

Frequently Asked Questions



Updated in October 2021

All rights reserved. No part of this publication may be produced or transmitted in any form or by any means, including photocopying and recording, without attributing the publication to the Accounting and Corporate Regulatory Authority (ACRA) of Singapore and shall be restricted to non-commercial use only.

Frequently Asked Questions

A.	XBRL Filing Requirements	2
B.	BizFin ^x Preparation Tool	17
B1.	Download and install the preparation tool	24
B2.	Templates in the Preparation Tool	30
B3.	Fill in the templates	31
B4.	Auto-tagging and drag-and-drop	35
B5.	Validate, save and submit XBRL financial statements	38
B6.	AGM / Review copy generated from preparation tool	44
B7.	Other issues	44
B8.	BizFin ^x Preparation Tool V2.8 Related (for XBRL Filing Requirements for 1 May 2021)	49
C.	Upload XBRL File to BizFin ^x Server	53
C1.	BizFin ^x Multi Upload Tool	54
C2.	BizFin ^x Preparation Tool	55
C3.	Reviewing Uploaded XBRL Files	57
D.	BizFin ^x Embedded Excel Conversion Utility	60
E.	BizFin^x Portal (No longer available)	63
E1.	Accessing to BizFin^x Portal	64
E2.	Subscribe to XBRL related Announcements	64
F.	Taxonomy	66
G.	Training and Help Resources	67
G1.	Training	68
G2.	Free Data Analysis (No longer available)	68
H.	General Information	69
H1.	Exemption Request	71

Note: 1. For technical issues, please refer to “Technical Issues” information at <https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources/technical-issues>

Note 2. FAQ with key changes are highlighted in yellow

A. XBRL Filing Requirements

List of Questions:

1. What are the revised XBRL filing requirements? When is it effective? How many templates are there?
2. What is an Exempt Private Company (EPC)?
3. How to differentiate between Solvent and Insolvent EPC? What is the difference between their filing requirements for Annual Return?
4. My company is a solvent exempt private company (EPC). Am I affected by the XBRL filing requirements?
5. Why am I required to submit information in the detailed information elements again (e.g. specific amount of revenue) even though the entire set of financial statements is already submitted in textual format within the text block element?
6. Do I need to complete all the data elements in the XBRL?
7. Who is responsible for the XBRL filing? Who should file / prepare the financial statements?
8. What should I do if I have filed erroneous XBRL financial statements?
9. I am a company regulated under Monetary Authority of Singapore (MAS). Does this mean that I am exempted from filing in XBRL format or is under the exempted category to file financial statements in PDF with Financial Statements Highlights in XBRL?
10. If an Exempt Private Company (EPC) has already filed an Annual Return to ACRA, does it still need to file any documents to IRAS?
11. What does the term Dormant Exempt Private Company (EPC) in the Annual Return mean?
12. What documents must an Exempt Private Company (EPC) lodge with its Annual Return?
13. What documents must a Dormant Company lodge with its Annual Return?
14. If a Dormant Company has already filed an Annual Return to ACRA, does it still need to file any documents to IRAS?
15. What are the ways to upload XBRL financial statements?
16. How do I file the financial statements in the Annual Return transaction?
17. How will I know whether any unauthorised personnel have made changes to the XBRL document that I have uploaded to [BizFin^x server](#) before submission of Annual Return?
18. Is there any financial period for financial statements to be filed in XBRL format?
19. Do sole-proprietors and partnerships need to file financial statements in XBRL format?

20. With the implementation of XBRL, does my company still have to submit financial statements in PDF or hardcopies?
21. After uploading my financial statements in XBRL format, can I still make changes before filing Annual Return?
22. After we have created the financial statements using BizFin^x Preparation Tool, what is the filing process?
23. How long will my uploaded financial statements in XBRL format be kept in BizFin^x server?
24. I am the local agent of a foreign company. Do I have to file the foreign company's financial statements in XBRL format?
25. Will ACRA specify the XBRL format that the financial statements need to conform to?
26. Do I need to file the signed AGM financial statements in PDF format after filing full set of financial statements in XBRL format?
27. Do I need to prepare the XBRL financial statements as per the AGM financial statements (e.g. consolidated or company level / type of accounting standards)?

1 What are the revised XBRL filing requirements? When is it effective? How many templates are there?

Companies are **required** to apply the revised filing requirements and data elements on or after **1 May 2021**, but they can opt to voluntarily apply the revised filing requirements and data elements from 1 May 2020 to 30 Apr 2021 (both dates inclusive). For more information, you may refer to ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources/who-needs-to-file-financial-statements>).

There are four templates to be used by companies to meet the revised filing requirements and data elements:

- a. **Full XBRL** template – The number of data elements for this template has been reduced by 50% to about 210 data elements. It will capture the information in primary statements and selected notes to financial statements (FS);
- b. **Simplified XBRL** template – This template, which replaces XBRL FSH (General), has about 120 data elements. It will capture the complete information in the statements of financial performance and position;
- c. **XBRL FSH (Banks)** template – There is minimal change to this template. This template has about 80 data elements; and
- d. **XBRL FSH (Insurance)** template – There is minimal change to this template. This template has about 80 data elements.

The table below summarises the revisions to the filing requirements and data elements:

Group	Companies that file FS that are made public	XBRL Filing Requirements	
		Requirements before 1 May 2021	Revised requirements (mandatory from 1 May 2021)
1	SG-incorporated companies that are not covered in Groups 2 to 5 below.	To file FS in Full XBRL template.	To file FS in XBRL format, and the extent of XBRL filing varies based on the company's nature and size of operations: <ul style="list-style-type: none"> • Smaller and non-publicly accountable companies: To file FS in Simplified XBRL template, together
2	SG-incorporated	To file FS in either:	

Group	Companies that file FS that are made public	XBRL Filing Requirements	
		Requirements before 1 May 2021	Revised requirements (mandatory from 1 May 2021)
	EPCs that are insolvent	<ul style="list-style-type: none"> • XBRL FSH (General) template, together with PDF copy of FS authorised by directors; or • Full XBRL template. 	<p>with PDF copy of FS authorised by directors; and</p> <ul style="list-style-type: none"> • All other companies - To file FS in Full XBRL format.
3	SG-incorporated EPCs that are solvent	<p>Not required to file FS. If the company opts to <i>voluntarily</i> file, to file FS in any of the following formats:</p> <ul style="list-style-type: none"> • PDF copy of the FS authorised by directors; • XBRL FSH (General) template; or • FS in Full XBRL template. 	<p>Not required to file FS. If the company opts to <i>voluntarily</i> file, to file FS in either:</p> <ul style="list-style-type: none"> • PDF copy of the FS authorised by directors; or • FS in XBRL format. <p>If the company also opts to file FS in XBRL format, its extent of XBRL filing will vary based the same criteria as Groups 1 and 2.</p>
4	SG-incorporated companies in the business of banking, finance and insurance regulated by MAS ¹	<p>To file FS in:</p> <ul style="list-style-type: none"> • XBRL FSH (Banks) template; or • XBRL FSH (Insurance) template; <p>together with PDF copy of the FS authorised by directors.</p>	
5	SG-incorporated companies preparing FS using accounting standards other than prescribed accounting standards in Singapore or IFRS	To file FS in XBRL FSH (General) template, together with PDF copy of the FS authorised by directors.	To file only PDF copy of the FS authorised by directors.
6	SG-incorporated	To file only PDF copy of the FS authorised by directors.	

¹ The companies regulated by MAS under this group include (1) Commercial Banks (i.e. full banks, wholesale banks or offshore banks) are licensed under and governed by the Banking Act (Cap. 19), (2) Merchant banks are approved under the MAS Act and their operations are governed by the Merchant Bank Directives, (3) Licensed insurance companies are approved under section 8 of the Insurance Act (Cap. 142) and (4) Finance companies are licensed under and governed by the Finance Companies Act (Cap. 108).

Gro up	Companies that file FS that are made public	XBRL Filing Requirements	
		Requirements before 1 May 2021	Revised requirements (mandatory from 1 May 2021)
	companies limited by guarantee		
7	Foreign companies with branches SG	To file only PDF copy of the FS authorised by directors.	

A **smaller** company mentioned in table above refers to a company whose revenue and total assets for the current financial year do not exceed S\$500,000² and S\$500,000², respectively. The assessment should be made based on the FS that are required to be prepared under the Companies Act. When the company controls, jointly controls or has significant influence over other entities, its revenue and total assets should be assessed based on consolidated figures (or figures after applying the equity method of accounting, as applicable), unless the company is exempted by the accounting standards or by ACRA from preparing consolidated FS.

A **non-publicly accountable** company mentioned in the above table refers to a company that is not:

- a. a company that is listed or is in the process of issuing debt or equity instruments for trading on a securities exchange in Singapore;
- b. a company whose securities are listed on an exchange outside Singapore;
- c. one of the following financial institutions:
 - i. entity that is part of the banking and payment systems (namely, licensed banks³, financial institutions approved under section 28 of the Monetary Authority of Singapore Act (Cap 186), operators of payment systems designated under section 42 of the Payment Services Act 2019 (Act 2 of 2019), settlement institutions of payment systems designated under section 42 of the Payment Services Act 2019, persons that have in force a standard payment institution licence granted under section 6 of the Payment Services Act 2019, persons that have in force a major payment institution licence granted or

² The amount thresholds of S\$500,000 are to be determined based on the FS, regardless of the number of months in the financial year covered by the FS. For FS presented in foreign currency, revenue should be translated based on average rates over the financial year and total assets to be translated based on closing rate as of financial year-end.

³ "Licensed banks" should be read as "banks or merchant banks licensed under the Banking Act (Chapter 19)" when section 24 of the Banking (Amendment) Act 2020 relating to merchant banks come into force."

deemed to have been granted under section 6 of the Payment Services Act 2019 and licensed finance companies);

- d. licensed insurer, foreign insurer under Lloyd's Asia Scheme and registered insurance broker;
- e. capital market infrastructure provider (namely, approved holding companies, approved exchanges, recognised market operators, approved clearing houses and recognised clearing houses under the Securities and Futures Act (Cap 289));
- f. capital markets intermediary (namely, holders of capital market services licence, licensed financial advisers, registered fund management companies, licensed trust companies and approved trustee for collective investment scheme);
- g. licensed trade repository, authorised and exempt benchmark administrator under the Securities and Futures Act (Cap 289);
- h. operator of the Central Depository System under the Securities and Futures Act (Cap 289);
- i. trustee-manager of listed registered business trust;
- j. designated financial holding company under the Financial Holding Companies Act⁴; and
- k. licensed credit bureau under the Credit Bureau Act⁴

2 What is an Exempt Private Company (EPC)?

An Exempt Private Company (EPC) is a private company which has at most 20 shareholders. No corporation holds (directly or indirectly) any beneficial interest in the EPC's shares. It can also be a company the Minister has gazetted as an EPC (see section 4(1) of the Companies Act).

3 How to differentiate between Solvent and Insolvent EPC? What is the difference between their filing requirements for Annual Return?

In Regulation 36(1)(c)(i) of the Companies (Filing of Documents) Regulations, an EPC is solvent if it is able to meet its liabilities as and when they fall due. The determination of solvency can be subjective, and the factors considered under one circumstance could differ from those for another circumstance. As a general guide, accumulated deficits and/or net current liabilities is/are not conclusive in determining whether a company is insolvent. To assist with the evaluation, one should look into the company's note on basis for preparation and the auditors' report (if any, for example, whether the going concern

⁴ Applicable once the Act commences.

assumption is no longer valid) and the directors' statement (for example, whether the company is able to pay its debts as and when they fall due).

An EPC is required to file Annual Return via BizFile+. If the EPC is solvent, it has to complete an online declaration of solvency (filing of financial statements is voluntary). If the EPC is insolvent (i.e. unable to meet its debts when they fall due), it has to lodge the financial statements in XBRL format with the Registrar. For more details on the extent of XBRL filing, please refer to question 1 above.

4 My company is a solvent exempt private company (EPC). Am I affected by the XBRL filing requirements?

The XBRL filing requirements will only affect companies which are required by the Companies Act to file their financial statements with ACRA. A solvent EPC (with the exception of such companies which are required by law to file their financial statements with ACRA) is not required to file their financial statements with ACRA. As such, they will not be required to file their financial statements in XBRL format.

However, ACRA would like to encourage solvent EPCs to file their financial statements voluntarily with ACRA. Such companies can file either 1) a copy of their financial statements in PDF format or file financial statements in XBRL format. If a solvent EPC opts to file FS in XBRL format, its extent of XBRL filing (i.e. Full XBRL or Simplified XBRL) will vary based on the nature and size of its operations. For more details on filing FS in XBRL format, please refer to question 1 above.

5 Why am I required to submit information in the detailed information elements again (e.g. specific amount of revenue) even though the entire set of financial statements is already submitted in textual format within the text block element?

Information submitted using text block element and detailed information elements serve different purposes.

The text block element "Disclosure of Complete Set of Financial Statements" allows companies to submit an entire set of financial statements to ACRA in XBRL format, while retaining company's preferred presentation layout. This will be regarded as the set of financial statements prepared in accordance with the Companies Act. As this is submitted

to ACRA in free text format, information within cannot be extracted easily for consumption purposes.

On the other hand, information submitted using detailed information elements facilitates data extraction and analytics.

