report similar to the one below is displayed.

When the validation fails, the Validation Report window may display links to the cell where the error occurred. To quickly find a cell with the error, click the underlined text, and the cursor will be positioned automatically on the required cell. Note that there are cases where multiple cells are involved in a single validation check. In such cases, clicking on the error link will select one of the affected cells.



### Validation results

The validation result can contain any of the following validation messages:

Message type	Meaning
	The instance data is valid.
	The instance data is valid but has inconsistencies or warnings.
	The instance data is not valid.

#### *Information messages, warnings, and errors*


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

Message type	Meaning
	This is an information message. Information messages do not make the XBRL instance invalid.
	This is a warning message or an inconsistency. Warnings and inconsistencies do not make the XBRL instance invalid.
	Indicates an error. If there are validation errors, the XBRL instance is not valid. In this case, you will need to edit the report data to correct each error before exporting to XBRL.  During validation, the add-in checks XBRL formula assertions and reports them as errors.


Message type	Meaning
	If you are using <a href="#">Altova RaptorXML+XBRL Server</a> for validation, XBRL formula assertions may be optionally configured not to be reported as errors.

**Note:** By default, the add-in treats invalid cell values as errors. If necessary, you can configure the add-in to treat invalid cell values as warnings instead. For more information, see Settings.

#### Copy, save, clear

To copy the contents of the validation report to the clipboard, click  and paste it into a target file (e.g., an email). Alternatively, right-click inside the Validation Report window and select **Copy All Messages** from the context menu.

To save the validation report as text or HTML, click . Alternatively, right-click inside the Validation Report window and select **Save Validation Report** from the context menu.

To clear the validation report, click . Alternatively, right-click inside the Validation Report window and select **Clear** from the context menu.

## 2.7 Export Data to XBRL

Once your report is ready and valid, you can generate an XBRL instance file. To do this, click **Export to XBRL** in the add-in ribbon. By default, instance files are saved with a **.xbr1** extension. If you need the exported file to have another extension (for example, **.xml**), type the file extension in the **Export** dialog box.

During the export, data is automatically validated. Any errors, inconsistencies and warnings are reported on the screen after the export finishes. For more information, see [Validate Data](#).

**Note:** Cell values that are not valid, that is, cells that do not conform to the data type of the underlying XBRL concept, prevent the report from being exported.

For tips on how to avoid data formatting errors, see [Enter 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.



## 2.8 Import Data from XBRL

You can import data from existing instances of XBRL reports into Excel (typically, files with a `.xbrl` extension). For the import to be successful, the imported instances must be valid XBRL reports. They may be reports you have previously generated using the **EIOPA (Solvency II) XBRL Add-in** or reports that you received from other parties.

To import an existing XBRL instance file into Excel, follow the instructions below:

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

**Note:** If a report is already open in Excel, the **Import from XBRL** button is disabled. To enable the command, save and close the current report (workbook) and create a new workbook.

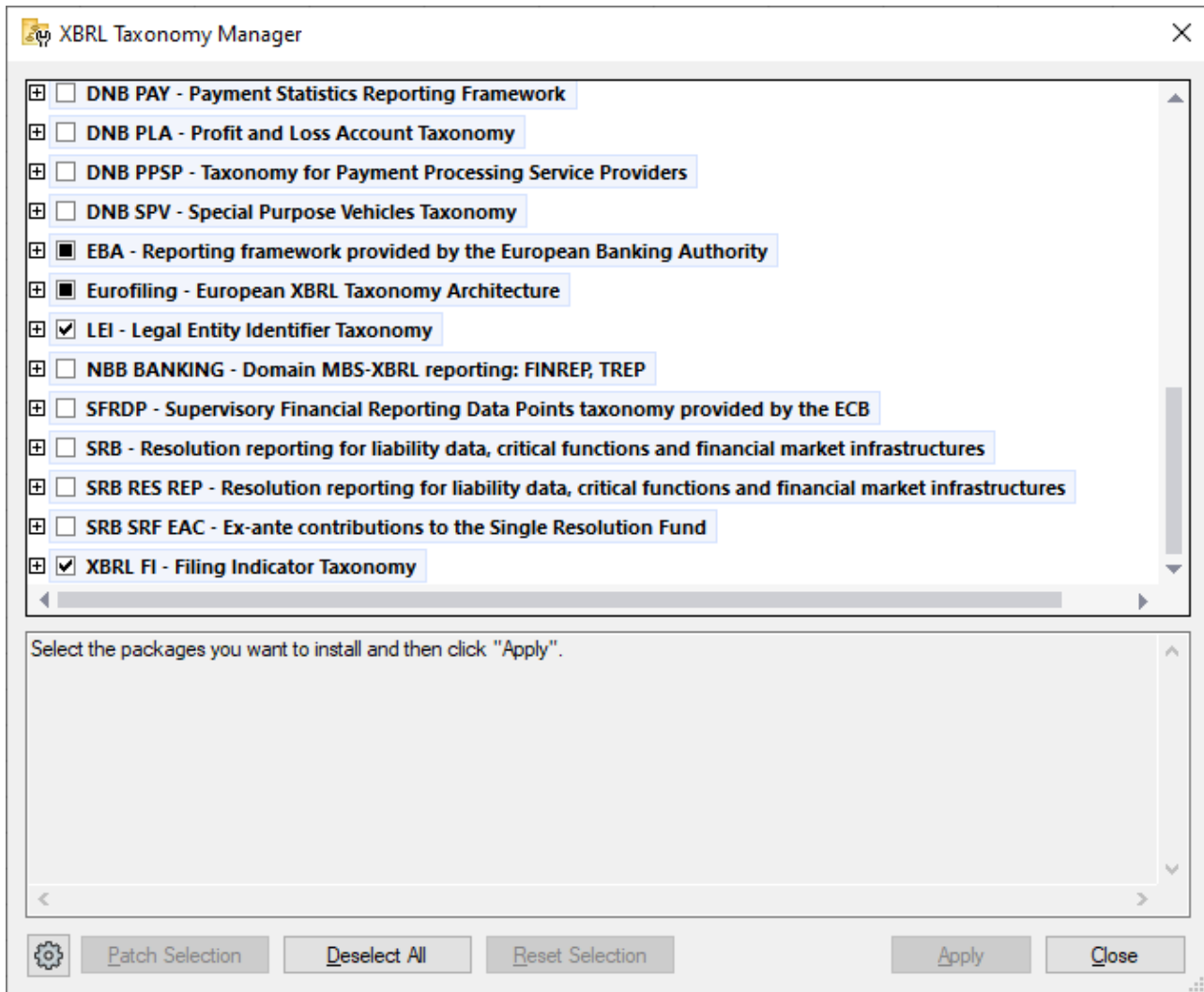
During the import operation, the **Importing XBRL report** dialog box informs you about the progress. While the report data is loaded into Excel, it is automatically validated. The dialog box notifies you about potential warnings, inconsistencies, and/or errors. For more information, see [Validate Data](#).

**Note:** During the import, the add-in validates XBRL formula assertions. The report will be imported even if it contains unsatisfied assertions.

### 3 Taxonomy Manager

XBRL Taxonomy Manager is an Altova tool that provides a centralized way to install and manage XBRL taxonomies for use across all Altova's XBRL-enabled applications, including EIOPA (Solvency II) XBRL Add-in.

