IRIS iFile Web

USER'S GUIDE

Version 1.0

Contents

1. Introduction to iFile Web

iFile Web is a web-based application developed by IRIS to help companies meet the Ministry of Corporate Affairs' (MCA) mandate for filing Annual Financial Statements i.e. Balance Sheet and Profit and Loss Account, Cost Audit and Compliance Reports in the XBRL format.

The process of XBRL instance document generation is fully automated and in conformance to the MCA norms. The product is endowed with an in-built validation engine, which checks for conformity with MCA business rules and XBRL specifications.

1.1 Features

- Web-based application
- Allows upload of excel sheets
- Auto calculation of totals and sub-totals
- Dimension table compliant
- Hierarchical representation of the taxonomy elements
- In-built validation engine
- Tools to view and review the XBRL document
- Error prevention and detection tools

1.2 Benefits

- Operation from any remote location
- Auto tagging feature enables fast filing process
- Taxonomy mapping facility
- Automatic computation facility
- User-friendly interface and navigation system
- Ensures conformance to XBRL specification & MCA norms
- Document viewing & editing facility
- 100% error-proof

1.3 iFile Web Quick Start

The following steps guide you through the process of using iFile Web application:-

- **Step 1 – Set-up Details**
- **Step 2 – Upload File**
- **Step 3 – Mapping**
- **Step 4 - Input Data**
- **Step 5 - Validate**
- **Step 6 - View Document**

2 Step 1 - Set-up Details

2.1 Logging in

- Visit http://ifileweb.com
- On **Offerings** menu point to Web **Application (iFile Web)**
- Login with your **username** and **password (Register** with us if you do not have the same).
- Click **Free Trial** or **Buy Now** button as the case may be.
- Enter number of companies (1, 2, 3…) in the **No of Company (ies)** text field.
- Enter the **Company Name, CIN** and confirm **CIN**; Click **Save**.
- Click **Login** button. (Figure 1)

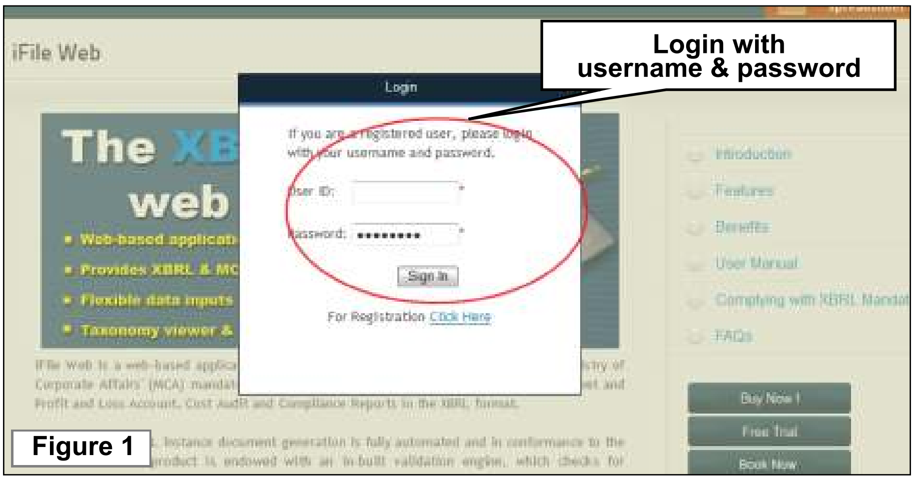


Figure 1

2.2 Browser Requirements

For best viewing use Firefox Version 4.0 or Internet Explorer 9.0

3 Company Dashboard

It is the control panel of **iFile Web** application. It provides a site map of the whole application. It shows the companies for which you have registered for iFile Web with provision for generating instance documents for both Annual Financial Accounts and Cost Audit & Compliance reports, based on the type of license purchased. (Figure 2)

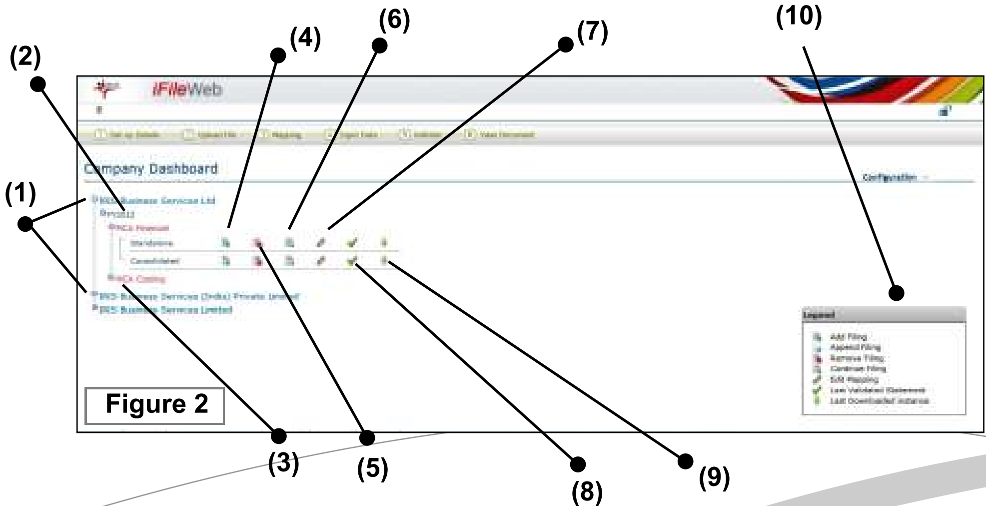


Figure 2

(1) Companies Registered: It refers to the number of companies which have registered while buying a license package of **iFile Web.**

(2) MCA Financial: It refers to the provision to generate instance document for **Annual Financial Accounts.**

(3) MCA Costing: It refers to the provision to generate instance document for Cost Audit & Compliance Reports.

(4) **Add Filing:** It allows you to upload your source file for XBRL conversion.

(5) **Remove Filing:** This function allows you to remove all the data entered by you till that point of time.

(6) **Continue Filing:** This function allows you to resume work on the work saved by you while using the application last time.

(7) **Edit Mapping:** This function allows you to make changes or edit the mapping of elements from the Taxonomy.

(8) **Last Validated Statement:** This function helps you refer to the last validated statement worked upon by you while using iFile Web.

(9) **Last Downloaded Instance:** This function allows you to refer to the last instance document generated by you.

(10)Legend: It provides symbolic references of all icons representing various functionalities in the application.

4 Step 2 - Upload File

This step involves upload of the excel file of the data sheet you wish to convert into XBRL format on to the iFile Web application. Both financial statements and costing reports may be uploaded for XBRL conversion. In case you wish to manually enter all the data you can select the blank template option. (Figure 3)

Figure 3

4.1 Add Filing

4.1.1 MCA Financial (Standalone & Consolidated Statements)

Steps Involved…

- Click **Add Filing** icon.
- In the **Setup Details** form (Figure 4)
  - Enter values from the date picker
    - **Current Year Start Date**
    - **Current Year End Date**
    - **Previous Year Start Date**
    - **Previous Year End Date**
  - Enter values from the drop down for
    - **Scale**
    - **Currency**
    - **Cash Flow Statements**
  - Enter value for **CIN Number** (Unique 21-digit number).

Figure 4

- Check **Upload Excel** or **Blank Template** radio button for Type of Input. For manually entering data check Blank Template radio button.
- Click **Upload File** button against **Select XLS File** option.
- Browse and select the **excel file** of **standalone financial statement** from your computer. For manually entering data select **blank template**. (Figure 4.1)
- Click **Submit** to upload the **excel file**.

4.1.2 Blank Template

This function allows you to manually enter data in the template.

Steps Involved…

- Click **Add Filing** icon.
- In the **Setup Details** form
  - Enter values from the **date picker for**
    - **Current Year Start Date**
    - **Current Year End Date**
    - **Previous Year Start Date**
    - **Previous Year End Date**

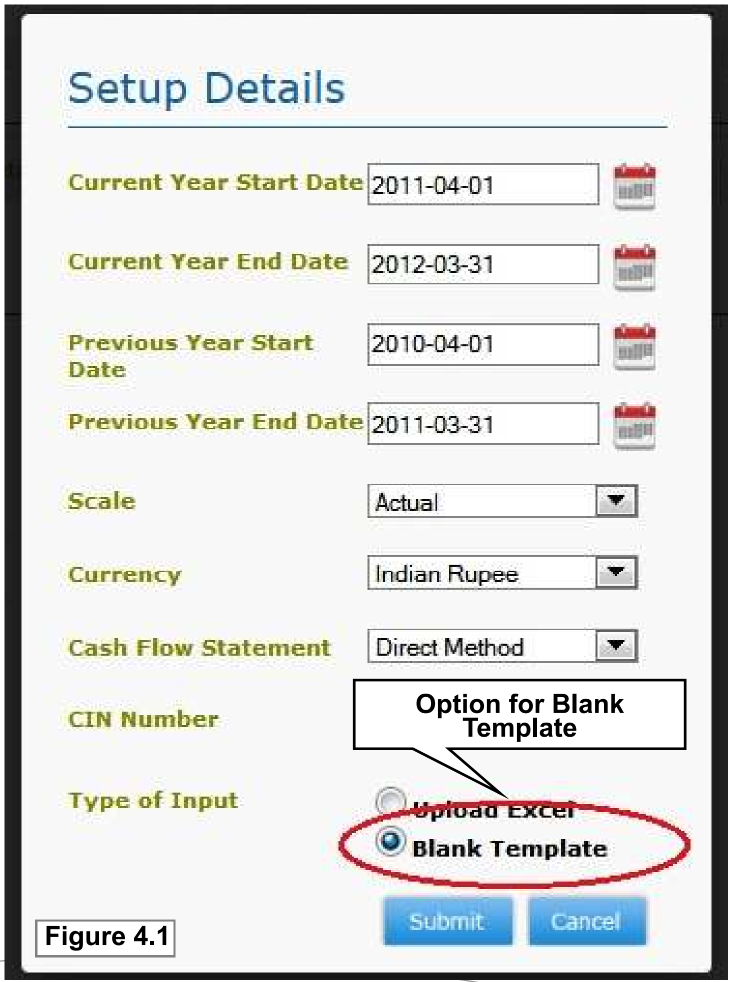


Figure 4.1

- Enter values from the drop down for
  - **Scale**
  - **Currency**
  - **Cash Flow Statements** (In case of Consolidated Statements)
- Enter value for **CIN Number** (Unique 21-digit number).
- Check **Blank Template** radio button for **Type of Input**.
- Click **Submit**.

