

ONESOURCE™

Statutory Reporting

General Template - Web User Guide
V 2.0

Contents

User Workflow.....	2
User Workflow Diagram.....	3
General Template Information.....	4
Main Menu Options (Global Templates).....	5
Report Options	23
Report Settings (Global Templates).....	25
Predefined Lists	33
Complex Disclosures	35
Configuring the Contents Page	35
Variables	37
Style Sets.....	39
Settings Specific to the Template	40

User Workflow

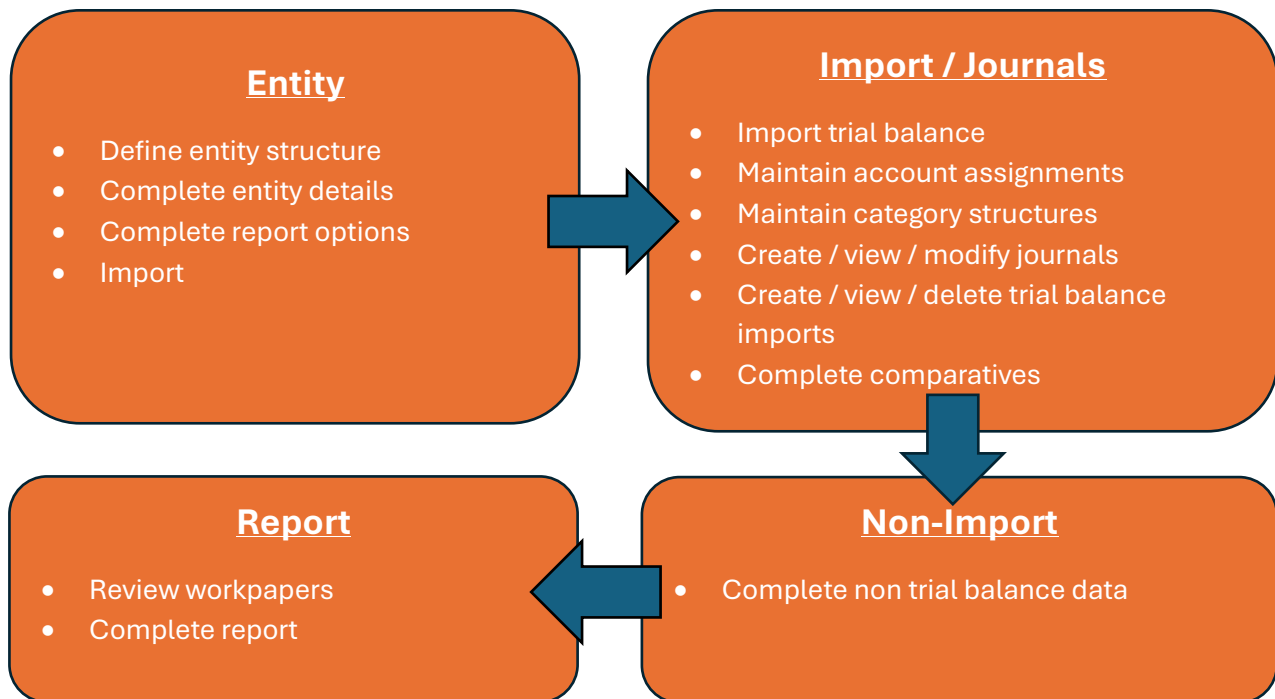
Workflow tabs

The workflow tabs are set out in a logical flow for users to complete their reports.

The workflow tabs available are further detailed in the table below.

	DESCRIPTION
Entity	Within this tab users can complete entity details which usually remain the same during the reporting period.
Import / Journals	Within this tab users can import data from trial balances, maintain account codes, maintain categories and complete account assignment. Within this tab users can create / view / modify journals and trial balance imports.
Non-Import	Within this tab users can complete all other information not captured in the trial balance e.g. data for statement of cash flows.
Report	Within this tab users can preview / edit / complete reports.

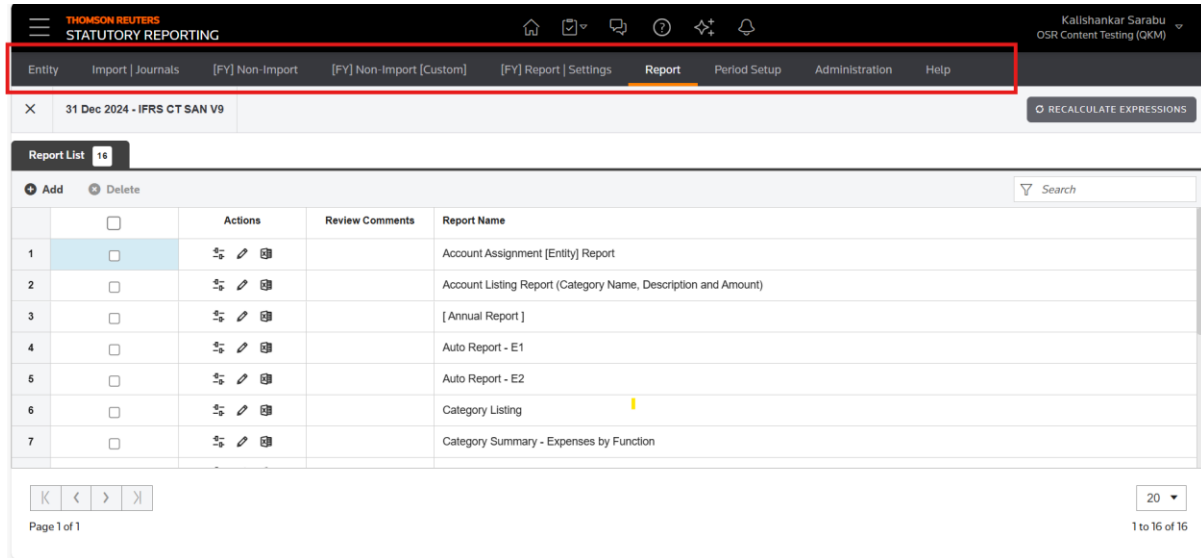
User Workflow Diagram



General Template Information

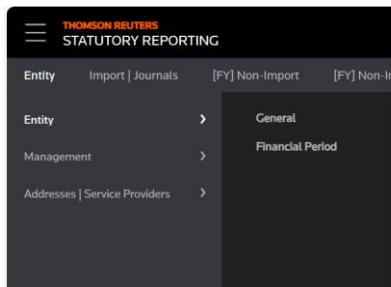
- The template contains full financial statements
- The template provides option to generate different reports
- The template can be used for consolidated/ group financial statements
- The template can be used for entity size small, medium and large
- The language of the template is English

Main Menu Options (Global Templates)



As per the above screenshot main menu has following options

1. Entity: This section is used to enter entity-related details along with management and address details as mentioned below. z



This has 3 options

a. Entity:

- i. General: This section is used to enter entity details such as the entity name, and other relevant information, as shown in the screenshot below.

Additional details such as the legal entity name, country of incorporation, registration numbers, and other basic information can be entered as shown below.

Users can add more information by inserting extra rows and columns using the **+Add** option.

ii. Financial Period: Financial Period page is used to adjust the financial period for the entity.

b. Management

i. Officers: Details of the officers can be entered by users as shown in the image below. Users can add additional information beyond the default fields by inserting extra rows and columns using the **+Add** option.

- ii. Managers: Details of key management personnel can be entered by users as shown in the image below.
Users can add additional information beyond the default fields by inserting extra rows and columns using the **+Add** option.

c. Address| Service providers:

- i. Address: Address of the reporting entity along with its main office/ office/ principal place of business, registered office, other branch office, factory or industry details can be added in this section.

Users can add additional information beyond the default fields by inserting extra rows and columns using the **+Add** option.

- ii. Service providers: Details of service providers to the reporting entity is given here. Also, users can add details of Additional service providers.

Users can add additional information beyond the default fields by inserting extra rows and columns using the **+Add** option.

Addresses | Service Provi... > Service Providers > Service Providers

Save Cancel

Service Providers

+ Copy Column / Rename Column

☐	Provider	Name	Address Line 1	Address Line 2	Postcode	City	State	Country
☐	Accountant							
☐	Auditor							
☐	Banker							
☐	Credit Rating Agency	<insert Credit Rating Agency name>						

Additional Service Providers

+ Add / - Delete / + Copy Column / / Rename Column

☐	Provider	Address Line 1	Address Line 2	Postcode	City	State	Country	Phone
☐								

2. Import Journals: This section is used to import the trial balance and set the reporting period. It follows a step-by-step process to load the trial balance into the system.

After importing the trial balance, mapping files must be loaded, or it could be done manually. These mapping files are used to link the ledger accounts from the trial balance to their respective categories.

Once the accounts are mapped to the appropriate categories, the corresponding amounts will automatically flow into the category tables of the financial statements.

Click on the import button and import the trial balance and its codes. Click on “Add Period” for adding “**prior period**” and “prior to prior period” to the financial statements and creates comparatives.

THOMSON REUTERS
STATUTORY REPORTING

Kallishankar Sarabu
OSR Content Testing (QKM)

Entity Import | Journals [FY] Non-Import [FY] Non-Import [Custom] [FY] Report | Settings Report Period Setup Administration Help

X 31 Dec 2025 - IFRS TEST KALI RECALCULATE EXPRESSIONS

Journals

Current Period Add Period

Start 2025-01-01 End 2025-12-31

+ Add Journal - Delete Copy Paste Include Import

☐	Journal Name	Code	Entity	Included	Classification	Ending Date	Year To Date
☐							

As mentioned, below browse the trial balance file or drag and drop it.

The screenshot shows the 'Upload' step of the import process. The user is importing a file named 'IFRS.CT (02.2025) (P 6.28.9259 C 9.0 - Trial Balance) Consol (E1).xlsx'. The progress bar is at 100%. Below the progress bar, there are 'Select Import Settings' options: 'Default entity settings' (selected) and 'Stored entity settings'. A 'New Import Settings' dropdown is also visible.

Once the trial balance is imported select the heading row and change the column settings as required, as shown in the example below.

The screenshot shows the 'Column Settings' dialog box. The 'Code' is 'IMP 001', 'Name' is 'CP', 'Classification' is 'Original Trial Balance', 'EntityCode' is 'NZ TEST', and 'Ending Date' is '2025-12-31'. The 'Year To Date' toggle is turned on. The 'Currency Conversion', 'Journal Replacement', and 'Round Amounts' toggles are turned off. The background shows the 'Upload' step with a table of columns: 'Header' and 'Acc No'. The table has two rows: row 1 is selected with a checkbox, and row 2 is not selected.

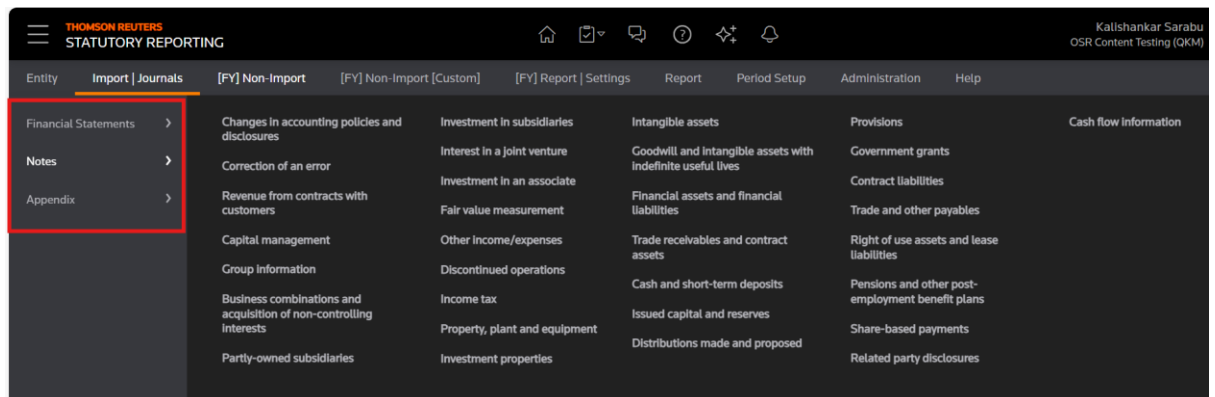
As shown below, select the accounts from the trial balance, which needs to be ignored so that the unselected accounts and their amounts can flow correctly into the financial statements.

The screenshot shows the 'Import' step of the import process. The user is importing a file named 'IFRS TEST KALI'. The table shows a list of accounts with checkboxes. The accounts are: 1306 (Licences with indefinite useful life -), 1307 (Goodwill), 1308 (Goodwill - Accumulated amortizati), 1401 (Plant and machinery), 1402 (Accumulated amortization - Plant s), 1403 (Motor vehicles), and 1404 (Accumulated amortization - Motor). The 'Import' button is at the bottom right.

Once all the setup steps are completed, click **Update/Save As**, and then click **Continue** to proceed to the final step. Please refer to the example below.

Note: The trial balance accounts and amounts will only flow into the financial statements after they have been assigned to the appropriate categories. This assignment can be done manually or by importing a mapping file.

3. **Non-Import:** This section includes all non-category tables, which are prepared in accordance with the applicable legislative requirements and are used in the annual financial statements.



Non-category tables are those in which the amounts are not linked to the trial balance. These values can be manually entered by users. Additionally, users have the option to add expressions within these tables to automatically populate amounts.

Notes > Income tax > Consolidated other co...

