

Tool for Undertaking

Technical documentation





Table of Contents

Ι		Getting Started	5
	I.1	Purpose	5
	I.2	Audience	5
	I.3	Acronyms, Abbreviations, Terms and Definitions	5
II		Installation - Client Side	6
	II.1	Permission required	e
	II.2	Prerequisite	6
	II.3	Steps to install Windows T4U	e
	II.3.1	Already meets the minimal requirements (recommended installation)	6
	II.3.2	Not meets the minimal requirements (.Net Framework)	8
III		Launching Application	.11
IV		File/Multi report container	.13
	IV.1	Create a new multi report container	. 13
	IV.1.1	Create a new multi report container	13
	IV.2	Open multi report container	. 13
	IV.3	Recent files	. 14
	IV.4	Exit	. 15
V		Report	.16
	V.1	Create a new report	. 16
	V.2	Edit an active report	. 18
	V.3	Delete an active report	. 19
	V.4	Close an active report	. 19
	V.5	Select a report	. 20
VI		Validation	.21
	VI.1	Validate active report (database validations)	. 21
	VI.2	Validate active container	. 24
VII		XBRL	.26
	VII.1	Import XBRL instance file	. 26
	١	/II.1.1 Native import	26
	VII.1.2	Import using Arelle (with validation)	28
	VII.2	Export XBRL instance file	. 30





	١	/II.2.1	Native export	30
	VII.2.2		Export using Arelle (with	validation)32
	VII.3	Validate XBR	L report	
VIII		Excel		36
	VIII.1	Import data	from basic Excel templ	ate 36
	VIII.2	Export data	to basic Excel template	
	VIII.3	Download ar	n basic Excel template.	40
	VIII.4	Download su	ipportive list of basic E	xcel template dropdowns41
	VIII.5	Export data	to Excel Business temp	late (Solvency II Preparatory application) 41
	VIII.6	Import/Expo 45	rt data to Excel Busine	ss templates (Solvency II /full scope/ application)
IX		Settings		47
	IX.1	Application L	anguage	47
	IX.2	Validation		48
		IX.2.1	Local Validation	48
		IX.2.2	Remote Validation	n 48
	IX.3	Database ty	oe	49
		IX.3.1	SQLite	49
		IX.3.2	SQL Server	50
X		Help		50
	X.1	DPM		50
	X.2	Taxonomy		51
	X.3	Databases		51
	X.3.1		SQL Server backups	51
	X.3.2		Database documentation	51
	X.4	User Manual		52
	X.5	Log and Sys	tem Details	53
	X.6	What's New		53
	X.7	License		54
	X.8	About		55
ΧI		Data entry		57
	XI.1	Closed Temp	olate	57
	XI.2	Open Templa	ate	58





	XI.3	Special case Template	59
	XI.4	Cell properties	60
XII		Application Update	62
	XII.1	Detecting application updates:	62
	XII.2	Check for updates:	62
XIII		Migration	64
VIX		Utilities	66
	XIV.1	RSS	66
ΧV		Troubleshooting\FAQ	67
Anne	x	68	
	Precisio	on of numeric facts	68
	Render	ing of figures in the interface	69
	Rounding for validations		69
Assumptions for import of XBRL instance documents		ptions for import of XBRL instance documents	69
	Import	ing data from the March version basic Excel files – workaround solution	70





I Getting Started

I.1 Purpose

This document aims to provide an overview of the XBRT (eXtensible Business Reporting Toolkit) project.

- Windows T4U this component of the solution will be used by the Undertakings to manage (produce, edit/correct, review, etc.) their XBRL filings with a Windows form application. This will
 - Provide a user friendly interface for rendering Solvency II templates, manual input of data and validation.
 - Create, read and validate XBRL reports.
 - Validate and view the created XBRL reports using a third-party viewer and validator (Arelle).
 - Database-based: Validations at database level (not XBRL assertions based) built around
 - a database with an architecture similar to CRDIV, and with structures to facilitate extensive data migrations.
 - Simple export/import capabilities from Excel (plain Excel files).
- 2. The product provides an easy to use windows based interface to manage create, read, and update Solvency II data. In itself it gathers all its data from a SQLite database with the extension XBRT.
- 3. Once data has been successfully managed XBRL files can be created for distribution through the export mechanism.

More information about the T4U project can be found at http://t4u.eurofiling.info/

I.2 Audience

I.3 Acronyms, Abbreviations, Terms and Definitions

Abbreviation	Description
EIOPA	European Insurance and Occupational Pensions Authority
XBRT	Extensible Business Reporting Toolkit
T4U	Tool for Undertaking
XBRL	Extensible Business Reporting Language





II Installation - Client Side

II.1 Permission required

The user should have windows user account to install the application. Guest user account will not be supported by the ClickOnce installation.

II.2 Prerequisite

Microsoft Dot Net frame work version Version 4.0
--

Note: admin rights required to install the dot net in the end user's machine.

Workspace Deployment Client-Side Platform Supported Operating Systems:

Operating System	Version	Machine type
Microsoft Windows	8.0 / 8.1 / 7 / Vista	32/64 bit

It may also runs on Windows XP (it's not officially supported).

Workspace Client-Side Platform Supported Browsers:

Browser Type	Version
Microsoft Internet Explorer	8 or higher
Mozilla Firefox	3 or higher
Google Chrome	30 or higher

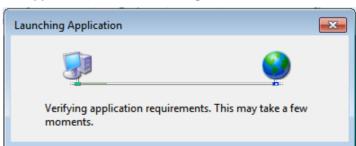
II.3 Steps to install Windows T4U

II.3.1 Already meets the minimal requirements (recommended installation)

1. Use your Web browser to navigate to the following url:

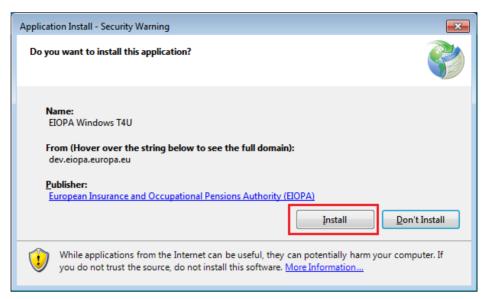
http://dev.eiopa.eu/XBRT/Deployment/2015/WindowsT4U/PRO/SolvencyII T4U PREP 2015 PRO.application

2. Click **Install** in the application installation dialog box.

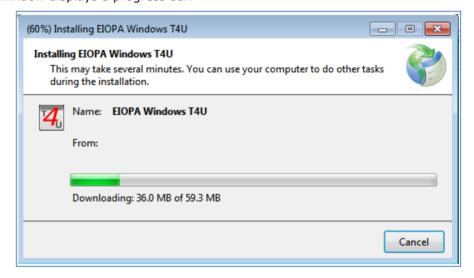




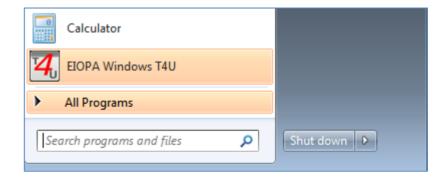




3. This installer window displays a progress bar.



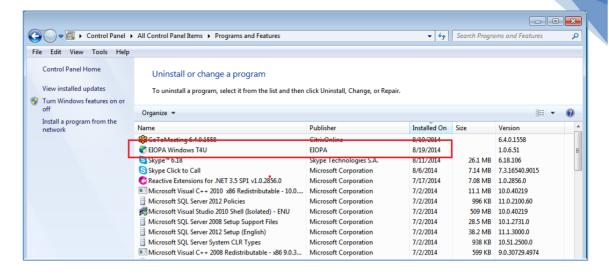
4. After installation the application will be available in the **All Programs** section.



5. Also the user can verify the installation in the Control Panel's Programs and Features section.







- 6. Sample Installation Folder structure:
 - C:\Users\<<username>>\AppData\Local\Apps\2.0
- 7. After the installation, Whenever the user opens/runs the application,
 The application checks for updates and if any are available it will download them and update in
 the user's system, and then ClickOnce will launch the Windows T4U application.

Note: If you not able to complete the installation (example: due to firewall settings...). Please proceed with the below mentioned installation steps.

II.3.2 Not meets the minimal requirements (.Net Framework)

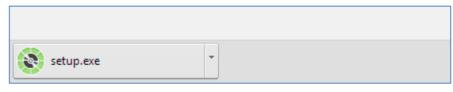
1. If you do not have the minimal requirements, Use your Web browser to navigate to the following url:

http://dev.eiopa.eu/XBRT/Deployment/2015/WindowsT4U/PRO/setup.exe

- 2. Download the installer by clicking the provided link in the website.
- 3. Your Web browser opens a window and it prompts to confirm the download the executable.
- 4. Depending upon the browser and browser setting you may get the below step.



5. Choose to run the file or save the file.



Normally the installer will be downloaded in the "\Downloads" folder.

<u>Folder structure</u>: C:\Users\<<User Name>>\Downloads







Execute/double click the setup.exe file.

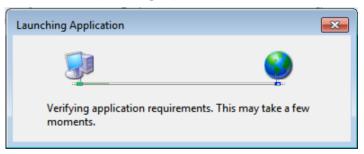
6. The Open file dialog box will appear.



- 7. Click Run.
- 8. If its first time installation then Click Once will give them an opportunity to first installs any prerequisites (such as the .NET 3.5 Framework). With the prerequisites completed, Click Once will install the application.

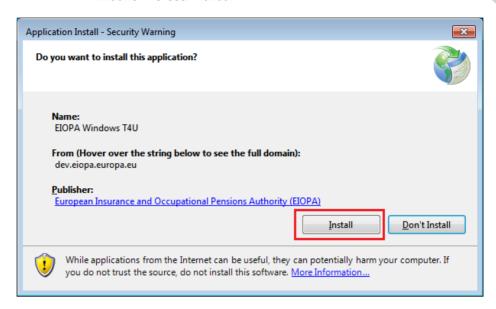
Note: Admin rights may require to install the prerequisites.

9. Click **Install** in the application installation dialog box.

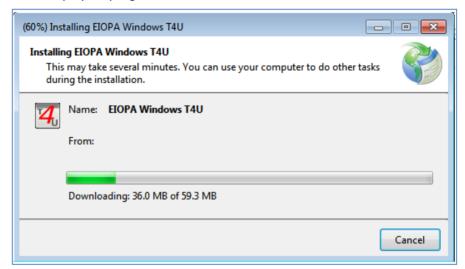




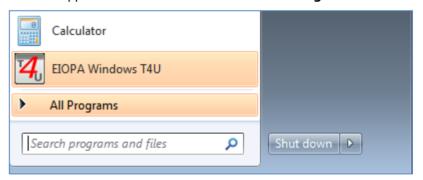




10. This installer window displays a progress bar.

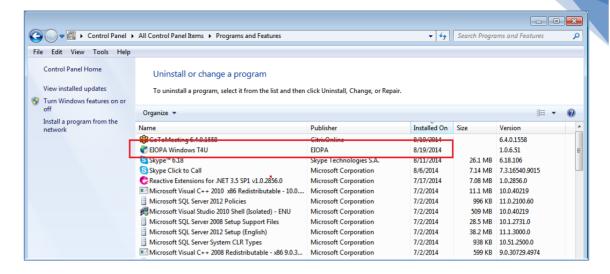


After installation the application will be available in the **All Programs** section.



Also the user can verify the installation in the Control Panel's Programs and Features section





11. Sample Installation Folder structure:

C:\Users\<<username>>\AppData\Local\Apps\2.0

Note: If you not able to complete the installation by using the above link **also** (ex: due to firewall settings) then download the installation source bits from the below mentioned link, extract and execute the setup.exe with administrator rights (You may need to disconnect internet connection before start installation).

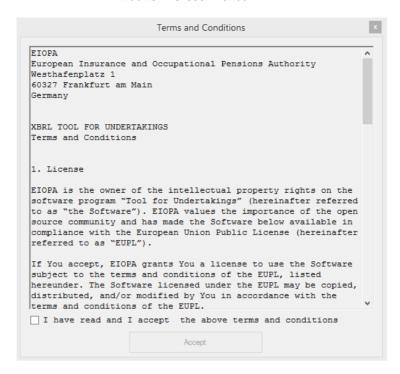
IIILaunching Application

Terms and Conditions:

After the successful installation, The Terms and Conditions condition window will appear, Accept the **Terms and Conditions** to continue work with application. This window will appear every time whenever the user launching the application.

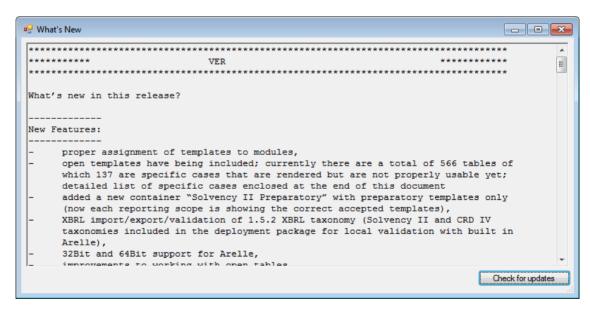






What's New?

What's New window will appear every time after the successful new installation/application update.

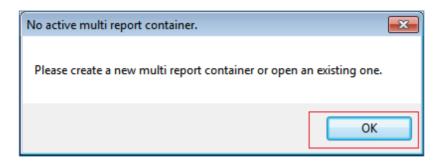


The user can view the New Features, Bugs Fixes, Known bugs and Missing features to be included in next releases details for the current/past releases.

