

User and Reference Manual



ALTOVA®

Work in Process (WIP)

XBRL add-in for Excel

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Altova Work in Process XBRL add-in for Excel User & Reference Manual

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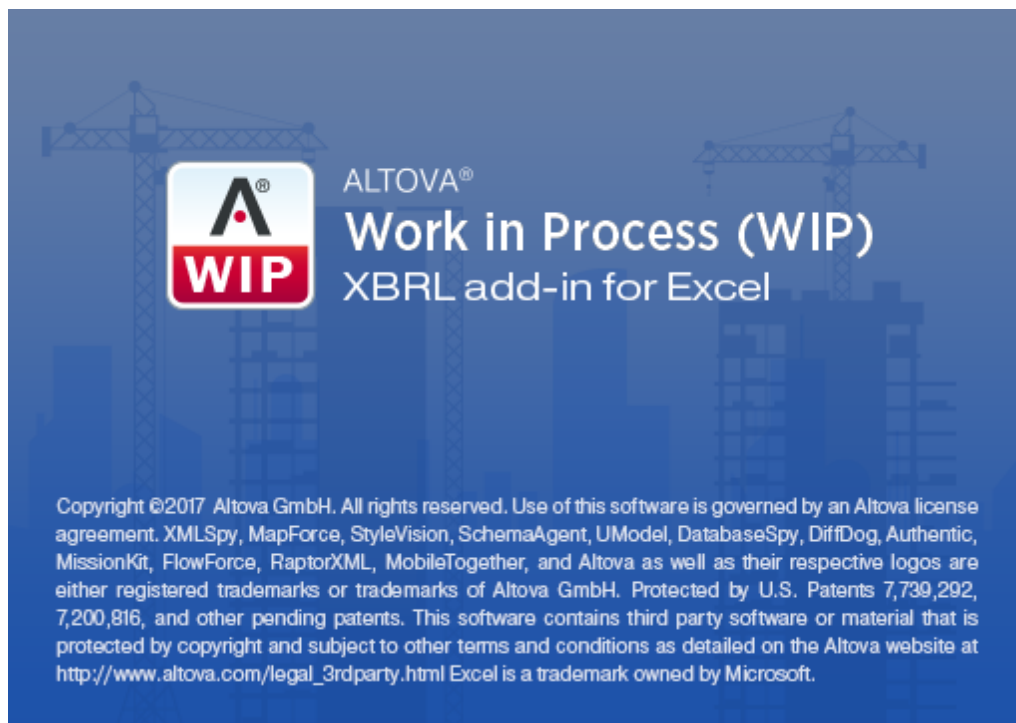
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1 Altova Work in Process (WIP) XBRL add-in for Excel

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



The **Altova Work in Process (WIP) XBRL add-in for Excel** enables stakeholders in the WIP process to do the following:

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

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

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

System requirements

- Windows 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.

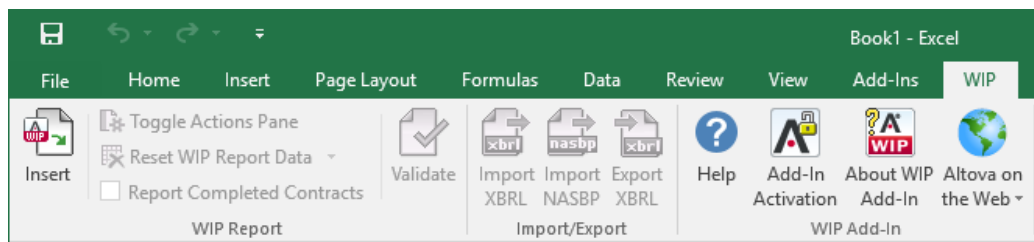
Last updated: 03 April 2017

2 Installation and Licensing

To install the Altova Work in Process (WIP) 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.

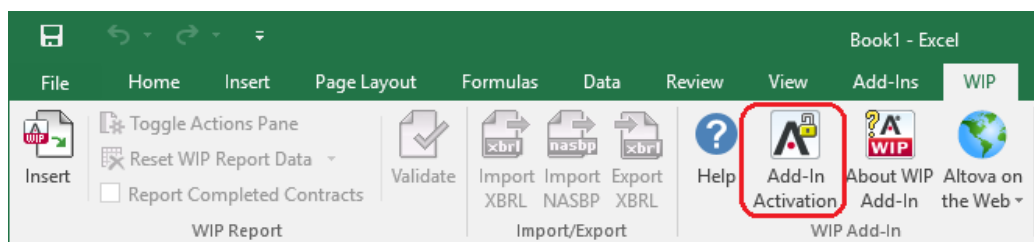
After installation, a new tab called **WIP** becomes available in the Excel ribbon.



Licensing

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

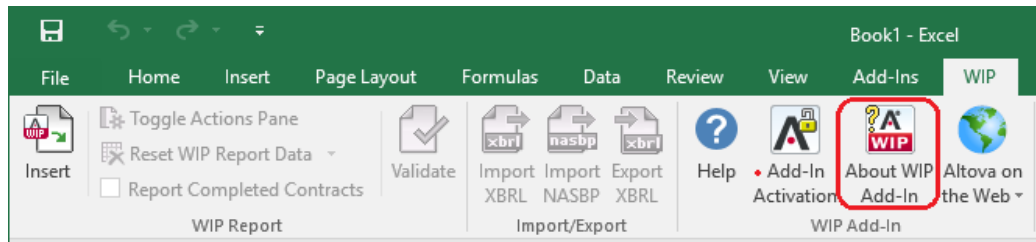
1. In the Excel ribbon, click the **WIP** tab.
2. Click **Add-In Activation**.



