



# Quick Guide of *bizfin*<sup>+</sup> Preparation Tool v3

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*Promoting a trusted & vibrant business environment in Singapore*

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# 1. Installation

# 1.1 Minimum System Requirements

Hardware Requirements	
Processor	<ul style="list-style-type: none"><li>• Intel Core i3 or above</li><li>• Non-Intel Processor @ 2.0 GHz or above</li></ul>
RAM	<ul style="list-style-type: none"><li>• 64-bit Windows: 4GB or more (recommended: 8GB)</li></ul> <p><i>Note: To check whether your Microsoft Windows is 32-bit version or 64-bit version, please click <a href="#">here</a>.</i></p>
Disk Space	<ul style="list-style-type: none"><li>• 1.2 GB for installation and normal usage</li></ul> <p><i>Note: Post installation, the installation file can be deleted to free up disk space.</i></p>
Display Resolution	<ul style="list-style-type: none"><li>• 1280x800 and above</li></ul>
Software Requirements	
Operating Systems	<ul style="list-style-type: none"><li>• Windows 8.1</li><li>• Windows 10 (version 1607) and above</li></ul> <p><i>Note: To check the version of your Microsoft Windows, please click <a href="#">here</a>.</i></p>
Microsoft Office	<ul style="list-style-type: none"><li>• Office 2013 (Standard, Home and Business, Professional, Professional Plus)</li><li>• Office 2016 (Standard, Home and Business, Professional, Professional Plus)</li><li>• Office 2019 (Standard, Home and Business, Professional, Professional Plus)</li><li>• Office 2021 (Standard, Home and Business, Professional)</li><li>• Office 365 (Personal, Home, Business, Business Premium) *</li></ul> <p>*Unsupported versions of Office 365 (Business Essentials, Office 365 Online)</p> <p><i>Note: To check the version of your Microsoft Office, please click <a href="#">here</a>.</i></p>
Microsoft .NET Framework	<ul style="list-style-type: none"><li>• .NET Framework 4.8.0 or later</li></ul> <p><i>Note: To download this version of .NET Framework, please click <a href="#">here</a>.</i></p>

## 1.1 Minimum System Requirements

### Requirements:

- Windows 8.1, Windows 10 (version 1607) and above, Windows 11
- MS Office on Windows (Version 2013 and above)

Note:

*We will provide technical issues support for the tool running the supported versions of Microsoft Windows & Office listed above*

### 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 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
MS <sup>®</sup> Office 2021	Standard, Home and Business, Professional
MS <sup>®</sup> Office 365 *	Personal, Home, Business, Business Premium

\*Unsupported versions of Office 365 (Business Essentials, Office 365 Online)

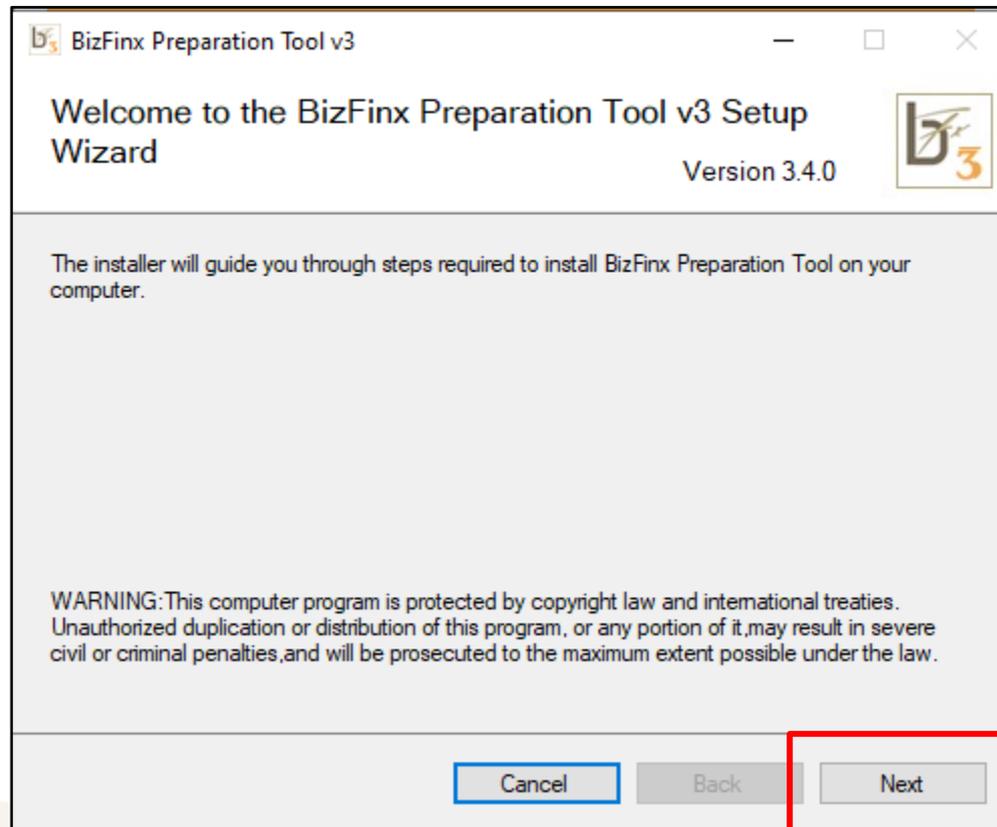
## 1.2 Where to Download the Installer

Go to the the following link to download the BizFin<sup>x</sup> Preparation Tool v3

<https://www.acra.gov.sg/xbri-filing-and-resources/download>

## 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 4.8 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
- You will need Administrator Rights 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