- On Windows, Taxonomy Manager has a graphical user interface (*screenshot below*) and is also available at the command line. (Altova's desktop applications are available on Windows only; *see list below*.)
- On Linux and macOS, Taxonomy Manager is available at the command line only. (Altova's server applications are available on Windows, Linux, and macOS; *see list below*.)



#### *Altova's XBRL-enabled applications*

Desktop applications (Windows only)	Server applications (Windows, Linux, macOS)
-------------------------------------	---

Altova XBRL Add-ins for Excel (EBA, ESEF, EIOPA, WIP)	MapForce Server (Standard and Advanced Editions)
MapForce Enterprise Edition	RaptorXML+XBRL Server
StyleVision Enterprise Edition	StyleVision Server
XMLSpy Enterprise Edition	

## Installation and de-installation of Taxonomy Manager

Taxonomy Manager is installed automatically when you first install a new version of Altova Mission Kit Enterprise Edition or of any of Altova's XBRL-enabled applications (see *table above*).

Likewise, it is removed automatically when you uninstall the last Altova XBRL-enabled application from your computer.

## Taxonomy Manager features

Taxonomy Manager provides the following features:

- Shows XBRL taxonomies installed on your computer and checks whether new versions are available for download.
- Downloads newer versions of XBRL taxonomies independently of the Altova product release cycle. (Altova stores taxonomies online, and you can download them via Taxonomy Manager.)
- Install or uninstall any of the multiple versions of a given taxonomy (or all versions if necessary).
- An XBRL taxonomy may have dependencies on other taxonomies. When you install or uninstall a particular taxonomy, Taxonomy Manager informs you about dependent taxonomies and will automatically install or remove them as well.
- Taxonomy Manager uses the [XML catalog](#) mechanism to map schema references to local files. In the case of large XBRL taxonomies, processing will therefore be faster than if the taxonomies were at a remote location.
- All major taxonomies are available via Taxonomy Manager and are regularly updated for the latest versions. This provides you with a convenient single resource for managing all your taxonomies and making them readily available to all of Altova's XBRL-enabled applications.
- Changes made in Taxonomy Manager take effect for all Altova products installed on that machine.

## How it works

Altova stores all XBRL taxonomies used in Altova products online. This repository is updated when new versions of the taxonomies are released. Taxonomy Manager displays information about the latest available taxonomies when invoked in both its GUI form as well as on the CLI. You can then install, upgrade or uninstall taxonomies via Taxonomy Manager.

Taxonomy Manager also installs taxonomies in one other way. At the Altova website (<https://www.altova.com/taxonomy-manager>) you can select a taxonomy and its dependent taxonomies that you want to install. The website will prepare a file of type `.altova_taxonomies` for download that contains information about your taxonomy selection. When you double-click this file or pass it to Taxonomy Manager via the CLI as an argument of the `install` command, Taxonomy Manager will install the taxonomies you selected.

### Local cache: tracking your taxonomies

All information about installed taxonomies is tracked in a centralized cache directory on your computer, located here:

<i>Windows</i>	C:\ProgramData\Altova\pkgs\.cache or <USER-HOME>\Documents\Altova\pkgs\.cache (the path depends on the directory you have selected for the <i>Taxonomies Folder</i> field in the <b>Settings</b> dialog)
<i>Linux</i>	/var/opt/Altova/pkgs/.cache
<i>macOS</i>	/var/Altova/pkgs

This cache directory is updated regularly with the latest status of taxonomies at Altova's online storage. These updates are carried out at the following times:

- Every time you start Taxonomy Manager.
- When you start EIOPA (Solvency II) XBRL Add-in for the first time on a given calendar day.
- If EIOPA (Solvency II) XBRL Add-in is open for more than 24 hours, the cache is updated every 24 hours.
- You can also update the cache by running the [update](#)<sup>45</sup> command at the command line interface.

The cache therefore enables Taxonomy Manager to continuously track your installed taxonomies against the taxonomies available online at the Altova website.

#### **Do not modify the cache manually!**

The local cache directory is maintained automatically based on the taxonomies you install and uninstall. It should not be altered or deleted manually. If you ever need to reset Taxonomy Manager to its original "pristine" state, then, on the command line interface (CLI): (i) run the [reset](#)<sup>43</sup> command, and (ii) run the [initialize](#)<sup>41</sup> command. (Alternatively, run the `reset` command with the `--i` option.)

### HTTP proxy

You can use an HTTP proxy for Taxonomy Manager connections. The Windows system's proxy settings will be used.

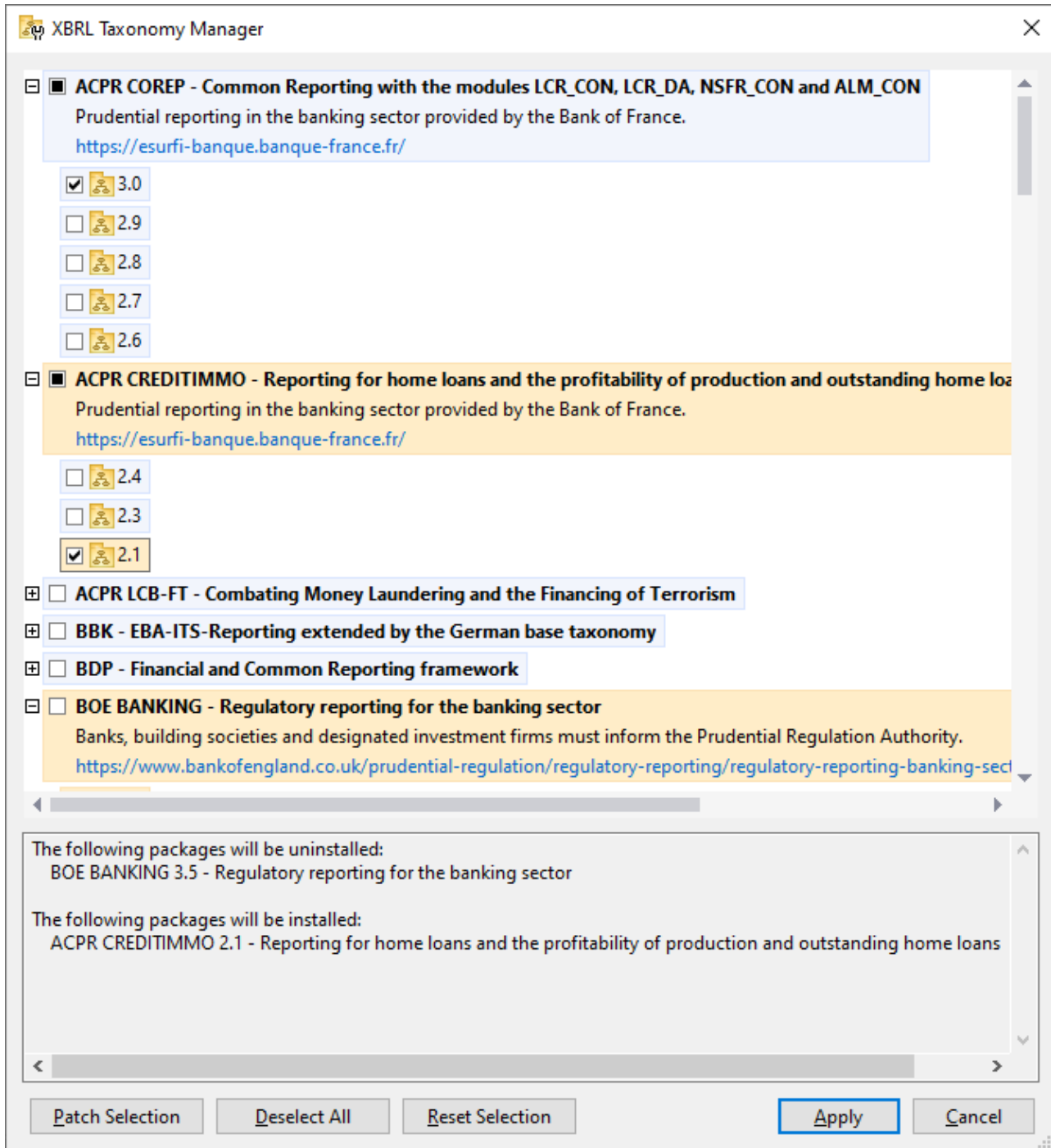
## 3.1 Run Taxonomy Manager

### Graphical User Interface

You can access the GUI of Taxonomy Manager in any of the following ways:

- *During the installation of EIOPA (Solvency II) XBRL Add-in:* Towards the end of the installation procedure, select the check box *Invoke Altova Taxonomy Manager* to access the XBRL Taxonomy Manager GUI straight away. This will enable you to install taxonomies during the installation process of your Altova application.
- *After the installation of EIOPA (Solvency II) XBRL Add-in:* After your application has been installed, you can access the Taxonomy Manager GUI at any time, by clicking **Manage Taxonomies** in the add-in ribbon.
- Via the `.altova_taxonomies` file downloaded from the [Altova's XBRL Taxonomy Download Center](#): Double-click the downloaded file to run the Taxonomy Manager GUI, which will be set up to install the taxonomies you selected (at the website) for installation. (To open Altova's online XBRL Taxonomy Download Center in your browser and select the taxonomies you want to install, click **Altova on the Web | Taxonomy Download** in the add-in ribbon.)

After the Taxonomy Manager GUI (*screenshot below*) has been opened, already installed taxonomies will be shown selected. If you want to install an additional taxonomy, select it. If you want to uninstall an already installed taxonomy, deselect it. After you have made your selections and/or deselections, you are ready to apply your changes. The taxonomies that will be installed or uninstalled will be highlighted and a message about the upcoming changes will be posted to the Messages pane at the bottom of the Taxonomy Manager window (*see screenshot*).



## Command line interface

You can run Taxonomy Manager from a command line interface by sending commands to its executable file, `taxonomymanager.exe`.

The `taxonomymanager.exe` file is located in the following folder:

- *On Windows:* `C:\ProgramData\Altova\SharedBetweenVersions`
- *On Linux or macOS (server applications only):* `%INSTALLDIR%/bin`, where `%INSTALLDIR%` is the program's installation directory.

You can then use any of the commands listed in the CLI command reference section.

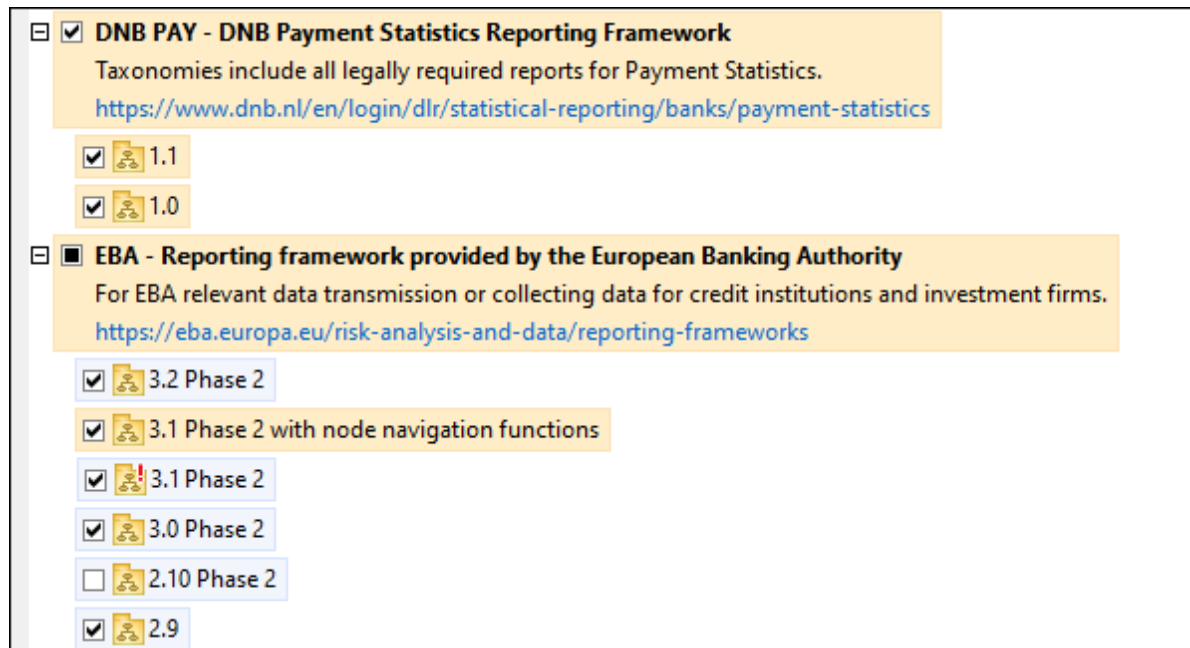
To display help for the commands, run the following:


- *On Windows:* `taxonomymanager.exe --help`
- *On Linux or macOS (server applications only):* `sudo ./taxonomymanager --help`

## 3.2 Status Categories

Taxonomy Manager categorizes the taxonomies under its management as follows:

- *Installed taxonomies.* These are shown in the GUI with their check boxes selected (*in the screenshot below the checked versions of the DNB and EBA taxonomies are installed taxonomies*). If all the versions of a taxonomy are selected, then the selection mark is a tick. If at least one version is unselected, then the selection mark is a solid colored square. You can deselect an installed taxonomy to **uninstall** it.
- *Uninstalled available taxonomies.* These are shown in the GUI with their check boxes unselected. You can select the taxonomies you want to **install**.



- *Upgradeable taxonomies* are those which have been revised by their issuers since they were installed. They are indicated in the GUI by a  icon (see screenshot above). You can **patch** an installed taxonomy with an available revision.

### Points to note

- In the screenshot above, both DNB taxonomies and some of the EBA taxonomies are checked. Those with the blue background are already installed. Those with the yellow background are uninstalled and have been selected for installation. Note that (i) the EBA 2.10 Phase 2 taxonomy is not installed and has not been selected for installation, (ii) the EBA 3.1 Phase 2 taxonomy has been installed, but it has been patched by its issuer since it was installed and the patch has not yet been installed.
- When running Taxonomy Manager from the command line, the `list` <sup>42</sup> command is used with different options to list different categories of taxonomies:

<code>taxonomymanager.exe list</code>	Lists all installed and available taxonomies; upgradeables are also indicated
---------------------------------------	---



<code>taxonomymanager.exe list -i</code>	Lists installed taxonomies only; upgradeables are also indicated
<code>taxonomymanager.exe list -u</code>	Lists upgradeable taxonomies

**Note:** On Linux and macOS, use `sudo ./taxonomymanager list`

## 3.3 Patch or Install a Taxonomy

### Patch an installed taxonomy

Occasionally, XBRL taxonomies may receive patches (upgrades or revisions) from their issuers. When Taxonomy Manager detects that patches are available, these are indicated in the taxonomy listings of Taxonomy Manager and you can install the patches quickly.

