Fachverlag

Moderne Wirtschaft GmbH

globalDoc Solution 6.6 Administrator manual

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A. Preface

The *globalDoc* administrator manual describes the two program items of the *globalDoc* main menu which are exclusively relevant for users with administrative privileges:

Task Administration und

Settings.

Moreover, functions under the program item

Documentation Content

will be elaborated to the extent relevant to users with administrative privileges.

The illustration below (Fig. 1) shows the *globalDoc* main menu as displayed to administrators.

Fig. 1: Main menu in globalDoc (administrator screen)

Only users with administrative privileges may access the program items **Task administration** and **Settings** . They will not appear for other classes of *globalDoc* users.

For a general introduction to *globalDoc* as well as for detailed instructions as to its functioning, including the icons,

My tasks,

Data collection,

Documentation content,

Attachment overview, and

Create report

please refer to the *globalDoc* user manual. Those items may be relevant for both, regular users and users with administrative privileges.

B. Program item Settings

The **Settings** program item enables users with administrative privileges[1] to manage all settings in *globalDoc*. The figure (Fig. 2) below provides an overview of navigation items available under this category:

- **Administration,**
- **Customizing,**
- **Email and Escalation**,

as well as their respective sub-navigation items.

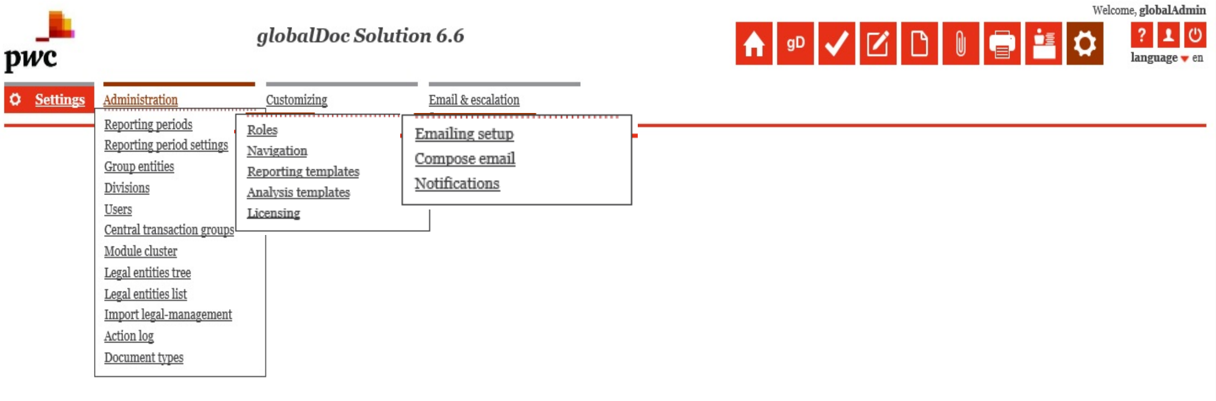

Fig. 2: Program item Settings: Overview of functions

[1] *globalDoc* administrative privileges may be assigned to any user via **Settings** > **Administration** > **Users**. As a safety measure those privileges should be reserved to a small group of users.

I. Short description

Tables below provide a concise overview of the respective items contained in program item **Settings** .

1. Settings: Navigation item Administration

Navigation item: Administration

Sub-Navigation item	**Short description**[2]
Reporting periods	This item enables System-Administrators to manage reporting periods as well as to import and export data via Excel interfaces. For details, please refer to Reporting periods
Reporting period settings	This item enables System-Administrators to determine whether special functions of globalDoc should be used for selected reporting periods. These system settings can differ for each reporting period. For details, please refer to Reporting period settings
Group entities	This item enables users to manage group entities and their master data, denote them as reporting company and allocate modules relevant for their documentation.[3] Moreover, it allows for allocation of specific *globalDoc* users to specific reporting entities.[4] Additionally, the item allows for creation of notifications for open tasks. For details, please refer to Group entities
Divisions	This navigation item allows users to set up and manage **Divisions** in globalDoc. Moreover, they can allocate modules containing relevant documentation to those specific globalDoc divisions. Additionally, reminders for open tasks may be created. For details, please refer to Divisions

[2] A description of the terminology used in globalDoc is provided in Chapter E. of the user's manual.

[3] In turn, does the sub-navigation item "Modules" enable users to create modules which then can be allocated to already existing reporting entities.

[4] In turn, does the sub-navigation item „Users" allow to create users, and subsequently allocate them roles in specific, already existing reporting entities.

Users	This item allows for the creation of new users in *globalDoc* as well as for allocation of relevant user roles (access rights) as well as whether the user shall be system administrator. For details, please refer to Users
Central transaction groups	This item allows to create and manage transaction groups centrally. For details, please refer to Central transaction groups
Module cluster	This items allows for grouping of certain modules into module clusters. Also, users will be able to distribute these clusters to reporting companies with comparable business activities (e.g. contract manufacturers or low-risk distributers) For details, please refer to Module cluster
Legal entities tree	This item supports input of transaction volumes on a business division level in a matrix organization, provided the extra feature TP matrix is used[5]. For more information as to functioning and applications please contact the *globalDoc* team.
Legal entities list	This item supports input of transaction volumes on a business division level in a matrix organization, provided the extra feature TP matrix is used. For more information as to functioning and applications please contact the *globalDoc* team.
Import legal management	This item supports input of transaction volumes on a business division level in a matrix organization, provided the extra feature TP matrix is used. For more information as to functioning and applications please contact the *globalDoc* team.
Action log	This item allows for monitoring of user activity. System-Administrators will be able to export this data into an Excel sheet. For details, please refer to Action log
Document types	This items allows to create and manage document types in order to classify attachments (to be attached to

5 Not contained in the basic version of *globalDoc*.

modules, transactions, transfer pricing analyses or tasks). Each attachment can, then, be qualified as one of the created document types.

For details, please refer to Document types

2. Settings: Navigation item Customizing

Navigation item: Customizing

Sub-Navigation Item	**Short description**
Roles	This item allows for an overview of available roles. Moreover, administrators may create and manage individualized roles for users. For details, please refer to Roles
Navigation	This item allows System-Administrators to customize names of program and menu items for different language settings. For details, please refer to Navigation
Reporting templates	This item allows System-Administrators to create and edit documentation templates (i.e. own logos, font and formats). For details, please refer to Reporting templates
Analysis templates	Within this sub-navigation item, administrators may create text blocks (as placeholders) which serve as means to include transfer price analyses. This item is only relevant if no Word modules should be used to do so. For details, please refer to Analysis templates
Licensing	Information concerning the licensing of *globalDoc* may be accessed here. For details, please refer to Licensing

3. Settings: Navigation item Email & escalation

Navigation Item: Email & escalation

Sub-Navigation Item	**Short description**
Emailing setup	This item allows System-Administrators adapt the emailing function contained in *globalDoc* as well as intervals in which automated reminders and status reports will be updated. For details, please refer to Emailing setup
Compose email	This item allows for creation of new emails which may then be send to individual users or individualized groups of users. For details, please refer to Compose email
Notifications	This item gives an overview of automatically and individually created emails and their delivery status. For details, please refer to Notifications

II. Navigation item Administration

1. Reporting periods

Managing of reporting periods

The selection **Settings > Administration > Reporting periods** will open an overview as displayed in the graphic below. It contains all reporting periods existing in the system.

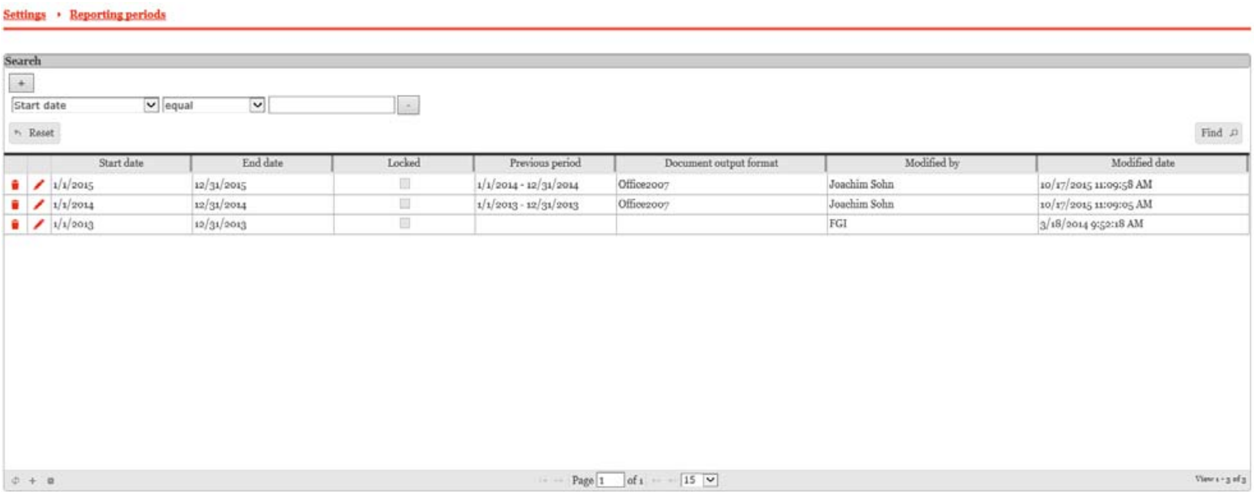

Fig. 3: Reporting period details

Creating a new reporting period:
Initial creation of a reporting period in globalDoc

Under **Settings > Administration > Reporting periods** and then clicking + (in the lower area of the screen), administrators may add new reporting periods. **Please note**: If you want to continuously employ data from a pre-existing reporting period in a new reporting period (i.e. reporting companies, users, modules, module contents etc.), you should employ the **create copy** function (see next section).

The detailed overview of any reporting period is composed by 3 tabs **Reporting Period Details**, **Import and Export**, and **Access rights** (see *Fig. 4*).

Fig. 4: Creating a new reporting period: Reporting period details

The creation of a new reporting period requires the input of following data under the tab **Reporting period details**:

- Starting and end date: Definition of starting and end date of new reporting period
- Locked: By activating the Locked-Function, selected reporting period will become unmodifiable for local users. When creating a new reporting period, this function will remain de-activated.
- Document output format: Selection of available office formats

  Under the second tab, **Import and Export**, data (i.e. group entity data, user, transactions etc.) may be imported (*Fig. 5*).

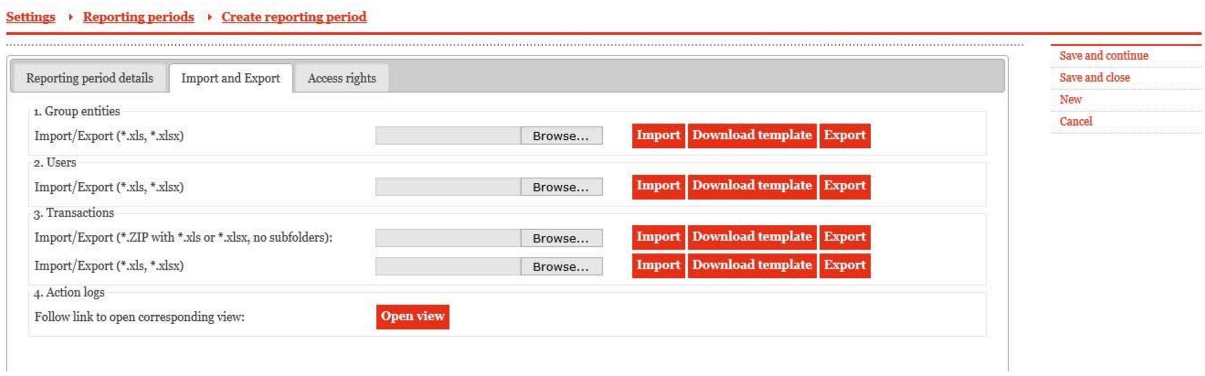

Fig. 5: Creating of new reporting periods: Import and Export

To import data into *globalDoc*, as a first step, administrators must use **Download template** to save Excel-template on their local drive. Subsequently, this templated should be completed with relevant data by a System-Administrator, and saved on the local drive. As a final step, administrators must use Import to re-upload it[6].

The command **Save and continue** or **Save and close** (in the command panel on the right) will finalize the creation of the new reporting period.

Creating a new reporting period:
Creating a copy of an existing reporting period in globalDoc

When selecting **Settings** > **Administration** > **Reporting periods**, and clicking the reporting period details of the reporting period to copy from will open (*Fig. 6*). Via **Create Copy** (in the command panel on the right) System-Administrators may duplicate reports. An option enabling users to, either entirely or in part, employ data such as existing reporting companies or *globalDoc* divisions to build up on them when creating new reporting periods.

Please note: After a reporting company or *globalDoc* division was exported into a new reporting period, subsequent changes in prior reporting period will have no effect on new reporting period and vice versa[7].

At the bottom of the **Reporting period details** window administrators may view a table providing an overview of reporting companies and divisions of the previous period which were not allocated, yet, to the respective reporting period. That way, administrators are enabled to selectively copy specific local modules of respective reporting companies or divisional modules of respective *globalDoc* divisions into a reporting period. After selecting desired reporting companies or divisions, administrators may copy them into the new reporting period (table to the right) by clicking this symbol (›). Any module of the level **Global** is transferred automatically in the new reporting period.

The command **Save continue** or **Save and close** will finalize the creation of the new reporting period.

Editing of an existing reporting period in globalDoc

Under **Settings** > **Administration** > **Reporting periods** and clicking , an overview of selected reporting period will open (Fig 6.). There, administrators may access three tabs: **Reporting period details**, **Import and Export**, and **Access rights**.

[6] Explanations to other buttons and for the tab “Access Rights and Module Distributions” are available at a later stage of this manual, in section “Edit existing reporting period”.

[7] The same is true for modules in the “global” level which as a result of a copy of a reporting company will be copied into the new reporting period too.

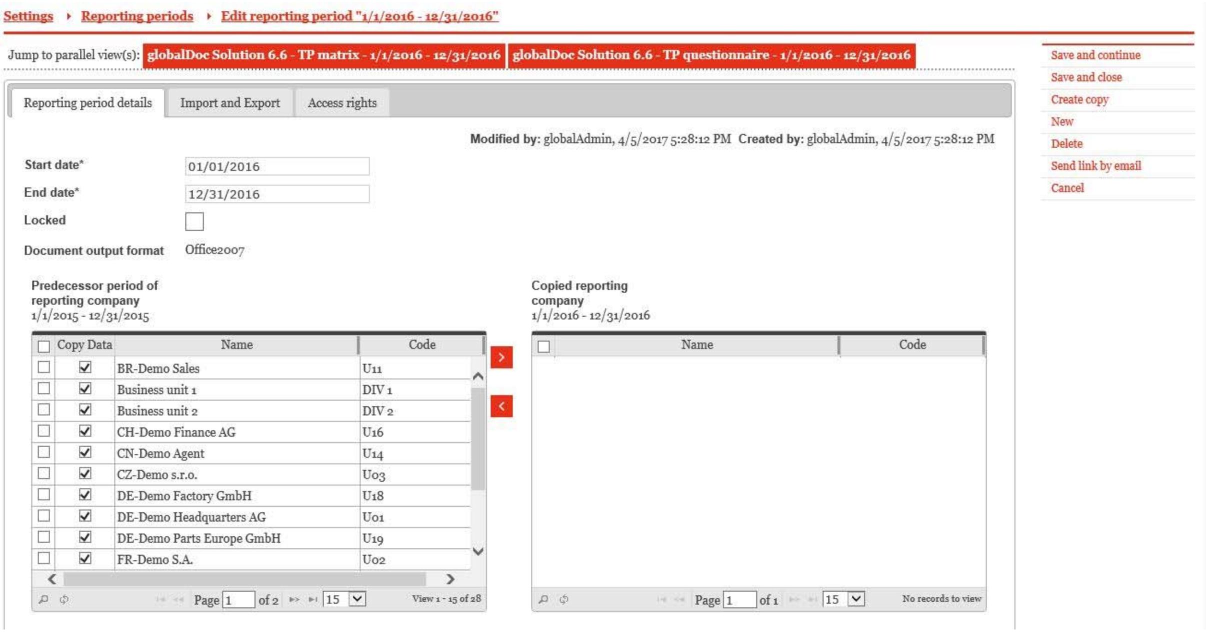

Fig. 6: Navigation item Reporting Periods – Detailed view: Details reporting period

Under **Settings** > **Administration** > **Reporting periods** and clicking , an overview of selected reporting period will open (Fig 6.). In the tab **Reporting period details,** *globalDoc* displays reporting companies and divisions which were allocated to selected reporting period already. Reporting companies and divisions from the prior period may be selected by clicking this symbol ( ), and then, subsequently, be imported into the selected reporting period. Alike, they may be removed by using this symbol ( ). The level **Global** are transferred automatically into selected reporting period.

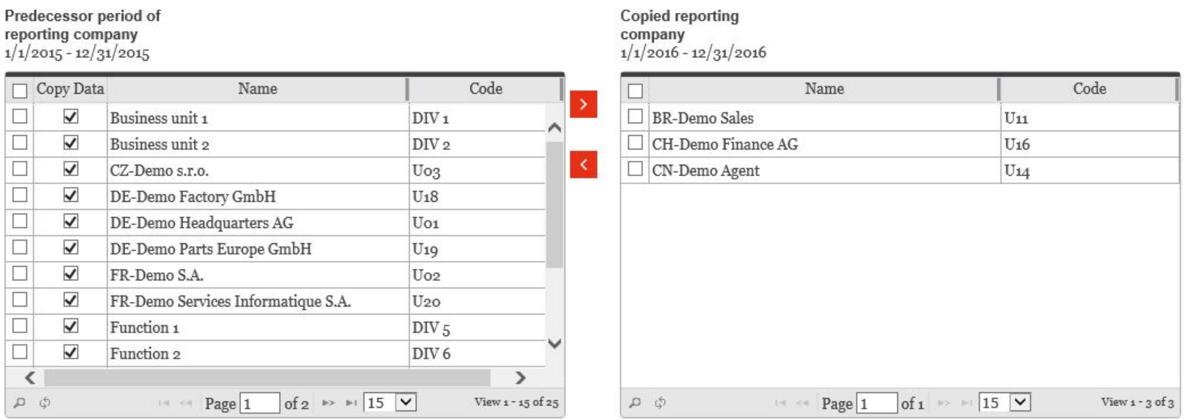

Fig. 7: Navigation item Reporting Periods – Detailed view: Allocating of reporting companies and divisions

Under **Settings** > **Administration** > **Reporting Periods** and clicking , an overview of selected reporting period will open (*Fig 6.*). The functions under the tab **Import and Export** allow to import/export data concerning group entities, users, transactions and action logs

(*Fig. 8*).

Fig. 8: Navigation item reporting periods – Detailed overview: Import and Export

To import data into *globalDoc*, as a first step, administrators must use Download template to save Excel-template on their local drive. Subsequently, this templated should be completed with relevant data by a System-Administrator, and saved on the local drive. As a final step, administrators must use Import to re-upload it.

To export data into Excel, administrators must use Export.

Under **Settings** > **Administration** > **Reporting periods** and clicking , an overview of selected reporting period will open (*Fig 6*.). The functions under the tab **Access rights** allow to export Excel-overviews of module distribution, user functions and access rights (*Fig. 9*)

Fig. 9: Navigation item Reporting Periods – Detailed view: Access rights and module distribution

Locking of an reporting period

Under **Settings** > **Administration** > **Reporting periods** and clicking , administrators are provided details (*Fig. 6*) of reporting period to lock. Ticking off **Locked**, will lock selected reporting period, implying that concerned data can no longer be edited. Un-ticking it will reverse the process and open the reporting period for editing again.

Deleting of a reporting period

Under **Settings** > **Administration** > **Reporting periods** and clicking , administrators may delete selected reporting periods.

2. Reporting period settings

Changing of an reporting period's settings

Under **Settings** > **Administration** > **Reporting period settings**, users may adopt changes to respective reporting period settings.

- Activation/Deactivation of **Enable navigation to data collection**[8]
- Activation/Deactivation of **Enable management area in legal-management import**
- Specify **Max. functional or risk analysis value**. Thereby, administrators may elect max. functional or risk analysis value (of reporting company) by typing a value between 1 and 5.
- Activation/Deactivation of **Enable local currency values for transactions**[9]
- Company name: name of company to which reporting company belongs (this information may be used as variable in reports).

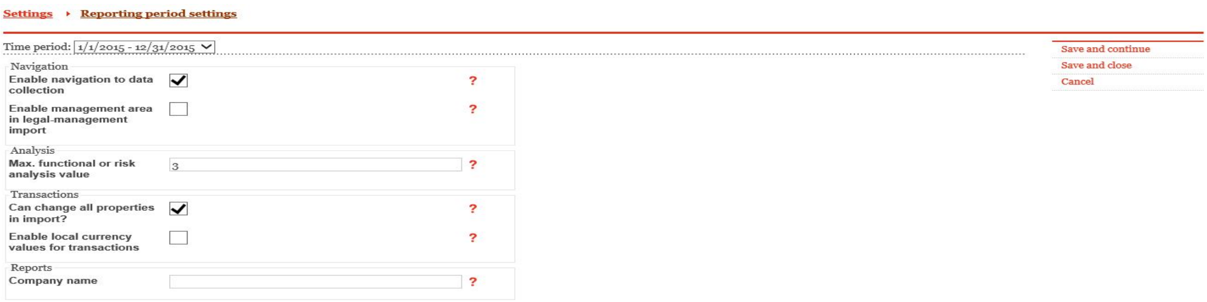

Fig. 10: Reporting period settings

3. Group entities

Managing of group entities

Under **Settings** > **Administration** > **Group entities**, system administrators will be directed to the following view, containing all pre-existing group entities (*Fig. 11*):

[8] For details, please refer to user manual.
[9] For details, please refer to user manual.