6 Do I need to complete all the data elements in XBRL format?

Companies are required to go through and complete the data elements, based on the financial statements tabled at the Annual General Meeting and/or circulated to members (AGM FS). Leave the data fields blank only if the information requested is not disclosed in the AGM FS.

7 Who is responsible for the XBRL filing? Who should file / prepare the financial statements?

ACRA does not prescribe who is to file / prepare the XBRL financial statements. However, it is important to note that it is the responsibility of the companies and the directors to practice due diligence in ensuring high quality of their filings with the Registrar, failing which signifies non-compliance with the Companies Act 1967.

8 What should I do if I have filed erroneous XBRL financial statements?

Companies which note errors in their past XBRL filings should file a Notice of Error (NOE) – clerical / typographical to rectify errors that are typographical or clerical in nature. Alternatively, a court order may be filed instead to expunge the filed Annual Return and re-file a new Annual Return. If the original financial statements has been revised, companies may also file NOE – revised financial statements where the revised financial statements has complied with all the requirements set out in the Companies (Revision of Defective Financial Statements or Consolidated Financial Statements of Balance-sheet) Regulations 2018.

NOE for Errors in XBRL filings in AR filed before 3 Jan 2016

The company should file the signed copy of the AGM financial statements in PDF format as part of the NOE. It will not be necessary to file a rectified XBRL file.

NOE for Errors in XBRL filings in AR filed on / after 3 Jan 2016

In filing NOE to rectify the errors in XBRL financial statements, the company should file the amended XBRL financial statements. The rectified XBRL FS should be prepared based on the XBRL filing requirements applicable to the original XBRL FS.

More information is available [here](#).

9 I am a company regulated under Monetary Authority of Singapore (MAS). Does this mean that I am exempted from filing in XBRL format or is under the exempted category to file financial statements in PDF with Financial Statements Highlights in XBRL?

Not all companies regulated under MAS are exempted from filing their full set of financial statements in XBRL.

Only the following types of companies regulated by MAS are exempted from filing in full set of financial statements in XBRL, and will file their signed copy of the AGM financial statements in PDF format with Financial Statements Highlights in XBRL instead:

- Commercial Banks (i.e. full banks, wholesale banks or offshore banks) licensed under and governed by the Banking Act (Cap. 19);
- Merchant Banks approved under the MAS Act and their operations are governed by the Merchant Bank Directives;
- Licensed insurance companies approved under section 8 of the Insurance Act (Cap. 142); and
- Finance Companies licensed under and governed by the Finance Companies Act (Cap. 108).

10 If an Exempt Private Company (EPC) has already filed an Annual Return to ACRA, does it still need to file any documents to IRAS?

Notwithstanding the filing of Annual Return to ACRA, an EPC must also file its Income Tax Return (Form C / Form C-S), tax computations and any other supporting documents to IRAS annually. For details on the filing requirements please refer to IRAS website at www.iras.gov.sg.

Where the company has filed the full set of financial statements in XBRL (Full XBRL) with ACRA, the full XBRL file will be sent by ACRA to IRAS and the company will not need to file the same set of financial statements again with IRAS.

11 What does the term Dormant Exempt Private Company (EPC) in the Annual Return mean?

This is an EPC that does not have any accounting transactions or business activities for the financial year in question or has not commenced business since incorporation, as defined under section 205B of the Companies Act.

12 What documents must an Exempt Private Company (EPC) lodge with its Annual Return?

Exempt Private Companies need not attach the physically signed EPC certificate or the Statement by EPC exempting them from audit requirements (currently in PDF format). The appropriate on-line declarations will appear in the AR based on the correct company type selected.

Professional firms filing on behalf of companies may continue to require the hardcopies certificates from directors as evidence of compliance and to keep these for record purposes, even though ACRA has done away with lodgement of these certificates as an attachment in the AR.

13 What documents must a Dormant Company lodge with its Annual Return?

Dormant companies no longer need to attach the Statement by dormant companies exempting them from audit requirements (currently in PDF format). The appropriate on-line declarations will appear in the AR if the correct company type has been selected.

14 If a Dormant Company has already filed an Annual Return to ACRA, does it still need to file any documents to IRAS?

A Dormant Company must submit its Income Tax Return (Form C or Form C-S) unless it has been granted waiver from IRAS for submission of Form C. The company must apply for waiver from IRAS to file Form C via an application form - Application for Waiver to Submit Income Tax Return (Form C) by a Dormant Company. For more details, please refer to IRAS website at www.iras.gov.sg.

15 What are the ways to upload XBRL financial statements?

Companies can upload their XBRL financial statements (FS) using the following ways:

- 'Validate and upload' function in BizFin^x preparation tool (See [ACRA website](#));
- BizFin^x multi-upload tool; or
- Third-party software (See Seamless Filing [here](#).)

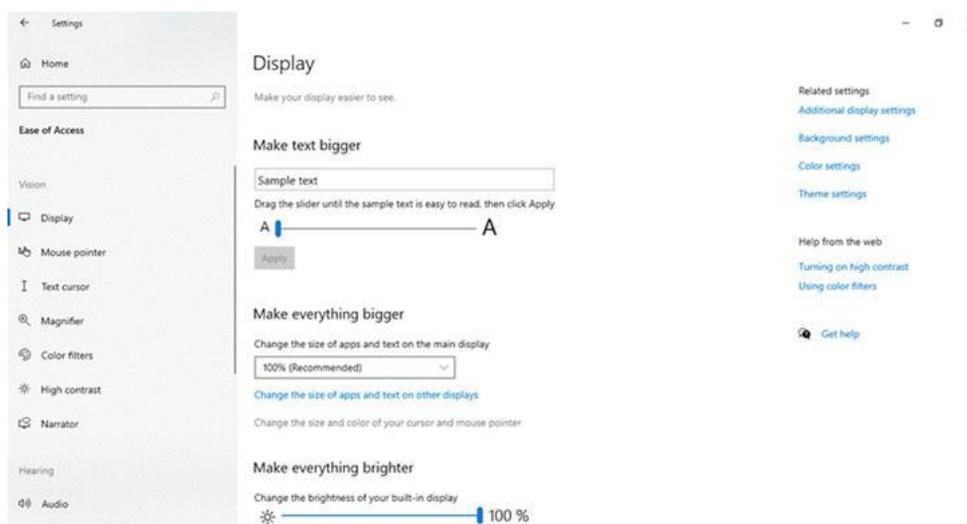
BizFin^x multi-upload tool was introduced in May 2019. It allows user to validate and upload up to 5 XBRL.zip files at one go.

Note: If you are unable to view the "Acknowledge and Upload" button, please change "text size settings" to 100% by performing the following steps:

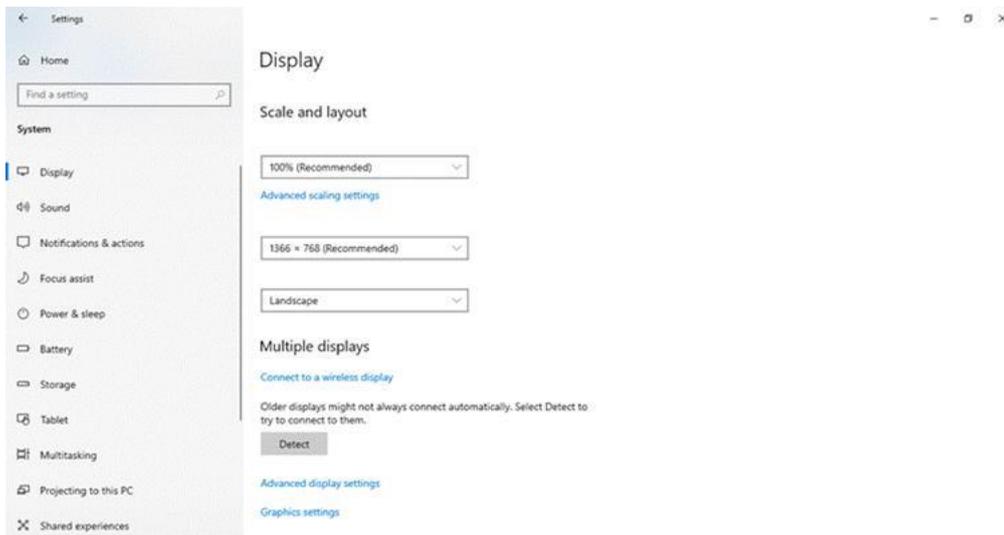
- 1) Open "Windows Start" menu → Settings
- 2) Search for "Ease of Access vision" and click on "Ease of Access vision settings"



- 3) In Display section, set "Make text bigger" to minimum
- 4) In "Make everything bigger" → set 100% (size of apps and text on main display)



- 5) Open "Windows start" menu → Settings
- 6) Click on "System" and "Display" set scale and layout to 100%



7) Close your excel applications and open XBRL.zip file using the BizFin^x Preparation Tool to check if the acknowledgement button is available by clicking on the “Validate and Upload” function again. If the issue is not resolved, please contact ACRA Helpdesk at 6248 6028 for assistance.

16 How do I file the financial statements in the Annual Return transaction?

After uploading the XBRL FS (refer to question 15 on ways to upload the XBRL file), the details of the uploaded file will be shown at the section Financial Information in XBRL of the AGM and Financial Details page.

17 How will I know whether any unauthorised personnel have made changes to the XBRL document that I have uploaded to BizFin^x server before submission of Annual Return?

No changes can be directly made to the uploaded files. Only authorized personnel of the company can delete the uploaded files before filing. Any new uploads will capture the date and time of the upload. Authorised personnel refer to the company officers and registered filing agents appointed by the company.

18 Is there any financial period for financial statements to be filed in XBRL format?

A company will file its financial statements in XBRL format if the financial statements end on or after 30 April 2007. Financial statements with financial period ending before 30 April 2007 will be filed in PDF.

19 Do sole-proprietors and partnerships need to file financial statements in XBRL format?

Sole-proprietors and partnerships are not required to file financial statements with ACRA. Filing of financial statements (PDF / XBRL format) is only applicable to companies.

20 With the implementation of XBRL, does my company still have to submit financial statements in PDF or hardcopies?

A company filing in Simplified XBRL or Financial Statements Highlights is required to file a PDF copy of its signed financial statements as tabled at the AGM.

It is optional for a company filing in Full Set of Financial Statements in XBRL format to submit a PDF copy of its signed financial statements as tabled at the company's AGM.

21 After uploading my financial statements in XBRL format, can I still make changes before filing Annual Return?

Yes, you may still make changes. However please note that the financial statements in XBRL format should be prepared based on the financial statements tabled at the AGM and/or circulated to members and where the financial statements have been tabled before the AGM and/or circulated to members, you should not make any changes unless they do not relate to financial data. You should check with the directors or your professional advisers before making any changes to the financial statements.

You can re-upload the financial statements in XBRL format via the ways to upload in question 15.

22 After we have created the financial statements using BizFin^x Preparation Tool, what is the filing process?

Under the current filing system, companies can prepare their XBRL financial statements offline via the BizFin^x Preparation Tool or any of the third party software tools suitable for preparing in accordance with the XBRL filing requirements. After preparation, companies will need to upload the XBRL financial statements to BizFin^x server (refer to question 15 for ways to upload XBRL financial statements) and proceed to file under the Annual Return transaction in BizFile+ portal.

23 How long will my uploaded financial statements in XBRL format be kept in BizFin^x server?

It will be kept for two weeks (14 days) from the date of upload. You will need to upload the XBRL financial statements again if the filing of Annual Return cannot be completed within that time frame.

24 I am the local agent of a foreign company. Do I have to file the foreign company's financial statements in XBRL format?

No. Filing of financial statements in XBRL format only applies to locally incorporated companies limited by shares or unlimited companies.

25 Will ACRA specify the XBRL format that the financial statements need to conform to?

The submitted XBRL financial statements must conform to the Taxonomy and XBRL filing requirements defined by ACRA. More information on the XBRL filing requirements, including ACRA Taxonomy is available in ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources>)

26 Do I need to file the signed AGM financial statements in PDF format after filing full set of financial statements in XBRL format?

As part of the Annual Return filing, it is important for the lodger to confirm the information generated from the text block of Full XBRL filing that

- the information is legible; and
- it is identical in content to the financial statements tabled at the AGM (or sent to the shareholders, if the company is exempted from holding AGMs or has dispensed with holding AGMs).

The full set of financial statements (text block) in XBRL filing is generated into PDF format and attached as part of the Annual Return extracts, and made available to the public. You may also provide the PDF copy of the signed AGM financial statements (optional) as part of the Annual Return filing for additional clarity.

27 Do I need to prepare the XBRL financial statements as per the AGM financial statements (e.g. consolidated or company level / type of accounting standards)?

Yes, XBRL financial statements should be modelled after the AGM financial statements. Accordingly, if the AGM financial statements is prepared on consolidated level or company level, the XBRL financial statements should also be prepared on similar basis.

The use of accounting standards other than Singapore Financial Reporting Standards (SFRS), SFRS (International) and SFRS for Small Entities, requires approval from ACRA (e.g. International Financial Reporting Standards and other accounting standards). To apply under section 201(12) of the Companies Act for exemption from compliance with the accounting standards, refer to ACRA website (<https://www.acra.gov.sg/how-to-guides/preparing-financial-statements/application-for-relief-from-requirements-in-financial-statements-and-director's-statement>). The Registrar will generally not allow financial statements to be prepared solely in accordance with IFRS, as companies can apply SFRS(I) and state simultaneous compliance with IFRS in the SFRS(I) financial statements. More information is available in the following link [https://www.asc.gov.sg/news-events/local-news/archives/2017/accounting-standards-council-issues-new-singapore-financial-reporting-standards-\(international\)](https://www.asc.gov.sg/news-events/local-news/archives/2017/accounting-standards-council-issues-new-singapore-financial-reporting-standards-(international)).