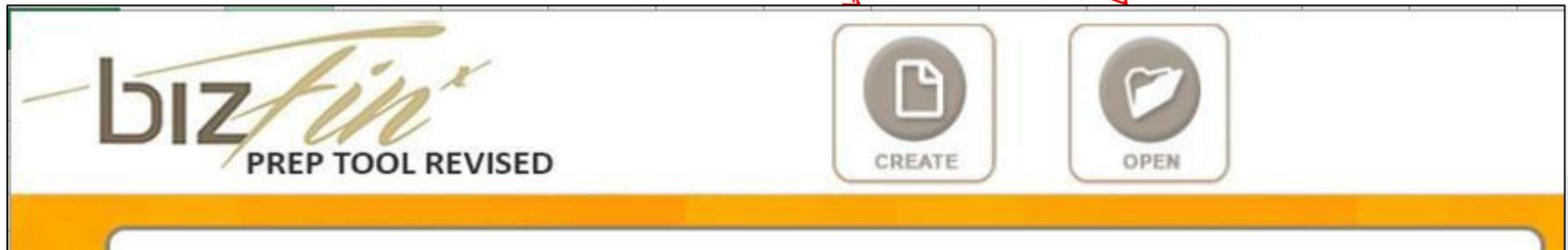
# 2. Get Started

## 2.1 Get Started

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

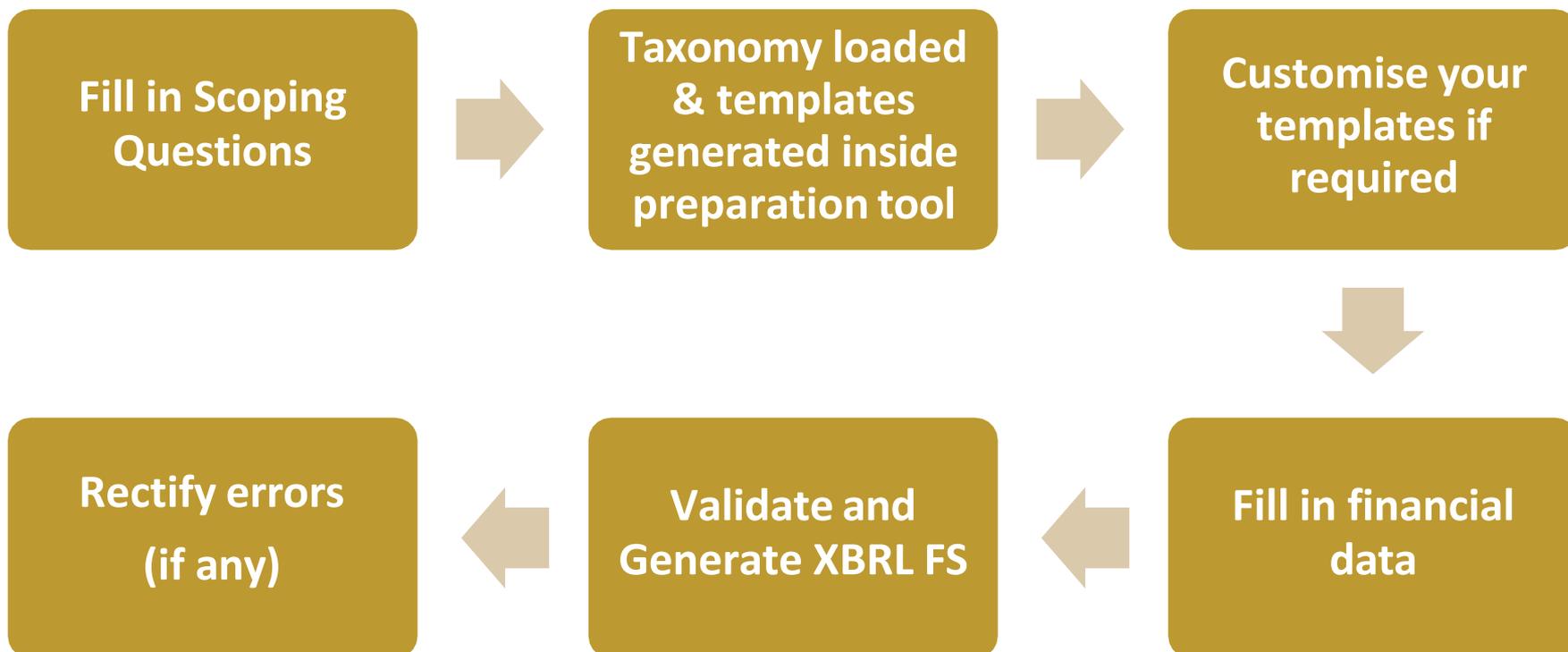
OR

**(B) Open** an XBRL file stored on your local machine



## 2.1 Process to Generate and Upload XBRL File

### 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

Entity name (as registered in BizFile)	ABC
UEN	190000000A
Type of XBRL filing	Simplified XBRL
Type of accounting standard used to prepare financial statements	SFRS
Current period start date	02-09-2017
Current period end date	29-09-2018
Taxonomy version	Simplified_XBRL_2020_v1.0

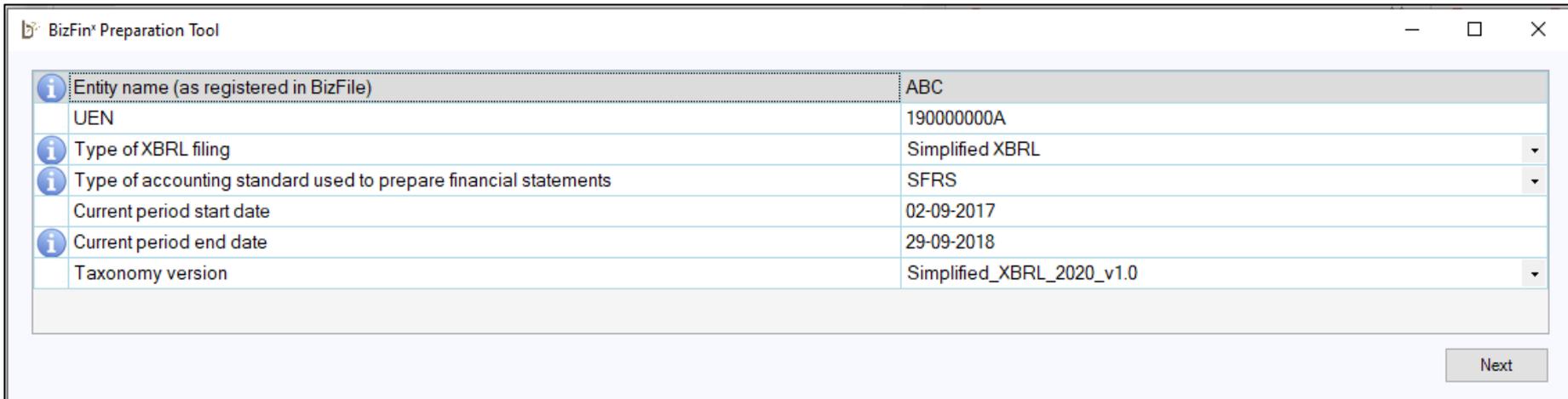
Next

Prior period start date	
Nature of financial statements - company level or consolidated	Please Select
Date of authorisation for issue of financial statements	
Type of statement of financial position	Please Select
Whether the financial statements are prepared on going concern basis	Please Select
Whether there are any changes to comparative amounts (due to restatements, reclassifications or any other reasons)	
Description of presentation currency	Please Select
Description of functional currency	Please Select
Level of rounding used in financial statements	Please Select
Description of nature of entity's operations and principal activities	
Principal place of business - the company (or group, if consolidated FS)	
Whether company (or group if consolidated accounts are prepared) has more than 50 employees	Please Select
Name of parent entity	
Name of ultimate parent of group	
How was XBRL file prepared	Please Select

Proceed

## 2.2 Fill in Scoping Questions

Top panel of the scoping question screen that will be used to determine the type of filing to be used.



The screenshot shows a window titled "BizFin Preparation Tool" with a table of scoping questions. The table has two columns: the question text and the answer. The questions are: Entity name (as registered in BizFile), UEN, Type of XBRL filing, Type of accounting standard used to prepare financial statements, Current period start date, Current period end date, and Taxonomy version. The answers are: ABC, 190000000A, Simplified XBRL, SFRS, 02-09-2017, 29-09-2018, and Simplified\_XBRL\_2020\_v1.0. A "Next" button is located at the bottom right of the form.

<i>i</i> Entity name (as registered in BizFile)	ABC
UEN	190000000A
<i>i</i> Type of XBRL filing	Simplified XBRL
<i>i</i> Type of accounting standard used to prepare financial statements	SFRS
Current period start date	02-09-2017
<i>i</i> Current period end date	29-09-2018
Taxonomy version	Simplified_XBRL_2020_v1.0

Next

## 2.2 Fill in Scoping Questions

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

- Full XBRL, Simplified XBRL 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) statement of financial position
    - by current/non-current or by liquidity
  - (b) consolidated or company level accounts
- Other criteria : type of currency, level of rounding, etc.

## 2.2 Fill in Scoping Questions

Bottom panel of the scoping question screen that will be used to determine the templates for the type of filing selected in the top panel.

 Prior period start date	02-09-2016
 Nature of financial statements - company level or consolidated	Company level
 Date of authorisation for issue of financial statements	11-04-2019
 Type of statement of financial position	Current and non-current
 Whether the financial statements are prepared on going concern basis	No
 Whether there are any changes to comparative amounts (due to restatements, reclassifications or any other reasons)	Yes
 Description of presentation currency	Singapore, Dollars
Description of functional currency	Singapore, Dollars
 Level of rounding used in financial statements	Actual
 Description of nature of entity's operations and principal activities	Merchandise
 Principal place of business - the company (or group, if consolidated FS)	Singapore
 Whether company (or group if consolidated accounts are prepared) has more than 50 employees	No
 Name of parent entity	
 Name of ultimate parent of group	
How was XBRL file prepared	In-house

[Proceed](#)

## 2.3 Customise the Templates

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

The screenshot displays the BizFin application interface. At the top left, the BizFin logo is visible alongside navigation icons for HOME, TOOLBOX, and UPLOAD. The main area is titled "Content Page" and contains a table with the following structure:

General	Remarks (not saved in XBRL)
<a href="#">Filing information</a>	
<b>Disclosures</b>	
<a href="#">Full set of financial statements</a>	
<a href="#">Statement by directors</a>	
<a href="#">Independent auditors' report</a>	
<b>Statements</b>	
<a href="#">Statement of financial position, current and non-current</a>	
<a href="#">Income statement, by nature of expense</a>	
<a href="#">Statement of cash flows</a>	
<b>Notes</b>	
<a href="#">Note - Trade and other receivables</a>	
<a href="#">Note - Property, plant and equipment</a>	
<a href="#">Note - Intangible assets (excluding goodwill)</a>	
<a href="#">Note - Right-of-use assets</a>	
<a href="#">Note - Trade and other payables</a>	
<a href="#">Note - Loans and borrowings</a>	
<a href="#">Note - Revenue</a>	
<a href="#">Note - Selected income (expense)</a>	
<a href="#">Note - Related party</a>	

On the right side, there is a "TOOL BOX" panel with various options:

- Templates
- Save (AGM, REV, XBRL)
- Import (XBRL)
- Company labels field
- Note Number field
- Note-text block
- Footnotes
- Reorder
- Custom Date Options
- Untagged Row
- Decimal
- Rules Repository
- AutoSave
- Freeze Pane

At the bottom, there are buttons for "MAPPING ASSISTANT", "SOURCE", "PREVIEW", and "VALIDATE". The bottom navigation bar shows the current page as "Content Page" and lists other available pages: "FilingInformation", "FullSetOfFinancialStatements", and "StatementByDirectors".

## 2.3 Customise the Templates

- The templates are by default generated based on the scoping questions. They refer to information companies are encouraged to submit if it is available from their AGM financial statements
- Fields that are not relevant may be left blank
- You may wish to review the templates generated before filling in the information

## 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 company columns](#)
- C. [Add/Delete columns with custom dates](#)
- D. [Edit dimensional tables](#)

## 2.3 Customise the Templates

### A. Edit answers to the Scoping Questions

- Go to the “Filing Information” template and click “Edit” if you wish to make changes

Filing information

[Edit](#) Click on edit to open scoping question and make changes to the filing information.

