



# Quick Guide of *bizfin<sup>+</sup>* Preparation Tool

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*To provide a responsive and trusted regulatory environment for  
businesses and public accountants*

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# 1. Installation

# 1.1 Minimum System Requirements

Operating Systems *	Windows Vista, Windows 7, Windows 8, Windows 10
Microsoft Office *	MS Office 2003, MS Office 2007, MS Office 2010, MS Office 2013, MS Office 2016and MS Office 2019
Microsoft .NET Framework	.NET Framework 3.5 Service Pack 1 or later
Processor	2.0 GHz or faster (Intel i3, i5 or i7 recommended)
RAM	2GB (4 GB recommended)
Disk Space	200 MB or more free disk space
Display Resolution	1280x800 and above

**\* Instructions on how to check for:**

- Operating system: <http://windows.microsoft.com/en-US/windows/which-operating-system>
- Microsoft office: <http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx>

# 1.1 Minimum System Requirements

## Requirements:

- Windows Vista and above
- MS Office

## Not supported:

- Mac and Linux or other operating systems
- Open Office
- MS Office Starter version

# 1.1 Minimum System Requirements

The following table shows specific MS Office versions that are supported by BizFin<sup>x</sup> Preparation Tool:

MS <sup>®</sup> Office 2003	Professional
MS <sup>®</sup> Office 2007	Standard, Small Business, Professional, Professional Plus, Ultimate, Enterprise
MS <sup>®</sup> Office 2010	Home and Business, Standard, Professional, Professional Plus
MS <sup>®</sup> Office 2013	Standard, Home and Business, Professional, Professional Plus
MS <sup>®</sup> Office 2016	Standard, Home and Business, Professional, Professional Plus
MS <sup>®</sup> Office 2019	Standard, Home and Business, Professional, Professional Plus

## 1.2 Where to Download the Installer

### Step 1: Register your interest

Go to the the following link to register and download the BizFin<sup>x</sup> Preparation Tool

<https://www.bizfinx.gov.sg/Downloads.aspx?p=d>

Upon registration, an email containing the download links will be emailed to you.

## 1.2 Where to Download the Installer

### **Step 2: Download the correct installer based on your MS Office version:**

Microsoft Office 2003 or above is required for installing the Preparation Tool. There are two installers namely:

- i. Installer for MS Office 2003, and
- ii. Installer for MS Office 2007 and above

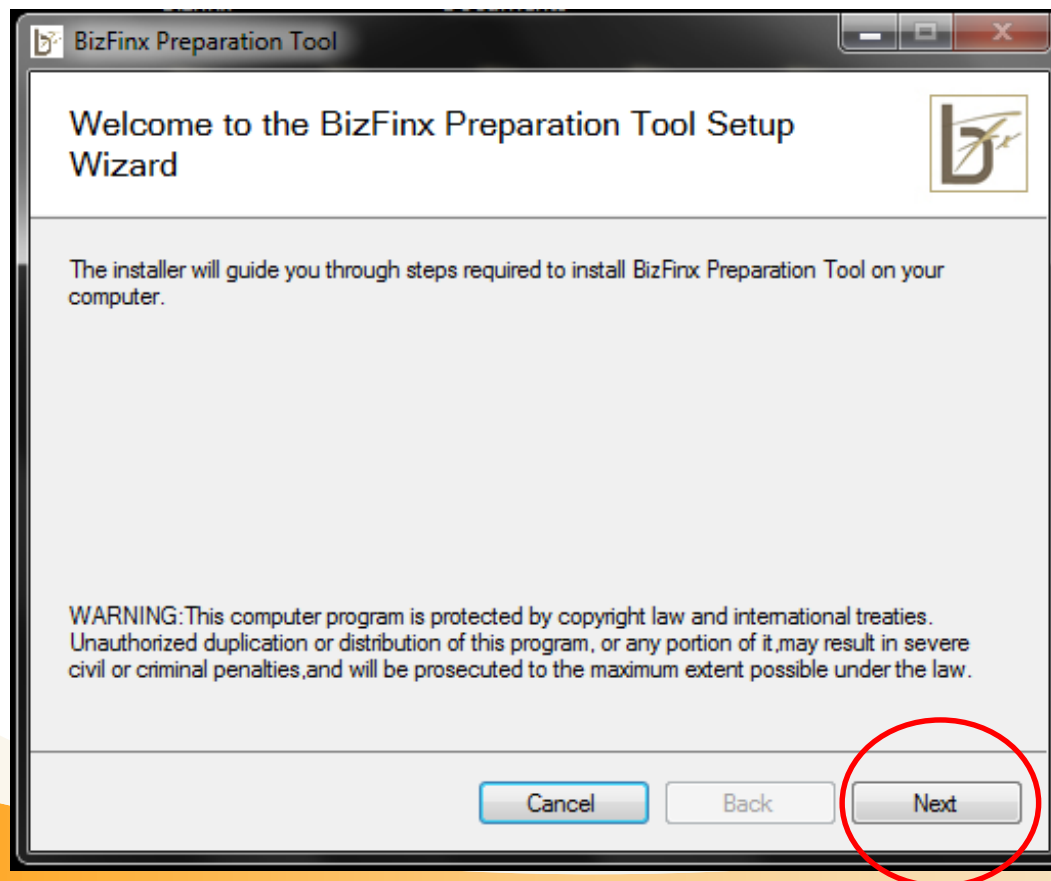
Select the correct version of installer to download based on the version of MS Office installed on your computer

- BizFin<sup>x</sup> Preparation Tool (For Office 2003) does not support the feature to directly upload XBRL file.



## 1.3 How to Install

**Double click the installer. The Setup Wizard will take you through the installation process:**



## 1.3 How to Install

- BizFin<sup>x</sup> Preparation Tool requires Microsoft .NET Framework 3.5 Service Pack 1 or later version on your computer. If you do not have it, the preparation tool will direct you to a Microsoft webpage to download and install the .NET Framework before the tool can be installed.
  - Click [here](#) for more details on .NET Framework 3.5 Service Pack 1
- You will need Administrator Right to perform the above installation.

## 1.4 How to Uninstall

### **To uninstall the preparation tool:**

1. Go to the Start Menu in Microsoft Windows and click on the “Uninstall” option under the BizFin<sup>x</sup> Preparation Tool menu option
2. Click on “Yes” to confirm that you want to uninstall the preparation tool
3. When asked if you want to save the rules created by the preparation tool , click on “Yes” or “No” to proceed
4. The preparation tool uninstallation process will be completed automatically

## 2. Get Started

## 2.1 Get Started

**(A) Create** a new financial statements in XBRL format

OR

**(B) Open** a XBRL file  
created under (A)

**Important Information on Preparing XBRL Financial Statements**

♥ **XBRL Filing Errors: Requirement to Ensure Accuracy and Completeness**

Companies filing XBRL financial statements with ACRA should ensure that the information filed is accurate and complete. This requirement, as detailed in Practice Direction 1 of 2014, is crucial as financial information filed with ACRA is public record, and can be publicly accessed for various purposes including by investors for investment making decisions, banks and financial institutions that may extend credit or loans to companies, and by other businesses and members of the public who deal with the companies.

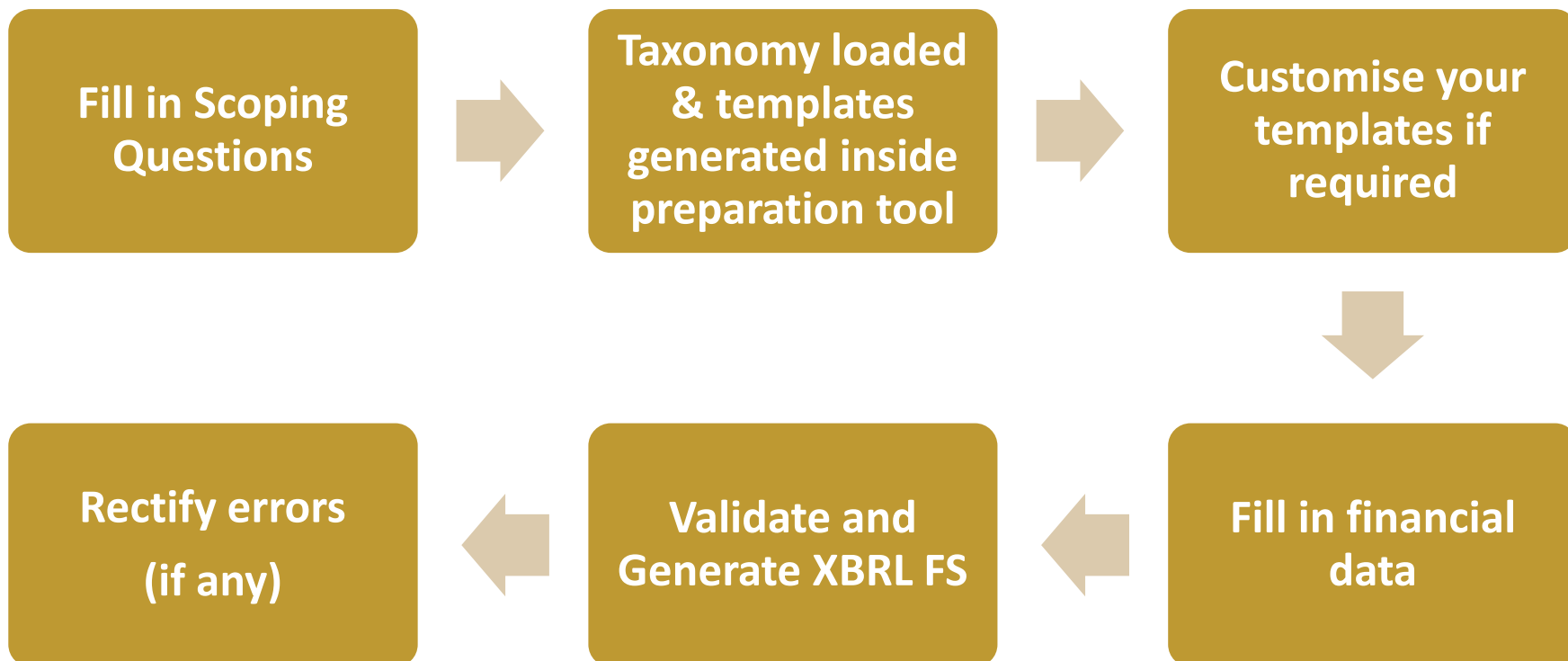
The most common filing errors are typographical or clerical in nature. For past XBRL filings, companies should take appropriate steps such as filing a Notice of Error (NOE) to rectify any errors noted as soon as possible.

**Useful Links**

- Application Updates
- Questions (FAQs)
- Common Errors
- Guide to NOE
- BizFin\* Portal
- User Guide
- Other Useful Info

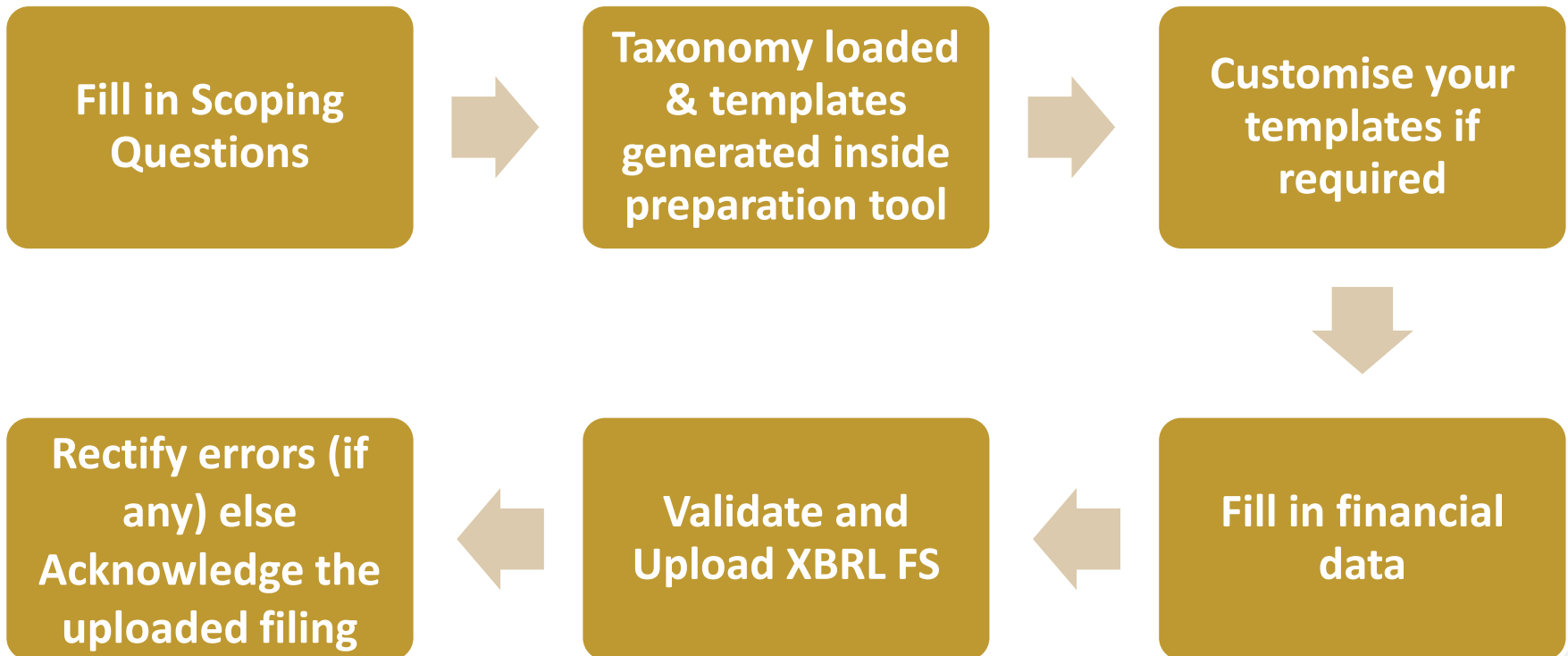
## 2.1 Process to Generate XBRL File

### Steps for creating a new set of XBRL FS:



## 2.1 Process to Upload XBRL File to Portal

### Steps for creating a new set of XBRL FS:



## 2.2 Fill in Scoping Questions

After clicking on **Create**, you will see a window for you to fill in the Scoping Questions.

