

# **User Manual**



Multi-Upload Tool

Version 3.4.0

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## Contents

1.	Installation
	1,1 Introduction to BizFin <sup>x</sup> Multi-Upload Tool
	1.2 Minimum system requirements3
	1.3 Download the installer
	1.4 Things to note before installation 4
	1.5 Install
	1.6 Installing updated version of the tool7
	1.7 Uninstall
2.	Get Started 10
	2.1 Overview on steps to upload XBRL files 10
	2.2 Launch BizFin <sup>x</sup> Multi-Upload Tool11
3.	Tab Navigation
	3.1 Upload XBRL
	3.1.1 Submit XBRL files for validation and upload13
	3.2 Validation Results / Status
	3.2.1 View validation status of XBRL files14
	3.2.2 View validation results of XBRL files
	3.2.3 View upload results of XBRL files

## **1. Installation**

## **1.** Introduction to BizFin<sup>×</sup> Multi-Upload Tool

BizFin<sup>x</sup> Multi-Upload Tool is an application program developed by Accounting and Corporate Regulatory Authority (ACRA) that allows companies to upload one or more financial statements in XBRL format (XBRL files) to the BizFin<sup>x</sup> server.

Prior to using BizFin<sup>x</sup> Multi-Upload Tool, companies must prepare their XBRL files using other application programs, such as BizFin<sup>x</sup> Preparation Tool. For more information on BizFin<sup>x</sup> Preparation Tool, please refer to <u>https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources</u>.

BizFin<sup>x</sup> Multi-Upload Tool is made available free of charge for use by companies.

## 2. Minimum system requirements

To install BizFin<sup>x</sup> Multi-Upload Tool, your computer must meet the minimum hardware and software requirements as shown in the table below:

Hardware Requirements	5
	Intel Core i3 or above
Processor	Non-Intel Processor @ 2.0 GHz or above
RAM	64-bit Windows: 4GB or more
Hard Disk Space	200 MB of free space
Monitor Resolution	1280x800 and above
Operating System and S	oftware
Operating System and	Windows 8.1
Software	Microsoft Windows 10
	Microsoft Windows 11
	Note: To check the version of your Microsoft Windows, please refer to <u>https://support.microsoft.com/en-sg/help/13443/windows-which-version-</u> am-i-running
Microsoft .NET	Framework 4.8.0 or later
Framework	
	Note: To download this version of .NET Framework, please refer to
	https://support.microsoft.com/en-us/topic/microsoft-net-
	framework-4-8-offline-installer-for-windows-9d23f658-3b97-68ab-
	<u>d013-aa3c3e7495e0</u>

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## 3. Download the installer

BizFin<sup>x</sup> Multi-Upload Tool is available for download from ACRA website (<u>https://www.acra.gov.sg/xbrl-filing-and-resources/download</u>).

## 4. Things to note before installation

### 1. Administrator rights

You must have administrator rights on your computer to install BizFin<sup>x</sup> Multi-Upload Tool. Ensure the user account under which BizFin<sup>x</sup> Multi-Upload Tool is installed has full read and write access to C:\Acra Multi-Upload Tool folder. Contact your IT support staff for assistance if you do not have administrator rights on your computer.

### 2. Antivirus

If your antivirus software blocks the installation of BizFin<sup>x</sup> Multi-Upload Tool, temporarily disable the auto-protect feature of your antivirus software before installing BizFin<sup>x</sup> Multi-Upload Tool. Contact your IT support staff for assistance if you are unable to disable the auto-protect feature of your antivirus software.

## 1.5. Install

1. Double click on the installer of BizFin<sup>x</sup> Multi-Upload Tool with ".MSI" extension to start the installation. You will see Setup Wizard as shown in Figure 1. Click **Next**.



### Figure 1

2. You will see Confirm Installation window as shown in Figure 2. Click Next.



#### Figure 2

3. You will see License Agreement window as shown in Figure 3. Select the radio button I Agree and click Next.

🖟 BizFinx Multi Upload Tool		_		Х
License Agreement			Z	53
Please take a moment to read the licens Agree", then "Next". Otherwise click "Co		you accept the terms	below, click	< ''I
NOTICE: PLEASE READ THIS AGRE BY DOWNLOADING, INSTALLING A ACKNOWLEDGE THAT YOU HAVE AGREEMENT AND THAT YOU AGRE TERMS. IF YOU DO NOT AGREE TO EXIT THIS PAGE AND DO NOT DOW WAY. ACRA: Accounting and Corporate Regulat and Corporate Regulatory Act (Cap. 2A) of	ND/OR OTHERWIS READ THE TERMS EE TO BE BOUND U D THE TERMS OF TI VNLOAD, INSTALL ( http://www.statuto.com/authority, a statuto.com/authority, authority, authority	E USING THE PRODU AND CONDITIONS O NCONDITIONALLY T HIS AGREEMENT, T OR USE THE PRODU ry board established und	UCT, YOU F THIS FO THESE HEN PLEAS CT IN ANY	E
🔿 I Do Not Agree	I Agree			
	Cancel	< Back	Next	>

