globalDoc Solution®

Administrationmanual
Version 9.1

Strictly private and confidential

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Legal Matters

Release Notes

Functional enhancements:

- Modules can now be edited directly in Microsoft Word. All variables can be copied to the clipboard via a new button and pasted into the Microsoft Word document. These include the standard variables, the questionnaire variables, but also transaction tables, shareholder lists, contract overviews and the appendix directory.
- There is a new view where the responsible person can finally approve a documentation report. There, the *globalDoc* user who holds the Accountable role for the reporting company in question can review and approve the entire documentation report awaiting approval, including all associated attachments. When a documentation report is submitted to the Accountable for approval, the Accountable automatically receives an email from the *globalDoc* system linking directly to this new view.
- It is now possible to create an attachment directory for the entire documentation report instead of or in addition to the attachment overviews per module, to insert it per variable into any module as described above and to place it at the desired position in the documentation report.
- Users with the role of a system administrator can now download all pre-filled template documents of a report configuration into a Word document. This makes it easier to review these template documents, for example, after creating a new documentation period or importing an existing report into a report configuration.
- Finally, users with the role of System Administrator can now export the entire module distribution of all reporting companies to an Excel spreadsheet, revise it there, and then import it back into *globalDoc*.

Function adjustments:

- The logic that is applied when individual reporting companies are to be excluded from the automatic allocation of a module has been revised and standardized for the *globalDoc* areas Global, Di-visional and Local.
- Furthermore, the logic for considering sub-transaction groups in the automatic allocation of modules has been revised. If a module is assigned to a transaction group and sub-transaction groups have been created for this transaction group, the module will be included in the documentation report if the reporting company has business transactions in one of these sub-transaction groups and the transaction volume is above the set threshold.
- So-called checkbox questions are now also possible in the questionnaire.
- The variables available in the transaction tables have been extended by the following attributes.
    - Short name of the partner (PartnerShortName).
    - Short name of the service provider (ProviderShortName).
    - Short name of the service recipient (ReceiverShortName).
    - Abbreviation and name of the invoice/local currency (InvoiceCurrencyDisplayName).
    - Name of the invoice/local currency (InvoiceCurrencyName).
    - Abbreviation and name of the invoice currency (LocalCurrencyDisplayName).
    - Name of the invoice currency (LocalCurrencyName).
- The dynamic transaction tables can now be better grouped and sorted (e.g. ByGroupAndPartnerName-SortRemunerationInvoiceDescAndGroupAndPartner).
- The import and export of the module distribution for a single reporting company has been removed, as now, as described above, the entire module distribution of all reporting companies can be exported to Excel, edited and imported again.
- The software's response speed has been further optimized, resulting in a significant reduction in the system's response times, especially when using automatic module allocation.

Important notes:

- Browser requirements have changed. Internet Explorer is no longer supported. Instead, one of the following browsers is required:
    - Chrome, as of version 45
    - Edge, as of version 13
    - Safari, as of version 10 (with the exception of version 12.0)
    - Firefox, as of version 34
    - Opera, as of version 92
- A new in-tool help system has been integrated into *globalDoc*. This new help system is expected to be available in the first quarter of 2023. This requires a configuration on the server. We will inform you about this in time.
- For the IT experts: the application pool for *globalDoc* must be set to "Integrate" during the update.

We thank you for your valuable suggestions to improve the software and look forward to a continued good cooperation with you.

Your *globalDoc-Solution*® Team

Preliminary remarks

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

These are the program items **"Settings"** (Chapter 1), **"Documentation setup"** (Chapter 2), and “Analysis” (Chapter 4). These can only be accessed by users with the appropriate System- and Security administrator rights. These program items are not visible (or editable) on the landing page of a local user. In some cases, this also applies to individual navigation items of the **"Tasks"** program item (Chapter 3).

In addition to a general introduction to *globalDoc*, the separate *globalDoc* user manual contains a detailed description of the **"Reporting company"** 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 items for Administrators

1. Program item Settings

The menu 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 menu item "Settings" with sub menus

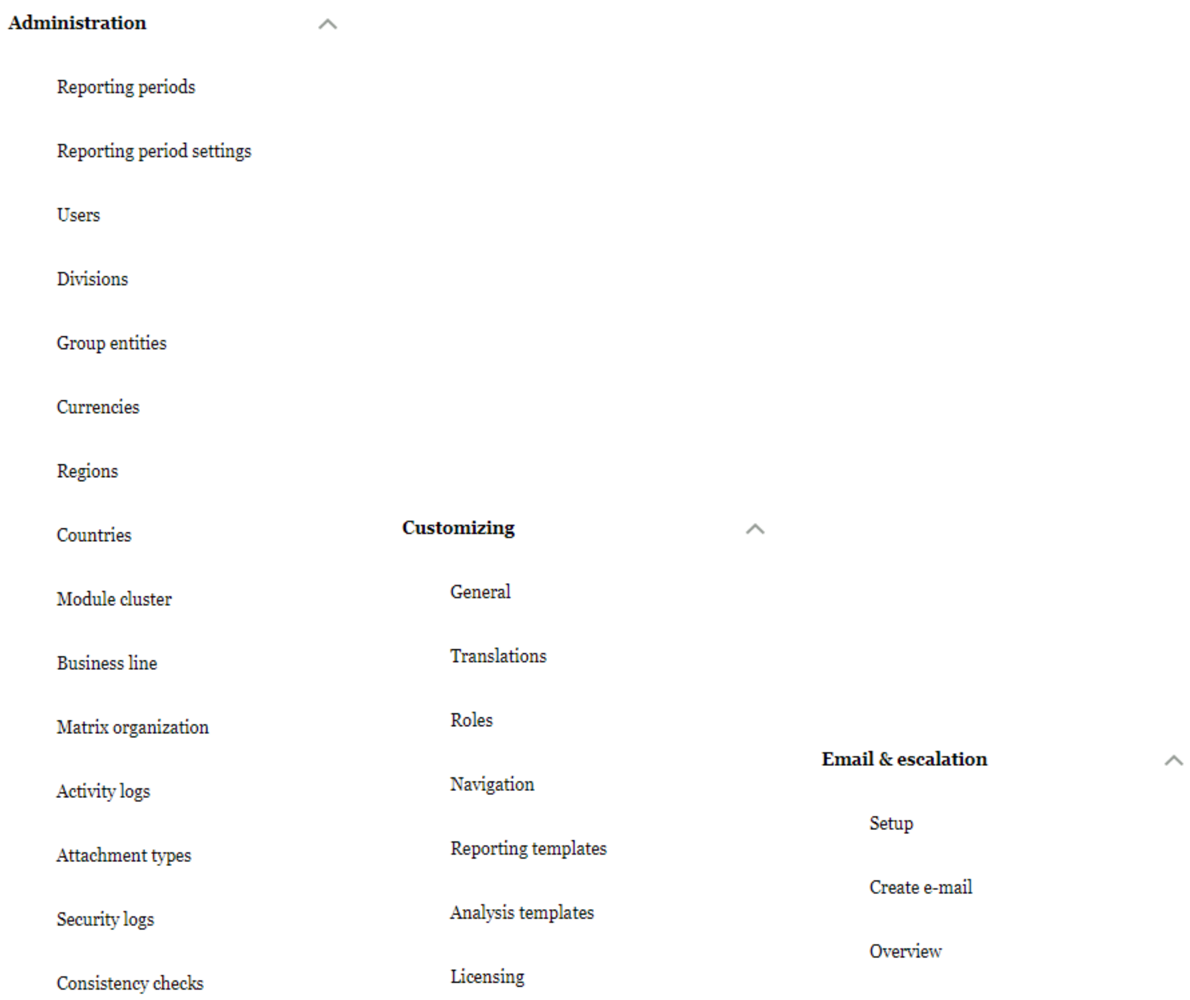


Figure 2: Menu item "Setting" with sub menus

1.1. Brief overview

1.1.1. Menu item Administration

Navigation item	**Brief description**
Reporting periods	Reporting periods are managed by this navigation point. New reporting periods can be created, and existing ones can be edited, copied, or deleted. For further information please refer to chapter: „Reporting periods.
Reporting period settings	Under this navigation point, settings can be made for the individual existing reporting periods. For further information please refer to chapter: "Reporting period setting".
Users	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. For further information please refer to chapter: „Users ".
Divisions	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. For further information please refer to chapter: "Divisions".
Group entities	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 clusters can be assigned to the respective group entity. For further information please refer to chapter: „Group entities".
Currencies	"Currencies" shows all entered currencies. Currencies can be added, deleted, and edited here. For further information please refer to chapter: "Currencies".
Regions	Here it is possible to manage regions that can be used in the documentation. For further information please refer to chapter: "Regions".
Countries	Here it is possible to manage countries that can be used in the documentation. For further information please refer to chapter: "Countries".
Module cluster	In this navigation point, modules can be combined into defined clusters and distributed to reporting entities. For further information please refer to chapter: „Module cluster".

Business line	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. For more information, see chapter: “Business line”.
Matrix organization	In the navigation point “Matrix organization”, a created group entity can be assigned to the individual business units. For more information, see chapter: "Matrix organization”.
Activity logs	The administrator can use the "Activity logs" function to track the activities of the users and export an overview as an Excel file. For further information please refer to chapter: “Activity logs”.
Attachment types	Under "Attachment types" you can define, edit or delete folders under which the uploaded attachments are to be stored when generating the report. For further information please refer to chapter: “Attachment types”.
Security logs	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. For further information please refer to chapter: “Security logs”.
Consistency checks	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. For further information please refer to chapter: “Consistency checks”.

1.1.2. Menu item Customizing

Navigation item	Brief description
General	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. For more information see chapter: “General”
Translation	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”.
Roles	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. For further information please refer to chapter: “Roles”.
Navigation	The system administrator can view the navigation structure and rename navigation points under “Navigation“. For further information please refer to chapter: “Navigation“.

Reporting templates	In this navigation point, format templates for the reports, transaction matrix and analyses can be added and edited. For further information please refer to chapter: „Reporting templates“.
Analysis templates	“Analysis template“. 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. For further information please refer to chapter: “Analysis template“.
Licensing	Under the navigation point “Licensing“, licensing information as well as the license key of your globalDoc version are being displayed.

1.1.3. Menu item E-Mail & escalation

Navigation item	Brief description
Setup	Under the navigation point “Setup” it is possible to activate and set up the e-mail function. For more information, see the “Setup” chapter
Create e-mail	“Create e-mail” allows you to send individual e-mails. For more information, see the “Create e-mail” section.
Overview	The navigation point “Overview” lists all sent, pending and faulty e-mails. For more information, see the “Overview” chapter.

Under the navigation item "Email & Reminders" you can manage the email and reminder function.

1.2. Menu item Overview

A click on the **"Settings"** menu 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 on this overview page (see Figure "Settings Overview").

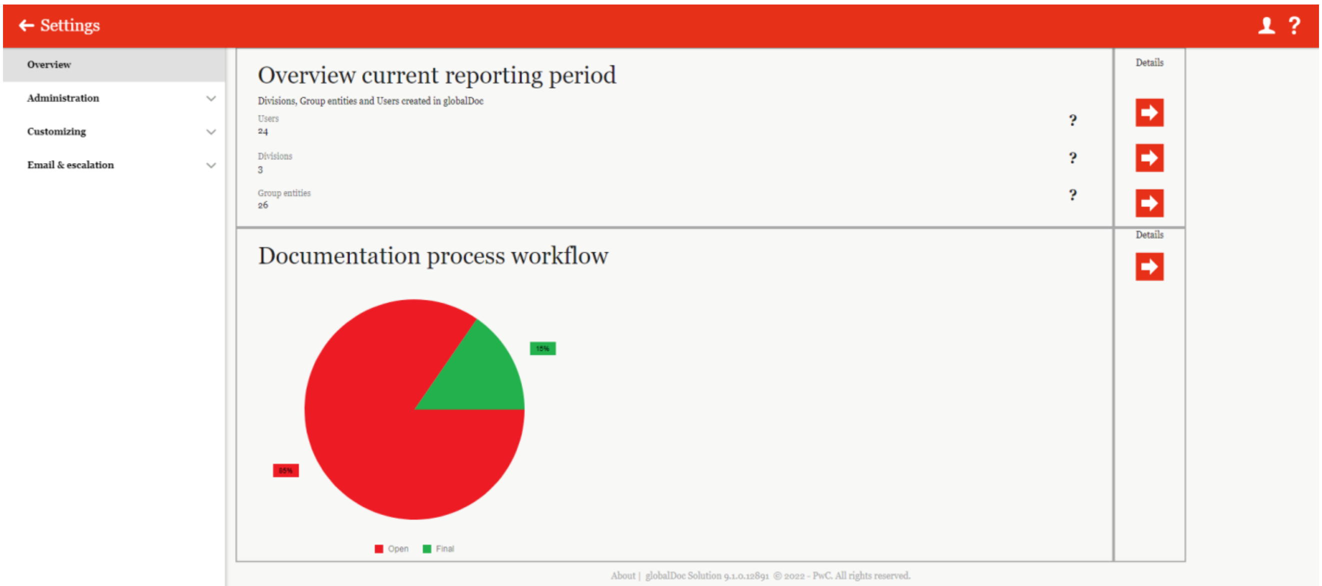


Figure 3: Settings overview

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

With Copy, it is possible to create a new reporting period based on the selected one. Read more in chapter "Creating a 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") (see Figure "Start documentation process").

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).

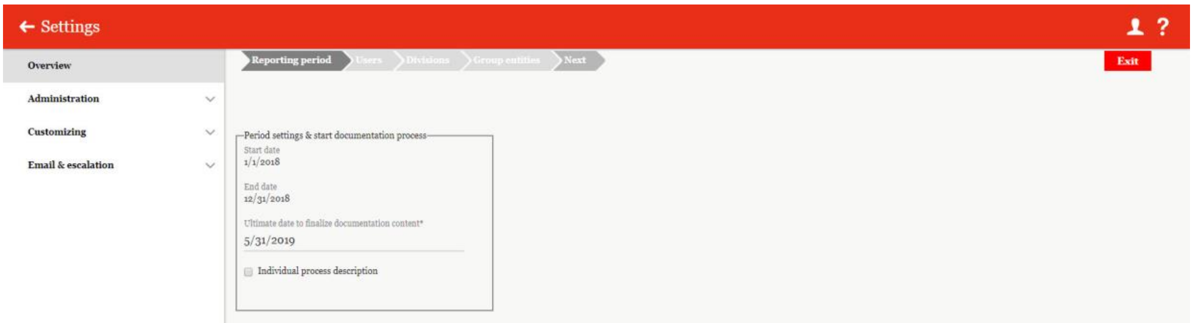


Figure 4: Start documentation process

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 (see Figure "Overview of the reporting periods").

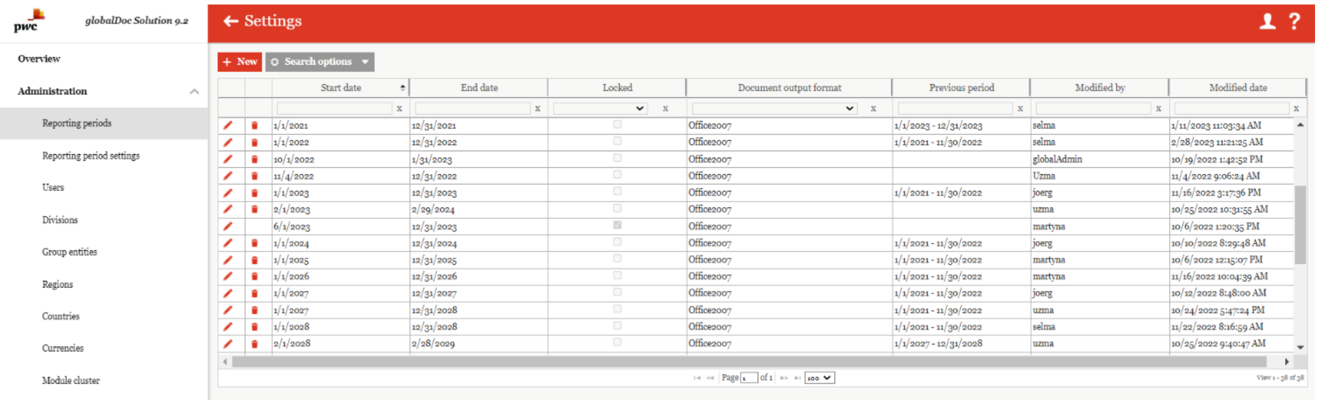


Figure 5: Overview of the reporting periods

The reporting periods in the overview can be sorted according to the following column names by clicking on the corresponding field (see Figure "Overview of the reporting periods").

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

NOTE: The search result can be narrowed down by entering the searched word in the intended column. Confirm the entry with ENTER.

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:

+ New	Creates a new reporting period.
Search options	Configures the search: "Simple search", "Extended search" or "Select columns" are available. It is also possible to refresh the search here.

1.3.1.1. Creating a reporting period for the first time in globalDoc

Under ***"Settings/Administration/Reporting periods"***, selecting the icon + New 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**" (see also Figure "Create a new reporting period - Tab Reporting period details").

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 “Creating a copy of an existing reporting period”).

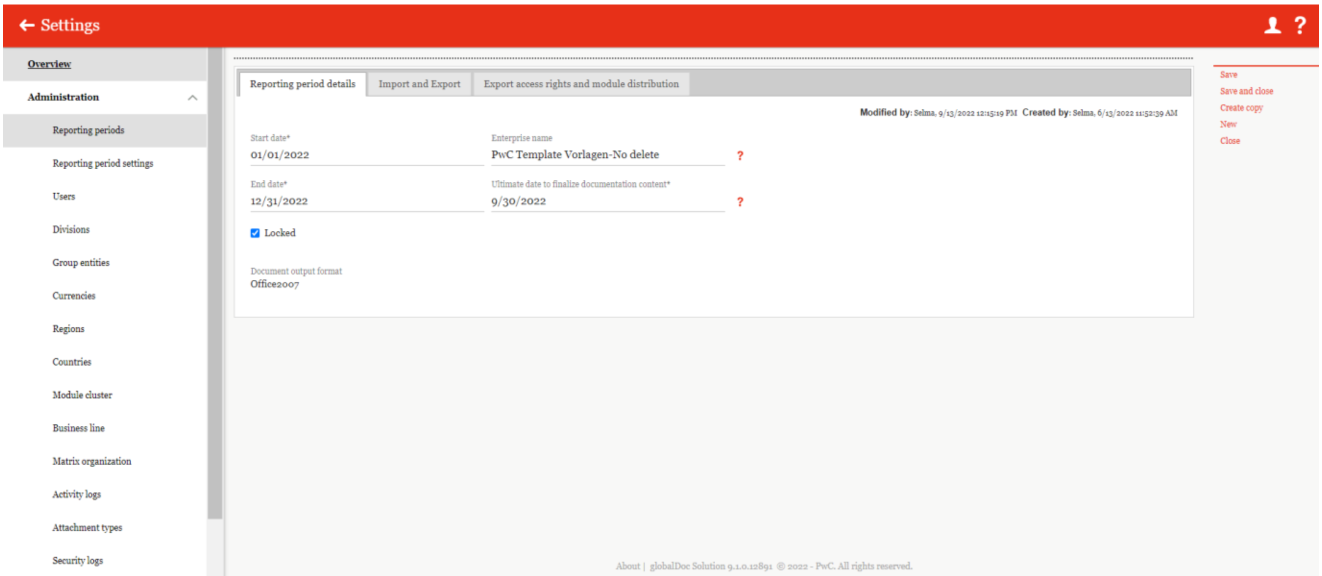


Figure 6: Create a new reporting period - Tab Reporting period details

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.

DocOutputFormatonlyWord2007: At the moment, editing the contents is only possible with "Office 2007" and is identifiable by the file extension ".docx".

NOTE: Only the fields marked with an asterisk (*) are mandatory. However, it is recommended that you also enter the group name, as this can be used later as a placeholder in the report.

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 Create a new reporting period – Tap “Import & Export”").

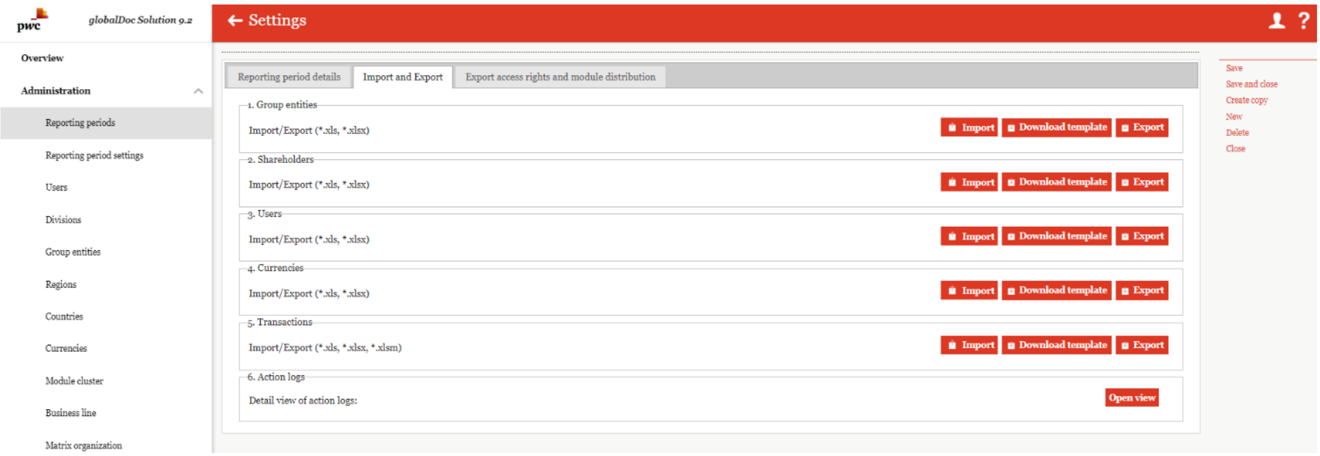


Figure 7: Create a new reporting period - Tab "Import & Export"

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.

NOTE: For the actions in row **"5. transactions"**, the System administrator can export all inter-company transactions of the group ("everyone-with-everyone") to an Excel table, edit them there and then import them again into *globalDoc*. If this data is not available to the System administrator, it can also be entered or edited locally under the navigation item Reporting companies/transactions/transaction matrix.