BizFin<sup>®</sup> Preparation Tool

Name of Company (as registered in BizFile)	ABC Limited
Unique Entity Number	199912345P
Whether company is filing full set of financial statements in XBRL or financial statements highlights	Full set of financial statements
Nature of Reporting Company Filing Financial Statement Highlights	
Type of Accounting Standard Used to Prepare Financial Statements	SFRS
Type of Company During Current Period	Private company
Current Period Start Date	01-01-2016
Current Period End Date	31-12-2016
Taxonomy Version	SFRS_2016_v4.1

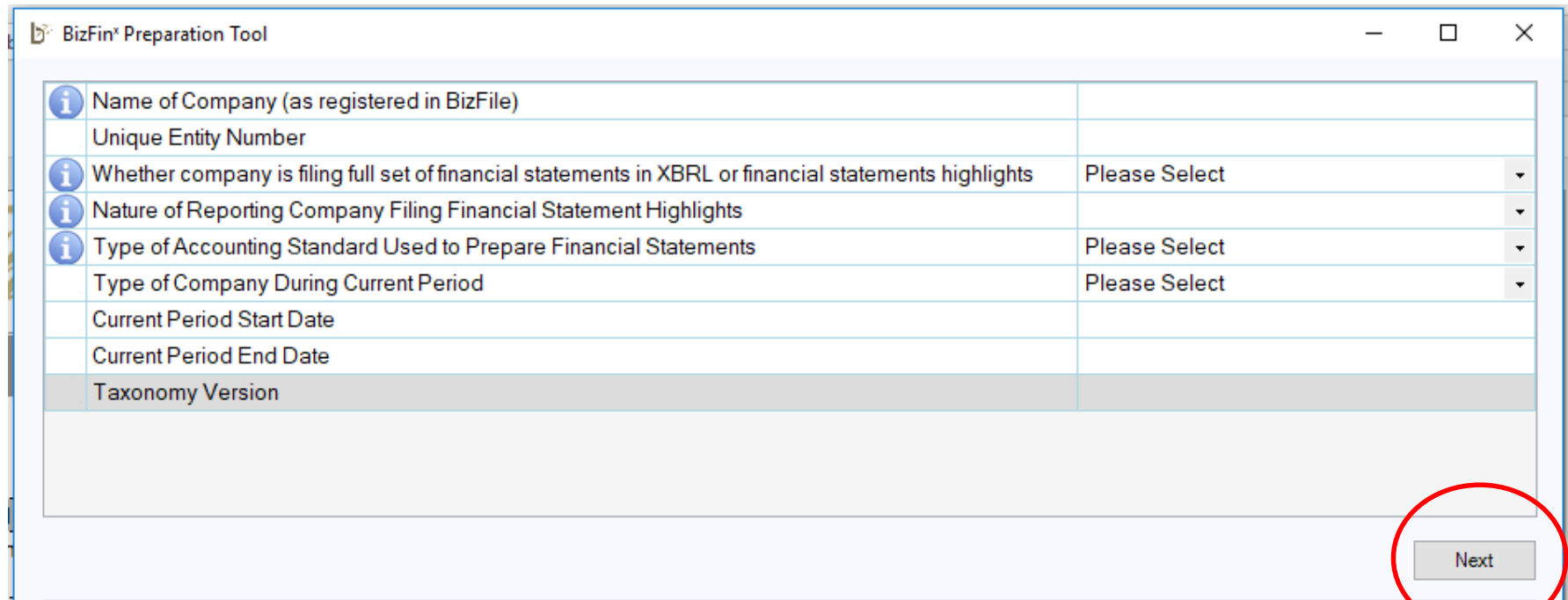
Next

Whether company is dormant for current period	No
Whether company is listed as at current period end date	No
Type of exchange on which company is listed	
Whether company is preparing financial statements for first time since incorporation	No
Prior period start date	01-01-2015
Prior period end date	31-12-2015
Whether financial statements are audited	Yes
Nature of financial statements - Company level or consolidated	Consolidated
Description of presentation currency	United States of America, Dollars
Level of rounding used in financial statements	Actual
Whether there are restatements to comparative amounts	No
Whether there are reclassifications to comparative amounts	No
Whether there are changes to comparative amounts due to other reasons	No
Type of statement of financial position	Current and non-current



## 2.2 Fill in Scoping Questions

After clicking on **Create**, you will see a window for you to fill in the Scoping Questions.



The screenshot shows a window titled "BizFin Preparation Tool" with a table of scoping questions. The table has two columns: the question text and a response field. The questions are as follows:

Question	Response Field
Name of Company (as registered in BizFile)	
Unique Entity Number	
Whether company is filing full set of financial statements in XBRL or financial statements highlights	Please Select
Nature of Reporting Company Filing Financial Statement Highlights	
Type of Accounting Standard Used to Prepare Financial Statements	Please Select
Type of Company During Current Period	Please Select
Current Period Start Date	
Current Period End Date	
Taxonomy Version	

















At the bottom right of the window, there is a "Next" button, which is circled in red in the image.

## 2.2 Fill in Scoping Questions

### **Information filled in the scoping questions will determine the templates to be generated by the preparation tool**

- Full set of financial statements or financial statement highlights
- Accounting standards, e.g. Singapore Financial Reporting Standards (SFRS) and SFRS for Small Entities
- Companies have to choose from the following options such as:
  - (a) income statement/statement of comprehensive income
    - by function or by nature,
  - (b) statement of financial position
    - by current/non-current or by liquidity
  - (c) consolidated or company level accounts
- Other criteria : type of currency, level of rounding, etc.

## 2.2 Fill in Scoping Questions

Whether company is dormant for current period	Please Select	▼
Whether company is listed as at current period end date	Please Select	▼
 Type of exchange on which company is listed		▼
 Whether company is preparing financial statements for first time since incorporation	Please Select	▼
 Prior period start date		
 Prior period end date		
Whether financial statements are audited	Please Select	▼
 Nature of financial statements - Company level or consolidated	Please Select	▼
 Description of presentation currency	Please Select	▼
 Level of rounding used in financial statements	Please Select	▼
 Whether there are restatements to comparative amounts	Please Select	▼
 Whether there are reclassifications to comparative amounts	Please Select	▼
 Whether there are changes to comparative amounts due to other reasons	Please Select	▼
 Type of statement of financial position	Please Select	▼
Whether all items of income and expense are presented in a single statement of comprehensive income or two statements of income statement and statement of comprehensive income	Please Select	▼
 Type of income statement	Please Select	▼
 Type of other comprehensive income	Please Select	▼
 Type of statement of cash flows	Please Select	▼
 Reason for not preparing statement of cash flows		
 Whether company (or group if consolidated accounts are prepared) has more than 50 employees	Please Select	▼

Proceed

## 2.3 Customise the Templates

After clicking on 'Proceed' on Scoping Questions, templates will be automatically generated, and show the "Content Page" screen.

The screenshot displays the 'Content Page' interface with a table of templates and a 'Document Actions' panel on the right.

A	B	C
1	Content Page	
2		
3	<a href="#">More Options(Document Action)</a>	
4		
5	General	Remarks (only for your use, not saved in XBRL)
6	<a href="#">Filing information</a>	
7		
8	Disclosures	
9	<a href="#">Full set of financial statements</a>	
10	<a href="#">Statement by directors</a>	
11	<a href="#">Independent auditors' report</a>	
12		
13	Statements	
14	<a href="#">Statement of financial position presented using current and non-current</a>	
15	<a href="#">Income statement classified by nature of expense</a>	
16	<a href="#">Statement of cash flows using indirect method</a>	
17		
18	Notes	
19	<a href="#">Note - Corporate and general information</a>	
20	<a href="#">Note - Trade and other receivables presented in order of liquidity</a>	
21	<a href="#">Note - Government grants</a>	
22	<a href="#">Note - Property, plant and equipment</a>	
23	<a href="#">Note - Provisions</a>	
24	<a href="#">Note - Trade and other payables presented in order of liquidity</a>	
25	<a href="#">Note - Share capital</a>	
26	<a href="#">Note - Revenue</a>	
27	<a href="#">Note - Employee benefits expense</a>	

The 'Document Actions' panel on the right contains the following sections:

- General**
  - ☒ [10000000] Filing information
- Disclosures**
  - ☒ [11000000] Full set of financial statements
  - ☐ [12000000] Directors' report
  - ☒ [13000000] Statement by directors
  - ☒ [14000000] Independent auditors' report
- Statements**
  - ☒ [21100000] Statement of financial position presented using current and non-current
  - ☒ [22200000] Income statement classified by nature of expense
  - ☐ [23200000] Statement of comprehensive income, OCI components presented
  - ☐ [24100000] Statement of changes in equity
  - ☒ [25200000] Statement of cash flows using indirect method
- Notes**
  - ☒ [30020000] Note - Corporate and general information
  - ☐ [30030000] Note - Summary of significant accounting policies
  - ☐ [31010000] Note - Cash and bank balances
  - ☐ [31020000] Note - Trade and other receivables presented as current and non-current
  - ☒ [31030000] Note - Trade and other receivables presented in order of liquidity
  - ☐ [31040000] Note - Financial assets available-for-sale
  - ☐ [31050000] Note - Held-to-maturity investments
  - ☐ [31060000] Note - Derivative financial instruments
  - ☐ [31070000] Note - Finance lease receivables
  - ☐ [31080000] Note - Inventories
  - ☐ [31090000] Note - Construction contracts
  - ☐ [31100000] Note - Development properties

Buttons at the bottom of the panel: SEARCH, SOURCE, PREVIEW, VALIDATE.

## 2.3 Customise the Templates

- The templates are by default generated based on the minimum requirement list. Minimum requirement list refers to the information that companies must submit as long as the information is available from their AGM financial statements.
- Fields that are not relevant should be left blank.
- You may wish to review the templates generated and understand the context of the financial statements you are preparing, including whether the templates need to be filled in.

## 2.3 Customise the Templates

You can **customise** the templates (if required) to be similar to the AGM financial statements of your company.

