

XBRL Excel Utility	
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## 1. Overview

The excel utility can be used for creating the XBRL/XML file for e-filing of IR

## 2. Before you

1. The version of Microsoft Excel in your system should be Microsoft Office
2. The system should have a file compression software to unzip excel utility
3. Make sure that you have downloaded the latest Excel Utility.
4. Make sure that you have downloaded the Chrome Browser to view reports
5. Please enable the Macros (if disabled) as per instructions given in manual. Please first go through Enable Macro - Manual attached with zip file.

## 3. Index

1	Details of general information about company
2	Investor Grievance Report

## 4. Steps for Filing Investor Complaints Report

**I. Fill up the data:** Navigate to each field of every section in the sheet (data entered in the sheet will be reflected while filling data.)

- Use paste special command to paste data from other sheet.

**II. Validating Sheets:** Click on the "**Validate**" button to ensure that the data is in proper format. If there are some errors on the sheet, excel utility will provide error messages.

**III. Validate All Sheets:** Click on the "**Home**" button. And then click on the "**Validate All**" button to ensure that all the sheets are properly filled and validated successfully. If there are some errors on the sheet, excel utility will provide error messages. After validation at the same time. After correction, once again follow the same procedure.

Excel Utility will not allow you to generate XBRL/XML until you rectify all errors.

**IV. Generate XML :** Excel Utility will not allow you to generate XBRL/ click on 'Generate XML' to generate XBRL/XML file.

- Save the XBRL/XML file in your desired folder in local system.

**V. Generate Report :** Excel Utility will allow you to generate Report. No

- Save the HTML Report file in your desired folder in local system.
- To view HTML Report open "Chrome Web Browser" .
- To print report in PDF Format, Click on print button and save as PDF.

## 5. Fill up the data in

1. Cells with red fonts indicate mandatory fields.
2. If mandatory field is left empty, then Utility will not allow you to proceed.
3. You are not allowed to enter data in the Grey Cells.
4. If fields are not applicable to your company then leave it blank. Do not
5. Data provided must be in correct format, otherwise Utility will not allow
6. Select data from "Dropdown list" wherever applicable.




**W**  
Investor Complaints Report

**begin**  
Excel 2007 and above.  
y file.  
  
rt generated from Excel utility  
annual, so that all the functionalities of Excel Utility works fine.

[General Info](#)  
[Investor Grievance Report](#)

**Complaints Report**  
t to provide applicable data in correct format. (Formats will get  
  
e sheet has been properly filled and also data has been furnished  
rompt you about the same.  
  
on "Validate All Sheet" button to ensure that all sheets has been  
ie sheet, excel utility will prompt you about the same and stop  
procedure to validate all sheets.  
  
rrors.

'XML unless successful validation of all sheet is completed. Now

w click on 'Generate Report" to generate html report.

**excel utility**

d further for generating XML.

insert Zero unless it is a mandatory field.

you to proceed further for generating XML.

Home

Validate

Ge	
Class Of Security	
NSE Symbol	
Name of the listed entity	
BSE Scrip Code	
MSEI Symbol	
Is SCORE ID Available ?	
SCORE Registration ID	
Reason For No SCORE ID	
Quarter Ending	
Remarks (In case of any exception)	

**General information about company**

Equity				
IPSL				
INTEGRATED PERSONNEL SERVICES LIMITED				
000000				
NOTLISTED				
Yes				
COMZ00537				
31			12	2022

Home

Validate

### Investor Grievance Det

No. of investor complaints pending at the beginning of Quarter

No. of investor complaints received during the Quarter

No. of investor complaints disposed off during the Quarter

No. of investor complaints those remaining unresolved at the end of the Quarter

ails	
	0
	0
	0
	0