

Setting the Taxonomy for a Document

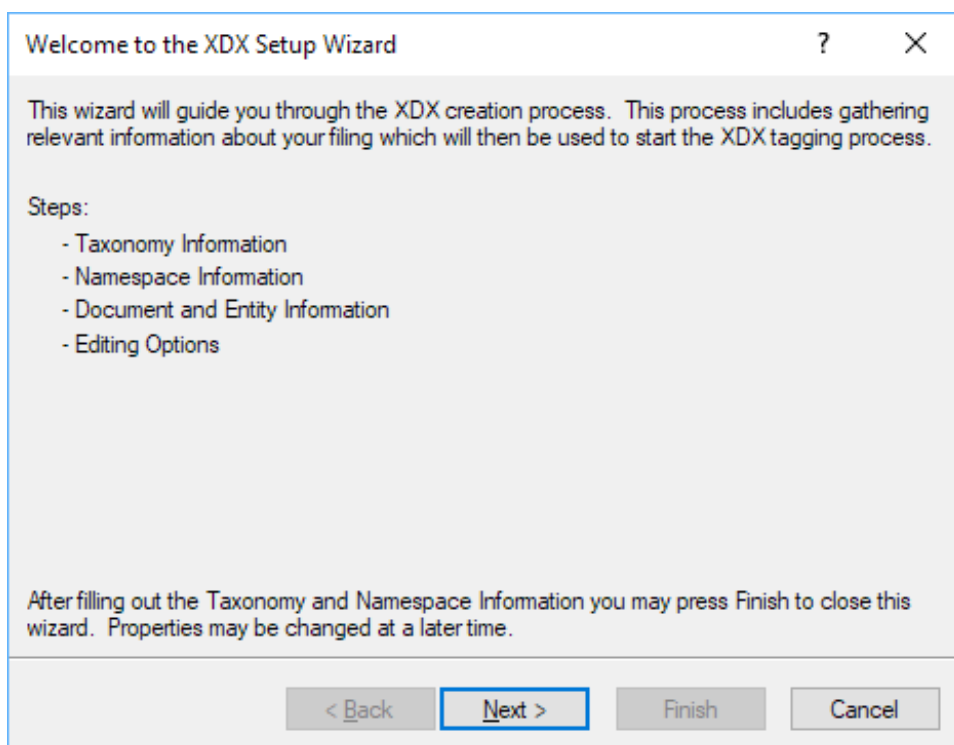
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To create Inline XBRL, you must first set a taxonomy for your HTML document. This is accomplished through the XDX Setup Wizard.

The XDX Setup Wizard sets namespace, taxonomy, and unit information for an HTML document and also can be used to perform other actions, such as automatically tagging the cover page of a filing.

To set a taxonomy for your document:

1. Open your document in Page View. If your document is not an HTML document, you must first convert it to HTML.
2. Click **XDX Report > Taxonomy**.



3. The first screen of the wizard describes the process of creating . Click **Next**.

Taxonomy ? X

Select Taxonomy

Taxonomy: US-GAAP 2019

Name: US GAAP

Description: This financial reporting taxonomy is intended to provide element relationships that will allow commercial and industrial-type companies that conform to US GAAP to tag financial statements in XBRL.

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4. Choose the taxonomy for the document. The wizard will attempt to automatically detect the appropriate taxonomy based on the form type and period of the report.
5. Click **Next**.

Namespace ? X

Defaults

CIK: 12345

Auto Create

Period: 3/31/2019

Domain: www.novaworkssoftware.com

Ticker/Identifier: XYZ

Namespace

URI: http://novaworkssoftware.com/20190331

Identifier: XYZ

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6. Set the *CIK* for the registrant, the *Period* of the report, the *Domain* for the registrant, and the *Ticker Symbol* for the registrant, if any. This information will be used to create the namespace for the document.
7. Click **Next**.

Report Period ? X

Period

Preset:

Period Start: 1/ 1/2019

Period Ending: 3/31/2019

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8. Set the period for the document. This may be automatically detected based on the form type and the date listed on the cover page of your document.
9. Click **Next**.

Units ? X

Unit List

| Name | Value | Default For |
|-----------|--------------|-----------------|
| USD | USD | Monetary |
| Shares | Shares | Shares |
| USDShares | USD / Shares | Money Per Share |

Add Remove

Measure

Preset: Apply

Name:

Numerator:

Denominator:

Default For:

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10. Add any units to the document. Default units are set to "USD" for monetary data, "shares" to share data, and "USD / Shares" for money per share data.
11. Click **Next**.

Editing Options ? X

Select an editing preference. The Split File function on the Edit Ribbon may also be used at any time after the wizard has been completed.

Use a single file
Custom elements and other data will be embedded into the HTML code.

Use a single HTML but separate XDX file*
Custom element data will be saved in a separate file so many filings can use the same elements.

Use multiple HTML files*
The file will be split into smaller parts. The parts may be edited separately and combined together as needed. Custom elements will be saved to a separate file.

Automatically tag cover page using XDX inline facts.

*Using the Undo function will not undo the creation of custom elements.

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12. Select the editing options for the file. You can choose to split larger files, for submissions like quarterly or annual reports, into segments to allow multiple users to edit the document at the same time. For smaller forms, like an 8-K, you should use a single file. Also, be sure to check the option to tag the cover page facts automatically. This will tag your cover page for you.
13. Click **Finish**.

The taxonomy, namespace, and units will be added to the document. If you opted to use the automatic cover page tagging, those facts will also be tagged with the appropriate elements and contexts.

Helpful Hints:

- You can only run the XDX Setup Wizard once on a document. Once you have set the taxonomy and namespace, clicking on the Taxonomy button on the XDX Report Ribbon will open the Document Properties, where you can adjust the taxonomy, namespace properties, units, and report period. The Document Properties can also be used to set DEI fact values for facts that don't have visible data on the cover page.