(Figure 4.1)

4.1.3 MCA Costing (Compliance & Audit Reports)

Figure 4.1.1

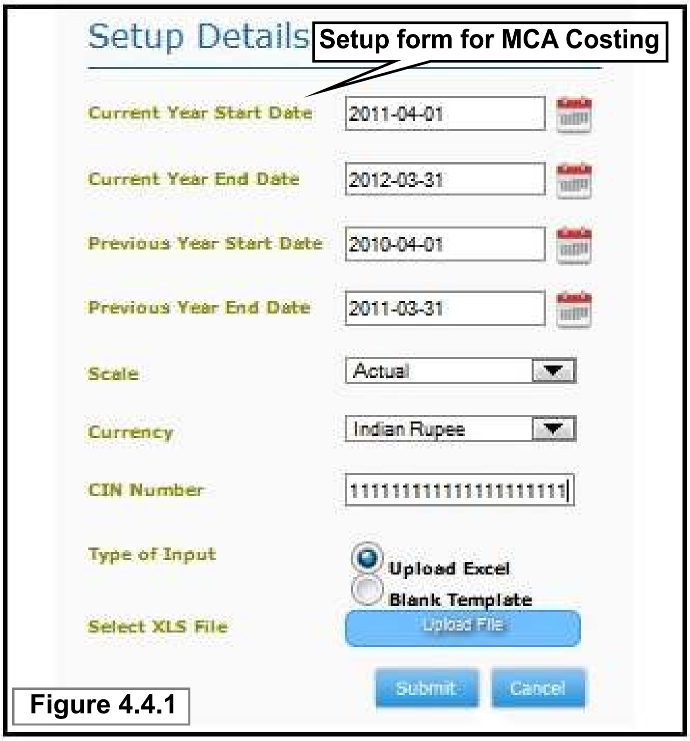


Figure 4.4.1

Steps Involved…

- Click **Add Filing** icon.
- In the **Setup Details** form
  - Enter values from the date picker
    - **Current Year Start Date**
    - **Current Year End Date**
    - **Previous Year Start Date**
    - **Previous Year End Date**
  - Enter values from the drop down for
    - **Scale**
    - **Currency**

- Enter value for **CIN Number** (Unique 21-digit number).
- Check **Upload Excel** or **Blank Template** radio button for **Type of Input**. For manually entering data check **Blank Template**.
- Click **Upload File** button against **Select XLS File** option.
- Browse and select the **excel file** of **standalone financial statement** from your computer. For manually entering data select **blank template**.
- Click Submit to upload the **excel file**.

4.2 Append Filing

This feature allows you to append additional sheets of financial or costing data as the case may be to the uploaded file for XBRL conversion.

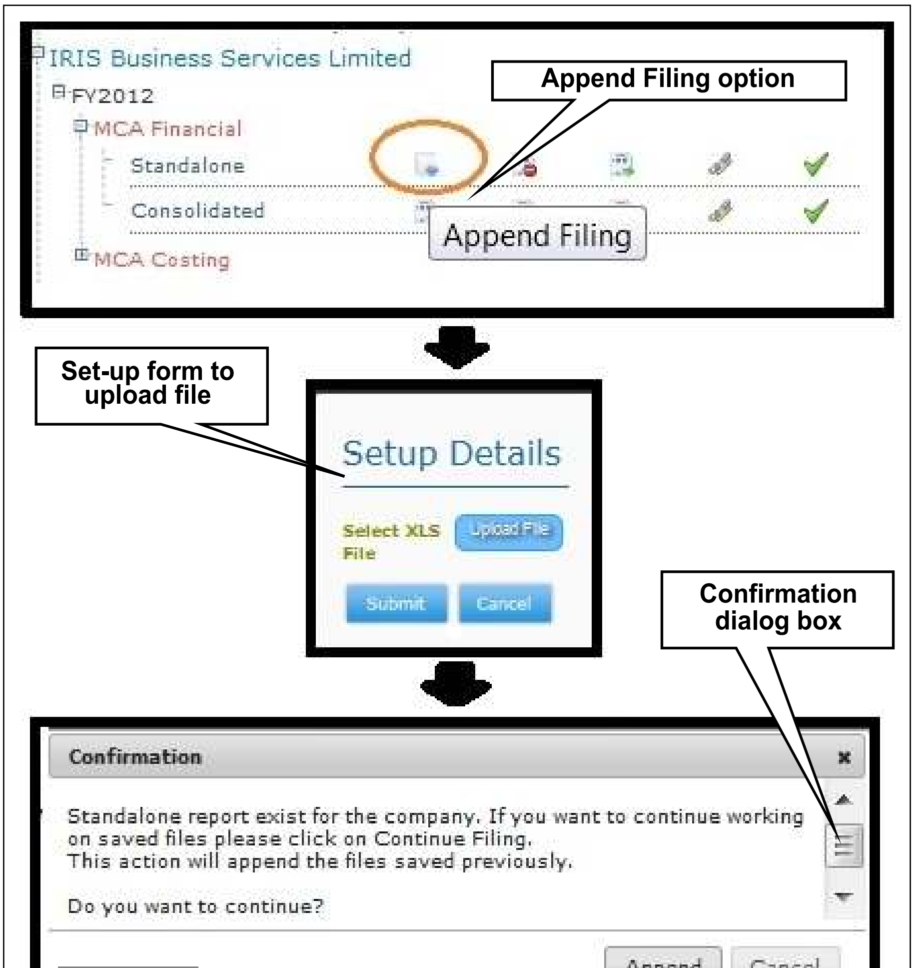


Figure 4.2

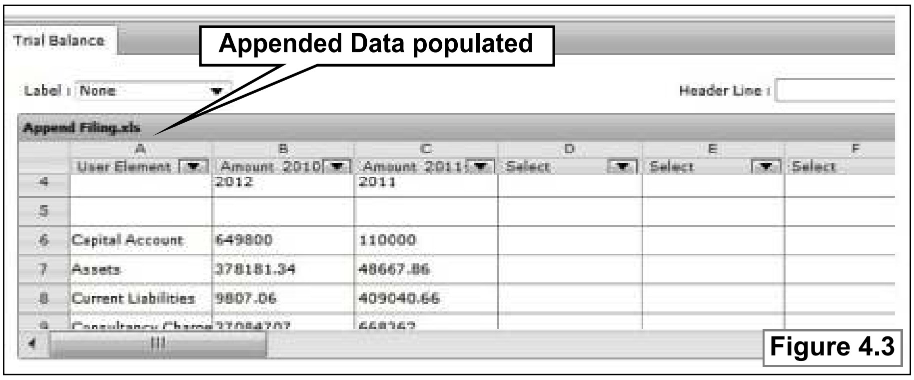


Figure 4.3

Steps Involved…

- Click **Append Filing** icon.
- In **Setup Details** form click **Upload File button** against **Select XLS File option**.
- Browse and select the **excel file** for **additional data** from your computer.
- Click **Submit** to append the **additional data** to your **uploaded file**.
- Click Append in the Confirmation dialog box.

(Figure 4.2)

The **appended data** gets populated as shown in **Figure 4.3**.

NOTE: Append Filing icon gets enabled after the source file has been uploaded.

4.3 Remove Filing

This feature allows you to remove the uploaded file containing financial or costing data for XBRL conversion from your iFile Web application.

Steps Involved…

- Click **Remove Filing** icon.
- Click **Yes** in **Confirmation dialogue** box to remove the file.

4.4 Terminology

- **Corporate Identity Number (CIN):** It refers to the unique 21-digit assigned to each Indian company, whether listed on unlisted. CIN is required to be quoted on all forms.
- **Current Year Start Date:** It refers to the starting date of the current financial period of regulatory filing.
- **Current Year End Date:** It refers to the end date of the current financial period of regulatory filing.
- **Previous Year Start Date:** It refers to the starting date of the previous financial period of regulatory filing.
- **Previous Year End Date:** It refers to the end date of the previous financial period of regulatory filing.

- **Description of Currency in the report:** Here the options are given regarding the reporting currency. In the Indian context the option to be chosen would always be "India, Rupees"
- **Scale:** In this option the user needs to specify the scale used to represent most of the financial items in the report. The scale selected here would be the default scale for all the monetary items in the template.
- **Nature of report:** The user needs to select the appropriate option depending on the type of financial report for which he wants to create the XBRL instance document. The options available are
  - Standalone
  - Consolidated
- Cash Flow Statement Item Type: There are two options provided in this drop down. The user needs to select the appropriate option depending on the Cash flow statement used by his company. The options available are
  - Direct Method
  - Indirect Method

5 Step 3 - Mapping

This step involves tagging each and every element or line item of your financial statement or costing sheet with the corresponding equivalent element in the taxonomy.

Figure 5

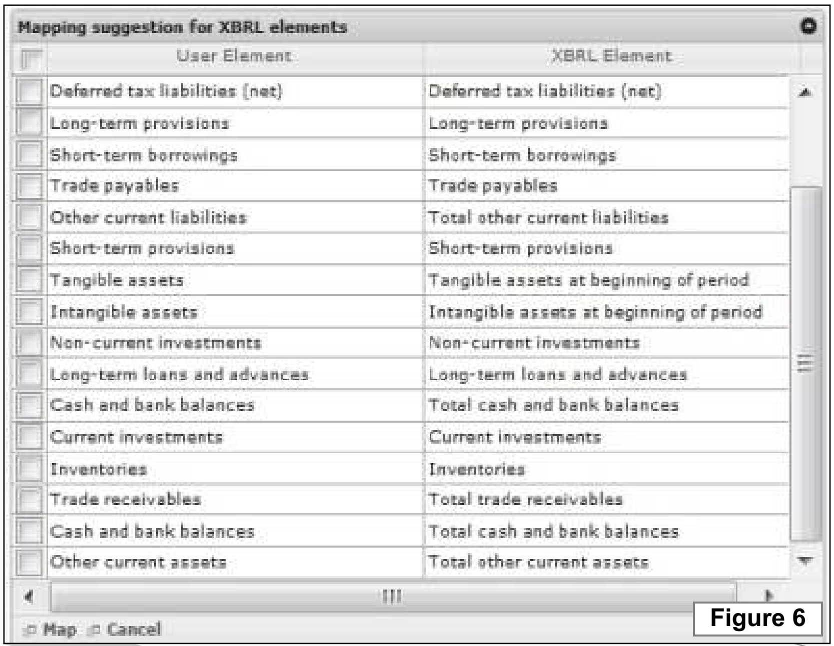


Figure 6

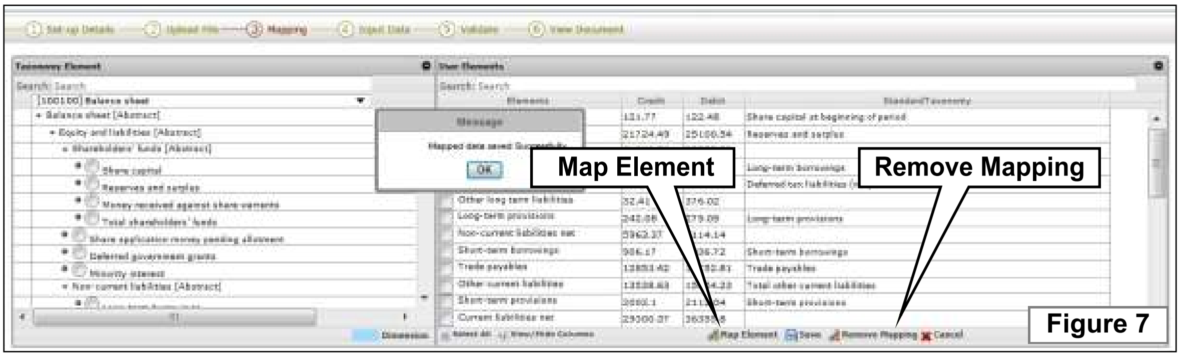


Figure 7

Figure 5 is the snapshot of the screen after uploading excels of your financial statement or cost sheet.

