Altova Work in Process XBRL add-in for Excel, version 2022

User & Reference Manual
# Table of Contents

## 1 Introduction
1.1 System Requirements ................................................................. 6
1.2 Installation and Licensing ............................................................ 7

## 2 Create a New Report
2.1 New Report ................................................................................. 9
2.2 Enter Data ..................................................................................... 11
2.3 Report Miscellaneous Contracts .................................................. 13
2.4 Control Numeric Accuracy ............................................................ 14
2.5 Reset Data and Restore Formulas ............................................... 16
2.6 Add XBRL Footnotes ................................................................. 17
2.7 Validate Data ............................................................................... 18
2.8 Export Data to XBRL ................................................................. 20

## 3 Import Data
3.1 Import Data Using Data Mappings .............................................. 22
3.2 Import Data Using Templates ...................................................... 25
3.3 Import Data From NASBP Excel Sheets ..................................... 30
3.4 Import Data From Existing WIP Reports .................................... 32

## 4 Menu Commands

## 5 License Information
5.1 Electronic Software Distribution ............................................... 36
5.2 Software Activation and License Metering ................................ 37
5.3 Altova End-User License Agreement ........................................ 39
Index
1 Introduction

The Altova Work in Process (WIP) XBRL add-in for Excel is targeted at businesses and organizations that submit Work in Process (WIP) financial data in XBRL format within the framework of the XBRL US Work in Process (WIP) reporting.

The Altova Work in Process (WIP) XBRL add-in for Excel enables you 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 WIP reports into Excel.

The currently supported taxonomy is the 2016 Surety Work in Process Taxonomy. This documentation makes references to and should be read in conjunction with the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

Last updated: 28 February 2022
1.1 System Requirements

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

- Windows 7 SP1 with Platform Update, Windows 8, Windows 10, Windows 11, Windows Server 2008 R2 SP1 with Platform Update or newer
- Microsoft Excel in Microsoft 365 (desktop version), Microsoft Excel 2019, 2016, 2013, 2010
- If you use Excel 2010, Visual Studio 2010 Tools for Office Runtime must be installed.
- .NET Framework 4.0 or later

Important:

- The add-in is available for Microsoft Excel 32-bit and 64-bit.
- 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 the 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 Altova Work in Process (WIP) XBRL add-in for Excel, download the executable from the Altova Download Center. Run the executable and 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 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 `<%RIBBONTAB%>` becomes available in the Excel ribbon. To view the current version of the add-in, click the `<%RIBBONTAB%>` tab in the Excel ribbon. Then click About `<%RIBBONTAB%>` Add-In.

Licensing

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

1. In the Excel ribbon, click the `<%RIBBONTAB%>` tab.
2. 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 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.
2 Create a New Report

This section will help you get started with a WIP report. You will learn to:

- Create a New Report
- Enter Data
- Report Miscellaneous Contracts
- Control Numeric Accuracy
- Reset Data and Restore Formulas
- Add XBRL Footnotes
- Validate Data
- Export Data to XBRL
2.1 New Report

This topic shows you how to create a new WIP report and familiarizes you with the graphical user interface of the WIP Add-In. It is possible to create a blank WIP report and fill it out manually. Alternatively, you can import data automatically from various existing spreadsheets. For more information, see Import Data.

To create a new WIP report, take the following steps:

1. In the Excel ribbon, click the WIP tab.
2. Click Insert.
3. Select the Blank WIP Report check box (this is the default option) and click OK. Whenever you create a blank report, a new Excel sheet called WIP In Process becomes available. 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 a WIP Complete report in addition to the WIP In Process report, click the WIP tab in the Excel ribbon and select the check box Report Completed Contracts. This adds a new sheet to the Excel workbook called WIP Complete. When clicked, each XBRL-bound cell inside the WIP In Process or WIP Complete sheets displays a description in the Cell Documentation box of the WIP Report pane. This description comes from the underlying XBRL taxonomy.

Several XBRL report properties are available in the WIP Report pane. 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 at the bottom of the WIP Report pane. For more

Because the sheets WIP In Process and WIP Complete are bound to the XBRL taxonomy, they must not be deleted. It is not recommended to rename these 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, they will be ignored when you generate the XBRL instance file.
2.2 Enter 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. Some cells include calculations and SUM formulas. These cells are filled automatically when you fill in the corresponding source cells. These include sum cells and columns such as *Estimated Gross Profit* and *Estimated Contract Revenue*. Columns that contain formulas have the text header in *italics* and should not be edited, whereas editable cells have a gray background.

