





MALAYSIAN BUSINESS REPORTING SYSTEM

(MBRS)

MBRS PREPARATION TOOL (mTool)

INSTALLATION GUIDE

Table of Contents

1	Inst	tallation	.2
	1.1	Introduction to the MBRS preparation tool (mTool)	.2
	1.2	Minimum system requirements	.2
	1.3	Download the installer	.4
	1.4	Things to note before installation	.6
	1.4.1	Dot Net Framework required	.6
	1.4.2	Supported versions of Microsoft® Office	.6
	1.4.3	Administrator rights	.7
	1.4.4	Windows Update and Repair Microsoft Office	.7
	1.4.5	Default font size and magnification setting	.7
	1.4.6	Antivirus issue	.7
	1.5	Install	.8
	1.6	Installing updated version of the tool	10
	1.7	Uninstall	12
2	Get	Started	14
	2.1	Introduction page	14
	2.2	Excel Configuration Settings	15
	2.3	Additional Installation iFile VSTO (One time only)	22

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 R	Hardware Requirements				
Processor	Intel i3 Processor or other equivalent or higher processor				
RAM	8 GB				
	Note: For instructions on how to check				
	the amount of RAM is installed on your				
	machine, please refer to:				
	http://windows.microsoft.com/en-us/windows- vista/find- out-how-much-ram-your-computer-has				
Hard Disk	2 GB of free space on C:\ drive				
Space					
Monitor Resolution	1280x800 and above				

Operating System and	l Software	
Operating System and Software	Windows 8, Windows 8.1, Windows 10, Windows 11 Note: For instructions on how to check the version of your operating system, please refer to: <u>Which version of Windows</u> <u>operating system am I running? - Microsoft</u> Support	
Microsoft .net Framework	DOT NET Framework 4.8 Note: This can be downloaded from	
	us/download/dotnet-framework/thank- you/net48-web-installer	
Microsoft [®] Office	 MS Office 2010 / MS Office 2013 / MS Office 2016 / MS Office 2019 / MS Office 2021 / MS Office 365 	
	Supported versions:	
	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 2021 - Home and Business, Standard, Professional,	
	Office 365 – Personal, Home, Business, Business Premium	
	onsupported versions:	
	Office 2007 – Standard, Small Business, Professional, Professional Plus, Enterprise, Ultimate	
	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	

Operating System and Software				
operating System and	Office 2016 – Home & Student Office 2019 – Home & Student Office 2021 - Home & Student Office 365 – Business Essentials, Office 365 Online Note: For instructions on how to check the version of Microsoft Office you are using			
	refer to <u>About Office: What version of Office am I</u> <u>using? - Microsoft Support</u>			
Microsoft® Visual Studio® Tools for Office® Runtime (VSTOR)	Visual Studio® Tools for Office Runtime 4.0 <i>Note: This can be downloaded from</i> <u>https://www.microsoft.com/en-</u> <u>us/download/details.aspx?id=105522</u>			

*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, <u>32-bit and 64-bit Windows: Frequently asked questions - Microsoft Support</u>

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.

🔽 Excel		Manish Chouhan
\Diamond	Account	
Home	User Information	Product Information
Home	MC	Microsoft
	Change photo	Subscription Product for manish.chouhan@irisbusiness.com
	<u>About me</u> Sian out	Microsoft 365 Apps for business
New	Switch account	This product contains
	Account Privacy	🔤 🖾 😰 💁 🖏 🕲 🚳
	Manage Settings	Manage Account Switch License Update License
Open	Office Background: Circles and Stripes • Office Theme: Use system setting •	Microsoft 365 and Office Updates Updates are automatically downloaded and installed.
	Connected Services: OneDrive - IRIS Business Services Limited manish.chouhan@irisbusiness.com Sites - IRIS Puringer Songlogs Limited	About Excel Learn more about Excel, Support, Product ID, and Copyright infor Version 2405 (Build 17628.20144 Click-to-Run) Excel
Account	Add a service Y	What's New See the most recently installed updates. New
Options		

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/thankyou/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

 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.

MBRS Preparation Tool version 2.1		-		×
Welcome to MBRS Preparation Tool version 2.1 Setup Wizard	Malaysian P	Business reparati	Reporting on Tool	System
This installer will "Un-install" the previous version version.	n (if any) a	and "Inst	all" the n	ew
Please click on "Next" to begin the Installation. Click "Cancel" to exit				
Please use Windows Update to check for any critica	l updates t	o the .NE	T Frame	work.
	Canc	el (Next	>

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 in Figure 5.

