HELP DOCUMENT FOR ONLINE FILING OF DOS (NBFC) RETURNS IN XBRL SYSTEM

DOS (NBFC), CENTRAL OFFICE, MUMBAI

Index

1. System pre-requisites:

1.1 Before installing the installer, please ensure your system satisfies following pre-requisites.

    (i)   Minimum Hardware requirements
- a. 2 GB free space on C:\ drive
- b. 4 GB RAM
- c. Intel Core 2 Duo Processor or other equivalent processor

    (ii)   Operating System requirements
- a. Supported OS versions - Windows XP / Windows Vista / Windows 7 / Windows 8.1 / Windows 10
- b. Server Versions: Windows 2003 / Windows 2008 / Windows 2012

    (iii)   Software requirements
- a. Microsoft Office Excel 2007 / 2010 / 2013 / 2016.

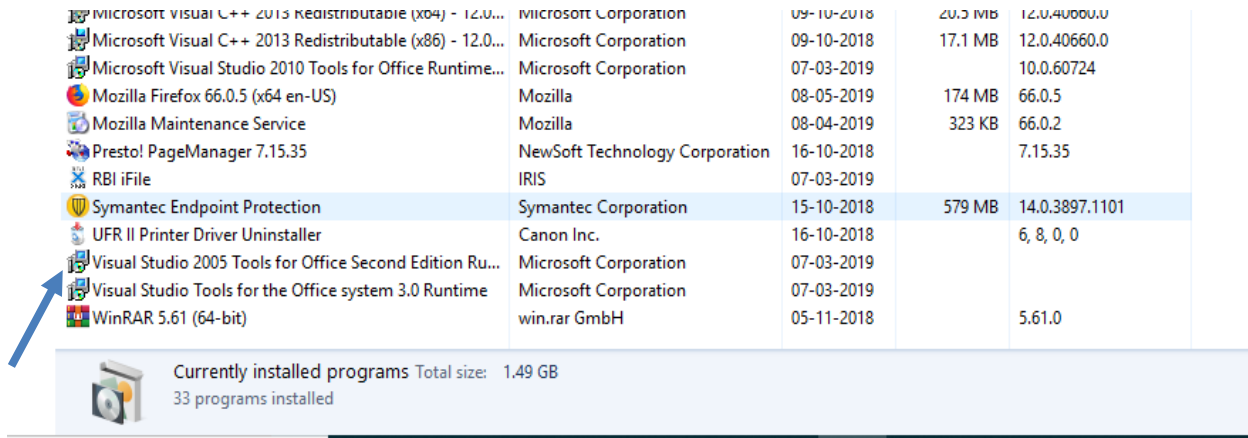- b. Microsoft .NET Framework 3.5 Service Pack 1: This can be downloaded from https://www.microsoft.com/en-us/download/details.aspx?id=22

    For checking pre-installed version of .NET Framework, go to "Programs" in Control Panel and click on "Turn Windows Features On or Off". This may require administrator rights.
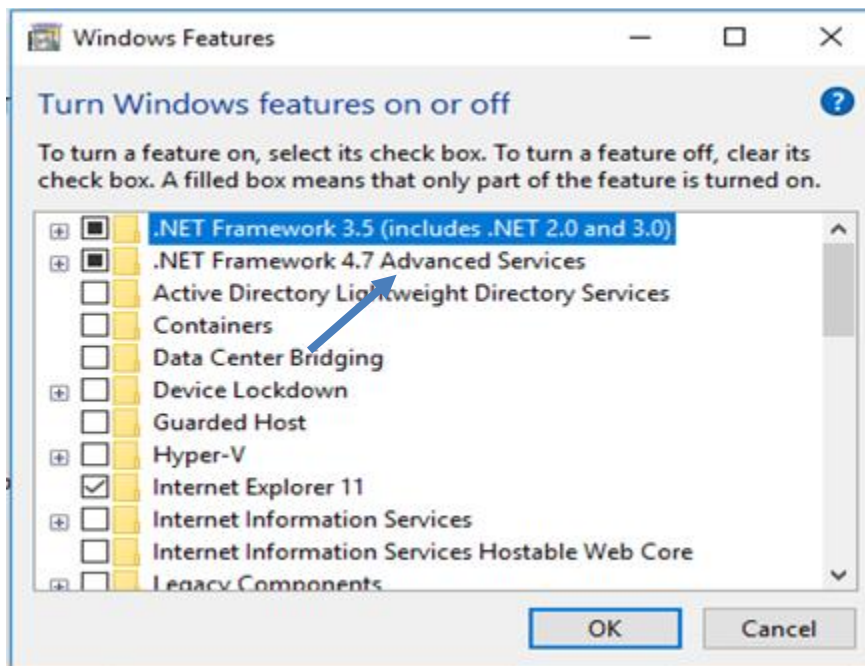
c. Microsoft Visual Studio® Tools For Office® Runtime (VSTOR)
   i. [For Microsoft® Excel® 2007/2010/2013,](#) Visual Studio® Runtime 3.0: This can be   downloaded   from http://www.microsoft.com/download/en/details.aspx?id=23656

   For checking pre-installed VSTOR, go to "Programs" in Control.

Microsoft Visual C++ 2013 Redistributable (x64) - 12.0...	Microsoft Corporation	09-10-2018	20.5 MB	12.0.40660.0
Microsoft Visual C++ 2013 Redistributable (x86) - 12.0...	Microsoft Corporation	09-10-2018	17.1 MB	12.0.40660.0
Microsoft Visual Studio 2010 Tools for Office Runtime...	Microsoft Corporation	07-03-2019		10.0.60724
Mozilla Firefox 66.0.5 (x64 en-US)	Mozilla	08-05-2019	174 MB	66.0.5
Mozilla Maintenance Service	Mozilla	08-04-2019	323 KB	66.0.2
Presto! PageManager 7.15.35	NewSoft Technology Corporation	16-10-2018		7.15.35
RBI iFile	IRIS	07-03-2019		
Symantec Endpoint Protection	Symantec Corporation	15-10-2018	579 MB	14.0.3897.1101
UFR II Printer Driver Uninstaller	Canon Inc.	16-10-2018		6, 8, 0, 0
Visual Studio 2005 Tools for Office Second Edition Ru...	Microsoft Corporation	07-03-2019		
Visual Studio Tools for the Office system 3.0 Runtime	Microsoft Corporation	07-03-2019		
WinRAR 5.61 (64-bit)	win.rar GmbH	05-11-2018		5.61.0

Currently installed programs Total size: 1.49 GB
33 programs installed

d. Programmable Interoperable Assemblies for Microsoft Excel 2007 or Microsoft Excel 2010
   i. Microsoft® Office 2007 Primary Interoperable Assemblies can be downloaded from http://www.microsoft.com/en-in/download/details.aspx?id=18346
   ii. Microsoft® Office 2010 Primary Interoperable Assemblies can be downloaded from http://www.microsoft.com/en-in/download/details.aspx?id=3508

e. Full Administrator rights for the machine are required to install the iFile Client Tool

1. 2. The following steps need to be carried out in Microsoft Excel to obtain the requisite tool box menu.