When importing the transactions, make sure that **"Global"** is not selected as the company beforehand. Otherwise, the import of the transactions will lead to an error.

In addition, in the **"5. transactions"** line, an additional button **Import from TP matrix** can optionally be added to import data from external applications, e.g., "TP matrix". This function requires an interface to the external application. This is not part of globalDoc.

NOTE: This function **Import from TP matrix** is only available when the "TP matrix" add-in is used.

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

In the third tab **"Export access rights and module distribution"**, Excel overviews of the module distribution, the user roles and the access rights can be exported (see figure "Creating a new reporting period - Tab "Export access rights and module distribution"").

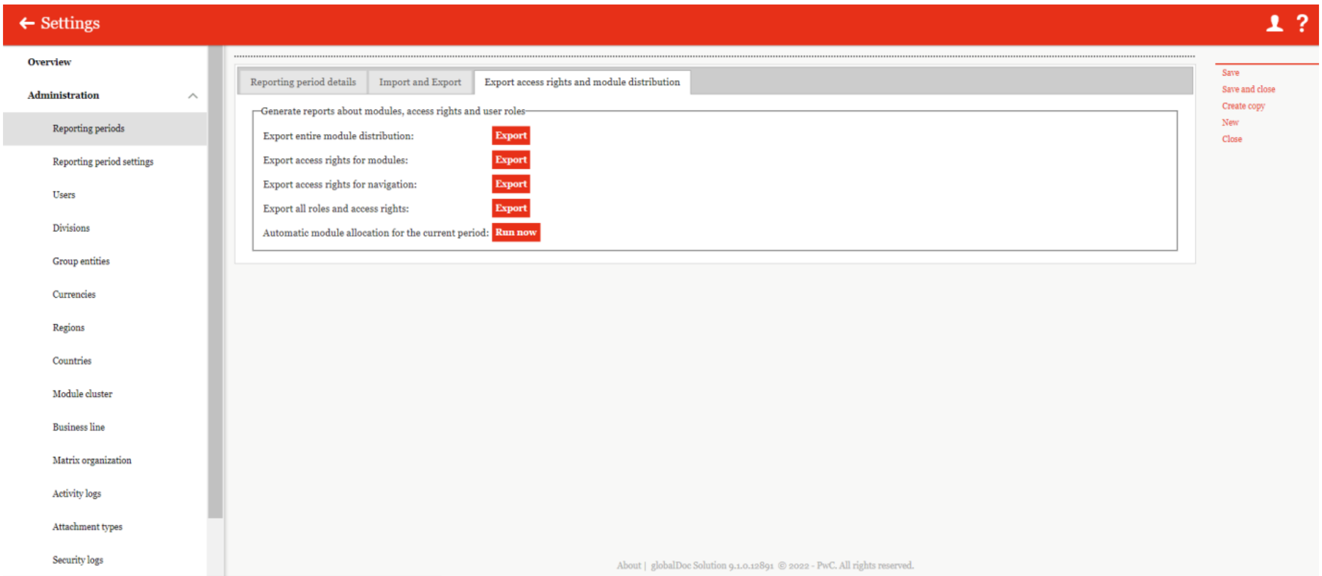


Figure 8: Creating a new reporting period - Tab "Export access rights and module distribution"

1.3.1.2. Creating a copy of an existing reporting period

Under **"Settings/Administration/Reporting periods"** and clicking on of the corresponding period, the detailed view of the selected reporting period will be opened (see Figure "Detailed view of the reporting periods - Tab "Reporting period details""). Using the **"Create copy"** checkbox in the right command column, the system administrator can copy the selected reporting period. In doing so, existing reporting companies and *globalDoc* divisions can be partially or completely copied from the existing reporting period to the new reporting period to be created, thus forming the basis for the documentation of this new reporting period.

NOTE: If a reporting company and/or *globalDoc* division has been copied to a new reporting period, subsequent changes in the previous reporting period will have no effect on the new reporting period and vice versa.

NOTE: If company data is not copied when copying a reporting period, the assignments of the user roles Accountable, Reviewer and Responsible to the users defined above will disappear

In the lower area of the opening detail view, the left table shows the system administrator the reporting companies and *globalDoc* divisions of the predecessor period that have not yet been assigned to the new reporting period. Through this function, the local-level modules of the selected reporting company and the divisional modules of the selected *globalDoc* division can be selectively copied to the corresponding reporting period.

In contrast, the right table shows those reporting companies and *globalDoc* divisions which are already assigned to the respective reporting period (see Figure "Detailed view of the reporting periods - Tab "Reporting period details").

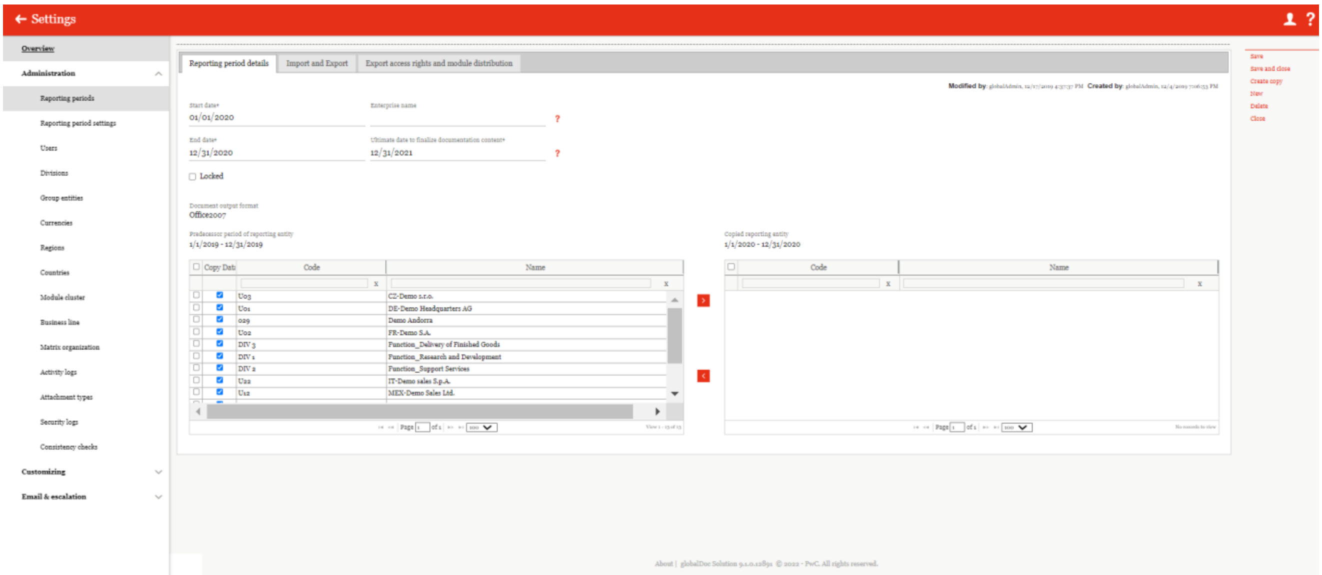


Figure 9: Detailed view of the reporting periods - Tab "Reporting period details"

To copy the corresponding reporting companies and *globalDoc* divisions to the new reporting period, the corresponding companies/globalDoc divisions are selected by placing a check mark in the left table.

NOTE: If all reporting companies and divisions are to be copied, the checkmark can be set in the header of the table (see Figure" Selection and display of reporting companies and *globalDoc* divisions"). Make sure that all the desired companies and *globalDoc* divisions to be copied are selected. By default, the left table displays only 15 companies/*globalDoc* divisions at a time, which is why the view in the lower part of the table may need to be set to a higher number (see also "Selection and display of reporting companies and *globalDoc* divisions.").

☐	Copy Data	Code	Name
☐	☑	U03	CZ-Demo s.r.o.
☐	☑	U01	DE-Demo Headquarters AG
☐	☑	029	Demo Andorra
☐	☑	U02	FR-Demo S.A.
☐	☑	DIV 3	Function_Delivery of Finished Goods
☐	☑	DIV 1	Function_Research and Development
☐	☑	DIV 2	Function_Support Services
☐	☑	U22	IT-Demo sales S.p.A.
☐	☑	U12	MEX-Demo Sales Ltd.
☐	☑	001	TST same Name

Page 1 of 1 100 View 1 - 13 of 13

Figure 10: Selection and display of reporting companies and globalDoc divisions.

By clicking the icon, the selected companies and *globalDoc* divisions are copied to the new reporting period (right table). The modules of the **"Global"** level are automatically copied to the new reporting period. The symbol can be used to move back the selected companies that are not to be copied after all.

NOTE: Pushing back should be done with care. As long as the new period is still saved and no changes have been made in the newly copied period, this can be done without any problems. However, if the modules and tasks in the new period have been manually adjusted or updated, they can be deleted **IRREVERSIBLY**.

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

NOTE: If, as an exception, no documentation content is to be transferred, but only unfilled modules in the new reporting period, the check mark in the "Copy data" column can be removed by clicking. In the column "Copy data", all lines are initially checked. This means that data such as modules, tasks, etc. are also copied during roll forward. If this is not to happen and only empty periods are to be created with the master data, then these ticks must be removed manually.

1.3.1.3. Editing an existing reporting period

Under **"Settings/Administration/Reporting Periods"** and click on , the detail view of the selected reporting period will be opened. This detail view consists of the tabs **"Report period details"**, **"Import and export"** and **"Export access rights and module distribution"**.

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

Selected reporting companies and *globalDoc* divisions from the previous period can be copied to the new reporting period via the icon or removed via the icon . The modules of the "Global" level are automatically included in the new reporting period.

In the second tab **"Import and Export"** data on group companies, their shareholders, users, currencies and transactions can be imported. In addition, the activity logs can be viewed (see Figure "Edit existing reporting period - Tab “Import and Export”").

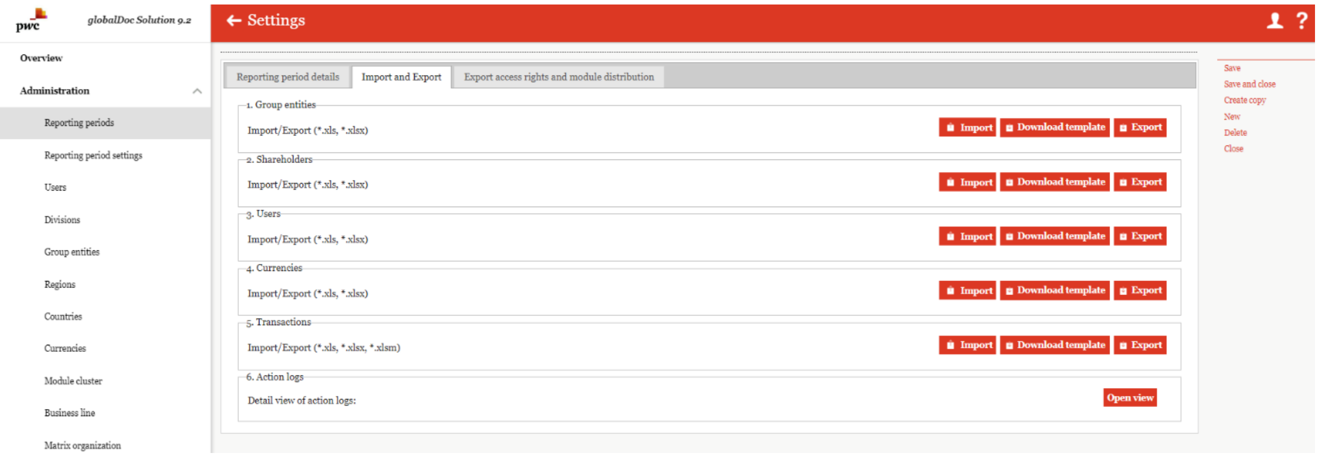


Figure 11: Edit existing reporting period - Tab “Import and Export”

To import data into *globalDoc*, an Excel template can first be downloaded via the selection box Download template and saved locally. This template is filled with the corresponding data by the system administrator, saved locally and uploaded again via the button Import. Data already imported into *globalDoc* can be downloaded as an Excel file via the selection field Export. Furthermore, it is possible to fill with the transactions via the TP matrix.

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

In the third tab **"Export access rights and module distribution"** Excel overviews of the module distribution, user roles and access rights can be exported (see figure "Edit existing reporting period - "Access rights and module distribution" tab").

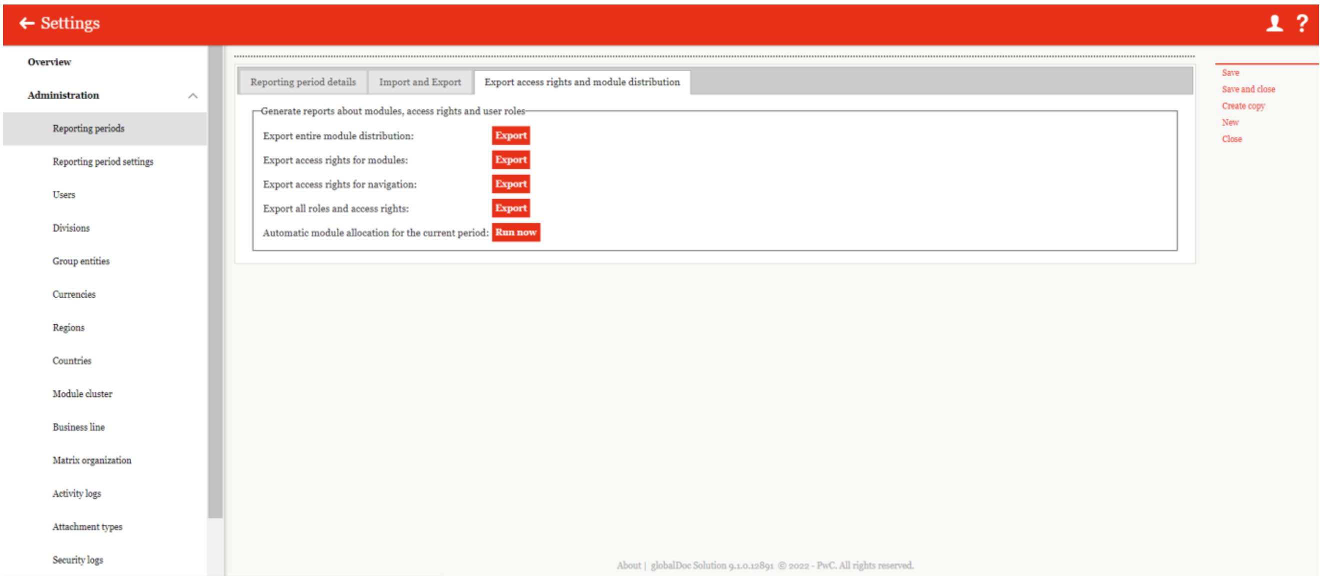


Figure 12: Edit existing reporting period - "Access rights and module distribution" tab

1.3.1.4. Locking a reporting period

Under **"Settings/Administration/Reporting periods"** and selecting the icon, the detailed view of the selected reporting period will be opened. By selecting the "Locked" option, the reporting period is closed, i.e., the affected data can no longer be changed (see figure "Lock reporting period"). A locked reporting period can be reopened for editing by the system administrator at any time by deactivating the **"Locked"** option.

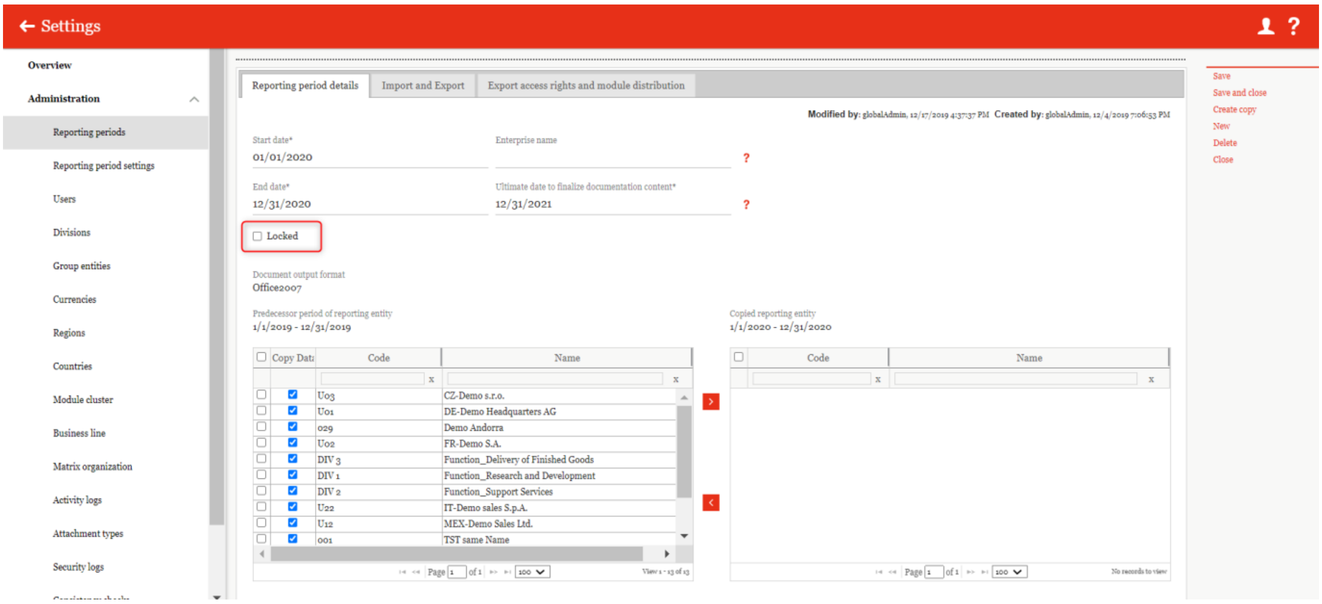


Figure 13: Lock reporting period

NOTE: If only a single module is to be locked for editing by local users rather than the entire reporting period, the status of the module can be set to "Completed" by a user with the "Approve tasks" role and by a user with the "Reviewer**"** role.

Alternatively, under Create modules, the assigned role "Edit local content" can be removed so that the module can no longer be edited. (See also *"Local modules which can only be edited centrally"*).

Likewise, if a user with the "Responsible" role has delegated editing of a module to another user (Delegated User), it is possible to remove the delegation again, so that the module can no longer be edited by this other user.

NOTE: Delegating the editing of a module only gives a user temporary editor right for that module unless that user also has the Edit local content role for that reporting entity. In this case, the "Edit local content" role remains in effect beyond the delegation. For details see the description "Role distribution".

1.3.1.5. Delete reporting period

Under **"Settings/Administration/Reporting periods"** and click on the icon, the selected reporting period is deleted. Likewise, a reporting period can also be removed within the detail view, which is opened by selecting the icon, by selecting **"Delete"** in the right command column.

ATTENTION: By deleting, all documentation contents of the reporting period will be lost!

1.3.2. Reporting period setting

Under **"Settings/Reporting period settings"**, various settings can be made for the individual reporting periods (see figure "Reporting period settings"), those are described briefly below.

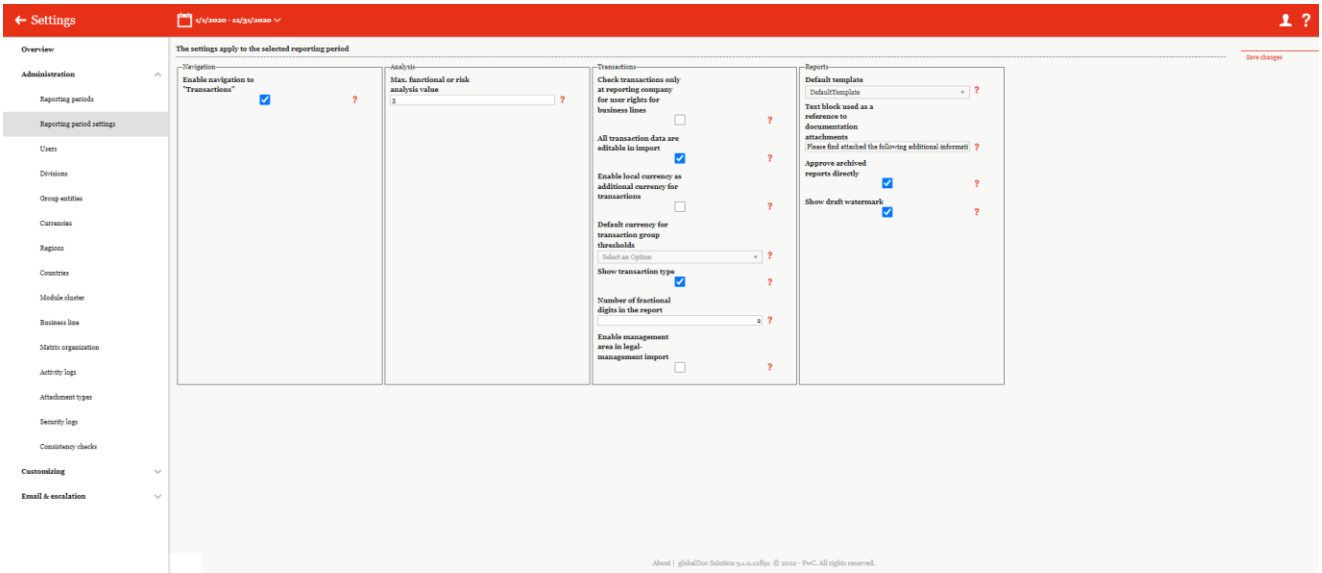


Figure 14: Reporting period settings

1.3.2.1. Navigation

Activating **"Activate navigation to Transactions"** 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 Guide chapter "Reporting Company/Transactions".

1.3.2.2. Analysis

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

1.3.2.3. Transaction

Activating the option **"Check transactions only at reporting company for user rights at business lines"**, will cause the management unit of transaction partners to ignore user rights in transactions. (Unfortunately, we do not understand the meaning of this sentence.) Transactions with unauthorized business division for transaction partners will still be displayed in the transaction matrix.

The **„All transaction data are editable in import”** setting enables editing imported transaction data uploaded to *globalDoc* under “*Reporting Entity/Transactions/Transaction Matrix*”.

“Enable local currency as additional currency for transactions” allows the differentiation of amounts in group currency as well as in local currency. If only one currency is activated, an automatic conversion with the (averaged) currency rates take place during the reconciliation. Is this function deactivated again, only the local currency amounts translated into group currency stay retained.

