



MBRS Preparation Tool

Release 1

Installation Guide

Version 1.0

Published December 2017

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1. Installation

1.1. Introduction to the preparation tool

As part of the Suruhanjaya Syarikat Malaysia (SSM) XBRL initiative, a free preparation tool was made available and known as Malaysian Business Reporting System (MBRS).

This MBRS preparation tool is developed to assist companies to prepare a full set of financial statements (FS), annual return (AR) or even exemption application which relates to either FS or AR. The guiding principles behind the MBRS preparation tool were to cater the provisions under Companies Act 2016 and Malaysian applicable approved accounting standards.

The scope of submission for MBRS Preparation Tool can be referred to in the MBRS Summary Sheet.

1.2. Minimum system requirements

In order to install the MBRS preparation tool, your machine will need to meet certain minimum hardware and software requirements as shown in the table below:

Hardware Requirements	
Processor	2.0GHz Core 2 Duo, i3, i5, i7 or equivalent.
RAM	4 GB <i>Note: For instructions on how to check the amount of RAM is installed on your machine, please refer to:</i> http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has
Hard Disk Space	2 GB of free space on C:\ drive
Monitor Resolution	1280x800 and above
Operating System and Software	
Operating System and Software	Windows 7, Windows 8, Windows 10 <i>Note: For instructions on how to check the version of your operating system, please refer to:</i> http://windows.microsoft.com/en-US/windows/which-operating-system
Microsoft .net Framework	DOT NET Framework 3.5 SP1 <i>Note: This can be downloaded from</i> http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&displaylang=en
Microsoft® Office	MS Office 2007, MS Office 2010, MS Office 2013, MS Office 2016 Supported versions: Office 2007 – Standard, Small Business, Professional, Professional Plus, Enterprise, Ultimate Office 2010 – Home and Business, Standard, Professional, Professional Plus Office 2013 – Home and Business, Standard, Professional, Professional Plus Office 2016 – Home and Business, Standard, Professional, Professional Plus

	<p>Unsupported versions: Office 2003 – All versions Office 2007 – Basic, Home and Student Office 2010 – Starter, Office Online, Home and Student, Personal Office 2013 – Starter, Home and Student Office 2016 – Home & Student Office 365</p> <p><i>Note: For instructions on how to check the version of Microsoft Office you are using, refer to http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx</i></p>
<p>Microsoft® Visual Studio® Tools For Office® Runtime (VSTOR)</p>	<p>Visual Studio® Tools For Office Runtime 3.0</p> <p><i>Note: This can be downloaded from http://www.microsoft.com/download/en/details.aspx?id=23656</i></p>
<p>Programmable Interoperable Assemblies for Microsoft Excel 2007</p>	<p>Microsoft® Office 2007 Primary Interoperable Assemblies</p> <p><i>Note: This can be downloaded from http://www.microsoft.com/en-in/download/details.aspx?id=18346</i></p>

* Microsoft® Office, Microsoft® Excel, Microsoft® Word, Microsoft® Office Suite and Microsoft® Windows are trademark or registered trademarks of Microsoft Corporation Limited

1.3. Download the installer

User can download the MBRS Preparation Tool from SSM's e-Services XBRL Portal's "Download" menu.



The screenshot displays the SSM (Syndicate of Registrars) website interface. The top navigation bar includes links for Home, About SSM, Services, Legal Framework, Publication, and Gallery. A prominent banner advertises a 'Latest Product' titled 'Financial Comparison of 3 years, 5 years and 10 years NOW AVAILABLE', which is an extraction of information from audited balance sheets and profit and loss accounts. Below the banner, there are three main service categories: 'SOLE PROPRIETORSHIP & PARTNERSHIP', 'LIMITED LIABILITY PARTNERSHIP', and 'COMPANY', each with a list of available services. A 'Public Poll' section asks 'Do you know about SSM's BizTrust Seal?' with 'Yes' and 'No' options and a 'Vote' button. A 'Quick Links' section features a 'Talk Show' video player and several logos including SSM, MTRAC, and REFUND. On the right side, there is an 'INTERNAL PORTAL' menu with links for FAQ, SITE MAP, and CONTACT US. Below that is a 'Hot Topic' section with links to e-Info, Acts & Regulations, SSM Products, Registration, and List of Forms. The 'e-Services' menu is located at the bottom right, listing various services such as MyCoID, MyLLP, e-Biz, e-Info, MyDATA, SSM BizTrust, e-CBID, e-Search, e-Query, e-Compound, Status 300/550, e-Complaint, e-Integrity, CLBG, and e-Investigation. The 'XBRL' option is highlighted with a red rectangular box.

