Pipsa

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Printed: October 2014 in Lancashire, UK

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Part I

1 Important Set Up Notes

In order to use *PIpsa* fully please read the following topics, as applicable, to ensure that your set up is fully functional.

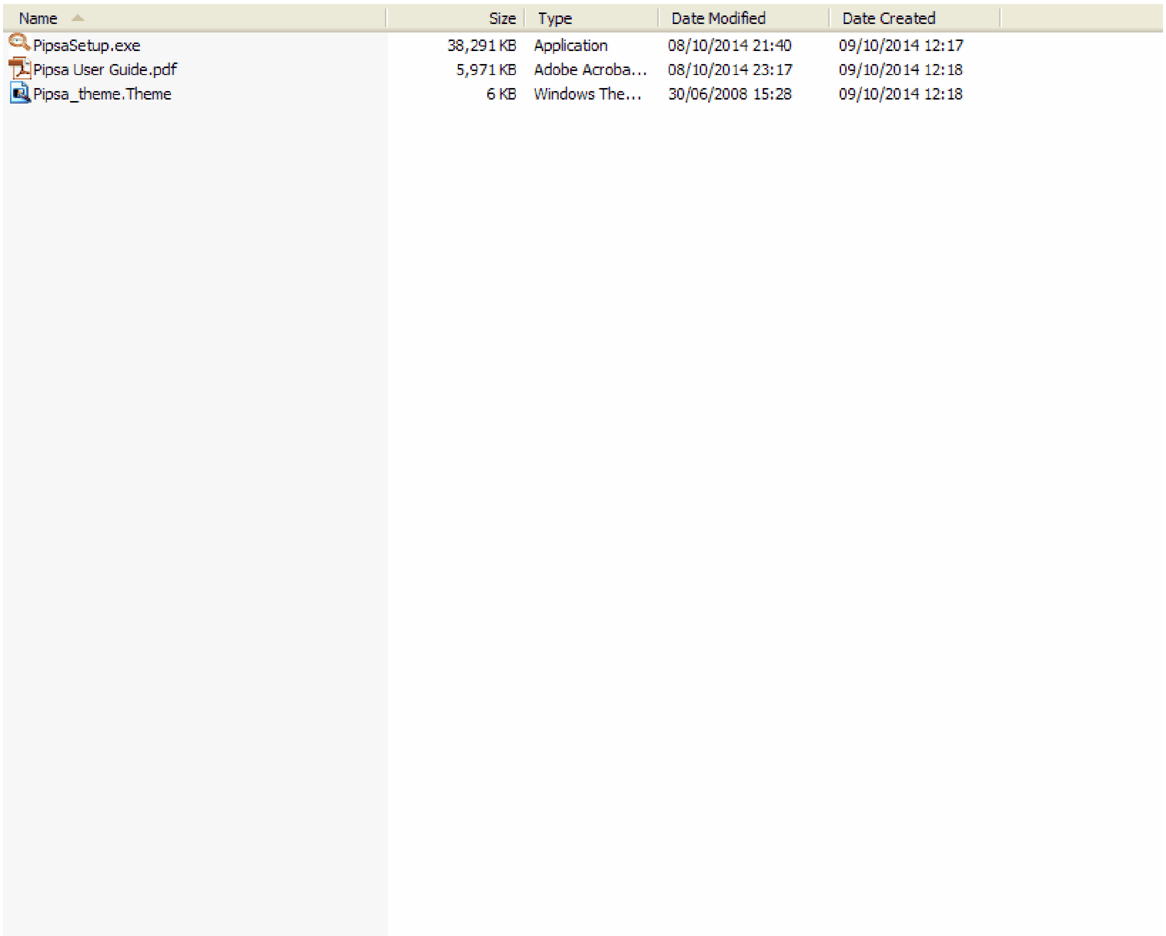
PIpsa Windows XP Theme

Windows Help file for Windows 7 users

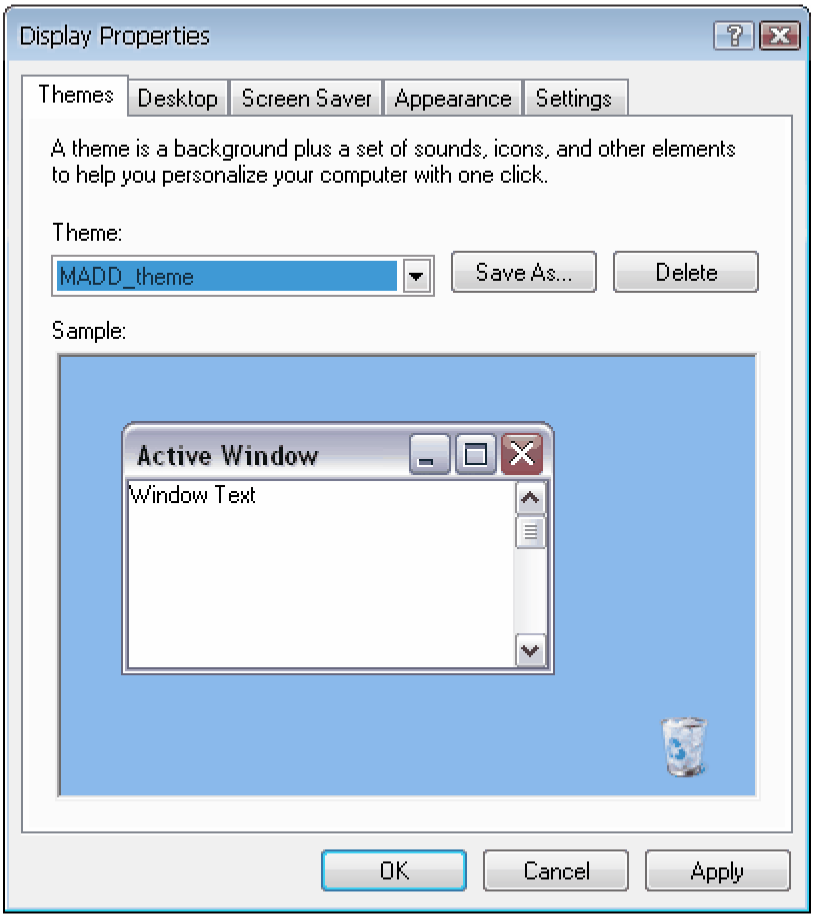
1.1 Pipsa Windows XP Theme

In order to give a fresh visual resolution. *PIpsa* was developed using a Microsoft Windows XP customised Theme.
If your screens do not display correctly you will need to activate this theme. To do this you should double click the file included with your installation. This is found on the installation CD or in the directory in which you downloaded *PIpsa*
The file is called : **PIpsa_theme**

First locate the file.

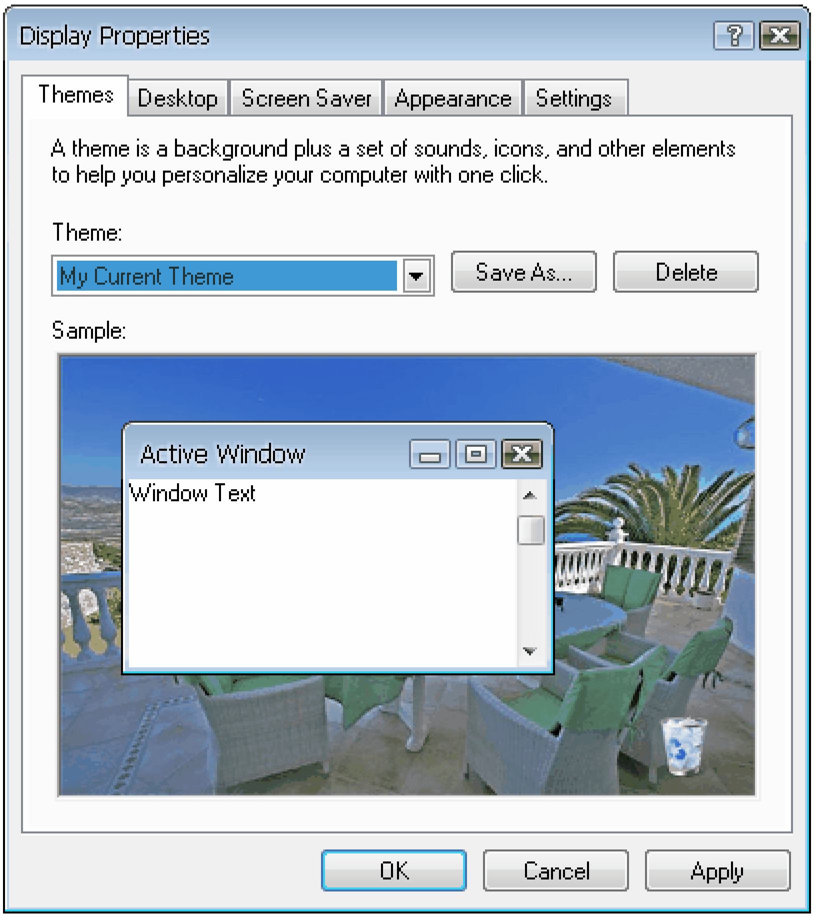


Then double click on it. The following screen will appear.



Click the **Apply** button . A Windows message will appear briefly and the theme is now active. You should click the **OK** button to exit.

If you want to reset or change your desktop theme at any time you should right-click on your desktop screen and select **properties** to select a Theme or configure your theme using the display properties utility.Click the **Apply** button . A Windows message will appear briefly and the theme is now active. You should click the **OK** button to exit



1.2 Windows Help File for Windows 7 Users

PIpsa *was* developed using context sensitive help, (saves you from having to search every time you want help - it means we have put the exact help you need, related to the activity you are currently performing, at your fingertips immediately, saving you time and ensuring you get the specific help you need when you need it.(Of course our help file does have fully comprehensive searching facilities should you ever need them).

Starting with the release of Windows Vista and continuing in Windows 7, Microsoft do not ship the Windows Help program (winhlp32.hlp) as a feature of Windows. Unfortunately Microsoft will not allow third-party vendors, like ourselves, to include this file with our applications and it is needed if you wish to use our essential context sensitive help file.

In order to use our winhlp32-bit .hlp file (**highly recommended**), you must download and install the program (WinHlp32.exe) from the **Microsoft Download Center**.

This is quite simple to do and in most cases you will be prompted to do this automatically by the Windows 7 operating system the first time you click the help key when using PIpsa.

To download the required file copy and paste the link below into your internet browser.

http://www.microsoft.com/downloads/details.aspx?FamilyID=258aa5ec-e3d9-4228-8844-008e02b32a2c&displaylang=en

and then follow the instructions given.

* note : There are two versions of the winhelp32.exe available for Windows 7 . Microsoft do supply instructions to determine the which version of windows 7 you are running ((**64 bit** or 32 bit(**X86**)), so please follow them to ensure you download the correct version of the winhelp32.exe file for your computer.

You only need to download and install the winhlp32.exe file ONCE.

1.3 Screen Resolution

In order to ensure that the screen resolution is the same as that used when programming the application and consequently easy to read, a check is made when you start the application. If it is not the same, the screen resolution will be dynamically set to 1024 x 768. Your resolution will be reset to your preferred resolution on exit from the application.

Part II

2 Contents

2.1 Overview

Overview

PIpsa is a system specifically designed to assist you with conducting Due Diligence exercises.

Inputs

The system provides you with two main sources for recording your progress on each Due Diligence Exercise:

1. An Information Gathering Checklist which contains 104 items relating to the information and documents that need to be reviewed. Here you simply have to confirm that each item has been reviewed and is satisfactory.
2. An Information Gathering Time Sheet. Here you enter the amount of time spent on each item on the Information Gathering Checklist.

Detailed and Summary reports area available for both options above to track progress.

Reference File Maintenance

The system provides full file maintenance procedures for:

- Due Diligence Company Details – New and Existing
- VAT (Sales Tax) Rates
- Foreign Exchange Rates
- Standard Fee Rates

Reports are available for all options above

Financial Details

The system provides the following financial functions:

- Produce Invoices for Information Gathering time spent, Findings Preparation and Presentation and for expenses.
- Financial Statement for each Due Diligence Company
- Reviewing Invoices
- Recording Client Payments
- Reviewing Payments Outstanding

Company Comparison

The system provides the ability to compare the relative progress/ satisfactory position of up to 10 Companies, across 16 Due Diligence Categories.

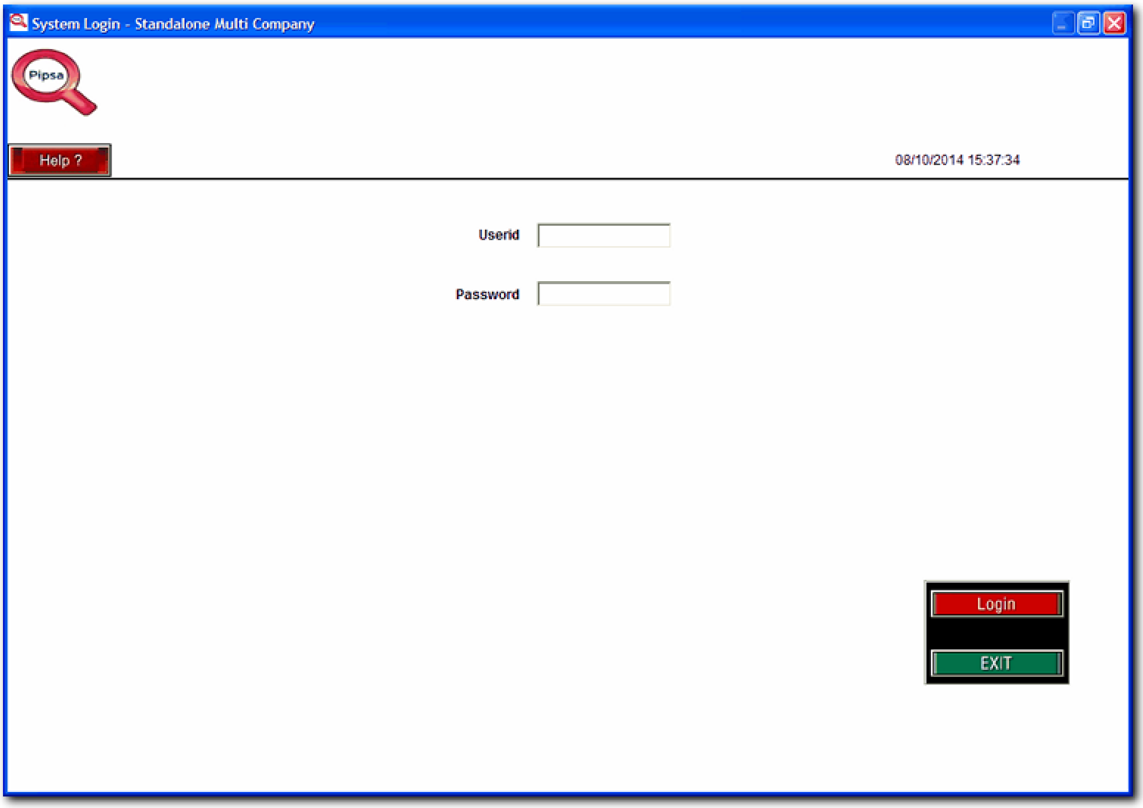
Outputs

The following reports and documents are produced by the system:

- Invoices for work performed
- Information Gathering Checklist Detail
- Information Gathering Checklist Summary by Due Diligence Category
- Information Gathering Checklist Time Spent Detail
- Information Gathering Checklist Time Spent Summary by Due Diligence Category
- Blank Hardcopy Information Gathering Due Diligence Checklists
- Due diligence Company Financial Statement
- Invoice Summary
- Payments Summary
- Payments Outstanding Summary
- Payments Outstanding Summary – All Clients
- Foreign Exchange Rates
- VAT Rates
- Due Diligence Company Contact Details, Names and Addresses
- Company Comparisons (Up to 10 Companies simultaneously)

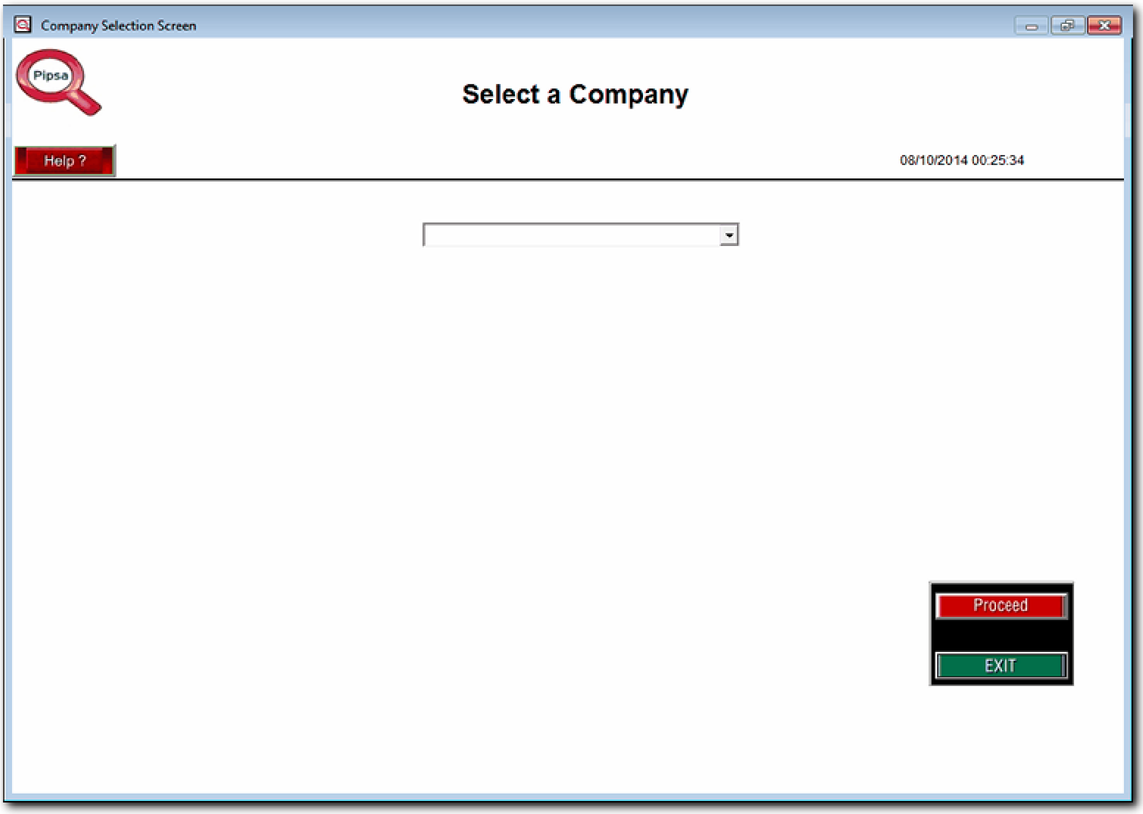
** note all documents and reports are all saved to disk in Word processor format, so that they can be reviewed when required without the need to rerun. This provides an audit trail and also negates the need to produce paper reports, unless required. These documents and reports can be accessed from within the system by use of a user friendly function. Each document and report contains the related file name and location within the footer of each page.*

2.2 Logging In



Here the user must enter their USER ID and Password. Input is case sensitive.
Once the correct information has been entered the user will be taken to the Company Select screen. Clicking EXIT will quit the system.

2.3 Select Company



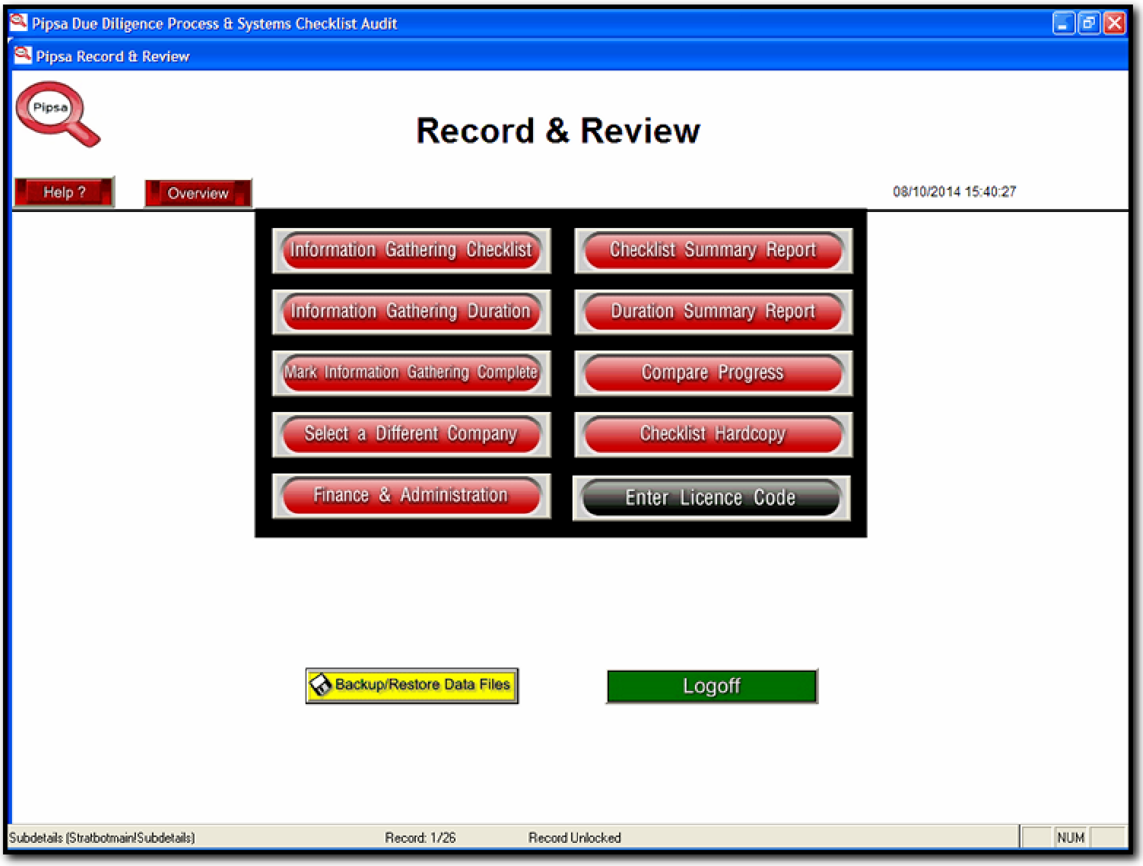
After logging you will be taken to this screen where you must select the company you wish to process from a drop down selection list.

Clicking EXIT will quit the system if selected after initial log in.

When a company has been selected you will be taken to the Control Centre

You can also select a New Company from the Control Centre.

2.4 Record & Review



This is the Control Centre of the system. Here you have access to the following options:

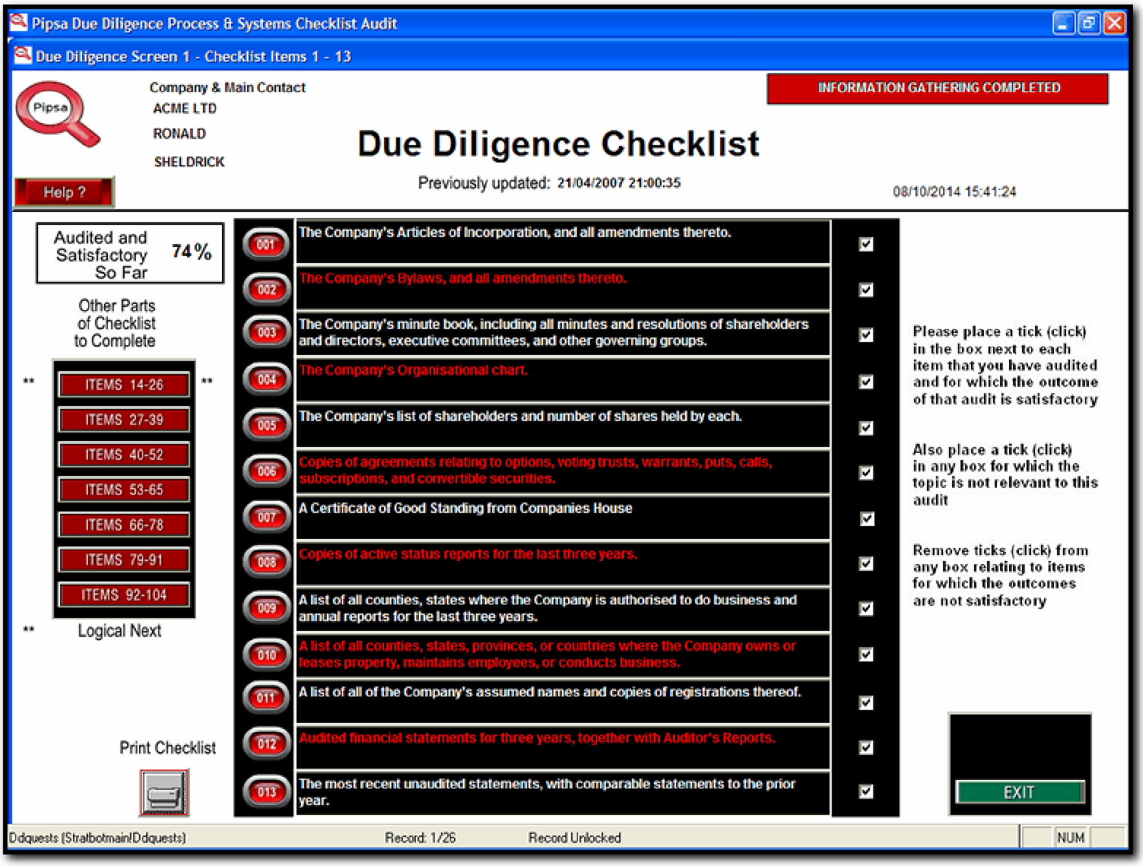
INFORMATION GATHERING CHECKLIST Allows you to record progress on Information Gathering.
INFORMATION GATHERING DURATION Allows you to record time spent on Information Gathering
MARK INFORMATION GATHERING COMPLETE. Allows the Information Gathering to be marked/unmarked completed.
SELECT A DIFFERENT COMPANY. Allows you to select a different company to process.
FINANCE & ADMINISTRATION. Takes you to the Finance & Administration Menu.
CHECKLIST SUMMARY REPORT. Produces a summary Progress Report on Information Gathering.
DURATION SUMMARY REPORT. Produces a summary Time Spent Report on Information Gathering.
COMPARE PROGRESS. Allows you to compare the progress of up to 10 Companies.
CHECKLIST HARDCOPY. Creates a set of blank checklist item forms.

LICENCE CODE. Allows licence code to be entered.
(Licence must be entered within a set number of days or software will cease to function)

Backup/Restore Data Files Gives access to Data Security options

Clicking Logoff will quit the system.

2.5 Information Gathering Checklist



This is the first screen of the 8 available and presents you with the first 13 items to be checked. The first 13 Due Diligence Checklist Items are presented and besides each is a check box. For each you must indicate if the related Information and or documents have been audited and if the outcome of that audit is satisfactory. A positive outcome is indicated by clicking (placing a tick) in the related check box. For those Due Diligence Checklist Items that have not been audited or for which the outcome is not satisfactory the check box should be left blank.

Note: If an item is not relevant to the audit, a tick should also be placed in the check box.

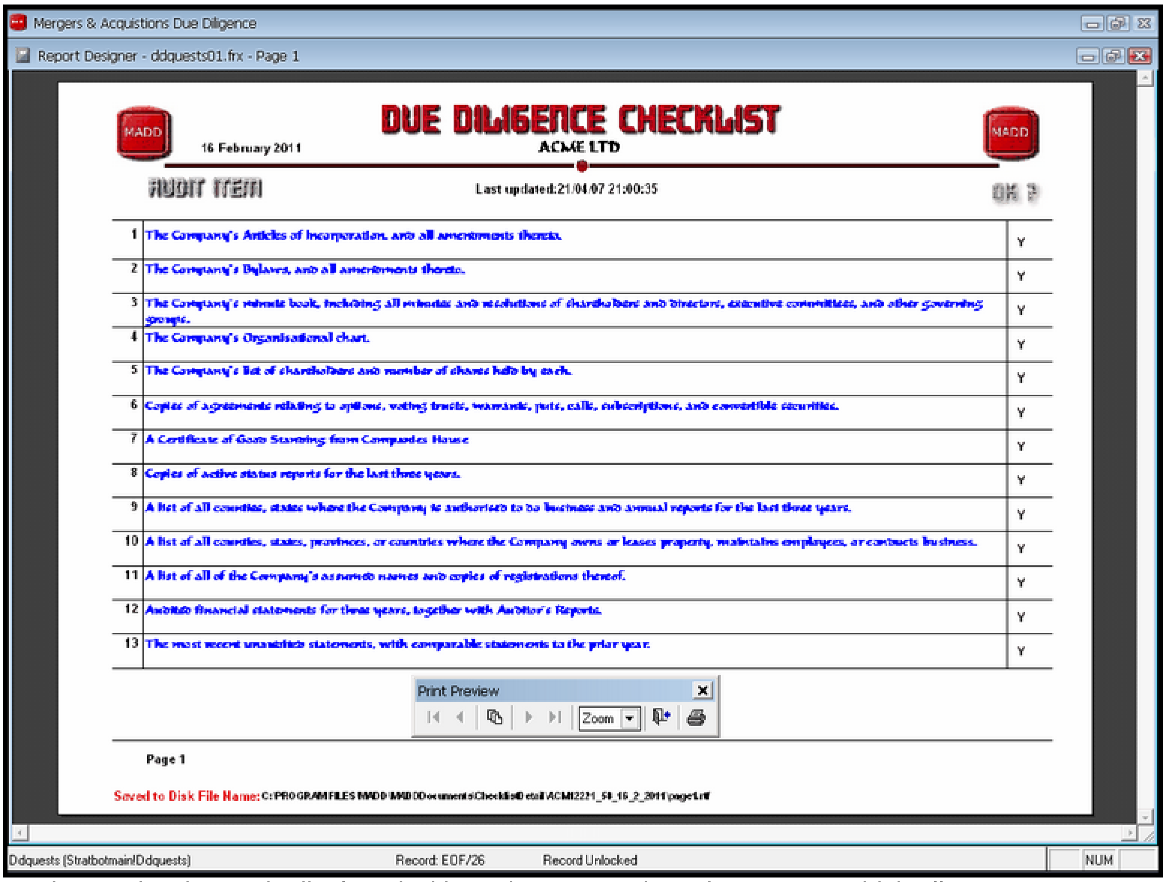
At the top left-hand side of the screen is a percentage indicator of progress on the audit.
At the top right-hand side of the screen is a message indicating whether the Information Gathering is completed or in still in progress. If Information Gathering is completed then no further updating is allowed.see Mark Information Gathering Complete

To save the changes you have made you should click the SAVE button located at the bottom right-hand side of the screen. Clicking EXIT returns you to the Control Centre

If you wish to update other parts of the checklist you can navigate by clicking the navigation buttons on the left hand side of each screen. These allow you to proceed logically through the checklist or to jump around within it.

