



KEMENTERIAN PERDAGANGAN DALAM NEGERI
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MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

MBRS PREPARATION TOOL (mTool) INSTALLATION GUIDE

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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

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 i3 Processor or other equivalent or higher processor
RAM	8 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	<p>Windows 8, Windows 8.1, Windows 10, Windows 11</p> <p><i>Note: For instructions on how to check the version of your operating system, please refer to: Which version of Windows operating system am I running? - Microsoft Support</i></p>
Microsoft .net Framework	<p><i>DOT NET Framework 4.8</i></p> <p><i>Note: This can be downloaded from</i></p> <p>https://dotnet.microsoft.com/en-us/download/dotnet-framework/thank-you/net48-web-installer</p>
Microsoft® Office	<ul style="list-style-type: none"> ▪ MS Office 2010 / MS Office 2013 / MS Office 2016 / MS Office 2019 / MS Office 2021 / MS Office 365 <p>Supported versions:</p> <p>Office 2010 – Home and Business, Standard, Professional, Professional Plus</p> <p>Office 2013 – Home and Business, Standard, Professional, Professional Plus</p> <p>Office 2016 – Home and Business, Standard, Professional, Professional Plus</p> <p>Office 2019 - Home and Business, Standard, Professional, Professional Plus</p> <p>Office 2021 - Home and Business, Standard, Professional,</p> <p>Office 365 – Personal, Home, Business, Business Premium</p> <p>Unsupported versions:</p> <p>Office 2007 – Standard, Small Business, Professional, Professional Plus, Enterprise, Ultimate</p> <p>Office 2003 – All versions</p> <p>Office 2007 – Basic, Home and Student</p> <p>Office 2010 – Starter, Office Online, Home and Student, Personal</p> <p>Office 2013 – Starter, Home and Student</p>

Operating System and Software	
	<p>Office 2016 – Home & Student Office 2019 – Home & Student Office 2021 - Home & Student 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</i></p> <p>About Office: What version of Office am I using? - Microsoft Support</p>
Microsoft® Visual Studio® Tools for Office® Runtime (VSTOR)	<p>Visual Studio® Tools for Office Runtime 4.0</p> <p><i>Note: This can be downloaded from</i></p> <p>https://www.microsoft.com/en-us/download/details.aspx?id=105522</p>

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

1.3 Download the installer

Users 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, [32-bit and 64-bit Windows: Frequently asked questions - Microsoft Support](#)

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 Account 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.

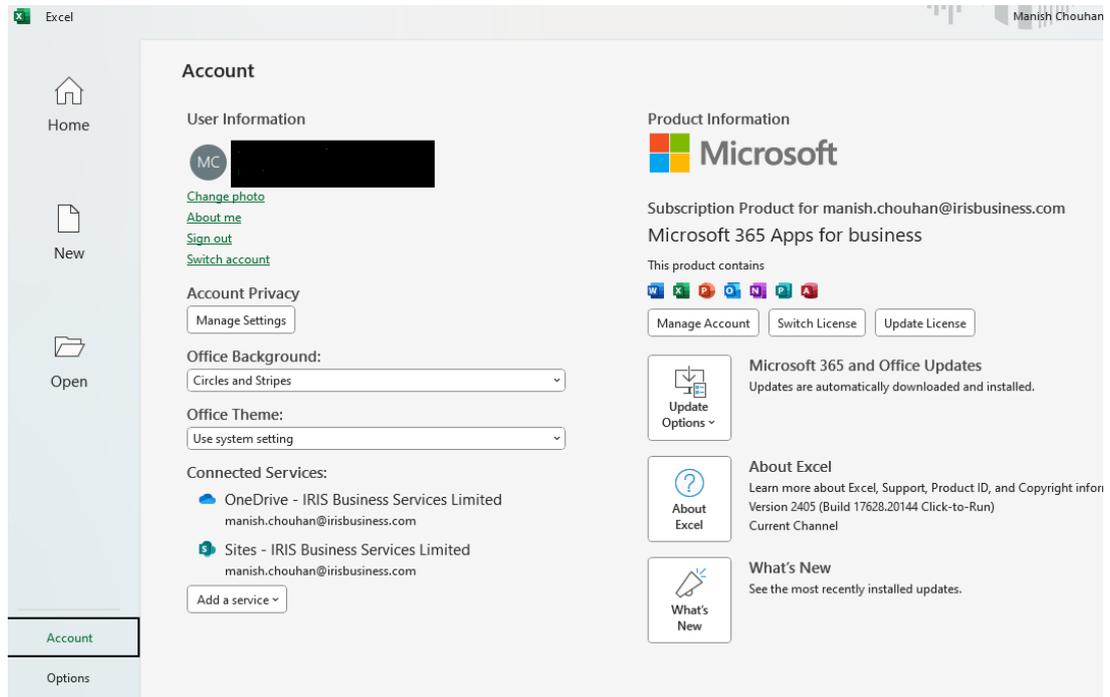


Figure 1

1.4 Things to note before installation

1.4.1 Dot Net Framework required

The mTool needs the Microsoft .NET Framework version 4.8 to function. If this is not installed on the user's computer, the Preparation Tool installer will quit and direct the user to download this software. Below is the link to download and install the Microsoft .net Framework 4.8:

<https://dotnet.microsoft.com/en-us/download/dotnet-framework/thank-you/net48-web-installer>

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 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 2021	Home and Business, Standard, Professional
MS® Office 365	Personal, Home, Business, Business Premium

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 organization to help you install the Preparation Tool.

1.4.4 Windows Update and Repair Microsoft Office

1. User will need to use Windows Update to check for any critical updates to the .NET Framework and Microsoft office.
2. User will need to repair office Application once before installation.

1.4.5 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%.

1.4.6 Antivirus issue

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

- a. Go to the 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 it on your system.

1.5 Install

1. Download the mTool from SSM website. Double click on the installer of the mTool with “.exe” extension to install the Preparation Tool. Click **Yes** on the ‘User Account Control’. After extraction is completed. You will see the mTool Setup Wizard as shown in Figure 2.

