



# HELP GUIDE

## D2A guide for reporting institutions

Version 6.3 (updated November 2024)

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# Glossary

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<b>APRA</b>	Australian Prudential Regulation Authority
<b>D2A</b>	Direct to APRA is software that uses the internet to submit data to APRA.
<b>Data</b>	Information you enter into a form. It may be words, numbers or options you have selected.
<b>Entity</b>	A company or institution that submits data to APRA.
<b>Extranet</b>	A secure portal for APRA-regulated institutions to access APRA's online services.
<b>Form chooser</b>	A window that displays the names of all the available returns and forms.
<b>Period</b>	A timeframe (i.e. monthly, quarterly, annually) in which an entity must report to APRA.
<b>Precision</b>	The number of decimal places used for monetary values on forms.
<b>Receipt number</b>	A confirmation number provided by APRA to acknowledge receipt of a return submission.
<b>Return</b>	A collection of related forms that cover the same period and have the same due date
<b>Return package</b>	A group of returns that are due for submission by an entity on the same date.
<b>SBR</b>	Standard Business Reporting, <a href="http://www.sbr.gov.au">www.sbr.gov.au</a> .
<b>Scale factor</b>	Unit of measure for monetary values, i.e. thousands, millions.
<b>Submit</b>	Sending data to APRA.
<b>Validate</b>	Checking for errors on forms, across a number of forms and between periods for the same form.
<b>XBRL</b>	eXtensible Business Reporting Language, <a href="http://www.xbrl.org">www.xbrl.org</a> .

# Chapter 1 - Introduction to D2A

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## 1.1 About D2A

Direct to APRA (D2A) is a Java based application that enables regulated and non-regulated entities to fulfil their reporting obligations to APRA . Using D2A, organisations electronically connect with APRA to securely download, complete and submit financial data forms.

Through D2A, entities can:

- [Download](#) the latest forms required to meet their reporting obligations.
- Complete forms using [manual](#) data entry, or by importing data from [XBRL](#) files.
- Open XBRL instances of forms (version [2.0](#) or [2.1](#))
- Perform [validation](#) checks to ensure data conforms to business rules.
- Perform [test submissions](#) to ensure data meets validation rules, etc.
- [Submit](#) data, [retrieve](#) previously submitted data, and amend and [resubmit](#) forms if required.

## 1.2 Security

This release of D2A supports the use of myID. In order to use D2A, entities are required to set up their Digital ID in myID, including:

- linking their business and authorising administrators in Relationship Authorisation Manager (RAM); and
- creating [machine credentials](#).

For more information related to [myID](#), [RAM](#) and [machine credentials](#), please refer to the relevant ATO website.

## 1.3 D2A & SBR

Standard Business Reporting (SBR) is a multi-agency government initiative to simplifying business-to-government financial reporting. It includes an XBRL (XBRL 2.1) taxonomy, which enables businesses to identify all of their financial reporting requirements in one place. This makes it easier to build or update IT systems to meet reporting requirements for several government agencies. For further details of SBR, refer to the federal government website, [www.sbr.gov.au](http://www.sbr.gov.au), or the APRA SBR website, [www.apra.gov.au/adopting-standard-business-reporting-sbr](http://www.apra.gov.au/adopting-standard-business-reporting-sbr).

The use of the SBR taxonomy in D2A is optional for all entities. D2A is not SBR enabled by default and SBR specific functionality is not available. Refer to Enabling SBR.

Once enabled the current SBR XBRL taxonomy and artefacts can be downloaded.

An additional XML standards processor add-in, AltovaXML, must be installed and is available as a free download from the APRA D2A website.

When SBR functionality is enabled, SBR XBRL 2.1 instances can be opened, imported, validated, and submitted. Refer to [Enabling SBR](#).

## **1.4 Getting help**

### **1.4.1 D2A technical help**

If this publication does not assist with your enquiry or you are experiencing technical difficulties with the D2A application, please contact the D2A Help Desk on 02 9210 3400 between 9am and 5pm (Eastern Standard Time) Monday to Friday, or email [support@apra.gov.au](mailto:support@apra.gov.au).

### **1.4.2 Help completing forms and return validation errors**

The D2A Help Desk cannot assist with completing forms, or with any validation errors or warnings that may be encountered in D2A returns.

Refer to the [Validation and derivation rules](#) page on the APRA website ([www.apra.gov.au](http://www.apra.gov.au)) for information on validation rules, and guidelines for providing explanations.

For enquiries about validation rules, please contact APRA by emailing [dataanalytics@apra.gov.au](mailto:dataanalytics@apra.gov.au).

### **1.4.3 myID, RAM & machine credentials help**

The D2A Help Desk cannot assist with myID, Relationship Authorisation Manager (RAM) or machine credential specific enquiries. Please refer to the relevant ATO web page ([myID](#), [RAM](#) and [machine credentials](#)) or call 1300 287 539.



# Chapter 2 - D2A installation & setup

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The D2A software is available as a free download from the APRA website, [www.apra.gov.au/direct-apra-d2a](http://www.apra.gov.au/direct-apra-d2a).

**Note:** You will need a valid machine credential prior to using D2A. Please refer to [Security](#) for more information.

## 2.1 Prerequisites

Before installing D2A, ensure you have:

- Completed the myID and machine credential security requirements.
  - D2A administrators (Principal Authority and Machine Credential Administrator), and Extranet users should set up their Digital ID and obtain a [myID](#)
  - Entities should ensure that their business ABN is linked and administrators are authorised in [RAM](#)
  - Entities need to create [machine credentials](#) for D2A and store these in a different file to the current D2A credential. Take note of the password you create and where you have saved this file, as you will need to access it later. More information about installing a machine credential can be [found here](#).
- **Note:** Please contact the ATO and/or refer to the [ATO website](#) for specific enquires relating to the above steps.
- A 64-bit Windows computer linked to the internet.
- Your email address.
- Your organisation's Australian Business Number (ABN).

**Note:** The ABN used to install D2A must be the same as the ABN defined in [RAM](#) (and therefore the [machine credential](#)). For Super Funds this must be the ABN of the Fund Trustee or External Administrator.

### 2.1.1 System requirements

Supported Operating Systems <sup>1</sup>
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Windows 8.1 (64-bit)
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<sup>1</sup> Although D2A may work with other operating platforms (e.g. Windows XP, Vista, 7, and tablet-specific platforms), these are not supported by APRA.

	Windows 10 (64-bit) (versions that have not yet reached end-of-service)
Hardware	4GB RAM 5GB available hard disk free space 1GHz or faster, 64-bit (x64) processor
Access	Write access to the directory specified by the TEMP environment variable and the D2A installation directory. Internet access.

### 2.1.2 Additional requirements for SBR taxonomy

If SBR taxonomy is to be used, an XML standards processor add-in is required:

XML standards processor	AltovaXML Download from the <a href="#">Installing D2A</a> page of the APRA D2A website, <a href="http://www.apra.gov.au/direct-apra-d2a">www.apra.gov.au/direct-apra-d2a</a> .
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If the AltovaXML utility is installed in a location other than the default, the AltovaXML entries in the D2A Client eci.properties file must be updated with the correct location.

To determine that AltovaXML is installed, open the About window from the Help menu and click the SBR tab. The first line should read "AltovaXML libraries loaded".

### 2.1.3 Windows 10 & high-resolution monitors

If you are using Windows 10, upgrading to version 1703 or higher is recommended to address D2A interface scaling issues with high resolution monitors. If you are experiencing scaling issues, please contact your IT department.

## 2.2 External administrator authorisation

Using the APRA Extranet, users listed in APRA records as the CEO, CFO, Prudential Contact or Company Secretary of an entity can add an agent as an authorised lodger or update the funds for which the agent will be submitting or viewing data.

