



REUTERS/Ali Jarekji

# ONESOURCE® WORKFLOW MANAGER

Australia & New Zealand



# AN INTEGRATED SOLUTION FOR COMPLETE CONTROL OF THE CORPORATE TAX DEPARTMENT



ONESOURCE WorkFlow Manager is a breakthrough workflow and document management platform for corporate tax departments that enables you to standardise, automate, streamline, and manage ALL tax processes within the department, including: planning to provisions, tax return preparation, and audit response. Until now, there has never been a user-configurable and cost-effective workflow solution designed specifically to meet the needs of corporate tax departments. ONESOURCE WorkFlow Manager ties together everything your tax department does, including:

## Workflow Management for all Tax Functions

Enables you to manage your standard procedures, assigning work electronically through a tax inbox, and tracking compliance and approvals. Electronic checklists ensure detailed level approval and compliance with departmental policies.

- Define and standardise your tax processes, including internal data gathering, preparation, and review tasks. The workflow system assigns and tracks the progress of all tasks and enforces your standard procedures
- Automate tax department workflow and help manage projects and task assignments, including operational tasks and tax events
- Organise, prioritise, and manage your own to-dos, tasks, and deadlines
- Tracking of approvals and document audit trails provide backup support for internal control compliance and IRS/State Department of Revenue auditors

## Document Management

Integrated document management to support the storage, retrieval, editing, and archiving of all supporting tax workpapers. From Schedule M Workpapers to scanned agreements and tax receipts, accessing the entire department's documentation centrally, electronically, and securely has never been easier.

- A virtual fileroom enables you to organise, manage, secure, and easily search all tax documents
- Integrated scanning and imaging capabilities allow for scanning of paperwork creating a truly paperless tax department
- Integrated checklist capability enables you to define and capture responses to all checklists within your tax process
- Integrates easily with Microsoft Office® Suite, Lotus Notes® email, and Adobe Acrobat® along with our industry-leading tax research solution-Checkpoint

## Tax Package Management

Streamline the data-gathering process through ONESOURCE WorkFlow Manager's tax package manager. Utilise your existing Excel®-based tax packages, but provide improved tracking and reminders around any type of tax package or information survey.

- Manages templates for data gathering for provisions, tax returns preparation, reportable transactions, and more
- Automates the creation, assignment, and tracking of tax packages
- Automates ticklers and reminders
- Integrates with your existing email system

# BENEFITS FOR THE ENTIRE TAX DEPARTMENT

Because we know corporate tax, we understand that individual needs and requirements change depending on the role and level of responsibility within your department. ONESOURCE WorkFlow Manager is a comprehensive solution designed to maximise control and efficiencies at every level.

ONESOURCE WorkFlow Manager is fully configurable and designed to support all your workflow needs. And, because ONESOURCE WorkFlow Manager is tailored to the way that your organisation works, automated workflows can easily be added to enable quick response to new compliance and documentation regulations.

## Head of Tax

- **Control.** Unprecedented visibility over your tax processes and standardisation across entities and jurisdictions
- **Risk Management.** Improved transparency and tracking over critical tax accounting and compliance activities
- **Approval & Sign-Off.** Automated workflow steps, document approvals, and detailed audit trails make it fast and easy to demonstrate compliance with SOX 404 requirements and your internal controls policies
- **Position Support.** Quicker response time to both internal and external requests for information with access to data across your entire organisational structure
- **Situational Awareness.** Real-time reporting, which means no missed deadlines or unpleasant surprises

## Tax & Compliance Manager

- **Project Management.** Improved collaboration across single or multi-office tax departments
- **Productivity.** Fully integrates with Word, Excel, Outlook, Lotus Notes, and Adobe Acrobat, enabling staff to work with current software products while fully supporting paperless office document management initiatives that are easily accessible, securely stored, and protected
- **Efficient Access.** Secure, remote access to files from anywhere at anytime
- **Resource Allocation.** Eliminate bottlenecks in processes by identifying and allocating underutilised resources and effectively balancing your staff workload on a preplanned, planned, or ad-hoc basis

## Departmental Staff

- **Efficiency.** Save time by electronically routing and tracking all tax folders and documents
- **Tasks & Priorities.** Quickly prioritise critical tasks and view upcoming assignments to assist in managing individual workloads
- **Central Repository.** Instantaneous access to all documents needed to promptly complete assignments
- **Personalization.** Tailor your workflow views to match the way you work
- **Checklists.** Automated sign-off ensures compliance with departmental policies and procedures
- **Balance Work & Personal Life.** Remote access means boosted productivity and less time in the office



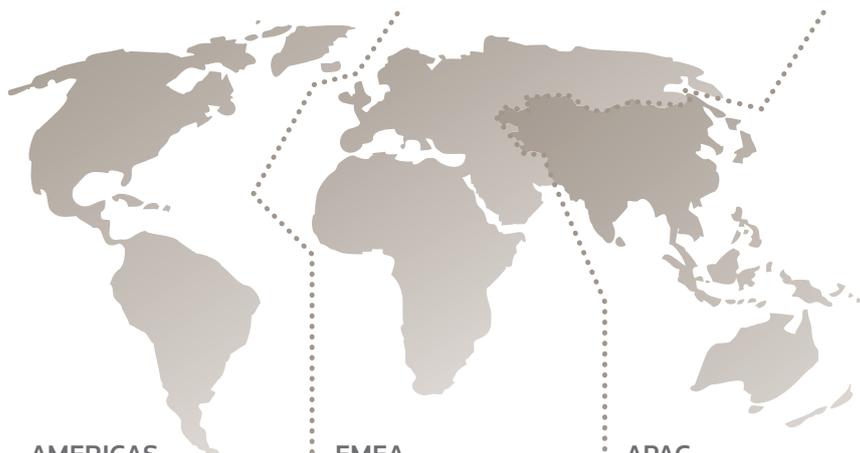
# ONESOURCE CORPORATE SOLUTIONS

Workflow - Software - Services - Consulting - Data Management - Research

## GLOBAL SOLUTIONS

No matter where you do business today, a global perspective is essential to achieve success. That's why Thomson Reuters has focused on developing tax software and services that function globally and enable customers to maintain accurate and seamless compliance with increasingly complex international tax laws and accounting rules.

Global Tax Planning · Tax Provision · Transfer Pricing · WorkFlow Manager



### AMERICAS

- Business License
- Income Tax
- Indirect Tax
- Property Tax
- Tax Information Reporting
- Trust Tax
- Unclaimed Property

### EMEA

- Accounts Production
- Corporate Tax
- Indirect Tax
- Tax Information Reporting

### APAC

- Corporate Tax
- Fringe Benefits Tax
- Indirect Tax
- Trusts

## LOCAL SOLUTIONS

ONESOURCE from Thomson Reuters provides the localized resources and expertise you need to manage your taxes in numerous jurisdictions worldwide – and we continue to expand. Bridging important language, currency, and regulatory gaps, our local solutions and software can help you smoothly interact with the tax requirements and accounting practices in your specific location.

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