

Oracle® Cloud

Working with Disclosure Management for Narrative Reporting



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Oracle Cloud Working with Disclosure Management for Narrative Reporting,

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Primary Author: EPM Information Development Team

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Documentation Feedback

To provide feedback on this documentation, click the feedback button at the bottom of the page in any Oracle Help Center topic. You can also send email to epmdoc_ww@oracle.com.

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About Disclosure Management

Related Topics

- [Introduction to Disclosure Management](#)
- [Disclosure Management Components](#)
- [Understanding XBRL](#)
- [Using Taxonomies](#)
- [Installing Disclosure Management](#)
- [Connecting to Narrative Reporting in Smart View](#)
- [Navigating the Disclosure Management Ribbon](#)

Introduction to Disclosure Management

Disclosure Management in Narrative Reporting helps you create and edit graphically the Extensible Business Reporting Language (XBRL(c)) tagged submissions to a regulatory agency (for example, a 10K or 10Q submitted to the SEC). You can assemble financial statements, supporting schedules, and commentaries—which may exist in Microsoft Excel, or Word—and map to and deliver the content in XBRL, EDGAR, PDF, or HTML formats. Additionally, Disclosure Management lets customers modify or extend taxonomies before the mapping process, and also use multiple taxonomies. The key purpose of the product is to centralize and manage the critical documents needed in the close cycle to significantly reduce the risk of an inaccurate disclosure.

Disclosure Management offers a complete XBRL creation and management solution with the following functionality:

- Enterprise-level XBRL mapping via drag-and-drop tagging in Microsoft Office using Oracle Smart View for Office.
- XBRL Taxonomy management, editing, and viewing. Taxonomy management includes extensions to taxonomies, which enables companies to customize their filings for their financial needs.
Updated taxonomies can be used against existing maps.
- Instance document validation, generation, and viewing
- Document management, such as check out and check in
- Document publication in EDGAR HTML, XBRL, Microsoft Word, and PDF

XBRL reporting functionality is provided to licensed users of Disclosure Management for Narrative Reporting.

 **Note:**

Disclosure Management is no longer supported for new customers and is only supported for legacy customers through their current subscription term. For more details, see [Oracle Support Document 2762013.1](#) (Oracle Cloud Enterprise Performance Management (EPM) Narrative Reporting - Disclosure Management Statement of Direction)

 **Note:**

- Bidirectional language functionality is not supported in Disclosure Management.
- ESMA/ESEF iXBRL submissions in Disclosure Management are no longer supported.

Watch this overview video, you'll learn XBRL - based and other regulatory reporting capabilities in Disclosure Management, a key component of Narrative Reporting.



-- [XBRL and Disclosure Management in EPM Cloud Narrative Reporting](#).

Disclosure Management Components

Disclosure Management consists of the following components:

Explorer

Use Explorer to view your Disclosure Management report, and to open and add doclets to it. You can also assign permissions to Disclosure Management reports and doclets using Access Control Lists. See [Performing Administrative Tasks](#).

Report Manager

Use Report Manager to manage and produce reports using Disclosure Management reports and doclets.

A Disclosure Management report acts as a container file for subdocuments called "doclets." A doclet is a separate Microsoft Word or Excel file that includes selected data that you want to include in the Disclosure Management report.

 **Note:**

Doclets in Disclosure Management are not the same as doclets in Narrative Reporting, although the concepts are similar. Doclets in Narrative Reporting are individual pieces of a report that are assigned out to authors to provide the content in a report package. They are uploaded and maintained in the Narrative Reporting environment.

Doclets in Disclosure Management are files that contain only the data that you want to include in your report. They are uploaded and maintained in the Disclosure Management environment.

Disclosure Management enables you to leverage your last report as the starting point for your next report by using the Disclosure Management report feature. With a Disclosure Management report in Microsoft Word, you can copy the last report, embed Microsoft Word and Excel sections into the document, rename it, and update the report view to the current Period or Year. Any registered Microsoft Word document may be used as a Disclosure Management report.

A Disclosure Management document becomes a valid report when at least one doclet is inserted into it.

See [Working with Disclosure Management Reports and Doclets](#)

Taxonomy Manager

Use Taxonomy Manager to register and manage taxonomies. You can register a new taxonomy, edit existing taxonomies, and manage taxonomy properties, as well as upload, download and delete taxonomies. Taxonomy Manager is accessible from the **Disclosure Management** ribbon in Oracle Smart View for Office, and it is enabled once you have successfully logged on.

See [Working With Taxonomy Manager](#)

Watch this overview video: How to register XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management.



[Registering XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management Video.](#)

Taxonomy Designer Template

For open taxonomies, such as US GAAP, use the Excel-based Taxonomy Designer template to:

- Import any extended taxonomy for transformation
- Add, update, and move to conform to document creation

See [Working with Taxonomy Designer](#)

Mapping Tool

The Disclosure Management Mapping Tool maps information between the items of a taxonomy and the selected data values in an Office document. It is the central piece for most

user interactions. Use the Mapping Tool to select taxonomies, manage mappings, add variables, and validate XBRL instance documents.

The Disclosure Management Mapping Tool:

- Renders XBRL taxonomies and provides mapping functionality
- Provides the ability to create, edit, and delete variables in doclets and Disclosure Management reports
- Includes taxonomy search capability
- Enables reviewing and validation of all mappings

See [Generating Instance Documents](#)

Watch this overview video: Navigating the Disclosure Management Mapping Tool in Narrative Reporting Cloud.



[Navigating the Disclosure Management Mapping Tool in Narrative Reporting Cloud Video.](#)

Disclosure Management High Volume XBRL (for specific South American regulators only)

Disclosure Management High Volume XBRL is an XBRL instance generation engine, which is designed to accept a series of intermediate mapping files that have instructions to generate the XBRL instance.

Using Microsoft Excel, you can select a cell and apply annotations to it that define which XBRL tags get applied automatically for each hypercube intersection point. This tagging process enables you to generate the intermediate mapping file. This intermediate mapping file is fed to the Disclosure Management High Volume XBRL engine, which generates the XBRL instance.

An auto-tagging process uses the Microsoft Excel comment options to paint a targeted cell. You can apply tags for a selected cell or range of cells.

See [High Volume XBRL Tagging Process](#)

Understanding XBRL

XBRL is a freely available electronic language for financial reporting that is based on Extensible Markup Language (XML) and is produced and consumed by XBRL-enabled software. After data is mapped, software—rather than human labor—is used to select, analyze, store, and exchange information, thereby reducing the chances of error. Moreover, because it is a standardized language, XBRL enables efficient apples-to-apples comparison of financial data across multiple companies and industries. To this end, XBRL applies identifying mappings to items of data, enabling them to be processed and analyzed in an interactive way. XBRL mappings provide financial communities with a digital standards-based method to prepare, publish, reliably extract, and automatically exchange financial statements of publicly held companies. XBRL does not establish new accounting standards. Instead, it enhances the usability of existing standards.

XBRL taxonomies specify an arrangement of data so that the value of a concept is defined within a context. For example, company ACME, Inc. reports Gross Profit of \$152,623 in Quarter 1. This information can be represented in XBRL as it indicates

the company identity (ACME, Inc.), a reporting concept (Gross Profit), the reported currency (dollars), time period, and decimal/precision rounding setting.

Using Taxonomies

XBRL taxonomies are central to the creation of XBRL documents. Whereas the XBRL documents contain a snapshot of business and financial facts, the XBRL taxonomies provide the definitions and relationships about these facts. Taxonomies are the "dictionaries" of XBRL. They define the individual reporting concepts (such as "net profit") and the relationships between them. Different taxonomies are required for different financial reporting purposes. Regional governments may need their own financial reporting taxonomies to reflect their local accounting regulations. Organizations such as nonprofits and corporations require taxonomies to handle their own business reporting requirements.

XBRL taxonomies may represent hundreds of individual business reporting concepts (elements). Each element has specific attributes that help to define it, such as the labels, data types, expected balance type, and other data attributes.

The published taxonomies are "standard" taxonomies that represent most of what a typical company or regulator needs to report. Certain "open" taxonomies, such as SEC-US-GAAP, also enable extensions to a published taxonomy, for reporting specifications that are specific to the company or regulator. "Closed" taxonomies, such as IFRS, do not allow extensions.

Installing Disclosure Management

You install Disclosure Management by installing Oracle Smart View for Office (see [Downloading and Running the Smart View Installer](#)), and then enabling the extensions for Disclosure Management (see [Enabling and Disabling Extensions](#)).

You must enable these extensions:

- **Oracle Narrative Reporting** (required, prerequisite for the other Disclosure Management extensions).
- **Oracle Disclosure Management** (required)
- **Oracle Disclosure Management (HVX)** (required only for High-Volume tagging).

Connecting to Narrative Reporting in Smart View

You can connect to Narrative Reporting anytime you start Microsoft Excel, or Word. See [Creating a New Private Connections](#).

To connect to Narrative Reporting:

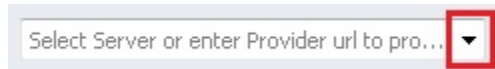
1. Open a Microsoft Word or Excel document.
2. Select the Smart View ribbon, and then click **Panel**.
3. In the Smart View Panel, select **Private Connections**.

Alternatively, from the Smart View Panel, click the arrow next to the **Switch to** button,



, and then select **Private Connections** from the drop-down list.

4. Click the arrow to display the drop-down menu and select your connection.



If you created private connection, then it should be listed under **Quick Connect URLs** in the drop-down list.

5. In the **Login** window, enter your **User Name** and **Password**, and then click **Sign In**.

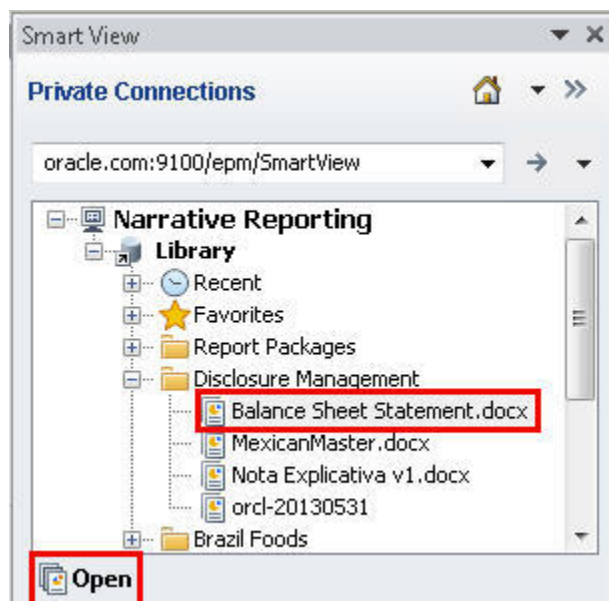
The Narrative Reporting Home panel is displayed. Narrative Reporting Home allows you to quickly access your pending report package tasks. From the Narrative Reporting Home, you can access:

- **Incomplete Tasks**—Incomplete report package tasks that are assigned to you.
- **Active Report Packages**—Active report packages for which you have tasks and responsibilities.
- **Recent Items**—Items you have recently accessed.
- **Library**—The library of items in Narrative Reporting, including report and reporting applications.

Image shows an example of Narrative Reporting Home.



6. Click **Library** and then perform an action:
To work with report packages in Word or Excel:
 - a. Expand the **Narrative Reporting** node, then the **Library** node, then expand the **Disclosure Management** folder, and then select a report.



You can also locate the report by navigating to:



- The **Recent** folder, if you have recently accessed the report in the Narrative Reporting web interface
 - The **Favorites** folder, if you have designated the report as a favorite in the Narrative Reporting web interface.
 - A user-defined folder, if the report was saved in a folder created in the Narrative Reporting web interface.
- b. In the Action Panel, select **Open**.

Alternatively, you can right-click the report name and select **Open**, or double-click the report name to open it.

Navigating the Disclosure Management Ribbon

After you install Disclosure Management, a new tab is displayed in Smart View. The Disclosure Management tab contains the following ribbon commands:

Ribbon Command	Description
Repository Group: Explorer	Open the Explorer where you can store and manage Disclosure Management reports and doclets.

Ribbon Command	Description
Repository Group: Check Out	<p>Check out the selected document to edit its contents.</p> <div data-bbox="1120 367 1461 630" style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> Note:</p> <p>Read-only access is available for documents that are checked out by another user.</p> </div>
Repository Group: Check In	<p>Check in to save all updates made to the current document. Every time you check in a document, a new version of the document is also saved.</p>
Repository Group: Undo Checkout	<p>Undo Checkout cancels a checkout. If you do not want to check in your changes or you want to start with a fresh copy, you can cancel (undo) a checkout using Undo Checkout. A user who has been assigned the administrator role can undo the checkout of another user, if the user who checked out the document is not available to check it back in.</p>
Actions Group: Publish	<ul style="list-style-type: none"> • Generates an XBRL instance document on the server and downloads it to the user's computer to the specified file or path, and then optionally opens the document in the viewer. • Render your document in PDF format. • The Excel/Word option generates a copy of the current document without any Disclosure Management metadata, including mappings, from a Disclosure Management report or doclet. <div data-bbox="974 1396 1461 1669" style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> Note:</p> <p>If the document is a Word file, then "Word" is displayed; if the document is a Microsoft Excel document, then "Excel" is displayed.</p> </div>
Map Group: Mapping Tool	<p>Displays the Disclosure Management Mapping Tool panel.</p>

Ribbon Command	Description
Map Group: Review	<p>Review existing mappings relevant to the Office document in a Review tab in the Disclosure Management Mapping Tool. In Review mode, users can delete, modify, and edit existing mappings within an Office document. There are two views within the review mode:</p> <ul style="list-style-type: none"> • Tree—Shows all the mapped data in a hierarchical view of a concept and the items that it contains. • List—Shows all mapped data in a tabular format. <p>In both views, users can navigate to the appropriate data in the Office document by selecting a mapped item in the review list. Alternately, you can select a section of text in the current document to view only relevant mappings in that section by clicking the Filter Selection button on the Review tab.</p> <p>You can also review mappings by clicking the Review tab in the Disclosure Management Mapping Tool.</p>
Map Group: Format	<p>Launches the Format dialog box. Use the Format options to set positive and negative number symbols, decimal and precision values, scale by values, date formats, and string formats (rich, plain, or default).</p>
Map Group: Validate	<p>Validates the mapped document using validation rules, including: XBRL</p>
Map Group: Preview	<p>Enables you to specify the local path to the Instance document and its taxonomy, and render the instance document in a viewer.</p>
Report Group: Manage	<p>Opens the Disclosure Management Report Manager.</p>
Report Group: Properties	<p>Launches the Document Properties dialog box. Use Document Properties options to add and modify number prefixes and suffixes, specify the default scaling value on mapped numeric items, as well as thousands and decimal separators for parsing Microsoft Word document numerical data when mapping.</p>
Report Group: Options	<p>Launches the Disclosure Management Options dialog box where you can set global options. Use options to select Disclosure Management server options, set publish and preview options and xbrl validation and mapping options.</p>
Report Group: Show Variables/Evaluate Variables	<p>Provides a toggle between the Show Variables / Evaluate Variables button to view variable settings or variable values.</p>

Ribbon Command	Description
Taxonomy Manager	Provides the ability to manage taxonomy versions. The user can register taxonomies including taxonomy property artifacts as well as upload, download and register new taxonomy version.
Help Group: Help	Displays the Narrative Reporting documentation library.
Help Group: Technical Support	Displays the Oracle Customer Support page.
Help Group: EPM Documentation	Displays the Enterprise Performance Management System Documentation Library.
Help Group: About	Shows Disclosure Management copyright page.

2

XBRL Planning Considerations

Related Topics

- [Before You Begin Using Disclosure Management](#)
- [Disclosure Management in Narrative Reporting](#)
- [Learning More About Disclosure Management](#)
- [XBRL and Regulatory Resources](#)

Before You Begin Using Disclosure Management

Integrating Disclosure Management with your financial reporting system to produce XBRL instance documents requires planning and organization. To determine the necessary steps after you have installed Disclosure Management, consider the following:

- **Taxonomy Assessment**—Assess which taxonomy is most appropriate for your XBRL filing requirements.
- **Training**—Implement a plan to train key personnel on XBRL filing requirements, taxonomy concepts, and how to use Disclosure Management.
- **XBRL Project Team**—Assemble a team who can perform these functions:
 - Manage the XBRL project
 - Provide expertise in regional regulatory rules and the organization's reporting requirements
 - Demonstrate expertise in XBRL
- **Mapping**—Identify the personnel who are tasked to map your financial statements.
- **Data Collection**—Determine a process to consolidate and produce the financial data that is persisted to the XBRL instance documents.
- **Review**—Implement a process for reviewing and validating instance documents. The instance document should adhere to additional submission requirements that the regulatory body imposes on XBRL submissions. Disclosure Management provides the validation to ensure XBRL validity (per the XBRL specification), and enforces some regulatory rules and submission criteria. However, additional submission criteria may be required by a regulatory agency.

Disclosure Management in Narrative Reporting

Disclosure Management in Narrative Reporting supports three use cases:

- **Open Taxonomies**, such as those under SEC jurisdiction (for example, US-GAAP) where the taxonomies are extendible: Enables you to design and manage your extended taxonomies using Taxonomy Designer.
- **Closed Taxonomies**, such as those under IFRS jurisdiction, where the taxonomies are not extendible: Enables you to register a downloaded taxonomy and then map the

elements to the appropriate data values in your Disclosure Management report and doclets.

- **High Volume Auto-tagging** capability for certain South American regulator reporting performed via a regulator-provided template (an Excel flat file w/ multiple worksheets). Disclosure Management in Narrative Reporting can automatically tag this template and greatly reduce the filing effort.

Using Disclosure Management with Narrative Reporting

Narrative Reporting is lightly integrated with Disclosure Management. There are two supported scenarios:

- **Creating your document in Narrative Reporting :**
 - Create your document in Narrative Reporting with leading-edge workflow, audit, reporting, and data source capabilities.
 - Export your completed and signed –off documents to the Disclosure Management region of Narrative Reporting for regulatory reporting preparation, including taxonomy preparation, mapping, validation, and EDGAR and XBRL instance creation.
- **Creating your document in Disclosure Management :**
 - Create your documents within the Disclosure Management region of Narrative Reporting utilizing Disclosure Management capabilities in data source connectivity via Smart View or other ERP sources.
 - Complete the regulatory reporting preparation, including taxonomy preparation, mapping, validation, and EDGAR and XBRL instance creation.

Note:

In either scenario, the work of mapping, tagging, validation, and instance creation takes place within Disclosure Management. If you export a tagged doclet from Disclosure Management and import it back into Narrative Reporting as a doclet, you will lose the tagging information.

Learning More About Disclosure Management

To get more information or help on creating and managing the Disclosure Management reports in Narrative Reporting

Review best practices and access these videos by clicking or tapping **Academy** on the **Home** page:

Watch this overview video to create and manage the Disclosure Management reports.



[Creating Disclosure Management Reports in Narrative Reporting Cloud Video.](#)

Watch this tutorial video: Navigating the Disclosure Management Mapping Tool in Narrative Reporting Cloud.



[Navigating the Disclosure Management Mapping Tool in Narrative Reporting Cloud Video.](#)

Watch this tutorial video: Mapping Disclosure Management Reports in Narrative Reporting Cloud.



[Mapping Disclosure Management Reports in Narrative Reporting Cloud.](#)

Watch this tutorial video: How to register XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management.



[Registering XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management Video.](#)

Watch this tutorial video: Validating and Generating XBRL Instance Documents in Narrative Reporting Cloud.



[Validating and Generating XBRL Instance Documents in Narrative Reporting Cloud.](#)

XBRL and Regulatory Resources

The following XBRL resources and links are available online:



Note:

Oracle does not maintain the content of the sites below and is not responsible for the maintenance and content contained at each site.

Table 2-1 XBRL Links and Descriptions

Resource	Link
Main XBRL.org site	http://www.xbrl.org
How XBRL Works video	http://xbrl.squarespace.com/journal/2008/5/10/how-xbrl-works.html
XBRL in plain English	http://xbrl.squarespace.com/journal/2008/5/10/how-xbrl-works.html
XBRL Wiki	http://xbrl.squarespace.com/journal/2008/5/10/how-xbrl-works.html
SEC XBRL Mandate	http://www.sec.gov/rules/final/2009/33-9002.pdf
Search the Next-Generation EDGAR System (includes XBRL submissions)	http://www.sec.gov/edgar/searchedgar/webusers.htm
US XBRL Information, Reference Guide, and Taxonomies	US XBRL Information
International Financial Reporting Standards	International Financial Reporting Standards - IFRS Link
Guidance on using International Financial Reporting Standards	http://www.ifrs.com
IFRS Taxonomy	https://www.ifrs.org/issued-standards/ifrs-taxonomy/
Financial Reporting Using XBRL	http://xbrl.squarespace.com/home-page/
Superintendencia Financiera de Colombia	https://www.superfinanciera.gov.co/jsp/index.jsf

3

Working with the Sample Disclosure Management Report

Use Disclosure Management reports to create and edit the XBRL tagged submissions to a regulatory agency. Narrative Reporting includes an abbreviated US SEC 10Q report with existing XBRL mappings to help you become familiar with the Disclosure Management functionality by performing these tasks:

- Open the Disclosure Management report and review its content
- View the Report Manager, where you can insert and manage doclets
- Open doclets and browse the XBRL taxonomy, review XBRL mappings, run the XBRL validation and publish the output



Note:

An administrator must import the sample Disclosure Management report, load the corresponding sample taxonomy and assign access to you before you can view it.

See [Installing Samples](#).

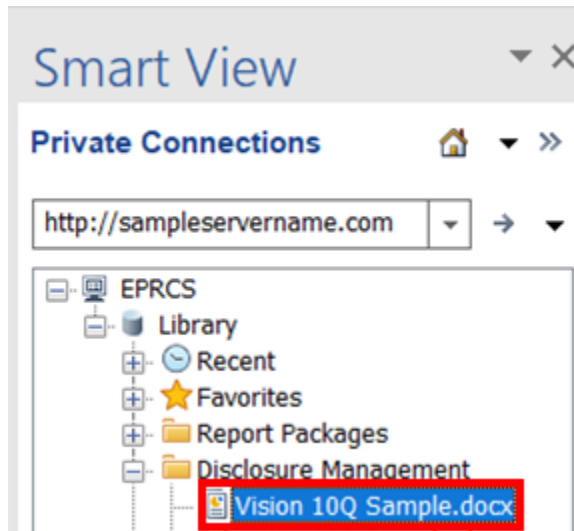
This topic covers:

- [Opening the Disclosure Management Report](#)
- [Working with the Report Manager](#)
- [Opening doclets and reviewing the Mapping Tool functionality](#)
- [Publishing XBRL and SEC EDGAR output](#)

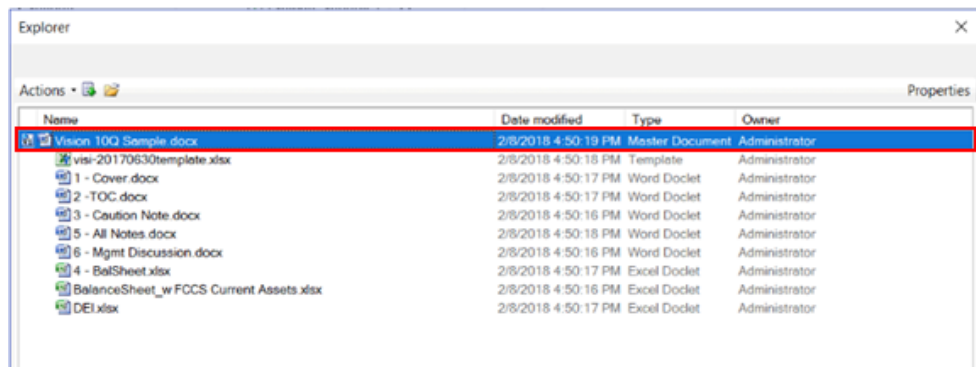
Opening the Disclosure Management Report

To open the Disclosure Management report:

1. Connect to the Narrative Reporting in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)
2. In the **Library**, navigate to the **Vision 10Q Sample** and double-click to open it.



3. In the **Explorer**, you can view the list of doclets in the report. Select the **Vision 10Q Sample.docx** file on the top of the node, and then double-click the file to open the report.



4. After opening the **Vision 10Q Sample** in Microsoft Word, you can scroll to view the report contents.

**UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
Washington, D.C. 20549**

FORM 10-Q

**QUARTERLY REPORT PURSUANT TO SECTION 13 OR 15(d)
OF
THE SECURITIES EXCHANGE ACT OF 1934**

For the quarterly period ended June 30, 2017

or

**TRANSITION REPORT PURSUANT TO SECTION 13 OR 15(d)
OF
THE SECURITIES EXCHANGE ACT OF 1934**

For the transition period from to

Commission File Number: 000-00000

Vision Corporation

(Exact name of registrant as specified in its charter)

Delaware 99-9999999
(State or other jurisdiction of incorporation or organization) (U.S. Employer Identification No.)

1234 Main Street
Anywhere, USA
(Address of principal executive office)

00000
(Zip Code)

(888) 123-4567
(Registrant's telephone number, including area code)

Indicate by check mark whether the registrant: (1) has filed all reports required to be filed by Section 13 or 15(d) of the Securities Exchange Act of 1934 during the preceding 12 months (or for such shorter period that the registrant was required to file such reports); and (2) has been subject to such filing requirements for the past 90 days. Yes No

PART I. FINANCIAL INFORMATION

Item 1. Financial Statements (Unaudited)

CONDENSED CONSOLIDATED BALANCE SHEETS
As of June 30, 2017 and December 31, 2016
(Unaudited)

(in millions, except per share data)	June 30, 2017	December 31, 2016
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 14,882	\$ 18,580
Marketable securities	14,961	10,885
Trade receivables	3,658	7,428
Inventories	172	404
Deferred tax assets	2,290	1,189
Prepaid expenses and other current assets	1,878	1,206
Total current assets	37,811	38,772
Non-current assets:		
Property, plant and equipment, net	3,816	3,817
Intangible assets, net	7,435	7,880
Goodwill	20,819	18,513
Deferred tax assets	1977	2,876
Other assets	2,458	2,813
Total non-current assets	38,525	34,903
Total assets	\$ 76,336	\$ 73,675
LIABILITIES AND EQUITY		
Current liabilities:		
Notes payable, current and other current borrowings	\$ -	\$ 1,110
Accounts payable	1442	1494
Accrued compensation and related benefits	788	1,421
Deferred revenues	7,285	7,862
Other current liabilities	4,240	4,438
Total current liabilities	13,755	16,295
Non-current liabilities:		
Notes payable and other non-current borrowings	12,777	12,772
Income taxes payable	5,218	5,589
Other non-current liabilities	1,479	1,517
Total non-current liabilities	19,474	19,878
Commitments and contingencies		
Stockholders' equity:		

Working with the Report Manager

You use the Report Manager to edit and manage doclets in the Disclosure Management report.

To view the Report Manager:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#)
2. Open a Disclosure Management report.
3. In the **Disclosure Management** ribbon, click



and then select



to open the Report Manager.

4. In the **Report Manager**, you can view list of doclets in the report such as, the Microsoft Excel taxonomy template, Cover page, TOC, Caution Note, Balance Sheet Excel doclet, Notes, Management Discussion doclets, and hidden Document and Entity Information Excel doclet.

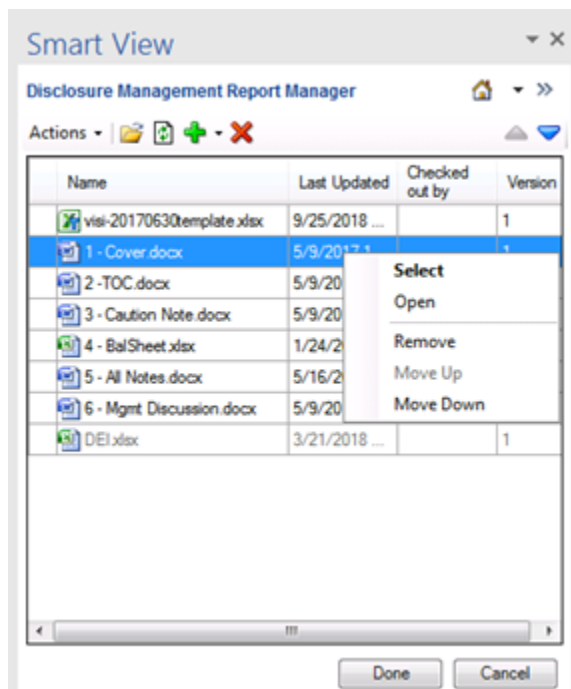
Name	Last Updated	Checked out by	Version
visi-20170630template.xlsx	9/25/2018 ...		1
1 - Cover.docx	5/9/2017 1...		1
2 - TOC.docx	5/9/2017 1...		1
3 - Caution Note.docx	5/9/2017 1...		1
4 - BalSheet.xlsx	1/24/2018 ...		1
5 - All Notes.docx	5/16/2017 ...		1
6 - Mgmt Discussion.docx	5/9/2017 1...		1
DEI.xlsx	3/21/2018 ...		1

5. In **Disclosure Management Report Manager**, highlight the doclet that you want to edit, and then click



to Show Edit Mode.

- In **Edit Mode**, you can perform the following tasks: Either you can **Add** or **Remove** a doclet. **Select** a doclet, or **Open** a doclet. You can orderly position the doclet in the Disclosure Management report either by **Move Up**, or **Move Down**.



- After all the changes are complete, click **Done**.
- In the **Report Manager**, click **Actions**, and then select **Refresh All** to update all the changes in the Disclosure Management report. Click



to update the Disclosure Management report back in the server.

Opening Doclets and Reviewing the Mapping Tool Functionality

Using the Mapping Tool, you can map, review and validate the fact values in your doclets to the XBRL taxonomy concepts.

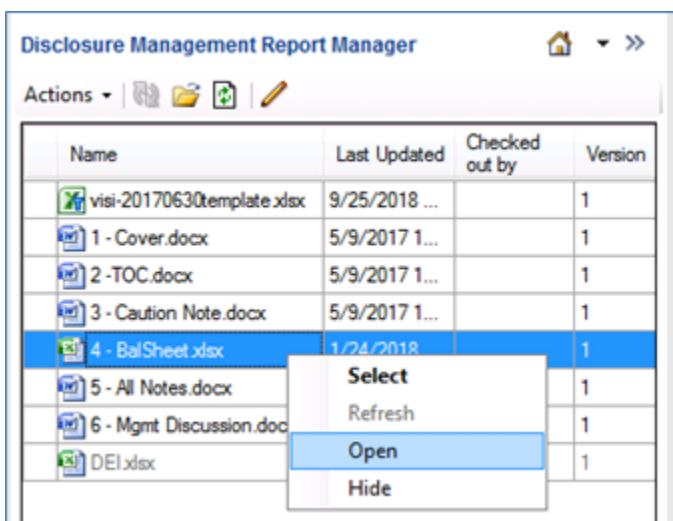
In this section, the **Balance Sheet** and **All Notes** doclets will be opened and XBRL mapping reviewed for both doclets.

- Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#)
- Open a Disclosure Management report.
- In the **Disclosure Management** ribbon, select



to open the Report Manager.

4. Select the **BalSheet.xlsx** doclet, right-click and select **Open**. The **BalSheet.xlsx** doclet will be opened in Microsoft Excel, you need to re-enter user credentials, if prompted.



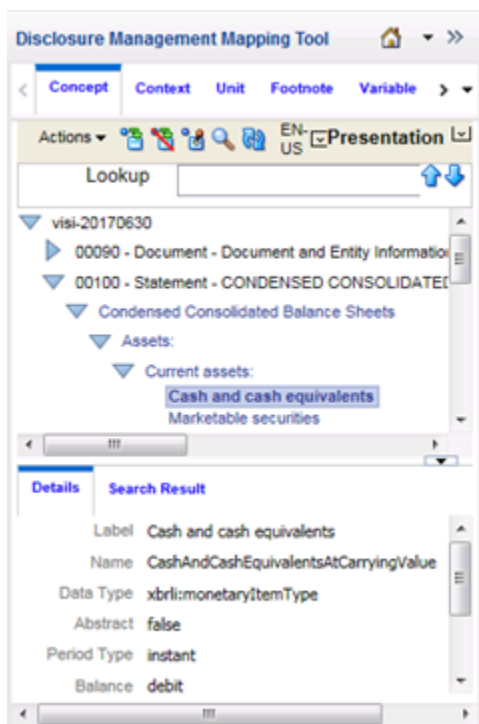
5. In Microsoft Excel, click



to open the Mapping Tool. The doclet needs to be checked out to view the XBRL mappings, click



6. In Disclosure Management Mapping Tool, select **Concept** tab, expand the taxonomy tree and double-click on **Cash and cash equivalents** concept. For more information about the concept, select the **Details** panel.

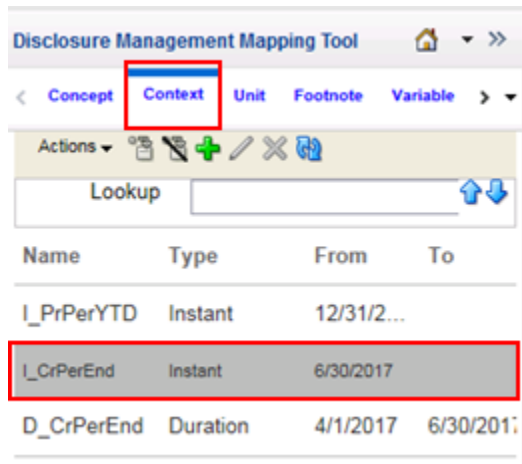


 **Note:**

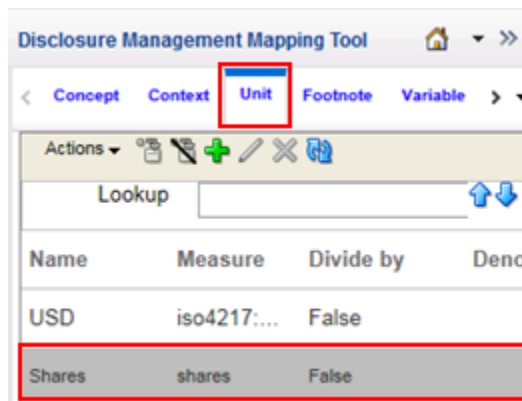
Before mapping the concept, you need to check if the mapped cells are highlighted in the Microsoft Excel sheet, to prevent double tagging the concept.

	A	EC	D	EFG	H	I
1	PART I. FINANCIAL INFORMATION					
2	Item 1. Financial Statements (Unaudited)					
4	CONDENSED CONSOLIDATED BALANCE SHEETS					
5	As of June 30, 2017 and December 31, 2016					
6	(Unaudited)					
8						
9	(in millions, except per share data)		June 30, 2017		December 31, 2016	
10	ASSETS					
11	Current assets:					
12	Cash and cash equivalents	\$	14,882	\$	18,163	
13	Marketable securities		14,961		10,653	
14	Trade receivables		3,656		7,628	
15	Inventories		172		404	
16	Deferred tax assets		2,290		1,189	
17	Prepaid expenses and other current assets		1,678		1,206	

- In Disclosure Management Mapping Tool, select **Context** tab to set the dates and type of **Context** (Instant or Duration). The context represents time period and entity information. You can view the dates and type of **Context** (Instant or Duration) for each.



- In Disclosure Management Mapping Tool, select **Unit** tab to set the unit of measure. Units represent unit of measure, for example, currency such as USD or Shares.



 **Note:**

Footnotes are used in cases where there is a numbered footnote on a grid cell, which need to be captured as part of the XBRL mapping. There are none in the Vision 10Q Sample.

- In Disclosure Management Mapping Tool, select **Variable** tab. You can view the list of variables are used for period labels, data embedded in paragraphs, common hyperlinks, and so on. The Vision 10Q Sample has variables, but they are not used anywhere.

Name	Value	Type	Locat
CurPerEnded	June 30, 2...	Static Vari...	Vision
Cash	14,882	Static Variable	Vision

10. In Disclosure Management Mapping Tool, select **Review** tab to verify all the existing mappings. The Review tab enables you to review all the existing mappings for the opened Excel or Word doclet. In the review mode, you can remove, modify, and edit mappings.

Concept	Context	Unit	Mapped value
Cash and cash equivale...	I_CrPerEn...	USD, USD	14,882
Cash and cash equivalents	I_PrPerYTD,...	USD, USD	18,163
Marketable securities	I_CrPerEn...	USD, USD	14,961
Marketable securities	I_PrPerYTD,...	USD, USD	10,685
Trade receivables, net o...	I_CrPerEn...	USD, USD	3,656
Trade receivables, net of allo...	I_PrPerYTD,...	USD, USD	7,628
Inventory Net	I_CrPerEn...	USD, USD	172
Inventory Net	I_PrPerYTD,...	USD, USD	404

If you double-click on the first row (Cash and Cash Equivalents, Mapped Value = 14,882), then the corresponding mapped cell value is highlighted in Excel and the bottom panel displays information about the mapped value. If you want to edit the mapping, you can make the changes in the bottom panel.

CONDENSED CONSOLIDATED BALANCE SHEETS			
As of June 30, 2017 and December 31, 2016			
(Unaudited)			
(in millions, except per share data)	June 30, 2017	December 31, 2016	
ASSETS			
Current assets:			
Cash and cash equivalents	14,882	18,163	
Marketable securities	14,951	10,685	
Trade receivables	3,656	7,984	
Investments	172	404	
Deferred tax assets	2,290	1,189	
Prepaid expenses and other current assets	1,678	1,205	
Total current assets	37,630	39,725	
Non-current assets:			
Property, plant and equipment, net	3,936	3,857	
Intangible assets, net	7,455	7,800	
Goodwill	20,819	18,553	
Deferred tax assets	1977	2,076	
Other assets	3,656	7,015	
Total non-current assets	36,823	34,161	
Total assets	74,453	73,886	
LIABILITIES AND EQUITY			
Current liabilities:			
Notes payable, current and other current borrowings	-	1,150	
Accounts payable	1,442	1,494	
Accrued compensation and related benefits	766	1,421	
Deferred revenues	7,285	7,802	
Other current liabilities	4,240	4,426	
Total current liabilities	13,733	16,293	
Non-current liabilities:			
Notes payable and other non-current borrowings	12,777	12,772	
Income taxes payable	5,214	5,109	
Other non-current liabilities	1,420	1,157	
Total non-current liabilities	19,411	19,038	

11. In Disclosure Management Mapping Tool, click



The List view displays individual concepts, contexts and units. You can perform an action either using **Actions** menu or **Toolbar** button. You can double-click on **Concept**, **Context** or **Unit** tabs to view the List view that will display mapped items simultaneously.

Note:

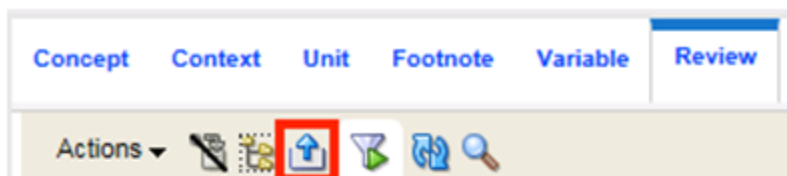
The view change may take some time to process, depending on the number of items under a parent node in the List View.

Concept	Context	Unit	Footnote	Variable	Review	Validate
<div style="border: 1px solid gray; padding: 5px;"> Actions </div>						
<div style="border: 1px solid gray; padding: 5px;"> Lookup <input type="text"/> </div>						
<div style="border: 1px solid gray; padding: 5px;"> All Mappings <ul style="list-style-type: none"> ▼ Concept <ul style="list-style-type: none"> Cash And Cash Equivalents At Carrying Value Marketable securities Trade receivables, net of allowances for doubtf... Inventory Net Deferred tax assets Prepaid expenses and other current assets Property, plant and equipment, net Intangible assets, net Goodwill Deferred tax assets Other assets Total non-current assets ▼ Context <ul style="list-style-type: none"> Instant, I_CrPerEnd Instant, I_PrPerYTD ▼ Unit <ul style="list-style-type: none"> iso4217:USD, USD </div>						

12. In Disclosure Management Mapping Tool, click

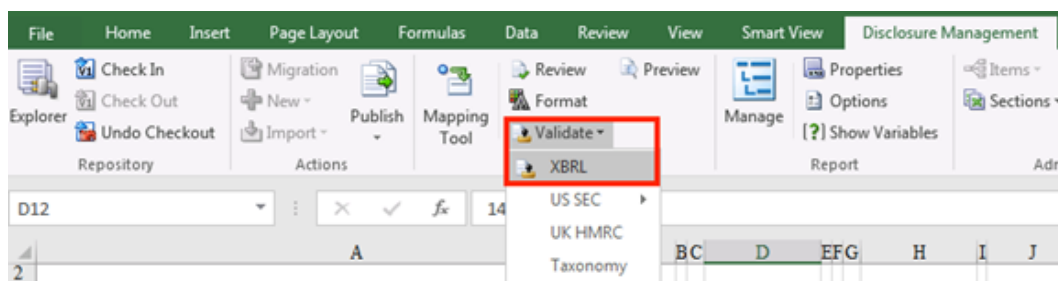


, select the file **Type** that you would like to export, and then click **Export**.

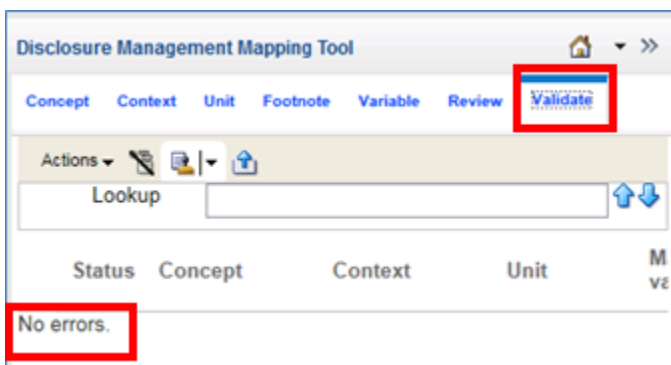


13. On the Disclosure Management ribbon, select **Validate**, and then click **XBRL**.

You can validate the mappings in a doclet or report, with any resulting validation error messages displayed in the Validation tab.



In the **Validation** tab, if any validation errors are displayed, then you need to rectify or fix it. In this doclet, there are no validation errors.

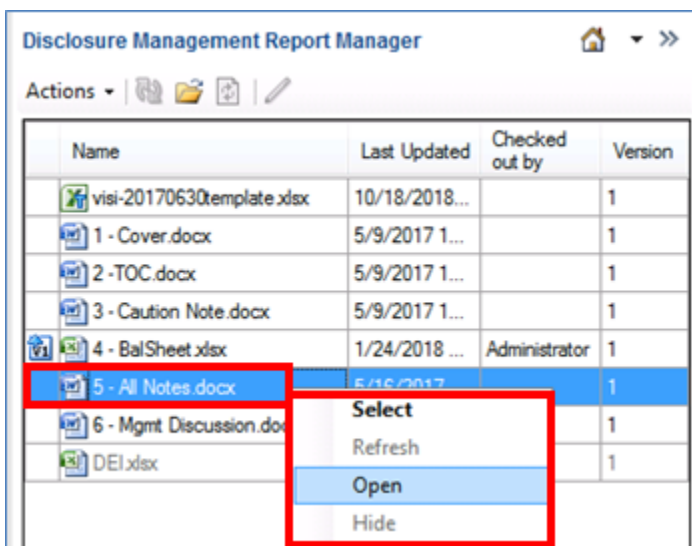


14. **Optional:** In the Disclosure Management ribbon, select



to open the Report Manager. XBRL mappings may be found on either Word or Excel doclets. Not all the doclets in the Sample report have XBRL mappings however, as they are not required (TOC, MGMT Discussion, and so on). Open a doclet to review the different levels of XBRL mapping required by the SEC.

In this example, let's select the **5 – All Notes.docx** doclet, right-click and then click **Open**.



15. **Optional:** In Microsoft Word, click



to open the Mapping Tool. The doclet needs to be checked out to view the XBRL mappings, click

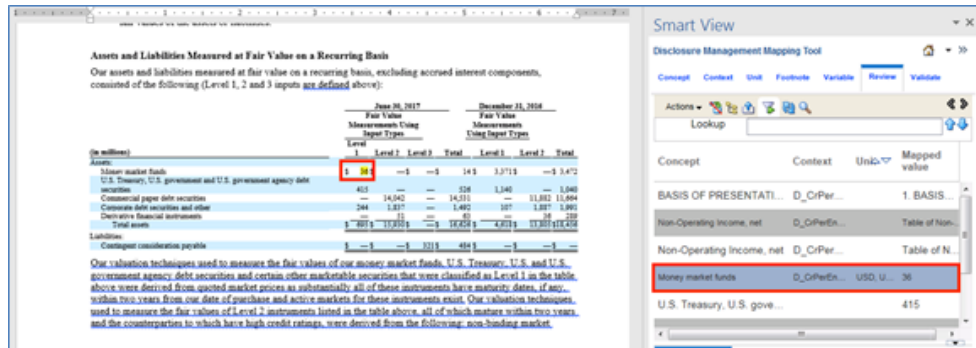


16. **Optional:** In Disclosure Management Mapping Tool, select **Review** tab to verify all the existing mappings.

If you double-click on the first row **BASIS OF PRESENTATION**, then the corresponding mapped text value is highlighted in Microsoft Word and the bottom panel displays information about the mapped value. The text highlighting may take a few seconds to process. To apply a Level 1, Text Block tag the user must highlight the entire disclosure to map it.

If you double-click on the second row **Non-Operating Income, net**, then the corresponding mapped table value is highlighted in Microsoft Word and the bottom panel displays information about the mapped value. This identifies that a Level 3 Table Text Block tag has been applied to this table.

If you double-click on the fourth row **Money market funds**, then the corresponding mapped cell value is highlighted in Microsoft Word and the bottom panel displays information about the mapped value. The text highlighting may take a few seconds to process. The Level 4 tagging for a table, where within each footnote, each numerical value (in text and tables) should be detail tagged as done in the financial statements.



Publishing XBRL and SEC EDGAR output

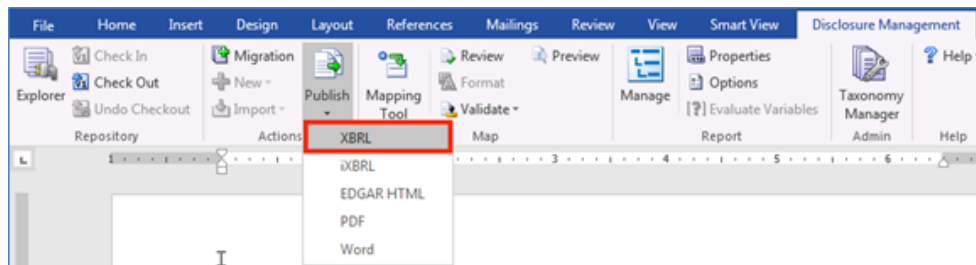
You can publish Disclosure Management reports to the following formats:

- XBRL
- Inline XBRL (iXBRL)
- US SEC EDGAR HTML
- PDF
- Microsoft Word

In this section, you will understand how the Vision 10Q Sample Report is exported to XBRL and SEC EDGAR output. The Sample report is validated automatically as part of the publish process.

To publish a report in **XBRL** and **SEC EDGAR** format:

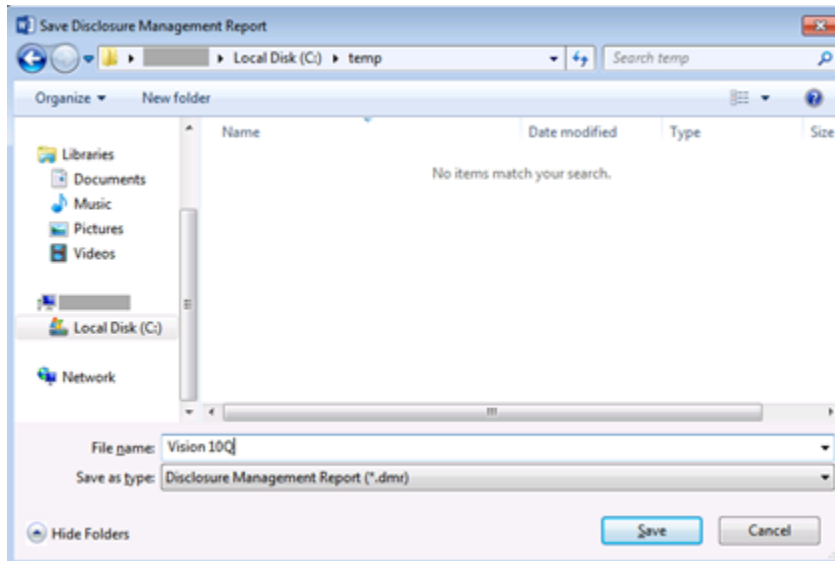
1. Open the Vision 10Q Sample Disclosure Management report. See [Opening the Disclosure Management Report](#).
2. On the Disclosure Management ribbon, click **Publish**, and then select **XBRL**.



3. Enter a file name, and select a destination, and then click **Save** to save the published files.

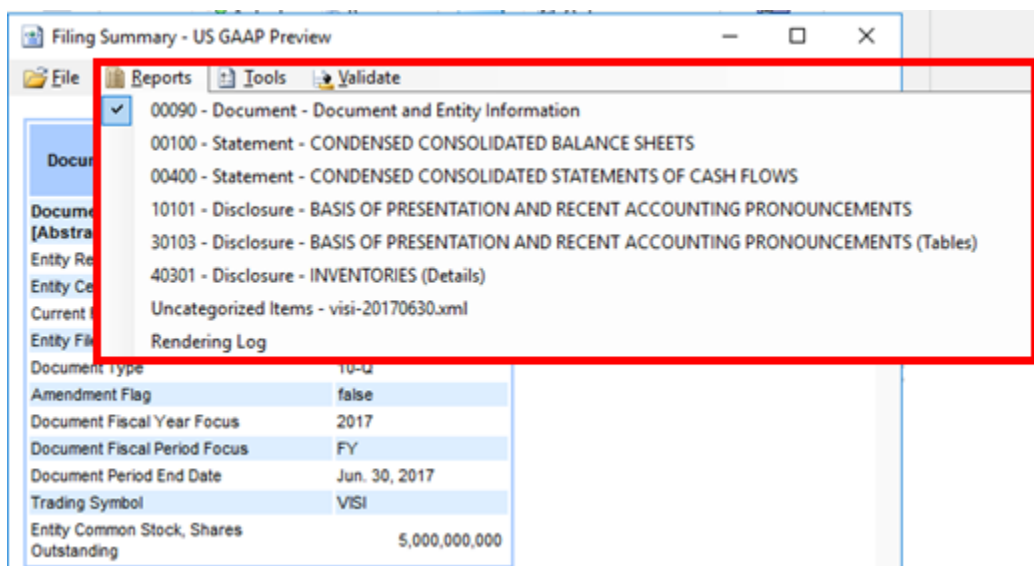
 **Note:**

The output file is a compressed file that contains all the XBRL report files. It is saved with a **.DMR** (Disclosure Management Report) file extension.



After the processing is complete, the instance document will be opened in the **Preview** window.

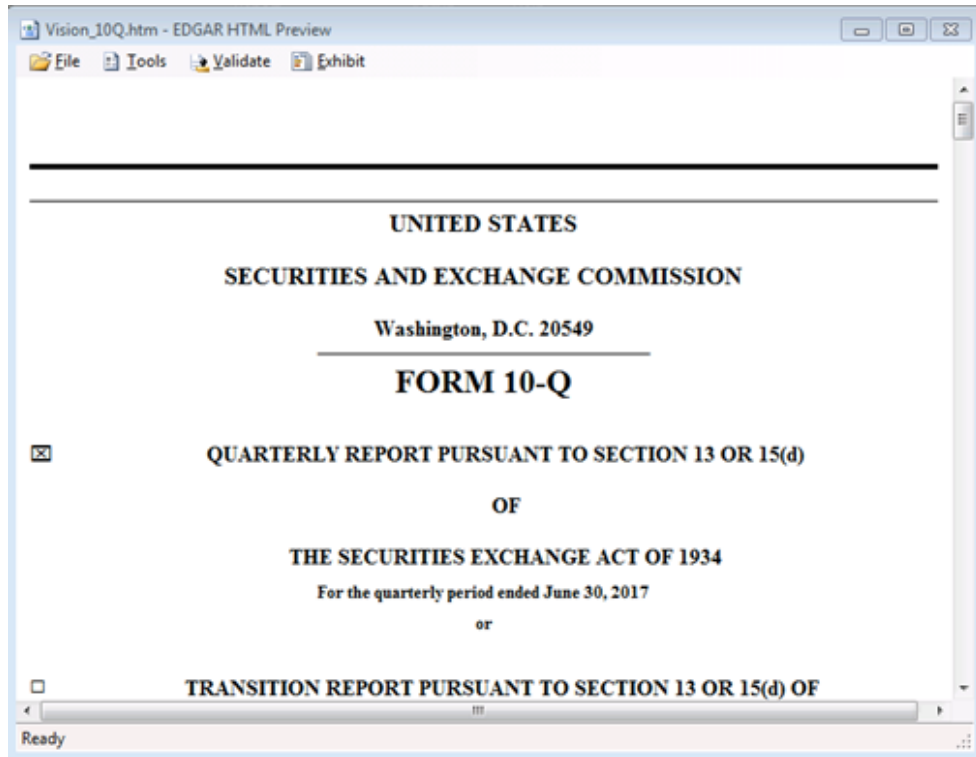
In the **Preview** window, you can view the list of files by navigating to **Reports** menu.



4. To publish to **SEC EDGAR HTML**, on the Disclosure Management ribbon, click **Publish**, and then select **EDGAR HTML**.

5. Enter a file name, and select a destination, and then click **Save** to save the published files.

After the processing is complete, the instance document will be opened in the **Preview** window.



4

Working with Disclosure Management Reports and Doclets

Related Topics

- [About Disclosure Management Reports](#)
- [Navigating Documents in Explorer](#)
- [Adding Doclets](#)
- [Rearranging Doclets](#)
- [Creating a Standalone Report of a Doclet](#)
- [Hiding a Doclet Display in a Disclosure Management Report](#)
- [Removing Doclets](#)
- [Using Microsoft Word Track Changes and Doclets](#)
- [Migration of Disclosure Management Report](#)

Creating and Managing Disclosure Management Reports

This topic provides an overview of how to create and manage Disclosure Management Reports in Narrative Reporting. It is not intended as a step-by-step guide, but rather as a general description of the task flow.


To create and manage Disclosure Management Reports in Narrative Reporting:

- [Creating a Disclosure Management report](#)
- [Uploading the Disclosure Management Report](#)
- [Opening a Disclosure Management Report](#)
- [Adding doclets to the Disclosure Management Report](#)
- [Navigating Documents in Explorer](#)
- [Navigating the Mapping Tool](#)
- [Performing Administrative Tasks](#)

Watch this overview video to create and manage the Disclosure Management reports.



- [Creating Disclosure Management Reports in Narrative Reporting Cloud Video](#).

