Qubus Users Manual

IFAC Compliance Program

Part 2 – IFAC SMO Self Assessment Questionnaire

Member Body Compliance Program
International Federation of Accountants
545 Fifth Avenue, 14th Floor
New York, New York 10017 USA

The mission of the International Federation of Accountants (IFAC) is to serve the public interest, strengthen the worldwide accountancy profession and contribute to the development of strong international economies by establishing and promoting adherence to high-quality professional standards, furthering the international convergence of such standards and speaking out on public interest issues where the profession's expertise is most relevant.

This guide was prepared by staff as part of the IFAC Member Body Compliance Program. The Compliance Program was established to evaluate the quality of members' and associates' endeavors to meet IFAC membership requirements. The program's primary objective is one of encouragement and improvement

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Qubus Users Manual

IFAC Compliance staff has developed the Part 2, SMO Self-Assessment Questionnaire using intelligent questionnaire and report building tool called Qubus[1] developed by Qubus Competence Center of KPMG.

Before staring the Qubus questionnaire you should read this manual and Instruction Guide to Part 2 SMO Self-Assessment Questionnaire that is included in the supporting documentation.

This Users Manual provides information on how to fill out the Part 2 online questionnaire. Sample screenshots are used to illustrate the instructions.

This manual is divided into the following sections:

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[1] Qubus® is a registered trademark of the Competence Center, KPMG, The Netherlands.

Accessing the online questionnaire

To begin, go to the Part 2 SMO Self-Assessment online questionnaire at http://www.ifac.org/complianceprogram and click on the link to Qubus questionnaire.

Logging in

On the next screen you will be asked to enter your user name and password.


You should enter your login and password that was provided to you by Compliance staff.

Note: It is not recommended you change your password as Compliance staff will not be able to retrieve your password once it has been changed. If you decide to change it, please keep a record of your new password.

A name for your answer set (country and name of your organization) will appear:
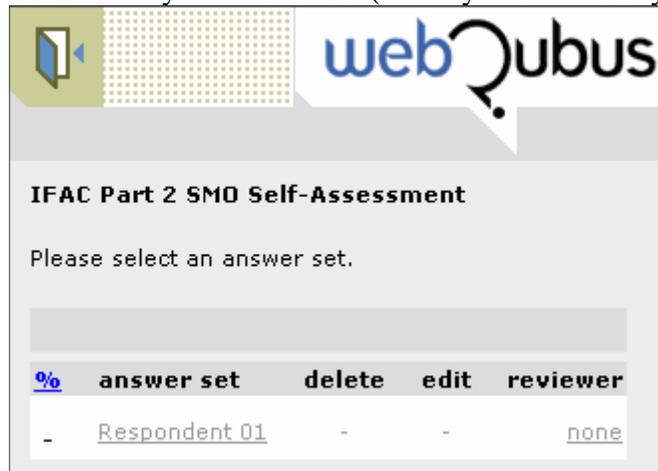
You should now click on the name of the answer set to start the questionnaire.

