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1. reG3n

reG3n provides an efficient, logical structure and framework to capture all relevant client information for the planning, due diligence and valuation process.

This information is arranged into three core areas: organisation, people and actions.

1.1.   STAFF PERMISSIONS

reG3n provides access for all staff who have been given permission to the Dashboard. These permissions are managed and drawn directly from directly from the side navigation Administration/Staff. Refer to the ARM Connect + Lite myHelp, ARM Pro Get Started myHelp, or ARM myTraining in the Support Centre.

reG3n Permission	Functionality	Recommended Permissions E = Executive M = Manager S = Staff
Dashboard	Access to ReG3n dashboard	E M

1.2.   USER PROCESS

The following flow chart shows the recommended stages for building the framework for various processes

reG3n
user process

The lists below provide an overview of the processes that together form a whole of business life information planning and management framework for advisers.

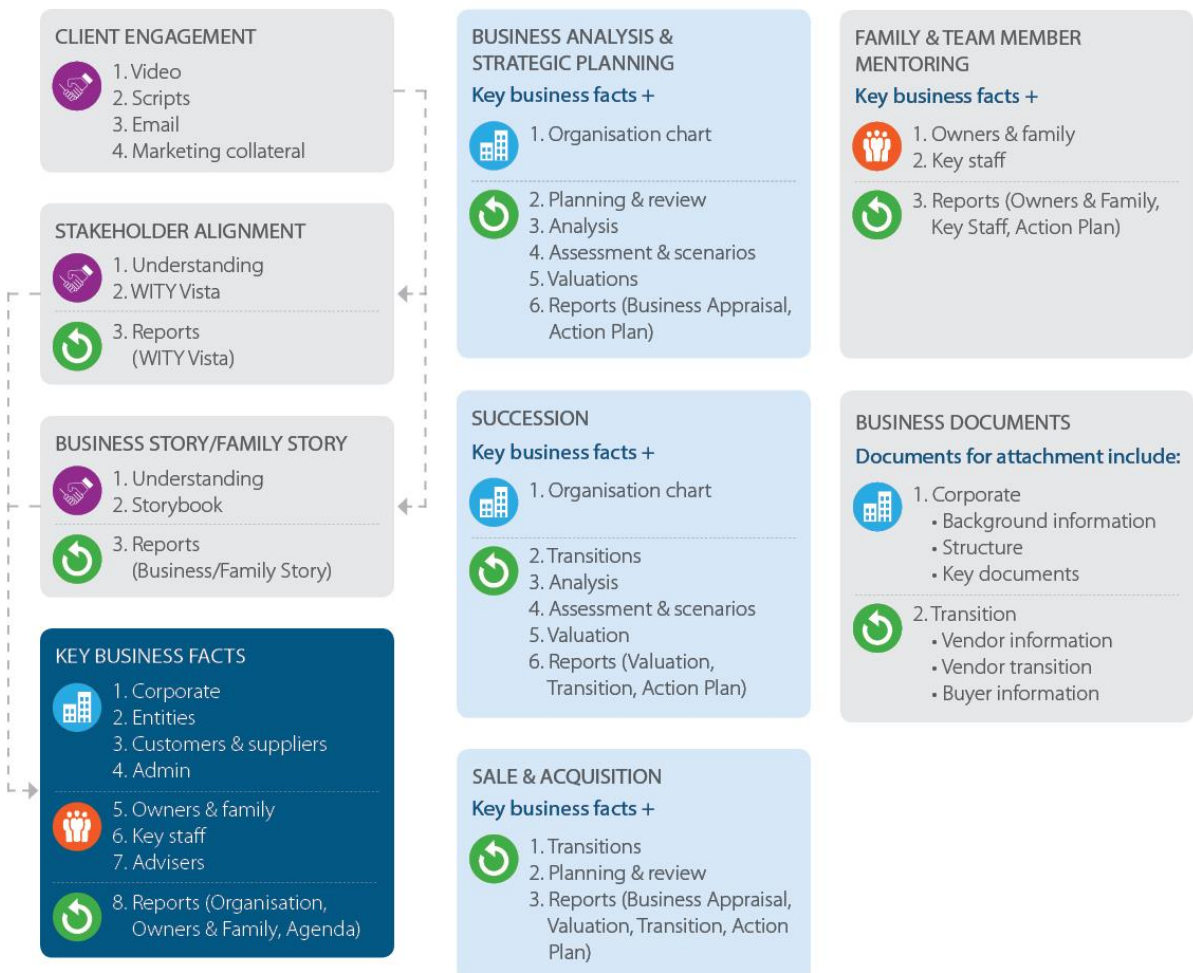**Legend:** Organisation | People | Action | Engagement

CLIENT ENGAGEMENT
1. Video
2. Scripts
3. Email
4. Marketing collateral

STAKEHOLDER ALIGNMENT
1. Understanding
2. WITY Vista
3. Reports
   (WITY Vista)

BUSINESS STORY/FAMILY STORY
1. Understanding
2. Storybook
3. Reports
   (Business/Family Story)