At first time **Or** if the no container/file connected to the application, the following message will appear. Follow the steps mentioned in the File/Multi report container section to create appropriate container.







IV File/Multi report container

IV.1 Create a new multi report container

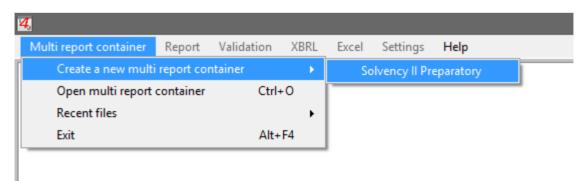
A container is an individual file that can storage one or more reports. The user can create any following list of container type.

Container Types:

- 1. Solvency II
- 2. Solvency II Preparatory

IV.1.1 Create a new multi report container

- 1. Select the **Multi report container** menu.
- 2. On the **Multi report container** menu, select **create a new multi report container** menu.
- 3. Choose **Solvency II** or **Solvency II Preparatory** container type from the menu.
- 4. Provide the file name and path in the **Create Solvency II multiport container** dialog box.
- 5. Click **Save** to create the container file.
- 6. The application will create the container file in the provided location.
- 7. The user can verify the created XBRT file in the top title bar of the application.

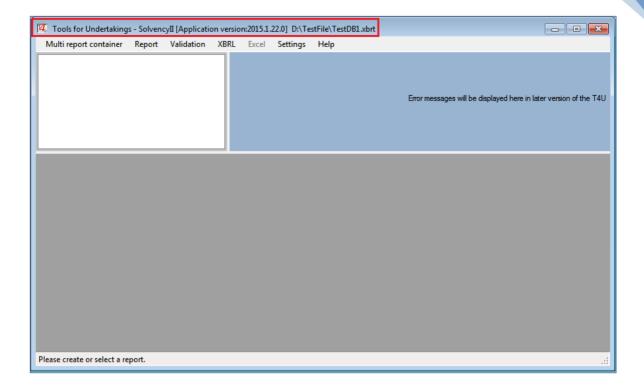


IV.2 Open multi report container

- 1. Select the Multi report container menu.
- 2. On the **Multi report container** menu, select the **Open multi report container** menu.
- 3. Locate the **container/XBRT** file location in the **Locate <<selected container type>> multi report container** dialog box.
- 4. Click "Open" to open the existing XBRT/container file. The user can verify the opened XBRT file in the top title bar of the application.

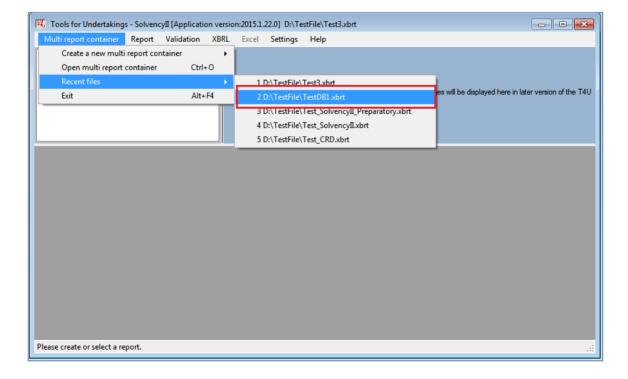






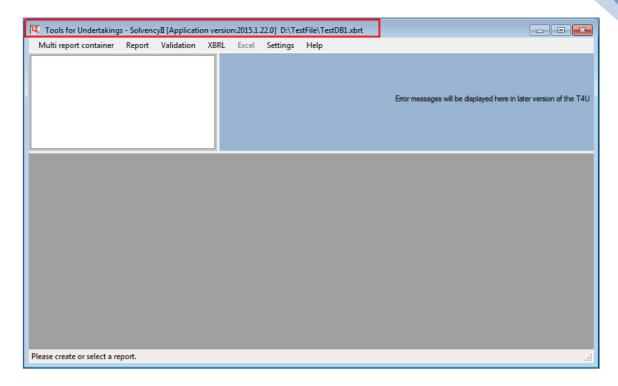
IV.3 Recent files

- 1. Select the **Multi report container** menu.
- 2. On the Multi report container menu, select the Recent files menu.
- 3. From the list of sub populated menu, select any one of the recent container file.
- 4. The user can verify the opened XBRT file in the top title bar of the application.



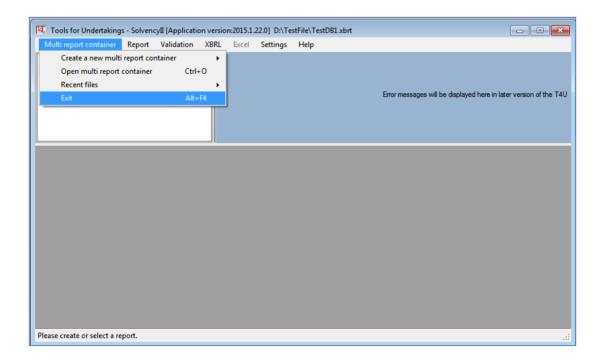






IV.4 Exit

- 1. Select the **Multi report container** menu.
- 2. On the **Multi report container** menu, select the **Exit** menu.
- 3. The application will get closed.







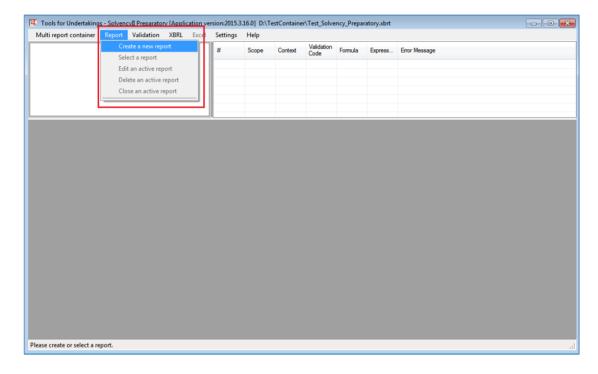
V Report

V.1 Create a new report

Prerequisite: The Container/File should be created before to create the report.

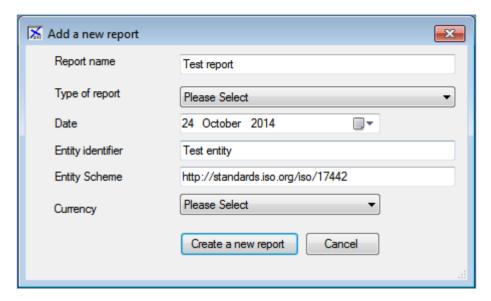
- 1. Select the **Report** menu.
- 2. On the **Report** menu, select the **Create a new report** menu.
- 3. Provide the data for the required fields in the **Add New Report** dialog.
 - Internal report name
 - Type of report
 - Date
 - Entity ID
 - Currency
- 4. Click on create new report.
- 5. The new report will be created then the available templates will be displayed in the left side tree view.

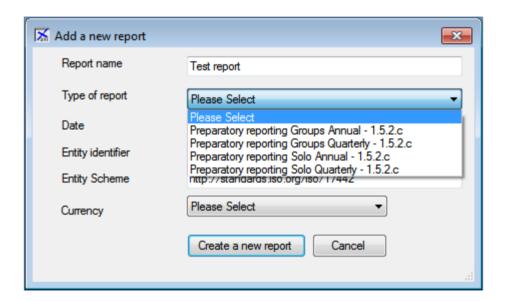
Note: The user can select the **Module** from the Type of report dropdown.

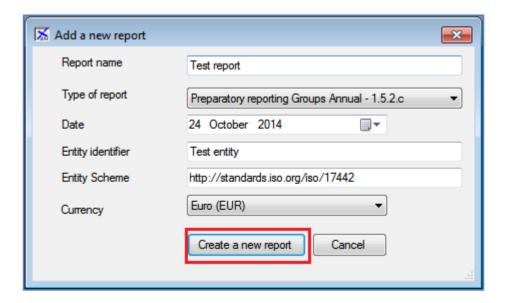










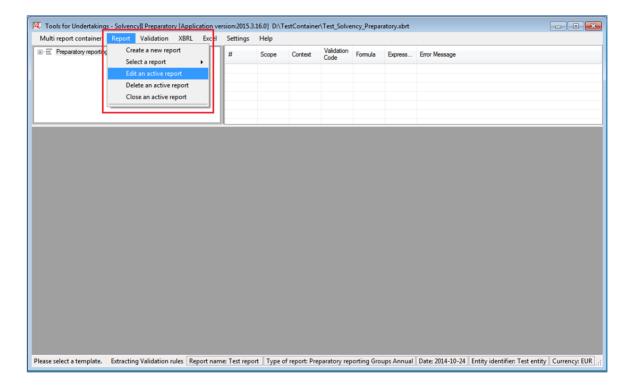






V.2 Edit an active report

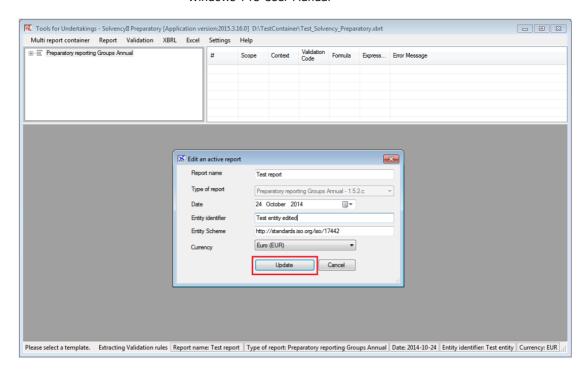
- 1. Select the **Report** menu.
- 2. On the **Report** menu, select the **Edit an active report** menu.
- 3. Edit the provided data for the required fields in the **Edit an active report** dialog.
 - Internal report name
 - Type of report
 - Date
 - Entity ID
 - Currency
- 4. Click on **Update** button.
- 5. The new report will be created then the available templates will be displayed in the left side tree view.





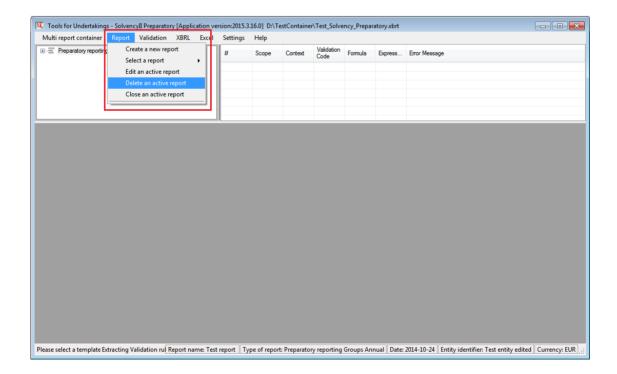
4

Windows T4U User Manual



V.3 Delete an active report

- 1. Select the **Report** menu.
- 2. On the Report menu, select the Delete an active report menu.
- 3. Click **yes** on the confirmation dialog.

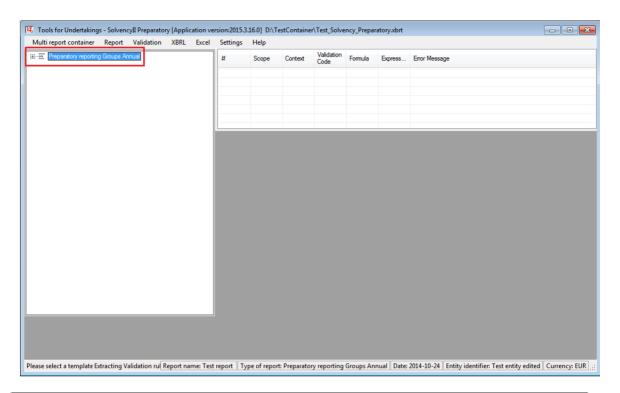


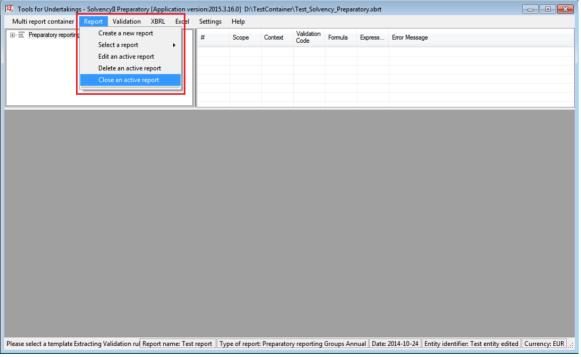
V.4 Close an active report

- 1. Select the **Report** menu.
- 2. On the **Report** menu, select the **Close an active report**.
- 3. The current active report will get closed.







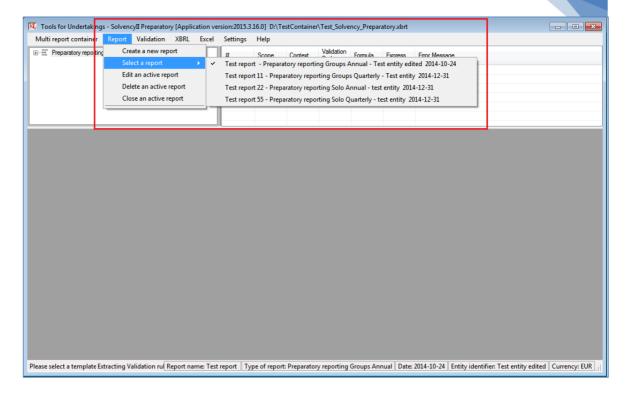


V.5 Select a report

- 1. Select the **Report** menu.
- 2. On the **Report** menu, select the **Select a report** menu.
- 3. From the list of sub populated menu the user can select any one of the report".
- 4. Then the selected report will get populated.







