User Manual

bizfin⁺ **Multi-Upload Tool**

Version 3.4.0

Published Sep 2022

Contents

1. Installation

1.   Introduction to BizFin^x Multi-Upload Tool

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

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

BizFin^x Multi-Upload Tool is made available free of charge for use by companies.

2.   Minimum system requirements

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

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

3.   Download the installer

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

4.   Things to note before installation

1.   Administrator rights

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

2.   Antivirus

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

1.5. Install

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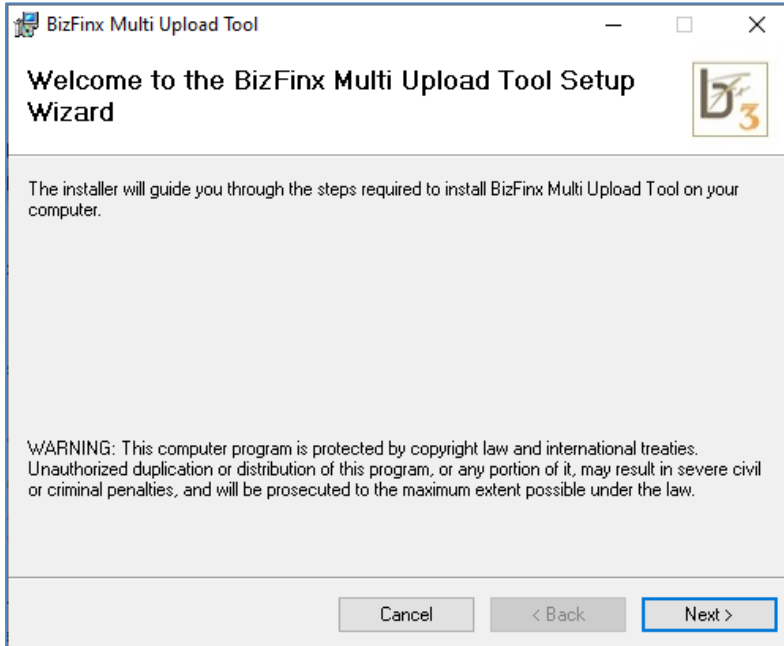
Figure 1

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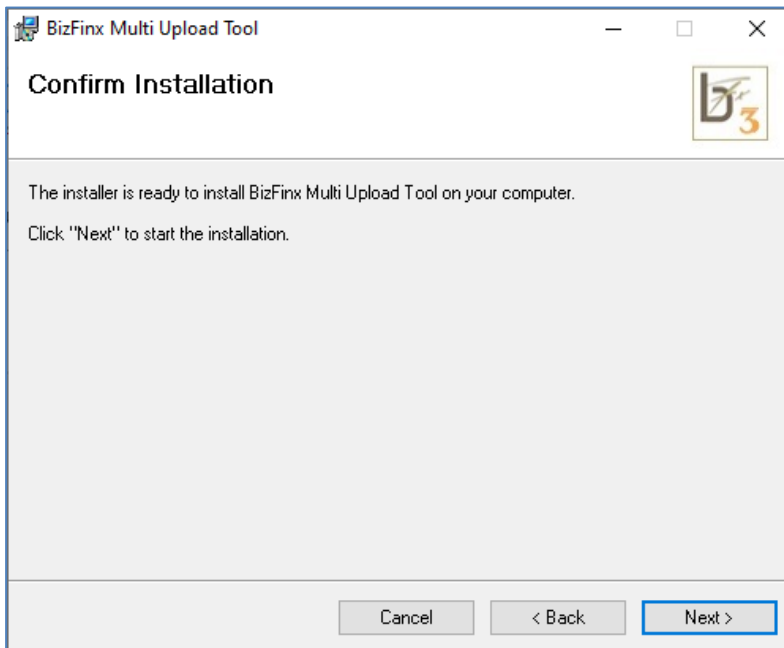
Figure 2