KEY BUSINESS FACTS
1. Corporate
2. Entities
3. Customers & suppliers
4. Admin
5. Owners & family
6. Key staff
7. Advisers
8. Reports (Organisation,
   Owners & Family, Agenda)

BUSINESS ANALYSIS & STRATEGIC PLANNING
Key business facts +
1. Organisation chart
2. Planning & review
3. Analysis
4. Assessment & scenarios
5. Valuations
6. Reports (Business Appraisal,
   Action Plan)

SUCCESSION
Key business facts +
1. Organisation chart
2. Transitions
3. Analysis
4. Assessment & scenarios
5. Valuation
6. Reports (Valuation,
   Transition, Action Plan)

SALE & ACQUISITION
Key business facts +
1. Transitions
2. Planning & review
3. Reports (Business Appraisal,
   Valuation, Transition, Action
   Plan)

FAMILY & TEAM MEMBER MENTORING
Key business facts +
1. Owners & family
2. Key staff
3. Reports (Owners & Family,
   Key Staff, Action Plan)

BUSINESS DOCUMENTS
Documents for attachment include:
1. Corporate
   • Background information
   • Structure
   • Key documents
2. Transition
   • Vendor information
   • Vendor transition
   • Buyer information

+ 61 7 3393 2833   marketing@mypcorp.com   www.mypcorp.com
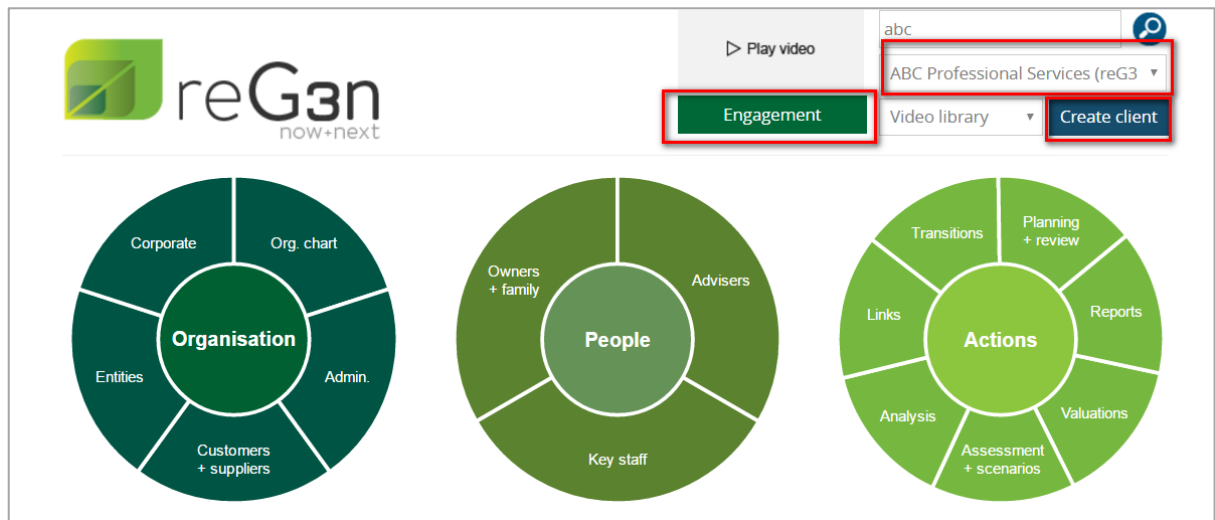
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2. engagement

reG3n provides advisers with a range of collateral for engaging with clients. To create and administer this collateral:

- Select the relevant organisation from the drop-down menu (If the client is located in ARM)
- If the client is not in ARM, select 'Create client', enter details and select 'Save'
- Select 'Engagement'

NB: If a client is not pre-selected, the option to select a client will be given during the Engagement process when required.

- Select the relevant icon to access videos, phone scripts, email templates, marketing collateral, meeting agenda templates and reports.
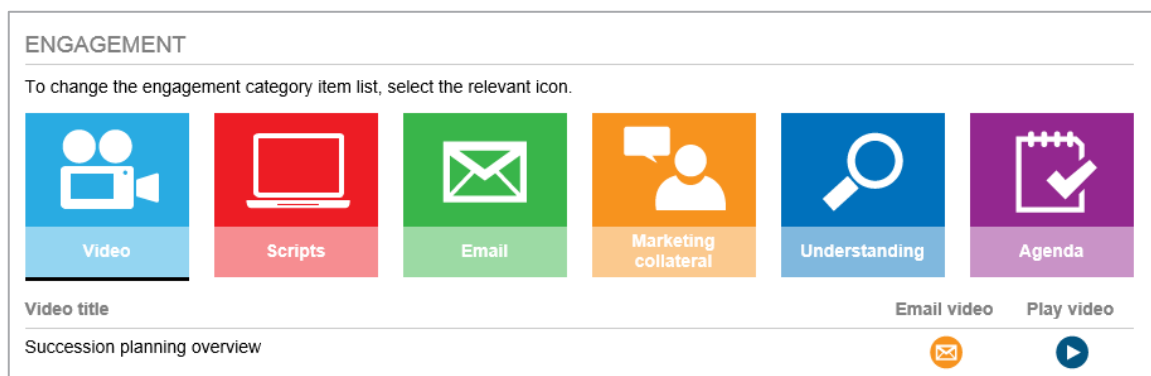
2.1. WITY VISTA SURVEY

The 'What's Important To You' (WITY) Vista survey provides the Adviser with the ability to capture the key areas of importance for each of the client's owners and stakeholders.