![Image of Excel table with editable and calculated cells]

**Predefined sheets**

When you paste cells or rows into the predefined sheets, note 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 type text outside the default table, unwanted columns may appear (e.g., *Column 1*, *Column2*, and so on) (see screenshot below).

![Image of Excel table with columns highlighted]

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 clear the check box **Include new rows and columns in table**.

- When you paste data, it is recommended to keep only the values but not the formatting. Namely, select the **Paste Values** option when you paste cells or rows (see screenshot below).
While generating the XBRL instance file, the add-in ignores any cell formatting information and exports the actual value of the Excel cell. However, 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 (the one that will be written to the XBRL instance) in the formula bar of Excel (see example below).

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.

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

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

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

- Leave the cell empty in the Contract Identifier column.
- Enter either n/a or misc in the Contract Identifier column (see screenshot below).

Any contracts where the conditions mentioned above are true will be reported as miscellaneous in the generated XBRL instance (marked in red in the screenshot below).

<table>
<thead>
<tr>
<th>Contract Identifier</th>
<th>Contract Name</th>
<th>Estimated Revenue</th>
<th>Estimated Costs</th>
<th>Estimated Gross Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Open job 1</td>
<td>29,831,263</td>
<td>22,771,956</td>
<td>7,059,306</td>
</tr>
<tr>
<td>201</td>
<td>Open job 2</td>
<td>4,765,875</td>
<td>3,915,859</td>
<td>850,016</td>
</tr>
<tr>
<td>202</td>
<td>Open job 3</td>
<td>3,165,949</td>
<td>2,635,676</td>
<td>530,273</td>
</tr>
<tr>
<td>203</td>
<td>Open job 4</td>
<td>6,845,696</td>
<td>5,348,200</td>
<td>1,497,496</td>
</tr>
<tr>
<td>204</td>
<td>Open job 5</td>
<td>3,202,917</td>
<td>2,139,767</td>
<td>1,063,150</td>
</tr>
<tr>
<td>205</td>
<td>Open job 6</td>
<td>3,267,627</td>
<td>2,402,206</td>
<td>865,421</td>
</tr>
<tr>
<td>206</td>
<td>Open job 7</td>
<td>3,513,815</td>
<td>2,260,925</td>
<td>1,252,890</td>
</tr>
<tr>
<td>207</td>
<td>Open job 8</td>
<td>3,913,079</td>
<td>3,104,573</td>
<td>808,506</td>
</tr>
<tr>
<td>208**</td>
<td>Open job 9</td>
<td>11,187,491</td>
<td>13,500,000</td>
<td>(1,312,509)</td>
</tr>
<tr>
<td>209</td>
<td>Open job 10</td>
<td>3,274,077</td>
<td>2,798,357</td>
<td>475,720</td>
</tr>
<tr>
<td>210**</td>
<td>Open job 11</td>
<td>3,835,139</td>
<td>4,296,527</td>
<td>(461,388)</td>
</tr>
<tr>
<td>211</td>
<td>Open job 12</td>
<td>13,500,000</td>
<td>10,227,273</td>
<td>3,272,727</td>
</tr>
<tr>
<td>212</td>
<td>Open job 13</td>
<td>3,849,262</td>
<td>3,137,190</td>
<td>712,072</td>
</tr>
<tr>
<td>misc</td>
<td>Misc under $3,000,000</td>
<td>74,614,943</td>
<td>64,402,779</td>
<td>10,212,164</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>169,767,132</td>
<td>142,941,288</td>
<td>26,825,844</td>
</tr>
</tbody>
</table>

Note: Miscellaneous contracts should not contain any values in the Contract Basic Information section of the WIP report, except Contract Identifier and Contract Name. Any values in these columns will cause validation warnings and will not be exported when you click the Export button.
2.4 Control Numeric Accuracy

The accuracy of monetary and other numeric values in an XBRL WIP report can be controlled by setting the following report properties: Accuracy of Monetary Items and Accuracy of Percentage Items. These properties are available in the WIP Report Pane (see screenshot below).

Most report items are numeric monetary items. Therefore, 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: e.g., 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 property Accuracy of Monetary Items is set to Units, which sets the value of the decimals attribute in the XBRL instance to 0.
- The property Accuracy of Percentage Items is set to Cents, which sets the value of the decimals attribute in the XBRL instance to 2.