#### In the GUI

Patches are indicated by the 🚨 icon. (Also see the previous topic about [status categories](#) <sup>32</sup>.) If patches are available, the **Patch Selection** button will be enabled. Click it to select and prepare all patches for installation. In the GUI, the icon of each taxonomy that will be patched changes from 🚨 to 📈, and the Messages pane at the bottom of the dialog lists the patches that will be applied. When you are ready to install the selected patches, click **Apply**. All patches will be applied together. Note that if you deselect a taxonomy marked for patching, you will actually be uninstalling that taxonomy.

#### On the CLI

To apply a patch at the command line interface:

1. Run the `list -u` <sup>42</sup> command. This lists any taxonomies where patch upgrades are available.
2. Run the `upgrade` <sup>45</sup> command to install all the patches.

### Install an available taxonomy

You can install taxonomies using either the Taxonomy Manager GUI or by sending Taxonomy Manager the install instructions via the command line.

**Note:** If the current taxonomy references other taxonomies, the referenced taxonomies are also installed.

#### In the GUI

To install taxonomies using the Taxonomy Manager GUI, select the taxonomies you want to install and click **Apply**.

You can also select the taxonomies you want to install at the [Altova website](#) and generate a downloadable `.altova_taxonomies` file. When you double-click this file, it will open Taxonomy Manager with the taxonomies you wanted pre-selected. All you will now have to do is click **Apply**.

#### On the CLI

To install taxonomies via the command line, run the `install` <sup>42</sup> command:

```
taxonomymanager.exe install [options] Taxonomy+
```

where `Taxonomy` is the taxonomy (or taxonomies) you want to install or a `.altova_taxonomies` file. A taxonomy is referenced by an identifier of format `<name>-<version>`. (The identifiers of taxonomies are displayed when you run the `list` <sup>42</sup> command.) You can enter as many taxonomies as you like. For details, see the description of the `install` <sup>42</sup> command.

**Note:** On Linux or macOS, use the `sudo ./taxonomymanager` command.

*Installing a required taxonomy*

When you run an XBRL-related command in EIOPA (Solvency II) XBRL Add-in and EIOPA (Solvency II) XBRL Add-in discovers that a taxonomy it needs for executing the command is not present or is incomplete, Taxonomy Manager will display information about the missing taxonomy. You can then directly install any missing taxonomy via Taxonomy Manager.

In the Taxonomy Manager GUI, you can view all previously installed taxonomies at any time by running Taxonomy Manager from **Tools | Taxonomy Manager**.

## 3.4 Uninstall a Taxonomy, Reset

### Uninstall a taxonomy

You can uninstall taxonomies using either the Taxonomy Manager GUI or by sending Taxonomy Manager the uninstall instructions via the command line.

**Note:** If the taxonomy you want to uninstall references other taxonomies, then the referenced taxonomies are also uninstalled.

#### *In the GUI*

To uninstall taxonomies in the Taxonomy Manager GUI, clear their check boxes and click **Apply**. The selected taxonomies and their referenced taxonomies will be uninstalled.

To uninstall all taxonomies, click **Deselect All** and click **Apply**.

#### *On the CLI*

To uninstall taxonomies via the command line, run the `uninstall` command:

```
taxonomymanager.exe uninstall [options] Taxonomy+
```

where each `Taxonomy` argument is a taxonomy you want to uninstall or a `.altova_taxonomies` file. A taxonomy is specified by an identifier that has a format of `<name>-<version>`. (The identifiers of taxonomies are displayed when you run the `list`<sup>42</sup> command.) You can enter as many taxonomies as you like. For details, see the description of the `uninstall`<sup>44</sup> command.

**Note:** On Linux or macOS, use the `sudo ./taxonomymanager` command.

### Reset Taxonomy Manager

You can reset Taxonomy Manager.

- In the GUI, click **Reset Selection**. This resets the the GUI to show what taxonomies are currently installed. Any selections or de-selections that the user has made in the current session will be canceled.
- On the CLI, run the `reset`<sup>43</sup> command. This removes all installed taxonomies and the cache directory.

After running this command, make sure to run the `initialize`<sup>41</sup> command in order to recreate the cache directory. Alternatively, run the `reset`<sup>43</sup> command with the `-i` option.

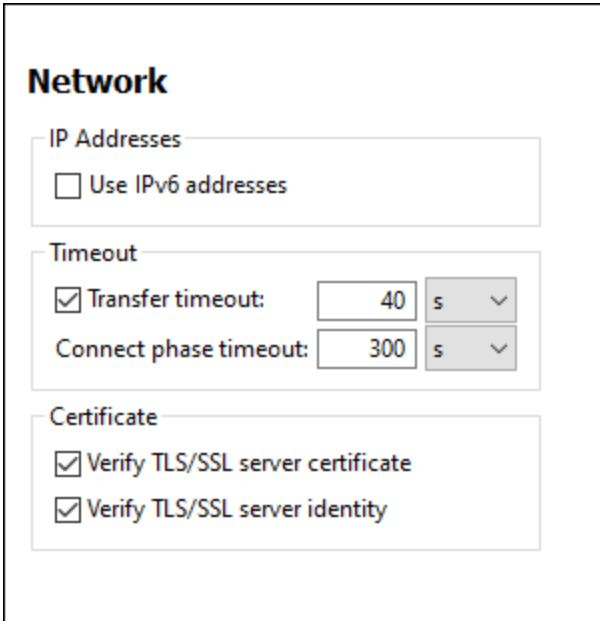
Note that `reset -i`<sup>43</sup> restores the original installation of the product, so it is recommended that you run the `update`<sup>45</sup> command after performing a reset. Alternatively, run the `reset`<sup>43</sup> command with the `-i` and `-u` options.

## 3.5 Options

You can set options for network access and network proxy settings. To open the Options dialog, click the **Options** button at the bottom left of the Taxonomy Manager GUI. Go to the section you want (*see descriptions below*) and set your options. After finishing, click **OK** to apply the settings.

### Network

The **Network** section (*screenshot below*) enables you to configure important network settings.



The screenshot shows a dialog box titled "Network" with three sections:

- IP Addresses:** A checkbox labeled "Use IPv6 addresses" which is currently unchecked.
- Timeout:** Two checked checkboxes with input fields and dropdown menus:
  - "Transfer timeout:" with a value of "40" and a dropdown set to "s".
  - "Connect phase timeout:" with a value of "300" and a dropdown set to "s".
- Certificate:** Two checked checkboxes:
  - "Verify TLS/SSL server certificate"
  - "Verify TLS/SSL server identity"

#### IP addresses

When host names resolve to more than one address in mixed IPv4/IPv6 networks, selecting this option causes the IPv6 addresses to be used. If the option is not selected in such environments and IPv4 addresses are available, then IPv4 addresses are used.

#### Timeout

- *Transfer timeout:* If this limit is reached for the transfer of any two consecutive data packages of a transfer (sent or received), then the entire transfer is aborted. Values can be specified in seconds [s] or milliseconds [ms], with the default being 40 seconds. If the option is not selected, then there is no time limit for aborting a transfer.
- *Connection phase timeout:* This is the time limit within which the connection has to be established, including the time taken for security handshakes. Values can be specified in seconds [s] or milliseconds [ms], with the default being 300 seconds. This timeout cannot be disabled.

