IRIS iDEAL User Manual

Version 4.5

XBRL Reporting to RBI

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1. GENERAL INFORMATION

1.1 System Overview

IRIS iDEAL Application is developed to meet the XBRL Reporting requirement of the Bank to RBI.

IRIS iDEAL utilizes an intuitive user interface that makes XBRL instance generation a fast and efficient process.

This Application makes use of client/server based model. The Application will be hosted on Servers located at stakeholders premise with following pre-requisites on it:

Hardware:

RAM - 16 GB (Recommended)

Hard Disc - 150 GB (Keep Separate Drive)

Processor - 2.4 GHz Pentium Processor or Equivalent (Recommended)

Software:

Server Side:

Operating System - Windows Server 2003/Windows Server 2008

Supporting Frameworks - Asp.Net 3.5 SP1 Framework

Internet Information Services - IIS7 or above

Microsoft Office - Microsoft Excel® 2007 or above (Server License)

Client Side:

Internet Browsers – Web Browser (Internet Explorer (IE) 9, Chrome 40.0.2214.94 or Mozilla Firefox 35.0.1

Microsoft Office - Microsoft Excel® 2007 or above

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User will be given a URL to access the Application which user can access using internet browsers with his/her User Name & Password.

Some of the key benefits that IRIS iDEAL offers are as follows:

- User can directly upload the Excel® file in the Application to generate the XBRL instance.
- Application generates 2 outputs
    i) XBRL instance document
    ii) Rendered output in human readable format.
- Application generates the XBRL instance on single click in Application hence saving the user efforts.
- Ensures ultimate reliability and accuracy of the data in XBRL format.
- Application can be enhanced to incorporate any future changes in taxonomy and RBI rules.

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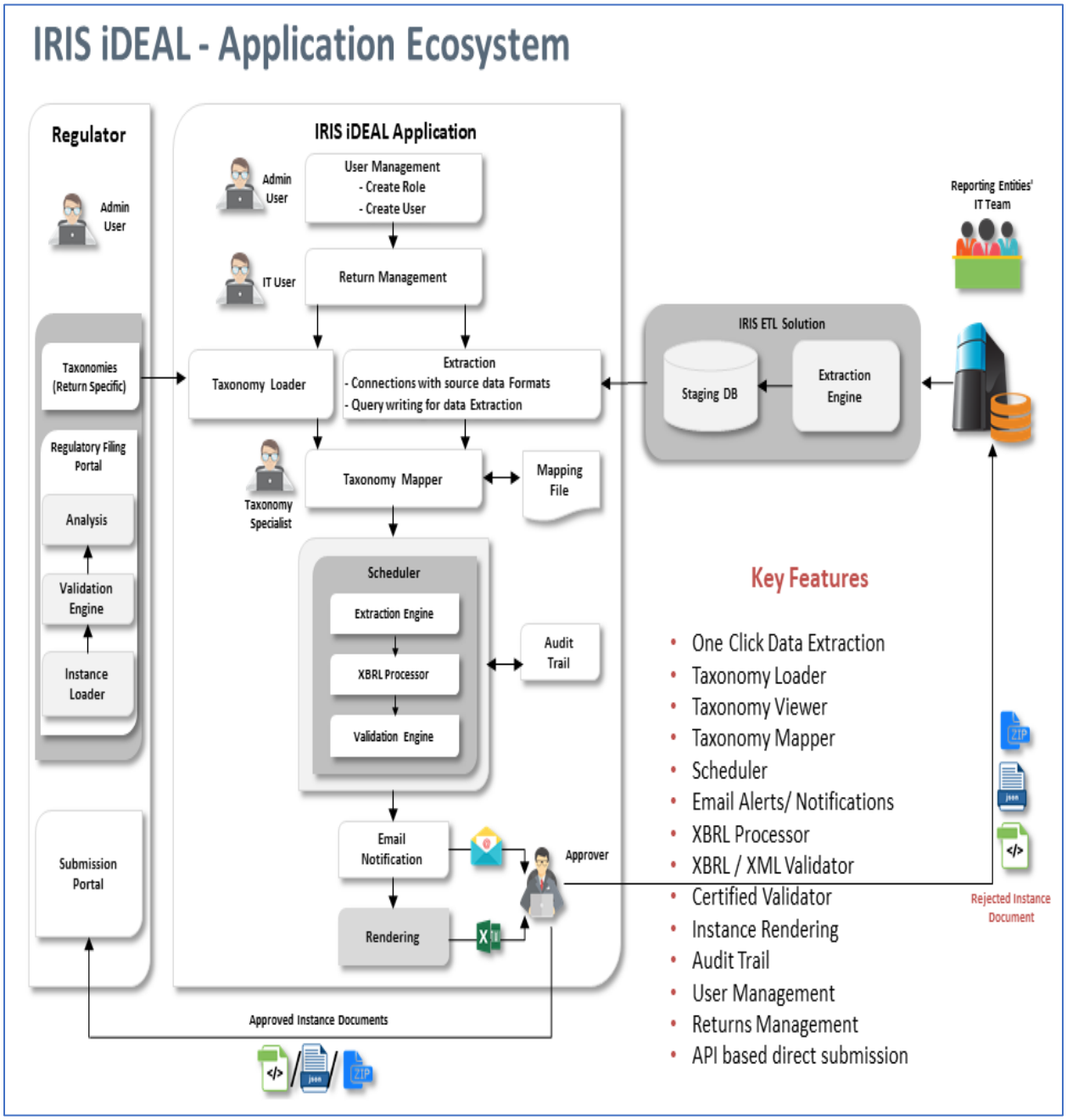
2. SYSTEM SUMMARY

2.1. System Configuration/Architecture



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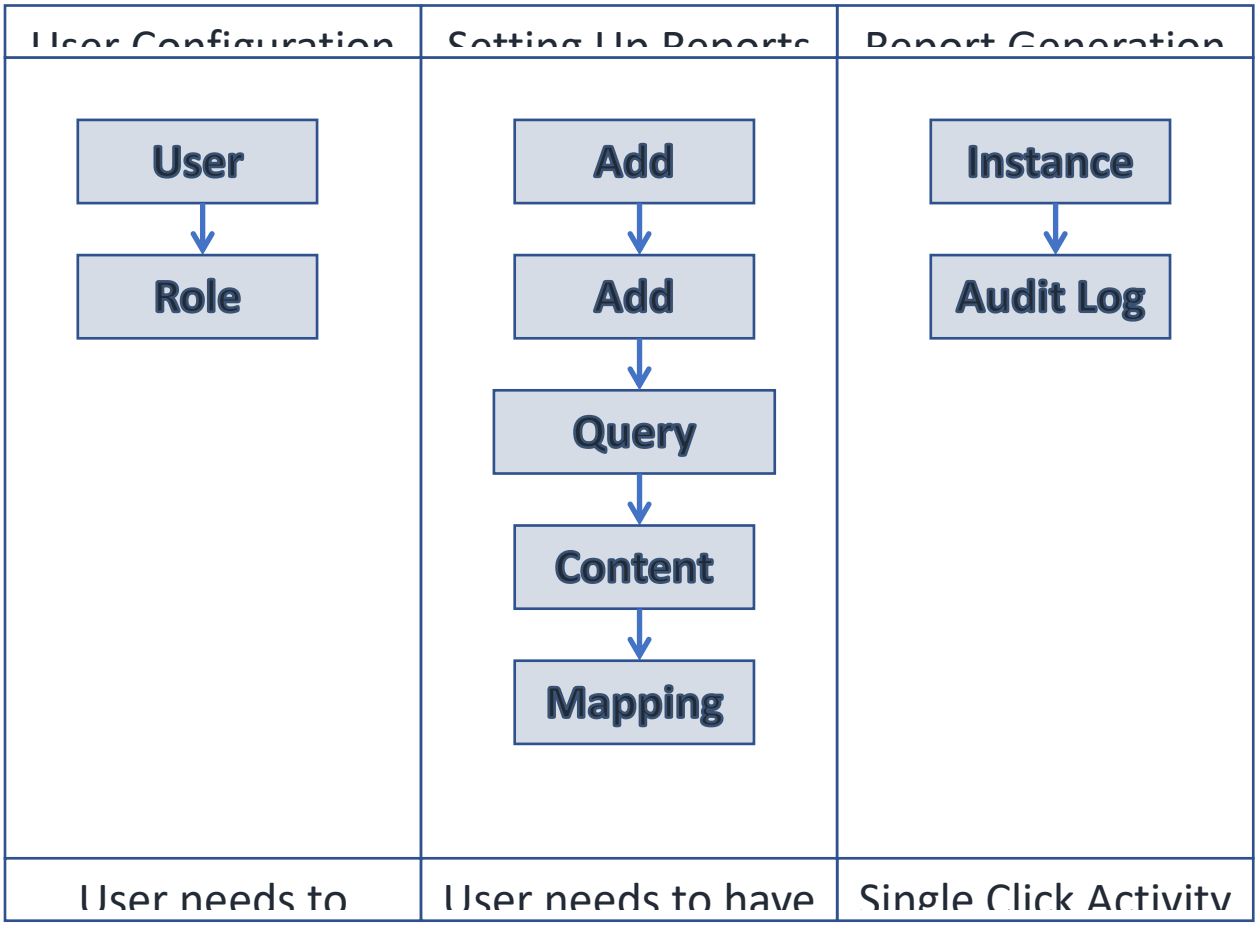
2.2 User Activity Flow:



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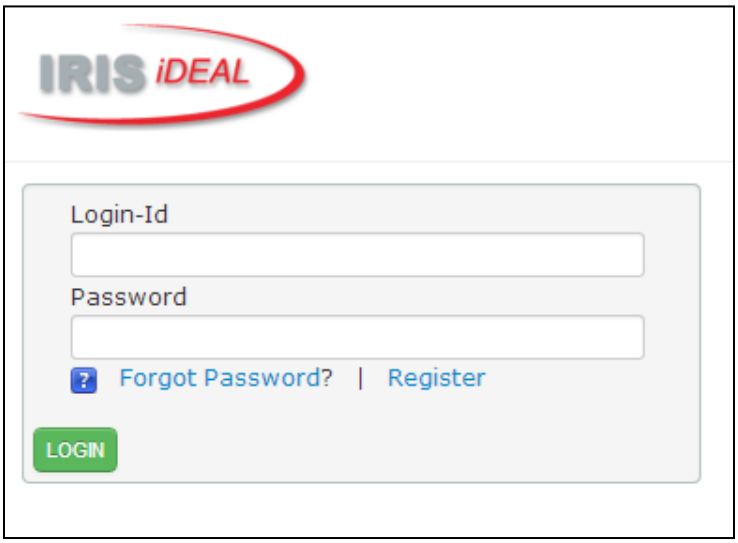
2.3. Steps to Generate XBRL Reports:

Since the Application is hosted on the centrally maintained servers, the end user has to access the Application by typing the URL of the Application on internet browser.

2.3.1. Login:

Application Login is to be done with provided Login Credentials.



2.3.2. Forgot Password

If the User forgets his/her password then they can reset/recover it through on-click event of "Forgot Password" link. Here in the User has to answer the security question. The security question is the question set by the user on their first login to the Application (*refer home screen description for more details*) . Post answering the security question correctly the user can set their new password (*depicted in update password screen*).

If the User forgets the security question as well then they can reset their password through on-click event of "Request to Admin" button. Through this activity a password reset request is sent to the Admin user. Admin user can reset the password through on-click event of home screen marquee update (*refer home screen description for more details*).

Login ID is the mandatory field for both the above mentioned user scenarios.

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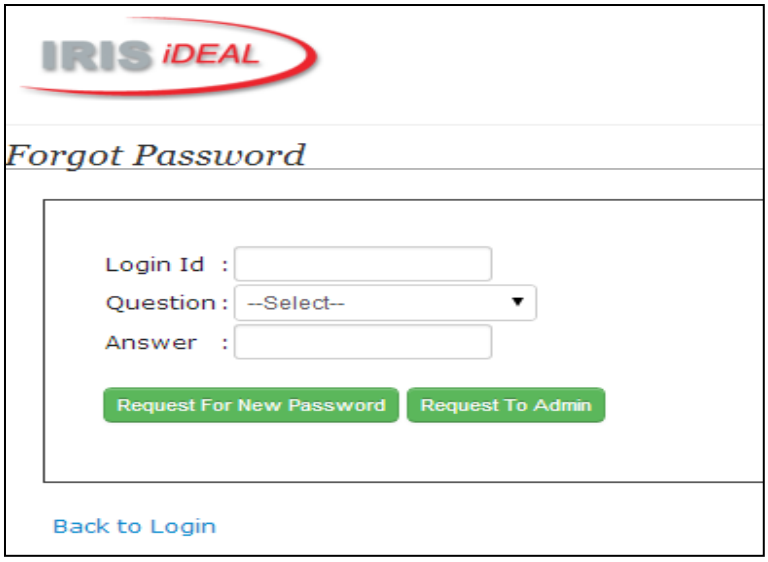
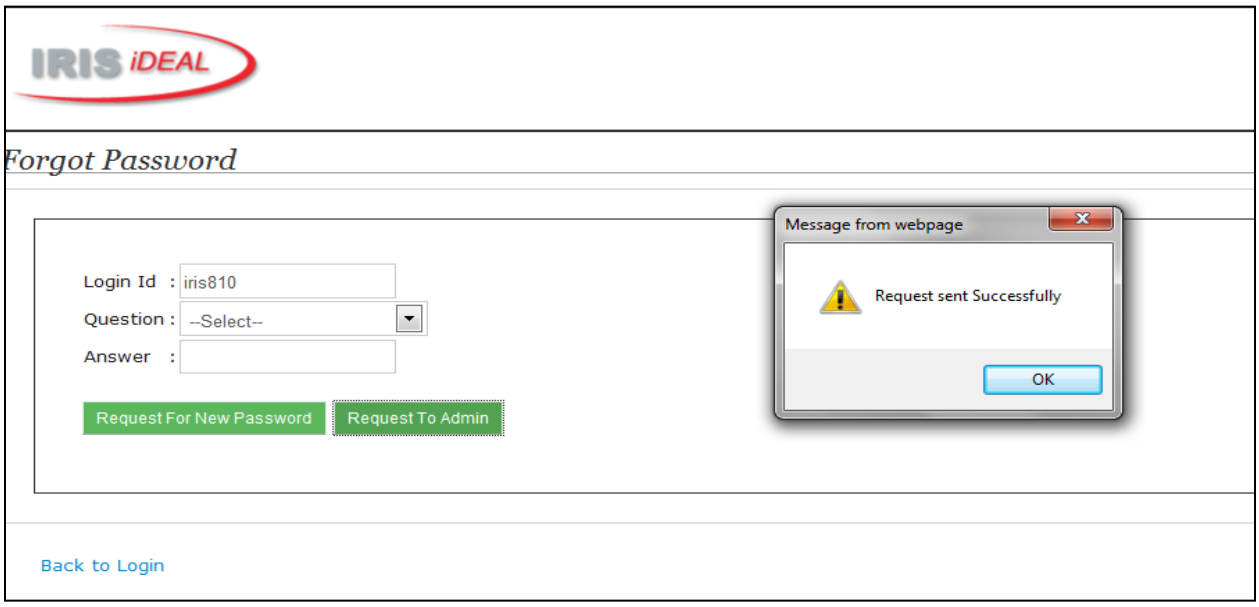


