

Welcome to
CtrlPrint &
basic ESEF training

General information and the *scope*

- We assume that attendees are familiar with working in CtrlPrint, the [ESEF](#) regulation and the updated [reporting manual](#) by ESMA.
- This training covers the basic workflow of how to get started with year 2022 reporting with CtrlPrint tagger.
- Topics like how to add a footnote, textblock tag notes, understand different validation results etc. are covered in advanced and in text block tagging sessions respectively.

Agenda

- Overview of ESEF reporting
- What is the recommended workflow in CtrlPrint
- How to setup the ESEF project settings
- How to work with the XBRL Tagger
- How to validate the tagging
- Questions?

Overview of *ESEF-reporting*

PREPARE OUTSIDE CTRLPRINT	IN CTRLPRINT (secure.ctrlprint.net)	IN CTRLPRINT TAGGER	COMPLETE OUTSIDE CTRLPRINT
<p>Map your report</p> <ul style="list-style-type: none"> – Locate the requested information in your Financial Statements – List of mandatory elements and the relative tags can be found in RTS of ESEF <p>Talk with your auditor/advisor*</p> <ul style="list-style-type: none"> – About the updated Reporting Manual from ESMA – Decide which note tag to apply to your report <p>Talk with your designer</p> <ul style="list-style-type: none"> – Prepare your documents for ESEF and textblock tagging of notes 	<p>Define/change ESEF settings</p> <ul style="list-style-type: none"> – Information about your report – Default properties for tagging – How report (and zip) is generated – How pdf is converted to XHTML <p>Edit your report with InCopy/InDesign</p> <ul style="list-style-type: none"> – Edit content and collaborate as usual <p>Robust version history</p> <ul style="list-style-type: none"> – Source file (IND/IC) and PDF – Mapping File and Mapping Report <p>Create and merge ESEF report</p> <ul style="list-style-type: none"> – Select chapters relevant to your report – Technical validation of the entire content 	<p>Tagging the documents with relevant taxonomy elements</p> <ul style="list-style-type: none"> – Table tagging for primary statements – Text and textblock tagging for the note disclosures <p>Helpful features/utilities</p> <ul style="list-style-type: none"> – Mapping clipboard – XBRL Preview – Excel Mapping Report – Calculations Report <p>Layer Manager</p> <ul style="list-style-type: none"> – Automatic CtrlPrint frames – Multitagging of text with more granular tags <p>Technical validations</p> <ul style="list-style-type: none"> – Chapter content level 	<p>Manage generated files</p> <ul style="list-style-type: none"> – Files for investigation – Files for submission <p>Audit/assurance services</p> <ul style="list-style-type: none"> – Recommended to send files for pre-audit – Regulations and opinions may differ between countries and even between auditors <p>Submission of files to OAM</p> <ul style="list-style-type: none"> – Follow the filing country specific rules and instructions

* NEW this season: Use CtrlPrint Tagger and avail of ARKK expert outsourced tagging services to complete the tagging process.

What is the recommended *workflow*

- There are tables to be tagged, text to be tagged and content that don't need tags at all

Recommended *workflow* (basic training)

- Activate ESEF reporting and fill in the settings
- Begin with the consolidated primary statements (table tagging)
- Check XHTML appearance before you start tagging (does it look ok in Preview tab?)
- Copy tags from last years' report or start from the scratch (define tables, add tags, dimensions and hierarchies)
- Pay attention to *changes* in your report and in taxonomy (new/deleted rows, missing tags, unnecessary extensions etc.)

Recommended *workflow* (basic training)

- Check properties and amend if/when needed (dates, decimals etc.)
- Make sure that you have tagged everything and sign logic is correct before you add/check calculations
- Validate document and make corrections if needed
- Use mapping report (excel) for reviewing the data and properties
- Check XBRL preview to see your report in constructed format
- Export ESEF document for review (chapter content)

Recommended *workflow* (advanced training)

- Add textblock tags to chapter(s) where the notes are presented (Text tagging)
- Use automatically created CtrlPrint Frames -layer to tag faster
- Add other layers if you need to tag same text or part of it with more than one tag (granularity, multitagging)

Recommended *workflow* (advanced training)

- Merge and create ESEF Report *in CtrlPrint* (zips and other files)
- Check how XHTML looks & validations
- Send the zip to your auditor (pre-audit)
- Finalize content & tagging
- File and publish final zip following your local rules and regulations

How to setup the *ESEF project settings*

- Settings play an important role on how your report is created

How to setup the *ESEF project settings*

- You need to be an admin in an *admin mode* to access settings
- ESEF Reporting needs to be *activated* on project level
- Define *defaults* on how data in your report is handled
- Impact on how PDF is *converted* to XHTML
- Tagged and untagged content may behave differently
- You may need to test and revisit these settings to find good combo
- The earlier the settings are in order, the better

Working with the *XBRL tagger tool*

- Walk through on what you can do in the updated tagger and how to do it

Working with the *xBRL tagger tool*

- General overview (4 windows: Left your document, Right taxonomy)
- Recurring clients: Rolling forward tags from another project
- New clients: Defining tables and adding tags (autotag / drag&drop)
- Creating and anchoring extensions
- Checking of properties (dates, scale, decimals, sign logic etc.)

Working with the *XBRL tagger tool*

- Checking/changing sign logic
- Adding/checking calculations
- Adding/checking hierarchies (groups)
- Changes of Equity table (dimensions)
- Validating document (tagging)

More information

- Check our [upcoming trainings and events](#)
- Watch our [Tutorial videos](#) and recordings of past [events](#)
- Visit our [support site](#)
- Contact [support team](#) if you have any technical issues

CtrlPrint Support

Sweden: +46 8 743 72 60

United Kingdom: +44 203 630 0134

Finland: +358 9 4245 4425

Mail: support@ctrlprint.net

Web address: support.ctrlprint.net

QUESTIONS?

Many thanks for your
attention and good luck
with your project!

KAISA HEIKKA

kaisa.heikka@ctrlprint.net