# SBA XBRL WIP Instructions

SBA authorized partners can prepare an XBRL-formatted Work-in-Process (WIP) report for SBG Program clients and submit it to SBA. Users can convert a WIP report into XBRL format, then upload it to the SBA eApps system (Option 1) or upload an existing XBRL formatted WIP to the SBA eApps system from a saved file on their computer (Option 2).

Option 1. Convert WIP from Excel to XBRL & Submit to SBA

Follow these steps to submit a WIP schedule to SBA when starting with a WIP in Excel format.

Step 1. Prepare the WIP SBA Spreadsheet Template

Visit https://sba.xbrl.us/ and download the **WIP SBA Spreadsheet Template** using the blue button at the top of the page.
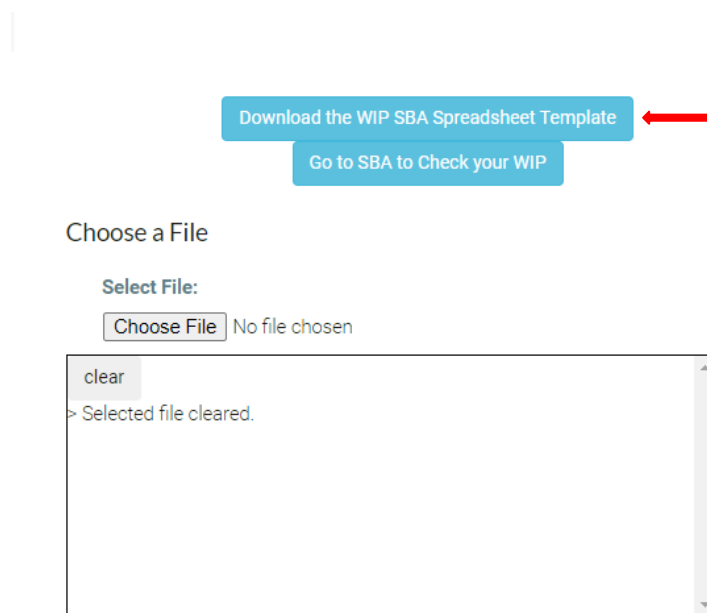
Create a new WIP Schedule

Prepare a new WIP SBA Spreadsheet Template for any client following these steps. If updating a previously submitted WIP SBA Spreadsheet, see the section below on _Updating a previously submitted WIP_.)

- Enter or cut & paste information from an Excel WIP schedule into the WIP SBA Spreadsheet Template. Complete columns B - J as highlighted in the figure below.
  - All fields are mandatory except _Bond Number_ and _Total Billed to Date Including Retainages_.

- - *Total Cost to Date* and *Total Estimated Cost to Complete* will default to zero if no data is entered.
  - *Bond Number* is the number assigned by your surety and must remain the same for the life of the job.
  - Use yyyy-dd-mm or mm/dd/yyyy format for all dates (dates entered should automatically convert to yyyy-dd-mm).
  - Do not modify Column A. To add a new project, fill in the data in a row immediately below the last entered row (for example starting on row 15 in the example below).
- Be sure to enter the Business Name, WIP Date and EIN/SSN. Use the drop down to select EIN or SSN as needed. Enter an EIN with 2 digits followed by a dash (-) then 7 digits. Enter an SSN with 9 digits and no dashes or spaces.
- Save the WIP SBA Spreadsheet Template to your computer.

	A	B	C	D	E	F	G	H	I	J
1										
2				BUSINESS NAME	XYZ Company					
3				DATE AS OF:	2019-10-01					
4				EIN	20-2772690					
5										
6										
7	JOB NUMBER	BOND NUMBER		JOB DESCRIPTION	START DATE	COMPLETION DATE	BONDED Yes/No	CONTRACT PRICE	Total Billed to Date Including Retainages	Total Cost to Date	Total Estimated Cost to Complete
8	1			ContractA	2016-10-30	2017-10-30	No	900	400	300	300
9	2	BondNumberB		ContractB	2016-12-30	2017-12-30	Yes	1500	100	1200	100
10	3	BondNumberC		ContractC	2016-09-30	2017-09-30	Yes	2500	1400	1000	2500
11	4	BondNumberG		Contract G	2016-09-30	2018-09-30	Yes	1200	600		
12	5			ContractD	2016-07-30	2018-07-30	No	4000	1500	500	1000
13	6			ContractF	2016-07-28	2017-07-28	No	5000			
14	7	BondNumberE		ContractE	2016-01-30	2017-01-30	Yes	6500	100	6000	6500

Only enter information in the indicated cells as other cells are locked.