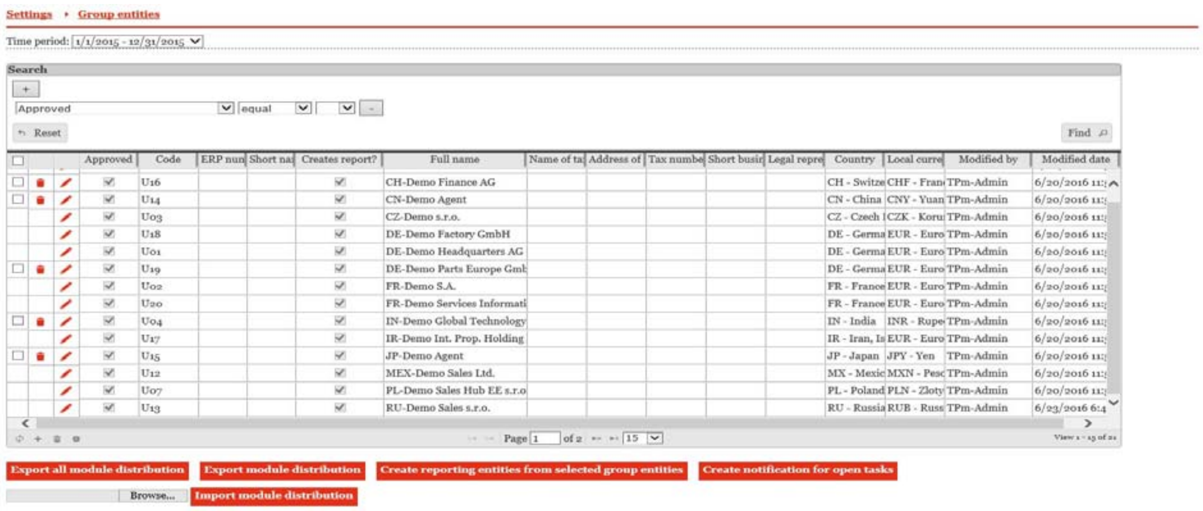

Fig.11: Overview of group entities

Creating/Editing of group entities

By selecting **Settings** > **Administration** > **Group entities** and clicking + (in lower area of screen), *globalDoc* will open a detailed view to create or edit Group entities.

This detailed overview is composed by two tabs: **Group entity details** and **Optional information** (*Fig. 12*).

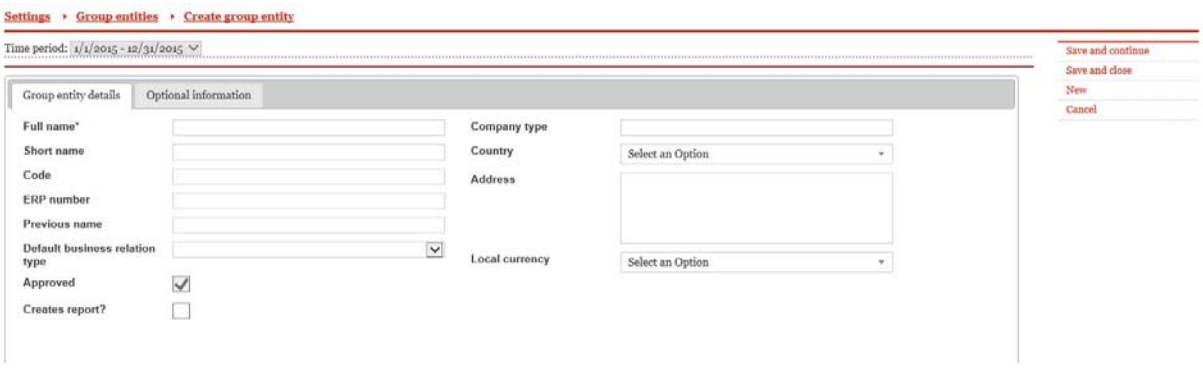

Fig. 12: Creating of new group entities

To create a new group entity, following information must be entered in tab **Group entity details**[10]:

- Full name: Complete name of group entity including its legal form
- Short name: Optional name to be used in report
- Code: Optional reference to company code
- ERP number: Optional reference to ERP number
- Previous name: Optional reference to companies full previous name (if applicable)

10 In case various group entities should be imported at once, users may use Excel-import-function (Settings > Administration > Reporting periods) (see above).

- Default business relation type: i.e. direct shareholdings
- Approved: No selection necessary
- Creates report: To be selected if globalDoc is used to create transfer pricing documentation for company
- Company type
- Country: Country in which group entity is incorporated
- Address: Address of group entity
- Local currency: Local currency of country in which group entity is incorporated

The tab **Optional information** may be used to attach additional information about new group entity (*Fig. 13*).

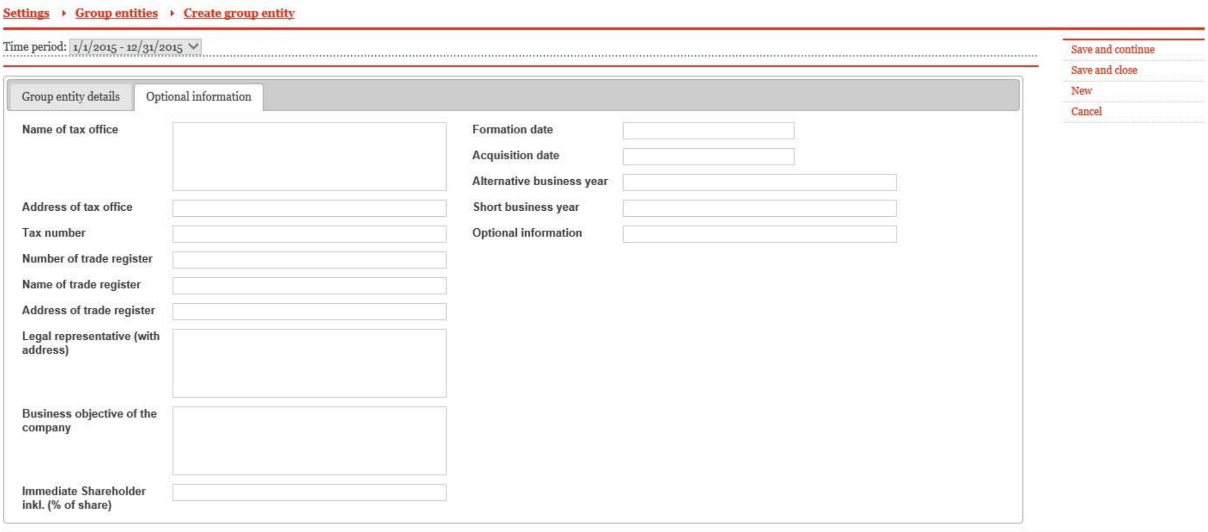

Fig.13: Attaching of additional information about group entity

In case *globalDoc* should create transfer pricing documentation for this group entity, administrators must tick off **Creates report** in tab **Group entity details**. That way, the new group entity will become a reporting entity.

By clicking either **Save and continue**, or **Save and close**, changes will be applied and/or group entity created. If **Creates report** was selected, two additional tabs will be created by system: **Module distribution** and **User default roles**.

Editing of an existing group entity

Under **Settings** > **Administration** > **Group entities** and clicking , detailed overview of selected group entity will open. In case it is a reporting entity, all four tabs (**Group entity details**, **Optional information**, **Module distribution** and **User default roles**) will be shown (*Fig. 14*)

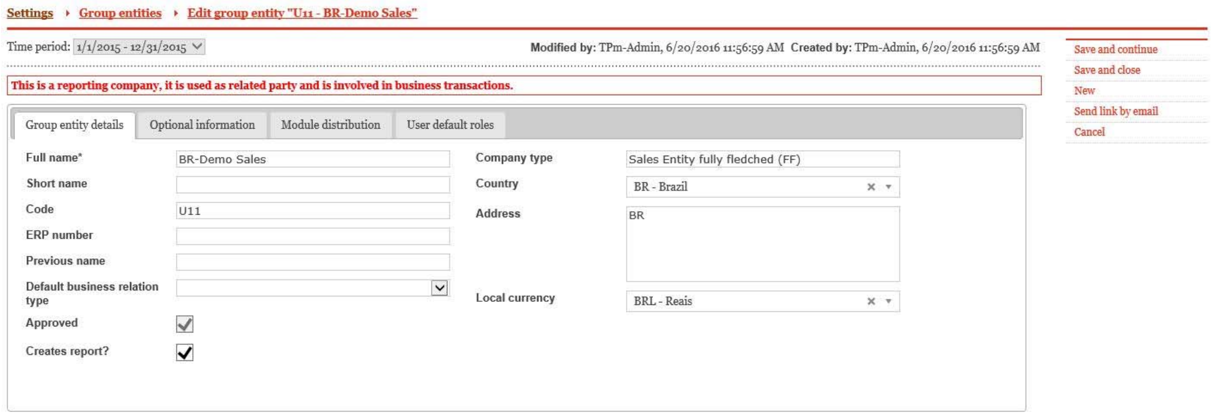

Fig. 14: Editing of existing group entities

Under **Settings** > **Administration** > **Group entities > Group entity details** and **Settings** > **Administration** > **Group entities > Optional information** company information may be changed (see Creating/Editing of group entities).

For group entities which are characterized as reporting entities, administrators may, under **Settings** > **Administration** > **Group entities** > **Module distribution**, allocate modules and module clusters (*Fig. 15*).

*Fig. 15: Detailed overview reporting entity – **Module distribution***

By clicking + Add modules or + Add module clusters , users may allocate previously created **Global**, **Divisional** and **Local** modules or module clusters to selected reporting company. Additionally, module distributions may be imported from other entities.

After allocation to a module group, involved modules will be shown in and highlighted in yellow, in the table **Assigned modules** (*Fig. 15*).

By clicking or Drop selected modules , Drop selected module clusters users may remove those assignments.

Under **Settings** > **Administration** > **Group entities** > **User default roles**, administrators may assign default roles for selected entity to specific users (*Fig. 16*). By employing the functions + Assign default roles to users and Unassign default roles from seleceted users those roles may be assigned or removed.

Abb. 16: Detailed overview reporting entity – User default roles

Adding of a suggested group entity

Local-Users may suggest incorporation of new transaction partners into globalDoc (under **Data collection** > **Transaction management** > **Synchronize from group entities**; for details, please refer to the user manual). Those will be highlighted in red, under **Settings** > **Administration** > **Group entities**, until approved by an administrator (*Fig. 17*).

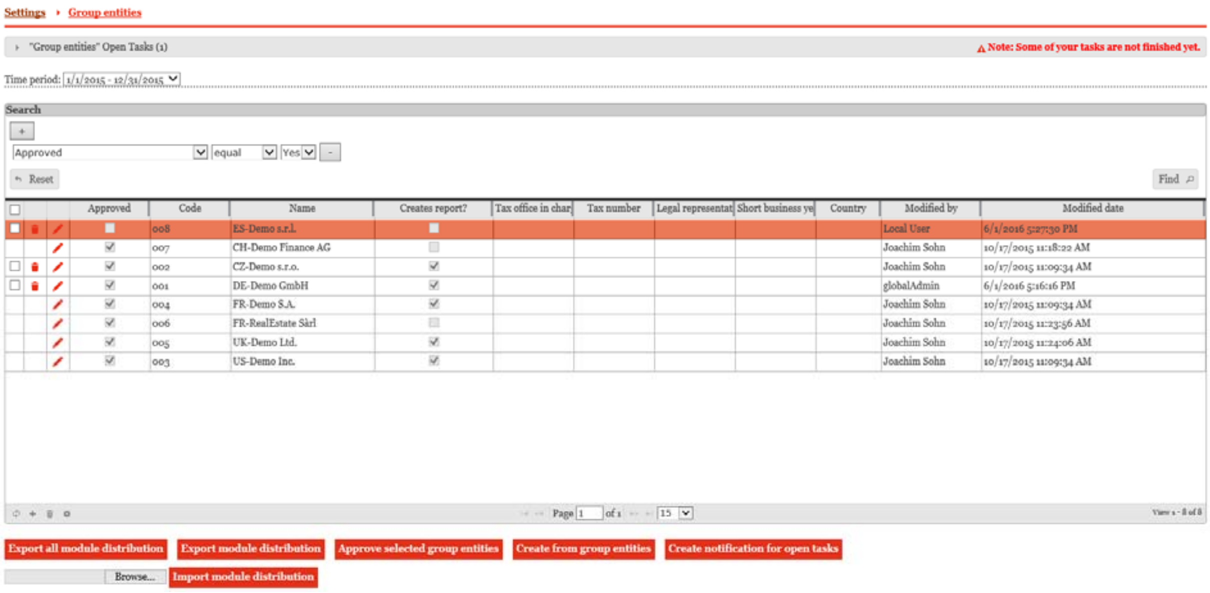

Fig. 27: Overview group entities

Administrator may approve those companies by opening detailed overview of selected group entity (clicking) and clicking the command **Approve** in the box on the right (*Fig. 18*). Prior to approval administrator may edit or complement core data of the company he is to approve. After the approval, the group entity will no longer by highlighted in the system.

Fig. 38: Detailed overview reporting company – Approval of locally requested transaction partners

Deleting of a group entity

Under **Settings** > **Administration** > **Group entities** and clicking , administrators may delete selected **Group entity**.

Import and Export of the module distribution of a group entity

Under **Settings** > **Administration** > **Group entities**, administrators may export module distribution of selected/all group entities into an Excel file by clicking **Export module distribution** or **Export all module distribution**. Alike, module distribution may be uploaded as Excel file and thereby allocated to specific group entity by clicking **Import module distribution**.

Conversion of a group entity into a reporting company

Under **Settings** > **Administration** > **Group entities**, single or multiple group entities may be selected, and subsequently converted into reporting companies by clicking **Create reporting entities from selected group entities**.

Open tasks for Reporting companies

Under **Settings** > **Administration** > **Group entities**, administrators may send notifications concerning open tasks to selected Group entities by clicking **Create notification for open tasks**.

4. Divisions

Managing of divisions

Under **Settings** > **Administration** > **Divisions**, System-Administrators will be forwarded to the following overview containing all, in *globalDoc*, existing divisions:

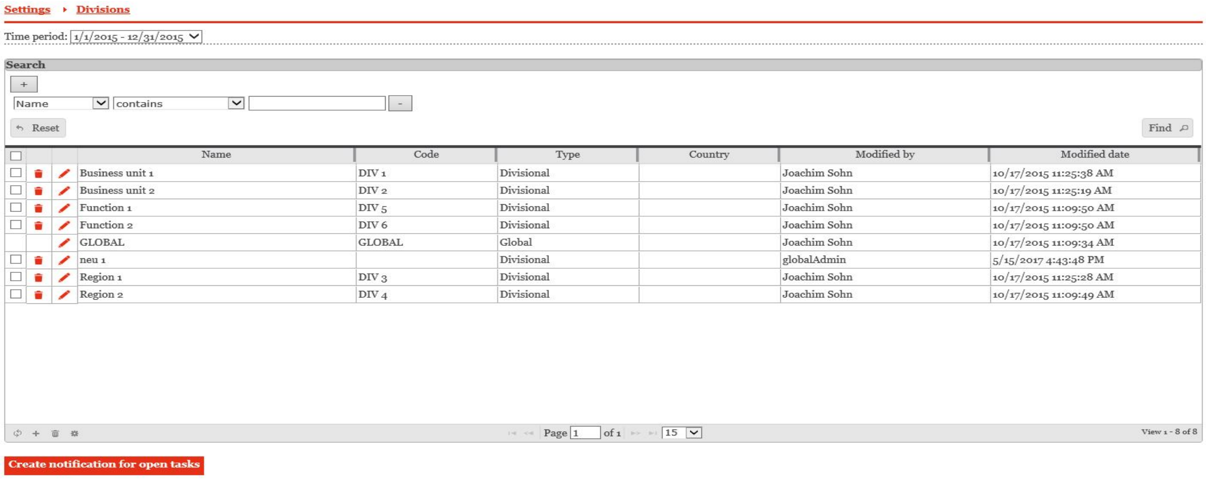

Fig. 19: Overview of globalDoc divisions

Creating a new division

Under **Settings** > **Administration** > **Divisions** and clicking + (in lower area of screen), administrators may create new globalDoc divisions (*Fig. 20*).

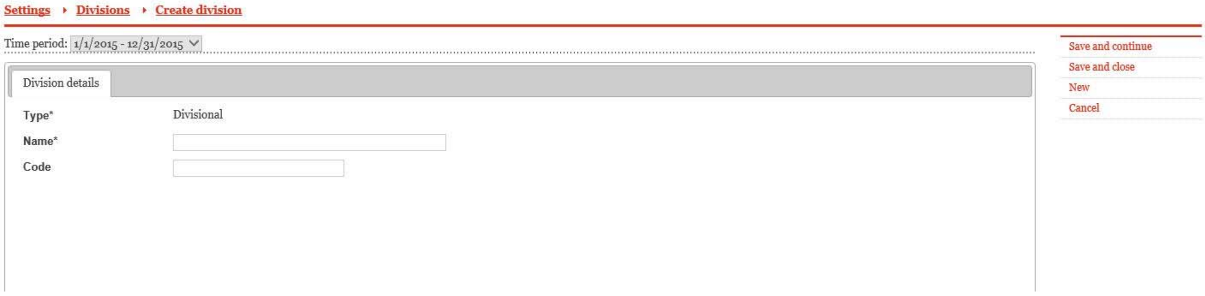

Fig.20: Creating of new globalDoc divisions

To create a new *globalDoc* division, administrators must provide the following information in the tab Division details:

- Type: no entry of information necessary
- Name: name of division
- Code: optional code for division

By clicking **Save and continue** or **Save and close** in the command panel on the right, new *globalDoc* division will be created. Subsequently, modules may be created and allocated to newly created *globalDoc* division.

Editing of an existing division

Under **Settings** > **Administration** > **Divisions** and clicking, the detailed overview of selected group entity will open. That way, administrators may access the tabs **Division details** and **User default roles** (*Fig. 21*).

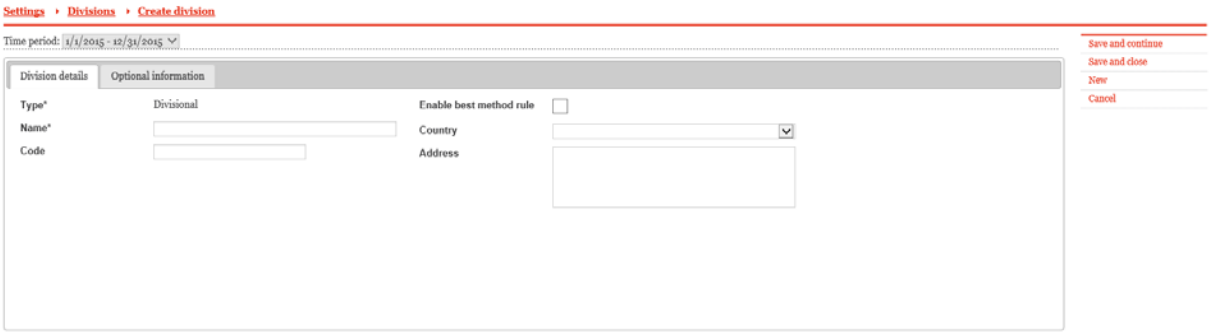

Fig.21: Editing of existing group entities

Within those tabs, information provided when division was created, may be edited (see Creating a new division).

5. User

Managing of users

Under **Settings** > **Administration** > **Users**, administrator will be directed to following view, containing an overview of all existing users (*Fig. 22*):

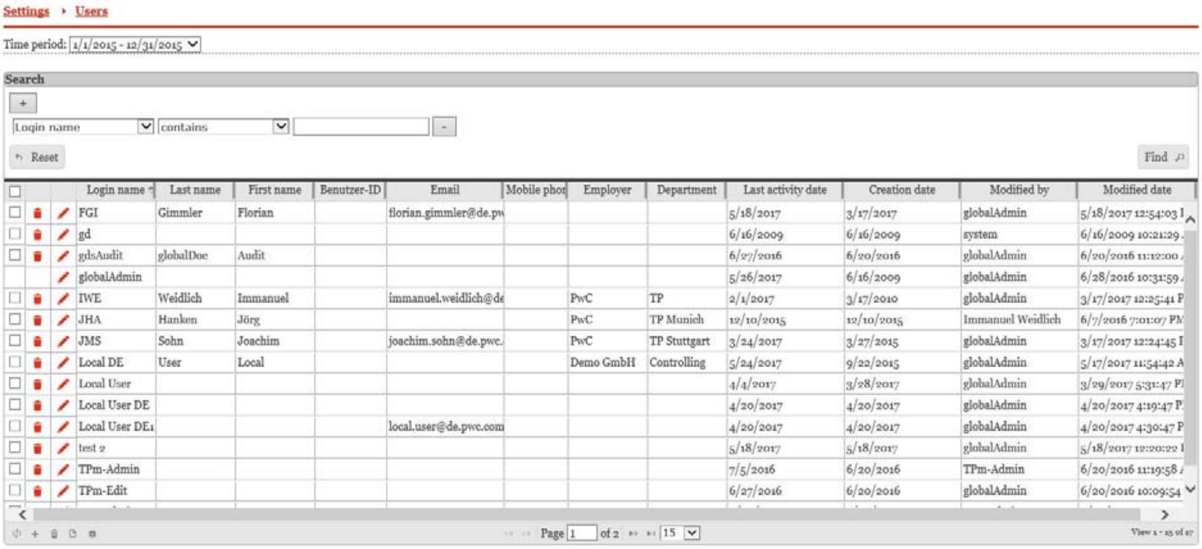

Fig.22: Overview of users

Creating of a new user

Under **Settings** > **Administration** > **Users**, and clicking + (in lower area of screen), a detailed overview, in which new users may be created, will open (*Fig. 23*).

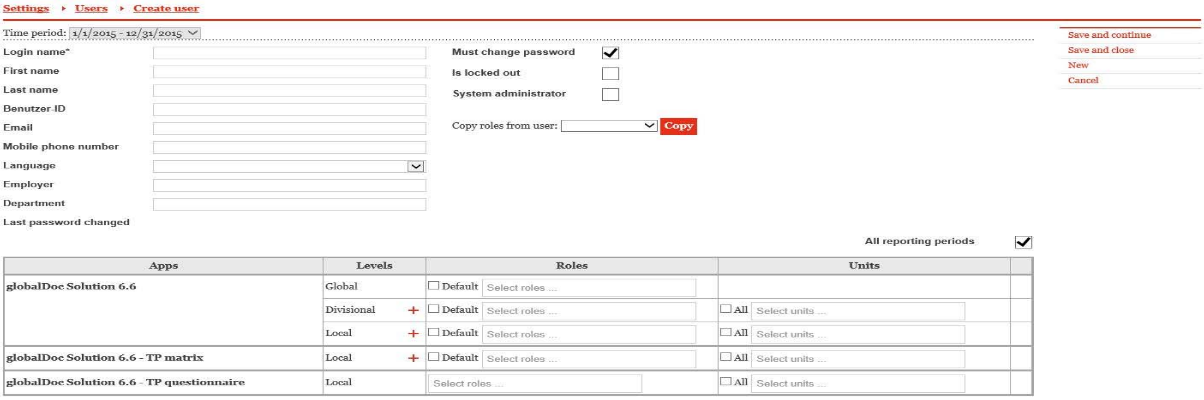

Fig.23: Creating of new users

To create a new user, following information is required:

- Login name: Definition of a login name
- First name: Optional
- Last name: Optional
- User-ID: Optional assignment of User ID
- Email: Optional
- Mobile phone number: Optional
- Language: Optional definition of users preferred language
- Employer: Optional
- Department: Optional
- Must change password: Ticking it off will oblige user to change password upon first login
- Is locked out: Will disable user from accessing globalDoc. This function will remain locked when creating new users.
- System administrator: The user is granted access to program item **Settings** and is able to view automatically generated tasks which may only be edited by a System-Administrator. These tasks include in particular user inquiries concerning setting up local transaction groups or transaction partners, which are to be requested in program item **Data collection**.