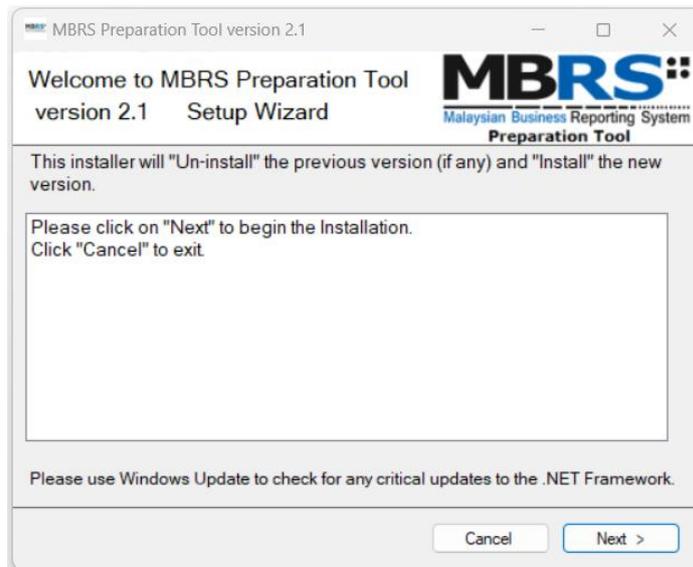


Figure 2

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

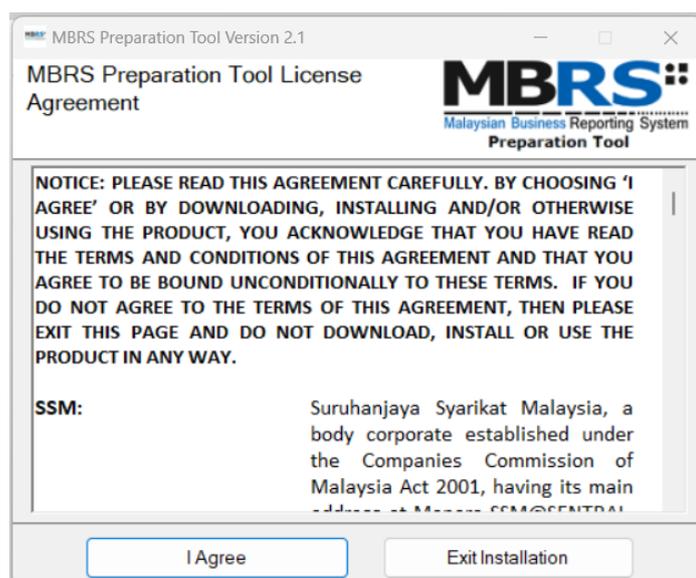


Figure 3

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 in Figure 5.

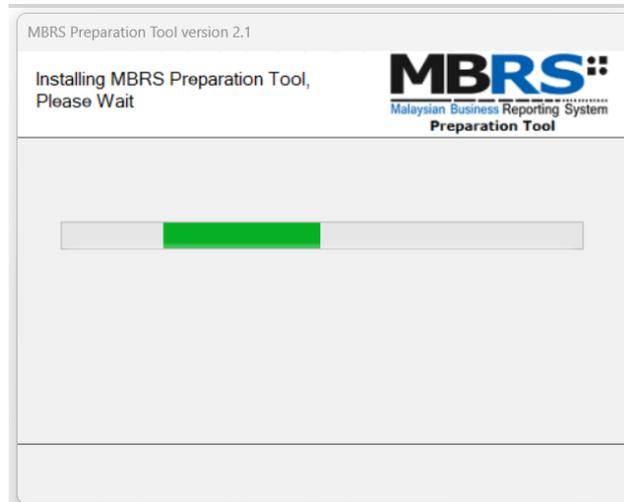


Figure 4

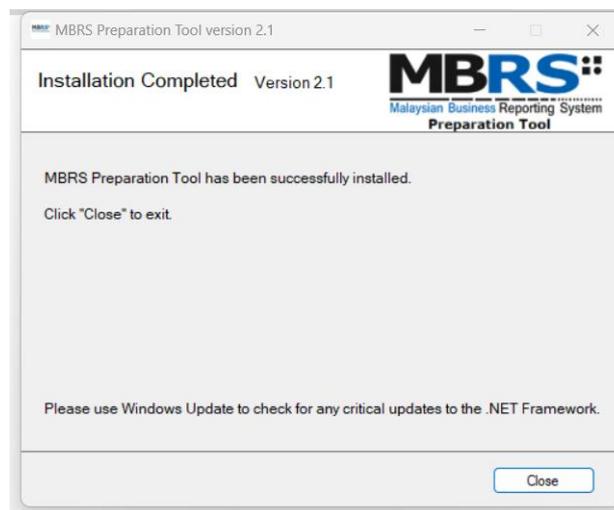


Figure 5

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 mTool from SSM website.
2. Double click to open and run the setup file downloaded. You will get a prompt message stating that the older version of mTool is already installed. Click **Yes** to update the mTool as in Figure 7.

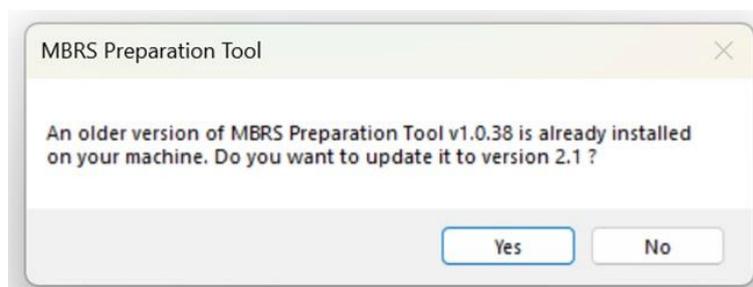


Figure 7

3. Click **Yes** on the 'User Account Control'. After extraction is completed. You will see the mTool Setup Wizard as shown in Figure 8.

