Technical Queries & Support

For any technical queries or support please e-mail us at:

E-mail:

support@sensysindia.com

Or

Feel free to call us at

Contact No.

022-66278600 (10 Lines)

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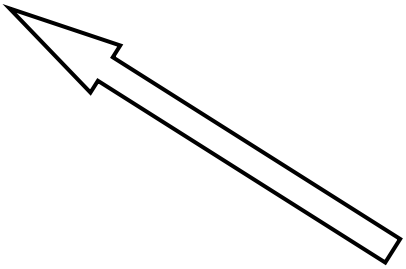
SENSYS INSTANT XBRL

Document Version 1.1



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Sensys Technologies Pvt Ltd.
524/525, Master Mind –I,
Royal Palms, Aarey Road
Goregoan (East), Mumbai 400065
India
Tel: 022-66278600 (10 Lines)
Email:contact@sensysindia.com
Website : http://www.sensysindia.com

Table of Contents

1. Introduction 5
2. Pre-requisites and System Requirements 6
3. Installation of Sensys Instant XBRL 7
4. Registration of Sensys Instant XBRL 16
5. Working with Sensys Instant XBRL 26
6. Frequently Asked Questions (FAQ) – Instant XBRL 82

1. Introduction

XBRL(eXtensible Business Reporting Language) is a language for the electronic communication of business and financial data which is revolutionising business reporting around the world. It provides major benefits in the preparation, analysis and communication of business information.
The Sensys InstantXBRL is a software designed to enable you, file your financial statements in XBRL format as per MCA(Ministry of Corporate Affairs) mandate.

The InstantXBRL software has some key features like Taxonomy Treeview for easy navigation, Detailed information about each element of Taxonomy, Facility to create Tuples(Multi Record Element) at Taxonomy tree, Import data from excel files of balance sheets and profit & loss statements, Footnotes for each element and inbuilt validation at entry level to avoid data entry mistakes.

2. Pre-requisites and System Requirements

The Pre-requisites for installing the Sensys Instant XBRL software is Dot Net Framework 3.5 or above.

System Requirements

1) PC with Pentium class processor

2) Operating System: Windows XP and above version

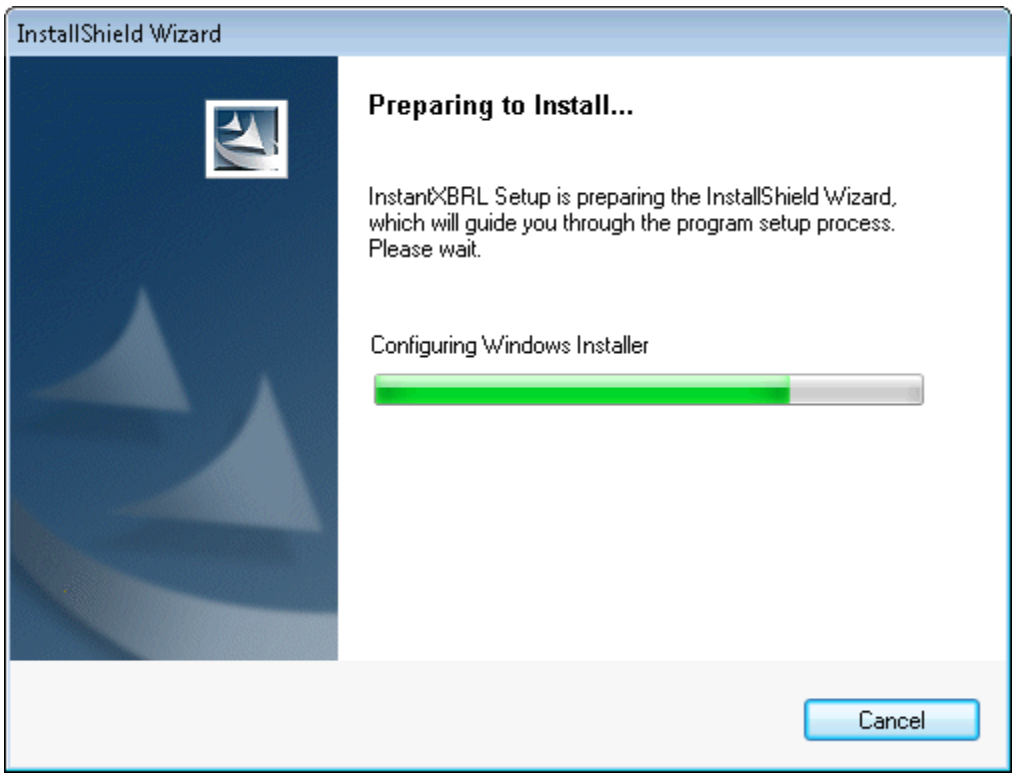
3) 500 MB Hard Disk space and above

4) CD-ROM Drive, VGA or higher resolution monitor.

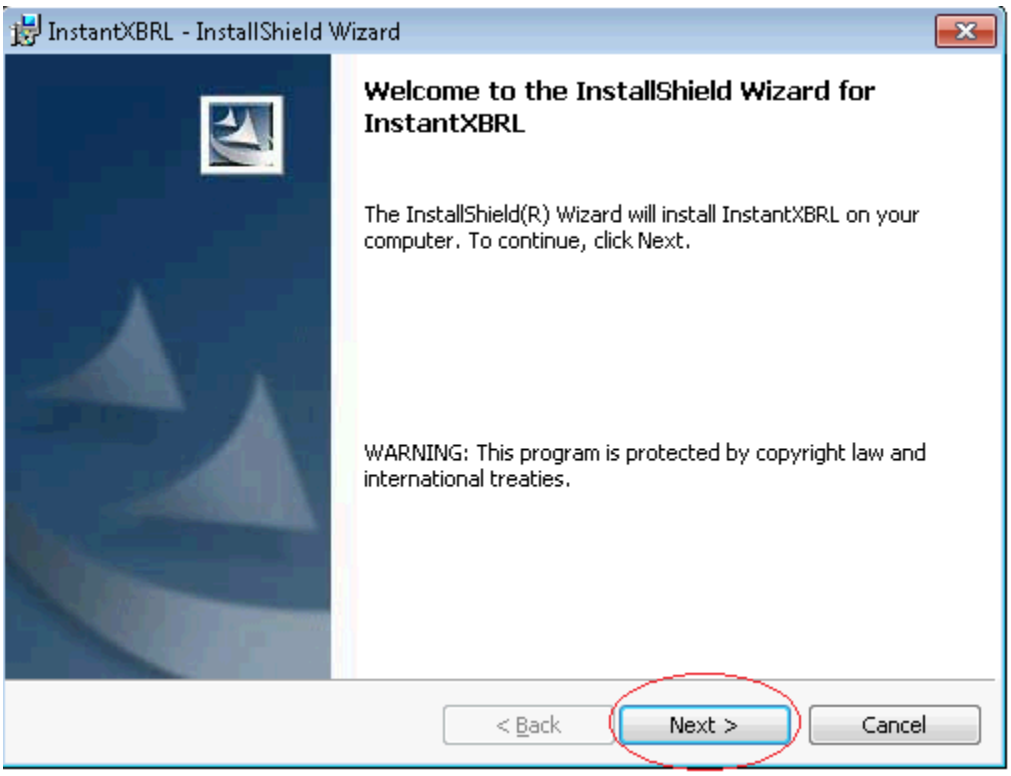
3. Installation of Sensys Instant XBRL

The Sensys Instant XBRL software can be installed using the below mentioned steps.

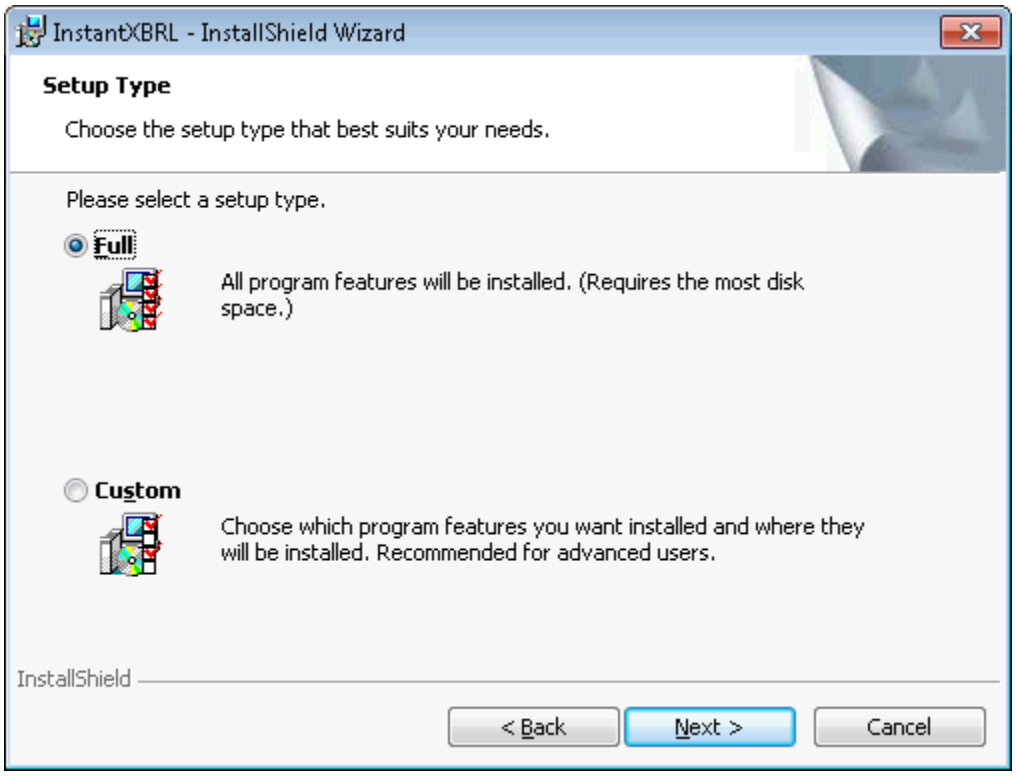
(1) Double-click the 'setup.exe' file available from the CD to install the Sensys Instant XBRL software.
This will invoke the InstallShield Wizard as shown below.



(2) Click on the 'Next' button in the Instant XBRL – InstallShield Wizard screen as shown in the figure below.

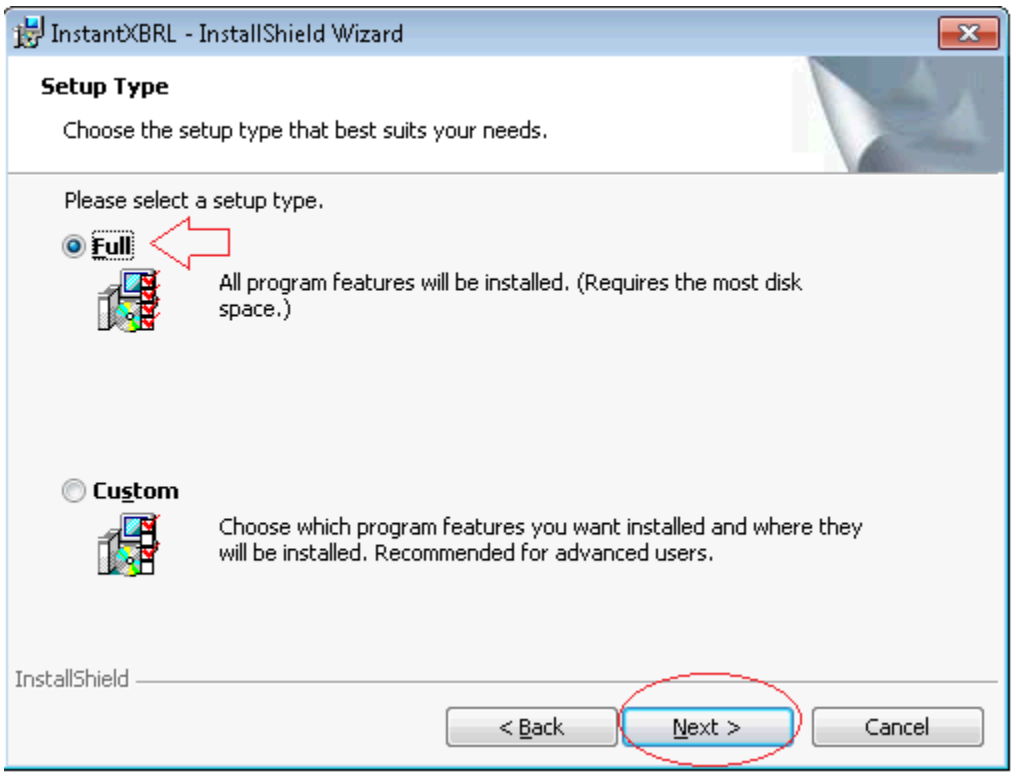


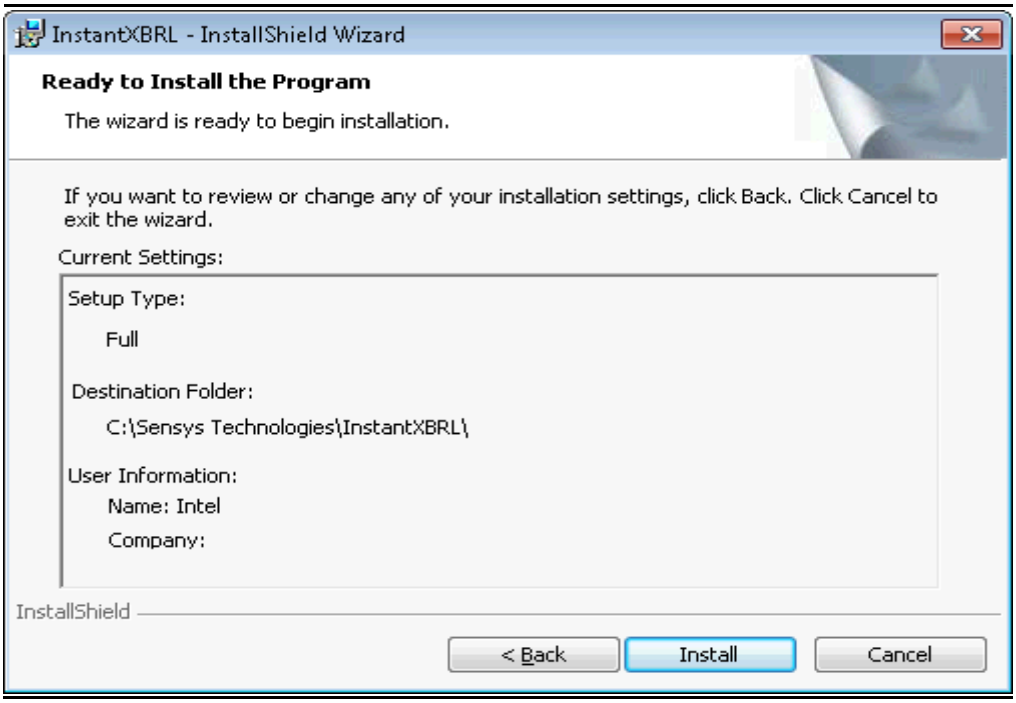
The next screen displays to choose the setup type for the installation viz Full or Custom installation as shown below.



(a) Full Installation:

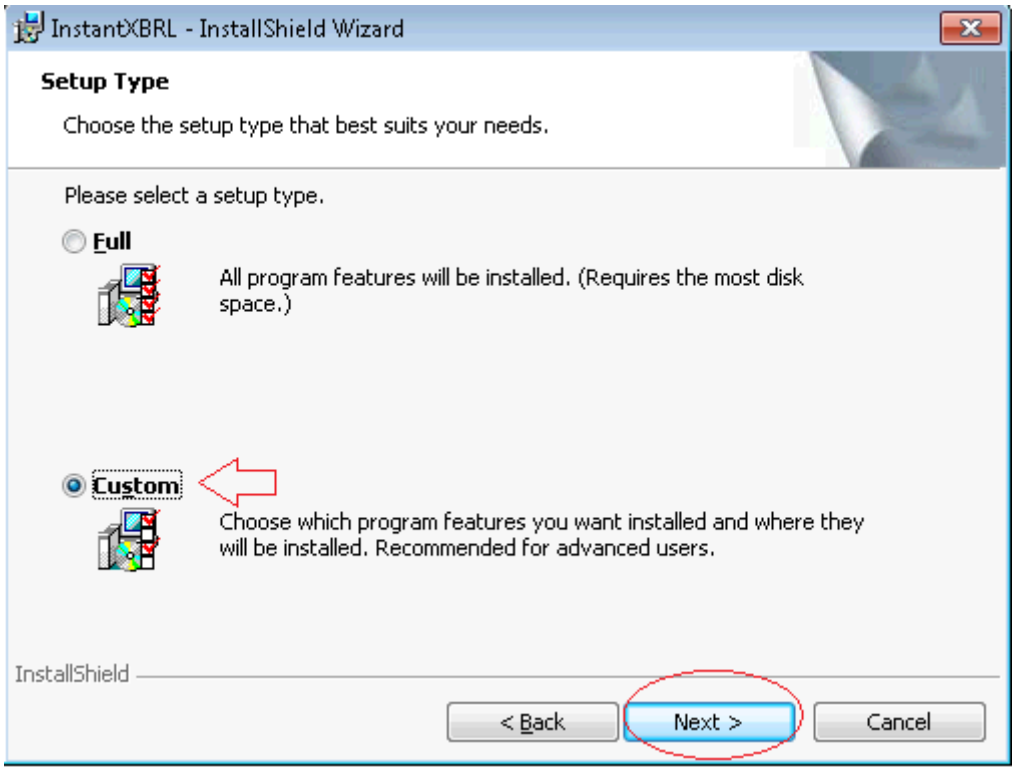
If the option 'Full' is selected, the installer will install all the program features in the location 'C:\Sensys Technologies\InstantXBRL\'.





(b) Custom Installation:

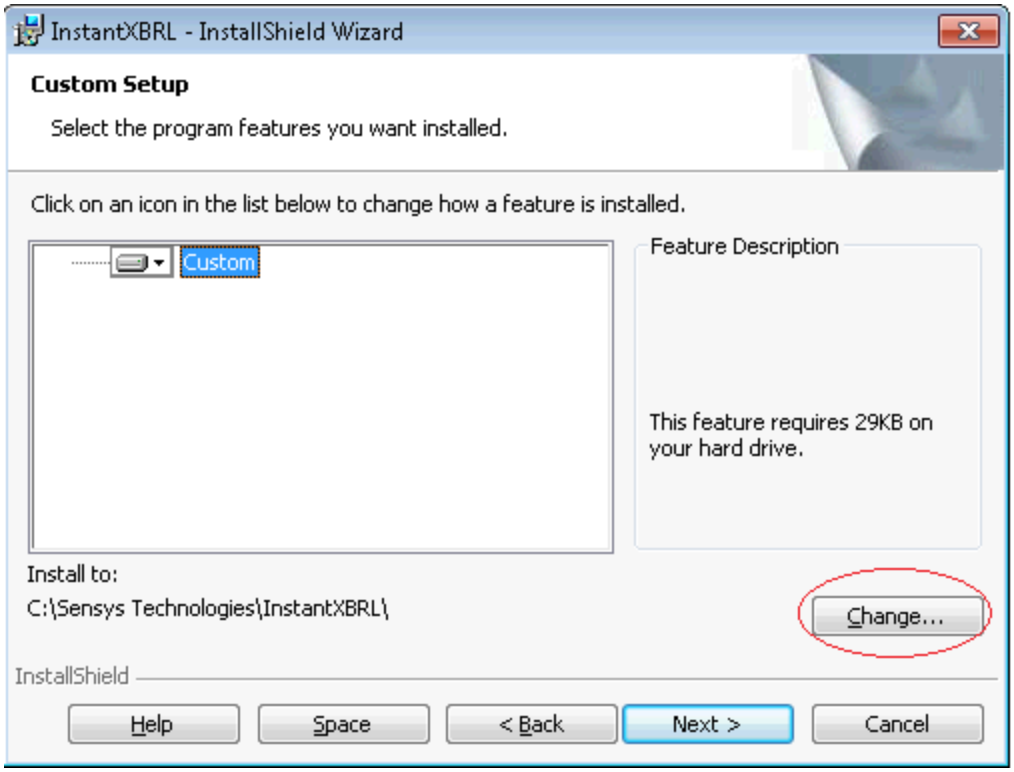
If the option 'Custom' is selected, the user can select a custom location for the installation of the software.
This can be done by clicking the 'Change' button.

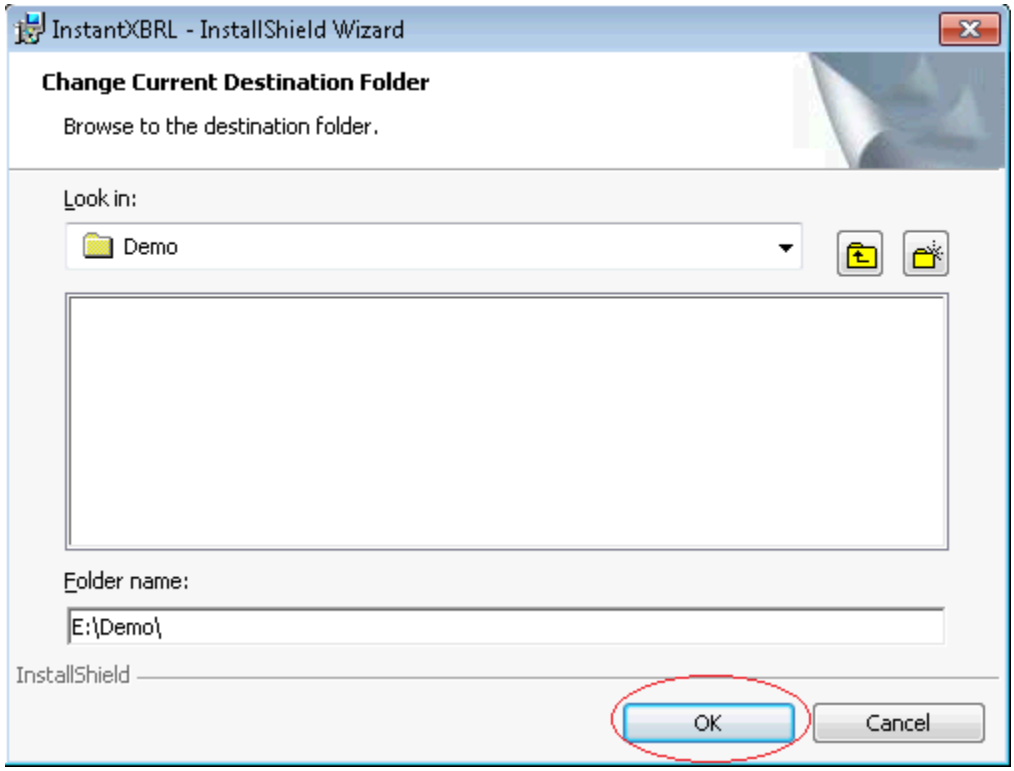


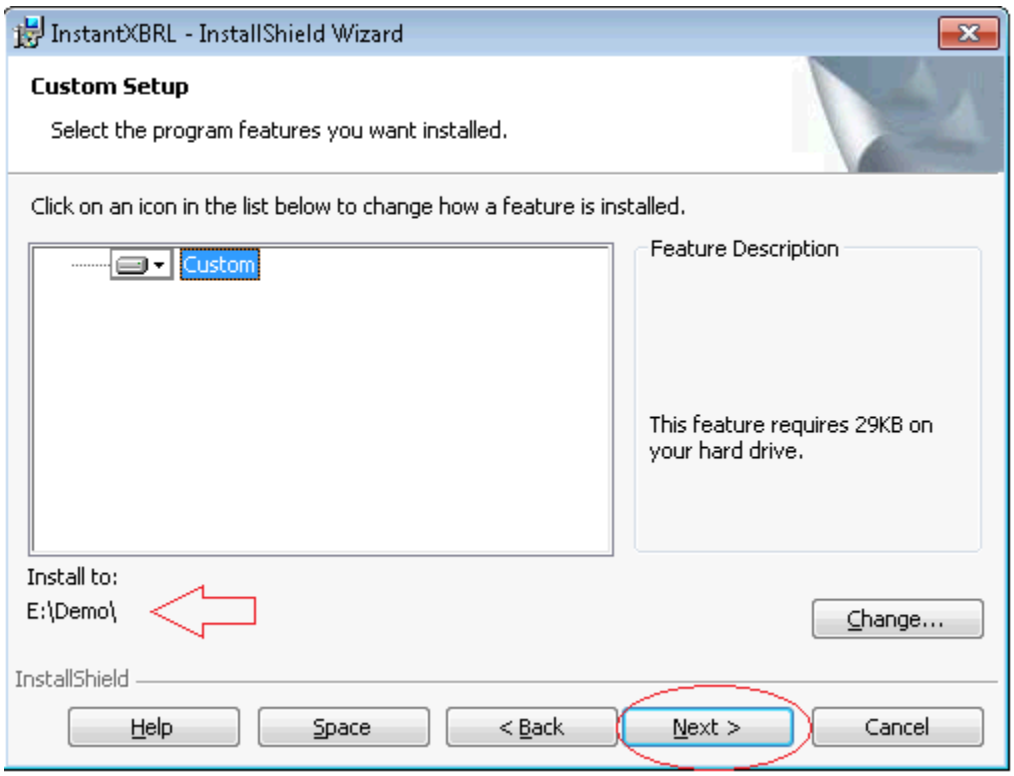
For eg – If you want to install the software in a custom location (eg 'E:\Demo'), then select the 'Custom' option in the setup type and click on the 'Next' button.

Click on the 'Change' button and browse through to the location 'E:\Demo' and click the 'OK' button.

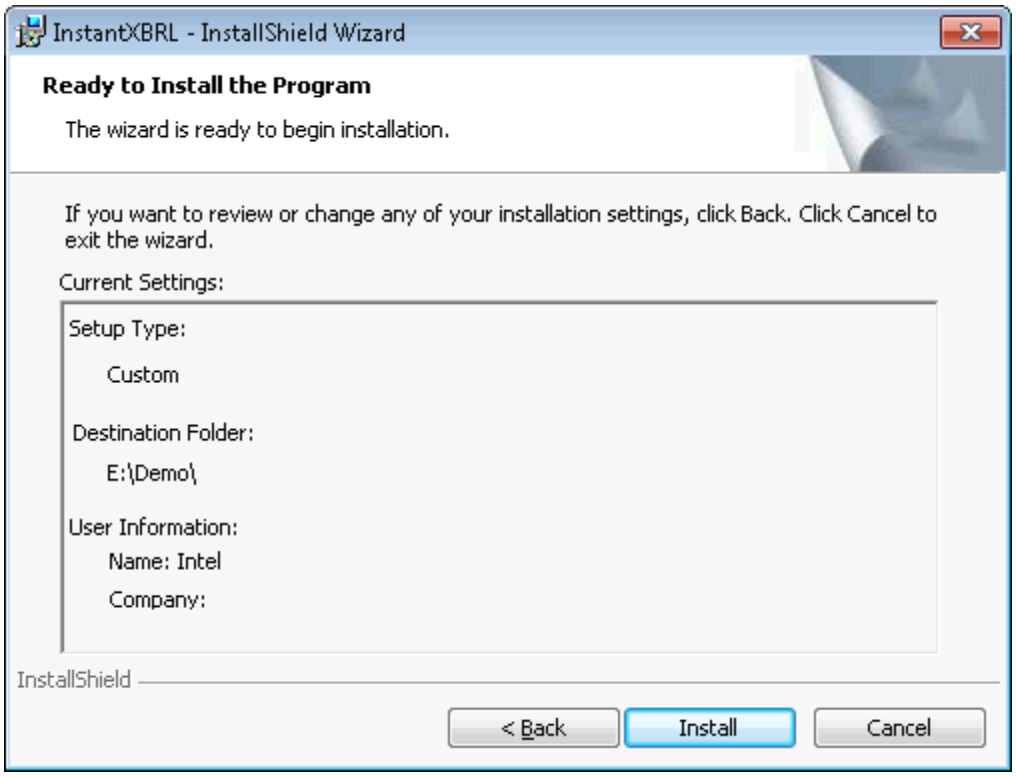
At this stage, the application will be installed to the location 'E:\Demo' and not at the default location.


InstantXBRL - InstallShield Wizard
Custom Setup
Select the program features you want installed.
Click on an icon in the list below to change how a feature is installed.
Custom
Feature Description
This feature requires 29KB on your hard drive.
Install to:
C:\Sensys Technologies\InstantXBRL\
Change...
InstallShield
Help
Space
< Back
Next >
Cancel

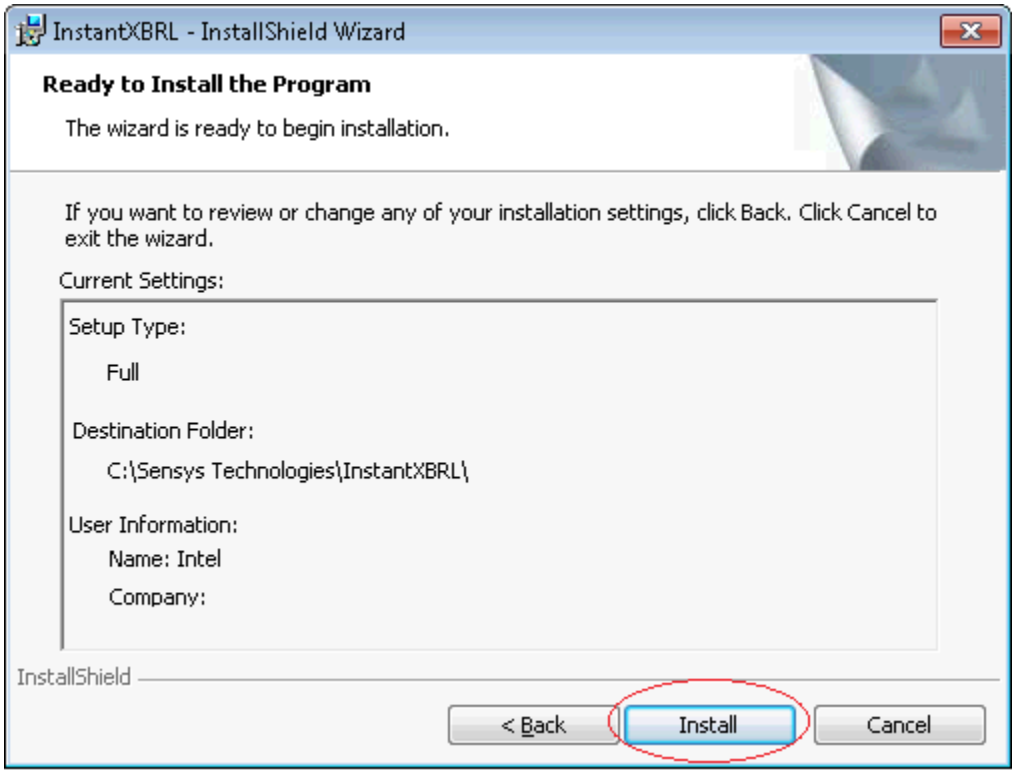

InstantXBRL - InstallShield Wizard
Change Current Destination Folder
Browse to the destination folder.
Look in:
Demo
Folder name:
E:\Demo\
InstallShield
OK
Cancel

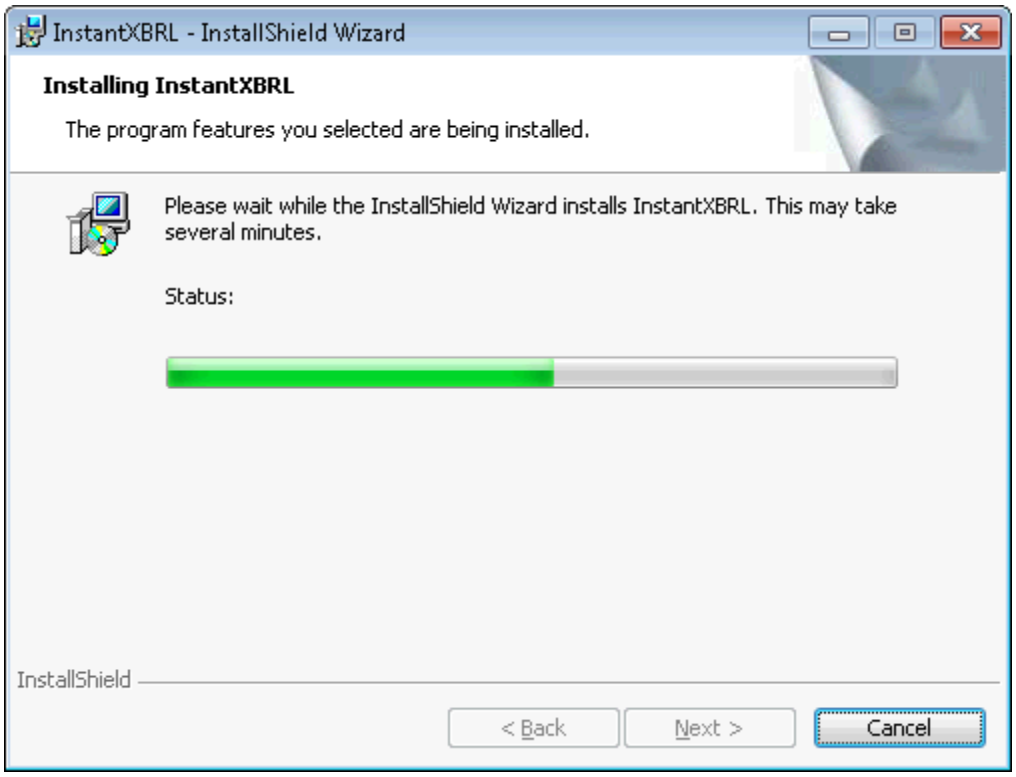


To check the disk space for the custom installation of the software, click on the 'Space button.

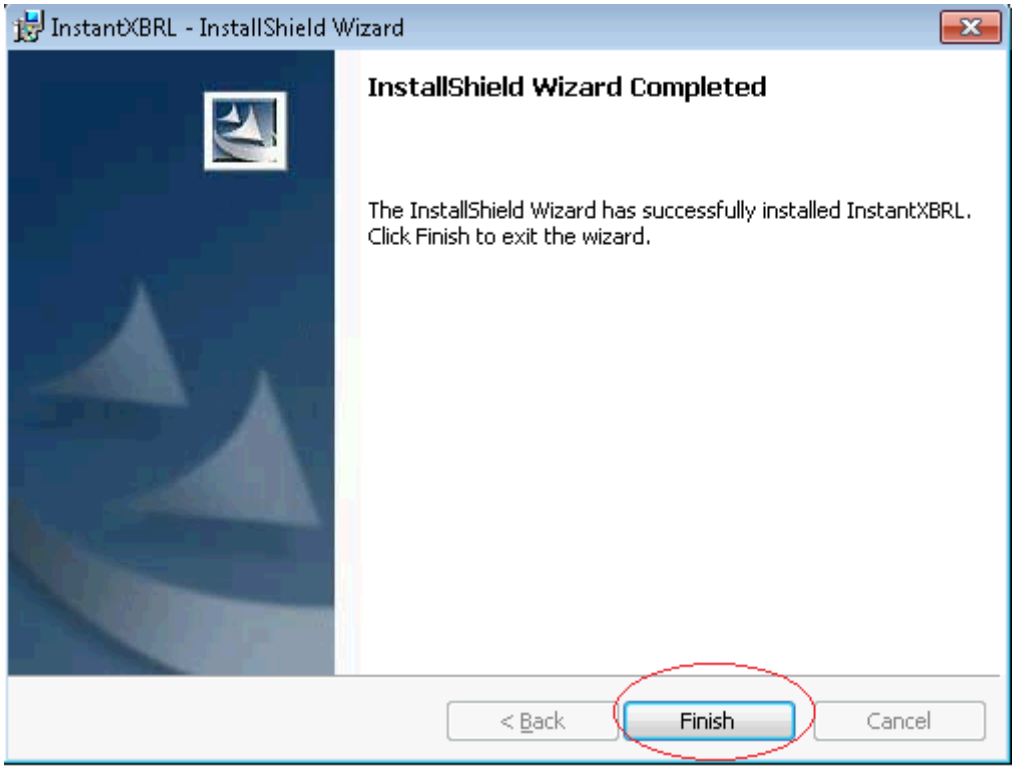


(3) Click on the 'Install' button to continue with the Full installation of Sensys Instant XBLR software.

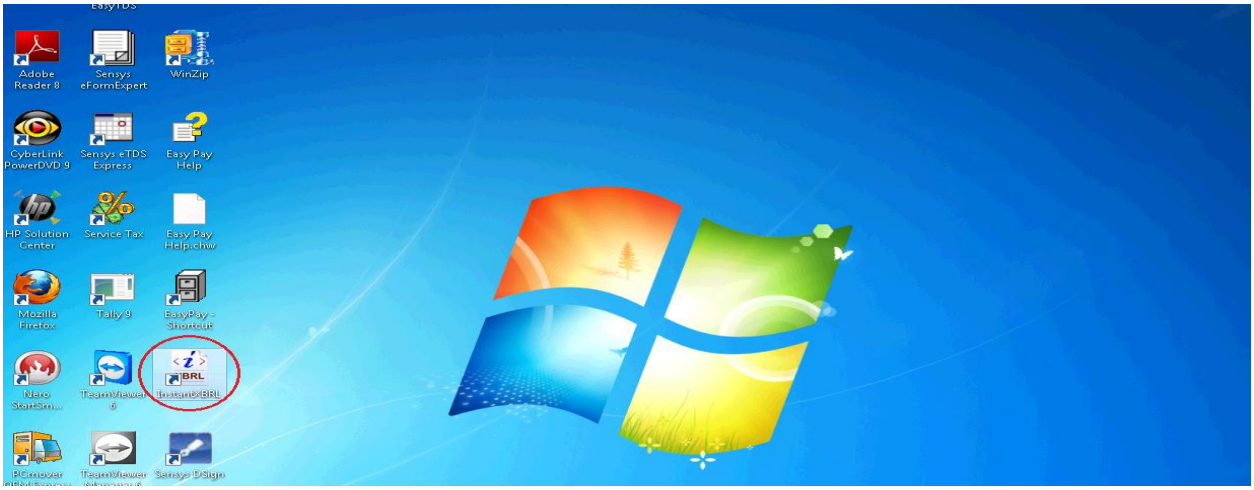




After the installation is complete, click on the 'Finish' button to exit the InstallShield Wizard.

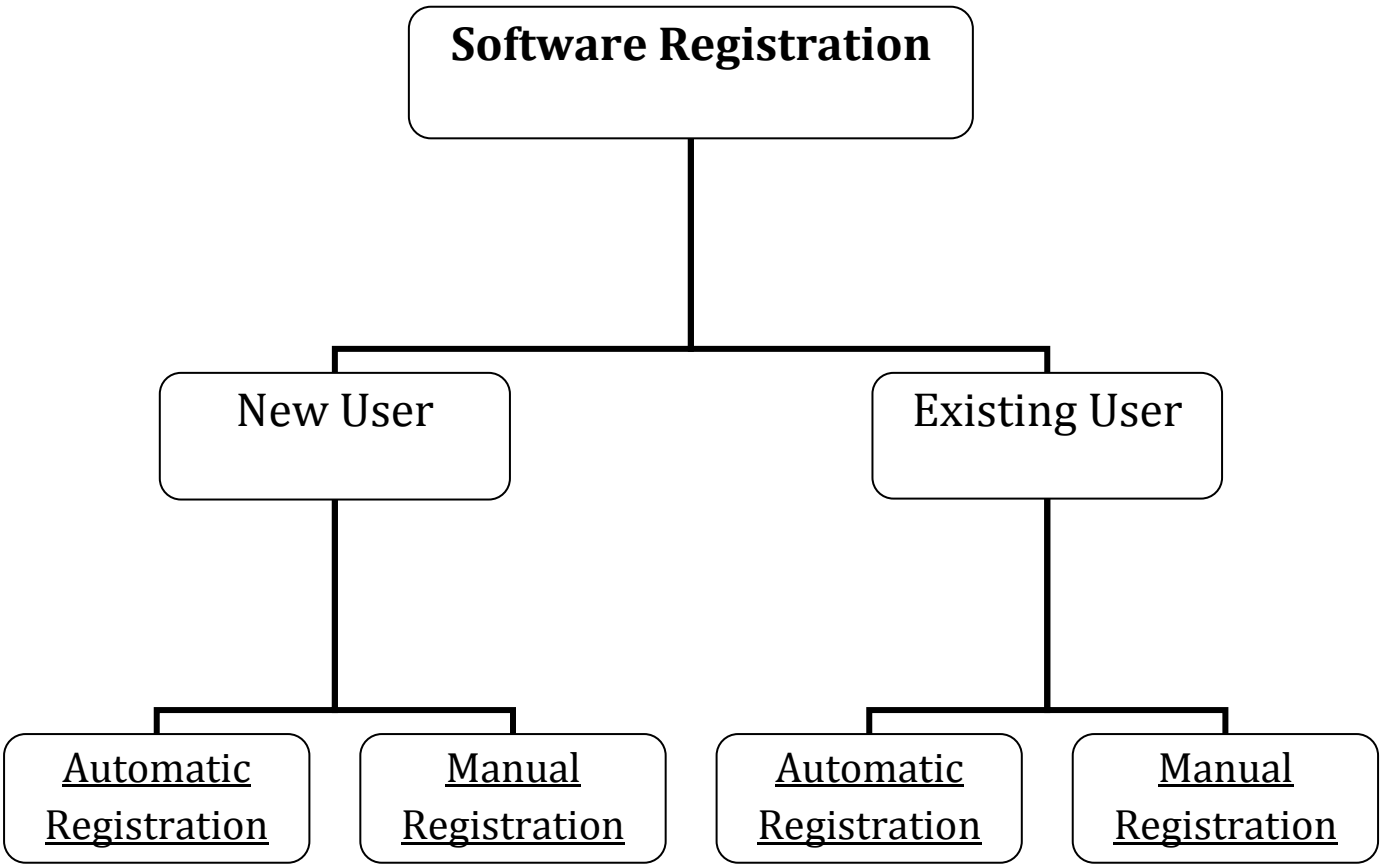


At this stage, the Sensys Instant XBRL software is installed at the default location – 'C:\Sensys Technologies\InstantXBRL\' and the Instant XBRL icon is created on the desktop as shown below.



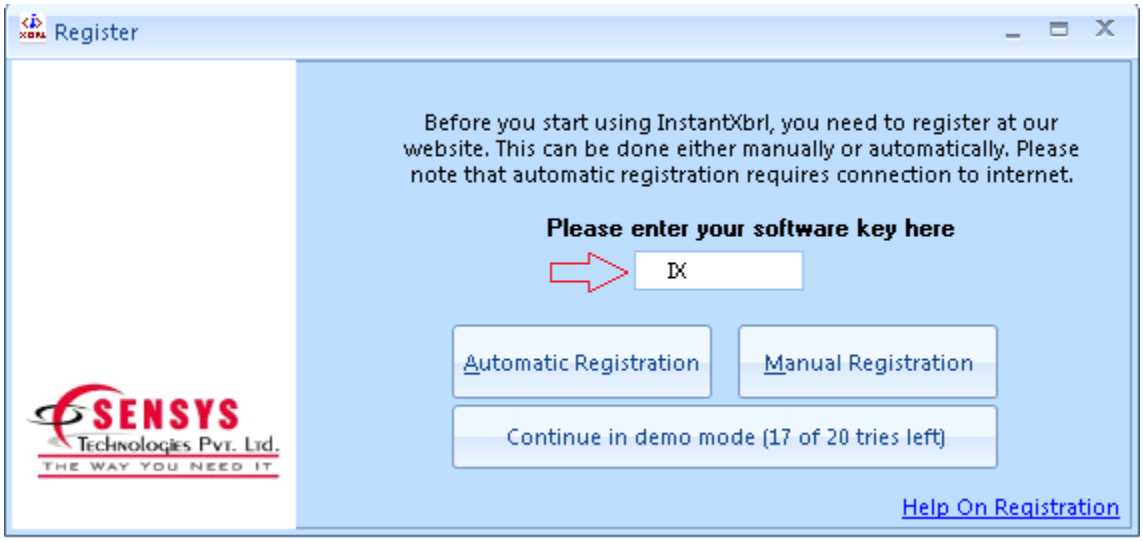
4. Registration of Sensys Instant XBRL

Once the Sensys Instant XBRL software is installed on your computer, the Sensys InstantXBRL icon is created on the desktop. The next step is to register the InstantXBRL software.



Depending upon whether you are a New User or an Existing User, click on the respective 'Automatic' or 'Manual' block to proceed with the registration of Sensys Instant XBRL software.

Double-click the Sensys InstantXBRL icon from the desktop to start the application. At this stage the following window prompts the user to register the software.



Specify the software key in the textbox and select the option for software registration, either Automatic or Manual.

Note**:** The software key is hidden in the screenshot since it is a confidential information.

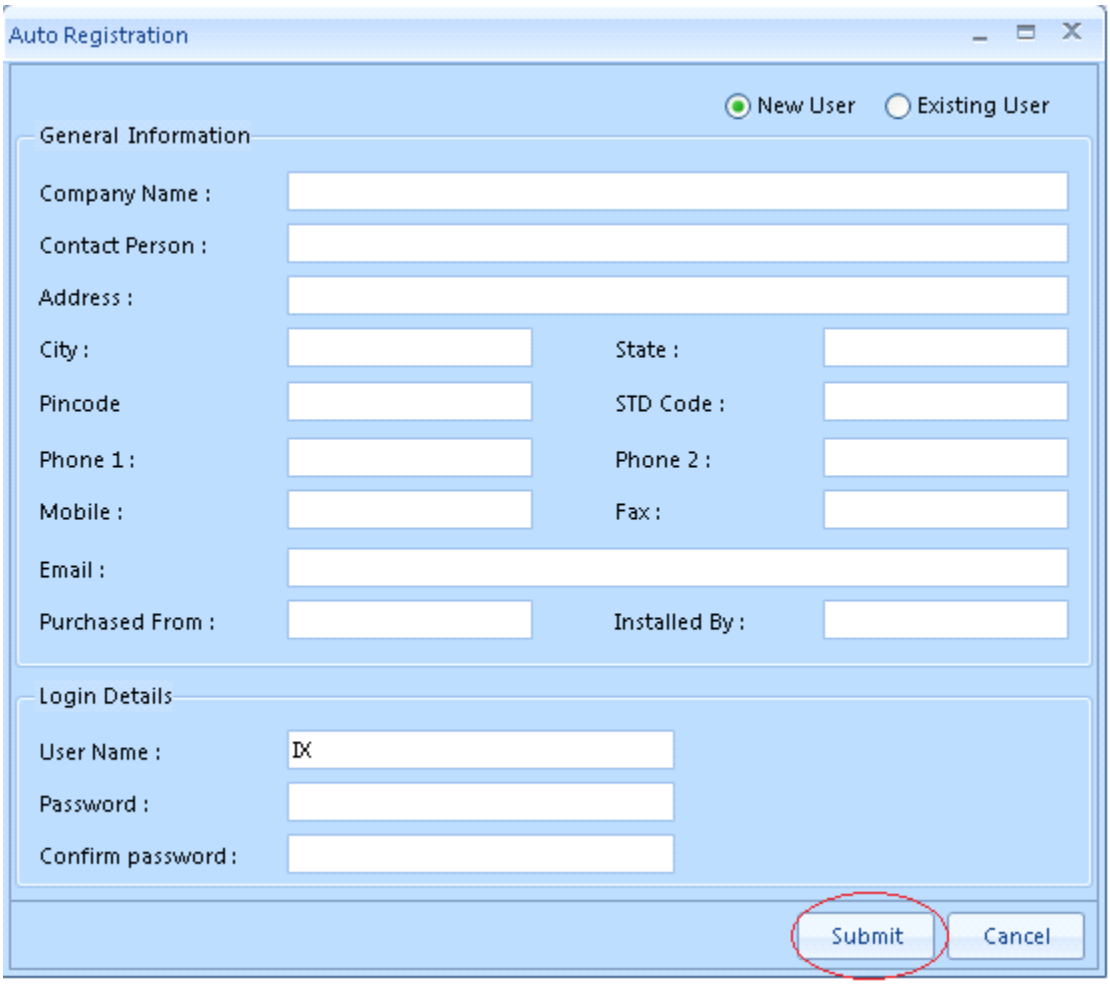
(1) Automatic Registration:

In this case, software will try to register itself automatically. For this your computer should be connected to the internet.

Enter the software key and click the option 'Automatic Registration'.

Automatic Registration (New User)

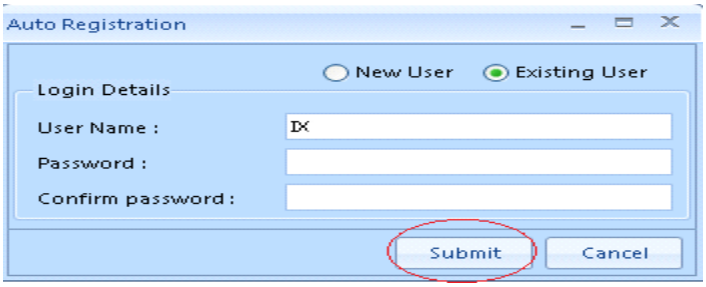
For a new user, specify the General Information. Select a password and click on the 'Submit' button to complete the Auto Registration as shown in the figure below.



On clicking the 'Submit' button, the Automatic Registration is complete and the user is ready to work with the software.

Automatic Registration (Existing User)

For an existing user, specify the Username(Software Key) along with the password. Next click on the 'Submit' button to complete the Automatic Registration as shown in the figure below.



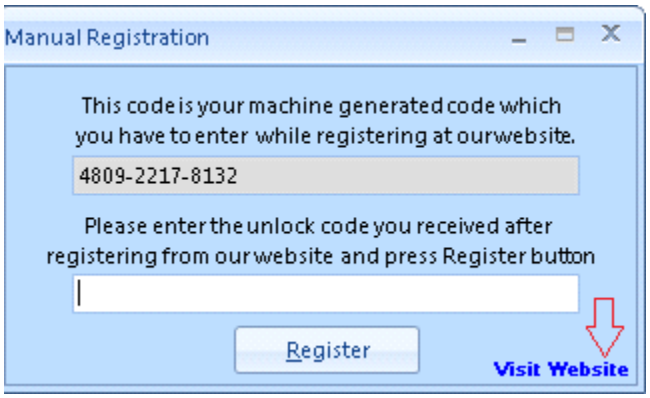
(2) Manual Registration:

If you do not have internet connection on your machine due to some reason, you can register the software manually.

Enter the software key and click the option 'Manual Registration'.

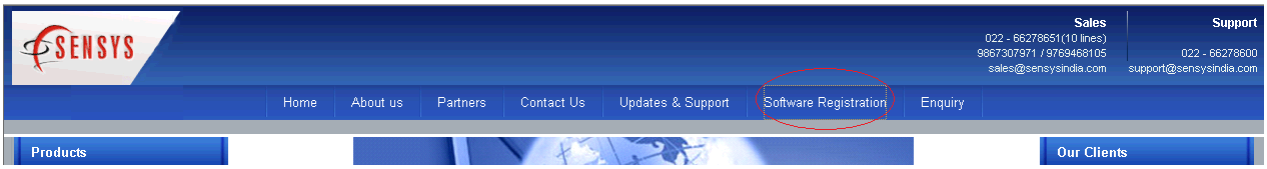
At this stage, the software generates a machine generated code and prompts for an unlock code.

Click the link 'Visit Website' to get the unlock code as shown below.



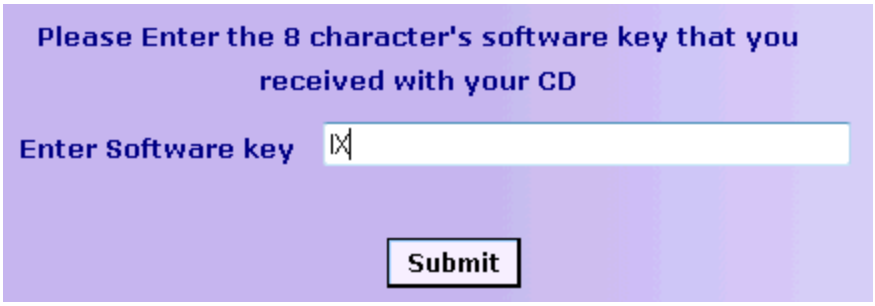
On clicking the link 'Visit Website', the application take you to the homepage of our website (http://www.sensysindia.com).

Click on the link 'Software Registration' as shown below.

