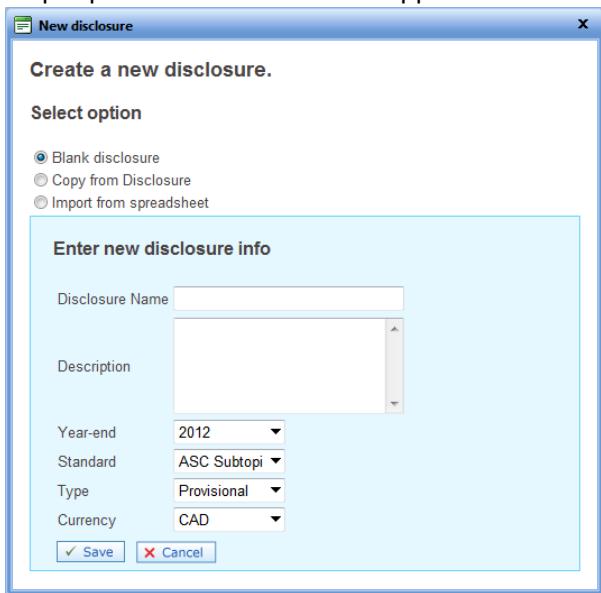


Creating a new disclosure

Once you have set up a plan, you can create a disclosure for that plan. (For more information on how to add a plan group, see [Help Sheet: Adding and deleting plans](#).)

How to create a new disclosure

1. In the [Select client account/plan panel](#), select the plan by clicking on its name.
2. In the **Disclosures** panel on the right (2nd panel from the top), click: 
3. In the **New disclosure** pop-up panel (shown below), select your preferred approach to creating a new disclosure: *Blank disclosure*, *Copy from Disclosure*, or *Import from spreadsheet*. Additional help is provided below for each approach.



Creating a new blank disclosure

1. Click on the radio button next to **Blank disclosure** in the **New disclosure** pop-up panel.
2. At the bottom of the pop-up panel, enter the new disclosure information: the name, any description or notes, the year, standard, type (provisional or final), and currency.
3. Once you have filled in the new disclosure information, click: 
4. The **New disclosure** panel will close. Your new disclosure will now be listed in the **Disclosures** panel. To open the disclosure schedules, click: 

Note that the disclosure that is created using “Blank disclosure” approach contains no starting figures – all information will need to be entered via the Account website.

Copying an existing disclosure to a new disclosure

1. Click on the radio button next to **Copy from Disclosure** in the **New disclosure** pop-up panel.
2. Choose the disclosure that you wish to copy from the “Copy from” drop-down menu.
3. At the bottom of the pop-up panel, enter the new disclosure information: the name, any description or notes, the year, standard, type (provisional or final), and currency.
4. Once you have filled in the new disclosure information, click: 
5. The **New disclosure** panel will close. Your new disclosure will now be listed in the **Disclosures** panel. To open the disclosure schedules, which will be filled with the relevant values from your copied disclosure, click: 

Importing a new disclosure from Excel

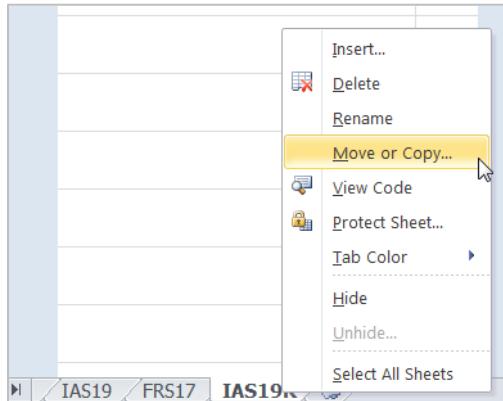
1. Click on the radio button next to **Import from spreadsheet** in the **New disclosure** pop-up panel.
2. Account disclosures must be imported in a specific format. To download an Excel template click **Download spreadsheet template**. Once the download is complete, open the template.
3. The spreadsheet template contains a separate worksheet for each standard: ASC Subtopic 715-20; FRS 17; IAS 19; and, IAS 19R (reflecting the 2011 revisions to IAS 19).
4. Select the standard that you wish to use by clicking on the appropriate tab in the Excel template:



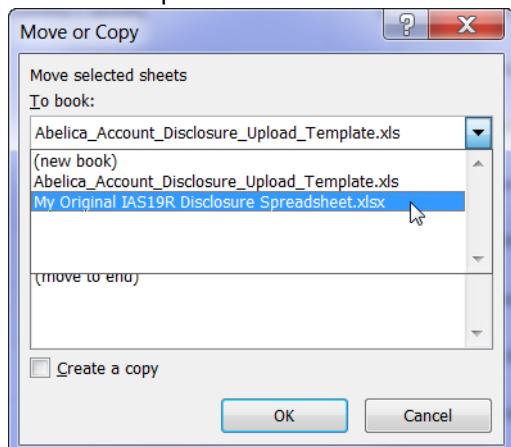
The screenshot shows a Microsoft Excel spreadsheet window. The tabs at the bottom are labeled "ASC Subtopic 715-20", "IAS19", "FRS17", and "IAS19R". The "IAS19R" tab is currently selected. The main area of the spreadsheet displays four rows of data:

15	<i>Impact of termination benefits on PBO</i>	0
16	Settlements	0
17	<i>Impact of settlements on PBO</i>	0
	Other	0

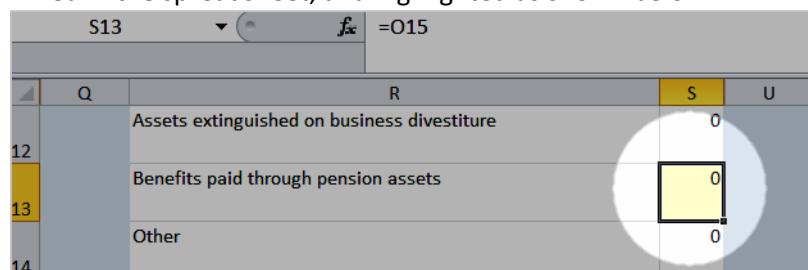
5. Right-click on the tab and select **Move or Copy**:



- From here, you can copy the template for your selected standard to a new workbook, or you can append it to any existing accounting spreadsheet that you have open. For example, in the screenshot below, the template will be copied to another spreadsheet containing IAS 19R calculations. You can then link the relevant fields in the original spreadsheet to those in the Account template.



- Note that some fields (e.g. benefit payments) appear on multiple schedules. These fields are linked in the spreadsheet, and highlighted as shown below:

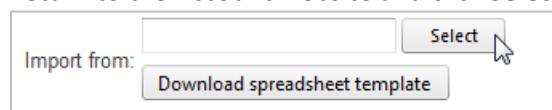


	S13	R	S	U
12		Assets extinguished on business divestiture	0	
13		Benefits paid through pension assets	0	
14		Other	0	

Even if you overwrite the formulas linking the cells in the spreadsheet, these fields will have the same value when imported into Account (it will take the first instance of the cell on the spreadsheet).

- When the Account template has been completed – i.e. when all relevant fields have been filled – you must save it in the appropriate format:
 - The name of the sheet must **exactly** match the name of your chosen standard: ASC Subtopic 715-20, FRS17, IAS19 or IAS19R.
 - If you have linked the values to those in another Excel workbook, you must **copy/paste-values** prior to uploading the spreadsheet to Account.
 - Be sure to note where you have saved your final Account spreadsheet.

- Return to the Account website and click **Select** to browse to your spreadsheet:



The form has an 'Import from:' input field containing a file path, a 'Select' button to its right, and a 'Download spreadsheet template' link below the input field.

10. At the bottom of the pop-up panel, enter the new disclosure information: the name, any description or notes, the year, standard, type (provisional or final), and currency.
11. Once you have filled in the new disclosure information, click: 
12. The **New disclosure** panel will close. Your new disclosure will now be listed in the **Disclosures** panel. To open the disclosure schedules, which will be filled with the relevant values from your spreadsheet, click: 