

ONESOURCE™

Statutory Reporting

South Africa Template – Web User Guide V 1.0

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User Workflow

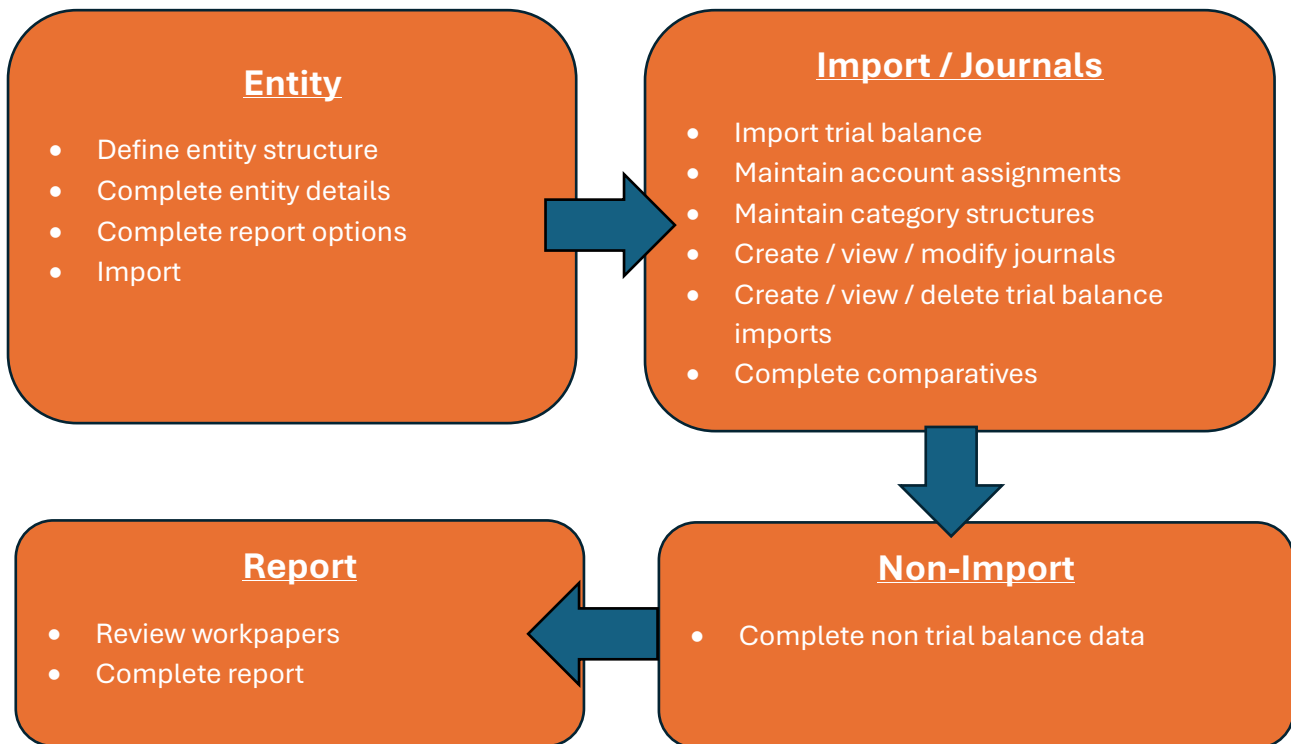
Workflow tabs

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 Summary	Within this tab users can complete entity details which usually remain the same during the reporting period.
Import / Account assignment	Within this tab users can import data from trial balances, maintain account codes, maintain categories and complete account assignment.
Trial Balance and Journals	Within this tab users can create / view / modify journals and trial balance imports.
Disclosures	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.

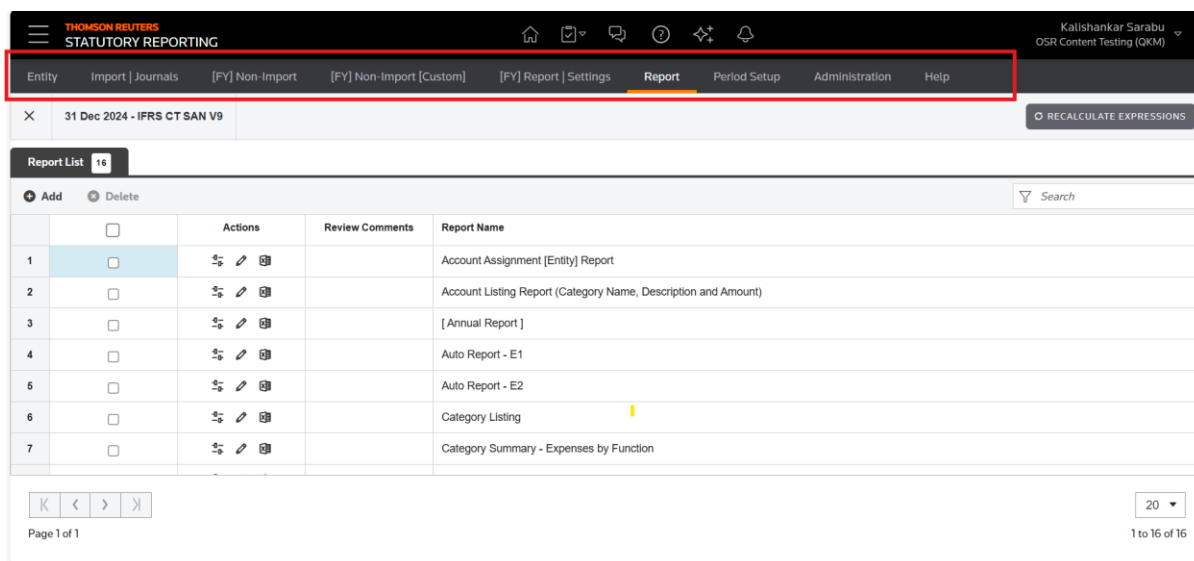
User Workflow Diagram



General Template Information

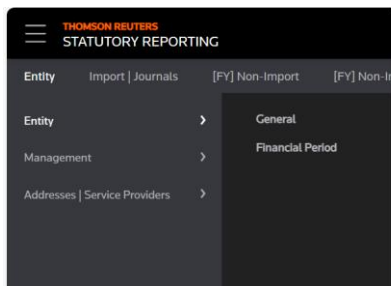
- The template is based on Global IFRS supplemented by information required by Companies and Intellectual Property Commission (CIPC) of South Africa for electronic filing
- The template is tagged with iXBRL
- The export format for e-filing is XHTML with embedded iXBRL and then the file extension must be amended to .xhtml before filing with the CIPC
- The template contains full financial statements
- The template can be used for consolidated financial statements
- Entity 1 (Consolidated) is group and entity 2 (Parent) is company
- The template can be used for entity size 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 Summary: This section is used to enter entity and XBRL reporting related details along with management and address details. Users can adjust their report settings and options here. They can also add values for their report wording variables as mentioned below.

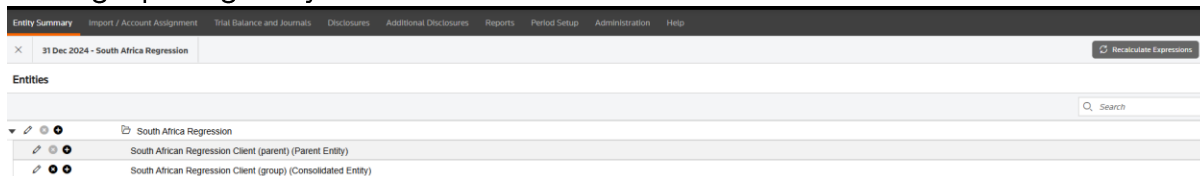


This has 6 options

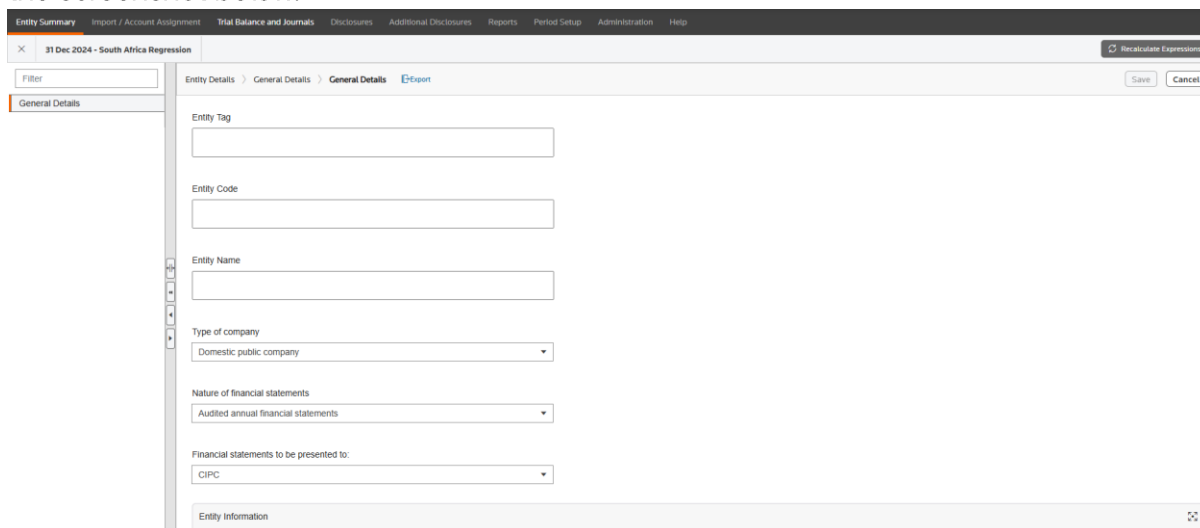
a. Entity Details:

- i. Entity structure: This section is used to add/remove/amend entities to the

existing reporting entity structure as shown in the screenshot below.



ii. General: This section is used to enter entity details such as the entity name, select company type and audience 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 using the **+Add** option.