At the bottom left hand side of these screens is a Print Button which will allow you to review a report of the items and progress on screen and /or produce a hardcopy of them.

When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review) An example of this report is below:

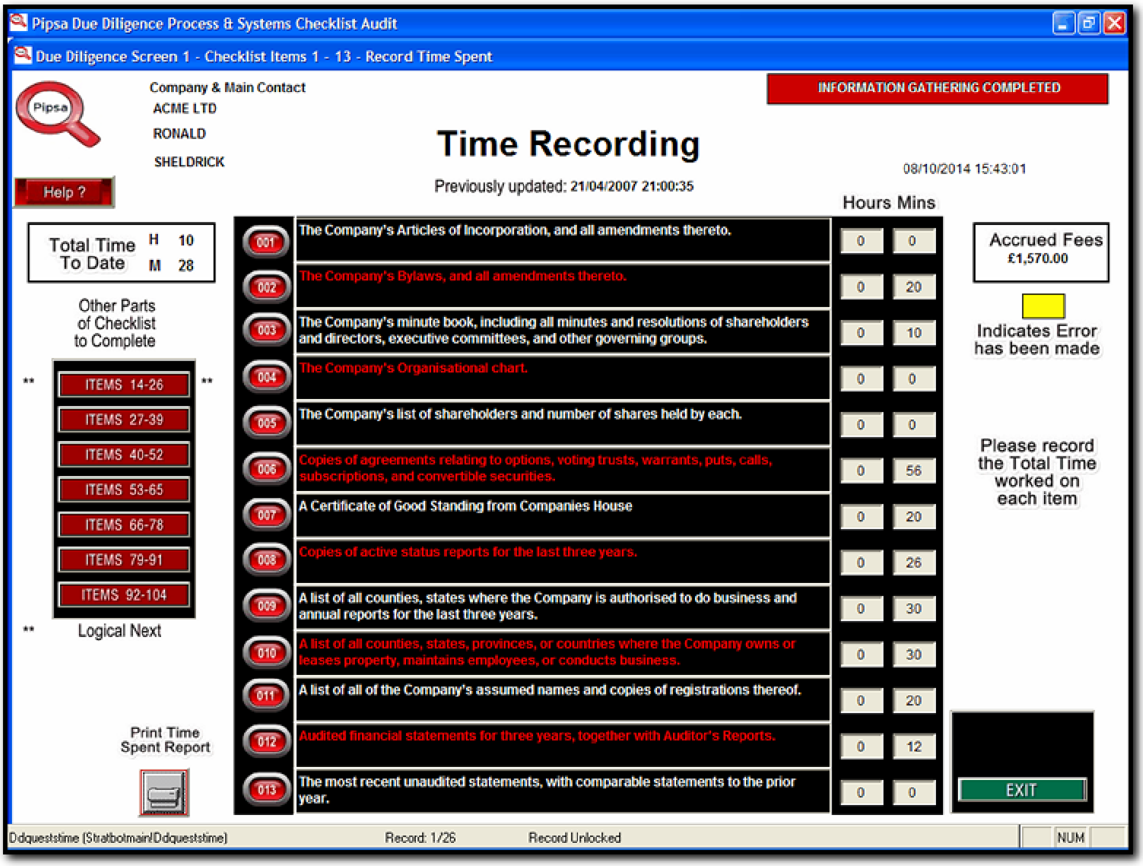


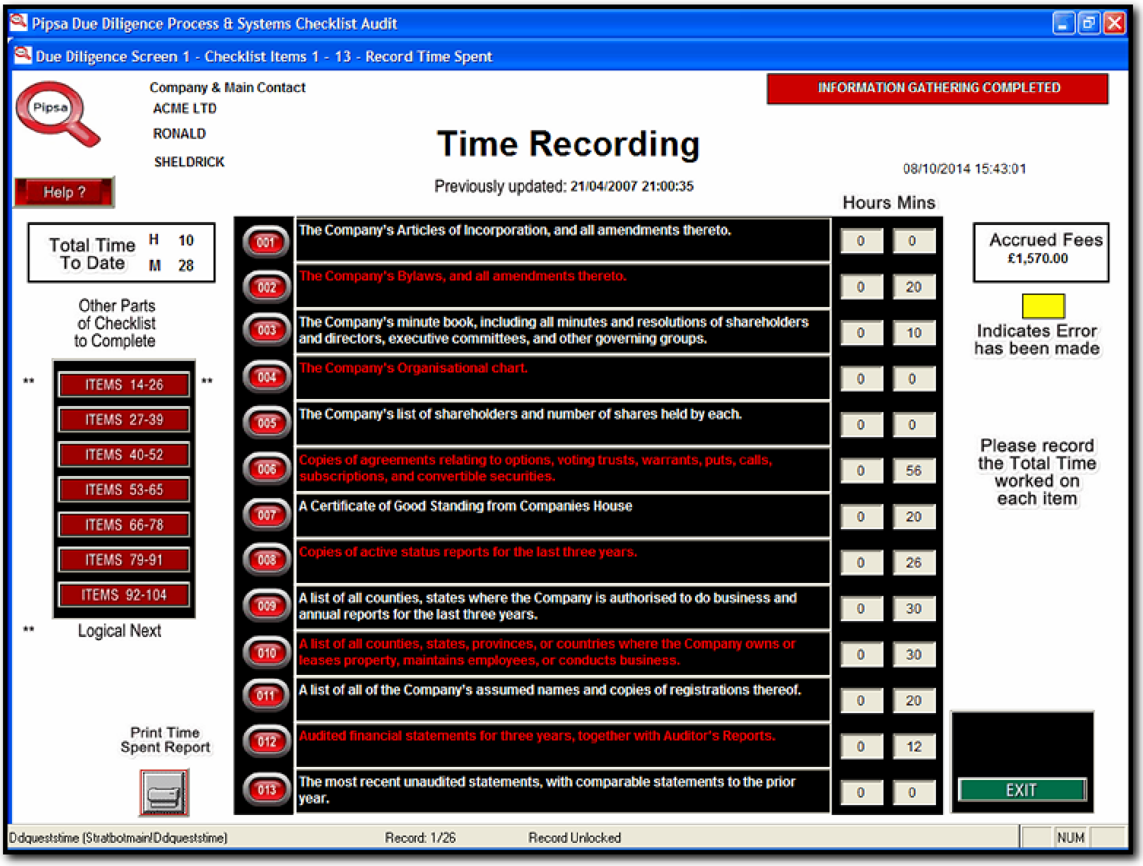
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

2.6 Information Gathering Time Spent





This is the first screen of the 8 available and presents you with the first 13 items to be updated. The first 13 Due Diligence Checklist Items are presented and besides each are two input fields. For each you must indicate the number of hours and minutes spent gathering and verifying the related information or documents.

Note: If an item is not relevant to the audit just leave the values at 0.

At the top left-hand side of the screen is the total amount of time spent so far on the information gathering exercise is shown. Directly opposite on the right-hand side of the screen the accrued fees related to the time spent is displayed.

At the top right-hand side of the screen is a message indicating whether the Information Gathering is completed or in still in progress. If Information Gathering is completed then no further updating is allowed. see Mark Information Gathering Complete

To save the changes you have made you should click the SAVE button located at the bottom right-hand side of the screen. Clicking EXIT returns you to the Control Centre

If you wish to update other parts of the checklist you can navigate by clicking the navigation buttons on the left hand side of each screen. These allow you to proceed logically through the checklist or to jump around within it.

At the bottom left hand side of these screens is a Print Button which will allow you to review a report of the Time Spent on Information Gathering on screen and /or produce a hardcopy of it.

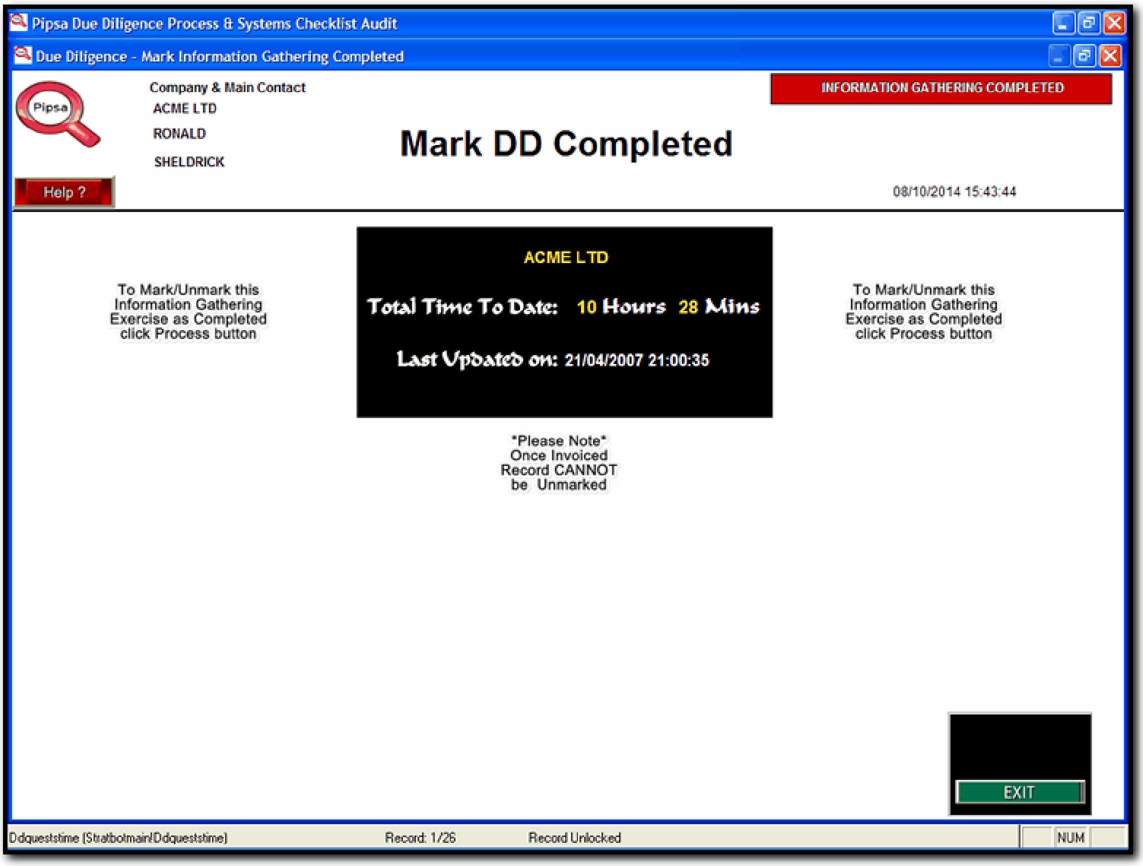
When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)
An example of this report is below:

A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

2.7 Mark Information Gathering Complete



When you have completed gathering all the information and documents relating to the Information Gathering Checklist and you have updated progress and the time spent figures, using the relevant function, you must mark the Information Gathering process complete.

This is necessary before you can raise a client invoice for your services.

On this screen the name of the Company under Due Diligence, the Total Time Spent on Information Gathering and the date the records were last updated are displayed.

A message bar at the top right-hand side of the screen indicates the status of the Information Gathering activities. This is either “Information Gathering in Progress” or “Information Gathering Completed”

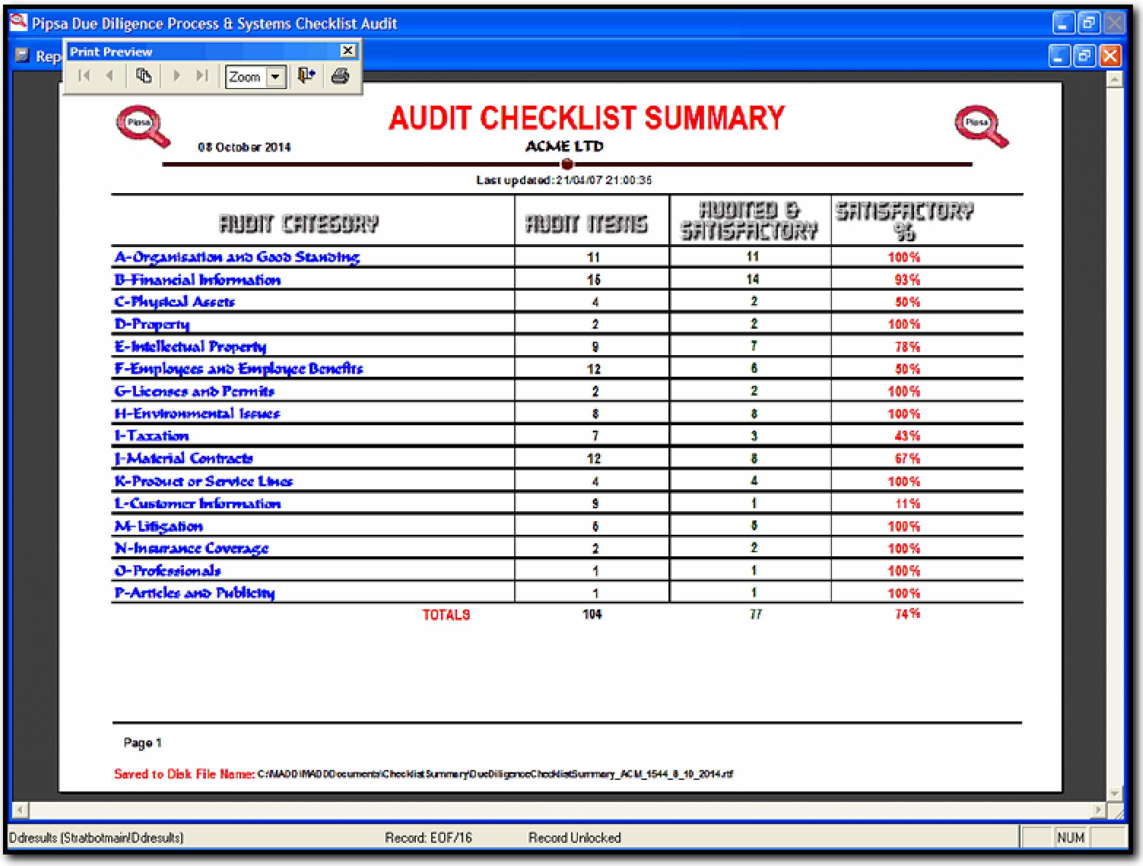
To mark the Information Gathering completed simply click the Process button at the bottom of the screen on the right-hand side. Once this is done no further changes are permitted to either the Information Gathering Checklist or the Time Spent for the company in question. The message at the top right-hand of the screen will change to reflect the amended status of the Information Gathering activities. (See below ref unmarking records)

Clicking the EXIT button will return you to the Control Centre

Note. Should you discover that you need to amend the data for Information Gathering Checklist or Time Spent, ***prior to raising an invoice****, simply revisit this function and click the Process button and the records will be unmarked, thus permitting changes to those records. Once an invoice has been raised this marking complete cannot be reversed.*

2.8 Checklist Summary Report

On selection of this option the following report is produced for the selected company and is displayed on screen.



AUDIT CHECKLIST SUMMARY

ACME LTD

08 October 2014

Last updated: 21/04/07 21:00:36

AUDIT CATEGORY	AUDIT ITEMS	AUDITED & SATISFACTORY	SATISFACTORY %
A-Organisation and Good Standing	11	11	100%
B-Financial Information	15	14	93%
C-Physical Assets	4	2	50%
D-Property	2	2	100%
E-Intellectual Property	9	7	78%
F-Employees and Employee Benefits	12	6	50%
G-Licenses and Permits	2	2	100%
H-Environmental Issues	8	8	100%
I-Taxation	7	3	43%
J-Material Contracts	12	8	67%
K-Product or Service Lines	4	4	100%
L-Customer Information	9	1	11%
M-Litigation	6	6	100%
N-Insurance Coverage	2	2	100%
O-Professionals	1	1	100%
P-Articles and Publicity	1	1	100%
TOTALS	104	77	74%

Page 1

Saved to Disk File Name: C:\MADD\MADDDocuments\ChecklistSummary\DueDiligenceChecklistSummary_ACM_1544_8_10_2014.rtf

The report summarises, by Due Diligence Category, the progress of Information Gathering and the percentage of satisfactory outcomes achieved.

The categories are:

A-Organisation and Good Standing
B-Financial Information
C-Physical Assets
D-Property
E-Intellectual Property
F-Employees and Employee Benefits
G-Licenses and Permits
H-Environmental Issues
I-Taxation
J-Material Contracts
K-Product or Service Lines
L-Customer Information
M-Litigation
N-Insurance Coverage
O-Professionals
P-Articles and Publicity

A print preview button is displayed with each report reviewed onscreen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

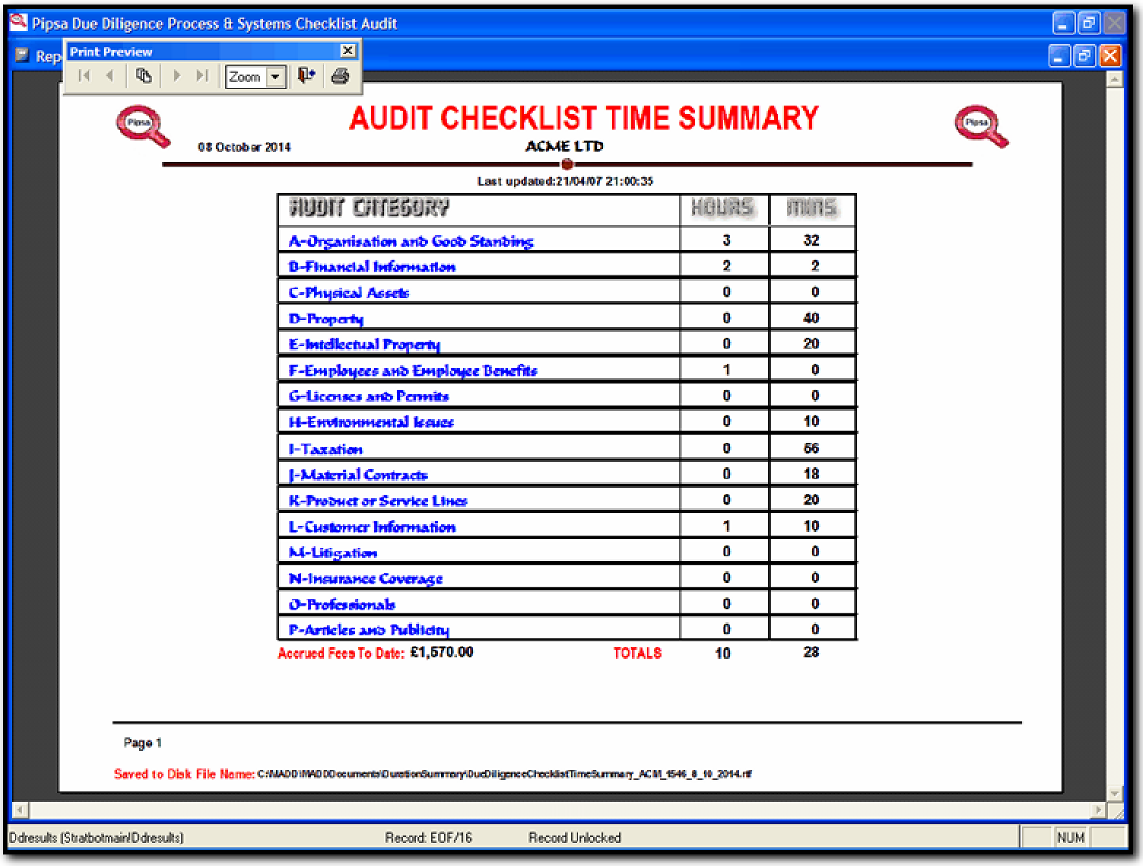
At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report

On exiting the report you will be returned to the Control Centre

2.9 Duration Summary Report

On selection of this option the following report is produced for the selected company and is displayed on screen.


Pipsa Due Diligence Process & Systems Checklist Audit

Print Preview

AUDIT CHECKLIST TIME SUMMARY

08 October 2014

ACME LTD

Last updated:21/04/07 21:00:35

AUDIT CATEGORY	HOURS	MINS
A-Organisation and Good Standing	3	32
B-Financial Information	2	2
C-Physical Assets	0	0
D-Property	0	40
E-Intellectual Property	0	20
F-Employees and Employee Benefits	1	0
G-Licenses and Permits	0	0
H-Environmental Issues	0	10
I-Taxation	0	56
J-Material Contracts	0	18
K-Product or Service Lines	0	20
L-Customer Information	1	10
M-Litigation	0	0
N-Insurance Coverage	0	0
O-Professionals	0	0
P-Articles and Publicity	0	0
Accrued Fees To Date: £1,570.00 TOTALS	10	28

Page 1

Saved to Disk File Name:

Ddresults (Stratbotmain\Ddresults) Record: EOF/16 Record Unlocked NUM

The report summarises, by Due Diligence Category, the time spent Information Gathering. (Hours & Minutes)

The categories are:

A-Organisation and Good Standing
B-Financial Information
C-Physical Assets
D-Property
E-Intellectual Property
F-Employees and Employee Benefits
G-Licenses and Permits
H-Environmental Issues
I-Taxation
J-Material Contracts
K-Product or Service Lines
L-Customer Information
M-Litigation
N-Insurance Coverage
O-Professionals
P-Articles and Publicity

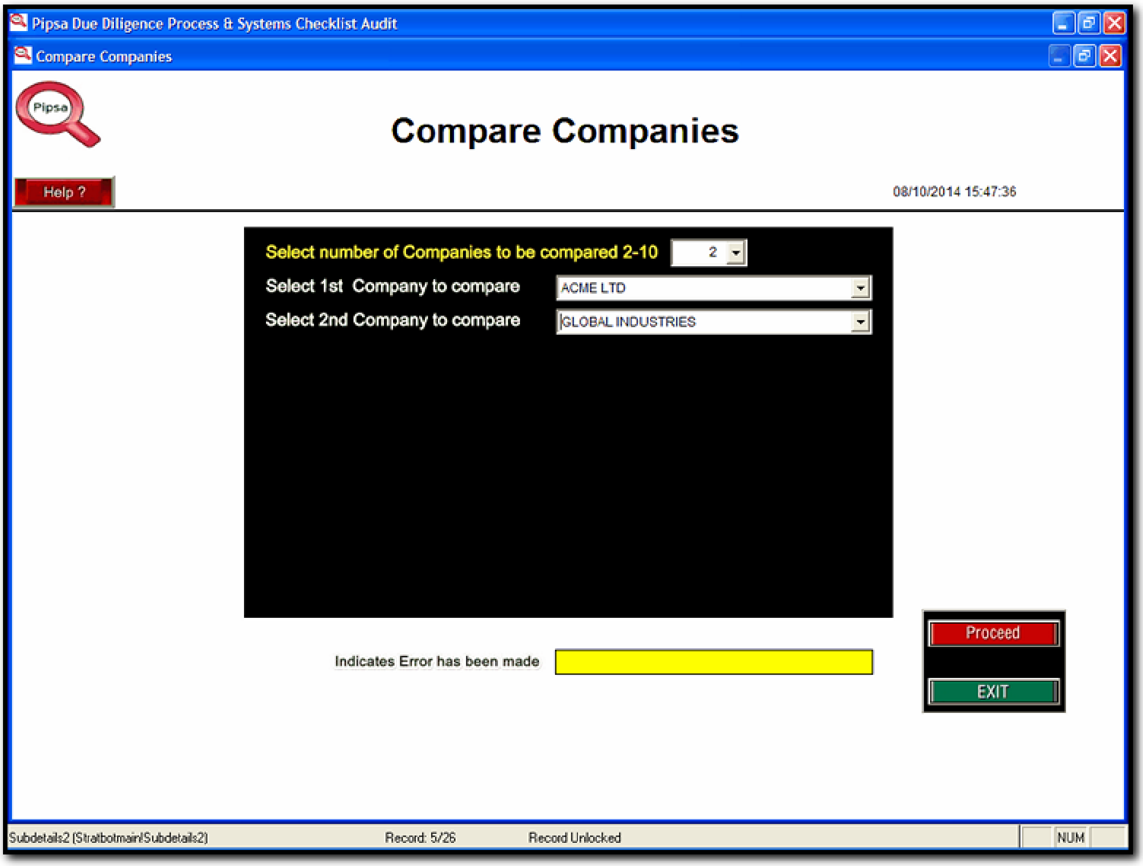
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.On exiting the report you will be returned to the Control Centre.

2.10 Compare Progress

This function allows you to compare the relative progress and satisfactory outcomes of up to 10 companies. On selection of this option the following screen appears:



Here you can select up to 10 companies to compare by selecting them from the drop down pick lists. To run the comparison click the Proceed button at the bottom of the screen on the right-hand side. The following report is displayed on screen which shows the relative satisfactory percentage for each of the selected companies against each of the Due Diligence categories.

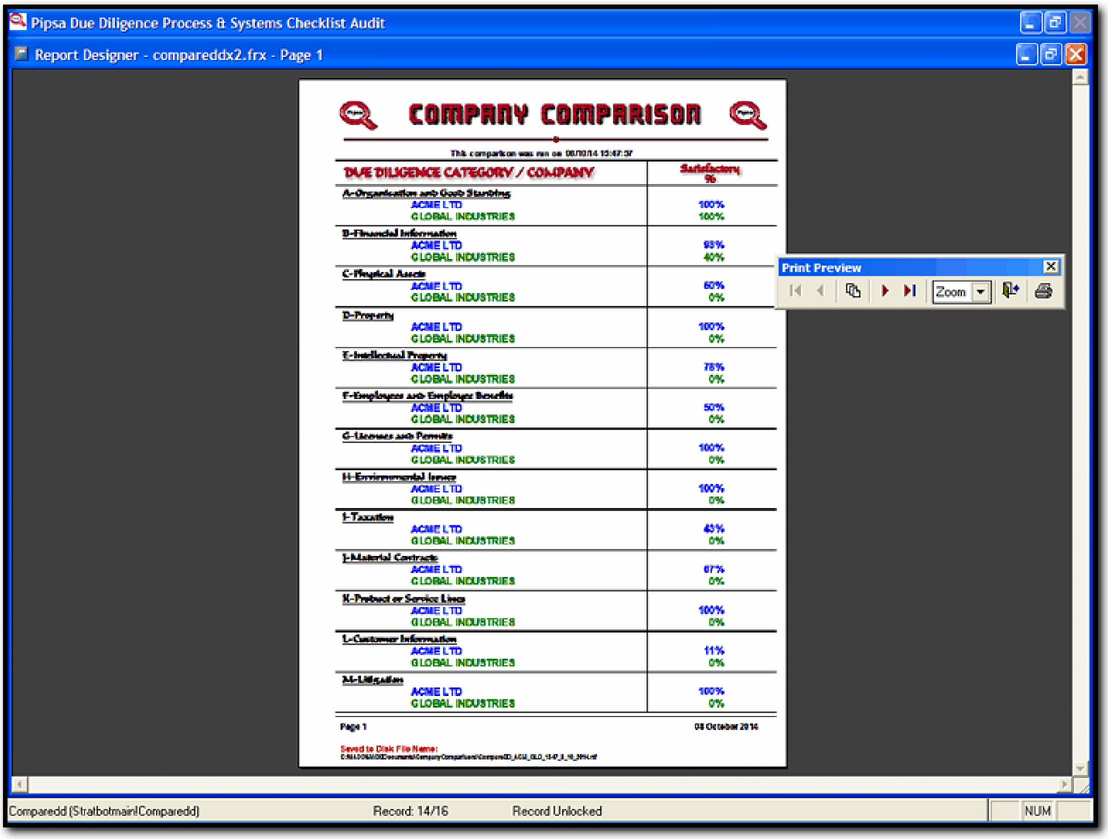
The categories are:

A-Organisation and Good Standing
B-Financial Information
C-Physical Assets
D-Property
E-Intellectual Property
F-Employees and Employee Benefits
G-Licenses and Permits
H-Environmental Issues

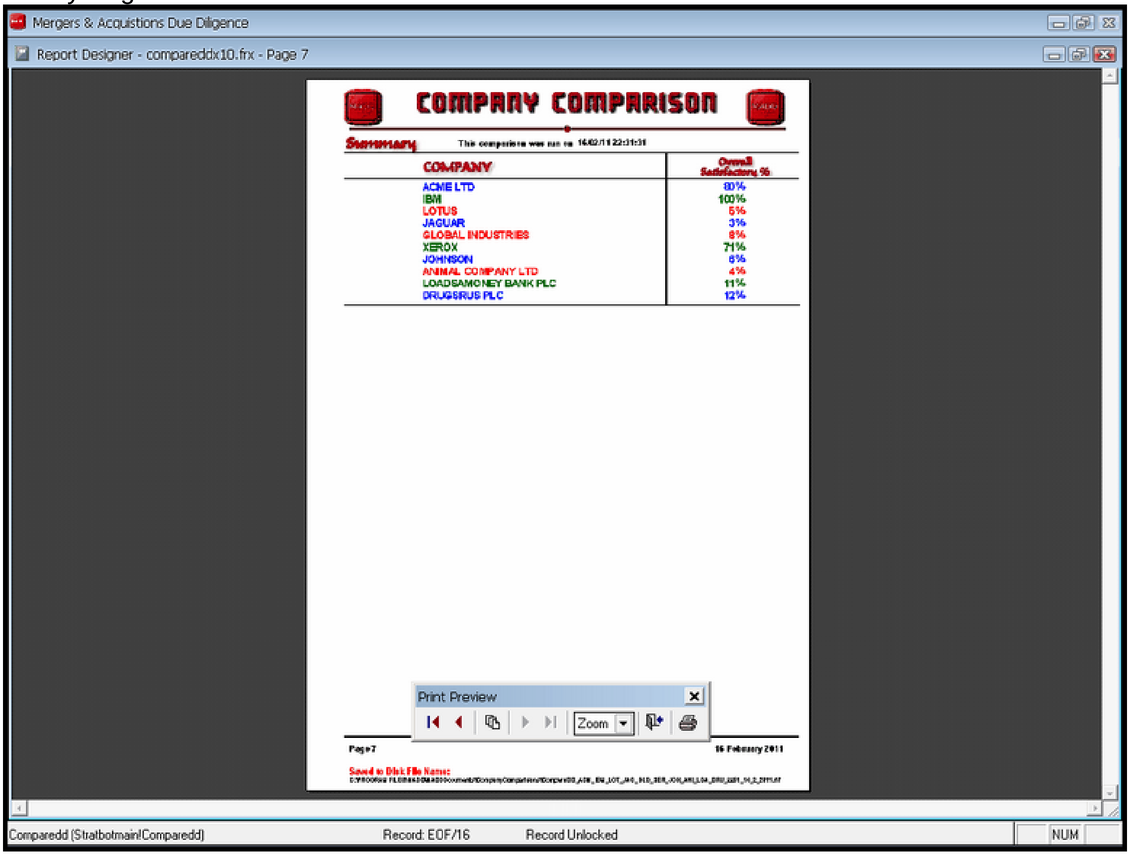
I-Taxation
J-Material Contracts
K-Product or Service Lines
L-Customer Information
M-Litigation
N-Insurance Coverage
O-Professionals
P-Articles and Publicity

The report includes a summary page at the end.

