

# **Excel To XFDF Converter For MAS Forms** **User Guide**

## **Contents:**

[Licence / Response Code Activation](#)

[Keying In Company Name and Company Code](#)

[Converting An Excel File To XFDF Format For Submission](#)

[How To Check And Compare XFDF Forms For Errors Before Submission](#)

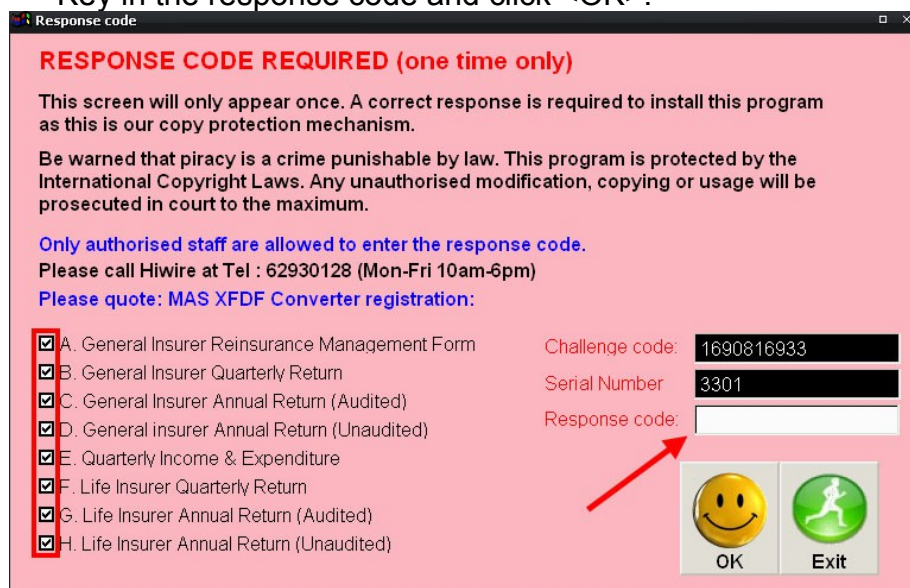
[Other Important Notes](#)

## Licence / Response Code Activation

- Click on the <Licence> button.



- Call us at 6293 0128 during office hours to obtain the response code.
- Check the respective purchased forms converter versions (as shown in the red box).
- Key in the response code and click <OK>.