Save Cancel

Consolidated other comprehensive income

+ Add - Delete Copy Column Rename Column

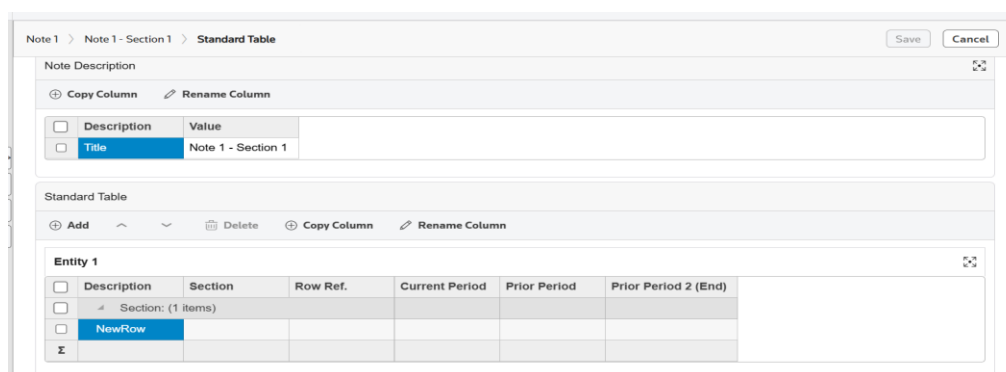
Entity 1						
Description	Section	Row Ref.	End (Current Period)	End (Prior Period)	End (Prior Period 2)	
Section: A (7 items)						
Net (gain)/loss on cash flow hedges	A	A1	\$265,000.00	(\$10,000.00)		
Net change in costs of hedging	A	A2	\$10,000.00			
Net loss on debt instruments at fair value	A	A3	\$6,000.00			
Net (gain)/loss on equity instruments desig	A	A4	\$8,000.00	(\$3,000.00)		
Revaluation of office properties in <insert	A	A5	(\$254,000.00)			
Net gain on hedge of net investment	A	A6	(\$83,000.00)			
Remeasurement (gain)/loss on actuarial g	A	A7	(\$110,000.00)	\$117,000.00		
Σ						

4. **Non-Import Custom:** This section provides empty non-category tables, where users can customize the table based on their requirements. Please refer to the image below.



Features provided to edit the table:

- >> +Add: Used to add more rows
- >> Delete: Used to delete any row
- >> +Copy Column: Used to add Column
- >> Rename Column



5. **Report| Settings:** Please see below for further information about this section.
6. **Report:** This section contains all the primary content related to financial statements and other relevant information. Please refer to the content below for further details.

Under the **Actions** menu, users can view, edit, or export the template.

The **Annual Report** serves as the financial reporting framework, prepared in accordance with all applicable legal, legislative, and reporting requirements. As shown below, users can add or delete content based on their specific needs.

	Add	Delete	Actions	Review Comments	Report Name
1	☐				Account Assignment (Entity) Report
2	☐				Account Listing Report (Category Name, Description and Amount)
3	☐				[Annual Report]
4	☐				Auto Report - E1
5	☐				Auto Report - E2
6	☐				Category Listing
7	☐				Category Summary - Expenses by Function
8	☐				Category Summary - Expenses by Nature
9	☐				Category Summary - Primary
10	☐				Category Summary - Rounding Variance [Full Year]
11	☐				Entity Specific Account Assignment Report
12	☐				Entity Structure Report
13	☐				Journal Summary
14	☐				Rounding Account Summary
15	☐				Trial Balance
16	☐				Trial Balance per Entity (including Account Assignment)

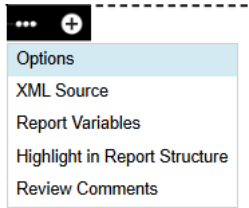
Every report has the option to export in different format (PDF/Excel/HTML/Word) as shown below.

Description	TR Example Company (IFRS CTY)	Jan-Dec 2024 Empty (Empty)	Total	Original Trial Balance	Jan-Dec 2023 Total
6101 - Trade payables	(\$8,475,000.00)	(\$8,475,000.00)	(\$6,946,000.00)	(\$15,421,000.00)	(\$18,551,000.00)
B.S.L.C.L.PAYABLES-TRADE - Trade payables	(\$8,475,000.00)	(\$8,475,000.00)	(\$6,946,000.00)	(\$15,421,000.00)	(\$18,551,000.00)
6103 - Interest payables	(\$1,006,000.00)	(\$1,006,000.00)	(\$502,000.00)	(\$1,508,000.00)	(\$1,450,000.00)
B.S.L.C.L.PAYABLES-OTHERINTERESTS - Interest payables	(\$1,006,000.00)	(\$1,006,000.00)	(\$502,000.00)	(\$1,508,000.00)	(\$1,450,000.00)
B.S.L.C.L.PAYABLES-OTHER - Other payables	(\$1,006,000.00)	(\$1,006,000.00)	(\$502,000.00)	(\$1,508,000.00)	(\$1,450,000.00)
6104 - Related parties	(\$27,000.00)	(\$27,000.00)	(\$13,000.00)	(\$40,000.00)	(\$22,000.00)
B.S.L.C.L.PAYABLES-RELATEDPARTIES - Related parties	(\$27,000.00)	(\$27,000.00)	(\$13,000.00)	(\$40,000.00)	(\$22,000.00)
B.S.L.C.L.PAYABLES - Trade and other payables	(\$9,508,000.00)	(\$9,508,000.00)	(\$7,461,000.00)	(\$16,969,000.00)	(\$20,023,000.00)

Refresh: This button is used to refresh the specific report after each change, ensuring that all updates are accurately reflected.

The **Recalculate Expressions** option, as shown below, allows users to refresh the entire report after any changes have been made.

Every section of the report has an ellipses button which provides following options.



- a. Options: This section has further options as shown below

Name: This is name of the element which can be modified.

Alternative name in contents: Name of the element can be differently shown in the content list using this section. The check box should be clicked to avail this option otherwise the main name will be shown in the content list.

Display Setting: This setting includes 3 options Always, Conditional and Never.

Display Condition: You can enable or disable display conditions by setting the option to true or false.

Include in contents: Tick this checkbox if you want a specific element to be included in the content list.

Refer to the section below for more details about the content list.

Include in numbering: This tick box needs to be ticked if user wants the element to be sequentially numbered.

Page break before: A page break will be inserted before the element, allowing it to start on a new page

Keep to same page: The checkbox ensures that the element stays on the same page and does not continue onto the next page.

- b. XML Source: This section displays the XML code for the element. Users can modify the XML as needed to make changes to the element.

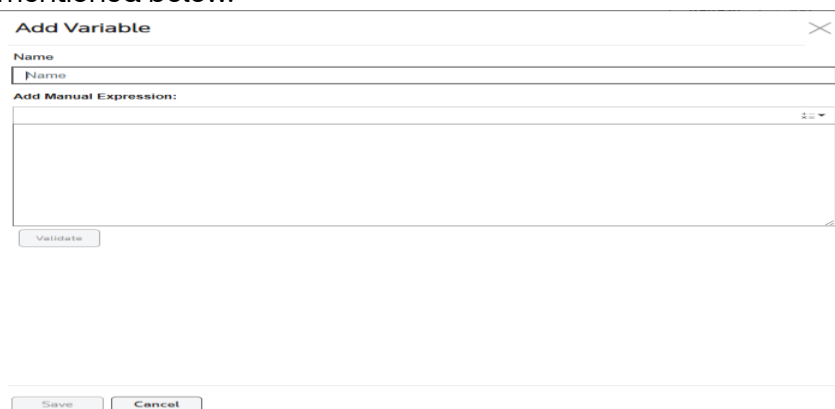
However, it is recommended to use the provided options instead of editing the XML directly.



- c. Report Variables: This allows users to Add/Delete/Edit variables and expressions to the elements.



Users can add manual expressions and validate them before adding them as mentioned below.



- d. Highlight in Report structure: This allows a user to track the exact location of the element in the report structure seen on the left side of the screen.
- e. Review Comments: Any comments can be provided along with further deletion and edit options. Also, the comment can be filtered as Open/Resolved/Rejected. Please see below options

- 7. Period Setup: This section has options as mentioned below.

- a. Accounts: These are the ledger accounts available in the template. Users can add, delete or revert these accounts to template as shown below.

31 Dec 2024 - TR Example Gr... RECALCULATE EXPRESSIONS

Accounts Delete all accounts

Add New Account Delete Revert to Template Search

	☐	Code	Name		Round Independently	Actions
1	☐	1101	Freehold land and buildings	Added		
2	☐	1102	Freehold land and buildings - Depreciation and impairment	Added		
3	☐	1103	Office properties	Added		
4	☐	1104	Office properties - Depreciation and impairment	Added		
5	☐	1105	Construction in progress	Added		
6	☐	1107	Plant and machinery	Added		
7	☐	1108	Plant and machinery - Depreciation and impairment	Added		
8	☐	1109	Other equipment	Added		
9	☐	1110	Other equipment - Depreciation and impairment	Added		
10	☐	11101	Government grants	Added		
11	☐	11102	Net gain on financial instruments at fair value through profit or loss	Added		
12	☐	11103	Net gain on disposal of property , plant and equipment	Added		
13	☐	11200	Selling and distribution expenses	Added		

1 Go 100

Page 1 of 3 1 to 100 of 204

- b. Categories: Categories represent all the ledger accounts that are included in the financial statements. To ensure accurate reporting, users must map the entity's trial balance to these categories. This mapping allows the trial balance amounts to flow correctly into the financial statements

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Entity Import Journals [FY] Non-Import [FY] Non-Import [Custom] [FY] Report Settings Report **Period Setup** Administration Help

31 Dec 2024 - IFRS CT SAN V9 RECALCULATE EXPRESSIONS

Categories Add new category Export Import Search

Code - Name	Round Independently	Actions
☐ PRIMARY - Primary	✓	
☐ BS - BS.A - Assets	✓	
☐ BS.A - Assets	✓	
☐ BS.L - Liabilities	✓	
☐ BS.EQ - Equity	✓	
☐ PL - Profit/(loss)	✓	
☐ PL.NCI - Non-controlling interests	✓	
☐ NLUC - No longer used categories	✓	
☐ EXPENSEBYNATURE - Expenses by nature	✓	
☐ EXPENSEBYFUNCTION - Expenses by function	✓	

- c. Account Assignment: This is the section where users are required to assign the accounts into different categories. This is the step which enables the trial balance accounts and designated amounts to flow correctly in to the financial statements.

This process is called mapping. A file can be maintained which is called as a mapping file containing the relational information between accounts and categories. This mapping file can be imported and exported as mentioned below.

Name	Current Period	Prior Period
PRIMARY - Primary	0.00	0.00
BS - Balance sheet	7,928,000.00	6,220,000.00
PL - Profit(loss)	-8,216,000.00	-6,459,000.00
PL.NCI - Non-controlling interests	288,000.00	239,000.00
NLUC - No longer used categories	-	-
Suspense - Suspense	-	-
Rounding - Rounding	-	-

- d. Journal Classifications: Different journals can be classified based on the presentation/calculation requirements. Users can tick the check box to apply the required classification. Classifications can be further added or deleted based on the client requirement.

Name	Current Period	Prior Period
Original Trial Balance	0.00	0.00
Audit Adjustments	0.00	0.00
Tax Adjustments	0.00	0.00
Reclassifications	0.00	0.00
Eliminations	0.00	0.00
Error Corrections	0.00	0.00

- e. Reporting Period Sets: Periods can be based on the reporting requirements, for example annual, half yearly or quarterly reports can be produced.

Actions	Name	Code	OffsetType	Reporting Periods
☐	Full Year	FY	Months	1

- f. Entity Structure: This allows user to add different entities like Parent, Consolidated, Subsidiary or Associates.

Entities
TR Example Group (E1)
TR Example Company (E2)
Empty

As mentioned above user can edit/add/delete the entity details.

- g. Entity Specific Account Assignment: This section is for account assignment as mentioned above specified to different entities.

Using this feature users can assign accounts differently in different entities.

Name	Code	Category	Current Period	Prior Period
PRIMARY - Primary			0.00	0.00
+ BS - Balance sheet			5,008,000.00	4,412,000.00
+ PL - Profit(loss)			-5,008,000.00	-4,412,000.00
+ PL.NCI - Non-controlling interests			-	-
+ NLUC - No longer used categories			-	-
Suspense - Suspense			-	-
Rounding - Rounding			-	-

- h. Rounding and Suspense Accounts: Rounding accounts are generally used to handle rounding differences in the financial statements. Suspense accounts are used where few balances in the financial statements are unidentifiable and creates difference in the financial statements.

This section allows users to create or delete rounding and suspense accounts.

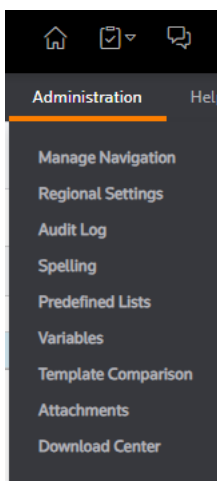
	Actions	Financial Period	Date Range	Rounding Account	Suspense Account
1		Current - 2024	2024-01-01 - 2024-12-31	Rounding - Rounding	Suspense - Suspense
2		2023	2023-01-01 - 2023-12-31	Rounding - Rounding	
3		2022	2022-01-01 - 2022-12-31	Rounding - Rounding	

Currency Conversions: This section is used where international transactions or different currency rates are involved in reporting period financial transactions.

	Actions	Currency	Description	Date	Rate
--	---------	----------	-------------	------	------

A particular currency rate can be allotted to an account based on the reporting requirement.

