

Altova Work in Process XBRL Add-in for Excel, Version 2024r2



User & Reference Manual

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1 Introduction

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



The WIP Add-in 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 report data directly in Excel to ensure it conforms to the XBRL US WIP taxonomy
- Export WIP reports from Excel to XBRL format
- Import data from WIP reports into Excel

The WIP Add-in supports the [2016 Surety Work in Process Taxonomy](#). To view, install, upgrade, and uninstall the taxonomy, use the [XBRL Taxonomy Manager](#)³⁰ included in the add-in. This documentation makes references to and should be read in conjunction with the *XBRL US Work In Process Taxonomy 2016 Preparers Guide*.

Last updated: 8 April 2024

1.1 System Requirements

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

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

Important

- The add-in is available for Microsoft Excel 32-bit and 64-bit.
- The add-in requires full access to the Excel document in order to create, validate, and export XBRL reports. If your organization enforces Information Rights Management (IRM) using Azure Information Protection or a similar technology, access to the Excel document may be restricted. For information about how to allow code to run behind documents with restricted permissions, see the [Microsoft documentation](#).

1.2 Installation and Licensing

To install the WIP Add-in, download the executable from the [Altova Download Center](#). Run the executable and follow the steps to complete the installation. You will need to accept the license agreement and privacy policy in order to proceed with the installation. Make sure to download the executable corresponding to your operating system and Excel platform (32-bit or 64-bit). The 32-bit executable can be installed on both 32-bit and 64-bit Windows. However, the 32-bit executable supports only Excel 32-bit. Note that if you have Excel 32-bit and install the 64-bit version of the add-in, you will still be running the 32-bit version.

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

Possible installation issues

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

Licensing

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

After you purchase a license from Altova, follow the same steps as above to open the activation dialog box and upload the license file. Alternatively, you can upload the purchased licenses to [Altova LicenseServer](#) running on your organization's network. Altova LicenseServer is a free product that helps organizations manage all Altova licenses in a centralized place. See also [License Information](#) ⁵³.

2 New Report

This section will help you get started with a WIP report. Working with a WIP report includes the following procedures:

- [Creating a new report](#) ⁹
- [Entering data](#) ⁹
- [Defining report properties in the WIP Report Pane](#) ¹⁵
- [Resetting data and restoring formulas](#) ²⁵
- [Adding XBRL footnotes](#) ²⁶
- [Validating data](#) ²⁷
- [Generating an XBRL instance file](#) ²⁹

2.1 Create a New Report

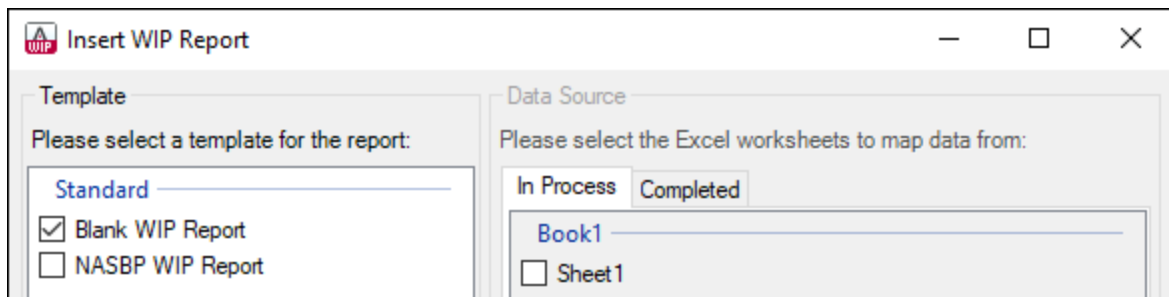
This topic shows you how to create a new WIP report and describes various import options. You can use the following approaches to working with WIP reports:

- You can create a blank WIP report and [fill it out manually](#)¹² (see *New Report below*).
- You can import data from an existing WIP report (see *Import Data From Existing WIP Report below*).
- You can create a WIP sheet in an existing NASBP Excel workbook or import NASBP data into a new XBRL-bound sheet (see *NASBP WIP Report below*).
- You can import data using [data mappings](#)²⁰. This option enables you to import data from a different sheet in the same workbook or from a different workbook into your report. Data mappings are saved together with the WIP workbook. This makes data mappings suitable for on-demand and recurring imports into the same workbook. If you plan to use the same mapping in other workbooks, you need to save the mapping as a template (*next option*).
- You can import data using [templates](#)²¹. A template is a permanently saved data mapping between fields in a WIP report and the corresponding cell range in a separate sheet. Templates are reusable across multiple workbooks. You can define as many templates as necessary, one for each Excel sheet from which you need to import data.

New report

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

1. Open the WIP ribbon and click **Insert**.
2. In the **Insert WIP Report** dialog (see *below*), you can choose between a blank report (default option) and an NASBP WIP report (*subsection below*). 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.



WIP in Progress & WIP Completed

If you need a *WIP Completed* report in addition to the *WIP In Process* report, select the check box *Report Completed Contracts* in the ribbon. This adds a new sheet to the Excel workbook called *WIP Completed*. To see information about a table cell, click a cell of interest, and its description will appear in the *Cell Documentation* section of the [WIP Report Pane](#)¹⁵. The cell description comes from the underlying XBRL taxonomy.

Because the *WIP In Process* and *WIP Completed* sheets 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 an XBRL instance file.

Import data from existing WIP report

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. These reports may have been generated in the WIP Add-in or 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 ribbon. For details, see [Reset Data and Restore Formulas](#) ²⁵.

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

1. Click **Insert** in the add-in ribbon.
2. Select a report template and click **OK**.
3. Click **Import XBRL** in the ribbon and browse for the relevant 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](#) ²⁷.

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

Define properties of a WIP report

As soon as you have created a WIP report or imported an existing one, you can go on to define XBRL report properties in the [WIP Report Pane](#) ¹⁵. 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 the description of this property will be displayed in the WIP Report Pane.

NASBP WIP report

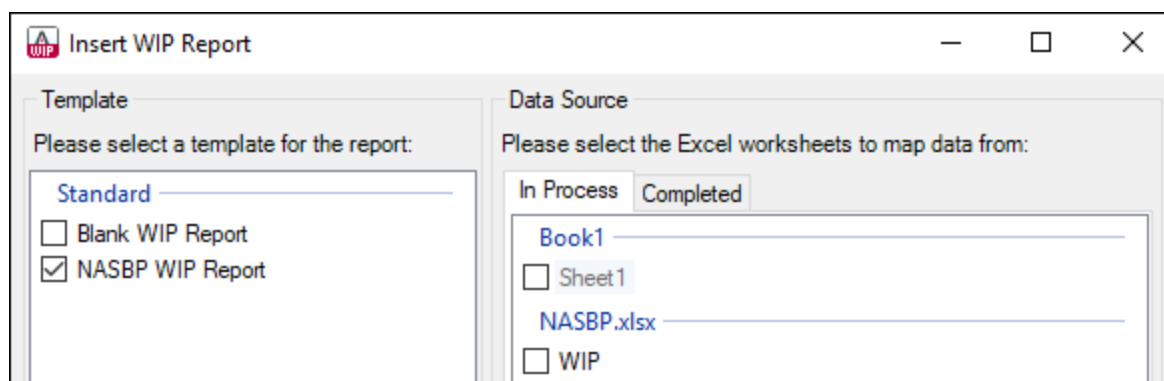
If your organization works with Work In Process Excel sheets created by the NASBP (National Association of Surety Bond Producers), you can import data from such sheets into XBRL-bound reports (*WIP In Process* or *WIP Completed* reports). There are two ways to do this:

1. You can import existing NASBP Excel data into a new XBRL-bound Excel sheet.
2. You can create new XBRL-bound sheets in an existing NASBP Excel workbook.

Import NASBP data

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

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



5. Select the check box next to the sheet from which you want to import data. In our example, we have chosen the **NASBP.xlsx** source workbook that contains a WIP sheet.
6. To import data into the *WIP In Process* sheet, open the *In Process* tab. To import NASBP data into the *WIP Completed* sheet, open the *Completed* tab.
7. Under *Mapping Method*, choose *Copy* or *Reference* (explained below) and click **OK**.