SC

B. BizFin^x Preparation Tool

List of Questions:

- B1 Download and install the BizFin^x preparation tool
28. How do I use the BizFin^x preparation tool to prepare my company's financial statements in XBRL format?
 29. Where can I download the BizFin^x preparation tool?
 30. What are the hardware and software requirements to install and run BizFin^x Preparation Tool?
 31. Can I share my BizFin^x preparation tool installer with my colleague / install on another computer?
 32. Can the preparation tool work on a Macintosh computer? Is it compatible with Macintosh OSX operating system?
 33. I can install the BizFin^x preparation tool, but the "Create" and "Open" buttons on the introduction page are missing or do not work. What should I do?
 34. Can BizFin^x preparation tool be installed on computers running on operating system and software, other than Windows operating system and Microsoft Office (e.g. Open Office)?
 35. During installing, BizFin^x preparation tool prompted me to download Microsoft .NET framework. Is it necessary?
 36. During installation, BizFin^x preparation tool requires me to have administrative rights to my computer. What should I do?
 37. How can I update the BizFin^x preparation tool installed on my machine with the latest updates?
 38. How can I check which version of the BizFin^x preparation tool is installed on my machine?
 39. I do not have a computer to install the BizFin^x preparation tool. Can I come down to ACRA to prepare my XBRL financial statements?
 40. When I open the BizFin^x preparation tool for the first time, a window appeared to confirm the Microsoft Office Customisation Installer with the message "Publisher cannot be verified". Do I proceed to install the customisation?

41. Can BizFin^x preparation tool work on iPad or Android devices if I have Microsoft Office installed?

B2 Templates in the BizFin^x Preparation Tool

42. What do you mean by "by current/non-current" or "by liquidity" presentation format under statement of financial position?
43. The income statement in the BizFin^x preparation tool is presented by nature. How should I fill up the income statement if my company presents its income statement by function?
44. Why is there no flexibility in the display of templates?
45. As I scroll down the template, I am unable to see the headers. Can we freeze panes at the header rows?

B3 Fill in the templates

46. What should be submitted for the element "Disclosure of Complete Set of Financial Statements" within the Full Set of Financial Statements template? What is the purpose?
47. How can I copy-paste the contents of my source document into the Disclosure of Full Set of Financial Statements text block?
48. There are elements within my financial statements that are not provided for within the template. What should I do?
49. There are a number of elements which relate to disclosures required for listed companies such as fees paid to auditors. If I am preparing for a non-listed company and do not have such disclosures within my financial statements, do I still need to submit such information to ACRA?
50. I have balances which are due to or due from related parties such as subsidiaries, associates. How should I classify them within the Statement of Financial Position?
51. There are income and expense items within the templates for Income Statement and Note - Selected Income (Expense). Should I enter positive or negative values for expenses items?

52. The templates requested for information which is more granular than what is within the AGM financial statements. What information should I submit?
53. In some disclosure notes, e.g. Property, Plant and Equipment, I noticed that if I added company label "At 1 January 2012" for line items like "Gross carrying amount at beginning of period" for current year table, the same company label "At 1 January 2012" will be added for prior year 2011. What should I do?
54. In some disclosure notes, e.g. Property, Plant and Equipment disclosure note, I have different classes for the company and group levels. For example, I have "Land and building", "Motor and other vehicles" and "Machinery and other equipment" for company level, and I have "Motor and other vehicles", "Machinery and other equipment" and "Computer, office equipment, furniture fixtures and fittings" for the group level. I noticed the classes on the templates are always the same for company and group levels. What should I do?
55. My share capital is less than a thousand, while currency unit is in thousands. Do I need to present my share capital amount?
56. How do I key in the dates in the date reporting fields in scoping question template?
57. Where do I insert data items for 'Other comprehensive income'?
58. More / less columns shown in the template, as compared to the AGM financial statements. What should I do?
59. What are guidance notes?

B4 Auto-tagging and drag-and-drop

60. I have an embedded excel table within my financial statements in Word format. Why I am not allowed to perform the auto-tagging / drag-and-drop for information within the embedded table?
61. Why are some of the line items in the AGM financial statements not auto-tagged even though they are the same as the taxonomy item on the templates? E.g. "trade and other receivables (including contract assets)" cannot be auto-tagged.
62. When performing auto-tagging or drag-and-drop, I notice that some data in my source document are not populated (i.e. missing) in some of the columns. What should I do?

63. My tables are formed by tabs in Word document. How can I perform auto-tagging or drag-and-drop?
64. For auto-tagging and drag-and-drop, what is the option "Does your selection have a note number column" used for?
65. For auto-tagging and drag-and-drop, what is the option "table selection row wise" used for?
66. Upon auto-tagging of the entire Statement of Financial Position or Income Statement, why are line items which are totals or sub-totals (E.g. Profit (loss) before taxation from continuing operations) not shown as indicated as tagged when the figures are already present in the template?
67. There are certain tables containing values for different columns such as the disclosure note for Property, Plant and Equipment. How can the auto-tagging or drag-and-drop function be performed for such tables?
68. Why does the Auto-tagging function show me an error message to select table rows?
69. When I 'drag-and-drop' information from my source document which are not within tables, information from my source document is lost. What should I do?

B5 Validate, save and submit XBRL financial statements

70. Is there a list of validation rules available?
71. Will validation rules within the tool be sufficient to identify all errors in filing?
72. I have encountered genuine errors when preparing the Property, Plant & Equipment (PPE) template. How can I resolve these errors?
73. I have encountered genuine errors Misc_006 and Misc_007 for my company's accounts which are consolidated for the first time and do not have comparative figures for the previous year. How can I resolve this?
74. I have submitted my company's financial statements using the text block element in the Full set of Financial Statements template. Why am I encountering validation errors Misc_005 and Misc_041?

75. What is the purpose of generating the XBRL file into AGM Copy versus the Review Copy?
76. Saving of XBRL file taking very long with message indicating 99% completed. How do I generate XBRL file?
77. Where can I check the validation results?
78. How to save the XBRL file from the BizFinx preparation tool? Do I click on the 'Save As' button on the top left-hand corner?

B6 AGM / Review copy generated from preparation tool

79. I am unable to see the footer in the "Review / AGM copy" when zoomed out. Has it been deleted?
80. What is the default margin setting in 'Review/AGM copy' and text editor? Can I amend the margin setting?

B7 Other issues

81. I am unable to open a previously saved Excel file by using the Open button on the Introduction Page of the preparation tool? What should I do?
82. I am unable to import prior year Excel file to populate prior year figures. What should I do to populate prior year figures?
83. Can I load XBRL files created across different versions of the BizFin^x preparation tool?
84. I noticed that font used on the screen appears to be too big for BizFinx preparation tool. The name for certain elements are cut off and I am unable to select some of the functions as it is expanded beyond the screen. What should I do?
85. While copying multiple paragraphs from my source document or AGM financial statements and pasting it on the text editor, the font size and font type of the last paragraph changes. Why this is happening and what can I do to fix this?
86. My source document is not imported with the 'Final' copy when track changes are enabled in my AGM financial statements in MS Word format. Why is this happening?

87. I am unable to delete blank page in the text editor. What should I do?
 88. [Is there a User Manual for the BizFin^x preparation tool?](#)
 89. [I am unable to launch the preparation tool after downloading and installing it in my computer. I am facing technical issues when using the BizFin^x Preparation Tool. How do I get help?](#)
 90. What is the use of rules repository?
 91. Why is some of the text in text editor being shifted to the right?
 92. Any self-help on technical issues available?
 93. Does BizFin^x Preparation Tool require Internet connectivity to use?
- B8 BizFin^x Preparation Tool V2.8 Related (for XBRL Filing Requirements before 1 May 2021)
94. <intentionally left blank>
 95. What is the minimum requirement list?
 96. What is the difference between minimum requirement and full taxonomy view?
 97. What should I do if my set of financial statements does not contain information relating to all the sections in the minimum requirement list?
 98. I have selected “Single Statement of Comprehensive Income” in the Scoping Questions, but the template only shows the Income Statement and not the Statement of Comprehensive Income. Why is this so?
 99. Why are templates for trade and other receivables / payables for different dimensions (e.g. group, company, current. prior) not arranged in a manner than the columns are beside each other, rather than on top of one another?
 100. Why are the line items of other comprehensive income not displayed in the Income Statement when I select “Single Statement of Comprehensive Income” for “Whether all items of income and expenses are presented in a single statement of comprehensive income or two statements of income statement and statement of comprehensive income” in the Scoping Questions?

101. The template for Statement of Cash Flows only presents a limited number of elements and is very different from the Statement of Cash Flows in my AGM financial statements. What do I need to submit?
102. What should I do with disclosure notes which are not required to be provided in detailed information within the minimum requirement list?
103. In some disclosure notes, the totals or sub-totals are not auto summed. What should I do?
104. I am not able to open the Excel file created from the MS Office 2003 version of the preparation tool in MS Office 2007 or above version.
105. How should I fill in “finance costs” on the template? The guidance note on the preparation tool asks me to enter it as a negative figure when it is a finance expense, but I was prompted a possible error (Misc_177) anyway, which says positive values are finance expenses.
106. Why am I facing business rule: Misc_121 error even after entering the correct financial period dates?

B1. Download and install the preparation tool

28 How do I use the BizFin^x preparation tool to prepare my company's financial statements in XBRL format?

The BizFin^x preparation tool is provided by ACRA free-of-charge to facilitate companies' preparation of XBRL financial statements in accordance with the XBRL filing requirements.

Steps on how you can go about preparing and filing your XBRL financial statements are available at <https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format>.

More information on XBRL preparation and filing (including help guides, such as quick guide for BizFin^x preparation tool) is also available in the various chapters of ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources>).

29 Where can I download the BizFin^x preparation tool?

The preparation tool is available for download in ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources/download>).

30 What is the hardware and software requirements to install and run BizFin^x Preparation Tool?

The hardware and software requirements are as follows:

Preparation Tool V3 (revised XBRL filing requirements)

Hardware Requirements	
Processor	<ul style="list-style-type: none">• Intel Core i3 or above• Non-Intel Processor @ 2.0 GHz or above
RAM	<ul style="list-style-type: none">• 32-bit Windows: 2GB or more (recommended: 4GB)• 64-bit Windows: 4GB or more (recommended: 8GB) <p><i>Note: To check whether your Microsoft Windows are using 32-bit version or 64-bit version, please refer to https://support.microsoft.com/en-sg/help/15056/windows-32-64-bit-faq</i></p>

Disk space needed	<ul style="list-style-type: none"> 1.2GB for installation and normal usage <p><i>Note: Post installation, the installation file can be deleted to free up disk space.</i></p>
Screen resolution	<ul style="list-style-type: none"> 1280x800 and above
Software Requirements	
Operating System	<ul style="list-style-type: none"> Microsoft Windows 8.1 Microsoft Windows 10 (Version 1607) and above <p><u>Notes</u></p> <ol style="list-style-type: none"> We will provide technical issues support for the tool running the support versions of Microsoft Windows listed above. Note: To check the version of your Microsoft Windows, please refer to https://support.microsoft.com/en-sg/help/13443/windows-which-version-am-i-running
Microsoft Office	<ul style="list-style-type: none"> Office 2013 (Standard, Home and Business, Professional, Professional Plus) Office 2016 (Standard, Home and Business, Professional, Professional Plus) Office 2019 (Standard, Home and Business, Professional, Professional Plus) <p><u>Notes</u></p> <ol style="list-style-type: none"> We will provide technical issues support for the tool running the support versions of Microsoft Windows listed above. Note: To check the version of your Microsoft Office, please refer to http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx
Microsoft .NET Framework	<ul style="list-style-type: none"> Framework 4.7.2 or later <p><i>Note: To download this version of .NET Framework, please refer to https://support.microsoft.com/en-sg/help/4054530/microsoft-net-framework-4-7-2-offline-installer-for-windows</i></p>

Preparation Tool V2 (XBRL filing requirements before 1 May 2021)

Hardware Requirements	
Processor	2.0GHz Core 2 Duo, i3, i5 or i7
RAM	2GB
Hard Disk Space	200 MB of free space
Monitor Resolution	1280x800 and above
Operating System and Software	

Operating System and Software	<p>Windows 8.1, Windows 10</p> <p><i>Note: For instructions on how to check the version of your operating system, please refer to:</i></p> <p>http://windows.microsoft.com/en-US/windows/which-operating-system</p>
Microsoft .NET Framework	<ul style="list-style-type: none"> • Framework 4.7.2 or later <p><i>Note: To download this version of .NET Framework, please refer to</i></p> <p>https://support.microsoft.com/en-sg/help/4054530/microsoft-net-framework-4-7-2-offline-installer-for-windows</p>
Microsoft® Office	<ul style="list-style-type: none"> • Office 2013 – Standard, Home and Business, Professional, Professional Plus • Office 2016 – Standard, Home and Business, Professional, Professional Plus • Office 2019 (Standard, Home and Business, Professional, Professional Plus) <p><i>Note: For instructions on how to check the version of Microsoft® Office you are using, please refer to:</i></p> <p>http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx</p>

31 Can I share my preparation tool installer with my colleague / install on another computer?

Yes. You can share the installer.