Group	
Disclosure of filing information	
Entity name (as registered in BizFile)	ABC PTE. LTD.
UEN	201001254F
Current period start date	01-01-2019
Current period end date	31-12-2019
Prior period start date	01-01-2018
Type of XBRL filing	Full XBRL
Nature of financial statements - company level or consolidated	Consolidated
Type of accounting standard used to prepare financial statements	SFRS
Date of authorisation for issue of financial statements	01-02-2020
Type of statement of financial position	Current and non-current
Whether the financial statements are prepared on going concern basis	Yes
Whether there are any changes to comparative amounts (due to restatements, reclassifications or any other reasons)	Yes
Description of presentation currency	SGD
Description of functional currency	SGD
Level of rounding used in financial	

Content Page FilingInformation FullSetOfFinancialStatements StatementByDirectors

## 2.3 Customise the Templates

### B. Add/Delete company columns

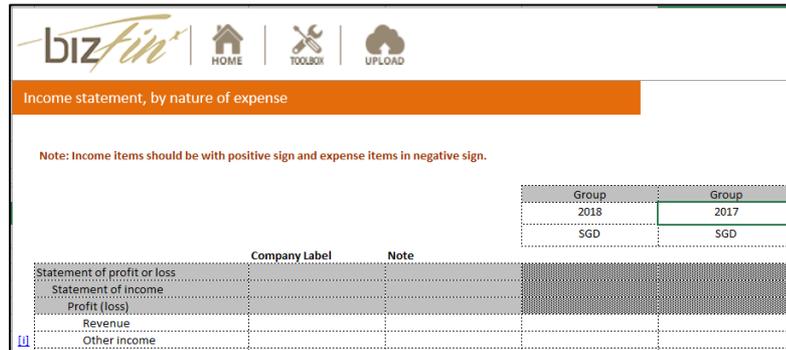
By default, the templates for consolidated accounts show the columns for group as well as company financial data.

But you may add/delete company column by following the steps below:

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



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

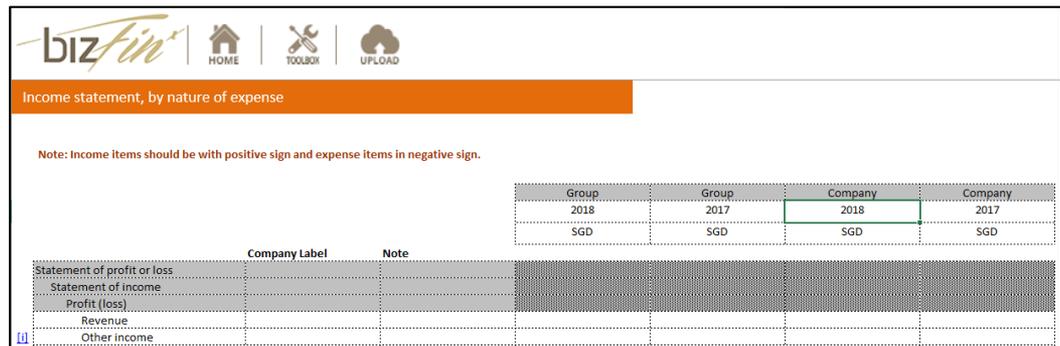


Income statement, by nature of expense

Note: Income items should be with positive sign and expense items in negative sign.

	Group 2018	Group 2017
SGD		

	Company Label	Note
Statement of profit or loss		
Statement of income		
Profit (loss)		
Revenue		
Other income		



Income statement, by nature of expense

Note: Income items should be with positive sign and expense items in negative sign.

	Group 2018	Group 2017	Company 2018	Company 2017
SGD				

	Company Label	Note
Statement of profit or loss		
Statement of income		
Profit (loss)		
Revenue		
Other income		

## 2.3 Customise the Templates

### C. 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

Custom Date Options



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

BizFin<sup>®</sup> Preparation Tool

Custom Start Date  (DD-MM-YYYY)

Custom End Date  (DD-MM-YYYY)

Selected Layout in template  All Layouts in template

**SUBMIT**

Income statement, by nature of expense

Note: Income items should be in positive sign and expense items in negative sign.

**Date Placeholder**

	Group	Group	Group
	01 January 2019 - 31 December 2019	01 January 2018 - 31 December 2018	01 January 2017 - 31 July 2017
	SGD	SGD	SGD

Statement of profit or loss			
Revenue	8,764	12,166	<a href="#">Add Note (detail)</a>
Other income	6,800	7,080	<a href="#">Add Note (detail)</a>
Employee benefits expense	-838	-839	
Depreciation expense	-15,117	-15,117	
Amortisation expense	-11,189	-11,678	

**Table Layout**

## 2.3 Customise the Templates

### D. Edit dimensional tables

For some disclosure notes, users may need to edit the predefined classes to adjust the templates according to their AGM FS . Below is an example:

(1) Explicit dimensions (with predefined classes):

1. Note – Property, plant and equipment

Note - Property, plant and equipment				
	Primary Statements			
	Group	Group	Group	Group
<a href="#">Edit Classes of property, plant and equipment</a>	Land and building	Motor and other vehicles	Machinery and other equipment	Computer, office equipment, furniture fixtures and fittings
	2019	2019	2019	2019
	SGD	SGD	SGD	SGD
Disclosure of detailed information about property, plant and equipment				
Disclosure of detailed information about property, plant and equipment				
Gross carrying amount, property plant and equipment				
Gross carrying amount at beginning of period	16,063	15,690	15,996	15,239

The classes are predefined in the taxonomy, e.g. “Motor and other vehicles”

Click on the link to **Edit** the dimensional table

## 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:**

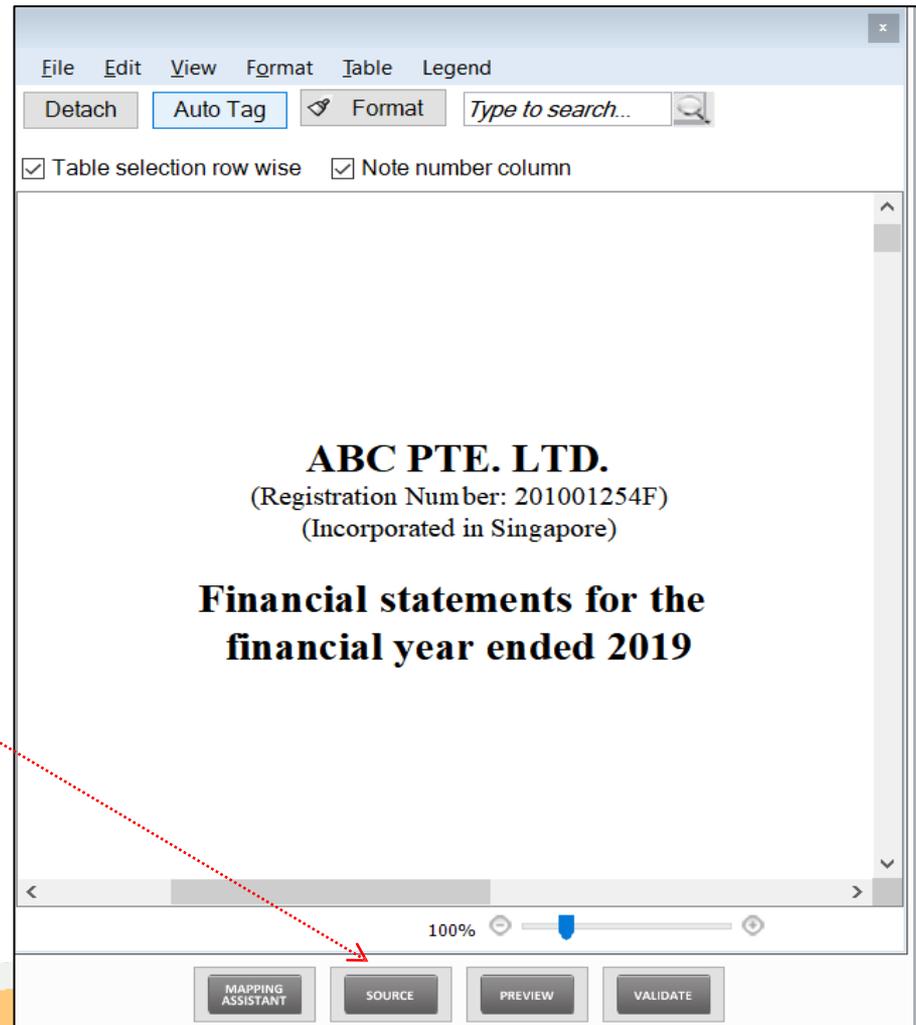
- Key in data

## 2.4 Fill in the Templates

### 1. AGM FS prepared 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

4. Only source document in MS Word or MS Excel format can be imported
5. 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.
6. 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.

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

The screenshot shows a form titled "Full set of financial statements" with an orange header. Below the header is a table with two columns. The left column has a header "Disclosure of complete set of financial statements" and a text block containing the same text. A red dashed arrow points from the text "Double click on the text block cell to open the text editor." in the instructions to this text block. The right column has a header "Disclosure of complete set of financial statements" and a large text block containing "[Text block added]".

## 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 “**Note number column**” if there is a note column in your source document.

The screenshot shows the Mapping Assistant tool interface. The menu bar includes File, Edit, View, Format, Table, and Legend. Below the menu bar are buttons for Detach, Auto Tag, and Format, along with a search box labeled "Type to search...". There are two checkboxes: "Table selection row wise" (checked) and "Note number column" (checked). The main content area displays a financial statement for ABC PTE. LTD. (Registration Number: 201001254F, Incorporated in Singapore). The statement is titled "Statement of financial position as at" and shows a table with columns for Note, 2019 SGD, and 2018 SGD. The table is divided into Assets and Equity sections.

