
globalDoc Solution® Administration manual

Version 8.5

Fachverlag Moderne Wirtschaft GmbH

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Release Notes

The enhancement to our eighth generation globalDoc Solution® includes a new analysis feature, Centralized Distribution of Attachments, Workflow Improvements, The Search and Replace feature, and the introduction of Checklists, among others. Some visible changes are:

- New [Business line](#) field added. This allows reporting entities to be assigned hierarchically and more easily found in dialogs.
- Business line and entity type added as columns in many dialogs.
- Divisions and [module clusters](#) can be created directly from the report configuration.
- Exceptions can be defined for automatically assigned modules.
- [Checklists](#) can be assigned to modules, which must be checked off by the processor before a module is finalized.
- [Attachments](#) can be specified centrally for multiple reporting entities and users receive a notice of available attachments.
- [Domestic transactions](#) can be captured and included in documentation on a country-specific basis.
- A new right to read and insert [benchmarking studies](#).
- Integrated [contact option](#) for requests from globalDoc to support.
- New menu item "[Analysis](#)" to drill down into documentation, module distribution and transactions.
- [Task](#) overview can be exported to Excel.
- [Assignment](#) of countries to regions.
- A task with an individual description can be assigned to each module.
- Task [statistics](#) can be sorted and exported.
- In the configuration, entity code and country of reporting entities are also displayed.
- When selecting the transaction currencies, up to three common currencies (group currency, country currency both participants) are suggested. The suggestions are displayed highlighted at the beginning of the list.

We thank you for your constructive feedback and suggestions, which enable us to continuously improve *globalDoc Solution®*.

We look forward to a continuing successful cooperation.

Your *globalDoc-Solution®* team

Preliminary remark

In addition to the explanations in the user manual, this *globalDoc Solution*® ("globalDoc") administration manual describes the program items of the main menu that are only relevant for users with administrator rights.

These are the program items "*Settings*", "*Documentation setup*" and "*Analyse*", which can only be accessed by users with the appropriate system and security administrator rights. These program items are not visible on the landing page of a local user. In some cases, this also applies to individual navigation items of the "*Tasks*" program item.

In addition to a general introduction to *globalDoc*, the separate *globalDoc* user manual contains a detailed description of the "*Reporting entity*" and "*Tasks*" program items, including the respective sub-menus, which are relevant for both, local users and administrators.

NOTE: We recommend that administrators first familiarize themselves with the user manual and then read this supplementary administration manual.



Figure 1: globalDoc program points

1. Program item Settings

The program item "Settings" offers the user, with the corresponding system and security administration rights, the possibility to centrally manage all settings of *globalDoc* via the following menu items:

- Menu item "**Administration**", in which the user administration and the basic *globalDoc* settings can be made via various navigation items (see following illustration)
- Menu option "**Customizing**", in which you can make individual settings for roles, navigation, report templates and analysis templates and call up detailed information on licensing using various navigation options (see also following graphic);
- Menu item "**Email & escalation**", in which the e-mail function can be activated and the automated sending of e-mails can be set via various navigation points (see also following illustration).

For the individual navigation points of the menu items "**Administration**", "**Customizing**" and "**Email & escalation**" see the figure below.

Administration		
Reporting periods		
Reporting period settings		
Users		
Divisions		
Group entities		
Currencies		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs		
Consistency checks		
Customizing		
	General	
	Translations	
	Roles	
	Navigation	
	Reporting templates	
	Analysis templates	
	Licensing	
Email & escalation		
		Setup
		Create e-mail
		Overview

Figure 2: Program item Settings and sub menu

1.1 Brief overview

1.1.1 Menu item Administration

Navigation point	Brief description
Reporting periods	<p>Reporting periods are managed by this navigation point. New reporting periods can be created and existing ones can be edited, copied or deleted.</p> <p>For further information please refer to chapter: „Reporting periods“.</p>
Reporting period settings	<p>Under this navigation point, settings can be made for the individual existing reporting periods.</p> <p>For further information please refer to chapter: „Reporting period settings“.</p>
Users	<p>This navigation point contains the user administration and role assignment. Users and their role assignments can be created, edited, or deleted. It is also possible to lock, unlock, change or reset the passwords of existing users. In addition, an import and export of users with user data as Excel files is possible.</p> <p>For further information please refer to chapter: „Users“.</p>
Divisions	<p>Under "Divisions", new globalDoc-divisions can be created and existing ones can be edited or deleted. Each globalDoc-division contains modules that are only relevant for certain reporting entities and can only be edited by users who have the editor role for this globalDoc-division. Frequently, globalDoc-divisions are formed according to regional, functional, transactional or divisional criteria.</p> <p>For further information please refer to chapter: „Divisions“.</p>

Navigation point	Brief description
Group entities	<p><i>This navigation point contains the administration of the Group entities. Group entities can be created, defined as reporting entities, edited, or deleted. In addition, the master data of group entities can be exported or imported as Excel files. Furthermore, modules and module groupings can be assigned to the respective group entity.</i></p> <p><i>For further information please refer to chapter: „Group entities“.</i></p>
Currencies	<p><i>"Currencies" shows all entered currencies. Currencies can be added, deleted, and edited here.</i></p> <p><i>For further information please refer to chapter: „Currencies“.</i></p>
Regions	<p><i>Here it is possible to manage regions that can be used in the documentation.</i></p> <p><i>For further information please refer to chapter: „Regions“.</i></p>
Countries	<p><i>Here it is possible to manage countries that can be used in the documentation.</i></p> <p><i>For further information please refer to chapter: „Countries“.</i></p>
Module cluster	<p><i>In this navigation point, modules can be combined into defined clusters and distributed to reporting entities.</i></p> <p><i>For further information please refer to chapter: „Module cluster“.</i></p>
Business line	<p><i>In the tree or grid view, the business structure of the group can be created. In addition, the individual levels of a management structure can be maintained under the configuration.</i></p> <p><i>For more information, see chapter: "Business line".</i></p>
Matrix organization	<p><i>In the navigation point "Matrix organization", a created group entity can be assigned to the individual business units.</i></p> <p><i>For more information, see chapter: "Matrix organization".</i></p>

Navigation point	Brief description
Activity logs	<p><i>The administrator can use the "Activity logs" function to track the activities of the users and export an overview as an Excel file.</i></p> <p><i>For further information please refer to chapter: „Activity logs“.</i></p>
Attachment types	<p><i>Under "Attachment types" you can define, edit or delete folders under which the uploaded attachments are to be stored when generating the report.</i></p> <p><i>For further information please refer to chapter: „Attachment types“.</i></p>
Security logs	<p><i>The administrator can use the "Security logs" function to track the activities of the security administrators in the user administration (navigation point: "Users") and export an overview as an Excel file.</i></p> <p><i>For further information please refer to chapter: „Security logs“.</i></p>
Consistency checks	<p><i>In the navigation point "Consistency checks" the administrator sees the consistency check of the databases and can thus recognize possible errors and problems at a glance.</i></p> <p><i>For further information please refer to chapter: „Consistency checks“.</i></p>

1.1.2 Menu item Customizing

Navigation point	Brief description
General	<p>In the navigation item "General", the columns in the Analysis item, the display of the chapter structure under the report configuration and the subject areas in the contact form can be set.</p> <p>For more information see chapter: "General"</p>
Translation	<p>Here you have the possibility to adjust the translations of labels and texts in the system in XML resource files.</p> <p>For more information see chapter: "Translations".</p>
Roles	<p>Under the navigation point "Roles", roles that are assigned to users by the role assignment under the navigation point „Users“ are created, defined as standard roles, edited or deleted.</p> <p>For further information please refer to chapter: „Roles“.</p>
Navigation	<p>The system administrator can view the navigation structure and rename navigation points under "Navigation"</p> <p>For further information please refer to chapter: „Navigation“.</p>
Reporting templates	<p>In this navigation point, format templates for the reports, transaction matrix and analyses can be added and edited.</p> <p>For further information please refer to chapter: „Reporting templates“.</p>
Analysis templates	<p>"Analysis templates" allow the description of the applied method, description of the cost basis, transfer price analysis and appropriateness of the transfer prices to be pre-defined for various transfer pricing methods.</p> <p>For further information please refer to chapter: „Analysis templates“.</p>
Licensing	<p>Under the navigation point „Licensing“, licensing information as well as the license key of your globalDoc version are being displayed.</p>

1.1.3 Menu item Email & escalation

Navigation point	Brief description
Setup	<p>Under the navigation point “Setup“, it is possible to activate and configure the e-mail function.</p> <p>For further information please refer to chapter: „Email & escalation/Setup“.</p>
Create e-mail	<p>„Create e-mail“ enables you to send individual emails.</p> <p>For further information please refer to chapter: „Email & escalation/Create e-mail“.</p>
Overview	<p>The navigation point "Overview" lists all sent, waiting and faulty e-mails.</p> <p>For further information please refer to chapter: „Email & escalation/Overview“.</p>

1.2 Menu item Overview

A click on the "Settings" program item takes you to an overview page that displays the status of the selected reporting period and the documentation process so that you can carry out certain actions directly from this view:

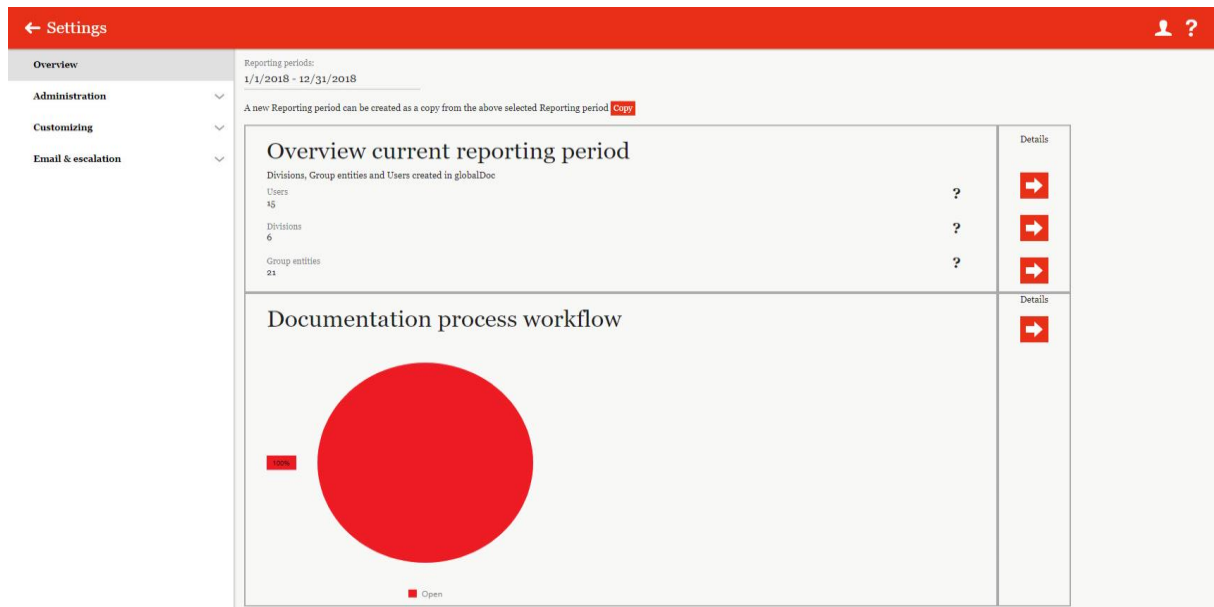




Figure 3: Settings Overview

On this overview page, you can select a specific reporting period for which a summary of the group entities and users contained in the selected reporting period ("Overview current reporting period") and a status of the documentation process ("Documentation process workflow") are displayed.

With , it is possible to create a new reporting period based on the selected one. Read more in chapter „[Copy of an existing reporting period](#)“.

In the area „Overview current reporting period“ it is possible to switch directly to the navigation points „Users“ (read more in „[Users](#)“), „Divisions“ (read more in „[Divisions](#)“) or „Group entities“ (read more in „[Group entities](#)“) by clicking  (in the column „Details“).

Under „Documentation process workflow“ it is possible to start a new documentation process by clicking  (in the column „Details“).

NOTE: Before starting a new documentation process, the reporting period for which a new documentation process is to be created must first be selected under "Reporting period" (in the upper part of the view).

← Settings

Reporting period Users Divisions Group entities Next

Exit

Overview

Administration

Customizing

Email & escalation

Period settings & start documentation process

Start date
1/1/2018

End date
12/31/2018

Ultimate date to finalize documentation content*
5/31/2019

☐ Individual process description

Figure 4: Start documentation process

1.3 Menu item Administration

1.3.1 Reporting periods

Under the navigation point "**Reporting periods**" the system administrator can manage existing reporting periods, create new reporting periods and remove existing periods if required:

Start date	End date	Locked	Document output format	Previous period	Modified by	Modified date
1/1/2018	12/31/2018	<input type="checkbox"/>	Office2007	1/1/2017 - 12/31/2017	globalAdmin	5/24/2019 5:54:20 PM
1/1/2017	12/31/2017	<input type="checkbox"/>	Office2007		globalAdmin	4/30/2019 4:22:29 PM



Figure 5: Overview of the reporting periods

The reporting periods in the overview can be sorted according to the following values by clicking on the corresponding field:




- **Start date**
- **End date**
- **Locked**
- **Document output format**
- **Previous period**
- **Modified by**
- **Modified date**

Start date	End date	Locked	Document output format	Previous period	Modified by	Modified date
1/1/2018	12/31/2018	<input type="checkbox"/>	Office2007	1/1/2017 - 12/31/2017	globalAdmin	5/24/2019 5:54:20 PM
1/1/2017	12/31/2017	<input type="checkbox"/>	Office2007		globalAdmin	4/30/2019 4:22:29 PM


Figure 6: Sorting of the reporting periods

Via the icon , the selected reporting period can be deleted directly or it can be edited via the icon .

The overview page provides various functions for managing reporting periods, which are described briefly below:

	<i>Creates a new reporting period.</i>
	<i>Configures the search: „Simple search“, „Extended search“ or “Select columns” are available. It is also possible to refresh the search here.</i>
	<i>Closes the administration view and forwards the user to the landing page of globalDoc.</i>

1.3.1.1 Creating a reporting period for the first time in globalDoc

Under “Settings/Administration/Reporting periods”, selecting the icon  opens the detailed view for creating a new reporting period.

The detailed view of a reporting period consists of the following tabs: „**Reporting period details**“, „**Import and Export**“ and „**Export access rights and module distribution**“.

NOTE: If files of an already created reporting period are to be used in the new reporting period (e.g. reporting entities, users, modules or module contents, etc.), the "Create copy" function must be used (please refer to chapter „[Create a copy of an existing reporting period](#)“).

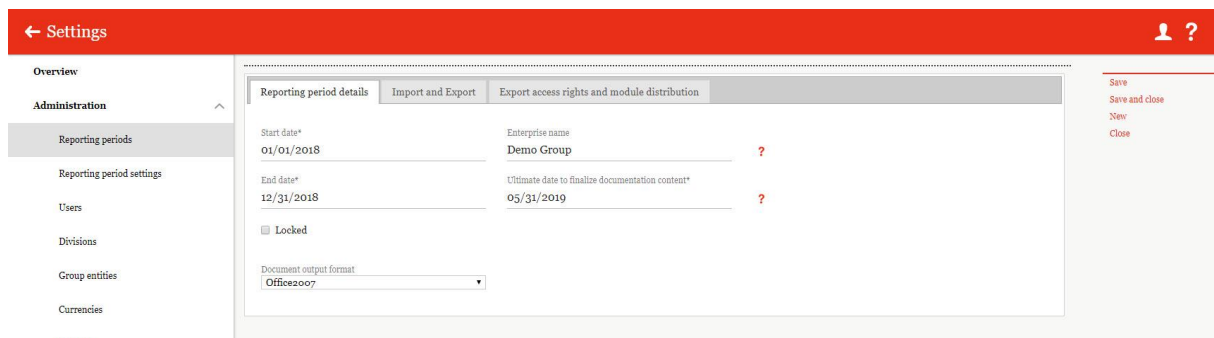


Figure 7: Create a new reporting period

The creation of a new reporting period gives the option to enter the following data in the "**Reporting period details**" tab:

NOTE: Only the fields marked with * must be filled in. However, it is recommended that you also enter the enterprise name, as this can later be used as a placeholder in the report.

- **Start and end date*:** Determination of the start and end date of the new reporting period.

- **Enterprise name:** Name of the enterprise to possibly be used as variable within reports.
- **Ultimate date to finalize the documentation content:** Last due date for the documentation process workflow.
- **Locked:** Enabling the Lock function closes a reporting period and the data contained in that reporting period cannot be changed by local users. When creating a new reporting period, the locked function remains deactivated. An already locked reporting period can be unlocked by the system administrator for editing at any time.
- **Document output format:** Choice between "Office 2003" (.doc file extension) and "Office 2007" (.docx file extension) possible.

By selecting the "**Save**" or "**Save and close**" field in the right command column, the new reporting period is created.

In the second tab, "**Import and Export**", group entities, shareholders, users, currencies, and transactions can be imported with the corresponding master data (please refer to following figure).

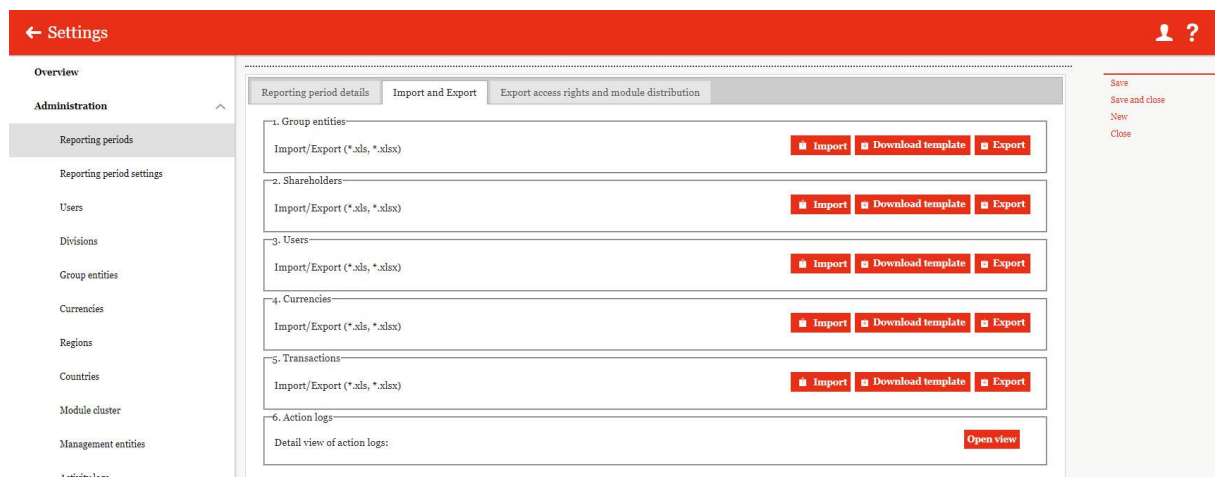


Figure 8: Create new reporting period - Import & Export

To import data into *globalDoc*, an Excel template can first be downloaded and saved locally via the selection field **Download template**. This template is filled with the corresponding data by the system administrator and then uploaded again via the **Import** field. The selection field **Export** can be used to download data already contained in *globalDoc* as Excel files.

In the line "**5. Transactions**" there is also the possibility to import data from external applications. This function requires an interface to the external application. This is not part of *globalDoc*.

NOTE: Using the navigation item "**Activity logs**", the system administrator can trace any changes made in *globalDoc*. It can be seen, which user performed which type of action on which object (module, reporting entity, reporting period). Please refer to the chapter

Business line

Under the "**Business line**" section, reporting entities can be assigned hierarchically and can be found more easily in the dialogs. The system administrator can edit already existing Business lines, create new Business lines as well as remove already existing Business lines if required.

The following settings for the Business lines can be made (see Figure below).

The selected Business line can be created via the icon **+ New** or the Business line can be deleted via the icon **Delete**.

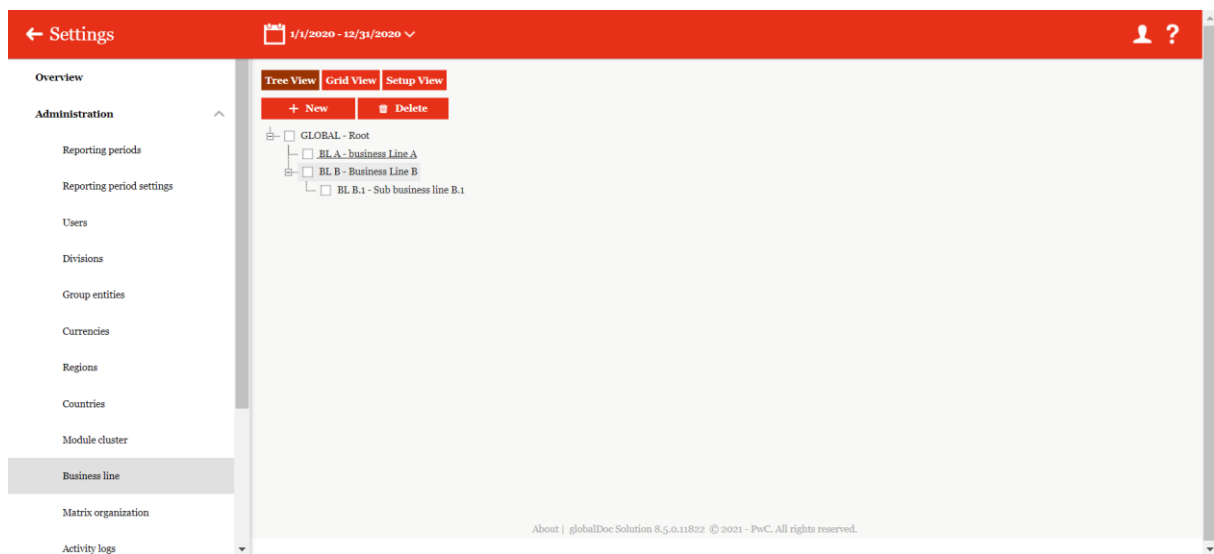


Figure 56: business lines overview

In the tree or grid view, the Business line can be created. Here the information for entity type, code, name and description (optional) of the Business line must be added. The creation is possible in both views (tree or grid view).

← Settings 1/1/2020 - 12/31/2020

Overview

Administration

- Reporting periods
- Reporting period settings
- Users
- Divisions
- Group entities
- Currencies
- Regions
- Countries
- Module cluster
- Business line**
- Matrix organization
- Activity logs

Entity type

Code*

Name*

Description

Save
Save and close
New
Close

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Figure 57: create business lines

← Settings 1/1/2020 - 12/31/2020

Overview

Administration

- Reporting periods
- Reporting period settings
- Users
- Divisions
- Group entities
- Currencies
- Regions
- Countries
- Module cluster
- Business line**
- Matrix organization
- Activity logs

Tree View Grid View Setup View

+ New + Delete Search options

Import/Export: Download template Import Export

	Code	Name	Entity type	Modified by	Modified date
<input type="checkbox"/>	BL B	Business Line B	Business Line	Test first name Test last name	12/16/2020 4:34:27 PM
<input type="checkbox"/>	BL B.1	Sub business line B.1	Sub Business Line	Test first name Test last name	12/16/2020 4:34:57 PM
<input type="checkbox"/>	BL A	business Line A	Business Line	Test first name Test last name	12/16/2020 4:35:06 PM

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View 1 - 3 of 3

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Figure 58: business lines grid view

Under the "Setup view" item, it is possible to maintain/edit the individual levels of the management structure (Figure 57). Here, new levels can be added/deleted or existing levels can be updated.

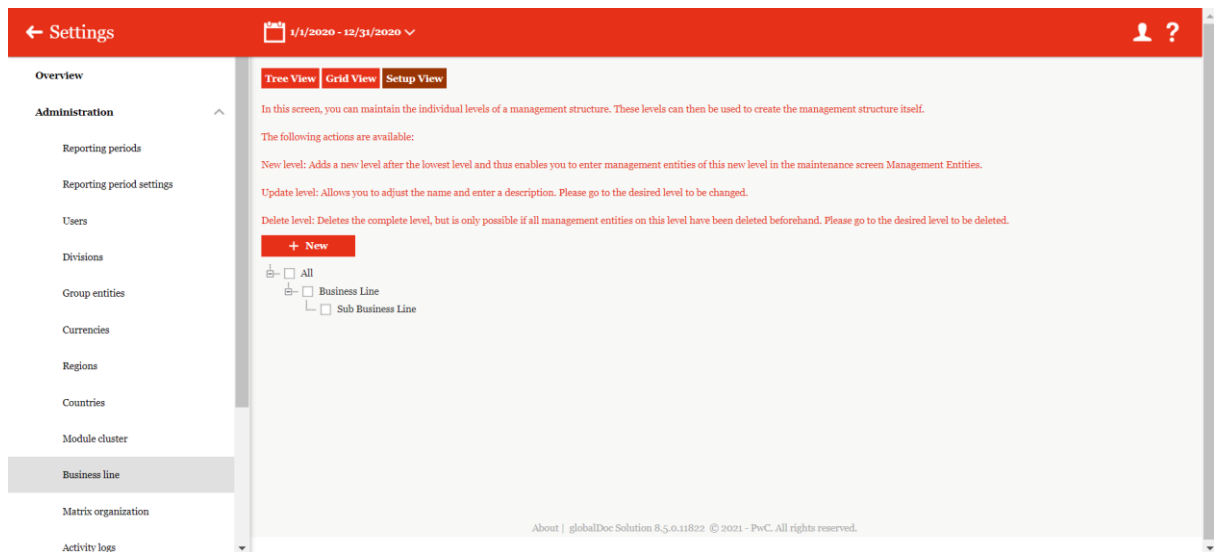


Figure 59: business lines setup view

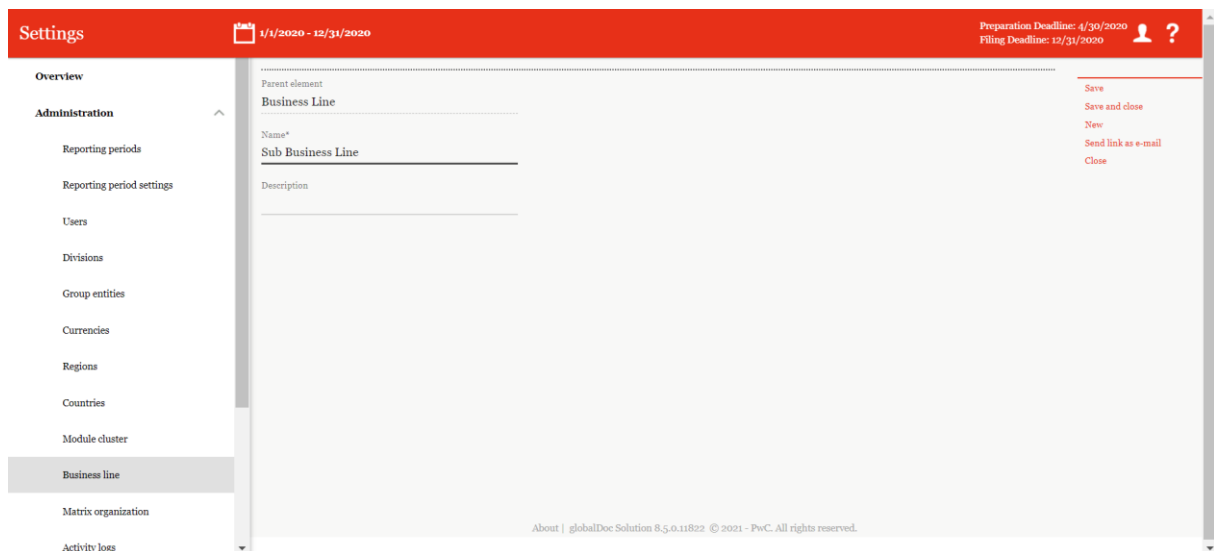


Figure 60: create sub business lines

1.3.2 Matrix organization

In this area, the reporting entities can be assigned to the business units. The existing assignments are shown in the list:

	Company Code	Company	Permanent Establishment of	Country	Sub Business Line	Business Line	Modified by	Modified date
<input type="checkbox"/>	U02	FR-Demo S.A.		FR - France	BL B.1 - Sub business	BL B - Business Line	Test first name Test	12/16/2020 4:35:41
<input type="checkbox"/>	U01	DE-Demo Headquart		DE - Germany	BL A - business Line		Test first name Test	12/16/2020 4:35:28

Figure 61: matrix organization overview

Reporting company*

Business line*

- ☐ GLOBAL - Root
 - ☐ BL A - business Line A
 - ☐ BL B - Business Line B
 - ☐ BL B.1 - Sub business line B.1

Save
Save and close
New
Close

Figure 62: matrix organization new

By clicking on "Reporting entity", entities can be selected from a drop-down list. After that, the business line can be assigned by clicking on a business line in the displayed tree structure. Clicking on "Save" completes the assignment.

Activity logs.

In the third tab "**Export access rights and module distribution**", Excel overviews of module distribution, user roles, and access rights can be exported (please refer to following figure).

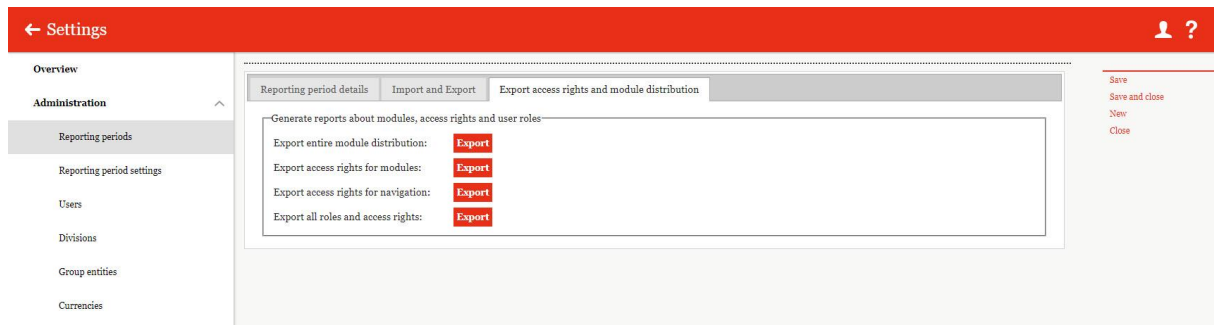



Figure 9: Create new reporting period - Export access rights and module distribution

1.3.2.1 Create a copy of an existing reporting period

Under “Settings/Administration/Reporting periods” and by clicking on  of the corresponding period, the detailed view of the selected reporting period is opened (see following figure). The system administrator can copy the selected reporting period using the "**Create Copy**" selection box in the command column on the right side. Existing reporting entities and *globalDoc*-divisions can be partially or completely copied from the existing reporting period to the new reporting period and thus form the basis for the documentation of this new reporting period.

NOTE: If a reporting entity and/or a *globalDoc*-division has been copied into a new reporting period, the following changes in the previous reporting period have no effect on the new reporting period and vice versa.

In the left table of the lower area of the view that opens, the system administrator sees the reporting entities and *globalDoc*-divisions of the previous period that have not yet been assigned to the new reporting period. With this function, the local modules of the selected reporting entity and the divisional modules of the selected *globalDoc*-division can be selectively copied into the corresponding reporting period.

In contrast, the table on the right side shows the reporting entities and *globalDoc*-divisions that are already assigned to the newly created reporting period.

Figure 10: Reporting period details – Create copy


In order to copy the corresponding reporting entities and „*globalDoc-Divisions*“ into the new reporting period, these entities/*globalDoc*-divisions are selected by setting a check mark.

NOTE: If you want to copy all reporting entities and divisions, you can check the box in the header of the table (see figure below). It is important to make sure that all desired entities and *globalDoc*-divisions to be copied are selected. The table on the left side by default only shows 15 entities/*globalDoc* divisions at a time, so the view in the lower part of the table may need to be set to a higher number.

<input type="checkbox"/> Copy Data	Code	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U11 DE-Demo Sales
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DIV 2 BU_Appliances
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DIV 1 BU_Gadgets
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U16 CH-Demo Finance AG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U14 CN-Demo Agent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U03 CZ-Demo s.r.o.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U18 DE-Demo Factory GmbH
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U01 DE-Demo Headquarters AG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U20 DE-Demo Parts Europe GmbH
<input type="checkbox"/>	<input checked="" type="checkbox"/>	U02 FR-Demo S.A.

Page 1 of 2 View 1 - 15 of 26


Figure 11: Selection of the number of displayed entities and divisions

By clicking the icon , the selected entities and *globalDoc*-divisions are copied into the new reporting period (right table). The modules set as "Global" are automatically transferred to the new reporting period.

By selecting the **"Save"** or **"Save and close"** field in the right command column, the new reporting period is created.



NOTE: If, as an exception, no (localized) documentation content is to be transferred, but only unfilled modules shall be available in the new reporting period, the check mark in the **"Copy data"** column can be removed by clicking on it.

1.3.2.2 Edit existing reporting periods

Under *"Settings/Administration/Reporting periods"*, and clicking on , the detailed view of the selected reporting period is opened. This detail view consists of the tabs **"Reporting period details"**, **"Import and Export"**, and **"Export access rights and module distribution"**.

In the **"Reporting period details"** tab, those reporting entities and *globalDoc*-divisions that are already assigned to the reporting period in question are displayed in the lower right area of the detail view. In contrast, the table on the left shows the reporting entities and *globalDoc*-divisions that have not yet been included in the current reporting period.

NOTE: Please note that this is only done if the selected reporting period was created as a copy of an existing reporting period.

You can use the icon  to copy selected reporting entities and *"globalDoc-divisions"* from the previous period to the new reporting period. Using the icon  will remove the selection. The modules set as *"Global"* are automatically transferred to the new reporting period.

In the second tab **"Import and Export"**, data on group entities, their shareholders, users, currencies and transactions can be imported (see following figure).

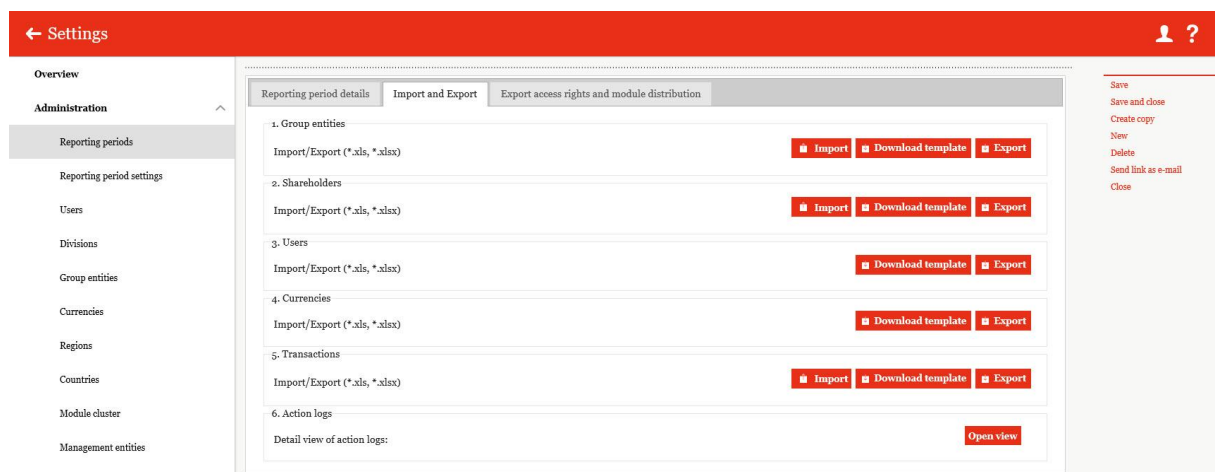





Figure 12: Detail view of Reporting periods - Import and Export

To import data into *globalDoc*, first, an Excel template should be downloaded via the selection field  **Download template**. Consequently, the System Administrator may complement the template with the corresponding data, save it locally and finally upload it via the icon  **Import**. The selection box  **Export** offers the possibility to download data that has already

been imported into *globalDoc* as an Excel file. Here you have the possibility to adjust the translations of labels and texts in the system in XML resource files.