How to view the current version of the add-in

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

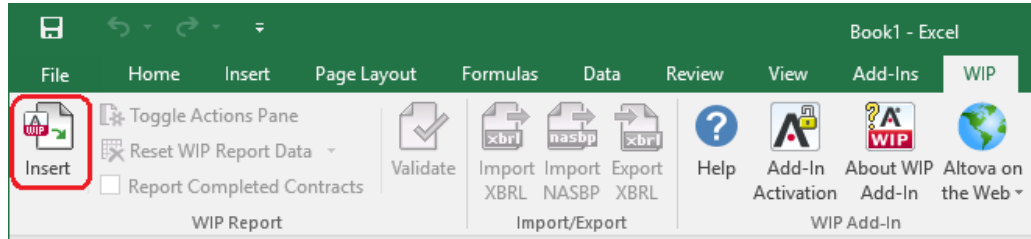
4 Installation and Licensing



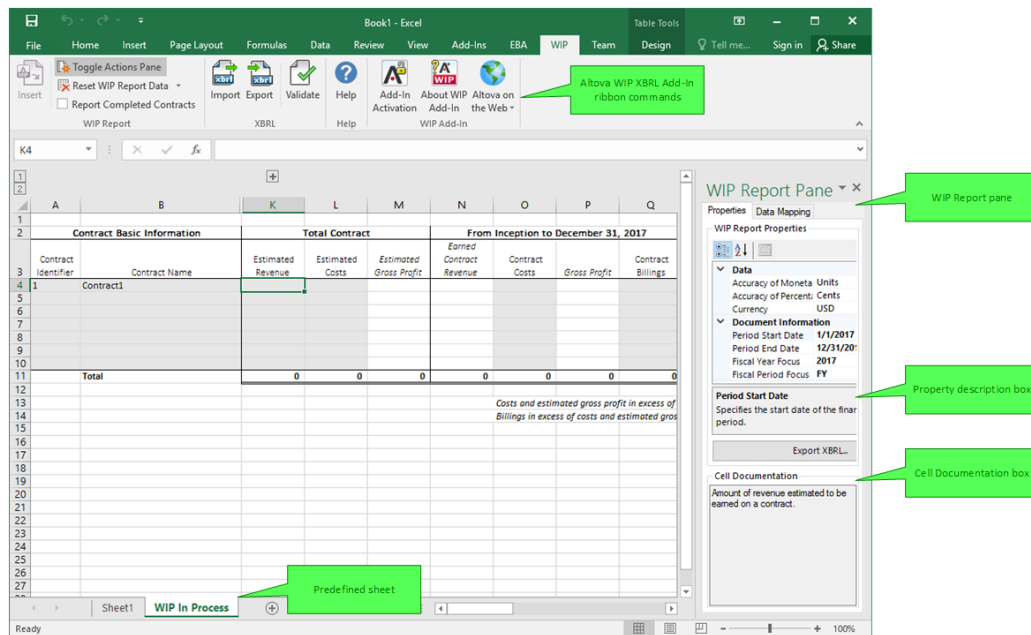
3 Creating a new WIP Report

To create a new WIP report, insert the Altova Work in Process (WIP) Excel template sheet into the current workbook, as follows:

1. In the Excel ribbon, click the **WIP** tab.
2. Click **Insert**.



When you click **Insert**, a new Excel sheet becomes available, called "WIP In Process".



The "WIP In Process" sheet is bound to the XBRL taxonomy file, and enables you to enter data directly in the supplied cells.

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

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

Several XBRL report properties are available in the WIP Report pane to the right. These properties

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

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

4 Entering Data

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

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

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

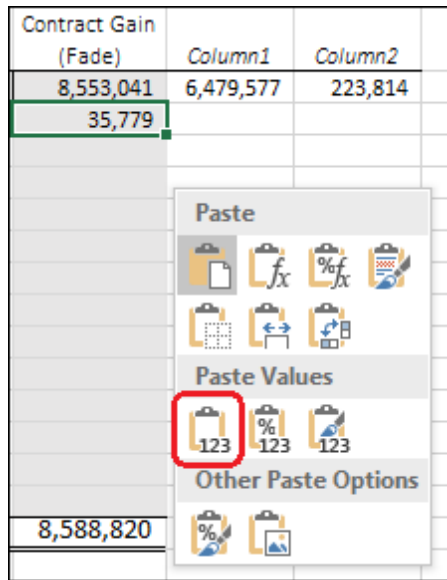
When you paste cells or rows into the predefined sheets, be aware of the following:

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

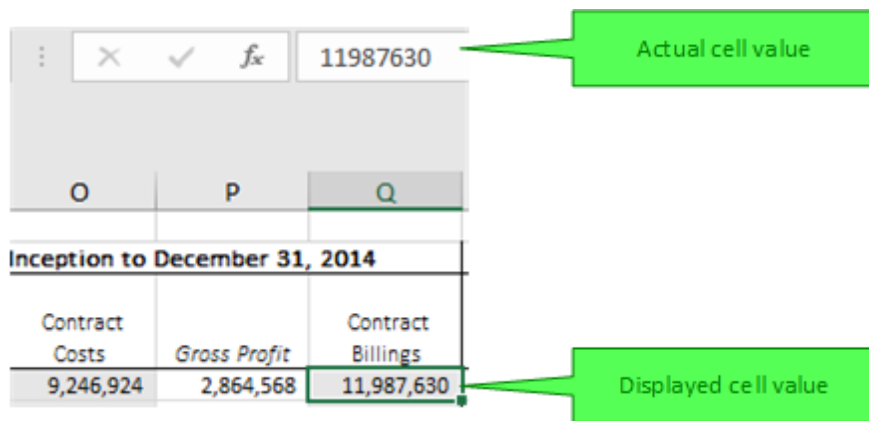
For the Year Ended December 31, 2014					
Earned Contract Revenue	Contract Costs	Gross Profit (Loss)	Contract Gain (Fade)	Column1	Column2
3,740,588	2,855,269	885,319	8,553,041	6,479,577	223,814
319,663	185,925	133,738			
1,212,380	1,019,868	192,512			

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

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



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



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

Adding XBRL footnotes

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

A	B	K	L	M
Contract Basic Information		Total Contract		
Contract Identifier	Contract Name	Estimated	Estimated	Estimated Gross Profit
200	Open job 1	<input type="checkbox"/>	<input type="checkbox"/>	7,059,306
201	Open job 2	<input type="checkbox"/>	<input type="checkbox"/>	850,016
202	Open job 3	<input type="checkbox"/>	<input type="checkbox"/>	530,273
203	Open job 4	<input type="checkbox"/>	<input type="checkbox"/>	1,497,496
204	Open job 5	<input type="checkbox"/> 3,202,917	<input type="checkbox"/> 2,139,767	<input type="checkbox"/> 1,063,150

