



# Malaysian Business Reporting System (MBRS)

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## MBRS PREPARATION TOOL (mTool) INSTALLATION GUIDE

***Version 1.1***

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# 1 Installation

## 1.1 Introduction to the MBRS preparation tool (mTool)

As part of the SSM XBRL initiative, SSM has made available mTool to enable companies to prepare Financial Statements, Key Financial Indicators, Annual Return and Exemption Application in line with the MBRS filing requirements and SSM Taxonomy (SSMxT).

MBRS templates have been designed to reflect the presentation of these filings as far as possible, and in facilitating the preparation of these statements in XBRL. In addition, several key features of mTool are provided to facilitate the ease of preparing XBRL filings.

## 1.2 Minimum system requirements

In order to install the mTool, user's computer will need to meet certain minimum hardware and software requirements as shown in the table below:

Hardware Requirements	
Processor	Intel 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>  <a href="http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has">http://windows.microsoft.com/en-us/windows-vista/find-out-how-much-ram-your-computer-has</a>
Hard Disk Space	2 GB of free space on C:\ drive

Monitor Resolution	1280x800 and above
<b>Operating System and Software</b>	
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: <a href="http://windows.microsoft.com/en-US/windows/which-operating-system">http://windows.microsoft.com/en-US/windows/which-operating-system</a></i>
Microsoft .net Framework	DOT NET Framework 3.5 SP1 <i>Note: This can be downloaded from <a href="http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&amp;displaylang=en">http://www.microsoft.com/downloads/details.aspx?FamilyID=ab99342f-5d1a-413d-8319-81da479ab0d7&amp;displaylang=en</a></i>
Microsoft® Office	MS Office 2007, MS Office 2010, MS Office 2013, MS Office 2016, MS Office 2019  <b>Supported versions:</b> 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 Office 2019 - Home and Business, Standard, Professional, Professional Plus Office 365 – Personal, Home, Business, Business Premium, ProPlus  <b>Unsupported versions:</b> Office 2003 – All versions Office 2007 – Basic, Home and Student

	<p>Office 2010 – Starter, Office Online, Home and Student, Personal</p> <p>Office 2013 – Starter, Home and Student</p> <p>Office 2016 – Home &amp; Student</p> <p>Office 2019 – Home &amp; Student</p> <p>Office 365 – Business Essentials, Office 365 Online</p> <p><i>Note: For instructions on how to check the version of Microsoft Office you are using, refer to <a href="http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx">http://office.microsoft.com/en-001/excel-help/what-version-of-office-am-i-using-HA101873769.aspx</a></i></p>
Microsoft® Visual Studio® Tools for Office® Runtime (VSTOR)	<p>Visual Studio® Tools for Office Runtime 3.0</p> <p><i>Note: This can be downloaded from <a href="http://www.microsoft.com/download/en/details.aspx?id=23656">http://www.microsoft.com/download/en/details.aspx?id=23656</a></i></p>
Programmable Interoperable Assemblies for Microsoft Excel 2007	<p>Microsoft® Office 2007 Primary Interoperable Assemblies</p> <p><i>Note: This can be downloaded from <a href="http://www.microsoft.com/en-in/download/details.aspx?id=18346">http://www.microsoft.com/en-in/download/details.aspx?id=18346</a></i></p>

