



**IQ BackOffice**

Corporate Brochure



# Get to work-work, not paperwork.

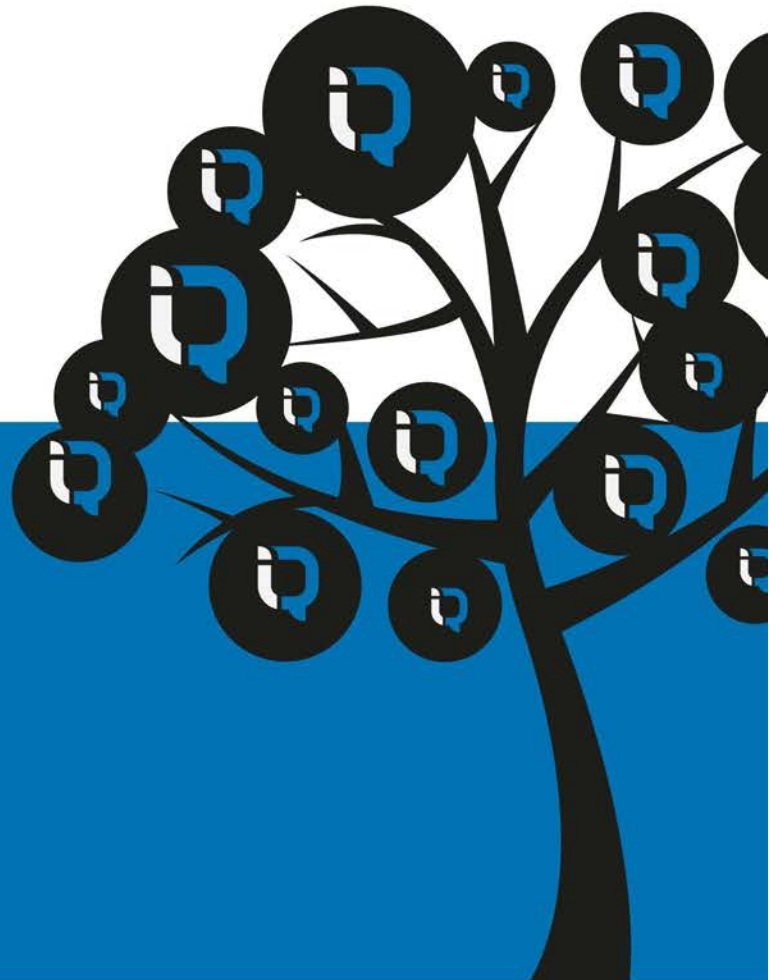
IQ BackOffice provides high-quality, low-cost accounting and human resources solutions that make our clients more efficient and help them focus on their core businesses.

We combine accounting expertise, operational excellence and innovative technology to turn paper processes into web-based workflows. IQ BackOffice brings SAS70 Type II/SSAE 16 standards to your back office processes and seamlessly integrates your vendors and customers into your infrastructure. With IQ BackOffice, you have instant access to the information you need to make faster, better-informed decisions.

We specialize in providing solutions for the restaurant and hospitality, real estate and property management, manufacturing and distribution, and other industries.

IQ BackOffice provides outsourced solutions for:

- Accounts Payable
- Accounts Receivable, Billing and Cash Application
- Payroll
- Human Resources
- Full Service Accounting





Services >

# Integrate solutions to support your business.

"I don't know what we would do without IQ BackOffice. Their expertise and knowledge of payroll systems and processing has saved us untold amounts of money. With our growth rate, we cannot afford to have anything but 100% accurate payroll."

- Carl Steadly, President, Stone & Pewter Accents, Inc.

## Accounts Payable

IQ BackOffice replaces your paper invoices with web-based workflows and outsourced processing so that invoices are ready for approval and electronic payment in less than a day. With IQ BackOffice, your accounts payable becomes digital, predictable, efficient and quality-focused. Our state-of-the-art Archimedes software captures your business rules and digitizes your invoices for processing by our highly trained staff. Any invoice can be reviewed and approved with just a few clicks. Our procurement-to-payment approach enables payments via check, ACH, wire transfer and credit cards.

- Savings of up to 68% over current costs
- 99.97% accuracy
- SAS70 Type II/SSAE 16 standards
- Enhanced visibility into payables
- Bank flexibility
- Reduced vendor remittance costs
- Secure Virtual Payment MasterCard®, with cash-back revenue options

## Accounts Receivable Outsourcing & Billing

Working capital is the lifeblood of your company and IQ BackOffice keeps it circulating with web-based accounts receivable workflows and outsourced processing that can cut your costs in half while providing real-time insight into your cash flow. Our state-of-the-art Archimedes software captures your reengineered business rules and digitizes your billing for processing by our highly trained staff. As directed, we'll reach out to overdue accounts with calls and emails. IQ BackOffice ensures you have the data you need for real-time decision support.

- Savings of up to 68% over current costs
- 99.97% quality
- SAS70 Type II/SSAE 16 standards
- Real-time reporting
- Accounts receivable
- Billing and cash application
- Early-stage collections





## Services >

### Payroll

IQ BackOffice knows that payroll processing is more than calculating withholdings and cutting checks. Our state-of-the-art technology creates digital images of each payroll transaction and routes them electronically via a secure website for your approval. We work with your payroll processor to process and mail checks, authorize direct deposits and electronic pay cards, manage tax filings, deduct garnishments and provide instant reporting.