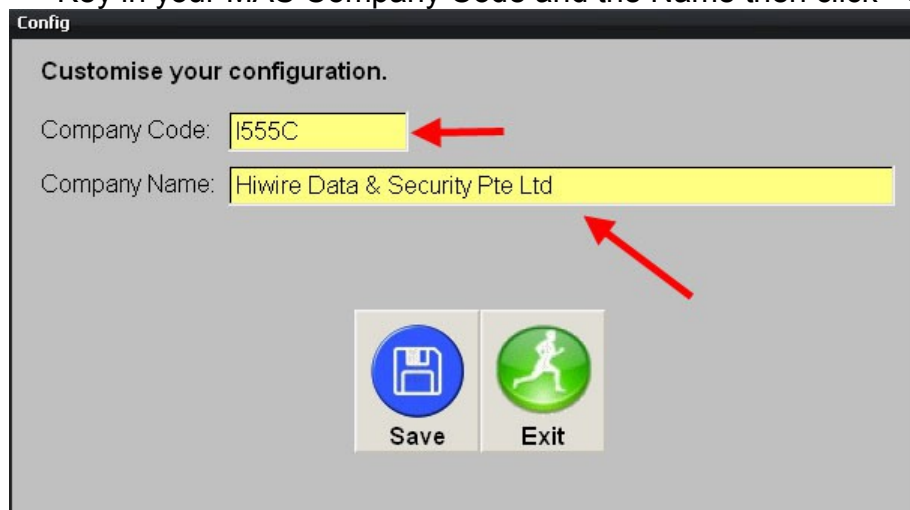


## Keying In Company Name and Company Code

- Click on <Config>

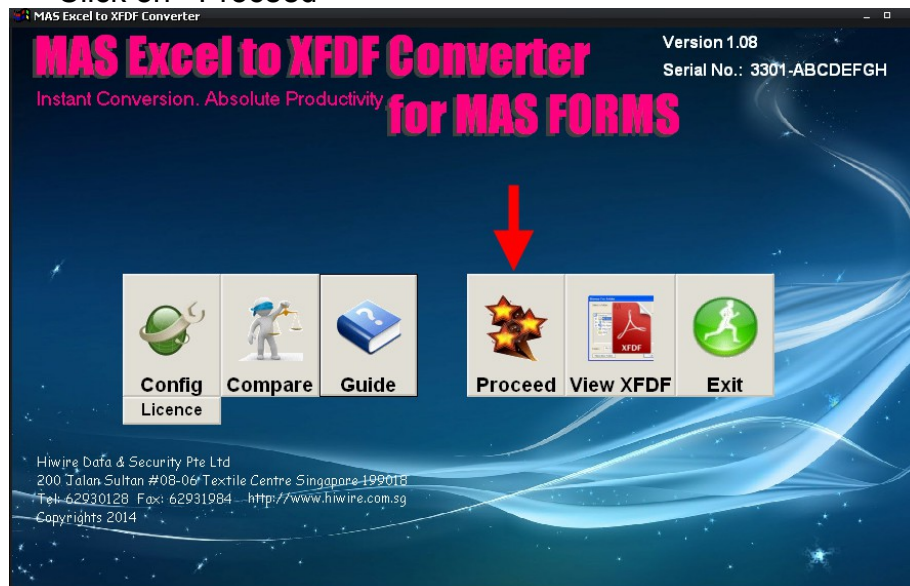


- Key in your MAS Company Code and the Name then click <Save>.

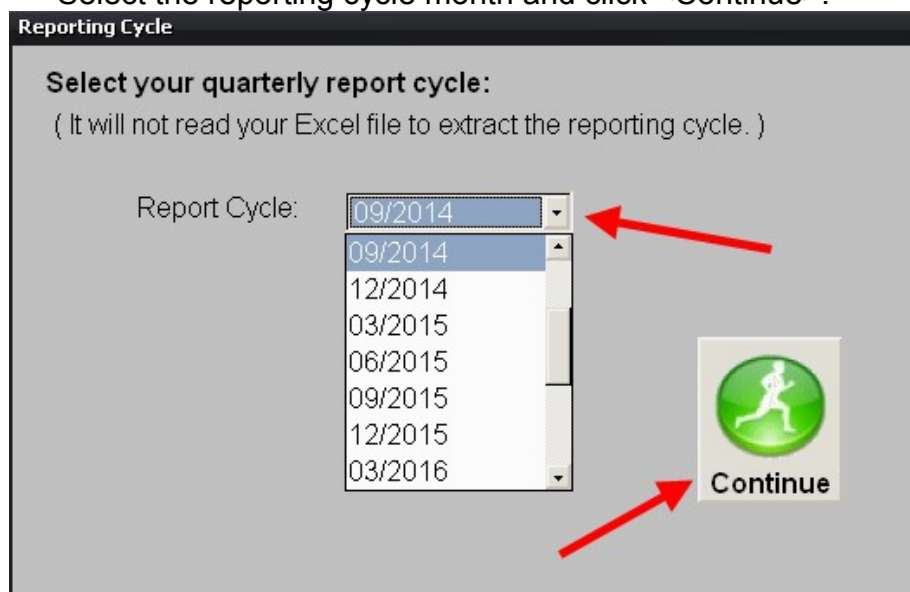


## Converting An Excel File To XFDF Format For Submission

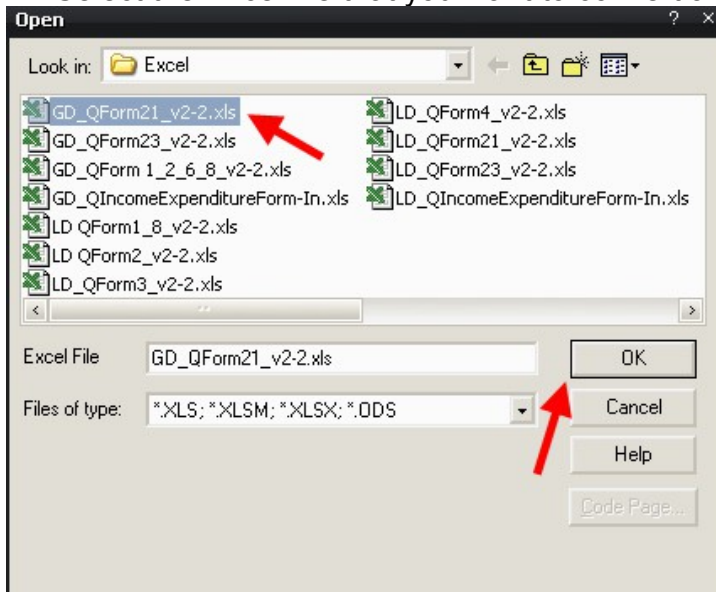
- Click on <Proceed>



- Select the reporting cycle month and click <Continue>.