Figure 3

4. You will see the User Account Control window which provides information regarding the publisher and the certificate used to establish the authenticity of tool (see Figure 4). Click **Yes.** 



Figure 4

5. You will see Installation Complete window after installation (see Figure 5). Click Close.



Figure 5

6. You will see a shortcut to BizFin<sup>x</sup> Multi-Upload Tool on your desktop (see Figure 6).



Figure 6



## **1.6. Installing updated version of the tool**

Follow the steps in section 1.5 to update BizFin<sup>x</sup> Multi-Upload Tool to the latest version. You are not required to uninstall the older version of BizFin<sup>x</sup> Multi-Upload Tool prior to the update.

## 1.7. Uninstall

To uninstall BizFin<sup>x</sup> Multi-Upload Tool, please follow the instructions below:

 Go to the Start Menu in Microsoft<sup>®</sup> Windows and click on the Uninstall option under BizFin<sup>x</sup> Multi-Upload Tool menu option. Alternatively, go to Control Panel > Programs > Programs and Features, select *BizFinx Multi-Upload Tool* and right click to see the Uninstall option as shown in <u>Figure 7.</u>

E = = + D > Control P	anei + All Control Panel Items + P	rograms and Feature	es .			
Control Panel Home View installed updates Turn Windows features on or off	54 R. 1	-	ven click Uninstall, Change, or Re	pau.		
	Name		Publisher	Installed On	Size	Version :
	D. BisFinx Multi Uplead Teel D. BisFinx Preparation Teel D. BisFinx Preparation Teel v3	Uninstall Change Repair	IA, Singapore IA, Singapore IA, Singapore	16/5/2020 4/5/2020 16/5/2020	12.3 MB	3.7.0 2.7.0 32.0

### Figure 7

2. Click **Yes** to confirm un-installation of BizFin<sup>x</sup> Multi-Upload Tool as shown in Figure 8.



Figure 8

3. You will see Windows User Account Control window as shown in Figure 9. Click **Yes** to begin the uninstall process.



Figure 9

## 2. Get Started

## 2.1. Overview on steps to upload XBRL files

The below flowchart shows how to upload one or more XBRL files using BizFin<sup>x</sup> Multi-Upload Tool:



Figure 10

files

## **2.2. Launch BizFin<sup>x</sup> Multi-Upload Tool**

To launch BizFin<sup>x</sup> Multi-Upload Tool, double click on its shortcut icon on your desktop. An introduction page is displayed as shown in <u>Figure 11</u>.

by BaFin' Multi Uplead Tool - 3.1.0		100	×
Information Upload XBRL Validation Results / St	atus		
3 BizFin*	Multi Upload Tool		
TO BE VOLUMENT AND	d Tool is a free tool provided by ACRA for users to upload multiple XBRL files at a time		
<ul> <li>Users can:</li> </ul>	5 XBRL files for validation and upload at a time		
	dation results and follow instructions on how to proceed in the "Validation Results /		
<ul> <li>Users will be able</li> </ul>	to acknowledge and upload only the following:		
<ul> <li>XBRL files y</li> </ul>	with no errors detected, or		
<ul> <li>XBRL files of</li> </ul>	only contain possible errors that are confirmed to be not genuine errors, and/or		
<ul> <li>XBRL files c</li> </ul>	contain genuine errors, where exemptions have been granted by ACRA.		
Report Vulnerability			

Figure 11

There are three tabs at the top of the window (as shown in Figure 12), namely:

- Information: Contains description of BizFin<sup>x</sup> Multi-Upload Tool features.
- Upload XBRL: Feature to submit one or more XBRL files for validation and upload.
- Validation Results / Status: Feature to view validation results and status of XBRL files that are submitted via BizFin<sup>x</sup> Multi-Upload Tool.

Information	Upload XBRL	Validation Results / Status	
	Add XBRL F	iles	

Figure 12

If you encounter MUT-00-EM-003 error (as shown in <u>Figure 13</u>) instead, please ensure you have an active Internet connection and restart BizFin<sup>x</sup> Multi-Upload Tool.



Figure 13

If you encounter MUT-00-EM-001 error (as shown in <u>Figure 14</u>), please contact your IT support staff to whitelist the following two URLs for your computer to access and restart BizFin<sup>×</sup> Multi-Upload Tool. If issue persists, contact ACRA helpdesk.