To add or edit a lodger:

1. Navigate and login to the [APRA Extranet](#).
2. In the left navigation bar click **D2A > Add Lodger**.
3. Enter the agent's name and ABN.
4. From the list, select the funds for which the agent will be submitting or viewing data.
5. If you have not previously authorised this agent, under **Is this a change of agent?** select **Yes**.
6. Select the date from which the changes take effect.
7. Click **Request**.

A message is displayed and you will receive email notification that your request has been submitted. APRA will contact you to finalise authorisation of the agent.

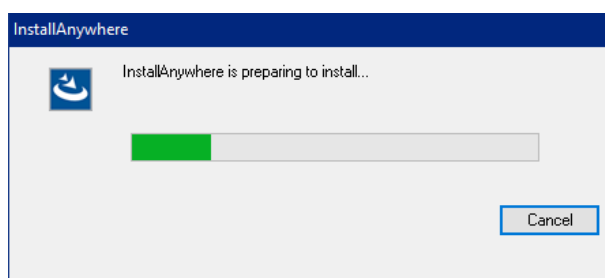
**Note:** If you are unable to use the APRA Extranet to complete the agent authorisation process, please download and complete the [Agent Authorisation form](#), and send the original to the [APRA Registrar](#).

## 2.3 Installing D2A

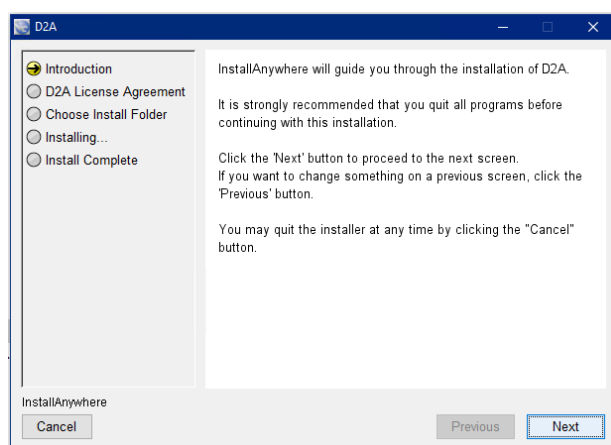
### 2.3.1 Standard installation

To install D2A:

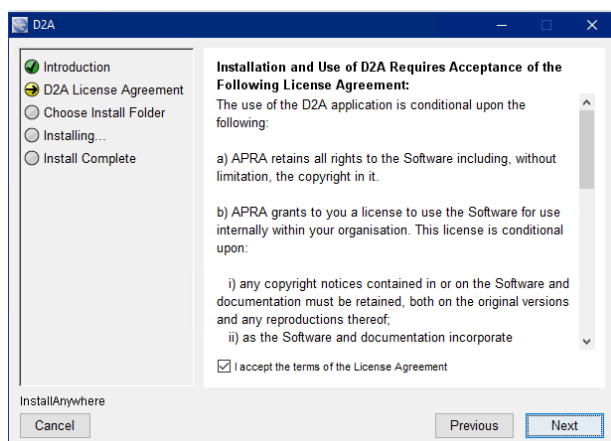
1. If you have a version of D2A prior to v6.0 installed, this must be uninstalled.  
**Note:** Ensure your existing machine credentials (keystore.xml) are not removed.
2. Download the D2A installation file from the [D2A web page](#).
3. From the downloaded .zip file, extract the .exe file to a secure location on your computer.
4. Double-click the .exe file to run it.



5. Read the *Introduction* and click **Next**.



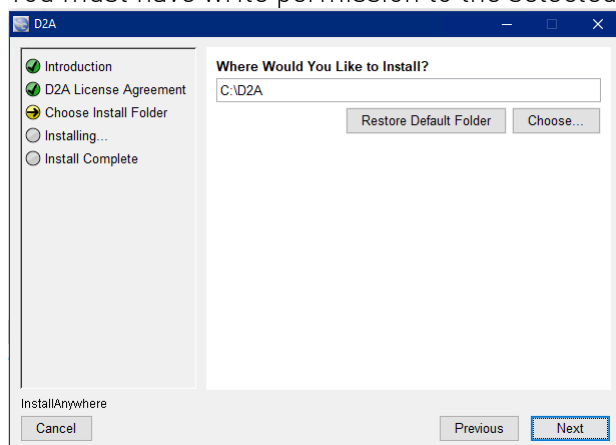
6. Read the *License Agreement* and select **I accept the terms of the License Agreement** to confirm your acceptance.



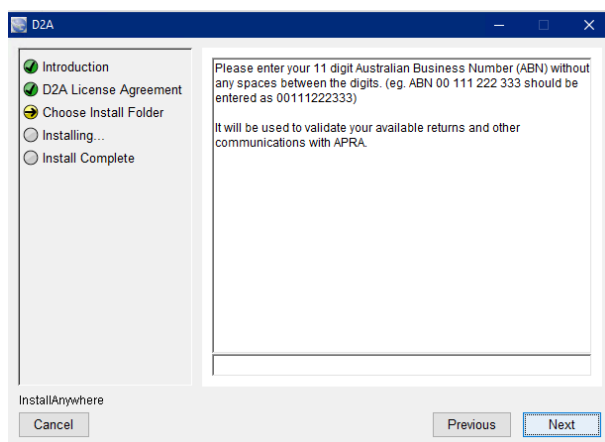
7. Click **Next**.
8. Choose the location on your computer where D2A will be installed.

**Note:** If you require multiple installs of D2A on the same machine, each installation must be installed to a separate folder.

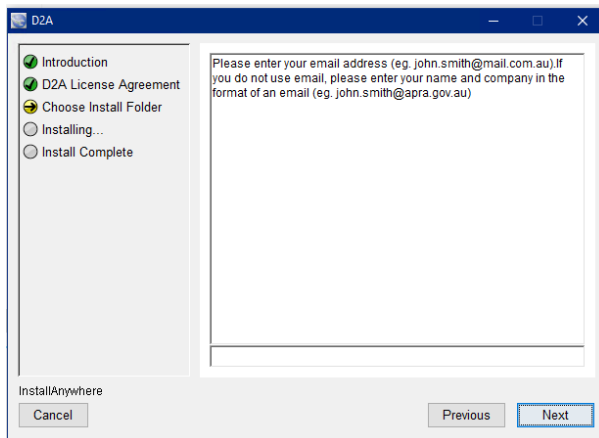
You must have write permission to the selected location.