- Select the Excel file that you want to convert and click <OK>.



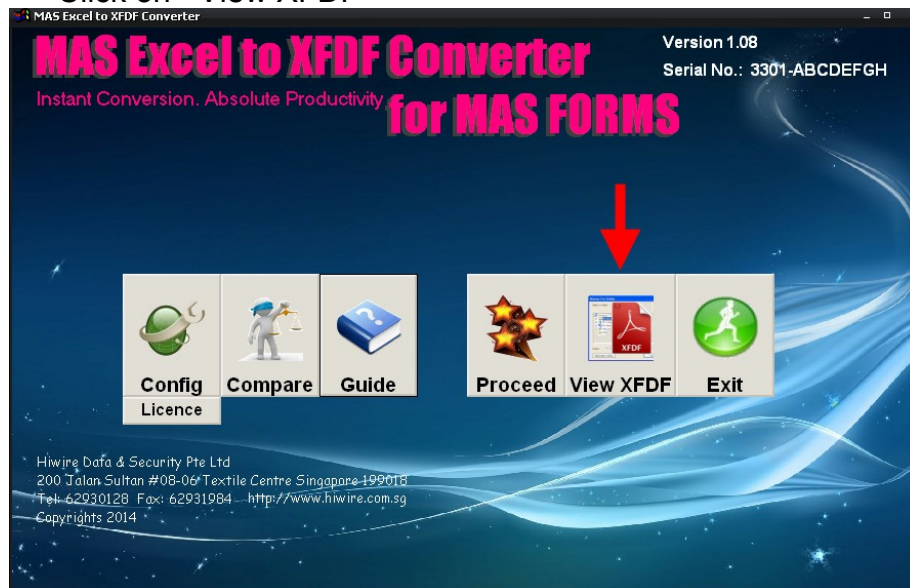
- Wait for the conversion to be completed then click <OK>.





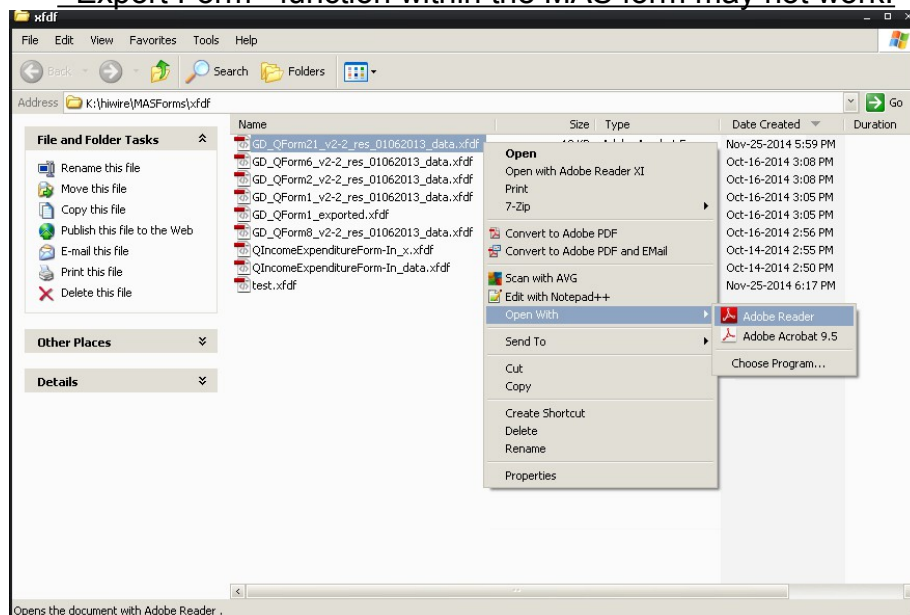
## How To Check And Compare XFDF Forms For Errors Before Submission

- Click on <View XFDF>



- Select the xfdf file created earlier (sort by <Date Created> if unsure of which file was created) and double click or right click and select <Open With> Adobe Reader.

Please ensure that you have opened the file using Adobe Reader, otherwise, the <Export Form> function within the MAS form may not work.



