

Instructions: Converting the NASBP WIP Spreadsheet to XBRL format

- If you have not already done so, download the NASBP WIP Spreadsheet for XBRL from this page (NASBP Producer's Toolkit).
- Open the NASBP WIP Spreadsheet for XBRL as shown below. Fill in sections that are highlighted in yellow. Other columns calculate automatically.

A I	B	С	D	E	F	G	H	- I	J	K	L	M	N	0	Р	Q	R	S	T	U	V	W	Х	Y
INSEF	RT AGE	NCY NAM	1E						co	NTRAC	IS IN PR	OGRESS	INSERT AG	GENCY NA	ME							CONTRA	TS IN PR	OGRESS
Address 1								PERC	ENTAGE	OF CO	MPLETIO	N BASIS	Address 1								PE	RCENTAGE	OF COM	PLETION
Address 2												(DETAILED	Address 2											BASIS
City, State	a, Zip											nasop.org.tooki	^t City, State, Zip											(DETAILED
Phone: IX	000300X-X	XXX-Faic (XXX	0,0000-333333										Phone: 0000 XXI	(-)000(-Fax 00	00,000-300	<								nasbp.org/toolk
http://www	•												web: http://w	ww.website	com									
	Contra	ctor Name:	XYZ Construction			As Of	2017-12-31																	
)	1	EIN:	00-0001234		Prior Yea	r EndDate	2016-12-31																	
1																								
2		Formula:				=D+E	=D/F	=C-F		=CxG	=HxG		CALC	CALC	CALC			=0-P	=/-0	=D-P	=J-Q	=C-/	=E	=H-J
3							C	ontract To	tals							Recogn	ized in Pr	ior FY(s)	Totals,	This Fiscal	Year Thru	Future W	orkload (Ba	cklog)
Surety			Contract	Estimated		Estimated	Estimated	Estimated	Est Gross	Bevenue	Earned	Billed	Costs &	Billings > Cost		Per Prior	EY Einancial	Statement					Estimated	Estimated
Bond	Job		Price including	Cost to	Cost	Total	Percent	Gross	Profit	Earned	Profit	To	Est Earnings >	& Est.	Provision			Gross	Revenue	Cost of	Gross	Remaining	Cost to	Gross
Number	r Numbe	r Job Name	Change Orders	Complete	to Date	Cost	Complete	Profit	Percentage	to Date	to Date	Date	Billings	Earnings	for Loss	Revenue	Cost	Earnings	Earned	Construction	Earnings	Revenue	Complete	Earnings
	1	ContractA	400	300	100	400	25.00%	0	0.00%	100	0	300	0	200	0	0	0	0	100	100	0	300	300	0
5	2	ContractB	1,500	100	1,200	1,300	92.31%	200	13.33%	1,385	185	100	1,285	0	0	1,000	900	100	385	300	85	115	100	15
-	3	ContractC	2,500	1,400	1,000	2,400	41.67%	100	4.00%	1,042	42	2,500	0	1,458	0	800	800	0	242	200	42	1,458	1,400	58
,	4	ContractD	4,000	1,500	500	2,000	25.00%	2,000	50.00%	1,000	500	1,000	0	0	0	500	400	100	500	100	400	3,000	1,500	1,500
	5	ContractE	9,000	5,000	2,000	7,000	28.57%	2,000	22.22%	2,571	5/1	1,000	1,5/1	107	0	4 000	4 000	0	2,5/1	2,000	5/1	5,429	5,000	1,429
	0	Consact	0,500	100	6,000	6,100	98.3076	400	0.10%	0,393	383	0,500	0	107	0	4,000	4,000	0	2,393	2,000	393	107	100	
7																								
3																								
)																								
)																								
2																								
3																								
Totals			23,900	8,400	10,800	19,200	56.25%	4,700		12,491	1,691	11,400	2,856	1,765	0	6,300	6,100	200	6,191	4,700	1,491	11,409	8,400	3,009
** Plea	se list d	completed	projects on a s	separate pa	ae.																			

- Contract-specific data should be recorded in the yellow highlighted columns:
 - A: Surety Bond Number (if available)
 - > C: Job Name (when input will copy down formulas in the appropriate cells)
 - > D: Contract Price Including Change Orders
 - > E: Estimated Contract Cost to Complete
 - ➤ F: Cost to Date
 - ➤ M: Billed to Date
 - > Q: Contract Revenue, Recognized in Prior Fiscal Year
 - > R: Contract Cost, Recognized in Prior Fiscal Year
- Certain inputs are mandatory and if missing, the document will not be converted to XBRL, and an error message will appear in the dialogue box. Mandatory items are:
 - Name of the contractor in cell D9
 - ➤ As Of date for the report in cell H9
 - ➤ EIN number in cell D10
 - ➢ Prior Period Year End Date in cell H10
 - > Certain inputs are mandatory *for each job* that appears on the WIP:
 - Job name (column C)

- Contract Price Including Change Orders (column D)
- IMPORTANT: all dates must be input in format YYYY-MM-DD (e.g., 2016-12-31). EIN must be formatted as XX-XXXXXXXX.

