CBRD iFile Tool version 3.0.0

Short User Guide

Silicon Avenue, Cybercity, Ebene 72201, Mauritius t. (230) 401 6800 mns.mu

FOREWARD

It is with great pleasure that we introduce this short User Guide for the latest release of the CBRD iFile Tool, version 3.0.0.

Inside this short guide, you'll find a clear and concise overview of the **key enhancements** that have been built into this release.

Table of Contents

1 INTRODUCTION

The CBRD iFile Tool v3.0.0 is available for download at https://mns.mu/cbris-cbrd/. If you already have a previous version of the iFile tool installed on your device, it is advisable to uninstall it before installing the new release.

The main features that have been introduced in this latest release are:

1. Populate iFile Templates from a Financial Statement which is in Word format.
2. Import previous year's data from a previously saved XBRL file.

2 POPULATE FROM FINANCIAL STATEMENT

To populate data into the templates in the CBRD iFile Tool, you can use your Financial Statement as a source document and begin the preparation process. The source document can be used to extract numeric as well as text block data.

2.1 Import Source Document

1. Select a particular template to tag values. Click **Source Document** at the bottom of the Toolbox as shown in Figure 1.

Figure 1

2. A window opens up for you to choose a file. The supported file formats are MS Word formats with extensions .doc, .docx.

3. Select relevant file. The selected file is opened as Source Document as shown in Figure 2.

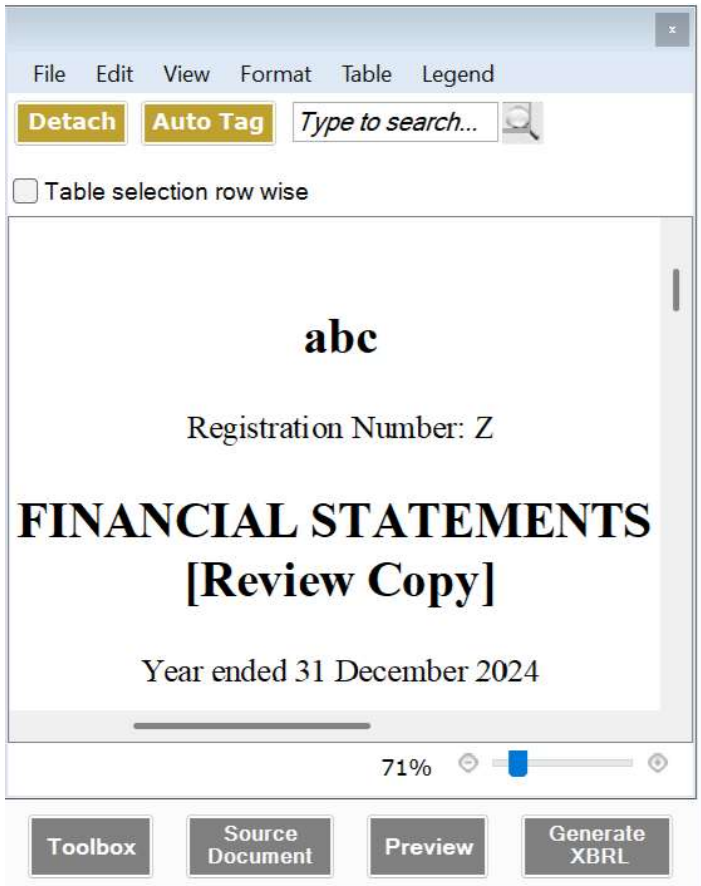

Figure 2

2.2 Auto Tag

The Auto Tag function helps to populate data from a source document onto the CBRD iFile templates using a set of accounting term synonyms. The source documents can be the Financial Statements and other documents where data can be populated automatically.

On the source document, all the line items that remain untagged (where no Auto Tag is found) will be in highlighted cells for you to manually access the templates or drag-and-drop. The tool will highlight the source document in pale green for tagged data and orange for untagged data.