9. Click **Next**.
10. Enter your Australian Business Number (ABN), without spaces, and click **Next**.

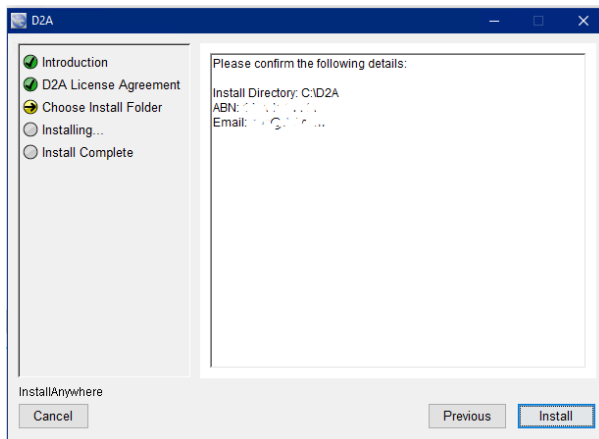


11. Enter your email address and click **Next**.

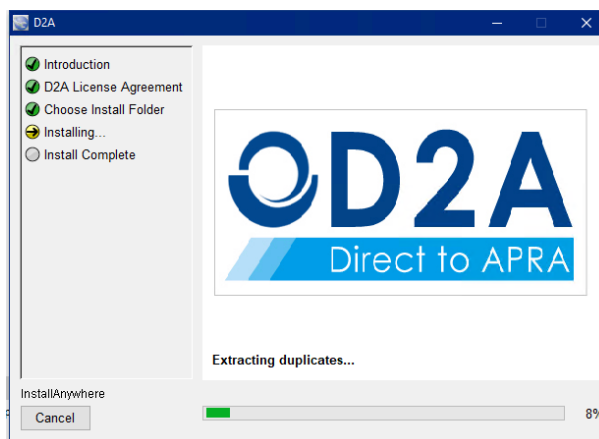


12. Confirm that the install location, ABN, and email address are correct.

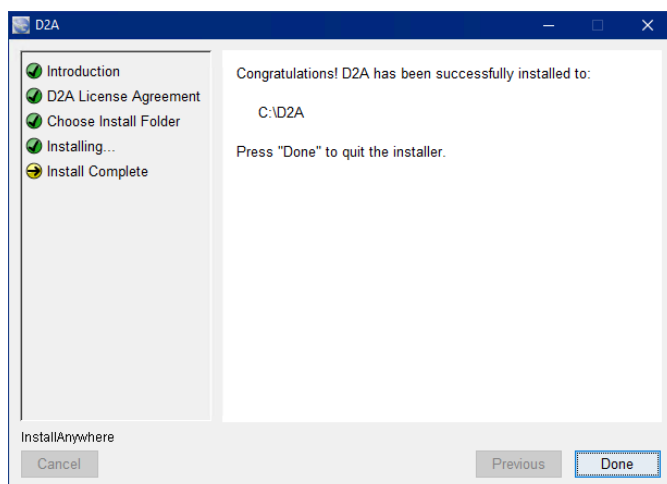
**Note:** If this information is incorrect and you complete the installation, it cannot be changed within the application. D2A will need to be uninstalled and then reinstalled with the correct details.



13. Click **Install**.



14. When the installation is complete, click **Done**.



Once installed, D2A is available from the **Start** menu, select **All Programs > APRA Tools > D2A**.

15. Configure [firewall and proxy settings](#).
16. [Check](#) your installation.

### 2.3.2 Silent installation

D2A supports silent installation mode. In a silent installation you will not see the [standard](#) installation wizard, and as the required values are predefined you do not need to manually key in install directory, ABN or email.

The following steps provide guidance on setting up and launching a silent (non-wizard) D2A installation.

To perform a silent install of D2A:

1. Download the D2A installation file from the [D2A web page](#).
2. From the downloaded .zip file, extract the .exe file to a locally accessible location, e.g. c:\temp.
3. Create a file call "installer.properties" in the same location as the .exe file.
4. Add the following details to the properties file, with the values applicable to your organisation (the value for INSTALLER\_UI is set to "silent" to initiate silent installation).

```
INSTALLER_UI=silent
USER_INSTALL_DIR = <directory where D2A is to be installed>
CUSTOM_DIALOG_ABN = <your ABN>
EMAIL_ADDRESS_VAR = <your email address>
```

e.g.

```
INSTALLER_UI=silent
USER_INSTALL_DIR = C:\D2A
CUSTOM_DIALOG_ABN = 11300000659
EMAIL_ADDRESS_VAR = AppDev@sample.com.au
```

5. Launch an elevated (admin) command prompt and change the directory to the location of the .exe and properties files.

(To launch an elevated command-prompt, click Start and type “cmd”. Right-click the Command Prompt search result and select Run as administrator.)

6. In the command prompt, type **D2A.exe** and press **Enter** to start the silent installation.

If you encounter issues with installation, double-check the input values defined in the installer.properties file, and refer to the log file “lax-xxxx-out.txt” created in the folder where the .exe file is located, e.g. c:\temp\ as in the example above.

### ***Alternate option for silent installation***

Silent installation can also be run from the command line using -D arguments instead of installer.properties file approach.

If using this approach, ensure the installer.properties file does not exist in the directory where D2A.exe is placed.

A sample command using -D arguments is shown below (the *values* of the parameters to be modified as applicable to your organisation):

*location of the .exe file*> D2A.exe -i silent -DUSER\_INSTALL\_DIR=*directory where D2A is to be installed*

-DCUSTOM\_DIALOG\_ABN=*your ABN*

-DEMAIL\_ADDRESS\_VAR=*your email address*

e.g.

C:\temp> D2A.exe -i silent -DUSER\_INSTALL\_DIR= C:\D2A

-DCUSTOM\_DIALOG\_ABN=11300000659

-DEMAIL\_ADDRESS\_VAR= AppDev@sample.com.au

#### **Notes:**

1. Provide a valid installation directory where D2A is not already installed.
2. Running D2A.exe with the installer.properties file, but without INSTALLER\_UI=silent included, will launch a standard (non-silent) install, with the values for install location, ABN and email input fields pre-populated.

## **2.4 Setting up your machine credential**

Once you have successfully installed D2A, you will need to setup your machine credential in the appropriate location before using D2A.

To setup your machine credential:

1. Locate your machine credential.

If you have followed the prerequisites by creating the machine credential in RAM, it should be in its default location, *C:\users\yourusername\AppData\Roaming\ATOMAS*.

2. Copy and paste your machine credential into the AUSkey folder.

The default location for this folder is *C:\users\yourusername\AppData\Roaming\AUSkey*. If you do not see an AUSkey folder, please create the folder manually.

3. Rename the pasted file to “keystore.xml”, or “keystore” if extensions are not visible (the file Type must be XML Document).

**Note:** If there is already a keystore.xml file in the AUSKey folder and it dates prior to 1<sup>st</sup> April 2020, delete it and replace it with your new machine credential. If any other keystore files are located in the folder (e.g. keystore\_Auskey), these should be deleted as they no longer work with D2A.

### 2.4.1 Expiring machine credentials

Machine credentials expire two years from the date of creation. You will receive no notification if your machine credentials have expired. If they have already expired, the credential prompt in D2A will hang when you enter the correct password and will give you an incorrect prompt when you enter an incorrect password.

You need to replace your expired machine credential to ensure continued use of D2A.

#### *Checking expiration date*

There are two ways to check the expiration date of your machine credentials:

- Through RAM:
  1. Log into [RAM](#).
  2. Select Manage Authorisations.
  3. Select your organisation.
  4. Select Manage Credentials.
  5. Find your machine credential.
  6. Click Edit to view the expiry date.
- In the Keystore file:
  1. Locate the Keystore.xml file in the AUSKey folder;  
(C:\users\yourusername\AppData\Roaming\AUSkey).
  2. Open the Keystore file in Notepad.
  3. Search for the “not after” date.

#### *Replacing machine credentials*

To replace your existing machine credentials:

1. Check the ATOMAS folder (C:\users\yourusername\AppData\Roaming\ATOMAS) for a file called “Keystore-new”.  
If there is a “Keystore-new” file, either delete it or move it to another location.
2. Check the AUSKey folder (C:\users\yourusername\AppData\Roaming\AUSkey) for files called “Keystore-new” or “Keystore”.  
Either delete the files or move them to another location.



3. Create a new machine credential (click [here](#) and refer to the video for detailed instructions).
4. Locate your machine credential. It should be in its default location, `C:\users\yourusername\AppData\Roaming\ATOMAS`.
5. Copy and paste your machine credential into the AUSkey folder. The default location for this folder is `C:\users\yourusername\AppData\Roaming\AUSkey`.
6. Rename the pasted file to "Keystore.xml", or "Keystore" if extensions are not visible (the file Type must be XML Document).