WITY Vista can be conducted with the client, or an email containing a link to WITY Vista can be emailed to the client.
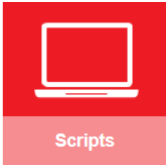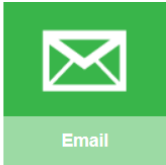
2.1.1. Create WITY Vista survey

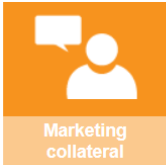To create a 'What's Important To You' (WITY) Vista survey:
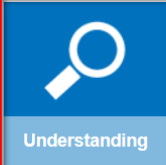
- Select 'Understanding', then 'Create new'
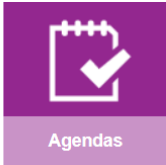
Email WITY Vista to client

- Enter the relevant email address/es
- Insert the client name/s
- If required, customise/edit email content (but do not edit the survey link)
- Select 'Send email'

Conduct WITY Vista with client

- Select 'Next'
- Enter client name
- Conduct survey with client
- Select 'Finish'

2.1.2. Edit, copy or archive a WITY Vista survey
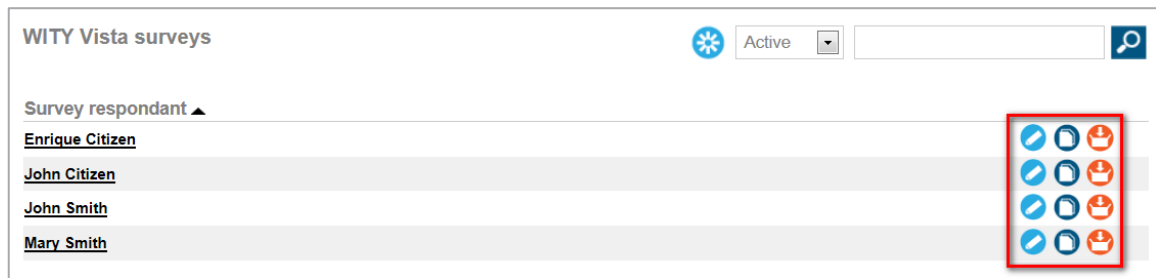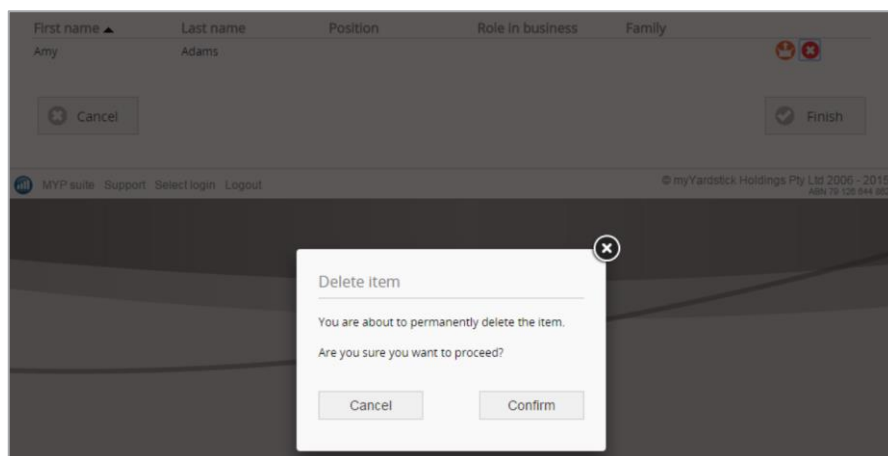
- Select 'View'

- Identify the relevant survey and select the required button

2.1.3. Unarchive or delete a WITY Vista survey

- Select 'View'
- Select 'Archived' status
- Click the 'Unarchive' or 'Delete' button as required
- Select 'Confirm' in the warning pop-up box

2.2. FAMILY/BUSINESS STORIES

2.2.1. Create family/business stories

To identify and capture key events and stories for inclusion in relevant reports:

- Select 'Create business + family stories'

- Select 'Business' or 'Family'
- Enter 'Story name'
- Enter and add event details as required
- Select 'Save + close'

2.2.2. Edit, copy or archive stories

- Select 'View'
- Identify the relevant story and select the required button

2.2.3. Unarchive or delete stories

- Select 'View'
- Select 'Archived' status
- Identify the relevant story and select the required button
- Select 'Confirm' in the warning pop-up box

2.3. MEETING AGENDAS

reG3n provides two standard agendas for an 'Initial meeting' and an 'Annual meeting', but also contains the ability to create custom agendas.

