



CMA Oman - iFile Excel Preparation Tool

Frequently Asked Questions (FAQ)

And

Business Rules Guide

Version No: 1.0



IRIS Business Services Limited

Mandatory business rules (Count)

These formulas are designed to ensure that the primary financial concepts in the financial statements are reported for all the reporting periods as applicable for a particular frequency. Following primary financial concepts are covered -

- Total Assets
- Total Liabilities
- Total Equity and Liabilities
- Net Profit (loss)
- Total Comprehensive income
- Net cash flows from operating activities
- Net cash flows from investing activities
- Net cash flows from financing activities
- Net increase (decrease) in cash and cash equivalents

The count formulas in the business rules are defined to ensure that the above concepts are reported for all reporting periods. For example, the formula for total assets ensures that the Total assets are present 3 times for Q1 filing (current Q1, Previous year Q1, and previous year end date). If the count is not matching (values not reported for all required reporting periods), an error message is shown to the user.

To resolve this error, if nothing is to be reported for a particular reporting period, please report 0 for any field for that statement for the given period, so that it is counted as reported.

Following table contains the reporting periods that are to be reported for the financial statements. A column 'count' is added for main financial statements to indicate the count of mandatory concepts checked by the set of 'Count' formulas for your easy reference.

Frequency of reporting for each financial statement

Statement of Financial Position

	Column1	Column2	Column3	Count
Q1	As of current Q1	As of previous year Q1	As of previous year end date	3
Q2	As of current Q2	As of previous year Q2	As of previous year end date	3
Q3	As of current Q3	As of previous year Q3	As of previous year end date	3
Annual	As of current Year end	As of previous year end	NA	2

Income Statement and Statement of Comprehensive Income

	Column1	Column2	Column3	Column 4	Count
Q1	Current Q1 start date – Current Q1 end date	Previous year Q1 start date- Previous Year Q1 End date	NA	NA	2
Q2	Current Q2 start date – Current Q2 end date	Previous year Q2 start date- Previous Year Q2 End date	Current Year Start date – Current Q2 End date	Previous Year Start date – Previous Q2 End date	4
Q3	Current Q3 start date – Current Q3 end date	Previous year Q3 start date- Previous Year Q3 End date	Current Year Start date – Current Q3 End date	Previous Year Start date – Previous Q3 End date	4
Annual	Current year start date – Current year end date	Previous year start date – Previous year end date	NA	NA	2

Cash Flow Statement and Statement of Changes in Equity

	Column1	Column2	Count
Q1	Current Year start date – Current Q1 end date	Previous Year start date- Previous Year Q1 End date	2
Q2	Current Year Start date – Current Q2 End date	Previous Year Start date – Previous Q2 End date	2
Q3	Current Year Start date – Current Q3 End date	Previous Year Start date – Previous Q3 End date	2
Annual	Current year start date – Current year end date	Previous year start date – Previous year end date	2

Notes (Table tagging)

	Column1	Column2
Q1	Current Year start date – Current Q1 end date	Previous year start date- Previous Year Q1 End date
Q2	Current Year Start date – Current Q2 End date	Previous Year Start date – Previous Q2 End date
Q3	Current Year Start date – Current Q3 End date	Previous Year Start date – Previous Q3 End date
Annual	Current year start date – Current year end date	Previous year start date – Previous year end date

Notes (Text block tagging)

	Column1	Column2
Q1	Current Q1 start date – Current Q1 end date	Previous year Q1 start date- Previous Year Q1 End date
Q2	Current Q2 start date – Current Q2 end date	Previous year Q2 start date- Previous Year Q2 End date
Q3	Current Q3 start date – Current Q3 end date	Previous year Q3 start date- Previous Year Q3 End date
Annual	Current year start date – Current year end date	Previous year start date – Previous year end date

Monthly

	Column1
Q1	Selected period start date – Current Q1 end date
Q2	Selected period start date – Current Q2 end date
Q3	Selected period start date – Current Q3 end date
Annual	Selected period start date – Current year end date

First Time Filing (All Statements) *Refer note below

	Column1
Q1	Selected period start date – Current Q1 end date
Q2	Selected period start date – Current Q2 end date
Q3	Selected period start date – Current Q3 end date
Annual	Selected period start date – Current year end date

***First Time Filing -**

As part of the Filing Information, we have a field with the following heading –

‘Whether reporting entity is preparing financial statements for the first financial period since its establishment’

This element can be reported as either ‘Yes’ or ‘No’.

This is to be reported ‘Yes’ in case where the entity is reporting the financial statements for the first financial period since the establishment. Please note that this does not denote the XBRL filing for the first time, but the filing of financial statements for the first time since establishment. In case where the reporting entity has already filed its financial statements (either in XBRL or in any other format), then the value for this field is to be selected as ‘No’. When this field is selected as ‘Yes’, following additional features are made available in the iFile Tool –

1. The ‘Reporting Period Start Date’ field is open for selection in addition to ‘Reporting Period End Date’ (Note: in other case, the start date is automatically calculated taking into account the end date and the frequency selected)
2. The values are to be reported only for the selected reporting period, and previous year period values are not be reported (as it will not be applicable in case of first time filing)

Restatement and reporting for the note ‘Disclosure of restatement of prior period financial statement [text block]’ –

As part of the filing information, we have a field with the following heading-

‘Whether comparative period values are restated’

* Whether comparative period values are restated	No
	Yes
	No

This element can be reported as either ‘Yes’ or ‘No’.

If user reports the value for this element as Yes, it implies that the values reported in the iFile Excel tool are restated. Hence, the reporting of text block ‘Disclosure of restatement of prior period financial statement’ in the section ‘List of Notes’ becomes mandatory to be reported.