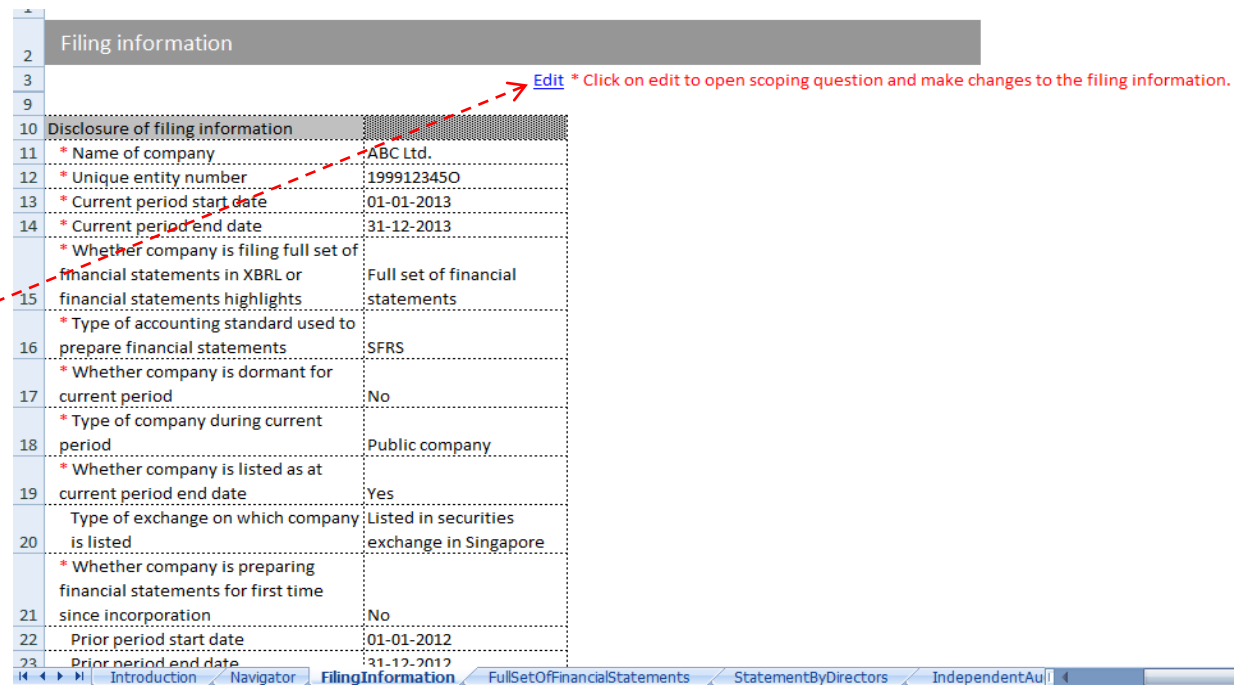
Below are ways that you can customise the templates:

- A. Edit answers to the Scoping Questions
- B. Add/Delete templates
- C. Add/Delete company columns
- D. Add/Delete columns with custom dates
- E. Edit dimensional tables

## 2.3 Customise the Templates

### A. Edit answers to the Scoping Questions

- If you find that the templates generated are not similar to your financial statements, you may wish to check the answers provided to scoping questions. Go to the “filing information” template and click “**Edit**” if you wish to make changes.
- Currently, only one taxonomy version is available



The screenshot shows a web-based form titled "Filing information". A red dashed arrow points from the text "Click on edit to open scoping question and make changes to the filing information." to a blue "Edit" button. The form contains the following fields:

Filing information	
Disclosure of filing information	
* Name of company	ABC Ltd.
* Unique entity number	1999123450
* Current period start date	01-01-2013
* Current period end date	31-12-2013
* Whether company is filing full set of financial statements in XBRL or financial statements highlights	Full set of financial statements
* Type of accounting standard used to prepare financial statements	SFRS
* Whether company is dormant for current period	No
* Type of company during current period	Public company
* Whether company is listed as at current period end date	Yes
Type of exchange on which company is listed	Listed in securities exchange in Singapore
* Whether company is preparing financial statements for first time since incorporation	No
* Prior period start date	01-01-2012
* Prior period end date	31-12-2012

At the bottom, there is a navigation bar with tabs: Introduction, Navigator, FilingInformation (selected), FullSetOfFinancialStatements, StatementByDirectors, and IndependentAuditor.

## 2.3 Customise the Templates

### B. Add/Delete templates

To provide additional financial information, you may choose to add more templates.

(i) To add templates:

1. Click on “More Options” on the Content Page
2. Select templates
3. Click on “Update Template”

(ii) To delete the templates added in (i) above:

1. Deselect the checked boxes beside the templates
2. Click on “Update Template”

**Note: Templates (those greyed out), which are generated based on the minimum requirement list, cannot be deleted.**

\* Minimum requirement list templates are marked in grey

Update Template    Select All Templates    Switch View

- ☒ General
  - ☒ [10000000] Filing information
- ☒ Disclosures
  - ☒ [11000000] Full set of financial statements
  - ☐ [12000000] Directors' report
  - ☒ [13000000] Statement by directors
  - ☒ [14000000] Independent auditors' report
- ☒ Statements
  - ☒ [21100000] Statement of financial position presented using current and
  - ☒ [22100000] Income statement classified by function of expense
  - ☐ [23200000] Statement of comprehensive income, OCI components pres
  - ☐ [24100000] Statement of changes in equity
  - ☒ [25100000] Statement of cash flows using direct method
- ☒ Notes
  - ☒ [30020000] Note - Corporate and general information
  - ☐ [30030000] Note - Summary of significant accounting policies
  - ☒ [31010000] Note - Cash and bank balances
  - ☐ [31020000] Note - Trade and other receivables presented as current an
  - ☒ [31030000] Note - Trade and other receivables presented in order of liqu
  - ☐ [31040000] Note - Financial assets available-for-sale
  - ☐ [31050000] Note - Held-to-maturity investments
  - ☐ [31060000] Note - Derivative financial instruments
  - ☐ [31070000] Note - Finance lease receivables
  - ☐ [31080000] Note - Inventories
  - ☐ [31090000] Note - Construction contracts
  - ☐ [31100000] Note - Development properties
  - ☐ [31110000] Note - Deferred tax assets and liabilities
  - ☒ [31130000] Note - Government grants
  - ☐ [31140000] Note - Investments in subsidiaries



## 2.3 Customise the Templates

### C. Add/Delete company columns

By default, the templates for consolidated accounts show the columns for group financial data. In order to report financial data at the company level, users can manually add columns for the company in the templates. This section covers how this can be done.

1. Select any cell in the layouts as indicated on the right.
2. Click Add Company on the Tool Box as shown below

Income statement classified by function of expense				
<a href="#">Minimum requirement list - Switch to Full taxonomy list</a>				
		Group		Group
		2012		2011
		SGD		SGD
	Company Label	Note		
Profit (loss)				
* Revenue				
Cost of sales				
Gross profit			0	0
Other income				

Company

+

×

3. Company column will be added along with the Group in the selected layout.

## 2.3 Customise the Templates

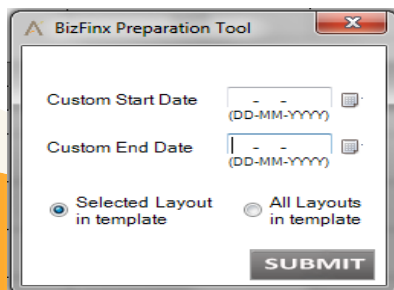
### D. Add/Delete columns with custom dates

To add additional columns, e.g. for 3<sup>rd</sup> year of Statement of Financial Position for group level:

1. Select cell in the date placeholder or in table layout in the template that you want to add/delete columns
2. Click on the respective buttons in the “Custom Date Options” in the Toolbox to add delete or edit custom columns



3. Enter/Edit the Financial Year Start and End dates for the column



Income statement classified by function of expense			
<a href="#">Minimum Tagging List-Switch to Full List</a>			
Date placeholder			
01 January 2013 - 31 December 2013	01 January 2012 - 31 December 2012	01 January 2012 - 01 June 2012	
SGD	SGD	SGD	
Profit (loss)			
* Revenue			
Cost of sales			
Gross profit	0:	0:	0:
Other income			
Distribution costs			
Administrative expenses			
Other expenses			
Other gains (losses)			
Finance costs			
Share of profit (loss) of associates and joint ventures accounted for using equity method			

## 2.3 Customise the Templates

### E. Edit dimensional tables

For some disclosure notes, users may need to edit the predefined or typed classes to adjust the templates according to their AGM FS . Below are two examples:

- (1) Explicit dimensions (with predefined classes), and
- (2) Typed dimensions (without predefined classes):

#### 1. Note – Property, plant and equipment

Note - Property, plant and equipment

[Minimum requirement list - Switch to Full taxonomy list](#) [Primary Statements](#)

Note 1: Depreciation items should be entered as positive sign.  
Note 2: For this template, breakdown according to different classes is required in the Minimum Requirement List.

[Edit Classes of property, plant and equipment](#)

	Total land and building	Motor vehicles	Other vehicles
2016			
SGD			

[Auto Calculate Total](#)

Disclosure of property, plant and equipment

The classes are predefined in the taxonomy, e.g. "Other Vehicles"

Click on the respective links to **Edit** the dimensional table

#### 2. Note – Investments in subsidiaries

Note - Investments in subsidiaries

Group	Group	Group
Principal place of business of subsidiary	Principal place of business of subsidiary	Country of incorporation of subsidiary
2012	2011	2012

[Edit Name of subsidiary](#)

A Ltd.		
B Ltd.		

Classes are not predefined. User is required to type the classes according to AGM FS, e.g. "A Ltd." and "B Ltd."

## 2.4 Fill in the Templates

**Two ways to fill in the templates:**

**1. AGM FS prepared in MS Word /MS Excel format:**

- A. Import source document
- B. Copy and paste full set of financial statements
- C. Auto tagging
- D. Drag and drop
- E. Import prior year figures

**2. AGM FS not prepared in MS Word/MS Excel format:**

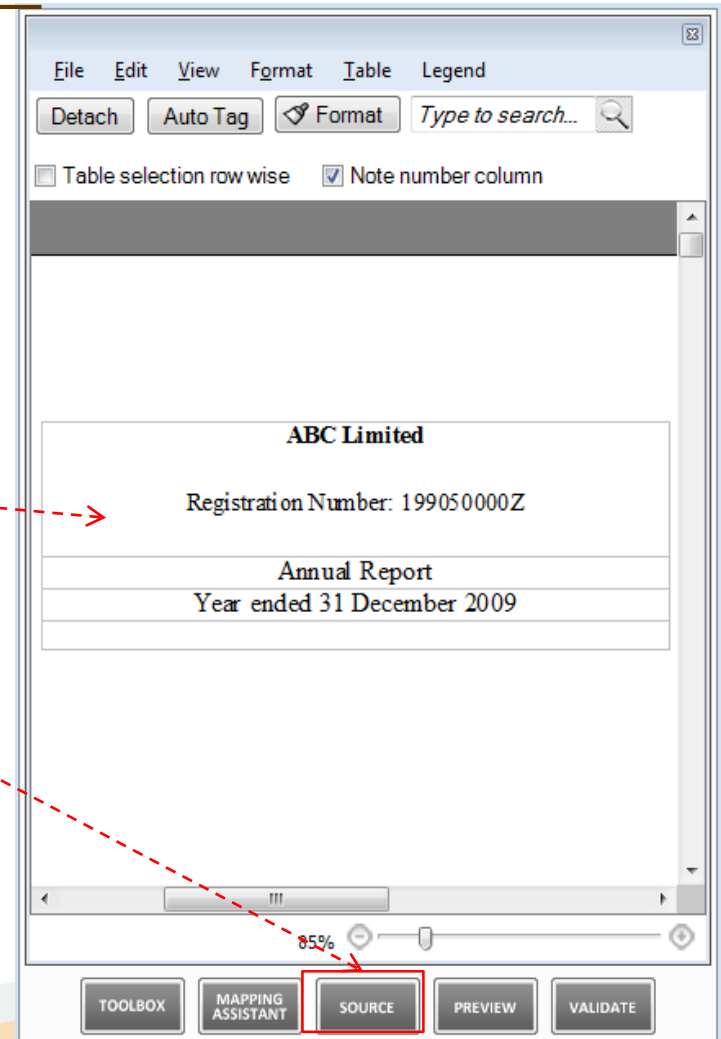
- Key in data

## 2.4 Fill in the Templates

### 1. AGM FS in MS Word /MS Excel format:

#### A. Import source document

1. Click toolbox at the top of the template
2. Click “SOURCE” button
3. Select the source document (AGM FS) in MS Word/MS Excel format for importing.



## 2.4 Fill in the Templates

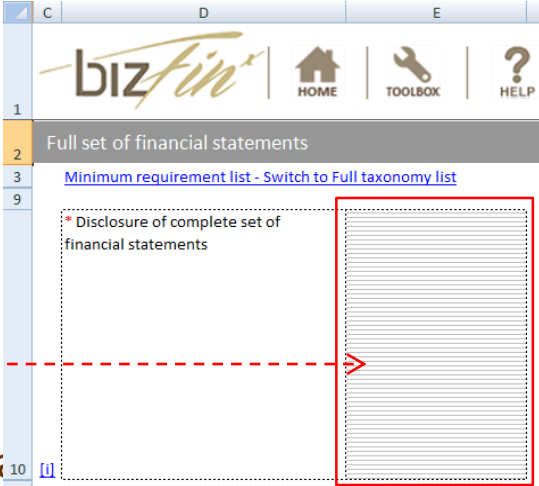
### A. Import source document

1. Only source document in MS Word or MS Excel format can be imported
2. If there are tables of Excel embedded in MS Word, it will be treated as an image, auto tagging , drag and drop functions will not work.
3. The tables in the source document (MS Word) should be in structured format. To allow for proper functioning of auto tagging, drag and drop, the tables should **not** have the following:
  - Blank/empty columns
  - Data separated by Tabs
  - Merged cells
  - Data spanning over two or more cells

## 2.4 Fill in the Templates

### B. Copy and paste full set of financial statements

1. Go to the “Full set of financial statements” template.
2. Double click on the text block cell to open the text editor.
3. Copy and paste the entire set of financial statements from the imported source document into the text block.