- Administration: This section has options as mentioned below



Manage Navigation: This section allows users to edit the navigation of the **“Main Menu”** as shown below. This section is also referred as CFPD which allows users to modify the non-import grid table rows and columns.

Manage Navigation	
+ Add	
Action	Navigation Structure
▶ 	Period Setup
▶   	Entity
▶ 	Import Journals
▶   	[FY] Non-Import
▶   	[FY] Non-Import [Custom]
▶   	[FY] XBRL
▶   	[FY] Report Settings
▶ 	Report
▶   	Data variables

+Add: used to add new section to the main menu.

As shown above different icons allow user to expand, edit, delete and add different options in the main menu.

Regional Settings: As mentioned below users can change regional settings.

Regional Settings	
Language Format	English (United States) ▼
Decimal Separator	.
Digit Grouping Symbol	.
Currency Symbol	\$
Negative Format	-n ▼
Currency Negative Format	(\$n) ▼
Currency Positive Format	\$n ▼
Date Format	Select Here ▼
Use Native Digits	None ▼
Save	

Audit log: This section allows users to investigate different actions performed and provides an audit train. Please see below:

Audit Log

Export - Starting Date YYYY-MM-DD Ending Date YY

Date Time (GMT)	User	Action	Type	Description	Details
2025-01-16 05:28:45	Manisankar Das APAC.QKM	Created	Journal	Created journal Import (Import 003)	View
2025-01-16 05:28:43	Manisankar Das APAC.QKM	Created			View
2025-01-16 05:28:40	Manisankar Das APAC.QKM	Created			View
2025-01-16 05:28:38	Manisankar Das APAC.QKM	Created			View
2025-01-16 05:28:35	Manisankar Das APAC.QKM	Created			View
2025-01-16 05:28:31	Manisankar Das APAC.QKM	Created			View
2025-01-16 05:28:29	Manisankar Das APAC.QKM	Added			View
2025-01-16 05:28:29	Manisankar Das APAC.QKM	Added			View
2025-01-16 05:28:29	Manisankar Das APAC.QKM	Added			View
2025-01-16 05:28:29	Manisankar Das APAC.QKM	Deleted			View
2025-01-16 05:28:29	Manisankar Das APAC.QKM	Deleted			View
2025-01-16 05:28:27	Manisankar Das APAC.QKM	Added			View
2025-01-16 05:28:25	Manisankar Das APAC.QKM	Added			
2025-01-16 05:28:09	Manisankar Das APAC.QKM	Created			

Log Details

Date/Time: 2025-01-16 05:28:45 Action: Created
User Name: Manisankar Das APAC.QKM Type: Journal

Journal	Value
Classification	Original Trial Balance
Ending Date	2023-12-31T00:00:00
Entity Code	Empty
Code	Import 003
Name	Import
Is Excluded	false
Enable Currency Conversion	false
Currency Conversion Account Override	false

Close

Spelling: Users can select required dictionary from the dropdown menu and also look into the ignored words from the spell check, add/delete words.

Spelling

Dictionary Ignored Words

Select Dictionary

Select Here

Auto Detect (auto)

Danish (da_DK)

German (de_DE)

Switzerland German (de_CH)

Greek (el_GR)

American English (en_US)

British English (en_GB)

Predefined Lists: Please see the section predefined list below.

Variables: This section allows users to add new variables and delete existing variables.

31 Dec 2024 - TR Example Group RECALCULATE EXPRESSIONS

Variables

Add New Variable Delete

	Actions	Key	Label	Type	Expression	Value
1		Rounding	Rounding	Decimal	if(reporting.queries.client.lookupaccountingperioddate,"FYR"	1000

K < > X 20

Template Comparison: This section allows users to do comparisons between different templates and template reports as mentioned below.
The comparison can be done between Parent entities, different financial periods, different versions of the template.

The screenshot shows the 'Administration' tab in the ONSOURCE Statutory Reporting web application. The breadcrumb trail is: Entity > Import > Journals > [FY] Non-Import > [FY] Non-Import [Custom] > [FY] Report > Settings > Report > Period Setup > Administration > Help. The main content area is titled '31 Dec 2024 - TR Example Group'. It contains two sections: 'Template Comparison' and 'Template Comparison - Reports'. The 'Template Comparison' section has three radio button options: 'Between Parent Template [IFRS Corporate Template [YE 2024] [v9]] and Financial Period [TR Example Group(2024-12-31)]', 'Between Financial Period [TR Example Group(2024-12-31)] and Latest Version of Parent Template [IFRS Corporate Template [YE 2024] [v]]', and 'Between Parent Template [IFRS Corporate Template [YE 2024] [v9]] and Latest Version of Parent Template [IFRS Corporate Template [YE 2024] [v]]'. A 'Compare' button is at the bottom right. The 'Template Comparison - Reports' section has two radio button options: 'Between Parent Template [IFRS Corporate Template [YE 2024] [v9]] and Financial Period [TR Example Group(2024-12-31)]' and 'Between Financial Period [TR Example Group(2024-12-31)] and Latest Version of Parent Template [IFRS Corporate Template [YE 2024] [v]]'. There is a toggle switch for 'Visualise update with financial period data' and a 'Select Here' dropdown menu. A 'Compare' button is at the bottom right.

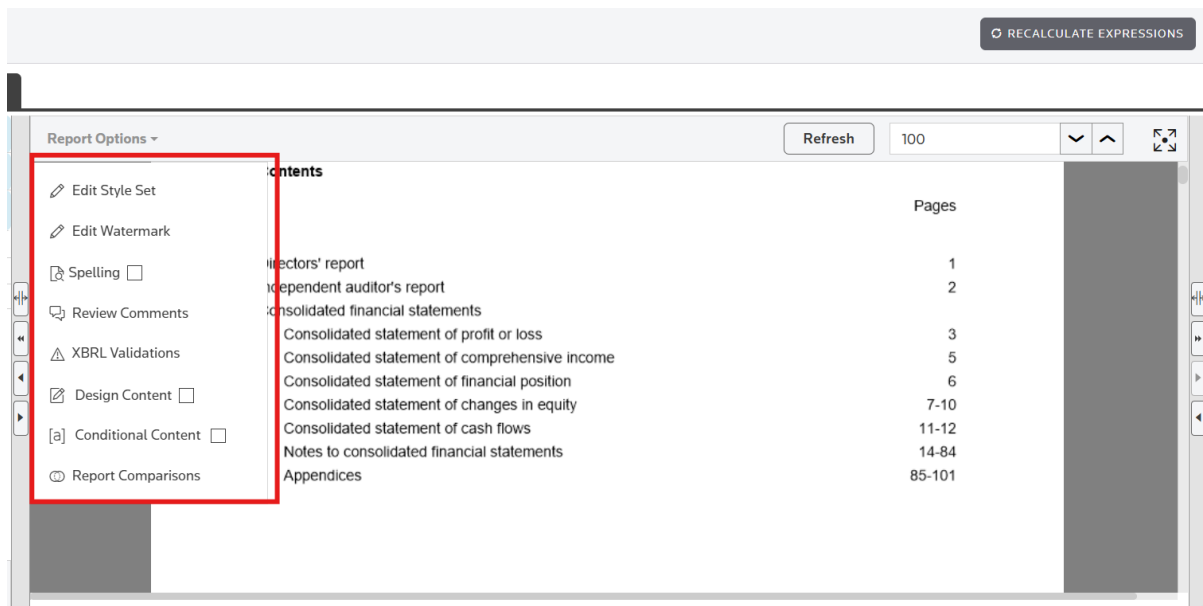
Attachments: Users can attach different documents as per the requirement.

Download Center: This is a log to maintain the download details.

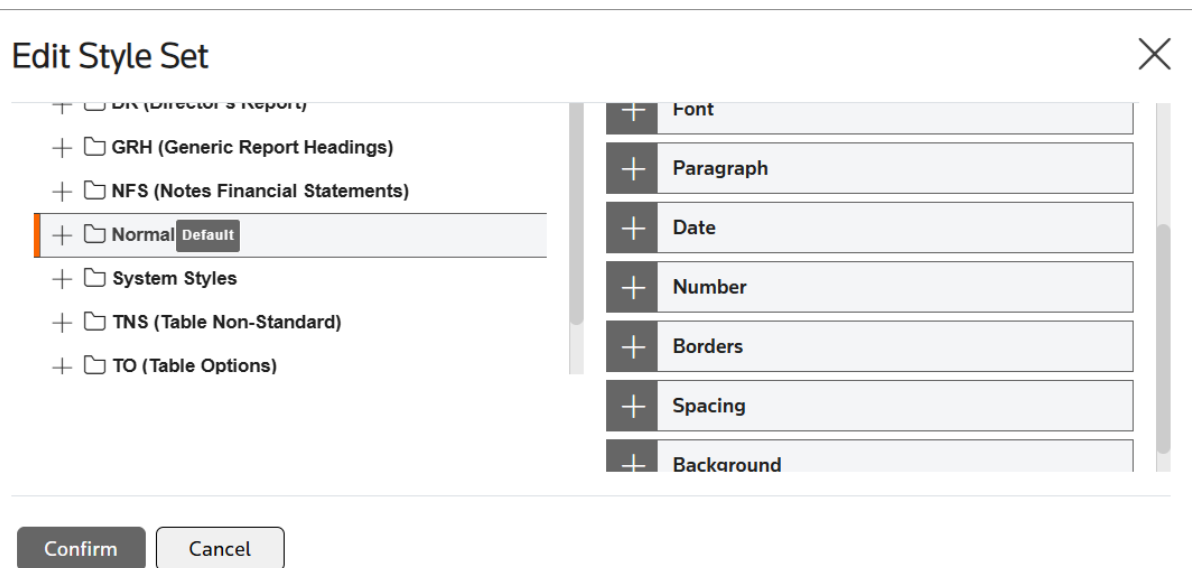
The screenshot shows the 'Download Center' section in the ONSOURCE Statutory Reporting web application. The breadcrumb trail is: Entity > Import > Journals > [FY] Non-Import > [FY] Non-Import [Custom] > [FY] Report > Settings > Report > Period Setup > Administration > Help. The main content area is titled '31 Dec 2024 - TR Example Group'. It contains a 'Download Center' section with a message 'Records are available for 180 days from the download date'. There is a 'Refresh' button and a 'No files found' message. Below the message is a table with columns: User, File Name, File Extension, Status, and Download Date. The table is empty. There are navigation buttons (Previous, First, Last, Next) and a page number '10'.

9. **Help:** This section provides option of “online Help” to user.

Report Options



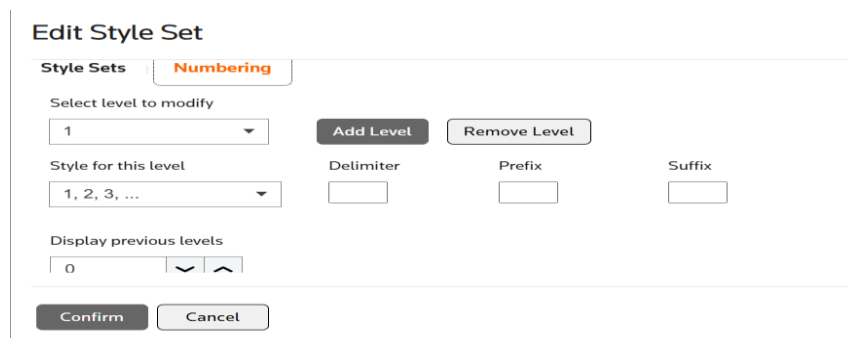
1. Edit Style Set



This section provides the following options where users can implement changes across the whole report.

- Font: Family, Size, Colour, Effects, Capitalisation
- Paragraph: Alignment, Indentation, Spacing
- Date: Format
- Number: Currency format, Negative value colour
- Borders: Properties, Line Style, Line Colour, Line Width
- Spacing: Unit of Measurement, Outer, Inner, Cell Alignment
- Background: Background colour

Other than above mentioned option user can set numbering style sets as mentioned in below image:



Edit Style Set

Style Sets | **Numbering**

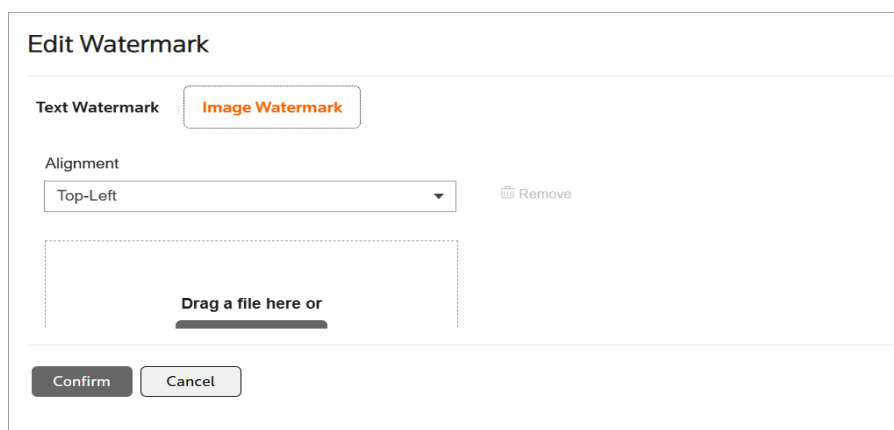
Select level to modify
 Add Level **Remove Level**

Style for this level
 Delimiter Prefix Suffix

Display previous levels

Confirm **Cancel**

2. **Edit Watermark:** Users can apply a watermark that appears across the entire report. The watermark can be either text or an image, depending on the entity's requirements and company branding.



