



ONESOURCE® WORKFLOW MANAGER





ORCHESTRATE YOUR TAX PROCESSES

ONESOURCE WorkFlow Manager is a high-performance, web-hosted solution that helps you manage your department and drive your tax and compliance processes. This comprehensive project and document management solution improves your control and operational efficiency. ONESOURCE WorkFlow Manager provides the visibility you need into project status, enabling you to make more strategic decisions and reduce risk.

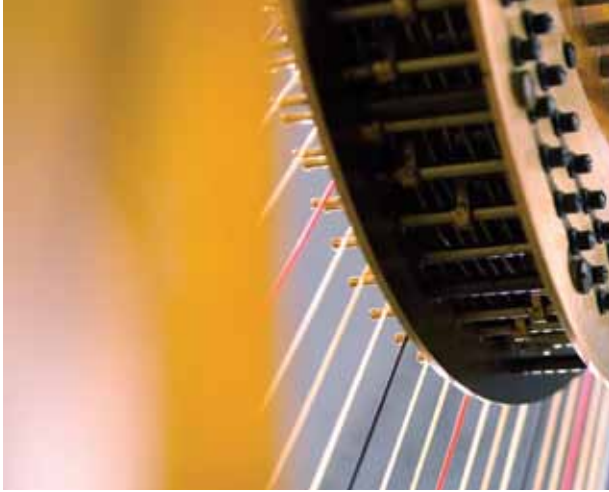
ONESOURCE WorkFlow Manager provides intelligent task automation through a powerful workflow engine. Tracking and reporting features help ensure timely project completion. This solution is fully configurable to meet the specific needs of your tax department. ONESOURCE WorkFlow Manager provides secure, remote access from anywhere at any time.

ONESOURCE WorkFlow Manager allows you to view and manage staff and stakeholders globally to ensure internal milestones are achieved within deadlines. This Guarantees staff adhere to audit controls and internal compliance whilst removing inefficient processes. Allocate processes to groups of users or individual stakeholders to also ensure user accountability and timely completion of tasks.

ONESOURCE WorkFlow Managers powerful Dashboards and automated Reports also ensure key staff and stakeholders are kept up to date with key projects and processes.

ONESOURCE WorkFlow Manager is integrated with powerful components that give you control of your operations and tax processes, including ONESOURCE Calendar, FileRoom, and Entity Manager. These components work together and enable you to achieve tax process optimization.





ONESOURCE CALENDAR

Automate Due Date Monitoring and Tracking of Tax-Related Activities

ONESOURCE Calendar enables you to manage, publish, and track all of your external and internal deadlines in one place that can be accessed through the Web. ONESOURCE Calendar provides a single multiyear database of due dates, payments, extensions, filings, and projects.

Customized views and reporting features allow you to quickly determine the status of outstanding items and help bring attention to items that need your immediate review. Event reminder notifications help you meet your deadlines.

Pre-populated Tax Events

ONESOURCE Calendar provides robust content that is available by geographic region to ensure you have access to the information you need. The regions available include: North America; South & Central America; Europe, Middle East, and Africa (EMEA); and Asia Pacific (APAC). In addition to the pre-populated content, ONESOURCE Calendar gives you the ability to enter custom information and dates.

The pre-populated event content for statutory filings includes names, addresses, and due dates from various taxing authorities such as:

- Corporate Income Tax
- GST & VAT Content in applicable regions
- US State and Federal Income Taxes
- Fringe Benefit Tax for Australia
- Statutory Reporting Obligations
- Sales and use tax for US state and local filings: monthly, quarterly, and annually
- BEPS and Local File Dates*



FILEROOM

Establish a Paperless Office

Finding the information and documents you need has never been easier. The FileRoom feature of ONESOURCE WorkFlow Manager can help improve your document management efficiency, while reducing the costs and time spent on your document processes.

FileRoom gives you the ability to manage and store all of your documentation online in one location. This component enables you to organize, edit, and secure your documents. It will improve your organization's communication by enabling you to efficiently share, route, and review files. FileRoom gives you access anytime and anywhere so you can easily control and monitor your work at the office, at home, or on the road.

FileRoom also enables you to:

- Customize drawers, index structures, and reports so files can be easily located
- View real-time, up-to-the-minute information on the status of all documents
- Quickly find the documents you need using search/index fields and keywords
- View detailed document audit trails to monitor every action taken with a document
- Reduce your operating costs and enjoy unprecedented cost savings by eliminating paper files, storage fees, postage, and manual administrative tasks
- Restrict document viewing, annotating, editing, and other functions by user groups, drawers, or even specific documents – for example, by document type

ENTITY MANAGER

Centralize the Management of your Entities

The Entity Manager feature of ONESOURCE WorkFlow Manager allows you to manage and store a centralized database of entity information. It enables you to capture and manage every detail of your corporate data, including owners, contacts, geographic locations, tax identification numbers, intercompany transactions, and more. Entity Manager also allows you to create custom data fields for any additional data. Tree view and search filters enable you to quickly find the entity information you need.

Increased visibility of your organization's multiple divisions, branches, and partnerships will improve your business planning and help you make more informed decisions. Entity Manager features OrgPlus® charting functionality in addition to the standard charting and tree view. This functionality enables you to effortlessly produce custom charts and more clearly visualize your organization.

In addition to the broad range of on-screen graphic controls, professional charting enables you to print and export to a number of formats (Microsoft® Office Excel, PowerPoint, or PDF, and wall charts). This allows you to quickly share information with colleagues and use charts in presentations.

Entity Manager will help you reduce economic risk. Since corporate data is stored centrally, you can easily find the information you need. Access to entity data can be controlled by groups and by areas (such as banking, board members, and tax registrations) to ensure your data is not compromised.

SECURITY

You can be assured that your information is in the safest location possible. Built-in security and automatic back-up capabilities safeguard against corrupted or lost data. The system uses a sophisticated network and data center security technologies to protect all your documents and data.

UNPRECEDENTED CONTROLS

ONESOURCE WorkFlow Manager provides access to drawers, workflow, and documents which will be defined and configured during your implementation. Our granular approach to security lets you decide the appropriate level of access for each staff member and gives you the option to lock down confidential documents. In addition, a complete audit trail is maintained for all document and workflow activity.

ONESOURCE WorkFlow Manager gives you the improved visibility, control, and efficiency you need to effectively manage your tax processes, and reduces risk in an ever-changing environment.

Contact us today for more information about this innovative solution.