Tasks	Perform These Sub Tasks	For More Information
Creating a Disclosure Management report.	<ul style="list-style-type: none"> In Microsoft Office, open a word document to be used as a Disclosure Management report. Save the Disclosure Management report locally. 	Creating a Disclosure Management report
	<div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> Note:</p> <p>Ensure that the Disclosure Management report contains required fonts, page layout, and styles within the document</p> </div>	
Creating a Disclosure Management Report in Narrative Reporting Web Interface.	<ul style="list-style-type: none"> Create a new folder in Narrative Reporting Library Create a Disclosure Management report Upload the locally created Disclosure Management report in the Narrative Reporting Web Interface 	Uploading the Disclosure Management Report
Opening a Disclosure Management report.	<ul style="list-style-type: none"> Open the Disclosure Management report in Smart View Microsoft Office In the Smart View Panel, newly created library folder is made available to the Disclosure Management users Expand the folder structure, and view the Disclosure Management report that is available for both Disclosure Management and Narrative Reporting Web users 	Opening a Disclosure Management Report
Adding doclets to the Disclosure Management report.	Using Disclosure Management Report Manager you can edit and add doclets to the Disclosure Management report	Adding Doclets
Viewing and Managing the Disclosure Management report.	Using Explorer you can view and open the Disclosure Management report and doclets	Navigating Documents in Explorer

Tasks	Perform These Sub Tasks	For More Information
Mapping the facts or data to the Disclosure Management report.	Using Mapping Tool you can map the fact values in your doclets to the taxonomy concepts	Navigating the Mapping Tool
Provision the user access roles to the Disclosure Management report.	Using provisioning or Access Control Lists (ACLs) you can grant access to Disclosure Management reports and doclets	Performing Administrative Tasks

Creating a Disclosure Management report

For creating a Disclosure Management report, you can open a blank document in Microsoft Word, and save it as a Disclosure Management report. Later, using Narrative Reporting Web Interface, you can update the Disclosure Management report to the current Period or Year.


1. Using Microsoft Office, open a blank word document that you want to use it as a Disclosure Management report.
2. On the **File** menu, click **Save**.
3. Enter a file name, and then click **Save**. The Disclosure Management report is saved locally.

Note:

Ensure that the Disclosure Management report contains required fonts, page layout, and styles within the document.

Note:

After creating or importing the Disclosure Management Report (Rolling Forward report in Narrative Reporting), you can rename the Disclosure Management report.

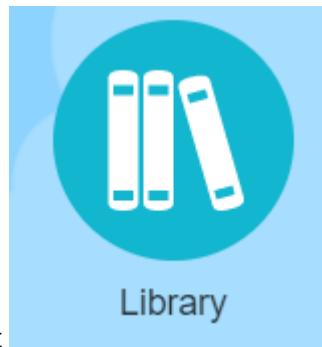
In Narrative Reporting Web User Interface, click on the Disclosure Management report, select the  menu in the upper right corner of the Library, and then select **Rename**.

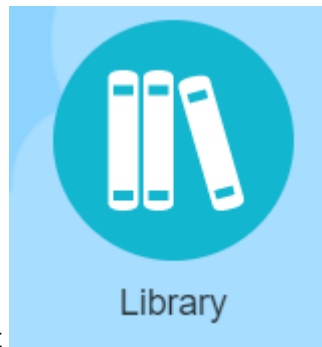


In the **Rename** dialog, you can rename the newly imported Disclosure Management Report to a unique file name, and then click **OK**.

Uploading the Disclosure Management Report

Using Narrative Reporting web, you can upload the Disclosure Management report and make it available in the Oracle Smart View for Office Interface.

To upload the Disclosure Management Report:



1. On the Home page, select  icon.
2. Click , and select **Folder** to add folder to the library.
3. From the **Content Pane**, click , and then select **Disclosure Management Report** to store artifacts.
4. Click **Choose File** and select a file, and then click **OK** to upload the locally created Disclosure Management report in the Narrative Reporting Web Interface and make it available in the Smart View Interface.

Opening a Disclosure Management Report

To open a Disclosure Management report:

1. Connect to the Narrative Reporting in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)
2. In Smart View panel, navigate to newly created library folder that is made available to the Disclosure Management users.
3. Expand the folder structure, and view the Disclosure Management report that is made available for both Disclosure Management and Narrative Reporting Web users.
4. Open the Disclosure Management report in Smart View.

Adding doclets to the Disclosure Management Report

To add doclets to the Disclosure Management report:

1. Open the Disclosure Management report in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#).
2. In the Disclosure Management report, place the cursor where you want to embed the doclet content.
3. From the Disclosure Management ribbon, click **Manage**.

 **Note:**

You must ensure that the Disclosure Management report is not read-only content.

4. In the Disclosure Management Report Manager panel, click **Edit**, and then click **Add**.

5. Select the doclet that you want to embed in the Disclosure Management report, and click **Open**.
6. In **Disclosure Management Report Manager**, click **Done**.

About Disclosure Management Reports

A Disclosure Management report is a container file for subdocuments called doclets. Any registered Microsoft Word document may be used as a Disclosure Management report. A Disclosure Management document becomes a valid report when at least one doclet is inserted into it.

A doclet is a separate Microsoft Word or Excel file that includes selected data that you want to include in the Disclosure Management report. A doclet enables you to split work on complex reports by parts and later assemble the entire report from those parts. It also enables you to separate logically independent pieces of a report and work on them in an isolated manner increasing accuracy and efficiency.

When a report is saved as a Disclosure Management report, and a doclet is added to it, Disclosure Management saves the corresponding Microsoft Word or Excel file in the subfolders in which the Disclosure Management report and doclet reside. Disclosure Management also creates a "published" folder in which the doclets are also saved. Although the Disclosure Management report and doclets need not reside in the same folder, after they are added to a Disclosure Management report, they should not be moved or deleted. Additionally, the XML files created by Disclosure Management should not be modified directly.

Disclosure Management enables you to leverage your last report as the starting point for you next report by using Disclosure Management reports. With a Disclosure Management report in Microsoft Word, an administrator can easily copy the last report, embed Microsoft Word and Excel sections into the document, rename it, and update the report view to the current Period or Year.

Navigating Documents in Explorer

When you open a Disclosure Management document from Oracle Smart View for Office, it opens in **Explorer**. From Explorer, you can open or download documents. You can also see previous versions of a document.



Note:

Administrators can also provide access privileges to artifacts in Explorer. See [Granting Access to Disclosure Management reports and Doclets](#).

Opening and Checking Out a Document

After you open a document, you can then check it out, provided that no other user has checked it out at the time. Once a document is checked out, you can create the next version of that document. While you are working on a checked out document, other users can only view all changes being made to the document except mappings, which can be viewed after the document is checked in. When you check in the document, it is saved to the **Explorer**. A read-only version is also saved in **Explorer**.


 **Note:**

For non-Colombian taxonomy, this use case is valid.

To open and check out a document:


1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).


2. From the **Disclosure Management** ribbon, click .

3. In **Explorer**, select a document, and then double-click or click .

 **Note:**

A document that is checked out by another user shows a "checked out" icon.

Name	Date modified	Type	Owner
 test.docx	9/17/2013 9:24:08 AM	Master Document	admin

 Checked out by admin

. When you hover over the button, the user who has the documents checked out is displayed.

The opened document is displayed in the Disclosure Management page, and the Explorer window is closed.

4. In the ribbon, select **Check Out**.

After checking out and modifying a document, select **Check In** to save your changes and check the document back in, or select **Undo Checkout** to discard your changes and check the document back in. When you check a document back in, you can enter a comment that you want to display for that version.

 **Note:**

If you check in a document with one version of Microsoft Word (for example, Word 2007) and then check it out with a different version (for example, Word 2010), the document will be opened in Read-Only mode. To correct this, in Word open the **Options** panel, and in the **General** tab, navigate to **Start Up Options**. Deselect **Open email attachments and other uneditable files in reading view**. Then, click **OK** to save the change.

Downloading a Document from Explorer

You can download any file type from Explorer to your computer.

To download a document:


1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. From the **Disclosure Management** ribbon, click .
3. Select a document, and then click . The **Save As** dialog is displayed.
4. Navigate to the location where you want to download the document, and then click **Save**.

Viewing Previous Versions of a Document

When a user changes and saves a Disclosure Management report or doclet to Explorer, a snapshot of the document is saved. The snapshot of the document shows a detailed mapping review with links to the mapping location in the document.

To view previous versions of a document:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).

2. From the **Disclosure Management** ribbon, click .
3. Select **Properties**, and then select the **Versions** tab.

The versions are displayed and are numbered consecutively, with the latest version displayed on top. Each document is associated with a Revision number, Comment, Modified by, and Revision Date.


4. To view a version, select it, and then from the **Actions** menu, select **Open Version**.
The document is displayed in read-only mode.

Comparing Changes in Documents

You can compare the changes between a current document against a versioned document in read only mode.

To compare changes in Documents:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).

2. From the **Disclosure Management** ribbon, click .
3. Select a doclet to compare from a previous version to the current version.
4. Go to the **Properties** tab and select the version of the doclet to open.
5. Open the document that you need to compare.
6. Click **Compare** on the ribbon.
7. The version that is opened will be compared to the most current version of the doclet.

Adding Doclets

Doclets can contain content from multiple sources, either by manual entry data or function grids. Data in doclets can be mapped in the same way as a regular report. When you add a doclet to a Disclosure Management report, the list of units and contexts is merged. As a result, all contexts and units are available for both the Disclosure Management report and any doclet. The doclet is a static file; however, each time the doclet is opened and modified, (for example, a mapping is performed) and then saved, closed, and refreshed in the Report Manager, the doclet is regenerated in the Disclosure Management report. You can map the data in doclets before or after they are added to the Disclosure Management report.

Adding a doclet can be done in two ways. You can copy a Microsoft Word or Excel document as a doclet, or use an existing (already registered), standalone Disclosure Management document (without doclets). In the first case, the copied document is created in the <PrimaryDocName>_doclets directory, which resides in the same directory where the Disclosure Management report is saved. The original document remains intact.

In the second case, the Disclosure Management document may have associated taxonomy, mappings, context, units and so on. As in the first case, the physical document is copied to the same directory as the Disclosure Management report. All mappings are retained for the newly created copy documents. Any sets of contexts and units defined in Disclosure Management reports and in the doclet are merged. If the newly added doclet and Disclosure Management report have different associated taxonomies, the "Change taxonomy" procedure is applied to the doclet.




Note:

A best practice for including the function grids in the Disclosure Management report is to include the function grids in their respective doclets, and then bring the doclets into the Disclosure Management report instead of inserting the function grids directly.

To add a doclet to the Disclosure Management report:

1. Open the Disclosure Management report in Narrative Reporting Web User Interface.
2. With the Disclosure Management report open, position your cursor in the document where you want to embed the doclet content.



3. In the Disclosure Management ribbon, select .
4. In the Disclosure Management Report Manager panel, click , and then click  to display the **Open** dialog box.
5. Navigate to and highlight the doclet that you want to insert, and then click **Open**.

- In **Report Manager**, click **Done**. The doclet content is embedded into the Disclosure Management report as read-only content.

To map data in the doclet:

- Open the Disclosure Management report in Smart View. See [Connecting to Narrative Reporting in Smart View](#).
- Open the Disclosure Management report.
- In the Disclosure Management ribbon, select **Manage** to open the Disclosure Management Report Manager.
- In Disclosure Management Report Manager, select a doclet.
and, on the shortcut menu, click **Open** to display the doclet in the main window.
- In the shortcut menu, click **Open**.
- In the doclet, select a data point, and then perform mappings.
- Select a data point and perform any mappings.

The screenshot displays the Oracle Smart View interface. On the left, a financial report is shown with a table of 'Additions Ending In Inventory' for the months of April, May, and June. The table has three columns: 'Additions Ending In', 'Inventory', and an unlabeled column. The data points are as follows:

	Additions Ending In	Inventory	
Apr	14212	44917	41574
May	15739	49529	44917
Jun	15231	53184	49529

On the right, the 'Smart View' pane is open, showing a 'Disclosure Management Mapping To' window. The 'Concept' tab is selected, and a tree view shows the hierarchy of financial statements. The 'Operating Income (Loss)' concept is highlighted. Below the tree, a 'Details' pane shows the search result for 'Operating Income (Loss)', including its label, name, data type (xbrl:monetaryItemType), abstract status (false), and period type (duration).

- Save and close the doclet.
- In the Switch To drop-down (), select the **Disclosure Management Report Manager**.
- Navigate to the Disclosure Management report, and then expand the doclet list associated with the Disclosure Management report.
- Select the doclet, and then click .

Watch this overview video: Mapping Disclosure Management Reports in Narrative Reporting Cloud.





[Mapping Disclosure Management Reports in Narrative Reporting Cloud.](#)

Rearranging Doclets

You can move the position of the doclets in a Disclosure Management report.

To reposition a doclet:

1. Open the Disclosure Management report in Smart View. See [Connecting to Narrative Reporting in Smart View](#)
2. Open a Disclosure Management primary report that contains multiple doclets.
3. In the **Disclosure Management** ribbon, select **Manage**.
4. In Disclosure Management Report Manager, select the doclet that you want to reposition, and then click .
5. To reposition the doclet, click  to either Move Up or Move Down.
6. After changing the location, click **Done** to accept the change.

The Disclosure Management report shows the new location of the doclet.

Creating a Standalone Report of a Doclet

You can create a copy of a doclet as a new standalone report by saving it as a report. After saving it as a standalone report, you can insert it into another Disclosure Management report. A doclet saved as a standalone report retains the XBRL mappings, contexts, units, footnotes, tuple groups, and any variables whose source information comes from the doclet or from a static value. The doclet retains the report properties of the Disclosure Management report.



Note:

You can insert a doclet into another Disclosure Management report without first creating a standalone report.

To create a standalone report of a doclet:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#)
2. Open a Disclosure Management report.
3. In the **Disclosure Management** ribbon, select **Manage**.
4. In **Disclosure Management Report Manager**, highlight the doclet that you want to use as a standalone report, then select **Actions**, and then select **Save as Report**.

Hiding a Doclet Display in a Disclosure Management Report

You can hide the display content of a doclet in a Disclosure Management report and from generated output. When you hide the content of a doclet, the XBRL mappings are preserved and are included in the generated XBRL instance.

To hide a doclet display in a Disclosure Management report:

1. Open the Disclosure Management report in Smart View. See [Connecting to Narrative Reporting in Smart View](#)
2. Open a Disclosure Management report.
3. In the **Disclosure Management** ribbon, select **Manage**.
4. In the Disclosure Management Report Manager, highlight the doclet, then select **Actions**, and then select **Hide**.

Note:

When selected, the Hide option changes to Unhide. Use the Unhide option to re-display the doclet.

Removing Doclets

You can remove a doclet from a Disclosure Management report.

Note:

Removing the doclet deletes the file and associated mappings, making the doclet unavailable and requiring the doclet to be remapped. To remove the doclet but preserve the file, use **Save As Report** option.

To remove a doclet:

1. With the Disclosure Management report open, from the **Disclosure Management** ribbon,



2. In the **Disclosure Management Report Manager**, select the doclet, then click , and then click .

Using Microsoft Word Track Changes and Doclets

Track Changes in Microsoft Word can cause issues during the generation of an instance document and validation. If the track changes feature is turned on in a Word doclet, then the Disclosure Management report imports all the **Markup** that is embedded in the doclet.

During the validation and instance generation routines, this markup can be an issue. For example, if the 2 in the mapped value 123 is replaced by 4 then the value is 143, the number with the change markup appears as 1423 in the instance document and is validated accordingly.

To avoid this behavior, select one of the following solutions:

1. On the Microsoft Word ribbon, disable Track Changes by selecting the *Accept All Changes* option and turning off the *Track Changes* option on the Review tab. This allows you to commit all changes and remove the markup permanently from the Microsoft Word doclet.
2. Before generating an instance document or performing validation, ensure that Track Changes is changed from the *Final Showing Markup* to *Final*. Only the *Final* version should be imported into the Disclosure Management report.

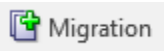
Note that the second solution does not prevent the markup from being added to the Disclosure Management report, but it resolves the issues related to instance document generation and validation.

Migration of Disclosure Management Report

This feature enables you to migrate a Disclosure Management report from an existing mapping of namespaces to a new target namespaces. Key operations performed during migration:

- Changes taxonomy associations in the report and updates the corresponding XBRL mappings properties.
- Identifies and migrates the report mappings by namespace, allowing users to specify new target namespaces as needed. Any changes in the referenced taxonomies are reflected in the migration process.

To migrate a document:

1. Connect to the Disclosure Management server.
2. From the **Disclosure Management** ribbon, select the **Migration** icon -

3. The Migration Report Wizard is launched. Click **Next**.
4. In **Select Taxonomy**, the list of registered taxonomies are displayed, select the required taxonomy for migration, and click **Next**.
5. The Retrieving Taxonomies Data screen is displayed while it collects source and target taxonomies from the server. When completed, click **Next** to display the Migration Rules (namespaces) screen.
6. The Source Namespace column displays a list of all existing mappings within the original report (Disclosure Management Document and doclets combined). Corresponding to each **Source Namespace** in the list, the **Target Namespace** column displays namespaces where you can select, confirm, or override a namespace - one target namespace per source namespace.
7. You must finalize a choice corresponding to each source namespace. If no default namespaces are available among the **Target Namespace** list or if you want to change the namespace, then click



to select a namespace from the Select target taxonomy namespace window, and then click **OK**.

8. After selecting all the target namespaces, click **Next** to display the **Processing** screen.

 **Note:**

Concept mismatches can be reviewed in the Disclosure Management Mapping Tool.

9. Once the process is complete, the **Disclosure Management Report Migration** is Completed screen is displayed, and click **Finish**.

 **Note:**

When a user changes a taxonomy in a Disclosure Management document, the existing XBRL concept mappings are retained in the Mapping Repository. When a concept belonging to a mapping does not exist in the new taxonomy, but continues to reference data in the document, it is considered "mismatched."

5

Working With Taxonomy Manager

Taxonomy Manager enables you to register and manage both open and closed taxonomies. Capabilities include registering a new taxonomy, editing existing taxonomies, managing taxonomy properties, as well as upload, download and delete options. Taxonomy Manager is accessible from the **Disclosure Management** ribbon bar and is enabled once you have successfully logged on.

Key features of Taxonomy Management:

- Uploading and registering new taxonomies.
- Setting and modifying properties
- Deleting existing taxonomies
- Updating an existing taxonomy registration
- Viewing registered taxonomies
- Refreshing the taxonomy list
- Downloading an existing taxonomy

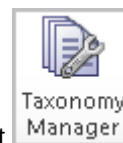
Watch this overview video: How to register XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management.





[Registering XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management Video.](#)

Uploading and Registering New Taxonomies

To upload and register a new taxonomy:



1. On the **Disclosure Management** ribbon, select . A tree view of currently registered taxonomies is displayed.
2. On the **Taxonomy Manager** dialog, select . The **New Taxonomy Registration** dialog is displayed.

New Taxonomy Registration Save Close

Taxonomy Upload (.zip archive) Browse...

File Name

File Size

Actions + ×

Name	Value
Entry Point *	<input style="width: 150px;" type="text"/>
Folder Name *	
Taxonomy Name *	

3. Add the following information by clicking on the field names
 - **Taxonomy Upload (.zip archive)**—Click the **Browse** button to select the new taxonomy version to upload from your local machine. The taxonomy fills in the File Name and File Size information for your review.
 - **Entry Point**—Click on Entry Point and enter the XBRL file folder and entry point of the taxonomy in the zip file. For example: `orc1-20160531.xsd`

Note:

The Taxonomy **Entry Point** is case-sensitive.

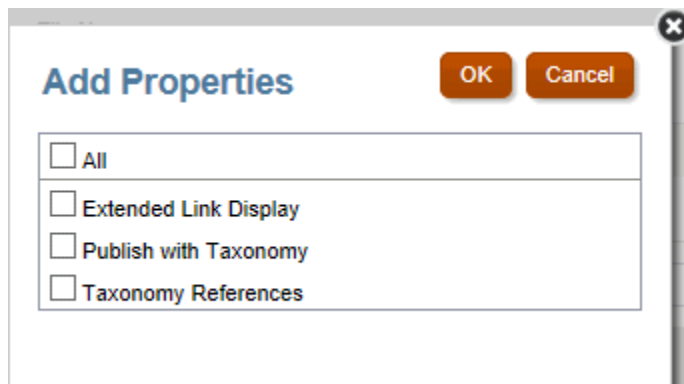
- **Folder Name**—Enter the folder name.
- **Taxonomy Name**—Enter the label associated with the entry point.

Note:

Taxonomy Name registration is limited to English characters only.

To set or modify additional (optional) properties

1. Click . The **Add Properties** pop-up is displayed.



2. Select **All** or the individual properties and click **OK**. The property labels are added to the New Taxonomy Registration dialog.
3. Add the property values.

 **Note:**



To delete a Taxonomy Registration property, select the property and click .

4. Click **Save** to upload and save the new taxonomy registration.

Updating Existing Taxonomy Registration

Updating a taxonomy:



1. On the **Disclosure Management** ribbon, select . The Taxonomy Manager page displays the current taxonomy list registered with Disclosure Management.
2. Select the taxonomy you wish to update, and click . The Update Taxonomy Registration dialog is displayed where you can upload an updated copy of the taxonomy and/or edit properties.

Update Taxonomy Registration Save Close

Taxonomy Upload (.zip archive) Browse...

File Name
File Size

Actions + ×

Name	Value
Entry Point *	visi-20190630.xsd
Folder Name *	Vision
Taxonomy Name *	visi-20190630

3. To update taxonomy files, add or edit the following information by clicking on the field names, and then entering the values.
 - **Taxonomy Upload (.zip archive)**—Click the **Browse** button to select the new taxonomy version to upload from your local machine. The taxonomy fills in the File Name and File Size information for your review.
 - **Entry Point**—Enter the entry point of the taxonomy in the zip file. For example: orcl-20160531.xsd.
 - **Taxonomy Name**—Enter the label associated with the entry point.
 - **Folder Name**—Enter the folder name.

To set or modify additional (optional) properties:

1. Click . The **Add Properties** pop-up is displayed.

Add Properties OK Cancel

All

Extended Link Display

Publish with Taxonomy

Taxonomy References

2. Select **All** or individual properties and click **OK**. The property labels are added to the Update Taxonomy Registration dialog.
3. Add the property values.

 **Note:**

To delete a Taxonomy Registration property, select the property and click .



4. Click **Save** to upload and save the updated taxonomy registration.

Deleting Existing Taxonomies

You can delete existing taxonomies from the Taxonomy Manager.

To delete an existing taxonomy:

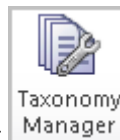


1. On the **Disclosure Management** ribbon, select . The Taxonomy Manager page displays the current taxonomy list registered with Disclosure Management.
2. Select a taxonomy root node, and then click . A challenge dialog indicates that the selected taxonomy will be deleted from the server: "Are you sure you want to delete the taxonomy registration? Performing this operation will unload this taxonomy from the server. It is recommended that no other users be logged in and using the same taxonomy."
3. Select **Yes**. The system will delete the taxonomy from the server.

Viewing Registered Taxonomies

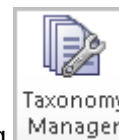
You can view the taxonomies are currently registered in the taxonomy cache.

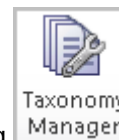

To view registered taxonomies:



1. On the **Disclosure Management** ribbon, select .
2. Click .

Refreshing the Taxonomy List View





You can refresh the taxonomy list view in Disclosure Management by selecting , and then clicking  on the Taxonomy Manager pane.

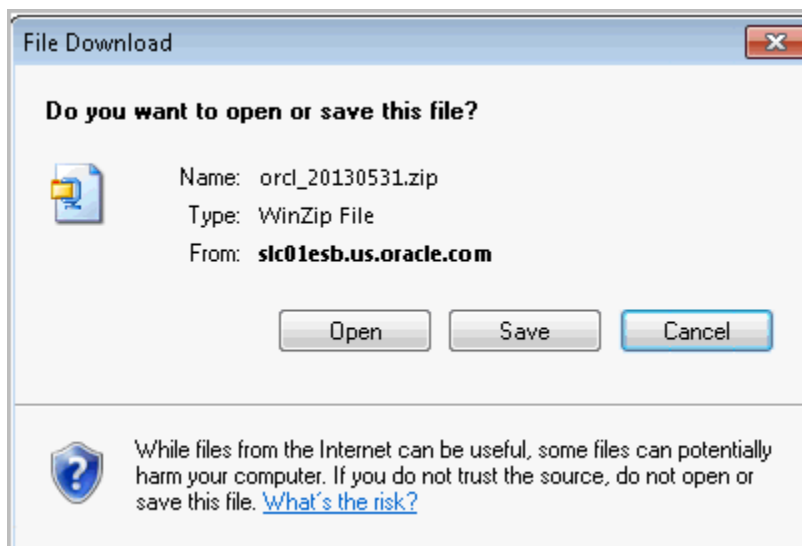
Downloading an Existing Taxonomy

If you need to make updates to an existing taxonomy, you can download the taxonomy to your computer.

To download an existing taxonomy:



1. On the **Disclosure Management** ribbon, select .
2. Select a taxonomy, and then click . The File Download dialog is displayed:




Note:

Depending on your browser security settings, you may have to verify that you want to download the file.

3. Click **Save** to start the download process. The File Open dialog is displayed where you can select a location to save the taxonomy archive.
4. Select a location and click **Save**.

Unload Active Taxonomy

Click  to unload a currently active taxonomy from the taxonomy cache.

6

Working with Taxonomy Designer

Taxonomy Designer enables you to extend your SEC-based taxonomy by either creating an extension taxonomy by using a wizard in Microsoft-Excel, or by importing an existing taxonomy in an easy-to-use, Excel-based template, and then modifying it by adding, updating, and moving elements to conform to your document creation.

Designing a Taxonomy for the SEC Jurisdiction

To begin working with Taxonomy Designer, save a blank Word document as a Disclosure Management document in the Narrative Reporting Library. Open a blank Word document, and connect to the Narrative Reporting in Oracle Smart View for Office, and then locate the newly saved Disclosure Management document and folder in the Narrative Reporting Library.

Taxonomy Designer Templates must be attached to a Disclosure Management report.

Follow these steps to create and manage the Disclosure Management reports:

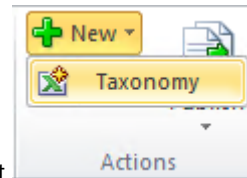
- [Creating a Disclosure Management report](#)
- [Uploading the Disclosure Management Report](#)
- [Opening a Disclosure Management Report](#)


Watch this overview video to create and manage the Disclosure Management reports.

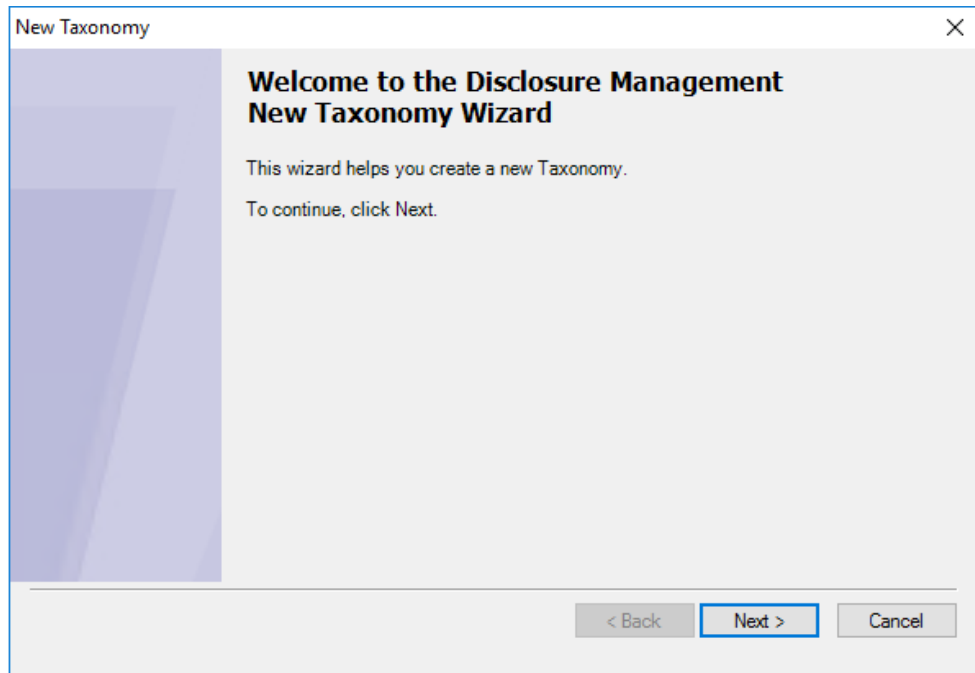


- [Creating Disclosure Management Reports in Narrative Reporting Cloud Video](#).

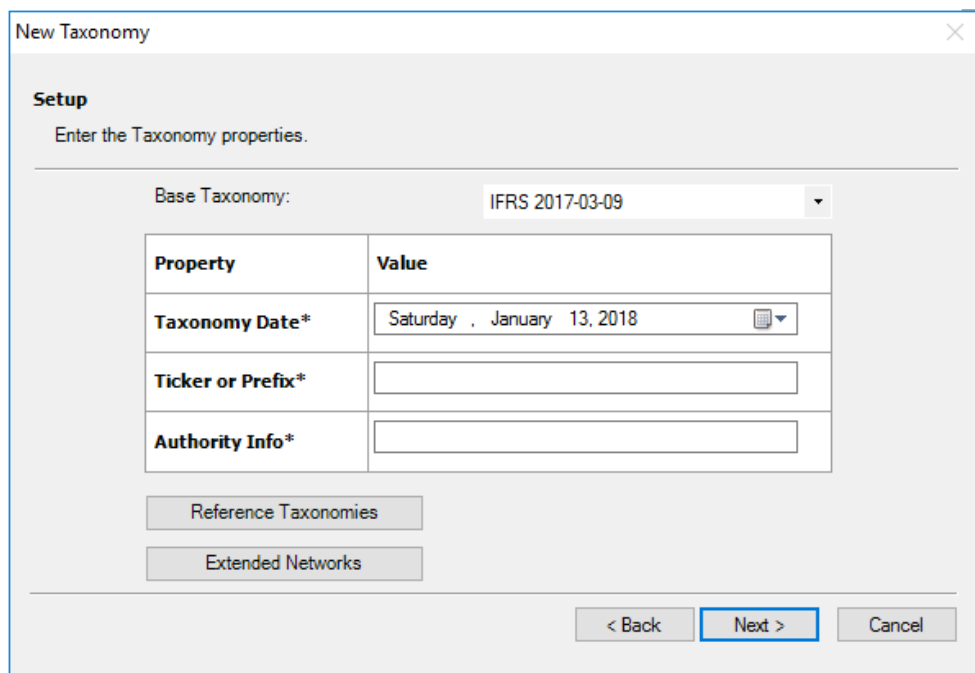
To create a new Taxonomy for the SEC Jurisdiction:




1. On the Disclosure Management ribbon, select  Taxonomy
The New Taxonomy dialog is displayed.



2. Click **Next**.
The Setup Taxonomy properties dialog is displayed.

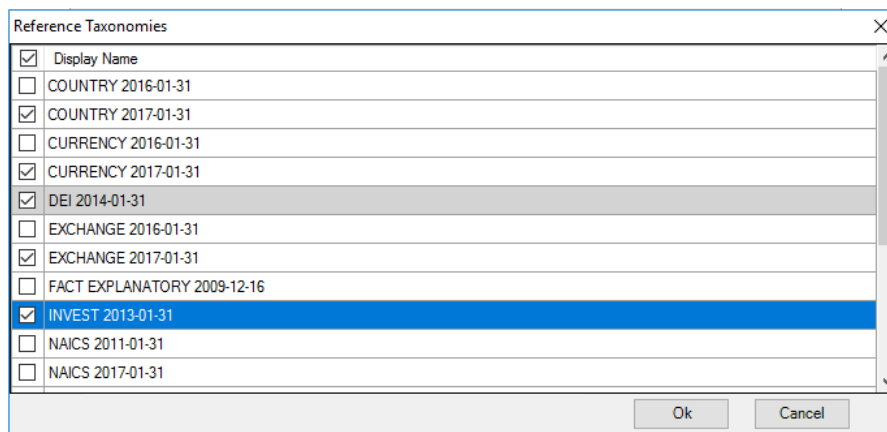


3. Enter the following taxonomy properties by clicking on the field names:
 - In **Base Taxonomy**, select the Base Taxonomy from the drop-down list. The list of all registered taxonomies that belong to a Jurisdiction such as: US GAAP, and IFRS reporting taxonomies.

- In **Taxonomy Date**, click  to enter the date. **Note:** You must provide a valid date.
 - In **Ticker or Prefix** (stock symbol), enter a valid prefix that is acceptable to the SEC.
 - In **Authority Info**, enter a valid value. The *Authority* property value is a Namespace Identifier with the combination of Taxonomy Date and Authority Info.
4. Click **Reference Taxonomies**. Select the individual properties, and then click **OK**.
The selected list of property labels are added to the New Taxonomy Registration. By default, **DEI Reference Taxonomy** is included in the selected list.

 **Note:**

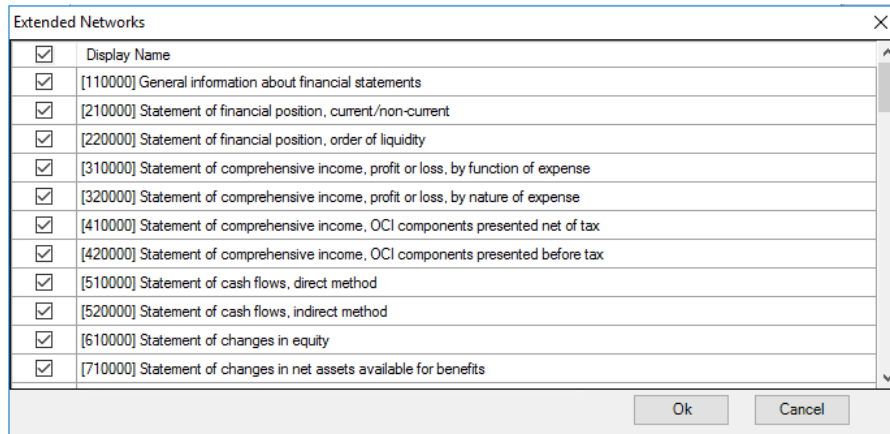
If you are creating a new US GAAP based Taxonomy, then you must select **COUNTRY 2017** Reference taxonomy, thus you can avoid validation errors.



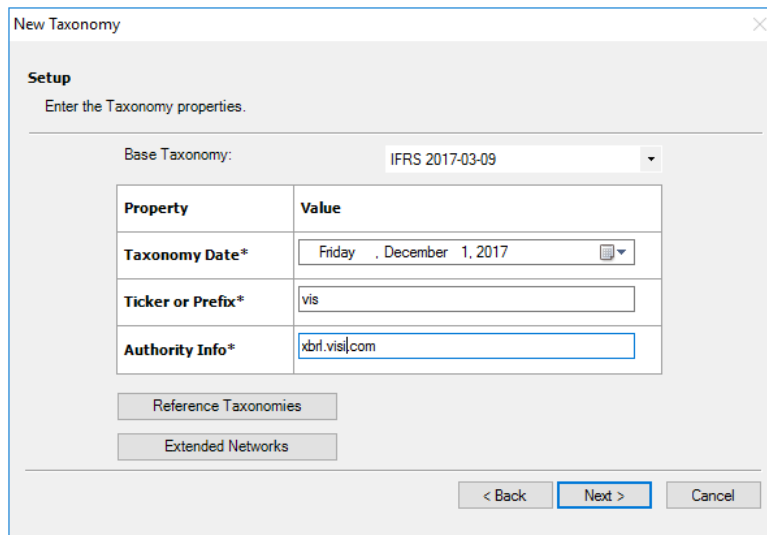
 **Note:**

You must select either **US GAAP 2019** or **US GAAP 2018**. If you select both the US GAAP Reference Taxonomies, then you may get validation errors.

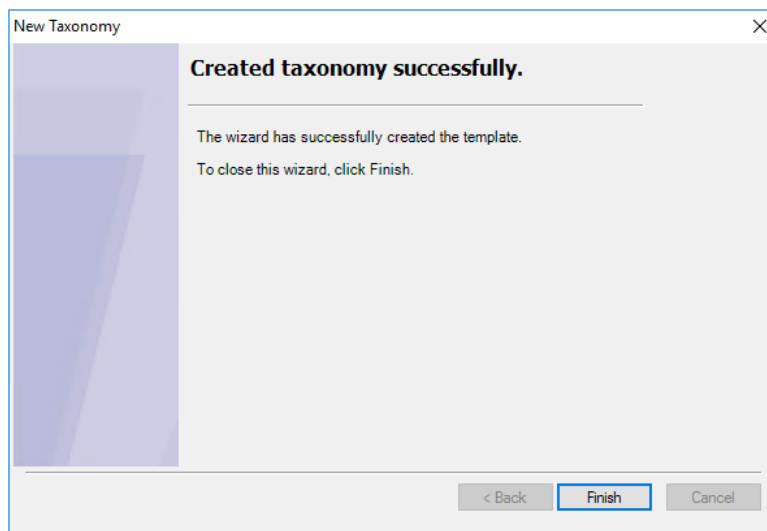
5. Click **Extended Networks**. Select **All** or the individual properties, and then click **OK**.
The list of all property labels added to the New Taxonomy Registration dialog.



6. Click **Next** in the Setup Taxonomy wizard.



7. Click **Finish** to complete the taxonomy creation process.



Verifying Document Entity Information in Disclosure Management

The Document Entity Information (DEI) section must be established for the report. The DEI defines the required parameters for proper instance generation, such as **Document Type**, **Entity Central Index Key**, **Document Fiscal Period Focus**, **Document Fiscal Year Focus**, **Current Fiscal Year End Date**, **Document Period End Date**, **Document Period Start Date**, **Document Effective Date**, among several DEI concepts to enable a successful submission to the SEC.

To verify the presence of a DEI mapped values in the report, perform these steps:

1. Open the Disclosure Management report in Smart View. See [Connecting to Narrative Reporting in Smart View](#).
2. Open the Disclosure Management report.
3. In the Disclosure Management ribbon, select **Manage** to open the Disclosure Management Report Manager.
4. In Disclosure Management Report Manager, select the Document Entity Information worksheet doclet.
5. In the shortcut menu, click **Open**.
6. In the Document Entity Information worksheet doclet, select a data point, and then verify the variables information in the DEI.
7. You must verify the following variables information in the DEI:
 - a. **Entity Emerging Growth Company**
 - b. **Entity Filer Category**
 - c. **Entity Shell Company**
 - d. **Entity Small Business**
 - e. **Entity Central Index Key**
 - f. **Amendment Flag**
 - g. **Document Fiscal Period Focus**
 - h. **Document Fiscal Year Focus**
 - i. **Document Period End Date**
 - j. **Entity Registrant Name**
 - k. **Entity Current Reporting Status**
 - l. **Entity Voluntary Filers**
 - m. **Entity Filer Category**
 - n. **Entity Well Known Seasoned Issuer**
 - o. **Entity Public Float**
 - p. **Document Period Start Date**
 - q. **Document Effective Date**
 - r. **Document Type**
 - s. **Current Fiscal Year End Date**

Extending the Document Entity Information Network

The Document Entity Information (DEI) defines the required parameters for proper instance generation. The following DEI elements are required for successful SEC submission.

- **Entity Emerging Growth Company**
- **Entity Filer Category**
- **Entity Shell Company**
- **Entity Small Business**
- **Entity Central Index Key**
- **Amendment Flag**
- **Document Fiscal Period Focus**
- **Document Fiscal Year Focus**
- **Document Period End Date**
- **Entity Registrant Name**
- **Entity Current Reporting Status**
- **Entity Voluntary Filers**
- **Entity Filer Category**
- **Entity Well Known Seasoned Issuer**
- **Entity Public Float**
- **Document Period Start Date**
- **Document Effective Date**
- **Document Type**
- **Current Fiscal Year End Date**

Adding DEI Element to the Taxonomy Template DEI Sheet


This section helps you to add the missing element into the Taxonomy Template DEI Sheet.

To add DEI element:

1. In the cell where you want to add the element with text **Document And Entity Information [Abstract]**, right-click and select **Add Item**.

	A	B	C	D	E	F	G	H	I	J	K
1	00090 - Document - Document and Entity Information	Element Type	Name	Data Type	Calculation	Period Type	Balance Type	Group	Abstract	Niltable	Fixed
2	Document and Entity Information [Abstract]	Abstract	visi:DocumentAndEntityInformationAbstract	String		For Period		Item	Yes	Yes	
3	Entity Registrant Name	Line Item	dei:EntityRegistrantName	Normalized string		For Period		Item	No	Yes	
4	Entity Central Index Key	Line Item	dei:EntityCentralIndexKey	dei:centralIndexKeyItemType		For Period		Item	No	Yes	
5	Current Fiscal Year End Date	Line Item	dei:CurrentFiscalYearEndDate	Month-Day		For Period		Item	No	Yes	
6	Entity Filer Category	Line Item	dei:EntityFilerCategory	dei:filerCategoryItemType		For Period		Item	No	Yes	
7	Document Type	Line Item	dei:DocumentType	dei:submissionTypeItemType		For Period		Item	No	Yes	
8	Amendment Flag	Line Item	dei:AmendmentFlag	Boolean		For Period		Item	No	Yes	
9	Document Fiscal Year Focus	Line Item	dei:DocumentFiscalYearFocus	Year		For Period		Item	No	Yes	
10	Document Fiscal Period Focus	Line Item	dei:DocumentFiscalPeriodFocus	dei:fiscalPeriodItemType		For Period		Item	No	Yes	
11	Document Period End Date	Line Item	dei:DocumentPeriodEndDate	Date		For Period		Item	No	Yes	
12	Trading Symbol	Line Item	dei:TradingSymbol	Normalized string		For Period		Item	No	Yes	
13	Entity Common Stock, Shares Outstanding	Line Item	dei:EntityCommonStockSharesOutstanding	Shares		As Of		Item	No	Yes	

The **Manage Item** dialog box is displayed.

- Search for an existing element by entering the element name and clicking . In this example, we will search for `DocumentPeriodEndDate`, and then add the **Abstract** element.

 **Note:**

If a DEI element is not found in the search results, it may be due to that the DEI Reference Taxonomy not being associated with the Template, then you must verify and add the latest DEI Reference taxonomy.

Taxonomy Element Search

DocumentPeriodEndDate

Advanced

1 Search Results

Label	Name	Datatype	Abstract	Period	Extension
Document Period End Date	dei:DocumentPeriodEndDate	Date	No	For Period	No

00090 - Document - Document and Entity Information

- Document and Entity Information [Abstract]
 - Entity Registrant Name
 - Entity Central Index Key
 - Current Fiscal Year End Date
 - Entity Filer Category
 - Document Type
 - Amendment Flag
 - Document Fiscal Year Focus
 - Document Fiscal Period Focus

OK Cancel

- Click **OK**.

The Taxonomy Element Search dialog box is closed, and the Manage Item dialog box is displayed with the element that you selected.

The screenshot shows the 'Manage Item' dialog box with the following configuration:

- Name: dei:DocumentPeriodEndDate
- Element type: Line Item
- Data type: Date
- Period type: For Period
- Balance: (empty)
- Negating: Yes
- Group: Item
- Label: Document Period End Date
- Labels: ...
- References: ...
- Calculations: (empty) ...
- Anchorings: (empty) ...

Buttons: Reset, OK (highlighted), Cancel.

Note:

The fields for GAAP elements are read-only. If you want to change the value of one of the fields, you must add a new extended element.

4. Click **OK**.
The element is added to the section.

	A	B	C	D	E	F	G	H	I	J	K
1	00090 - Document - Document and Entity Information	Element Type	Name	Data Type	Calculation	Period Type	Balance Type	Group	Abstract	Niltable	Fixed
2	Document and Entity Information [Abstract]	Abstract	visi:DocumentAndEntityInformationAbstract	String		For Period	Item	Yes	Yes		
3	Document Period End Date	Line Item	dei:DocumentPeriodEndDate	Date		For Period	Item	No	Yes		
4	Entity Registrant Name	Line Item	dei:EntityRegistrantName	Normalized string		For Period	Item	No	Yes		
5	Entity Central Index Key	Line Item	dei:EntityCentralIndexKey	dei:centralIndexKeyItemType		For Period	Item	No	Yes		
6	Current Fiscal Year End Date	Line Item	dei:CurrentFiscalYearEndDate	Month-Day		For Period	Item	No	Yes		
7	Entity Filer Category	Line Item	dei:EntityFilerCategory	dei:filerCategoryItemType		For Period	Item	No	Yes		
8	Document Type	Line Item	dei:DocumentType	dei:submissionTypeItemType		For Period	Item	No	Yes		
9	Amendment Flag	Line Item	dei:AmendmentFlag	Boolean		For Period	Item	No	Yes		
10	Document Fiscal Year Focus	Line Item	dei:DocumentFiscalYearFocus	Year		For Period	Item	No	Yes		
11	Document Fiscal Period Focus	Line Item	dei:DocumentFiscalPeriodFocus	dei:fiscalPeriodItemType		For Period	Item	No	Yes		
12	Document Period End Date	Line Item	dei:DocumentPeriodEndDate	Date		For Period	Item	No	Yes		
13	Trading Symbol	Line Item	dei:TradingSymbol	Normalized string		For Period	Item	No	Yes		
14	Entity Common Stock, Shares Outstanding	Line Item	dei:EntityCommonStockSharesOutstanding	Shares		As Of	Item	No	Yes		
15											
16											
17											
18											

Note:

- You can organize the new "Document Entity Information" elements in the desired sequence order by using the **Move Up** and **Move Down** options.
- After adding all the missing elements into the "Document Entity Information" Taxonomy network. You can check-in the Template and ready to publish the Taxonomy.

Refer the following topics:

- For Registering the new taxonomy. See [Designing a Taxonomy for the SEC Jurisdiction](#)
- For Reviewing Mapping. See [Reviewing Mappings](#)

Publishing the Updated Taxonomy

After you have finished modifying your taxonomy, check it back in and then click **Publish** to publish it so that it can be associated with a Disclosure Management report. To automatically register the taxonomy, in the Publish Taxonomy dialog box, enter the folder and taxonomy name and click **OK**. If you do not want to register the taxonomy automatically, deselect the **Automatically Register** check box. You can register the taxonomy manually by using Taxonomy Manager. See [Working With Taxonomy Manager](#).

Publish Taxonomy

Location: C:\published\visi-20190630.zip

Validate Automatically Register

Auto Register

Entry Point: visi-20190630.xsd

Folder Name: visi2

Taxonomy Name: visi-20190630.xsd

OK Cancel

After you publish the taxonomy, use the mapping tool to associate it with a Disclosure Management report. See [About XBRL Taxonomy Concepts](#).

Note:

If the taxonomy template was already associated with a Disclosure Management report, click in the mapping tool to update the Disclosure Management report with the new version of your taxonomy template.

Note:

If you do not see Taxonomy related changes even after publishing the Taxonomy. It may be because of the following reasons:

- If the Taxonomy is identified by the same `target namespace`, then you may need to unload the current taxonomy version using the Taxonomy Manager **Unload Taxonomy** option.
- The taxonomy identification is usually the same from edit to edit unless you performed any kind of roll forward and changed the reporting date. Once the taxonomy is unloaded, then you can either publish the taxonomy again using automatic registration or manually register the new taxonomy version.

Working with an Existing Taxonomy

You can import an existing taxonomy and then modify it to conform to your document creation.

Importing a Taxonomy into Taxonomy Designer


To begin working with Taxonomy Designer, you must first import a taxonomy to use as a template.



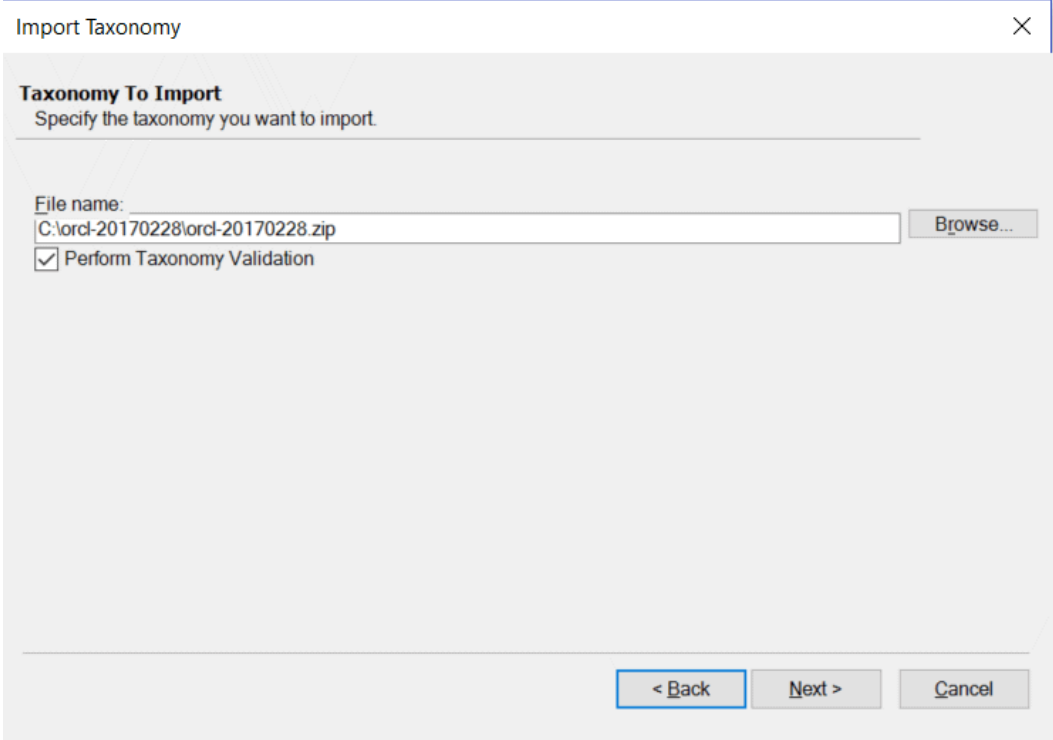
Note:

A user must have a Report Administrator Role or Library Administration Role to be able to import a taxonomy template.

To import a taxonomy:

1. From Smart View, connect to Narrative Reporting (see [Connecting to Narrative Reporting in Smart View](#))
2. Check out your Disclosure Management report.
3. In the Disclosure Management ribbon, click  **Import**, and then select **Taxonomy**. The Import Taxonomy wizard is displayed.
4. Click **Next**.
5. In **File Name**, click **Browse** and navigate to your zipped taxonomy.

Optional: Select **Perform Taxonomy Validation** to validate the taxonomy during the import process. If any errors are detected during validation, they are displayed at the end of the import operation.



Import Taxonomy

Taxonomy To Import
Specify the taxonomy you want to import.

File name:
C:\orcl-20170228\orcl-20170228.zip

Perform Taxonomy Validation

< Back Next > Cancel

6. Click **Next**.
7. Review the properties that were detected by the import program, and then click **Next**.

Import Taxonomy

Review
Review the detected template properties.

Base Taxonomy:

Property	Value
Taxonomy Date*	Tuesday , February 28, 2017
Ticker or Prefix*	orcl
Authority Info*	www.oracle.com

 **Note:**

The property fields are read-only.

Optional: Click **Reference Taxonomies** to view a list of reference taxonomies that were detected by the import program.

8. When the taxonomy has finished importing, click **Finish**.

After the taxonomy has been imported, you can view it in the Report Manager. The template taxonomy is always the first item in the list of report doclets, and it cannot be sorted out of this position.

Name	Last Updated	Checked out by	Version
eden-20160630template.xlsx	4/28/2017 4:29:39 PM		1
1 - Cover.docx	4/14/2017 1:00:26 PM		1
2 - TOC.docx	4/14/2017 12:35:21 PM		1
3 - Caution Note.docx	4/17/2017 3:16:24 PM		1
4 - BalSheet.xlsx	4/17/2017 3:17:25 PM		1
4a_BalSheet_parenthetical.x...	4/17/2017 3:17:46 PM		1
5 - CashFlow.xlsx	4/17/2017 3:18:28 PM		1
6 - All Notes.docx	4/17/2017 3:19:39 PM		1
7 - Mgmt Discussion.docx	4/14/2017 12:37:14 PM		1
DEI.xlsx	4/14/2017 12:44:02 PM		1

Extending an SEC-based Taxonomy

After you import your template taxonomy, you can extend it by adding networks, line items, and dimensional elements. You can add elements that are already defined, such as a GAAP taxonomy member, or you can create new elements.

To illustrate extending a taxonomy, let's add a network and its associated XBRL elements to a taxonomy using Taxonomy Designer.

Adding a Network

1. Connect to your Disclosure Management instance in Smart View, and check out your template taxonomy.
2. In Microsoft Excel, right-click on the bottom worksheet tab where you want to add the network, and select **Add Section**.

The **Taxonomy Section** dialog box is displayed.

Taxonomy Section [X]

Name:

Section: **Statement** [v]

Statement

Line Items

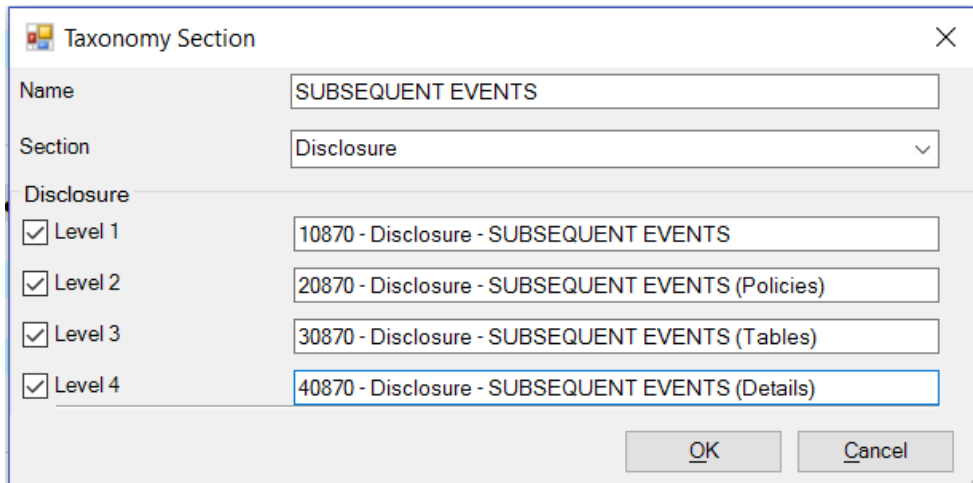
Parentheticals

[OK] [Cancel]

3. Enter a name for the taxonomy. In this example, we will enter `SUBSEQUENT EVENTS`.
4. In **Section**, select Statement, Disclosure, or Schedule. In this example, we will select `Disclosure`.
5. Under Disclosure, select a level for each section that you want to add. In this example, we will select all four levels.
6. Enter names for each network section. In this example, we will enter:
 - 10870 - Disclosure - SUBSEQUENT EVENTS
 - 20870 - Disclosure - SUBSEQUENT EVENTS (Policies)
 - 30870 - Disclosure - SUBSEQUENT EVENTS (Tables)
 - 40870 - Disclosure - SUBSEQUENT EVENTS (Details)

 **Note:**

The name of each network section must include the type of network ("Statement", "Disclosure", "Document", or "Schedule"). For example, if you are adding a schedule-type network, the names of each network section must include the word "Schedule", such as "200100 - Schedule - Valuation and Qualifying Accounts (Policies)".