(i) Add support for "Microsoft Visual Basic" and "Microsoft .NET" in Excel

    (a) Go to Control Panel from Start Menu.
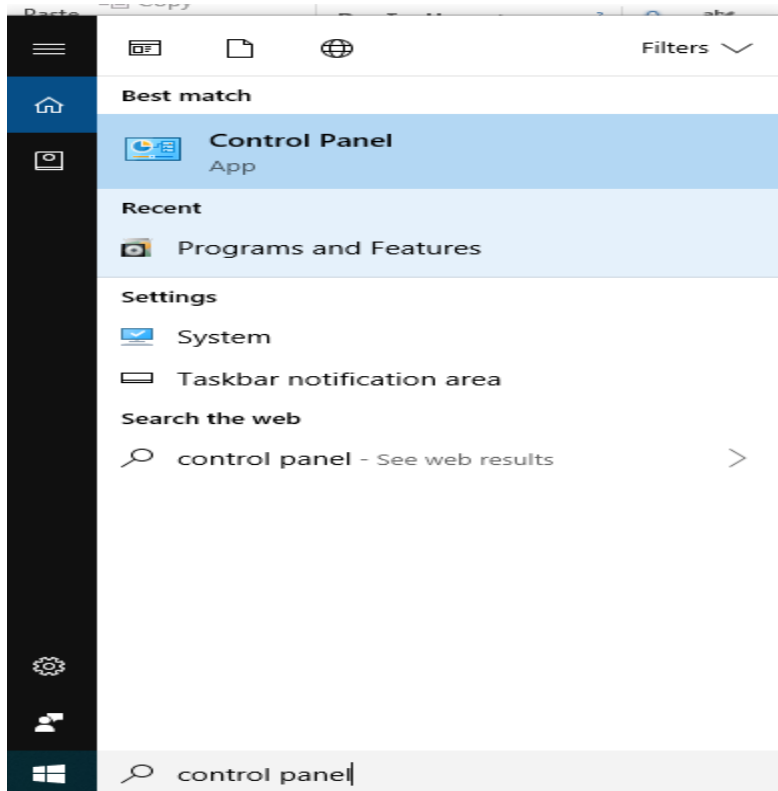
    (b) In the Control Panel choose "Add or Remove Programs" (or "Programs and Features" in Windows Vista / Windows 7 / Windows 8.1 / Windows 10 or "Uninstall a Program" in some other versions)
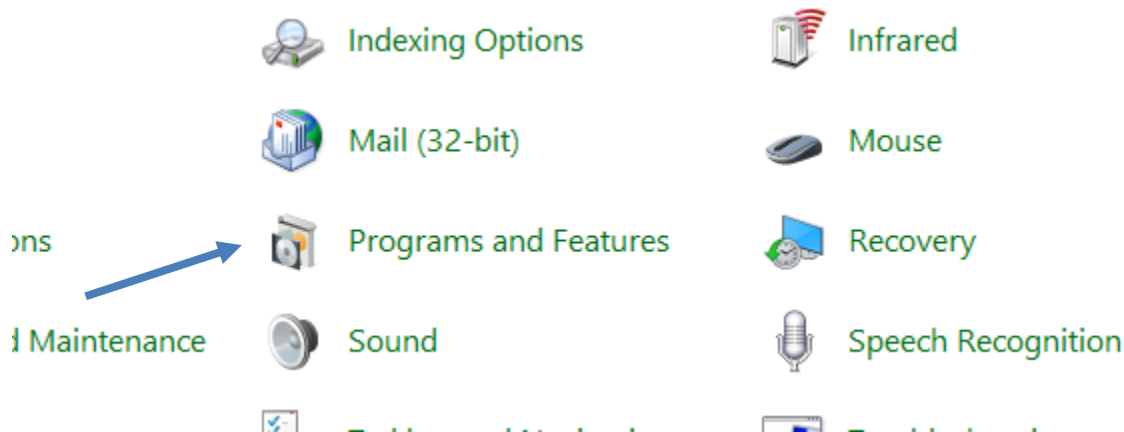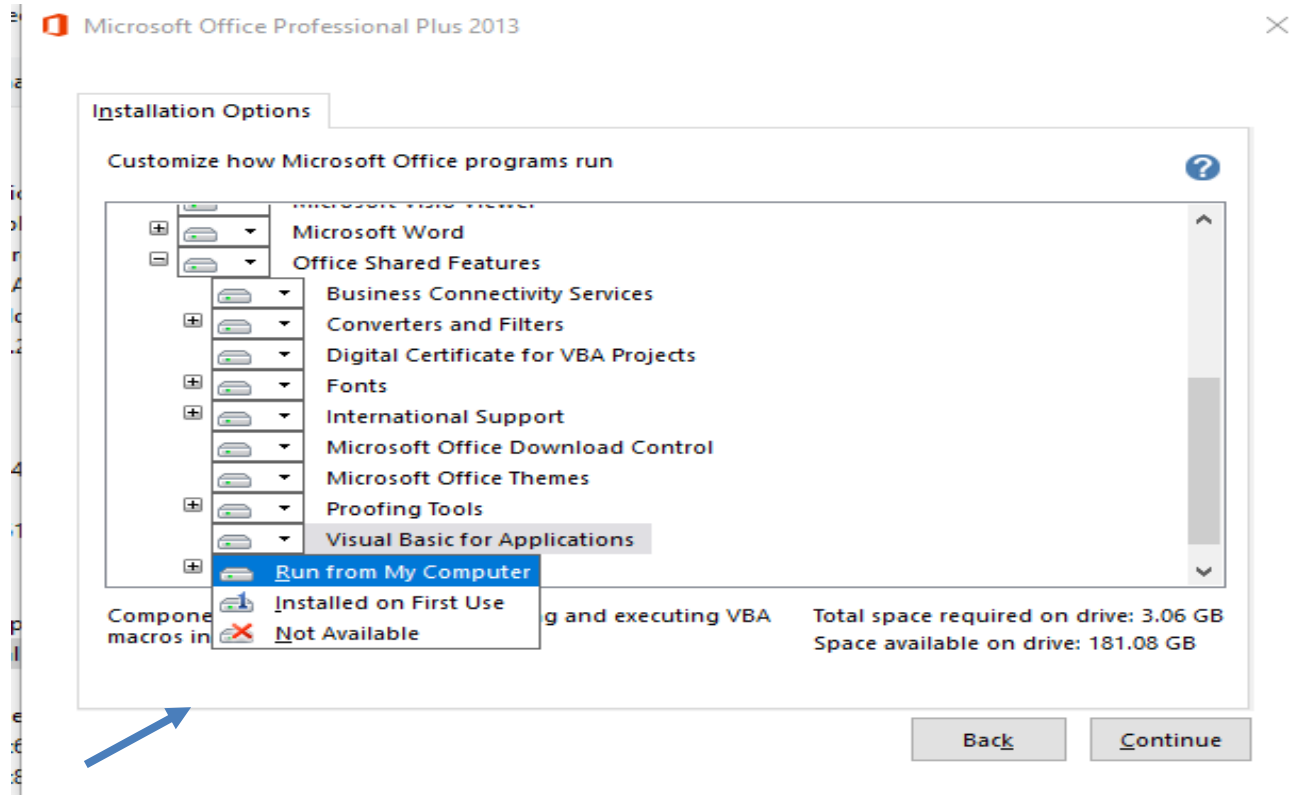
(c) Select Microsoft Office in the list and click on the Change button. This may require administrator rights.

(d) Choose "Add or Remove Features" from the above panel

(e) Select **"Visual Basic for Applications"** in the "Office Shared Features" list and from the drop down menu please set it to **"Run from My Computer".** Then click on the 'Continue' button.

(f) Select **"Microsoft Forms 2.0 .NET Programmability Support"** in the "**Office Tools**" list and from the drop down menu please set it to **"Run from My Computer".** Then click on the 'Continue' button.
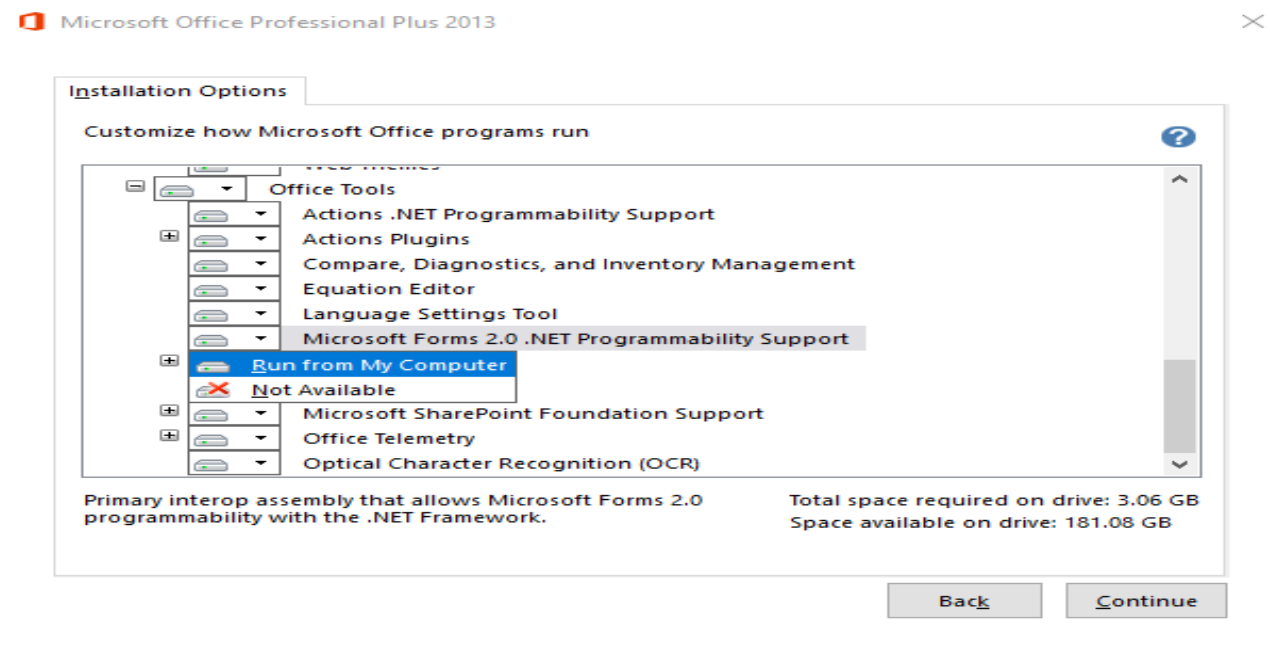
(g) **After pressing the 'Continue' button,User will get the following message**