Update a previous WIP Schedule

Update a previously completed WIP SBA Spreadsheet following these steps.
- Open your saved WIP SBA Spreadsheet Template for the client. *If you do not have one, follow the steps above to* [Create a New WIP Schedule](#).
- Change/update information for each existing job as needed in columns B - J.
- Add a new job by entering/cutting & pasting into the first open row below current jobs, completing columns B - J. *Job Number* will fill automatically when a new *Job Description* is entered in column C.
- Remove an existing job by deleting the entire row (not individual cells). *Job Numbers* will automatically update.

Step 2. Convert WIP SBA Spreadsheet Template to XBRL format

- Visit https://sba.xbrl.us/ and select **Choose File.**
- Browse for your saved WIP SBA Spreadsheet Template and select the file. Only valid Excel, Zip, or XBRL files will be accepted.
- Select the blue **Convert to XBRL** button. The status box (see below) will show the status of each action and list any errors that must be resolved before the XBRL file can be created and submitted to SBA, or confirm successful conversion. See [SBA Converter/Submitter Errors & Warnings](#) for guidance on resolving errors and warnings.

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The file is now ready to **Submit to SBA,** or can be saved and submitted later using **Download XBRL File**.

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Step 3. Submit XBRL WIP to SBA

- Enter your SBA CAFS Username and Password. Two factor authentication is required if you have not logged in to the SBA Converter/Submitter or the SBA CAFS system in the last 24 hours. Obtain your CAFS PIN via email or text as usual.
- Select the blue **Submit to SBA** button.

- The status box will show the status of submission to SBA. Any new errors must be resolved if the XBRL WIP schedule is rejected by eApps. See *SBA eApps Submission Errors* for guidance on resolving errors.
- Once accepted, the application status box shows: *The filing was accepted. Go to the SBA website to view more details.*

Option 2. Submit a Previously Prepared XBRL WIP to SBA

XBRL-formatted Schedules of Work in Process are available from multiple sources. Submit a prepared XBRL WIP to SBA, by starting with step 3 above. Use the **Choose File** button to locate and upload an XBRL-formatted WIP saved on your computer. Enter your SBA CAFS Username and Password and click **Submit to SBA**.

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SBA Converter/Submitter Errors & Warnings

Errors must be corrected in the WIP SBA Spreadsheet Template before it can be converted to XBRL and submitted to SBA. Review the error message and resolve the error in the template, then select the blue **Convert to XBRL** button again. The following issues will result in an error:

- Mandatory elements missing such as Business Name, EIN/SSN or Dates or Job Description.
- EIN not formatted as "xx-xxxxxxx".
- SSN not formatted as "xxxxxxxxx".

Warnings do not require correction in the WIP SBA Spreadsheet Template before it can be converted to XBRL and submitted to SBA, but should be reviewed for accuracy. Resolve the warning in the template if needed, then select the blue **Convert to XBRL** button again. The following issues will result in a warning:

- Job shows Bonded = Yes, but *Bond Number* is blank, or job shows Bonded = False, but Bond Number was provided.
- Job has a *Starting Date* after *Completion Date*.
- No *Bond Numbers* are included for any jobs.

SBA eApps Submission Errors

Errors must be corrected in the WIP SBA Spreadsheet Template. Review the error message by selecting **Display Errors** or **Download Error Text File**. Resolve the error in the template, select the blue **Convert to XBRL** button again and repeat Step 3. The following issues will result in an error:

- SBA username, password or PIN are invalid.
- *Date As Of* is the same or earlier than the existing WIP for the small business.
- Mandatory information is missing, such as *Total Estimated Cost to Complete* or *Contract Price.*
- *EIN/SSN* does not match a small business in eApps.

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