There are two ways to import values from a source sheet: You can copy or reference values. Copying means that a specific value is taken from the source range and inserted into the target. If the source value changes, it is not automatically updated in the target WIP sheet. However, you can update the WIP report values at any time by clicking the **Copy Values** button in the Data Mapping tab of the WIP Report Pane. Referencing means that, instead of storing an actual value, the WIP sheet will contain a formula which refers to the source cell range. Updating and saving a value in the source will automatically update this value in the target sheet.

Create an XBRL-bound WIP sheet in NASBP workbook

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

1. Open an existing NASBP Excel workbook.
2. Click **Insert** in the WIP ribbon.
3. Select the *NASBP WIP Report* check box in the **Insert WIP Report** dialog box. The dialog displays sheets from all the currently open workbooks. 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. To import NASBP data into the *WIP Completed* sheet, click the *Completed* tab.
5. Select the check box next to the sheet from which you want to import data (in our example, *WIP*).
6. Under *Mapping Method*, choose an import option (explained in the subsection above) and click **OK**.

2.2 Enter Data

This topic explains how to enter data into a WIP report and how to report contracts as miscellaneous. You can use standard Excel commands to add new rows to the body of your report table, delete existing rows, paste cell values or entire rows into the *WIP In Process* and *WIP Completed* sheets. Some cells include calculation formulas (e.g., cells in the *Estimated Gross Profit* column below). Such cells have a white background and are filled automatically when you fill in the corresponding source cells. Columns that contain formulas have headers in italics and should not be edited. Editable cells have a gray background (*screenshot below*).

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

Predefined sheets

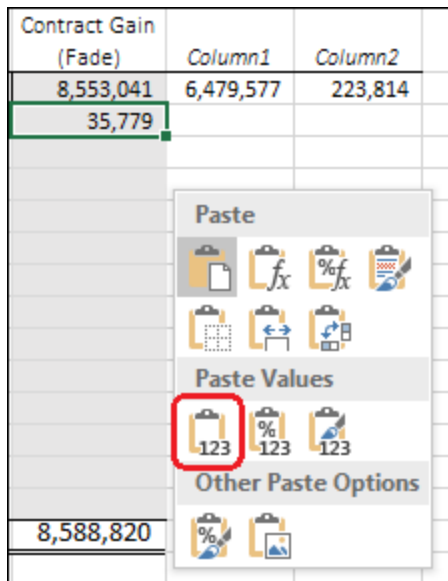
When you paste cells or rows into the predefined sheets, note the following:

- 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* and *Column2* in the screenshot below).

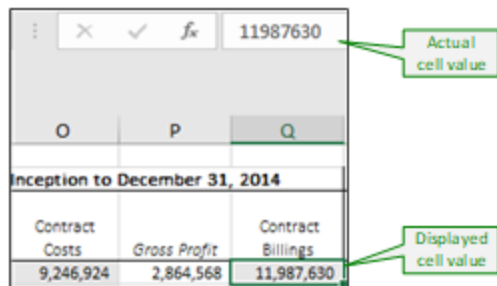
For the Year Ended December 31, 2014					
Earned Contract Revenue	Contract Costs	Gross Profit (Loss)	Contract Gain (Fade)	Column1	Column2
3,740,588	2,855,269	885,319	8,553,041	6,479,577	223,814
319,663	185,925	133,738			
1,212,380	1,019,868	192,512			

To delete an unwanted column, right-click any cell in the column you want to delete and select **Delete | Table Columns** from the context menu. To prevent Excel from adding new columns and rows automatically, go to **File | Options | Proofing | AutoCorrect Options | AutoFormat As You Type | Apply as you work** and clear the 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 and 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](#)¹⁶ property.

As you enter data in Excel, the add-in may automatically round up values in cells which are calculated automatically. The add-in never rounds up values in editable cells. However, when you export data to XBRL, both the manually edited 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 have exported data to an XBRL instance file.

Miscellaneous contracts

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

- Leave the cell empty in the *Contract Identifier* column.
- Enter *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

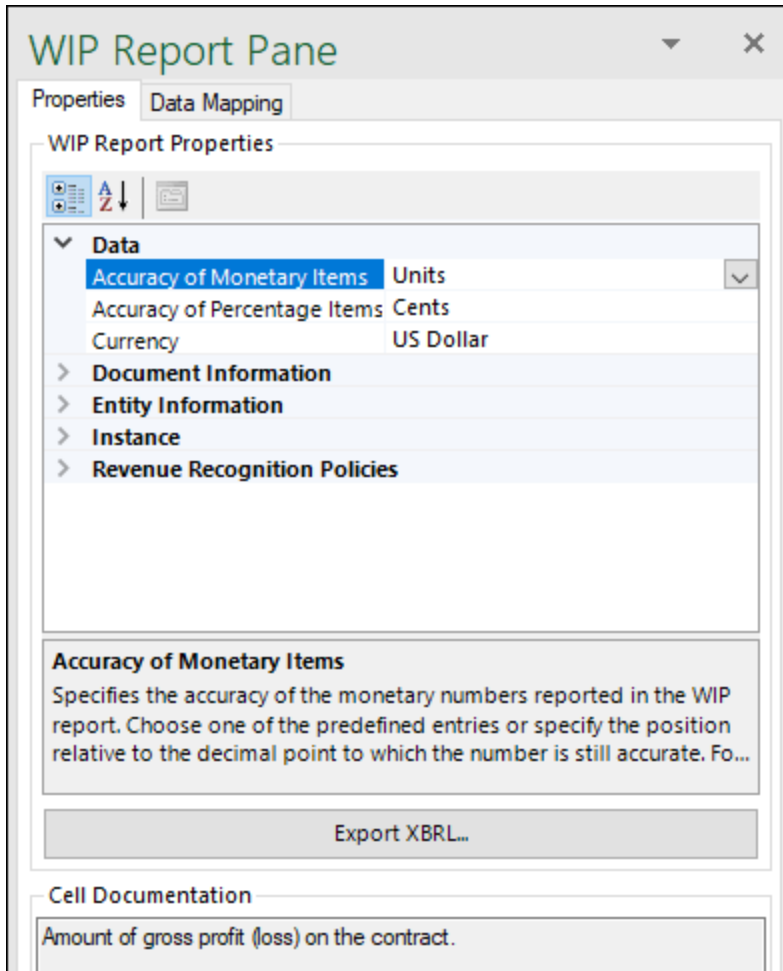
2.3 WIP Report Pane

The WIP Report Pane allows you to define various settings and properties of your report. The WIP Report Pane contains two tabs: *Properties* and *Data Mapping*. The [Properties](#)¹⁵ tab allows you to supply general information about your report (e.g., the start date of the financial reporting period), generate an XBRL instance file, and view information about a table cell. The [Data Mapping](#)¹⁹ tab enables you to flexibly import data from an external workbook or from a different sheet of the same workbook into a WIP report.

2.3.1 Properties

This topic describes report properties you can define in the Properties tab of the WIP Report Pane. The *WIP Report Properties* section of the Report Pane (*screenshot below*) has the following groups of properties: *Data*, *Document Information*, *Entity Information*, *Instance*, and *Revenue Recognition Policies*. For more information about these groups of properties, see the subsections below.

The properties in the *WIP Report Properties* section can be displayed in categories (e.g., *Entity Information*) or in alphabetical order. You can select either of these display options by clicking the relevant icon above the *Data* group of properties (*screenshot below*).



Data

The *Data* group of properties allows you to set the level of accuracy of monetary and percentage items and the currency of your report.

☐ Accuracy

The accuracy parameter communicates the level of precision of reported facts and indicates the number of decimal places to which the reported fact is accurate. You can set the accuracy of monetary and percentage items. The level of accuracy is communicated through the `decimals` attribute. The `decimals` attribute can be an integer or an INF value. The INF value represents the exact value of a reported fact.

In a WIP report, most report items are monetary. Therefore, the *Accuracy of Monetary Items* property applies to nearly all numeric cells in the report. The *Accuracy of Percentage Items* property applies to values that represent a percentage: e.g., values in the *Percent Complete* column. The predefined values are listed in the table below.