Using Auto Tag

1. Import the source document.
2. Select the table rows on the source document as shown in Figure 3.

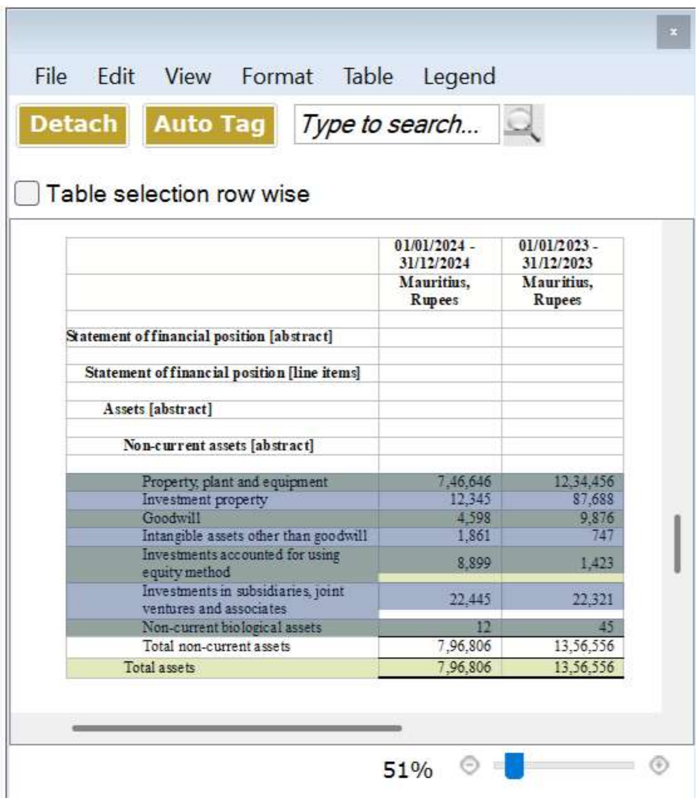

Figure 3

3. Click **Auto Tag** on the source document window.

4. The selected template will be filled with the values for which matching labels have been found. All the untagged elements on the source document will be highlighted as shown in Figure 4.

- ***Table Selection Row:*** *To enable selection of the table row wise, check the box provided in the source document. For auto tagging, you are advised to check the box. Refer to Figure 4.*

- ***Detach/Attach:*** *Click* ***Detach the Source Document*** *from the right pane and open in full view. While in detached mode, click* ***Attach*** *to attach the source document window to the right pane.*

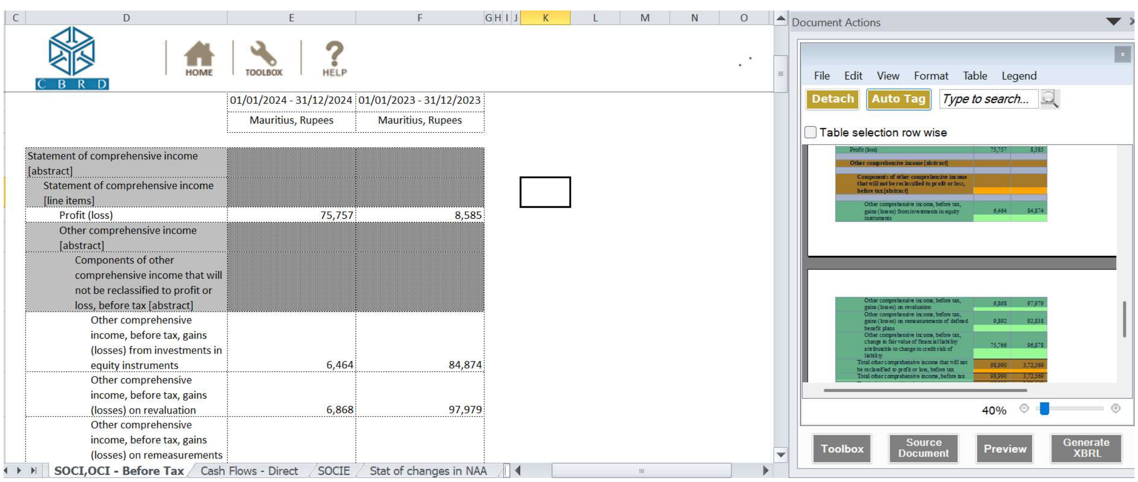

Figure 4

On the source document, line items that are auto tagged are highlighted in light green; line items that are not auto tagged are highlighted in orange; line items that are not processed by auto tag function will not be highlighted.