Clicking the EXIT button will return you to the Control Centre.



Summary Page



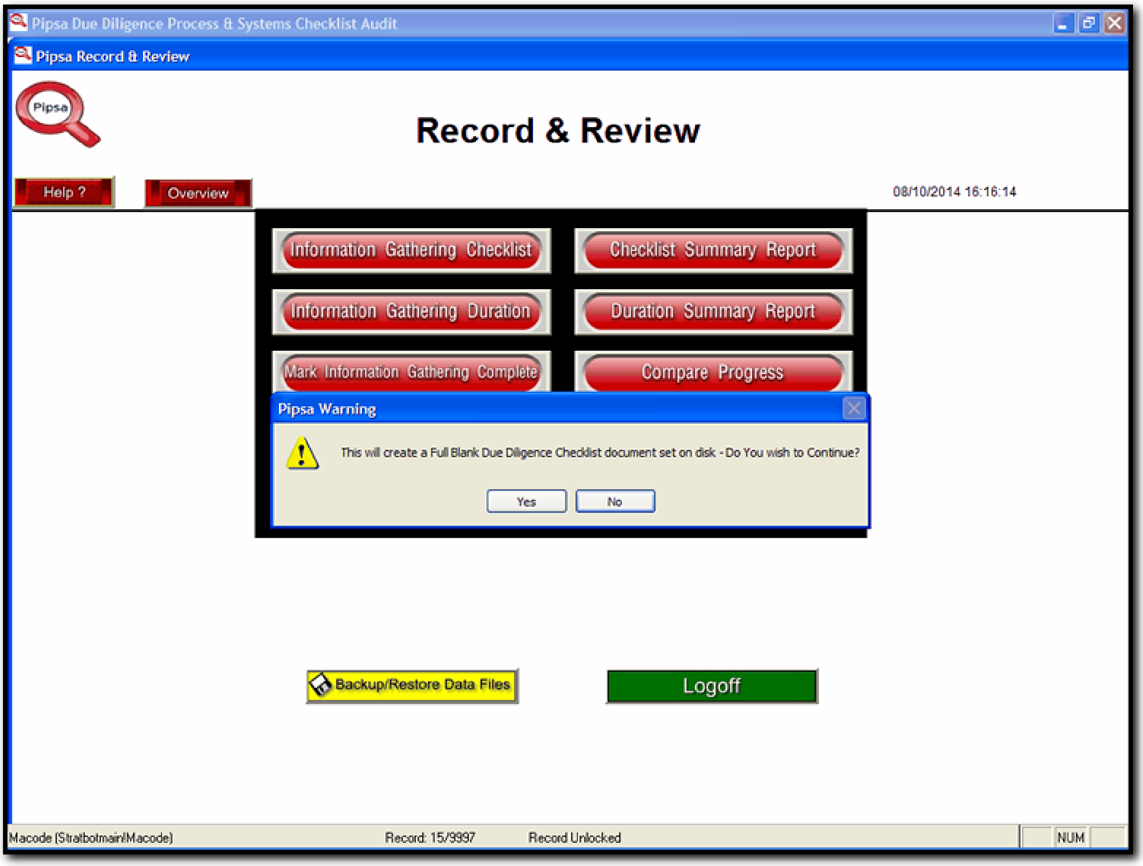
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

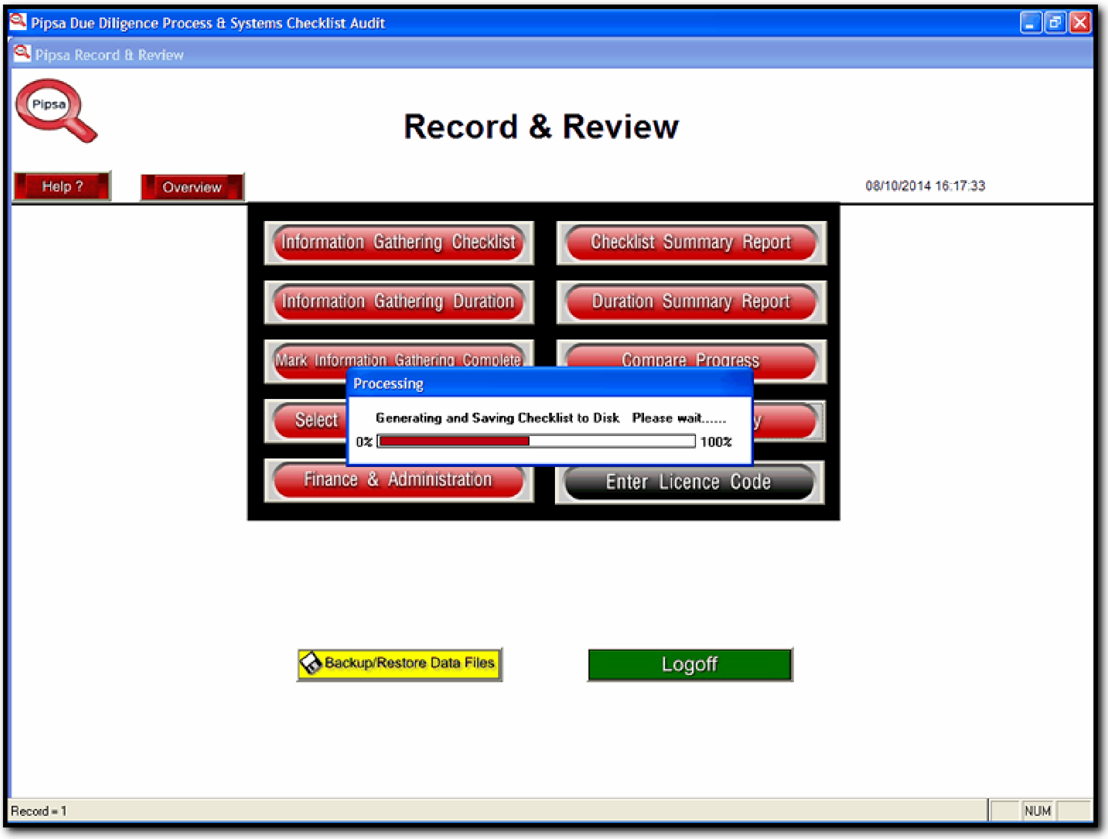
The location of the file on disk is also displayed in an informational message when you exit the report. On exiting the report you will be returned to the Control Centre.

2.11 Checklist Hardcopy

This option is used to create a Blank Information Gathering Checklist set on disk, in word processor format, which can be printed out as required and used on site to manually record progress and time spent on Information Gathering activities.

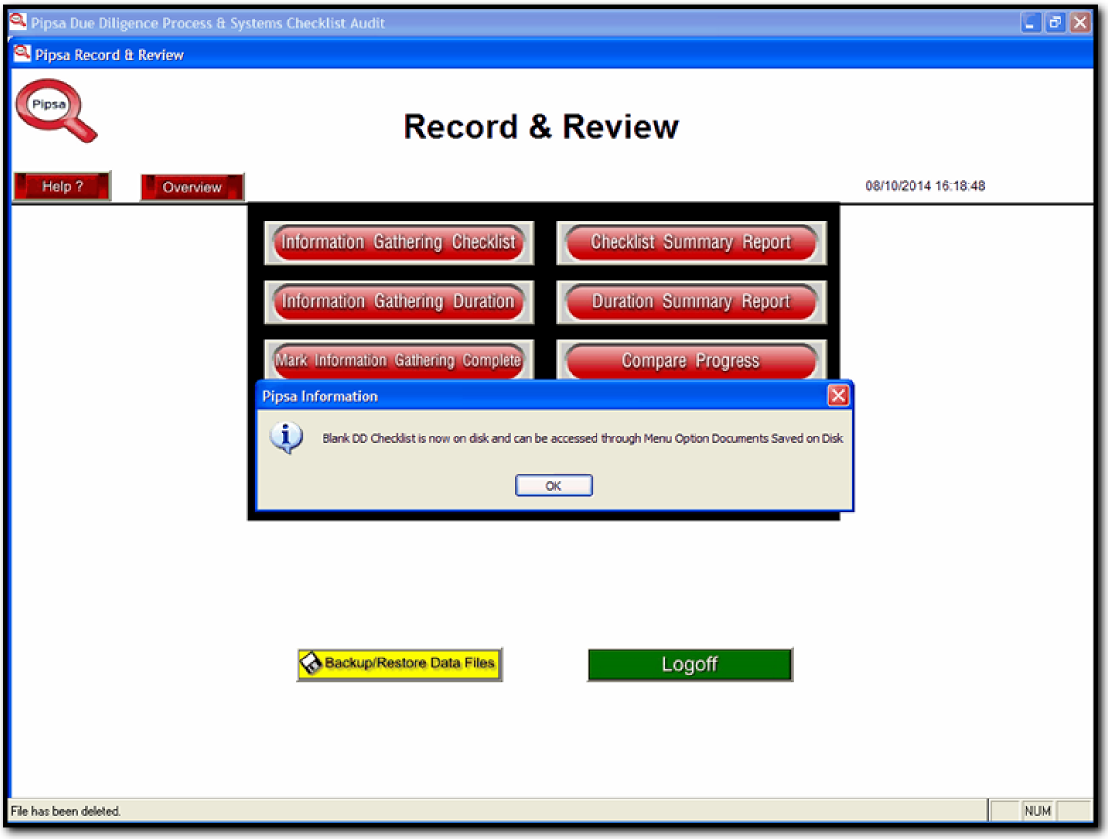


On selecting this option a message appears asking if you wish to continue. If you reply yes the following status bar appears:



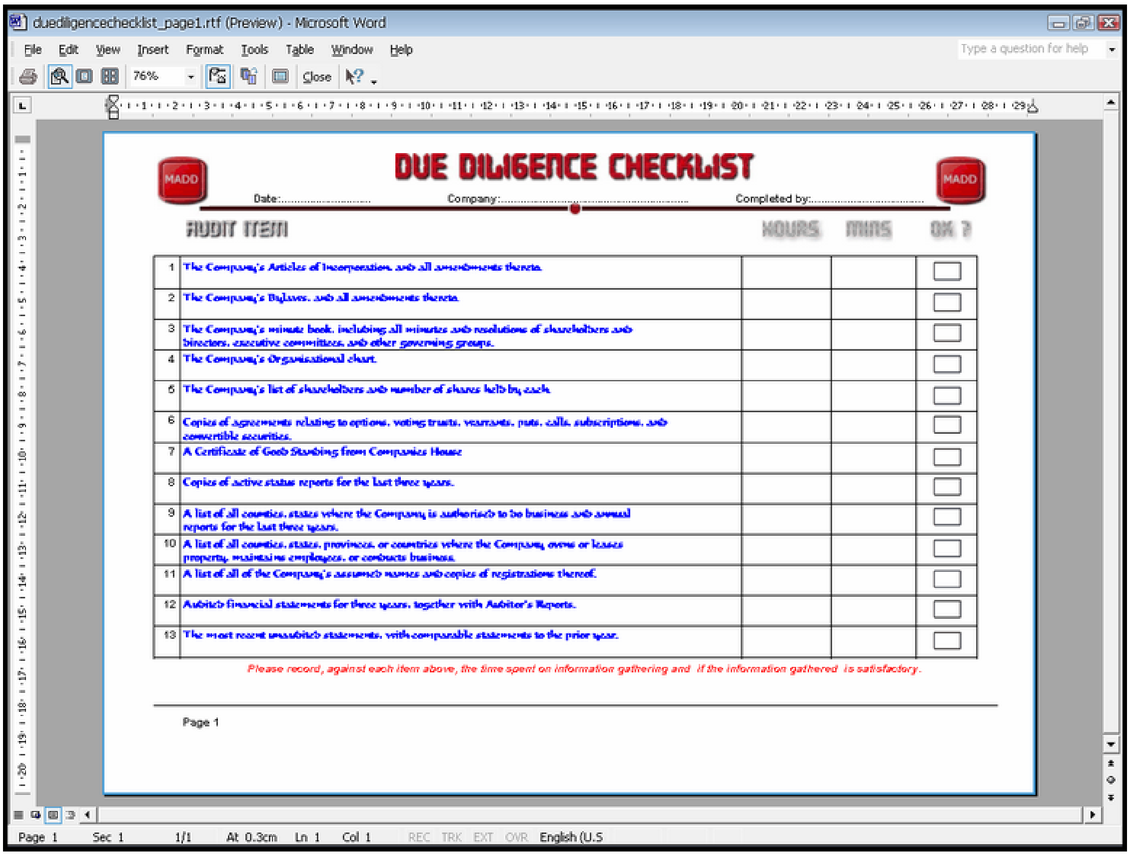
The status bar indicates the progress on creating and saving the document set to disk.

When the documents have been created and saved to disk a message appears instructing you how to access (for review or printing) these documents.



The Control Centre Menu is then re-displayed

An example document is below:



DUE DILIGENCE CHECKLIST

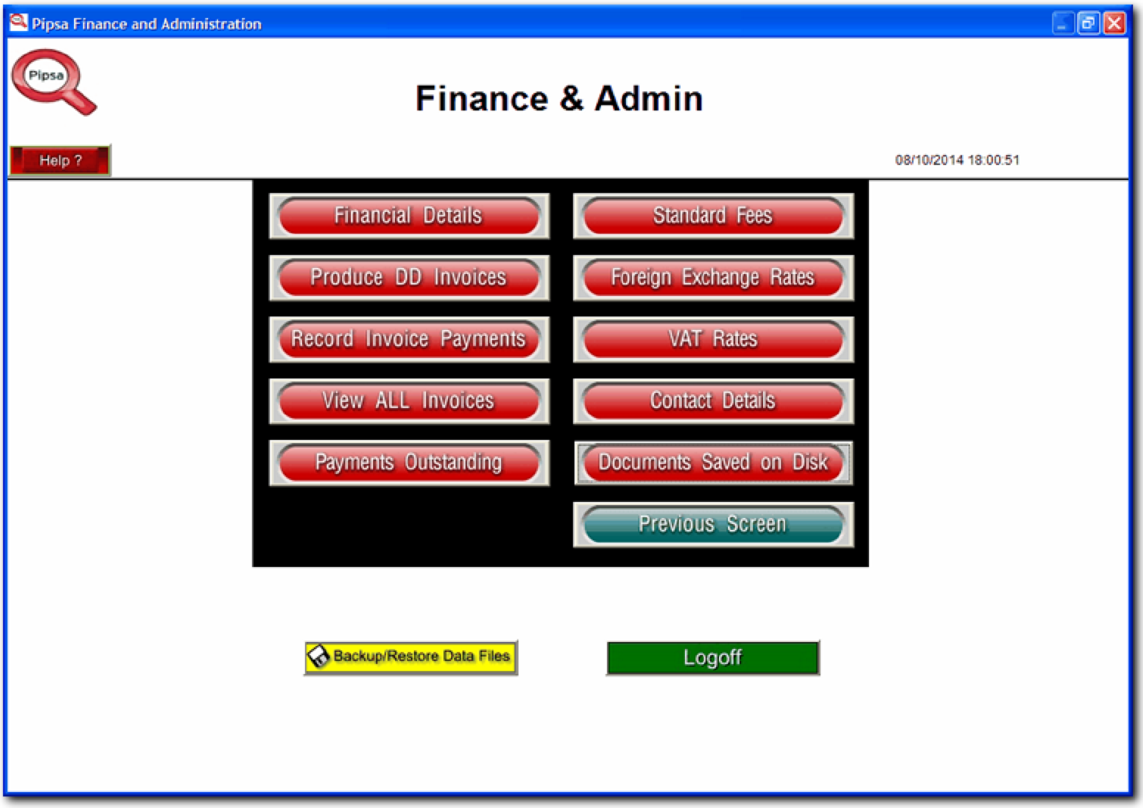
Date:........................... Company:.. Completed by:...................................

	AUDIT ITEM	HOURS	MINS	OK ?
1	The Company's Articles of Incorporation, and all amendments thereto.			
2	The Company's Bylaws, and all amendments thereto.			
3	The Company's minute book, including all minutes and resolutions of shareholders and directors, executive committees, and other governing groups.			
4	The Company's Organisational chart.			
5	The Company's list of shareholders and number of shares held by each.			
6	Copies of agreements relating to options, voting trusts, warrants, puts, calls, subscriptions, and convertible securities.			
7	A Certificate of Good Standing from Companies House			
8	Copies of active status reports for the last three years.			
9	A list of all counties, states where the Company is authorised to do business and annual reports for the last three years.			
10	A list of all counties, states, provinces, or countries where the Company owns or leases property, maintains employees, or conducts business.			
11	A list of all of the Company's assumed names and copies of registrations thereof.			
12	Audited financial statements for three years, together with Auditor's Reports.			
13	The most recent unaudited statements, with comparable statements to the prior year.			

Please record, against each item above, the time spent on information gathering and if the information gathered is satisfactory.

Page 1

2.12 Finance and Administration Menu



This is the Finance and Administration Menu. Here you have access to the following options:

FINANCIAL DETAILS. Displays the Financial Details for the selected client.
PRODUCE DD INVOICES. Accesses the Invoice Generation function.
RECORD INVOICE PAYMENTS. Accesses the Invoice Payments function.
VIEW ALL INVOICES. Displays location of ALL the invoices that are saved on disk in word processor format.
PAYMENTS OUTSTANDING. Generates a report of ALL outstanding payments for ALL Companies.
STANDARD FEES. Accesses the Standard fees maintenance function.
FOREIGN EXCHANGE RATES. Accesses the Foreign Exchange Rates Maintenance function.
VAT RATES. Accesses the VAT Rates Maintenance function.
CONTACT DETAILS. Accesses the CONTACT DETAILS MENU.
DOCUMENTS SAVED ON DISK. Displays the locations of all DD reports and documents saved on disk.
PREVIOUS SCREEN. Returns you to the Control Centre Menu.

2.13 Financial Details

Here you are presented with a Financial Summary for the currently selected company.

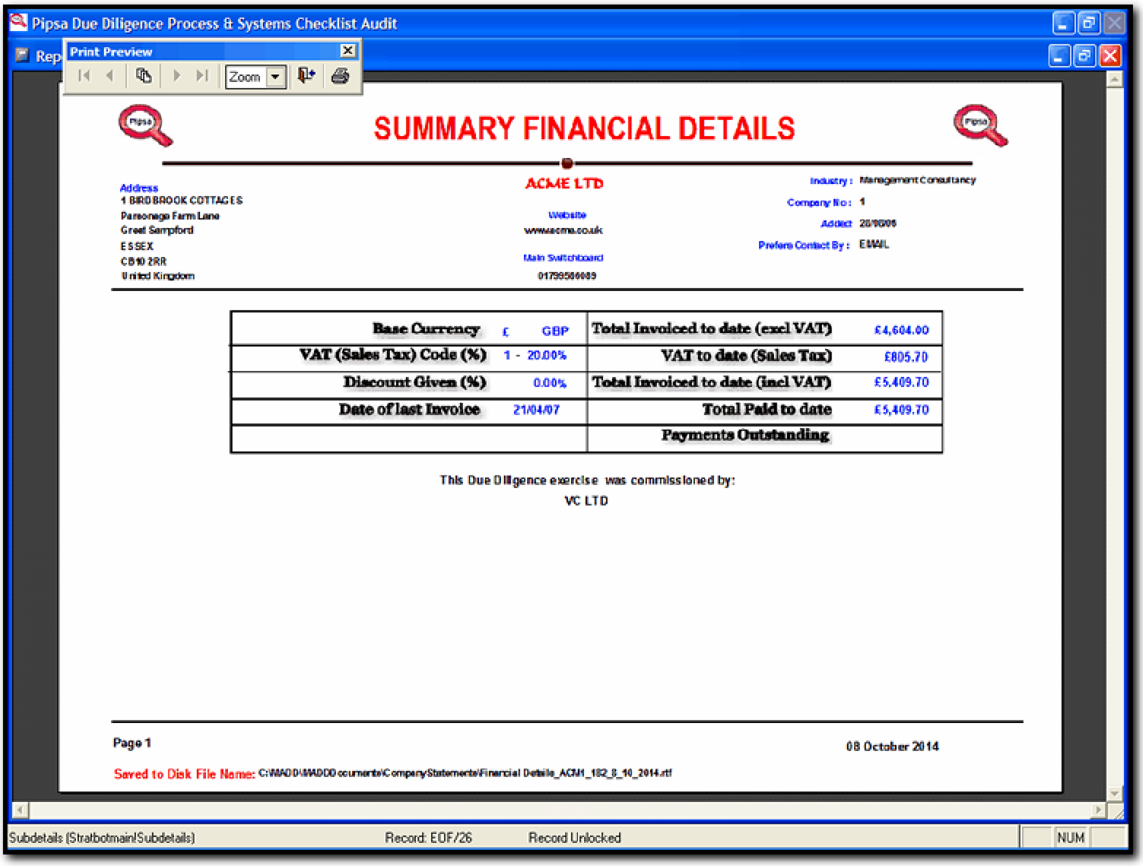
The following are displayed:

Company Number (account number)
Industry
Date Added (to file)
VAT (Sales Tax) Code
Base Currency
Any Discount Given
Date of Invoice
Total Invoiced (Excluding VAT) To Date
Total VAT
Total Invoiced (Including VAT)
Total Paid To Date
Amount Of Payments Outstanding
The client who commissioned the Due Diligence Exercise

At the bottom of the screen are 5 buttons:

DETAILS .Produces a Financial Statement Report for the selected company.
INVOICES. Produces an Invoice Summary Report.
PAYMENTS. Produces a Payment Summary Report.
OWED.   Produces a Payments Outstanding Report.
EXIT. Returns you to the Finance and Administration Menu

2.14 Financial Details Statement

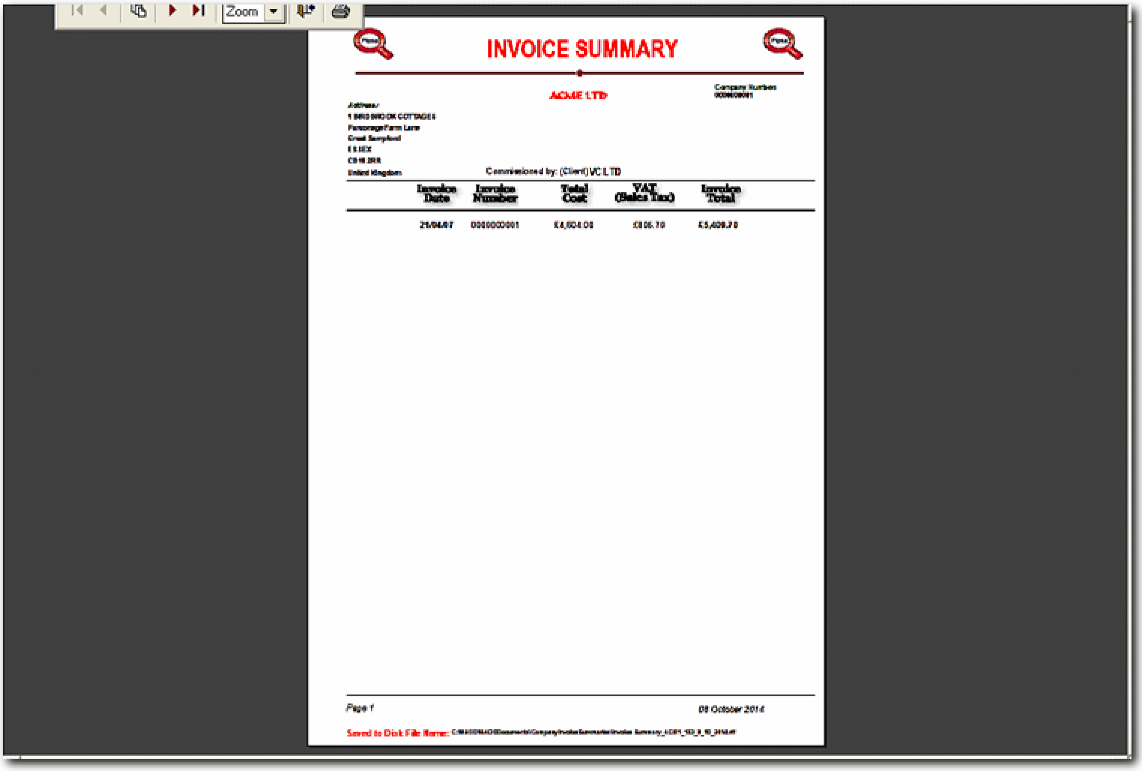


This report is the Financial Statement for the selected company.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report On exiting the report you will be returned to the Financial Details screen