- Click on <Export Form>

Reporting Cycle : 09/2014 (MM/YYYY)


Company Code : 1555C

Company Name: Hiwire Data & Security Pte Ltd

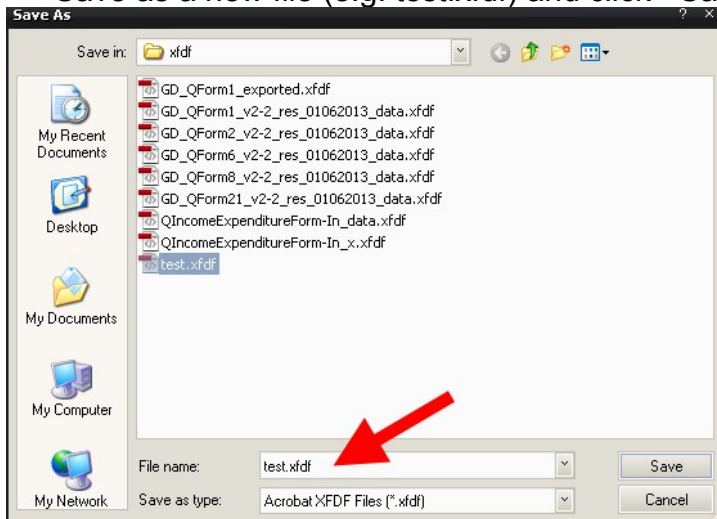
**Reset Form**      Reset all figures in this return to zero

**Import Form**      Import from xfdf file

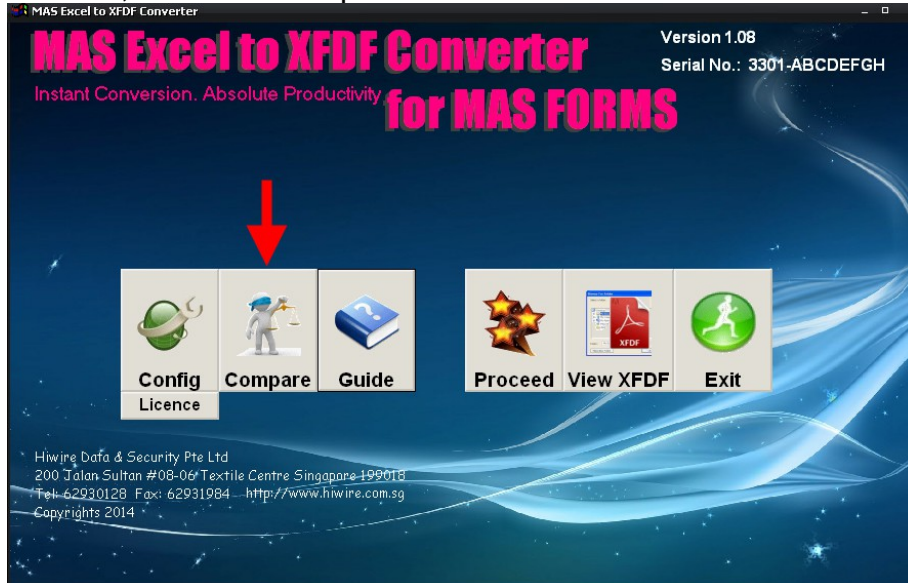
**Export Form**      Export to xfdf file for submission to MAS  
(Please make sure you entered all forms required for your company before export)



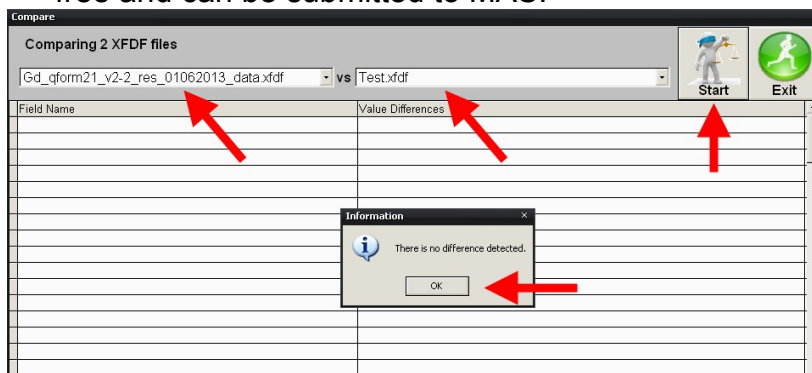
- Save as a new file (e.g. test.xfdf) and click <Save>.