- Select 'Agenda'

2.3.1. Create custom agenda

- Select 'Yes', then

- Enter agenda template name
- Add items and details as required
- Select 'Save'

2.3.2. Edit or archive an agenda

- Select 'Yes'
- Identify the relevant agenda and button

2.3.3. Unarchive or delete an agenda

- Select 'Yes'
- Select 'Archived' items
- Identify the relevant agenda and select the required button
- Select 'Confirm' in the warning pop-up box

2.3.4. Generate an agenda

- Select the agenda template from the drop-down menu
- Complete date and timing details
- Select 'PDF'

NB: Agendas can also be generated from the Reports section of reG3n (refer section 1.5.7).

3. organisation

The 'Organisation' area (together with the 'People' area) forms the basis of the information collection process. This section of reG3n contains relevant organisational information that flows through to other parts of reG3n (e.g. Reports). This critical organisation information should be created and administered by a select few with relevant permission.

Once the client has been selected from the drop-down menu (refer section 2), relevant information can be entered.

3.1. CORPORATE

To commence entering corporate information:

- Select 'Corporate'

- Select 'Copy from ARM' if the organisation already exists in ARM

NB: Any changes made here will not be populated back into ARM. Only the first page in the navigation bar will be pre-populated from ARM.

- Enter any relevant corporate information
- Select 'Save'

NB. Once the Organisation page has been updated from ARM, it is recommended that the 'Owners + family', 'Key staff' and 'Advisers' information from the People section (refer section 4) be entered prior to returning to complete the remaining organisation pages in the navigation bar. This will pre-populate a number of the drop-down menus on 'Organisation' pages. Links on the following three pages make this process more convenient.

Once this data has been entered:

- Select 'Corporate'
- Progress through the following pages on the blue Navigation bar

- Data entered on the remaining pages of the navigation bar is used in other areas of reG3n
- At the end of each page, select 'Save'
- On the last page (Key Documents), select 'Save + close'

3.2.   ENTITIES

reG3n provides the ability to create entities within a corporate structure. These entities then form drop-down menu options for selection in other areas of reG3n. To enter entity information:

- Select 'Entities'

3.2.1. Create an entity

To create an additional entity:

- Select
- Enter details as outlined in section 3.1 above

3.2.2. Edit, copy or archive an entity

- Identify the relevant entity and select the appropriate button

3.2.3. Unarchive or delete an entity

- Select 'Archived' status
- Identify the relevant entity and select the appropriate button
- Select 'Confirm' in the warning pop-up box

NB. Advisers created in the 'People' section of reG3n will also appear in the drop-down menus for each entity.

NB. Business valuations can also be generated for each entity.

3.3. CUSTOMERS + SUPPLIERS

reG3n provides the ability to capture key customer and supplier information for all the entities within a corporate structure. The information collected on this page will flow through to relevant documents and reports. To enter customer and supplier information:

- Select 'Customers + suppliers'

3.3.1. Create a customer or supplier

To create a customer or supplier:

- Select ✳
- Select 'Customer' or 'Supplier'
- Enter details and select 'Save'

3.3.2. Edit, copy or archive a customer/supplier

- Identify the relevant customer/supplier and select the appropriate button

3.3.3. Unarchive or delete a customer/supplier

- Select 'Archived' status
- Identify the relevant customer/supplier and select the appropriate button
- Select 'Confirm' in the warning pop-up box

3.4. ADMINISTRATION

reG3n has the ability to customise the general settings for the client organisation. The options selected on this page will flow through to relevant documents and reports.

To administer reG3n for a client organisation:

- Select 'Admin'

- Enter details as required
- Select 'Save'

NB: The year is ignored (only the day and month are applicable).

3.5. ORGANISATION CHART

reG3n has the ability to generate an Organisation chart based on the data provided in the 'Structure' and 'Owners' information recorded against each entity client organisation.

- Select 'Org chart
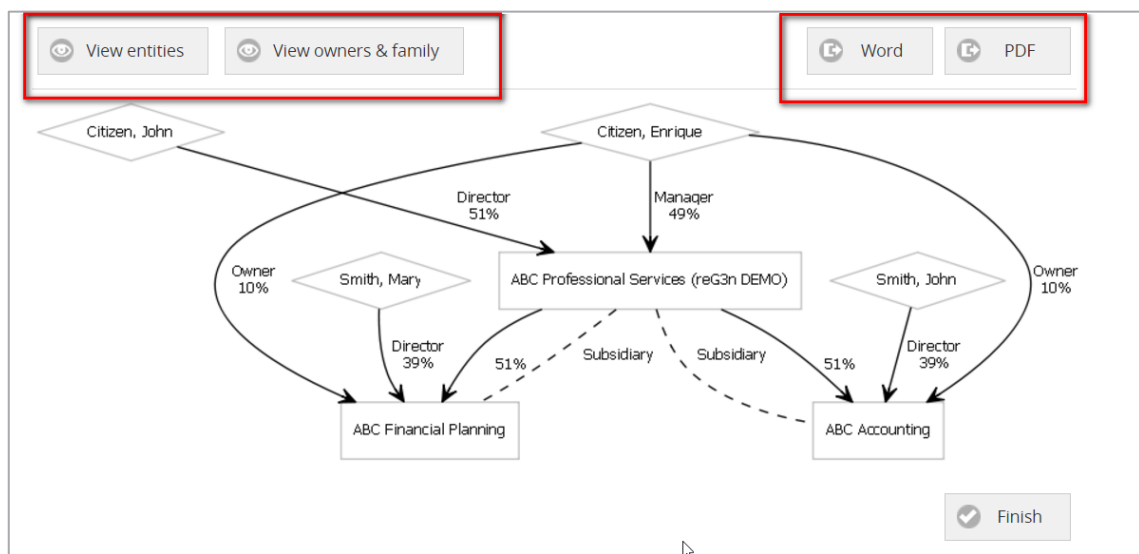
Options to view either the 'Entity' or the 'Owner + family' of the entity are available through the view buttons. A Word or PDF version of the chart is available for download.