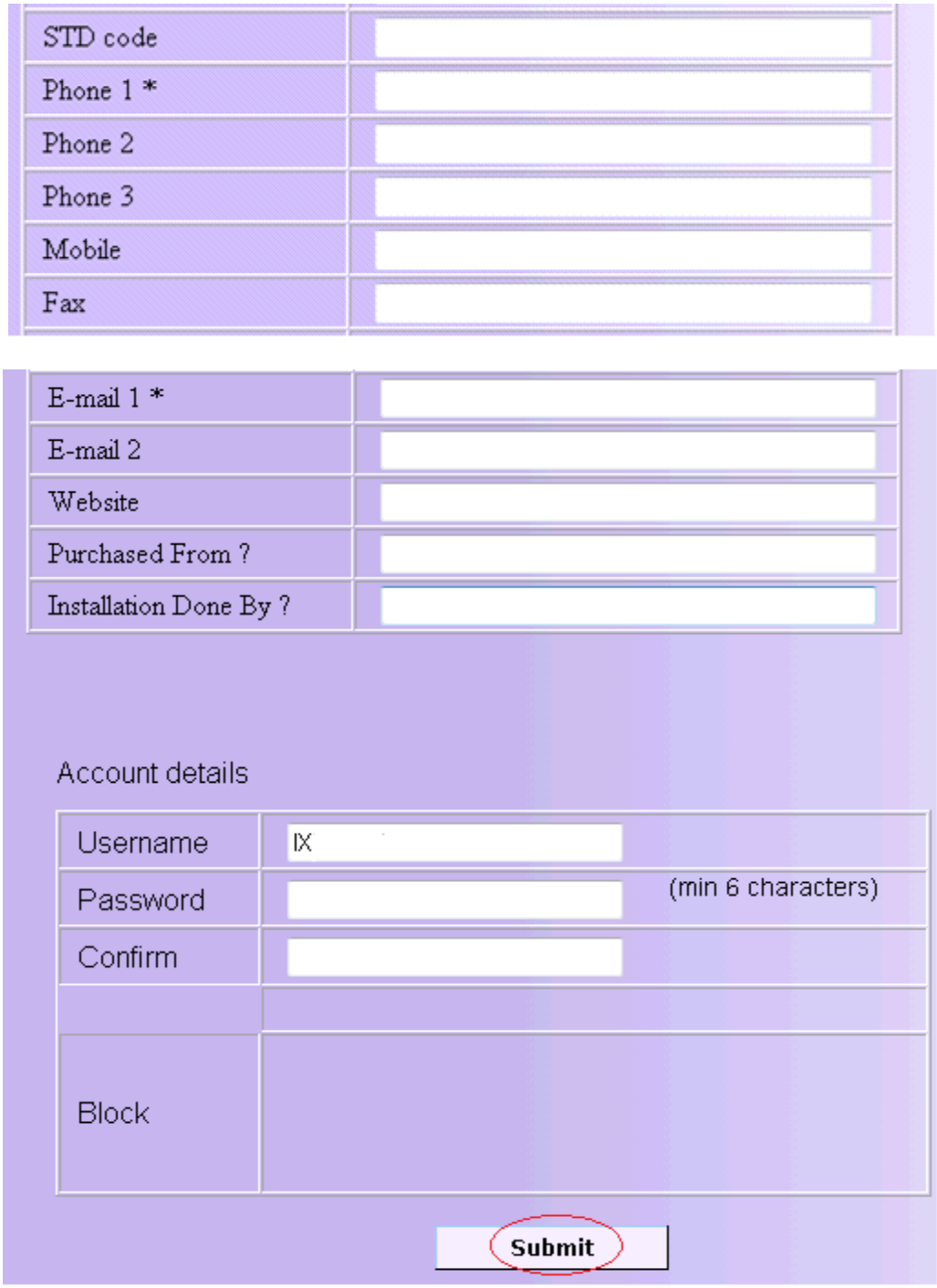


Next, the following page opens to select new or existing user.

Manual Registration (New User) For a new user, enter the software key & click on the 'Submit' button.

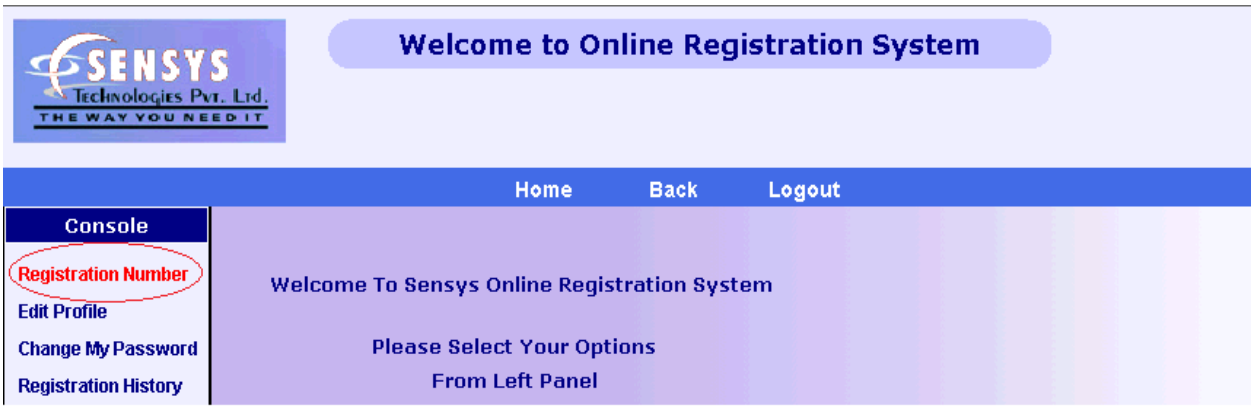


Next, specify the personal information. Select a password and click on the 'Submit' button as shown in the figure below.



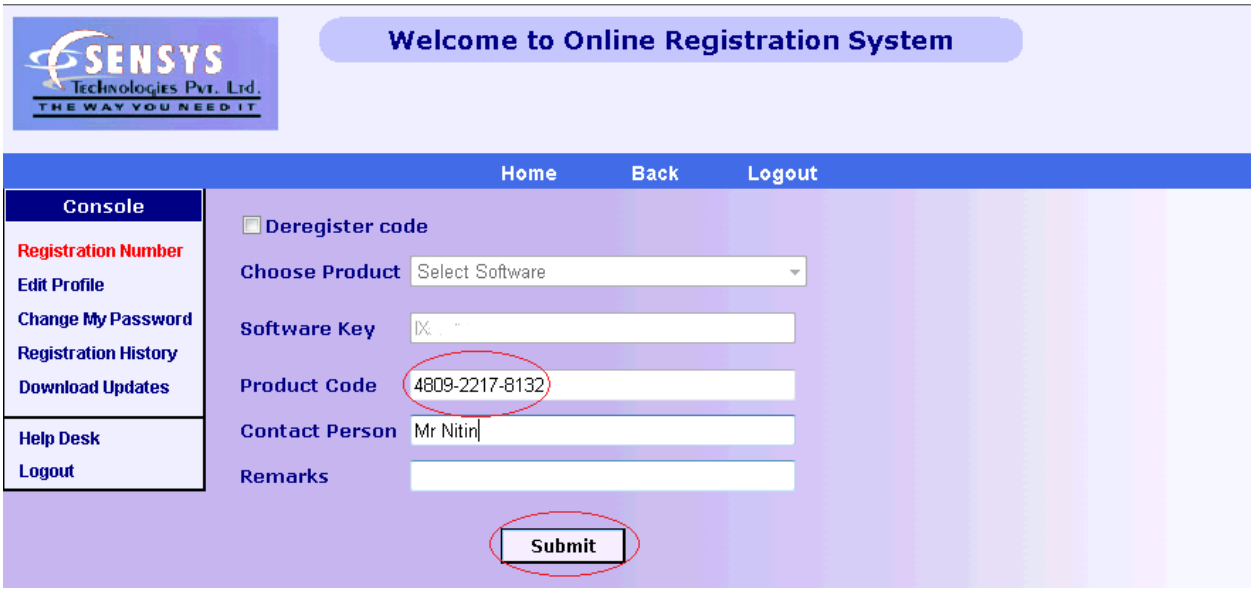
On clicking the 'Submit' button, the website logs into the registration system as shown in the figure below.

At this stage, click on the link 'Registration Number' available at the left panel of the window.



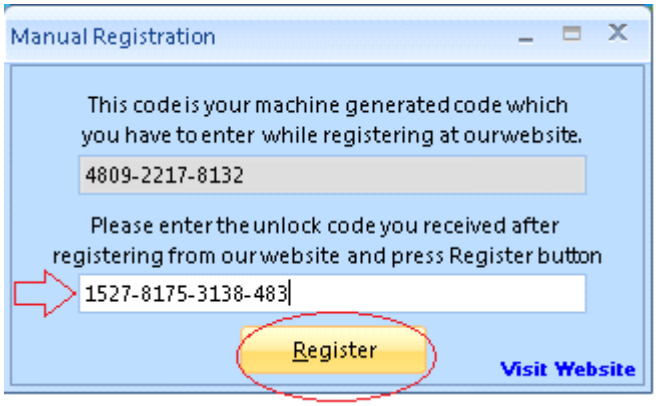
Enter the machine code generated after clicking the 'Manual Registration' button earlier in the Product code field.

Next, click the 'Submit' button as shown in the figure below.



On clicking the submit button, the website generates a Registration Number (or unlock code) for manual registration.

Now come back to InstantXBRL manual registration window. Enter the Registration number(or unlock code) generated from the website above and click on the 'Register' button to complete the manual registration as shown in the figure below.

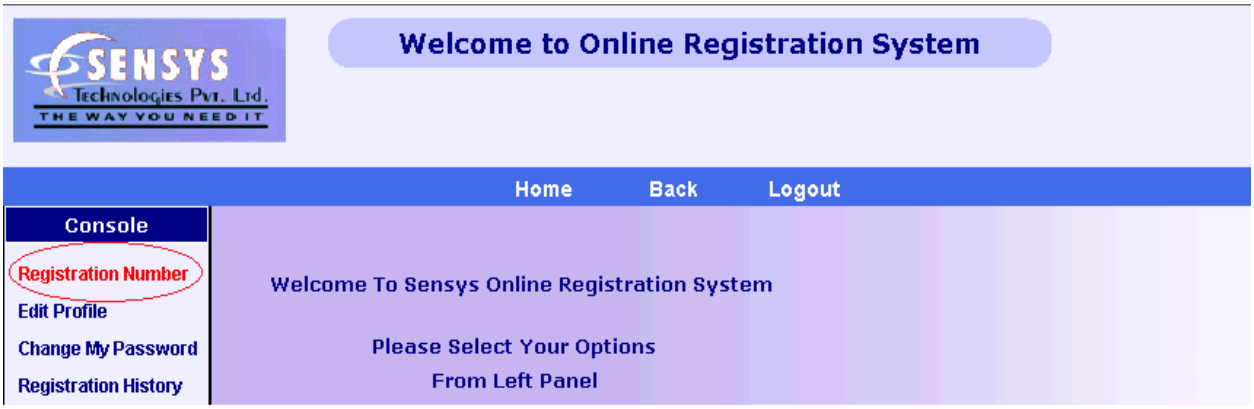


At this stage, the manual registration is successfully completed.

Manual Registration (Existing User) For an existing user, enter the username(software key) along with the password and click the 'Login' button.

On clicking the 'Login' button, the website logs into the registration system as shown in the figure below.

At this stage, click on the link 'Registration Number' available at the left panel of the window as shown in the figure below.



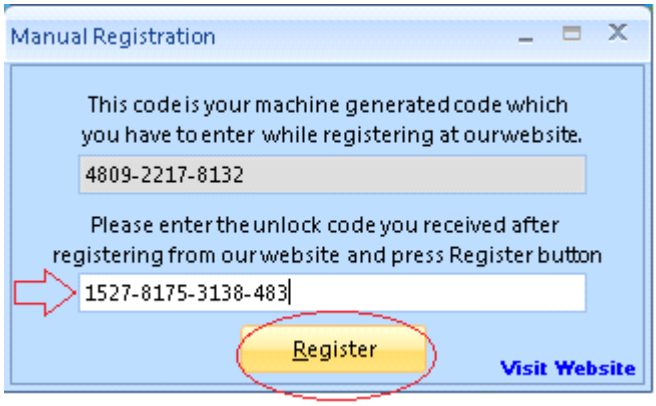
Enter the machine code generated after clicking the 'Manual Registration' button earlier in the Product code field.

Next, click the 'Submit' button as shown in the figure below.

On clicking the submit button, the website generates a Registration Number (or unlock code) for manual registration.

Now come back to InstantXBRL manual registration window. Enter the Registration Number(or unlock code) generated from the

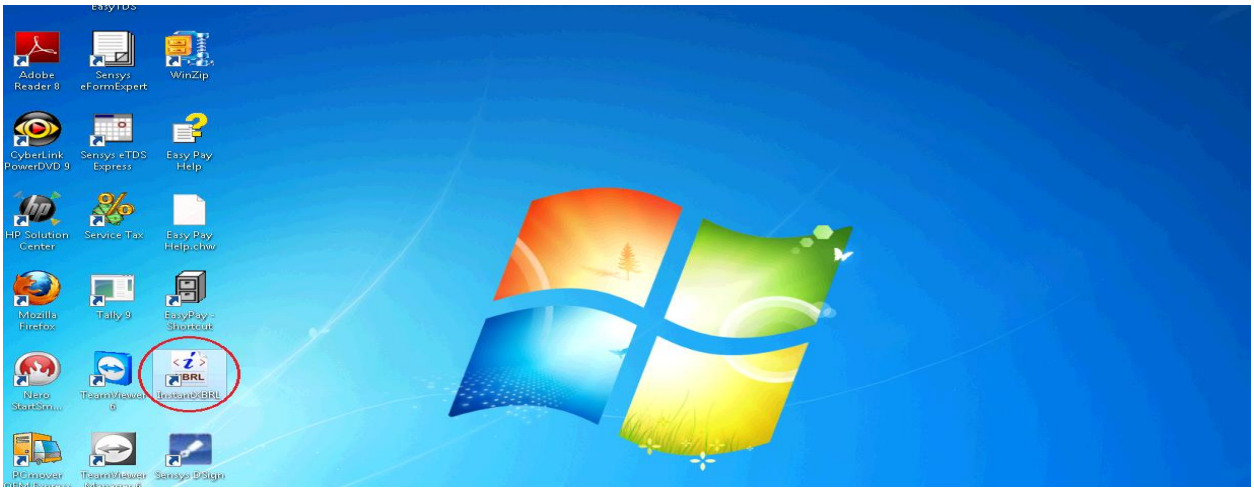
website above and click on the ‘Register’ button to complete the manual registration as shown in the figure below.



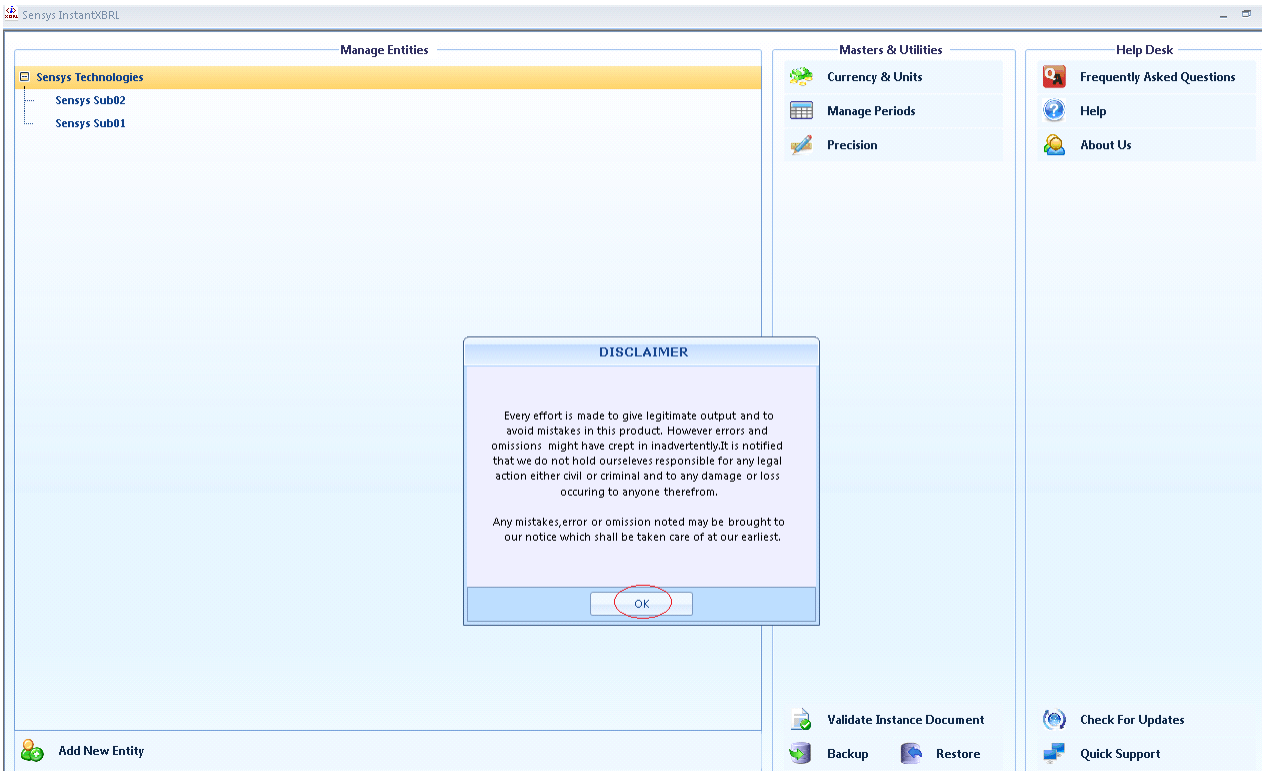
On clicking the ‘Register’ button, the manual registration is successfully completed and the software is ready to use.

5. Working with Sensys Instant XBRL

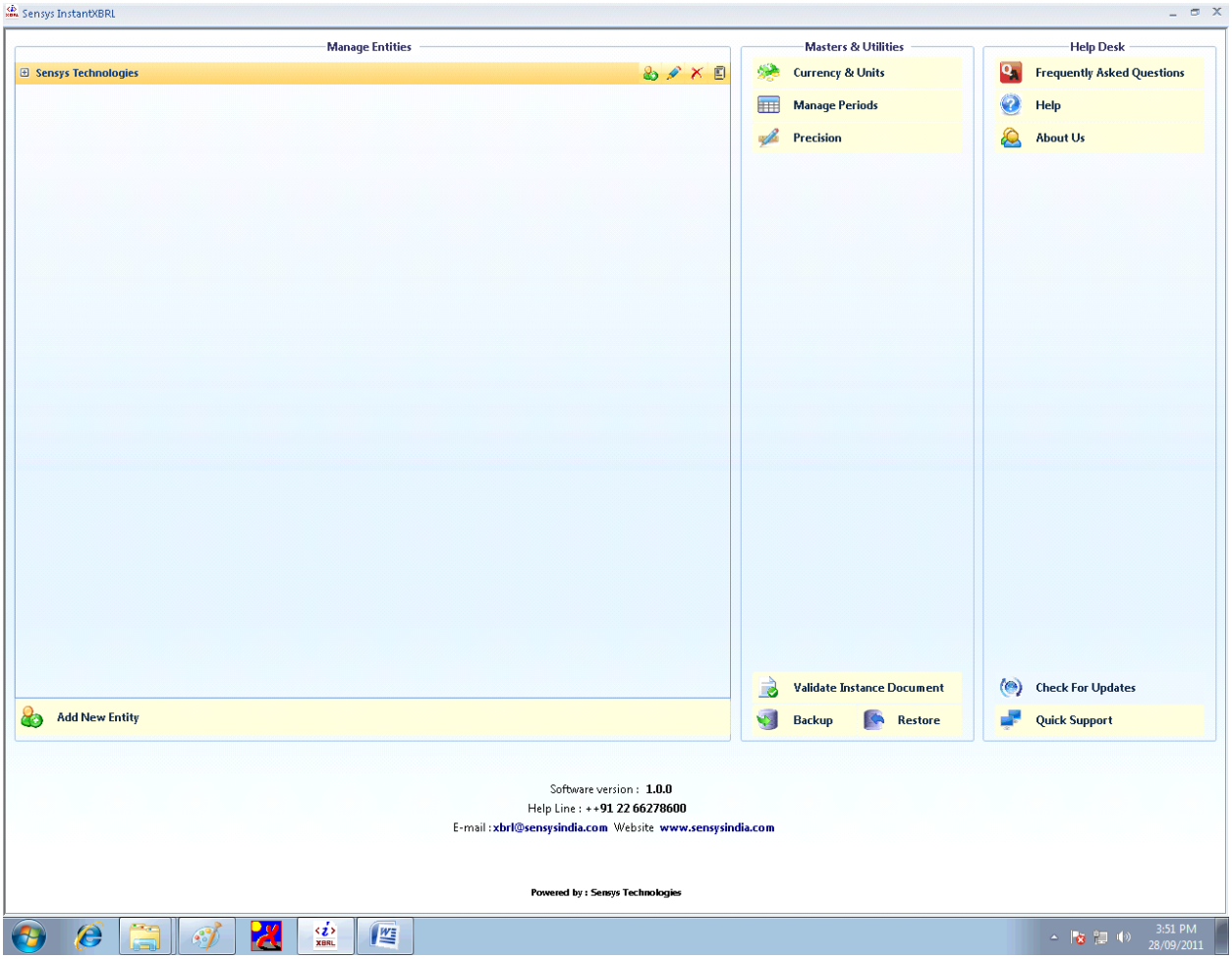
Double-click the Sensys InstantXBRL icon from the desktop to run the software as shown in the figure below.



At this stage, the Sensys Instant XBRL application starts up with a disclaimer message. Click the 'OK' button as shown below.



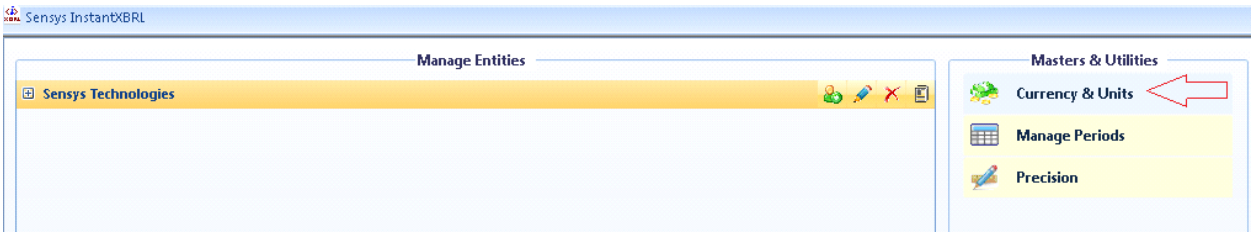
After clicking the ‘OK’ button, the Sensys Instant XBRL application is seen with options like Manage Entities, Masters & Utilities and Help.



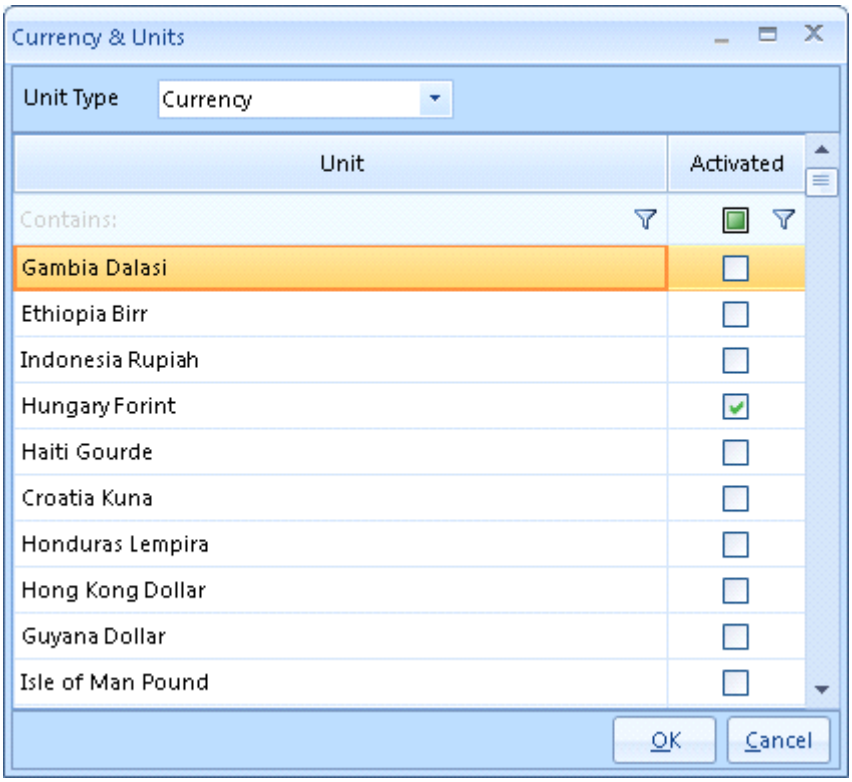
The Masters & Utilities menu in InstantXBRL contains the option Currency & Units as explained below.

Currency & Units

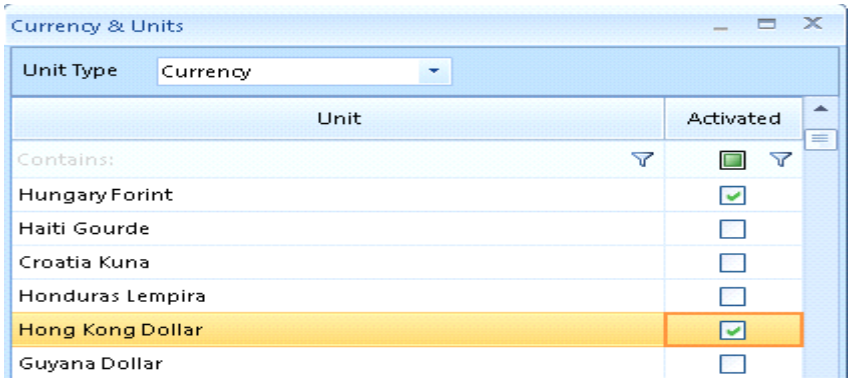
To view Currency & Units, click on the link ‘Currency & Units' as shown in the figure below.

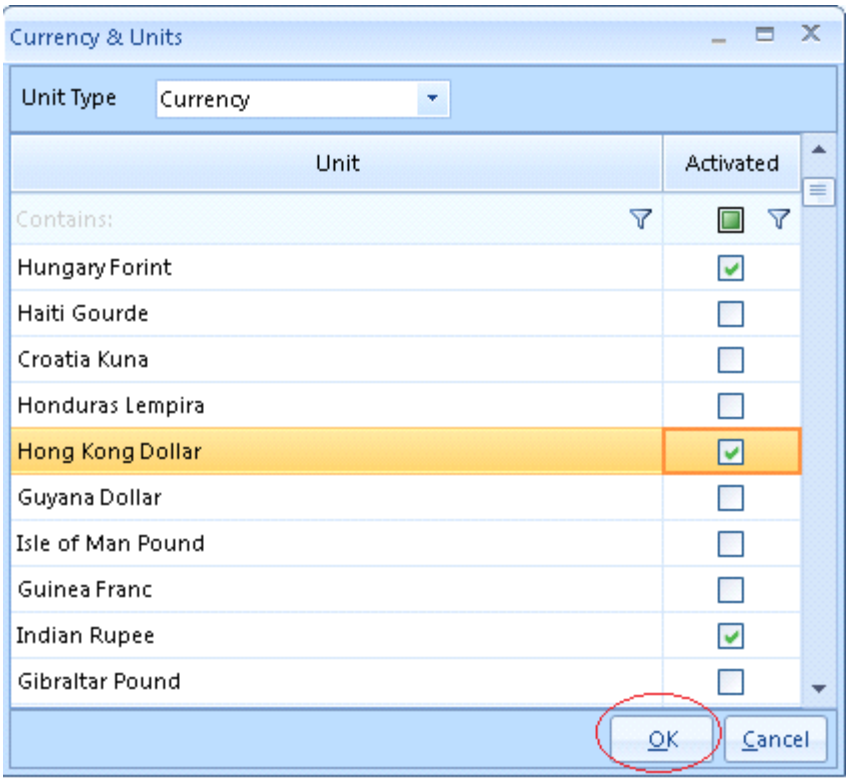


At this Stage, the Currency & Units window opens up with a list of available Currency as shown in the figure below.

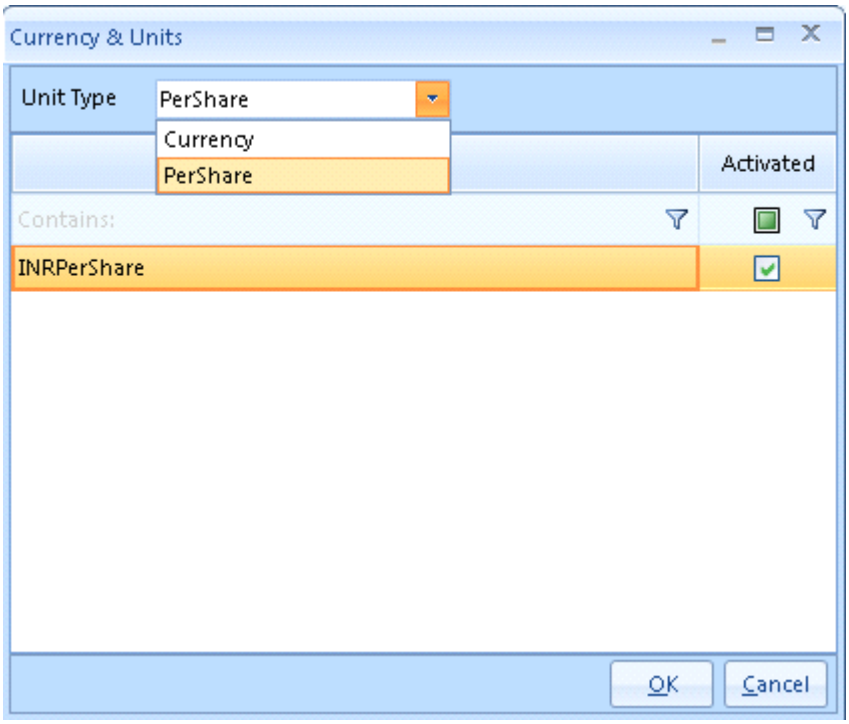


To activate a Currency in InstantXBRL, select the Currency and then click on the 'OK' button as shown in the figure below.

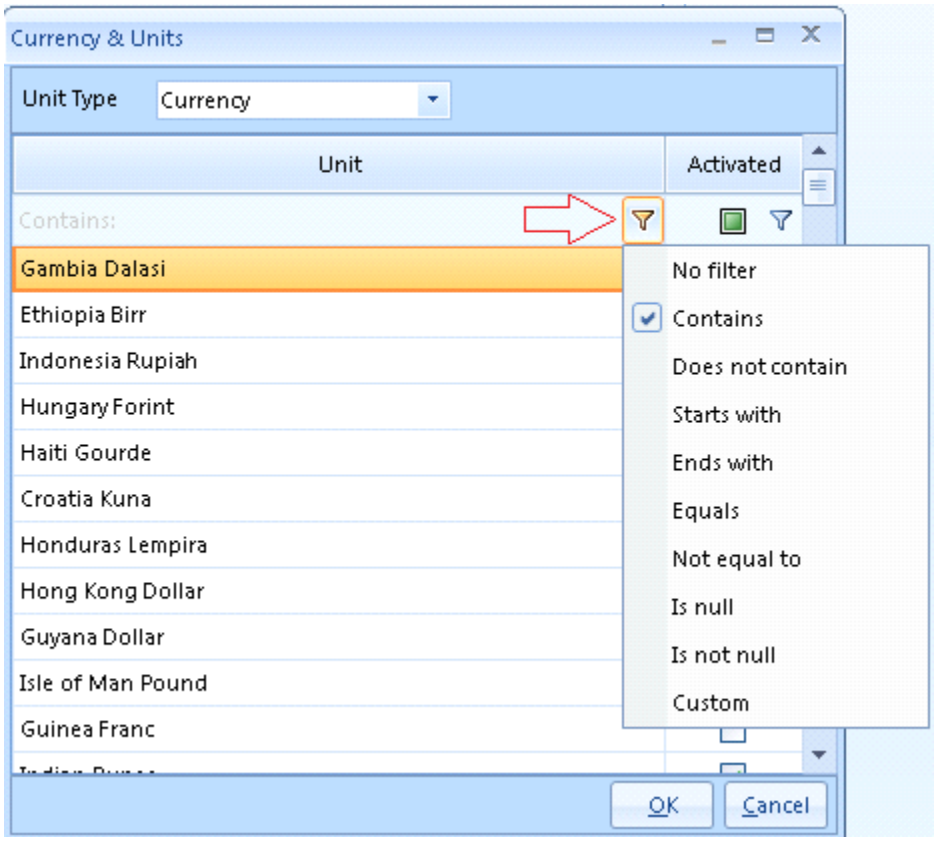




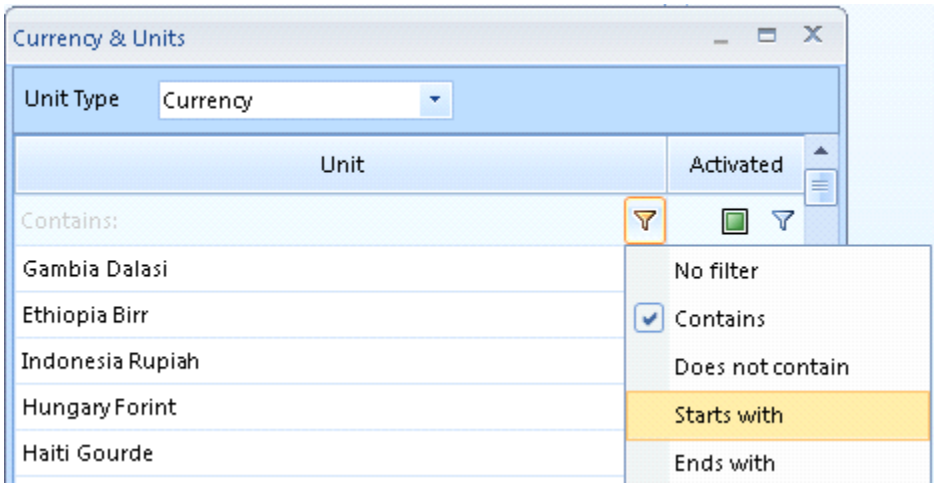
To activate the unit type PerShare, click the drop-down and select the option 'PerShare' as shown in the figure below.



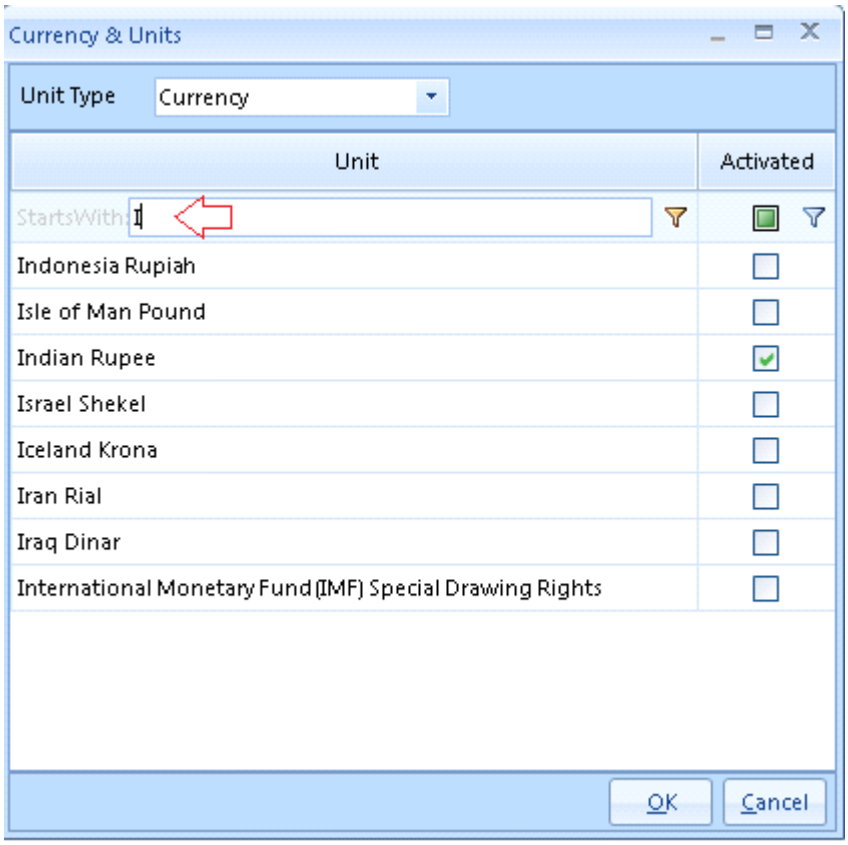
To filter the Currency or Pershare, click on the filter icon and select the filter criteria as shown in the figure below.



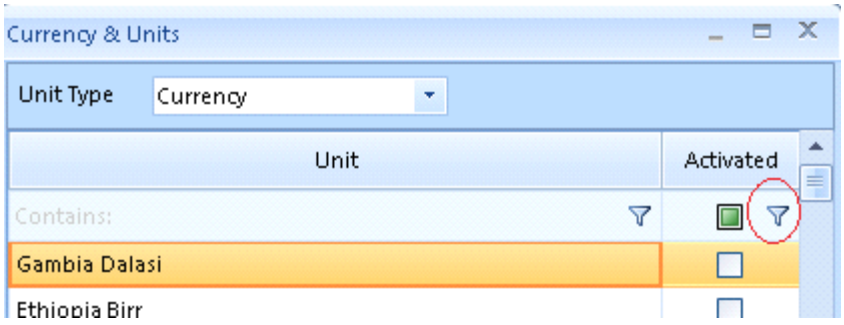
For eg – If you wish to view all the Currency Unit starting with the letter 'I', then click on the filter icon and in the drop-down select the option 'Starts With' as shown in the figure below.



Next, enter the letter ‘I’ in the textfield and the application displays all the Currencies starting with the letter ‘I’ as shown below.

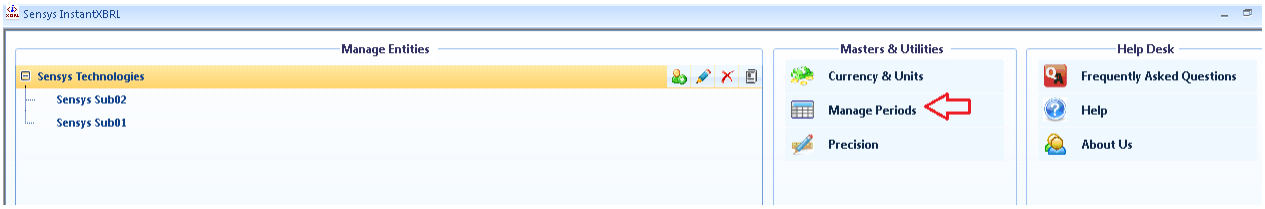


Similarly to search for the activated units, click on the filter icon available for the activated column.



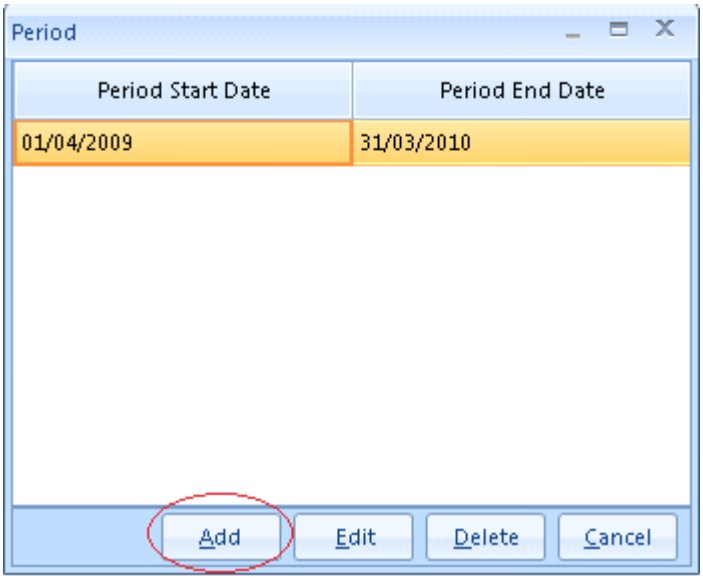
Manage Periods

The Financial Period can be managed in the InstantXBRL application by clicking on the link 'Manage Periods' as shown below.

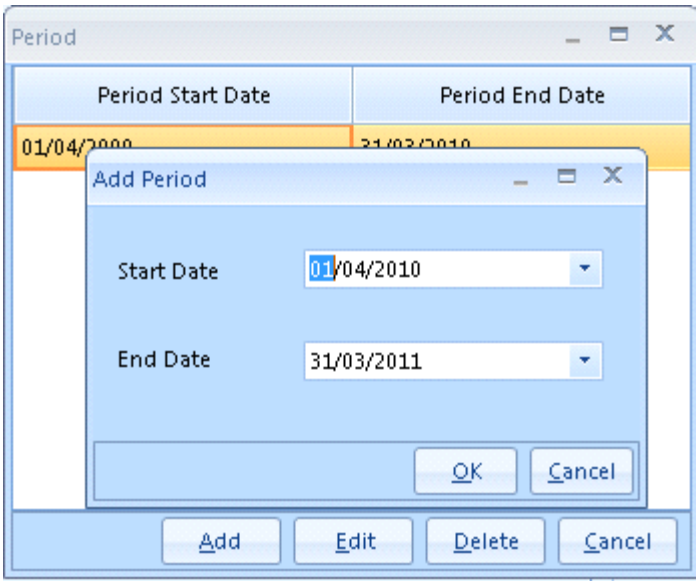


(a) Add Period

Click on the link 'Manage Period' and then click on the 'Add' button as shown in the figure below.

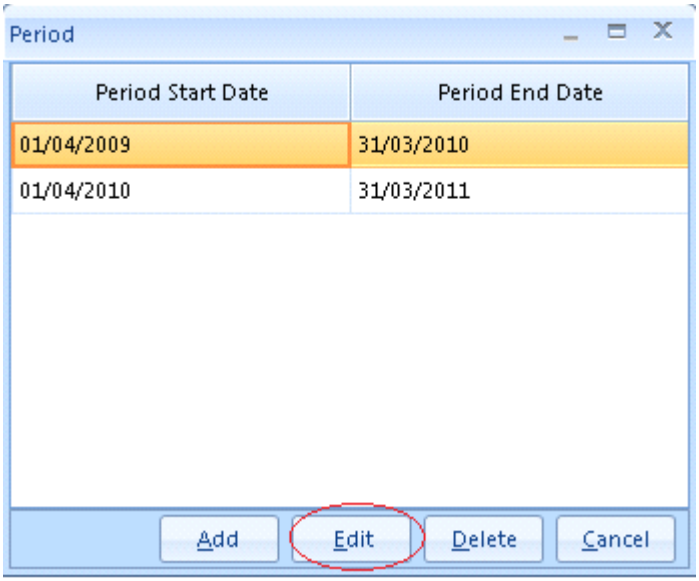


The application prompts to select the period to be added as below. Select your period and then click on the 'OK' button to add it.

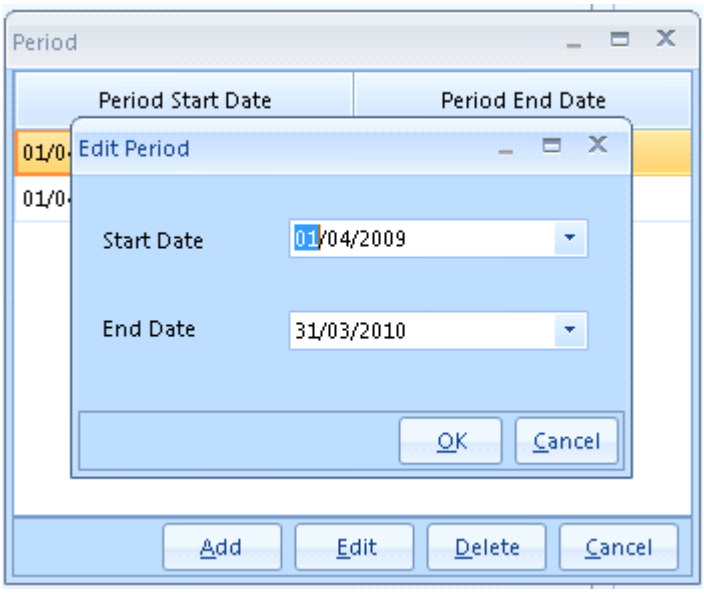


(b) Edit Period

Click on the link 'Manage Period' and then click on the 'Edit' button as shown in the figure below.

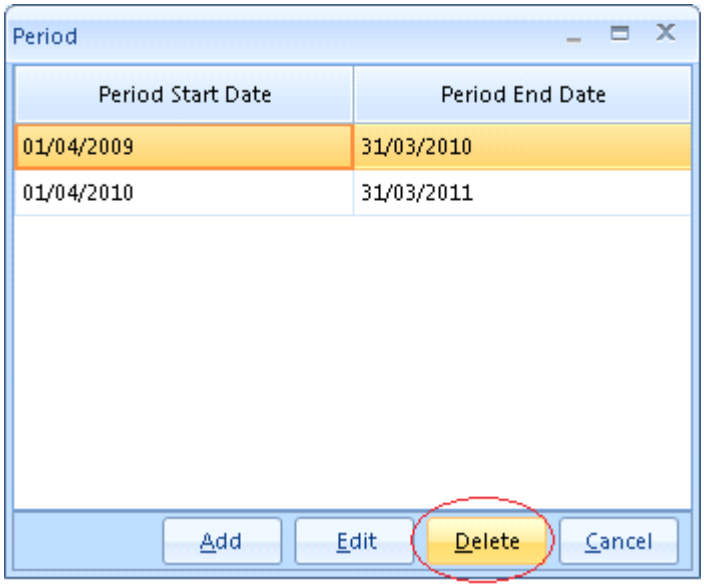


The application prompts to select the period to be added as below. Make the required changes in the date and then click on the 'OK' button to save the changes made as shown below.



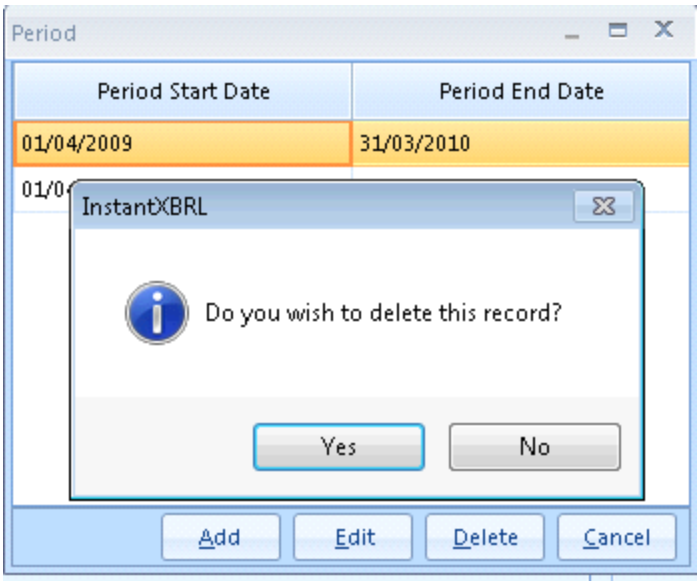
(c) Delete Period

Click on the link 'Manage Period' and then click on the 'Delete' button as shown in the figure below.



On clicking the 'Delete' button, the application asks for the confirmation of the deletion of the record as shown below.

Click on the 'Yes' button to delete the record from the application.



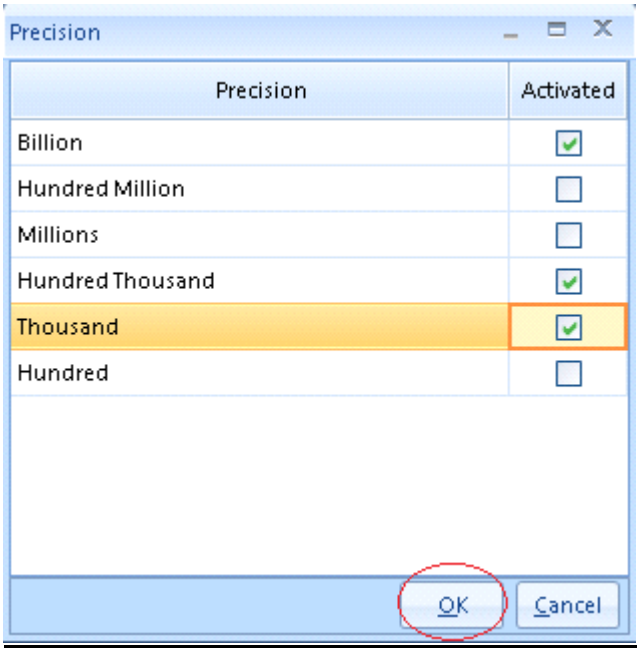
To Cancel the action at any stage, click on the 'Cancel' button.

Precision

The Precision value can be managed in the InstantXBRL application by clicking on the link 'Precision' as shown in the figure below.

At this stage, the Precision window opens up to select the type of Precision to be added in the InstantXBRL application.

Select the Precision and click on the 'OK' button as shown in the figure below.

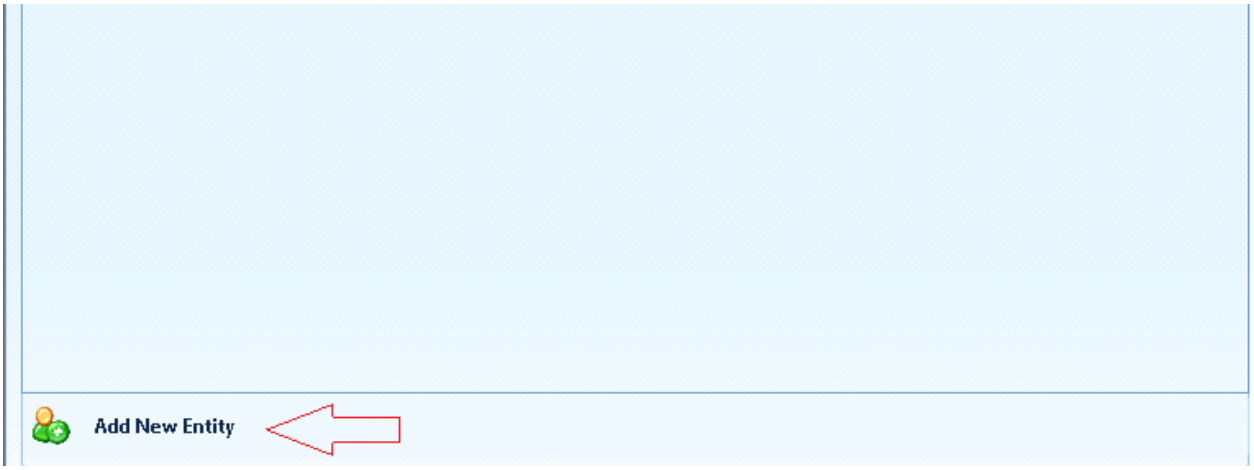


The Sensys InstantXBRL software provides an option to add entities under the section 'Manage Entities.

Add New Entity

Please follow the below steps to add a new entity in Sensys InstantXBRL application.

(1) In the InstantXBRL application, click on the option 'Add New Entity' as shown with an arrow mark in the figure below.



At this stage, the application opens a new window to add an entity.

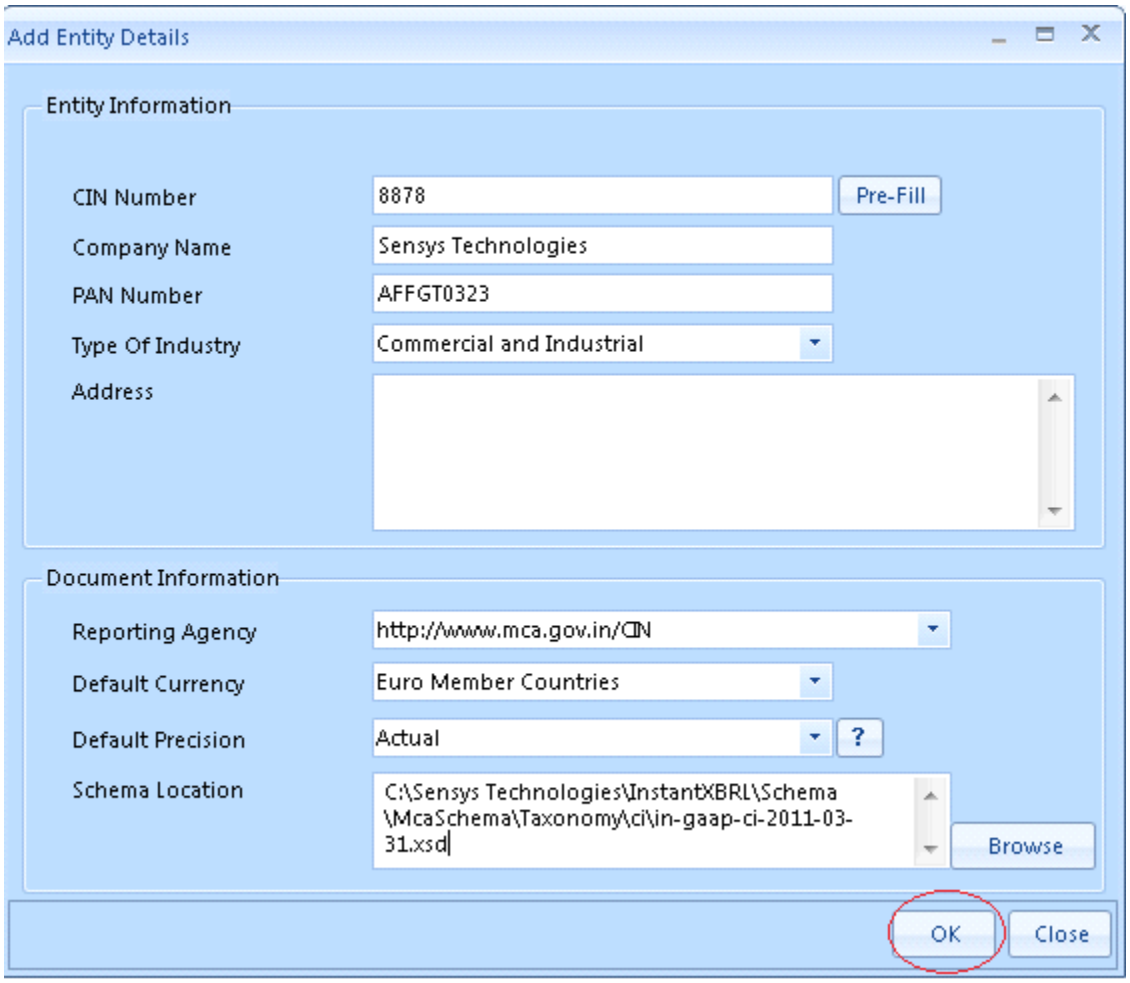
(2) Specify the entity information such as CIN number, Company name, PAN number, Type of Industry and Address in the fields.

Click the 'Pre-Fill' button to load the company name and address values directly.