Entity Information	
+ Add Delete + Copy Column Rename Column	
☐ Type	Value
☐ Generic Company Number	XXX XXX XXX
☐ Legal form of the legal entity	
☐ Country of Incorporation	<insert country>
☐ Registration number	
☐ Classification of the legal entity based on the	
☐ Postal code	
☐ Place of residence	
☐ Place of residence abroad	

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 using the **+Add** option.

Enable	Title	Non-Executive	Name	Qualification	Nationality	Signatory	Designation	Location of Signing	Date of Signing
☒		☐	Director 1	MSc	South Africa	Directors Report		Location 1	05/11/2026
☒		☐	Director 2	MEng	South Africa	Directors Declaration		Location 2	05/11/2026
☒		☐	Director 3	MBA	South Africa	Both		Location 3	22/05/2026

c. Addresses and Service providers:

- i. Addresses: 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 using the **+Add** option.

Address Type	Street name	Address Line 2	Province	Postcode	City	Country	Phone	Time	Date
☒ Registered Office	Rog Street	Address line 2	Free State						
☒ Principal Place of Business	Prince Street	Address line 2	Gauteng	1111	City	ZAF			
☒ Business address	Business Street	Address line 2	Eastern Cape	2222	City	ZAF			
☒ Postal address	Post Street	Address line 2	Limpopo						
☒ Annual general meeting	Annual Street	Address line 2	Northern Cape						

- 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 using the **+Add** option.

d. Report Options:

- i. Entity and Period Settings: This section allows users to select reporting entities and reporting periods. These selections determine which report elements will appear in reports. The available options are displayed below:

- ii. Report Settings:

General: This section allows users to add various meta information to their reports like Preparer's details, Designation of preparer etc. They can also set the values for rounding and scaling that will be applied in their reports along with the currency symbol their reports will use.

Page Footer (Full Year): In this section users can set the value and position for their page footers:

Copy Column	Rename Column	Value	Other (if selected)	Enable
☐	☐	Footer Text	Other	☐
☐	☐	Left Aligned Text	Page Number Only	☒
☐	☐	Centre Aligned Text	Legal Name	☐
☐	☐	Right Aligned Text		☐

Page Header (Full Year): Similar to the above, in this section users can set the value and position of their report headers:

Override	Value	Alignment	Enable
☒	ZA Sanity Entity 17	Left	☒
☐	Annual financial statements	Left	☒
☐	for the year ended 28 February 2025	Left	☒
☐			☐
☐			☐
☐			☐

iii. Report Table Settings:

Table Columns (Full Year): In sections users can set their report column parameters like the entity type (group, company) and reporting period, however using our default values should work for 99% of customers.

These are the settings on this page:

Entity 1 (Column 1) ☒

Entity: Consolidated Entity

Reporting Period Set: FY1 - Full Year

Reporting Period Set (Other):

Period: Current Period

Entity 2 (Column 1) ☒

Table Header (Full Year): In this section table header values can be amended in bulk and users can select which rows should appear on their standard tables. This is how the page looks like:

- iv. **Report Wording Variables:** This section allows you to centrally adjust the values of key words and expressions used in financial reports, such as the reporting entity description (Entity description) and parent entity description (Parent):

- e. Reporting Period Details
f. Global User Settings and Variables
g. Document Information – XBRL:

Entity information: This section captures the information required by CIPC for XBRL filing. Review and complete every field on these tabs carefully according to the company's circumstances; incorrect or incomplete answers may cause the filing to fail validation.

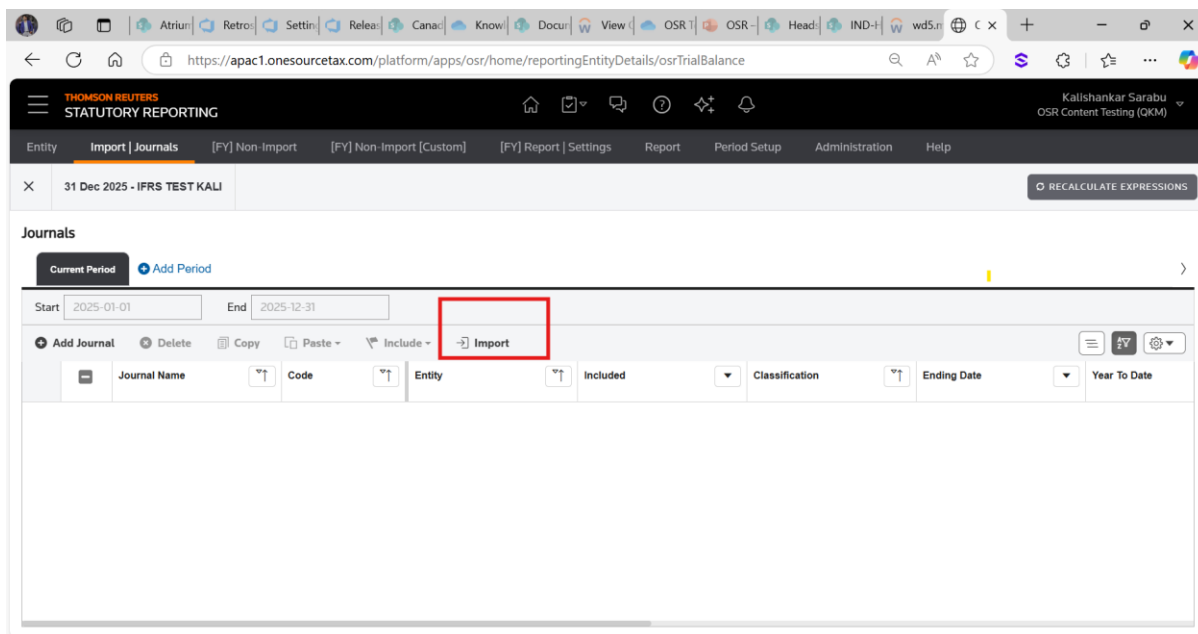
Audit Information: This section captures the information required by CIPC for XBRL filing. Review and complete every field on these tabs carefully according to the company's circumstances; incorrect or incomplete answers may cause the filing to fail validation.

2. **Import / Account Assignment:** This section is used to import the trial balance, access category and account maintenance and to do the assignment for imported accounts. Trial balance import follows a step-by-step process to load the trial balance into the system.