7. Click **OK** to close the Taxonomy Section dialog box.

The network sections are created.

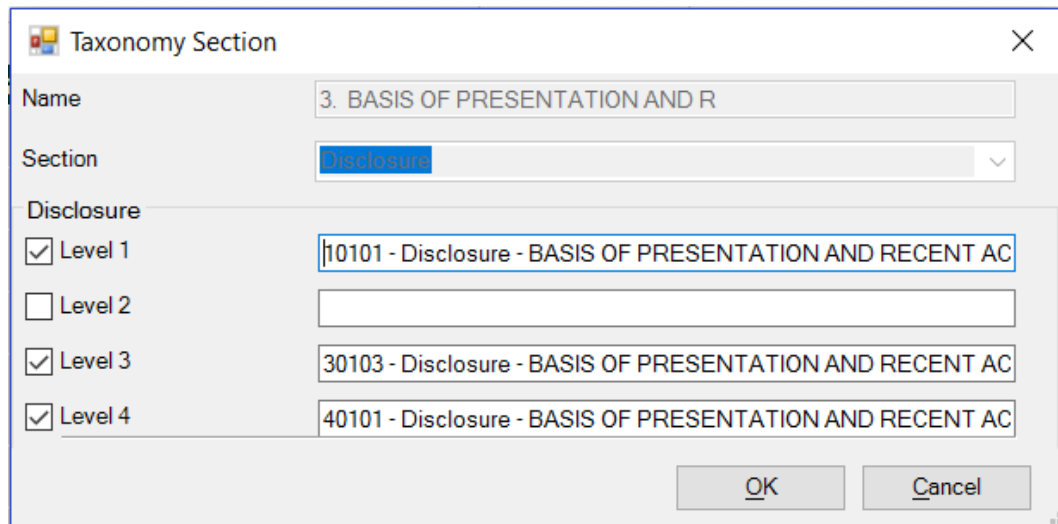
Adding, Renaming, and Removing Sections from a Network

After you have added a network, you can edit it to add, rename, or remove sections from it.

To edit a section:

1. Right-click the bottom worksheet tab that you want to edit, and select **Edit Section**.

The section is displayed with checkboxes for all four levels. Levels that you have selected are checked, and levels that you did not select are unchecked. In the following example, levels 1, 3, and 4 were selected and level 2 was not.



2. Perform an action:

- To add a level that was not previously enabled, select the check box next to the level and then enter a name for the level. The name of each network section must include the type of network.
- To remove a level that was previously enabled, de-select the check box next to the level.
- To rename a level, edit the name of that level. The name of each network section must include the type of network.

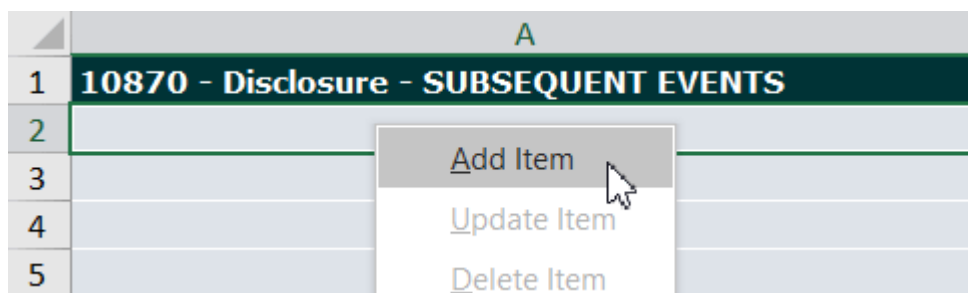
3. Click **OK**. The worksheet is updated with your changes.

Next, we add XBRL elements, such as abstracts or text blocks, to each section. You can add elements that already exist in the taxonomy, or you can add extended elements.


Adding an Existing XBRL Element to a Taxonomy

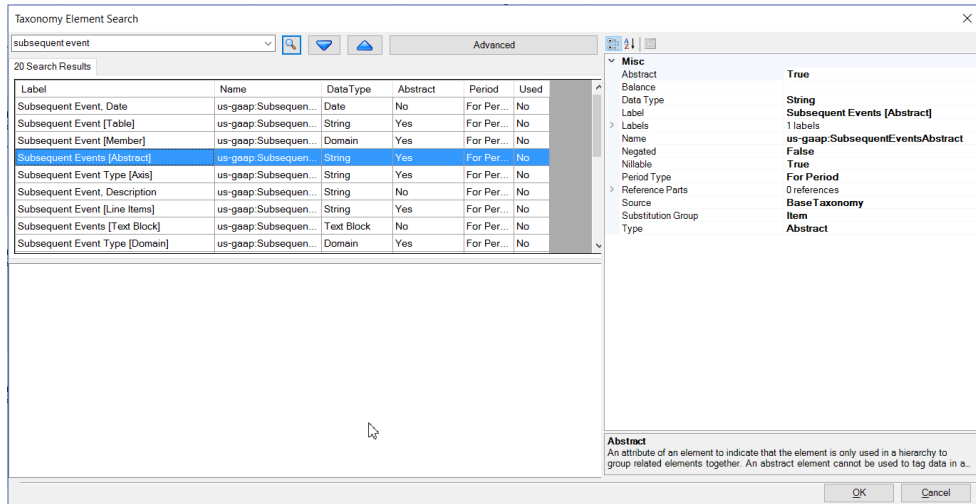
To add an existing element:

1. In the cell where you want to add an element, right-click and select **Add Item**.



The **Manage Item** dialog box is displayed.

- Search for an existing element by entering the element name and clicking . In this example, we will search for Subsequent Event, and then add the **Abstract** element.



Taxonomy Element Search

subsequent event

Advanced

20 Search Results

Label	Name	Data Type	Abstract	Period	Used
Subsequent Event, Date	us-gaap:Subsequen...	Date	No	For Per...	No
Subsequent Event [Table]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Event [Member]	us-gaap:Subsequen...	Domain	Yes	For Per...	No
Subsequent Events [Abstract]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Event Type [Axis]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Event, Description	us-gaap:Subsequen...	String	No	For Per...	No
Subsequent Event [Line Items]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Events [Text Block]	us-gaap:Subsequen...	Text Block	No	For Per...	No
Subsequent Event Type [Domain]	us-gaap:Subsequen...	Domain	Yes	For Per...	No

Misc

- Abstract: True
- Balance: String
- Data Type: Subsequent Events [Abstract]
- Label: 1 labels
- Name: us-gaap:SubsequentEventsAbstract
- Negated: False
- Nilable: True
- Period Type: For Period
- Reference Parts: 0 references
- Source: Base Taxonomy
- Substitution Group: Item
- Type: Abstract

Abstract
An attribute of an element to indicate that the element is only used in a hierarchy to group related elements together. An abstract element cannot be used to tag data in a...

OK Cancel

- Click **OK**.

The Taxonomy Element Search dialog box is closed, and the Manage Item dialog box is displayed with the element that you selected.

The screenshot shows the 'Manage Item' dialog box with the following fields and values:

- Search: subsequent event
- New Element
- Name: us-gaap:SubsequentEventsAbstract
- Element type: Abstract
- Data type: String
- Period type: For Period
- Balance: Select Item
- Negating: Yes
- Group: Item
- Preferred Label: Subsequent Events [Abstract]
- Labels: ...
- References: ...
- Calculations: ...
- Anchoring: Wider Narrower
- Reset button
- OK button (highlighted)
- Cancel button

 **Note:**

The fields for GAAP elements are read-only. If you want to change the value of one of the fields, you must add a new extended element. See [Adding an Extended XBRL Element to a Taxonomy](#)

4. Click **OK**.
The element is added to the section.

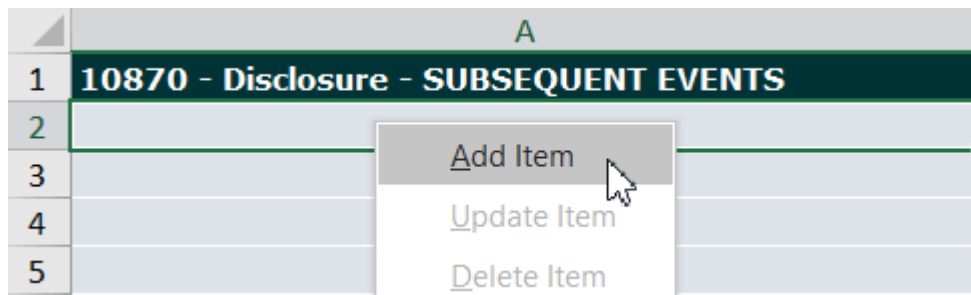
	A	B	C	D
1	10870 - Disclosure - SUBSEQUENT EVENTS	Element Type	Name	Data Type
2	Subsequent Events [Abstract]	Abstract	us-gaap:SubsequentEventsAbstract	String
3				
4				
5				
6				

Adding an Extended XBRL Element to a Taxonomy

An extended XBRL element is one that does not already exist in the taxonomy.

To add an extended XBRL element:

1. In the cell where you want to add an element, right-click and select **Add Item**.




The **Manage Item** dialog box is displayed.

2. In the **Manage Item** dialog box, select **New Element**.
3. In the **Name** field, enter a name for the element. In this example, we will enter `SubsequentEvent1Member`.
4. Select the **Element Type** from the following list:
 - Abstract
 - Axis
 - Domain
 - Line Item
 - Line Items
 - Member
 - Table

In this example, we will select **Domain**.
5. Select the **Data Type**. In this example, we will select **Domain**.
6. For **Period Type**, select **As Of** or **For Period**. In this example, we will select **For Period**.
7. For **Balance Type**, select **Credit** or **Debit** (if applicable).
8. For **Negating** select **Yes**.
9. For **Group**, select from the following:
 - Item

- Tuple
- Dimension
- Hypercube

In this example, we will select **Item**.

10. Click  next to **Labels** to create a label for the member. The label controls how the member will appear in the report.

Enter the label **Text**, **Type**, and **Language**, then select if the label is **Preferred**, and then click **Add**.

11. Click **OK**.
12. Click **OK** to add the extended element to your taxonomy.

Manage Item [X]

[Search]

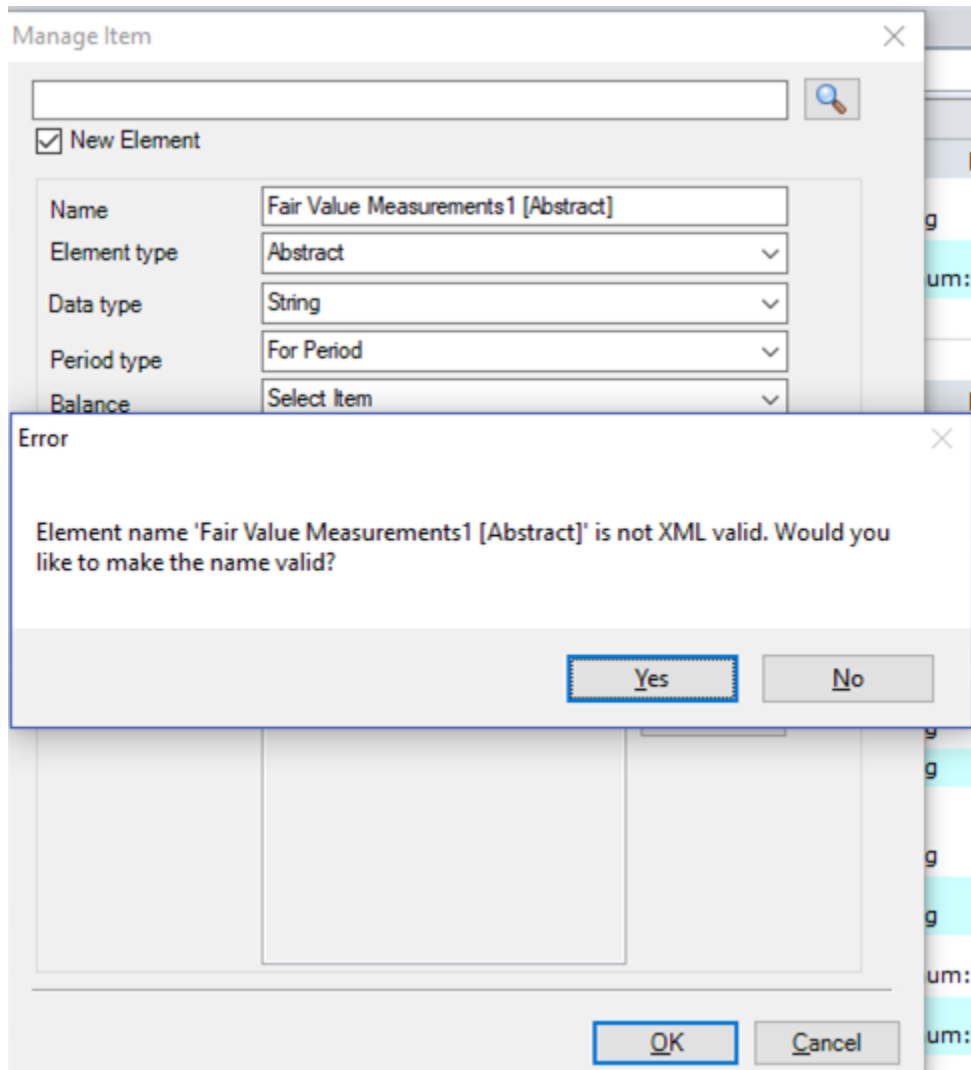
New Element

Name: visi:Fair_x0020_Value_x0020_Measurements1_x0020_
Element type: Abstract
Data type: String
Period type: For Period
Balance: Select Item
Negating: Yes
Group: Item
Preferred Label: Fair Value Measurements [Abstract]
Labels: ...
References: ...
Calculations: [Empty Box] ...

Anchoring
 Wider Narrower [Search]
Reset

OK Cancel

The element name should be as per W3C standards, and should not contain any space in between and avoid special character. If you create an element name that are not as per W3C standards, then Taxonomy Designer will prompt you an error message: "Element name is not XML valid. Would you like to make the name valid?"



If you click **Yes**, then Taxonomy Designer attempts to convert them into W3C standards by removing space and special characters.

Manage Item [X]

[Search]

New Element

Name: visi:Fair_x0020_Value_x0020_Measurements1_x0020_

Element type: Abstract

Data type: String

Period type: For Period

Balance: Select Item

Negating: Yes

Group: Item

Preferred Label: Fair Value Measurements [Abstract]

Labels: ...

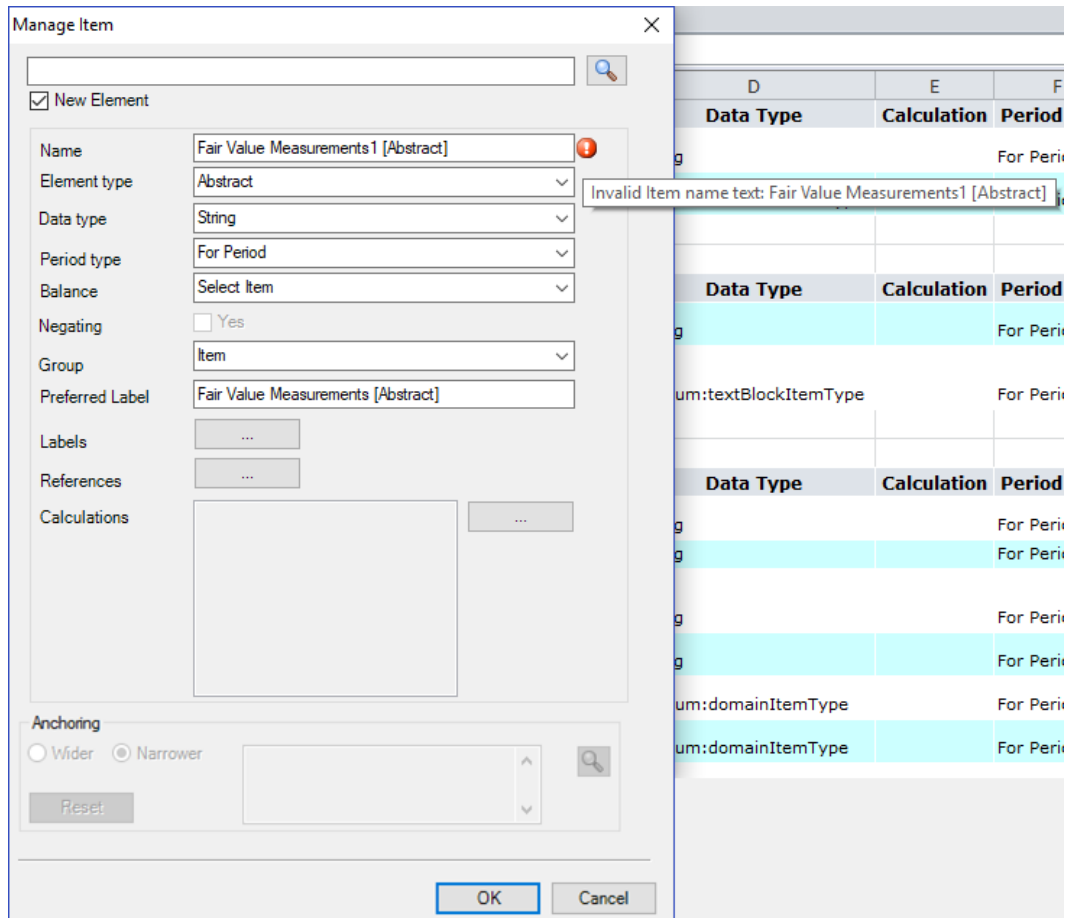
References: ...

Calculations: [Empty Box] ...

Anchoring: Wider Narrower [Search] [Reset]

[OK] [Cancel]

If you click **No**, then an exclamation point icon is displayed next to the element name field.




Example: Building a Hypercube in a Taxonomy

The following example will demonstrate how to add the elements necessary to build a hypercube, including dimensions, domains, members, and an axis. It also includes moving elements within a taxonomy.

1. In the cell where you want to add an element, right-click and select **Add Item**.



2. In the **Taxonomy Element Search** dialog box, enter the name of the element that you want to add, and click . In this example, we will search for Subsequent Event, and then add the **Table** element.

Taxonomy Element Search

subsequent event Advanced

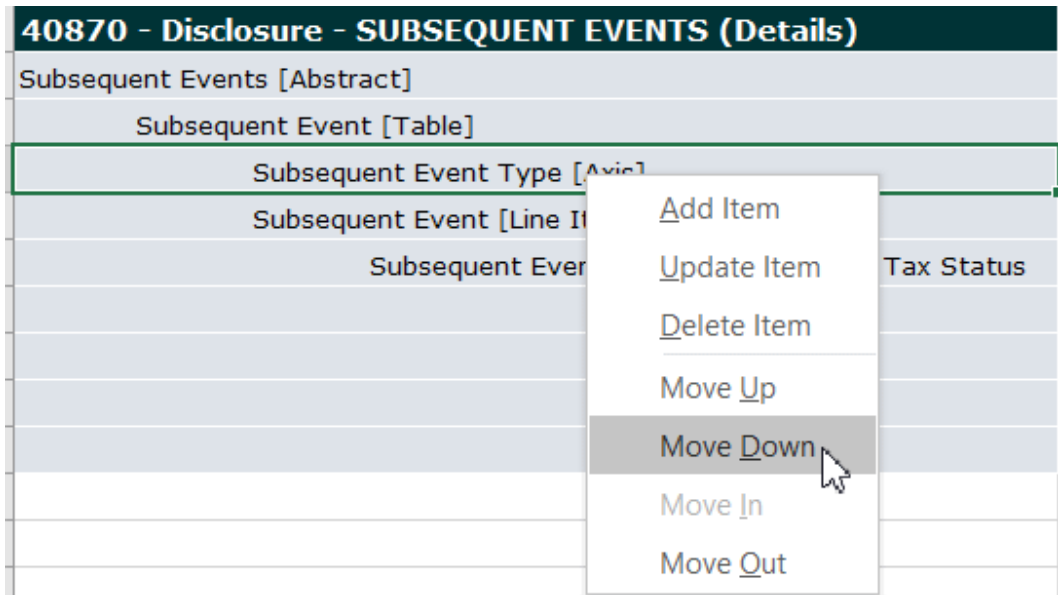
20 Search Results

Label	Name	Data Type	Abstract	Period	Used
Subsequent Event, Date	us-gaap:Subsequen...	Date	No	For Per...	No
Subsequent Event [Table]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Event [Member]	us-gaap:Subsequen...	Domain	Yes	For Per...	No
Subsequent Events [Abstract]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Event Type [Axis]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Event, Description	us-gaap:Subsequen...	String	No	For Per...	No
Subsequent Event [Line Items]	us-gaap:Subsequen...	String	Yes	For Per...	No
Subsequent Events [Text Block]	us-gaap:Subsequen...	Text Block	No	For Per...	No
Subsequent Event Type [Domain]	us-gaap:Subsequen...	Domain	Yes	For Per...	No

3. Click **OK** to add the table element to the taxonomy.
 4. Right-click the **Table** element in the taxonomy and select **Add Item**.
 5. Search for Subsequent Event, and add the **Line Items** element.
- Notice how the elements are indented correctly under each other.

40870 - Disclosure - SUBSEQUENT EVENTS (Details)	Element Type
Subsequent Events [Abstract]	Abstract
Subsequent Event [Table]	Table
Subsequent Event [Line Items]	Line Items

6. Right-click **Line Items**, and select **Add Item**.
7. Search for Subsequent Event, and add a line item element. In this example, we will add the **Effect of Change in Tax Status** element.
8. Next, add the axis element. Right-click the **Table** element, and select **Add Item**.
9. Search for Subsequent Event, and add the **Axis** element.
10. Right-click the **Axis** element and select **Move Down** to position it after the line item element.



Note:

Use **Move Up** and **Move Down** to position elements vertically within the taxonomy. Use **Move In** and **Move Out** to increase or decrease the indent of an element. If you move an element in or out, all of the elements underneath that element are moved in or out as well. This enables you to move entire branches with one action, instead of moving one element at a time.

11. Next, add the default domain to the axis. Right-click the **Axis** element, and select **Add Item**.
12. Search for `Subsequent Event`, and add the **Domain** element.
13. Finally, add a domain member to the domain. Right-click the **Domain** element, and select **Add Item**.
14. Search for `Subsequent Event`, and add the **Member** element.

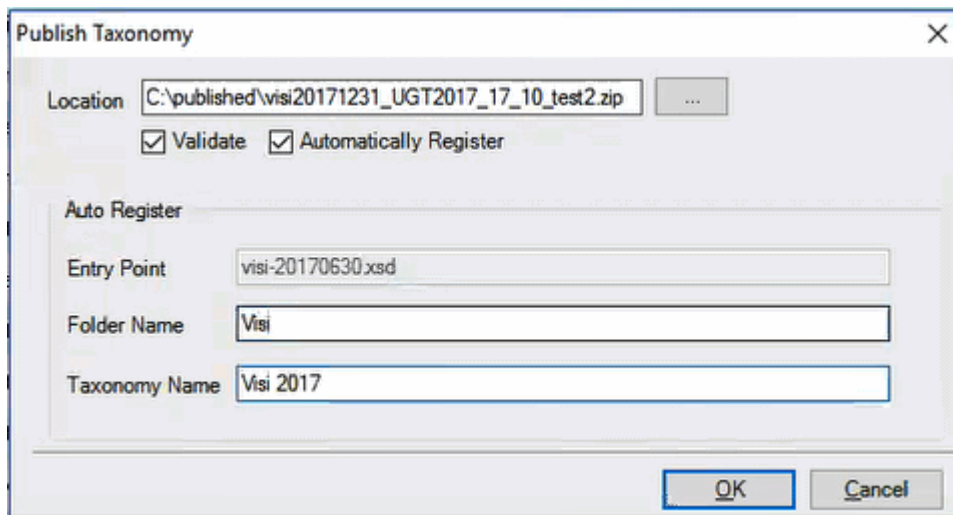
The completed hypercube should look like this:

40870 - Disclosure - SUBSEQUENT EVENTS (Details)	Element Type	Name	Data Type
Subsequent Events [Abstract]	Abstract	us-gaap:SubsequentEventsAbstract	String
Subsequent Event [Table]	Table	us-gaap:SubsequentEventTable	String
Subsequent Event [Line Items]	Line Items	us-gaap:SubsequentEventLineItems	String
Subsequent Event, Effect of Change in Tax Status	Line Item	us-gaap:SubsequentEventEffectOfChangeInTaxStatus	Monetary
Subsequent Event Type [Axis]	Axis	us-gaap:SubsequentEventTypeAxis	String
Subsequent Event Type [Domain]	Domain	us-gaap:SubsequentEventTypeDomain	nonnum:domainItemType
Subsequent Event [Member]	Domain Member	us-gaap:SubsequentEventMember	nonnum:domainItemType

Publishing the Updated Taxonomy

After you have finished modifying your taxonomy, check it back in and then click **Publish** to publish it so that it can be associated with a Disclosure Management report. To automatically register the taxonomy, in the Publish Taxonomy dialog box, enter the folder and taxonomy name and click **OK**. If you do not want to register the taxonomy automatically, deselect the


Automatically Register check box. You can register the taxonomy manually by using Taxonomy Manager. See [Working With Taxonomy Manager](#).



The screenshot shows a dialog box titled "Publish Taxonomy". It has a close button (X) in the top right corner. The "Location" field is set to "C:\published\visi20171231_UGT2017_17_10_test2.zip". Below the location field are two checked checkboxes: "Validate" and "Automatically Register". There is an "Auto Register" section with three text input fields: "Entry Point" containing "visi-20170630.xsd", "Folder Name" containing "Visi", and "Taxonomy Name" containing "Visi 2017". At the bottom right, there are "OK" and "Cancel" buttons.

After you publish the taxonomy, use the mapping tool to associate it with a Disclosure Management report. See [About XBRL Taxonomy Concepts](#).

 **Note:**

If the taxonomy template was already associated with a Disclosure Management report, click  in the mapping tool to update the Disclosure Management report with the new version of your taxonomy template.

Editing Custom Calculations in the Template

After you import your template taxonomy, you can edit custom calculations in the template. You can add contributor elements that are already defined in the presentation network, or you can create new contributor elements.

Taxonomy Designer has the ability to find calculations from the calculation link base after being imported into the template. This section describes how to edit the XBRL calculations.

Managing Calculations

To manage the custom calculations:

1. Connect to your Disclosure Management instance in Smart View, and check out your template taxonomy.
2. In Microsoft Excel, right-click on the line item where you want to update, and then select **Update Item**.

The Manage Item dialog box is displayed with the element that you selected.

Manage Item

New Element

Name: ifrs-full:GrossProfit

Element type: Line Item

Data type: Monetary

Period type: For Period

Balance: Credit

Negating: Yes

Group: Item

Preferred Label: Gross profit

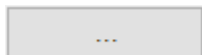
Labels: ...

References: ...

Calculations: +(1)ifrs-full:Revenue
+(-1)ifrs-full:CostOfSales

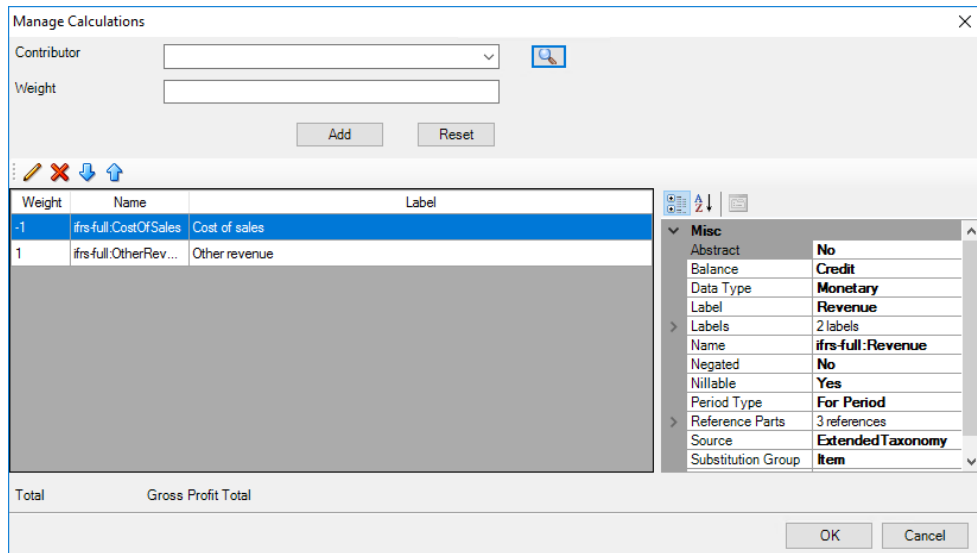
OK Cancel

3. Click



next to **Calculations** to view and update the contributor member. You can re-arrange the members, so that they will appear in the same order list in the report.

The **Manage Calculation** dialog box is displayed.



Note:

All contributing elements in a calculation expression is analyzed and validated before loading into the Contributors Data Grid.

All the contributor elements must be within the same network sheet.

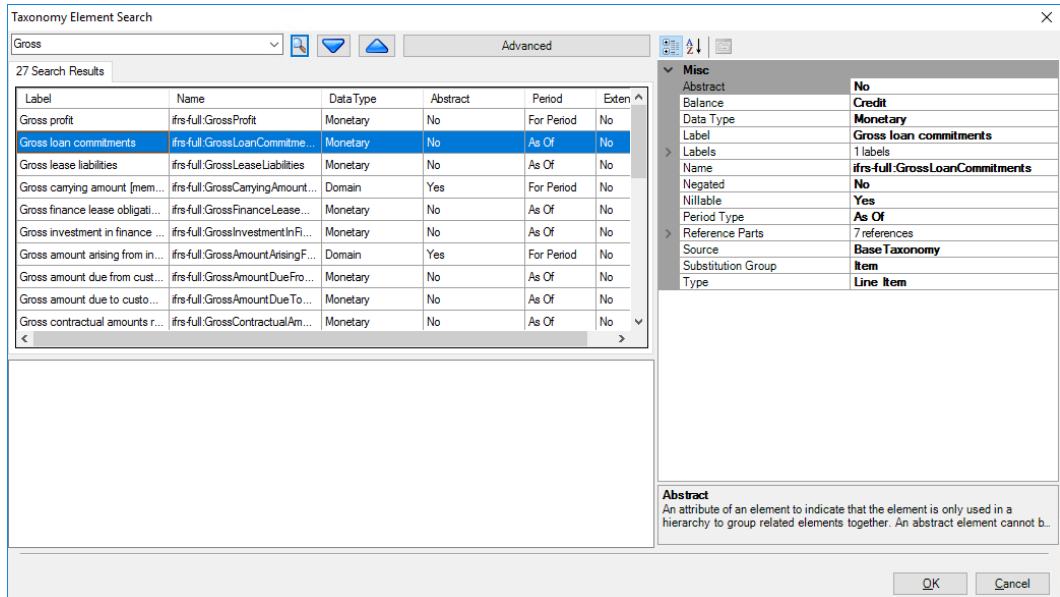
4. In **Manage Calculation**, select a **Contributor** element from the drop-down menu that displays the list of contributor elements in the Template sheet presentation network.

5. **Optional:** Search for an existing member by entering the **Contributor** element

name and clicking

In the **Taxonomy Element Search** dialog box, enter the name of the **Contributor**

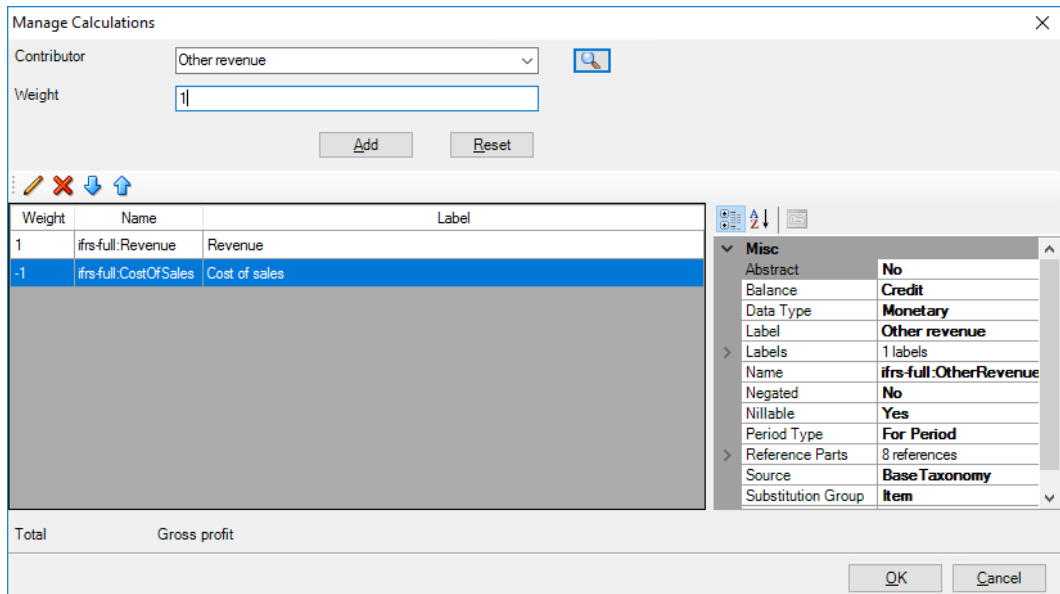
element that you want to add, and click . For example, you can search for *Gross*, and then click **Search**. The search items are displayed in the data grid.



6. **Optional:** In Taxonomy Element Search dialog, select the required **Contributor** element from the data grid, and click **OK**.

The Taxonomy Element Search dialog box is closed, and the **Manage Calculation** dialog box is displayed.


7. In **Manage Calculation**, enter the **Weight** details that you want to add to the calculation, and then click **Add**. The contributor element is added to the taxonomy calculation table.





 **Note:**


Before adding the contributor element to the table, you must verify the period type. If the period type does not match, then an error message is displayed.

 **Note:**

To edit the **Contributor** element information, click 

To delete the **Contributor** from the data grid, select a **Contributor**, and then click .

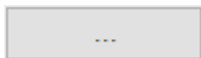
To move up the **Contributor** in the data grid, select the **Contributor**, and then click .

To move down the **Contributor** in the data grid, select the **Contributor**, and then click .

8. Click **OK**.

The **Manage Calculation** dialog box is closed, and the **Manage Item** dialog box is displayed.

9. In the **Manage Item** dialog box, click



next to **Labels** to create a label for the member. The label controls how the member will appear in the report.

10. Enter the label **Text**.
11. In **Type** drop-down list, select **Total**.
12. In **Language** drop-down list, select **en-US**, and select the label as **Preferred**, and then click **Add**.

The image shows a 'Labels' dialog box with the following fields and controls:

- Text:** Text input field containing 'Gross Profit Total'.
- Type:** Dropdown menu with 'Total' selected.
- Language:** Dropdown menu with 'en' selected.
- Preferred:** Checkmark box that is checked.
- Buttons:** 'Add' and 'Reset' buttons.
- Toolbar:** Edit (pencil) and Delete (X) icons.
- Data Grid:** A table with the following data:

Preferred	Type	Language	Text
<input type="checkbox"/>	Standard	en	Gross profit
- Footer:** 'OK' and 'Cancel' buttons.

13. To update the data grid and save the information, click **OK** in **Labels** dialog box.
14. To update the calculation in the network sheet, click **OK** in **Manage Item** dialog box.

7

Mapping Financial Reports to Taxonomies

Mapping Overview

Working with Data in Financial Statements

Financial statement files are opened in either Microsoft Word or Excel, from a number of locations such as the local file system or a shared drive. These statements contain both text and data.

ORACLE CORPORATION			
CONSOLIDATED STATEMENTS OF OPERATIONS			
For the Years Ended May 31, 2008, 2007 and 2006			
(in millions, except per share data)	Year Ended May 31,		
	2008	2007	2006
Revenues:			
New software licenses	7515	\$5,882	\$4,905
Software license updates and product support	10328	8,329	6,636
Software revenues	17843	14,211	11,541
Services	4587	3,785	2,839
Total revenues	22430	17,996	14,380
Operating expenses:			
Sales and marketing	4679	3,907	3,177
Software license updates and product support	997	842	719
Cost of services	3984	3,349	2,516
Research and development	2741	2,195	1,872
General and administrative	808	692	555
Amortization of intangible assets	1212	878	583
Acquisition related and other	124	140	137
Restructuring	41	19	85
Total operating expenses	14586	12,022	9,644
Operating income	7844	5,974	4,736
Interest expense	-394	-343	-169
Non-operating income, net	384	355	243
Income before provision for income taxes	7834	5,986	4,810
Provision for income taxes	2313	1,712	1,429
Net income	5521	\$4,274	\$3,381
Earnings per share:			
Basic	\$1.08	\$0.83	\$0.65
Diluted	\$1.06	\$0.81	\$0.64
Weighted average common shares outstanding:			
Basic	5,133	5,170	5,196
Diluted	5,229	5,269	5,287

Mapping Financial Reports to Taxonomies

When you create XBRL-encoded financial reports, you correlate each piece of information from the financial reports to a concept in the taxonomy. This process is called "mapping".

The Disclosure Management Mapping Tool provides both a mapping button and drag and drop functionality as mechanisms for mapping XBRL concepts to document data.

Note:

If you need to tailor a taxonomy to define concepts which are not defined in a taxonomy, extend the standard taxonomy using Taxonomy Designer. See [Working with Taxonomy Designer](#). This enables you to add new concepts, indicate calculations, rearrange values, or rename labels.

When the process is complete, you review and validate the mapped document, create the instance document, and submit it to the appropriate regulatory agency.

Tagging Indirect Data Sources

When working with Excel tables, Oracle recommends that you apply XBRL tags to the Presentation worksheet (sheet1), and then reference (link) them to the appropriate Oracle Smart View for Office worksheet (sheet2) responsible for the data refresh. This preserves the formatting, bookmarks and XBRL tags on the Presentation worksheet, and enables the Smart View grid to get refreshed with current data.

To select multiple source information:


1. Create an Excel doclet as sheet1 and add it to the Disclosure Management report.
2. Create the Smart View grid for the data source on sheet2.
3. Reference the cells on sheet one to be tagged on sheet2.
4. Tag the new table.


Disclosure Management extends functionality by storing mapping information on the server instead of the document. Key features associated with this functionality include:

- Centralized storage of mappings, which contains up-to-date information about the concepts, contexts, and units referenced in the document. Only fact values are stored with the document, the loss of concept specific data is minimized.
- Preparing data for instance generation is faster.
- Context and units for facts can be changed independent of the original document.
- You can create facts not associated with the document content (for example, "nil" values).
- Disclosure Management validates compatibility between the period type of a concept and the period type of a context at the time of mapping (before instance generation and validation).
- An organized validation of compatibility is performed between dimensions and primary items.
- Multiple mappings on the same value are now available.
- A prompt that allows you to choose either one or multiple source for mapping an item.

XBRL contexts, units, and footnotes can be mapped after the data is in the Office document, but these maps persist only at the report or document level.

Navigating Between Smart View and Disclosure Management

Disclosure Management is an extension of Smart View. You can work with Disclosure Management components (Report Manager and Mapping Tool) in Smart View by using the panel's "Switch to"  whenever you are connected to Disclosure Management.

To work with Disclosure Management components in Smart View, select **Panel** located on the ribbon. In the Smart View panel, select , and then select **Disclosure Management Mapping Tool** or **Disclosure Management Report Manager**.

To work with the entire Disclosure Management product, click the **Disclosure Management** tab.

To work with the entire Smart View program, click the **Smart View** tab. See [Oracle Smart View for Office User's Guide](#)

Navigating the Mapping Tool

When you open the Disclosure Management mapping tool in Oracle Smart View for Office, a tab is displayed for each of the five taxonomy elements, as well as tabs for Review and Validate:



- **Concept**—Navigate, search, and select taxonomy concepts for mapping to financial statement data. See [About XBRL Taxonomy Concepts](#).

- **Context**—Create, edit, and select XBRL context definitions that provide information about the business entity, a time frame and other optional details for an XBRL fact. A context can then be mapped to XBRL facts. See [About XBRL Contexts](#).
- **Unit**—Create, edit, and select XBRL unit definitions that define the measure that numeric data represent. Units can be mapped to XBRL numeric facts. Units cannot be mapped to nonnumeric data. See [About XBRL Units](#).
- **Footnote**—Create, edit, and select explanatory textual details about specific data within the report. See [About Footnotes](#).
- **Variable**—Create, edit and delete Static and Reference Variables. See [About Variables](#).
- **Review**—Opens a review pane that displays XBRL mappings defined in the document. See [Reviewing Mappings](#).
- **Validate**—provides XBRL and EDGAR validation. This allows you to validate your documents before generation. If an error occurs, a message is displayed in the Validate tab and the location in the document where the error occurs is highlighted. See [Validating with Rules Support](#).

 **Note:**

Depending on the width of the Disclosure Management Mapping Tool, all seven tabs might not be displayed. By default, only the first four are displayed. You can navigate between tabs that are not displayed by clicking on the arrow in the top left or right of the Disclosure Management Mapping Tool and selecting a tab. The Disclosure Management Mapping Tool can also be resized to display all tabs.

Watch this overview video: [Navigating the Disclosure Management Mapping Tool in Narrative Reporting Cloud](#).



[Navigating the Disclosure Management Mapping Tool in Narrative Reporting Cloud Video](#).

About XBRL Taxonomy Concepts

Use the Concept tab to select a taxonomy, navigate, search, and select taxonomy concepts for mapping to financial statement data. A taxonomy concept or element (used interchangeably) refers to a member that is defined in a taxonomy. For example, the concept Gross Profit is defined in a taxonomy. The Disclosure Management Mapping Tool renders taxonomy concepts in a tree-view structure (showing their parent-child relationships). The Disclosure Management Mapping Tool enables taxonomy concepts to be mapped to data in a Microsoft Office document.

Selecting Taxonomies

The administrator registers the taxonomies available to the Disclosure Management Mapping Tool.

Disclosure Management supports mappings from one taxonomy for each Disclosure Management report. A Disclosure Management primary report represents the collection of reports and doclets.


When users change a taxonomy, they are prompted to confirm the change. If the change is confirmed, mappings that are consistent with the original taxonomy remain intact, while mismatched ones are no longer applicable and will no longer be visible. For more information, see [Changing a Taxonomy](#).

If a taxonomy has already been attached to a Disclosure Management report, the taxonomy is automatically opened with the document at login.

To select a taxonomy:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. In the Disclosure Management Mapping Tool panel, select the **Concept** tab.
4. In the **Actions** menu, choose **Select Taxonomy**.
5. Select a taxonomy, and then click **OK**.

The top-level taxonomy node displays in the Taxonomy pane.

Note:

If more than one cell is selected for a particular table and the concept type is eligible for group tagging (based by server side rules for corresponding concept type) you are prompted with "Would like to map the entire table". If you select Yes, one mapping is created for the selected cells, If you select No, separate mappings are created for each cell.

For rendering a XBRL table from Microsoft Word you need to select the **Rich Text** option in the application. This is accessed by opening the Review tab in the Mapping tool UI. Select the mapped value in the UI (notice radio buttons at bottom of UI for user selection of the desired format.) Additionally, to complete a rendering of a XBRL table from Microsoft Word (*level 3 text block tags*) it is required that the user also select text characters immediately preceding the table such as a table title or sentence outside the table, so that the table is properly identified.

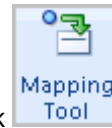
Changing the Taxonomy Language

Taxonomies can be shown in different localized language labels based on the languages created by the author of the taxonomy. When another language is selected, all labeling related to the concept tree and its various views, search, and detail reflect the selected language.

Taxonomies can also be shown by their "Name". The "Name" option shows the unique XBRL name that is defined for a concept. The "Name" option is useful for users who prefer to view taxonomy concepts with their given XBRL name rather than their localized labels.

To change the language of the taxonomy:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click **Mapping Tool**.
3. On the Disclosure Management Mapping Tool panel, select the **Concept** tab.
4. With an open taxonomy, click the drop-down located on the panel ribbon and select a language code, or select **Name** to display XBRL taxonomy names.

 **Note:**

To select a taxonomy, click **Actions**, and then **Select a Taxonomy**.

Disclosure Management is not certified for the following languages: Bi-directional, and Arabic usages.

Taxonomy Views

Taxonomies and tree structure views are defined in the taxonomy. Disclosure Management provides five views, (Presentation, Definition, Dimension, Calculation and Tuple) which can be viewed on the **Concept** tab of the **Disclosure Management Mapping Tool** panel. You display a view for an active taxonomy on the drop-down list (located on the far right of the Concept tab ribbon).

Following, are notable characteristics of the available views:

- **Presentation View** - The Presentation view is a type of relationship which is a presentation linkbase (relationship file that defines how concepts relate to one another presentationally in a taxonomy) which provides a hierarchical organization of elements from parent to child. In some cases, the presentation hierarchy presents a similar representation as your financial report.
- **Definition View** - The Definition view contains a variety of miscellaneous multi-dimensional relationships within the taxonomy. It describes how the elements relate to each other. Most commonly, this represents the definition linkbase from your taxonomy.
- **Dimension View** - The Dimension view is displayed in a flat list. After you select a view, the top pane shows the primary items defined in the active taxonomy. The first item shows "Default Dimensions". In the view, the "Dimension Members" pane is in the bottom pane of the Concept tab.

When you select a primary item from the top pane, the Dimension Members pane (bottom pane) updates to display the dimension tree that represents the assignable domains and domain members related to the selected primary item.

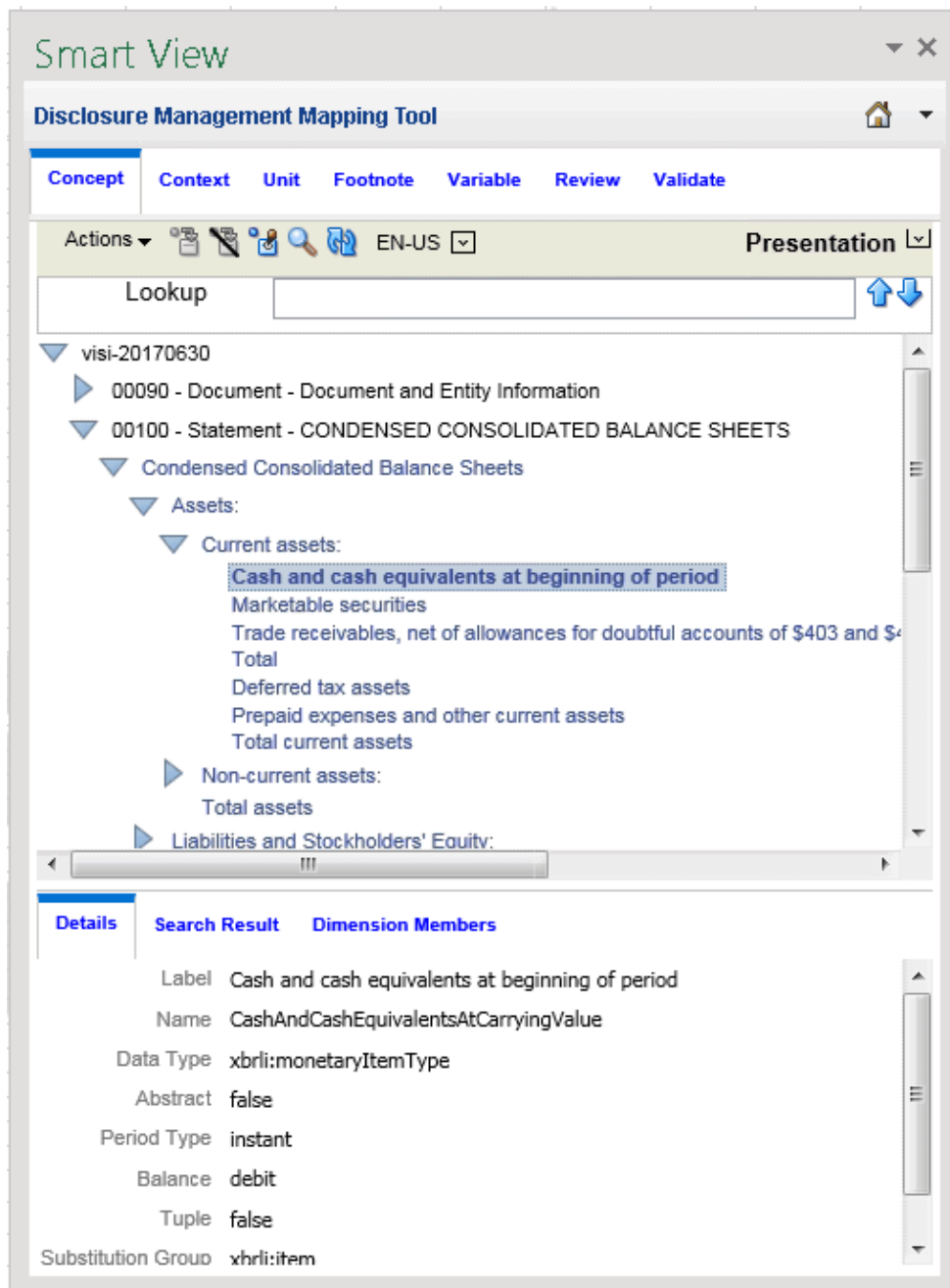
When you select the default dimension item, the Dimension Members tab updates to display the default dimensions that are assignable to all taxonomy members.

 **Note:**

For Presentation, Definition, and Dimension views, when you select a primary item from the top pane, the bottom pane updates to display the tree that represents the assignable domains and domain members related to the selected primary item.

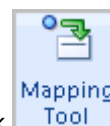
When you select the default presentation, definition, or dimension item, the members tab updates to display the default dimensions that are assignable to all taxonomy members.

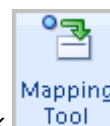

- **Calculation View** - A hierarchical organization of concepts indicating calculation relationships and indicates how different concepts relate to each other through rollups. The totals are the parent nodes and the contributors are represented as the leaf nodes. The concepts are displayed with debit and credit indicators and the weight indicators next to each item. This information is also displayed in the Details tab.
- **Tuple View** - An XBRL tuple is a collection of related concepts. A tuple allows these concepts to be reported as a grouping, such that several different groupings of the same concepts may be reported. Tuples may also include nested tuples, although a circular dependency may not exist.



To change to taxonomy views:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Concept** tab.
4. With an open taxonomy in the Taxonomy pane, click .

5. Select a view to use for viewing the taxonomy.



Changing Taxonomy Views

When working with a taxonomy, you can examine the structure of the taxonomy from multiple perspectives or views. Disclosure Management provides several views for displaying a taxonomy. The structure and number of concepts shown in a view depends on the specifications designer. A concept shown in one view may not appear in another view. Additionally, one concept can appear multiple times in the same view.

To change the view:

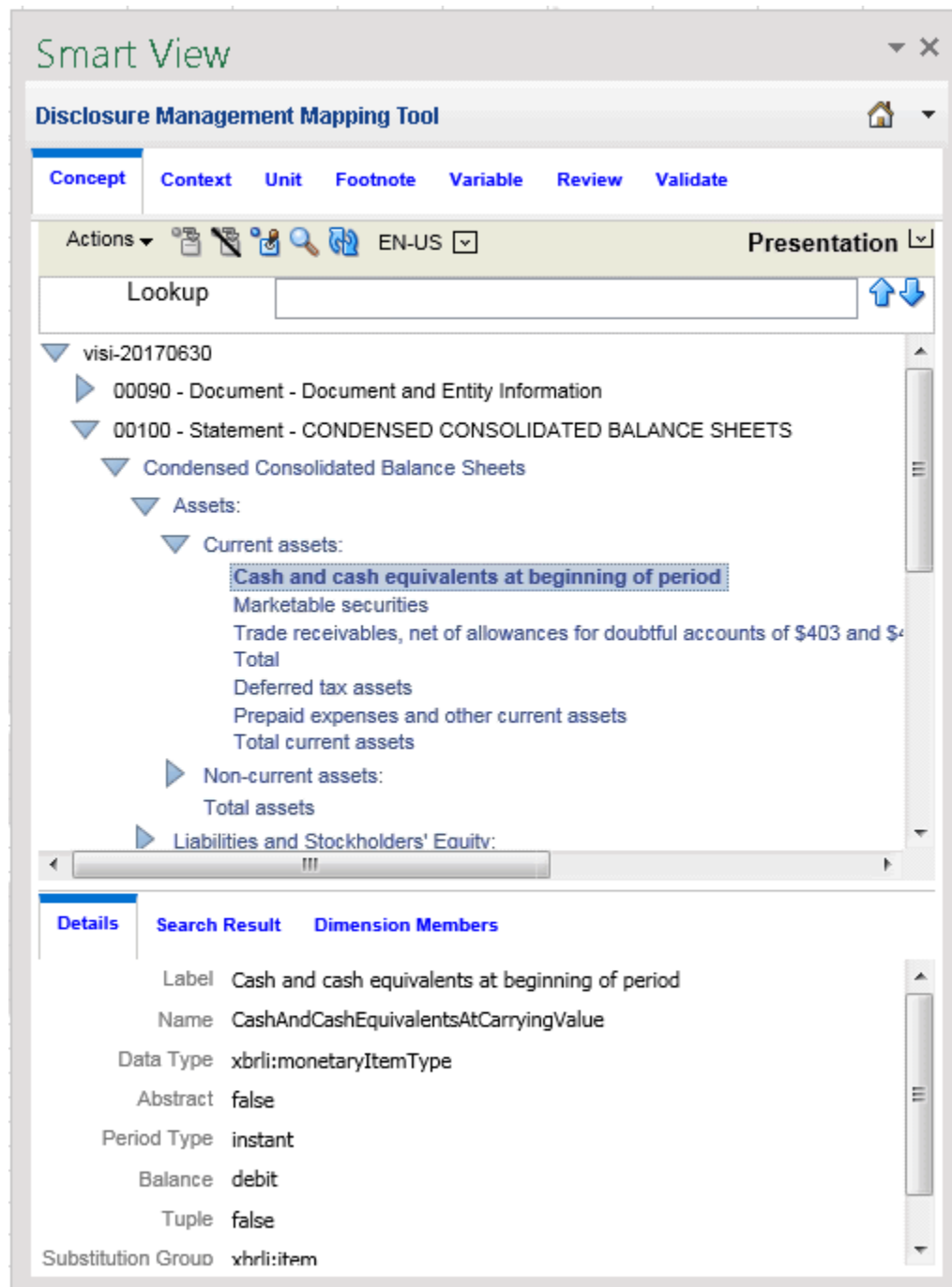
1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the Disclosure Management Mapping Tool, select the **Concept** tab.
4. With an open taxonomy, click , and then select a taxonomy view.