Steps involved…

- Select **User Element, Previous Year** or **Current Year** from the drop down options at the top of the alphabetical columns. (Figure 5)
- Click **Start Mapping**. (Figure 5)
- Tick appropriate **checkboxes** for **user elements** in **Mapping Suggestion of XBRL elements** window. (Figure 6)
- Click **Map** button to map the data. (Figure 6)
- Click **Save** to save the mapping data. (Figure 7)

5.1 Map Element

This function allows you to individually map line items with the elements of the taxonomy. (Figure 7).

Let us take the case of **Other Long Term Liabilities** in Figure 8:

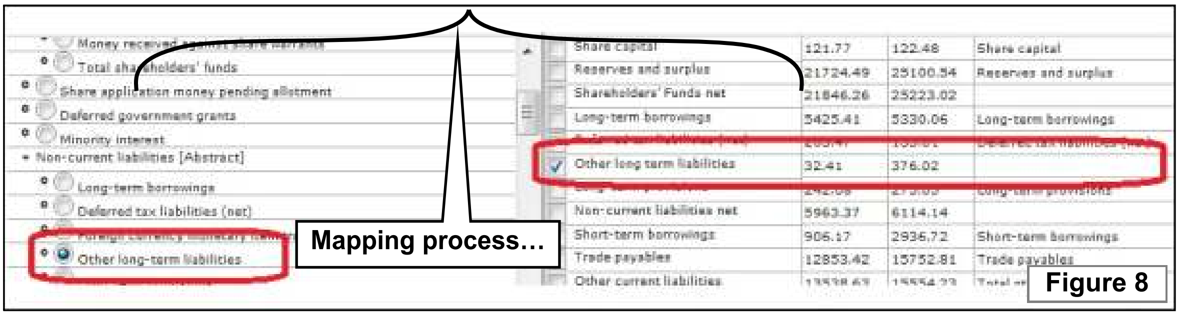


Figure 8

- Check radio button for Other Long-term liabilities in **Taxonomy Element** pane.
- Tick **check box** for **Other Long-term liabilities** in **User Elements** pane.
- Click **Map Element**.

5.1.1 Dimensional Mapping

It refers to tagging of dimensional elements with the corresponding element in the taxonomy. Let us take the case of **Reserves & Surplus** item for which dimensional mapping is applicable. (Figure 8.1)

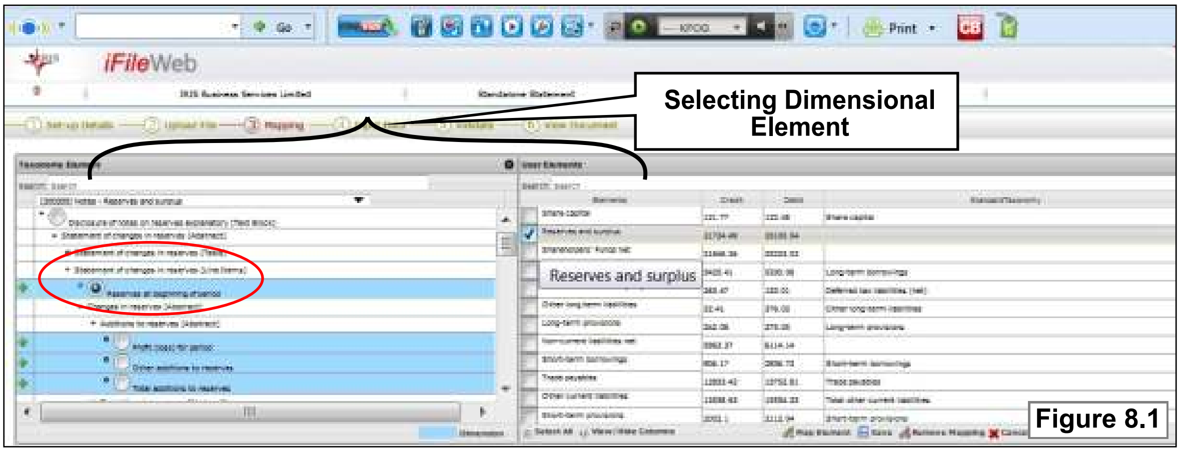


Figure 8.1

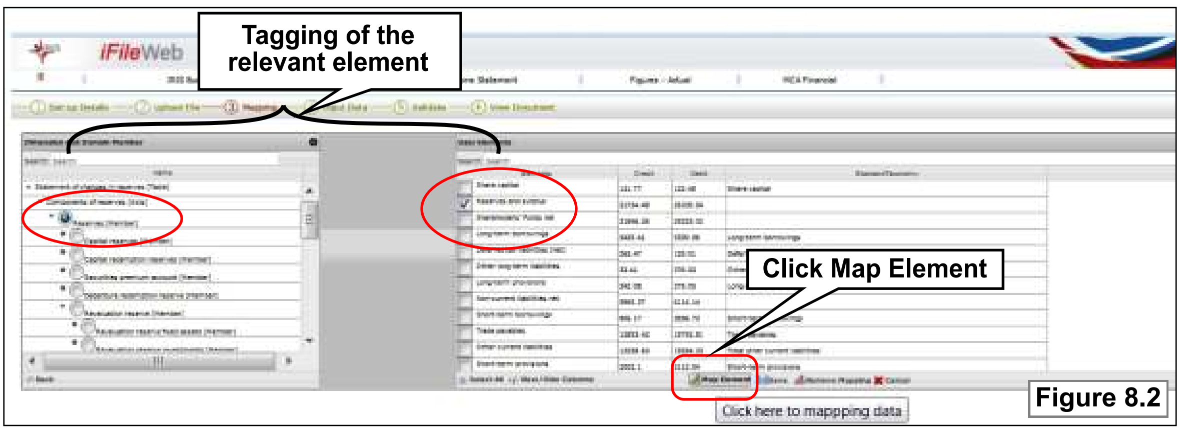


Figure 8.2

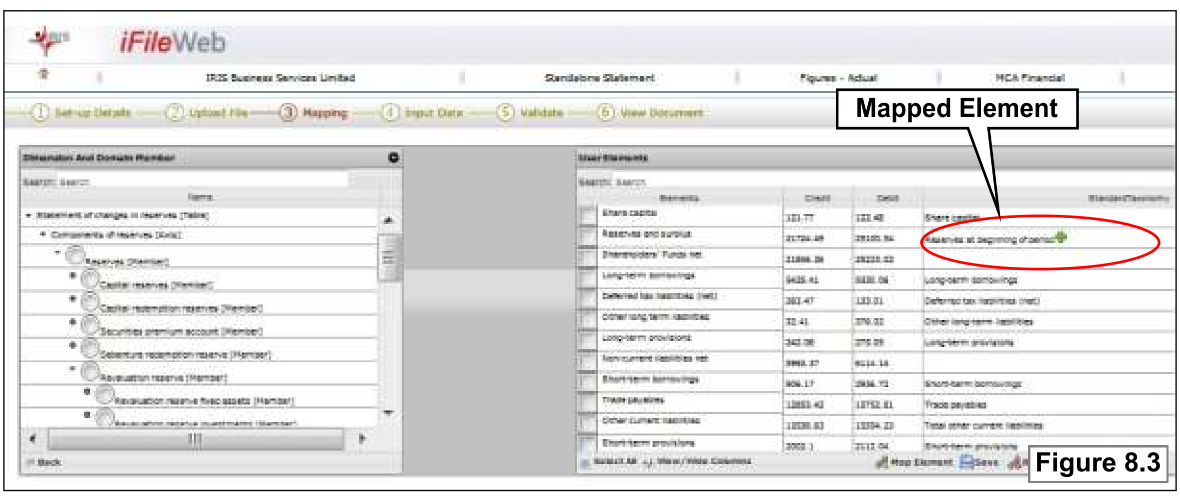


Figure 8.3

Steps Involved…

- Tick check box for **Reserves & Surplus** in the **User Element** pane.
- Check radio button for **Reserves at beginning of period**, or any other corresponding dimensional element highlighted in blue in the **Taxonomy Element** pane. (Figure 8.1)
- Click **`+`** icon against the **Taxonomy Element**. (Figure 8.1)
- Check radio button for the **relevant element** for **Reserves & Surplus** in the hierarchy that emerges in the next screen. (Figure 8.2)*
- Click **Map Element** (Figure 8.2)

Figure 8.3 shows tagging of **Reserves & Surplus** with the **relevant element** in the Taxonomy.

*** Dimensional Mapping** is a two-step process, with tagging of the line item or the user element with first the corresponding financial concept defined in the taxonomy followed by the specific component or dimension of the concept that is further relevant to the user element.

5.2 Remove Mapping

This function allows you to remove the mapping of a line item with the taxonomy element. (Figure 7)

Steps involved…

- Check **radio button** for **Other Long-term liabilities** in **Taxonomy Element** pane.
- Tick **check box** for **Other Long-term liabilities** in **User Elements** pane.
- Click **Remove Mapping**. (Figure 7)

6 Step 4- Input Data

This step involves filing of different types of data into the grid. Data which is not present in the input file can be filled in the template.

6.1 Extended Link Selection

The first step towards inputting data is to select the extended link. Extended link can be selected from the section highlighted. (Figure 9)

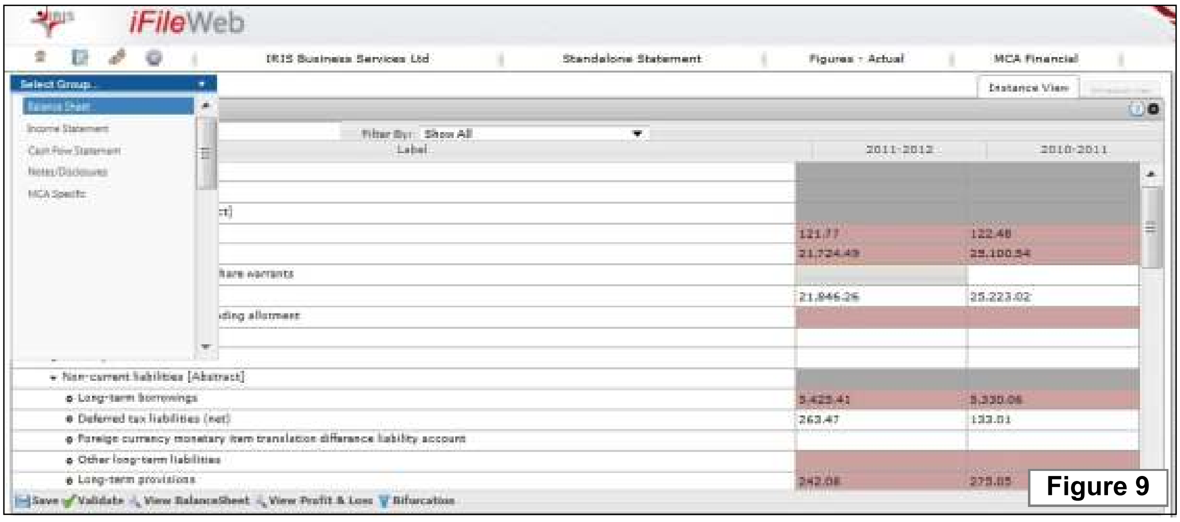


Figure 9

In case of **MCA financials** there are five broad groups available for you to for filling the data:-

- **Balance Sheet,**
- **Income Statement,**
- **Cash Flow,**
- **Notes to Accounts**
- **MCA**

As the name suggests the groups – Balance Sheet, Income Statement, Cash Flow would contain links pertaining to them.