Under **“Default currency for transaction group thresholds”**, it is possible to define a currency as the default currency of transactions. For this currency, threshold values can then be defined under "Documentation management/Transaction groups" and after clicking on at the corresponding transaction, at which transactions are included in the I/C matrix or transaction-related modules in the report or not. For details see "Transaction groups".

The **"Show transaction type"** option allows you to classify the transaction type in more detail when creating transaction groups. If this field is checked, an additional field "Transaction type" will be displayed. The transaction group can be managed under *"Documentation management/Transaction groups*".

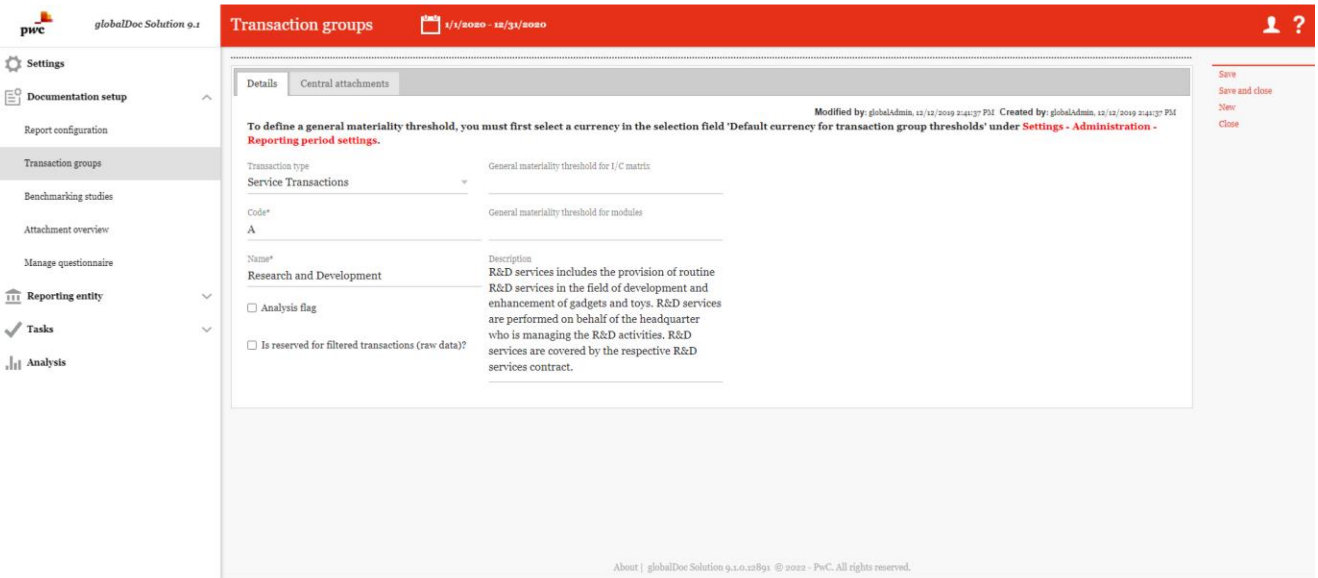


Figure 15: Show transaction type

With **"Number of fractional digits in the report"** you can specify how many decimal places are displayed in transaction tables. If you enter "2" here, for example, the numbers would be displayed as follows: 1234.00.

"Enable management area in legal-management import" should only be activated if you have been instructed to do so by either PwC or Datenwerk. This setting can be used to assign business lines to a transaction in the transaction details. Please note that business line is used in a different context here compared to the rest of this manual and may collide with other functionality or even break it. In order to activate these functions, the check mark for the selection **"Enable management area in legal-management import**" must first be set under "Settings/Administration/Settings Report period" (see illustration "Activating the display of matrix organisation").

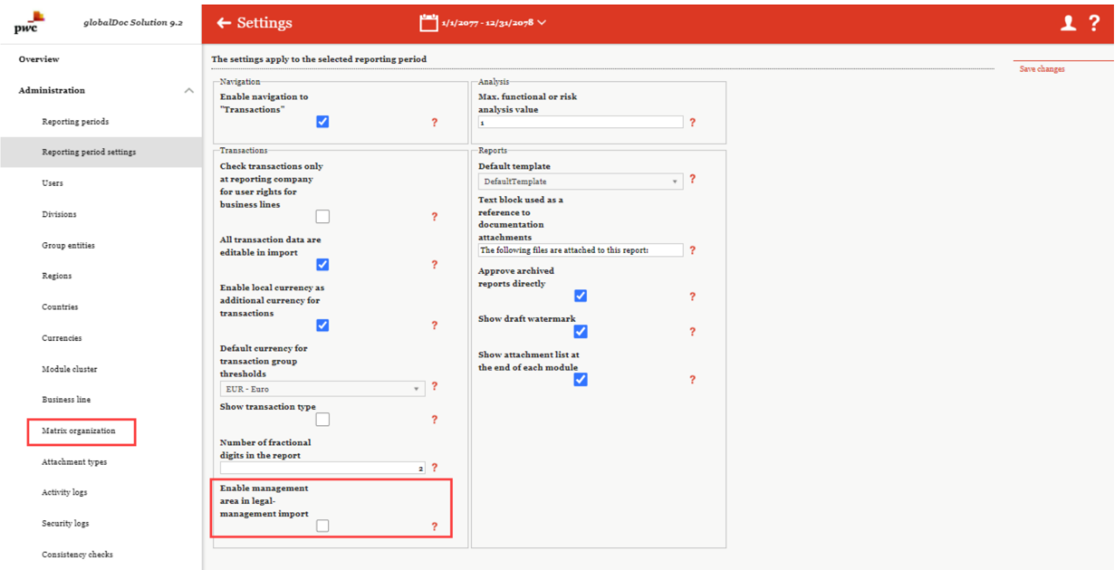


Figure 16: Activate the display of the matrix organization

Additionally, this activation leads to the following changes:

- **User Roles**: In the user profile the user is given an additional column in the section User Roles. Here individual rights to business lines can be allocated to. This opens the possibility to allocate the role of the user to certain business divisions or by checking the “all”- box for all business divisions (see the figure “User roles- new column “Business lines”. In particular users can only assign transactions to these business lines. This doesn’t not affect the group entities a user can navigate to in globalDoc.

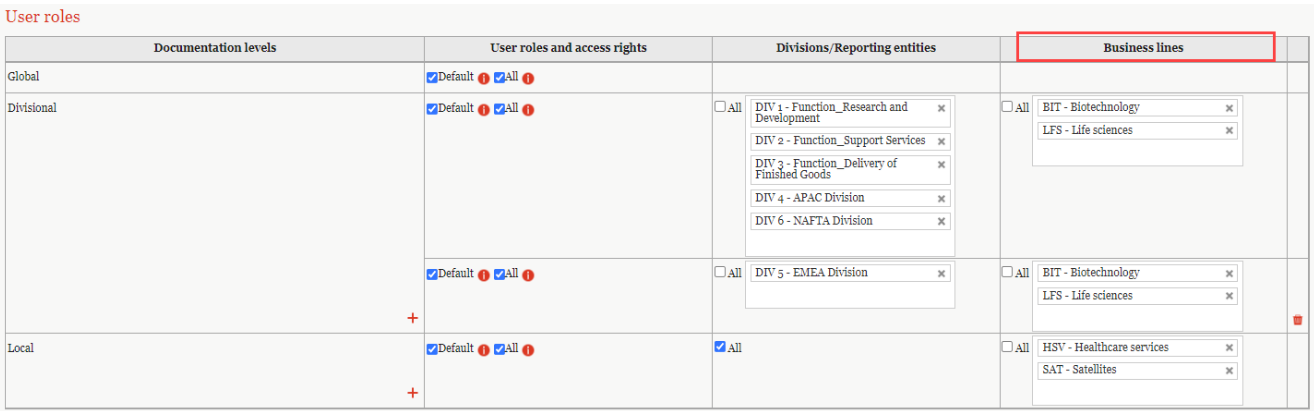


Figure 17: User roles- new column “business lines”

- **User overview**: A new column **“Business line code(s) (comma separated)**” is added to the overview of users under Settings/Administration/User. This gives the possibility to import and export these permissions as well. Also, a predefined template can be downloaded here (see figure "User overview - New column "Business line code(s) (comma separated)".

Figure 18: User overview - New column "Business line code(s) (comma separated)"

- **Transactions**: Under **“Reporting companies/Transactions/Transaction matrix”** it is possible to create or change transaction partners and assign transaction matrices. By checking the box in the **"Administration/reporting period"** menu item, the new fields **"Business lines"** and "**Business lines related party**" are displayed then as well. This opens the option to specify the business lines in the transactions areas as well (see figure: Transaction matrix - new fields "Business lines" and "Business lines related party").

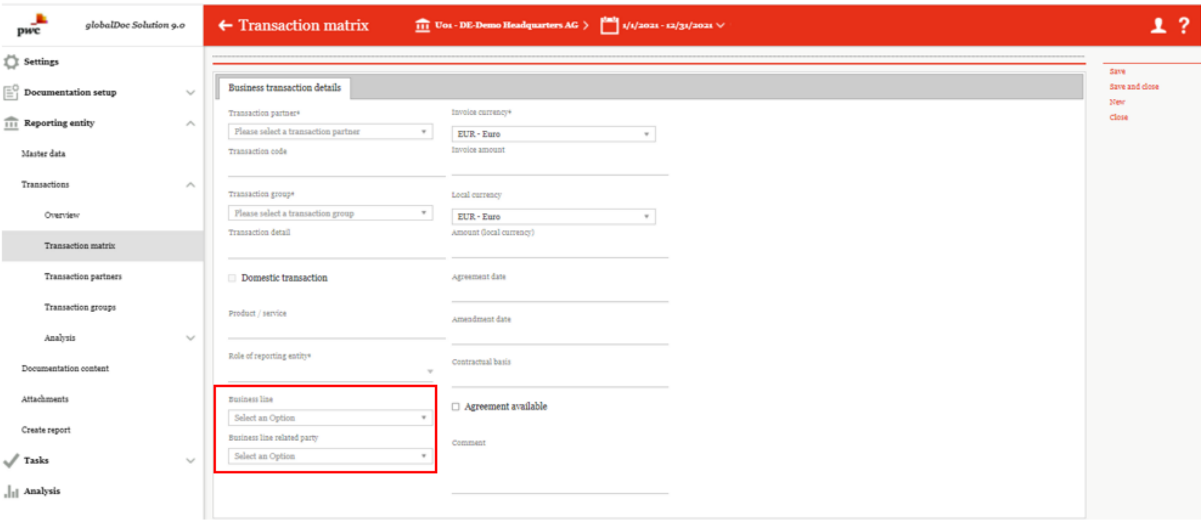


Figure 19: Transaction matrix - new fields "Business lines" and "Business line related party"

Overview Transaction Matrix: Similar to the overview of users, two new columns are also added to the view here How to get to this overview (see figure "Overview transaction matrix - New columns "Business line" and "Business line transaction party").

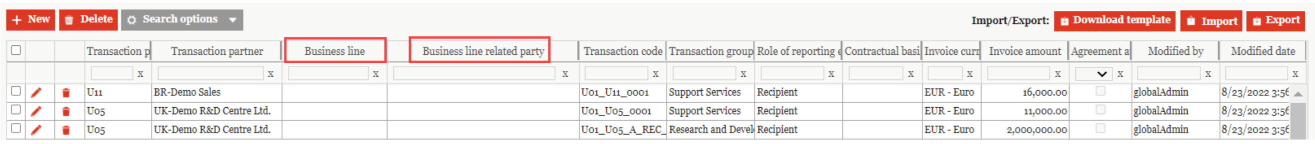


Figure 20: Overview Transaction Matrix - New columns "Business line" and "Business line related party"

1.3.2.4. Documentation

Under **"Default Template"**, the report template for the current reporting period can be selected. Default Template" is selected by default.

Under **"Text block for referencing documentation attachments"**, it is possible to adjust the text block used to reference documentation attachments.

By activating **"Approve archived reports directly"**, reports are automatically released after **"Create and archive report"** has been executed (for further details, see the "Create report menu item" section in the user manual).

By activating **"Display watermarks for drafts"**, watermarks are displayed for non-final reports.

If **"Show attachment list at the end of each module"** is enabled, a list of attachments used in this module will be appended to the end of each module. The attached table cannot be formatted and therefore the columns cannot be changed. Only attachments that should also be displayed as reference in the module are listed here. I.e. for uploaded attachments you can specify whether they should only appear in the report or also be displayed in the module as a reference.

	The following files are attached to this report:
#	File name
1	Attachments_U01_-_DE-Demo_Headquarters_AG_1_1_2031_-_12_31_2031.xlsx
2	2021-12-14 Entwicklungsplan 9.5.pdf
3	Example organizational chart.pptx

Figure 21: Attachment list after each module

If this function is not activated, this list will not be appended to the end of the modules.

However, you still have the possibility to create your own attachment list within a module. For this purpose, globalDoc provides a configurable table that lists all attachments (from the whole report, without the Reference filtering) and automatically suppresses duplicates. If you want to know how to add this table, please read the chapter in the user manual "**Edit module / Use variables**".

1.3.3. Users

Under the "Users" navigation item, the system or security administrator has the option of managing existing users and updating user data, creating new users for a certain period of time and, if necessary, removing users that have already been created.

NOTE: Please note that when uploading Excel files, the language set in globalDoc must correspond to the language set in Excel and thus also to the column name. For example, if the file in globalDoc was downloaded in German, it should also be uploaded in German. Likewise, the prefilled template should also be downloaded with the correct/desired language setting.

Clicking on "Settings/Administration/User" takes you to an overview page where users that have already been created are listed (see figure " Overview User (example)").

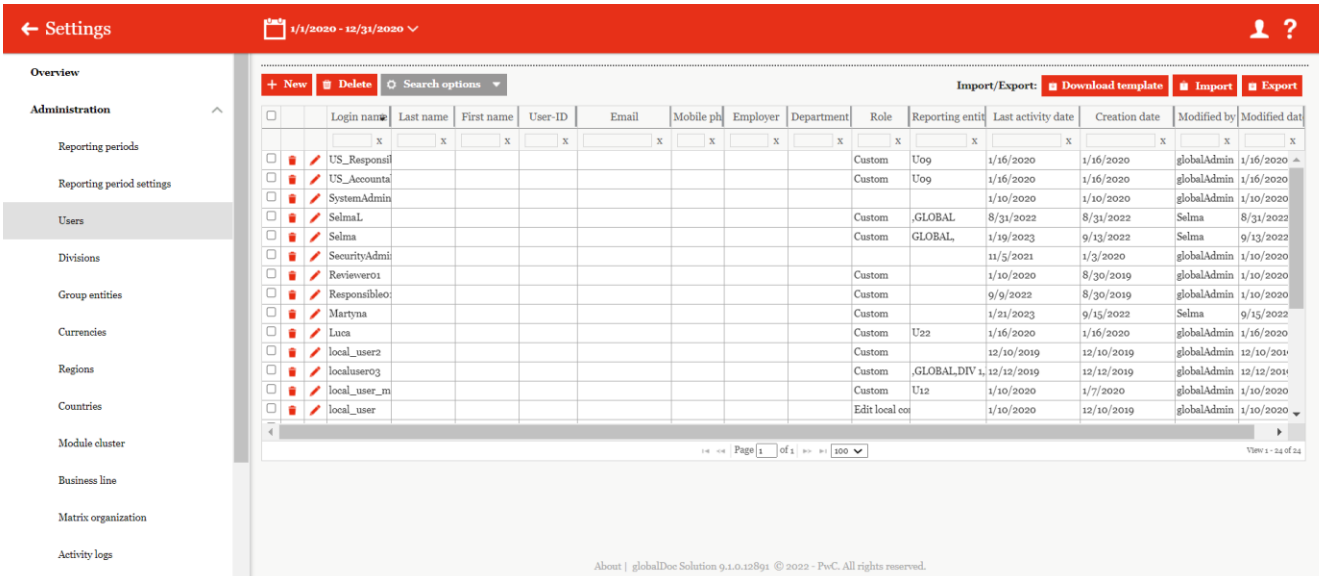


Figure 22: Overview User (example)

On this overview page, you can first select a specific reporting period for which all created users are to be displayed. The view of all users created for the selected reporting period can be sorted by clicking on the following column names:

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

NOTE: The search result can be narrowed down by entering the searched word in the desired column. The entry is confirmed with ENTER.

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

On the overview page, various functions are available for managing the users, which are described briefly below:

+ New	Create a new user.
Delete	Delete selected user(s).
Search options	Configure the search: Simple search, Advanced search or select columns. Also, the search can be updated here.
Download template	Download empty Excel template as a template, e.g., for import.
Import	Import selected user data via filled Excel template.
Export	Export all users.

1.3.3.1. Create a new user

Under “Settings/Administration/User” the button + New opens the detailed view for creating a new user (see figure "Creating a new user").

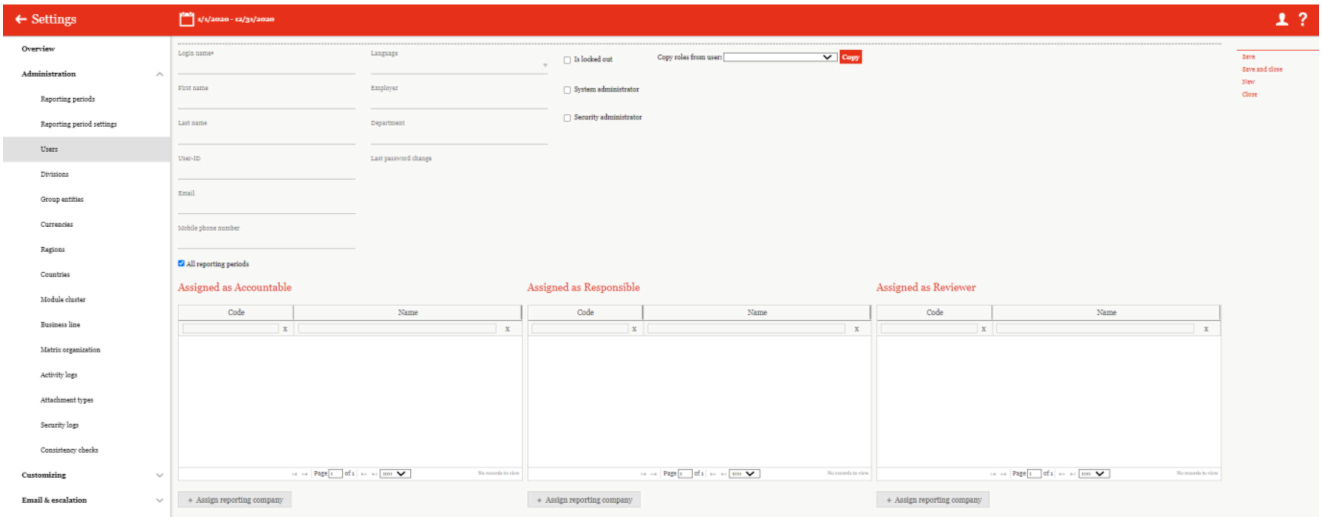


Figure 23: Creating a new user

The creation of a new user the following data can be given (marked fields with an asterisk (*) are mandatory to fill:

- **Username***: This is the only mandatory field to be filled

NOTE: It isn't possible to change the username afterwards anymore. If a change is required, the user has to be deleted and newly set up.

- **Last name**: Optional specification of the last name of the user.
- **First name**: Optional specification of the first name of the user.
- **User- ID**: Optional reference to a distinguishable user identification number.
- **Mail phone address**: Optional specification of a mailing address of the user (The specification of the mailing address can be mandatory if *globalDoc* shall sent an e-mail to the user (the requirement to do so, can be looked zo in the settings Menu item E-Mail & escalation).

NOTE: It is advisable to store a user-specific e-mail address, so the user can receive reminder e-mails for tasks.

- **Mobile phone number**: Optional specification of the user's mobile phone number. The mobile phone number must be specified if two-factor authentication by means of SMS-TAN is to be used.
- **Language**: Optional specification of the user's preferred language. The navigation elements and help texts are displaced in this language.
- **Employer**: Optional specification of the user's employer.
- **Department**: Optional specification of the department of employment.
- **Last password change**: Display of the date the password has last been changed at; when the user's account is first set up, there is no allocated date.

Additionally, there are the following possibilities to set up the kind of access the user is receiving:

☐ Is locked out	Is this box is ticked, the user access is revoked, and the user can't log into globalDoc anymore. This selection is deactivated on the first set up and must be ticked manually. **NOTE**: Has the user blocked his access by e.g., entering repeatedly the wrong password, is it possible for the system- or security administrator to untick the box and enables the user thereby the access to globalDoc again.
☐ System-Administrator	By ticking the box, the user receives the rights on the item **Settings** of globalDoc. Herewith is the user able to all changes on the system-settings. It is to be recommended to keep the number with system administration rights to a minimum.
☐ Security administrator	The Security administer receives access to the navigation item "Users" and thereby the right to administer the user.
Copy roles from user: [ ] **Copy**	Through this option is it possible to change the rights of the user by copying the user rights of another user. So, there is no need to assign user rights manually.
☑ All reporting periods	Checking this box gives the user access for all reporting periods.

Table 1: User rights settings

To import several users into *globalDoc* at the same time, an Excel sheet can be downloaded via the option **Download template** and saved locally. It is then possible for the template to be filled with the corresponding data by the system or security administrator, saved locally and uploaded again via the option **Import**. Data which is already imported into *globalDoc* can as well be downloaded as an Excel sheet via the option **Export**. This Excel sheet can be edited locally and uploaded again via the option **Import**. The new document updates/overwrites the existing data.

