

# How to Have a Great iXBRL™ Filing Test Early, Test Often

Here's what you can review in the days and hours before filing (with embedded links for Workiva customers, who can also consult [this article](#) on how to have a great filing).



## EDGAR® checklist

Workiva users can find more [filing tips online](#).

- Ensure that your EDGAR filing credentials are up-to-date and the designated filers have access to the file
- Check that your SEC password has not expired
- Make sure your exhibits are in separate files and they are listed in the Index of Exhibits section of the document
- Start a filing** (do not complete live filing at this time)
- Preview formatting of filing (Workiva customers can run document health check, verify any informational messages, and make any changes necessary)
- Review image requirements to ensure they follow SEC guidelines
- You can back up filing documents by [downloading them](#)



## In the last hours before you file

- Finish making any changes to documents a couple of hours before planned filing time
- Verify that the signature date is correct on the signature page
- Verify that the quarter-end and signature dates are updated in the certification exhibits
- Check document health and preview formatting of filing, and verify and review any informational messages
- Go through the filing and **test file** one last time (at least a couple of hours before planned filing time)
- Back up filing documents by downloading them



## XBRL® checklist

Workiva users can find more [XBRL tips online](#)

- Make sure tagging is in compliance with EDGAR filing requirements (e.g., main financials, notes, schedules, etc.)
- The SEC strongly encourages filers to use the most recent version of any taxonomy release. Find the most recent accepted taxonomies [here](#)
- Make sure all necessary [calculation relationships](#) have been included
- Make sure XBRL fact value has appropriate sign (+/-) ([fact value help](#))
- Review the presentation of XBRL (Workiva users can review the [XBRL outline](#))
- Generate XBRL** filing documents and clear any validation errors, warnings, and data quality errors noted (including anything flagged by Workiva's [XBRL Review](#) or [XBRL Tagging Outliers](#) tools)
- Preview the appearance of the XBRL submission (Workiva users can review in the [SEC viewer](#)) and make any required changes
- Review [cover page and DEI facts](#) close to filing date when all data is available
- Regenerate XBRL filing documents and clear any additional validation errors warnings and data quality errors noted
- Submit a test filing ([test filing help](#))



## In the last hours before you file

- Continue to monitor any changes to EDGAR for corresponding changes to XBRL tags
- Continue to update XBRL tags as necessary, clearing validation errors, warnings, and data quality errors
- After any XBRL update, perform quick check of XBRL appearance

**Remember to pay attention to iXBRL quality. Before you file, here are some basic questions to ask, as highlighted by the U.S. Securities and Exchange Commission's September 2023 sample letter on XBRL disclosures:**

- Did we include the required iXBRL presentation of information?
- Are the data points presented on the cover page presented consistently throughout the filing?
- Is tagging consistent from one reporting period to the next?
- Do we really need to use a custom tag instead of a standard one?
- Did we tag all required disclosures in accordance with new XBRL requirements noted in recent mandates, including pay versus performance and insider trading ([see more examples here](#))?

**Read more on the Workiva blog, or watch our webinar on how to improve XBRL quality in SEC disclosures.**

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[support@workiva.com](mailto:support@workiva.com) | (888) 275-3125

## About Workiva

Workiva Inc. (NYSE: WK) is on a mission to power transparent reporting for a better world. We build and deliver the world's leading cloud platform for assured integrated reporting to meet stakeholder demands for action, transparency, and disclosure of financial and non-financial data. Workiva offers the only unified SaaS platform that brings customers' financial reporting, environmental, social, and governance (ESG), and governance, risk, and compliance (GRC) together in a controlled, secure, audit-ready platform. Our platform simplifies the most complex reporting and disclosure challenges by streamlining processes, connecting data and teams, and ensuring consistency.



20231207

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**workiva**  
workiva.com | [info@workiva.com](mailto:info@workiva.com)