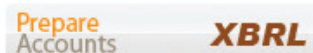


## Where is FS Manager?

Access from Icons

ACRA website



BizFile



## Where can I obtain training on using FS Manager?

Visit our training providers at:

[www.acra.gov.sg/News\\_and\\_Events/Calendar\\_of\\_Events](http://www.acra.gov.sg/News_and_Events/Calendar_of_Events)

## INTRODUCTION TO XBRL

### What is XBRL?

XBRL means eXtensible Business Reporting Language. It is an electronic communication language for business and financial data worldwide. As part of eXtensible Markup Language (XML) languages, it is becoming a standard means of communicating information between businesses and on the Internet.

XBRL is being developed by an international non-profit consortium comprising major companies, organisations and government agencies. It is an open standard, free of licence fees, already being put to practical use in a number of countries and implementations of XBRL are growing rapidly around the world.  
(Source: <http://www.xbrl.org/>)

### How does XBRL work?

Under XML, identifying tags are applied to items of data so that they can be processed efficiently by computer software. XBRL is a powerful and flexible version of XML that has been defined specifically to meet the requirements of business and financial information.

XBRL enables unique identifying tags to be applied to items of financial data, such as "net profit". These are more than simple identifiers. They provide a range of information about the item, such as whether it is a monetary item, percentage or fraction. XBRL allows labels in any language to be applied to items, as well as accounting references or other subsidiary information.

XBRL can show how items are related to one another and how they are calculated. It can also identify the groupings for organisational or presentation purposes.

The rich and powerful structure of XBRL allows very efficient handling of business data by computer software. It supports all the standard tasks involved in compiling, storing and using business data. Such information can be converted into XBRL by suitable mapping processes or generated in XBRL by software. It can then be searched, selected, exchanged or analysed by computer, or published for ordinary viewing. (Source: <http://www.xbrl.org/>)

## UNDERSTANDING TAXONOMY

### What is Taxonomy?

Taxonomy is the dictionary that the XBRL language uses, which helps to define specific tags for individual items of data, such as "revenue".

### What is the ACRA Taxonomy?

The ACRA taxonomy is designed to enable a company to comply with the requirements of the FRS and the Companies Act (Cap. 50) in preparing its financial statements.

A company inputs data into the FS Manager that is tagged to the ACRA taxonomy. If a specific item is not present in the ACRA taxonomy, a company then describes that specific item based on its classification using the various user-described fields in the ACRA taxonomy.

Whenever possible, a company should use the prescribed fields in the FS Manager. A user-described field should not be used for items of the same or similar concept as that of the prescribed fields.

10 Anson Road  
#05-01/15  
International Plaza  
Singapore 079903

**Helpdesk**  
(65) 6248 6028

**Fax**  
(65) 6225 1676

**ACRA Website**  
[www.acra.gov.sg](http://www.acra.gov.sg)

**Bizfile Website (eFiling)**  
[www.bizfile.gov.sg](http://www.bizfile.gov.sg)

**Enquiry Website**  
[www.acra.gov.sg/askacra](http://www.acra.gov.sg/askacra)

**Feedback Website**  
[www.acra.gov.sg/feedback](http://www.acra.gov.sg/feedback)

# FILING FINANCIAL STATEMENTS with ACRA



ACRA accepts filing of financial statements in both PDF and XBRL formats. This brochure provides a guide to filing financial statements with ACRA.

## What are financial statements?

A complete set of financial statements comprises a statement of financial position, a statement of comprehensive income, a statement of changes in equity, a statement of cash flows and the notes (including a summary of significant accounting policies and other explanatory information).

## What are the formats of financial statements filed with ACRA?

Since 1 November 2007, Singapore-incorporated companies that are either unlimited or limited by shares must file their financial statements in XBRL for financial periods ending on or after 30 April 2007, except as provided in the paragraph below (for filing in PDF format).