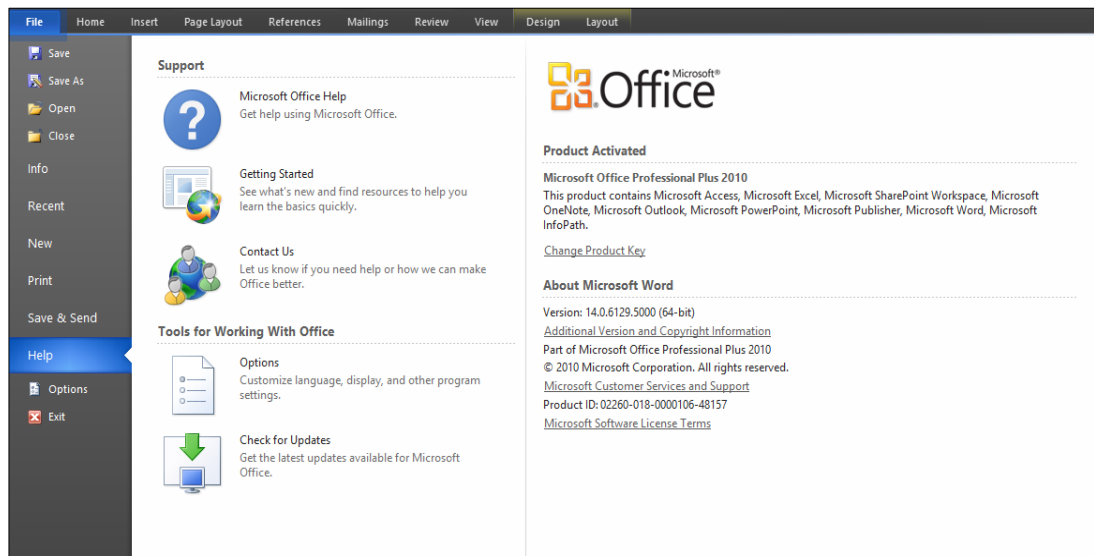
\*Microsoft® Office, Microsoft® Excel, Microsoft® Word, Microsoft® Office Suite and Microsoft® Windows are trademark or registered trademarks of Microsoft Corporation Limited.

### 1.3 Download the installer

User can download the mTool from MBRS Portal’s Download menu. User will have the option to download the 32-bit version of the tool or 64-bit

version of the tool. To check which version of the operating system your computer supports, 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 the User's 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 user's office should be from supported versions as mentioned in Minimum System Requirements section above.



**Figure 1**

## 1.4 Things to note before installation

### 1.4.1 Dot Net Framework required

The mTool needs the Microsoft .NET Framework version 3.5 Service Pack 1 to function. If this is not installed on user's computer, the Preparation Tool installer will quit and direct user 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>

### 1.4.2 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:

MS® Office 2007	Standard, Small Business, Professional, Professional Plus, Ultimate, Enterprise
MS® Office 2010	Home and Business, Standard, Professional, Professional Plus
MS® Office 2013	Home and Business, Standard, Professional, Professional Plus
MS® Office 2016	Home and Business, Standard, Professional, Professional Plus
MS® Office 2019	Home and Business, Standard, Professional, Professional Plus
MS® Office 365	Personal, Home, Business, Business Premium, ProPlus

### 1.4.3 Administrator rights

You will need to have “Administrator” rights on your computer to install the mTool. 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.

#### 1.4.4 Default font size and magnification setting

On some computers, you 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%.

#### 1.4.5 Anti-virus issue

On some computers, the antivirus might delete the tool upon installation. Follow the following steps to facilitate proper installation:

- a. Go to notification area appearing at the bottom right of the task bar and right click on the 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.