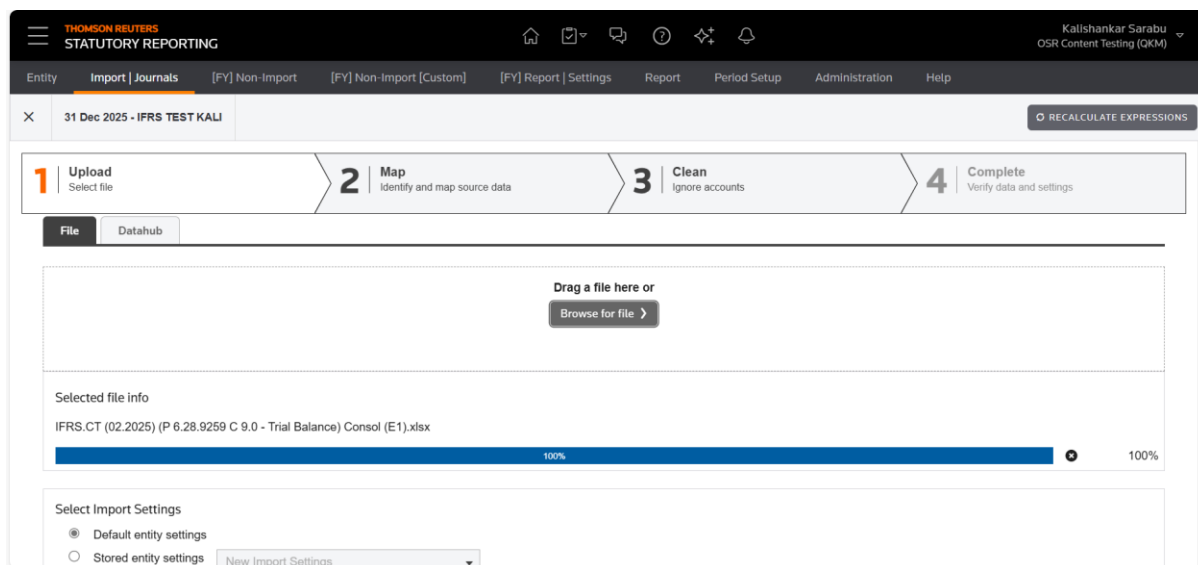
After importing the trial balance, mapping files must be loaded, or it could be done manually. These mapping files are used to link the ledger accounts from the trial balance to their respective categories.

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.



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



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 'Import / Account Assignment' screen with the 'Column Settings' dialog box open. The dialog box has the following fields and options:

- Code ***: IMP 001
- Name ***: CP
- Classification ***: Original Trial Balance
- EntityCode ***: NZ TEST
- Ending Date ***: 2025-12-31
- Year To Date**: ☒
- Currency Conversion**: ☐
- Journal Replacement**: ☐
- Round Amounts**: ☐

The background shows a table with columns 'Header' and 'Acc No'. The table has two rows: Row 1 with 'Acc No' and Row 2 with '1001'. The 'Acc No' column has a dropdown menu with 'Account Code' 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 / Journals' screen with a list of accounts to be ignored. The list is as follows:

Account Code	Description
1306	Licences with indefinite useful life -
1307	Goodwill
1308	Goodwill - Accumulated amortization
1401	Plant and machinery
1402	Accumulated amortization - Plant and machinery
1403	Motor vehicles
1404	Accumulated amortization - Motor vehicles

The screen also shows a 'Page 1 of 10' indicator and a 'Go' button.

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.

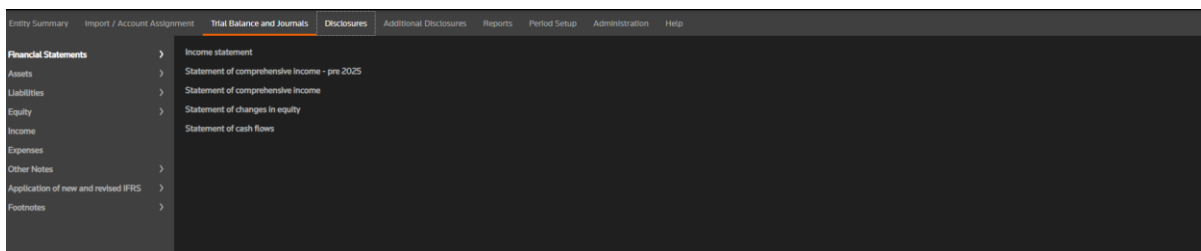
The screenshot shows the 'Settings' dialog box with the following options:

- ☐ Update
- ☐ Save As
- ☒ Don't Save

There is a 'New Settings' button next to the 'Save As' option. The dialog box also has 'Previous', 'Cancel', and 'Continue' buttons at the bottom.

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.

- Disclosure:** 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...

Consolidated other comprehensive income

+ Add ^ v 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. **Additional Disclosures:** This section provides empty non-category tables, where users can customize the table based on their requirements. Please refer to the image below.

Entity Summary Import / Account Assignment Trial Balance and Journals Disclosures Additional Disclosures Reports Period Setup Administration Help

Report 1	>
Report 2	>
Note 1	>
Note 2	>
Note 3	>
Note 4	>
Note 5	>
Note 6	>
Note 7	>
Note 8	>
Note 9	>
Note 10	>

Features provided to edit the table:

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

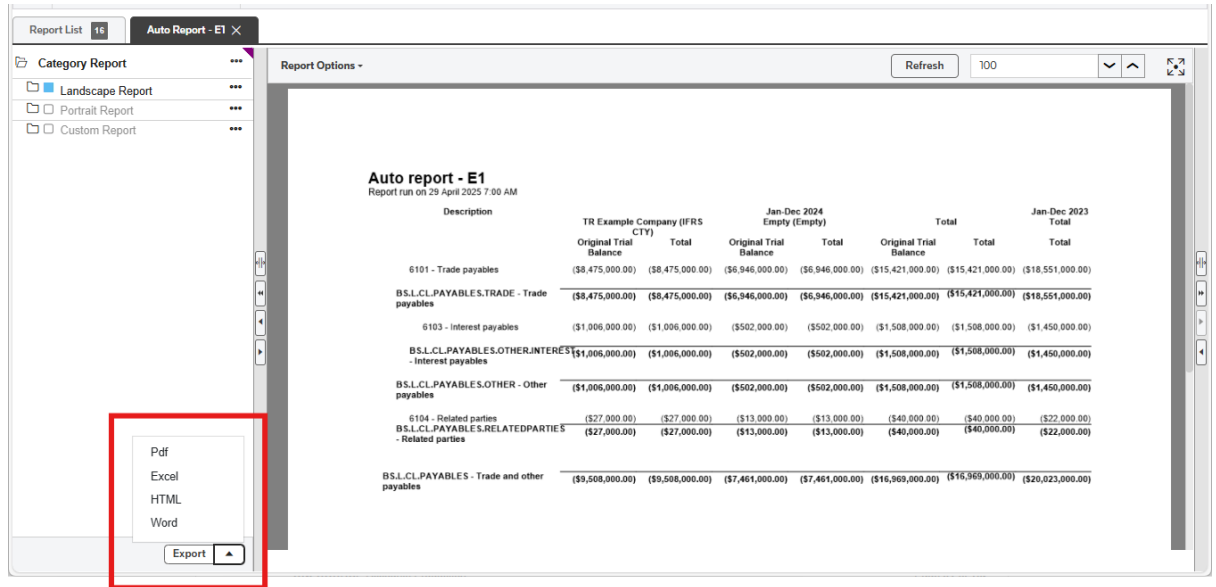
5. **Report | Settings:** Please see below for further information about this section.
6. **Report:** This section contains all the primary content related to financial statements and other relevant information. Please refer to the content below for further details.

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.

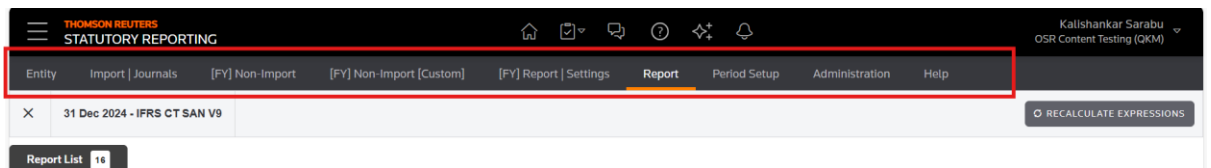
Add	Actions	Review Comments	Report Name
☐			Account Assignment (Entity) Report
☐			Account Listing Report (Category Name, Description and Amount)
☐			[Annual Report]
☐			Auto Report - E1
☐			Auto Report - E2
☐			Category Listing
☐			Category Summary - Expenses by Function
☐			Category Summary - Expenses by Nature
☐			Category Summary - Primary
☐			Category Summary - Rounding Variance [Full Year]
☐			Entity Specific Account Assignment Report
☐			Entity Structure Report
☐			Journal Summary
☐			Rounding Account Summary
☐			Trial Balance
☐			Trial Balance per Entity (including Account Assignment)

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

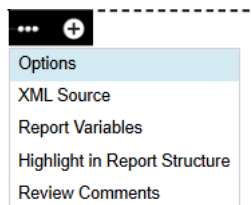


Refresh: This button is used to refresh the specific report after each change, ensuring that all updates are accurately reflected.

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

Options

Name

Category Detail (Account x Entity)

☐ Alternative name in contents

Category Detail (Account x Entity)

Display Setting

Always

Display Condition

true

☐ Include in contents
☐ Include in numbering
☐ Page break before
☐ Keep to same page

Save

Cancel

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.