VI Validation

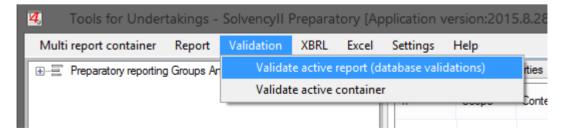
VI.1 Validate active report (database validations)

Validate active report feature validates the entered value/data against the Taxonomy business rules.

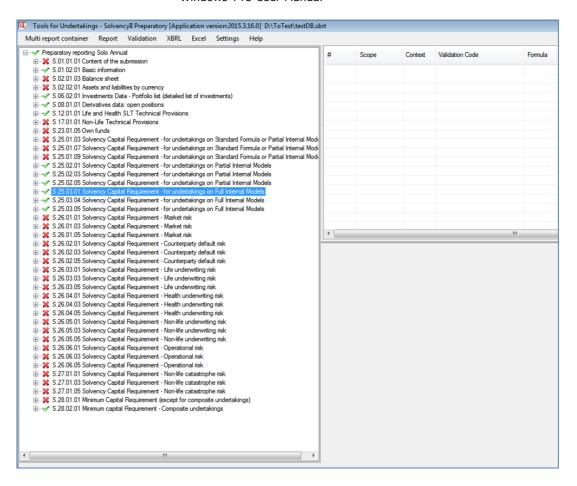
- 1. Select the Validation menu.
- 2. On the Validation menu, select the Validate active report (database validations) menu.
- 3. Read the information provided in the pop-up window and click "OK".
- 4. It will validate the current report against the stored Taxonomy business rules.

If the validation fails, the **failed** modules/tables are highlighted with the symbol.

If the validation pass, the **passed** modules/tables are highlighted with the symbol







Error scenario example:

Table: Balance Sheet 02.01.03.01

Formula to calculate Loan mortgages:

Loan mortgages = {Loan mortgages to individuals

+ (ADD)

Other Loans mortgages

+ (ADD)

Loans on policies}

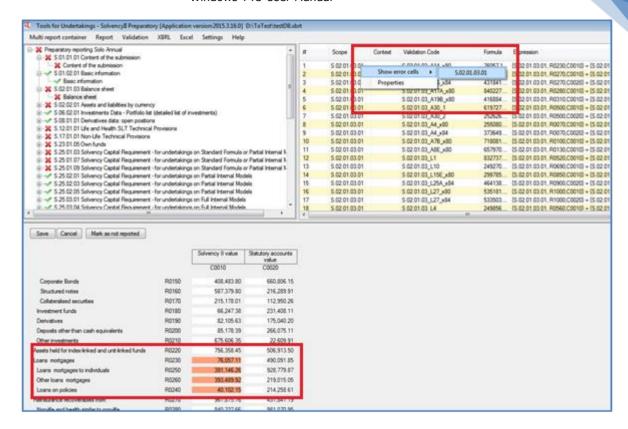
If the Loan mortgages amount should be addition Loan mortgages to individuals, Other Loans mortgages & Loans on policies. If not, the validation will get failed in the respective table.

Finding error fields in Windows T4U:

- 1. Right click on the row from the validation results select the **Show error cells.**
- 2. Select the table (**Note**: if the error fields is cross referenced more than the one table then the list of referenced tables will be populated in the menu).
- 3. The error fields will be highlighted in the table forms.

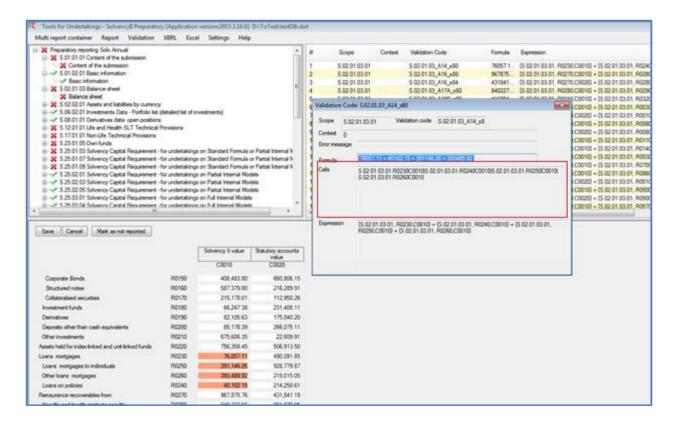






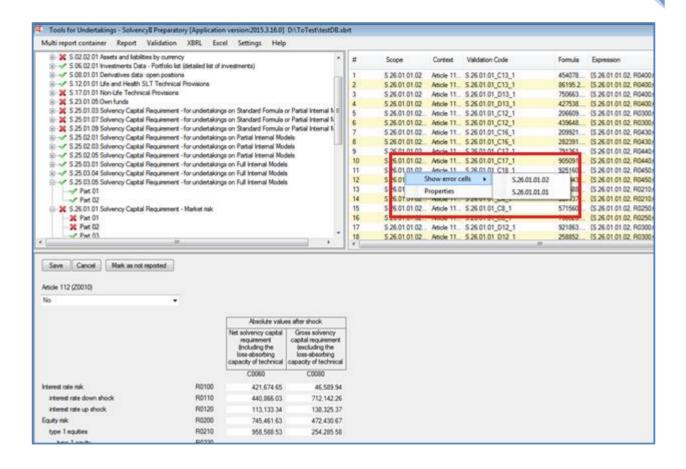
Finding the Business rule details:

- 1. Right click on the row from the validation results select the **Properties.**
- 2. **Cells** will provide the list of error occurred row & columns in the form.
- 3. **Expression** will provide business rule aligned with row & columns in the form.









VI.2 Validate active container

Validate active report feature validates the entered value against the DPM (Data Point Model) Schema /data type.

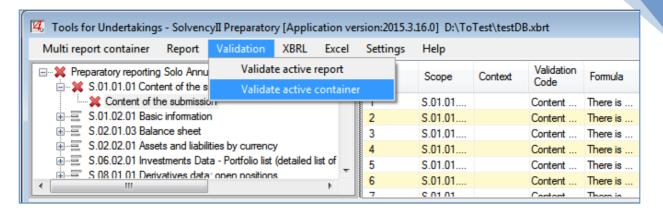
The user can use custom ETL to load the Solvency II container with data, there is a chance to load the invalid data in the table, validate active container feature will detects the invalid data.

Example:

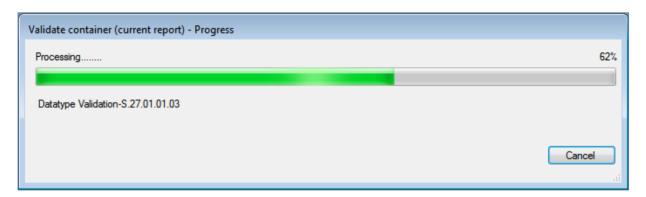
- 1. Select the Validation menu.
- 2. On the Validation menu, select the Validate active container menu.
- 3. The validation progress could take more time, it depends upon the amount of data loaded in the container.



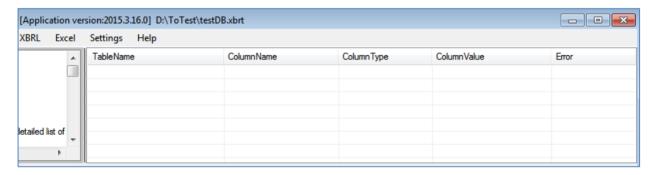




Progress:



Container without any errors (validation is successful):



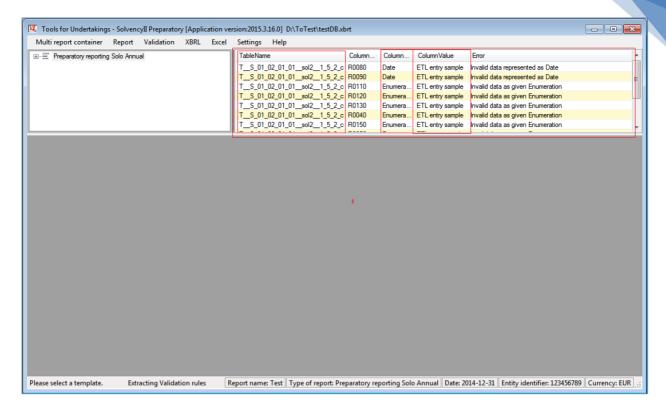
Container With errors (validation failed):

Scenario (the below window will be shown if any errors occurs during validation):

Example: The text **ETL entry sample entered** in the date field& enumerated columns.







VII XBRL

VII.1 Import XBRL instance file

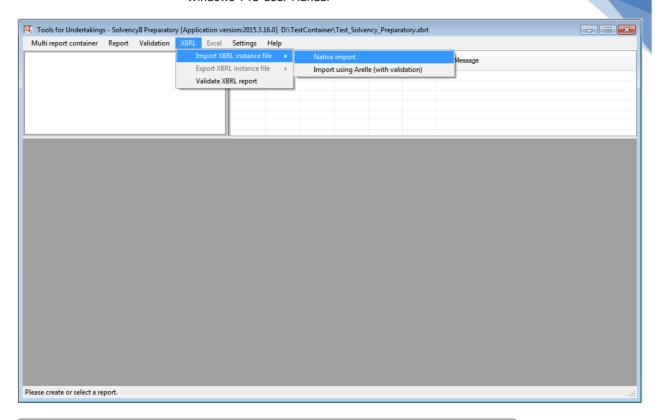
VII.1.1 Native import

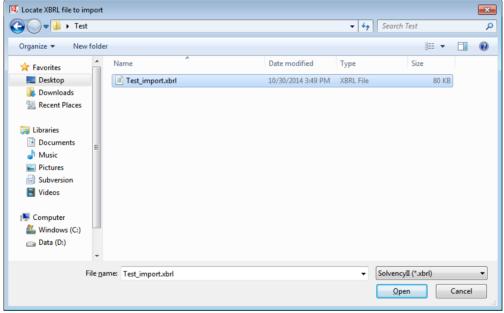
Prerequisite: The Container/File should be created before to import the report.

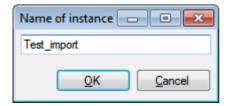
- 1. Select the XBRL menu.
- 2. On the **XBRL** menu, select the **Import XBRL** instance file menu.
- 3. From the list of sub populated menu, select **Native import** menu to import the XBRL instance file.
- 4. Locate the XBRL file in the **Locate XBRL file to import** dialog box.
- 5. Click Open.
- 6. Provide the report/instance name in the **Name of the instance** window.
- 7. **Arelle Validation Status** window will provide the validation results for the import operation if any error occurred.
- 8. After the successful import operation the imported instance will be populated in the left side.
- 9. The user can verify the named instance in the **Report** → **Select report** sub menu.







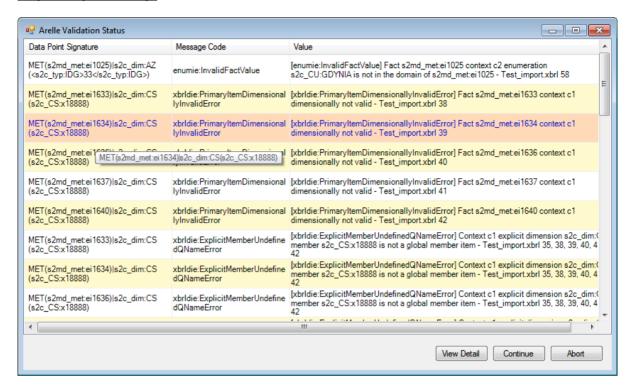








Scenario (the below window will be shown if any errors occurs during import operation):



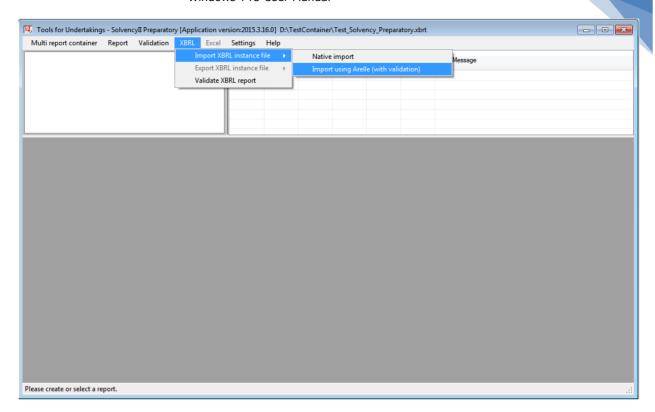
VII.1.2 Import using Arelle (with validation)

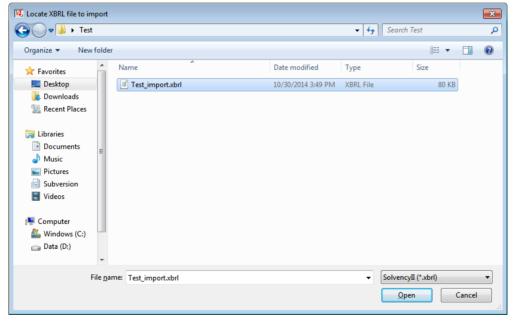
Prerequisite: The Container should be created before to import the report.