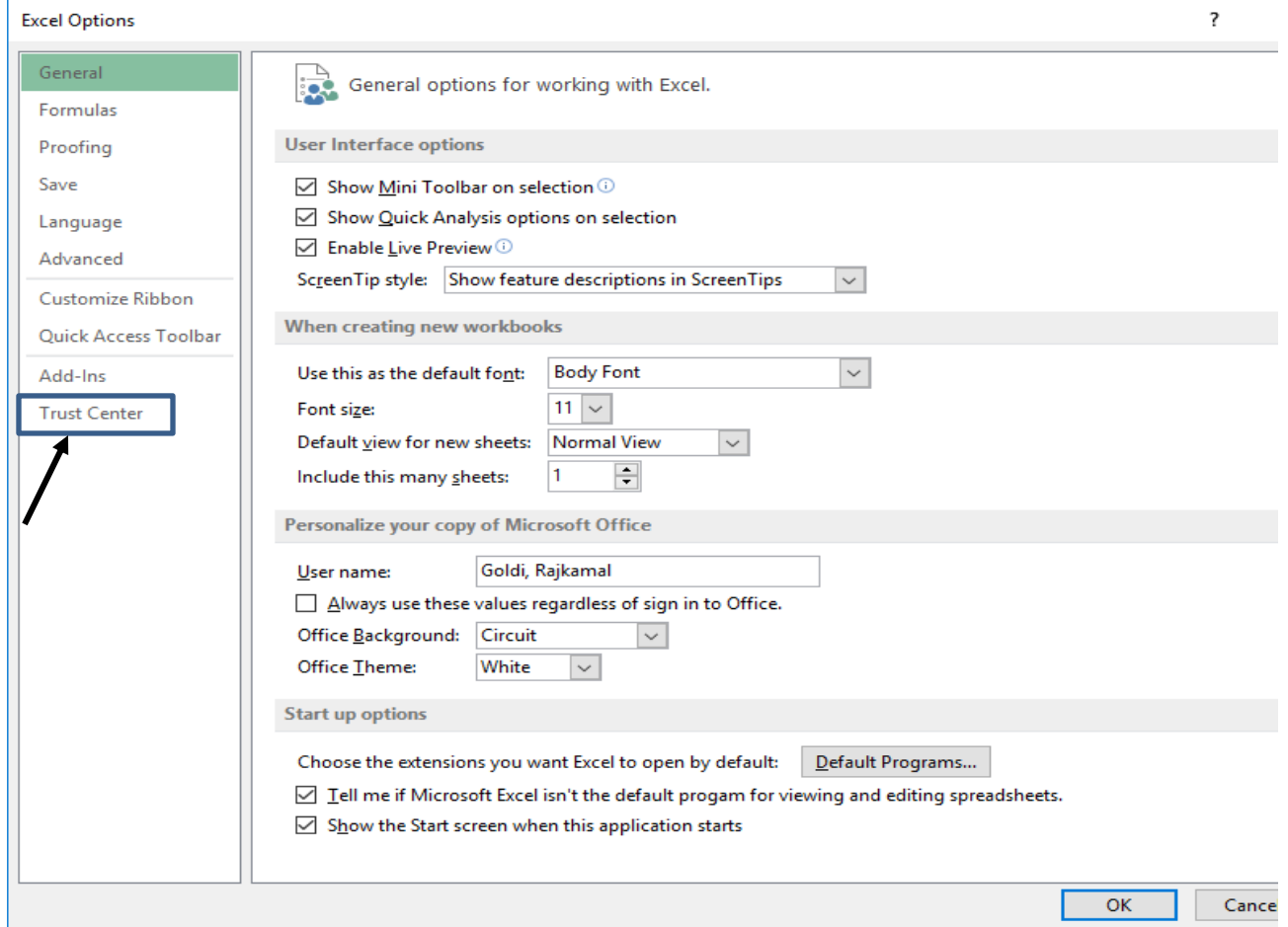**(ii) Provide "Programmatic Access" to Visual Basic Project**
To enable "Trust Access to the VBA project object model":

(a) Click on "File" and then click on "Options" in Microsoft®Excel®application.
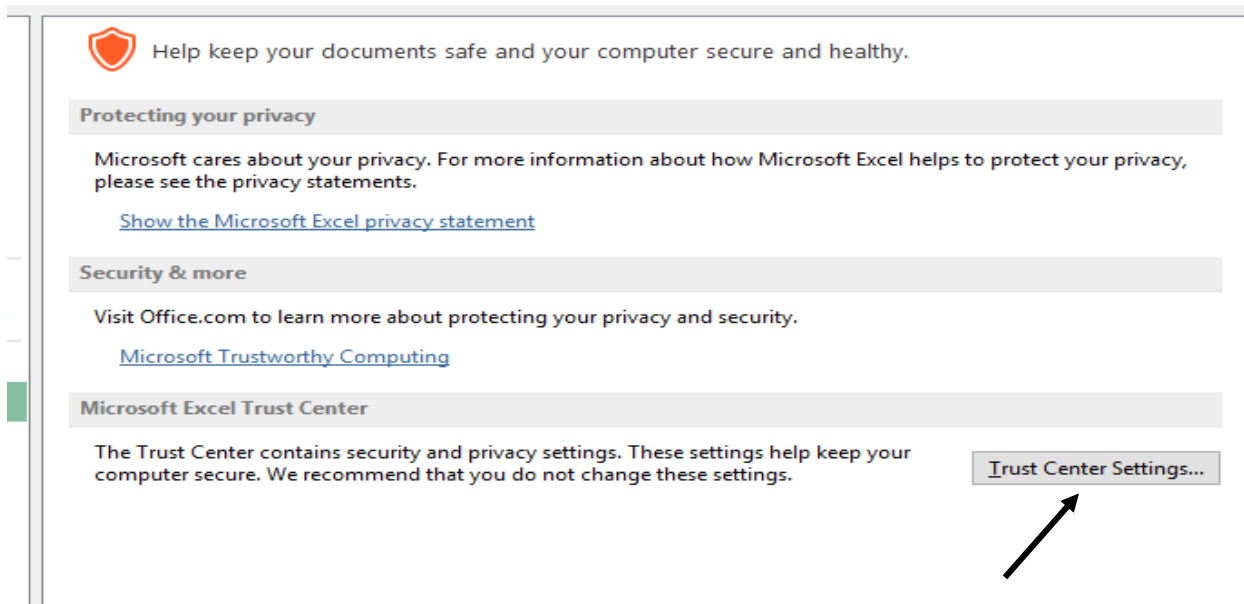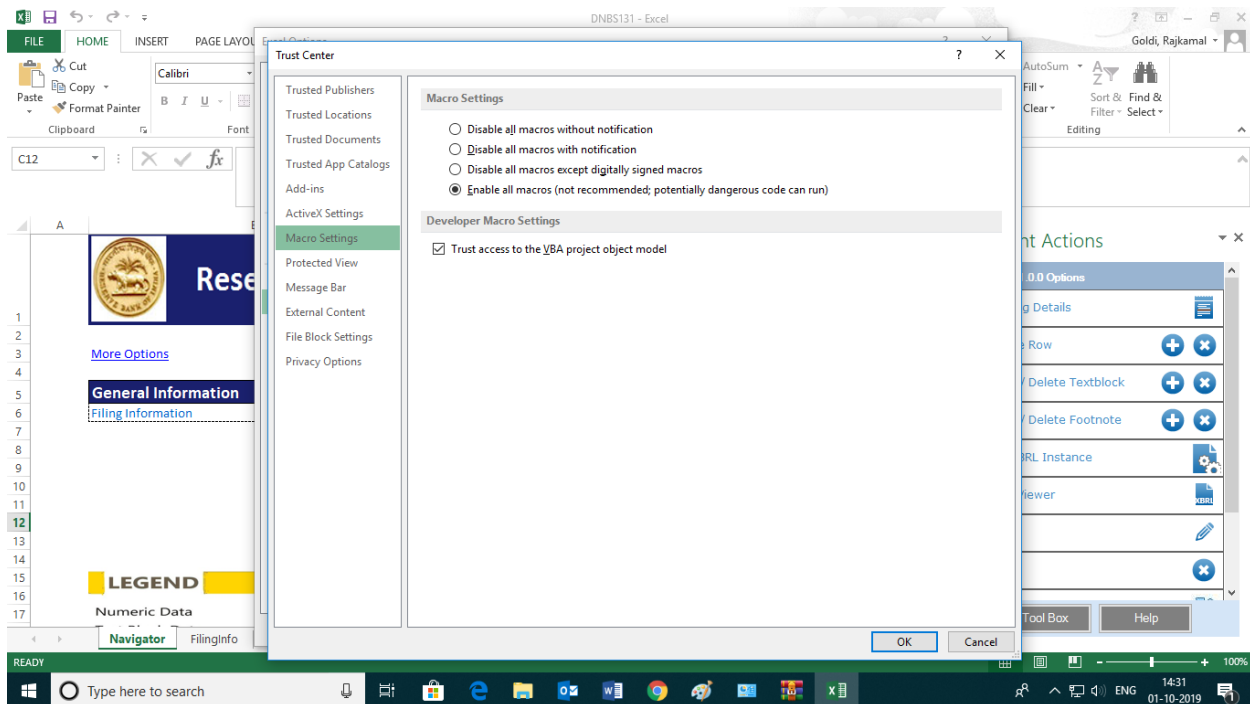
(b) After clicking on "Options", following screen will appear.