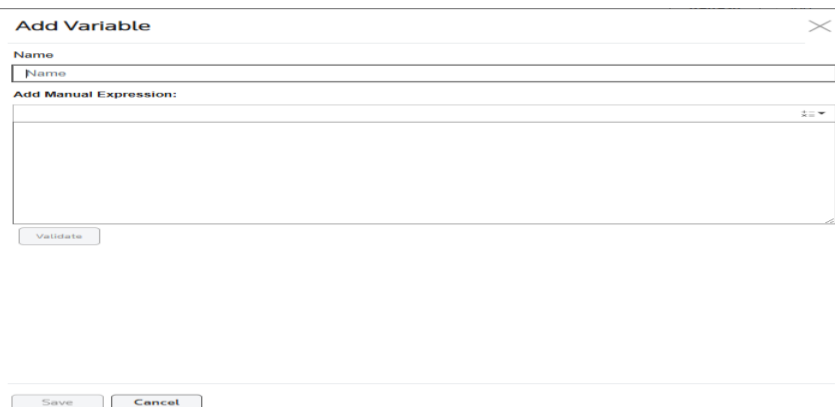
- b. XML Source: This section displays the XML code for the element. Users can modify the XML as needed to make changes to the element.
However, it is recommended to use the provided options instead of editing the XML directly.



- 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

RECALCULATE EXPRESSIONS

Review Comments - Category Detail (Account x Entity) X

Filter Open

Enter a new comment

All
Open
Resolved
Rejected

Add comment here

Comment

Clear

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

Period Setup Administration

Accounts

Categories

Account Assignment

Journal Classification

Reporting Period Sets

Entity Structure

Entity Specific Account Assignment

Rounding and Suspense Accounts

Currency Conversions

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

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

THOMSON REUTERS
STATUTORY REPORTING

Kalishankar Sarabu
OSR Content Testing (OKM)

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	✓	Edit Add Delete
☒ BS - BS.A - Assets	✓	Edit Add Delete
☐ BS.A - Assets	✓	Edit Add Delete
☐ BS.L - Liabilities	✓	Edit Add Delete
☐ BS.EQ - Equity	✓	Edit Add Delete
☐ PL - Profit/(loss)	✓	Edit Add Delete
☐ PL.NCI - Non-controlling interests	✓	Edit Add Delete
☐ NLUC - No longer used categories	✓	Edit Add Delete
☐ EXPENSEBYNATURE - Expenses by nature	✓	Edit Add Delete
☐ EXPENSEBYFUNCTION - Expenses by function	✓	Edit Add Delete

- 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 into 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.

×

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

Account Assignment

Display

Balances

Filter

Number of Accounts: 0

Assign

Remove

Primary

Name	Code	Category	Current Period	Prior Period
			0.00	0.00
			7,928,000.00	6,220,000.00
			-8,216,000.00	-6,459,000.00
			288,000.00	239,000.00
			-	-
			-	-
			-	-

Import

Export

- d. Journal Classifications: Different journals can be classified based on the presentation/calculation requirements. Classifications can be further added or deleted based on the client requirement.

Entity

Import | Journals

[FY] Non-Import

[FY] Non-Import [Custom]

[FY] Report | Settings

Report

Period Setup

Administration

Help

×

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

Journal Classification

Add New Journal Classification

Delete

Search

		Name
1	☐	Original Trial Balance
2	☐	Audit Adjustments
3	☐	Tax Adjustments
4	☐	Reclassifications
5	☐	Eliminations
6	☐	Error Corrections

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Page 1 of 1

1 to 6 of 6

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

X

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

Reporting Period Sets

+

Add New Sets

⌵

Delete

		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.

Entity

Import | Journals

[FY] Non-Import

[FY] Non-Import [Custom]

[FY] Report | Settings

Report

Period Setup

Administration

Help

X

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

Entity Specific Account Assignment

Display

Balances

Filter

EntityIFRS CTY - TR Example

Number of Accounts: 0

Assign

< Remove

< Revert to master

Primary

Name	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.

Entity

Import | Journals

[FY] Non-Import

[FY] Non-Import [Custom]

[FY] Report | Settings

Report

Period Setup

Administration

Help

×

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

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	

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Page 1 of 1

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1 to 3 of 3

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

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31 Dec 2024 - TR Example Group

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RECALCULATE EXPRESSIONS

Currency Exchange Rates

+

Add Currency Exchange Rate

×

Delete

🔗

Link Accounts

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

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⏩

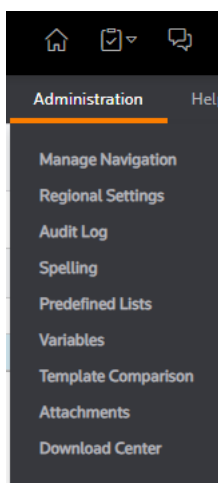
⏴

⏵

20 ▾

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 trail. Please see below:

Audit Log						
Export				Starting Date	YYYY-MM-DD	Ending Date
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			View	
2025-01-16 05:28:09	Manisankar Das APAC.QKM	Created			View	

Log Details

Date/Time: 2025-01-16 05:28:45

User Name: Manisankar Das APAC.QKM

Action: Created

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.

X

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.lookupaccountingperioddata="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.

THOMSON REUTERS

STATUTORY REPORTING

Entity

Import | Journals

[FY] Non-Import

[FY] Non-Import [Custom]

[FY] Report | Settings

Report

Period Setup

Administration

Help

X

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

Template Comparison:

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]]

Between Parent Template [IFRS Corporate Template [YE 2024] [v9]] and Latest Version of Parent Template [IFRS Corporate Template [YE 2024] [v]]

Compare

Template Comparison - Reports:

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]]

Visualise update with financial period data

Select Here

Compare

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

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

THOMSON REUTERS

STATUTORY REPORTING

Entity

Import | Journals

[FY] Non-Import

[FY] Non-Import [Custom]