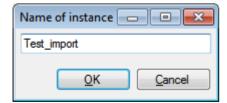
- 1. Select the XBRL menu.
- 2. On the **XBRL** menu, select the **Import XBRL** instance file menu.
- 3. From the list of sub populated menu, select **Import using Arelle (with validation)** menu to import the XBRL instance file.
- 4. Locate the XBRL file in the **Locate XBRL file to import** dialog box.
- 5. Click Open.
- 6. Provide the report/instance name in the **Name of the instance** window.
- 7. **Arelle Validation Status** window will provide the validation results for the import operation if any error occurred.
- 8. After the successful import operation the imported instance will be populated in the left side.
- 9. The user can verify the named instance in the **Report** \rightarrow **Select report** sub menu.





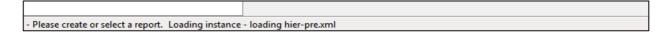






Progress:

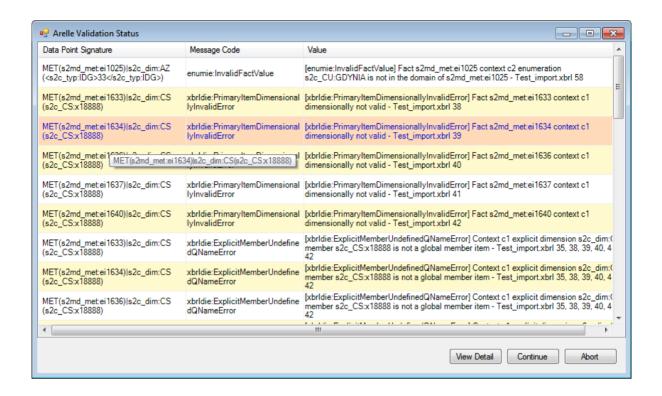
The user can verify the validation process in the status bar.







Scenario (the below window will be shown if any errors occurs during import operation):



VII.2 Export XBRL instance file

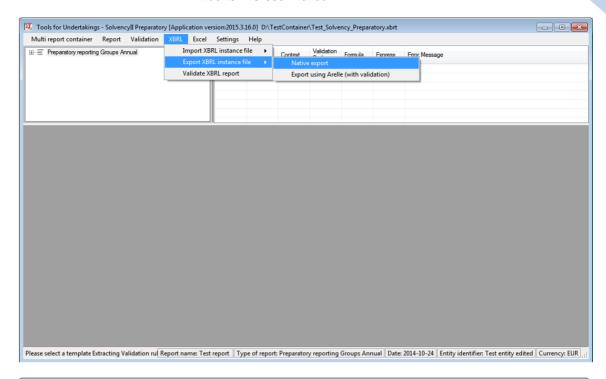
VII.2.1 Native export

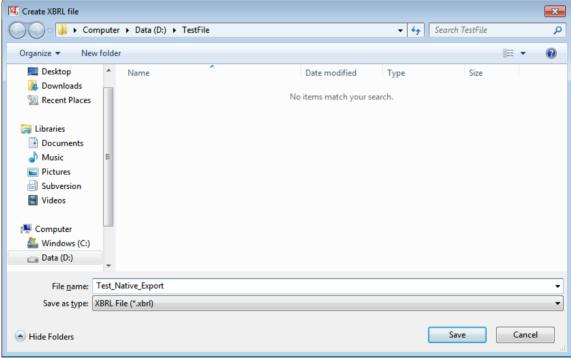
Prerequisite: The report should be created before to export the report.

- 1. Select the XBRL menu.
- 2. On the **XBRL** menu, select the **Export XBRL instance file** menu.
- 3. From the list of sub populated menu, select the **Native export** to export the XBRL instance file.
- 4. Provide the filename in the **Export XBRL file** dialog box.
- 5. Click Save.
- 6. **Arelle Validation Status** window will provide the validation results for the export operation if any error occurred.
- 7. After the successful export the XBRL file will get generated in the specified location.





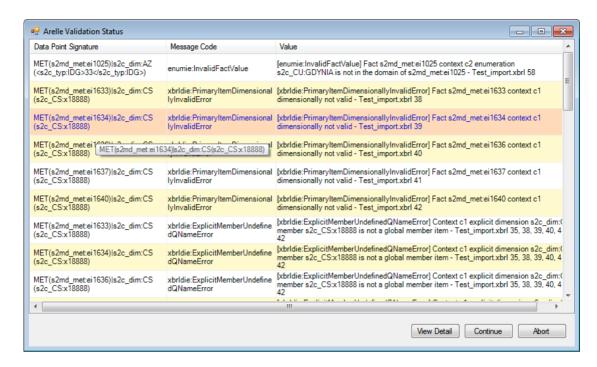








Scenario (the below window will be shown if any errors occurs during export operation):



Sample generated XBRL file

```
Test_Native_Export.xbrl - Notepad
                                                                             - - X
<u>File Edit Format View Help</u>
Ref
   xlink:href="http://eiopa.europa.eu/eu/xbrl/s2md/fws/solvency/solvency2/2014-07-23/mcxlink:type="simple" />
  <context
id="c">
    <entity>
      <identifier
       scheme="http://standards.iso.org/iso/17442">Test_Export</identifier>
    <period>
      <instant>2015-10-24</instant>
    </period>
  </context>
  <find:fIndicators>
    <find:filingIndicator
contextRef="c">S.01.02</find:filingIndicator>
```

VII.2.2 Export using Arelle (with validation)

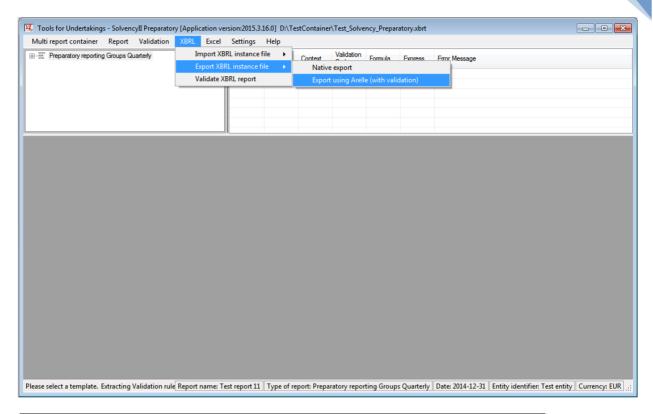
Prerequisite: The report should be created before to export the report.

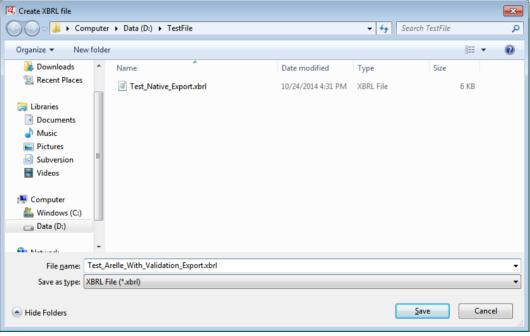
- Select the XBRL menu.
- 2. On the **XBRL** menu, select the **Export XBRL** instance file menu.
- 3. From the list of sub populated menu, select the **Export using Arelle (with validation)** to export the XBRL instance file.
- 4. Provide the filename in the **Create XBRL file** dialog box.
- 5. Click Save.
- 6. **Arelle Validation Status** window will provide the validation results for the export operation.
- 7. After the successful export the XBRL file will get generated in the specified location.







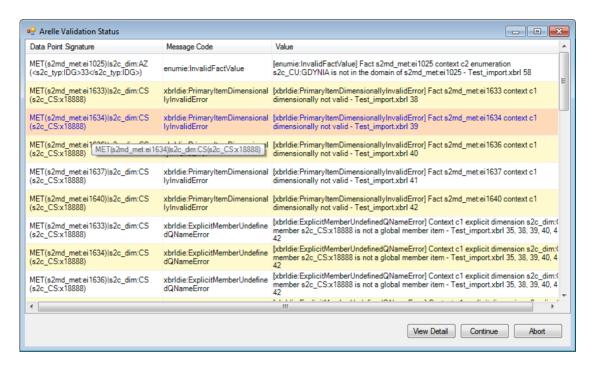








Scenario (the below window will be shown if any errors occurs during export operation):



Progress:

The user can verify the validation process in the status bar.

- Please create or select a report. Loading instance - loading hier-pre.xml

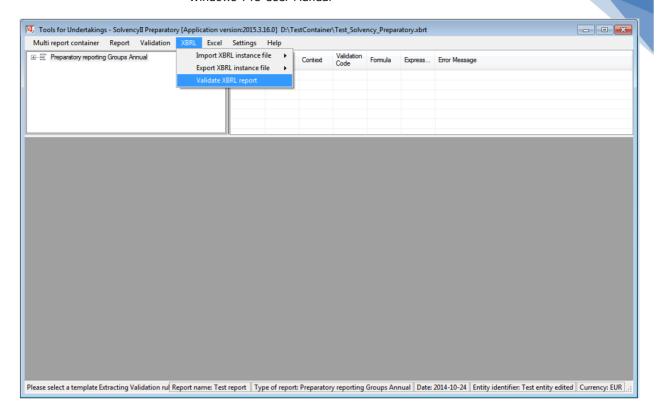
VII.3 Validate XBRL report

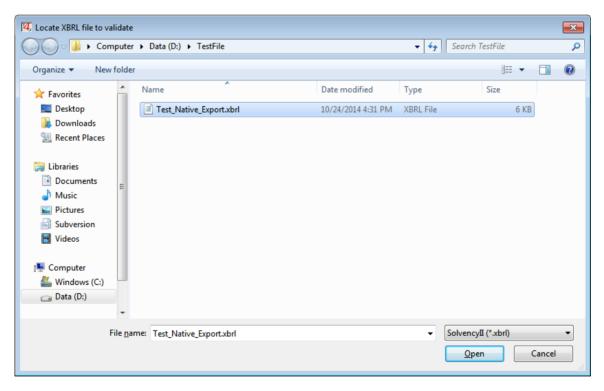
Prerequisite: The report should be created before to validate the report.

- 1. Select the XBRL menu.
- 2. On the XBRL menu, select the Validate XBRL report menu.
- 3. Select the file in the "Locate XBRL file to Validate" dialog box.
- 4. Click **Open** to validate the XBRL file.
- 5. **Arelle Validation Status** window will provide the validation results for the specified instance if any error occurred.





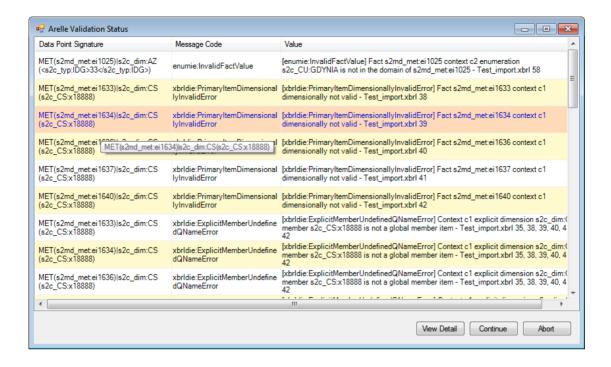








Scenario (the below window will be shown if any errors occurs during validation):



VIII Excel

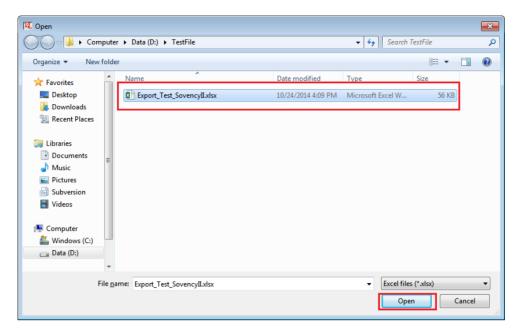
VIII.1Import data from basic Excel template

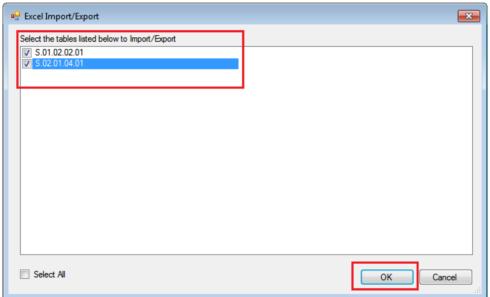
Prerequisite: The report should be created before, to import the data from excel.

- 1. Select the Excel menu.
- 2. On the Excel menu, select Import data from basic Excel template menu.
- 3. Select the excel file to import in the **Open** dialog box.
- 4. Choose the tables to get imported from the **Excel Import/Export** dialog box.
- 5. Click OK to start the import operation.
- 6. After the successful import operation the user can verify the values in the table from the left side tree view.

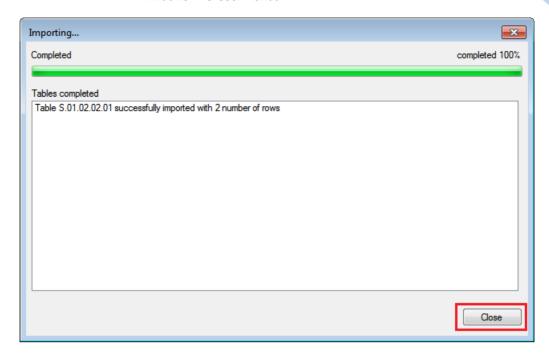










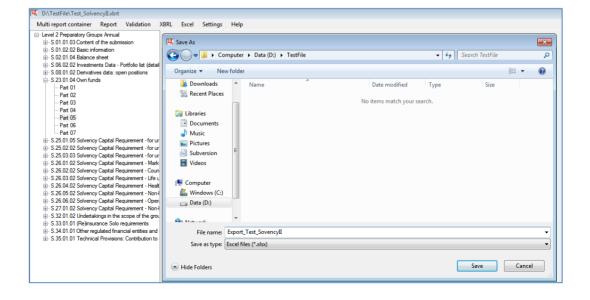


VIII.2Export data to basic Excel template

Prerequisite: The report should be created before to export the report.