## 2.5 Firewall & proxy settings

When installing and setting up D2A, it is important to understand your server and security configuration to ensure D2A can communicate successfully with APRA. Firewalls and proxy server settings may need to be configured in order to enable D2A to connect with the APRA servers.

### 2.5.1 Firewall settings

If firewall restrictions are in place these must be assessed by your IT department.

All the relevant information concerning communication with the APRA server, including the URL and IP address, is available in the *eci.properties* file stored in the D2A installation folder.

To enable information to pass successfully through the firewall, your IT department must ensure that permission is given to the APRA server URL and IP address.

### 2.5.2 Defining a proxy server

If your network uses a proxy server to access the internet, you need to set proxy server options within D2A. Contact your IT department to determine whether a proxy server is used to access the internet and the required proxy setting details.

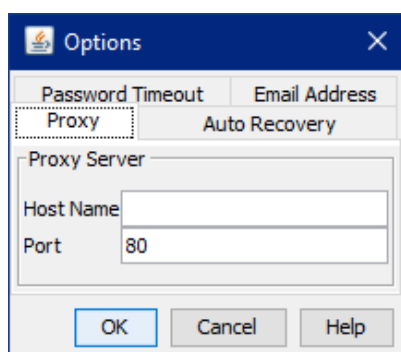
If your organisation's proxy server requires authentication to access the internet, whenever D2A attempts to communicate with APRA via your network proxy, the HTTP Authentication window is displayed. You must enter your domain user name and password.

**Note:** D2A will not work through proxy servers requiring Microsoft NTLM authentication.

To define a proxy server in D2A:

1. From the **Tools** menu, select **Options** to open the *Options* window.

2. Click the **Proxy** tab.



3. In **Host Name**, enter the name or IP address of your internet/HTTP proxy server.
4. In **Port**, enter the TCP port used for the internet/HTTP proxy. This defaults to 80.
5. Click **OK** to apply the settings.

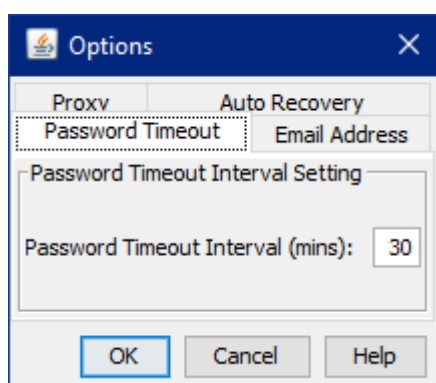
## 2.6 Setting password timeout

You can set a period of minutes during which your D2A session remembers your password and you will not be prompted to re-enter your password, unless submitting or saving a return.

Each time you communicate with APRA the timeout interval restarts. If the interval is set to zero, you will be prompted for your password each time you communicate with APRA.

To set a password timeout period:

1. From the **Tools** menu, select **Options** to display the *Options* window.
2. Click the **Password Timeout** tab.



3. In the **Password Timeout Interval (mins)** field, enter the desired number of minutes.
4. Click **OK**.

## 2.7 Checking your installation

The easiest way to check your installation and ensure D2A is ready for you to begin submitting data to APRA, is to request new forms.

To request forms:

1. From the **Tools** menu, select **Request All New Blank Forms**.
2. Enter your security details and click **OK**.
3. When the forms download is completed successfully, click **OK**.

## 2.8 Setting auto recovery options

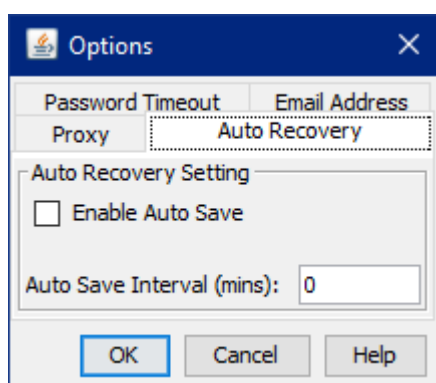
When auto recovery is enabled, if D2A encounters a problem and stops responding it will attempt to recover the return or form that was open at that time.

Recovery files are only retained on the system for the duration of the current D2A session. When the user successfully exits D2A, the recovery files are automatically removed from the system.

**Note:** This functionality does not replace the Save command. Refer to [Saving forms & returns](#).

To set auto recovery options:

1. From the **Tools** menu, select **Options** to open the *Options* window.
2. Click the **Auto Recovery** tab.



3. Select **Enable Auto Save**.
4. In **Auto Save Interval (mins)** enter the frequency, in minutes, at which recovery files are created
5. Click **OK** to apply the settings.

## 2.9 Uninstalling D2A

Uninstalling D2A deletes all files in the D2A directory. If you want to retain any saved forms, they must be moved to another location.

To uninstall D2A:

1. From the **Start** menu, select **All Programs > APRA Tools > Uninstall**.
2. Click **Uninstall**.

All D2A components are uninstalled.

3. Click **Exit**.

If you have multiple installations of D2A on a single machine, you must uninstall each from its relevant location.

4. In *Windows Explorer*, browse to the appropriate location.
5. Open the **UninstallerData** folder.
6. Double-click the **Uninstall D2A.exe** file to uninstall this instance of D2A.
7. In *Windows Explorer*, ensure all files have been removed from the D2A installation folder.
8. Delete the **D2A installation** folder.

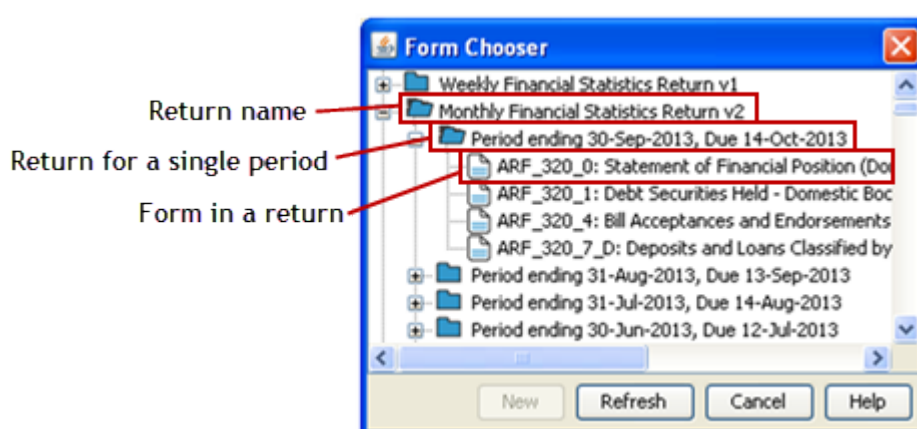
# Chapter 3 - Forms & returns

## 3.1 Forms & returns

Data is entered into D2A and submitted to APRA using forms and returns.

A form is a set of information related to a single topic. Forms contain fields and lists structured to collect and deliver data in the required format.

A return is a collection of related forms that cover the same period and have the same due date. Each return may apply to several periods. These are listed in the D2A *Form Chooser* window under a parent folder with the name of the return, as shown in the following images:



**Figure 1. Sample return period list**

Forms must be submitted together as a return; however, forms can be opened and completed individually.