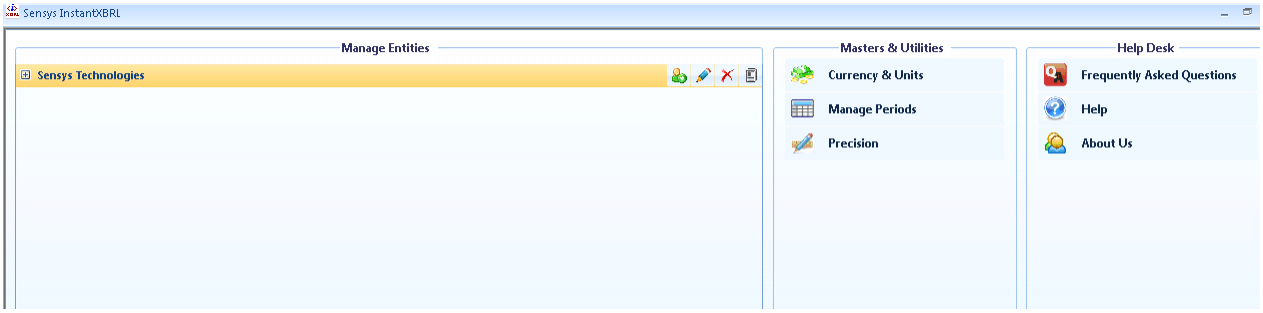
Specify the Document Information such as Reporting Agency, Default Currency and Precision.

The Schema Location is by default provided by MCA, do not change the default value of Schema Location.

Click the 'OK' button to add a new entity as shown below.



Once the new Entity is added, it can be seen in XBRL software.



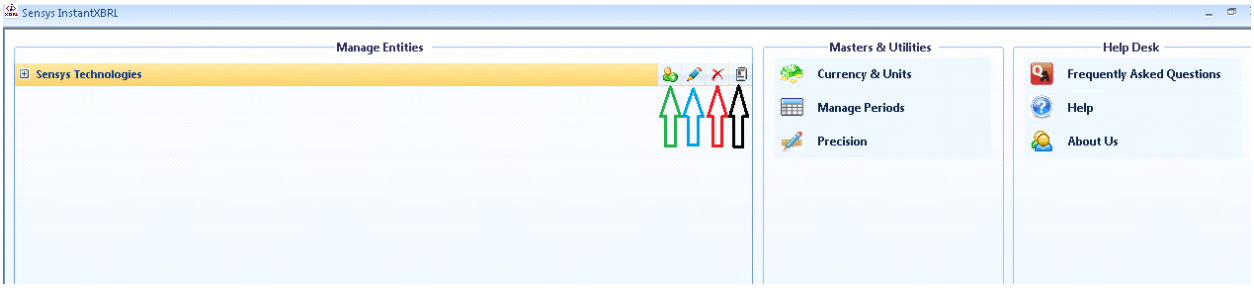
Options with Entity

(I) To Add a Child Entity, click the first icon from left.

(II) To Edit an Entity, click the second icon from left.

(III) To Delete an Entity, click the third icon from left.

(IV) To Manage Instance Documents for an Entity, click the fourth icon from left.



(I) Edit Entity

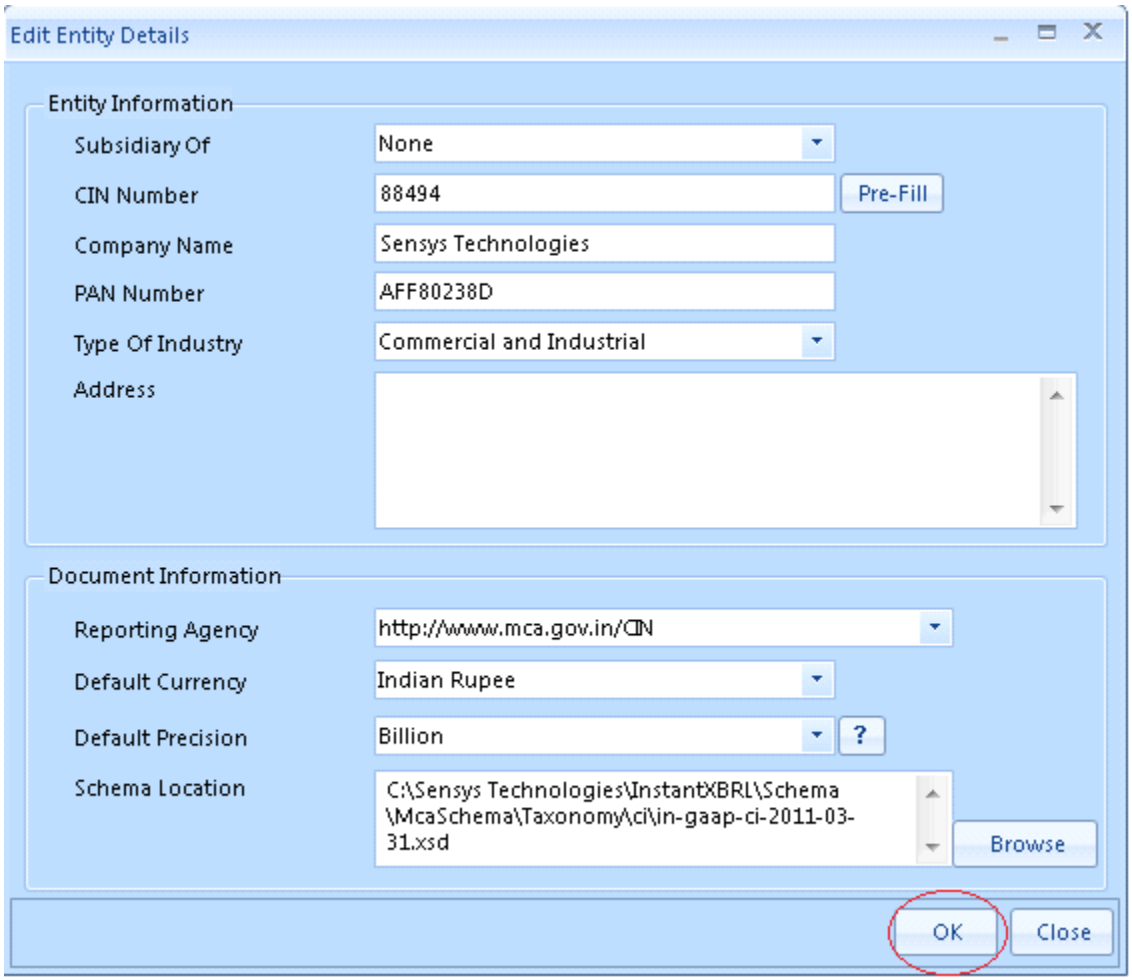
Please follow the below steps to edit an existing entity in Sensys InstantXBRL application.

(1) In the InstantXBRL application, select the entity to be edited and click on the 'Edit' option.

At this stage, the edit entity details window opens up to edit the selected record as shown in the figure below.

(2) Make the necessary changes and click on the 'OK' button to save the record in InstantXBRL software as shown in the figure below.

Note: Do not change the Schema Location of the Entity Details since it is a default value provided by MCA.



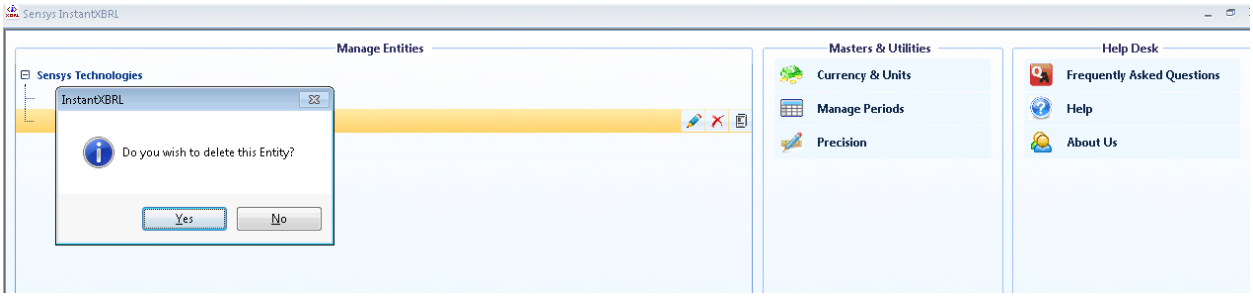
(II) Delete Entity

Please follow the below steps to delete an existing entity in Sensys InstantXBRL application.

(1) In the InstantXBRL application, select the entity to be deleted and click on the 'Delete' option.

(2) On clicking the 'Delete' option, the application will ask for the confirmation of the deletion of the record as shown below.

Click the 'Yes' button to delete the record from the application.



(III) Add Child Entity

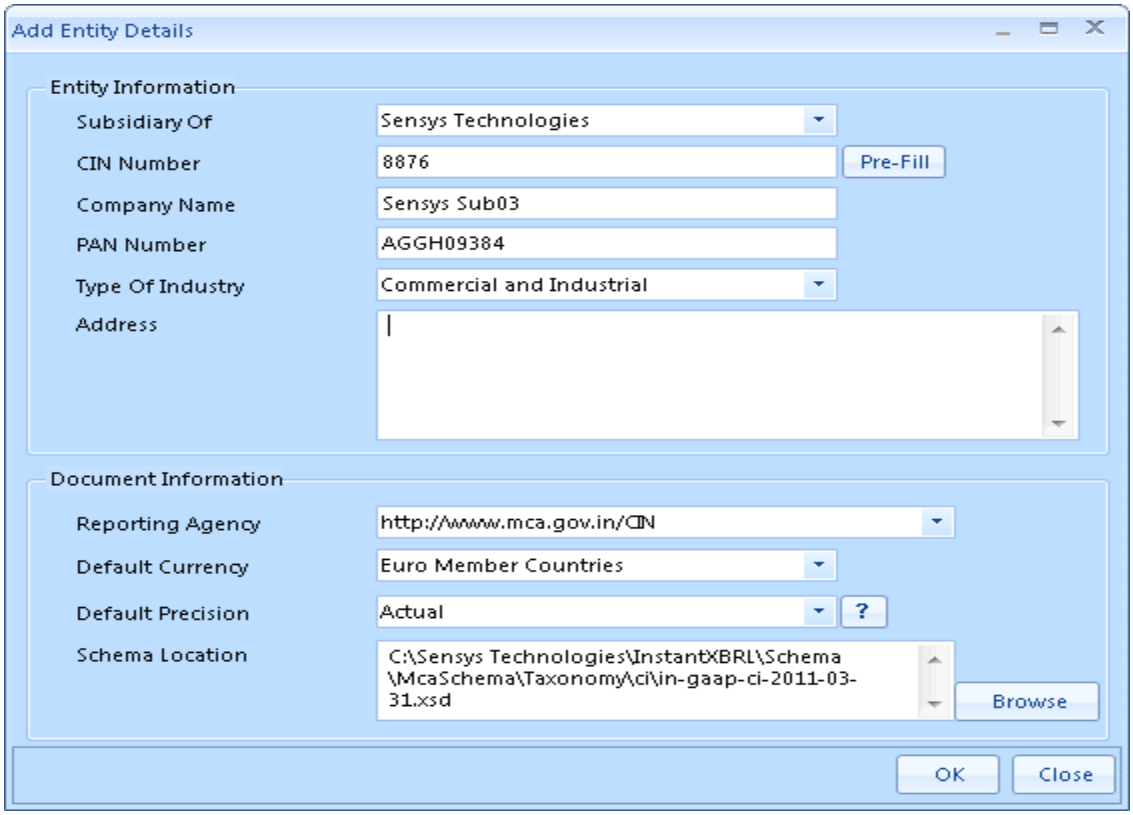
Please follow the below steps to add a child entity in an existing entity in Sensys InstantXBRL application.

(1) In the InstantXBRL application, select the Entity for which you need to add a Child Entity and click the option 'Add Child Entity'.

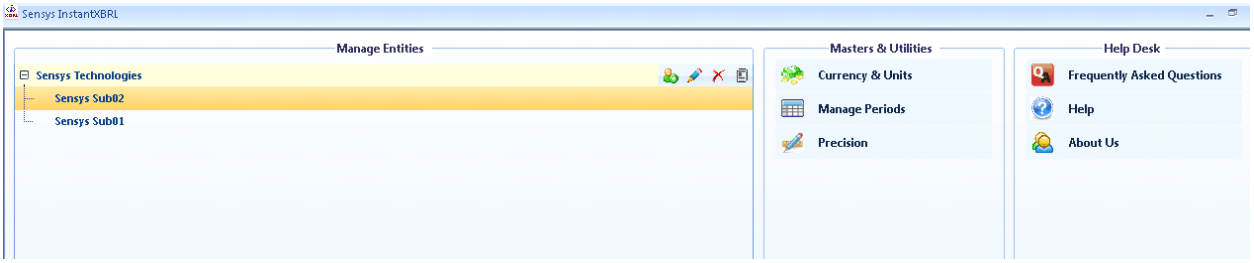
Specify the Entity Information and Document Information for the child entity and click on the OK button.

Note: Do not change the Schema Location of the Entity Details since it is a default value provided by MCA.

Please refer the below screenshot for adding a child entity into a parent entity.



(2) After clicking the 'OK' button, the child entity is saved in the InstantXBLR application as shown in the figure below.

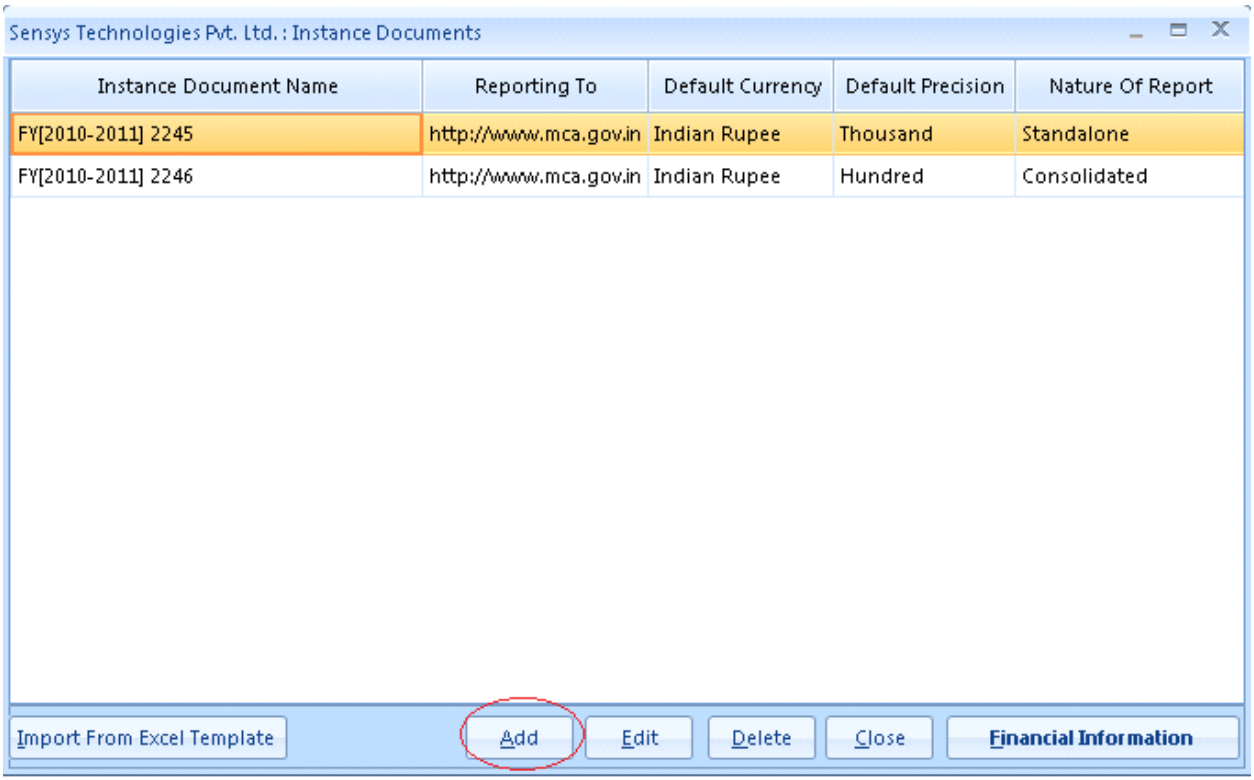


(IV) Manage Instance Documents

(a) Add Instance Document

Please follow the below steps to manage instance documents in Sensys InstantXBRL application.

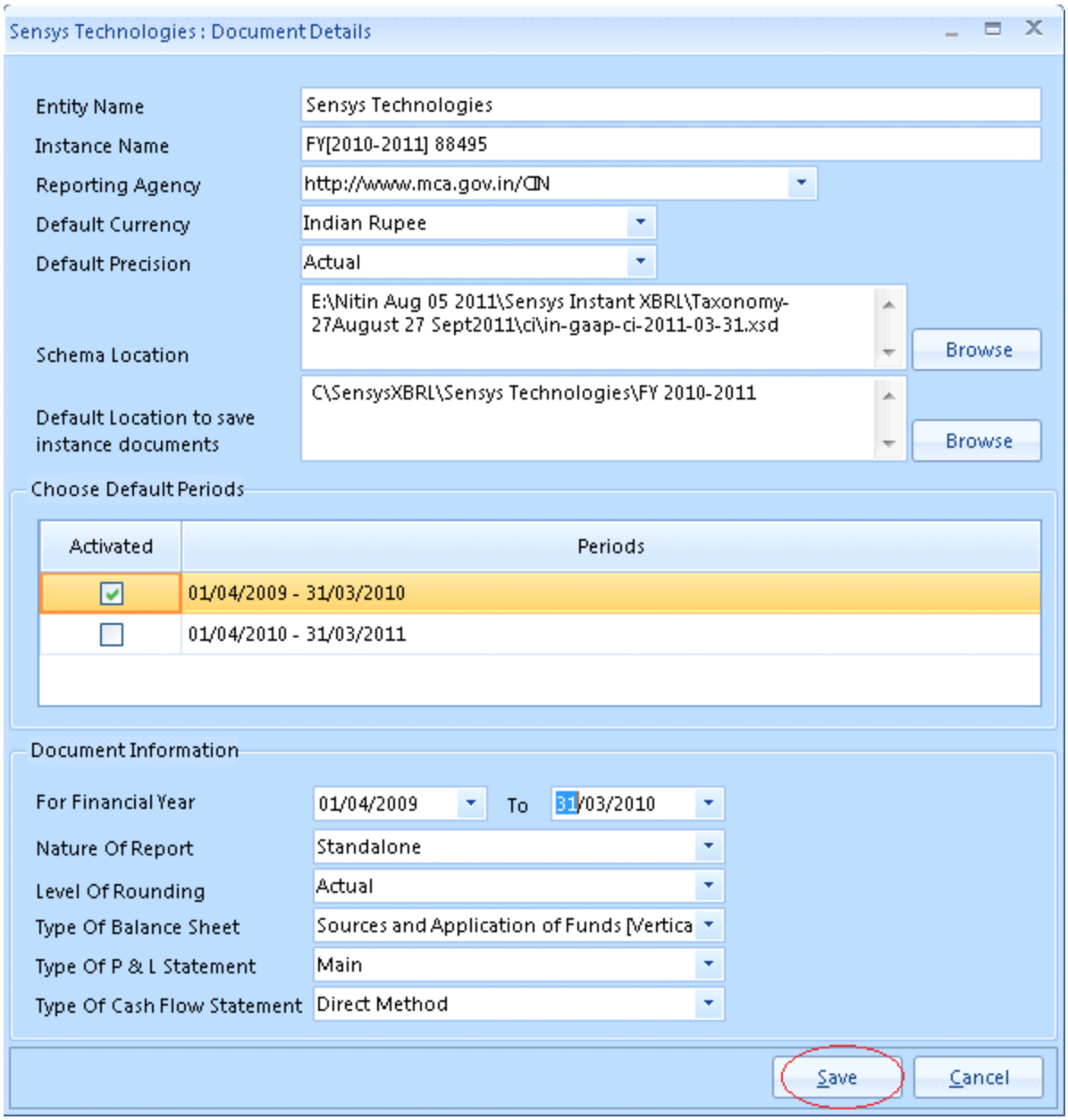
(1) In the InstantXBRL application, select the Entity with which you need to manage instance documents and click the icon 'Manage Instance Documents'. Click the 'Add' button as shown below.



(2) Next, specify the Entity information and choose the financial Periods along with the Document information.

Do not change the value of Schema Location since it is provided by MCA (Ministry of Corporate Affairs).

Next, click on the 'Save' button to add the Instance Document as shown in the figure below.

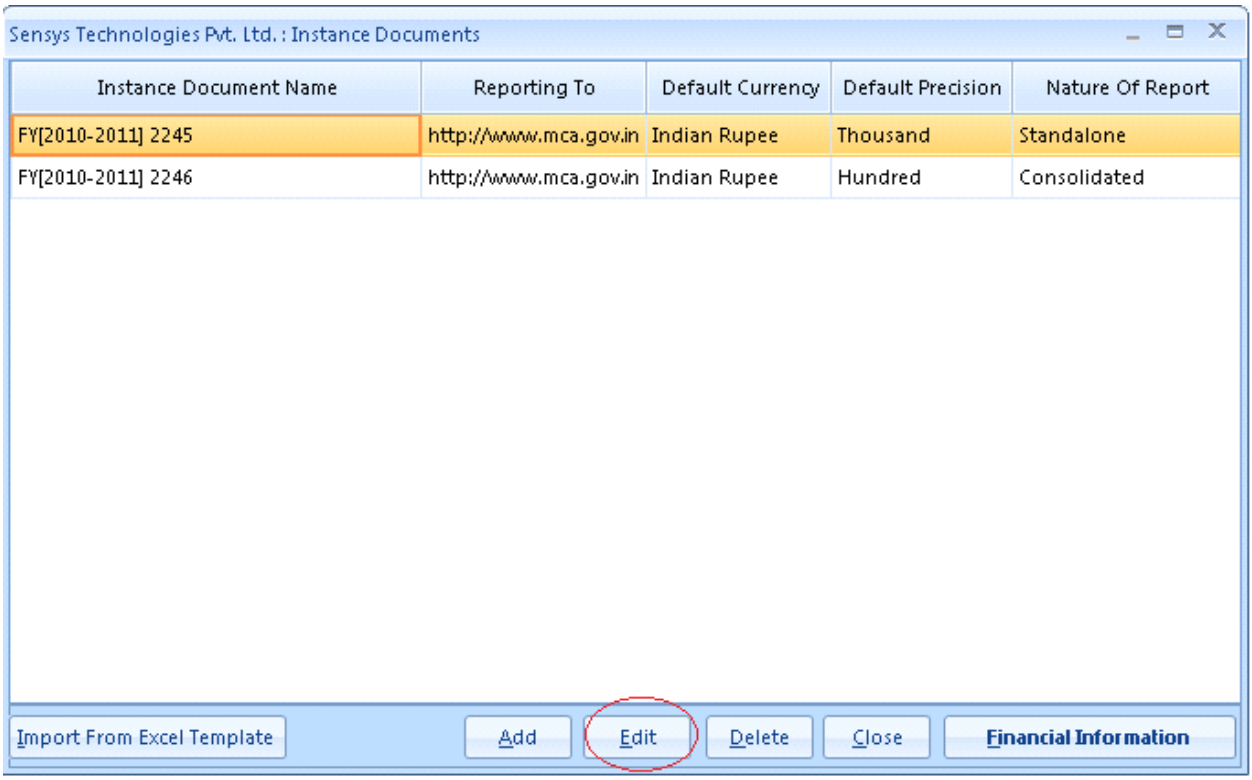


On clicking the 'Save' button, the instance document is added in the InstantXBRL software.

(b) Edit Instance Document

Please follow the below steps to edit an instance document in Sensys InstantXBRL application.

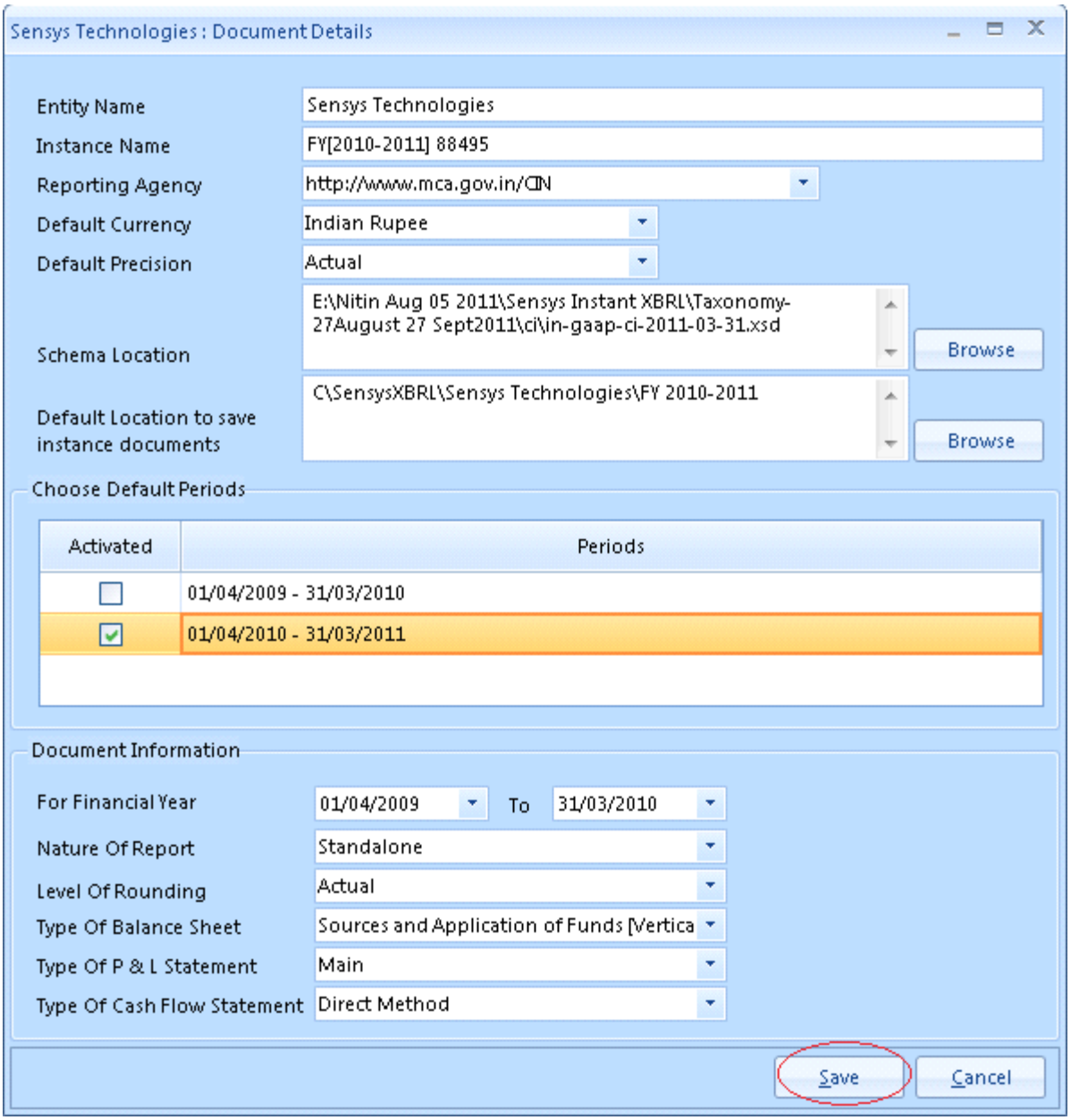
(1) In the InstantXBRL application, select the Entity for which you need to edit instance document and click the icon 'Manage Instance Documents'. Next, click the 'Edit' button as shown below.



On clicking the 'Edit' button, the following window opens up to edit the instance document.

Make the necessary changes in the 'Edit' window and click on the 'Save' button to save the changes as shown in the figure below.

Do not change the value of Schema Location since it is provided by MCA (Ministry of Corporate Affairs).

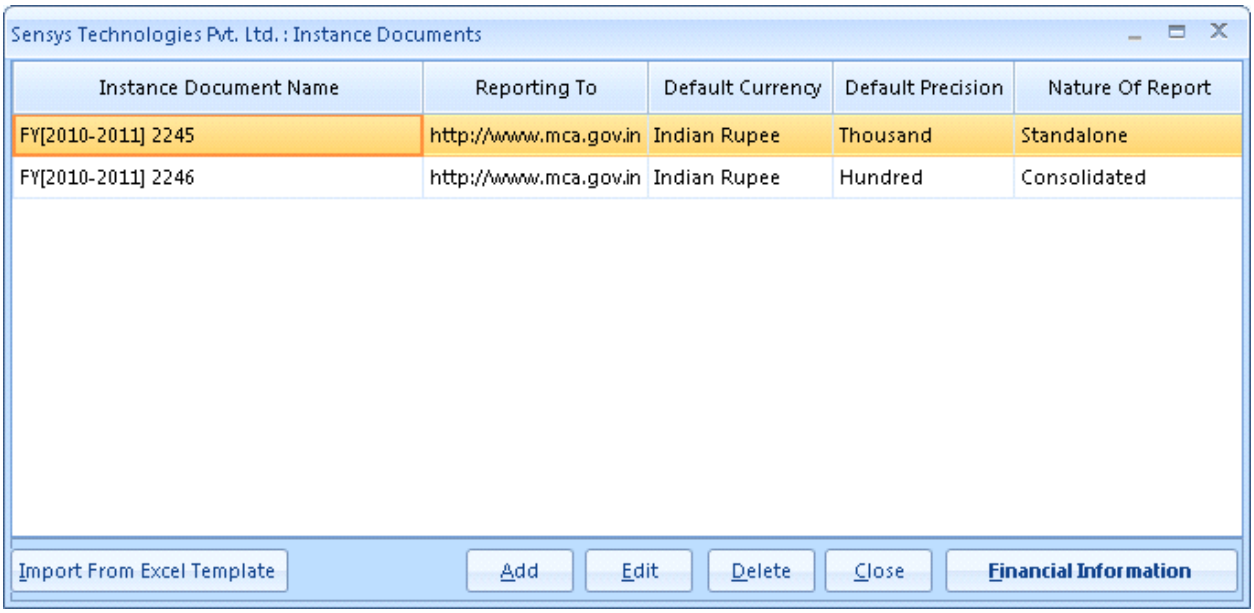


On clicking the 'Save' button, the changes are saved in the document.

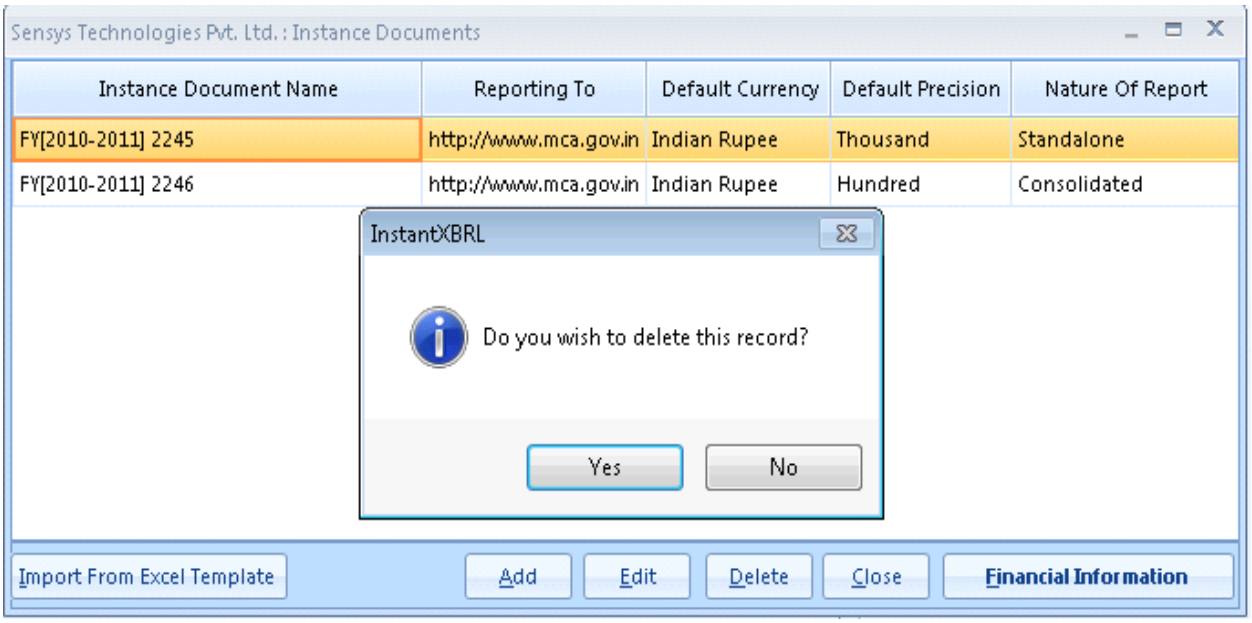
(c) Delete Instance Document

Please follow the below steps to delete an instance document in Sensys InstantXBRL application.

(1) In the InstantXBRL application, select the Entity for which you need to delete instance document and click the icon 'Manage Instance Documents'. Next, click the 'Delete' button as shown below.



(2) At this stage, the application asks for the confirmation of the deletion of the record. Click on the 'Yes' button to delete the document instance from the application as shown below.

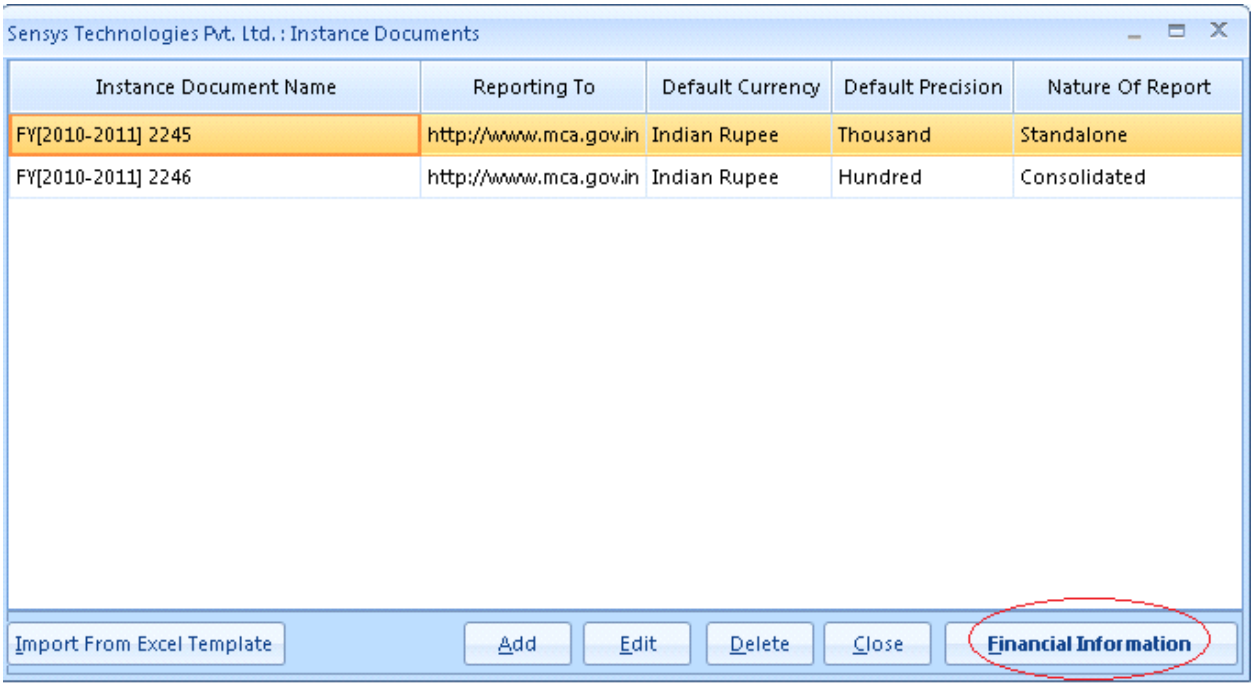


(d) Financial Information

Please follow the below steps to view the Financial Information of the instance document in Sensys InstantXBRL application.

(1) In the InstantXBRL application, select the Entity for which you wish to view the Financial Information and click the available icon 'Manage Instance Documents'.

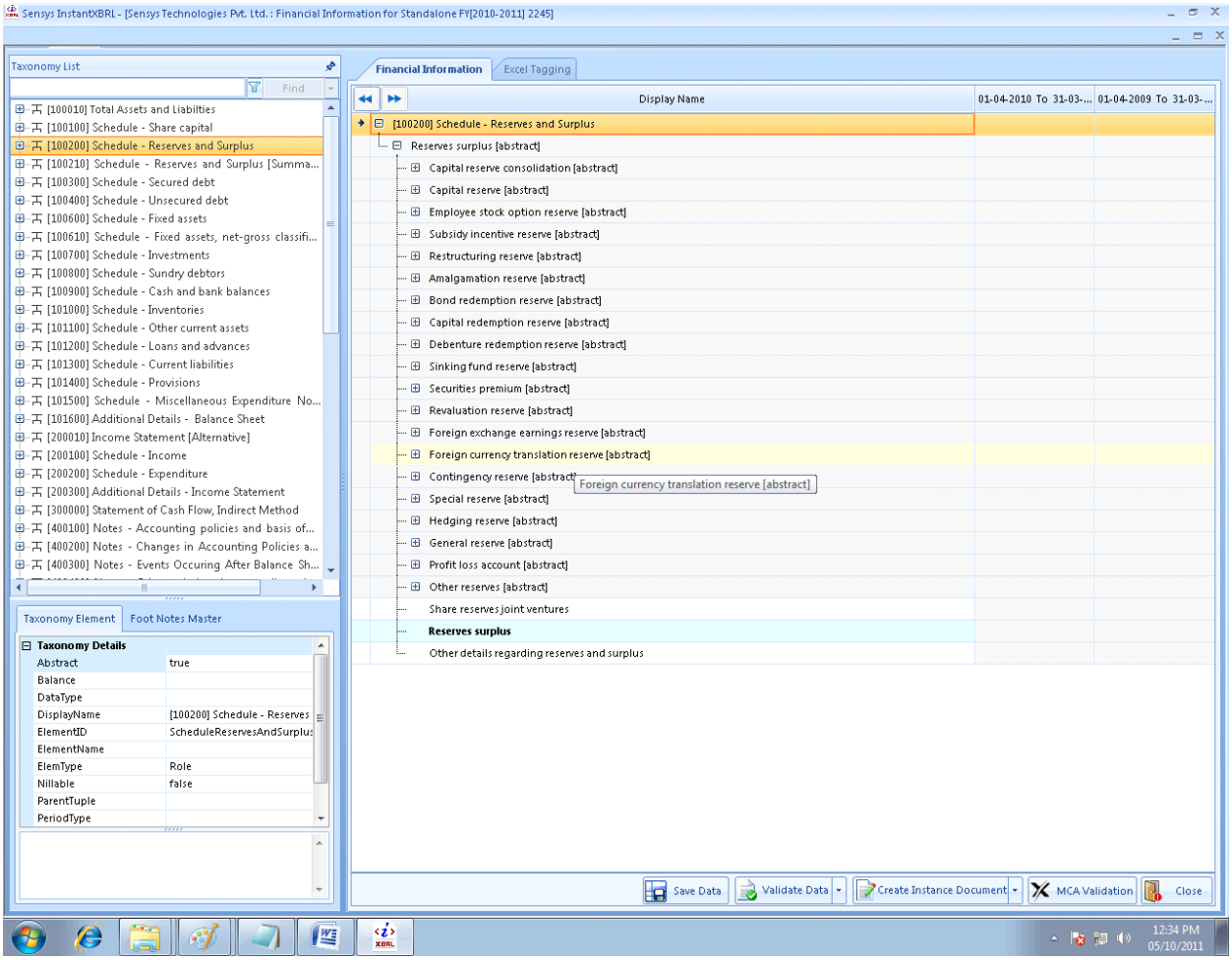
(2) At this stage, the Instance Document window is displayed. Click the button 'Financial Information' available in this window as shown in the figure below.



Next, the application displays the financial information with the Taxonomy list on the left side of the selected Instance Document in XBRL format as shown below.

On the right-side, the data entry for the taxonomy element is done.

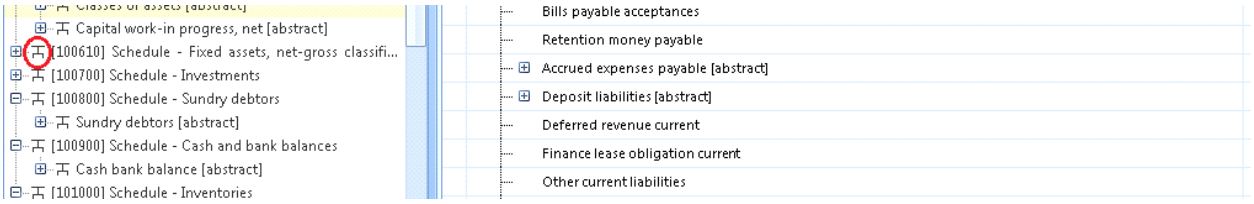
The Taxonomy list is provided by MCA (Ministry of Corporate Affairs).



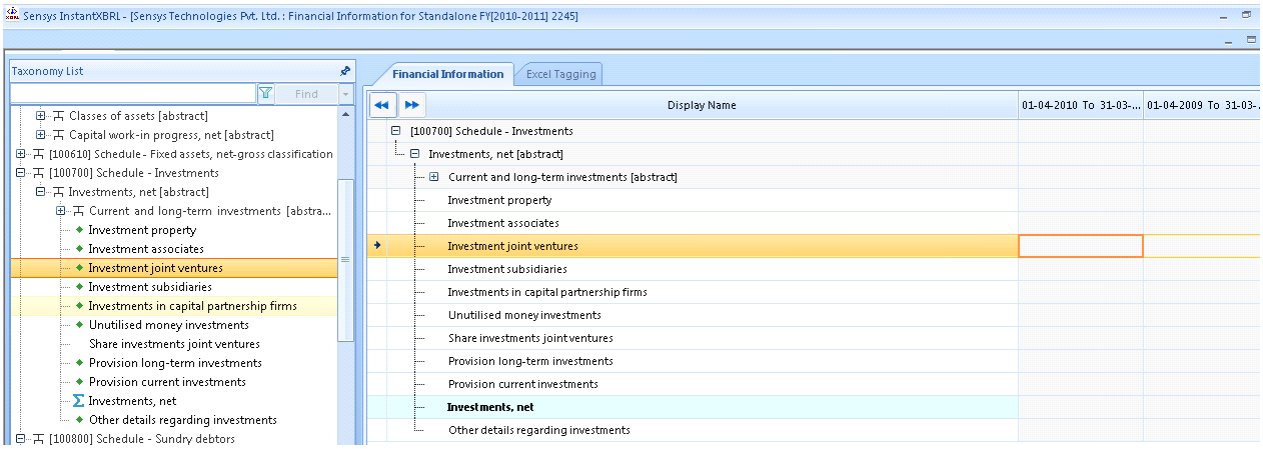
Information about Taxonomy Element

In the instance document, the taxonomy element is represented by various icons to describe itself.

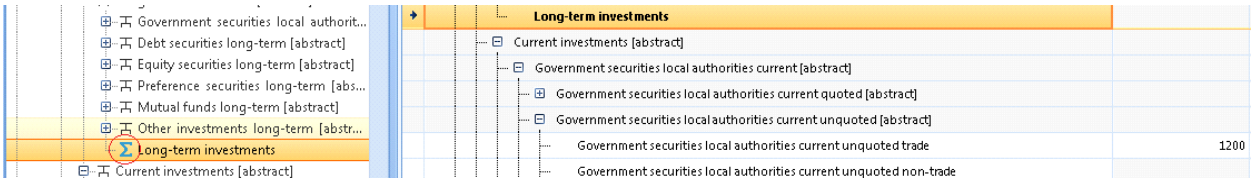
The icon ⊤ indicates that the element is an abstract element in the instance document as shown in the figure below.



The icon indicates that the element is for data entry. In other words, you can enter data in this element as shown below.

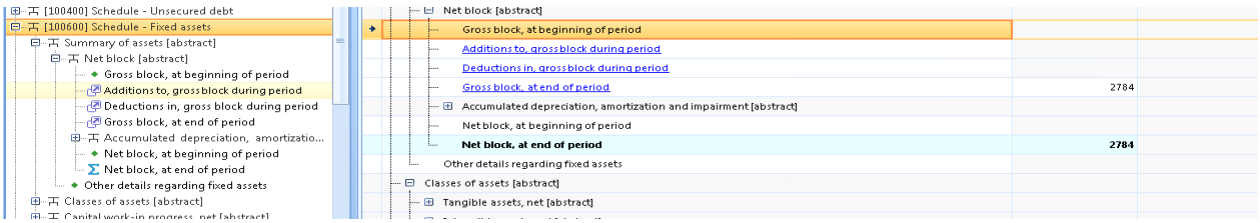


The icon indicates that the element is a sum (total) of all the elements in the instance document as shown below.



The blue colour icon indicates that the element is empty and the maroon colour icon indicates that the element has data.

The icon indicates that the element has a hyperlink as below.

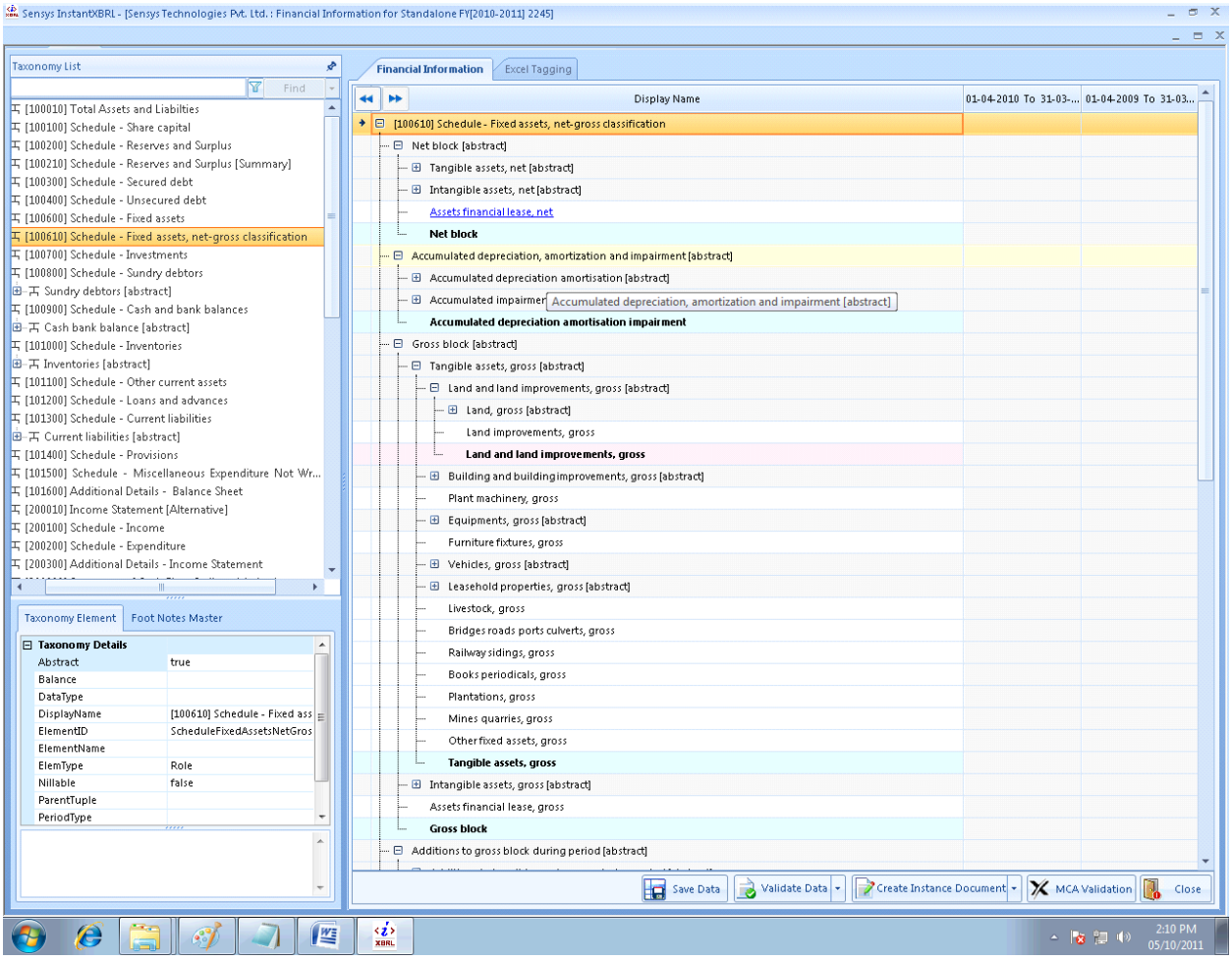


Financial Data Entry

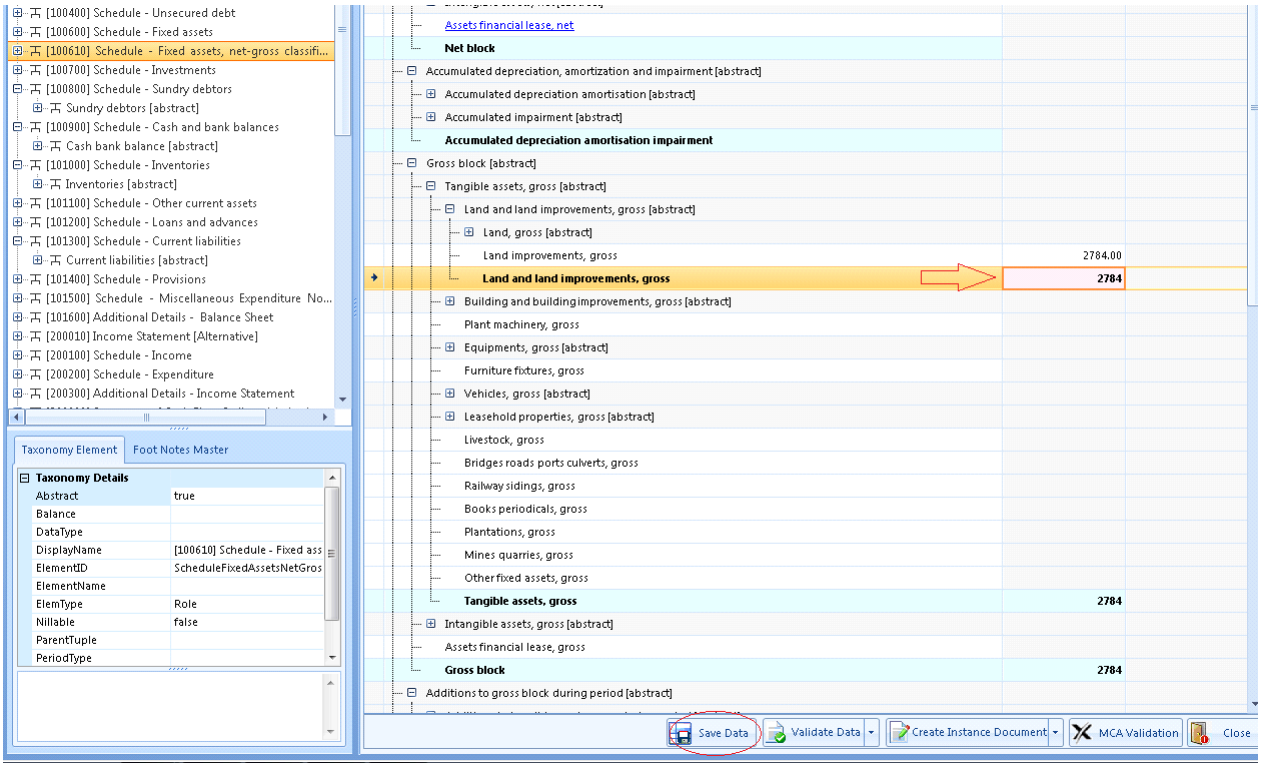
To enter the financial data in the Instance Document, select the taxonomy element head on the left hand side where you wish to enter the data amount.

The data entry can be done on the right hand side of the application as shown in the figure below.

Select the taxonomy element on the right hand side for which you need to enter the data amount.



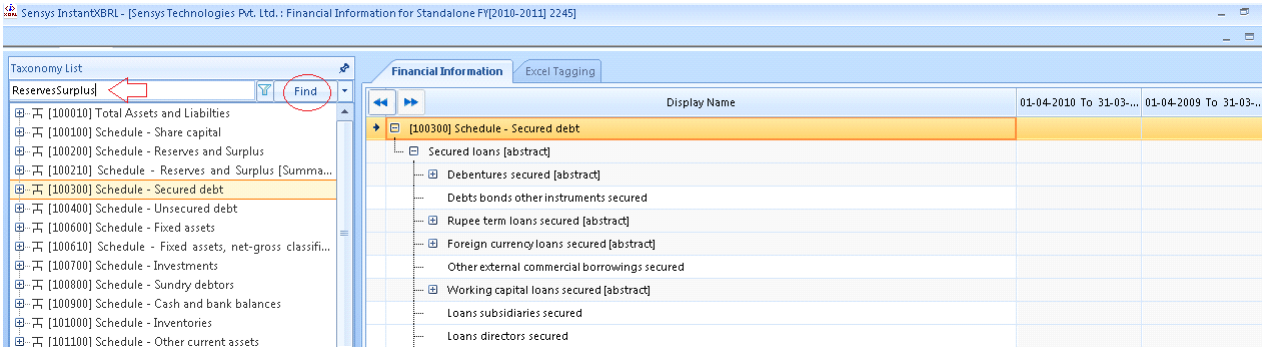
Next, enter the data amount at the desired taxonomy element and click on the ‘Save’ button as shown in the figure below.



