

Vertex® Data and Workflow Management



Improve Data Accuracy and Streamline Workflow

Income tax provision and compliance require collecting, recording, and calculating a significant amount of data. Add to that the challenges of expanding governmental reporting requirements, ongoing regulatory changes, and increasing audit activity, and the stakes couldn't be higher for data accuracy. Vertex offers a fully integrated suite of tools to manage data and streamline tax process.

Vertex Data and Workflow Management tools help tax professionals better manage the data, documents, and workload required for global tax performance and risk management. Adding power and precision to Vertex® Provision and Vertex® Income Tax compliance applications, these solutions have been designed to:

- Automate the collection and sharing of data with increased accuracy and efficiency
- Improve the visibility and control of the provision and compliance workflow
- Maintain historical documentation to improve the audit process

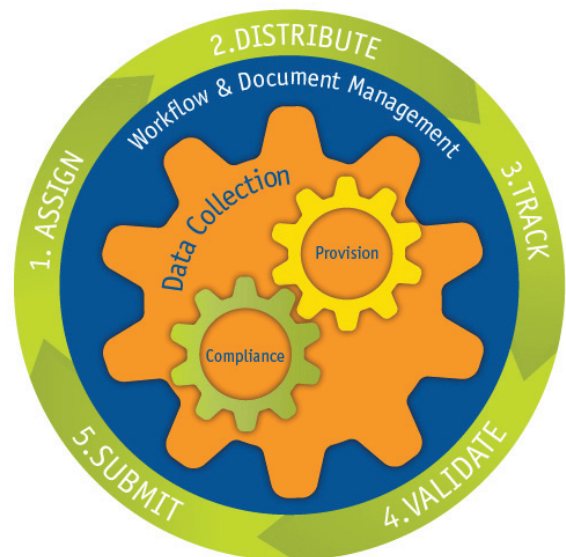
Increase Accuracy, Improve Control, Enhance Visibility

The foundation is Vertex® Data Collect, a powerful application that gives finance and tax professionals the flexibility and efficiency of using what they're familiar with – Microsoft® Excel spreadsheets. In addition, Vertex® Workflow Manager provides visibility into the process and Vertex® Document Manager allows for document tracking and version control to ensure data integrity.

These three tools work seamlessly with Vertex's provision and compliance applications to ensure the integrity of tax data and improve productivity across tax processes.

They also increase visibility and access to data, giving tax professionals the flexibility needed to quickly adapt to business and regulatory changes throughout the year. As a result, tax departments can:

- Improve the speed and precision of provision practices
- Improve the accuracy and productivity of compliance
- Reduce audit exposure



Vertex tools for data collection, document management, and workflow management work with provision and compliance applications to streamline tax processes.

Vertex® Data and Workflow Management

Vertex® Data Collect

The starting point for improving data management is Vertex Data Collect. This powerful tool standardizes the methodology for collecting data and improves the accuracy of data by automating the transfer of data through the tax process. Customized templates used to collect data can be built from existing or newly created spreadsheets, reducing manual errors and improving data accuracy. The application not only improves tax processes, but it enhances the tax department's reporting and analysis capabilities by sharing data across applications.

Data Collect allows tax professionals to collect and transfer data between spreadsheets and other operational data sources shortening the time required to complete the tax process. Then, the tool moves this data into Vertex's provision and compliance applications.

Harness the Power of Information Using Excel

Using Vertex Data Collect, along with other financial applications, enables tax professionals to aggregate information contained in a variety of places throughout the business. Vertex Data Collect allows tax professionals to use Microsoft® Excel to draw data directly from multiple systems and include this data as a standard part of the tax process in Vertex provision and compliance applications. By using Excel, tax professionals can quickly define spreadsheets to meet individual company needs, and can capitalize on their current skill sets.

Simplify and Synchronize Data Collection

The solution uses an Excel Add-in that gives tax professionals the ability to use the full functionality of Excel, even when they are away from the office. With Data Collect, tax professionals simply generate a master spreadsheet and the system automatically creates entity-specific versions for distribution to relevant departments. As the data is provided, the tool automatically refreshes the tax department's view, and when approved, updates the data in the Vertex provision and compliance applications.

Reduce Dependency on Email

Many tax departments are dependent on email to distribute tax packages to facilities located in a variety of locations, both domestic and international. The volume of emails related to collecting data from these packages is difficult to track and manage. Data Collect offers a Web interface enabling direct input from users when and where it's convenient for them, which reduces or eliminates the need to manage data collection via email.

The screenshot displays the Vertex Data Collect Excel interface. The main window shows a spreadsheet titled 'SCHEDULE 2 SALARIES & WAGES BY LOCATION'. The data is organized by state, with columns for LOCATION, LOCATION CODE, TOTAL SALARIES & WAGES (a), GL ACCOUNT NUMBER, VSET Validation, and VGET Value. The 'VSET Validation' column is highlighted in blue, indicating that all entries are 'Valid'.