1. Go to URL www.ssm.com.my and click under e-Services XBRL tab.
2. After gaining access to the website, please proceed to paragraph entitled MBRS Release 1.

Home -> eXtensible Business Reporting Language (XBRL)



eXtensible Business Reporting Language (XBRL)

Malaysian Business Reporting System

Suruhanjaya Syarikat Malaysia (SSM) will be introducing a submission platform based on the eXtensible Business Reporting Language (XBRL) format in 2018.

This submission platform will be known as the "Malaysian Business Reporting System" (MBRS) which allows for the annual submission filing of:

- Financial Statements and Reports (FS);
- Annual Return (AR), and
- Exemption Applications (EA) which are related to the FS and AR applications.

The guiding principles behind the MBRS is based on the following financial and non-financial scopes as stated below:

1. Companies Act 2016;
2. Applicable approved accounting standards for financial statements of :
 - a. Malaysian Private Entities Reporting Standards (MPERS) for private company that -
 - is not itself required to prepare or lodge any financial statements under any law administered by the Securities Commission Malaysia or Bank Negara Malaysia; and
 - is not a subsidiary or associate of, or jointly controlled by, an entity which is required to prepare or lodge any financial statements under any law administered by the Securities Commission Malaysia or Bank Negara Malaysia or
 - b. Malaysian Financial Reporting Standards (MFRS) for public company.

Scope of Submission

The MBRS Summary – Scope of Submission will guide preparers on the types of filing which is allowed under the MBRS submission platform.

Once the MBRS Preparation Tool is successfully installed, the preparers may then choose to view the AR, FS or EA respectively in the MBRS Preparation Tool launch window.

There will be several entry points as stated in the MBRS Summary – Scope of submission template above. These entry points however will be guided by the mTool according to the set of answers provided by the preparers in the Information Filing window.



MBRS

The MBRS system will be released in two stages.

MBRS Release 1

SSM will allow the public to download the MBRS Preparation Tool (mTool) for free with the following purpose:

1. To allow the public to sufficiently use the elements captured in the mTool displaying the reporting details of the AR, FS or EA;
2. To allow the public to test and familiarized themselves with the functionalities and capabilities of the free mTool provided by SSM; and
3. To ensure the public has sufficient time to attend the training programmes organized by SSM.

For a better view of the mTool, please download the mTool Installer (based on your computer's compatibility) using the link provided below:

- mTool Installer 32 bit version; or
- mTool Installer 64 bit version.

For a step by step installation guide, please refer to the MBRS Preparation Tool Release 1 Installation Guide.

MBRS Preparation Tool Release 1 User Manual will be explaining on the basic functionalities and capabilities of the system.

MBRS Launch

The MBRS Portal will be launched by SSM in the second quarter of 2018. Once launched, the company may submit, pre-populate the AR data and manage the company's dashboard via the portal.

SSM welcomes any views and comments from stakeholders with regards to the mTool. Kindly submit the views and comments using the feedback templates provided and email the same to mtool_comments@ssm.com.my by or before Wednesday, 28 February 2018.

The comments submitted will assist SSM in improving and fine-tuning the MBRS implementation plan.

For other information on MBRS please refer to MBRS Release 1 Frequently Asked Questions document.

Related Documents

Year	Documents
2014	ssm_20111231 (version 1.0) Based on IFRS Taxonomy 2012 (English) Label-Final ssm2017 (v1.0)

3. From there you would be able to download between either :
- mTool Installer 34 bit version; or
 - mTool Installer 64 bit version.

To check on which version of the operating system is your computer running on, go to, <https://support.microsoft.com/en-us/help/827218/how-to-determine-whether-a-computer-is-running-a-32-bit-version-or-64>.