(c) Click on Trust Center option, following screen will appear.

(d) Click on Trust Center Settings. Click on Macro Settings, following screen will appear.
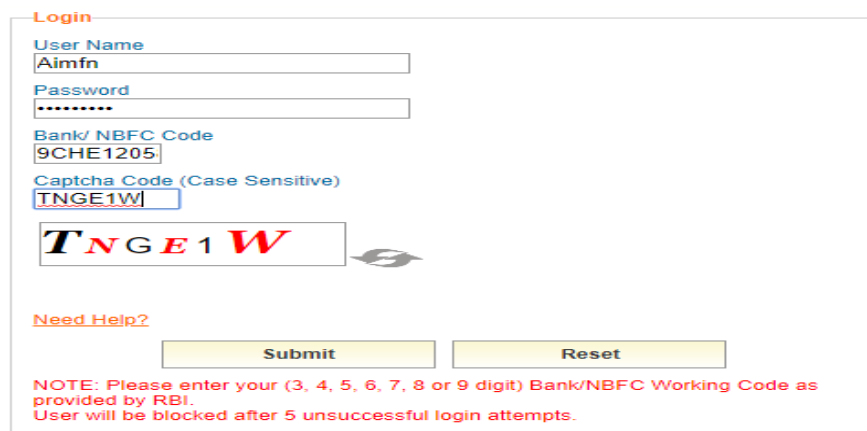

(e) And now the User can check or enable the "Trust access to VBA project object model" as indicated in the above screen. In addition, user is required to check box corresponding to "Enable all macros".

2. Steps to create Maker, Checker and Statutory Auditor login:

2.1 Go to url https://xbrl.rbi.org.in/.

2.2 Login with NBFC superuser username, password and NBFC code.

> Note – All the NBFCs will have to indetify a senior official, who will be given the superuser id in the xbrl. The superuser id will be created by the Regional Office of the RBI. The superuser will be responsible for the creation of maker and checker. Maker will be responsible for preparation of returns and checker for upload of the returns. For this purpose, the request needs to be made to RBI along with the following details – (i) Name of user, (ii) Designation and (iii) Email id

2.3 Click on "Add User" in "User Management" under "XBRL Admin".

2.4 Select Maker / Checker from dropdown menu under Role. Click on applicable returns for that particular user. Enter username, first name, last name and email id. Click on "Submit" button.

Note – System will forward password of user at email id entered. Therefore, it is preferred that generic email id may not be used.

Add User

Role *   * Compulsory Fields

[Bank/ NBFC Maker   ▼]

Returns Accessible *

☐ DNBS01 - Important Financial Parameter - Quarterly

☐ DNBS02 - Important Financial Parameter - Annually

☐ DNBS03 - Important Prudential Parameters

☐ DNBS04A - Short Term Dynamic Liquidity (STDL) - Quarterly

☐ DNBS04B - Structural Liquidity & Interest Rate Sensitivity - Monthly

☐ DNBS10 - Statutory Auditor Certificate

☐ DNBS13 - Overseas Investment Details

User Name * (min 4 chars)

[   ]

First Name *

[   ]

Last Name

[   ]

Email ID *

[   ]

Note - Select the list of returns to be assigned to

[Submit   ]   [Reset   ]

2.5 Below message will appear on successful creation of user. An email will be sent on email id provided. Email will give login credentials to user created.

Add User

User added successfully. Mail has been sent to the emailid provided.

Role *   * Compulsory Fields

[--Select role--   ▼]

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3. Steps to install iFile:

3.1 Login with your user name, password and NBFC code. Kindly use **Maker** user name and password.

3.2 At time of first login, user will be asked to change password. New password must have minimum 8 characters and contain a combination of uppercase and lowercase letter, number and special character.

3.3 Click on "Download Returns Package" on left hand side panel.
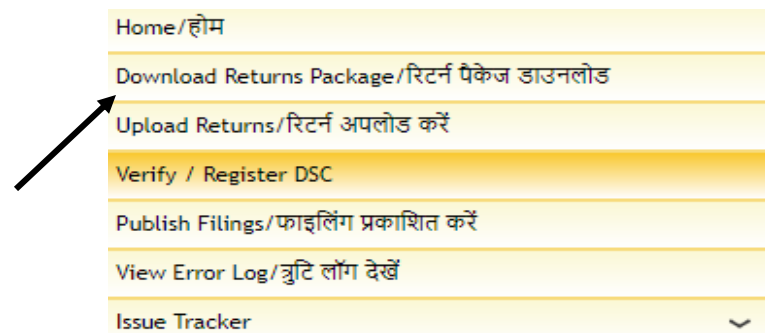
3.4 Select the applicable return from drop down menu and click Submit button. It may be noted that there will be no need to download returns package separately for each return and once downloaded it can be used to file all applicable returns.

Note – It may be noted that this is a one time process and there will be no need to download returns package separately downloading of application for each return and once downloaded it can be used to file all applicable returns. However, in case of an updated version of returns being released, the new version of application need to be downloaded.

3.5 Click on Download now.

Version Information	Version Description	Uploaded Date	Valid From	Download
1.0.0	DNBS13 First version	28-09-2019	01-Jan-2007	Download Now

3.6 A zip file of installer package will be downloaded. Unzip the file to generate an .exe file.

3.7 Run the .exe file. This will require Administrator rights. A dialogue box will open as shown in following snapshot. Click "YES". It may be noted that your system may be restarted at this stage. It is advisable to save all work to ensure that the same remains in the system.

3.8 Installation will start as shown below. This may take some time.
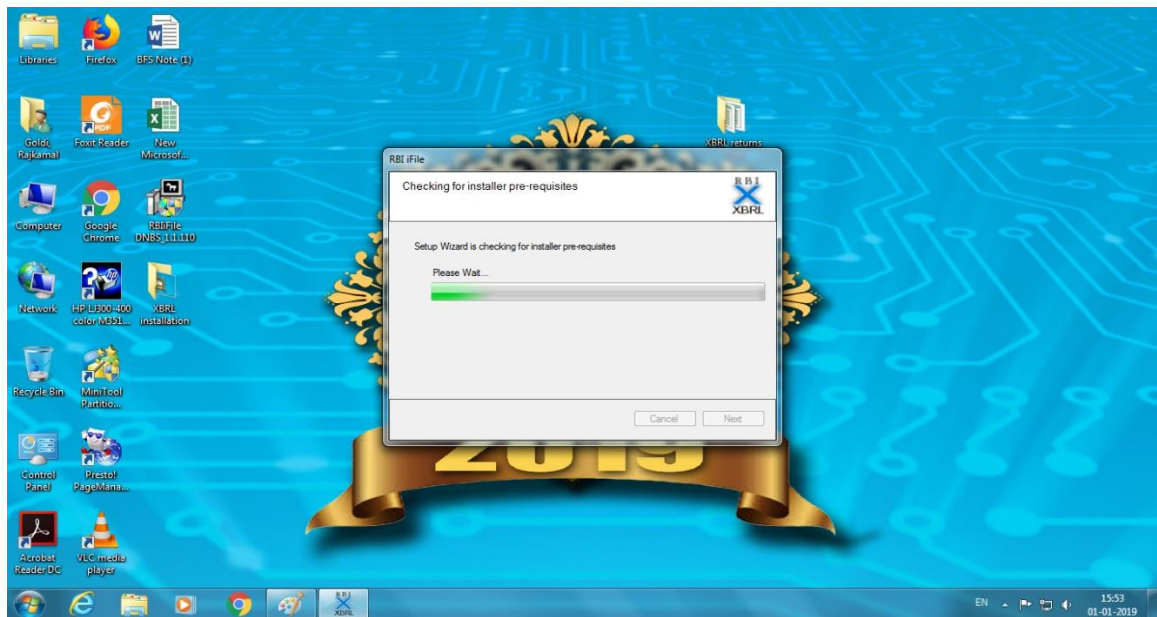
3.9 After successful installation "RBIiFile" shortcut will be created on desktop as shown below.

4. Procedure for filling of Returns with requisite data

4.1 Double click the RBI iFile desktop icon. It will open a screen to fill company particulars.

4.2 Select appropriate Return name as asked in first question of above screen. This will auto populate Returns Code, for example DNBS01 Returns Code shall be populated on selecting Important Financial Parameter – Quarterly in Returns name.

4.3 Enter "NBFC Code" in above screen and click "Get" link. It will auto-populate all details except "Reporting period start date" and "Reporting period end date.\

4.4 Appropriate "Returning period end date" should be selected, for example 30-09-2018 should be entered to fill second quarter return of 2018. "Returning period start date" will be auto populated.