  After successful user setup, relevant user privileges and roles should be assigned (for different reporting companies). To create those, a System-Administrator may use following functions:

- 

: System-Administrator may assign roles to new user.

- 

: System-Administrator may assign those roles for specific units only.[11]
- A selection of **Default**, will allocate the user standard roles defined for corresponding reporting company.
- 

: A System-Administrator may assign all roles and companies already assigned to a specific user to a different new user by copying the entire role distribution of an existing user.
- After clicking 

or 

, a drop-down menu for the allocation of user privileges will open (*Fig. 24*).

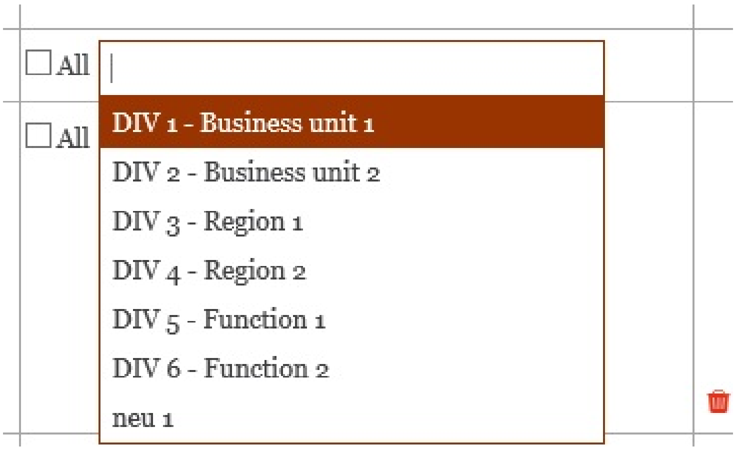

Fig. 24: Assigning of user privileges

The roles **Edit local content**, **Edit divisional content** or **Edit global content** allow users to view and edit contents of **Local**, **Divisional** or **Global** modules. In turn, a selection of **Read global content** will only allow to view those contents, but not to edit them.

On all, **Local**, **Divisional** and **Global** levels more roles may be assigned to users:

- Allocation of **Define content structure** allows users to create **Local** modules for his/her reporting company (Status of a local System-Administrator). This option may be considered in case **Local** modules should not be created centrally. Alike, **Define content structure** may be allocated for **Divisional** or **Global** modules (Status of divisional or global System-Administrator).
- The role **Manage attachments** allows respective users in program item **Attachment overview** to attach or delete data to respective modules.
- The role Task-Administrator will allow respective users to access program item **Task Administration**. That way, they may create tasks and allocate them to local users. Alike, Task-Administrators may view status of tasks on a **Local**, **Divisional** or **Global** level.

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11 A selection of „All“ will allocate respective role for all reporting companies or *globalDoc* **Divisions**, including ones created in the future, to user.

- Additionally, users may receive role of a Task-Approver. That way, users may, in process of their workflow management verify tasks.

  On a **Local** level, more privileges exist:

- The role **Edit data collection** or **Read data collection** allows users possessing those privileges to edit and view program item **Data collection**.[12]

For the majority of cases an allocation of default roles should be sufficient.

By clicking **Save and continue** or **Save and close,** in the command panel on the right, the new user will be created.

The allocation of a password for new users depends on whether the emailing function is activated (under **Settings** > **Email & Escalation** > **Emailing Setup**)

Option 1: Allocation of new password (emailing function active)

After creating new user by clicking **Save and continue** or **Save and close**, new user will receive an email with his/her new password. This password will be valid for the first login into *globalDoc*.

Option 2: Allocation of new password (emailing function not active)

After creating a new user by clicking **Save and continue** or **Save and close** (in command panel on the right), a notification containing user's password will pop up (*Fig. 25*)[13]. This password must then be communicated to new user prior to his first log in. **Please note**: New user will only be able to login after that pop up window was closed by clicking OK.

Fig. 25: Password of new user

Editing of existing users

Under **Settings** > **Administration** > **User,** administrators will be able to open detailed overview of selected users by clicking (*Fig. 26*).

Within this overview, administrators may edit user information and allocated modules (see Creating of a new user).

[12] Only possible, if function **Data collection** was activated under **Settings** > **Reporting period settings** (see above, Chapter B.II.2.).

[13] After email contact data of new user was filled in, and globalDoc's emailing function is active, new user will receive his/her password automatically (via mail), without any necessary action by administrator.

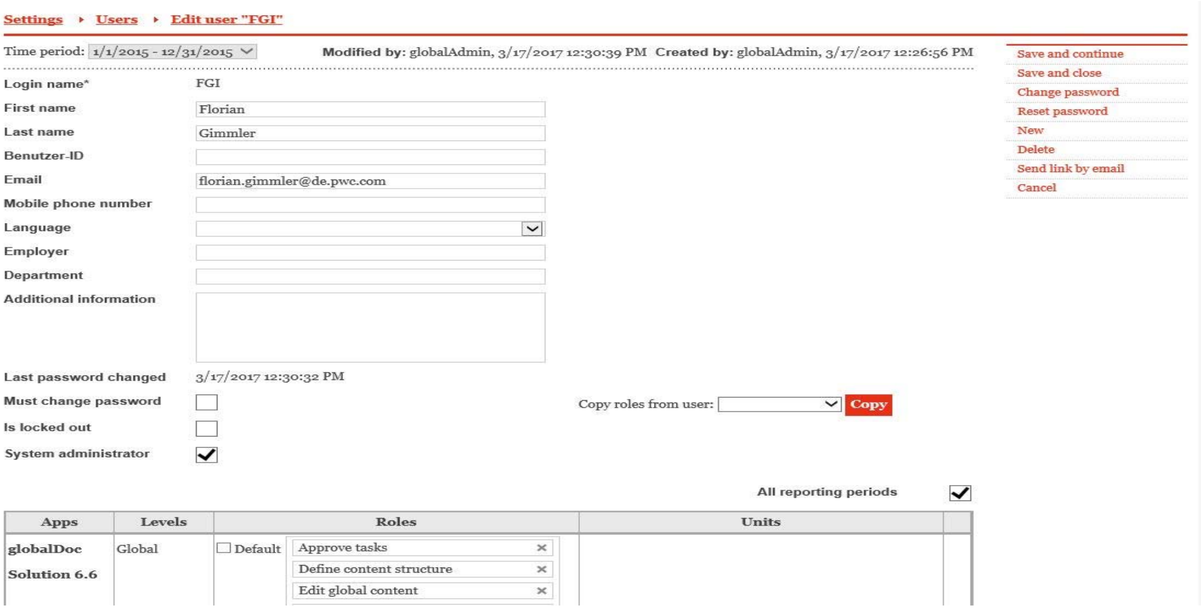


Fig. 26: Edit existing user

Changing of password of an existing user

Under **Settings** > **Administration** > **User**, administrators will be able to open detailed overview of selected users by clicking (Fig. 27).

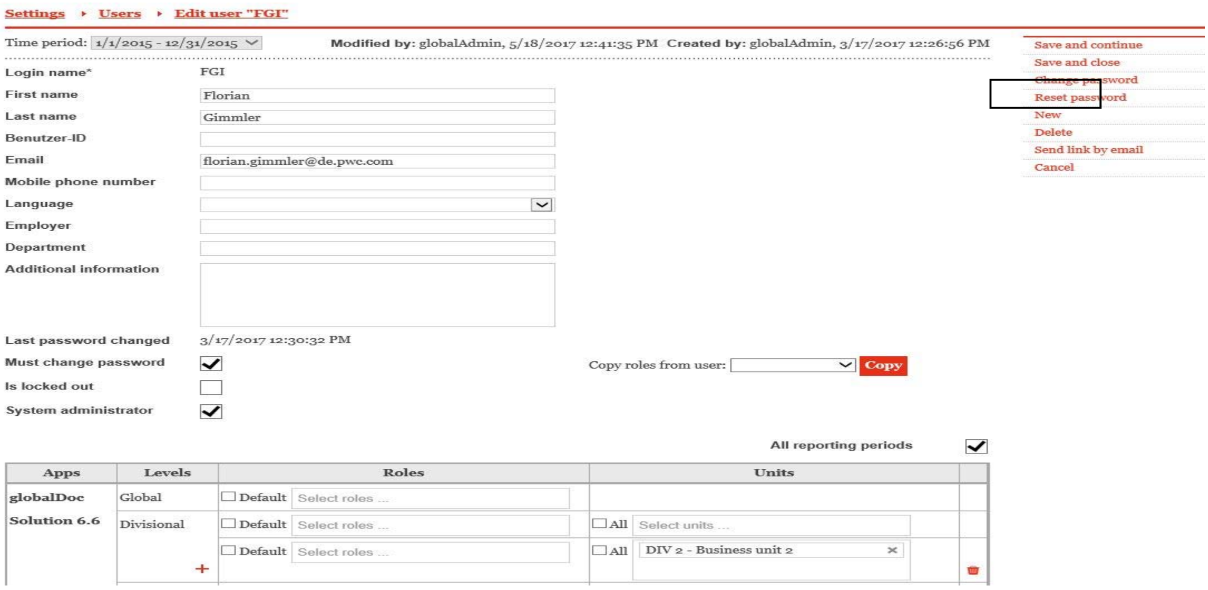


Fig. 27: Resetting of passwords of existing users

By selecting command **Reset password**, user will be allocated a new password. The allocation of a password depends on whether emailing function is active or not (Under **Settings** > **Email & Escalation** > **Emailing Setup**).

Option 1: Changing of password (active emailing function)

After creating new user by clicking **Save and continue** or **Save and close**, new user will receive an email with new password. This password will be valid for first login into globalDoc. A notification with user’s email address will be shown on screen after email was sent.

Fig.28: Emailing of new passwords to users

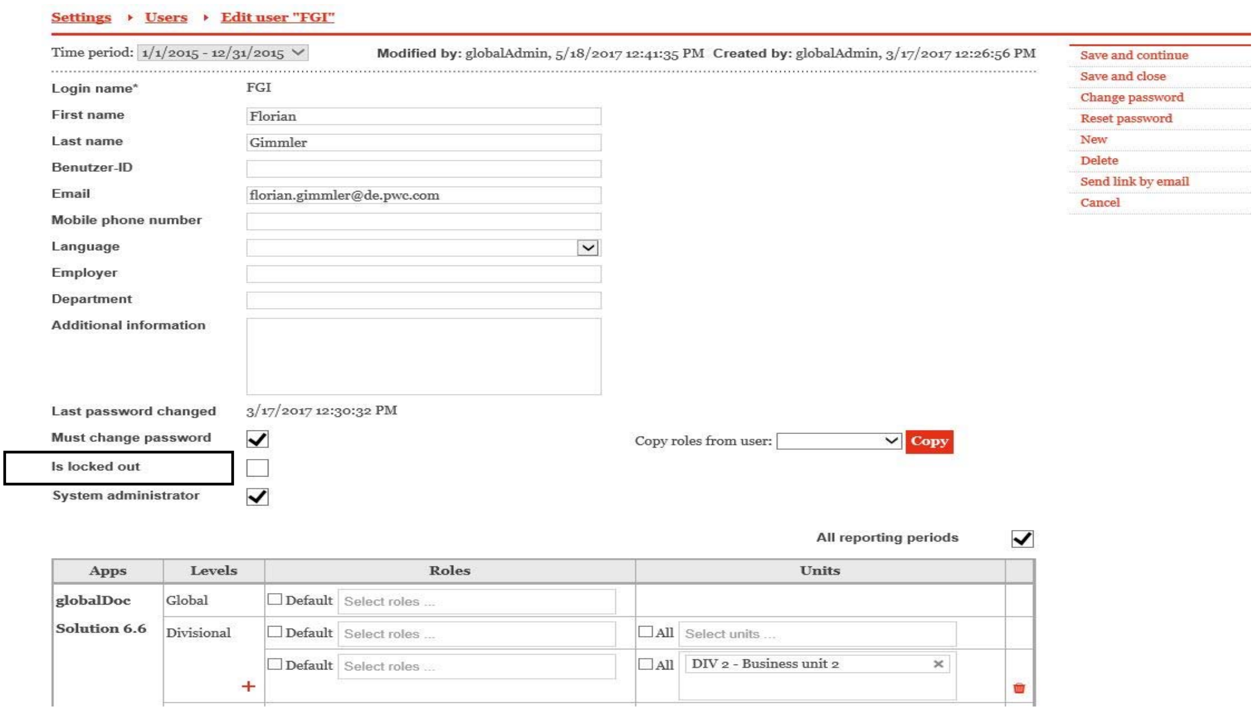
Option 2: Changing of password (deactivated emailing function)

A notification with user's new password will pop up (*Fig. 29*)[14]. This password must then be communicated to new user prior to his first log in. **Please note**: New user will only be able to login after that pop up window was closed by clicking OK.

Fig.29: Emailing of new passwords to users

Locking out of an user

Under **Settings** > **Administration** > **User**, administrators will be able to open detailed overview of selected users by clicking (*Fig. 30*).



14 After email contact data of new user was filled in, and globalDoc's emailing function is active, new user will receive his/her password automatically (via mail), without any necessary action by administrator.

Fig.30: Locking out of users

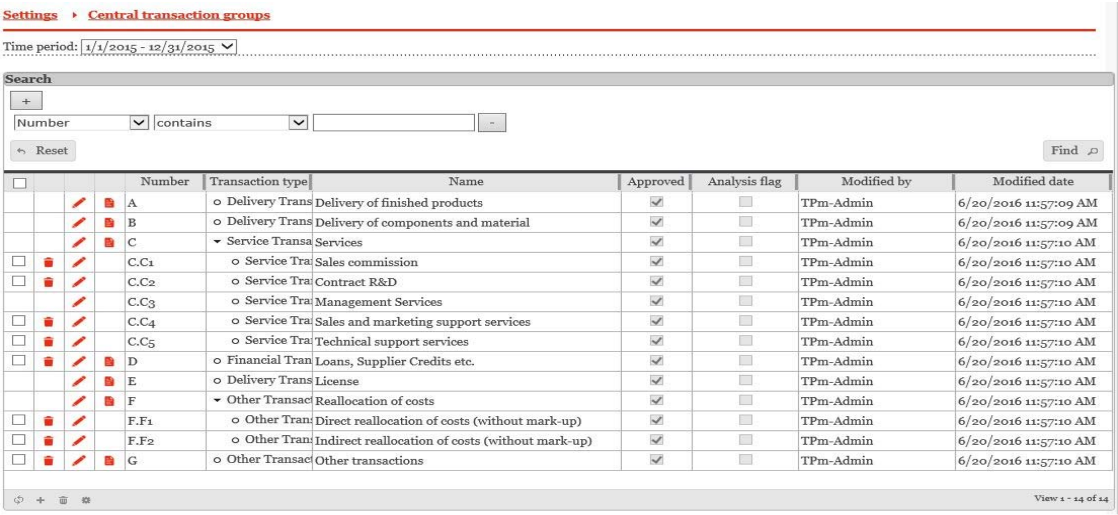
By ticking off **Is locked out**, user will lose privilege to enter *globalDoc*.

6. Central transaction groups

Managing of central transaction groups

Via **Settings** > **Administration** > **Central transaction groups**, users will be directed to screen as displayed in *Fig. 31*. It contains all existing **Central transaction groups**.

In that screen, a System-Administrator may administer the **Central transaction groups** he/she wants to provide to Local-Users. The aim of this function is to ensure uniform application and display of transaction groups within the Group.



Number	Transaction type	Name	Approved	Analysis flag	Modified by	Modified date
A	Delivery Trans	Delivery of finished products	✓		TPm-Admin	6/20/2016 11:57:09 AM
B	Delivery Trans	Delivery of components and material	✓		TPm-Admin	6/20/2016 11:57:09 AM
C	Service Transa	Services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C1	Service Tra	Sales commission	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C2	Service Tra	Contract R&D	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C3	Service Tra	Management Services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C4	Service Tra	Sales and marketing support services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C5	Service Tra	Technical support services	✓		TPm-Admin	6/20/2016 11:57:10 AM
D	Financial Tran	Loans, Supplier Credits etc.	✓		TPm-Admin	6/20/2016 11:57:10 AM
E	Delivery Trans	License	✓		TPm-Admin	6/20/2016 11:57:10 AM
F	Other Transact	Reallocation of costs	✓		TPm-Admin	6/20/2016 11:57:10 AM
F.F1	Other Tran	Direct reallocation of costs (without mark-up)	✓		TPm-Admin	6/20/2016 11:57:10 AM
F.F2	Other Tran	Indirect reallocation of costs (without mark-up)	✓		TPm-Admin	6/20/2016 11:57:10 AM
G	Other Transact	Other transactions	✓		TPm-Admin	6/20/2016 11:57:10 AM

Fig.31: Overview of central transaction groups

Defining of new central transaction group

Under **Settings** > **Administration** > **Central transaction groups** and clicking + (in lower area of screen), users may open detailed overview of the screen to create new **Central transaction groups** (*Fig. 32*).

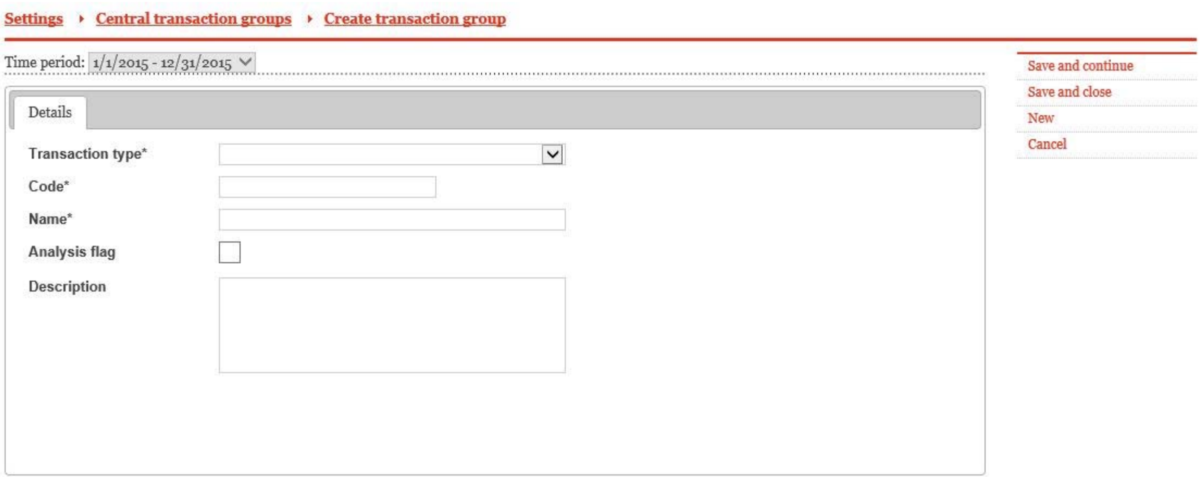


Fig.32: Creating new central transaction groups

To create a new a **Central transaction group**, following data has to be provided:

- Transaction type: Selection of a transaction type to which new transaction group should be allocated (e.g. Distribution Transactions, Service Transactions, License Transaction)
- Code: Optional allocation of a code to identify new transaction group
- Description: Optional description of new transaction group
- Name: Name of new transaction group
- Analysis flag[15]

By selecting **Save and continue** or **Save and close** in command panel on the right, new **Central transaction group** will be created.

Editing of an existing transaction group

Under **Settings** > **Administration** > **Central transaction groups** and clicking , users may open detailed overview of selected **Central transaction group** (Fig. 33).

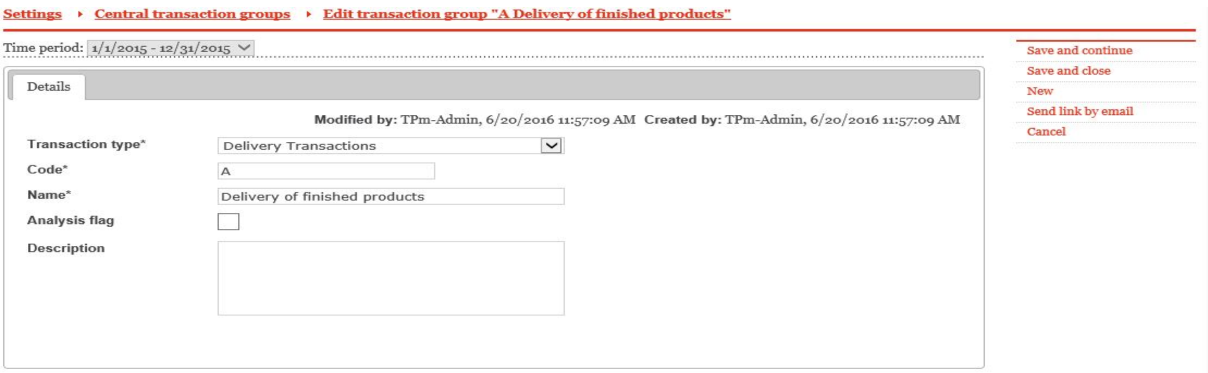


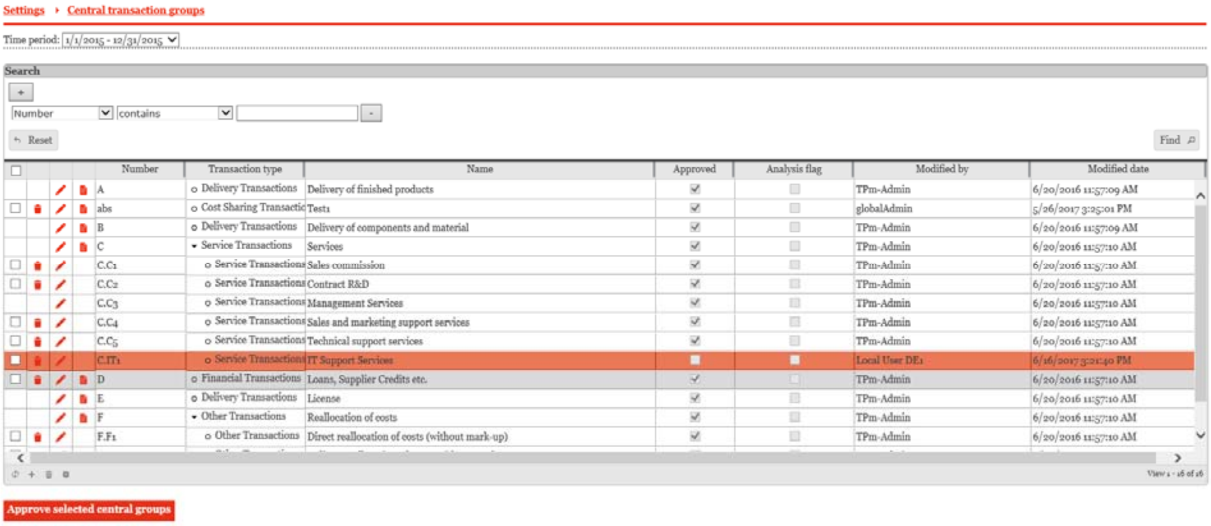
Fig.33: Editing of central transaction groups

In detailed overview of selected transaction group, originally placed information may be edited (see Defining of new central transaction group)

Adding of a suggested transaction group

Local-Users may suggest the adding of new transaction groups into globalDoc (under **Data collection** > **Transaction management**; see user manual). Transaction groups suggested by Local-Users, will remain highlighted in red (under **Settings** > **Administration** > **Central transaction groups**), until approved by an administrator (*Fig. 34*).