Accuracy value	Meaning	Value of the decimals attribute in XBRL instance
<i>Billions</i>	Sets accuracy up to 9 digits to the left of the decimal point (billions).	-9
<i>Millions</i>	Sets accuracy up to 6 digits to the left of the decimal point (millions).	-6
<i>Thousands</i>	Sets accuracy up to 3 digits to the left of the decimal point (thousands).	-3
<i>Units</i>	Sets accuracy up to integers.	0
<i>Cents</i>	Sets accuracy up to 2 digits to the right of the decimal point.	2
<i>Mills</i>	Sets accuracy up to 3 digits to the right of the decimal point.	3
<i>Exact</i>	This is the default value. When this value is selected, the accuracy will be set exactly as you entered it.	INF

For monetary and numeric cells, the `decimals` value can be positive or negative. A positive value N specifies the accuracy of up to N digits to the right of the decimal separator. For example, the value 2 specifies the accuracy of monetary cells to be in cents. A negative value N specifies the accuracy of up to N digits to the left of the decimal separator. For example, the value -3 specifies the accuracy to be up to thousands, while the value -6 specifies the accuracy to be up to millions. To find out more about accuracy, see the [XBRL 2.1 Recommendation](#) and the *Defining Decimals* section in the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

As you enter data in Excel, the add-in may automatically round up values in the so-called *calculated* cells, which always have a white background. The add-in never rounds up values in cells where you *enter* data (cells 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 have exported data to an XBRL instance file.

Currency

Allows you to set the currency of the report, as an ISO 4217 currency code.

Document Information

The *Document Information* section allows you to supply general information about the current report.

Fiscal Period Focus

Indicates the fiscal period that is being reported (e.g., `FY` stands for a fiscal year).

Fiscal Year Focus

Indicates the financial year that is being reported (e.g., 2023).

☒ Period End Date

Indicates the end date of the financial period (e.g., 12/31/2023). On export, the date format of this property will automatically be converted to the format required by the [XBRL 2.1 Recommendation](#) and the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

☒ Period Start Date

Indicates the start date of the financial period (e.g., 1/1/2023). On export, the date format of this property will automatically be converted to the format required by the [XBRL 2.1 Recommendation](#) and the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

The value of the Document Creation Date (see *Document Information in the XBRL US Work In Process Taxonomy 2016 Preparers Guide*) will be set by the add-in on export. For more information about the document-related properties, see the *Document Information and Identification of Reporting Entity* sections of the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

Entity Information

The *Entity Information* section contains information about the company that submits a WIP report.

☒ Current Fiscal Year End Date

Indicates the end date of the current fiscal year of the reporting entity (e.g., --12-31, which stands for December 31st).

☒ Tax Identification Number/DUNS/State Registration Number

The reporting entity should use at least one identifier. If the Tax Identification Number is not available, the DUNS number should be used instead. If the DUNS number is not available, the State Registration Number should be used.

☒ Registrant Name

Indicates the legal name of a company that submits a WIP report.

For more information about the entity-related properties, see the *Entity Information* section of the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

Instance

☒ Entry Point

The entry point indicates the location of the taxonomy file.

Revenue Recognition Policies

The *Revenue Recognition Policies* section contains information about the policies regarding the accounting methods of work-in-progress evaluation.

☒ Completed Contract Method

Provides the description of the policies with regard to the completed-contract method.

Percentage of Completion Method

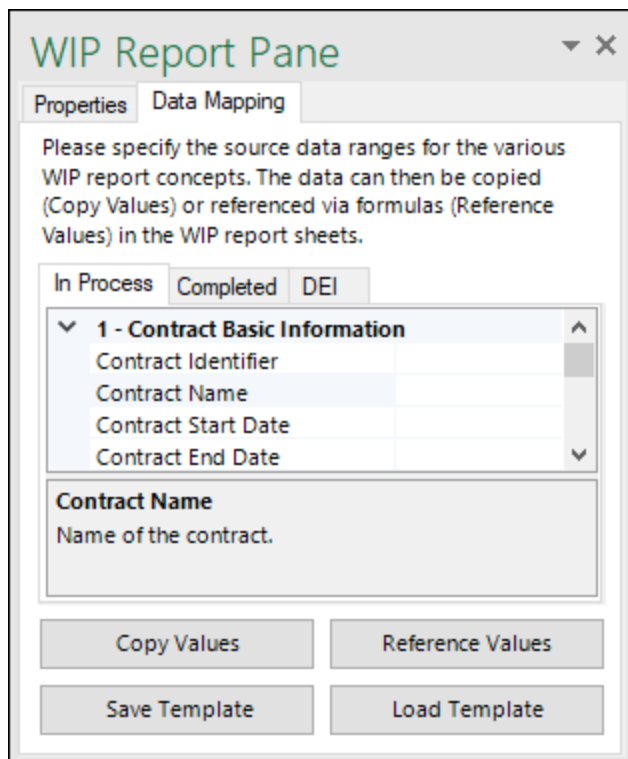
Provides the description of the policies with regard to the percentage-of-completion method.

For more information about the revenue recognition policies, see the *Policies* section of the XBRL US Work In Process Taxonomy 2016 Preparers Guide.

2.3.2 Data Mapping

The Data Mapping tab (*screenshot below*) of the WIP Report Pane provides 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 certain WIP report fields and the corresponding cell range in a separate sheet. Data mappings are saved together with the WIP workbook they belong to. Data mappings are suitable for on-demand and recurring imports of data into the same workbook. If you plan to use the same data mapping in other workbooks, you can save the mapping as a template (*see Templates below*).

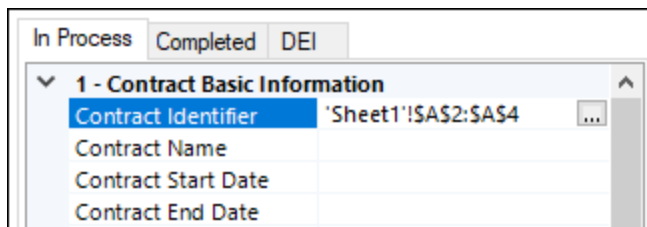
The Data Mapping tab contains three tabs: *In Process*, *Completed*, and *DEI* (*screenshot below*). If you want to import values into the *WIP In Process* sheet, use the *In Process* tab. To import values into the *WIP Completed* sheet, use the *Completed* tab. The *DEI* tab includes information about the current report and the reporting entity. The *DEI* tab allows you to import values into the [Properties](#)¹⁵ tab of the WIP Report Pane.



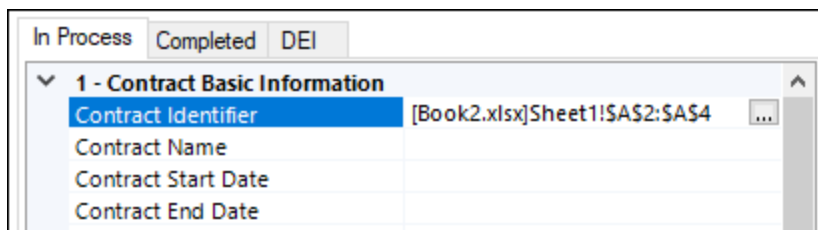
Data mapping setup

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

1. Open a workbook which contains an existing WIP Report or [create a new WIP Report](#) ⁹.
2. Open the Data Mapping tab in the WIP Report Pane.
3. Depending on where you would like to import values, select the relevant tab (*In Process*, *Completed*, or *DEI*). In our example, we have chosen the *In Process* tab.
4. Enter a source cell range next to the field into which you want to import data. In the example below, the values of the A2:A4 cell range from an Excel sheet called *Sheet1* will be mapped to the *Contract Identifier* column of the current *WIP In Process* report.




If you copy or reference values from a different Excel book, both books must be open so that the values are copied or referenced correctly. In the example below, the *Contract Identifier* field will receive data from the A2:A4 cell range that comes from a sheet named *Sheet1* of a separate Excel book called *Book2*.