Full set of financial statements

[Minimum requirement list - Switch to Full taxonomy list](#)

\* Disclosure of complete set of financial statements

Note: Please ensure that the complete set of financial statements as tabled at or used for the purposes of the AGM (Annual General Meeting) is submitted in this text block of "full set of financial statements". The complete set of financial statements should generally comprise of the following:

- directors' report;
- statement by directors;
- auditors' report (if audited),
- all primary statements; and
- all notes to the financial statements

Note: **No images** should be placed inside the text block.

## 2.4 Fill in the Templates

### C. Auto tagging – basic

**Description:** Auto tagging function performs an automatic assignment of financial information in the AGM FS to the respective elements of the minimum requirement list according to matching rules built in the tool.

Steps for basic auto tagging:

Step 1 : Go to template in the tool where data needs to be filled, for example, Statement of Financial Position

Step 2 : Go to relevant page in the source document for which data needs to be populated in the template.

Step 3 : Tick the check box to select the table row wise

Step 4 : Select the entire table e.g. Statement of Financial Position in the source document.

Step 5 : Click **Auto Tag** in the source document window.

Step 6 : Elements for which appropriate match is found in the templates will be populated with data extracted from the source document.

Note: For proper tagging of data, please tick the checkbox “**Does your selection have a Note number column?**” if there is a note column in your source document.

Import source documents

File Edit View Format Table Legend

Attach Auto Tag ☒ Does your selection have a Note number column? ☒ Table selection row wise

Table Text Times New Roman 11 B I U 85%

Financial statements  
Year ended 31 December 2009

Balance sheets					
As at 31 December 2009					
	Note	Group		Company	
		2009	2008	2009	2008
		US\$	US\$	US\$	US\$
<b>Assets</b>					
Property, plant and					
equipment	4	9,405,753	10,101,201	30,645	3,454
Lease prepayments	5	325,685	334,820	-	-
Intangible assets	6	72,858	-	-	-
Subsidiaries	7	-	-	12,349,339	12,353,446
<b>Total non-current assets</b>		<b>9,804,296</b>	<b>10,436,021</b>	<b>12,379,984</b>	<b>12,356,900</b>
<b>Current assets</b>					
Inventories	8	7,104,074	4,895,623	121,252	-
Trade receivables	9	15,049,993	18,441,871	15,989,143	21,483,133
Other debtors		33,590	64,080	1,354	1,449
Cash and cash equivalents	10	8,855,459	10,318,557	1,215,608	708,082
<b>Total current assets</b>		<b>31,043,116</b>	<b>33,720,131</b>	<b>17,327,357</b>	<b>22,192,664</b>
<b>Total assets</b>		<b>40,847,412</b>	<b>44,156,152</b>	<b>29,707,341</b>	<b>34,549,564</b>
<b>Equity attributable to equity holders of the Company</b>					
Share capital		18,822,247	18,822,247	18,822,247	18,822,247
Other reserves		2,368,198	2,222,791	131,754	102,245
Retained earnings		8,255,224	7,410,383	2,915,653	4,781,551



## 2.4 Fill in the Templates

### C. Auto tagging – basic (cont'd)

The screenshots below show the tagging results:

- Data have been auto tagged are highlighted in green
- Data that have been left untagged are highlighted in orange

Line items in the **AGM FS** are auto tagged against the template and information is populated in the **template**

#### Template

Statement of financial position presented using current and non-current

[Minimum requirement list - Switch to Full taxonomy list](#)

[Add Note \(text block\)](#)

			Group	Group
			2009	2008
			USD	USD
Assets	Company Label	Note		
<b>Current assets</b>				
Cash and bank balances	Cash and cash equivalents	10	8,855,459	10,318,557
Trade and other receivables, current	Trade and other receivables, current	9	15,049,993	18,441,871
Inventories	Inventories	8	7,104,074	4,895,623
Total current assets other than non-current assets or disposal groups			31,009,526	33,656,051
Total current assets	Total current assets		31,009,526	33,656,051
<b>Non-current assets</b>				
Finance lease receivables, non-current	Finance lease receivables, non-current	5	325,685	334,820
Property, plant and equipment	Property, plant and equipment	4	9,405,753	10,101,201
Intangible assets	Intangible assets	6	72,858	0
Investments in subsidiaries	Subsidiaries	7	0	0

Detach Auto Tag Format Type to search...

☒ Table selection row wise ☒ Note number column

#### Balance sheets

As at 31 December 2009

	Note	2009	2008
		US\$	US\$
<b>Assets</b>			
Property, plant and equipment	4	9,405,753	10,101,201
Finance lease receivables, non-current	5	325,685	334,820
Intangible assets	6	72,858	—
Subsidiaries	7	—	—
<b>Total non-current assets</b>		<b>9,804,296</b>	<b>10,436,021</b>
Inventories	8	7,104,074	4,895,623
Trade and other receivables, current	9	15,049,993	18,441,871
Trade debtors		33,590	64,080

## 2.4 Fill in the Templates

### C. Auto tagging – selective

The steps to perform selective auto tagging is similar to Basic auto tagging. The only difference is to **select specific rows in the template and source document.**

Statement of financial position presented using current and non-current

[Minimum Tagging List-Switch to Full list](#)

	Company Label	Note	2013 SGD	2012 SGD Restated
Assets				
Current assets				
Cash and bank balances				
Trade and other receivables, current				
Current finance lease receivables				
Current financial assets at fair value through profit or loss				
Current derivative financial assets				
Current financial assets available-for-sale				
Current held-to-maturity investments				
Held for trading financial assets				
Other current financial assets				

Balance sheets  
As at 31 December 2009

	Note	2009 US\$	2008 US\$	Group
Assets				
Property, plant and equipment	4	9,405,753	10,101,201	30.
Lease prepayments	5	325,685	334,820	15.
Intangible assets	6	72,858	-	-
Subsidiaries	7	-	-	12.
Total non-current assets		9,804,296	10,436,021	12.
Inventories	8	7,104,074	4,895,623	12.
Trade and other receivables	9	15,049,993	18,441,871	15.
Prepayments		33,590	64,080	1.3
Cash and cash equivalents	10	8,855,459	10,318,557	1.2
Total current assets		31,043,116	33,720,131	17.
Total assets		40,847,412	44,156,152	29.

Mapping Assistant interface showing the selected rows in the template and source document.

Buttons: Detach, Auto Tag, Does your selection have a Note number column?, Mapping Assistant, SOURCE, PREVIEW, VALIDATE.

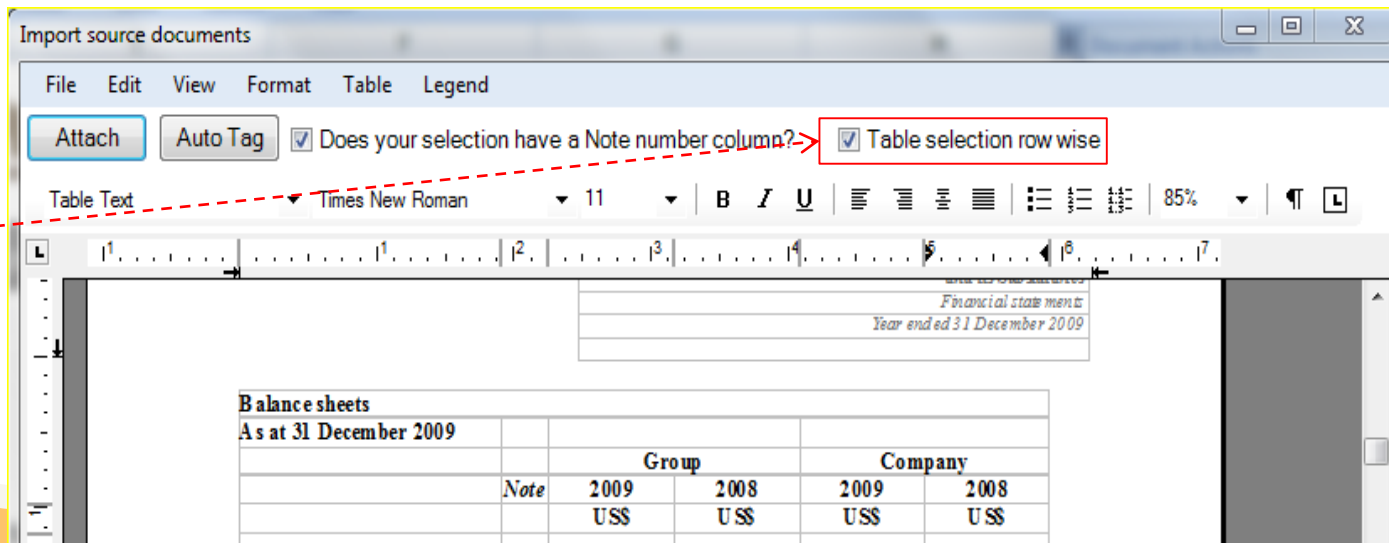
## 2.4 Fill in the Templates

### D. Drag and drop

**Description:** Drag and drop function allows users to select data items in the source document, and drop them onto the template in the preparation tool. There are two ways to perform a drag and drop:

- Row wise – select entire rows and drop onto the template
- Cell wise – select a specific cell and drop it onto a cell in the template

Check or uncheck the “Table selection row wise” option to switch between row or cell wise drag and drop.



## 2.4 Fill in the Templates

### D. Drag and drop of multiple consecutive rows

- Figures of these rows will be summed up and the sum will be populated into the template
- Company labels of these rows will also be joined together by “|” and used as the company label for the selected row in the template.
- A footnote will be created to show how the combined figure in the template is derived.

Statement of Financial Position in the rep tool

Taxonomy labels	<u>Company Labels</u>	2013 (\$)
Current Assets		
Trade and other receivables	Trade debtors   Other receivables	40
Other current assets	Other assets   XYZ balance	25

Footnote for Trade and Other Receivables:  
Trade and other receivables [40] = trade debtors [30] + other receivables [10]

Footnote for Other Current Assets:  
Other current assets [25] = other assets [20] + XYZ balance [5]

AGM Financial Statements

<u>Current Assets</u>	2013 (\$)
Cash & Cash equivalents	100
Trade debtors	30
Other receivables	10
Stocks	30
Other Assets	20
XYZ balance	5

## 2.4 Fill in the Templates

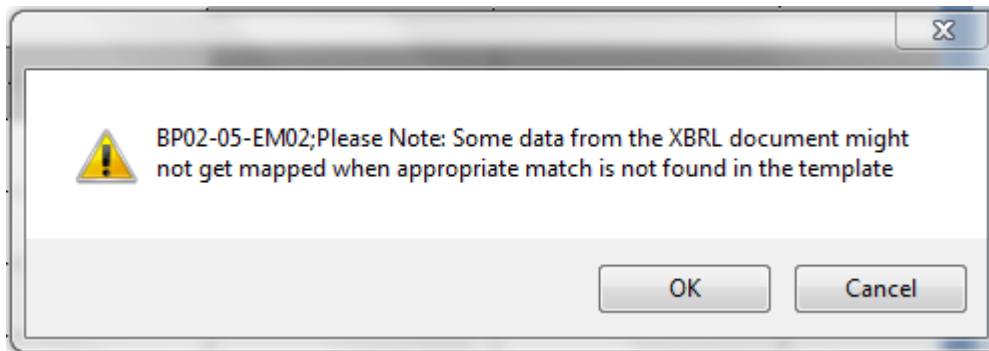
### E. Import prior period figures

You can import prior period figures from a previously saved XBRL file created using Bizfin<sup>x</sup> preparation tool. The figures from the XBRL file will be populated onto the templates in the prior period columns.

1. Click Import prior period figures on the Tool Box.



2. Browse relevant XBRL file to import figures. A warning message will be displayed



Note: The prior period start and end dates entered in the scoping questions must be **equal to the current year start and end dates in the instance document**, otherwise the import process will fail to proceed.

