

# Validation Of XBRL Files and Help Resources



## Training Seminar

Published November 2015

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

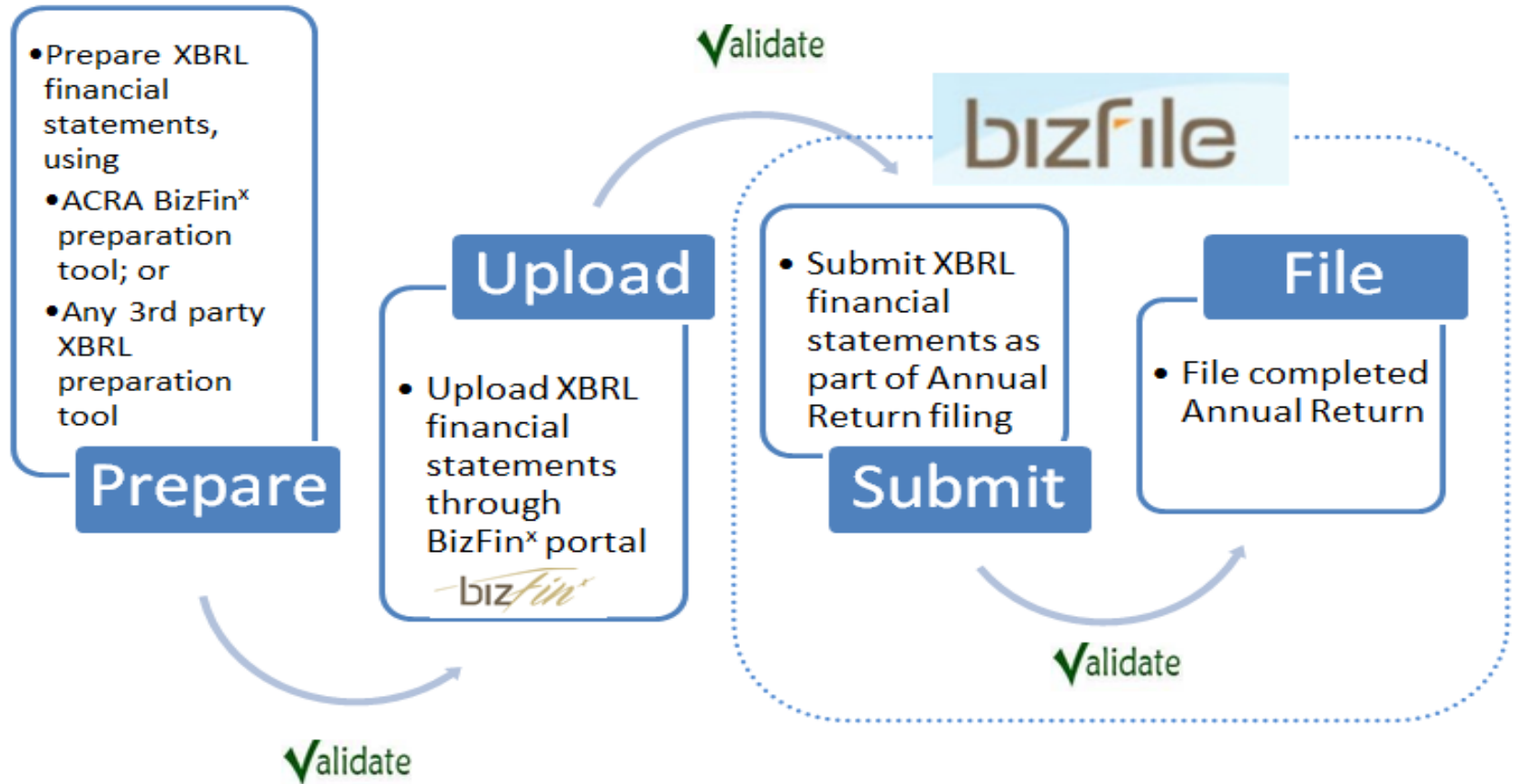
# Agenda

---

- ❑ Validation of XBRL Financial Statements
- ❑ Common Mistakes in Preparation of XBRL Financial Statements
- ❑ Recent BizFin<sup>x</sup> Updates