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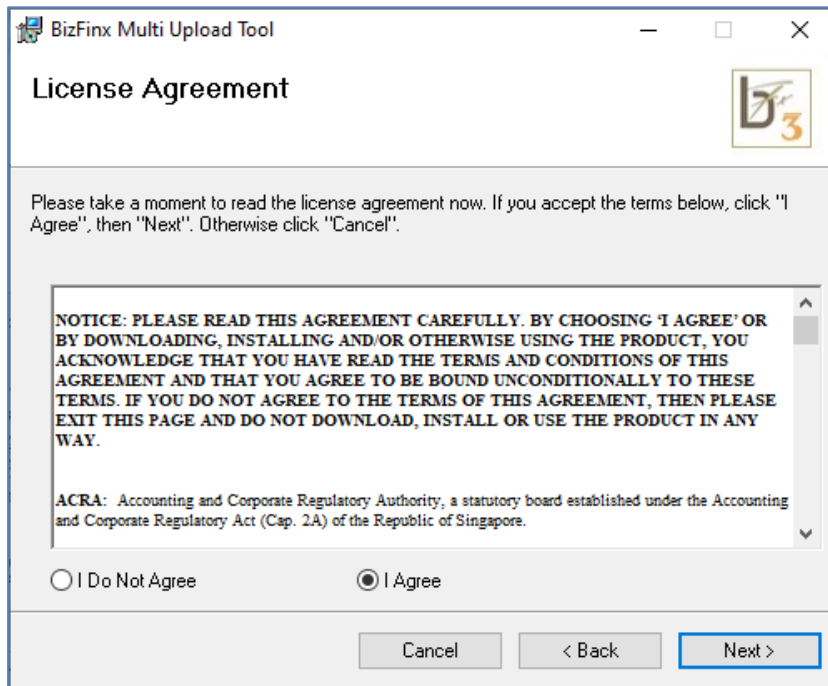
Figure 3

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

Figure 4

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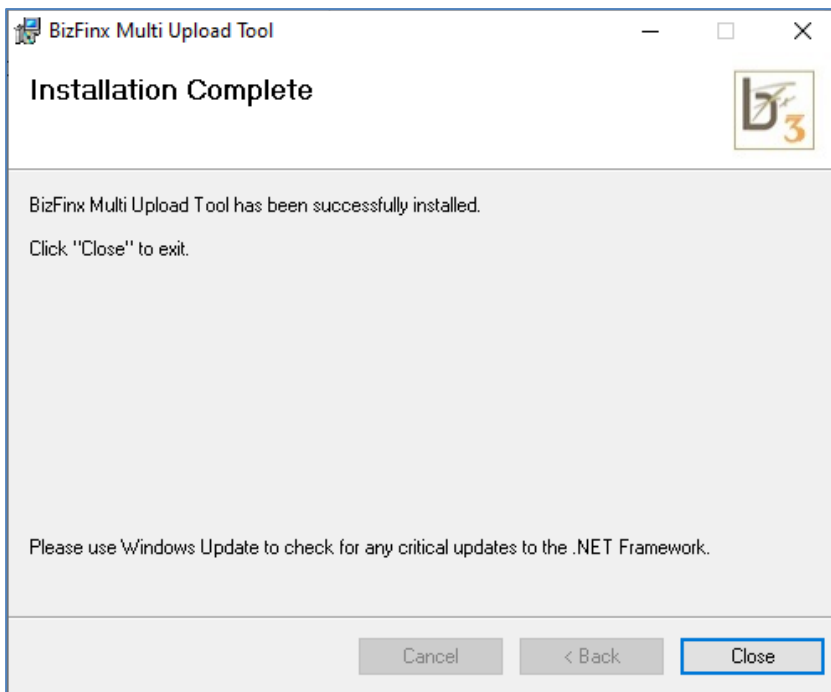
Figure 5

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

Figure 6

The same installer can be used to install BizFin^x Multi-Upload Tool on multiple computers.