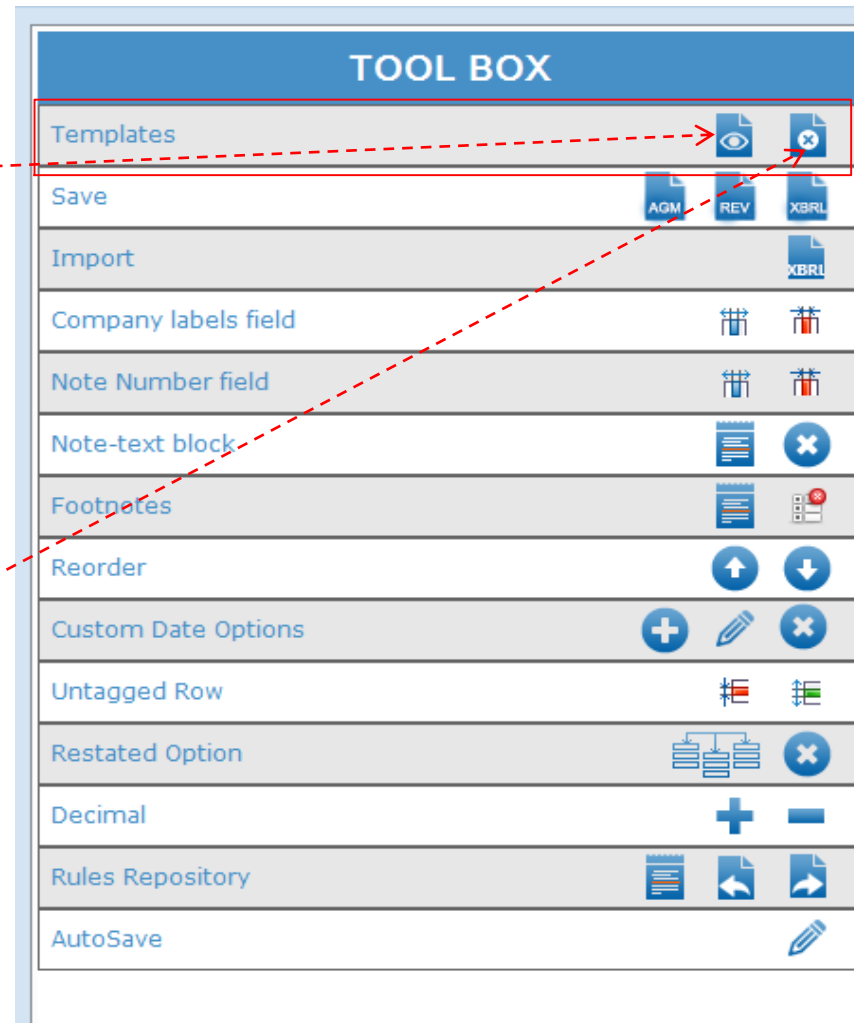
3. Click Ok to import prior period figures.

# 3. Other Key Functions

## 3.1 Tool Box - Templates

### Templates

- View
  - Click to view the entire list of templates.
  - View the templates which is a part of minimum requirement list
  - Add/delete additional templates
- Clear template data
  - Click to delete all the data in the current template



## 3.1 Tool Box - Save

### Save

- AGM Copy
  - AGM copy is generated from the single text block in the disclosure of full set of financial statements
- Review Copy
  - Review copy contains all the data filled in the templates (detail tagging and the text blocks)
- XBRL File
  - Click to generate the XBRL output in a zip file
  - The zip file is for filing as part of the Annual Return with ACRA

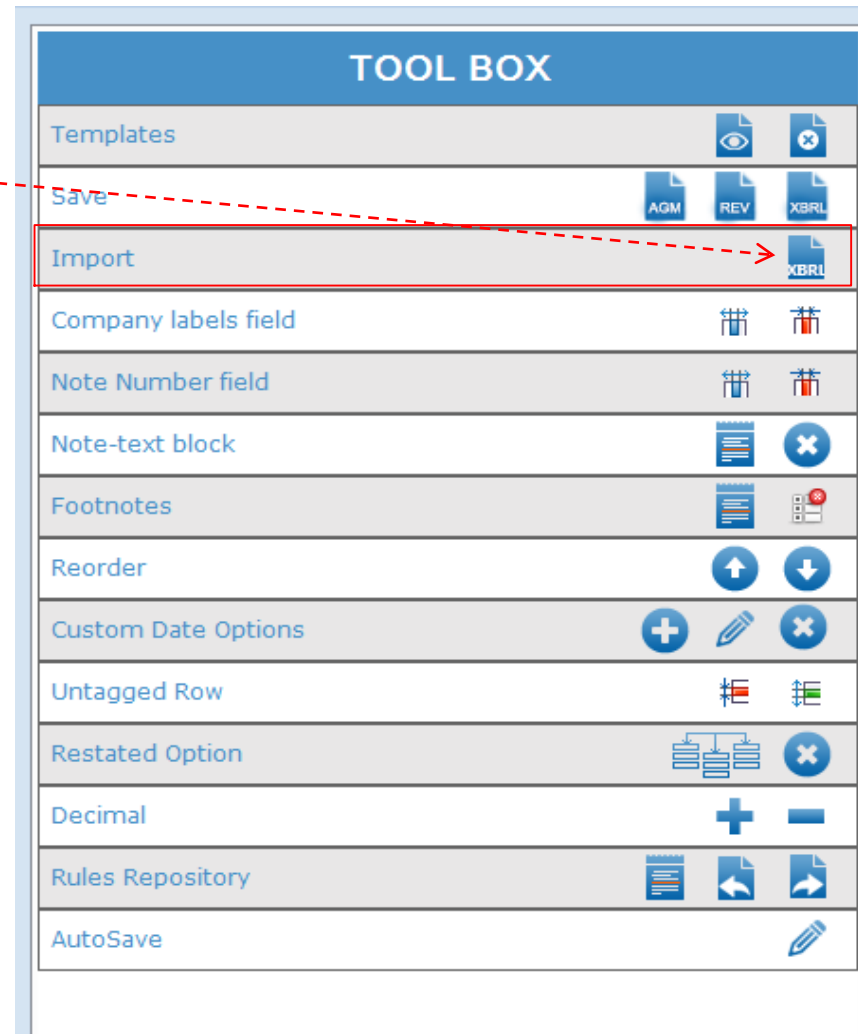




## 3.1 Tool Box - Import

### Import

- Prior financial period data
  - Browse XBRL file(s)
  - Import prior financial period data in the template(s)
  - Only data for the matched elements will be populated in the prior financial period columns
  - Unmatched elements of the template can be viewed after the import process and can be exported to a MS Excel File.



## 3.1 Tool Box

### Company Labels field

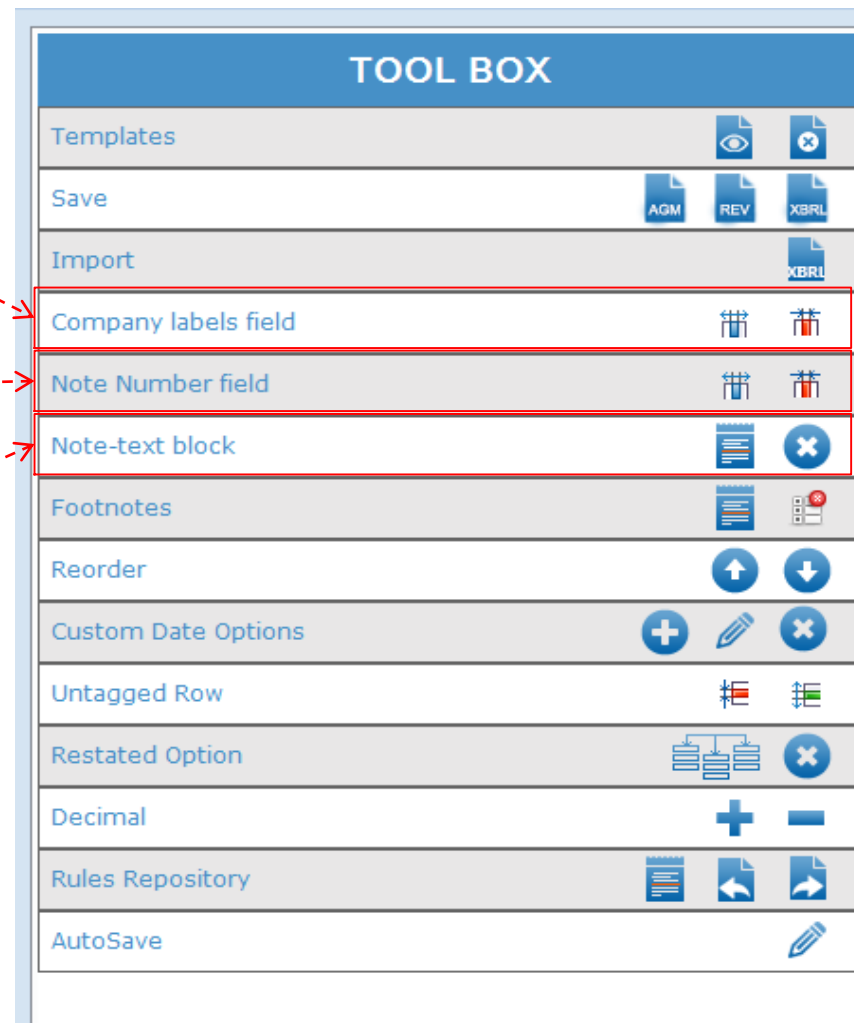
- Show/Hide
  - Click to show/hide fields to enter company labels in the template

### Note number field

- Show/Hide
  - Click to show/hide fields to enter note number in the template

### Note-text block

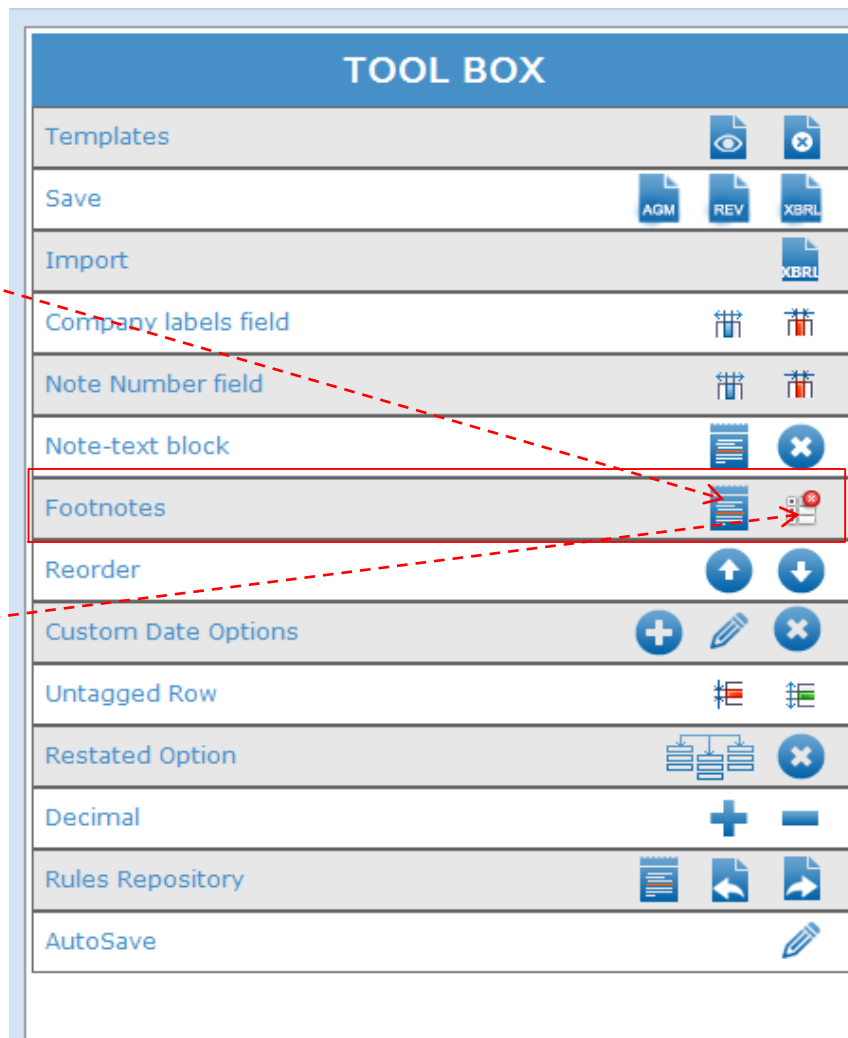
- View/Edit Note
  - Select text block cell and click to view/edit the added text block
- Delete Note
  - Select cell(s) where text block has been added and click delete note



## 3.1 Tool Box - Footnotes

### Footnotes

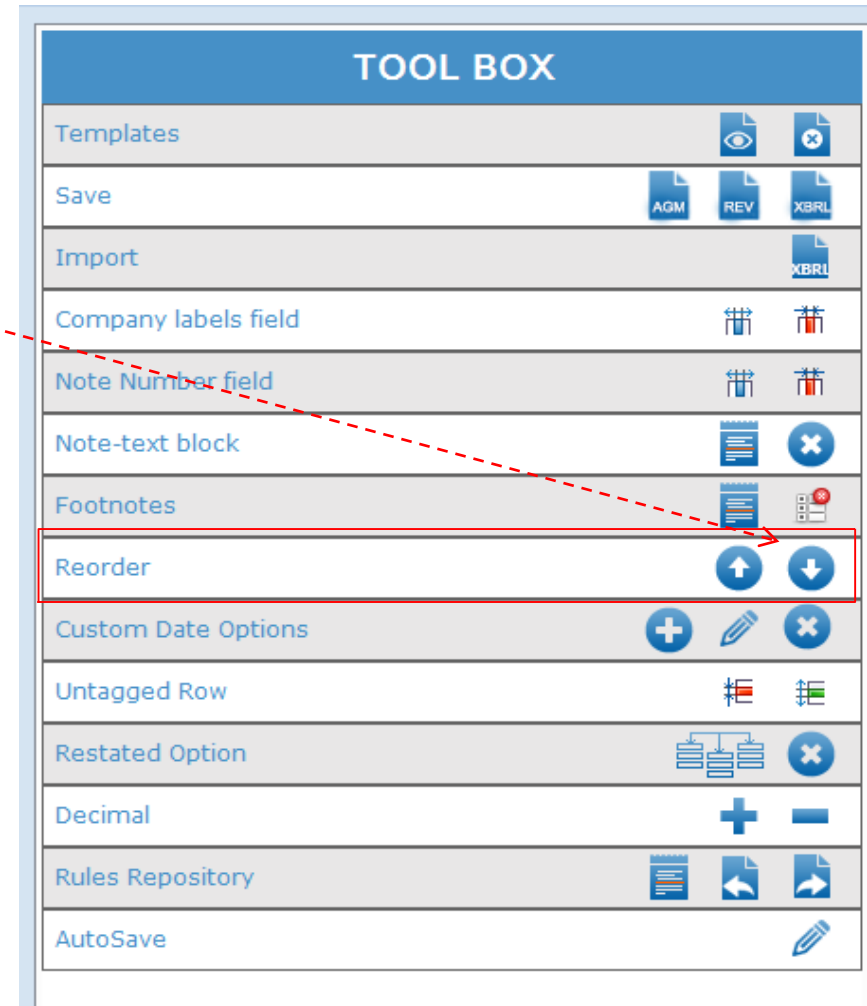
- Create, View and Edit
  - Select cell where numeric values are present and click to add a footnote
  - Select cell where a footnote has been added and click to view/edit footnotes
- Delete
  - Select cell or multiple cells where footnotes have been added
  - Click on the icon to delete the footnotes