#### Certificate

- *Verify TLS/SSL server certificate:* If selected, then the authenticity of the server's certificate is checked by verifying the chain of digital signatures until a trusted root certificate is reached. This option is enabled by default. If this option is not selected, then the communication is insecure, and attacks (for example, a man-in-the-middle attack) would not be detected. Note that this option does not verify that the certificate is actually for the server that is communicated with. To enable full security, both the

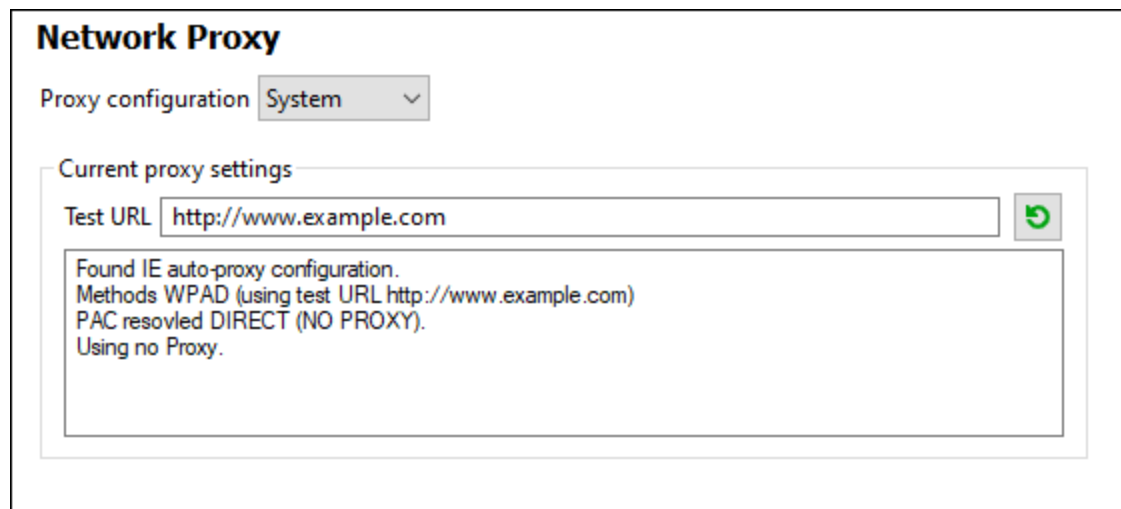
certificate and the identity must be checked (*see next option*).

- *Verify TLS/SSL server identity*: If selected, then the server's certificate is verified to belong to the server we intend to communicate with. This is done by checking that the server name in the URL is the same as the name in the certificate. This option is enabled by default. If this option is not selected, then the server's identify is not checked. Note that this option does not enable verification of the server's certificate. To enable full security, both the certificate as well as the identity must be checked (*see previous option*).

## Network Proxy

The *Network Proxy* section enables you to configure custom proxy settings. These settings affect how the application connects to the Internet (for XML validation purposes, for example). By default, the application uses the system's proxy settings, so you should not need to change the proxy settings in most cases. If necessary, however, you can set an alternative network proxy by selecting, in the *Proxy Configuration* combo box, either *Automatic* or *Manual* to configure the settings accordingly.

**Note:** The network proxy settings are shared among all Altova MissionKit applications. So, if you change the settings in one application, all MissionKit applications will be affected.



### Use system proxy settings

Uses the Internet Explorer (IE) settings configurable via the system proxy settings. It also queries the settings configured with `netsh.exe winhttp`.

### Automatic proxy configuration

The following options are provided:

- *Auto-detect settings*: Looks up a WPAD script (`http://wpad.LOCALDOMAIN/wpad.dat`) via DHCP or DNS, and uses this script for proxy setup.
- *Script URL*: Specify an HTTP URL to a proxy-auto-configuration (`.pac`) script that is to be used for proxy setup.
- *Reload*: Resets and reloads the current auto-proxy-configuration. This action requires Windows 8 or newer, and may need up to 30s to take effect.

Manual proxy configuration

Manually specify the fully qualified host name and port for the proxies of the respective protocols. A supported scheme may be included in the host name (for example: `http://hostname`). It is not required that the scheme is the same as the respective protocol if the proxy supports the scheme.

The following options are provided:

- *HTTP Proxy*: Uses the specified host name and port for the HTTP protocol. If *Use this proxy server for all protocols* is selected, then the specified HTTP proxy is used for all protocols.
- *SSL Proxy*: Uses the specified host name and port for the SSL protocol.
- *No Proxy for*: A semi-colon (;) separated list of fully qualified host names, domain names, or IP addresses for hosts that should be used without a proxy. IP addresses may not be truncated and IPv6 addresses have to be enclosed by square brackets (for example: `[2606:2800:220:1:248:1893:25c8:1946]`). Domain names must start with a leading dot (for example: `.example.com`).
- *Do not use the proxy server for local addresses*: If checked, adds `<local>` to the *No Proxy for* list. If this option is selected, then the following will not use the proxy: (i) `127.0.0.1`, (ii) `:::1`, (iii) all host names not containing a dot character (.).

Current proxy settings

Provides a verbose log of the proxy detection. It can be refreshed with the **Refresh** button to the right of the *Test URL* field (for example, when changing the test URL, or when the proxy settings have been changed).

- *Test URL*: A test URL can be used to see which proxy is used for that specific URL. No I/O is done with this URL. This field must not be empty if proxy-auto-configuration is used (either through *Use system proxy settings* or *Automatic proxy configuration*).

## 3.6 Command Line Interface (CLI)

To call Taxonomy Manager at the command line, you need to know the path of the executable. By default, the Taxonomy Manager executable is installed here:

```
C:\ProgramData\Altova\SharedBetweenVersions\TaxonomyManager.exe
```

**Note:** On Linux and macOS systems, once you have changed the directory to that containing the executable, you can call the executable with `sudo ./taxonomymanager`. The prefix `./` indicates that the executable is in the current directory. The prefix `sudo` indicates that the command must be run with root privileges.

### Command line syntax

The general syntax for using the command line is as follows:

```
<exec> -h | --help | --version | <command> [options] [arguments]
```

In the listing above, the vertical bar `|` separates a set of mutually exclusive items. The square brackets `[]` indicate optional items. Essentially, you can type the executable path followed by either `--h`, `--help`, or `--version` options, or by a command. Each command may have options and arguments. The list of commands is described in the following sections.

### 3.6.1 help

This command provides contextual help about commands pertaining to Taxonomy Manager executable.

#### Syntax

```
<exec> help [command]
```

Where `[command]` is an optional argument which specifies any valid command name.

Note the following:

- You can invoke help for a command by typing the command followed by `-h` or `--help`, for example:  

```
<exec> list -h
```
- If you type `-h` or `--help` directly after the executable and before a command, you will get general help (not help for the command), for example: 

```
<exec> -h list
```

#### Example

The following command displays help about the `list` command:

```
taxonomymanager help list
```



## 3.6.2 info

This command displays detailed information for each of the taxonomies supplied as a `Taxonomy` argument. This information for each submitted taxonomy includes the title, version, description, publisher, and any dependent taxonomies, as well as whether the taxonomy has been installed or not.

