



## Datasheet > Manufacturing & Distribution

### Complete Back Office Services for Manufacturers and Distributors

IQ BackOffice offers manufacturers and distributors worldwide new levels of control and savings of up to 68% through our outsourced accounts payable, accounts receivable, payroll, human resources and general accounting services.

Our client-centric solutions start with a detailed review of your back office processes. Then, we reengineer these processes to SAS70 Type II/SSAE 16 standards, ensuring that your business rules adhere to industry best practices. These rules are coded into our proprietary Archimedes software, which integrates seamlessly with your infrastructure, digitizes your paperwork and ensures our highly trained staff processes transactions to your specifications.

The details of each transaction are available in real time on your company's web-accessible Archimedes dashboard, providing you with the highest level of management insight and control, and ensuring you have the data you need for immediate decision support. With IQ BackOffice, your accounting and back office services are backed by a global company that processes millions of transactions each year at a 99.97% accuracy rate.

### Increased Efficiency Across All Processes

Our proprietary Archimedes software helps you manage your back office processes from any web-enabled computer. In addition, our implementation and processing experts are available to ensure you have the right tools to succeed. Working with IQ BackOffice, you can make the most established processes more efficient and turn your budgeted accounting costs into real savings.

*“After our payroll manager left, we decided it would be best to hire a professional firm to handle our payroll instead of trying to find and keep a competent payroll staff. We have been very happy with the service provided by IQ BackOffice.”*

**- Jim Boltinghouse, Controller, Sweetener Products Company**

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 **quality rating of 99.97% and savings of up to 68%.**

### **IQ BackOffice 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
- Credit card payments, with rebates

## Client-Centric Solutions Created Just for You

IQ BackOffice recognizes the unique challenges facing manufacturing and distribution companies, including receiving invoices and obtaining approvals from many geographically dispersed locations, matching POs with receiving tickets and invoices, resolving exceptions, duplicate billing and numerous fixed assets.

Our solutions start with detailed reviews of your processes and exceptions. Then we work with you to build best practices and industry standards into your business rules. IQ BackOffice leverages your current systems and integrates with your existing infrastructure to reduce implementation timeframes and risk, allowing you to continue business without disruption.

Whether you manage your processes in-house or use an external provider, IQ BackOffice will turn your paper-based systems into secure and accurate web-based solutions that are available from any computer. This lets you handle approvals and status reports in real time from any of your locations or on the road.

With numerous clients in the manufacturing industry and millions of transactions processed each year, IQ BackOffice is ready to help you do more.

## Why IQ BackOffice?

A large importer and distributor of stone, glass, ceramics and pewter had grown from small to mid-sized in just a few years, and its internal accounting infrastructure had not kept pace. IQ BackOffice worked with the client and their external vendors to implement new accounting and payroll systems across the board. The company now has accurate, timely financial and operational reports to manage their growth, and has reassigned their accounting staff to other business-critical duties, realizing a significant savings each month.

## About IQ BackOffice

IQ BackOffice is the leading accounting outsourcer, offering 99.97% accuracy and up to 68% savings to companies around the globe. Our accounts payable, accounts receivable, payroll and human resources services leverage your current systems to deliver significant process improvements and faster access to information. Working with IQ BackOffice drives lower costs, better decision-making and stronger financial controls for our clients.



IQ BackOffice, Inc.  
2121 Rosecrans Avenue, Suite 3350  
El Segundo, CA 90245  
310.322.2311

[www.iqbackoffice.com](http://www.iqbackoffice.com)