	Note	2019 SGD	2018 SGD
<b>Assets</b>			
Property, plant and equipment	3	5,799,102	60,786
Deferred tax assets	4	1,251,130	1,101,125
Trade receivables	5	2,902,298	1,029,494
<b>Total non-current assets</b>		<b>9,952,530</b>	<b>2,191,405</b>
Inventories	6	5,004,124	6,899,216
Trade and other receivables	5	6,516,613	15,258,628
Prepayments		226,886	212,872
Cash and bank balances		1,645,184	2,574,932
<b>Total current assets</b>		<b>13,392,807</b>	<b>24,945,648</b>
<b>Total assets</b>		<b>23,345,337</b>	<b>27,137,053</b>
<b>Equity</b>			
Share capital	7	4,679,224	4,679,224
Retained profits		7,397,707	6,955,193
<b>Total equity</b>		<b>12,076,931</b>	<b>11,634,417</b>

At the bottom of the window, there are buttons for MAPPING ASSISTANT, SOURCE, PREVIEW, and VALIDATE. A zoom level of 70% is indicated at the bottom center.

## 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, current and non-current		Group 2019	Group 2018
Company Label		SGD	SGD
Statement of financial position			
Statement of financial position			
Assets			
Current assets			
10	Cash and bank balances, current	Cash and bank balances	11
11	Trade and other receivables (including contract assets), current	Trade and other receivables (including contract assets), current	6,516,613
46	Financial assets - lease receivables, current		47
64	Financial assets - derivatives, current		65
82	Financial assets - at fair value through profit or loss, current		83
100	Other financial assets, current		101
118	Inventories - development properties, current		119
	Inventories - others, current	Inventories - others, current	5,004,124

#### Source Document

ABC PTE. LTD.			
(Registration Number: 201001254F)			
(Incorporated in Singapore)			
Statement of financial position as at			
	Note	2019 SGD	2018 SGD
<b>Assets</b>			
Property, plant and equipment, non-current	3	5,799,102	60,786
Deferred tax assets, non-current	4	1,251,130	1,101,125
Trade and other receivables (including contract assets and restricted cash and bank balance), non-current	5	2,902,298	1,029,494
<b>Total non-current assets</b>		<b>9,952,530</b>	<b>2,191,405</b>
Inventories - others, current	6	5,004,124	6,899,216
Trade and other receivables (including contract assets), current	5	6,516,613	15,258,628
Prepayments		226,886	212,872
Cash and bank balances, current		1,645,184	2,574,932
<b>Total current assets</b>		<b>13,392,807</b>	<b>24,945,648</b>
<b>Total assets</b>		<b>23,345,337</b>	<b>27,137,053</b>
<b>Equity</b>			

# 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.

The screenshot displays the Bizfin software interface. On the left, a financial statement template is shown with columns for 'Company Label', 'Note', and years '2019' and '2018'. The '2019' column is further divided into 'SGD' and 'USD'. A red dashed arrow points from the '10' in the 'Note' column to the 'Cash and cash equivalents' row. On the right, the 'Document Actions' window is open, showing a table with columns for 'Assets', 'Note', and 'Value'. The 'Cash and cash equivalents' row is highlighted in green, and a red dashed arrow points from this row back to the '10' in the template's 'Note' column.

Assets	Note	Value
Property, plant and equipment	4	30,645
Other property	-	-
Intangible assets	6	-
Subsidiaries	7	12,349,339
<b>Total non-current assets</b>		<b>12,379,984</b>
Inventories	8	121,252
Trade receivables	9	15,989,143
Other debtors		1,354
<b>Cash and cash equivalents</b>	<b>10</b>	<b>12,15,608</b>
<b>Total current assets</b>		<b>17,327,357</b>
<b>Total assets</b>		<b>29,707,341</b>
<b>Equity attributable to equity holders of the Company</b>		
Share capital		18,822,247
Other reserves		131,754
Retained earnings		2,915,653
<b>Total equity</b>	<b>11</b>	<b>21,869,654</b>

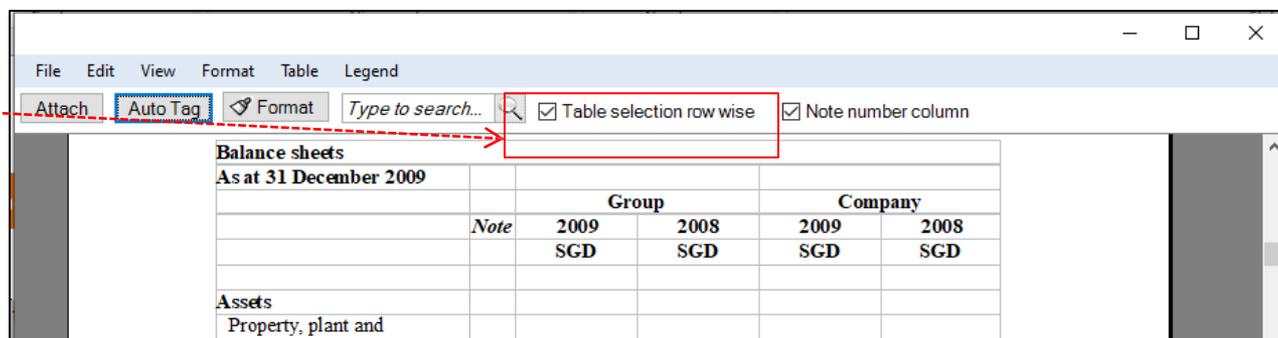
## 2.4 Fill in the Templates

### 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 – 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 Prep tool

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

AGM Financial Statements

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

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]