4.5 Click "Submit" button after filling all the details. This will open corresponding excel file to fill details and user will be asked to choose answers to few scoping questions from a dropdown menu.

4.6 Now Returns excel file will open and ready to be filled with requisite returns data.
(i) After filling all the sheets of excel file, an instance file needs to be generated which shall be uploaded to XBRL platform.
(ii) To generate instance file, click on "Generate XBRL Instance" on the Tool Box available at right hand side of the Return excel file.
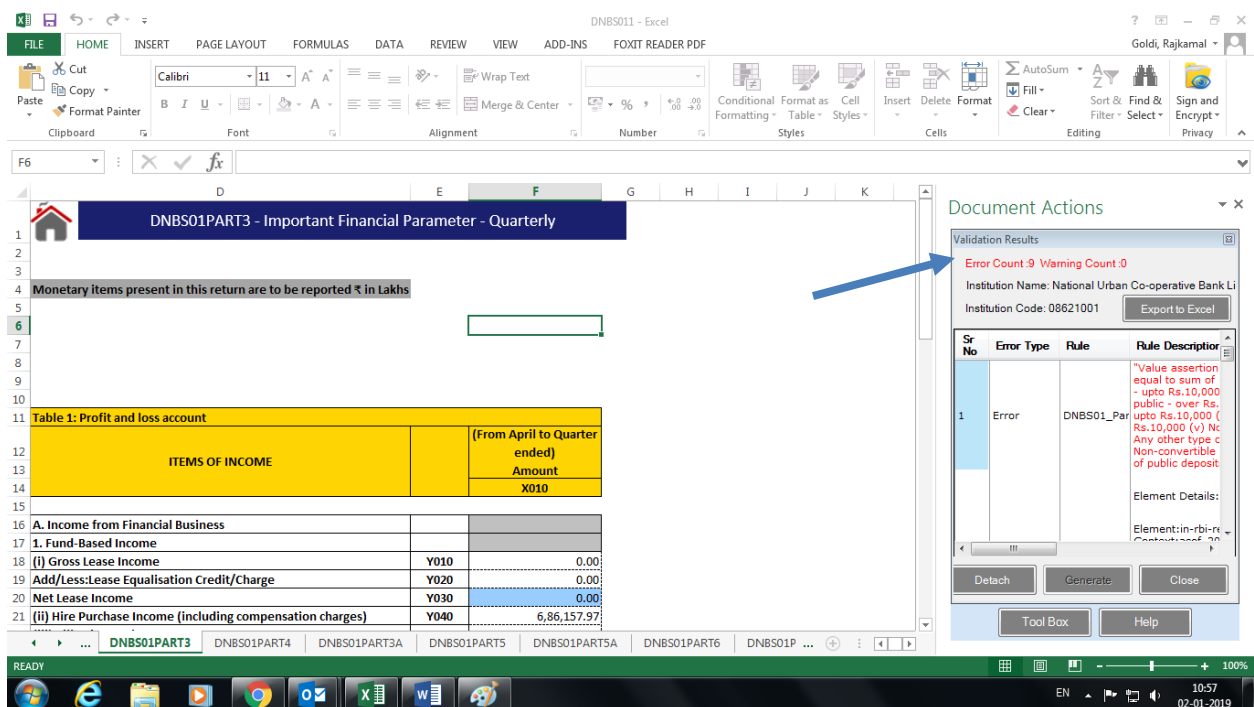
4.7 Below screen shall appear while validation is in progress. This may take 5-10 minutes.
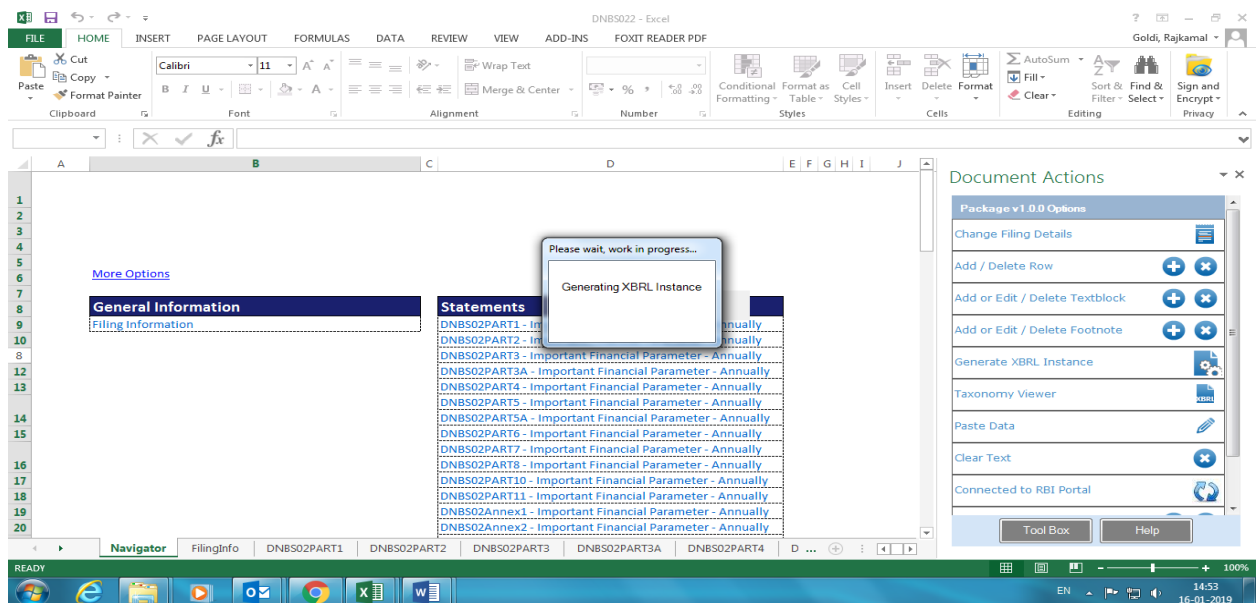
4.8 This will run all the validation checks before generation of instance. If any validation errors are found, it will be visible in the tool box.

4.9 These validation errors can be exported to excel for better understanding, by clicking on "Export Excel" button in Tool Box.

4.10   Rectify all these validation errors and generate instance file as done in step 6.

4.11   On successful validation, an encrypted instance file shall be generated. Click 'Ok' to save generated instance file, which can be uploaded on Xbrl platform as explained in next chapter.

5. Steps to Upload Returns to the XBRL Portal

5. 1. As per user's access rights mention, return can be uploaded on the XBRL platform. Users can file the return for which he/she has an access for any period.

5. 2. Go to url https://xbrl.rbi.org.in/orfsxbrl/.

5. 3. Login with **Checker User Name and Password.** NBFC code is common for maker and checker login.

5. 4. Select **Upload Return provision** from main menu from the left side of the main screen and click on it.

5.5. Select return to be uploaded from drop down menu **Select Return**.

5. 6. Enter reporting period end date under Reporting Date. For example, for a quarterly return for Q2**, reporting period end date** shall be 30-09-2018.

5. 7. Select **encrypted (XBRL) instance document**. Under **Signed Using**, click on **Symmetric Encryption**. Click on **Upload**.

5.8 Below screen will appear on successful uploading of instance file.

Upload Returns

Instance document has been uploaded successfully.

* For Revised Submission, please get the necessary approval from RBI by clicking on the link **"Request for Revision"**.

Select Return *   * Compulsory Fields
ARC-Quarterly statei ▼

Reporting Date *

6. Steps for Digitally Signing Returns on XBRL Platform

To digitally sign the return the authorized official must first generate his digital token and then affix the digital token to the return. The steps involved in this process are given below.

6. 1. Download the Digital Signature application. This is a one-time process. Select the option Verify/ Register DSC from the main menu. Enter the details in the screen and submit.

6. 2. Click on the download Digital Sign Utility.

6. 3. Click on <<Save as>> and save the file to the desktop.