2.15 Financial Details - Invoices

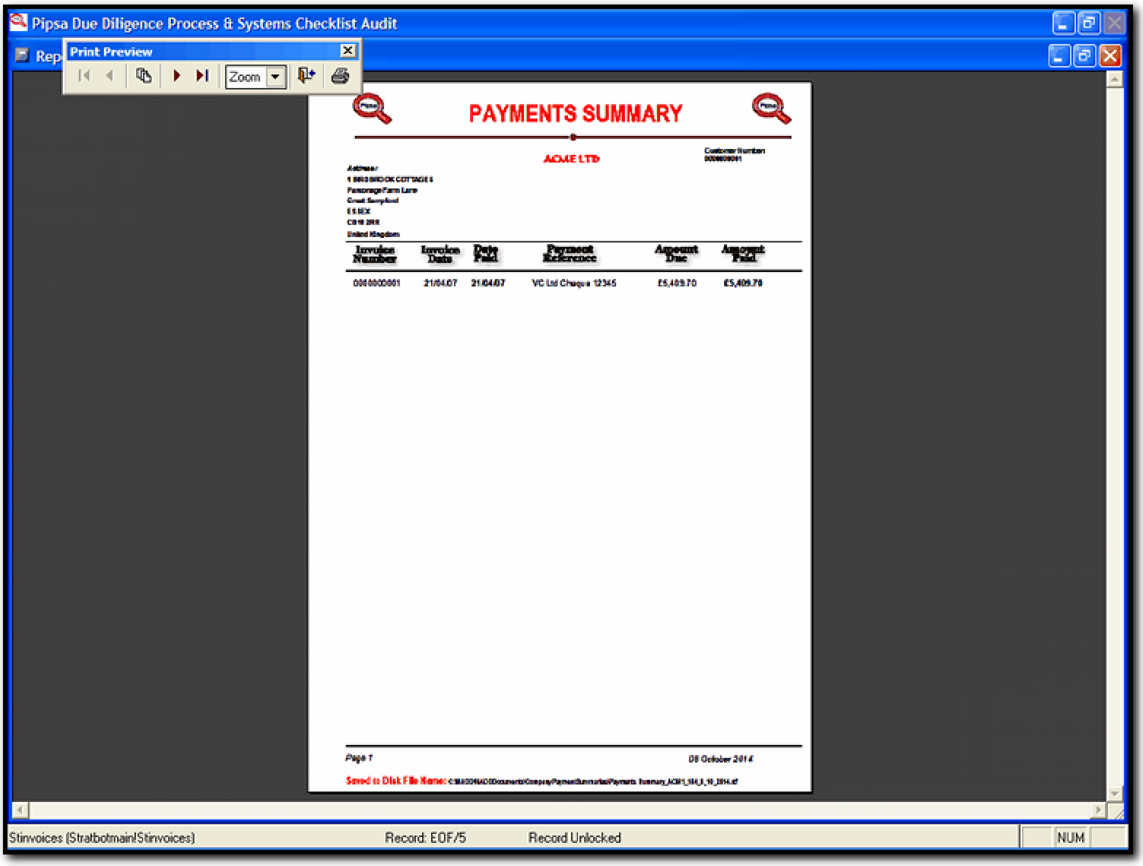


At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report

On exiting the report you will be returned to the Financial Details screen

2.16 Financial Details - Payments

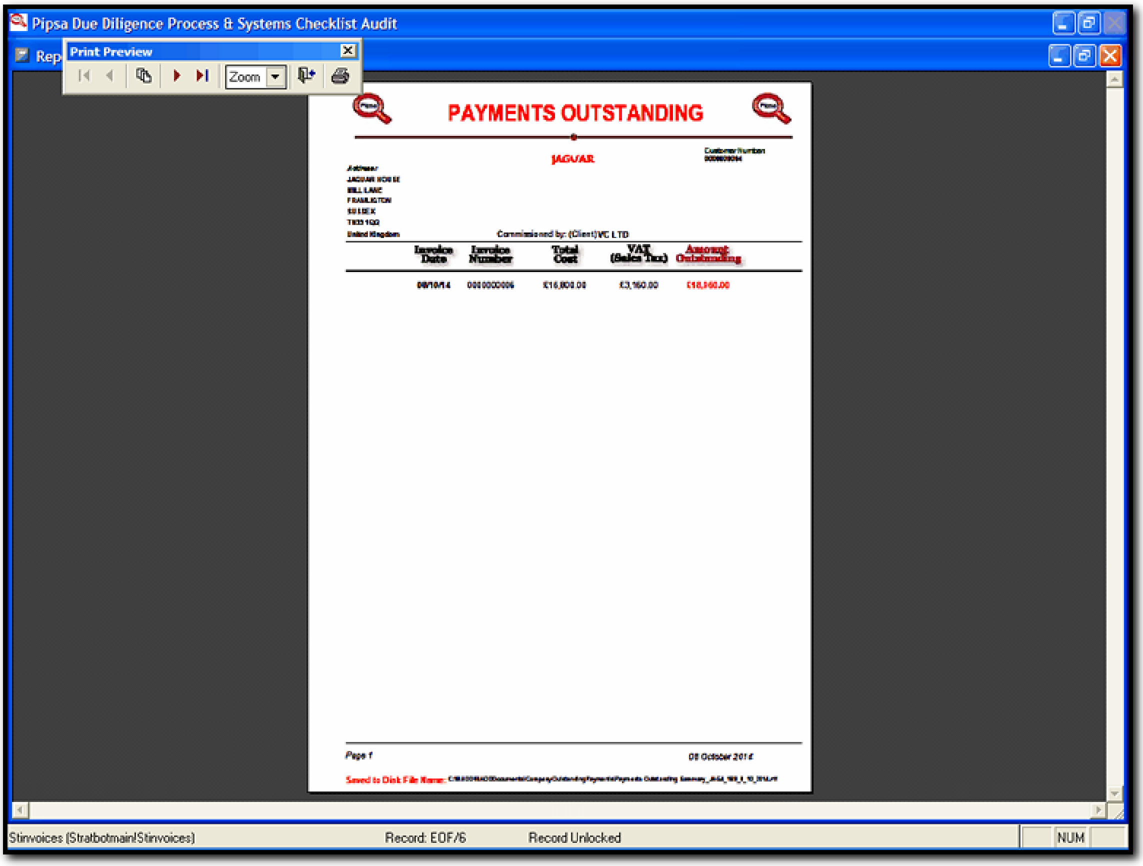


At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report

On exiting the report you will be returned to the Financial Details screen

2.17 Financial Details - Payments Outstanding

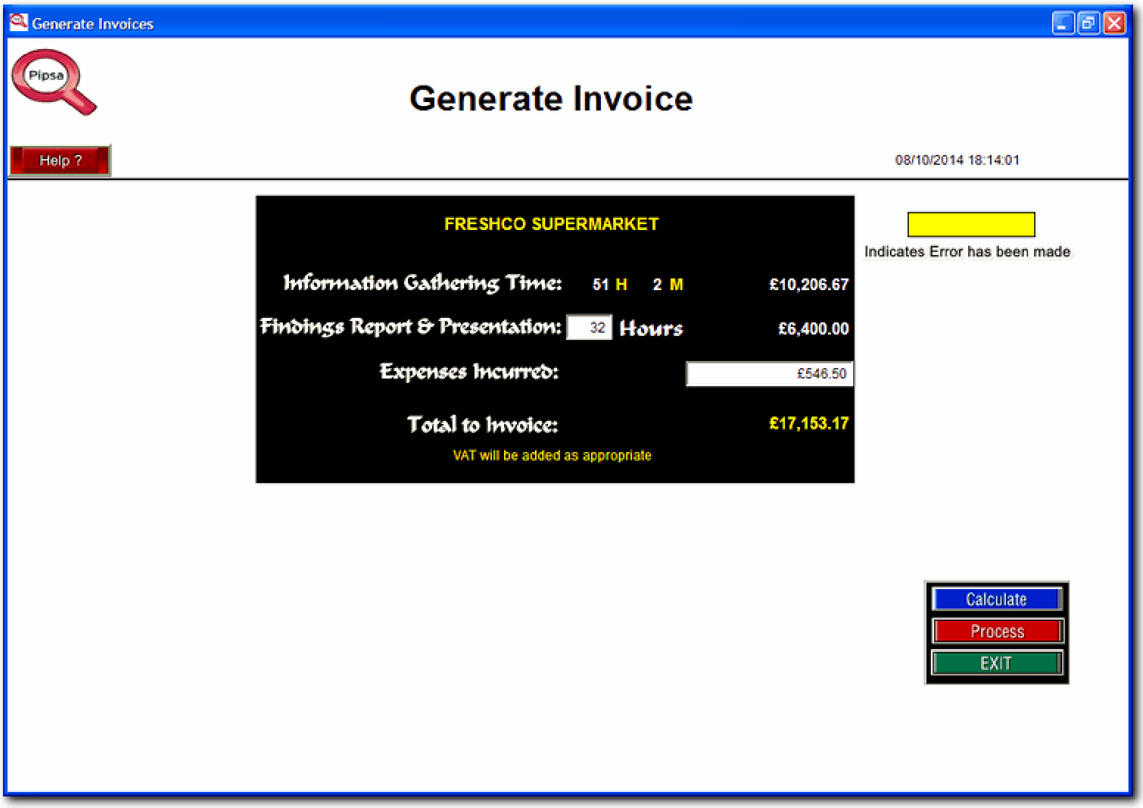


At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report

On exiting the report you will be returned to the Financial Details screen

2.18 Produce DD Invoices



This screen is used to generate an internal invoice for services performed in relation to the selected company.

* Note invoicing is only possible if the information gathering phase has been marked complete. See Mark Information Gathering Complete for details.

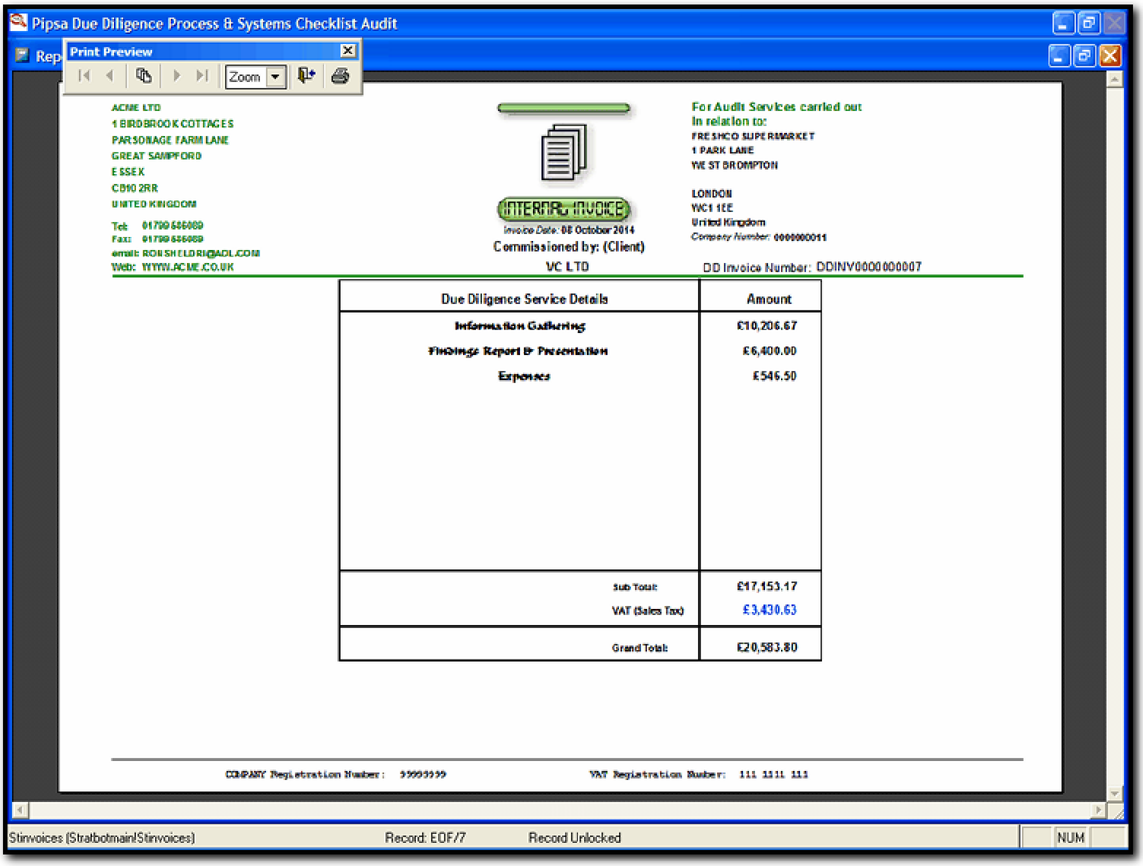
On this screen the Company name and the amount of time spent on Information Gathering are displayed.
You may input the number of hours spent on the compilation of the Due Diligence findings report and any time spent presenting these findings to the client. Any expenses incurred in the execution of the Due Diligence exercise may also be entered.

When you have completed your input you should click the Calculate button located at the bottom left-hand side of the screen. The system will calculate the Total figure to invoice. (If VAT is relevant to the selected client this will be included in the invoice.)

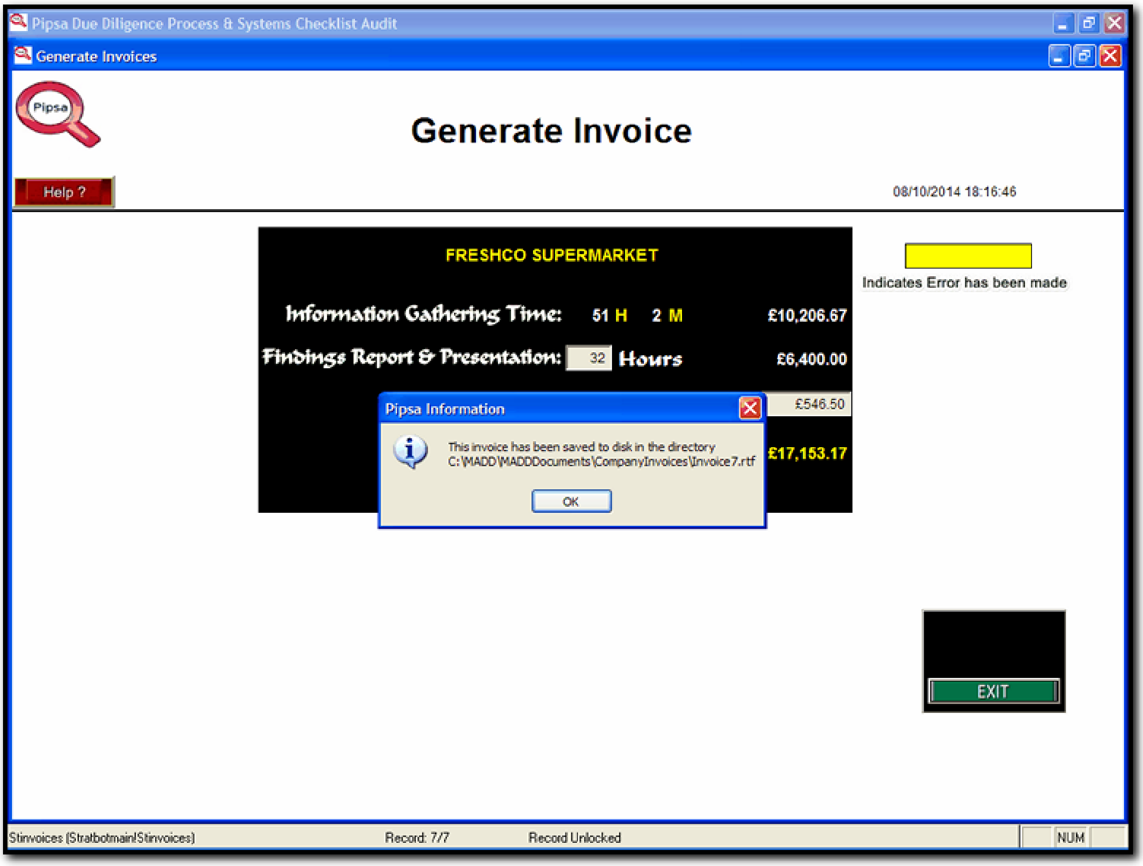
Once you have checked this figure you should click the process button.

The Invoice will then be generated and displayed on screen, where you may print a hardcopy by use of the print preview bar provided.

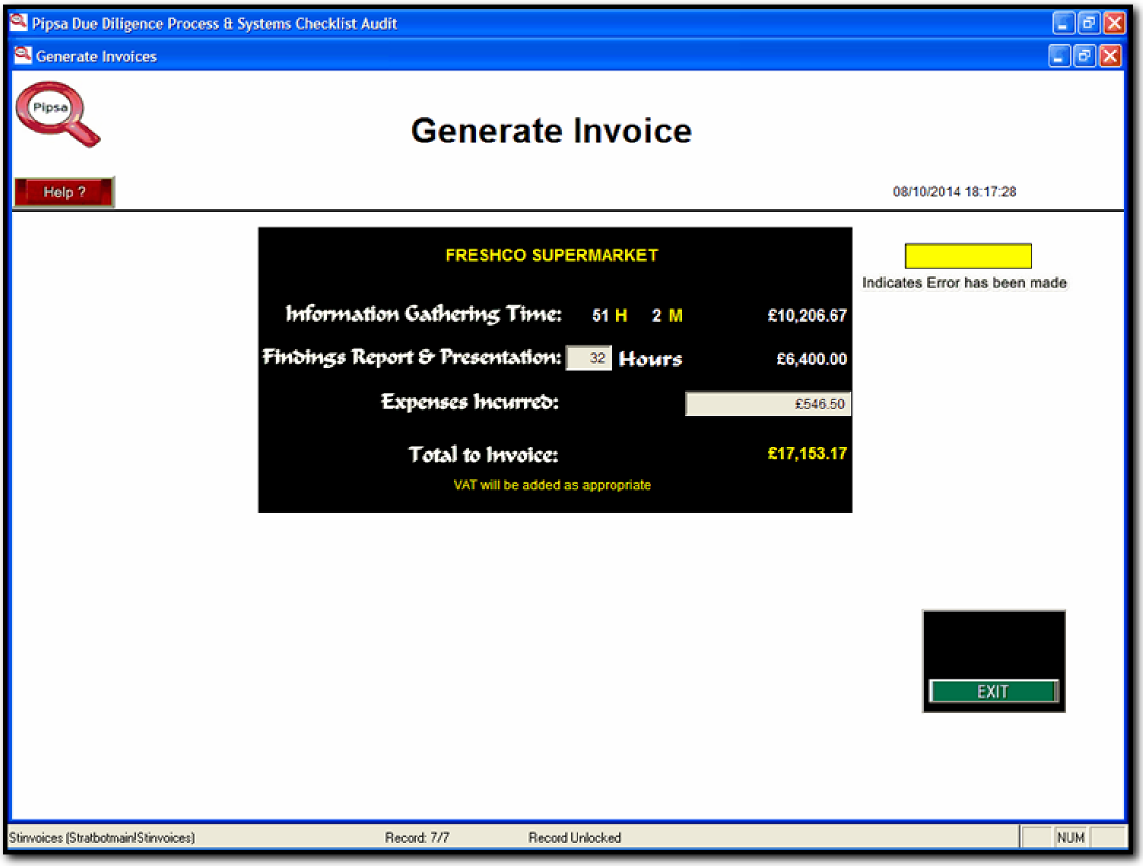
If the company has a base currency other than Sterling (GBP) the amount due in their local currency will also be displayed on the invoice, along with the exchange rate used (This is for information purposes only)



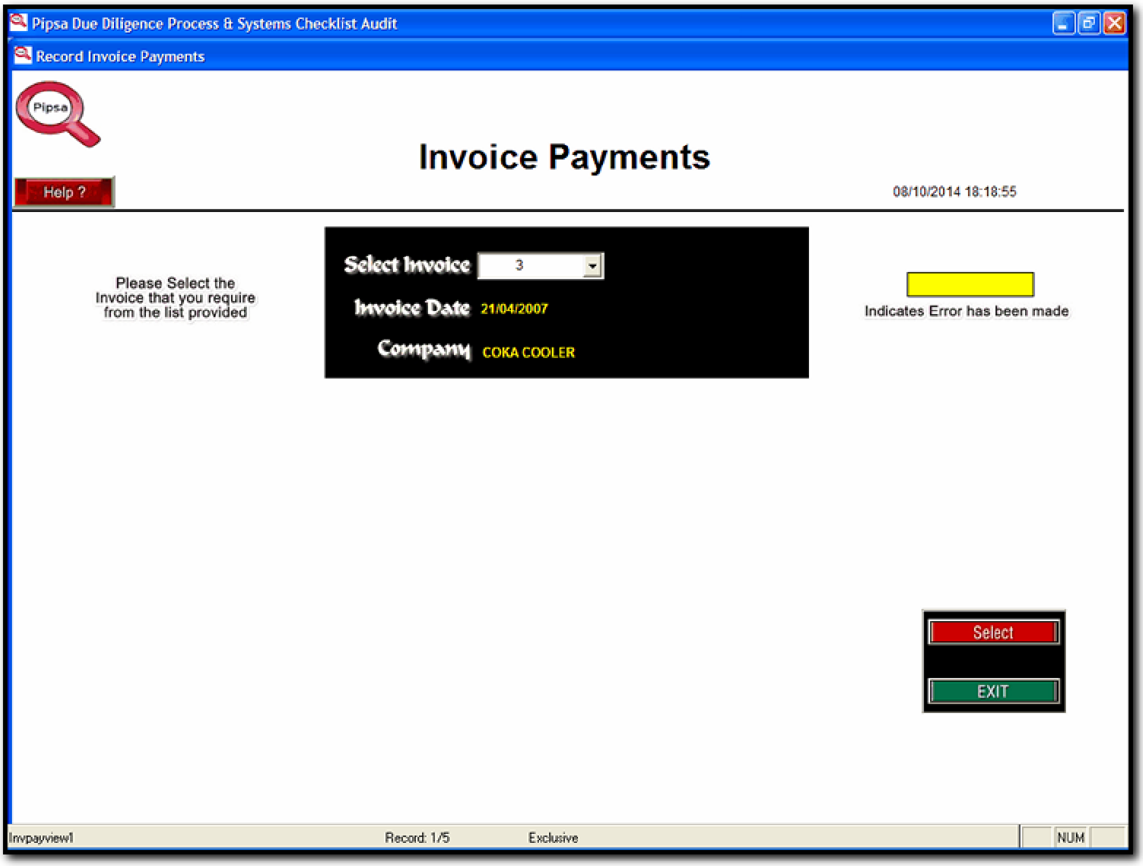
On exiting from the invoice displayed on screen the following message is displayed , which gives details of the location and name of the Invoice file saved to disk in word processor format.



You are then returned to the initial screen and should click the exit button to return to the Finance and Administration Menu.



2.19 Record Invoice Payments

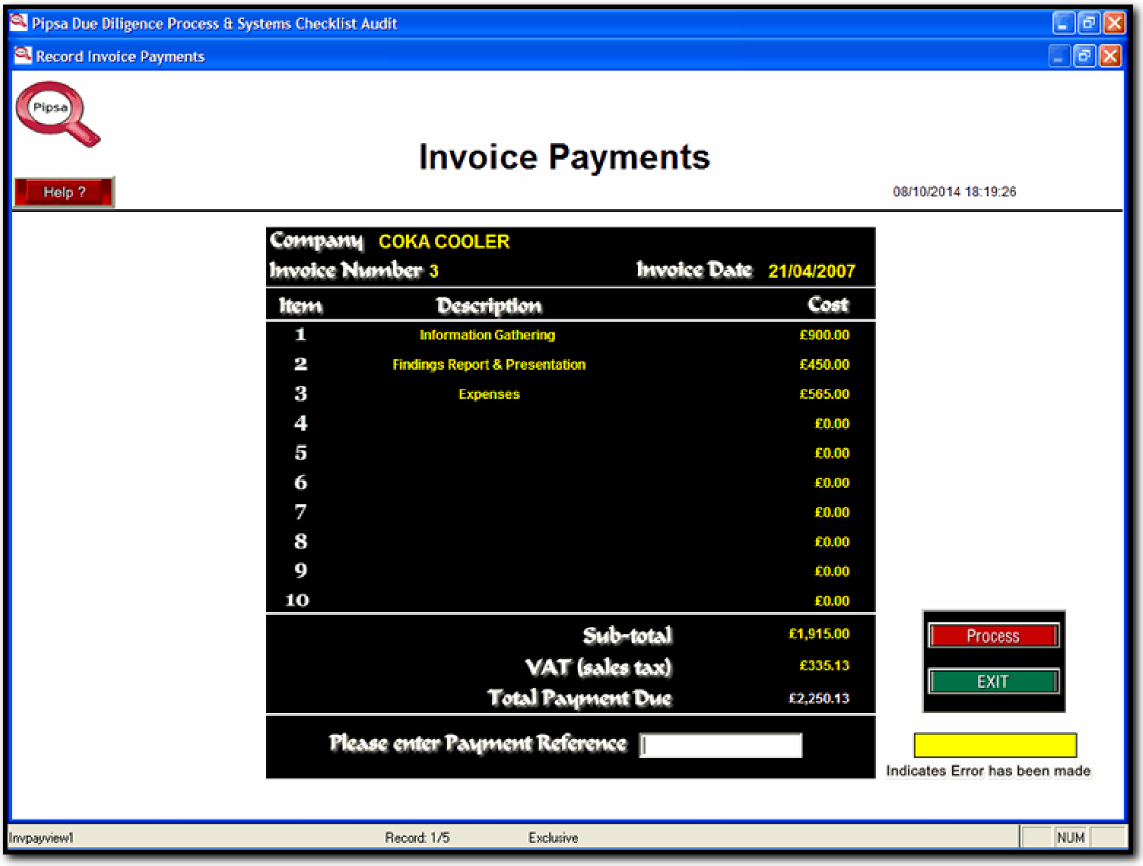


Here you can record payments made against invoices. You must select the invoice to process from a drop down list. This list only contains Invoices that are unpaid.

The Invoice Date and Company are displayed. If you wish to return to the Finance and Administration Menu you should click the Exit button

If you wish to record the payment of the Invoice your should click the Select button.

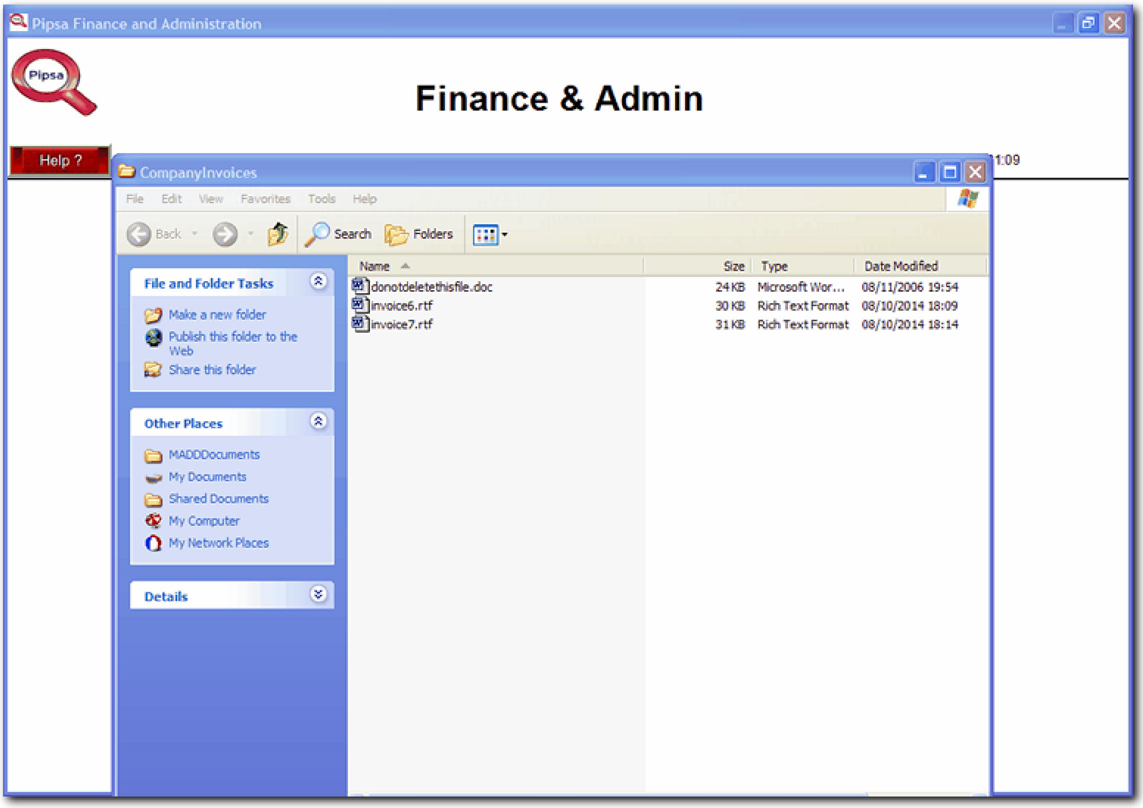
The following screen is displayed:



Here the details of the selected invoice are displayed for reference. You should enter a payment reference and then click the Process button to confirm payment. Clicking the Exit button will return you to the Finance and Administration Menu.

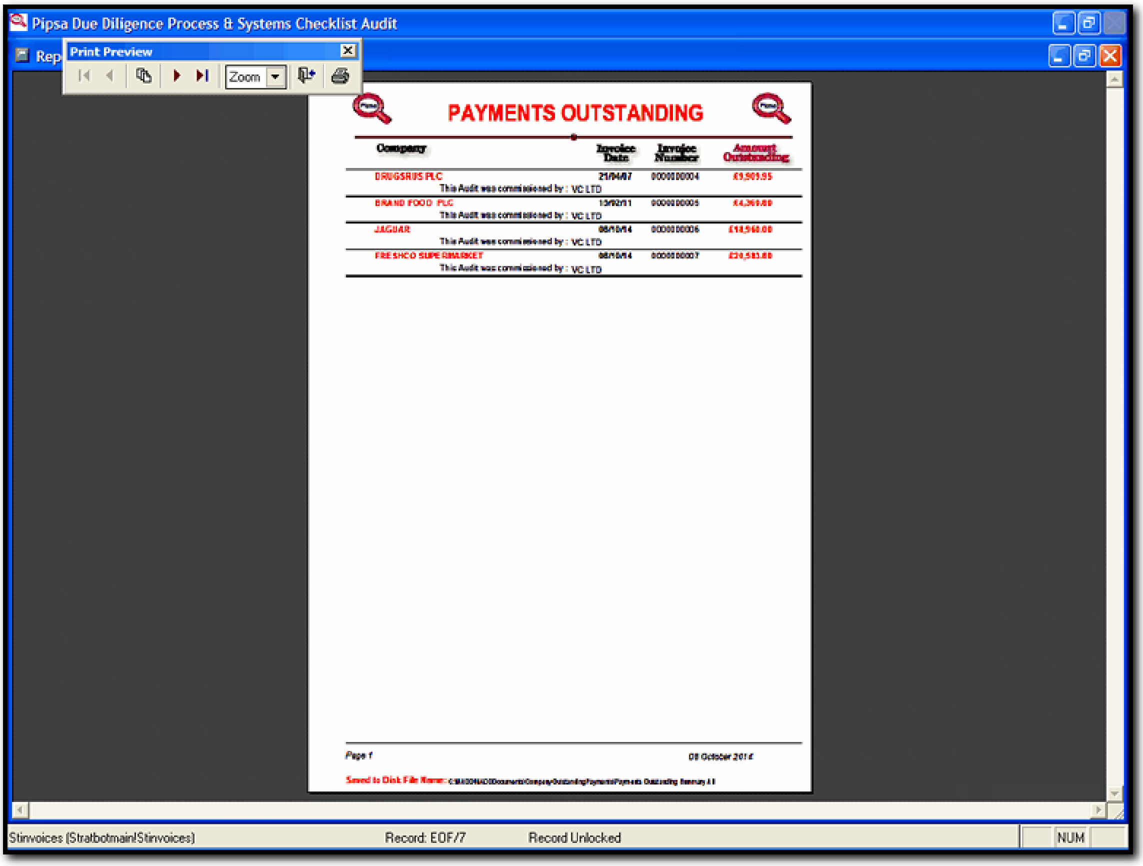
2.20 View ALL Invoices

On selection of this option a pop-up window appears and provides a directory listing of all the Invoice files saved on disk. By double-clicking on a file, the file will be opened for review using your default word processing package.



