Thank you for participating in the Public Consultation of the new XBRL preparation tool.

As you conduct your testing, kindly provide us with your feedback to the respective questions in this form. Your feedback is important for us to improve the usability of the preparation tool before its public release. Kindly note the following:

1. Consider preparing at least the full set of financial statements in the single text block, one primary statement and detail tagging of the disclosure notes.
2. Please complete this form (in the word format) and email it to us at [acra\_xbrl\_general@acra.gov.sg](mailto:acra_xbrl_general@acra.gov.sg).

**Part I. General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name: |  | Email: |  |
| Contact Number: |  | Designation: |  |
| Organisation Name: |  | Department: |  |

1. **What is your professional field (Choose one by putting a “X” inside** [ ] **):**

[ ] Accountant [ ] Auditor [ ] Corporate Secretary [ ] Director [ ] Company Secretary Officer [ ] Others (Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. **What is the entity type of your organisation (Choose one):**

Company [ ] Exempt Private Company [ ] Private Company [ ] Public Company

Corporate Service Provider [ ] Accounting firm [ ] Corporate Secretarial firm

[ ] Law firm [ ] Service Bureau

Others (Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. **What is your scope of responsibility for XBRL financial statements (FS)?**

[ ] Preparer [ ] Reviewer [ ] Trainer

1. **Do you have accounting knowledge?**

[ ] Yes [ ] No

1. **Have you used FS Manager to prepare XBRL FS before?**

[ ] Yes [ ] No

**Part II. Industry and Scope of Testing**

1. **a) Please indicate the industries of the companies you have tested by putting a cross “X” in [ ]**

**b) Please provide us with your feedback on whether you are able to prepare their financial statements using templates inside the new XBRL preparation tool. And if you are unable to prepare, please provide reasons.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **List of Industries** | **Company Name & UEN** | **Able to prepare the FS? (Yes / No).**  **Please provide reasons if No.** |
| [ ] | 1. Agriculture and Fishing |  |  |
| [ ] | 1. Mining and Quarrying |  |  |
| [ ] | 1. Manufacturing |  |  |
| [ ] | 1. Electricity, Gas and Air-Conditioning Supply |  |  |
| [ ] | 1. Water Supply; Sewerage, Waste Management and Remediation Activities |  |  |
| [ ] | 1. Construction |  |  |
| [ ] | 1. Wholesale and Retail Trade |  |  |
| [ ] | 1. Transportation and Storage |  |  |
| [ ] | 1. Accommodation and Food Service Activities |  |  |
| [ ] | 1. Information and Communications |  |  |
| [ ] | 1. Financial and Insurance Activities |  |  |
| [ ] | 1. Real Estate Activities |  |  |
| [ ] | 1. Professional, Scientific and Technical Activities |  |  |
| [ ] | 1. Administrative and Support Service Activities |  |  |
| [ ] | 1. Public Administration and Defence |  |  |
| [ ] | 1. Education |  |  |
| [ ] | 1. Health and Social Services |  |  |
| [ ] | 1. Arts, Entertainment and Recreation |  |  |
| [ ] | 1. Other (please elaborate) |  |  |

1. **Please indicate the scope of testing:**

|  |  |  |
| --- | --- | --- |
| [ ] Full XBRL (SFRS) | [ ] Full XBRL (SFRS for SE) | [ ] Financial Statements Highlights |

1. **Please indicate the type of source document (word / excel financial statements) used for testing:**

[ ] Word FS (without embedded excel tables) [ ] Word FS (with embedded excel tables)

[ ] Excel FS [ ] Not applicable (e.g. create directly in prep tool)

**Part III. Starting Up**

1. **If you face any problem with installing, uninstalling or launching the preparation tool, please email us at** [**acraxbrl@irisbusiness.com**](mailto:acraxbrl@irisbusiness.com)**,** **to resolve the problem. Please provide details of the problem and assistance provided by our technical team.**

|  |
| --- |
| *[Type your comments here]* |

1. **Please provide feedback on the Introduction Page and Scoping Questions by rating it from 1 – 5**

**(with ‘1’ being Strongly Disagree, ‘3’ being Somehow Agree and ‘5’ being Strongly Agree):**

|  |  |  |
| --- | --- | --- |
| **Feedback** | **Introduction Page**  **(Rating: 1-5)** | **Scoping Questions**  **(Rating: 1-5)** |
| 1. The instructions / questions were clear and easy to understand |  |  |
| 1. The user interface is friendly and easy to learn |  |  |

Please provide details if you encountered any problems, or have any comments / suggestions to improve the Introduction Page and Scoping Questions.