15 Only relevant, if, for appropriateness analysis, respective function should be employed (see below, Chapter B.III.4.). In this case, box is to be ticked off, if analysis should not be conducted individually, but for the entire transaction group.



Number	Transaction type	Name	Approved	Analysis flag	Modified by	Modified date
A	Delivery Transactions	Delivery of finished products	✓		TPm-Admin	6/20/2016 11:57:09 AM
abs	Cost Sharing Transactic	Test1	✓		globalAdmin	5/26/2017 3:25:01 PM
B	Delivery Transactions	Delivery of components and material	✓		TPm-Admin	6/20/2016 11:57:09 AM
C	Service Transactions	Services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C1	Service Transactions	Sales commission	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C2	Service Transactions	Contract R&D	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C3	Service Transactions	Management Services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C4	Service Transactions	Sales and marketing support services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.C5	Service Transactions	Technical support services	✓		TPm-Admin	6/20/2016 11:57:10 AM
C.IT1	Service Transactions	IT Support Services			Local User DE1	6/16/2017 3:21:40 PM
D	Financial Transactions	Loans, Supplier Credits etc.	✓		TPm-Admin	6/20/2016 11:57:10 AM
E	Delivery Transactions	License	✓		TPm-Admin	6/20/2016 11:57:10 AM
F	Other Transactions	Reallocation of costs	✓		TPm-Admin	6/20/2016 11:57:10 AM
F.F1	Other Transactions	Direct reallocation of costs (without mark-up)	✓		TPm-Admin	6/20/2016 11:57:10 AM

Fig.34: Central transaction groups – approving of transaction groups (1)

Administrators may approve suggested transaction groups by opening the detailed overview of them by clicking ✏ and then selecting **Approve** in command panel on the right (*Fig. 35*). Only after this approval, transaction group will be available in list of group entities (without being highlighted in red).

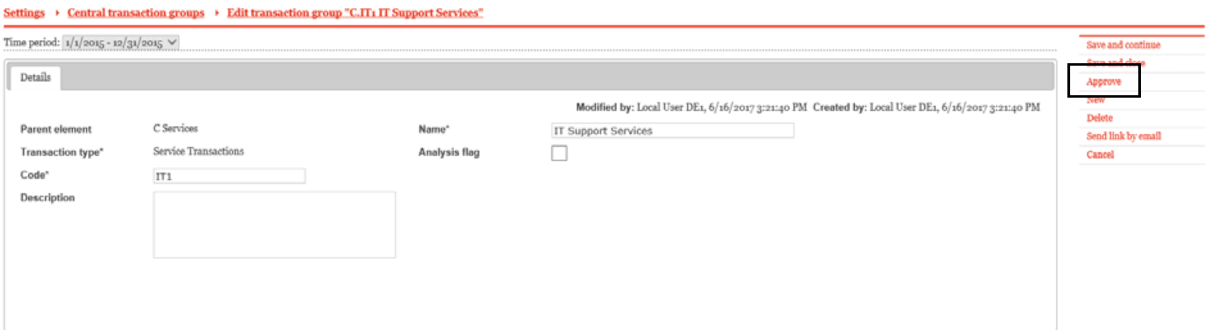


Fig. 35: Central transaction groups – approving of transaction groups (2)

Deleting of a transaction group

Under **Settings** > **Administration** > **Central transaction groups** and clicking 🗑, selected transaction groups will be deleted.

7. Module clusters

Managing of module clusters

Under **Settings** > **Administration** > **Module cluster**, administrators will be forwarded screen as in *Fig. 36*. That view contains all existing module clusters.

Many multinationals may include various reporting companies which have similar business activities (e.g. contract manufacturers, commission agents). Therefore, under navigation item **Module cluster**, *globalDoc* enables administrators to allocate specific standard modules to selected local entities. This function simplifies allocation of local entities and modules in *globalDoc* during the distribution process. Herby, all reporting companies possessing identical business activities (e.g. contract manufacturers, commission agents) may be allocated a specific set of standard modules (explicitly created for that entity) by a System-Administrator.

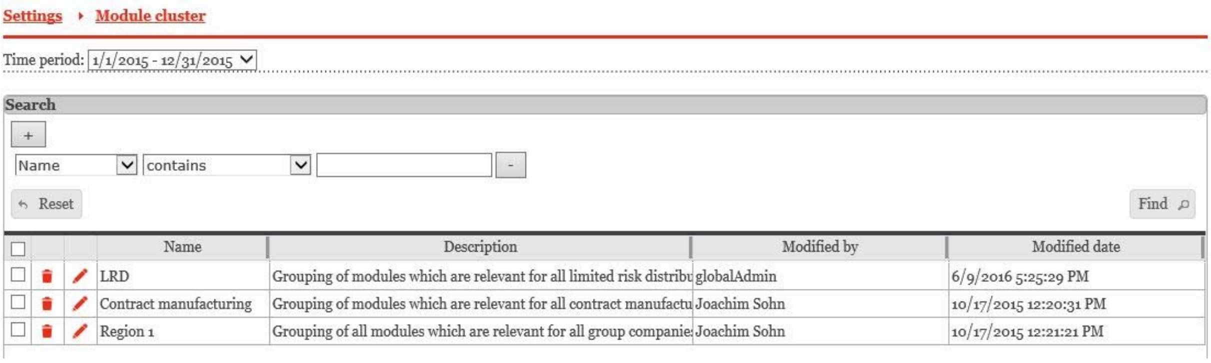


Fig. 36: Overview of existing module clusters

Modules are managed via program item **Documentation content** (see below, Chapter C.)

Creating of a new module cluster

Under **Settings** > **Administration** > **Module cluster** and clicking + (in lower area of screen), users may open detailed overview of the screen to create new **Module clusters** (*Fig. 37*). The detailed overview displayed is composed by three tabs: Module details, Assigned reporting entities, Assigned modules.

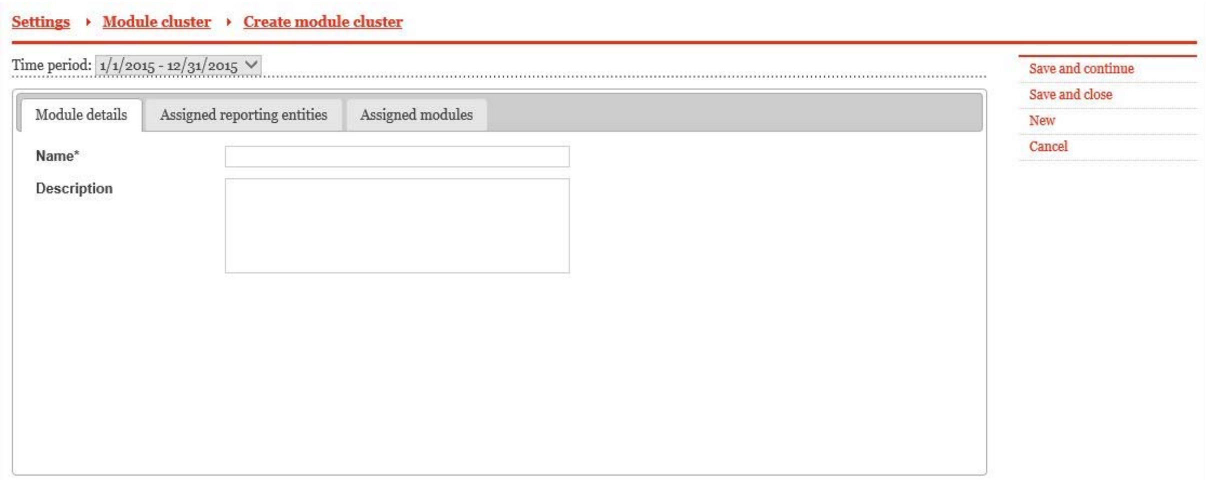


Fig. 37: Creating of module clusters

To create a new a **Module cluster**, following data has to be provided:

- Name: Name of new **Module cluster**
- Description: Optional description of new **Module cluster**

In tab **Assigned reporting entities**, new module clusters may be assigned to corresponding reporting companies via box + Assign reporting entity (*Fig. 38*)

Fig. 38: Creating of module clusters – assigning of reporting companies

Relevant reporting companies may be selected in window which pops up (*Fig. 39*) after clicking + Assign reporting entity . Clicking OK , finalizes the selection.

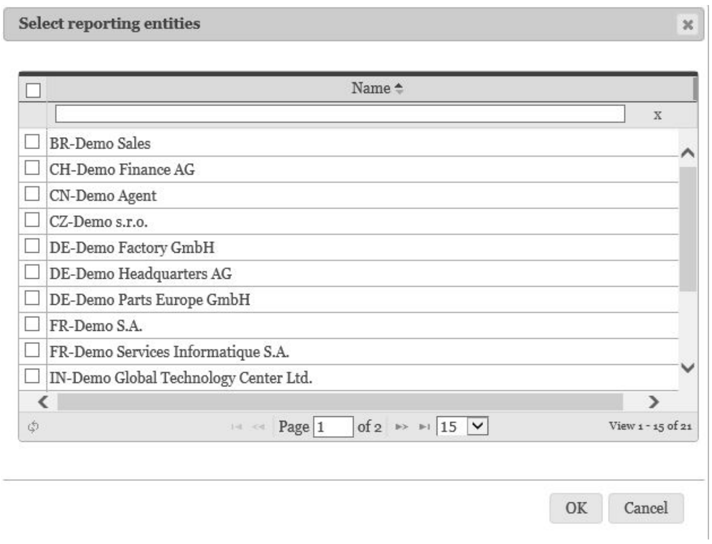


Fig. 39: Creation of module clusters – selection of reporting companies

In tab **Assigned modules**, new module clusters may be assigned to corresponding modules via box + Assign module (*Fig. 40*)

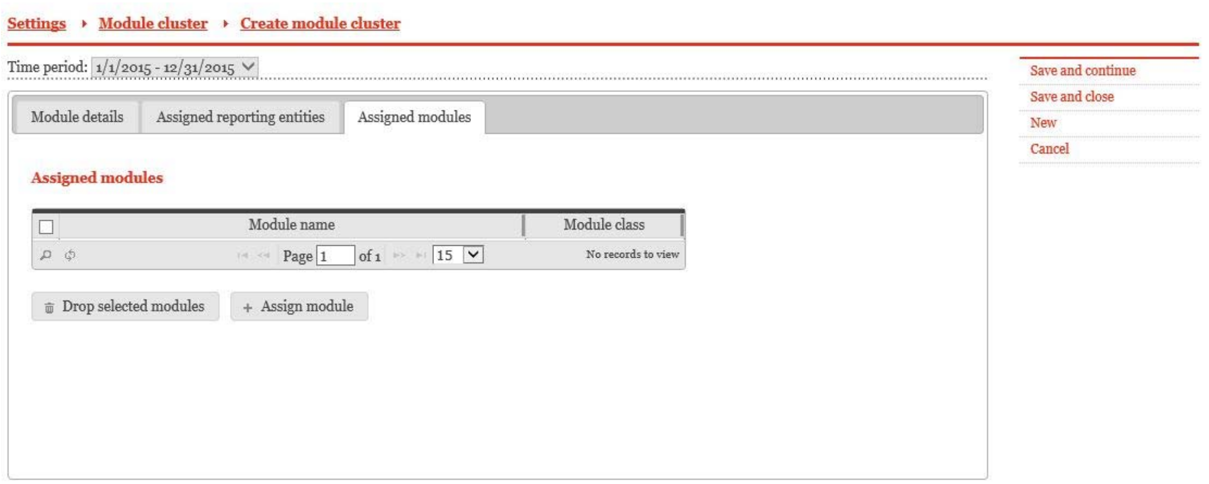


Fig. 40: Creating of module clusters – allocation of modules

Relevant modules may be selected in the window which pops up (*Fig. 41*) after clicking + Assign module. Clicking OK, finalizes the selection.

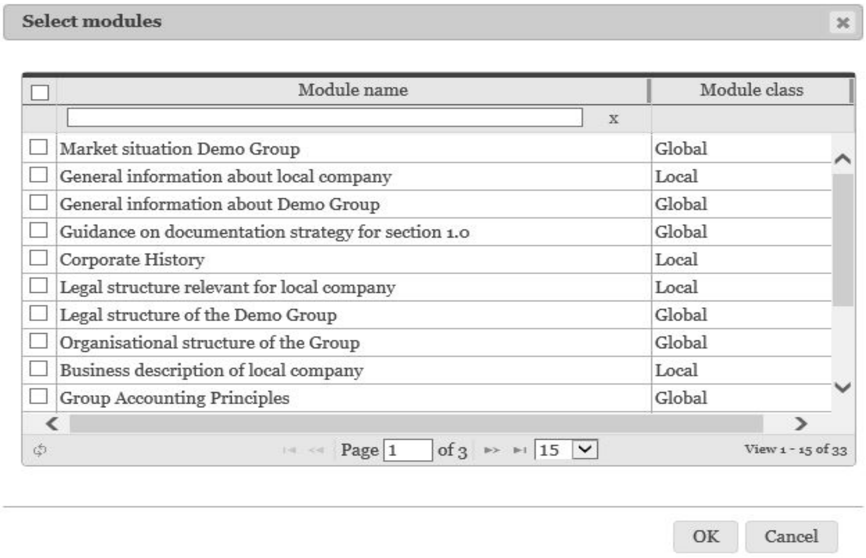


Fig. 41: Creating of module clusters – selection of additional modules

Clicking **Save and continue** or **Save and quit** in command panel to the right will create the new **Module cluster**.

Editing of existing module clusters

Under **Settings** > **Administration** > **Module cluster** and clicking , users may open detailed overview of selected **Module cluster** (Fig. 42).

In that overview, administrators may edit information provided when **Module cluster** was created (see <u>Creating of a new module cluster</u>).

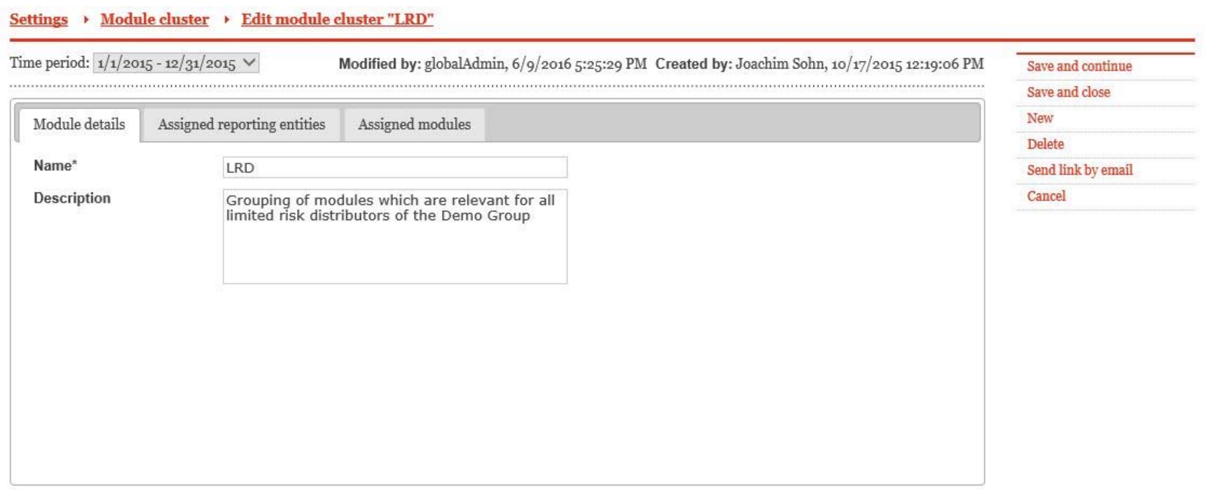


Fig. 42: Editing of module clusters

Deletion of a module cluster

Under **Settings** > **Administration** > **Module cluster** and clicking , selected module cluster will be deleted.

8. Legal entities tree

The navigation item **Settings** > **Administration** > **Legal entities tree** supports collection of transaction volumes on business unit level in matrix organizations. Additional information as to functioning and application possibilities of this navigations items may be provided on request.

9. Legal entities list

The navigation item **Settings** > **Administration** > **Legal entities list** supports collection of transaction volumes on business unit level in matrix organizations. Additional information as to functioning and application possibilities of this navigations items may be provided on request.

10. Import legal-management

The navigation item **Settings** > **Administration** > **Import legal-management** supports collection of transaction volumes on business unit level in matrix organizations. Additional information as to functioning and application possibilities of this navigations items may be provided on request.

11. Action log

An administrator may review changes applied in globalDoc under **Settings** > **Administration** > **Action log** (*Fig. 43*).

Additionally, *globalDoc* automatically historicizes data of all modules (Saving of former versions). The Action log allows administrators to trace which users applied which and what kind of changes on respective objects (module, reporting company, and reporting period).

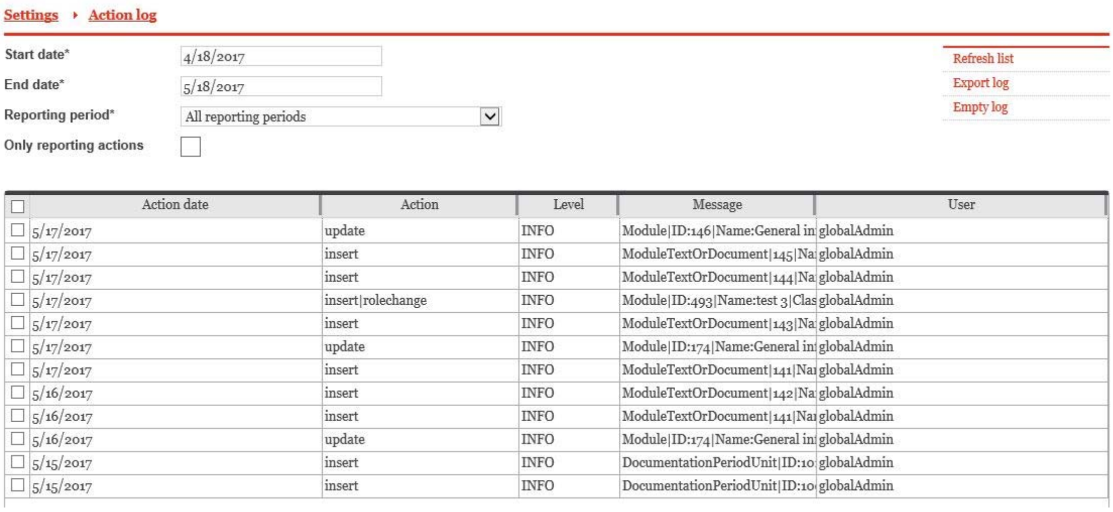


Fig. 43: Action log

This view may be narrowed down by e.g. selecting a specific start and end date for which Action log should be displayed. Similarly, specific reporting periods may be chosen by opening the drop-down menu of **Reporting period**. To be displayed only reports which are immediately related to program item **Create report**, administrators may tick off box **Only reporting actions**.

Exportation of the action log

Under **Settings** > **Administration** > **Action log** and clicking **Export log** (in command panel on the right), administrators may export **Action log** into an Excel-file (*Fig. 44*)

<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr>
<tr><td>1</td><td>Export date</td><td>18.05.2017</td><td></td><td></td><td></td></tr>
<tr><td>2</td><td>Exported by</td><td>globalAdmin</td><td></td><td></td><td></td></tr>
<tr><td>3</td><td>Start date</td><td>18.04.2017</td><td></td><td></td><td></td></tr>
<tr><td>4</td><td>End date</td><td>18.05.2017</td><td></td><td></td><td></td></tr>
<tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>6</td><td>Action date</td><td>Date</td><td>Action</td><td>User</td><td>Message</td></tr>
<tr><td>7</td><td>15.05.2017 14:33:52</td><td>15.05.2017</td><td>insert</td><td>globalAdmin</td><td>DocumentationPeriodUnit|ID:100|Name:Test 1|Code:|DP:1/1/2015 - 12/31/2015|DPU:Test 1</td></tr>
<tr><td>8</td><td>15.05.2017 16:43:48</td><td>15.05.2017</td><td>insert</td><td>globalAdmin</td><td>DocumentationPeriodUnit|ID:101|Name:neu 1|Code:|DP:1/1/2015 - 12/31/2015|DPU:neu 1</td></tr>
<tr><td>9</td><td>16.05.2017 11:24:20</td><td>16.05.2017</td><td>update</td><td>globalAdmin</td><td>Module|ID:174|Name:General information about local company|Class:Local|DP:1/1/2015 - 12/31/2015|DPU:DE-Demo Headquarters AG</td></tr>
<tr><td>10</td><td>16.05.2017 11:24:20</td><td>16.05.2017</td><td>insert</td><td>globalAdmin</td><td>ModuleTextOrDocument|141|Name:DB Group Transfer Pricing Documentation in word.docx</td></tr>
<tr><td>11</td><td>16.05.2017 11:24:20</td><td>16.05.2017</td><td>insert</td><td>globalAdmin</td><td>ModuleTextOrDocument|142|Name:DB Group Transfer Pricing Documentation in word.docx</td></tr>
<tr><td>12</td><td>17.05.2017 13:48:44</td><td>17.05.2017</td><td>update</td><td>globalAdmin</td><td>Module|ID:174|Name:General information about local company|Class:Local|DP:1/1/2015 - 12/31/2015|DPU:DE-Demo Headquarters AG</td></tr>
<tr><td>13</td><td>17.05.2017 13:48:44</td><td>17.05.2017</td><td>insert</td><td>globalAdmin</td><td>ModuleTextOrDocument|143|Name:Comapany details.docx</td></tr>
<tr><td>14</td><td>17.05.2017 13:48:44</td><td>17.05.2017</td><td>insert</td><td>globalAdmin</td><td>ModuleTextOrDocument|141|Name:Comapany details.docx</td></tr>
<tr><td>15</td><td>17.05.2017 14:01:43</td><td>17.05.2017</td><td>insert|rolechange</td><td>globalAdmin</td><td>Module|ID:493|Name:test 3|Class:Local|DP:1/1/2015 - 12/31/2015|DPU:GLOBAL</td></tr>
<tr><td>16</td><td>17.05.2017 14:27:03</td><td>17.05.2017</td><td>insert</td><td>globalAdmin</td><td>ModuleTextOrDocument|144|Name:Comapany details.docx</td></tr>
<tr><td>17</td><td>17.05.2017 14:27:03</td><td>17.05.2017</td><td>update</td><td>globalAdmin</td><td>Module|ID:146|Name:General information about local company|Class:Local|DP:1/1/2015 - 12/31/2015|DPU:GLOBAL</td></tr>
<tr><td>18</td><td>17.05.2017 14:27:03</td><td>17.05.2017</td><td>insert</td><td>globalAdmin</td><td>ModuleTextOrDocument|145|Name:Comapany details.docx</td></tr>
</table>

Fig. 44: Excel-export of Action log

Exported Excel-file will display point in time (date and time) of respective actions in column **Action date**. The column **Actions** allows to view executed function, as well as to order Excel file according to functions performed. In the column **User** *globalDoc* will portrait user who is responsible for the action which was taken. Lastly, the column **Message** shows additional information (e.g. for reporting company or for reporting period).