## 2.4 Fill in the Templates

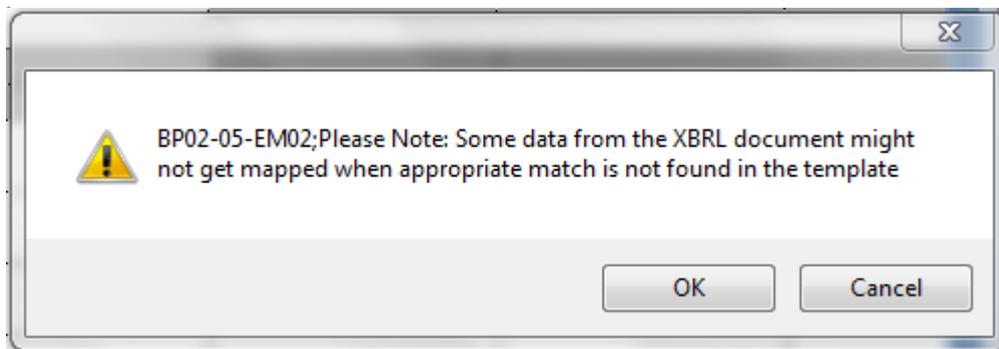
### E. Import prior year figures

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

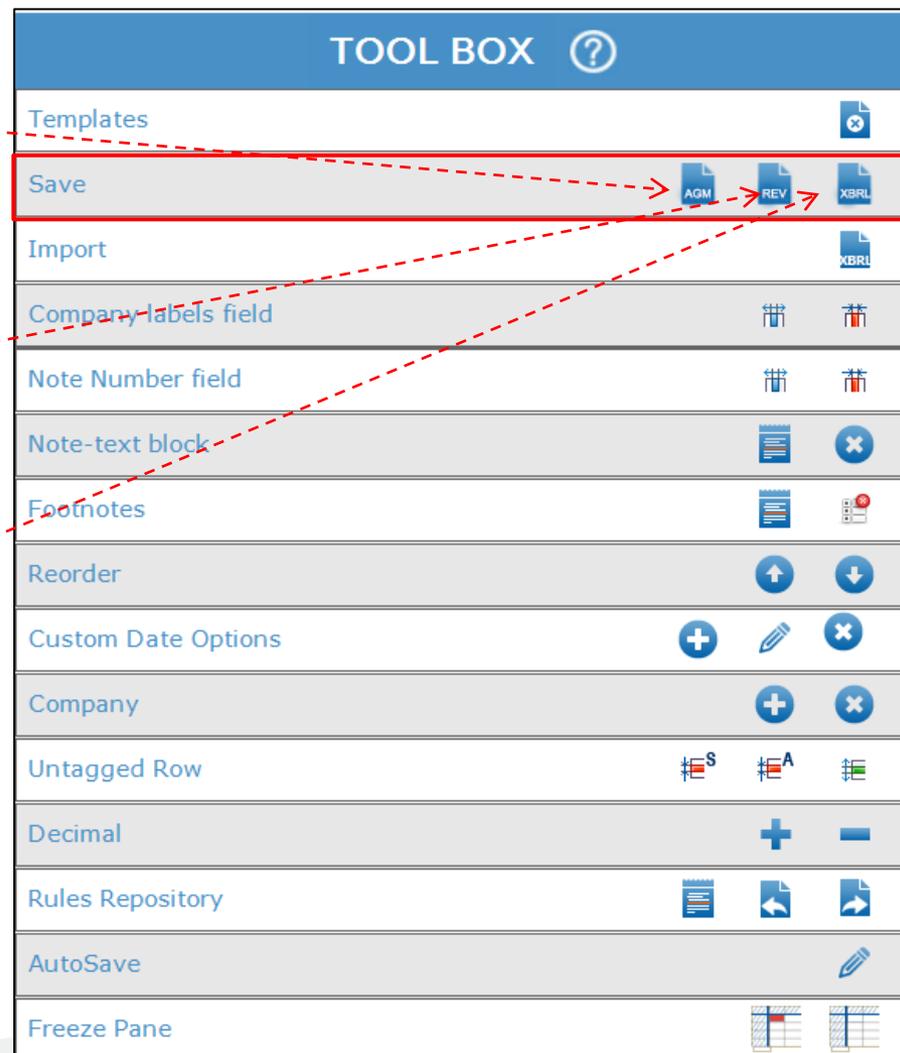
## Clear template data

- Click to delete all the data in the current template

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 - Save

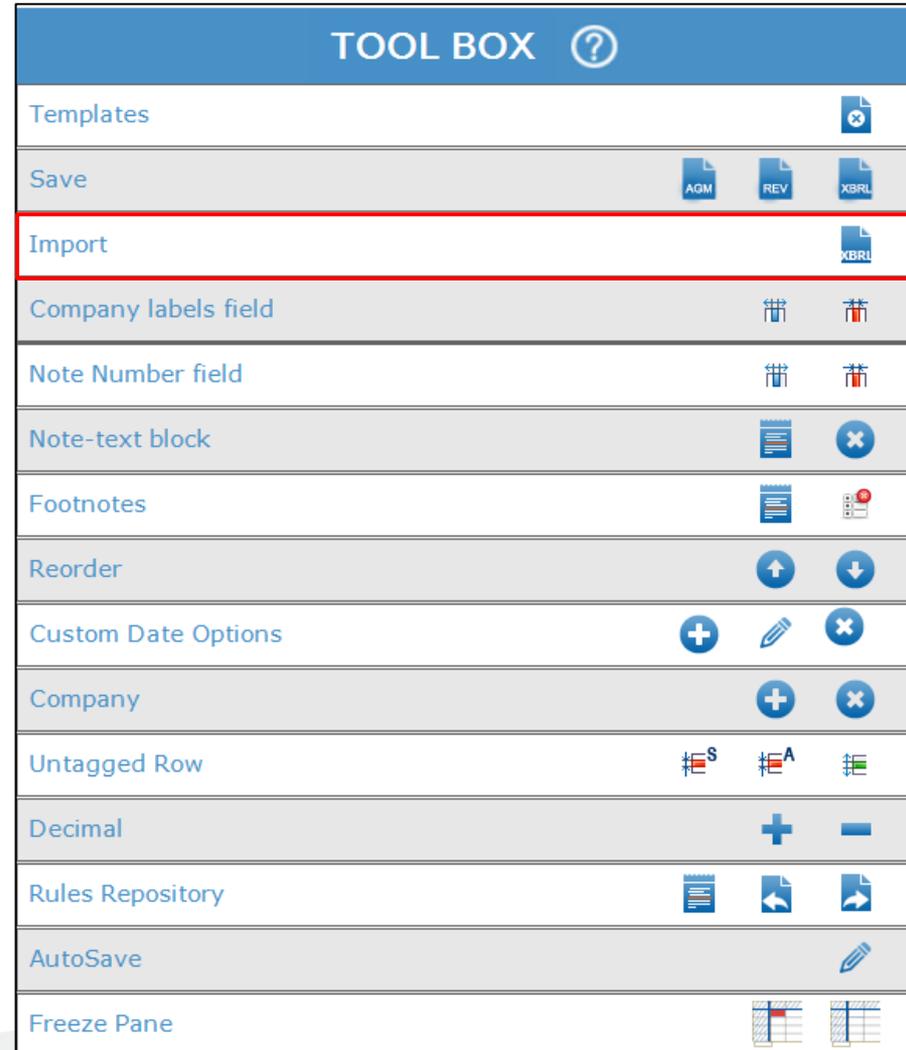
- AGM Copy
  - AGM copy is generated from the single text block in the disclosure of full set of financial statements
- Review Copy
  - Review copy contains all the data filled in the templates (detail tagging and the text blocks)
- XBRL File
  - Click to generate the XBRL output in a zip file
  - The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



# 3.1 Tool Box - Import

## 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.



The screenshot shows a 'TOOL BOX' interface with a blue header and a list of tools. The 'Import' tool is highlighted with a red border. The tools listed are: Templates, Save, Import, Company labels field, Note Number field, Note-text block, Footnotes, Reorder, Custom Date Options, Company, Untagged Row, Decimal, Rules Repository, AutoSave, and Freeze Pane. Each tool has associated icons for its functionality.