To check the version of Microsoft® Office installed on your computer, open a Microsoft® Office suite application, like Microsoft® Excel as shown in Figure 1. Open the Help menu – it is available in the Microsoft® Office menu bar directly, or under the File menu item. It will give information about which version of Microsoft® Office is running on the system, hence you would know whether your application supports the versions as mentioned in Minimum System Requirements section above.

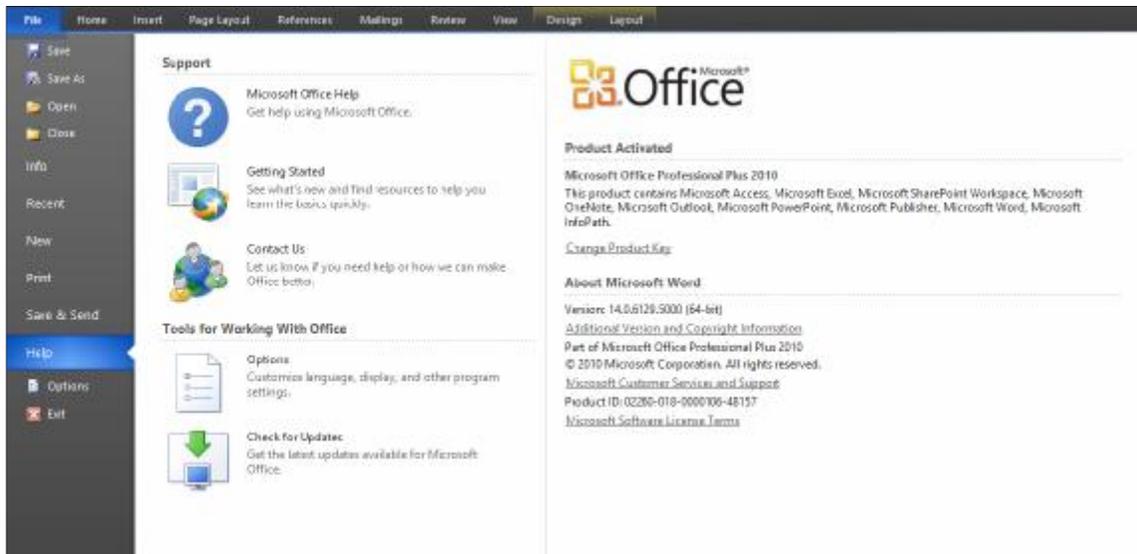


Figure 1

Another way to check your computer system type by following these steps:

- a) Right click on the Computer or My Computer icon on your desktop as in Figure 1.1

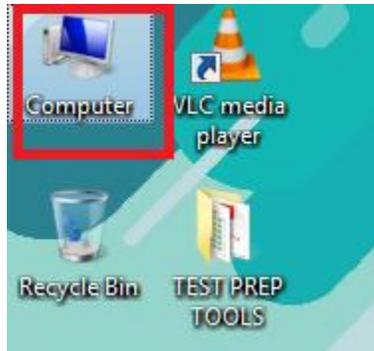


Figure 1.1

b) Click properties as in Figure 1.2

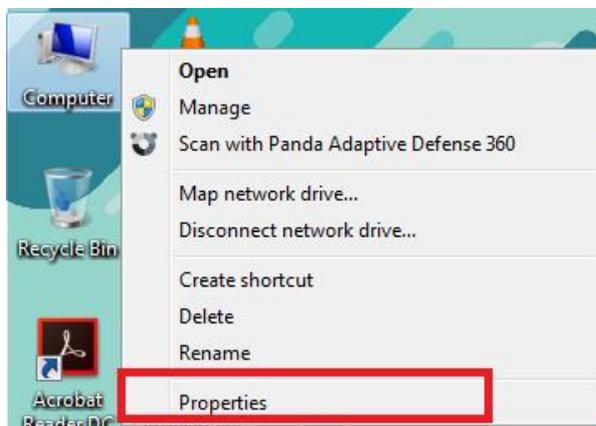


Figure 1.2

c) You will be able to check on which version of the operating system in the computer as in Figure 1.3 below is 64-bit.