1.6. Installing updated version of the tool

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

1.7. Uninstall

To uninstall BizFin^x Multi-Upload Tool, please follow the instructions below:

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

Figure 7

2. Click **Yes** to confirm un-installation of BizFin^x Multi-Upload Tool as shown in .

Figure 8

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

Figure 9

2. Get Started

2.1. Overview on steps to upload XBRL files

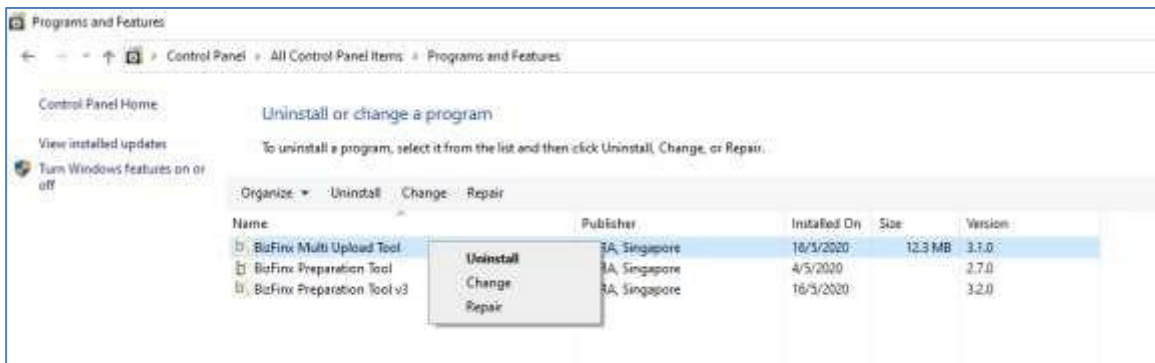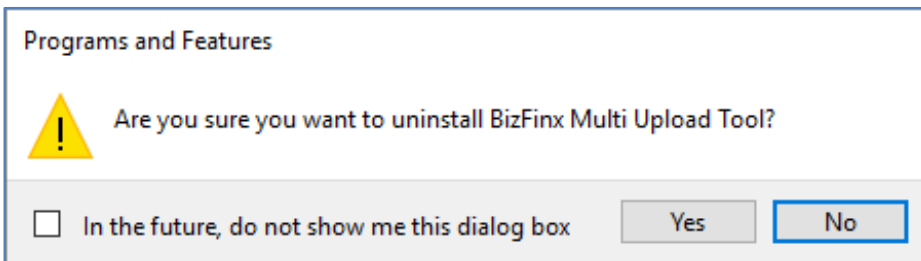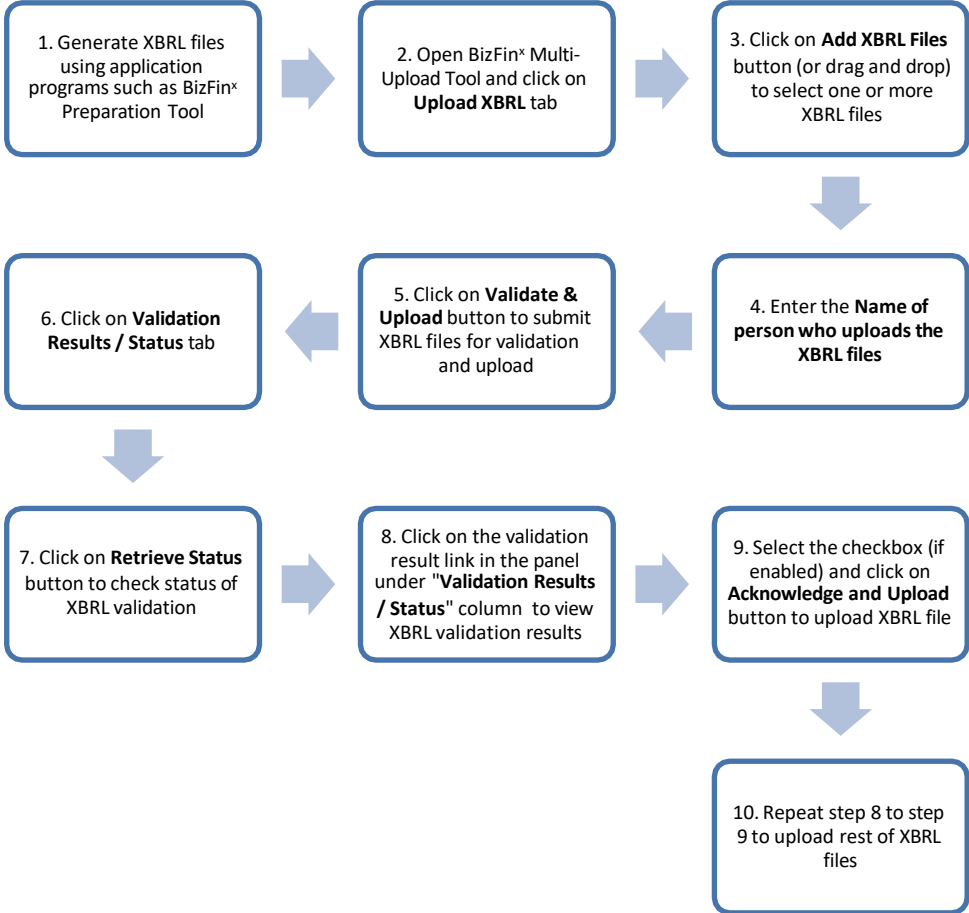The below flowchart shows how to upload one or more XBRL files using BizFin^x Multi-Upload Tool:

```
┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ 1. Generate XBRL    │      │ 2. Open BizFinˣ      │      │ 3. Click on Add     │
│ files using         │ ──►  │ Multi-Upload Tool    │ ──►  │ XBRL Files button   │
│ application         │      │ and click on         │      │ (or drag and drop)  │
│ programs such as    │      │ Upload XBRL tab      │      │ to select one or    │
│ BizFinˣ Preparation │      │                      │      │ more XBRL files     │
│ Tool                │      │                      │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘

┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ 6. Click on         │      │ 5. Click on Validate │      │ 4. Enter the Name   │
│ Validation Results  │ ◄──  │ & Upload button to   │ ◄──  │ of person who       │
│ / Status tab        │      │ submit XBRL files    │      │ uploads the XBRL    │
│                     │      │ for validation and   │      │ files               │
│                     │      │ upload               │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘

┌─────────────────────┐      ┌─────────────────────┐      ┌─────────────────────┐
│ 7. Click on         │      │ 8. Click on the      │      │ 9. Select the       │
│ Retrieve Status     │ ──►  │ validation result    │ ──►  │ checkbox (if        │
│ button to check     │      │ link in the panel    │      │ enabled) and click  │
│ status of XBRL      │      │ under "Validation    │      │ on Acknowledge and  │
│ validation          │      │ Results / Status"    │      │ Upload button to    │
│                     │      │ column to view XBRL  │      │ upload XBRL file    │
│                     │      │ validation results   │      │                     │
└─────────────────────┘      └─────────────────────┘      └─────────────────────┘

                                                           ┌─────────────────────┐
                                                           │ 10. Repeat step 8   │
                                                           │ to step 9 to upload │
                                                           │ rest of XBRL files  │
                                                           └─────────────────────┘
```

