

# MAS EXCEL to XFDF Converter

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### 1. Introduction to MAS Excel to XFDF Converter

MAS XFDF Converter is a software tool that will export the contents in your Excel files directly into XFDF format suitable for submission to MASNET.

Your company is required to make quarterly and yearly submission to MAS. Currently, MAS allows you to submit in an Excel file but come August 2014, all submissions have to be done in XFDF format. MAS had provided you with a set of 59 PDF tables for you to enter the data and then export out as XFDF for subsequent submission to MAS. This is a tedious process as you have to re-enter all the data in the Excel file into the PDF tables.

Since you already have your process implemented in the creation of the Excel file, our MAS Excel to XFDF converter will automatically read your Excel file and create all the tables in XFDF format ready for submission to MAS. This process takes only seconds what you would need weeks if done manually.

There will also be logs to highlight any conversion error with the Excel file. You can also verify the XFDF files manually by double-clicking on each of them.

## 2. How to Use XFDF Converter



The XFDF Converter features are as shown below:

### ➤ **CONFIGURATION**

Set your company's name, company's code as given by MAS.

You may optionally set the default path to the Excel file, PDF files and destination folder for XFDF.

### ➤ **PROCEED**

Before proceeding, select Quarterly or Annually or both submission.

After clicking the "Proceed" button, select an Excel file that you want to convert. The conversion process may take several seconds to a couple of minutes. After conversion is done, the XFDF files will be created in the destination folder for XFDF as in the configuration. In addition, we will also compress all the XFDF files into a zip file for onward submission to MAS. (Note: A proposal had been submitted to MAS to request for submission in a single zip file rather than uploading 59 files individually, which is more prone to selecting a wrong file.)

**It is important that you know where is the XFDF folder where the XFDF files are created. Click the "Config" button to view the settings.**

### ➤ **VIEW LOG**

This consists of a summary log and an error log.

- The summary log shows the table names, line count and the total. The table

names correspond to the PDF file names that are provided by MAS. The line count is the number of rows of data extracted from the Excel file. The total is a method used by MAS as a form of check-sum by adding all the numeric values of each column.

- The error log contains the table name with the corresponding error messages. A common error is “No date”, if you did not fill in date field in the Excel file.
- **If you encounter other errors, please contact us** as it could be a new code created by MAS or an obsolete code in your Excel file that was not handled. Example: “Hong Kong” is now coded as “China, Hong Kong”. “Virgin Islands” was replaced with “British Virgin Islands” and a new entry, “US Virgin Islands”, was added by MAS, .

➤ **EXIT**

Exit this application. Remember to submit to MAS. Any problem, contact us.

### **3. System Requirements**

Operating System: Windows 95/98/ Me/ NT/2000/XP/Vista/Win7/Win8.

Compatible with all Microsoft Excel & OpenOffice Calc.

Required Adobe Acrobat Reader.

# Detailed Guide

1) Shown below is the **Main screen page** of XFDF Converter software.



## 2) Config button

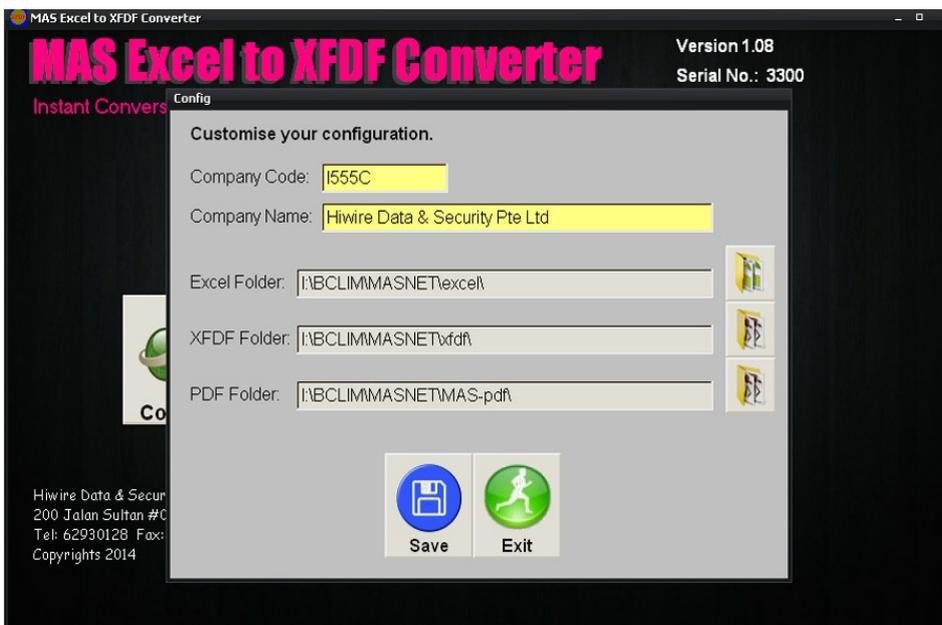
This is to be done once only or when changes are required.