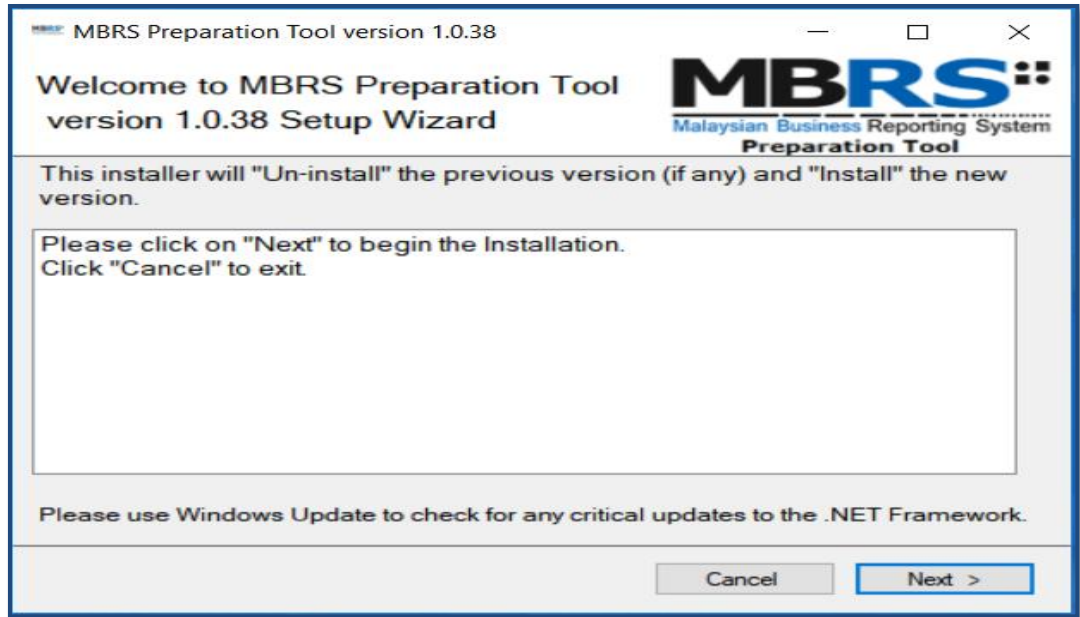


*The same installer package can be used to install the preparation tool on multiple computers.*

### 1.5 Install

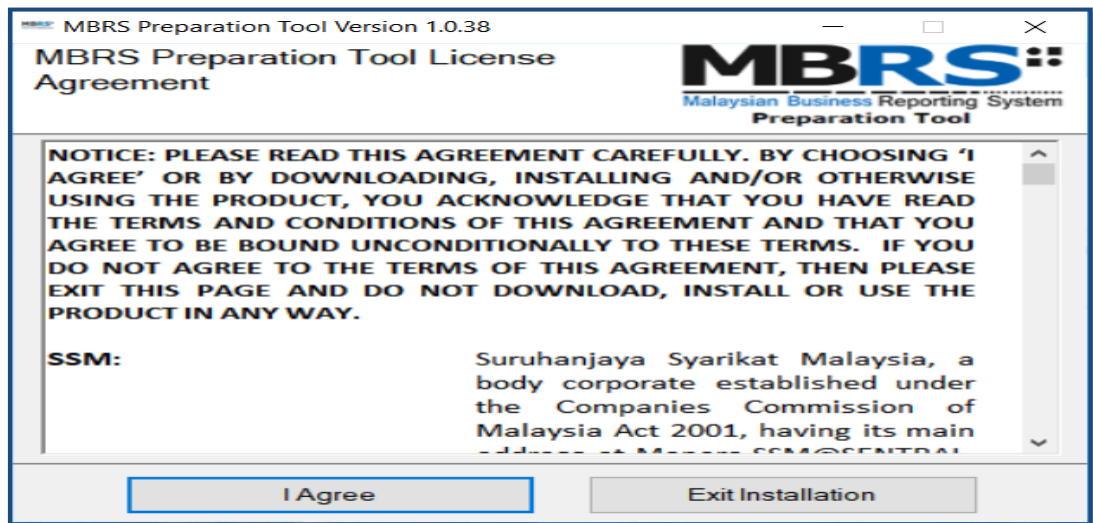
1. Double click on the installer of the mTool with “.exe” extension to install the Preparation Tool. You will see the mTool Setup Wizard as shown in Figure 2.