# Validation of XBRL Financial Statements

# Validation Process



# Validation rules

---

- ❑ Genuine errors
  - ❖ Please rectify such errors before filing
  - ❖ If XBRL data is correct, please seek exemption from specific business rules / XBRL filing.
- ❑ Possible errors
  - ❖ Please rectify if areas highlighted contains error
  - ❖ If XBRL data is correct, you may ignore the possible error without changes required.
- ❑ For a complete list of business rules, please refer to “Appendix B – List of business rules” from the BizFin<sup>x</sup> portal (<https://www.bizfinx.gov.sg>)

# Validation rules – Examples

## □ Mandatory / Derived mandatory rules

### Error Description

Whether in directors' opinion financial statements are drawn up so as to exhibit true and fair view is a mandatory field and should be completed.

### Element(s) to check

- Whether in directors' opinion financial statements are drawn up so as to exhibit true and fair view

### Section

Statement by directors and Independent auditors' report

### Error Description

Year of appointment of signing auditor should be completed if Company is listed in a securities exchange in Singapore.

### Element(s) to check

- Type of exchange on which company is listed (fromto\_20110101\_20111231) = Listed in securities exchange in Singapore
- Year of appointment of signing auditor

### Section

Filing information

Independent auditors' report

# Validation rules – Examples

---

## □ Rules to ensure correct submission of dates

### Error Description

Current period start date should be earlier than or the same as current period end date.

### Element(s) to check

- Current period start date = 01-01-2013
- Current period end date = 31-12-2012

### Section

FilingInformation

FilingInformation

# Validation rules – Examples

- Rules to ensure disclosure of full set of financial statements
  - ❖ Ensure that the full set of financial statements are submitted in text block

## Error Description

## Section

Question: Specific key words are noted to be missing from the "Disclosure of complete set of financial statements [text block]". Is the complete set of financial statements provided in this text block under the section of "full set of financial statements"?

Disclosure of complete set of financial statements [text block] should contain the entire set of financial statements and it generally includes the following:  
- Directors' report

## Error Description

## Section

Question: The information submitted within "Disclosure of complete set of financial statements [text block]" contains less than 5000 characters. Is the complete set of financial statements provided in this text block under the section of "full set of financial statements"?

Disclosure of complete set of financial statements [text block] should contain the entire set of financial statements and it generally includes the following:  
- Directors' report  
- Statement by directors



# Validation rules – Examples

- Rules to check against information from prior period filing
  - ❖ Check whether prior period values are provided correctly within XBRL file.
  - ❖ If current values in prior XBRL filing is incorrect, please file NOE (for typographical/clerical errors).

## Error Description

## Section

Question: Are prior period values provided correctly?

Values provided for prior period in XBRL file are usually the same as what is submitted for the previous financial reporting period when there are no restatements, reclassifications or other changes to comparative amounts and there is no change in presentation currency.

Question: Please check whether the level of rounding is submitted correctly within current XBRL filing. If level of rounding for previous XBRL filing is incorrect, please file a Notice of Error (for typographical / clerical errors) with ACRA instead.

The values submitted for Total assets, Total liabilities and equity, Share capital and Revenue for prior period in current XBRL filing are more than or equal to 1000 times the values submitted for current period in previous XBRL filing.

# Validation rules – Examples

---

- General checks across XBRL file
  - ❖ Misc\_040 → Ensure that the sum of child fields are the same as total. (Eg. The difference between gross carrying amount of PPE and accumulated depreciation = Net carrying amount of PPE)

Error Description

Section

The value provided for totals should be the sum of the values submitted for its child fields.

