



## policyIQ'S PROCESS AUTOMATION SOLUTION

Most organizations continue to struggle with cumbersome manual processes that require email, faxed or hand delivered forms, or network directories to gather information. Among these common processes are the distribution and tracking of monthly account reconciliations, collection of management certifications for SOX 302 compliance, gathering annual policy sign-offs, and distributing and archiving new hire documentation.

You need a system to automate the manual process. One that allows you to capture the information you need, distribute it efficiently, route it for approval and easily track whether it has been completed and submitted. You also need a system that includes robust reporting capabilities that allow you to review and analyze the results.

**policyIQ is that system.**

### Why policyIQ?

policyIQ is a web-based content and document management system that's used to store any type of business content – not just policy sign-off forms, certifications and other forms, but also risks, controls, internal audit workpapers, policies and procedures, regulatory content, contracts and other documents. This flexibility and diversity means that you can have a system that works with your process, without the cost or hassle of a custom application.

### How does it work?

Using policyIQ, you can create online forms including multiple input fields – text, date, dropdown, yes/no, true/false, currency, and more. You can even create fields for users to upload files (such as spreadsheets) as part of their response. You setup the approval step, indicating which groups can review, approve, archive and report on the submitted forms, then decide whether the form will be assigned to users with an open and close date, or made available to users whenever needed. Users are notified of their assigned or incomplete forms via email and on their dashboard.

### Solution

Manual processes are inefficient and risky. policyIQ helps you automate those manual processes using online forms to collect the data, route it for approval and report on the status.

### policyIQ

#### AT A GLANCE

Web-based content management with solutions for all areas of your business

- Easy to use interface
- No IT Resources required
- Low per-user subscription cost
- Online Forms
- Robust Reporting
- Unmatched Customer Service



## Features and Benefits

- Custom Dashboards and Email Alerts for each user communicate exactly what has been assigned and when it is due
- Required fields prevent your respondents from submitting incomplete forms
- Designated approval ensures that submitted forms are reviewed by the right person
- Easily report on responses, including exception reports
- Track who has or has not yet responded and send email reminders
- Web-based application makes access easy for remote or global users
- Share results with external auditors or other reviewers with free read-only accounts
- Build “greener” processes by eliminating printing and filing

**policyIQ**  
by Resources Global Professionals

Home

Create And Edit

- Sent For Approval
- Published
- Deleted
- Forms
  - Account Reconciliations
    - Form Templates
    - Form Lists
    - Activities
  - Annual Sign-off Forms
  - Enterprise Risk Manage
  - IT Forms
  - Quarterly Control Self A
  - Sarbanes-Oxley Compl
  - Unfiled
  - Vacation Requests
  - Project Management
  - LM

Approve

Reports

Setup

WhistleBlower

Search:  All of the Words

Activities

Rerun Custom Run Edit Copy Delete Email Reminder

# of items: 5 Items per page: 500

Icon	Name	Open	Submitted	Approved	Total
+	2010 August - Reconciliations	.8	0	0	8
+	2010 July - Reconciliations	.8	0	0	8
+	2010 April - Reconciliations	.0	0	8	8
+	2010 June - Reconciliations	.5	1	2	8
+	2010 May - Reconciliations	.2	2	4	8

Save Submit Change History Print Preview Email Help Cancel

**1001 - Payroll**

Template: Account Reconciliation Assigned To: Reconciler, Joe  
Activity: 1001 - Payroll Due Date: 1/21/2011

Content Attachments/Links (0) Comments Properties

\* Required field  
Use this form to submit a completed account reconciliation for review. You must fill in the fields below **and** upload your supporting spreadsheet or other document detailing your reconciliation.

Account name:   
Account number:   
Reconciliation "as of" date:  This is the date that the account is reconciled up to, usually a month-end date.  
Reconciliation "completed on" date:   
Account balance:   
Unreconciled balance:  A positive balance indicates that the ledger balance is greater than the supporting detail.  
Reconciliation Worksheet:  Upload your supporting reconciliation spreadsheet / other document here.  
File: File Not Selected

Reconciler Notes:  
**B I U ABC x x'**   
Font family Font size Format

Approver Notes:  
**B I U ABC x x'**   
Font family Font size Format

Contact Us

Contact us at [information@policyIQ.com](mailto:information@policyIQ.com) to speak with one of our team members or to schedule an online demonstration, or visit our website at [www.policyIQ.com](http://www.policyIQ.com) for more information.

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