john.doe:
To be agreed

In the exported XBRL instance, the comment above would look as follows:

```

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

5 Reporting Miscellaneous Contracts

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

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

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

Miscellaneous contracts

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

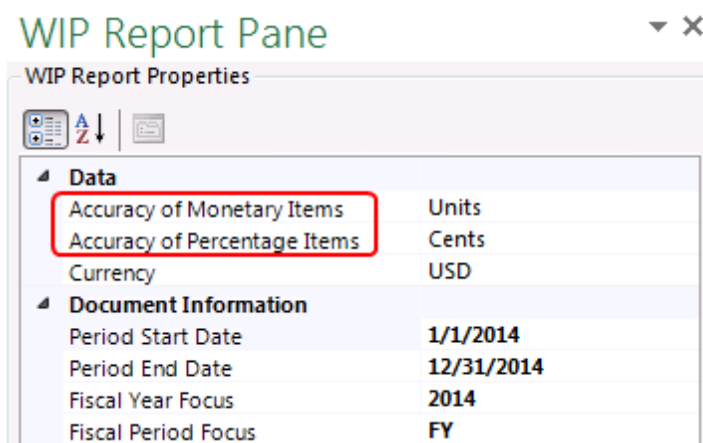
Note: Miscellaneous contracts should not contain any values in the "Contract Basic" Information section of the Work In Process report (Excel columns "C" to "J"). Any values present in these columns will raise validation warnings and will not be exported when you click the **Export** button.

6 Controlling Numeric Accuracy

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

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

These properties are available in the WIP Report pane.



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

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

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

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

Accuracy value	Meaning	Sets the value of the "decimals" attribute in the XBRL instance to...
Exact	This is the default value. When this value is selected, the accuracy will be maintained exactly as you	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 Resetting Data and Restoring Formulas

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

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

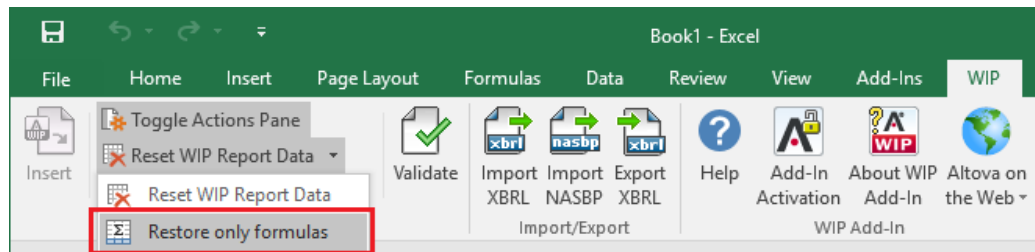
- Clears all data from the sheet
- Restores the Excel formulas to their default state
- Restores the WIP report properties to their default state.

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

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

Restoring only formulas

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



8 Importing Data From Mapped Cell Ranges

It is possible to designate specific ranges of cells in the "WIP In Process" or "WIP Completed" sheets as data mappings, so that you can import values into them automatically, either from a different sheet in the same workbook, or from an external workbook. This enables you to keep the WIP report source data in a layout that is perhaps more convenient in your organization, and quickly import it into the "WIP In Process" or "WIP Completed" sheets when necessary. This works as follows:

1. First, you define a data mapping between cell ranges in your source sheet or workbook and those in the WIP reports.
2. You can update the WIP sheets as and when required from the source cell ranges, by clicking a button (**Copy Values** or **Reference Values**).

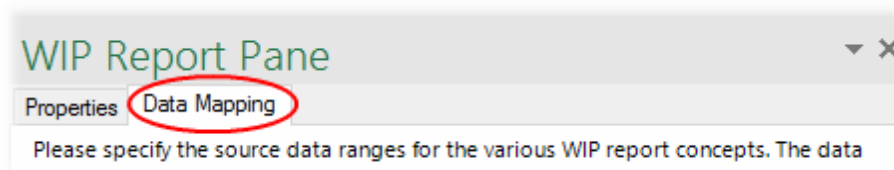
Values can be copied or referenced from other workbooks or sheets as long as they represent valid Excel cell ranges. It does not matter if the range is vertical or horizontal in the source sheet; in the "WIP In Process" and "WIP Completed" sheets, the imported cell ranges will automatically conform to the required layout.

Note: The source cell range must consist of either a single row or a single column.

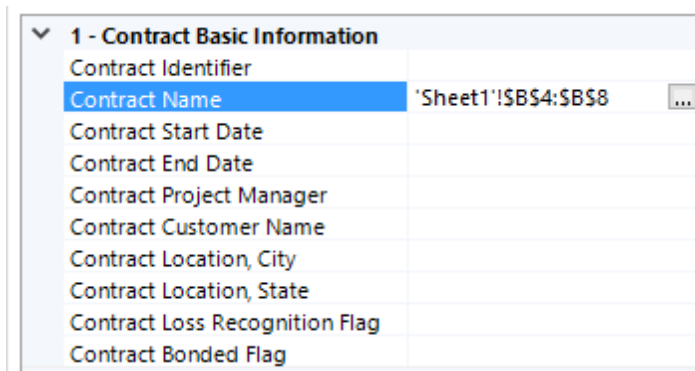
There are two ways to import cell ranges from a source sheet: copying or referencing them. Copying means that the value is literally taken from the source range and placed into the target; also, if the source value changes, then it is not automatically updated in the target WIP sheets (to update the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

To set up the data mapping:

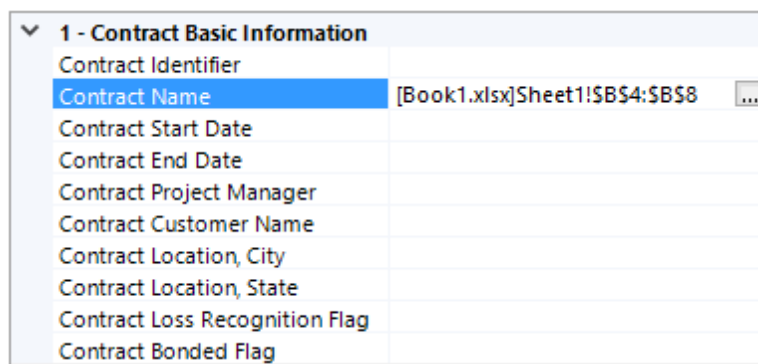
1. In the Excel ribbon, click the **WIP** tab.
1. Click the **Data Mapping** tab in the WIP Report Pane.



2. If you want to import values in the "WIP In Process" sheet, click the **In Process** tab. To import values in the "WIP Completed" sheet, click the **Completed** tab.
3. Enter a source cell range next to the field where data must be imported. You can either type the cell range manually, or click the button and select the required cell range from a source sheet. In the example below, the field **Contract Name** is mapped to the source cell range **\$B\$4:\$B\$8** originating from a sheet named "Sheet1".