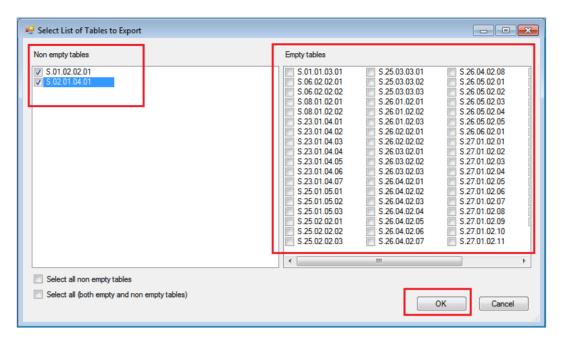
- 1. Select the Excel menu.
- 2. On the Excel menu, select Export data to basic Excel template menu.
- 3. Provide the file name to the excel file in the **Save As** dialog box.
- 4. Click save.
- 5. Choose the list of table to export.
- 6. Click **OK** to start the export operation.
- 7. After the successful export operation the user can verify the exported contents in the specified excel file OR by clicking the **Open** button, the exported excel file will be opened.

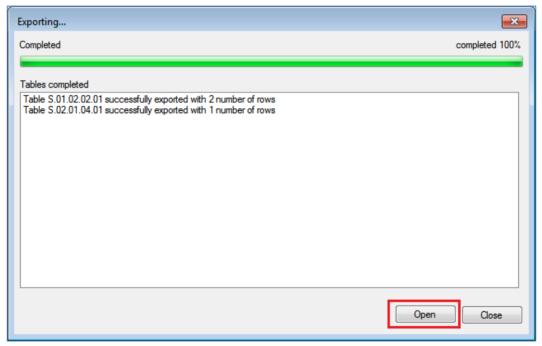
Note: The tables without data will be shown in the Empty tables list.







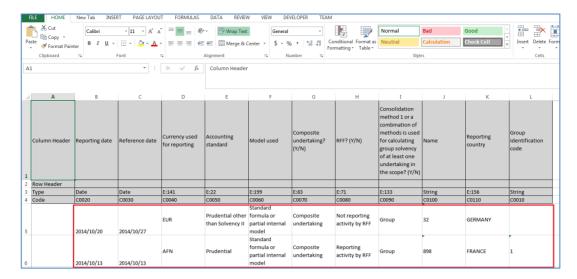




Click open to launch excel with exported data.



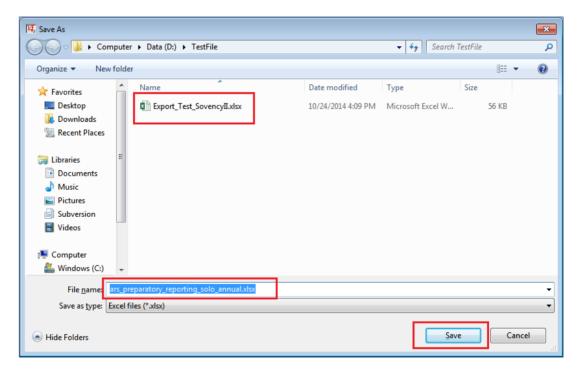




VIII.3 Download an basic Excel template

Prerequisite: The report should be created before to download the excel template.

- 1. Select the **Excel** menu.
- 2. On the **Excel** menu, select **Download an basic Excel template** menu.
- 3. Provide the excel file name in the **Save as** dialog box. The template for the current active report type will be created.



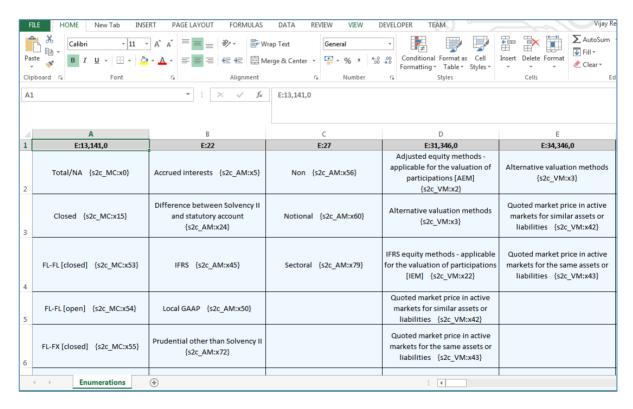






VIII.4Download supportive list of basic Excel template dropdowns

- 1. Select the **Excel** menu.
- 2. On the Excel menu, select Download supportive list of basic Excel template dropdowns menu.
- 3. The excel file will be created with all the enumeration lists.



VIII.5 Export data to Excel Business template (Solvency II Preparatory application)

<u>Prerequisite</u>: The report should be created before to export the report.

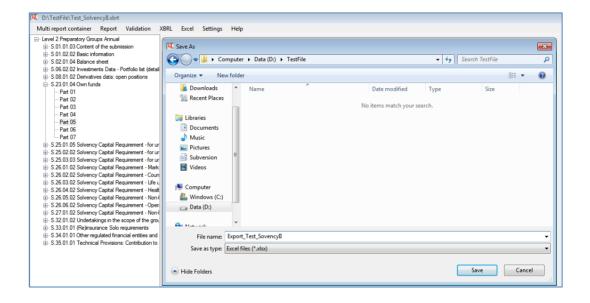
- 1. Select the **Excel** menu.
- 2. On the Excel menu, select Export data to Excel Business template menu.
- 3. Provide the file name to the excel file in the **Save As** dialog box.

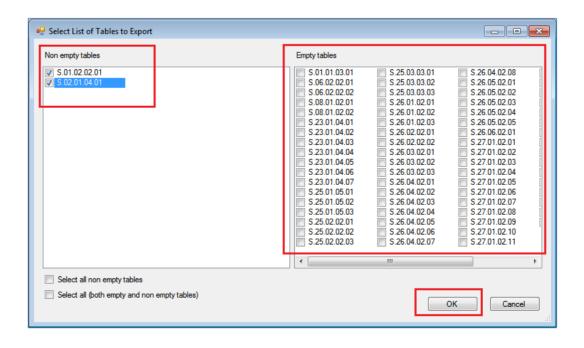




- 4. Click save.
- 5. Choose the list of table to export.
- 6. Click **OK** to start the export operation.
- 7. After the successful export operation the user can verify the exported contents in the specified excel file OR by clicking the **Open** button, the exported excel file will be opened.
- 8. Navigate to exported file location.
- 9. Launch/open the file Excel-Business-Templates-(1.5.2.c) .xlsm.
- 10. Accept the Terms & Conditions window.
- 11. Locate the file that you have recently exported or already exported file.
- 12. The export operation will take place & it will stored with values.

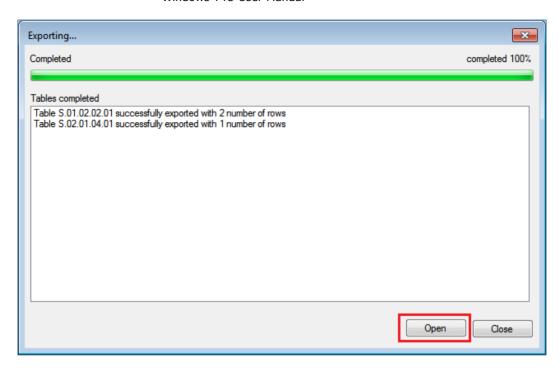
Note: The tables without data will be shown in the Empty tables list.



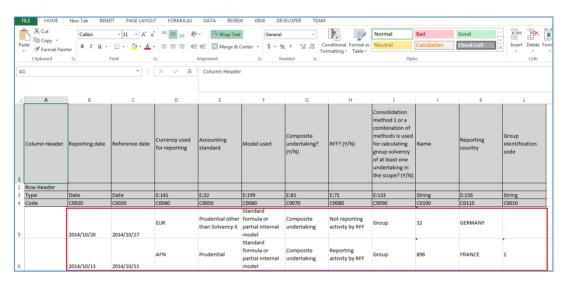


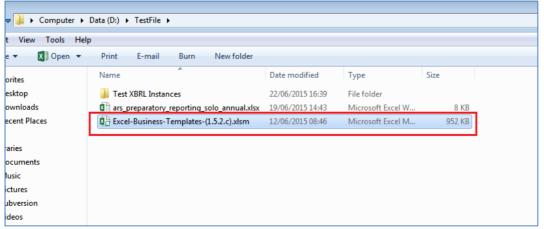






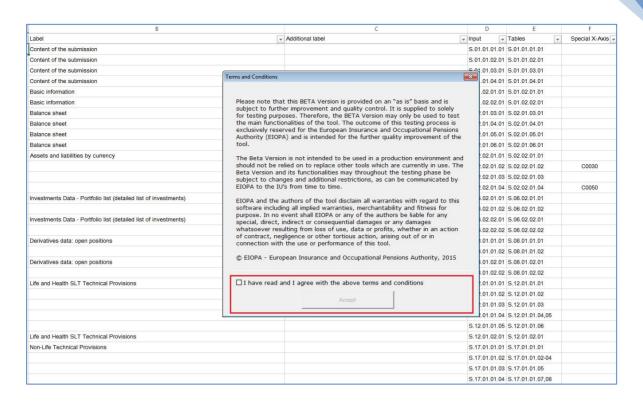
Click open to launch excel with exported data.

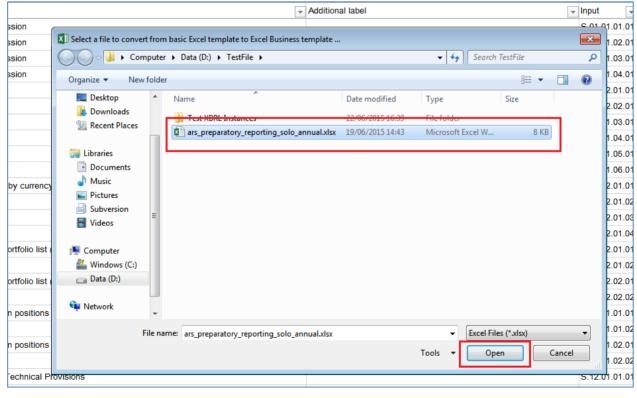






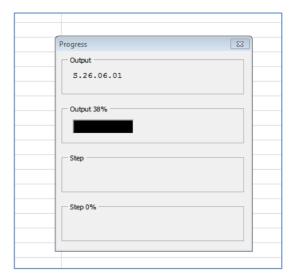


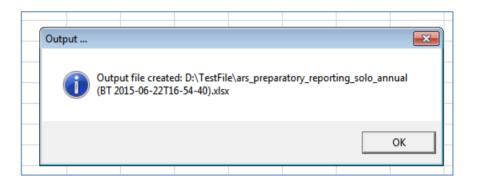




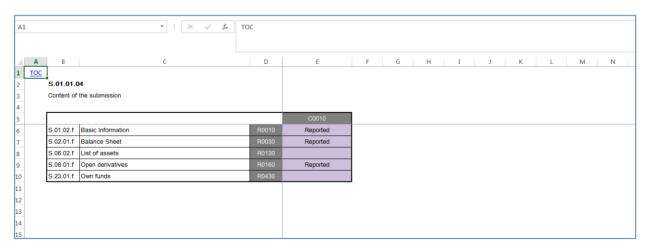








Sample output of business excel template:



VIII.6Import/Export data to Excel Business templates (Solvency II /full scope/application)

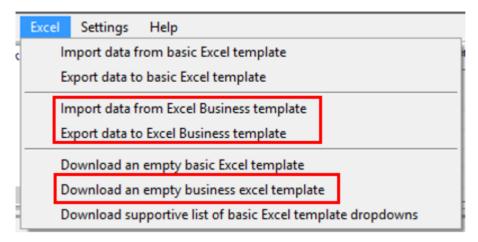
This functionally works similarly to basic Excel templates export and import but the result is forms similar to original Solvency II tables.

It can be triggered from the "Excel" menu bar:

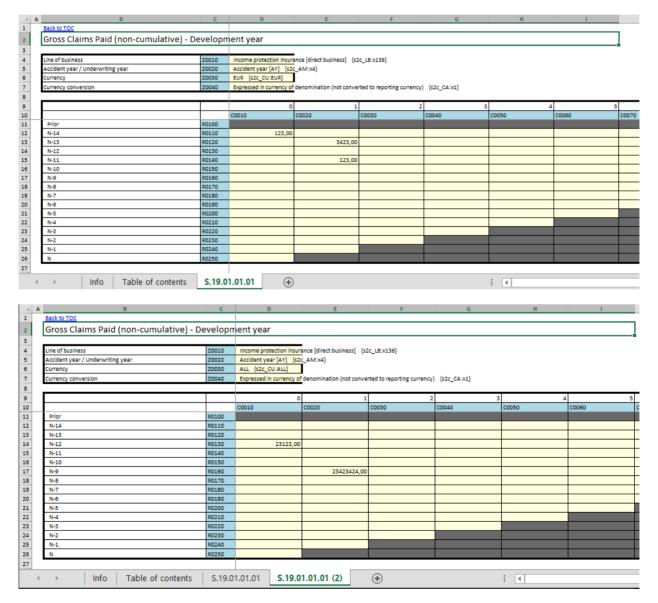
- "Import data from Excel Business template" process is similar to VIII.1).
- "Export data to Excel Business template" (process is similar to VIII.2).