2.3.3. Request to Admin Screen



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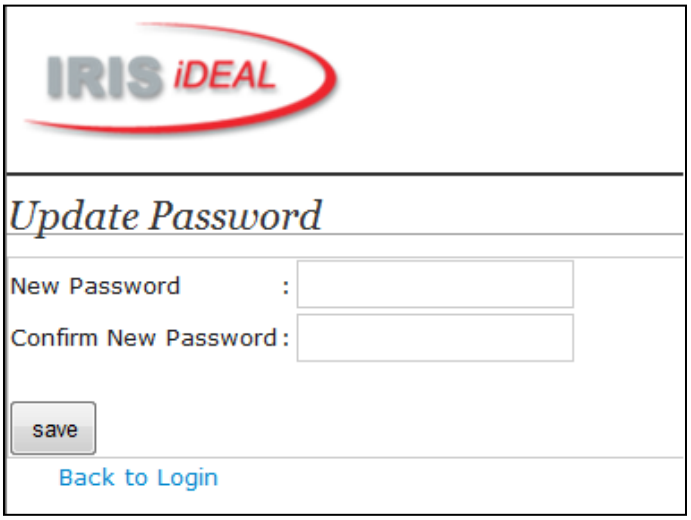
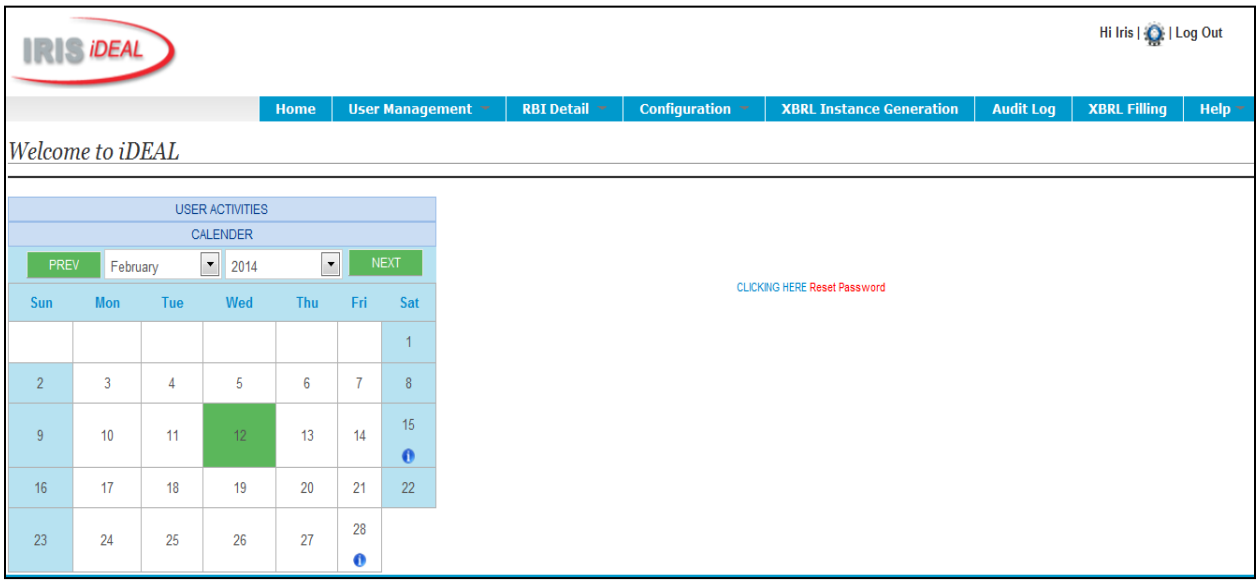
2.3.4. Update Password Screen



2.3.5. Home Page

After login to the Application, user gets redirected to the Home Page of our Application. The Main Menu bar items are access specific so the users assigned with the predefined access controls can access the Application accordingly. Calendar Control showcases the filing dates of the forms to be generated in XBRL format (*Instance Generation*) through the Application.



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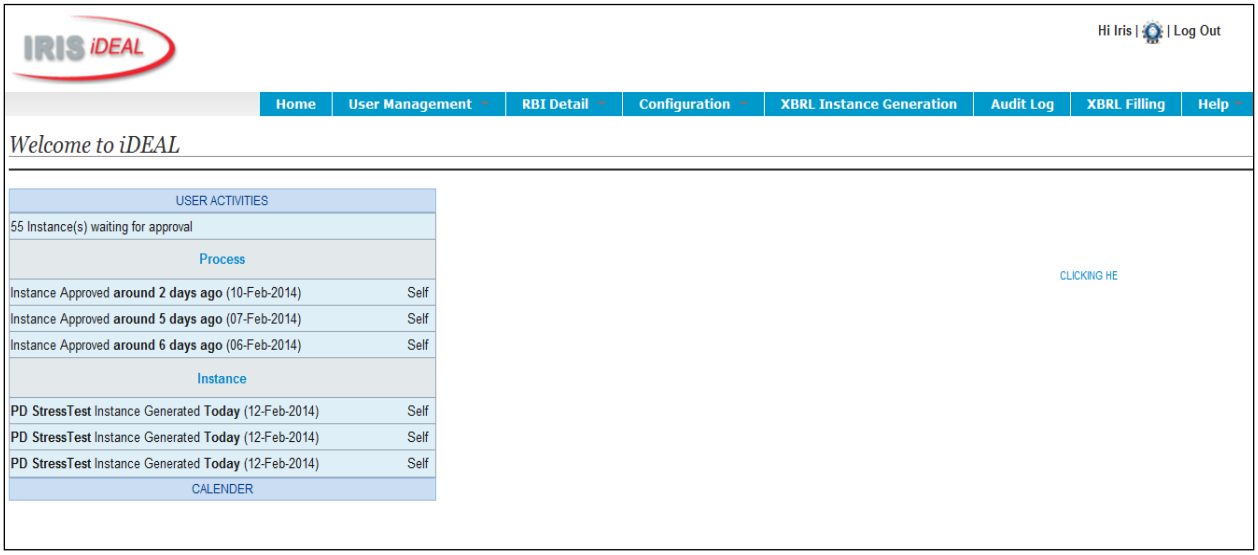
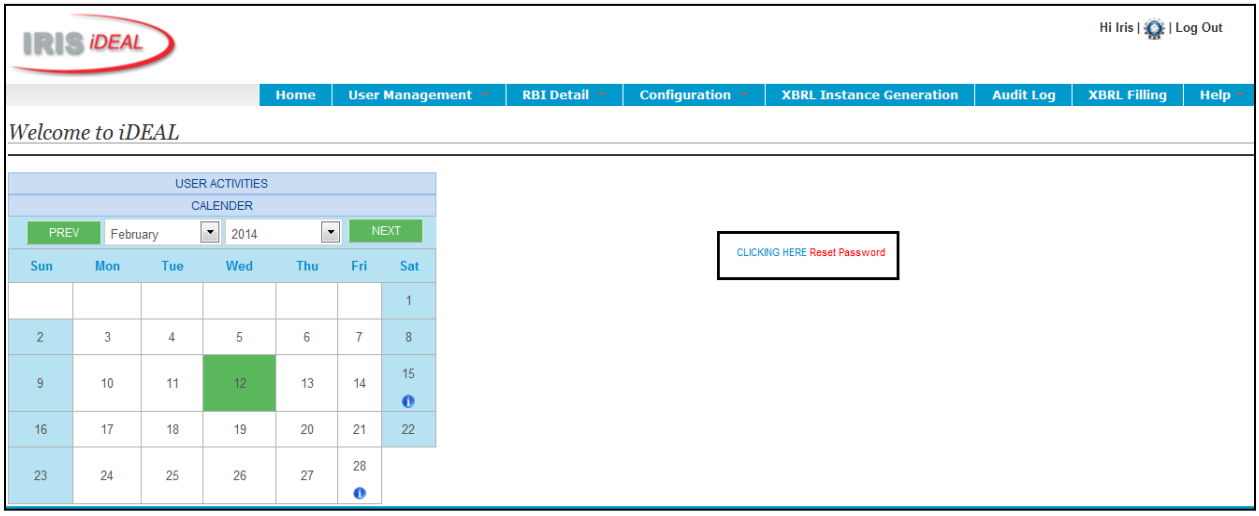
2.3.6. User Activity Screen

Application home screen also provides a dashboard functionality containing the user activity links on it. User Activity links showcases the list of user activities done by the users through the Application.



2.3.7. Reset Password

The Admin User gets an update on its home screen in form of marquee text on Reset Password request set from other users.



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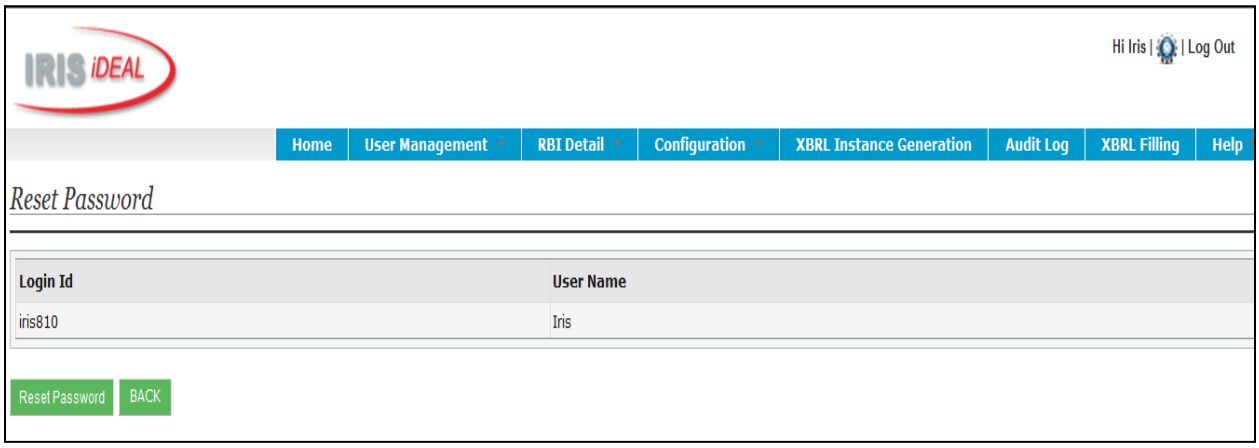
Click of this marquee text will redirect the admin user to the screen from where they can reset the password. On-click event of Reset Password button will reset the password of the user logins, the new password now will be "**test123**".

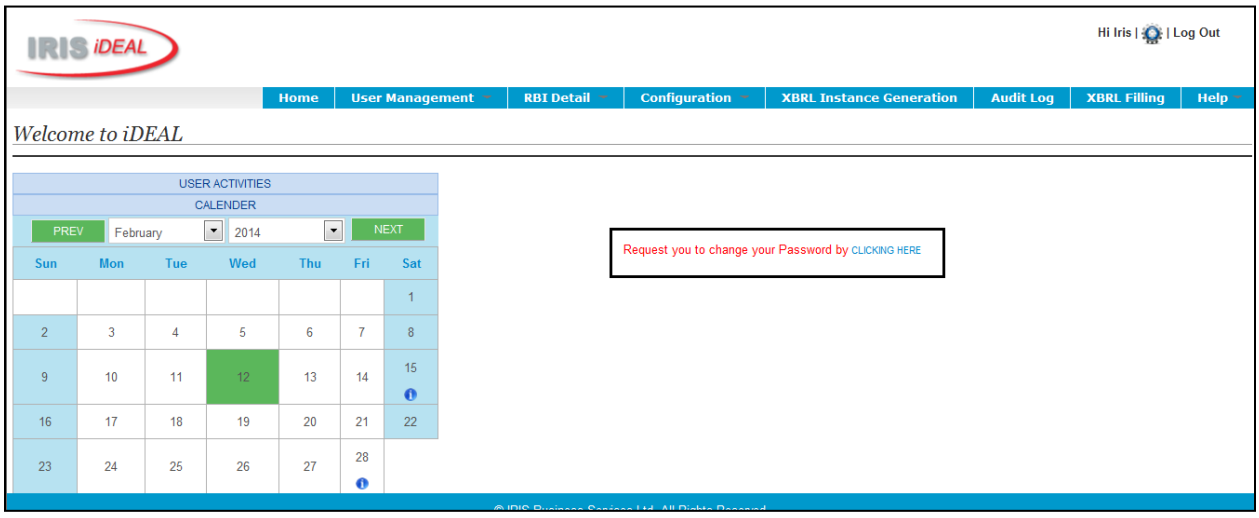


Change of Password Update

Application will prompt with the marquee text to the User to change the password under two scenarios.

1) On first time login of the user.

2) On password reset by the admin user.



Click of marquee text will redirect the user to Change Password screen.

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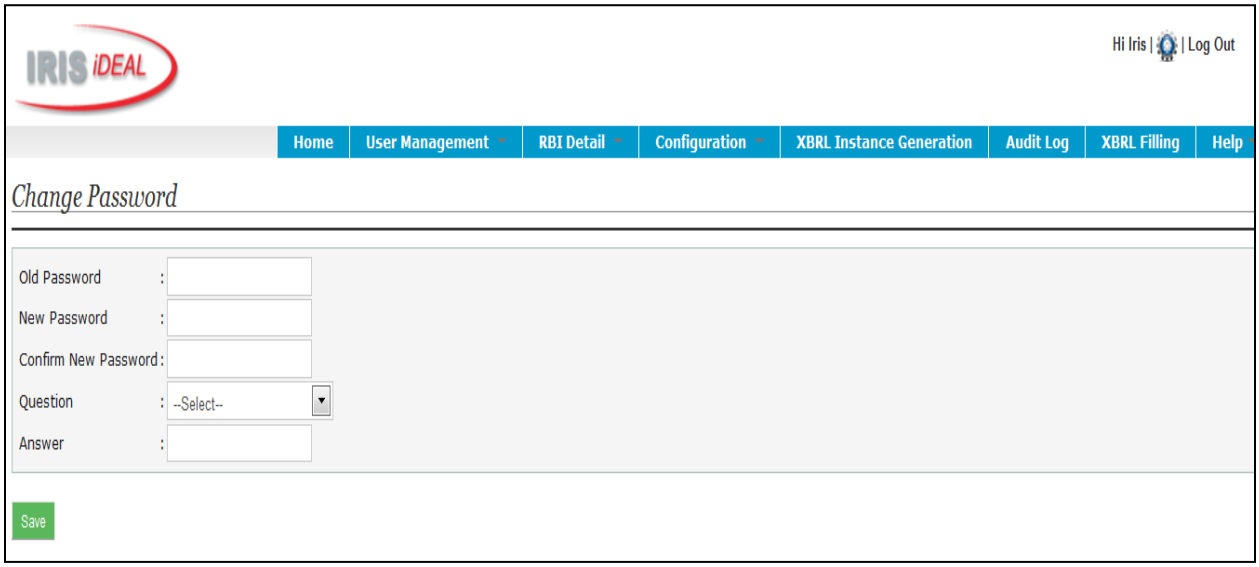
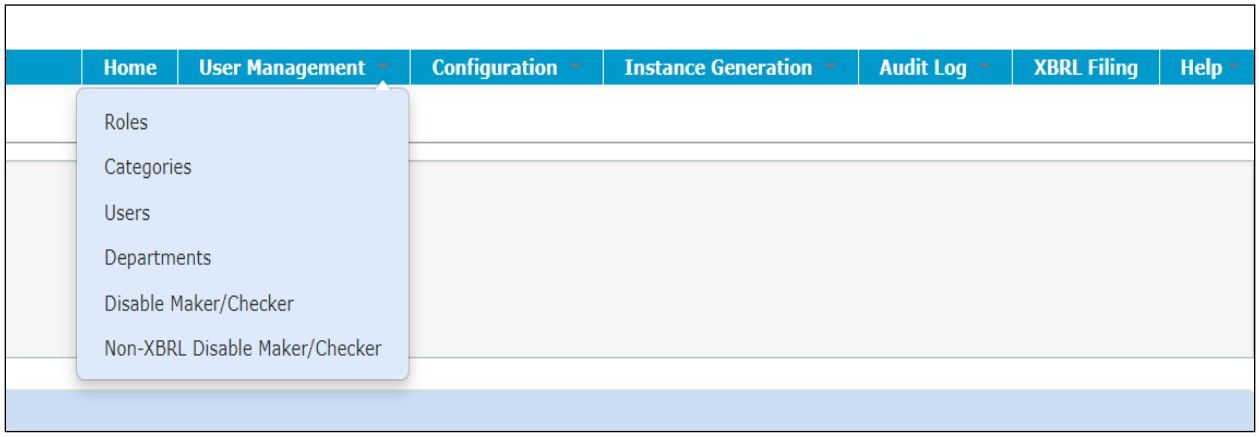
2.3.8. Change Password

In this screen the user has to enter the required fields to get the new password set to its profile.