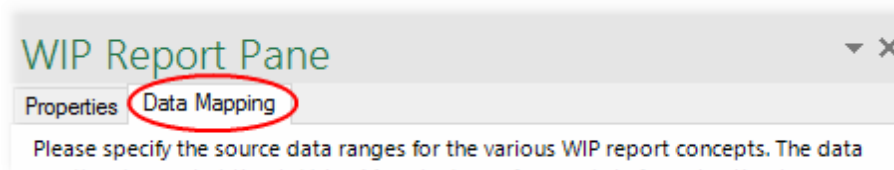
You can also mapped cell ranges from Excel files other than the current workbook. The same instructions as above apply, the only requirement is that both the source and target Excel books are currently open. In the example below, the field **Contract Name** is mapped to the source cell range **\$B\$4:\$B\$8** originating from a sheet named "Sheet1" of a separate Excel book called "Book1".



- Repeat step 3 for each WIP report field that must be mapped to a source cell range.

To automatically copy or reference the mapped cell ranges:

- Click the **Data Mapping** tab in the WIP Report Pane.



- Do one of the following:
 - To copy the mapped cell ranges, click **Copy Values**.
 - To reference the mapped cell ranges, click **Reference Values**.
- When prompted that you are about to overwrite data in the WIP report, click **OK** to confirm.

Note the following:

- When you click the **Copy Values** or **Reference Values** button, values are copied (or

referenced) from all data mapping tabs (**In Progress** and **Completed**), not just the current visible tab.

- If you reference values from another Excel book, both books must be open for values to be referenced correctly.

9 Importing Data From NASBP Excel Sheets

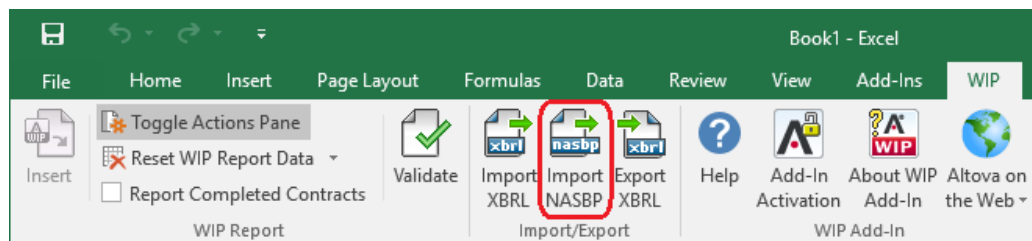
If your organization works with Work In Process Excel sheets created by the NASBP (National Association of Surety Bond Producers), it is possible to import data from such sheets automatically into the XBRL-bound reports (either the **WIP In Process** or the **WIP Completed** report). There are two ways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

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

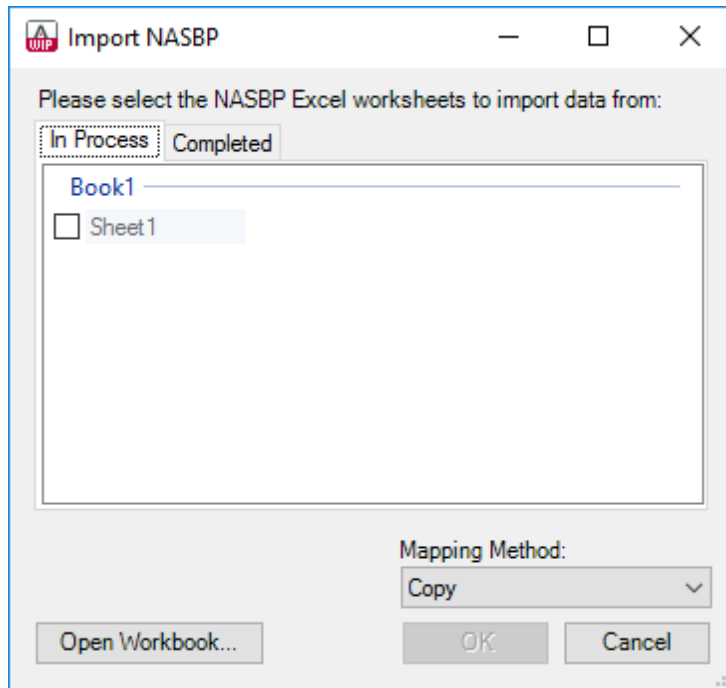
There are two ways to import data from a source NASBP sheet: copying or referencing it. Copying means that the value is literally taken from the source and placed into the target; also, if the source value changes, then it is not automatically updated in the target WIP sheets (to update the WIP report from the NASBP source at any time, you will need to re-import it, as shown below). Referencing means that, instead of the storing an actual value, the WIP sheet will contain a formula which refers to the source cell range; updating the value in the source will also automatically update it in the target sheet (provided that both sheets are open).

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

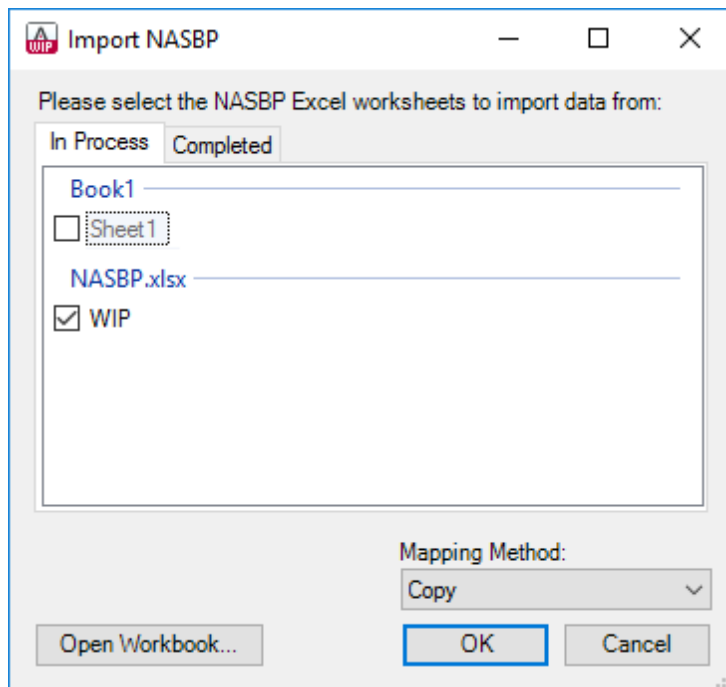
1. Create a new blank Excel workbook.
2. In the Excel ribbon, click the **WIP** tab, and then click **Insert** (see also [Creating a new WIP Report](#)).
3. Click **Import NASBP**.



The Import NASBP dialog box illustrated below opens. This dialog box displays all sheets from all currently open Excel workbooks (except for hidden sheets, and the XBRL-bound **WIP In Process** or **WIP Completed** sheets). Any sheets that are detected to be valid NASBP sheets are enabled and can be selected as source; the others are grayed out. In the image below, the current book is "Book1". Since "Sheet1" does not contain NASBP data, it is grayed out.



4. Click **Open Workbook** and browse for the NASBP Excel book from which you want to import data.
5. Select the check box next to the sheet from where you want to import data. In the image below, the name of the source workbook is **NASBP.xlsx**, and it contains a sheet "WIP" which qualifies for automatic import.

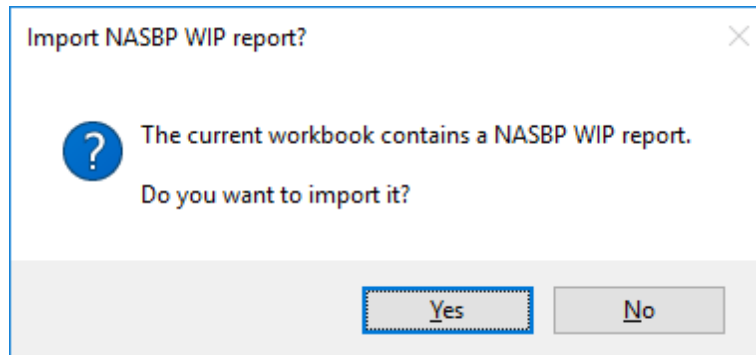


6. To import data into the "WIP In process" sheet, click the **In Process** tab. Likewise, to import NASBP data into the "WIP Completed" sheet, click the **Completed** tab.

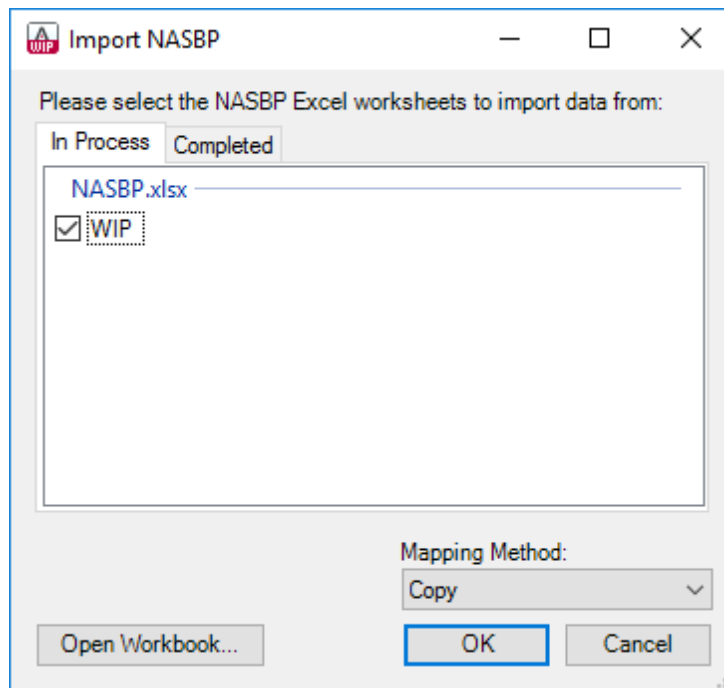
- Under **Mapping Method**, choose an import option (**Copy** or **Reference**, as explained at the top of this page), and click **OK**.

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

- Open the existing NASBP Excel workbook.
- In the Excel ribbon, click **WIP**, and then click **Insert**.



- Click **Yes**. The dialog box below displays sheets from all currently open workbooks (in this case, **NASBP.xlsx**). Sheets which are detected to be valid for NASBP import are enabled; other sheets, if available, are grayed out.