For more information see chapter: "Translations"


NOTE: This function is only available if the TP matrix add-in is used.

In the third tab "**Access rights**", Excel overviews of module distribution, user roles and access rights can be exported (see following figure).



Figure 13: Detail view of Reporting periods – Access rights

1.3.2.3 Lock Reporting period

Under “*Settings/Administration/Reporting periods*”, selecting the icon  will open the detailed view of the selected reporting period. By selecting the "**Locked**" option, the reporting period will be closed, i.e., the affected data can no longer be changed (see the following figure). The System administrator can reopen a locked reporting period for editing at any time by unchecking the "**Locked**" check box.

The screenshot shows the 'Settings' application interface. The 'Administration' section is expanded, and the 'Reporting periods' sub-section is selected. The 'Reporting period details' tab is active, displaying fields for 'Start date*' (01/01/2018), 'End date*' (12/31/2018), 'Enterprise name', and 'Document output format' (Office2007). A 'Locked' checkbox is highlighted with a red box. Below these fields are two tables: 'Predecessor period of reporting entity' (1/1/2015 - 12/31/2015) and 'Copied reporting entity' (1/1/2018 - 12/31/2018). Both tables have columns for 'Copy Data', 'Code', and 'Name'. The 'Copied reporting entity' table lists various modules like 'BR-Demo Sales', 'BU1 - Appliances', 'BU1 - Gadgets', etc., each with a checkbox for selection. The interface also includes a sidebar with navigation options and a top bar with a 'Settings' button and user information.

Figure 14: Lock reporting period

NOTE: If only a single module is to be locked for editing by local users instead of the entire reporting period, the status of the module can be set to "Closed" by a user with the role "Approve Tasks" and by a user with the role "Reviewer". If a user with the role "Responsible" has delegated the editing of a module to another user (Delegated User), it is possible for that user to withdraw the delegation again, so that the module can no longer be edited by this other user.

Alternatively, under "[Create modules](#)", the assigned role "Edit local content" can be removed so that the module can no longer be edited. (See also "[Modules at local level that can only be edited centrally](#)").

NOTE: Delegating a module to another user only grants temporary editing rights for that module, unless that user also has the "Edit local content" role for the respective reporting entity. In this case, the role "Edit local content" is retained beyond the delegation.

1.3.2.4 Delete Reporting period

The selected Reporting period will be deleted under *Settings/Administration/Reporting periods* by selecting the icon . A reporting period can also be removed under the detail view, which can be opened by selecting the icon and then selecting "**Delete**".

NOTE: All documentation contents of the reporting period will get lost by the deletion!

1.3.3 Reporting period settings

Under *Settings/Reporting period settings*, the following settings for the individual reporting periods may be made (see following figure):

The screenshot displays the 'Reporting period settings' page. The sidebar on the left includes 'Administration' with sub-items like 'Reporting periods' and 'Reporting period settings'. The main area is divided into four panels:

- Navigation:** Includes 'Enable navigation to "Transactions"' (checked) and 'Enable management area in legal-management import' (checked).
- Analysis:** Includes 'Max. functional or risk analysis value' set to 3.
- Transactions:** Includes 'Check transactions only at reporting company for user rights for business lines' (unchecked), 'All transaction data are editable in import' (checked), 'Enable local currency as additional currency for transactions' (unchecked), and 'Default currency for transaction group thresholds' set to EUR - Euro.
- Reports:** Includes 'Default template' (DefaultTemplate), 'Text block used as a reference to documentation attachments' (Please find attached the following additional information), 'Approve archived reports directly' (checked), and 'Show draft watermark' (checked).

Red question marks are placed next to several settings, indicating they may require attention or are optional. A 'Save changes' button is located at the top right of the main content area.

Figure 15: Reporting period settings

1.3.3.1 Navigation

“Enable navigation to "Transactions"”

Activating it enables the collection of transaction-related data for the transaction matrix as well as the functional, risk and transfer pricing analysis. For more information, see ["Settings/Customizing/Analysis templates"](#) and the user manual chapter "Reporting entity/Transactions".

"Activate business lines in legal management import":

In this case it is possible under "Settings/Administration/Matrix organization" to create management units, export them or import an already created management unit list. In order to activate this, the checkmark for the selection **"Activate business line in legal management import"** must first be set under "Settings/Administration/Settings Report period".

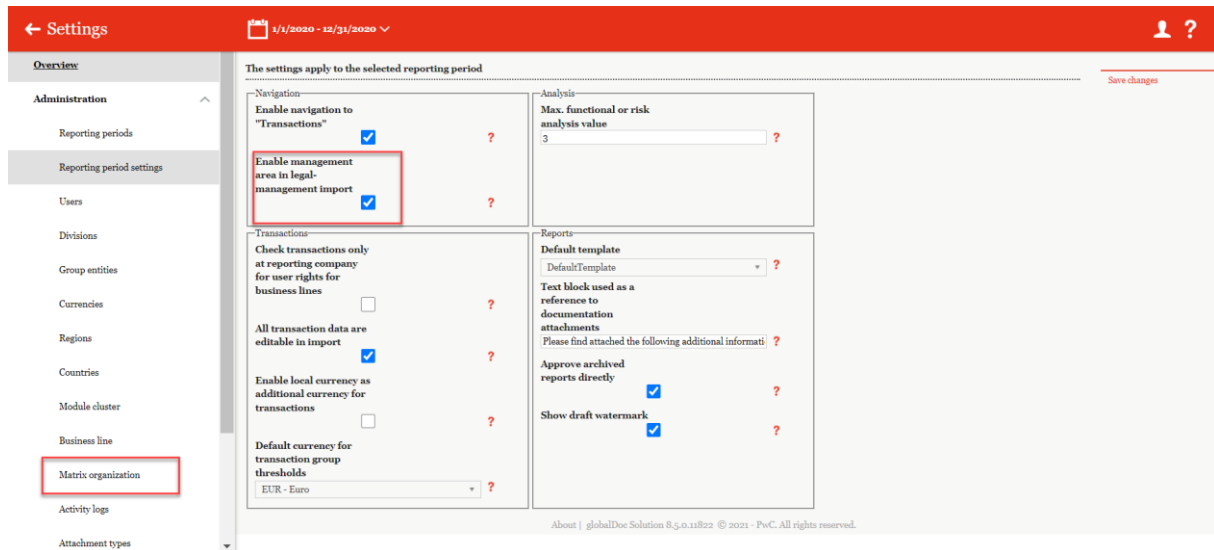


Figure 16: enable management area

This selection results in the following changes:

- **User Roles:** In the user profile, the user gets an additional column in the User Roles area, with which you can assign individual accesses to business areas. This gives you the option of limiting the user's roles to a specific business area or expanding them by checking the "All" box.

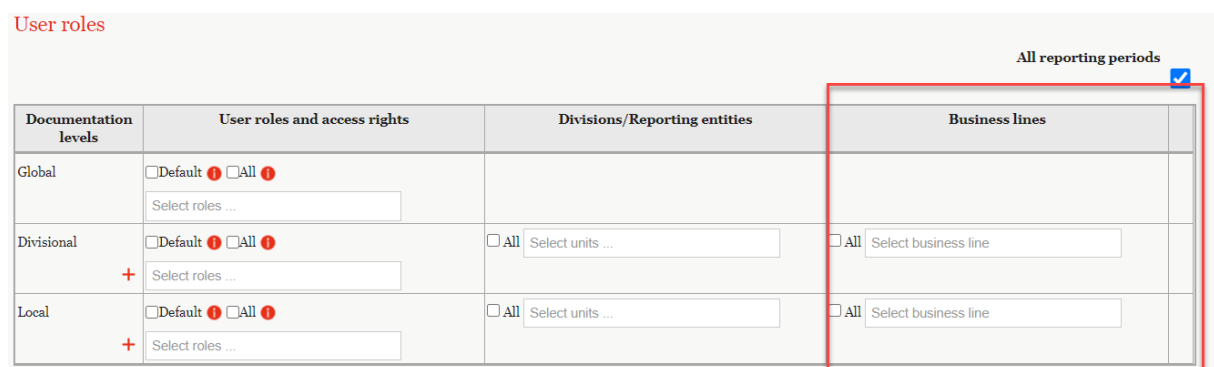


Figure 17: user roles business lines

- **Overview of users:** In the overview of users, another two new columns are added: "Reporting entity code" and "Business units code(s)" (comma separated). This gives the possibility to import and export these roles as well. Also a predefined template can be downloaded here.

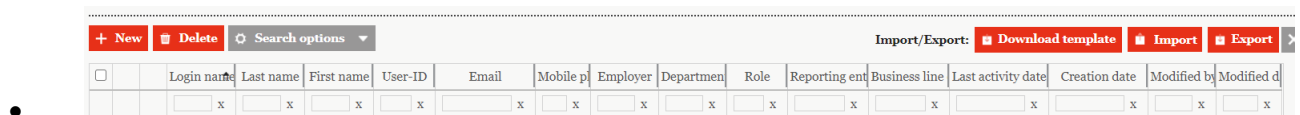


Figure 18: user overview

- **Transactions:** Under "Reporting entites/Transactions/Transaction partners" it is possible to create or change transaction partners. By setting the check mark in the reporting period settings, additional new fields for business areas are now displayed:

"Business line" and "Business line transaction partner". This gives the possibility to specify the business lines in the transactions area as well.

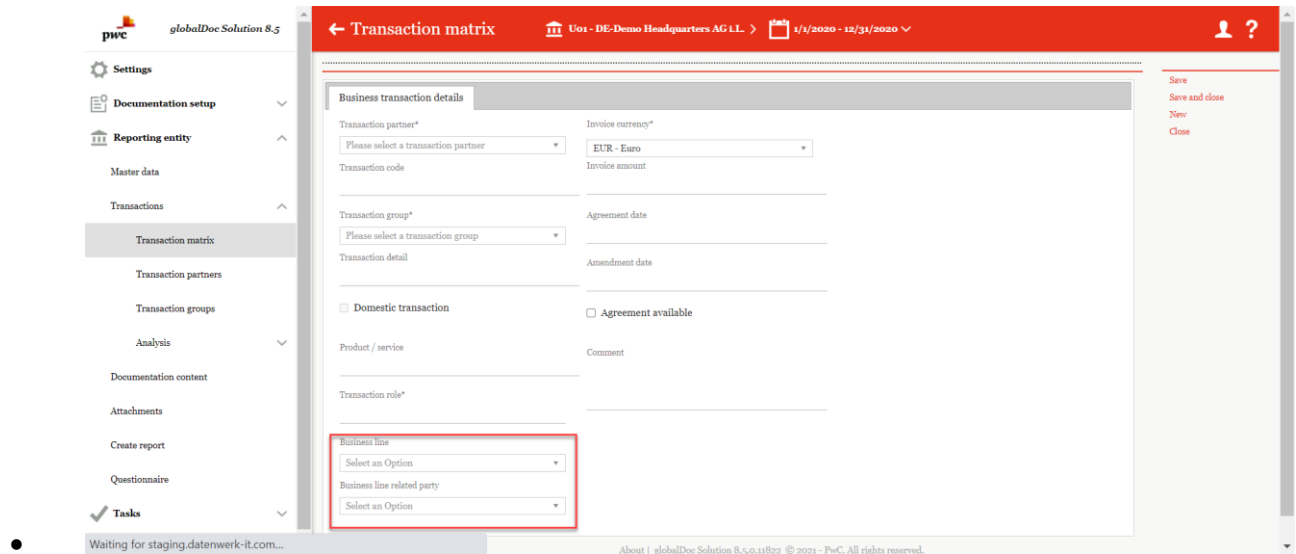


Figure 19: transaction matrix business line

- **Overview Transaction matrix:** Similar to the overview of users, two new columns are also added to the view here.

+ New		Delete	Search options		Import/Export: Download template Import Export									
	Transaction partner	Business line	Business line related	Transaction code	Transaction group	Transaction role	Invoice currency	Invoice amount	Agreement	Modified by	Modified date			
		X	X	X	X	X	X	X	X	X	X			

Figure 20: transaction matrix overview


1.3.3.2 Analysis

The setting **"Max. value of function or risk analysis"** defines the maximum value (between 1 and 5) of the characteristic of a function to be assumed by the reporting entity or of a risk to be borne by the reporting entity in the function and risk analysis. In order to use these functions with globalDoc, the option **"Transactions"** must be activated.

1.3.3.3 Transactions

- Enabling the option **"Check transactions for user rights for business lines only at the reporting entity"** will cause the management entity for transaction partners to be ignored for user rights transactions. Transactions with unauthorized business lines for transaction partners will still be displayed in the transaction matrix.
- **entity** The option **"All transaction data are editable in import"** allows or prevents the editing of imported transaction data uploaded to globalDoc under *"Reporting entity/Transactions/Transaction Matrix"*.
- **"Enable local currency as additional currency for transactions"** enables the amounts to be recorded in the respective group currency and additionally in local currency. If only one currency is activated, an automatic conversion with the (averaged)

exchange rates will take place during the comparison. If this function is re-deactivated, only the local currency amounts translated into group currency will be retained.

- Under "**Default currency for transaction group thresholds** " it is possible to define a currency for the standard currency of specific transaction groups. For these currencies, threshold values can then be defined under "*Documentation set-up/Transaction groups*" by clicking on the icon/ of the corresponding transaction group, for which transactions are output to the matrix or transaction-related modules in the report. For details see [*Transaction groups*](#).

1.3.3.4 Reports

- Under "**Default template**", a report template for the reporting period can be selected.
- "**Text block used as a reference to documentation attachments**" offers the possibility to edit the text block, which refers to an attachment included in the appendix of a report.
- Under "**Approve archived reports directly**", reports are automatically approved after executing "Create and archive report".
- Under "**Show draft watermark**", watermarks are displayed for non-final reports.

1.3.4 Users

In the "Users" section, the security administrator can manage and update existing users and their user data, create new users for a reporting period, and, if necessary, remove users that have already been created.

Via "Settings/Administration/Users" it is possible to access an overview page of the already created users:

	Login name	Last name	First name	User-ID	Email	Mobile p	Employer	Department	Role	Reporting ent	Management	Last activity date	Creation date	Modified by	Modified da
<input type="checkbox"/>	Demo DE Ad											3/14/2019	3/14/2019	Demo DE Ad	3/14/2019 11
<input type="checkbox"/>	Demo DE U4						Demo Heade					3/14/2019	3/14/2019	Demo Secur	3/14/2019 10
<input type="checkbox"/>	Demo Secur											3/14/2019	3/14/2019	globalAdmin	3/14/2019 10
<input type="checkbox"/>	Demo System											3/15/2019	3/15/2019	globalAdmin	3/15/2019 9:
<input type="checkbox"/>	divisionalUs											3/14/2019	3/14/2019	globalAdmin	3/14/2019 10
<input type="checkbox"/>	globalAdmin								Custom	DIV 2, DIV 5, DI		1/3/2019	1/3/2019	globalAdmin	1/3/2019 4:2
<input type="checkbox"/>	globalUser1								Custom	GLOBAL		3/15/2019	6/16/2009	globalAdmin	3/15/2019 9:
<input type="checkbox"/>	globalUser2								Custom	GLOBAL		1/4/2019	1/3/2019	globalAdmin	1/3/2019 4:2
<input type="checkbox"/>	localUser								Custom	GLOBAL, DIV 2		2/25/2019	1/4/2019	globalAdmin	1/4/2019 8:0
<input type="checkbox"/>	localUser1								Custom	DIV 2, DIV 5, DI		1/3/2019	3/9/2018	globalAdmin	1/3/2019 3:5
<input type="checkbox"/>	localUser2								Custom	Uo4		1/10/2019	1/3/2019	globalAdmin	1/4/2019 1:3
<input type="checkbox"/>	Norge1								Custom	GLOBAL		1/4/2019	1/3/2019	globalAdmin	1/4/2019 1:1
<input type="checkbox"/>	Norge2								Custom	GLOBAL		3/15/2019	3/14/2019	globalAdmin	3/15/2019 9:
<input type="checkbox"/>												3/14/2019	3/14/2019	globalAdmin	3/14/2019 4:

Figure 21: Overview of created Users



On this overview page, a specific reporting period has to be selected. Then, created users linked to that reporting period will be displayed. The view of all users created for the selected reporting period can be sorted by clicking on the following fields (see following figure):

- **Login name**
- **Last name**
- **First name**
- **User ID**
- **Email**
- **Mobile phone number**
- **Employer**
- **Department**
- **Role**
- **Reporting entity code(s)**
- **Last activity date**
- **Creation date**
- **Modified by**
- **Modified date**








	Login name	Last name	First name	User-ID	Email	Mobile p	Employer	Department	Role	Reporting en	Management	Last activity date	Creation date	Modified by	Modified da
<input type="checkbox"/>	Demo DE Ac											3/14/2019	3/14/2019	Demo DE Ac	3/14/2019 11
<input type="checkbox"/>	Demo DE Us						Demo Head					3/14/2019	3/14/2019	Demo Securi	3/14/2019 10
<input type="checkbox"/>	Demo Securi											3/14/2019	3/14/2019	globalAdmin	3/14/2019 10
<input type="checkbox"/>	Demo System											3/15/2019	3/15/2019	globalAdmin	3/15/2019 9
<input type="checkbox"/>	Demo System											3/14/2019	3/14/2019	globalAdmin	3/14/2019 10
<input type="checkbox"/>	divisionalUs							Custom	DIV 2,DIV 5,DI			1/3/2019	1/3/2019	globalAdmin	1/3/2019 4:2
<input type="checkbox"/>	globalAdmin							Custom	GLOBAL			3/15/2019	6/16/2009	globalAdmin	3/15/2019 9
<input type="checkbox"/>	globalUser1							Custom	GLOBAL			1/4/2019	1/3/2019	globalAdmin	1/3/2019 4:2
<input type="checkbox"/>	globalUser2							Custom	GLOBAL_DIV 2			2/25/2019	1/4/2019	globalAdmin	1/4/2019 8:4
<input type="checkbox"/>	localuser							Custom				1/3/2019	3/19/2018	globalAdmin	1/3/2019 3:3
<input type="checkbox"/>	Local_User							Custom	DIV 2,DIV 5,DI			1/3/2019	9/24/2018	globalAdmin	1/3/2019 2:3
<input type="checkbox"/>	localUser1							Custom	Uo4			1/10/2019	1/3/2019	globalAdmin	1/4/2019 1:3
<input type="checkbox"/>	localUser2							Custom				1/4/2019	1/3/2019	globalAdmin	1/4/2019 1:1
<input type="checkbox"/>	Norge1							Custom	GLOBAL			3/15/2019	3/14/2019	globalAdmin	3/15/2019 9
<input type="checkbox"/>	Norge2											3/14/2019	3/14/2019	globalAdmin	3/14/2019 4

Figure 22: Sorting of Users

NOTE: The search can be narrowed by defining search terms in the table headers market above. The entry of a value (and the search) is processed upon pressing ENTER.

The selected user can be deleted by clicking the icon  or edited by clicking the icon .

The overview page provides various functions for managing users. These functions are briefly described below:

 New	Create new user
 Delete	Delete selected user
 Search options	Configure the search: Select Simple search, Advanced search or Columns. The search can also be updated here.
 Download template	Download empty Excel template as template, e.g. for import
 Import	Import selected user data via Excel
 Export	Export all registered users
	Close administration view and forwarding to <i>globalDoc</i> landing page

1.3.4.1 Create new User

Under “Settings/Administration/Users”, the detail view for creating a new user is opened by selecting the icon **+ New**.

The screenshot shows the 'Create new user' form in the globalDoc Solution® 8.5 Administration manual. The form is titled 'Settings' and shows the 'Users' section. It includes fields for Login name*, First name, Last name, User-ID, Email, Mobile phone number, Language, Employer, Department, Last password change, and checkboxes for Must change password, Is locked out, System administrator, and Security administrator. There is a 'Copy roles from user' dropdown and a 'Copy' button. The 'User roles' section shows a table with columns for Documentation levels, User roles and access rights, and Divisions/Reporting entities. The table has three rows: Global, Divisional, and Local. Each row has a 'Default' checkbox, a 'Select roles ...' button, and a 'Select units ...' button. The 'All reporting periods' checkbox is checked.

Figure 23: Create new user

When creating a new user, the following data can be entered (fields marked with (*) are mandatory):

- **Login name*:** This is the only mandatory field and required for a successful login.

NOTE: The user name can not be changed. Should this be desired, the user would have to be deleted and created again.

- **First name:** optional specification of the user's first name
- **Last name:** optional specification of the user's last name
- **User-ID:** optional assignment of a unique user identification number
- **Email:** optional specification of the user's email address ¹

NOTE: Here it is recommended to add a user-specific e-mail address so the user can receive reminder e-mails for possible tasks.

- **Mobile phone number:** optional specification of the user's mobile phone number²

¹ The email address is mandatory if the email-function of globalDoc Solution® shall be used.

- **Language:** optional specification of the user's preferred language. The navigation elements and help texts are displayed in the selected language.
- **Employer:** optional specification of the user's employer
- **Department:** optional specification of the department in which the user employed
- **Last password change:** Date of the last password change. After the creation of a new user, no date is recorded yet.

In addition, there are various ways to set the type of user access:


☐ Is locked out

If this box is checked, the user is locked out and can no longer access globalDoc Solution®. This selection remains deactivated when a new user is created and must be set manually if necessary.

NOTE: *If the user has been locked out by entering an incorrect password several times, the administrator can unlock the user by removing the check mark.*

☐ System-Administrator

By clicking this checkbox, the user is assigned the right to access the program item "Settings"





 **Settings** *of globalDoc. This allows to manage all system-settings. It is recommended to limit the number of users with System-Administrator-rights to a small group of users.*

☒ Security administrator

The Security administrator has access to the navigation item "Users" and the right to add, manage and delete users.

Copy roles from user: 

Under this section, user rights can be copied to other users by selecting the user user of which the user rights shall be copied, which allows not necessary to edit user rights manually.

To import several users simultaneously into *globalDoc*, an Excel template can be downloaded via the selection field  **Download template** and saved locally. The Security administrator complements the template with the corresponding data, saves it locally and re-uploads it using the  **Import** icon. Via the selection field  **Export**, current data can be downloaded as an Excel file. The Excel file can be changed locally and re-uploaded by using the  **Import** icon. The current data will be uploaded accordingly.

² The mobile phone number is mandatory if 2-factor-authentication via SMS-TAN is to be used.

1.3.4.2 User Roles

The relevant reporting entities and roles are assigned to new users or edited for existing users. The following functions are available to the System administrator:

User roles

All reporting periods ☒

Documentation levels	User roles and access rights	Divisions/Reporting entities	Business lines
Global	<input type="checkbox"/> Default ⓘ <input type="checkbox"/> All ⓘ Select roles ...		
Divisional +	<input type="checkbox"/> Default ⓘ <input type="checkbox"/> All ⓘ Select roles ...	<input type="checkbox"/> All Select units ...	<input type="checkbox"/> All Select business line
Local +	<input type="checkbox"/> Default ⓘ <input type="checkbox"/> All ⓘ Select roles ...	<input type="checkbox"/> All Select units ...	<input type="checkbox"/> All Select business line

Figure 24: Create new User - Role distribution

- User roles and access rights:** The Security administrator can assign a specific role to the user. Selecting the "**Default**" option assigns the defined standard roles to the user for the selected reporting entity/entities. The default roles may be defined under *Settings/Customizing/Roles*, (for more details, please refer to section "[View/edit existing roles](#)"). Selecting the "**All**" option assigns all available roles to the user for the selected reporting entity/entities.
- Divisions/Reporting entities:** The Security administrator can select the units for which the roles shall be allocated. By selecting the option "**All**", the respective role is assumed for all reporting entities or *globalDoc*-divisions, including the reporting entities /divisions that will be created in the future. Selecting the "Default" option assigns the default roles defined by the system administrator to the user for the selected division. Default roles can be customized under "[Roles](#)".
- Business line:** The security administrator can assign one or more business lines to the user. By selecting the "All" option, all business lines will be assigned. To activate and create this role, see chapter "[Settings Reporting period/Navigation](#)".

NOTE: Users who are not granted any roles or rights cannot log in to *globalDoc*. This can be the case, for example, if the Security-Administrator initially creates users who will later be delegated individual specific modules for processing (which then allows them to log in).

NOTE: If the System-Administrator should also have access to corresponding master and local files in addition to his administrative tasks (under "*Reporting entities/Documentation Content*"), it is also necessary to grant the corresponding rights, as described in this chapter.

1.3.4.2.1 Request report

It is possible to activate the "Request report" function via a corresponding rights distribution for editors. This function allows an administrator to limit the free print authorization and to make the generation of a report dependent on the approval of an administrator.

To do this, the "PrintWithApproval" right must have been assigned to the corresponding user (see [User Roles](#)).

By clicking on or , a drop-down menu for selecting the user roles will open. These functions are briefly explained below:

Admin edit module

This role serves as an alternative to "Edit global/divisional/local content". If, for example, a specific local module is to be edited only by a specific central user as an exception, the "Admin edit module" role is assigned to this user. At the same time, the role for the affected module must be exchanged accordingly in the Documentation setup program item under ["Assigned roles"](#). For more information, see ["Modules at local level that can only be edited centrally"](#).

Approve tasks

This role allows the user to approve tasks according to the workflow management.

Edit global/divisional/local content

These roles enable the user to read and edit the contents of modules on a Global, Divisional or Local level.

Edit Master Data

This role allows to customize the details of a reporting entity as well as the questionnaire.

Edit Transaction

Edit Transactions allows the user to create and edit transactions in the transaction matrix.

Manage attachments

The user has access to the program item "Reporting entity/Attachments", can attach files to the respective modules and delete existing module attachments.

Read Global/Divisional/Local content

This role enables the user to read (but not edit) contents on a Global, Divisional or Local level.

Task administration

The user can access the program item "Assignments". In the role of task administrator, the user can create and assign tasks to other users and view the status of tasks on a Global, Divisional and Local level.

Edit data collection and Read data collection

This role allows the user to edit or read the menu item "Reporting entity/Transactions"³ and "Reporting entity/Master Data"

Print report

This role allows the user to print a report.

³ This is only available if the function „Enable navigation to transactions“ under Settings/Administration/Reporting period settings is activated.

NOTE: The roles "**Read global content**" and "**Read divisional content**" are also displayed in the "Local" area. For local users, it is sufficient to select this role only in the "Local" area.

If set accordingly under „**Error! Reference source not found.**“, the user cannot print a final report himself, but can request the report output from the administrator administrator ("Request for Print"), if the option "Standard" is selected.

NOTE: If roles at local or divisional level are assigned to a user, group entities or divisions must be assigned to the user in the "Units" column. Otherwise, the user will not be created correctly and the following warning will appear:

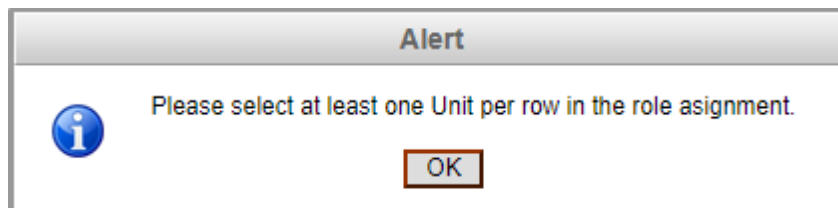


Figure 25: Create new user - Role distribution warning message

1.3.4.3 Role concept

In addition to the role distribution described above, four new types of user roles are available starting from version 8.0 of *globalDoc*.

These four new roles are Accountable, Reviewer, Responsible and Delegated User (or delegate). The following figure outlines how these roles are related to each other and what their tasks are:

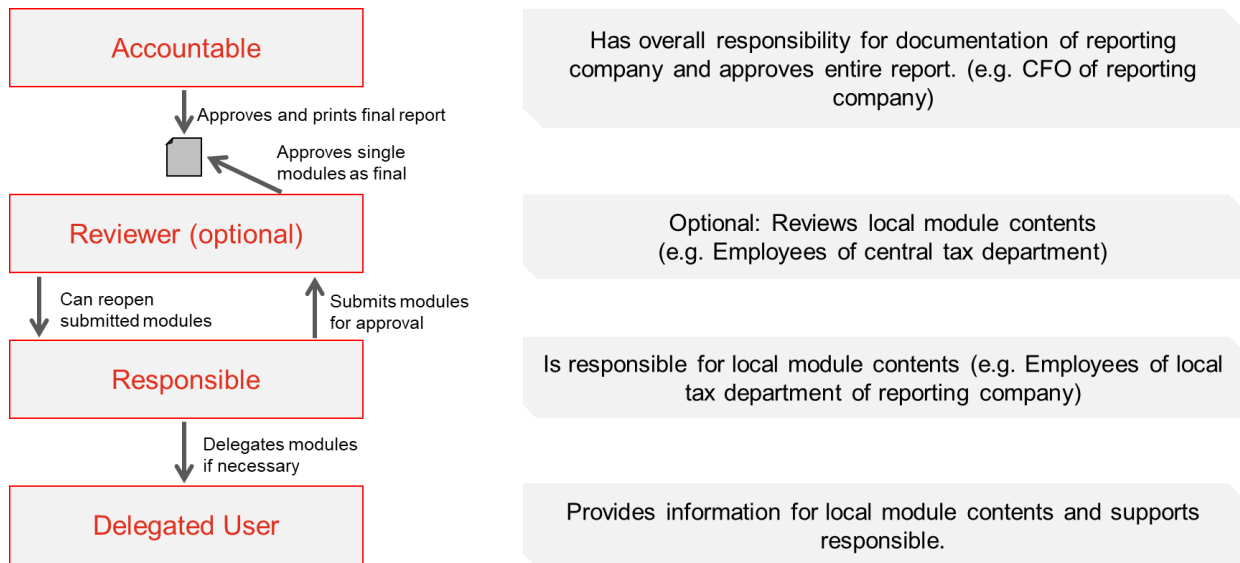



Figure 26: New roles introduced in version 8.0

Creating and using these roles simplifies the documentation process and increases its efficiency.

The System-Administrator can assign each new role (Accountable, Reviewer, and Responsible) to all created users. Only the Accountable role is mandatory. A group entity cannot be a reporting entity without an Accountable (i.e. each reporting entity must have an accountable). If the role of Responsible is not assigned, the Accountable is automatically also the Responsible.

In order to assign these roles to users as a Security-Administrator, you must first click in the detail view of a group entity (access via “*Settings/Administration/Group entities*” and then clicking the icon  of the corresponding entity). Once there, you can assign the appropriate role to an existing user in the lower area of the “**Group entity details**” tab using a Dropdown-menu. Within this tab it is only possible to assign the three roles Accountable, Reviewer and Responsible. Delegated user can be selected in documentation content directly.

← Settings 1/1/2018 - 12/31/2018

Modified by: Demo System Admin, 5/15/2009 9:32:09 AM Created by: TFM-Admin, 6/20/2016 11:56:39 AM

Group entity details Optional information Module distribution Shareholders

Full name* JP-Demo Agent Entity type Agent (AG)

Short name Country JP - Japan X

Code* U15 Address JP

ERP number Local currency JPY - Yen X

Previous name

Default business relation type

☐ Is Permanent establishment?

☒ Approved

☒ Creates report?

Accountable
Please select an accountable.

Reviewer
Please select a reviewer.

Responsible
Please select a responsible.

Save
Save and close
New
Delete completely
Send link as e-mail
Close

Figure 27: Selection of Accountable, Reviewer und Responsible

When a group entity prepares a report, it is mandatory that an Accountable has been assigned for this entity.

NOTE: If only an Accountable is assigned and no other user is selected as Responsible, the Accountable will automatically be assigned as Responsible.

A Delegated-user (Delegate) can be assigned later by any user having at least the Responsible user role.

1.3.4.4 Assign password

The assignment of a password for a new user depends on whether the email-function ("[Settings/Email & escalation/Setup](#)") is activated or not.

Option 1: Assign new password (email-function activated)

After selecting the "Save" or "Save and close" command in the right-hand command column, the new user is created and will receive his or her personal password via email. With this password, the new user can log in to *globalDoc* for the first time. Please note that a valid email address must be added to the user account to use this function.

Option 2: Assign new password (email-function deactivated)

After selecting the "Save" or "Save and close" command in the right-hand command column, the new user is created. A message with the password of the new user appears on the screen (see figure below). This password must be communicated to the new user before the first login. After closing the notification by selecting "Ok", the new user can log in to *globalDoc* for the first time using the new password.

← Settings

1/1/2018 - 12/31/2018

?

Overview

Administration

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Currencies

Regions

Countries

Module cluster

Activity logs

Document types

Security logs

Consistency checks

Customizing

Email & escalation

Modified by: globalAdmin, 6/21/2019 2:20:31 PM Created by: globalAdmin, 6/21/2019 2:20:31 PM

Login name*

Test User

Language

Must change password

☒

Is locked out

☐

System administrator

☐

Security administrator

☐

First name

Employer

Last name

Department

User-ID

Additional information

Email

Mobile phone number

Copy roles from user:

Copy

Alert

User password has been successfully changed.

This is new password for that user: 57F4k2EX

OK

User roles

All reporting periods ☒

Documentation levels	User roles and access rights	Divisions/Reporting entities
Global	<div>Default <input type="checkbox"/> All <input type="checkbox"/></div> <div>Select roles ...</div>	
Divisional	<div>Default <input type="checkbox"/> All <input type="checkbox"/></div> <div>Select roles ...</div>	<div>All Select units ...</div>
Local	<div>Default <input type="checkbox"/> All <input type="checkbox"/></div> <div>Select roles ...</div>	<div>All Select units ...</div>

Save

Save and close

Change password

Reset password

New

Delete

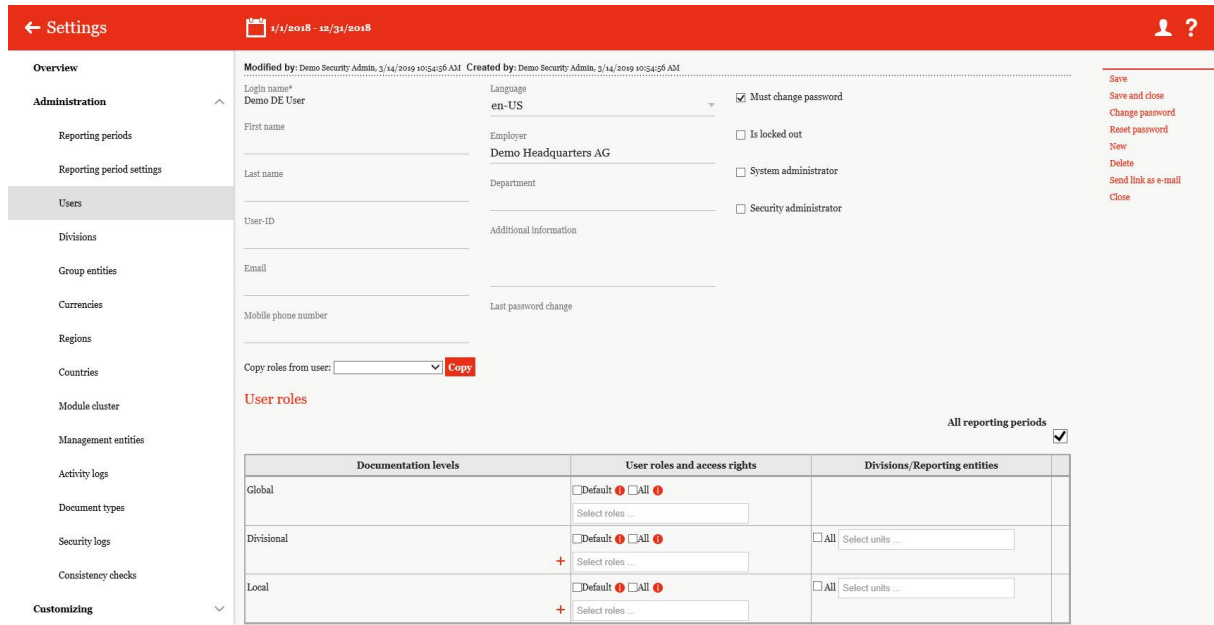
Send link as e-mail

Close

Figure 28: Create new User - Password for new user

1.3.4.5 Edit existing Users

Under “[Settings/Administration/Users](#)” a detailed view of the user account will be displayed by clicking on the icon .