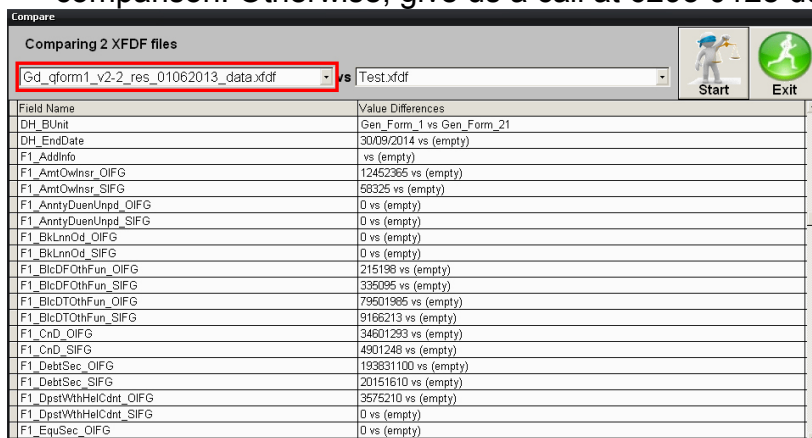
- Next, click on <Compare>



- Select the file to be submitted and the file exported earlier for comparison (e.g. test.xfdf) and click <Start>. If there are no errors, the system will prompt: “There is no difference detected”. In other words, the file created for submission (e.g. GD\_QForm21~.xfdf) is error-free and can be submitted to MAS.



If there are errors/differences, the field name and value differences will be displayed as shown below. Please check that you have the right files for comparison. Otherwise, give us a call at 6293 0128 during office hours.





## Other Important Notes

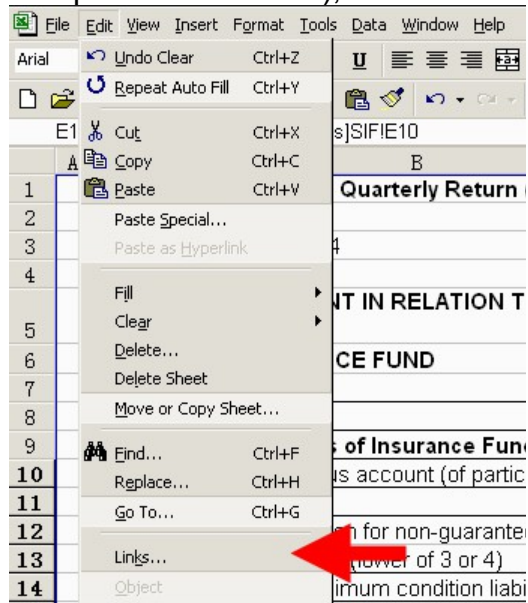
- Please DO NOT insert or delete any columns to the original spreadsheet template and DO NOT insert or delete any rows below row- “Description, Row No., Amount”. Otherwise, the mapping of the cells to convert to XFDF will be changed, thus resulting in errors. Sometimes, text or a single colon “:” is added into column A to avoid having an empty line, so do not remove those characters. Otherwise, the rest of the rows may be converted wrongly.

	A	B	C	D	E
1		Direct General Insurer Quarterly Return (GD_QForm21_2)			
2					
3		Reporting Cycle: 09/2014			
4					
5		FORM 21 – STATEMENT IN RELATION TO FUND SOLVENCY			
6		OFFSHORE INSURANCE FUND			
7					
8		<b>Description</b>	<b>Row No.</b>	<b>Amount</b>	
9		<b>(i) Financial Resources of Insurance Fund</b>			
10		Balance in the surplus account (of participating fund)	1		999,021,886
11		Add:			
12		Allowance for provision for non-guaranteed benefits (of participating fund): (lower of 3 or 4)	2		6
13		Policy liabilities - minimum condition liability	3	6	
14		50% of aggregate of provisions for non-guaranteed			
15		benefits and PAD	4	999,021,883	
16		Surplus of insurance fund (of any other insurance fund)	5		999,021,938
17					