|  |
| --- |
| *[Type your comments here]* |

1. **How easy is it to complete the Scoping Questions by rating it from 1 – 5**

**(with ‘1’ being Difficult, ‘3’ being Neutral and ‘5’ being Easy)?**

My rating is [ ]

If your rating is 3 or below, please provide your comments / suggestions below:

|  |
| --- |
| *[Type your comments here]* |

**Part IV. Functionality**

1. **The table below lists the key functions and features available from the Toolbox of the preparation tool. Please:**

**(a) Indicate the key functions you have tested by putting a cross “X” in [ ]**

**(b) Provide feedback on the functions by rating from 1 – 5**

**(with ‘1’ being Poor, ‘3’ being Fair and ‘5’ being Excellent)**

**(c) Provide comments on any issues, bugs or suggestions for improvement**

|  | **Key Functions / Features with Toolbox** | **Rating**  **(1 – 5)** | **Issues / Bugs / Suggestions for improvement** |
| --- | --- | --- | --- |
| [ ] | 1. Import source document in Word/Excel format |  |  |
| [ ] | 1. Auto-tag |  |  |
| [ ] | 1. Drag and drop line items from source document |  |  |
| [ ] | 1. Taxonomy search |  |  |
| [ ] | 1. Create footnotes |  |  |
| [ ] | 1. Create text blocks (text editor) |  |  |
| [ ] | 1. Detailed tagging in disclosure notes |  |  |
| [ ] | 1. Linking from primary statements to disclosure notes required for detailed tagging |  |  |
| [ ] | 1. Save XBRL FS |  |  |
| [ ] | 1. Validate XBRL FS   *(Note: Work-in-progress)* |  |  |
| [ ] | 1. Generate AGM FS |  |  |
| [ ] | 1. Generate Review FS |  |  |
| [ ] | 1. Rule Repository |  |  |
| [ ] | 1. Toolbox - Company Label Column |  |  |
| [ ] | 1. Toolbox - Notes Column |  |  |
| [ ] | 1. Toolbox - Reorder line items |  |  |
| [ ] | 1. Toolbox - Custom Date Option |  |  |
| [ ] | 1. Toolbox - Add/Delete company level figures |  |  |
| [ ] | 1. Toolbox - Hide/Unhide untagged rows |  |  |
| [ ] | 1. Toolbox - Restated Option |  |  |
| [ ] | 1. Toolbox - Add/Delete decimal |  |  |
| [ ] | 1. Others (please explain the functions tested below) |  |  |

1. **On average, what is the percentage of line items in the Statement of Financial Position being auto tagged?**

[ ] 0 – 25% [ ] 26% – 50% [ ] 51% – 75% [ ] 76% – 100% [ ] NA

1. **On average, what is the percentage of line items in the Income Statement being auto tagged?**

[ ] 0 – 25% [ ] 26% – 50% [ ] 51% – 75% [ ] 76% – 100% [ ] NA

1. **Do you find the design of the Toolbox easy to understand and intuitive?**

[ ] Yes [ ] No

If your answer is No, please provide your comments/suggestions below:

|  |
| --- |
| *[Type your comments here]* |

**Part V. Templates**

1. **The table below shows the main templates (minimum tagging template - MT) available in the preparation tool. Please:**

**(a) Indicate the templates you have tested by putting a cross “X” in [ ]**

**(b) Provide feedback on each of the template by rating it from 1 – 5 (with ‘1’ being Difficult, ‘3’ being Fair and ‘5’ being Easy) based on ease of understanding and completing the template**

**(c) Provide comments on any issues, bugs or suggestions for improvement**

|  | **Templates** | **Template Type** | **Ease of understanding template**  **(Rating: 1-5)** | **Ease of completing template**  **(Rating: 1-5)** | **Issues / Bugs / Suggestions for improvement** |
| --- | --- | --- | --- | --- | --- |
| [ ] | Full set of Financial Statements | MT |  |  |  |
| [ ] | Statement by directors | MT |  |  |  |
| [ ] | Independent auditor’s report | MT |  |  |  |
| [ ] | Statement of financial position presented using **current and non-current** | Full / MT |  |  |  |
| [ ] | Statement of financial position presented using **order of liquidity** | Full / MT |  |  |  |
| [ ] | Income statement, by **function of expense** | Full / MT |  |  |  |
| [ ] | Income statement, by **nature of expense** | Full / MT |  |  |  |
| [ ] | Income statement, by **function of expense** and retained earnings  (SFRS SE) | Full / MT |  |  |  |
| [ ] | Income statement, by **nature of expense** and retained earnings  (SFRS SE) | Full / MT |  |  |  |
| [ ] | Statement of cash flows, **direct method** | MT |  |  |  |
| [ ] | Statement of cash flows, **indirect method** | MT |  |  |  |