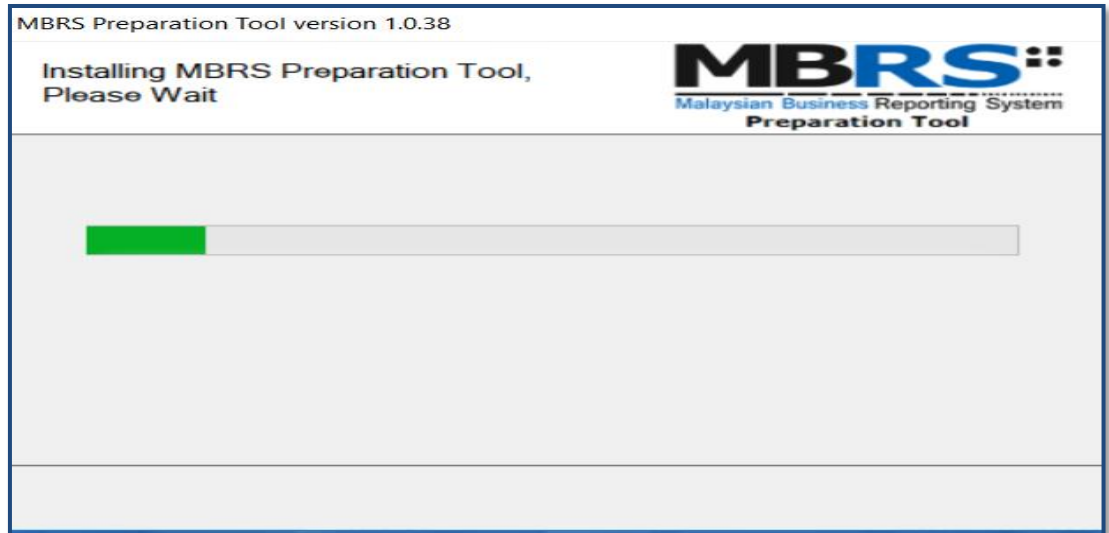
**Figure 2**

2. Click **Next**. The mTool license agreement is displayed as shown in Figure 3.

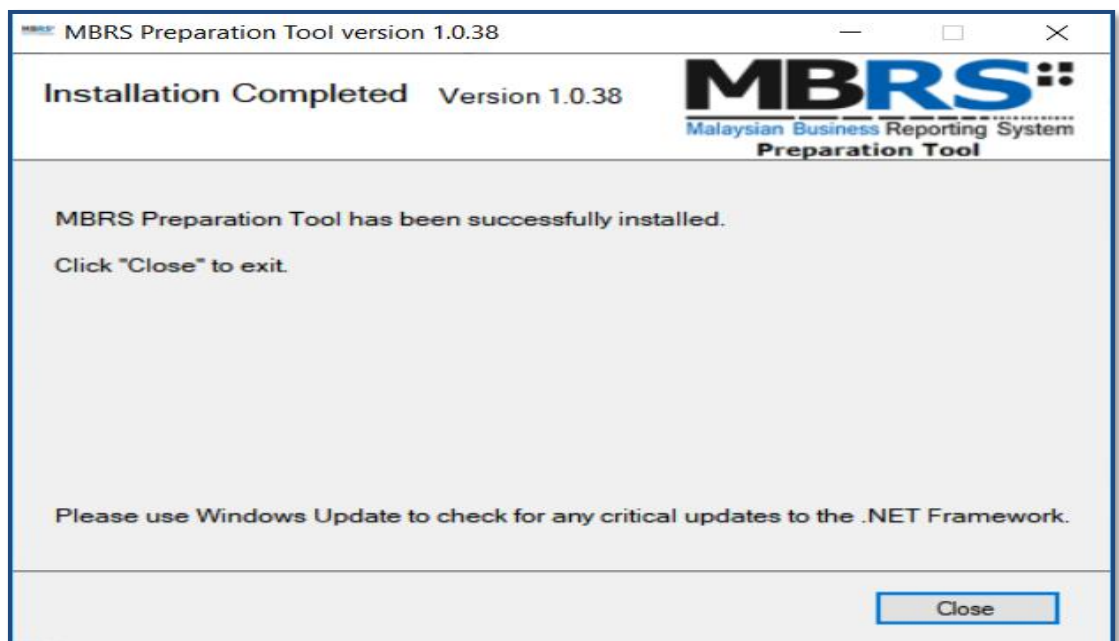


**Figure 3**

3. Click **I Agree** to proceed. Once done a status bar indicating the installation of mTool will be shown as in Figure 4. Once completed click on the **Close** button as shown below