12. Document types

Managing of Document types

In *globalDoc* uploaded attachments may be characterized as possessing different file types. Under **Settings** > **Administration** > **Document types**, administrators may access an overview as displayed in *Fig. 45*. That overview contains all **Document types** already available.

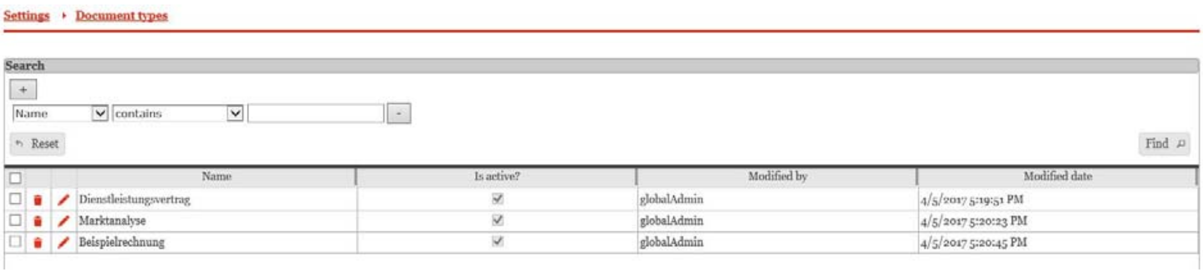


Fig. 45: Document types – overview

Creating of a document type

Under **Settings** > **Administration** > **Document types** and clicking (in lower area of screen), a detailed overview, in which new **Document types** may be created, opens (*Fig. 46*).

Fig. 46: Creating of document types

To create a new group entity, following data has to be provided:

- Optional: Link type (not relevant for *globalDoc* at the moment)
- Name: Name of **Document type**
- Sort order (to determine order within selection list box)
- Is active? (to deactivate a **Document type** in list box)

Clicking **Save and continue** or **Save and quit** in command panel to the right will create the new **Document type**.

Editing of an existing document type

Under **Settings** > **Administration** > **Document types** and clicking a detailed overview of selected **Document type** will open. There, changes to the name of Document type may be applied (*Fig. 46*).

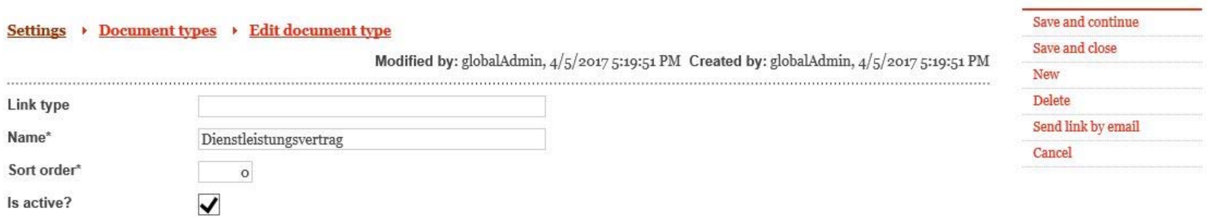


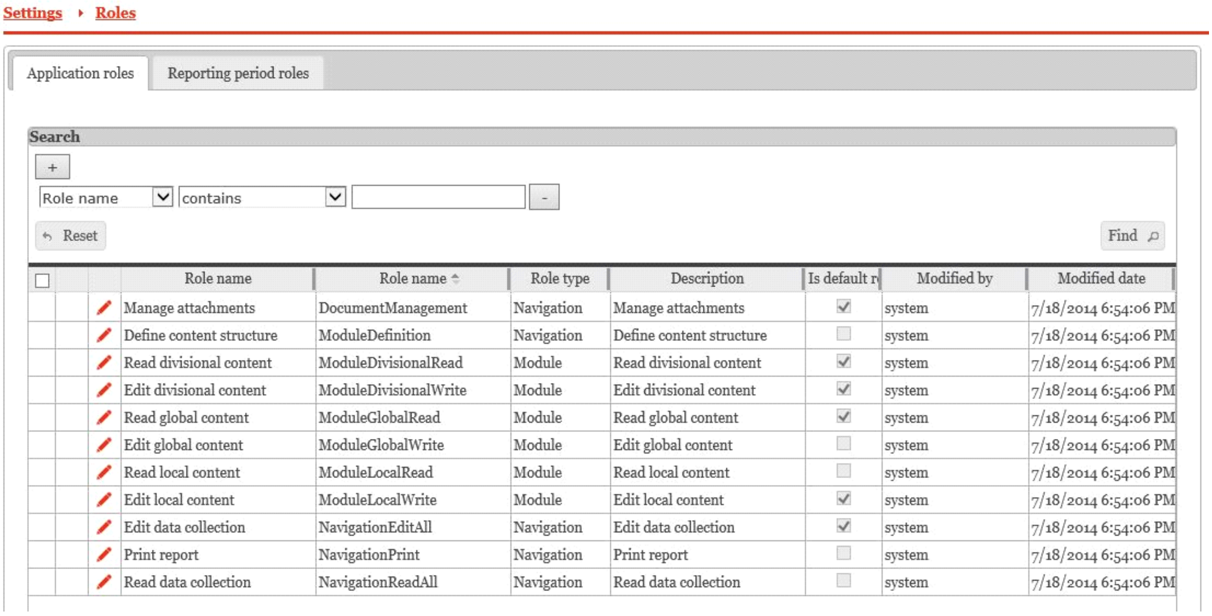
Fig. 47: Editing of document types

III. Navigation item Customizing

1. Roles

Managing of roles

By clicking **Settings** > **Customizing** > **Roles**, administrators will be forwarded to an overview as displayed in *Fig. 48*. That overview contains all roles pre-existing in the system at that point in time. Further, it is subdivided into two tabs: **Application roles** and **Reporting period roles**.



Role name	Role name	Role type	Description	Is default r	Modified by	Modified date
Manage attachments	DocumentManagement	Navigation	Manage attachments	✓	system	7/18/2014 6:54:06 PM
Define content structure	ModuleDefinition	Navigation	Define content structure		system	7/18/2014 6:54:06 PM
Read divisional content	ModuleDivisionalRead	Module	Read divisional content	✓	system	7/18/2014 6:54:06 PM
Edit divisional content	ModuleDivisionalWrite	Module	Edit divisional content	✓	system	7/18/2014 6:54:06 PM
Read global content	ModuleGlobalRead	Module	Read global content	✓	system	7/18/2014 6:54:06 PM
Edit global content	ModuleGlobalWrite	Module	Edit global content		system	7/18/2014 6:54:06 PM
Read local content	ModuleLocalRead	Module	Read local content		system	7/18/2014 6:54:06 PM
Edit local content	ModuleLocalWrite	Module	Edit local content	✓	system	7/18/2014 6:54:06 PM
Edit data collection	NavigationEditAll	Navigation	Edit data collection	✓	system	7/18/2014 6:54:06 PM
Print report	NavigationPrint	Navigation	Print report		system	7/18/2014 6:54:06 PM
Read data collection	NavigationReadAll	Navigation	Read data collection		system	7/18/2014 6:54:06 PM

Fig. 48: Managing of roles – overview

The tab **Application roles** enables administrators to view existing access privileges as well as to further customize them. Roles, within *globalDoc*, are mainly used under **Settings** > **Administration** > **Users** and describe different user privileges which may be assigned to specific users.

In most cases, default roles, provided by *globalDoc*, will be sufficient. However, in case administrators deem necessary, new roles may be created within this navigation item (**Roles**). Subsequently, they may be assigned to specific users under **Settings** > **Administration** > **Users**.

Creation of a new role

Under **Settings** > **Customizing** > **Roles** and clicking + (in lower area of screen), users may open detailed overview of the screen to create new **Roles** (*Fig. 49*).

Fig. 49: Creation of a new role

To create a new role, following data has to be provided:

- Role name: name of new role
- Description: Optional description of the new role
- Role type: Specification whether role is navigation or module related.
- Role permission: Specification of role related privileges which are assigned to that role by default (i.e. edit, read only and so on).

Viewing and editing of an existing role

Under **Settings** > **Customizing** > **Roles** and clicking , users may open detailed overview of selected **Role** (Fig. 50). Default roles, provided by *globalDoc*, cannot be edited.

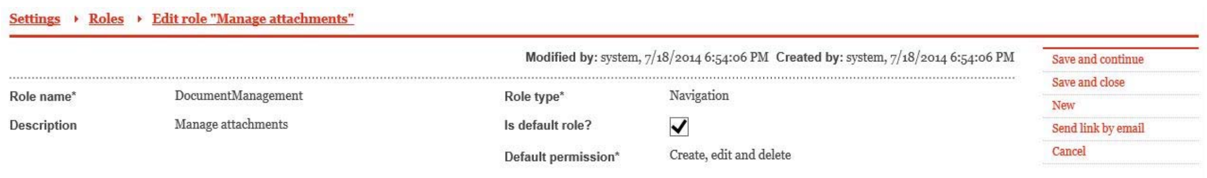


Fig. 50: Viewing of roles

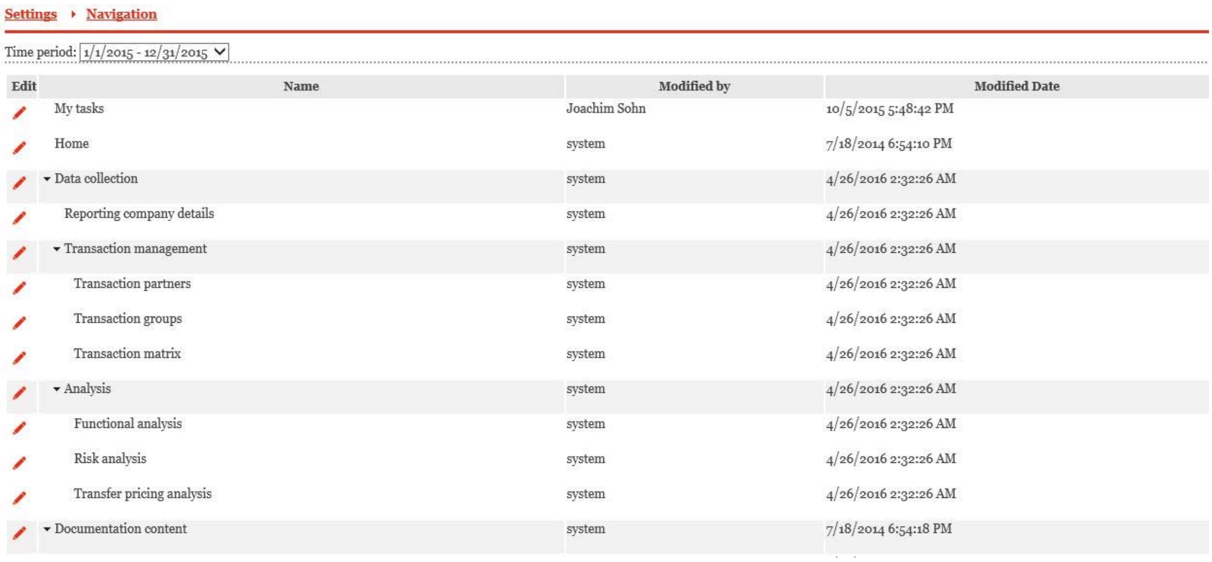
Deleting of a role

Under **Settings** > **Customizing** > **Roles**, administrators may delete selected roles by clicking . Default roles, provided by *globalDoc*, cannot be deleted.

2. Navigation

Management of navigation items

Under **Settings** > **Customizing** > **Navigation**, administrators will be forwarded to a view as displayed in *Fig. 53*. That view contains all navigation items existing in *globalDoc*.



Settings ‣ Navigation

Time period: 1/1/2015 - 12/31/2015

Edit	Name	Modified by	Modified Date
	My tasks	Joachim Sohn	10/5/2015 5:48:42 PM
	Home	system	7/18/2014 6:54:10 PM
	▾ Data collection	system	4/26/2016 2:32:26 AM
	Reporting company details	system	4/26/2016 2:32:26 AM
	▾ Transaction management	system	4/26/2016 2:32:26 AM
	Transaction partners	system	4/26/2016 2:32:26 AM
	Transaction groups	system	4/26/2016 2:32:26 AM
	Transaction matrix	system	4/26/2016 2:32:26 AM
	▾ Analysis	system	4/26/2016 2:32:26 AM
	Functional analysis	system	4/26/2016 2:32:26 AM
	Risk analysis	system	4/26/2016 2:32:26 AM
	Transfer pricing analysis	system	4/26/2016 2:32:26 AM
	▾ Documentation content	system	7/18/2014 6:54:18 PM

Fig. 51: Managing of globalDoc's navigation items

Renaming of navigation items

Under **Settings** > **Customizing** > **Navigation** and by clicking , administrators may rename selected navigation items from menu item **Documentation content** (*Fig. 52*).

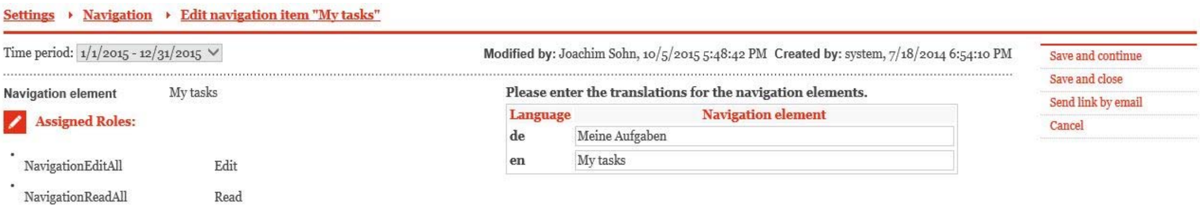


Fig. 52: Detailed overview of a navigation item from program item Documentation content

Allocating of a roles to a specific navigation item

Under **Settings** > **Customizing** > **Navigation**, administrators may view/assign specific roles allocated to program items **My tasks** and **Data collection** (*Fig. 53*).

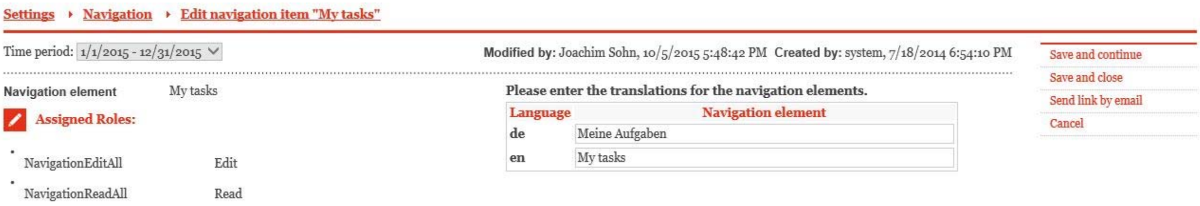


Fig. 53: Detailed overview of a navigation item from program item Documentation collection

By clicking Assigned Roles: within this navigation item, a window enabling administrators to add (**click to add**) or remove (**click to remove**) roles to/from *globalDoc*.

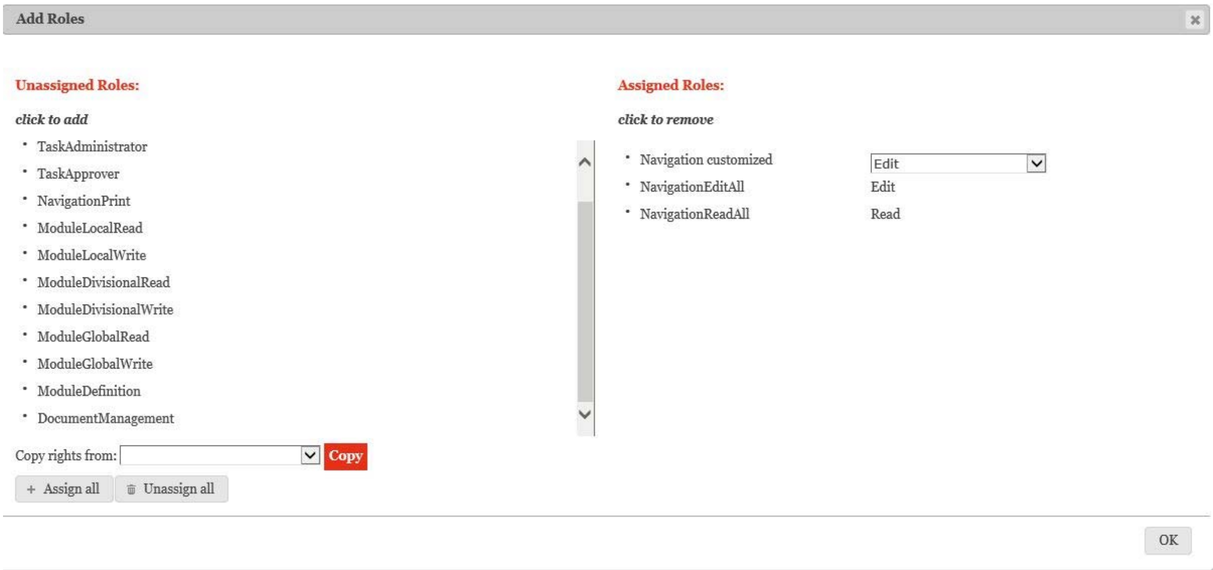


Fig. 54: Adding of new roles to a navigation item (including newly added role navigation customized)

For newly created roles (as in the example of “navigation customized”), administrators may assign specific privileges for those navigations items which will be available for that role (*Fig. 54*).

Pre-existing configurations from a different navigation item may be transferred by employing the copy function (Copy rights from: Copy).

3. Reporting templates

Adjusting of reporting templates

Under **Settings** > **Customizing** > **Reporting templates**, administrators may copy and adjust existing reporting templates. Any given reporting template is composed by seven Word templates which are each related to a different part of documentation report (*Fig. 55*).

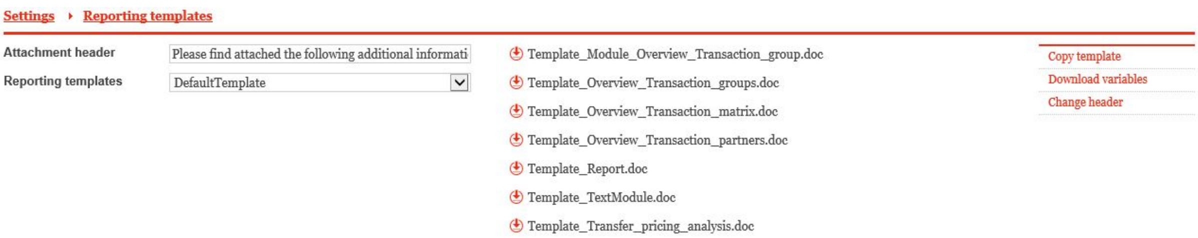


Fig. 55: Components of a reporting templates

Reporting templates displayed under **Reporting templates** constitute the base for reports created under menu item **Create report**. That way, *globalDoc* ensures a uniform corporate design. Alike, those templates open up the possibility to incorporate own components into reporting templates (e.g. own logo, different font, or other format related issues). Those may then be uploaded into *globalDoc* and subsequently be selected under **Create report** prior to report creation.

First, administrators must copy an existing reporting template (*Fig. 56*), in this example “Default template”, via **Copy template**.

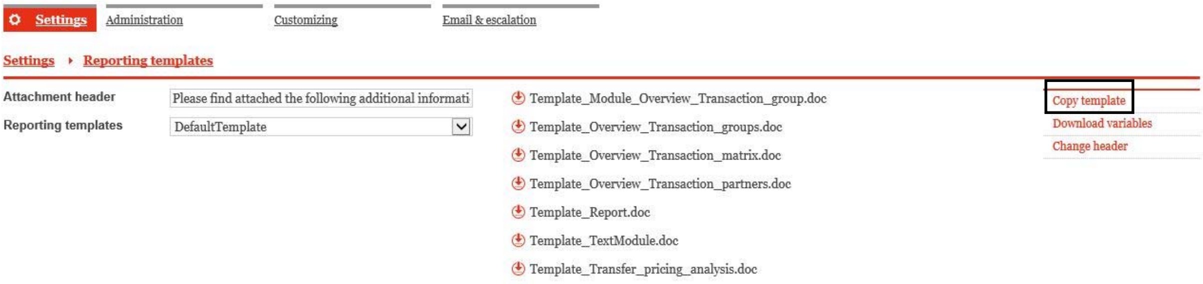


Fig. 56: Creating of new templates – copying of template

Subsequently, duplicated reporting template must be renamed (*Fig. 57*).

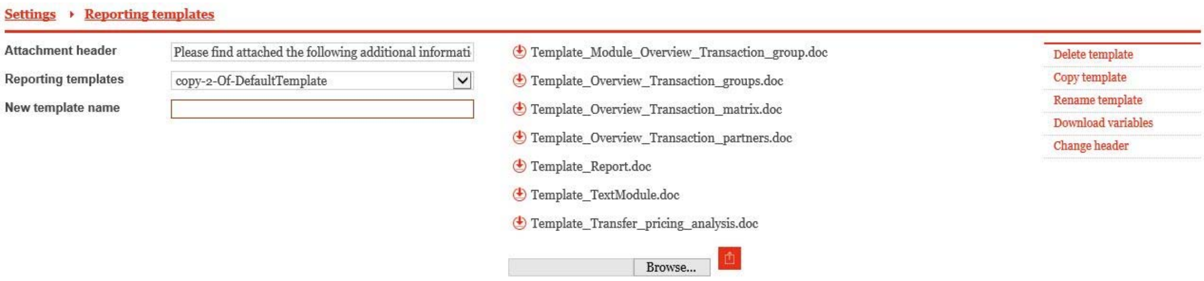


Fig. 57: Creating of new templates – Renaming of template (1)

By entering new name (e.g. “User manual template” as above) in box **New template name**, and clicking **Rename template** in the command panel on the right, template will be renamed (*Fig. 58*).