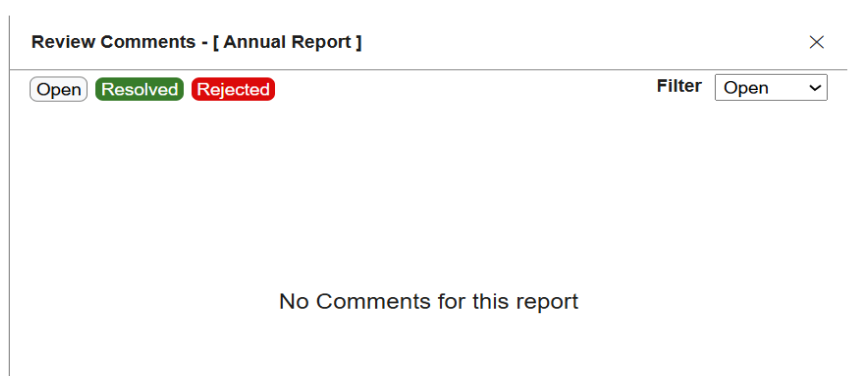
Edit Watermark

Text Watermark | **Image Watermark**

Alignment

Confirm **Cancel**

3. **Spelling:** This option ensures a spell check over entire report.
4. **Review Comments:** Users can add comments to different sections of the report based on their requirements. By clicking this option, users can view a list of all comments and review them.



Review Comments - [Annual Report]

Filter

No Comments for this report

5. **XBRL Validations:** This option is used for XBRL-based reports, allowing users to view and resolve validation errors before submitting the report to authorities.
6. **Design Content:** This option switches from view mode to design mode, allowing the user to customize and design the content.
7. **Conditional Content:** By clicking on this content, users can view all available elements set to Display: Always or Display: Conditional, excluding those marked as Display: Never.
8. **Report Comparisons:** This feature enables users to compare a report from the previous version to this version. A comparison report can be viewed using this feature.

Report Comparisons

A maximum of 5 snapshots are allowed

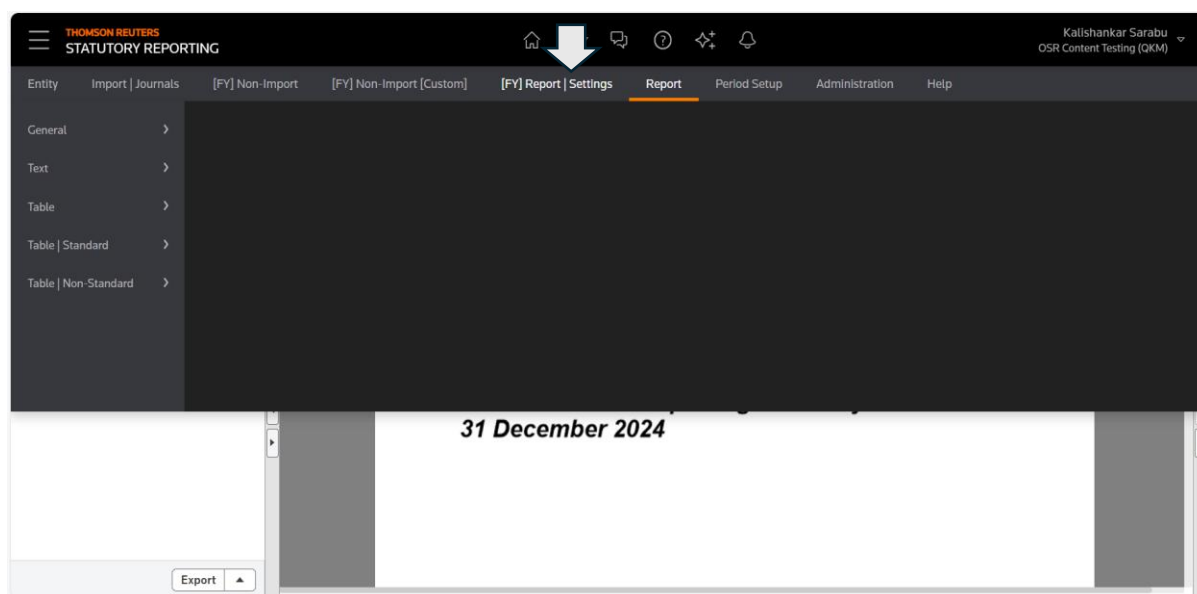
Available Snapshots for [Annual Report]

Add
Delete
Compare

	Date/Time	User	Reason
☐			

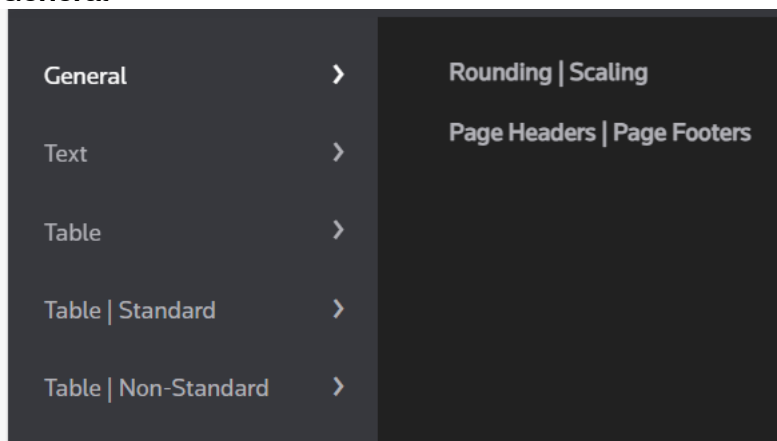
Cancel

Report Settings (Global Templates)



Report | Settings have 5 functions as shown in the screenshot above.

1. General



- a. **Rounding | Scaling:** This section is used to adjust rounding and scaling of report values.

Rounding Scaling		
	Copy Column	Rename Column
☐	Description	Value
☐	Rounding [1, 1000, 1000000]	1000
☐	Scaling [1, 1000, 1000000]	1000

- b. **Page Headers| Page Footers:**

The **Header/Footers Report Settings** tab allows users to enable or disable headers and footers within the report.

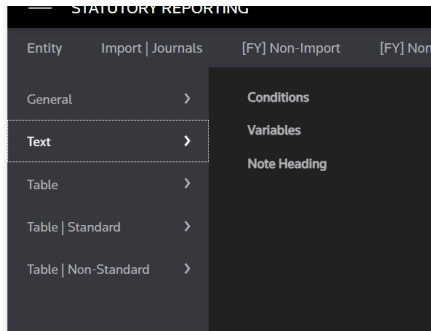
Users can define custom headers or footers by selecting the **“Other”** option and entering the desired text in the corresponding column.

To change the order of headers or footers, users can modify the **Order of Value** field in the respective row.

Additionally, users can adjust the placement and alignment of headers and footers, as illustrated in the image below.

☐	Header Text	Left Aligned Text	Centre Aligned Text	Right Aligned Text
☐	Legal Name	☐	☐	☐
☐	Short Name	☐	☐	☐
☐	Date	☐	☐	☐
☐	Page Number Only	☐	☐	☐
☐	Page Number (x of x)	☐	☐	☐
☐	Current Period End	☐	☐	☐

2. Text:



Conditions: Below options are available under conditions.

Text > Conditions > Text Conditi...

+ Copy Column Rename Column

☐	Value	Enable
☐	Show Continued Wording	☒
☐	Show Note L1 Carried Forward	☒
☐	Show Note L2 Carried Forward	☒
☐	Show Note L3 Carried Forward	☒
☐	Show Note L4 Carried Forward	☐
☐	Show Consolidated Wording	☒

Text Conditions [Custom]

+ Add ^ v Delete + Copy Column Rename Column

☐	Value	Enable
☐	[Custom 1]	☐
☐	[Custom 2]	☐

Variables: Please see below in the variables section for further details.

3. Table

The report table settings dialog is used to determine default columns within the report section and header information for columns within the report section.

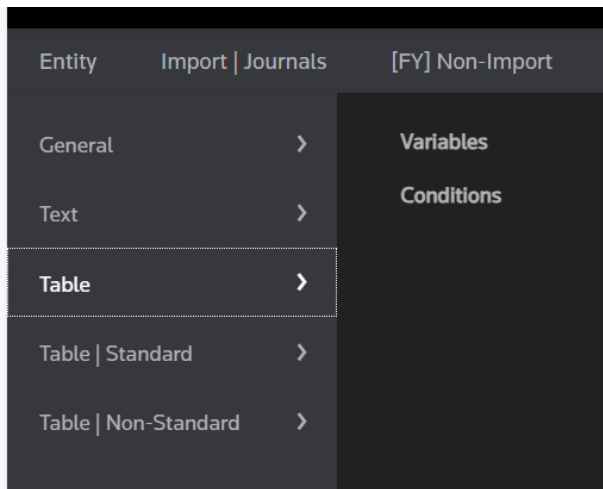
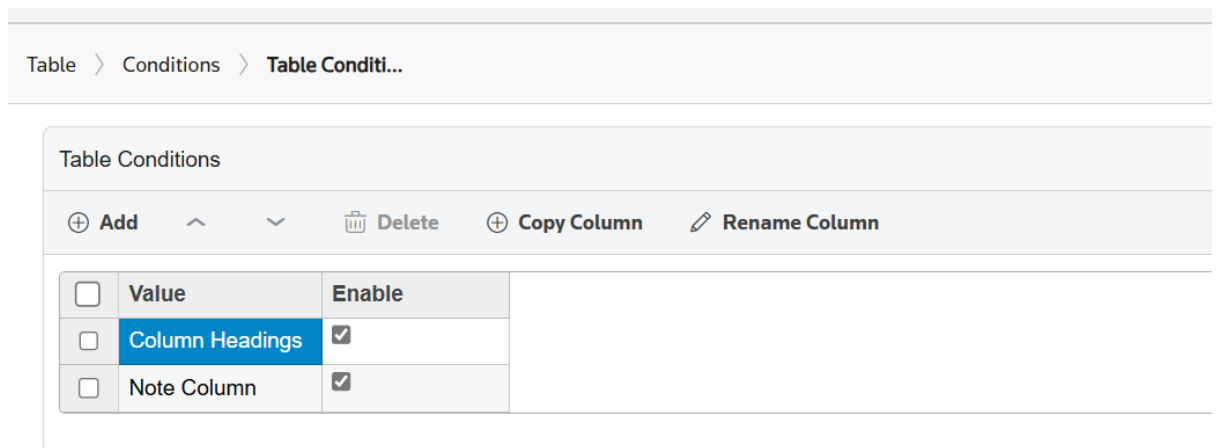
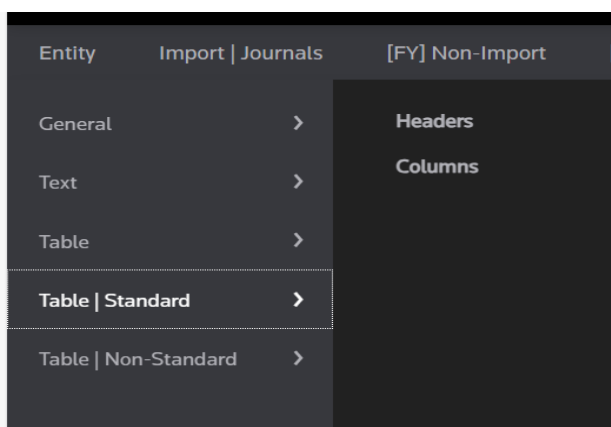


Table conditions: Table conditions can be modified using this option. User can also add more conditions as per their requirements.



4. Table| Standard



Headers: Users can design their headers using below mentioned options for standard tables.

Table | Stand... > Headers > Table 2

Save Cancel

Table Header

Copy Column

Rename Column

☐	Description	Header 1	Header 2	Enable
☐	Line 1	[E1]	[E2]	☐
☐	Line 2	[E1 As At]	[E2 As At]	☐

Column Header

Copy Column

Rename Column

☐	Description	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Enable
☐	Line 1	31 December			31 December			☐
☐	Line 2	2024			2024			☒
☐	Line 3	\$000	\$000	\$000	\$000	\$000	\$000	☒
☐	Line 4		Restated	Restated		Restated	Restated	☐

Columns: Users can design their headers using below mentioned options for standard tables. Display settings of Columns, Entity E1/E2, Period can be allotted using this option.

Table | Stand... > Columns > Table 1

Save Cancel

Display

Copy Column

Rename Column

☐	Description	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
☐	Display	☒	☒	☐	☒	☒	☐

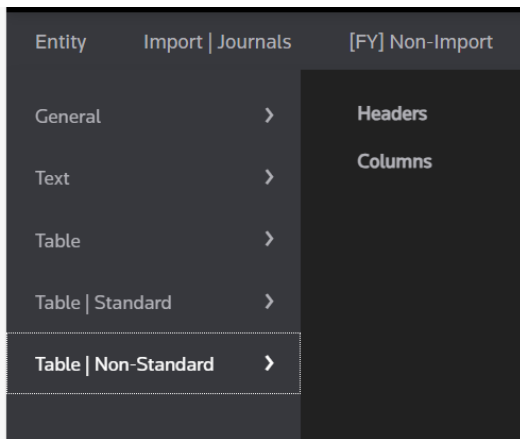
Filters

Copy Column

Rename Column

☐	Description	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
☐	Entity	E1	E1	E1	E2	E2	E2
☐	Reporting Period	FY FY	FY FY	FY FY	FY FY	FY FY	FY FY
☐	Period	0	-1	-2	0	-1	-2

5. Table| Non-Standard



Headers: Users can add different table/ column header conditions along with enabling or disabling options as mentioned below:

The screenshot shows the 'Table Header | Set C' configuration window for 'Table 1'. It has a 'Save' button and a 'Cancel' button. The window is divided into two sections: 'Table Header' and 'Column Header'. Both sections have a 'Copy Column' button and a 'Rename Column' button. The 'Table Header' section has a table with columns: Description, Header 1, and Enable. The 'Column Header' section has a table with columns: Description, Column, and Enable.