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6. 4. The saved folder would be a zipped file. Unzip/extract the folder using WinRAR (ensure that WINRAR software is loaded on the system). Right Click on the folder and click on "Extract to DigitalSigning." as shown below.
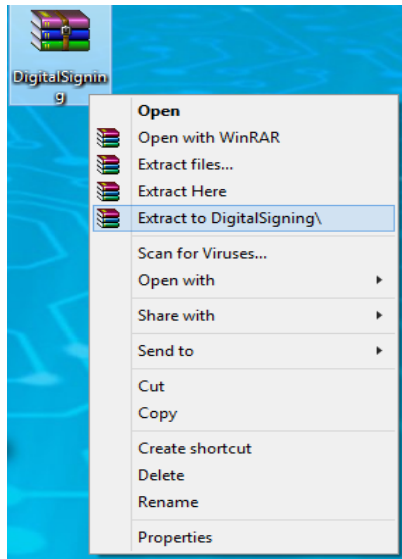
6. 5. The digital signature application as shown below will appear in the folder.
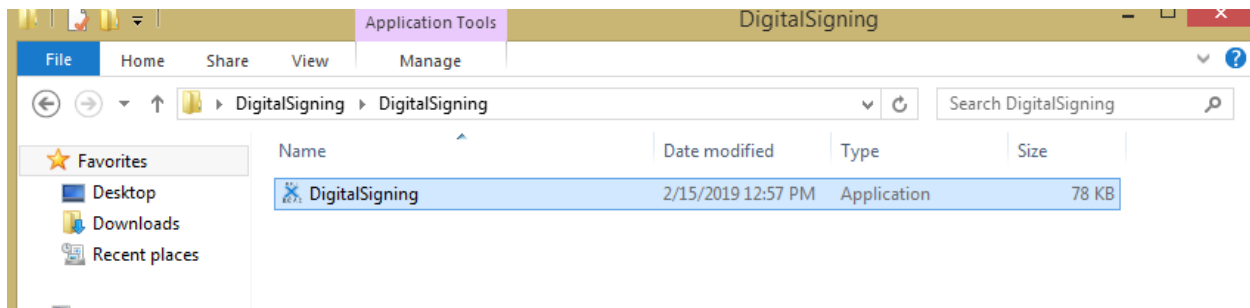
5. Generation of Digital Signature Token

5. (a) Double click on <<DigitalSigning>> application which is saved in the Digital Signing folder as shown above.
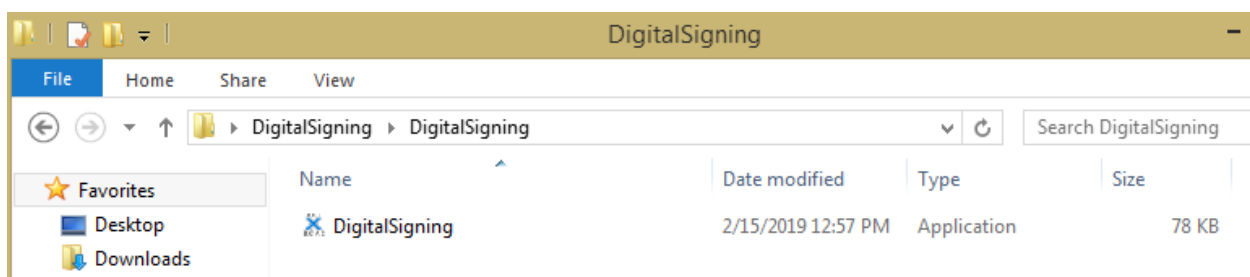
Once you double click the application, following screen will pop-up.
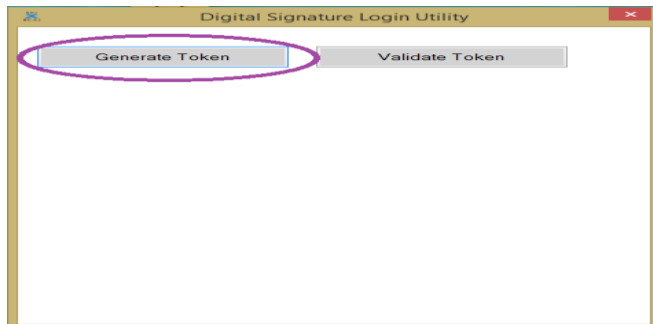
5. (b) Click on Generate Token. Enter the Username, **which should be same as that of the username used for logging in to XBRL system**. For this, digital signature is required to be plugged into the system.
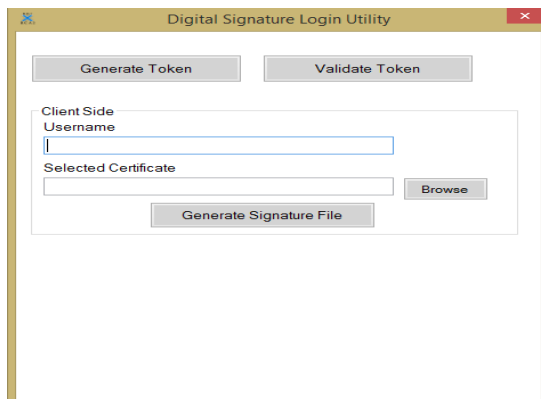
5. (c) Click on <<Browse>> button and the certificate is shown, thereafter select the certificate and click on Generate Signature File.
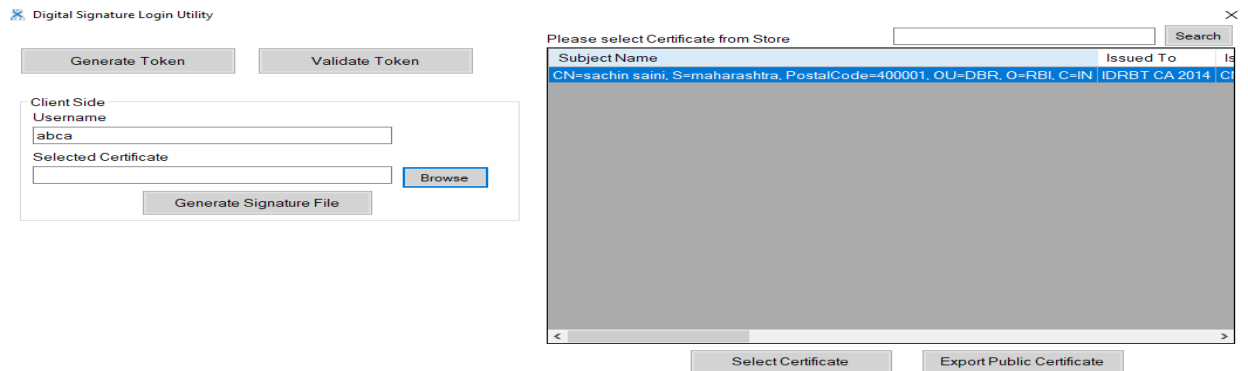
5. (d) Enter your password in the pop-up authentication window.
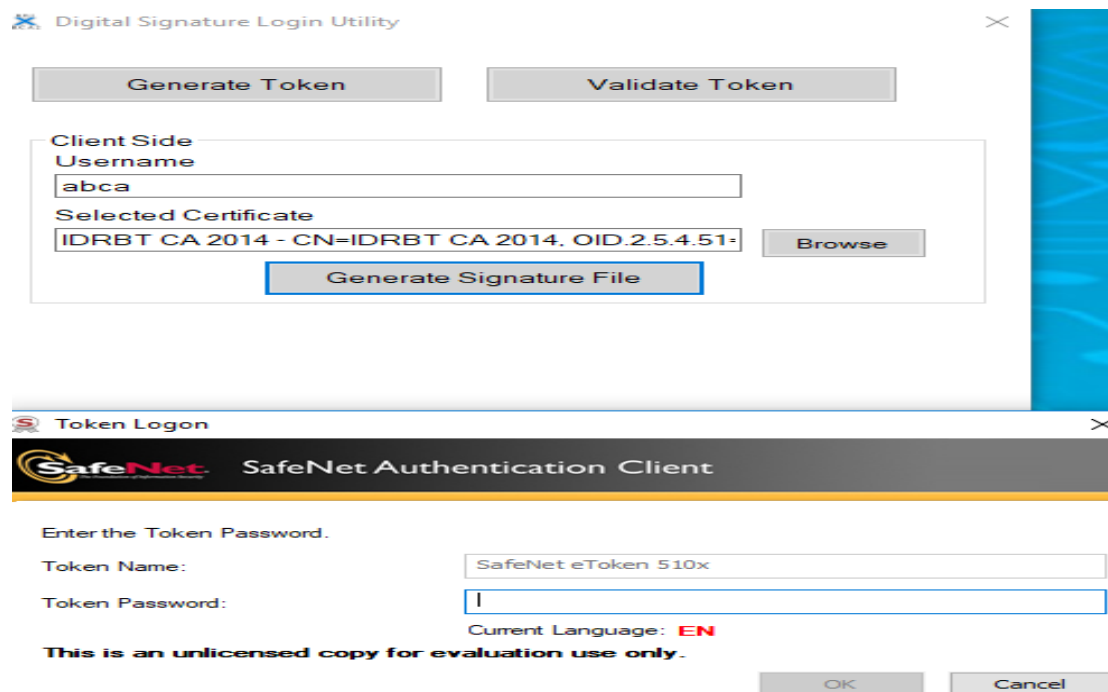
5. (e) Save the digital token containing the digital signature of authorized official thus generated.
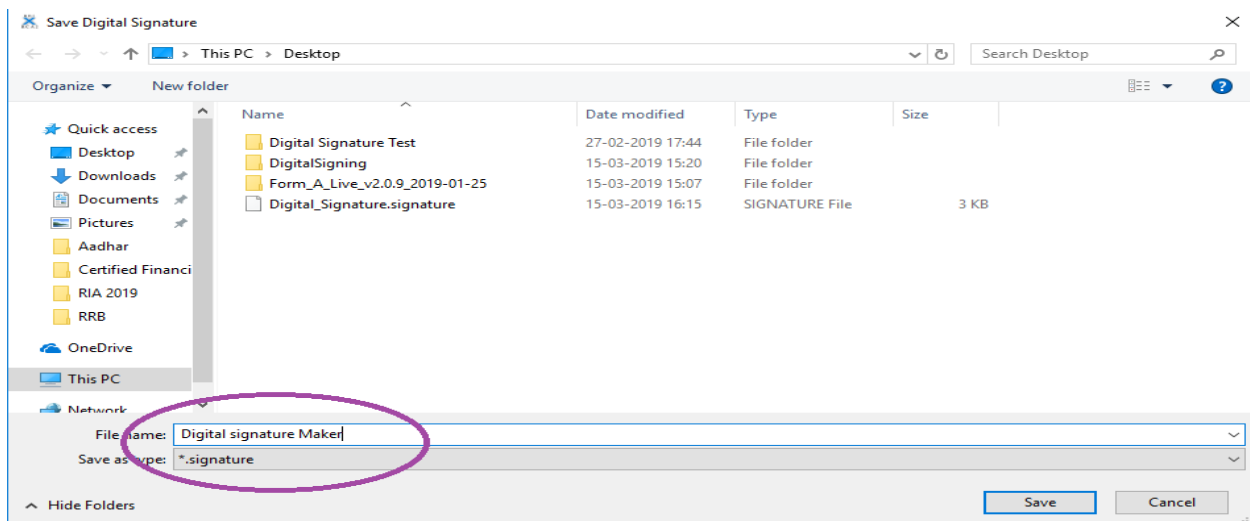
The digital sign token be saved on the desktop as shown below:

6. 6. Affix Digital signature on the return
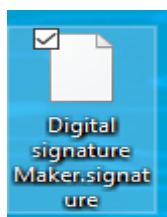
The return needs to be digitally signed by an authorized official. Login into the XBRL system using the user-id & password issued for the particular return.

6. (a) Once the processing status changes to "Pending for Digital Signature 1" from "uploaded" under menu Verify/ Register DSC, the authorized official should use his digital signature token to affix his digital signature on the return.

6. (b) Once the digital token is generated, upload the same in XBRL system. Click on the tab "Sign with Digital Signature" under menu Verify/ Register DSC. The following pop –up will appear. Browse and select the file saved at step 5.2.8 (e) to upload.

After the digital signature of the first authorized official is uploaded, the following message will pop-up.

6.7 After the second user signs it, the status will change to "Completed" and the return would move to XBRL server.

Uploaded Return	Reporting Date	Date Uploaded	Reporting Status	Processing Status	Authorized By(DSC)	Counter Signed By(DSC)
.. 21-DEC-2018_13022019150332PM.xml	21-DEC-2018	13-FEB-2019 15:03:34	Final	Completed	Sign with Digital Signature	Sign with Digital Signature

Please take note of the following points:

1. The XBRL user-id attaches a particular e-token that has been used for signing the return for the first time. From the next time onwards, XBRL system identifies a same XBRL user-id with a particular e-token. Thus the same person can only digitally sign the return in future for the same login Id. When the authorized person is on leave/transferred, a new user Id will have to be created for the new authorized official and the authorized official will have to use his/her e-token.

2. The digital signature token once used for signing the return cannot be used again. Therefore the official will have to follow the steps at 5.2.6 & 5.2.8 every time a return is uploaded in the XBRL platform.

7. Steps to View the Filed Returns submitted on XBRL Platform

To view the returns submitted by NBFC, please follow following steps. Publish Filing is available for Checker and Superuser.

7. 1. Go to **Publish Filings** Menu.
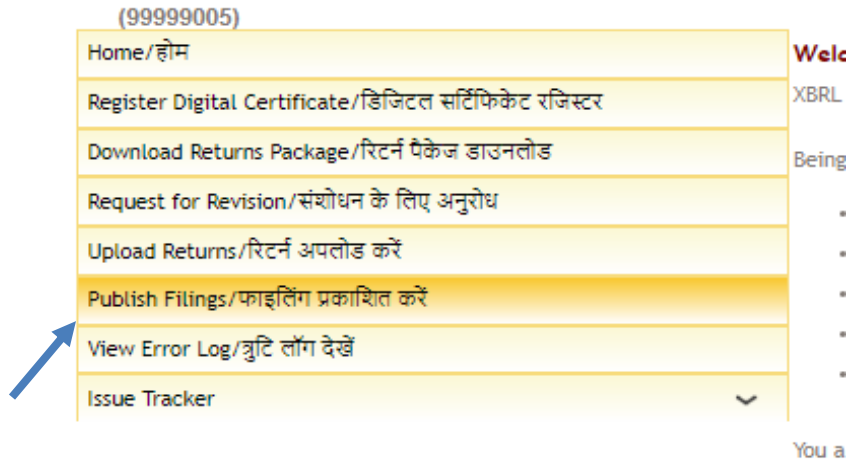
7.2 Select **Return**, **Bank**, **From Date** and **To Date** and press **Submit.** It may be noted that selection of ''Bank'' and "To Date" are not a mandatory field.

Publish Filings

Select Return *

| CERTIFICATE FROM STATUTORY AUDI ▼ |

* Compulsory Fields

Select Bank

| ▼ |

Select From Date *

| 12-APR-2018 | 📅 |

Select To Date

| | 📅 |

| Submit | Reset |
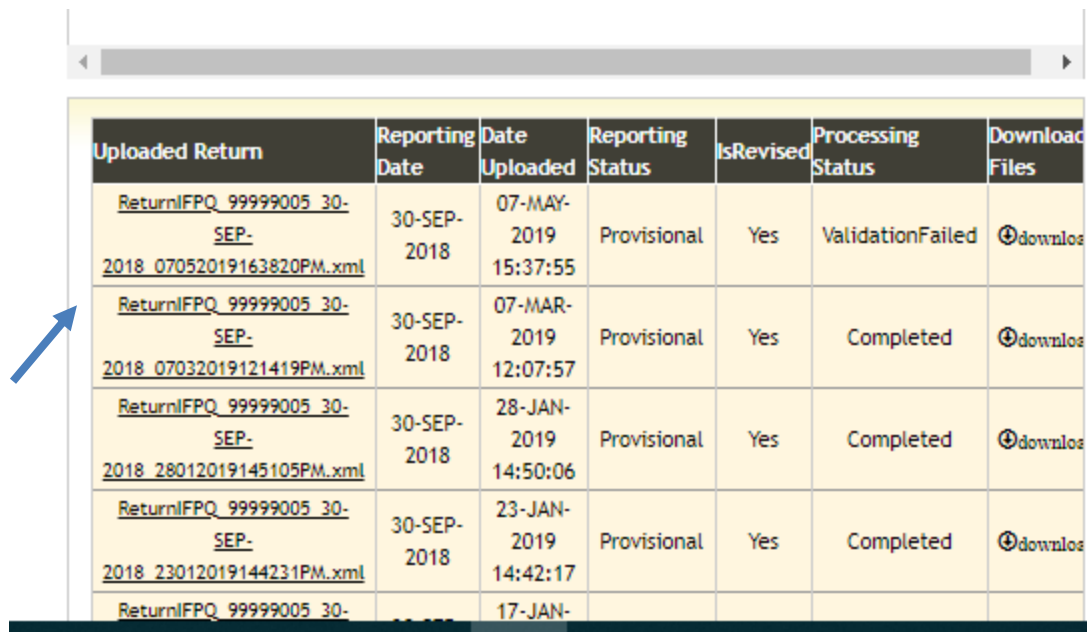
Uploaded Return	Reporting Date	Date Uploaded	Reporting Status	IsRevised	Processing Status	Download Files
ReturnCFSA_99999005_31-MAR-2019_27052019180432PM.xml	31-MAR-2019	27-MAY-2019 17:01:52	Provisional	No	ValidationFailed	⊕download

7. 3. Click on ''Download'' to publish respective returns.

| Submit | Reset |
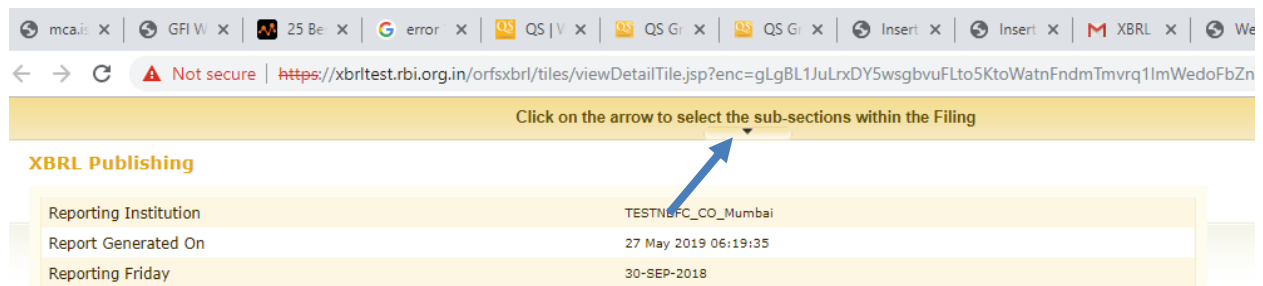
Uploaded Return	Reporting Date	Date Uploaded	Reporting Status	IsRevised	Processing Status	Download Files
ReturnCFSA_99999005_31-MAR-2019_27052019180432PM.xml	31-MAR-2019	27-MAY-2019 17:01:52	Provisional	No	ValidationFailed	⊕download

7. 4. Click on particular ''Uploaded Return'' for viewing data submitted.