Figure 14

## 3. Tab Navigation

## 3.1 Upload XBRL

### 3.1.1 Submit XBRL files for validation and upload

To upload one or more XBRL files to BizFin<sup>x</sup> server:

### a) Click on Upload XBRL tab.

	XBRL files selected for validation and upload	to BizFinz server	
	XBRL File Name		
	ABCLimited_199912345P_20141231.zip		
	Name of person who uploads XBRL file	JOHN The name will be destineed during independ of Annual Return	
ľ			

#### Figure 15

- b) Click on Add XBRL Files (s/n 1 in Figure 15) to select a XBRL file for validation and upload. Alternatively, drag and drop one or more XBRL files to the XBRL files selected for validation and upload to BizFin<sup>x</sup> server panel (s/n 2 in Figure 15).
- c) Enter the **Name of person who uploads XBRL file** (s/n 3 in <u>Figure 15</u>). This name will be displayed in BizFile during lodgment of Annual Return.



You may choose to provide email address (s/n 4 in <u>Figure 15</u>) to be notified upon the completion of XBRL validation.

d) Click on Validate & Upload (s/n 5 in Figure 15).

## 3.2 Validation Results / Status

### 3.2.1 View validation status of XBRL files

To view the status of XBRL files submitted for validation using BizFin<sup>x</sup> Multi-Upload Tool:

1. Click on Validation Results / Status tab. You can view the validation status of all XBRL files under Validation Results / Status column (s/n 1 in Figure 16).

### Figure 16

- 2. Click on **Retrieve Status** button (s/n 2 in Figure 16) to refresh the status if XBRL validation has not been completed. Note that you can refresh the status once after every 25 seconds. You can select the checkbox to enable automatic refresh of the status once every 25 seconds.
- 3. Follow the instructions indicated in **Validation Results / Status** column (s/n 1 in Figure 16) once XBRL validation has been completed. You may be asked to click on the link to view the XBRL validation results.

The table below describes each column header.

Column Name	Description
Company Name	Name of the company whose XBRL file had been submitted to BizFin <sup>x</sup> server.
FPE	Financial Period End date indicated in the submitted XBRL file.
XBRL File Name	File name of the submitted XBRL file.
Date of	Date and time when the XBRL file was submitted to BizFin <sup>x</sup> server for validation.
Validation	
Validation Results	Validation results or status of the submitted XBRL file.
/ Status	
	Some common messages you may encounter
	• XBRL file is in the queue for validation. Please wait. If you have provided your
	email address, you will receive an email once the validation is completed.
	No errors - Click to acknowledge for upload
	Genuine Errors - Click to view errors to rectify
	Genuine Errors granted exemption - Click to acknowledge for upload
	Possible Errors - Click to acknowledge for upload
	• Possible Errors & Genuine Errors granted exemption - Click to acknowledge
	for upload
{Bin icon}	Clicking on this icon will delete the display of the validation results or status
	record in the panel.

Note that the display of the validation results or status record in the panel will only be deleted when:

- The display of the record is manually deleted by clicking on the bin icon, or
- The corresponding XBRL file is detected to be removed in BizFin<sup>x</sup> server during a restart of BizFin<sup>x</sup> Multi-Upload Tool.



- XBRL files submitted for validation will be stored in BizFin<sup>x</sup> server for 3 calendar days for the completion of upload.
- Uploaded XBRL files will be stored in BizFin<sup>x</sup> server for 14 calendar days for lodgment as part of the Annual Return.

### **3.2.2.** View validation results of XBRL files

When you click on the link to view XBRL validation results in the "Validation Results / Status" column, a new window will be displayed (see Figure 17).

	Edution Results: ABC LIMITED (2010010372) - 31/05/2020			- D	
0.000	L Fielane ABC LDRI7ED ag				
XBR	L file Uploaded to Staffmi Server? : No				
Q.	confirm that the XBEL data is actuate and constants. Accounting and Indexed	Dae	mined Online Resters Cogy	v Export To	Excel
0	The checkbox and the "Addrewladge and Upload" button are enabled only when your XBEL file has no Genuine Timer or all Genu	are Errors have been granted exemption / not app	inable.	11	
Deallie	es Validation Results (There will be no link to element)		and a second		-0
VINA	XBR, Ne has 12 Genuine Empiricand 2 Feature Empire.				
Lies	anne Errore. You must reddy the error. If you confirm the XBAL data to correct, apply for exemption from the specific bounce	a rule. Close here for more who, upon online wabda	ton, where the error is indica	ated as prantial	
	ngeten / net applicable, no further action is required.				
Pee	slight Errors; XERL data might contain an error. If you confirm the XBRL data is incorrect, nextify it, Otherwale, no further ecto	on le required.			
A	Widshort rules are set based on a specified set of orberts to assist in enhancing the quality of XBRL financial statements (FS). I set, If you are sware of any amore in the XBRLTS filed, please rectify by Wing a Notice of Enter - bycognatical / denial if the	towever, they are not meant to be exhaustive or to	serve as suffirmation that th	te XBIL PS are	820
Lan .	et. If you are aware to any amore in the Xokt risitied, presserrectry by filing a mode or enter – typographical / clence in the intervals false or millioning.	are typograprical or clences in nature. Comparest	may face presecution in the	actors are tosits	2.10
		in the second	and a second second	Tune of	
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### Figure 17

Review the XBRL validation results under "**Online Validation Results**" section and follow the below instructions for different scenarios. If you are not allowed to upload XBRL file, the checkbox to confirm the XBRL data is accurate and "**Acknowledge and Upload**" button will be disabled for selection.