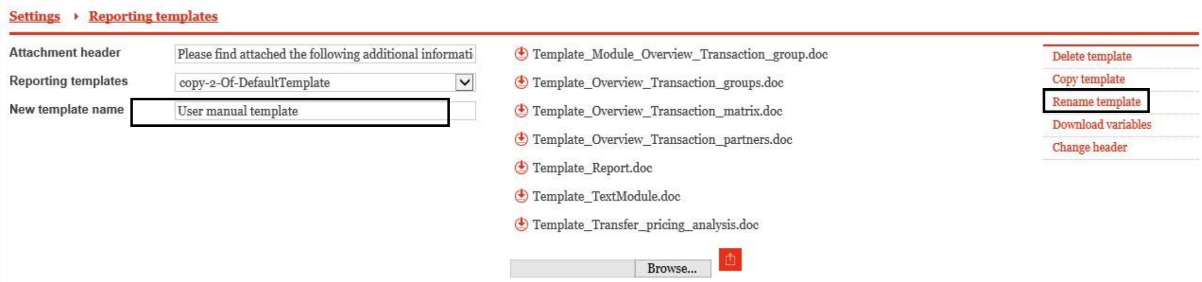


Fig. 58: Creating of new templates – Renaming of template (2)

The newly created template will now be available and all seven Word-files may be customized. To do so, administrators have to select corresponding reporting template from box **Reporting templates**. A subsequent clicking on will download template (e.g. “Template_Overview_Transaction_Partners”) belonging to “User manual template”. That way, administrators will be able to locally save and edit it.

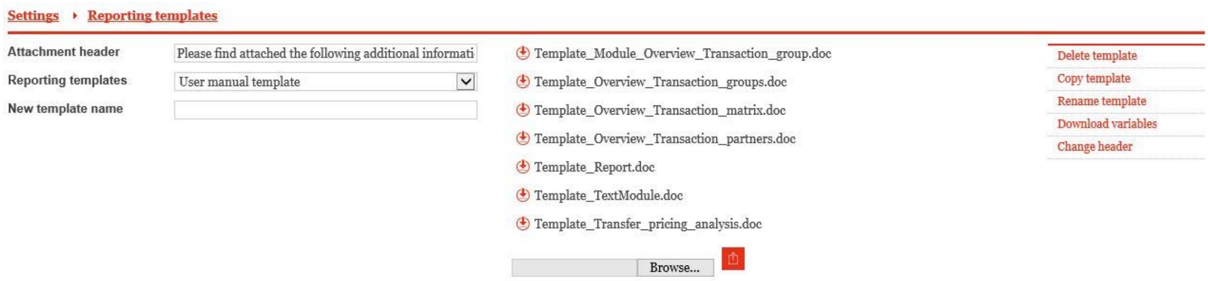


Fig. 59: Creating of new templates – download template

After editing word template locally, it may be re-uploaded (provided it has the exact same name) via Browse... and clicking . A completion of that process will make edited reporting template (here "User manual template") available in *globalDoc*. Templates may then be selected under **Create report** and be used for reports.

Changing of references to annex (Reporting templates)

Under **Settings** > **Customizing** > **Reporting templates**, administrators may, in the box **Attachment header**, decide on a heading for annexes to the report (*Fig. 60*). That heading will be displayed above annexes in the documentation report.

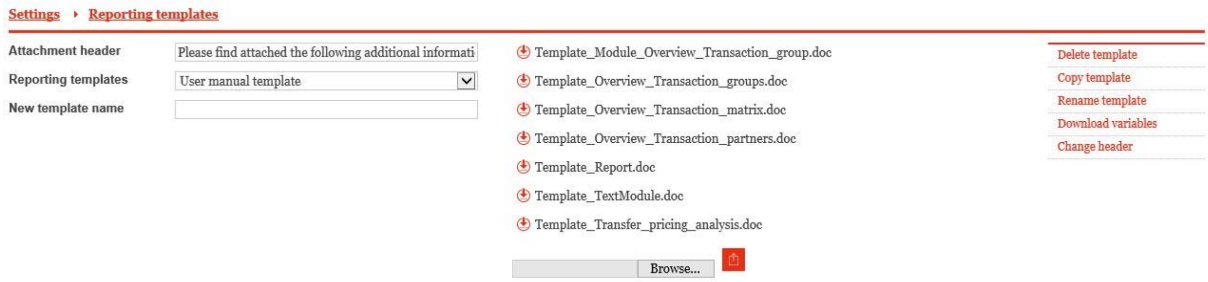
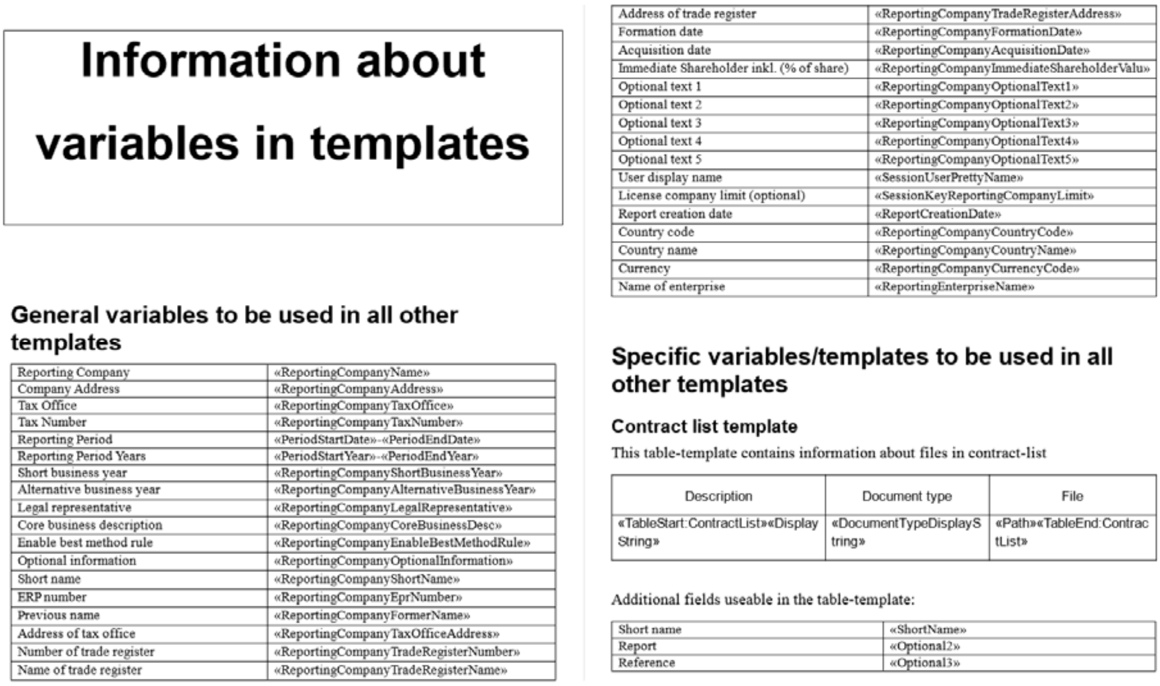


Fig. 60: Heading reference for attachments

Downloading of variables

Apart from other functions, administrators may, like in **Local**, **Divisional** or **Global** modules within program item **Documentation content**, download variables in this navigation item. Variables are specific parts of the documentation report which are employed frequently across reports of the Group (e.g. Master data of reporting company).



Information about variables in templates

General variables to be used in all other templates

Reporting Company	«ReportingCompanyName»
Company Address	«ReportingCompanyAddress»
Tax Office	«ReportingCompanyTaxOffice»
Tax Number	«ReportingCompanyTaxNumber»
Reporting Period	«PeriodStartDate»-«PeriodEndDate»
Reporting Period Years	«PeriodStartYear»-«PeriodEndYear»
Short business year	«ReportingCompanyShortBusinessYear»
Alternative business year	«ReportingCompanyAlternativeBusinessYear»
Legal representative	«ReportingCompanyLegalRepresentative»
Core business description	«ReportingCompanyCoreBusinessDesc»
Enable best method rule	«ReportingCompanyEnableBestMethodRule»
Optional information	«ReportingCompanyOptionalInformation»
Short name	«ReportingCompanyShortName»
ERP number	«ReportingCompanyEprNumber»
Previous name	«ReportingCompanyFormerName»
Address of tax office	«ReportingCompanyTaxOfficeAddress»
Number of trade register	«ReportingCompanyTradeRegisterNumber»
Name of trade register	«ReportingCompanyTradeRegisterName»
Address of trade register	«ReportingCompanyTradeRegisterAddress»
Formation date	«ReportingCompanyFormationDate»
Acquisition date	«ReportingCompanyAcquisitionDate»
Immediate Shareholder inkl. (% of share)	«ReportingCompanyImmediateShareholderValu»
Optional text 1	«ReportingCompanyOptionalText1»
Optional text 2	«ReportingCompanyOptionalText2»
Optional text 3	«ReportingCompanyOptionalText3»
Optional text 4	«ReportingCompanyOptionalText4»
Optional text 5	«ReportingCompanyOptionalText5»
User display name	«SessionUserPrettyName»
License company limit (optional)	«SessionKeyReportingCompanyLimit»
Report creation date	«ReportCreationDate»
Country code	«ReportingCompanyCountryCode»
Country name	«ReportingCompanyCountryName»
Currency	«ReportingCompanyCurrencyCode»
Name of enterprise	«ReportingEnterpriseName»

Specific variables/templates to be used in all other templates

Contract list template

This table-template contains information about files in contract-list

Description	Document type	File
«TableStart:ContractList»«DisplayString»	«DocumentTypeDisplayString»	«Path»«TableEnd:ContractList»

Additional fields useable in the table-template:

Short name	«ShortName»
Report	«Optional2»
Reference	«Optional3»

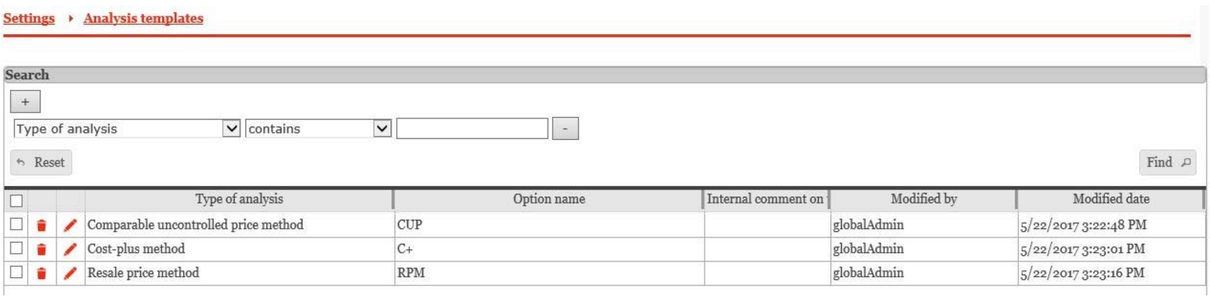
Fig. 61: Information about variables in templates

To ensure an efficient working with *globalDoc*, variables in **Local**, **Divisional** and **Global** modules allow that data in documentation reports for corresponding reporting companies may be adjusted automatically. To do so, links highlighted in grey (and in quotation marks), e.g. «ReportingCompanyName», must be copied into running text, instead of the name of reporting company. *globalDoc* will replace those links with relevant data of selected data automatically.

4. Analysis templates

Managing of Analysis templates

Under **Settings** > **Customizing** > **Analysis templates**, administrators may add free text boxes for the purpose of documenting the appropriateness of transfer prices. The overview pages contains all pre-existing analysis templates (*Fig. 62*).



Type of analysis	Option name	Internal comment on	Modified by	Modified date
Comparable uncontrolled price method	CUP		globalAdmin	5/22/2017 3:22:48 PM
Cost-plus method	C+		globalAdmin	5/22/2017 3:23:01 PM
Resale price method	RPM		globalAdmin	5/22/2017 3:23:16 PM

Fig. 62 Analysis templates – Overview

Creating of an analysis template

Under **Settings** > **Customizing** > **Analysis templates** and clicking , detailed overview for creation of new analysis templates will open. In that overview, in different tabs (**Description of applied method**, **Description of the cost base**, **Appropriateness**

of applied method, **Appropriateness of transfer pricing**), administrators may add detailed descriptions. Those will then be available to Local-Users under **Documentation content** > **Transfer pricing analysis**.

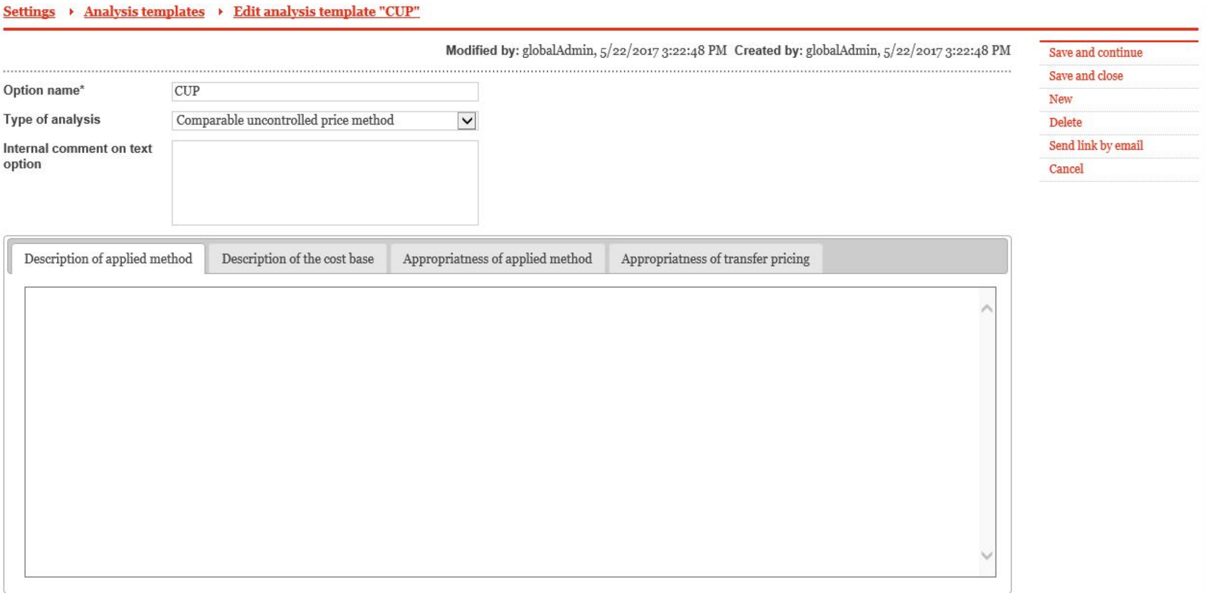


Fig. 63: Creating of analysis templates

Editing of an analysis template

Under **Settings** > **Customizing** > **Analysis templates** and clicking , detailed overview of selected analysis template will open. In that overview, information added when template was created may be edited (see Creating of an analysis template).

5. Licensing

Displaying of license expiration date

Under **Settings** > **Customizing** > **Licensing**, the expiration date of the license will be displayed (*Fig. 64*).

Fig. 64: Licensing

Activation of historization function

Under **Settings** > **Customizing** > **Licensing**, administrators may activate historization function by ticking off **Is historization active?**

IV. Navigation item Email and escalation

1. Email settings

Managing of email settings

Under **Settings** > **Email and escalation** > **Emailing setup**, administrators may manage *globalDoc*'s emailing function (*Fig. 65*).

Within this navigation item, administrators may, under **Reminders for upcoming deadline**, send email reminders to persons responsible for task completion. Thereby, a time interval for those emails automatically created by the system may be set up. As an example, an input of "1" will send a reminder email to person responsible one day prior to task deadline. Moreover, this email may be send directly by clicking Run now. Furthermore, Task-Approvers and/or Task-Administrators may automatically receive an overview of uncompleted tasks via email (in a certain interval, e.g. daily or monthly). Also this report may be send manually by clicking Run now.

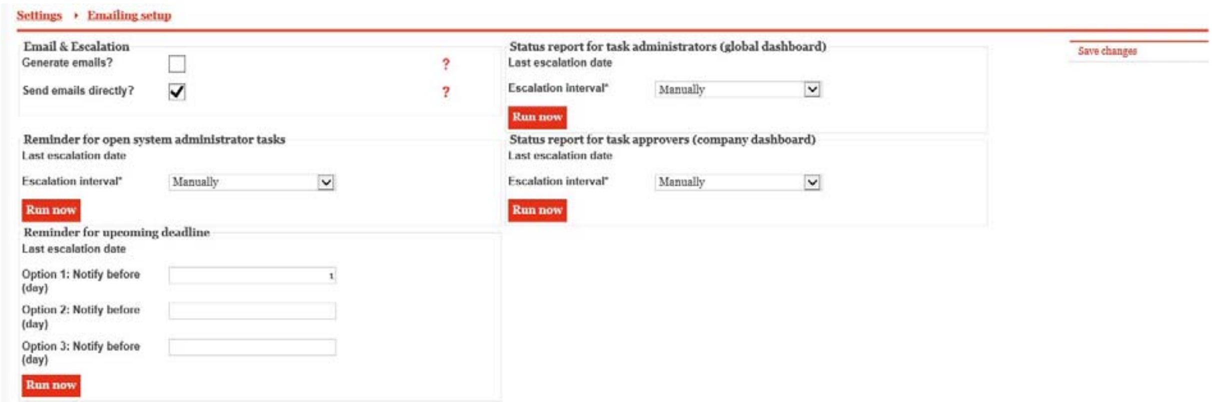


Fig. 65: Managing email settings

Within **Emailing setup**, following status reports as well as planning of emailing may be pre-defined:

Reminder for open system administrator tasks	Users with the role of a System-Administrator will receive an Excel overview with the status of tasks generated by the system on chosen dates or in chosen intervals
Reminder for upcoming deadline	Users with open tasks will receive an email reminder x days prior to the task's deadline
Status report for task administrators (global dashboard)	Users with the role of a Task-Administrator will receive an Excel overview with the status of all entities similar to status overview ("Global dashboard) in Task administration (see Chapter D. III. Workflow management) on chosen dates or in chosen intervals

Status report for task approvers (company dashboard)	Users with the role of a Task-Approver will receive an Excel overview with the status of an entity similar to status overview ("Company dashboard) in Task administration (see Chapter D. III. Workflow management) on chosen dates or in chosen intervals

2. Creating of new emails

Managing of email notifications

Under **Settings** > **Email & Escalation** > **Compose email**, administrators may manually compose and send emails.

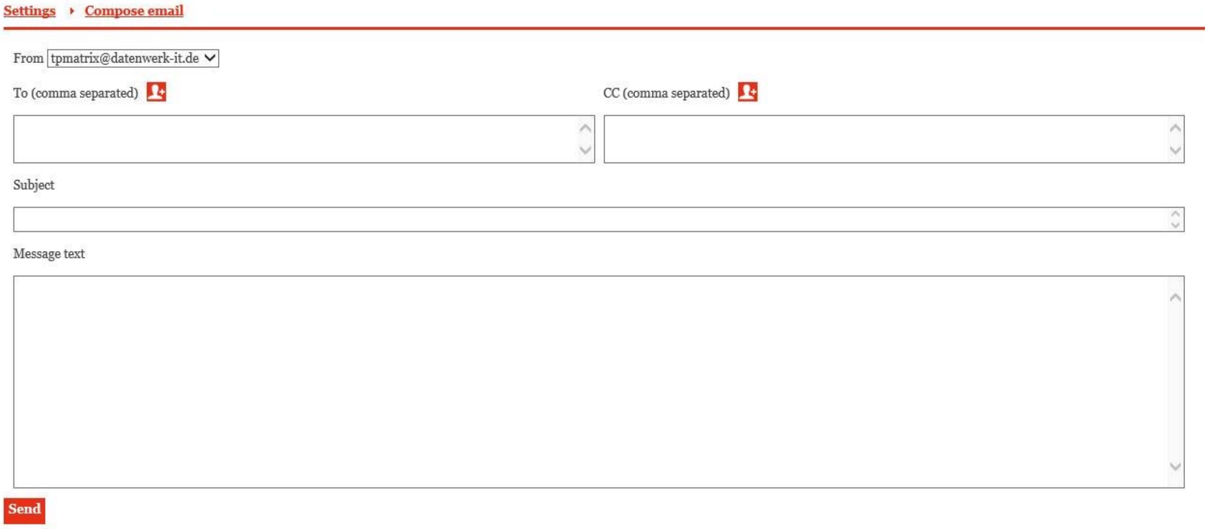
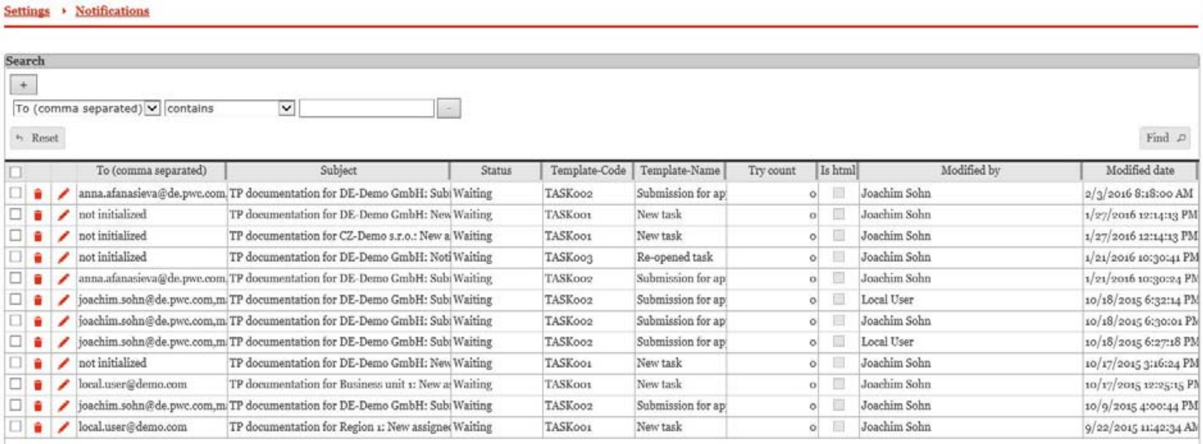


Fig. 66: Manual composing of emails

3. Notifications

Under **Settings** > **Email & Escalation** > **Notifications**, administrator will be displayed an overview as in Fig. 67. It contains pre-existing emails in the system.