- "Download an empty business excel template" (process is similar to VIII.3).

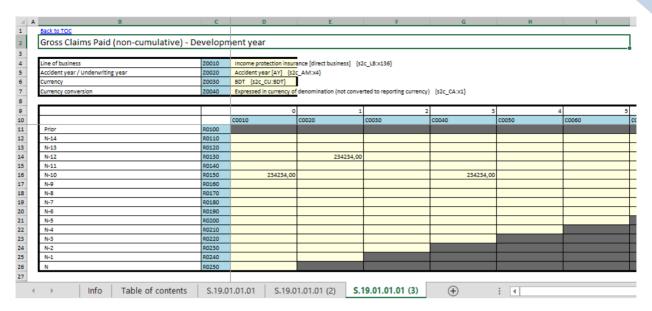


In case of tables that multiply based on the z-axis dropdown selections, in order to create another instantiation of a table simply copy a worksheet and set up z-axis properties. Worksheets may be copied multiple times as presented on the screenshots below.







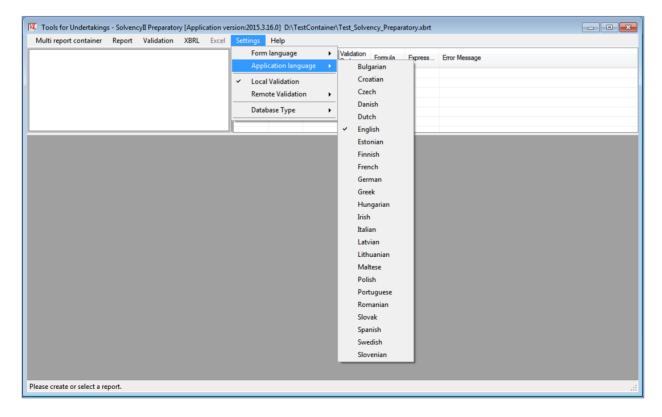


In the same way the tool will export data to Excel Business templates (by multiplying the number of sheets for each combination of z-axes selection).

IX Settings

IX.1 Application Language

- 1. Select the **Settings** menu.
- 2. On the **Settings** menu, select **Application Language** menu.



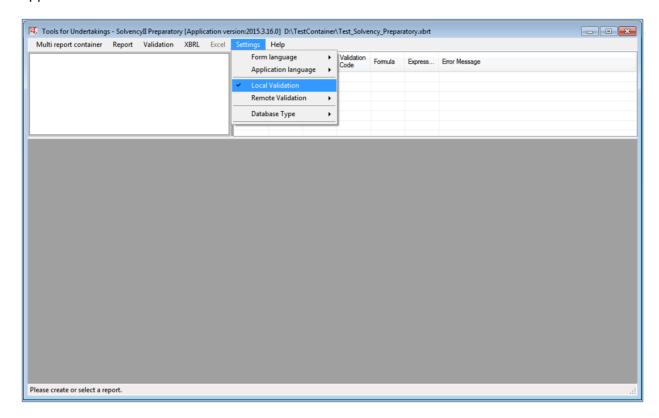




IX.2 Validation

IX.2.1 Local Validation

- 1. Select the **Settings** menu.
- 2. On the **Settings** menu, select **Local Validation** menu.
- 3. Local Validation will use the **Arelle Command shell**, deployed along within application to validate the instance.

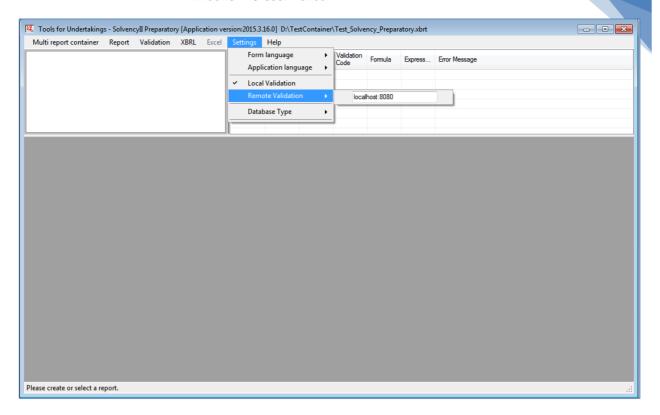


IX.2.2 Remote Validation

- 1. Select the **Settings** menu.
- 2. On the **Settings** menu, select **Remote Validation** menu.
- 3. The user needs to provide the Arelle web service address to validate the XBRL file remotely.
- 4. Remote Validation will use the **Arelle Web service** to validate the instance.



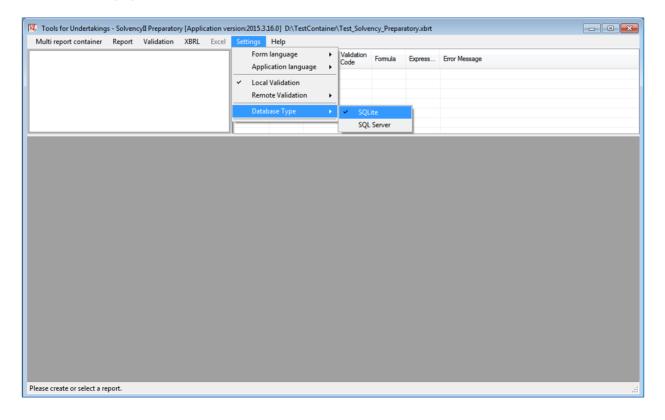




IX.3 Database type

IX.3.1 SQLite

- 1. Select the **Settings** menu.
- 2. On the **Settings** menu, select **Database type** menu.
- 3. From the sub populated menu, select the SQLite.

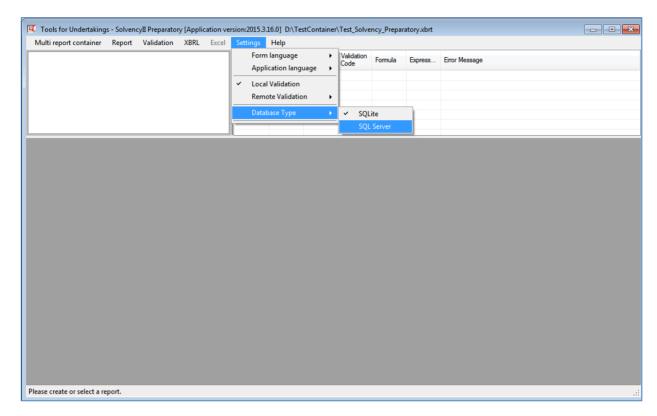






IX.3.2SQL Server

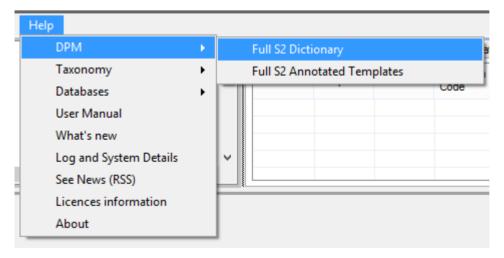
- 1. Select the **Settings** menu.
- 2. On the **Settings** menu, select **Database type** menu.
- 3. From the sub populated menu, select the SQL Server.



X Help

X.1 DPM

Contains DPM Dictionary and Annotated Templates for Preparatory of Full scope Solvency II (depending on application).

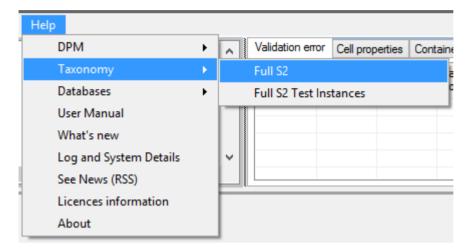






X.2 Taxonomy

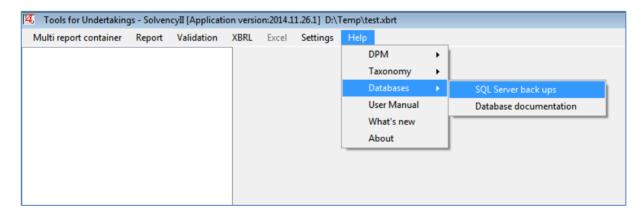
Contains XBRL Taxonomy and Sample XBRL Instance Documents for Preparatory of Full scope Solvency II (depending on application).



X.3 Databases

X.3.1 SQL Server backups

- 1. Select the **Help** menu.
- 2. On the **Help** menu, select the **Databases** menu.
- 3. From the sub populated menu, select the **SQL Server backups.**

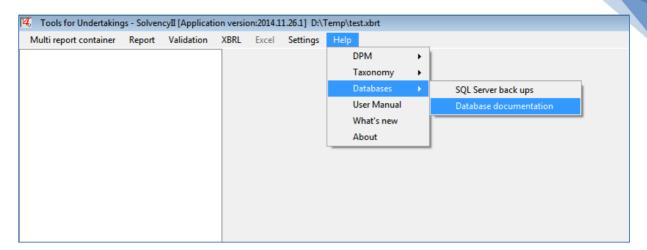


X.3.2 Database documentation

- 1. Select the **Help** menu.
- 2. On the **Help** menu, select the **Databases** menu.
- 3. From the sub populated menu, select the **Database documentation.**

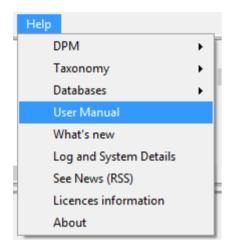


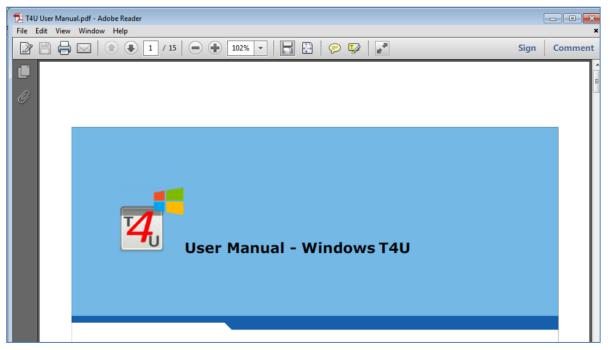




X.4 User Manual

- 1. Select the **Help** menu.
- 2. On the **Help** menu, select **User Manual** menu.



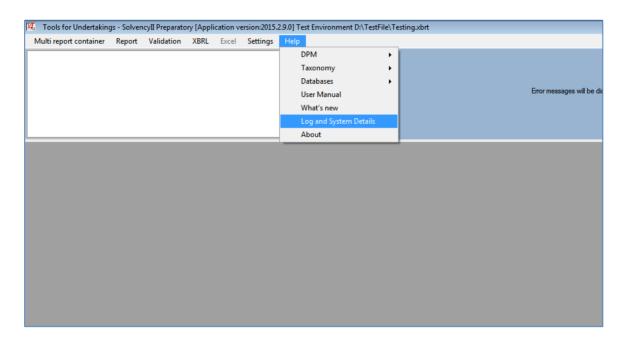






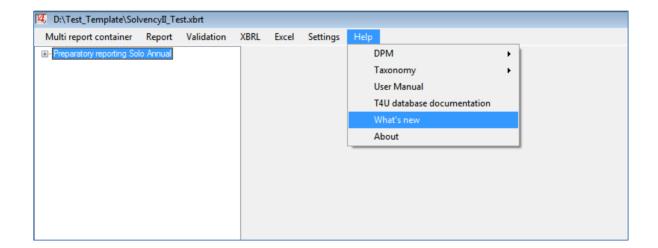
X.5 Log and System Details

- 1. Select the Help menu.
- 2. On the Help menu, select the **Log and System Details** menu.
- 3. The user can download the application details, System details, log files and current container file in the zip file format.



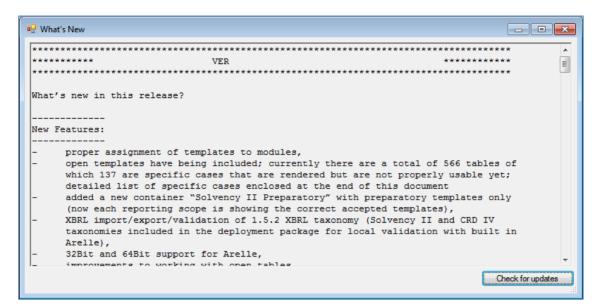
X.6 What's New

- 1. Select the **Help** menu.
- 2. On the **Help** menu, select the **What's New** menu.
- 3. The user can view the New Features, Bugs Fixes, Known bugs and Missing features to be included in next releases details for the current/past releases.



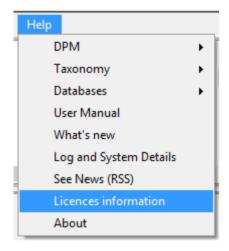






X.7 License

- 1. Select the **Help** menu.
- 2. On the **Help** menu, select the **Licenses information** menu.