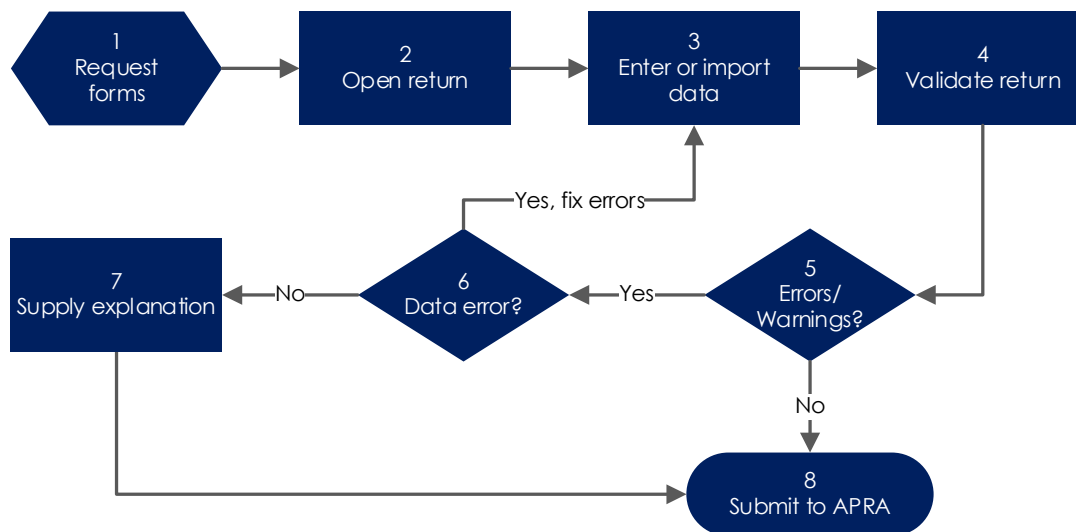
Returns can also be submitted as a package, see [Return packages](#) for further details.

D2A features assist you to complete and submit your forms correctly and on time. D2A enables:

- You to save a partially completed form, to return to later.
- Different people to work on individual forms in the same return, then combine into a single return for submission.
- Different people to work on separate parts of the same form, then combine the information before submitting.
- XBRL data to be imported from your financial system into a form.
- Validation to find errors and highlight anomalies on forms before submitting to APRA.

Refer to the section of the APRA website ([www.apra.gov.au](http://www.apra.gov.au)) that relates to your organisation type for assistance with completing forms.

## 3.2 Form completion & validation process



**Figure 2. Form completion and validation process**


See [Validating forms & returns](#) for validation details.

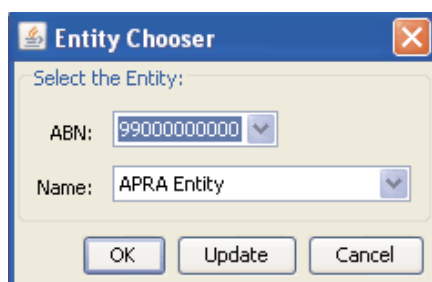
See [Submitting a return](#) for submission details.

## 3.3 Multiple entities — Updating entities list

If your organisation submits returns on behalf of multiple companies or reporting entities, i.e. uses multiple ABNs, when you [request](#) new forms D2A displays the *Entity Chooser* listing your associated entities.

To update the *Entity Chooser*:

1. From the **File** menu select **New**, or click the **New**  toolbar button.
2. On the *Entity Chooser* window, click **Update**.



3. Enter your security details and click **OK**.  
D2A downloads your entities list.
4. When the download is complete, click **OK**.


**Note:** If not all the expected entities are listed, contact the APRA registrar.

## 3.4 Requesting forms

The first step in submitting data to APRA is to request the forms. This ensures you have the latest versions and the correct forms to submit.

D2A only downloads the forms that are required by your organisation.

To request forms:

1. From the **File** menu select **New**, or click the **New**  toolbar button.

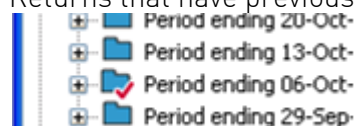
**Note:** If you submit data on behalf of multiple entities, D2A displays the [Entity Chooser](#) window, which enables you to request forms for a single entity.

You can also download forms for all entities in a single request; refer to [Requesting all forms for multiple entities](#).

2. On the *Form Chooser*, click **Refresh**.
3. Enter your security details and click **OK**.
4. When the forms download is complete, click **OK**.

The Forms Chooser displays return periods due within the next 8 weeks.

Returns that have previously been submitted are indicated with a red tick.



Selecting to open a previously submitted return from the *Forms Chooser* opens new (i.e. empty) forms. See [Downloading previously submitted returns](#) for details of accessing submitted data.

### 3.4.1 Requesting all forms for multiple entities

To download forms for multiple entities in a single request:

1. From the **Tools** menu, select **Request All New Blank Forms**.
2. Enter your security details and click **OK**.

D2A sends a request to APRA to download all forms for the entities for which you are responsible.

3. When the forms download is complete, click **OK**.

## 3.5 Opening forms & returns

You can open either an entire return or an individual form within a return.

Opening a return opens all the forms for that return. You can move between forms to complete the details of each form.

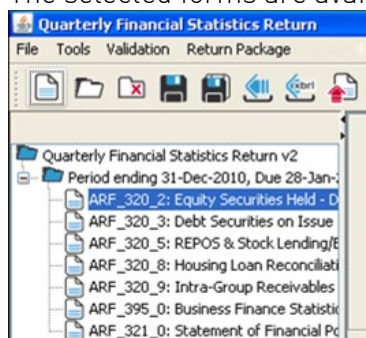
Opening an individual form opens only that form. Before opening an individual form, you should determine whether the selected form requires validation or derives values from other forms in the return.

**Note:** Individual forms cannot be submitted. See [Importing data from saved forms](#) for details of combining forms into a return.

To open a return or form:


1. [Request forms](#) to ensure you have the most recent versions and the correct forms for submission.
2. In the *Form Chooser*, select either the required return or the required form to open.
3. Click New.

The selected forms are available in the tree view in the left pane of the D2A window.




### 3.5.1 Opening a previously saved form or return

To open a saved file:

1. From the **File** menu select **Open**, or click the **Open**  toolbar button.
2. In the *Open* window, browse for and select the required file.
3. Click **Open**.

### 3.5.2 Closing a form or return

To close a form or return, either select **Close** from the **File** menu, or click the **Close**  toolbar button.

## 3.6 Entering data

Data can also be imported into D2A, see [Importing data](#) for further details.

### 3.6.1 Copying & pasting data

Data can be copied from another application or spreadsheet into D2A fields and tables. When copying and pasting data you should be aware of the following:

- Copying invalid characters into a form may corrupt the submitted xml file. Invalid characters include any non-alpha numeric (special) characters, e.g. ? } ~ | etc.
- Derived fields that are part of a table will be populated by pasting data.
- Derived fields that are not part of a table will not be populated by pasting.



- For best results, arrange data as it appears in the D2A form (with the exception of derived fields not part of a table).

### 3.6.2 NIL forms

If an individual form in a return does not apply to your organisation, does not apply for this period or you have no data to report, select NIL Form. This indicates to APRA that the form is not applicable to you and means that you do not need to enter any data.

### 3.6.3 Default data

Some form information, such as names and addresses, is populated by default from the APRA database. Complete all other fields.

### 3.6.4 Form level data validation

D2A performs validation checks as data is entered into a form. Errors are highlighted with a red box around the applicable field. Data errors must be corrected before you can move to the next field.

### 3.6.5 Data types

Values entered in form fields may be one of three types:

- Text
- Numeric (non-monetary)
- Monetary

All monetary values must have the correct scale factor (whole dollars, thousands or millions) and the correct number of decimal places (precision). The scale factor defines whether the value entered is translated to a larger figure, e.g. a scale factor of thousands translates a value of 600 to 600,000. A scale factor of whole dollars means values remain as entered.

The precision and scale factor are defined for each form and are displayed in the header of the form.

### 3.6.6 Adding rows to tables

If you require more rows in a table than are supplied by default:

1. Move the mouse to the required table.
2. Right-click and select **Add new row**.

A new row is added at the bottom of the table.