Description	Header 1	Enable
Line 1	[E1]	☐
Line 2		☐
Line 3		☐

Description	Column	Enable
Line 1	\$000	☒
Line 2	[Empty]	☐

Columns: Users can add different column conditions along with enabling or disabling options as mentioned below:

The screenshot shows the 'Display' configuration window for 'Table 1'. It has a 'Save' button and a 'Cancel' button. The window is divided into two sections: 'Display' and 'Filters | Set A'. Both sections have a 'Copy Column' button and a 'Rename Column' button. The 'Display' section has a table with columns: Description, Enable. The 'Filters | Set A' section has a table with columns: Description, Column.

Description	Enable
Filters Set A	☒
Filters Set B	☒
Filters Set C	☒

Description	Column
Entity	E1
Reporting Period	FY FY
Period	0

There are 3 types of tables available in the report.

1. **Standard table:** Standard tables have three columns for Current year, Prior year and Prior Prior year. The same set of periods are available for both E1 and E2.

The screenshot shows the Thomson Reuters Statutory Reporting interface. The top navigation bar includes 'Entity', 'Import | Journals', '[FY] Non-Import', '[FY] Non-Import [Custom]', '[FY] Report | Settings', 'Report', 'Period Setup', 'Administration', and 'Help'. The left sidebar shows a filter for '31 Dec 2024 - TR Example Group' and a list of table types: 'Standard Table' (selected) and 'Non-Standard Table'. The main area displays the 'Standard Table' configuration for 'Note 1 - Section 1'. It includes a 'Note Description' section with a 'Copy Column' and 'Rename Column' button. Below this is a table with columns 'Description', 'Section', 'Row Ref.', 'Current Period', 'Prior Period', and 'Prior Period 2 (End)'. The table contains a single row 'NewRow' and a summary row 'Σ'.

2. **Non - Standard table:** Non-standard tables are completely editable, both columns and rows can be designed based on the requirements.

Each Non-Standard Table(NST) generally represents a single period (an NST can also be modified, and all the time periods can be shown in a single table) and for a particular entity hence users can import multiple NST for multiple reporting periods.

The screenshot shows the Thomson Reuters Statutory Reporting interface. The top navigation bar includes 'Entity', 'Import | Journals', '[FY] Non-Import', '[FY] Non-Import [Custom]', '[FY] Report | Settings', 'Report', 'Period Setup', and 'Administration'. The left sidebar shows a filter for '31 Dec 2024 - TR Example Group' and a list of table types: 'Standard Table' and 'Non-Standard Table' (selected). The main area displays the 'Non-Standard Table' configuration for 'Note 1 - Section 1'. It includes a 'Non-Standard Table' section with 'Add', 'Delete', 'Copy Column', and 'Rename Column' buttons. Below this are three tables for 'Entity 1' representing different periods: 'Current Period | End', 'Prior Period | End', and 'Prior Period 2 | End'. Each table has columns 'Description', 'Section', 'Row Ref.', and 'Column 1'. The tables contain a single row 'NewRow' and a summary row 'Σ'.

Additions/deletion/edit of rows and columns can be done using above mentioned tools.

Different expressions can be added/deleted/edited in the NSD tables as mentioned below. These expressions are used to auto update the values.

Retained earnings	Cash flow hedge reserve	Cost of hedging reserve	Fai
\$25,929,000.00	(\$70,000.00)		\$9,
\$0.00			
\$0.00			
\$7,928,000.00			
\$257,000.00	\$(618,000.00)	000.00)	(\$6
\$80,000.00			
			(\$4

These tables can be inserted into the report via 2 alternatives.

Alternative 1: Go to section Non-Import [Custom] edit a standard/non-standard table and copy it to the required area. (Only for standard and non-standard table)

Alternative 2: Add report element and select standard table from the available list.

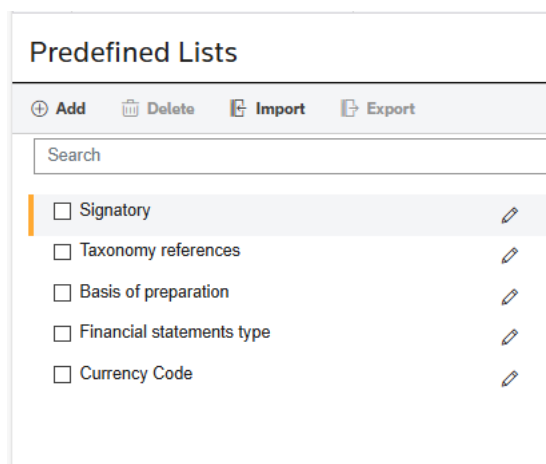
Grid Vs Category: Grid tables are completely editable, and users can insert amounts manually whereas in category tables users can pull the categories and the amount will be automatically displayed in the table.

- Manual table:** Manual tables are basic tables that allow users to insert an empty structure and manually enter the required details into each cell. Unlike standard or non-standard tables, manual tables do not support automatic updates.

Predefined Lists

Predefined lists are list values built into the template that can be selected via dropdowns in the disclosure screens. For details of the predefined lists in the template, please see Appendix A.

This option comes under the Administration section. There are 5 types of predefined lists, please see below for types and their respective underlying option:



Users can add/delete/import/export predefined list as mentioned above.

1. Signatory: This section provides an option to select where the signatory details should be added in the report.

Add Delete	
☐ Actions	List Values
☐	None
☐	Directors Report
☐	Balance Sheet
☐	Both

2. Taxonomy reference: This section is applicable for XBRL templates. User can select the applicable taxonomy here.

☐ Add Delete	
☐ Actions	List Values
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-micro-publicatiestukken
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-klein-publicatiestukken
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-klein-verticaal-publicatiestukken
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-middelgroot-publicatiestukken
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-middelgroot-verticaal-publicatiestukken
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-groot
☐	kvk-rpt-jaarverantwoording-2022-nlgaap-groot-verticaal

3. Basis of preparation: Users can select the basis of preparation for the financial statements according to their requirements, choosing from accounting principles, tax principles, or any other relevant legislative principles. This flexibility allows users to ensure that the financial statements are prepared in compliance with the

applicable standards or regulations, based on the specific needs of the entity or reporting requirements

+ Add Delete	
☐ Actions	List Values
☐ 	Commercial
☐ 	Fiscal

- Financial statements type: User can select if the report should be prepared for a consolidated or a separate entity. In a consolidated entity the reports could be prepared by taking details of holding and subsidiary company.

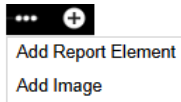
+ Add Delete	
☐ Actions	List Values
☐ 	Separate
☐ 	Consolidated

- Currency code: Currency code in which the financial statements should be prepared can be selected using the options given below.

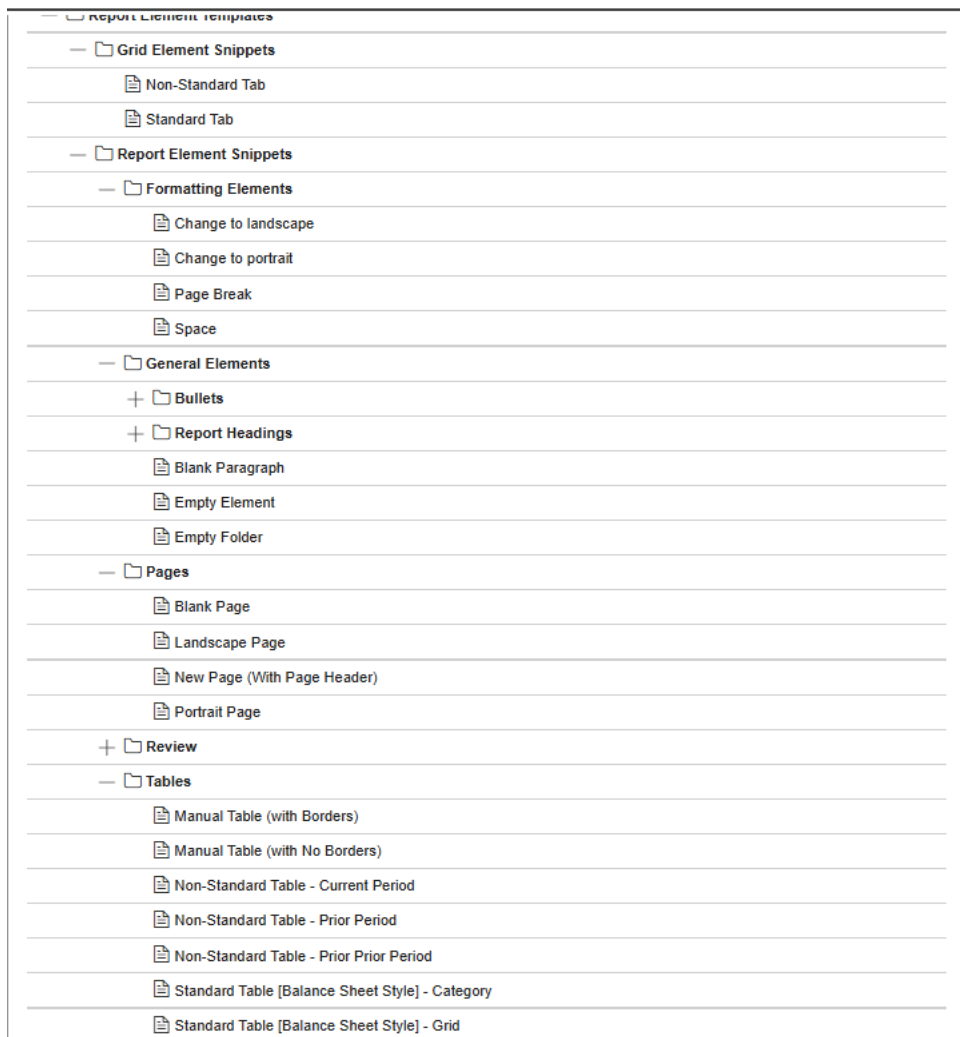
+ Add Delete	
☐ Actions	List Values
☐ 	AED - UAE Dirham
☐ 	AFN - Afghani
☐ 	ALL - Lek
☐ 	AMD - Armenian Dram
☐ 	ANG - Netherlands Antillean Guilder
☐ 	AOA - Kwanza
☐ 	ARS - Argentine Peso
☐ 	AUD - Australian Dollar
☐ 	AWG - Aruban Florin
☐ 	AZN - Azerbaijan Manat
☐ 	BAM - Convertible Mark
☐ 	BBD - Barbados Dollar
☐ 	BDT - Taka
☐ 	BGN - Bulgarian Lev
☐ 	BHD - Bahraini Dinar
☐ 	BIF - Burundi Franc
☐ 	BMD - Bermudian Dollar
☐ 	BND - Brunei Dollar
☐ 	BOB - Boliviano
☐ 	BOV - Mvdol
☐ 	BRL - Brazilian Real
☐ 	BSD - Bahamian Dollar
☐ 	BTN - Ngultrum
☐ 	BWP - Pula
☐ 	BYN - Belarusian Ruble
☐ 	BZD - Belize Dollar
☐ 	CAD - Canadian Dollar
☐ 	CDF - Congolese Franc

Complex Disclosures

Clients can add additional inputs by inserting new elements. To do this, they need to place the cursor at the desired location in the report, where a “+” option will appear, as shown below.



Add Report Element provides users all below mentioned options:

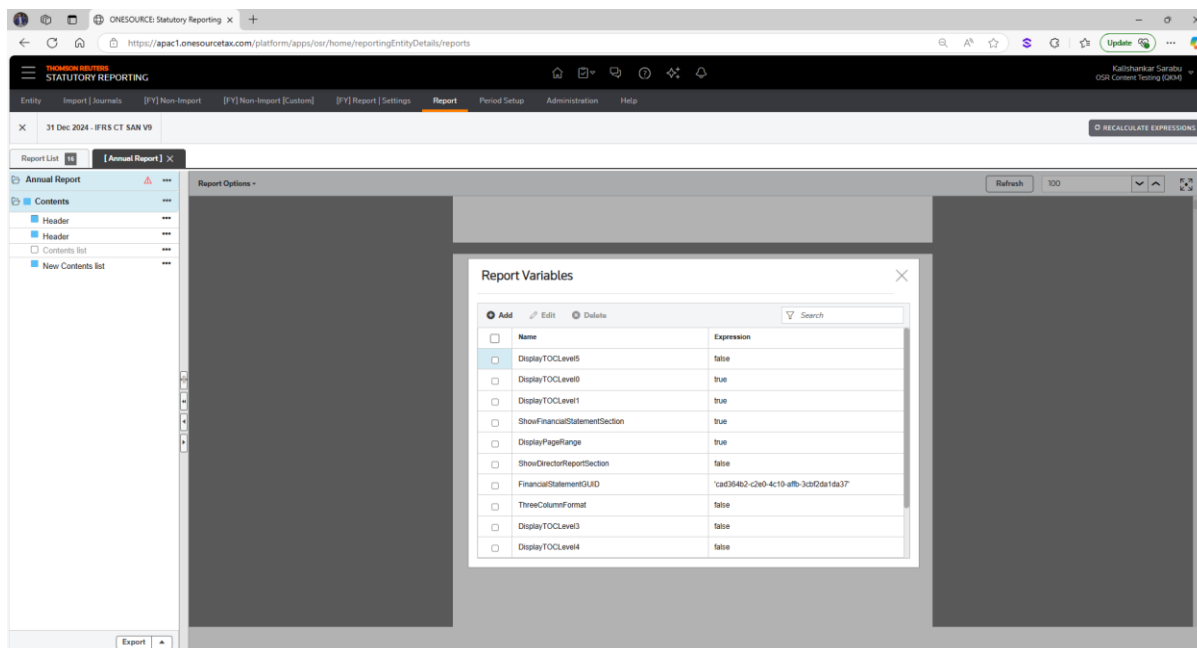


Users can insert above mentioned elements into the report just by clicking on above. They can further modify the report elements based on their requirements.