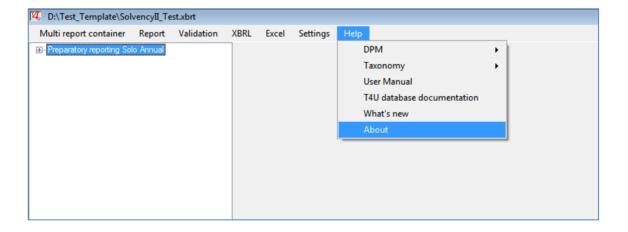






X.8 About

- 3. Select the **Help** menu.
- 4. On the **Help** menu, select the **About** menu.
- 5. The user can verify the **Version details** and **Application deployed path** information's through the popup dialog window.
- 6. User can check for any updates available for the application.
- 7. User can click on the Folder icon can navigate to the application installed path.





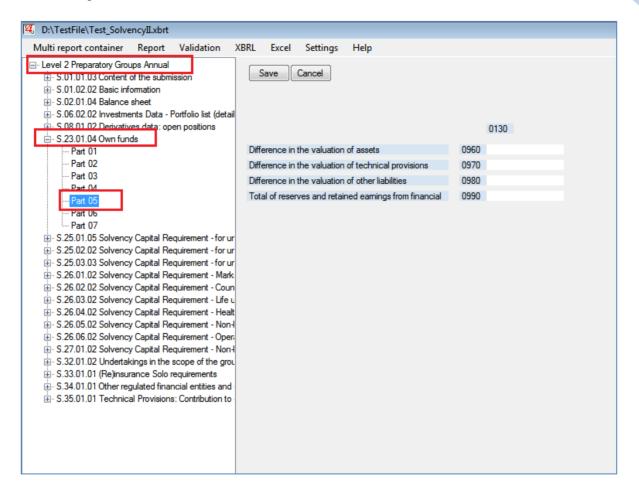








XI Data entry



Terms:

- Module: The top level root node is the module.
- Template: The first level child node to the module is the template.
- Table: The first level child node to the template is the Table.

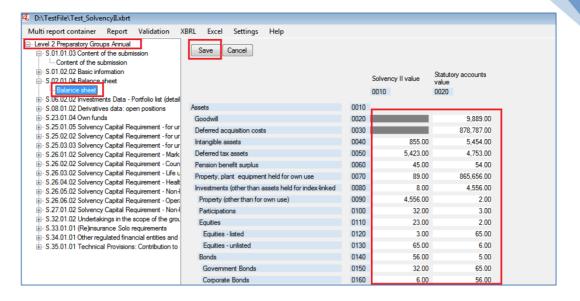
XI.1 Closed Template

Prerequisite: The report should be created in order to enter the data.

- 1. Select the **module** from the left side populated tree view.
- 2. Select the **Template.**
- 3. Select the **table.**
- 4. Enter/select the values in the form.
- 5. Click save to save the data.







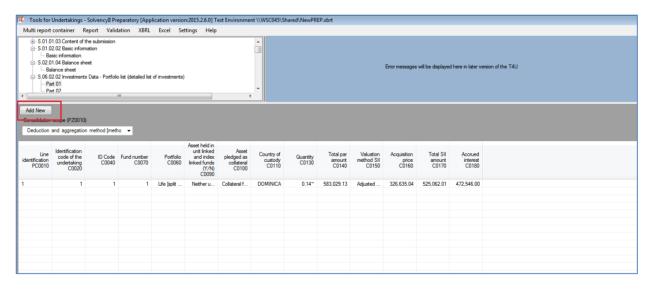
XI.2 Open Template

Prerequisite: The report should be created before to enter the data.

- 1. Select the **module** from the left side populated tree view.
- 2. Select the **Template**.
- 3. Select the table.
- 4. Enter/select the values in the form.

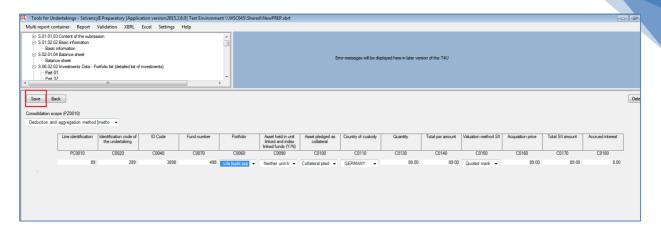
Note: Entering values to the Key Column is mandatory. The values entered in the row will get accountable only if the Key column with data.

Click "Add New" button to enter values in the open table.



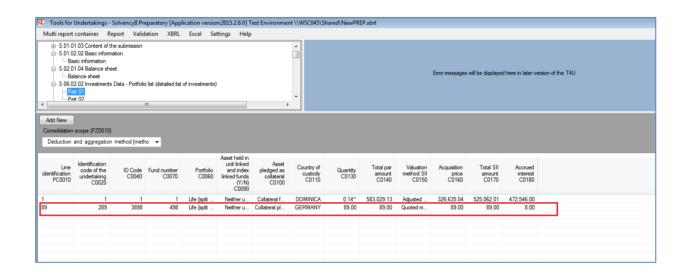


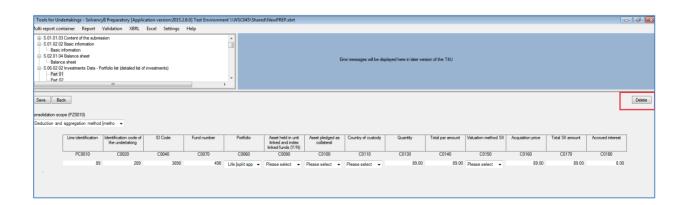




To delete/remove the row from the Open table.

Click on the row to be deleted, Click on the delete button. Then the row will be deleted from the open table.





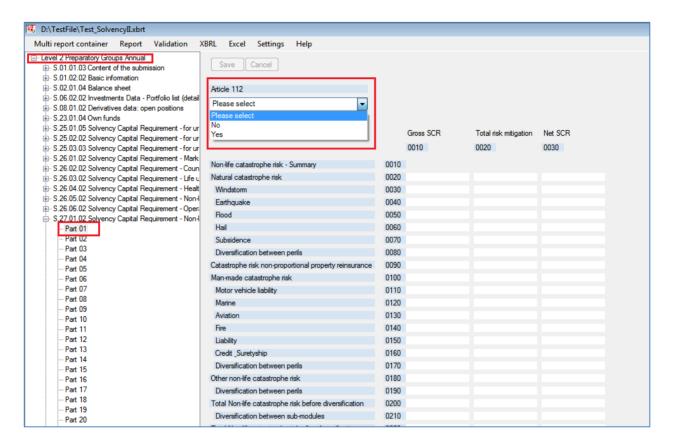
XI.3 Special case Template

Prerequisite: The report should be created before to enter the data.





- 1. Select the **module** from the left side populated tree view.
- 2. Select the **Template**.
- 3. Select the table.
- 4. Select the criteria/filter from the dropdown box.
- 5. Enter/select the values in the form.
- 6. Click save to save the data.

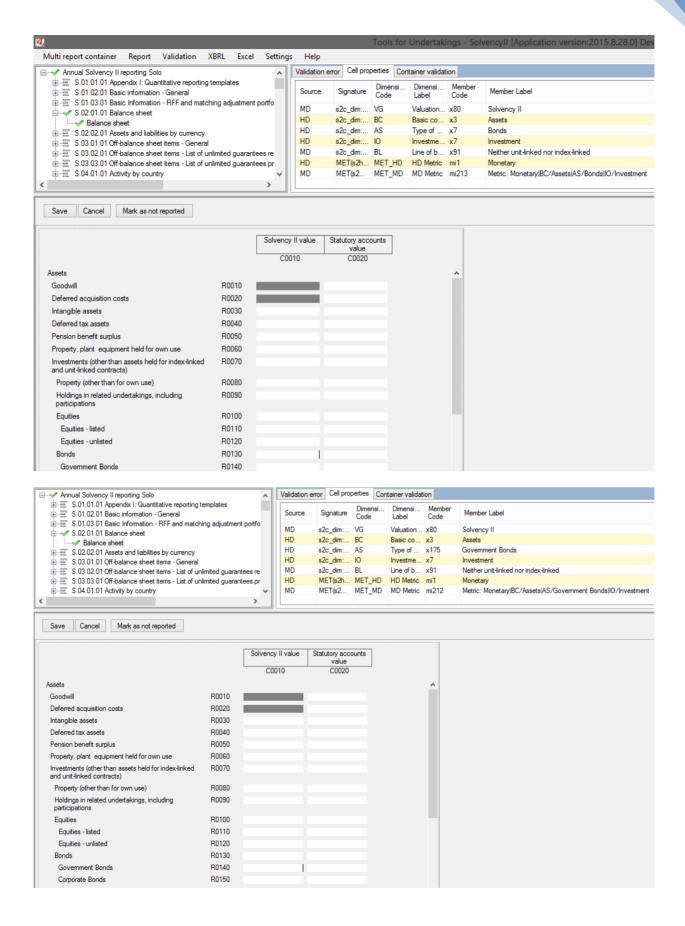


XI.4 Cell properties

Cell properties are displayed in the upper right hand side window pane (next to "Validation error" ta b) after selecting a cell in a table:











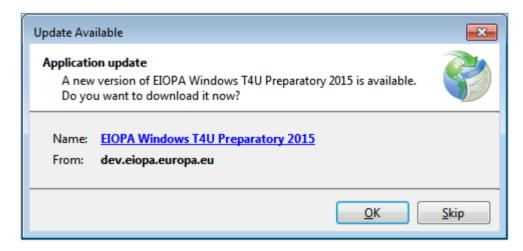
XII Application Update

XII.1 Detecting application updates:

After the installation, whenever the user launching the application, the application checks for updates and if any updates available. Then it will be downloaded and installed in the user's machine.

Note

The user's needs to click OK button to install the updates.



XII.2 Check for updates:

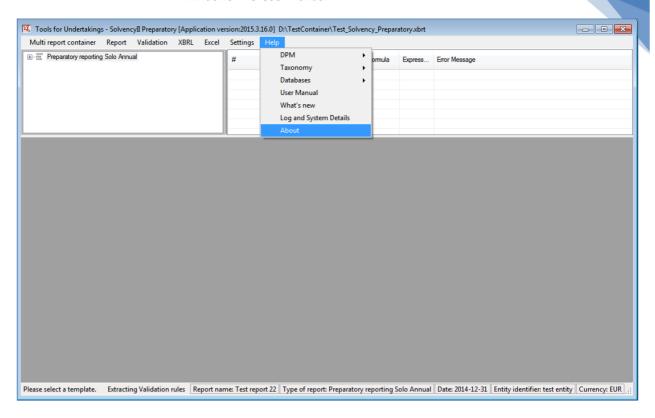
Also the user can verify for the update after launching the application. By using the **About** menu, If any updates available then it will be get installed and the application will get restart.

Steps to check for the update:

- 1. Select the Help menu.
- 2. On the Help menu, select the **About** menu.
- 3. The user can check for any updates available for the application, by clicking the **Check for updates** button.













XIII Migration

The migration feature converts the container from non-supporting version to supporting version with data.

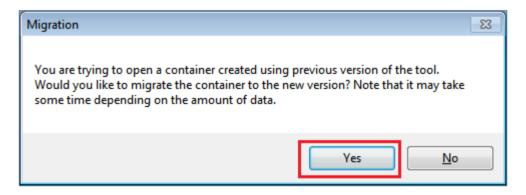
Currently the container created on or after 10-Febrauary-2015 are supported for migration.

How Migration works:

- 1. Exports all the instances to XBRL files from the source container.
- 2. Creates the latest copy of the container.
- 3. Imports all the instances into the latest new container.

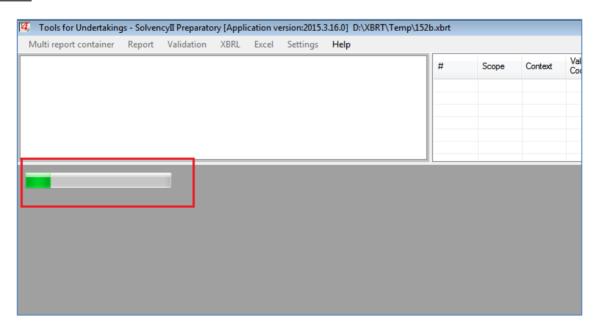
Example scenario - Container Version that supports migration:

If the user launches/opens the container with 1.5.2 b taxonomy. The Windows T4U tool identifies then the below sequence of operation will be executed.



The user needs to click on **YES** to start the migration process.

Progress:

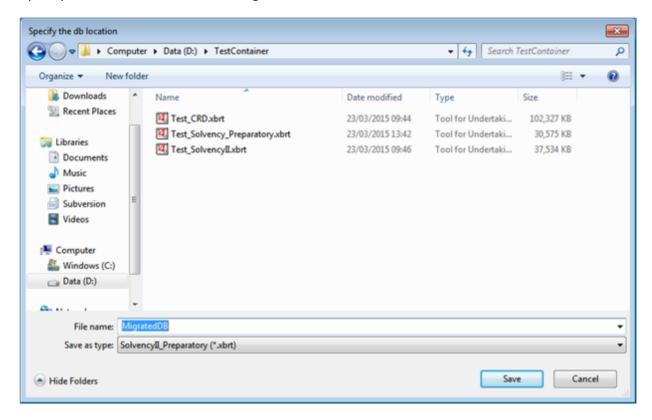




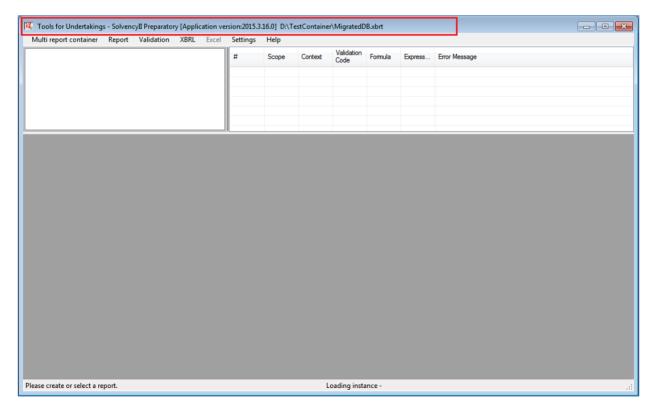


Save the migrated container:

Specify the location to save the migrated container:

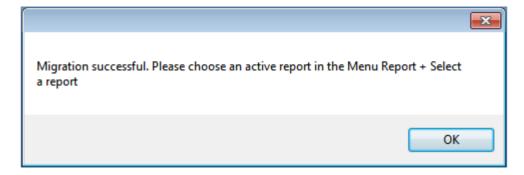


After migration is successful the migrated container will get connected with the Windows T4U automatically & select the report to proceed further.