4	Α	В	С		D	E	F	G	н	1.1	J	к	L	м	N	0	Р
1	INSERT	AGEN	CY NAME									CON	TRACTS IN F	ROGRESS	INSERT AG	ENCY NAME	
2	Address 1										PEF	RCENTAGE	DE COMPLET	ION BASIS	Address 1		
3	Address 2													(DETAILED)	Address 2		
4	City, State, Z	io di												nasbp.org/took/	City, State, Zip		
5	Phone: (XXX)		K-Fax (XXX) XXX	(-)00XX											Phone: 00003000-3	000X-Fax (00X)300X	-XXXXX
6	http://www.w														Web: http://ww	w.website.com	
7																	
8				-	-												
9		Con	tractor Name	e XYZ Co	Instruction			As Of	2017-12-31								
10			EII	N. 00-000	01234		Prior Ye	ar EndDate	2016-12-31								
11				~	_				\smile								
12																	
13																	
14	Surety			Co	ntract	Estimated		Estimated	Estimated	Estimated	Est Gross	Revenue	Famed	Billed	Costs &	Billings > Costs	
15	Bond	Job		Price	including	Cost to	Cost	Total	Percent	Gross	Profit	Famed	Profit	To	Est Faminos >	& Fst	Provision
16	Number	Number	Job Name	Chang	e Orders	Complete	to Date	Cost	Complete	Profit	Percentage	to Date	to Date	Date	Billings	Earnings	for Loss
17		1	ContractA	1	400	300	100	400	25.00%	0	0.00%	100	0	300	0	200	0
18		2	ContractB		1,500	100	1,200	1,300	92.31%	200	13.33%	1,385	185	100	1,285	0	0
19		3	ContractC		2,500	1,400	1,000	2,400	41.67%	100	4.00%	1,042	42	2,500	0	1,458	0
20		4	ContractD		4,000	1,500	500	2,000	25.00%	2,000	50.00%	1,000	500	1,000	0	0	0
21		5	ContractE		9,000	5,000	2,000	7,000	28.57%	2,000	22.22%	2,571	571	1,000	1,571	0	0
22		6	ContractF		6,500	100	6,000	6,100	98.36%	400	6.15%	6,393	393	6,500	0	107	0
23			\sim	-	_												
24																	
25																	
26		-															
27																	
28		-															
29																	
21																	
32																	
33																	
34																	
35																	
36																	
37	Totals				23,900	8.400	10.800	19,200	56.25%	4,700	19.67%	12,491	1.691	11.400	2.856	1.765	0
28	** Please	listoor	unleted proj	ecte on	3 60030	te page											

Adding new jobs

To add extra rows for additional jobs, insert rows immediately after the last job on the spreadsheet as shown in the image below (after row 33, above the Totals row).

	А	В	С	D	E	F	G	Н	1	J	К	L	м	N	0	Р
1	INSERT	AGENO	CY NAME								CON	TRACTS IN I	PROGRESS	INSERT AG	ENCY NAME	
2	Address 1									PE	RCENTAGE	DE COMPLET	TION BASIS	Address 1		
3	Address 2												(DETAILED)	Address 2		
4	City, State, Zir	D											nasbp.org/toolkit	City, State, Zip		
5	Phone: DXXX) XXX-XXXX	- Fax (XXX) XXX-X	xxx										Phone: 00000 XXX-3	000X - Fax (XXX) XXX	-xxxx
6	http://www.w													Web: http://ww	w.website.com	
7																
8																
9		Cont	ractor Name:	XYZ Construction			As Of:	2017-12-31								
10			EIN	00-0001234		Prior Ye	ear EndDate	2016-12-31								
11																
12																
13																
14	Suratu			Contract	Fetimated		Fetimated	Fetimated	Estimated	Fet Groce	Periodula	Famed	Billed	Coete &	Billings > Costs	
15	Bond	loh		Price including	Cost to	Cost	Total	Percent	Gross	Profit	Famed	Profit	To	Fet Faminge >	& Fet	Provision
16	Number	Number	Job Name	Change Orders	Complete	to Date	Cost	Complete	Profit	Percentage	to Date	to Date	Date	Billings	Earnings	for Loss
17		1	ContractA	400	300	100	400	25.00%	0	0.00%	100	0	300	0	200	0
18		2	ContractB	1,500	100	1,200	1 300	92 31%	200	13 33%	1.385	185	100	1,285	0	0
19		3	ContractC	2,500	1,400	1.000	2,400	41.67%	100	4.00%	1.042	42	2,500	0	1.458	0
20		4	ContractD	4,000	1,500	500	2,000	25.00%	2,000	50.00%	1,000	500	1,000	0	0	0
21		5	ContractE	9,000	5,000	2,000	7,000	28.57%	2,000	22.22%	2,571	571	1,000	1,571	0	0
22		6	ContractF	6,500	100	6,000	6,100	98.36%	400	6.15%	6,393	393	6,500	0	107	0
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
30																
30																
31	Iotals			23,900	8,400	10,800	19,200	56.25%	4,700	19.67%	12,491	1,691	11,400	2,856	1,765	0
38	Please	list com	pleted project	ts on a separa	ate page.											