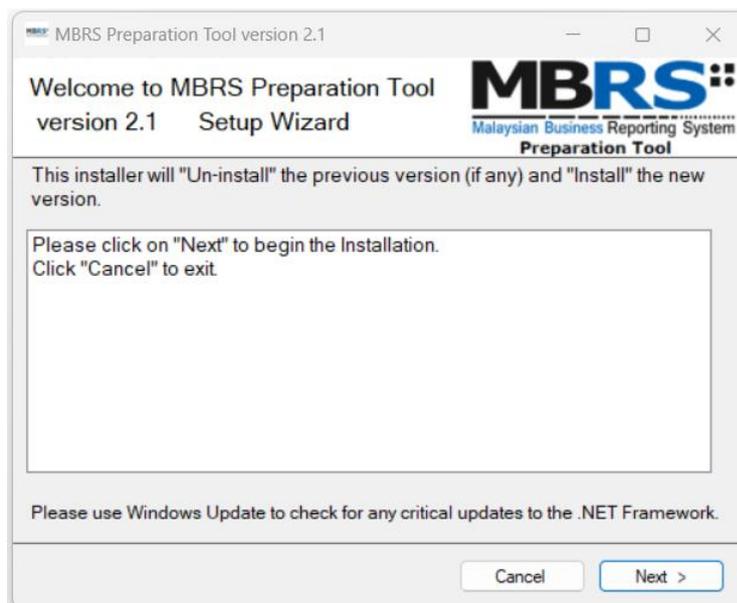


Figure 8

4. Click **Next**. The mTool license agreement is displayed as shown in Figure 9.

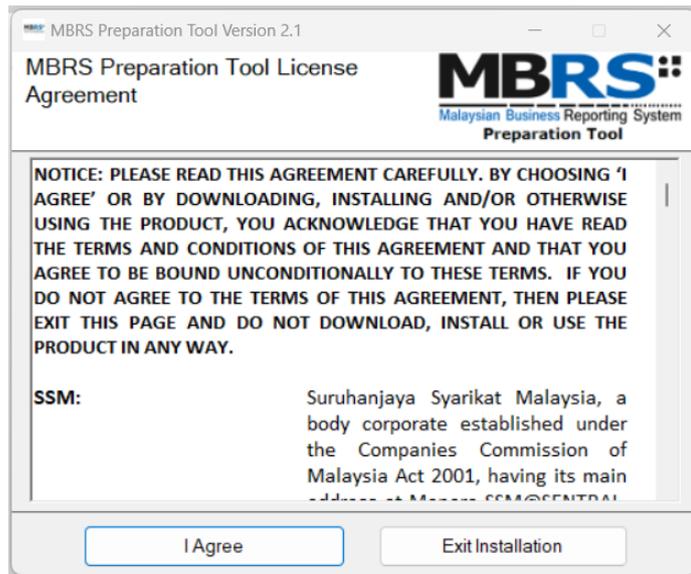


Figure 9

5. Click **I Agree** to proceed. Once done a status bar indicating the installation of mTool will be shown as in Figure 10. Once completed, click on the **Close** button as shown in Figure 11.

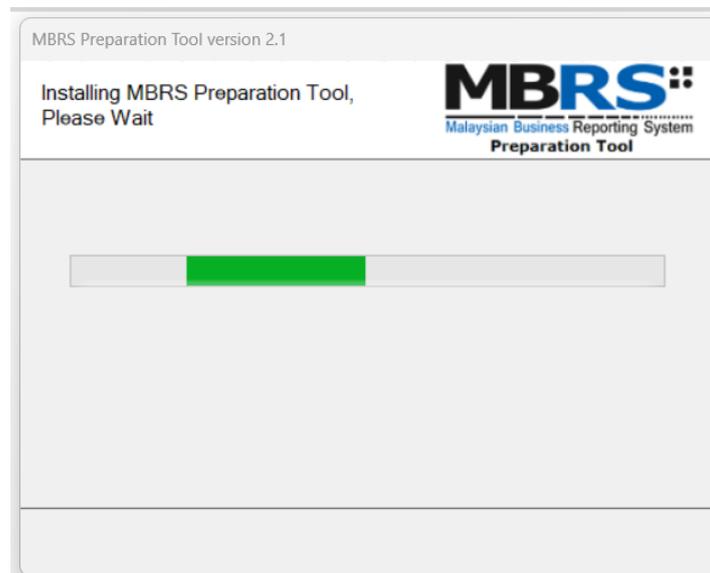


Figure 10

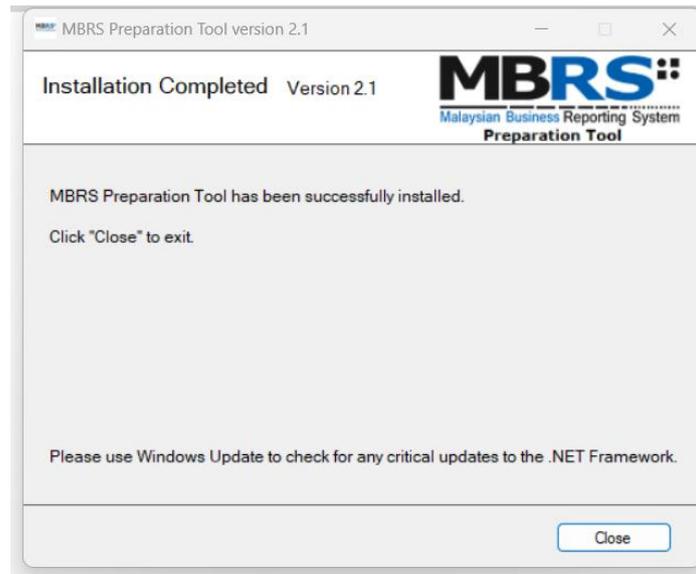


Figure 11

5. Click **Close** to start using the updated version of the mTool. A short cut to the mTool application is created on your desktop as displayed in Figure 12.



Figure 12

1.7 Uninstall

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

1. Go to Start Menu in Microsoft® Windows and click on the **Settings** Option, then click on **Apps** then click on **Installed Apps**.
2. Find the app **MBRS Preparation tool** select 'More' (three dot) then click on **Uninstall**. As shown in Figure 13.