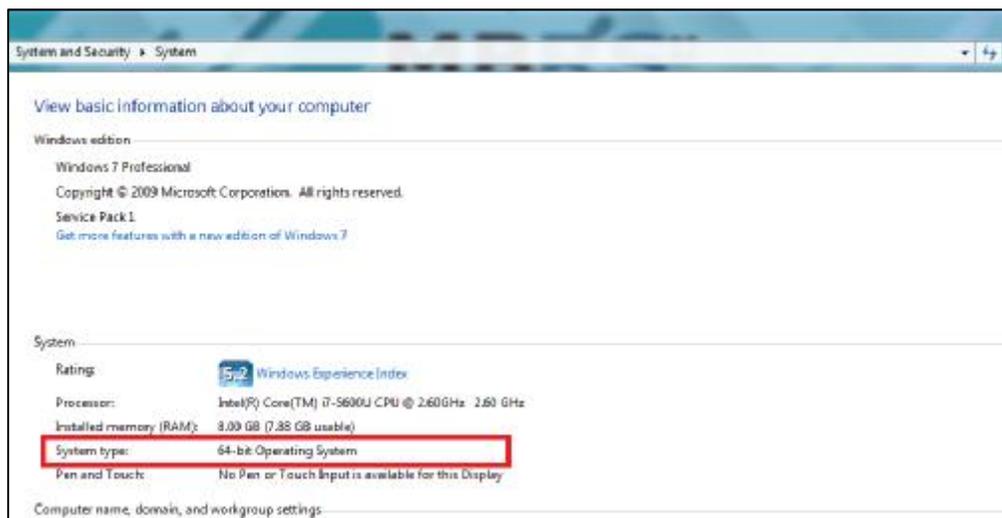


Figure 1.3

1.4. Things to note before installation

1. Dot Net Framework required

The MBRS preparation tool needs the Microsoft .NET Framework version 3.5 Service Pack 1 to function. If this is not installed on your computer, the Preparation Tool installer will quit and direct you to download this software. Below is the link to download and install the Microsoft .NET Framework 3.5 Service Pack 1:

<http://www.microsoft.com/en-us/download/details.aspx?id=25150>

2. Supported versions of Microsoft® Office

Please ensure that a supported version of Microsoft® Office is installed on the system. The following are the supported editions for each version of Microsoft® Office:

Office 2007	Standard, Small Business, Professional, Professional Plus, Ultimate, Enterprise
Office 2010	Home and Business, Standard, Professional, Professional Plus
Office 2013	Home and Business, Standard, Professional, Professional Plus
Office 2016	Home and Business, Standard, Professional, Professional Plus

3. Administrator rights

You will need to have “Administrator” rights on your computer to install the MBRS preparation tool. If you are using a computer provided by your company which does not allow you to install software on it, please consult the technical support division in your organisation to help you install the Preparation Tool.

4. Default font size and magnification setting

On some computers, you might have configured your display settings to show fonts at 125% or higher of the default value to help read and identify text better. However, the templates on the preparation tool might look different from its original intended look. We recommend that you set your Text and other items size to the default 100%.

5. Norton anti-virus issue

On some computers, it might happen that the antivirus may delete the tool as when you install the tool. Follow the following steps to facilitate proper installation:

- a. Go to notification area appearing to the bottom right of the task bar and right click on the Norton antivirus icon.
- b. Select disable Antivirus auto protect, a window will appear.
- c. Select appropriate time interval to disable auto protection.
- d. Download the tool and install on your system.



The same installer package can be used to install the preparation tool on multiple computers.

1.5. Install

1. Double click on the installer of the MBRS preparation tool with “.exe” extension to install the Preparation Tool. You will see the MBRS preparation tool Setup Wizard as shown in Figure 2.