Presentation View

The Presentation view arranges concepts within the taxonomy in parent-child hierarchies.



Calculation View

The Calculation view arranges concepts by additive and subtractive relationships between numeric concepts. XBRL calculations represent simply addition and subtraction across concepts whose values share the same context (point in time) and unit (measure) references.

The screenshot shows the 'Smart View' application window titled 'Disclosure Management Mapping Tool'. It features a navigation menu with tabs: Concept, Context, Unit, Footnote, Variable, Review, and Validate. Below the menu is an 'Actions' toolbar with icons for document, delete, search, and other functions, along with a language dropdown set to 'EN-US'. A 'Calculation' dropdown is also visible. A search bar contains the text 'Lookup'. The main area displays a hierarchical tree view of financial statements:

- visi-20170630
 - 00100 - Statement - CONDENSED CONSOLIDATED BALANCE SHEETS
 - Total assets
 - Assets Current [debit, 1]**
 - Inventory Net [debit, 1]
 - Deferred Tax Assets Net Current [debit, 1]
 - Other Assets Current [debit, 1]
 - Assets Noncurrent [debit, 1]
 - Total liabilities and equity
 - 00400 - Statement - CONDENSED CONSOLIDATED STATEMENTS OF CASH FLOWS
 - 40201 - Disclosure - FAIR VALUE MEASUREMENTS (Details)
 - 40301 - Disclosure - INVENTORIES (Details)

At the bottom, a 'Details' pane is open, showing the 'Search Result' for 'Assets Current [debit, 1]':

Label	Assets Current [debit, 1]
Name	AssetsCurrent
Data Type	xbri:monetaryItemType
Abstract	false
Period Type	instant
Balance	debit
Weight	1.0(00100 - Statement - CONDENSED CONSOLIDATED BALANCE SHEETS)

Definition View

The Definition view contains a variety of miscellaneous relationships within the taxonomy. Most commonly, it is used to represent dimensional relationships.

The screenshot shows the 'Disclosure Management Mapping Tool' interface. At the top, there are tabs for 'Concept', 'Context', 'Unit', 'Footnote', 'Variable', 'Review', and 'Validate'. Below these is an 'Actions' menu and a language dropdown set to 'EN-US'. A search bar contains the word 'Lookup'. The main area displays a hierarchical tree of concepts:

- visi-20170630
 - 40201 - Disclosure - FAIR VALUE MEASUREMENTS (Details)
 - Fair Value Assets And Liabilities [Line Items]
 - Fair Value Assets and Liabilities [Table]
 - Fair Value Assets and Liabilites [Axis]
 - Fair Value Assets and Liabilities Measured [Domain]
 - Fair Value Measurements Using Input Types Level 1 [Member]** (Selected)
 - Fair Value Measurements Using Input Types Level 2 [Member]
 - Fair Value Measurements Using Input Types Level 3 [Member]
 - Fair Value Assets and Liabilities Measured [Domain]
 - Assets (Fair Value) [Abstract]
 - Liabilities (Fair Value) [Abstract]
- 40302 - Disclosure - SUBSEQUENT EVENTS (Details)

Below the tree is a 'Details' panel with tabs for 'Details', 'Search Result', and 'Dimension Members'. The 'Details' tab is active, showing the following information for the selected member:

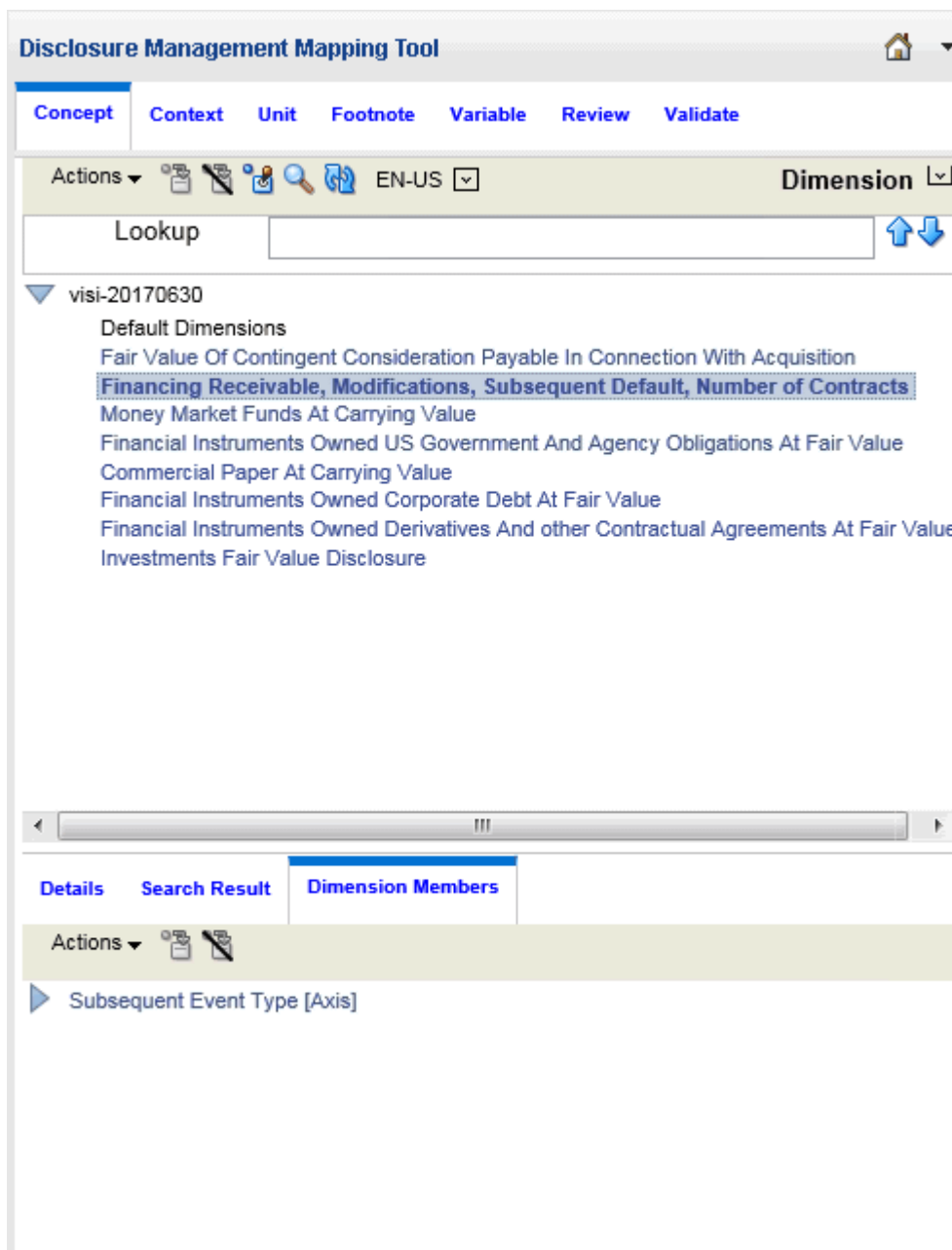
- Label: Fair Value Measurements Using Input Types Level 1 [Member]
- Name: FairValueInputsLevel1Member
- Data Type: nonnum:domainItemType
- Abstract: true
- Period Type: duration
- Balance:
- Tuple: false
- Substitution Group: xbrli:item

Dimension View

The Dimension view arranges concepts that are primary items and have XBRL dimensionality. The Dimension view evaluates the available primary items, hypercubes, dimensions, domains, and domain members in a taxonomy.

 **Note:**

The dimension view is not defined within a taxonomy; rather, it is a Disclosure Management provided view available to all taxonomies that use XBRL dimensions.

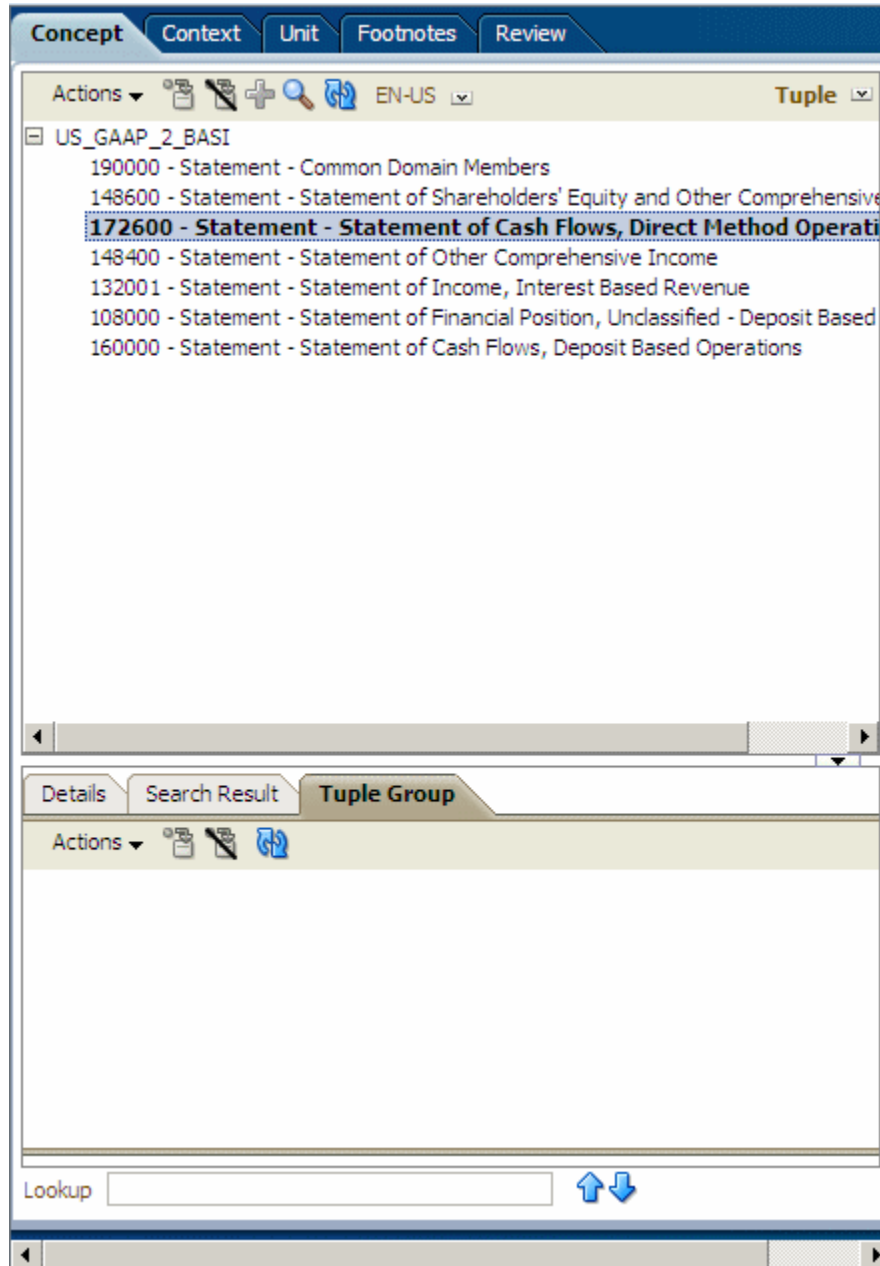


Tuple View

Arranges concepts by tuple relationships. Tuples are a group of related concepts containing multiple values. An individual tuple member by itself may not provide enough relevant information; however, a group of tuple members provides more complete information.

 **Note:**

The tuple view is not defined within a taxonomy; rather, it is a Disclosure Management provided view available to all taxonomies that use XBRL tuples.



Mapping Concepts

Mapping enables you to correlate taxonomy concepts with financial statement data. The same item can be mapped multiple times to create multiple fact values.


To map a taxonomy concept to data in a Microsoft Office document (report/document level mapping):

1. Highlight the data point to map.

To select multiple data points in Excel table cells, press Ctrl + Shift. A word, sentence, or paragraph of free-form text in Microsoft Word can be selected.


For Microsoft Word tables, you must select the data value or multiple cells before mapping.

Taxonomy concepts can be mapped by dragging in Microsoft Word or Excel.

2. On the **Disclosure Management Mapping Tool** panel, select the **Concept** tab, and select a taxonomy concept, and then click .

When a report/document level mapping is created, the cell is shaded yellow.

To map a taxonomy concept for a data cell from a Smart View Office document:

1. In the document, highlight the member (metadata label).
2. On the Smart View ribbon, select **Panel**, then in the panel, click the **Switch to** drop-down and select the **Concept** tab.
3. Navigate to the taxonomy concept in the Taxonomy pane, and then click .

Tip:

To prevent errors when tagging a paragraph that has a table directly below it without a line feed in between, insert a line feed between the paragraph and the table before tagging, include text above the table (for example, a title), and extend the range of the tag beyond the table (for example, include a space or line feed after the table).

See also [Tagging Indirect Data Sources](#).



Removing Mapped Concepts


You can remove a taxonomy concept map from a data point in an Office document. If your selection includes two or more mapped data points, the Remove Mappings dialog lists the associated mappings of the data points.

To remove a mapped concept for a data point in an Office document:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Concept** tab.
4. In the taxonomy list, select an XBRL concept.
5. Click the **Remove Mapping** button .

6. The **Remove Mappings** dialog displays, per row, a list of values that are mapped with the selected XBRL concept.
7. Select the rows you want to delete and click .

 **Note:**

To reverse the deleted row, select .

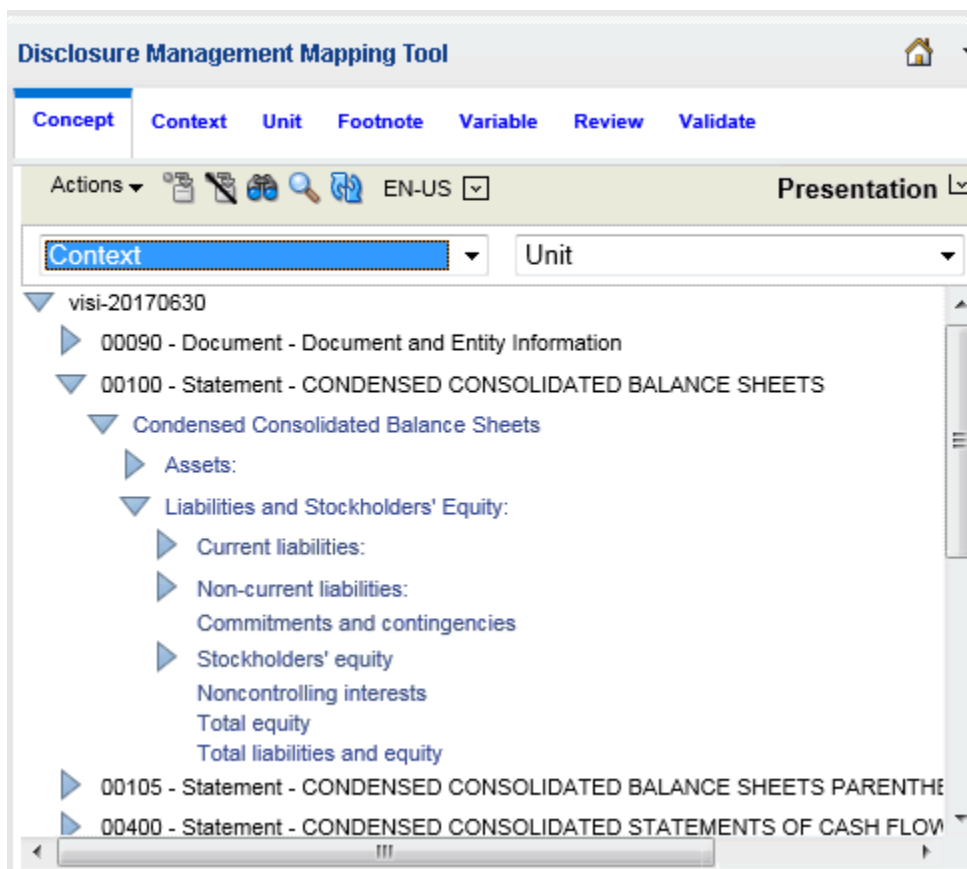
8. Select **OK**.
If the concept has associated XBRL dimensions, these are also removed from the map repository.

 **Note:**


Removing a mapped concept by clicking **OK** cannot be undone, and you must remap the XBRL concept to recreate the taxonomy concept association.

Quick Mapping

Use the Quick Mapping feature to map the concept, context, and unit at the same time instead of switching between the individual Concept, Context and Unit tabs when mapping. Additionally, you can create global contexts and units that can be used in both Microsoft Excel and Word.




To apply a quick mapping:

1. Navigate to the taxonomy concept in the Taxonomy pane, and click .
2. From the **Context** drop down, select the context.
3. From the **Unit** drop down, select the unit.
4. Select the data point to map.

To select multiple data points in Excel table cells, press Ctrl + Shift. A word, sentence, or paragraph of free-form text in Microsoft Word can be selected.

For Microsoft Word tables, you must select the data value or multiple cells before mapping.

Taxonomy concepts can be mapped by dragging in Microsoft Word or Excel.

5. Click  to map the concept.

Mapping NIL Values

You can assign a "nil" value in Disclosure Management by highlighting and mapping a space or empty cell in Microsoft Word or Excel. Once the nil value is assigned, a new entry appears in Review mode with a "-" in the Mapped Value field. Facts reported with the content of a nil value indicate that the value is not known or does not apply to the element. In the XML Schema, facts reported with the content of a nil value are assigned a ""true"" attribute as in

the following example: `<us-gaap:AccountsReivableNetCurrent contextRef="I-2010" precision="INF" unitRef="USD" xsi:nil="true"/>`

The screenshot shows the 'Disclosure Management Mapping Tool' interface. At the top, there are tabs for 'Concept', 'Context', 'Unit', 'Footnote', 'Variable', 'Review', and 'Validate'. Below the tabs is an 'Actions' menu with various icons. A 'Lookup' field is present. The main area displays a table with the following data:

Concept	Context	Unit	Mapped value
Total non-curr...	I_PrPerYTDE...	USD, USD	34,361
Total assets	I_CurPerEnd, Inst...	USD, USD	74,462
Total assets	I_PrPerYTDE...	USD, USD	73,636
Notes payable, cu...	I_CurPerEnd, Inst...	USD, USD	—
Notes payable	I_PrPerYTDE	USD, USD	1,150

Below the table, there are tabs for 'Current Mapping', 'Concept Details', and 'Formatting'. The 'Current Mapping' tab is active, showing details for the selected concept: 'Notes payable, current and other current borrowings'. The 'Context' is set to 'I_CurPerEnd', the 'Unit' is 'USD', and the 'Mapped value' is '—'. There is an 'Overridden' checkbox which is checked, and radio buttons for 'Nil' (selected) and 'Value'.

Refreshing Taxonomies

Refreshing a taxonomy tree retrieves the latest content from the Disclosure Management server.

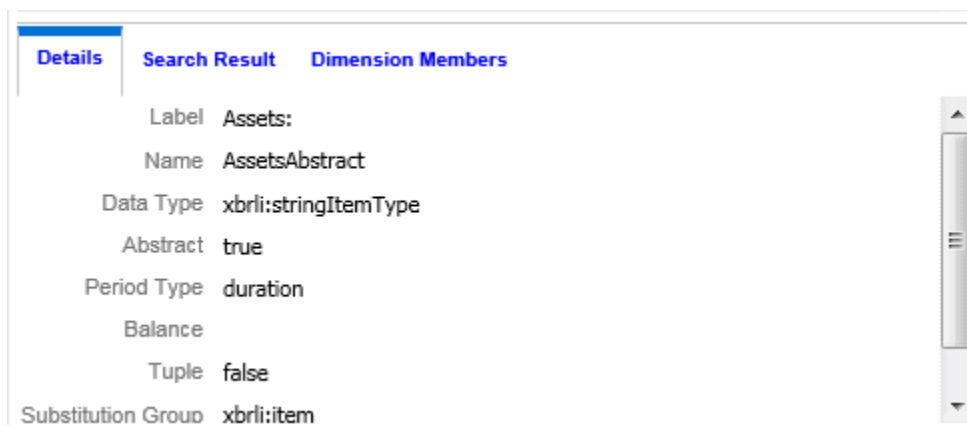
To refresh the taxonomy tree, select .

Viewing Concept Detail

Details about a selected taxonomy concept are available on the Concept Details pane of the **Disclosure Management Mapping Tool**. This information reflects properties related to the selected concept, such as Label, Name, or Data Type.

**Note:**

Some properties are optional.



To display the Concept Details tab, click  located directly below the Concept tab horizontal scroll bar.

Table 7-1 Concepts Detail Pane Fields and Descriptions

Field	Description
Label	Identifies the human-readable name for the concept.
Name	Identifies the unique name of a concept in a taxonomy. Each concept has a standard name that equates to the concept name and is unique in the taxonomy.
Data Type	Identifies the expected data format that can be associated with the concept (such as numeric or string).
Abstract	An abstract concept cannot be used to map data in a report or document.
Period Type	An attribute of a concept that shows whether the concept is reported in an instant or duration time period. The period type of the concept must match the period type definition in a context. For example, a context that is defined as an "instant" cannot be associated with a taxonomy concept whose period type is "duration".
Balance	An optional attribute that identifies the balance associated to a numeric value. Possible values: credit or debit.

Table 7-1 (Cont.) Concepts Detail Pane Fields and Descriptions

Field	Description
Tuple	Facts containing multiple values and identified by a single XML concept holding nested items. A tuple member by itself may not provide enough relevant information; however, a group of tuple members provides the information needed. For example, the tuple concept "company address" may consist of the following tuple members: "Name", "Street", "City", "State", "Postal Code," and "Country". A single tuple member by itself (such as "City"), is not sufficient to describe the concept "company address". The Disclosure Management Mapping Tool provides a "tuple view" under the Concept tab that shows all existing tuples defined within a taxonomy.
Substitution Group	An XSD (XML schema) entity that enables the implementation of a multiple inheritance structure. Many substitution groups are available in XBRL and can be defined in regulator taxonomies if desired.
Documentation	Identifies any specific citations used to provide further documentation about the concept.

Changing a Taxonomy

In Disclosure Management only one taxonomy can be associated with an Office document; however, you can change the taxonomy associated with an Office document. Before taking this action, carefully consider the consequences.

When you change a taxonomy in a document, Disclosure Management determines whether any taxonomy maps exist in the Office document. If a taxonomy map does exist, the following warning is displayed: "Changing the taxonomy associated with this document may lead to loss of existing maps. Are you sure you want to change the taxonomy?"

If you elect to change the taxonomy, the following processes take place:

- All full concept mappings are updated, and the namespace of each element is changed from the source taxonomy to the target one. If any mappings are invalid (referred to as "mismatched concepts"), the mappings are reported as errors during validation.
- The contexts, units, and footnotes are retained (definitions and maps remain intact because they are saved with the document).

If no taxonomy mapping has been made to the document, user confirmation is unnecessary and the taxonomy can be changed. The Disclosure Management Mapping Tool does not automatically render the new taxonomy selected by the user.

Searching Taxonomy Concepts

When you are working with taxonomies that have thousands of concepts, you can search concepts by concept label and additional filters (concept name, date type, abstract, and period type).

To search for a taxonomy concepts:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Concept** tab.
4. On the **Concept** tab, select .

 A screenshot of a "Search" dialog box. It has a title bar with a close button (X). Inside, there are two buttons: "OK" and "Cancel". Below these are five input fields: "Label" (text box), "Name" (text box), "Data Type" (dropdown menu showing "All"), "Abstract" (dropdown menu showing "All"), and "Period Type" (dropdown menu showing "All").

5. In **Label**, enter the name for the concept. For example, to search expense related concepts, enter "Expense".
6. **Optional:** In the **Name**, enter the unique identifier of the concept.
7. **Optional:** In the **Data Type**, select the type of data associated with the concept. The set of values depends on the types defined in scope of the taxonomy.

Options are:

- All
- None
- (based on the taxonomy, various types will display in the drop-down list)

8. **Optional:** In **Abstract**, select the true or false abstract attribute of a concept.

Options are:

- All
- False
- True

9. **Optional:** In **Period Type**, select the period or type associated with the concept.

Options are:


- All
- None

- Duration
- Instant

10. Click **OK**.

The results of the search are shown in the Search Results tab.

Details Search Result Dimension Members				
Label	Name	Data Type	Abstract	Period Type
Prepaid expenses and other current...	OtherAssetsCurrent	xbri:monetaryl...	false	instant
Decrease in prepaid expenses and other ass...	IncreaseDecreaseInPrepaidDef...	xbri:monetaryte...	false	duration
General and Administrative Expense...	GeneralAndAdministrativ...	xbri:stringItem...	true	duration

The Search Results tab can always be displayed by clicking  located directly below the horizontal scroll bar.

About XBRL Contexts

In the instance document, the context provides a unique identifier to the combination of entity, scheme, and reporting periods assigned to an individual fact or value from the report. Together with the taxonomy concept, the context defines the fact value and enables XBRL to interpret the fact value in relation to other values. The context can be applied to numeric and nonnumeric information. Contexts are required for every mapped taxonomy concept.

Adding XBRL Contexts

To add an XBRL context:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Concept** tab.

4. Click .

5. In **Name**, enter a name for the business entity, institution, or company.

This value is not persisted to instance documents.

6. In **Entity ID**, enter a unique identifier for the business or institutional entity.

7. In **Scheme**, enter contextual information about the fact.

Typically this value is a URL.


Specify a reference to the naming authority for the entity ID. For example, you could specify that the context references the US GAAP framework.

8. In **Type**, select the time frame the fact represents.


Every taxonomy concept has a period type attribute. When associating a context to a taxonomy concept the period types must match.

Options

- Instant—Used for "point in time" concepts such as Balance Sheet accounts.
- Duration—Represents a flow of time such as a Profit and Loss or Cash Flow statement.

9. In **From**, click the **Select Date** icon -  - to select the starting period for the reporting period.

When entering the date, use the `xx/xx/xxxx` format. The date format defaults to the current locale of the browser. For example if the browser locale is set to a European locale, the data is entered as "dd/mm/yyyy" even when it is a US GAAP taxonomy.

10. In **To**, Select Date icon -  - to select the ending period for the reporting period.

This field is enabled only when the context type is "Duration".

When entering the date, use the `xx/xx/xxxx` format. The date format defaults to the current locale of the browser. For example if the browser locale is set to a European locale, the data is entered as "dd/mm/yyyy".

11. Click **OK**.

The context is added to the Context Listing pane and also on the corresponding Details tab.

Mapping Contexts

To map a data point to an XBRL context in the Office document (report/document level or function grid in Oracle Smart View for Office):

1. Select the data point to map.

To select multiple data points in Excel table cells, press `Ctrl + Shift`. A word, sentence, or paragraph of free-form text in Microsoft Word can be selected.

For Microsoft Word tables, you must select the data value or multiple cells before mapping.

Contexts can be mapped by dragging in Microsoft Word or Excel.

2. In the **Disclosure Management Mapping Tool** panel, Concept tab, select an XBRL concept and click .

The mapped data point is highlighted in yellow.



Removing Mapped Contexts

You can remove a mapped context from an Office document. Deleting a context affects existing mappings that are associated with the deleted context.

Note:

Removing a mapped context cannot be undone and you must remap the XBRL context to recreate the mapping.


To remove a mapped context from one data point or multiple data points in an Office document:

1. Select the mapped data point(s).
2. Select the Remove Mapping button - . The **Remove Mapping** dialog is displayed.
3. Click the **Remove** icon () located next to the mapped context.
4. Click **OK**.

Updating Contexts

Changing the context definition affects all existing mappings that are associated with the modified context.


To update a context:

1. On the **Context Listing** pane, select the context and then click .
2. Update the context detail as needed, and then select **OK**.

Deleting Contexts

You can remove an XBRL context from data in an Office document. When you delete a context, you remove any existing document maps that match the "base context" and dimensions associated with the context.

To remove a context:

1. On the **Disclosure Management Mapping Tool** panel, in the **Context** pane, select the context to be removed.
2. Click .
3. Click **OK** to confirm.

Looking up Contexts



Use the Lookup feature on the **Disclosure Management Mapping Tool** pane to find context by name, type, or from/to periods for the current document.

To look up a selected context:

1. On the **Disclosure Management Mapping Tool**, Context tab **Lookup** field, enter a context value:

Available values types:

- Context name
- Context type
- From period
- To period

2. Click  to search up in the listing or click  to search contexts forward.

When the context is found, it is highlighted in the Context Listing pane.

Viewing Context Detail

Context details are shown on the Context Details pane for a selected taxonomy context. This information reflects properties related to the selected context, such as name, entity id, type, and from/to periods.

Table 7-2 Context Detail Pane Fields and Descriptions




Field	Descriptions
*Name	Specify the name or label of the context. This name is not persisted to instance documents. Required.
*Entity ID	Specify a unique identification for the entity, company, or institution. The entity ID describes any distinguishing context. For SEC filings, enter a company's SEC CIK number.
	<div data-bbox="1122 762 1458 1087" style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> Note:</p> <p>If the instance document has only one company association, do not include the company name in the entity ID field.</p> </div>
*Scheme	Specify a reference to the naming authority for the entity ID. Typically this value is a URL. For example, you could specify that the context references the US GAAP framework.
*Type	Specify the time period in which the fact is relevant. Valid options are: <ul style="list-style-type: none"> • Instant—Specific date (for example 11/28/2009) • Duration—A period of time with defined beginning and end dates (for example, 11/28/2009 through 5/28/10) • Forever—Not date or period restricted
*From	Specify the start date of reporting period. Enter the date in xx/xx/xxxx format. To select a date from the Calendar, click  . The date format defaults to the current locale of the browser. For example if the browser locale is set to a European locale, the data is entered as "dd/mm/yyyy" even in a US GAAP taxonomy.

Table 7-2 (Cont.) Context Detail Pane Fields and Descriptions

Field	Descriptions
To	Specify the end date of the reporting period. Enter the date in xx/xx/xxxx format. To select a date from the Calendar, click  . The date format defaults to the current locale of the browser. For example if the browser locale is set to a European locale, the data is entered as "dd/mm/yyyy" even in a US GAAP taxonomy.

About XBRL Units


In the instance document, each numeric value must specify its unit of measurement. The unit of measurement can either be a simple unit of measure shown as a single measure value (currency or monetary code), or a ratio of products of units of measures. The ratio is depicted with a divide element containing a numerator and denominator. Examples of a simple unit are the USD (U.S. dollar), CAD (Canadian dollar), kilograms, FTE (Full-Time Equivalents), meters or share. A ratio of products, for example, could be Euros per share (numerator: EUR; denominator: shares).


Adding XBRL Units


To add a unit:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Concept** tab.
4. On the **Disclosure Management Mapping Tool** panel, select the **Unit** tab.

5. Click .
6. In **Name**, enter the name of the unit.
7. In **Measure**, select the unit type or enter a unit type.

The  displays a list of unit types.

8. If you selected a ratio of products of units of measures unit type in the Measure field, check **Divide by**, and then specify the denominator in **Denominator**.
9. Click **OK**.

The table below provides more information on the Unit entry fields.

Table 7-3 Unit Pane Fields and Descriptions

Field	Description
*Name	Enter a label for the unit. For example, enter <i>USD</i> for U.S. dollars or <i>EUR</i> for Euros. This value is not persisted to instance documents. Required.
Measure	Select the unit in which numeric items have been measured; for example, dollars, shares, Euros, or dollars per share. <ul style="list-style-type: none"> Currency values must have currency unit types recognized by the International Standards Organization standard ISO 4217. For more information, see: http://www.iso.org/iso/home.html that were valid at the time the measurement occurred. Shares values must have a unit measure of "shares". Rates, percentages, and ratios, not with values multiplied by one number and which are shown using a pure or percentage data type must have a unit measure of "pure".
Divide by	Optional: Enables the division of measured values using the measure shown in the Denominator field.
Denominator	Optional: Select the measure that functions as the divisor of the measure shown in the Measure field. For example if "iso4217:USD" is in the Measure field, you could select "shares".

Mapping Units


To map a data point in the Office document (report/document level or function grid in Oracle Smart View for Office):

- Select the data point to map.

To select multiple data points in Microsoft Excel table cells, press **Ctrl + Shift**.

A word, sentence or paragraph of free-form text in Microsoft Word can be selected as well.

For Microsoft Word tables, you must select the data value or multiple cells before mapping.

You can map units by dragging in Microsoft Word or Excel.
- On the **Disclosure Management Mapping Tool** panel, click the **Unit** tab and select a unit from the list.
- Click .

The mapped data point is highlighted.

Removing Mapped Units

You can remove a mapped unit for a single data point or multiple data points in an Office document.




 **Note:**

Removing a mapped unit cannot be undone, and you must remap the XBRL context to recreate the mapping.

To remove a mapped unit for one or multiple data points in an Office document:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).





2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Unit** tab.
4. Click  to display the Remove Mappings dialog.
5. Select a mapped unit and click .
6. Click **OK**.

Updating Unit Detail

To update a unit:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Unit** tab.
4. On the **Unit Listing** pane, select the unit and then click  to display the Unit dialog.
5. Update the unit detail and then click **OK**.


Deleting Units


You can remove an XBRL unit. Deleting a unit affects all existing mappings that are associated with the deleted unit; they no longer have a unit association.

To remove a unit:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** pane, select the **Unit** tab.

4. On the **Unit Listing** pane, select a unit.
5. Click .
6. Click **Yes** on the confirmation message.




Looking up Units

Use the Lookup feature to find a selected unit by unit name, measure, divide by attribute, or denominator value.

To look up a selected unit:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** pane, select the **Unit** tab.
4. In **Lookup** field, enter the lookup by unit value.
Available values: unit name, measure, divide by attribute, or denominator value.
5. Select  to search up in the listing or  to search down in the listing.
The found unit is highlighted in the Unit listing pane.

About Footnotes



Many business reports regularly include explanatory textual details about business data within the report; these are known as footnotes. Footnotes can be associated with a data point in a financial statement that is mapped to a numerical taxonomy concept. For example, a footnote is associated with \$1000, which is mapped to the numerical taxonomy concept "Marketing and Distribution," which has a data type of `xbri:monetaryItemType`.

Adding Footnotes

To add a footnote:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** panel, select the **Footnote** tab.
4. Select  to display the **Footnote** dialog.
5. In **Name**, enter a descriptive name for the footnote.
For example, if you are adding a footnote about revenue, you might enter *Revenue Recognition*.
6. Select **Formatted** to view the formatting options.

See [Table 1](#).

7. In **Language**, select a language from the drop-down menu.
8. Enter the footnote text in the text entry field.

For example, you might enter the text below for *Revenue Recognition*:

We derive revenues from the following sources: (1) software, which includes new software license and software license updates and product support revenues, and (2) services, which include consulting, On Demand, and education revenues. New software license revenues represent fees earned from granting customers licenses to use our database, middleware, and applications software and exclude revenues derived from software license updates, which are included in software license updates and product support revenues. While the basis for software license revenue recognition is substantially governed by the provisions of Statement of Position No. 97-2, Software Revenue Recognition (SOP 97-2), issued by the American Institute of Certified Public Accountants, we exercise judgment and use estimates in connection with the determination of the amount of software and services revenues to be recognized in each accounting period.


9. Click **OK**.

Mapping Footnotes

To map one multiple data points to a footnote in the Office document (report/document level or function grid in Oracle Smart View for Office):

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).




2. From the **Disclosure Management** ribbon, click .
3. Open the **Disclosure Management Mapping Tool** pane and click the **Footnote** tab.
4. On the document, select the data point to map.

To select multiple data points in Excel table cells, press **Ctrl + Shift**. You can select a word, sentence, or paragraph of free-form text in Microsoft Word.

For Microsoft Word tables, you must select the data value or multiple cells before mapping.

You can map footnotes by dragging in Microsoft Word or Excel.

5. On the **Footnote** tab, select the footnote you wish to map, and click . The mapped data point is highlighted.

Removing Mapped Footnotes

You can remove a mapped footnote for one data point or multiple data points in an Office document.




 **Note:**

Removing a mapped footnote cannot be undone and you are required to remap the XBRL context to recreate the mapping.


To remove a mapped footnote for one data point or multiple data points in an Office document:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** pane, select the **Footnote** tab.
4. Select  to display the Remove Mappings dialog.
5. Select a mapped footnote and click .

 **Note:**

You can undo the action by clicking the **Reset** icon . However, once you click **OK**, the removed footnote cannot be undone.



6. Click **OK**.

Updating Footnotes

To update a footnote:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** panel, select the **Footnote** tab.
4. On the **Footnote** listing pane, select the footnote and then click  to display the **Footnote** dialog.
5. Update the footnote detail and then click **OK**.



Deleting Footnotes

You can remove an XBRL footnote. Deleting a Footnote affects all existing mappings that are associated with the deleted footnote; they no longer have a footnote association.

To remove a footnote:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** panel, select the **Footnote** tab.
4. On the **Footnote** listing pane, select the footnote to be removed.
5. Click .
6. Select **Yes** on the confirmation message box.

Formatting Footnotes

You can format a footnote by applying the standard word processing formatting, manage indentation and spaces, and format a word, number, or an paragraph.

Table 7-4 Footnote Formatting Options and Descriptions


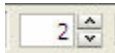





















Formatting Icon	Description
	Font Type
	Font Size
	Bold
	Italics
	Underline
	Subscript
	Superscript
	Justify Left
	Undo
	Redo
	Clear Styling
	Rich Text Editing Mode
	Source Code Editing Mode
	Foreground Color
	Background Color

Table 7-4 (Cont.) Footnote Formatting Options and Descriptions

Formatting Icon	Description
	Justify Center
	Justify Right
	Justify Full
	Bullet
	Numbered List
	Outdent
	Indent
	Add Link (Launches Explorer User prompt)
	Remove Link




Looking up Footnotes

Use the Lookup feature to find footnotes.

To look up a footnote:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** pane, select the **Footnote** tab.
4. In **Lookup** field, enter the footnote name.
5. Click  to search backward in the listing or click  to search forward in the listing.

The matching footnote is highlighted in the Footnote pane.

Viewing Footnote Detail

Footnote details are shown on the Footnote Details pane for a selected taxonomy footnote. This information reflects the footnote name and description.

Table 7-5 Footnote Detail Pane fields and descriptions

Field	Description
Name	Displays the name of the footnote, which is not persisted to instance documents
Footnote	Displays the footnote text

About Variables

Variables contain a specific value that can be used repeatedly across Disclosure Management reports and doclets. You can edit an existing variable to display a different value in all the places the variable is mapped.

A placeholder for a variable is placed in a Disclosure Management report or doclet to indicate a variable mapping. When the document/doclet is evaluated, the value associated with the variable replaces the placeholder. There are two types of variables:



- **Static Variable:** A Static Variable is created with any user defined value and mapped in the document/doclet. Variables can be numbers, dates, symbols, strings, and so on. Static Variables are defined in a single location using the Variable tab. The variable is used as a placeholder for that text in any location in the documents. When evaluated, the placeholder displays the value of the variable in the mapped areas. A useful example of Static Variables is for date management. Since the same date appears in numerous locations throughout a filing which must be individually updated during the rollover process, by using variables, only the variable value needs to be changed during the rollover. Static variables can be edited from any doclet associated with a given Disclosure Management report. The original doclet information of the static variable is retained, no matter where it was edited. For example, if a static variable created in doclet1 is edited in another doclet or Disclosure Management report, the static variable value is updated and the original doclet information is retained.
- **Reference Variable:** A Reference Variable can use any text or image in a document/doclet to create a reference. Once the reference variable is created, you can map the variable to create cross-reference or page-reference hyperlinks. If your document contains a Table of Contents, you can use reference variables to add a table of contents text and page numbers.

Creating a Static Variable

To create a Static Variable:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. From the **Disclosure Management Mapping Tool**, select the Variable tab. Click  and select **Static Variable**.
4. In the Static Variable dialog **Name** field, enter a unique identifier. For example, CURR_YEAR. Do not use special characters and do not add spaces between words.
5. In the **Value** field, enter a value. For example, April 1, 2012.
6. Click **OK** to save the variable.
7. Variables are saved on the Variables tab.



Creating a Reference Variable

Reference Variables are useful in identifying key words, phrases and locations within a document. The reference variable identifies a location or a selection of text that you name and identify for future reference.

To create a reference variable:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. Select some text, image, or data in the document or doclet.



3. From the **Disclosure Management** ribbon, click .
4. From the **Disclosure Management Mapping Tool**, select the Variable tab. Click  and select **Reference Variable**.
5. The selected text is populated in the **Value** field of the Reference Variable dialog.

Note:

If data in a grid is selected, the variable is created at the document level - not the data source level.

6. In the **Name** field, enter a unique description. Do not use special characters and do not add spaces between words.
7. Click **Link** to create the link to the selected text.
8. Click **OK**.


Locating Reference Variables

You can view the location of reference variables in a doclet and Disclosure Management report.

To locate variables:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).




2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, select the **Variable** Tab.
4. Right-click a reference-type variable. The **Reference Variable** dialog is displayed.
5. Click **Locate**. The reference variables are highlighted on the document.
6. Click **OK** to exit the Reference Variable dialog.

Mapping Static Variables

Once you have created static variables, you can map them to a location within your document

To map a static variable:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. Select a location on your document where you want the variable to display.
3. From the **Disclosure Management Mapping Tool**, select the Variable tab to display the variables list. For each variable in the list, the **Type** column conveys the kind of variable attached to it - Static or Reference.
4. Select a Static type listing, then click .
5. The mapping instructions are added to the Details tab.


Mapping Reference Variables

Reference variables can be mapped different ways - as cross reference, page reference, or hyperlink.

Mapping Reference Variables as Cross Reference

After you create a reference type variable, you can map it as cross references. Cross references are used to refer text or images from one part of the document to another. For example, If you create a reference variable named "Statement of Operations", you can map that text to another location as a cross reference. On evaluation, the value of the reference variable "Statement of Operations" is displayed in the mapped location.

To map reference variables as cross reference


1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. Highlight the document location where you want to add a cross reference.
3. From the **Disclosure Management Mapping Tool**, select the Variable tab to display the variables listing and search for a Reference type variable. You can click the Type column header to group the list of variables by type.
4. Highlight a reference variable and click  to display the Map Variable dialog.
5. Click **Cross Reference** to insert the value of the reference variable. This is the default setting.
6. Optional. Click **Insert as Hyperlink** to add a link to the location of the reference variable.
7. Click **OK**.

Mapping Reference Variables as Page Reference

The Page Reference inserts the page number of the reference variable in the mapped location. You can select a reference variable and map it to the desired location. For example, you can place the mapping in the Table of Contents. The generated result will display the page number. You can also set up a hyperlink to the reference variable

so when you click the page number, you will link to the reference variable in the document.


To map reference variables as page references

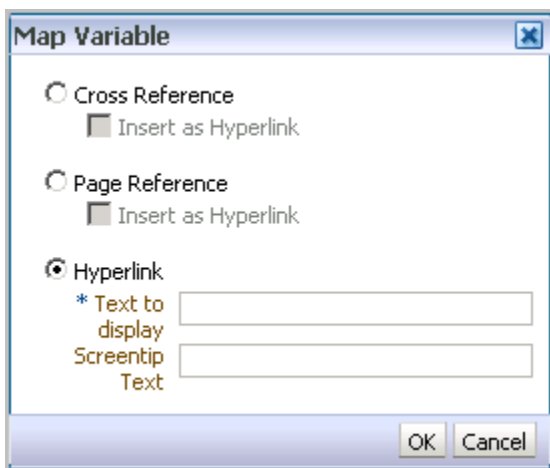
1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. Highlight the document location where you want to add a page reference.
3. From the **Disclosure Management Mapping Tool**, select the Variable tab to display the variables listing and search for a Reference type variable. You can click the Type column header to group the list of variables by type.
4. Highlight a reference variable and click  - to display the Map Variable dialog.
5. Click **Page Reference** to insert the page number reference of the of the reference variable location.
6. Optional. Click **Insert as Hyperlink** to add a link to the location of the reference variable.
7. Click **OK**.

Mapping Reference Variables as Hyperlinks

You can select a reference variable in any place in the document, then use hyperlink mapping to create the text you want to display in the selected location of the document. For example, in hyperlink mapping you can add the text "Click Here" to display in the document which will link to the location of the reference variable you selected. You can also define screentip text that will appear when the mouse is held over the selected location.

To map hyperlinks to reference variables:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. Highlight the document location where you want to add a hyperlink.
3. From the **Disclosure Management Mapping Tool**, select the Variable tab to display the variables listing and search for a Reference type variable. You can click the Type column header to group the list of variables by type.
4. Highlight a reference variable and click  to display the Map Variable dialog.



5. Click **Hyperlink**.
6. In the **Text to display** field, enter the hyperlink text you want to display in your document. Required.
7. In the **Screentip Text** field, enter the text you want to display when the user's mouse hovers over the selected text.
8. Click **OK**.

Viewing the Variable Listing

Variables can be viewed in the Variables pane of the **Disclosure Management Mapping Tool**. The information includes:

- Name - User defined variable name assigned to the user. No spaces are allowed.
- Value - For static variable, the value entered by the user. For reference variable, the value selected from the document.
- Type - The type of variable - Static or Reference.
- Location - The name of the doclet where the variable was created.


If the variable is created in the Disclosure Management report, the report name is shown.

When you click on a variable in the list, its mapping is reflected in the bottom pane. The information includes:

- Value - Using Word, the page and line number where the mapping is located in the document. Using Excel, the page and cell location (row and column) where the mapping is located in the document.
- Type - For reference variable, the mapping types that display - can be Cross Reference, Page Reference, or Hyperlink. For Static variable, the Static Variable type is displayed.
- Location - The name of the doclet where the mapping was done.

Editing Variables

To edit a variable, you select a variable and click .

- If you select a static variable, the Static Variable dialog is displayed. Enter a new Value field and click **OK**.
- If you select a reference variable, the Reference Variable dialog is displayed. click **Locate** to view the current location of the reference variable in the document - the location is highlighted in yellow. In the document, click on a new location and in the Link Variable dialog click **Link**. Click **OK**
- Click , to update the mapped locations of the variables.

Note:

Reference variables must be edited only from the doclet where they were created.

Deleting Variables and Removing Variable Mappings

When you delete a variable, you also delete all the mappings. If any mappings for the deleted global variable exist in a document, they are automatically removed. If a variable is mapped in multiple doclets and the variable is removed from the Disclosure Management report, the variable is removed from all the doclets.

You can remove a variable mapping from anywhere in a Disclosure Management report or a doclet regardless of where the variable was created. Removing a mapping causes the removal of variable information from that location in the document.

To delete variables:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. On the **Disclosure Management** ribbon, select **Mapping Tool**, and then select the Variables tab
3. Highlight a variable, click the Action drop-down and select **Delete**.



To delete a variable mappings:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. On the Disclosure Management ribbon, select **Mapping Tool**, and then select the Variables tab
3. On the Details tab, highlight a variable mapping, click the Action drop-down and select **Remove Mapping**.

Viewing Variable Mappings in your Document

You can select a mapping in the Details tab to highlight the mapping location in a current document.

To view mappings:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).
2. On the Disclosure Management ribbon, select **Mapping Tool**, and then select the Variables tab.
3. On the **Variables** tab, click a variable to display the mappings in the Details tab.
4. Do one of the following to see the mapping in the document:
 - Double-click a variable mapping.
 - Highlight a variable mapping, then click .
 - Highlight multiple variable mappings, then click .

Evaluating Variables

On the Disclosure Management ribbon, you can toggle between the Show Variables / Evaluate Variables button to view variable values or variable definitions, respectively. There are some limitations:

- In Microsoft Excel and Word doclets, page reference variables cannot be evaluated since the page number value represents its position within the scope of the Disclosure Management report only. The page reference evaluates correctly from the Disclosure Management report.
- In Microsoft Excel and Word doclets, clicking on a hyperlink variable in evaluated mode will only navigate to the appropriate location if the hyperlink target is within the same doclet. If the hyperlink target is in a different doclet, clicking the link has no effect. All hyperlinks are linked correctly from the Disclosure Management report.
- In the Disclosure Management report, all variables coming from all doclets are evaluated correctly.

About Dimensions

A dimension is a slice of a default domain of an axis of a hypercube. In taxonomies, a dimension member is part of a group of other dimension members, which contain a default dimension or default domain. A hypercube is also known as a "Table". For example: Dimension members exist under a default dimension such as: Toys [Default dimension], Dolls [dimension member], Bats [dimension member], and Balls [dimension member]. XBRL defines two types of dimension:

- Explicit dimensions - The domain and members are known. The breakdown structure and content is explicitly defined in the taxonomy.
- Typed dimensions - The domain members are unknown, including the breakdown structure and content. These members may be infinite or impractical to enumerate explicitly in the taxonomy.

You can use an XBRL dimension to add content to a measure value. You can think of them as a categorization or segmentation of concepts. XBRL dimensions use categories to describe how you arrived at a measured value by illustrating semantic relationships between facts and how they have been segmented. For example, if a Revenue concept contains a Region dimension and a Product line dimension, you can reuse the Region and Product line dimensions for other concepts as well. The Revenue concept must choose one value from each dimension. So you can't report Revenue without saying which Region or which Product line is applicable. This would generate a validation error. Some taxonomies specify a "default" which is generally the "domain". So a default for the Region dimension could be "All Regions" and for Product line could be "All Products". With these two defaults in place, a reported "Revenue" with no explicitly mapped dimensions would indicate that you are reporting "Revenue" for "All Regions" and "All Products".

The following image shows the "Default" notation on the Dimension Members tab:

Smart View

Disclosure Management Mapping Tool

Concept Context Unit Footnote Variable Review Validate

Actions [Icons] EN [Dropdown] Presentation [Dropdown]

Lookup [Text Box]

- Categories of current financial assets and current financial liabilities [abstract]
 - Current financial assets at fair value through profit or loss
 - Current financial assets that are debt instruments, at amortised cost
 - Current financial assets that are equity instruments, at cost
 - Current financial liabilities at fair value through profit or loss**
 - Current financial liabilities at amortised cost
 - Current loan commitments, at cost
- Categories of financial assets and financial liabilities [abstract]
 - Financial assets at fair value through profit or loss
 - Financial assets that are debt instruments, at amortised cost
 - Financial assets that are equity instruments, at cost
 - Financial liabilities at fair value through profit or loss
 - Financial liabilities at amortised cost
 - Loan commitments, at cost
- Other reserves [abstract]
- [800200] Notes - Analysis of income and expense
- [800200] Notes - Analysis of income and expense
- Analysis of income and expense [abstract]

Details Search Result Dimension Members

Label	Current financial liabilities at fair value through profit or loss
Name	CurrentFinancialLiabilitiesAtFairValueThroughProfitOrLoss
Data Type	xbri:monetaryItemType
Abstract	false
Period Type	instant
Balance	credit
Tuple	false
Substitution Group	xbri:item



Note:

Using the look-up text in the dimension hierarchy, you can search for any dimensions assigned to a concept.

In the mapping process, dimension members become associated with an XBRL context. As such, the dimension mapping is associated with the concept map and must be mapped after the concept has been mapped to the fact value.

XBRL dimensions are not the same as dimensions in Oracle Enterprise Performance Management System products such as Essbase or Oracle Hyperion Financial Management. While some conceptual similarities exist, no systematic relationships exist between XBRL dimensions. The two should not be confused.

Basic terminology for XBRL dimensions:

- **Hypercube**—Expresses a collection of dimensions. The hypercube defines which dimensions are associated with which primary items.
- **Primary Item**— A concept that represents a line item in a financial report. When a hypercube is associated with a primary item, it determines which dimensions may be applied.
- **Dimension**—Category by which information is reported.
- **Domain and Domain Members**—A set of all domain members that are used to express a dimension.



Mapping Primary Items

Once primary items are shown by selecting the Dimension view on the Concept tab, you map primary items in the same way that regular taxonomy concepts are mapped (from the Presentation or Calculation views). Note that primary items are also listed in the presentation and calculation views.

To map a primary item:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** panel, confirm that the Dimension view is selected on the **Concept** tab.
4. On the document, select the primary item to map.
5. On the **Concept** tab, click .

Mapping Domain and Domain Members

After you select a primary item from the top pane, you can map domains and domain members from the dimension tree in the Dimension Members pane. When mapping domain and domain members, note the following:

- Multiple domains and/or domain members can be mapped from different dimensions to the same fact value. For example, users can map the domain members "Soda" and "New York" to the same fact value.
- Mapping multiple domain members from the same dimension to the same fact value is not allowed. For example, you cannot map the domains "East" and "West" from the "Regions" dimension to the same fact value.
- Hypercubes and dimensions are always abstract and Disclosure Management does not allow you to map to Office document data.

- Default dimensions - Some taxonomies specify a "default" for a dimension which is typically the domain. When the default is the intended dimension value, no dimension mapping is needed. Rather, it is inferred. The following image shows a default notation on the Dimension Members tab:



The screenshot shows the Smart View interface for the Disclosure Management Mapping Tool. The 'Details' tab is selected, displaying search results for a specific dimension member. The 'Dimension Members' section lists the following attributes:

Attribute	Value
Label	Current financial liabilities at fair value through profit or loss
Name	CurrentFinancialLiabilitiesAtFairValueThroughProfitOrLoss
Data Type	xbri:monetaryItemType
Abstract	false
Period Type	instant
Balance	credit
Tuple	false
Substitution Group	xbri:item

To map a domain or domain member:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool** panel, confirm that the Presentation or Definition view is selected on the **Concept** tab.
4. On the document, select the domain item to map.
5. Select the domain or domain member.
6. On the Dimension Members tab located on the bottom pane, click .