32 Can the preparation tool work on a Macintosh computer? Is it compatible with Macintosh OSX operating system?

The preparation tool only supports Windows Operating System and not the Macintosh OSX operating system. Please consider using alternative means (such as Boot Camp) to run the BizFin^x preparation tool in Windows operating system and Microsoft Office in your Macintosh computer, or use ACRA's self-help kiosks located at Revenue House. If you need to book the kiosk, please contact ACRA Helpdesk at 6248 6028 at least one working day in advance before your preferred appointment date.

33 I can install the preparation tool, but the “Create” and “Open” buttons on the introduction page are missing or do not work. What should I do?

This issue may be caused by unsupported MS Office versions. You should check the version of MS Office which you are using. If your MS Office version is not supported by the preparation tool, use a machine with the supported MS Office version to install the preparation tool.

Please note that the preparation tool does not support the following versions of MS Office:

Preparation Tool V3.3 (revised XBRL filing requirements)

Office 2013 – Home & Student

Office 2016 – Home & Student

Office 2019 – Home & Student

Office 365 – Online version

Preparation Tool V2.8 (XBRL filing requirements before 1 May 2021)

Office 2013 – Home & Student

Office 2016 – Home & Student

Office 2019 – Home & Student

Office 365 – Online version

34 Can BizFin^x preparation tool be installed on computers running on operating system and software, other than Windows operating system and Microsoft Office (e.g. Open Office)?

The preparation tool can only run on computers using Windows operating system and supported versions of Microsoft Office:

- Preparation Tool V3.3 (revised XBRL filing requirements) - Microsoft Office 2013, 2016, 2019 and 365 desktop versions.
- Preparation Tool V2.8 (XBRL filing requirements before 1 May 2021) - Microsoft Office 2013, 2016, 2019 and 365 desktop versions.

35 During installing, BizFin^x preparation tool prompted me to download Microsoft .NET framework. Is it necessary?

The installation of BizFin^x preparation tool requires the appropriate Microsoft .NET Framework in order to be completed. If this has not been installed on your computer, the installer will quit and direct you to download this software.

The link to download and install the Microsoft .NET Framework 4.7.2 is:

<https://support.microsoft.com/en-sg/help/4054530/microsoft-net-framework-4-7-2-offline-installer-for-windows>

36 During installation, BizFin^x preparation tool requires me to have administrative rights to my computer. What should I do?

You will need to have “Administrator” rights on your computer to install BizFin^x preparation tool. If you are using a computer provided by your company which does not allow you to install software on it, please consult the technical support division in your company to help you install the BizFin^x preparation tool.

37 How can I update the BizFin^x preparation tool installed on my machine with the latest updates?

To update the BizFin^x preparation tool, you will need to be connected to the internet. The tool will detect for updates and prompt you upon opening of the tool or when opening previously saved files created from the tool. Alternatively, you can download updates from the Introduction page – Software Updates.

38 How can I check which version of the BizFin^x preparation tool is installed on my machine?

You can check the version of tool installed from the following two places:

1. Inside the preparation tool, go to Filing information page and scroll down to look for “Name and version of software used to generate the XBRL file” as displayed below:

Preparation Tool V3.3 (revised XBRL filing requirements)

Filing information	
Details of XBRL file	
Taxonomy version	Simplified_XBRL_2020_v1 .0
Name and version of software used to generate XBRL file	ACRA BizFinx Preparation Tool 3.2.0
How was XBRL file prepared	In-house

Preparation Tool V2.8 and below (XBRL filing requirements before 1 May 2021)

Filing information	
Edit Click	
* Whether company (or group if consolidated accounts are prepared) has more than 50 employees	No
Details of XBRL file	
* Taxonomy version	SFRS_2016_v4.1
* Name of software used to generate XBRL file	BizFinx Preparation Tool
* Version of software used to generate XBRL file	2.7.0
How was XBRL file prepared	In-house
Designation of preparer	Others

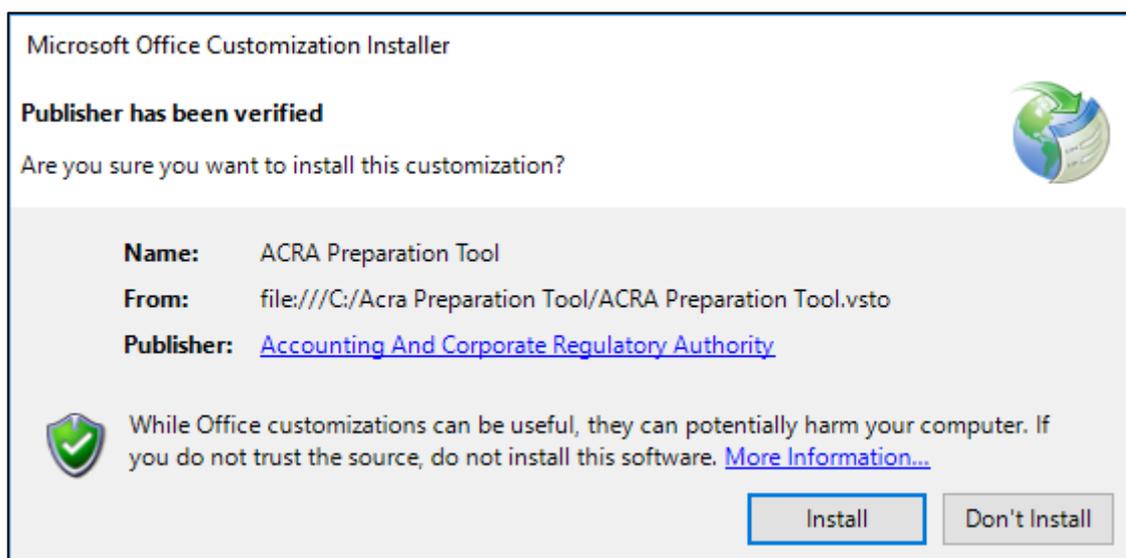
- Go to Programs and Features in the Control panel. Search for BizFin^x preparation tool and look for version number (e.g. v2.8.0 and v3.3.0).

39 I do not have a computer to install the BizFin^x preparation tool. Can I come down to ACRA to prepare my XBRL financial statements?

ACRA provides a computer kiosk installed with the preparation tool for public's use in preparing XBRL financial statements. If you need to book the kiosk, please contact ACRA Helpdesk at 6248 6028 at least one working day in advance before your preferred appointment date.

40 When I open the preparation tool for the first time, a window appeared to confirm the Microsoft Office Customisation Installer with the message "Publisher cannot be verified". Do I proceed to install the customisation?

No, please cancel the installation and contact ACRA Helpdesk. Publisher window should say "Publisher has been verified" with publisher name as "Accounting And Corporate Regulatory Authority" as shown in image below. Once the tool has been installed, the window will not appear again.



41 Can BizFin^x preparation tool work on iPad or Android devices if I have Microsoft Office installed?

No. BizFin^x preparation tool will not be able to work on iPad or Android devices as MS Excel is not the only minimum requirement for the tool to work. It also has dependencies on other requirements such as the operating system software which are not available in iPad and Android devices.

B2. Templates in the Preparation Tool

42 What do you mean by "by current/non-current" or "by liquidity" presentation format under statement of financial position?

These are different presentation formats allowed by the accounting standards. "By current / non-current" or "by liquidity" relate to element "Type of statement of financial position" within the scoping questions. Click on the "i" beside the element for guidance on the two presentation formats.

43 The income statement in the preparation tool is presented by nature. How should I fill up the income statement if my company presents its income statement by function?

Company that opts to present its expenses by function in the income statement, must still disclose its key expenses by nature which is disclosed under the notes to the financial statements. This is a requirement under FRS 1 *Presentation of Financial Statements* paragraphs 104 and 105. More information is available in ACRA website

<https://www.acra.gov.sg/xbml-filing-and-resources/Useful-information-for-preparing-your-companys-financial-statements>).

44 Why is there no flexibility in the display of templates?

Due to the principle-based nature of the accounting standards, ACRA acknowledges that companies can use a variety of presentation formats to present various sections of the financial statements. However, flexibility of the templates is not provided for to avoid complicating the templates inside the preparation tool, as well as compromising the processing speed of the preparation tool when generating the templates.

45 As I scroll down the template, I am unable to see the headers. Can we freeze panes at the header rows?

To maximise viewing of the template, only the user menu is frozen by default. However, freeze / unfreeze panes functions are available in the preparation tool's Tool Box to allow users to freeze panes at specific rows / columns.

B3. Fill in the templates

46 What should be submitted for the element “Disclosure of Complete Set of Financial Statements” within the *Full Set of Financial Statements* template? What is the purpose?

You should submit a full set of financial statements (including statement by directors, auditors' report, four primary statements and notes to the financial statements) using this text block element. If you already have your financial statements prepared in MS Word, you may copy and paste the details into the inbuilt text editor before saving it. This element allows companies to submit a full set of financial statements to ACRA in XBRL format, while retaining company's preferred presentation layout.

47 How can I copy-paste the contents of my source document into the Disclosure of Full Set of Financial Statements text block?

You may copy-paste the contents using either of the following options:-

H1.Import source document inside the preparation tool using the SOURCE button (in V2.8) and copy paste from the imported document.

H2. Copy-paste from MS Word or MS Excel directly onto the text block.

H3. Open the text block, go to File and click on Open to select your document.

48 There are elements within my financial statements that are not provided for within the template. What should I do?

For additional unclassified items within your financial statements that are not provided in the template, you will need to aggregate the related values to the relevant "Others" elements. For example, unmapped elements within the current assets section would need to be aggregated as part of "Other financial assets, current" or "Other non-financial assets, current". At the same time, footnotes will need to be created using the footnote function within the tool to explain the aggregation and the associated data. If you face genuine error: Misc-Prep-003, please ensure that the calculations disclosed within the footnote is correct.

In addition, you may include company labels to automate the tagging in subsequent preparation of XBRL FS. The company labels will be auto-populated when you drag and drop the line items from the AGM FS (opened as source in BizFin^x preparation tool).

49 There are a number of elements which relate to disclosures required for listed companies such as fees paid to auditors. If I am preparing for a non-listed company and do not have such disclosures within my financial statements, do I still need to submit such information to ACRA?

Non-listed companies are not required to submit the following information, which applies only to listed companies:

Preparation Tool V3.3 (revised XBRL filing requirements)

- Within *Independent auditors' report* template
 - Year of appointment of signing auditor
 - Number of Key Audit Matters and disclosure on Key Audit Matters

Preparation Tool V2.8 and below (XBRL filing requirements before 1 May 2021)

- Within *Independent auditors' report* template
 - Year of appointment of signing auditor
 - Number of Key Audit Matters and disclosure on Key Audit Matters
- Within *Income statement* template
 - Earnings (loss) per share

- Within *Selected income (expense)* template
 - Amount of audit and non-audit fees

50 I have balances which are due to or due from related parties such as subsidiaries, associates. How should I classify them within the Statement of Financial Position?

Preparation Tool V3.3 (revised XBRL filing requirements)

If balances with related parties are trade in nature (i.e. trade receivables or trade payables), it should be disclosed as part of “trade and other receivables” and “trade and other payables” accordingly in the statement of financial position template and in the notes templates:

- Note – Trade and other receivables template, e.g. trade receivables (excluding contract assets) due from related parties, current and non-current
- Note – Trade and other payables template, e.g. trade payables (excluding contract liabilities) due to related parties, current and non-current.

Preparation Tool V2.8 and below (XBRL filing requirements before 1 May 2021)

Receivables or payables, whether they are associated with third party or related parties, should be classified as part of “Trade and other receivables” or “Trade and other payables” elements within the statement of financial position template.

51 There are income and expense items within the templates for *Income Statement* and *Note - Selected Income (Expense)*. Should I enter positive or negative values for expenses items?

Income items should be entered as positive sign while expense items should be entered as negative sign.

52 The templates requested for information which is more granular than what is within the AGM financial statements. What information should I submit?

If a certain line item within AGM financial statements is an aggregation of two or more concepts within the ACRA Taxonomy, you are required to submit the breakdown as required by the taxonomy concepts when the breakdown is available within the AGM financial statements. Breakdown of a line item can usually be found in the related disclosure note in the AGM financial statements.

When it is impractical to separate the value of a certain line item or breakdown is not disclosed with the AGM financial statements, the preparer will have to disclose the entire value using one of the taxonomy concepts that made up to the line item based on the **best-fit principle**. As application of the best-fit principle requires judgment, this should also be performed by someone with the necessary knowledge of the financial information of the company.

- 53 In some disclosure notes, e.g. Property, Plant and Equipment, I noticed that if I added company label “At 1 January 2012” for line items like “Gross carrying amount at beginning of period” for current year table, the same company label “At 1 January 2012” will be added for prior year 2011. What should I do?**

Each element in the taxonomy can only have one company label. In such scenario, current year 2012 beginning balance company label will be populated for prior year 2011 beginning balance company label (e.g. At 1 January 2012). In such cases, you are advised to leave these specific company labels empty.