The source cell range must consist of a single row or a single column. Values can be copied or referenced from other workbooks or sheets as long as they represent a valid Excel cell range. The range can be vertical or horizontal in the source sheet. In the *WIP In Process* and *WIP Completed* sheets, the imported cell range will automatically conform to the required layout. To find out more about creating references to a cell range, see the [Microsoft documentation](#).

Once you have finished setting up the data mapping, you can copy or reference the actual values from the source (see *below*).

Tip: To quickly enter a cell range, open the edit box of the relevant report concept (use the  button) in your WIP report and select a cell range in the source sheet, from which you want to import values. The selected source cell range will appear automatically in the edit box. Then click **OK**.

Copy/reference a cell range

There are two ways to import values from a source sheet: You can copy or reference values. Copying means that a specific value is taken from the source range and inserted into the target. If the source value changes, it is not automatically updated in the target WIP sheet. However, you can update the WIP report values at any time by clicking the **Copy Values** button in the Data Mapping tab of the WIP Report Pane. Referencing means that, instead of storing an actual value, the WIP sheet will contain a formula which refers to the source cell

range. Updating and saving a value in the source will automatically update this value in the target sheet.

Note that copying/referencing values overwrites your original report data with the data imported from the source sheet. To copy or reference a cell range, take the steps below:

1. Click the Data Mapping tab in the WIP Report Pane.
2. Click **Copy Values** or **Reference Values** at the bottom of the WIP Report Pane. When you click the buttons **Copy Values** or **Reference Values**, values are copied or referenced, respectively, from *all* the Data Mapping tabs, not just the currently visible tab.
3. The add-in will inform you that the data in the WIP report will be overwritten. Click **OK** to confirm.

Rules for referencing a cell range

The rules below explain how to reference a cell range.

- A cell range must consist of a single row (e.g., *A1:K1*) or a single column (e.g., *A1:A20*).
- A cell range must come from the same worksheet of the same workbook.
- If you indicate a cell range for different report concepts that come from the same Data Mapping tab (e.g., *In Process*), the cell range for these concepts should begin and end in the same row (or column in the case of a vertical range). This will ensure that the values are pasted correctly. For example, if you want to supply the cell range for the *Contract Identifier* and *Contract Name* columns, you can type the following values: *A1:A20* and *B1:B20*, respectively. Thus, the range for both columns starts in Row 1 and ends in Row 20.

Templates

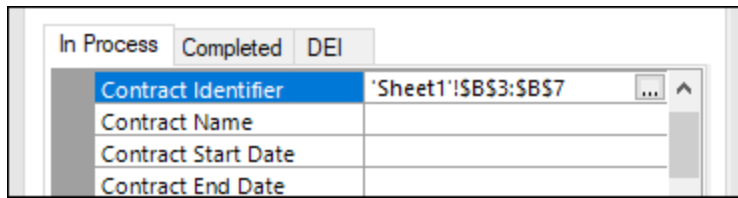
If you plan to use your data mapping in other workbooks, you can save the mapping as a template. Templates are saved as independent files (not inside the workbook like data mappings). A significant difference between data mappings and templates is that the cell range referenced by a data mapping is fixed (predetermined), whereas the cell range referenced by a template can adjust if more or fewer rows or columns of data are available in the source. Unlike data mappings, the cell range of various report concepts in a template *must* come from the same workbook and worksheet.

Templates are meant to be reusable and not bound to specific workbooks like data mappings. Therefore, when you save a data mapping as a template, any references to a specific workbook are removed. For example, a cell range such as `[CustomBook.xlsx]CustomSheet!C4:C8` would be saved as `CustomSheet!C4:C8` in the template.

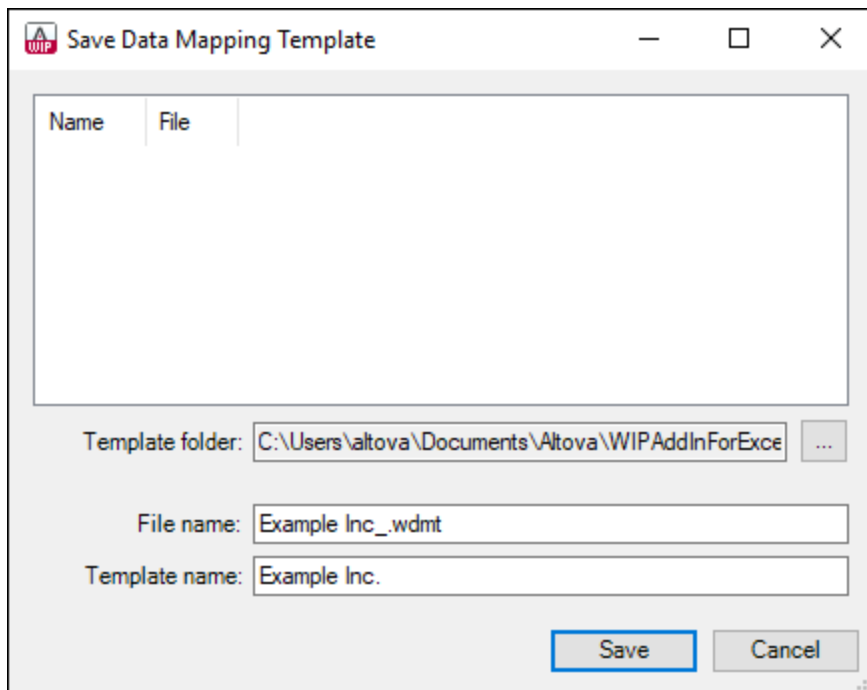
Create a template

To create a new template, follow the instructions below:

1. Open an Excel workbook which contains WIP data in non-XBRL format. This is the source workbook, from which values will be imported into your WIP report.
2. Open an existing WIP report or [create a new report](#)⁸.
3. Open the Data Mapping tab of the WIP Report Pane in your WIP report.
4. Depending on where you would like to import source values, open the corresponding tab in the Data Mapping tab (*In Process*, *Completed*, or *DEI*) and enter a source cell range next to each field that you would like to be part of the template. For example, the image below shows that the values from the *B3:B7* cell range from *Sheet1* will be mapped to the *Contract Identifier* field of the *WIP In Process* sheet. The cell range selection mechanism is the same as for Excel formulas. For more information, see [the Microsoft documentation](#).



- As soon as you have finished defining the data mapping, click **Save Template** at the bottom of the WIP Report Pane. At this stage, validation takes place. If no error messages appear, the following dialog box is displayed:



- Optionally, select a destination template folder. By default, the template folder is `C:\Users\...\Documents\Altova\WIPAddInForExcel`.
- 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.
- Optionally, enter some descriptive text in the *Template name* box, which will help you identify this template later (e.g., *Template 1*).
- Click **Save**.

If your WIP worksheet already contains a previously defined data mapping, you can save the mapping as a template (*Steps 5-9 above*). All data mappings must comply with the [rules for referencing a cell range](#)²¹.

Edit an existing template

Templates saved previously can be modified as follows:

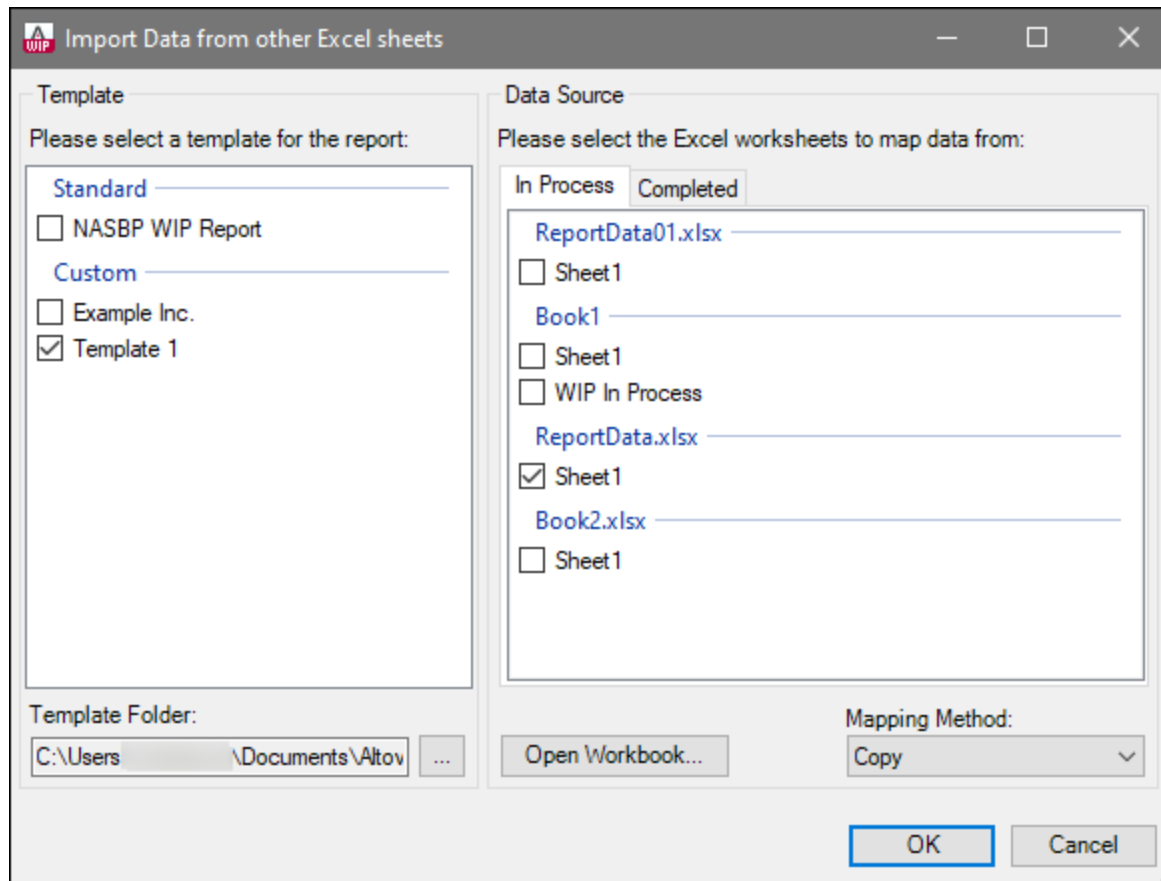
- Open a workbook that contains an XBRL-bound WIP report sheet or create a new WIP report.
- Click the Data Mapping tab in the WIP Report Pane.

3. Click **Load Template** at the bottom of the WIP Report Pane, select the relevant template from the list of available templates, and click **Load**. If the template is located in a folder different from the default template folder, click the button to change the template folder.
4. Edit the relevant cell range in the Data Mapping tab.
5. Click **Save Template**.

Import a template

To import a template to your WIP workbook, follow the instructions below:

1. Open an Excel workbook, from which you want to import data into your WIP report.
2. Open an existing WIP report or create a new one.
3. If you open an existing WIP report, click the **Import Template** command in the ribbon. This will open the **Import Data from other Excel Sheets** dialog (*screenshot below*). If you want to apply a template to a new WIP report, click **Insert** in the add-in ribbon. This will open the **Insert WIP Report** dialog, similar to the one below.



4. Select a template you wish to apply to your WIP report (*Template 1* in our example). If the template is located in a folder different from the default template folder, click the button to change the template folder.
5. Click the *In Process* or *Completed* tab, depending on the kind of WIP report you wish to import your data into.
6. Select the worksheet from which you would like to import data. In our example, the data will be imported from *Sheet1* of the *ReportData.xlsx* workbook.

7. Under *Mapping Method*, select *Copy* or *Reference* (see [Copy/Reference a Cell Range](#)²⁰ above) and click **OK**.

2.4 Reset Data and Restore Formulas

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

Reset WIP Report Data

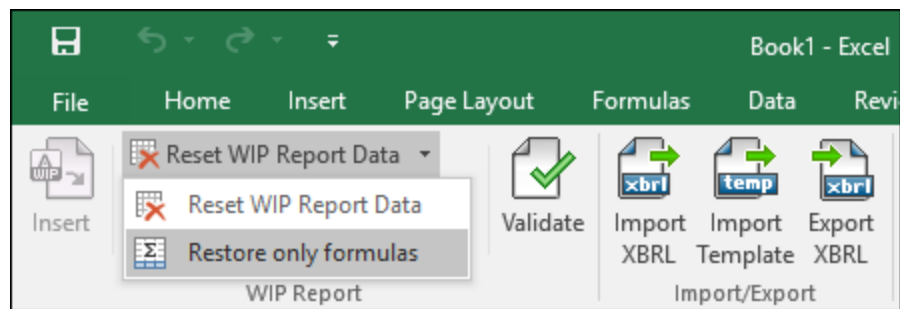
In some cases, you might want to delete all the entered data from the WIP report sheet. To delete the WIP report data, click **Reset WIP Report Data | Reset WIP Report data** in the ribbon. For example, you might want to do that when you discover that validation failed after you pasted some data from 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.

Restore only formulas

You can also restore the Excel formulas to their default state without deleting 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 ribbon (*see screenshot below*).



2.5 Add XBRL Footnotes

When you add a comment to a report cell (*screenshot below*), this comment becomes an XBRL footnote in the exported XBRL instance.

A	B	K	L	M			
Contract Basic Information		Total Contract					
Contract Identifier	Contract Name	Estimated	Estimated	Estimated			
200	Open job 1	<input type="checkbox"/>	<input type="checkbox"/>	Gross Profit			
201	Open job 2	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> john.doe: To be agreed </div>		7,059,306			
202	Open job 3			<input type="checkbox"/>	850,016		
203	Open job 4			<input type="checkbox"/>	530,273		
204	Open job 5			<input type="checkbox"/>	1,497,496		
				<input type="checkbox"/>	3,202,917	<input type="checkbox"/>	2,139,767

The comment above looks as follows in the exported XBRL instance:

```

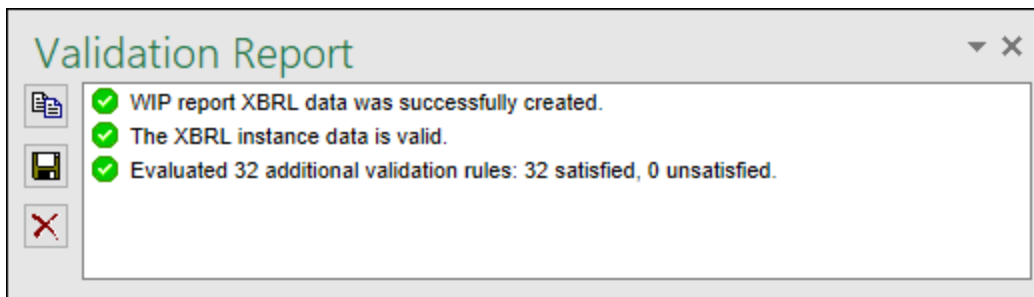
<link:footnoteLink xlink:type="extended" xlink:role="http://www.xbrl.org/2003/role/link">
  <link:loc xlink:type="locator" xlink:label="locator1" xlink:href="#inprogress_cell_B4"/>
  <link:footnote xlink:type="resource" xlink:label="footnote1" xlink:role="http://www.xbrl.org/2003/role/footnote" xml:lang="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

```

2.6 Validate Data

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

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



Validation results

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

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


Information messages, warnings, and errors

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


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

Message type	Meaning
	During validation, the add-in checks XBRL formula assertions and reports them as errors. If you are using Altova RaptorXML+XBRL Server for validation, XBRL formula assertions may be optionally configured not to be reported as errors.

Copy, save, clear

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

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

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

2.7 Generate an XBRL Instance

Once your report is ready and valid, you can generate an XBRL instance file. To do this, click **Export XBRL** in the add-in ribbon or in the Properties tab of the WIP Report Pane. By default, instance files are saved 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.