← Settings 1/1/2018 - 12/31/2018 ?

Overview

Administration

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Currencies

Regions

Countries

Module cluster

Management entities

Activity logs

Document types

Security logs

Consistency checks

Customizing

Modified by: Demo Security Admin, 3/14/2019 10:54:56 AM Created by: Demo Security Admin, 3/14/2019 10:54:56 AM

Login name* Demo DE User Language en-US ☒ Must change password

First name _____ Employer Demo Headquarters AG ☐ Is locked out

Last name _____ Department _____ ☐ System administrator

User ID _____ Additional information _____ ☐ Security administrator

Email _____

Mobile phone number _____ Last password change _____

Copy roles from user:

User roles

All reporting periods ☒

Documentation levels	User roles and access rights	Divisions/Reporting entities
Global	<input type="checkbox"/> Default <input checked="" type="checkbox"/> All <input type="button" value="Select roles ..."/>	
Divisional	<input type="checkbox"/> Default <input checked="" type="checkbox"/> All <input type="button" value="Select roles ..."/>	<input type="checkbox"/> All <input type="button" value="Select units ..."/>
Local	<input type="checkbox"/> Default <input checked="" type="checkbox"/> All <input type="button" value="Select roles ..."/>	<input type="checkbox"/> All <input type="button" value="Select units ..."/>


Save
Save and close
Change password
Reset password
New
Delete
Send link as e-mail
Close

Figure 29: Edit existing user

In this view, the user’s information entered when creating the user and assigned user roles can be edited (see “

Create new User”).

1.3.4.6 *Reset password of an existing User*

Under “Settings/Administration/Users“, the detail view of the selected user will be displayed by clicking the icon .

Selecting the "**Reset Password**" command in the right command column assigns a new password to the user. The assignment of the password for the new user depends on whether the email-function (

Menu item Email & escalation) is activated or not.

The screenshot shows the 'Settings' page for a user. The left sidebar contains a navigation menu with 'Users' selected. The main area displays the user's details and roles. The 'Reset password' button is highlighted in the right-hand command column.

Documentation levels	User roles and access rights	Divisions/Reporting entities
Global	<input type="checkbox"/> Default <input type="checkbox"/> All Select roles ...	
Divisional	<input type="checkbox"/> Default <input type="checkbox"/> All Select roles ...	<input type="checkbox"/> All Select units ...
Local	<input type="checkbox"/> Default <input type="checkbox"/> All Select roles ...	<input type="checkbox"/> All Select units ...

Figure 30: Edit existing User – Reset password


Option 1: Assign new password (email-function activated)

After selecting the "Save" or "Save and close" command in the right-hand command column, the user will receive his or her new personal password by email. Please note that a valid email address must be added to the user account to use this function.

Option 2: Assign new password (email-function deactivated)

After selecting the "Save" or "Save and close" icon, a notification with the user's new password will appear (similar to creating a new user [Assign password](#)). This must be communicated to the corresponding user before the first login. After closing the notification by selecting "Ok", the user can log into globalDoc with the new password received.

1.3.4.7 Change password of an existing user

Under "Settings/Administration/User", the detail view of the selected user will be displayed by clicking the icon .

When selecting the "Change password" command a pop-up will appear in order to change the user's existing password (see following). To change the password, the user's current password must be entered.

NOTE: The password characteristics (e.g., minimum length of the password, any necessary digits and special characters, duration until the password is required to change) can be determined individually for the group when the software is installed for the first time. The same applies to the option to use the "Single-Sign-On"-mechanism without an additional password or a "2-factor-authentication"-mechanism. By (globalDoc) default, the chosen password must be at least eight characters long, including upper and lower case letters, digits and at least one special character.

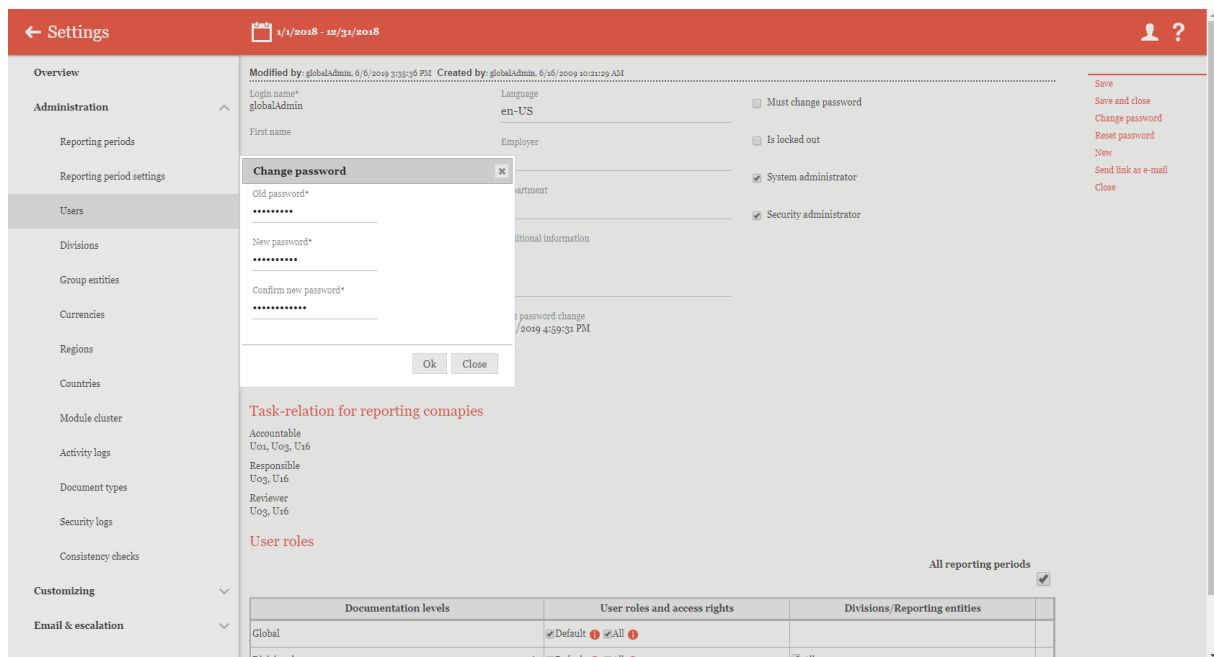



Figure 31: Edit existing User - Change password

1.3.4.8 Lock out User

Under “Settings/Administration/User”, the detailed view of the selected user will be displayed by clicking on the icon .

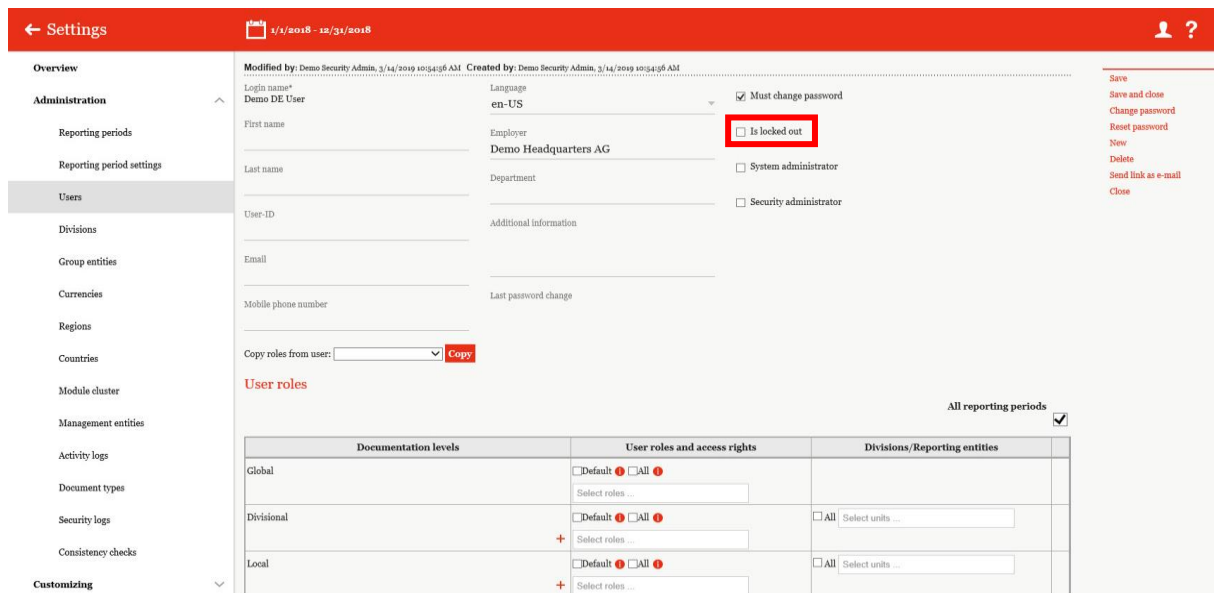




Figure 32: Locking Users

Selecting the "is locked out" option denies the user the right to access *globalDoc*.

NOTE: If the user enters an incorrect password several times, the user will automatically be locked out by the system. In this case, a security-administrator can unlock the user by removing the "Is locked out" checkmark.

1.3.4.9 Delete User

The selected user will be deleted under "Settings/Administration/Users" and by clicking the icon .

NOTE: If the System administrator wants to delete more than one user, it is possible to select the respective users and remove them by clicking the icon  **Delete**.

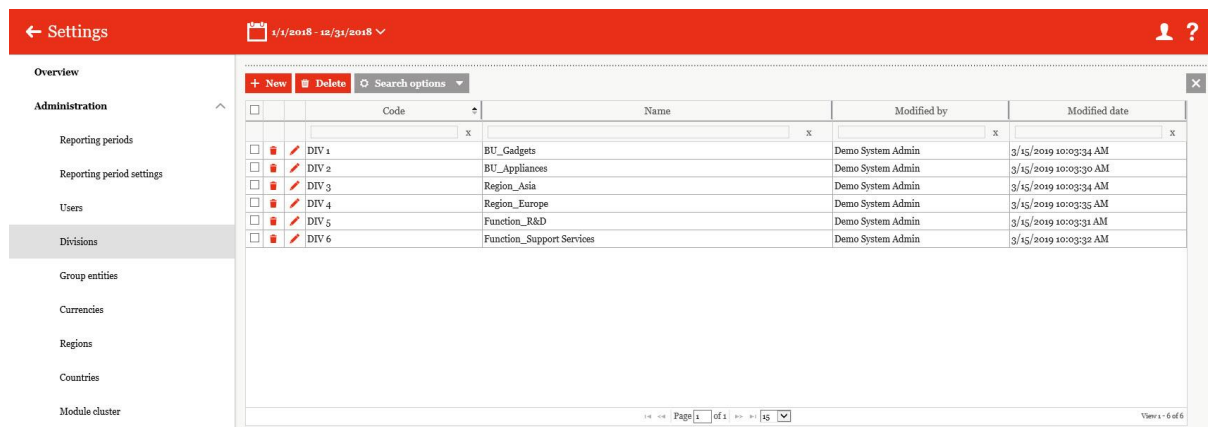
1.3.5 Divisions

Under the navigation item "Divisions" via "Settings/Administration/Divisions", the System administrator can edit existing divisions, create new divisions or remove divisions that are no longer required. In *globalDoc* the term "divisions" does not only refer to divisions or business units of a group. Rather, a wide variety of categories can be defined as "divisions" for the classification of reporting entities. Divisions are often formed according to regional, functional, transactional or business-segment-related criteria. Divisions allow information to be assigned to specific categories of reporting entities and to control information processing in the modules of these categories (divisions) by flexible role assignment under "Users".

Each *globalDoc*-division thus contains modules that are only relevant for certain reporting entities and can only be edited by users who have the editor role for this *globalDoc*-division.

globalDoc-divisions are mandatory for the creation of divisional modules and they simplify the administration of access rights. This allows a user to be assigned editor rights for a specific division, automatically giving the user editor rights for all divisional modules assigned to that division.

NOTE: Divisions must be created before creating divisional modules.




	Code	Name	Modified by	Modified date
<input type="checkbox"/>	DIV 1	BU_Gadgets	Demo System Admin	3/15/2019 10:03:34 AM
<input type="checkbox"/>	DIV 2	BU_Appliances	Demo System Admin	3/15/2019 10:03:30 AM
<input type="checkbox"/>	DIV 3	Region_Asia	Demo System Admin	3/15/2019 10:03:34 AM
<input type="checkbox"/>	DIV 4	Region_Europe	Demo System Admin	3/15/2019 10:03:35 AM
<input type="checkbox"/>	DIV 5	Function_R&D	Demo System Admin	3/15/2019 10:03:31 AM
<input type="checkbox"/>	DIV 6	Function_Support Services	Demo System Admin	3/15/2019 10:03:32 AM

Figure 33: Overview of the globalDoc Solution® Divisions (Example)

In the overview page, the divisions can be sorted and filtered according to the following properties:

- **Code**
- **Name**
- **Modified by**
- **Modified date**

1.3.5.1 Create new Divisions

The detail view for creating new divisions can be accessed under “*Settings/Administration/Divisions*” by clicking the icon  (see following figure).

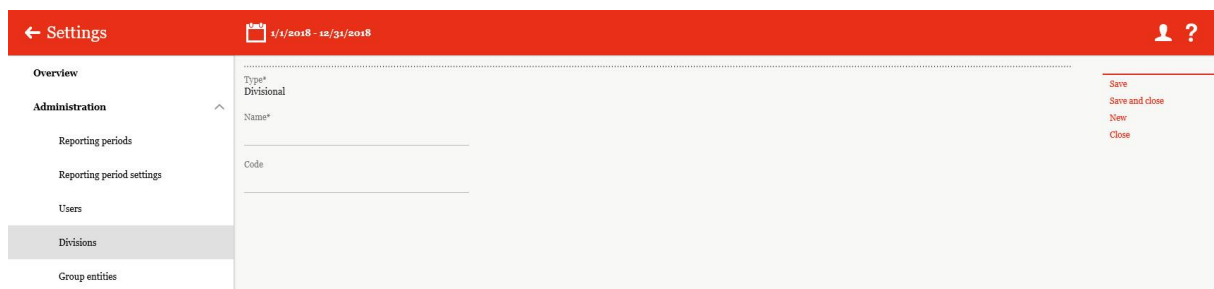



Figure 34: Creation of new Divisions

To create a new division, the following data must be entered:

- **Type:** no input required, pre-filled with "Divisional"
- **Name:** division name
- **Code:** optional entry of a division code

The new division is created by selecting the "Save" or "Save and close" icon. Modules can then be created and assigned to a division under “*Documentation structure/Documentation setup/Define Modules*”.

1.3.5.2 Edit existing Divisions

Under “*Settings/Administration/Divisions*”, the administrator can access the detail view of a selected division by clicking the icon .

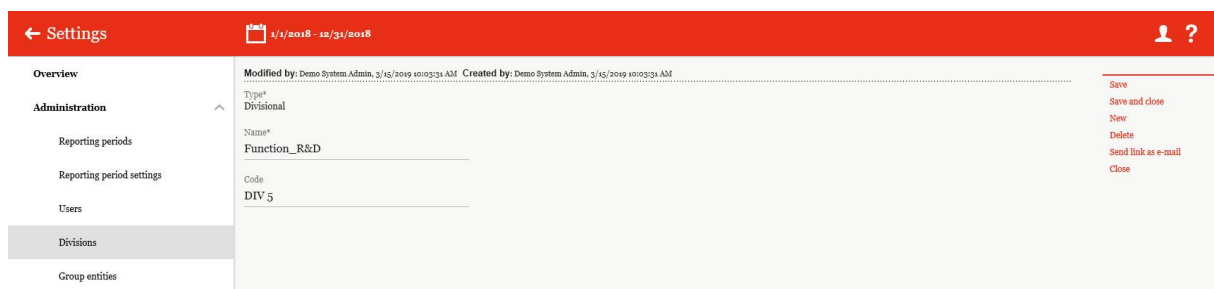


Figure 35: Detail view Divisions

As it is the case for any entry of new data, the fields **"Name"** and **"Code"** can be modified.

1.3.6 Group entities

Under the section **"Group entities"**, the System administrator can edit and remove existing, or create new group entities.

The overview page shown below (see figure below) can be opened via **"Settings/Administration/Group entities"**, and shows all group entities that have already been created.


Approved	Code	Full name	Short name	Permanent	Creates report?	Country	Local currency	Accountable	Reviewer	Responsible	Modified by	Modified date
<input checked="" type="checkbox"/>	7774	AL testing	testa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AF - Afghanistan	AFN - Afghan	globalAdmin	localuser03	local_user_m	globalAdmin	4/21/2020
<input checked="" type="checkbox"/>	U11	BR-Demo Sales		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BR - Brazil	BRL - Brazil				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	U16	CH-Demo Finance AG		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CH - Switzerland	CHF - Swiss F				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	U14	CN-Demo Agent		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CN - China	CNY - Yuan R				globalAdmin	4/29/2020
<input checked="" type="checkbox"/>	U03	CZ-Demo s.r.o. I.L.	Demo s.r.o.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CZ - Czech Rep	CZK - Czech K	Accountable	Reviewer01	Responsible	globalAdmin	4/24/2020
<input checked="" type="checkbox"/>	U18	DE-Demo Factory GmbH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	U01	DE-Demo Headquarters AG I.L.	Demo AG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro	Accountable	Reviewer01	Responsible	holger.loehr	12/2/2020
<input checked="" type="checkbox"/>	U20	DE-Demo Parts Europe GmbH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	U21	DE-Research Lab		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	U02	FR-Demo S.A.	Demo S.A.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FR - France	EUR - Euro	akley		akley	globalAdmin	11/24/2020
<input checked="" type="checkbox"/>	U19	FR-Demo Services Informatique S.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FR - France	EUR - Euro				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	1257	Holger Responsible Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro	Holger_Accoi	Reviewer02	Holger_Respe	globalAdmin	11/24/2020
<input checked="" type="checkbox"/>	U04	IN-Demo Global Technology Centre		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GB - United Kingdom	GBP - Pound				globalAdmin	4/29/2020
<input checked="" type="checkbox"/>	U17	IR-Demo Int. Prop. Holding Ltd.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IR - Iran	Iranian Rial				globalAdmin	12/4/2019
<input checked="" type="checkbox"/>	U15	JP-Demo Agent		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JP - Japan	JPY - Yen				globalAdmin	12/4/2019

Figure 36: Overview group entities








The overview page of all existing group entities can be sorted according to the following values by clicking on the corresponding field:

- **Approved**
- **Code**
- **Full name**
- **Short name**
- **Permanent establishment of**
- **Creates report?**
- **Has transactions**
- **Country**
- **Local currency**
- **Accountable**
- **Reviewer**
- **Responsible**
- **Modified by**
- **Modified on**



The selected group entity can be deleted directly via the icon  or edited via the icon .

Group entities that do not show the icon  for deletion are reporting entities that constitute transaction partners, which are involved in business transactions. For these reporting entities, the  icon is hidden to prevent accidental deletion.

The overview page provides various functions for managing the group entities, which are briefly described below:

 New	Create new group entity
 Delete	Delete selected reporting entity(ies)
 Search options ▼	Configure the search: Select Simple search, Advanced search or Columns. The search can also be updated here
 Download template	Download an empty Excel template to fill with data for import
 Import	Upload filled Excel template to globalDoc. The current data in the system will be updated automatically.
 Export	Download current data as an Excel file. The Excel file can be edited and re-uploaded under "import". The current data in the system will be updated automatically.
	Close "Administration view" and redirect to the globalDoc overview page
Export all module distribution	Download module distribution of all reporting entities as well as divisions and global modules in an Excel file
Export module distribution	Download module distribution of the selected group entity as an Excel file
Import module distribution	Upload module distribution for a pre-selected reporting entity as an Excel file. The file to be imported can be chosen via the selection box "Choose File". NOTE: A module distribution can only be dropped manually. In comparison, additional modules may be imported via "Import module distribution"

1.3.6.1 Create new Group entity/Edit master data of Group entity

Under "Settings/Administration/Group entities", the detail view for creating a new group entity and editing the master data of already created group entities can be accessed by clicking both the  **New** or the  icon in the respective row of the grid.

The detail view consists of the tabs "Group entity details", "Optional information" and "Shareholders".

Figure 37: Create new Group entities - Group entity details

To create a new group entity, the following data (master data) can be entered in the tab "Group entity details" (fields marked with * are mandatory):

- **Full name*:** full name of the group entity including legal form
- **Short name:** optional specification of a short group entity name
- **Code*:** specification of an entity code
- **ERP number:** optional specification of the ERP-number
- **Previous name:** optional indication of the full name of the entity before renaming, if relevant
- **Default business relation type:** Here you have the choice between different types of business relationship, such as "Direct shareholders" or "Other related parties".
- **Is permanent establishment?:** optional indication if the group entity shall be marked as a permanent establishment
- **Approved:** Shows whether the group entity can be processed.
- **Creates report?:** This option should be selected if transfer pricing documentation is created in *globalDoc* for the entity.
- **Entity type:** optional indication to classify the type of group entity
- **Country:** country in which the group entity is located
- **Address:** address of the group entity
- **Local currency:** local currency of the country in which the group entity is located
- **Business line:** Indicates the business line in which the group entity is located.

NOTE: To simultaneously create several group entities, the Excel import function under "Settings/Administration/Reporting periods" can be used.

If required, further information on the group entity can be added in the tab **"Optional information"**.

The screenshot shows the 'Settings' application window. On the left is a navigation menu with categories: Overview, Administration (expanded), Customizing, and Email & escalation. Under 'Administration', 'Group entities' is selected. The main area displays three tabs: 'Group entity details' (active), 'Optional information', and 'Shareholders'. The 'Group entity details' tab contains several input fields: Name of tax office, Address of tax office, Tax number, Number of trade register, Name of trade register, Address of trade register, Legal representative (with address), Business objective of the entity, and Immediate shareholder incl. % of share. The 'Optional information' tab is currently empty. The 'Shareholders' tab is also visible. On the right side of the main area, there are buttons: 'Save', 'Save and close', 'New', and 'Close'. The top of the window shows a red header bar with a back arrow, 'Settings', a date range '1/1/2018 - 12/31/2018', and a user icon with a question mark.

Figure 38: Create new Group entities – Optional information

NOTE: All fields of the tabs **"Group entity details"** and **"Optional information"** can be used as variables in the module contents.

If a transfer pricing documentation is to be created for the group entity in *globalDoc*, the **"Creates report?"** selection box under **"Group entity details"** tab must be activated. This transforms the group entity into a reporting entity. There has to be an **Error! Reference source not found.** assigned to each reporting entity.

In the **"Shareholders"** tab, the shares held by the individual shareholders can be specified. The System administrator can select the desired shareholder in the selection box **"Shareholders"** and enter the corresponding percentage share. In addition, the period for which the shareholder structure is valid is determined by specifying the start and end date.

After pressing "Add", the new shareholder will be displayed in a table in the lower part of the window.

← Settings

1/1/2018 - 12/31/2018

👤 ?

Overview

Administration

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Currencies

Regions

Group entity details

Optional information

Shareholders

Shareholders

Share in %

U01 - DE-Demo Headquarters AG

From*

01/01/2018

To*

12/31/9999

Add

Shareholders

Share in %

From

To

Save


Save and close

Close

Figure 39: Create new Group entities – Shareholders

By selecting the "**Save**" or "**Save and close**" icon, the group entity is created or the changed master data is saved. If the "**Creates report?**" selection box has been activated, the additional tab "**Module distribution**" will be available after clicking "**Save**".

1.3.6.2 *Edit existing Group entity*

Under “*Settings/Administration/Group entities*”, by clicking the icon , the detailed view of a group entity appears. If the selected group entity is a reporting entity, the tabs “**Group entity details**”, “**Optional information**”, “**Module distribution**” and “**Shareholders**” will be visible.

← Settings

📅

1/1/2018 - 12/31/2018

👤

?

Overview

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Email & escalation

Modified by: Demo System Admin, 3/16/2019 9:32:09 AM Created by: TFW-Admin, 6/20/2016 11:56:59 AM

Group entity details

Optional information

Module distribution

Shareholders

Full name*

JP-Demo Agent

Short name

Code*

U15

ERP number

Previous name

Default business relation type

☐ Is Permanent establishment?

☒ Approved

☒ Creates report?

Accountable

Please select an accountable.

Reviewer

Please select a reviewer.

Responsible

Please select a responsible.

Entity type

Agent (AG)

Country

JP - Japan

Address

JP

Local currency

JPY - Yen

Save

Save and close

New

Delete completely

Send link as e-mail

Close

Figure 40: Edit existing group entity – Group entity details

The information added under creating a group entity can be edited in the tabs "**Group entity details**", "**Optional information**" and "**Shareholders**" (see chapter "[Create new Group entity](#)").

For group entities that are marked as reporting entities, the assignment of modules and module clusters can be made in the detail view of a group entity in the tab **"Module distribution"**.

Previously created modules on a Global, Divisional, or Local level or module clusters can be assigned to the selected reporting entity via the **+ Add module clusters** and **+ Add modules** selection boxes. In addition, module distributions can be copied from other entities.

NOTE: Modules can also be assigned to a Transaction group. If the option "Automatic Allocation?" is selected during module creation (see **"Define Modules"**), these modules cannot be assigned here because they are assigned automatically if the threshold value for a specific transaction group selected by a reporting entity is exceeded.

If a module cluster has been assigned, the modules covered by the module cluster are also listed in the **"Assigned Modules"** table, but highlighted in yellow (see Screenshot below).

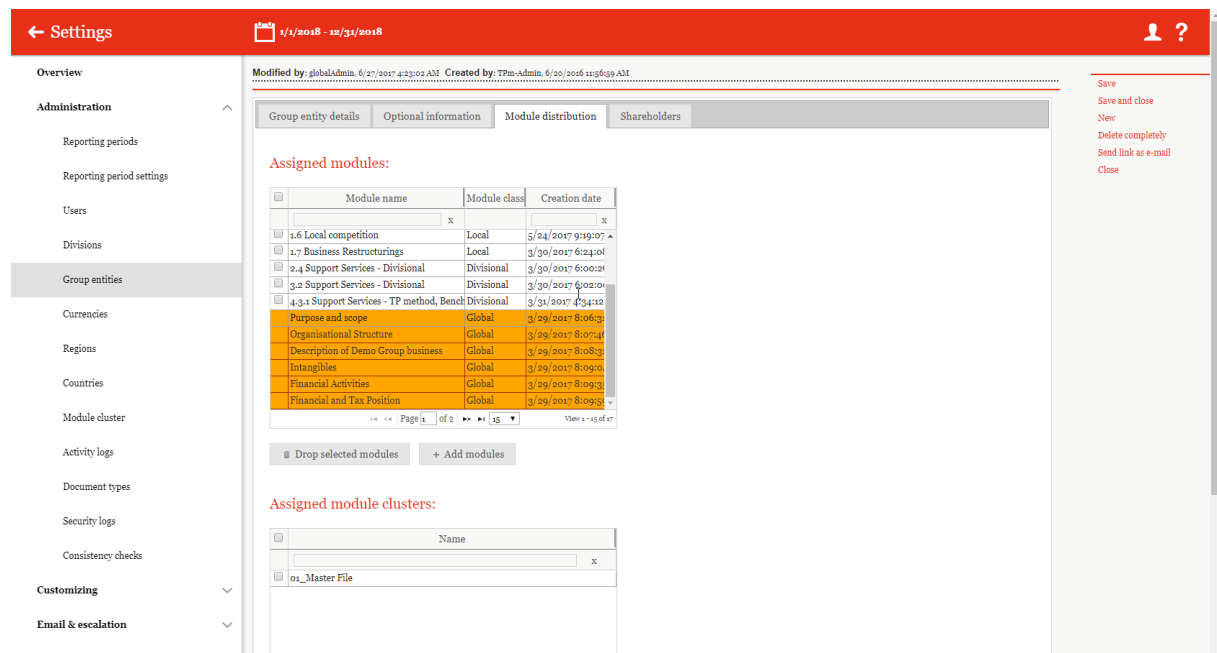


Figure 41: Edit existing Group entity – Module distribution

The individual modules or module clusters already assigned can be removed using the selection fields **Drop selected module clusters** and **Drop selected modules**.

NOTE: If a module that has been assigned to the reporting entity via a module cluster is to be removed, the entire module cluster must be removed first. Then, the remaining modules of the module cluster must be re-added as individual modules.

1.3.6.3 Add proposed Group entities

Local users have the possibility to suggest new transaction partners for acceptance in globalDoc ("Reporting entity/Transactions/Transaction partners" via the selection field **Synchronize from group entities** and in the tab **"Request new Group entity"**). In the overview

page under “Settings/Administration/Group entities”, the transaction partners proposed by the local users are highlighted in red until the System administrator approves them.

	Approved	Code	Full name	Short name	Permane	Creates report?	Has transactions?	Country	Local curre	Accountabl	Reviewer	Responsible	Modified by	Modified d
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U99	DE-Demo GmbH			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro				Demo DE User	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U11	BR-Demo Sales			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BR - Brazil	BRL - Brazil				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U16	CH-Demo Finance AG			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CH - Switzerland	CHF - Swiss				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U14	CN-Demo Agent			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CN - China	CNY - Yuan				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U03	CZ-Demo s.r.o.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CZ - Czech R	CZK - Czech				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U18	DE-Demo Factory GmbH			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U01	DE-Demo Headquarters AG	Demo-HQ		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro	Local_User		Local_User	Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U20	DE-Demo Parts Europe GmbH			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro	Demo DE Ac		Demo DE Ac	globalAdmin	3/15/2019 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U21	DE-Research Lab	DRL		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DE - Germany	EUR - Euro				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U02	FR-Demo S.A.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FR - France	EUR - Euro				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U19	FR-Demo Services Informatique			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FR - France	EUR - Euro				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U04	IN-Demo Global Technology Co			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IN - India	INR - Indian				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U17	IR-Demo Int. Prop. Holding Ltd			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IR - Iran, Isl	EUR - Euro				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U15	JP-Demo Agent			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JP - Japan	JPY - Yen				Demo System	3/15/2019 9
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	U12	MEX-Demo Sales Ltd.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MX - Mexico	MXN - Mexi				Demo System	3/15/2019 9

Figure 42: Overview of Group entities – Add proposed Group entity

To approve the group entity, the detail view of the group entity to be approved needs to be opened by clicking . Afterwards, the "Approve"-command in the right-hand command column must be selected (see figure below).

Before the approval, the System administrator can adjust or supplement the master data entered by the local user. Only after this approval by the System administrator does the locally requested transaction partner appear in the list of group entities for further use by local users without red highlighting.

Modified by: Demo DE User, 3/15/2019 3:38:43 PM Created by: Demo DE User, 3/15/2019 3:38:43 PM

Group entity details Optional information Shareholders

Full name* DE-Demo GmbH Entity type

Short name Country
Please select a country

Code* U99 Address

ERP number Local currency
Please select a currency

Previous name

Default business relation type

Other related parties


☐ Is Permanent establishment?

☒ Approved

Save and close
Approve
Delete
Send link as e-mail
Close

Figure 43: Detail view of Group entity - Approve proposed Group entity

1.3.6.4 Delete Group entity

The selected group entity can be deleted under “Settings/Administration/Group entity” by clicking the icon .

NOTE: To avoid unintentional deletion, all assigned modules of a reporting entity must first be dropped and transactions must be deleted before the group entity can be deleted.

1.3.7 Currencies

In the section “Currencies” under “Settings/Administration/Currencies”, the System administrator can edit existing currencies, create new currencies or remove currencies that are no longer required.



Code	Name	Avg. actual value	Group currency	Modified by	Modified date
AED	UAE Dirham			Demo System Admin	3/15/2019 9:52:09 AM
AFN	Afghani			Demo System Admin	3/15/2019 9:52:09 AM
ALL	Lek			Demo System Admin	3/15/2019 9:52:09 AM
AMD	Armenian Dram			Demo System Admin	3/15/2019 9:52:09 AM
ANG	Netherlands Antillean Guilder			Demo System Admin	3/15/2019 9:52:09 AM
AOA	Kwanza			Demo System Admin	3/15/2019 9:52:09 AM
ARS	Argentine Peso	10.3806593064	Euro	Demo System Admin	3/15/2019 9:52:09 AM
AUD	Australian Dollar	1.4750451478	Euro	Demo System Admin	3/15/2019 9:52:09 AM
AWG	Aruban Florin			Demo System Admin	3/15/2019 9:52:09 AM
AZN	Azerbaijani Manat			Demo System Admin	3/15/2019 9:52:09 AM
BAM	Convertible Mark			Demo System Admin	3/15/2019 9:52:09 AM
BBD	Barbados Dollar			Demo System Admin	3/15/2019 9:52:09 AM
BDT	Taka			Demo System Admin	3/15/2019 9:52:09 AM
BGN	Bulgarian Lev			Demo System Admin	3/15/2019 9:52:09 AM
BHD	Bahraini Dinar			Demo System Admin	3/15/2019 9:52:09 AM

Figure 44: Overview of standard globalDoc currencies

The currencies can be sorted and filtered in the overview according to the following properties:

- Code
- Name
- Average actual value
- Group currency
- Modified by
- Modified date

1.3.7.1 Create new Currencies


The detail view for creating new currencies can be opened via “Settings/Administration/Currencies” by clicking the icon  (see figure below).




Figure 45: Create new Currency

To create a new currency, the following data must be entered:

- **Code*:** mandatory entry of the currency code (ISO-Code).
- **Name*:** name of the currency.
- **Group currency:** Standard currency used to translate interentity transactions in other currencies.
- **Average actual value:** optional entry of the actual value of the currency (in units of the normed currency).

The new currency is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column.

1.3.7.2 Edit existing currencies

Under “*Settings/Administration/Currencies*”, the detail view of a selected currency will be opened by clicking on the icon .



Modified by: Demo System Admin, 3/15/2019 9:32:09 AM Created by: system, 6/7/2016 3:33:44 PM		
Code*	Name*	Group currency
AUD	Australian Dollar	EUR
Avg. actual value		
1.4750451478		

Figure 46: Detail view Currency

Here, the "**Name**" as well as the "**Group Currency**" and "**Average actual value**" can be edited.

1.3.8 Regions

In the section "**Regions**" under "*Settings/Administration/Regions*", the Administrator has the possibility to create new, edit existing or delete regions.

	Name	Is active?	Modified by	Modified date
<input type="checkbox"/>		<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Africa	<input checked="" type="checkbox"/>	globalAdmin	3/15/2019 4:05:10 PM
<input type="checkbox"/>	Asia/Pacific	<input checked="" type="checkbox"/>	globalAdmin	3/15/2019 4:05:29 PM
<input type="checkbox"/>	North America	<input checked="" type="checkbox"/>	globalAdmin	3/15/2019 4:02:35 PM
<input type="checkbox"/>	Latin America	<input checked="" type="checkbox"/>	globalAdmin	3/15/2019 4:04:05 PM
<input type="checkbox"/>	Europe	<input checked="" type="checkbox"/>	globalAdmin	3/15/2019 4:04:28 PM
<input type="checkbox"/>	Middle East	<input checked="" type="checkbox"/>	globalAdmin	3/15/2019 4:04:58 PM

Figure 47: Overview of regions

Regions can be sorted and filtered by the following variables:

- **Name**
- **Is active?**
- **Modified by**
- **Modified date**

1.3.8.1 Create new regions

Under "*Settings/Administration/Regions*" and clicking the icon **+ New**, a detailed view for creating new regions appears.