Accuracy values

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 set the accuracy to one of the predefined values or specify a custom accuracy value. The predefined values are listed in the table below.

<table>
<thead>
<tr>
<th>Accuracy value</th>
<th>Meaning</th>
<th>Sets the value of the decimals attribute in the XBRL instance to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exact</td>
<td>This is the default value. When this value is selected, the accuracy will be set exactly as you entered it.</td>
<td>INF</td>
</tr>
<tr>
<td>Billions</td>
<td>Sets accuracy up to 9 digits to the left of the decimal point (billions).</td>
<td>-9</td>
</tr>
<tr>
<td>Millions</td>
<td>Sets accuracy up to 6 digits to the left of the decimal point (millions).</td>
<td>-6</td>
</tr>
<tr>
<td>Thousands</td>
<td>Sets accuracy up to 3 digits to the left of the decimal point (thousands).</td>
<td>-3</td>
</tr>
</tbody>
</table>
Create a New Report

Control Numeric Accuracy

<table>
<thead>
<tr>
<th>Accuracy value</th>
<th>Meaning</th>
<th>Sets the value of the decimals attribute in the XBRL instance to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>Sets accuracy up to integers.</td>
<td>0</td>
</tr>
<tr>
<td>Cents</td>
<td>Sets accuracy up to 2 digits to the right of the decimal point.</td>
<td>2</td>
</tr>
<tr>
<td>Mills</td>
<td>Sets accuracy up to 3 digits to the right of the decimal point.</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

The WIP Add-in allows you to reset your data and restore formulas from your imported data. For more information, see the subsections below.

**Reset WIP Report Data**

In some cases, you might want to clear all the entered data from the WIP report sheet in one operation. For example, you might want to do that when you discover that validation failed after you pasted some data from an external source. The **Reset WIP Report Data** command 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 will prompt you for confirmation before data is cleared.

**Restore 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 have imported data from an XBRL report instance. To restore only the formulas, click **Reset WIP Report Data | Restore only formulas** in the Excel ribbon *(see screenshot below)*.
2.6 Add 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 (see screenshot below).

The comment above would look as follows in the exported XBRL instance:
2.7 Validate Data

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

To validate data, click the Validate button in the WIP tab of the Excel ribbon. To validate XBRL data, the add-in creates a temporary in-memory XBRL instance. When the validation of the in-memory instance completes, a validation report similar to the one below is displayed.

![Validation Report](image)

**Validation results**

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

<table>
<thead>
<tr>
<th>Message type</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt=" " /></td>
<td>The instance data is valid.</td>
</tr>
<tr>
<td><img src="image" alt=" " /></td>
<td>The instance data is valid but has inconsistencies or warnings.</td>
</tr>
<tr>
<td><img src="image" alt=" " /></td>
<td>The instance data is not valid.</td>
</tr>
</tbody>
</table>

**Information messages, warnings, and errors**

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

<table>
<thead>
<tr>
<th>Message type</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt=" " /></td>
<td>This is an information message. Information messages do not make the XBRL instance invalid.</td>
</tr>
<tr>
<td><img src="image" alt=" " /></td>
<td>This is 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. 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).</td>
</tr>
<tr>
<td><img src="image" alt=" " /></td>
<td>Indicates an error. If there are validation errors, the XBRL instance is not valid. In this</td>
</tr>
<tr>
<td>Message type</td>
<td>Meaning</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>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. If you are using the Altova RaptorXML+XBRL Server for validation, XBRL formula assertions may be optionally configured not to be reported as errors.</td>
</tr>
</tbody>
</table>

**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 .

When the validation fails, the **Validation Report** window may display links to the cell where the error has 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.

To copy the contents of the validation report to the clipboard, click (Copy) 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 (Save). Alternatively, right-click inside the **Validation Report** window and select **Save Validation Report** from the context menu.

To clear the validation report, click (Clear). Alternatively, right-click inside the **Validation Report** window and select **Clear** from the context menu.
2.8 Export Data to XBRL

Once your report is ready and valid, you can generate an XBRL instance file. To do this, click the WIP tab. Then click Export XBRL. By default, instance files are saved as files with a .xbrl 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 The XBRL instance file is created even if the data is not valid. However, such report instances are not valid for XBRL submission. For more information, see Validate Data.