Figure 10

2.2. Launch BizFin^x Multi-Upload Tool

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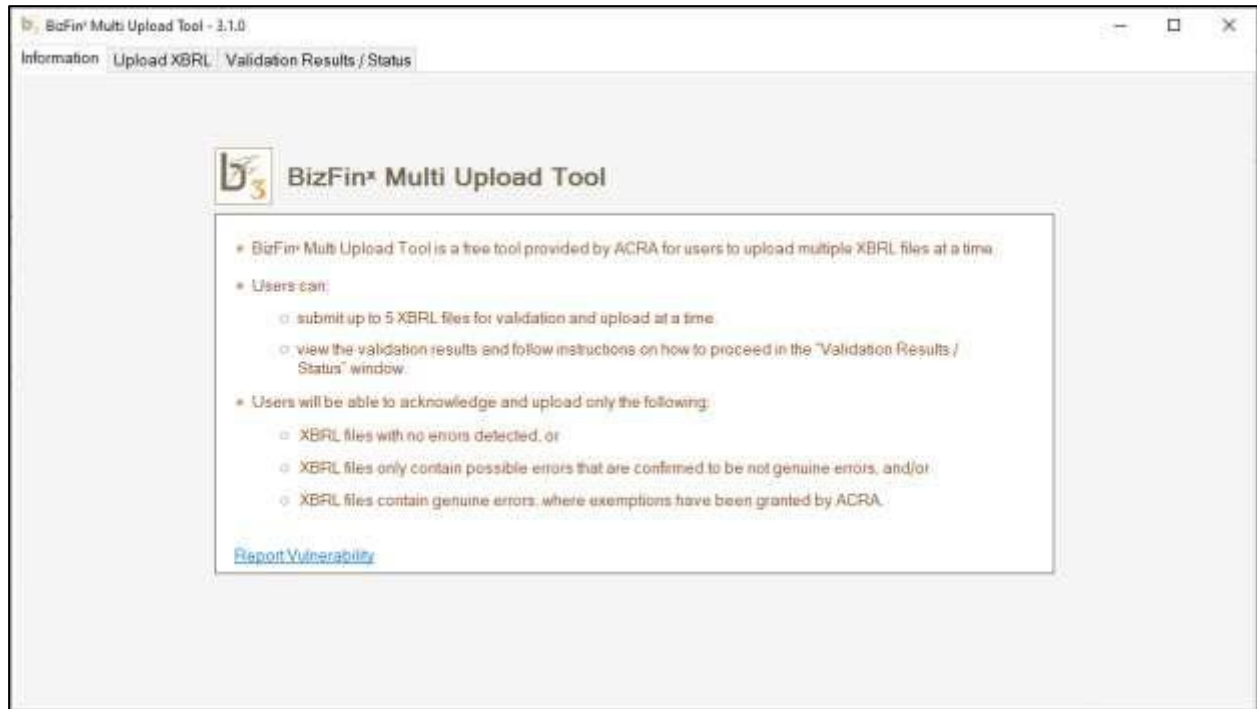

Figure 11

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

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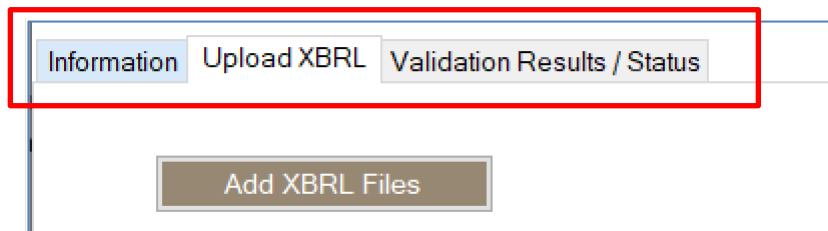

Figure 12

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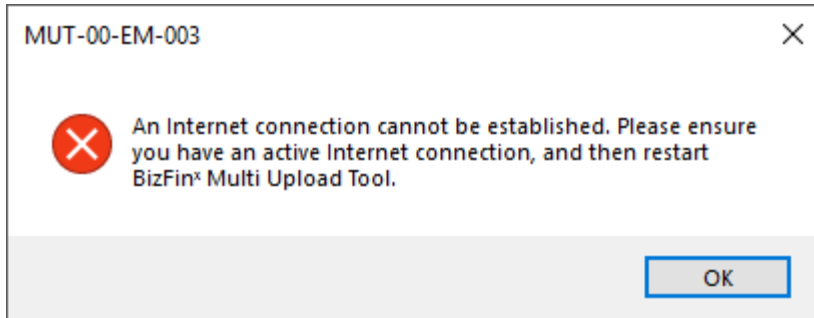