Figure 48: Create new region

The creation of a new region requires the following information (fields marked with * are mandatory):

- **Name***: Name of the region.
- **Is active?**: Is this region used in documentations.

Also, you can assign or remove countries to/from the region.

By selecting the "**Save**" or "**Save and close**" icon, the new region will be added.

1.3.8.2 Edit existing region


Under “Settings/Administration/Regions” and clicking the icon  the detailed view of existing regions can be opened.

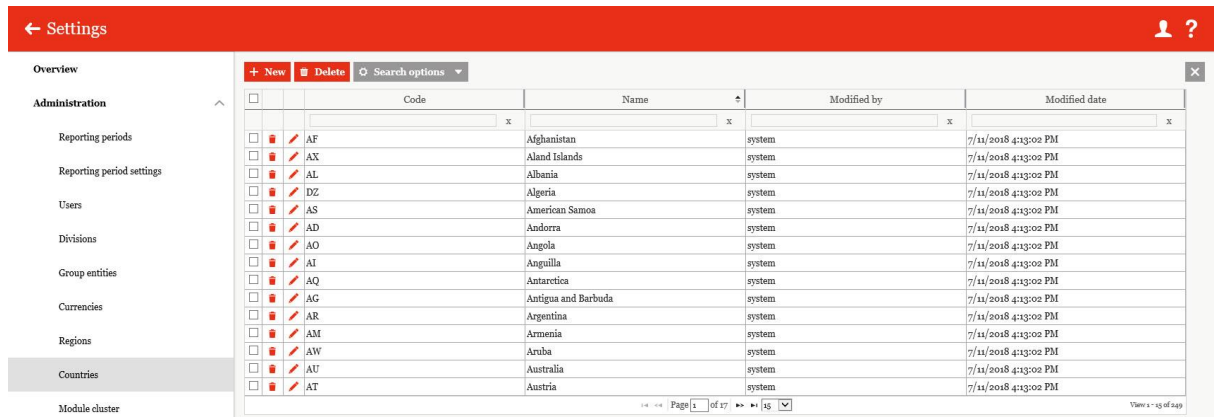


Figure 49: Detailed view regions

Here, the name and the activity status of the entity can be changed.

1.3.9 Countries

Under the section "**Countries**" via "*Settings/Administration/Countries*", the System administrator can edit existing countries, create new countries or remove countries that are no longer required.



	Code	Name	Modified by	Modified date
<input type="checkbox"/>	AF	Afghanistan	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AX	Aland Islands	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AL	Albania	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	DZ	Algeria	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AS	American Samoa	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AD	Andorra	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AO	Angola	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AI	Anguilla	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AQ	Antarctica	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AG	Antigua and Barbuda	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AR	Argentina	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AM	Armenia	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AW	Aruba	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AU	Australia	system	7/11/2018 4:13:02 PM
<input type="checkbox"/>	AT	Austria	system	7/11/2018 4:13:02 PM

Figure 50: Overview of Countries

The countries can be sorted and filtered in the overview according to the following properties:

- **Code**
- **Name**
- **Modified by**
- **Modified date**

1.3.9.1 Create new Countries

The detail view for creating new countries can be accessed under "*Settings/Administration/Countries*" by clicking the icon **+ New**.



Figure 51: Create new Countries

The creation of a new country requires the following information (fields marked with * are mandatory):

- **Code***: specification of the country code (ISO-Code).
- **Name***: country name.

In addition, the **submission deadline** and the **preparation deadline** can be entered.

NOTE: The submission deadline refers to statutory deadlines by which the report must be submitted to the tax authority without being requested to do so. Preparation deadline here means that the report must be completed by a certain date from which it can be requested by the tax authority.

In addition, a filter for domestic transactions can be set in the transaction matrix under "**Domestic transactions to be documented**". For this, the check mark must be removed in countries where these transactions are to be filtered out. This means that domestic transactions will not be included in the transaction matrix in the printed report and will also not be used for the automatic allocation of modules.

The **currency** of the country is basically preset by default, but can be edited.

Furthermore, it is possible to upload additional information as an attachment.

The new country is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column.

1.3.9.2 Edit existing Countries


Under "*Settings/Administration/Countries*" the detail view of a selected country will be displayed by clicking on the icon .



Figure 52: Detailed view countries

Here, except for the "**Code**", all entries can be edited as described in 1.3.8.1 Create new countries.

1.3.9.3 Preparation and filing deadlines

For the countries stored in globalDoc, the specific creation and submission deadlines as well as extended comments can be stored. There are two ways to do this. First, the data can be entered manually by editing the respective country (see previous subchapter). In addition, it is possible to upload additional information as an attachment.

Figure 53: Adding additional information to individual countries

The second possibility for entering the deadlines and the description is via the icon **Import** in the country overview. To do this, you can first download the existing data via the icon **Export** or an empty template in an Excel spreadsheet via the icon **Download template**, then fill it in and import it again.

NOTE: The periods entered here are displayed on the landing page if a reporting entity from this country has been selected and no different periods have been defined by a local user for the corresponding reporting entity.

1.3.9.4 Additional information

By clicking on the icon **Upload** or using the drag & drop function, documents can be uploaded as additional information.

NOTE: The files uploaded here will not be attached to the report and will only be used for internal information.

1.3.10 Module cluster

In the "**Module cluster**" section, the System administrator can edit existing module clusters, create new module clusters or delete module clusters that are no longer required.

To facilitate the module distribution in groups in which a large number of reporting entities have the same type of activity character (for example, contract manufacturers or commission agents), the navigation item "**Module cluster**" enables the System administrator to bundle modules and allocate them as a whole (that is, as a "Module cluster") to selected reporting entities. This function facilitates the assignment of modules that are always to be assigned to certain entity types. This means that all reporting entities with a similar type of activity characterization (for example, contract manufacturers or commission agents) can be assigned an identical bundle of standard modules (as "**Module cluster**") that has been uniquely created for these reporting entities by the System administrator.

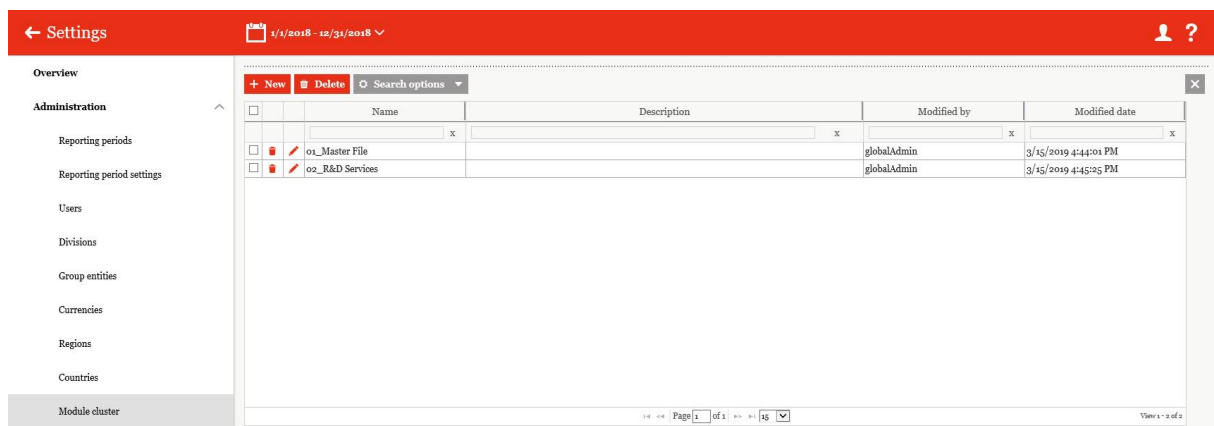


Figure 54: Overview Module cluster

1.3.10.1 Create new Module cluster

The detail view for creating a new module cluster can be opened under "*Settings/Administration/Module cluster*" by clicking the icon **+ New**. The detail view consists of the three tabs "**Module details**", "**Assigned reporting entities**" and "**Assigned modules**".

Figure 55: Create new Module cluster

To create a new module cluster, the following data must be entered in the "**Module details**" tab (fields marked with * are mandatory):

- **Name*:** name of the new module cluster
- **Description:** optional description of the new module cluster


In the "**Assigned reporting entities**" tab, the relevant reporting entities can be assigned to the new module cluster via the selection field **+ Assign reporting entity** or removed by clicking **Drop selected reporting entity**.

In the "**Assigned modules**" tab, the relevant modules can be assigned to the module cluster by selecting **+ Assign module** or removed by clicking on the icon **Drop selected modules**.

The new module cluster is created by clicking the "**Save**" or "**Save and close**" command in the right-hand command column.

NOTE: Module clusters do not work in conjunction with the automatic allocation of modules.

1.3.10.2 Edit existing Module cluster

Under "*Settings/Administration/Module cluster*", the detail view of a selected module cluster will be displayed by clicking the icon .

In this view, the existing information of a module cluster can be edited (see section "[Create new Module cluster](#)").

1.3.10.3 Remove Module cluster

By clicking the icon  under "*Settings/Administration/Module cluster*", the selected module cluster will be deleted (the modules themselves will remain).

1.3.11 Business line

Under the "**Business line**" section, reporting entities can be assigned hierarchically and can be found more easily in the dialogs. The system administrator can edit already existing Business lines, create new Business lines as well as remove already existing Business lines if required.

The following settings for the Business lines can be made (see Figure below).

The selected Business line can be created via the icon **+ New** or the Business line can be deleted via the icon **Delete**.

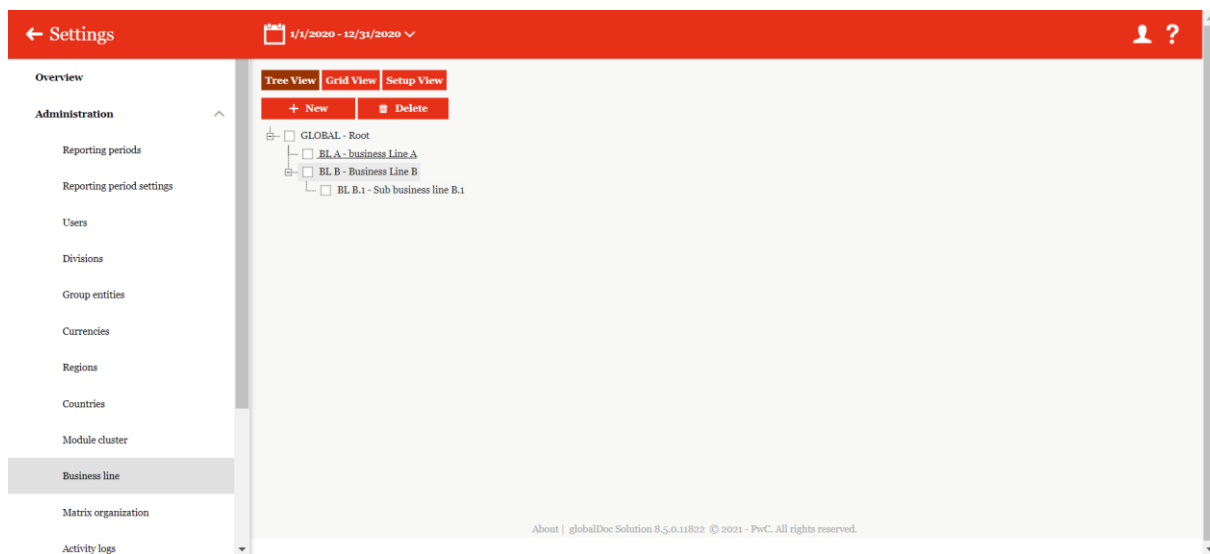


Figure 56: business lines overview

In the tree or grid view, the Business line can be created. Here the information for entity type, code, name and description (optional) of the Business line must be added. The creation is possible in both views (tree or grid view).

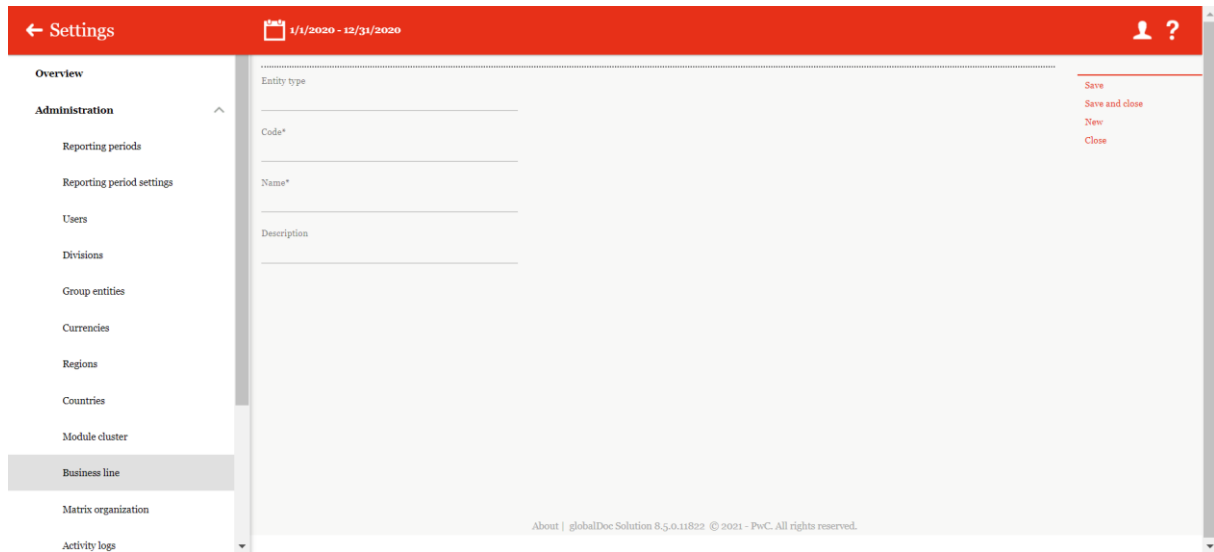
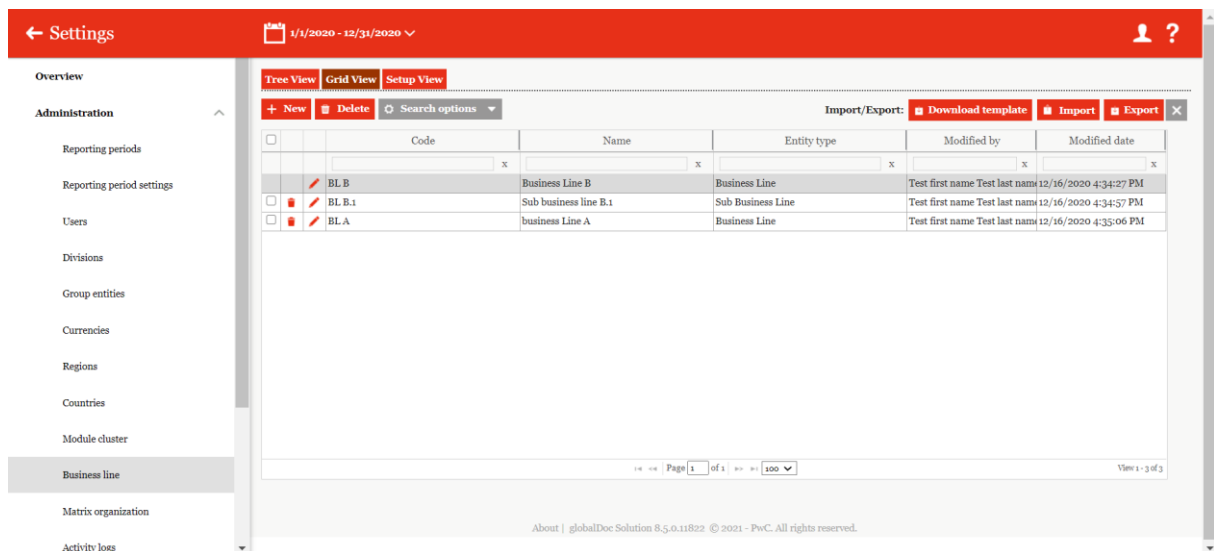


Figure 57: create business lines



	Code	Name	Entity type	Modified by	Modified date
<input type="checkbox"/>	BL B	Business Line B	Business Line	Test first name Test last name	12/16/2020 4:34:27 PM
<input type="checkbox"/>	BL B.1	Sub business line B.1	Sub Business Line	Test first name Test last name	12/16/2020 4:34:57 PM
<input type="checkbox"/>	BL A	business Line A	Business Line	Test first name Test last name	12/16/2020 4:35:06 PM

Figure 58: business lines grid view

Under the "Setup view" item, it is possible to maintain/edit the individual levels of the management structure (Figure 57). Here, new levels can be added/deleted or existing levels can be updated.

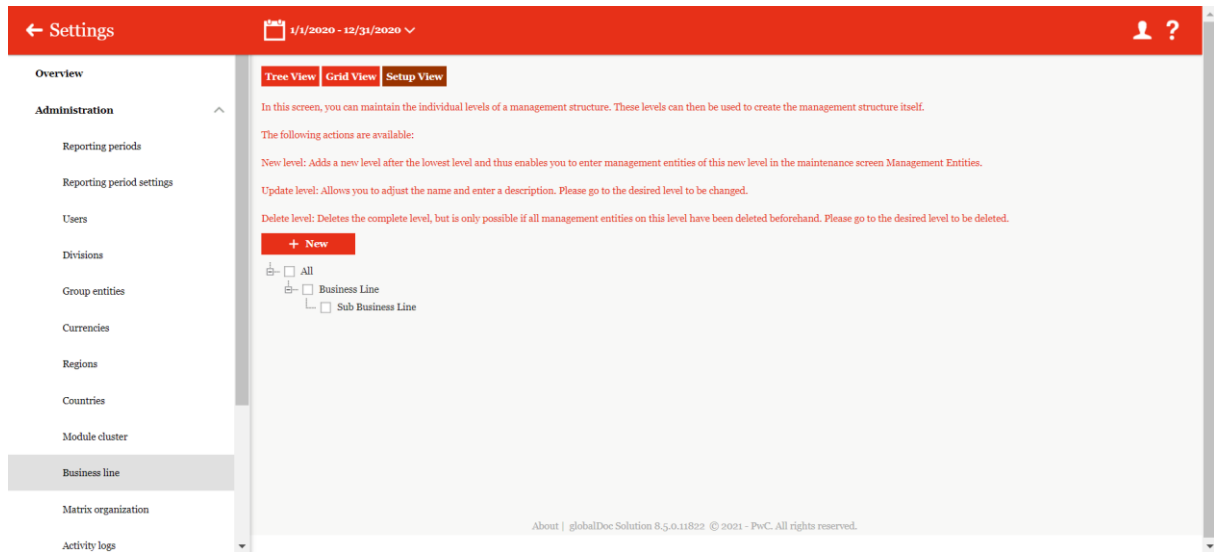


Figure 59: business lines setup view

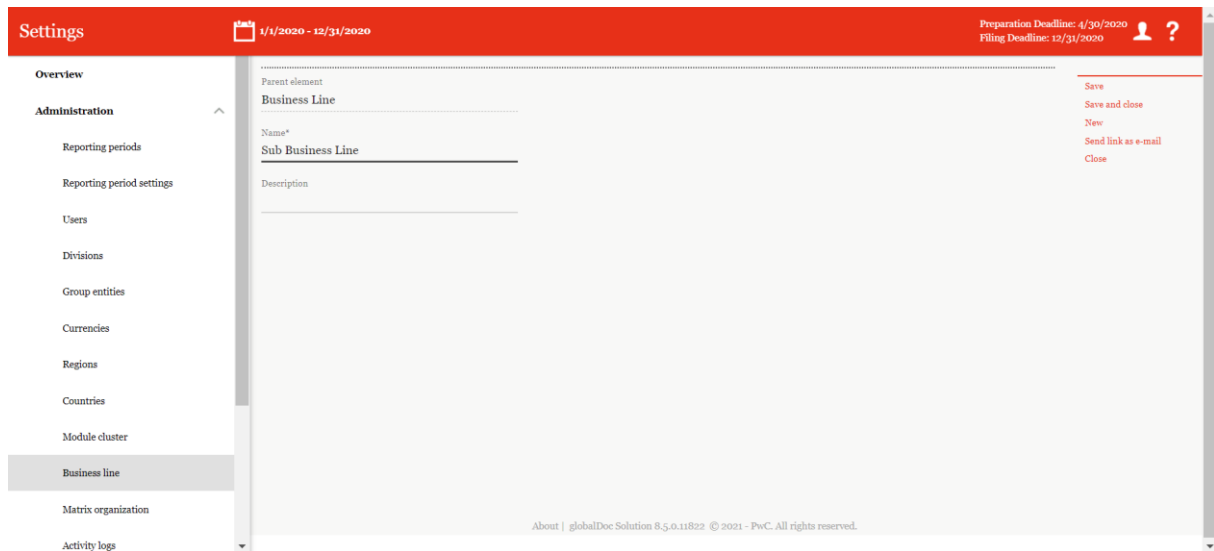
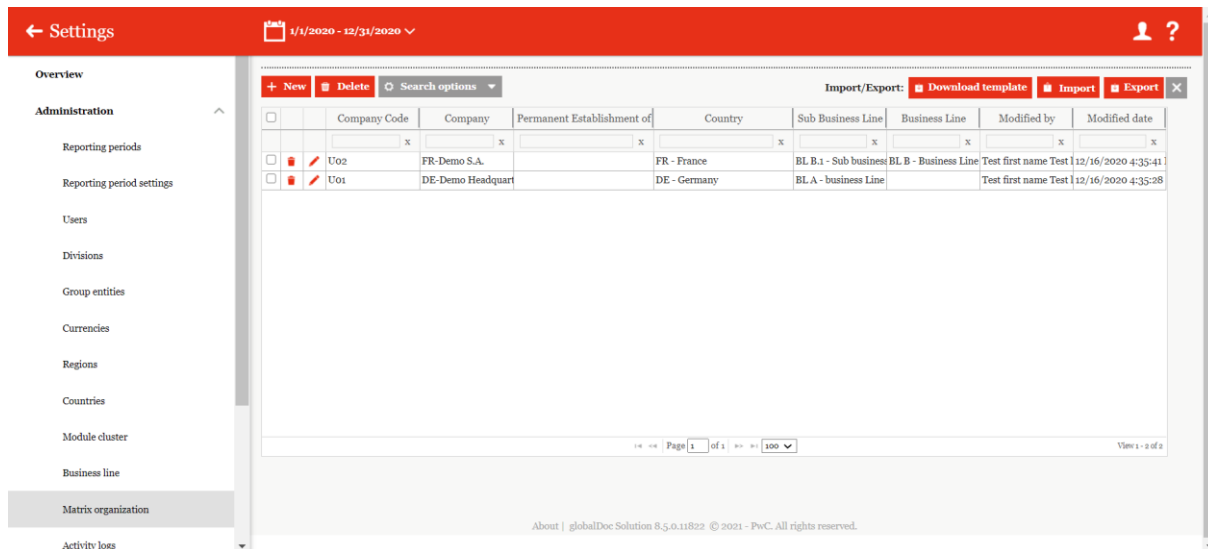


Figure 60: create sub business lines

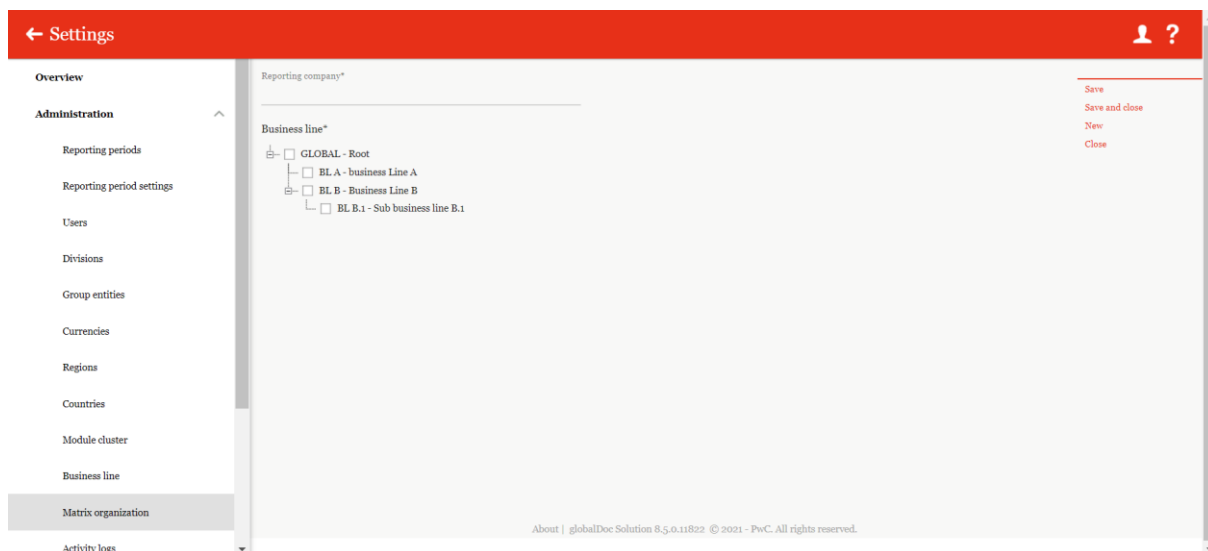
1.3.12 Matrix organization

In this area, the reporting entities can be assigned to the business units. The existing assignments are shown in the list:



	Company Code	Company	Permanent Establishment of	Country	Sub Business Line	Business Line	Modified by	Modified date
<input type="checkbox"/>	U02	FR-Demo S.A.		FR - France	BL B.1 - Sub business	BL B - Business Line	Test first name Test	12/16/2020 4:35:41
<input type="checkbox"/>	U01	DE-Demo Headquart		DE - Germany	BL A - business Line		Test first name Test	12/16/2020 4:35:28

Figure 61: matrix organization overview



Reporting company*

Business line*

- ☐ GLOBAL - Root
 - ☐ BL A - business Line A
 - ☐ BL B - Business Line B
 - ☐ BL B.1 - Sub business line B.1

Figure 62: matrix organization new

By clicking on "Reporting entity", entities can be selected from a drop-down list. After that, the business line can be assigned by clicking on a business line in the displayed tree structure. Clicking on "Save" completes the assignment.

1.3.13 Activity logs

Under the navigation item "**Activity logs**", the system administrator can track user activities within *globalDoc*.

In *globalDoc* previous versions of documents are saved. The action log enables the system administrator to trace which user performed which type of action on which object (module, reporting entity, reporting period).

The overview page opens under "*Settings/Administration/Activity logs*".

Figure 63: Activity logs

By entering the "**Start date**" or "**End date**", the period to be displayed in the overview can be selected. The reporting period list field allows to further filter the selection by the created reporting periods. To view only entries that are directly related to report creation, the option "**Only reporting actions**" must be selected.

1.3.13.1 Refresh Activity logs

Under the "*Settings/Administration/Activity log*", by clicking the "**Refresh log**" command in the right command column, the activity log of the selected reporting period is updated to the latest status.

1.3.13.2 Export Activity log

Under the "*Settings/Administration/Activity log*", by clicking on the "**Export log**" command in the right-hand command column, the action log is exported to an Excel file (see figure below).

	A	B	C	D	E	F	G	H	I
1	Export date	21.06.2019							
2	Exported by	globalAdmin							
3	Start date	21.05.2019							
4	End date	21.06.2019							
5									
6	Action date	Date	Action	User	Message				
7	03.06.2019 10:12:37	03.06.2019 insert	System	ReportingTemplate(321)Name:Template_Module_Local_versions.doc					
8	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(322)Name:Template_Module_Overview_Transaction_group.doc					
9	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(337)Name:Module_template.doc					
10	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(336)Name:Template_Transfer_pricing_analysis.doc					
11	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(335)Name:Template_TextModule.doc					
12	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(334)Name:Template_Report.doc					
13	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(333)Name:Template_Overview_Transaction_partners.doc					
14	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(332)Name:Template_Overview_Transaction_matrix.doc					
15	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(331)Name:Template_Overview_Transaction_groups.doc					
16	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(330)Name:Template_Module_Overview_Transaction_group.doc					
17	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(323)Name:Template_Overview_Transaction_groups.doc					
18	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(324)Name:Template_Overview_Transaction_matrix.doc					
19	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(325)Name:Template_Overview_Transaction_partners.doc					
20	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(326)Name:Template_Report.doc					
21	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(327)Name:Template_TextModule.doc					
22	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(328)Name:Template_Transfer_pricing_analysis.doc					
23	03.06.2019 10:12:38	03.06.2019 insert	System	ReportingTemplate(329)Name:Module_template.doc					
24	06.06.2019 14:59:49	06.06.2019 Einfügen	globalAdmin	ReportType(338)Name:ReportType_3.xml					
25	06.06.2019 15:00:22	06.06.2019 Einfügen	globalAdmin	ReportType(338)Name:ReportType_3.xml					
26	06.06.2019 15:00:32	06.06.2019 Einfügen	globalAdmin	ReportType(338)Name:ReportType_3.xml					
27	06.06.2019 15:31:49	06.06.2019 Aktualisieren	globalAdmin	DocumentationPeriodUnitID:66(Name:CH-Demo Finance AG)Code:U16(DP:01.01.2016 - 31.12.2016)(DPU:CH-Demo Finance AG)					
28	18.06.2019 11:57:28	18.06.2019 Aktualisieren	globalAdmin	DocumentationPeriodUnitID:56(Name:CZ-Demo s.r.o.)Code:U03(DP:01.01.2018 - 31.12.2018)(DPU:CZ-Demo s.r.o.)					
29	18.06.2019 11:59:23	18.06.2019 Aktualisieren	globalAdmin	ModuleID:1396(Name:1.6 Local competition)Class:Local(DPU:56)					
30	18.06.2019 11:59:23	18.06.2019 Einfügen	globalAdmin	ModuleTextOrDocument(339)Name:1.6 Local competition.docx					
31	18.06.2019 11:59:23	18.06.2019 Einfügen	globalAdmin	ModuleTextOrDocument(340)Name:1.6 Local competition.docx					
32	18.06.2019 11:59:52	18.06.2019 Aktualisieren	globalAdmin	DocumentationPeriodUnitID:56(Name:CZ-Demo s.r.o.)Code:U03(DP:01.01.2018 - 31.12.2018)(DPU:CZ-Demo s.r.o.)					
33	18.06.2019 13:42:04	18.06.2019 update	globalAdmin	ModuleID:762(Name:1.4 Business activities)Class:Local(DPU:56)					
34	18.06.2019 13:42:05	18.06.2019 insert	globalAdmin	ModuleTextOrDocument(341)Name:1.4 Business Activities.docx					
35	18.06.2019 13:42:05	18.06.2019 insert	globalAdmin	ModuleTextOrDocument(342)Name:1.4 Business Activities.docx					

Figure 64: Excel-export of Activity log

The following information will be contained in the exported Excel file:

- **Action date:** indicates the exact time (date and time) of the respective action
- **Action:** allows the executed function to be viewed in detail and sorted according to it
- **User:** names the editing user
- **Message:** provides further information, for example, on the reporting entity and the reporting period

1.3.13.3 Empty Activity log

Under the “Settings/Administration/Activity log”, by clicking on the command "**Empty activity log**" in the right command column, the complete recording of the performed activities will be deleted.

1.3.14 Attachment types

Under the navigation item "**Attachment types**", the System administrator can define folders under which uploaded attachments are stored when the report is generated.

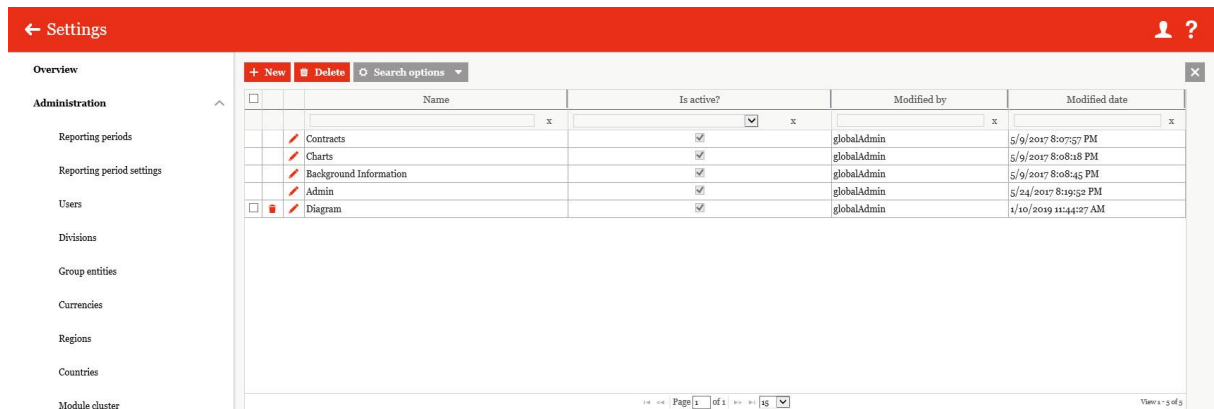





Figure 65: Overview Attachment types

By clicking the icon , the editing of already existing document types is possible. These can be deleted by clicking on the icon . Using the search options function  Search options, existing document types can be searched for self-defined rules.

Note: Predefined document types cannot be deleted.

New document types can be created by clicking the icon  New.

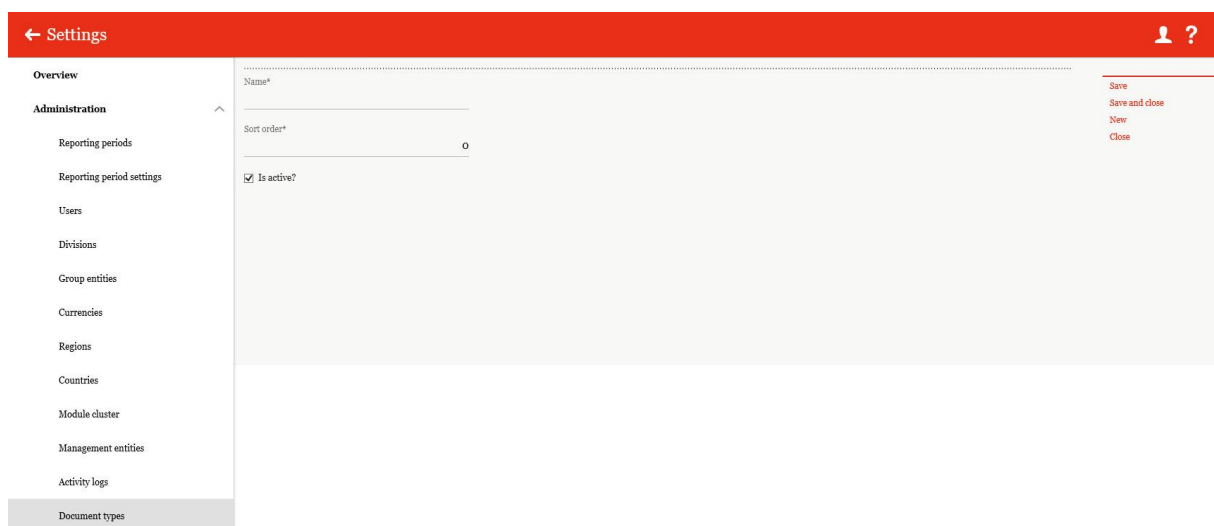


Figure 66: Creation of Attachment types

The creation or editing of a document requires the specification of a "**Name**" and the "**Sort order**". The checkbox ☒ must be ticked to activate or deactivate the selected document type.