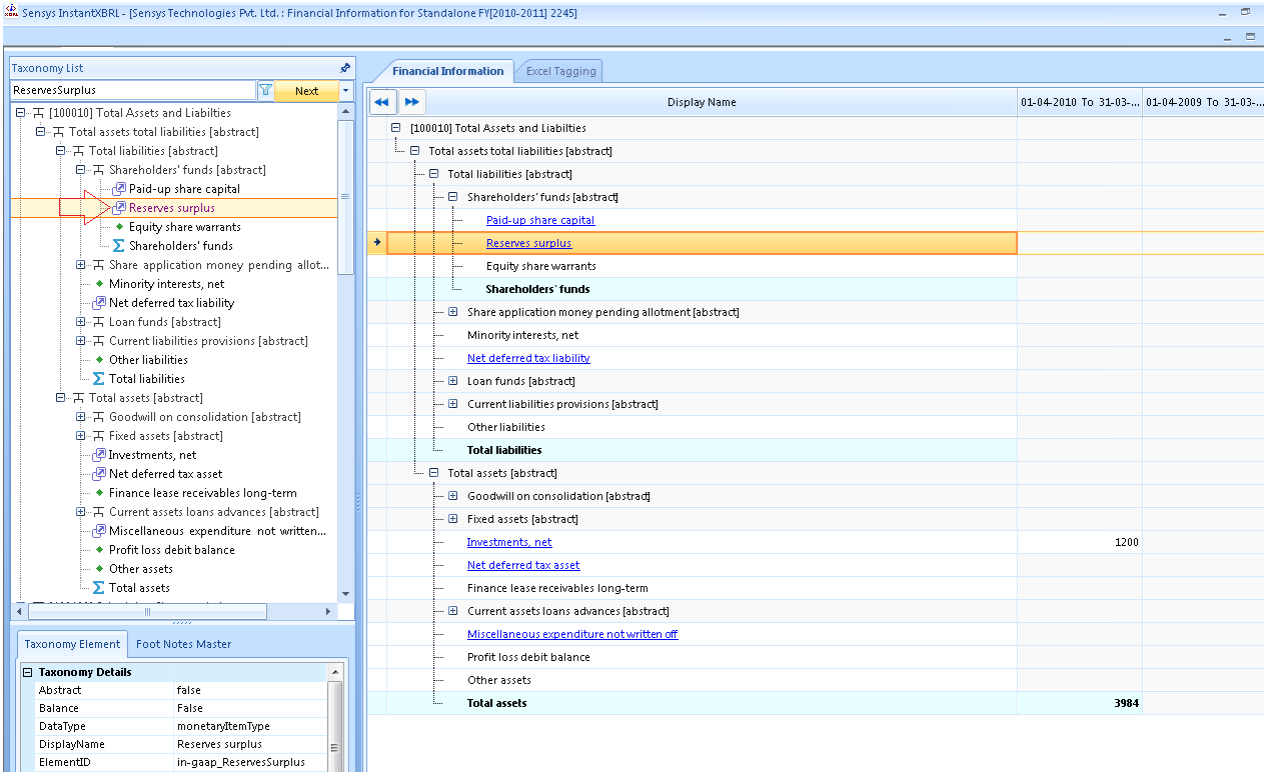
At this stage, the data amount is added in the Instance Document.

Find Taxonomy Element

To search a Taxonomy element from the Taxonomy list, enter the Element name in the search textbox and click the 'Find' button as below.



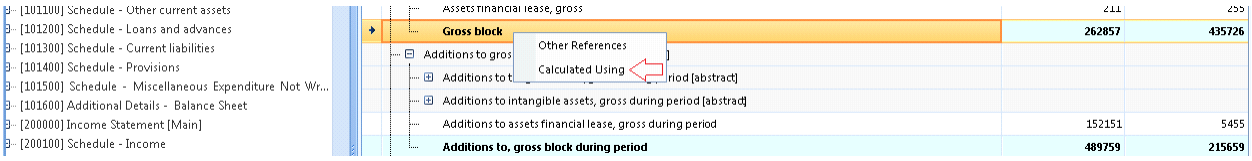
On clicking the 'Find' button, the application displays the element in the Instance Document as shown in the figure below.



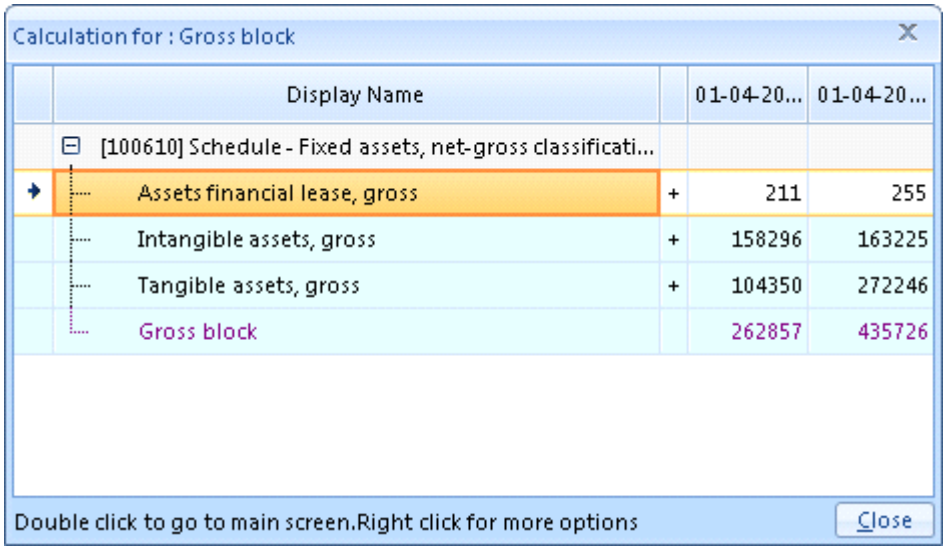
Taxonomy Element data Calculation

There is a way to find out as to how a particular element data was calculated in the Instance Document of InstantXBRL.

Select an element, right click and choose the option ''Calculated Using' as Shown in the figure below.



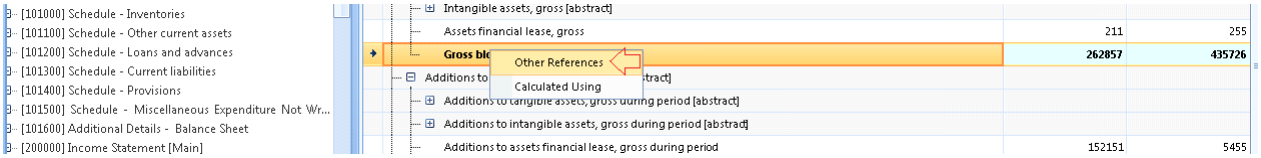
At this stage, the application opens a window showing the summary of the element and how it was calculated.



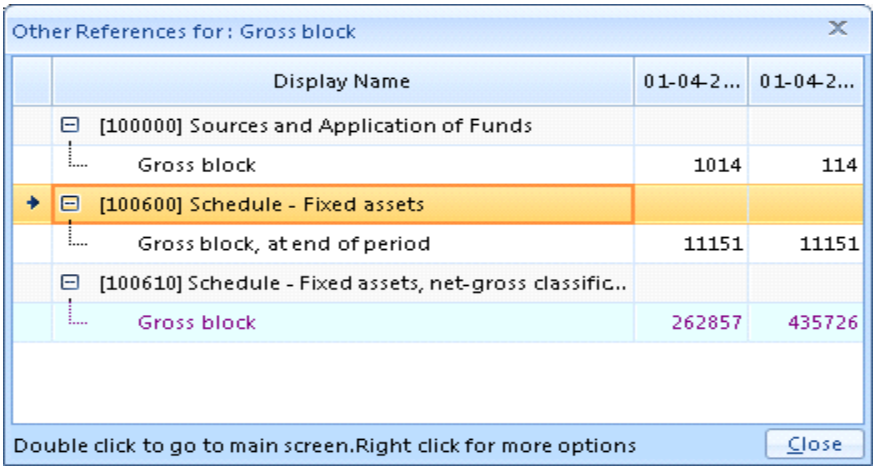
Taxonomy Element References

To find out if a particular element is used elsewhere in the Instance Document of InstantXBRL software.

For this select the tag, right click and choose the option 'Other References' as shown in the figure below.



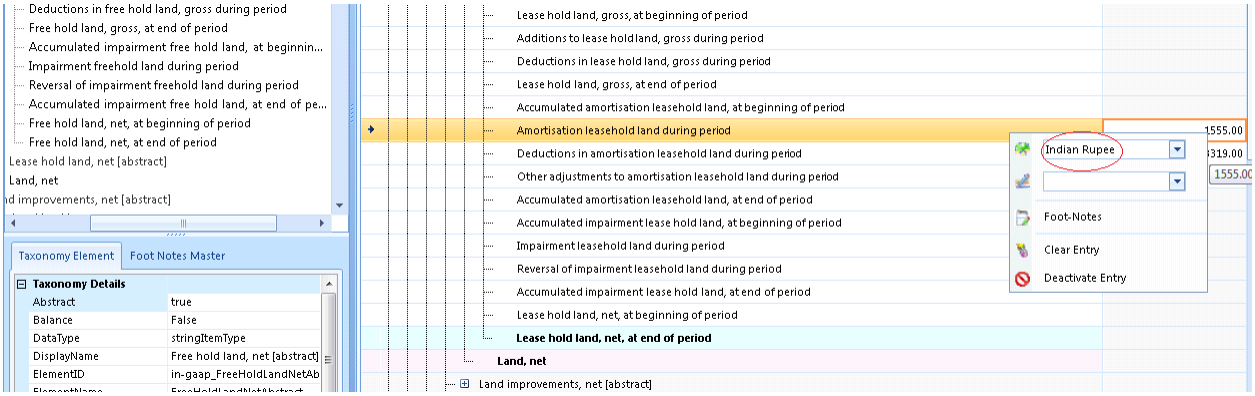
At this stage, the application opens a window showing the instances where the particular tag is being used as shown in the figure below.

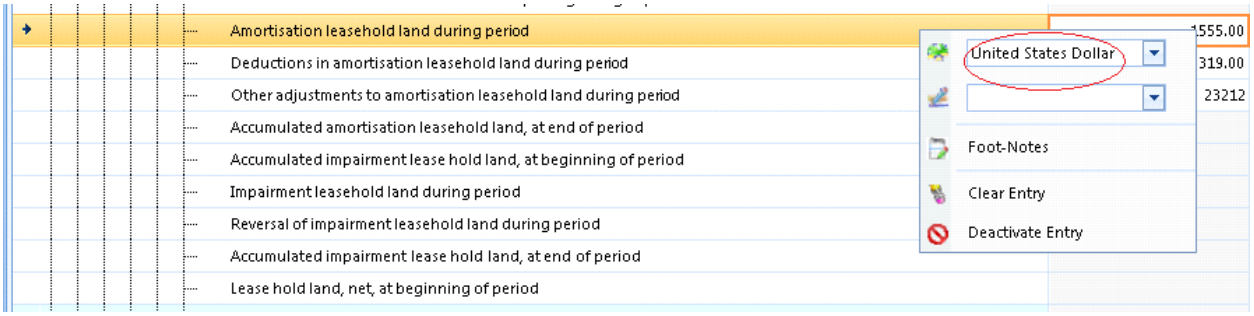


Change Element Currency Type

It is possible to change the currency type of a particular element in the Instance Document of InstantXBRL software.

Select the amount for which you want to change the currency, right click and in the drop-down select the currency type of your choice.

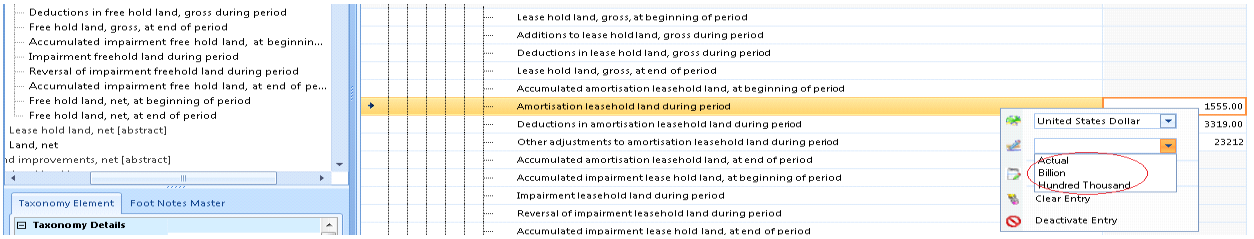


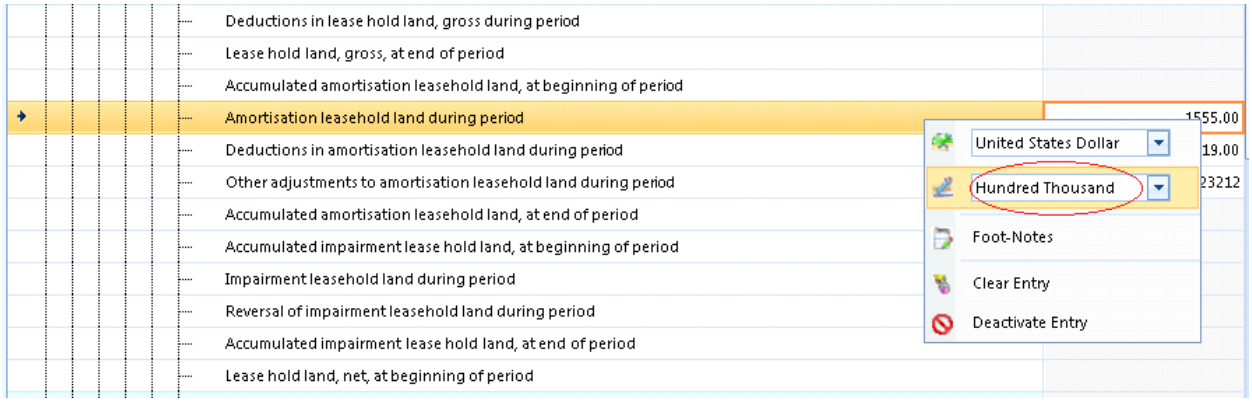


Change Element Precision Type

It is possible to change the precision type of a particular tag in the Instance Document of InstantXBRL software.

Select the amount for which you want to change the precision, right click and in the drop-down select the precision type of your choice.

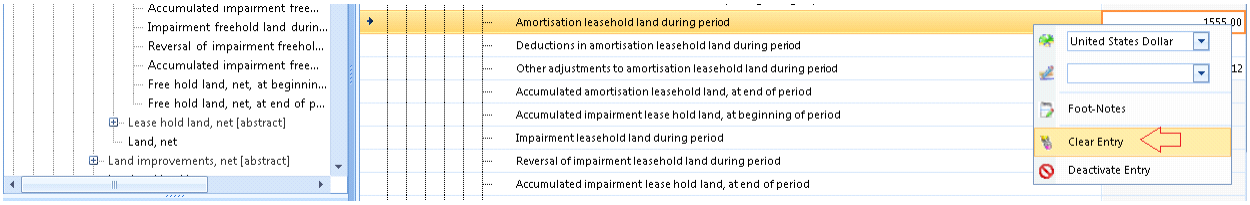




Clear Entry and Deactivate Entry

You can clear an entry and deactivate the entry in the Instance Document of InstantXBRL software as follows.

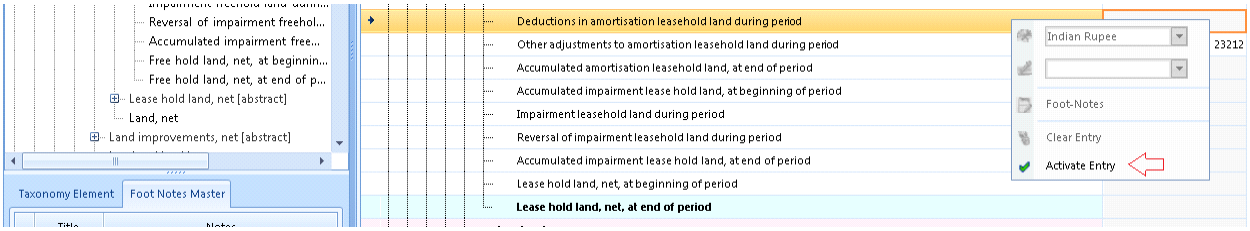
1) Select the entry which you wish to clear. Right-click and select the option 'Clear Entry' as shown below.



At this stage, the amount entry is cleared from the Document.

2) To deactivate an entry in the Instance Document, select the entry which you wish to deactivate, right-click and then select the option 'Deactivate' to deactivate the entry.

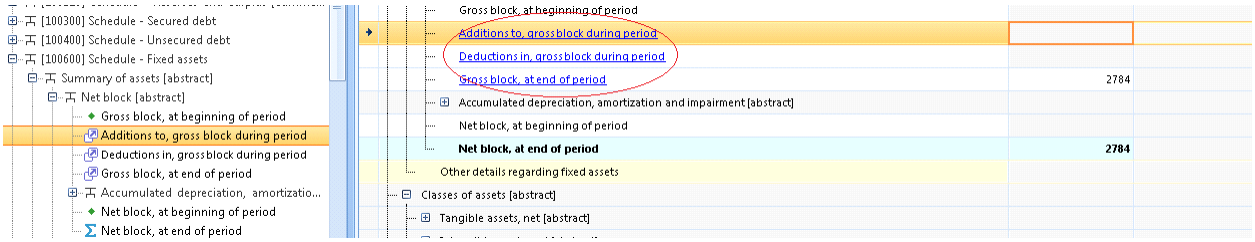
To activate the entry in the Instance Document again, select the entry and click 'Activate' to activate it.



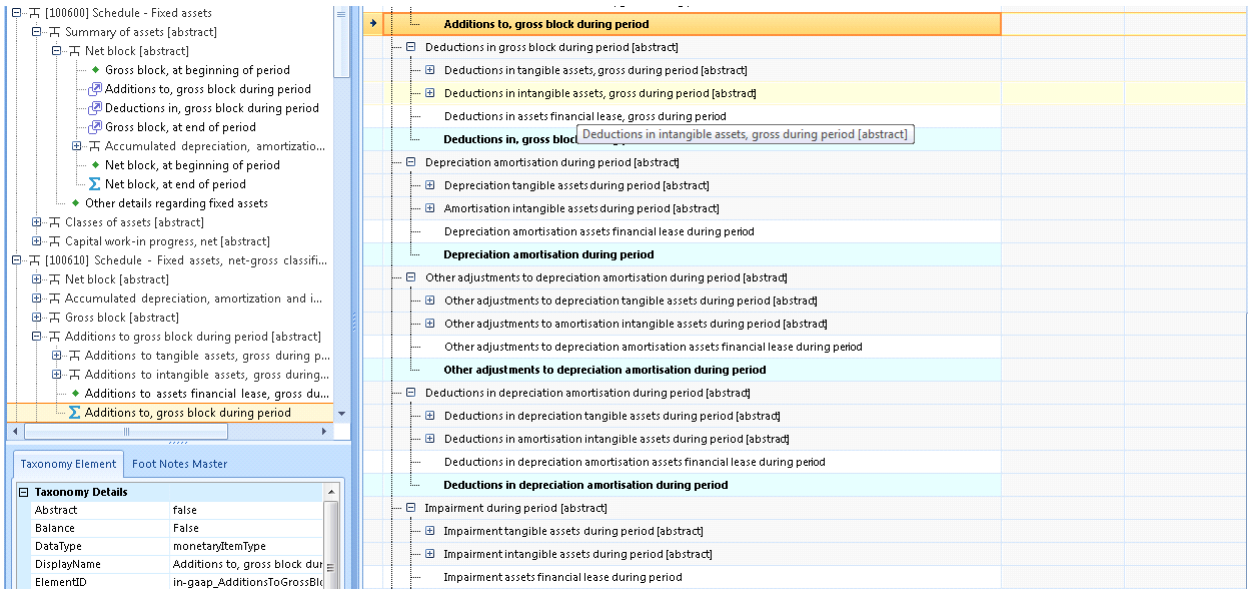
Navigation with links

In InstantXBRL, there is an option to navigate with links to view the financial information.

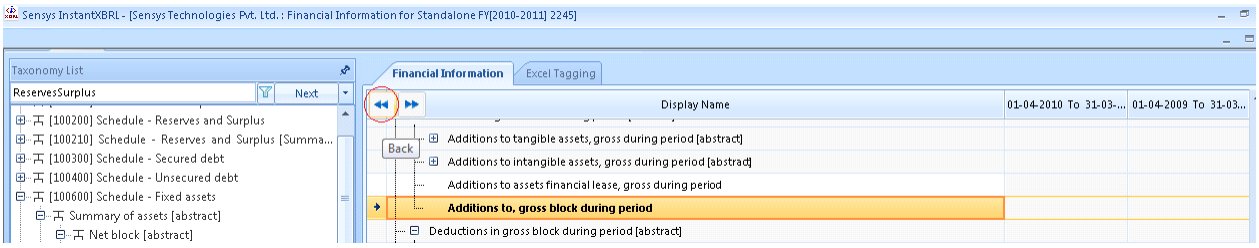
For eg – If an element contains the hyperlink, click on the hyperlink to view the data associated with it as shown in the figure below.



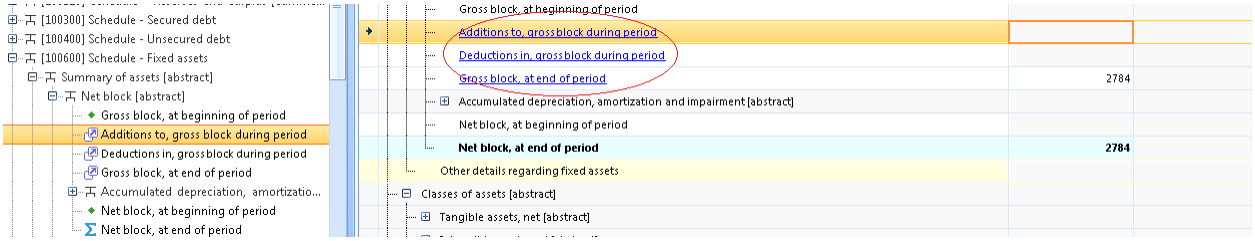
On clicking the hyperlink, the additional data associated with the link can be seen as shown in the figure below.



To come back to the original view, click on the back option provided at the top of the window as shown below.

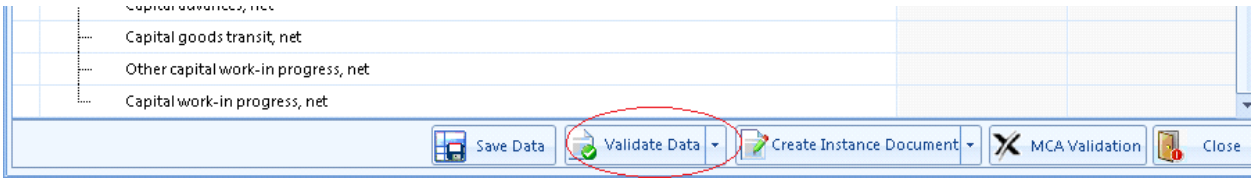


On clicking the back button, the application displays the earlier link as shown in the figure below.



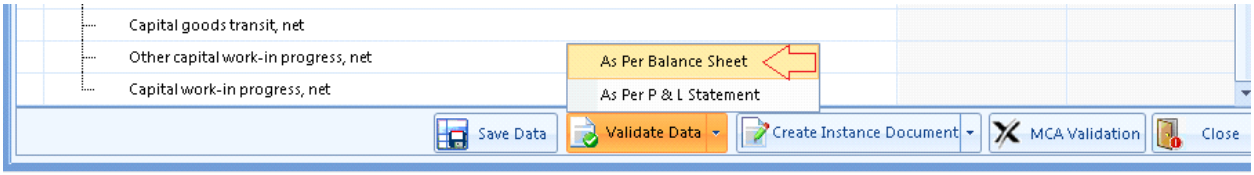
Validate Data

To Validate Data in an Instance Document in Sensys InstantXBRL software, click on the option ‘Validate Data’ as shown below.

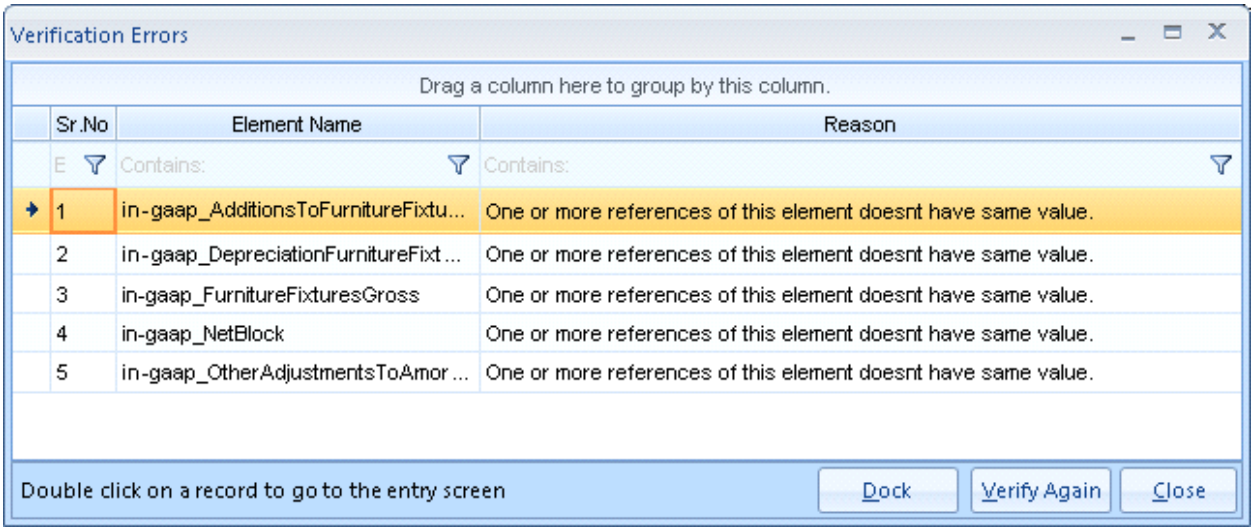


Validate Data as per Balance Sheet

To validate data as per Balance Sheet, click the option ‘As per Balance Sheet’ as shown in the figure below.



At this stage, the data is validated as per Balance Sheet. If there are validation errors, the following window opens up.

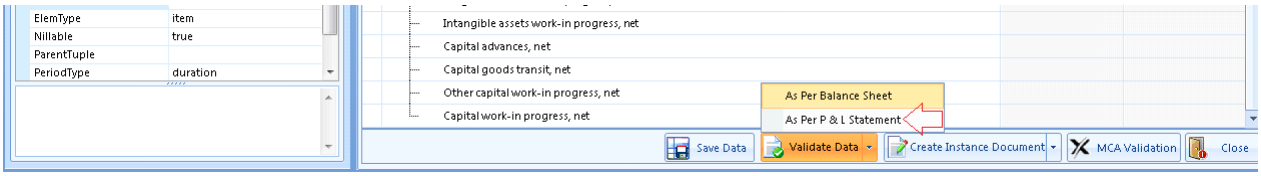


To troubleshoot, double click on a record to go to the entry in the Instance Document.

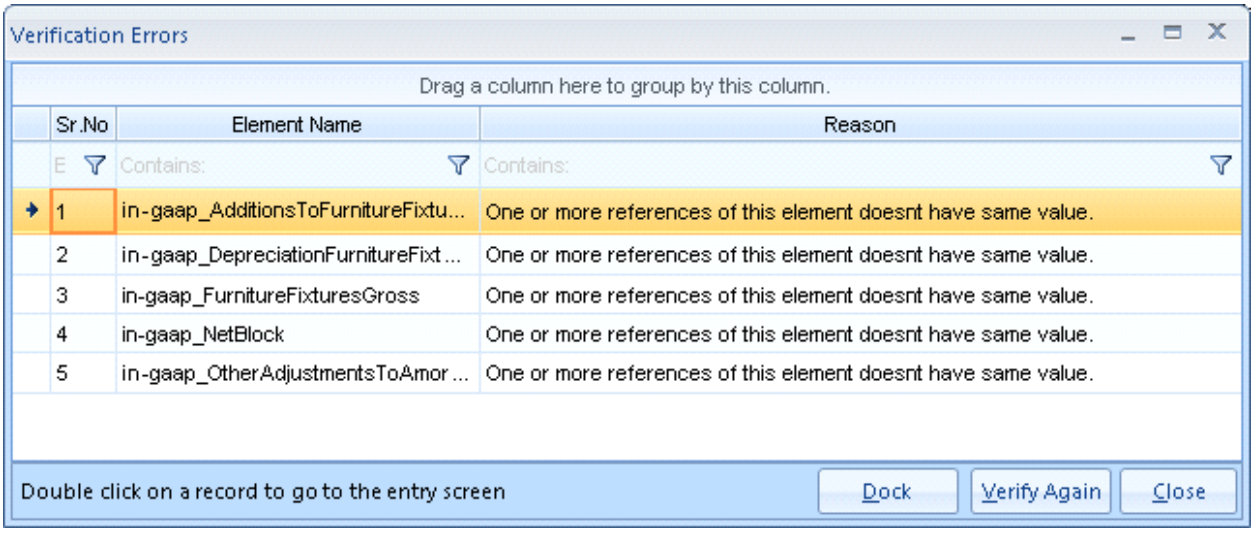
To verify the entry again, click on the 'Verify Again' button.

Validate Data as per Profit & Loss (P & L) Statement

To validate data as per P & L, click the option 'As per P & L Statement'as shown in the figure below.



At this stage, the data is validated as per P & L Statement. If there are validation errors, the following window opens up.

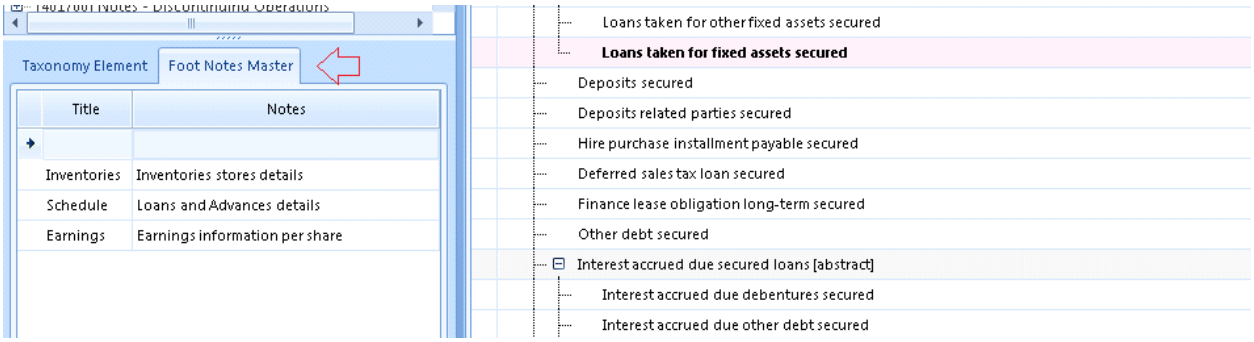


To troubleshoot, double click on a record to go to the entry in the Instance Document of Instant XBRL software.

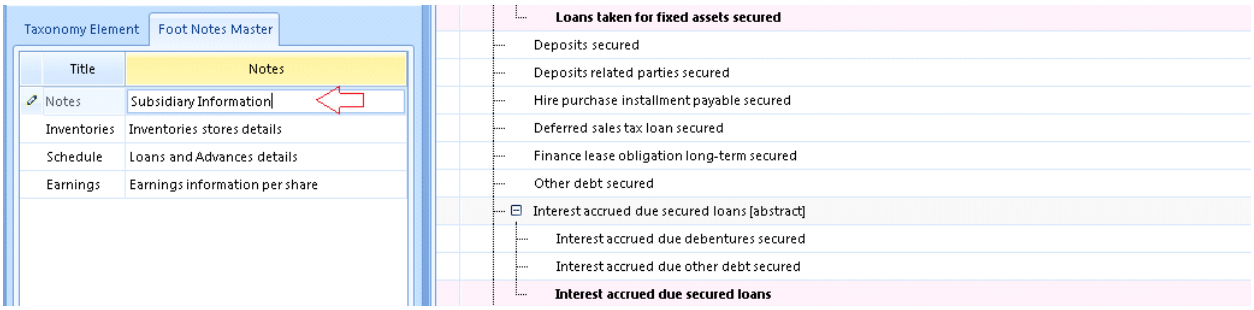
To verify the entry again, click on the 'Verify Again' button.

Foot Notes Master

To add Foot notes in the InstantXBRL software, click on the option 'Foot Notes Master' as shown in the figure below.



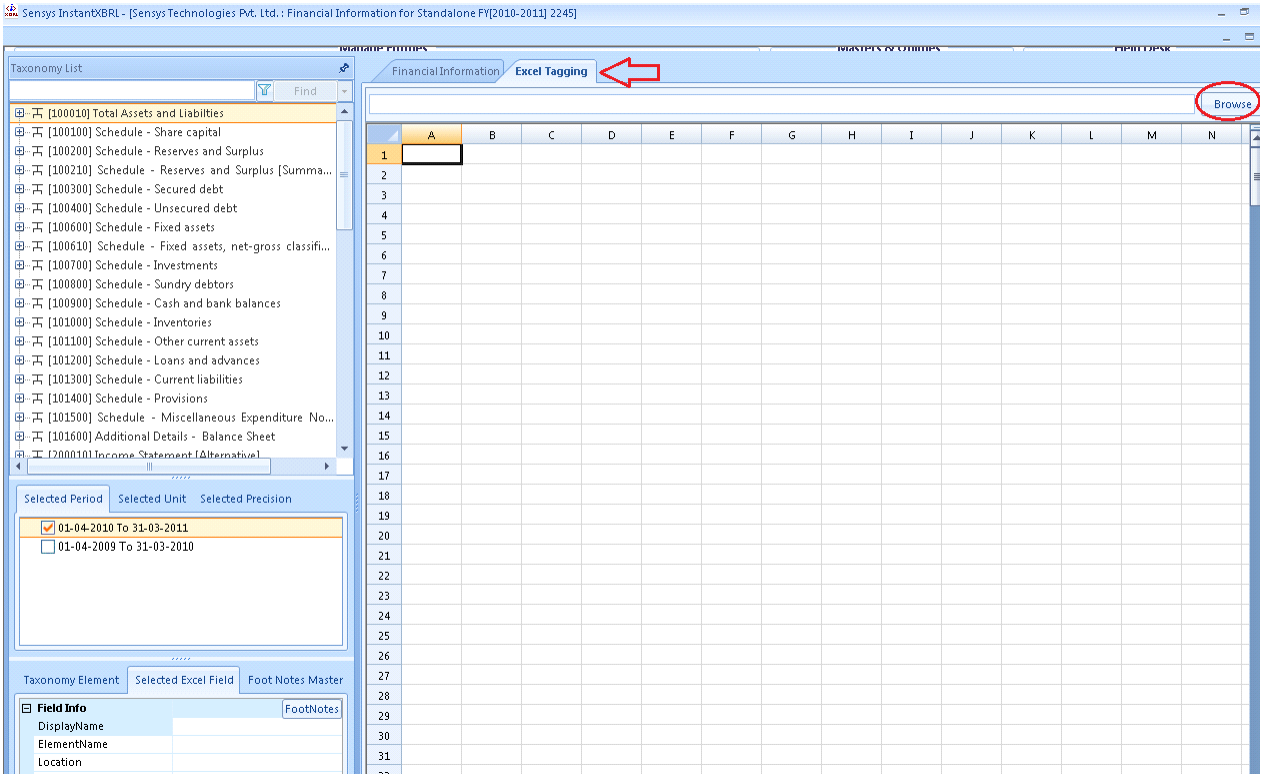
Next, click on the field and insert your notes in the 'Title' and 'Notes' column as shown in the figure below.



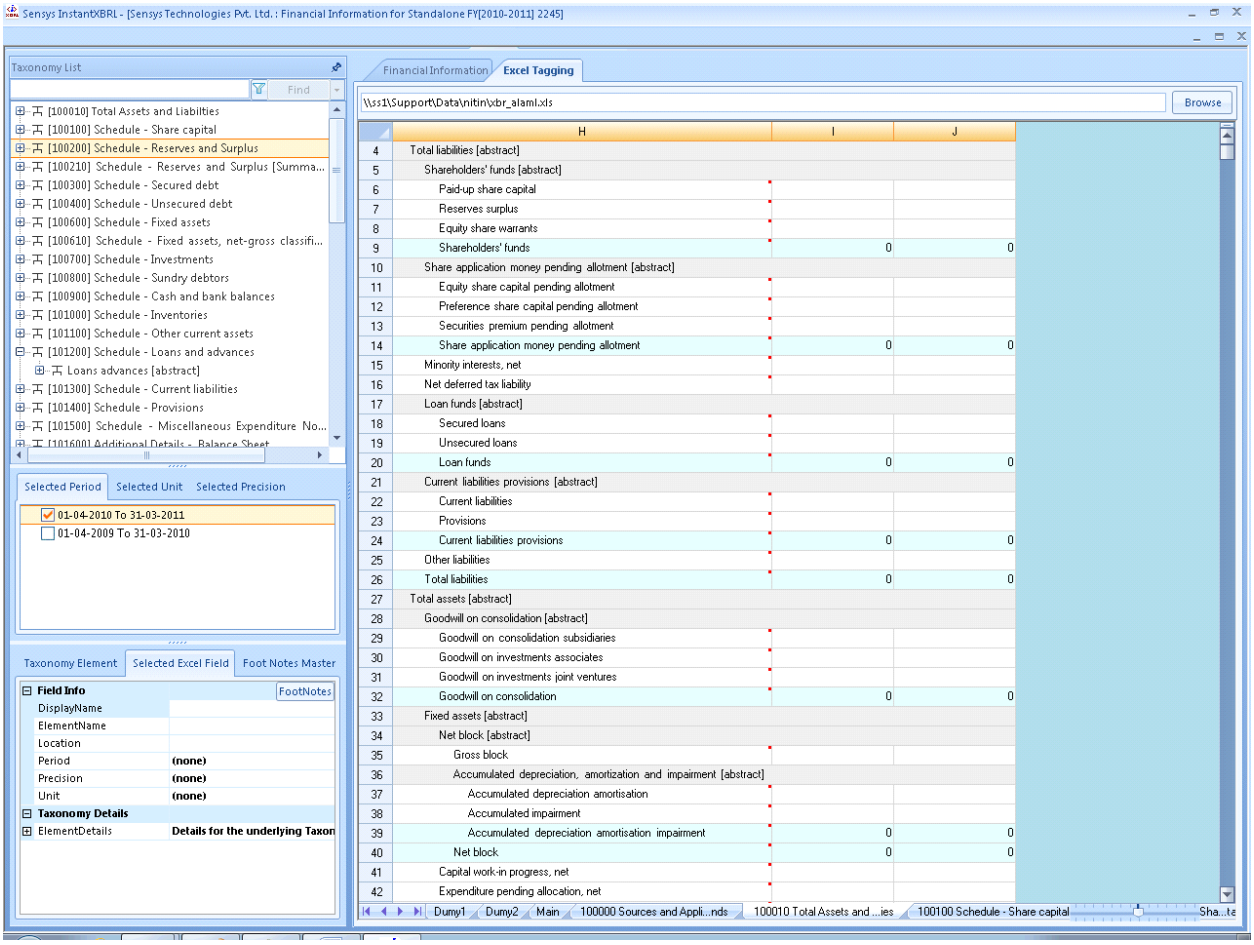
Import from Excel for drag & drop data input

You can also insert the data in Taxonomy element using the drop & drop feature supported in the Instance Document of Instant XBRL.

To accomplish this, click on the tab 'Import from Excel' available at the top of the instance document as shown below and click on the 'Browse' button to select the excel template as below.



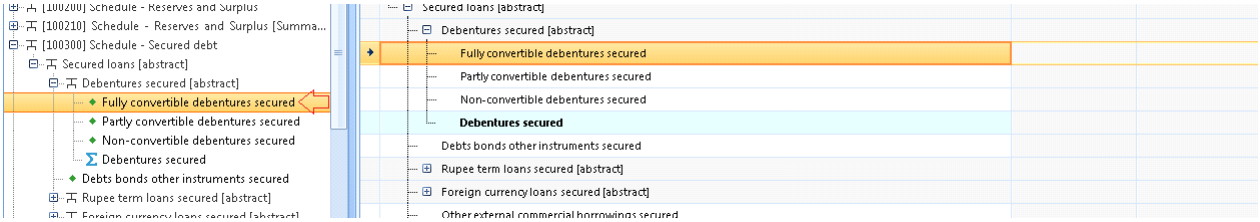
After selecting the excel template, the data from excel template is loaded in the Instance document of Sensys InstantXBRL application as shown in the figure below.



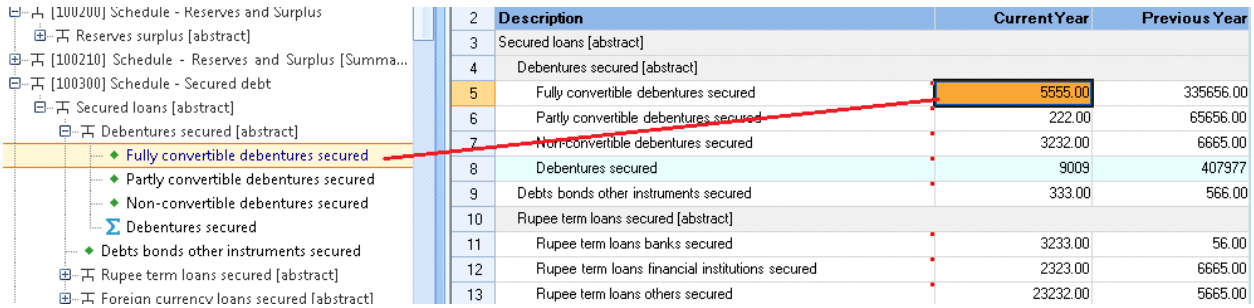
At this stage, select the taxonomy element for which you want to enter the data through excel template.

Choose the 'Selected Period', 'Selected Unit' and 'Selected Precision' for the element as per your requirement as shown below.

Initially, the Taxonomy element data is blank as shown below.

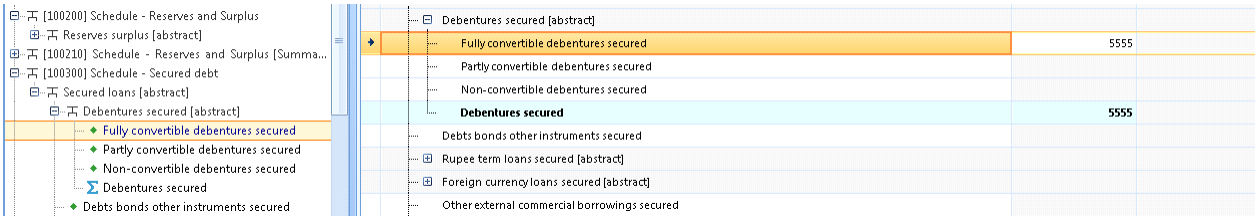


Now, drag the selected element to the value in the excel sheet so that the element gets populated with the value as shown below.



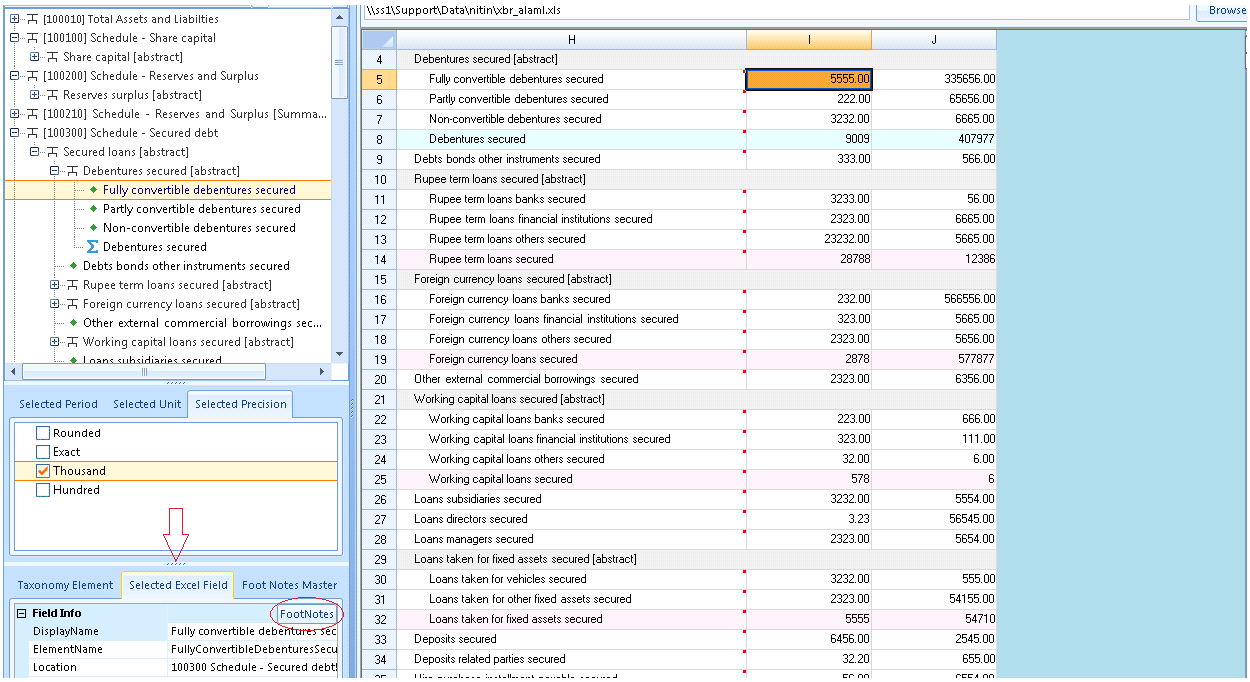
Go to the tab ‘Financial Information’, click on the ‘Save Data’ to save the data in the Instance Document.

At this stage, the data is saved and can be seen in the element(under Financial Information) as shown in the figure below.



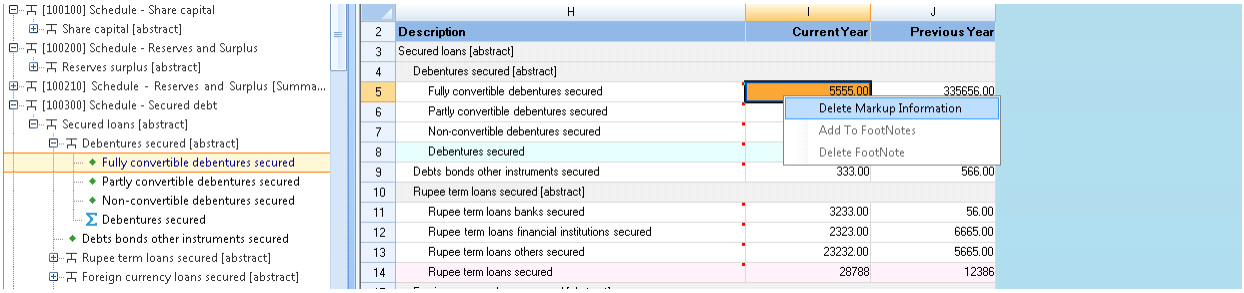
This element input achieved through drag & drop feature is also known as ‘Markup Information’ in Sensys Instant XBRL software.

To know details about Field, click on the option ‘Selected Excel Field’ and to add notes about the field, click on the ‘Notes’ button.

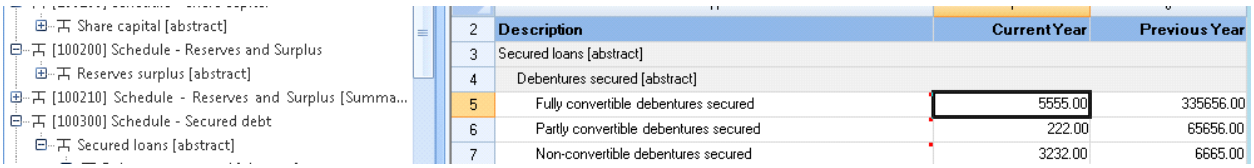


Delete Markup Information

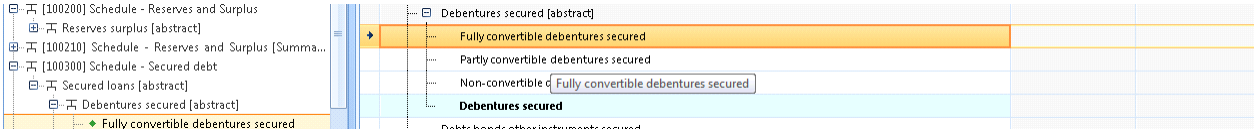
If you wish to remove the Markup information, then select the Markup information, right-click and select the option 'Delete Markup Information' as shown in the figure below.



On clicking the 'Delete Markup Information', the Markup in the document is removed as shown in the figure below.



The value as shown in the Financial Information tab for the corresponding element is also removed since the Markup is deleted.

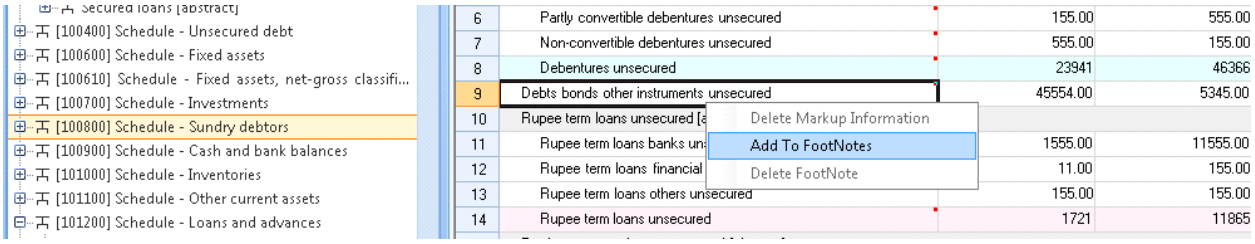


Add Foot Notes from Excel

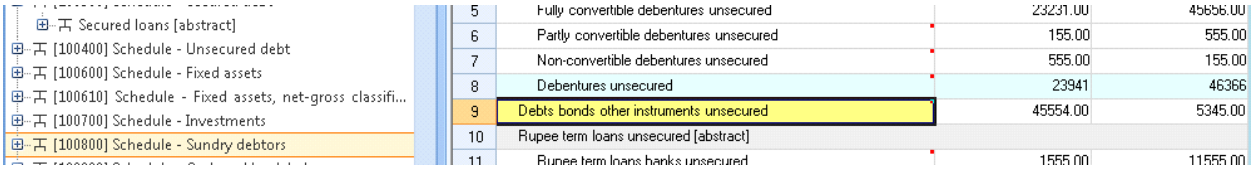
The Instant XBRL software also provides the option to add Foot Note directly from excel.

Import the excel template in the Instance Document as explained earlier, select the text to be added to Foot note.

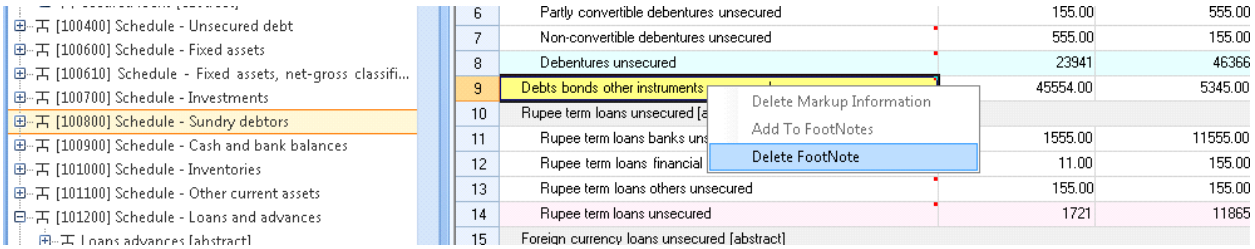
Next, right-click and select the option ‘Add to Foot Notes’ as shown in the figure below.



The selected text is added to Foot Notes as shown below.

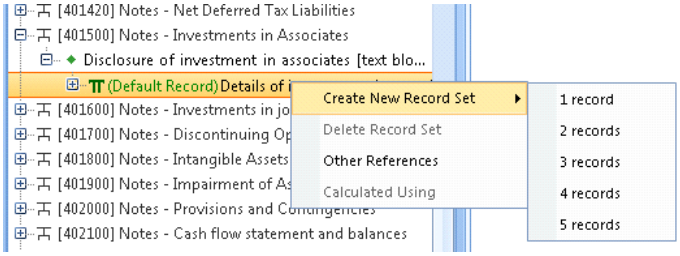


To remove Foot Notes, right-click and select ‘Delete Foot Notes’.

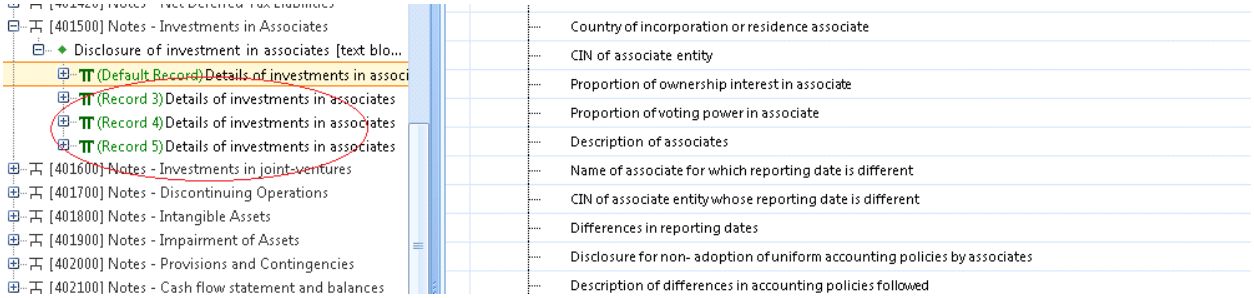


Create New Record Set in Taxonomy Element

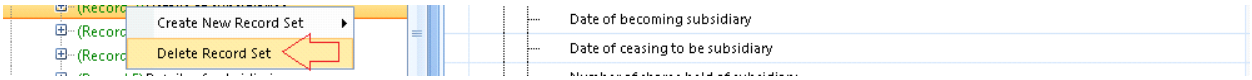
To create a new record set in a Taxonomy element, select the element, right-click and select 'Create New Record Set' as shown.



After selecting 'Create New Record', select the no of record set you want to add and the corresponding no of record set are added.