S/N	Possible scenario	Allowed to upload XBRL file?	Steps to proceed?
1	Your XBRL file contains any genuine error that has not been granted exemption by ACRA	Not allowed	<ol> <li>Rectify the error using any application program that prepares XBRL file (e.g. BizFin<sup>x</sup> Preparation Tool) or apply for exemption from specific business rules from ACRA.</li> <li>Resubmit XBRL file for upload.</li> </ol>
2	Your XBRL file contains no genuine error or all genuine errors have been granted exemption by ACRA or is not applicable to your filing scenario	Allowed	<ol> <li>Select the checkbox beside "I confirm that the XBRL data is accurate".</li> <li>Click on Acknowledge and Upload button.</li> </ol>
3	A same XBRL file has already been uploaded to BizFin <sup>x</sup> server	Not allowed	Proceed to lodge Annual Return.

The table below provides a description of the validation results window.

### Validation results window

#### Buttons on the top right corner:

- **Download Online Review Copy**: Click on this button to download the review copy generated by BizFin<sup>x</sup> server. This will contain the Serial Number which can be used for verification during Annual Return filing.
- **Export to Excel**: Upon clicking on "Export to Excel", the tool will prompt you to save the validation results in MS Excel spreadsheet.
- Search: This is a function that allows you to search the validation errors highlighted using key words.

### Columns in the validation results table:

- No: Serial number for the error.
- Error Messages: This provides a description of the error. Error messages are displayed in red texts. For each error message, there are "Element(s) to check". In the brackets beside the element name, you can see the date or period applicable to the element. For example: *Total assets (asof\_20131231)* shown under the "Element (s) to check" means that the amount submitted for Total assets as of 31 Dec 2013 may be incorrect. Similarly, Revenue (fromto\_20130101\_20131231) means that the amount submitted for Revenue for the period 1 Jan 2013 to 31 Dec 2013 may be incorrect.
- Section: This shows the template name where the element belongs to.
- Error ID: This is the unique Error ID for the error shown. If you have issues resolving the error, you can use this Error ID in your communication with ACRA.
- **Type of Error:** This shows whether the error is Genuine Error, Possible Error or Granted Exemption/Not Applicable.

### 3.2.3. View upload results of XBRL files

When you click on the **Acknowledge and Upload** button in the validation results window, the XBRL upload results window will be displayed (see <u>Figure 18</u>).

The **Upload Result** row will indicate whether your XBRL file has been successfully uploaded to BizFin<sup>x</sup> server or not, and provide instruction on how to proceed to the next step.

The **Copy to Clipboard** button allows you to copy the entire content in the XBRL upload results window for reference.

Upload Result	Your XBRL file has been successfully uploaded. Please proceed to lodge the file in BizFile as part of the Annual Return.
Company UEN	199912345P
Company Name	ABC LIMITED
Financial Period End	31/12/2018
Serial No	55D87C210942C31E0D8C3711602871F69DE68DA76A2082A4F274BC8C2A3FBD54
Date/Time of Upload	15/04/2019 16:45
Name of Uploader	JOHN

#### Figure 18

The table below describes each row header.

Row Name	Description
Upload Result	Upload results of the submitted XBRL file.
	Some common messages you may encounter
	Your XBRL file has been successfully uploaded. Please proceed to lodge
	the file in BizFile as part of the Annual Return.
	Maximum number of XBRL file uploads for the same UEN and FYE
	reached. Please get an authorised person to delete an uploaded XBRL
	file through My Dashboard in BizFile Portal before re-uploading a new
	one.
Company UEN	UEN of the company whose XBRL file had been submitted to BizFin <sup>x</sup> server.
Company Name	Name of the company whose XBRL file had been submitted to BizFin <sup>x</sup>
	server.
Financial Period End	Financial Period End date of the company whose XBRL file had been
	submitted to BizFin <sup>x</sup> server.
Serial No	A unique serial number assigned to the XBRL file and embedded in the
	front page of review copy. Any two XBRL files with the same content have
	the same serial numbers.
Date/Time of Upload	Date and time when the XBRL file was uploaded to BizFin <sup>x</sup> server.
Name of Uploader	Name of the person who uploaded the XBRL file.