### Custom your Configuration.

Enter Company Code – This is the company code as provided by MAS to you.

Enter Company Name – This is your company name associated with this company code.

By default, the Excel, XFDF and PDF folders are sub-folders of the XFDF Converter program and are set as "Excel\","XFDF\" and "MAS-PDF\" respectively and preceded by the path where XFDF Converter was installed.



3) Before you enter Proceed icon, select the “Quarterly only” or “Annually”  
As shown below.

### Open

Select Excel File name.

Enter OK

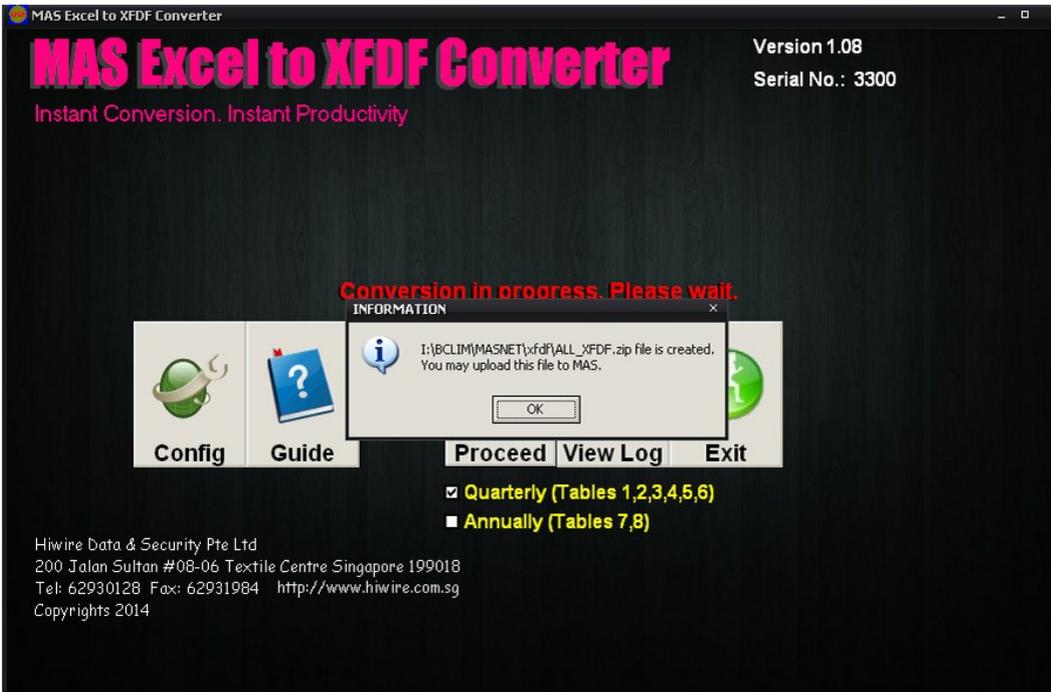
Conversion in progress. Please wait...



4) During conversion in progress, if there is an error occurred, a “**WARNING**” will pop out screen as shown below



5) During conversion in progress, “**INFORMATION**” will pop out screen as shown below. XDFCONVERTER\xfd\ALL-xdf.zip file is created. You may upload this file to MAS.