2.3.9. User Management

This module is used to set user's permission.



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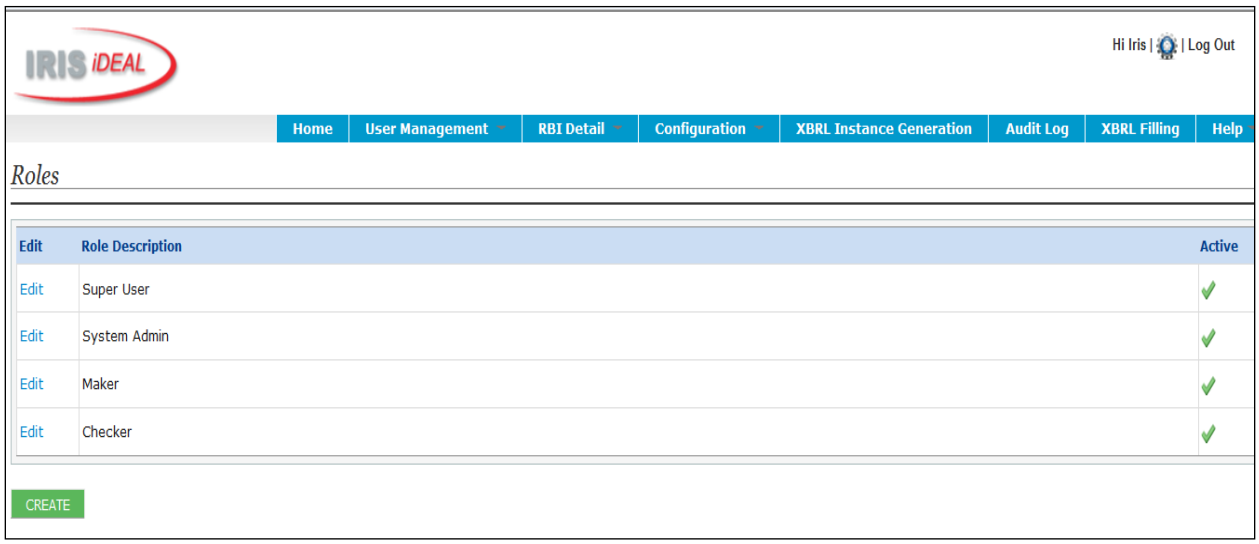
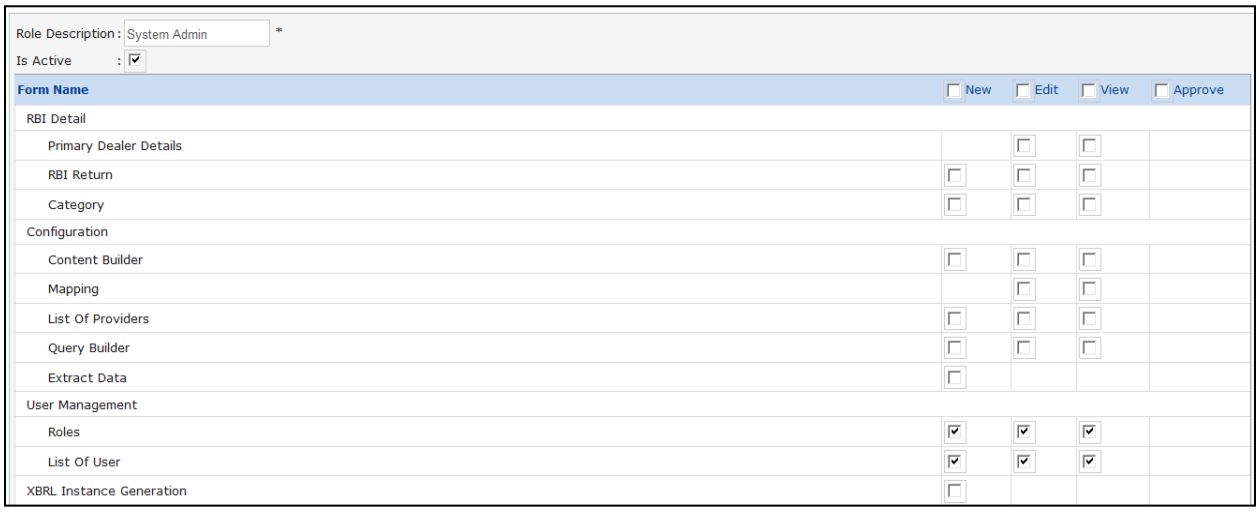
ROLES

Through this interface, the end user can set roles or edit the existing roles. The roles are primarily used to define the user accessibility level. Active user roles are seen with green tick mark and the inactive ones with red cross mark on the Application interface.



Create User Role

User can create a new role through on-click event of Create button. This will redirect the user to following interface.



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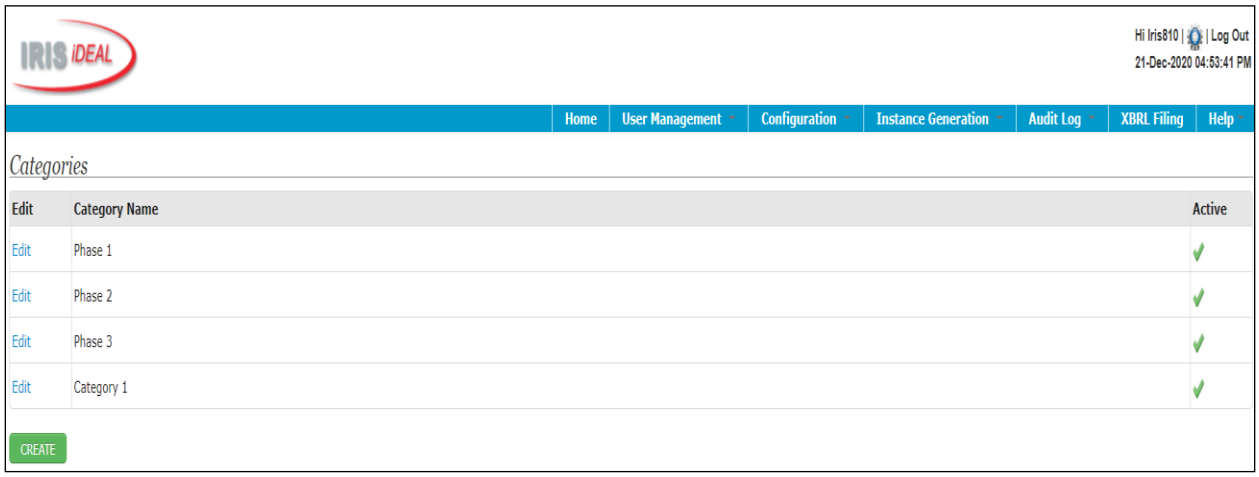
Here the user can edit the Role Description (*text field*) and allow/disallow the module access of the other users under this role. The interface showcases the module names on the Application interface. Tick mark means the module is assigned to the role. On-click event of “Save” button on the interface will set the desired changes on the roles.

CATEGORIES

Category is report level permission given to different logins. User can categorize the returns and then assign it to the respective logins so that they get access only to those returns which is included in that category. This scenario is helpful in cases where user wants to allow access of only relevant set of returns to other users.



Create

On clicking ‘Create’ button, user can create an entirely new category. User need to provide the name of category in the text field ‘Category Name’ and then select/deselect RBI or Non XBRL Returns using the arrows provided. Check mark the ‘Is Active’ box and then save to create the new category.

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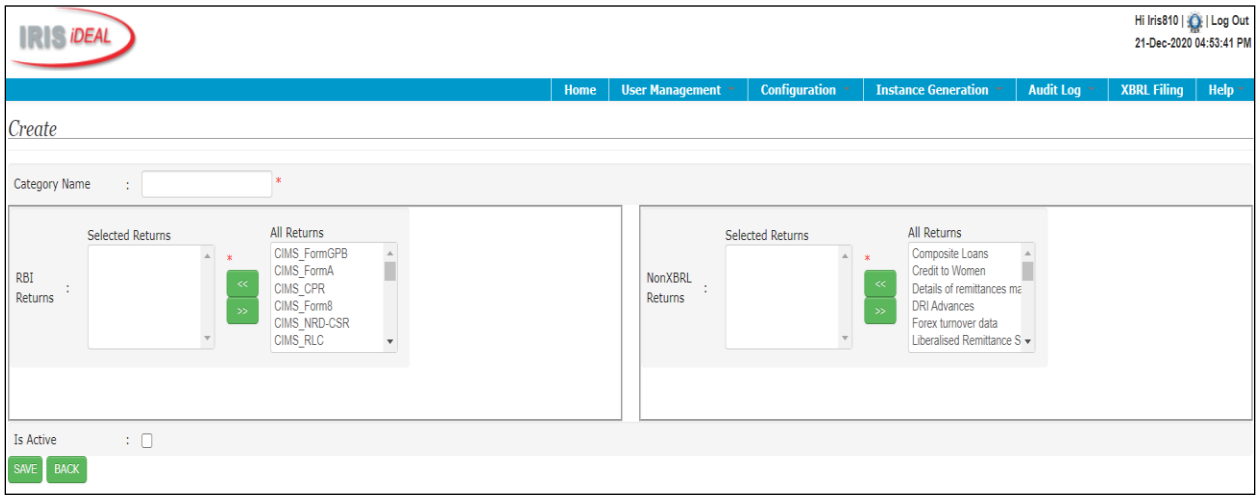
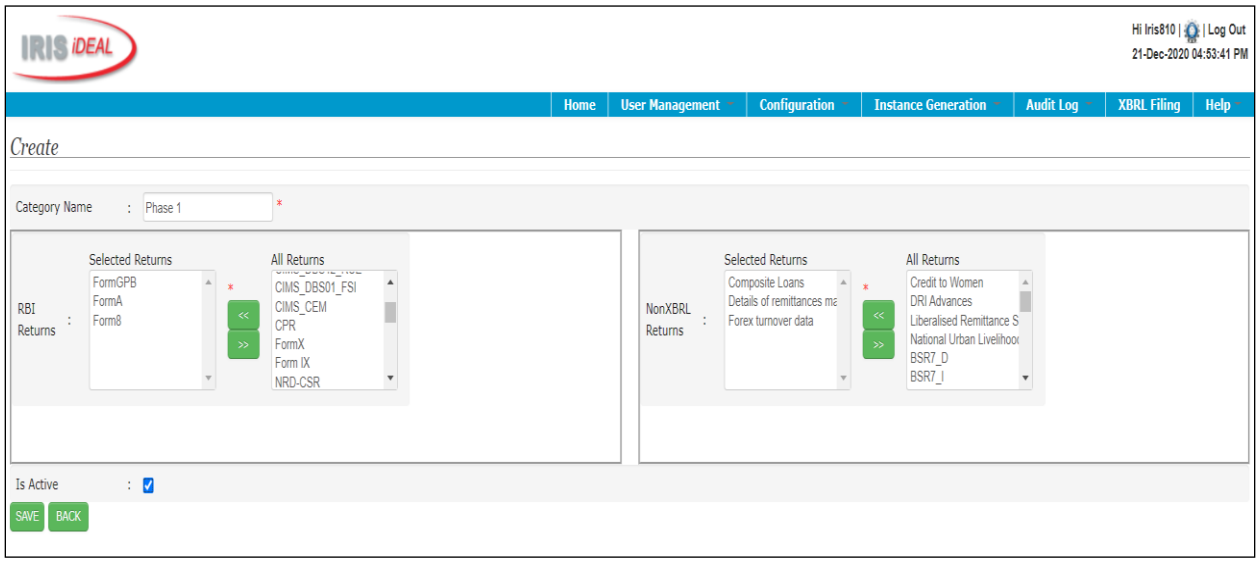


Edit

User can also edit the existing category by clicking the edit button on Categories Interface. They can change the category name and select/deselect RBI or Non XBRL Returns using the arrows provided. Click on save button to save the changes made.



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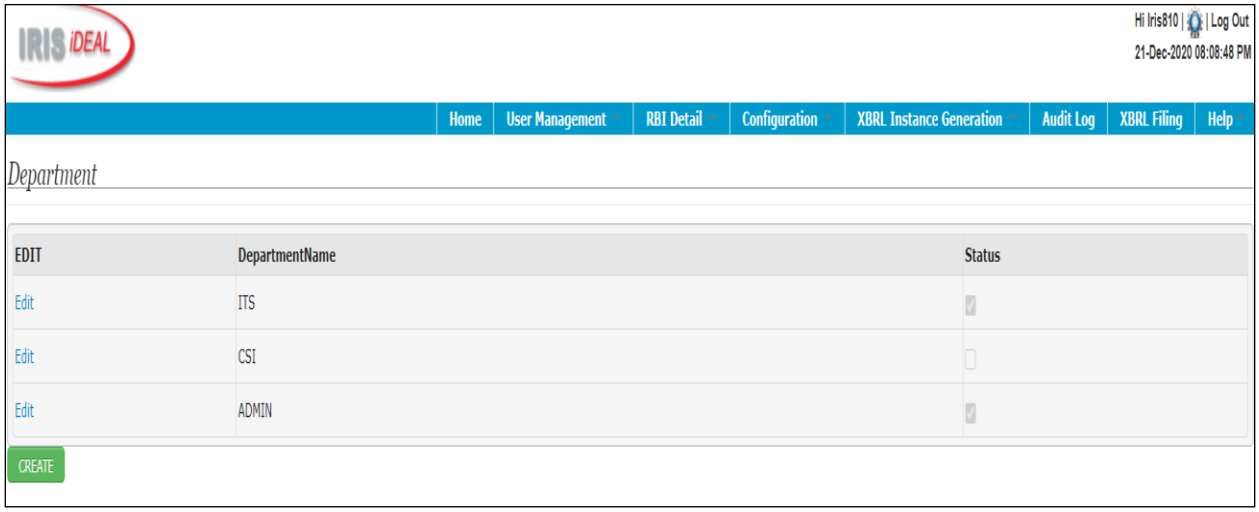
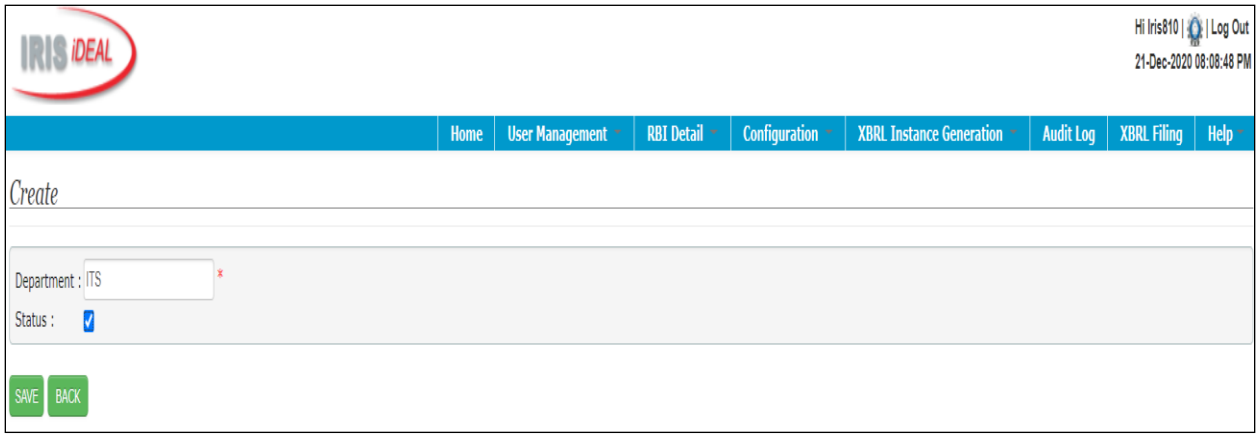
DEPARTMENT

Each user is assigned a department based on the department they belong to within their organisation.



