ONESOURCE® WORKFLOW MANAGER
Asia Pacific
AN INTEGRATED SOLUTION FOR COMPLETE CONTROL OF THE CORPORATE 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, including planning to provisions, tax return preparation, and audit response. It’s the only user-configurable, cost-effective workflow solution designed for corporate tax departments. ONESOURCE WorkFlow Manager ties together everything you do, including:

**Workflow Management for all Tax Functions**
Manage your standard procedures by 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 processes, including internal data gathering, preparation, and review
- Automate your workflow to 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 auditors

**Document Management**
The FileRoom feature of ONESOURCE WorkFlow Manager supports the storage, retrieval, editing, and archiving of all supporting tax workpapers.

- 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®

**Deadline Tracking**
ONESOURCE Calendar enables you to manage, publish, and track external and internal deadlines. It provides a single multiyear database of due dates, payments, extensions, filings, and projects.

- Customised views and reporting features enable you to quickly determine the status of outstanding items and bring attention to items that need review
- Robust content is available by geographic region to ensure you have access to the information you need
- Pre-populated event content for statutory filings includes names, addresses, and due dates from various taxing authorities such as corporate income tax, partnership income tax, and fringe benefits tax

**Centralise the Management of your Entities**
The Entity Manager feature of ONESOURCE WorkFlow Manager enables you to manage and store a centralised database of entity information. You can 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.

**Tax Package Management**
Streamline the data-gathering process through the Data Flow application of ONESOURCE WorkFlow Manager. Utilise your existing Microsoft 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

We understand that individual needs and requirements can 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.

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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