1.3.3.2. User roles and access rights

After creating a new user, the user is then assigned the reporting companies and roles relevant for him. The following functions can be chosen by the system admin (or, if set up during the installation of the software, to the security administrator) for editing the role distribution:

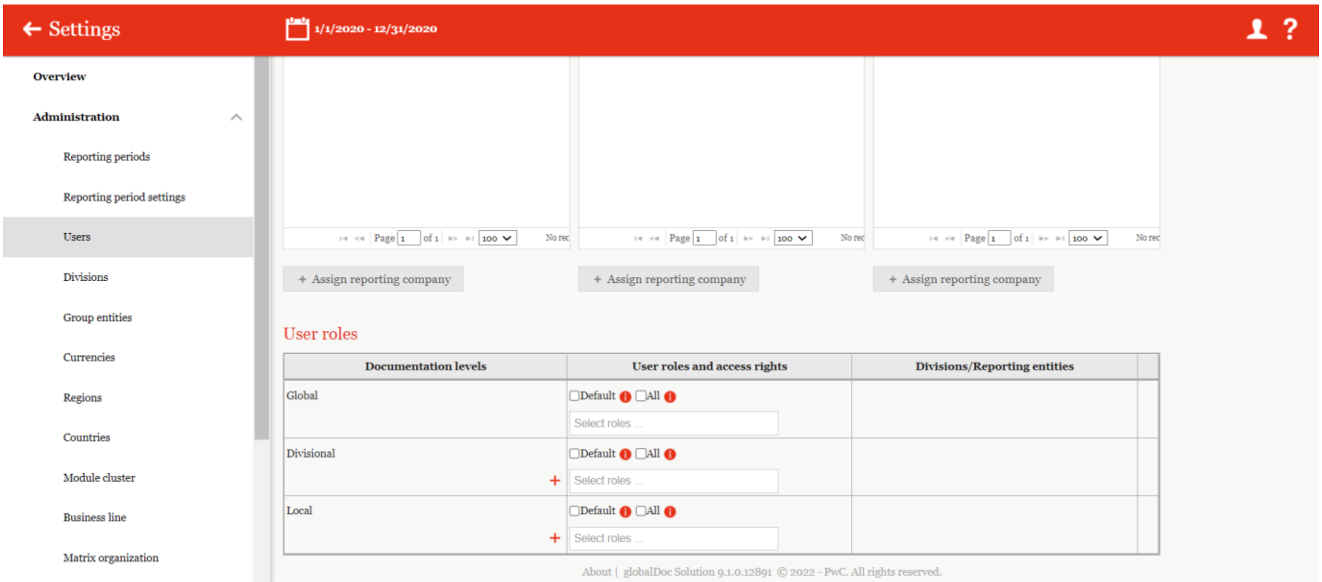


Figure 24: Create a new user- role distribution

User roles and access rights: The system or the security administrator can assign specific roles via documentation level to the relevant user by clicking on the fields with the text **"Select roles..."** highlighted in grey. By selecting the option "Default", the user is assigned the default roles defined by the system administrator for the selected reporting company. The standard roles can be defined by the system administrator under "Settings/Customizing/Roles", see Chapter "View/edit existing roles". Selecting the **"All"** option assigns all available roles to the user for the selected reporting company(ies).

Divisions/ Reporting entities: The system or security administrator is able to select for which entities the selected roles shall be assigned at Divisional and Local level. By selecting the option **"All"**, the respective role is taken over for all group companies or *globalDoc* divisions incl. the group companies and divisions that will only be created in the future. By selecting the option "Default", the user is assigned the default roles defined by the system administrator for the selected division. (Cannot be found in the illustration "Create new user - role distribution"). If the roles are only to exist for certain units, the corresponding units can be selected via the fields with the text "Select units..." highlighted in grey.

Business units: The system or security administrator can assign one or more business areas at Divisional and Local level to the user via the fields with the text "Select business areas..." highlighted in grey. By selecting the option **"All"**, all business areas are assigned. To activate and create this function, see chapter "Navigation".

NOTE: Users who are not granted roles or rights cannot log into *globalDoc*. This can be the case, for example, if the system or security administrator first wants to create only users who will later be assigned individual specific modules for editing (which will then allow them to log in).

NOTE: If the system administrator is to have access to the corresponding master and local files in addition to his administrative tasks (under "Reporting companies/documentation content"), it is also necessary to give him the corresponding rights as described in this chapter.

By clicking on 

or.

a dropdown menu opens with the choices of user roles or divisional or group entities or business divisions. In the following the selectable roles are explained:

Admin edit module	This role serves as an alternative to "Edit global/divisional/local content". If, for example, a certain local module is only to be

	edited by a certain central user, the role "Admin edit module" is assigned to this user. At the same time, the role for the module concerned must be changed accordingly in the menu item "Documentation setp" under "Module Assignments". Further information can be found at "Local modules which can only be edited centrally".
Approve tasks	This role unlocks work results for the user as part of workflow management.
Define content structure	This role enables the user to create local modules for his/her company (status of a local system administrator). This role can be distributed, for example, if local modules are not to be entered centrally via the system administrators. Similarly, "Define content structure" can be assigned to a user for divisions and the "Global" area (status of a divisional or a global system administrator).
Edit global/divisional/local content	These roles enable the reading and editing of content of modules on a global, divisional or local level.
Edit Master Data	This role enables changes in details of a reporting entity as well as in the questionnaire.
Edit Transactions	With „**Edit Transactions**" the user can make and edit transactions.
Manage attachments	The user has access to the menu item “Reporting entity/ Attachments” and is able to make allocations of the documents to the relevant modules there. Or can delete exiting module attachments.
Read global/divisional/local content	This role enables the reading but not editing of content of modules on a global, divisional or local level.
Task administration	The user is able to access the menu item “task”. In the role as task administrator, the user can create user tasks and assign tasks to other users, as well as look into the status on a global, divisional, and local level.
Read data collection	This role enables the user to read the menu item "Reporting companies/transactions" or "Reporting companies/master data". (This is only possible if the function "Navigation to "Transactions" is activated in "Settings/Administration/Settings Reporting period").
Print report	This role enables the user to generate a report. However, users with the Accountable, Responsible, and Reviewer roles always have permission to print.
Print with Approval	With this role the generation of reports is only possible for the user with permission. However, users with the Accountable, Responsible, and Reviewer roles always have permission to print.
Read/Insert benchmarking studies	This user can read and edit benchmark studies.

NOTE: The roles **"Read global content"** and "Read divisional content" are offered as well in the "Local" area (herein these roles only apply to those global and divisional modules which have been assigned to the reporting company). For local users, it is therefore sufficient to select these roles on a "Local" level only.

NOTE: If roles are to be assigned to the user at a local or a divisional level, group entities or divisions have to be assigned to the users in the column "**Divisions/reporting entities**". Does this warning apply on the column "Divisions" too?

If not, the following warning is shown:

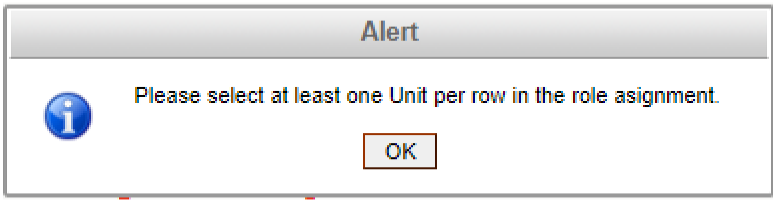


Figure 25: Create a new user- role distribution- warning

1.3.3.2.1. Additional user roles for selected report companies

Additional user roles for selected reporting companies in globalDoc Solution it is possible to assign additional roles for a specific reporting company in addition to the user roles.

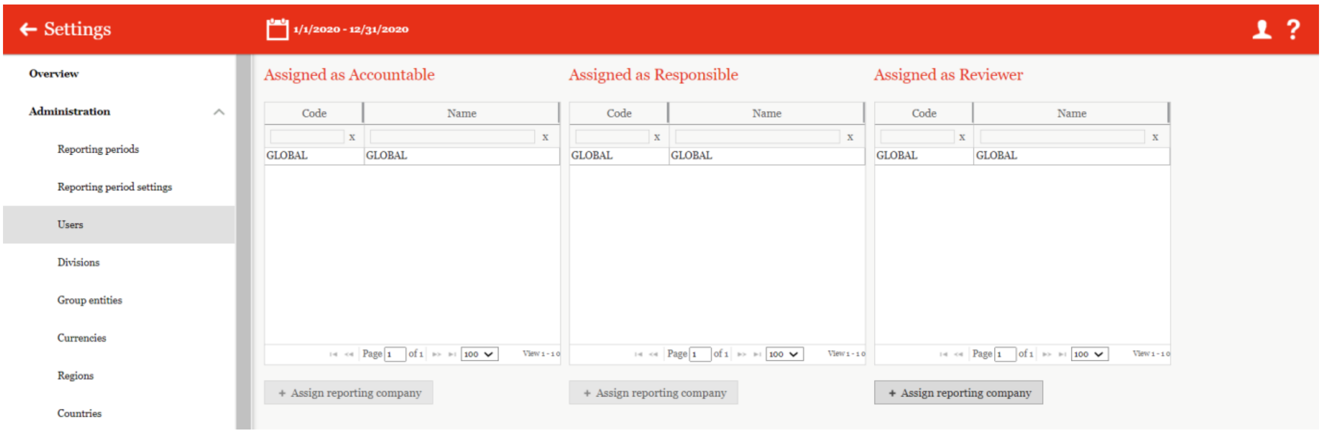


Figure 26: Illustration: Additional user roles for selected reporting companies

The individual roles "**Accountable**", **"Reviewer", "Responsible"** are explained in detail in the chapter Role Concept.

The assignment is made when the Security Administrator selects one or more reporting companies from the displayed list of reporting companies via "Assign reporting companies" and confirms the selection. The user can be assigned as Accountable, Responsible, or also as Reviewer for different operating companies.

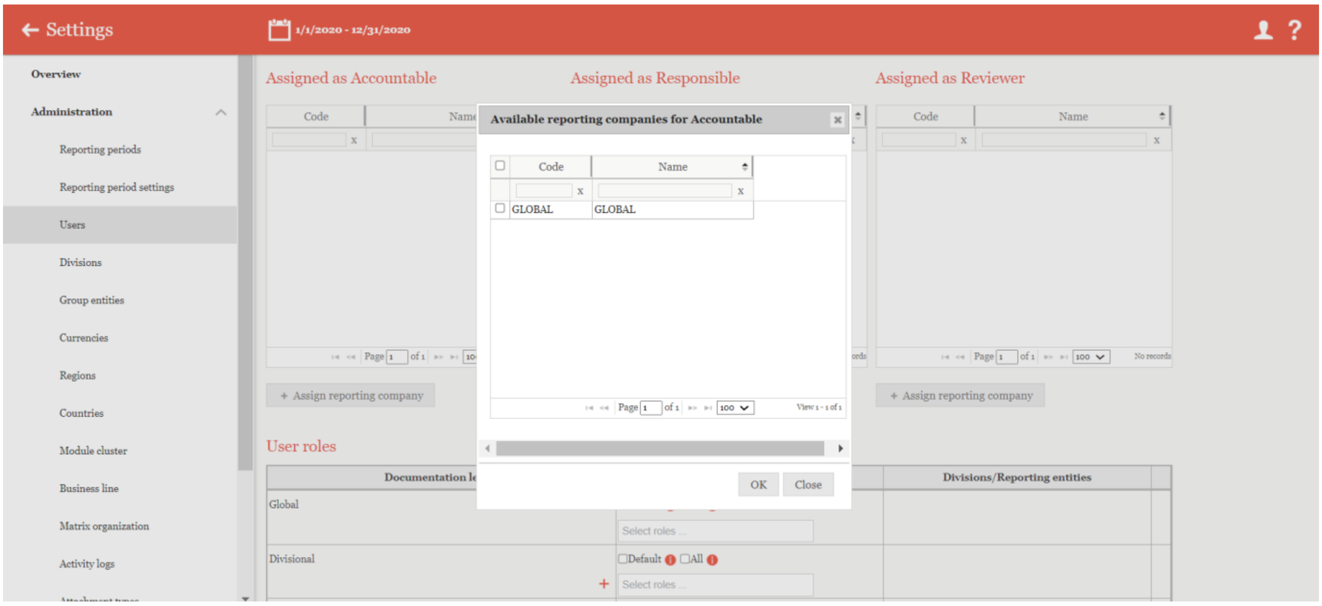


Figure 27: Assigning a user as Accountable to the reporting company

If, for example, you want to assign the selected user as Accountable to the selected operating companies and if one of these companies already has an Accountable, this will be indicated by a warning window.

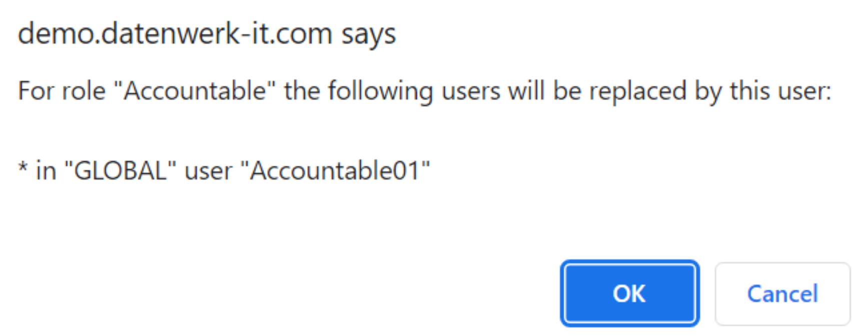


Figure 28: Reporting company already has an accountable

By confirming with the OK button, the already existing accountable will be overwritten with new users as accountable.

Click on **"Cancel"** to abort the process.

This procedure is also identical for Responsible and Reviewer.

Assigning additional user roles can also be done directly in the group company itself (see chapter Group Entities).

1.3.3.2.2. Request report

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

To do this, the right "Print with Approval" must be assigned to the corresponding user (see table "Possible user roles").

A user who has the "Print with Approval" right can, as long as the status of the report is not yet "Finished", only create PDFs with "Draft" watermarks via "Create Report".

The reason for this behavior of globalDoc is that also this user should have the possibility during the creation process to check how the report will look like in the end, i.e. how his changes will affect the report.

However, once the status of the report is "Finished", such user can only request the report, but not print it himself (not even as a PDF with "Draft" watermark).

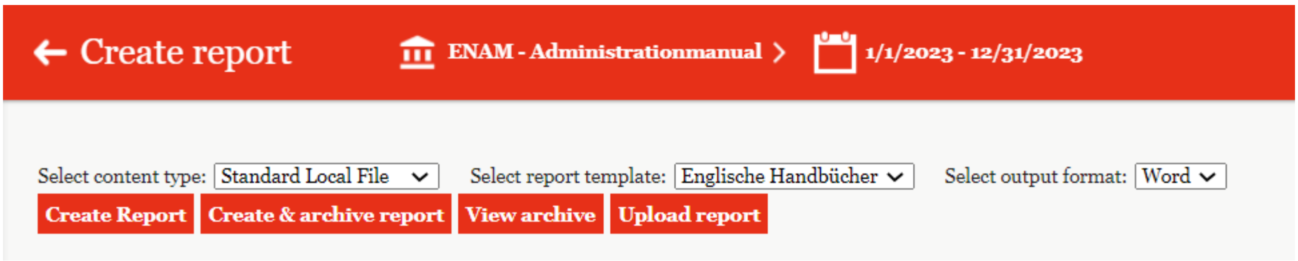


Figure 29: Request for print

After such a user clicks "Request print", each administrator (if an email address is stored for the administrator) will receive a corresponding email with a link. The link directs the administrator to the "Create Report" page.

There, the administrator can check and release the requested report via "View archive", which changes the report type of this report from "Draft report" to "Final report", whereby this report also becomes visible on the landing page and can accordingly be printed from there or on the "Create Report" page under "Final Report".

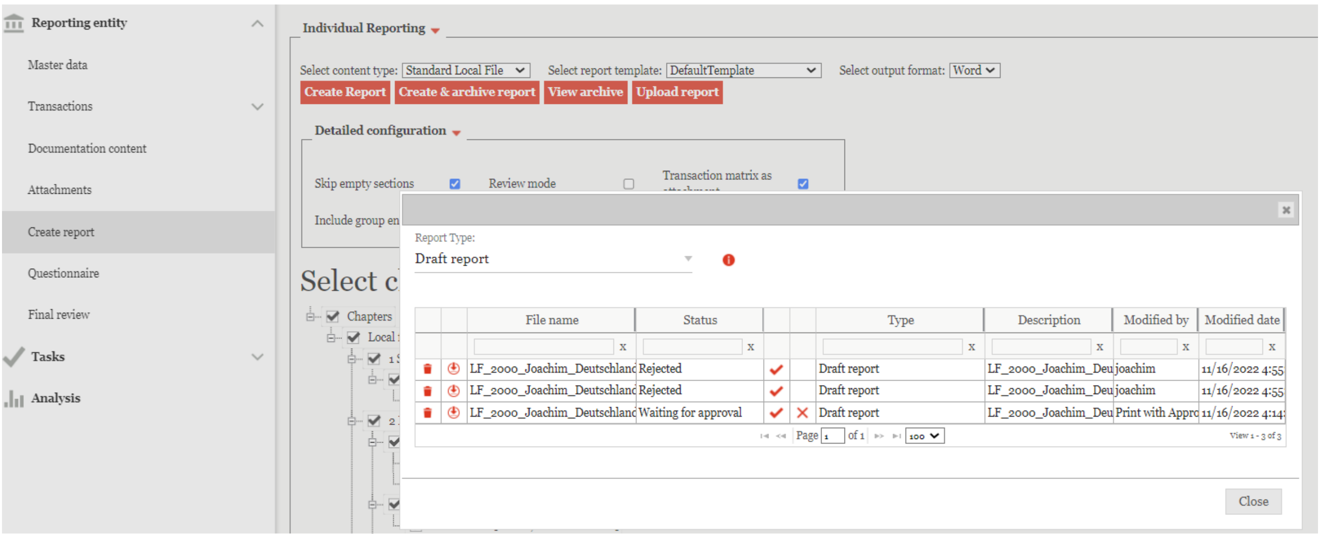


Figure 30: Administrator overview for View archive

In addition, the administrator can also approve the printout via the "Approve admin tasks" navigation item.

NOTE: The prerequisite for this is that the administrator first selects "GLOBAL" as the company in the red upper area on the landing page of globalDoc. If a reporting company is selected there, the commands to "Approve" the "Request for print" are not visible!

How to approve or reject the tasks as an administrator can be found in chapter "Approving Admin Tasks".

1.3.3.3. Role concept for group entities

In addition to the possible user roles just described, four new types of user roles have already been introduced with version 9.1 of *globalDoc*.

These four new roles are **"Accountable"**, **"Reviewer"**, **"Responsible"** and **"Delegated User"**. How these roles relate to each other and what their tasks are is outlined in figure "New user roles from version 9.1".

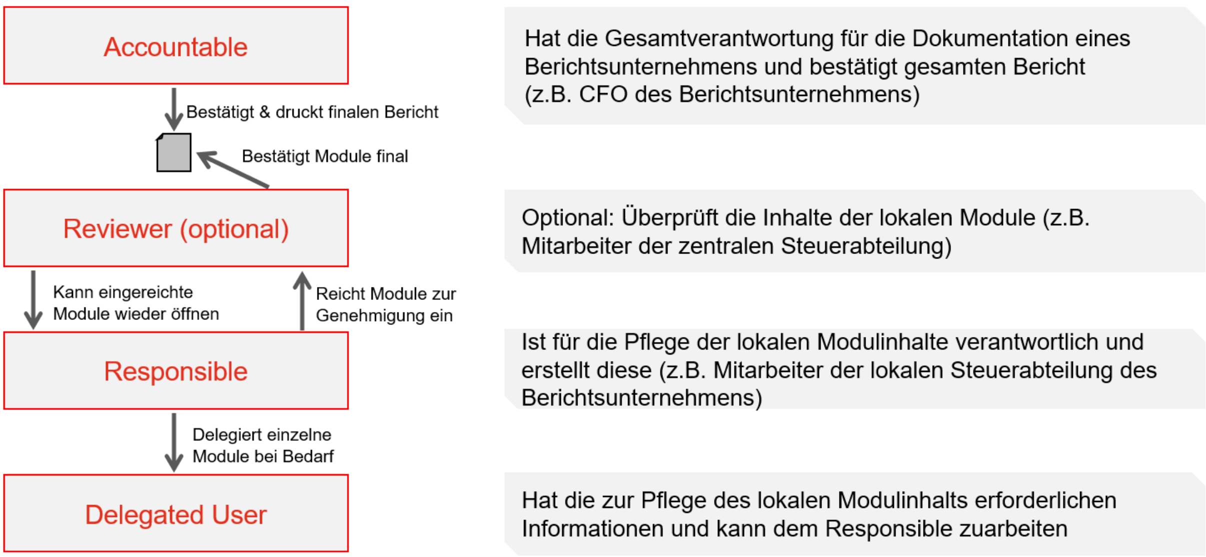


Figure 31: New user roles from version 9.1

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

The system administrator can assign the new roles (Accountable, Reviewer and Responsible) to all users previously created by the system or security administrator. Only the Accountable role is mandatory. Without an Accountable, a group company cannot be a reporting company (i.e., every reporting company requires an Accountable). If the role of Responsible is not assigned, the Accountable is automatically the Responsible as well. A more detailed description of these user roles can be found in the user manual.

To be able to assign these roles to users as a system or security administrator, you have to first go to the detailed view of a group entity via **"Settings/Administration/Group entity"** and then click on of the corresponding entity. Once there, you may assign the appropriate role to an existing user via dropdown menu in the lower area of the **"Details of group entity"** tab under "Creates report?". Within this tab it is only possible to assign the first three roles (i.e. Accountable*, Reviewer and Responsible) (see figure "Selection of Accountable, Reviewer and Responsible").