- Select the check box next to the sheet from where you want to import data (in the image above, "WIP").
- To import data into the "WIP In process" sheet, click the **In Process** tab. Likewise, to import NASBP data into the "WIP Completed" sheet, click the **Completed** tab.
- Under **Mapping Method**, choose an import option (**Copy** or **Reference**, as explained at the top of this page), and click **OK**.

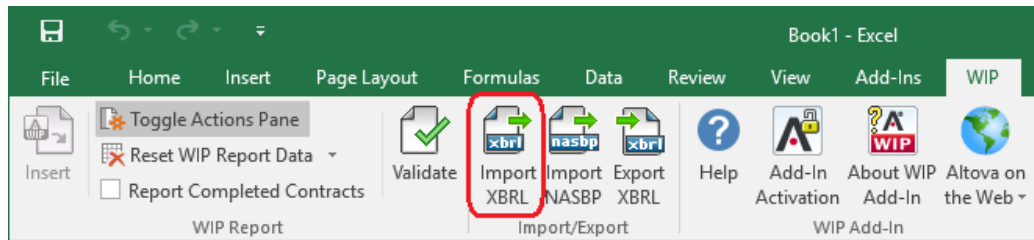
10 Importing Data From Existing XBRL WIP Reports

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

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

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

1. In the Excel ribbon, click the **WIP** tab.
2. Click **Insert**.
3. Click **Import XBRL**, and browse for the XBRL instance file.



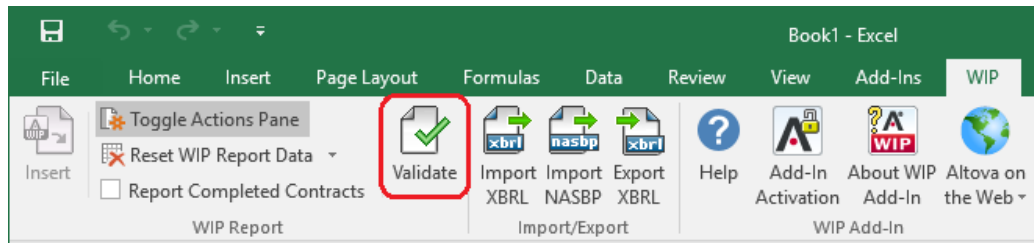
Before the report data is loaded into Excel, it is automatically validated. A dialog box notifies you about potential warnings, inconsistencies, or errors (see also [Validating Data](#)).

Note: During import, 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.

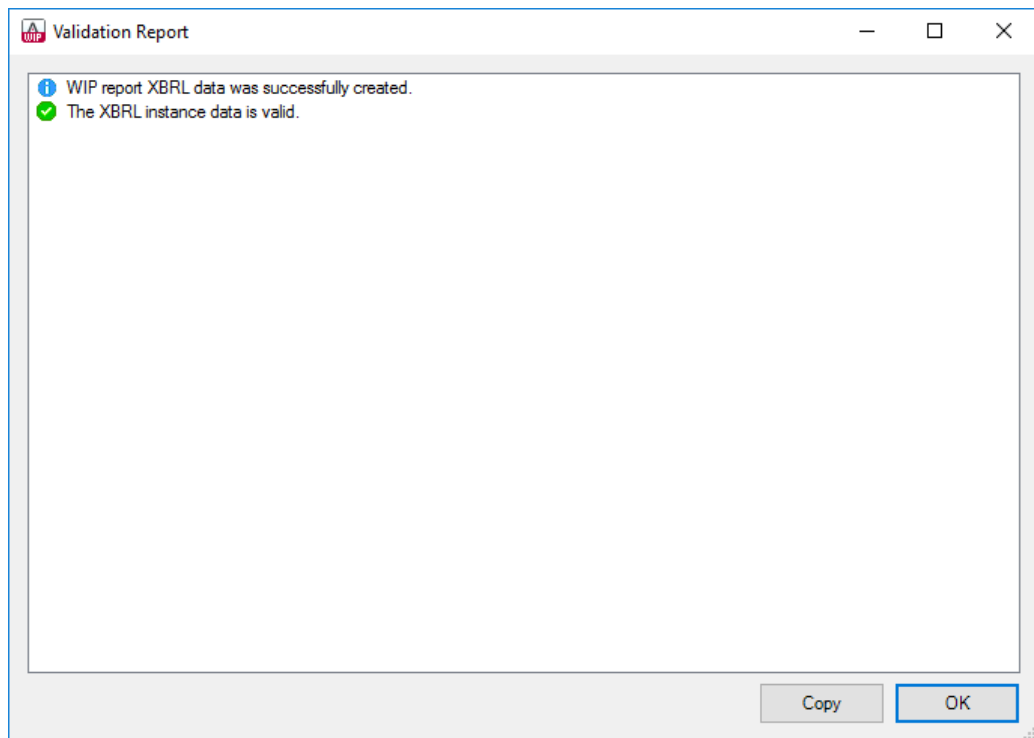
11 Validating Data

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

To validate data, click the **Validate** button in the **WIP** tab of the Excel ribbon.





Be patient while **Altova Work in Process (WIP) XBRL add-in for Excel** performs the validation process (typically, a few seconds). When validation completes, a dialog box appears, containing a validation report.






The validation result can be any of the following:

Message type	Meaning
✓	The instance data is valid.

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

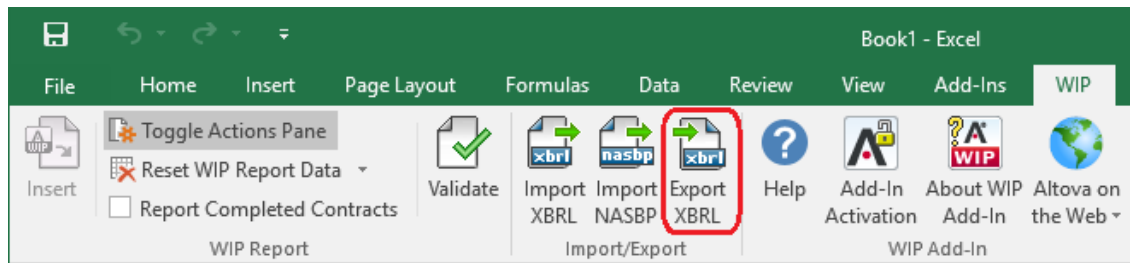
The Validation Report dialog box may additionally display any of the following message types: information messages, warnings, and errors.

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

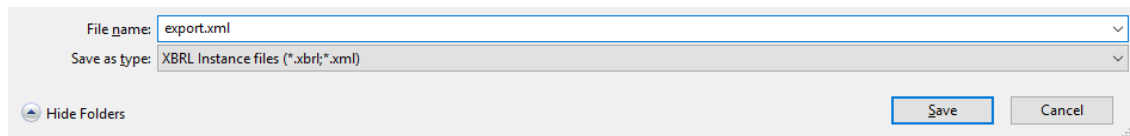
12 Exporting Data to XBRL

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

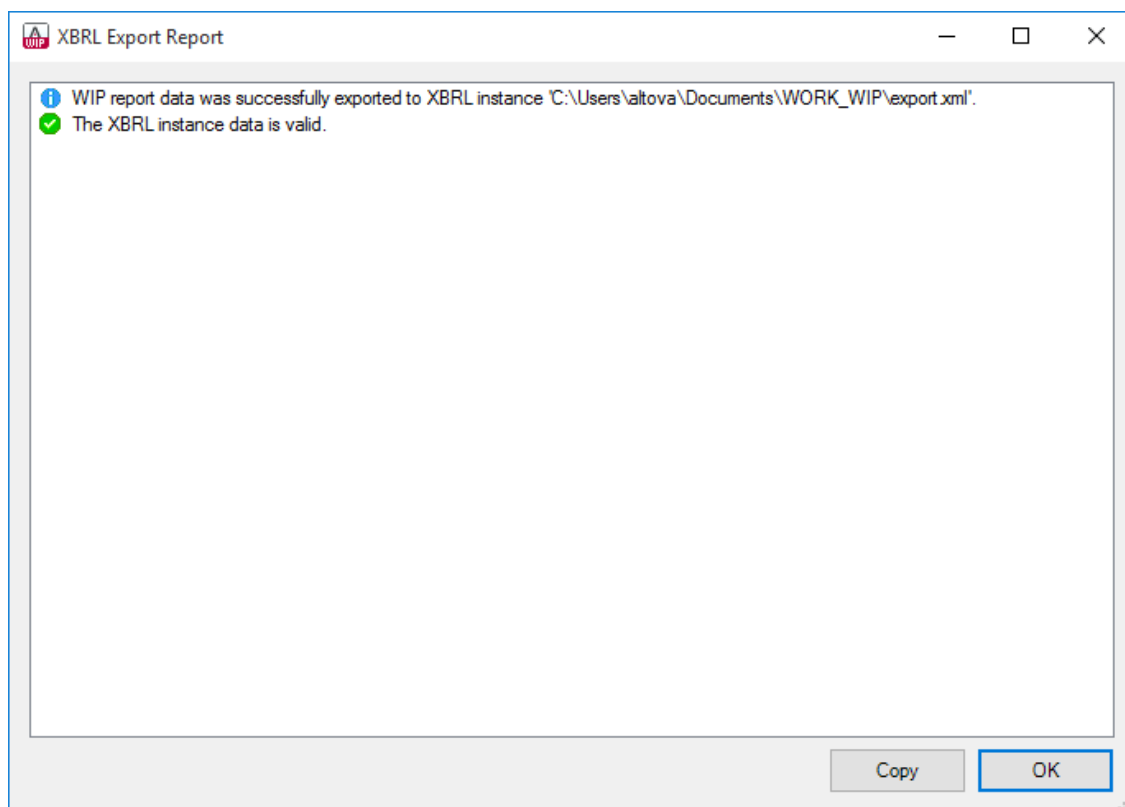


Note: If you need to export both the "WIP In Process" and the "WIP Completed" reports, select the **Report Completed Contracts** check box in the Excel ribbon.

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



Before export, data is automatically validated. Any errors, inconsistencies and warnings are reported on the screen.



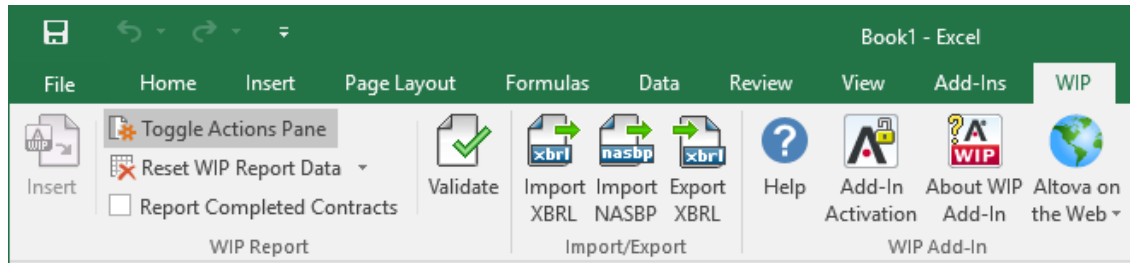
The XBRL instance file is created even if data is not valid; however, such report instances are not valid for XBRL submission (see also [Validating Data](#)).

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

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

13 Command Reference

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



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

	from the "WIP Complete" sheet to an XBRL instance file (see Exporting WIP Data to XBRL).
Help	Opens this help file, in CHM (Microsoft Compiled HTML Help) format.
Add-In Activation	Displays the activation status of the add-in, or provides options to enter or purchase a license key code.
About	Displays version information about the add-in.
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Updating Software may require the updating of software not covered by this Agreement before installation. Updates of the operating system and application software not specifically covered by this Agreement are your responsibility and will not be provided by Altova under this Agreement. Altova's obligations under this Section 6 are contingent upon your proper use of the Software and your compliance with the terms and conditions of this Agreement at all times. Altova shall be under no obligation to provide the above technical support if, in Altova's opinion, the Software has failed due to the following conditions: (i) damage caused by the relocation of the Software to another location or CPU; (ii) alterations, modifications or attempts to change the Software without Altova's written approval; (iii) causes external to the Software, such as natural disasters, the failure or fluctuation of electrical power, or computer equipment failure; (iv) your failure to maintain the Software at Altova's specified release level; or (v) use of the Software with other software without Altova's prior written approval. It will be your sole responsibility to: (i) comply with all Altova-specified operating and troubleshooting procedures and then notify Altova immediately of Software malfunction and provide Altova with complete information thereof; (ii) provide for the security of your confidential information; (iii) establish and maintain backup systems and procedures necessary to reconstruct lost or altered files, data or programs.

