# BDO Workflow Tracking including ONESOURCE WorkFlow Manager

Regulatory and compliance requirements continue to increase globally. Organisations now more than ever need to actively manage their processes and have visibility and control over their statutory filings. Whilst workflow and deadline tracking tools are the obvious approach, they still rely on individuals to keep them relevant and operational. Workflow tools have been considered best practice for many years, and most businesses will have had some experience of using them. Whilst the technology has evolved, the basic premise remains unchanged, setting up a schedule of work and allocating team members to tick off tasks when they are complete. Levels of automation and integration are possible, but only when workflow is considered as part of a more holistic approach to tax technology. **That is where BDO comes in**.

KEY FEATURES
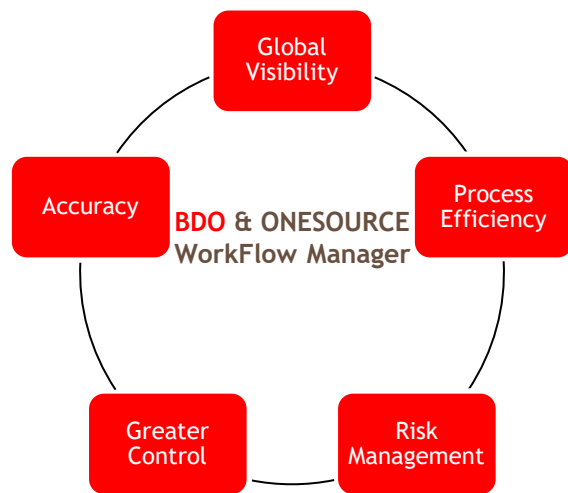
Task Management
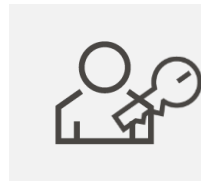Prioritise tasks, monitor progress and complete projects accurately and efficiently

Entity Management
Manage corporate data including share ownership, contacts, locations and intercompany transactions

Robust Security
Safeguard against corrupted or lost data with customisable permissions and automated backups

Control
Set levels of access for each staff member and lock down confidential files. Full audit trail capability

File Room
Electronically stores, archives and secures documents

Tax Calendar
Tracks multi-year deadlines, payments, extensions and filings

BDO & ONESOURCE WorkFlow Manager

- Global Visibility
- Process Efficiency
- Risk Management
- Greater Control
- Accuracy

At BDO we are not a software house. Our value is in using our knowledge and expertise, gained over many years in this field. We design and configure market leading products offered by dedicated technology providers to solve your problems. Effective implementations can only be achieved where the configuration is carefully planned and sympathetic to the way you operate.

Your BDO Tax Technology Team are deep technical specialists in designing, configuring and supporting the roll out of these types of solutions. We implement all the leading solutions, and one of the products we work with is ONESOURCE WorkFlow Manager by Thomson Reuters - we are a certified implementer. In addition to our implementer certification, we use WorkFlow Manager internally and can licence the tool on behalf of Thomson Reuters to meet your specific needs.

A typical deployment, combining document management, data management and collaboration tools, is broken down into four key stages:-

Design – Our process and technology specialists are experienced in getting to grips with processes quickly and bring a set of best practice methodologies to the table. We can review your processes with you and discuss and agree on your configuration parameters. This will provide the best fit for the varied needs of your business within Workflow Manager.

System Configuration - We will set up the relevant areas of the tool as well as uploading your entity data and contacts based on information you will have already provided, including utilising some BDO best practice templates.

Training - We will provide training to the users. Any subsequent training will be provided via online meetings.

Go-Live – Following the workshop we will configure WorkFlow Manager for your use. Any additional features and/or reports identified during the workshop will be included as part of this post workshop configuration. We will make this available for your review and sign off prior to go live.

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Why Choose WorkFlow Manager and BDO?

WorkFlow Manager
You get access to one of the leading workflow and data management technology solutions from a dedicated software vendor, who is continually investing in this area.

BDO
Any technology tool is only as good as the implementation. With BDO you gain access to a leading tax technology team with deep technical experience in implementing workflow solutions for hundreds of clients across all industries. Being tax, finance and technology specialists we understand your needs, and how to implement the technology in a way that will support you and give you what you need.

BDO Migration Option
At BDO in addition to new implementations we offer a migration option to allow clients to move from any existing workflow platform to WorkFlow Manager. This can be effected through a 'lift and shift', or as a full upgrade/reassessment.

Our approach is to ensure that **every implementation and every migration is a success.**

Our Migration option is often structured as follows:-

1. Review your current workflow setup to understand what is working well.
2. Request formal data extracts from your existing provider in a helpful format.
3. Hold discussions/meetings with you to understand current and future scope.
4. Introduce you to the Thomson Reuters technology solution to demonstrate capability.
5. Agree a licence model a) Utilise an area on the BDO instance of OWM and BDO will implement or b) Purchase a licence from TR directly and BDO will implement.
6. Implementation – using BDO, Thomson Reuters and your existing workflow solution's best practice templates and extracts. Store extracted historic information in the File Room.
7. Training, rollout, go live and support.

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Ian is a Partner in BDO's London Tax Team and leads BDO's National Tax and Accounting Technology Practice. Ian has over 25 years of technology experience supporting tax and finance functions. Ian was previously at PwC where he led their UK tax technology practice and implemented. Whilst at PwC Ian designed, built and implemented workflow solutions.

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Matt is an Associate Director focussed on Tax Technology and Tax Risk with 15+ years of tax experience.

Matt has previously worked for Thomson Reuters where he specialised in the development and implementation of tax technology, including WorkFlow Manager.

Prior to Thomson Reuters, Matt worked at PwC with Ian and was involved in many workflow implementations.