You can also remove rows by right-clicking a table and selecting the applicable option.

## 3.7 Saving forms & returns

Forms and returns can be saved when complete or partially complete. When a return is open, all forms in the return are saved. When a single form is open, only that form is saved.

Large forms should be saved at regular intervals to minimise the risk of losing data due to an interruption to your computer.

To save a form or return, either select **Save** from the **File** menu, or click the **Save**  toolbar button.


To save another copy, either select **Save As** from the **File** menu, or click the **Save As**  toolbar button.

## 3.8 Printing forms & returns

Forms and returns can be printed at any time.


If an entire return is open, all forms in the return are printed, i.e. not just the form visible in the right-hand pane.

To print a form or return:

1. [Open](#) the form or return you want to print.
2. From the **File** menu select **Print**, or click the **Print**  toolbar button.
3. On the *Print* window, click **OK**.

The form or return is sent to the default printer.

### 3.8.1 Print PDF

PDF versions of select forms and returns can be created using the Print PDF option from the File menu or the Print PDF  toolbar button.

If you receive the error, “Can’t do Print PDF.... The option to Print PDF is currently unavailable for the selected form(s).” the Print PDF option is not available for the form.

## 3.9 Importing data from saved forms

You can import data from saved forms or returns, into either new forms or forms that already contain data.

When SBR is enabled, data can also be imported from an XBRL file. Refer to [Importing an SBR XBRL form](#).

Importing saved forms can be used to:


- Complete a form if different people worked on separate parts of the same form.
- Create a single return for submission, if forms are completed by different people on different computers.

Forms must be of the same type and version as the return into which they are imported, e.g. a form from a monthly return cannot be imported into a quarterly return.

When importing to an existing form:

- If a field contains different values in both forms, you must select which value to use.
- If a field contains a value in one form and is blank in the other, the blank field is ignored and the data from the completed field is used.

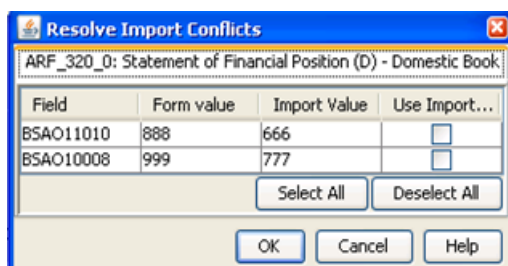
To import form data:

1. Open the form or return into which you want to import.  
If you open a return, ensure you select the required form in the left pane tree view.
2. From the **File** menu, select **Import** or click the **Import**  toolbar button.
3. You will be prompted to save the form. Click **Yes** and follow the prompts.  
Ensure the location and file name given to the form does not overwrite the form to be imported.
4. From the *Import* window, browse to and select the form to import.
5. Click **Import**.

If there are no conflicting values, the data is imported. If the existing value is zero, it is not considered to be a conflict.

If conflicting data is identified, the Resolve Import Conflicts window is displayed. This lists the affected fields and the conflicting values. If importing into a return, conflicts for each form are displayed on a separate tab.

6. For each conflicting field:
  - To use the data from the imported form, select **Use Imported?**.
  - To retain the existing value, leave **Use Imported?** unselected.



7. Click **OK**.

## 3.10 Opening XBRL 2.0 returns

Data that has been converted to XBRL 2.0 format can be opened in D2A for submission.


XBRL® (eXtensible Business Reporting Language), is a freely available electronic language for financial reporting. It is an XML-based framework that provides the financial community with a standards-based method to prepare, publish in a variety of formats, reliably extract and automatically exchange financial statements information.

An automated XBRL conversion process implemented into an entity's system can eliminate much of the manual data entry that may be required to complete D2A forms.

XBRL 2.0 is superseded by the APRA SBR taxonomy (XBRL 2.1). Refer to [Enabling SBR](#) for details of using SBR XBRL instances.

### 3.10.1 Opening a single XBRL file

To open a single XBRL file:

1. From the **XBRL** menu select **Open XBRL Return 2.0**, or click the **Open XBRL**  toolbar button.
2. From the *Import XBRL* window, browse to and select the .xml file to open.
3. Click **Open**.

D2A opens the new blank return referenced in the XBRL file and imports the data.

4. When the import is complete click **OK**.

## 3.11 Enabling SBR

By default, SBR specific functionality is not available. SBR functionality should only be enabled if an organisation is using the SBR XBRL 2.1 taxonomy to tag their data.

For further information regarding the APRA SBR taxonomy, refer to the APRA SBR website, [www.apra.gov.au/adopting-standard-business-reporting-sbr](http://www.apra.gov.au/adopting-standard-business-reporting-sbr).

For plain English definitions of individual field attributes, refer to PET (Plain English Taxonomy) available on the APRA SBR web site at [www.apra.gov.au/adopting-standard-business-reporting-sbr](http://www.apra.gov.au/adopting-standard-business-reporting-sbr).

In order for the SBR functionality to work correctly, the AltovaXML XML standards processor is required. Refer to [Additional requirements for SBR taxonomy](#).

To enable SBR:

1. Request [all new blank forms](#).
2. From the **XBRL** menu, select **Enable/Disable SBR**.
3. From the **XBRL** menu, select **Refresh SBR**.

The current XBRL taxonomy is downloaded and SBR functionality is enabled.

### 3.11.1 Generating a sample XBRL form

To better understand the integration requirements between your systems and D2A, you can generate an SBR XBRL 2.1 instance file of an individual form and its data.

The generated file is for test and sample purposes only and should not be used in a production system or as a guaranteed template.

To generate a sample XBRL instance:

1. [Open](#) an individual form.  
**Note:** Open a single form, not an entire return.
2. From the **XBRL** menu, select **Generate Sample Form (XBRL 2.1)**.
3. Browse to the location in which to save the generated file.
4. Enter a file name for the exported file and click **OK**.

The generated XBRL 2.1 file contains the data of the selected form. The file is validated against the appropriate SBR reporting taxonomy and the results are presented in the progress window.

**Note:** Validation against the reporting taxonomy is not the same as the [data validation](#) performed prior to submission.


### 3.11.2 Opening SBR XBRL files

You can open a single instance file, a number of individual files, a directory or a zip file. Selecting a directory opens all .xml contained within it. Zip files are unzipped to a temporary location before being opened in D2A.

When selecting an XBRL 2.1 instance file, a directory containing XBRL 2.1 instance files or a zip archive containing XBRL 2.1 instance files, all files must belong to the same return. If the files do not form a complete return, the return cannot be submitted. To use files that do not comprise a complete return, use the [Import](#) facility. If a selected directory or zip file contains files for multiple returns, D2A opens only the files linked to the same return as the first file to be accessed.

For each file opened, the XBRL validation and import progress dialog box displays the results in succession. Data items may be omitted, however each XBRL instance file must be validated against the XBRL reporting taxonomy to be opened successfully. Failure of one file to be opened does not prevent subsequent files from opening.

Opening an XBRL 2.1 SBR file is almost identical to the process of [opening an XBRL 2.0](#) file:

1. From the **XBRL** menu select **Open SBR Return (XBRL 2.1)**, or click the **Open SBR Return (XBRL 2.1)**  toolbar button.
2. In the *Import XBRL* window, browse to and select the .xml file(s), directory or zip file to open.
3. Click **Open**.
4. When complete, click **OK**.

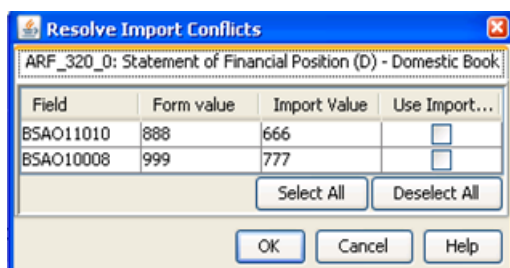
### 3.11.3 Importing an SBR XBRL form

You can [import](#) data from an individual SBR form into either a new form or a form that already contains some data.