Element(s) to check

# Validation rules – Examples

---

## □ General checks across XBRL file

Error Description	Section	Error ID
Values should be provided for both the current and prior period. You may apply for exemption from this rule with ACRA.		Misc_006
Values should be provided for both the consolidated and company level.		Misc_007

# Exemption Requests

---

- ❑ Depending on the FS of the company, exemption may be granted on a case-by-case basis:
  - ❖ File full XBRL with exemption from specific business rules (E.g. requirements for comparative periods)
  - ❖ File FSH instead of full XBRL
  - ❖ File FS in PDF
- ❑ Exemption from XBRL filing is not common. Unless companies are able to prove that their AGM FS is unable to adhere to ACRA taxonomy, companies are required to file according to filing requirements.
- ❑ Companies may request for exemptions through the BizFin<sup>x</sup> portal: <https://www.bizfinx.gov.sg>

# Common Mistakes in Preparation of XBRL Financial Statements

# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy
<p>Incomplete set of financial statements is provided in text block under the section of “full set of financial statements”</p> <p>Examples of incomplete set:</p> <ul style="list-style-type: none"> <li>- Providing only a list of statements</li> <li>- Missing tables</li> <li>- Missing figures in tables</li> <li>- Missing notes / note numbers do not run in order</li> </ul>	<p>Disclosure of complete set of financial statements [text block] should contain the entire set of financial statements and it generally includes the following:</p> <ul style="list-style-type: none"> <li>- Directors' report</li> <li>- Statement by directors</li> <li>- Independent auditors' report (if audited)</li> <li>- Statement of financial position</li> <li>- Statement of profit or loss and other comprehensive income</li> <li>- Statement of changes in equity</li> <li>- Statement of cash flows</li> <li>- Notes, comprising of a summary of accounting policies and other explanatory information</li> </ul> <p><b>Ensure that the entire set of financial statements as used or tabled for purposes of the AGM is provided in the "Disclosure of complete set of financial statements [text block]".</b></p> <p><i>Note: The text block of “full set of financial statements” is generated into PDF copy of AGM financial statements and made available as part of Annual Return extracts in ACRA register.</i></p>

# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy												
<p>Financial statements generated from XBRL filing are not legible</p> <p>Examples of illegibility:</p> <ul style="list-style-type: none"> <li>- Overlapping information</li> <li>- Data truncated / out of page</li> <li>- Unrecognisable characters</li> </ul> <p><u>Example of data being truncated</u></p> <p><b>Financial liabilities</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 30%; text-align: center;">(a)</th> <th style="width: 35%; text-align: center;">(b)</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Type of financial asset</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Gross amounts of recognised financial liabilities</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Gross amount recognised financial assets set off in statement of financial posi</td> </tr> <tr> <td>Trade and other payables</td> <td style="text-align: right;">17,945</td> <td style="text-align: right;">(5:</td> </tr> <tr> <td style="border-bottom: 3px double black;">Total</td> <td style="border-bottom: 3px double black; text-align: right;">17,945</td> <td style="border-bottom: 3px double black; text-align: right;">(5:</td> </tr> </tbody> </table>		(a)	(b)	Type of financial asset	Gross amounts of recognised financial liabilities	Gross amount recognised financial assets set off in statement of financial posi	Trade and other payables	17,945	(5:	Total	17,945	(5:	<p>Generate the AGM copy from the preparation tool and also check the review copy generated from portal (also available through Annual Return form) to ensure that the full set of financial statements generated is legible.</p> <p><b>Ensure that you have reviewed the AGM FS copy before declaring in Annual Return under section “Statement of confirmation: Review copy of Financial Information generated from full set of financial statements in XBRL” to confirm that the information is legible and identical in content to the financial statements tabled at AGM.</b></p> <p><i>Note: The text block of “full set of financial statements” is generated into PDF copy of AGM financial statements and made available as part of Annual Return extracts in ACRA register.</i></p>
	(a)	(b)											
Type of financial asset	Gross amounts of recognised financial liabilities	Gross amount recognised financial assets set off in statement of financial posi											
Trade and other payables	17,945	(5:											
Total	17,945	(5:											

# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy
<p>Non-submission of information within minimum requirement list (e.g. not providing breakdown to notes when available in AGM financial statements)</p> <p>Common notes being provided without breakdown when breakdown should be given:</p> <ul style="list-style-type: none"><li>- Property, plant and equipment</li><li>- Trade and other receivables</li><li>- Trade and other payables</li><li>- Share capital</li></ul>	<p>Familiarise yourself with the minimum requirement list templates. <i>(The templates required under minimum requirement list are provided by default in the preparation tool. Further reference is also available under “Appendix A – ACRA Taxonomy 2013”:</i></p> <p><a href="https://www.bizfinx.gov.sg">https://www.bizfinx.gov.sg</a></p> <p><b>Ensure that the templates required under the minimum requirement list are completed whenever the data required is available in the AGM financial statements. Fields are left blank only when the fields are not applicable based on the AGM financial statements.</b></p>



# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy
<p>Wrong data is provided in XBRL compared to AGM financial statements, especially for the following fields:</p> <ul style="list-style-type: none"> <li>- Level of rounding (e.g. thousands / millions)</li> <li>- Presentation currency (e.g. SGD / USD)</li> </ul>	<p><b>Ensure data is the same in XBRL and AGM financial statements.</b></p> <p><u>Level of rounding</u> Usually displayed as the column headers in the primary financial statements</p> <p><u>Presentation currency</u> May be available as column headers in the primary financial statements or in the notes to financial statements. <i>Note: presentation currency is not functional currency</i></p>

*Level of rounding: Thousands*

Assets

Current assets

	Note	Group		Company	
		2013	2012	2013	2012
Cash and cash equivalents	7	10,759	1,175	2,074	647
Trade and other receivables	8	127,916	123,656	89,371	55,895

*Accounting standards used: SFRS*

**NOTE 5 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**DESCRIPTION OF ACCOUNTING POLICY FOR BASIS OF PREPARATION**

The financial statements have been prepared in accordance with Singapore Financial Reporting Standards ("FRS") as required by the Singapore Companies Act and under the historical cost convention, except as disclosed in the accounting policies.

The financial statements are presented in Singapore Dollar, which is the Company's functional currency. All financial information is presented to the nearest dollar.

*Presentation currency: SGD      Level of rounding: Actual*

# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy
<p>Wrong data is provided in XBRL compared to AGM financial statements (continued)</p> <ul style="list-style-type: none"> <li>Type of accounting standards used (e.g. SFRS – Singapore Financial Reporting Standards or SFRS for SE – SFRS for Small Entities)</li> </ul> <p><i>Accounting standards used: SFRS</i></p> <p><u>Notes to financial statements</u></p> <p>2 Significant accounting policies</p> <p>2.01 Basis of preparation</p> <p><del>These financial statements have been prepared in accordance with Singapore Financial Reporting Standard for Small Entities ("SFRS for Small Entities").</del> The financial statements have been prepared under the historical cost convention, except as disclosed in the accounting policies below.</p>	<p><b>Ensure data is the same in XBRL and AGM financial statements.</b></p> <p><u>Type of accounting standards</u> Usually mentioned in auditors' report and notes to financial statements. <i>Note: use of SFRS for SE may be less common</i></p> <p>2. Significant accounting policies</p> <p>2.1 <u>Basis of preparation</u></p> <p>These financial statements have been prepared in accordance with Singapore Financial Reporting Standards ("FRS") under the historical cost convention, except as disclosed in the accounting policies below.</p> <p><i>Accounting standards used: SFRS for SE</i></p>

**Auditors' report**

*Qualified Opinion*

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements are properly drawn up in accordance with the provisions of the Act and Singapore Financial Reporting Standard for Small Entities so as to give a true and fair view of the state of affairs of the Company as at 31 August 2013 and the results, changes in equity and cash flows of the Company for the year ended on that date.

# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy
<p>Wrong data is provided in XBRL compared to AGM financial statements (continued)</p> <ul style="list-style-type: none"><li>- Presentation format . E.g.:<ul style="list-style-type: none"><li>- Type of income statement: by function or by nature</li><li>- Type of statement of financial position: by current/non-current classification or by liquidity</li><li>- Type of statement of cash flows: direct / indirect</li></ul></li></ul>	<p><b>Ensure data is the same in XBRL and AGM financial statements.</b></p> <p><u>Presentation format</u> More details on the different presentation formats, including illustrations, are included inside the guidance notes in the preparation tool and accounting standards (i.e. FRS 1 “Presentation of financial statements” and FRS 7 “Statement of Cash Flows”)</p> <p><i>&lt;More details are also available in the next slide&gt;</i></p>

# Common mistakes in XBRL filing

## - different presentation formats

### Income Statement

Illustration of presentation by "function of expense or cost of sales" for income statement

Revenue	XXXXX
Cost of sales	(XXXXX)
Gross profit	XXXXX
Other Income	XXXXX
Distribution cost	(XXXXX)
Administrative expenses	(XXXXX)
Other expenses	(XXXXX)
Profit before tax	XXXXX

Illustration of presentation by "nature of expense" for income statement

Revenue	XXXXX
Other Income	XXXXX
Changes in inventories of finished good and work in progress	XXXXX
Raw materials and consumables used	XXXXX
Employee benefits expense	XXXXX
Depreciation and amortisation expense	XXXXX
Other expenses	XXXXX
Total expenses	(XXXXXX)
Profit before tax	XXXXX

### Statement of Financial Position

Illustration of presentation by "current and non-current" for statement of financial position

<b>ASSETS</b>	
<b>Current assets</b>	
Cash	XXXXX
Trade and other receivables	XXXXX
Inventories	XXXXX
	XXXXX
<b>Non-current assets</b>	
Investments in associates	XXXXX
Property, plant and equipment	XXXXX
	XXXXX
<b>Total assets</b>	XXXXX

Illustration of presentation by "liquidity" for statement of financial position

<b>ASSETS</b>	
Cash	XXXXX
Trade and other receivables	XXXXX
Property, plant and equipment	XXXXX
<b>Total assets</b>	XXXXX

### Statement of Cash Flows

Illustration of presentation by "direct" method for statement of cash flows

<b>Operating activities</b>	
Receipts from sales of goods and rendering of services	XXXXX
Payments to suppliers for goods and services	XXXXX
Cash flows from (used in) operations	XXXXX
Income taxes paid (refund)	(XXXXXX)
Interest paid	XXXXX
Net cash flows from (used in) operating activities	XXXXX

Illustration of presentation by "indirect" method for statement of cash flows

<b>Operating activities</b>	
Profit (loss)	XXXXX
Adjustments for:	
Finance costs	XXXXX
Dividend income	(XXXXXX)
Operating cash flows before movements of working capital	XXXXX

# Common mistakes in XBRL filing

Common mistakes	Actions that preparers may take to ensure accuracy														
Incorrect mapping of data	<p><b>Map data using taxonomy elements that are relevant (in the taxonomy / templates).</b></p> <p>Refrain from using “others” items unless there is no related taxonomy element</p>														
Using outdated data from previous year (E.g. whether the number of employees is more than 50 / whether there is modified opinion in auditors’ report)	Preparers using XBRL financial statements from the prior period (e.g. FY2013) as a reference, should <b>ensure all data are updated and accurate for the current period XBRL filing</b> (e.g. FY2014)														
Non-provision / zero provided for note – share capital: number of shares outstanding	<p>Number of shares outstanding refers to number of shares issued, paid and unpaid</p> <div style="text-align: center;"> <p><a href="#">Edit Classes of share capital</a></p> <table border="1" data-bbox="1180 1026 1692 1158"> <thead> <tr> <th>Group</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td>Ordinary shares</td> <td>Total</td> </tr> <tr> <td>2014</td> <td>2014</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <table border="1" data-bbox="768 1182 1692 1376"> <tbody> <tr> <td>Disclosure of number of shares outstanding</td> <td></td> </tr> <tr> <td>Disclosure of detailed information about number of shares outstanding</td> <td></td> </tr> <tr> <td>Aggregate number of shares</td> <td></td> </tr> <tr> <td>Number of shares outstanding</td> <td></td> </tr> </tbody> </table> </div>	Group	Group	Ordinary shares	Total	2014	2014	Disclosure of number of shares outstanding		Disclosure of detailed information about number of shares outstanding		Aggregate number of shares		Number of shares outstanding	
Group	Group														
Ordinary shares	Total														
2014	2014														
Disclosure of number of shares outstanding															
Disclosure of detailed information about number of shares outstanding															
Aggregate number of shares															
Number of shares outstanding															