7. SOFTWARE ACTIVATION, UPDATES AND LICENSE METERING

A. 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 between your computer and the Altova license server. You agree that Altova may use these measures and you agree to follow any applicable requirements. You further agree that use of license key codes that are not or were not generated by Altova and lawfully obtained from Altova, or an authorized reseller as part of an effort to activate or use the Software violates Altova's intellectual property rights as well as the terms of this Agreement. You agree that efforts to circumvent or disable Altova's copyright protection mechanisms violate Altova's intellectual property rights as well as the terms of this Agreement. Altova expressly reserves the rights to seek all available legal and equitable remedies to prevent such actions and to recover lost profits, damages and costs.

B. LiveUpdate. Altova provides a new LiveUpdate notification service to you, which is free of charge. Altova may use your internal network and Internet connection for the purpose of transmitting license-related data to an Altova-operated LiveUpdate server to validate your license at appropriate intervals and determine if there is any update available for you.

C. Use of Data. The terms and conditions of the Privacy Policy are set out in full at <http://www.altova.com/privacy> and are incorporated by reference into this Agreement. By your acceptance of the terms of this Agreement and/or use of the Software, you authorize the collection, use and disclosure of information collected by Altova for the purposes provided for in this Agreement and/or the Privacy Policy. Altova has the right in its sole discretion to amend this provision of the Agreement and/or Privacy Policy at any time. You are encouraged to review the terms of the Privacy Policy as posted on the Altova Web site from time to time.

D. Audit Rights. You agree that Altova may audit your use of the Software for compliance with the terms of this Agreement at any time, upon reasonable notice. In the event that such audit

reveals any use of the Software by you other than in full compliance with the terms of this Agreement, you shall reimburse Altova for all reasonable expenses related to such audit in addition to any other liabilities you may incur as a result of such non-compliance.

E. Notice to European Users. Please note that the information as described in paragraph 7 above may be transferred outside of the European Economic Area, for purposes of processing, analysis, and review, by Altova, Inc., a company located in Beverly, Massachusetts, U.S.A., or its subsidiaries or Altova's subsidiaries or divisions, or authorized partners, located worldwide. You are advised that the United States uses a sectoral model of privacy protection that relies on a mix of legislation, governmental regulation, and self-regulation. You are further advised that the Council of the European Union has found that this model does not provide "adequate" privacy protections as contemplated by Article 25 of the European Union's Data Directive. (Directive 95/46/EC, 1995 O.J. (L 281) 31). Article 26 of the European Union's Data Directive allows for transfer of personal data from the European Union to a third country if the individual has unambiguously given his consent to the transfer of personal information, regardless of the third country's level of protection. By agreeing to this Agreement, you consent to the transfer of all such information to the United States and the processing of that information as described in this Agreement and the Privacy Policy.

8. TERM AND TERMINATION