To import an SBR form:

1. [Open](#) the form into which you want to import.  
If you open a return, ensure you select the required form in the left pane tree view.
2. From the **XBRL** menu, select **Import SBR Form (XBRL 2.1)**.
3. In the *Import XBRL* window, browse to and select the file to import.  
The selected file includes the data for a single form and reporting consolidation that is part of the current return.
4. Click **Import**.  
If the data is valid against the XBRL reporting taxonomy, the data import commences. If there are no conflicting values, the data is imported.  
If conflicting data is identified, the Resolve Import Conflicts window is displayed. This lists the affected fields and the conflicting values.

5. For each conflicting field:
  - To use the data from the imported form, select **Use Imported?**.
  - To retain the existing value, leave **Use Imported?** unselected.



6. Click **OK**.

## 3.12 Validating forms & returns

You can validate a form or return at any time during the data entry process. During the validation process, D2A completes all calculations and derived data fields. The validation process checks for errors, inconsistencies, anomalies and invalid field entries. Derived or calculated fields are grey and cannot be edited.


**Note:** [Explanation text](#) must either be entered directly into the *Validation* window or copied from a plain text editor, such as Notepad.

Do not copy text from applications such as Excel or Word, as this may corrupt the submission file and cause a submission failure.

### 3.12.1 Refreshing validation rules

Before validating, it is important to have the latest validation rules.

To refresh the validation rules:

1. From the **Tools** menu select **Validation** then **Refresh Rules**, or click the **Refresh Rules**  toolbar button.
2. When the refresh is complete, click **OK**.

### 3.12.2 Validating forms


All forms must be validated before submission. There are three types of checking performed:

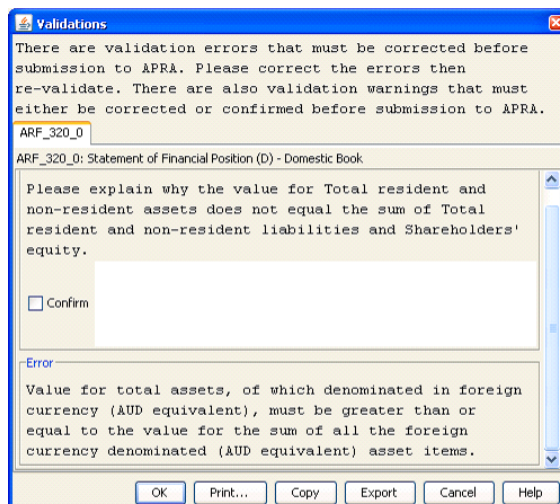
Check	Description
<b>Mandatory</b>	Mandatory validation errors must be corrected and revalidated prior to proceeding with the data submission. You cannot submit a return with mandatory errors.
<b>Confirmation/ Warning</b>	Confirmation validation errors highlight data discrepancies or abnormal variations. These often relate to typographical or transposition errors. In some cases, the data is accurate.

Check	Description
	In cases where the data is correct, you must confirm that you have checked the data and provide an explanation for the discrepancy in order to submit the return.
<b>Cross form or cross return</b>	<p>Cross form validation errors occur when there are discrepancies in expected values when compared across multiple forms. For example, the same field may be expected to have the same value across multiple forms in a return. Cross form validation requires an entire return to be open.</p> <p>Cross return validation errors occur when there are discrepancies in expected data item values when compared with values in different returns.</p>

See Figure 2 for a flow chart of the form completion and validation process.

To validate a return and complete all derived and calculated fields:

- From the **Validation** menu select **Validate**, or click the **Validate**  toolbar button.
- If errors:
  - are not found, the Validation Progress window indicates *"There are no validation errors or warnings. Complete"*.  
Click **OK**.
  - are detected, the *Validations* window displays the errors found. Errors for individual forms are displayed on separate tabs. Go to step 3.



- Your next step depends on the type of error found:

Error	Action
<b>Mandatory Errors</b>	Correct the data and re-validate.
<b>Confirmation/Warning</b>	<p>Check the data. If the data is:</p> <ul style="list-style-type: none"> <li>Incorrect, correct the data and re-validate.</li> <li>Correct, select <b>Confirm</b> and add a comment to explain why there is an anomaly with the data.</li> </ul> <p><b>Note:</b> Text must either be entered directly into the <i>Validation</i> window or copied from a plain text editor, such as Notepad.</p>



The Validation window includes several options for recording the errors displayed:

- **Print** – sends errors to your default printer.
- **Copy** – copies the errors to a txt file.
- **Export** – exports errors to a csv file.

For more information on validation rules and guidelines for providing explanations, refer to the *Reporting framework* page for your industry type on the APRA website, [www.apra.gov.au](http://www.apra.gov.au).

# Chapter 4 - Submitting to APRA

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## 4.1 Performing a test submission

D2A enables you to perform a simulated submission of your return in test mode to identify any submission errors that may be encountered. Test mode simulates submission but does not send data to the APRA system.

When in test mode the D2A window title bar displays “Test Mode” appended to the open return name and the toolbar background colour changes to yellow.

**Note:** Test mode cannot be used with return packages.

To submit a return in test mode:


1. From the **Test Mode** menu select **Use Test Mode**.
2. From the **File** menu select **Submit**, or click the **Submit**  toolbar button.
3. Enter your security details and click **OK**.
4. If no errors are detected, the *Information* window displays “Test Mode: actual submission disabled”.
5. Click **Close**.

To disable test mode, select **Test Mode > Use Test Mode**. Test mode does not persist between sessions.

## 4.2 Submitting a return

Only whole returns can be submitted to APRA. Each form in a return must be [completed](#) and [validated](#) prior to submission, to reduce the number of potential error messages during submission.

To submit a return:

1. Open the required, completed and validated return.  
**Note:** The submit options are only available if a whole return is open.
2. From the **File** menu select **Submit**, or click the **Submit**  toolbar button.
3. Enter your security details and click **OK**.
4. If no errors are detected during submission, the *Information* window is displayed containing your submission reference number.  
Keep a note of your reference number.
5. Click **Close**.

When the data has been accepted into the APRA system, a confirmation email is sent to the address attached to your D2A Installation.

**Note:** To check this email address, open the **About** window from the **Help** menu. D2A needs to be re-installed to change this email address.

### 4.2.1 Resubmitting a return

A return can be resubmitted at any time if changes need to be made to data after the initial submission.

Make the required changes and submit the return again. APRA will recognise that this is not your first submission for the period and automatically use the most recent data.

## 4.3 Downloading previously submitted returns


You may be required to access returns submitted to APRA in a previous period. You can view lists of previous returns within D2A and download returns as required.

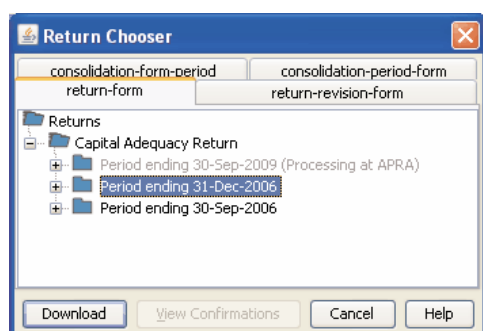
You can view submitted returns grouped in four different ways:

return – form	Returns are grouped by return, period then form.
return – revision – form	Returns are grouped by return, period, revision then form.
consolidation – form – period	Forms are grouped by consolidation type, then by form and period.
consolidation – period – form	Forms are grouped by consolidation type, then by period and form.