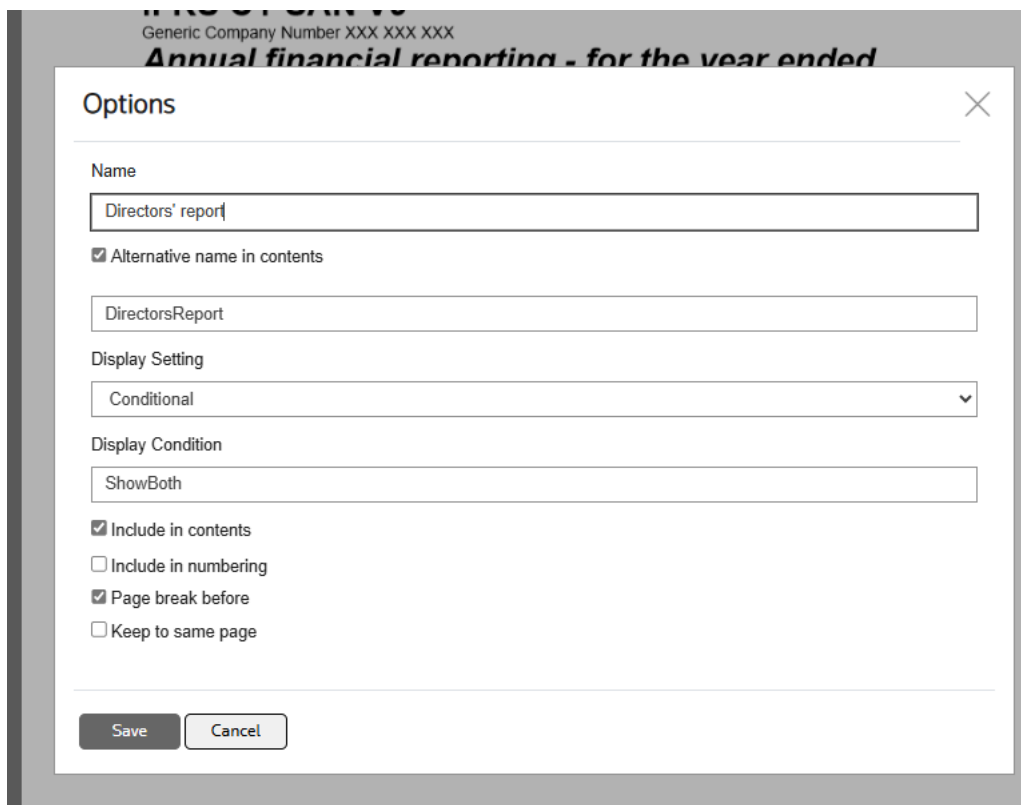
Configuring the Contents Page

The Contents Page can be modified as mentioned below in variables section. This provides which Table Of Contents(TOC) level needs to be included in the TOC.

Below mentioned conditions/ report variables are used to make sure which elements should part of the contents page.



At the same time, users need to configure how each section, folder, or element should be included in the Table of Contents (TOC) by assigning the appropriate levels. This can be done by clicking the **“Include in Contents”** option, as shown below.



Variables

Variables are defined within the report for commonly used words, dates and values so the variable can be amended in one place and flow through the whole report.

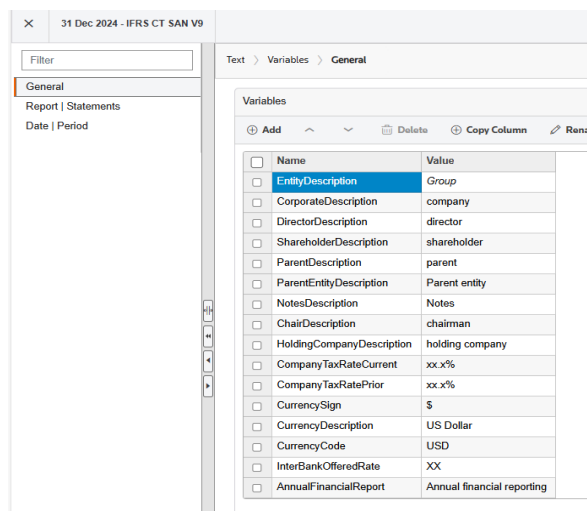
Users can change common words throughout reports via this dialog.

For example, if users wish to change all references to the *income statement* to be *profit and loss statement* instead – they can change it once in the report wording variables dialog and it will update throughout the report.

Users are also able to create / delete / reorder report wording variables by using the controls at the bottom of each dialog and these controls are also pictured below.

Variables generally come under report settings. There are variable options provided for 2 elements as mentioned below

1. Text: These variables are generally used for auto updating the text part. They are further subdivided as below:
 - a. General : The general tab relates to the entities description, directors and shareholders descriptions and tax rates.



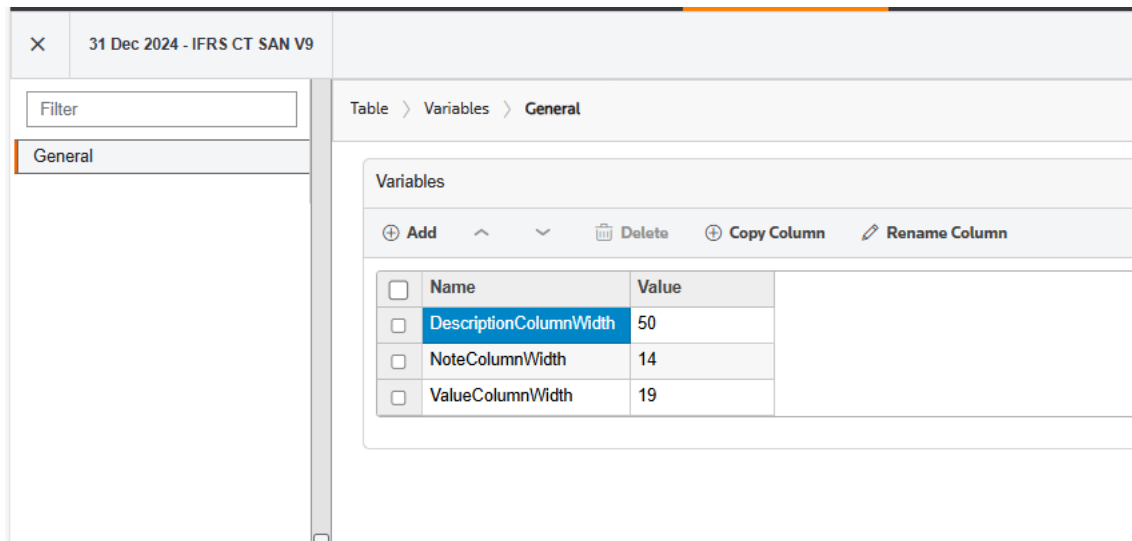
- b. Report | Statement: The report statement tab relates to the names of the various statements and sections of the report.

Variables	
Add Delete Copy Column Rename Column	
☐ Name	Value
☐ DirectorsReport	Directors' report
☐ CorpGovStatement	corporate governance statement
☐ IncomeStatement	consolidated statement of profit or loss
☐ StatementComplIncome	consolidated statement of comprehensive income
☐ StatementChangesInEquity	consolidated statement of changes in equity
☐ NotesToFinStatement	Notes to consolidated financial statements
☐ DirectorsDeclaration	director's declaration
☐ FinancialStatements	consolidated financial statements
☐ StatementRecogIncomeExpense	statement of recognised income and expense
☐ AuditReport	Independent auditor's report
☐ LegalName	IFRS CT SAN V9
☐ CompanyLocation	The location
☐ NotesAccountingPolicies	Accounting policies used in preparing the company financial statements
☐ StatementCashFlows	consolidated statement of cash flows
☐ NotesBalanceSheet	Notes to the balance sheet
☐ Report	annual report
☐ BalanceSheet	consolidated statement of financial position
☐ ShortName	IFRS Template
☐ ProfitLossAccount	profit and loss account
☐ FinancialStatementsNonConsol	financial statements
☐ UltimateParentName	Parent Limited
☐ StatementProfitLossAndOtherComplIncome	consolidated statement of profit or loss and other comprehensive income
☐ ProfitOrLoss	consolidated profit or loss
☐ OtherComplIncome	consolidated other comprehensive income

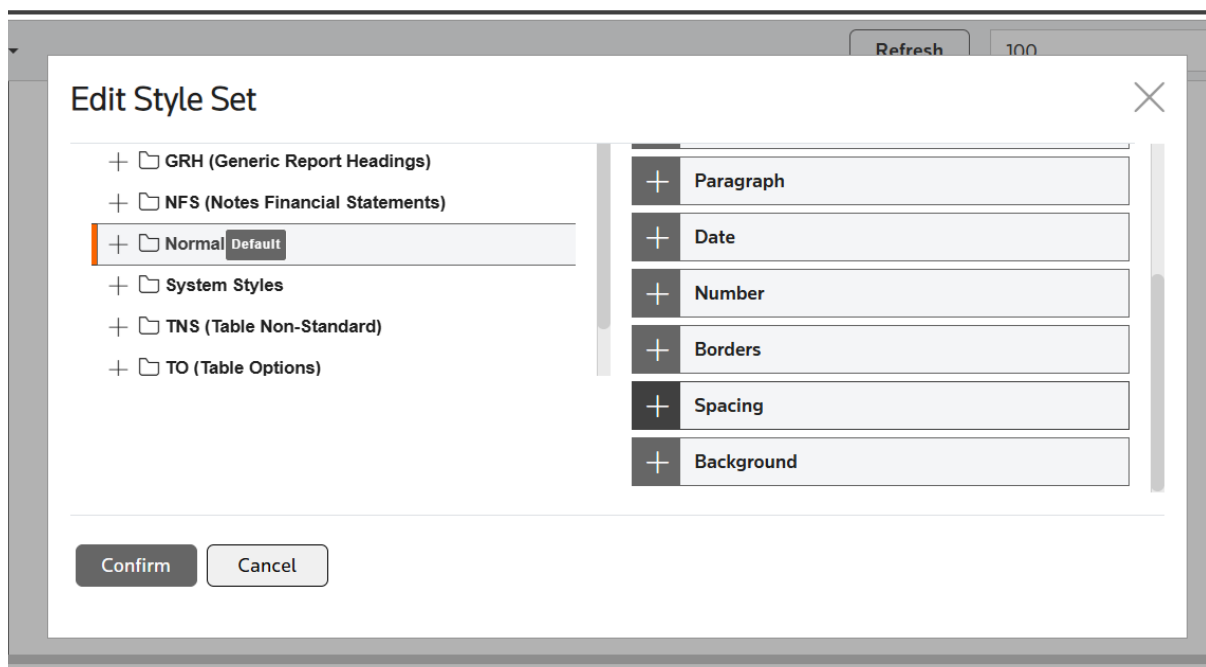
c. Date | Period: The date and period tab relate to dates and times

Variables	
Add Delete Copy Column Rename Column	
☐ Name	Value
☐ TimePeriod	year
☐ TimePeriodInParagraph	year
☐ TimePeriodEndWording	year ended
☐ NonStandardFinancialTimePeriodWording	period
☐ FinancialTimePeriod	financial year
☐ CurrentPeriodEndLong	31 December 2024
☐ CurrentPeriodEndShort	31 December
☐ CurrentDateTime	1/17/2025
☐ PriorPeriodEndLong	
☐ PriorPeriodEndShort	
☐ PriorYearEndLong	
☐ PriorYearEndShort	
☐ CurrentPeriodStartLong	1 January 2024
☐ CurrentPeriodStartShort	1 January
☐ PriorPeriodStartLong	
☐ PriorPeriodStartShort	
☐ PriorPriorYearEnd	
☐ PriorYearEnd	
☐ CurrentYearEnd	2024
☐ PriorPriorPeriodEndLong	
☐ PriorPriorPeriodStartLong	
☐ PriorPriorPeriodEndShort	
☐ CurrentPeriodEndLongNumberOnly	31/12/2024
☐ PriorPeriodEndLongNumberOnly	
☐ PriorPriorPeriodEndLongNumberOnly	

- Table: These variables are generally used for auto updating the tables. They come under General:



Style Sets



This section has already been explained above under report options.

