

# XBRL CSIS Training - Preparing of Financial Statements using BizFin<sup>x</sup>



**BizFin<sup>x</sup> Preparation Tool** is a new preparation tool which enables companies to prepare their financial statements in XBRL offline. XBRL financial statements can be prepared and managed on MS Excel-based templates in the minimum requirement list. To reduce the time taken for manual data entry, the tool is equipped with an auto-tagging function to auto-map items and a drag-and-drop functionality to populate the financial data.

This one-day training course will include an overview of the tool and provide interactive hands-on training of using the ACRA BizFin<sup>x</sup> preparation tool.

## Training Programme

- Introduction to XBRL
- Introduction to the ACRA BizFin<sup>x</sup> Preparation Tool and Web Portal
- Hands-on Training using ACRA BizFin<sup>x</sup>
- Overview of Filing Requirements



## Who Should Attend?

### Preparers

- Finance Personnel
- Accounting Staff

### Reviewers

- Company Secretaries
- Directors
- Chief Financial Officers

Organiser:



All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the SkillsFuture Credit course directory

ADMINISTRATIVE DETAILS

## ACRA BizFin<sup>x</sup> Preparation Tool Preparing and Filing XBRL Financial Statements

Training Fees Per Participant	Cheque made payable
S\$321.00 (Inclusive of 7% GST)	"CSIS"

**Time**

9.30am - 5.00pm

**Venue**

CSIS Training Centre  
149 Rochor Road #04-06 Fu Lu Shou Complex Singapore 188425

**Contact Details**

Tel: 6334 4302

Fax: 6334 4669

Email: [events@csis.org.sg](mailto:events@csis.org.sg)

**Participants are required to bring the following:-**

1. Laptop/notebook with the BizFin<sup>x</sup> Preparation Tool installed.  
Go to <https://www.bizfinx.gov.sg/Downloads.aspx?enc=5g3ihJAb8gXglfmOwwXacQ==> to register and download the BizFin<sup>x</sup> Preparation Tool.  
Upon registration, an email containing the download link will be sent to you.
2. Thumb drive (with USB 2.0) containing the soft copy of your company's latest Full Set Financial statements in Microsoft Word format. (Bring your past year XBRL Zip File if you are preparing XBRL for second year onwards.)
3. A hard copy of your company's latest Financial Statements.
4. Calculator
5. A sweater, where applicable.

**Conditions**

- Upon CSIS's receipt of the participant's completed registration form, a seat will be reserved for the participant and full payment will be charged upon confirmation from CSIS.
- There will be no refund if the participant and/or the company cancels the registration or if the participant fails to attend the training.
- Payment must be made upon receipt of the tax invoice issued by CSIS.

**CSIS reserves the rights to change the date, time, and venue or cancel the training owing to unforeseen circumstances.**