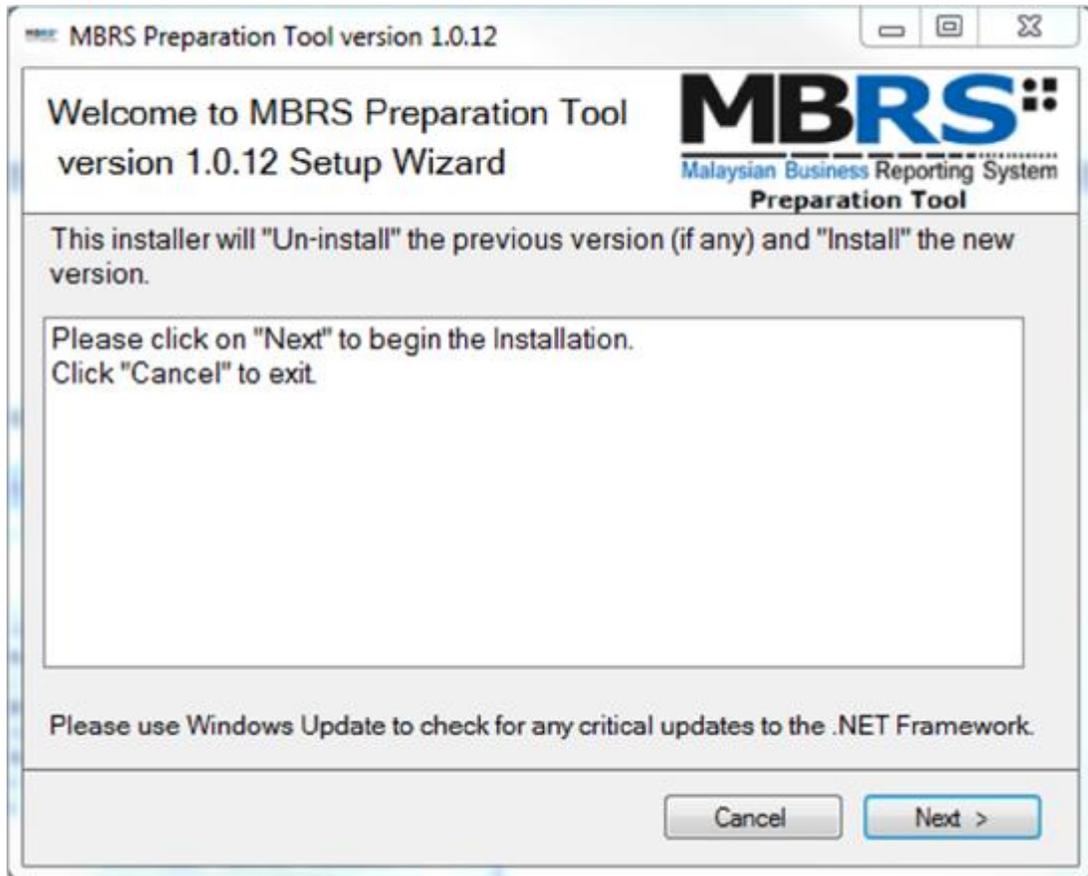


Figure 2

2. Click **Next**. The MBRS preparation tool license agreement is displayed as shown in Figure 3.



Figure 3

3. Click **I Agree** to proceed. The MBRS preparation tool prompts you to wait as the installer is being downloaded at your system as shown in Figure 4.

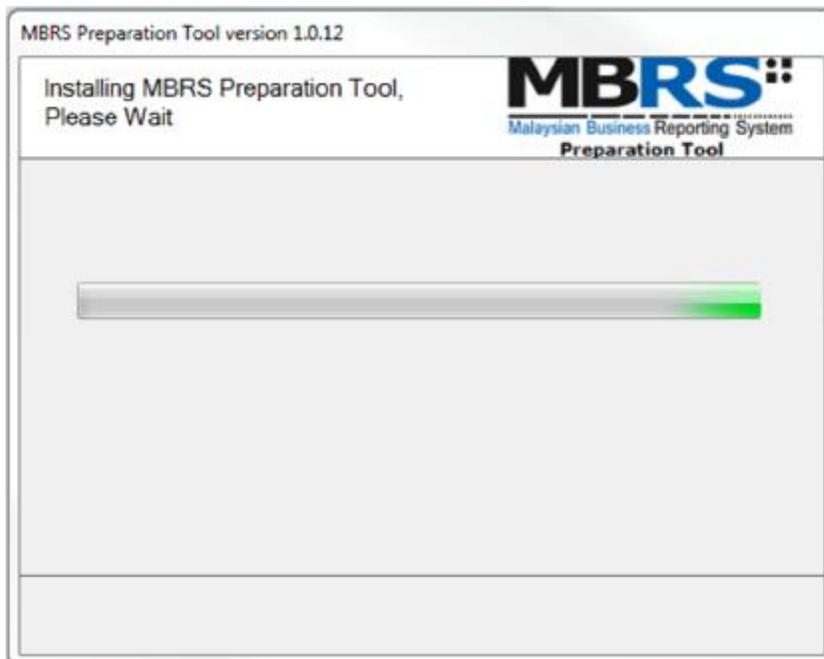


Figure 4

- Once installation is complete, a prompt window would be displayed indicating that the tool is downloaded successfully and prompts you to close the window as shown in Figure 5.