**Figure 4**



**Figure 5**

4. Click **Close**. A short cut to the mTool application is created on your desktop as displayed in Figure 6.

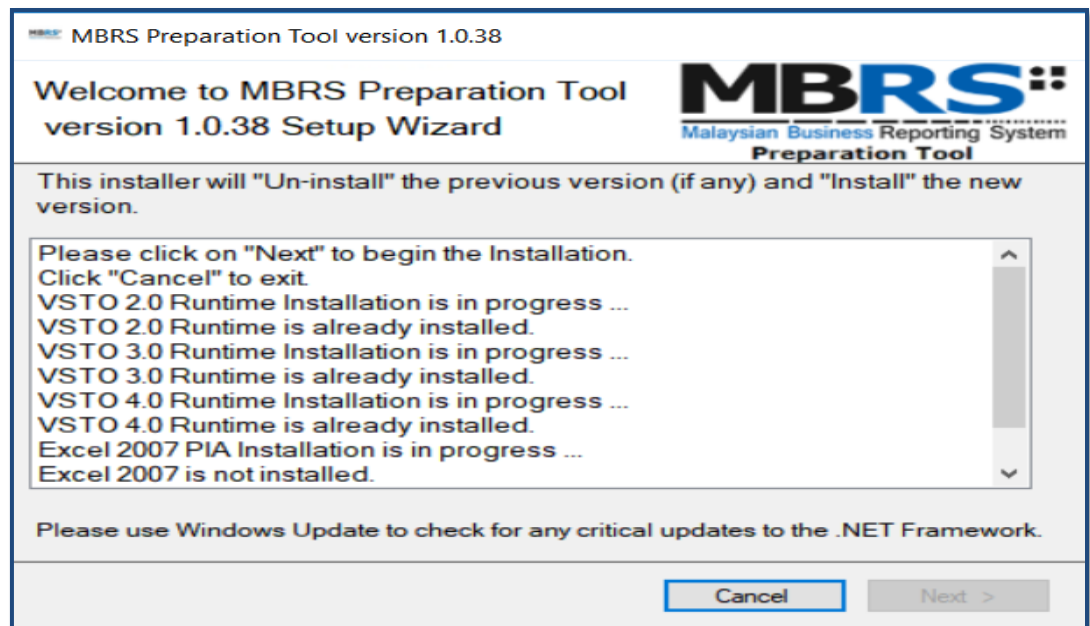


**Figure 6**

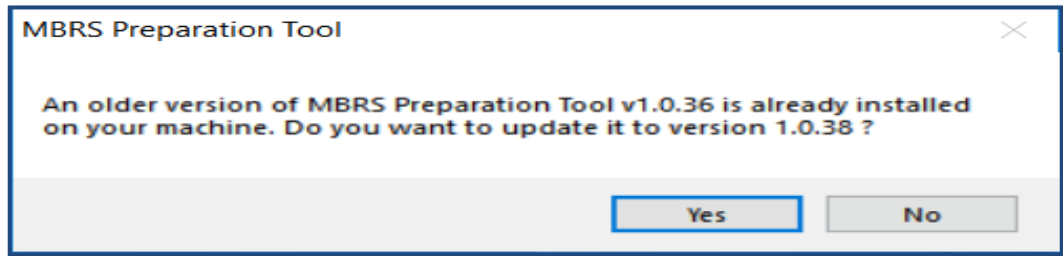
## 1.6 Installing updated version of the tool

