REEFS
Reusing Previous Submissions

Document version: 2.0

Revision History:

Effective Date	Version Number	Revision Description
8 Jun 2018	1.1	Initial release of documentation
21 Jan 2020	2.0	Formatting change

1   REEFS – REUSING PREVIOUS SUBMISSIONS

Data can be used from a previous reporting period or submission instead of starting from fresh. (You must have entered data into at least one form using the online portal and have gone through a successfully validated submission)

Examples:

- Reuse the previous quarter financial return (where majority of data remains the same) and then upload it into REEFS and change the necessary fields using the online portal and proceed to press submit for validation

- Download a previously submitted form that has been successfully validated to use as a template whereby the fields inside the XBRL formatted instance document can be altered offline to correlate with any new or changed data for the next reporting period and then proceed to upload it and press submit for validation

1. Select "**View Filing**" to view previously submitted forms and select the one that contains the data.

2. Click on "**Download: XBRL Instance**" in the top right corner and save the file to your PC or network drive. (You can now alter the XBRL file offline or continue on and make changes to the fields online as in step 11.)

3. Close the form.

4. Select "**Prepare Filing**" and select the licensee's current filing that is due.

5. Click on "**Clear All Values**" to ensure there is no data in the form already.

6. Click on "**Upload: XBRL Instance**".

7. Click on "**Browse...**" and navigate to the file that was saved in step 2 above.

8. Click "**Upload**".

9. The system will then copy each data point from the file and into the fields of the current form.

10. The system displays the message "Import Successful" to indicate that the data was all copied OK.

11. The user should then open each schedule and make updates to the data (or check the altered fields if they were done offline) for the current reporting period.

12. Click "Submit" to proceed to the validation process.