# 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

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	

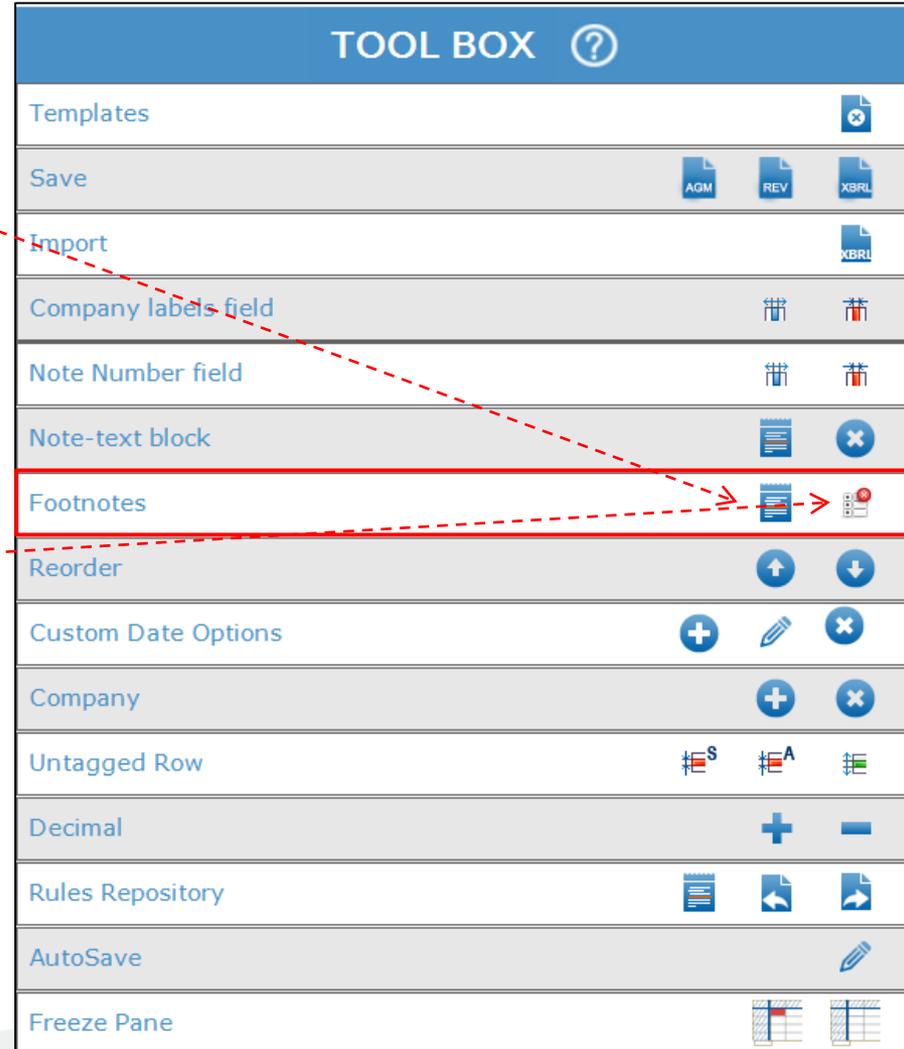
# 3.1 Tool Box - Footnotes

## 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

## Move Up/Down

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

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 – Custom Date Options

## Add custom date

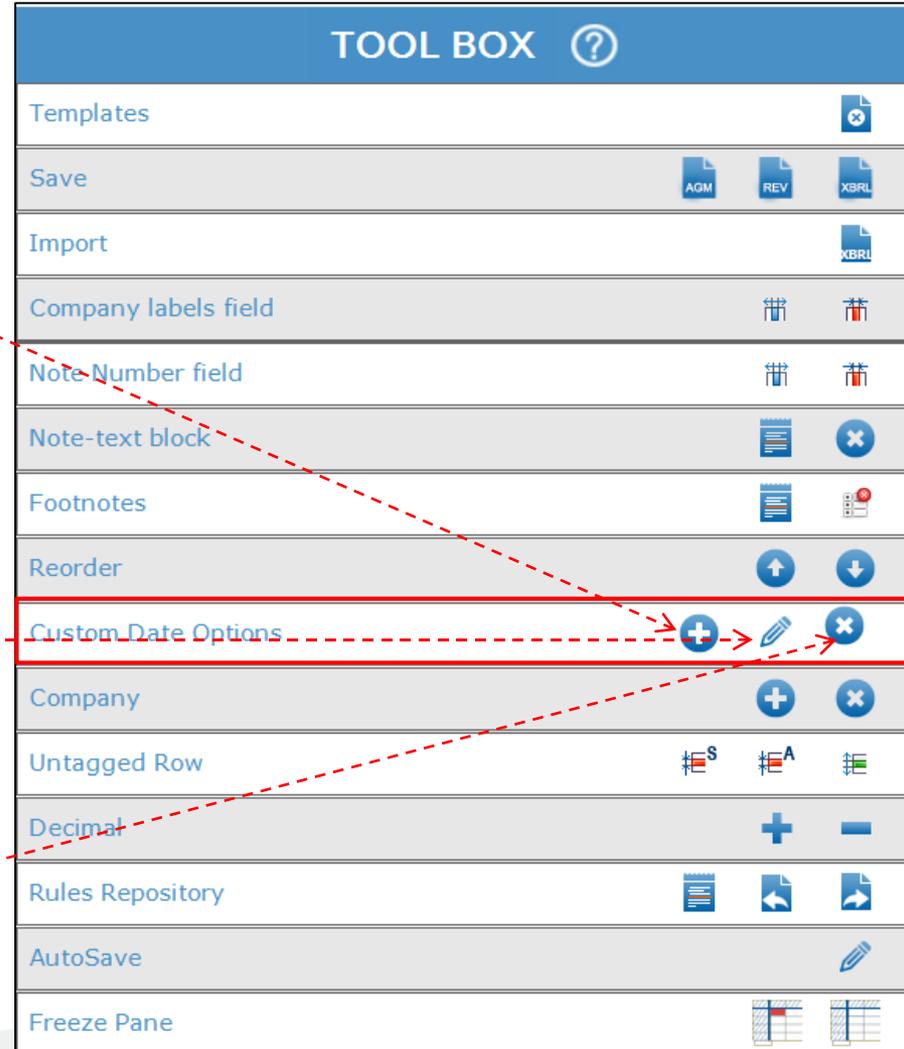
- This allows you to add additional financial period start and end dates
- New column will be created based on newly added dates in the template

## 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

## 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	
<b>Company</b>	
Untagged Row	
Decimal	
Rules Repository	
AutoSave	
Freeze Pane	

# 3.1 Tool Box – Untagged Row

## Hide

- Click this to hide rows from the selected row list which does not have any value reported
- Click this to hide all rows for which no value has been reported

## Unhide

- Click to unhide the hidden rows

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

# 3.1 Tool Box – 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

## 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

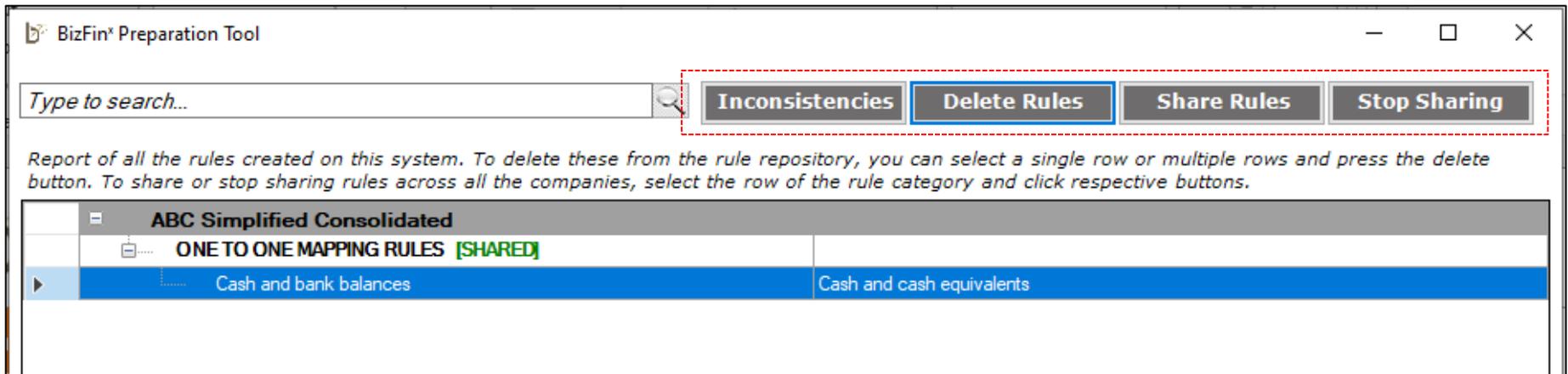
## Import Rules repository

- Click to import the rules in a xml file from another company

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

# 3.1 Tool Box – Rules Repository

## View/Edit Rules Repository Window:



**BizFin<sup>®</sup> Preparation Tool**

Type to search...

**Inconsistencies** **Delete Rules** **Share Rules** **Stop Sharing**

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.

ABC Simplified Consolidated	
ONE TO ONE MAPPING RULES [SHARED]	
Cash and bank balances	Cash and cash equivalents

## 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

## 3.1 Tool Box – AutoSave

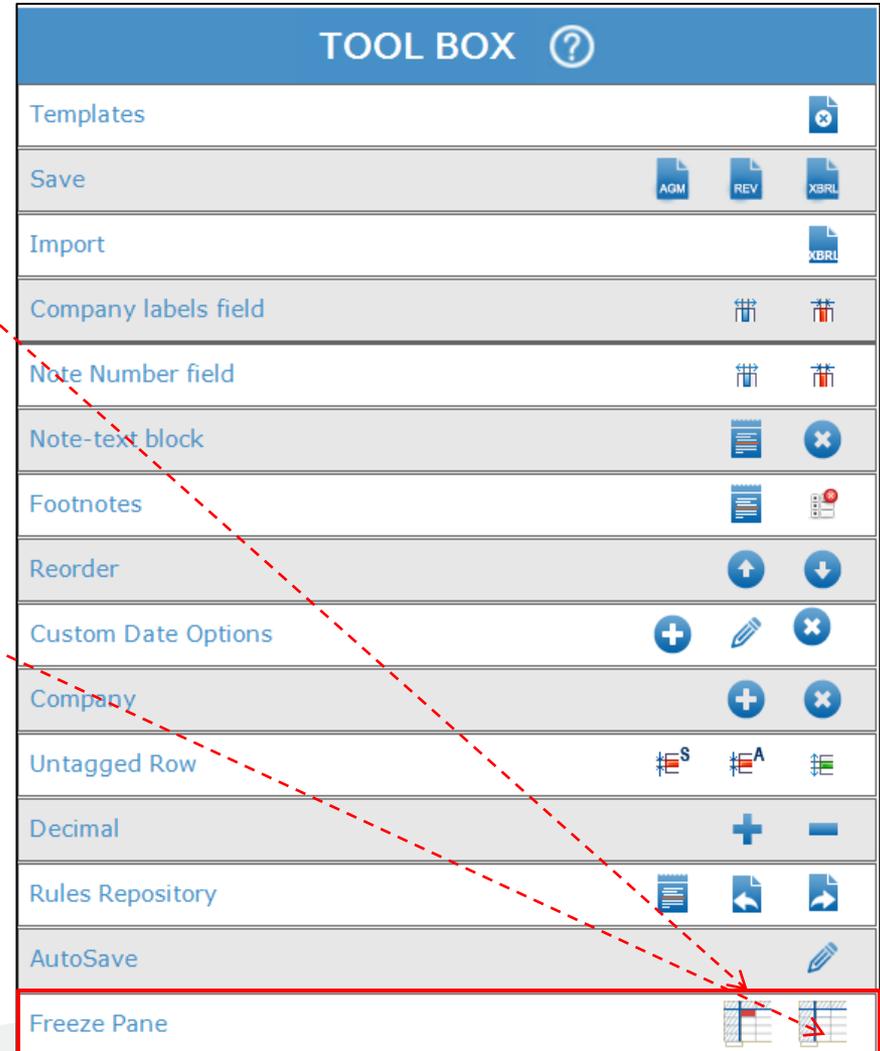
- Default auto save frequency is three (3) minutes
- This function allows for editing of auto save frequency

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 – Freeze Panes

Click to Freeze/Unfreeze panes on the templates.