Uninstalling manually before installing a newer version of mTool is not required. Downloading and installing the newer version of the tool will automatically uninstall the older version

1. Download the updated version of the mTool.
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.

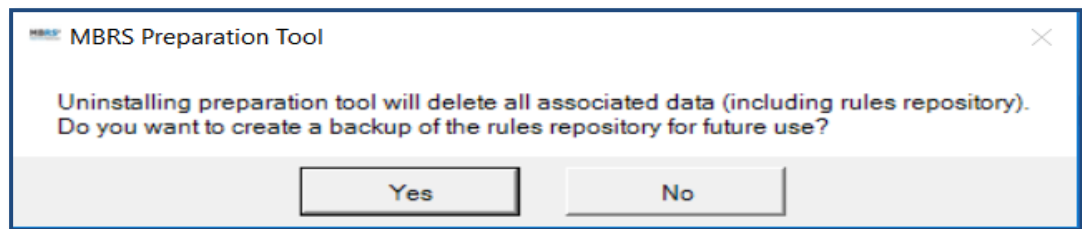


**Figure 7**



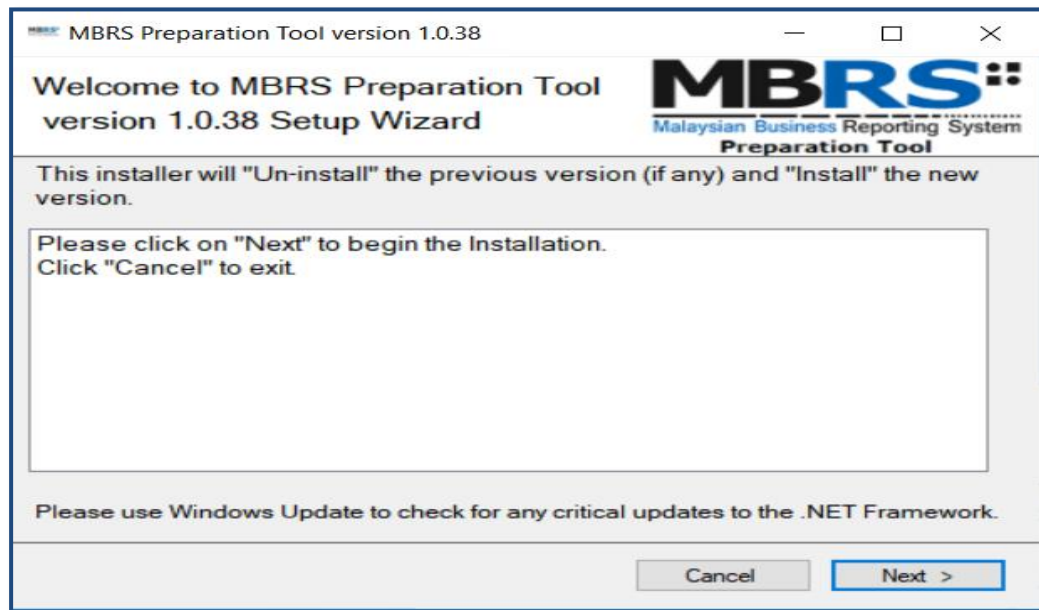
**Figure 8**

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.



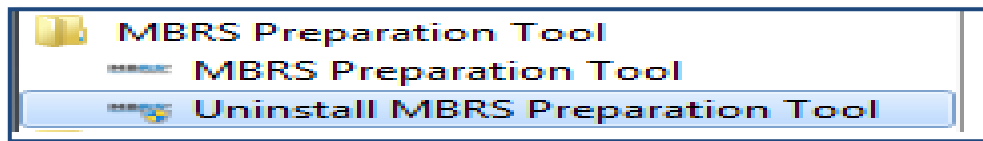
**Figure 10**

5. Click **Close** to start using the updated version of the mTool.

## 1.7 Uninstall

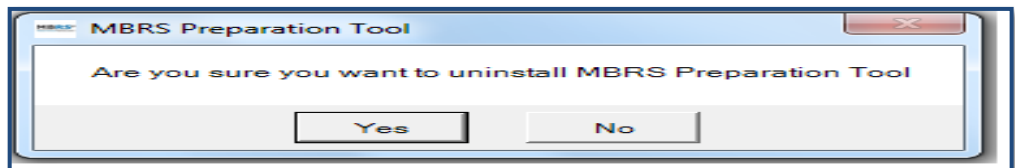
To uninstall the Preparation Tool, please follow the instructions below:

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



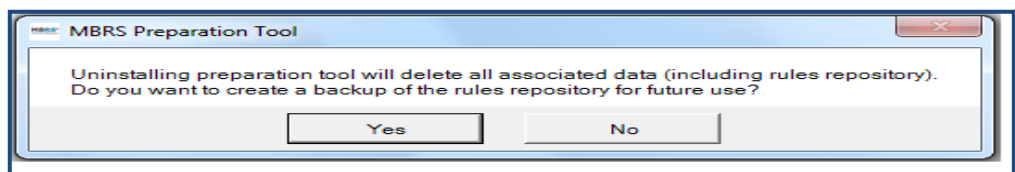
**Figure 11**

2. Follow the instructions to uninstall the mTool.
  - a. First, click **Yes** to confirm uninstallation of the Preparation Tool as shown in Figure 12



**Figure 12**

- b. You will then be asked to save the mapping rules (Please refer to [section 7.19](#) for more details) created by the mTool as shown in Figure 13. We recommend you click **Yes** to save the rules, so that these rules can be re-used by you in future.



**Figure 13**

- c. Click **Yes** or **No** to proceed. The mTool uninstallation process will complete automatically.

## 2 Get Started

### 2.1 Introduction page

After mTool is installed, a shortcut icon is displayed on your desktop as shown in Figure 14.



**Figure 14**

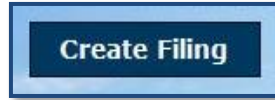
To launch the mTool, double click on the shortcut created on the desktop. The introduction page is displayed as shown in Figure 15.



**Figure 15**

In the upper center of the introduction page, there are four buttons for you to begin preparation as shown in Figure 16, 17, 18, and 19

**Create Filing:** To create a new or fresh set of XBRL filing.



**Figure 16**

**Edit Filing:** To open a previously saved XBRL file to edit.



**Figure 17**

**mTool Version Check:** To check for latest mTool version.



**Figure 18**

**Proxy Settings:** To check for configuration setting in mTool.



**Figure 19**



## 2.2 Additional Installation iFile VSTO (One time only)

1. Once finish installing mtool, open the mtool as Figure 15 above, click annual return radio button and click create filing button as in Figure 16.
2. Fill in some dummy data as Figure 20.

Step1: Please select submission type

Exemption Application

Annual Return

Financial Statements

Create Filing Edit Filing Tool Updates

Filing Information	
* Company registration number	22222-P
* Name of company	TEST
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2020
* Date of annual return	31/12/2020
* Origin of company	Incorporated in Malaysia
* Status of company	Public company
* Type of company	Company limited by shares
* Type of submission	AR4
* Disclosure whether company is preparing annual return for first time since incorporation	No
Disclosure whether shares of company are quoted on stock exchange	
Disclosure on number of members of company	

\* denotes mandatory items to be reported

[Pre-populate AR Data](#) [Continue without Pre-population](#) Generate Template Cancel

Figure 20



3. Then click Continue Without Pre-Population Link. The click Yes.

The screenshot shows the MBRS Preparation Tool interface. At the top, there is a section titled "Step1: Please select submission type" with three radio buttons: "Exemption Application", "Annual Return" (which is selected), and "Financial Statements". Below this are three buttons: "Create Filing", "Edit Filing", and "Tool Updates" with a lightning bolt icon. The main part of the interface is a "Filing Information" form with the following fields:

* Company registration number	22222-P
* Name of company	TEST
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2020
* Date of annual return	31/12/2020
* Origin of company	
* Status of company	
* Type of company	
* Type of submission	
* Disclosure whether company is preparing annual return for first time since incorporation	
Disclosure whether shares of company are quoted on stock exchange	
Disclosure on number of members of company	

A dialog box titled "MBRS Preparation Tool" is overlaid on the form, asking "Do you want to continue filing without AR Pre-population?" with "Yes" and "No" buttons. At the bottom of the form, there is a red asterisk indicating mandatory items, followed by two links: "Pre-populate AR Data" and "Continue without Pre-population". There are also "Generate Template" and "Cancel" buttons at the bottom right.

Figure 21

4. Then click Generate Template Button.

The screenshot shows the MBRS Preparation Tool interface with the "Filing Information" form filled out. The "Annual Return" radio button is selected. The form fields are:

* Company registration number	22222-P
* Name of company	TEST
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2020
* Date of annual return	31/12/2020
* Origin of company	Incorporated in Malaysia
* Status of company	Public company
* Type of company	Company limited by shares
* Type of submission	AR4
* Disclosure whether company is preparing annual return for first time since incorporation	No
Disclosure whether shares of company are quoted on stock exchange	
Disclosure on number of members of company	

The "Generate Template" button is highlighted in blue. At the bottom, there is a red asterisk indicating mandatory items, followed by "Generate Template" and "Cancel" buttons.

Figure 22

- Click install at the prompt message as per Figure 23 to finish installing iFile vsto.

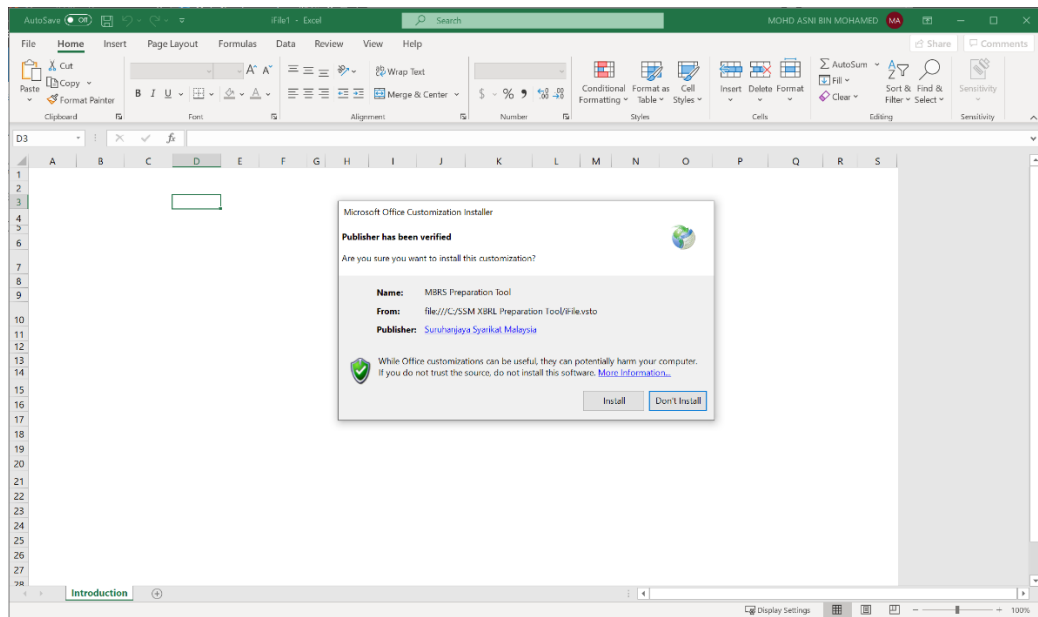


Figure 23

- Dummy AR4 template will be generated once installation finish.