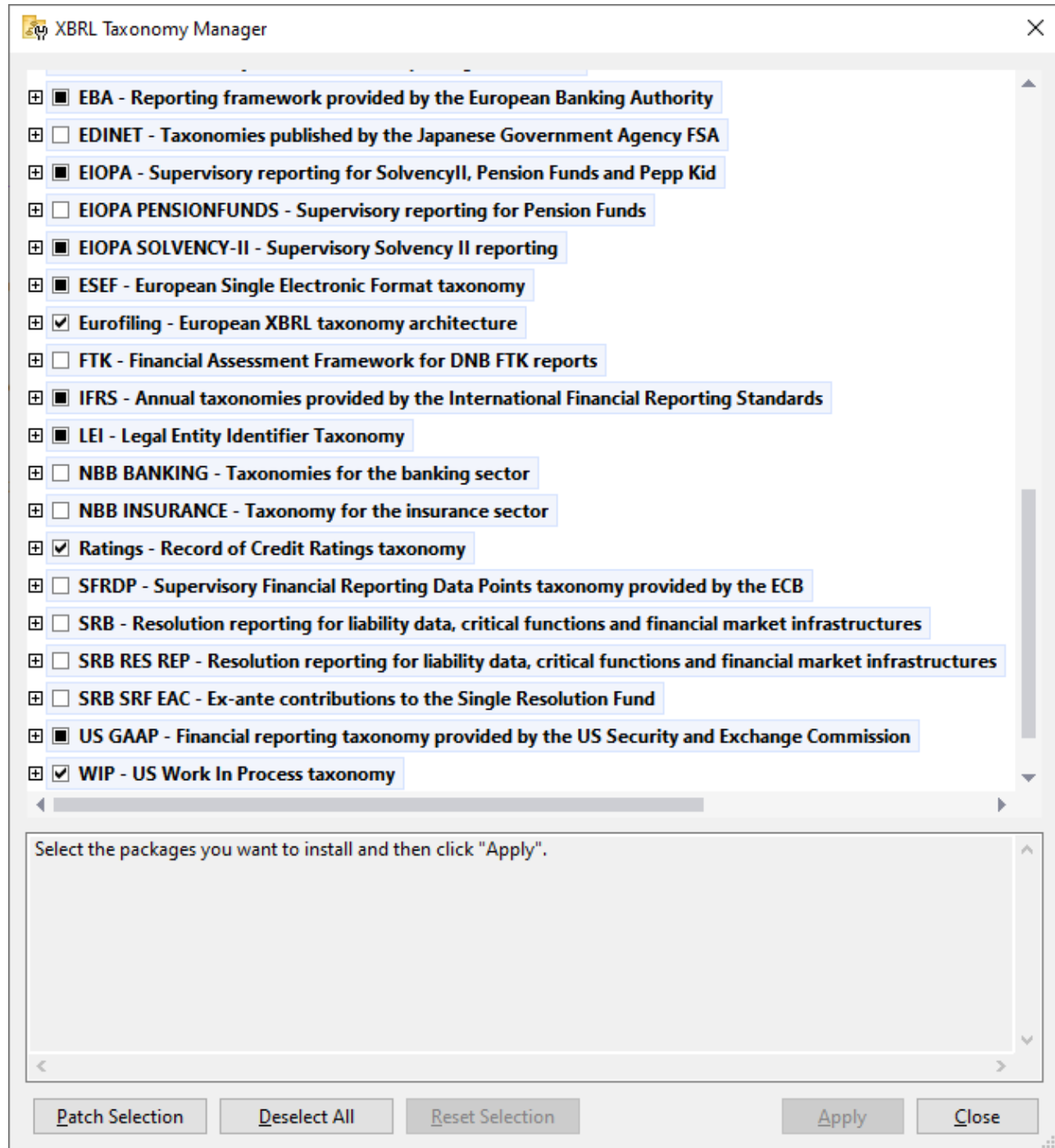
During the export, data is automatically validated. Any errors, inconsistencies and warnings are reported on the screen after the export finishes. For more information, see [The XBRL instance file is created even if the data is not valid](#). However, such report instances are not valid for XBRL submission. For more information, see [Validate Data](#)²⁷.

For tips on how to avoid data formatting errors, see [Enter Data](#)¹². 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 the *XBRL US Work In Process Taxonomy 2016 Preparers Guide*.

3 Taxonomy Manager

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

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



Altova's XBRL-enabled applications

Desktop applications (Windows only)	Server applications (Windows, Linux, macOS)
Altova XBRL Add-ins for Excel (EBA, ESEF, Solvency II, WIP)	MapForce Server (Standard and Advanced Editions)

MapForce Enterprise Edition	RaptorXML+XBRL Server
StyleVision Enterprise Edition	StyleVision Server
XMLSpy Enterprise Edition	

Installation and de-installation of Taxonomy Manager

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

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

Taxonomy Manager features

Taxonomy Manager provides the following features:

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

How it works

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

Taxonomy Manager also installs taxonomies in one other way. At the Altova website (<https://www.altova.com/taxonomy-manager>) you can select a taxonomy and its dependent taxonomies that you want to install. The website will prepare a file of type `.altova_taxonomies` for download that contains information about your taxonomy selection. When you double-click this file or pass it to Taxonomy Manager via the CLI as an argument of the `install`⁴⁴ command, Taxonomy Manager will install the taxonomies you selected.

Local cache: tracking your taxonomies

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

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

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

- Every time you start Taxonomy Manager.
- When you start WIP Add-in for the first time on a given calendar day.
- If WIP Add-in is open for more than 24 hours, the cache is updated every 24 hours.
- You can also update the cache by running the [update](#)⁴⁷ command at the command line interface.

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

Do not modify the cache manually!

The local cache directory is maintained automatically based on the taxonomies you install and uninstall. It should not be altered or deleted manually. If you ever need to reset Taxonomy Manager to its original "pristine" state, then, on the command line interface (CLI): (i) run the [reset](#)⁴⁵ command, and (ii) run the [initialize](#)⁴³ command. (Alternatively, run the `reset` command with the `--i` option.)