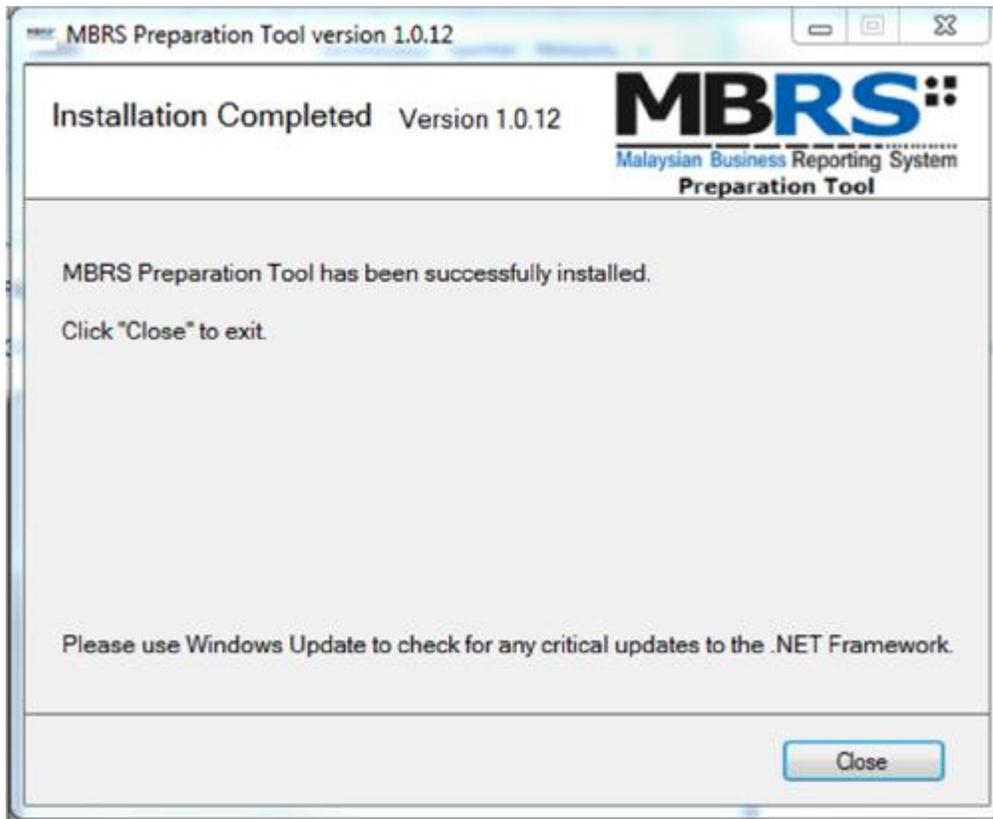


Figure 5

- Click Close. A short cut to the MBRS preparation tool application is created on your desktop as displayed in Figure 6.



Figure 6

1.6. Installing updated version of the tool

Manual uninstall before installing a newer version of MBRS preparation tool is not required. Downloading of newer version of the tool will uninstall the older version and install the newer version automatically.

1. Download the updated version of the MBRS preparation tool.
2. Double click to open and run the setup file downloaded. You will see the progress window as displayed in Figure 7 followed by a prompt message as displayed in Figure 8.

