CHECKLIST

ESEF reporting made simple

A complete checklist for issuers

PARSEPORT

a Workiva company

Getting ready for ESEF reporting?

Preparing for your ESEF reporting can be overwhelming, but it doesn't have to be. This checklist is designed to help you ensure every aspect of your reporting process is covered. By following these steps, you can enhance your efficiency, accuracy, and compliance - setting your organisation up for success.

Move through this checklist to cover all key stages as you prepare for your ESEF filing process, and ensure a smooth, error-free reporting.

Planning your ESEF reporting

- [ ] Identify all stakeholders involved in your ESEF reporting process e.g. Corporate reporting team, Finance team, Design team or Agency, Auditors, Board committees, Investor relations, etc.
- [ ] Define roles and responsibilities for each stakeholder
- [ ] Agree and set key milestones, important deadlines, and processes with all key stakeholders to ensure everyone is on the same page and working towards the same goal (e.g. agree on the audit timeline and process with your auditor)
- [ ] Review your previous filings. Identify areas that caused delays or compliance challenges
- [ ] Review current ESEF mandate information, including any changes affecting financial and non-financial reporting (e.g. ESRS for sustainability reporting, identify naming convention of your final .zip package)
- [ ] Conduct targeted training for relevant personnel on ESEF requirements and regulatory updates.

Preparing for your ESEF reporting

- [ ] Prepare a draft your of annual report
- [ ] Prepare an initial XBRL tagging draft of your statements and notes
- [ ] Get agreement on XBRL tags from relevant stakeholders
- [ ] Conduct a technical check of all iXBRL tagging

Designing your ESEF report

- [ ] Ensure the design team follows the Design Reporting Guidelines by ESMA so that the design of the report renders correctly in xHTML and maintains table structures, applied styles, adequate spacing between words, numbers, and line breaks, etc.
- [ ] Perform test conversions with the report to identify potential design issues

Converting your report into iXBRL format

- [ ] Apply XBRL tags and send tagged report for audit review. And address any audit feedback or concerns
- [ ] Verify all required tagging is complete and accurate
- [ ] Perform a technical validation of the report and address any errors or warnings identified
- [ ] Prepare final ESEF .zip file

Publishing your ESEF report

- [ ] Verify your filing package is complete i.e download your final .zip package
- [ ] Ensure report loads quickly and displays correctly
- [ ] Submit your ESEF .zip package to the authorities
- [ ] When published, schedule a debrief with key stakeholders to evaluate the reporting process

Get ready for ESEF with ParsePort

ESEF reporting can be complex, but with ParsePort, you can streamline the process and ensure compliance without the hassle. Our solution is designed to simplify every stage of your ESEF reporting.

The ParsePort Platform is always equipped with the latest iXBRL taxonomies and comes with all the requirements built-in. Our platform performs thorough validation against these requirements during both conversion and inspection, ensuring an error-free ESEF report. And if you need support, our team of ESEF experts is available to guide you through every step.

As a leading provider of ESEF and iXBRL services in Europe, ParsePort has been trusted by publicly listed companies since 2012. Our experience and expertise mean that with ParsePort, you are not just meeting today's reporting standards—you are prepared for the future.

Why ParsePort?

Effortless iXBRL tagging reusability
Maximise efficiency, reduce costs, and eliminate redundancy by re-using existing iXBRL tagging and effortlessly incorporate them into next year's report, even when your design changes.

Design integrity and freedom
Our solution seamlessly works with InDesign, PDF, and native HTML formats, enabling the creation of clean and structured xHTML that precisely matches your original design layout.

Flexible reporting timelines
Experience the freedom of preparing, applying, and modifying your XBRL tags at any time – even during busy seasons or early design stages.

Book a demo to see our iXBRL software in action, discover the right ESEF solution for your reporting needs, or get an offer.

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