## 3.1 Tool Box - Reorder

### Reorder

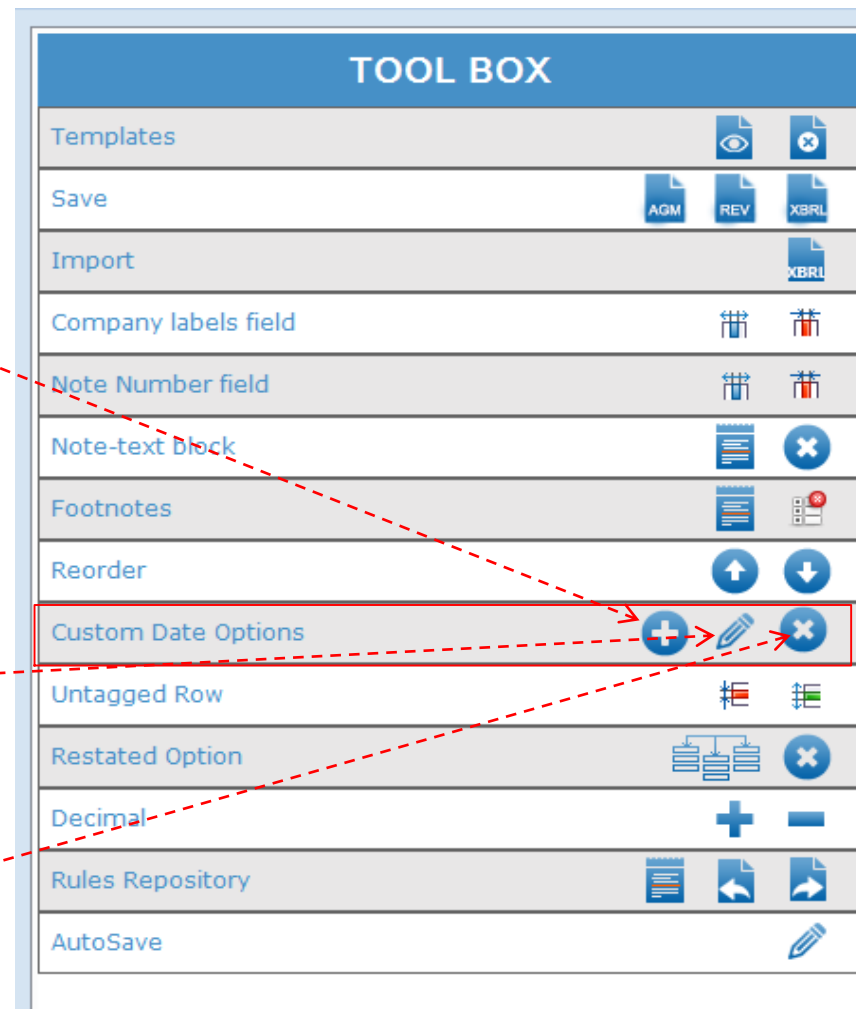
- Move Up/Down
  - Select element in the template
  - Click on Up/Down arrows on the tool box to change its order



## 3.1 Tool Box – Custom Date Options

### Custom Date Options

- Add custom date
  - This allows you to add additional financial period start and end dates
  - New column will be created based on newly added dates in the template
- Edit custom date
  - Click this to edit the custom date
- Delete custom date
  - Click this to delete the custom date






























## 3.1 Tool Box – Company Column

### Company Column

- Add
  - Click this to add company column in the template
- Delete
  - Click this to remove company column in the template

Note: This option will be shown only when consolidated financial statements are prepared

TOOL BOX		
Templates		
Save		
Import		
Company labels field		
Note Number field		
Note-text block		
Footnotes		
Reorder		
Custom Date Options		
Company		
Untagged Row		
Restated Option		
Decimal		
Rules Repository		

## 3.1 Tool Box

### Untagged Row

- Hide
  - Click this to view only the rows for which values have been reported
- Unhide
  - Click to unhide the hidden rows

### Restated Option





























- Add
  - Click to add the word “restated” for the selected column in the template
- Delete
  - Click to delete the word “restated” for the selected column in the template



## 3.1 Tool Box – Decimal

### Decimal

- To increase or decrease decimal
  - Click on the + or – button to adjust the number of decimal

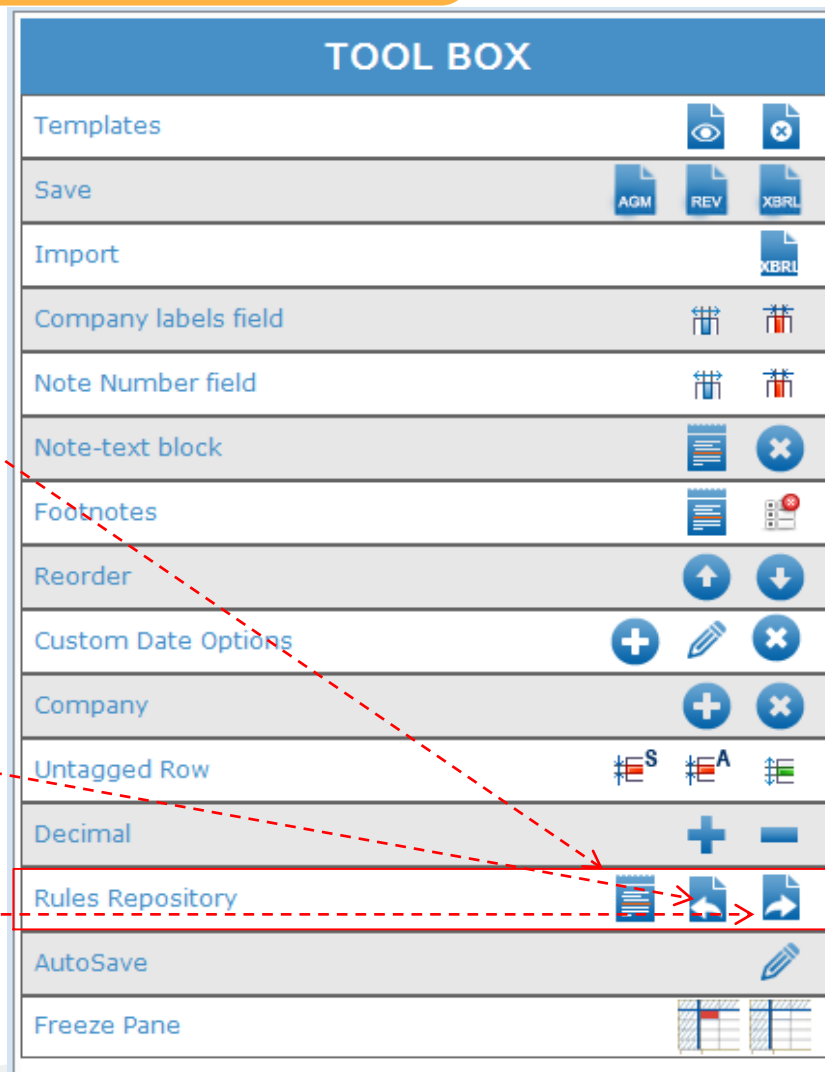
TOOL BOX		
Templates		
Save		
Import		
Company labels field		
Note Number field		
Note-text block		
Footnotes		
Reorder		
Custom Date Options		
Company		
Untagged Row		
Decimal		
Rules Repository		
AutoSave		
Freeze Pane		



## 3.1 Tool Box – Rules Repository

### Rules Repository


- View/Edit Rules repository
  - Click to view all the rules created for different companies on your computer
  - Rules are created based on auto tagging and drag and drop
  - Company labels used for each company are presented here against the taxonomy labels
- Export Rules repository
  - Click to export the rules created to a xml file, which may be imported and used by another company
- Import Rules repository
  - Click to import the rules in a xml file from another company



## 3.1 Tool Box – Rules Repository



### View/Edit Rules Repository Window:

**BizFinx Preparation Tool**

Type to search... 

**Inconsistencies** **Delete Rules** **Share Rules** **Stop Sharing** **Export to excel**

Report of all the rules created on this system. To delete these from the rule repository, you can select a single row or multiple rows and press the delete button. To share or stop sharing rules across all the companies, select the row of the rule category and click respective buttons.

B Ltd.	
	<b>ONE TO ONE MAPPING RULES [NOT SHARED]</b>
.....	Cash and bank balances
.....	Inventories
.....	Intangible assets other than goodwill
.....	Property, plant and equipment
.....	Other income
.....	Distribution costs
.....	Other expenses, by function
.....	Other gains (losses)
▶	Tax expense (benefit) continuing operations
ABC Ltd.	
	<b>ONE TO ONE MAPPING RULES [SHARED]</b>
.....	Inventories
.....	Machinery
.....	Furniture fixtures and fittings
.....	Office equipment
.....	Computer equipment

## 3.1 Tool Box – Rules Repository

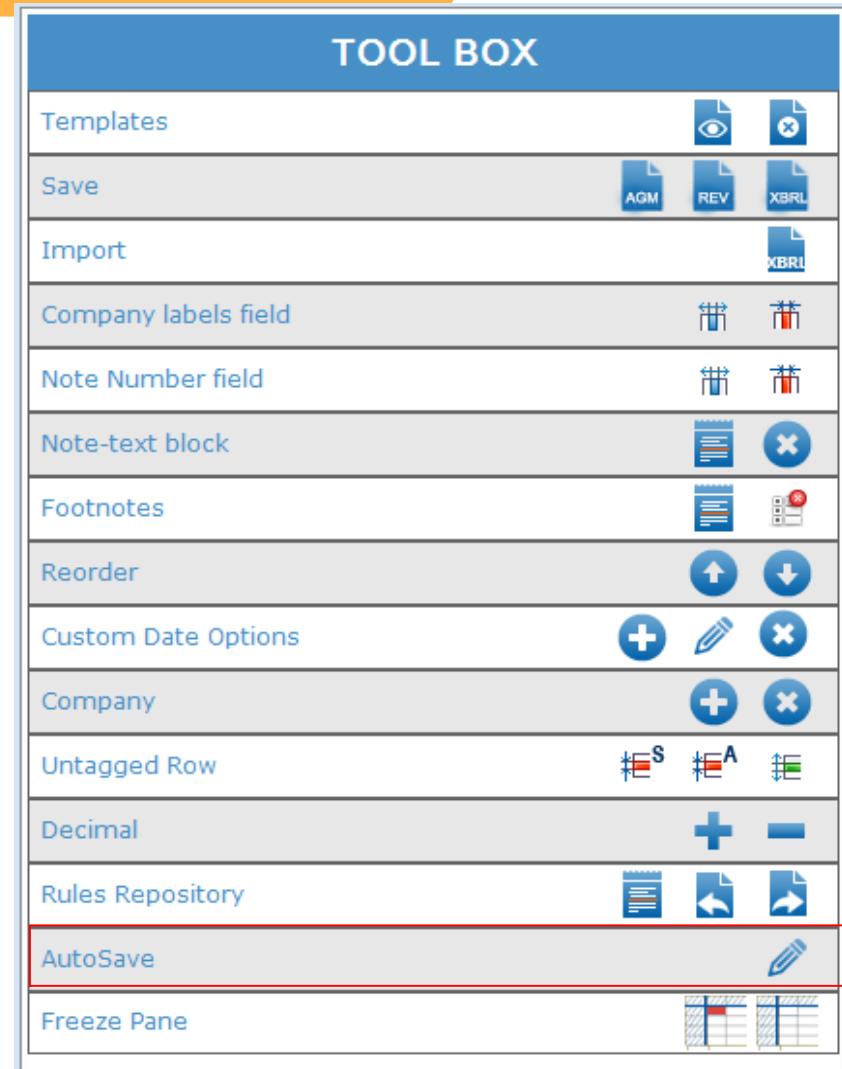
### How to use the buttons boxed up in the slide above:

- **Inconsistencies:** For the same taxonomy item, mapping rules can be different for different companies. Click **Inconsistencies**, you will see a list of these taxonomy items where different mapping rules exist in the rules repository.
- **Delete Rules:** Select a mapping rule, and click **Delete Rules** to delete the mapping rule.
- **Shared Rules:** The rule repository might have rules stored for different companies. Users can choose to share a mapping rule under one company, so that the mapping rule will be used when you perform Auto Tag for other companies. To share the rules, you can
  - Select either the Company Name or the mapping rule category (one-to-one/many to one)
  - Click **Share rules** button
- **Stop Sharing:** Similarly, users can choose not to share the rules.
  - Select either the Company name or the mapping rule category (one-to-one/many to one)
  - Click **Stop sharing** button
- **Export to Excel:** Click this button to export rules repository into Excel spreadsheet.