This Agreement may be terminated (a) by your giving Altova written notice of termination; (b) by Altova, at its option, giving you written notice of termination if you commit a breach of this Agreement and fail to cure such breach within ten (10) days after notice from Altova; or (c) at the request of an authorized Altova reseller in the event that you fail to make your license payment or other monies due and payable. In addition the Agreement governing your use of a previous version of the Software that you have upgraded or updated is terminated upon your acceptance of the terms and conditions of the Agreement accompanying such upgrade or update. Upon any termination of the Agreement, you must cease all use of the Software that this Agreement governs, destroy all copies then in your possession or control and take such other actions as Altova may reasonably request to ensure that no copies of the Software remain in your possession or control. The terms and conditions set forth in Sections 1G, 2, 5B, 5C, 5D, 7A, 7B, 7C, 7D, 7E, and 9-13 survive termination as applicable.

9. RESTRICTED RIGHTS NOTICE AND EXPORT RESTRICTIONS

The Software was developed entirely at private expense and is commercial computer software provided with **RESTRICTED RIGHTS**. Use, duplication or disclosure by the U.S. Government or a U.S. Government contractor or subcontractor is subject to the restrictions set forth in this Agreement and as provided in FAR 12.211 and 12.212 (48 C.F.R. §12.211 and 12.212) or DFARS 227. 7202 (48 C.F.R. §227-7202) as applicable. Consistent with the above as applicable, Commercial Computer Software and Commercial Computer Documentation licensed to U.S. government end users only as commercial items and only with those rights as are granted to all other end users under the terms and conditions set forth in this Agreement. Manufacturer is Altova GmbH, Rudolfspatz, 13a/9, A-1010 Vienna, Austria/EU. You may not use or otherwise export or re-export the Software or Documentation except as authorized by United States law and the laws of the jurisdiction in which the Software was obtained. In particular, but without limitation, the Software or Documentation may not be exported or re-exported (i) into (or to a national or resident of) any U.S. embargoed country or (ii) to anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Department of Commerce's Table of Denial Orders. By using the Software, you represent and warrant that you are not located in, under control of, or a national or resident of any such country or on any such list.

10. U.S. GOVERNMENT ENTITIES

Notwithstanding the foregoing, if you are an agency, instrumentality or department of the federal government of the United States, then this Agreement shall be governed in accordance with the laws of the United States of America, and in the absence of applicable federal law, the laws of the Commonwealth of Massachusetts will apply. Further, and notwithstanding anything to the contrary in this Agreement (including but not limited to Section 5 (Indemnification)), all claims, demands, complaints and disputes will be subject to the Contract Disputes Act (41 U.S.C. §§7101 *et seq.*), the Tucker Act (28 U.S.C. §1346(a) and §1491), or the Federal Tort Claims Act (28 U.S.C. §§1346(b), 2401-2402, 2671-2672, 2674-2680), FAR 1.601(a) and 43.102 (Contract Modifications); FAR 12.302(b), as applicable, or other applicable governing authority. For the avoidance of doubt, if you are an agency, instrumentality, or department of the federal, state or local government of the U.S. or a U.S. public and accredited educational institution, then your indemnification obligations are only applicable to the extent they would not cause you to violate any applicable law (e.g., the Anti-Deficiency Act), and you have any legally required authorization or authorizing statute.

11. THIRD PARTY SOFTWARE

The Software may contain third party software which requires notices and/or additional terms and conditions. Such required third party software notices and/or additional terms and conditions are located at our Website at http://www.altova.com/legal_3rdparty.html and are made a part of and incorporated by reference into this Agreement. By accepting this Agreement, you are also accepting the additional terms and conditions, if any, set forth therein.

12. TRANSLATIONS