Create

User can create new department by clicking on ‘Create’ Button. Enter the name of department, check mark the status box and then click on save button to finish creating new department.



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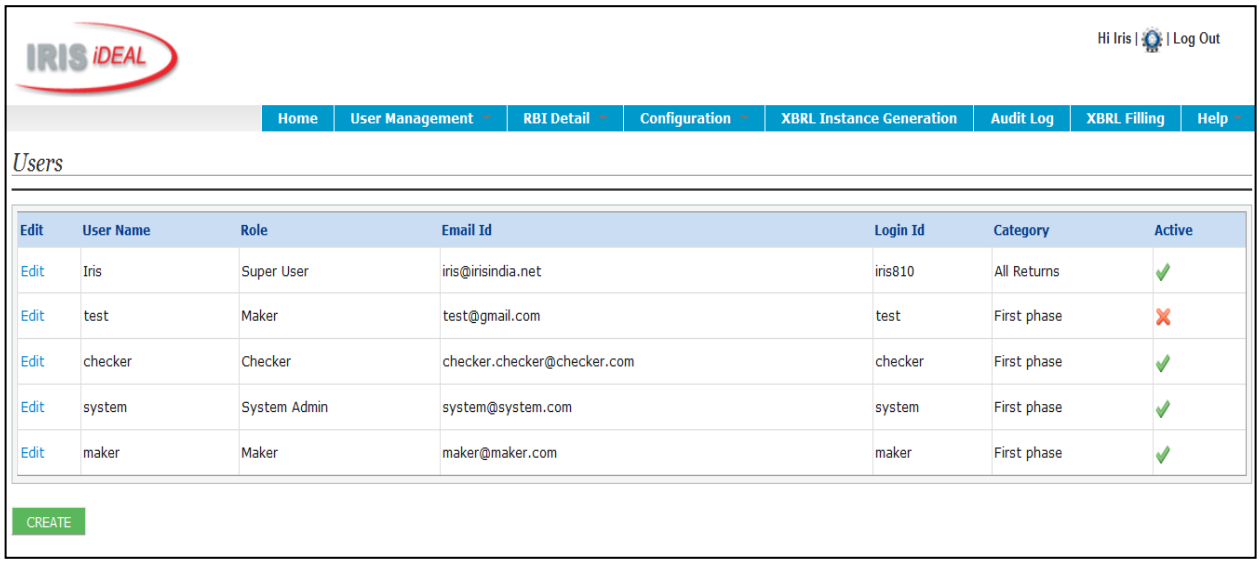
Edit

User can also edit the existing department by clicking on edit button on Department interface. User is allowed to change the name of department and status. Unchecking the status check box implies that the particular department is inactive.

LIST OF USERS

The Application interface will showcase the list of active and inactive users here. The active users are depicted with a green tick mark and the inactive user with red cross mark.



List of Users

Create

On-click of “Create” button will redirect the user to Create New Users screen. Here, the user has to enter relevant details to create the new user login. Every user has to be assigned a user role. The roles defined through user roles screen will get populated on the user roles dropdown list. Application gives a feature where in the user created can get assigned with the specific category (group) of forms (*refer Category description below for more insights*).

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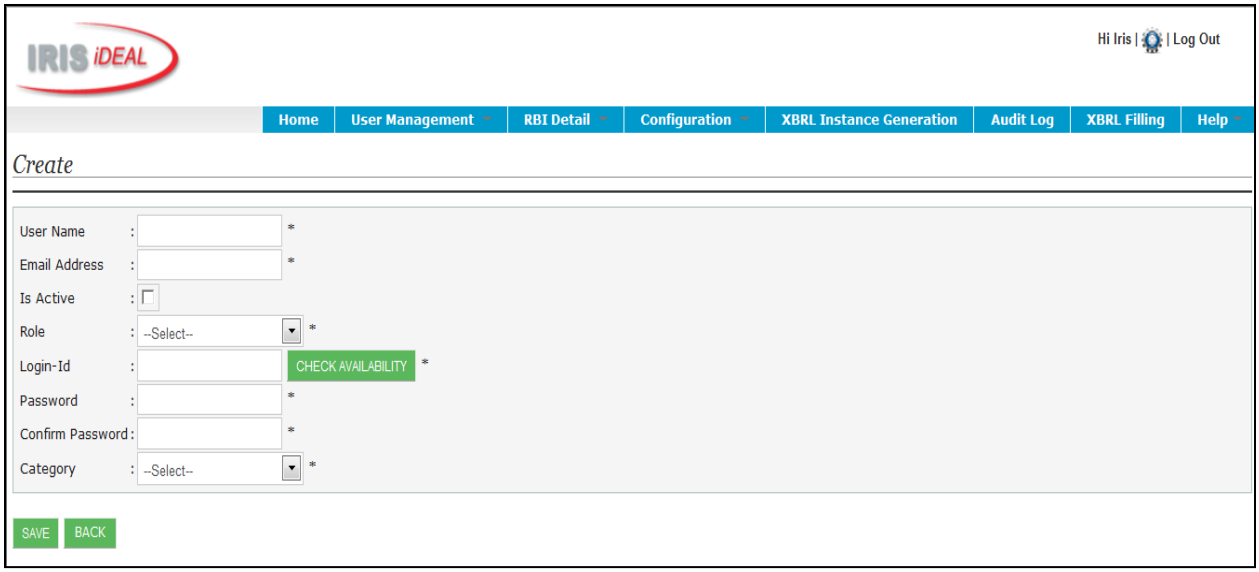
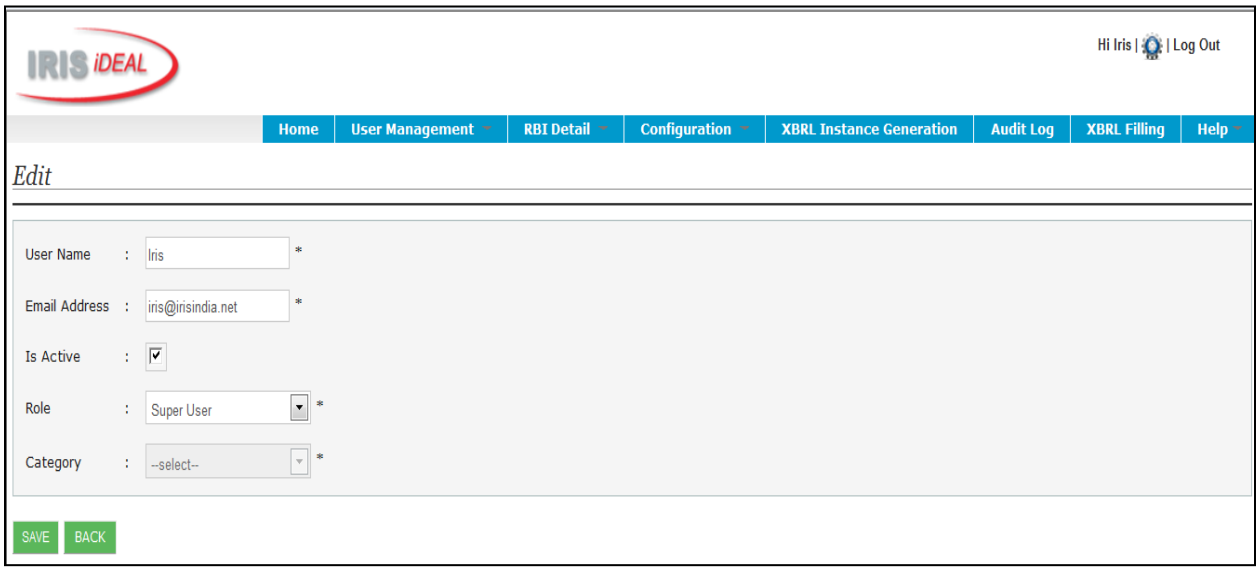


Create New Users

Edit User

The user can edit the existing user logins through this interface. This interface is acquired through on-click event of “Edit” link on List of Users screen.



Edit User

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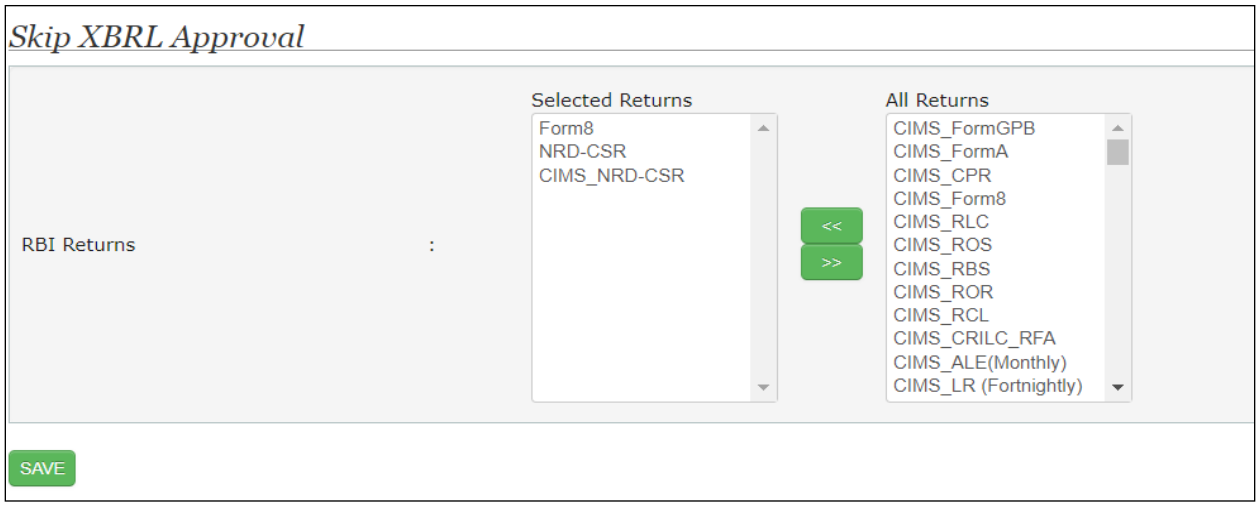
DISABLE MAKER/CHECKER

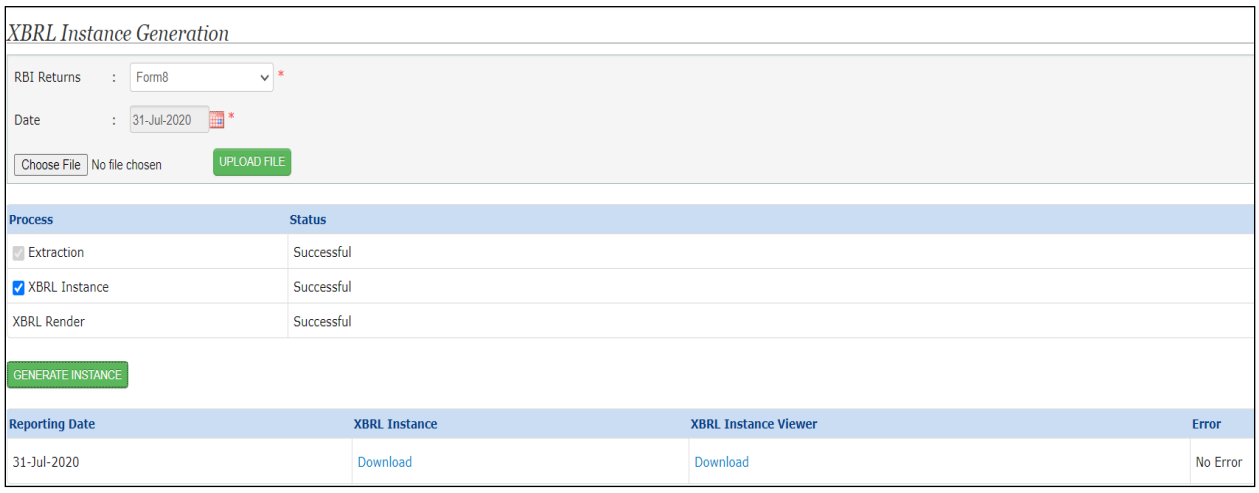
This module restricts/allow the direct download of instance return wise. User can select individual return for which they want to skip the XBRL approval and download directly from XBRL generation interface. Otherwise, user has to first approve the XBRL instance from the Audit log (See 2.3.11) before they can be able to download it.

For Example:

Go to Disable Maker/Checker, you will see the interface as below.



Select returns for 'skip XBRL approval' which means these returns does not require any XBRL approval and can be directly downloaded from XBRL generation module as can be seen from below screenshot.



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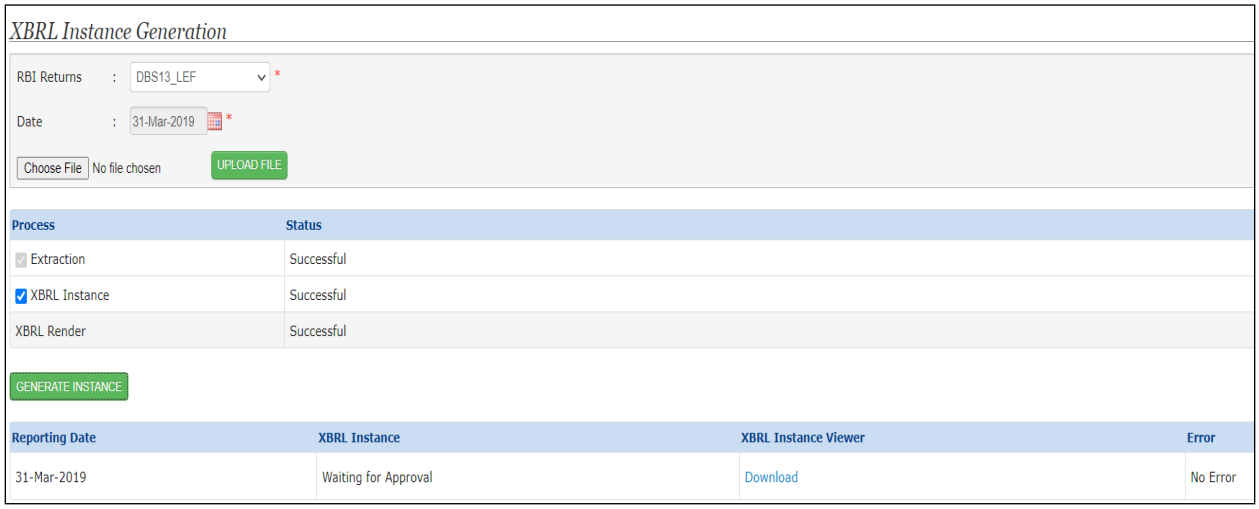
However, for rest of the returns, user is not allowed for direct downloading and can only be downloaded after approving it from Audit log Module.