4. people

Information entered into The 'People' area provides the ability to manage information relating to key stakeholders within the entities. Relevant information collected here flows through to other parts of reG3n (e.g. Reports, Planning + review etc.).

4.1.   OWNERS + FAMILY

4.1.1.   Create owners + family

- Select 'Owners + family'

- If the contact is in ARM, select from the drop-down menu and select 'Create'
- If not in ARM, select 'Create client contact' from the drop-down menu and select 'Create'

- Enter the relevant information
- Proceed through each page of navigation bar

- Select 'Save' on each page, selecting 'Save + close' on the last page

4.1.2.   Edit, copy or archive an owner or family member

- Select 'Owners + family'
- Identify the relevant person and select the appropriate button

4.1.3. Unarchive or delete an owner or family member

- Select 'Archived' status
- Identify the relevant owner or family member and select the appropriate button
- Select 'Confirm' in the warning pop-up box

4.2.   KEY STAFF

reG3n provides an efficient structure to capture key staff information including accrued leave entitlements, insurances, leadership capability, competencies, limitations and required training.

4.2.1.   Create key staff

- Select 'Key staff'

- If the contact is in ARM, select from the drop-down menu and select 'Create key staff'
- If not in ARM, select 'Create client contact' from the drop-down menu and select 'Create key staff '

- Enter the relevant information
- Proceed through each page of navigation bar

- Select 'Save' on each page, selecting 'Save + close' on the last page

4.2.2. Edit, copy or archive key staff

- Select 'Key staff'
- Identify the relevant person and select the appropriate button

4.2.3. Unarchive or delete key staff

- Select 'Key staff'
- Select 'Archived' status
- Identify the relevant person and select the appropriate button
- Select 'Confirm' in the warning pop-up box

4.3.   ADVISERS

The advisers who are created in this section can be selected from drop-down menus for the entities and key contacts across the client group.

4.3.1. Create an adviser

- Select 'Advisers'

- Select 'Create Adviser'

- Select whether the adviser is internal or external to the business
- Select the 'Copy from ARM' button if the contact already exists in ARM
- Enter the relevant adviser information
- In the 'Clients' page enter the clients and contacts linked to the adviser
- Select 'Save'

NB: Any changes made here will not be populated back into ARM.

4.3.2. Edit, copy or archive an adviser or client

- Select 'Advisers' or 'Clients'
- Identify the relevant adviser or client and select the appropriate button

4.3.3. Unarchive or delete an adviser or client

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- Select 'Advisers' or 'Clients'
- Select 'Archived' status
- Identify the relevant person and select the appropriate button
- Select 'Confirm' in the warning pop-up box

5. action

reG3n provides key infrastructure and tools to ensure that advisers can efficiently conduct planning, due diligence, analysis and business valuations. This greatly enhances the ability to facilitate the sale or transfer of a business ownership.

5.1.   TRANSITIONS

There are 2 key parties to the business transition process – vendor and buyer. reG3n provides the ability for the Adviser to act with the client in either or both roles.

5.1.1. Create a transition

- Select 'Transitions'

- Select 'Create'

- Enter a transition name
- Select relevant tabs for 'Vendor Information' and 'Buyer Information'
- Select 'Save' on each page, and 'Save + close' when completed

5.1.2. Edit, copy or archive a transition

- Select 'Transitions'
- Identify the relevant transition and select the appropriate button

5.1.3. Unarchive or delete a transition

- Select 'Transitions'
- Select 'Archived' status
- Identify the relevant transition and select the appropriate button
- Select 'Confirm'

5.2. LINKS TO OTHER MYP SOLUTIONS

reG3n will create opportunities for additional advisory projects (e.g. Estate Planning). To provide a seamless entry to these additional services, reG3n provides an efficient link to access other MYP modules your organisation is subscribed to.

To create a link to another MYP tool:

- Select 'Links'

- Select the MYP module from the drop-down box
- Select the contact from the drop-down box
- Select 'Confirm'

5.3. PLANNING + REVIEW

During the information collection process (WITY Vista, Owners and family, Key staff etc.), a number of issues that require action will be identified. Where gaps are identified in the information collection process, the opportunity exists to create action items (who does what, by when).

The planning and review section of reG3n provides the ability to efficiently collate and manage all action items identified throughout reG3n.