Installing MBRS Preparation Tool, Please Wait	MBRS: Malaysian Business Reporting System Preparation Tool

Figure 4

- 🗆 X
MBRS: Malaysian Business Reporting System Preparation Tool
nstalled.

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.
- 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.

MBRS Preparation 1001	X
An older version of MBRS Pre on your machine. Do you war	paration Tool v1.0.38 is already installed nt to update it to version 2.1 ?



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

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.

MBRS Preparation Tool version 2.1	
Installing MBRS Preparation Tool, Please Wait	MBRS: Malaysian Business Reporting System Preparation Tool

Figure 10

MBRS Preparation Tool version 2.1	- 🗆 X
Installation Completed Version 2.1	Malaysian Business Reporting System Preparation Tool
MBRS Preparation Tool has been successful	y installed.
Click "Close" to exit.	
Please use Windows Update to check for any	critical updates to the .NET Framework.
	Close

Figure 11

 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:

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

	MBRS Preparation Tool	= 88 @
Find a setting Q	1 app found	
Home System	MBRS Preparation Tool 2.1 Malaysia Business Reporting System 4/10/2024	
Bluetooth & devices Network & internet Personalization	Related settings	Uninstall
Apps	System components Manage system components that are preinstalled on Windows	>
 Accounts Time & language 	Related support	
50 Gaming	Help from the web	<u>^</u>
 Accessibility Privacy & security 	Learn about Control panel options moving to Settings	
Windows Update	 Get help ₽ Give feedback 	

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

(MBRS Preparation Tool	
r	Are you sure you want to uninstall MBRS Preparation Tool	
	Yes No	

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.





mTool Version Check: To check for latest mTool version.



Figure 22

Proxy Settings: To check for configuration setting in mTool.





2.2 Excel Configuration Settings

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



Figure 24

 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)

irusteu Publishers	Trusted Locations					
Trusted Locations	Warning: All these L	ocations are treated as t	rusted sources for opening	filer If y	ou change or	add a location make
Frusted Documents	sure that the new lo	cation is secure.	iusteu sources for opening	mes. ir y	ou change of	add a location, make
Frusted Add-in Catalogs	Path		Description			Date Modified ~
dd-ins	Microsoft Office Tr	rusted Location	?	×		
ctiveX Settings	Warning: This locat	tion will be treated as a	trusted source for opening	files. If		2/26/2024 7:24 PM
Aacro Settings	you change or add	a location, make sure th	hat the new location is secu	re.		7/25/2023 12:11 PM
iacio settings	C:\SSM XBRL Prepa	ration Tool			Jp	
rotected View	[:Up	
1essage Bar			Br	owse	nates	
ternal Content	Subfolders of t	his location are also trus	ted		in Templa	
ile Block Settings	Description:					
rivacy Options						
orm-based Sign-in	Date and Time Crea	ated: 6/28/2024 11:23 A	м			
-	Date and time cree			ancel		
	Path	D:\				
	<u>D</u> escription:	5.(
	Date Modified: 2	2/26/2024 7:24 PM				
	Sub Folders.	Anowed	Ad	d new lo	cation B	emove Modify
				a new io		
	Allow Trusted Lo	cations on my network	(not recommended)			

Figure 25

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

Trust Center			?	×
Trusted Publishers	Add-ins (COM, VSTO and Other)			
Trusted Locations	Denvice Application Additions for simulation Tracked Dublishers			
Trusted Documents	<u>Require Application Add-ins to be signed by irusted Publisher</u> Disable potification for unsigned add-ins (code will remain disabled)			
Trusted Add-in Catalogs	Disable all Application Add-ins (may impair functionality)			
Add-ins				
ActiveX Settings				
Macro Settings				
Protected View				
Message Bar				
External Content				
File Block Settings				
Privacy Options				
Form-based Sign-in				
ronn based sign in				
		ОК	Car	ncel

Figure 26

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



Figure 27

 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)

Trust Center		?	Х
Trusted Publishers	Macro Settings		
Trusted Locations			
Trusted Documents	Disable VBA macros without notification		
Trusted Add-in Catalogs	Disable VBA macros with notification		
Add-ins	 Disable VBA macros except digitally signed macros Enable VBA macros (not recommended; potentially dangerous code can run) 		
ActiveX Settings			
Macro Settings	\Box Enable Excel 4.0 macros when VBA macros are enabled		
Protected View	Developer Macro Settings		
Message Bar	✓ Trust access to the <u>VBA</u> project object model		
External Content			
File Block Settings			
Privacy Options			
Form-based Sign-in			
	ОК	Ca	ncel