## Can companies file financial statements in PDF format?

The following companies can file their financial statements in PDF format:

- **A company limited by guarantee**  
A company limited by guarantee can continue to file its financial statements by attaching a PDF copy of the financial statements as tabled at its Annual General Meeting (AGM).
- **A company with a financial period ending before 30 April 2007**  
A company with a financial period ending before 30 April 2007 can continue to file its financial statements by attaching a PDF copy of the financial statements and completing the financial highlights in the Annual Return (AR).
- **A company with a financial period ending on or after 30 April 2007 and is filing under Option C – Full PDF Format, within the categories set out as follows:**
  - a) A company that falls under the scope of (1) Commercial Bank; (2) Merchant Bank; (3) Registered Insurer; and (4) Finance Company, as stated in the “MAS Financial Institutions Directory”; or
  - b) A company that is allowed by law to prepare financial statements in accordance with accounting standards other than Singapore Financial Reporting Standards (FRS) or International Financial Reporting Standards.

## What are the options for companies filing in XBRL format?

### Option A (Full XBRL)

A company must fulfill the following conditions:

- a) Had used the FS Manager to prepare the full set of financial statements for tabling at the AGM [note (i)]; or
- b) Had used the FS Manager to prepare a full set of financial statements identical in content to the full set of financial statements tabled at the AGM [note (i)].

### Option B (Partial XBRL)

A company filing in Option B must attach with the AR, a PDF copy of its full set of financial statements as tabled at the AGM [note (i)].

Note (i): In the case of a private company which has dispensed with holding an AGM, the full set of financial statements that will be sent to the shareholders of the company.

## CREATING XBRL FINANCIAL STATEMENTS

### What is an XBRL Instance Document?

An XBRL instance document is an eXtensible Markup Language file designed to be read only by computers. It contains business reporting information and represents a collection of financial facts using tags from one or more XBRL taxonomies. Examples of instance documents include a set of financial statements or an earnings release encoded in XBRL format.

### How do I create XBRL instance documents?

You can create XBRL instance documents using one of the following:

- XBRL enabled software products and XBRL enabled conversion tools available in the market;
- XBRL-enabled Enterprise Resource Planning (ERP) systems; or
- FS Manager provided by ACRA.

The following table illustrates the information required to be filed in XBRL format for Option A (Full XBRL) filing and Option B (Partial XBRL) filing respectively.

Financial Periods Beginning On or Before 31 December 2008 (Taxonomy Version 1.23)@	Financial Periods Beginning On or After 1 January 2009 (or earlier, if FRS 1(R) has been early adopted#) (Taxonomy Version 2.10 & above)@	Option A (Full XBRL)	Option B (Partial XBRL)
Directors' Report		✓	
Statement by Directors		✓	
Independent Auditors' Report		A1	
Income Statement	Statement of Comprehensive Income (and Income Statement, if the company has presented all items of income and expense in two statements)	✓	✓
Balance Sheet	Statement of Financial Position	✓	✓
Statement of Changes in Equity		✓	
Cash Flow Statement	Statement of Cash Flows	✓	A2
All Notes to the Financial Statements		✓	
Mandatory information denoted by a red asterisk in FS Manager		✓	✓

# The Accounting Standards Council has issued on 28 March 2008, the revised FRS 1 Presentation of Financial Statements for Singapore incorporated companies [FRS 1(R)], effective for annual periods beginning on or after 1 January 2009, with early adoption permitted.

@ Explanatory notes on the various ACRA Taxonomy versions are available in the FS Manager

A1 Applicable for companies not exempted from audit requirement.

A2 A company filing in Option B is required to provide information on the 3 mandatory items in the statement of cash flows as denoted by a red asterisk in FS Manager.

### What is FS Manager?

FS Manager is a free online tool provided by ACRA as part of BizFile to enable companies to prepare and manage their financial statements in XBRL format.

Using FS Manager, companies' financial statements in both XBRL and PDF formats can be prepared by completing a series of web-based forms designed in accordance with the ACRA taxonomy requirements. For ease of use and flexibility, FS Manager incorporates the following features:

- use of system at no charge;
- login not required;
- web-based forms designed to provide maximum user-friendliness;
- financial statements can be stored offline in user's system;
- a print preview page for information entered into FS Manager (except the Notes to the Financial Statements);
- financial statements can be saved and converted into PDF format, to be printed out and used for the purpose of AGM; and
- integration with BizFile so that AR filings and relevant payments can be performed via BizFile.