

## Human Resources & Payroll

### Payroll Processing

Employee Master File Data Import or Creation  
Manual, Electronic or Self-Service Time Entry  
Wage Attachment & Garnishment Processing  
Pre-Check Approval  
Check & DDA Printing & Delivery  
General Ledger Interface  
ACH File Prep & Transmission  
Standard Payroll Reporting

### Payroll Tax Processing

Agency Set-Up & Inquiry Research  
Tax Reconciliation, Transmission & Filing  
W-2/W-2C Filing, Printing & Delivery  
Multi-Work Site Report

### Workforce Administration

New Hire & Employee File Set-Up  
Leaves of Absence (WC/FMLA/PTO)  
WOTC Administration  
Employee Relations Administrative Services  
Unemployment Claims  
EEO-1 Reporting  
New Hire Reporting  
SSN & I-9 Verification Services  
File Changes & Maintenance  
Data Inquiry, Retrieval, & Reporting

### Compensation

Base, Incentive, Equity, & Severance  
Standard Compensation Reporting

### Benefits Administration

Set-Up & Enrollment  
Life, Work & Age-Based Events  
PTO & COBRA Administration  
Medical/Dental/Life Administration  
Disability Administration  
Retirement, Section 125, & Flex Plans  
Provider Interface  
Administrative Reporting

### Employee Development

Recruitment, Selection & Orientation  
Background Verifications  
Learning Management  
Performance Tracking

#### The iProcess Difference...

- *Solution supports your needs and business rules*
- *24/7 online access to your company information*
- *Managed and ad-hoc reporting*
- *Rapid deployment*
- *Guaranteed cost savings*

## Accounting & Finance

### General Accounting

General Ledger  
Journal Entry Processing  
Intercompany Processing & Consolidations  
Multi-Currency Processing  
Account Reconciliation  
Standard General Accounting Reporting

### Sales & Revenue

Accounts Receivable Subsidiary Ledger  
Sales Orders  
Customer Billing & Statements  
Cash Receipts & Application Processing  
Standard Sales & Revenue Reporting

### Procurement & Disbursements

Accounts Payable Subsidiary Ledger  
Purchase Order Generation & Routing  
Vendor Invoices & Statement Reconciliation  
Employee Business Expenses  
Purchasing Debit & Credit Cards  
Cash Disbursements  
Standard Procurement & Disbursement Reporting

### Fixed Assets

Fixed Assets Subsidiary Ledger  
Comprehensive Item & Maintenance Tracking  
Multiple Calculation Methods & Books  
Barcode Capability  
Standard Fixed Asset Reporting

### Inventory

Inventory Subsidiary Ledger  
Comprehensive Item Tracking  
Multiple Pricing Methods & Cycle Counting  
Standard Inventory Reporting

### Financial

Standard Financial Statement Reporting  
Standard Budget & Forecast Reporting

### Treasury

Bank Reconciliations  
ACH & Electronic Transactions  
Banking Set-Up & Relationship  
Deposit Verification  
Standard Treasury Reporting

### Risk Administration

General Liability  
Workers' Compensation  
Employee Liability  
Property & Casualty  
Standard Risk Reporting

### iProcess provides more service, less expense

- *Access to subject matter experts*
- *Better financial controls*
- *Eliminate hiring and management headaches*
- *Better business intelligence*
- *Improve employee, customer and vendor satisfaction*

## Business Intelligence

### Managed Reporting

- Real Time Dynamic Reports
- Dashboards
- Scorecards
- Static Reports

### Ad Hoc Reporting

- Reporting
- Query & Analysis

### Database Capabilities

- Extract, Transformation & Load (ETL)
- Relational Data Warehousing
- Multidimensional Databases
- Data Mining

## Administrative Services

### Imaging

- Scanning
- Faxing

### Knowledge

- Documents
- Content
- Search
- Retention

### Business Process

- Workflow

### Collaboration

- Projects
- Documents
- Meetings

## Specialty Services

### Regulatory Assistance

- Sales & Use Tax
- Gross Receipts Tax
- Business Licenses & Permits

### Audit Support

### Policies & Procedures

### Point of Sale Integration

## Virtual Support Center

### iPOWeb

- Work Product Anytime, Anywhere
- Reporting & More
- Organized Collaborative Workspace

### HRWeb

- Secure & Personalized
- Self-Service People Site
- Entire Employee Lifecycle Online

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