## 3.1 Tool Box – AutoSave

### Auto Save

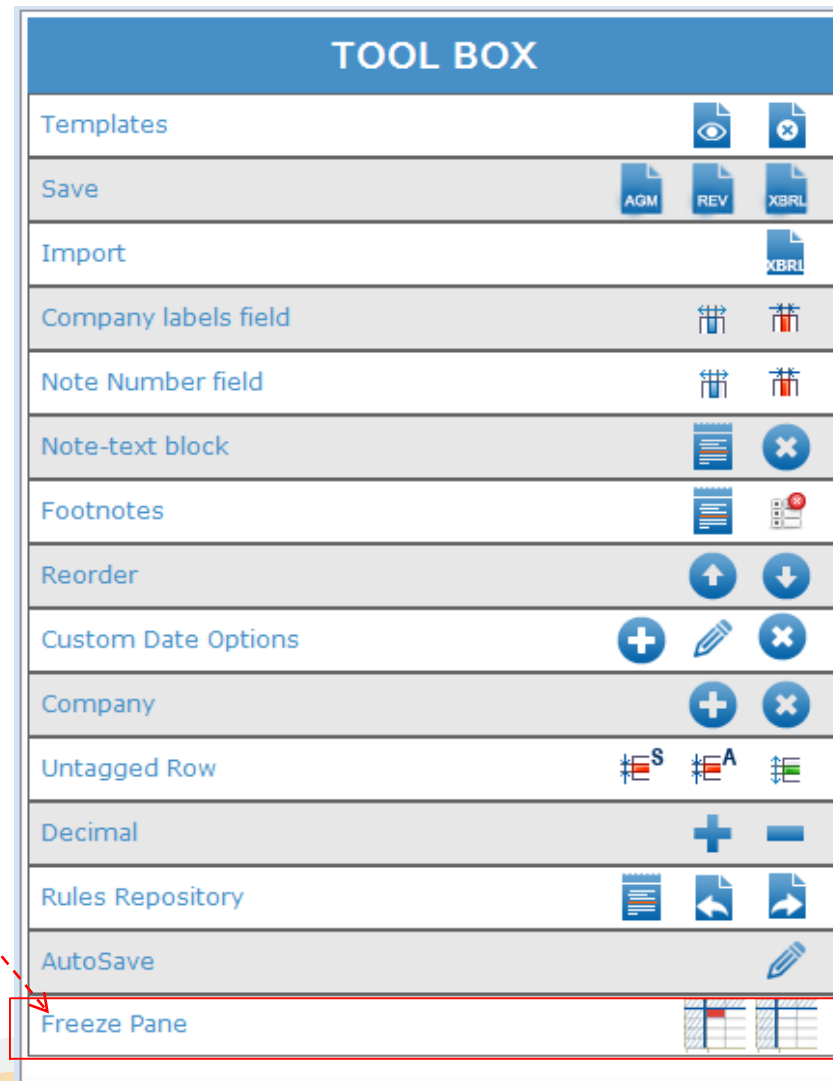
- Default auto save frequency is three (3) minutes
- This function allows for editing of auto save frequency



## 3.1 Tool Box – Freeze Panes

- **Freeze panes**

- Click to Freeze/Unfreeze panes on the templates.
- Select row or column or any cell to freeze pane as per your convenience
- To remove the freeze pane click on Unfreeze pane.



## 3.2 Mapping Assistant

1. Go to particular template for which element is to be searched
2. Click 'Mapping Assistant' on the lower panel of tool box
3. Type full/partial name of the element to search in the taxonomy

Fixed and other deposits

Possible element(s) to be mapped to within template

Name of template [21100000] Statement of financial position present

### Elements within template

- [-] Statement of financial position
  - [-] Assets
    - [-] Current assets
      - ... Cash and bank balances
      - ... Trade and other receivables, current
      - ... Finance lease receivables, current
      - ... Financial assets at fair value through profit or loss,
      - ... Derivative financial assets, current
      - ... Financial assets available-for-sale, current
      - ... Held-to-maturity investments, current
      - ... Held for trading financial assets
      - ... Other financial assets, current
      - ... Inventories
      - ... Development properties
      - ... Biological assets, current
      - ... Other non-financial assets, current

### Related child elements

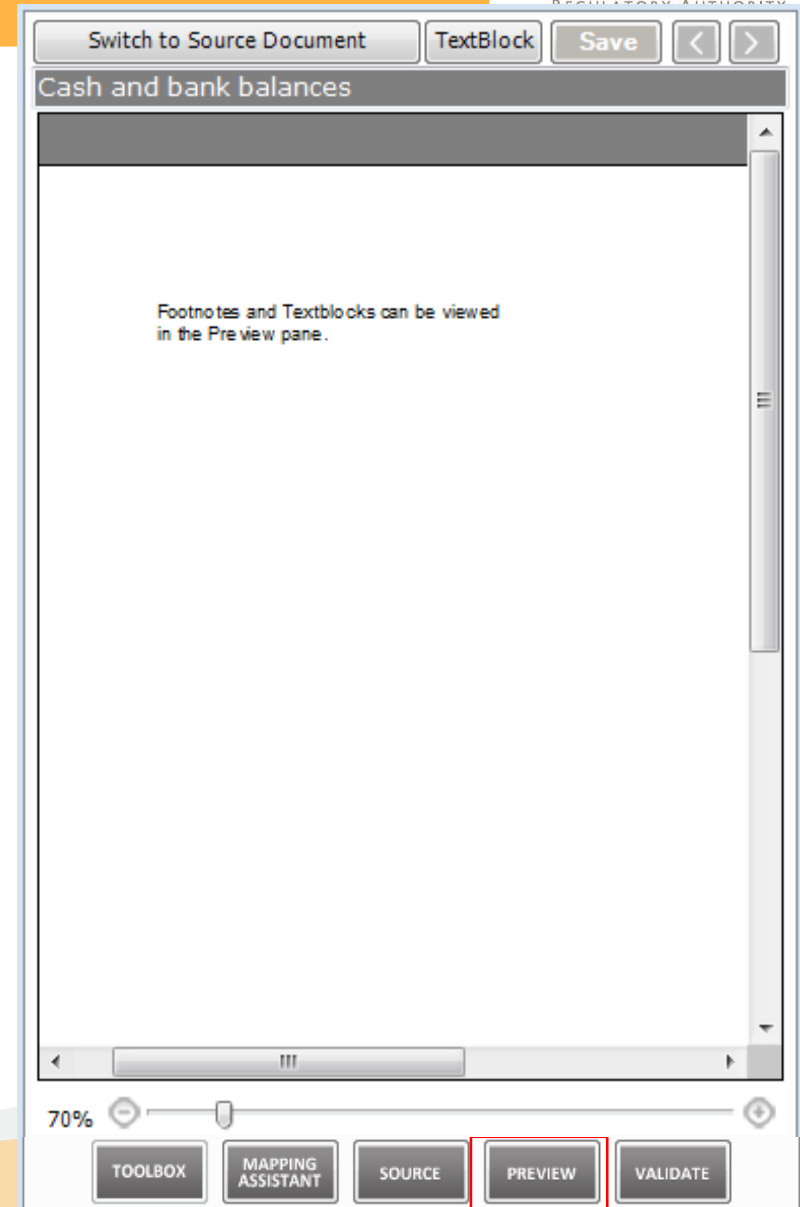
- [-] Cash and bank balances
  - ... Cash on hand
  - ... Bank balances
  - ... **Fixed and other deposits**
  - ... Pledged deposits

## 3.3 Preview Panel

### Preview Panel:

Preview panel can be used to view/edit text blocks or footnotes in the templates

1. Select cell where text block or footnote has been added and click on the PREVIEW button. The preview panel will show the content of the text block or footnote
2. Users can also edit the content of text block or footnote directly in the preview panel
3. Click Save to save the changes made in the Preview panel
4. Click left/right arrow to view the previous/next text block / footnote in the current template

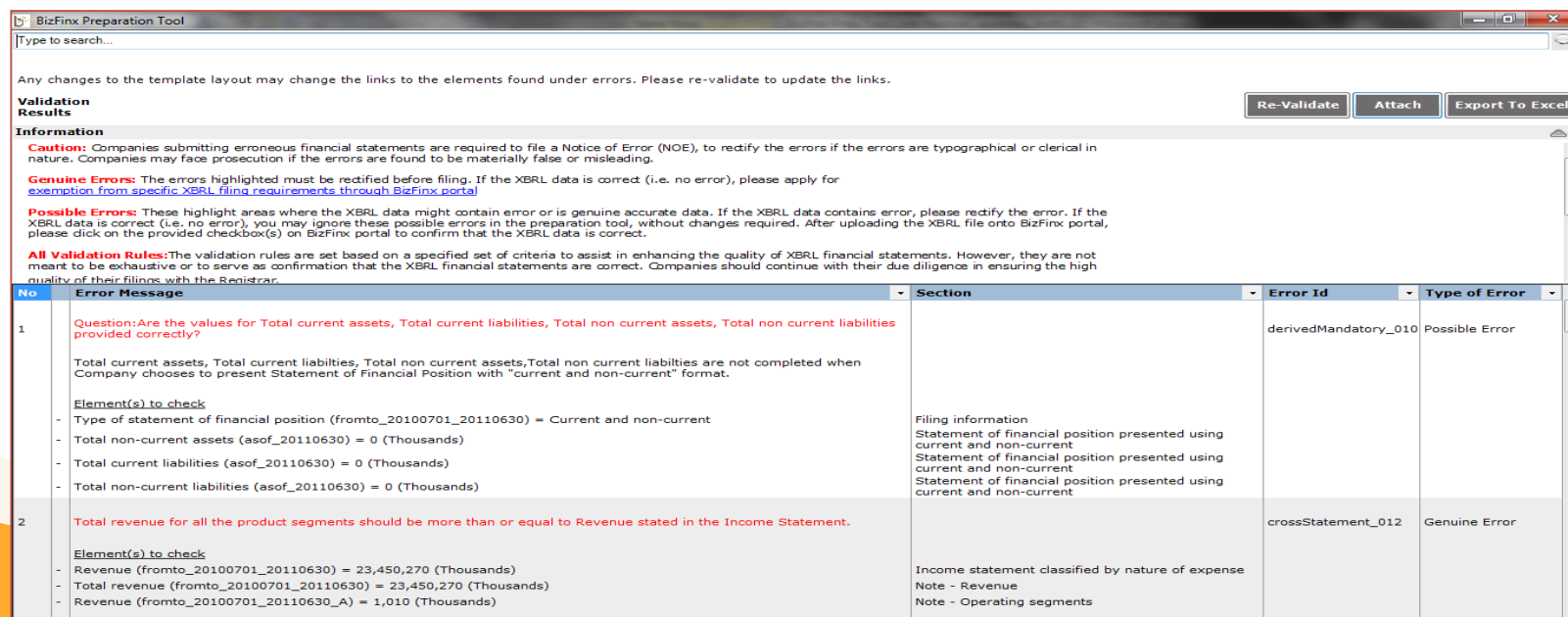


## 3.4 Validate

### Validate:

Click the button to validate your XBRL financial statements. Errors will be in two categories:

1. Genuine errors – These are errors highlighted in Red. You **MUST** rectify them before filing.
2. Possible errors – These are warnings to indicate where the XBRL data may contain error(s). Rectify if it is an error.



The screenshot shows the BizFinx Preparation Tool window. At the top, there's a search bar and a message: "Any changes to the template layout may change the links to the elements found under errors. Please re-validate to update the links." Below this are three buttons: "Re-Validate", "Attach", and "Export To Excel". The "Validation Results" section contains three informational paragraphs: "Caution", "Genuine Errors", and "Possible Errors". Below the text is a table with two columns: "Error Message" and "Error Id". The table lists two errors. Error 1 is a "Possible Error" related to missing financial statement data, with a "derivedMandatory\_010" error ID. Error 2 is a "Genuine Error" related to revenue reporting, with a "crossStatement\_012" error ID. Both errors include a list of "Element(s) to check" and a description of the issue.