[FY] Report | Settings

Report

Period Setup

Administration

Help

X

31 Dec 2024 - TR Example Group

RECALCULATE EXPRESSIONS

Download Center

No files found

Records are available for 100 days from the download date

Refresh

User

File Name

File Extension

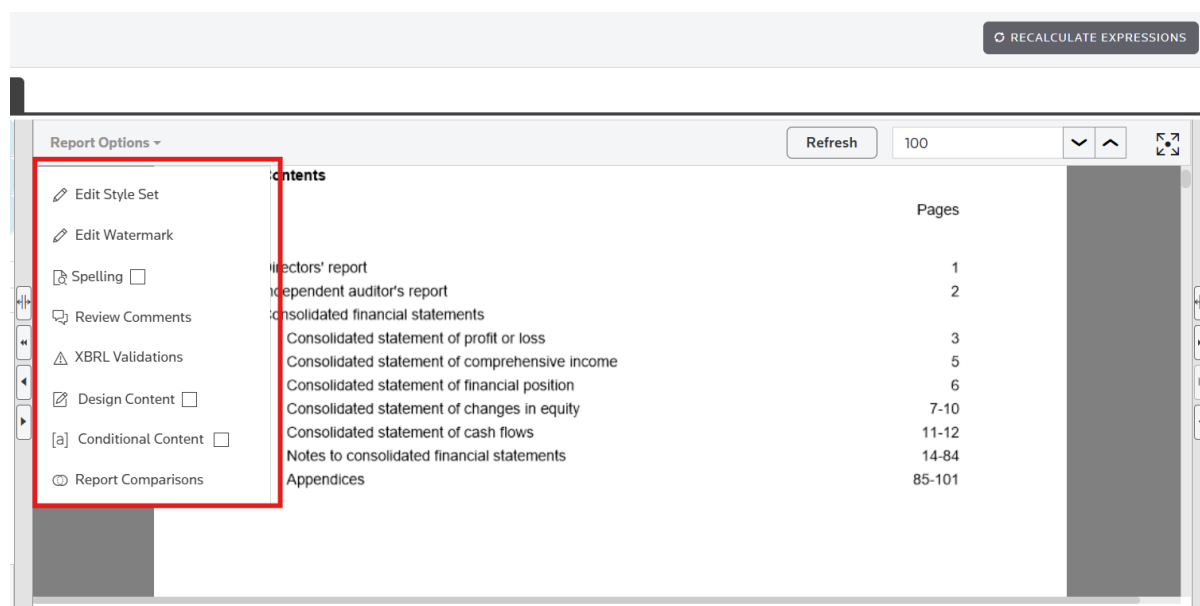
Status

Download Date

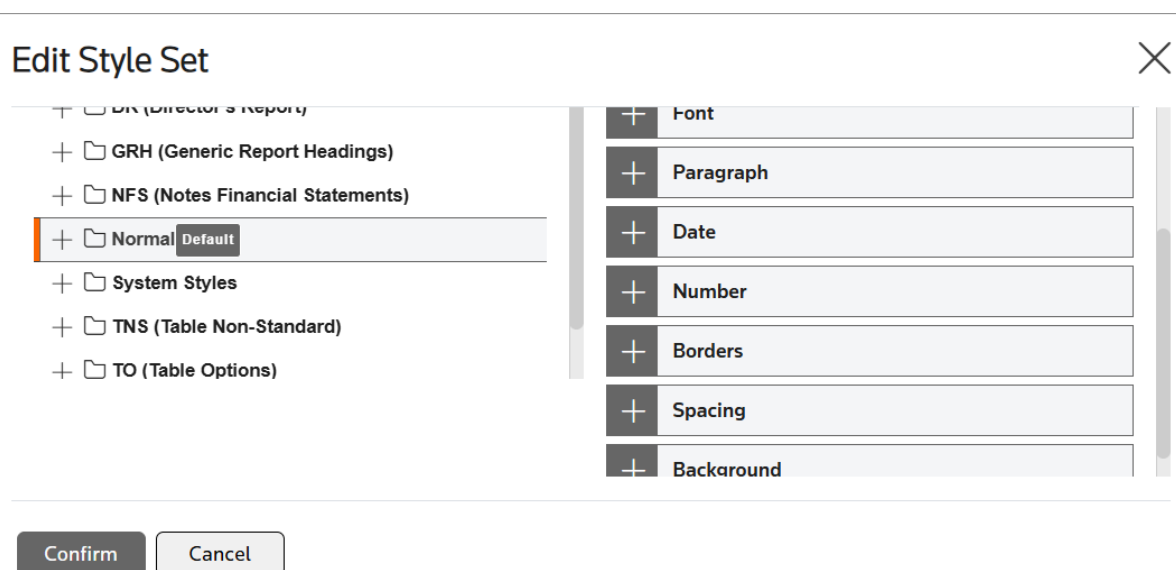
10

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

Report Options



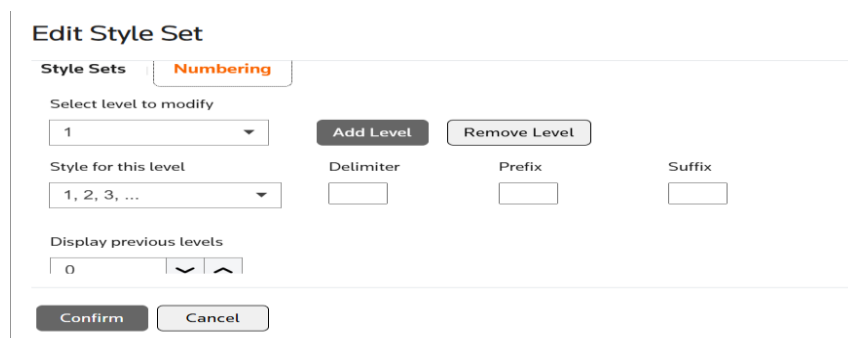
1. Edit Style Set



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**

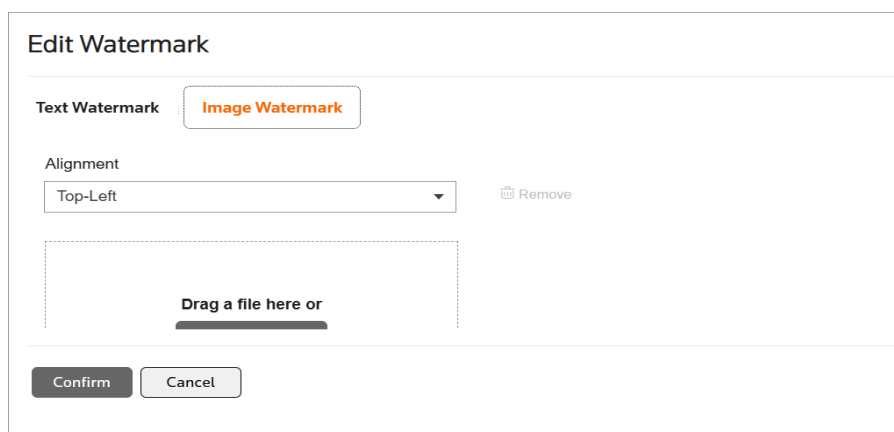
Select level to modify
 Add Level **Remove Level**

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

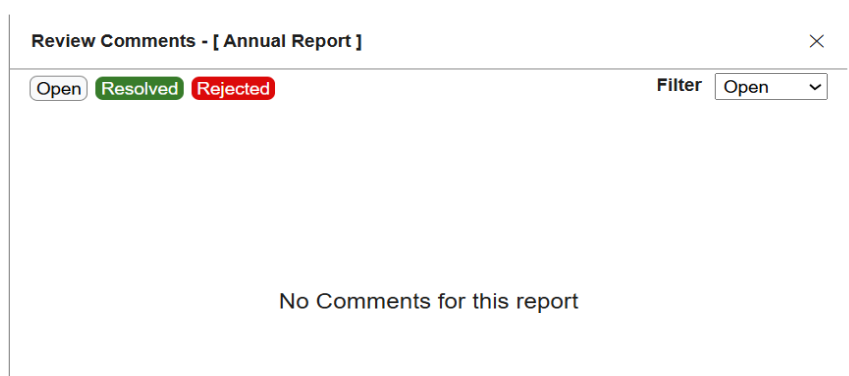
Text Watermark | **Image Watermark**

Alignment

Drag a file here or

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

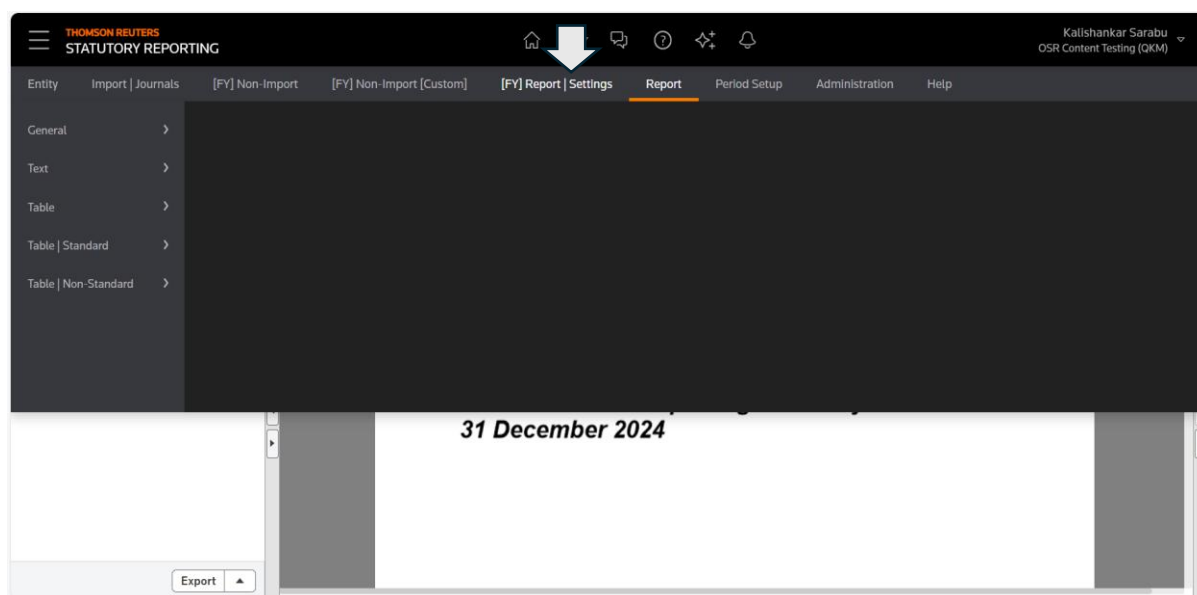
⚖

 Compare

☐	Date/Time	User	Reason

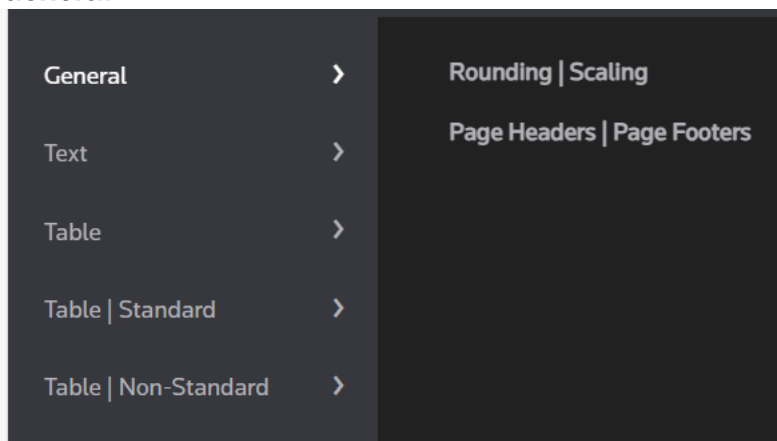
Cancel

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.

