

ONESOURCE™ WORKFLOW MANAGER



BETTER ORGANISE YOUR TAX DEPARTMENT

ONESOURCE WorkFlow Manager is a breakthrough workflow and document management platform that enables you to standardise, automate, streamline, and manage all tax processes within your tax department, including:

- Planning for tax accounting
- Local tax return preparation
- Audit response

It's the first user-configurable, cost-effective workflow solution that meets the needs of your corporate tax department. ONESOURCE WorkFlow Manager seamlessly ties together everything you do.

Workflow Management For All Tax Functions

- Manage standard procedures, assign work, and track compliance and approvals. Electronic checklists ensure detailed level compliance with departmental policies.
- Define and standardise your tax processes, including internal data gathering, preparation, and review tasks. The system assigns and tracks the progress of all tasks and enforces procedures.
- Communicate and standardise processes with remote tax functions and outsourcers.
- Automate workflow and help manage projects and task assignments, including operational tasks and tax events.
- Organise, prioritise, and manage to-dos, tasks, and deadlines.
- Track approvals and document audit trails for backup support of internal control compliance and taxing authorities.



Efficient Document Management

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

- 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.
- Integrate easily with Microsoft Office® Suite, Lotus Notes® email, and Adobe Acrobat®.

Streamlined Tax Package Management

- Utilise your existing Excel®-based tax packages, but provide improved tracking and reminders around any type of tax package or information survey.
- Manage templates for data gathering for tax accounting, local tax returns preparation, reportable transactions, and more.
- Automate the creation, assignment, and tracking of tax packages.
- Automate ticklers and reminders.
- Integrate with your existing email system.

BENEFITS FOR THE ENTIRE TAX DEPARTMENT

ONESOURCE WorkFlow Manager maximises control and efficiencies at every level. And because the system 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.

For the Tax Director

- 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 under-utilised resources and effectively balancing your staff workload on a pre-planned, planned, or ad-hoc basis.

For the Vice President, Tax

- Control. Unprecedented visibility over 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 taxing authorities and 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 means no missed deadlines or unpleasant surprises.

For the Staff

- Efficiency. Electronically route and track all tax folders and documents.
- Stay a step ahead. Quickly prioritise critical tasks and view upcoming assignments to help manage individual workloads.
- Convenience. Instant access to all documents to promptly complete assignments.
- Personalisation. Tailor your workflow views to match the way you work.
- Checklists. Automated sign-off ensures compliance with departmental policies and procedures.
- Balance Work and Personal Life. Remote access means boosted productivity and less time in the office.

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ONESOURCE GLOBAL TAX MANAGEMENT

Whether you have business operations in London, Frankfurt or Beijing, Thomson Reuters seamlessly brings your corporate tax functions together. We're your one source for integrated solutions that help your business excel in risk management, automation, and time savings for workflow management, international tax planning, tax accounting, and transfer pricing.



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