Note: See 2.3.11(Steps to approve XBRL instance)

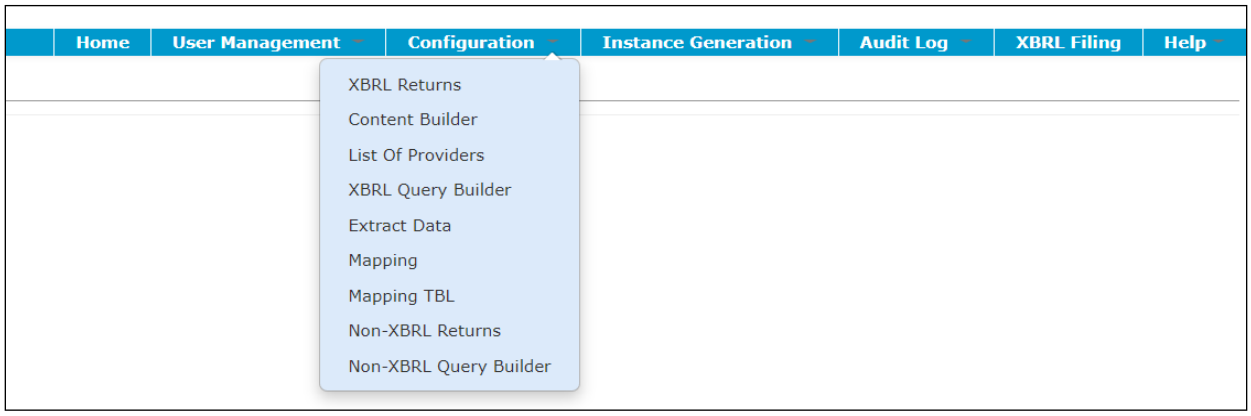


NON-XBRL DISABLE MAKER/CHECKER

This module pertains to Non-XBRL returns and works in similar fashion as Disable Maker/ Checker.

2.3.10. Configuration

This module is important from development point of view and allows the developer to incorporate new return or modify existing return in the application.



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XBRL Returns

User can add and edit the RBI Returns through this interface.

Create Return

Following is the description of every data field on the interface:

1. Return Name – The user has to enter name of the return in this text field for example – PDR 2.
2. Instance Namespace – This field acts as an identity of the instance to be generated. The field will comprise of the web link through which the business rules details are acquired.
3. Period – User needs to select the reporting frequency of the return from the drop-down list. Example - PDR 2 has a monthly reporting. So, you select Monthly.
4. Reporting Frequency- This is a text field that takes value which is short form of Period. For example- Q stands for Quarterly, H for Half Yearly, M for Monthly and likewise.
5. Version – This field signifies Taxonomy version.
6. Href – The data entered on this field will signify the references from which the taxonomy is linked with.
7. Taxonomy Namespace – Every taxonomy is identified by its new namespace through this field.
8. Is Active – Tick mark on this field signifies that the return is an active return.
9. Is Large Validator- The tick mark on this field tells if the return is a large validator.
10. Allow RBI Validation – The tick mark on this field means the RBI Validation control is applied on this return.
11. Allow Schema Validation- The tick mark on this field allows schema validation on the return.
12. Allow Formula Validation- The tick mark on this field allows formula validation on the return.
13. Is Include Domain Member – The tick mark on the field will depict user defined domain member.
14. Is CIMS- The tick mark says the return is a CIMS return.

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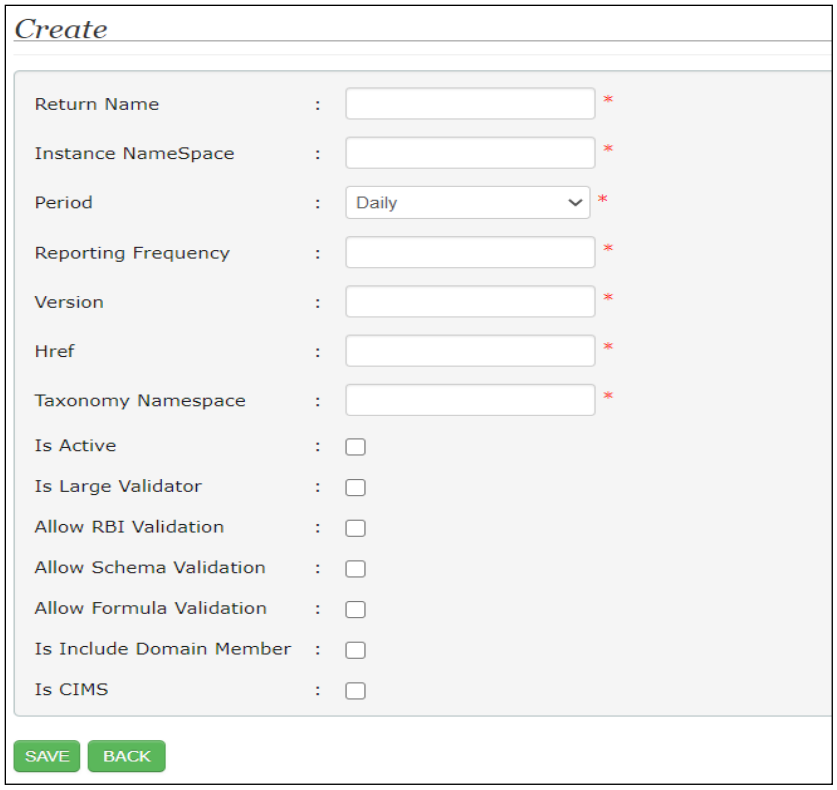
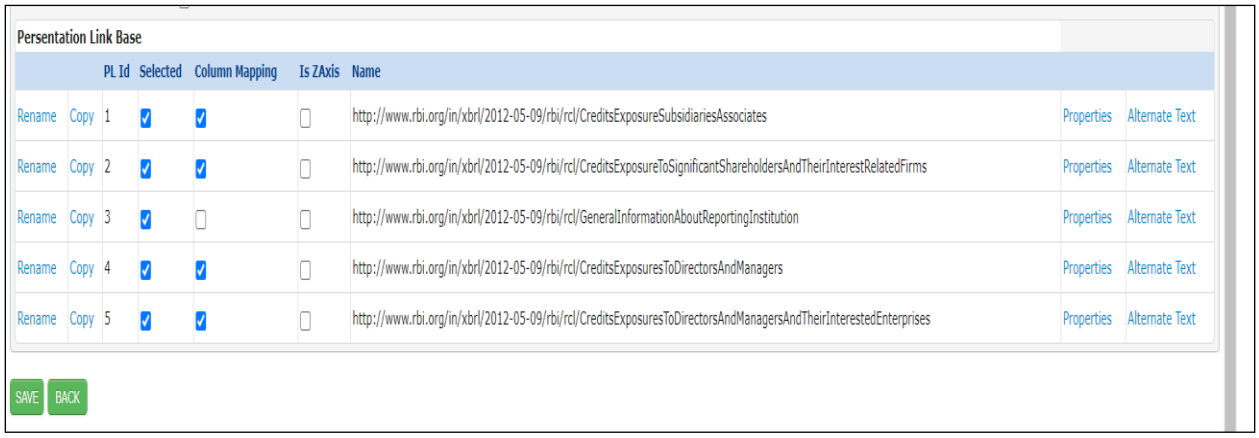


Once the taxonomy gets uploaded through this interface the Presentation link bases associated with the taxonomy gets populated as depicted in the screen below.



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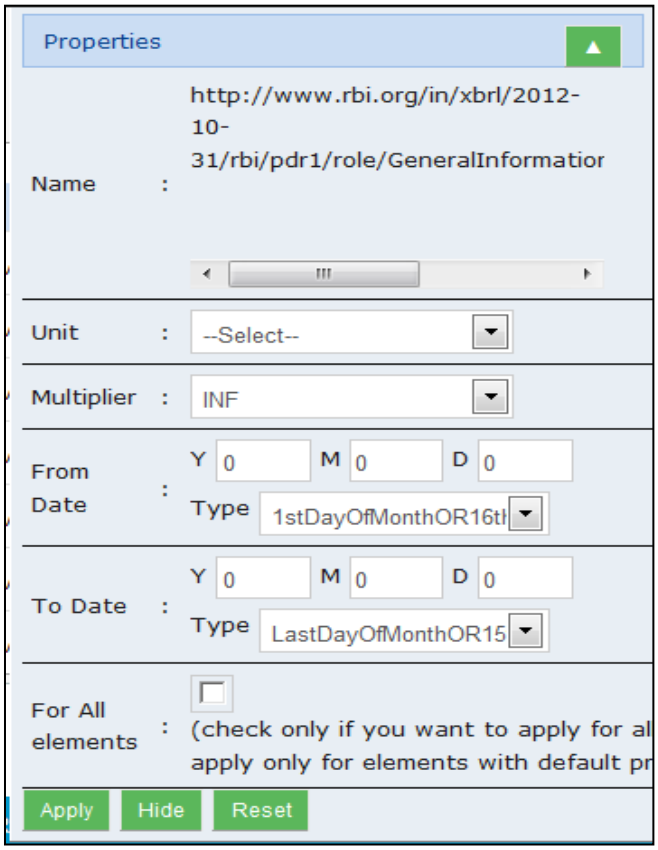
User can set the properties with the Presentation Link Base through on-click event of Properties link.



The properties include following entities on it,

1) Name – This field depicts name of the presentation link base.
2) Unit – This field states the unit of conversion.
3) Multiplier – This field signifies the multiplier to be used on the link base.
4) From and To Date – The date entered here will depict the Period type of the field.

User can assign these properties by clicking on the checkbox placed below.

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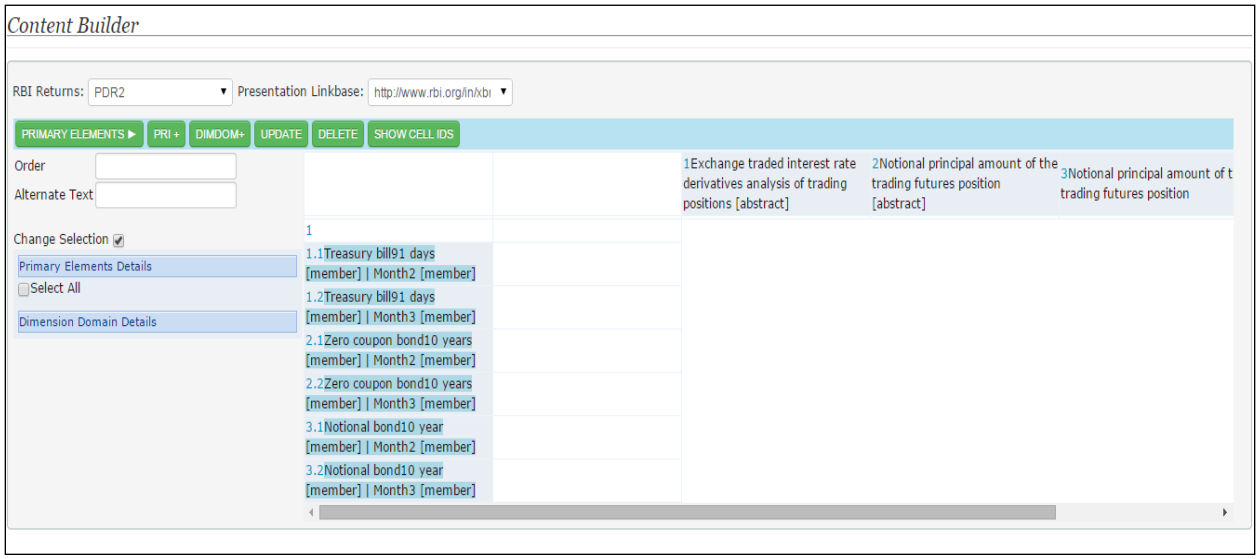
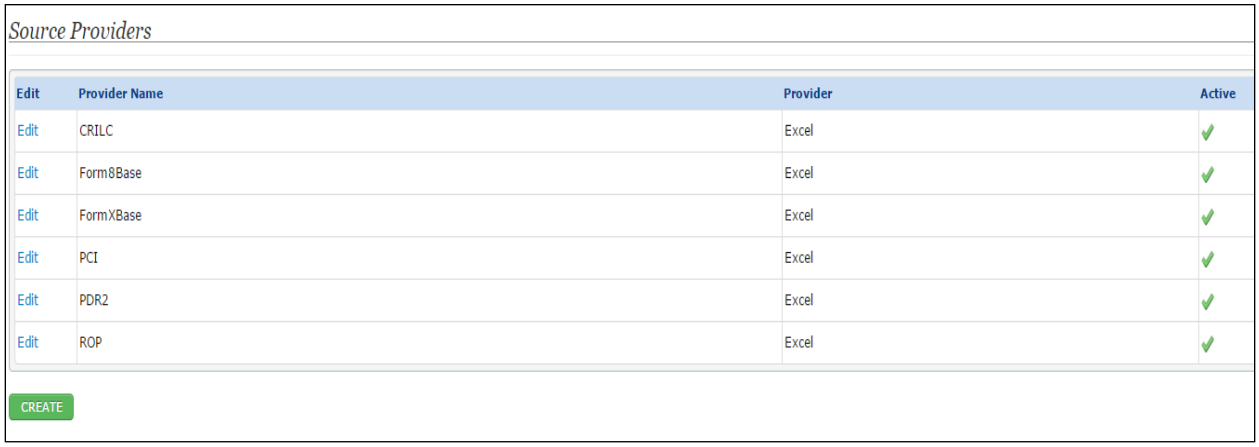
CONTENT BUILDER

Through this module the end user can make the content of the return such as defining the dimensions and domain members under it. This is one-time activity done for every return through the interface.



LIST OF PROVIDERS

This module showcases the list of providers associated with the return. Since the Application takes the input file in Excel® format only the list of providers marked across every return is Excel®. Each provider is linked with the database connection showcased in Connection String field.