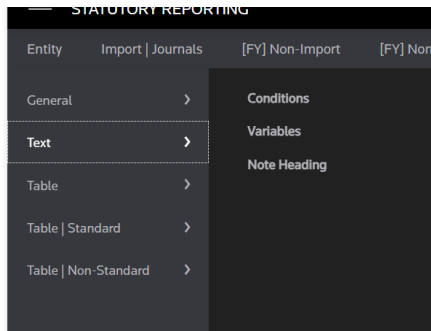
Users can define custom headers or footers by selecting the “**Other**” option and entering the desired text in the corresponding column.

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.

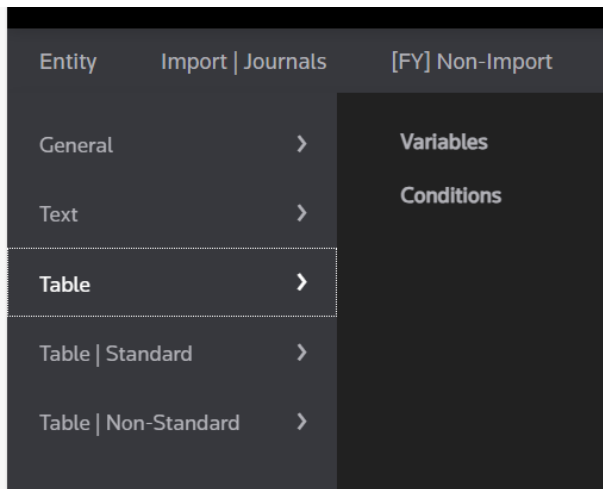
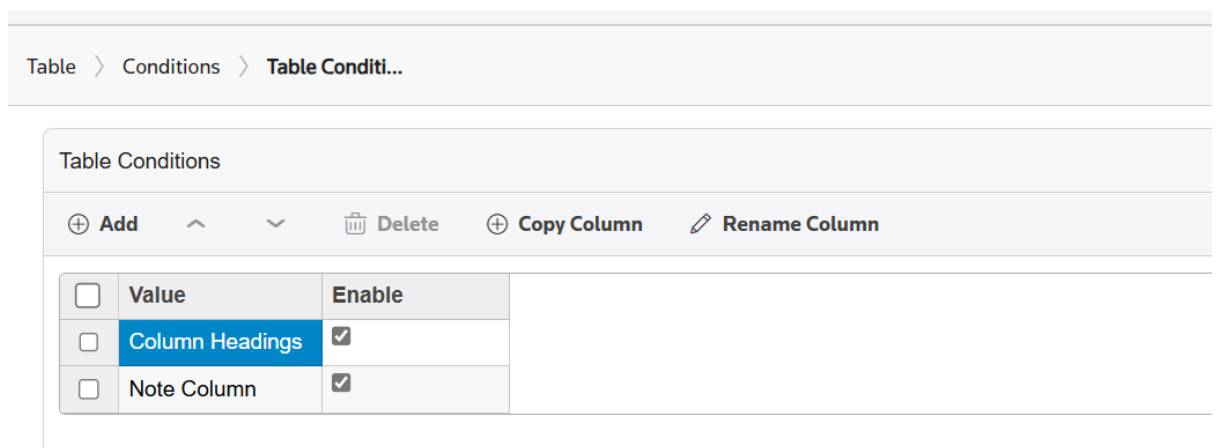
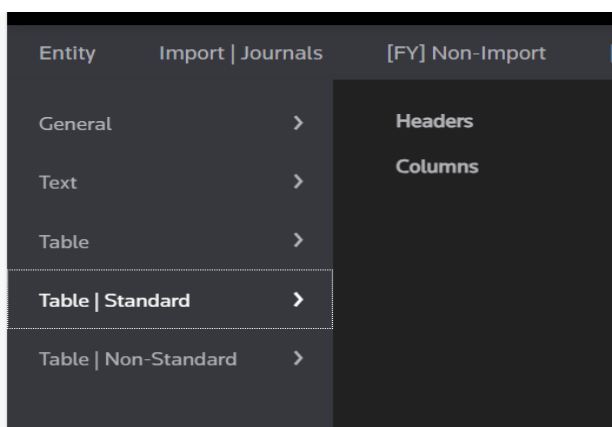


Table conditions: Table conditions can be modified using this option. User can also add more conditions as per their requirements.



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

Entity	Import Journals	[FY] Non-Import
General	>	Headers
Text	>	Columns
Table	>	
Table Standard	>	
Table Non-Standard	>	

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

Table | Non-Sta... > Headers > Table 1 Save Cancel

Table Header | Set C

+ Copy Column Rename Column

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

Column Header

+ Copy Column Rename Column

☐	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:

Table | Non-Sta... > Columns > Table 1 Save Cancel

Display

+ Copy Column Rename Column

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

Filters | Set A

+ Copy Column Rename Column

☐	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 'Standard Table 1' interface. The sidebar on the left has a filter and a list of tables: Standard Table 1, Standard Table 2, Non - Standard Table 1, and Non - Standard Table 2. The main area displays 'Standard Table 1' with a table structure for 'Consolidated Entity | Full Year' and 'Parent Entity | Full Year'. The table has columns for Description, Section, Row Ref., Current Period, Prior Period, and Prior Prior Period. The data rows show 'Section: (1 items)' and 'NewRow_0' with values of R0.00.

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 'Non-Standard Table 1' interface. The sidebar on the left has a filter and a list of tables: Standard Table 1, Standard Table 2, Non - Standard Table 1, and Non - Standard Table 2. The main area displays 'Non-Standard Table 1' with a table structure for 'Consolidated Entity | Full Year | Current Period', 'Consolidated Entity | Full Year | Prior Period', and 'Parent Entity | Full Year | Current Period'. The table has columns for Description, Section, Row Ref., Value Column (Currency), Value Column 2 (Currency), Value Column 3 (Currency), and Value Column 4 (Currency). The data rows show 'Section: (1 items)' and 'NewRow_0' with values of R0.00.

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 Additional Disclosures 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.

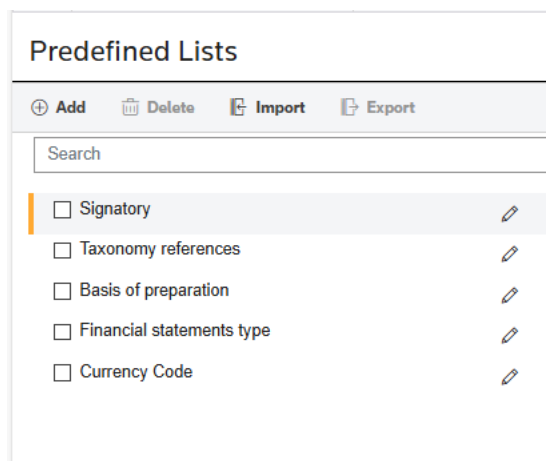
Grid Vs Category: Grid tables are completely editable, and users can insert amounts manually whereas in category tables users can pull the categories and the amount will be automatically displayed in the table.

- 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 (to follow).

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.

☐ 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.

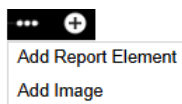
+ Add Delete	
☐ Actions	List Values
☐	Separate
☐	Consolidated

