

Annex D – Feedback Form (March 2013 Public Consultation)

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_xbri_general@acra.gov.sg.
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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 _____)

2. 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 _____)

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

Preparer Reviewer Trainer

4. Do you have accounting knowledge?

Yes No

5. Have you used FS Manager to prepare XBRL FS before?

Yes No

Part II. Industry and Scope of Testing

6. 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.
<input type="checkbox"/>	A. Agriculture and Fishing		
<input type="checkbox"/>	B. Mining and Quarrying		
<input type="checkbox"/>	C. Manufacturing		
<input type="checkbox"/>	D. Electricity, Gas and Air-Conditioning Supply		
<input type="checkbox"/>	E. Water Supply; Sewerage, Waste Management and Remediation Activities		
<input type="checkbox"/>	F. Construction		
<input type="checkbox"/>	G. Wholesale and Retail Trade		
<input type="checkbox"/>	H. Transportation and Storage		
<input type="checkbox"/>	I. Accommodation and Food Service Activities		
<input type="checkbox"/>	J. Information and Communications		
<input type="checkbox"/>	K. Financial and Insurance Activities		
<input type="checkbox"/>	L. Real Estate Activities		
<input type="checkbox"/>	M. Professional, Scientific and Technical Activities		
<input type="checkbox"/>	N. Administrative and Support Service Activities		
<input type="checkbox"/>	O. Public Administration and Defence		
<input type="checkbox"/>	P. Education		
<input type="checkbox"/>	Q. Health and Social Services		
<input type="checkbox"/>	R. Arts, Entertainment and Recreation		
<input type="checkbox"/>	S. Other (please elaborate)		

7. Please indicate the scope of testing:

Full XBRL (SFRS) Full XBRL (SFRS for SE) Financial Statements Highlights

8. 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

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

[Type your comments here]

10. 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)
A. The instructions / questions were clear and easy to understand		
B. 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]

11. 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

12. 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
[]	A. Import source document in Word/Excel format		
[]	B. Auto-tag		
[]	C. Drag and drop line items from source document		
[]	D. Taxonomy search		
[]	E. Create footnotes		
[]	F. Create text blocks (text editor)		
[]	G. Detailed tagging in disclosure notes		
[]	H. Linking from primary statements to disclosure notes required for detailed tagging		
[]	I. Save XBRL FS		
[]	J. Validate XBRL FS <i>(Note: Work-in-progress)</i>		
[]	K. Generate AGM FS		
[]	L. Generate Review FS		

<input type="checkbox"/>	M. Rule Repository		
<input type="checkbox"/>	N. Toolbox - Company Label Column		
<input type="checkbox"/>	O. Toolbox - Notes Column		
<input type="checkbox"/>	P. Toolbox - Reorder line items		
<input type="checkbox"/>	Q. Toolbox - Custom Date Option		
<input type="checkbox"/>	R. Toolbox - Add/Delete company level figures		
<input type="checkbox"/>	S. Toolbox - Hide/Unhide untagged rows		
<input type="checkbox"/>	T. Toolbox - Restated Option		
<input type="checkbox"/>	U. Toolbox - Add/Delete decimal		
<input type="checkbox"/>	V. Others (please explain the functions tested below)		

13. 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

14. 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

15. 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

16. 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
<input type="checkbox"/> Full set of Financial Statements	MT			
<input type="checkbox"/> Statement by directors	MT			
<input type="checkbox"/> Independent auditor's report	MT			
<input type="checkbox"/> Statement of financial position presented using <u>current and non-current</u>	Full / MT			
<input type="checkbox"/> Statement of financial position presented using <u>order of liquidity</u>	Full / MT			
<input type="checkbox"/> Income statement, by <u>function of expense</u>	Full / MT			
<input type="checkbox"/> Income statement, by <u>nature of expense</u>	Full / MT			
<input type="checkbox"/> Income statement, by <u>function of expense</u> and retained earnings (SFRS SE)	Full / MT			

Templates	Template Type	Ease of understanding template (Rating: 1-5)	Ease of completing template (Rating: 1-5)	Issues / Bugs / Suggestions for improvement
<input type="checkbox"/> Income statement, by <u>nature of expense</u> and retained earnings (SFRS SE)	Full / MT			
<input type="checkbox"/> Statement of cash flows, <u>direct method</u>	MT			
<input type="checkbox"/> Statement of cash flows, <u>indirect method</u>	MT			

17. 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
<input type="checkbox"/> Note - Corporate and General information	MT			
<input type="checkbox"/> Note - Trade and other receivables presented as <u>current and non-current</u>	MT			
<input type="checkbox"/> Note - Trade and other receivables presented in <u>order of liquidity</u>	MT			
<input type="checkbox"/> Note – Inventories	MT			
<input type="checkbox"/> Note - Government grants	Full / MT			
<input type="checkbox"/> Note - Investments in subsidiaries	MT			
<input type="checkbox"/> Note - Investments in associates	MT			
<input type="checkbox"/> Note - Interests in joint ventures	MT			

	Disclosure Notes	Template Type	Ease of understanding template (Rating: 1-5)	Ease of completing template (Rating: 1-5)	Issues / Bugs / Suggestions for improvement
[]	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.

18. 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

19. 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

20. 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]

21. 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 []

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

Like

- 1.
- 2.
- 3.

Dislike

- 1.
- 2.
- 3.

23. 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		

24. Any other comments:

[Type your comments here]

25. 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

THANK YOU
For Your Feedback