E.g. Balance Sheet group will contain further links for the Summary Balance Sheet and its Schedules such as Share Capital, Reserves & Surplus, Fixed Assets etc

Notes to Accounts contains links pertaining to various disclosures which are required like Subsidiary Information, Directors Remuneration, and Segment Reporting etc

'MCA' would have links pertaining to disclosures /requirements specific to Ministry of Corporate Affairs such as Auditors Report, Director's Report, and General Information about Company etc

6.2 Hierarchy

iFile Web represents elements in a hierarchical and tree format. The hierarchical format is adopted from the presentation linkbase of the taxonomy. It helps determine the placement of the element in the entire list. Also it can help to trace out the parent of the element.

Example: In Figure 10 Balance Sheet has one child element Equity and Liabilities, which has further six child elements - Shareholders' funds, Share application money pending allotment, Deferred government grants, Minority Interest, Non-current liabilities and Current Liabilities. Shareholders' funds has four further child elements - Share capital, Reserves and surplus, Money received against share warrants and Total shareholders' funds.

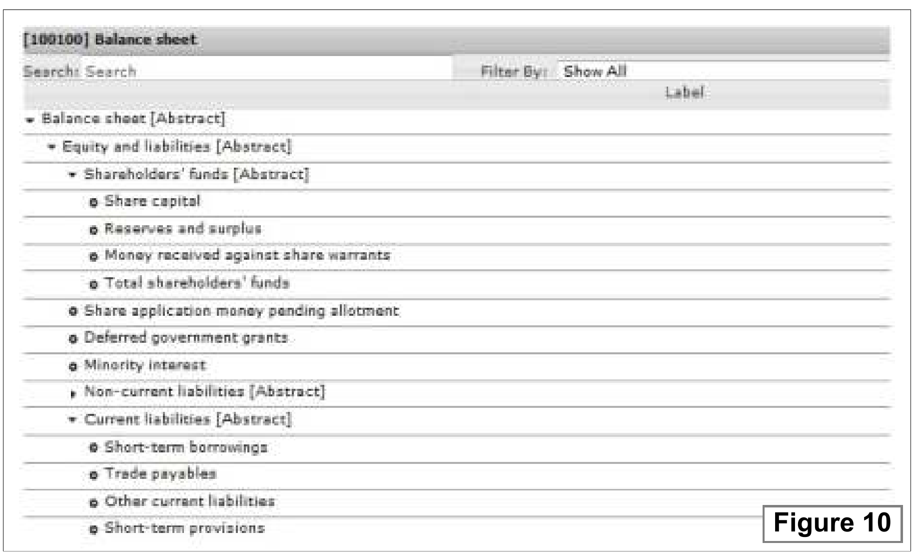


Figure 10

↓ If there is a down arrow at the start of the element it indicates that the Element has at least one child below it which is visible .

→ If there is a right arrow at the start of the element it indicates that the Element needs to expanded to view its children

○ If there is circle at the start of the element it indicates that the Element has no further children and cannot be expanded further .

6.3 Enter Value in Grid

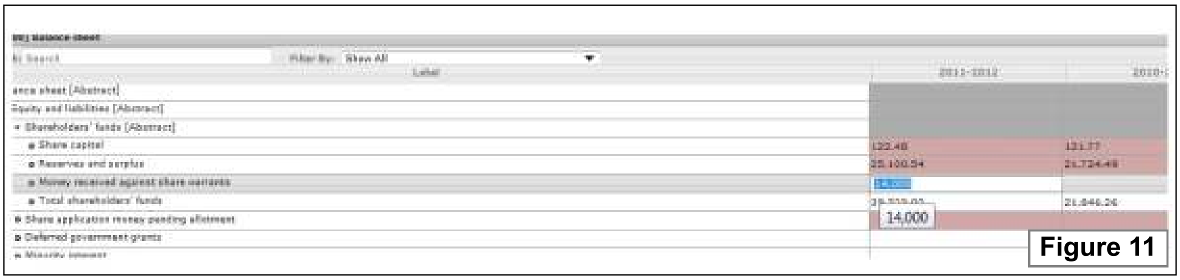


Figure 11

To enter value in a cell (Figure 11)

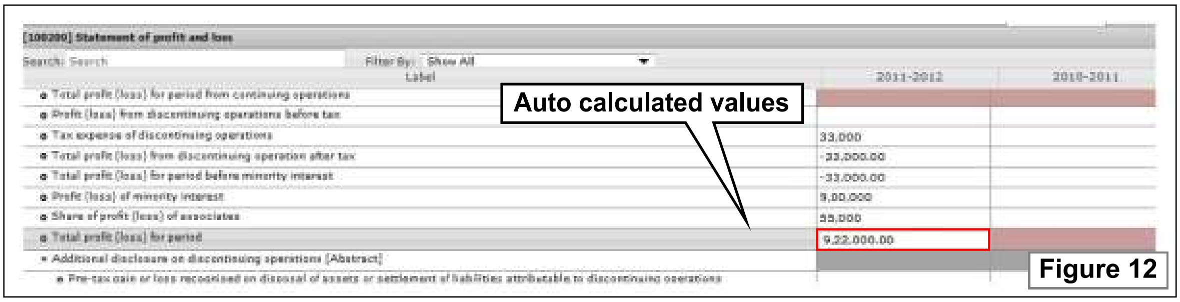
- Place mouse curser in the cell.
- Double click the cell.
- Enter value.

6.3.1 Keyboard Navigation

- ↑↓**Up/Down Arrow:** It helps select rows and upward /downward navigation across columns in templates .
- →←**Left/Right Arrow**: It helps select individual cells in a template while moving sideways in rows .
- Tab: It helps move curser sideways from one cell to another.
- Enter: It helps submit values in cell and downward navigation in columns

6.4 Automatic Calculation

This is a built-in feature which auto-calculates the value for parent elements on entering values for child elements. It helps reduce input effort and ensures arithmetical accuracy. The logic for computing parent value has been adopted from the calculation linkbase of the taxonomy. (Figure 12)



6.5 Text Block Elements

They refer to the elements that represent the notes or disclosures. They are found at the beginning of Notes or Disclosures. The cells against Text Block elements bear the words, **“Click here to input data”**.

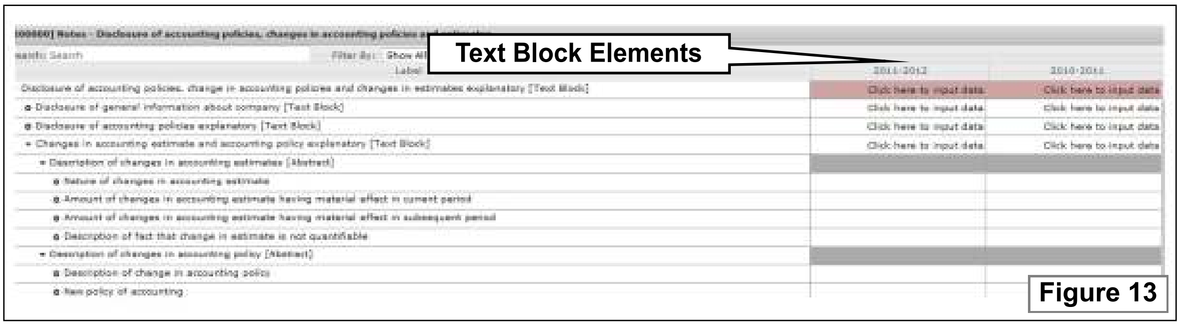


Figure 13

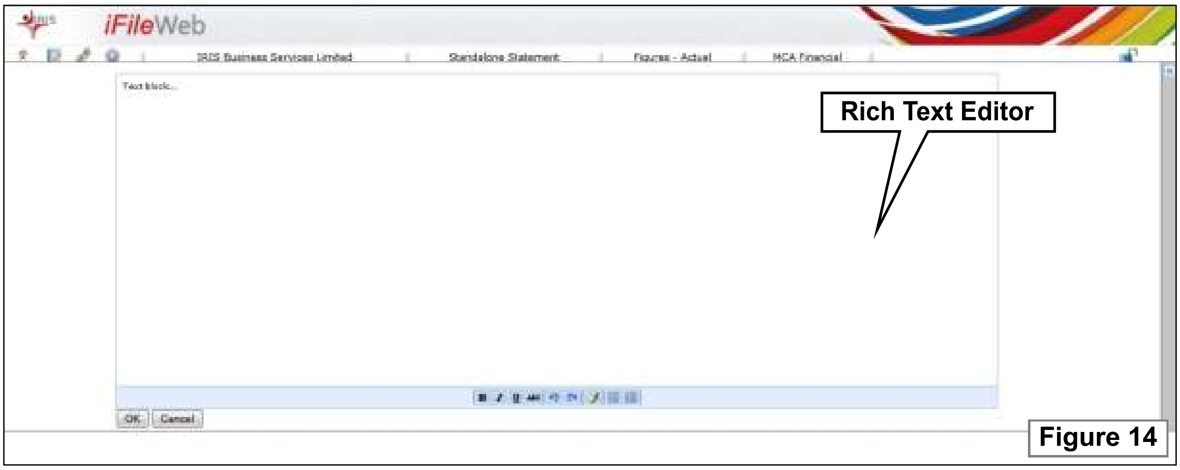


Figure 14

Steps involved…

- Click on cell with the words, **"Click here to input data"** (Figure 13).
- Type **textual data** in the **Rich Text Editor**. (Figure 14).
- Click **Ok**.

6.6 Add Footnote

Footnotes in XBRL are used for entering additional information about a particular value. Footnotes help user in understanding the value better.