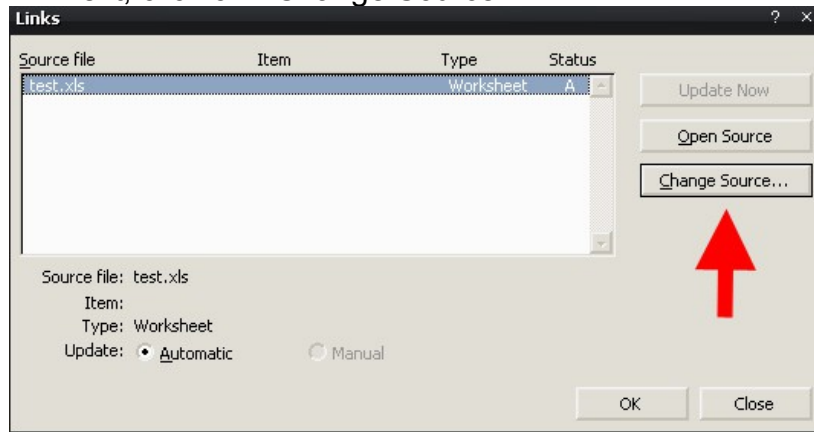
- To link the value of your original spreadsheet to our spreadsheet template, key in this formula: `=C:\ABC-company\MASForms\Excel\[test.xls]SIF!E10` where “C:\ABC-company\MASForms\Excel” is the folder path, “test.xls” is your original excel file name, “SIF” is the sheet name in the file and “E10” is the cell address.
- To fill the rest of the cells in the template file, move the cursor to the bottom right corner of the cell, then click and hold, and drag to fill the rest of the cells.  
Note: This is assuming the rest of the cells description in your original file matches those in the template file.

Amount
1,234
0
0
6
0
0
999,021,883
999,021,938
0
999,021,932
4,995,109,530
0
999,021,915
999,021,887
999,021,896
999,021,910
999,021,922
0
-4,995,108,284

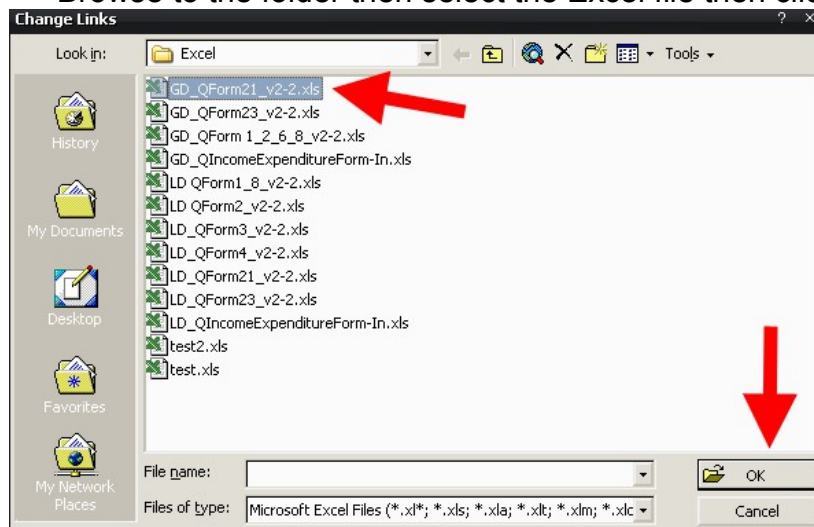
- For future changes to reference the source file (i.e. your own company's original spreadsheet name), click on <Edit> then select <Links>.



- Next, click on <Change Source>



- Browse to the folder then select the Excel file then click <OK>



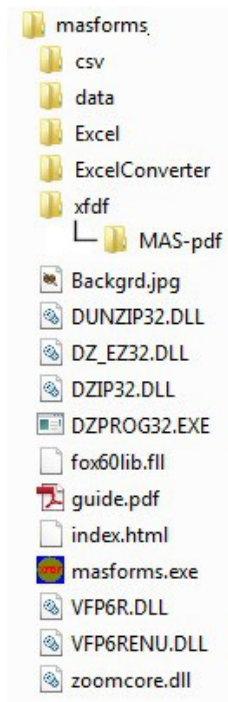
## Other Useful Information

Updates and installation instruction can be found at

<http://realsutra.com/download/masforms>

Our XFDF program is a fully standalone program and it is not dependent on other applications. You can safely upgrade your other programs without any adverse effect on our program and vice versa. It does not alter the operating systems and does not copy or replace any file into the system folders.

For installation, you can simply unzip all into a single folder such as in C:\masforms and it will work from there.



This is for ease of installation as many insurance companies have security features that make restrictions on automated installation. The installer will also be assured that every component of the full set of program is where it is supposed to be.