This pop-up window can be closed by clicking File, then Close from the Menu options at the top of the pop-up window.

2.21 Payments Outstanding



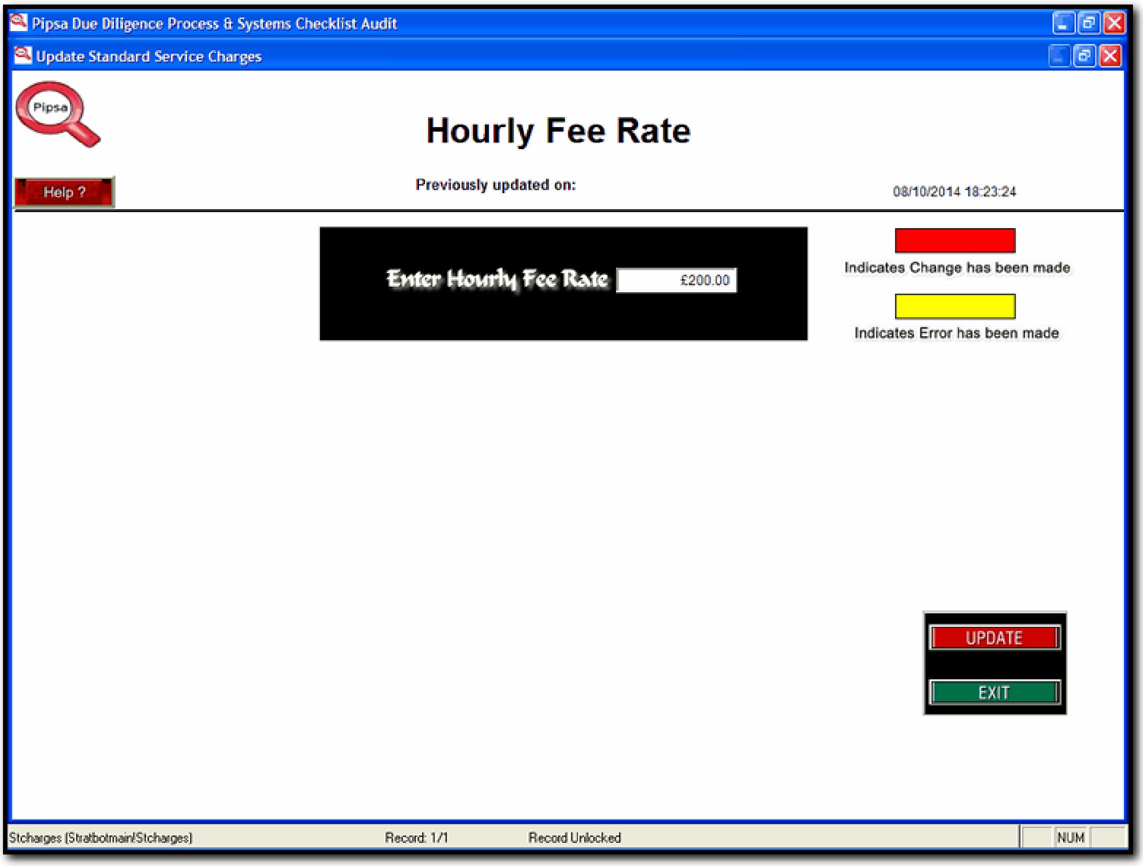
This report identifies ALL the payments outstanding.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report

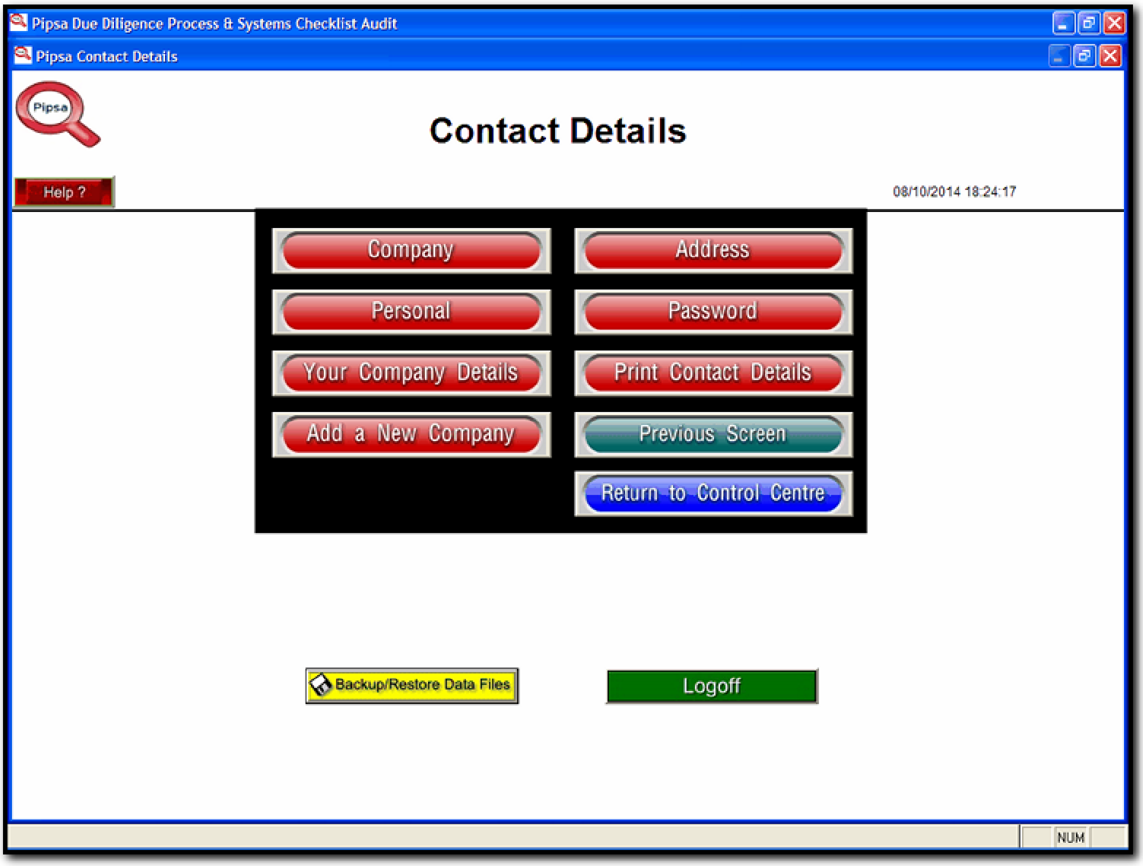
On exiting the report you will be returned to the Finance and Administration Menu.

2.22 Standard Fees



Here you may update the hourly fee rate you charge clients for Due Diligence services. When you have changed the amount you should click the update button. To return to the Finance and Administration Menu click the Exit button.

2.23 Contact Details Menu



This Menu is used to maintain details of Company names, addresses and contacts.

The following options are available for selection:

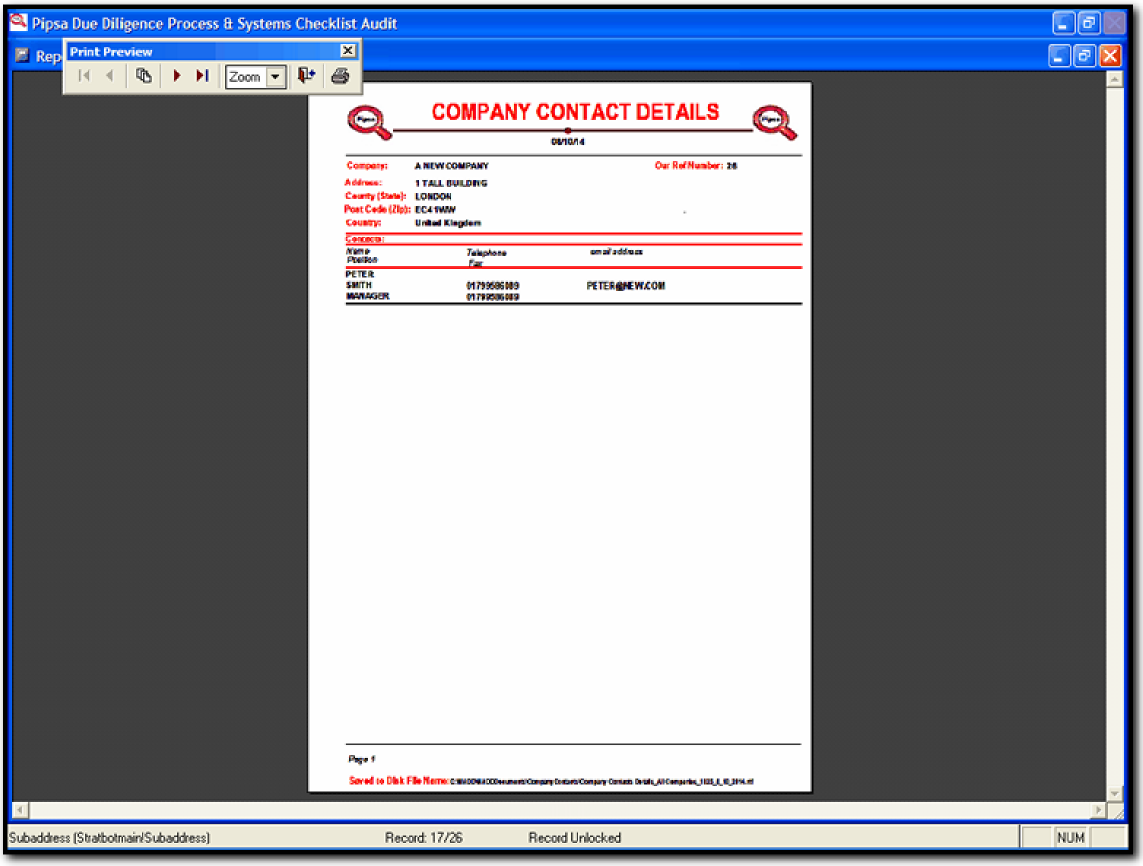
COMPANY. Allows maintenance of base Due Diligence Company details.
PERSONAL. Allows maintenance of Personal Contacts for Due Diligence Company.
YOUR COMPANY DETAILS. Allows maintenance of your own company details.
ADD A NEW COMPANY. Allows a New Due diligence Company to be set up.
ADDRESS. Allows maintenance of address details for Due Diligence Company.
PASSWORD. Allows you to change your system sign on password.
PRINT CONTACT DETAILS. Produces a report of Due Diligence company contacts.
PREVIOUS SCREEN. Returns to the Finance and Administration Menu.
RETURN TO CONTROL CENTRE. Returns you to the Control Centre Menu.

2.24 Print Contact Details

When this option is selected you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)

The report contains all the Address and contact details for all Due Diligence Companies.

An example of this report is below:



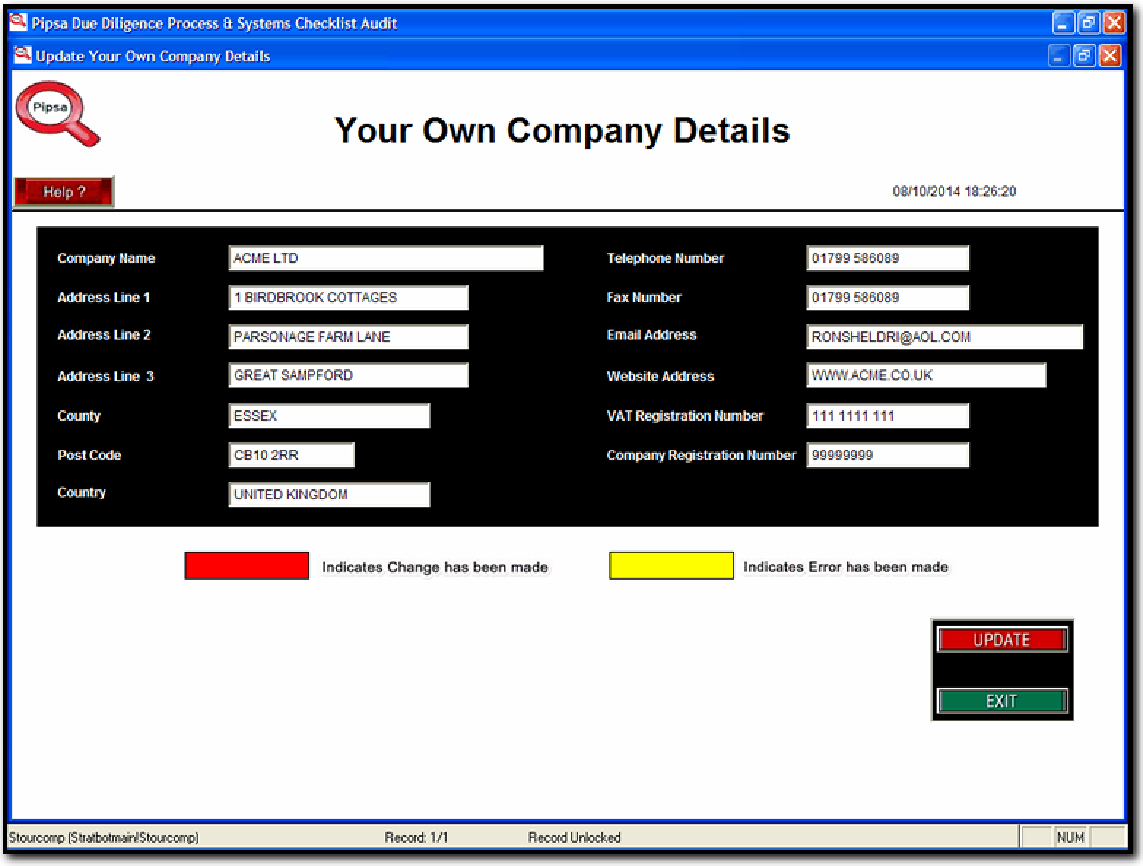
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

On exiting the report the Contact Details Menu will be re-displayed.

2.25 Your Company Details



This screen is used for the Maintenance of your own Company details.

You can update data in any of the following fields:

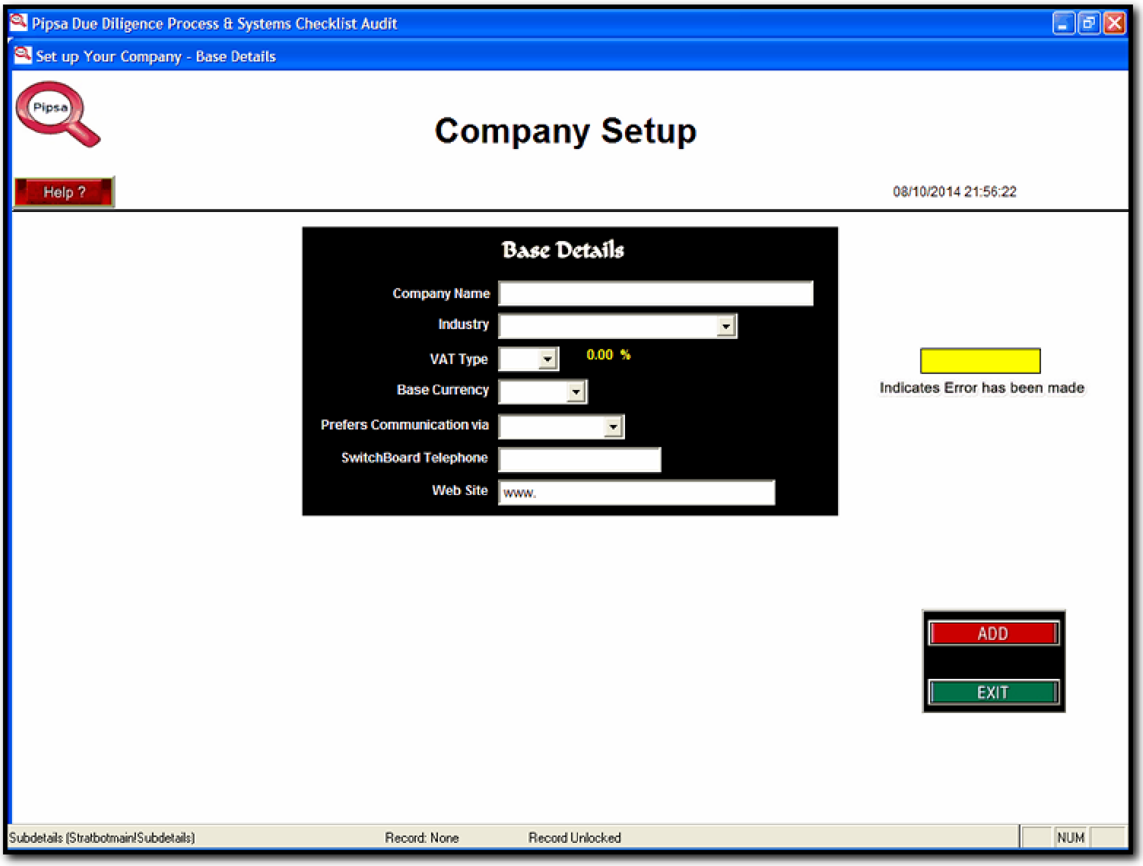
Company Name*
Address line 1*
Address line 2
Address line 3
County*
Post Code*
Country*
Telephone Number*
Fax Number*
Email address*
Website Address*
VAT Registration Number*
Company Registration Number*

* Should any of these be blank an error message will be generated and the original value will be restored to the field.

Once you have made the necessary changes you should press the Update key and the record will be updated and a message will be displayed indicating success.

When you wish to exit, you should click the Exit button and you will be returned to the Contact Details Menu.

2.26 Add a New Company



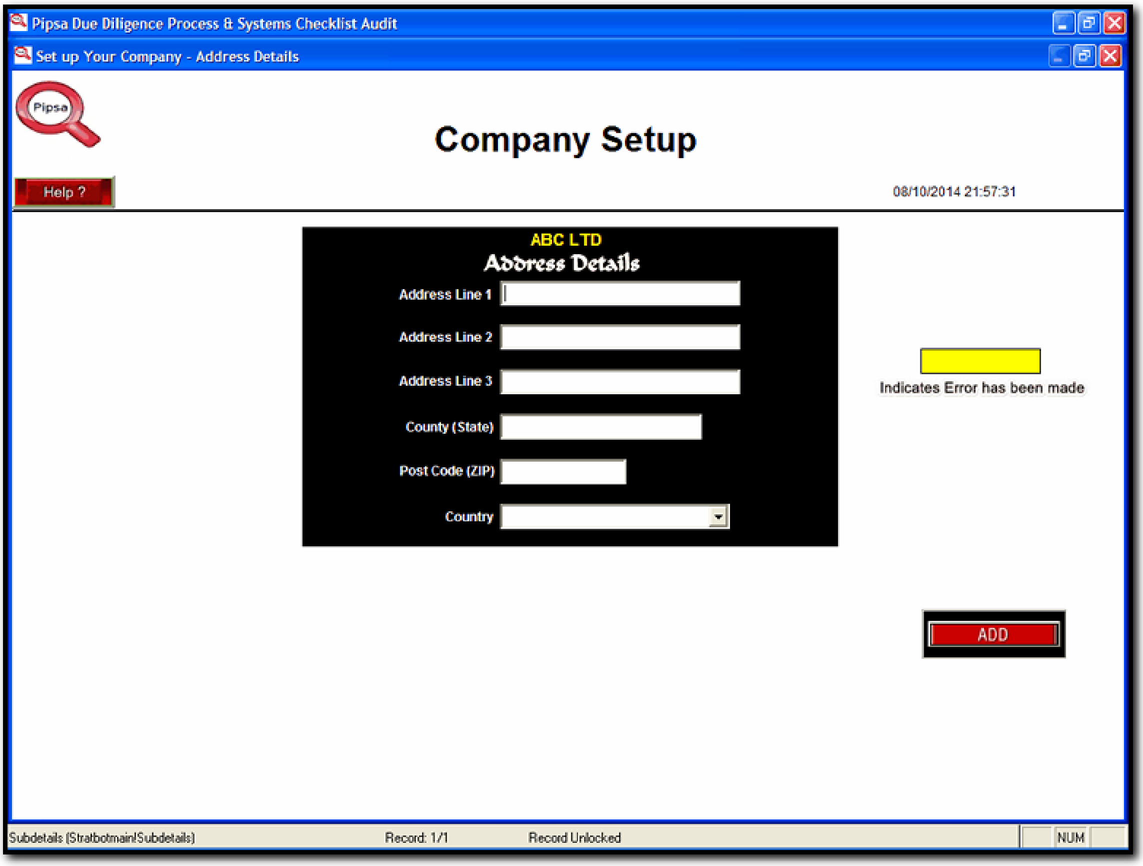
This option allows you to add a new due Diligence company.

You must enter the Following Details:

COMPANY NAME
INDUSTRY (Selection from Drop down selection List)
VAT TYPE (Selection from Drop down selection List)
BASE CURRENCY (Selection from Drop down selection List)
DISCOUNT GIVEN (If any)
PREFERRED COMMUNICATION METHOD (Selection from Drop down selection Listt)
SWITCHBOARD TELEPHONE NUMBER
WEB SITE ADDRESS
CLIENT (commissioning the Due Diligence Exercise)

Clicking the Exit button returns you to the Contact Details Menu.

When input is complete you should click the Add button and the following screen will be displayed:

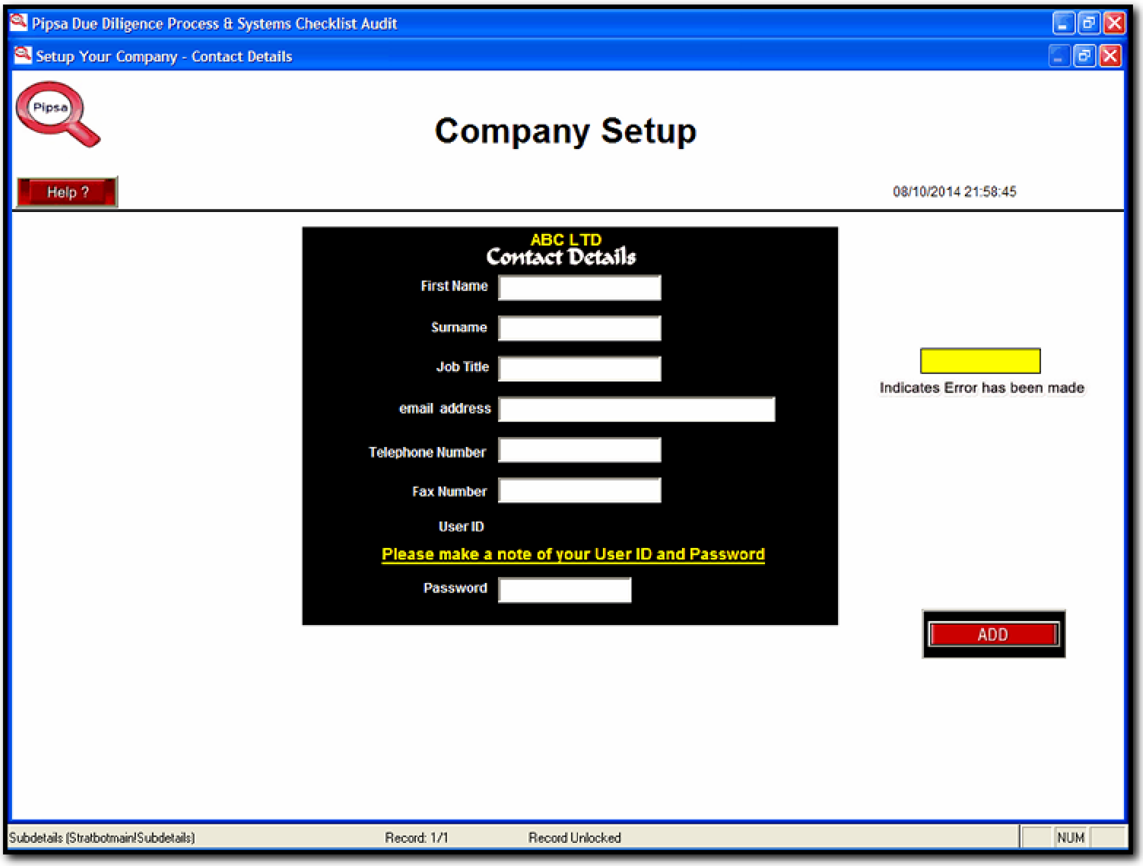


Here you must complete the ADDRESS (Location details) of the new company.

The following fields must be completed:

ADDRESS LINE 1 (Mandatory)
ADDRESS LINE 2
ADDRESS LINE 3
COUNTY (STATE) (Selection from Drop Down Selection List) (Mandatory)
POST CODE (ZIP) (Mandatory)
COUNTRY(Selection from Drop Down Selection List) (Mandatory)

When input is complete you should click the Add button and the following screen will be displayed:



Here you must enter details of the main contact at the company.

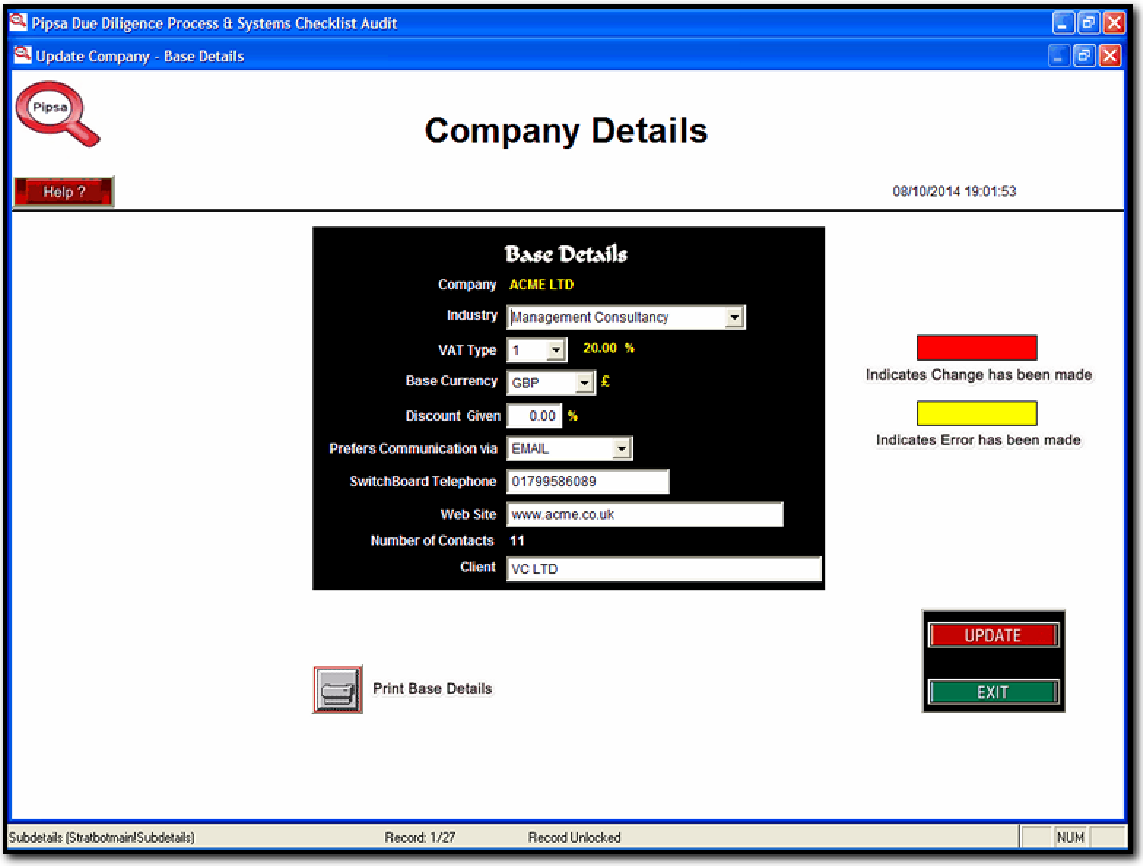
The following fields must be completed:

FIRST NAME (Mandatory)
SURNAME (Mandatory)
JOB TITLE
EMAIL ADDRESS
TELEPHONE NUMBER (Mandatory)
FAX NUMBER

When input is complete you should click the Add button, a message will appear indicating success and you are then returned to the initial screen of the function, where you may add another NEW Company.

Clicking the Exit button on the initial screen will return you to the Contact Details Menu.

2.27 Update Company Base Details



This option allows you to update the base details of the selected company.