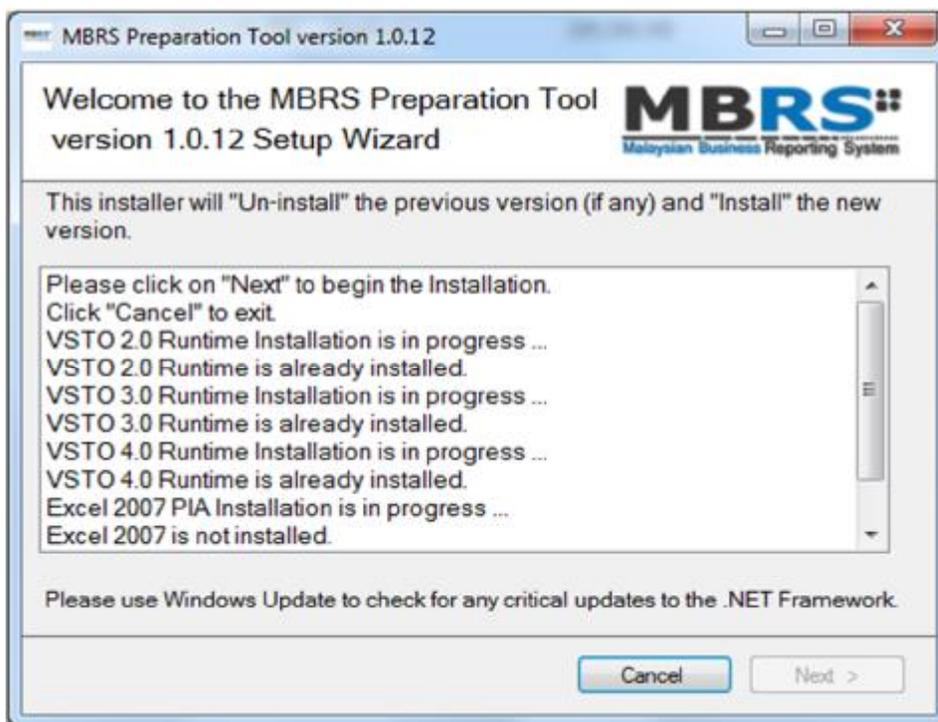


Figure 7

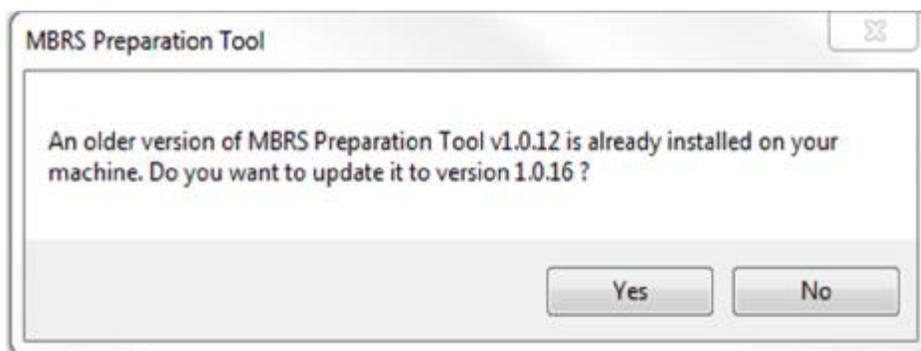


Figure 8

3. Click **Yes** to update, a prompt message will be displayed as per Figure 9.

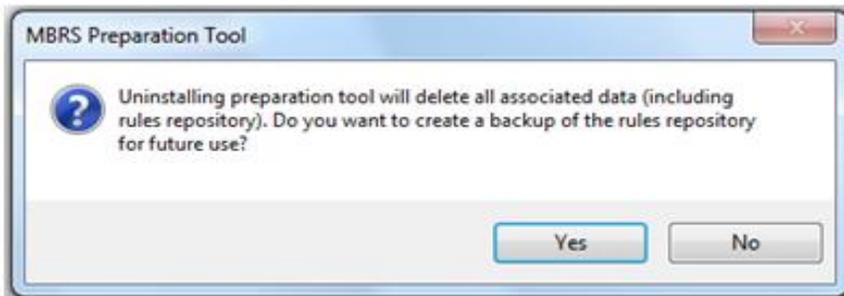


Figure 9

4. Select **Yes** or **No** to proceed. Once update is completed, the 'Update Complete' window will be displayed as shown in Figure 10.