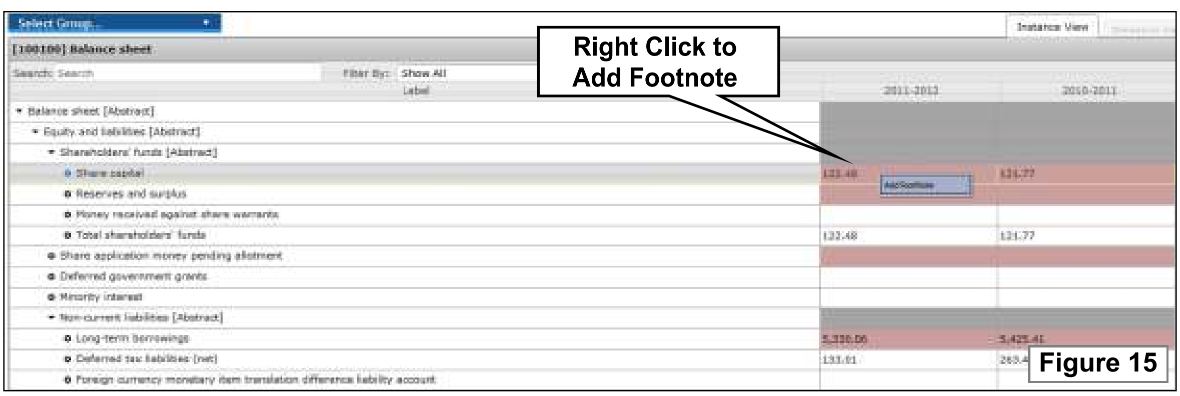


Figure 15

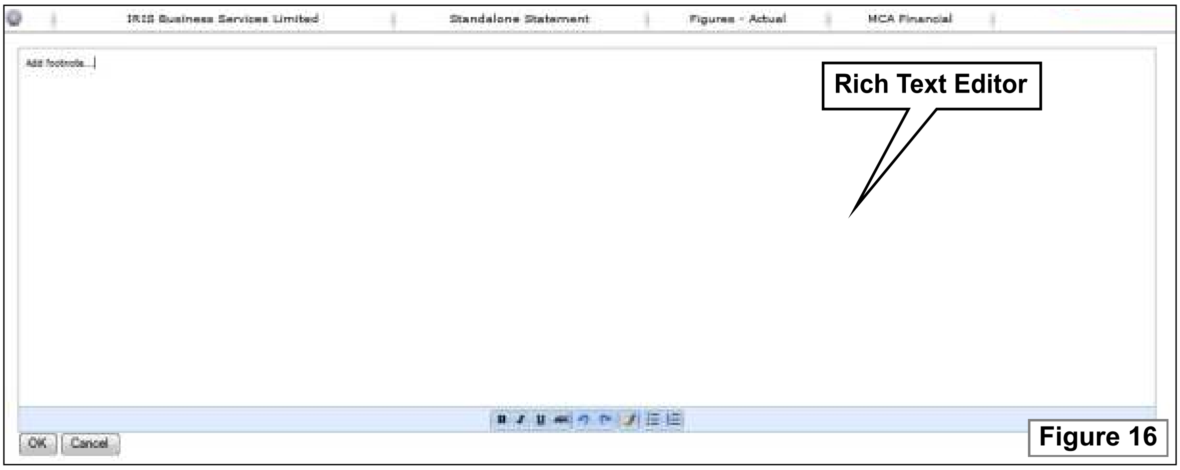


Figure 16

- Enter value in cell (Figure 15).
- Right click the cell (Figure 15).
- Click Add Footnote (Figure 15).
- Type textual data in Rich text Editor (Figure 16).
- Click Ok.

6.7 Property Window

Property Window is a hidden pane on the right hand side of your iFile Web application screen. It provides the XBRL properties of values entered in cells values for the line items of your financial statements/costing sheet.

It consists of the following fields - Name, ID, Type, Subgroup, Period Type, Balance, Abstract, Nillable, Unit and Scale. Only Unit and Scale can be modified in case of monetary elements. The remaining fields are mostly pre-populated and cannot be modified. (Refer Section 4.4 for Scale and Unit terminology.)

Steps involved…

- Place curser on the cell containing value.

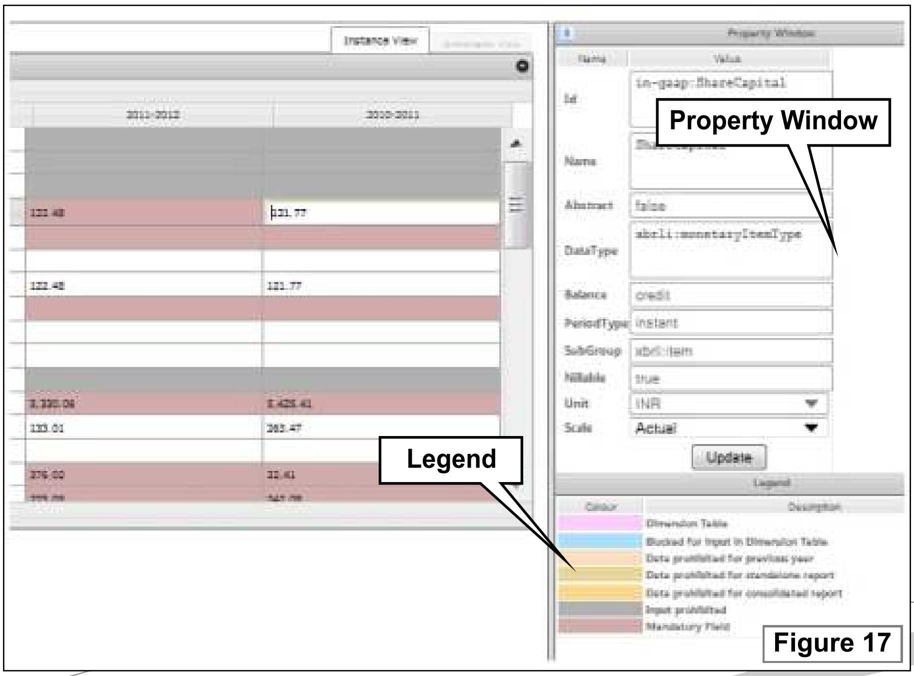


Figure 17

- Click Left Double Angle Bracket icon on the right hand side of your screen to slide open the Property Window.
- Click Right Double Angle bracket icon to close it. (Figure 17)

6.7.1 Legend:

Cells in iFile Web application have been color-coded indicating different types of data to be filled in. (Figure 17)

- Cells which are colored **pink** signify **Dimensional Table**.
- Cells which are **blue** in color signify cells **blocked** for **input** in **Dimensional Table**.
- Cells which are **light orange** in color signify **data prohibited** for **previous year**.
- Cells which are **brown** in color signify data prohibited for **standalone report**.
- Cells which are **dark orange** in color signify data prohibited for consolidated report.
- Cells which are **grey** in color indicate **data is prohibited**.
- Cells which are **maroon** in color indicate **mandatory field**.

6.7.2 Change scale

Default scale adopted in iFile Web is the scale chosen by you in the Startup Form. In case of monetary elements, an option is available to change the scale for a particular cell in the Property Window. The option for changing the scale is available for all monetary items. Click Update to save the change in scale.

Example: You have chosen the default scale to be 'Crores', however you wish to disclose value for 'Impairment loss recognized in profit and loss for primary segment in 'lakhs'.

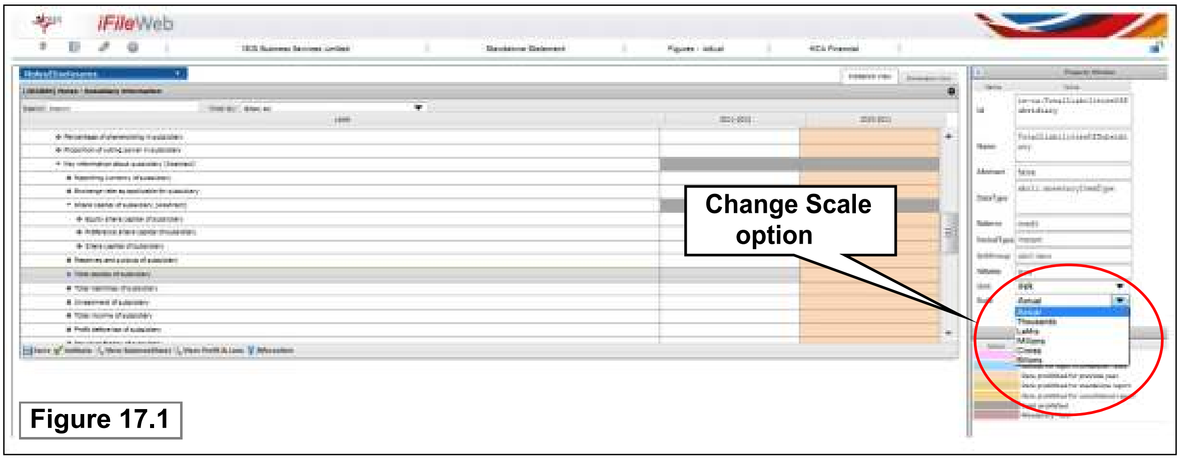
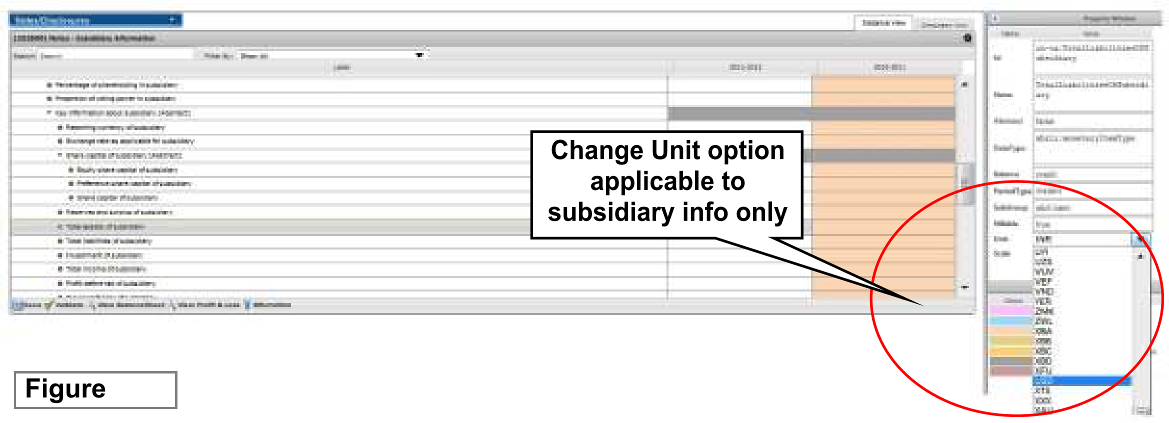


Figure 17.1

6.7.3 Change unit

Default unit adopted by iFile Web is the currency chosen by you in the Startup Form. In the Property Window there is an option available to change the unit for a particular cell. The option for changing the unit is available for all numeric items in Subsidiary Information where you can change the unit of the values pertaining to foreign subsidiaries. Click Update to save the change in unit.

Example: The default unit of currency is 'Indian Rupees' however you can change it to USD for a subsidiary in USA.



Figure

6.8 Bifurcation

This feature allows bifurcation of the 18 extended links into the instance document of Balance Sheet or Profit and Loss Account as per the MCA requirement. After you have inputted data into the financial statements for bifurcation:-

Steps Involved…

- Click **Bifurcation tab**.
- In **Bifurcation dialog box** check radio button for **`Profit & Loss`**, **`Balance Sheet`** or **`Both`** for each of the 18 extended links.
- Click **Save** to submit your selections (Figure 18).