Where Altova has provided you with a foreign translation of the English language version, you agree that the translation is provided for your convenience only and that the English language version will control. If there is any contradiction between the English language version and a translation, then the English language version shall take precedence.

13. GENERAL PROVISIONS

If you are located in the European Union and are using the Software in the European Union and not in the United States, then this Agreement will be governed by and construed in accordance with the laws of the Republic of Austria (excluding its conflict of laws principles and the U.N. Convention on Contracts for the International Sale of Goods) and you expressly agree that exclusive jurisdiction for any claim or dispute with Altova or relating in any way to your use of the Software resides in the Handelsgericht, Wien (Commercial Court, Vienna) and you further agree and expressly consent to the exercise of personal jurisdiction in the Handelsgericht, Wien (Commercial Court, Vienna) in connection with any such dispute or claim.

If you are located in the United States or are using the Software in the United States then this Agreement will be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, USA (excluding its conflict of laws principles and the U.N. Convention on Contracts for the International Sale of Goods) and you expressly agree that exclusive jurisdiction for any claim or dispute with Altova or relating in any way to your use of the Software resides in the federal or state courts of the Commonwealth of Massachusetts and you further agree and expressly consent to the exercise of personal jurisdiction in the federal or state courts of the Commonwealth of Massachusetts in connection with any such dispute or claim.

If you are located outside of the European Union or the United States and are not using the

Software in the United States, then this Agreement will be governed by and construed in accordance with the laws of the Republic of Austria (excluding its conflict of laws principles and the U.N. Convention on Contracts for the International Sale of Goods) and you expressly agree that exclusive jurisdiction for any claim or dispute with Altova or relating in any way to your use of the Software resides in the Handelsgericht, Wien (Commercial Court, Vienna) and you further agree and expressly consent to the exercise of personal jurisdiction in the Handelsgericht Wien (Commercial Court, Vienna) in connection with any such dispute or claim. This Agreement will not be governed by the conflict of law rules of any jurisdiction or the United Nations Convention on Contracts for the International Sale of Goods, the application of which is expressly excluded.

This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes all prior written and oral understandings of the parties with respect to the subject matter hereof. Any notice or other communication given under this Agreement shall be in writing and shall have been properly given by either of us to the other if sent by certified or registered mail, return receipt requested, or by overnight courier to the address shown on Altova's Web site for Altova and the address shown in Altova's records for you, or such other address as the parties may designate by notice given in the manner set forth above. This Agreement will bind and inure to the benefit of the parties and our respective heirs, personal and legal representatives, affiliates, successors and permitted assigns. The failure of either of us at any time to require performance of any provision hereof shall in no manner affect such party's right at a later time to enforce the same or any other term of this Agreement. This Agreement may be amended only by a document in writing signed by both of us. In the event of a breach or threatened breach of this Agreement by either party, the other shall have all applicable equitable as well as legal remedies. Each party is duly authorized and empowered to enter into and perform this Agreement. If, for any reason, any provision of this Agreement is held invalid or otherwise unenforceable, such invalidity or unenforceability shall not affect the remainder of this Agreement, and this Agreement shall continue in full force and effect to the fullest extent allowed by law. The parties knowingly and expressly consent to the foregoing terms and conditions.

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