There are different style sets for providing bullet points as mentioned below:

—	📁 Bullets
—	📁 List Level 1
	📄 Alpha Item
	📄 Bullet Item
	📄 Numeric Item
	📄 Roman Item
—	📁 List Level 2
	📄 Alpha Item
	📄 Bullet Item
	📄 Numeric Item
	📄 Roman Item
—	📁 List Level 3
	📄 Alpha Item
	📄 Bullet Item
	📄 Numeric Item
	📄 <u>Roman Item</u>
	📄 Bulletpoint

The list of levels helps users to handle the indentation. Users can get these options by clicking on “Add Report Element” as mentioned under Complex disclosures.

Settings Specific to the Template

All the settings shown above represent the full set of features available in the generic template. Template-specific features and settings will be introduced in the next version.

- The template is based on Hong Kong Financial Reporting Standards (HKFRS)
- The template is IFRS aligned

Contents Specific to the Template

Hong Kong template provides below mentioned Reports:

1. Annual Report
2. Account Assignment [Entity] Report
3. Account Listing Report (Category Name, Description and Amount)
4. Auto Report - E1
5. Auto Report - E2
6. Category Listing
7. Category Summary – Expenses by Function
8. Category Summary – Expenses by Nature
9. Category Summary – Primary
10. Category Summary – Rounding Variance
11. Entity Specific Account Assignment Report
12. Entity Structure Report
13. Journal Summary
14. Rounding Account Summary
15. Trial Balance

16. Trial Balance Per Entity (Including Account Assignment)
17. Analytical Report (Primary Statements with VAR Columns)

Annual Report

Primary Financial Statements

Directors' Report

A narrative summary prepared by the board of directors, outlining the company's principal activities, significant events, strategic direction, financial highlights, and the directors' responsibilities for the financial statements. It sets the context for the financial results and may discuss risks, governance, and future outlook.

Independent Auditor's Report

A report from an external auditor expressing an opinion on whether the financial statements present a true and fair view in accordance with HKFRS. It describes the scope of the audit, the auditor's opinion, key audit matters, and any reservations or emphasis of matter.

Consolidated Statement of Profit or Loss

Presents the group's financial performance for the year, showing revenues, cost of sales, gross profit, operating expenses, finance costs, tax expense, and net profit or loss. It allows users to assess how the company generates earnings and manages costs.

Consolidated Statement of Comprehensive Income

Expands on the profit or loss statement by including other comprehensive income (OCI) items, such as revaluation gains, foreign currency translation differences, and changes in the fair value of certain financial instruments. It shows the total change in equity from both profit and OCI items.

Consolidated Statement of Financial Position (Balance Sheet)

Shows the company's assets, liabilities, and equity at the reporting date, distinguishing between current and non-current items. This statement provides a snapshot of the company's financial health and liquidity.

Consolidated Statement of Changes in Equity

Reconciles the opening and closing balances for each component of equity, including share capital, reserves, retained earnings, and OCI. It details movements resulting from profits, dividends, share issues, and other equity transactions.

Consolidated Statement of Cash Flows

Summarises the cash inflows and outflows during the year, classified into operating, investing, and financing activities. It helps users understand the company's ability to generate cash and meet its obligations. **Direct Method:** Shows actual cash transactions like receipts and payments. **Indirect Method:** Starts with net income and adjusts for non-cash items. Easier and more common. The template provides both the methods.

Notes to Accounts:

1. Corporate Information

Purpose:

Describes the reporting entity, its legal structure, principal activities, and group structure,

including subsidiaries and associates.

What's Included:

- Company background
- Country of incorporation
- Registered office
- Nature of business
- Reference to group structure (see Note 6) and related parties (see Note 35)

2. Accounting Policies

Purpose:

Sets out the principles and rules used in preparing the financial statements, as required by HKFRS.

What's Included:

- 2.1 Basis of Preparation: HKFRS compliance, historical cost/fair value basis, going concern, presentation currency, comparative information, and additional statements if required.
- 2.2 Basis of Consolidation: How subsidiaries, associates, and joint ventures are consolidated; definition of control; intra-group eliminations.
- 2.3 Summary of Accounting Policies:
Business Combinations and Goodwill: Explains the acquisition method, recognition of goodwill, contingent consideration, and impairment testing of goodwill.
- Investments in Associates and Joint Ventures: Describes the use of the equity method, recognition of profits/losses, and impairment.
- Fair Value Measurement: Outlines how fair value is determined, the fair value hierarchy (Levels 1, 2, 3), and the use of external valuers.
- Revenue from Contracts with Customers: Details revenue recognition, including variable consideration, rights of return, warranties, loyalty programs, and principal vs. agent considerations.
- Government Grants: Explains recognition criteria for grants related to expenses and assets.
- Taxes: Covers current and deferred tax, recognition of tax assets/liabilities, tax rates, and treatment of tax effects in equity or OCI.
- Foreign Currencies: Explains translation of transactions and balances, and consolidation of foreign operations.
- Non-current Assets Held for Sale and Discontinued Operations: Criteria for classification, measurement, and presentation.

- Cash dividend: Explains when a company must recognise a liability for paying dividends in its financial statements.
- Property, Plant, and Equipment: Recognition, measurement (cost or revaluation), depreciation, and decommissioning costs.
- Leases: Accounting for right-of-use assets and lease liabilities, exemptions for short-term and low-value leases, and lessor accounting.
- Borrowing Costs: Capitalization of costs related to qualifying assets.
- Investment Properties: Initial and subsequent measurement, fair value, and gains/losses.
- Intangible Assets: Recognition, measurement, amortization, impairment, and treatment of research and development costs.
- Financial Instruments: Classification and measurement of financial assets and liabilities, impairment (ECL model), derecognition, and hedge accounting.
- Derivative financial instruments and hedge accounting: How a company accounts for derivative financial instruments and how it applies hedge accounting to manage financial risks.
- Inventories: Measurement at lower of cost and net realizable value, including cost formulas.
- Impairment of Non-financial Assets: How and when impairment is assessed and recognized.
- Cash and Short-term Deposits: Definition and treatment for cash flow purposes.
- Convertible Preference Shares and Treasury Shares: Accounting for split between equity and liability components.
- Provisions: Recognition criteria for provisions, including warranties, restructuring, decommissioning, and onerous contracts.
- Pensions and Other Post-employment Benefits: Measurement and recognition of defined benefit and defined contribution plans.
- Share-based Payments: Accounting for equity-settled and cash-settled share-based payment transactions.
- Events After the Reporting Period: Treatment of adjusting and non-adjusting events.
- 2.4 Changes in Accounting Policies and Disclosures: Adoption of new or amended HKFRS standards and their impact.
- 2.5 Correction of an Error: Nature and impact of any prior period errors and restatements.

- 2.6 Climate-related Matters: How climate-related risks are considered in estimates and assumptions.

3. Significant Accounting Judgements, Estimates and Assumptions

Purpose:

Discloses areas where management's judgement or estimation uncertainty could significantly affect reported amounts, as required by HKFRS.

What's Included:

- Key judgements (e.g., lease term, classification of leases, consolidation decisions)
- Major sources of estimation uncertainty (e.g., impairment, fair value, provisions, pension assumptions, revenue estimates, useful lives of assets)
- Sensitivity analyses for key estimates

4. Revenue from Contracts with Customers

Purpose:

Provides detailed breakdowns and explanations of revenue recognition policies and disclosures, in line with HKFRS 15.

What's Included:

- Disaggregation of revenue by segment, product, or geography
- Contract balances (assets and liabilities)
- Right of return assets and refund liabilities
- Performance obligations and timing of revenue recognition

5. Segment Information - publicly listed company disclosure

Purpose:

Provides a snapshot of the company's key business segments and how they contribute to overall performance.

What's Included:

- Reportable segments and business activities
- Segment revenue and results
- Inter-segment transactions and consolidation adjustments
- Reconciliation to consolidated financial statement amounts
- Geographic revenue, non-current assets, and major customer information

6. Capital Management

Purpose:

Explains how the group manages its capital structure and financial covenants.

What's Included:

- Definition of capital
- Gearing ratio and net debt
- Supplier finance arrangements
- Compliance with covenants

7. Group Information

Purpose:

Lists subsidiaries, associates, and joint ventures, including ownership percentages and consolidation basis.

What's Included:

- Legal entities within the group
- Holding company and significant influence
- Details of associates and joint ventures

8. Business Combinations and Acquisition of Non-controlling Interests

Purpose:

Details acquisitions, including assets and liabilities acquired, goodwill recognised, contingent consideration, and treatment of non-controlling interests.

What's Included:

- Fair value of assets and liabilities at acquisition
- Goodwill and its allocation
- Contingent liabilities and consideration
- Impact on group results

9. Partly-owned Subsidiaries

Purpose:

Summarizes financial information for subsidiaries not wholly owned, including non-controlling interests' share of profits and net assets.

What's Included:

- Proportion of equity held by non-controlling interests
- Summarized financial statements for these subsidiaries

10. Interest in a Joint Venture

Purpose:

Provides summarized financial information for joint ventures accounted for using the equity method.

What's Included:

- Statement of financial position and profit or loss of the joint venture
- Group's share of results

11. Investment in an Associate

Purpose:

Provides summarized financial information for associates accounted for using the equity method.

What's Included:

- Statement of financial position and profit or loss of the associate
- Group's share of results

12. Fair Value Measurement

Purpose:

Explains the valuation techniques and inputs used for assets and liabilities measured at fair value, and provides the fair value hierarchy.

What's Included:

- Level 1, 2, and 3 disclosures
- Methods and key assumptions
- Sensitivity analyses
- Impact of climate-related risks

13. Other Income/Expenses

Purpose:

Breaks down other operating income and expenses, finance costs, employee benefits, R&D costs, and administrative expenses.

What's Included:

- Categories of other income and expenses
- Details of employee benefits, R&D, and admin costs

14. Discontinued Operations

Purpose:

Provides details on operations classified as discontinued, including results, assets and liabilities, and cash flows.

What's Included:

- Profit or loss from discontinued operations
- Assets and liabilities held for sale
- Cash flows from discontinued operations

15. Income Tax

Purpose:

Details current and deferred tax, tax reconciliation, unrecognized tax assets, and the impact of tax law changes (e.g., Pillar Two rules).

What's Included:

- Tax expense breakdown
- Reconciliation of effective tax rate
- Deferred tax assets and liabilities
- Tax losses carried forward

15. Property, Plant and Equipment

Purpose:

Provides breakdowns and movements in tangible assets, revaluations, impairment, and capitalized borrowing costs.

What's Included:

- Cost, depreciation, and net book value
- Revaluation and impairment
- Assets under construction

16. Management-Defined Performance Measures (MPM)

Purpose:

Summarises the performance measures used by management to evaluate business performance.

What's Included:

- Management-defined performance measures
- Calculation basis and key adjustments

- Reconciliation to financial statement amounts
- Tax and non-controlling interest effects, where applicable

17. Earnings per share (EPS) - publicly listed company disclosure

Purpose:

Shows how basic and diluted earnings per share are calculated.

What's Included:

- Profit used in the EPS calculation
- Weighted-average ordinary shares
- Dilution effects from potential ordinary shares
- Basic and diluted earnings per share
- Key share adjustments, such as treasury shares, where applicable

18. Property, Plant and Equipment

Purpose:

Provides breakdowns and movements in tangible assets, revaluations, impairment, and capitalized borrowing costs.

What's Included:

- Cost, depreciation, and net book value
- Revaluation and impairment
- Assets under construction

19. Investment Properties

Purpose:

Details the measurement and valuation of investment properties, including fair value techniques and income/expense related to these assets.

What's Included:

- Fair value hierarchy
- Valuation methods and key inputs
- Rental income and expenses

20. Intangible Assets and Goodwill

Purpose:

Explains recognition, measurement, amortization, impairment testing, and allocation of goodwill and intangible assets.

What's Included:

- Cost and amortisation
- Impairment reviews
- Allocation to cash-generating units

21. Goodwill and Intangible Assets with Indefinite Useful Lives

Purpose:

Focuses on assets not amortised but tested for impairment annually.

What's Included:

- Carrying amounts by CGU
- Key assumptions and sensitivity analyses for impairment

22. Financial Assets and Financial Liabilities

Purpose:

Details the classification and measurement of financial instruments, hedging activities, risk management, and fair value disclosures.

What's Included:

- Categories of assets and liabilities
- Interest-bearing loans and borrowings
- Hedging and derivatives
- Fair value hierarchy and measurement
- Risk management objectives and policies
- Changes in liabilities from financing activities

23. Inventories

Purpose:

Explains inventory valuation, write-downs, and cost formulas.

What's Included:

- Raw materials, work in progress, and finished goods
- Net realizable value adjustments

24. Trade Receivables and Contract Assets

Purpose:

Breaks down receivables and contract assets, including credit risk disclosures.

What's Included:

- Aging analysis

- Allowance for expected credit losses

25. Cash and Short-term Deposits

Purpose:

Shows cash balances and short-term deposits, including restrictions and undrawn facilities.

What's Included:

- Cash at bank and on hand
- Short-term deposits
- Reconciliation for cash flow statement

26. Issued Capital and Reserves

Purpose:

Explains share capital, reserves, movements in equity, and the purpose of each reserve.

What's Included:

- Share issues
- Share premium
- Treasury shares
- Share option schemes
- Other capital reserves
- Nature and purpose of reserves

27. Distributions Made and Proposed

Purpose:

Details dividends and other distributions to shareholders.

What's Included:

- Dividends paid and proposed
- Dates and amounts

28. Provisions

Purpose:

Explains provisions for warranties, restructuring, decommissioning, and other obligations.