Figure 28

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

Trust Center		?	×
Trusted Publishers	Protected View		
Trusted Locations Trusted Documents Trusted Add-in Catalogs Add-ins ActiveX Settings	Protected View opens potentially dangerous files, without any security prompts, in a restricted mode to A minimize harm to your computer. By disabling Protected View you could be exposing your computer to security threats. Enable Protected View for files originating from the Internet Enable Protected View for files located in potentially unsafe locations Enable Protected View for files located in potentially unsafe locations Enable Protected View for <u>O</u> utlook attachments	help possibl	e
Macro Settings	Security settings for opening Text-Based files (.csv, .dif and .sylk) from an untrusted source		
Protected View Message Bar	Always open untrusted Text-Based files (.csv, .dif and .sylk) in protected view		
External Content	Security settings for opening Database files (.dbf) from an untrusted source		
File Block Settings	Always open untrusted <u>D</u> atabase files (.dbf) in protected view		
Privacy Options			
Form-based Sign-in			
	ОК	Can	cel

Figure 29

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

2.3 Additional Installation iFile VSTO (One time only)

- 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.
- Filing Information * New Company registration number 123456789012 Company registration number 22222-P <u>Get</u> * 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 • Public company • * Status of 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 Pre-populate AR Data Continue without Pre-population
- 2. Fill in some dummy data as Figure 30.

Figure 30

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

			COSC		
*	Calendar year of annual return		2024		
*	Date of annual return	MBRS Preparation Tool		×	
*	Origin of company				-
36	Status of company	Do you want to continue fi	ling without AR Pre-population ?		•
*	Types of company				-
*	Application of submission		Yes <u>N</u> o		•
	Statutory Declaration for rectificati	ion			
	Court Order reference number				
*	Type of submission		AR4		-
* d	lenotes mandatory items to be rep <u>Pre-populate AR Data</u>	ported Continue withou	it Pre-population	Generate Template	Cancel

Here F	iling Information		>
*	New Company registration number	123456789012	1
	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	-
* (lenotes mandatory items to be reported	Generate Template	Cancel

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

Figure 32

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

AutoSave 💽 🔚 🤟 - 🖓 - 🗢 iFile1 - Excel		MOHD ASNI BIN MOHAMED 😡 🖻 — 🗆 🗙
File Home Insert Page Layout Formulas Data Revi $A^{C} A^{C} A^{C}$ Paste $C A^{C} A^{C} A^{C} = \Xi = \Xi$ $A^{C} A^{C} A^{C} A^{C} = \Xi = \Xi$ $B I \ U \lor \Box \lor \diamond \diamond \lor A \lor = \Xi \equiv \Xi$ Colored 5	w View Help ≫ v 22 Wrap Text I I I I Merge & Center v Alignment I I Number II I I I I I I I I I I I I I I I I I	Cells Commonts Cells Commont
D3 - 1 × × fx		*
A B C D E F G 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26	H I J K L M N O Microsoft Office Customization Installer: Publisher has been verified Image: Comparison Comp	
27 78		
(+)	· 4	🕞 Display Settings 🌐 🗐 🕮

Figure 33

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

File Home Insert Page Layout Formulas Data Revie	v View Developer Team	m				a 🕜 🗆 🗗 🛙
Verdana v 10 v A A = =	≫•- 🚔 Wrap Text	*			Σ AutoSum · A	7 🕅
Paste \checkmark Format Painter B $I \underline{U} = \mid \underline{\otimes} A \equiv \equiv \equiv$	🛊 💷 🔤 Merge & Center 🗉	·····································	Conditional Format Cell Formatting ~ as Table ~ Styles ~	Insert Delete	e Format ↓ Clear ▼ Filt	t& Find & er⊤ Select ▼
Clipboard 🕫 Font 🗟	Alignment G	Number G	Styles	Cells	Editing	
B5 v (fr General						4
A B			C D E F G H I J	К 🔺	Document Actions	▼ ×
MBRS"				=	Tool B	ox v2.1
1 Preparation Tool					Change Filing Information	on (t)
2 Content Page					Clear Template Data	0
3 More Options (Document Actions)					Note-text block	
Annual return for unchanged particulars - 1.0					Change Language	
5 General					Freeze Pane	
6 <u>Fliing Information</u>					AutoSave	P
8 Notes					Review Copy	REV C
SECTION A: Certificate to be given by all companies					Import XBRL Data	
11 12					Get Auditor Details	
13 14					Get Master Data	M
15					Delete Cell Value	8
10				-	Tool Box	Generate XBRL
Ready Page / FilingInfo / SectionA / Ca	14			•		

Figure 34