1.3.15 Security logs



In the "**Security logs**" section, the system administrator can track activities from the security administrator.

The security log enables the system administrator to see which administrator performed which type of action on which object.

The overview page opens under "*Settings/Administration/Security logs*".

Type	ID	Optional Text 1	Action	Modified field	Old Value	New Value	Modified by	Modified date
GDUser	260	Demo FR User	Insert			Demo FR User	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Benutzername		Demo FR User	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Ist gesperrt		False	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		Assignment GE:All	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		TaskAdministrator G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		TaskApprover GE:All:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		NavigationEditAll G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		NavigationReadAll G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		NavigationPrint GE:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		ModuleLocalRead G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		ModuleLocalWrite G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		ModuleDivisionalRead G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		ModuleGlobalRead G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		ModuleDefinition G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM
GDUser	260	Demo FR User	Insert	Rollen		DocumentManagement G:globalAdmin	globalAdmin	3/15/2019 3:27:42 PM

Figure 67: Security logs

Via the icon  **Export to Excel**, the table can be exported to Excel. The search options function  **Search options** allows to search the table according to self-created rules.

Type	ID	Optional Text 1	Action	Modified field	Old Value	New Value	Modified by	Modified date
GDUser	209	Test User	Delete		Test User		globalAdmin	21.06.2019 14:31
GDUser	209	Test User	Insert		Test User		globalAdmin	21.06.2019 14:20
GDUser	209	Test User	Insert	Login name		Test User	globalAdmin	21.06.2019 14:20
GDUser	209	Test User	Insert	Is locked out		False	globalAdmin	21.06.2019 14:20
GDUser	189	localuser	Insert	Roles		NavigationEditAll GE:All	globalAdmin	18.06.2019 14:16
GDUser	189	localuser	Insert	Roles		ModuleLocalWrite GE:All	globalAdmin	18.06.2019 14:16
GDUser	189	localuser	Insert	Roles		ModuleDivisionalRead GE:All	globalAdmin	18.06.2019 14:16
GDUser	189	localuser	Insert	Roles		ModuleGlobalRead GE:All	globalAdmin	18.06.2019 14:16
GDUser	189	localuser	Insert	Roles		DocumentManagement GE:All	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskAdministrator GE:GLOBAL	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskApprover GE:GLOBAL	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleGlobalRead GE:GLOBAL	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleGlobalWrite GE:GLOBAL	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDefinition GE:GLOBAL	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		DocumentManagement GE:GLOBAL	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskAdministrator GE:DIV 1	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskAdministrator GE:DIV 6	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskAdministrator GE:DIV 5	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskAdministrator GE:DIV 4	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskAdministrator GE:DIV 3	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskApprover GE:DIV 1	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskApprover GE:DIV 5	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskApprover GE:DIV 4	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskApprover GE:DIV 3	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		TaskApprover GE:DIV 2	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalRead GE:DIV 1	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalRead GE:DIV 6	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalRead GE:DIV 5	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalRead GE:DIV 4	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalRead GE:DIV 3	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalRead GE:DIV 2	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalWrite GE:DIV 1	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalWrite GE:DIV 6	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalWrite GE:DIV 5	globalAdmin	18.06.2019 14:16
GDUser	190	localassignee	Insert	Roles		ModuleDivisionalWrite GE:DIV 4	globalAdmin	18.06.2019 14:16

Figure 68: Excel-Export of Security logs

The exported Excel file will provide the following information:

- **Type:** specifies the type of entity
- **ID:** identification number of entity

- **User:** specifies the entity (e.g. name of the User)
- **Action:** specifies the nature of the performed action
- **Modified field:** indicates where something was changed
- **Old value/New value:** indicates the performed changes
- **Modified by/Modified date:** specifies the person who performed the changes and the respective date of modifications

1.3.16 Consistency checks

The navigation item "**Consistency checks**" has been created to provide access to the consistency checks of the databases. In doing so, potential defects and problems may be detected at a glance.

We strongly recommend performing this function jointly with our experienced *globalDoc*-support team.

← Settings U01 - DE-Demo Headquarters AG > 1/1/2018 - 12/31/2018			
Overview			
Administration			
Reporting periods			
Reporting period settings			
Users			
Divisions			
Group entities			
Currencies			
Regions			
Countries			
Module cluster			
Management entities			
Activity logs			
Document types			
Security logs			
Consistency checks			
Customizing			
Email & escalation			
Repair modules			
	Name	Description	Error count
✓	Invalid admin-modules	Fixes admin-modules that are local/global but are not connected to GLOBAL.	0
✓	Historized modules in tasks	Delete all tasks with reference to historized modules.	0
✓	Unallowed copies of modules	Deletes unallowed copies of divisional/global or data-collection modules.	0
✓	Invalid module type	Shows modules, that have an invalid module type.	0
✓	Invalid module task-templates	Fixes module task-templates. A local module copy cannot be referenced in a task-template.	0
✓	Local modules not deleted, although module was deleted in overall library	Delete local copies of modules, if module was deleted in overall library. These modules cause errors during a period copy.	0
Repair tasks			
	Name	Description	Error count
⚠	Tasks for local modules are displayed in task-management	Sets the reference to a documentation-task	73 Details Fix
✓	Task duplicates	Deletes task-duplicates.	0
Repair transactions			
	Name	Description	Error count
✓	Unallowed divisional/global transactions	Deletes all divisional/global transactions. Divisional/global transactions are not allowed.	0
Repair group entities			
	Name	Description	Error count
⚠	Invalid values for field 'Has transactions?'	Sets values for this field depending on setup for permanent establishments.	3 Details Fix
⚠	(Optional) Not connected/copied reporting entities	Connects reporting companies throughout reporting periods (connections are maintained through a reporting period copy).	24 Details Fix
✓	Group entity without code	Show group entities which does not have code. The fix is inserting code value which will be generated from their names.	0
Roles			
	Name	Description	Error count
✓	Time-dependent roles	Shows custom and time-dependent roles. Correction is done by a DB-Script (outside of the application).	0
✓	Duplicate roles	Zeigen Sie die duplizierten Rollen an. Der Korrektur ist das Löschen von zuletzt hinzugefügten Duplikaten.	0

Figure 69: Overview Consistency checks

1.4 Menu item Customizing

1.4.1 General

Under "General" the visible columns in the entity selection of the analysis can be adjusted. Also the preview of the final document can be edited.

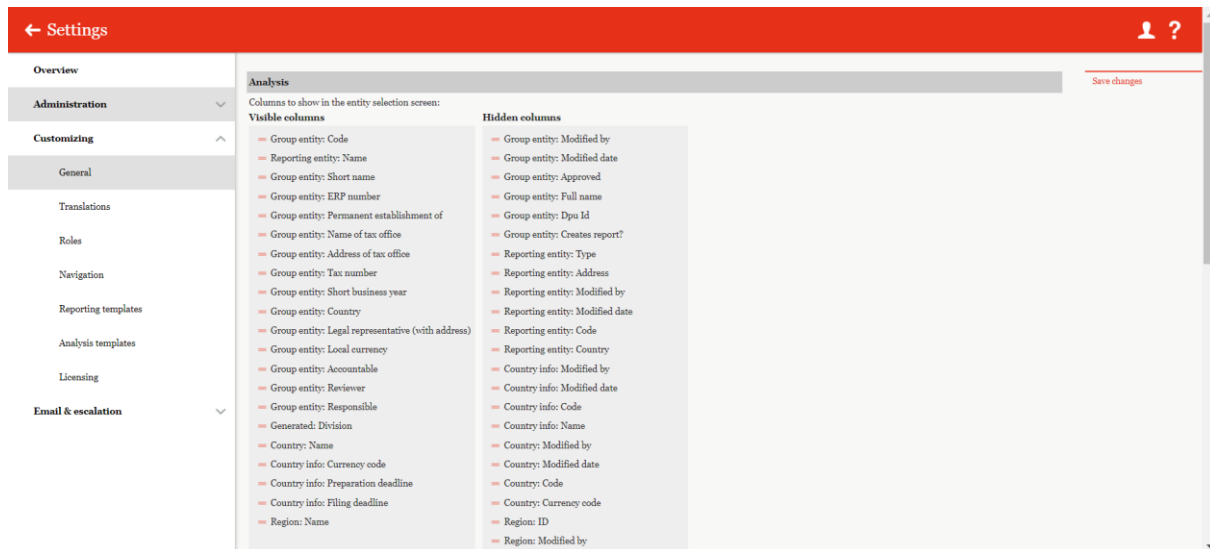


Figure 70: customizing general overview

Whether the chapter structure in the report configuration is expanded, collapsed or only the last level is displayed can be selected here.

Lastly, topic areas can be created here, which can be selected in the contact form under the Help section.

1.4.2 Translations

This sub-menu allows to implement different languages for navigation as well as the editing of individual terms.

NOTE: Due to the complexity of this function, we recommend that you only make changes to the translations in consultation with the relevant consultant or with Datenwerk.

1.4.3 Roles

Under the section "**Roles**" via "*Settings/Customizing/Roles*", the system administrator can manage existing roles, create new roles or remove roles that are no longer required.

Roles are listed under "*Settings/Administration/Users*" and describe self-defined system rights that can be assigned to a user.

1.4.3.1 Manage Roles

The administrator can access the role overview via *Settings/Customizing/Roles*. The overview contains all roles that have already been created.

Description	Role name	Role type	Default role	Modified by	Modified date
Accountable	Accountable	Group	system	system	4/16/2019 8:59:24 AM
Admin edit module	Admin edit module	Module	globalAdmin	globalAdmin	12/10/2019 4:13:14 PM
Assignment bases access	Assignment	Navigation	globalAdmin	globalAdmin	12/7/2020 11:47:51 AM
Delegated	Delegated	Group	system	system	4/16/2019 8:59:24 AM
Manage attachments	DocumentManagement	Navigation	system	system	7/18/2014 6:54:06 PM
Edit Master Data	EditMasterData	Navigation	system	system	6/24/2020 4:33:27 PM
Edit Transactions	EditTransactions	Navigation	system	system	6/24/2020 4:33:27 PM
Define content structure	ModuleDefinition	Navigation	system	system	7/18/2014 6:54:06 PM
Read divisional content	ModuleDivisionalRead	Module	system	system	7/18/2014 6:54:06 PM
Edit divisional content	ModuleDivisionalWrite	Module	system	system	7/18/2014 6:54:06 PM
Read global content	ModuleGlobalRead	Module	system	system	7/18/2014 6:54:06 PM
Edit global content	ModuleGlobalWrite	Module	system	system	7/18/2014 6:54:06 PM
Read local content	ModuleLocalRead	Module	system	system	7/18/2014 6:54:06 PM
Edit local content	ModuleLocalWrite	Module	system	system	7/18/2014 6:54:06 PM
Print report	NavigationPrint	Navigation	system	system	7/18/2014 6:54:06 PM

Figure 71: Overview Roles

In a large number of cases, the roles pre-specified by the system are sufficient. However, if adjustments or additions are necessary in individual cases, "**New roles**" can be created in this navigation item and distributed to users via "*Settings/Administration/Users*".

1.4.3.2 Create new Roles

By clicking the icon **+ New** under "*Settings/Customizing/Roles*", the detail view for creating new roles will be displayed.

In order to create a new role, the following data must be entered (fields marked with * are mandatory):

- **Role name*:** Name of the role to be created.
- **Description:** Optional description of the created role.

- **Role type*:** Definition of whether the role is navigation-related or module-related.
- **Default permission*:** Selection of the permissions that can be assigned to the new role by default; currently exist the following permissions:
 - Read,
 - edit,
 - edit and delete,
 - create, edit and create.

← Settings

Overview

Administration

Customizing

Roles

Navigation

Reporting templates

Analysis templates

Licensing

Role name*

Role type*

Navigation

Description

Default permission*

Read

Save


Save and close

New

Close

Figure 72: Create new Roles

1.4.3.3 View/edit existing Roles

Under “Settings/Customizing/Roles”, the detail view of a selected role can be opened by clicking the icon . Roles preset by the system cannot be edited. However, the System administrator can determine whether these roles should be considered as standard roles or not.

← Settings

Overview

Administration

Customizing

Roles

Navigation

Reporting templates

Analysis templates

Licensing

Email & escalation

Modified by: system, 4/16/2019 8:39:24 AM

Created by: system, 4/16/2019 8:39:24 AM

Role name*

Accountable

Role type*

Group

Description

Accountable

☐ Default role

Default permission*

Create, edit and delete

New


Send link as e-mail

Close

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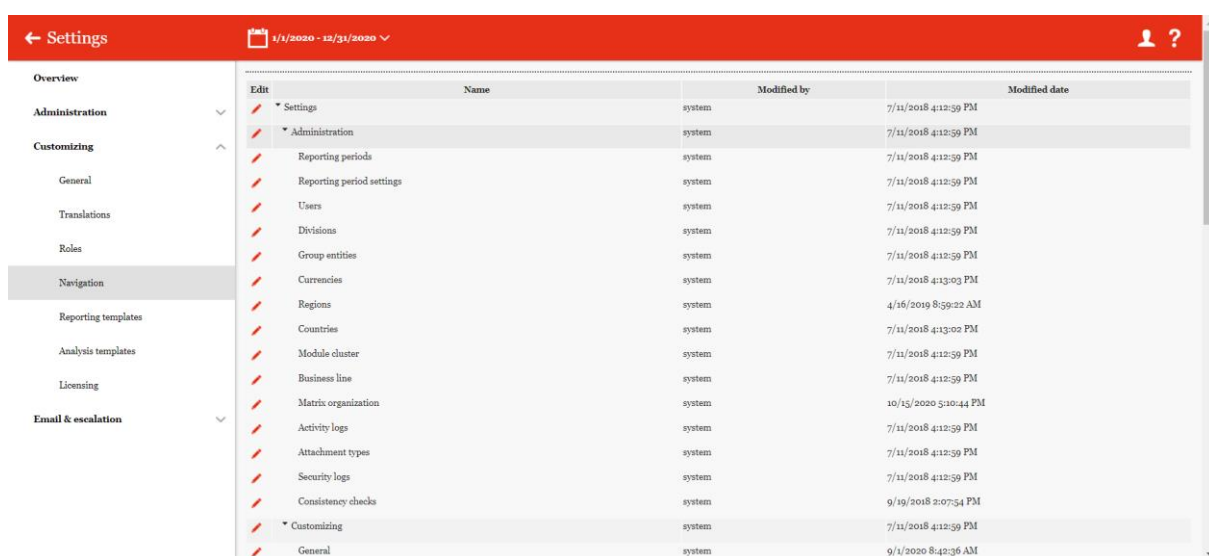
Figure 73: Edit roles

1.4.3.4 Delete Roles

A selected role can be deleted under “Settings/Administration/Roles” by clicking the icon . Roles created by the system cannot be deleted.


1.4.4 Navigation

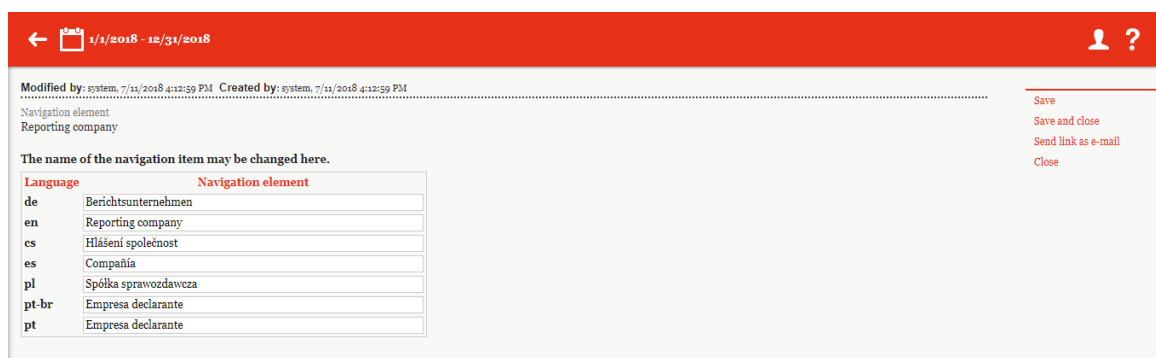
Under “Settings/Customizing/Navigation”, the system administrator can view the navigation structure and rename certain navigation items. Furthermore, it is possible to assign certain roles to navigation items.



	Edit	Name	Modified by	Modified date
Settings		Settings	system	7/11/2018 4:12:59 PM
Administration		Administration	system	7/11/2018 4:12:59 PM
Reporting periods		Reporting periods	system	7/11/2018 4:12:59 PM
Reporting period settings		Reporting period settings	system	7/11/2018 4:12:59 PM
Users		Users	system	7/11/2018 4:12:59 PM
Divisions		Divisions	system	7/11/2018 4:12:59 PM
Group entities		Group entities	system	7/11/2018 4:12:59 PM
Currencies		Currencies	system	7/11/2018 4:13:03 PM
Regions		Regions	system	4/16/2019 8:59:22 AM
Countries		Countries	system	7/11/2018 4:13:02 PM
Module cluster		Module cluster	system	7/11/2018 4:12:59 PM
Business line		Business line	system	7/11/2018 4:12:59 PM
Matrix organization		Matrix organization	system	10/15/2020 5:10:44 PM
Activity logs		Activity logs	system	7/11/2018 4:12:59 PM
Attachment types		Attachment types	system	7/11/2018 4:12:59 PM
Security logs		Security logs	system	7/11/2018 4:12:59 PM
Consistency checks		Consistency checks	system	9/19/2018 2:07:54 PM
Customizing		Customizing	system	7/11/2018 4:12:59 PM
General		General	system	9/1/2020 8:42:36 AM

Figure 74: Overview Navigation

Under “Settings/Customizing/Navigation”, the detail view of a selected navigation item will be opened by clicking on . Navigation items created by the system cannot be edited.




Language	Navigation element
de	Berichtsunternehmen
en	Reporting company
cs	Hlášení společnost
es	Compañía
pl	Spółka sprawozdawcza
pt-br	Empresa declarante
pt	Empresa declarante

[Save](#)
[Save and close](#)
[Send link as e-mail](#)
[Close](#)

Figure 75: Edit Navigation items

The name of the navigation element is always displayed in the available languages. For some navigation items, it is possible to change the names for the individual languages. In addition,

some navigation items show already assigned roles and the respective rights. By clicking the icon , new roles can be added and old roles may be deleted.

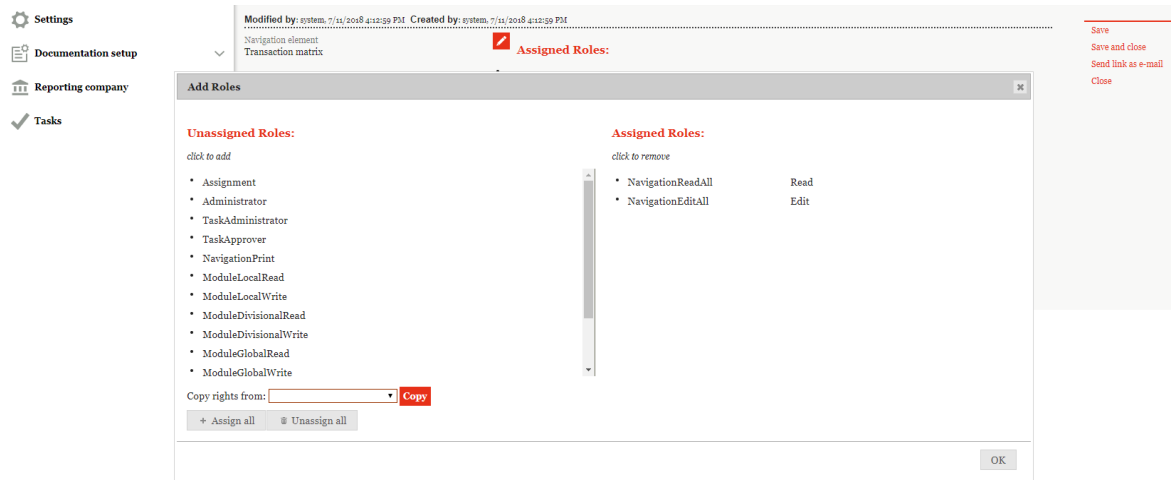



Figure 76: Assign Roles to navigation item

Furthermore, it is also possible to copy the rights of other navigation items by selecting the function **Copy**.

1.4.4.1 Request report

It is possible to activate the "Request report" function for editors via the navigation settings under "*Settings/Customizing/Navigation*". This function allows an administrator to limit the free printing permission and to make the generation of a report dependent on the approval of an administrator.

In the navigation settings shown below, click on the button  next to the entry "Create report".
























Overview		Documentation setup	system	7/11/2008 4:12:59 PM
Administration		Report configuration	system	4/16/2009 8:59:23 AM
Customizing		Transaction groups	system	7/11/2008 4:12:59 PM
Translations		Benchmarking studies	system	4/16/2009 8:59:23 AM
Roles		Attachment overview	system	7/11/2008 4:12:59 PM
Navigation		Manage Questionnaire	system	12/3/2009 12:32:07 PM
Reporting templates		Reporting company	system	7/11/2008 4:12:59 PM
Analysis templates		Master data	system	7/11/2008 4:12:59 PM
Licensing		Transactions	system	7/11/2008 4:12:59 PM
Email & escalation		Transaction matrix	system	7/11/2008 4:12:59 PM
		Transaction partners	system	7/11/2008 4:12:59 PM
		Transaction groups	system	7/11/2008 4:12:59 PM
		Analysis	system	7/11/2008 4:12:59 PM
		Functional analysis	system	7/11/2008 4:12:59 PM
		Risk analysis	system	7/11/2008 4:12:59 PM
		Transfer pricing analysis	system	7/11/2008 4:12:59 PM
		Documentation content	system	4/16/2009 8:59:23 AM
		Attachments	system	7/11/2008 4:12:59 PM
		Create report	globalAdmin	12/12/2009 4:43:08 PM
		Questionnaire	system	12/3/2009 12:32:07 PM
		Tasks	system	7/11/2008 4:12:59 PM
		Task management	system	7/11/2008 4:12:59 PM
		Approve admin tasks	system	7/11/2008 4:12:59 PM

Figure 77: Navigation "Create report"

In the menu that appears, click on the button  in the upper part of the menu (see figure below).

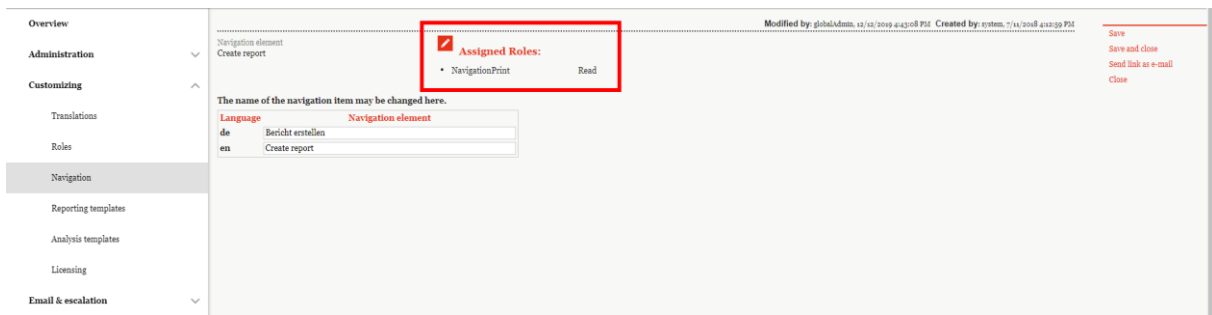


Figure 78: Settings "Create report"

In the following window, click on the assigned role "NavigationPrint" on the right to remove it and select the role "NavigationEditAll" from the list of unassigned roles on the left. Then the menu should look as shown in the following figure.

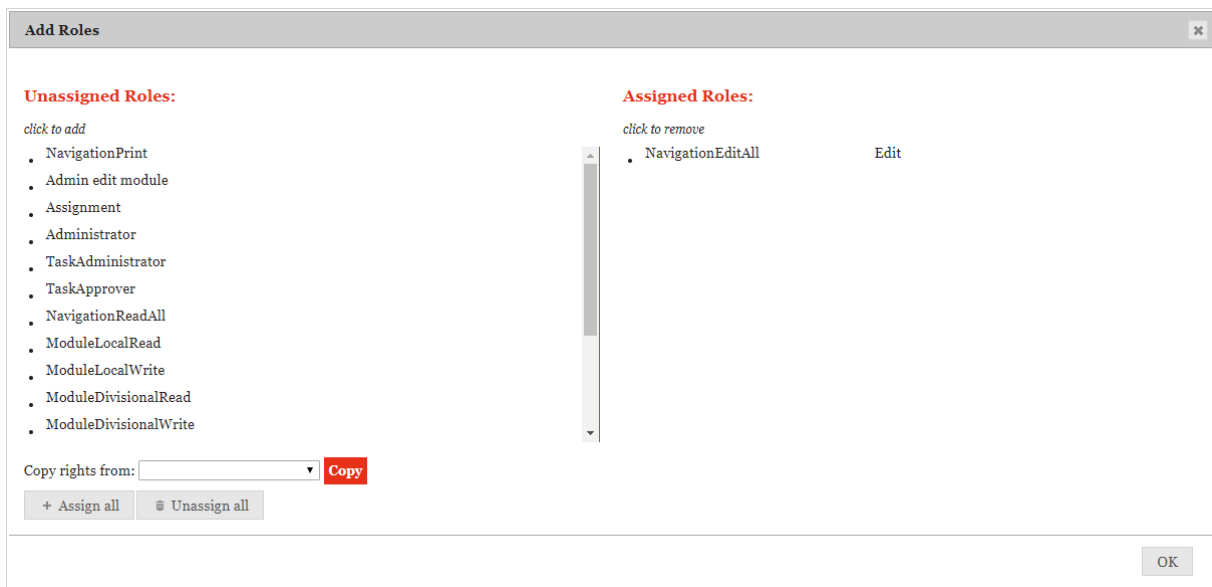


Figure 79: Role assignment "Create report"

The changes can be accepted by clicking the button .

By using these settings, users with standard rights can print reports not yet finalized only as PDF and with a draft-watermark. If the report has already been finalized, the user can only request to create a report. Upon confirmation by an administrator, the user is allowed to print the report.

This request appears to the system administrator on the main page in the

Menu item Approve Admin Tasks“.

NOTE: These settings can be undone by exchanging the previously assigned or deleted roles "NavigationPrint" and "NavigationEditAll". The editors can freely generate the reports as before.

1.4.5 Reporting templates

In the "**Reporting templates**" section, the System administrator can create and edit report templates. The navigation item "**Reporting templates**" can be accessed via "*Settings/Customizing/Reporting templates*".

Report templates include formatting templates based on the corporate design that automatically determine the formatting of the generated reports. Any number of report templates can be created and individualized. The report templates are Word documents saved as Microsoft® Office file type ".doc". These are uploaded under *globalDoc*.

Under "*Settings/Customizing/Report templates*", existing report templates may be copied, renamed or adjusted. A report template consists of at least seven Word templates that refer to the different components of the documentation report.

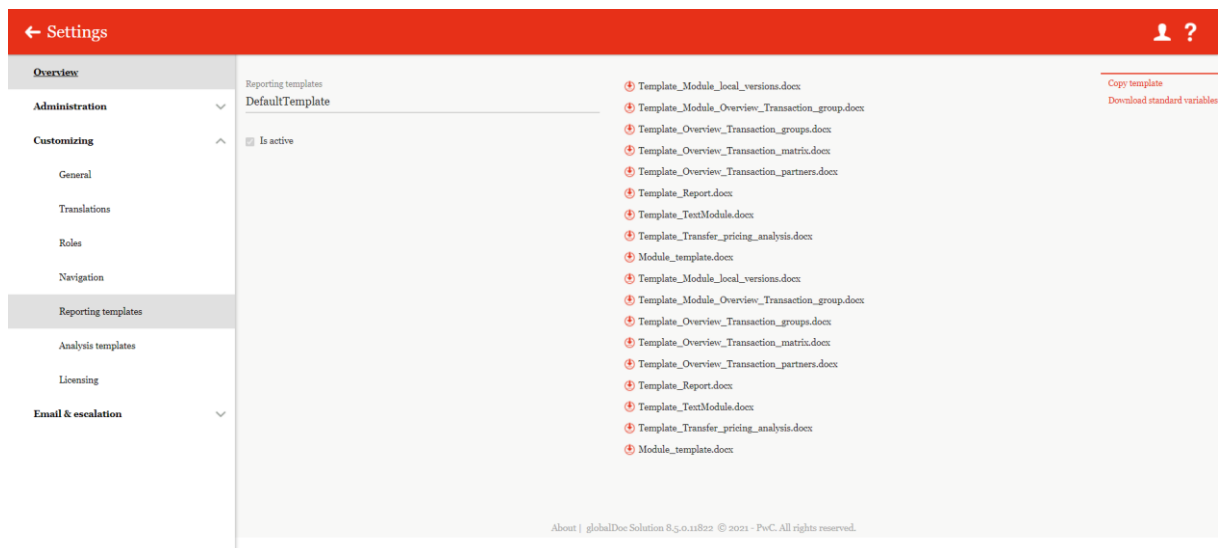


Figure 80: Reporting templates components

The report templates filed under "**Reporting templates**" provide the basis for the reports generated under "**Report**". The templates ensure a uniform application of the corporate design. The individualized report templates can be selected under *Reporting entity/Report* via the drop-down list "**Select report template**".

To create an individual report template, an existing report template has to be copied using the function "**Copy template**" in the right command column (here: "DefaultTemplate"). This allows individual Word templates to be customized. Word templates that are not replaced are retained.

Note: The "DefaultTemplate" is stored in the system and cannot be deleted or edited.

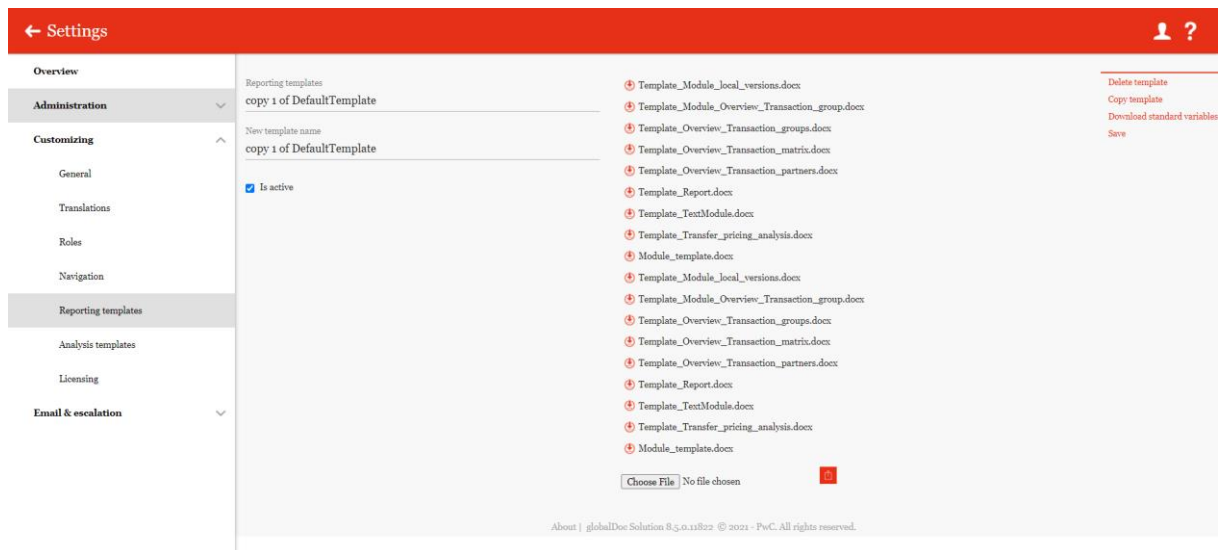



Figure 81: Create template - Copy template

After creating a new template, the copied report template must be renamed under “**New template name**”.

The template is renamed by entering a new name in the line “**New template name**” and subsequently, must be saved by clicking the command “**Save**” in the right-hand command column (see the name “copy of DefaultTemplate” in figure above and below).

Note: The name of the report template must not contain any special characters.

The new template is now selectable and the seven associated Word files can be customized. To do this, the report template to be changed must be selected in the “**Reporting templates**” selection box. With a click on the icon , the system administrator can download, save and edit the Word templates associated with the chosen report.

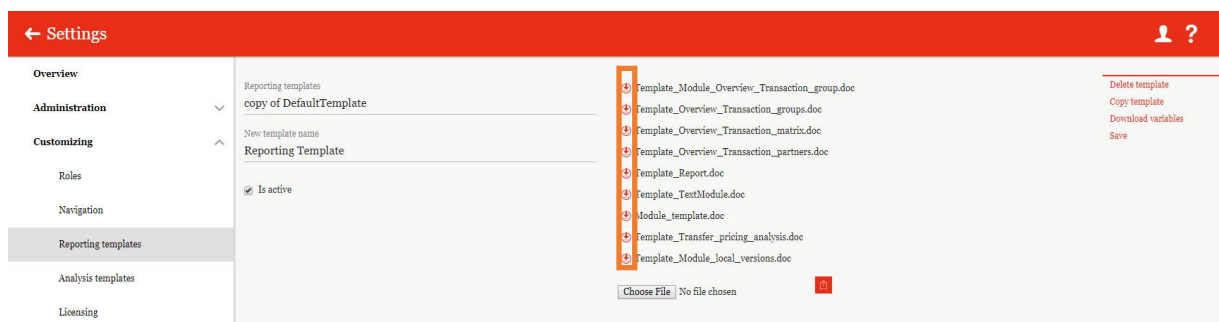



Figure 82: Create template - Rename template

After editing and locally saving the respective file, the individually modified Word templates can be uploaded via **Choose File** and  with the same name (e.g.: Template_Overview_Transaction_partners.doc). The modified report template (here: Manual template) is then available in globalDoc and can be selected under “**Report**” and used for the report.

Note: The name and document type of the Word document to be uploaded must exactly match the name of the Word template to be replaced (e.g. "Template_Report.doc").

1.4.6 Analysis templates

The functions contained in the navigation item "**Analysis templates**" offer the possibility to enter text modules for documenting the appropriateness of transfer prices.

Via "Settings/Customizing/Analysis templates", an overview page can be opened (see figure below) that shows the analysis templates already created.



	Type of analysis	Option name	Internal comment on text	Modified by	Modified date
<input type="checkbox"/>					
<input type="checkbox"/>	Cost-plus method	C+		globalAdmin	3/18/2019 10:15:02 AM
<input type="checkbox"/>	Comparable uncontrolled price method	CUP		globalAdmin	3/18/2019 10:15:34 AM
<input type="checkbox"/>	Resale price method	RPM		globalAdmin	3/18/2019 10:15:51 AM

Figure 83: Overview of Analysis templates




The list of all existing analysis templates can be sorted by the following values by clicking on the corresponding field:

- **Type of analysis**
- **Option name**
- **Internal comment on text selection**
- **Modified by**
- **Modified date**

NOTE: The result can be refined by entering the searched word in the desired column and is confirmed by pressing ENTER.

The selected analysis template can be directly deleted by using the icon  or edited using the icon .

The overview page provides various functions for managing the analysis templates. These functions are briefly described below.

	Create a new analysis template
	Delete selected analysis template
	Configure the search: Select Simple search, Advanced search or Columns. The search can also be updated here.



Close the administration view and redirect to the globalDoc Solution® overview page

1.4.6.1 Create Analysis templates

Under “Settings/Customizing/Analysis templates”, the detail view for creating a new analysis template will be displayed by selecting the icon . Fields marked with (*) are mandatory. The description of the method, the description of the cost basis, the appropriateness of the applied method and the appropriateness of the transfer price can be documented in various tabs. The documented information is then available to the local users under the program item “Reporting Entities/Transactions/Analyses/Transfer pricing”.