**Note:** Returns marked with 'Processing at APRA' can be downloaded if one or more forms have finished processing. Only the latest available forms are downloaded.

To view and download previous returns:

1. From the **Tools** menu select **Get Data**, or click the **Get Data**  toolbar button.
2. Enter your security details and click **OK**.
3. In the *Return Chooser*, select the tab of the required view.



4. Select the required folder of returns or form.

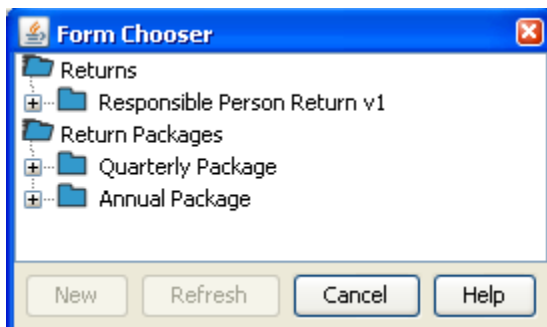
5. Click **Download**.
6. When the download is complete, click **OK**.

The selected form is opened. The form can be [saved](#), [printed](#), or [closed](#) as required.

## 4.4 Return packages

A return package is a group of returns that are due on the same date. Only specific organisations and industries are required to submit packages.

If your organisation is required to submit return packages, they are displayed in the *Form Chooser* window under **Return Packages** as shown below.



All the [same functions](#) apply for opening and completing forms and returns within a package, as are available for individual returns.

#### 4.4.1 Return package completion and submission process

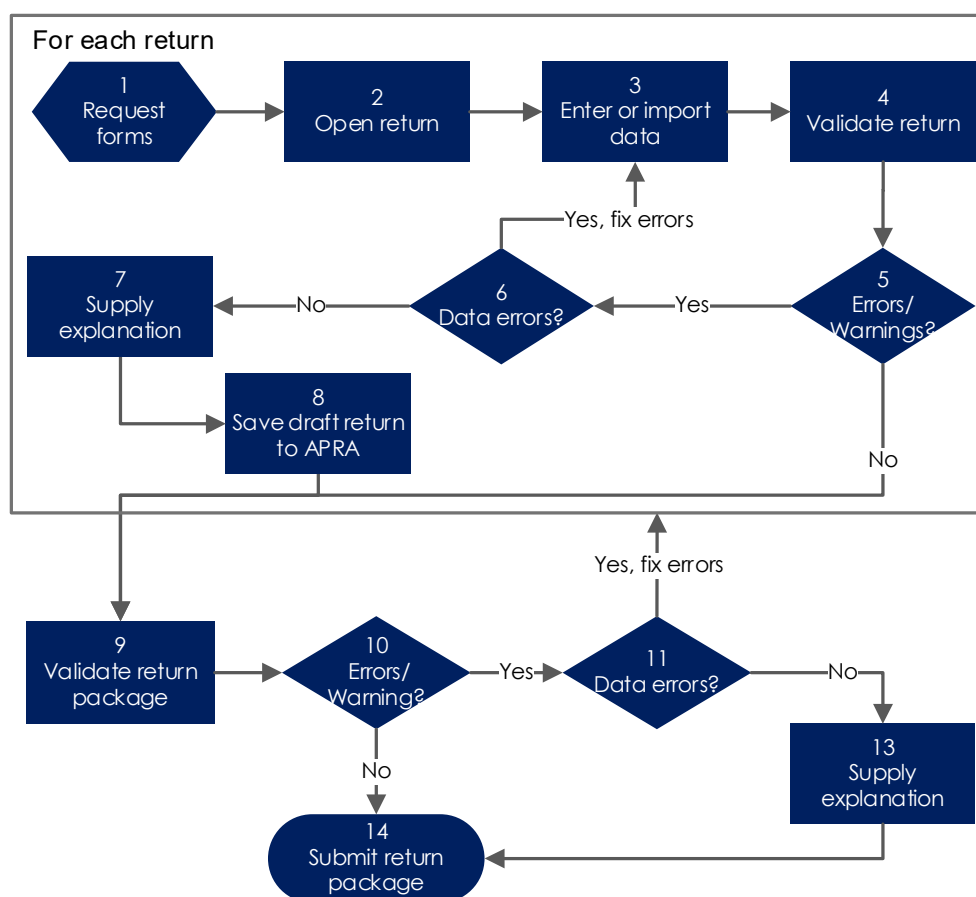


Figure 3. Return package completion and submission process


#### 4.4.2 Saving draft returns to APRA

Before an entire package can be validated and submitted, each individual return must be completed and saved as a draft to APRA

D2A only allows you to save a complete return as a draft at APRA. Single forms cannot be saved as a draft. You must [validate](#) the return before saving it to APRA.

**Note:** This function is only applicable to returns in packages.

To save a draft return to APRA:

1. With the completed return open, from the **Return Package** menu select **Save Draft at APRA**, or click the **Save Draft at APRA**  toolbar button.  
D2A runs validation checks and if there are no errors, displays the Save Draft Progress window.
2. If errors are identified, review any error messages and take corrective actions. See [Validating forms](#) for descriptions of validation error types.

3. Enter your security details and click **OK**.  
D2A connects to the internet, checks the authentication credentials and saves the draft return.
4. The *Information* window is displayed containing your reference number.  
Keep a note of the reference number.
5. Click **Close**.



When the data has been accepted into the APRA system, a confirmation email is sent to the address attached to your D2A Installation.

### 4.4.3 Submitting a return package

To submit a return package, each return must be completed, validated and [saved](#) as a draft to APRA.

Only once the entire return package is submitted will the information in the return be used in the monitoring and reporting functions of APRA.

To submit a return package:

1. From the **Return Package** menu select **Validate Return Package**, or click the **Validate Return Package**  toolbar button.
2. Enter your security details and click OK.
3. Review any error messages and take corrective actions. See [Validating forms](#) for descriptions of validation error types.
4. From the Return Package menu select Submit Return Package, or click the Submit Return Package  toolbar button.
5. Enter your security details and click **OK**.
6. If no errors are detected during submission, the *Information* window is displayed containing your submission reference number.  
Keep a note of your reference number.
7. Click **Close**.

When the data has been accepted into the APRA system, a confirmation email is sent to the address attached to your D2A Installation.

### 4.4.4 Resubmitting a return

As with individual returns, a return package can be resubmitted at any time if changes need to be made to data after the initial submission.

Make the required changes and submit the package again. APRA will recognise that this is not your first submission for the period and automatically use the most recent data.

#### 4.4.5 Downloading submitted packages or saved returns

Downloading a previously [submitted](#) return package or a [draft return](#) saved to APRA, follows the same steps as described in [Downloading previously submitted returns](#).

The *Return Chooser* window displays additional details for packages and saved drafts:

Tab	Description
<b>return – form</b>	Returns are grouped by return package, return, period then form. Submitted packages are displayed under the Submitted Return Package folder for a period. Saved returns are displayed in the Draft Returns folder for a period.
<b>return – revision – form</b>	Returns are grouped by return package, period, package revision, return then form. Submitted packages are displayed under the Submitted Return Package folder for a period. Saved returns are displayed in the Draft Returns folder for a period. Use this tab to View Confirmation errors for a selected return package.
<b>consolidation – form – period</b>	Forms are grouped by consolidation type, then by form, period and return. 'Draft' appears after the name of saved returns.
<b>consolidation – period - form</b>	Forms are grouped by consolidation type, then by period, form and return. 'Draft' appears after the name of saved returns.

**Note:** Returns marked with 'Processing at APRA' can be downloaded if one or more forms have finished processing. Only the latest available forms are downloaded.

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