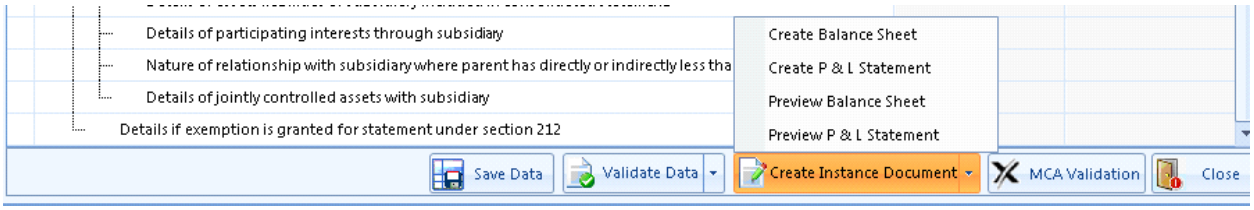


To remove the record, select the record and click 'Delete Record Set'.



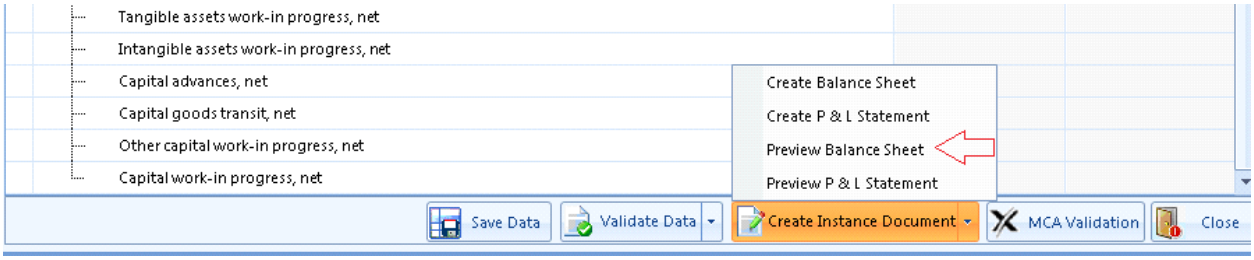
Create Instance Document

To Preview and Create Balance Sheet and P & L Statement in Sensys InstantXBRL software, click on the option 'Create Instance Document' as shown below.



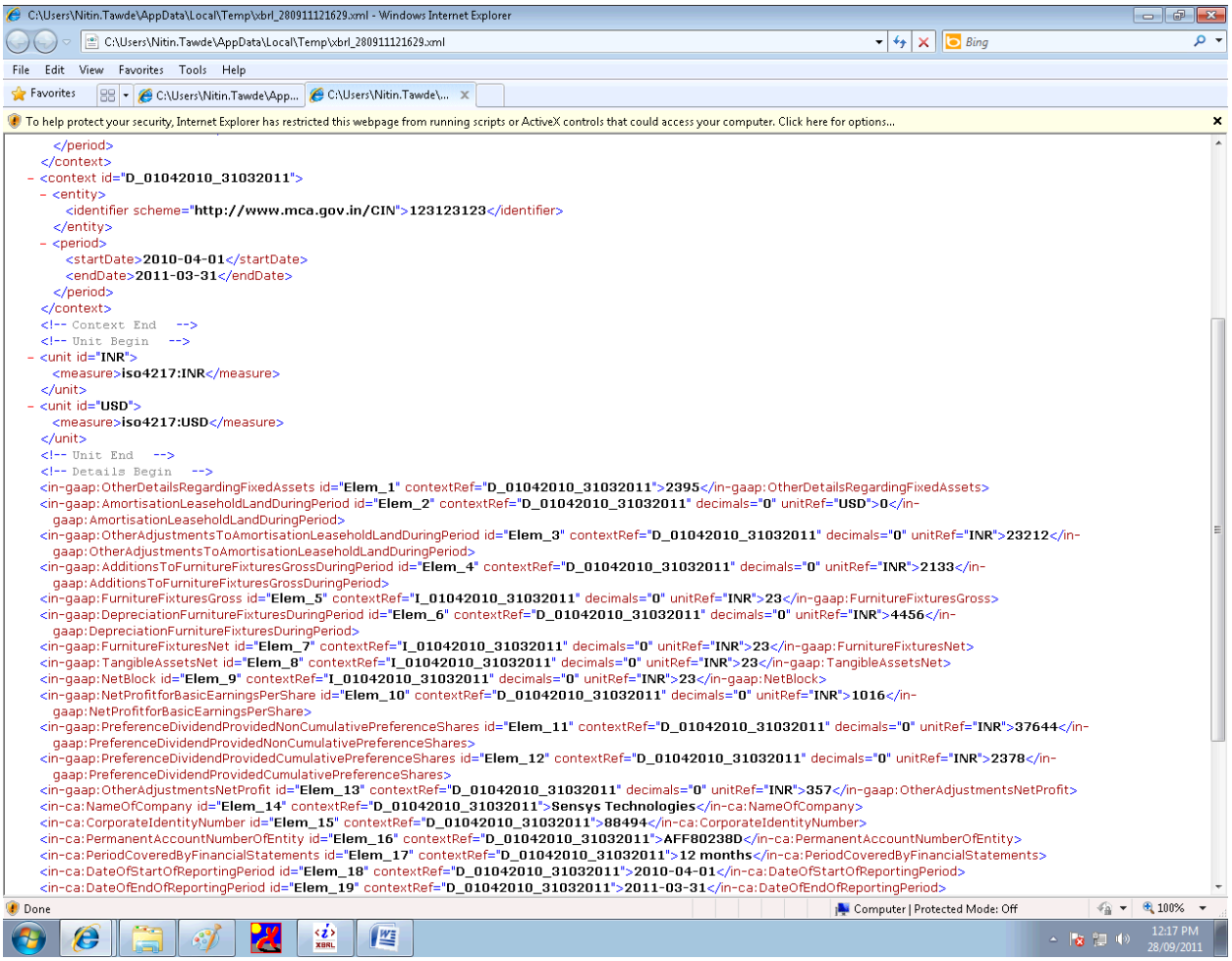
(a) Preview Balance Sheet

To Preview a Balance Sheet in Sensys InstantXBRL software, click on the option ‘Create Instance Document’ as shown below.



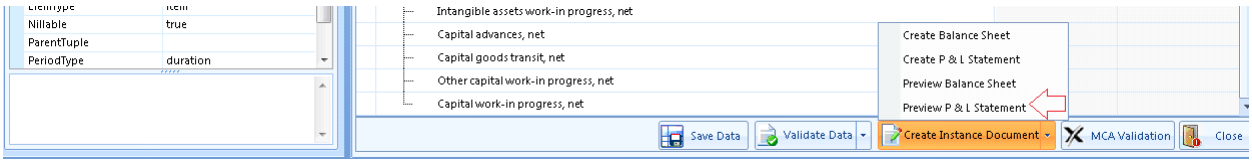
At this stage, the application displays options to Preview Balance Sheet. Select the option ‘Preview Balance Sheet’.

On clicking the option ‘Preview Balance Sheet’, the preview is generated in XML format as shown below.



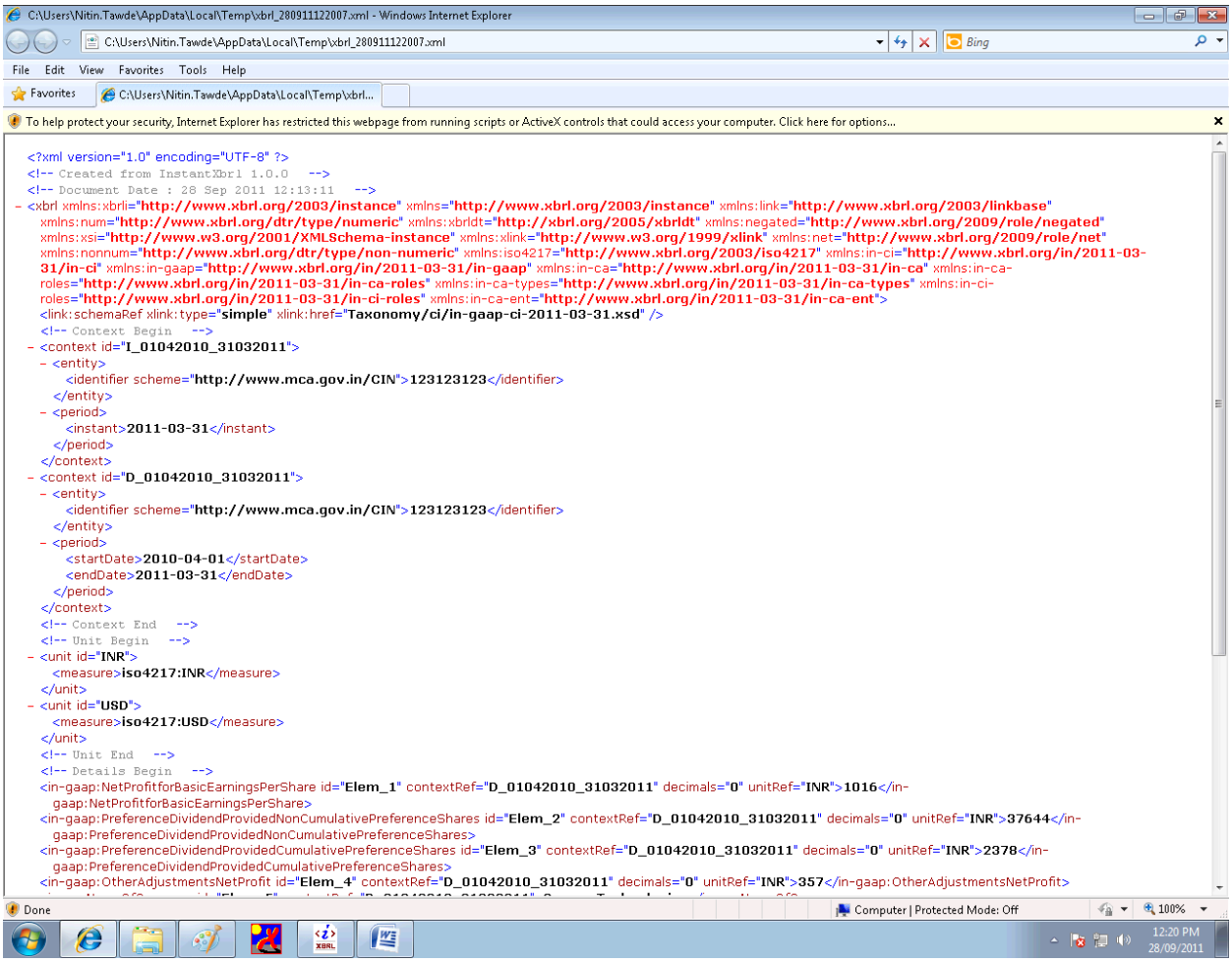
(b) Preview P & L Statement

To Preview a P & L Statement in Sensys InstantXBRL software, click on the option 'Create Instance Document' as shown below.

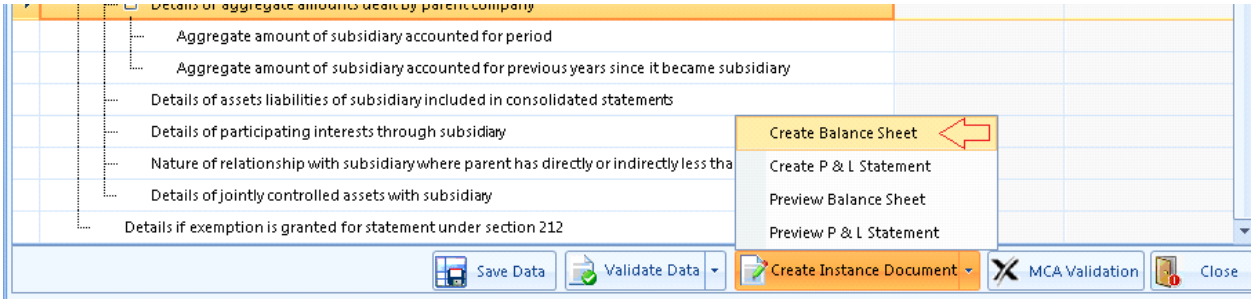


At this stage, the application displays options to 'Preview P & L Statement'. Select the option 'Preview P & L Statement'.

On clicking the option 'Preview P & L Statement', the preview is generated in XML format as shown below.

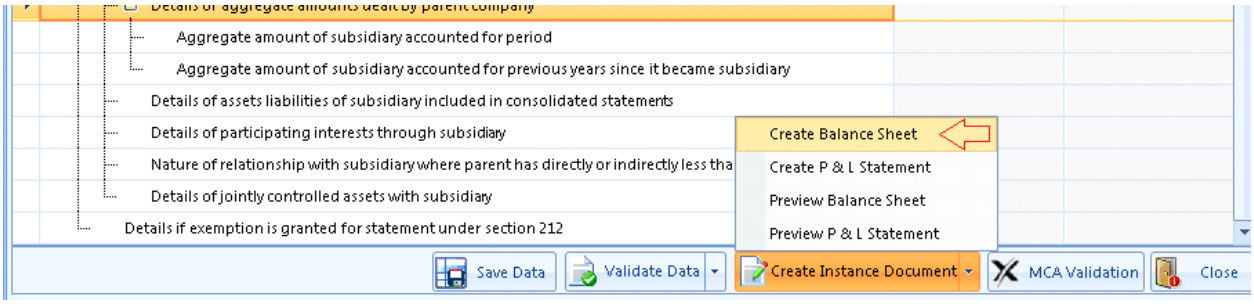


To create an Instance Document in Sensys InstantXBRL software, click on the option 'Create Instance Document' as shown below.

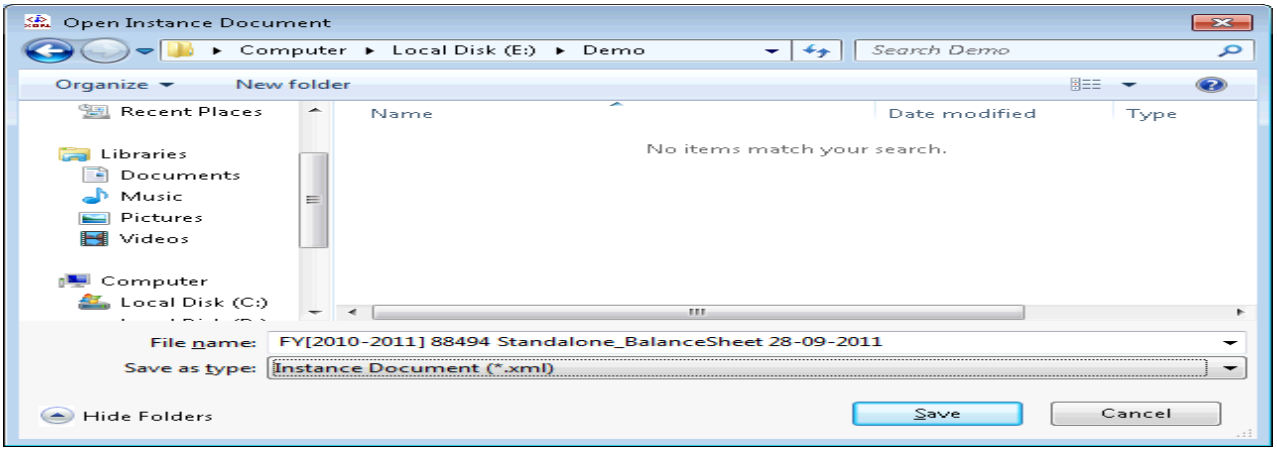


(c) Create Balance Sheet

To create Balance Sheet, click the option ' Balance Sheet' as shown in the figure below.

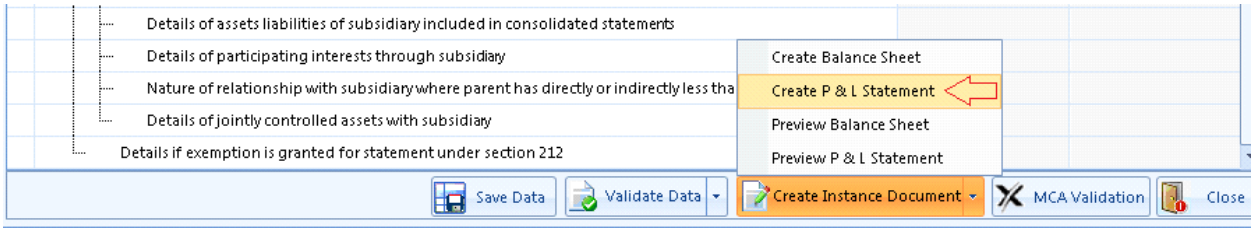


At this stage, the save windows opens up to save the Instance Document in XML format as per Balance Sheet as shown below.

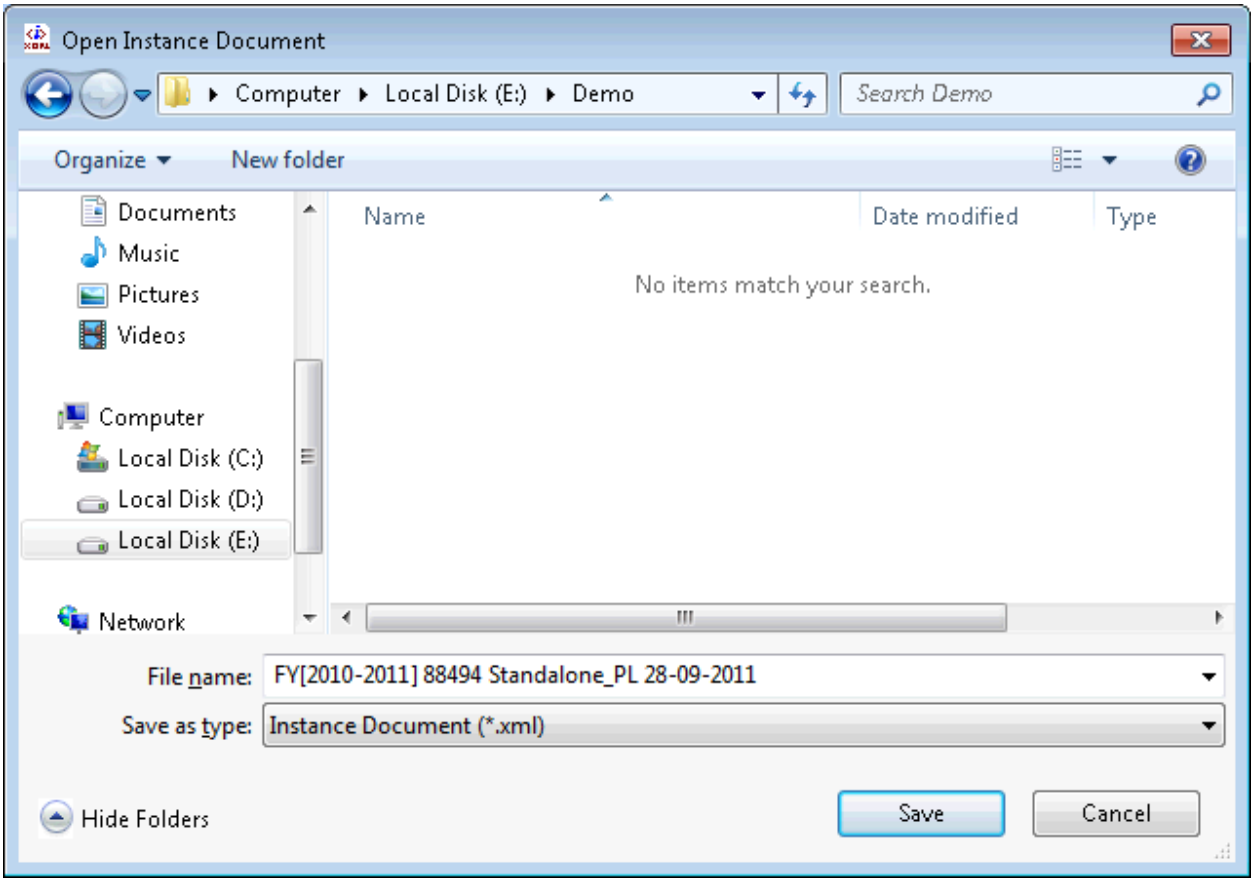


(d) Create P & L Statement

To create P & L statement, click the option 'P & L Statement' as shown in the figure below.



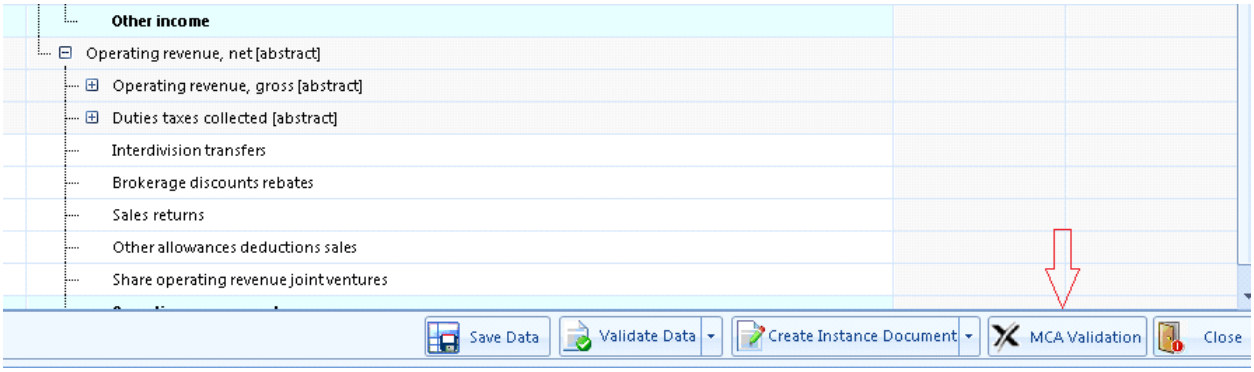
At this stage, the save windows opens up to save the Instance Document in XML format as per P & L statement as shown below.



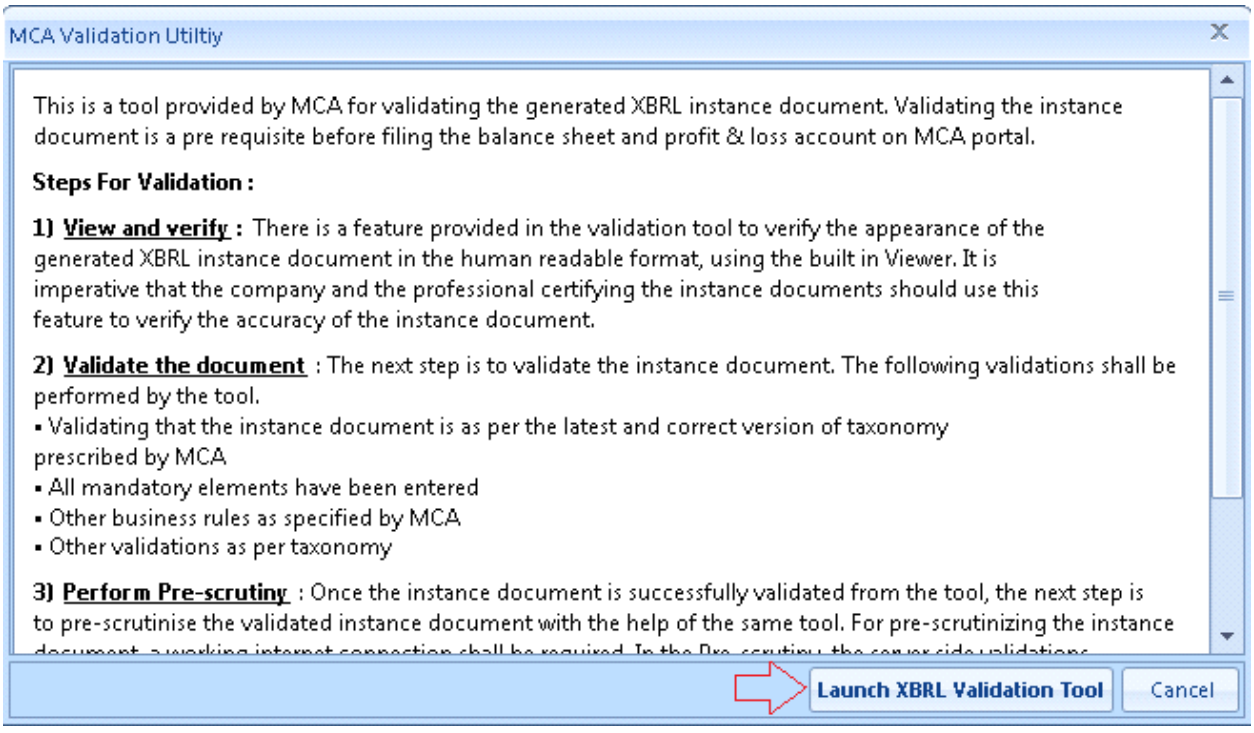
MCA Validation

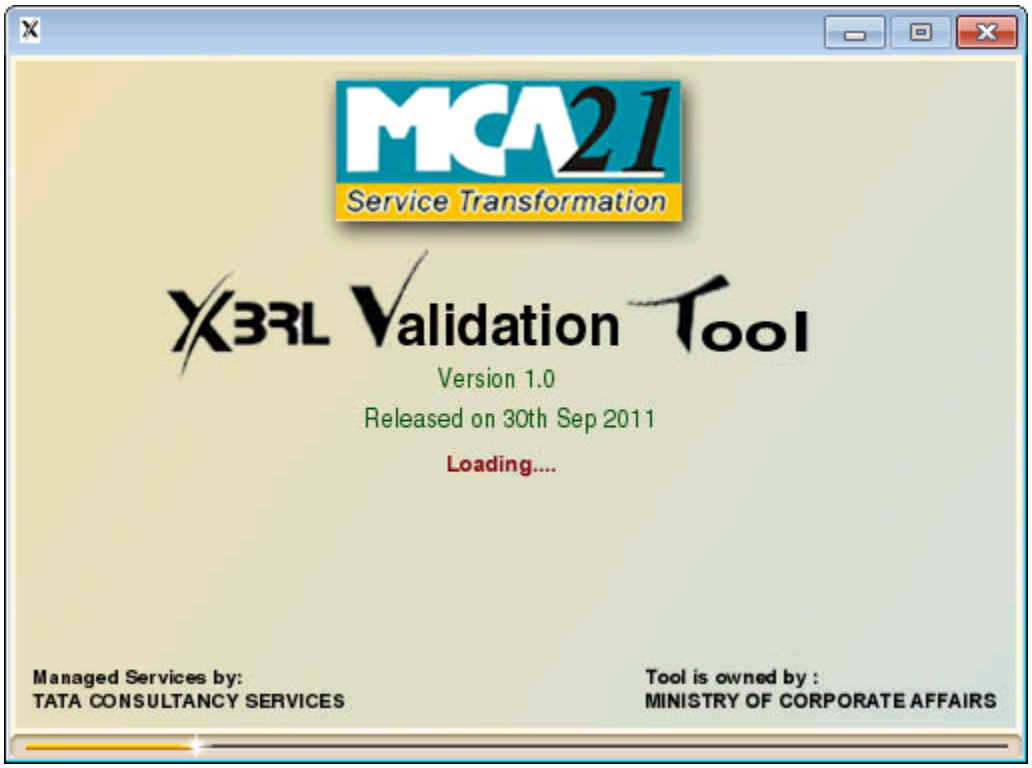
The MCA validation tool can be invoked from the Sensys Instant XBRL software to validate the instance document as follows:

(1) In the Instance Document, click on the button 'MCA Validation' as shown in the figure below.



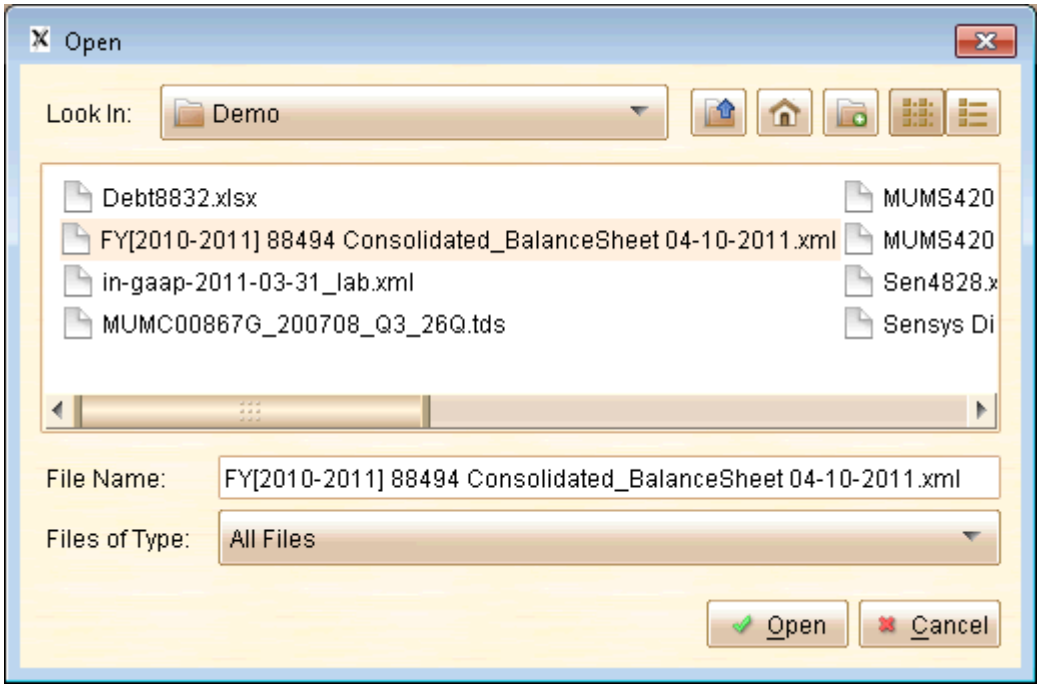
(2) Next, a window opens up with instructions. Click on the button 'Launch XBRL Validation Tool' as shown in the figure below.



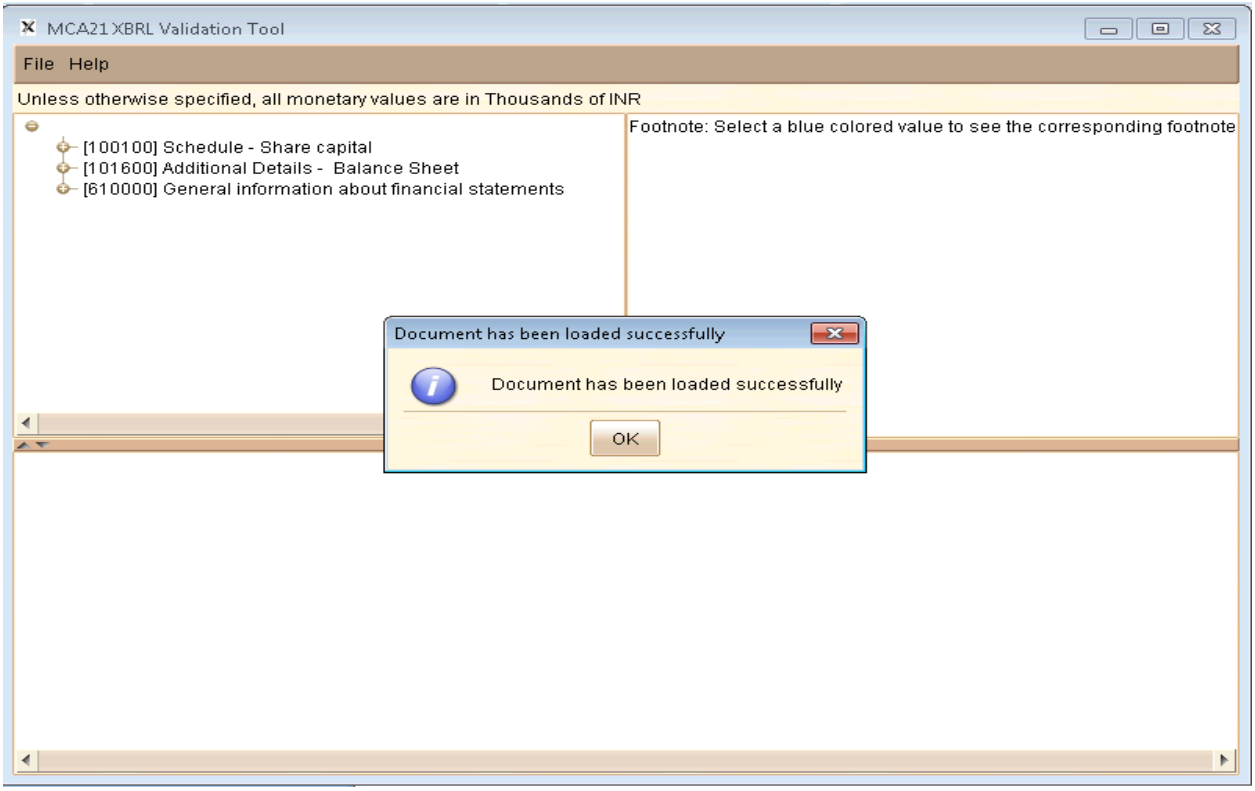


(3) The MCA validation tool opens up. Click on the File menu and select the option 'Open' as shown in the figure below.

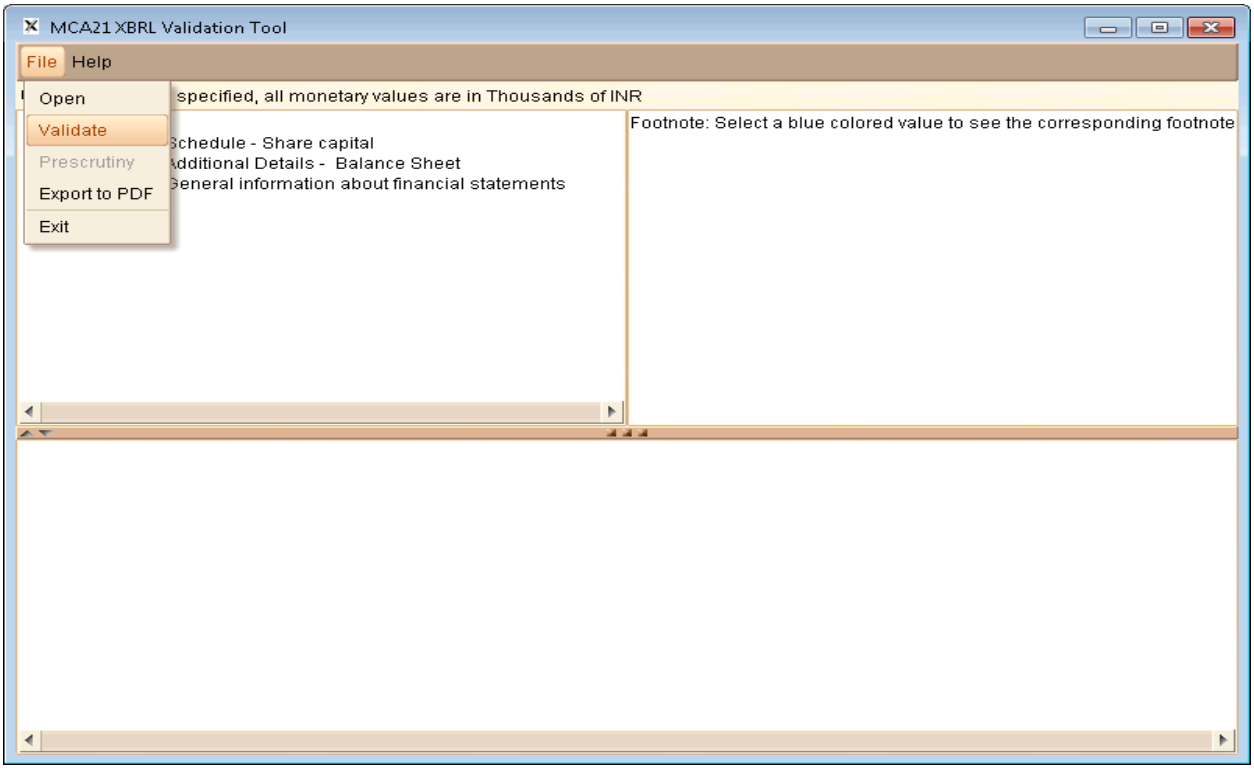
(4) Next, browse to the XML file location and click on the 'Open' button to load the XML file.



At this stage, the document is loaded in the application as below.

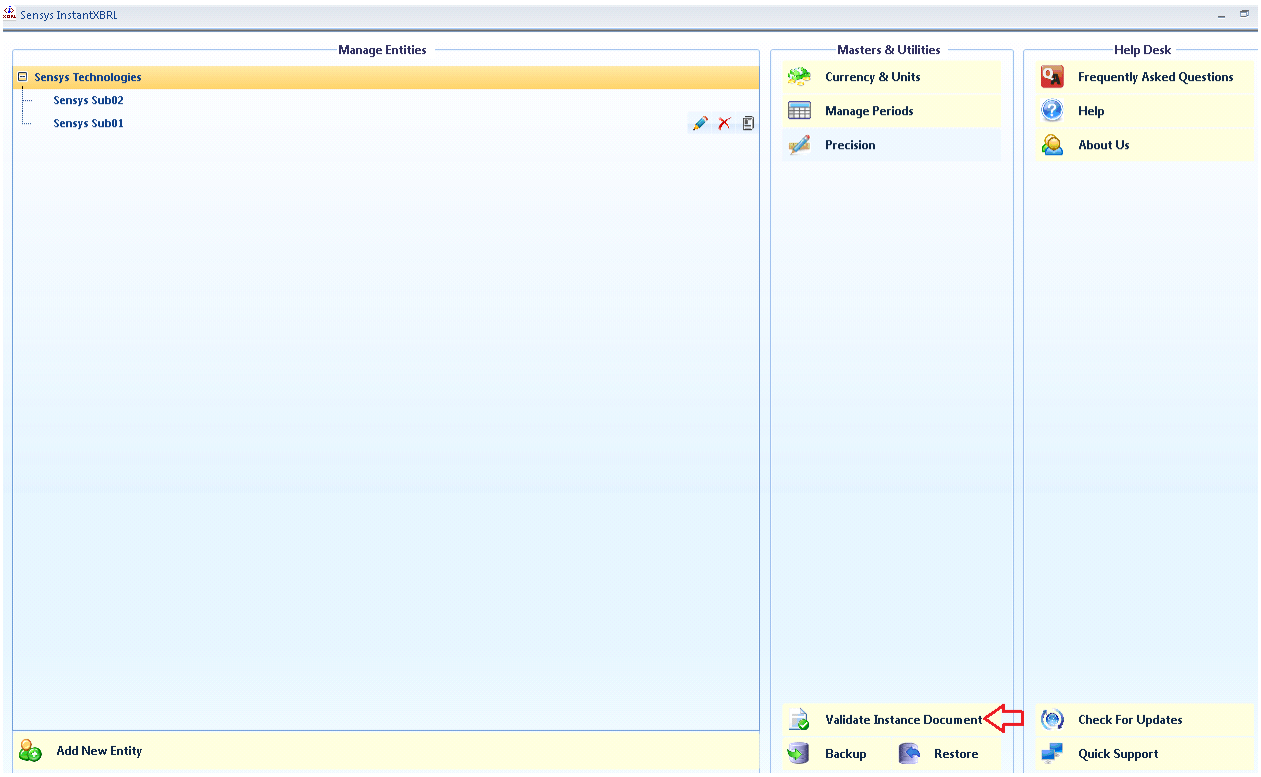


Next, click on the 'File' menu and then select the option 'Validate' to validate the document as shown below.

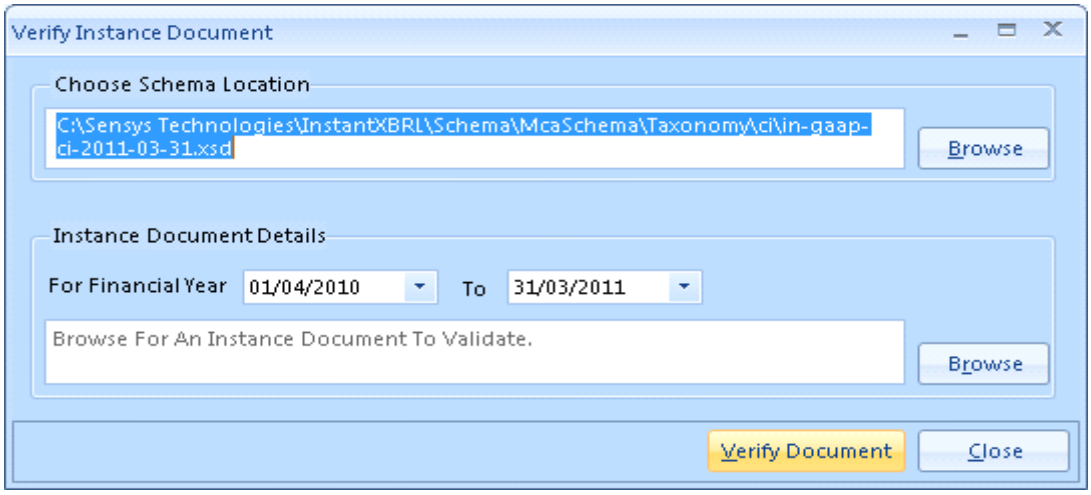


Validate Instance Document

To Validate an Instance Document in Sensys InstantXBRL software, click on the option 'Validate Instance Document' as shown below.

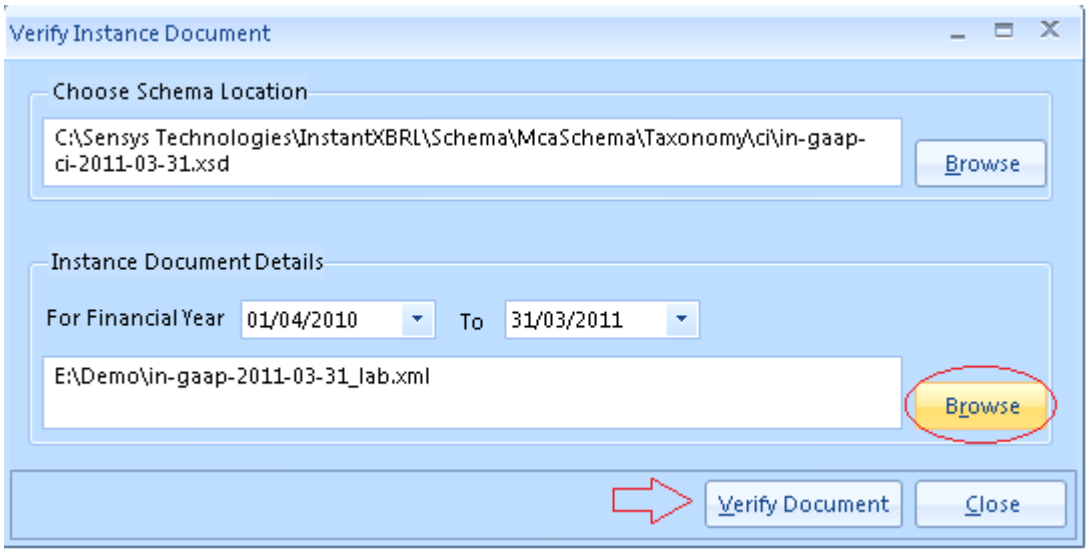


At this stage, a window opens up to browse for an Instance Document to validate it as shown in the figure below.

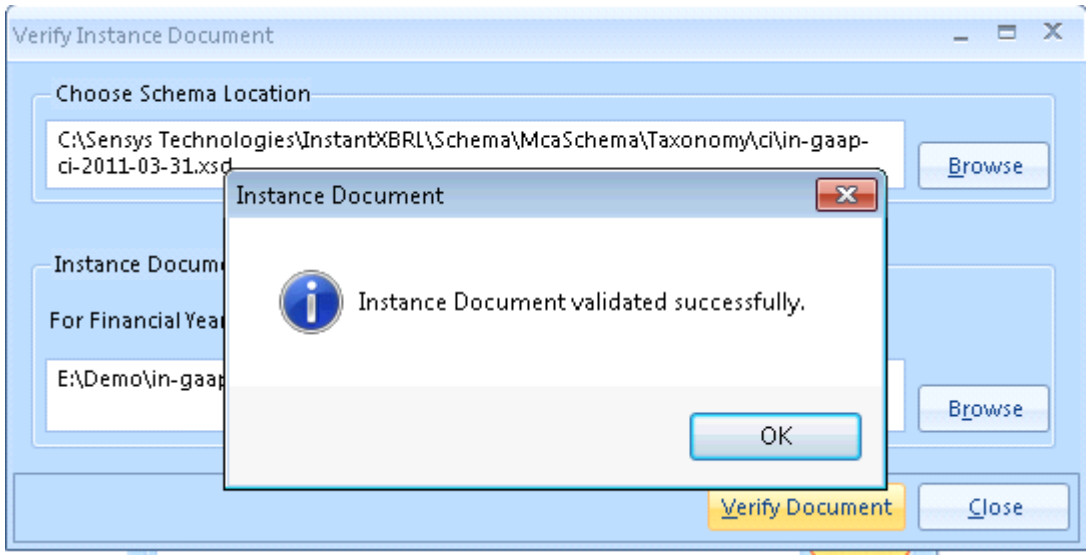


Click on the 'Browse' button and select the Instance Document to validate it.

Next, click on the button 'Verify Document' to verify the selected Instance Document as shown in the figure below.

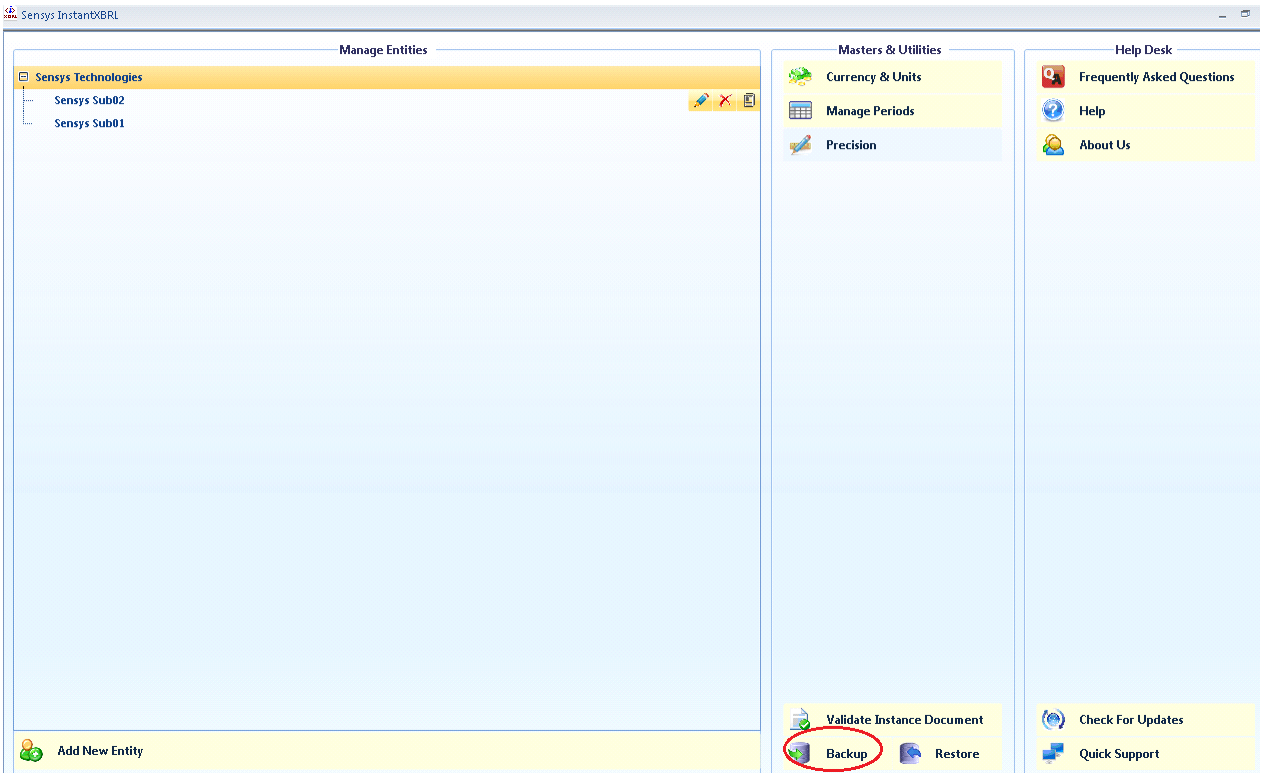


On clicking the button 'Verify Document', the application validates the selected Instance Document and gives the following message.

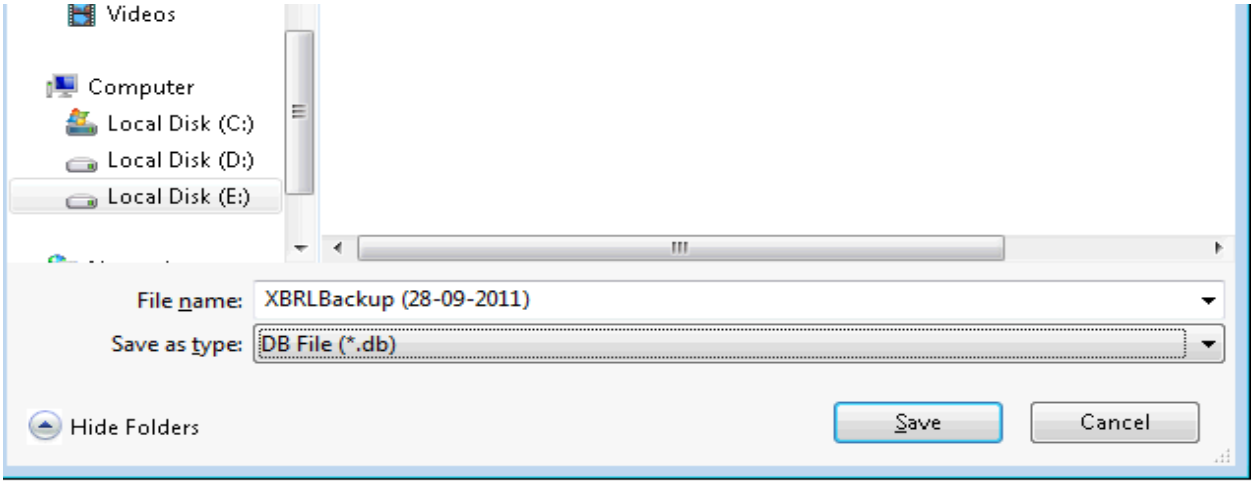


Data Backup from InstantXBRL

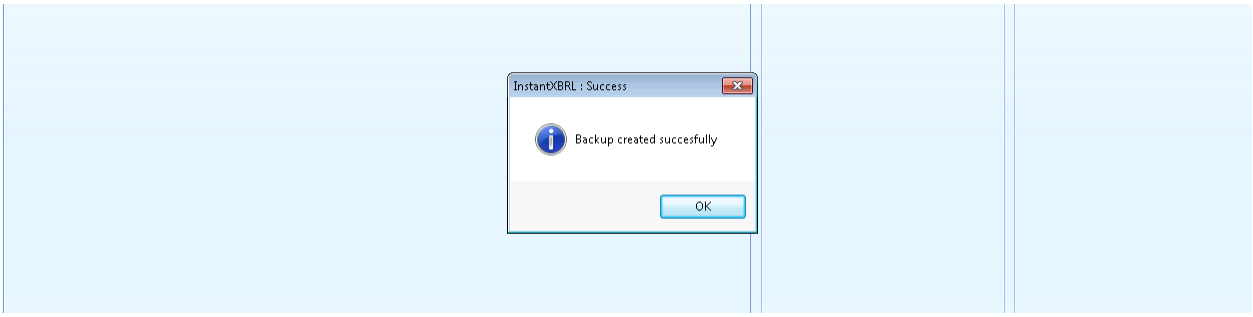
To take a backup of data from Sensys InstantXBRL software, click on the option 'Backup' as shown in the figure below.



At this stage, the application will prompt to save the backup file. Click on the 'Save' button to save the back up on your computer.

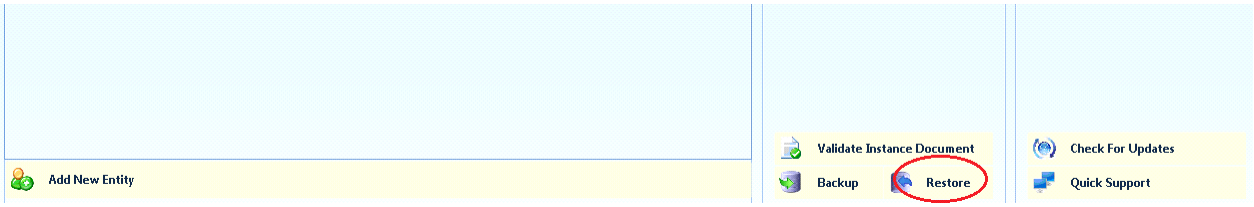


The application gives a message saying Backup created successfully.