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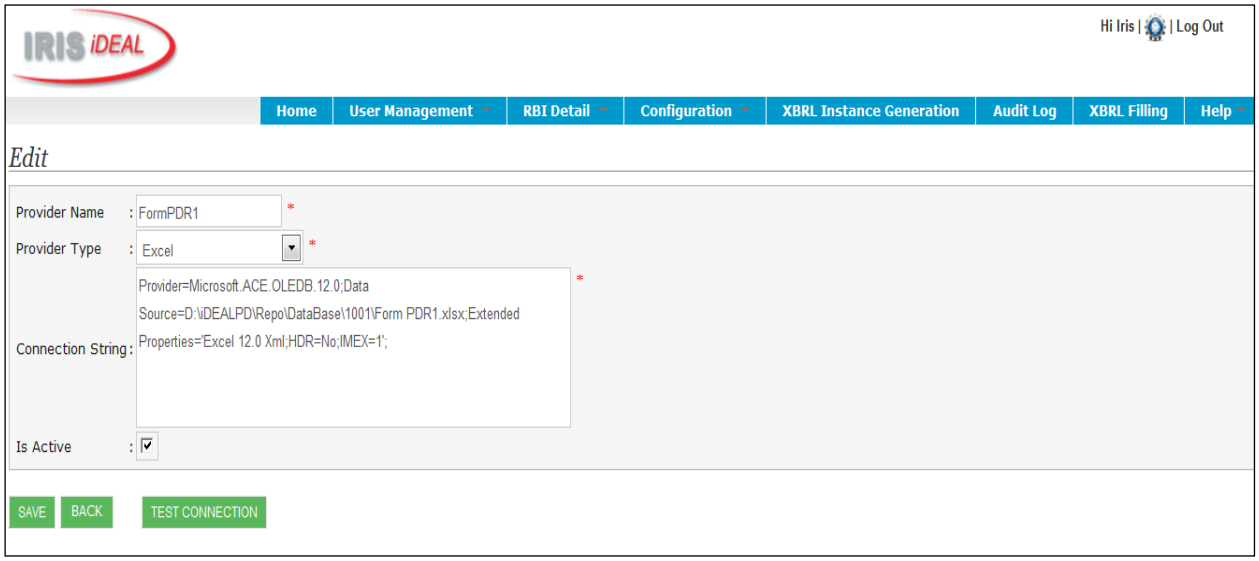
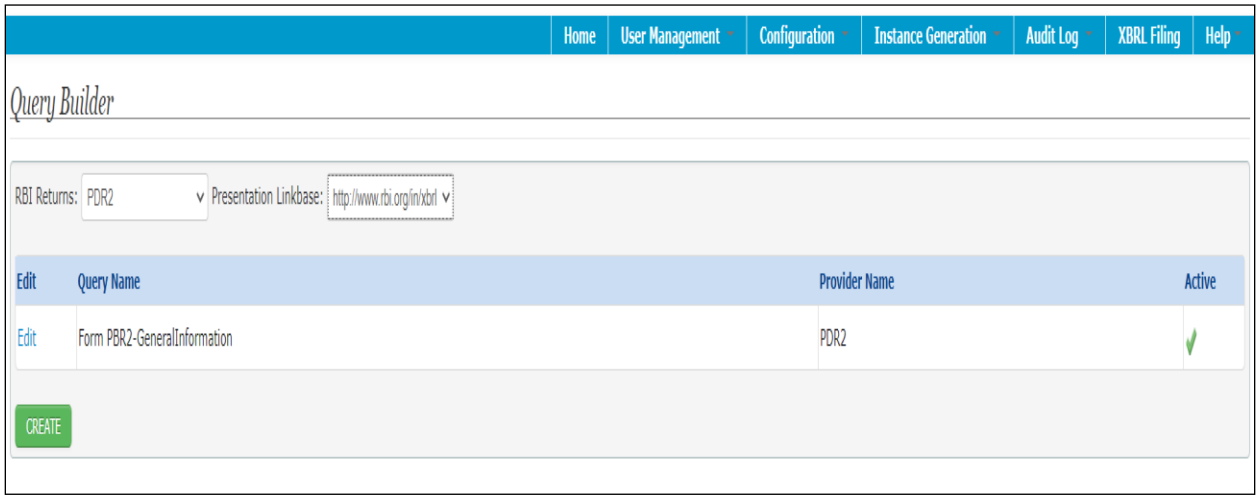
User can create a new provider or edit the existing provider through this interface.



XBRL QUERY BUILDER

Each cell of input file is mapped in the database in order to extract the required data from the sheet. This mapping is done through this module. Herethe user has to select the return type first then they have to select the desired presentation link base from the list.



The user can execute the query on the interface post on-click event of “Edit” button.

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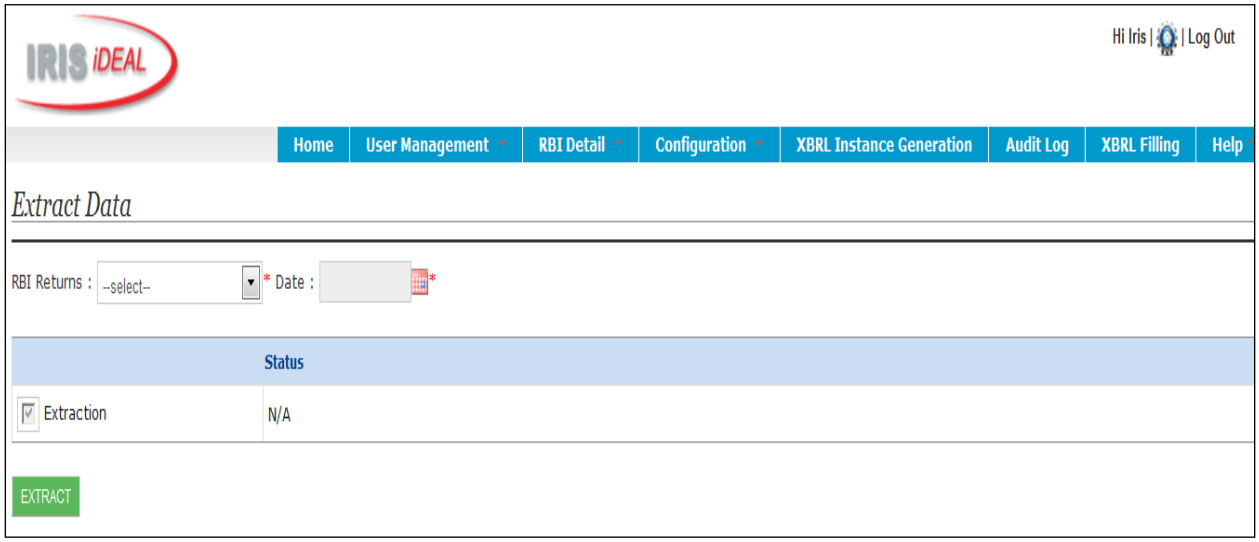
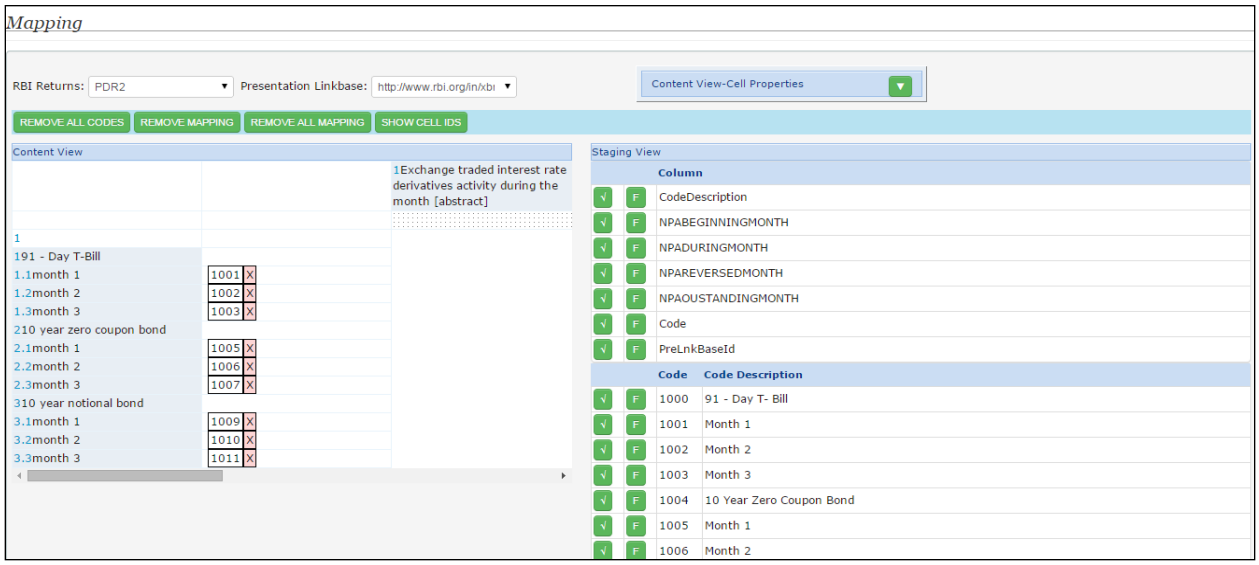
EXTRACT DATA

The module is used to extract the data from the last uploaded return. In order to identify the last uploaded return Application provides the filter criteria namely RBI Returns and Date. Once the data is extracted it can be further used for data manipulation and data management through interface.



MAPPING

Each cell in staging view is mapped with respective cell in content view through this module.



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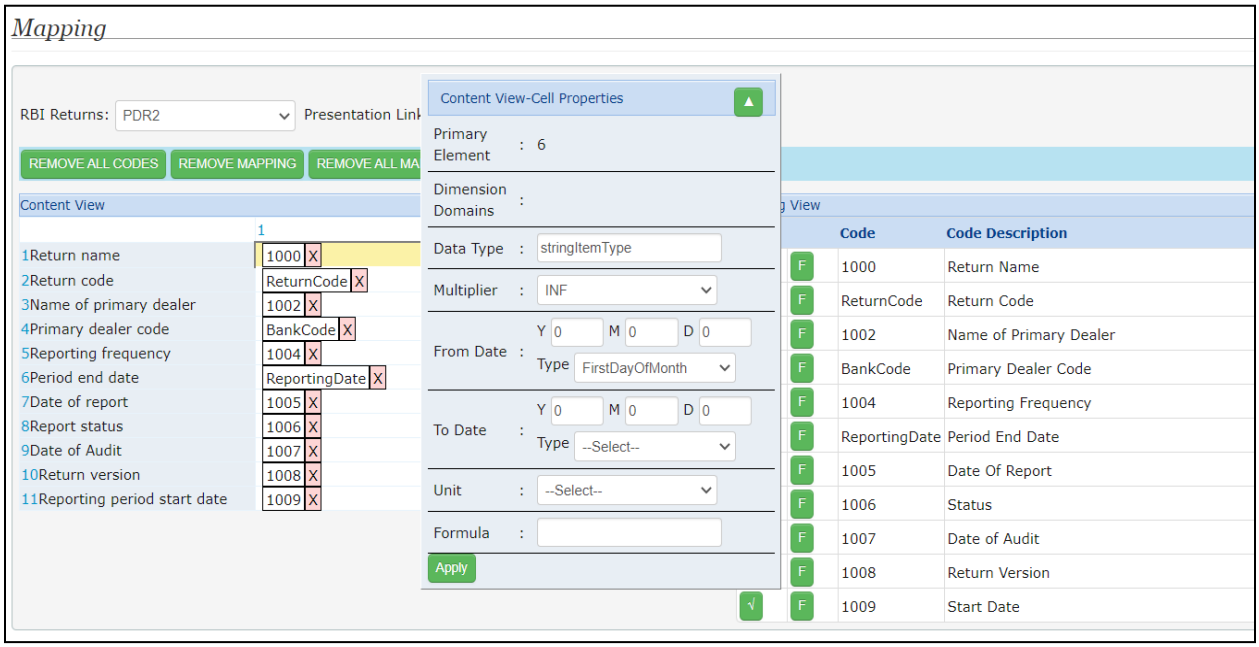
User can also click on each cell one by one to check the property of that cell as shown below.



MAPPING TBL

This module is used for phase 3 return mapping and works same as above Mapping module.

NON-XBRL RETURNS

This module is used to add or edit Non-XBRL returns.

NON-XBRL QUERY BUILDER

This module pertains to only Non-XBRL returns and functions same as XBRL Query Builder module.

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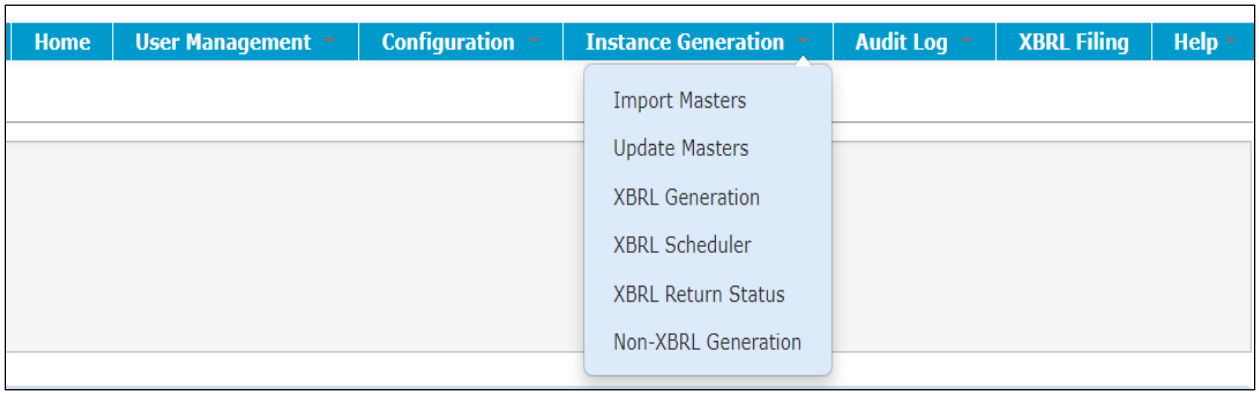
2.3.11. Instance Generation

This module pertains to generating XBRL instance.



IMPORT MASTERS

This option is meant for CRILC and RLC reporting user's to download the latest PAN, Group and Top 1000 Borrower masters from RBI portal and upload in this option before generating the XBRL instance.

Steps to upload masters

- 1. After login into the application, go to Help option
- 2. Select Import Masters
- 3. Before uploading any master user need to expand all the columns of PAN Master, Group Master and Top 1000 Borrower (in all the sheets) before uploading in IRIS iDEAL Application.
- Click on master upload and browse the excel
- Click on Upload File button
- 4. If the sheets are having header then select the option "is header" and check all the below check boxes sheets
- Click on Submit

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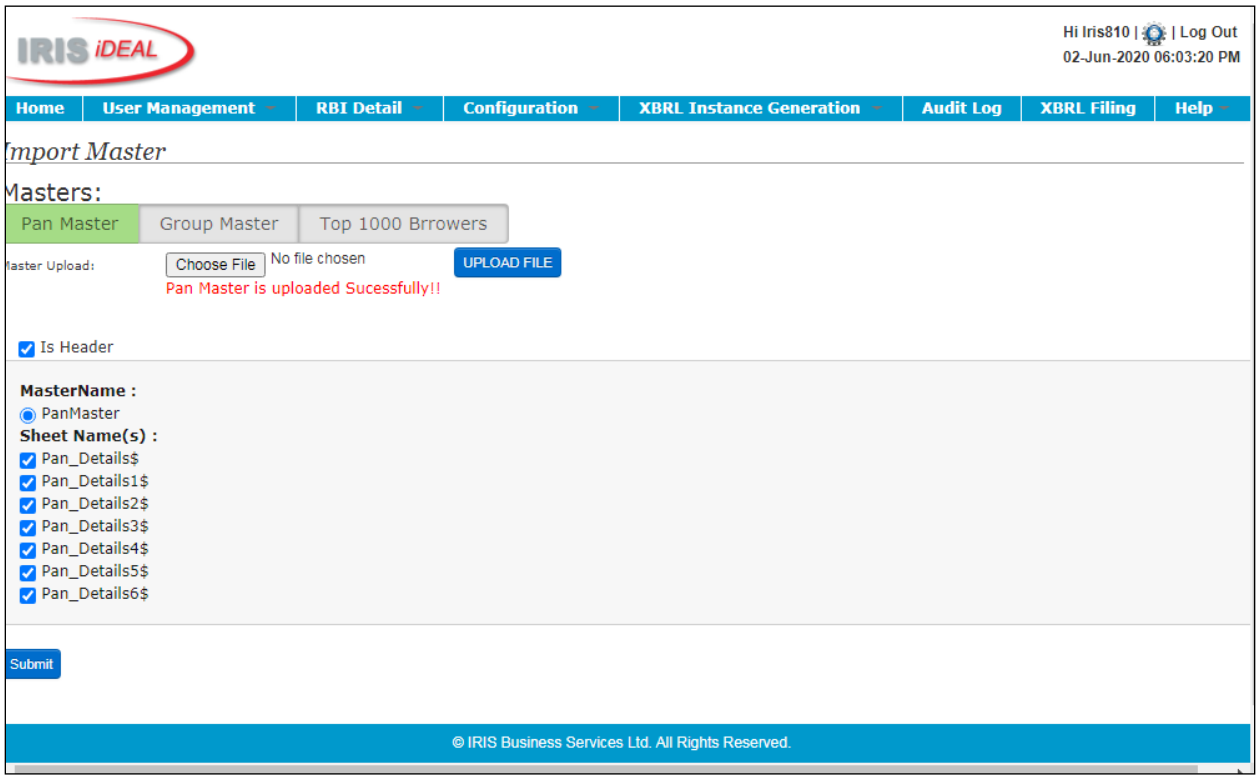