Figure 13

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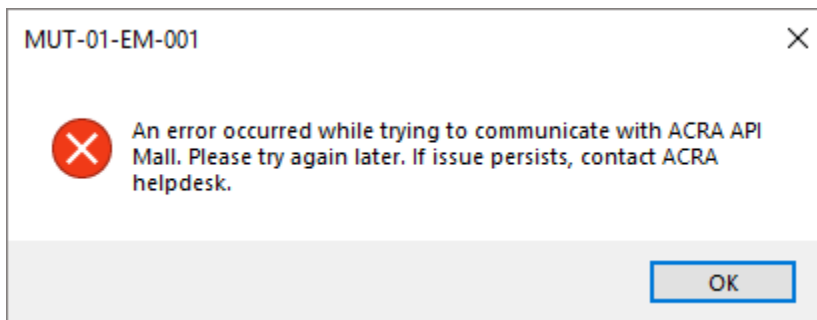

Figure 14

12

3. Tab Navigation

3.1 Upload XBRL

3.1.1 Submit XBRL files for validation and upload

To upload one or more XBRL files to BizFin^x server:

a) Click on **Upload XBRL** tab.

Figure 15

b) Click on **Add XBRL Files** (s/n 1 in Figure 15) to select a XBRL file for validation and upload. Alternatively, drag and drop one or more XBRL files to the **XBRL files selected for validation and upload to BizFin^x server** panel (s/n 2 in Figure 15).

c) Enter the **Name of person who uploads XBRL file** (s/n 3 in Figure 15). This name will be displayed in BizFile during lodgment of Annual Return.

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

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

3.2 Validation Results / Status

3.2.1 View validation status of XBRL files

To view the status of XBRL files submitted for validation using BizFinˣ Multi-Upload Tool:

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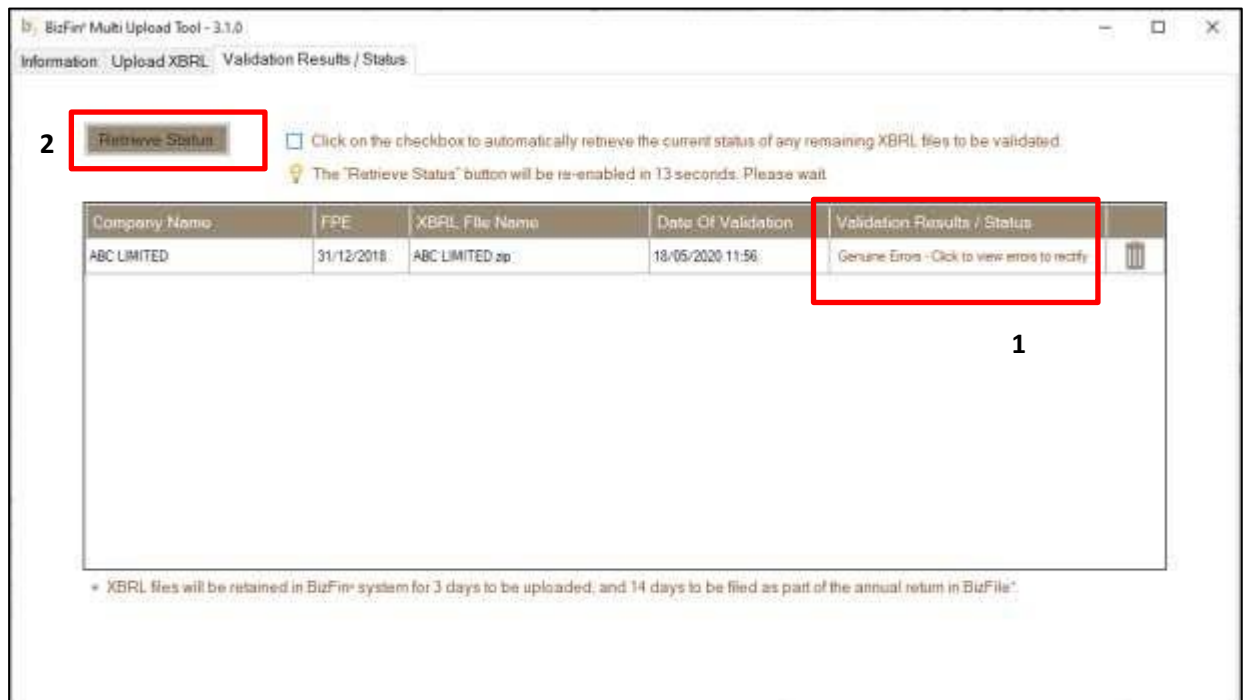
Figure 16