To (comma separated)	Subject	Status	Template-Code	Template-Name	Try count	Is html	Modified by	Modified date
anna.afanasieva@de.pwc.com,	TP documentation for DE-Demo GmbH: Sub	Waiting	TASK002	Submission for ap	0		Joachim Sohn	2/3/2016 8:18:00 AM
not initialized	TP documentation for DE-Demo GmbH: New	Waiting	TASK001	New task	0		Joachim Sohn	1/27/2016 12:14:13 PM
not initialized	TP documentation for CZ-Demo s.r.o.: New a	Waiting	TASK001	New task	0		Joachim Sohn	1/27/2016 12:14:13 PM
not initialized	TP documentation for DE-Demo GmbH: Noti	Waiting	TASK003	Re-opened task	0		Joachim Sohn	1/21/2016 10:30:41 PM
anna.afanasieva@de.pwc.com,	TP documentation for DE-Demo GmbH: Sub	Waiting	TASK002	Submission for ap	0		Joachim Sohn	1/21/2016 10:30:24 PM
joachim.sohn@de.pwc.com,m	TP documentation for DE-Demo GmbH: Sub	Waiting	TASK002	Submission for ap	0		Local User	10/18/2015 6:32:14 PM
joachim.sohn@de.pwc.com,m	TP documentation for DE-Demo GmbH: Sub	Waiting	TASK002	Submission for ap	0		Joachim Sohn	10/18/2015 6:30:01 PM
joachim.sohn@de.pwc.com,m	TP documentation for DE-Demo GmbH: Sub	Waiting	TASK002	Submission for ap	0		Local User	10/18/2015 6:27:18 PM
not initialized	TP documentation for DE-Demo GmbH: New	Waiting	TASK001	New task	0		Joachim Sohn	10/17/2015 3:16:24 PM
local.user@demo.com	TP documentation for Business unit 1: New a	Waiting	TASK001	New task	0		Joachim Sohn	10/17/2015 12:25:15 PM
joachim.sohn@de.pwc.com,m	TP documentation for DE-Demo GmbH: Sub	Waiting	TASK002	Submission for ap	0		Joachim Sohn	10/9/2015 4:00:44 PM
local.user@demo.com	TP documentation for Region 1: New assigne	Waiting	TASK001	New task	0		Joachim Sohn	9/22/2015 11:42:34 AM

Fig. 67: Managing of email settings

Cancelling of email notifications

Under **Settings** > **Email & Escalation** > **Notifications**, and clicking Cancel selected notifications, the sending process of selected notifications may be cancelled.

C. Program item Documentation content

The program item **Documentation content** is relevant to both, administrators as well as Local-Users. In the following, the functioning of **Define chapters** and **Define modules** will be laid out. The other two functions (**Edit content** and **Variables**) may be used by Local-Users as well and are therefore laid out, in detail, in the user manual.

Normally, there are four steps to create documentation content:

- Step 1: Define chapter
- Step 2: Define module
- Step 3: Edit content
- Step 4: Variables

These are displayed in the upper area of the screen when opening **Documentation content** (*Fig. 68*).

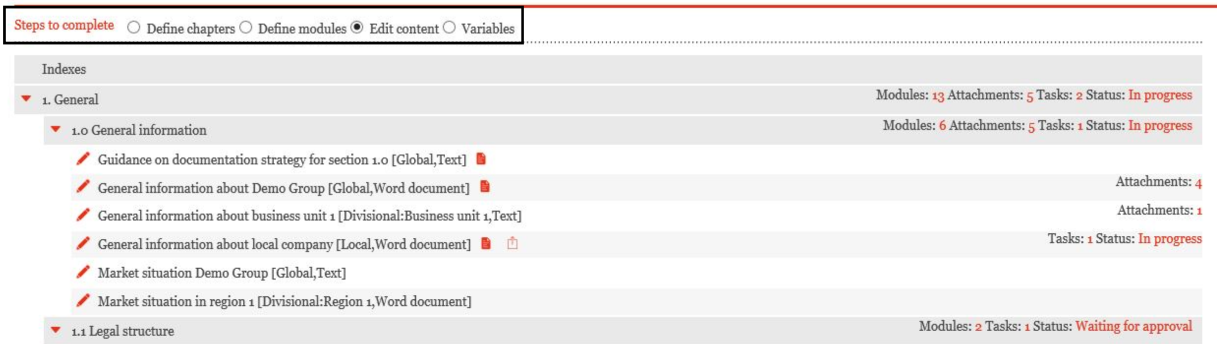


Fig. 68: Steps to complete to create new documentation content – Define chapter

Step 1: Defining of chapter

Under **Documentation content** > **Define chapter**, System-Administrators may define overall chapter structure of documentation of the reporting company. Moreover, the order of pre-existing chapters may be edited. The overview (*Fig. 68*) provides following functions:

- By clicking on corresponding headings, respective chapter names may be edited.
- By clicking +, new chapters may be added.
- By clicking, corresponding chapter will be deleted. To avoid unintentional erasure, deletion will only be possible if chapter contains no modules.
- By employing the drag & drop function (click and hold right side of chapter), the order of chapter may be changed. Chapters may be allocated freely.

A click on **Save and continue** or **Save and close** will save current structure and content.

Step 2: Creating of a new module

Under **Documentation content** > **Define module**, administrators may create an indefinite number of modules for each chapter defined under **Define chapters** (*Fig. 69*).

On the right side of the screen, *globalDoc* displays an overview of how many modules, attachments or tasks are allocated to specific chapter at that point in time. Moreover, it indicates their status (e.g. In progress, Waiting for approval etc.) or displays number of reporting companies to which specific module (or modules of a chapter) was allocated to.

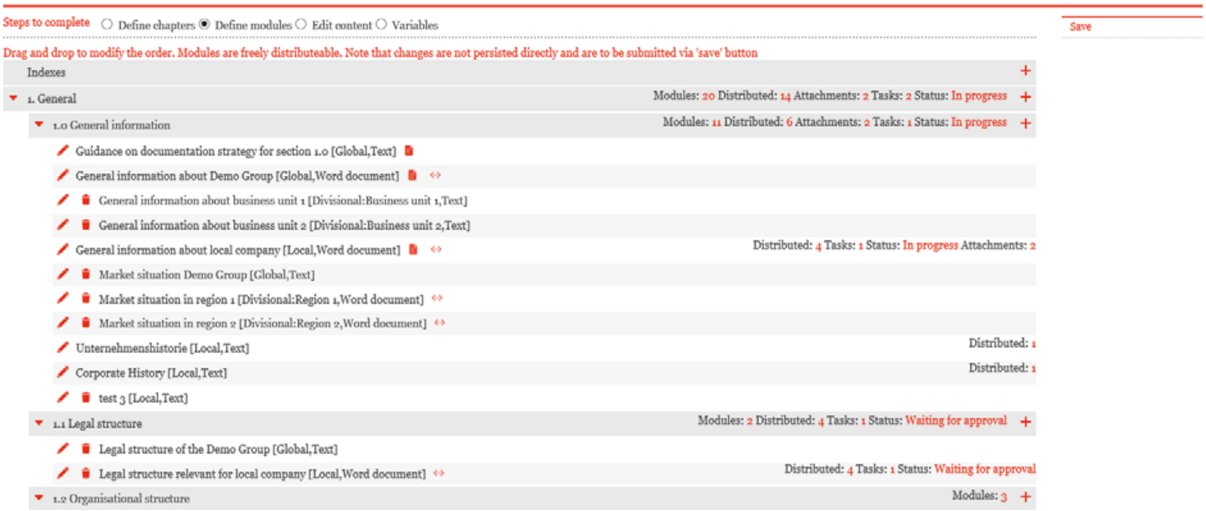


Fig. 69: Steps to complete to create new documentation content – Define module

Creating of new modules

Under **Documentation content** > **Define module** and clicking **+**, detailed overview for creation of new module will open (*Fig. 70*).

To create a new module, following data has to be provided in tab **Module details**:

- Chapter: Selection of chapter to which a module is to be allocated to
- Module name: Name of module to create
- Input format: Input format of data (i.e. Word-file or running text)
- Module class: Selection whether it is a **Global**, **Divisional**, or **Local** module
- Print option: Selection whether new module should be **Option**, **Always**, or **Never** when creating report
- Master/local file: Optional allocation to either **Master file** or **Local file**
- Transaction group: Optional allocation to pre-existing transaction group

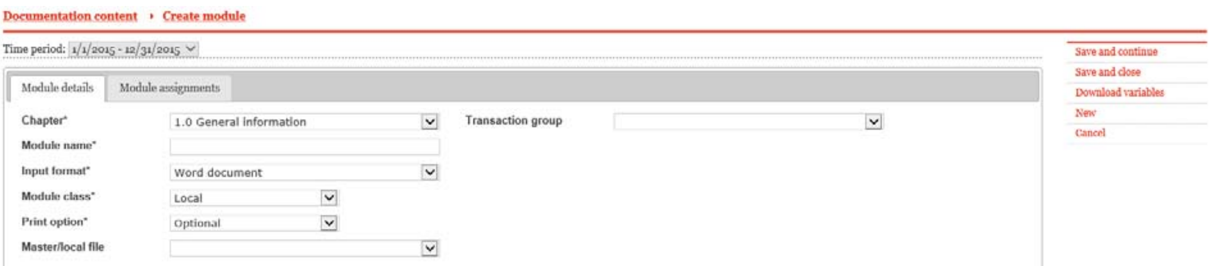


Fig. 70: Creating of new modules – Module details

In tab Module assignments (*Fig. 71*), newly created module may be assigned to specific reporting company via the option + Assign reporting entities . This assignment may be withdrawn by clicking Drop selected reporting entities .

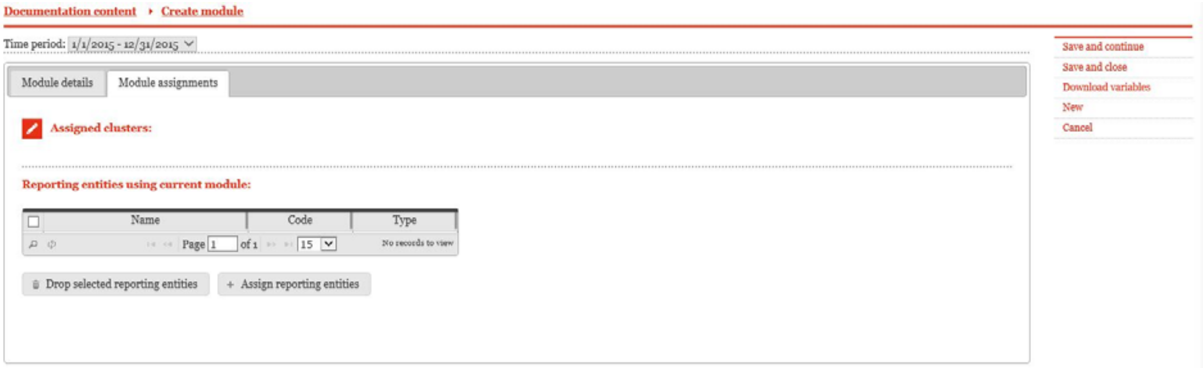


Fig. 71: Creating of new modules – Assignment of modules

Editing of modules

Under **Documentation content** > **Create module** and clicking , the detailed overview in which modules may be edited will open (*Fig. 70*). In latter, information which was entered into **Module details** and **Module assignments** when module was created may be edited.

Moreover, administrators may add a Module name under the tab **Module details**. For modules for which standard input format is “running text”, the standard text may be edited here (*Fig. 72*).

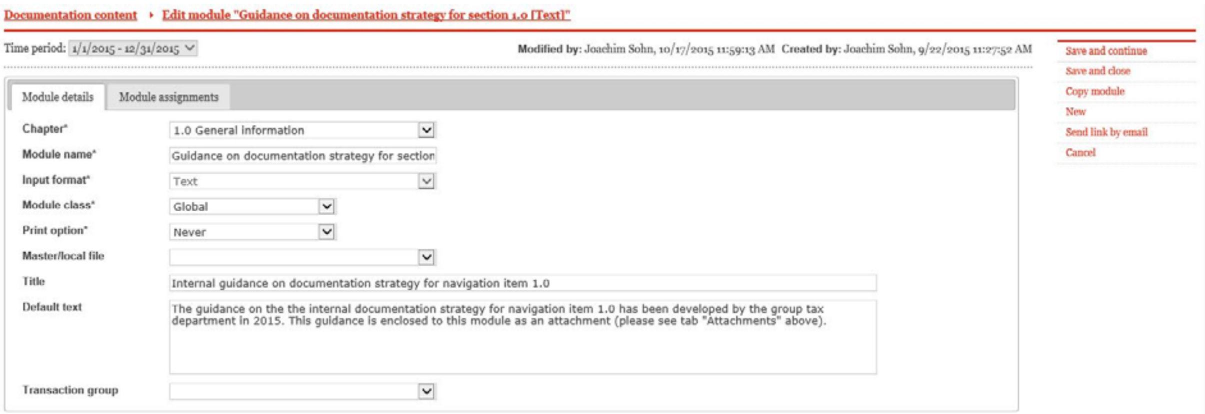


Fig. 72: Editing of modules (Running text)

For modules with input format “Word-document”, administrators may upload word files via the option Browse... and clicking . Local-Users may use those templates as guidance for exemplary module content.

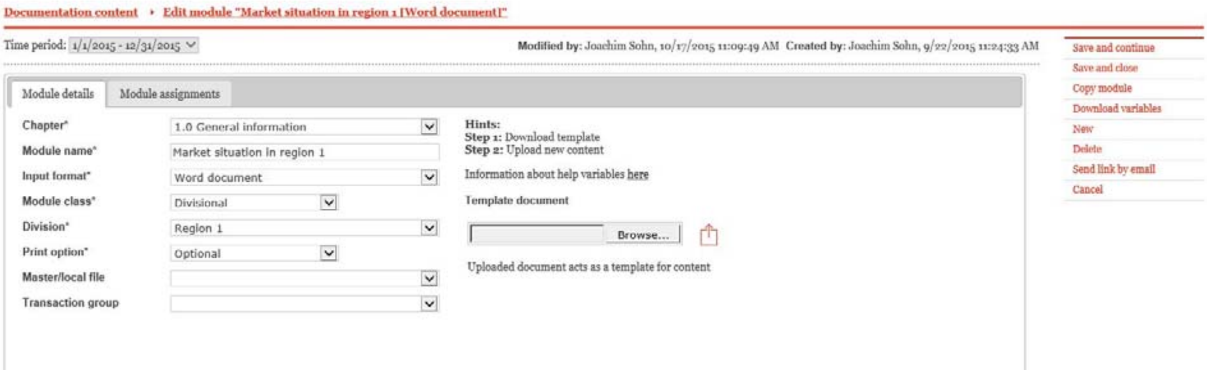


Fig. 73: Editing of modules (Word-file)

In tab **Module assignments**, administrators may edit assigned roles and module clusters by clicking .

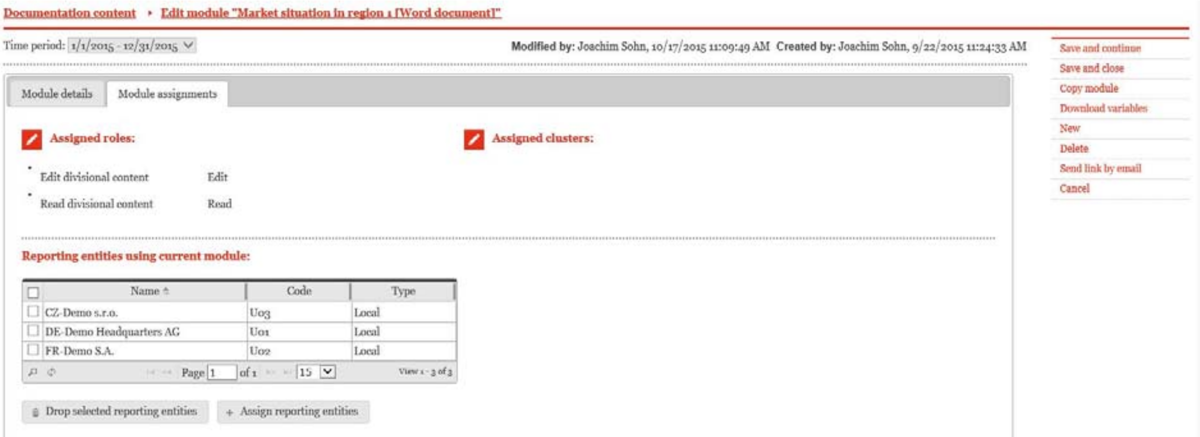


Fig. 74: Editing of modules – Module assignments

Step 3: Editing of the content

See user manual, Chapter C. III.

Step 4: Variables

See user manual, Chapter C. III.

D. Program item Task administration

I. Overview

A central function of *globalDoc* is the workflow management. To fully benefit from this functionality, however, administrators should ensure that the following roles are appropriately assigned to users responsible for workflow management, namely: **Task Administrator** and **Task Approver** (see Chapter. D.III.3.)

- A **Task Administrator** may assign central targets and tasks as well as he/she may monitor their status.
- In *globalDoc* Local-Users may be assigned the role of a **Task-Approver**. Those may not only verify and approve tasks assigned to Local-Users, but also assign local (local business related) tasks themselves.

The flowcharts below illustrates different possible example constellations in the context of the workflow management functions offered by globalDoc:

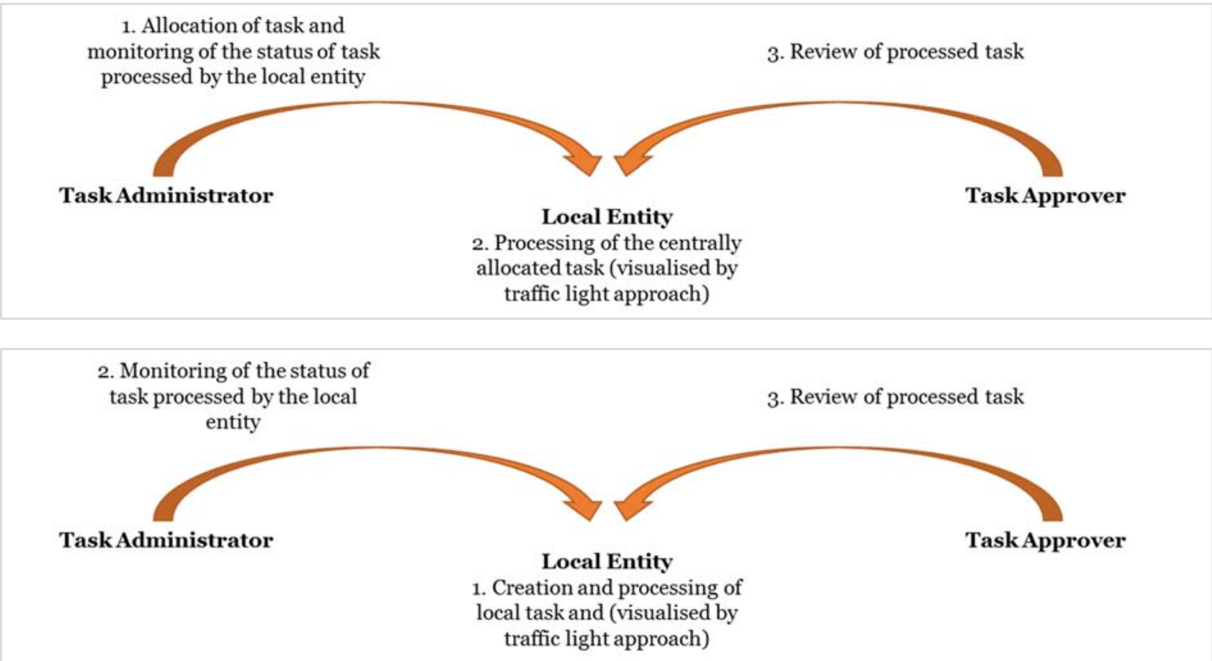


Fig. 75: Workflow management possibilities

As mentioned above, access to workflow management functions depends on the actual attribution of system roles / user privileges. In any occasion, a Task-Administrator may monitor the status of all tasks set up in *globalDoc*.

Depending on the assignment of user privileges, the task overview of any Task-Approver may contain a maximum of the following sub-items:

Fig. 76: Task management

II. Short description of workflow management menu

As concise overview of workflow management functionalities, please refer to the table below. It contains a short description of all navigation items under program item **Task administration**.

Navigation item	*Description*
Global dashboard	This navigation item provides a general, global (system wide) overview, of all tasks assigned to corresponding entities, to Task-Administrators For details, please refer to Task Administration: Global dashboard
Task management	This navigation item not only provides an overview of tasks to Task-Administrators, but also allows their management. For details, please refer to Task Administration: Task management
Company dashboard	This menu item provides Task-Approvers with an overview of all tasks allocated to a local entity. For details, please refer to Task Administration: Company dashboard
System administrator tasks	Under this navigation item, Task-Administrators may view tasks which are automatically generated by globalDoc. For details, please refer to Task Administration: Responsibilities of a System-Administrator
My tasks	Under My tasks, Local-Users may manage tasks for corresponding local entity. For details, please refer to user manual

III. Workflow management in detail

The program item **Task administration** allows administrators to distribute various tasks to Local-Users as well as to supervise their completion, the so called workflow management. Local-Users communicate the status of their tasks via a traffic light system. Task-Administrators may then verify the completion of the tasks. Alike, Local-Users may create their own tasks and manage their completion with the traffic light system in a coordinated manner.

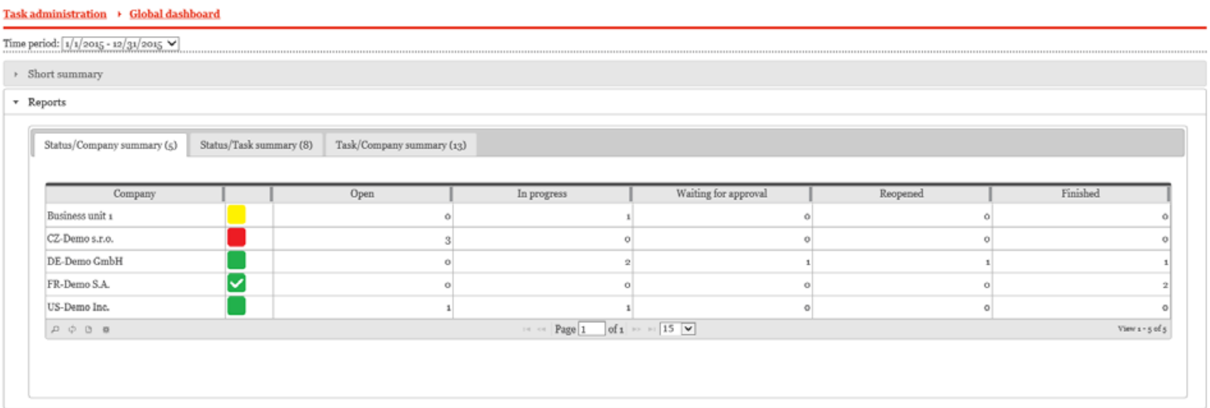
Via respective overviews, Task-Approvers and Task-Administrators may access an overview of created tasks and their status. However, navigation items **Global dashboard** and **Task management** are only available to Task-Administrators. Moreover, Task-Administrators may access on overview of all entities which tasks were allocated to under **Global dashboard**.