### Syntax

```
<exec> info [options] Taxonomy+
```

- The `Taxonomy` argument is the name of a taxonomy or a part of a taxonomy's name. (To display a taxonomy's package ID and detailed information about its installation status, you should use the [list](#) <sup>42</sup> command.)
- Use `<exec> info -h` to display help for the command.

### Example

The following command displays information about the `eba-2.10` and `us-gaap-2020.0` taxonomies:

```
taxonomymanager info eba-2.10 us-gaap-2020.0
```

## 3.6.3 initialize

This command initializes the Taxonomy Manager environment. It creates a cache directory where information about all taxonomies is stored. Initialization is performed automatically the first time an XBRL-enabled Altova application is installed. You would not need to run this command under normal circumstances, but you would typically need to run it after executing the `reset` command.

### Syntax

```
<exec> initialize | init [options]
```

#### Options

The `initialize` command takes the following options:

<code>--silent, --s</code>	Display only error messages. The default is <code>false</code> .
<code>--verbose, --v</code>	Display detailed information during execution. The default is <code>false</code> .
<code>--help, --h</code>	Display help for the command.

### Example

The following command initializes Taxonomy Manager:

```
taxonomymanager initialize
```

## 3.6.4 install

This command installs one or more taxonomies.

### Syntax

```
<exec> install [options] Taxonomy+
```

To install multiple taxonomies, add the **Taxonomy** argument multiple times.

The **Taxonomy** argument is one of the following:

- A taxonomy identifier (having a format of **<name>-<version>**, for example: **eba-2.10**). To find out the taxonomy identifiers of the taxonomies you want, run the [list](#)<sup>42</sup> command. You can also use an abbreviated identifier if it is unique, for example **eba**. If you use an abbreviated identifier, then the latest version of that taxonomy will be installed.
- The path to a **.altova\_taxonomies** file downloaded from the Altova website. For information about these files, see [Introduction to TaxonomyManager: How It Works](#)<sup>26</sup>.

### Options

The **install** command takes the following options:

<code>--silent, --s</code>	Display only error messages. The default is <b>false</b> .
<code>--verbose, --v</code>	Display detailed information during execution. The default is <b>false</b> .
<code>--help, --h</code>	Display help for the command.

### Example

The following command installs the latest **eba** (European Banking Authority) and **us-gaap** (US Generally Accepted Accounting Principles) taxonomies:

```
taxonomymanager install eba us-gaap
```

## 3.6.5 list

This command lists taxonomies under the management of Taxonomy Manager. The list displays one of the following

- All available taxonomies
- Taxonomies containing in their name the string submitted as a **Taxonomy** argument
- Only installed taxonomies
- Only taxonomies that can be upgraded

### Syntax

```
<exec> list | ls [options] Taxonomy?
```

If no **Taxonomy** argument is submitted, then all available taxonomies are listed. Otherwise, taxonomies are listed as specified by the submitted options (see *example below*). Note that you can submit the **Taxonomy** argument multiple times.

### Options

The **list** command takes the following options:

<code>--installed, --i</code>	List only installed taxonomies. The default is <b>false</b> .
<code>--upgradeable, --u</code>	List only taxonomies where upgrades (patches) are available. The default is <b>false</b> .
<code>--help, --h</code>	Display help for the command.

## Examples

- To list all available taxonomies, run: `taxonomymanager list`
- To list installed taxonomies only, run: `taxonomymanager list -i`
- To list taxonomies that contain either "eba" or "us-gaap" in their name, run: `taxonomymanager list eba us-gaap`

## 3.6.6 reset

This command removes all installed taxonomies and the cache directory. You will be completely resetting your taxonomy environment. After running this command, be sure to run the [initialize](#)<sup>41</sup> command to recreate the cache directory. Alternatively, run the `reset` command with the `-i` option. Since `reset -i` restores the original installation of the product, we recommend that you run the [update](#)<sup>45</sup> command after performing a reset and initialization. Alternatively, run the `reset` command with both the `-i` and `-u` options.

### Syntax

```
<exec> reset [options]
```

### Options

The **reset** command takes the following options:

<code>--init, --i</code>	Initialize Taxonomy Manager after reset. The default is <b>false</b> .
<code>--update, --u</code>	Updates the list of available taxonomies in the cache. The default is <b>false</b> .
<code>--silent, --s</code>	Display only error messages. The default is <b>false</b> .
<code>--verbose, --v</code>	Display detailed information during execution. The default is <b>false</b> .
<code>--help, --h</code>	Display help for the command.

## Examples

- To reset Taxonomy Manager, run: `taxonomymanager reset`
- To reset Taxonomy Manager and initialize it, run: `taxonomymanager reset -i`
- To reset Taxonomy Manager, initialize it, and update its taxonomy list, run: `taxonomymanager reset -i -u`

### 3.6.7 uninstall

This command uninstalls one or more taxonomies. By default, any taxonomies referenced by the current one are uninstalled as well. To uninstall just the current taxonomy and keep the referenced taxonomies, set the option `--k`.

#### Syntax

```
<exec> uninstall [options] Taxonomy+
```

To uninstall multiple taxonomies, add the `Taxonomy` argument multiple times.

The `Taxonomy` argument is one of the following:

- A taxonomy identifier (having a format of `<name>-<version>`, for example: `eba-2.10`). To find out the taxonomy identifiers of the taxonomies that are installed, run the `list -i` <sup>42</sup> command. You can also use an abbreviated taxonomy name if it is unique, for example `eba`. If you use an abbreviated name, then all taxonomies that contain the abbreviation in its name will be uninstalled.
- The path to a `.altova_taxonomies` file downloaded from the Altova website. For information about these files, see [Introduction to TaxonomyManager: How It Works](#) <sup>26</sup>.

#### Options

The `uninstall` command takes the following options:

<code>--keep-references, --k</code>	Set this option to keep referenced taxonomies. The default is <code>false</code> .
<code>--silent, --s</code>	Display only error messages. The default is <code>false</code> .
<code>--verbose, --v</code>	Display detailed information during execution. The default is <code>false</code> .
<code>--help, --h</code>	Display help for the command.

#### Example

The following command uninstalls the `eba-2.10` and `us-gAAP-2020.0` taxonomies and their dependencies:

```
taxonomymanager uninstall eba-2.10 us-gAAP-2020.0
```

The following command uninstalls the `eba-2.10` taxonomy but not the taxonomies it references:

```
taxonomymanager uninstall --k eba-2.10
```

### 3.6.8 update

This command queries the list of taxonomies available from the online storage and updates the local cache directory. You should not need to run this command unless you have performed a [reset](#)<sup>43</sup> and [initialize](#)<sup>41</sup>.

#### Syntax

```
<exec> update [options]
```

#### Options

The **update** command takes the following options:

<code>--silent, --s</code>	Display only error messages. The default is <b>false</b> .
<code>--verbose, --v</code>	Display detailed information during execution. The default is <b>false</b> .
<code>--help, --h</code>	Display help for the command.

#### Example

The following command updates the local cache with the list of latest taxonomies:

```
taxonomymanager update
```

### 3.6.9 upgrade

This command upgrades all installed taxonomies that can be upgraded to the latest available *patched* version. You can identify upgradeable taxonomies by running the [list -u](#)<sup>42</sup> command.