Overwrite Values for Auto Tag

When you perform Auto Tag on templates which already contain some financial data, the CBRD iFile Tool may find that data in some cells will be overwritten by the Auto Tag process. A message will be displayed for you to confirm whether to overwrite the existing data, as shown in Figure 5.

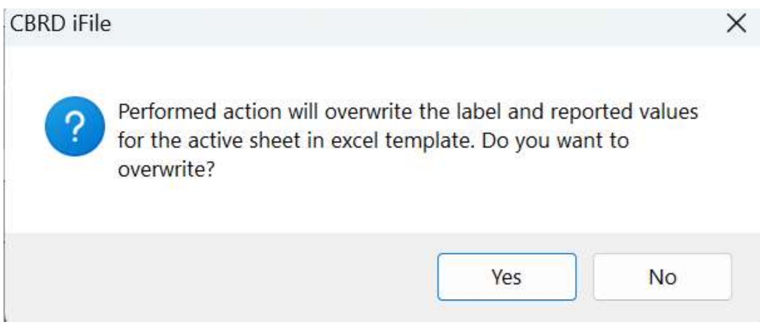

Figure 5

1. If you want to overwrite the existing data in the template, click **Yes**. Auto tagged values will replace existing data in the template.

2. If you do not want to overwrite the existing data, click **No**

2.3 Drag-and-Drop

Instead of manually keying in the figures, you can drag-and-drop financial data from the source document to the template by row or cell.

Drag-and-drop by row

The tables in the source document can be selected either by row or by cell. By default, the selection of the table is by cell. Click on the check box provided at the top of the source document window to enable table selection by row.

Drag-and-drop for single row

1. Open your Source Document and move to a particular section to perform drag-and-drop.
2. Select a row from Source Document.
3. Drag the row from the Source Document and drop on the element row on the template. The values along with the Company label will be filled in the relevant columns of the template.

Drag-and-drop for multiple rows

1. Open your Source Document and move to a particular section to perform drag-and-drop.
2. Select consecutive rows in the Source Document.
3. Drag the rows onto the template and drop on the element row. The company labels and the values will aggregate and get populated in the relevant cells. A footnote will be created for the cells where value has been aggregated.

Aggregate/Overwrite values for drag-and-drop

1. Perform drag-and-drop on rows where data is already present
2. A window is displayed with two options as shown in Figure 6.