1. **The table below shows the list of disclosure notes (minimum tagging templates – MT) available in the preparation tool. Please:**

**(a) Indicate the notes you have tested by putting a cross “X” in [ ]**

**(b) Provide feedback on each of the template by rating them from 1 – 5**

**(with ‘1’ being Difficult, ‘3’ being Neutral and ‘5’ being Easy)**

**(c) Provide comments on any issues, bugs or suggestions for improvement**

|  | **Disclosure Notes** | **Template Type** | **Ease of understanding template**  **(Rating: 1-5)** | **Ease of completing template**  **(Rating: 1-5)** | **Issues / Bugs / Suggestions for improvement** |
| --- | --- | --- | --- | --- | --- |
| [ ] | Note - Corporate and General information | MT |  |  |  |
| [ ] | Note - Trade and other receivables presented as **current and non-current** | MT |  |  |  |
| [ ] | Note - Trade and other receivables presented in **order of liquidity** | MT |  |  |  |
| [ ] | Note – Inventories | MT |  |  |  |
| [ ] | Note - Government grants | Full / MT |  |  |  |
| [ ] | Note - Investments in subsidiaries | MT |  |  |  |
| [ ] | Note - Investments in associates | MT |  |  |  |
| [ ] | Note - Interests in joint ventures | MT |  |  |  |
| [ ] | Note - Property, plant and equipment | MT |  |  |  |
| [ ] | Note – Provisions | MT |  |  |  |
| [ ] | Note - Finance lease liabilities | MT |  |  |  |
| [ ] | Note - Trade and other payables presented as **current and non-current** | MT |  |  |  |
| [ ] | Note - Trade and other payables presented in **order of liquidity** | MT |  |  |  |
| [ ] | Note - Share capital | MT |  |  |  |
| [ ] | Note – Revenue | MT |  |  |  |
| [ ] | Note - Employee benefits expense | MT |  |  |  |
| [ ] | Note - Selected income (expense) | MT |  |  |  |
| [ ] | Note - Operating segments | MT |  |  |  |
| [ ] | Note - Related party | MT |  |  |  |
| [ ] | Note - Operating lease arrangements | MT |  |  |  |

*The above templates are that of minimum tagging list templates. If you have tested using the some of the full templates and would like to provide us with your feedback, please add on additional rows to the above table, indicating the name of the templates and your feedback.*

1. **Do you have line items in your financial statements that you are unsure how to tag based on the templates?**

[ ] Yes [ ] No

If your answer is Yes, please provide details (e.g. name of line item and its corresponding primary statement / disclosure note) below:

|  |
| --- |
| *[Type details here]* |

**Part VI. Other Questions**

1. **Based on your experience with the preparation tool so far, on average how many dedicated hours do you think are needed for preparing a full set of XBRL financial statements using the preparation tool?**

[ ] 1 – 3 hours [ ] 4 – 6 hours [ ] 7 – 9 hours [ ] 10 – 12 hours

[ ] > 12 hours

1. **Are there any specific areas where you are not sure how to proceed when using the preparation tool? If yes, please provide details (e.g. description of the specific area), and suggestions on the guidance/help that may be useful.**

|  |
| --- |
| *[Type your comments here]* |

1. **What is your overall rating of the use of the preparation tool to prepare XBRL FS?**

**(with ‘1’ being Poor, ‘3’ being Fair and ‘5’ being Excellent)**

My rating is [ ]

1. **Please list 3 key things that you like and dislike about the tool.**

***Like***

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Dislike***

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Please provide your rating to the following feedback statements from 1 – 5**

**(with ‘1’ being Strongly Disagree, ‘3’ being Neutral and ‘5’ being Strongly Agree)**

| **Feedback Statement** | **Rating**  **(1 – 5)** | **Comments** |
| --- | --- | --- |
| It is useful |  |  |
| I am satisfied with it |  |  |
| It is simple to use |  |  |
| Its terminology is familiar to me |  |  |
| I learned to use it quickly |  |  |
| I can remember easily how to use it |  |  |
| I would recommend it to others |  |  |

1. **Any other comments:**

|  |
| --- |
| *[Type your comments here]* |

1. **Should you encounter any difficulties on the installation of the preparation tool or technical difficulties in the use of the preparation tool, please fill in the “Issue Report Form” available in Annex E of this public consultation paper and contact our technical helpdesk at the following:**
   * + Email: [acraxbrl@irisbusiness.com](mailto:acraxbrl@irisbusiness.com)

**THANK YOU**

**For Your Feedback**