Report Level Mapping

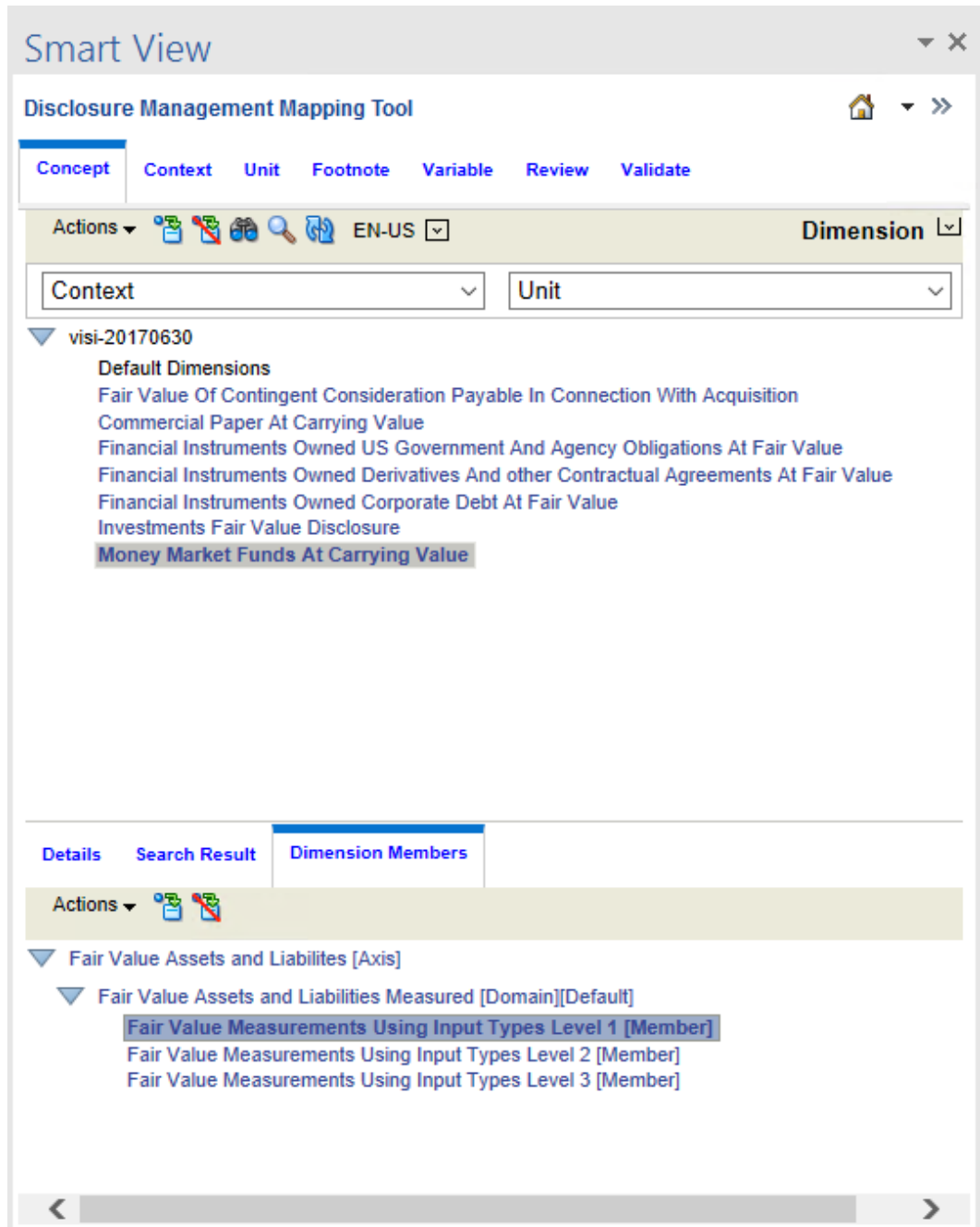
When mapping a dimension for a report-level mapping, Disclosure Management allows you to map:

1. The primary item. In the example below, the primary item mapping is made to a cell in the document using the Concept tab:

2. A dimension to an individual cell. The image below shows the selected cell:

	September 30, 2012					December 31, 2011		
	Fair Value Measurements Using Input Types					Fair Value Measurements Using Input Types		
(in millions)	Level 1	Level 2	Level 3	Total		Level 1	Level 2	Total
Assets:								
Money market funds	\$ 36	\$ -	\$ -	\$ 14	\$ 3,371	\$ -	\$ -	\$ 3,472
U.S. Treasury, U.S. government and U.S. government agency debt securities	415	-	-	526	1,140	-	-	1,040
Commercial paper debt securities	-	14,042	-	14,531	-	11,882	-	11,664
Corporate debt securities and other	244	1,837	-	1,492	107	1,887	-	1,991
Derivative financial instruments	-	51	-	63	-	36	-	289
Total assets	\$ 695	\$ 15,930	\$ -	\$ 16,626	\$ 4,618	\$ 13,805	\$ -	\$ 18,456

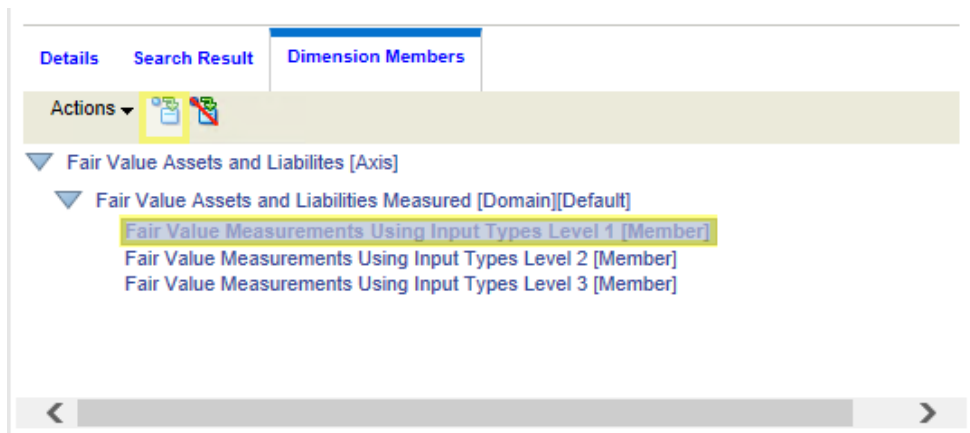
The image below shows the dimension that is mapped to the cell using the Dimension Members tab.



3. A dimension to a selection of cells. The image below shows a group of selected cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1		September 30, 2012												December 31, 2011														
2		Fair Value Measurements Using												Fair Value Measurements														
3		Input Types												Using Input Types														
4	(in millions)	Level 1	Level 2	Level 3	Total	Level 1	Level 2	Total																				
5	Assets:																											
6	Money market funds	\$ 36	\$ -	\$ -	\$ 14	\$ 3,371	\$ -	\$ 3,472																				
7	U.S. Treasury, U.S. government and U.S. government agency debt securities	415	-	-	526	1,140	-	1,040																				
8	Commercial paper debt securities	-	14,042	-	14,531	-	11,882	11,664																				
9	Corporate debt securities and other	244	1,837	-	1,492	107	1,887	1,991																				
10	Derivative financial instruments	-	51	-	63	-	36	289																				
11	Total assets	\$ 695	\$ 15,930	\$ -	\$ 16,626	\$ 4,618	\$ 13,805	\$ 18,456																				

The image below shows the dimension that is mapped to the group of cells using the Dimension Members tab.



Indirect Data Source Tagging

When working with Excel tables, Oracle recommends that you apply XBRL tags to the Presentation worksheet (sheet1) and reference (link) them to the appropriate worksheet (sheet2) responsible for the data refresh. See [Tagging Indirect Data Sources](#).

Validating Dimension Mapping

To create a dimension map, Disclosure Management requires that the domain/domain member can be associated with a valid taxonomy concept. The XBRL specification for dimensions defines a binding relationship between a taxonomy concept and a domain member.

Prerequisites for creating a dimension map are:

- Existing Concept Map—You must first map a taxonomy concept before creating a dimension map. Domain and domain member mapping cannot occur on Office data that does not have an existing taxonomy concept map.
- Primary Item Compatibility—The mapped primary item must be compatible with the given domain or domain member. Every primary item defines the dimensionality that can be associated with it. For example, the domain "East" may be mapped to the data that is also mapped to the concept "GrossProfit". However;

"East" should not be mapped to data that is also mapped to the concept "CompanyName". While Disclosure Management lets you create this, it will throw a validation error.

Dimension Map Storage

After you create a valid domain or domain member map to data in an Office document (Microsoft Excel or Word), the Disclosure Management add-in stores information about the mapped dimensionality. This information exists in addition to information about the mapped taxonomy concept, its context, and its unit (for numeric concepts).

Context Management

Disclosure Management enables you to consolidate the contexts that use the same context and dimension combination instead of creating another context per mapped item (that is, a dimension associated with a fact-value). For example, suppose your document is modeled as shown below:

	A	B	C	D	E
1		East		West	
2		Qtr1	Qtr2	Qtr1	Qtr2
3	Revenue	500000	510000	400000	420000
4	Profit	600000	610000	550000	560000

- Cell B3 has a concept ("Revenue"), a context ("Qtr1"), and a domain ("East") mapped to it. A context is generated that consists of "Qtr1" and "East".
- Cell B4 has a concept ("Profit"), a context ("Qtr1"), and a domain ("East") mapped to it. This cell uses the same context as cell B3. Disclosure Management does not create a new context for cell B4.
- The previous example generates four contexts ("Qtr1-East", "Qtr2-East", "Qtr1-West", and "Qtr2- West"). However, there are only two explicitly defined contexts; ("Qtr1" and "Qtr2").
- The Disclosure Management add-in stores the dimensional information in much the same way as it stores mapped taxonomy concepts, with the corresponding data (in the Office document).

Context Pane

When a context is created, the context pane is updated and shows the list of contexts. All contexts are read-only. However, you can map contexts as any other contexts mapping. For version 1, users cannot rename the auto-generated name for the context that is shown in the Context pane. The name consists of the context name, plus the dimension name as shown in the dimension tree (for example: "Qtr1 - East").

Instance Generation

After the contexts are consolidated, they become actual contexts (for instance documents only). The instance generation routine inserts XML comments above context definitions (within the instance XML) documenting the context's user-friendly name, enabling users to identify the contexts within the instance XML if they choose to examine the XML.

Applying Typed Dimensions

Unlike explicit dimensions, where the breakdown in the taxonomy is known (finite) and listed, Typed dimensions are used when the breakdown structure and content is unknown, infinite or impractical to enumerate explicitly. Typed dimension values are defined by the preparer and are not present in the taxonomy. The preparer can create any number of members as per their reporting entity's requirement. For example, a typed dimension for "Sales Representation Name" can be reported multiple times for each "Sales" person.

Disclosure Management supports the ability to tag typed dimension meta-values at the document level and from all Disclosure Management supported sources.

After Typed dimensions are defined, they can be mapped, reviewed, validated, rolled over, exported, and published in the same manner as explicit dimensions.

Mapping - requires a primary item mapping, contextual mapping, and (optional) Unit mapping (depending on the data type of the primary item. As financial items tend to be monetary, the user should always map a unit to the primary item to avoid XBRL validation errors.



Creating a Typed Dimension Instance

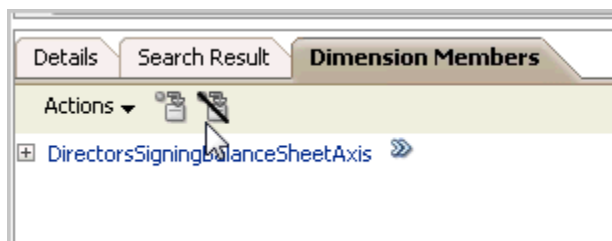
You open a registered report and select a taxonomy that contains typed dimension definitions, then select a dimension member. Then you create an instance by identifying a primary item located on the Disclosure Management report, map each values associated with the primary item, and then map the entire area of values in the Disclosure Management report associated with the primary item.


To define typed dimension values

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).




2. From the **Disclosure Management** ribbon, click  to display the Mapping Tool panel.
3. Click the **Concept** tab navigate to an XBRL concept in the taxonomy containing typed dimension definitions.
4. When an appropriate XBRL concept is selected, the "Dimension Members" tab in the lower pane displays both associated explicit and typed dimensions. Typed dimensions use the Edit Dimension button,  to identify them.





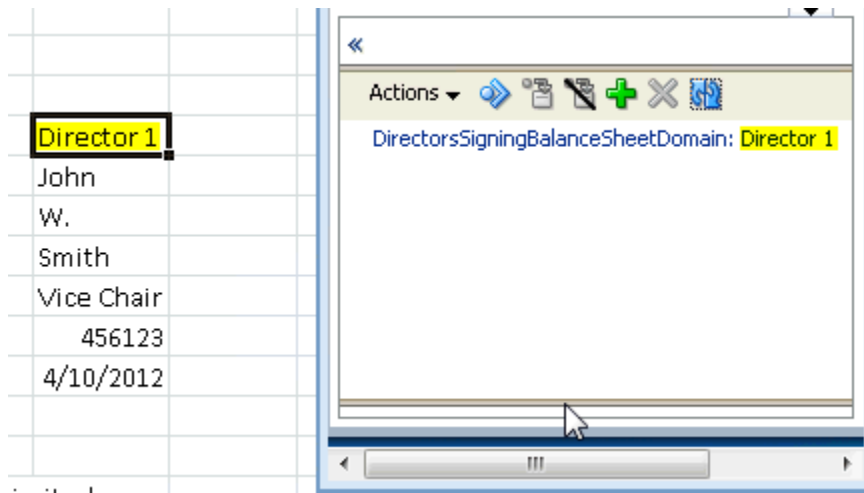
- On the Dimension Members tab, click a dimension associated with an Edit Dimension button .


 **Note:**

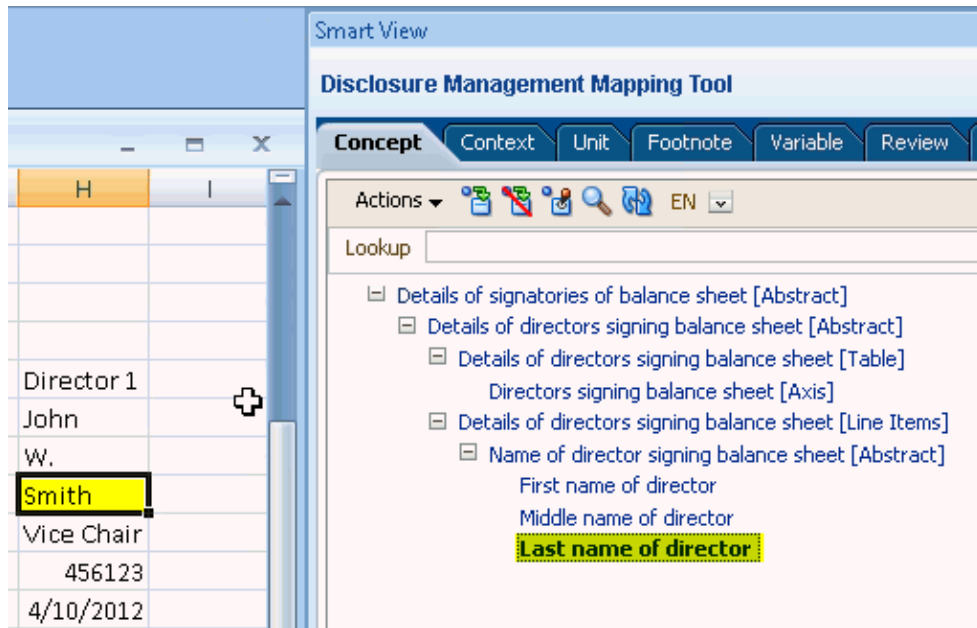
The Edit Dimension button  indicates that it is a typed dimension.


All the instances of the typed dimension definitions, if available, display on a typed dimension tab located to the right of the Dimension Members tab.

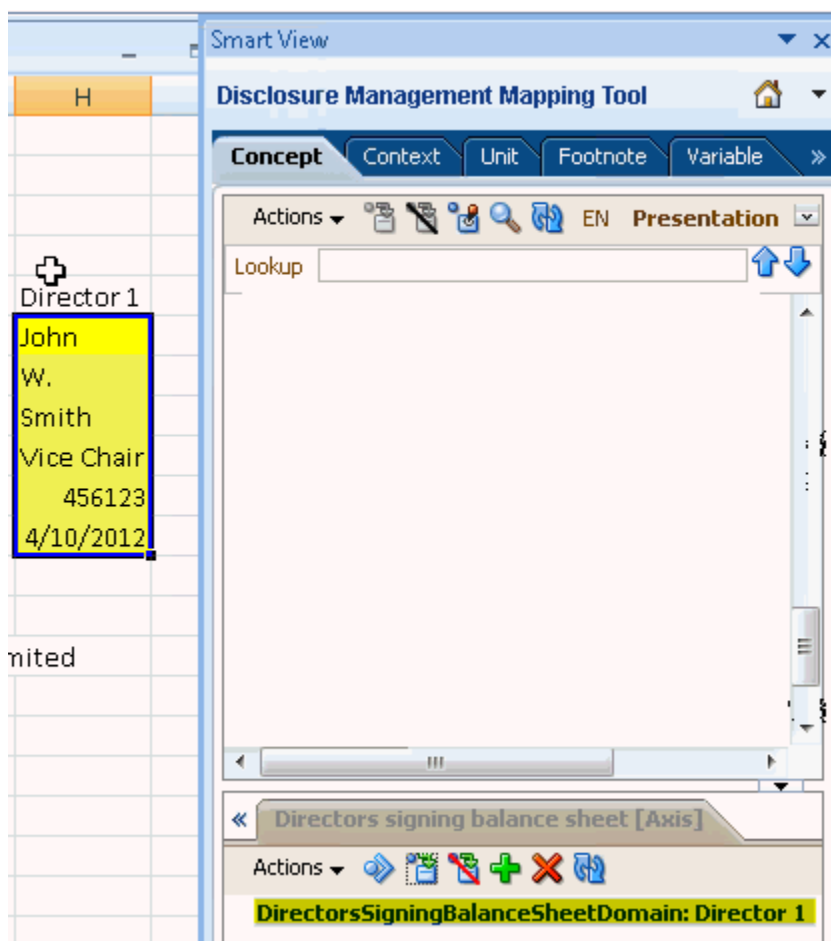
- Click .
- To associate the dimension values to a value header, on the document, highlight the value header, and then click the Capture Value button . The image shows selected item.



- You are ready to map the values associated with the value header. On the Concept tab, select the typed dimension and, on the document select the value you wish to map, then click . The mapped item is highlighted.



9. When you have completed mapping all the values for the selected value header, select the dimension on the bottom pane, select the region in the document that represents the values, and click .



About Tuples

An XBRL tuple is a series of related concepts. Unlike a taxonomy, a tuple requires additional related concepts. A tuple member itself may not provide enough relevant information; however, a group of tuple members does. For example, the tuple concept "company address" may consist of the following tuple members: "Name", "Street", "City", "State", "Postal Code", and "Country". One tuple member by itself (such as "City"), is not sufficient to describe the concept "company address". Only when all tuple members are provided does the concept become meaningful. The Disclosure Management Mapping Tool provides a "tuple view" under the Concept tab that shows all existing tuples defined within a taxonomy.

Working with Tuples

In the instance document a *tuple group* describes a collection of tuple members nested within a tuple node. Like XBRL contexts, units and footnotes, tuple groups are created and deleted by the Disclosure Management Mapping Tool. However, a major distinction is that tuple groups are stored in the map repository. Note that tuple parents are typically abstract (cannot be mapped) and its child members (also known as tuple members) are non-abstract (can be mapped).

Not all taxonomies use tuples. Typically, taxonomies use either tuples or XBRL dimensions but not both.

An embedded tuple is a parent tuple, which is defined inside another tuple. Embedded tuples are similar to a tuple group (as defined above), except that they can only be created and deleted from within their corresponding tuple group. It is not possible to create a tuple group from an embedded parent tuple. Additionally, information about embedded tuple group parents is not stored in an Office document.

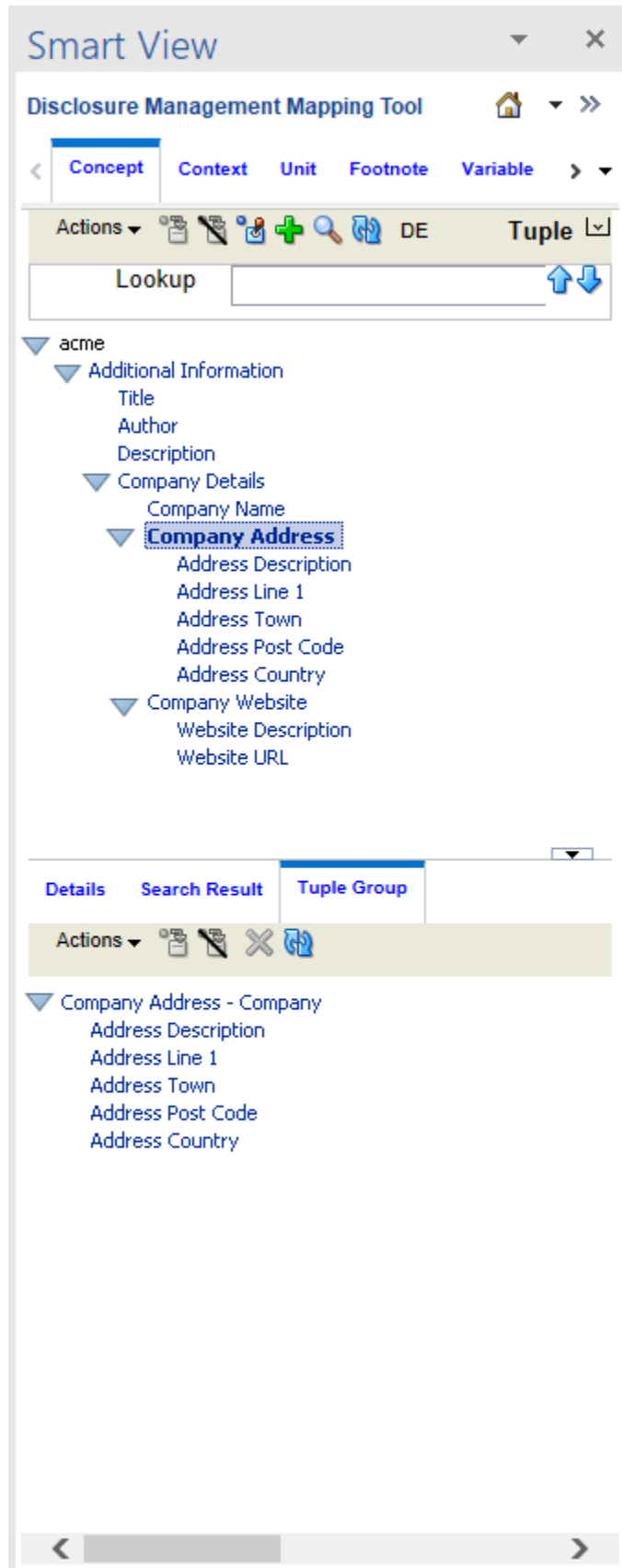
Working with Complex Tuples

Using Disclosure Management Mapping Tool, you can define or create a tuple group, and store in the map repository. The main advantage of complex tuple is that user can select choices and set the max occurrences within the tuple.


The XBRL tuples can be viewed in the Concept tab. You display the Dimension view for an active taxonomy by way of the relationship view list (located to the right of the Concept tab ribbon). After you select the tuple view, the top panel shows all of the tuple nodes (if any).

When you select a tuple from the top pane, the Tuples Detail pane (bottom panel) updates to display tuple group member detail.

The bottom pane shows a Tuples Group pane, which enables you to map tuple members to Tuple groups.



To change to the Tuple view:


1. On the Disclosure Management Mapping Tool panel, select the **Concept** tab.
2. With an open taxonomy that uses tuples, in the Taxonomy pane, click .

 **Note:**

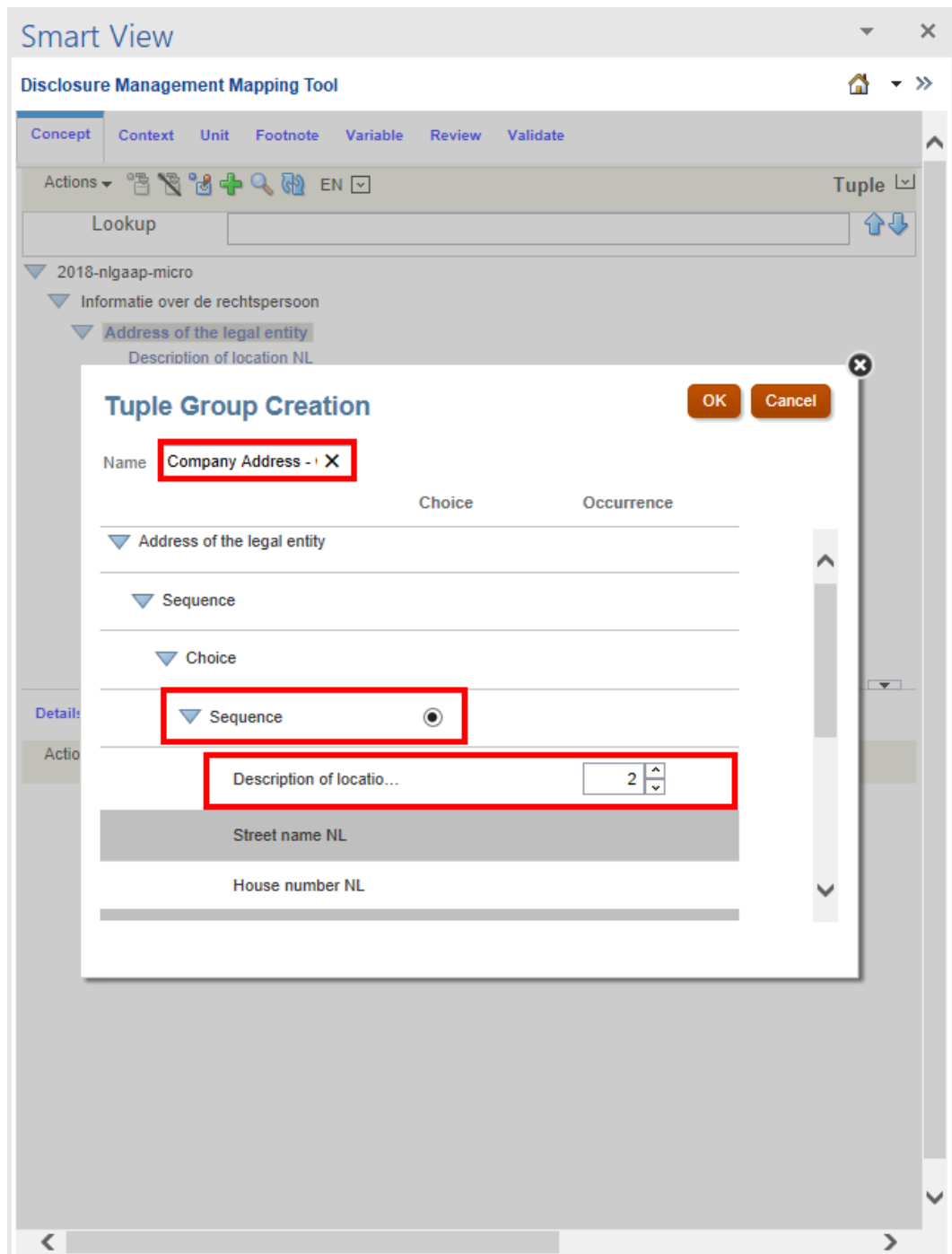
If the taxonomy does not support tuple, the "Tuple" text will be disabled.

3. From the drop-down menu, select **Tuple**.

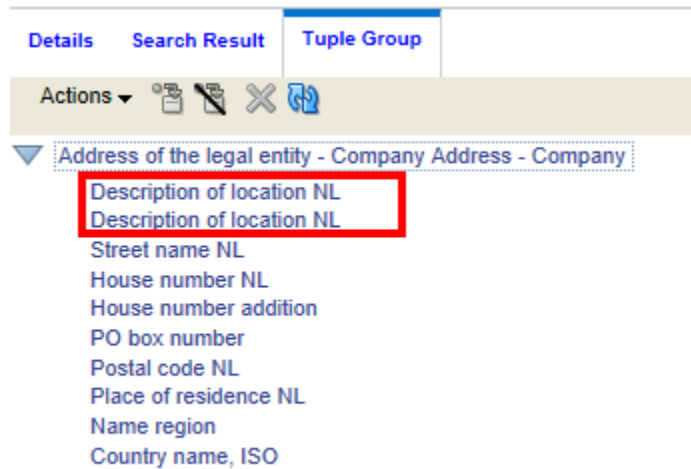
To define the structure of the complex tuple group:

1. Switch to the Tuple view.
2. In the top panel, find the parent tuple element.
For example, you could look for "Company Address".
3. Create a tuple instance by clicking the **New** icon - .
4. You are prompted to provide a name for the tuple instance, and select **choices** radio button, and set the **Occurrences** within the tuple.

Depending on the structure of the tuple, there can be choices or max occurrences to enter. Sometimes there will be only choice, and sometimes only Occurrences. Sometimes it could be a simple tuple. For example, you can view the both Choices and Occurrences in the following image.





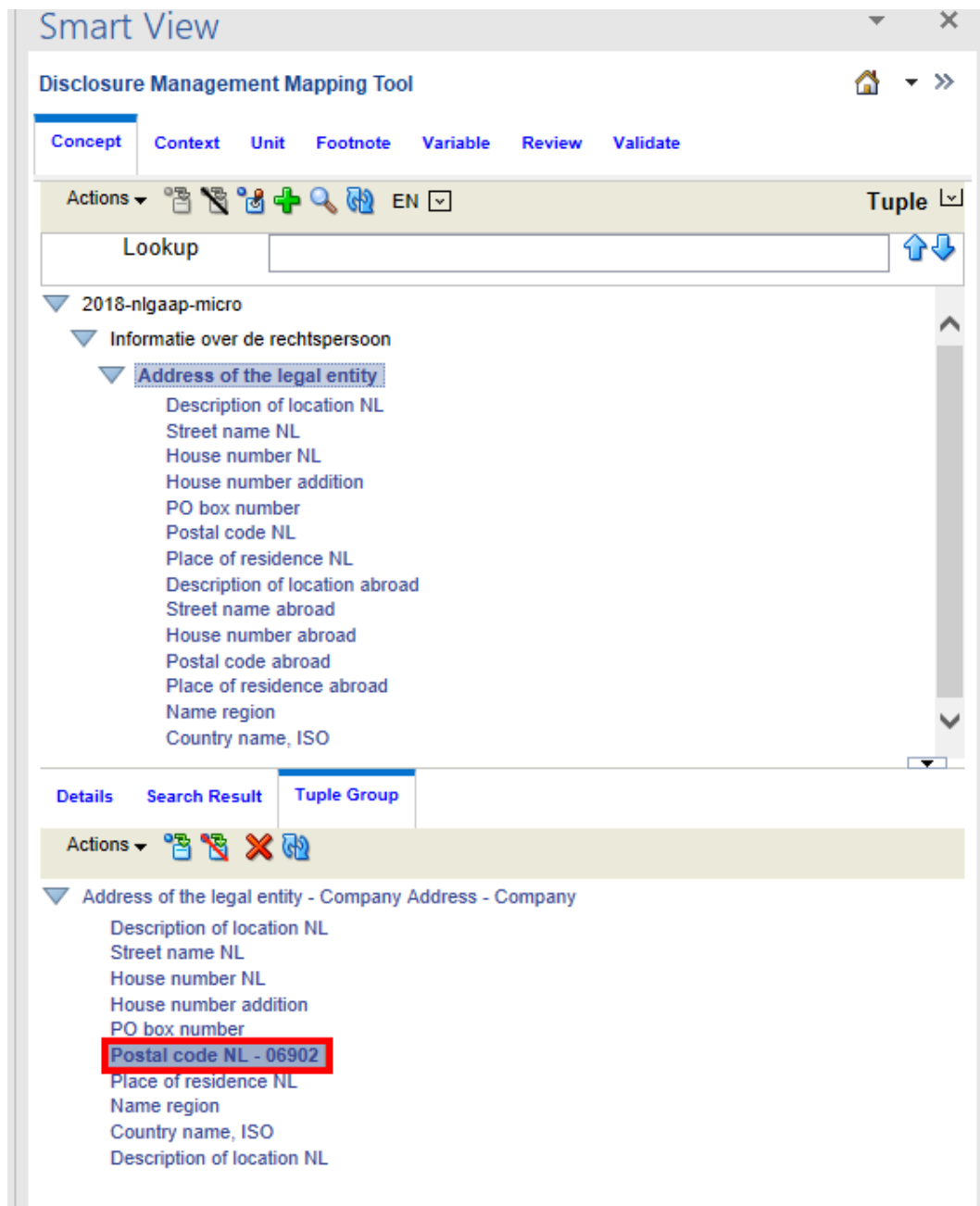
5. Click **OK**.
6. The tuple tree is recreated on the Tuple Group tab located on the bottom pane.



7. On the **Tuple Group** tab located on the bottom pane, map the individual tuple members using the same mapping paradigm used to map regular concepts (in the presentation view).

To map a tuple member to a tuple group:

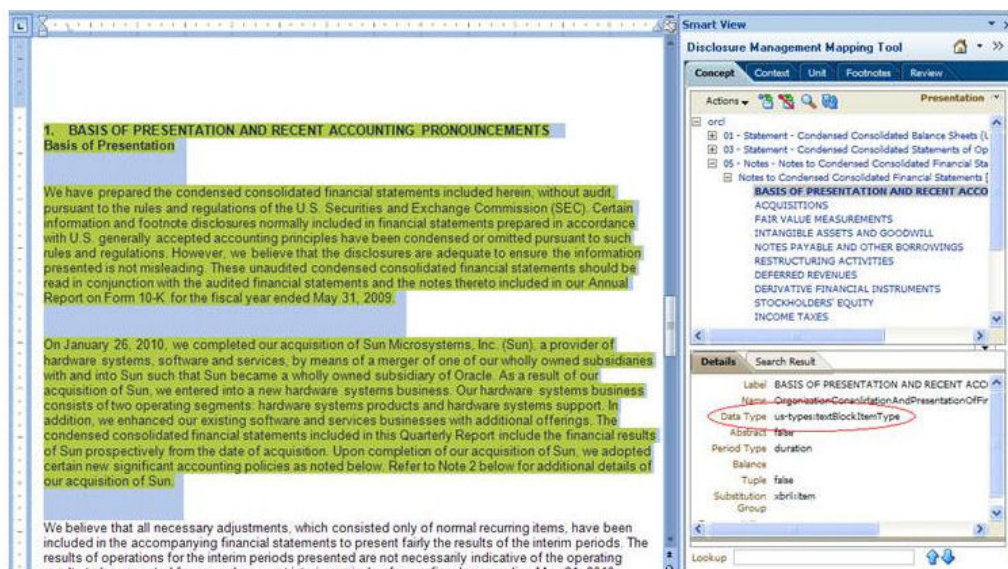
1. From the Disclosure Management report, highlight a tuple member value that needs to be mapped to **Postal code NL**, click  located on the bottom pane. For example, highlight **06902** value in the Disclosure Management report, and then map to the tuple member to **Postal code NL**, and then click  located on the bottom pane.
2. The mapped tuple instance of **Postal code NL** is added to the Tuple Group in the bottom pane.



Mapping Text Block

Text Block is a set of textual information that is mapped to a qualitative or non-monetary taxonomy concept; whereas a footnote can be assigned to any mapping.

In the following example, a text block is mapped to the Basis of Presentation and Recent Account taxonomy concept.



Note:

Rich Text format option is selected by default in the "Review" tab when tagging Block text, as it is a preferred option.

For rendering a XBRL table from Microsoft Word you must select the **Rich Text** option in the application. This is accessed by opening the **Review** tab in the Disclosure Management Mapping tool. Select the mapped value (for selecting a desired format, use radio buttons at bottom of the panel). Additionally, to complete a rendering of a XBRL table from Microsoft Word (*level 3 text block tags*) you must also select text characters immediately preceding the table such as a table title or sentence outside the table, so that the table is properly identified.

To map text block to a taxonomy concept:

1. Open the document with the text block to map.
2. From the Disclosure Management Mapping tool, select **Concept**.
3. Navigate to a concept with the appropriate data type and map the text block.

Nested Tags

Disclosure Management supports any level of nested tags where a data value can be tagged within another tag. Nested tags are useful when you need to tag items that need to appear several times in the instance document. For example, a fractional value may be tagged within text block, which itself has to be tagged separately within a text tag. In this case the fractional value is displayed twice in the document. In one instance the fractional value is included in the text block, and then again as a numeric value.

Disclosure Management handles nested tags based on which items are mapped and where the mapping occurs:

- When a tag is created (a concept is mapped to a section of the document), the new tag has no default context or unit.
- If a new tag is created using the "Quick Mapping" functionality, then the tag is created with the specified context or unit from the Quick Mapping user interface.
- When a section of a document is highlighted and associated with a context or unit for mapping, Disclosure Management identifies all "top-level" tags. A top-level tag refers to a tag that is not nested within another tag.
- When a top-level tag is within a highlighted range, Disclosure Management maps it to the context or unit. The mapping occurs whether or not a context or unit have already been mapped. Any existing context or unit mappings are overridden.
- Top-level tags that either begin or end outside the highlighted range are ignored and no mappings occur.

Removing Mapped Data and Deleting Disclosure Management Objects

There is an important distinction between removing an XBRL map association and deleting a Disclosure Management object:

- **Removing an XBRL Map Association**—Refers to removing or dissociating mapped XBRL elements from data in an Office document. For example, you remove a unit map from a numeric value table cell; however, the unit definition remains.
- **Deleting a Disclosure Management Object**—Refers to deleting a defined object such as a context, unit, variable, or footnote. For example, users can delete a defined unit from the list of units. When a Disclosure Management object is deleted, the Disclosure Management object and any associated mappings are removed.

Note:

Taxonomy concepts cannot be deleted in the Mapping Tool UI. Any edits to the taxonomy concepts must occur in the taxonomy Designer template and then refreshed into the Mapping Tool UI.

Removing XBRL Maps

You can remove XBRL mappings of taxonomy concepts, contexts, units, and footnotes from:

- One data point
- Multiple data points (an Office document which spans over two or more mapped data points)
- Dimensions (which could be document level mapping associations)
- Tuples

When you remove a mapped item, the Remove Mappings dialog box displays the mapped items that can be removed. The number of items listed depends on the Disclosure

Management object selected in the **Disclosure Management Mapping Tool**. For example, when a unit object is selected, the dialog box enumerates the document data points that are mapped to the unit object. After a mapping is removed, it cannot be undone, and you must remap the data to the Disclosure Management object to recreate the map. For taxonomy concepts, the mapping information is removed from the Mapping Repository and does not appear in the in Review mode. If the mapped concept has associated XBRL dimensions (document level associations), they are also removed from the Mapping Repository.

Options for mapping removal are:

- Suppress the taxonomy concept map from the selected data point in the Office document (the concept map is disassociated within the Office document, but not removed from the Mapping Repository). This is different from overriding a default mapping from a data point in an Office document.
- Permanently removing the taxonomy concept map from the member (the concept mapping is removed from the Mapping Repository). In this case, when a mapping is removed, it cannot be undone, and you must remap the member to the XBRL taxonomy concept to recreate the map. The taxonomy concept is removed from the Mapping Repository and does not appear in Review mode. Additionally, the XBRL mapping affects all existing Office documents in Oracle Smart View for Office, data derived from the same member.

Table 7-6 Remove Mapping Dialog Fields and Descriptions

Field	Description
Type	Shows the type of Disclosure Management object: Concept, Context, Unit, or Footnote
Mapping	Shows the XBRL taxonomy object to which the value has been mapped
Value	Shows the report value associated with the map

Deleting Disclosure Management Objects

You can delete a defined Disclosure Management object such as a context, unit, variable or footnote. For example, users can delete a defined unit object from the list of units. In this case, not only is the Disclosure Management object removed; any mappings within the Office document which are associated with the deleted object are also removed. Before a Disclosure Management object is permanently deleted, you can reset the procedure, However, after you permanently delete a Disclosure Management object by clicking OK, you cannot undo the action, and you must redefine the object and recreate the maps.



Note:

Taxonomy concepts cannot be deleted through the Disclosure Management Mapping Tool because they are defined in taxonomies. If the concept is part of an extension taxonomy, you can delete the concept in Taxonomy Designer. See [Working with Taxonomy Designer](#).

Reviewing Mappings

The Review tab enables you to review all the existing mappings relevant to the Office document. While in the review mode, you can remove mappings, modify, and edit mappings in an Office document. In addition, you can select a section of text in the current document to view only relevant mappings in that section by selecting **Filter Selection**. Display options enables you to show mapped items in two formats: tree view (consolidated maps) and list view (individual maps).



In both views, users can navigate to the appropriate data in the Office document by selecting a mapped item in the review list. Selecting items on the Review tab shows them highlighted in the Office document or Financial Reporting report.

Changing Tree or List Views

Display options enables you to show mapped items in two formats in Review mode:

- List—Shows a table containing all the individually mapped fact values. The columns can be sorted and the table column header can be customized.
- Tree—Shows mappings in a hierarchical representation. Individual maps are consolidated by concepts, contexts, units, and footnotes.

In both views, users can navigate to data in the Office document or Financial Reporting report.

To switch between views, from the **Review** pane, click  for the tree view, or  for the list view. This icon toggles between Tree View and List View.



Reviewing Dimension Mappings in a Report

You can review previously created dimension mappings in a "Review Export" report.

To review the typed dimension mappings of a primary report:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Review** tab.
4. Click . The Export dialog is displayed.
5. Select "Detailed Mapping Review" and click **Export**. The system generates a "Detailed Mapping Review" report for the primary item mappings.

Previewing Mapped Items

You can review the mapped value of an item on the Current Mapping tab in plain text format. Additionally for numeric values, you can also see the value before applying any formatting (which will be available for review on the corresponding Formatting tab). For string values, only the plain text format is shown. The Current Mapping tab provides the ability to delete


dimensions. You can also navigate to the Edit Dimension Members dialog to add or delete dimensions (see [Editing Dimensions](#)).

The Review tab displays all the mapped items located in the document. You can limit the list items to a selected section on the document. Disclosure Management provides a Filter Selection toggle button where you can select a section of text in the current document to view only mappings in that section. When the filter selection is "On", you can select another section of the document, click "Refresh" and the filtered list of mappings will display the mappings in the new section. Clicking the Filter Selection button again, defaults to all the mappings in the document.



To preview a mapped item:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Review** tab.
4. Change to List View, if not already displayed. Do this by clicking the **Actions** drop-down and selecting **List View**. The list displays all the mappings in the document.

Note:

To display items located in a section of the document only, highlight the section, and then click . Click  again to remove the filter and default to view all mappings in the document.

5. On the list view table, select a mapped value.
6. On the **Current Mapping** tab located on the bottom of the Review tab, preview the value in **Mapped Value** field.

Doclet Paging

You can display only the mappings of a specific doclet by using the doclet paging feature.

To enable doclet paging:

1. Go to options
2. Choose Enable Filter
3. Click the Filter button
4. Select the doclet mappings to display

Editing Dimensions





The Edit Dimension Members dialog lets you delete and add dimensions on a selected cell. The dialog shows separate tabs for "Explicit" and "Typed" dimensions. The top area shows a list box of related dimension members that you can add to the mapping of the selected cell. The bottom area shows a list box of dimensions that are mapped

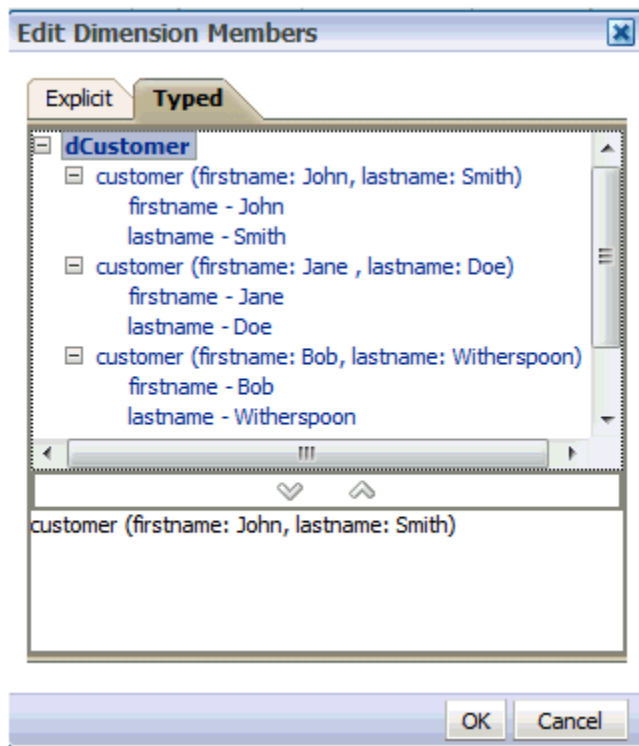
to a selected cell. You can use the shuffle panel's "Add" and "Remove" buttons to move dimension in and out of the list boxes .


To change dimension members:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Review** tab.
4. On the Concept column, select a dimension. The Current Mapping tab located on the bottom of the Review pane shows the selected dimension values.
5. You can either remove the dimension on the Current Mapping tab by clicking the Delete button () or click the Edit button () to display the Edit Dimension Members dialog.
6. Click . The Edit Dimension Members dialog is displayed. The Explicit tab or Typed tab is presented based on the type of dimension you selected.



7. The top area shows a list of dimensions you can add to the document. The bottom area displays the current dimension selected for the document.
8. Click the Shuffle buttons () to add or remove dimension between the lists.
9. Click OK to return to the Current Mapping tab.

10. **Important:** Click .


Changing Context and Units

A context or unit mapping can be changed directly from the Current Mapping tab on the Review pane.

To change a context or unit.

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Review** tab.
4. From the **Review** pane, click the Actions drop-down and select **List View**.
5. Select the mapped item.
6. Select the **Current Mapping** tab located on the bottom of the Review pane.
7. In **Context** drop down, select the context.
8. In the **Unit** drop-down, select the unit.

Setting the Flip Sign

Use the Flip Sign option to reverse the sign of a mapping, and negate its label when the report is rendered. This feature is useful where a debit needs to be reported as a credit or vice versa.


Note:

Before flipping the sign of a fact to a negative value, consider the impact to other labels when the document is rendered. For example, in the US GAAP taxonomy, a stock dividend reduces retaining earnings. If the fact value is changed to a negative value, a double negative is created, and the value is considered positive, which increases retained earnings.

To set the flip sign of a mapped item:


1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Review** tab.
4. On the **Review** pane, click the Actions drop-down and select **List View**.
5. Select the mapped item.

6. Select the **Current Mapping** tab.
7. In **Flip Sign**, select the check box.

Saving Changes on the Current Mapping Tab

When you add or modify any values on the Current Mapping tab, click .


Exporting Mapping Reviews

During any point in the filing process, you can select to generate among three types of reviews, designed to provide specific information about a Disclosure Management report or doclet. The reviews allow you to analyze existing mappings within a report and identify existing or potential issues. The reviews are:

- **Detailed Mapping Review** – Shows details of mappings in a document. In a Disclosure Management report, all mappings across all doclets are shown. In a doclet, only mappings within the doclet are shown.
- **Duplicate Mappings Review** – Shows all mappings, and provides a distinction among those with the same value and different values. Duplicate mappings with different values produce a validation error and must be corrected. Duplicate mappings with same values do not produce an error but should be reviewed for correctness.
- **Negative Values Review** – Shows mappings that are associated with negative values, that is, mappings that produce an XBRL fact value with a negative number.

To export a report for viewing:

1. Open a Disclosure Management report or doclet.

2. On the **Disclosure Management** ribbon, select the mapping tool icon () and then select the **Review** tab.
3. Select the **Actions** drop-down, and then select **Export**. The **Export** dialog is displayed.
4. On the **Type** drop-down, select the report you want to review: Detailed Mapping Review, Duplicate Mappings Review, or Negative Values Review, and then click **Export**. Wait for the document to generate review information. When completed, the File Download dialog is displayed.
5. Select one:
 - **Open** - Open the report in a Microsoft Excel spreadsheet.
 - **Save** - Save the report to your local machine.
 - **Cancel** - Cancel the generated report without saving.

Previewing and Modifying Numeric Formats

You can preview Formatting settings for mapped items on the Formatting tab and elect to add or change default settings for numeric formats. For each mapped numeric value the Formatting tab shows the:


- Decimal or Precision place
- Scaled By (factor)
- Number format

- Positive Prefix
- Negative Prefix
- Positive Suffix
- Negative Suffix

To update a format:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Review** tab.
4. On the **Action** drop-down, select **List View**.
5. Select a numeric value.
6. Select the **Formatting** tab located at the bottom of the Review pane.
7. Click the **Action** drop-down, and select **Edit**.

The Format dialog is displayed. For more information, see: [Formatting Documents](#).

8. Make the formatting changes and click **OK**.

Validating Documents

You can launch the validation of the instance document in the Validate mode. Validation performs these operations:

- Retrieves XBRL mappings from the Mapping Tool client tool.
- Checks and validates the XBRL mappings against the metadata in the taxonomy.
- Uses XBRL taxonomy schema rules and calculations to validate data accuracy and compliance.
- Provides error messages from the Mapping Tool.

To validate an instance document:

1. On the **Disclosure Management Mapping Tool** panel, **Validate** tab, click the **Actions** drop-down, and then select **XBRL Instance** validation type.
2. Review the validation summary.

Viewing Validation Error Messages

When you validate an instance document in list view, the validation status is shown in the Status field:

Table 7-7 Review Status Symbols and their Descriptions








Review Status Symbol	Description
	Error Status—Indicates an incorrect mapped item.

Table 7-7 (Cont.) Review Status Symbols and their Descriptions

Review Status Symbol	Description
	Warning
	Inconsistency
	Informational
	Success

During the validation process, an incorrect mapping applied in the instance document is displayed with the status  in the Status field next to the mapped item. Use the Validation pane to view the detail and suggested resolution for the error. You can view a list of validation messages for each individual mapping. Upon validation, a row is added to list of mappings that groups validation messages that do not belong.

Current Mapping		Validation
Status	Message	
Error	Error in "http://xbrl.oracle.com/20080531#CashCashEquivalentsCarryingValue (8262)[ID: dm-mapb6b25745-8cf3-4c52-bba3-f351b5a54927-848b71d4-1dd5-454d-958e-48116a7c9222]". A numeric item MUST have either a precision attribute or a decimals attribute unless it is of the fractionItemType or of a type that is derived by restriction from fractionItemType or has a nil value, in which case, it MUST NOT have either a precision attribute or a decimals attribute. A numeric item MUST NOT have both a precision attribute and a decimals attribute. A non-numeric item MUST NOT have either a precision or a decimals attribute.	

To display the error message for an incorrect mapped item, double-click  next to the mapped item.





Resolving Error Messages

Common methods to resolve errors include the following:

- Changing a context to match the corresponding period type for a taxonomy concept.
- Overriding mapped values in the financial statement.
- Setting scaling or negative options.
- Changing the precision or decimal settings
- Suppressing or removing mappings.
- Changing unit measures.

Review Mode Navigation Options

Table 7-8 Navigation Options in Review Mode

Navigation Option	Description
 (List View)	<p>The list view shows individually mapped items in a tabular format. This table provides customizable and sortable column headers. When you select an item in the list view, the corresponding data in the Office document is selected.</p> <p>Mapped tuple members that are part of a tuple group are displayed in this format:</p> <pre>TupleParentName (TupleGroupName) . TupleMemberName</pre> <ul style="list-style-type: none"> • TupleParentName—Parent name (label) of the mapped tuple member • TupleGroupName—Tuple group name as provided by the user • TupleMemberName—Name of the tuple (label) member
 (Next Mapping)	<p>In the tree view, you can select the "Next" button on the Review pane toolbar. This causes the next mapped item in the tree to be selected. When the last mapped item in the tree is selected, and you click the Next button, the first item in the tree is selected.</p>
 (Previous Mapping)	<p>When in the tree view, a user can select the "previous" button in the Review pane toolbar. This causes the previous mapped item in the tree to be selected. When the first mapped item in the tree is selected, and you click the Previous button, the last item in the tree is selected.</p>
 (Tree View)	<p>The tree view shows mapping information in a hierarchical order. Individual maps are consolidated by concepts, contexts, units, and footnotes.</p>

 **Note:**

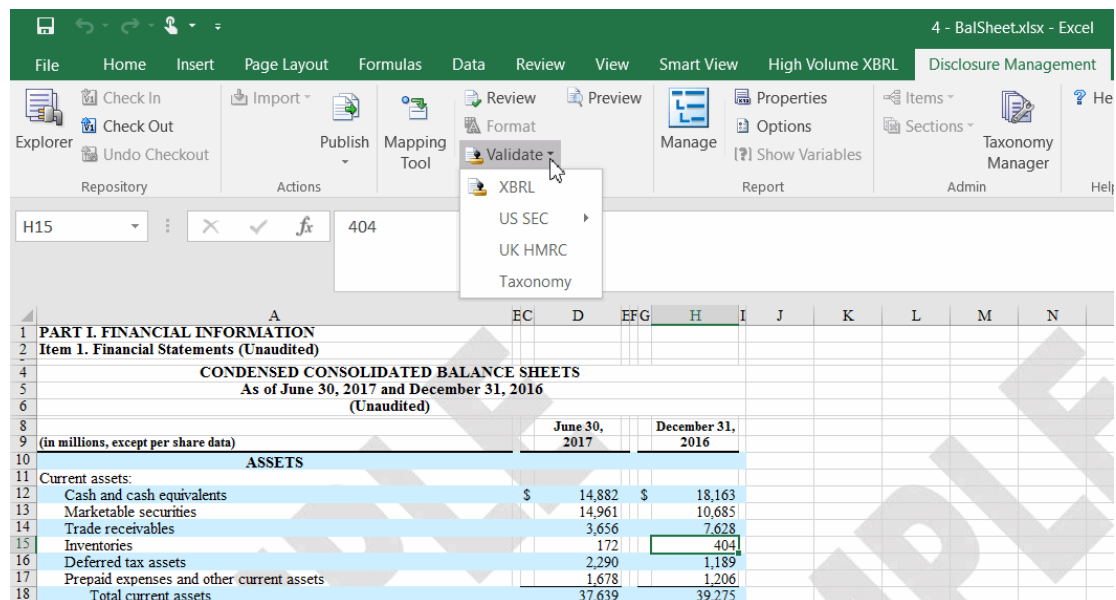
No tuple trees are displayed in tree view.

8

Validating Disclosure Management Reports

Validation Overview

After you complete your mappings, you use validation to check them for errors or inconsistencies before you generate your XBRL instance document. Oracle recommends that you validate your individual doclets as you complete your mappings and resolve any errors, and then validate your Disclosure Management report before you generate your XBRL instance document.



Validation is a three step process. First you validate the taxonomy. Next, you generate the instance document, which creates an XML file associated with the instance document. XBRL is an XML-based framework and relies on XML syntax to declare semantic meaning such as XLink and XML Schema. The last step is the creation of the instance document, which can be exchanged with other business entities or filed with a regulatory agency.

Validating Mapped Data

Disclosure Management supports three types of instance validation:

- **Presentation**—Validates the instance document for conformance to XBRL specifications. For example, if a mapped concept is of Duration period type and the instance document contains one date in the corresponding Context, the presentation validation should fail, because Duration period type requires Start and End dates to be defined.
- **Calculation**—Validates all computed values in the instance document per the calculation relationships defined within the taxonomy. It uses the calculation relationship defined in calculation schema while taking care of the Weight attribute for numeric facts.

- **Formula**—Validates all computed values in the instance document per the formulas defined within the taxonomy. Formulas in taxonomy facilitate business analysis and forecasting as they support calculations of data type "Boolean" (true or false) and "string" in addition to "monetary" item types.

To validate the taxonomy:



1. Open the Office document with the taxonomy to validate.
2. On the **Disclosure Management** ribbon, select **Validate**.

When the validation is executed, a gauge shows the progress.

Exporting Validation Messages

Validation messages can be opened or exported to your machine for the XBRL instance that you validated.

To export validation messages:

1. Open an Office document in Disclosure Management.
2. On the **Disclosure Management Mapping Tool** pane, **Validate** tab, and then click .
3. When validation is completed, click . The File Download dialog is displayed.
4. Click **Save**.
5. On the **Save As** dialog, navigate to the location to save, optionally change the file name, and click **Save**. The **Download** dialog is displayed. You can click **Open**, **Open Folder**, or **Save**. The messages are copied to a Microsoft Excel file.