UPDATE MASTERS

This option is also meant for CRILC and RLC reporting user can update the following Masters on a single click. The RBI master update API link is integrated in the application for updating the masters through API service; this requires the internet service on the hosted server. User needs to click on required master to get the lastest update from RBI site

Masters that can be updated through Update Masters Module are:

1. Group Master
2. External Master
3. Assets Master
4. Lead Bank Master
5. Resolution Plan Master
6. Industry Master
7. Sector Master
8. Banking Arrangement Master

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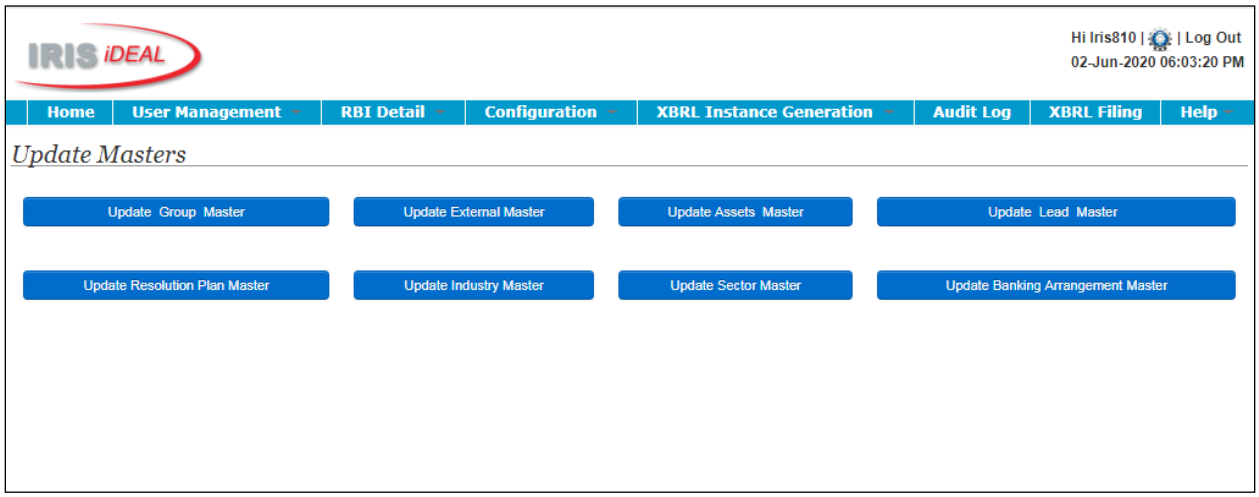

XBRL GENERATION

The user has to generate the XBRL Instance through this module. Here in the user has to first select the RBI Return from the dropdown list provided, then the user has to select the Date for which the report is filed. Post appropriate selection, user has to upload the returns file in to the interface. User has to then "check" the process to be conducted by the Application namely Extraction and XBRL Instance. Post this click on Generate Instance button to acquire the instance file.

Validation Checks on click of Generate Instance button are as follow:

1. Invalid Date – Application will prompt the user through a text near the calendar control stating Invalid Date of filing. The dates are maintained and managed through calendar control supplied by Team RBI.

2. Invalid Filing – If the file uploaded doesn't match with the one selected through dropdown list, then the Application will prompt Invalid Filing error.

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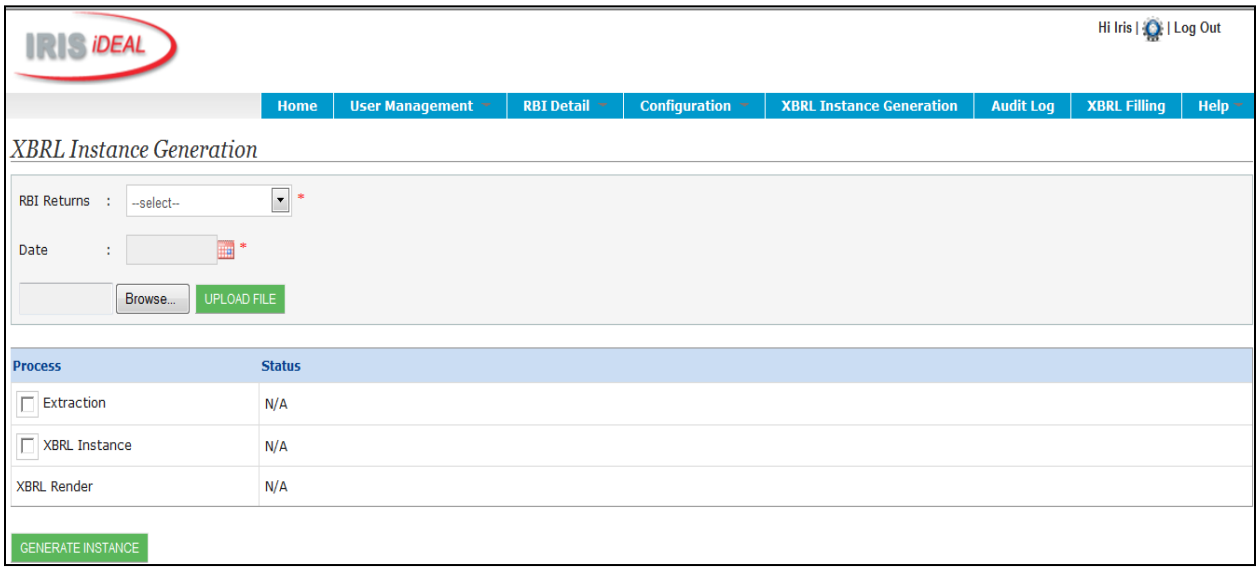

XBRL Instance Generation

Calculation errors on the input file will be seen on the error column acquired post completion of Extraction process. The list of activities to be performed by the user post acquiring the error is as follows:

1. Download the error file on the hard drive.
2. Decipher the error mentioned on the file.
3. Do the required changes on the input file in accordance to the error.
4. Upload the changed input file and generate new instance.

Application will only generate instance if the input file doesn't have any errors on it. The user can acquire the rendered html file from the Application interface post successfully instance creation. The rendered html output feature is given to stakeholders so that they can compare the output with the input file entered in to the Application.

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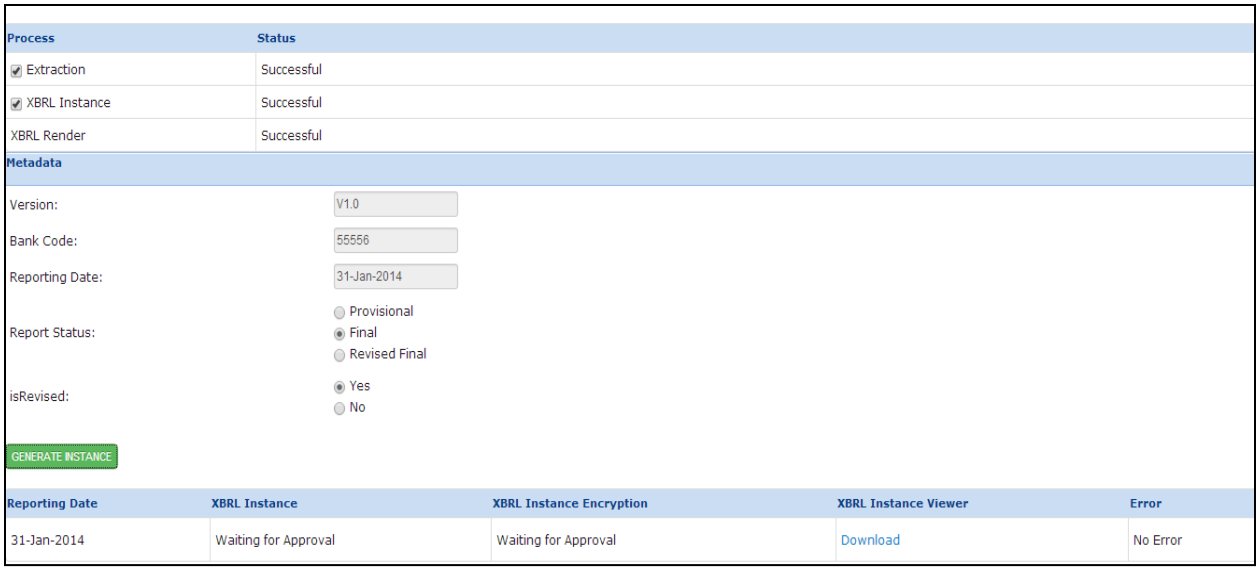
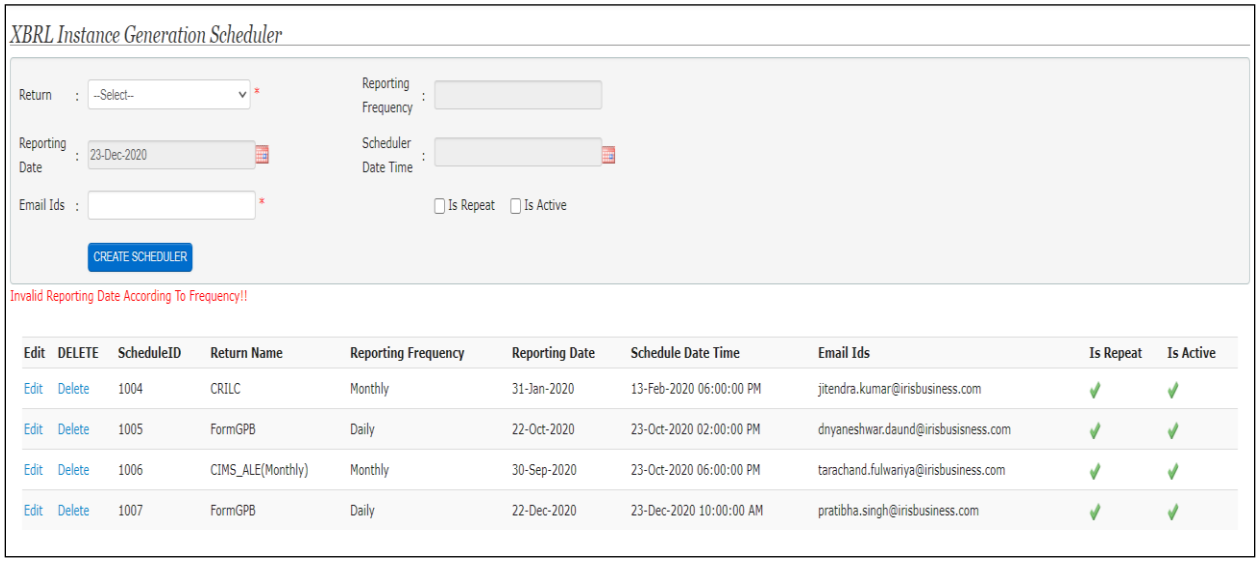


XBRL Instance Generation

XBRL SCHEDULER

One can also schedule the return generation using this module. Fill in the required field and create scheduler. Things to consider:

- Reporting frequency will automatically take the value based on selected return
- Reporting date value must be selected in accordance with reporting frequency
- Scheduling date value must be max 25 days to the reporting value



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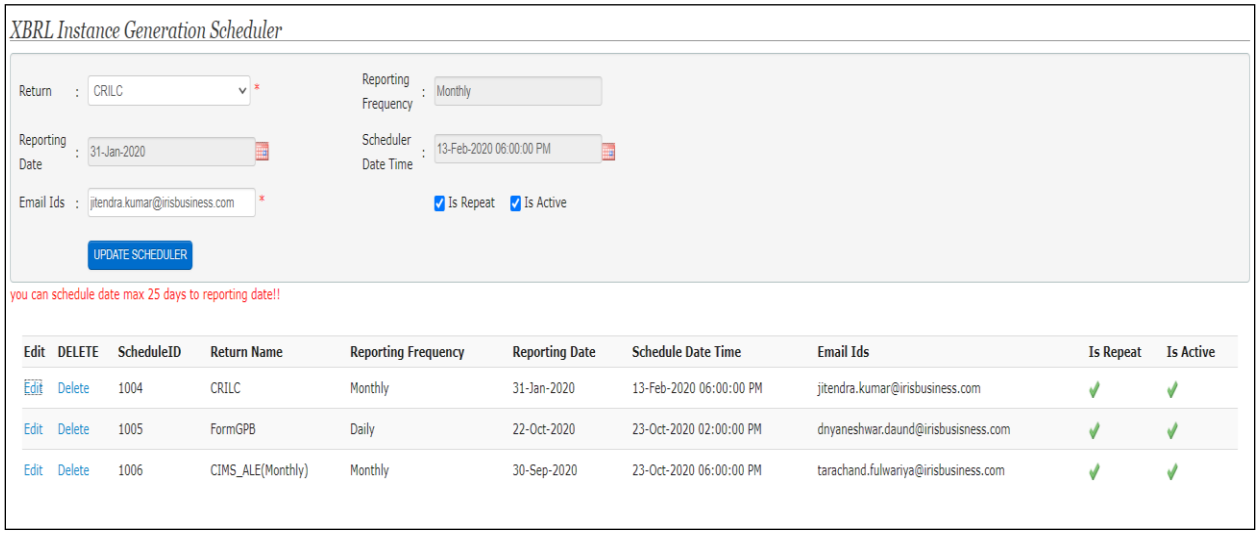

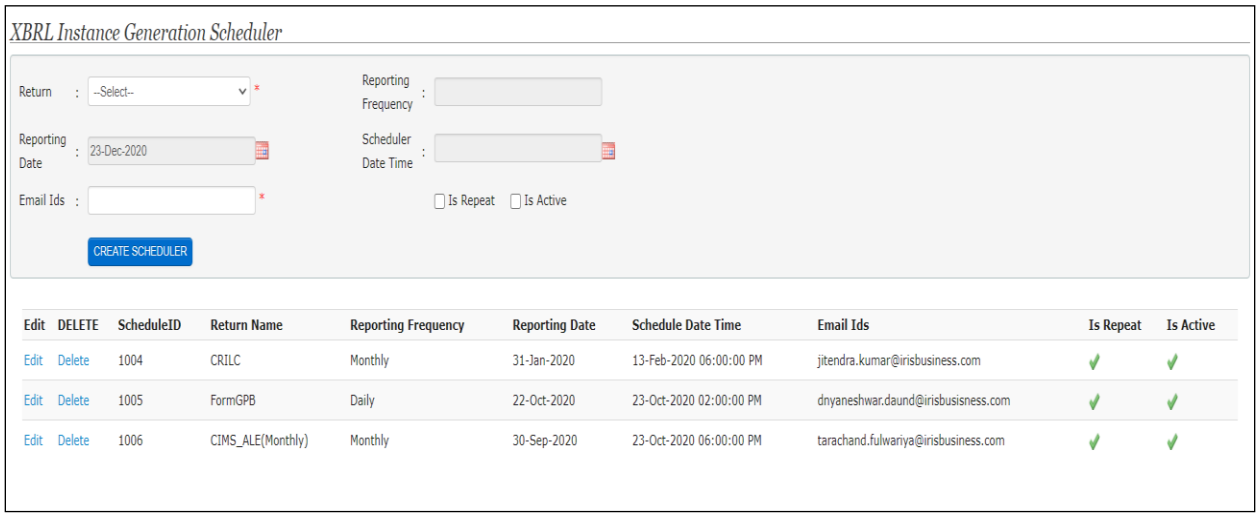

Scheduler can also be edited/deleted from this interface.