2. Click on **Retrieve Status** button (s/n 2 in Figure 16) to refresh the status if XBRL validation has not been completed. Note that you can refresh the status once after every 25 seconds. You can select the checkbox to enable automatic refresh of the status once every 25 seconds.

3. Follow the instructions indicated in **Validation Results / Status** column (s/n 1 in Figure 16) once XBRL validation has been completed. You may be asked to click on the link to view the XBRL validation results.

The table below describes each column header.

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

Note that the display of the validation results or status record in the panel will only be deleted when:
• The display of the record is manually deleted by clicking on the bin icon, or
• The corresponding XBRL file is detected to be removed in BizFin^x server during a restart of BizFin^x Multi-Upload Tool.

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

3.2.2. View validation results of XBRL files

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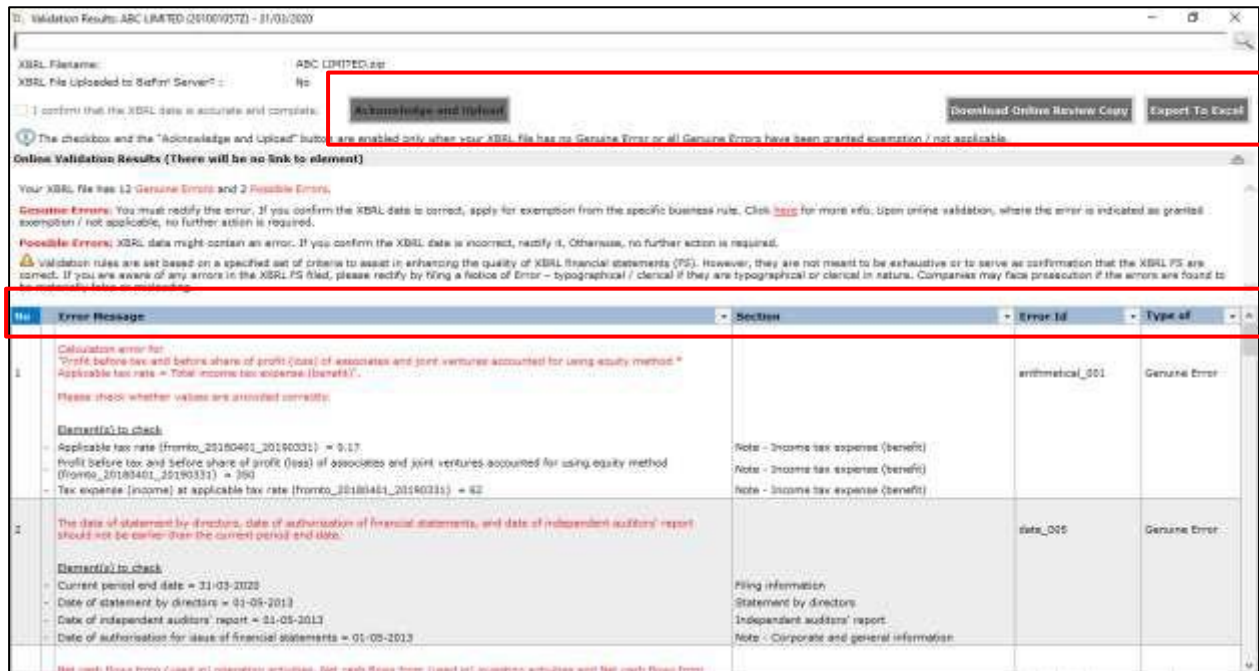

