

## ITQwest

### Delivering Results On Demand

ITQwest is a Software-as-a-Service (SaaS) consulting firm, committed to helping small and midsize companies manage their business more effectively, to achieve better Results On Demand.

### Deploying NetSuite Solutions

ITQwest helps small and midsize companies

- Better manage their finances,
- Enhance customers' relationships,
- Empower employees, and
- Collaborate more effectively.

### Why ITQwest?

ITQwest combines: NetSuite expertise, Industry experience, Business process knowledge, to deliver unmatched client focused solutions.

ITQwest provides you with **complete services** to help your business achieve better Results On Demand with NetSuite.

- **Consulting services** for needs assessment and performance optimization delivering sustainable value.
- **Implementation services** for project planning, On Demand application setup, configuration, customization, data migration and delivering solutions on time and on budget.
- **Integration services** to tightly couple existing enterprise applications and information resources with your NetSuite application.
- **Training services** designed to improve the performance and productivity of your internal and remote staffs in using NetSuite.
- **Customer support** committed to giving ongoing help and advice to leverage the most out of your NetSuite solutions.

## NetSuite for Employee Resource Management

Built as part of NetSuite, the new Employee Resource Management (ERM) functionality automates and centralizes employee management and self-service providing the tools to boost employee productivity and reduce costs.

### Improving Productivity and Reducing Costs

Employees can enter expense reports and purchase requests, track time by project, and access HR-related documents. Built-in approval workflows can be customized to allow managers to easily approve subordinates' expenses and purchase requests while viewing the complete history for their entire team. In addition, HR can share documents with employees regarding benefits, job performance and reviews, company policies, new hire information, company holiday schedules and other HR-related information as desired. All these capabilities are easily accessed via the NetSuite Employee Center, an on-demand employee self-service portal available within NetSuite.

### ERM capabilities make it as easy to manage employees

Moreover, when used in conjunction with NetSuite's integrated payroll service, employees can manage vacation time and W-4s and view pay stub details. With one click, managers can approve employee time and expenses, and relevant data flows automatically to payroll, billing, and the general ledger — greatly improving efficiency and accuracy.

### Enables Both Employee and Managerial Self-Service

NetSuite ERM ties the following key HR capabilities into its on-demand suite of Accounting/ERP, CRM and ecommerce applications:

- **Expense Reporting:** Employees can fill out expense reports, bill items to clients or projects, and route their reports automatically to supervisors. Supervisors, in turn, can approve the reports from their dashboards with one click. Approved expense reports are reflected automatically on the next payroll run.
- **Purchase Requests:** Employees can easily make purchase requests which are then routed to supervisors for approval. Once approved, the accounting department can convert purchase requests into purchase orders with just one click.
- **Time and Billing:** With NetSuite, users can track time and billing for an unlimited number of customers, and projects, and assign billable time to individual jobs, departments, and/or classes automatically. Time can also be entered for payroll purposes such as personal time off, vacation, sick time or unpaid leave.
- **Document Management:** NetSuite's document management system electronically organizes and stores content, supporting publishing both internally through the corporate intranet. This allows HR to publish information pertinent to employees regarding job reviews, company policies, employee handbook, company holiday schedules, benefits information and 401K details.