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. For more information about XBRL validation rules, see XBRL US Work In Process Taxonomy 2016 Preparers Guide.
3 Import Data

Besides entering data manually into the WIP In Process or WIP Completed sheets, you can also import your data from custom Excel sheets or workbooks, including NASBP (National Association of Surety Bond Producers) Excel sheets. You can also import data from existing XBRL WIP reports saved with the Altova Work in Process (WIP) XBRL add-in for Excel. See the list of available import options below.

Import Data Using Data Mappings
Use this option to import data from custom Excel workbooks. This option requires that a data mapping be created first. A data mapping means that specific fields in the WIP report will map to specific cell ranges in your custom sheet. The source data can be either in a different sheet in the same workbook or in an external workbook.

Once the data mapping is ready, you can automatically fill in the WIP data sheets from your custom sheet. In order to do this, click the Copy Values or Reference Values button. Data mappings are saved together with the WIP workbook. This makes them suitable for on demand or recurring imports into the same workbook. To become reusable across multiple workbooks, data mappings must be saved as templates (see the next option).

Import Data Using Templates
Use this option to import data from custom Excel workbooks for which you already have prepared a template. A template is a permanently saved data mapping between specific fields in the WIP report and specific cell ranges in any custom sheet.

This requires that all your source workbooks have the same layout that is recognized by the template. Unlike data mappings, templates are saved to a special template folder that you designate. Thus, they are reusable across multiple workbooks. You can define as many templates as required, one for each custom Excel sheet from where you need to import data.

Import Data From NASBP Excel Sheets
Use this option to import data from sheets produced by the NASBP (National Association of Surety Bond Producers). As long as the source sheet is a valid NASBP sheet, the add-in will automatically import data from it; no other setup is required.

Import Data From Existing XBRL WIP Reports
Use this option to import the existing WIP Report data that was saved in XBRL format with the Altova Work in Process (WIP) XBRL add-in for Excel.
3.1 Import Data Using Data Mappings

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

Data mappings can become reusable across multiple workbooks if you save them as templates. For more information, see Import Data Using Templates.

Data mapping setup
To set up a data mapping, follow the instructions below:

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

**Note:** The source cell range must consist of either a single row or a single column. Values can be copied or referenced from other workbooks or sheets as long as they represent valid Excel cell ranges. It does not matter whether the range is vertical or horizontal in the source sheet. In the sheets **WIP In Process** and **WIP Completed**, the imported cell ranges will automatically conform to the required layout. To find out more about creating references to cell ranges, see the [Microsoft documentation](https://support.office.com/en-us/article/import-data-using-data-mappings-8479b3f7-8829-42fb-9f39-a79c77806a00).

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

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

**Copy or reference mapped cell ranges**

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

To copy or reference the mapped cell ranges, take the steps below:

1. Click the **Data Mapping** tab in the **WIP Report Pane**.
2. Click **Copy Values** or **Reference Values** (see the explanation above for the difference between these two options).

3. When prompted that you are about to overwrite data in the WIP report, click **OK** to confirm.

When you click the buttons **Copy Values** or **Reference Values**, values are copied or referenced, respectively, from all data mapping tabs (**In Progress** and **Completed**), not just the current visible tab. If you copy or reference values from another Excel book, both books must be open for the values to be copied or referenced correctly.
## 3.2 Import Data Using Templates

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

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

### Create a template

You can create a new template as follows:

1. Open any existing Excel workbook which contains WIP data in custom (not XBRL-bound) format.
2. In the WIP tab, click **Insert** and add a blank WIP report into the workbook. See also Create a new WIP Report.
3. In the WIP Report Pane, click the **Data Mapping** tab (see screenshot below). Notice this tab has three other tabs: **In Process**, **Completed**, and **DEI** (Document Entity Information). The first two tabs let you map fields belonging to the **In Process** and **Completed** sheets, respectively. The **DEI** tab allows mapping data for the fields which appear in the document properties, such as the start and end date of the reporting period, Registrant Name, and others.
4. Enter a cell range next to each field in the WIP report that you want to be part of the template. Type the cell range or click the **Ellipsis ...** button (in the latter case, the range will be filled in automatically). Then select the range from the source sheet. For example, the image below illustrates the field **Contract Identifier** mapped to the cell range **B3:B7 of Sheet1** (see screenshot below). The cell range selection mechanism is the same as for Excel formulas. For more information, see the Microsoft documentation.