HTTP proxy

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

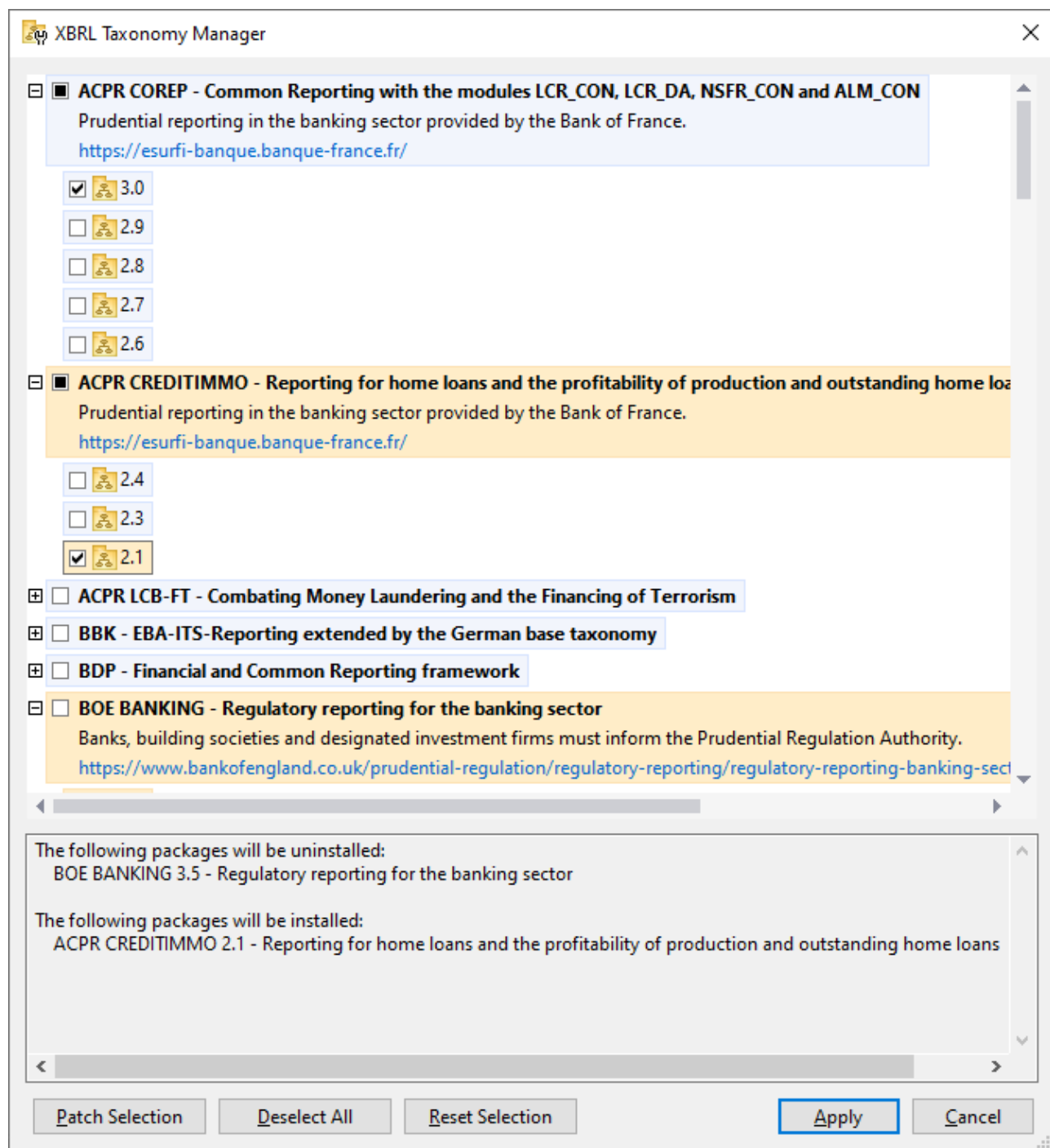
3.1 Run Taxonomy Manager

Graphical User Interface

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

- *During the installation of WIP Add-in:* Towards the end of the installation procedure, select the check box *Invoke Altova Taxonomy Manager* to access the XBRL Taxonomy Manager GUI straight away. This will enable you to install taxonomies during the installation process of your Altova application.
- *After the installation of WIP Add-in:* After your application has been installed, you can access the Taxonomy Manager GUI at any time,.
- Via the `.altova_taxonomies` file downloaded from the [Altova's XBRL Taxonomy Download Center](#): Double-click the downloaded file to run the Taxonomy Manager GUI, which will be set up to install the taxonomies you selected (at the website) for installation.

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



Command line interface

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

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

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

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

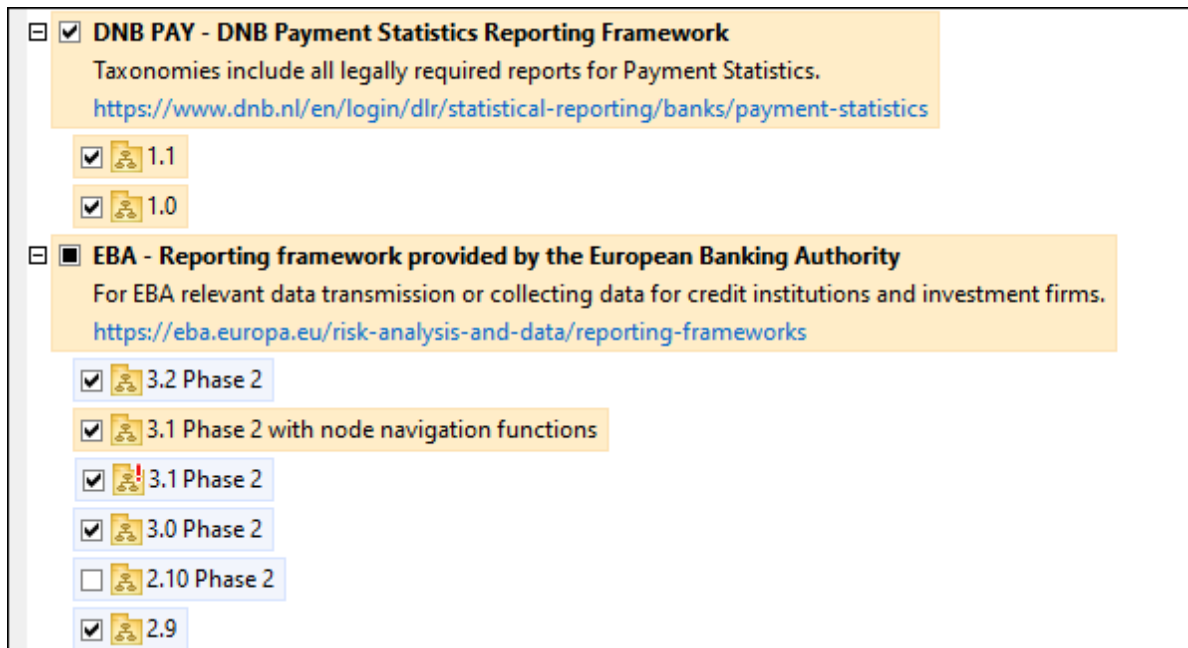
To display help for the commands, run the following:


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

3.2 Status Categories

Taxonomy Manager categorizes the taxonomies under its management as follows:

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



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

Points to note

- In the screenshot above, both DNB taxonomies and some of the EBA taxonomies are checked. Those with the blue background are already installed. Those with the yellow background are uninstalled and have been selected for installation. Note that (i) the EBA 2.10 Phase 2 taxonomy is not installed and has not been selected for installation, (ii) the EBA 3.1 Phase 2 taxonomy has been installed, but it has been patched by its issuer since it was installed and the patch has not yet been installed.
- When running Taxonomy Manager from the command line, the `list` ⁴⁴ command is used with different options to list different categories of taxonomies:

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

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

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

3.3 Patch or Install a Taxonomy

Patch an installed taxonomy

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

In the GUI

Patches are indicated by the 📄🔴 icon. (Also see the previous topic about [status categories](#)³⁷.) If patches are available, the **Patch Selection** button will be enabled. Click it to select and prepare all patches for installation. In the GUI, the icon of each taxonomy that will be patched changes from 📄🔴 to 📄🟢, and the Messages pane at the bottom of the dialog lists the patches that will be applied. When you are ready to install the selected patches, click **Apply**. All patches will be applied together. Note that if you deselect a taxonomy marked for patching, you will actually be uninstalling that taxonomy.

On the CLI

To apply a patch at the command line interface:

1. Run the `list -u`⁴⁴ command. This lists any taxonomies where patch upgrades are available.
2. Run the `upgrade`⁴⁷ command to install all the patches.

Install an available taxonomy

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

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

In the GUI

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

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

On the CLI

To install taxonomies via the command line, run the `install`⁴⁴ command:

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

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

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

Installing a required taxonomy

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

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

3.4 Uninstall a Taxonomy, Reset

Uninstall a taxonomy

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

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

In the GUI

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

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

On the CLI

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

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

where each `Taxonomy` argument is a taxonomy you want to uninstall or a `.altova_taxonomies` file. A taxonomy is specified by an identifier that has a format of `<name>-<version>`. (The identifiers of taxonomies are displayed when you run the `list`⁴⁴ command.) You can enter as many taxonomies as you like. For details, see the description of the `uninstall`⁴⁶ command.

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

Reset Taxonomy Manager

You can reset Taxonomy Manager.

- In the GUI, click **Reset Selection**. This resets the the GUI to show what taxonomies are currently installed. Any selections or de-selections that the user has made in the current session will be canceled.
- On the CLI, run the `reset`⁴⁵ command. This removes all installed taxonomies and the cache directory.

After running this command, make sure to run the `initialize`⁴³ command in order to recreate the cache directory. Alternatively, run the `reset`⁴⁵ command with the `-i` option.

Note that `reset -i`⁴⁵ restores the original installation of the product, so it is recommended that you run the `update`⁴⁷ command after performing a reset. Alternatively, run the `reset`⁴⁵ command with the `-i` and `-u` options.

3.5 Command Line Interface (CLI)

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

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

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

Command line syntax

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

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

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

3.5.1 help

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

Syntax

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

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

Note the following:

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

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

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

Example

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

```
taxonomymanager help list
```

3.5.2 info

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

Syntax

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

- The `Taxonomy` argument is the name of a taxonomy or a part of a taxonomy's name. (To display a taxonomy's package ID and detailed information about its installation status, you should use the [list](#) ⁴⁴ command.)
- Use `<exec> info -h` to display help for the command.