Qubus Questionnaire Layout

After you have selected your answer set, Qubus will start the Questionnaire Module. This is where you fill out the questionnaire. The window is divided into five parts: the **Tool Bar** at the top of the screen, the **Treeview Pane** and **Questions and Answers Pane** in the middle, **Navigation Bar** and the **Comment Box** below the Questions and Answers Pane.
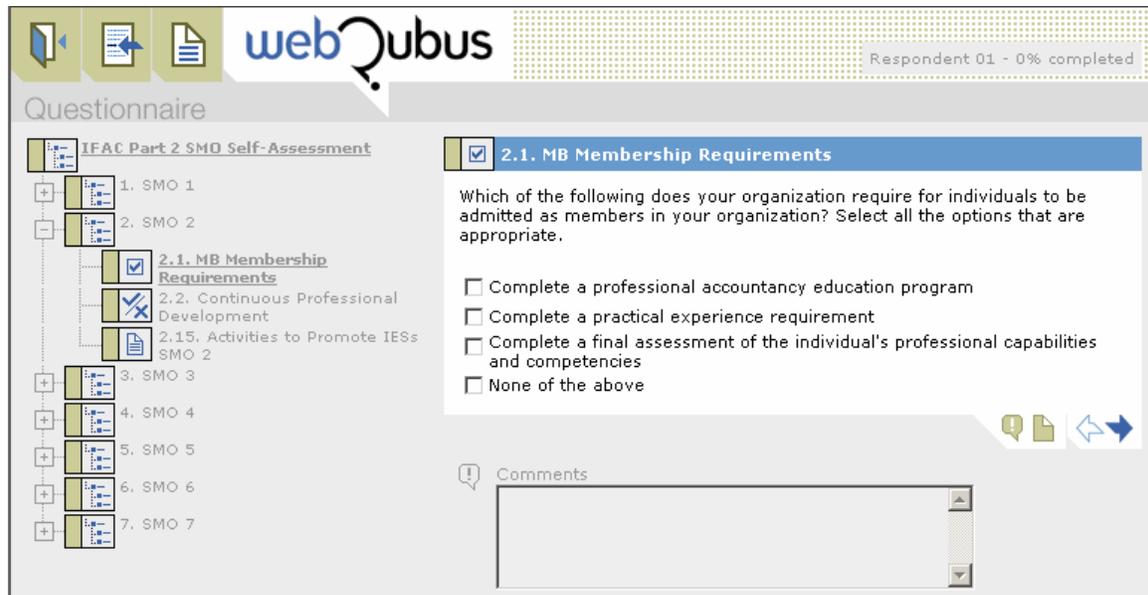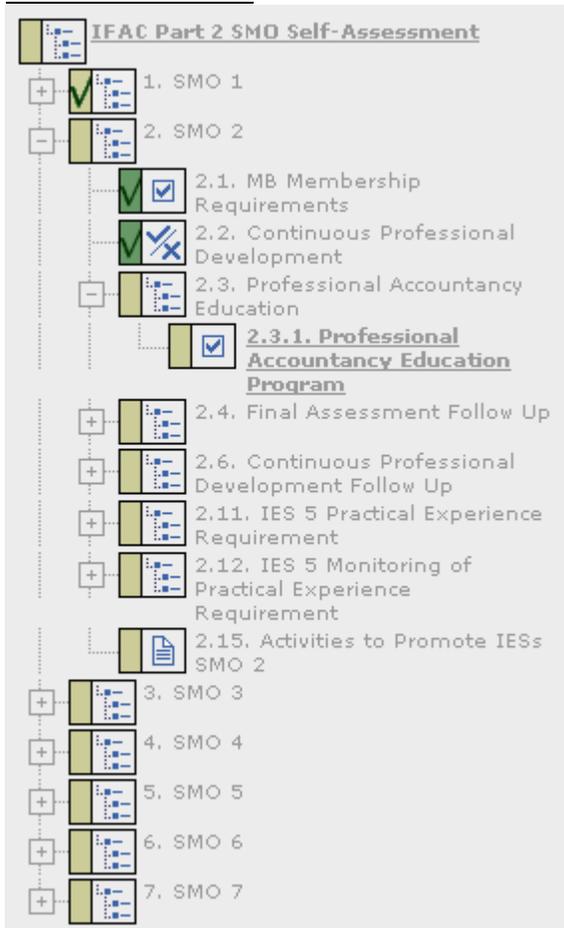

The Tool Bar

Using the icons on the tool bar you can:

- Select Answer Set to start answering the questionnaire

- Switch to Reports module to print/review your answers

- Switch back to the questionnaire module (the icon will only appear in the Reports module)

- Log out by selecting this icon in the Questionnaire module.

The Treeview Pane

Each section of a module is organized as a "questionnaire tree".