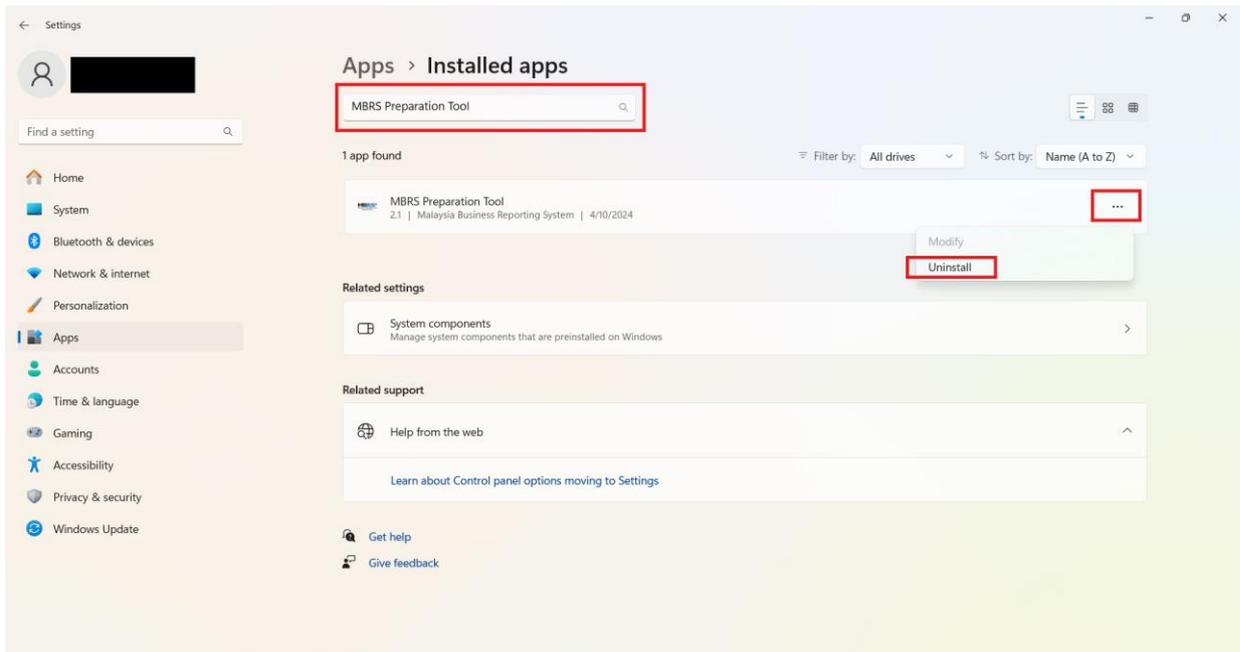


Figure 13

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

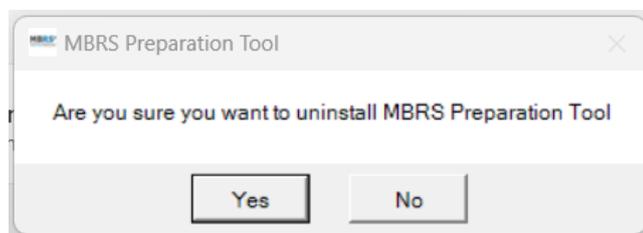


Figure 14

- b. The mTool uninstallation process will complete automatically, a prompt message will appear to inform mTool has been uninstalled successfully, as shown in Figure 15.

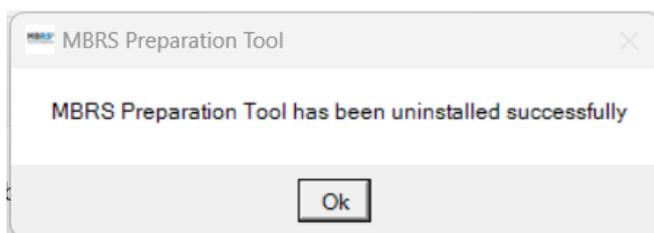


Figure 15

2 Get Started

2.1 Introduction page

After mTool is installed, a shortcut icon is displayed on your desktop as shown in Figure 16.



Figure 16

To launch the mTool, double click on the shortcut created on the desktop. The introduction page is displayed as shown in Figure 17.



Figure 17

In the upper center of the introduction page, there are five buttons for you to begin preparation as shown in Figure 18, 19, 20, 21, 22 and 23.

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



Figure 18

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



Figure 19

Get Master Data: Fetch Master Data

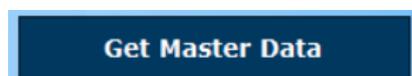


Figure 20

Annexure: To create fresh Annexure Filing



Figure 21

mTool Version Check: To check for latest mTool version.



Figure 22

Proxy Settings: To check for configuration setting in mTool.



Figure 23

2.2 Excel Configuration Settings

1. Open Excel >> File menu >> Options. (Figure 24)

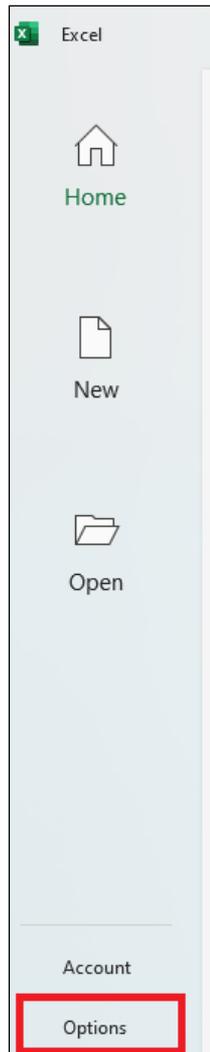


Figure 24

2. Go to Trust Centre >> Trust Centre Settings >> and click "Trusted Locations" and click on "Add new location", click on browse and select folder "C:\SSM XBRL Preparation Tool\" check on "Subfolders are also trusted" and click on OK. Also, check on "Allow trusted locations on my network". (Figure 25)