Uploaded Return	Reporting Date	Date Uploaded	Reporting Status	IsRevised	Processing Status	Download Files
ReturnIFPQ_99999005_30-SEP-2018_07052019163820PM.xml	30-SEP-2018	07-MAY-2019 15:37:55	Provisional	Yes	ValidationFailed	⊕download
ReturnIFPQ_99999005_30-SEP-2018_07032019121419PM.xml	30-SEP-2018	07-MAR-2019 12:07:57	Provisional	Yes	Completed	⊕download
ReturnIFPQ_99999005_30-SEP-2018_28012019145105PM.xml	30-SEP-2018	28-JAN-2019 14:50:06	Provisional	Yes	Completed	⊕download
ReturnIFPQ_99999005_30-SEP-2018_23012019144231PM.xml	30-SEP-2018	23-JAN-2019 14:42:17	Provisional	Yes	Completed	⊕download
ReturnIFPQ_99999005_30-		17-JAN-				

7.5 Click on arrow on top to select sub-sections for viewing.

Click on the arrow to select the sub-sections within the Filing

XBRL Publishing

Reporting Institution	TESTNBFC_CO_Mumbai
Report Generated On	27 May 2019 06:19:35
Reporting Friday	30-SEP-2018

7.6 Select sections which are to be viewed. Click "Submit". All sections can be selected together by clicking "All".

☐ FilingInfo_Layout1	☐ FilingInfo_Layout2	☐ DNBS01PART1_Layout1	☐ DNBS01PART2_Layout1	✔ All ✘ All
☐ DNBS01PART3_Layout1	☐ DNBS01PART4_Layout1	☐ DNBS01PART3A_Layout1	☐ DNBS01PART5_Layout1	Submit
☐ DNBS01PART5_Layout2	☐ DNBS01PART5_Layout3	☐ DNBS01PART5_Layout4	☐ DNBS01PART5A_Layout1	
☐ DNBS01PART5A_Layout2	☐ DNBS01PART5A_Layout3	☐ DNBS01PART5A_Layout4	☐ DNBS01PART6_Layout1	
☐ DNBS01PART6_Layout2	☐ DNBS01PART6_Layout3	☐ DNBS01PART6_Layout4	☐ DNBS01PART7_Layout1	
☐ DNBS01PART7_Layout2	☐ DNBS01PART8_Layout1	☐ DNBS01PART9_Layout1	☐ DNBS01PART9_Layout2	
☐ DNBS01PART10A_Layout1	☐ DNBS01PART10B_Layout1	☐ DNBS01PART11_Layout1	☐ DNBS01PART12_Layout1	
☐ DNBS01PART12_Layout2	☐ DNBS01PART13_Layout1	☐ DNBS01PART14_Layout1	☐ DNBS01PART15_Layout1	
☐ DNBS01PART16_Layout1	☐ DNBS01PART16A_Layout1	☐ DNBS01PART17_Layout1	☐ DNBS01PART17_Layout2	
☐ DNBS01PART17_Layout3	☐ DNBS01PART17_Layout4	☐ DNBS01PART17_Layout5	☐ DNBS01PART17_Layout6	
☐ DNBS01PART17_Layout7	☐ DNBS01PART17_Layout8	☐ DNBS01PART17_Layout9	☐ DNBS01PART18_Layout1	
☐ DNBS01PART19_Layout1	☐ DNBS01Annex1_Layout1	☐ DNBS01Annex2_Layout1	☐ DNBS01Annex3_Layout1	
☐ DNBS01Annex4_Layout1	☐ DNBS01Annex4A_Layout1	☐ DNBS01Annex5_Layout1	DNBS01Annex5A_Layout1	
☐ DNBS01Annex6_Layout1				

XBRL Publishing

Reporting Institution	TESTNBFC_CO_Mumbai
Report Generated On	09 May 2019 12:32:56
Reporting Friday	30-SEP-2018
Report Status	Revised - Provisional
Processing Status	Completed
Email Id	mintukumars@rbi.org.in
Date Of Submission	28-JAN-2019 02:50:06

9. Self Logout Feature

8.1 If a user (including superuser, maker and checker) accidentally closes XBRL window, when trying to login again an error message "User is already logged into the system Click Here to logout your all session." is received.

Need Help?

Submit	Reset

NOTE: Please enter your (3, 4, 5, 6, 7, 8 or 9 digit) Bank/NBFC Working Code as provided by RBI.
User will be blocked after 5 unsuccessful login attempts.
User is already logged into the system Click Here to logout your all session

8.2 For logging in, click on "Click Here" link.

Need Help?

Submit	Reset

NOTE: Please enter your (3, 4, 5, 6, 7, 8 or 9 digit) Bank/NBFC Working Code as provided by RBI.
User will be blocked after 5 unsuccessful login attempts.
User is already logged into the system Click Here to logout your all session.

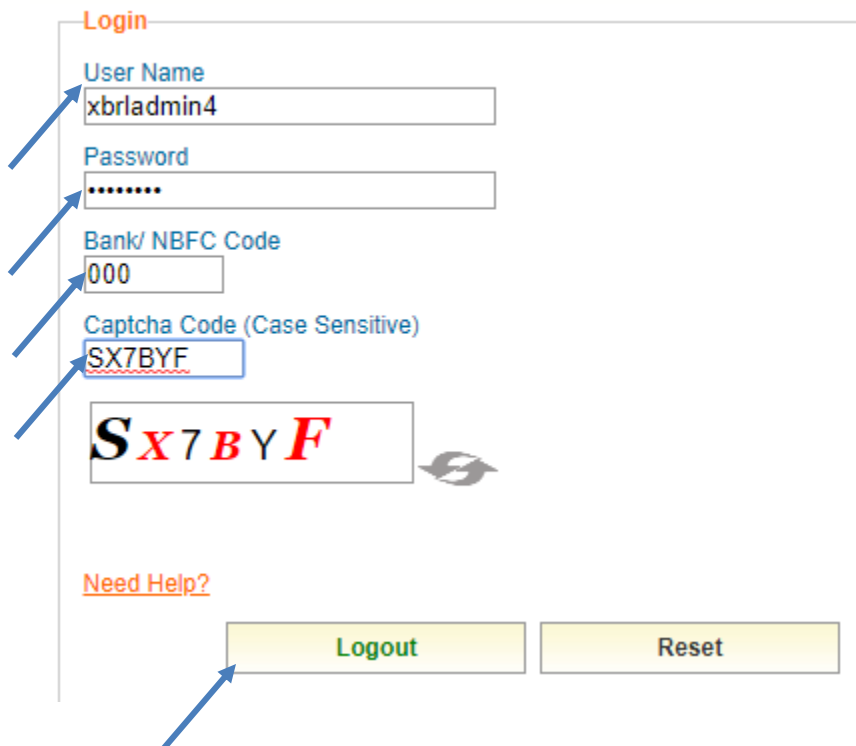8.3 After a user clicks on "Click Here", "Submit" button changes into "Logout" button.

```
Login
User Name
xbrladmin4

Password

Bank/ NBFC Code
000

Captcha Code (Case Sensitive)

SX7BYF

Need Help?
```

Logout	Reset

8.4 Enter "User Name", "Password", "Bank/ NBFC Code" and "Captcha Code". Click on "Logout".

8.5 Following message will appear on clicking "Logout".
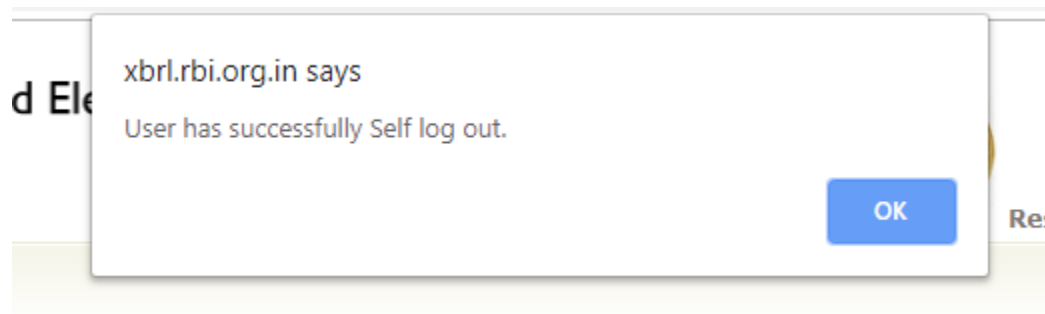
8.6 User can now login with existing credentials.