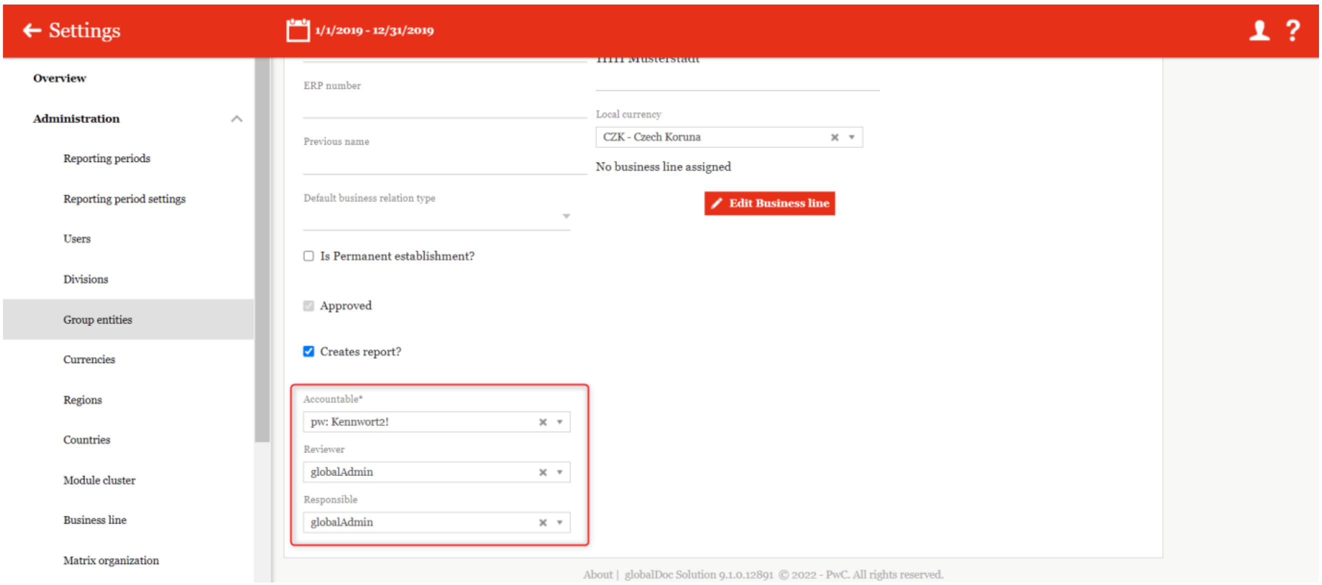


Figure 32: Selection of Accountable, Reviewer and Responsible

If a group entity creates a report, it is mandatory that this entity is assigned an Accountable.

NOTE: If only one Accountable is assigned and no other user is entered as Responsible, the Accountable is automatically appointed as Responsible. See above.

The Delegated user (or Delegate) can as well be selected later by the user having the role "Responsible".

NOTE: Accountable, Responsible and Reviewer always have extended rights in the Documentation content area. These are editing, changing the status or even printing without the respective roles to be assigned.

1.3.3.4. Assign a Password

The password for the new user depends on whether the e-mail function (see "Settings/E-Mail & escalation/Settings") is activated.

Option 1: Assign a new password (activated e-mail function)

Through selecting the command **"Save"** or **"Save and close"** in the command column on the right hand- side, the new user is officially created and, if a valid e-mail address has been entered, the new user receives his or her personal password by e-mail. With this password, he can log into *globalDoc* for the first time. To assign a password by e-mail, a valid e-mail address must be entered in the user settings.

Option 2: Assign a new password (deactivated e-mail function)

Through selecting the command **"Save"** or **"Save and close"** in the command column on the right- hand side, the new user is officially created. A notification with the password of the new user appears on the screen (see figure "Assign password - notification with password of the new user"). This has to be communicated to the new user ahead of the first login. By closing the notification through selecting **"OK"**, the new user can log into *globalDoc* for the first time with the received password.

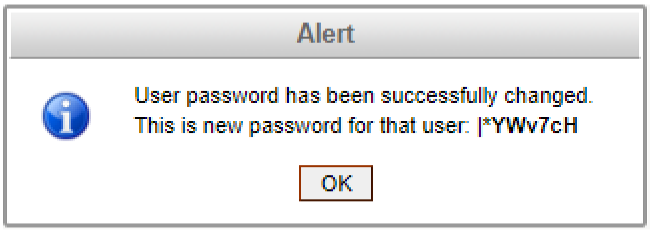


Figure 33: Assign password - notification with password of the new user

1.3.3.5. Edit an existing user

In the “Settings/Administration/Users”, by clicking there opens up a detailed display of the selected user (see figure "Edit existing user - detailed display").

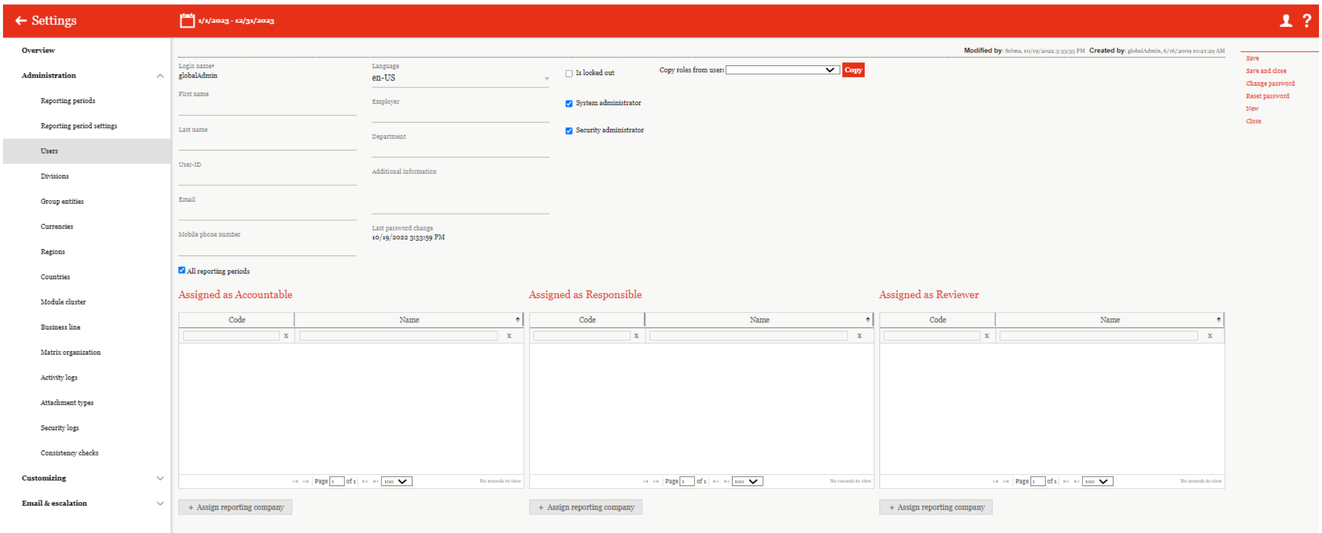


Figure 34: Edit existing user - detailed display

This display shows that the information which are stored when the respective user has been created and the roles were assigned to him or her can be edited (see Create a new user).

1.3.3.6. Resetting the password of an existing user

In the “Settings/Administration/Users”, by clicking there opens a detailed display of the selected user.

Through selecting the command **"Reset Password"** in the command column on the right- hand side, a new password is assigned to the user. The assignment of the password for the new user depends on whether the email function (Settings/Email & escalation/Setup) is activated or not (see figure "Edit an existing user - Reset password").

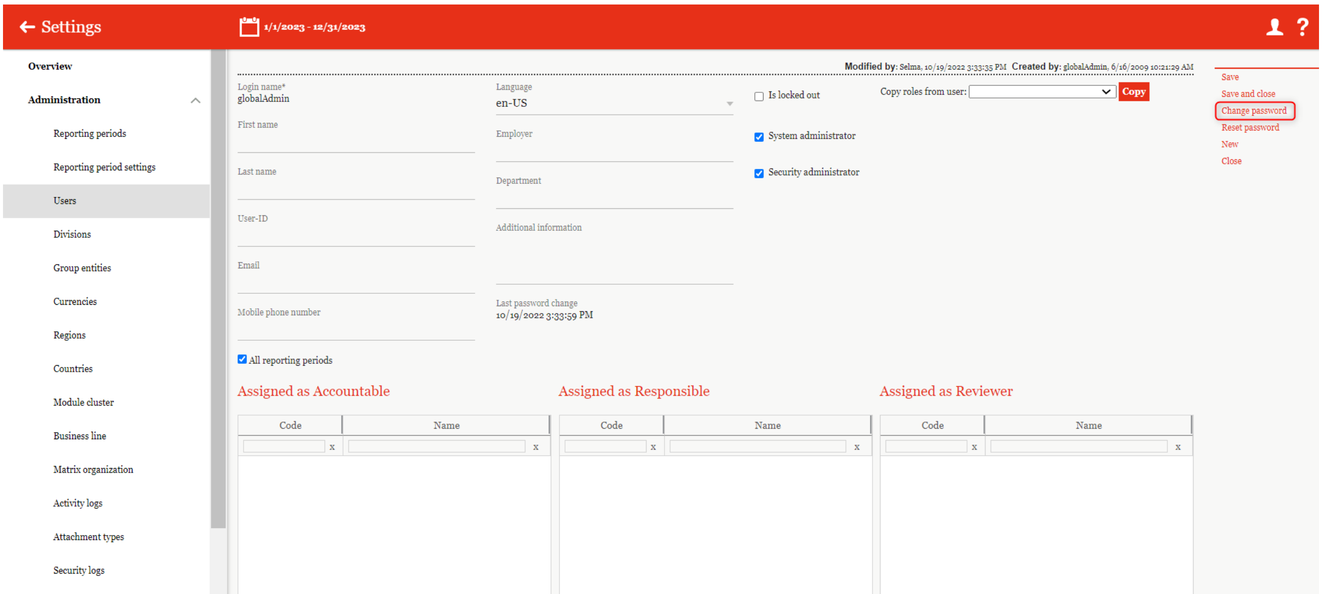


Figure 35: Edit an existing user - Reset password

Option 1: Assign a new password (activated e-mail function)

Through selecting the command **"Save"** or **"Save and close"** in the command column on the right hand- side, the new user is officially created and, if a valid e-mail address has been entered, the new user receives his or her personal password by e-mail. With this password, he can log into *globalDoc* for the first time. To assign a password by e-mail, a valid e-mail address must be entered in the user settings.

Option 2: Assign a new password (deactivated e-mail function)

Through selecting the command **"Save"** or **"Save and close"** in the command column on the right- hand side, the new user is officially created. A notification with the password of the new user appears on the screen (see figure "Assign password"). This must be communicated to the new user ahead of the first login. By closing the notification through selecting **"OK"**, the new user can log into *globalDoc* for the first time with the received pass-word.

1.3.3.7. Changing the password of an existing user

In the "Settings/Administration/User", by clicking there opens up the detailed display of the selected user.

By selecting the command **"Change Password"** in the column on the right-hand side, a pop-up window opens up and the system administrator may change the existing password of the user. In order to be able to change the password, the system administrator has to know the current password of the user (see figure "Edit existing user - Change password").

NOTE: When the software has been installed for the first time, the minimum length of the password as well as any required digits and special characters etc. as well as the period of time until the required password change, can be defined individually for each group. The same applies to the selection of a "single sign-on" mechanism without an additional password or a "2-factor authentication" procedure.

According to the *globalDoc* standard settings, the selected password has to be at least eight characters long and has to contain upper- and lower-case letters, numbers and at least one special character.

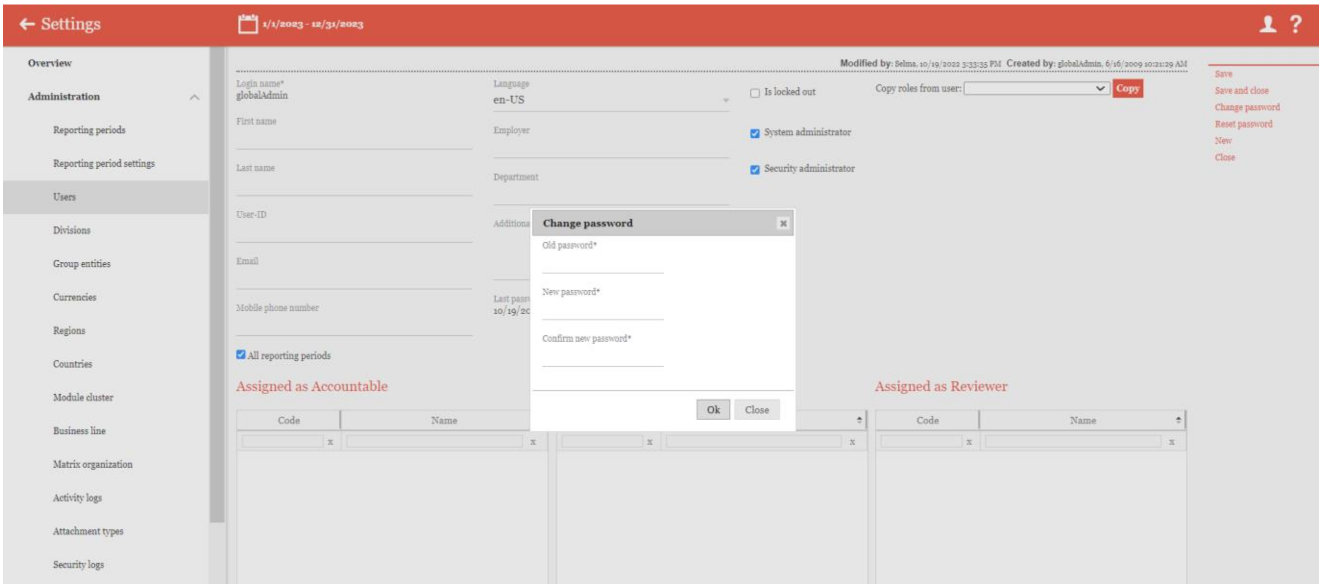


Figure 36: Edit existing user - Change password

1.3.3.8. Lock user

In the "Settings/Administration/User", by clicking opens the detailed display of the selected user (see figure "Edit existing user - Block user").

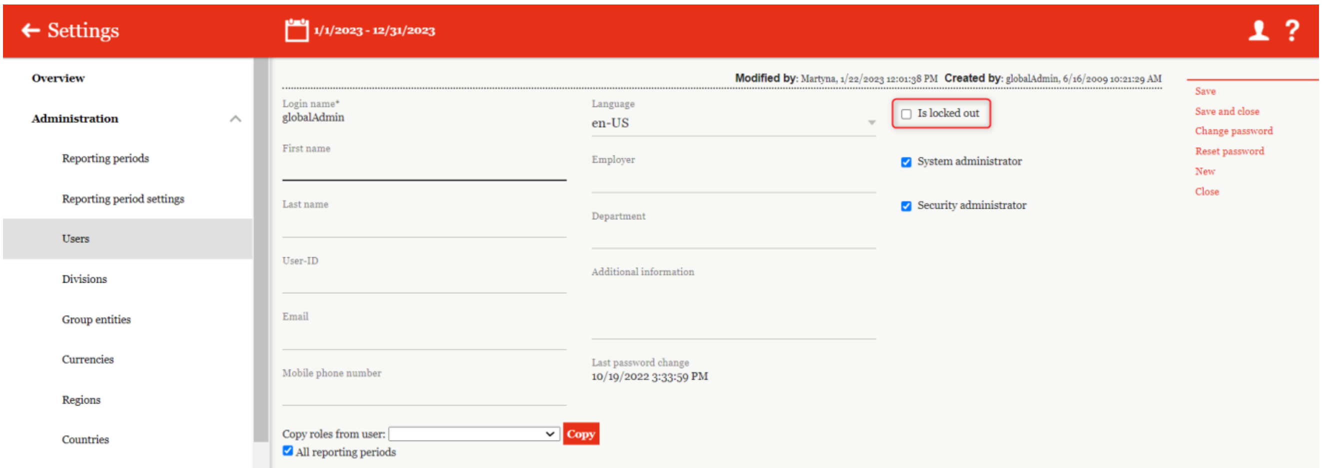


Figure 37: Edit existing user - Block user

Selecting the possibility "Is locked out" revokes the user's right to access *globalDoc*.

NOTE: If an invalid password is entered several times, the user will be locked out of the systems website. To unlock the user, a system or security administrator has to uncheck "Is locked", but it is possible in this case.

1.3.3.9. Deleting a user

Under "Settings/Administration/User" and selecting the symbol , the selected user is deleted.

NOTE: If the system or security administrator wants to delete more than one user, he or she can select the respective users and remove all selected users at once via the selection field Delete.

1.3.4. Divisions

Through the navigation item **"Divisions"** ("Settings/Administration/Divisions"), the system administrator can edit existing globalDoc divisions, create new globalDoc divisions or remove globalDoc divisions that are no longer required. In globalDoc, the term "divisions" does not only refer to divisions or business units of a group. But rather, a wide variety of categories can be found to be classified in reporting entities as "divisions". Often, globalDoc divisions are formed according to regional, functional, transactional or business area criteria. Divisions allow information to be assigned to specific categories of reporting entities and information can be processed in the modules of these categories (divisions) so they may be controlled by flexible assigned roles among users.

Each globalDoc division thus contains modules which are only relevant for certain reporting companies and can only be edited by users who have the right of an editor role for this globalDoc division.

GlobalDoc divisions are mandatory to the creation of divisional modules, and they simplify the administrational process of access rights. This allows a user to be given writing permissions for a specific division, and hereby automatically giving them writing permissions for all divisional modules associated with that division.

NOTE: GlobalDoc division has to be created ahead of the creation of divisional modules!

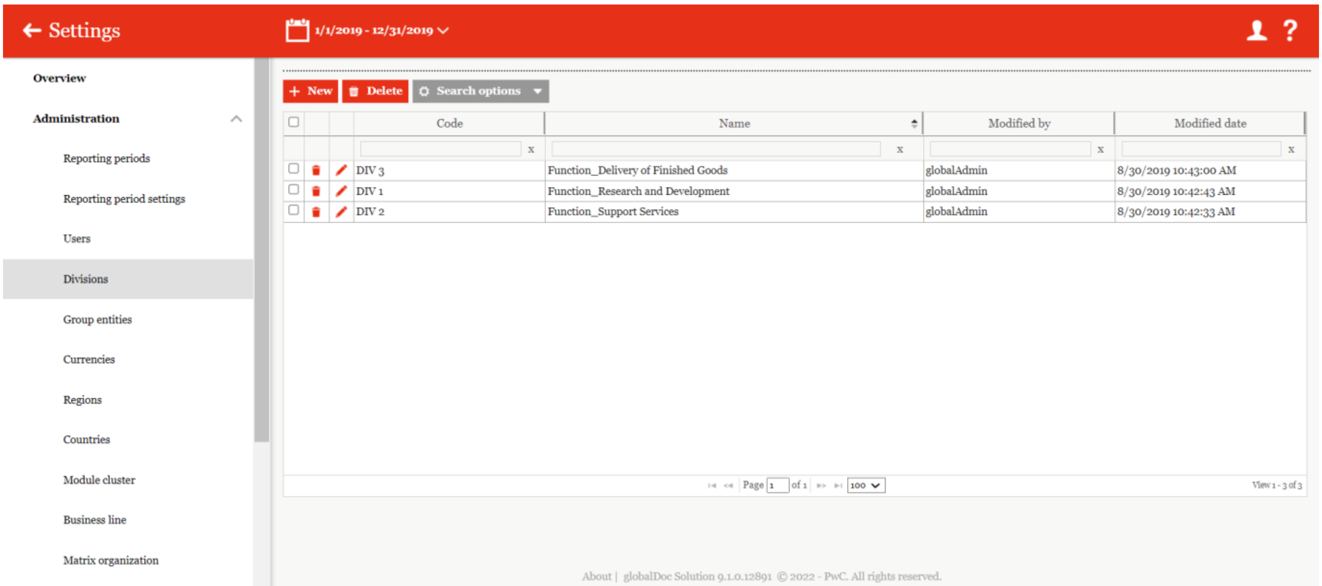


Figure 38: Overview of globalDoc- divisions (example)

In this overview the divisions can be sorted and filtered by the following settings (see here fore the figure "Overview of *globalDoc*- divisions (example)" as well):

- Code
- Name
- Modified by
- Modified date

NOTE: The search result can be narrowed down by entering the searched word in the destinated column. Confirm the entry with ENTER.

The selected division can be deleted directly via the symbol or edited via the symbol .

The overview page shows various functions which are available to manage the divisions. Those are briefly described below:

+ New	Create a new division

Delete	Delete the selected division(s).
Search options	Configurate the search: Simple Search, Extended Search, or Select colums. The search can be refreshed here as well.

1.3.4.1. Create a new division

Through “Settings/Administration/Division” and by selecting the icon **+ New** a detailed display to create a new division opens up (see figure “Create a new division”).

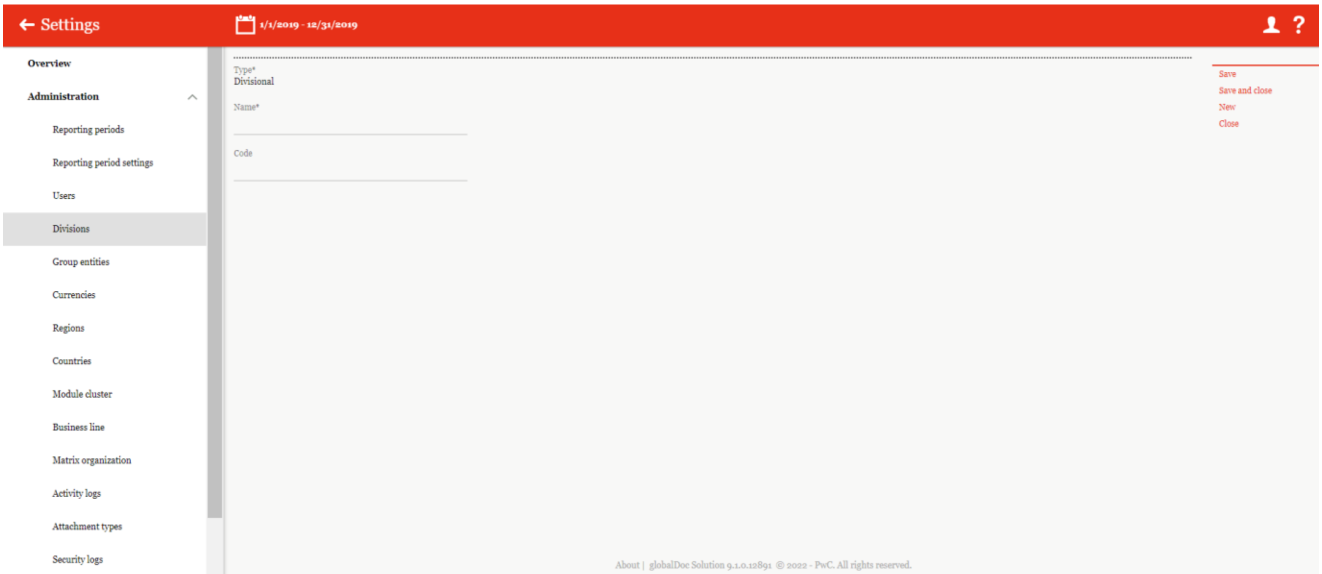


Figure 39: Create a new division

The new creation of a division requires the entry of the following data:

- **Type***: No entry required as there is a default of "Divisional".
- **Name***: Name of the division
- **Code**: Optional entry of a code for the division.