- Select row or column or any cell and click on the button to freeze pane as per your convenience
- To remove the freeze pane click on Unfreeze pane button



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	

## 3.2 Mapping Assistant

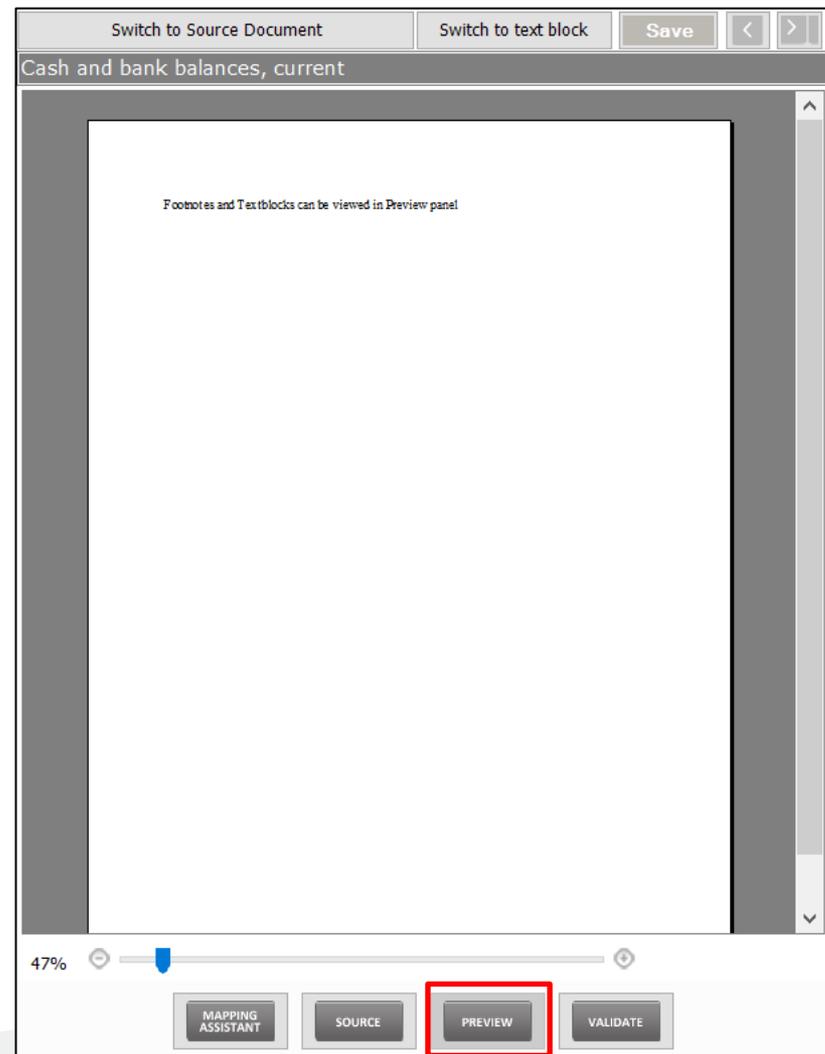
- Go to particular template for which element is to be searched
- Click 'Mapping Assistant' on the lower panel of tool box
- Type full/partial name of the element to search in the taxonomy

The screenshot displays the Mapping Assistant interface. At the top, there is a search bar with a 'Search' button. Below it, a yellow box indicates 'Possible element(s) to be mapped to within template'. The 'Name of template' field contains '[21100000] Statement of financial position, current and non-curren'. The main area, titled 'Elements within template', shows a hierarchical tree structure of financial statement elements. The tree is expanded to show 'Assets' and 'Current assets'. The 'Current assets' section is further expanded, listing various asset categories such as 'Cash and bank balances, current', 'Trade and other receivables (including contract assets), current', 'Financial assets - lease receivables, current', 'Financial assets - derivatives, current', 'Financial assets - at fair value through profit or loss, current', 'Other financial assets, current', 'Inventories - development properties, current', 'Inventories - others, current', 'Other non-financial assets, current', 'Non-current assets or disposal groups classified as held for sale or', and 'Total current assets'. Below the tree, there are four buttons: 'MAPPING ASSISTANT' (highlighted with a red box), 'SOURCE', 'PREVIEW', and 'VALIDATE'.

## 3.3 Preview Panel

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

- 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
- Users can also edit the content of text block or footnote directly in the preview panel
- Click Save to save the changes made in the Preview panel
- Click left/right arrow to view the previous/next text block / footnote in the current template

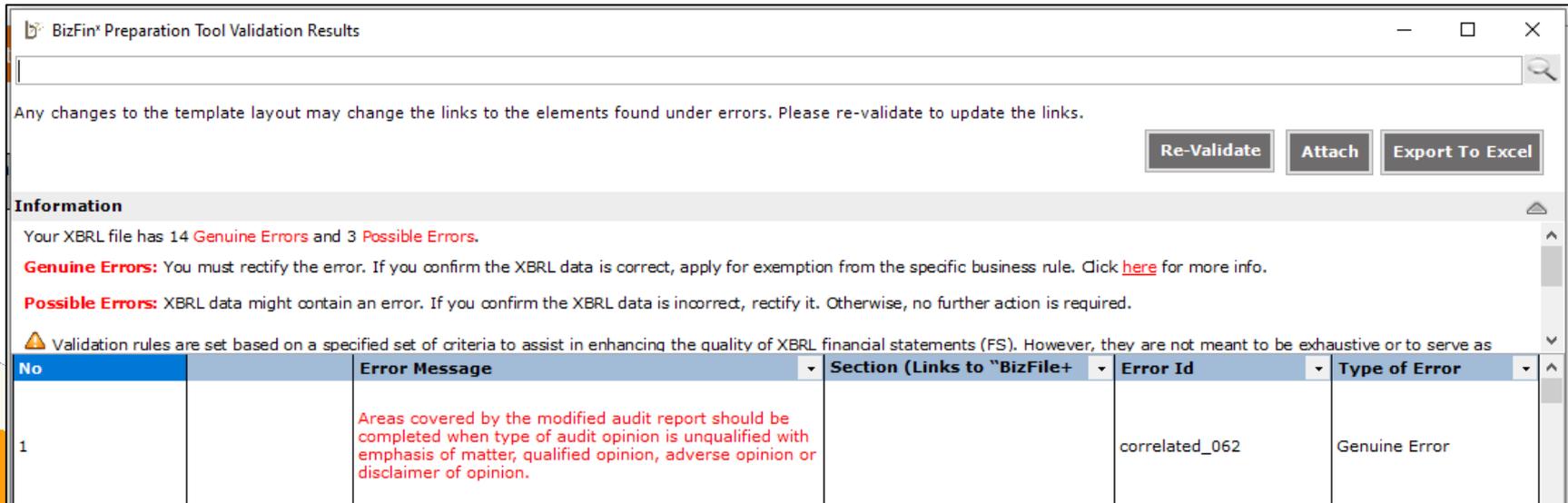


# 3.4 Validate

## 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.



BizFin<sup>®</sup> Preparation Tool Validation Results

Any changes to the template layout may change the links to the elements found under errors. Please re-validate to update the links.

**Information**

Your XBRL file has 14 **Genuine Errors** and 3 **Possible Errors**.

**Genuine Errors:** You must rectify the error. If you confirm the XBRL data is correct, apply for exemption from the specific business rule. Click [here](#) for more info.

**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 or to serve as

No	Error Message	Section (Links to "BizFile+	Error Id	Type of Error
1	Areas covered by the modified audit report should be completed when type of audit opinion is unqualified with emphasis of matter, qualified opinion, adverse opinion or disclaimer of opinion.		correlated_062	Genuine Error

# 3.4 Validate

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

BizFin<sup>®</sup> Preparation Tool Validation Results

Type to search...

Any changes to the template layout may change the links to the elements found under errors. Please re-validate to update the links.

Re-Validate Attach Export To Excel

**Information**

Your XBRL file has 6 **Genuine Errors** and 5 **Possible Errors**.

**Genuine Errors:** You must rectify the error. If you confirm the XBRL data is correct, apply for exemption from the specific business rule. Click [here](#) for more info.

**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 or to serve as

No	Error Message	Section (Links to "BizFile+	Error Id	Type of
1	<p>The mandatory fields should not be all zero in value</p> <p>Element(s) to check</p> <ul style="list-style-type: none"> <li>- Total assets (asof_20181231) = 0 (Thousands)</li> <li>- Total assets (asof_20171231) = 0 (Thousands)</li> <li>- Total assets (asof_20181231_Company) = 0 (Thousands)</li> <li>- Total assets (asof_20171231_Company) = 0 (Thousands)</li> <li>- Total liabilities (asof_20181231) = 0 (Thousands)</li> <li>- Total liabilities (asof_20171231) = 0 (Thousands)</li> <li>- Total liabilities (asof_20181231_Company) = 0 (Thousands)</li> <li>- Total liabilities (asof_20171231_Company) = 0 (Thousands)</li> <li>- Accumulated profits (losses) (asof_20181231) = 0 (Thousands)</li> <li>- Accumulated profits (losses) (asof_20171231) = 0 (Thousands)</li> </ul>	<p>Statement of financial position, current and non-current</p>	crossStatement_043	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 (Links to “BizFile+ information will not be available) :** This shows the template name where the element belongs to. If information in the template comes from BizFile+ then those elements will not have links to go to the element in the template.
- **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