Figure 84: Create a new Analysis template

When creating an analysis template, the following additional information can be entered in a free text field:

- Description of applied method,
- description of the cost base,
- appropriateness of applied method,
- appropriateness of transfer pricing.

1.4.6.2 Editing existing Analysis templates

By clicking on the icon under “Settings/Customizing/Analysis templates”, the detail view of the respective analysis template will be opened. Here, information added when creating a new analysis template can be edited (see "[Create Analysis templates](#)").

1.4.7 Licensing

License information and the license key of the used *globalDoc* version are displayed under the navigation item "**Licensing**".



Figure 85: Licensing information

The System administrator has the possibility to modify the license key by selecting the function "**Edit**" on the right-hand command column. Any changes to the license key should be made in accordance with PwC/Datenwerk: The previous version of the license key will be deleted and *globalDoc* will not be accessible until a valid license key is re-assigned. However, the deletion of the license key will have to be confirmed first.

1.5 Menu item Email & escalation

1.5.1 Setup

Under "**Setup**", the email-function in *globalDoc* can be activated, email addresses can be edited and the escalation intervals (or reminder-intervals) of the respective emails can be set.

Figure 86: Email setup

Selecting the checkbox ☒ for "**Send emails directly**" activates the direct sending of the generated emails and sends all unsent emails. The deactivated status allows the System administrator to check unsent emails and, if necessary, delete them under the "**Overview**" menu item.

By specifying the initial address, direct access via the emails is enabled. The sender address can be changed here.

In this section, the times of the last escalations are shown, escalation intervals can be set and via the icon **Run now**, emails can be sent manually.

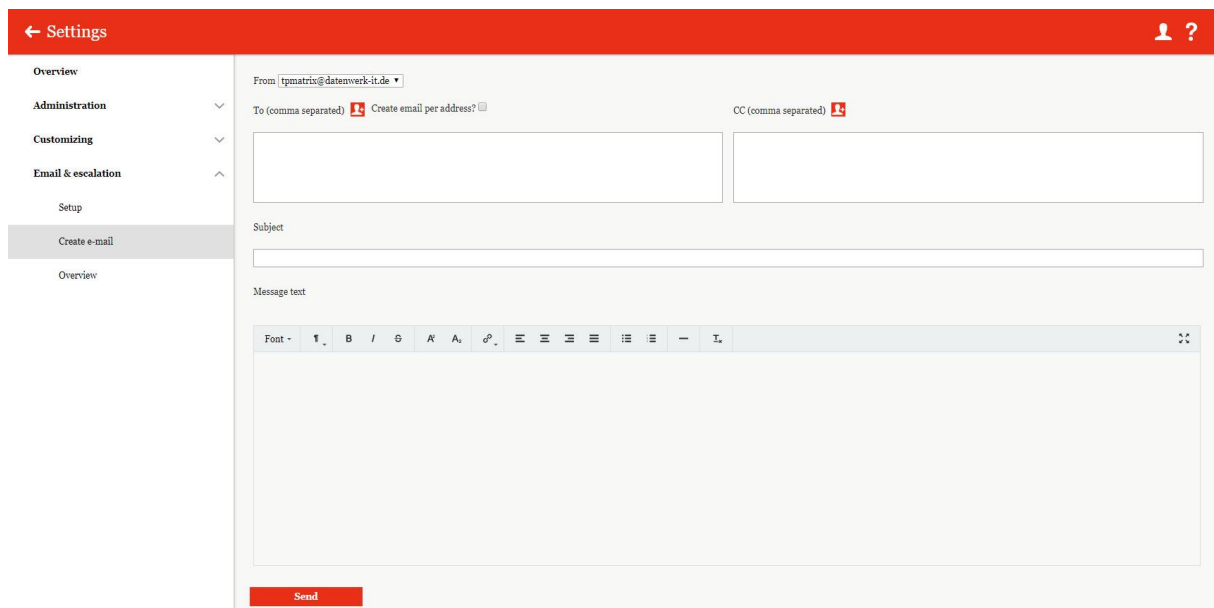
- An Excel overview of the status of the tasks can be sent directly to the administrator via "**Status report for the task administrators**".
- "**Reminder for open system administrator tasks**" sends a reminder email with an Excel overview to the System administrator.
- The "**Status report for task approvers**" function triggers a process where users with the role of a task approver receives an Excel overview of the status of an entity at pre-selected times.

The function "**Reminder for upcoming deadline**" offers the possibility to configure up to three email reminders before the deadline expires. A direct reminder email can be set up manually by clicking the icon **Run now**.

Under "**Contract system**", the part of the link to the contract system without the contract number should be inserted.

1.5.2 Create Email

The function "**Create email**" allows for sending of self-created emails.



The screenshot shows the 'Create e-mail' form within the 'Settings' application. The left sidebar contains a menu with 'Overview', 'Administration', 'Customizing', 'Email & escalation', 'Setup', 'Create e-mail' (highlighted), and 'Overview'. The main form area has a red header bar with a back arrow and 'Settings' text, and a user icon with a question mark. The form fields include: 'From' (tpmatric@datenwerk-it.de), 'To' (comma separated) with a red icon and 'Create email per address?' checkbox, 'CC' (comma separated) with a red icon, 'Subject', and 'Message text' with a rich text editor toolbar. A red 'Send' button is at the bottom.

Figure 87: Input mask for email creation


By clicking the icon , a pop-up opens, that displays all users. Users to whom the email or a copy of the email should be sent can be selected with a mouse click.



Figure 88: Email recipient selection

1.5.3 Overview

← Settings									
Overview									
Administration									
Customizing									
Email & escalation									
Setup									
Create e-mail									
Overview									

	To (comma separated)	Subject	Status	Template-Code	Template-Name	Number of attachments	Is html	Modified by	Modified date
	x	x	x	x	x	x	x	x	x
	/not initialized	TP documentation for SG-Demo Sales Hub	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for SA-Demo Sales Ltd.	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for BR-Demo Sales New	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for MEX-Demo Sales Ld	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for RU-Demo Sales s.r.o	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for CN-Demo Agent Nq	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for JP-Demo Agent New	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for IR-Demo Int. Prop.	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for DE-Demo Factory G	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for DE-Demo Parts Eur	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for UK-Demo R&d Cen	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
	/not initialized	TP documentation for DE-Demo Headqua	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 PM
	/not initialized	TP documentation for US-Demo Sales Hub	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 PM
	/not initialized	TP documentation for FR-Demo Services I	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 PM
	/not initialized	TP documentation for CH-Demo Finance A	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 PM

View - 15 of 16

Displayed emails can be deleted  or opened , if necessary. For a better overview, emails can be sorted according to the values of each column. The search option allows to select certain columns or to search for specific rules via the "Extended search" function.

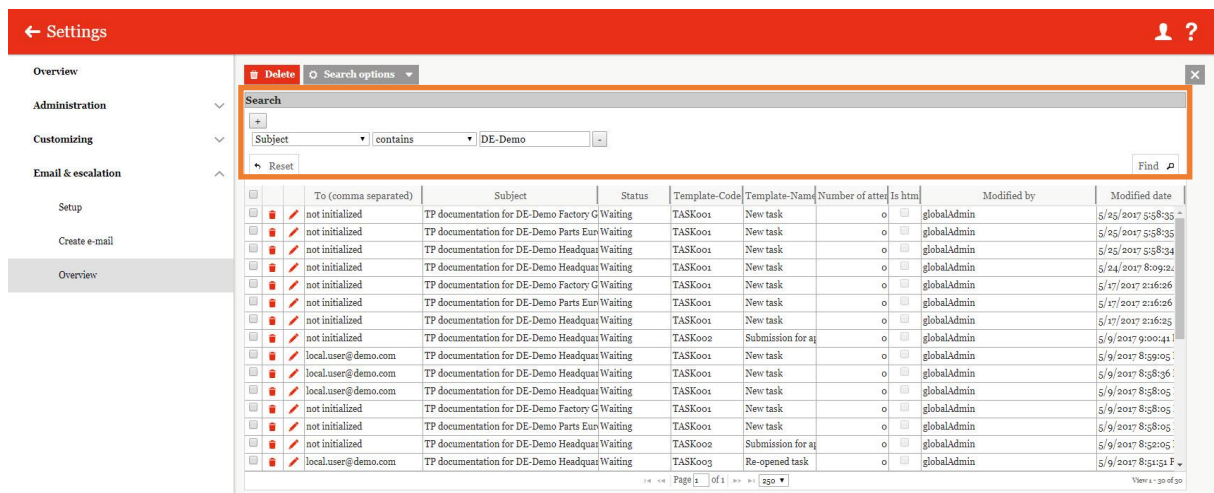





Figure 90: Extended search

By clicking the icon , new rules for a search can be defined. Similarly, clicking on the icon  will remove rules. The created rules can then be applied to search emails by using the function .

1.5.4 Sending rules

Below is a listing for the basic email sending rules in the tool:


Incident	Standard-recipient
Responsible delegates task to Delegate	<i>Delegate</i>
Delegate finalises delegation	<i>Responsible</i>
Responsible withdraws delegation	<i>Delegate</i>
Delegate declines delegation	<i>Responsible</i>
Responsible submits task to reviewer for approval	<i>Reviewer</i>
Reviewer reopens task	<i>All users with appropriate write permissions for the respective entity (Edit local content).</i>
Reviewer finalizes task	<i>Responsible</i>
Responsible finalizes task (no reviewer configured)	-
Accountable finalizes documentation	<i>Responsible + Reviewer</i>
Responsible submits documentation	<i>Accountable</i>
Reviewer submits documentation	<i>Accountable</i>

Accountable rejects report	<i>Responsible + Reviewer</i>
Management task for documentation is assigned to an entity	<i>All users with appropriate write permissions for the respective entity (Edit local content)</i>
Management task for other navigation points (e.g. Questionnaire, Master data, Transactions) is assigned to an entity.	<i>All users with appropriate write permissions for the respective entity (here for Questionnaire, Edit Master data, Transaction, Edit data collection)</i>
Management task is submitted for approval	<i>Task Approver of the respective company + Reviewer</i>
Module (and thus the documentation task) is assigned (this should also happen if a local module was automatically assigned after filling the transaction matrix)	<i>All users with appropriate write permissions for the respective entity (Edit local content)</i>
Reminder email before a deadline	<i>Responsible</i>
Reminder email after a deadline	<i>Responsible + Reviewer + Accountable</i>
Reminder e-mail before the expiry of a creation deadline (check whether the overall report is final)	<i>Responsible+Accountable</i>
Reminder email before a deadline (check if overall report final)	<i>Responsible+Accountable</i>
Questionnaire activated	<i>All users with write permissions for the respective questionnaire (Edit master data).</i>
Roll forward and thus open modules and recurring tasks of the pre rolled entities	<i>All users with write permissions for the respective entity</i>
New entity created	<i>Responsible</i>
New Accountable/Reviewer/Responsible for a Division/GLOBAL	<i>Accountable/Reviewer/Responsible</i>
The user receives an e-mail with access data	<i>User</i>
Password reset	<i>Affected user</i>
Create admin task	<i>All System admins</i>

2. Program item Documentation setup

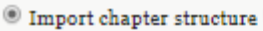
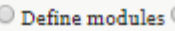
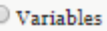
2.1 Menu item Report configuration

The program item "**Documentation setup**" allows the System-administrator to edit the structure of the documentation. Under "**Report configuration**" existing report types can be edited. A new configuration can be created by clicking on  **New** (see [Create a new Report type](#)).

If you click on the icon  of an already existing report, you can edit its configuration. under the menu item "**Report configuration**". The working steps are the same as in case of a new report creation.

2.1.1 Create a new Report type

You can choose between three options in the upper screen area:

   . The first option, "**Import chapter structure**", can be used to upload an already existing documentation including its chapter structure into *globalDoc*. The chapter structure can also be added manually. With "**Create modules**", the system administrator can create new modules for the respective chapters (see [Define Modules](#)). The third option, "**Variables**", allows for the download of the standard variables as well as the variables defined for the TP questionnaire as Word documents.

To create a new report type, you can make the following entries (fields marked with * are mandatory):

- **Name***: Specifies the name of the report type.
- **Type***: Here you can describe the type of the report (e.g. Local File or Master File).
- **Template**: Here you can use a template that may have been created previously (see ["Report templates"](#)).
- **Scope***: Here you can specify whether the report to be created will be more general or whether it refers to a specific country or reporting entity.
- If the report relates to a country or reporting entity, a corresponding **Country*** or **Reporting entity*** must be selected.
- **Is active**: Here you can specify whether the report type should be active.

In the lower section, you can import the structure of an existing report (see [Import chapter structure](#) for more details)



Further, the administrator can add a chapter structure manually. The symbol  is used to create new chapters or new subchapters. It is necessary to insert a meaningful chapter title. The chapter structure will be saved by clicking the icon .



Figure 91: Create new chapter

Chapters can be moved via drag & drop by selecting the respective chapter and holding the left mouse icon. By ticking the box on the left side of the symbol #, automatic numbering will be activated for the individual chapters. Empty chapters can be deleted using the icon . To keep the changes, it is necessary to click the icon .

NOTE: Chapter headings of chapters without automatic numbering are disregarded for the purpose of report generation. However, they can be used to structure the documentation architecture (e.g. separation between Master File and Local File). If modules are assigned to such chapters, these modules form part of the report but will remain without chapter headings.

2.1.2 Import chapter structure

Choosing the option **Import chapter structure**, the following screen be displayed:

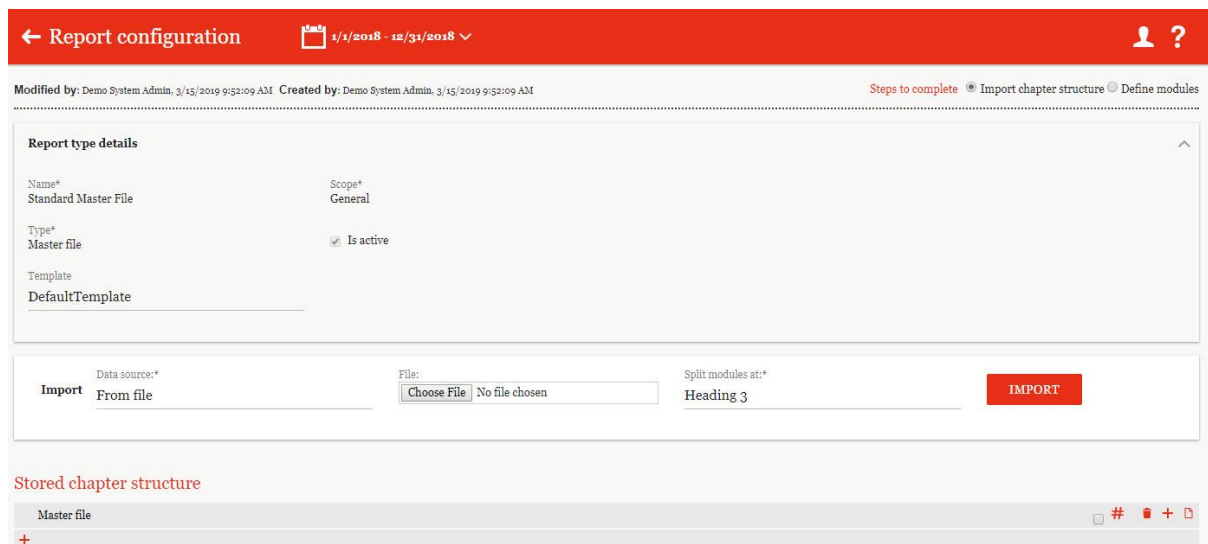


Figure 92: Define chapters

The page is divided into several sections: **"Report Type Details"**, which provides more detailed information regarding the report. The icon **"Import"** allows to upload a chapter structure based on an existing documentation. Further, the "Stored chapter structure" can be edit-

ed manually as described in the chapter above. How to import and save a chapter structure is explained in the following sections.

2.1.2.1 Overall library

The first of the three possible data sources explained above is "overall library".

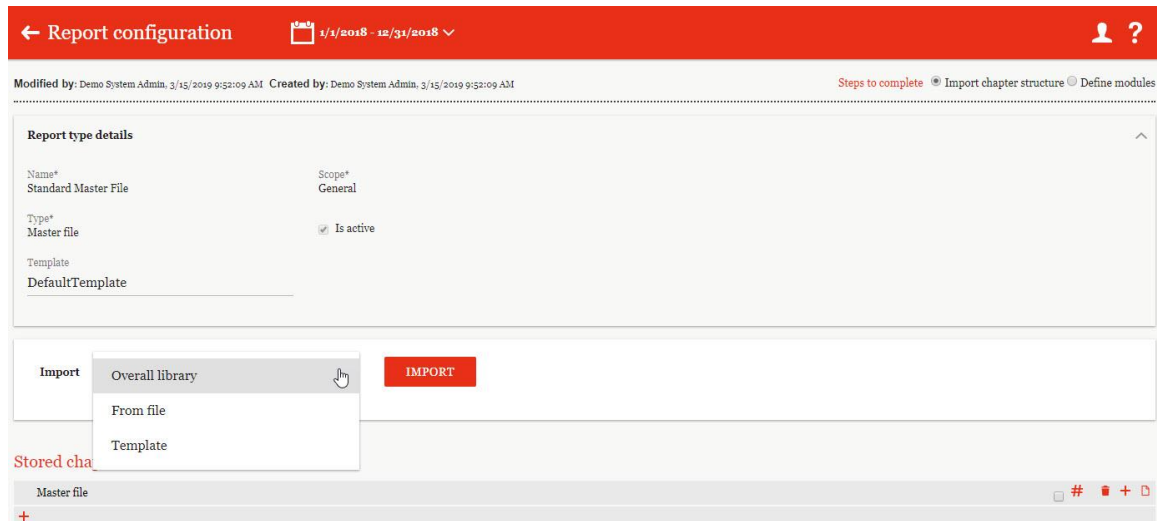


Figure 93: Import chapter structure from overall library

STEP 1

By selecting "**Overall library**" as data source, the existing structure of the corresponding reporting period will be imported. This can be done by clicking on **IMPORT**.

STEP 2

When "Overall library" is chosen by clicking on **IMPORT**, the "**Imported Chapter Structure**" can be viewed in the second step. In the appeared table, the imported chapter structure and the stored chapter structure are compared and the administrator has the possibility to define new chapters.

NOTE: When importing a structure for the first time, the stored chapter structure is empty.

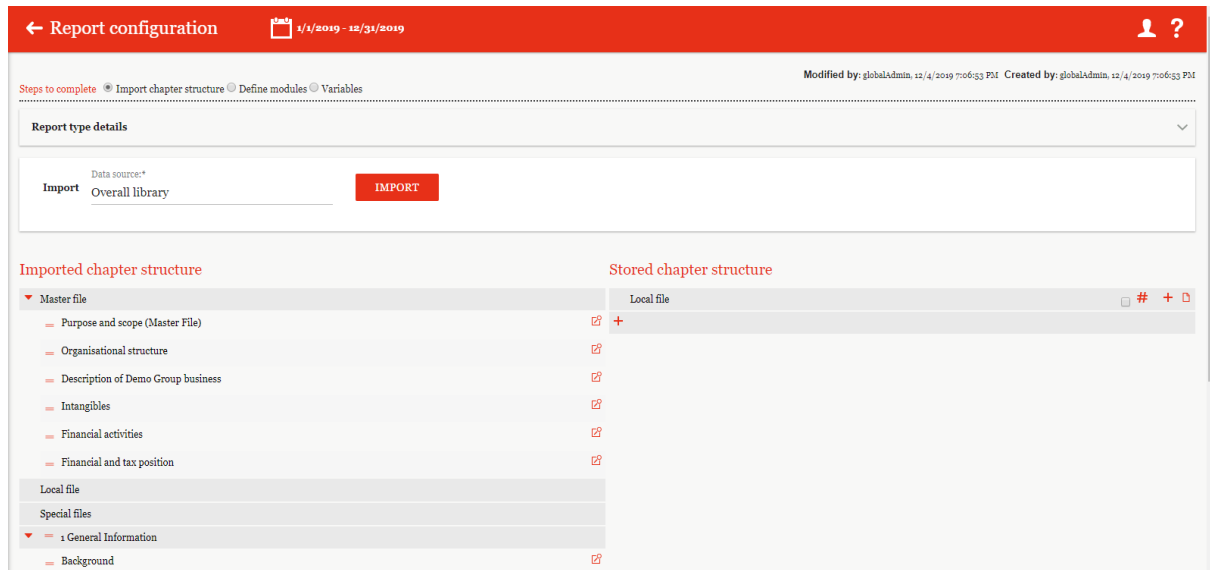









Figure 94: Selection of the chapters to be imported

As soon as the decision about which chapters to import has been made, these chapters can be moved via drag & drop towards the **"Stored chapter structure"** via Drag & Drop by using the icon  on the left side next to the chapter titles. It is also possible to move whole blocks (in the figure above e.g. "Master file" or "Local file") into the saved chapter structure by drag & drop using the icon .

An autonumbering of the chapters can be activated by ticking the box besides the symbol . The corresponding chapter can be deleted by clicking the icon . The icon  can be used to create a new subchapter. In addition, the name of a corresponding chapter or subchapter can be changed by clicking on the title.

The import will be finalized after clicking the icon **"Save"**  in the right command column (lower right corner). The icon  will cancel the action.

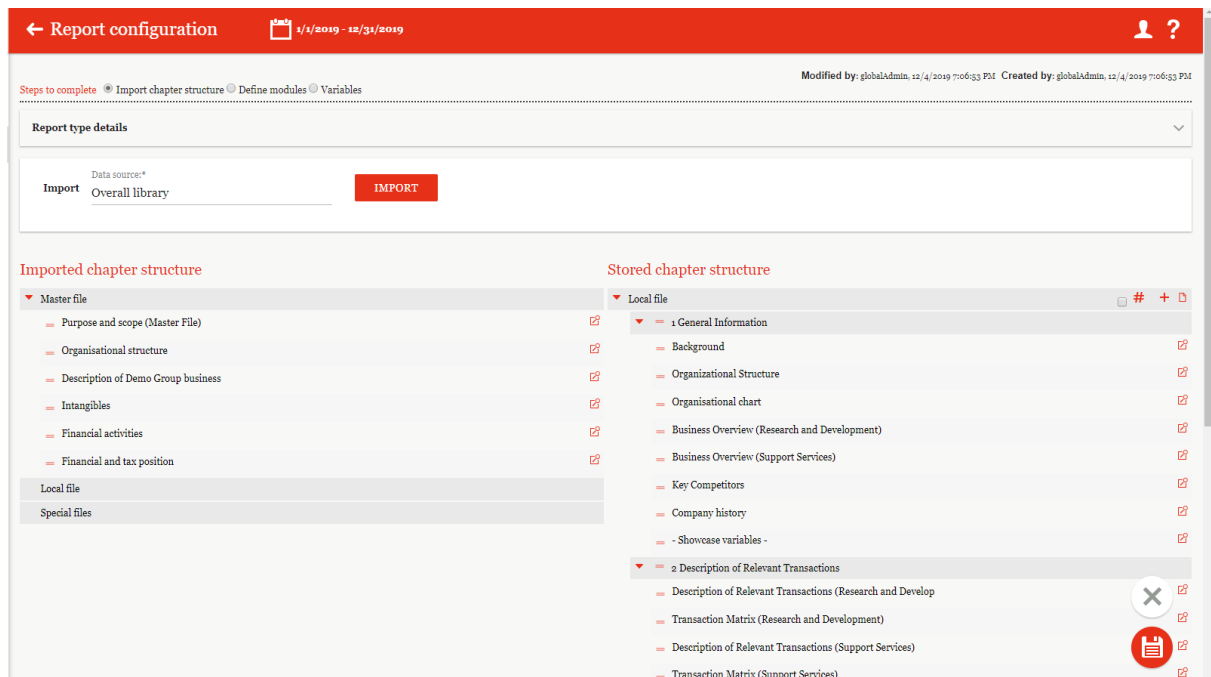



Figure 95: Import chapter structure - overview

After saving, the view can be restricted to the saved chapter structure by clicking on  in the lower right corner of the screen. The modules can then be moved further within the chapter structure if required.

2.1.2.2 From file

STEP 1

If the chosen source of data is a file, "**From file**" should be selected from the dropdown list. A specific file can be selected by using the function "**Choose File**". Additionally, the function "**Split modules at**" enables the System administrator to choose the heading level at which the chapters should be added. Any heading level between 1 and 6 can be chosen.

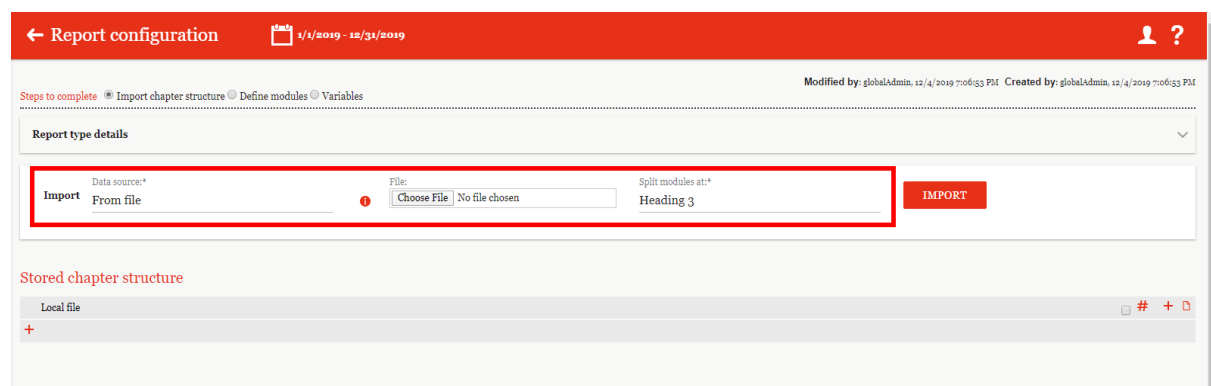



Figure 96: Import chapter structure - From file

STEP 2

When “From file” is chosen by clicking on , the selected file will be shown in form of its chapter structure. Chapter headings can be edited manually at this point by clicking the name of the chapter. This means that the tool creates a module under the same name for headings of the selected level and creates a chapter for higher levels.

NOTE: Prerequisite for a working import is a correctly formatted document (headings formatted as Heading 1, 2, 3, etc., body text formatted as "normal" or "body text").

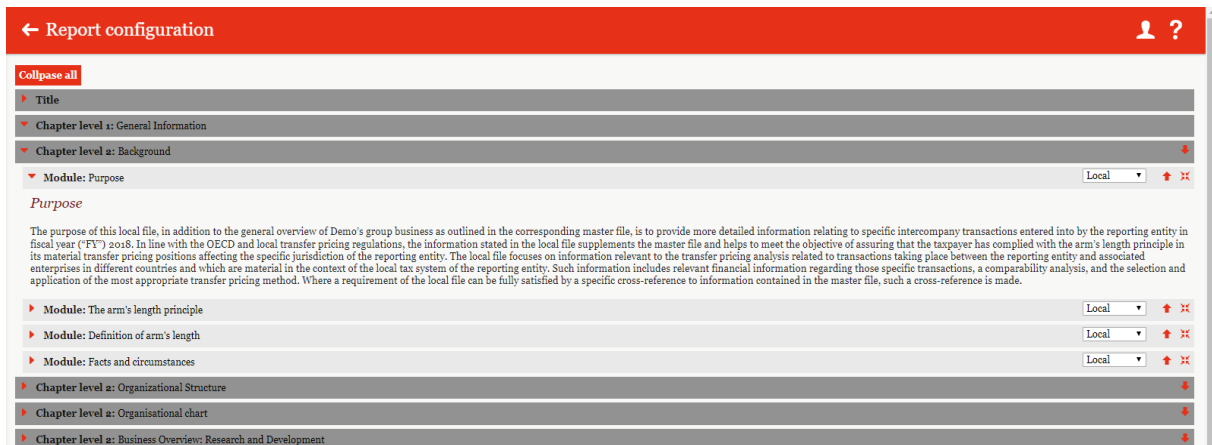





Figure 97: View of imported file

Clicking the icon  saves the imported structure. In case of an already existing structure, a comparison between the imported and already saved structure is possible by clicking the icon . "Stored chapter structure" refers to the chapter structure already existing in *globalDoc*.

In the case of an already saved chapter structure, clicking on  offers the possibility to connect the imported structure with the already saved structure, or to completely revise the saved structure.

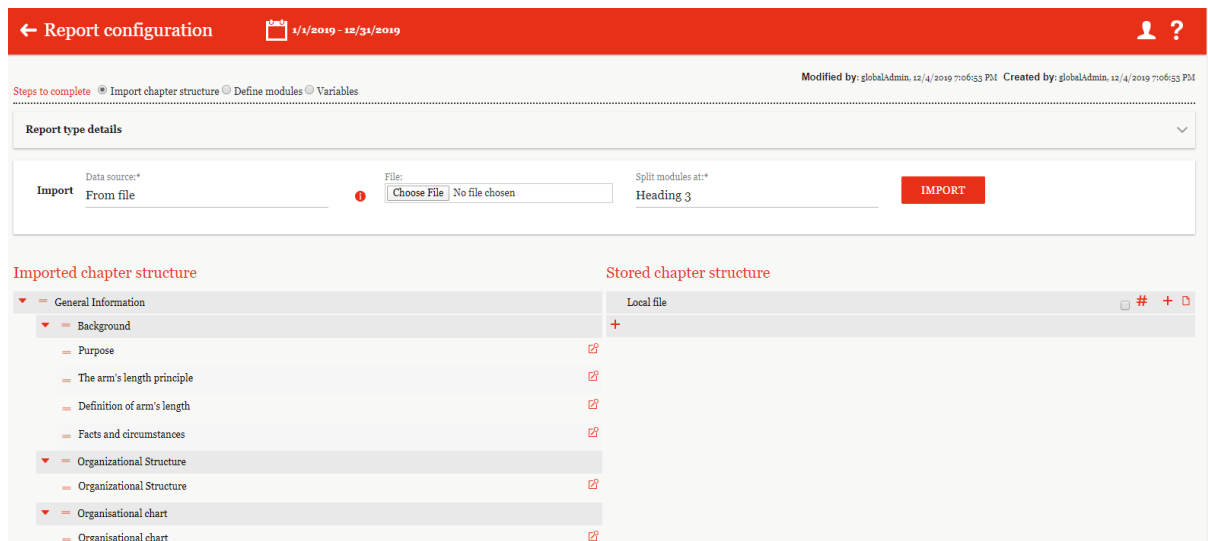






Figure 98: Import chapter structure - from file

NOTE: The selection does not automatically take over the chapters. The view only shows a comparison of the two chapter structures. The desired chapters must be moved manually using the Drag & Drop function.

As soon as the administrator has decided which chapters are to be included in the "**Stored Chapter Structure**", the respective chapters must be moved manually using the icon  (left from chapter name) by drag & drop to the target level.

As described in the previous chapter, the displayed icons, such as the icon  for creating new (sub-)chapters, can be used for chapter structuring. For further information see "[Create a new Report type](#)".

By clicking "**Save**"  in the lower right corner the import can be completed or executed. The "**Exit**"  icon cancels the action.

2.1.2.3 Template

The third data source that can be used to import a chapter structure is a "Template".

STEP 1

The import of a chapter structure can be based on a template, which can be provided upon request during the implementation of globalDoc.

NOTE: This option is only available if the system was saved without a template (e.g. by PwC) when the software was installed.⁴

⁴ The implementation of the template is carried out by the IT and not by the administrator.

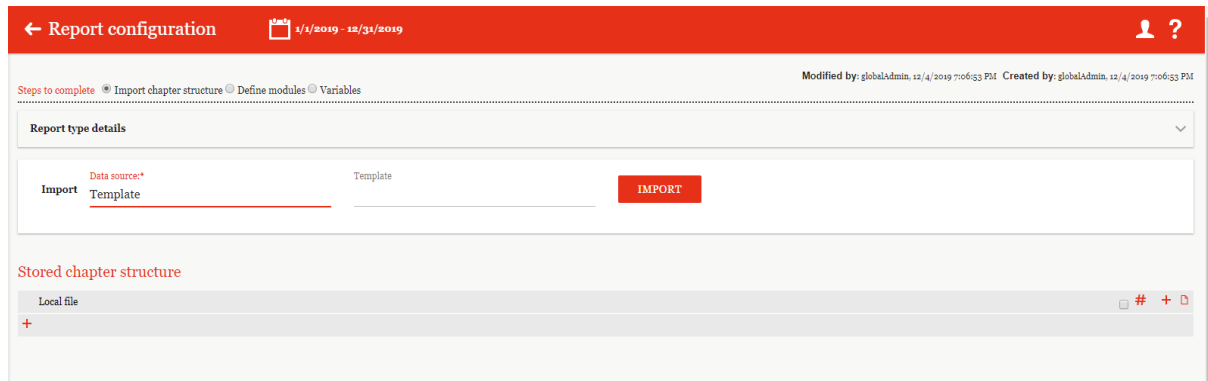






Figure 99: Import chapter structure - Template

STEP 2


When “Template” is chosen by clicking on **Import**, a view appears in which the **Imported Chapter Structure** and the **Saved Chapter Structure** are displayed next to each other in comparison. This allows to recognize missing chapters better or to move chapters with drag & drop.

As soon as the administrator have decided which chapters are to be included in the **Saved Chapter Structure**, these chapters must be moved individually using the icon  (to the left of the chapter name) by drag & drop to the desired position.

As described in the previous chapter, the displayed icons, such as the icon  for creating new (sub-)chapters, can be used for chapter structuring. For further information see "[Create a new Report type](#)".

By clicking **Save**  in the lower right corner the import can be completed. The **Exit**  icon cancels the action.

2.1.3 Define Modules

After selecting the checkbox  **Define modules** (at the upper right edge of the screen), the following view (contents are presented exemplary) will be displayed:

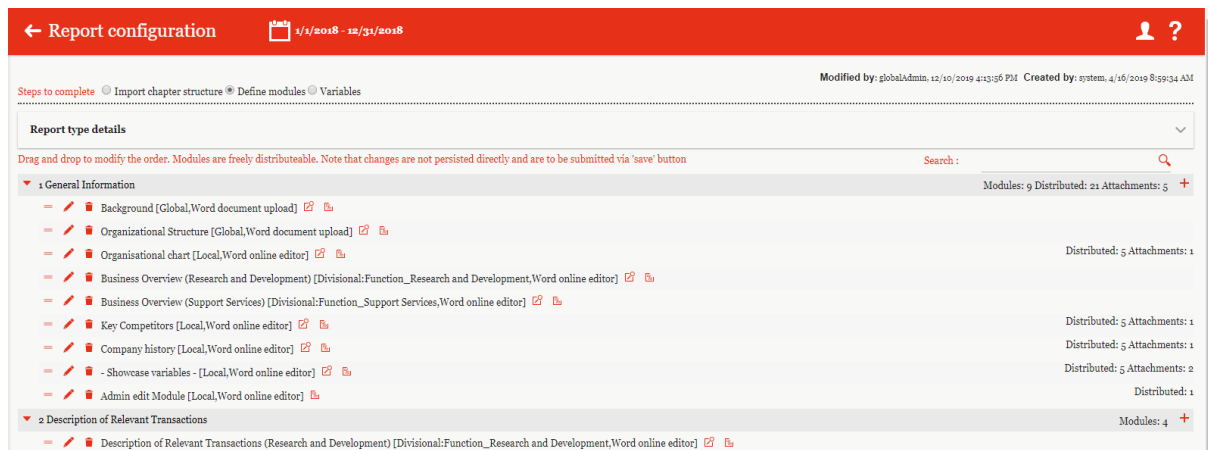







Figure 100: Define Modules

All chapters and the corresponding modules are listed here. "**Modules**" displays the number of modules assigned to the chapter, "**Distributed:**" refers to the reporting entities using the current module and "**Attachments**" displays the number of attachments added to the module.