Data Restore from InstantXBRL

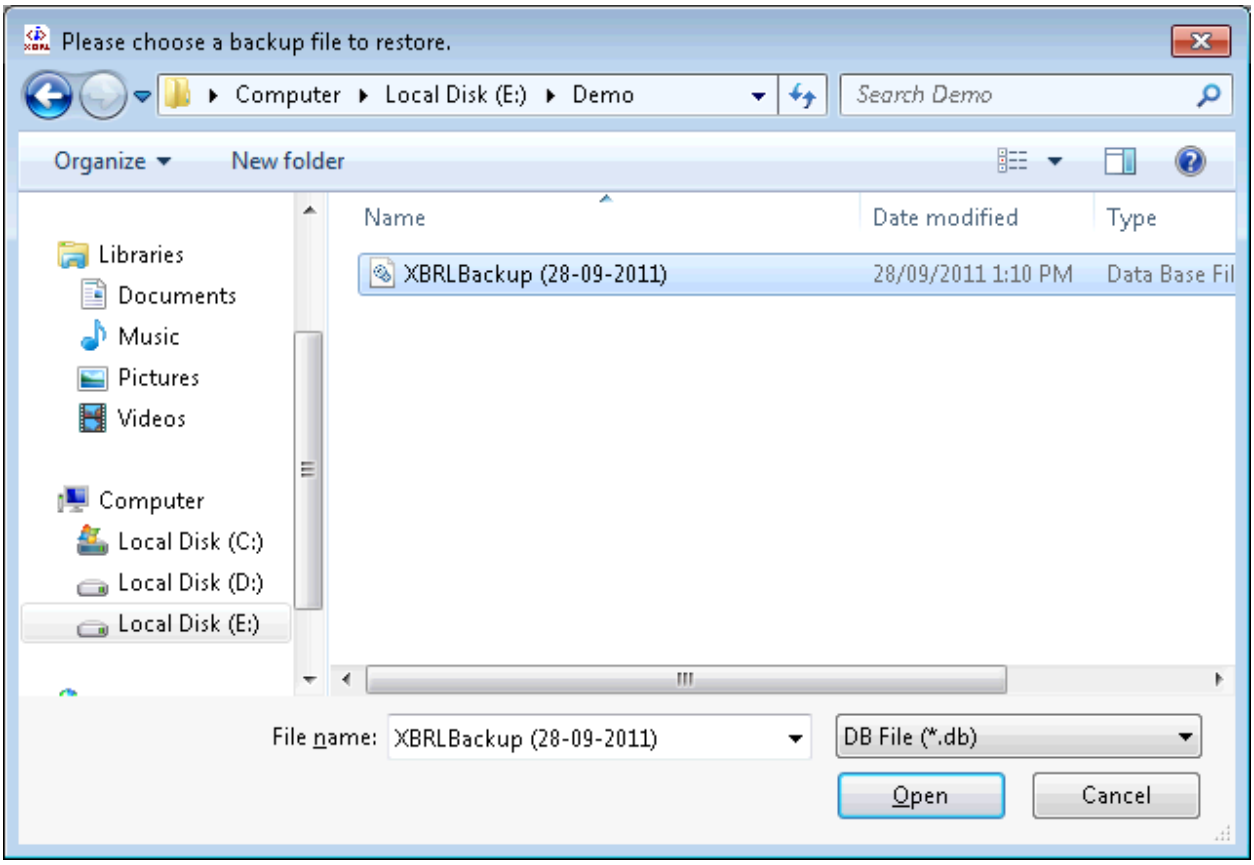
To restore backed up data into Sensys InstantXBRL software, click on the option 'Restore' as shown in the figure below.



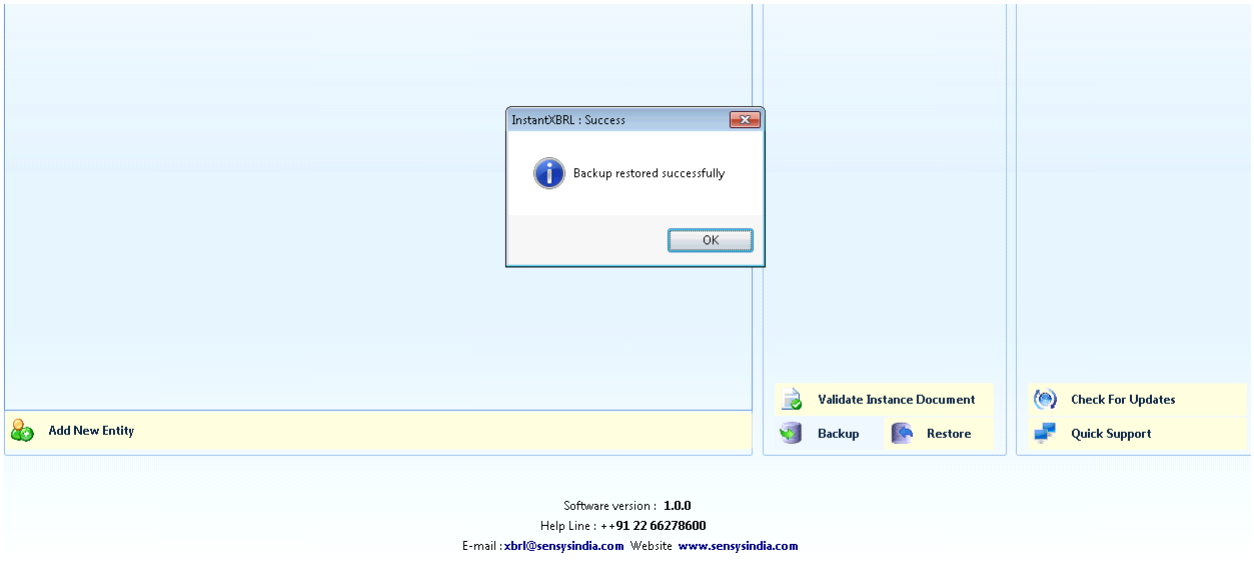
At this stage, the application prompts to choose a backup file to restore the data in the InstantXBRL application.

Select the backup file from your local computer.

Next, click on the 'Open' button to restore the backed up data in the application as shown in the figure below.



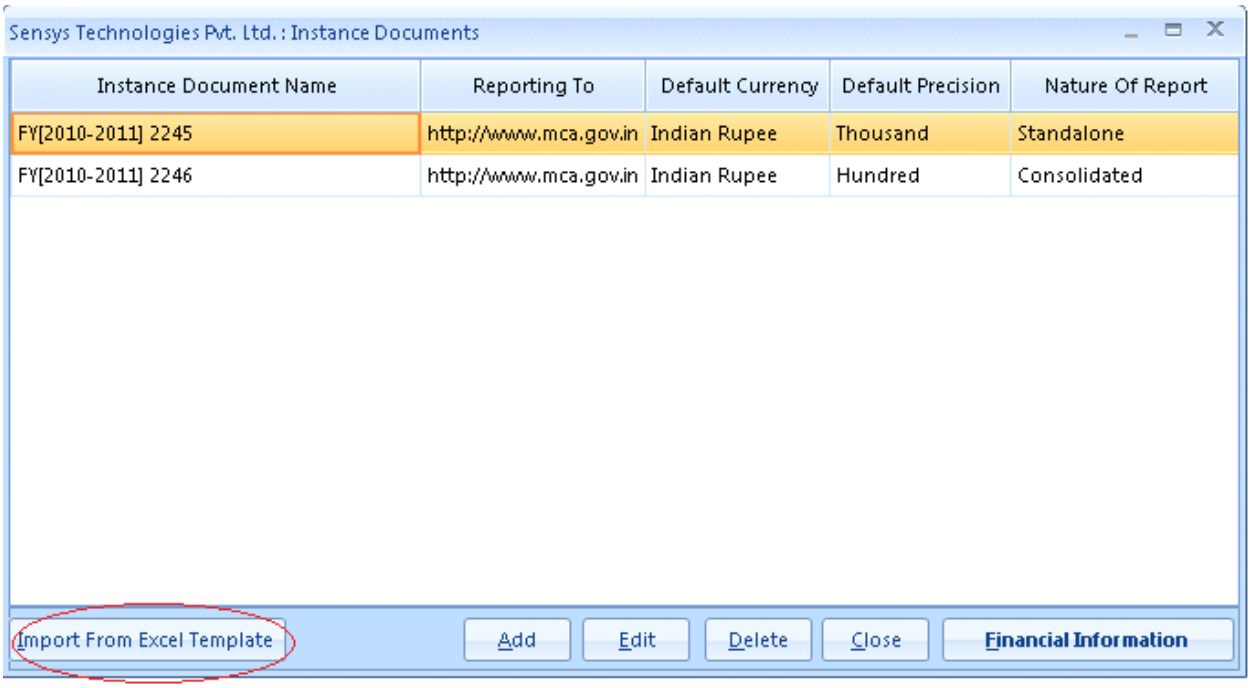
On clicking the 'Open' button, the application gives a message saying Backup restored successfully as shown in the figure below.\



Import from Excel Template in Instance Document

Please follow the below steps to import data from excel into the document instance in Sensys InstantXBRL application.

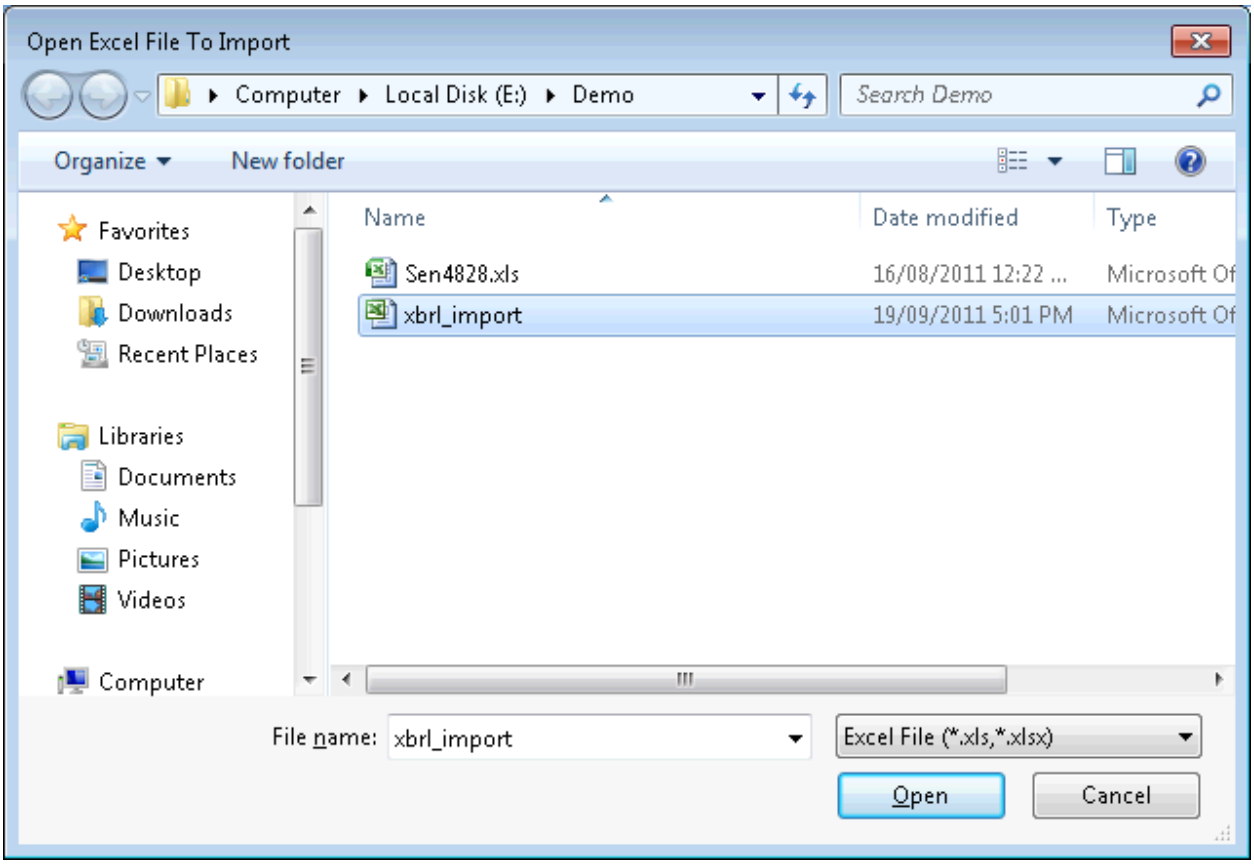
(1) In the InstantXBRL application, select the Instance Document and click on the button 'Import from Excel Template' as shown in the figure below.



(2) At this stage, the application opens a dialog box to select the excel file with data to be imported into the application.

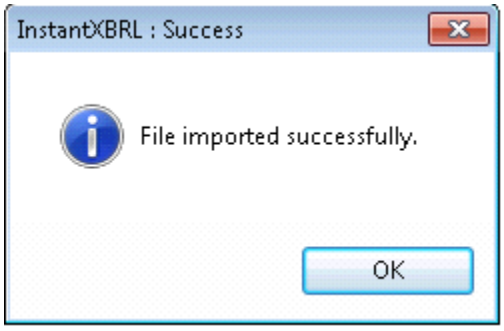
(3) Browse through to the excel file which contains the financial data.

Next, click on the 'Open' button to import the data into the application as shown in the figure below.



After selecting the excel template and clicking the 'Open' button, the application imports the data from excel file into the Sensys InstantXBRL application.

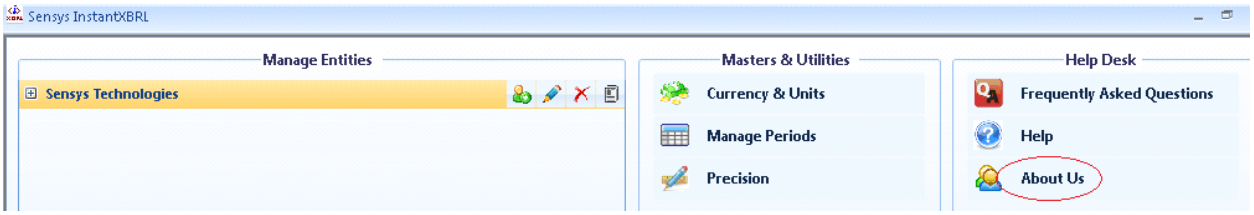
The application gives a message saying that the file is imported



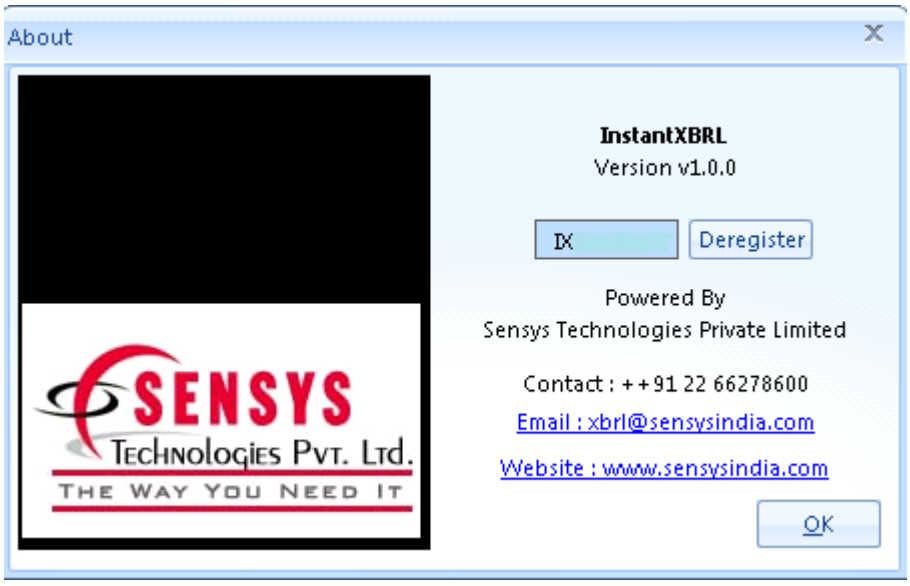
De-Registration of Sensys InstantXBRL software

Please follow the below steps in case if you wish to De-Register the Sensys Instant XBRL software.

(1) In the Instant XBRL software, click on the link 'About Us'.



(2) At this stage, the application displays a dialog box with an option to 'De-register' the software as shown in the figure below.



(2) Next, click on the 'Deregister' button to De-Register the software key and the Instant XBRL software.

6. Frequently Asked Questions (FAQ) – Instant XBRL

(1) What is the basic purpose of Sensys InstantXBRL software?

The Sensys InstantXBRL is a software designed to enable you to file your Financial Statements in XBRL(eXtensible Business Reporting Language) format as per the MCA(Ministry of Corporate Affairs) mandate.

(2) What should I do if I get an already registered message while registering the Sensys InstantXBRL software?

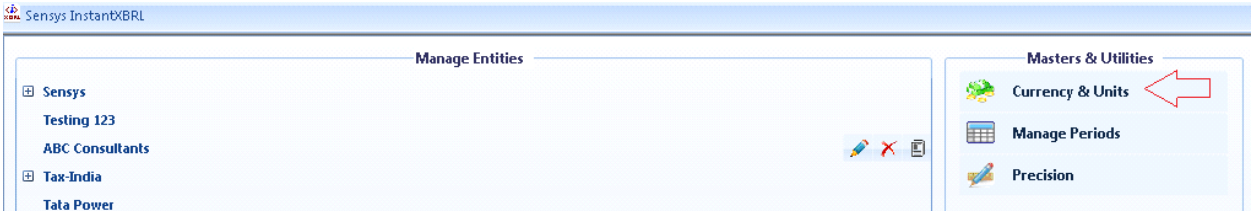
If you get an already registered message while registering the Sensys InstantXBRL application, it means that the user name(software key) is already registered with Sensys Technologies.

In such cases, you need to login using your username(software key) and password directly.

(3) What should I do if I cannot view the desired currency type while adding or editing an entity in Sensys InstantXBRL application?

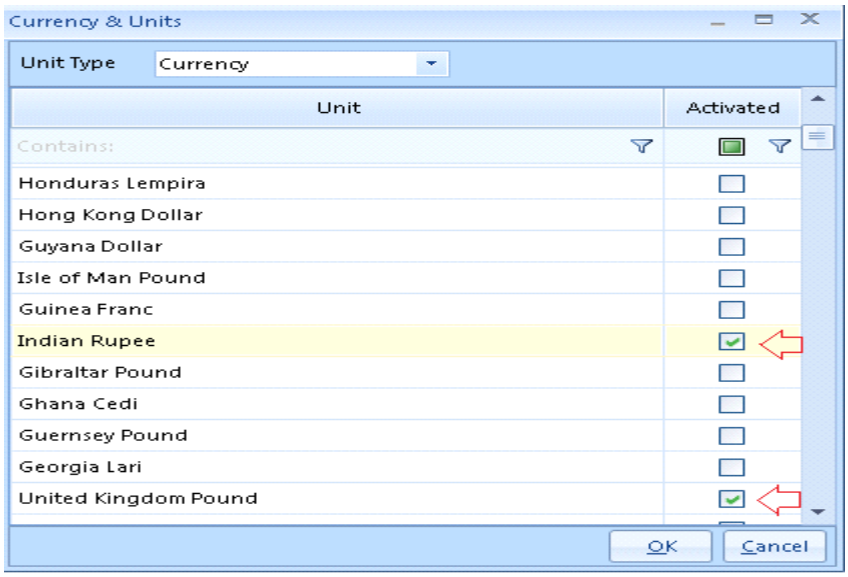
Please follow the below steps if you cannot see the desired currency type while adding or editing an entity.

1) Click the option ‘Currency & Units’ available under Masters & Utilities section as shown with arrow mark in the figure below.

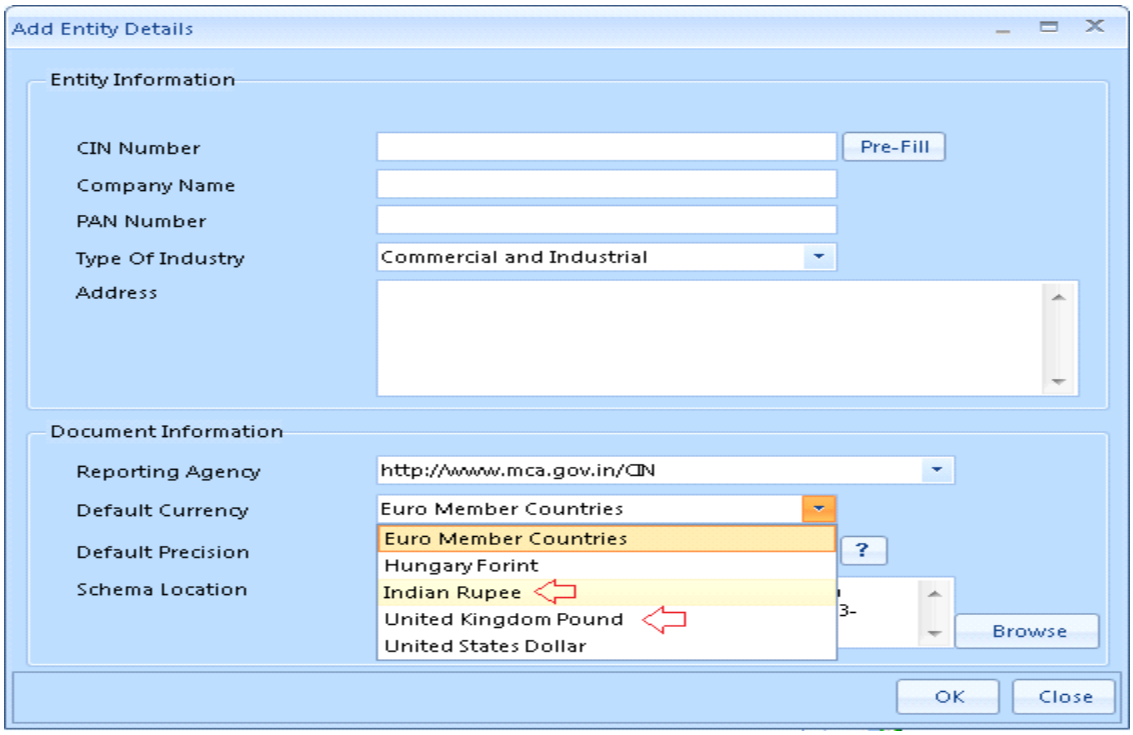


At this stage, the Currency & Units window opens up with option to select the currency you wish to view in add/edit entity window.

Select the checkbox against your currency and click the ‘OK’ button.



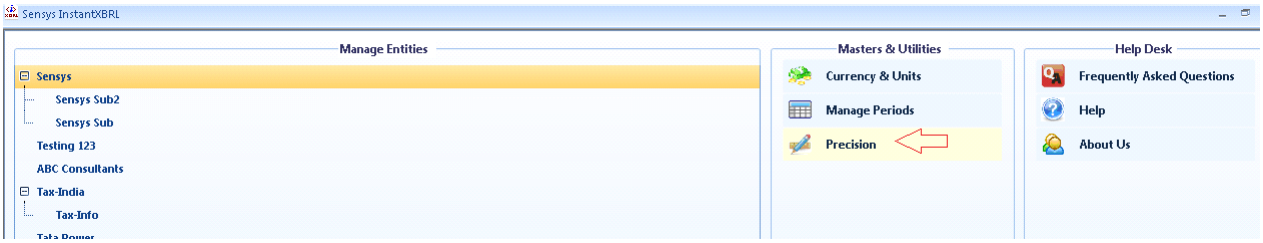
The selected currency can now be seen in the add/edit entity details window as shown in the figure below.



(4) What should I do if I cannot view the desired default precision while adding or editing an entity in Sensys InstantXBRL application?

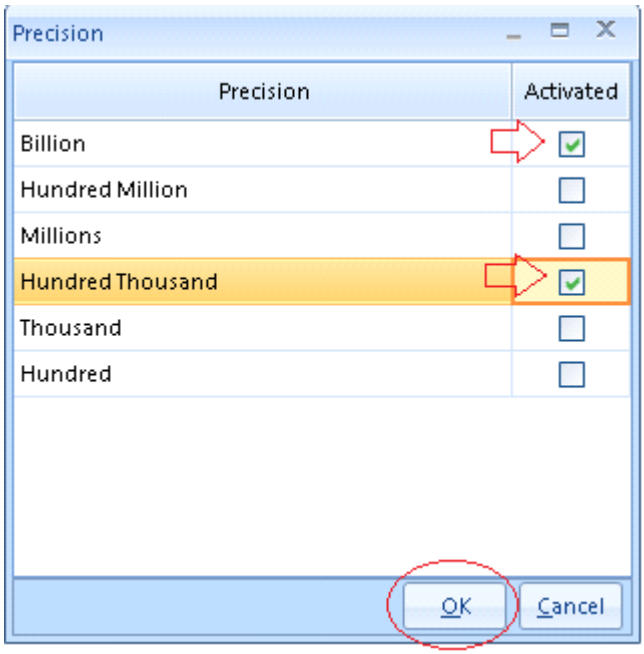
Please follow the below steps if you cannot see the desired default precision while adding or editing an entity.

1) Click the option 'Precision' available under 'Masters & Utilities' section as shown with arrow mark in the figure below.

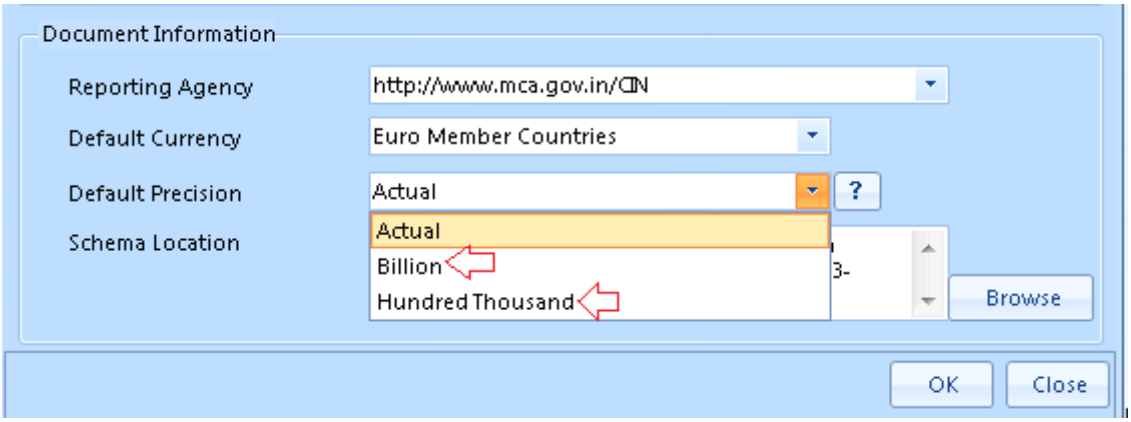


At this stage, the Precision window opens up with option to select the type of Precision you wish to view in add/edit entity window.

Select the checkbox against your preferred type of Precision and click the 'OK' button as shown in the figure below.



The selected Precision can now be seen in the add/edit entity details window as shown in the figure below.



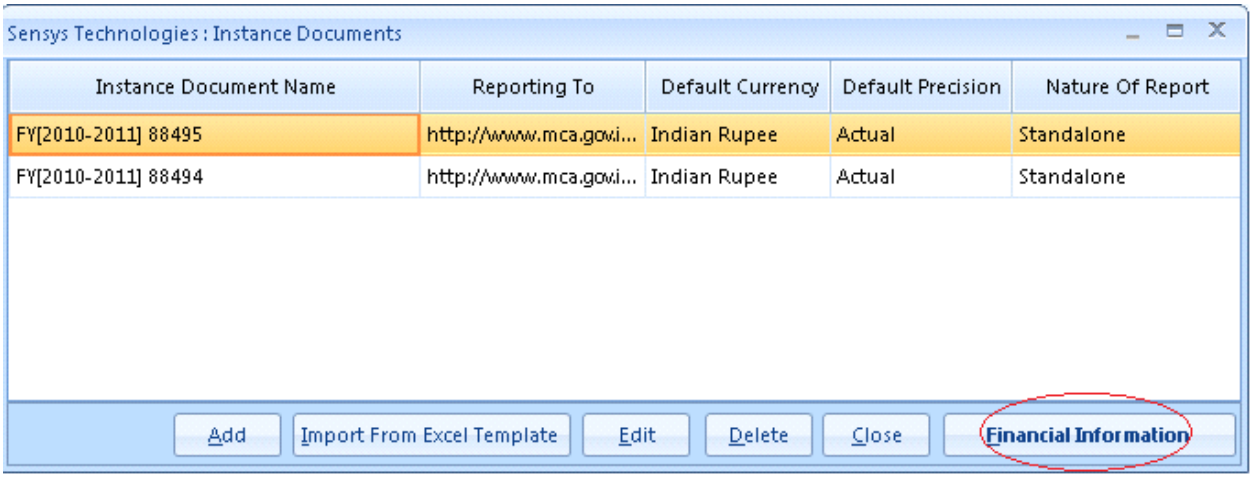
(5) How do I manage(add/modify/delete) the Financial Period in Sensys InstantXBRL application?

To know about managing the Financial Period, click here.

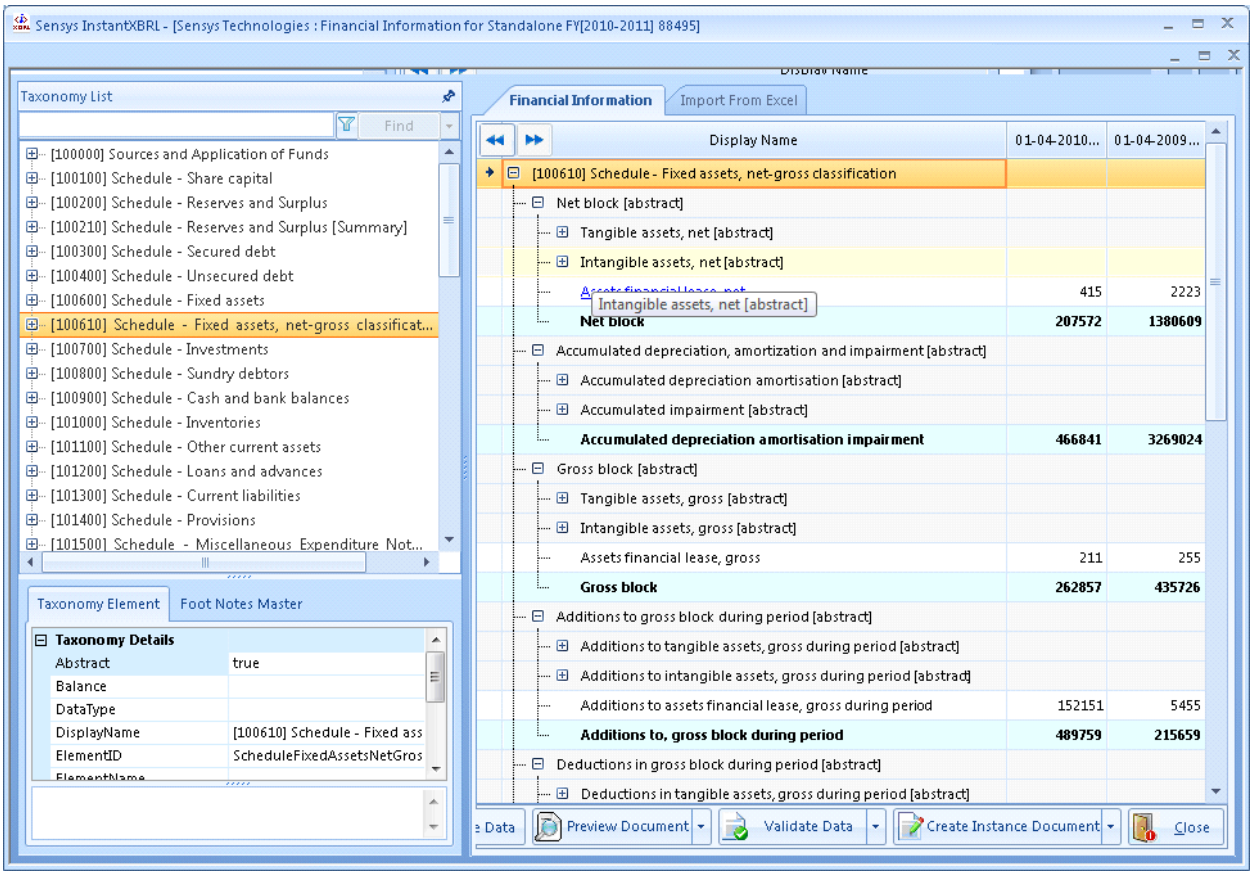
(6) How do I enter financial data in the Instance Document of Sensys InstantXBRL software?

Please follow the below steps to enter financial data in the Instance Document of Sensys InstantXBRL software.

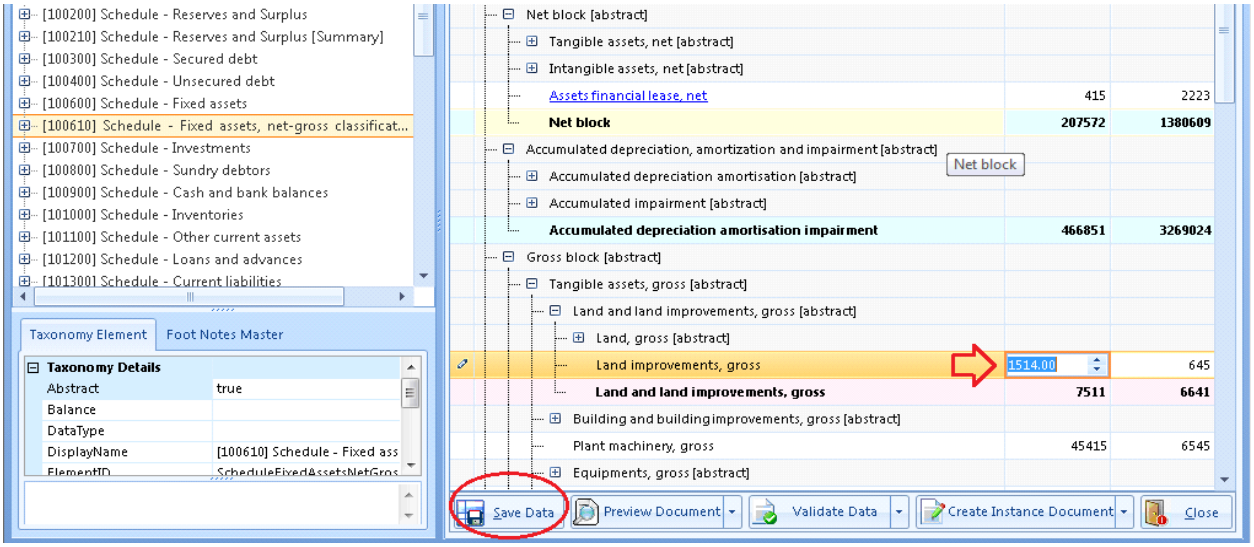
a) In the 'Instance Document' window, select the Instance Document and then click on the button 'Financial Information' as shown below.



b) Next, the application opens the instance document with financial information as shown in the figure below.



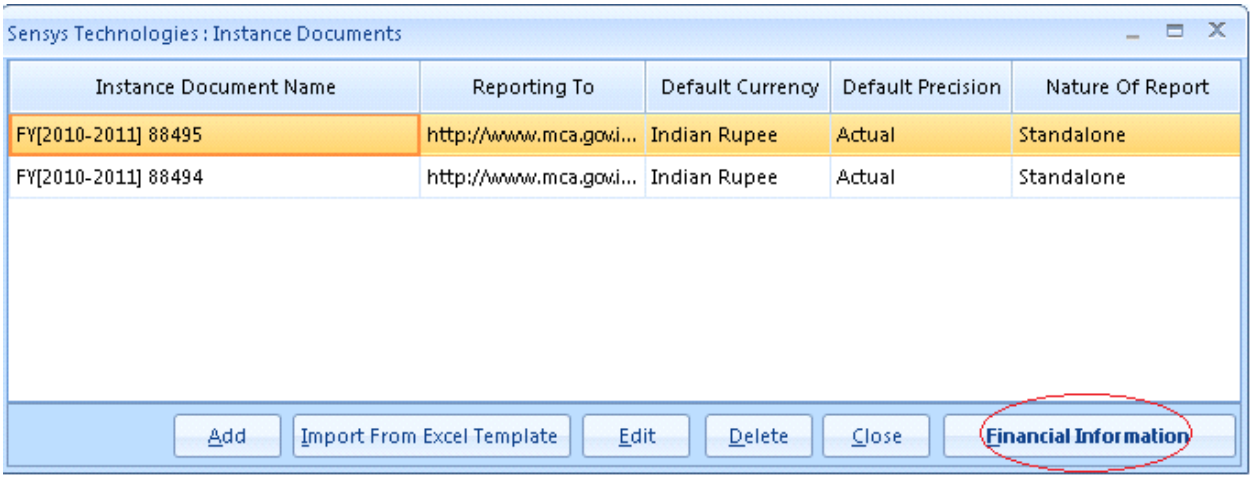
At this stage, select the tag where you wish to enter the amount. Enter the amount and click on the 'Save' button as shown below.



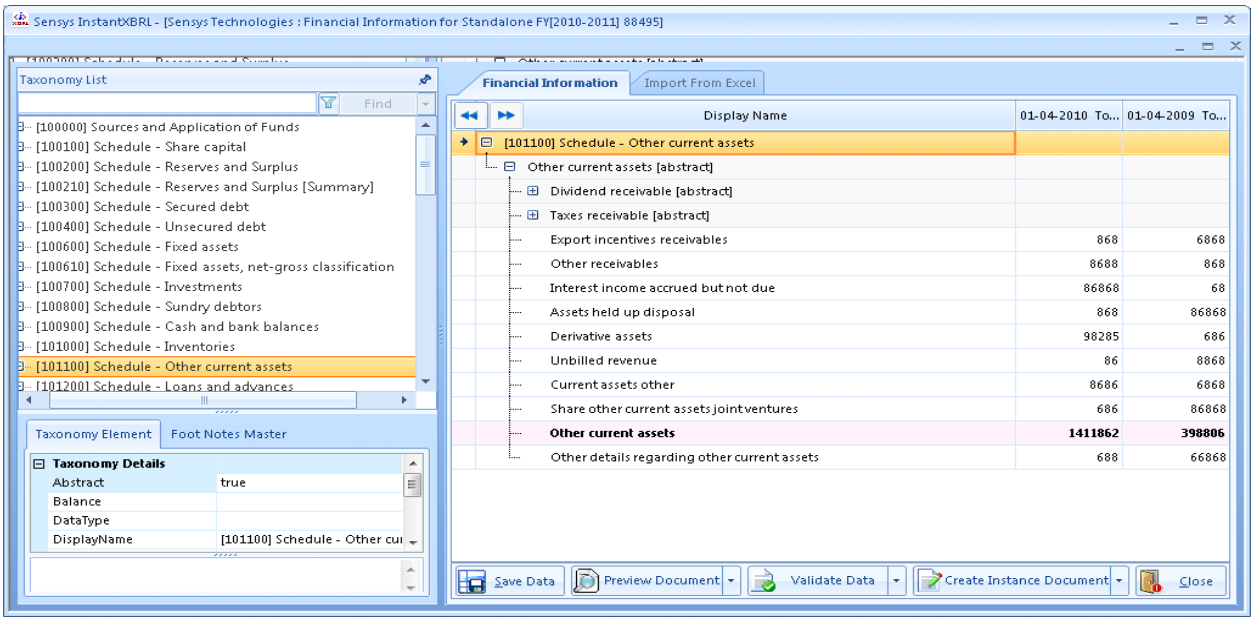
(7) How do I view data from an excel template in the Instance Document of Sensys InstantXBRL software?

Please follow the below steps to view data from an excel template in the Instance Document of Sensys InstantXBRL software.

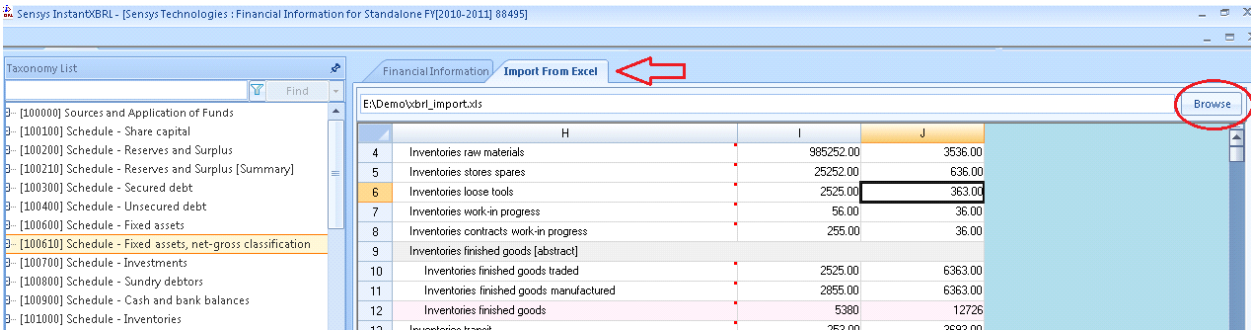
a) In the 'Instance Document' window, select the Instance Document and then click on the button 'Financial Information' as shown below.



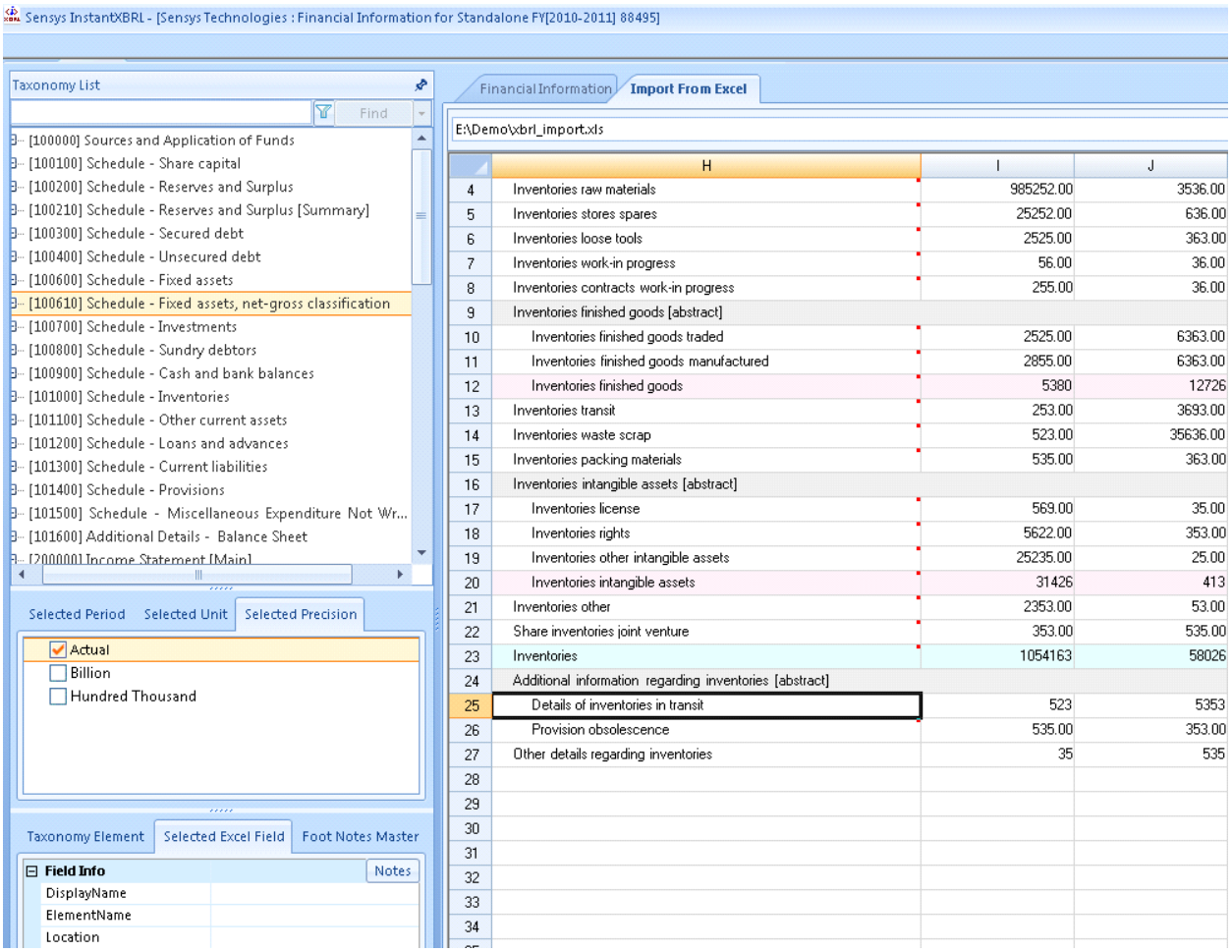
b) Next, the application opens the instance document with the financial information as show below.



c) Next, click on the tab ‘Import from Excel’ available at the top of the instance document and click on the ‘Browse’ button to select the excel file as shown in the figure below.



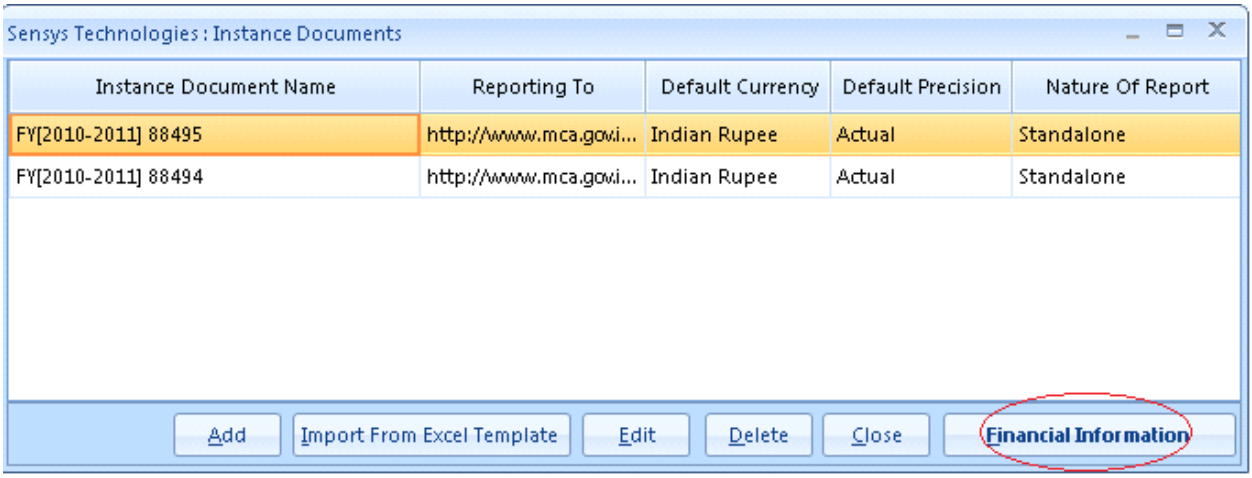
At this stage, the data from excel template is loaded in the Instance document of Sensys InstantXBRL application.



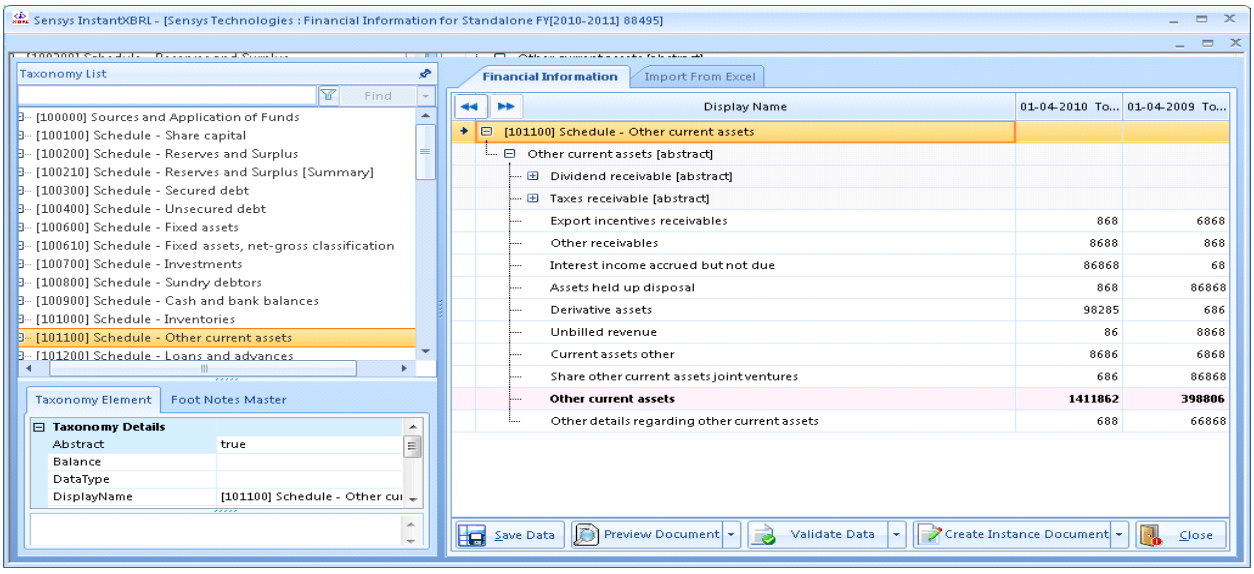
(8) How do I tag the taxonomy data from the Instance Document to a value in an excel template in the Sensys InstantXBRL software?

Please follow the below steps to tag the taxonomy data from the Instance Document to a value in an excel template.

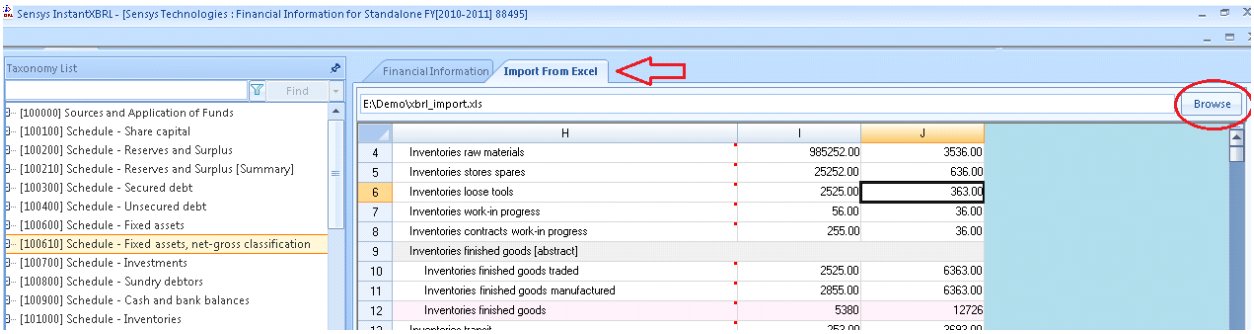
a) In the 'Instance Document' window, select the Instance Document and then click on the button 'Financial Information' as shown below.



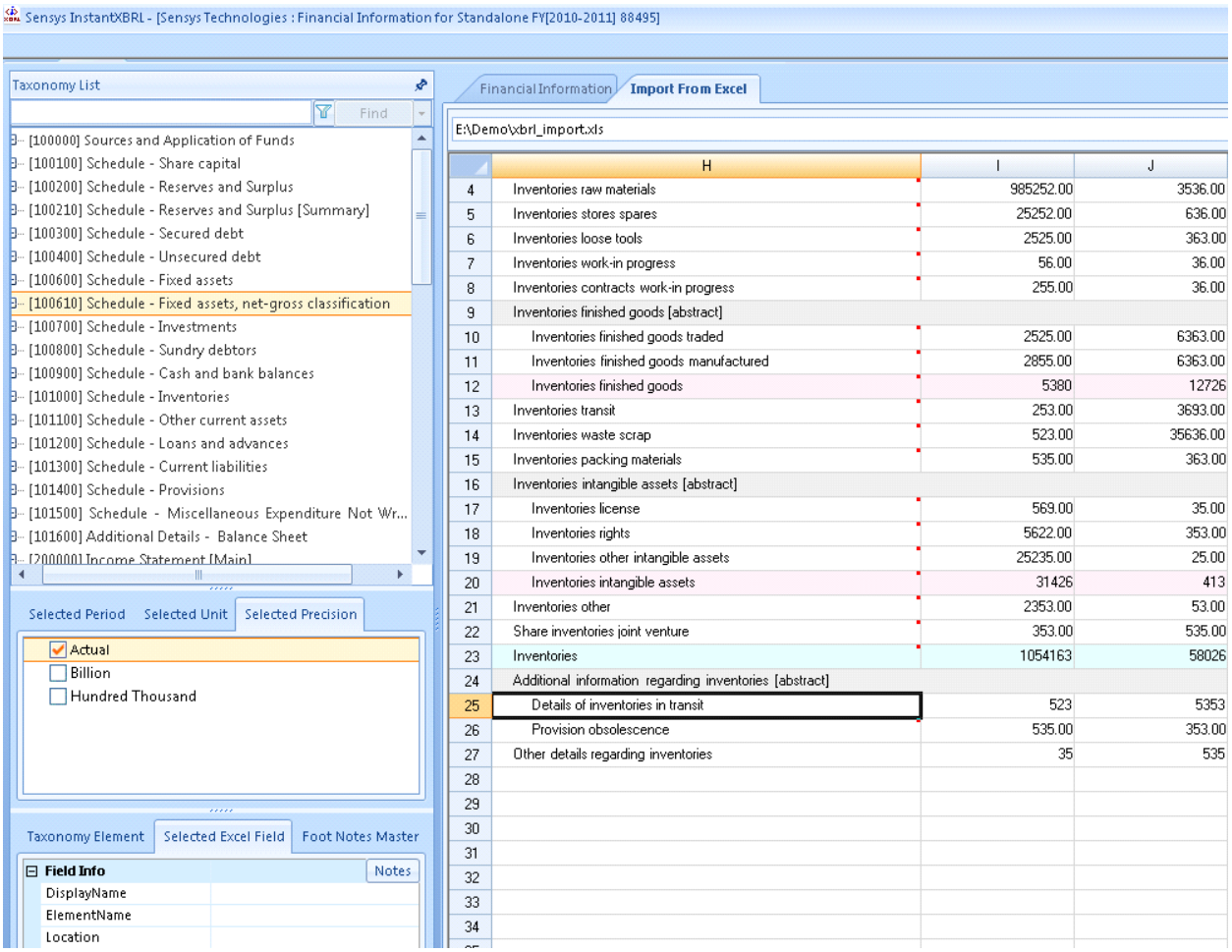
b) Next, the application opens the instance document with the financial information as shown below.