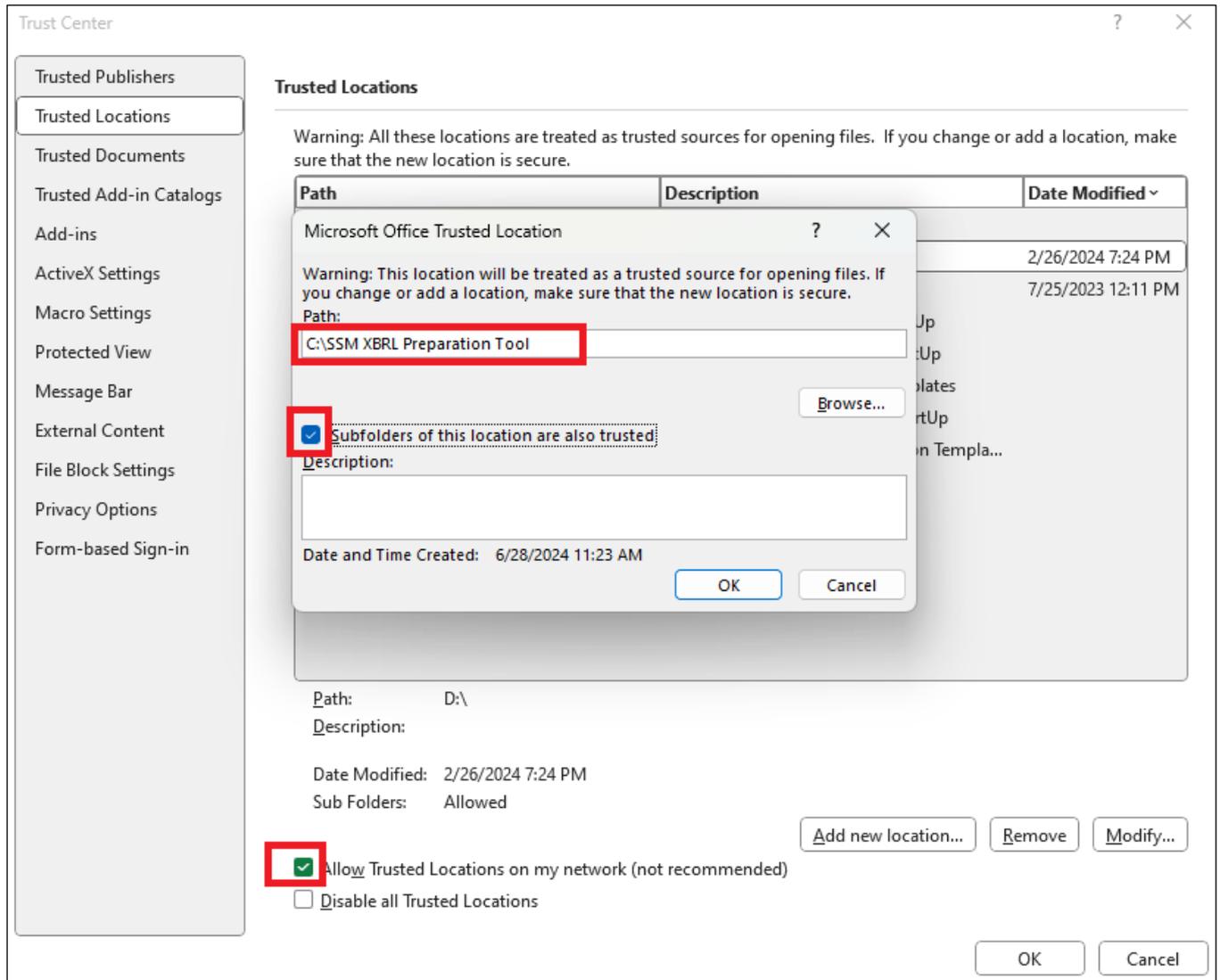


Figure 25

3. Click on "Add-ins" tab and untick "Require Add-ins to be signed by Trusted Publisher". (Figure 26)

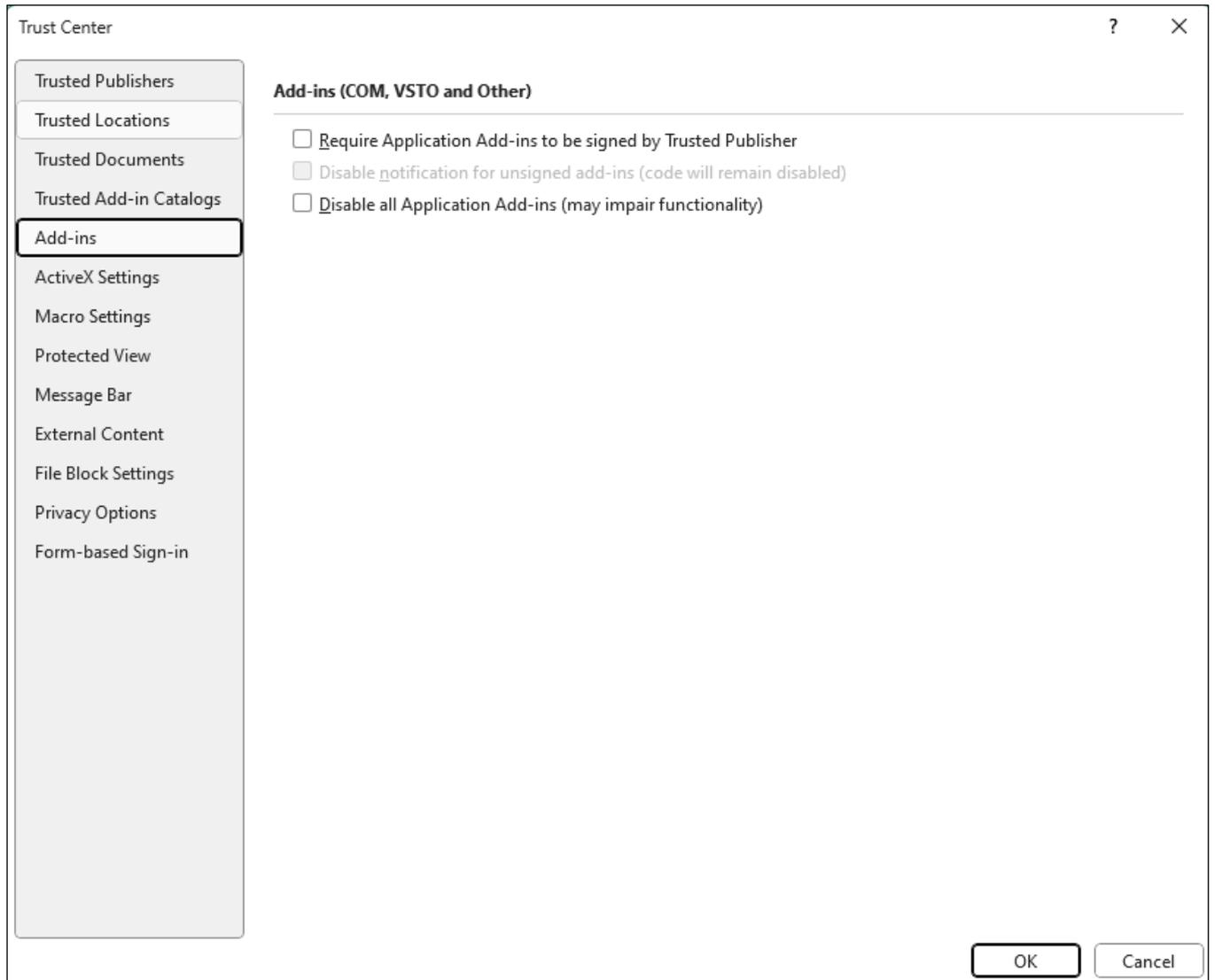


Figure 26

4. Click on ActiveX Settings check if all control