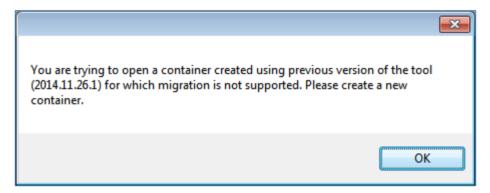






Scenario - Container Version that not supports migration:

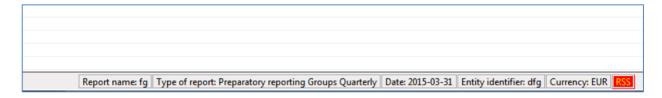
If the container not supports migration then the application will show the below error message to the user.



XIV Utilities

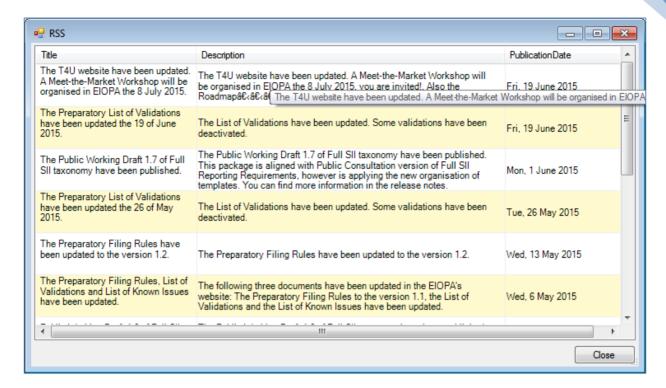
XIV.1 RSS

Right click on the status bar on the test **RSS** to view the RSS update.









XV Troubleshooting\FAQ

- 1. Registry Setting:
 - The settings required for the application is stored in the below path in the registry.

 Computer→HKEY_CURRENT_USER→Software→EIOPA→WINDOWS_T4U_PREP_2015
- 2. Application installation path:
 - The applications will be always installed in a system-managed user-specific folder. Normally it will be like...
 - $C:\Users\<<username>>\AppData\Local\Apps\2.0$
- 3. The application installations are always for the current user only. If the multiple users on a machine install the same software you end up with multiple copies of your application files.
- 4. Support Contact details:
- 5. Admin rights is required to install the Dot net framework, if the machine already meets the minimum prerequisites then the admin rights is not required.
- 6. Admin rights is not required to update the application.
- 7. The application version details will be available in the Help→About menu.
- 8. To create/import the report, the container creation is the prerequisite.
- 9. To export the report, the report creation is the prerequisite.
- 10. To export /import the data from excel, the report creation is the prerequisite.
- 11. The application will work in both 32/64 bit machines.





Annex

Precision of numeric facts

The aim of the T4U is to produce XBRL instance documents that are compliant with the Solvency 2 reporting requirements set by EIOPA.

From the data accuracy perspective, EIOPA requests the minimum precision of:

- monetary (referring to currency unit) fact of two digits after the decimal point.
- integer facts with no digits after decimal point.
- other (percentages, pure) with four digits after the decimal point.

In order to comply with this requirement the T4U generates:

- monetary facts with minimum two digits after decimal point (if less then adds "0", e.g. 124.5 would be output as 124.50; if more than exports the actual number, e.g. 123.456 would be output as 123.456).
- integer facts with no digits after decimal point.
- other numeric facts than above with minimum four digits after decimal point (if less then adds "0", e.g. 12.45 would be output as 12.4500; if more than exports the actual number, e.g. 1.23456 would be output as 1.23456).

Percentages in Windows form and basic Excel templates shall be entered as 1 = 1%. This is further converted during the process of generation of XBRL file to 0.0100 (0.01 = 1%).

XBRL @decimals attribute is checked on import and applied on export as follows:

```
Monetary amount:
```

```
o if >= 1000 then decimals = -3 (+/-500)
```

 \circ else if >= 100 then decimals = -2 (+/-50)

 \circ else if >= 10 then decimals = -1 (+/-5)

 \circ else if >= 1 then decimals = 0 (+/-0.5)

o else if >= 0.1 then decimal = 1 (+/- 0.05)

 \circ else decimals = 2 (+/-0.005)

Decimal amount:

 \circ if >= 1then decimals = 0 (+/-0.5)

o else if >= 0.1 then decimal = 1 (+/- 0.05)

o else if >= 0.01 then decimals = 2 (+/-0.005)

o else if > = 0.001 decimals = 3 (+/-0.0005)

 \circ else decimals = 4 (+/-0.00005)

• Percentage amount: decimals = 4 (+/-0.00005).

This is inline with the EIOPA Filer Manual.

Please mind that the minimum requirements set above are validated on import of an XBRL instance document to the T4U. In case the precision is not sufficient (lower) a warning is raised, otherwise (when the accuracy is higher) the data is stored as provided in the imported

¹ Article 2 https://eiopa.europa.eu/Publications/Consultations/EIOPA EIOPA-CP-14-052 ITS Reg Supervisory reporting.pdf





XBRL file but on export the precision is set to the default settings of the T4U (described above). Please note that the actual figures are not modified, only the precision.

Rendering of figures in the interface

For better usability and convenience Windows interface displays numbers as described in the previous paragraph (i.e. according to the minimum requirements towards precision). For example monetary figures are presented with two digits after decimal point: when a user enters "123" the displayed number is "123.00". In case a value entered/stored contains more digits after the decimal point then the required minimum the tool rounds the number (for displaying purposes only) and presents tilde sign, e.g. following number "123.4567" entered in the filed for monetary value would be presented as "123.46~". It is possible to see the full figure when the cell is active as it is stored without modification in the T4Udb. It is also not modified when exporting to XBRL (in this particular case the exported number would be 123.4567).

Rounding for validations

Validations performed in the T4U database take into account relative error (http://en.wikipedia.org/wiki/Approximation error). Error margin is set up to 0.000001 i.e. allows for 1EUR difference per 1 000 000 EUR amount. This may be further adjusted in the future especially for smaller values (1 EUR amount allows for 0.000001EUR difference which is very strict).

Assumptions for import of XBRL instance documents

T4U is not a generic XBRL tool and therefore will not be able to process any XBRL instance document.

The aim of the tool is to facilitate/support creation of XBRL instance documents by manual data entry or import (e.g. from basic Excel templates). It is also able to consume XBRL instance documents on input but not *any* instance document (where XBRL is very flexible) but only the ones that are created based on certain rules. These include requirements of the EIOPA Filing Rules² that contain among other the following:

3.5 – Re-use of canonical namespace prefixes

Any namespace prefixes declared in instance documents SHOULD mirror the namespace prefixes as defined by their schema author(s).

Although this rule is a "should" (in order not to put too restrictive constraints on software solutions), for T4U it is treated as MUST. Such decision was taken in order to speed up processing and simplify the implementation. Therefore in a number of places (e.g. data point signatures that the facts are checked against on XBRL import, migration to the CRTs, etc.) implementation assumes the use of canonical namespace prefixes.

The list of expected values is listed in the T4U database view vwGetNamespacesPrefixes.

²

https://dev.eiopa.eu/Taxonomy/Preparatory/Common/EIOPA%20SII%20Preparatory%20Filing %20Rules.pdf



Importing data from the March version basic Excel files – workaround solution

This describes steps (a workaround solution) for importing of data from the March version basic Excel templates in the April (and subsequent) versions of the Windows T4U.

Additionally this document explains the details about the required correct representation format for the Percentage, Decimal & Monetary fields.

Basic Excel template version

The version information is maintained in the worksheets of the basic Excel templates. It is defined in the third row of the first column of each worksheet as presented on the screenshots below.

March version number of the basic Excel templates is: "VER:2015.03.10".

1	Column Header			
2	Row Header	S.01.02.g: Basic Information	S.02.01.g: Balance Sheet	S.06.02.g: List of assets
3	VER:2015.03.10	E:207	E:206	E:206
4		R0010C0010	R0030C0010	R0130C0010
5				

April version number of the basic Excel templates is: "VER:2015.04.30".

	Α	В	С	D
1	Column Header			
2	Row Header	S.01.02.g: Basic Information	S.02.01.g: Balance Sheet	S.06.02.g: List of assets
3	VER:2015.04.30	E:207	E:206	E:206
4		R0010C0010	R0030C0010	R0130C0010
5				

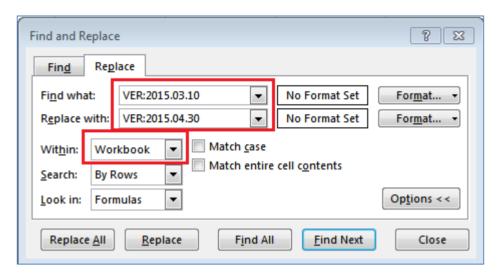




Importing data from the March version basic Excel files - workaround solution

Although both versions are supported by the April release of the Windows T4U, there are some issues when importing the March version basic Excel templates.

As a workaround solution to this problem it is recommended to replace the March version number (VER:2015.03.10) with April version number (VER:2015.04.30) in the entire workbook (all worksheets) of the basic Excel template file.



Having this fixed it shall be possible to successfully import the basic Excel template.

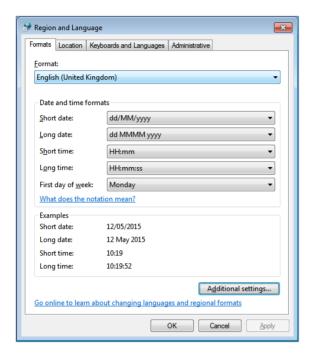
Please note that the representation of Percentage, Decimal and Monetary figures shall be aligned with the system localized format as explained in the next section of this document.

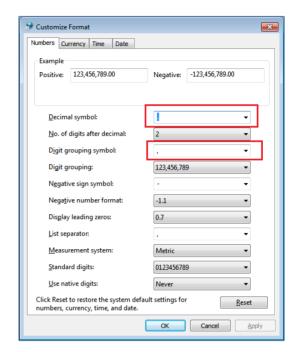




Required format of Percentage, Decimal and Monetary figures (Dot as a decimal representation)

In these settings the decimal point is represented as a dot "." and the digit grouping is represented as a comma ",".

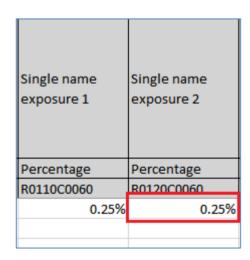




Having this localization format the below are the expected/required values for data representation.

A) Percentage figures:

a. correct format:



b. incorrect format:





Single name exposure 1	Single name exposure 2
Percentage	Percentage
R0110C0060	R0120C0060
0.25%	0,25%

B) Decimal/Monetary figures:

a. correct format:

Country of custody	Quantity
E:144	Decimal
C0110	C0130
	0.5989

b. incorrect format:

Country of custody	Quantity
E:144	Decimal
C0110	C0130
	0,5989

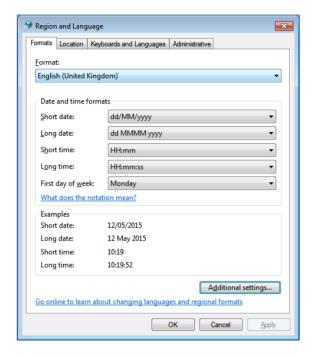
Required format of Percentage, Decimal and Monetary figures (Comma as a decimal representation)

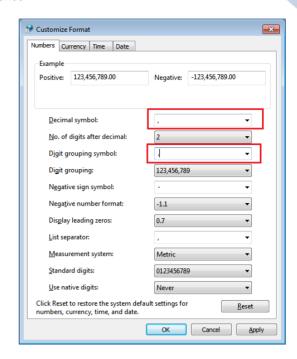
In these settings the decimal point is represented as a comma "," and the digit grouping is represented as a dot "." (or as a space "").







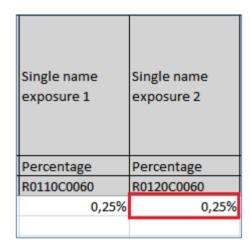




Having this localization format the below are the expected/required values for data representation.

A) Percentage figures:

a. correct format:



b. incorrect format:





Single name exposure 1	Single name exposure 2
Percentage	Percentage
R0110C0060	R0120C0060
0,25%	0.25%

A) Decimal/Monetary figures:

a. correct format:

Country of custody	Quantity
E:144	Decimal
C0110	C0130
	0,5989

a. incorrect format:

Country of custody	Quantity
E:144	Decimal
C0110	C0130
	0.5989

