ONESOURCE® WORKFLOW MANAGER

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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 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 optimisation.

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.

Customised 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 and 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.

TAX & ACCOUNTING

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FILEROOM

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 to you to organise, edit and secure your documents. It will improve your organisation'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.

ENTITY MANAGER

The Entity Manager feature of ONESOURCE WorkFlow Manager allows you to manage and store a centralised 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 organisation's multiple divisions, branches and partnerships will improve your business planning and help you make 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 visualise your organisation.

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 centre 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.

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ONESOURCE

Workflow Manager is part of the ONESOURCE suite of solutions from Thomson Reuters which is designed to help you seamlessly manage tax compliance and reporting needs across constantly changing worldwide tax environments, anytime, anywhere. ONESOURCE solutions can handle all your tax planning needs, from transfer pricing and tax return compliance to global tax reporting – all in one place. Maximising profitability, managing risk, Thomson Reuters is the global technology partner your business demands.

Contact us today to see how our ONESOURCE WorkFlow Manager can help your business.
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