- 54 In some disclosure notes, e.g. Property, Plant and Equipment disclosure note, I have different classes for the company and group levels. For example, I have “Land and building”, “Motor and other vehicles” and “Machinery and other equipment” for company level, and I have “Motor and other vehicles”, “Machinery and other equipment” and “Computer, office equipment, furniture fixtures and fittings” for the group level. I noticed the classes on the templates are always the same for company and group levels. What should I do?**

In these templates for disclosure notes, the classes for company and group levels are linked, thus the classes on the templates are always the same for company and group levels.

In the case above, for company level, please complete the “Gross carrying amount at beginning of period” and “Accumulated depreciation and impairment at beginning of period” for “Computer, office equipment, furniture fixtures and fittings” blank, and for group level, enter “Land and building” as \$0. If the figures are disclosed at group or company level, the preparer should ensure that both the group and company level columns are completed.

- 55 My share capital is less than a thousand, while currency unit is in thousands. Do I need to present my share capital amount?**

You may enter zero value for share capital and provide a footnote to the share capital field, indicating the share capital amount accordingly in the footnote.

56 How do I key in the dates in the date reporting fields in scoping question template?

To enter the dates, you will have to double click on those cells/fields. A calendar will open and you will be able to select or key in the date.

57 Where do I insert data items for ‘Other comprehensive income’?

Data items for ‘Other comprehensive income’ are not required to be submitted in XBRL format. The full set of financial statements (containing the ‘Other comprehensive income’) as tabled at the AGM and/or circulated to members should be submitted as part of the text block for full set of financial statements for Full XBRL filing..

58 More / less columns shown in the template, as compared to the AGM financial statements. What should I do?

Use the function of ‘Custom Date Options’ in the toolbox against the respective template column headers to add or delete additional columns to prepare XBRL financial statements as per the AGM financial statements. For example, to include an additional ‘restated’ column to be shown in the statement of financial position template when there are restatements.



59 What are guidance notes?

Guidance notes are explanatory notes provided for certain data elements to assist users with the preparation of the XBRL file. A complete list of guidance notes for elements under revised financial statements are available [here](#).

B4. Auto-tagging and drag-and-drop

60 I have an embedded excel table within my financial statements in Word format. Why I am not allowed to perform the auto-tagging / drag-and-drop for information within the embedded table?

Any embedded object within the imported source document will be treated as an image by BizFin^x preparation tool. Hence, auto-tagging / drag-and-drop will not be allowed. An embedded excel conversion utility is also made available to allow preparers to convert excel embedded tables in word financial statements into structured tables in word.

61 Why are some of the line items in the AGM financial statements not auto-tagged even though they are the same as the taxonomy item on the templates? E.g. “trade and other receivables (including contract assets)” cannot be auto-tagged.

The auto-tagging function is made available to facilitate the preparation of the XBRL financial statements. When the data element in the source document may potentially be mapped to two or more data elements on the templates, the preparation tool will not perform auto-tagging for the element. An example is “trade and other receivables (including contract assets)”, which appears under both current and non-current categories.

You may perform selective auto-tagging by selecting specific sections on both the template and the source document. For more information on selective auto-tagging, refer to the Quick Guide or User Guide for the BizFin^x Preparation Tool.

Companies are required to conduct proper due diligence to ensure the accuracy of their XBRL financial statements.

62 When performing auto-tagging or drag-and-drop, I noticed that some data in my source document are not populated (i.e. missing) in some of the columns. What should I do?

Please check for the following:

- a. The number of columns in the template which you are doing the auto-tagging / drag-and-drop should be the same as the number of columns in the table in the source document (i.e. AGM financial statements). If you have a column for note number or empty column between the data element and the figures, please check that the checkbox for “Does your selection have a note number column” is selected. If not, please ensure that the checkbox is not checked.

- b. The table in the source document (i.e. AGM financial statements) is made up of properly formatted tabular data (i.e. using excel / word table). Blank rows and merged cells (i.e. data spanning across multiple columns or rows) may also cause issues. You may need to make changes to the formatting of tables inside the source document to optimise the results from auto-tagging and drag-and-drop (by row) functions.

63 My tables are formed by tabs in Word document. How can I perform auto-tagging or drag-and-drop?

The preparation tool is unable to recognise “tables” created using “tabs” in word format. Preparers may consider pasting these “tables” into an excel worksheet. This Excel worksheet will then function as the source document for auto-tagging / drag-and-drop (by row).

64 For auto-tagging and drag-and-drop, what is the option "Does your selection have a note number column" used for?

If the section which you have selected for auto-tagging within your financial statements (e.g. income statement) contains a column for note number, selecting this option will allow the Preparation Tool to auto-populate values from the section with the Note number into the correct columns within the template.

65 For auto-tagging and drag-and-drop, what is the option “table selection row wise” used for?

When this option is selected, preparers can select a whole row within the Source document easily by simply clicking on any part of the row. This will facilitate other functions like auto-tagging and drag-and-drop the values to the templates.

66 Upon auto-tagging of the entire Statement of Financial Position or Income Statement, why are line items which are totals or sub-totals (E.g. Profit (loss) before taxation from continuing operations) not shown as indicated as tagged when the figures are already present in the template?

In addressing feedback from preparers on having auto-calculation inside the templates, totals and sub-totals are generally auto-computed within the templates. As such, auto-tagging function will not be performed for these elements.

67 There are certain tables containing values for different columns such as the disclosure note for Property, Plant and Equipment. How can the auto-tagging or drag-and-drop function be performed for such tables?

Auto-tagging or drag-and-drop function can be performed for such tables if the preparers format the arrangement of columns within the templates to be the same as what is reflected in the AGM financial statements.

For example, if there are three asset classes within the table for Property, plant and equipment in the order of “Land and Building”, “Equipment” and “Vehicles”, you will need to do the necessary reordering of columns within the templates using “Edit classes of Property, plant and equipment” function before performing the auto-tagging or drag-and-drop function. This would ensure that the correct values are populated for the correct columns. More information is available in ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources/Useful-information-for-preparing-your-companys-financial-statements>).

68 Why does the Auto-tagging function show me an error message to select table rows?

In order for auto-tagging function to work, you have to minimally select a row within a structured table, which contains the name of the line item (E.g. Property, plant and equipment), note number (if any) and the values for current period and prior period. If the name of the line item is not selected, the error message will show to prompt preparers to select a table row.

69 When I ‘drag-and-drop’ information from my source document which are not within tables, information from my source document is lost. What should I do?

Hold down on “Ctrl” when performing ‘drag-and-drop’ on information not within tables so that information will not be ‘cut’ over to the template. Rationale for the loss of information from source document is due to the function being operated as “cut and paste” instead of “copy and paste”.

B5. Validate, save and submit XBRL financial statements

70 Is there a list of validation rules available?

The list of validation rules is available for download at ACRA website (<https://www.acra.gov.sg/xbml-filing-and-resources/help-resources>).

71 Will validation rules within the tool be sufficient to identify all errors in filing?

The validation rules are designed based on a specified set of criteria to assist in enhancing the quality of XBRL financial statements. However, they are not meant to be exhaustive or to serve as confirmation that the XBRL financial statements are correct. Companies should still conduct proper due diligence in ensuring the high quality of their filings with the Registrar.

72 I have encountered genuine errors when preparing the Property, Plant & Equipment (PPE) template. How can I resolve these errors?

The errors commonly met by preparers are as follows:

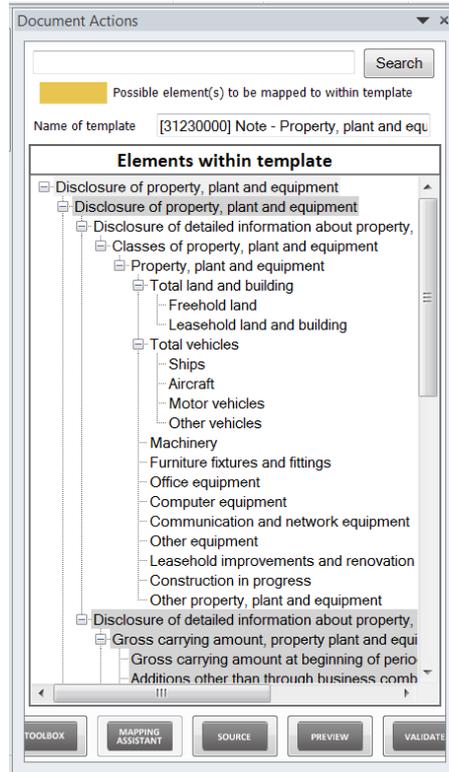
(a) Preparation Tool V3.3 (revised XBRL filing requirements)

- (i) **correlated_070**: To ensure that the value provided for totals to be the sum of values submitted for its child fields. Preparers can make use of the auto-calculate function as listed in the last column totals.
- (ii) **crossStatement_046 and crossStatement_047**: Preparers check to ensure that the PPE template is complete.
- (iii) **Misc_102 and Misc_040**: Preparers check to ensure that “Analysis of net book value by measurement basis” in the PPE template is completed. More information is available in ACRA website (<https://www.acra.gov.sg/xbml-filing-and-resources/Useful-information-for-preparing-your-companys-financial-statements>).

(b) Preparation Tool V2.8 (XBRL filing requirements before 1 May 2021)

- (i) **Misc_002, Misc_040**: The value provided for totals should be the sum of the values submitted for its child fields.

The parent-child relationship of different asset classes may be viewed from the Mapping Assistant.



An area where users frequently encounter issues is for the “Total Land and Building” element. “Freehold Land” and “Leasehold Land and Building” are sub-class elements which will add up to be “Total Land and Building”.

Group	Group	Group
Freehold land	Leasehold land and building	Total Land and building
2013	2013	2013
SGD	SGD	SGD

A similar element for which errors are frequently made is “Total Vehicles”. Preparers should ensure that the sub-classes of vehicles sum up to the value for “Total vehicles” as well.

Group	Group	Group	Group	Group
Ships	Aircraft	Motor vehicles	Other vehicles	Total vehicles
2013	2013	2013	2013	2013
SGD	SGD	SGD	SGD	SGD

In addition to checking the subtotals for “Total Land and Building” and “Total Vehicles”, preparers should ensure that the value for “Total Assets” should be equal

to the sum of values of the individual fields of assets provided, taking note not to double count for the sub-classes of “Total Land and Buildings” and “Total Vehicles” should these two subtotals be used as well.

Lastly, preparers should check that Carrying value at beginning/end of period is equal to the value of Gross carrying amount at beginning/end of period minus Accumulated depreciation, amortisation and impairment at beginning/end of period.

In summary:

Description	Elements to Check
Check for domain members	Total Land and Building = Freehold Land + Leasehold Land and Building
Check for domain members	Total Vehicles = Ships + Aircraft + Motor Vehicles + Other Vehicles
Check for elements	Total Assets = Sum of all asset classes disclosed
Check for elements	Carrying value at beginning/end of period = Gross carrying amount at beginning/end of period - Accumulated depreciation, amortisation and impairment at beginning/end of period

- (ii) **Misc_023:** Closing balance should be the sum of opening balance and movements during the financial reporting period.

Preparers should ensure that the aggregate value of opening balances and movements during the year is equal to closing balance values.

The general principles are set out as follows:

Description	Elements to Check
Gross carrying amount at end of period	Gross carrying amount at beginning of period + Movements (e.g. Additions other than through business combinations, Disposals, Write-offs)

Accumulated depreciation, amortisation and impairment at end of period	Accumulated depreciation, amortisation and impairment at beginning of period + Movements (e.g. Acquisition through business combinations, Depreciation, Disposals, Write-offs)
---	--

(iii) **Misc_043**: The breakdown to PPE template should be provided when there is corresponding value for PPE in the Statement of Financial Position.

If you have disclosed the opening, adjusting and ending balances but are unable to resolve the genuine error, please contact us by emailing the signed AGM FS and XBRL.zip file to ACRA_XBRL_Application@acra.gov.sg.

73 I have encountered genuine errors Misc_006 and Misc_007 for my company's accounts which are consolidated for the first time and do not have comparative figures for the previous year. How can I resolve this?

Preparation Tool V3.3 (revised XBRL filing requirements) and Preparation Tool V2.8 (XBRL filing requirements before 1 May 2021)

Where the company consolidates for the first time, Misc_006 and Misc_007 is not applicable to the company. No exemption will be required, if the company had filed its XBRL FS prepared at company level for the previous financial period. The preparers may proceed to validate online.

Otherwise, you may seek exemption from ACRA for these genuine errors if it is confirmed that the XBRL data being submitted is correct and accurate. For information on applying exemption, please refer to <https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/applying-for-exemptions-from-xbrl-filing-requirements>.

74 I have submitted my company's financial statements using the text block element in the Full set of Financial Statements template. Why am I encountering validation errors Misc_005 and Misc_041?

Please review the information in the text block element and ensure that you have submitted a full set of financial statements (including statement by directors, auditors'

report, four primary statements and notes to the financial statements) as tabled at the AGM (Annual General Meeting) using this text block element.

Validation errors Misc_005 and Misc_041 check for the completeness of information submitted in the "Disclosure of complete set of financial statements [text block]". This includes checks for specific keywords and the number of characters submitted in the text block. Misc_005 is a possible error which serves as a reminder for you to confirm that you have provided the full set of financial statements. Misc_041 is a genuine error, for which you can seek XBRL exemption if you confirm that the full set of financial statements has been provided correctly. For information on applying exemption, please refer to <https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/applying-for-exemptions-from-xbrl-filing-requirements>.