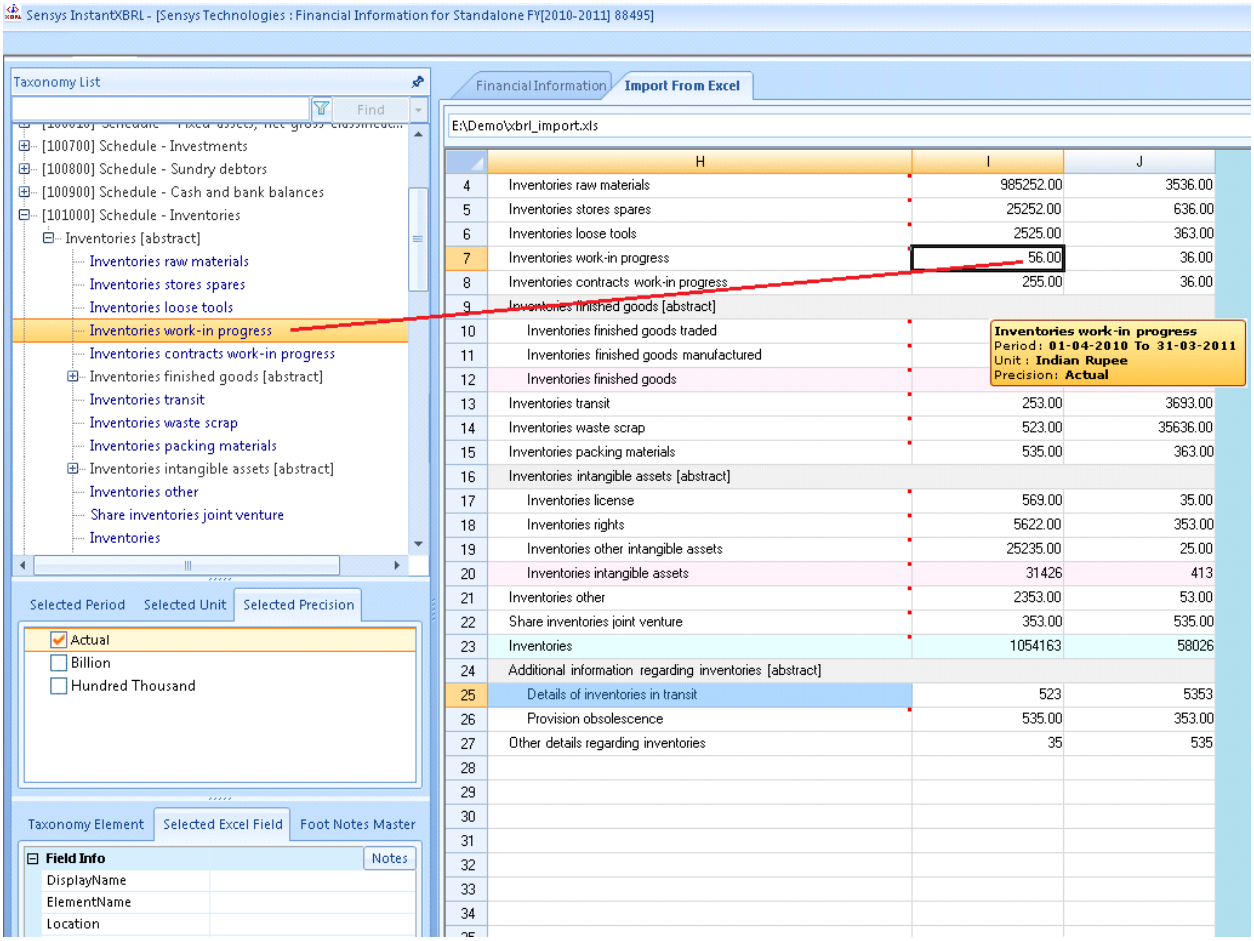
c) Next, click on the tab ‘Import from Excel’ available at the top of the instance document and click on the ‘Browse’ button to select the excel file as shown in the figure below.



At this stage, the data from excel template is loaded in the Instance document of Sensys InstantXBRL application.



d) Next, select the taxonomy data to be tagged in the excel sheet and drag it to the value on the right side in excel template as shown in the figure below.



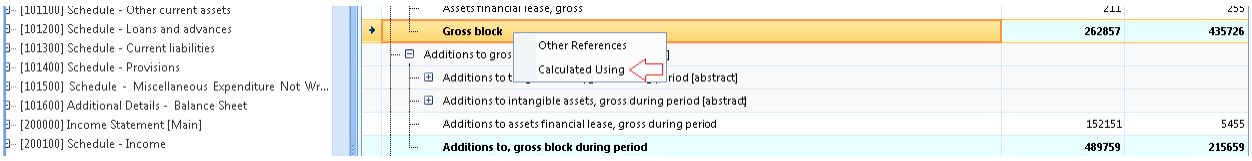
	H	I	J
4	Inventories raw materials	985252.00	3536.00
5	Inventories stores spares	25252.00	636.00
6	Inventories loose tools	2525.00	363.00
7	Inventories work-in progress	56.00	36.00
8	Inventories contracts work-in progress	255.00	36.00
9	Inventories finished goods [abstract]		
10	Inventories finished goods traded		
11	Inventories finished goods manufactured		
12	Inventories finished goods		
13	Inventories transit	253.00	3693.00
14	Inventories waste scrap	523.00	35636.00
15	Inventories packing materials	535.00	363.00
16	Inventories intangible assets [abstract]		
17	Inventories license	569.00	35.00
18	Inventories rights	5622.00	353.00
19	Inventories other intangible assets	25235.00	25.00
20	Inventories intangible assets	31426	413
21	Inventories other	2353.00	53.00
22	Share inventories joint venture	353.00	535.00
23	Inventories	1054163	58026
24	Additional information regarding inventories [abstract]		
25	Details of inventories in transit	523	5353
26	Provision obsolescence	535.00	353.00
27	Other details regarding inventories	35	535
28			
29			
30			
31			
32			
33			
34			

(9) Is there a way to know about how a tag was calculated in Instance Document of Sensys InstantXBRL software?

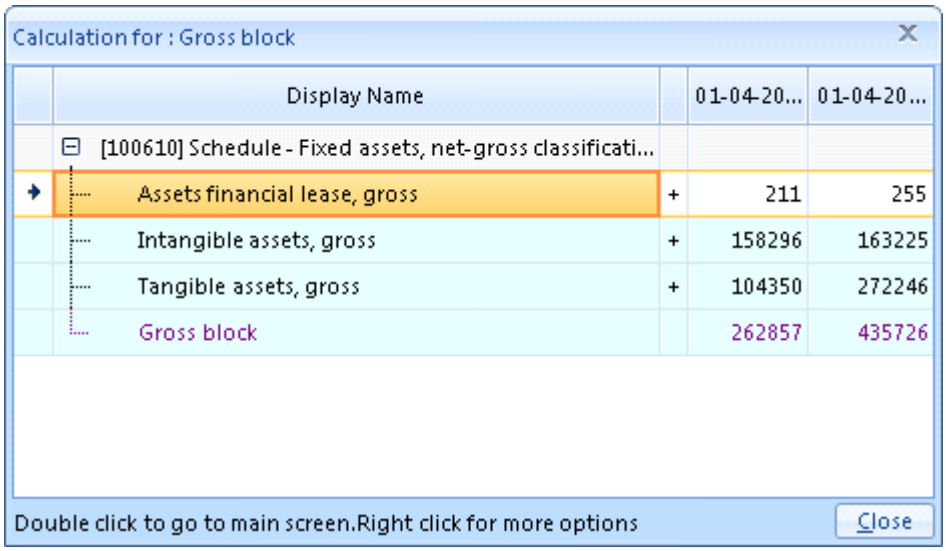
Yes. There is a way to find out as to how a particular tag was calculated in the Instance Document of InstantXBRL.

Select a tag, right click and choose the option ''Calculated Using' as

Shown in the figure below.



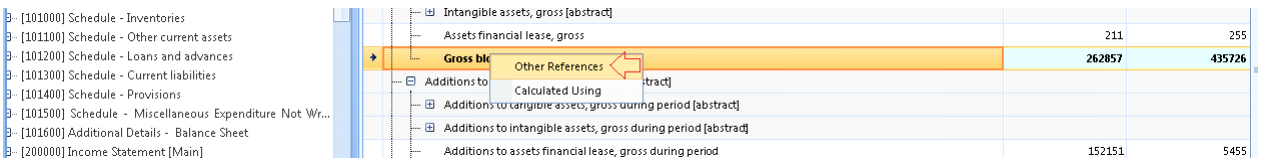
At this stage, the application opens a window showing the summary of the tag as it is calculated.



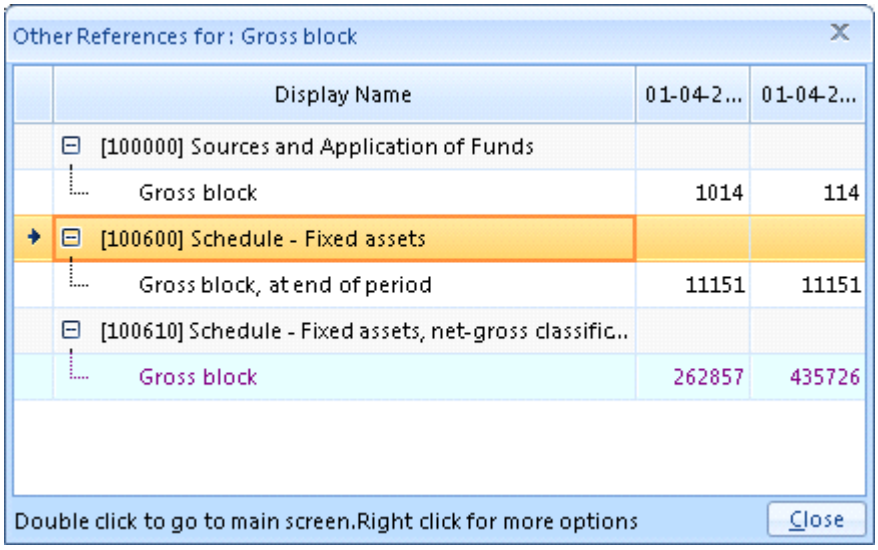
(10) How can I know if a particular tag is used elsewhere in the Instance Document of Sensys InstantXBRL software?

You can find out if a particular tag is used elsewhere in the Instance Document of InstantXBRL software.

For this select the tag, right click and choose the option ‘Other References’ as shown in the figure below.



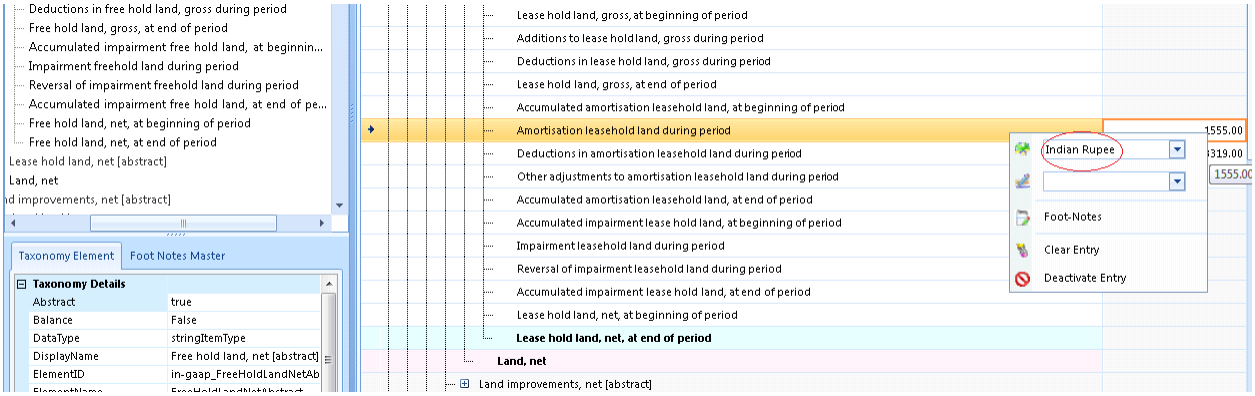
At this stage, the application opens a window showing the instances where the particular tag is being used as shown in the figure below.

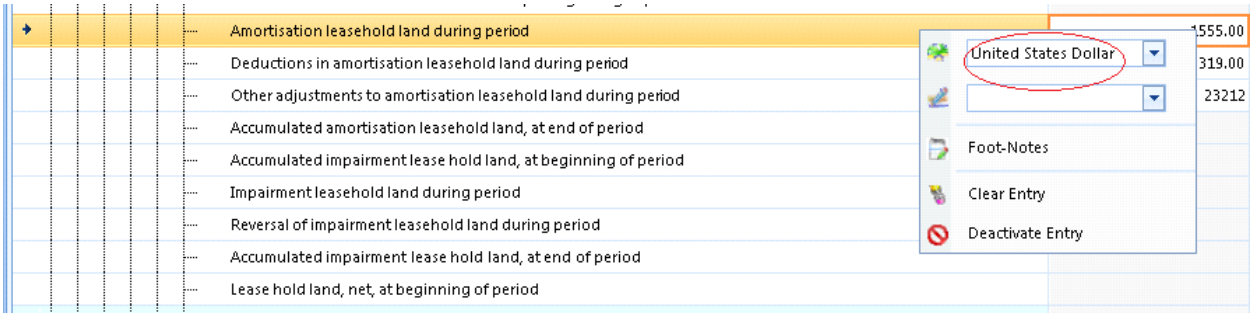


(11) How do I change the currency type of a particular tag in the Instance Document of Sensys InstantXBRL software?

It is possible to change the currency type of a particular tag in the Instance Document of InstantXBRL software.

Select the amount for which you want to change the currency, right click and in the drop-down select the currency type of your choice.

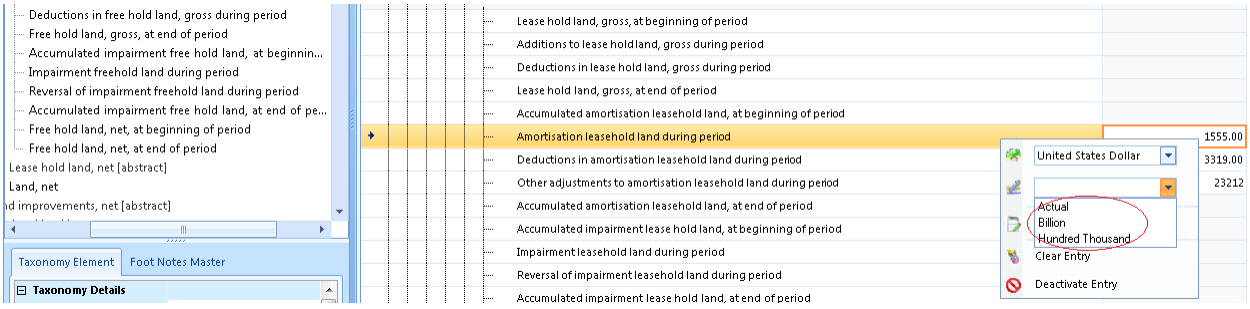


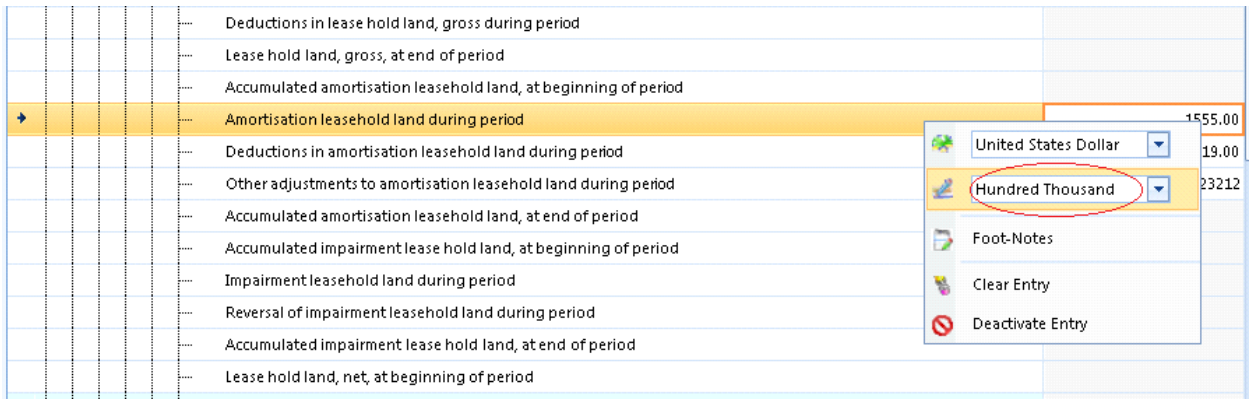


(12) How do I change the Precision type of a particular tag in the Instance Document of Sensys InstantXBRL software?

It is possible to change the precision type of a particular tag in the Instance Document of InstantXBRL software.

Select the amount for which you want to change the precision, right click and in the drop-down select the precision type of your choice.

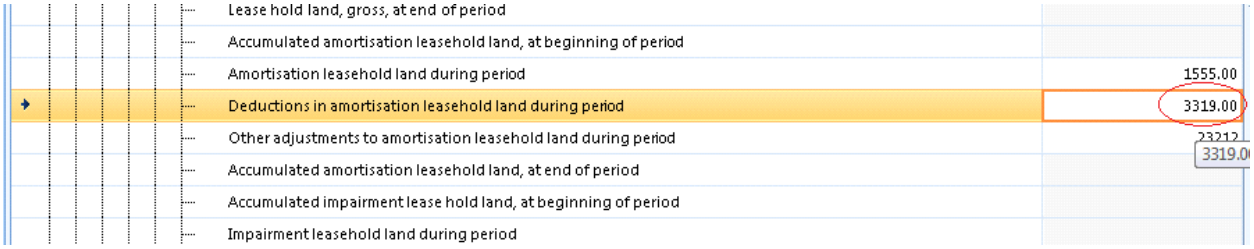




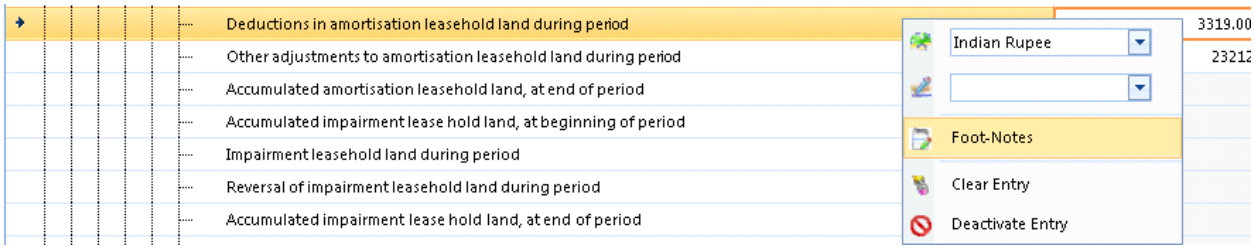
(13) How do I write the Foot-Notes for an amount in the Instance Document of Sensys InstantXBRL software?

To write the Foot-Notes for an amount in the Instance Document of InstantXBRL software, follow the below mentioned steps.

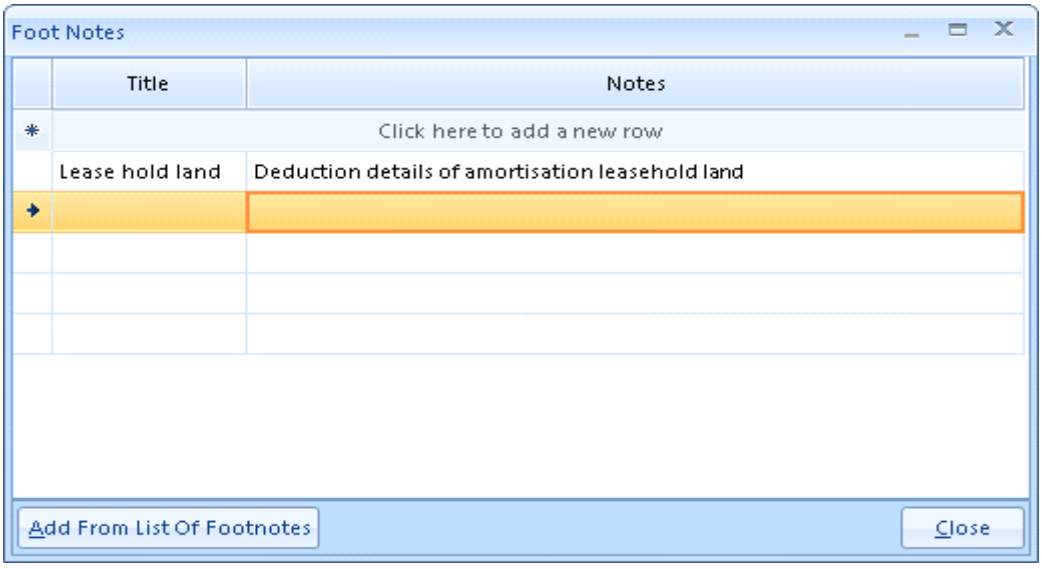
(1) Select the amount for which you wish to write the Foot-Notes.



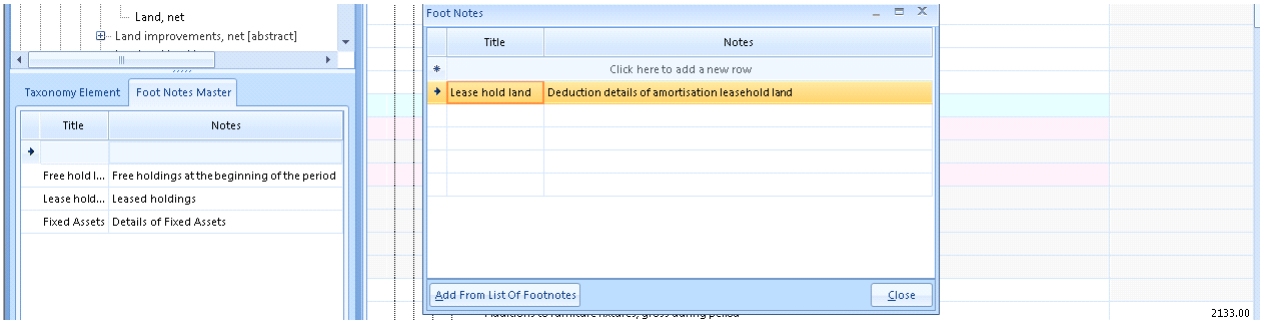
(2) Right click and select Foot-Notes as shown below.



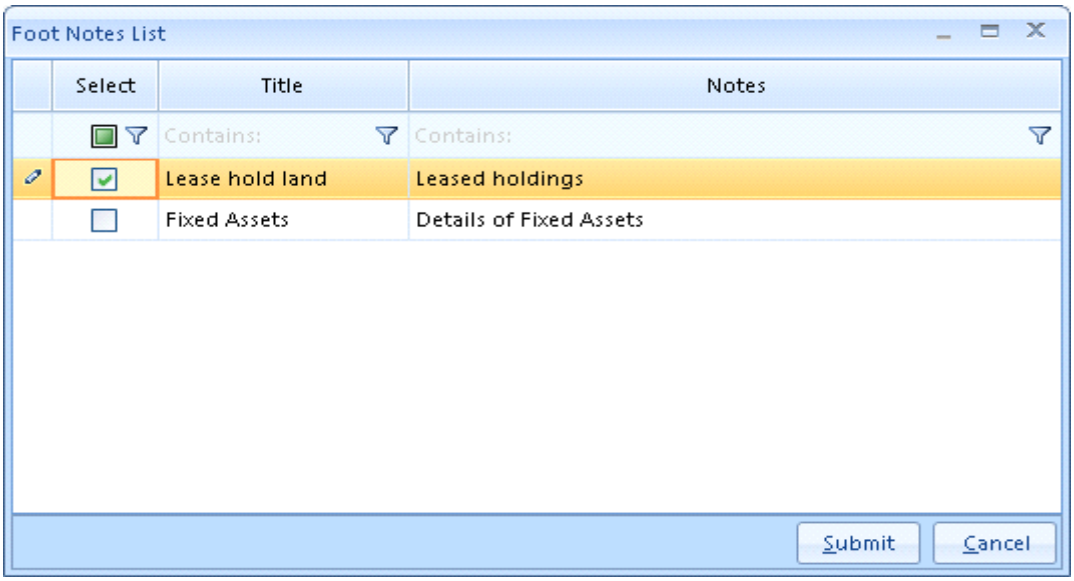
(3) At this stage, a new window opens to add Foot-Notes. Enter the Foot Note as shown below.

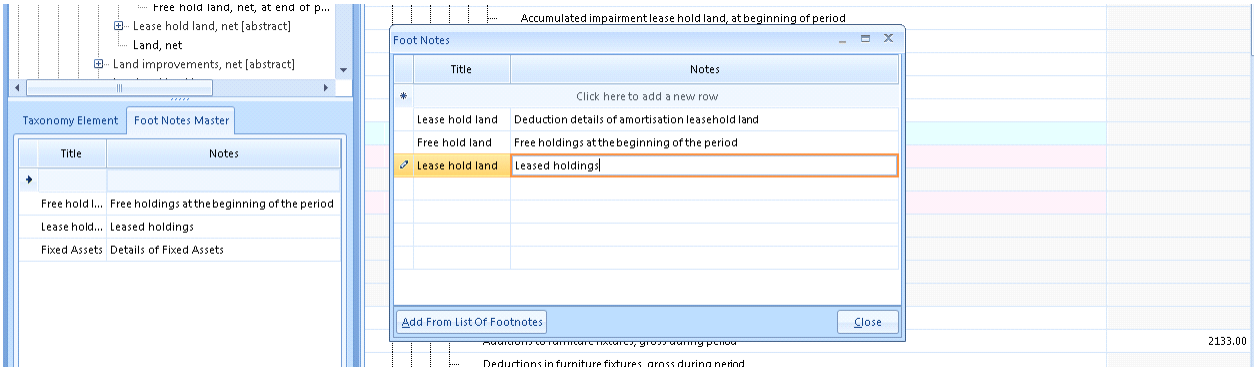


If you wish to add the foot-Notes to the amount from the list of Foot-Notes master, click on the button ‘Add From List of Footnotes’.



At this stage, select the foot notes from master list and click the ‘Submit’ button to add the Foot-Notes as shown below.

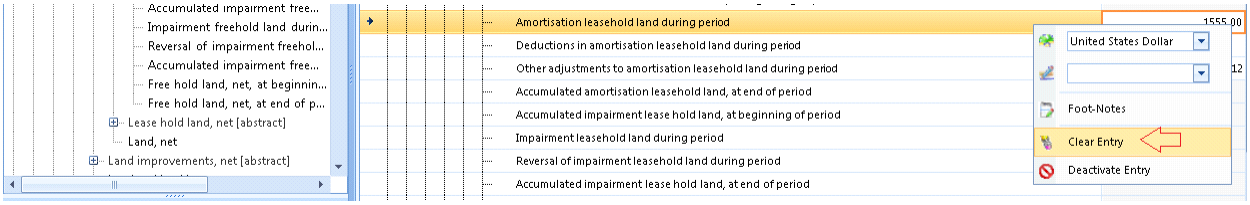




(14) How do I clear an entry and deactivate the entry in the Instance Document of Sensys InstantXBRL software?

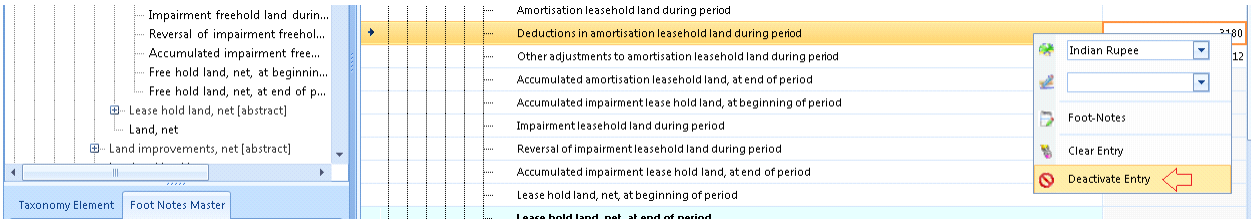
You can clear an entry and deactivate the entry in the Instance Document of InstantXBRL software as follows.

1) Select the entry which you wish to clear. Right-click and select the option 'Clear Entry' as shown below.

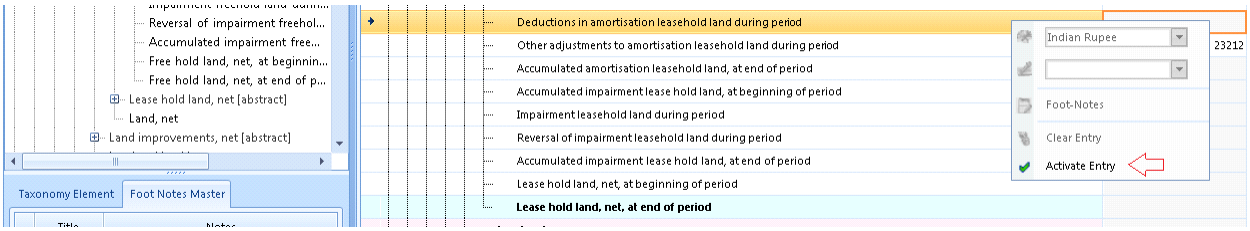


At this stage, the amount entry is cleared from the Document.

2) To deactivate an entry in the Instance Document, select the entry which you wish to deactivate, right-click and then select the option 'Deactivate' to deactivate the entry.

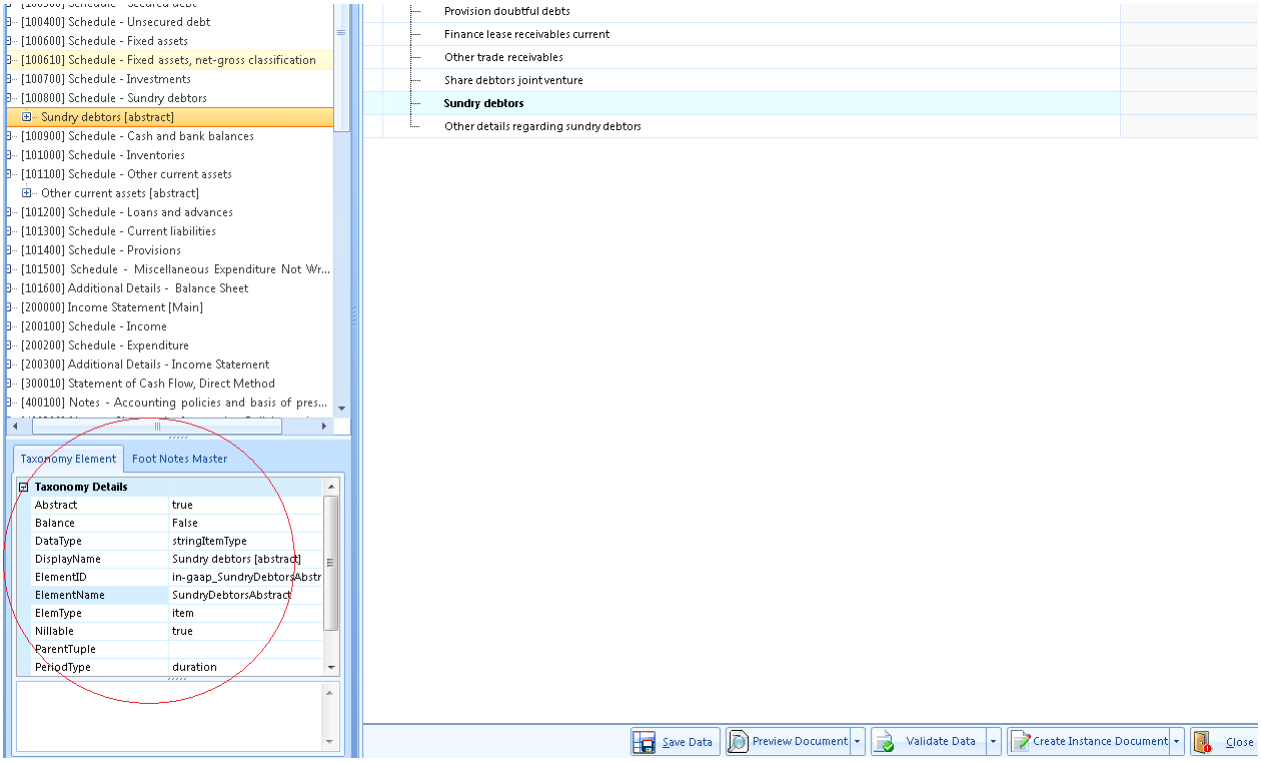


To activate the entry in the Instance Document again, select the entry and click 'Activate' to activate it.



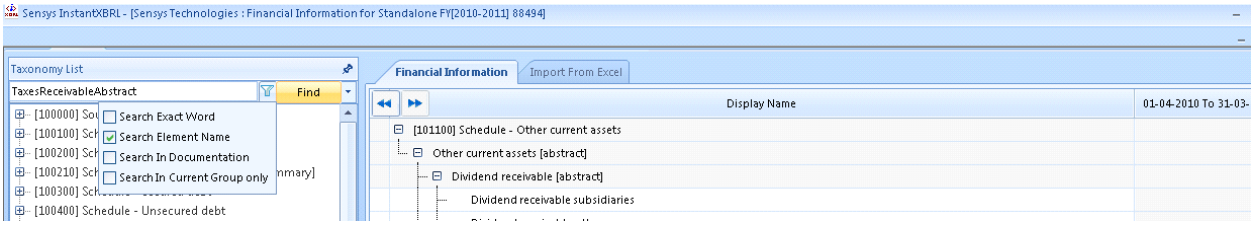
(15) How do I view the details about Taxonomy Element in the Taxonomy List in Sensys InstantXBRL software?

To view the details about Taxonomy Element from the Taxonomy list, select the element and click the option 'Taxonomy Element'

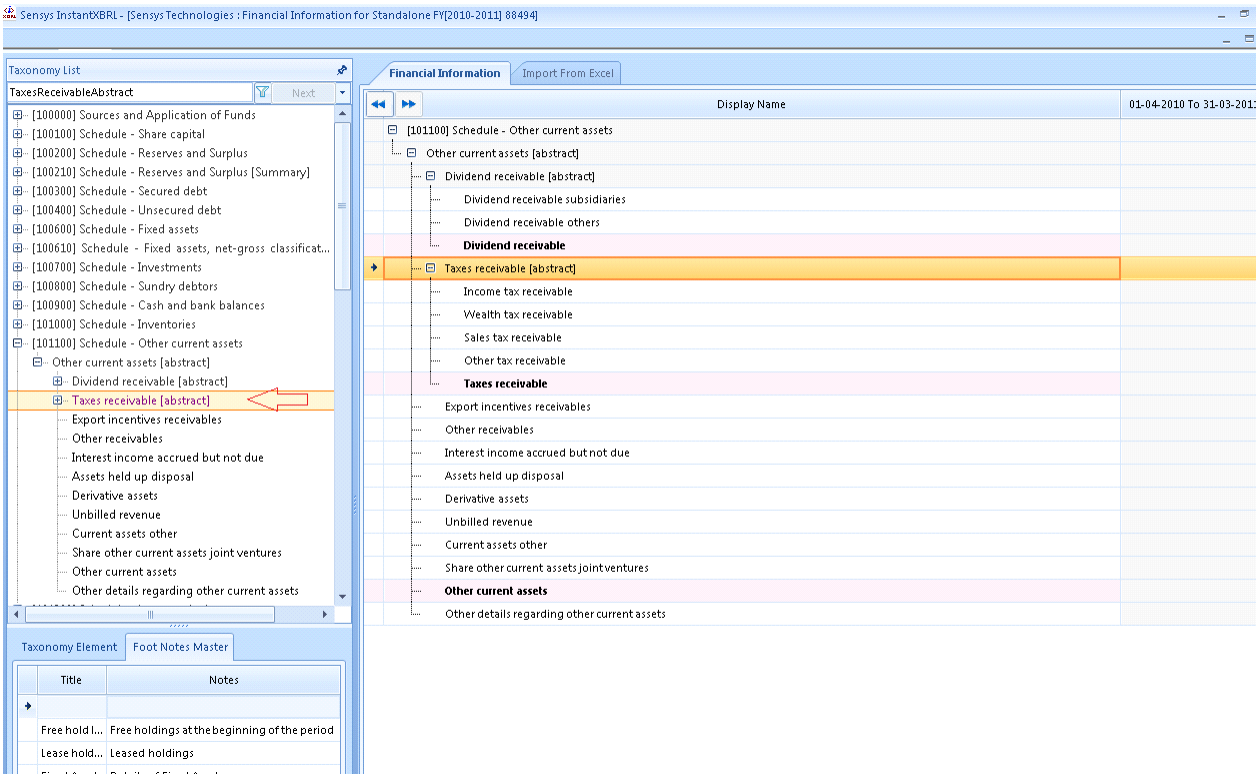


(16) How do I search an Element in the Taxonomy List in Sensys InstantXBRL software?

To search an Element from the Taxonomy list, enter the Element name in the search textbox and click the 'Find' button as below.

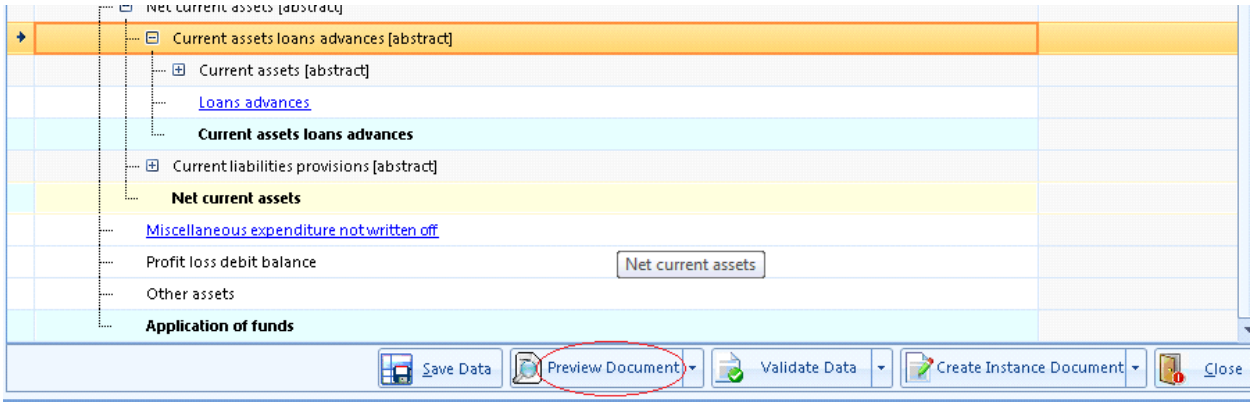


On clicking the ‘Find’ button, the application displays the element in the Instance Document as shown in the figure below.



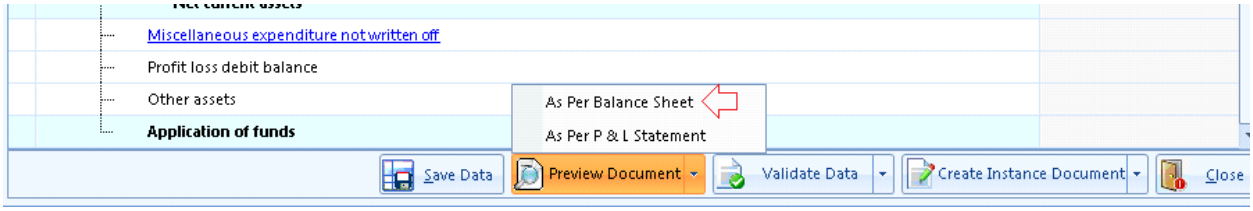
(17) How do I Preview an Instance Document in Sensys InstantXBRL software?

To Preview an Instance Document in Sensys InstantXBRL software, click on the option ‘Preview Document’ as shown below.

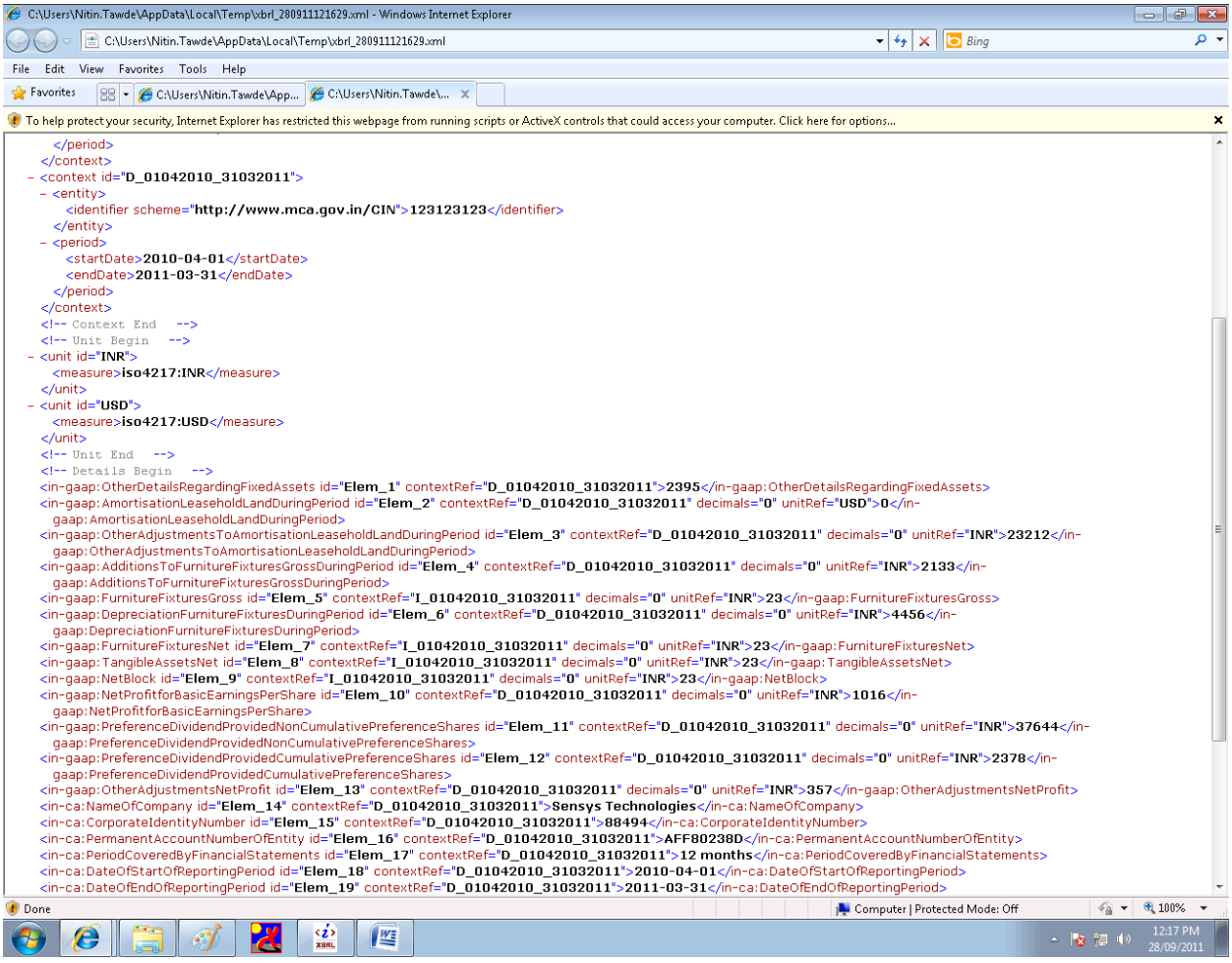


At this stage, the application displays options to Preview document as per Balance Sheet or Profit & Loss (P&L) statement.

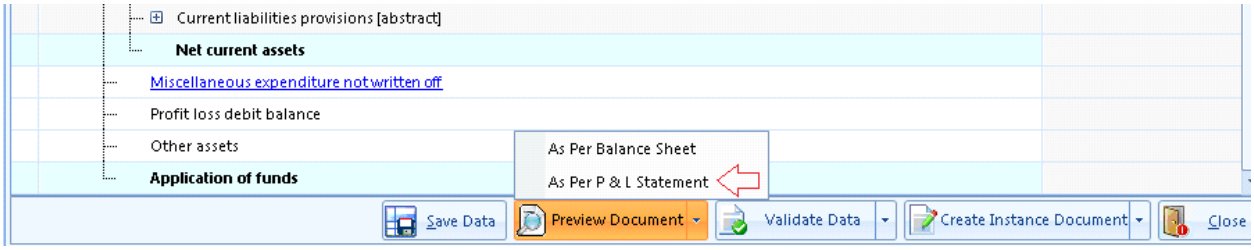
Preview as per Balance Sheet



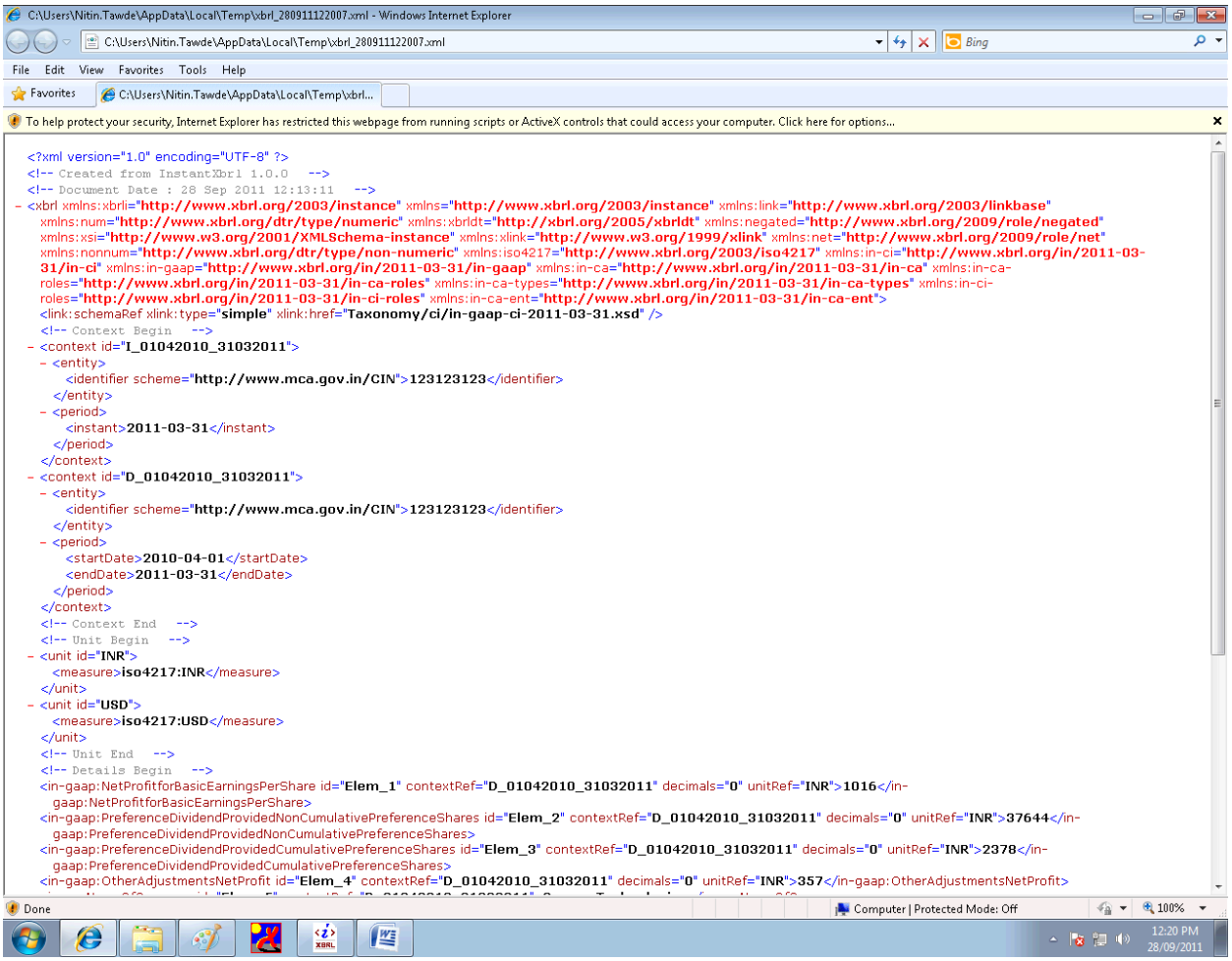
On clicking the option 'As per Balance Sheet', the preview is generated in XML format as shown below.



Preview as per Profit & Loss (P&L)

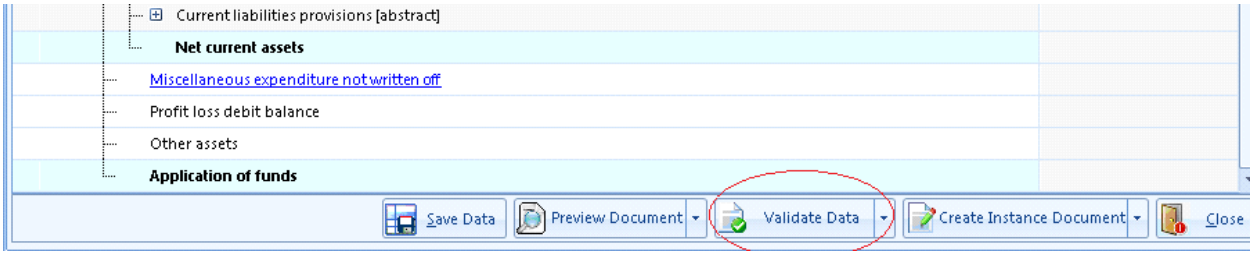


On clicking the option 'As per P & L', the preview is generated in XML format as shown below.



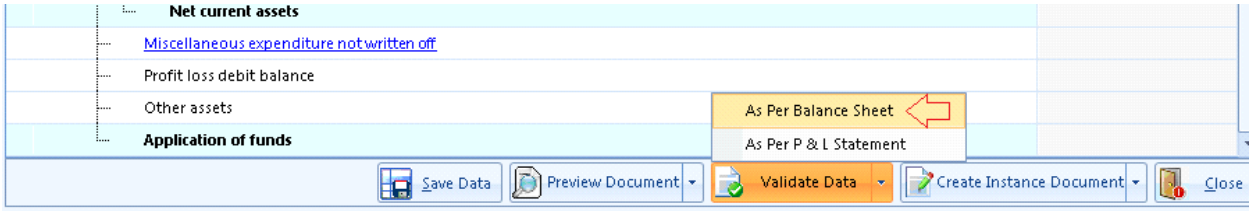
(18) How do I Validate Data in an Instance Document in Sensys InstantXBRL software?

To Validate Data in an Instance Document in Sensys InstantXBRL software, click on the option 'Validate Data' as shown below.

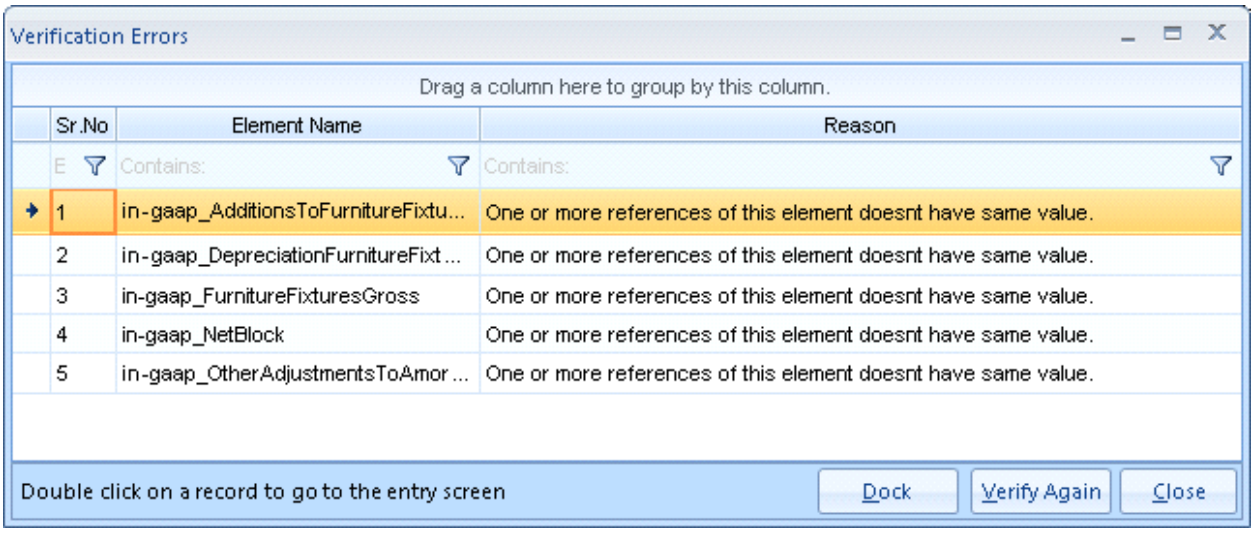


Validate Data as per Balance Sheet

To validate data as per Balance Sheet, click the option 'As per Balance Sheet' as shown in the figure below.



At this stage, the data is validated as per Balance Sheet. If there are validation errors, the following window opens up.

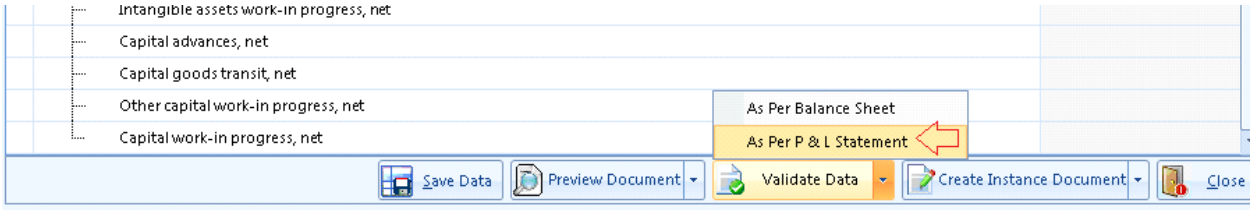


To troubleshoot, double click on a record to go to the entry in the Instance Document.