Showing Calculation Traces

A calculation trace checks that the arithmetic in the documents corresponds to the calculations in the taxonomy. The calculation trace notes discrepancies where the addition differs from instance values representing sums during validation. This action is performed after performing validations.




Note:


This option is available only if `CalculationLinkBase` exists in the taxonomy.

To show a calculation trace:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Validate** tab.
4. From the **Actions** menu, select **Show Calculation Trace ...**

You can also click .

Showing Formula Traces

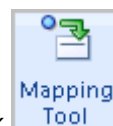
A formula trace checks that the formulas of an XBRL document correspond to the formulas in the taxonomy. Formulas include business rules expressed semantically. For example a formula might include the definition for "Assets = Liabilities + Equity". The formula trace records the failure of a formula during validation.


Note:

This option is available only if CalculationLinkBase exists in the taxonomy.

To show a formula trace:

1. Open the Disclosure Management report in Smart View Microsoft Office. See [Connecting to Narrative Reporting in Smart View](#).



2. From the **Disclosure Management** ribbon, click .
3. On the **Disclosure Management Mapping Tool**, click the **Validate** tab.
4. From the **Actions** menu, select **Show Formula Trace**

Validating with Rules Support

Disclosure Management provides additional rules validations including:

- Validation based on the XBRL 2.1 specification (by default) for dimensions, linkbases, and the Unit Types Registry
- Regulatory validation for US Edgar Filing Manual Checks and the IFRS Global Filing Manual
- Extension modules, which are available for tuple generation, custom functions, and so on.

To perform a regulator specific validation:

1. Open the Disclosure Management report in Smart View.
2. From the **Disclosure Management** ribbon, select **Preview**.

The Preview dialog is displayed.

3. From the **File** menu, select a **.DMR** file or **.XML** file.

Optional: You can also select the *Open Report Folder* or the *Open US-GAAP Report*, and navigate to the file.

Once the file is loaded, a "Validate" menu item is added to the Preview dialog.

The Validate drop down is displayed.

4. Select **Validate** and then from the **Validate** drop down, select the validate option.

Options are:

- US SEC
- UK HRMC
- Taxonomy

A Disclosure System check log is generated and displayed in Preview.

To view the Disclosure System Log from the Preview Tool menu:

1. From the Disclosure Management ribbon, select **Preview**.
2. Select **Tools**, then **View**, and then select any one: .

Options are:

- **US GAAP**
- **Generic**
- **XBRL**
- **iXBRL**
- **IXBRL Interactive Viewer**

 **Note:**

Using IXBRL Interactive Viewer, the report is displayed in a full browser (Internet Explorer)

3. Select **Disclosure System Check Log**.

9

Publishing Disclosure Management Reports

Related Topics

- [Generating XBRL Instance Documents Process Overview](#)
- [Generating Instance Documents](#)
- [Displaying the Instance Document in the Instance Viewer](#)
- [Reviewing IXBRL Generated File Name and Report Title](#)
- [Using the Arelle Viewer Offline](#)
- [Formatting Documents](#)
- [Using Disclosure Management for EDGAR HTML Generation](#)
- [Creating EDGAR Documents with Disclosure Management](#)
- [Creating a Hyperlink in the EDGAR Document](#)
- [Removing the Hyperlink from the EDGAR Document](#)
- [Formatting Guidelines](#)
- [Working with Inline XBRL](#)

Generating XBRL Instance Documents Process Overview

The following provides an overview of the process that you follow to generate an XBRL Instance Document.

- Create a blank Microsoft Word document in the Narrative Reporting Web User Interface to use as a Disclosure Management report. The report should have the formatting and page layout you want your Disclosure Management report to have.
- Open the Disclosure Management report in Microsoft Word, using Oracle Smart View for Office.
- Select a taxonomy.
- Map the data from your financial statements to concepts from the selected taxonomy.
- Review and modify any mappings.
- Validate the instance document.
- Generate and export the instance document for filing with your regulator.

Watch this overview video: Validating and Generating XBRL Instance Documents in Narrative Reporting Cloud.



[Validating and Generating XBRL Instance Documents in Narrative Reporting Cloud.](#)

Generating Instance Documents

Whereas a taxonomy defines XBRL concepts and their relationship to other concepts, the instance document is a report containing the actual data. There is a tight relationship between taxonomies and instance documents. After a taxonomy is created, you can use its definitions and their relationships to produce an XBRL report. In addition to taxonomy references, instance documents also contain the following information:

- **XBRL Context**—Provides information about the reporting (business) entity, a time-frame, and other optional details such as scenarios and dimensions.
- **XBRL Unit**—Describes what the numeric data represents. Examples of units are: "US Dollars," "Euros," and "shares."
- **Data**—Instance documents contain numeric and/or textual data that reside within a Microsoft Office document. The generic "document data" term can mean one cell in Excel, or one word or entire paragraph in Microsoft Word. This term is used throughout to mean data that can be mapped by the Disclosure Management Mapping Tool. Additionally, numeric data can be scaled and have references to footnotes.

The instance document is similar to an HTML Web page, but instead of the report language being HTML that can be read by a browser, the language is XML read by a variety of XBRL applications that consume and analyze instance documents.

The XBRL filing consists of the XBRL taxonomy and the instance document. The XBRL taxonomy explains the metadata behind a company's disclosure, and the instance document shows how facts are mapped to the taxonomy. Validation verifies semantic relationships between concepts, confirming that the correct facts have been mapped to the correct fact field in the base taxonomy. For example, validation verifies that the facts filed for "Assets" equals the facts filed for "Liabilities" and the "Owner's equities". XBRL instance document generation is the last step of generating the XBRL-compliant disclosures. To ensure the accuracy of the XBRL data that is submitted in a filing, Disclosure Management validates your taxonomy against XBRL taxonomy specifications before creating the instance document.

Rendering the Instance Document

Disclosure Management performs detections on automatic taxonomies, multiple taxonomies, and IFRS based reports and processes rendering different based on the results.

Automatic Taxonomies

Disclosure Management attempts to discover the taxonomy that is associated with an instance document by reading the schema reference (`SchemaRef`) attribute within the instance document. When detected, the attribute is used to render the instance document using the Arelle Viewer (when available). When the taxonomy cannot be detected, the user is prompted to provide the path or URL for the taxonomy.

Multiple Taxonomies

When an instance document contains references to two or more taxonomies, Disclosure Management attempts to load the taxonomies declared by the multiple `schemaRef` attributes and renders the instance in the Arelle Viewer (when available).

IFRS-Based Report

After the Generate XBRL option is triggered, if an IFRS-based report is detected, it is automatically shown in the Arelle Viewer (when available).

The following usage notes apply to IFRS-based reports:

- Many international taxonomies extend the IFRS taxonomy including the UK-IFRS and Chilean taxonomies.
- Only the following versions of the IFRS taxonomy are currently recognized: 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2006 and 2005. IFRS taxonomies prior to the 2005 version are not supported.
- Disclosure Management cannot control the final rendering of instance documents (this includes US GAAP based instance documents).

Displaying the Instance Document in the Instance Viewer

Disclosure Management provides several display options for the instance document XBRL including:

- Displaying the XBRL in human-readable format from a generic viewer. In this case, Disclosure Management applies a style sheet to the XBRL output.
- Displaying the raw XBRL from a generic or Arelle viewer
- Displaying the XBRL in human-readable format from your default browser

To display an instance document in a generic viewer:

1. On the Disclosure Management ribbon, select **Preview**.
2. Perform an action:
 - For a non-US GAAP instance document, select **Open**, and then **Open Report**.
 - For a US GAAP instance document, select **Open**, and then **Open US GAAP Report**

Note:

When Disclosure Management cannot auto-detect the taxonomy, it prompts the user to provide the taxonomy path or URL.

3. Navigate to the folder with the instance document, and then click **OK**.
Optional: To select a Disclosure Management report located in another folder, select **Open**, then **Open Report Folder**, then navigate to the folder in which the report resides, then select the report, and then click **OK**.
4. **Optional:** To view the raw XBRL content of the report, select **View**, and then **XBRL**.

Statement of Financial Position

Concept Name	May 31 2008	
Cash and Cash Equivalents at Carrying Value	\$8,262.00	
Marketable Securities, Current	\$2,781.00	[1]
Trade Receivables, Net	\$5,127.00	[2]
Other Receivables, Current	\$672.00	[3]
Deferred Tax Assets, Net, Current	\$853.00	
Prepaid and Other Current Assets	\$408.00	
Assets, Current	\$18,103.00	
Intangible Assets, Software Support Agreements	\$3,797.00	
Intangible Assets, Net	\$4,598.00	
Goodwill	\$17,991.00	
Other Assets, Noncurrent	\$1,091.00	
Assets, Noncurrent, Total	\$29,165.00	
Assets	\$47,268.00	
Notes and Loans Payable, Current	\$1,001.00	
Accounts Payable	\$383.00	
Income Taxes Payable, Current	\$390.00	
Accrued Compensation	\$1,770.00	
Other Liabilities, Current	\$1,685.00	
Liabilities, Current, Total	\$10,029.00	
Long-term Notes Payable	\$10,235.00	
Income Taxes Payable	\$1,566.00	
Deferred Tax Liabilities, Noncurrent	\$1,218.00	
Accrued Restructuring	\$260.00	
Deferred Revenue, Noncurrent	\$262.00	
Other Liabilities, Noncurrent	\$673.00	
Liabilities, Noncurrent, Total	\$14,214.00	
Liabilities and Stockholders' Equity	\$9,961.00	

¹ In accordance with FASB Statement No. 115, Accounting for Certain Investments in Debt and Equity Securities, and based on our intentions regarding these instruments, we classify our marketable debt and equity securities as available-for-sale. Marketable debt and equity securities are reported at fair value, with all unrealized gains (losses) reflected net of tax in stockholders' equity. If we determine that an investment has an other than temporary decline in fair value, we recognize the investment loss in non-operating income, net in the accompanying consolidated statements of operations. We periodically evaluate our investments to determine if impairment charges are required. We hold investments in certain non-marketable equity securities which we do not have a controlling interest or significant influence, which are recorded at cost and included in other assets in the accompanying consolidated balance sheets. Our non-marketable securities are subject to periodic impairment reviews and we had nominal impairment losses related to non-marketable equity securities and other investments in fiscal 2008, 2007 and 2006.

To display the instance document in a browser:

1. On the Disclosure Management ribbon, select **Preview**.
2. For a non-US GAAP instance document, select **Open**, and then **Open Report**.
3. Navigate to the folder in which the instance document has been stored, and click **OK**.
Optional: To select a Disclosure Management report located in another folder, select **Open**, then **Open Report Folder**, then navigate to the folder in which the report resides, then select the report, and then click **OK**.
4. From **Tools**, select **Open in Default Browser**.

Reviewing iXBRL Generated File Name and Report Title

The South African regulatory authority (CIPC) requires that iXBRL files be titled in a certain format for submission, thus you can review and manage the **Report Title**, and **XBRL Instance Name** information.

General Settings

To set the report properties:

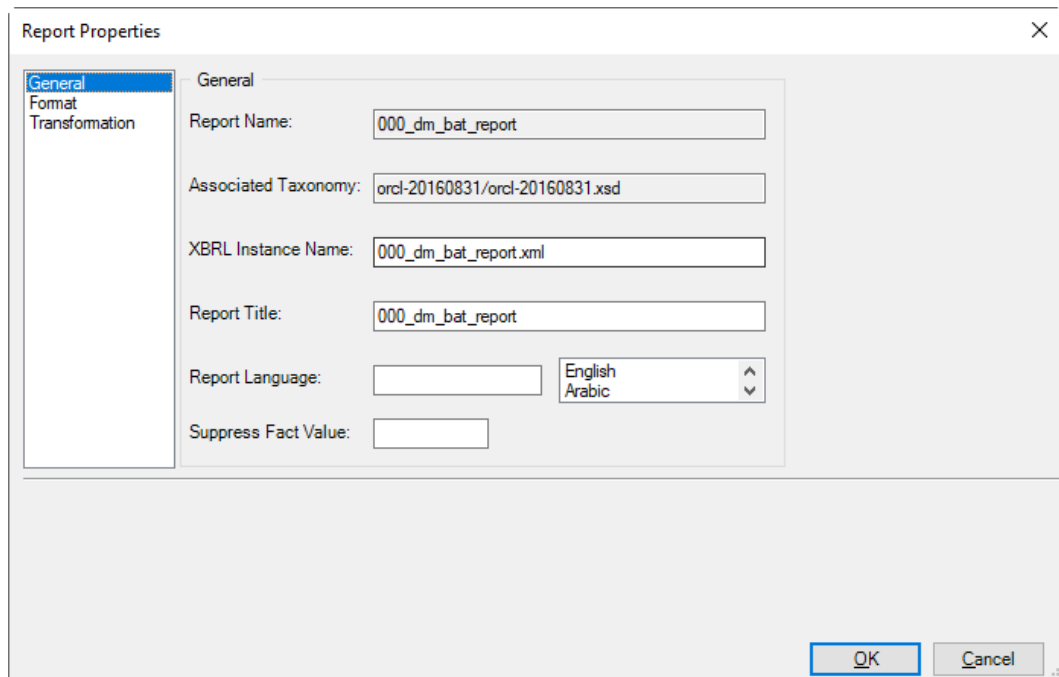
1. From the **Disclosure Management** ribbon, select **Properties**, and then **General**.

2. In **XBRL Instance Name**, enter the XBRL Instance information.
3. In **Report Title**, enter a report name.
4. **Optional:** In **Report Language**, select a language from the drop-down menu.

 **Note:**

Some jurisdictions require the `xml:lang` attribute to specify the locale of a tag or instance. The `xml:lang` attribute in the root of the instance document indicates in which language the report has been prepared. Each tagged text fact should have an `xml:lang` attribute whose value corresponds to the language of text in the content of a tag. Each tagged text fact should have an `xml:lang` attribute that is assigned to the fact or inherited, for example from the root element. Its value must correspond to the language of text in the content of a tag. You can specify the default locale as mentioned in the below image. However, the default can be overwritten at the mapping level in the Review Pane of the Mapping Tool UI.

- 5.



The screenshot shows the 'Report Properties' dialog box with the 'General' tab selected. The fields are as follows:

- Report Name: 000_dm_bat_report
- Associated Taxonomy: orcl-20160831/orcl-20160831.xsd
- XBRL Instance Name: 000_dm_bat_report.xml
- Report Title: 000_dm_bat_report
- Report Language: English (dropdown menu)
- Suppress Fact Value: (empty text box)

Buttons: OK, Cancel

6. In **Suppress Fact Values**, enter a value.
You can enter comma-separated set of values. For example, "-", "0", or "blank" directs the system to ignore this value when generating a fact.
7. Click **OK**.

Using the Arelle Viewer Offline

Disclosure Management enables you to render and view XBRL reports in the Arelle viewer offline. This functionality is available because the Arelle Viewer program uses a cache to

store XBRL resources that are originally fetched from the Internet. After the XBRL resources are in the cache, the Arelle Viewer references the files from the cache to render the instance document.

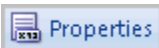

To use the Arelle Viewer offline, copy the resource files to the same folder as the instance files. If the dependent resource files are available in the same folder as the instance files (that is, the instance XML file, plus its taxonomy extension files), the user is not prompted for the resource files. The Arelle Viewer uses the files from the folder automatically.

Formatting Documents

You can set global document properties that apply to all documents. In addition, using a different option, you can override global settings for the current document that is selected:

- number prefixes and suffixes
- thousands and decimal separators for parsing Microsoft Word document numerical data when performing mapping (Document Properties)
- decimals or precision settings for all numeric data that is persisted to an instance document
- scaling factors
- date formats

To apply document properties:

1. Select an option:
 - To set global formatting options - On the Disclosure Management ribbon, click  and then select **Transformation**.
 - To set the formatting options for the selected document: On the Disclosure Management ribbon, click .
2. **Optional:** From **Prefix** or **Suffix** list, specify a **prefix** or **suffix** for positive numbers.
3. **Optional:** From the **Prefix** or **Suffix** list, specify a **prefix** or **suffix** for negative numbers.
4. **Optional:** From the **Separator Characters** list, select the character format to represent thousands and decimal separators for the current report.

To specify custom separator character formats, select **Custom** from the Separator Characters list, and then select a Thousands Separator character and Decimal Separator character.

5. **Optional:** Select either **Decimal** or **Precision**, and then select a place from the drop down.
6. **Optional:** Select **Scale By**, and then select the factor from the drop down.
7. **Optional:** From the **Date format** list, select a date format for the report.

Alternately, you can specify a Custom date format by selecting **Custom** from the Date Format list, and enter the date format in the **Custom Format** field.

8. In the **String Format** drop-down, select the format of string values.

 **Note:**

If you are formatting the current document only, you can click the **Reset** button to revert to the global formatting.

9. Click **OK**.

 **Note:**

The **Sample** section shows the results of your formatting selections.

Table 9-1 Positive Number Symbols Fields and Descriptions

Field	Description
Prefix	<p>Sets the symbol, which is placed to the left of each positive value. Symbol options are:</p> <ul style="list-style-type: none"> • None • \$ • % • [•] <p>The default prefix symbol is None. Alternatively, you can specify another symbol in the list by highlighting the field and typing another symbol.</p>
Suffix	<p>Sets the symbol, which is placed to the right of each positive value. Symbol options are:</p> <ul style="list-style-type: none"> • None • \$ • % • [•] <p>The default prefix symbol is None. Alternatively, you can specify another symbol in the list by highlighting the field and entering another symbol.</p>

Table 9-2 Negative Number Symbols Fields and Descriptions

Field	Description
Prefix	<p>Sets the symbol, which is placed to the left of each negative value. Symbol options are:</p> <ul style="list-style-type: none"> • - (negative symbol) • None • \$ • % • [•] <p>The default prefix symbol is - . Alternatively, you can specify another symbol in the list by highlighting the field and entering another symbol.</p>
Suffix	<p>Sets the symbol which is placed to the right of each negative value. Symbol options are:</p> <ul style="list-style-type: none"> • None • \$ • % • [•] <p>The default prefix symbol is None. Alternatively, you can specify another symbol in the list by highlighting the field and typing another symbol.</p>

Table 9-3 Separator Character Fields and Descriptions

Field	Description
Separator Character	<p>Sets the thousands and decimal separator character format for numeric values from the Separator Characters list.</p> <p>You can specify a custom format by selecting Custom from the Separator Characters list. Next, select a thousands separator from the Thousands Separator list, and a decimal separator format from the Decimal Separator list.</p>
Thousands Separator	<p>Sets the character for separating thousands in values from the Thousands Separator list. For example, you can select comma (,) to display a value of 1,000, or you can select period (.) to display a value of 1.000. Options are: comma (,), period (.), underscore (_), and (blank) space.</p> <p>Alternatively, you can specify another symbol in the list by highlighting the field and entering another symbol.</p>

Table 9-3 (Cont.) Separator Character Fields and Descriptions

Field	Description
Decimal Separator	Sets the character to represent decimal points (for example, 1,000.06) from the Decimal Separator list. Options are: comma (,), period (.), underscore (_), and (blank) space. Alternatively, you can specify another symbol in the list by highlighting the field and entering another symbol.

Table 9-4 General Information about the Decimal, Precision, and Scale Attributes

Field	Description
General Information about the Decimal, Precision, and Scale Attributes	<p>When instance documents are generated, numeric values mapped to XBRL line items are saved with their raw data values. Any formatting or rounding is removed from numeric values. To report values correctly, you need to apply both accuracy and scaling properties. For example, if you map an item to "30" but intend to represent this value in the millions, two attributes must be supplied. First, you must specify that the decimal attribute is set to "6" to indicate that the number is accurate to the millions. Secondly, you need to specify that the scale factor equals 6, which add 6 zeros to the mapped value 30 and report the value 30000000 in the instance document.</p> <p>Since every numeric value in an instance document must have either a decimal or a precision attribute, Disclosure Management enables you to specify accuracy settings for all numeric data that is persisted to an instance document. In addition, you can specify a scale attribute to determine the correct zero values to include in the instance document.</p> <ul style="list-style-type: none"> • Decimal—The decimals setting states how accurate a number is to the X position with respect to the decimal place. For example, a decimal attribute of "0" means that the number is accurate to the whole number. A decimal attribute of "2" means the number is accurate to the hundredths, and so on. The decimal attribute is required for SEC filers. • Precision—The precision attribute indicates how many digits in the numeric value are accurate. This means that the number mapped to the line item is the exact value shown in the instance document (no rounding). By default, Disclosure Management uses the precision setting. This option is set to "INF". If values stored in a data source are already scaled (for example, the stored value of 250 may actually be 250,000), it may be necessary to manually adjust the precision attribute in the resulting XML file after an instance document is created. For more information regarding the precision attribute, see the XBRL 2.1 specification. • Scale By—The scaling attribute enables you to indicate a factor whereby units of values are multiplied by a scale factor to determine the correct value to include in the instance document. Scaling eliminates

Table 9-4 (Cont.) General Information about the Decimal, Precision, and Scale Attributes

Field	Description
	<p>the need to enter zeros in Microsoft Word or Excel when mapping large numeric values.</p> <p>For example, if you map the value \$30, and the value actually represents "30 million", it is necessary to set the scaling factor to "6". This adds 6 zeros to the mapped value 30, and reports the value 30000000 in the instance document. If you apply a scale factor of "-2" to "30", this means to subtract 2 zeros, i.e. "0.3". (This is often used when reporting percentages. The report says 30% which is actually the number 0.3).</p> <p>Scaling is not mandatory. If a factor is not used, the scaling automatically defaults to 0, meaning that no scale is applied. The number "30" with scale="0" is still "30".</p>

Table 9-4 (Cont.) General Information about the Decimal, Precision, and Scale Attributes

Field	Description
Decimal	<p>Enter the number of decimal places to which the given value is accurate. This setting is required for SEC filers.</p> <p>Enter the setting as a positive whole number to denote the accuracy of the value to the right of the decimal point.</p> <p>For example, enter "3" to specify that the numeric fact is accurate to three digits right of the decimal point. In another example, if \$42.38 is reported, then the decimals should be set to 2. If the number is 36.69%, the decimals should be set to 4.</p> <p>You can also enter the number as a negative "-" number to denote the accuracy of the value to the left of the decimal point. For example if you assign decimals to be "-3", the amount \$30,000 is said to be accurate to the thousands. If decimals are "-6", the number is accurate to the millions.</p>

 **Note:**

It is often important to complement the decimals setting with the scaling property. For example, if you map the value \$30 and it represents "30 million", it is necessary to set the scaling property to "6". This attribute adds 6 zeros to the mapped value 30 and report the value 30000000 in the instance document.

Table 9-4 (Cont.) General Information about the Decimal, Precision, and Scale Attributes

Field	Description
Precision	<p>Select to use a precision setting and choose the number of digits of a numeric value that are accurate.</p> <p>For example, if you enter "7", the first seven digits counting from the left, starting at the first nonzero digit is correct to the seventh place.</p> <p>By default, Disclosure Management uses the precision setting. This option is set to "INF."</p>

Table 9-5 Scaling Fields and Descriptions

Field	Description
Scale By	<p>Select the initial global Scale by factor.</p> <p>Scaling is a method whereby units of values are multiplied by a scale factor to determine the correct value to include in the instance document. Scaling eliminates the need to enter zeros in Microsoft Word or Excel when mapping large numeric values. Scaling factors are defined as an exponent of 10. For example if the document has a mapped value of "2" and the scale factor is "3", then the value in the instance document is 2000. The default scaling factor is 0, which does not scale values. Negative scale factors such as "-1" or "-2" are also supported.</p> <p>For example, if you map the value \$30, and the value actually represents "30 million", it is necessary to set the scaling factor to "6". This adds 6 zeros to the mapped value 30, and reports the value 30000000 in the instance document. If you apply a scale factor of "-2" to "30", this means to subtract 2 zeros, i.e. "0.3". (This is often used when reporting percentages. The report says 30% which is actually the number 0.3).</p> <p>Scaling is not mandatory. If a factor is not used, the scaling automatically defaults to 0, meaning that no scale is applied. The number "30" with scale="0" is still "30".</p>

Table 9-6 Date Format Fields and Descriptions

Field	Description
Date Format	<p>Select the date format from the Date format drop down. Valid options are:</p> <ul style="list-style-type: none"> • None • "(D)D*(M)M" • "(M)M*(D)D" • "(D)D*(Mon)th" • "(Mon)th*(D)D" • "(Mon)th*(Y)YYY" • "(Y)Y(YY)*(Mon)th" • "(D)D*(Mon)th*(Y)Y(YY)" • "(Y)Y(YY)*(D)D*(Mon)th" • "(Y)Y(YY)*(Mon)th*(D)D" • Custom (date format must be specified in Custom format field)
Custom Format	To specify a custom date format, specify the custom date format.

Table 9-7 String Format Fields and Descriptions

Field	Description
String	<p>Specify the format of the string. Formatting options are available for nonnumeric XBRL mappings in which the string is based on concepts of the "xbrl.us:TextBlockItemType" type and its derivatives. The available formatting options include:</p> <ul style="list-style-type: none"> • Rich text—Disclosure Management extracts the HTML formatted content from Office document and applies this formatting to the nonnumeric item. • Plain text—Disclosure Management uses the formatting value of the corresponding fact and applies the formatting to the nonnumeric item. • Default—A plain text format is applied to nonnumeric items by default. However the default configuration can be set to use the rich text format for certain string types and their derivatives.

Using Disclosure Management for EDGAR HTML Generation

Creating EDGAR Documents with Disclosure Management

For SEC filers, Disclosure Management offers a comprehensive solution to create, validate and publish both EDGAR HTML and XBRL filings for the SEC. Using

Disclosure Management, users can generate both the EDGAR HTML and XBRL filing documents from the Disclosure Management report while ensuring that the generated output is compliant with EDGAR Filer Manual validation rules.

The following steps focus specifically on EDGAR HTML generation, but are intended to be used in conjunction with your XBRL creation steps. Users may choose to utilize the same Disclosure Management report and doclets to generate both HTML and XBRL documents.

To create EDGAR documents:

1. Incorporate your reporting content into your Microsoft Word and/or Excel doclets as you would generally do. For EDGAR HTML generation, you need to create additional doclets to include non-XBRL content including the cover page, table of contents, additional notes, and other content.
2. Incorporate your doclets into the Disclosure Management report.
3. **Optional:** Utilize Disclosure Management variables to help manage the Table of Contents or to keep common data in sync.
4. Finalize the look and feel of the Disclosure Management report. The Disclosure Management report should look like the final report that you intend to generate into EDGAR HTML. Therefore, care should be taken to ensure that doclets are arranged in the appropriate order, formatting is appropriate, and non-desired HTML content is hidden from view, for example, DEI tagging information for the XBRL filing.
5. Prior to validation or generation steps, ensure that Disclosure Management variables are in "Evaluated" mode so that the Disclosure Management report appears as in its final state.
6. On the Disclosure Management, select **Validate**, then **US SEC**, and then **EDGAR HTML** to check your documents against the HTML validation rules for the EDGAR Filers Manual.
7. Review and resolve errors as needed.
8. On the Disclosure Management, select **Publish**, and then **EDGAR HTML** to generate the final documents. An EDGAR file save dialog is displayed.
9. Specify a zip file name and click **Save**. The zip file name will be the name of your HTML document. You can rename this document at a later time if you choose. All appropriate documents are saved into the named zip file. The zip file will include the EDGAR HTML document as well as any image files that are used in your report.

After your documents are generated in the final step above, Disclosure Management's role in publishing your documents is complete. It is the filer's responsibility to submit the documents into the SEC website. Ensure that the appropriate EDGAR access codes have been applied to submit your documents through the SEC submission system. See [EDGAR Filer Manual](#) for more information.

Creating a Hyperlink in the EDGAR Document

In this section, you can understand how to create a hyperlink from one EDGAR document to another.

To generate the final EDGAR documents: On the Disclosure Management, select **Publish**, and then **EDGAR HTML**. After opening EDGAR Report. Displays **Exhibit** menu in the Preview dialog.

To create a hyperlink in the EDGAR document:

1. From the Disclosure Management ribbon, select **Preview**.
2. From the **File** menu, select **Open Report**. After opening EDGAR Report. Displays **Exhibit** menu in the Preview dialog.
3. In **EDGAR HTML Preview**, select a text, and select **Exhibit**, and then select **Link** to perform Exhibit linking.
4. In Exhibit Link, click **Browse**, and then select the Exhibit Report file to link in the EDGAR document.
5. **Optional**: Select **HyperLink** to add an external link in the EDGAR document.
6. Click **OK**.

Removing the Hyperlink from the EDGAR Document

To remove the hyperlink in the EDGAR document:

1. From the Disclosure Management ribbon, select **Preview**.
2. From the **File** menu, select **Open Report**. After opening EDGAR Report. Displays **Exhibit** menu in the Preview dialog.
3. In EDGAR HTML Preview, select the hyperlink text, and select **Exhibit**, and then select **Unlink** to remove linking from the EDGAR document.
4. In Unlink Exhibit, select the Exhibit Report file to remove from the EDGAR document, and then click **Unlink**.

Formatting Guidelines

Formatting considerations are important when creating your Disclosure Management documents to ensure the proper look-and-feel of the resulting EDGAR HTML document. It is the filer's responsibility to create and maintain the desired formatting within the Disclosure Management reports and doclets using standard Microsoft Office capabilities.

Based on the final formatting within your documents, Disclosure Management will provide the most accurate representation possible when publishing the content to EDGAR HTML.

This topic provides suggestions, recommendations and limitations related to the preparation of a Disclosure Management report that customers can follow to ensure that Disclosure Management produces the desired EDGAR HTML output. While Disclosure Management cannot guarantee a 100% seamless transformation of a Disclosure Management report to EDGAR ready HTML, following the guidelines and recommendations described here will produce a truer representation of the Word document.



Note:

To preserve visual fidelity with your final report, Oracle recommends that you use Internet Explorer to render EDGAR documents.

Doclet Considerations

The following considerations describe how doclets affect the overall pagination of the Disclosure Management report:

- **Empty Paragraph:** By default, Disclosure Management adds an empty paragraph before a doclet is inserted in the Disclosure Management report. This can produce unexpected spacing between multiple doclets.
- **Define Page Breaks:** Oracle recommends adding a hard page break (using `CTRL + ENTER`) to separate the doclets where possible.
- **Hidden Doclets:** Hidden doclets will not be included in the EDGAR output. By default, Disclosure Management removes all empty paragraphs surrounding the content of the hidden doclets. In some cases, there may be some empty paragraphs that remain before the content of the hidden doclet. Ensure that all extraneous spacing is removed at the end of doclets.
- **Hidden Doclet Location:** Where possible, add hidden doclets at the end of the Disclosure Management report. This will avoid some pagination issues that may occur if a hidden doclet is intermixed with non-hidden doclets.

Columns

Word lets you divide the document into "newspaper style" columns. This can enhance the formatting of the document. These columns are supported as EDGAR HTML output.

Splitting a single table across multiple columns is not supported. If you want to have a long table split the rows across multiple columns, you must create as many tables as there are columns to ensure same "look and feel" in the generated HTML.

Horizontal Lines or Rules

Do not use images (such as GIF or JPG files) for displaying horizontal lines or rules in a Word document. All images in the Word document will produce individual graphic files during the HTML conversion. This processing can take a long time if the image exists in a header or footer. Word provides several built-in solutions for adding horizontal lines within a paragraph:

- **Insert Horizontal Line:** From the Borders menu of the Home ribbon in Microsoft Word, select **Horizontal Line** to insert a horizontal line where your cursor is located. The horizontal line's properties can be edited by double clicking on it.
- **Paragraph Borders:** Use a paragraph border to create a horizontal line in a Word document. To reduce the width of the line, modify the **Right Indentation** paragraph property.

Working with Inline XBRL

When you produce a report in XBRL, the resultant file has tags that are readable by machines, but the lack of a presentation format makes it difficult to read by people. In contrast, inline XBRL (iXBRL) enables you to produce reports in a format that is readable to both people and machines in a single file. The data in the report can be arranged and formatted the way you want, and when a user views the report in an iXBRL viewer, the tags can be expanded to show the XBRL information that has been mapped to them.

Disclosure Management supports the Inline XBRL 1.1 specification.

iXBRL allows the user to view the XBRL tags on the document without having to maintain or create a separate XBRL file. The same validation, tagging process, taxonomy rules and best practices apply to both XBRL and iXBRL reports.

Many regulators accept XBRL, iXBRL, or both for regulatory filings. For example, these regulators accept both formats:

- SEC US-GAAP
- HMRC (UK) FRS 101, FRS 102

Publishing and Viewing iXBRL

To publish a report in iXBRL format:

1. On the Disclosure Management ribbon, click **Publish**, and then select **iXBRL**.
The report is validated automatically as part of the publish process. The report can be validated in UK HRMC format.
2. Enter a file name and select a destination to save the published files.
The output file is a compressed file that contains all the iXBRL report files. It is saved with a `.DMR` file extension.

To view the report:

1. Locate the DMR file that was created when you published the report, and change the file extension to `.ZIP`.
2. Open the ZIP file with a compression utility, and extract the file with an `.XHTML` extension. This file contains your iXBRL report.
3. Open the XHTML file with a browser to view the report in HTML. Optionally, you can open the file with an iXBRL viewer, such as Arelle or VT Fact Viewer, to see the iXBRL metadata that is embedded in the document.

You can also preview a report in iXBRL by clicking **Preview**, then **View**, and then **iXBRL**. When you preview the file, you can view the standard HTML text only. If you want to view the iXBRL metadata in addition to the regular text, you should open the file in an iXBRL reader, such as Arelle or VT Fact Viewer.

Note:

You can express concepts of `durationItemType` (for example `us-gaap:AcquiredFiniteLivedIntangibleAssetsWeightedAverageUsefulLife`) expressed as words and the system will transform them into valid durational type outputs. For example, "Five years, two months" is transformed as "P5Y2M".

Some considerations when working with iXBRL:

- When working with tables of contents in Microsoft Word, do not use tabs to create space, as this can throw off the page numbering.
- When you validate iXBRL, if Arelle is unable to connect to the internet to perform the validation, see "Updating the HTTP cache" in [Tips and Troubleshooting](#).

- You cannot nest tables or shapes in your report, or the system will display an HTML syntax error when you try to generate iXBRL. Save the nested tables or shapes as a single image file (for example, JPG or GIF) before you generate iXBRL.
- When working with ordered lists in Microsoft Word, do not use Set Numbering Value to start the list with a number other than 1. If the ordered list in Word does not start at 1, the system displays an error during validation.

10

Rollover Disclosure Management Report in Narrative Reporting

This feature enables you to rollover a report from one period to the next by exporting the original Disclosure Management report and then importing it as a new report. After you import the report, you change the Variable Dates, and Context Dates for the new period. You can then query the newly imported report in Oracle Smart View for Office.

Some considerations when rolling over Disclosure Management reports. Rollover is a standard operation in Disclosure Management, where you can preserve the formatting and XBRL tags in a document. Follow these steps to perform Rollover:

- Create a folder called **Export**. You can export the **Quarterly Filing 2017—Q1** report to the **Export** folder.
- You can import the same report to a folder called **Quarterly Reports**, and then rename the report from **Quarterly Filing 2017—Q1** to **Quarterly Filing 2017—Q2**.
- You cannot open two Disclosure Management reports with the same name. After you rollover a document from one period to the next, close the original document before opening the new one.

To roll forward an existing Disclosure Management Report in Narrative Reporting:

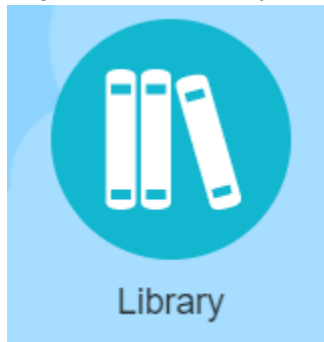
Tasks	Perform these Sub Tasks	For More Information
Exporting the Quarterly Report in Narrative Reporting Web	<ul style="list-style-type: none"> • Create a common folder in the library. For example, Quarterly Report Filing • Create an another Quarterly Filing 2017—Q1 folder within the Quarterly Report Filing folder. • Export the previous quarterly report to a common folder (Quarterly Report Filing) 	Exporting the Quarterly Report in Narrative Reporting Web
Importing the Quarterly Report in Narrative Reporting Web	<ul style="list-style-type: none"> • Create an another Quarterly Filing 2017—Q2 folder within the Quarterly Report Filing folder. • Import the previous quarterly report from a common folder (Quarterly Report Filing) 	Importing the Quarterly Report in Narrative Reporting Web
Changing the Taxonomy Template Setting in Disclosure Management Client	Changing the Report Properties Setting: <ul style="list-style-type: none"> • Taxonomy Date • Name Space 	Changing the Taxonomy Report Properties in Disclosure Management

Tasks	Perform these Sub Tasks	For More Information
Publishing the Taxonomy Template	Enables you to publish the new taxonomy into the server.	Publishing the Taxonomy Template
Changing the Taxonomy in Mapping Tool	Changing the Taxonomy affects all existing mappings that are associated in the report.	Changing the Taxonomy in Mapping Tool
Updating the Context Dates	Changing the context dates affects all existing mappings that are associated in the taxonomy template.	Updating the Context Dates
Validating the Report	Enable you to perform taxonomy template validation	Validating the Report
Changing Variables	Changing the variable dates affects all existing mappings that are associated in the taxonomy template.	About Variables

Exporting the Quarterly Report in Narrative Reporting Web

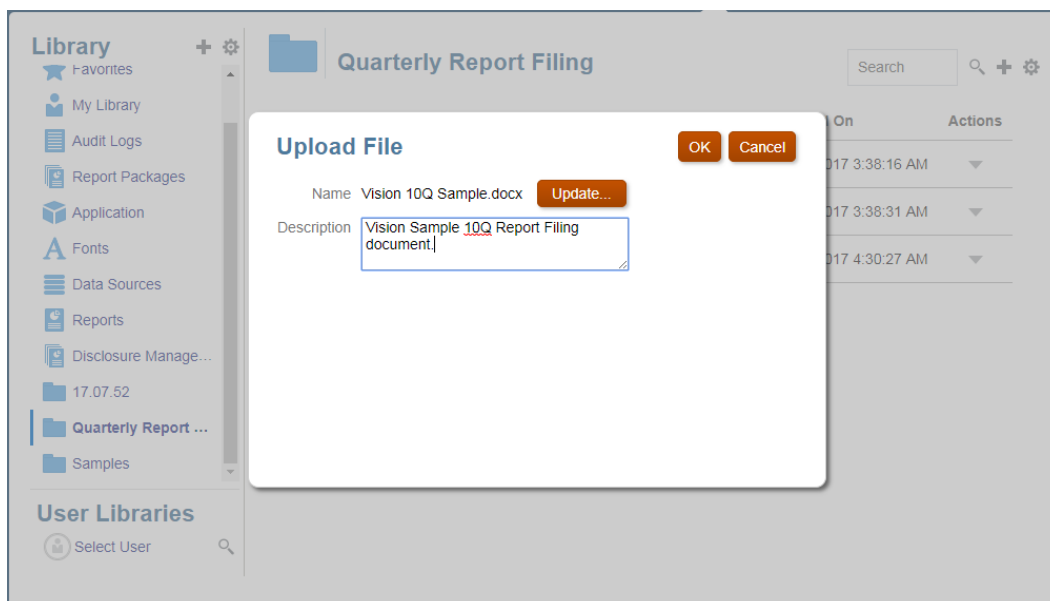
To export the previous quarterly report to a common folder:




1. Log into Narrative Reporting. On the Home page, select



icon.

2. Click **+**, and select **Folder** to add folder to the library.
 - a. In **Name**, enter the folder name. For example: **Quarterly Report Filing**.
 - b. In **Description**, provide the report filing description, and then click **OK**.
3. From the **Content Pane**, click **+**, and then select **Folder** to store artifacts.
 - a. In **Name**, enter the folder name. For example: **Quarterly Filing 2017—Q1**.
 - b. In **Description**, provide the report filing description, and then click **OK**.
4. From **Create** **+** next to the Search icon, select **Upload File**.
5. Click **Choose File** to navigate to the **Quarterly Report Filing** that you want to upload, and then click **OK**.




6. From the **Content Pane**, click , and then select **Folder** to store artifacts.
 - a. In **Name**, enter the folder name. For example: **Quarterly Filing 2017—Q2**.
 - b. In **Description**, provide the report filing description, and then click **OK**.
7. From the **Home** page, select **Library**.
8. Do one of the following, depending on the artifact:
 - a. For a root level folder, in the navigation pane, select the folder, then click , then click **Export**
 - b. For other artifacts (folder, report package, or application), in the right pane, select the artifact to export, then click  then select **Export**.
9. Choose a folder **Quarterly Report Filing** to put the export file in, then click **OK**. The export process runs in the background. Check **Messages** to view the notification once the export is complete.

Validate that the export was successful by checking the folder you exported the artifact to and that the name of the export zip file is prefixed with `Export`. For example, `Export - Quarterly Report Filing.zip`.

Importing the Quarterly Report in Narrative Reporting Web

To import the previous quarterly report from a common folder:


1. To import the report file from **Quarterly Report Filing** folder to **Quarterly Filing 2017—Q2** folder, perform these steps:
2. Navigate to the **Quarterly Filing 2017—Q2** folder where you want to import, and select the  menu in the upper right corner of the Library, and then select **Import**.
3. In **Import** box, select **Library**, and click **Browse**, and then select the `Export - Quarterly Report Filing.zip` file to import.

4. Select **Current Folder** where you want to import. For example: **Quarterly Filing 2017—Q2** is the current folder.
5. Select **Overwrite Existing Objects** to replace any existing artifact with the new imported artifact.
6. Select **Include Access Permissions** to include the already defined access permissions on the imported artifact to the existing one. Then select **OK**.

The import process runs in the background. Check **Messages** to view the notification once the import is complete. Verify the library folder you specified to check that the file has been imported.

 **Note:**


After importing the Disclosure Management Report, you can rename the Disclosure Management report.

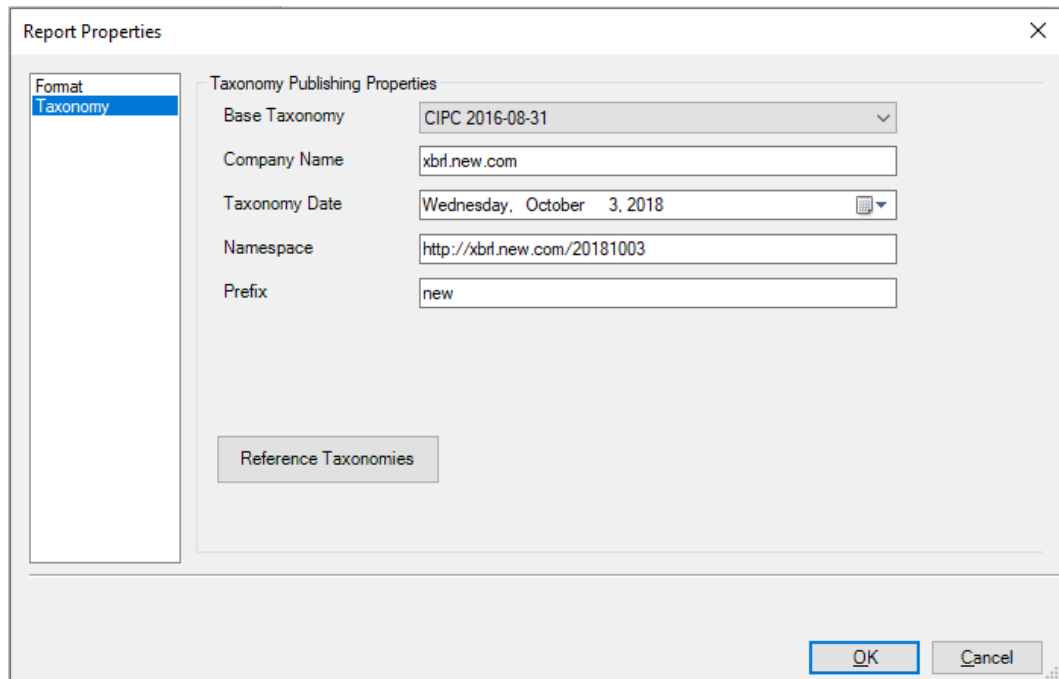
In Narrative Reporting Web User Interface, click on the Disclosure Management report, select the  menu in the upper right corner of the Library, and then select **Rename**.


In the **Rename** dialog, you can rename the newly imported Disclosure Management Report to a unique file name, and then click **OK**.

Changing the Taxonomy Report Properties in Disclosure Management

To change the report properties:


1. Open the Disclosure Management report.
2. In the **Disclosure Management Report Manager** pane, select the Taxonomy template, and then click .
3. Logon to Narrative Reporting, enter the user and password details.
4. Select **Check Out**, and then select **Properties**.
5. Select **Taxonomy**, and change the taxonomy settings:

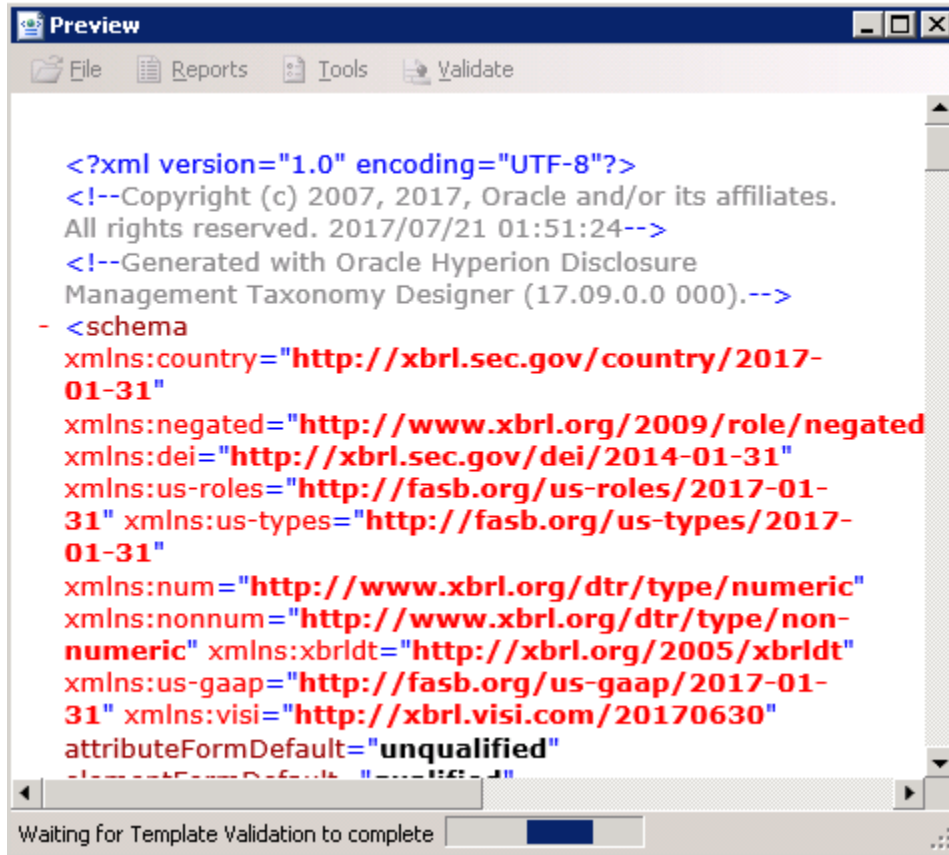


- a. In **Taxonomy Date**, click  to change the date.
 - b. The **Namespace** is automatically changes to the date specified in the **Taxonomy Date**. For example, `http://xbrl.visi.com/20170930`, where 20170930 represents the date format in YYYYMMDD.
 - c. Click **OK** to exit the report properties.
 - d. Click **Reference Taxonomies**. Select the individual properties, and then click **OK**
6. Click **Check In**. Enter your **Comments**, and then click **OK** to save the taxonomy template.
- Successful check in message is displayed, and then click **OK**.

Publishing the Taxonomy Template

To publish the taxonomy template:

1. Open the Disclosure Management report.
2. In the **Disclosure Management Report Manager** pane, select the Taxonomy template, and then click .
3. Logon to Narrative Reporting, enter the user and password details.
4. Click **Publish**, and then select **Taxonomy**.
5. In **Publish Taxonomy**, select the **Location** of the template.
6. Select **Validate** and **Automatically Register**.
7. In **Auto Register** section, enter the **Folder Name**, and **Taxonomy Name**, and then click **OK** to publish the new taxonomy in to the server.



```
<?xml version="1.0" encoding="UTF-8"?>
<!--Copyright (c) 2007, 2017, Oracle and/or its affiliates.
All rights reserved. 2017/07/21 01:51:24-->
<!--Generated with Oracle Hyperion Disclosure
Management Taxonomy Designer (17.09.0.0 000).-->
- <schema
xmlns:country="http://xbrl.sec.gov/country/2017-
01-31"
xmlns:negated="http://www.xbrl.org/2009/role/negated
xmlns:dei="http://xbrl.sec.gov/dei/2014-01-31"
xmlns:us-roles="http://fasb.org/us-roles/2017-01-
31" xmlns:us-types="http://fasb.org/us-types/2017-
01-31"
xmlns:num="http://www.xbrl.org/dtr/type/numeric"
xmlns:nonnum="http://www.xbrl.org/dtr/type/non-
numeric" xmlns:xbrldt="http://xbrl.org/2005/xbrldt"
xmlns:us-gaap="http://fasb.org/us-gaap/2017-01-
31" xmlns:visi="http://xbrl.visi.com/20170630"
attributeFormDefault="unqualified"
elementFormDefault="unqualified"
-->
```

Validating the taxonomy template.

 **Note:**

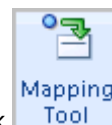
If any validation errors are displayed, fix the errors, and then publish the taxonomy template.


Changing the Taxonomy in Mapping Tool

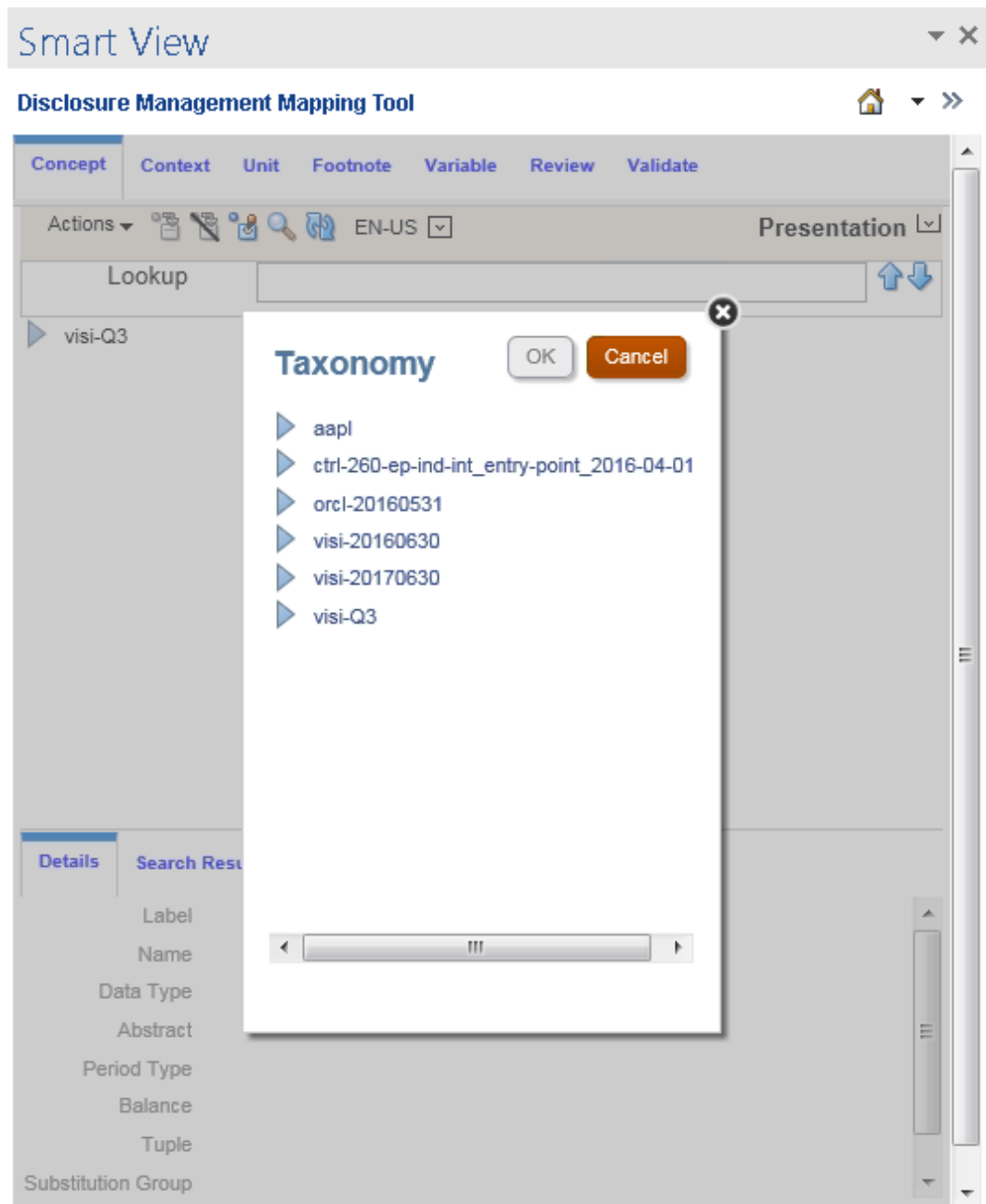
After validating the taxonomy template, you need to change the taxonomy associated to the report.

To change the taxonomy associated to the report:

1. Connect to the Narrative Reporting in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)



2. From the **Disclosure Management** ribbon, click .
3. In the **Disclosure Management Mapping Tool** panel, select **Concept** tab.
4. From **Action** drop-down, and then **Select Taxonomy** to choose the newly created taxonomy.

