



SBA Procedural Notice

TO: All SBA Employees and SBA Prior Approval Surety Partners

CONTROL NO.: 5000-834330

SUBJECT: Option for Prior Approval Sureties to Submit the “Work in Process” Information Required by SBA Form 994F through eXtensible Business Reporting Language (XBRL)

EFFECTIVE: June 29, 2022

The purpose of this Notice is to inform Prior Approval Surety Companies and their Surety Agents participating in SBA’s Surety Bond Guarantee (SBG) Program (referred to collectively hereafter as Surety Partners) and SBA employees that, effective immediately, Surety Partners and small business concerns will have the option to submit the information required by SBA Form 994F, “Schedule of Work in Process”, through eXtensible Business Reporting Language (XBRL) (referred to as XBRL WIP reports). Under the current process, small business concerns provide the “Work in Process” (WIP) information to Surety Partners, and then Surety Partners must manually enter individual WIP information into CAFS. With XBRL WIP reports, Surety Partners will have the option to send a batch transmittal of the WIP information to CAFS electronically. SBA is issuing this Notice to provide Surety Partners with procedures to properly submit XBRL WIP reports through the Capital Access Financial System (CAFS).

What is XBRL?

XBRL is an open technology standard that enables business and financial data electronic communication. XBRL-formatted documents create computer-readable data and enable greater efficiency, improved accuracy, reliability, and cost savings to those who supply and use financial and business data.

The XBRL WIP report is an alternative to manual CAFS entry of SBA Form 994F information. All the information contained in the XBRL WIP report is identical to the information contained in the current SBA Form 994F; the only difference between the two forms is the formatting. The XBRL WIP report functions as a computer-readable spreadsheet specifically designed to be translated by CAFS. By using the XBRL WIP report, a Surety Partner will not need to manually enter the information into CAFS.

How are XBRL WIP reports submitted?

To submit the required WIP information through XBRL, a Surety Partner will need to perform the following sequence of steps:

PAGE 1 of 2

EXPIRES: 6-1-23

SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete

Must be accompanied by SBA Form 58

1. Visit XBRL's conversion website located at <https://sba.xbrl.us/>
2. Download the XBRL report template from the conversion website
3. Complete the XBRL report template with subject account WIP data
4. Save the subject account WIP report locally
5. Upload the completed account WIP report to the conversion website and click the "Convert to XBRL" button
6. Enter CAFS user credentials and click "Submit to SBA"

A Surety Partner must have an active user account with SBG Agent role access in CAFS to complete an XBRL report submission.

Who do I contact if there are technical errors?

Surety Partners are encouraged to read the technical guide posted on <https://sba.xbrl.us/> to learn how to troubleshoot technical errors.

For assistance with logging into SBA's CAFS system, please contact the CAFS Help Desk via email at cls@sba.gov.

Jennifer Vigil

Acting Director

Office of Surety Guarantees