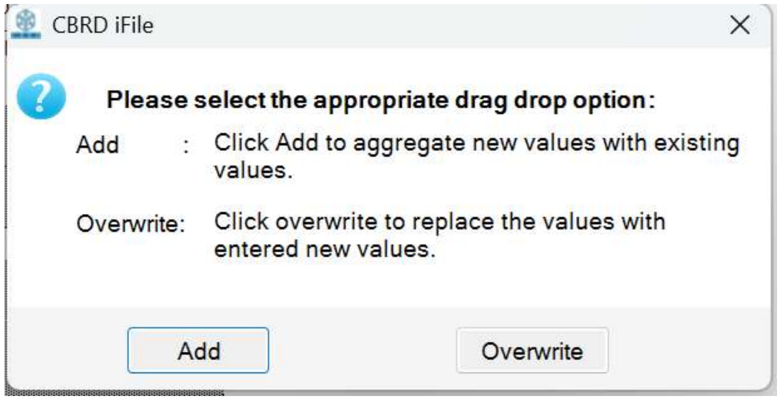

Figure 6

3. Click **Add** to aggregate new values with existing values. A footnote will be created as shown in Figure 7.

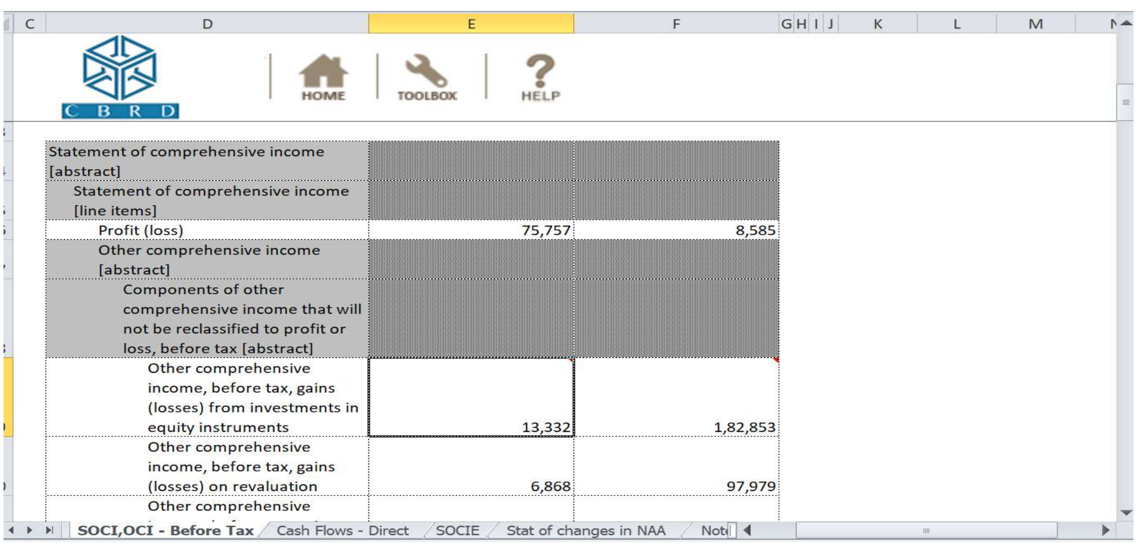

Figure 7

4. Or click **Overwrite** to replace the existing values with new values.

- *You need to add footnotes to disclose what the aggregated value is comprised of. For example:* 2024: Other comprehensive income, before tax, gains (losses) from investments in equity instruments [13,332] = Other comprehensive income, before tax, gains (losses) from investments in equity instruments [6,464] + Other comprehensive income, before tax, gains (losses) on revaluation [6,868]

- *You can also create footnote manually using the Toolbox.*

3 IMPORT PRIOR YEAR DATA

You can import prior year data/figures from a previously saved XBRL file. The data from the XBRL file will be populated onto the templates in the prior period columns.

1. Click **Import XBRL Data** on the Toolbox as shown in Figure 8.

Figure 8

2. Browse relevant XBRL file to import data. A warning message will be displayed as shown in Figure 9.

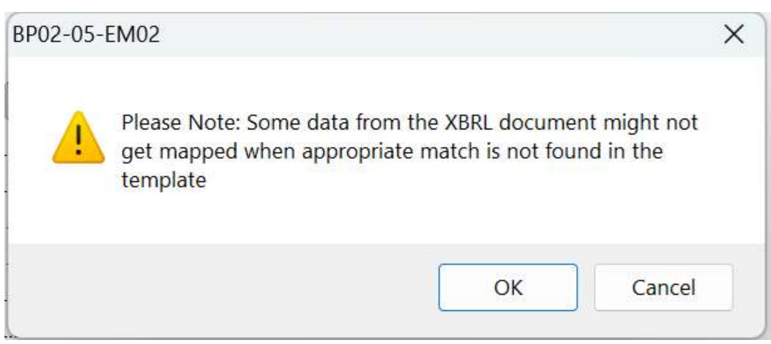

Figure 9

3. Click **OK** to import prior year data. The prior year column in the CBRD templates will be filled with the data mapped to the elements against which a match is found.