You can update the following Details:

INDUSTRY (Selection from Drop Down Selection List)
VAT TYPE (Selection from Drop Down Selection List)
BASE CURRENCY (Selection from Drop Down Selection List)
DISCOUNT GIVEN (If any)
PREFERRED COMMUNICATION METHOD (Selection from Drop Down Selection List)
SWITCHBOARD TELEPHONE NUMBER
WEB SITE ADDRESS
CLIENT

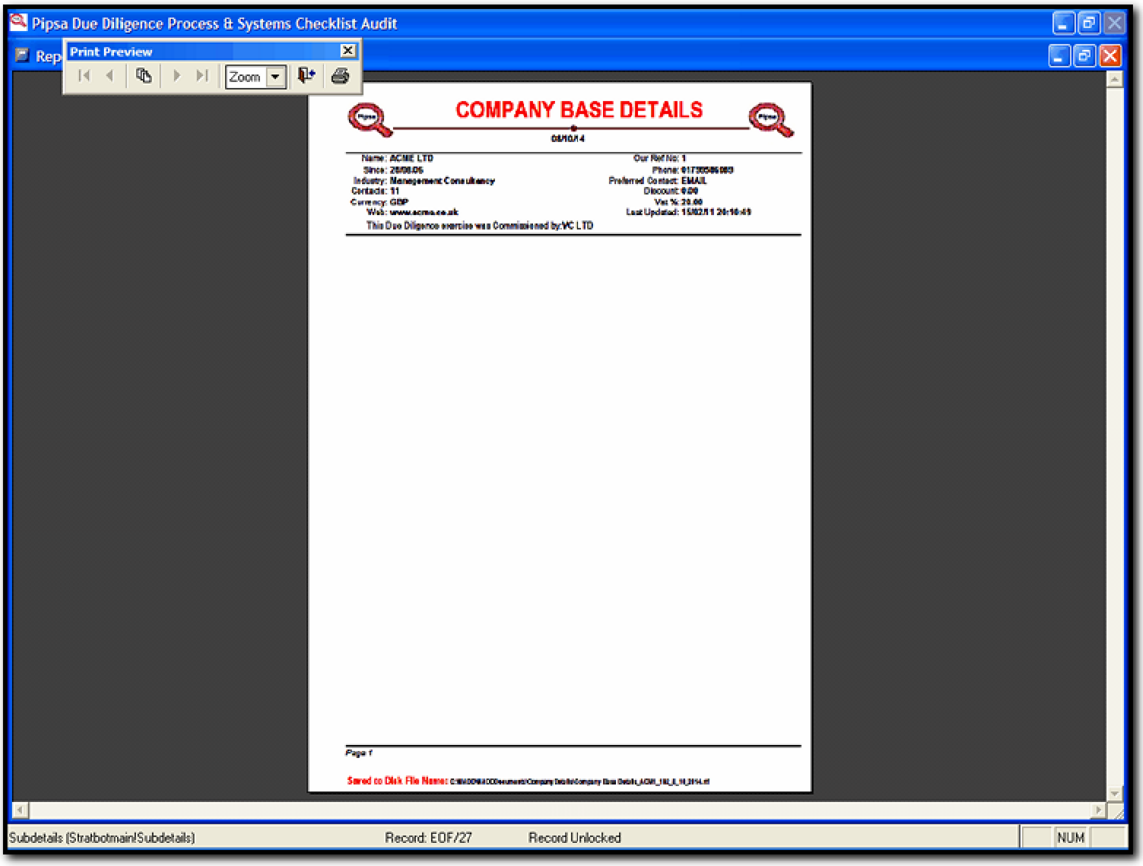
The number of Personal Contacts for this company is also shown.

When you have made the changes necessary you should click the Update button.

A Print Button is located just below the input fields which allows you to produce a report of the currency exchange rates currently on file.

When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)

An example of this report is below:



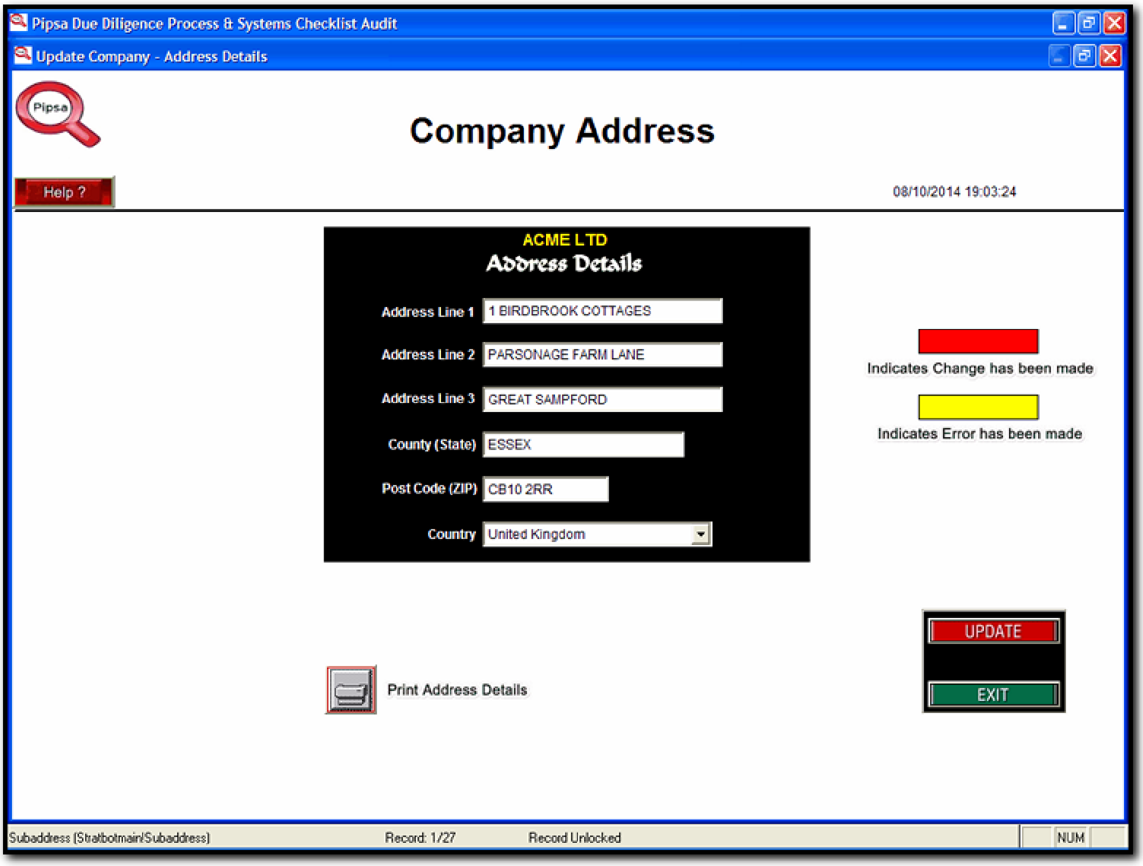
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

Clicking the Exit button will return you to the Contact Details Menu.

2.28 Update Company Address Details



Here you can update the ADDRESS (Location details) of the selected company.

The following fields can be updated:

ADDRESS LINE 1 (mandatory)
ADDRESS LINE 2
ADDRESS LINE 3
COUNTY (STATE) (Selection from Drop Down Selection List) (Mandatory)
POST CODE (ZIP) (Mandatory)
COUNTRY (Selection from Drop Down Selection List) (Mandatory)

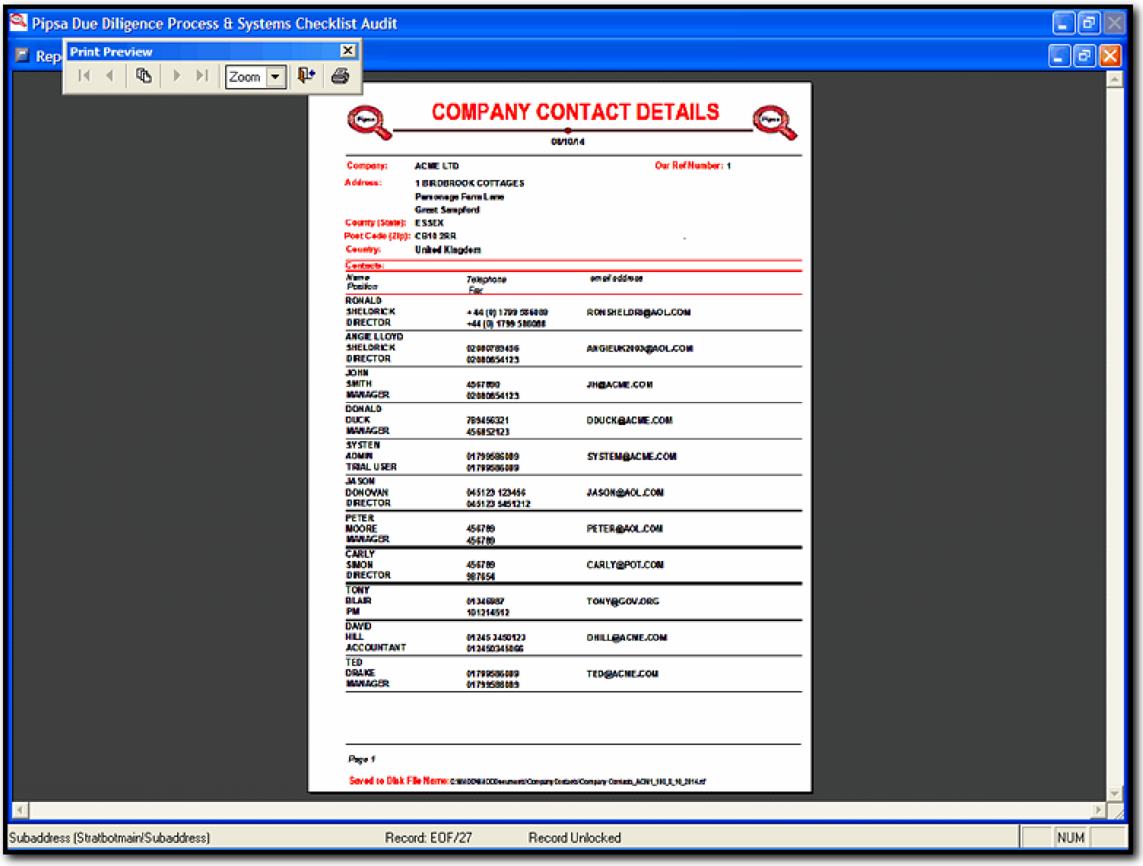
Clicking the Exit button returns you to the Contact Details Menu.

When input is complete you should click the Update button.

A Print Button is located just below the input fields which allows you to produce a report of the currency exchange rates currently on file.

When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)

An example of this report is below:



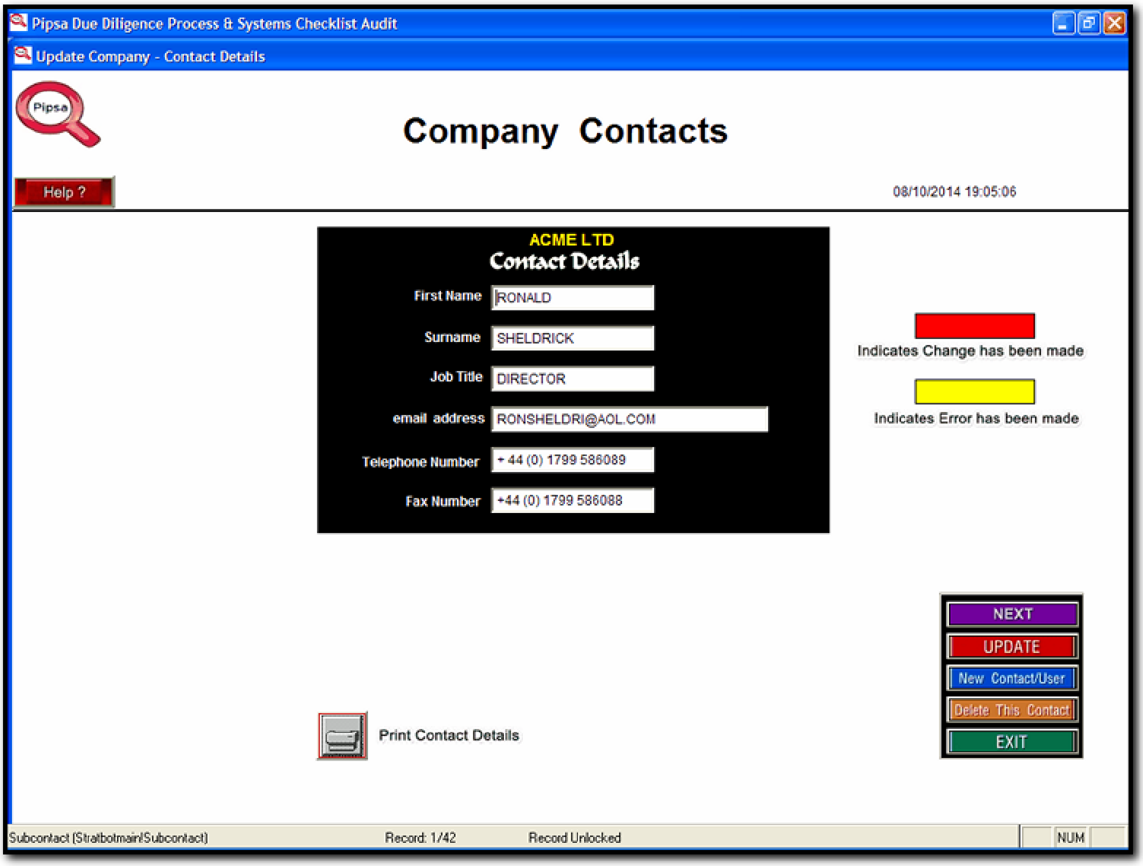
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

Clicking the Exit button returns you to the Contact Details Menu.

2.29 Update Company Contacts Details



Clicking the Next button will scroll you through the contacts for the selected company.

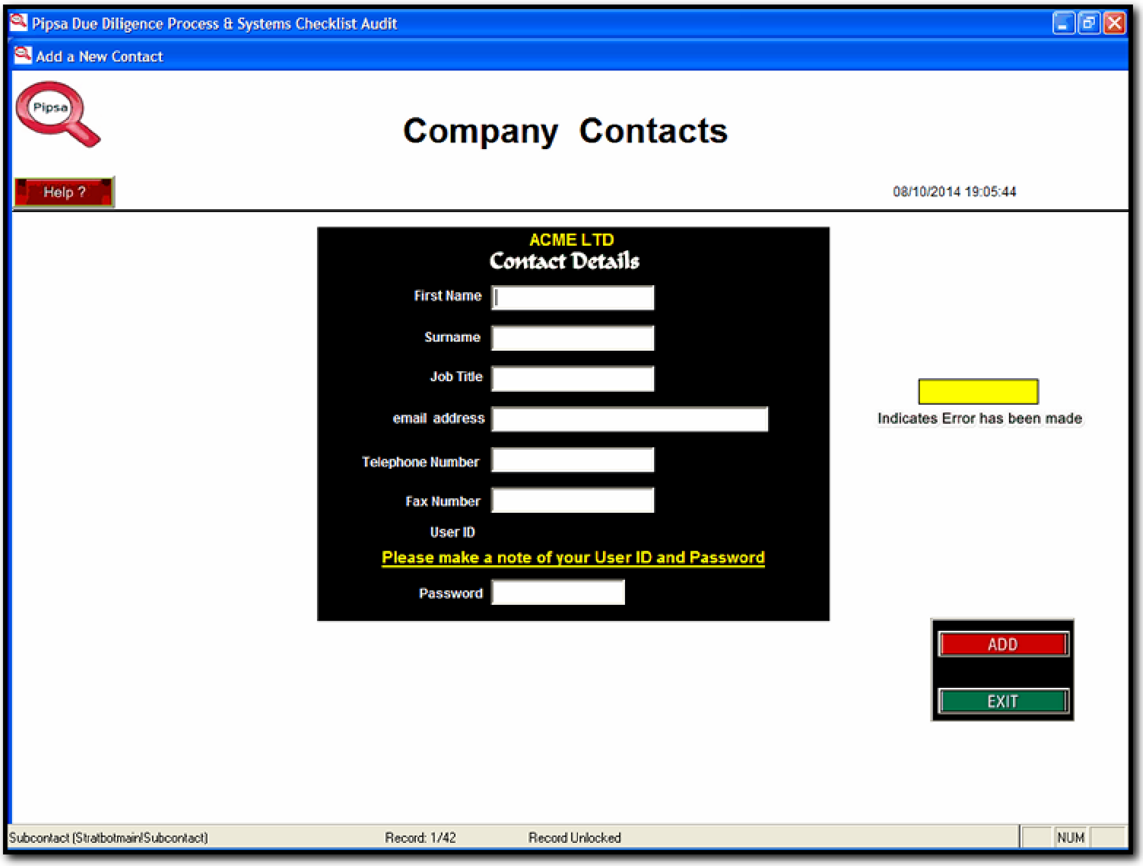
You may then update the personal contact details. The following fields can be updated:

FIRST NAME (Mandatory)
SURNAME (Mandatory)
JOB TITLE
EMAIL ADDRESS
TELEPHONE NUMBER (Mandatory)
FAX NUMBER

When the necessary changes have been made you should click the Update button.

Clicking the Exit button returns you to the Contact Details Menu.

If you wish to add a new contact for the selected company you should click the New Contact/User button and the following screen will be displayed:



The following fields must be completed:

FIRST NAME (Mandatory)
SURNAME (Mandatory)
JOB TITLE
EMAIL ADDRESS
TELEPHONE NUMBER (Mandatory)
FAX NUMBER

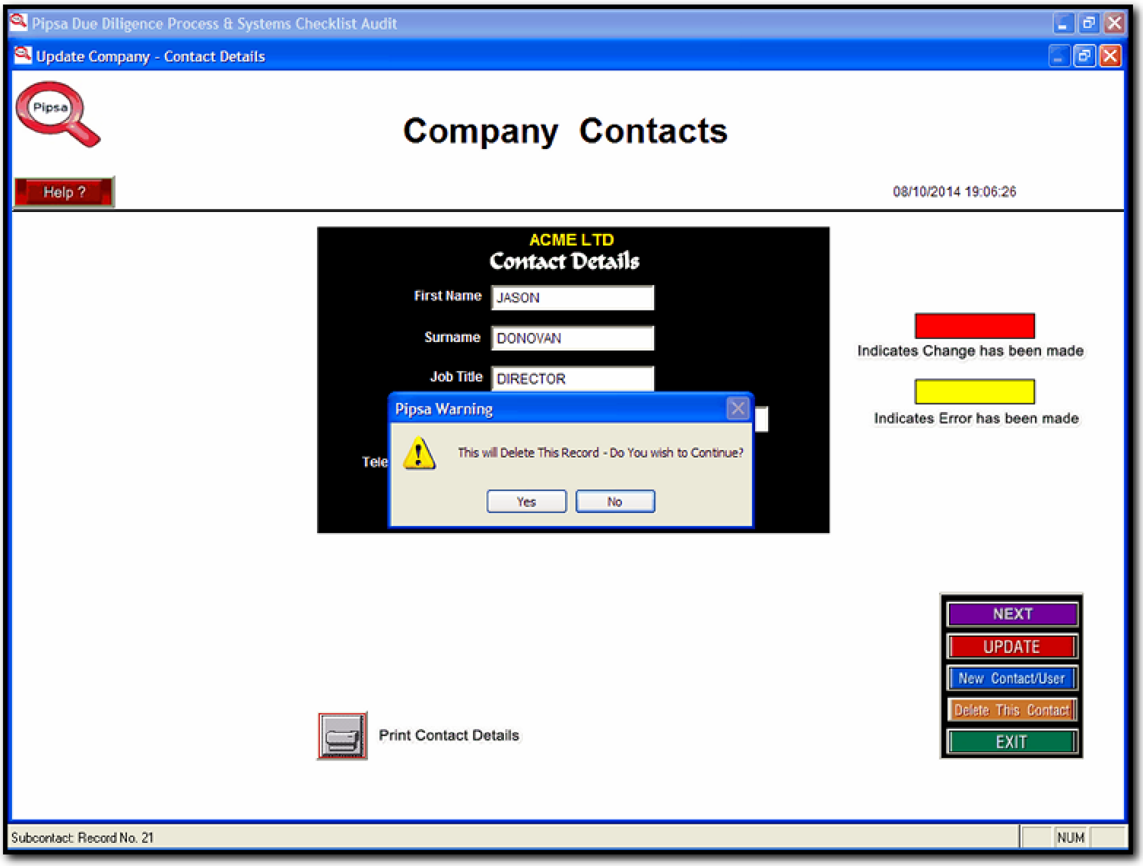
* Note . If you are adding a new user for your own company the following fields will be displayed and a password must be entered
USER ID *
PASSWORD (Mandatory)

* The system will allocate the USER ID

Clicking the **EXIT** Key returns you to the previous screen.

When input is complete you should click the Add button, the new contact is added and you are returned to previous screen.

If you wish to delete a contact you should click the Delete This Contact button and the following screen will be displayed.

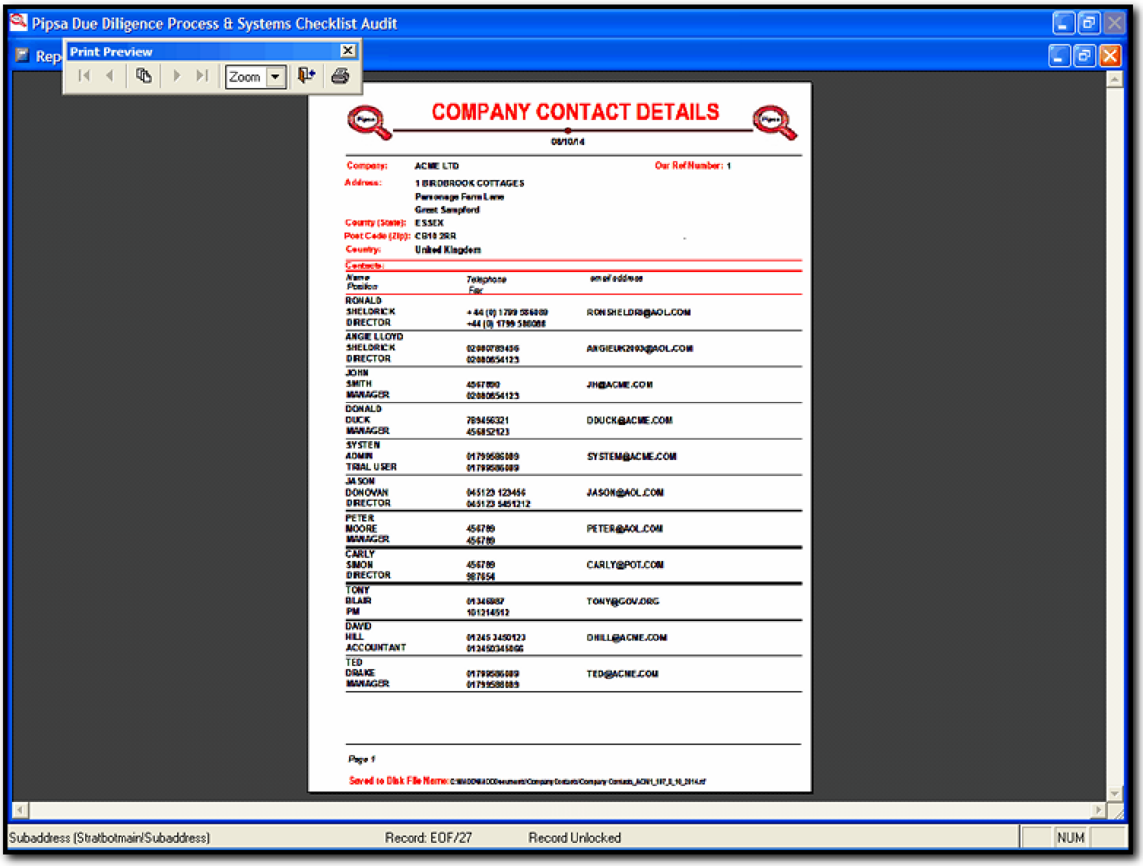


You are asked if you wish to delete the record and on confirmation the record is deleted.
* Note if a company only has one contact on file, the system will inform you of what to do in this case, as deleting is not possible until another contact has been added to file.

A Print Button is located just below the input fields which allows you to produce a report of the currency exchange rates currently on file.

When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)

An example of this report is below:



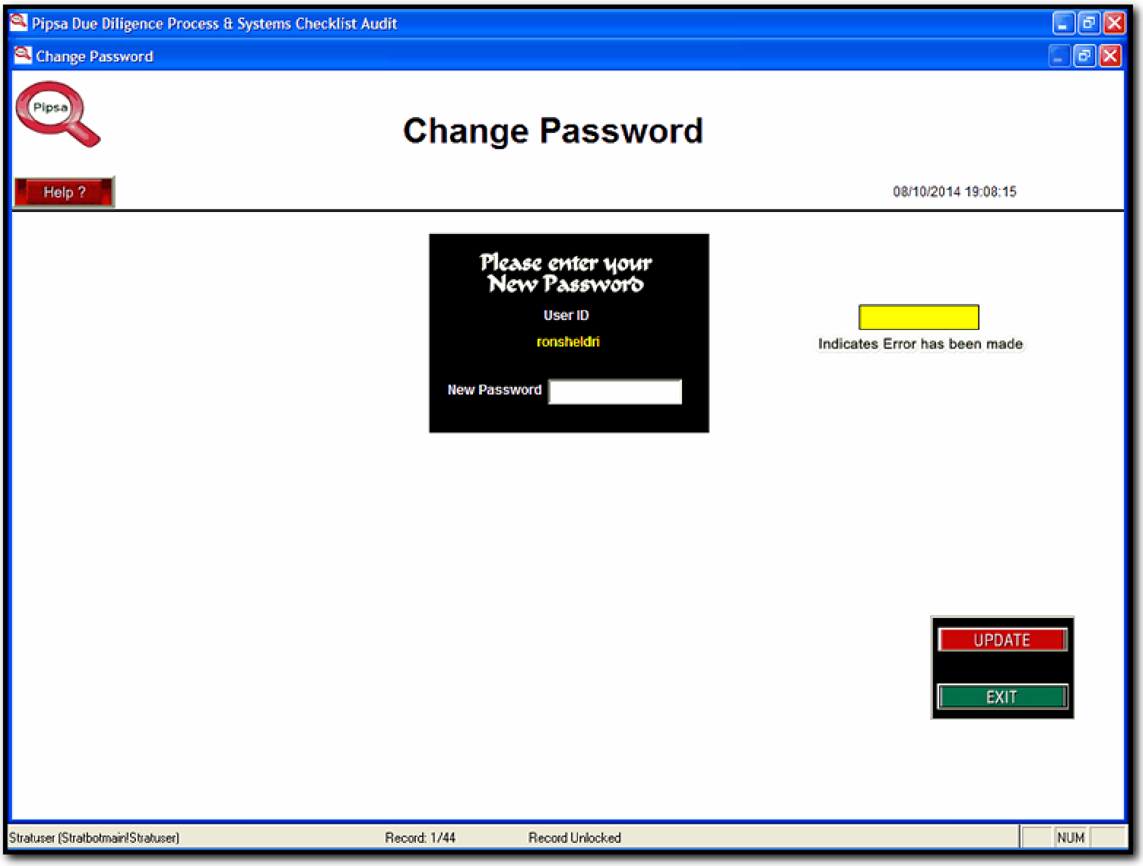
A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

Clicking the Exit button returns you to the Contact Details Menu.

2.30 Change Sign-on Password

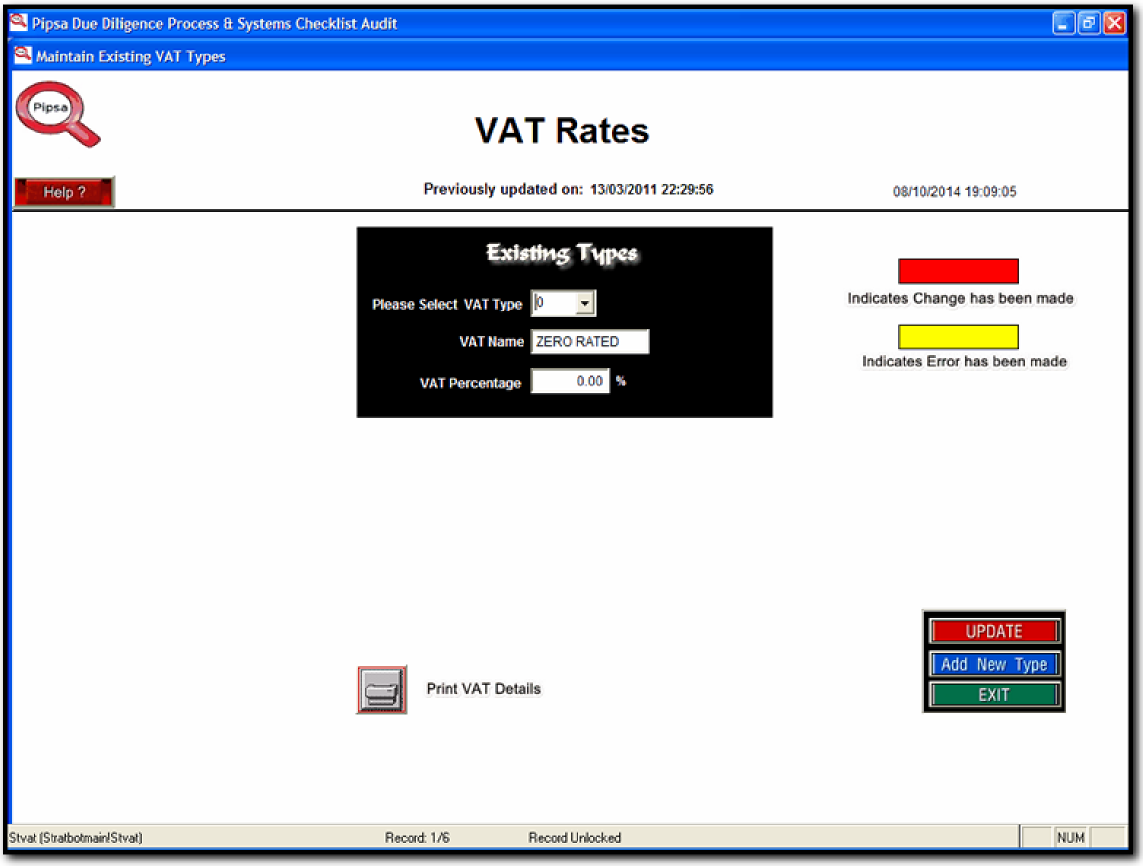


Here you may change your password. Passwords must be at least **7** characters long.