Given that content has already been uploaded to a certain module, a click on the icon  will open the module content of global and divisional modules. In case of local modules, a content preview will be displayed. Via the icon , module content or content preview, respectively, can be replaced. As a result, the module content in global and divisional modules is directly set as documentation content.

The icon  allows the editing of already created modules, and new modules can be created using the icon . By pressing the icon , the corresponding module is deleted.

NOTE: Only modules without already uploaded documents can be deleted. For this reason, the module contents must be deleted before the module itself can be deleted.

2.1.3.1 Moduldetails

Figure 101: Module details

By clicking the icon  in the cell of a module, the "Module details" are displayed. The following aspects of the module can be processed here (fields marked with * are mandatory):

- **Chapter*:** In which chapter of the created report will the module appear.
- **Module name*:** Name of the module (not equal to the heading in the report).
- **Input format*:** Choice between different input formats.
- **Transaction group:** If automatic allocation to a specific transaction group is applied, the respective transaction group can be chooses here.
- **Module class*:** Module on Global, Divisional or Local level.
- **Print option*:** Always (Module is always printed when report is created), optional (user can choose whether the module shall be printed when creating the report), never (Module is never printed when report is created, e.g. in case of internal or back-up information).
- **Master/local file:** Master File or Local File module.
- **Template document** (in the above example a template document is already uploaded, so the input format is grayed out).

If a template document is uploaded to a global or divisional module, the module content will be automatically uploaded, too. If a template document is uploaded to a local module, the local user can use this template document as a starting point for creating documentation under "Reporting Entity/Documentation content". For local modules, the prefilled template is available directly in the module content if no module content existed before. If the pre-populated template is created after content already exists, a warning message appears for the local user that new pre-populated content is available. The user can then choose to use it or keep the existing content.

- **Automatic Allocation?:** Automatic allocation according to a transaction Group.

If automatic allocation is selected, the module will be allocated to the reporting entities that have the corresponding transaction group in their transaction matrix. In addition, under transaction groups, value limits for automatic module allocation can be defined, below which the module will not be allocated, even if the transaction group exists. Modules are also not assigned if the transaction group only exists in domestic transactions in the transaction matrix of a reporting entity and at the same time the check box under "Document local transactions" in the country settings is not set.

2.1.3.2 Modul assignment

Report configuration 1/1/2018 - 12/31/2018

Modified by: globalAdmin, 8/30/2019 1:59:35 PM Created by: globalAdmin, 8/30/2019 10:28:46 AM

Module details Module assignments

☒ **Assigned roles:**

- Edit global content Edit
- Read global content Read

☒ **Assigned clusters:**

Reporting entities using current module:


<input type="checkbox"/>	Code	Name	Short name	ERP number	Country
<input type="checkbox"/>	X	X	X	X	X
<input type="checkbox"/>	U03	CZ-Demo s.r.o.	Demo s.r.o.		CZ - Czech R
<input type="checkbox"/>	U01	DE-Demo Headquarters	Demo AG	0001	DE - German
<input type="checkbox"/>	U02	FR-Demo S.A.	Demo S.A.		FR - France
<input type="checkbox"/>	U12	MEX-Demo Sales Ltd.	Demo Ltd.		MX - Mexico
<input type="checkbox"/>	U09	US-Demo Sales Hub America	Demo Inc.		US - United S

Page 1 of 15 View 1 of 5

Drop selected reporting entities Assign reporting entities

Save Save and close Copy module Download standard variables Send link as e-mail Close

Figure 102: Module assignments

In the tab "**Module assignments**", the "**Assigned roles**" ("Edit" and "Read") can be allocated. In addition, module clusters ("**Assigned clusters**") can be viewed, added and removed if necessary. Both are possible by clicking the respective icon .

The section further lists which reporting entities use the current module. Reporting entities to which the module is to be allocated can be assigned the modules via **+ Assign reporting entities**. Reporting entities can be removed via **Drop selected reporting entities**.

If the module has been assigned via the automatic allocation, it is possible to exclude individual reporting entities from this automatic assignment. In this case, the module will not be assigned to the reporting entities even if they have the corresponding transaction group in their transaction matrix.

← Report configuration 1/1/2020 - 12/31/2020

Modified by: globalAdmin, 12/4/2019 7:07:12 PM Created by: globalAdmin, 12/4/2019 7:07:12 PM

Module details Module assignments Central module attachments Task

Assigned roles:

- Edit divisional content Edit
- Read divisional content Read

Assigned clusters:

This module is automatically assigned via transaction group and volumes.

Reporting companies excluded from automatic allocation:

<input type="checkbox"/>	Code	Name	Business line	Short name	ERP number	Country	Business Line	Sub Business Line
<input type="checkbox"/>	X	X	X	X	X	X	X	X

Page 1 of 1 100 No records to view

Drop selected reporting entities + Assign reporting entities

Figure 103: exclusion automatic allocation

2.1.3.3 Central module attachment

Via the function "central module attachments" there is the possibility to attach attachments to created modules. When editing the corresponding modules, the user gets the possibility to add these centrally provided attachments to the module or transaction with a few simple clicks.

← Report configuration 1/1/2020 - 12/31/2020

Modified by: globalAdmin, 12/4/2019 7:07:12 PM Created by: globalAdmin, 12/4/2019 7:07:12 PM

Module details Module assignments Central module attachments Task

Upload Drag & Drop Files

File name	Short name	Attachment Type	Is contract	Report	Reference	Modified by	Modified date

Page 1 of 1 100 No records to view

Note: For editing attachment, please double click on filename

Save
Save and close
Copy module
Download standard variables
Send link as e-mail
Close

Figure 104: central module attachments

2.1.3.4 Tasks

Via the "Task" tab, the administrator has the possibility to create a task directly during module creation and to add a description as well as a processing deadline to it.

In addition to the task, subtasks can be created by clicking on **+ Add item to Checklist ...**. These must be completed when processing the task before the status of a module can be changed.

← Report configuration 1/1/2020 - 12/31/2020

Modified by: globalAdmin, 12/4/2019 7:07:12 PM Created by: globalAdmin, 12/4/2019 7:07:12 PM

Module details | Module assignments | Central module attachments | Task

Navigation item* Documentation content

Name

Description

Processing deadline

☒ annually recurring

☒ Checklist mandatory

Checklist

● Add item to Checklist ...

Save
Save and close
Copy module
Download standard variables
Send link as e-mail
Close

Figure 105: creating task

2.1.3.5 Reporting entities

The tab "Reporting entities" shows in a table which reporting entities are assigned to the task or checklist. Using the "Drop selected entities" and "Assign reporting entity" icons displayed below, it is possible to remove already assigned reporting entities or to assign the task to new reporting entities.

Note: Only reporting entities to which the module has already been allocated can be assigned.

← Report configuration 1/1/2020 - 12/31/2020

Modified by: globalAdmin, 3/1/2021 3:27:42 PM Created by: globalAdmin, 12/4/2019 7:07:12 PM

Module details | Module assignments | Central module attachments | Task | Reporting entities

Assigned companies

Code	Name	Processing deadline	Accountable	Reviewer	Responsible	Delegated
<input type="text"/> x	<input type="text"/> x					
DIV 2	Function_Support Services		Holger_Accountable	Reviewer02	Holger_Responsible	

< < < Page 1 of 1 >> >> 5000

Note: Please double click on the assigned reporting entity to edit the entity specific deadline and responsible editor.

Save
Save and close
Copy module
Download standard variables
Send link as e-mail
Close

Figure 106: reporting entities task

2.1.3.6 Modules on Local level, which can only be edited centrally

It is possible to create modules for individual local entities that can only be processed centrally.

In the first step, a suitable role must be created for this. Choose "Settings/Customizing/Roles" to access the list of existing roles. Click on the icon **+ New** to create

a new role. You must name the role (e.g. "Admin edit module", select "Module" for the role type and select "Create, edit and delete" for the standard permission).

After you have clicked on **"Save"** you can leave the menu.

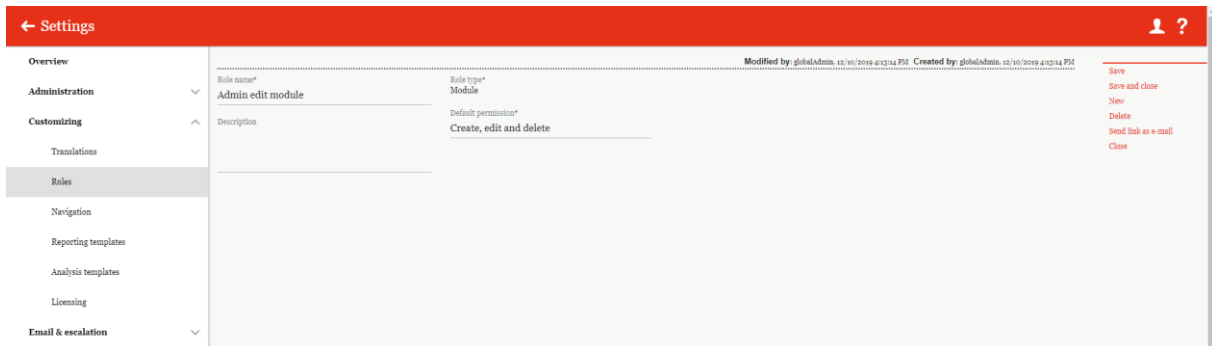


Figure 107: Creating of a central administration role

Via "Documentation setup/Report configuration/[Select a report configuration]", you can reach the structure of the respective report configuration in which the corresponding module can be selected.

In the upper part of the screen, select the "Create modules" option and then click the icon  next to the desired module.

Afterwards, the option "Edit access control" can be selected via the tab "Module assignment". This opens the window shown in the following figure. Here the role distribution is to be adapted in such a way that the role "Read local content" and the new role (here in the example "Admin edit module") are listed on the right under "Assigned roles". If this is the case, the selection can be confirmed with a click on **"OK"**.

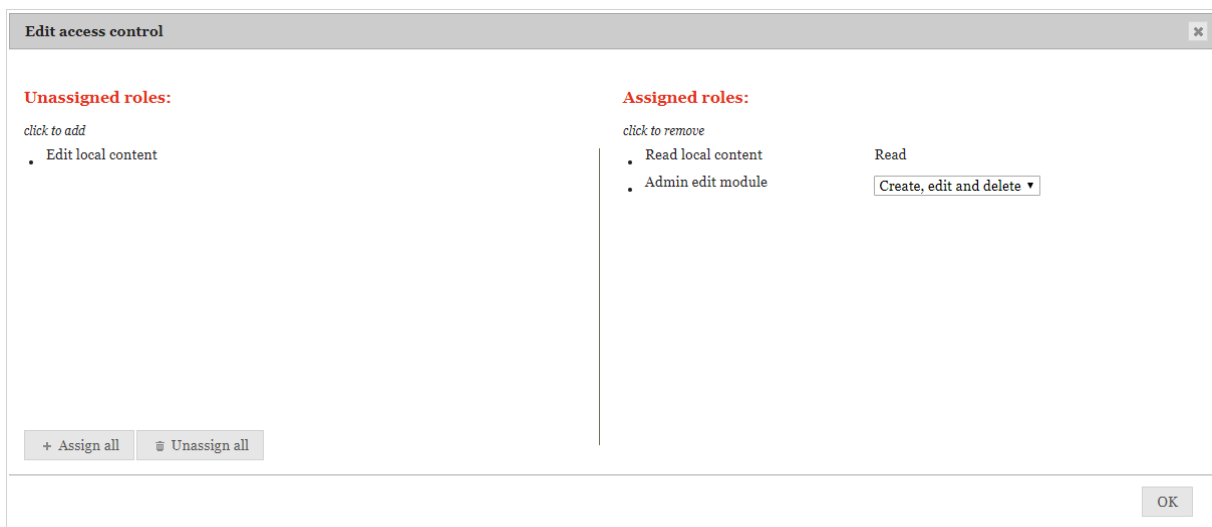


Figure 108: Edit access rights

You can finish editing the module by clicking on "Save" or "Save and close".

Via "Settings/Administration/Users" the newly created role can be assigned to the users who are to edit the module.

User roles

Documentation levels		ts	Divisions/Reporting entities	
Global				
Divisional			<input type="checkbox"/> All <input type="text" value="Select units ..."/>	
Local			<input checked="" type="checkbox"/> All <input type="text" value="Select units ..."/>	

Admin edit module

- Approve tasks
- Assignment bases access
- Define content structure
- Edit data collection
- Edit local content
- Manage attachments
- Print report
- Read data collection
- Read divisional content

All reporting periods ☒





Figure 109: Assign editing rights

2.2 Menu item Transaction groups

Under the menu item "**Transaction Groups**", which is also a sub-item of "**Documentation setup**", existing transaction groups can be viewed and edited and new transaction groups can be created.

Number	Transaction type	Name	Approved	Analysis flag	Modified by	Modified date
A	Service Transactions	Research and Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	globalAdmin	8/30/2019 2:14:46 PM
B	Service Transactions	Support Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	globalAdmin	9/18/2019 11:54:32 AM
C	Delivery Transactions	Delivery of Finished Goods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	globalAdmin	8/30/2019 10:36:06 AM
D	Financial Transactions	Cash Pool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	globalAdmin	8/30/2019 2:14:35 PM
E	Distribution Transactions	Distribution Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	globalAdmin	8/30/2019 2:20:09 PM

Figure 110: Transaction groups

Here, it is possible to delete or edit list entries using the icons  , or to create a subgroup for this transaction using the icon . Via the icon  it is possible to create a new transaction group.

On the start page of this menu item, already existing transaction groups are displayed, which can be sorted according to the following items:

- **Number:** Here each transaction can be given an individual numbering.
- **Transaction type:** For example “distribution” or “manufacturing”.
- **Name:** Name of the transaction group.
- **Enable:** Indicates whether the transaction group can be used.
- **Analysis flag?**⁵
- **Modified by:** Specifies the user who last made changes to the transaction group.
- **Modified on:** Specifies the time and date of the last change.

⁵ Only relevant if the corresponding *globalDoc Solution®* function is used for analysis of appropriateness. In this case, activate the checkbox if you want the proof of appropriateness to be uniform for the entire transaction group and not for each individual transaction.

2.2.1 Create new Transaction group

By clicking the icon  you get to the detailed view of the transaction group to be created.

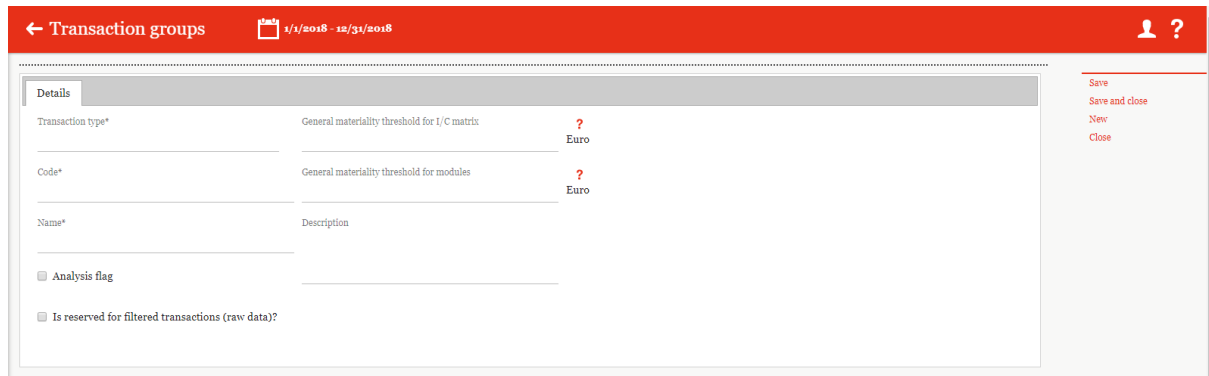


Figure 111: Transaction group - detail view

Here you can define the transaction group more exactly via the following points (fields marked with * are mandatory):

- **Transaction type*:** The overall type of transaction is indicated here.
- **Code*:** A specific individual code can be assigned to the transaction.
- **Name*:** The transaction group should be given a name in addition to its type.
- **General essentiality threshold for I/C Matrix:** If a transaction value is above this threshold, the transaction will be displayed in an Excel file attached to the report. If the value is below this threshold, the transaction will not be displayed.
- **General essentiality threshold for modules:** If a transaction value is above this threshold, a module which is automatically allocated according to a transaction group, will be printed when generating a report. If the value is below this threshold, the module will not appear in the report.
- **Description:** The transaction can be described in more detail here.
- **Group analysis?:** Should the transaction group be part of a group analysis?
- **Is reserved for filter transactions (raw data)?⁶**


NOTE: The “General threshold for I/C Matrix or for Modules” can only be defined if a “Default currency for transaction group thresholds” has been selected under “Set-

⁶ Only relevant in conjunction with TP Matrix - defines whether the transaction data for the corresponding transaction group is to be obtained via a manual import or via the TP Matrix. The TP Matrix generates the raw data via an ERP interface (e.g. an SAP interface), prepares them according to predefined rules to transaction data (also filter transactions) and consolidates them to a transaction group. If this option is selected, transaction data for this transaction group cannot be uploaded to *globalDoc*, but is obtained via the TP matrix.

tings/Administration/Reporting period settings”. This currency is then displayed next to the corresponding essentiality threshold ("Euro" in the figure above).

Once the mandatory fields have been filled in, it is possible to save the transaction by clicking on **"Save"** or **"Save and close"**.

2.2.2 Create Sub-Transaction group

Creating a subgroup of an existing transaction group is possible via “Documentation Setup/Transaction groups” and clicking the icon .

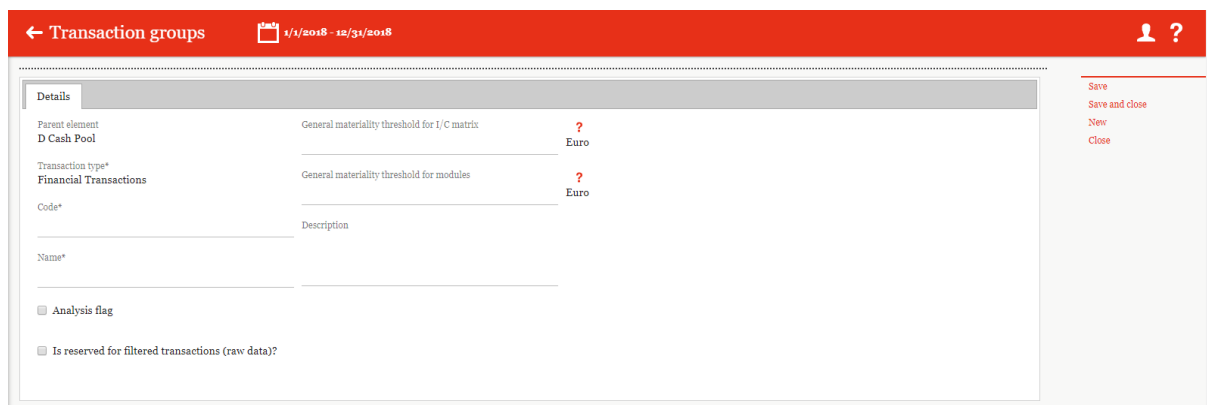







Figure 112: Create Sub-Transaction group

The detailed view of the subgroup is very similar to the view just presented in "[Create new Transaction group](#)". The only difference between the two views is that two fields, “**Parent element**” and “**Transaction type***”, are already defined by the parent transaction group.

2.2.3 Edit Transaction groups

You can edit transaction groups by choosing “Documentation Setup/Transaction groups” and clicking the icon . The transaction group detail view that then appears is identical to the view that appears when you create a new transaction group. The operation of this window is also identical (see "[Create new Transaction group](#)" for a detailed description).

2.3 Menu item *Benchmarking studies*

Under “*Documentation setup/Benchmarking studies*”, all benchmark studies already created in *global-Doc* are presented in tabular form. The following icons  |  |  can be used to delete, edit or update a benchmarking study. In addition, a new benchmarking study can be recorded in *globalDoc* via  **New**. In addition, the benchmarking studies can be sorted by the following items in the table

- **Name**
- **First year of study**
- **Region:** Specifies the region covered by the study.
- **Country:** Specifies the country covered by the study.
- **Update of financial data?:** Indicates whether the document is a complete benchmarking study or just a financial update.
- **Modified by:** Indicates the user who last made changes to the benchmarking study.
- **Modified on:** Specifies the time and date of the last change.

2.3.1 Create new Benchmarking study

As already mentioned, a new benchmarking study can be entered under “Documentation setup/Benchmarking studies” and **+ New**. The view that then opens looks like this:

The screenshot shows a web form for creating a new benchmarking study. The form is titled "← Benchmarking studies" and has a sidebar on the right with buttons for "Save", "Save and close", "New", and "Close". The form fields are as follows:

- Name*
- First year of study*
- Last year of study*
- Database name*
- Database version*
- Date of benchmarking study
- Regional or local study?*
- Country*
- Title of benchmarking study

Below the main form, there is a section for "Profit Level Indicators (PLIs)" with a "+" icon. This section contains the following fields:

- PLI type*
- Mark-up on total coast - in %
- Number of comparables*
- Minimum*
- Lower Quartile*
- Median*
- Upper Quartile*
- Maximum*



Figure 113: Create new Benchmarking study

In this view, the following relevant information about the new study can be provided (fields marked with * are mandatory):

- **Name***
- **Database name*:** On which database are the data used for the benchmarking study based?
- **Regional or local study?***: Here you can choose between "Country" and "Region". This affects whether regions or countries can be selected in another field.
- **First year of study**
- **Database version ***
- **Country*/Region*:** Here you can select from all countries or regions created in globalDoc (see "[Countries](#)", if further countries are needed).
- **Last year of study**
- **Status of the benchmarking study:** For example, is the study still in draft?
- **Title of Benchmarking study**


In addition to the provided details, further information can also be provided by using this field.

Profit Level Indicators (PLIs)

The icon  can be used to create new Profit Level Indicators for the study and the icon  can be used to delete existing indicators. If Profit Level Indicators are provided, the following fields must be submitted (fields marked with * are mandatory):

- **PLI type***: Indication of the Profit Level Indicator used in the benchmarking study.
- **Number of comparables***:
- **Minimum***: The minimum range for the PLI determined in the study.
- **Lower Quartile***: The lower quartile of the range for the PLI, which was determined in the study.
- **Median***: The median range for the PLI determined in the study.
- **Upper Quartile***: The upper quartile of the range for the PLI, which was determined in the study.
- **Maximum***: The maximum range for the PLI that was determined in the study.

If all mandatory fields are filled in, the new benchmarking study can then be saved on the right-hand side via "**Save**" or "**Save and close**".


After saving, it is possible to upload benchmarking studies (e.g. in pdf format). These can either be dragged into the framed area using Drag & Drop, or selected from the local memory by clicking .

2.4 Menu item Attachment overview


The menu item "**Attachment overview**" under "*Settings/Documentation structure/Attachments overview*" shows a table containing all attachments that have been received during the documentation.

Code	Reporting entity	Navigation item	Name	Transaction group	Short name	Document type	Is contract	Report	Reference	File name	Type	Modified by	Modified date
U01	DE-Demo Headquarters	2 General Information	- Showcase variables -				✗	✓	✓	Demo Attachment Word.docx	ModuleAttachment	globalAdmin	9/20/2019 2:21
U01	DE-Demo Headquarters	2 General Information	- Showcase variables -				✗	✓	✓	Demo Attachment Excel.xls	ModuleAttachment	globalAdmin	9/20/2019 2:21
U01	DE-Demo Headquarters	2 General Information	Company history				✗	✓	✓	Report - Demo HQs comp	ModuleAttachment	globalAdmin	9/19/2019 3:31
U01	DE-Demo Headquarters	2 General Information	Key Competitors				✗	✓	✓	Report - Demo HQs comp	ModuleAttachment	globalAdmin	9/19/2019 3:31
U01	DE-Demo Headquarters	2 General Information	Organisational chart		Charts		✗	✓	✗	Organizational chart.pptx	ModuleAttachment	globalAdmin	9/20/2019 2:21
U01	DE-Demo Headquarters	2 General Information	Organizational Structure		Charts		✗	✓	✗	Example organizational ch	ModuleAttachment	globalAdmin	8/30/2019 2:21
U01	DE-Demo Headquarters	2 General Information	Organizational Structure		Charts		✗	✓	✗	Example organizational ch	ModuleAttachment	globalAdmin	8/30/2019 2:21
U01	DE-Demo Headquarters	5 Selection of the Transfer	Local financials (Support S		Cost base services	Background Infor	✗	✗	✗	Cost base.xlsx	ModuleAttachment	globalAdmin	5/9/2017 8:34
U01	DE-Demo Headquarters	6 Application of the Transf	Local Benchmarking Study			Benchmarking S	✗	✓	✗	Demo benchmarking study	ModuleAttachment	globalAdmin	8/30/2019 2:21
U01	DE-Demo Headquarters	6 Application of the Transf	Local Benchmarking Study				✗	✓	✓	Demo benchmarking study	ModuleAttachment	globalAdmin	12/12/2019 1:12
U02	FR-Demo S.A.	2 General Information	Organizational Structure				✗	✓	✗	Example organizational ch	ModuleAttachment	globalAdmin	8/30/2019 2:21
DIV 1	Function_Research	3 Description of Relevant Tr	Description of Relevant Tr		R&D Agreement pdf	Contracts	✓	✓	✗	R&D Agreement.pdf	ModuleAttachment	globalAdmin	8/30/2019 2:21
DIV 1	Function_Research	3 Description of Relevant Tr	Description of Relevant Tr		R&D Agreement docx	Contracts	✓	✓	✗	R&D Agreement.docx	ModuleAttachment	globalAdmin	8/30/2019 2:21
DIV 1	Function_Research	3 Description of Relevant Tr	Description of transaction		R&D Agreement pdf	Contracts	✓	✓	✓	R&D Agreement.pdf	ModuleAttachment	globalAdmin	8/13/2019 1:12
DIV 1	Function_Research	3 Description of Relevant Tr	Description of transaction		R&D Agreement docx	Contracts	✓	✓	✓	R&D Agreement.docx	ModuleAttachment	globalAdmin	8/13/2019 1:12

Figure 115: Documentation setup - Attachment overview


The icon  can be used to search the attachments for self-created rules.

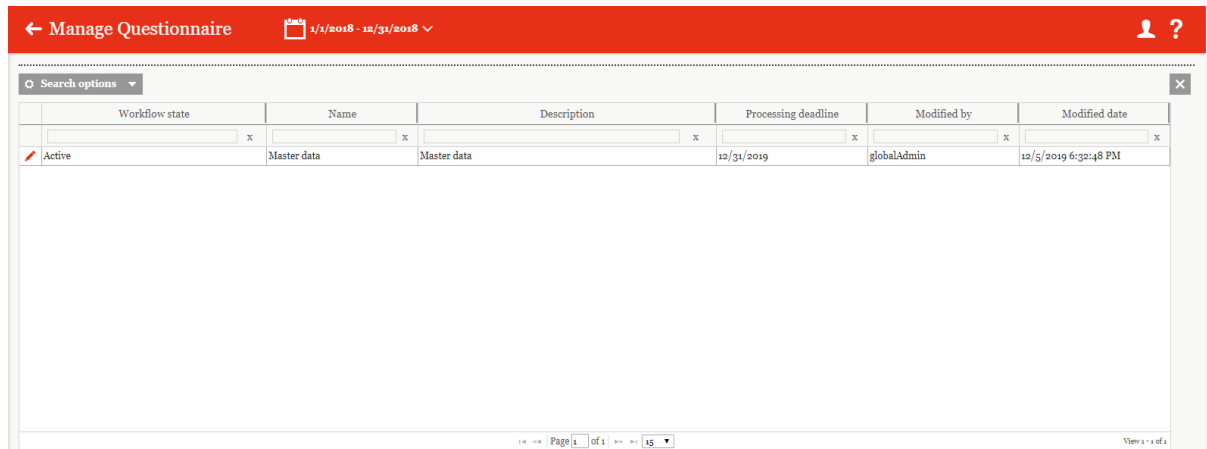
- **Code:** Code for the entity.
- **Reporting entity:** Displays the reporting entity to which the attachment belongs.
- **Navigation item:** Shows the path of attachment location.
- **Name:** Name of the specific navigation item (e.g. module).
- **Transaction group:** Displays the corresponding transaction group if an attachment is uploaded to a transaction.
- **Short name:** Optional short name of the attachment.
- **Document type:** Type of attachment (e.g. contract, chart, invoice, etc.). This type can be defined under [Settings/Administration/Document types](#).
- **Contract/Report/Reference:** Indicates whether it is a contract and/or a reference, and whether this appendix can be seen in the report. The icon ✕ indicates that the point does not apply, whereas the icon ✓ indicates that it does.
- **File name:** Name of attachment, the file can be downloaded by clicking on the file name.
- **Type:** Shows the type of element (module or transaction) to which the attachment has been uploaded.
- **Modified by/Modified on:** Specifies by whom and when an attachment was edited.

In addition, an overview of the tasks can be exported in Excel form via the  **Export overview** icon .

2.5 Menu item Manage questionnaire

Under "Manage questionnaire" it is possible to edit and/or activate/deactivate a questionnaire for the master data of a reporting entity and, if necessary, add your own questions in order to be able to use them as variables.

In the overview (see following figure) the questionnaire can be edited by clicking on the icon . The overview also shows information on the status, name, description, processing time, and change data of the questionnaire.



Workflow state	Name	Description	Processing deadline	Modified by	Modified date
Active	Master data	Master data	12/31/2019	globalAdmin	12/5/2019 6:32:48 PM

Figure 116: Edit questionnaire

The questionnaire can only be edited if its status has been set to "inactive". The questionnaire can be activated/deactivated using the corresponding icon on the right-hand side of the screen.

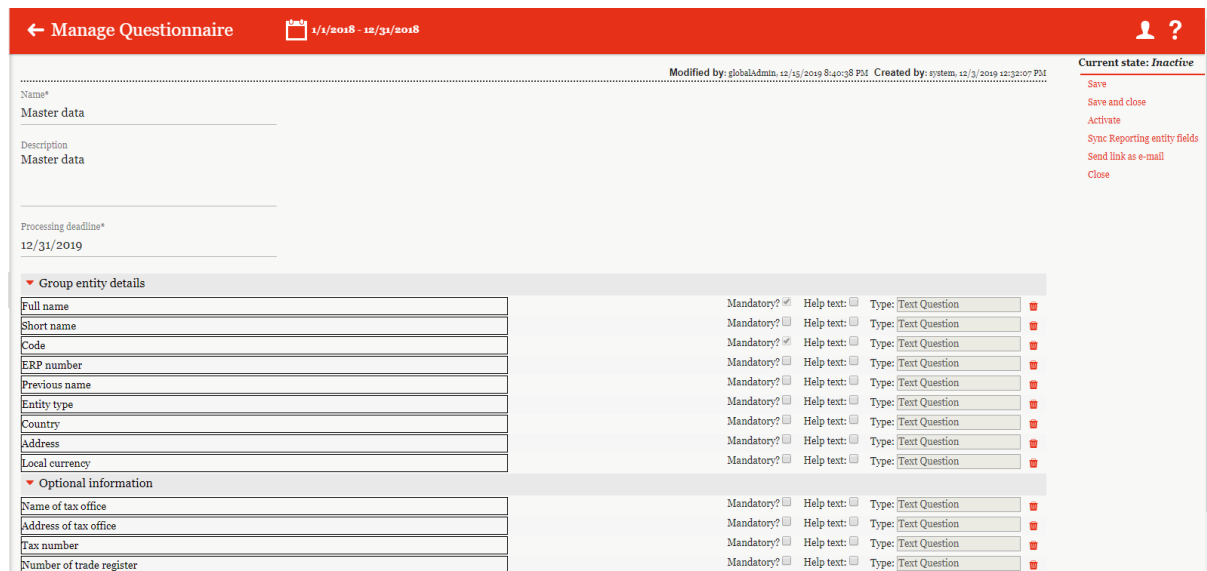



Figure 117: Edit inactive questionnaire

When editing the questionnaire, you have the possibility to delete questions using the icon . In addition, by clicking on **Mandatory?** ☐ it can be set that the question for finalization of the questionnaire must be answered by the filling user. If the check mark is not set, the questionnaire can also be set to final without answering the question.

If you click on **Help text:** ☐ , you can also add a more detailed description, which will be displayed to the user filling in the form.

In order to include deleted questions from the master data in the questionnaire again, the icon "Synchronize reporting entity fields" must be used. In the following pop-up window, the deleted questions can be selected again (see figure below).

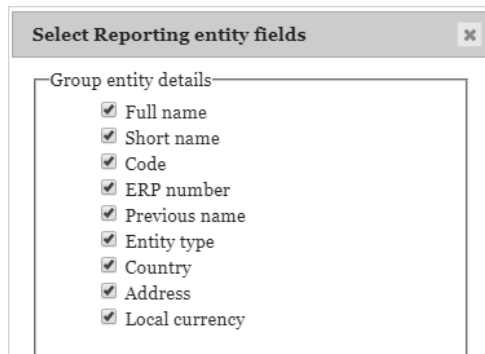


Figure 118 Synchronize reporting entity fields

3. Program item Tasks

3.1 Overview

By clicking on the program item "Tasks", an overview of all completed tasks and tasks to be completed will be displayed.

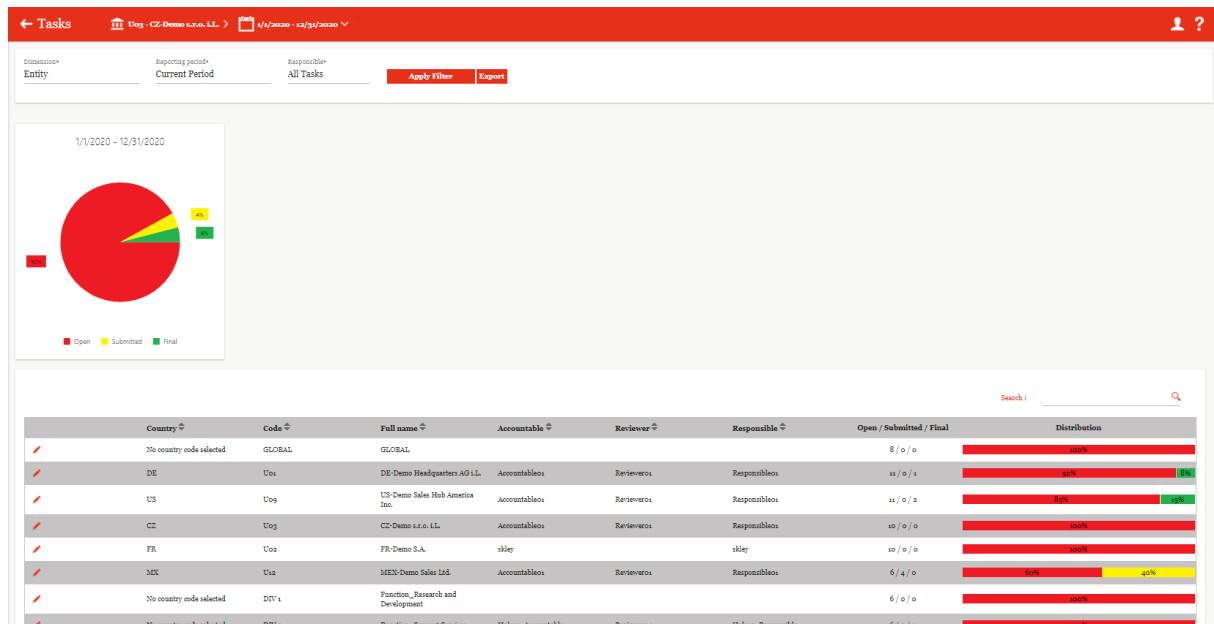



Figure 119: Overview Tasks current entity

The filters provided in the upper part of the section can be used to sort the displayed tasks. The selection field "**Dimension**" allows for filtering tasks based on either the currently selected entity ("Current entity"), individual countries ("Country") or the whole MNE ("Entity"). Similarly, the filter "**Reporting Period***", offers the possibility to choose between tasks for the current period or for all periods. Under "**Responsible***", it is possible to filter for tasks that are assigned to oneself or whether all tasks should be shown. A click on the icon **Apply Filter** will trigger the application of the selected filters.