- When Job Name (column C) is input, cell formulas in columns B-Y that do not require input will automatically populate with the appropriate formulas.
- Input data into the yellow highlighted sections of the new rows to capture data about the additional jobs. Check calculations to make sure they are working correctly.
- Totals on the bottom row will include all reported jobs including the new ones added.
- Delete rows for those jobs that have been completed and should be removed from the WIP.

Convert the file to XBRL

- Go to https://xbrl.us/instance-converter/ as shown in the screenshot to the left.
- Click on "Choose File" and select your saved NASBP WIP Spreadsheet for XBRL.
- Click on "Convert to XBRL".



- The dialogue box will tell you if you've successfully converted the file into XBRL as shown in the screenshot to the left.
- The XBRL formatted WIP file (in .XML format) will download to your PC automatically.
- Additional copies can be downloaded with the "Download XBRL File", if needed.



XBRL US

Spreadsheet Converter

This tool will allow U.S. Converting the strengtherer into an XBPL, instance document and is consistent with the WP template format used by the Small Bulkness Administration (SBA) for the SBA Survey Guarantee Program. The NASBP WIP Spreadchest is part of the NASBP Polocem Tool KX. To convert four spreadchest, simply download the NASBP WIP Spreadchest for XBPL, and follow the instructions available via the link below. XBRL US

By downloading this file or using the Spreadsheet Converter Link on this page, from the NASBP Producer Tool Kit, you warrant that you have read, understood, and agree to be bound by the terms and conditions of the Producer's Toolkit License.

Download the NASBP WIP Spreadsheet for XBRL

Download the instructions: INSTRUCTIONS Converting NASBP WIP Spreadsheet to XBRL Submit the preformatted Excel template in the form below. When the process completes, an xbri file of the XBRL instance document will be available to download to your computer.

Choose File nasbp_wip_template_example (5).xlsx	
Download XBRL File Clear	
clear	
Application Initialized	
File Loaded	
 File ready to be converted to XBRL 	
Converting data	
 Successfully converted file 	

Opening the XBRL file in Notepad or an XML reader will appear as seen below.

```
NASBP Test.xml - Notepad
File Edit Format View Help

k'Xml version="1.0" encoding="utf-8"?>

<!--extracted from OIM /POSTupload.zip/wip-meta2.json-->

       Xivatation Oth //OS/Upidatil/Nip metal/join=>
Xival
Xmlns:isod217="http://www.xbrl.org/2003/instance"
xmlns:isod217="http://www.xbrl.org/2003/inkbase"
xmlns:isgap="http://kww.xbrl.org/2003/inkbase"
xmlns:wip="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021-01-31"
xmlns:xbrldi="http://xbrl.us/wip/2021/entire/wip-entryPoint-2021-01-31.xsd"
xlink:href="http://xaxonomies.xbrl.us/wip/2021/entire/wip-entryPoint-2021-01-31.xsd"
xlink:type="simple"/>
<context id="c-01">
<context id="c-01">
<context id="c-01">
<context ifier scheme="http://irs.gov/entity/identification/scheme">2XYZ Construction</identifier>
<context id="c-01">
</context id="c-01"</context id="c-
                                                                  </sdf</td></sdf</td></entity></period><startDate>2017-01-01</startDate><endDate>2017-12-31</endDate>
                                              </period>
                        </context>
</contextName contextRef="c-01" id="WIP.r_1.ContractName">ContractA</wip:ContractName>
</context id="c-02">
</context id= c-02"
</context id= c-02">
</context id= c-02"
</context id=
                                              <entity>
                                                                    <identifier scheme="http://irs.gov/entity/identification/scheme">2XYZ Construction</identifier>
                                                                  <wip:ContractNumberAxis.domain>1</wip:ContractNumberAxis.domain>
                                                                                        </xbrldi:typedMember>
                                              </segment>
</entity>
                                              <period>
                                                                  <instant>2017-12-31</instant>
                       <measure>iso4217:USD</measure> </unit>
                        </unit>
<wip:ContractRevenueEstimatedRevenue
contextRef="c-02"
decimals="INF"</pre>
```

This is the XBRL file (with a .XML extension) of the NASBP WIP Spreadsheet which you can now send to your surety carrier or bond agent.

Questions? Contact info@xbrl.us