- Keep current on rules and regulations at all levels
- Process new hires and terminations more efficiently
- Provide more accurate data
- Coordinate timely paycheck delivery
- Answer employee questions
- Quickly and accurately resolve issues

### HR Outsourcing

IQ BackOffice provides a full range of human resource administration and management services. Our solutions scale from narrowly-focused software implementations to full department replacements. For small businesses, IQ BackOffice deploys a complete, easy-to-use, self-service human resources platform. For medium-sized businesses, IQ BackOffice combines software and outsourcing human resources function. And for businesses with large, established human resources departments, IQ BackOffice offers solutions that integrate seamlessly with existing platforms while improving performance. With IQ BackOffice, your human resources department will realize lower costs and a higher quality of service, helping you attract and retain your best employees.

- Human resources management
- Human resources information systems (HRIS)
- Payroll management and integration
- Web-based talent management applications

### Full Service Accounting

IQ BackOffice offers complete accounting services that combine best practices and top-to-bottom process reengineering with web-based workflow systems. Our integrated solutions reduce errors and lower costs while improving your controls and decision-making. We leverage your existing accounting systems rather than replacing them, reducing implementation timeframes, risk and expense, while retaining familiar interfaces and reports. Our proprietary Archimedes software enables you to manage your processes from any web-enabled computer, while our partnerships with electronic payment providers can turn your accounting costs into real savings.

- Accounts payable
- Billing and accounts receivable
- Financial statement preparation
- Payroll services
- Daily deposit verification
- Cash and credit card reconciliation
- Fixed asset reporting
- Electronic payment solutions
- Secure Virtual Payment MasterCard®, with cash-back revenue options





Industries Served >

# A full range of services for a full range of companies.

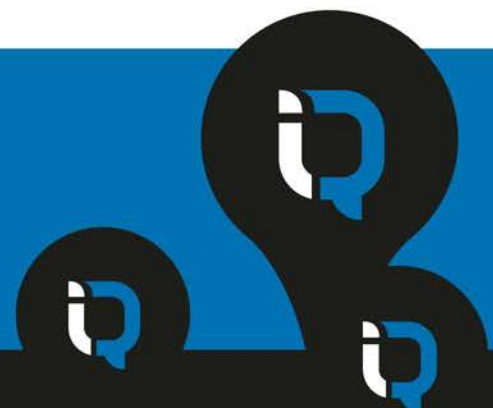
IQ BackOffice provides reliable, innovative back office services for companies in a range of industries. We specialize in delivering outsourced services for restaurants and hospitality, real estate and property management, and manufacturing and distribution, as well as other industries including broadcast and publishing, media and entertainment, financial services and insurance, legal and energy.

Our web-based solutions are custom-designed around each client's unique business processes and are applicable to any company that would benefit from measurable quality gains, increased control and real savings on its back office services. Keep reading for examples of how IQ BackOffice provides broad-ranging support to diverse industries.

## Restaurants & Hospitality

IQ BackOffice recognizes the unique challenges facing the restaurant and hospitality industry, including receiving invoices at many locations, payrolls with high turnover, large amounts of cash, frequent credit card payments and numerous fixed assets. Our implementation teams leverage your existing accounting, food cost and back office systems, reducing risks and expense while retaining familiar interfaces. Our partnerships with electronic payment solution providers make even your established processes more efficient and turn back office costs into real savings.

- Reduce errors and costs
- Get faster access to data and stronger controls
- Make better-informed decisions
- Manage accounting processes from any web-enabled device or PC





## Industries Served >

### Real Estate & Property Management

If there's a bigger challenge than managing diverse properties, it's managing the invoices, bills and back office processes that come with them. Each of these issues is multiplied by the number of properties you manage. IQ BackOffice turns your paper processes into web-based electronic solutions and automatically forwards them to a manager's inbox for rapid approval. You'll see 99.97% accuracy, instant status reports and savings of up to 68% over current costs. When it comes to balancing the cost, speed and accuracy of your back office processes, the answer is easy: IQ BackOffice.

### Manufacturing & Distribution

Precision, quality, efficiency and reliability are the key components to any manufacturing-related process, and your back office is no exception. IQ BackOffice delivers full service accounting, payroll and human resources programs with a five-sigma average accuracy rating of 99.97% and savings of up to 68% over current costs. Whether you manage your processes in-house or use an external provider, IQ BackOffice will turn your paper-based systems into secure and accurate solutions that are available from any web-connected computer. Your customized dashboard will make granting approvals and receiving status reports simple whether you are on-site or on the road.

IQ BackOffice's services include:

- Financial statement preparation
- Accounts payable
- Accounts receivable
- Billing and cash application
- Payroll services
- Human resources
- Daily deposit verification
- Cash and credit card reconciliation
- Fixed asset reporting
- Electronic payment solutions
- Secure Virtual Payment MasterCard®, with cash-back revenue options

"Dealing with 1,800 employees and managers in 24 restaurants across the country isn't easy – but I hear compliments about IQ's service all the time. This is a big load off my plate, so I can focus on more important things."  
- Chris Gerhke, Director, Human Resources, Grill Concepts, Inc.





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