Once the new password has been entered you should click the Update button.

Clicking the Exit button returns you to the Contact Details Menu.

2.31 Maintain VAT (Purchase Tax) Types



This is the screen for maintaining VAT Types and percentages.

You should select the VAT Type you require by use of a drop-down list.

You may then update the fields:

VAT Name
VAT Percentage

If changes are made to these fields the background will change to RED to indicate a change is being made against the original value in the field

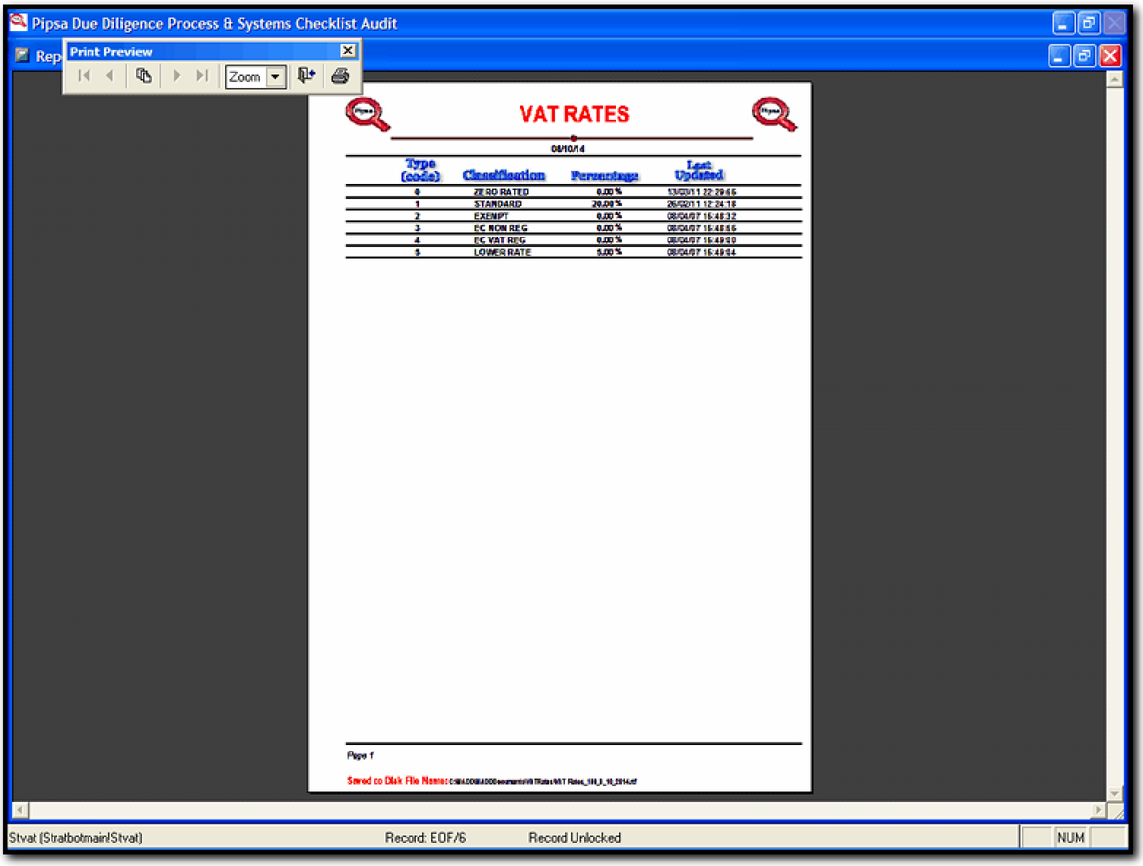
The date/time of the previous change to the record are also displayed.

When you have finished making the required changes you should press the Update key and the record will be updated and a message indicating success will be displayed.
* Note all changes made will automatically be reflected in the VAT Rates charged for all companies.

A Print Button is located just below the input fields which allows you to produce a report of the currency exchange rates currently on file.

When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)

An example of this report is below:



A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

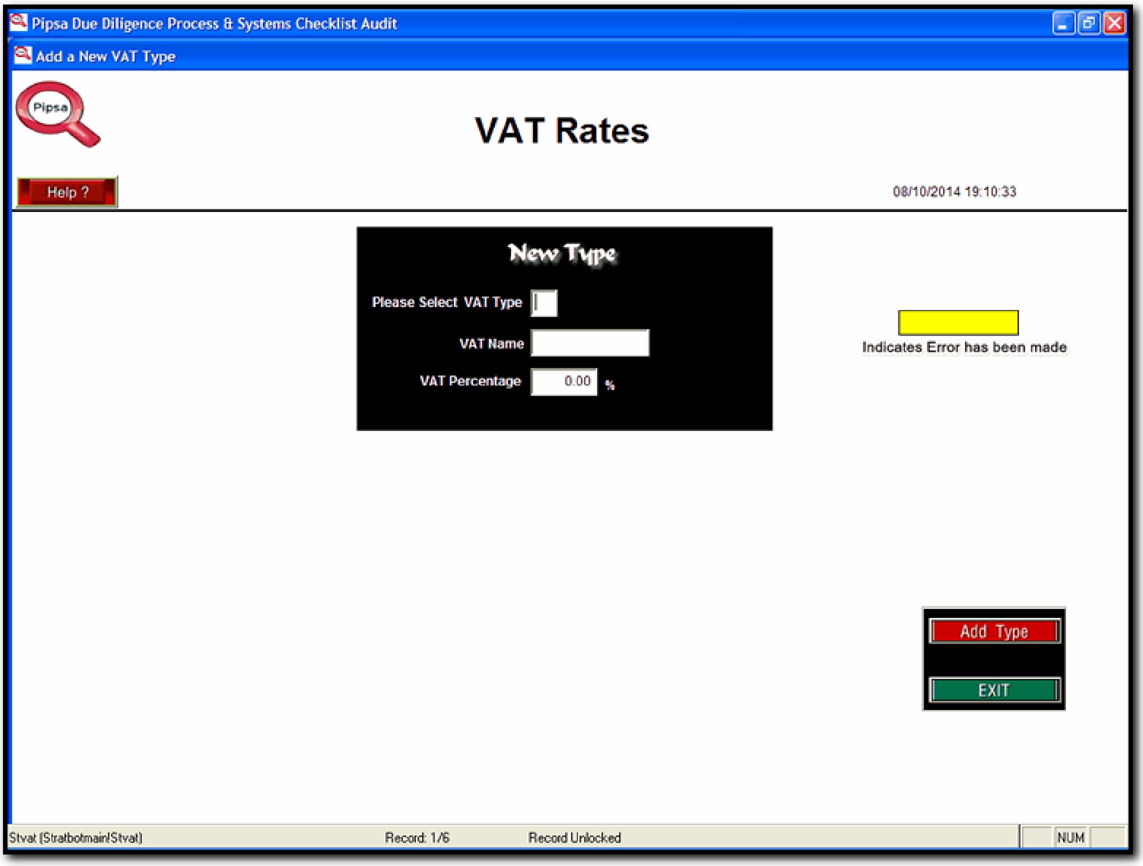
At the foot of the report the location and name of the saved word processor file is displayed.

The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

If you wish to add a new VAT Type you should click the Add New Type button

If you wish to return to the Finance and Administration Menu you should click the Exit button

2.32 Add a New VAT (Purchase Tax) Type



This is the screen for adding a New VAT type.

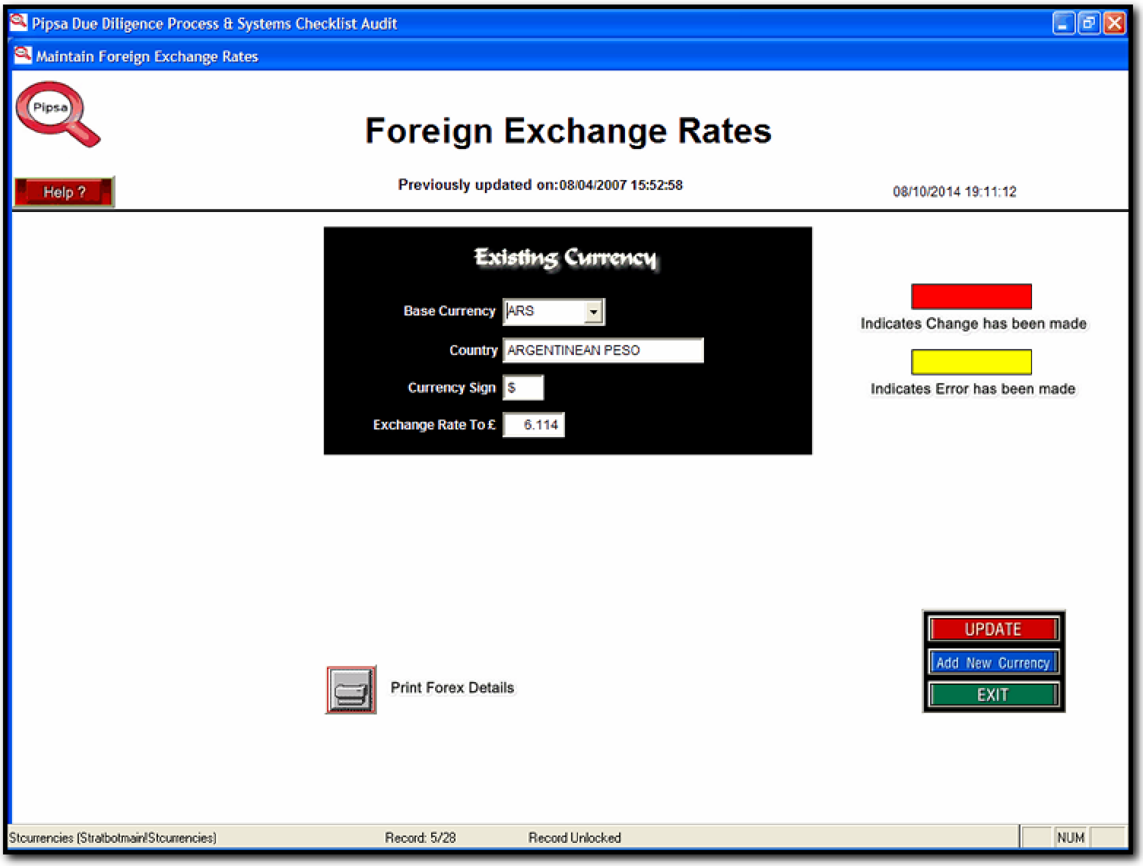
You must enter information into the following fields:

VAT Type (Single number or Letter)
VAT NAME (10 Character Descriptive Name)
VAT Percentage

When you have completed entry you should click the Add Type button and the record is added and a message indicating success is displayed.

If you wish to exit you should press the Exit button and you will be returned to the Maintain VAT Types screen.

2.33 Maintain Currency Exchange Rates



This screen is used to maintain Foreign currency exchange rates against your base currency.

You must first select the currency abbreviation you wish to edit by use of a drop-down list:

You may then make changes to the following fields.

Country
Currency Sign (e.g.' £')
Exchange Rate to Pounds Sterling

If a value in these fields is changed the field background will turn RED to indicate that the value has changed from the original.

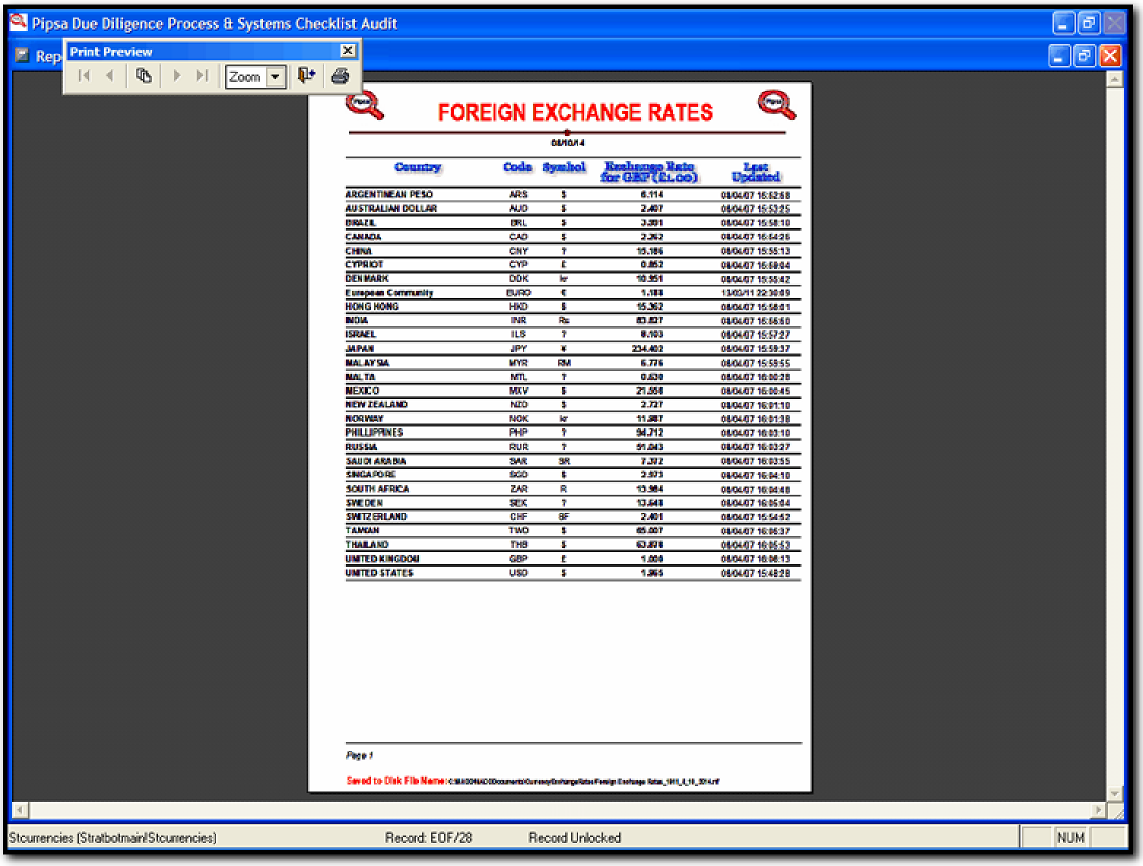
The date/time of the last change to the record are also displayed.

When you have finished making the required changes you should click the Update key and the record will be updated and a message indicating success will be displayed.

A Print Button is located just below the input fields which allows you to produce a report of the currency exchange rates currently on file.

When the Print button is clicked you are given the option to review the report on screen or to send the output straight to disk in word processor format. (For later review)

An example of this report is below:



A print preview button is displayed with each report reviewed on screen which allows you to produce a hardcopy of the report on your printer and to move around within the report.

At the foot of the report the location and name of the saved word processor file is displayed.

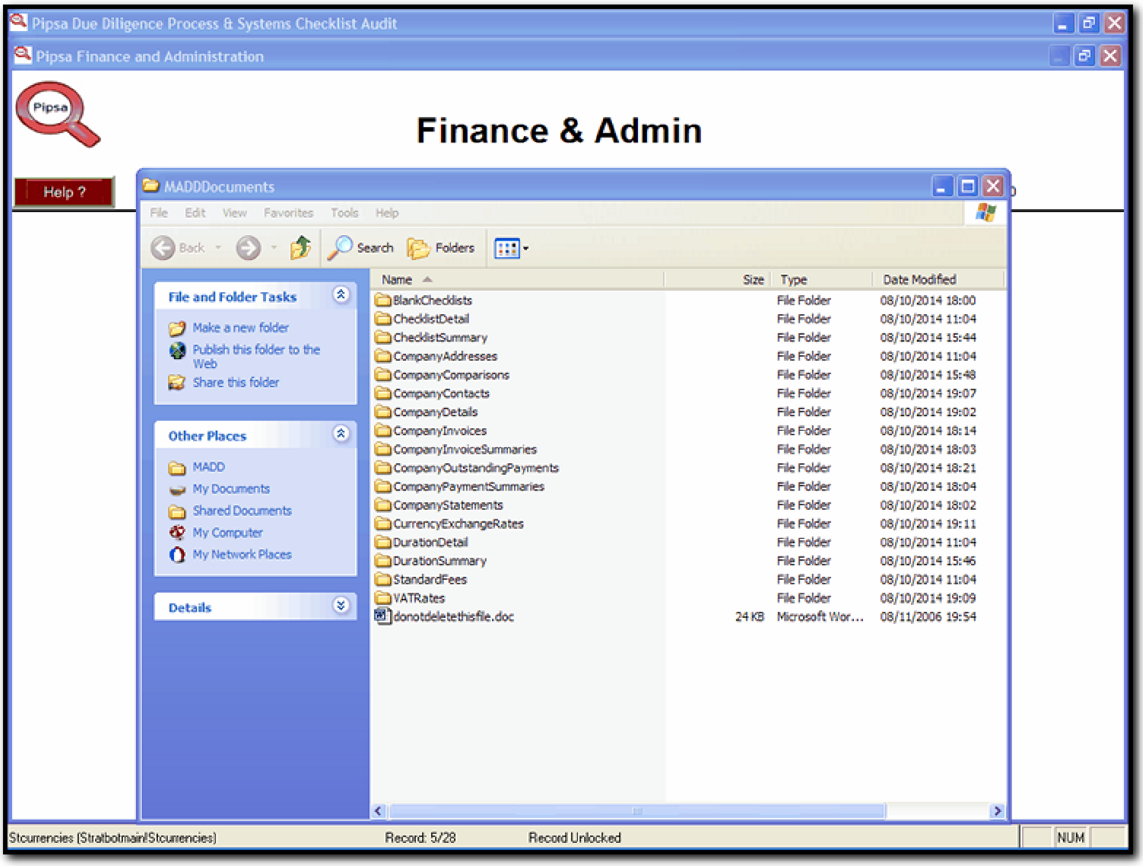
The location of the file on disk is also displayed in an informational message when you exit the report or when it has been saved to disk.

If you wish to add a new currency you should click the Add New Currency button

If you wish to return to the Finance and Administration Menu you should click the Exit button

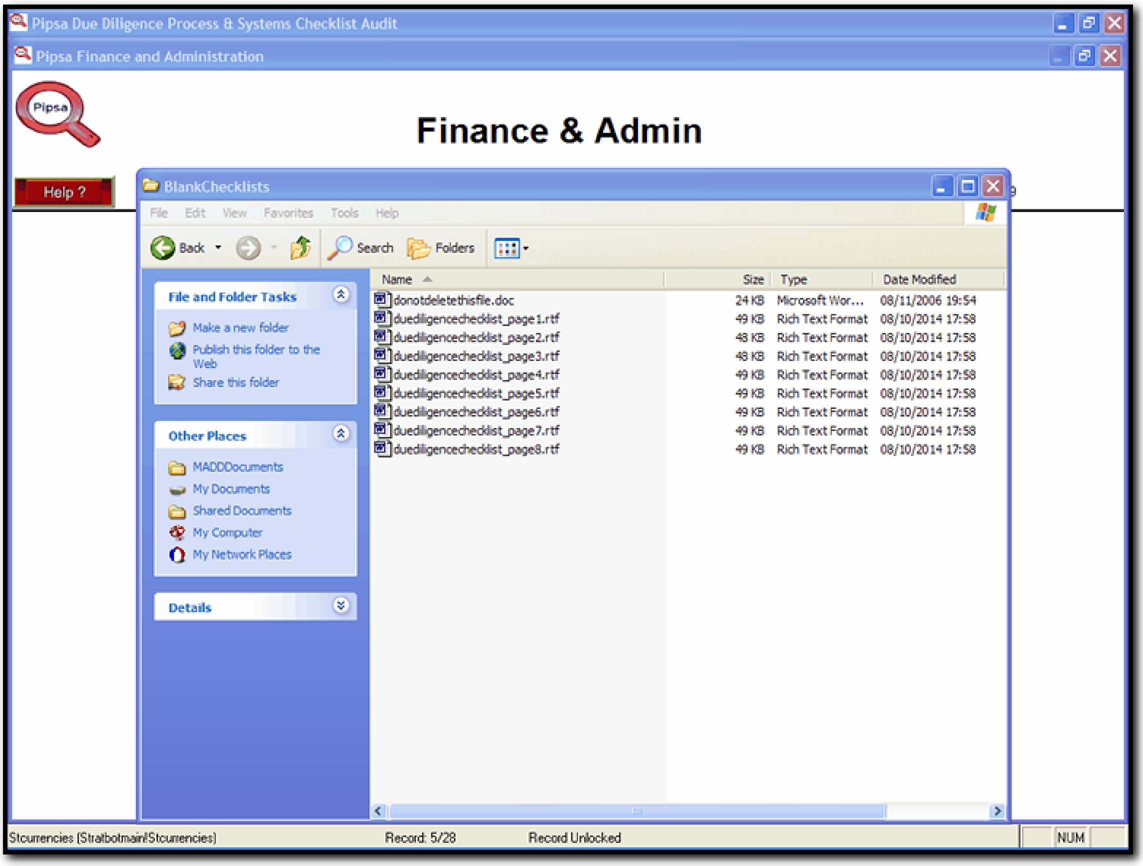
2.34 Documents Saved on Disk

On selection of this option the following pop-up window will appear.



Here a directory listing of the individual sub directories containing saved documents is displayed.

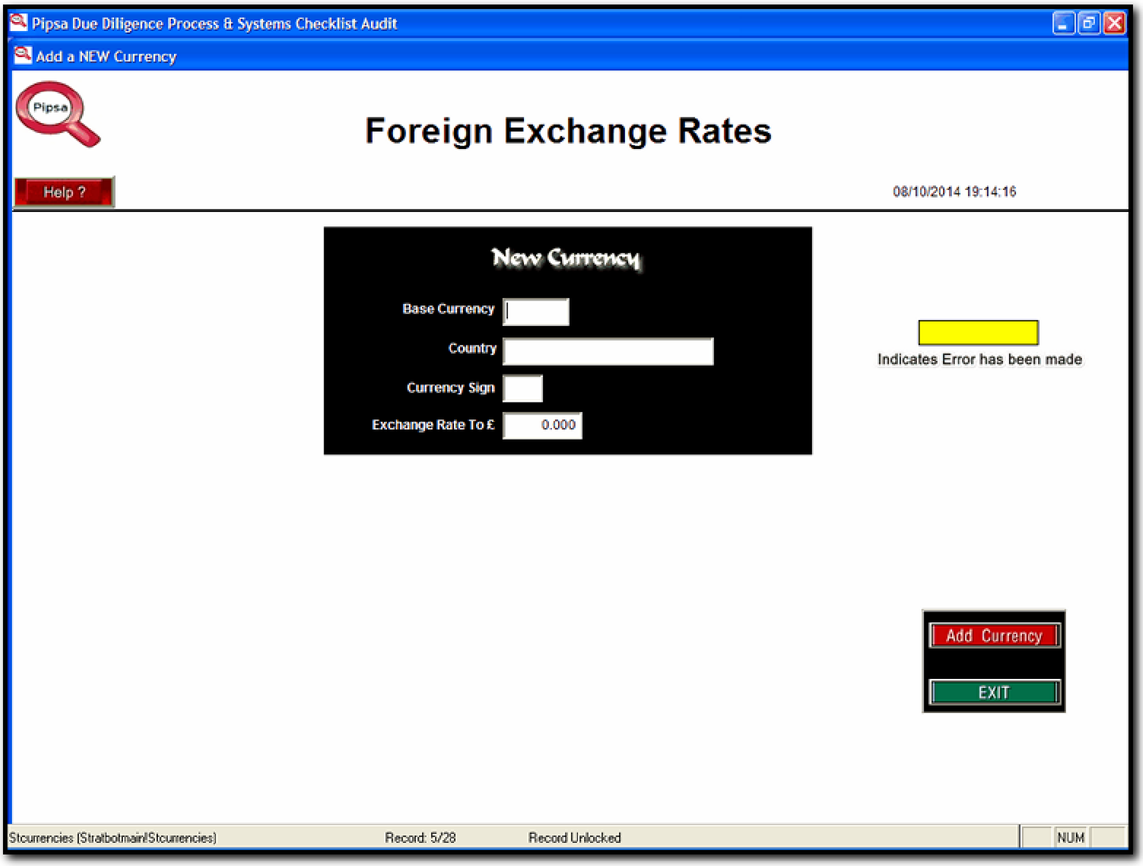
Clicking on a sub directory will show which files are available:



Here the documents saved in Word Processor format are displayed. Double clicking on an individual file will open it up in your default word processor package for review.

To exit form these directory listings you should close the pop-up window using **F**ile then **C**lose from the window Menu bar. The Finance and Administration Menu will then be re-displayed.

2.35 Add a NEW Currency



This screen is for adding a new Currency

You must enter the required details in the following fields:

Currency Abbreviation (e.g. GBP)
Country
Currency Sign
Exchange Rate to Pounds Sterling

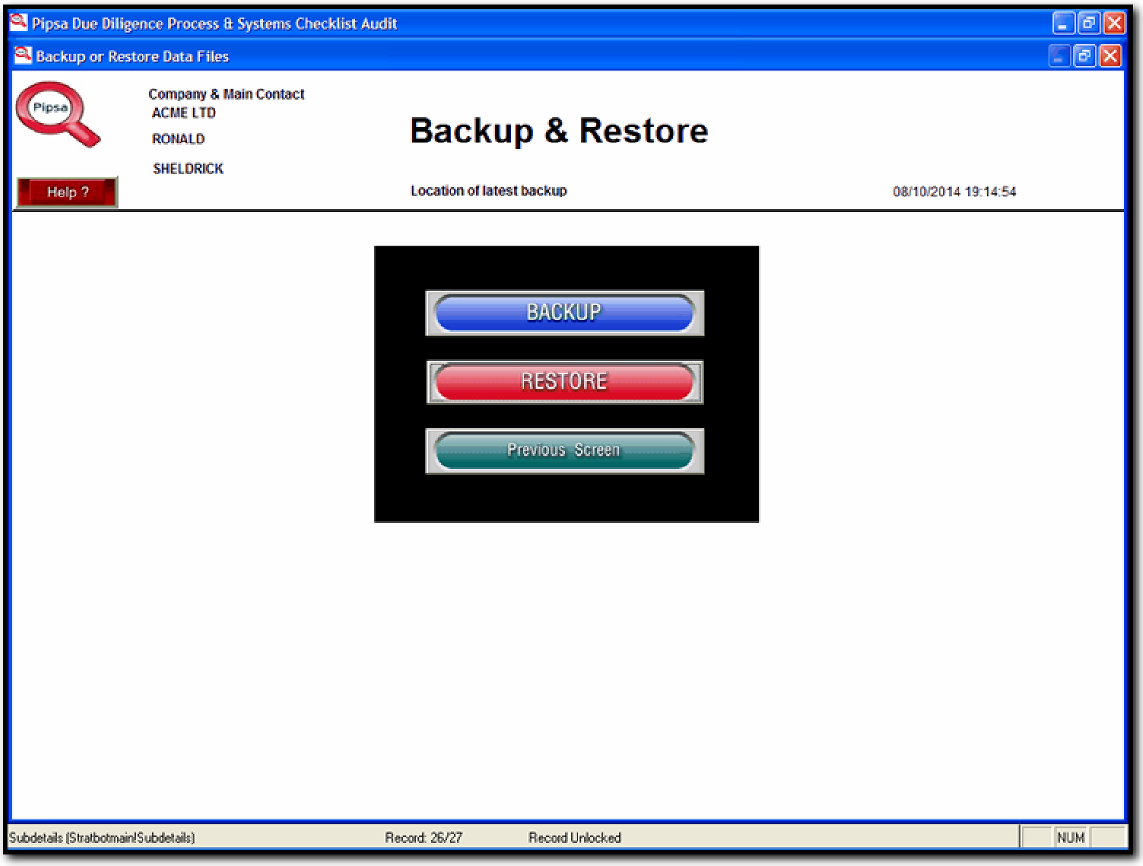
When you have completed entry you should click the Add Currency button and the currency is added and a message indicating success is displayed.

If you wish to exit you should press the Exit button and you will be returned to the Maintain Currency Exchange Rates screen.