75 What is the purpose of generating the XBRL file into AGM Copy versus the Review Copy?

Both the AGM Copy and Review Copy are human readable documents which can be generated from BizFin^x preparation tool in the form of Word / PDF files. The AGM copy allows the preparers to generate a set of AGM financial statements based on the content submitted in the element "Disclosure of Complete Set of Financial Statements". This will be considered as the full set of financial statements required to be submitted to ACRA as part of the filing requirements. It will also form part of the Annual Return extracts in the register.

On the other hand, the Review Copy is designed to reflect the content submitted within "Disclosure of Complete Set of Financial Statements" text block as well as the detailed information elements. This will allow preparers to review the complete set of information submitted within the XBRL file.

76 Saving of XBRL file taking very long with message indicating 99% completed. How do I generate XBRL file?

When you navigate away from the BizFin^x preparation tool, the XBRL file 'Save As' window is likely to be hidden in the background. Press Alt + Tab keys on your keyboard to find the hidden window and to save your XBRL file.

77 Where can I check the validation results?

After clicking on the Validate button, please wait for the validation process to complete before clicking the links under the “Validation status” column to check the results. More information is in ACRA website (<https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/workflow-for-preparing-and-filing-xbrl-financial-statements>).

78 How to save the XBRL file from the BizFin^x preparation tool? Do I click on the ‘Save As’ button on the top left-hand corner?

‘Save As’ button will save the excel file you are currently working on. If you have not completed the preparation of your XBRL file using the BizFin^x preparation tool, click on “Save As” to save the excel file first. For the next time, when you want to continue your preparation, double click on the file just like opening any other Excel document.

To save the XBRL.zip file which you are submitting to ACRA, please click on ‘Save XBRL’ from the tool box in the preparation tool.

B6. AGM / Review copy generated from preparation tool

79 I am unable to see the footer in the “Review / AGM copy” when zoomed out. Has it been deleted?

Footer in human readable output (i.e. Review copy / AGM copy) contains information such as company name and page number, of which when zoomed out to less than 70% will be deleted when saving to PDF or printed straight from text editor. Footer will not be deleted when saving to MS Word format.

80 What is the default margin setting in ‘Review/AGM copy’ and text editor? Can I amend the margin setting?

The default margin setting in human readable output (review/AGM copy) and text editor is 1.0 inch all around the page (top/bottom/left/right). This applies only when your margin settings are not found by the tool while pasting the content from your source document. If margin is defined in your AGM financial statements, the tool will then take your defined margins. Otherwise it applies 1.0 inch for generating the AGM/Review copy.

B7. Other issues

81 I am unable to open a previously saved Excel file by using the Open button on the Introduction Page of the preparation tool? What should I do?

To open previously saved Excel templates of the preparation tool, you can simply double left-click on the file just like opening any other Excel document. The Open button on the Introduction Page is for loading previously saved XBRL.zip file.

82 I am unable to import prior year Excel file to populate prior year figures. What should I do to populate prior year figures?

Only previously saved XBRL.zip file in compliance with ACRA XBRL Taxonomy 2013 or later is allowed to be imported or opened in the BizFin^x preparation tool, in populating of prior year data.

To populate prior year data, you may:

- “Open” and “Load Prior Period Data” from previously saved XBRL.zip file upon opening of BizFin^x preparation tool (*recommended approach*);
- Import the previously saved XBRL.zip file at any point in time during preparation, specifying prior period dates, in the BizFin^x preparation tool; or
- Auto-tag / drag-and-drop together with prior year data from source document into the template.

Please note that there are significant changes from ACRA XBRL Taxonomy v4.1 to Taxonomy 2020 v1, and not all data elements will be imported. Preparers are to ensure the accuracy and the completeness of all its comparative figures.

83 Can I load XBRL files created across different versions of the BizFin^x preparation tool?

BizFin^x Preparation tool V2.8 and below is used to prepare XBRL files based on the earlier XBRL filing requirements (using taxonomy V4.1 and below) for filing as part of Annual Returns before 1 May 2021. On the other hand, BizFin^x preparation tool V3.3 and above is used to prepare XBRL files based on revised XBRL filing requirements (using taxonomy 2020 V1). Revised XBRL filing requirements have been made mandatory from 1 May 2021.

XBRL files prepared using BizFin^x Preparation tool V2.8 and below can be opened for edits in BizFin^x Preparation tool V2.8. Such files cannot be opened up directly in BizFin^x preparation tool V3.3 (except to pre-populate prior year figures to prepare subsequent year's filings). This is because BizFin^x preparation tool V3.3 is to prepare XBRL files based on revised XBRL filing requirements (using taxonomy 2020 V1) and there are significant changes between taxonomy V4.1 and taxonomy 2020 V1.

Similarly, XBRL files prepared using BizFin^x preparation tool V3.3 cannot be opened in BizFin^x preparation tool V2.8.

84 I noticed that font used on the screen appears to be too big for BizFin^x preparation tool. The name for certain elements are cut off and I am unable to select some of the functions as it is expanded beyond the screen. What should I do?

The display within BizFin^x preparation tool is designed to function optimally with 100% font size. It may be possible that the font size selected within your display settings is higher than that. You may wish to change your font size by following the following steps: Right click on desktop screen → Select "Screen resolution" → Click "Make text and other items larger or smaller" → Select 100% as your font size.

85 While copying multiple paragraphs from my source document or AGM financial statements and pasting it on the text editor, the font size and font type of the last paragraph changes. Why this is happening and what can I do to fix this?

The font size and font type of the last paragraph changes to the default settings of the text editor when the 'control character ¶' is not selected while copying data from source document. Please copy paragraphs with the control character to prevent formatting changes.

To show the control character in

- *Text editor: Go to 'View' and 'Format Bar' to show the icon ¶. Select the icon to view control character at the end of each paragraph.*
- *MS Word: Go to "Home" and click on the icon ¶ to view the control character at the end of each paragraph.*

86 My source document is not imported with the 'Final' copy when track changes are enabled in my AGM financial statements in MS Word format. Why is this happening?

The text editor does not have the ability to import documents with track changes enabled. Open the AGM financial statements outside the BizFin^x preparation tool and accept all changes in the document before importing it as a source document into the BizFin^x preparation tool.

87 I am unable to delete blank page in the text editor. What should I do?

Blank page is created when a section break is present in the last cell of the table. To delete the blank page, add a row at the end of the table and merge the cells of the row. The blank page should then be removed automatically.

To view the section break:

- *Text editor – Go to ‘View’ and ‘Format Bar’ to show the icon ¶. Select the icon to view section/page break “===” at the last cell of the table.*
- *MS Word – Select icon ¶ to enable control characters. Enter a few ‘spaces’ in the last cell of the table to show the section/page break “===”.*

88 Is there a User Manual for the BizFin^x preparation tool?

There are quick guide and detailed user guide available for download under “User Guides on the BizFin^x Preparation Tool” in ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources>).

Both quick guide and user guide comprises the following:

- Instructions on installation and un-installation
- Key steps in preparing a set of financial statements using the BizFin^x preparation tool;
- Key functions, such as the features in the toolbox, search capability, preview function and the validate function; and
- List of shortcuts available in the BizFin^x preparation tool.

89 I am unable to launch the preparation tool after downloading and installing it in my computer. I am facing technical issues when using the BizFin^x Preparation Tool. How do I get help?

When you are unable to launch the BizFin^x preparation tool after downloading and installing in your computer, check on the system configuration to ensure that the minimum software and hardware requirements are met.

If your system configuration has met the minimum software and hardware requirements, as well as for all other technical issues, please contact ACRA Helpdesk at 6248 6028 and prepare the following items:

- XBRL.zip file or XBRL excel copy
- Screenshot of the error message
- Technical Issue Report Form (<https://www.acra.gov.sg/docs/default-source/default-document-library/xbrl-filing-and-resources/help-resources/TechnicalIssueReportForm.docx>)
- iFile Log to be obtained from your computer's 'C' drive

Our technical team will get back to you soon after their investigation based on the information you have provided above.

90 What is the use of rules repository?

Rules repository saves all the mapping rules between company labels and taxonomy items. When drag-and-drop is done to a unique element for the company to the taxonomy element on the template, this rule will be added onto the rules repository. The rules repository may then be used for auto-tagging in subsequent preparation of XBRL financial statements.

91 Why is some of the text in text editor being shifted to the right?

The lines in the said section(s) are formatted to indent to the right.

To remove the indentation:

- (1) Select "View" and enable "Horizontal Ruler"
- (2) Change the style from "Indent" to "Normal"

92 Any self-help on technical issues available?

For step-by-step guide to resolve technical issues faced while using the BizFin^x Preparation Tool, refer to: <https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources/technical-issues>.

93 Does BizFin^x Preparation Tool require Internet connectivity to use?

BizFin^x Preparation Tool does not require Internet connectivity to prepare XBRL file. However, BizFin^x Preparation Tool requires Internet connectivity to upload XBRL file to BizFin^x server.

B8. BizFin^x Preparation Tool V2.8 Related (for XBRL Filing Requirements before 1 May 2021)

94 <intentionally left blank>

95 What is the minimum requirement list?

The minimum requirement list is a set of elements within ACRA Taxonomy which companies are required to submit to ACRA if the information is available in the AGM financial statements.

For example, within the Statement of Cash Flows, the amount of cash used in Purchase of Property, Plant and Equipment is an item within the minimum requirement list. Your company will need to submit the value for this item if it is present within your financial statements and leave the item blank if it is not part of your financial statements. Conversely, if you have items within your Statement of Cash flows, such as the cash used in Purchase of Investment Properties, which are not required within the minimum requirement list, you need not submit this information.

96 What is the difference between minimum requirement and full taxonomy view?

The ACRA Taxonomy has about 1,800 unique elements. Only elements within the minimum requirement list (of approximately 400 elements) are required to be submitted by companies, if the information is available in the AGM financial statements. Accordingly, the minimum requirement view only shows the minimum requirement list elements within the template which are required for submission. On the other hand, the full taxonomy view shows all the elements available for the template.

97 What should I do if my set of financial statements does not contain information relating to all the sections in the minimum requirement list?

Not all the sections required in the minimum requirement list are relevant to all companies, as information to be disclosed by different types of companies varies. For example, not all the companies have a disclosure note for “Provisions”. If there are certain sections which are not applicable for your company, you are not required to submit any information under those sections.

98 I have selected “Single Statement of Comprehensive Income” in the Scoping Questions, but the template only shows the Income Statement and not the Statement of Comprehensive Income. Why is this so?

The full set of financial statements of your company, including the single statement of comprehensive income, will need to be provided inside the single text block of “full set of financial statements”

99 Why are templates for trade and other receivables / payables for different dimensions (e.g. group, company, current, prior) not arranged in a manner than the columns are beside each other, rather than on top of one another?

Within the full taxonomy view template, the different dimensions of trade and other receivables / payables are arranged in separate tables on top of one another due to the complexity of including breakdown of the balances according to third parties and the various classes of related parties. As such, the layout for the minimum requirement view for these templates is adopted in a manner that is consistent with the full taxonomy view template.

100 Why are the line items of other comprehensive income not displayed in the Income Statement when I select “Single Statement of Comprehensive Income” for “Whether all items of income and expenses are presented in a single statement of comprehensive income or two statements of income statement and statement of comprehensive income” in the Scoping Questions?

Detailed tagging of other comprehensive income is not part of the minimum requirements list for submission to ACRA, thus these items are not displayed within the Income Statement template by default.

101 The template for Statement of Cash Flows only presents a limited number of elements and is very different from the Statement of Cash Flows in my AGM financial statements. What do I need to submit?

In accordance with the minimum requirement list, only specific detailed information within the Statement of Cash Flows (shown in the template) are required to be submitted if they are available within the AGM financial statements. All other values within the AGM financial statements which are not shown within the template for minimum requirement list would not be required to be provided. However, information may be provided voluntarily under the full taxonomy template.

102 What should I do with disclosure notes which are not required to be provided in detailed information within the minimum requirement list?

The entire set of financial statements (including statement by directors, auditors' report, four primary statements and notes to the financial statements) will be submitted within "Disclosure of Complete Set of Financial Statements". This would include all disclosure notes which are not required in detailed information.

103 In some disclosure notes, the totals or sub-totals are not auto summed. What should I do?

Due to technical constraint, not all the totals or sub-totals can be auto summed in the disclosure notes. As the tool is based on Excel spreadsheet, users may want to include formulas to perform the auto sum function.

104 I am not able to open the Excel file created from the MS Office 2003 version of the preparation tool in MS Office 2007 or above version.

Excel files created using MS Office 2003 version cannot be opened in any other version of MS Office. Similarly, you cannot open Excel files created from MS Office 2007 and above version of the installer in MS Office 2003 version.

105 How should I fill in "finance costs" on the template? The guidance note on the preparation tool asks me to enter it as a negative figure when it is a finance expense, but I was prompted a possible error (Misc_177) anyway, which says positive values are finance expenses.

You should enter the figure with a negative sign when it is a finance expense and with a positive sign when it is a finance gain, if you are using BizFin^x preparation tool V2.8.

You will see a possible error (Misc_177) for online validation, as it is a generic reminder for companies to check whether finance cost is entered correctly regardless whether you have entered with a positive or negative sign. The error message for Misc_177 asks the preparers to check the positive/negative signs under the “Element(s) to check” in the same error message which would show finance expenses as positive and finance gains as negative.