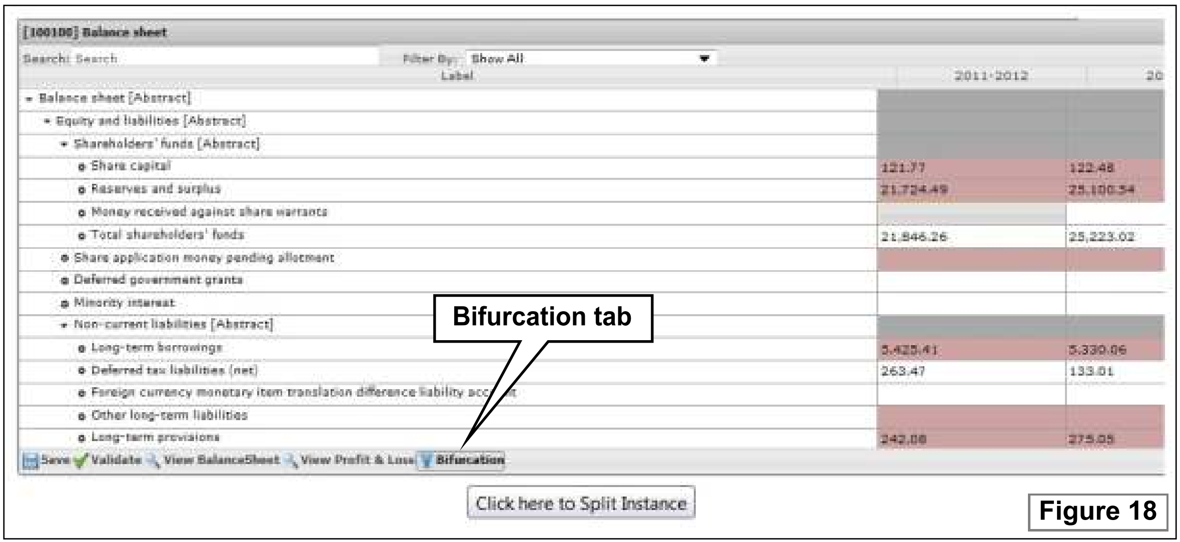


Figure 18

6.9 Dimensions

It refers to a characteristic of XBRL specification that allows creation of simple to complex pivot-style tables within financial statements. Dimensions allow capture of granular information in a sophisticated manner that makes it easy to extract and process data.

Figure 19

6.9.1 Explicit Dimensions

In this case domain members need not be created but may be selected from the options provided by the taxonomy.

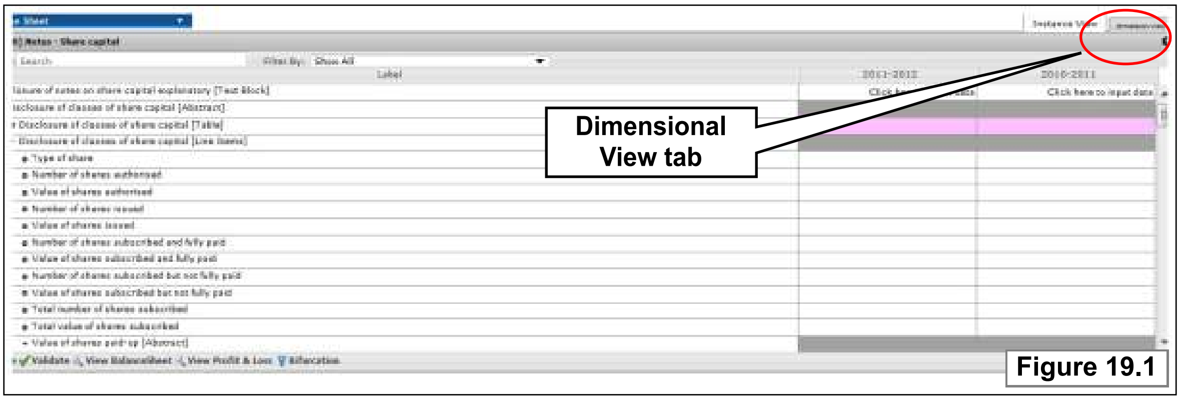


Figure 19.1

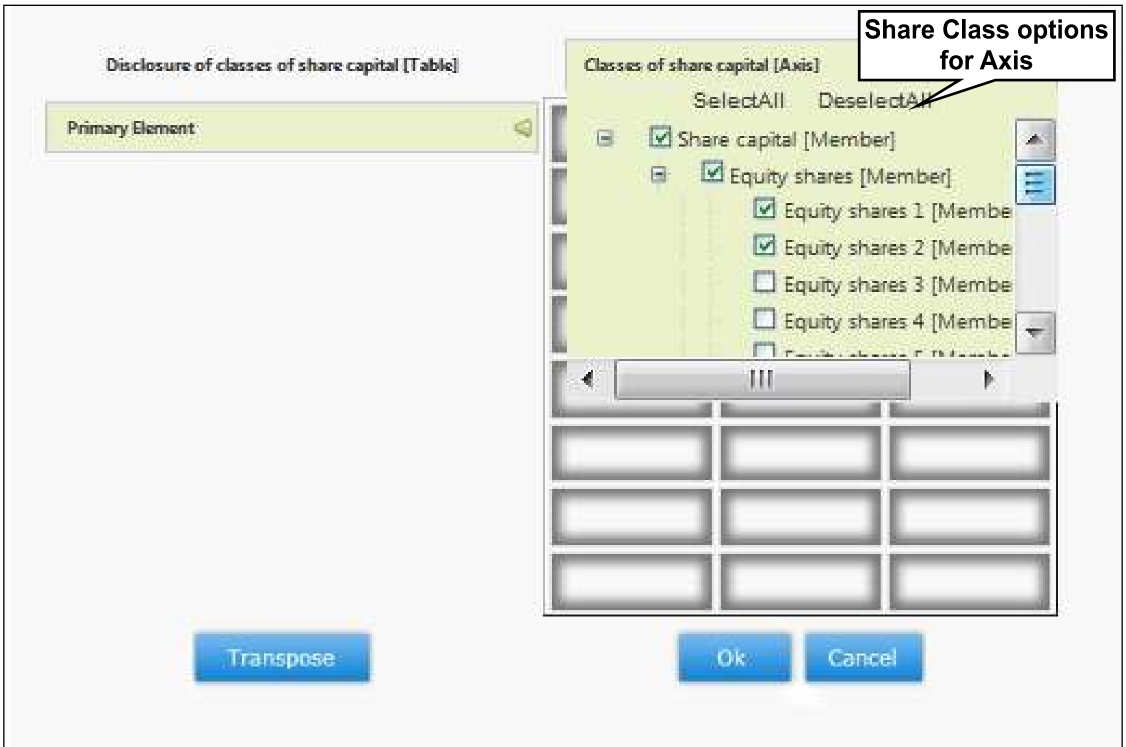


Figure 19.2

Let us take the case of **Notes - Share Capital** in the extended link of Balance Sheet.

- Click **Dimensions View** tab on the right hand side of the screen or double click **pink colored cells** (Figure 19.1).
- Tick appropriate **Check Boxes** for choosing available classes of **Share Capital - Equity Shares** and/or **Preference Shares** and their sub - elements for Axis. (Figure 19.2)
- Click **Ok** (Figure 19.2)

For previous year:

- In **drop down option for fiscal year** choose previous **fiscal year (Figure 19.3)**
- Tick appropriate **Check Boxes** for choosing available classes of **Share Capital - Equity Shares** and/or **Preference Shares** and their sub - elements for **Axis**. (Figure 19.2)
- Click **Ok**.

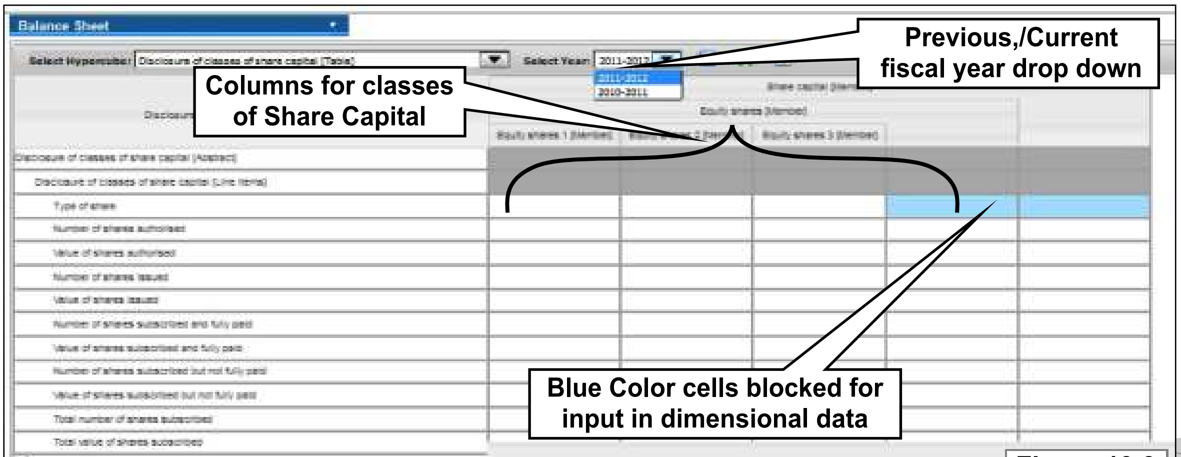


Figure 19.3

In figure 19.3 the classes of **Share Capital - Equity Shares** and **Preference Shares** form columns in the template.

6.9.2 Typed Dimensions

In this case the domain members need to be created. This can be illustrated with the case of **current Investments** under **Balance Sheet**.