2.36 Data File BACKUP & RESTORE

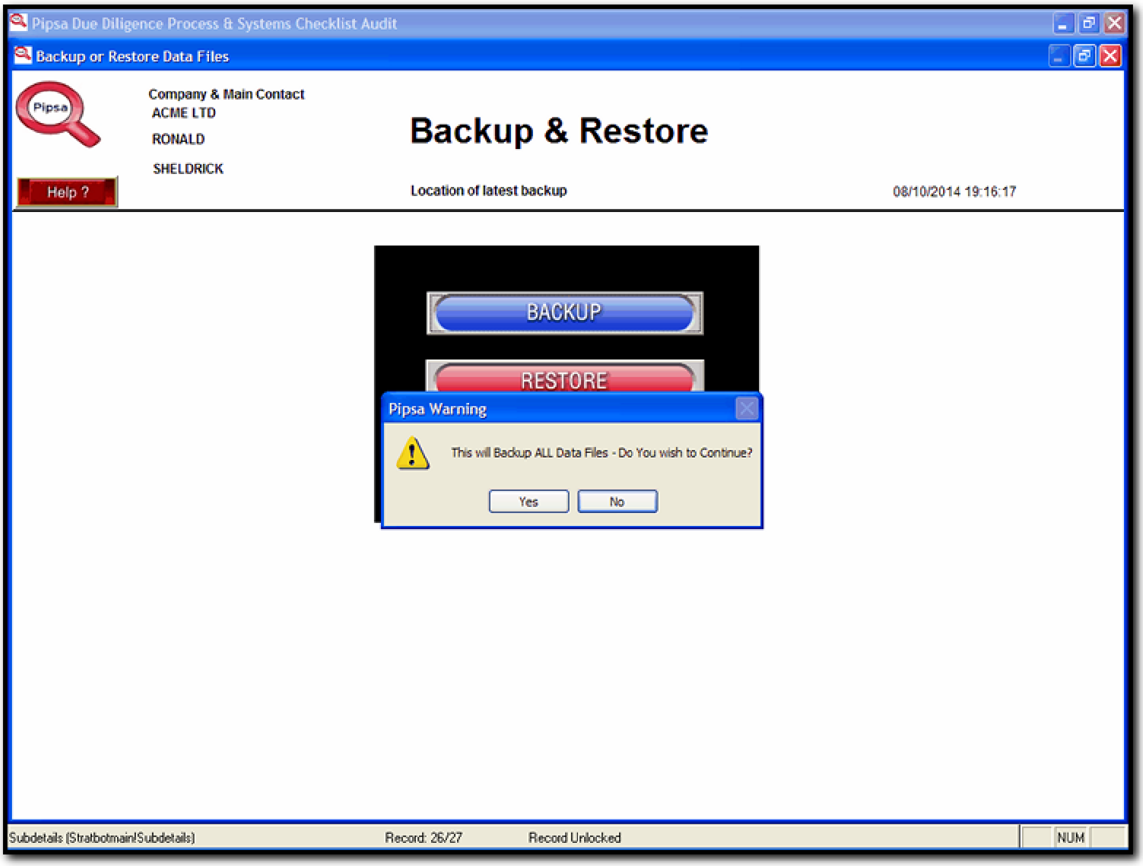
When you wish to backup or restore the data files of the system , you should click the following button:

The following screen will appear

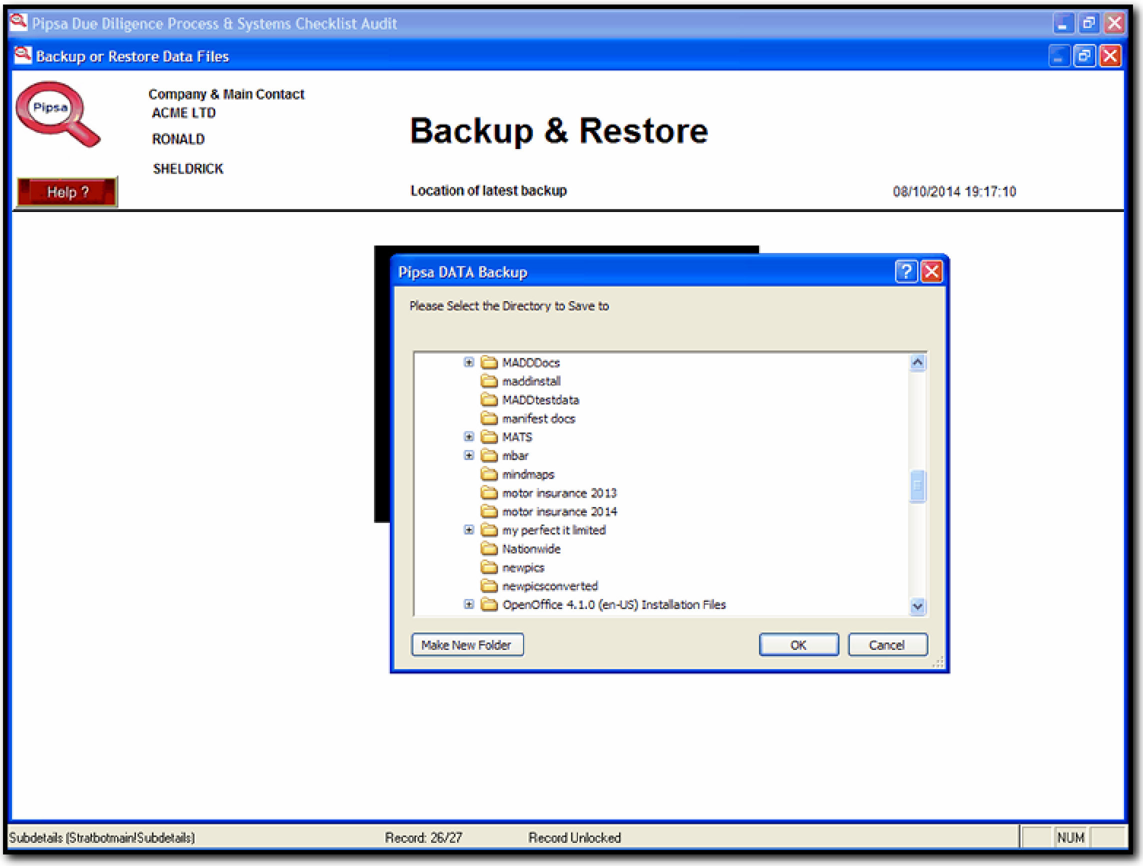


Here you may backup or restore the Database files of the system for security purposes. Clicking the Previous Screen button returns you to the Control Centre.

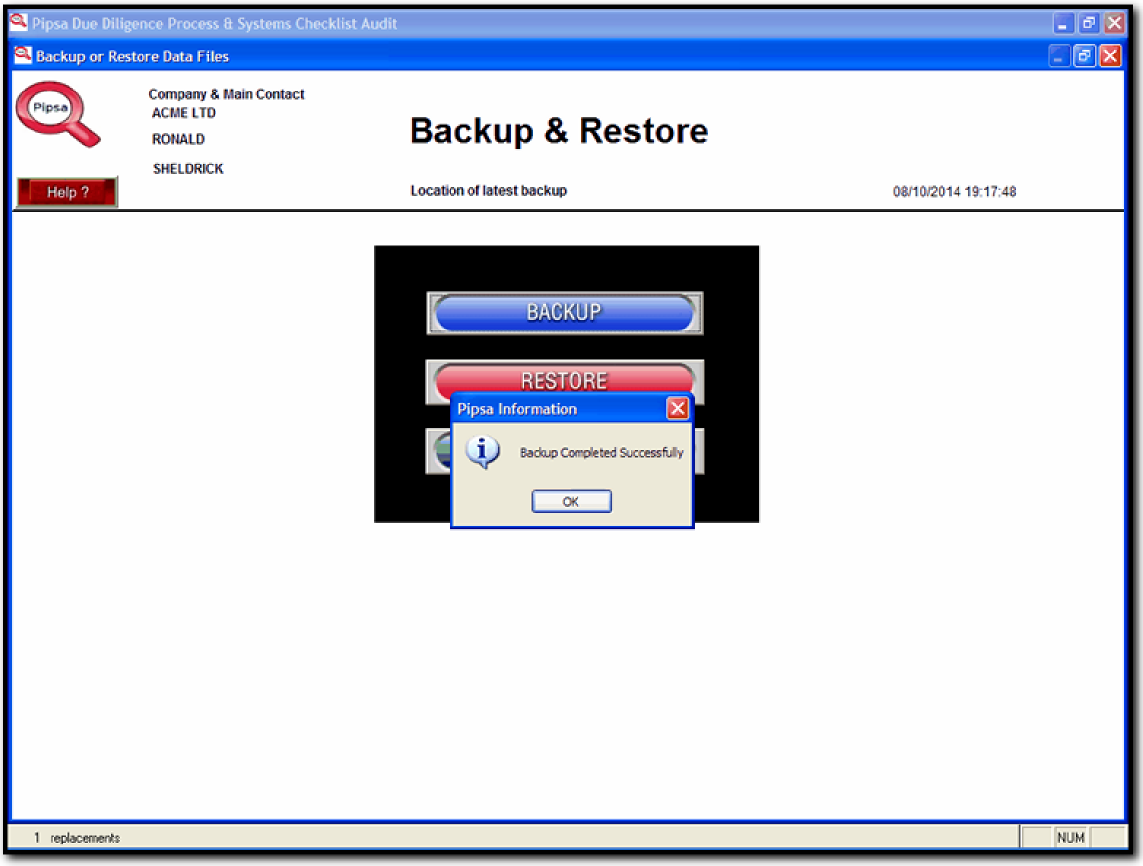
BACKUP
When selected you will first receive a message asking you if you wish to continue with the Backup. If you reply “No” a message appears informing you that you have abandoned the backup. If you reply “Yes” the following screen appears:



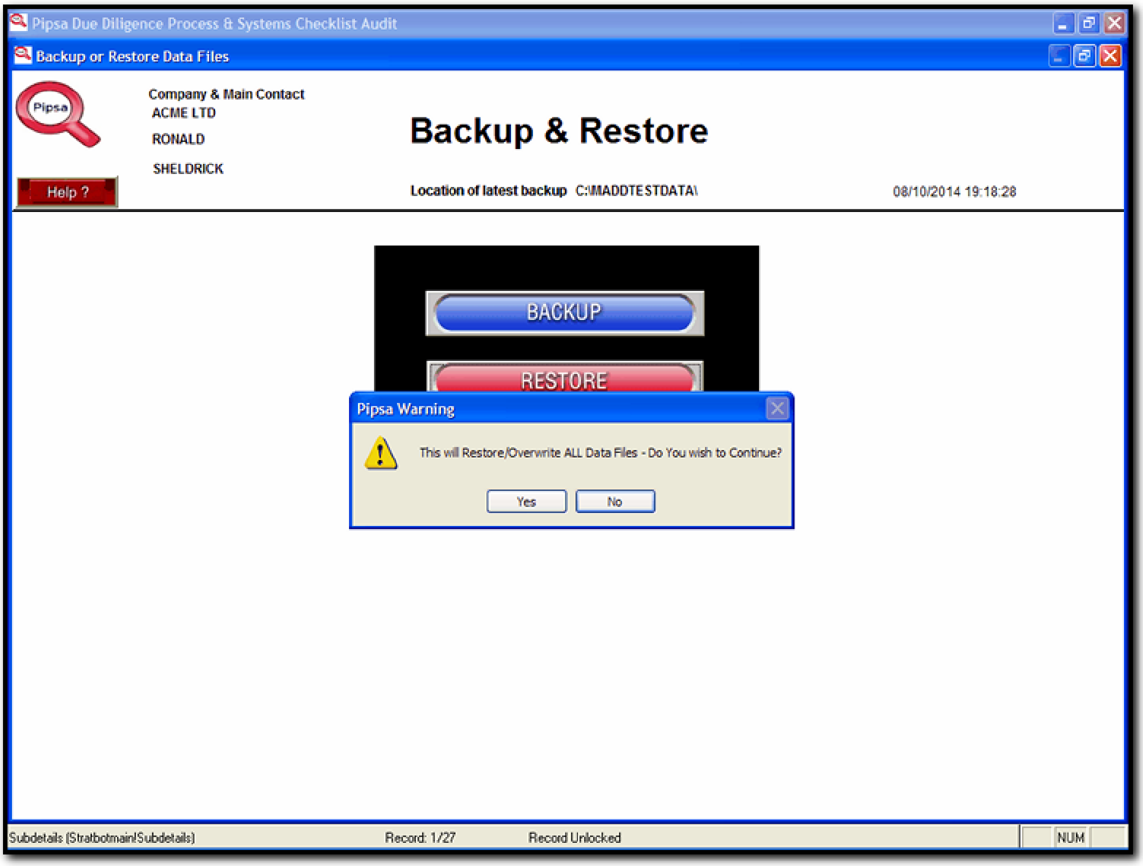
If you reply “Yes” the following screen appears:



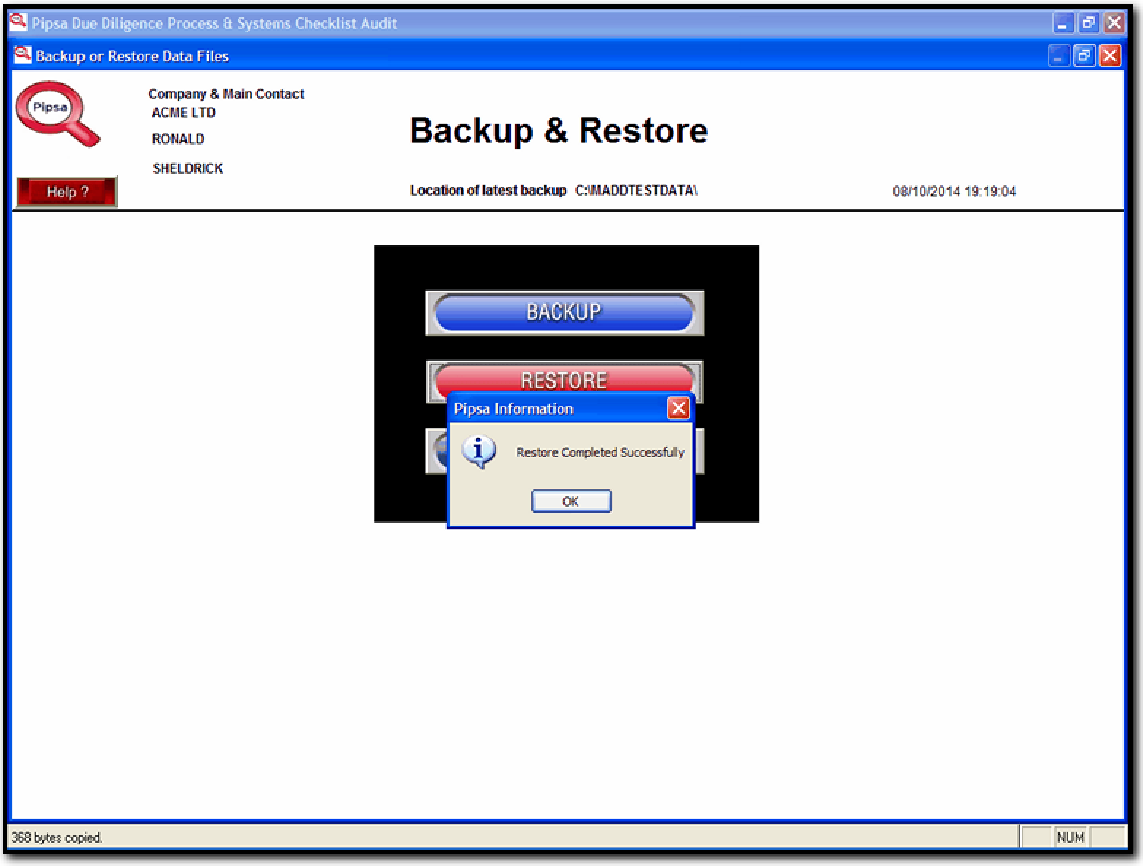
Here you may select the location where you want the data files saved from a directory selection list. When you have selected the directory/folder you should click ok and the backup is created. A message appears on screen indicating a successful backup.


Pipsa Due Diligence Process & Systems Checklist Audit
Backup or Restore Data Files
Pipsa
Help ?
Company & Main Contact
ACME LTD
RONALD
SHELDRICK
Backup & Restore
Location of latest backup
08/10/2014 19:17:48
BACKUP
RESTORE
Pipsa Information
Backup Completed Successfully
OK
1 replacements
NUM

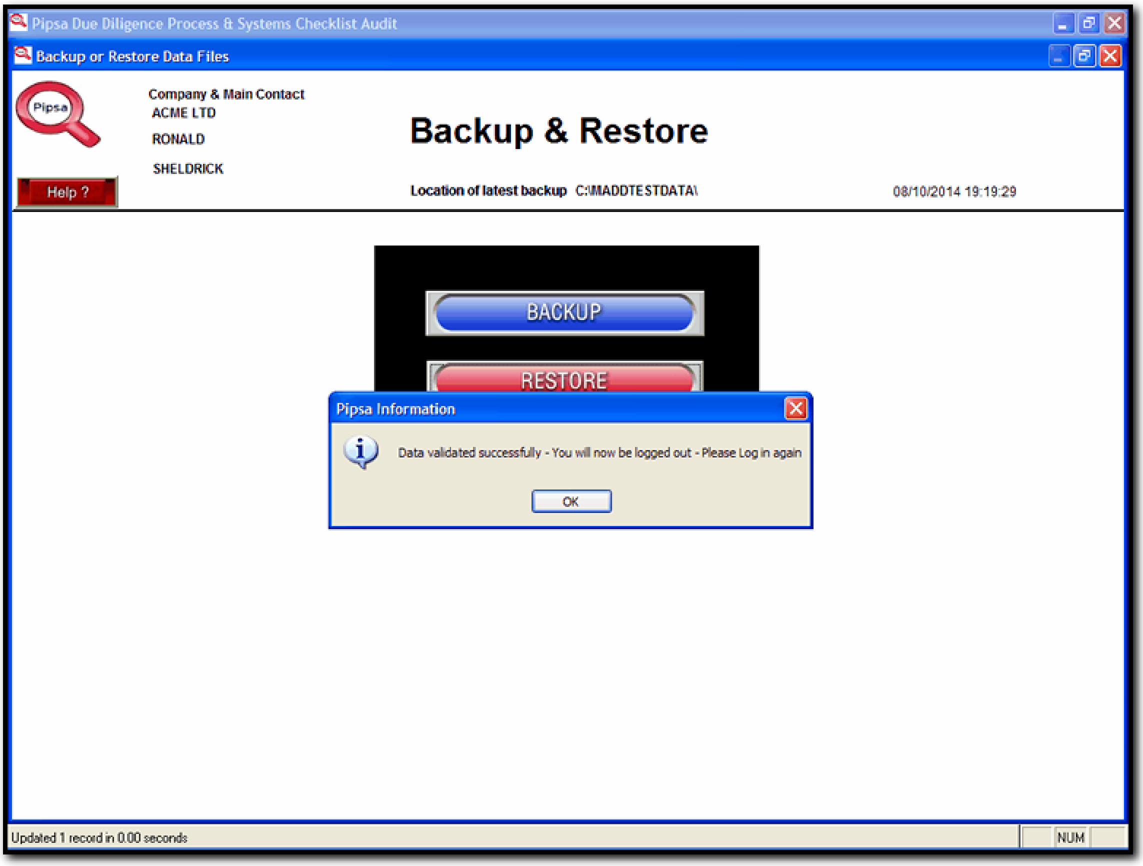
RESTORE



When selected you will first receive a message prompting you if you wish to continue with the Restore. If you reply "No" a message appears informing you that you have abandoned the restore. If you reply "Yes" the latest data files are restored. A message appears on screen indicating a successful restore.

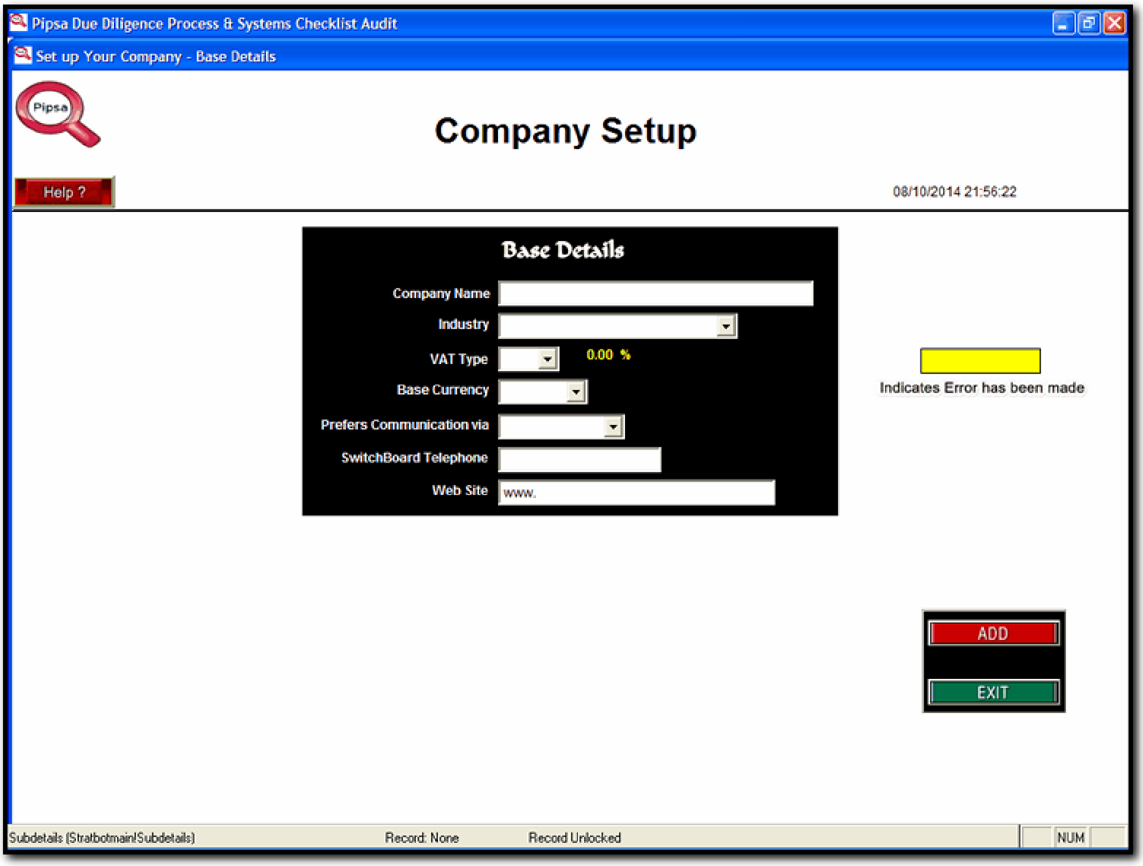


Next the following screen appears, once the restore has been validated:



You will then be logged out and must log in again as this ensures data integrity.

2.37 Your Company Setup



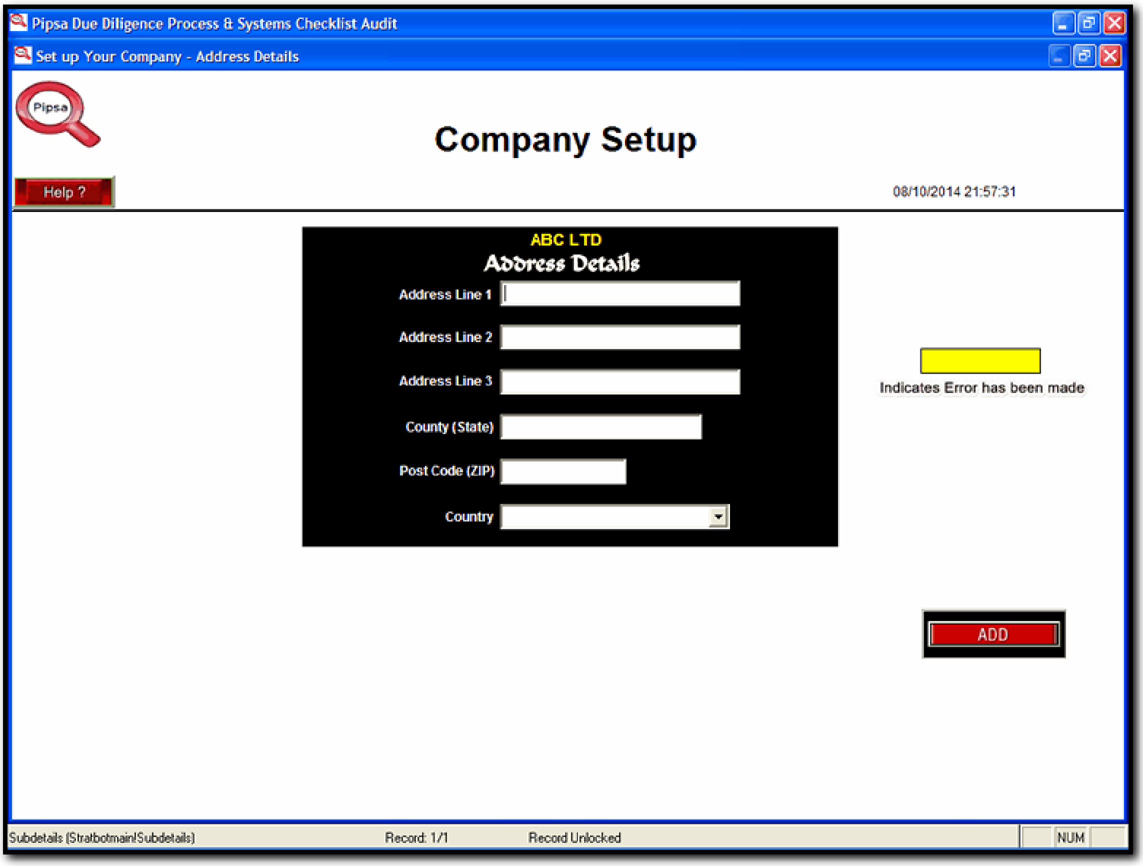
This option allows you to set up **Your** company details.

You must enter the Following Details:

COMPANY NAME
INDUSTRY (Selection from Drop down selection List)
VAT TYPE (Selection from Drop down selection List)
BASE CURRENCY (Selection from Drop down selection List)
PREFERRED COMMUNICATION METHOD (Selection from Drop down selection Listt)
SWITCHBOARD TELEPHONE NUMBER
WEB SITE ADDRESS

Clicking Exit will quit the system.

When input is complete you should click the Add button and the following screen will be displayed:

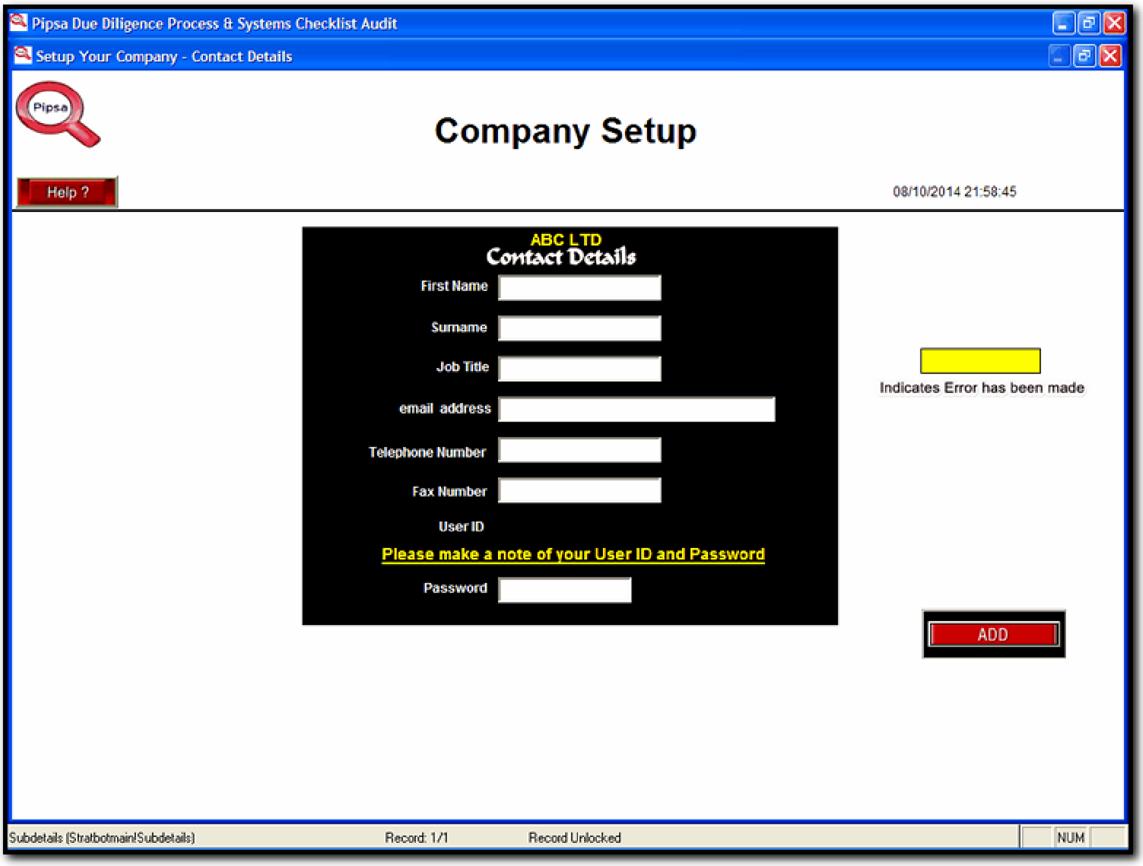


Here you must complete your ADDRESS.

The following fields must be completed:

ADDRESS LINE 1 (Mandatory)
ADDRESS LINE 2
ADDRESS LINE 3
COUNTY (STATE) (Selection from Drop Down Selection List) (Mandatory)
POST CODE (ZIP) (Mandatory)
COUNTRY(Selection from Drop Down Selection List) (Mandatory)

When input is complete you should click the Add button and the following screen will be displayed:



Here you must enter your personal details.

The following fields must be completed:

FIRST NAME (Mandatory)
SURNAME (Mandatory)
JOB TITLE
EMAIL ADDRESS
TELEPHONE NUMBER (Mandatory)
FAX NUMBER

USER ID*
PASSWORD (Mandatory)

*The system will allocate a USER ID and will ask you to enter a PASSWORD * Be sure to make a note of your userid and password

When input is complete you should click the Add button, a message will appear indicating success and you will exit the system and are instructed to restart the application.

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