To review and administer these items and to obtain client agreement on appropriate actions:

- Select 'Planning + review'
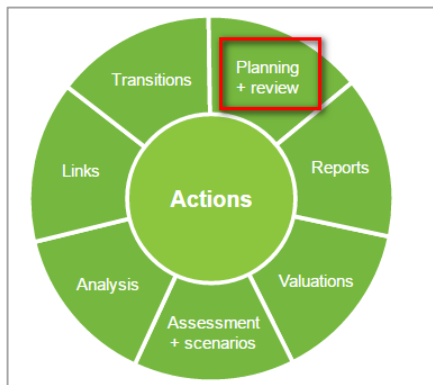
5.3.1. Collate existing action items

To include all action items created throughout the reG3n data collection process into the action plan:

- Select 'Include existing actions'
- Add/delete items as required by selecting ⊕ or ⊖
- Select 'Save + close'

ACTION PLAN

Page timeout: 19:47

This is the overall action plan. You can choose to auto-populate it with existing actions from the system, or create your own.

Actions					
Action for (corp/ind)	Action	Description	Action by	Due date	Completed
ABC Business Adv	Create ARM work flow template	Create automatic reminder and follow up tasks for all key actions	John Citizen	23 Nov 2016	
John Citizen	Complete EPFL process	Update Estate Plan & Docs	Steven Eager	17 Aug 2016	
Enrique Cltizen	Complete EPFL process	Ensure Estate documentation is up to date	Steven Eager	19 Oct 2016	
Enrique Cltizen	MYOB Training	Attend MYOB course to improve skills	John Citizen	21 Oct 2016	
John Smith	Succession planning training	Undertake training	John Citizen	28 Nov 2016	
John Smith	Estate planning training	Undertake training	Steven Eager	10 Jan 2017	
John Smith	Arrange insurance for John Smith	Insurance required: Death	Steven Eager	20 Dec 2016	
ABC Professional	Automate systems	Eliminate paper based questionaires and develop automated surveys and reports.	John Citizen	15 Mar 2016	

Click the button to add all existing actions for this organisation into the action plan. These actions will be appended to the existing actions in the table.

5.3.2. Review and complete the action plan with the client

- Obtain client agreement on key items:
  - Required action
  - By whom
  - By when
- Enter completion dates when actions completed
- Select 'Save + close'

NB: An action plan can be generated in the reports section (refer section 5.7).

5.4. ANALYSIS

reG3n provides a framework for advisers to analyse the business internally and to analyse the potential impact of external factors (industry, economy etc.). This analysis should be conducted with the client, and will identify potential areas of improvement that will add the value to the business.

5.4.1. Create business analysis

- Select 'Analysis'

- Select create

- Enter the analysis name and date conducted
- Commence analysis of key areas (industry, economy etc.) by selecting the expanding arrows on the right

As each category is opened:
- Enter a performance score for each statement
- Slide the weighting bar to identify the appropriate weighting for each statement

NB: The total weighting for each category must add up to 100%.

- Add notes as required
- Select 'Save'

5.4.2.   Edit, copy or archive a business analysis

- Select 'Analysis'
- Identify the relevant analysis and select the appropriate button

5.4.3.   Unarchive or delete a business analysis

- Select 'Analysis'
- Select 'Archived' status
- Identify the relevant analysis and select the appropriate button
- Select 'Confirm'

NB: The performance and weighting for each category and item are used to calculate a business performance score (refer section 5.5) and therefore have an impact on the capitalisation rate when calculating the business valuation (refer section 5.6).

5.5.   ASSESSMENT + SCENARIOS

Once an analysis of the business has been completed, an assessment of business performance is conducted and is used in the valuation process.

Multiple assessments can be conducted for each entity, providing the ability to create an unlimited number of scenario assessments, which can then be used to create scenario business valuations.

5.5.1. Create a business assessment/scenario

- Select 'Assessment + scenarios'

- Select create

- Enter project name and date
- Select completed analysis to use

NB: An analysis must be conducted prior to an assessment as the analysis results are used for the assessment.

For a detailed explanation of each component on this page:

- Select the 'Explanation' down arrow
- Move the sliders to the required position:
  - o Weighting (%) - the impact this category has on the business
  - o Risk rating (1-10) - the risk this category presents to the business
  - o Performance (scenario) – the score the business wants, compared to the 'Performance (actual)' score

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Category	Weighting	Risk rating	Performance (actual)	Performance (scenario)
Industry	20%	6	6.5	8
Economy	20%	7	6.1	5
Structure	10%	6	4.5	8
People	20%	8	5.8	10
Customers	10%	6	4.8	6
Operations	15%	4	6.4	8
Finance	5%	6	6.1	7
Intellectual Property	0%	1	6	8
TOTAL	100%			

NB: The total weighting must add up to 100%.

NB: The 'Performance (actual)' score cannot be changed as it is drawn from the selected business analysis (refer section 5.4).

Please note the following:
- At the commencement of this process, the 'ACTUAL PERFORMANCE SCORE' (1-100) is the current score calculated from the selected 'Analysis'
- The 'SCENARIO PERFORMANCE SCORE' (1-100) is the score the business would like to achieve

These scores will change dynamically to reflect the changes made on the weighting, risk and performance sliders.

