

F&A SERVICES

Quattro™  
BUSINESS SUPPORT SERVICES

ACCESS THE RIGHT  
COMBINATION OF  
TALENT & TECHNOLOGY  
FOR F&A CAPABILITIES

Get more to go on™



## **Focus on vital business strategies** while we take care of your F&A.

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It's decision time. And you're still not sure what to do. Why? Because you just don't have enough information to go on. Yes, you've got the P&L, but it hasn't been updated. You've got inventory projections, but you don't know how accurate they are. You're not sure if you can really trust the latest A/R report or the performance data from your different locations. To top it all off, you haven't got anyone who can really help you interpret this data – let alone benchmark it against other companies like yours. There are just too many missing pieces. But that's why there's Quattro. We give you more to go on. Quattro's portfolio of accounting solutions is designed to mitigate these risks. We ensure clients are empowered to create economies of scale while delivering transformative benefits to the overall business. In short, we ensure business owners, CEOs, CFOs and other decision-makers are able to focus on business continuity in an ever-evolving business environment.

# F&A SERVICES

Our solutions are designed to mitigate risks arising due to the lack of information and interpretation of data. We empower you to create economies of scale while delivering transformative benefits to the overall business.



# FINANCE & ACCOUNTING SERVICES

Adding Value to the Business



## Record to report

Our services improve the "Record to Report" process. This, in turn, ensures, on-time delivery of accurate financial data, thereby strengthening compliance.

- Profit and Loss Statements
- Balance Sheet
- Cash Flow Statement
- General Ledger
- Bank Account & GL Reconciliations
- Cash and Credit Card Deposit Verifications
- Inter-Company Accounting
- Fixed Asset Account Management
- Inventory Accounting
- Corporate Consolidation Reporting
- Compliance Reporting



### Procure to pay

Quattro's "Procure to Pay" services ensure companies are able to efficiently optimize their working capital. Consequently, business processes are streamlined and smart cash management ensured.

- Mailroom Services
- Invoice Processing & Disbursements
- Approval Workflow
- Vendor Management
- Electronic Invoice Integration
- Statement Research
- Utility Tracking
- Positive Pay
- 1099 Reporting
- W9 Tracking
- Tax and License Processing
- AP Aging Report



### Order to cash

Quattro provides an end-to-end solution that enables a holistic view of the "Order to Cash" process. This, in turn, serves to enhance overall operational and financial performance.

- Prepare, Verify, and Dispatch
- Order Management
- Customer Billing
- Customer Inquiries
- Cash Management
- Monitor and Follow-Up for Collections
- Setup and Monitor Customer Master
- Bad Debt Analysis
- Accounts Receivable Reconciliations
- Accounts Receivable Aging Report

# Business Improvement Services

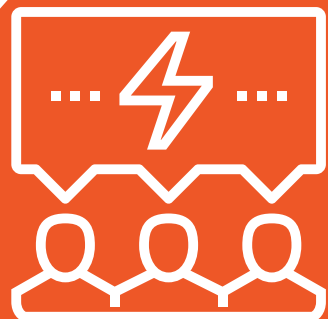
We offer practical, prudent and hands-on advisory support and insights in specific business areas to enhance your agile decision making and critical strategic initiatives planning.



## Financial model development and maintenance

Our services help create a consolidated view of your financial model for acquisition analysis with quality and accuracy.

- Review multiple acquisition targets in one file with sensitivity toggles
- See revenue and expense forecasts including monthly/quarterly EBITDA/adjusted EBITDA numbers
- Include investing activity consideration values into the calculations
- Identify debt-equity split for debt and equity schedules
- Dynamically adjust revolver drawdown based on minimum cash balance to be maintained
- View consolidated P&L and Cash Flow for all selected acquisitions
- Automatic covenant testing for lenders, such as Leverage Ratios, FCCR, and more
- "What If" analysis to evaluate increase/decrease in revenue or cost assumptions and the effect on EBITDA, Net Income, Cash Balances and Financial Covenants
- Visuals of key benchmarks such as Revenue, Income, CAGR, Key Ratios and Stock Prices
- Comparisons of forecast versus actual post-acquisition



## CFO consulting services

Our services offer executive-level support and management of finance teams to drive enterprise value.

- Review and identification of opportunities for EBITDA improvement
- Management of Budget and Forecasting Cycles
- Assessing organization and making recommendations for growth
- Preparation for Acquisition, Merger or Exit
- Implementing plans to optimize cash flow
- Providing guidance and overseeing Due Diligence activities for raising capital and attracting investors
- Management of year-end processes and review of the year-end closing
- Preparation of management of Audit process
- Review and preparation of facility reporting



## Policies and procedures evaluation

Our services help systemize your various evaluation and documentation needs with effectiveness.

- Review of existing processes for streamlining and standardization to uncover automation opportunities
- Providing experienced professionals for developing policies and procedures for startups and other companies
- Documentation of Standard Operating Procedures
- Organization and guidance in updating existing documentation
- Updating backlogged processes, determining the reason for the backlogs with the implementation of improvements



# Managed Payroll and HCM

Quattro, powered by our partner CertiPay, takes care of the complete Human Capital Management and Payroll needs. Our unique approach addresses the employment life cycle from pre-hire to post-retire thus successfully managing your talent while reducing your HR overload. Regardless of your company's size, our flexible technology and service models streamline processes, improve productivity and simplify administration to help you achieve peak performance.



## Payroll services

- Flexibility for Small Business to Enterprise payroll (self-service and managed options)
- Mobile Options for accessing and updating information on-the-go
- Automate the handling of federal withholding and other payroll taxes
- Report Center with access to hundreds of standard reports
- Ability to create, modify, share and customize reports through Report Center as well
- Data exports available for ease of loading data into third-party applications
- Labor distribution and job costing by organization unit or specific job
- Time and attendance tracking solutions fully integrated with payroll
- Automation of data sharing with key systems and vendors (i.e., GL, POS, 401(k), etc)





## Human capital management

- Online cloud-based HR support including forms, training, best practices and more
- Highly experienced and credentialed HR professionals to support your specific needs and structure
- Customizable HR Training
- Comprehensive reviews of current HR resources, policies, procedure, documentation and systems



## Additional services

- Employee Benefits and online Benefits enrollment solutions
- Professional Employer Organizer (PEO)
- Business Insurance

# What does Get More To Go On mean for your business?

For a Business Leader, and effective decision-making, it means three things:



## SEE FURTHER

BECAUSE YOU CAN'T  
MAKE REAL-TIME  
DECISIONS WITH  
OUT-OF-DATE DATA



## SCALE SMARTER

BECAUSE IF THE  
BACK OFFICE CAN'T  
KEEP UP, THE FRONT  
OFFICE WON'T



## STAND STRONGER

BECAUSE YOU MAKE  
BETTER DECISIONS  
WHEN YOU STAND ON  
STRONGER SUPPORT

Quattro seamlessly monitors the pulse of your business. Provides access to real-time information, anytime and from anywhere. Delivers information and insights to drive business decisions and results.



**BUSINESS SUPPORT SERVICES**

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**Get more to go on**

Quattro is a tech-enabled outsourcing firm that's changing the way companies think about finance and accounting as well as technology services. You get world-class teams combined with highly personalized service and a portal that lets you see and manage everything online.

**#GetMoreToGoOn**

**[www.quatrobss.com](http://www.quatrobss.com)**