Disclosure of restatement of prior period financial statement		
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If the user does not report any value in the text block, then an error message is shown to the user to report the value in the text block.

If the restatement is not applicable, and user reports the value for this element as 'No', then the above mentioned text block is not mandatory to report.

Mismatch in value provided for same field –

The above error is shown when different values are reported for the same concept for the same reporting period across statement (or within different locations of the same statement). For example, 'Total Equity' reported in 'Statement of Financial Position' should match with the Total Equity reported in Statement of Changes in Equity.

If the values reported for the same periods for the same concepts are not matching, then an error message is shown to the user as follows –

Case 1 : Where the values reported for same concept for the same period in separate statements are not matching -

No	Error Message/Description	Error Section
1	<p>Mismatch in value provided for same field.</p> <p><u>Element(s) to check</u> Equity at end of period (Date: 30/06/2020 Dimension: ConsolidatedMember) = 5353728 (Thousands) Total equity (Date: 30/06/2020 Dimension: ConsolidatedMember) = 5353729 (Thousands)</p>	<p>Statement of changes in equity Statement of Financial Position, Current, Non-current</p>

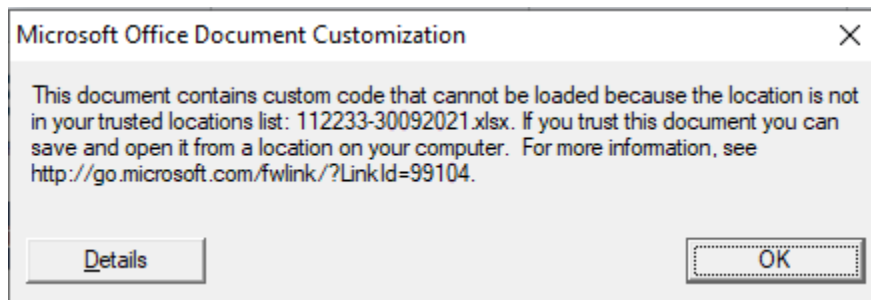
Case 2: Where the values reported for same concept for the same period in separate locations in the same statement (Claims) are not matching –

No	Error Message/Description	Error	Error ID
1	<p>Mismatch in value provided for same field.</p> <p><u>Element(s) to check</u> Total (Date: 30/09/2020 Dimension: ReinsurersShareOfOutstandingClaimsMember_LifeInsuranceContractsMember) = 372240 (Actuals) At the end of the period (Date: 30/09/2020 Dimension: ReinsurersShareOfOutstandingClaimsMember_LifeInsuranceContractsMember) = 372239 (Actuals)</p>	Claims Claims	XBRL Error
2	<p>Mismatch in value provided for same field.</p> <p><u>Element(s) to check</u> Total (Date: 30/09/2020 Dimension: GrossOutstandingClaimsMember) = 4320773 (Actuals) At the end of the period (Date: 30/09/2020 Dimension: GrossOutstandingClaimsMember) = 4320772 (Actuals)</p>	Claims Claims	XBRL Error

To check the values, the user can click on the values present in the Error messages, and it will be navigated to the particular location in the iFile tool in that specific section in the iFile template.

Saving iFile Tool in a trusted location -

If you are not able to open the attached template or if 'Tool Box' or 'Generate XBRL' button is not coming using the template attached, the excel template may not be in 'Trusted Locations' as per Excel settings. You might also get a pop-up message as follows –



Please follow the steps mentioned below and check if the buttons and other functions are available.

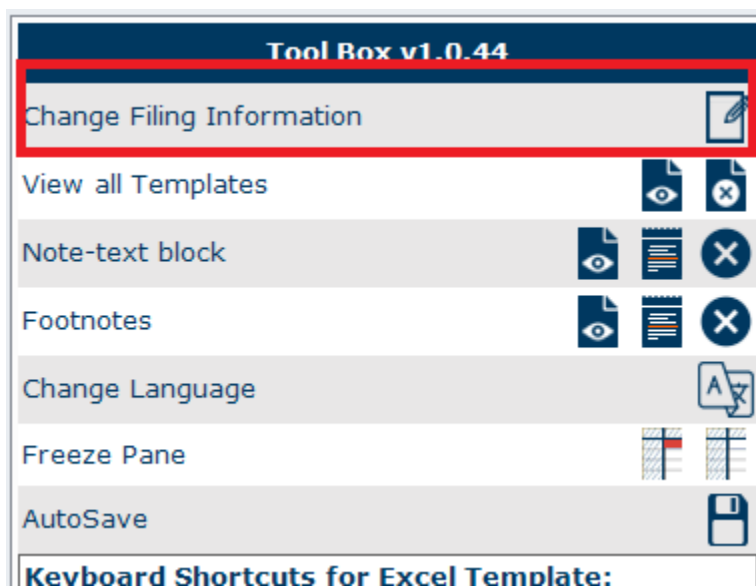
1. Open the Excel
2. Click File > Options.
3. Click Trust Center > Trust Center Settings > Trusted Locations.
4. Click Add new location.
5. Click Browse to find the folder, select the folder "C:\Program Files\CMA Oman iFile Tool", and then

click OK.

6. Place the iFile Excel template in the above folder and open the template.

Changing Filing Information after creating the template –

After submitting of Filing Information and generation of templates, if the filing information details are to be updated, the same can be done using 'Change Filing Information' button on Tool Box.



Note: After the Filing Information is submitted and the templates are generated, following fields cannot be edited –

- Type of Company
- Listing Status
- Licensing Status
- Licensed For
- Sector
- Category of filer
- Preparation Format