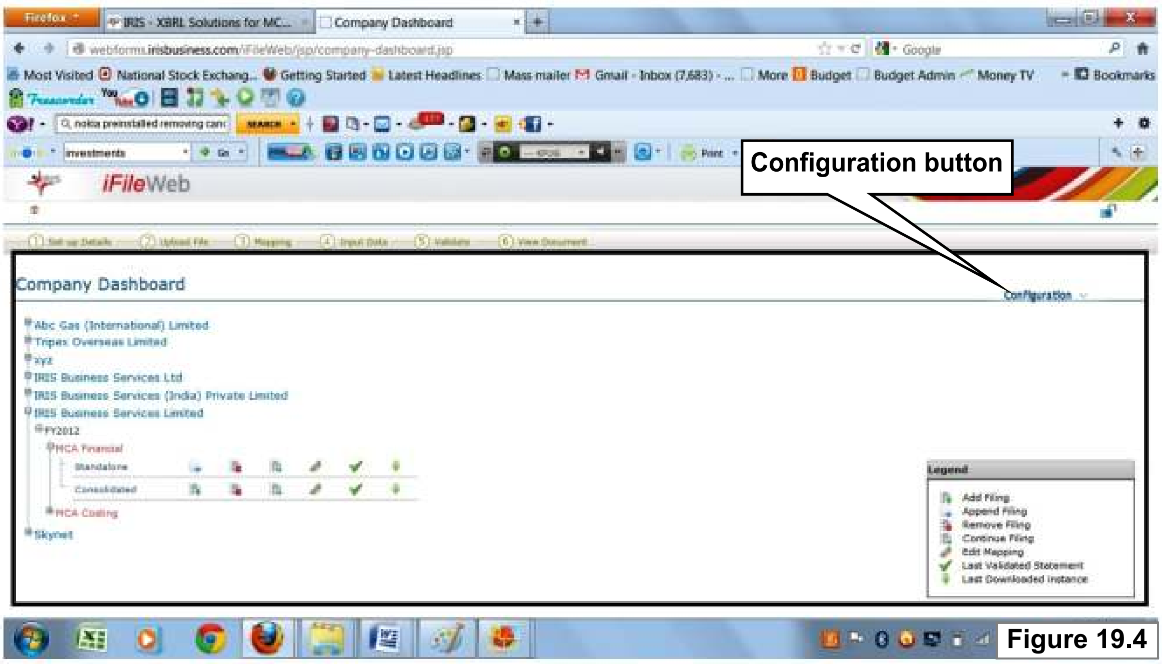


Figure 19.4

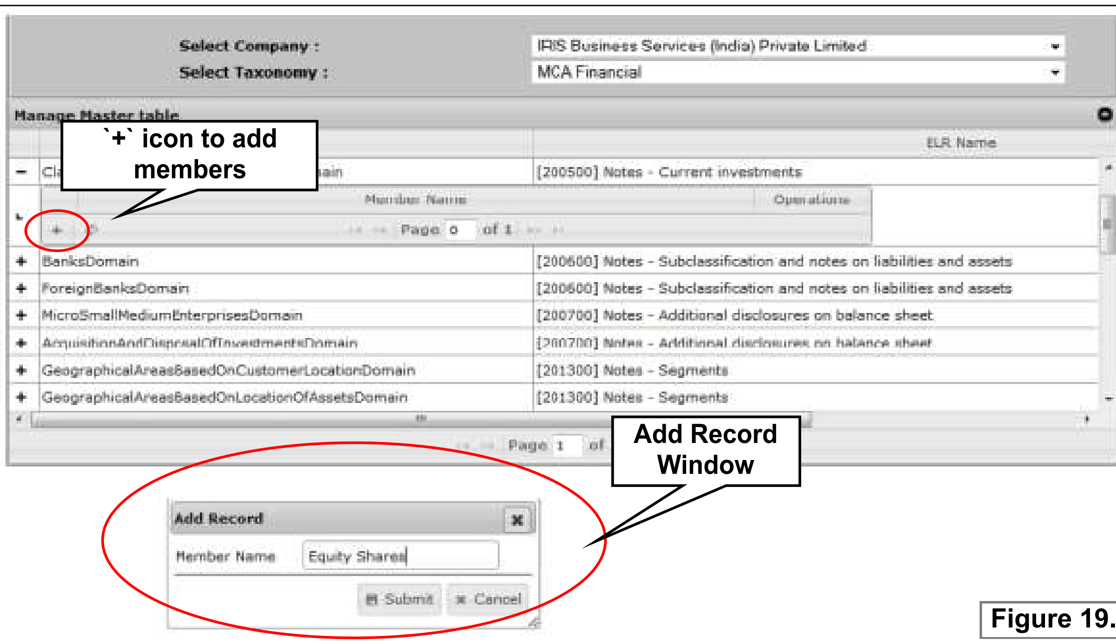


Figure 19.5

Steps Involved…

- Go to **Configuration > Manage Master Table** on **Home Page**. (Figure 19.4) or click toothed wheel icon shortcut (Figure 19).
- In **Manage Master Table** select your company and taxonomy from the drop down menu options. (Figure 19.5)
- In **Manage Master Table** click **'+`** icon; type member name to be added in **Add Record** window and click **Submit. (Figure 19.6)**
- Click **Continue Filing** on **Dashboard**
- Go to **Balance Sheet** > **Current Investment**
- Click **Dimensions View** tab on the right hand side of the screen.
- Tick appropriate **Check Boxes** for choosing available classes of **Current Investment** and their sub - elements for Axis. (Figure 19.7)
- Click **Ok (Figure 19.7)**

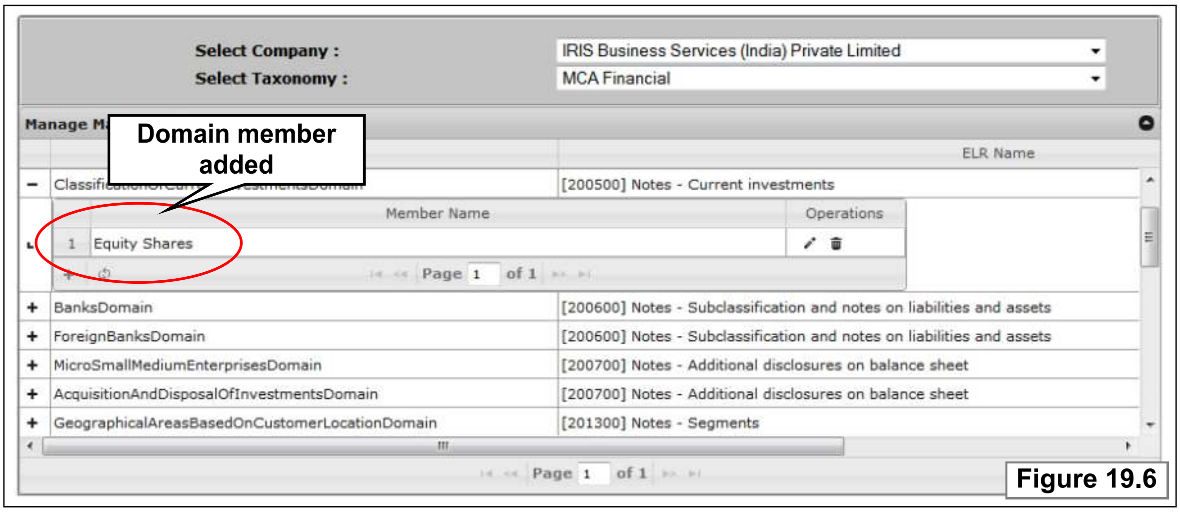


Figure 19.6

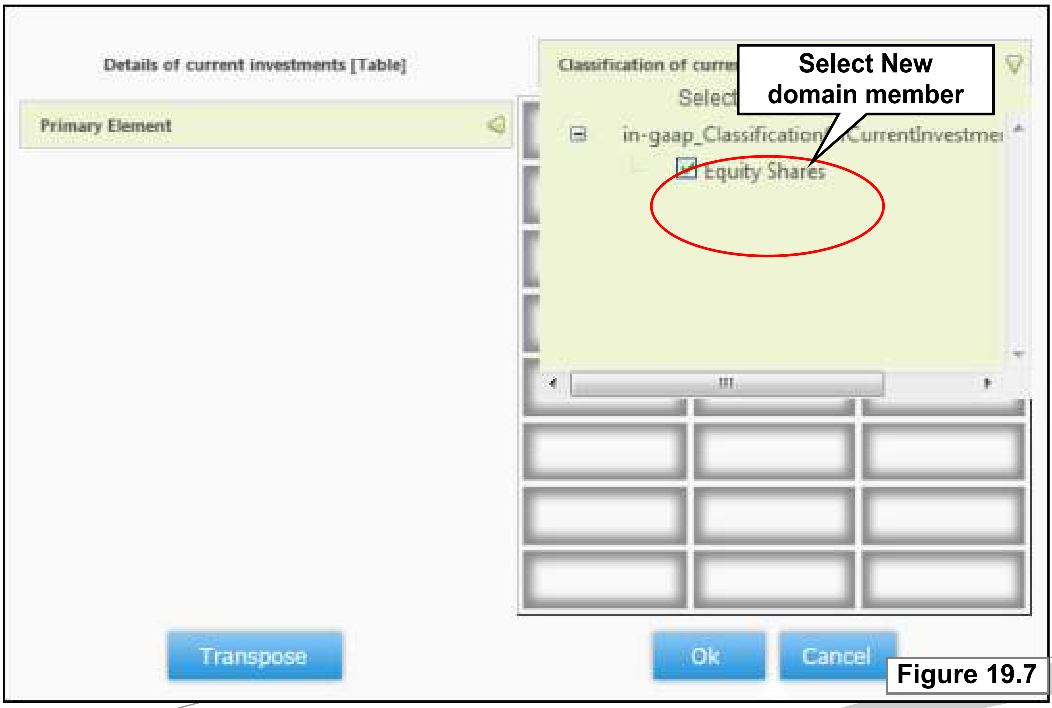


Figure 19.7

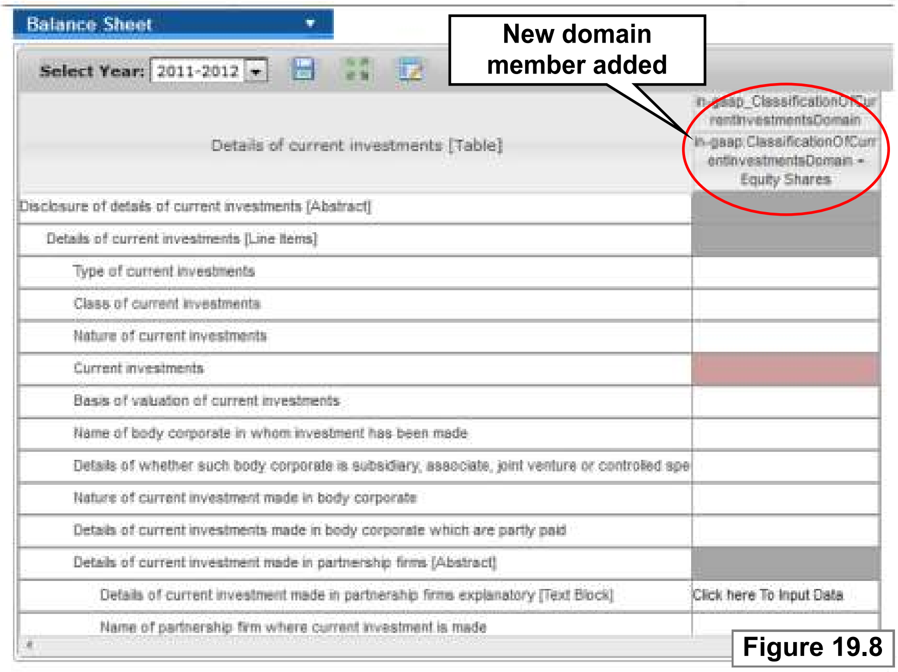


Figure 19.8

In the figure 19.8 the names entered by you for **Details of Current Investments** appear as columns in the template.

7 Step 5 - Validate

This feature/tool allows you to validate your financial data for XBRL specifications prior to final instance document generation.

Steps Involved…

- Click **Validate** (Figure 20).
- Check for the validation status in the **Error Description** page (Figure 21).