is not disable (select 2nd, 3rd or 4th Option). (Figure 27)

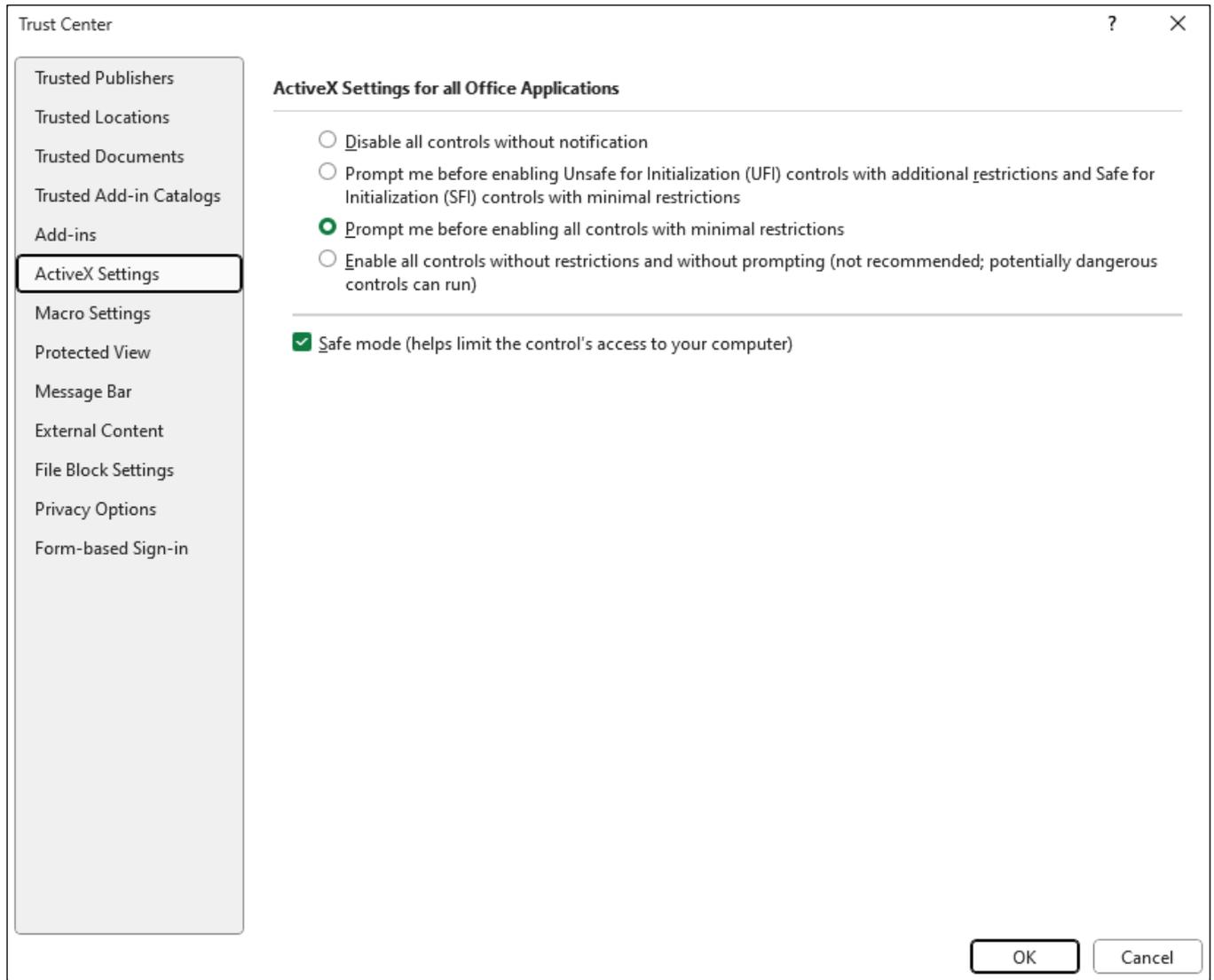


Figure 27

5. Click on Macros Tab Check if macros are enabled (click on 2nd or 4th option) and "Trust Access to VBA object model" is being ticked. (Figure 28)