- Select 'Save' when all adjustments have been completed

Category	Weighting	Risk rating	Performance (actual)	Performance (scenario)
Industry	20%	6	6.5	8
Economy	20%	7	6.1	6
Structure	10%	6	4.5	8
People	20%	8	5.8	10
Customers	10%	6	4.8	6
Operations	15%	4	6.4	8
Finance	5%	6	6.1	7
Intellectual Property	0%	1	6	8
TOTAL	100%			

ACTUAL PERFORMANCE SCORE   40.3

SCENARIO PERFORMANCE SCORE   52.9

NB: Risk ratings impact the performance score. They start at 0, signifying standard risk. Each increase of 1 point will decrease the score for that category by 5%. Increasing the risk rating will decrease the performance and scenario total scores below.

5.5.2.   Edit, copy or archive an assessment/scenario

- Select 'Assessment + scenarios'
- Identify the relevant Assessment/scenarios and select the appropriate button

ASSESSMENT + SCENARIOS		
Assessment/scenario name ▲	Date conducted	
ABC Accounting	20 Jul 2016	
ABC Financial Planning	7 Jul 2016	

5.5.3.   Unarchive or delete an assessment/scenario

- Select 'Assessment + scenarios'
- Select 'Archived' status
- Identify the relevant Assessment/scenarios and select the appropriate button
- Select 'Confirm'

5.6.   VALUATIONS

reG3n provides the ability to determine a business valuation. These valuations can be used for a range of purposes including finance applications, succession and estate planning, business sale and acquisition.

5.6.1.   Create a business valuation

- Select 'Valuations'

- Select create

- Enter/select the relevant data. Depending on the selections, the screen may refresh in order to capture the appropriate information

Some points to consider on this page include:

- Future maintainable earnings selection will require the upload of P&L data
- Asset selection will require the upload of Balance Sheet data
- If risk factors are relevant, additional information and percentage discount for the valuation can be applied. Additional risk factors can be added/deleted as required.

- Upload financial data as required
  - o If you are a myYardstick Subscriber, you will have the option to use existing uploaded myYardstick data for the client

NB: If you are not a myYardstick Subscriber, please ensure that you have entered industry information for the entity on the 'Background Info' page before uploading data.

If selecting 'Upload data' from the 'Valuations' page:

- Select the relevant option from the drop down menu

NB: The two recommended options as follows:

1. Single month option must be YTD values in Excel format – e.g. YTD June 2014, with the description in one column and the dollar amounts in another (e.g. 2 column spreadsheet)
2. Xero – import directly from Xero

Once the selection has been made and the data has been copied/pasted (if using Excel) or imported (if using Xero):

- Map to the relevant chart of accounts by selecting/checking the head account first, then the relevant sub-account
- Map any sub-totals and totals to N/A or they will be double counted

Once the mapping has been completed:

- Select 'Next' to verify the upload

- If using the Excel method to upload data, check totals against spreadsheet
- If incorrect, select 'Previous' to re-map and correct
- If correct, select 'Next' then 'Finish'

Data submission accuracy check
To ensure that P&L data is uploaded correctly, please check the information below.

Total revenue	1,711,186.00
Total cost of sales	119,722.00
Gross profit	**1,591,464.00**
Total expenses	1,020,665.00
Operating profit	**570,799.00**
Other income	0
Other expenses	0
Profit before interest, tax, depr	**570,799.00**
Interest income	0
Cost of funding	0
Profit before tax	**570,799.00**

Data submission accurate?
If the data submission is correct, click 'Next'.
If the data was mapped incorrectly, click 'Previous' to correct the mapping.

Cancel   Previous   Next

- Select the Assessment/scenario from the drop-down menu for use in the valuation calculation
- Select whether the actual or scenario score is to be used (refer section 5.5.1)
- Enter the upper and lower capitalisation rate (capitalisation multiple)

NB: Advisers are required to enter their own capitalisation ranges based on their knowledge, experience and research. reG3n does not automatically calculate the capitalisation range as there are too many variables and other factors. In fact, automating a capitalisation range is highly risky. Variable factors include geographical/region, economic conditions, industry, risks, market, size, reason for selling, urgency, plus other unique factors). In addition, the timing of any historical valuations could make any automated capitalisation range unreliable (e.g. the mining industry was booming, but 6 months later it was in serious decline). Consequently, an adviser is required to make their own enquiries on capitalisation ranges (e.g. local business brokers, market reports, research houses etc). Publications such as the following link may assist:

https://www.merchantreport.com.au/site/eLibrary/AIBB_Small_Business_Sales_Index_June_2014_QTR.pdf

This is the last publicly available report.

Individual organisations can subscribe to this report service at www.bizstats.com.au

- Select 'Calculate value'
- Review valuation ranges
- Select 'Save' or 'Save + close'

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- Select 'Save' or 'Save + close'

5.6.2.   Edit, copy or archive a business valuation

- Select 'Valuations'
- Identify the relevant Valuation and select the appropriate button

5.6.3.   Unarchive or delete a business valuation

- Select 'Valuations'
- Select 'Archived' status
- Identify the relevant Valuation and select the appropriate button
- Select 'Confirm'

5.6.4.   Valuation Report

The Valuation section of reG3n requires the adviser to define if a valuation report is required.