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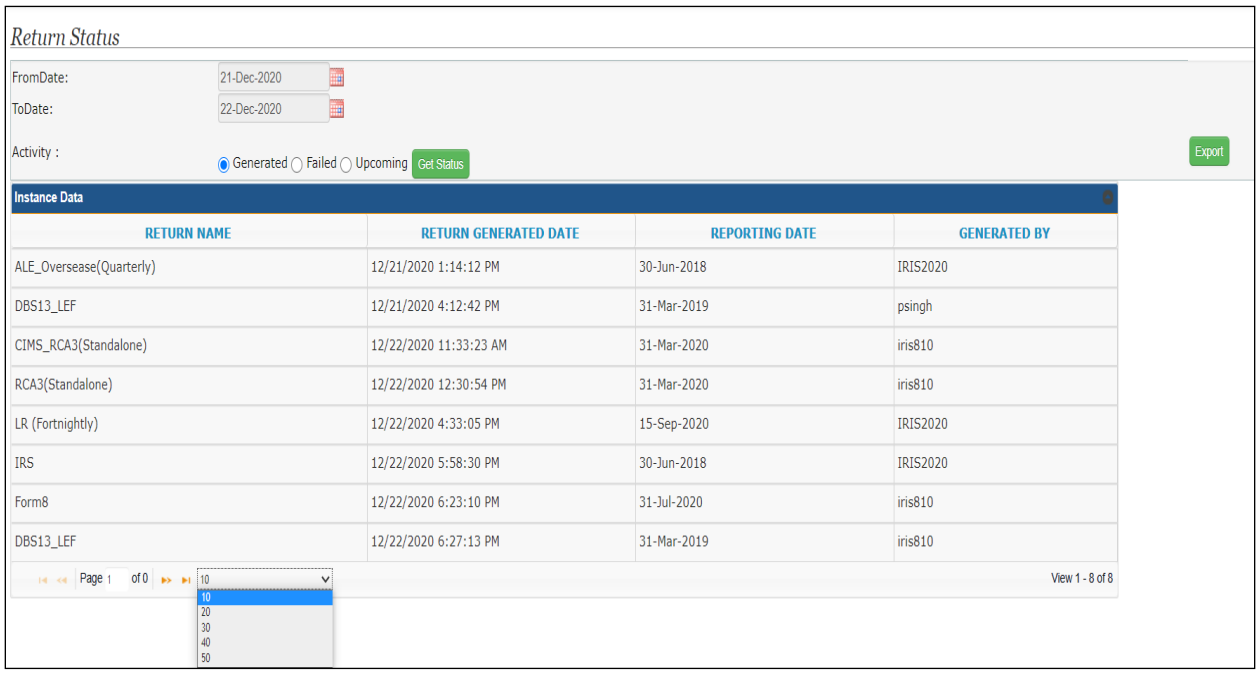
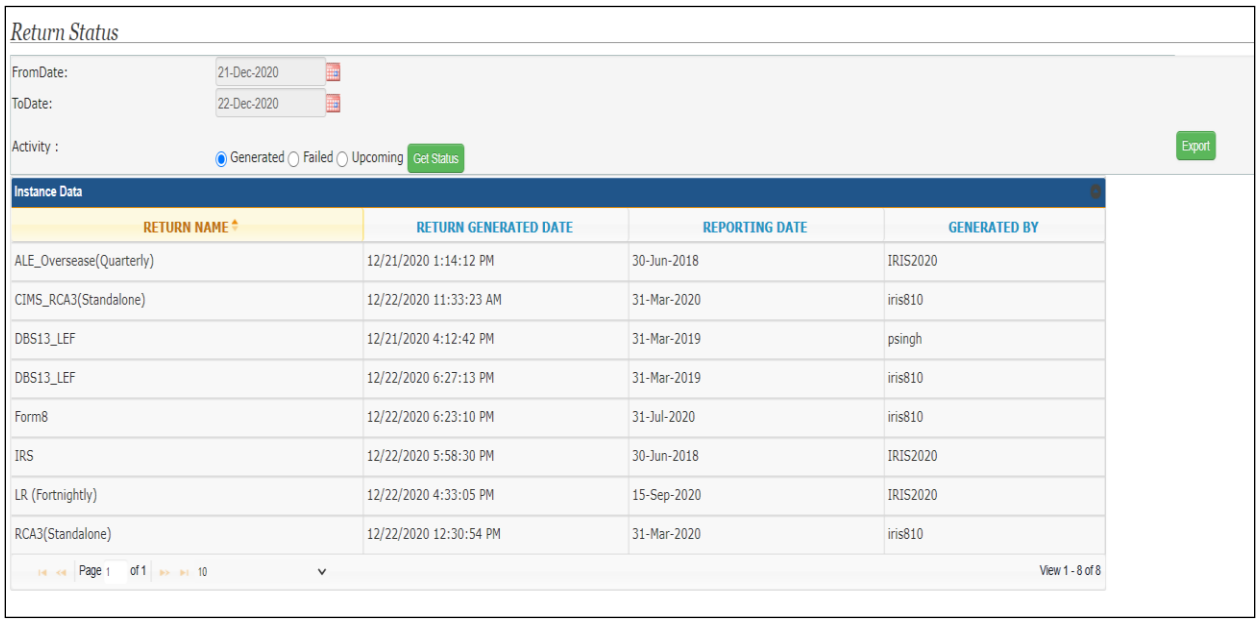
XBRL RETURN STATUS

This module summarizes all list of returns generated/failed/upcoming between 'From Date' and 'To Date' entered. This list can also be exported in excel format in your desktop using the 'Export' button.



User can also sort the list in increasing/decreasing order of Return name/Return generated date/ reporting date, generated by field by just a single click on the respective columns as shown below.



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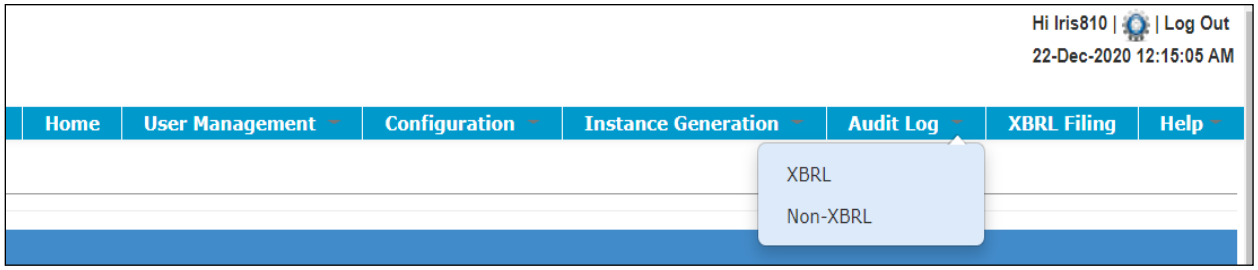
NON-XBRL GENERATION

This module is only to generate Non-XBRL returns and works same as XBRL generation module explained in previous section.

2.3.12. Audit Log

Both XBRL and NON XBRL module functions similar.

User can download the instance file, rendered file and error file from this module any time in future. Audit log has two option XBRL and Non XBRL based on report type.

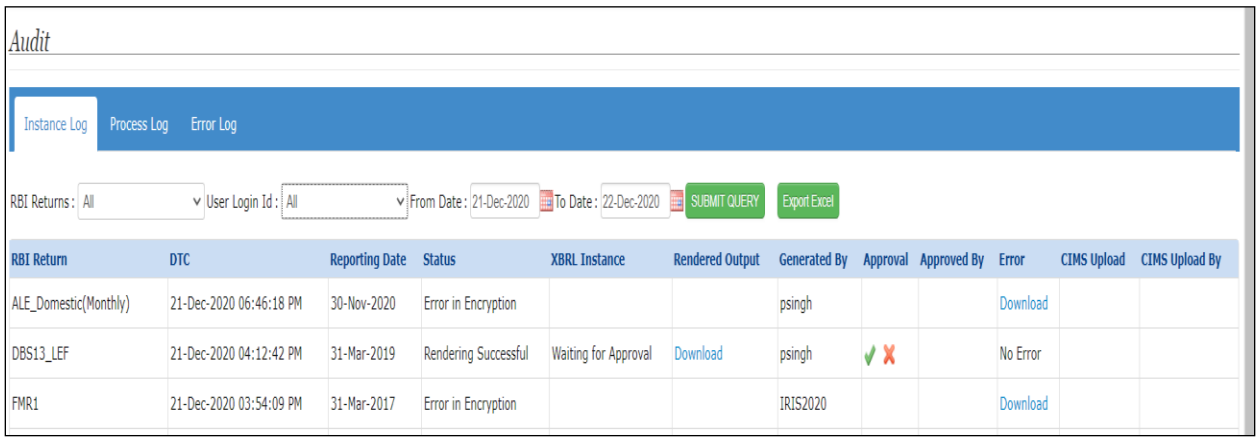


Application provides filter criteria for fetching the desired entries, the filter criteria comprise of:

1) RBI Returns
2) User Login Ids
3) From and To Date

User has to click on “Submit Query” button to fetch the desired records.

To download the instance file, user has to first approve the entry. Approval of the entry can be done through on-click event of green colour tick mark placed across the filing.



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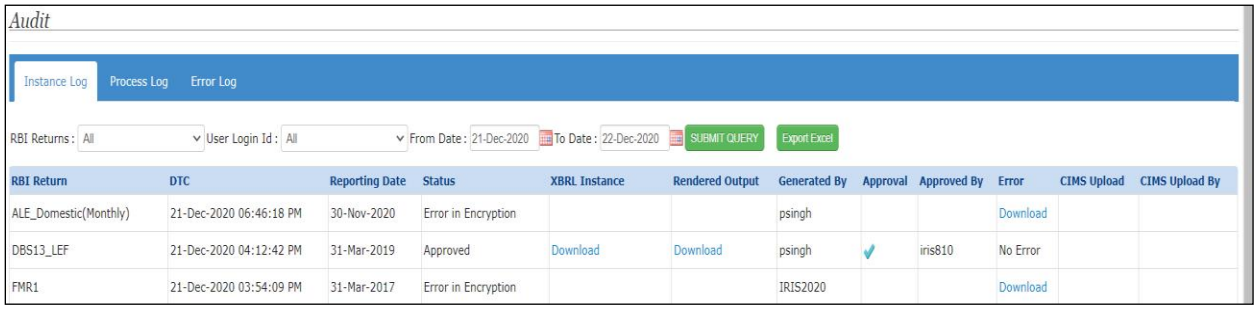
Once user clicks on green tick mark, a pop-up window appears for the confirmation of approval as shown below.



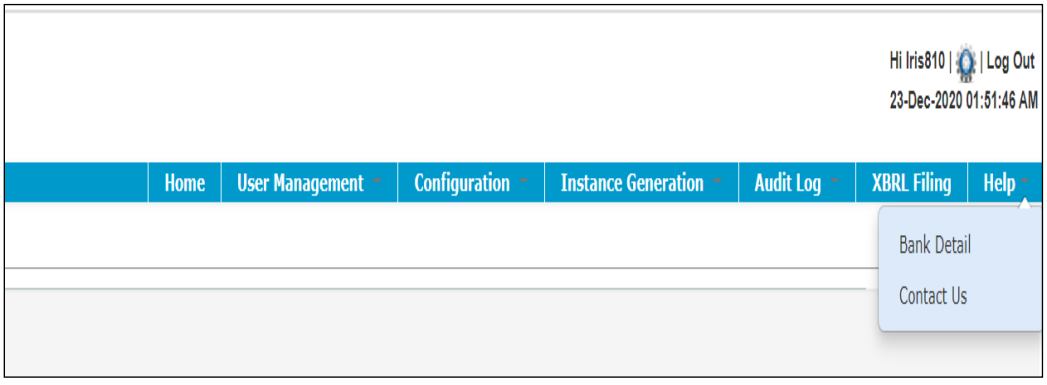
Click OK to confirm. The status of XBRL instance changes from 'waiting for approval' to 'Download' where you can directly click on download the instance.



The audit log interface also provides tabs for the user to fetch entries related to process and error log.

2.3.13. Help

The modules enlisted in the below description are less frequently used ones, and most of them are properly maintained by Team IRIS at the time of Application installation.



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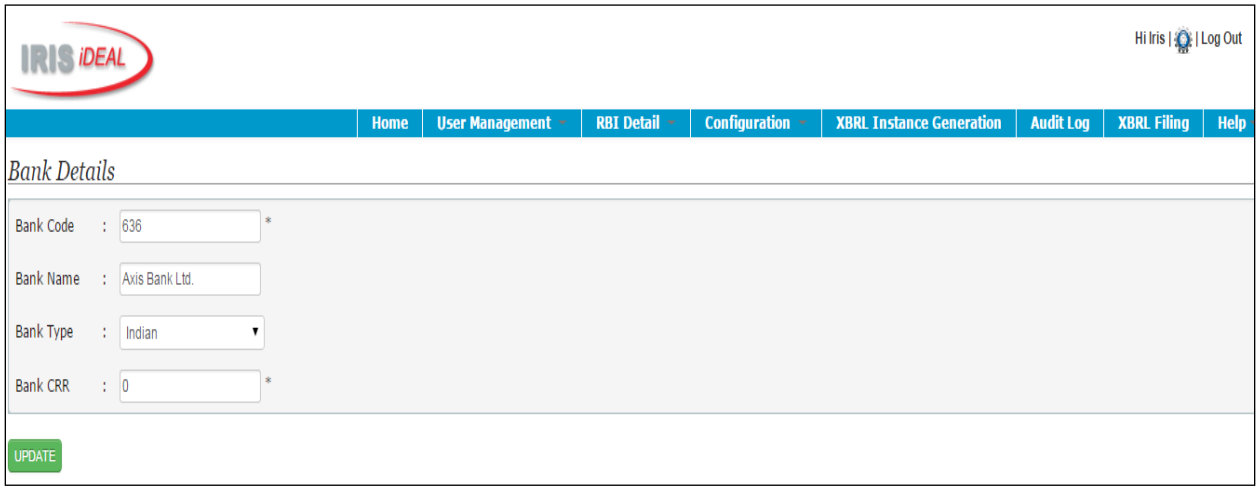
BANK DETAILS

Here in the user has to enter Bank Code and Bank Name.



Bank Details

CONTACT US

This contains the required details of the Company information like Name, Address and Contact information.



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ANNEXURE

The input sheets for XBRL generation are all preformatted.

Functional Rules with Input Sheets are as follows:

- Sheet Names in the Excel® Workbook should never be changed.
- No new columns or rows to be inserted on the sheet. Exception – Type Dimension (user entry entities).
- The data entry text should not have Special Characters in it. For Example: &, *, @ etc.
- No data apart from the one from data cells to be filled in to the sheets.
- No hidden entities to be filled.
- Cell formats should not be changed.

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