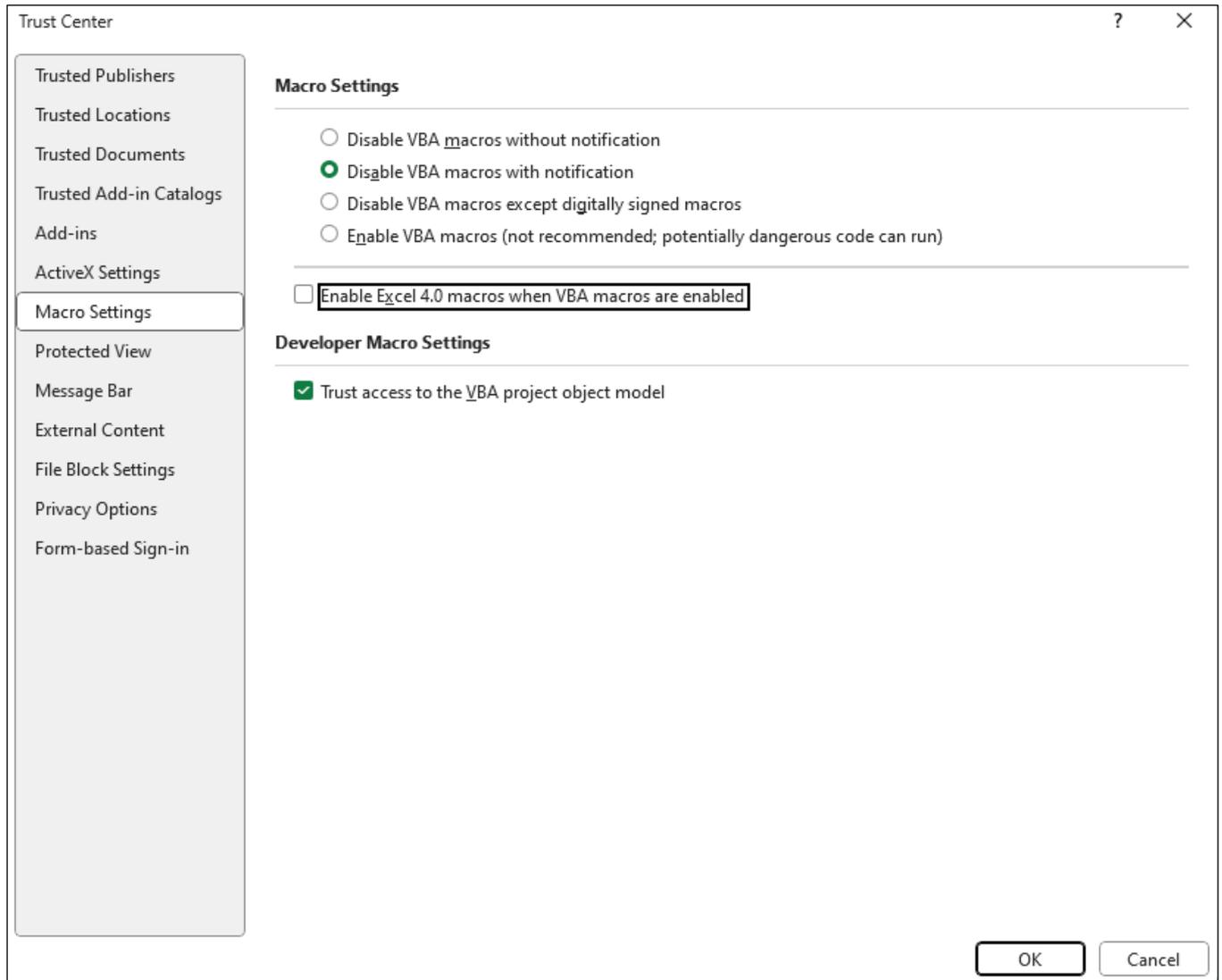


Figure 28

6. Click on Protected View and untick all Protected View Options. (Figure 29)

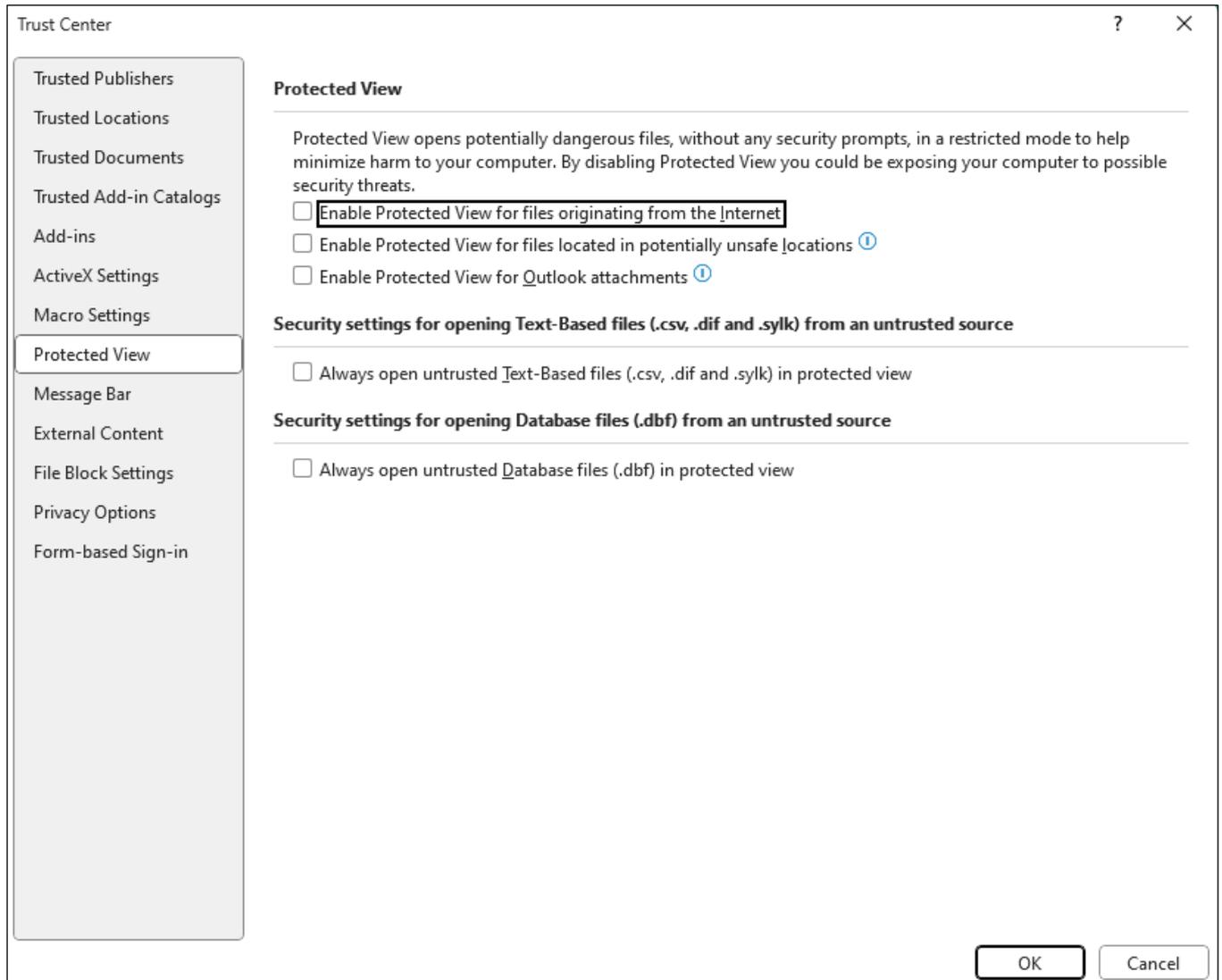


Figure 29

7. Then click Ok to close the current excel. (Figure 29)

2.3 Additional Installation iFile VSTO (One time only)

1. Once finish installing mTool, open the mTool as Figure 17 above, click annual return radio button and click create filing button as in Figure 18.
2. Fill in some dummy data as Figure 30.