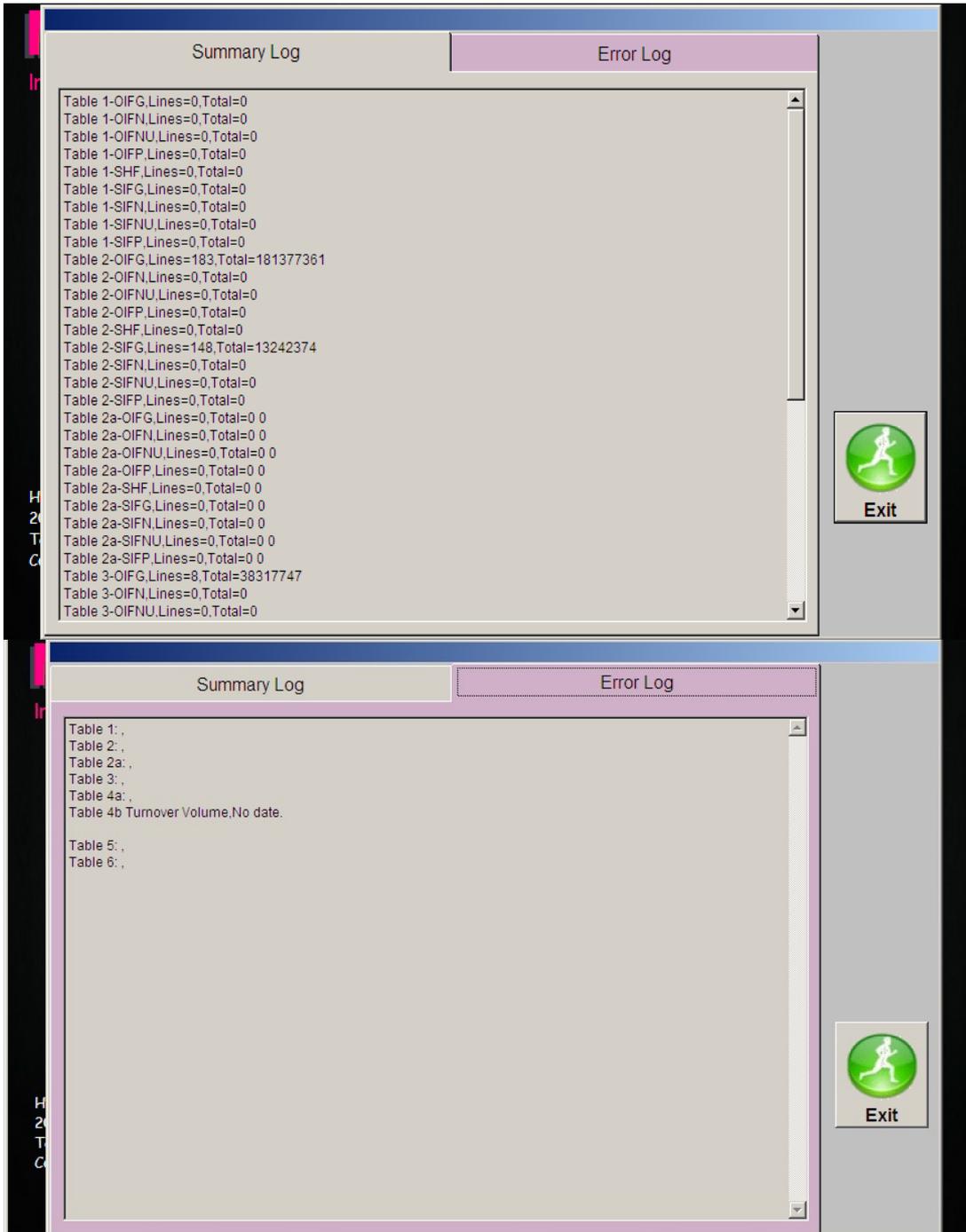


6) Once enter View icon, this pop out screen as shown below

This consists of a **Summary Log** and an **Error Log**.

The **Summary Log** shows the table name, line count and the total. The table name corresponds to the PDF file names that were provided by MAS. The line count is the number of rows in the Excel file. The total is a method used by MAS as a form of check-sum by adding all the numeric values of the column.

The **Error Log** contains the table name with the corresponding error messages. Common errors are “No date” if you did not fill in date field in the Excel file.



7) EXIT

Exit this application. Remember to attach file for submission to MAS.



## Support Contact Details:

**Hiwire Data & Security Pte Ltd (199404012W)**  
200 Jalan Sultan #08-06 Textile Centre Singapore 199018  
Website: [www.hiwire.com.sg](http://www.hiwire.com.sg)

**Office Tel: 6293 0128**

### **Operation Hours:**

Monday – Friday  
11:00 a.m. – 6:00 p.m.