1. Task administration: Global dashboard

Managing tasks (Global dashboard)

Under **Task administration** > **Global dashboard**, users with sufficient access privileges may receive an overview of all tasks created as well as their respective status (*Fig. 77*). The overview is composed by three tabs: **Status/Company summary**, **Status/Task summary** and **Task/Company summary**.

In tab **Status/Company summary**, users with sufficient access privileges may receive an overview of the status of single local units. Administrators will furthermore receive an overview of how many tasks are pending plus their status (i.e. Open, In progress, Waiting for approval, Reopened, Finished). This overview, may, additionally, be exported to an Excel-file.



Company		Open	In progress	Waiting for approval	Reopened	Finished
Business unit 1		0	1	0	0	0
CZ-Demo s.r.o.		3	0	0	0	0
DE-Demo GmbH		0	2	1	1	1
FR-Demo S.A.		0	0	0	0	2
US-Demo Inc.		1	1	0	0	0

Fig. 77: Task administration: Global dashboard – Status/Company summary

In tab **Status/Task summary** (*Fig. 78*), users with sufficient access privileges may receive an overview of the working progress of the single tasks, including in which navigation item task was created and e.g. how many Local-Users opened or finished respective task. In each detailed overview, respectively, inputs and/or distributions may be edited.

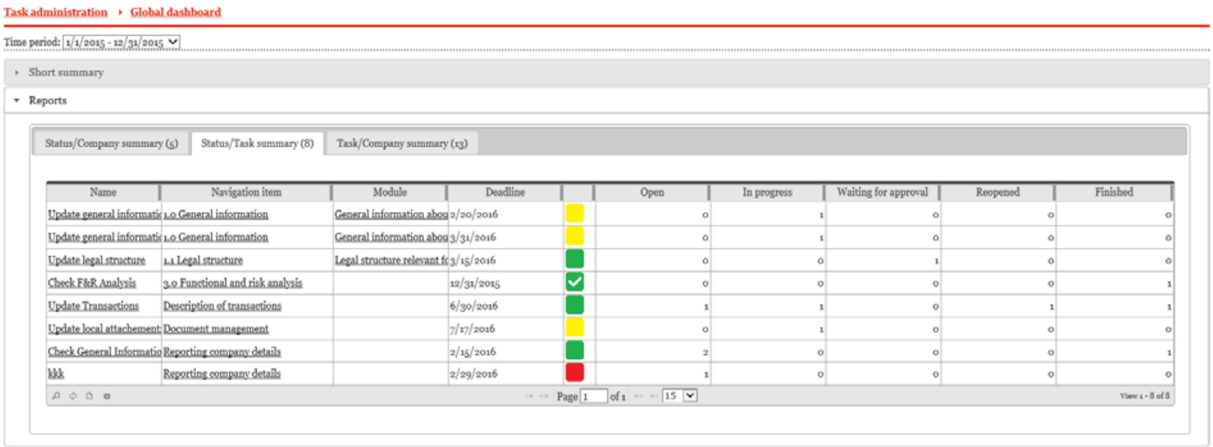


Fig. 78: Task administration: Global dashboard – Status/task summary

In tab **Status/Company summary** (*Fig. 79*), Task-Administrators may access an overview tasks assigned to Local-Users.

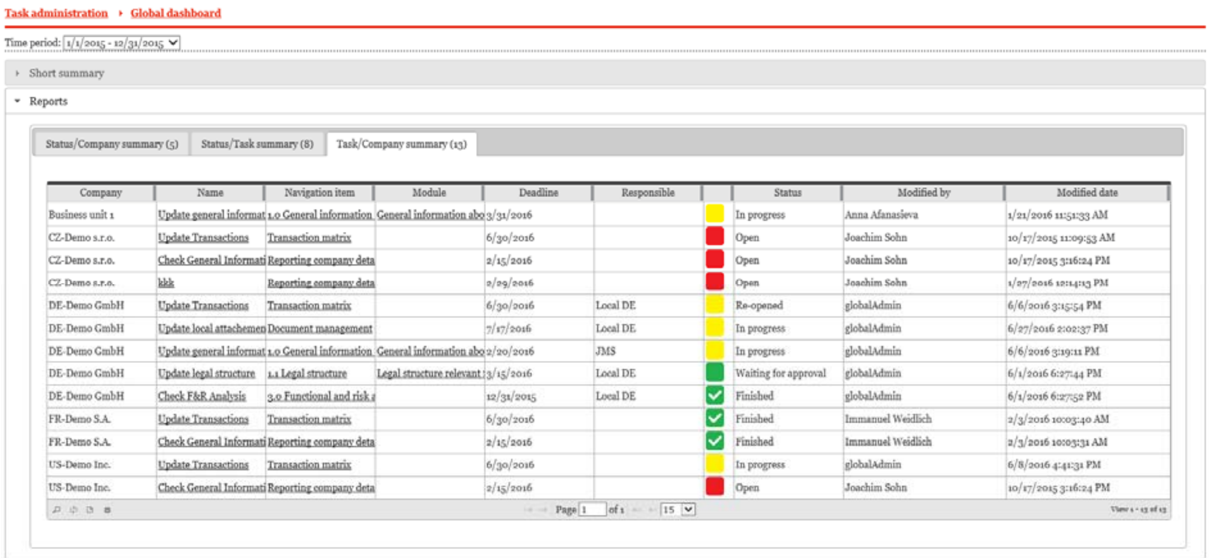


Fig. 79: Task administration: Global dashboard – Status/Company summary

In the upper area of screen in the **Global dashboard** navigation item, Task-Administrators may access an overview of **Overdue tasks**, **Tasks waiting for approval** and **Recently reopened tasks** by clicking **Short summary**.

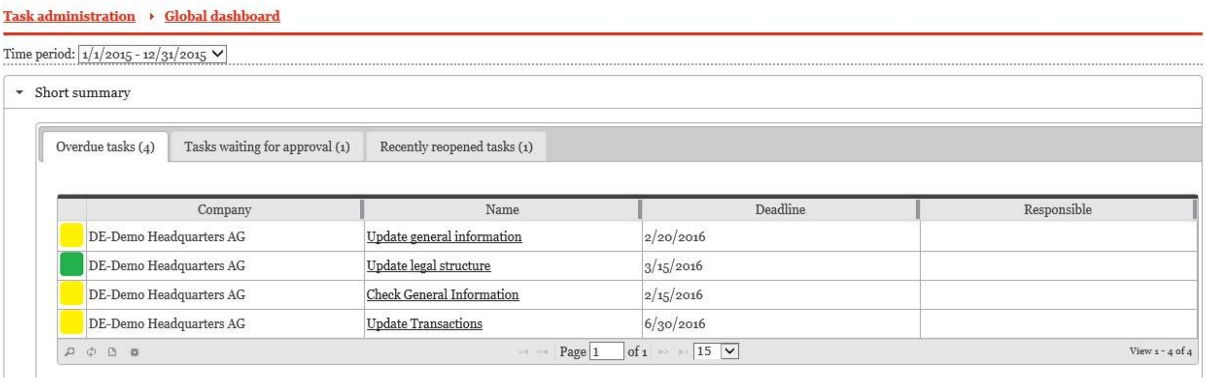


Fig. 80: Task administration: Global dashboard – Short summary

2. Task administration: Task management

Managing of tasks (Details)

Under **Task administration** > **Task management**, administrators may access an overview of existing tasks. Moreover, in this screen, tasks may be created, deleted, edited or allocated, centrally.

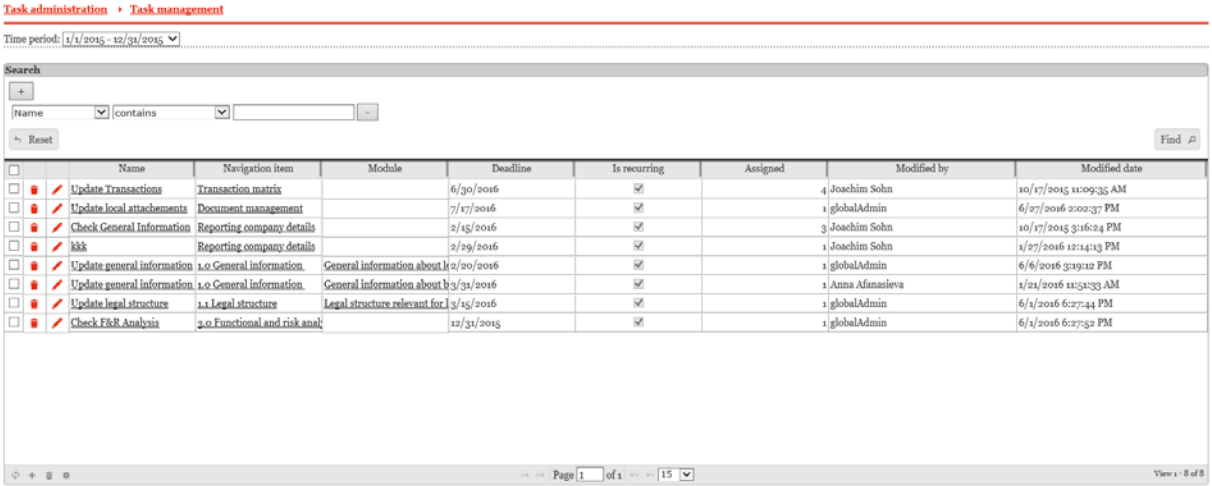


Fig. 81: Task management

Creation of a new task

Under **Task administration** > **Task management** and by clicking (in lower area of screen), administrators may access a detailed overview in which new tasks may be created (*Fig. 82*).

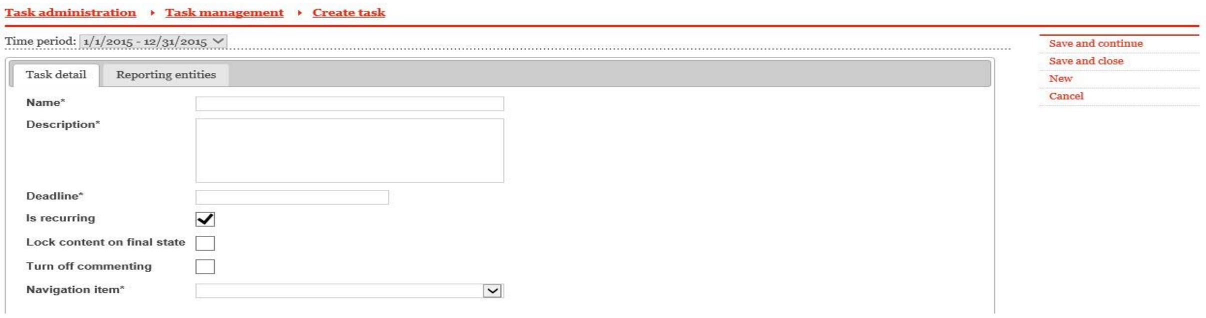


Fig. 82: Creating of new tasks

This detailed overview is usually composed by two tabs: **Task detail** and **Reporting entities**.

To create a new task, following data has to be provided in tab **Task detail**:

Name: Name of task to be created

Description: Description of task to be created

Deadline: Day until which task to be created has to be completed

Is recurring (checkbox)

Lock content in final state (checkbox)

Turn off commenting (checkbox)

Navigation item: Allocates task to a specific navigation item

Additionally, respective task must be allocated to a specific reporting company or user. This works via tab **Reporting entities** (*Fig. 83*).

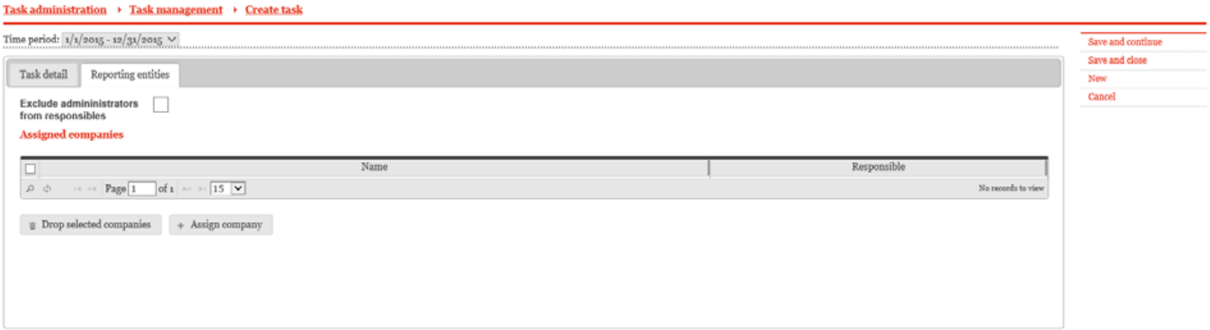


Fig. 83: Creating of new tasks – Reporting entities

By clicking on + Assign company, tasks may be assigned to respective reporting companies. Moreover, a person responsible for task completion may be added in column **Responsible**.

By clicking **Save and continue** or **Save and close**, in command panel on the right, new task will be created.

Editing of existing tasks

Under **Task administration** > **Task management**, and clicking , administrators will be forwarded to detailed overview page of selected task (*Fig. 84*).

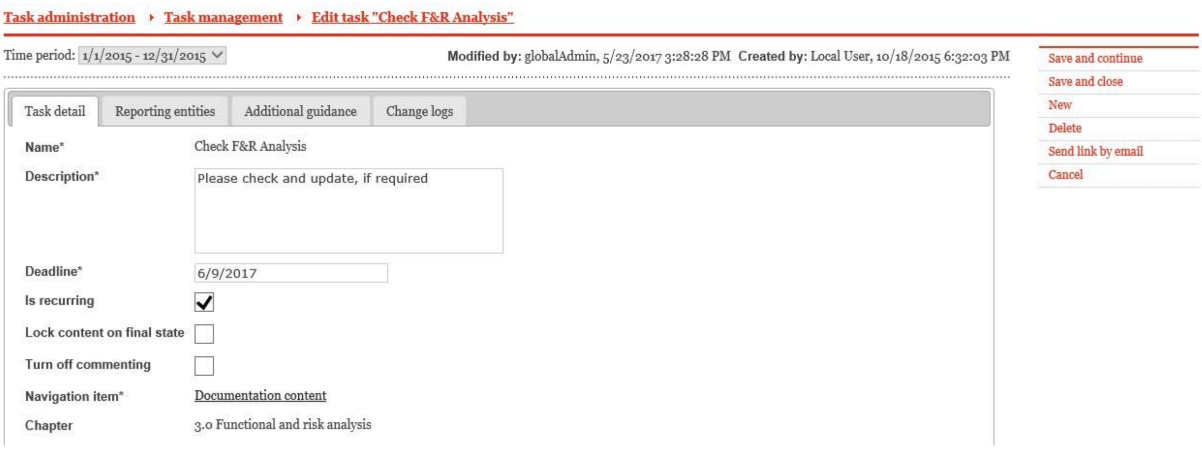


Fig. 84: Editing of tasks

In this tab, administrators may edit information which was provided when task was created (see Creation of new Task).

Deletion of tasks

Under **Task administration** > **Task management** and clicking , selected task will be deleted.

3. Task Approver: Company dashboard

Management of tasks (company related)

Under **Task administration** > **Company dashboard**, Local-Users with role of a Task-Approver may access an overview of tasks distributed to respective local entity (*Fig. 85* and *Fig. 86*).

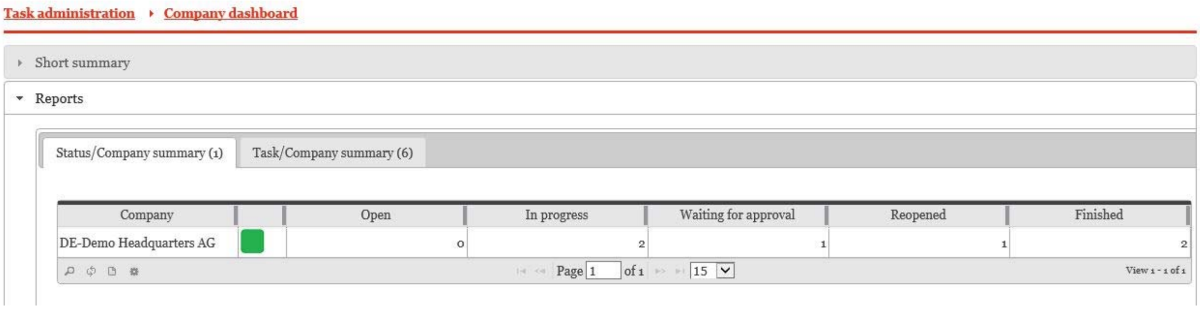


Fig. 85: Managing of tasks (Company dashboard – Status/Company summary)

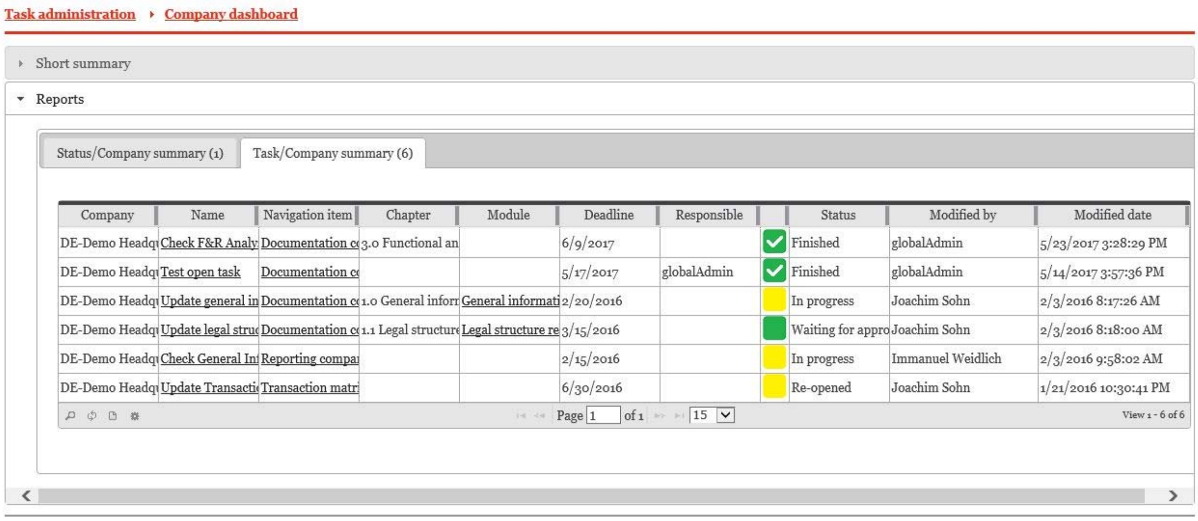


Fig. 86: Managing of tasks (Company dashboard – Task/Company summary)

Task-Approvers will have an overview of the respective statuses of tasks. Moreover, he/she may select specific tasks to verify them. That overview, again, may be exported into an Excel-file.

Additionally, by opening **Short summary** dropdown menu (in upper area of screen), Task-Approver may access an overview which flags **Overdue tasks**, **Tasks waiting for approval** and **Recently reopened tasks** (*Fig. 86*).

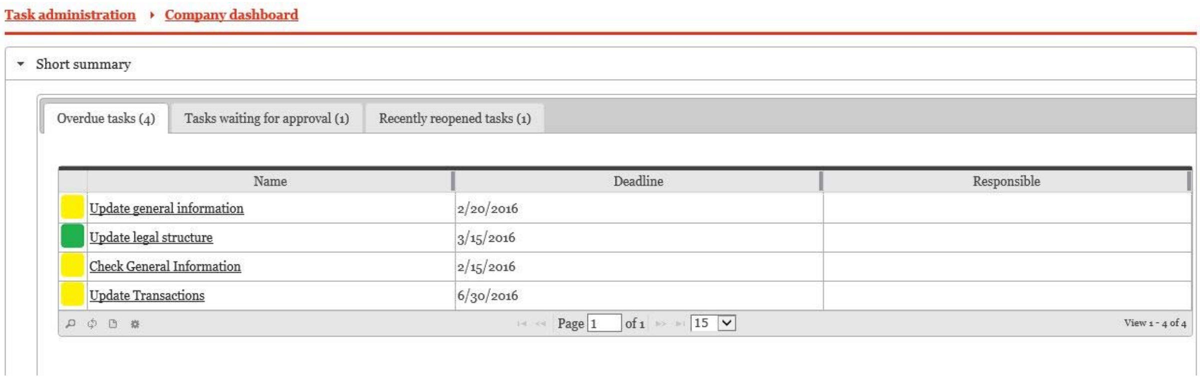


Fig. 87: Company dashboard (Short summary)

4. Task Administrator: Responsibilities of a System-Administrator

Managing of automatically generated tasks

Under **Task Administration** > **System administrator tasks**, Task-Administrators may view tasks which are automatically created by *globalDoc* and must be completed by a Task-Administrator. Those are often user requests for creation of local transaction groups or transaction partners (requested in program item Data collection and still subject to approval by a Task-Administrator). Until confirmation, they will not be available in lists of central transaction partners or central transaction groups (i.e. provided under group entities or Central transaction groups).

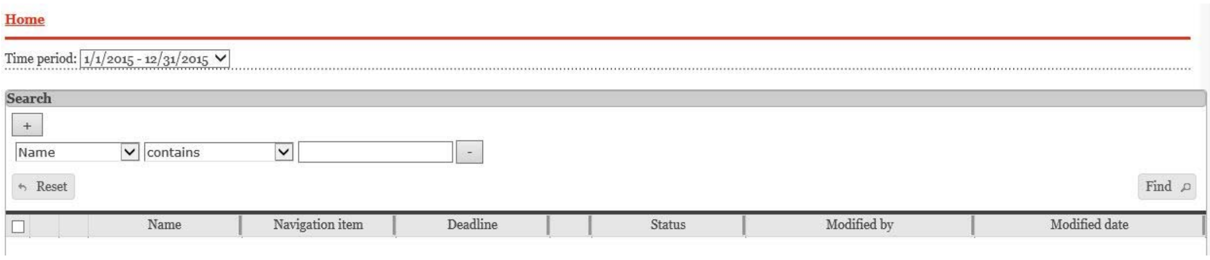


Fig. 88: Responsibilities of a System-Administrator