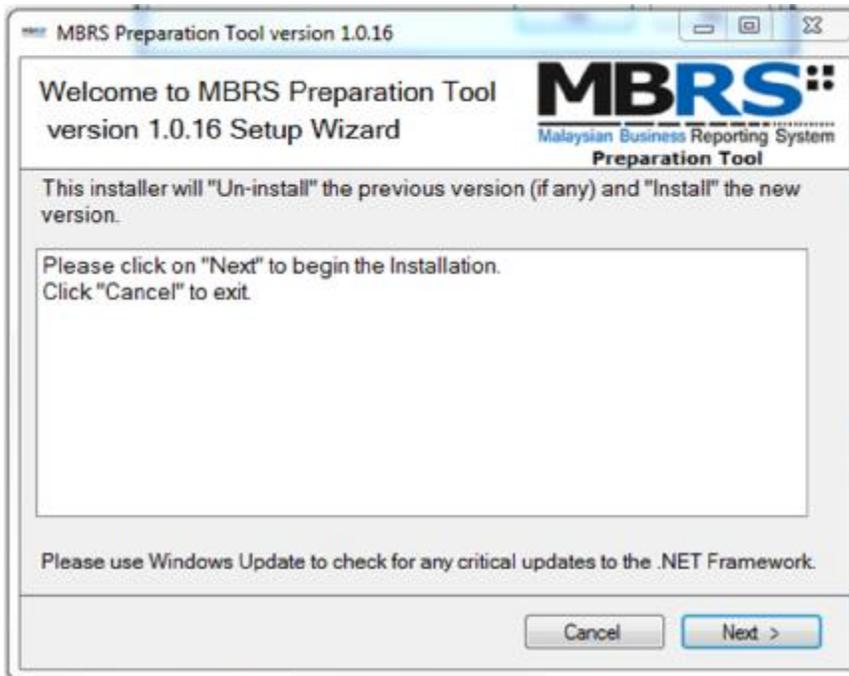


Figure 10

5. Click **Next** and similar steps would be displayed as per figure 3, 4 and 5 as given in Figure 5 close the window and start using the updated version of the MBRS preparation tool.

1.7. Uninstall

To uninstall the Preparation Tool, please follow the instructions below:

1. Go to the Start Menu in Microsoft® Windows and click on the **Uninstall** option under the MBRS preparation tool menu option as shown in Figure 11.

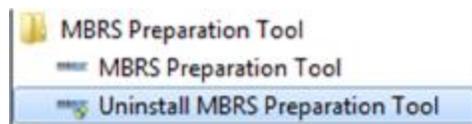


Figure 11

2. Follow the instructions to uninstall the MBRS preparation tool.
 - a. First, click **Yes** to confirm un-installation of the Preparation Tool.

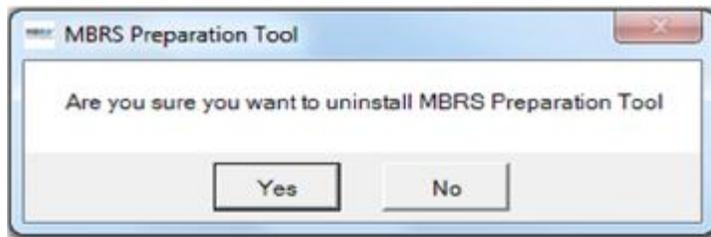


Figure 12

- b. You will then be asked if you want to save the mapping rules (created by the Preparation Tool. We recommend that you click on **Yes** to save the rules, so that these rules can be saved and re-used by you in future.



Figure 13

- c. Click **Yes** or **No** to proceed. The Preparation Tool un-installation process will complete automatically.

2. Get Started

After MBRS preparation tool is installed, a shortcut icon is displayed on your desktop or from the “Program” > “MBRS Preparation Tool” menu.



Figure 14 Desktop icon for MBRS Preparation Tool

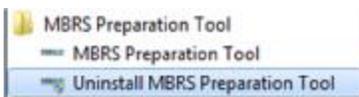


Figure 15 Program Files Menu for MBRS Preparation Tool



Figure 16 MBRS Preparation Tool Launch Window

To launch the MBRS preparation tool, double click on the shortcut created on the desktop or the MBRS menu from “Program Files” menu. The introduction page is displayed as shown above.