By selecting the command **"Save"** or **"Save and close"** in the command column on the right-hand side, a new division has been created. Subsequently, modules can be created and assigned to this division in “Document Management/Report Configuration/Create Modules”.

1.3.4.2. Editing an existing division

Click on in "Settings/Administration/Divisions" to open the detailed view of a selected division (see figure "Edit existing division - detailed view").

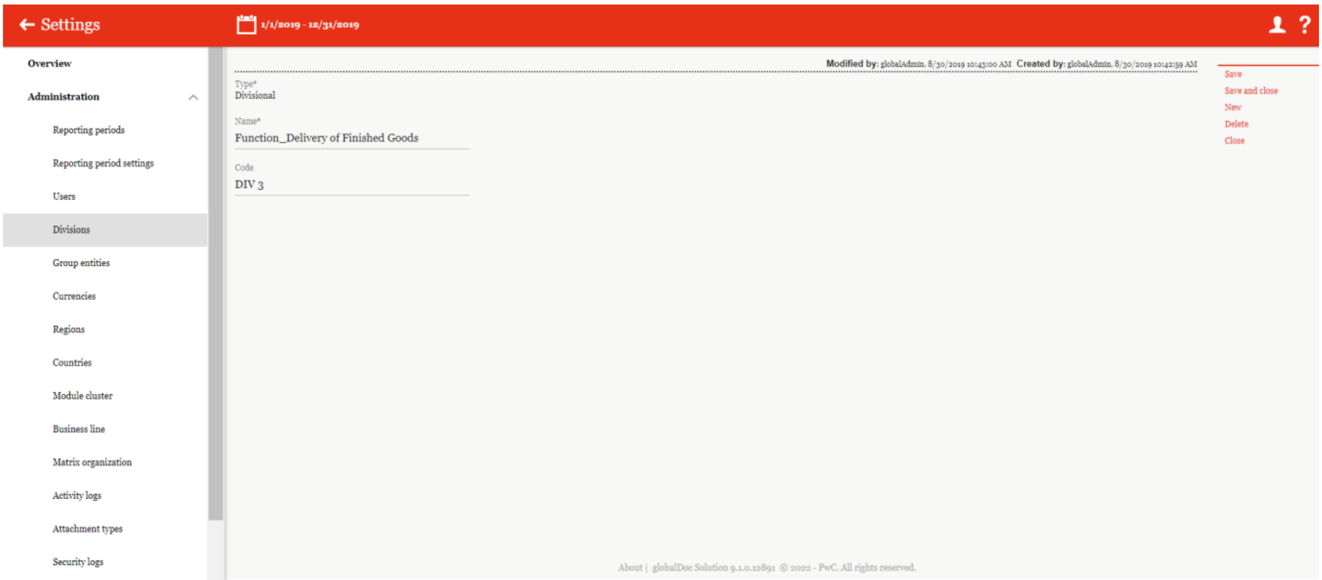


Figure 40: Edit existing division - detailed view

Similar to a new creation, the boxes **"Name*"** and **"Code"** can be changed and then saved by selecting the command **"Save"** or **"Save and close"** in the command column on the right- hand side.

1.3.4.3. Delete a division

Through "Settings/Administration/Divisions" and selection of the symbol, the selected division is deleted.

NOTE: If the system or security administrator wants to delete more than one division, he/she can select the respective divisions and remove all selected divisions at once via the selection field Delete.

1.3.5. 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.

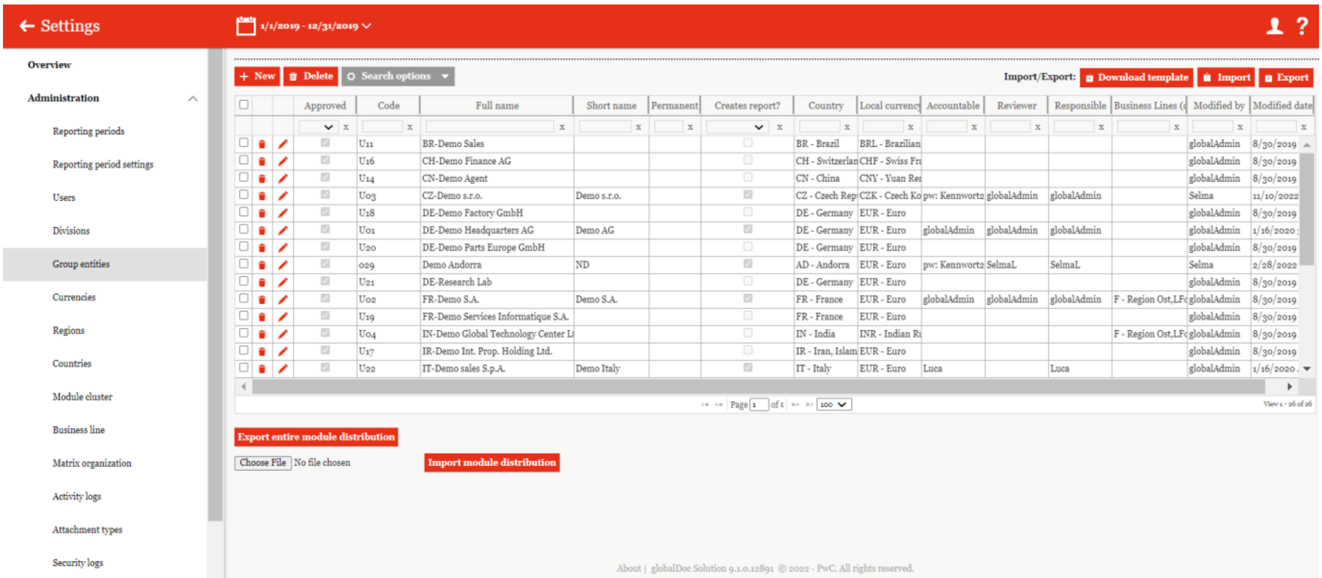


Figure 41: Overview group entities

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?
- Country
- Local currency
- Accountable
- Reviewer
- Responsible
- Business Line (comma separated)
- 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.
Export entire module distribution	Download module distribution of all reporting entities as well as divisions and global modules in 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". More detailed procedure is explained below in this chapter.
Approve selected group entities	Selected companies in the overview can be released or approved by an administrator with this button.

1.3.5.1. 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 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**".

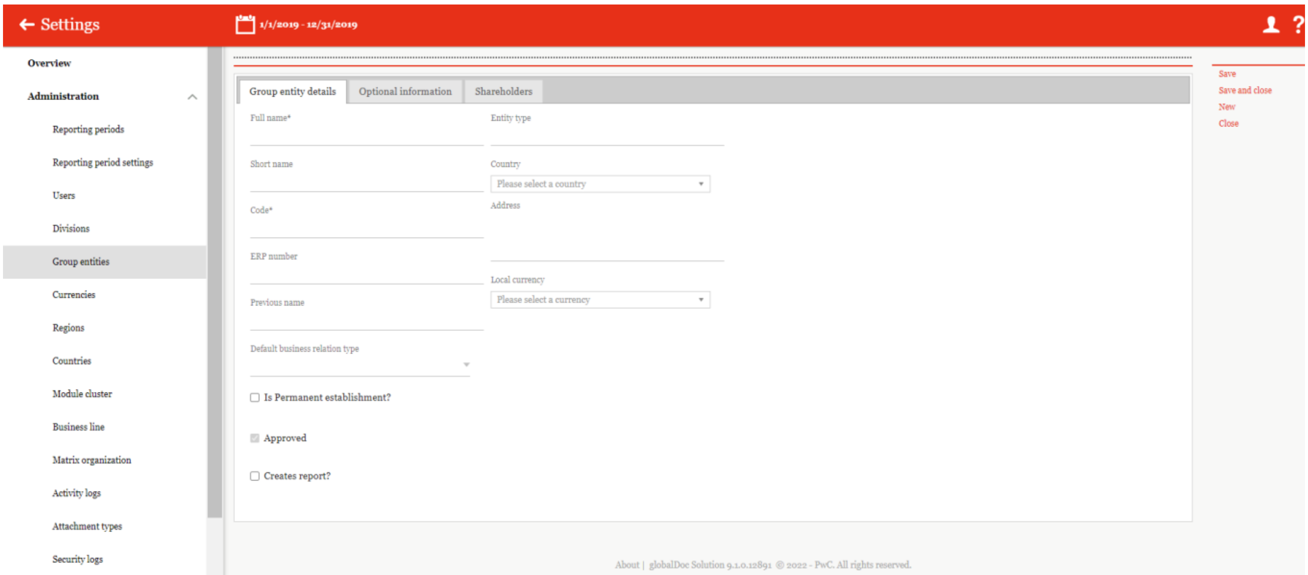


Figure 42: Create new Group entities - Group entity details

To create new group entity, the following data (master data) can be enterd 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 entitity 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.

Figure 43: Create report?

- **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. It is also possible to edit the business units (see "Edit existing group company - tab "Details of the group company").

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"**.

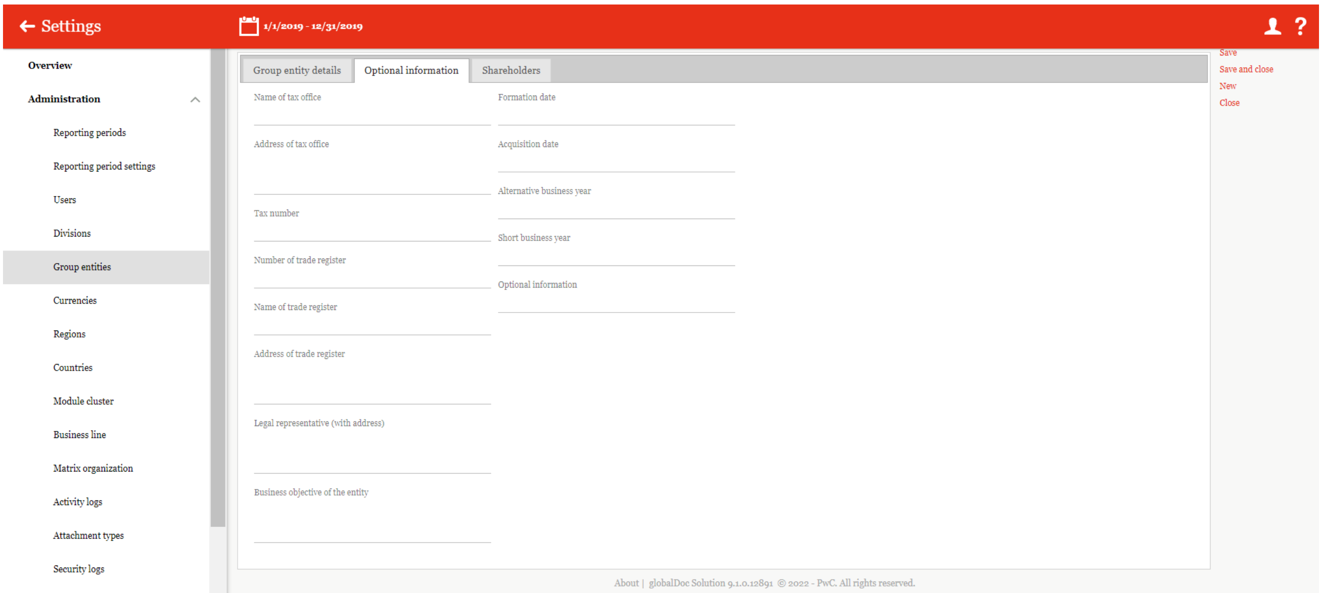


Figure 44: Create new Group entities – Optional information

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. An Accountable User must then be assigned for each reporting company.

If required, further information on the group company can be stored in the "Optional information" tab (see illustration "Creating a new group company - "Optional information" tab").

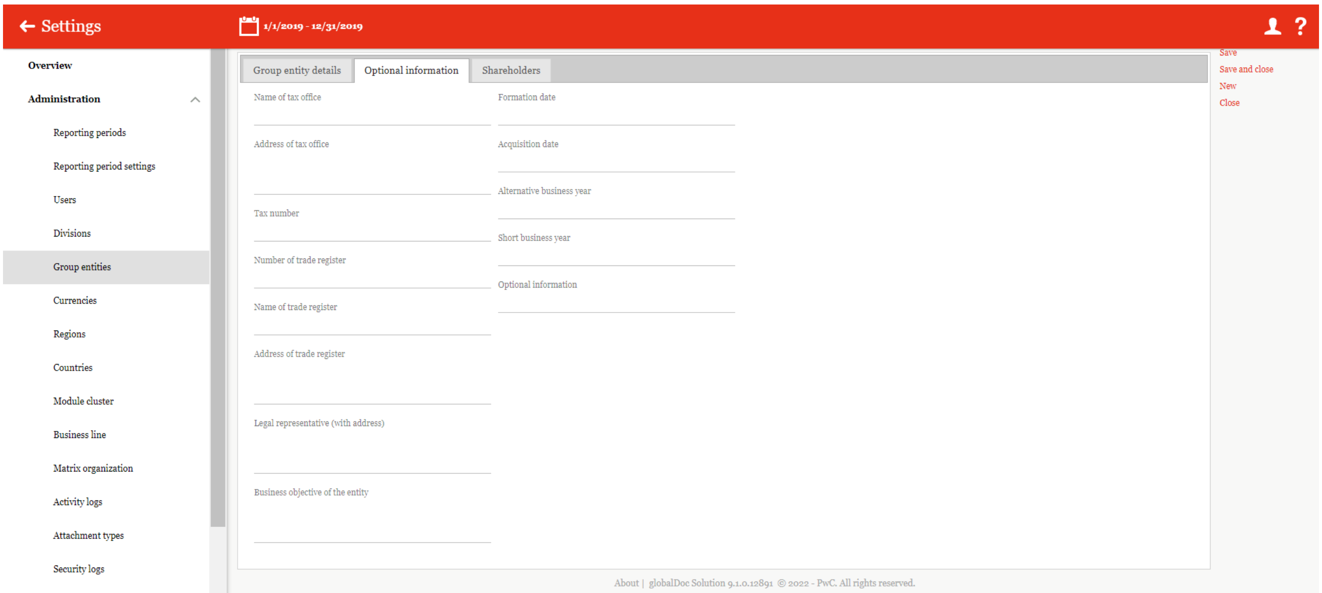


Figure 45: Create new Group entities – Optional information

NOTE: All fields of the tabs "Details of the group company" and "Optional information" can be used as variables in the module contents.

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.

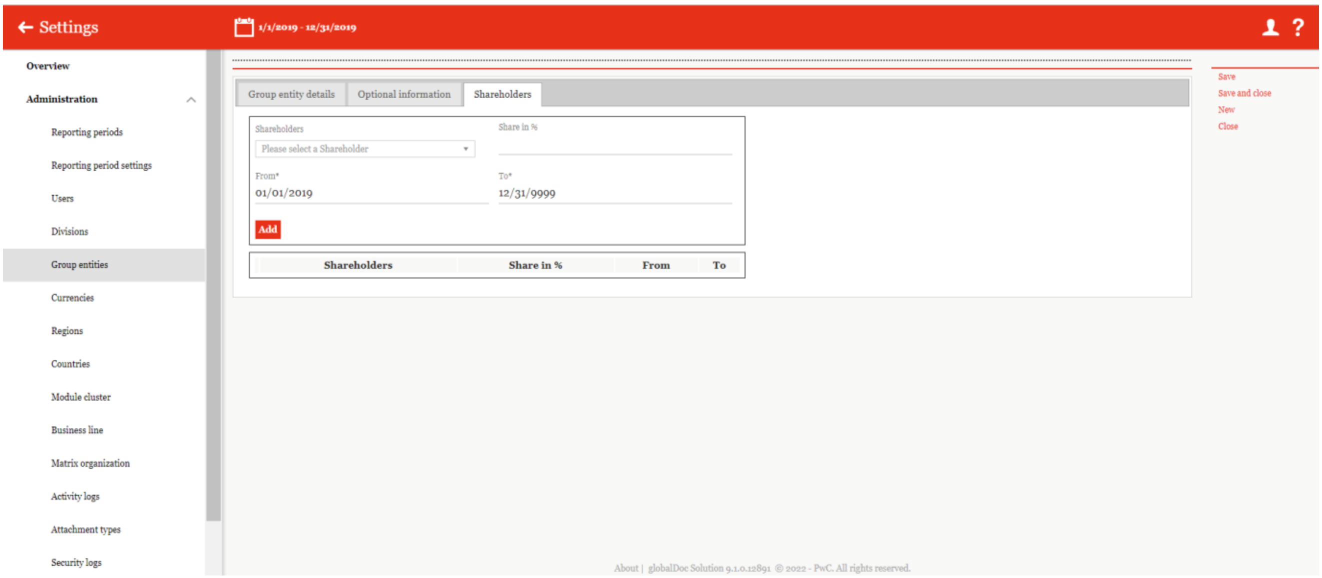


Figure 46: Create new Group entities – Shareholders

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**"**.**

1.3.5.2. 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.

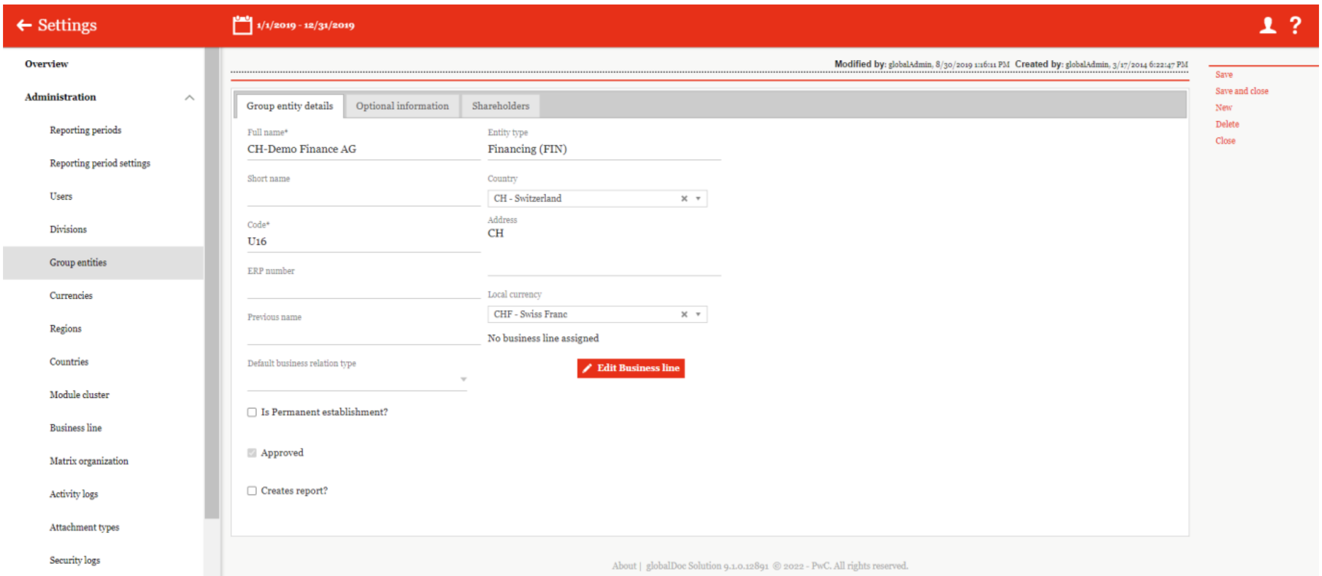


Figure 47: Edit existing group entity – Group entity details

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).

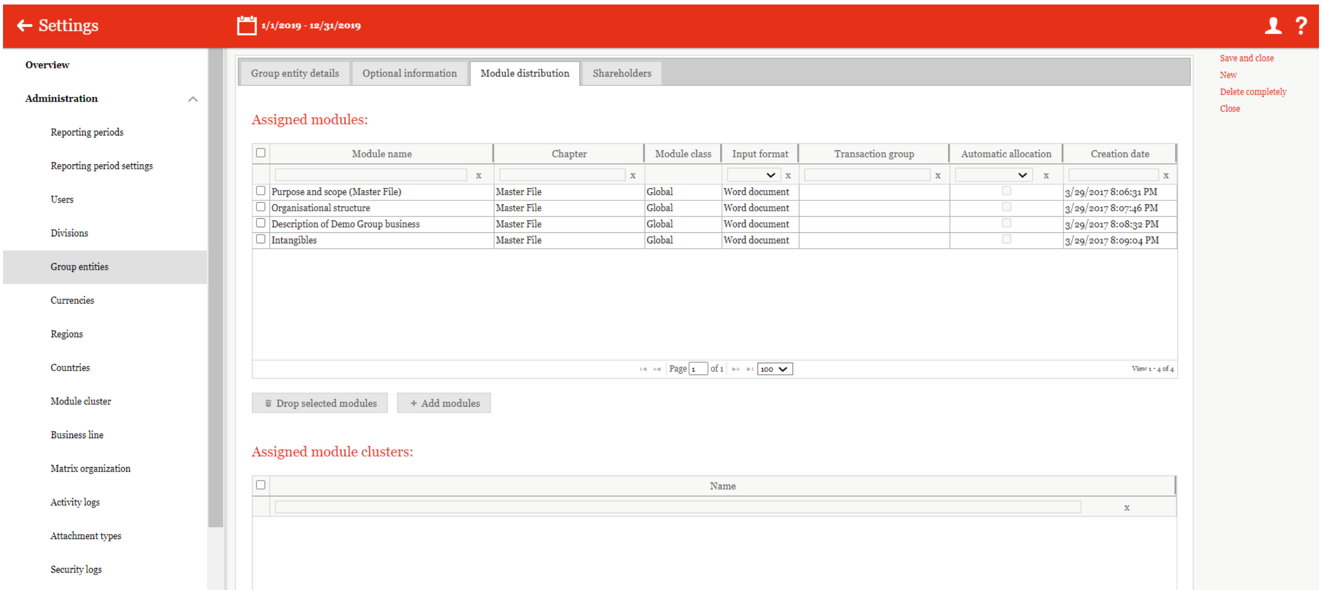


Figure 48: Edit existing Group entity – Module distribution

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.