106 Why am I facing business rule: Misc_121 error even after entering the correct financial period dates?

Please check if the company had disclosed a different financial year end at the time of incorporation or filed a notification for change of financial year end. The preparer should ensure the financial period registered in the company’s BizFile records are consistent with the company’s financial period disclosed in the AGM financial statements.

If the company has re-domiciled into Singapore or underwent re-structuring exercise, and comparatives have been presented in the AGM financial statements, please proceed to seek XBRL exemption. More information is available at ACRA website (<https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/applying-for-exemptions-from-xbrl-filing-requirements>).

C. Upload XBRL File to BizFin^x Server

List of Questions:

C1 BizFin^x Multi Upload Tool

- 107. Can BizFin^x Multi Upload Tool be used to create XBRL file?
- 108. What is the minimum hardware and software requirements to install and run BizFin^x Multi Upload Tool?
- 109. Do I need to have BizFin^x Preparation Tool installed in order to install and use BizFin^x Multi Upload Tool?
- 110. <intentionally left blank>
- 111. Can BizFin^x Multi Upload Tool be installed on other operating systems like Mac and Linux?
- 112. What is the maximum number of XBRL files I can upload at one go using BizFin^x Multi Upload Tool?
- 113. I closed BizFin^x Multi Upload Tool after I have successfully submitted my XBRL files for validation and upload. How do I view the XBRL validation results?

C2 BizFin^x Preparation Tool

- 114. What is the difference between the Validate button (in toolbox) and Upload button (at top of pane)?
- 115. I see a list of errors in the Validation Results page. Am I required to rectify all the Genuine and Possible errors?
- 116. Who can upload XBRL files?
- 117. I have yet to receive any email on the validation results after a long time. What should I do?
- 118. Does my version of BizFin^x Preparation Tool support the direct upload of XBRL file to BizFin^x server?
- 119. <intentionally left blank>
- 120. Why do I need to provide the name of person uploading the XBRL file?
- 121. I accidentally closed the online validation result page without downloading the online review copy / upload the XBRL file. How can I view the page again?
- 122. Can I submit XBRL file to validate and upload via BizFin^x Preparation Tool, only to view the online validation results without uploading the XBRL file?

C3 Reviewing Uploaded XBRL Files

- 123. I cannot find the XBRL files on my computer. Where can I download the XBRL files?

- | | |
|------|--|
| 124. | Is there a unique serial number for the XBRL file? Where can I see the serial number? |
| 125. | How do I upload a XBRL.zip file that is more than 1MB? |
| 126. | I have successfully uploaded my XBRL.zip file onto BizFinx server but my file is not reflected in the BizFile+ Annual Return transaction form? |
| 127. | Why do some of my XBRL files not get uploaded, despite that they are free of errors? What should I do in such cases? |

C1. BizFin^x Multi Upload Tool

107 Can BizFin^x Multi Upload Tool be used to create XBRL file?

No, BizFin^x multi upload tool cannot be used to create XBRL file. To create XBRL file, you must use other application programs, such as BizFin^x Preparation Tool.

108 What is the minimum hardware and software requirements to install and run BizFin^x Multi Upload Tool?

The minimum hardware and software requirements are as follows:

Hardware Requirements	
Processor	<ul style="list-style-type: none"> Intel Core i3 or above Non-Intel Processor @ 2.0 GHz or above
RAM	<ul style="list-style-type: none"> 32-bit Windows: 2GB or more 64-bit Windows: 4GB or more <p><i>Note: To check whether your Microsoft Windows are using 32-bit version or 64-bit version, please refer to https://support.microsoft.com/en-sg/help/15056/windows-32-64-bit-faq</i></p>
Hard Disk Space	200 MB of free space
Monitor Resolution	1280x800 and above
Operating System and Software	
Operating System and Software	<ul style="list-style-type: none"> Microsoft Windows 8.1 Microsoft Windows 10 (Version 1607) and above <p><i>Notes:</i></p> <ul style="list-style-type: none"> <i>We will provide technical issues support for the tool running the support versions of Microsoft Windows listed above</i>

	<ul style="list-style-type: none"> For instructions on how to check the version of your operating system, please refer to: http://windows.microsoft.com/en-US/windows/which-operating-system
Microsoft .NET Framework	<p>Framework 4.7.2 or later</p> <p>Note: Microsoft .NET Framework 4.7 is available at https://support.microsoft.com/en-sg/help/4054530/microsoft-net-framework-4-7-2-offline-installer-for-windows</p>

109 Do I need to have BizFin^x Preparation Tool installed in order to install and use BizFin^x Multi Upload Tool?

BizFin^x Multi Upload Tool can be installed, without BizFin^x Preparation Tool installed.

110 <intentionally left blank>

111 Can BizFin^x Multi Upload Tool be installed on other operating systems like Mac and Linux?

BizFin^x Multi Upload Tool will only run on Microsoft Windows system.

112 What is the maximum number of XBRL files I can upload at one go using BizFin^x Multi Upload Tool?

Maximum of 5 XBRL files can be uploaded at one go using BizFin^x Multi Upload Tool.

113 I closed BizFin^x Multi Upload Tool after I have successfully submitted my XBRL files for validation and upload. How do I view the XBRL validation results?

You can relaunch BizFin^x Multi Upload Tool and view the XBRL validation results or status under the “Validation Results / Status” tab.

C2. BizFin^x Preparation Tool

114 What is the difference between the Validate button (in toolbox) and Upload button (at top of pane)?

The Validate button is to validate the XBRL file offline within the BizFin^x preparation tool. For an overall faster validation experience, you are strongly encouraged to validate your XBRL file offline and rectify any errors, before sending it for online validation.

The Upload button is to validate the XBRL files online and upload to BizFin^x server. Please note that the XBRL file will not be uploaded to the BizFin^x server till you click on the “Acknowledge and Upload” button. Upon successful upload, you will see a message indicating that the XBRL file has been successfully uploaded. The uploaded XBRL file can then be selected for filing as part of Annual Returns in BizFile+.

115 I see a list of errors in the Validation Results page. Am I required to rectify all the Genuine and Possible errors?

All genuine errors must be rectified before filing, unless you are granted exemption by ACRA from specific business rules or XBRL filing requirements. More information on applying for exemption is available at <https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/applying-for-exemptions-from-xbrl-filing-requirements>

Possible errors highlight areas where the XBRL data might contain error or is genuine accurate data. If the XBRL data contains error, please rectify the error. If the XBRL data is correct and not erroneous, no changes will be required. Checkboxes will be available to confirm that the XBRL data are correct after online validation.

116 Who can upload XBRL files?

Any user can upload XBRL files onto BizFin^x server as shared in ACRA website (<https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/workflow-for-preparing-and-filing-xbrl-financial-statements>).

Uploaded XBRL.zip file is only filed with ACRA when it is selected as part of the Annual Return through BizFile+. Only authorised personnel of a company (namely directors, company secretary and registered filing agent) can log in to BizFile+ to file the Annual Return.

117 I have yet to receive any email on the validation results after a long time. What should I do?

You will receive an email after the validation process is completed, and this may take a while depending on the filing type and size of your XBRL files. The validation process will generally not take longer than an hour. You may also want to check your email's spam folder for the validation results email, or whether the correct email address has been provided for validation.

118 Does my version of BizFin^x Preparation Tool support the direct upload of XBRL file to BizFin^x server?

This direct upload feature is available in BizFin^x Preparation Tool V2.8 and V3.3.

119 <intentionally left blank>

120 Why do I need to provide the name of person uploading the XBRL file?

The name of the person uploading XBRL file facilitates the identification of the XBRL file to be lodged in BizFile+ as part of annual return filing.

121 I accidentally closed the online validation result page without downloading the online review copy / upload the XBRL file. How can I view the page again?

Please re-submit your XBRL file to validate and upload, in order to view the online validation result page.

122 Can I submit XBRL file to validate and upload via BizFin^x Preparation Tool, only to view the online validation results without uploading the XBRL file?

Yes. You can view the online XBRL validation results without uploading the XBRL file. Do not click on the "Acknowledge and Upload" button (if enabled) in the validation result page, if you do not wish to upload the XBRL file.

C3. Reviewing Uploaded XBRL Files

123 I cannot find the XBRL files on my computer. Where can I download the XBRL files?

On the BizFile+ portal, authorised persons of a company can download the company's XBRL files that have been uploaded onto the server or have been filed as part of the Annual Return, regardless whether the XBRL files have been uploaded by themselves or by others. More information on viewing, downloading and deleting uploaded XBRL FS is

available at <http://www.acra.gov.sg/xbrl-filing-and-resources/retrieving-xbrl-files-previously-lodged-with-acra>.

124 Is there a unique serial number for the XBRL file? Where can I see the serial number?

Once an XBRL file is uploaded onto the BizFin^x server, the XBRL file is given a unique serial number. The serial number can be found on the cover page of the PDF review copy generated from the uploaded XBRL file under the “Financial Statements in XBRL” section of My Dashboard section on BizFile⁺ portal.

125 How do I upload a XBRL.zip file that is more than 1MB?

The maximum upload size is limited to 1MB per XBRL.zip file. Generally, XBRL.zip files generated from the BizFin^x preparation tool should not be larger than 1MB.

However, should your XBRL.zip file size be larger than 1MB, please email ACRA at acra_xbrl_general@acra.gov.sg, and provide us with the XBRL.zip file.

126 I have successfully uploaded my XBRL.zip file onto BizFin^x server but my file is not reflected in the BizFile⁺ Annual Return transaction form?

The XBRL.zip file uploaded will be shown in BizFile⁺ Annual Return form, if the current financial period end date in the XBRL.zip file is the same as the financial period end date in the Annual Return form. Please check that the financial period disclosed in the XBRL.zip file is correct and that you are filing for the correct financial period.

127 Why do some of my XBRL files not get uploaded, despite that they are free of errors? What should I do in such cases?

In addition to clearing all the genuine errors in the XBRL file, please take note that the server accepts a maximum of two uploaded XBRL files for the same company and financial year end date.

If you need to upload a new XBRL file after two XBRL files have already been uploaded for the same financial year-end, authorised personnel (namely directors, company secretary and registered filing agent) can log in to BizFile+ to delete the uploaded (but not filed) XBRL file(s).

For more information on viewing, downloading and deleting uploaded XBRL FS, preparers may refer to <http://www.acra.gov.sg/xbrl-filing-and-resources/retrieving-xbrl-files-previously-lodged-with-acra>.

D. BizFin^x Embedded Excel Conversion Utility

List of Questions:

128. How to download and install the 'BizFin^x Embedded Excel Conversion' tool?
129. What does the 'BizFin^x Embedded Excel Conversion' tool do?
130. I used the 'BizFin^x Embedded Excel Conversion' tool to convert my MS Excel objects contained in the MS Word document. Why doesn't it remove all the blank columns?
131. I used the 'BizFin^x Embedded Excel Conversion' tool to convert my MS Excel objects contained in the MS Word document. Why are there additional rows and columns in the converted MS Word document?
132. I used the 'BizFin^x Embedded Excel Conversion' tool to convert my MS Excel objects contained in the MS Word document. Why are the tables not aligned within the page?
133. Why are the alignments being shifted in the MS Word document converted from the 'BizFin^x Embedded Conversion' tool?
134. Will MS Excel tables with link formulas within be converted by the 'BizFin^x Embedded Conversion' tool?

128 How to download and install the ‘BizFin^x Embedded Excel Conversion’ tool?

The tool is automatically downloaded and installed together with the BizFin^x preparation tool.

129 What does the ‘BizFin^x Embedded Excel Conversion’ tool do?

BizFin^x Embedded Excel Conversion Tool helps in the conversion of embedded MS Excel objects / tables in MS Word document into MS Word tabular format for use as source document in BizFin^x Preparation Tool.

130 I used the ‘BizFin^x Embedded Excel Conversion’ tool to convert my MS Excel objects contained in the MS Word document. Why doesn’t it remove all the blank columns?

Removal of blank columns from tables only applies to tables which do not contain any merged cells.

You may wish to format the MS Excel document (e.g. removing merged cells, removing hidden tables) before conversion to avoid the above issue. Alternatively, you may rectify the issues manually in the converted MS Word document.

131 I used the ‘BizFin^x Embedded Excel Conversion’ tool to convert my MS Excel objects contained in the MS Word document. Why are there additional rows and columns in the converted MS Word document?

Additional rows and columns may be seen in the converted MS Word document, due to MS Excel empty cells with formatting being recognised as not empty and converted.

You may wish to format the MS Excel document (e.g. removing merged cells, removing hidden tables) before conversion to avoid the above issue. Alternatively, you may rectify the issues manually in the converted MS Word document.

132 I used the ‘BizFin^x Embedded Excel Conversion’ tool to convert my MS Excel objects contained in the MS Word document. Why are the tables not aligned within the page?

All tables, including hidden tables not set to show in the document, contained in the excel sheet will be converted.

You may wish to format the MS Excel document (e.g. removing merged cells, removing hidden tables) before conversion to avoid the above issue. Alternatively, you may rectify the issues manually in the converted MS Word document.

133 Why are the alignments being shifted in the MS Word document converted from the 'BizFin^x Embedded Conversion' tool?

The alignments in the converted MS Word document may not be the same as the AGM FS as the table cells in Excel are displayed in full while converting. You may wish to realign your tables in the converted document before using it as source document in the BizFin^x Preparation Tool.

134 Will MS Excel tables with link formulas within be converted by the 'BizFin^x Embedded Conversion' tool?

No. BizFin^x Embedded Conversion tool will not be able to convert MS Excel tables with link formulas. Please break the links before conversion.