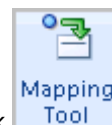


5. Select the associated taxonomy template, and then click **OK**.


Updating the Context Dates

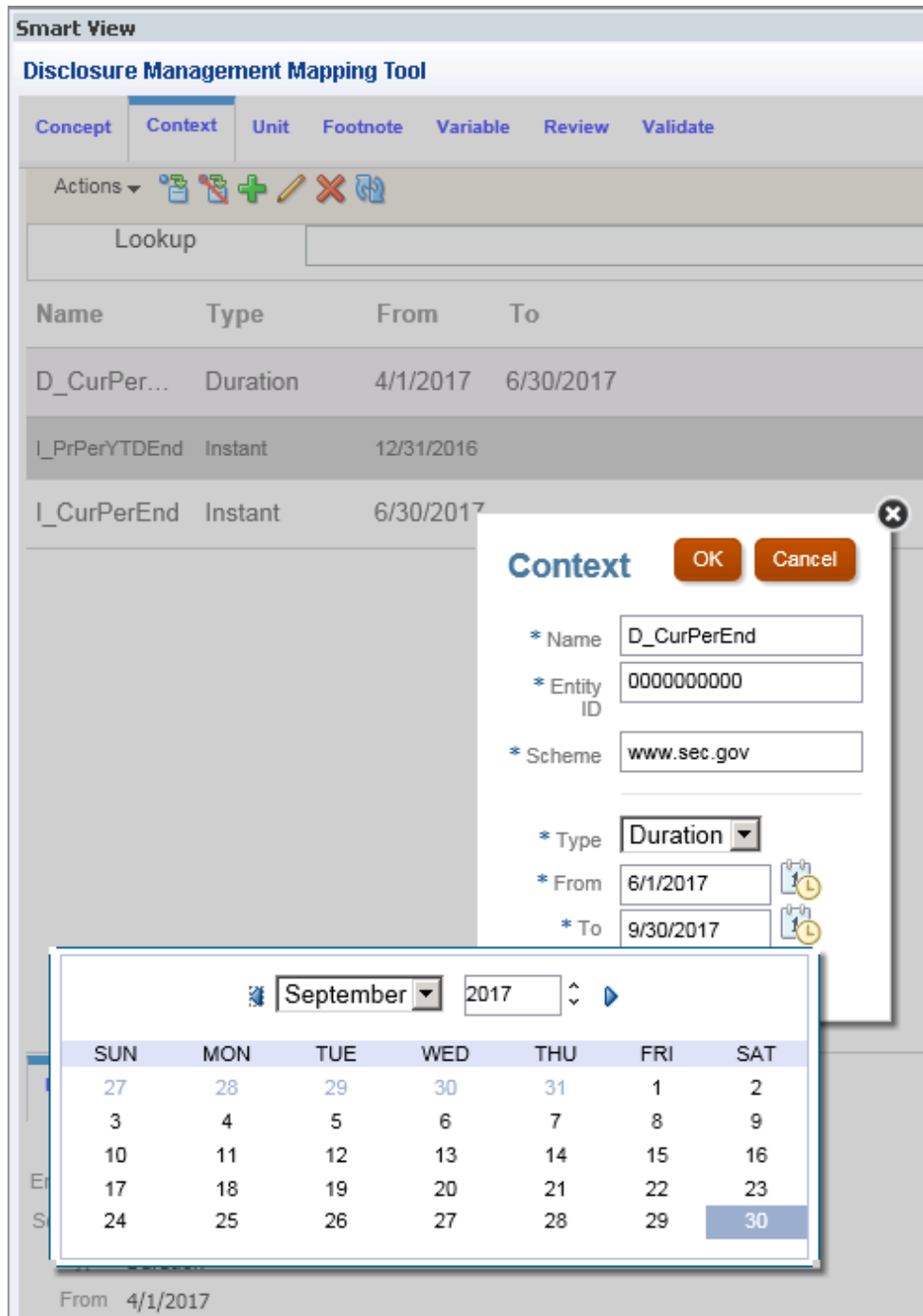
To update the context dates:

1. Open the Disclosure Management report in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)



2. From the **Disclosure Management** ribbon, click .







- In the **Disclosure Management Mapping Tool** panel, select **Context**.
- On the **Context Listing** pane, select the context, and then .



Smart View

Disclosure Management Mapping Tool

Concept **Context** Unit Footnote Variable Review Validate

Actions      

Lookup

Name	Type	From	To
D_CurPer...	Duration	4/1/2017	6/30/2017
I_PrPerYTDEnd	Instant	12/31/2016	
I_CurPerEnd	Instant	6/30/2017	


Context OK Cancel


* Name

* Entity ID

* Scheme

* Type

* From 

* To 

September 2017

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

From 4/1/2017

- Change the **Context Dates** to quarterly end dates, and then click **OK**.

Validating the Report

To perform taxonomy template validation:

- Open the Disclosure Management report in Smart View.

2. From the **Disclosure Management Ribbon**, select **Validate**, and then select the validate option.

Options are:

- XBRL
- US SEC
- UK HRMC
- Global IFRS

 **Note:**

If any validation errors are displayed, fix the errors, and then publish the taxonomy template.

Migrating Taxonomies

Migrating taxonomies is different from rolling taxonomies forward. In a roll forward, you make a copy of a report and its accompanying extended taxonomy and then use it in a different reporting period. When you migrate a taxonomy, you change the year of the base taxonomy for an extended taxonomy from one year to a different year (for example, from US-GAAP-2016 to US-GAAP-2017).

The migration process allows you to make use of newly approved concepts and to remove deprecated concepts. Taxonomies in many jurisdictions may change on an annual basis. In certain cases, base taxonomies that have become aged will not be accepted by the Regulator as a basis for an extended taxonomy and must be replaced. Disclosure Management will confirm whether the taxonomy in use will be accepted by the Regulator prior to filing, or if the base taxonomy needs to be migrated first.

To migrate a taxonomy:

1. Before you begin migrating a taxonomy, complete your roll forward first. See [Rollover Disclosure Management Report in Narrative Reporting](#)
2. In Taxonomy Designer, click **Properties**.
3. Select the **Taxonomy** tab.
4. Click the **Base Taxonomy** drop-down menu and select the base taxonomy to migrate to, and then click **OK**.

 **Note:**

The migration process can take several minutes to complete.

The image shows a 'Report Properties' dialog box with a sidebar on the left containing 'General', 'Format', and 'Taxonomy'. The 'Taxonomy' option is selected. The main area is titled 'Taxonomy Publishing Properties' and contains the following fields:

- Base Taxonomy:** A dropdown menu with 'US GAAP 2017-01-31' selected. A list of other options is visible: 'US GAAP 2014-01-31', 'US GAAP 2015-01-31', 'US GAAP 2016-01-31', and 'US GAAP 2017-01-31'.
- Company Name:** A text input field.
- Taxonomy Date:** A date picker showing 'Friday, June 30, 2017'.
- Namespace:** A text input field containing 'http://xbrl.visi.com/20170630'.
- Prefix:** A text input field containing 'visi'.

At the bottom right, there are 'OK' and 'Cancel' buttons.

High Volume XBRL Tagging Process

Disclosure Management High Volume XBRL is an XBRL instance generation engine designed to accept a series of intermediate mapping files that have instructions to generate an XBRL instance.

Using Microsoft Excel, you can select a cell and apply tags to each cell. This tagging process enables you to generate the intermediate mapping file. This intermediate mapping file is fed to the Disclosure Management High Volume XBRL engine, which generates the XBRL instance.

An auto-tagging process uses the Microsoft Excel comment options to paint, or tag, a targeted cell. You can apply tags for a selected cell or range of cells.

At this time, Disclosure Management High Volume XBRL is used primarily for Colombian regulator use cases.

Configuring a High Volume XBRL Taxonomy

You configure a high volume XBRL taxonomy by registering it and loading it in your Taxonomy Manager.

Before You Begin

Before you begin configuring your high volume XBRL taxonomy, you must download the taxonomy and template from your regulator's repository website. You must also connect to Disclosure Management from Smart View.

To download the taxonomy and template:

1. Navigate to your regulator's taxonomy repository website. For example, for Colombian taxonomies, navigate to [Colombian Taxonomies](#).
2. Click the correct taxonomy number (for example, **103 Agricultura**) for your filing.

The regulatory provides the following for each taxonomy:

- The required entry points (XSD files) for the taxonomy, such as Annual Consolidated, Annual Single, and so on.
 - The taxonomy itself (ZIP file).
 - The taxonomy template (Microsoft Excel file).
3. Download the taxonomy (ZIP) and template files (Microsoft Excel) to your computer.

Figure 1 shows an example of the entry points, taxonomy, and Microsoft Excel template for the **103 Agricultura** Colombian taxonomy.

Figure 11-1 Colombian Regulator Taxonomy Repository Example

103 AGRICULTURA

Puntos de entrada para la elaboración de informes XBRL:

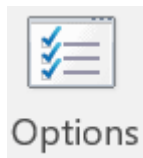
Entry Points	• Información financiera intermedia individual y/o separado	https://www.superfinanciera.gov.co/xbrl/ifrs/2016-04-01/ctrl-103-agr-ind-int_entry-point_2016-04-01.xsd
	• Información financiera fin del ejercicio individual y/o separado	https://www.superfinanciera.gov.co/xbrl/ifrs/2016-04-01/ctrl-103-agr-ind-cie_entry-point_2016-04-01.xsd
	• Información financiera intermedia consolidada	https://www.superfinanciera.gov.co/xbrl/ifrs/2016-04-01/ctrl-103-agr-con-int_entry-point_2016-04-01.xsd
	• Información financiera fin del ejercicio consolidada	https://www.superfinanciera.gov.co/xbrl/ifrs/2016-04-01/ctrl-103-agr-con-cie_entry-point_2016-04-01.xsd

Descargar toda la taxonomía en formato .Zip ← Taxonomy
 Informes Financieros y Notas formato Excel ← Template
 Notas formato EXCEL

Connecting to Disclosure Management in Smart View

After you download the taxonomy and template, open the template in Microsoft Excel and perform the following actions to connect to Disclosure Management:

1. Open the template in Microsoft Excel.



2. Click **Options**.
3. In **Connection URL**, enter the Disclosure Management server information.

Note:

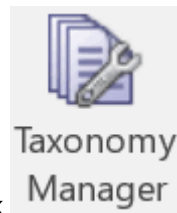
You may have to restart Microsoft Excel for the server information to take effect.

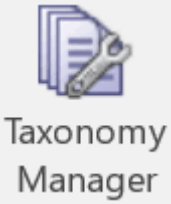




4. Click **Connect**.

Configuring the Taxonomy

After you connect to Disclosure Management, perform the following actions to load and register the taxonomy:



1. From Microsoft Excel, click .
2. In **Taxonomy Manager**, click .
3. Click **Browse**, and navigate to where you downloaded the taxonomy.
4. Perform the following actions to add the taxonomy reference field:
 - a. Next to the **Actions** dropdown, click .
 - b. Select **Taxonomy References**, and click **OK**.
5. On the regulator website, highlight the XSD link for the entry point that you want to use (for example, https://www.superfinanciera.gov.co/xbrl/ifrs/2016-04-01/ctrl-103-agr-ind-int_entry-point_2016-04-01.xsd, and paste it in **Taxonomy References**.
6. On the regulator website, for the entry point that you just pasted in, highlight the portion of the filename after the date, and paste it in **Entry Point**.
For the example in the previous step, you would paste `ctrl-103-agr-ind-int_entry-point_2016-04-01.xsd`.
7. Enter a folder name and taxonomy name for the taxonomy, and click **Save**.

Setting the High Volume XBRL Options

You can set the following types of High Volume XBRL options:

- Use **General** options to specify the **Connection URL**.
- Use **Scan** options to specify the **Publishing**, and **Publish Options** settings.

General Settings

1. From the **High Volume XBRL** ribbon, select **Options**, and then **General**.
2. In **Connection URL**, enter the Disclosure Management server information.
3. Click **OK**.

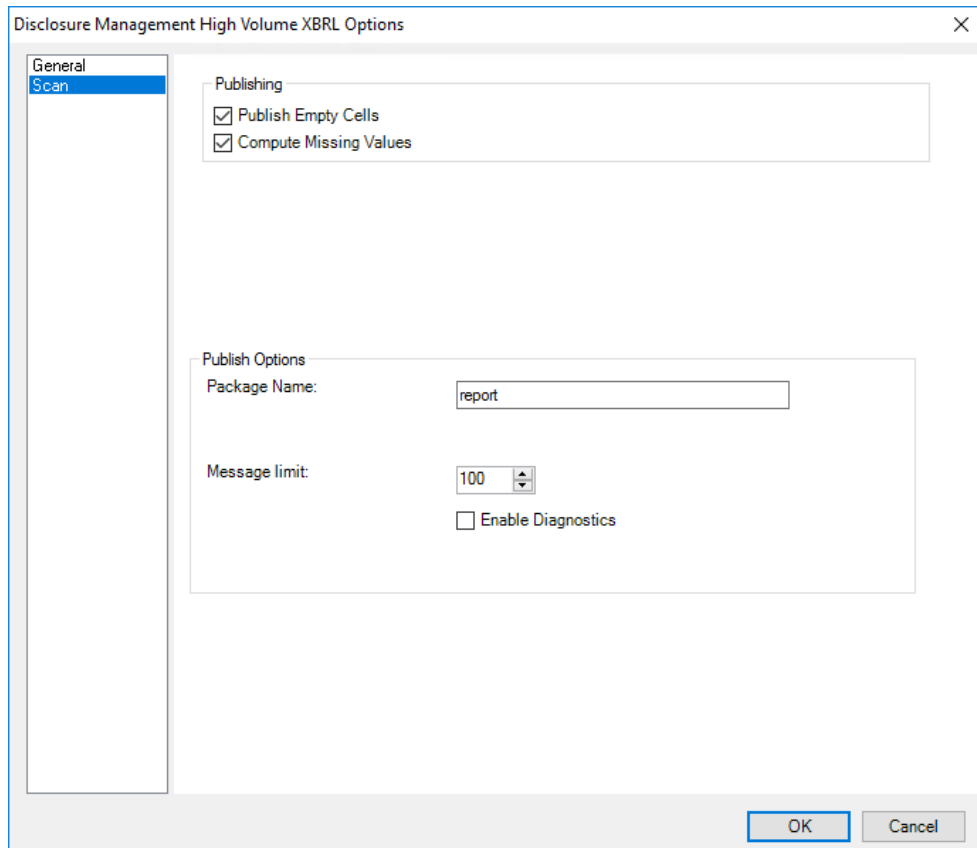
Note:

You may have to restart Microsoft Excel for the server information to take effect.

Scan Settings

To perform publishing:

1. From the **High Volume XBRL** ribbon, select **Options**, and then **Scan**.



2. To apply publishing, do the following:
 - **Publish Empty Cells**—If selected, you can eliminate the cells that are empty while publishing the XBRL documents
 - **Compute Missing Values**— If selected, you can find missing mapped values
3. Click **OK**.

Publishing Options

To review messaging options:

1. From the **High Volume XBRL** ribbon, select **Options**, and then **Scan**.
2. Enter a value in **Message Limit** to store maximum number of reports at time.
3. **Optional:** Select **Enable Diagnostics** to view the report results.
4. Click **OK**.

Configuring Document Entity Information

The Document Entity Information (DEI) interface enables you to define the variables for a Taxonomy Template. The DEI defines the required parameters for proper instance generation, such as Entity ID, Schema reference, taxonomy namespace, list of contexts, and units are used in the tagging process.

To add variables information in the DEI worksheet, perform these steps:



Document Entity Information

1. In **High Volume XBRL** ribbon, select

The Document Entity Information dialog box is displayed.

Document Entity Information ✕

Taxonomy (*) Refresh

Scheme (*)

Entity (*)

Contexts

Action + ✎ ✕

Name	Start Date	Context Type	End Date
I_currentYear	2016-01-01	Instant	

Units

Action + ✎ ✕

Name	Measure	Divide By	Denominator	Decimals	Scale
peso	iso4217:COP	<input type="checkbox"/>		-3	3
pure	pure	<input type="checkbox"/>		0	0
shares	shares	<input type="checkbox"/>		0	0

2. Refresh list of available taxonomies, and then in the **Taxonomy** drop-down, select a required taxonomy namespace.
3. In **Scheme**, enter the scheme details that is needed for context definitions.
4. In **Entity**, enter a unique identification for the entity, company, or institution.
5. Select the required **Contexts** and **Units** information from the table below, and then click **OK**.

One context and several units are created by default. While tagging range of cells, out of the all contexts, the default context is displayed on the top of the drop-down list. Similarly, out of all the units, the default unit is displayed on the top of the drop-down list.

To add new context variable properties, perform these steps:

1. Click to add new contexts variable information.

The **Context** dialog box is displayed.

The screenshot shows a 'Context' dialog box with the following fields and values:

- Name (*)**: i_currentQuarter
- Type (*)**: Duration
- From**: Sunday, January 1, 2017
- To**: Friday, March 31, 2017

Buttons: OK, Cancel

2. In **Name**, enter the name or label of the context.

 **Note:**

The same context names can be used in the next quarter filing. For example, for the `I_currentQuarter`, and `D_currentYear` variable, you can change only the date, and use the same name.

3. In **Type** drop-down, select the required context type.
4. In **From**, select the start date of reporting period.
5. In **To**, select the end date of the reporting period.
6. Click **OK**.

 **Note:**





To delete a context variable, select the property, and then click . In the worksheet, the existing tags that are referencing to the deleted context are not valid. You need to re-tag the cell to a valid context.

Table 11-1 Context Detail Pane Fields and Descriptions

Field	Descriptions
*Name	Specify the name or label of the context. This name is not persisted to instance documents. For example, I_currentQuarter or D_CurrentYear.
*Type	Specify the time period in which the fact is relevant. Valid options are: <ul style="list-style-type: none"> Instant—Specific date. For example: Friday, January 01, 2017) Duration—A period of time starts with the quarter or year start and ends with the quarter or year end. For example, from Friday, January 01, 2017 to Saturday, December 31, 2017.
*From	Specify the start date of reporting period. Enter the date in Day, Month Date, Year format. To select a date from the Calendar, click  .
To	Specify the end date of the reporting period. Enter the date in Day, Month Date, Year format. To select a date from the Calendar, click  .

To add new unit variable information, perform these steps:

1. Click  to add new unit variable information.
The **Unit** dialog box is displayed.

2. In **Name**, enter the name of the unit
3. In **Measure**, enter a unit type.
4. **Optional:** Select **Divide by**, and then specify the denominator in **Denominator**.
5. In **Decimals**, enter a decimal value.
6. In **Scaling**, enter a scaling value.
7. Click **OK**.

 **Note:**


To delete a unit variable, select the property, and then click . In the worksheet, the existing tags that are referencing to the deleted unit variable are not valid. You need to re-tag the cell to a valid unit variable.

Table 11-2 Unit Pane Fields and Descriptions

Field	Description
*Name	Enter a label for the unit. For example, enter USD for U.S. dollars or EUR for Euros. This value is not persisted to instance documents.

Table 11-2 (Cont.) Unit Pane Fields and Descriptions


Field	Description
*Measure	<p>Enter the unit in which numeric items have been measured; for example, dollars, shares, Euros, or dollars per share.</p> <ul style="list-style-type: none"> Currency values must have currency unit types recognized by the International Standards Organization standard ISO 4217. See: http://www.iso.org/iso/home.html that were valid at the time the measurement occurred. <p>For example, iso4217:USD for monetary items in US dollars , or iso4217:cop for Colombian pesos.</p> <ul style="list-style-type: none"> Shares values must have a unit measure of "shares." Rates, percentages, and ratios, not with values multiplied by one number and which are shown using a pure or percentage data type must have a unit measure of "pure."
Divide by	<p>Optional: Enables the division of measured values using the measure shown in the Denominator field.</p>
Denominator	<p>Optional: Select the measure that functions as the divisor of the measure shown in the Measure field. For example, if ISO 4217: USD is in the Measure field, you could select "shares."</p>
Decimal	<p>Optional: Enter the number of decimal places to which the given value is accurate.</p>

 **Note:**

If the value is not mentioned, then by default the values are overridden from DEI worksheet.

Table 11-2 (Cont.) Unit Pane Fields and Descriptions

Field	Description
Scaling	Optional: Specify a number, whereby units of values are multiplied by a scale factor to determine the correct value.

 **Note:**

If the value is not mentioned, then by default the values are overridden from DEI worksheet.

Tagging Cells in the Regulator Template

After you register and load your taxonomy and configure your Document Entity Information (DEI), you can begin tagging your cells in the regulator template. You can select a single cell or a range of cells when tagging.

Before you begin the tagging process, scan all of the worksheets in the template and gather the following information about each cell or range of cells:

- What type of tag should be applied
- Which parameters should be applied for each tag

The recommended order of tagging is as follows:

- First, tag **Data** element cells
- Next, tag **Header** element cells such as: Concepts, Dimensions, Context and Units
- Finally, tag **Table** element cells such as: Table Begin and Table End



Note:

Tagging in this order can help avoid tagging issues during validation.

Oracle recommends that you validate the tags after tagging each worksheet. You can validate the tags either by using Arelle or by filing with the regulator.

Applying Tags to Cells in the Regulator Template

To apply tags for a cell or range of cells in the Taxonomy template, perform these steps:

1. Download the Taxonomy template from [Taxonomy Landing Page](#).

 **Note:**

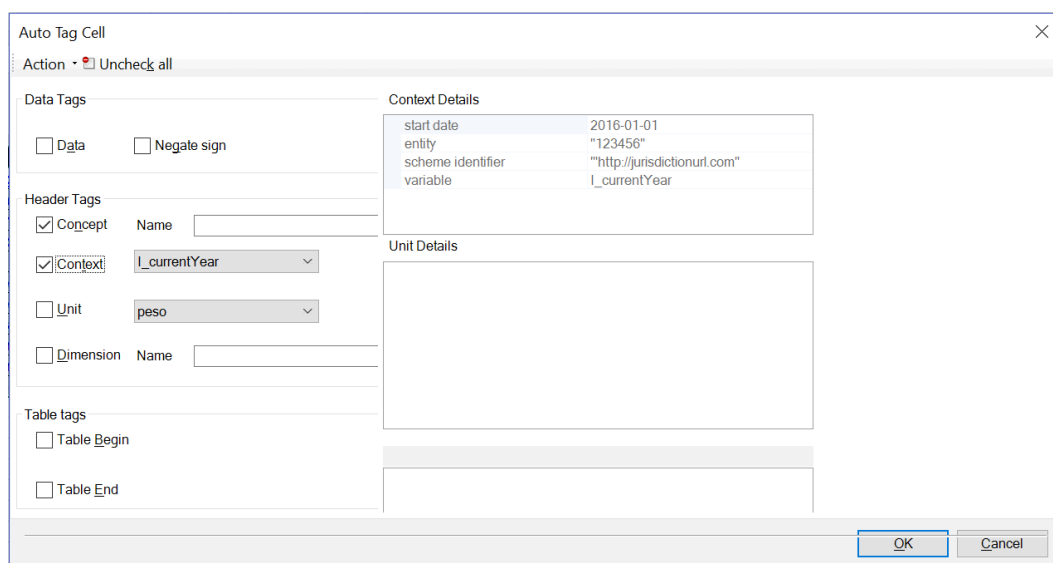
From the Taxonomy landing page, select a required taxonomy template.
Taxonomy templates or Microsoft Excel templates are defined based on industry code. For example: Bank of Colpatría has a code: 001 BANCOS, Promigas has a code: 261 SERVICIOS PÚBLICOS DOMICILIARIOS.

See [Configuring a High Volume XBRL Taxonomy](#)

- In Microsoft Excel, open the Taxonomy template, and then select a cell or range of cells to apply a tag.

- In the **High Volume XBRL** ribbon, select .

The Auto Tag Cell dialog box is displayed.



Context Details	
start date	2016-01-01
entity	"123456"
scheme identifier	"http://jurisdictionurl.com"
variable	I_currentYear

- Select the tags to apply, such as: Data, Header, or Table tags for each cells in the Taxonomy template.

 **Note:**

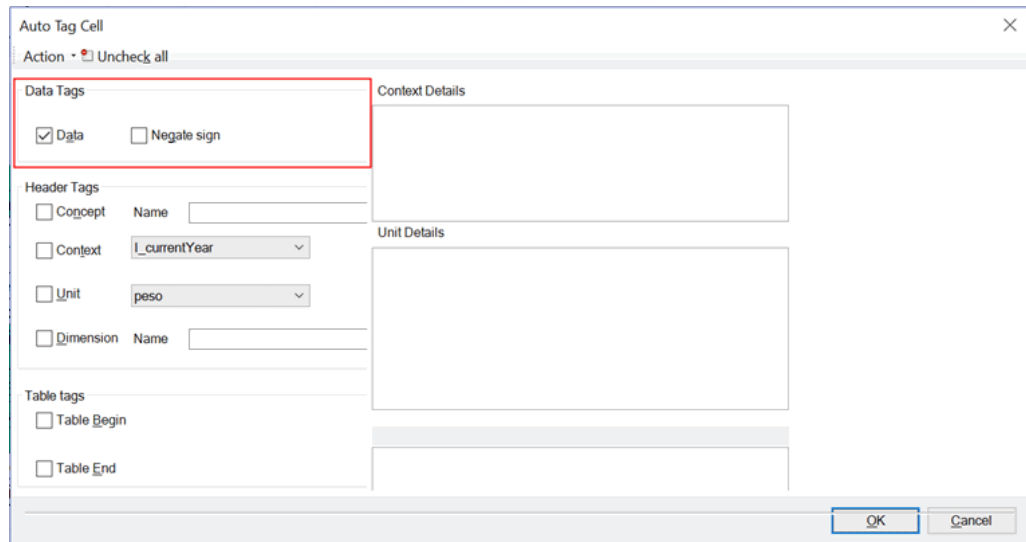
While tagging a range of cells, the default context is displayed in the Context drop-down list, and the default unit is displayed in the Unit drop-down list.

- After applying tags to each cell in the worksheet, click **OK**.

Follow these rules to apply tags to each cell:

Tag Name: Data tag

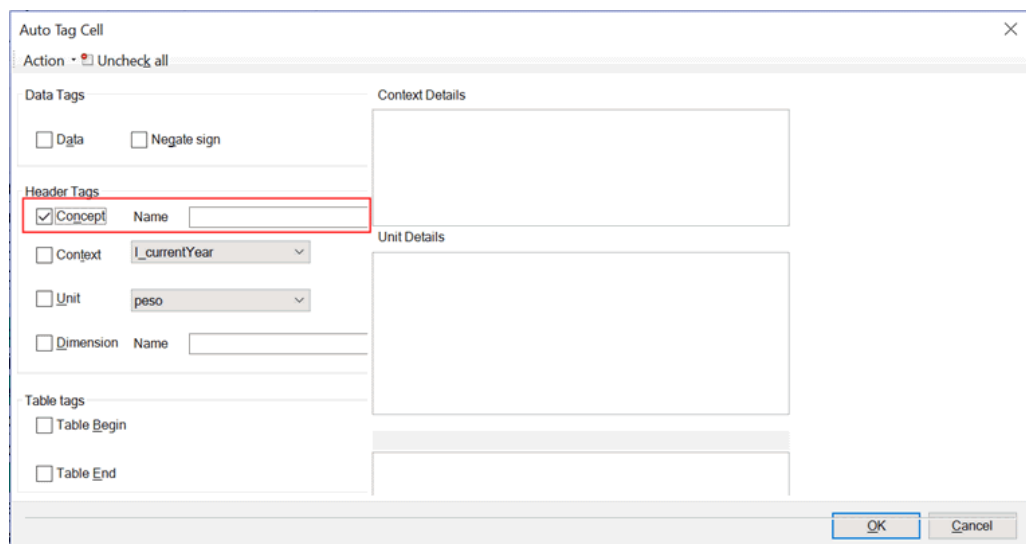
This defines that the cell is a data cell.



Tag Type: **#DATA** comment in the cell. Select **Negate Sign** to flip the sign of the numeric cell. For example, if the value is 500 and **Negate Sign** is selected, then the value is reported as -500.

Tag Name: Concept

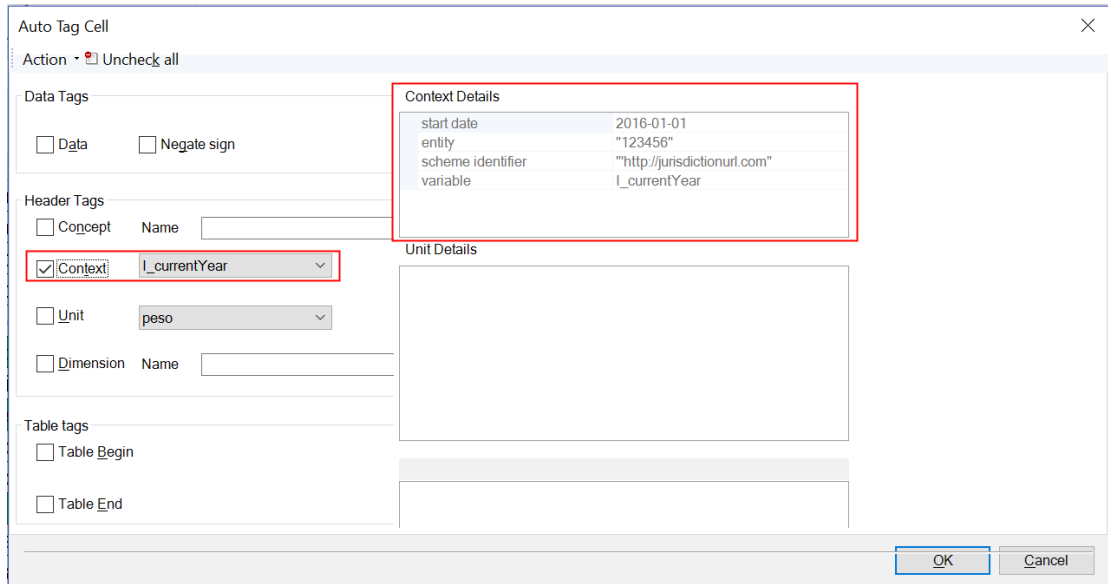
This labels a cell as a concept header.



Tag Type: **#CON** comment in the Excel cell.

Tag Name: Context

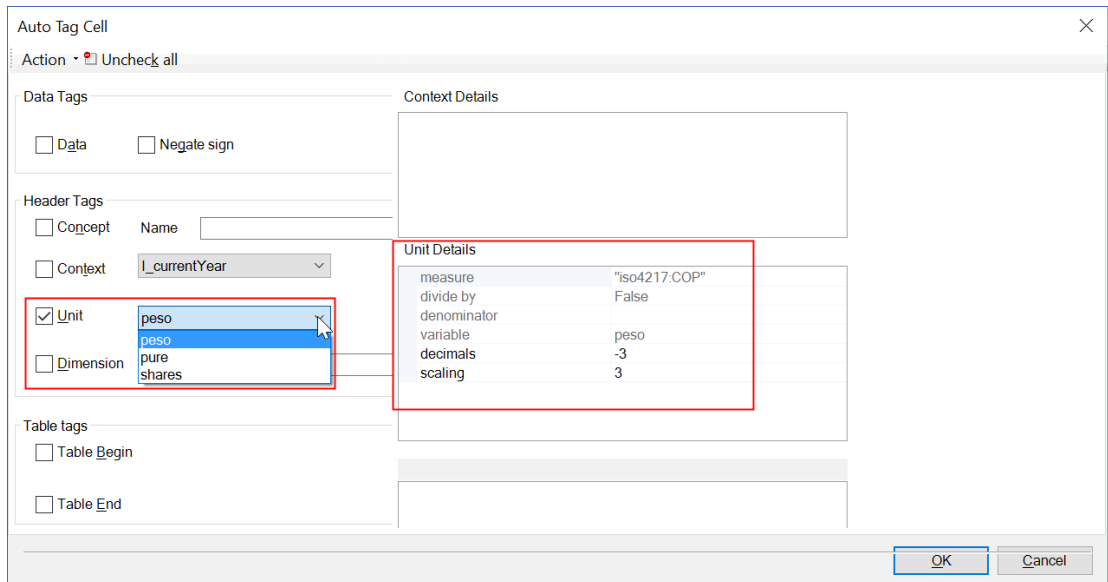
This defines the context of the cell.



Tag Type: #CTX comment in the cell.

Tag Name: Unit

This defines that the cell is represented as a unit, such as: "shares" , "pure" , or "USD".



Tag Type: #UNT comment in the cell. **Optional:** Unit parameters such as "decimals" and "scaling" can be defined in the #UNT tag.

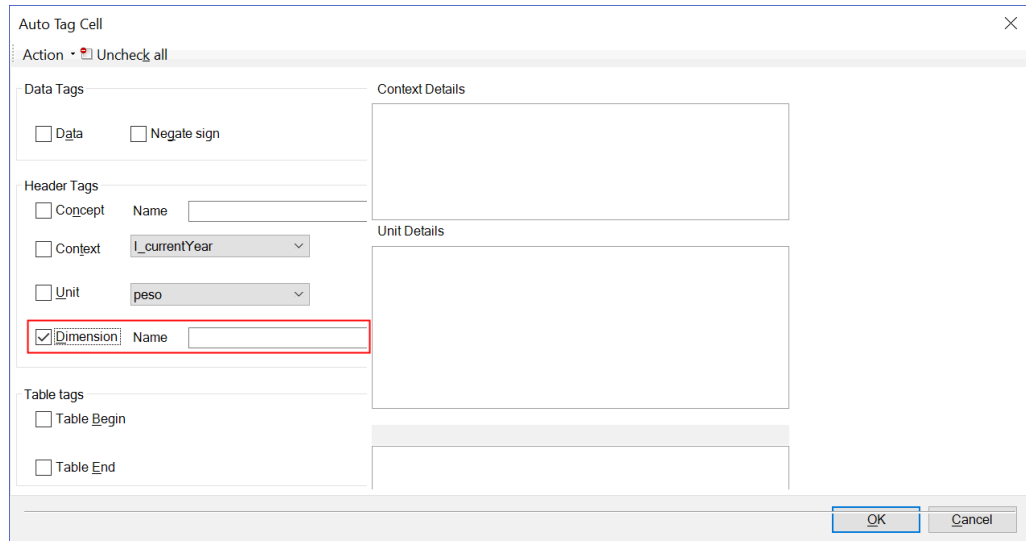
For example: #UNT(\$cop,decimals= "" 3 "" ,scaling= "" -3 "")

 **Note:**

If decimals or scaling attributes are not defined, then the default values are taken from the DEI worksheet.

Tag Name: Dimension

This defines that the cell is an explicit dimension label.



The screenshot shows the 'Auto Tag Cell' dialog box with the following sections:

- Action:** Uncheck all
- Data Tags:** Data, Negate sign
- Header Tags:**
 - Concept Name: [text box]
 - Context: I_currentYear (dropdown)
 - Unit: peso (dropdown)
 - Dimension: Name: [text box] (highlighted with a red box)
- Table tags:** Table Begin, Table End
- Context Details:** [text box]
- Unit Details:** [text box]
- Buttons:** OK, Cancel

Tag Type: **#DIM** comment in the cell.

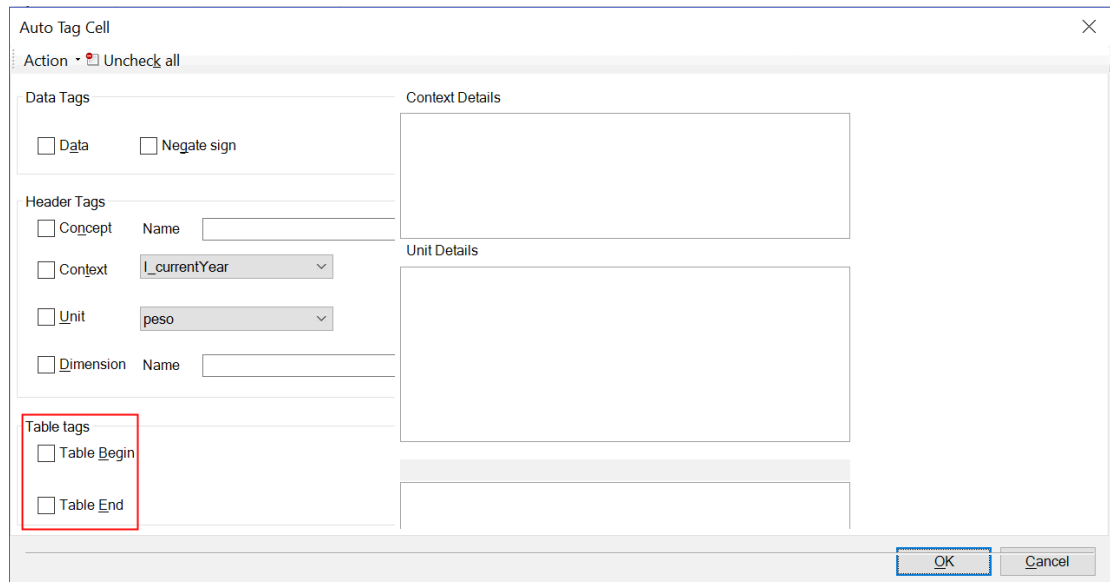
Tag Name: Table Begin

This marks the beginning of a table. This tag is used to delineate a clear section in the sheet. You can tag the beginning of a table or a text block.

Tag Type: **#TABLEBEGIN** comment in the Excel cell.

Tag Name: Table End

This marks the ending of a table. This tag is used to delineate a clear section in the sheet. You can tag the end of a table or a text block.



Tag Type: #TABLEEND comment in the Excel cell.

 **Note:**

You can tag a cell with either #TABLEBEGIN or #TABLEEND, but not both.

 **Note:**

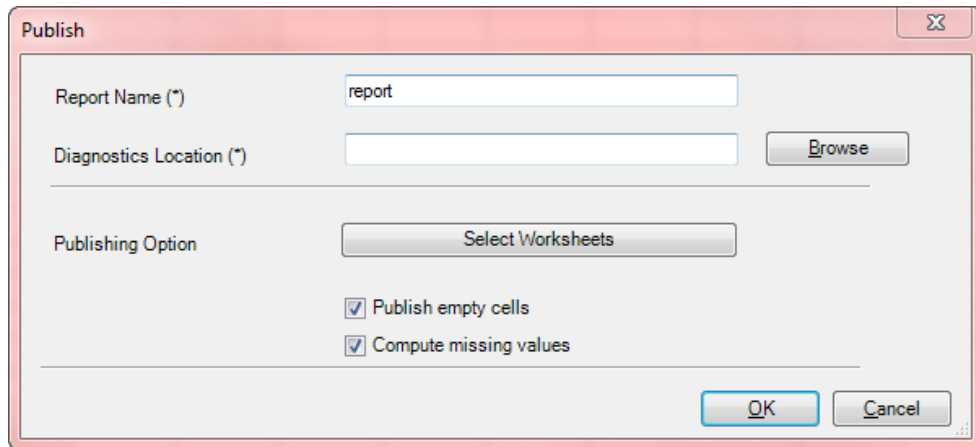
In workbook, the primary concepts displayed in rows and the dimensions are in columns for most of the network worksheets; however, these two networks worksheets: 822390-21 and 822390-22 the primary concepts displayed in columns and the dimensions are in rows. As a workaround, you need to re-tag these two networks and regenerate intermediate mapping files.

Publishing an Instance

To publish an XBRL instance:

1. Open Excel or Word, and click the **High Volume XBRL** tab.
2. Click **Connect**.
3. Enter Disclosure Management user and password details.
4. Click **Publish**.

The publish dialog box is displayed.



5. In **Report Name**, enter the name of the report.
6. In **Diagnostics Location**, enter the location of the intermediate mapping files.
7. In **Publish Option**, click **Select Worksheets** to choose which worksheets to publish.

In the **Select Worksheet** dialog box, select the required worksheet for publishing, and then click **OK**

 **Note:**

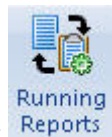
You may get duplicate tagging issues if you publish all worksheets at the same time. Oracle recommends that you publish each worksheet, and then validate the report. If there are any duplicate tags issues, then resolve issues in the current worksheet.

8. **Optional:** Select **Publish empty cells**, and **Compute missing values**, and then click **OK**

 **Note:**

Selecting the **Compute missing values** option overrides the application setting. See [Setting the High Volume XBRL Options](#)

Publishing begins, and the XBRL instance is generated.



9. To view the report status, click

The **Running Reports** dialog box displays the list of successfully completed reports and errors, if any exist.

Report ID	Report Name	Submitted Time	End Time	User	Progress	Report Size
237	FullRun_02	6/10/2015 4:52:16 PM	6/10/2015 5:44:57 PM	admin	Completed without err...	6.98 MB
236	FullRun_01	6/9/2015 8:25:29 PM	6/9/2015 8:34:27 PM	admin	Completed without err...	38.58 KB
233	2100Run_Debug	6/2/2015 2:02:15 PM	6/2/2015 2:21:46 PM	admin	Completed without err...	20.07 KB
232	2100Run_Debug	6/2/2015 1:38:33 PM	6/2/2015 1:54:52 PM	admin	Completed without err...	20.07 KB
231	2100Run_Debug	6/2/2015 1:10:15 PM	6/2/2015 1:34:35 PM	admin	Completed without err...	20.07 KB
230	2100Run_Debug	6/2/2015 12:39:38 PM	6/2/2015 1:03:25 PM	admin	Completed without err...	20.07 KB
229	2100Run_Debug	6/2/2015 11:53:04 AM	6/2/2015 12:20:26 PM	admin	Completed without err...	20.07 KB
228	2100Run_04	6/2/2015 11:30:04 AM	6/2/2015 11:50:07 AM	admin	Completed without err...	20.04 KB
227	2100Run_03	6/2/2015 11:18:25 AM	6/2/2015 11:23:10 AM	admin	Completed without err...	20.04 KB
226	2100Run_02	6/2/2015 11:10:36 AM	6/2/2015 11:14:01 AM	admin	Completed without err...	20.04 KB
225	2100Run_01	6/2/2015 10:42:01 AM	6/2/2015 10:52:16 AM	admin	Completed without err...	20.04 KB

Note:

You can store maximum of 50 reports at time.

After you update the Disclosure Management High–Volume XBRL client, you may not able to view the previously stored reports in the Running Reports dialog. Oracle recommends that you download the results and archive it in a different location, which helps you to view the report results even after updating the software. However, the Running Reports dialog box is not meant for long term storage.

(Optional): After the report has finished, click to download a the zipped file containing the XBRL instance and a validation log.

(Optional): You can delete a report. Select a report in the Running Reports dialog box, and then click .

Note:

You can delete only **Completed** and **Failed status** reports.

(Optional): You can cancel a report from running at the background. Select a report in the Running Reports dialog, and then click .

Publishing the instance produces a zipped file that contains a file with an extension *.xbrl. This is the XBRL instance that was generated, which can be validated using Arelle or Regulator.

12

Performing Auto Tag for SEC Jurisdiction

To use the Disclosure Management Auto Tag feature, you must need to know the following:

 **Note:**

- Verify that Document Entity Information (DEI) is present and tagged.
- Ensure that the report level settings are properly set for date format and negative number format.
- At least one Context must be defined, before performing Auto Tag.

Before performing Auto Tag, you need to know the following considerations:

 **Note:**

- Auto Tagging currently works for SEC Jurisdiction only.
- Currently, Auto Tagging does not automatically tag excel doclets.

Table 12-1 Performing an Auto Tag procedure in a Disclosure Management Report

Tasks	Perform these Sub Tasks	For More Information
Importing the Quarterly Report in Narrative Reporting Web	<ul style="list-style-type: none">• Create an another Quarterly Filing 2017—Q2 folder within the Quarterly Report Filing folder.• Import the previous quarterly report from a common folder (Quarterly Report Filing)	Importing the Quarterly Report in Narrative Reporting Web

Table 12-1 (Cont.) Performing an Auto Tag procedure in a Disclosure Management Report



Tasks	Perform these Sub Tasks	For More Information
Opening a Document in Disclosure Management	<ul style="list-style-type: none"> • Open the Disclosure Management report in Smart View Microsoft Office • In the Smart View Panel, the newly created library folder is now available for the Disclosure Management users • Expand the folder structure, and view the document that is available for both Disclosure Management and Narrative Reporting Web users 	Opening a Disclosure Management Report
Working with Taxonomy Manager	<p>Key highlights of Taxonomy Management:</p> <ul style="list-style-type: none"> • Upload and register new taxonomies • Refresh the taxonomy list 	Working With Taxonomy Manager  - Registering XBRL Taxonomies in Narrative Reporting Cloud Disclosure Management Video .
Changing the Taxonomy in Mapping Tool	Changing the Taxonomy affects all existing mappings that are associated in the report.	Changing the Taxonomy in Mapping Tool
Verifying Document Entity Information in Disclosure Management	The Document Entity Information (DEI) when tagged with XBRL, properly identifies the company and the filing reporting period.	Verifying Document Entity Information in Disclosure Management
Auto Tagging the Level 1, Level 2, Level 3, and Level 4 Tags	Auto Tag Level 1, Level 2, Level 3, and Level 4 tags in a Disclosure Management report.	Auto Tagging Level 1, Level 2, Level 3, and Level 4 Tags
Performing Auto Tag Process in Disclosure Management	<p>The Auto Tag operation can be performed on individual doclets in the Disclosure Management report.</p> <p>This enables collaboration of multiple users working in the report.</p>	Auto Tagging the Table Cells in a Word Doclet

Table 12-1 (Cont.) Performing an Auto Tag procedure in a Disclosure Management Report

Tasks	Perform these Sub Tasks	For More Information
Reviewing Mappings in a Report	The Review tab enables you to review all the existing mappings relevant to the Office document.	Reviewing Mappings Watch this overview video: Mapping Disclosure Management Reports in Narrative Reporting Cloud.  - Mapping Disclosure Management Reports in Narrative Reporting Cloud .

Verifying Document Entity Information in Disclosure Management

The Document Entity Information (DEI) section must be established for the report. The DEI defines the required parameters for proper instance generation, such as **Document Type**, **Entity Central Index Key**, **Document Fiscal Period Focus**, **Document Fiscal Year Focus**, **Current Fiscal Year End Date**, **Document Period End Date**, **Document Period Start Date**, **Document Effective Date**, among several DEI concepts to enable a successful submission to the SEC.

To verify the presence of a DEI mapped values in the report, perform these steps:

1. Open the Disclosure Management report in Smart View. See [Connecting to Narrative Reporting in Smart View](#).
2. Open the Disclosure Management report.
3. In the Disclosure Management ribbon, select **Manage** to open the Disclosure Management Report Manager.
4. In Disclosure Management Report Manager, select the Document Entity Information worksheet doclet.
5. In the shortcut menu, click **Open**.
6. In the Document Entity Information worksheet doclet, select a data point, and then verify the variables information in the DEI.
7. You must verify the following variables information in the DEI:
 - a. **Entity Emerging Growth Company**
 - b. **Entity Filer Category**
 - c. **Entity Shell Company**
 - d. **Entity Small Business**
 - e. **Entity Central Index Key**
 - f. **Amendment Flag**
 - g. **Document Fiscal Period Focus**
 - h. **Document Fiscal Year Focus**

- i. Document Period End Date
- j. Entity Registrant Name
- k. Entity Current Reporting Status
- l. Entity Voluntary Filers
- m. Entity Filer Category
- n. Entity Well Known Seasoned Issuer
- o. Entity Public Float
- p. Document Period Start Date
- q. Document Effective Date
- r. Document Type
- s. Current Fiscal Year End Date

Auto Tagging the Disclosure Management Report

After you register, and load your taxonomy, you can proceed to auto tag on the Disclosure Management report.

Before you begin the Auto Tag process, you must ensure that all the required pre-requisites steps are verified:

- You must ensure that all the Word doclets are checked-in, before you work on it.
- You must ensure that the formatting options at the report level are set correctly, such as the date format and the negative number format.
- At least one Context must be defined, before performing Auto Tag.

Note:

It's recommended that you validate the tags after the Auto Tagging process is completed for each doclet. You can validate the Auto Tagged items by reviewing them using the existing functionality.

[Reviewing Mappings](#)

Watch this overview video: [Mapping Disclosure Management Reports in Narrative Reporting Cloud](#).



-- [Mapping Disclosure Management Reports in Narrative Reporting Cloud](#).

Note:

After the Auto Tagging process is completed, the doclets that were selected to be auto-tagged are checked-out. You must validate each doclet before check-in, and then refresh it into the Disclosure Management report.

Performing Auto Tag on the Disclosure Management report in Smart View

To Auto Tag the Disclosure Management Report, perform these steps:

1. Connect to the Narrative Reporting in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)
2. In the Smart View panel, navigate to the newly created library folder that is made available to Disclosure Management users.
3. Expand the folder structure, and view the Disclosure Management report that is made available for both Disclosure Management and Narrative Reporting Web users.
4. Open the Disclosure Management report in Smart View.
5. Click **Auto Tag**, and from the **Select Doclet** dialog you can either select **All** or select the required doclet from the list, then click **OK**. The confirmation message "*Auto Tagging on the Disclosure Management report is successfully done.*" is displayed.

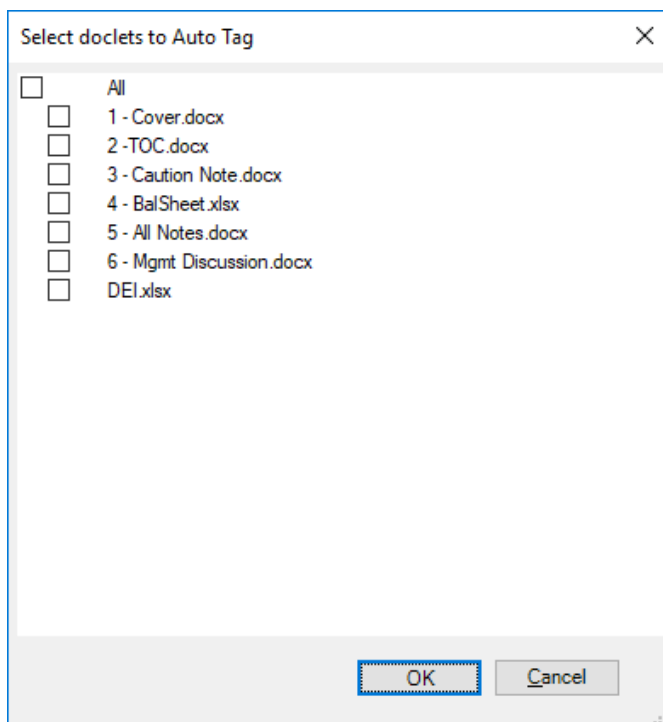
Note:

The Auto Tag operation can be performed on the Disclosure Management report. However, be advised that since working with individual doclets enables collaboration of multiple users working on the report, it is more beneficial to **Auto Tag** individual doclets when there are several users. If a user checks-out a Word doclet within the Disclosure Management report, and another user simultaneously performs Auto Tagging on the Disclosure Management report, then it may not be possible to view the checked-out doclet from the **Select Doclet** dialog.

Auto Tagging Level 1, Level 2, Level 3, and Level 4 Tags

To auto tag Level 1, Level 2, Level 3, and Level 4 tags in a Disclosure Management report, perform these steps:

1. Connect to the Narrative Reporting in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)
2. In the Smart View panel, navigate to the newly created library folder that is made available to Disclosure Management users.
3. Expand the folder structure, and view the Disclosure Management report that is made available for both Disclosure Management and Narrative Reporting Web users.
4. Open the Disclosure Management report in Smart View.
5. Click **Auto Tag**, and then select the required doclets to Auto Tag.



6. A prompt is displayed, "Auto Tag will Overwrite exiting maps." Do you want to continue. Click **Yes**.
7. After the Auto Tag is done, click **OK**.

Example 12-1 Reviewing the Level 1, Level 2, and Level 3 Tags

The SEC classifies Level 1, Level 2, and Level 3 tags as Text Block tags.

The following are Text Block types :

- Level 1 - Text Blocks
- Level 2 - Policy Text Blocks
- Level 3 - Table Text Blocks

Tables are not always tagged with Level 3 Table Text Blocks. There are use cases where a filer will tag a Table with a Level 1 or Level 2 Text Block. FASB recommends that each table be mapped to a single Table Text Block tag: <https://xbrl.us/guidance/tagging-table-text-blocks-with-multiple-tags/>

The SEC offers Text Block specific [EFM validation rules](#) as well as [staff recommendations](#).

VISI use case is a practical study on proper application of Text Block tags per FASB and SEC guidance:

Level 1 Text Block maps to all the content in the Basis of Presentation section.

Level 3 Text Blocks map to content in section "Non-operating Income, net" and section "Comprehensive Income", respectively.

In the VISI taxonomy, the relevant elements are defined in the following extended links:

Auto Tagging the Table Cells in a Word Doclet

After you register, and load your taxonomy, and configure your Document Entity Information (DEI), you can proceed to auto tag the tables in the doclet.

The Auto Tag operation should be performed on individual doclets in the Disclosure Management report, as it enables collaboration of multiple users working in the report. It is not considered "Best Practice" to tag the Disclosure Management report.

Before you begin the Auto Tag process, you must ensure that all the required pre-requisites steps are verified:

- You must ensure that the Word doclet or Document is checked-out, before you work on it. Auto tag will check out the Word doclet if it is not already checked out. The Doclet will remain checked out after auto tag is complete. It will be up to the end user to review and check it back in.
- You must ensure that the formatting options at the report level are set correctly, such as the date format and the negative number format.
- You must verify the Document Entity Information (DEI) are present and tagged properly.
- At least one Context must be defined, before performing Auto Tag.

 **Note:**

It's recommended that you validate the tags after the Auto Tagging process is completed for each doclet. You can validate the Auto Tagged items by reviewing them using the existing functionality.

[Reviewing Mappings](#)

Watch this overview video: Mapping Disclosure Management Reports in Narrative Reporting Cloud.



[Mapping Disclosure Management Reports in Narrative Reporting Cloud.](#)

Performing Auto Tag on the Disclosure Management report in Smart View

To Auto Tag the table cells within a word doclet, perform these steps:

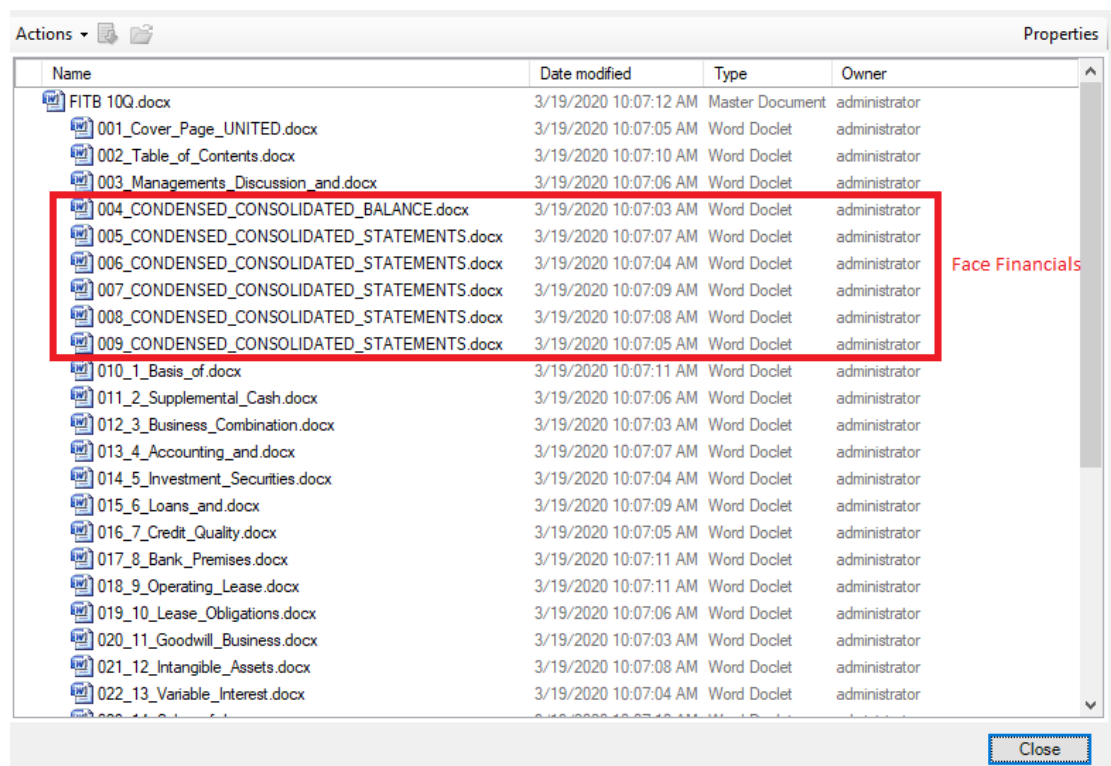
1. Connect to the Narrative Reporting in Oracle Smart View for Office. See [Connecting to Narrative Reporting in Smart View](#)
2. In the Smart View panel, navigate to the newly created library folder that is made available to Disclosure Management users.
3. Expand the folder structure, and view the Disclosure Management report that is made available for both Disclosure Management and Narrative Reporting Web users.
4. Open the Disclosure Management report in Smart View.
5. Click **Auto Tag**.