1.3.5.3. 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.

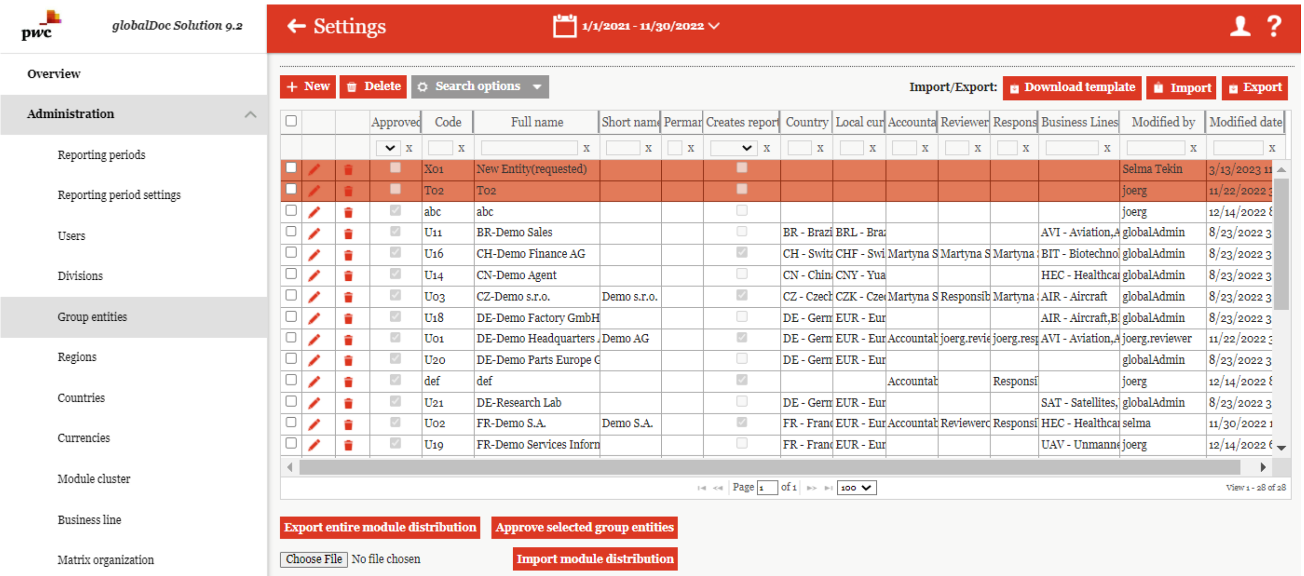


Figure 49: Overview of Group entities – Add proposed Group entity

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.

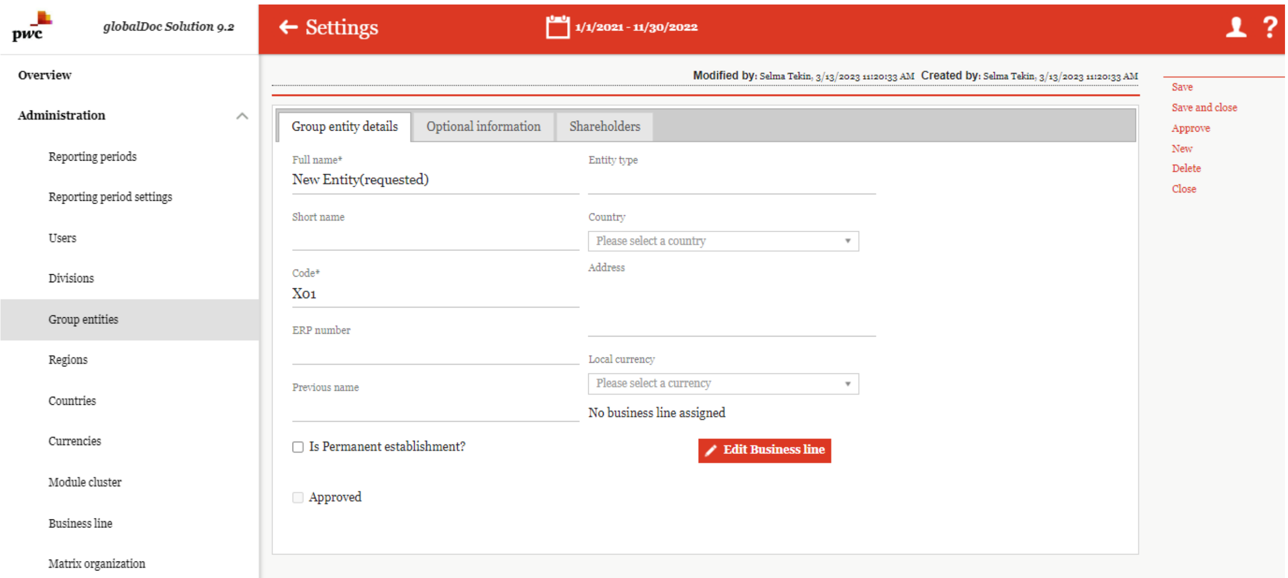


Figure 50: Detail view of Group entity - Approve proposed Group entity

1.3.5.4. Delete Group entity

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

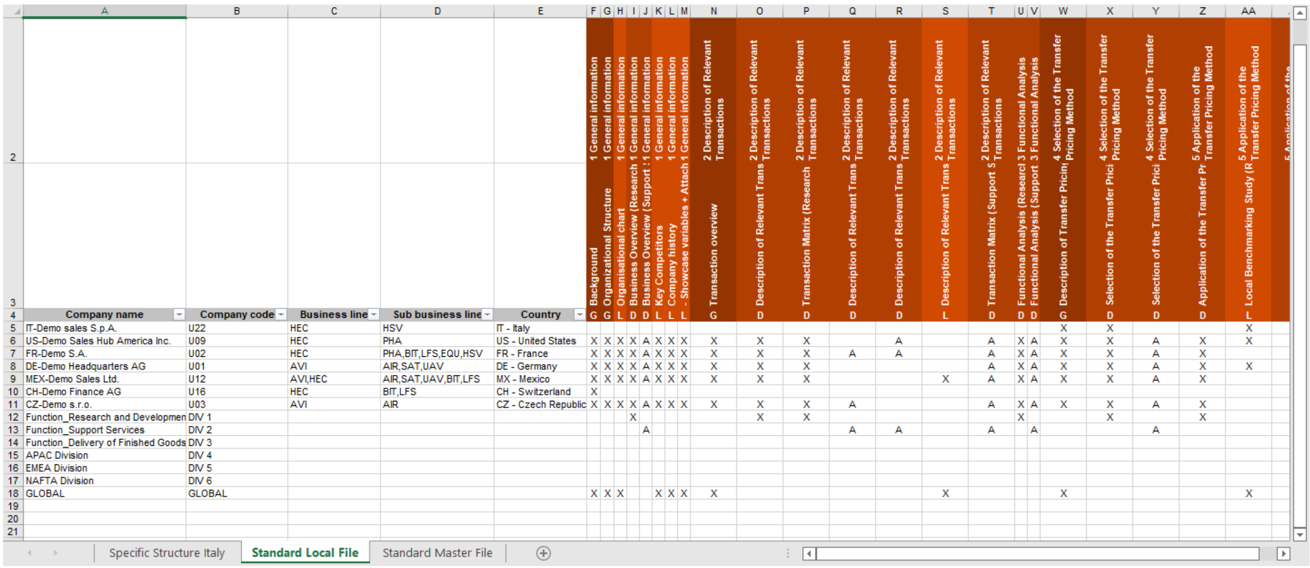
NOTE: If the system or security administrator wants to delete more than one group entity, he can select the respective group entity and remove all selected group entities at once via the selection field **Delete**.

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.

1.3.5.5. Export entire module distribution / Import module distribution

The functions "Export module distribution" offer firstly an overview of the assigned modules to the respective reporting companies and secondly they allow to mark in the file the assignment of additional modules. With the function "Import module distribution" the changes or module assignments can be updated faster in globalDoc.

As briefly mentioned above, the button **Export entire module distribution** allows you to export the entire module distribution for a period. In the exported Excel file, the desired modules can be assigned to one or more companies by inserting X or A. The "X" stands for "normal" and the "A" for "normal". Where "X" stands for normal assignment and "A" for automatic assignment. Automatic assignment is always useful when it comes to modules with transactions.



	Company name	Company code	Business line	Sub business line	Country	1 General information Background G	1 General information Organizational Structure G	1 General information Organisational chart L	1 General information Business Overview (Research D	1 General information Business Overview (Support ! D	1 General information Key Competitors L	1 General information Company history L	1 General information - Showcase variables + Attach L	2 Description of Relevant Transactions Transaction overview G	2 Description of Relevant Transactions Description of Relevant Trans D	2 Description of Relevant Transactions Transaction Matrix (Research D	2 Description of Relevant Transactions Description of Relevant Trans D	2 Description of Relevant Transactions Description of Relevant Trans D	2 Description of Relevant Transactions Description of Relevant Trans L	2 Description of Relevant Transactions Transaction Matrix (Support S D	3 Functional Analysis Functional Analysis (Researcl D	3 Functional Analysis Functional Analysis (Support D	4 Selection of the Transfer Pricing Method Description of Transfer Pricin G	4 Selection of the Transfer Pricing Method Selection of the Transfer Prici D	4 Selection of the Transfer Pricing Method Selection of the Transfer Prici D	5 Application of the Transfer Pricing Method Application of the Transfer Pr D	5 Application of the Transfer Pricing Method Local Benchmarking Study (R L
5	IT-Demo sales S.p.A.	U22	HEC	HSV	IT - Italy																		X	X			X
6	US-Demo Sales Hub America Inc.	U09	HEC	PHA	US - United States	X	X	X	X	A	X	X	X	X	X	X		A		A	X	A	X	X	A	X	X
7	FR-Demo S.A.	U02	HEC	PHA,BIT,LFS,EQU,HSV	FR - France	X	X	X	X	A	X	X	X	X	X	X	A	A		A	X	A	X	X	A	X	
8	DE-Demo Headquarters AG	U01	AVI	AIR,SAT,UAV	DE - Germany	X	X	X	X	A	X	X	X	X	X	X				A	X	A	X	X	A	X	X
9	MEX-Demo Sales Ltd.	U12	AVI,HEC	AIR,SAT,UAV,BIT,LFS	MX - Mexico	X	X	X	X	A	X	X	X	X	X	X			X	A	X	A	X	X	A	X	
10	CH-Demo Finance AG	U16	HEC	BIT,LFS	CH - Switzerland	X																					
11	CZ-Demo s.r.o.	U03	AVI	AIR	CZ - Czech Republic	X	X	X	X	A	X	X	X	X	X	X	A			A	X	A	X	X	A	X	
12	Function_Research and Developmen	DIV 1							X						X	X					X			X		X	
13	Function_Support Services	DIV 2								A							A	A		A		A			A		
14	Function_Delivery of Finished Goods	DIV 3																									
15	APAC Division	DIV 4																									
16	EMEA Division	DIV 5																									
17	NAFTA Division	DIV 6																									
18	GLOBAL	GLOBAL				X	X	X			X	X	X	X					X				X				X

Specific Structure Italy | Standard Local File | Standard Master File

Figure 51: Overview of the entire module distribution

The list is divided according to report types. This allows you to see at a glance which modules are assigned to which companies in a particular report type. This provides an easier and quicker way of identifying incorrectly or unassigned modules and then changing them directly in this Excel file.

ATTENTION: Removing the "A" or "X" means that the module should no longer be assigned to the company. In this case, the removal should be implemented with caution, as this will also delete the changes that have been inserted so far. I.e. the module is reset to the initial version.

After you save the changes in the file, you can use the button **Import module distribution** to import the changes.

NOTE: To be able to make this kind of module assignment, the report types and modules should be created in the Documentation Management/Report Configuration beforehand.

The chapter Documentation management explains in detail how to create modules and assign them to a report company.

1.3.6. Currencies

Under the navigation point **"Currencies"** (**"**Settings/Administration/Currencies"), the system administrator may edit existing currencies, create new currencies, or remove currencies which are no longer required.

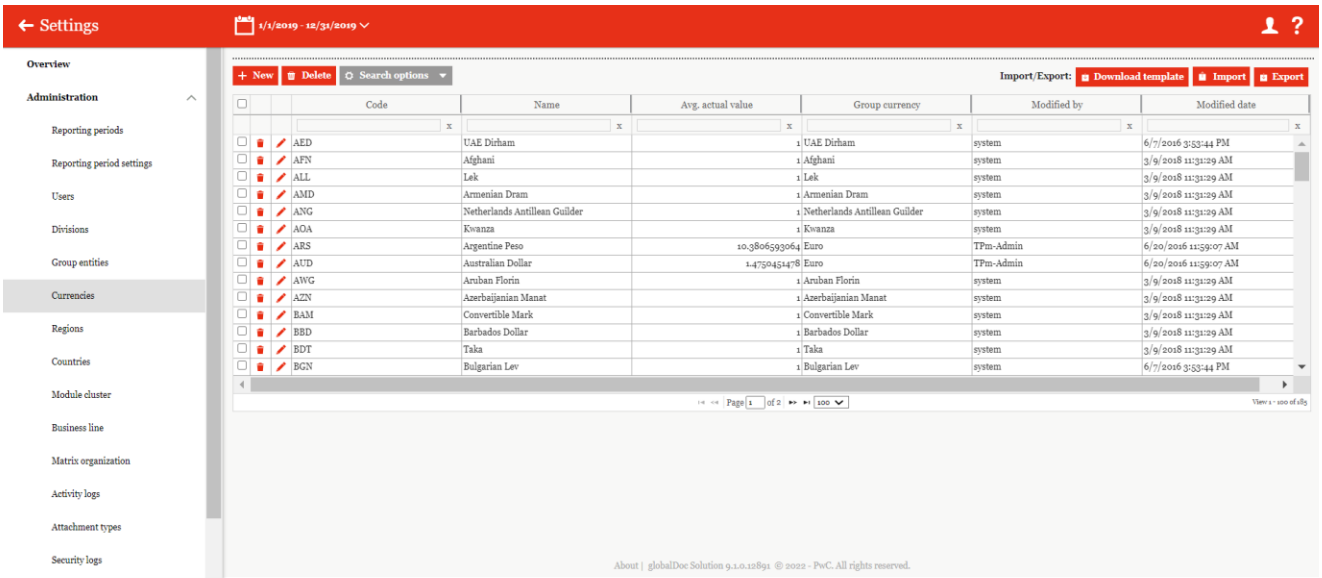


Figure 52: Overview of currency (example)

The currencies can be sorted and filtered according to the following properties in the overview (see also figure "Overview of currency (example)"):

- Code
- Name
- Avg. actual value
- Group currency
- Modified by
- Modified date

NOTE: The search result may be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

The selected currency can be deleted directly via the symbol or edited via the symbol .

On the overview page, various functions are available for managing the currencies, which are described briefly below:

New	Create a new currency.
Delete	Delete the selected currency/-ies.
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.
Download template	Download an empty excel- template as a draft, e.g. for downloading an Import.
Import	Import the chosen currency data via the selected excel template.
Export	Export all currencies.

1.3.6.1. Create a new currency

Under "Settings/Administration/Currencies" and selection of the symbol + New, the detailed view for creating new currencies is opened (see figure "Create a new currency").

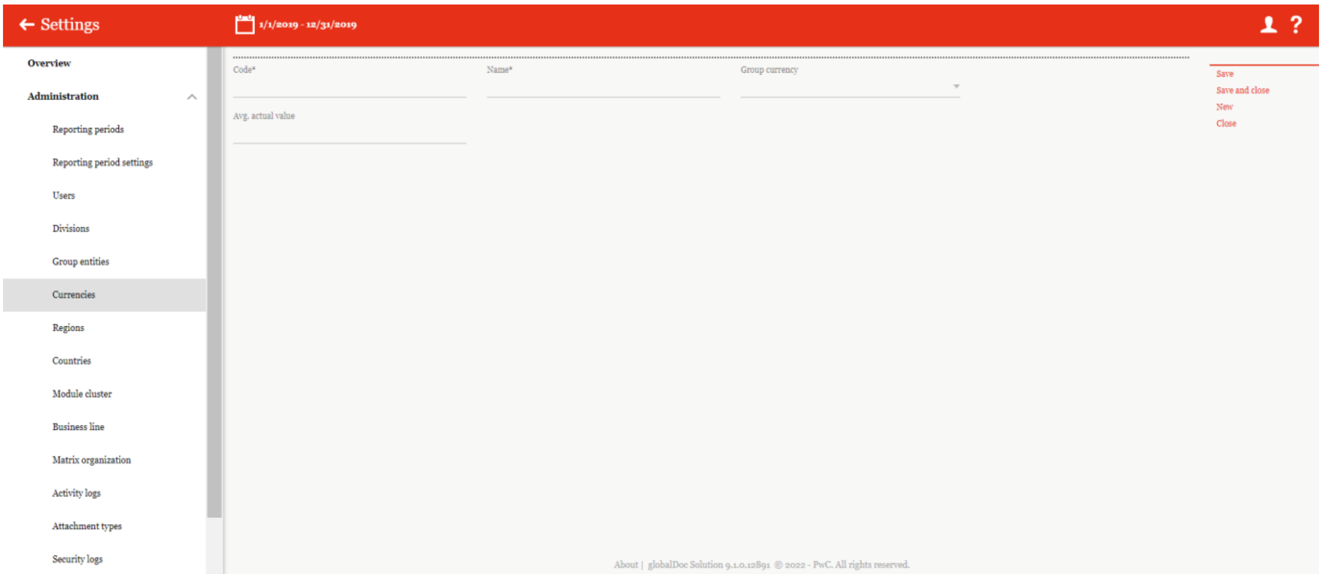


Figure 53: Create a new currency

The new creation of a currency requires the entry of the following data:

- **Code***: Necessary specification of the currency code (ISO code).
- **Name***: Name of the currency.
- **Group currency**: Group currency used for the conversion of intra-group transactions into other currencies.
- **Exchange rate**: Optional entry of the exchange rate of the currency (in units of the group currency).

By selecting the command **"Save"** or "**Save and close"** in the command column on the right-hand side, the new currency is created.

1.3.6.2. Edit existing currencies

Click on "Settings/Administration/Currencies" to open the detailed view of a selected currency (see figure "Edit existing currency - detailed view").

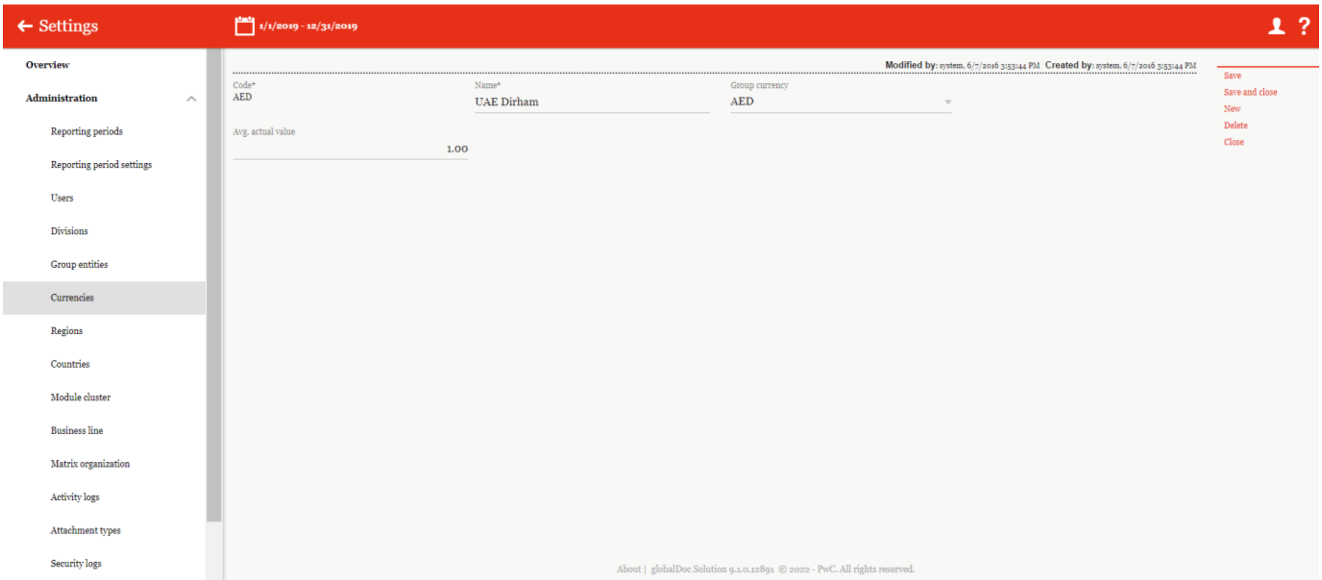


Figure 54: Edit existing currency - detailed view

Here the **"Name*",** the **"Group currency"** and the "**Exchange rate"** can be changed again and saved by selecting the command **"Save"** or **"Save and close"** in the right-hand command column.

1.3.6.3. Delete currency

Under "Settings/Administration/Currencies" and selecting the symbol, the selected currency is deleted.

NOTE: If the system or security administrator wishes to delete more than one currency, he or she can select the respective currencies and use the selection field 

to remove all selected currencies at once.

1.3.7. Regions

Through the navigation item **"Regions"** under "Settings/Administration/Regions", the system administrator can edit existing regions, create new regions or remove regions which are no longer required (see figure "Overview of regions (example)").