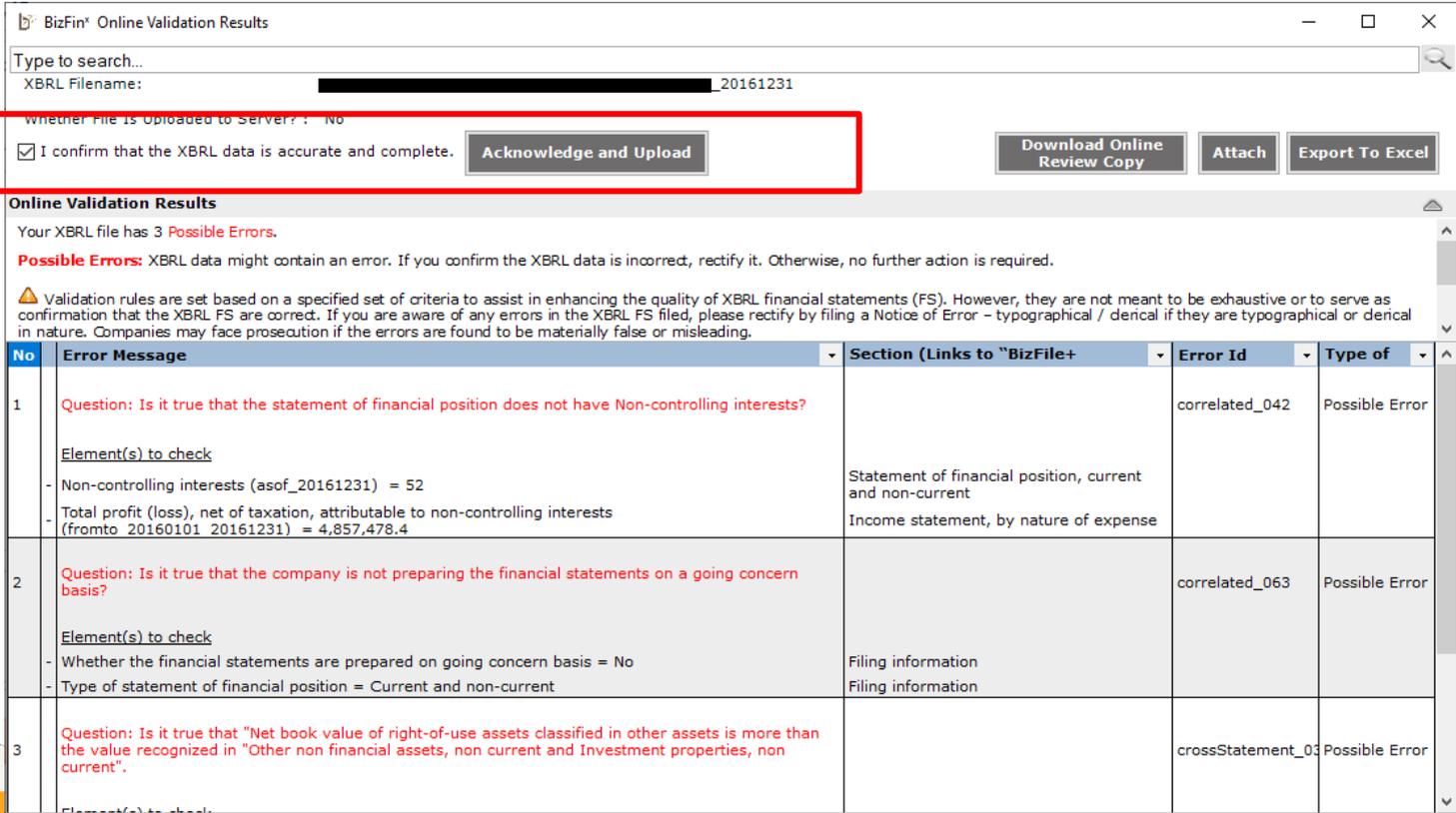
The screenshot shows the BizFin\* web application interface. In the top navigation bar, the 'UPLOAD' icon is highlighted with a red box. Below the navigation bar, the 'Filing information' section is visible. A modal dialog box titled 'Upload XBRL file to BizFin\* server' is open, showing two steps:

**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: [John]  
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.



The screenshot shows the BizFin Online Validation Results window. At the top, there is a search bar and the XBRL filename. Below this, a red box highlights a checkbox labeled "I confirm that the XBRL data is accurate and complete." and an "Acknowledge and Upload" button. To the right of this box are buttons for "Download Online Review Copy", "Attach", and "Export To Excel".

**Online Validation Results**  
Your XBRL file has 3 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 or to 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 / denial if they are typographical or denial in nature. Companies may face prosecution if the errors are found to be materially false or misleading.

No	Error Message	Section (Links to "BizFile+	Error Id	Type of
1	<p>Question: Is it true that the statement of financial position does not have Non-controlling interests?</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Non-controlling interests (asof_20161231) = 52</li><li>- Total profit (loss), net of taxation, attributable to non-controlling interests (fromto 20160101 20161231) = 4,857,478.4</li></ul>	<p>Statement of financial position, current and non-current</p> <p>Income statement, by nature of expense</p>	correlated_042	Possible Error
2	<p>Question: Is it true that the company is not preparing the financial statements on a going concern basis?</p> <p><u>Element(s) to check</u></p> <ul style="list-style-type: none"><li>- Whether the financial statements are prepared on going concern basis = No</li><li>- Type of statement of financial position = Current and non-current</li></ul>	<p>Filing information</p> <p>Filing information</p>	correlated_063	Possible Error
3	<p>Question: Is it true that "Net book value of right-of-use assets classified in other assets is more than the value recognized in "Other non financial assets, non current and Investment properties, non current".</p> <p><u>Element(s) to check:</u></p>		crossStatement_03	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:

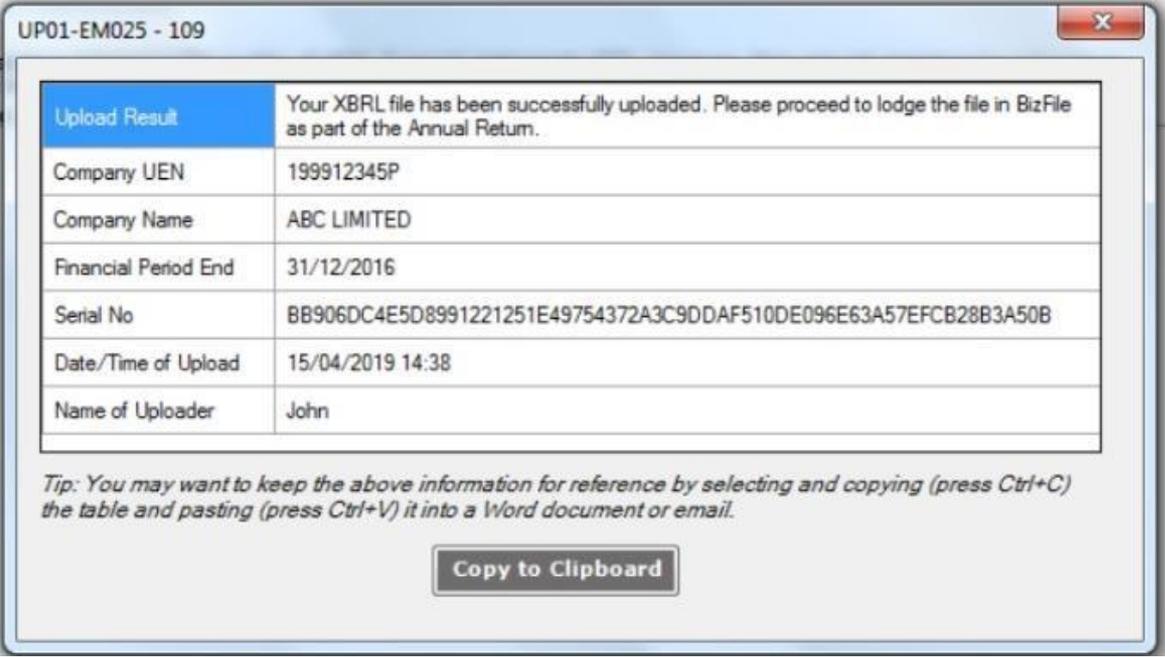
- **Download Online Review Copy:** Click on this button to download the online review copy from server. This will contain the Serial Number and can be used for verification during Annual Return Filing.
- **Detach or Attach:** Click **Detach** if you want to detach the validation window from the template, and click **Attach** if you want to attach the validation window back to the tool template.
- **Export to Excel:** 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 (Links to “BizFile+ information will not be available) :** This shows the template name where the element belongs to. If information in the template comes from BizFile+ then those elements will not have links to go to the element in the template.
- **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

### Review your XBRL upload result



UP01-EM025 - 109

Upload Result	Your XBRL file has been successfully uploaded. Please proceed to lodge the file in BizFile as part of the Annual Return.
Company UEN	199912345P
Company Name	ABC LIMITED
Financial Period End	31/12/2016
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**

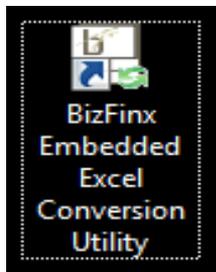
## 3.6 Shortcut Keys for Preparation tool

<b>Ctrl + C</b>	Copy
<b>Ctrl + V</b>	Paste
<b>Ctrl + X</b>	Cut
<b>Ctrl + P</b>	Print
<b>Ctrl + F</b>	Find / replace texts on templates or source document
<b>Ctrl +Z</b>	Undo
<b>Ctrl + Drag and drop</b>	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)
<b>Shift + Arrow keys</b>	Allow for selection of table rows in the source document at a slower pace
<b>Del</b>	To delete the company labels and numerical values in the selected cells of the template
<b>Ctrl + Shift + End</b>	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

## 4.1 How to Install

- 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.



## 4.2 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.

## 4.2 Steps Involved

- 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.

Select file to browse



**END**