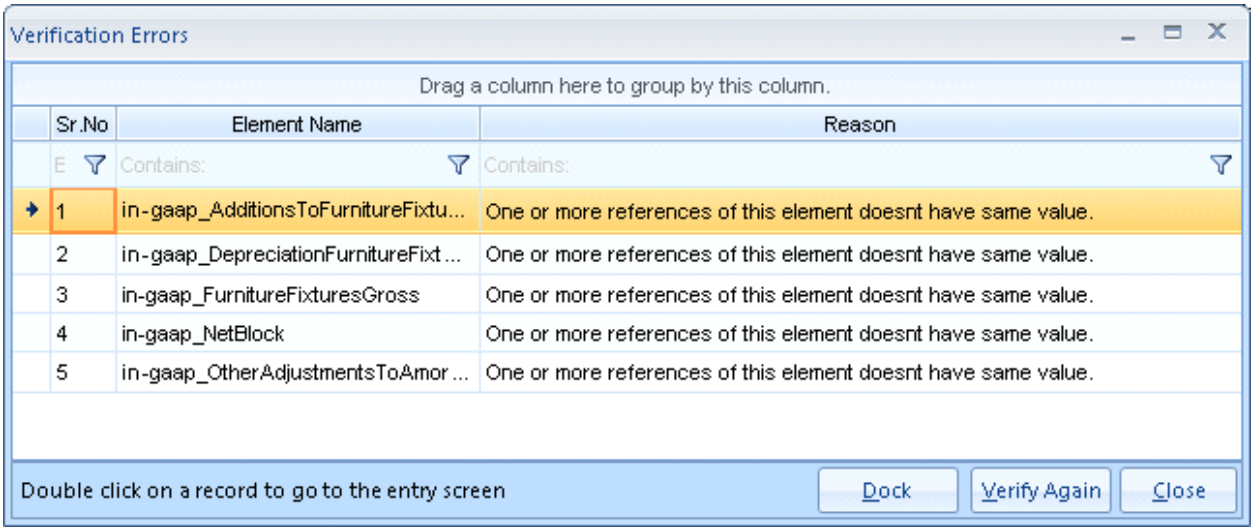
To verify the entry again, click on the 'Verify Again' button.

Validate Data as per Profit & Loss (P & L) Statement

To validate data as per P & L, click the option 'As per P & L Statement' as shown in the figure below.



At this stage, the data is validated as per P & L Statement. If there are validation errors, the following window opens up.

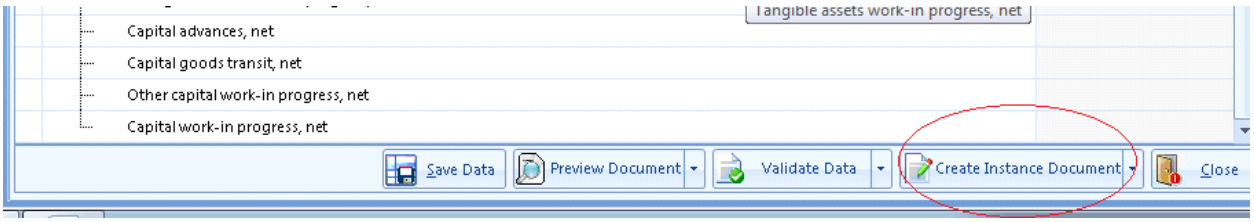


To troubleshoot, double click on a record to go to the entry in the Instance Document.

To verify the entry again, click on the 'Verify Again' button.

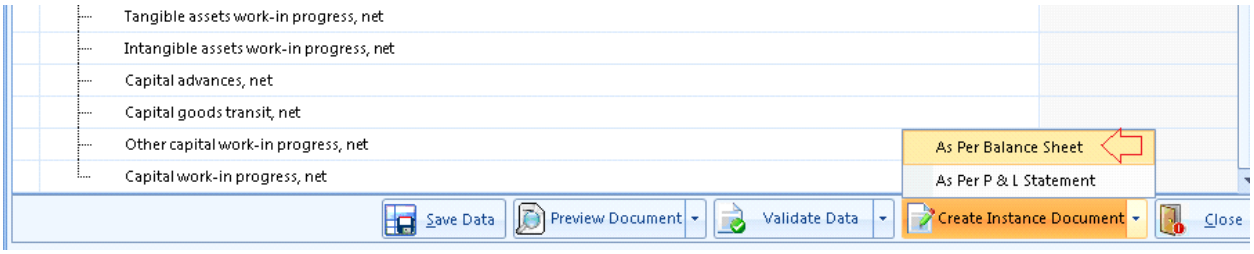
(19) How do I create an Instance Document in XML format in Sensys InstantXBRL software?

To create an Instance Document in Sensys InstantXBRL software, click on the option 'Create Instance Document' as shown below.

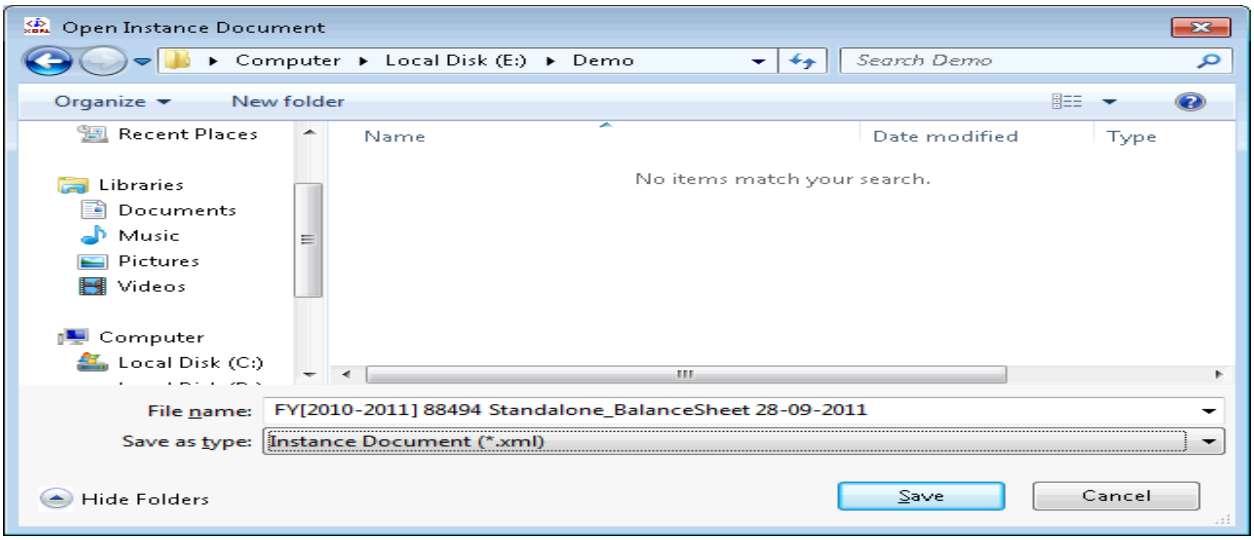


Create Instance Document as per Balance Sheet

To create Instance Document as per Balance Sheet, click the option 'As per Balance Sheet' as shown in the figure below.

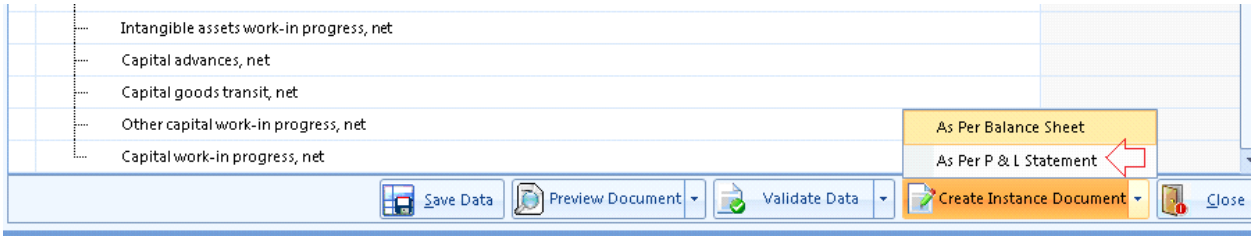


At this stage, the save windows opens up to save the Instance Document in XML format as per Balance Sheet as shown below.

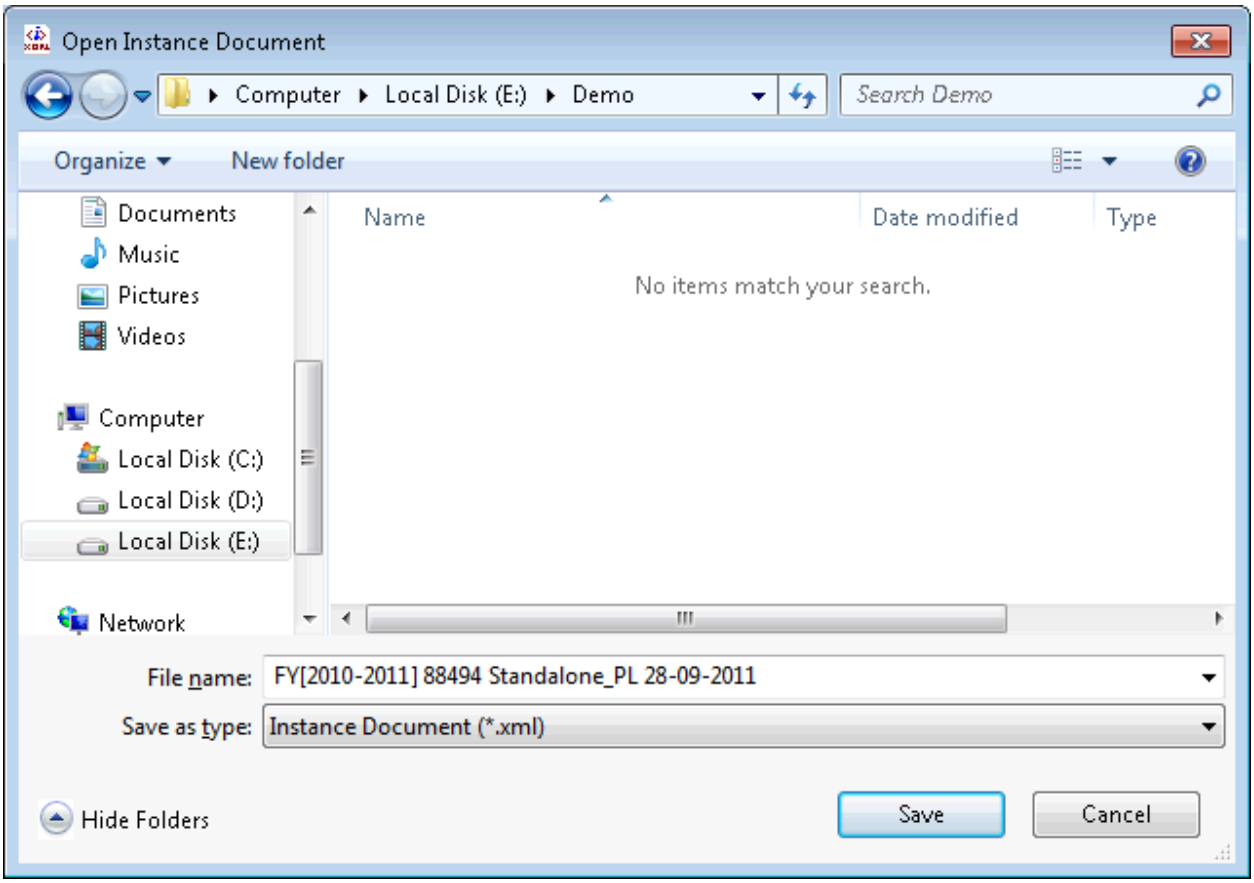


Create Instance Document as per P & L Statement

To create Instance Document as per P & L statement, click the option 'As per P & L Statement' as shown in the figure below.

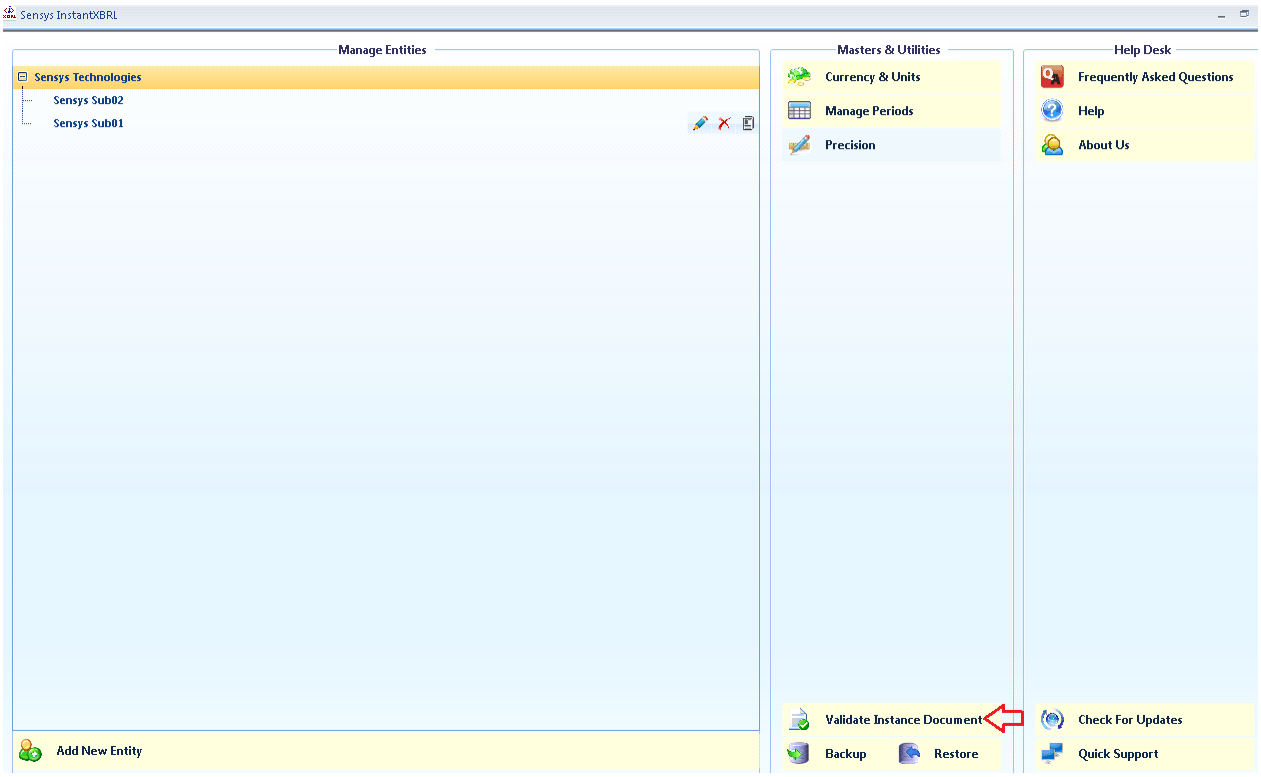


At this stage, the save windows opens up to save the Instance Document in XML format as per P & L statement as shown below.

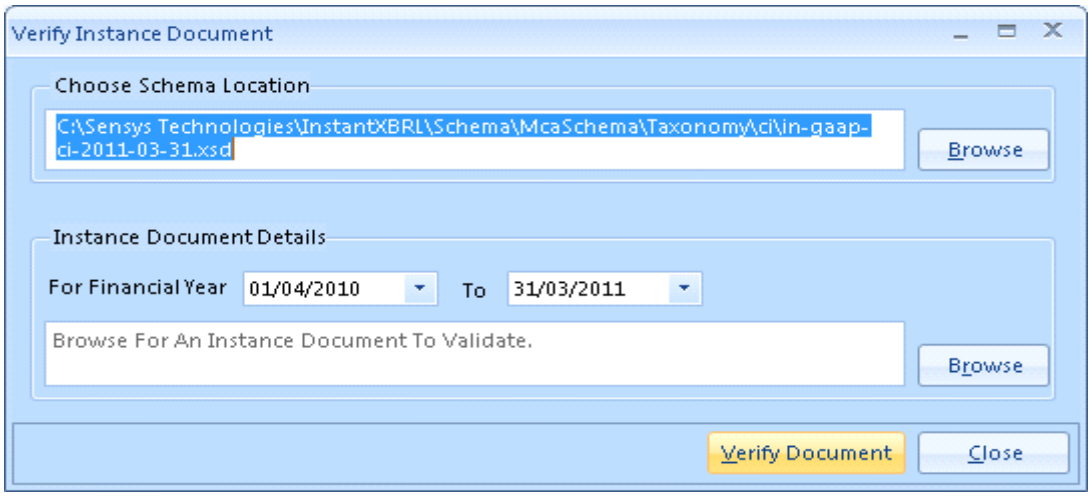


(20) How do I Validate an Instance Document in Sensys InstantXBRL software?

To Validate an Instance Document in Sensys InstantXBRL software, click on the option 'Validate Instance Document' as shown below.

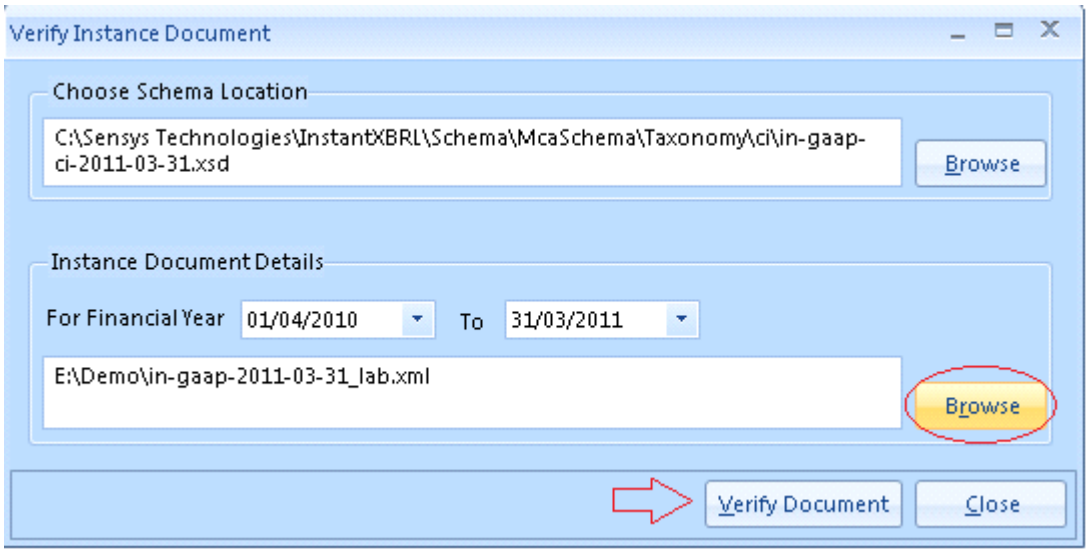


At this stage, a window opens up to browse for an Instance Document to validate it as shown in the figure below.

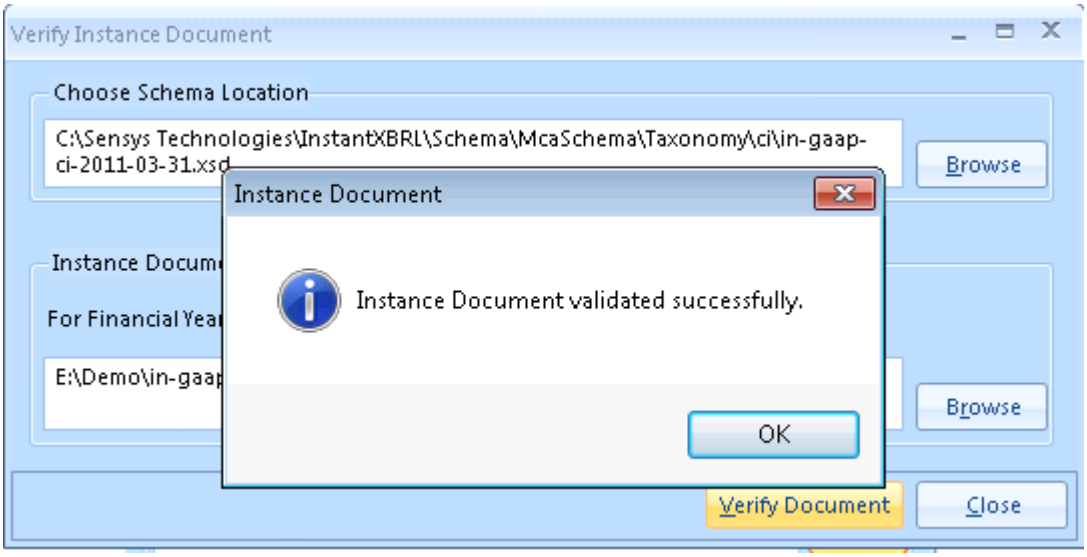


Click on the 'Browse' button and select the Instance Document to validate it.

Next, click on the button 'Verify Document' to verify the selected Instance Document as shown in the figure below.

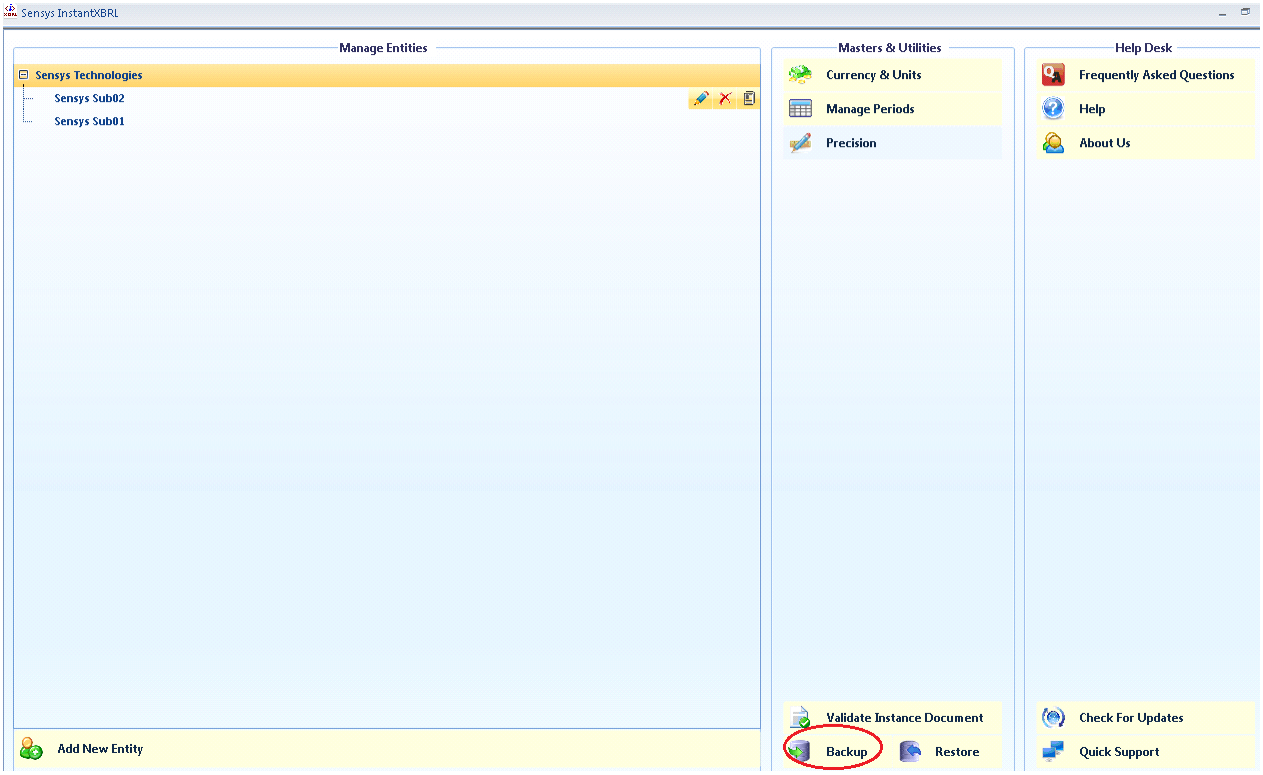


On clicking the button 'Verify Document', the application validates the selected Instance Document and gives the following message.

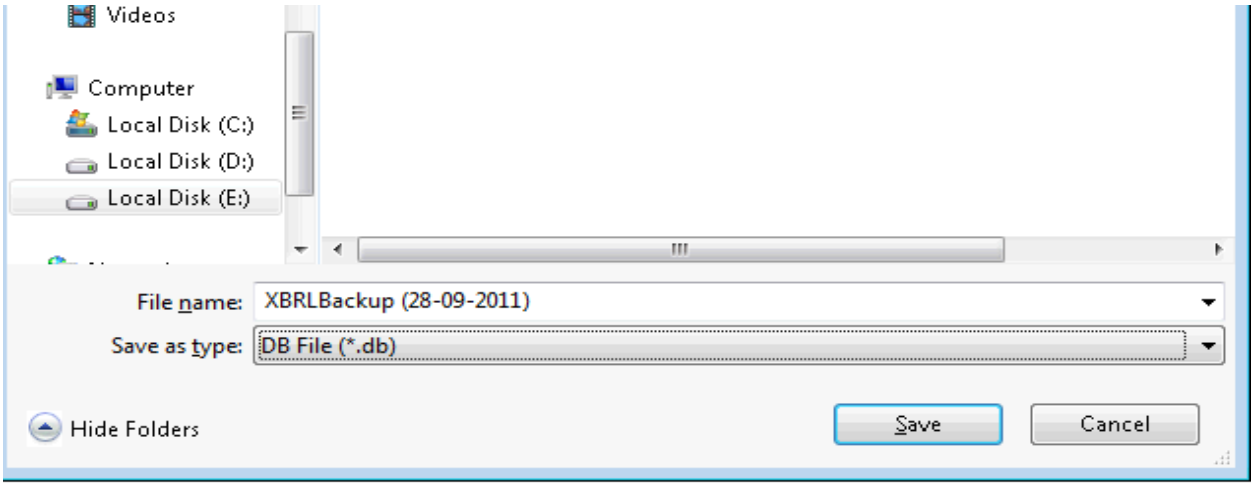


(21) How do I Backup data from Sensys InstantXBRL software?

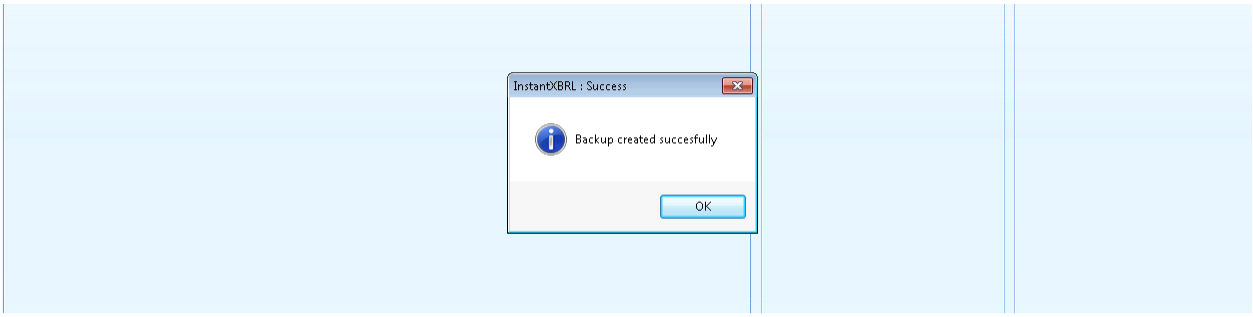
To take a backup of data from Sensys InstantXBRL software, click on the option 'Backup' as shown in the figure below.



At this stage, the application will prompt to save the backup file. Click on the 'Save' button to save the back up on your computer.

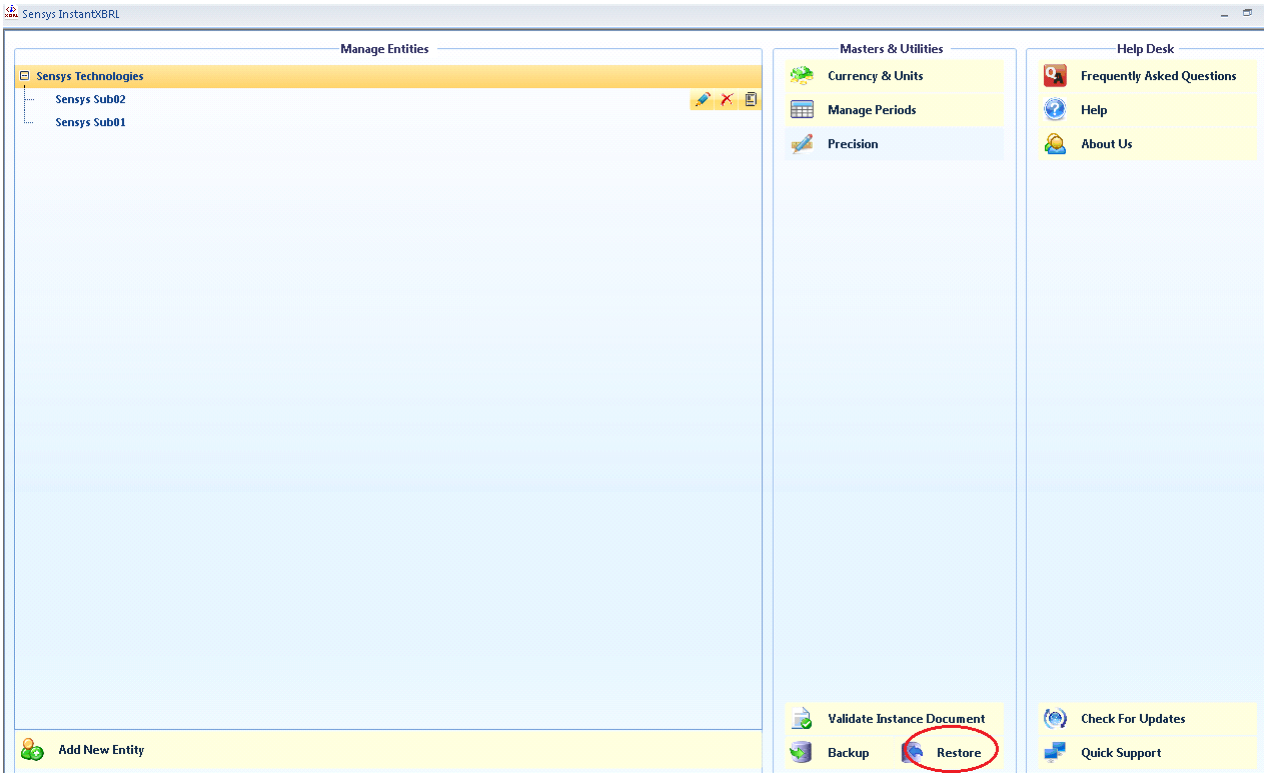


The application gives a message saying Backup created successfully.

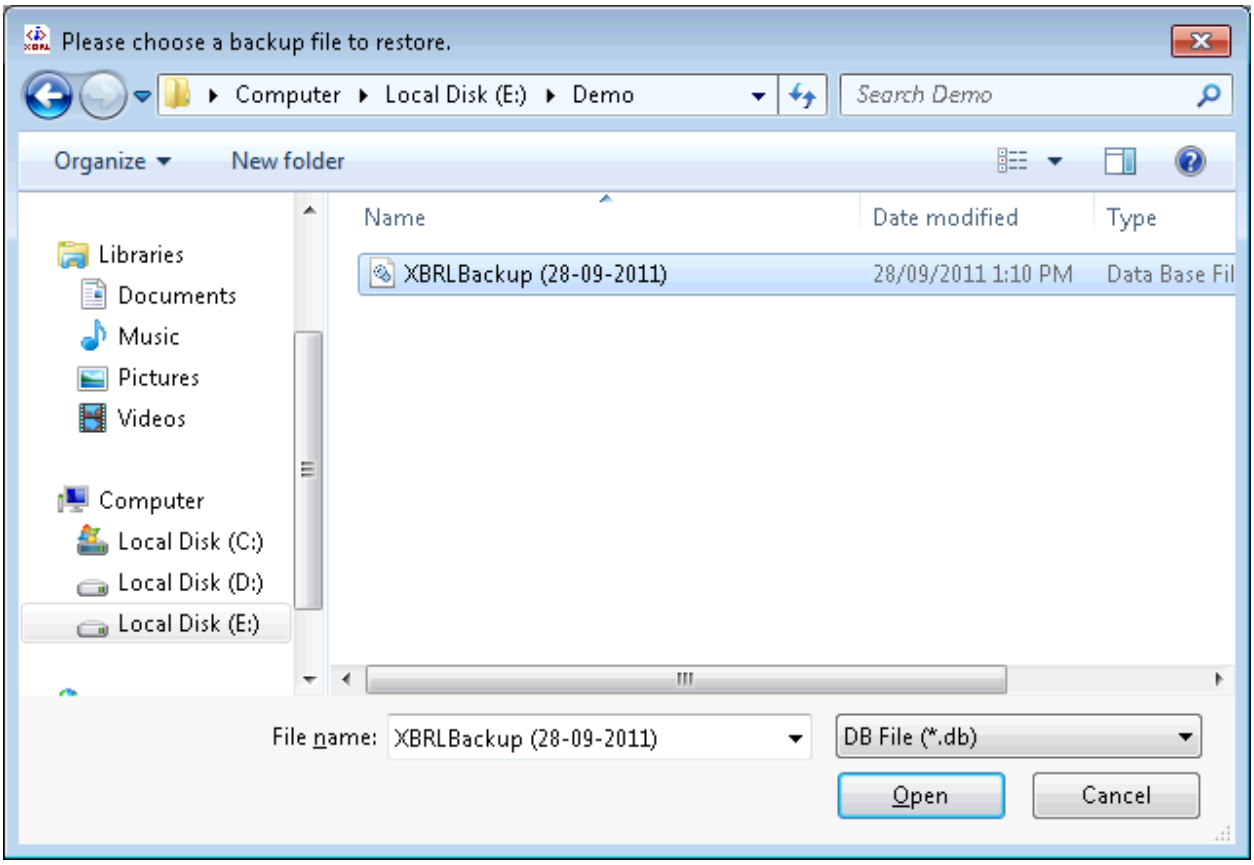


(22) How do I restore already backed-up data into Sensys InstantXBRL software?

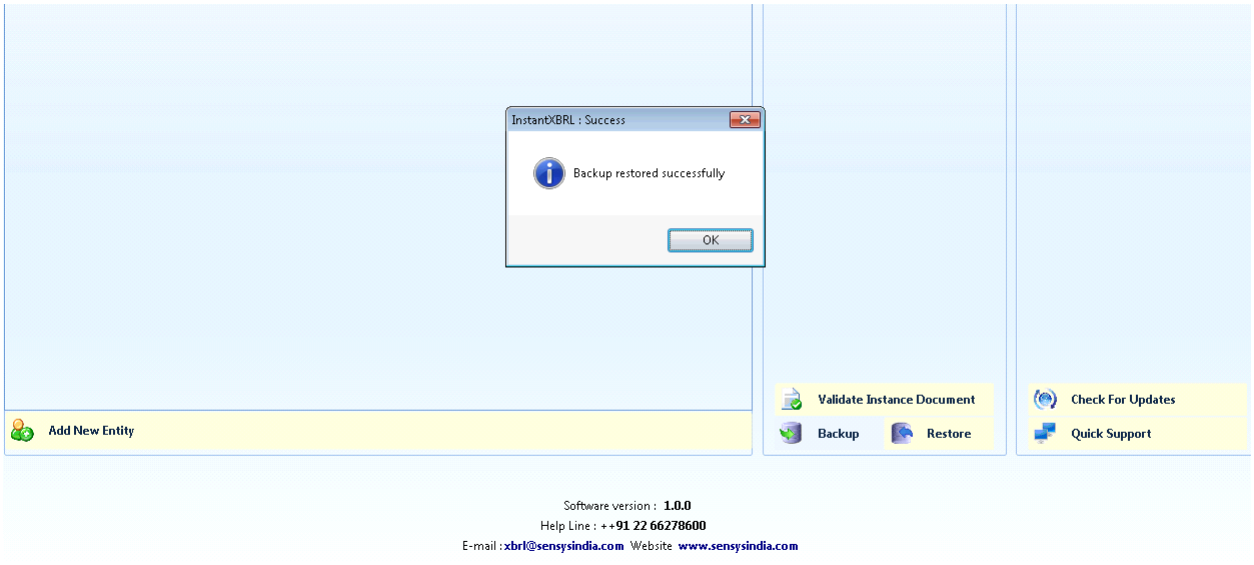
To restore backed up data into Sensys InstantXBRL software, click on the option 'Restore' as shown in the figure below.



At this stage, the application prompts to choose a backup file to restore. Select the backup file and click on the 'Open' button to restore the data as shown in the figure below.

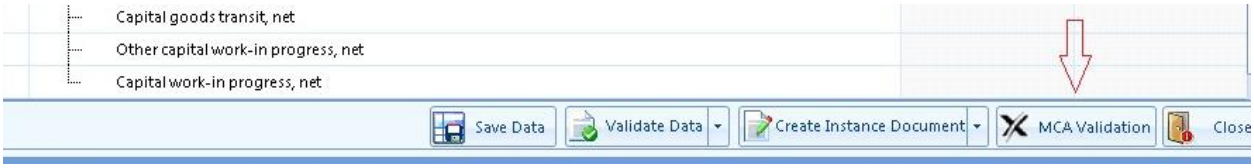


On clicking the 'Open' button, the application gives a message saying Backup restored successfully as shown in the figure below.\



(23) Where can I find the MCA Validation tool used for the validation of the XBRL documents?

The MCA validation tool is integrated with Sensys InstantXBRL software and can be used to validate the instance documents.



The MCA validation tool is provided by MCA for validating the generated XBRL instance documents. Validating the instance document is a pre-requisite before filing the balance sheet and Profit & Loss account on MCA portal.

(24) What are the steps involved in the validation of XBRL documents using the MCA Validation tool?

The following steps are involved in the validation of XBRL documents.

(a) View and Verify

There is a feature provided by MCA validation tool to verify the appearance of the generated XBRL instance documents in the human readable format, using the built in viewer. It is imperative that the company and the professional certifying the instance documents should use this feature to verify the accuracy of the instance document.

(b) Validate the document

The next step is to validate the instance document. The following validations shall be performed by the MCA validation tool.

(1) Ensure that the instance document is as per the latest and correct version of taxonomy prescribed by the MCA.

(2) All mandatory elements have been entered.

(3) Other business rules specified by MCA and other validations as per the taxonomy.

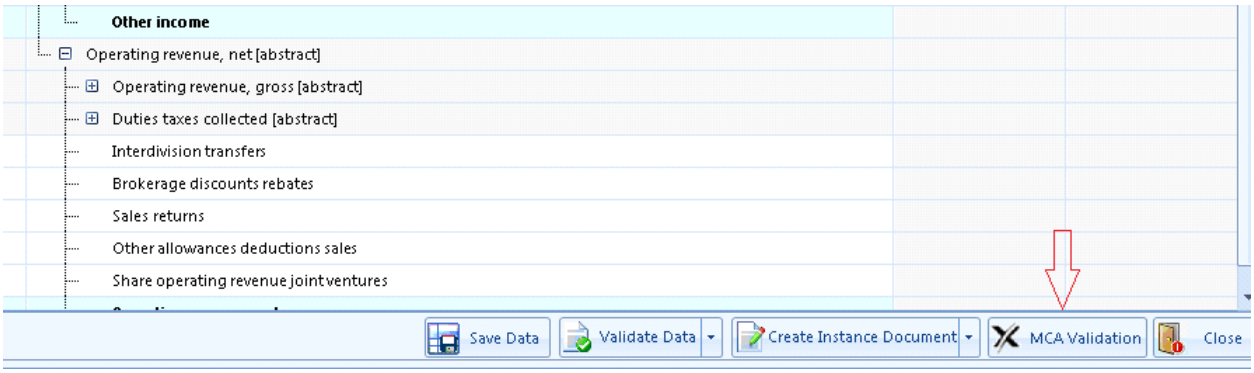
(c) Validate the document

Once the instance document is successfully validated from the MCA validation tool, the next step is to pre-scrutinise the validated instance document using the same tool. For pre-scrutinizing the instance document, a working internet connection shall be required. In the pre-scrutiny, the server side validations(i.e validations which are to be validated from the MCA21 system) shall be performed.

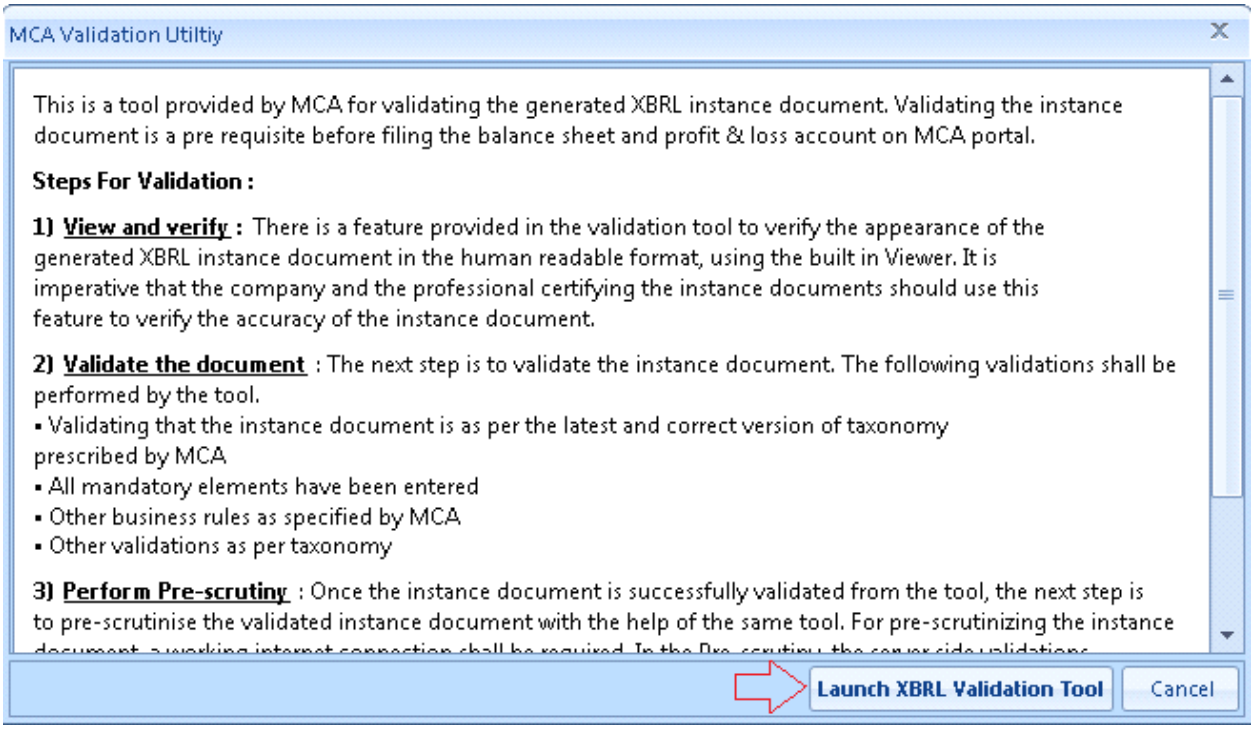
(25) How do I use the MCA validation tool to validate the instance document?

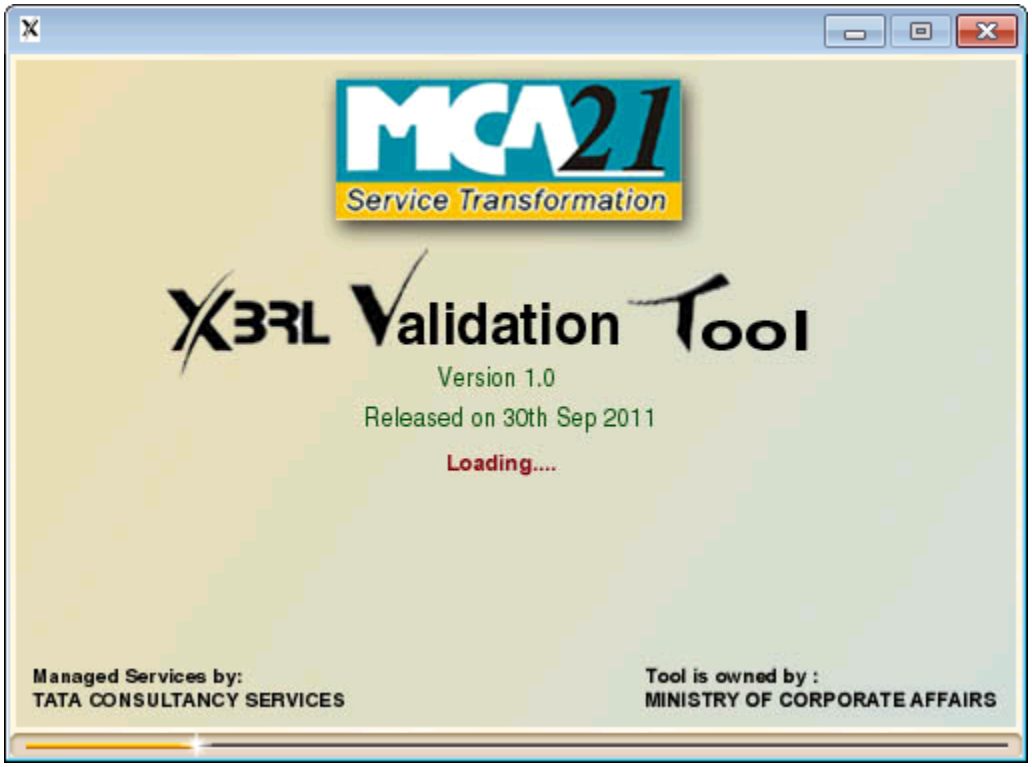
The MCA validation tool can be invoked from the Sensys Instant XBRL software to validate the instance document as follows:

(1) In the Instance Document, click on the button 'MCA Validation' as shown in the figure below.



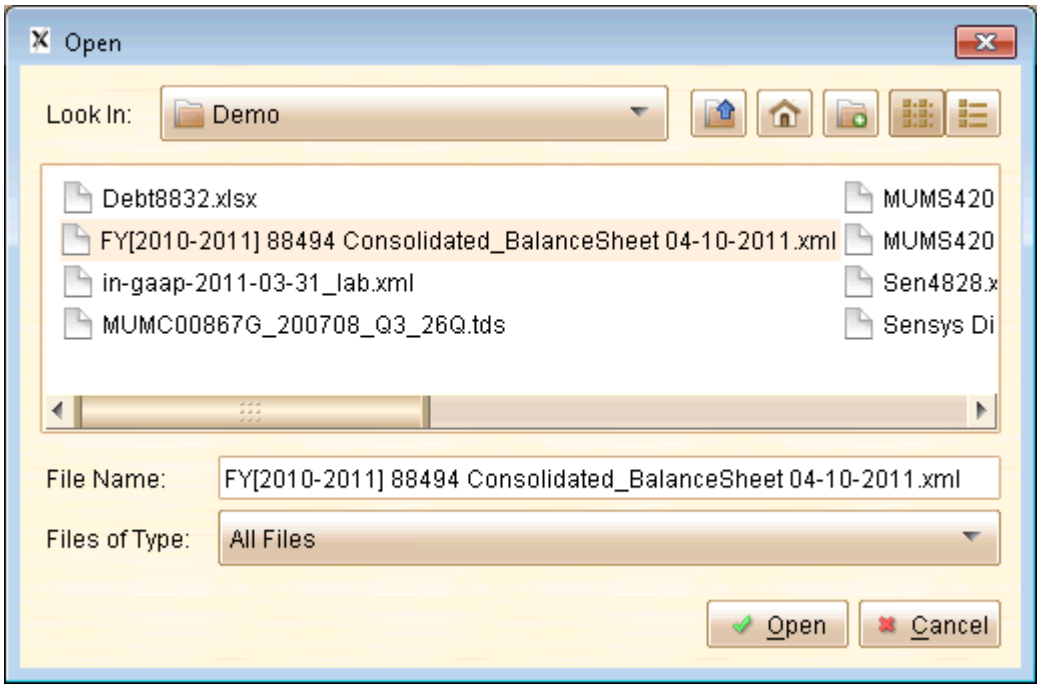
(2) Next, a window opens up with instructions. Click on the button 'Launch XBRL Validation Tool' as shown in the figure below.



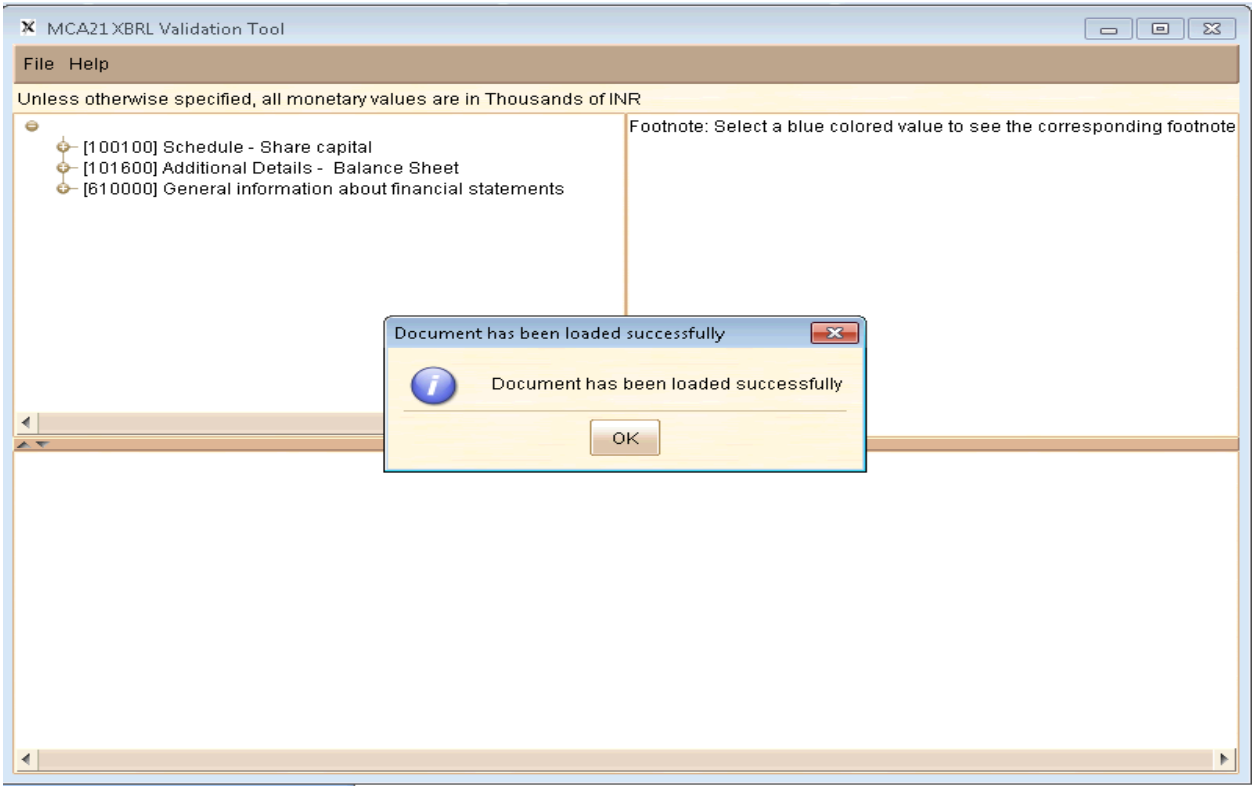


(3) The MCA validation tool opens up. Click on the File menu and select the option 'Open' as shown in the figure below.

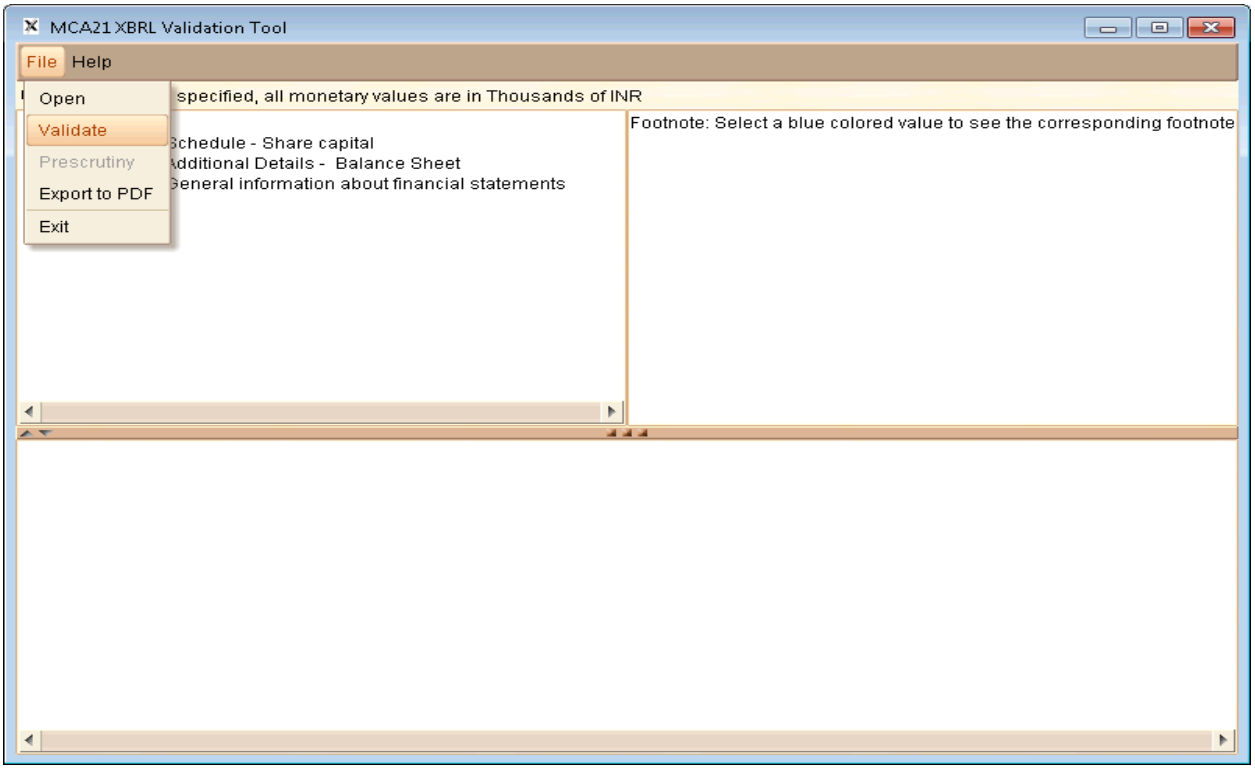
(4) Next, browse to the XML file location and click on the 'Open' button to load the XML file.



At this stage, the document is loaded in the application as below.



Next, click on the 'File' menu and then select the option 'Validate' to validate the document as shown below.



(26) How do I perform Pre-Scrutiny of the instance document using MCAXBRL validation tool?

The MCAXBRL validation tool can also be used to Pre-Scrutinise the XBRL instance document.

To perform Pre-scrutiny, open the document in the validation tool. Go to File menu and select the option Pre-Scrutiny.