**Note:** The **upgrade** command removes a deprecated taxonomy if no newer version is available.

#### Syntax

```
<exec> upgrade [options]
```

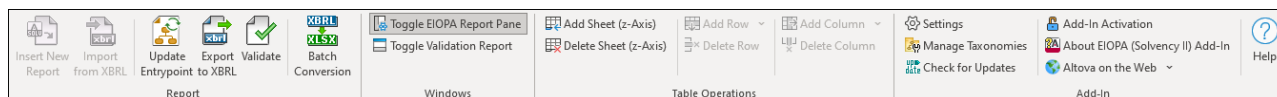
#### Options

The **upgrade** command takes the following options:

<code>--silent, --s</code>	Display only error messages. The default is <b>false</b> .
<code>--verbose, --v</code>	Display detailed information during execution. The default is <b>false</b> .
<code>--help, --h</code>	Display help for the command.

## 4 Menu Commands

This section describes the add-in commands available in the EIOPA tab of the Excel ribbon (see *screenshot below*). The commands are organized into four groups: *Report*, *Windows*, *Table Operations* and *Add-In*. For more information about each command, see the subsections below.



### Report

#### Insert New Report

Creates a new report. This command is disabled if the report sheet has already been inserted into the workbook. For more information, see [Create a New Report](#)<sup>8</sup>.

#### Import from XBRL

Imports an XBRL instance file into the current Excel spreadsheet. This command is disabled if the report has already been inserted into the workbook. To enable the command, save and close the current report (workbook) and create a new workbook. For details, see [Import Data from XBRL](#)<sup>25</sup>.

#### Update Entrypoint

The **Update Entrypoint** command enables you to switch to a different version of the same taxonomy. Clicking this command opens the **Select Entry Point** dialog, in which you can choose another taxonomy version to download.

#### Export to XBRL

Exports data from all currently active sheets to an XBRL instance file. For more details, see [Export Data to XBRL](#)<sup>24</sup>.

#### Validate

Validates report data against the underlying XBRL taxonomy and displays validation results in the **Validation Report** dialog box. For details, see [Validate Data](#)<sup>22</sup>.

#### Batch Conversion (Enterprise Edition)

This command is available in the Enterprise Edition only.

### Windows

#### Toggle Filing Pane

Toggles the Filing Pane on or off. By default, this pane is visible.

#### Toggle Validation Report

Shows or hides the Validation Report window. See [Validate Data](#)<sup>22</sup>.

## Table Operations

### ☒ Add Sheet (z-Axis)

Adds a new sheet which allows entering data in a third dimension. This button is enabled only if a third dimension is allowed for the current table by the XBRL taxonomy. For more information, see [Enter Data into 3D Tables](#)<sup>19</sup>.

### ☒ Delete Sheet (z-Axis)

Removes the previously added z-axis sheet.

### ☒ Add Row

Adds a new row above or below the currently selected row. This button is enabled only if extending the current table vertically is supported by the taxonomy.

### ☒ Delete Row

Deletes the currently selected row. This button is enabled only if extending the current table vertically is supported by the taxonomy.

### ☒ Add Column

Adds a new column to the left or to the right of the currently selected column. This button is enabled only if extending the current table horizontally is supported by the taxonomy.

### ☒ Delete Column

Removes the currently selected column. This button is enabled only if extending the current table horizontally is supported by the taxonomy.

## Add-In

### ☒ Settings

Displays a dialog box where you can view and change the add-in settings.

### ☒ Manage Taxonomies

This command opens the XBRL Taxonomy Manager tool, which allows viewing, installing, and uninstalling XBRL taxonomies. See [XBRL Taxonomy Manager](#)<sup>26</sup>.

### ☒ Check for Updates

Checks with the Altova server whether a newer version than yours is currently available and displays a message accordingly.

### ☒ Add-In Activation

Displays the activation status of the add-in and provides options to enter or purchase a license key code.

☒ About EIOPA (Solvency II) XBRL Add-in

Displays information about the add-in version.

☒ Altova on the Web

Provides links to the Altova website, including the Online Support Center, XBRL Taxonomy Download Center, training and tutorials.

☒ Help

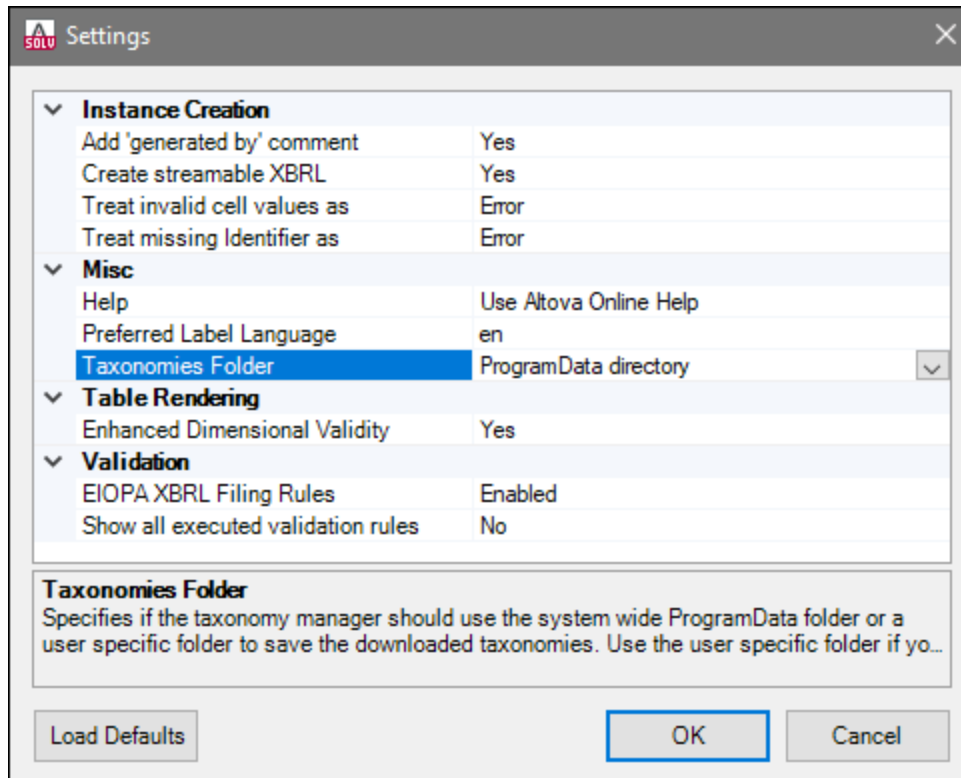
The **Help** command opens the add-in's Help documentation (its user manual). By default, the Online Help in HTML format on the Altova website will be opened.

If you do not have Internet access or do not want, for some other reason, to access the Online Help, you can use the locally stored version of the user manual. The local version is a PDF file named **EIOPA (Solvency II) XBRL Add-in.pdf** that is stored in the application folder (in the Program Files folder). If you want to change the default format of the user manual, you can do this in the *Misc* section of the **Settings** dialog.



## 5 Settings

The **Settings** dialog (see *screenshot below*) allows you to configure instance creation, Help and language parameters, table rendering and define validation settings. To view or change the add-in settings, click **Settings** in the add-in ribbon.



The settings you can configure are listed below.

### Instance Creation

The *Instance Creation* section allows you to define general settings related to instance creation (e.g., the way invalid cell values should be treated).

