

THOMSON REUTERS

ONESOURCE™



## CALENDAR

### Stay Ahead with Confidence

Today's constantly evolving tax environment and increased market pressures render the need to streamline processes more important than ever. Thomson Reuters ONESOURCE™ Calendar transforms the complexity of managing numerous due dates and balancing staff workloads into a simplified process. Our solution enables you to track, manage and organize tax workflows, tax-filings and payments with ease.

#### SAVE TIME

The combination of predetermined due dates, pre-populated content, along with the ability to enter user-defined information helps you become more efficient while staying accurate and on time.

ONESOURCE Calendar allows you to:

- Quickly create user-defined deadlines
- Maintain your calendar year after year with a simple roll-forward function
- Instantly determine delinquent items, the status of outstanding items, and identify items that need your immediate review
- Easily produce due-date reminders and directly send automated reports
- Access the latest tax law and application features

## EASILY MANAGE GLOBAL TAX DEADLINES

Managed global content and automated tax law\* updates make ONESOURCE Calendar the most robust calendar tool available. Access all the information you need with the tax law update engine, which provides comprehensive global content available by geographic region. The available regions include: North America, Latin America, EMEA and APAC. ONESOURCE Calendar also gives you full access to pre-populated content including forms, addresses and due dates from various tax types such as:

- Corporate Tax (Direct Tax)
- Indirect Tax
- Duty Taxes
- Property Taxes
- Fiduciary Premium Taxes

*\*The provided tax law covers most of the domestic and regional filings, which range from the country level down to the city, county or province.*

## STAY ORGANIZED WITH A CENTRALIZED DATABASE

Keeping track of internal and external due dates on several Microsoft® Office Excel workbooks can be arduous and inefficient. With ONESOURCE Calendar, you gain access to a single multiyear database of all due dates, payments, extensions, filings and projects. This flexible solution helps organize tax workflows, tax filings and payments. Enjoy the ability to:

- View daily, weekly and monthly graphical calendars
- Keep track of additional filing information through user-defined fields
- Create status updates throughout the lifecycle of an obligation
- Maintain your previous years' data in a centralized location, enabling you to easily access prior period return data
- Receive event reminder notifications
- Gain the visibility you need to allocate assignments and anticipate problems
- Customize the information you want to see by sorting and filtering view
- Sort and filter views by due date, preparer, reviewer, jurisdiction, authority, tax type status and several other options

## SEAMLESSLY INTEGRATE ESTIMATED PAYMENTS DATA

ONESOURCE Calendar seamlessly integrates data from the Estimated Payments module within ONESOURCE. Eliminate manual work associated with re-entering payment amounts into ONESOURCE Calendar after extensions, vouchers, and payments have been prepared. Plus, utilize the mapping utility to see entity maps roll over from year to year.

## CERTIFIED MAILERS

With ONESOURCE Calendar, accurately file all your tax filings on time, on the correct forms and mail them to the right location. Quickly print US-certified mail and return receipt forms for all of your scheduled events, right from the calendar. Even print the certified mailers in bulk and track them online. Certified mailers:

- Pre-format labels accepted by the USPS
- Allow you to track the delivery status and view the digital signature through reporting
- Save on certified mail costs
- Pre-populate postcard addresses, saving you time
- Notify you of electronic return receipts—no more waiting for postcards in the mail

## COMPLETE REPORTING CAPABILITY

ONESOURCE Calendar reporting:

- Contains a variety of available label formats and standard reports
- Generates automated labels from your ONESOURCE Calendar database for all your tax returns, estimated payments, extensions and more
- Covers all of your reporting needs with the intuitive and powerful report writer

Never miss a tax deadline again and eliminate last-minute fire drills with one easy-to-use solution: ONESOURCE Calendar.

### CONTACT US TODAY

 1-800.865.5257

 [tax.thomsonreuters.com](http://tax.thomsonreuters.com)

 [ONESOURCE@thomsonreuters.com](mailto:ONESOURCE@thomsonreuters.com)