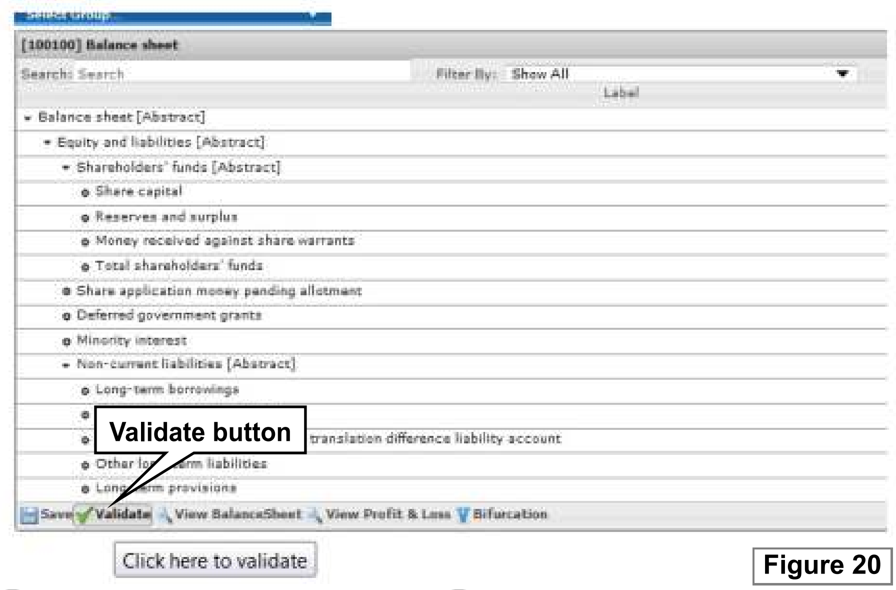


Figure 20

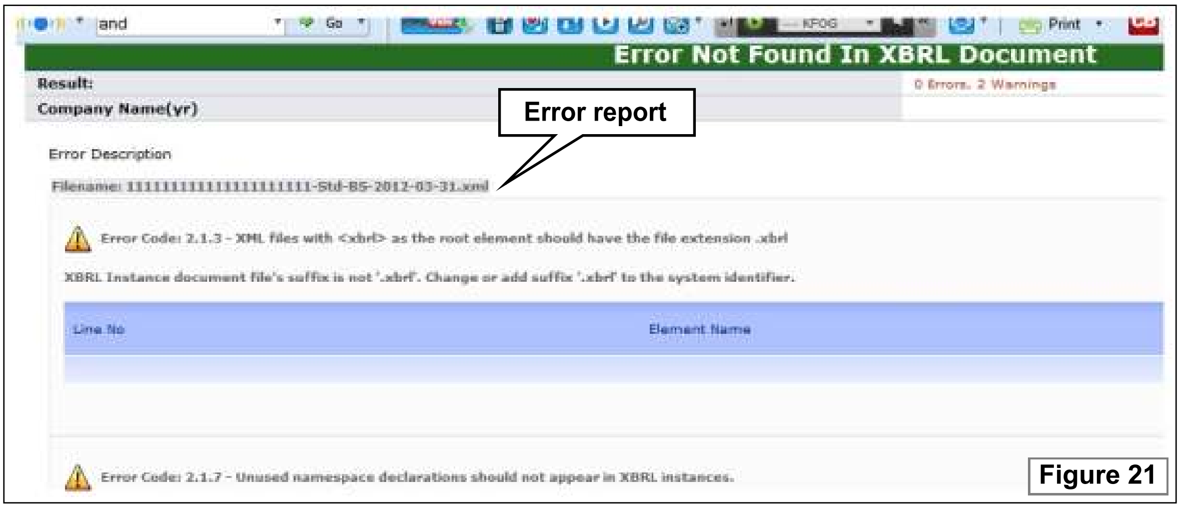


Figure 21

In the **Error Description page** (Figure 20) all the validation errors and warnings are listed. This Validation page would comprise of the tabs - FRIS and XBRL.

Under FRIS tab you would find errors pertaining to deviation from “Financial Reporting Instance Standards' published by XBRL International Consortium. XBRL tab would give you errors due to departure from XBRL 2.1 specifications.

There are two types of validation results which you would come across, ‘Error' and ‘Warning'. Error indicates that the discrepancies have to be resolved to enable generating an instance document. ‘Warning' as the name suggest are in nature of warning, you have an option to either solve them or ignore it.

Each Error or warning is accompanied by an error message which would guide you to solve those errors. In most of the cases errors would pertain to an element. You need to go that element in the iFile Web template and input/edit data to resolve the errors.

8 Step 6 - View Document

This is the last step and helps you view the information filled in by you in the templates for financial statements for generating instance document to be filed with MCA. The view option gives an overview of data filled and this can be used as a tool to assess the work completed by you

Steps involved…

- Click **View Balance Sheet** for viewing Balance Sheet (Figure 22).
- Click **View Profit & Loss** for viewing Profit & Loss statement (Figure 22).

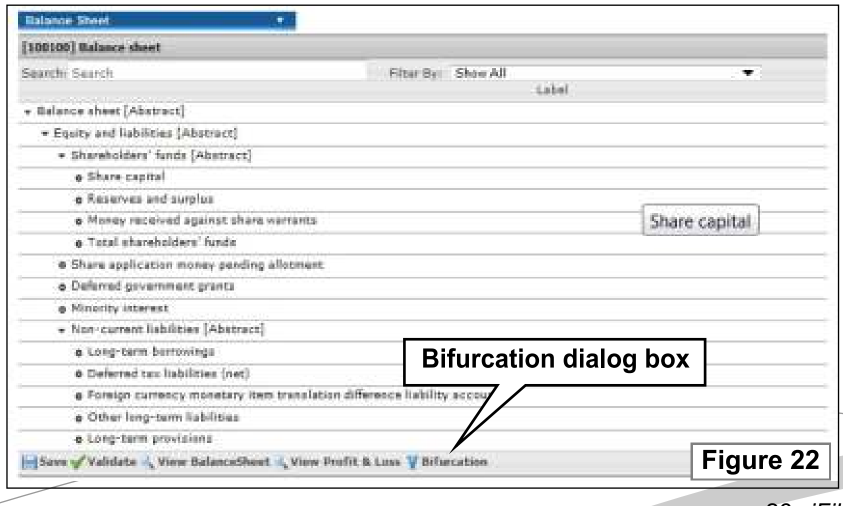


Figure 22

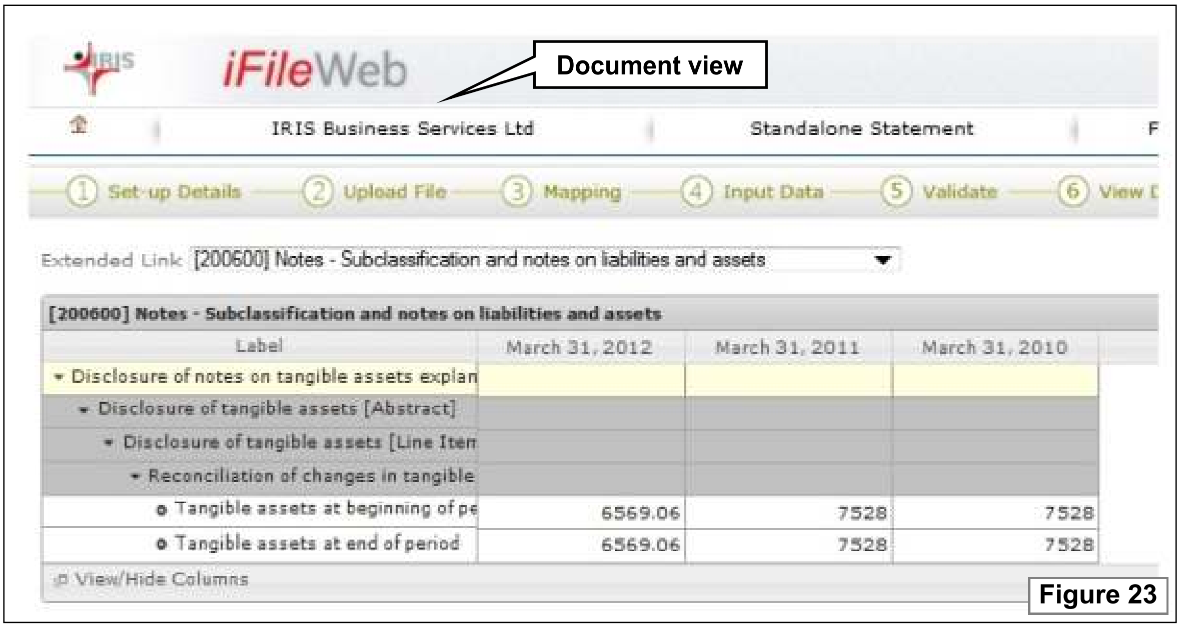


Figure 23

8.1 Download - to generate Instance

After you have validated and viewed the financial statements or costing reports you can generate the instance document(s) in a few easy steps for regulatory filing purposes.

Steps involved…

- Click **Download**
- Download the **Instance** onto your **PC**
- Save the **Instance file** in your **PC**. (Figure 24)

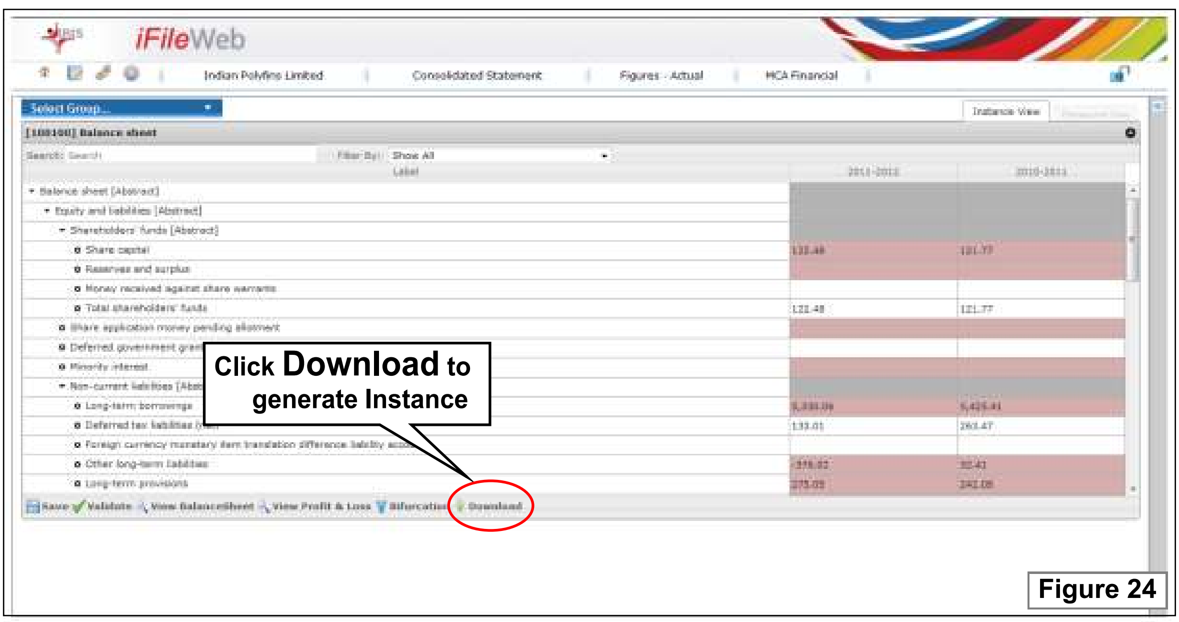


Figure 24

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