Figure 17

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

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

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

<table>
<tr><th colspan="1">Validation results window</th></tr>
<tr><td>

Buttons on the top right corner:

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

Columns in the validation results table:

- **No**: Serial number for the error.
- **Error Messages**: This provides a description of the error. Error messages are displayed in red texts. For each error message, there are "Element(s) to check". In the brackets beside the element name, you can see the date or period applicable to the element. For example: **Total assets (asof_20131231)** shown under the "Element (s) to check" means that the amount submitted for Total assets as of 31 Dec 2013 may be incorrect. Similarly, Revenue (fromto_20130101_20131231) means that the amount submitted for Revenue for the period 1 Jan 2013 to 31 Dec 2013 may be incorrect.
- **Section**: This shows the template name where the element belongs to.
- **Error ID**: This is the unique Error ID for the error shown. If you have issues resolving the error, you can use this Error ID in your communication with ACRA.
- **Type of Error:** This shows whether the error is Genuine Error, Possible Error or Granted Exemption/Not Applicable.

</td></tr>
</table>

3.2.3. View upload results of XBRL files

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

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

The **Copy to Clipboard** button allows you to copy the entire content in the XBRL upload results window for reference.
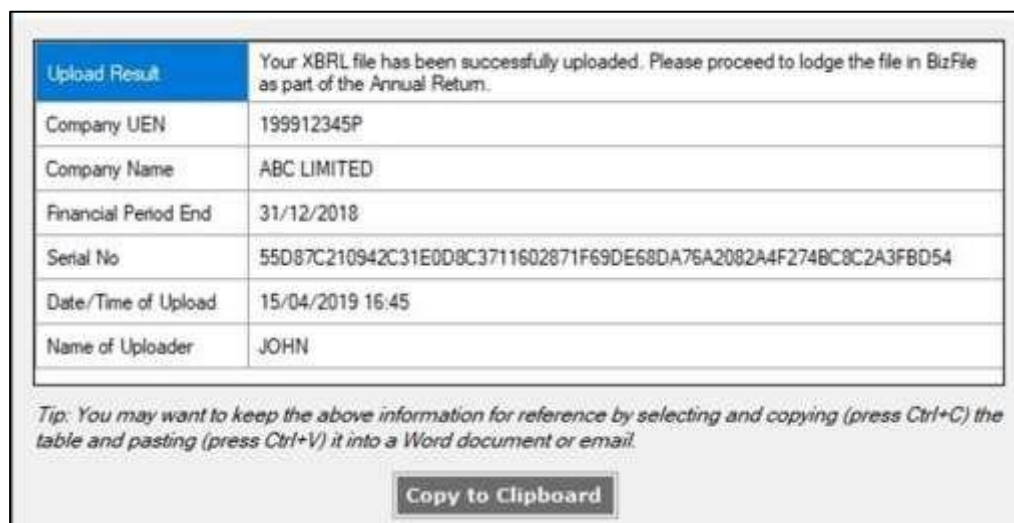
Upload Result	Your XBRL file has been successfully uploaded. Please proceed to lodge the file in BizFile as part of the Annual Return.
Company UEN	199912345P
Company Name	ABC LIMITED
Financial Period End	31/12/2018
Serial No	55D87C210942C31E0D8C3711602871F69DE68DA76A2082A4F274BC8C2A3FBD54
Date/Time of Upload	15/04/2019 16:45
Name of Uploader	JOHN

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

Figure 18

The table below describes each row header.

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