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

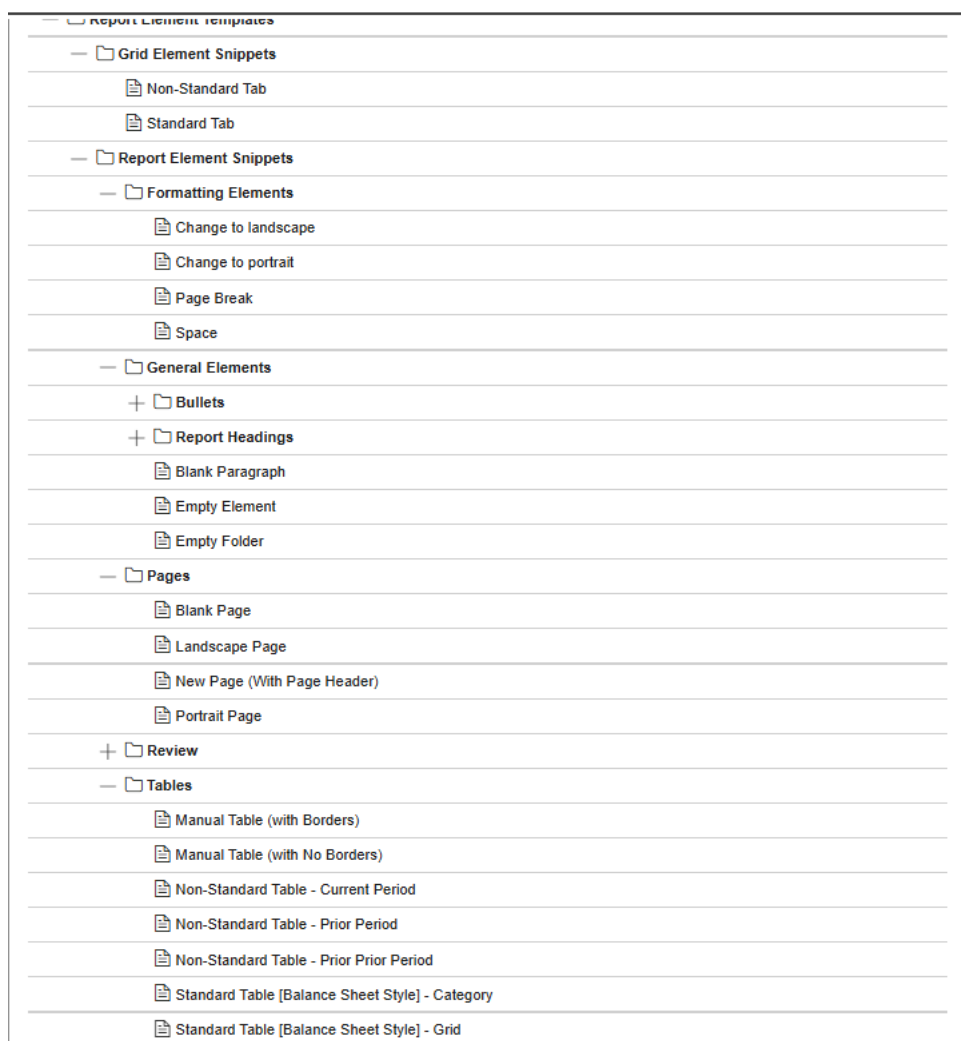
+ Add Delete	
☐ Actions	List Values
☐	AED - UAE Dirham
☐	AFN - Afghani
☐	ALL - Lek
☐	AMD - Armenian Dram
☐	ANG - Netherlands Antillean Guilder
☐	AOA - Kwanza
☐	ARS - Argentine Peso
☐	AUD - Australian Dollar
☐	AWG - Aruban Florin
☐	AZN - Azerbaijan Manat
☐	BAM - Convertible Mark
☐	BBD - Barbados Dollar
☐	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:

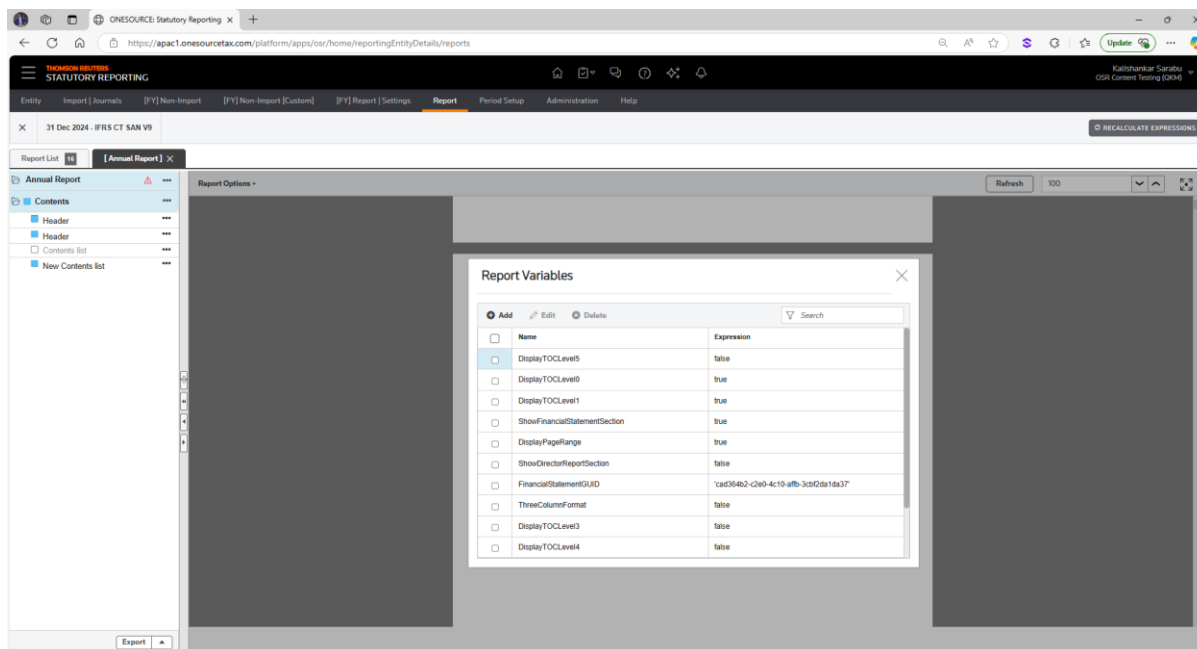


Users can insert above mentioned elements into the report just by clicking on above. They can further modify the report elements based on their requirements.

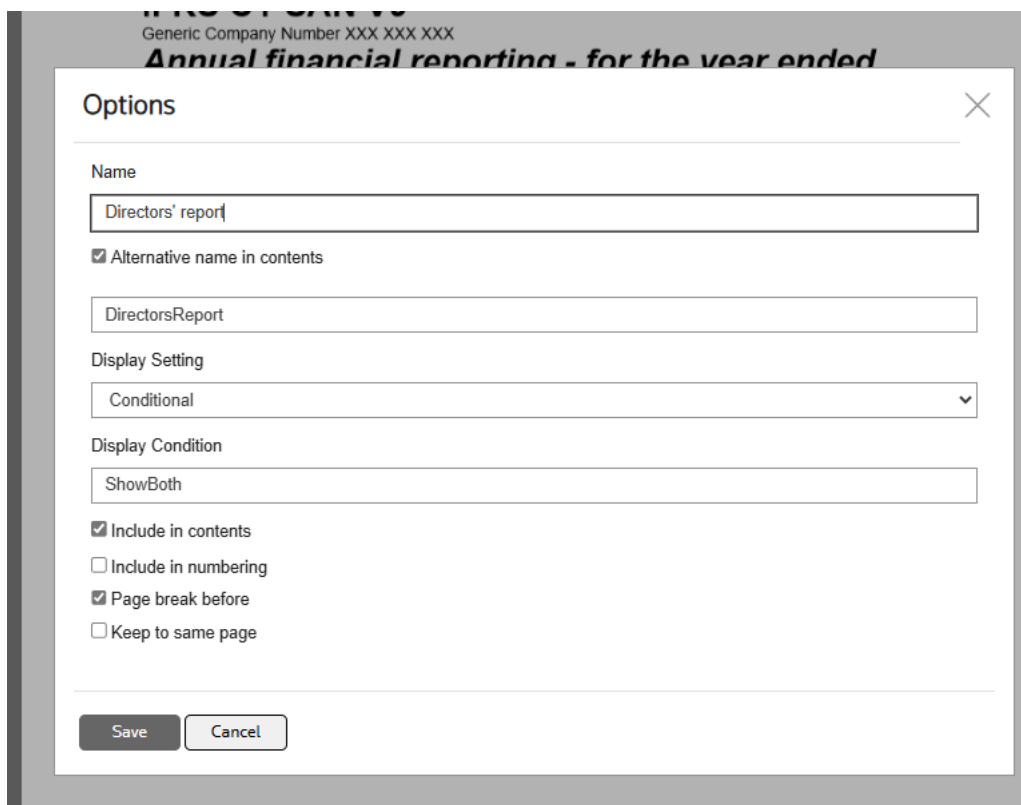
Configuring the Contents Page

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. For a list of variables per report, please see Appendix B.

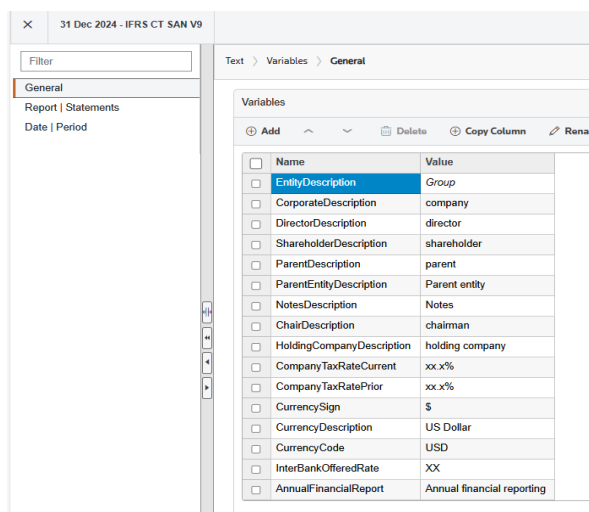
Users can change common words throughout reports via this dialog.

