

ONESOURCE™ WORKFLOW MANAGER FOR WEALTH MANAGEMENT



CUSTOMIZED WORKFLOW AND DOCUMENT MANAGEMENT SOLUTIONS

ONESOURCE WorkFlow Manager is a breakthrough workflow and document management platform that enables you to standardize, automate, streamline, and manage all processes within your organization. Finally, trust departments, registered investment advisors, third-party administrators, and other wealth management professionals have a solution that can support every aspect of document management and the processes required to ensure compliance with internal guidelines and regulatory agencies.

Until now, there's never been a user-configurable, cost-effective workflow solution that can meet all of your document management needs. ONESOURCE WorkFlow Manager enables users to easily find and view all client-related documentation and correspondence that is needed to manage the day-to-day client management activities on an enterprise-wide basis.

Workflow Management

Manage your standard procedures, assign and monitor work tasks electronically, and track compliance and management approvals. Electronic form storage and checklists ensure compliance with approval processes and workflows.

Easily track and store documents related to:

- **Account Acceptance** — Document general client information, open new client accounts, and perform sign-off for investment, operation, and management review.
- **Investment and Regulatory Reviews** — Perform yearly investment and regulatory reviews and enable sign-off approvals from investment officers, administrative officers, compliance officers, operations managers, tax managers, senior executives, and others.
- **Tax Processing** — Manage tax returns and related documents (Partnership K-1s, 1099s, IRS and State notices, etc.) produced internally or by external providers.

- **Electronic Approvals** — Obtain and document appropriate sign-offs and back-up from all parties associated with the decision-making process, including end-clients and appropriate internal staff members or committees.

Document Management

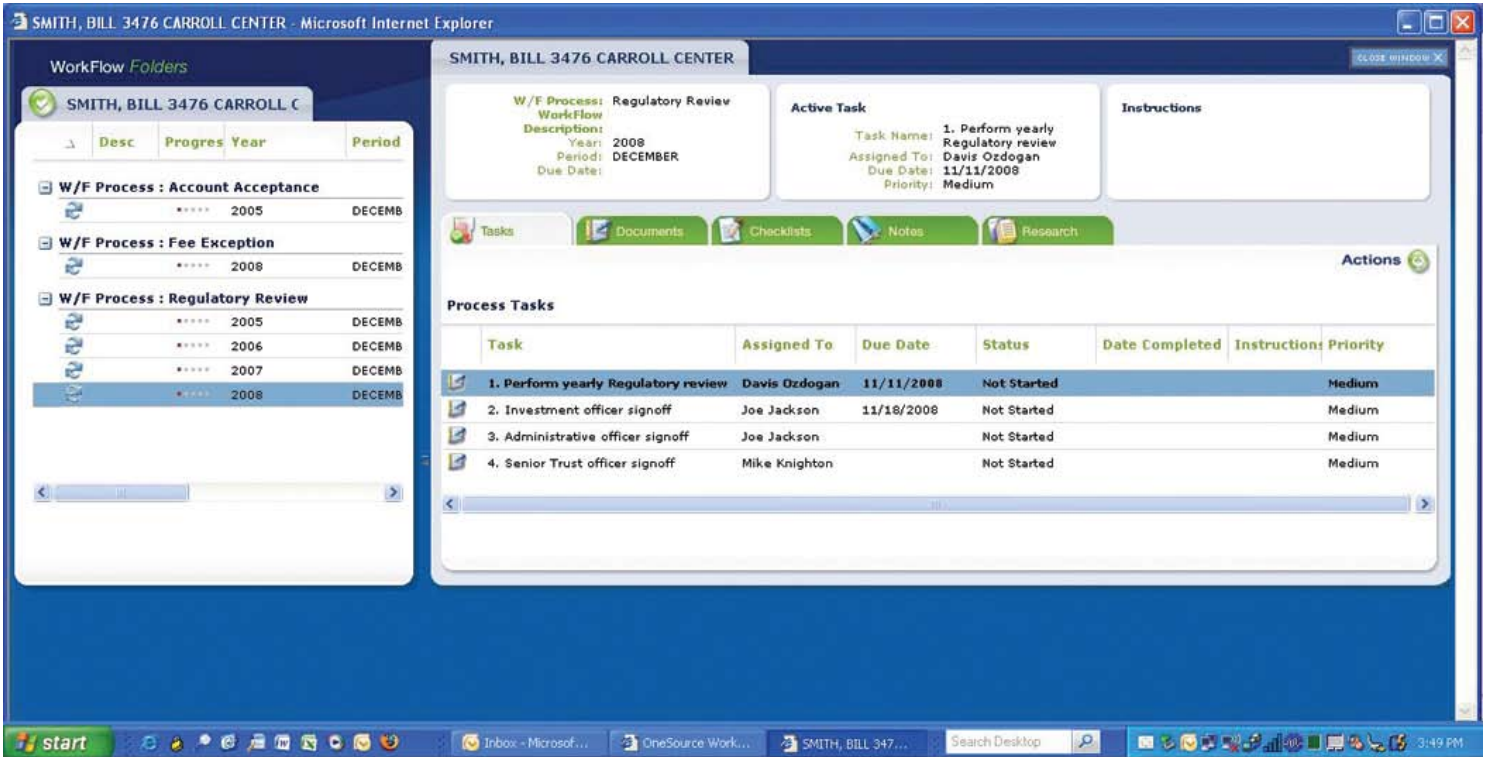
Integrated document management supports the storage, retrieval, editing, and archiving of all supporting documents. Easily integrate client correspondence, scanned agreements and other hardcopy account information into your regular day-to-day operations.

Microsoft Office®, Lotus Notes®, Adobe Acrobat®, and other client management system files are easily stored and retrieved, giving you maximum account control.

Utilize a “full text search” across all stored documents to allow for comprehensive and complete research. A Virtual FileRoom enables you to organize, manage, secure, and easily search across all client-related documents.



- **Unprecedented Controls** – ONESOURCE WorkFlow Manager provides security access to drawers, workflow, and documents, which are defined and configured during your implementation. You decide the appropriate level of access for each staff member.
- **Lower Cost of Ownership** – No servers to buy, little software to maintain, and no additional IT staff. ONESOURCE WorkFlow Manager’s subscription model ensures that costs are predictable and upfront investment is minimal.
- **Web-hosted** – Implementing and maintaining an in-house system can be a lengthy, costly process. Our secure, web-hosted solution enables you to eliminate these headaches by cost-effectively outsourcing the management and support of your electronic document management system – without sacrificing client security or confidentiality.
- **Superior Up-Time, Disaster Recovery, and Back-Up** – ONESOURCE WorkFlow Manager is hosted from two redundant off-site data centers to ensure a high level of continuity, availability, backup, and disaster recovery.



Benefits

- **Control.** Gain unprecedented visibility over your entire client management process regardless of location, department, or job responsibility.
- **Risk Management.** Realize improved transparency and tracking over critical accounting, compliance, and management activities.
- **Approval & Sign-Off.** Provide a complete and accurate compliance process including automated workflow steps, process approvals, and digital signatures.
- **Productivity.** Integrate with Word, Excel, Outlook, Lotus Notes, and Adobe Acrobat, enabling your staff to work with current software products while fully supporting paperless office document management initiatives that are easily accessible and securely stored and protected.
- **Resource Allocation.** Eliminate bottlenecks by identifying and allocating underutilized resources and effectively balancing your staff workload on a planned or ad-hoc basis.

Improve Your Processes

ONESOURCE WorkFlow Manager is the nation’s leading web-hosted workflow and document management solution for the accounting sector. It is now ready to lead the wealth management market.