LOCATION	LOCATION CODE	TOTAL SALARIES & WAGES (a)	VSET Validation	VGET Value
ALABAMA	AL	6,555	Valid	6555
ALASKA	AK	8,200	Valid	8200
ARIZONA	AZ	7,550	Valid	7550
ARKANSAS	AR	5,225	Valid	5225
CALIFORNIA	CA	7,900	Valid	7900
COLORADO	CO	10,000	Valid	10000
CONNECTICUT	CT	6,750	Valid	6750
DELAWARE	DE	3,442	Valid	3442
DIST OF COLUM	DC	9,445	Valid	9445
FLORIDA	FL	8,000	Valid	8000

The Formula Builder Task Pane on the right shows the formula for the 'VGET Value' cell: `=VGETDATA("SR-ProductAP-DomesticMS-accountPY")`. The task pane also displays a list of 'FedObligation' items, including various federal tax forms and their corresponding values.

Vertex Data Collect simplifies the process of populating and analyzing provision and compliance data using familiar Excel spreadsheets.

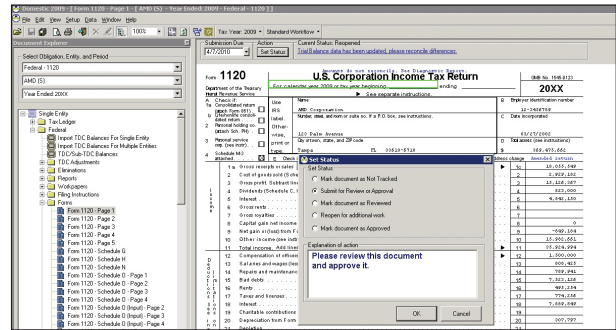
Vertex® Data and Workflow Management

Vertex® Workflow Manager

Vertex also offers an effective solution for managing and controlling processes. Vertex Workflow Manager enables tax professionals to review processes and provide status updates as work is performed.

Providing visibility into the process gives tax professionals better control over the work effort when regulatory or business changes happen unexpectedly. After creating task lists that reflect the process, tax professionals can use the application to:

- Distribute custom workflow templates to multiple entities and users
- Assign individual tasks to team members
- Track key interim deadlines and automatically send alerts to keep workflow on track
- Check the status of tasks in a workflow, or provide status updates to team members
- Instantly upload document revisions and send them through a user-defined review process
- Validate and approve data before it's incorporated into the Vertex compliance and provision applications
- Monitor changes in workflow events to support audits



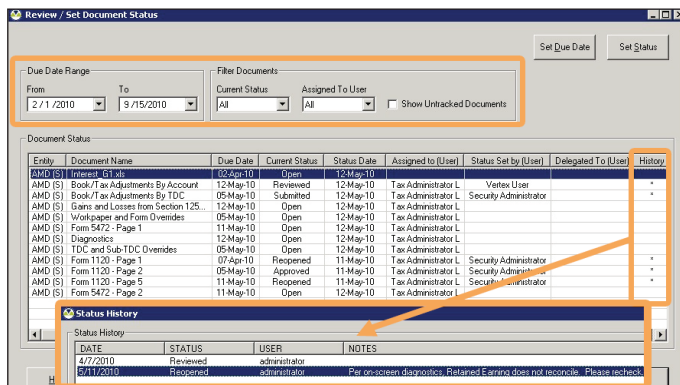
Vertex Workflow Manager provides anytime/anywhere status updates on all tasks in a defined workflow.

Create Unified Processes

With Vertex Workflow Manager tax and finance professionals use company-wide standardized methodologies to help coordinate the people, processes, and information involved in meeting provision and compliance requirements. In addition, workflow participants who are remote can perform process activities when and where it's convenient for them via the Web, with approved changes immediately reflected in the compliance and provision applications.

Vertex® Document Manager

Vertex Document Manager automatically updates document status and appends version history to reflect modifications. When used together with Vertex Workflow Manager, Vertex Document Manager adds an additional control point for tax administrators.



Vertex Document Manager allows users to see where a specific document stands in the user-defined review process.

This document management application:

- Gives multiple users shared access to documents while maintaining version control, indexing, and tracking
- Offers quick, convenient search capabilities for data utilizing user-defined key words, full-text phrases, or process associations
- Manages updates by requiring documents to be checked in and out

The application acts as a central repository by tracking, maintaining, and storing documents in archives that are part of the same tax database. This gives tax professionals the security of knowing that supporting documentation is stored in the same location as a return, which simplifies locating information needed for audit purposes.

Vertex® Data and Workflow Management

An End-to-End Solution

Vertex Direct Tax Solutions provide end-to-end management of every stage of the income tax life cycle – from provision to estimates and extensions, returns, audit, amended returns, and planning. The fully integrated suite of applications is built on a single platform and offer flexible set-up for improved efficiency. Vertex takes tax functionality to the next level with general ledger integration, seamless data flow, built-in tax logic, and automated calculation.

The Tax Technology Leader

Founded in 1978, Vertex is the leading provider of corporate tax software and services worldwide. We help companies realize the full strategic potential of corporate tax by serving every major line of business tax including; income, sales and use, value added, and payroll. The company's offerings are showcased by Vertex Enterprise™, a data driven, open-architecture approach to tax technology that integrates all direct and indirect tax processes and technologies on a single platform.

Vertex Income Tax Solutions Include:

- Vertex® Provision
- Vertex® Income Tax Domestic
- Vertex® Income Tax International
- Vertex® Workflow Manager
- Vertex® Document Manager
- Vertex® Data Collect
- Vertex® Tax Calendar
- Vertex® Income Tax Reporting and Analysis

To learn how Vertex can help you increase data integrity and improve control throughout the provision and compliance process, please call **800.355.3500** or visit **vertexinc.com** today.

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