



Time Saving Tips

- Provide **proforma with a solid structure** 10-days in advance of planned filing date.
- **Use tables** where possible to group data. Tagging text is slower.
- Focus on the **QUALITY of the US-GAAP Concepts** selected for your XBRL and **less on the rendering**.
- Give 3rd party contributors **drop-dead dates**.
- **Review/Approve the EXCEL Preliminary Markup Report** as soon as you receive it from your Account Manager.
- **Communicate** with your Account Manager about your proposed filing timeline as well as changes to initial plan.