No	Error Message	Section	Error Id	Type of Error
1	<p>Question: Are the values for Total current assets, Total current liabilities, Total non current assets, Total non current liabilities provided correctly?</p> <p>Total current assets, Total current liabilities, Total non current assets, Total non current liabilities are not completed when Company chooses to present Statement of Financial Position with "current and non-current" format.</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Type of statement of financial position (fromto_20100701_20110630) = Current and non-current</li><li>- Total non-current assets (asof_20110630) = 0 (Thousands)</li><li>- Total current liabilities (asof_20110630) = 0 (Thousands)</li><li>- Total non-current liabilities (asof_20110630) = 0 (Thousands)</li></ul>	Filing information Statement of financial position presented using current and non-current Statement of financial position presented using current and non-current Statement of financial position presented using current and non-current	derivedMandatory_010	Possible Error
2	<p>Total revenue for all the product segments should be more than or equal to Revenue stated in the Income Statement.</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Revenue (fromto_20100701_20110630) = 23,450,270 (Thousands)</li><li>- Total revenue (fromto_20100701_20110630) = 23,450,270 (Thousands)</li><li>- Revenue (fromto_20100701_20110630_A) = 1,010 (Thousands)</li></ul>	Income statement classified by nature of expense Note - Revenue Note - Operating segments	crossStatement_012	Genuine Error



## 3.4 Validate

Error messages are shown in red texts in the Validation window:

**BizFinx Preparation Tool**

Type to search...

**Validation Results** [Re-Validate] [Attach] [Export To Excel]

**Information**

**Caution:** Companies submitting erroneous financial statements are required to file a Notice of Error (NOE), to rectify the errors if the errors are typographical or clerical in nature. Companies may face prosecution if the errors are found to be materially false or misleading.

**Genuine Errors:** The errors highlighted must be rectified before filing. If the XBRL data is correct (i.e. no error), please apply for [exemption from specific XBRL filing requirements through BizFinx portal](#)

**Possible Errors:** These 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 (i.e. no error), you may ignore these possible errors in the preparation tool, without changes required. After uploading the XBRL file onto BizFinx portal, please click on the provided checkbox(s) on BizFinx portal to confirm that the XBRL data is correct.

**All Validation Rules:** The validation rules are set 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 continue with their due diligence in ensuring the high quality of their filings with the Registrar.

More information on validation rules, including a list of the outline of all validation rules, will be made available in BizFinx portal.

No	Error Message	Section	Error Id	Type of
1	<p>These elements should be completed when the company is listed as at current period end date. "Type of exchange on which company is listed", "Payment to auditors" and "Year of appointment of signing auditor"</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Year of appointment of signing auditor (asof_20131231)</li><li>- Total payment to auditors (fromto_20130101_20131231) = 0 (Actual)</li></ul>	<p>Independent auditors' report</p> <p>Note - Selected income (expense)</p>	derivedMandatory	Genuine Error
2	<p>Net cash flows from (used in) operating activities, Net cash flows from (used in) investing activities and Net cash flows from (used in) financing activities should be completed when Statement of Cash Flows is prepared.</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Net cash flows from (used in) financing activities (fromto_20130101_20131231) = 0 (Actual)</li><li>- Net cash flows from (used in) financing activities (fromto_20130101_20131231)</li><li>- Net cash flows from (used in) investing activities (fromto_20130101_20131231) = 0 (Actual)</li><li>- Net cash flows from (used in) investing activities (fromto_20130101_20131231)</li></ul>	<p>Statement of cash flows using direct method</p> <p>Statement of cash flows using direct method</p> <p>Statement of cash flows using direct method</p> <p>Statement of cash flows using direct method</p>	derivedMandatory	Genuine Error

## 3.4 Validate

To rectify the errors, you can click on the elements shown under the “Element(s) to check”, and the tool will direct you to the particular cell where there may be an error for you to rectify.

### Understand the validation window

#### Buttons on the top right corner:

- **Re-Validate:** Click on **Re-Validate** will activate the validation process again after rectifying the error to ensure that it is indeed rectified.
- **Detach or Attach:** Click **Detach** if you want to detach the validation window from the template, and click **Attach** if you want to attach the validation window back to the tool template.
- **Export to Excel:** Click on “Export to Excel”, the tool will prompt you to save the validation results in MS Excel spreadsheet.
- **Search:** This is a function that allows you to search the validation errors highlighted using key words.

#### Columns in the validation results table:

- **No:** Serial number for the error.
- **Error Messages:** This provides a description of the error. Error messages are displayed in red texts. For each error message, there are “Element(s) to check”. Click on the element name and it will direct you to the particular cell where you may want to rectify the error. In the brackets beside the element name, you can see the date or period applicable to the element. For example: **Total assets (asof\_20131231)** shown under the “Element (s) to check” means that the amount submitted for Total assets as of 31 Dec 2013 may be incorrect. Similarly, Revenue (fromto\_20130101\_20131231) means that the amount submitted for Revenue for the period 1 Jan 2013 to 31 Dec 2013 is incorrect.
- **Section:** This shows the template name where the element belongs to.
- **Error ID:** This is the unique Error ID for the error shown. If you have issues with validation, you can use this Error ID in your communication with ACRA.
- **Type of:** This shows whether the error is Genuine Error or Possible Error.

## 3.5 Validate & Upload

1. Click *UPLOAD* icon
2. Click *Validate & Upload* button

**bizFin\*** | HOME | TOOLBOX | **UPLOAD**

Statement of financial position presented using current and non-current

[Minimum requirement list - Switch to Full taxonomy list](#)

**Assets**

Current assets
Cash and bank
Trade and other current
Finance lease current
Financial assets through profit or loss
Derivative financial current
Financial assets at fair value through profit or loss, current
Held-to-maturity current
Held for trading assets

**Upload XBRL file to BizFin\* server**

**Step 1 - Validate XBRL file offline (Strongly recommended)**

BizFin\* Preparation Tool provides an offline validation feature containing most checks performed in the online validation in Step 2. For an overall faster validation experience, you are strongly recommended to validate your XBRL file offline and rectify any errors, before sending it for online validation.

**Validate**

**Step 2 - Validate XBRL file online and upload it to BizFin\* server**

Name of person who uploads XBRL file   
This name will be displayed during lodgment of Annual Return

Email address to notify validation results   
Optional field

**Validate & Upload**

## 3.5 Validate & Upload

Check for XBRL validation errors. If there are no genuine errors or all genuine errors have been exempted by ACRA, you can select the checkbox to confirm that the XBRL data is accurate and click on the *Acknowledge and Upload* button.

BizFin Portal Validation Results

Type to search...

XBRL Filename: ABCLIMITED\_199912345P\_31122016  
Whether File Is Uploaded to Portal: No

☒ I confirm that the XBRL data is accurate.

**Acknowledge and Upload**

**Download Portal Review Copy** **Attach** **Export To Excel**

**Information**

Your XBRL file has 2 Possible Errors.

**Possible Errors:** XBRL data might contain an error. If you confirm the XBRL data is incorrect, rectify it. Otherwise, no further action is required.

Validation rules are set based on a specified set of criteria to assist in enhancing the quality of XBRL financial statements (FS). However, they are not meant to be exhaustive serve as confirmation that the XBRL FS are correct. If you are aware of any errors in the XBRL FS filed, please rectify by filing a Notice of Error - typographical / clerical if they are

No	Error Message	Section (Links to "BizFile information" will	Error Id	Type of
1	<p>Question: Is date(s) provided correctly?</p> <p>Date(s) is earlier than the date of incorporation of company.</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Prior period start date = 01-01-2013</li></ul>	Filing information	Misc_105	Possible Error
2	<p>Question: Is the value of "Finance costs" provided in the correct sign?</p> <p>("Finance costs" is in the template of "Financial statement highlights - Income statement and statement of cash flows") As shown in the "Element(s) to check" below: Positive values (i.e. debit in nature) mean finance expenses Negative values mean finance gains Please check and confirm if it means the same as your AGM financial statements.</p> <p><u>Click here for more details.</u></p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Finance costs (fromto_20140101_20141231) = -3</li><li>- Finance costs (fromto_20130101_20131231) = -4</li></ul>	Financial statements highlights - Income statement and statement of cash flows Financial statements highlights - Income statement and statement of cash flows	Misc_177	Possible Error

## 3.5 Validate & Upload

To rectify the errors, you can click on the elements shown under the “Element(s) to check”, and the tool will direct you to the particular cell where there may be an error for you to rectify.

### Understand the validation window

#### Buttons on the top right corner:

- **Download Portal Review Copy:** Click on this button to download the review copy generated by BizFin<sup>x</sup> Portal. This will contain the Serial Number which can be used for verification during AR filing.
- **Detach or Attach:** Click **Detach** if you want to detach the validation window from the template and click **Attach** if you want to attach the validation window back to the tool template.
- **Export to Excel:** Upon clicking on “Export to Excel”, the tool will prompt you to save the validation results in MS Excel spreadsheet.
- **Search:** This is a function that allows you to search the validation errors highlighted using key words.

#### Columns in the validation results table:

- **No:** Serial number for the error.
- **Error Messages:** This provides a description of the error. Error messages are displayed in red texts. For each error message, there are “Element(s) to check”. Clicking on the element name will take you to the particular cell where you may want to rectify the error. In the brackets beside the element name, you can see the date or period applicable to the element. For example: *Total assets (asof\_20131231)* shown under the “Element (s) to check” means that the amount submitted for Total assets as of 31 Dec 2013 may be incorrect. Similarly, Revenue (fromto\_20130101\_20131231) means that the amount submitted for Revenue for the period 1 Jan 2013 to 31 Dec 2013 may be incorrect.
- **Section:** This shows the template name where the element belongs to.
- **Error ID:** This is the unique Error ID for the error shown. If you have issues with validation, you can use this Error ID in your communication with ACRA.
- **Type of Error:** This shows whether the error is Genuine Error, Possible Error or Genuine Errors Granted Exemption.

## 3.5 Validate & Upload

### Review your XBRL upload result

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<b>Upload Result</b>	Your XBRL file has been successfully uploaded. Please proceed to lodge the file in BizFile as part of the Annual Return.
Company UEN	199912345P
Company Name	ABC LIMITED
Financial Period End	31/12/2016
Serial No	BB906DC4E5D8991221251E49754372A3C9DDAF510DE096E63A57EFCB28B3A50B
Date/Time of Upload	15/04/2019 14:38
Name of Uploader	John

*Tip: You may want to keep the above information for reference by selecting and copying (press Ctrl+C) the table and pasting (press Ctrl+V) it into a Word document or email.*

**Copy to Clipboard**

## 3.6 Shortcut Keys for Preparation tool

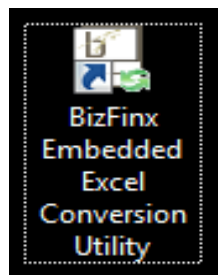
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + P	Print
Ctrl + F	Find / replace texts on templates or source document
Ctrl +Z	Undo
Ctrl + Drag and drop	Copy and paste data from source document to text editor (Using drag and drop without pressing Ctrl key may cause data to be cut / removed from the source document)
Shift + Arrow keys	Allow for selection of table rows in the source document at a slower pace
Del	To delete the company labels and numerical values in the selected cells of the template
Ctrl + Shift + End	Selection from the current page to all the way at the end (To be used for selecting entire AGM FS by ignoring the Cover page to copy and paste )



# **4. BizFin<sup>x</sup> Embedded Excel Conversion Utility**



- On installing the Preparation tool, the Embedded Excel Conversion Utility tool is also installed on your machine and a shortcut icon is created on your desktop.



- Using the Utility tool, you can convert Excel embedded tables in your Word financial statements to normal tables in a separate document, so as to import it inside the preparation tool and use it for auto tagging and drag drop.
- Specific notes of the utility tool are highlighted in the start up page

**BizFinx Embedded Excel Conversion Utility**

Embedded Excel Conversion Utility will perform the following:


1. Convert all embedded MS Excel objects in MS Word tabular format
2. Accept 'Track Changes'
3. Remove blank columns from tables

MS Word file generated may be used as source document in BizFinx Preparation Tool.

---

☒ Remove blank columns from all tables

---

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


- 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.

- All tables in each MS Excel object will be recognised as 1 item and be converted. Accordingly, converted tables may not be presented completely should there be more than 1 table in each MS Excel object.

Please format the MS Excel document before conversion to avoid the above issues. Alternatively, you may rectify the issues manually in the converted MS Word document.

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Select file to browse



## Steps Involved:-

- Step 1: Click Browse and select the financial statements in word format (with embedded excel tables)
- Step 2: Select the document and Open
- Step 3: Click Convert
- Step 4: After conversion is completed, save the converted file onto your machine

Note: The converted file may then be used as source document inside the preparation tool.

**END**