You can use the tree to jump to a specific block of questions or an individual question. Simply click on the block or question name you want to go to.
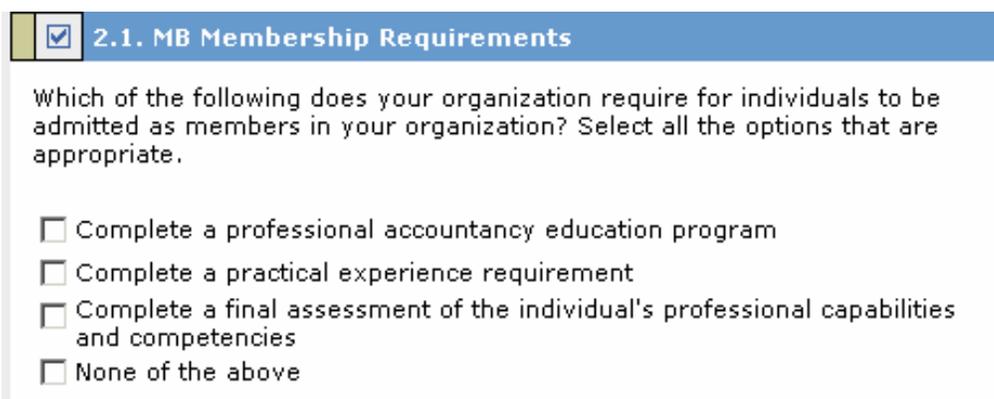
The tree can be collapsed (using the minus-sign) and expanded (using the plus-sign).

The following icons will show you which questions are answered:

Sand-colored icons indicate unanswered questions or blocks

Answered questions and blocks have icons with green check marks.

The Questions and Answers Pane

The Questions and Answers pane is where questions are displayed and the answers are entered.

<u>Navigation Bar</u>

Icons on the navigation bar allow you to:

- Go to the next relevant question

- Go to previous question

- Clear the answers you have provided

- Hide comment box (or show it when it is hidden)

<u>Comment Box</u>

In the comment box you can enter additional information if you believe the answer option selected does not fully reflect your situation or you wish to provide additional information.

Types of Questions

The questionnaire contains the following types of questions:

<u>Yes / No</u>

Answer options require you to select "yes" or "no".

<u>Multiple Check</u>

Various answer options are available. Select all the answer options that are appropriate.

<u>Select Option</u>

Various answer options are available. Select the one answer option that is most appropriate to your organization or national circumstances.

<u>Text Response</u>

No answer options are listed as you will provide your response in the answer box directly below the question.

Navigating the Questionnaire

Qubus will lead you through the questionnaire using the ➡ button. This option will search for the next unanswered, relevant question. If you want to see previous question use ⬅ button.

Selecting Answer Options
You can select the answer option that is most appropriate in your circumstance by clicking the square or circle on the left side of the question. In case of text questions you will be required to put the text in the answer box directly under the question.

Note: Answers are saved automatically to an online database so there is no need for you to perform additional tasks to save your responses as you progress through the questionnaire.

Changing Answers

If you want to change the answer already provided use the button to set the question to unanswered. Ensure that answers to all related questions are cleared to prevent error.
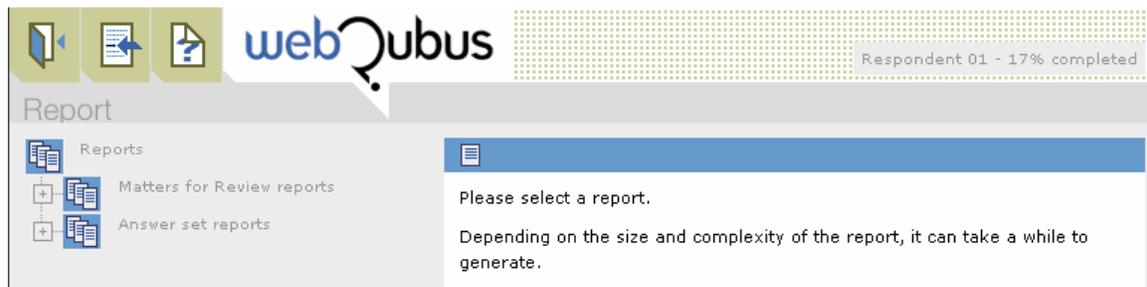
Reading the Help Text
Some questions contain Help text to assist better understanding of the question. Help text will appear automatically.

Report Module

To switch to the Report Module select the icon from the Tool Bar.