Filing Information	
* New Company registration number	123456789012
Company registration number	22222-P Get
* Name of company	test
Former name of the company	test
Goods and services tax number	test
* Calendar year of annual return	2024
* Date of annual return	31/03/2024
* Origin of company	Incorporated in Malaysia
* Status of company	Public company
* Types of company	Company limited by shares
* Application of submission	Ordinary filing
Statutory Declaration for rectification	
Court Order reference number	
* Type of submission	AR4

* denotes mandatory items to be reported
[Pre-populate AR Data](#) [Continue without Pre-population](#) Generate Template Cancel

Figure 30

3. Then click Continue without Pre-Population Link. The click Yes. (Figure 31)

* Calendar year of annual return	2024
* Date of annual return	
* Origin of company	
* Status of company	
* Types of company	
* Application of submission	
Statutory Declaration for rectification	
Court Order reference number	
* Type of submission	AR4

* denotes mandatory items to be reported
[Pre-populate AR Data](#) [Continue without Pre-population](#) Generate Template Cancel

Figure 31

4. Then click Generate Template Button. (Figure 32)

Filing Information	
* New Company registration number	123456789012
Company registration number	22222-P Get
* Name of company	test
Former name of the company	test
Goods and services tax number	test
* Calendar year of annual return	2024
* Date of annual return	31/03/2024
* Origin of company	Incorporated in Malaysia
* Status of company	Public company
* Types of company	Company limited by shares
* Application of submission	Ordinary filing
Statutory Declaration for rectification	
Court Order reference number	
* Type of submission	AR4

* denotes mandatory items to be reported

[Generate Template](#) [Cancel](#)

Figure 32

5. Click install at the prompt message as per Figure 33 to finish installing iFile VSTO.

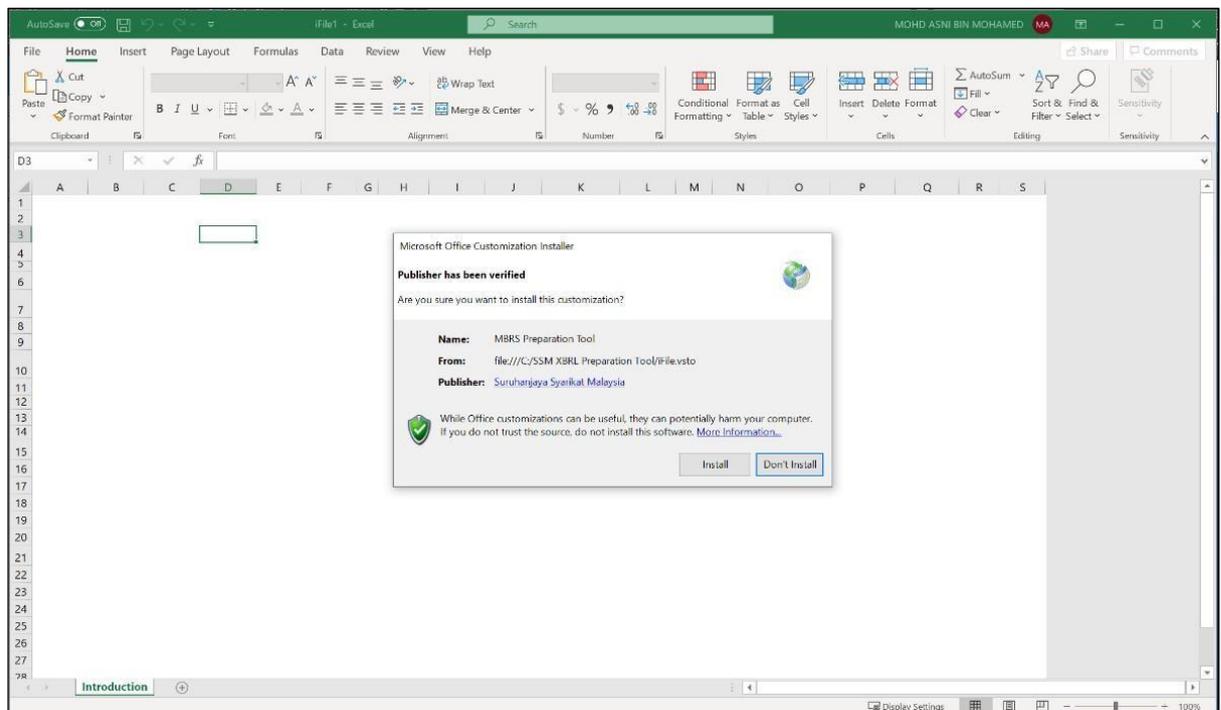


Figure 33

- Dummy AR4 template will be generated once installation finish as in Figure 34.

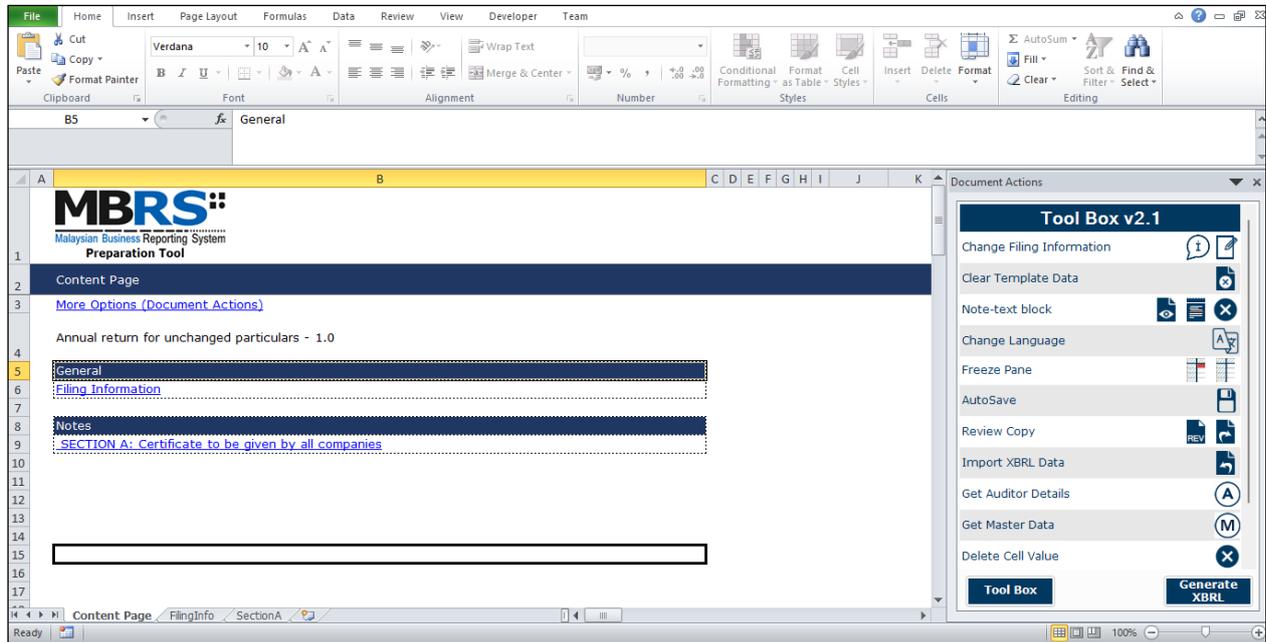


Figure 34