



THOMSON REUTERS

**ONESOURCE™**

# Workflow Manager

## Orchestrate Your Tax Processes

ONESOURCE® WorkFlow Manager is a high-performance web solution driving your comprehensive tax and compliance processes. This configurable solution helps ensure timely product completion with tracking features while providing secure access anywhere, any time. Through a powerful workflow engine, the solution delivers intelligent tax automation, improves your control, and heightens visibility so you can make more strategic decisions and reduce risk. Powering the solution are the calendar, filing, and entity management features.

### Due Date Management

#### **Automate due-date monitoring and track tax-related activities**

The Calendar feature of WorkFlow Manager enables you to manage, publish, and track all of your external and internal obligations in one place that can be accessed through the web. It 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 also help you meet your obligations.

### Pre-populated tax events

The combination of predetermined due dates and curated content reduces risk and allows you to stay organized. Calendar uses a centralized database so you can easily manage global compliance deadlines.

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, 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:

- Federal corporate income tax
- Federal partnership income tax
- Federal trust tax
- State corporate income and franchise tax
- State partnership income tax
- State trust tax
- Sales and use tax for state and local filings: monthly, quarterly, and annually

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