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Performing Auto Tag on the Face Financial Doclets

After you register and load your taxonomy, and configure your Document Entity Information (DEI), you can proceed to auto tag the tables in the doclet.

The Auto Tag operation should be performed on individual Face Financial doclets in the Disclosure Management report.



Before you begin the Auto Tag process, you must ensure that all the required pre-requisites steps are verified. You must ensure that the Word doclet or Disclosure Management report is checked-out, before you work on it.

To Auto Tag a Face Financial doclet:

1. Open the Disclosure Management report in Smart View. See [Connecting to Narrative Reporting in Smart View](#)
2. Open the Disclosure Management report.
3. In the Disclosure Management ribbon, select **Manage** to open the **Disclosure Management Report Manager**.
4. In **Disclosure Management Report Manager**, select a doclet.
5. In the shortcut menu, click **Open**.

6. In **Disclosure Management Mapping Tool**, select **Concept** tab, expand the taxonomy tree and double-click on the **Income Statement [Abstract]** concept.
7. In the doclet, select an appropriate **Abstract Element** based on the content, and highlight the entire table then locate the correct Abstract Element tag in the taxonomy in the Disclosure Management Mapping Tool User Interface, and then map the tag (also mapping the correct Concept, and Context).

 **Note:**

It is very important that make a correct decision on level 4 detailed network selection to be tagged in the Face Financial Doclet.

Additionally, it is important to select an Abstract element that is an ancestor to all elements that are to be auto tagged.

8. In **Disclosure Management Mapping Tool**, select **Context** tab to set the dates and type of Context (Instant or Duration). The context represents time period and entity information. You can view the dates and type of Context (Instant or Duration) for each.
9. Click **Save**, and then **Check-in** the doclet.
10. Click **Auto Tag**.

 **Note:**

- It's recommended that you validate the tags after the Auto Tagging process is completed for each doclet.
- To validate the Auto Tagged items by clicking the **Review** tab in the Disclosure Management Mapping Tool. See [Reviewing Mappings](#)

Watch this overview video: Mapping Disclosure Management Reports in Narrative Reporting Cloud.



- [Mapping Disclosure Management Reports in Narrative Reporting Cloud](#).

14

Configuration Options

This chapter includes information on setting Disclosure Management options.

Setting the Disclosure Management Options

You can set the following types of Disclosure Management options:

- Use **General** options to specify the **Publish** and **Preview** settings, as well as the proxy settings for the Arelle XBRL editor.
- Use the **XBRL** options to specify the **Mapping**, **Formatting**, and **Validation** settings.

Publishing Options

To apply publishing options:

1. From the **Disclosure Management** ribbon, select **Options**, and then **General**.

The screenshot shows the 'Narrative Reporting Disclosure Management Options' dialog box with the 'General' tab selected. The dialog is divided into three main sections: 'Publish', 'Preview', and 'Arelle Proxy Settings'.
- **Publish** section: Contains four checkboxes. 'Include images in published XBRL package' is checked. 'Enhance financial table formatting' is unchecked. 'Do not report 'id' attributes on generated facts' is unchecked. 'Fill the attribute 'decimal' with 'INF'' is unchecked, with two radio button options below it: 'Use for all numerical concepts' and 'Use for non-monetary numerical concepts'.
- **Preview** section: Contains one checked checkbox: 'Auto Preview published documents'.
- **Arelle Proxy Settings** section: Contains a text box for 'Arelle Viewer Location' with the value 'C:\Arelle_2020-04-25' and a 'Browse...' button. Below this are three checked checkboxes: 'Make Arelle Offline' and 'Use proxy server of Microsoft Windows Internet Settings'. At the bottom are three text boxes for 'Address:', 'User:', and 'Password:', and a 'Port:' label with an empty text box.
At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

2. To apply publishing options, do the following:
 - **Include images in published XBRL packages**—Select this option to include the image files within the XBRL package and include the appropriate references with the

XBRL documents; clear the selected option to exclude the image files from the XBRL package and exclude any references from the XBRL documents.

- **Enhance financial table formatting**—Select this option to auto-correct table alignments, including adjustments to currency symbols and negative numbers
- **Do not report 'id' attributes on generated facts**—This option will not allow you to display id attributes for facts in xbrls
- **Fill the attribute 'decimal' with 'INF'**— This option enables you to fill the attribute 'decimals' for both non-monetary and all numeric facts with 'INF'
 - **Use for all numerical concepts**— The attribute 'decimals' for all numeric facts are filled with 'INF'
 - **Use for non-monetary numerical concepts**— The attribute 'decimals' for non-monetary numeric facts are filled with 'INF'

3. Click **OK**.

Preview Options

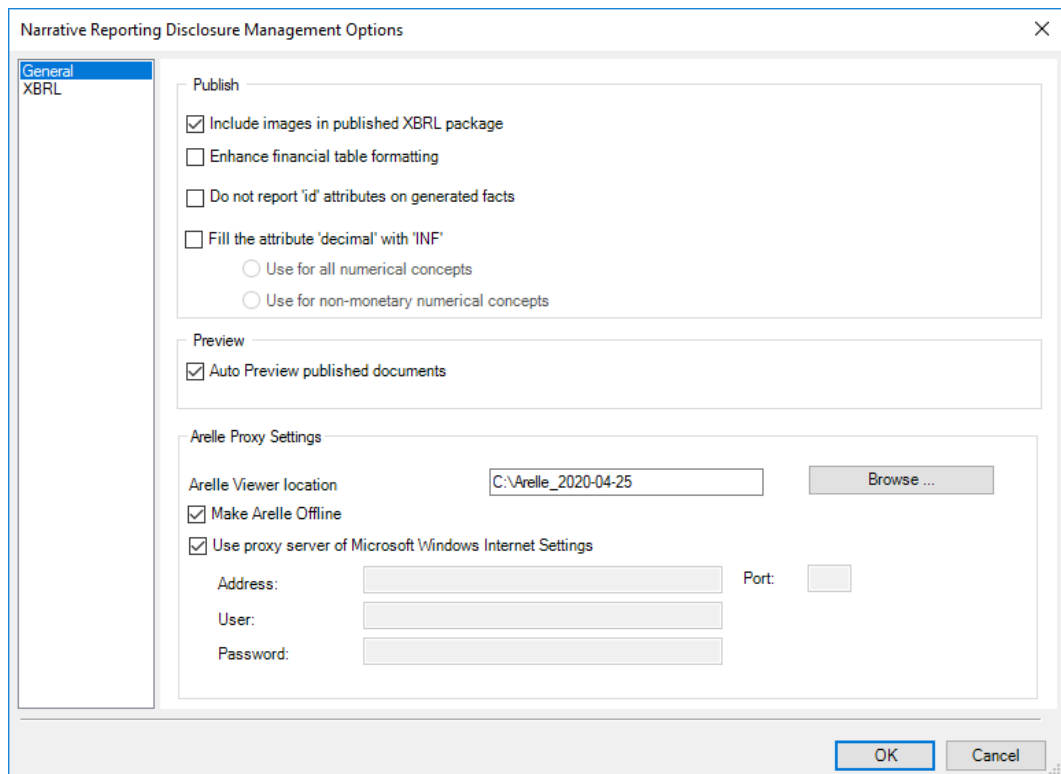
To apply preview options:

1. From the **Disclosure Management** ribbon, select **Options**, and then **General**.
2. Select **Auto Preview Published Documents** to view the Instance Viewer immediately after the report is generated.
3. Click **OK**.

Arelle Proxy Settings

Disclosure Management uses Arelle to validate XBRL instances and taxonomies. Arelle requires access to the internet to validate. If your network requires a proxy to access the internet, you can enter the proxy information in these fields.

1. From the **Disclosure Management** ribbon, select **Options**, and then **General**.



2. Choose an action:

- Arelle software is installed as a part of Disclosure Management Client Installation, you no need to manually download the Arelle software.

During the installation process, you need to create a folder, with folder name without spaces such as **Arelle2020**, and then point to the location in the Disclosure Management Options Dialog.

- **Make Arelle Offline** - Select this option to view the XBRL instance in **Offline** mode.

 **Note:**

After publishing the XBRL instance, you can view basic XBRL in **Arelle**, click **Tools**, and select **Internet**, and then select **Work offline** mode.

This option is useful when you do not have limited access to the internet, and Arelle's cache files have been pre-loaded with taxonomies as needed by the end-user.

- Select **Use proxy server of Microsoft Windows Internet Settings** to use your default system settings for your proxy.
- Clear **Use proxy server of Microsoft Windows Internet Settings** and manually enter the URL, port, user, and password to connect via your proxy.

3. Click **OK**.

XBRL Options

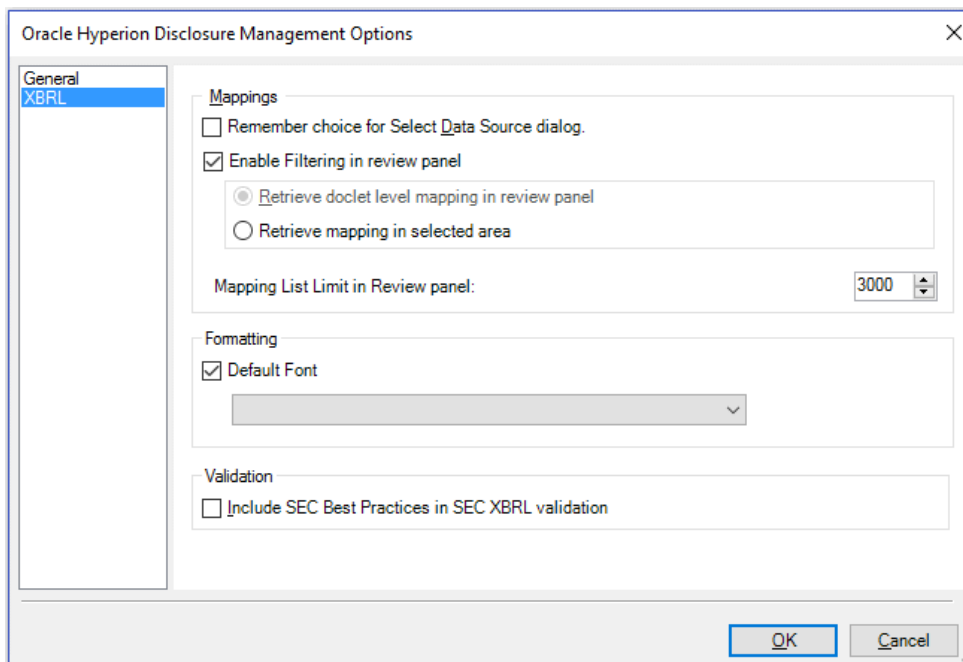
The XBRL options enable you to specify the settings for mappings, formatting, and validation.

Mappings

You can instruct Disclosure Management to preserve data selections as a default for future mappings.

To preserve data selections as a default for future mappings:

1. From the **Disclosure Management** ribbon, select **Options**, and then select **XBRL**.



2. Enables you to filter the mappings displayed in the the review panel. **Optional:** If you select **Enable Filtering in review panel**, then by default **Retrieve mapping in selected area** is selected.
3. In **Mapping List Limit in Review panel**, add the allowed number range (range from 200 to 4000) in the review pane.
4. Click **OK**.

Formatting

The formatting option enables you to set a default font for XBRL mapping documents.

To use default fonts:

1. From the **Disclosure Management** ribbon, select **Options**, and then select **XBRL**.
2. Select **Default Font**, and then select the font from the drop-down menu.

Validation

Disclosure Management provides the option to run SEC XBRL best practices validation. In addition to the mandatory validation rules required for SEC submission, Disclosure Management offers best practices which are intended to help the user

create higher quality XBRL reports but are not enforced during the SEC submission process.

Select **Include SEC Best Practices in SEC XBRL Validation** to enable SEC XBRL best practice validation.

Reviewing iXBRL Generated File Name and Report Title

The South African regulatory authority (CIPC) requires that iXBRL files be titled in a certain format for submission, thus you can review and manage the **Report Title**, and **XBRL Instance Name** information.

General Settings

To set the report properties:

1. From the **Disclosure Management** ribbon, select **Properties**, and then **General**.
2. In **XBRL Instance Name**, enter the XBRL Instance information.
3. In **Report Title**, enter a report name.
4. **Optional:** In **Report Language**, select a language from the drop-down menu.

Note:

Some jurisdictions require the `xml:lang` attribute to specify the locale of a tag or instance. The `xml:lang` attribute in the root of the instance document indicates in which language the report has been prepared. Each tagged text fact should have an `xml:lang` attribute whose value corresponds to the language of text in the content of a tag. Each tagged text fact should have an `xml:lang` attribute that is assigned to the fact or inherited, for example from the root element. Its value must correspond to the language of text in the content of a tag. You can specify the default locale as mentioned in the below image. However, the default can be overwritten at the mapping level in the Review Pane of the Mapping Tool UI.

5.

Report Properties

General

Report Name: 000_dm_bat_report

Associated Taxonomy: orcl-20160831/orcl-20160831.xsd

XBRL Instance Name: 000_dm_bat_report.xml

Report Title: 000_dm_bat_report

Report Language: English

Suppress Fact Value:

OK Cancel

6. In **Suppress Fact Values**, enter a value.
You can enter comma-separated set of values. For example, "-", "0", or "blank" directs the system to ignore this value when generating a fact.
7. Click **OK**.

15

Performing Administrative Tasks

A user must have a Report Administrator Role or Library Administration Role to be able to perform these tasks:

- [Granting Access to Disclosure Management reports and Doclets](#)
- [Updating the HTTP Cache](#)

Granting Access to Disclosure Management reports and Doclets

You grant access to Disclosure Management reports and doclets by using Access Control Lists (ACLs). You can define the following permissions:


- View
- Administer



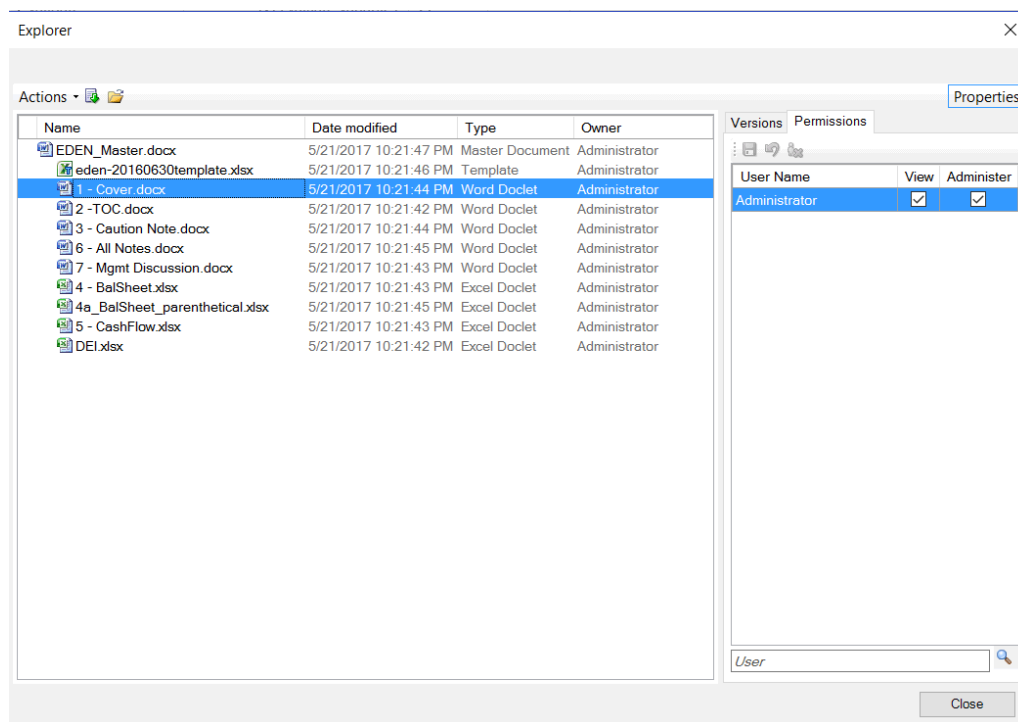
Note:

You do not use the library access control in the Narrative Reporting web client to define permissions for Disclosure Management artifacts. Instead, you grant access to Disclosure Management reports and doclets using Explorer in the Disclosure Management Smart View extension.

To grant access to a Disclosure Management report or doclet:

1. In Explorer, select a Disclosure Management report or a doclet.
2. Click **Properties**.
3. Click the **Permissions** tab.
4. Use the **Search** box to search for the user that you want to grant access for.
5. Click  to add the user to the ACL.
6. Select the permissions to grant the user.

ACLs are not propagated. For, example if you apply an ACL in the Disclosure Management report, it does not propagate to the doclets. ACLs in Disclosure Management are applied only to artifacts such as doclets and Disclosure Management reports. They do not apply to Reports.



Updating the HTTP Cache

Disclosure Management is packaged with the following base taxonomies:

- US GAAP 2020 (still in DRAFT status)
- US GAAP 2019
- US GAAP 2018
- US GAAP 2017
- US GAAP 2016
- US GAAP 2015
- US GAAP 2014
- IFRS 2019
- IFRS 2018
- IFRS 2017
- IFRS 2016
- IFRS 2013
- IFRS 2012
- SRT 2020 (still in DRAFT status)
- SRT 2019
- SRT 2018
- Colombian extension taxonomies: [Information regarding colombian extension taxonomies.](#)

- CIPC 2016

The supported list of base taxonomies as of current reporting period. See <https://www.sec.gov/info/edgar/edgartaxonomies.shtml>

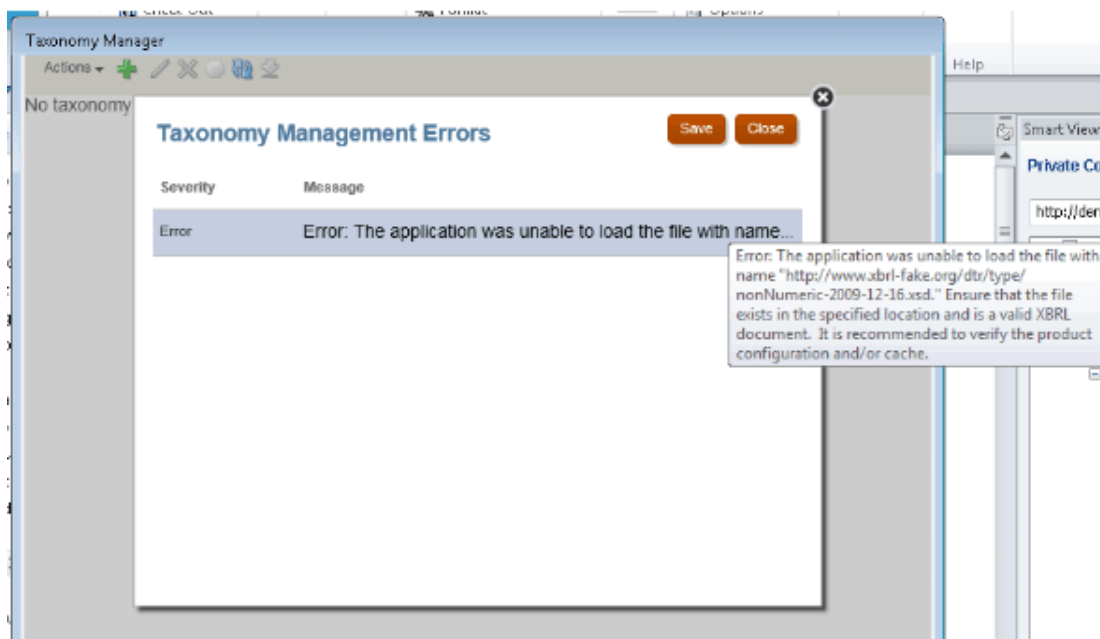
 **Note:**

Both US GAAP 2020 and SRT 2020 are still in DRAFT status.

Until the DRAFT status is upgraded to PUBLISHED status, the user will encounter the "forbidden file use detected" error message, if attempting to extend taxonomy.

However, when new versions of the base taxonomy get released, or new jurisdictions get supported, the pre-packaged base taxonomy may not contain these additions. If you try to register a taxonomy and the base taxonomy being referenced is not currently packaged, an error is displayed. See [Figure 1](#)

Figure 15-1 Missing Taxonomy Error



In these cases, you must use a command-line utility (CLU) to update your HTTP cache with the missing taxonomy. Use the following procedures to assemble an updated HTTP cache and then upload it to the server.

Downloading the Utility:

1. From the Narrative Reporting home page, select the drop-down arrow next to your name, then **Downloads**, and then **File Transfer Utility**.
2. Unzip `eprcsctl.zip`. It should have two entries:
 - `eprcsctl.exe`

- folder `jre<version>`

Assembling the HTTP cache zip file:



Note:

You must have access to the internet and have installed the Arelle XBRL processor to complete this procedure.

1. From Arelle, select **File**, and then **Open** at the entry point of the taxonomy that you want to upload.



Note:

The download of the taxonomy can take several minutes.

2. When the dependent taxonomies have finished downloading, select **Menu**, then **Tools**, and then **Internet Manage Cache** to navigate to the location where the files were saved.
3. Zip up the http file as `http.zip`.

Uploading the cache file to the server:

1. Open a command prompt, and navigate to where you downloaded the CLU.
2. Execute `eprcctl.exe`. There are three parameters that you must specify:
 - `operation`: This should always be `update_dm_http_cache`.
 - `server`: The server URL that you are uploading to.
 - `uploadFile`: The local location of the http cache file that will be uploaded.

Example: `C:\eprcctl.>eprcctl.exe operation=update_dm_http_cache server=http://myserver.com:9100/ uploadFile=C:\eprcctl\http.zip`

Installing the Arelle XBRL Application

The Arelle software will be used to view the instance of XBRL Report Generation. It can also do basic XBRL validation.



Note:

ArELLE software is installed as a part of Disclosure Management Client Installation, you no need to manually download the Arelle software.

 **Note:**

You need to create a folder, with folder name without spaces such as **Arelle2018**, and then point to the location in the Disclosure Management Options Dialog. See [Setting the Disclosure Management Options](#)

16

Tips and Troubleshooting

This chapter contains general information about some common errors encountered with Disclosure Management.

General FAQs

The following section provides a list of general FAQs, tips, and troubleshooting information:

Question: Why is my validation hanging or taking a long time to complete?

Answer: Disclosure Management uses Arelle to validate taxonomies from Taxonomy Designer and SEC XBRL Instances. You may need to configure the proxy settings for Arelle. See [Arelle Proxy Settings](#)

Question: Why can't Arelle connect to the internet even though the proxy settings are correct?

Answer: You may need to update the HTTP cache. Follow these steps:

1. Perform an action:
 - Contact Oracle Support to receive a ZIP file containing the HTTP cache, and then unzip the files to: `<%USER_HOME%>\AppData\Local\Arelle\cache`
 - Follow these steps to create a ZIP file containing the HTTP cache:
 - a. On a PC with access to internet, install the Disclosure Management Smart View Extension Client.
 - b. Run `arelleGUI.exe`, located at `<%USER_HOME%>\AppData\Roaming\Oracle\SmartView\extensions\Bin\E632A1C1-B3D4-4941-80F3-8C9E83747BE7\Release\Arelle`
 - c. Open the Taxonomy Instance or XBRL Instance in Arelle.
 - d. After the Taxonomy or XBRL instance has finished opening, zip the location: `<%USER_HOME%>\AppData\Local\Arelle\cache`.
 - e. Unzip the zip file from step d to: `<%USER_HOME%>\AppData\Local\Arelle\cache`.
2. After the HTTP cache has been updated, perform these steps to set the **workoffline** setting to **True**:
 - a. Browse to `<%USER_HOME%>\AppData\Local\Arelle`
 - b. Open `config.json` using a text editor, such as Notepad++ (recommended because of the JSON formatting plugin).
 - c. Add the statement, `"workoffline": true`, as in the below example:

```
"proxySettings": [  
false,  
"www-proxy.us.oracle.com",  
"  
"
```

```

" "
],
"workOffline": true,

```

Question: Why isn't the Disclosure Management tab visible in Oracle Smart View for Office ?

Answer: First, make sure that you have downloaded and enabled the extensions for Disclosure Management. See [Installing Disclosure Management](#).

If you have verified that the correct extensions are enabled and the Disclosure Management tab still isn't displaying in Smart View, the cause may be blank lines in the Counters cache of your Windows registry. Perform the following actions to fix the issue:

1. From your desktop, click **Start**, and then type `cmd`, but do not press **Enter**.
2. Right-click `cmd.exe`, and select **Run as Administrator**.
3. At the command prompt, type `lodctr /r`.
4. Restart your Windows machine, and then verify that the Disclosure Management tab is displaying correctly.

Question: How do I eliminate duplicate tags?

Answer: After publishing the XBRL instance, validate the basic XBRL in Arelle. Click **Tools**, and then **Validation**.



Note:

You can validate the tags by using Arelle or by filing with your regulator.

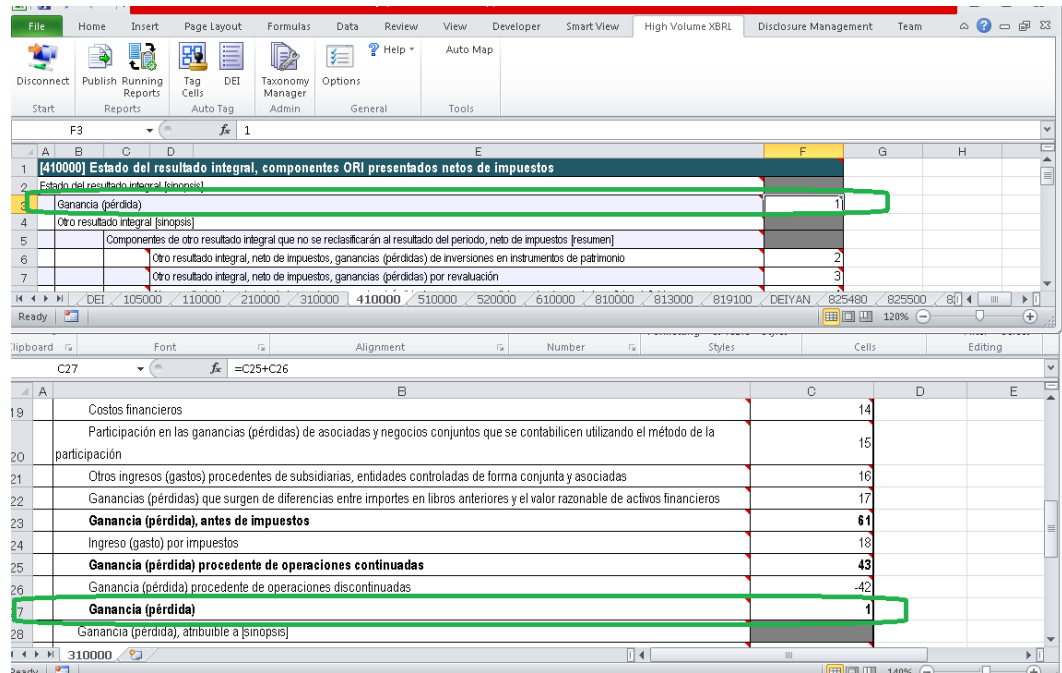
The High Volume XBRL validation results are displayed as follows:

Seq	ID	Message	Template Information	Value Information
1	292	The mapping 'Incremento' with value '377' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (STS16). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$LS37	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 377
2	313	The mapping 'Correcciones valorativas adicionales reconocidas en el resultado del periodo' with value '407000000' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (STS13). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$LS40	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 407000000
3	320	The mapping 'Utilización' with value '417000000' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (STS14). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$LS41	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 417000000
4	327	The mapping 'Reversión' with value '427000000' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (STS15). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$LS42	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 427000000
5	328	The mapping 'Incremento' with value '0' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (SFS37). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$FS43	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 0
6	329	The mapping 'Incremento' with value '0' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (SGS37). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$GS43	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 0
7	330	The mapping 'Incremento' with value '0' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (SHS37). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$HS43	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 0
8	331	The mapping 'Incremento' with value '0' has been found to be invalid according to reporting requirements. • Warning : This mapping has been found to be a duplicate of at least one other mapping (SIS37). Duplicates will not be reported.	Schedule: 822390-1 Table: 3 Cell: \$IS43	Currency: COP Reporting Period: 2015-01-01 Decimals: 0 Value: 0

Duplicate tags can appear for several reasons:

- The same concept is present in two or more different worksheets. This issue may not appear if you tag each sheet and validate one worksheet at a time. When you publish the full workbook, however, if you have the same concept on two or more worksheets, validation will display warnings for the duplicate concepts.

For example: Cell C27 in worksheet 310000 contains a concept, and the same concept is present in different worksheet 410000 in cell C3.



To correct: Remove the tag from one of the cells.

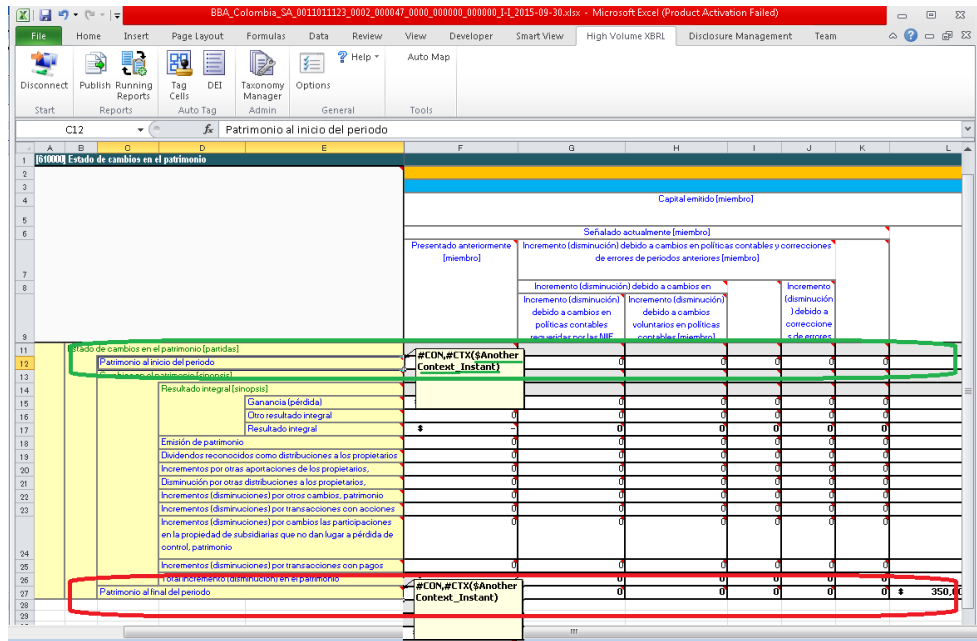
- Dimensions are not tagged in a network table. This could result in several duplicate tags, as the same data points for a concept in one column would be c=equal, and u=equal to same concept in another column.

To correct: Tag DIM in the header of the table.

- Totals that represent a concept are tagged, and there are networks where that concept is present in multiple tables.

To correct: Tag the concept in the first table only.

- The beginning and the ending of the period are tagged with the same context. If the cells are tagged with the same context, then entire rows would be duplicates of one another.



Question: How do you find and correct missing context mapping?

Answer: After publishing the XBRL instance, validate the basic XBRL in Arelle. Click **Tools**, and then **Validation**.



Note:

You can validate the tags by using Arelle or by filing with your regulator.

If you forget to tag a cell region with a valid context, then you may encounter the entity missing for one or more mappings, and the validation report will render that cell as **UNKNOWN**.

The High Volume XBRL validation results are displayed as follows:

Tables	Entity	Expected #	Actual #	Valid #	Warning #	Invalid #	Missing #	Duplicate #	Status
1	20160531_2220	1	1	1	0	0	0	0	• valid
2	20160531_2220	20	20	20	0	0	0	0	• valid
3	UNKNOWN	1	1	0	0	1	0	0	• invalidxbrlvalue
4	20160531_2220	330	330	330	0	0	0	0	• valid

You can determine which mappings to fix by clicking on the Validation Report Table hyperlink.

Table 3

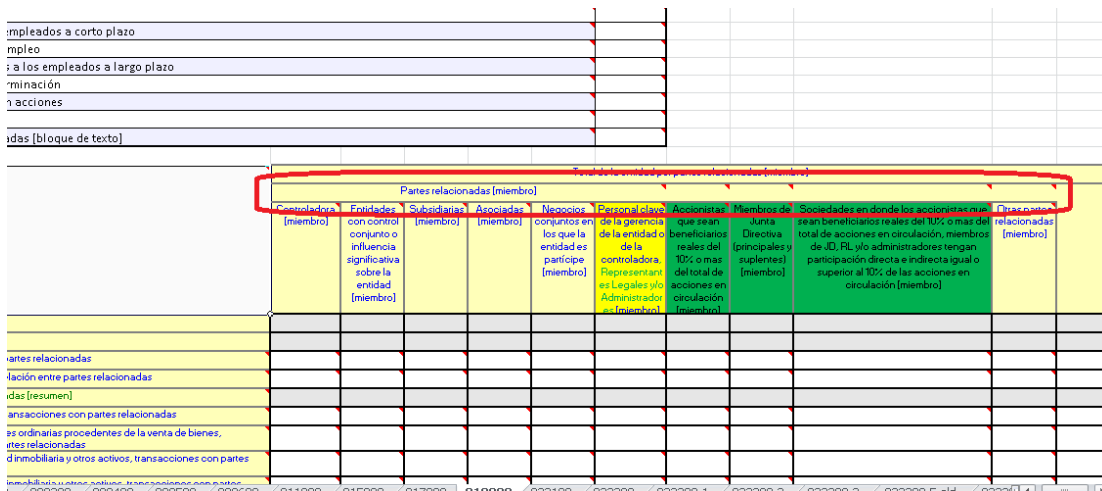
Seq	ID	Message
1	27	The mapping 'Información a revelar que describa la composición de las operaciones de leasing financiero por calificación [bloque de texto]' will <ul style="list-style-type: none"> • Error : Each data point needs to be mapped with a valid starting and ending date for or an instant in time. • Error : A data point that is reported at an instant in time must not be mapped to a metric that requires the value to be reported with a start and end date.
2	27	An error ocurred while processing the map. The map will not be reported. Please see the server log for more details.

To eliminate this mapping issue, you need to return to the worksheet, identify a valid context, and then tag a cell region. Then, re-publish the worksheet. You must configure all Document Entity Information contexts with an entity so that the validation report will not contain entities marked as **UNKNOWN**.

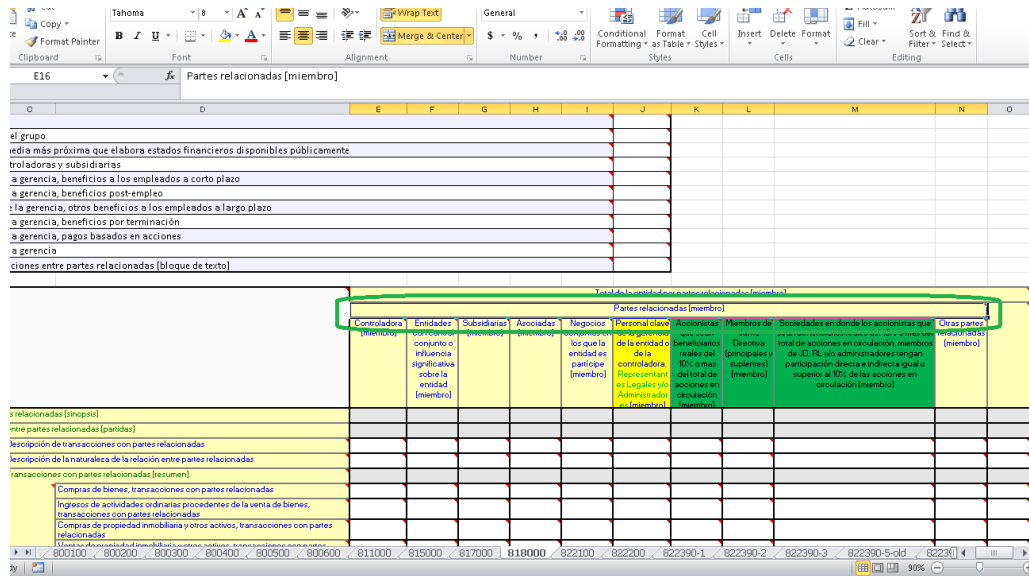
Question: Can you merge cells of the same type?

Answer: You cannot merge cells. As a workaround, if a few adjacent cells that are not tagged and left empty, then those cells can be merged. For example, refer to the network 818000 images.

Before merging the cells.



After merging the cells.

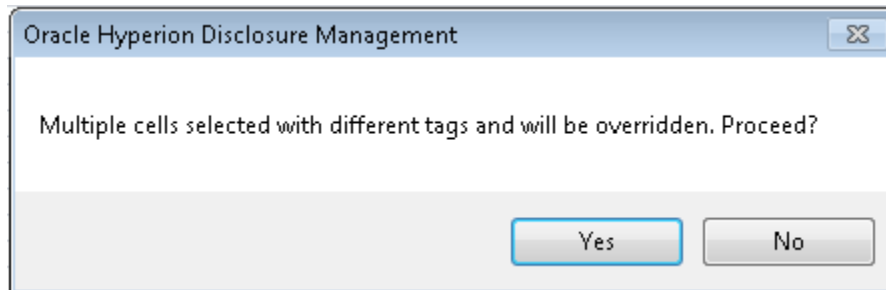


Question: What happens to the existing tags if the property element is deleted from the Document Entity Information (DEI)?

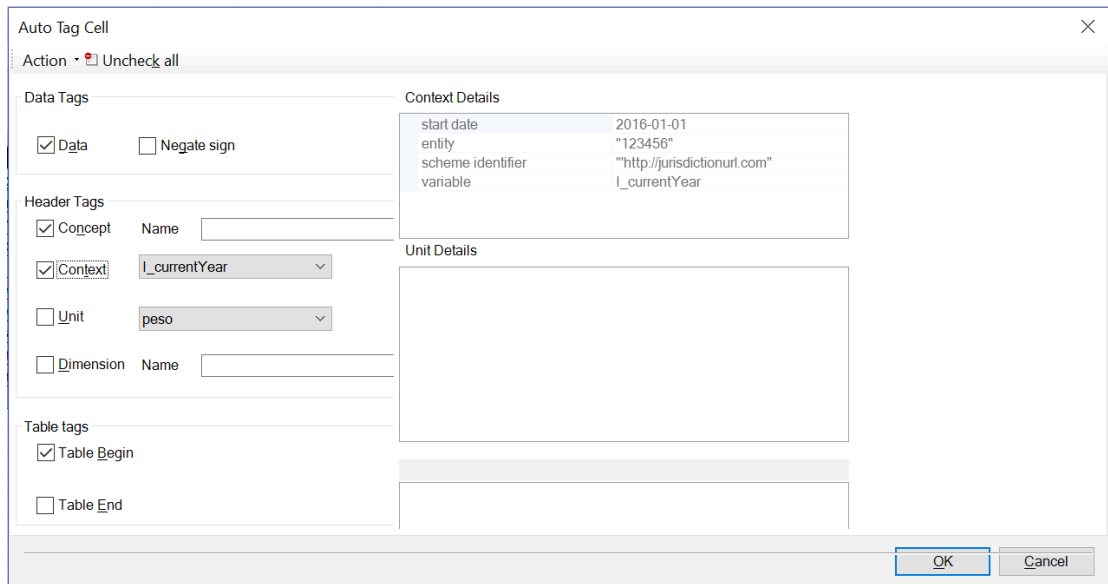
Answer: The existing tag becomes invalid, and that cell may not generate a proper data-point. As a workaround, you need to re-tag the cell to a valid Context or Unit tag.

Question: What happens if a tag is applied to a cell, and then you apply a different tag on the same cell or for a range of cells?

Answer: You may encounter the overridden dialog box.



If you click **Yes**, you can see the list of tags applied within the that range of cells.



The dialog box display some of cells that contain **Data** tags, some that contain **Header** tags such as **Concept**, **Context**, and **Unit**, and some that are tagged with **Table Begin**.

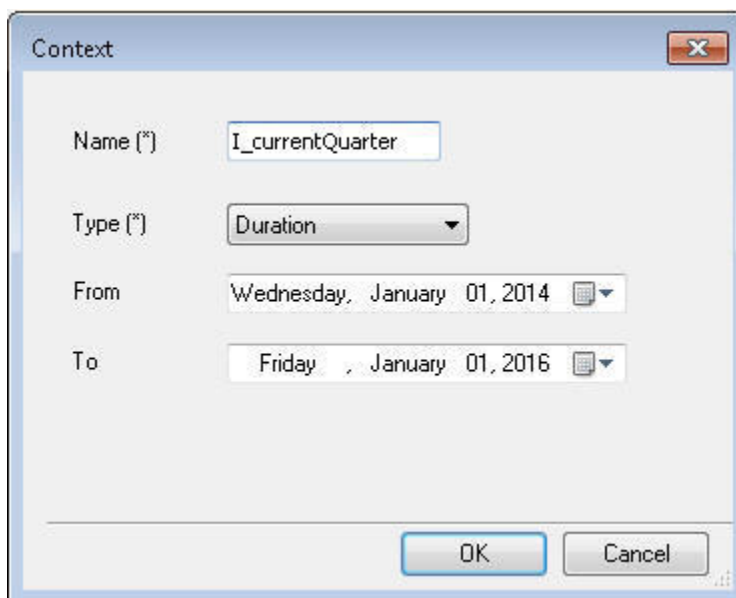
The symbol indicates that the value can be either one of these options: Null, or Checked, or Unchecked.

If you click **OK**, then the tri-state tags will disappear from the worksheet.

Question: How do I roll over to the next quarter filing?

Answer: When rolling over to the next quarter filing, navigate to the DEI dialog box, and then change the date of the context to the next filing date.

The same context names can be used in the next quarter filing (for example: I_currentQuarter, and D_currentYear). You can change only the date, and re-use the context name.



Question: When do I perform "Context Override"?


Answer: You can perform "Context Override" for these two options:

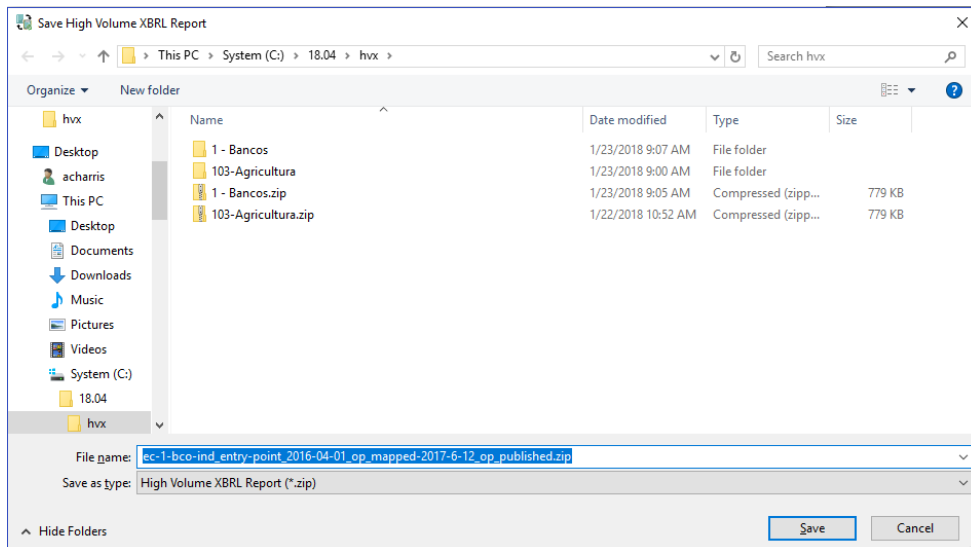
- Context Override for particular Data Cells
If you need different context in a particular row or cell, then you need to perform context override for that particular row or cell.
- Context Override for multiple period column in Header
If you need different context in the columns, then you need to perform context override for each cell.

[510000] Estado de flujos de efectivo, método directo				
	01/07/2015 AL 30/09/2015	01/07/2014 AL 30/09/2014		
Estado de flujos de efectivo [sinopsis]			#CTX(\$ctxAcumulado Anterior)	
Flujos de efectivo procedentes de (utilizados en) actividades de operación [sinopsis]				
Clases de cobros por actividades de operación [sinopsis]				
Cobros procedentes de cartera de créditos y operaciones de leasing financiero	5	15		
Cobros procedentes de depósitos y exigibilidades	6	16		
Cobros procedentes de suentas por cobrar la actividad aseguradora	7	17		
Cobros procedentes de las ventas de bienes y prestación de servicios	8	18		
Cobros procedentes de regalías, cuotas, comisiones y otros ingresos de actividades ordinarias	9	19		
Cobros derivados de contratos mantenidos para intermediación o para negociar con ellos	10	20		
Cobros procedentes de primas y prestaciones, anualidades y otros beneficios de pólizas suscritas	11	21		
Cobros por rentas y ventas posteriores de activos mantenidos para arrendar a terceros y posteriormente mantenidos par	12	22		
Otros cobros por actividades de operación	13	23		
Clases de pagos en efectivo procedentes de actividades de operación [resumen]				
Pagos procedentes de cartera de créditos y operaciones de leasing financiero	15	15		
Pagos procedentes de depósitos y exigibilidades	16	16		

Question: How to verify and fix the mapped value calculation inconsistencies?

Answer: You can perform these steps to verify and fix the calculation inconsistencies:

- After publishing the report, select the completed job, and click 
- Save the published report to local folder.



- Extract the zipped folder. Navigate to the **reports** folder. Open the HTML file, and review the calculations traces.

Diagnostic Information		Summary									
Use Diagnostics											
Yes											
Tables	Entity	Expected #	Actual #	Valid #	Warning #	Invalid #	Missing #	Duplicate #	Status		
1	123456	6	6	6	0	0	0	0	• valid		
2	123456	177	177	177	0	0	0	0	• valid		
3	123456	30	30	30	0	0	0	0	• valid		
4	123456	27	27	27	0	0	0	0	• valid		
5	123456	590	590	540	50	50	0	0	• invalid • valid		
6	123456	90	90	90	0	0	0	0	• valid		
7	123456	1	1	1	0	0	0	0	• valid		

Performing an Auto Tag procedure in a Disclosure Management Report

The end user can use Auto Tag feature to tag Level 4 values in Word tables. The user must first manually tag the Document and Entity information (DEI) section which has been created in a hidden Excel document, and manually tag the targeted table in the Word document with the appropriate level 3 table text block tag. In some cases, the application can display correct level 4 tags when the matching probability is >60% that the level 3 table text block tag has been chosen. Some values may be incorrectly tagged, if the user uses the wrong level 3 table tag. Before regulatory submission the user must ensure that they are using the correct level 3 table text block tag for an accurate filing.

Question: In the table, some cells are not getting mapped, why?

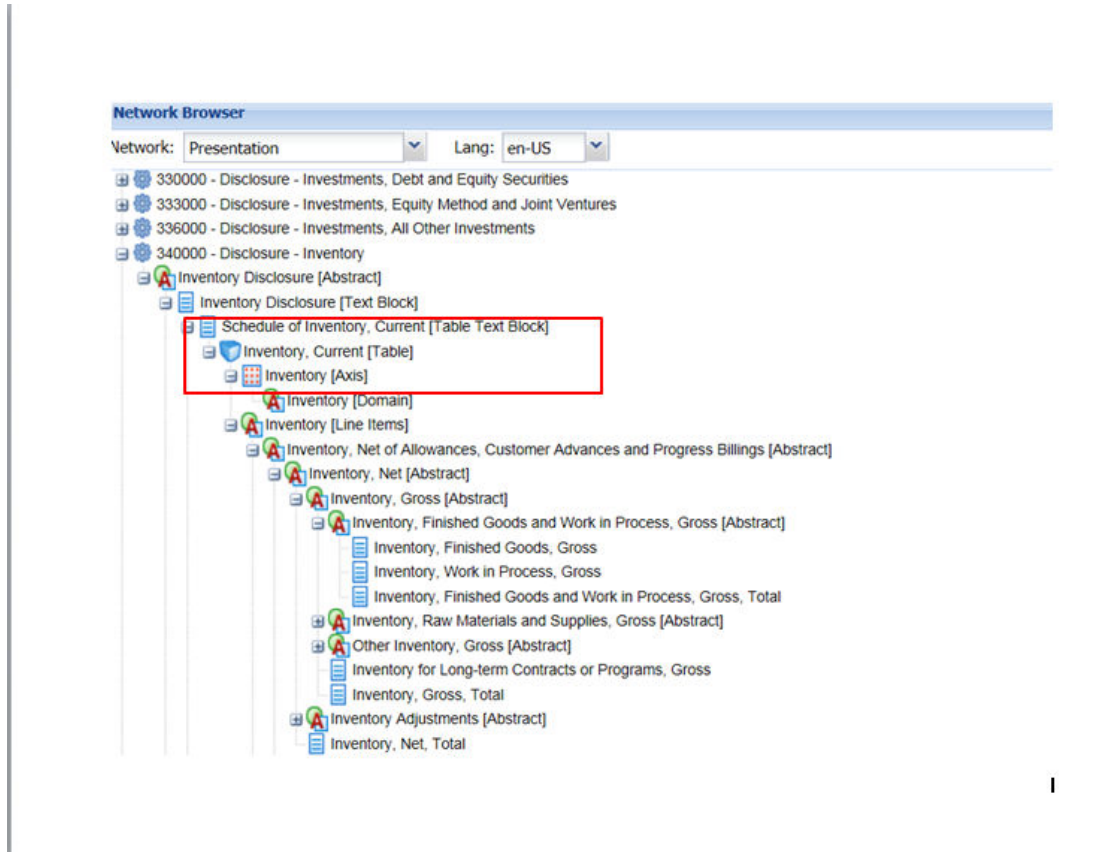
Answer: Before performing Auto Tagging Level 4 cells within the table, you must follow these rules:

- User must tag Level 3 network description to closely match level 4 network description. The Auto Tag process or algorithm picks the five top most Level 4 networks for analysis.
- The tree structure in Level 4 should closely match the tree structure in document table, so that the algorithm is able to align and match to the document table artifacts such as, labels, row offset, tab offset, and so on. Similarly, with network tree artifacts such as, labels, sibling order, tree depth, and so on. The matching probability should be greater than or equal to 60%.
- All the information that identifies as a Level 4 concept or dimension must reside within the boundaries of the table. That implies, when a user applies Level 3 tag, the range of selection should be enclosed within the table, and then user must include a blank line above or below the table.

It is recommended to use the generic statement Table structure, which can be used multiple times. The user must know what table represents, and what are the correct Level 3 table text block tag, and then how to apply tag to it.

The table that appears once in a filing, is generally standardized in US GAAP, which contains Level 3 tag.

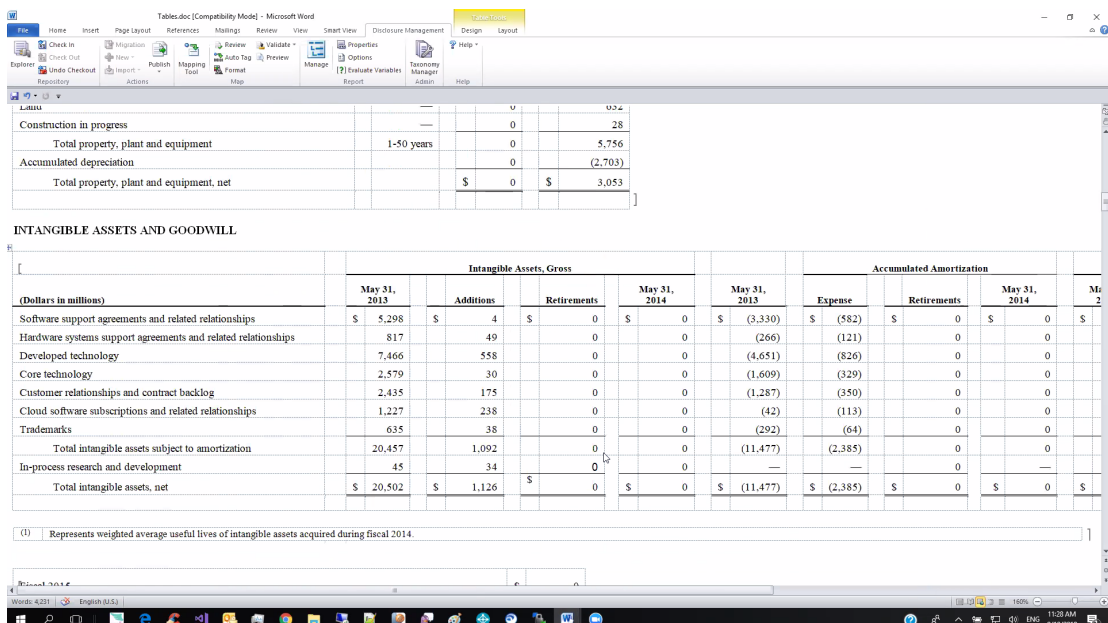
A unique table can be created for company specific disclosures. You may look at base taxonomy structure, and find associated concepts of a table.



Question: In the table, the whole column is not getting mapped, why?

Answer: This issue may occur, if there is a Date in the column header combined with a parent primary item merged cell.

In the image below, the cells under column May 21, 2013 will not be tagged because May, 31, 2013 cell is underneath *Intangible Assets, Gross* which is a merged primary item. However, the cells underneath *Additions* will get mapped.



Question: *In the table, the whole row is not getting mapped, why?*

Answer: This issue may occur, if the row headers contains a combination of dimensions and primary items, only the primary items gets mapped.

In the image below, the last 3 rows are the primary items and they will get mapped.

DEFERRED REVENUES

(in millions)	May 31,	
	2014	2013
Software license updates and product support	\$ 0	\$ 5,705
Hardware systems support and other	0	706
Services	0	381
New software licenses and cloud software subscriptions	0	326
Deferred revenues, current	0	7,118
Deferred revenues, non-current (in other non-current liabilities)	0	312
Total deferred revenues	\$ 0	\$ 7,430