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.



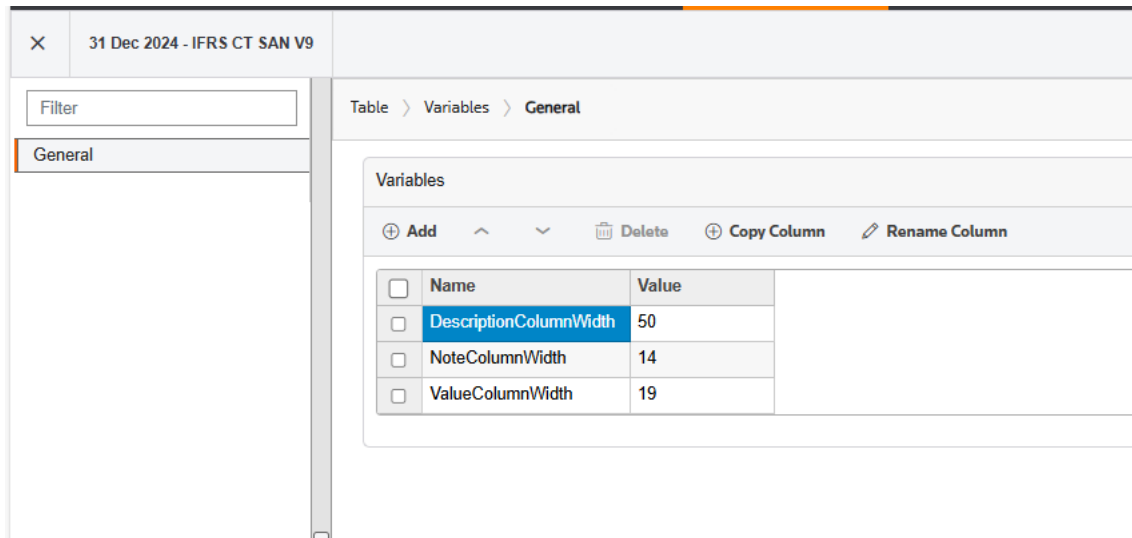
- b. Report | Statement: The report statement tab relates to the names of the various statements and sections of the report.

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

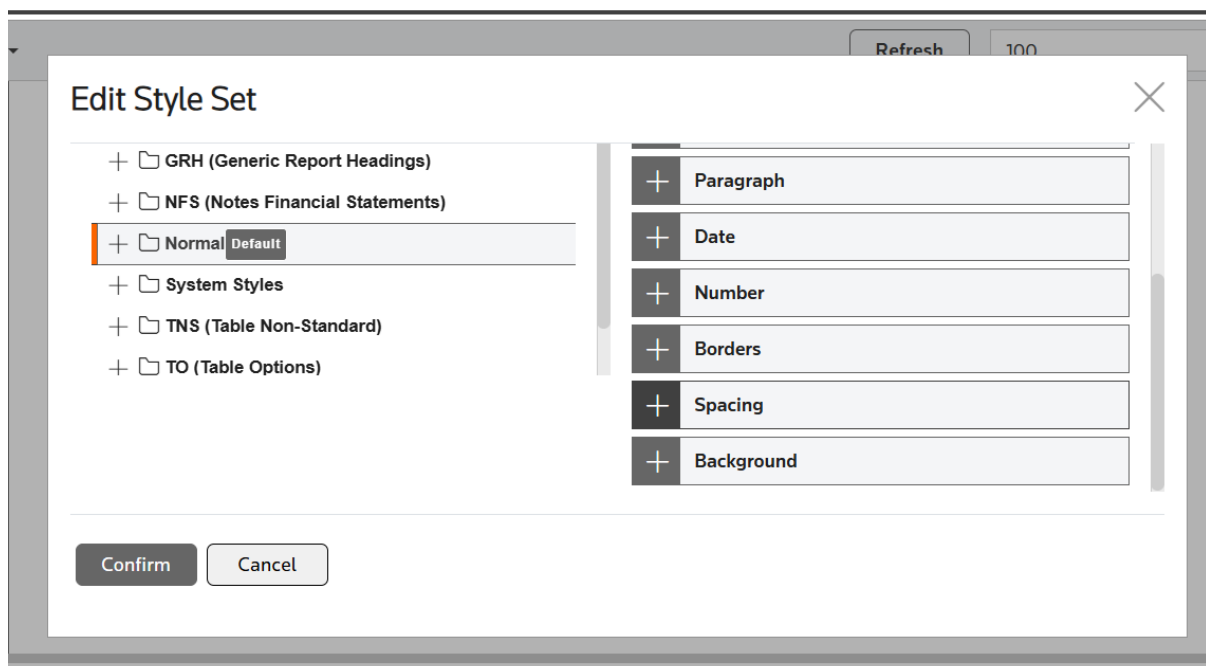
c. Date | Period: The date and period tab relate to dates and times

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
☐ CurrrentDateTime	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:

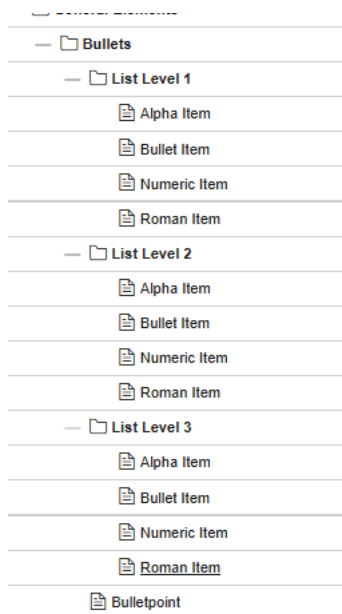


Style Sets



This section has already been explained above under report options.

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



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

Entity Summary | Document Information – XBRL: Enter all CIPC-required details for the XBRL filing here. Make sure each field reflects the company’s situation accurately, or the filing may fail the checks.

Disclosures | Footnotes: Review the information on each disclosure tab in this section. If a particular event did not occur, or no amounts were received or paid, tick the declaration checkbox. These questions map to mandatory tags in the annual report, and CIPC requires an explicit "nil" declaration (with a footnote using null/nil/zero values) when such events do not occur.

Entity Summary | Report Options: Includes most settings found in the Report | Settings on Global Reports main menu. The layout and functions differ slightly, but this section also includes template-specific fields that must be reviewed and completed carefully for a successful CIPC filing. Please pay particular attention to the Report Settings page in this section.

XBRL/XML

CIPC requires certain enumerated values to appear on the face of the report at filing. Because these may look unusual to general readers, you can suppress them from the public-facing copy by navigating to Entity Summary > Entity Details > General Details > Financial statements to be presented to and selecting "Members."

Contents Specific to the Template

The South Africa template contains the reports listed below:

1. Annual Report > 1. South Africa Corporate Report – Annual
2. Account Listing Report (Category Name, Description and Amount)
3. Auto Report – Consolidated
4. Auto Report – Parent
5. Category Summary – Expenses by Function
6. Category Summary – Expenses by Nature
7. Category Summary – Primary
8. Category Summary – Rounding Variance
9. Entity Specific Account Assignment Report
10. Entity Structure Report
11. Journal Summary
12. Obsolete – 2. South Africa Corporate Report – Half Year
13. Rounding Account Summary

1. Annual Report > 1. South Africa Corporate Report – Annual

Purpose:

This report contains the year end financial statements. This report can be exported in iXBRL.

Content:

Document information

Corporate information

Directors' responsibility and approval

Independent auditor's report

Directors' report

Social and ethics committee report

Audit committee report

Corporate governance statement

Primary Statements

Notes to the Financial Statements

Additional disclosure notes

2. 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.

3. Auto Report - Consolidated

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 1/1/202X to 31/12/202X.
- Shows both the account-level and standardized category-level breakdowns.
- Useful for high-level review and comparison of key financial statement lines over time.

4. Auto Report - Parent

Guidance:

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

5. 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.COSTGOODS), 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.

6. 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.

7. 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 202X-1 to 202X, for both Consolidated (E1) and Parent (E2), and totals.
- Includes both account-level and standardized category-level lines.
- Used for overall financial statement review and reconciliation.

8. 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.

9. 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.

10. 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.

11. 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.

12. Obsolete – 2. South Africa Corporate Report – Half Year

Purpose:

This report was the half year equivalent of our Annual report. It is not updated any more and kept in our structure for legacy purposes only.

13. 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.

Note on E1 and E2:

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