- Add 'generated by' comment
 

Specifies if the exported XBRL instances should contain a *Generated by* comment. Set this option to **No** if your reporting authority does not allow comments in the created reports. The default value is **Yes**.
- Create streamable XBRL
 

Specifies if the exported XBRL instances should be streamable and contain the `xbrl-streamable-instance` processing instruction. Set this option to **No** if your reporting authority does not allow processing instructions in reports. The default value is **Yes**. For more information about streamable XBRL instances, see [XBRL Streaming Extensions Module 1.0](#).
- Treat invalid cell values as

Specifies whether invalid cell values should be treated as validation errors or warnings. The default value is `Error`.

Treat missing Identifier as

The *Identifier* property is available in the Filing Pane. By default, this parameter is empty. The *Treat missing Identifier as* option specifies whether an empty *Identifier* property should trigger a validation error or a warning. The default value is `Error`.

## Misc

The *Misc* section enables you to specify the format of the add-in manual, the language used in headers, and the location of downloaded taxonomies.

Help

Specifies whether the Altova Online Help in HTML format (default option) or the locally installed PDF file should be used.

Preferred Label Language

Specifies the preferred language to be used in the headers of created worksheets. Note that the respective label resources must be defined in the taxonomy for this setting to take effect. The default value is `en`.

Taxonomies Folder

This setting enables you to specify whether downloaded taxonomies should be stored in the global-package `ProgramData` folder (`C:\ProgramData\Altova\pkgs\.cache`) or the user folder (`<USER-HOME>\Documents\Altova\pkgs\.cache`). Select the user folder if you do not have permission to write in the `ProgramData` folder.

Note that nothing is shared between the global-package folder and the user folder. Therefore, if you decide to switch from one folder to the other (e.g., from the global-package folder to the user folder) and you need the same taxonomies in the second folder, you must install all these taxonomies again.

## Table Rendering

The *Table Rendering* section includes the *Dimension Validity* property.

Enhanced Dimensional Validity

This option activates only those cells that are dimensionally valid in at least one base set with a linkrole that contains the corresponding `RCCode` of the table. The default and recommended setting for the *Enhanced Dimensional Validity* option is `Yes`. If you encounter problems with data submission to your reporting authority, set this option to `No`. For more information about Dimensional Validity, see [Technical Considerations for the Use of XBRL Dimensions 1.0](#).

## Validation

The *Validation* section enables you to specify whether additional XBRL filing rules should be used and whether all executed validation rules should be included in the report.

### XBRL Filing Rules

Specifies if the additional EIOPA XBRL filing rules (defined by the [EIOPA XBRL Filing Rules](#)) should be checked. The default value is `Enabled`.

### Show all executed validation rules

Shows all the executed validation rules, including the failed ones, in the report. The default option is `No`.

## 6 License Information

This section contains information about:

- the distribution of this software product
- software activation and license metering
- the license agreement governing the use of this product

Please read this information carefully. It is binding upon you since you agreed to these terms when you installed this software product.

To view the terms of any Altova license, go to the [Altova Legal Information page](#) at the [Altova website](#).

## 6.1 Electronic Software Distribution

This product is available through electronic software distribution, a distribution method that provides the following unique benefits:

- You can evaluate the software free-of-charge for 30 days before making a purchasing decision. (*Note: Altova MobileTogether Designer is licensed free of charge.*)
- Once you decide to buy the software, you can place your order online at the [Altova website](#) and get a fully licensed product within minutes.
- When you place an online order, you always get the latest version of our software.
- The product package includes an onscreen help system that can be accessed from within the application interface. The latest version of the user manual is available at [www.altova.com](http://www.altova.com) in (i) HTML format for online browsing, and (ii) PDF format for download (and to print if you prefer to have the documentation on paper).

### 30-day evaluation period

After downloading this product, you can evaluate it for a period of up to 30 days free of charge. About 20 days into the evaluation period, the software will start to remind you that it has not yet been licensed. The reminder message will be displayed once each time you start the application. If you would like to continue using the program after the 30-day evaluation period, you must purchase a product license, which is delivered in the form of a license file containing a key code. Unlock the product by uploading the license file in the Software Activation dialog of your product.

You can purchase product licenses at <https://shop.altova.com/>.

### Helping Others within Your Organization to Evaluate the Software

If you wish to distribute the evaluation version within your company network, or if you plan to use it on a PC that is not connected to the Internet, you may distribute only the installer file, provided that this file is not modified in any way. Any person who accesses the software installer that you have provided must request their own 30-day evaluation license key code and after expiration of their evaluation period, must also purchase a license in order to be able to continue using the product.

## 6.2 Software Activation and License Metering

As part of Altova's Software Activation, the software may use your internal network and Internet connection for the purpose of transmitting license-related data at the time of installation, registration, use, or update to an Altova-operated license server and validating the authenticity of the license-related data in order to protect Altova against unlicensed or illegal use of the software and to improve customer service. Activation is based on the exchange of license related data such as operating system, IP address, date/time, software version, and computer name, along with other information between your computer and an Altova license server.

Your Altova product has a built-in license metering module that further helps you avoid any unintentional violation of the End User License Agreement. Your product is licensed either as a single-user or multi-user installation, and the license-metering module makes sure that no more than the licensed number of users use the application concurrently.

This license-metering technology uses your local area network (LAN) to communicate between instances of the application running on different computers.

### Single license

When the application starts up, as part of the license metering process, the software sends a short broadcast datagram to find any other instance of the product running on another computer in the same network segment. If it doesn't get any response, it will open a port for listening to other instances of the application.

### Multi-user license

If more than one instance of the application is used within the same LAN, these instances will briefly communicate with each other on startup. These instances exchange key-codes in order to help you to better determine that the number of concurrent licenses purchased is not accidentally violated. This is the same kind of license metering technology that is common in the Unix world and with a number of database development tools. It allows Altova customers to purchase reasonably-priced concurrent-use multi-user licenses.

We have also designed the applications so that they send few and small network packets so as to not put a burden on your network. The TCP/IP ports (2799) used by your Altova product are officially registered with the IANA (see the [IANA Service Name Registry](#) for details) and our license-metering module is tested and proven technology.

If you are using a firewall, you may notice communications on port 2799 between the computers that are running Altova products. You are, of course, free to block such traffic between different groups in your organization, as long as you can ensure by other means, that your license agreement is not violated.

### Note about certificates

Your Altova application contacts the Altova licensing server ([link.altova.com](https://link.altova.com)) via HTTPS. For this communication, Altova uses a registered SSL certificate. If this certificate is replaced (for example, by your IT department or an external agency), then your Altova application will warn you about the connection being insecure. You could use the replacement certificate to start your Altova application, but you would be doing this at your own risk. If you see a *Non-secure connection* warning message, check the origin of the certificate and consult your IT team (who would be able to decide whether the interception and replacement of the Altova certificate should continue or not).

If your organization needs to use its own certificate (for example, to monitor communication to and from client machines), then we recommend that you install Altova's free license management software, [Altova LicenseServer](#), on your network. Under this setup, client machines can continue to use your organization's certificates, while Altova LicenseServer can be allowed to use the Altova certificate for communication with Altova.

## 6.3 Altova End-User License Agreement

- The Altova End-User License Agreement is available here: <https://www.altova.com/legal/eula>
- Altova's Privacy Policy is available here: <https://www.altova.com/privacy>



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