What's Included:

- Types of provisions
- Movements during the year

- Key assumptions

29. Government Grants

Purpose:

Details government grants received and their accounting treatment.

What's Included:

- Grants for assets and income
- Unfulfilled conditions or contingencies

30. Contract Liabilities

Purpose:

Explains advances from customers and contract liabilities.

What's Included:

- Amounts received in advance
- Revenue recognition upon satisfaction of performance obligations

30.1 Loyalty Program Transactions

Purpose:

Explains accounting for customer loyalty programs.

What's Included:

- Liability for unredeemed points
- Revenue recognition upon redemption

31. Trade and Other Payables

Purpose:

Details payables, supplier finance arrangements, and related terms.

What's Included:

- Trade and other payables
- Terms and conditions
- Supplier finance arrangements

32. Leases

Purpose:

Provides details on right-of-use assets, lease liabilities, lease expenses, and maturity analysis.

What's Included:

- Lease terms and payments
- Right-of-use assets
- Lease liabilities
- Maturity analysis

33. Pensions and Other Post-employment Benefit Plans

Purpose:

Explains defined benefit and other employee benefit plans, actuarial assumptions, and sensitivity analyses.

What's Included:

- Plan descriptions
- Net benefit liabilities
- Assumptions and sensitivity

34. Share-based Payments

Purpose:

Details share option plans, share appreciation rights, and related expense recognition.

What's Included:

- Terms and conditions
- Fair value measurement
- Expense recognized

35. Commitments and Contingencies

Purpose:

Discloses future commitments, guarantees, and contingent liabilities.

What's Included:

- Commitments
- Legal claims contingency
- Guarantees
- Contingent liabilities

36. Related Party Disclosures

Purpose:

Details transactions and balances with related parties, including key management

compensation.

What's Included:

- Sales, purchases, loans, and guarantees with related parties
- Compensation of key management personnel

37. Standards Issued but Not Yet Effective

Purpose:

Lists new HKFRS standards/amendments not yet adopted and expected impact.

What's Included:

- Summaries of new standards
- Effective dates
- Expected impact on the group

38. Events After the Reporting Period

Purpose:

Discloses significant events occurring after year-end but before approval of the statements.

What's Included:

- Description of events
- Financial impact, if estimable

Appendices

The Appendices in the TR Example Group's consolidated financial statements serve several important functions. They provide additional disclosures, reconciliations, and illustrative examples that supplement the main notes and help users understand the impact of special circumstances, first-time adoption of HKFRS, corrections of errors, and new or emerging accounting requirements.

Below is a summary of what you can expect to find in each appendix, based on the structure and content of your document:

Appendix 1: First-time Adoption of HKFRS (HKFRS 1)

Purpose:

To explain and reconcile the transition from local GAAP (Generally Accepted Accounting Principles) to HKFRS for entities adopting HKFRS for the first time.

Key Content:

- Material Accounting Policies: Details of the accounting policies applied on transition to HKFRS, including exemptions and exceptions taken under HKFRS 1.

- Exemptions Applied: Lists the optional exemptions used (e.g., not restating past business combinations, using fair value as deemed cost for certain assets, etc.).
- Reconciliations:
 - Reconciliation of equity as at the date of transition and comparative periods, showing adjustments between local GAAP and HKFRS.
 - Reconciliation of total comprehensive income for the comparative period, detailing the impact of HKFRS adjustments.
- Notes to Reconciliations: Explanation of individual adjustments (e.g., for start-up expenses, fair value of equity instruments, impairment, leases, contract assets/liabilities, etc.).
- Estimates: Discussion of how estimates under local GAAP have been carried forward or changed under HKFRS.

Why Important:

This appendix is critical for users to understand the impact of moving to HKFRS, including changes in reported figures, equity, and accounting policies. It ensures transparency and comparability during the transition period.

Appendix 2: Simple revenue disclosure by “Type of revenue”.

Purpose:

To provide simplified or alternative examples of revenue disclosures, particularly disaggregation of revenue by type, segment, or other relevant categories.

Key Content:

- Disaggregated Revenue Information:
 - Example tables showing revenue split by product line, geography, or customer type.
 - Comparison with totals from the main financial statements.

Why Important:

This appendix helps preparers see practical examples of how to present revenue information in accordance with HKFRS 15 and assists users in understanding the company’s revenue streams.

Appendix 3: Consolidated statement of financial position with separate presentation lease liability, including disclosure

Purpose:

To illustrate alternative formats for presenting the statement of financial position (balance sheet), such as the separate presentation of lease liabilities.

Key Content:

- Alternative Layouts:

- Example statements showing separate line items for lease liabilities and related disclosures.
- Supporting Notes:
 - Additional explanations or breakdowns as required by HKFRS 16.

Why Important:

This appendix helps preparers and users understand different ways to comply with HKFRS presentation requirements and see the impact of new standards like HKFRS 16.

Appendix 4: Material Accounting Policy Information – Illustrative Example

Purpose:

To demonstrate how to apply the HKAS 1 requirement to disclose only material accounting policy information, with alternative wording and commentary.

Key Content:

- Example Wording:
 - Sample accounting policy notes with entity-specific and alternative wording.
- Commentary:
 - Explanations on why certain information is or is not considered material for disclosure.

Why Important:

This appendix guides preparers in making effective, relevant, and concise disclosures, in line with the latest HKFRS disclosure principles.

Appendix 5: Example of an “Auditors’ Remuneration Note”

Purpose:

To provide an example of how to disclose the fees paid to auditors, as required by HKFRS and local regulations.

Key Content:

- Breakdown of Fees:
 - Audit fees, fees for other assurance services, tax services, and other non-audit services.

Why Important:

This enhances transparency about auditor independence and the nature of services provided.

Appendix 6: Illustrative Disclosure about Pillar Two Taxes

Purpose:

To provide an example of disclosure for the OECD/G20 BEPS Pillar Two global minimum tax rules, which are increasingly relevant for multinational enterprises.

Key Content:

- Explanation of Pillar Two:
 - Description of the rules, scope, and the Group's exposure or non-exposure.
- Disclosure Requirements:
 - How the Group complies with new HKAS 12 requirements for Pillar Two taxes, including any exceptions or expected impacts.

Why Important:

This appendix helps entities prepare for new tax disclosure requirements and informs users about the potential impact of global tax reforms on the Group.

GAAP overlay

Appendix 1 - Example for Directors' report

Purpose:

To provide an example of a Directors' Report that companies incorporated in Hong Kong must prepare under Section 388 of the Hong Kong Companies Ordinance (HKCO).

Key Content:

- Principal activities and business review
Explains what the company and its subsidiaries do, and any major changes during the year.
- Results and dividends
Summarises financial performance and dividend recommendations.
- Share capital and related instruments
Details movements in share capital, share options, warrants, and convertible bonds.
- Charitable contributions
Discloses donations made during the year.
- Directors and governance details
Lists directors during the year, changes after the reporting period, and re-election details.
- Permitted indemnity provision
States if directors have indemnity protection under HKCO.
- Directors' interests in contracts
Discloses any material interests in transactions.
- Management contracts
Provides details of agreements for management services.

- Share option scheme
Explains incentive schemes for employees or directors.
- Events after the reporting period
Highlights significant post-year-end developments.
- Auditors
Notes auditor retirement and reappointment proposals.

Why Important:

This appendix helps entities ensure transparency and accountability by disclosing a company's activities, financial performance, governance, and compliance with legal requirements to shareholders and stakeholders.

Appendix 2 - Replacement for "Replacement for "Note 13 Other income/expenses"

Breaks down other operating income and expenses, finance costs, employee benefits, R&D costs, and administrative expenses and outlines disclosure requirements under the Hong Kong Companies Ordinance (HKCO) and financial reporting best practices.

How to Use the Appendices

- Preparers: Use the appendices as templates or guidance for your own disclosures, especially when facing similar scenarios (e.g., first-time HKFRS adoption, error corrections, new standards).
- Users/Readers: Refer to the appendices for additional context, reconciliations, and illustrative disclosures that help interpret the main financial statements and notes.
- Auditors and Regulators: The appendices demonstrate compliance with HKFRS disclosure requirements and best practices for transparency and comparability.

2. Account Assignment [Entity] Report

Purpose:

This report maps each entity-specific account (by code and description) to a standardized financial statement category and description. It ensures consistency in financial reporting and facilitates consolidation and analysis.

Content:

- Columns: Account Code, Description, Standardized Assignment Code & Description (e.g., BS.A.NCA.PPE.FREEHOLDLAND.GROSSVALUE.COST – At cost).
- Shows how each account is classified for reporting (e.g., "1101 Freehold land and buildings" → "BS.A.NCA.PPE.FREEHOLDLAND.GROSSVALUE.COST: At cost").
- Used for consistent mapping across entities and reporting periods.

3. Account Listing Report (Category Name, Description and Amount)

Purpose:

Lists all account codes with their names, mapped category codes and names, and the corresponding financial amounts for the current and prior periods.

Content:

- Columns: Account code, Account name, Category code, Category name, Total (current period), Prior Period Total.
- Provides a direct link from transactional accounts to reporting categories and their monetary values.
- Useful for detailed account-level analysis and for validating mapped amounts in summary reports.

4. Auto Report - E1

Purpose:

Presents a summarized view of key financial categories for the consolidated entity (E1), showing values for both current and prior periods.

Content:

- Lists major categories (e.g., Trade payables, Interest payables) with corresponding amounts for Jan-Dec 2024 and Jan-Dec 2023.
- Shows both the account-level and standardized category-level breakdowns.
- Useful for high-level review and comparison of key financial statement lines over time.

5. Auto Report - E2

Guidance:

This report is similar to above Auto Report - E1 but focused on the Parent Entity (E2). It would summarize key financial statement lines for E2 for current and prior periods.

6. Category Listing

Purpose:

A reference report listing all category codes used in reporting, along with their descriptions.

Content:

- Columns: Category Code, Category Description.
- Includes categories for the balance sheet, profit and loss, and various sub-categories (e.g., BS.A.CA.INVENT.RM – Raw materials (at cost)).

- Used as a lookup or reference for interpreting codes in other reports.

7. Category Summary – Expenses by Function

Purpose:

Summarizes expenses by their functional classification (e.g., cost of sales, selling, administrative, other operating expenses).

Content:

- Columns: Description (e.g., FUNCTION.COSTSALES.DEPRECIATION), values for current/prior periods, and sometimes half-year splits.
- Shows the breakdown of expenses into functions such as cost of sales, selling, admin, etc.
- Useful for functional analysis of operating expenses.

8. Category Summary – Expenses by Nature

This report would summarize expenses by their nature (e.g., wages, depreciation, raw materials), rather than by function. It would typically show total amounts for each nature category for the current and prior periods.

9. Category Summary – Primary

Purpose:

Presents a summary of key financial categories (assets, liabilities, equity, revenue, expenses) for the current and prior periods.

Content:

- Columns: Description, values for Jan-Dec 2024 and Jan-Dec 2023, for both E1 and E2, and totals.
- Includes both account-level and standardized category-level lines.
- Used for overall financial statement review and reconciliation.

10. Category Summary – Rounding Variance

Purpose:

Shows the impact of rounding on reported amounts at the category level.

Content:

- Columns: Description, Rounding Difference, Unrounded Amount, Rounded Amount (for multiple periods/entities).
- Lists each category and shows if rounding has caused any difference between unrounded and rounded totals.
- Useful for audit trail and reconciliation of reported numbers.

11. Entity Specific Account Assignment Report

Purpose:

Similar to the Account Assignment [Entity] Report, but tailored to a specific entity, showing how its account codes are mapped to reporting categories.

Content:

- Columns: Account Code, Description, Standardized Assignment for the entity.
- Ensures the specific mapping is clear for each entity, supporting entity-level reporting and consolidation.

12. Entity Structure Report

Purpose:

Shows the structure of entities being reported, including relationships and reporting codes.

Content:

- Lists entities (e.g., TR Example Company – IFRS CTY) and their reporting codes.
- Provides the entity tree structure, showing parent and subsidiary relationships.
- Essential for understanding the scope of consolidation and reporting.

13. Journal Summary

Purpose:

Summarizes all journal entries posted for the period, including debits and credits by account.

Content:

- Columns: Date, Reference, Entity Code/Name, Journal Name, Reporting Period, Account Code, Account Description, Debit, Credit.
- Lists all transactions posted to the ledger, supporting audit and reconciliation.
- Shows original trial balance entries and any adjustments.

14. Rounding Account Summary

Purpose:

Shows the categorization and summary of accounts used for rounding purposes.

Content:

- Columns: Code, Description, Category Assignment.
- Identifies rounding accounts and their classification in the reporting structure.

- Ensures transparency in handling rounding differences.

15. Trial Balance

Purpose:

Lists all accounts, their descriptions, and balances for the current and prior periods.

Content:

- Columns: Code, Description, Period ending balances for 31-12-2024 and 31-12-2023.
- Provides the raw data for financial statement preparation and reconciliation.
- Used as the basis for mapping to reporting categories.

16. Trial Balance Per Entity (Including Account Assignment)

Purpose:

Shows the trial balance for each entity (E1, E2), including the mapping of each account to its reporting assignment.

Content:

- Columns: Account, Description, Assignment (category code and description), E1/E2 balances for current and prior periods, and totals.
- Allows for entity-level analysis and supports consolidation by showing both the original account and its mapped reporting line.

Note on E1 and E2:

- E1 = Consolidated Entity (group-level view)
- E2 = Parent Entity (standalone parent company view)