There are two types of reports available in the Report Module section:

1. Answer Set Reports for review/printing
2. Matters for Review Report[2].

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[2] Although the Matters for Review reports need not be completed during Part 2, members and associates are encouraged to review the reports and consider the matters outlined in the reports. Members and associates are welcome to submit any completed Matters for Review reports during Part 2

For both type of reports there is one report for each SMO module and consolidated report for all modules. You will see all the reports by clicking the Plus-sign next to the report type name.

Running a report

You can start a report by clicking on its name. After the report is generated the following screen will appear:
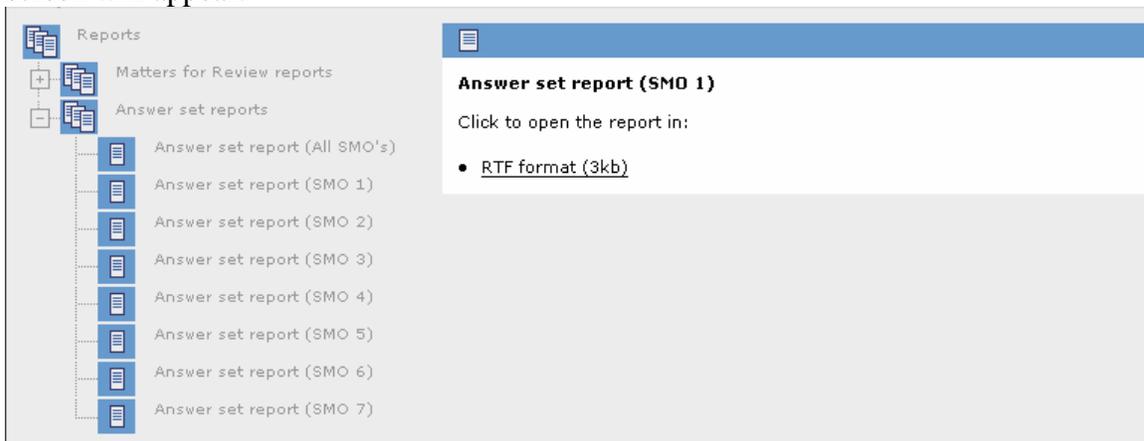
You can now open the report by clicking on the underlined link.

All reports are generated as rich text files (RTF) but can be easily saved as Word documents.

Note: The Answer Set report shows the questions that have been asked, the answers provided, and any additional comments added to the Comment Boxes. It is important to know that until a module is finished, printing out the Answer Set report will only show the answers provided to date. As you respond to additional questions, the additional response may trigger follow up questions. To see all the questions in the module, you should refer to the document titled "Key to Relevant Questions."

Multiple Users Access to Qubus – Risk Considerations

The Qubus questionnaire is continuously saving responses as they are entered. The IFAC Qubus on the internet allows more than one user to enter data into an answer set at the same time; however, only most recent response is saved. If two individuals in your organization are working on the same module, extra care must be taken to ensure they communicate and coordinate their work to avoid overriding proposed final responses.

Contact Details

Please contact the following Compliance staff for any assistance you may require during the Part 2 process.

Mr. Russell Guthrie
Director
Email: russellguthrie@ifac.org
Tel: + 1 (212) 471-8708

For technical queries or questions about the Part 2, SMO Self-Assessment Questionnaire

Ms. Sylvia Barrett
Senior Technical Manager
Email: sylviabarrett@ifac.org
Tel: +1 (212) 286-9563

Mr. Szymon Radziszewicz
Assistant Technical Manager
Email: szymonradziszewicz@ifac.org
Tel. + 1 (212) 471-8714

IFAC fax and mailing address:

International Federation of Accountants
545 Fifth Avenue, 14th Floor
New York, NY 10017
USA
Fax + 1 (212) 286-9570 or + 1 (212) 856-9420

For technical difficulties with Qubus, you may also contact the KPMG Qubus Support Team (The Netherlands)

Email: qubussupport@kpmg-ct.com
Tel: +31 70 338-2200
Fax: +31 70 338-2416