After the required filter is selected, all tasks are shown in tabular format under the pie chart. Depending on the chosen dimension, all tasks are listed according to different criteria (such as the reporting period, the country abbreviation, the code or the respective Accountable, Review and Responsible).

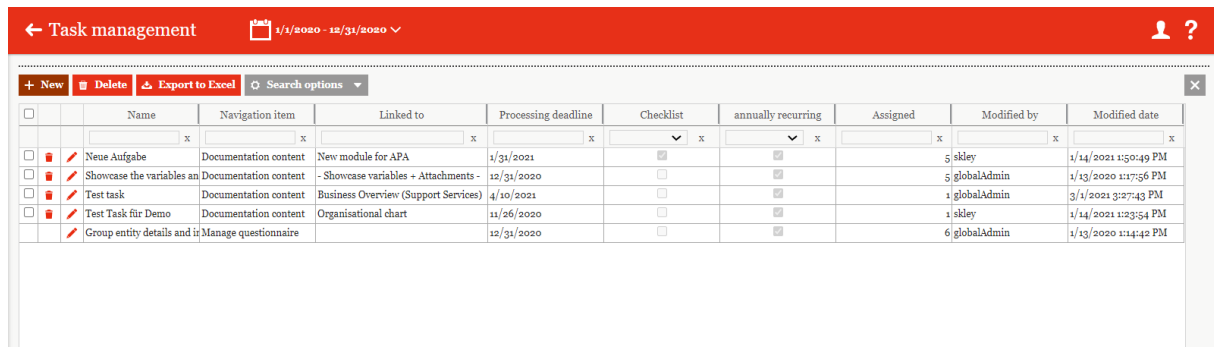
In the figure above, "Current entity" was selected as dimension, "current period" was selected as the reporting period and "All tasks" was selected under Responsible. The right column indicates the status of the task using colors: Open (red), in progress (yellow) and final (green). Depending on whether the selected entity or all entities have been chosen as dimension, the presentation of the task status varies. When only one entity is selected, the letters in the right column ("Status") refer to the type of module to be finalized. A distinction is made between Local (L), Divisional (D) and Global (G) modules.

If more than one entity has been selected (i.e. "Entity" or "Country") as displayed in the figure above, the current status of processing (e.g. how many tasks are still unprocessed or in progress) is displayed in the "Distribution" column. In the column next to it ("Open/In progress/Final") you can also see exactly how many tasks are still open, in progress or final.

The overview of the tasks can additionally be exported in Excel form via the icon  .

3.2 Menu item Task management

Via the menu item "**Task management**" the following overview table is available:



The screenshot shows the 'Task management' interface with a table of tasks. The table has columns for Name, Navigation item, Linked to, Processing deadline, Checklist, annually recurring, Assigned, Modified by, and Modified date. There are five tasks listed, each with a checkbox, a red flag icon, and a description.

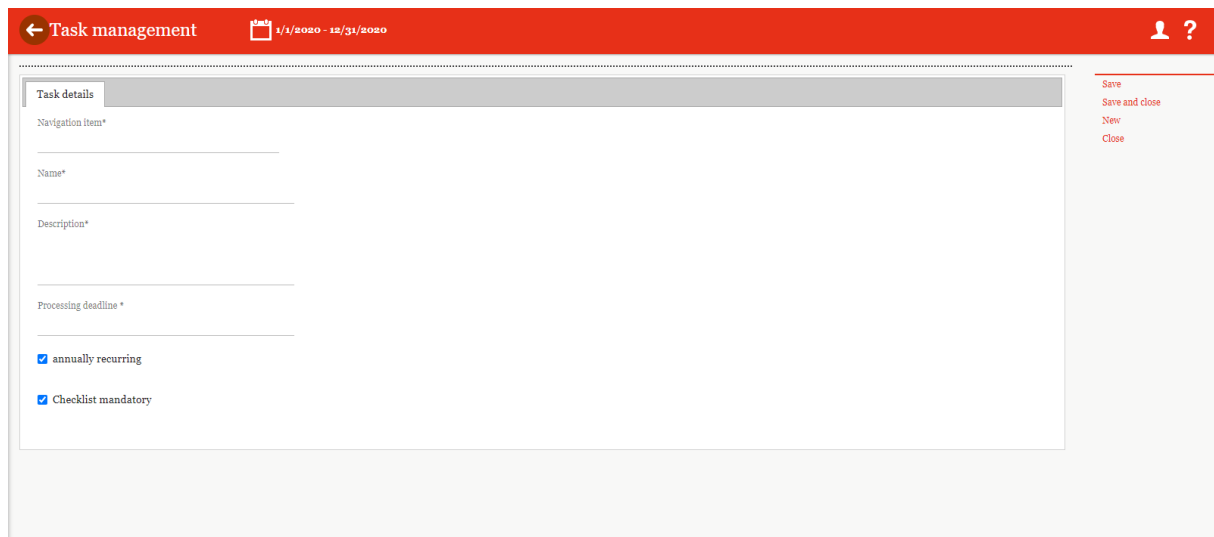
	Name	Navigation item	Linked to	Processing deadline	Checklist	annually recurring	Assigned	Modified by	Modified date
<input type="checkbox"/>	Neue Aufgabe	Documentation content	New module for APA	1/31/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 skley	1/14/2021 11:50:49 PM	x
<input type="checkbox"/>	Showcase the variables an	Documentation content	- Showcase variables + Attachments -	12/31/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 globalAdmin	1/13/2021 11:57:56 PM	x
<input type="checkbox"/>	Test task	Documentation content	Business Overview (Support Services)	4/10/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 globalAdmin	3/1/2021 3:27:43 PM	x
<input type="checkbox"/>	Test Task für Demo	Documentation content	Organisational chart	11/26/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 skley	1/14/2021 11:23:54 PM	x
<input type="checkbox"/>	Group entity details and i	Manage questionnaire		12/31/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6 globalAdmin	1/13/2021 11:44:42 PM	x

Figure 120: Task management overview table

NOTE: The administrator is only shown the subitem "Task management" if he has local, divisional or global access rights in addition to his administrator-rights.

New tasks can be created using the icon **+ New**.

In the opening window, the tab "**Task detail**" be displayed (see following figure).



The screenshot shows the 'Task detail' form. It has a 'Task details' tab selected. The form contains fields for 'Navigation item*', 'Name*', 'Description*', and 'Processing deadline *'. There are also checkboxes for 'annually recurring' and 'Checklist mandatory'. On the right side, there are buttons for 'Save', 'Save and close', 'New', and 'Close'.

Figure 121: Create a new Task

At this point, the navigation element, the name, a task description as well as the processing deadline can be defined.

After saving, three new tabs are displayed: "**Reporting entities**", "**Additional guidance**" and "**Change history**".

The tab "**Reporting entities**" shows in tabular form, to which reporting entities the task has been assigned. Via the icons "Drop selected reporting entities" and "Assign reporting entity" it is possible to remove already assigned reporting entities or to assign the task to new reporting entities.

Task management 1/1/2018 - 12/31/2018

Modified by: globalAdmin, 12/16/2019 10:14:38 AM Created by: globalAdmin, 12/16/2019 10:14:38 AM

Task details Reporting entities Additional guidance Change history

☐ Exclude administrators from responsables

Assigned reporting entities

<input type="checkbox"/>	Code	Name	Processing deadline	Accountable	Reviewer	Responsible	Delegated
<input type="checkbox"/>	U09	US-Demo Sales Hub America Inc.	12/31/2019	[Accountable01]	[Reviewer01]	[Responsible01]	
<input type="checkbox"/>	U01	DE-Demo Headquarters AG	12/31/2019	[Accountable01]	[Reviewer01]	[Responsible01]	

Page 1 of 1 View 1 - 2 of 2

Note: Please double click on the assigned reporting entity to edit the entity specific deadline and responsible editor.

Save Save and close New Delete Send link as e-mail Close

Figure 122: Reporting entities

The tab "**Additional guidance**" allows to upload files. All uploaded files are listed in a table and can be downloaded or deleted if necessary.

NOTE: Under "**Additional guidance**", documents such as presentations or guidelines can be uploaded to support the assignee working on the task by conveying what exactly should be done. These files are not attached to a report.

NOTE: The files uploaded here are not attached to the report, but serve only as a tool for the editing user.

Task management 1/1/2018 - 12/31/2018

Modified by: globalAdmin, 12/16/2019 8:50:07 PM Created by: globalAdmin, 12/16/2019 8:50:07 PM

Task details Reporting entities Additional guidance Change history

Drag & Drop Files

File name	Short name	Document type

Page 1 of 1 No records to view

Note: For editing attachment, please double click on filename

Save Save and close New Delete Send link as e-mail Close

Figure 123: Additional guidance

The tab "**Change logs**" allows the administrator to track changes (e.g. new status, changed deadline, assignment of new reporting entities, etc.) of the task.

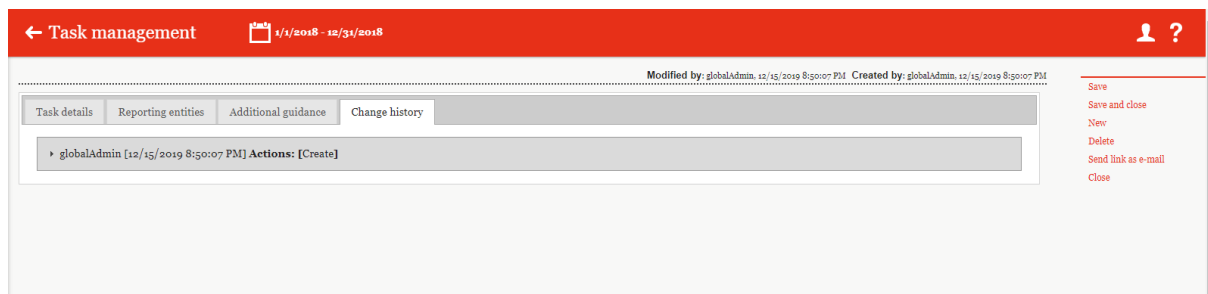






Figure 124: Change logs

The created tasks are listed under the navigation item **"Task management"** and can be modified by clicking the icon  or may be deleted by clicking on the icon . The search function  **Search options** enables the user to search for tasks according to self-created rules. Finally, the resulting list of tasks can then be exported as an Excel table by clicking on the icon  **Export to Excel**.

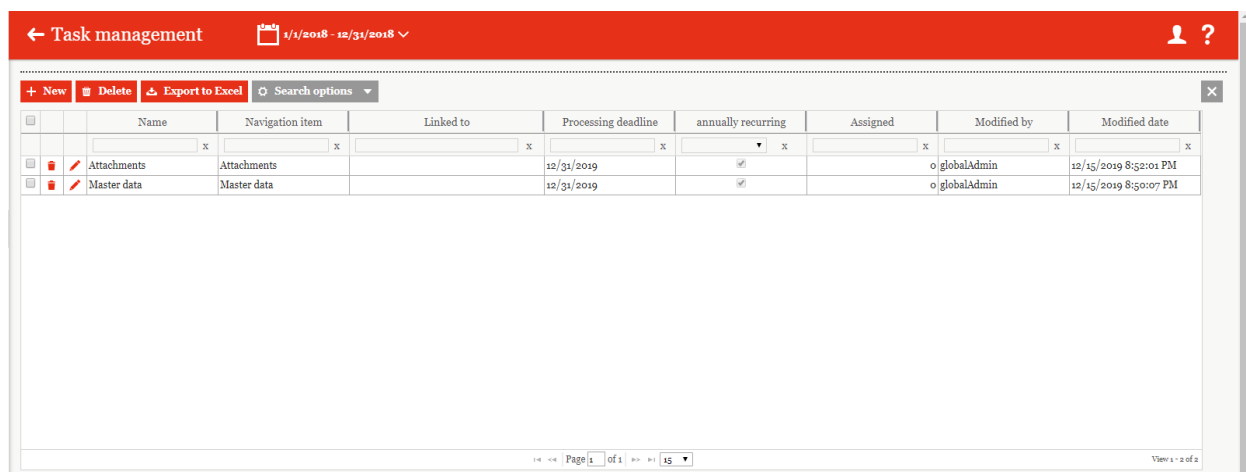
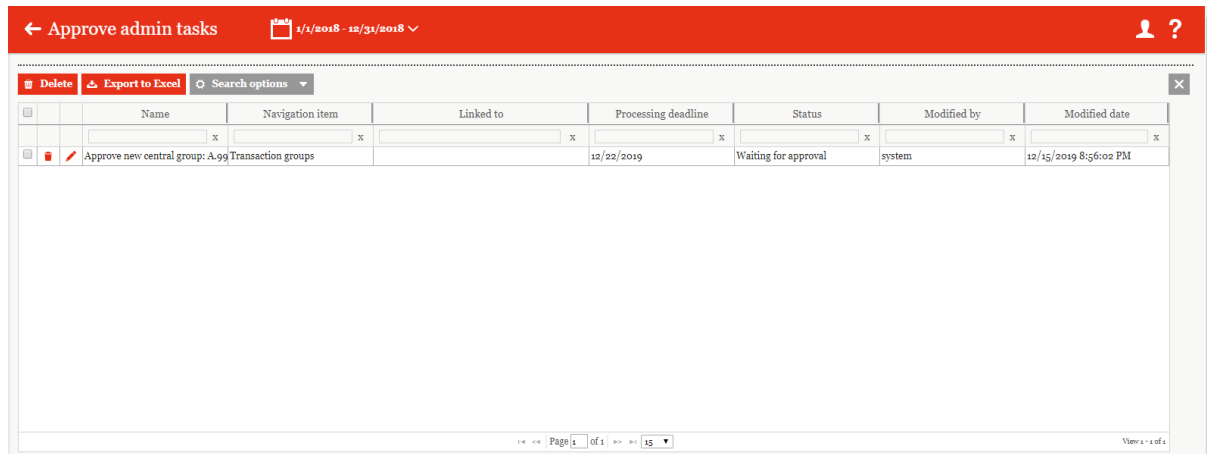


Figure 125: Overview Tasks

3.3 Menu item Approve Admin Tasks

The menu item "Approve Admin Tasks" provides a list of system-generated tasks for a selected reporting period. Transaction groups and group entities (e.g. transaction partners) that have been requested by the user but are not yet created in *globalDoc* are displayed. In addition, uploaded reports that have been corrected outside of *globalDoc* are listed. Only the system administrator has the right to access this menu item and to approve or reject the listed queries or uploaded reports.





	Name	Navigation item	Linked to	Processing deadline	Status	Modified by	Modified date
	Approve new central group: A.99	Transaction groups		12/22/2019	Waiting for approval	system	12/15/2019 8:56:02 PM

Figure 126: Overview of "Approve Admin Tasks"

The system administrator gains access to further detailed information on the selected task by clicking the icon .

The name, the description, the processing deadline and the navigation item are generated by the system and do not require any further input.

Depending on the task status, the options "Approve" and "Reopen" are shown in the command column on the right side. The Admin can select the respective option according to his or her personal assessment.

If a document is linked to the selected task or the task has been generated by the system, the tab "Additional guidance" will be displayed. Under this tab, any information specific to the subject, if present, is stored in the system.





Figure 127: Detail view of "Additional guidance"

The "**Change logs**" tab is generated by the system and is used to better track the task and change history by listing the individual intermediate steps of task processing.




Figure 128: Detail view of "Change logs"

Tasks are deleted in the same way as it is done in other sections in *globalDoc*. By clicking the icon , the selected task will be deleted. By clicking on the -fields, several tasks can be selected and deleted by clicking the  icon.

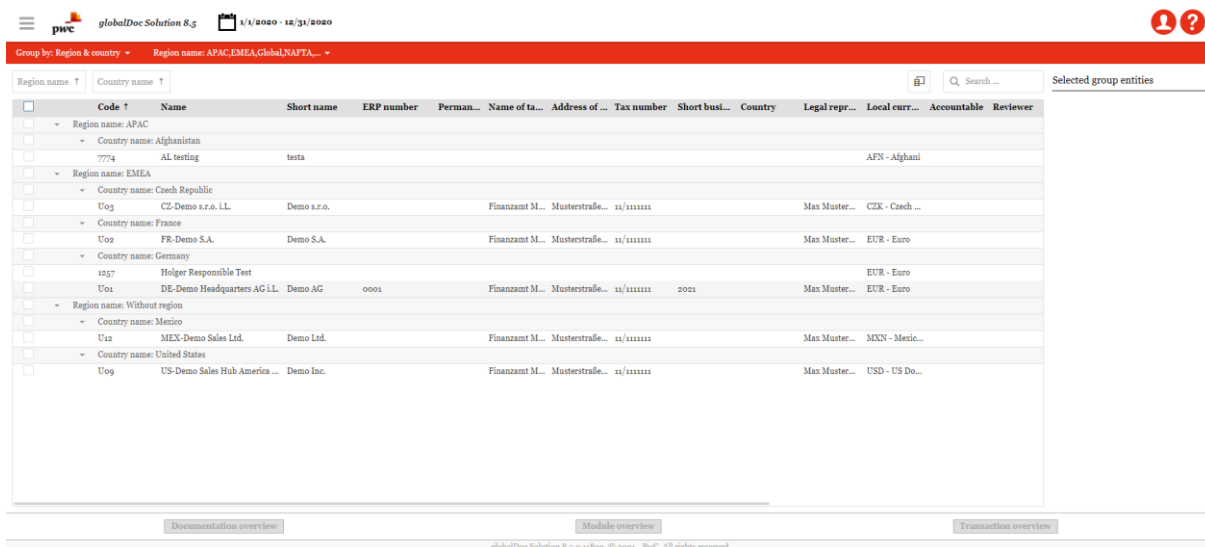
4. Program item Analysis

The "Analyse" function enables the central comparison of documentation contents, module distribution and transactions between individual reporting entities. The function is accessible for users who are created as system administrators.

Clicking on the icon  opens a menu where users can navigate to other program items.



The PwC logo  navigates you back to the home page.


Basically, please note that the analysis always refers to the selected reporting period. In the overview you can see all available reporting entities:

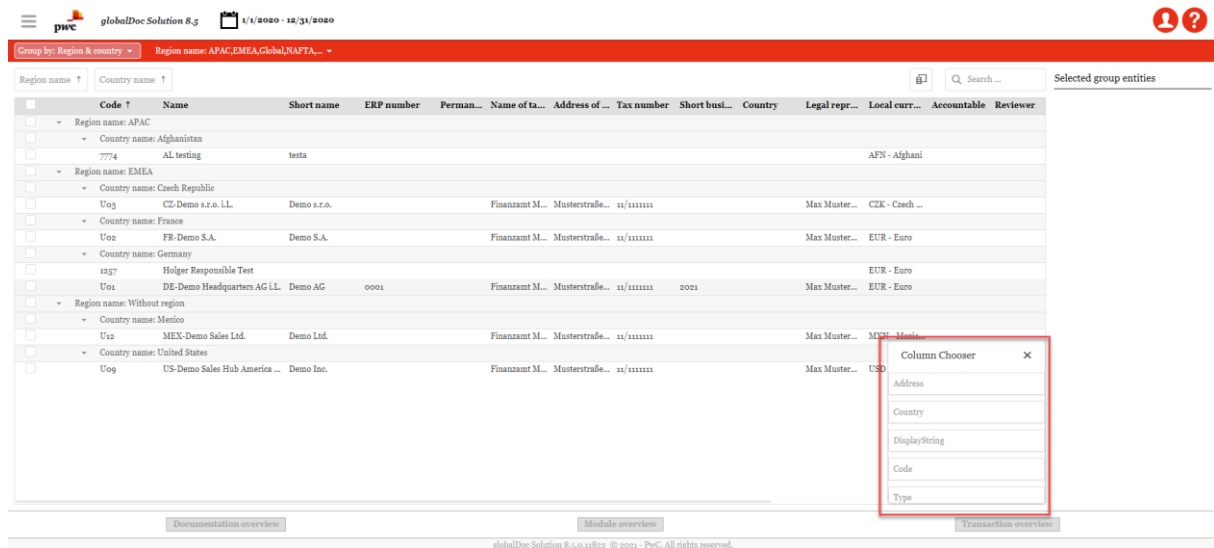


Code	Name	Short name	ERP number	Perman.	Name of ta...	Address of...	Tax number	Short bus...	Country	Legal repr...	Local curr...	Accountable	Reviewer
Region name: APAC													
Country name: Afghanistan													
7774	AL testing	testa								AFN - Afghani			
Region name: EMEA													
Country name: Czech Republic													
U03	CZ-Demo s.r.o. I.L.	Demo s.r.o.			Finanzamt M...	Musterstraße...	11/111111			Max Muster...	CZK - Czech ...		
Country name: France													
U02	FR-Demo S.A.	Demo S.A.			Finanzamt M...	Musterstraße...	11/111111			Max Muster...	EUR - Euro		
Country name: Germany													
1257	Holger Responsible Test										EUR - Euro		
U01	DE-Demo Headquarters AG I.L.	Demo AG	0001		Finanzamt M...	Musterstraße...	11/111111	2021		Max Muster...	EUR - Euro		
Region name: Without region													
Country name: Mexico													
U12	MEX-Demo Sales Ltd.	Demo Ltd.			Finanzamt M...	Musterstraße...	11/111111			Max Muster...	MXN - Mexic...		
Country name: United States													
U09	US-Demo Sales Hub America ...	Demo Inc.			Finanzamt M...	Musterstraße...	11/111111			Max Muster...	USD - US Do...		

Figure 129: analysis overview

By clicking on the individual headings of the table, you can filter alphabetically according to the selected column. Additionally, you can sort by region  or country by clicking on .

Under the icon "Column Chooser" () all columns can be dragged into the table and vice versa by keeping the left mouse icon pressed:



globalDoc Solution 8.5 1/1/2020 - 12/31/2020

Group by: Region & country Region name: APAC,EMEA,Global,NAFTA...

Region name Country name

Selected group entities

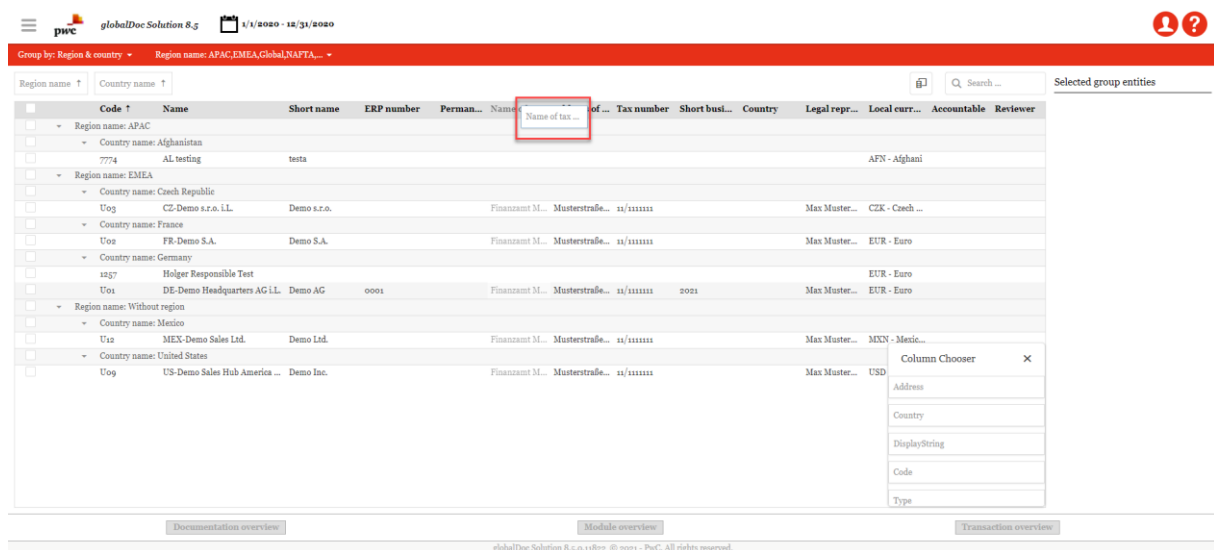
Code	Name	Short name	ERP number	Perman...	Name of ta...	Address of ...	Tax number	Short busi...	Country	Legal repr...	Local curr...	Accountable	Reviewer
Region name: APAC													
Country name: Afghanistan													
7774	AL testing	testa									AFN - Afghani		
Region name: EMEA													
Country name: Czech Republic													
U09	CZ-Demo s.r.o. I.L.	Demo s.r.o.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	CZE - Czech ...		
Country name: France													
U0a	FR-Demo S.A.	Demo S.A.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	EUR - Euro		
Country name: Germany													
1257	Holger Responsible Test										EUR - Euro		
U01	DE-Demo Headquarters AG I.L.	Demo AG	0001		Finanzamt M...	Musterstraße...	11/1111111	2021		Max Muster...	EUR - Euro		
Region name: Without region													
Country name: Mexico													
U12	MEX-Demo Sales Ltd.	Demo Ltd.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	MXN - Mexic...		
Country name: United States													
U09	US-Demo Sales Hub America ...	Demo Inc.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	USD		

Documentation overview Module overview Transaction overview

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Abbildung 1: column selection

The order of the columns within the table can also be moved by holding the mouse icon:



globalDoc Solution 8.5 1/1/2020 - 12/31/2020

Group by: Region & country Region name: APAC,EMEA,Global,NAFTA...

Region name Country name

Selected group entities

Code	Name	Short name	ERP number	Perman...	Name of tax ...	Address of ...	Tax number	Short busi...	Country	Legal repr...	Local curr...	Accountable	Reviewer
Region name: APAC													
Country name: Afghanistan													
7774	AL testing	testa									AFN - Afghani		
Region name: EMEA													
Country name: Czech Republic													
U09	CZ-Demo s.r.o. I.L.	Demo s.r.o.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	CZE - Czech ...		
Country name: France													
U0a	FR-Demo S.A.	Demo S.A.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	EUR - Euro		
Country name: Germany													
1257	Holger Responsible Test										EUR - Euro		
U01	DE-Demo Headquarters AG I.L.	Demo AG	0001		Finanzamt M...	Musterstraße...	11/1111111	2021		Max Muster...	EUR - Euro		
Region name: Without region													
Country name: Mexico													
U12	MEX-Demo Sales Ltd.	Demo Ltd.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	MXN - Mexic...		
Country name: United States													
U09	US-Demo Sales Hub America ...	Demo Inc.			Finanzamt M...	Musterstraße...	11/1111111			Max Muster...	USD		

Documentation overview Module overview Transaction overview

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Abbildung 2: change the order

Under the icon **Group by:** the grouping of the displayed reporting entities by division, business unit or region & country can be displayed. The icon **Region:** allows filtering by individual regions (including the countries assigned to the region). The search field allows searching for content in all rows and columns of the table. Subsequently, only the rows containing the searched string will be displayed in the table.

4.1 Dokumentation overview

In this area, different reports can be compared with each other. To do this, the reporting entities that are to be compared must be selected via the checkbox:

<input type="checkbox"/>	Code ↑	Name	Short name
<input type="checkbox"/>	▼	Division: DIV 1 - Function_ Research and Development	
<input checked="" type="checkbox"/>	U01	DE-Demo Headquarters AG i.L.	Demo AG
<input checked="" type="checkbox"/>	U02	FR-Demo S.A.	Demo S.A.
<input type="checkbox"/>	U03	CZ-Demo s.r.o. i.L.	Demo s.r.o.
<input type="checkbox"/>	U09	US-Demo Sales Hub America ...	Demo Inc.
<input type="checkbox"/>	U12	MEX-Demo Sales Ltd.	Demo Ltd.

Abbildung 3: comparison of the reporting companies with each other

The icon on **Documentation overview** will then take you to the comparison page.

By selecting the fiscal year at the top of the screen, you can choose which period you want to compare. Here, only comparisons of different reporting entities within one fiscal year are possible.

Under **Group by:** you can specify whether the order of the displayed content should be displayed by entity (the modules of one entity horizontally next to each other and the modules of the other entities below) or module (the modules of one entity vertically below each other and the modules of the other entities next to it).

The different report configurations (Standard Local File, Standard Master File, specific configuration) can be selected under **Report type:**.

By clicking on **Module**, you can filter between the modules that are assigned to the selected reporting entities. The search function can be used for this purpose.

The selection of the compared entities can be changed by clicking on **Group entities:**.

Under **View:** you can change the display of the compared contents to vertical, horizontal and tabular. By default, a tabular view is preset.

By scrolling it is possible to move between the selected contents. A click on **Edit module** navigates directly to the documentation content, in which the module can be edited.

The back icon of the Internet browser takes you back to the overview of the program item.

4.2 Modul overview

This area contains an overview of which modules are assigned to which reporting entity. For this purpose, the reporting entities that are to appear in the overview must be selected via the checkbox:

<input type="checkbox"/>	Code ↑	Name	Kurzname
<input checked="" type="checkbox"/>	U01	DE-Demo Headquarters AG	Demo AG
<input checked="" type="checkbox"/>	U02	FR-Demo S.A.	Demo S.A.
<input type="checkbox"/>	U03	CZ-Demo s.r.o.	Demo s.r.o.

Abbildung 4: overview "Assignment of reporting companies"


The icon **Module overview** will take you to the comparison page.

The different report configurations (Standard Local File, Standard Master File, specific configuration) can be selected under **Report type:**.

The selection of the displayed entities can be changed by clicking on **Group entities:**.

Under **Group by:**, the display of the displayed content can be selected by division, business unit or region & country.

Under **View** the axes (reporting entities and modules) can be swapped and the column width can be adjusted

The icon  allows exporting to Excel.

The table shows the distribution of modules:

- X - module is assigned manually
- A - module is automatically assigned by transaction group
- Empty cell - module is not assigned

By clicking the Back icon of the Internet browser you will return to the overview of the program item.

4.3 Transaction overview

In this area, the transaction relationships between the individual reporting entities can be displayed in different ways. To do this, the reporting entities that are to be compared must be selected via the checkbox:

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1/1/2020 - 12/31/2020

Group by (column): nothing

Group by (rows): nothing

Group entities: U01 - DE-Demo Headquart...

Transaction groups: A Research and Develo...

Options

U01 - DE-Demo Headquarters AG I.L.

Provider

C.1 Finished Goods Group A

C.2 Finished Goods Group B

E Distribution Service

Provider Total

999 EUR

1,001 EUR

200,000 EUR

Recipient

B.3 Business Transaction

C.1 Finished Goods Group A

C.2 Finished Goods Group B

D Cash Pool

E Distribution Service

TEST.01 TSUB

Recipient Total

1,000 EUR

751,000 EUR

3,344,333 EUR

U01 - DE-Demo Headquarters AG I.L. Total

1,999 EUR

752,001 EUR

3,544,333 EUR

U01 - DE-Demo Headquarters AG I.L.

U02 - FR-Demo S.A.

U03 - CZ-Demo s.r.o. I.L.

U05 - UK-Demo R&D Centre Ltd.

U07 - PL-Demo Sales Hub EE s.r.o.


U08 - SG-Demo Sales Hub Asia Inc.


U09 - US-Demo Sales Hub America Inc.

U10 - SA-Demo

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Abbildung 5: display of the transaction overview

The icon  then takes you to the comparison page.

The displayed contents can be defined via the icon . In the following window, the rows and columns can be defined similar to a pivot table by dragging the elements into column and row fields:

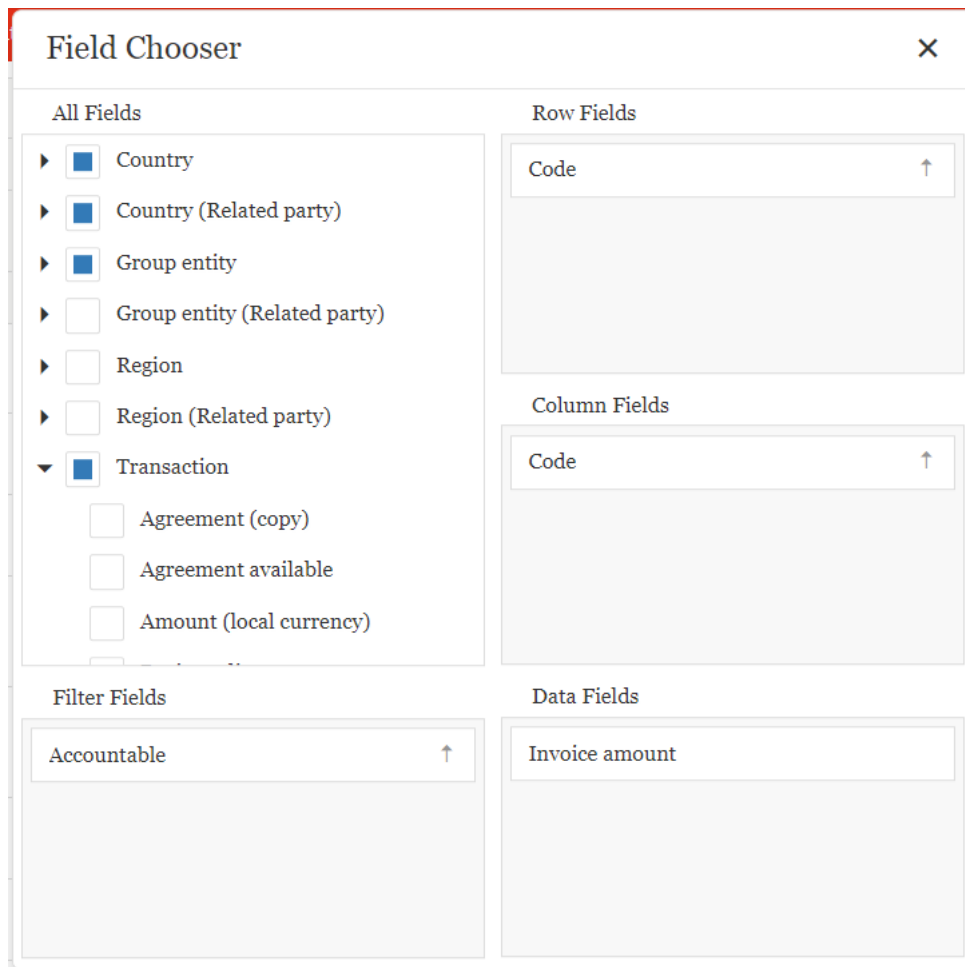


Abbildung 6: define the contents

Depending on which elements are selected, they can be grouped under the items

Group by (columns):

and

Group by (rows):

The icons **Group entities:** and **Transaction groups:** allow adding and removing reporting entities and transaction groups in the displayed table.


The following settings can be made under **Options** ▼ :

Currency - Here you can set the currency in which the transaction volumes are displayed. Prerequisite for this are correspondingly stored conversion rates under [Currencies](#).

Show totals (columns) – Here, which totals are to be displayed in the table columns can be selected.

Show totals (rows) – Under this point, which totals are to be displayed in the table rows can be selected.

Miscellaneous - In this section it is possible to hide entities without transactions. It is also possible to display the rows in the form of a tree structure.

By clicking on the icon  next to the name of a reporting entity, it is possible to navigate directly to the transaction matrix of the respective reporting entity.

The icon  allows exporting the table to Excel.

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