5. Once you have mapped all the required fields to cell ranges, click **Save Template**. At this stage, validation takes place. If no error messages appear, the following dialog box is displayed:
6. Optionally, select a destination template folder. By default, the template folder is C: Users Altova Documents Altova WIPAddInForExcel. You can optionally change this folder to another one by clicking the (Ellipsis) button.

7. Enter a file name in the File name box. The template will be saved to the selected template folder as a file with a .wdmt (WIP Data Mapping Template) extension.

8. Optionally, enter some descriptive text in the Template name box, which will help you identify this template later (e.g., Template 1).

9. Click Save.

If your WIP worksheet already contains previously defined data mappings (as explained in Import Data Using Data Mappings), it is possible to save them as a template. This means that you can go directly to Step 5 above. All data mappings must comply with the rules for referencing cell ranges (see below). Otherwise, errors may occur, and the template will not be saved. Templates are meant to be reusable and not bound to specific workbooks like data mappings. Therefore, when you save data mappings as a template, any references to specific workbooks are removed. Only references to worksheets and cell ranges will be preserved by the template. For example, a cell range such as [CustomBook.xlsx]CustomSheet!$C$4:$C$8 would be saved only as CustomSheet!$C$4:$C$8.

Rules for referencing cell ranges
The rules below explain how to reference cell ranges.

- All cell ranges must consist of either single rows (e.g., A1:K1) or single columns (e.g., A1:A20). In other words, all of them must be vertical or horizontal.
- All cell ranges must come from the same worksheet of the same workbook.
- All cell ranges must begin and end in the same row (or column in the case of vertical ranges). For example, an error will occur if the field Contract Identifier uses the range B1:B10 and the field Contract Name uses the range C2:C9. However, no error will occur if these fields use the range B1:B20 and C1:C20, respectively.
When you apply the template to a workbook, more or fewer rows or columns may be available in the source workbook than specified by the template cell range. In this case, the cell range will grow or shrink to match the exact number of rows or columns.

Edit existing templates
Templates saved previously can be modified as follows:

2. Click the Data Mapping tab in the WIP Report Pane.
3. Click Load Template.
4. Select the required template from the list of available templates and click Load. If the templates were saved to a custom template folder, click the Ellipsis button to switch the template folder.
5. Edit the cell ranges in the Data Mapping tab, if necessary. The same rules apply as when adding new templates. See Rules for referencing cell ranges above.
6. Click Save template.

Apply a template to a custom WIP workbook
Once you have created a template, it can be applied to any source workbook that contains cell ranges defined by the template. To apply a template to a custom WIP workbook, follow the instructions below:

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

7. Under **Mapping Method**, select either **Copy** or **Reference** (see explanation below) and click **OK**.

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

Import NASBP data

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

To import NASBP data into a new XBRL-bound sheet, follow the instructions below:

1. Create a new blank Excel workbook.
2. In the Excel ribbon, click the WIP tab and click Insert.
3. Select the NASBP WIP Report check box.
4. Click Open Workbook and browse for the NASBP Excel book from which you want to import data. The dialog box shown below opens. Notice that the right-hand side of the dialog box displays all the sheets from all the currently open Excel workbooks, except for hidden sheets and the XBRL-bound WIP In Process or WIP Completed sheets. Any valid NASBP sheets are enabled and can be selected as a source; the others are grayed out. In the screenshot below, the current book is Book1. Since Sheet1 does not contain NASBP data, it is grayed out.

5. Select the check box next to the sheet from where you want to import data. In our example, we have chosen the source workbook NASBP.xlsx. This source workbook contains a WIP sheet, which qualifies for automatic import.
6. To import data into the WIP In Process sheet, click the In Process tab. Likewise, to import NASBP data into the WIP Completed sheet, click the Completed tab.
7. Under Mapping Method, choose an import option (Copy or Reference, as explained at the top of this page) and click OK.
Create an XBRL-bound WIP sheet in NASBP workbook

To create an XBRL-bound WIP sheet directly in the NASBP Excel workbook, follow the instructions below:

1. Open an existing NASBP Excel workbook.
2. In the Excel ribbon, click **WIP**. Then click **Insert**.
3. Select the **NASBP WIP Report** check box. The dialog box **Insert WIP Report** displays sheets from all the currently open workbooks (in our example, **NASBP.xlsx**). Any sheets valid for NASBP import are enabled; other sheets, if available, are grayed out.
4. To import data into the **WIP In Process** sheet, click the **In Process** tab. Likewise, to import NASBP data into the **WIP Completed** sheet, click the **Completed** tab.
5. Select the check box next to the sheet from where you want to import data (in our example, **WIP**).
6. Under **Mapping Method**, choose an import option (**Copy** or **Reference**, as explained at the top of this page) and click **OK**.
3.4 Import Data From Existing WIP Reports

You can import data from existing instances of XBRL WIP reports into Excel (typically, files with a .xbrl or .xml extension). For the import to be successful, the imported instances must be valid XBRL WIP reports. They may be 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. For details, see Reset Data and Restore Formulas.

To import an XBRL US WIP report instance file into Excel, take the steps below:

1. In the Excel ribbon, click the WIP tab.
2. Click Insert.
3. Select a report template and click OK.
4. Click Import XBRL and browse for the XBRL instance file.

Before the report data is loaded into Excel, it is automatically validated. The Validation Report window notifies you about potential warnings, inconsistencies, or errors. To find out more about validation, 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.
4 Menu Commands

This section describes the add-in commands available in the WIP tab of the Excel ribbon (see screenshot below). The commands in the WIP tab are organized into four groups: WIP Report, Import/Export, Windows, and WIP Add-in. The description of each add-in command is provided in the subsections below.

### WIP Report

**Insert**

Creates a new WIP report. This command is disabled if the WIP report sheet has already been inserted into the workbook.

**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 sheets **WIP In Process** or **WIP Completed** and returns the Excel formulas to their default state. A confirmation dialog box prompts you for confirmation before data is discarded.

- **Restore only formulas** restores the Excel formulas to their default state, without deleting any data.

For details, see [Reset Data and Restore 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**

Validates the WIP data against the underlying XBRL US WIP taxonomy and displays the validation results in a dialog box. For details, see [Validate Data](#).

### Import/Export

**Import XBRL**

Imports an XBRL WIP instance file to the current Excel spreadsheet. See [Import WIP Data from XBRL](#).

**Import Template**

Imports data from custom WIP workbooks by means of predefined templates. See [Import Data Using Templates](#).

**Export XBRL**

Imports an XBRL WIP instance file to the current Excel spreadsheet. See [Import WIP Data from XBRL](#).
Windows

Toggle Actions Pane
Shows or hides the WIP Report Pane. By default, the WIP Report Pane is visible.

Toggle Validation Report
Shows or hides the Validation Report window. See Validate Data.

WIP Add-in

Help
Opens this help file in CHM (Microsoft Compiled HTML Help) format.

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

About
Displays version information about the add-in.

Altova on the Web
Provides links to the Altova website, including links the Online Support Center, components download page, training and tutorials.
5 License Information

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- software activation and license metering
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5.2 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) 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.
5.3 **Altova End-User License Agreement**

- The Altova End-User License Agreement is available here: [https://www.altova.com/legal/eula](https://www.altova.com/legal/eula)
- Altova's Privacy Policy is available here: [https://www.altova.com/privacy](https://www.altova.com/privacy)
Index

6

64-bit Excel,
using the add-in on, 6, 7, 8

A

Accuracy,
as property in Document Actions pane, 14
Altova Work in Process (WIP) XBRL add-in for Excel,
about, 5
command reference, 33
installation, 7
licensing, 7
limitations, 5
system requirements, 5
viewing the current version, 7
Azure Information Protection,
and restricted access, 6

C

Copyright information, 35

D

Distribution,
of Altova’s software products, 35, 36

E

End User License Agreement, 35, 39
Evaluation period,
of Altova’s software products, 35, 36
Excel .xltx template,
adding shortcuts to, 8
opening, 8
Export,
WIP Report to XBRL, 20

I

Import,
XBRL WIP instance into Excel, 32
Information Rights Management,
and restricted access, 6
Installation, 7

L

Legal information, 35
License, 39
information about, 35
License metering,
in Altova products, 37

S

Software product license, 39
Sum formulas,
restoring, 16
System requirements, 5

V

Validation, 18

W

WIP data,
entering, 11
exporting to XBRL instance, 20
importing from XBRL instance, 32
pasting, 11
validating, 18
Index

WIP data,
  viewing cell formatting, 20

XBRL,
  adding footnotes, 11

XBRL US Work In Process Taxonomy Preparers Guide,
  5, 11