The adviser can define the type of valuation report required. The options are shown in the drop-down on the right.

If Limited scope or Calculation engagement are selected, a new table appears below to let them list out the methodologies and/or limitations.

5.7. REPORTS

reG3n provides reports using the information the adviser has entered into the system. To produce reports:

- Select 'Reports'.

- Select the relevant report to generate from the navigation bar
- Select relevant information as required
- Generate report in PDF or Word as required
- Select 'Finish'

Available reports include:
- Organisation report – captures key organisation information including contacts, owners, staff, structure, corporate, background, strategic and insurance
- Owners + family – captures key stakeholder information
- WITY Vista report – identifies priorities and strategy ratings from the survey for a single respondent, or an aggregated report for multiple respondents
- Business + Family story – incudes all key historical events relating to the entity

- Valuation report – produces a full business appraisal and valuation report
- Action plan - generates the outstanding actions report including by whom and by when
- Summary report combines Entity, Owners + Family, Staff, WITY Vista, Business Story, Valuation and Transition information in a single report.

NB: The only mandatory field is the entity. Owners + Family and Staff are displayed based on those who are linked to the entity. For all the other sections, if nothing is selected, they will not appear in the report.

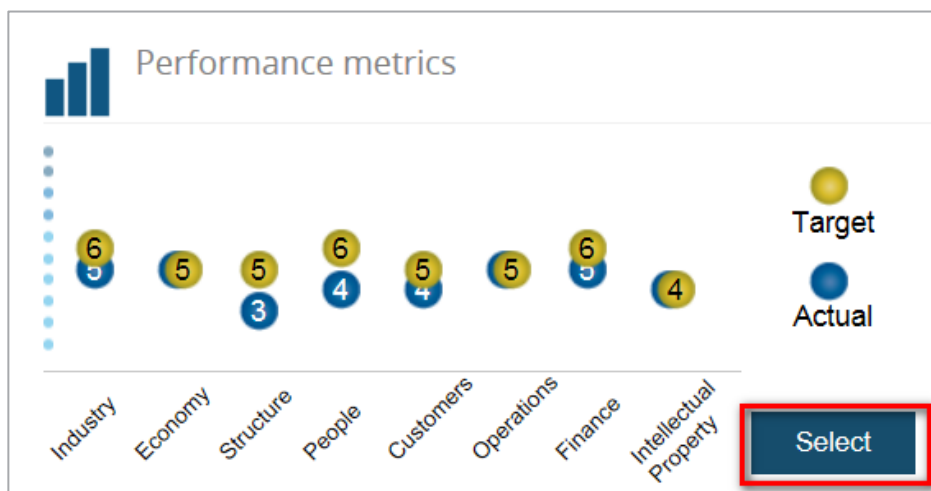- Agendas – generates meeting agendas

6. dashboard

The reG3n homepage provides a dashboard to display performance + valuation metrics, key objectives and action plan for the selected organisation.

Key objectives and incomplete actions display by default:

- To display performance metrics, click 'Select'

- Choose the relevant assessment scenario to display from the drop-down menu
- Select 'Submit'

- To display valuation metrics, click 'Select'
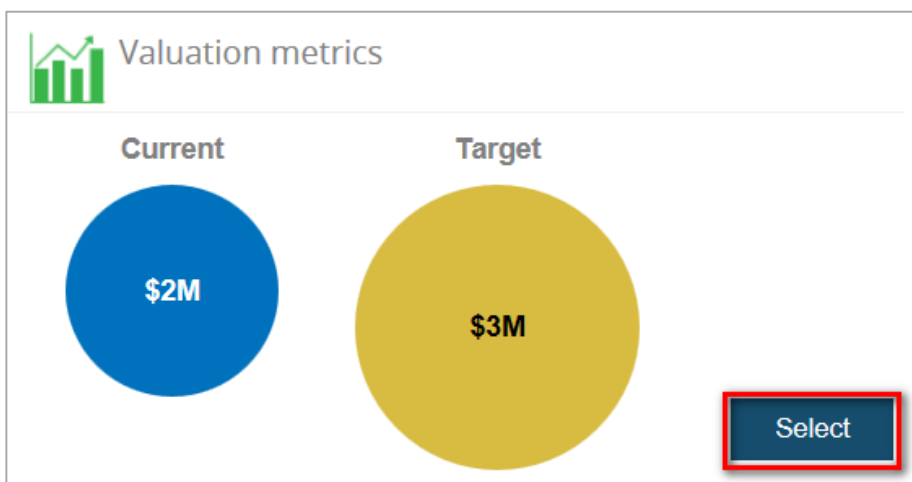
- Choose the current and target valuations to display from the drop-down box
- Select 'Submit'

NB: Risk-weighted scores are displayed on the main dashboard.

7. MYP training + support centre

MYP offers a range of training sessions and online support services. For details of these services refer to the ARM myHelp.