Example

The following command displays information about the `eba-2.1.0` and `us-gaap-2020.0` taxonomies:

```
taxonomymanager info eba-2.1.0 us-gaap-2020.0
```

3.5.3 initialize

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

Syntax

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

Options

The `initialize` command takes the following options:

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

Example

The following command initializes Taxonomy Manager:

```
taxonomymanager initialize
```

3.5.4 install

This command installs one or more taxonomies.

Syntax

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

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

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

- A taxonomy identifier (having a format of **<name>-<version>**, for example: **eba-2.10**). To find out the taxonomy identifiers of the taxonomies you want, run the [list](#)⁴⁴ command. You can also use an abbreviated identifier if it is unique, for example **eba**. If you use an abbreviated identifier, then the latest version of that taxonomy will be installed.
- The path to a **.altova_taxonomies** file downloaded from the Altova website. For information about these files, see [Introduction to TaxonomyManager: How It Works](#)³⁰.

Options

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

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

Example

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

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

3.5.5 list

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

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

Syntax

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

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

Options

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

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

Examples

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

3.5.6 reset

This command removes all installed taxonomies and the cache directory. You will be completely resetting your taxonomy environment. After running this command, be sure to run the [initialize](#)⁴³ command to recreate the cache directory. Alternatively, run the `reset` command with the `-i` option. Since `reset -i` restores the original installation of the product, we recommend that you run the [update](#)⁴⁷ command after performing a reset and initialization. Alternatively, run the `reset` command with both the `-i` and `-u` options.

Syntax

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

Options

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

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

Examples

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

3.5.7 uninstall

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

Syntax

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

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

The `Taxonomy` argument is one of the following:

- A taxonomy identifier (having a format of `<name>-<version>`, for example: `eba-2.10`). To find out the taxonomy identifiers of the taxonomies that are installed, run the `list -i` ⁴⁴ command. You can also use an abbreviated taxonomy name if it is unique, for example `eba`. If you use an abbreviated name, then all taxonomies that contain the abbreviation in its name will be uninstalled.
- The path to a `.altova_taxonomies` file downloaded from the Altova website. For information about these files, see [Introduction to TaxonomyManager: How It Works](#) ³⁰.

Options

The `uninstall` command takes the following options:

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

Example

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

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

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

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

3.5.8 update

This command queries the list of taxonomies available from the online storage and updates the local cache directory. You should not need to run this command unless you have performed a [reset](#)⁴⁵ and [initialize](#)⁴³.

Syntax

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

Options

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

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

Example

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

```
taxonomymanager update
```

3.5.9 upgrade

This command upgrades all installed taxonomies that can be upgraded to the latest available *patched* version. You can identify upgradeable taxonomies by running the [list -u](#)⁴⁴ command.

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

Syntax

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

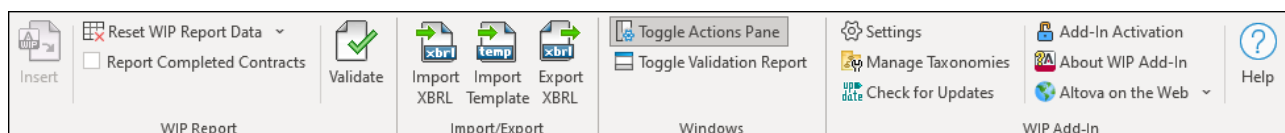
Options

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

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

4 Menu Commands

This section describes commands available in the WIP ribbon (see *screenshot below*). The WIP commands are organized into four groups: *WIP Report*, *Import/Export*, *Windows*, and *WIP Add-in*. For more information, see 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 command has the following options:

- The *Reset WIP Report Data* option 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.
- The *Restore only formulas* option restores the Excel formulas to their default state, without deleting any data.

For details, see [Reset Data and Restore Formulas](#)²⁵.

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 WIP data against the underlying XBRL US WIP taxonomy and displays validation results in the [Validation Report](#)²⁷.

Import/Export

Import XBRL

Imports an existing XBRL WIP instance file into the current Excel spreadsheet. See [Import Data from Existing WIP Report](#)¹⁰.

Import Template

Imports data from custom WIP workbooks by means of predefined templates. See [Templates](#)²³.

Export XBRL

Generates an XBRL WIP instance file from the data entered into the WIP report. See [Export Data to XBRL](#)²⁹.

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](#)²⁷.

Add-In

Settings

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

Manage Taxonomies

This command opens the XBRL Taxonomy Manager tool, which allows viewing, installing, and uninstalling XBRL taxonomies. See [XBRL Taxonomy Manager](#)³⁰.

Check for Updates

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

Add-In Activation

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

About WIP Add-in

Displays information about the add-in version.

Altova on the Web

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

Help

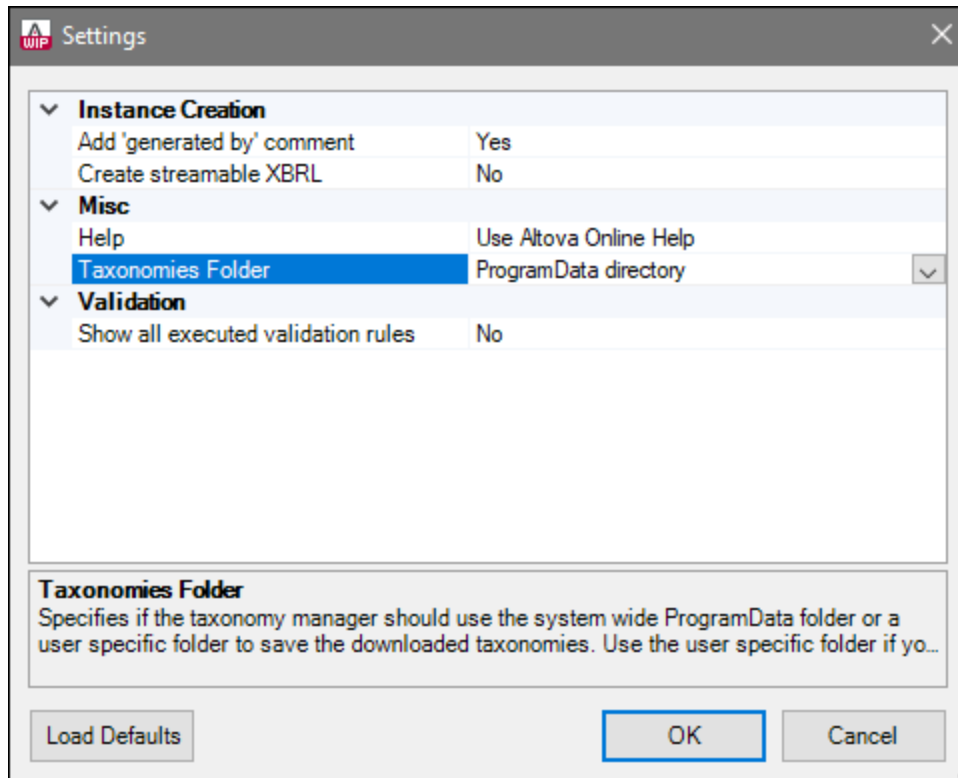
The **Help** command opens the add-in's Help documentation (its user manual). By default, the Online Help in HTML format on the Altova website will be opened.

If you do not have Internet access or do not want, for some other reason, to access the Online Help, you can use the locally stored version of the user manual. The local version is a PDF file named **WIP Add-**

`in.pdf` that is stored in the application folder (in the Program Files folder). If you want to change the default format of the user manual, you can do this in the *Misc* section of the **Settings** dialog.

5 Settings

The **Settings** dialog (screenshot below) allows you to define instance creation properties, Help options, and validation settings. To view or change the add-in settings, click **Settings** in the add-in ribbon.



Instance Creation

Add 'generated by' comment

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

Create streamable XBRL

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

Misc

Help

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

Taxonomies Folder

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

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

Validation

Show all executed validation rules

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

6 License Information

This section contains information about:

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

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

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

6.1 Electronic Software Distribution

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

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

30-day evaluation period

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

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

Helping Others within Your Organization to Evaluate the Software

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

6.2 Software Activation and License Metering

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

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

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

Single license

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

Multi-user license

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

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

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

Note about certificates

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

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

6.3 Altova End-User License Agreement

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

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