# Recent BizFin<sup>x</sup> Updates

# Preparation Tool

---

## □ May 2015 version

- ❖ To cater for changes in taxonomy with changes in the amended Companies Act.
- ❖ Also contains additional bug fixes and enhancements
- ❖ This new version of taxonomy and preparation tool must be used with effect from 01 July 2015.
- ❖ All Excel / XBRL.zip files prepared using earlier versions of the preparation tool can be opened and edited in version 2.3.0, and this should not result in any loss of data

# Preparation Tool

---

- May 2015 version – summary of key changes:
  - ❖ “Finance costs” for FSH: enter finance expenses with negative sign and finance gains with positive sign (new guidance notes)
  - ❖ “Auto Calculate Total” function added for note-PPE
  - ❖ “Shares outstanding” changed to “shares issued”
  - ❖ New business rule for no. of shares issued to be more than zero
  - ❖ List of changes to prep tool templates, business rules and error messages, human readable copy (i.e. AGM/review FS generated from prep tool) and bug fixes are available in the release notes in the new version 2.3.0 of the prep tool download file



# Reference Guides

---

- Updated guides available on the BizFin<sup>x</sup> portal:  
(<https://www.bizfinx.gov.sg>)
  - ❖ Guide for Preparers
  - ❖ Appendix A – ACRA Taxonomy 2013
  - ❖ Appendix B – List of Business Rules
  - ❖ Taxonomy Summary Document
  - ❖ Taxonomy Architecture Guide
  - ❖ ACRA Taxonomy 2013 in Excel Format
  - ❖ Sample XBRL Instance
  - ❖ Taxonomy Files for ACRA Taxonomy 2013

# Free Data Analysis

---

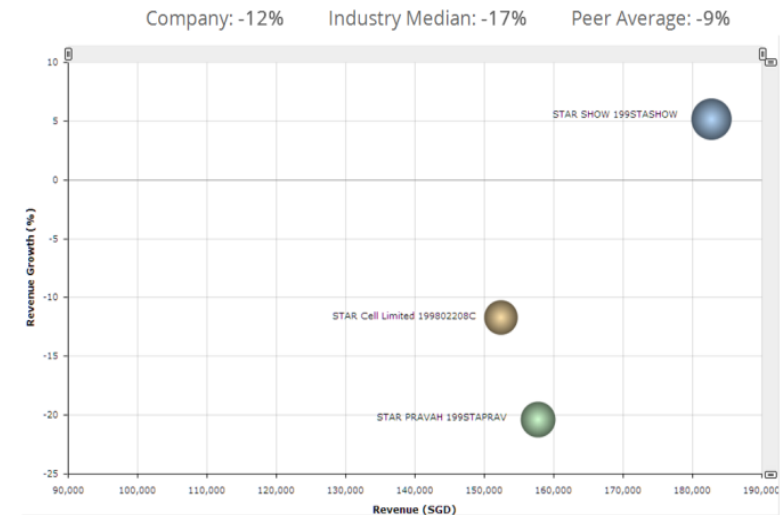
- ❑ Free data analysis for all SingPass holders
- ❑ No restrictions on the number of reports generated
- ❑ Previously made available only to company officers (directors and company secretaries)
  - ❖ Upon filing of Annual Return with XBRL (full set or FSH)
  - ❖ One-time usage each year
- ❑ Printed (PDF format) and online (interactive graphs) reports available

# Free Data Analysis

Revenue Growth



Revenue Growth



- ❑ Financial ratios available for analysis:
  - ❖ Revenue growth, Net profit margin, Return on assets, Total asset turnover
- ❑ Trend analysis and industry comparison

Thank you