E. BizFin^x Portal (No longer available)

List of Questions:

E1 Access the BizFin^x Portal

135. Why am I not able to access the BizFin^x portal?

136. How do I sign in into BizFin^x Portal?

E2 Subscribe to XBRL related Announcements

137. I am a subscriber to BizFinx Announcements, will I continue to receive updates on XBRL related announcements after 1 October 2020?

138. How do I subscribe to and unsubscribe from ACRA News Update?

139. I did not receive the post filing email and would like to check if the filing had been completed.

E1. Accessing to BizFin^x Portal

135 Why am I not able to access the BizFin^x portal?

With effect from 1 October 2020, ACRA's BizFin^x portal will no longer be available.

136 How do I sign in into BizFin^x Portal?

With effect from 1 October 2020, ACRA's BizFin^x portal will no longer be available. Existing functions of the BizFin^x portal can still be performed via alternative channels. For more information, please refer to ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources>).

E2. Subscribe to XBRL related Announcements

137 I am a subscriber to BizFin^x Announcements, will I continue to receive updates on XBRL related announcements after 1 October 2020?

No, existing subscription to BizFin^x Announcements will automatically cease after 1 October 2020. Subscribers are strongly encouraged to subscribe to ACRA news update (<http://www.acra.gov.sg/news-events>) for future XBRL related announcements.

138 How do I subscribe to and unsubscribe from ACRA News Update?

Under News & Events (<http://www.acra.gov.sg/news-events>), you can complete the sign-up section to subscribe to ACRA news update.

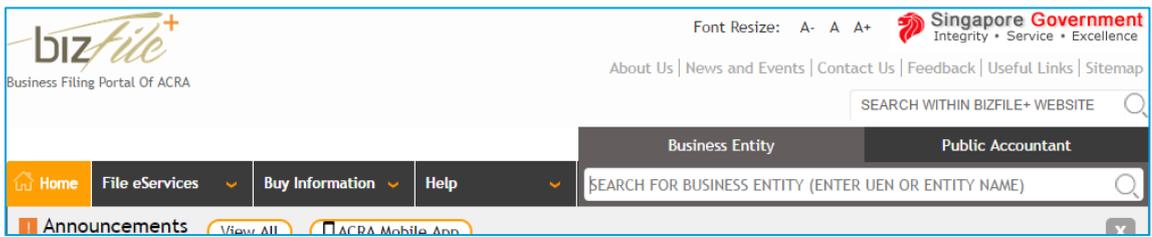
To unsubscribe from ACRA news update, you can click the unsubscribe link in ACRA news update emails that we have sent you.

139 I did not receive the post filing email and would like to check if the filing had been completed.

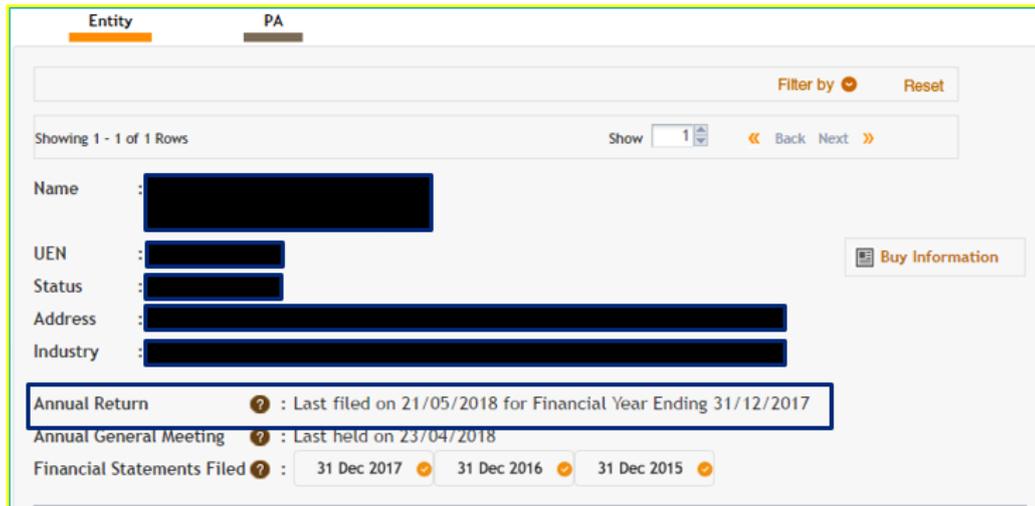
With effect from 1 October 2020, the acknowledgement email upon filed Annual Return (with XBRL file) will be discontinued. For latest filing information, companies may check via BizFile+ portal.

After entering the company name/ UEN in the search bar in BizFile+ portal, the latest Annual Return filed will be displayed. Steps are provided as follows:

- 1) Search by company name or UEN



- 2) Once searched, you will see a second page which lists the company details together with the date of latest Annual Return etc.



F. Taxonomy

List of Questions:	
140.	How can I find out more information about the ACRA Taxonomy?
141.	What is taxonomy?

140 How can I find out more information about the ACRA Taxonomy?

More information on the ACRA Taxonomy, such as the taxonomy in Excel, are available for download from our website at <https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources>.

141 What is taxonomy?

In general, taxonomy refers to a catalogue or set of rules for classification. In the XBRL context, taxonomy is similar to a dictionary, containing computer-readable definitions of business reporting terms as well relationships between them and links connecting them to human-readable resources (metadata). [Source: XBRL.org]

G. Training and Help Resources

List of Questions:	
G1	Training
142.	Is there any training for the BizFin ^x Preparation tool?
143.	How much is the training course fee?
G2	Free Data Analysis
144.	How do I access to the Free Data Analysis tool?

G1. Training

142 Is there any training for the BizFin^x Preparation tool?

ACRA has been working closely with professional bodies and training providers to offer training seminars and training courses on the XBRL filing requirements and XBRL preparation tool, since July 2013.

ACRA has also provided the following resources to guide preparers on how to prepare XBRL financial statements under the BizFin^x filing system. The documents are available for download under the following ACRA website (<https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources>).

143 How much is the training course fee?

There are currently two training providers of BizFin^x training courses, namely Institute of Singapore Chartered Accountants (ISCA), and the Chartered Secretaries Institute of Singapore (CSIS). The training course fee ranges from \$320 to \$410, depending on the training provider. The training courses are provided by training providers independent of ACRA, and course fees are set by the training providers. For more information about these training courses, please visit the ACRA website under training courses on using BizFin^x preparation tool at <https://www.acra.gov.sg/xbrl-filing-and-resources/help-resources>.

G2. Free Data Analysis (No longer available)

144 How do I access to the Free Data Analysis tool?

With effect from 1 October 2020, the free data analysis tool will be no longer available.

H. General Information

List of Questions:

145. Will XBRL change accounting standards?
 146. Why are there no signatures in the Financial Statements filled in Full Set of Financial Statements in XBRL format? How do I know if the accounts have been audited when the filed financial statements do not show any signatures in Auditors' Report?
 147. Where can I obtain more information on XBRL filing / BizFinx?
 148. Is XBRL information available for purchase from ACRA?
 149. Will there be any workshop on incorporating XBRL format for software vendors?
- H1 Exemption Request
150. When should I apply for exemption from filing XBRL financial statements?
 151. What are the procedures for applying for exemption from XBRL filing?
 152. I have been granted exemption from Misc_006 genuine error, why am I still seeing this error when I try to upload the XBRL file?
 153. Why am I encountering date_007 genuine error in XBRL file for having the financial period longer than 18 months?
 154. What should I do if I am encountering crossStateemnt_009 genuine error in XBRL file?
 155. Which option should I select for "Whether in auditor's opinion, accounting and other records required are properly kept in accordance with Companies Act" if the auditors did not mention anything?
 156. Should I seek exemption from correlated_060 genuine error?
 157. Can I seek exemption from correlated_062 genuine error?
 158. Why am I having correlated_041 genuine error when filing financial statements in XBRL format for the first time?

145 Will XBRL change accounting standards?

No. XBRL is simply a language for transmitting information. It must accurately reflect data reported under the applicable accounting standards, it does not change them. [Source: XBRL.org]

146 Why are there no signatures in the Financial Statements filled in Full Set of Financial Statements in XBRL format? How do I know if the accounts have been audited when the filed financial statements do not show any signatures in Auditors' Report?

Companies are required to file the full set of financial statements in XBRL format and the XBRL format in BizFin^x does not provide for the inclusion of signatures of the directors or auditors. As such, the PDF document generated from the XBRL filing will not indicate any signatures. Thus, the absence of the signatures of the auditors do not necessarily indicate that the accounts have not been duly audited, as explained.

Notwithstanding that the signatures may not be apparent where the accounts have been filed in Full Set of Financial Statements in XBRL format; the director of the company is required to confirm that the accounts which are filed have been prepared in accordance with the requirements of the Companies Act.

The onus is on the directors of the company to ensure that the requirements for the preparation of the accounts are compliant with the Companies Act, including the requirement to have the accounts audited, where applicable.

Where ACRA has noted errors in the filing and notified the company to rectify errors in its XBRL filing, the company should take immediate steps to rectify the erroneous XBRL filing. Failing which, we will take appropriate action against the company and the directors of the company.

147 Where can I obtain more information on XBRL filing / BizFin^x?

For information on BizFin^x and ACRA's implementation of XBRL, please visit our Homepage:

- Filing financial statements: <https://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format>
- XBRL and value of business data: <https://www.acra.gov.sg/xbrl-filing-and-resources/about-xbrl>

148 Is XBRL information available for purchase from ACRA?

Please contact us at <https://www.acra.gov.sg/feedback> to find out more.

Additionally, ACRA offers a report – Corporate Compliance and Financial Profile, which leverages on XBRL information. For details on the product, and how to purchase it, please visit ACRA shop at <https://www.acra.gov.sg/how-to-guides/buying-information/corporate-compliance-and-financial-profile>.

149 Will there be any workshop on incorporating XBRL format for software vendors?

There are no workshops being scheduled for software vendors on XBRL. If you are interested in incorporating ACRA's XBRL taxonomy into your software, we look forward to working with you. Please send us your enquiry through <https://www.acra.gov.sg/feedback>.

H1. Exemption Request

150 When should I apply for exemption from filing XBRL financial statements?

Companies may apply for exemption from specific business rules in filing your financial statements in XBRL format (e.g. removing the requirement for comparative periods in your financial statement) given valid reasons.

Exemptions are evaluated on a case-by-case basis.

151 What are the procedures for applying for exemption from XBRL filing?

Any persons acting on behalf of a company may apply for exemption by completing the exemption request form (available at <http://www.acra.gov.sg/how-to-guides/filing-financial-statements-in-xbrl-format/applying-for-exemptions-from-xbrl-filing-requirements>) and send to ACRA_XBRL_Application@acra.gov.sg.

Please take note that processing will take from 3 to 7 working days, depending on the complexity of each case.

152 I have been granted exemption from Misc_006 genuine error, why am I still seeing this error when I try to upload the XBRL file?

The exemption from Misc_006 is usually granted for a company not to provide current or prior year account for group or company level. For example, when a company is granted exemption from providing group prior year figures because it is preparing consolidated

financial statements for the first time, they still need to provide all the comparative figures for the company level accounts, i.e. for both current and prior years. Otherwise, they will still see Misc_006 genuine error despite the exemption.

You can follow the steps below to see which elements should be rectified for the Misc_006 error:

1. Validate the XBRL file on the applications (eg. Preparation tools)
2. Open the validation results page
3. Run a text search of “_company” on the validation results page
4. Look for elements that contain “_company” under Misc_006 when exemption is given for group level; or look for elements that do not contain “_company” under Misc_006 when exemption is given for company level
5. Rectify these elements on the respective applications.

153 Why am I encountering date_007 genuine error in XBRL file for having the financial period longer than 18 months?

Generally, companies have 12 months or 52 weeks accounting period. If the company’s financial period is more than 18 months, please ensure that the correct financial period is recorded in BizFile by filing a notification of change of financial year end before seeking XBRL exemption.

154 What should I do if I am encountering crossStatement_009 genuine error in XBRL file?

Please proceed to seek XBRL exemption by clearly highlighting the following in the letter of exemption:

1. Revenue in income statement;
2. Revenue from related parties; and
3. Reasons for ‘revenue from related parties’ to be more than the ‘revenue’ reported in income statement.

155 Which option should I select for “Whether in auditors’ opinion, accounting and other records required are properly kept in accordance with Companies Act” if the auditors did not express an opinion?

Please leave the field “Whether in auditors' opinion, accounting and other records required are properly kept in accordance with Companies Act” blank and proceed to seek exemption for derivedMandatory_005 genuine error.

156 How do I resolve correlated_060 genuine error?

Please leave the field “Whether there is any material misstatement of the "Other Information" reported in auditors' report” in the XBRL – Independent auditor’s report blank, if this is not disclosed in the auditor's report.

157 How do I resolve correlated_062 genuine error?

Please complete the “Areas covered by the modified audit report (select Yes if applicable)” in the XBRL – Independent auditor’s report based on the signed independent auditor’s report.

158 Why am I having correlated_041 genuine error when filing financial statements in XBRL format for the first time?

If there are comparatives disclosed within the AGM financial statements, please disclose the "prior period start date" within the XBRL – Filing Information tab and the comparatives in the relevant XBRL templates.