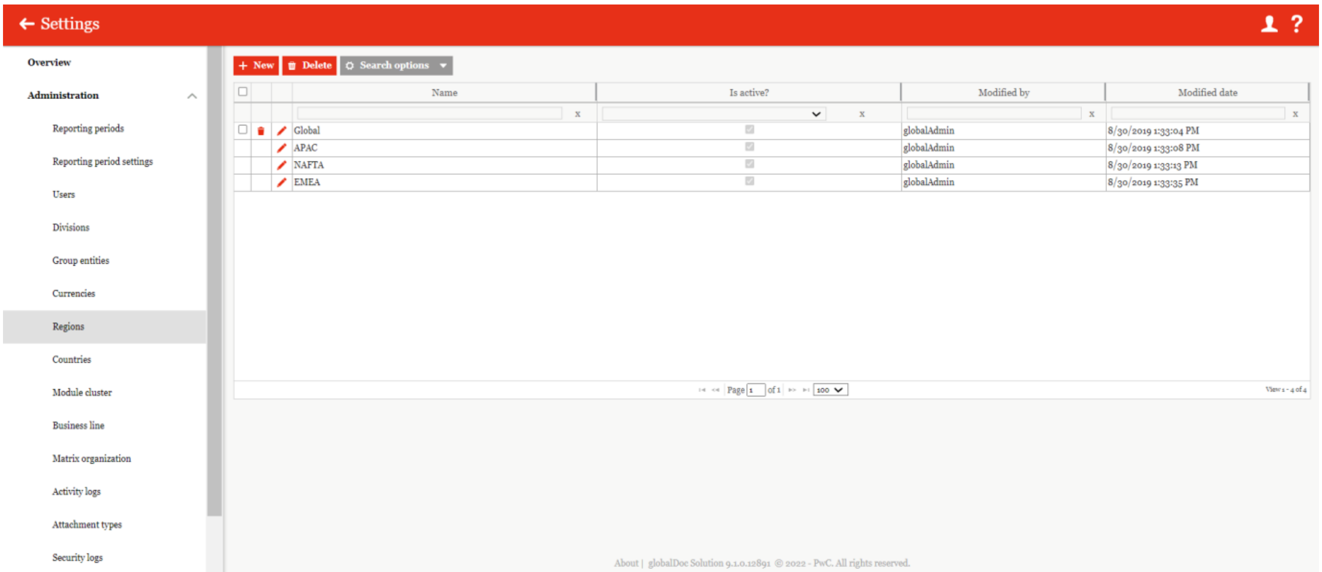


Figure 55: Overview of regions (example)

The regions can be sorted and filtered in the overview by clicking on the corresponding column name according to the following properties:

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

NOTE: The search result can be narrowed down by entering the searched word in the desired column. The entry is to be confirmed with ENTER.

The selected region can swiftly be deleted via the symbol or edited via the symbol .

On the overview page, various functions are available to manage the regions, which are briefly described below:

+ New	Create a new region.
Delete	Delete selected region(s).
Search options	Configurate the search: Select Simple Search, Extended Search or Select Columns. The search can also be updated here.

1.3.7.1. Create a new region

Through "Settings/Administration/Regions" and by selecting the symbol, + New the overview for creating new regions opens (see figure "Create a new region").

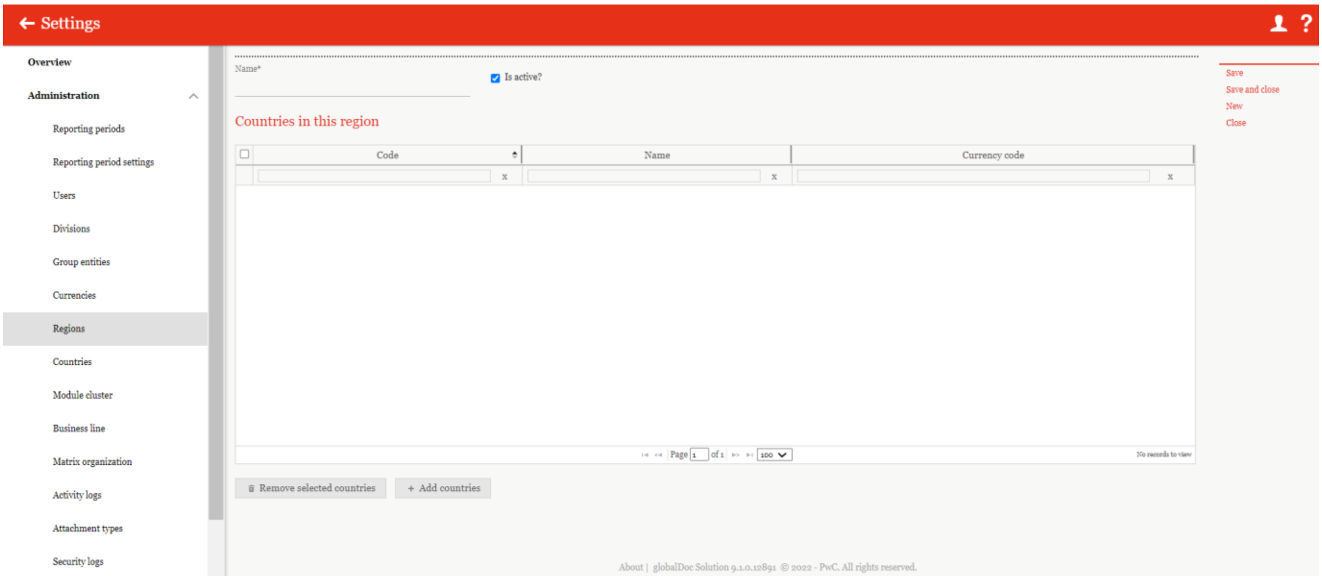


Figure 56: Create a new region

Creating a new region requires the entry of the following data (fields marked with an asterisk (*) has to be completed):

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

In addition, selected countries may be assigned to a region or it may be removed.

By selecting the command **"Save"** or "**Save and close**" in the command column on the right-hand side, the new region is created.

1.3.7.2. Editing an existing region

Click on "Settings/Administration/Regions" to open the detailed view of a selected region (see figure "Edit existing division - detailed view").

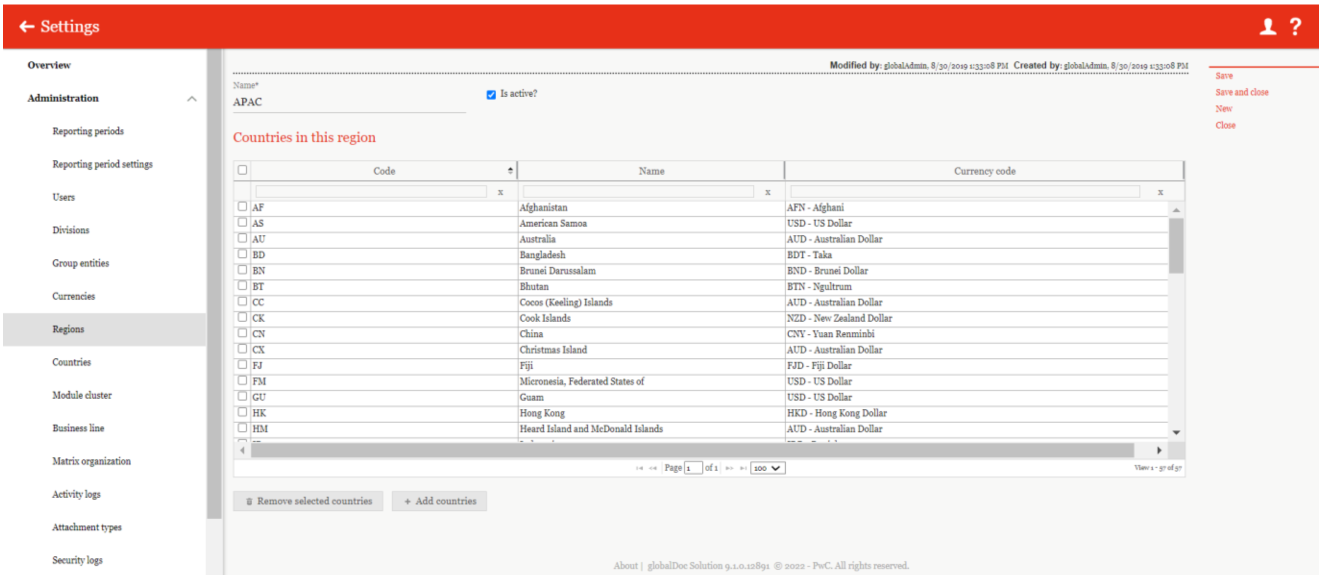


Figure 57: Edit existing region - detail view

Here, the **"Name*"**, the **"Countries in this region"** and the activity status of the region may be changed again.

1.3.7.3. Delete region

Under "Settings/Administration/Regions" and selecting the symbol, the selected region is deleted.

NOTE: If the system or security administrator wants to delete more than one region, he/she can select the respective regions and remove all selected regions at once via the selected field. 

1.3.8. Countries

Under the navigation item **"Countries"** under "Settings/Administration/Countries", the system administrator may edit existing countries, create new countries or remove countries which are no longer required (see figure "Overview of group entities (example)").

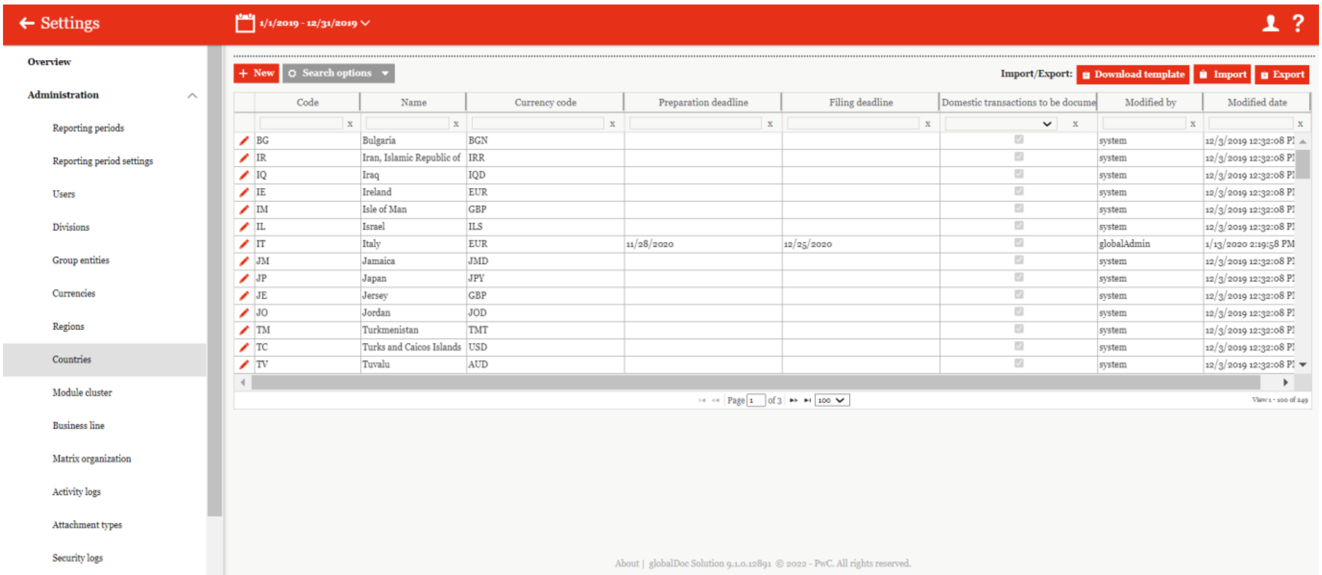


Figure 58: Overview of Countries (Example)

The countries may be sorted and filtered in the overview by clicking on the corresponding column name according to the following configurations:

- Code
- Name
- Currency code
- Preparation deadline
- Filing deadline
- Domestic transactions to be documented
- Modified by
- Modified date

NOTE: The search result can be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

The selected country can immediately be deleted via the symbol or edited via the symbol.

On the overview page, various functions are available to manage the currencies, which are briefly described below:

+ New	Create a new country.
Delete	Delete chosen country/-ies.
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.
Download template	Download an empty excel- template as a draft, e.g., for downloading an Import.
Import	Import the chosen currency data via the selected excel template.
Export	Export all currencies.

1.3.8.1. Create a new country

Through the "Settings/Administration/Countries" and by selecting the symbol + New, the detailed view for the creation of new countries opens up (see figure "Create a new country").

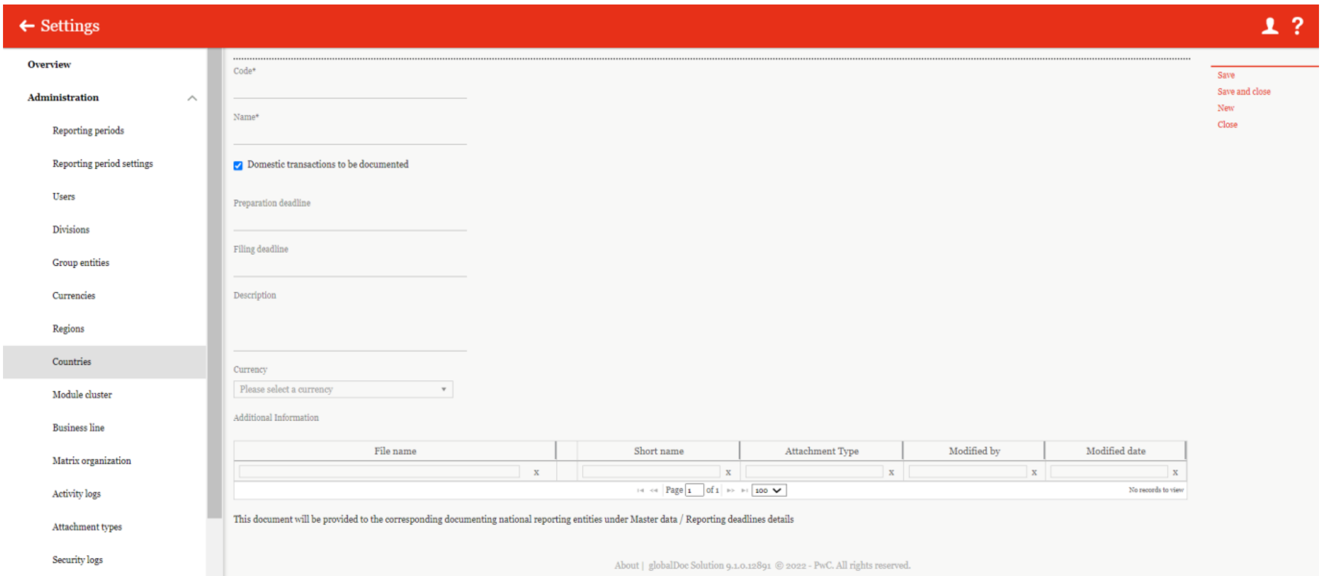


Figure 59: Create a new country

The new creation of a country requires the entry of the following data (fields marked with an asterisk (*) are mandatory):

- **Code***: Mandatory entry of the country code (ISO code).
- **Name***: Name of the country.

In addition, the preparation deadline and the filing deadline can be entered.

NOTE: The filing deadline refers to the legal deadlines by which the report has to be submitted to the tax authority without being requested to do so. The deadline for filings 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 local transactions can be set in the transaction matrix by selecting "**Document local transactions"**. For this purpose, the tick of the box has to be removed from the countries in which these transactions are to be filtered. This means that local transactions are not included in the transaction matrix in the printed report and are not used for the automatic assignment of modules.

The currency of the country is always set by default but can be edited.

Another feature is the upload of additional information as an attachment.

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

1.3.8.2. Editing an existing country

Clicking on in "Settings/Administration/Countries" to open the detailed view of a selected country (see figure "Edit existing country - detailed view").

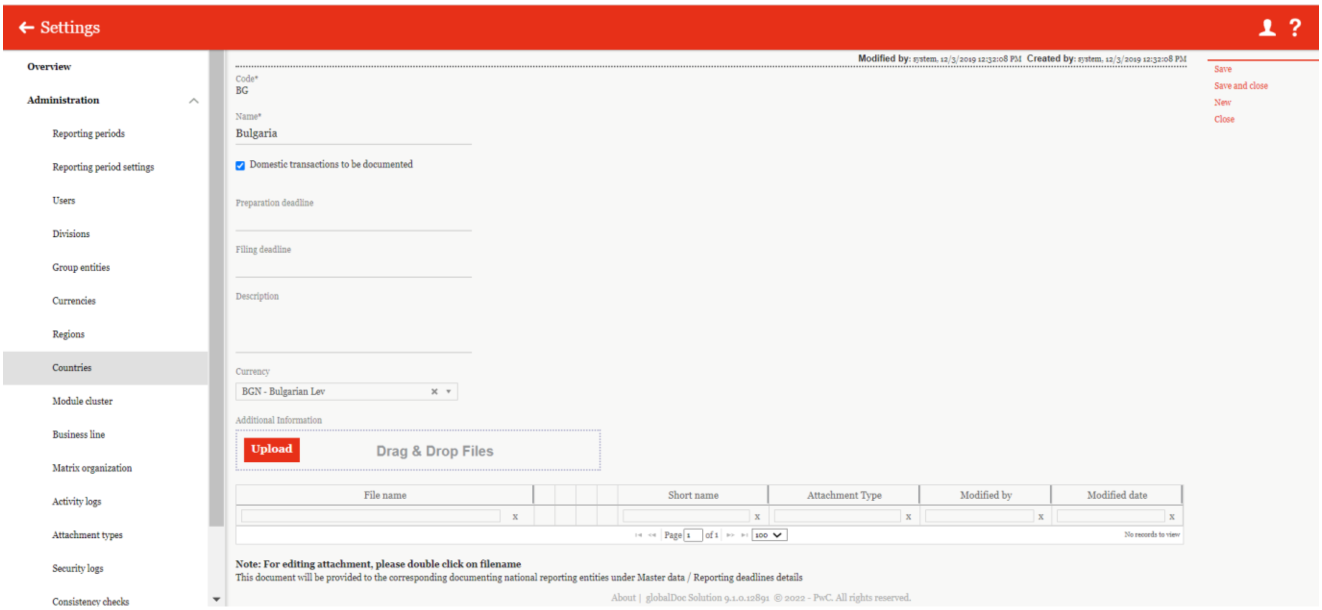


Figure 60: Edit existing country - detailed view

All entries except for the **"Code*"** can be edited here as described in the chapter "Creating new countries".

1.3.8.3. Preparation and filing deadlines

For the countries stored in globalDoc, the specific preparation and filing deadlines as well as further comments (is here referred to the additional information?) can be stored. There are two ways for that: On the one hand, the data may be entered manually by editing the respective country (see chapter "Edit existing countries"). And secondly, it is possible to upload additional information as an attachment (see figure "Edit existing country - detailed view").

This figure already exists before- is this figure necessary here?

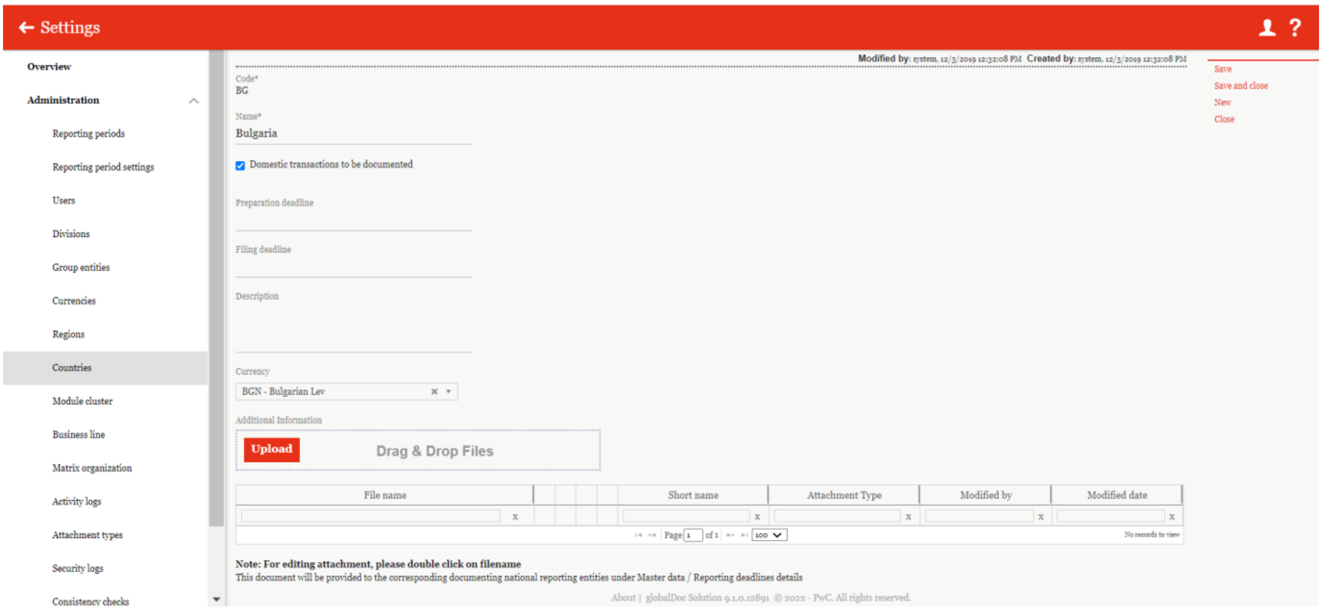


Figure 61: Edit existing country - detailed view

On the other hand, the deadlines and the description can be added via the button **Import** (we do not see this function on the diagram). This can be done by first downloading the already existing data **Export**, or via

Download template an empty template in an Excel spreadsheet, in order to then edit or fill it in and import it again.

NOTE: The deadlines entered here are displayed on the start screen if a reporting entity of this country has been selected and if no deviating deadlines have been stored by a local user for the corresponding reporting company.

1.3.8.4. Additional information

Click on Add or use the drag & drop function to upload documents as additional information.

NOTE: The files uploaded here will not be attached to the report but are usable for internal information only.

1.3.8.5. Delete country

Through **"Settings/Administration/Countries"** and by selecting the icon , the selected country is deleted.

NOTE: If the system or security administrator wants to delete more than one country, he/she can select the respective countries and remove all selected countries at once via the selection field Delete.

1.3.9. Module cluster

Through the navigation item "**Module cluster"** ("Settings/Administration/Module cluster"), the system administrator can edit existing module cluster, create new module cluster or to delete module cluster that are no longer needed (see figure "Overview of module cluster (example)").

To facilitate module distribution in groups which have a large number of reporting entities, and which have a similar activity characterization (e.g., contract manufacturers, commission agents), the navigation item "**Module cluster**" allows modules to be bundled in order to distribute them as a whole (i.e., as a "module cluster") to selected reporting entities. This functionality facilitates the allocation of modules that are always to be assigned to certain entity types. In this way, all reporting entities with a similar activity characterization (e.g., contract manufacturers, commission agents) can assign an identical bundle of standard modules (as a "**Module cluster**") created by the system administrator especially for these reporting entities.

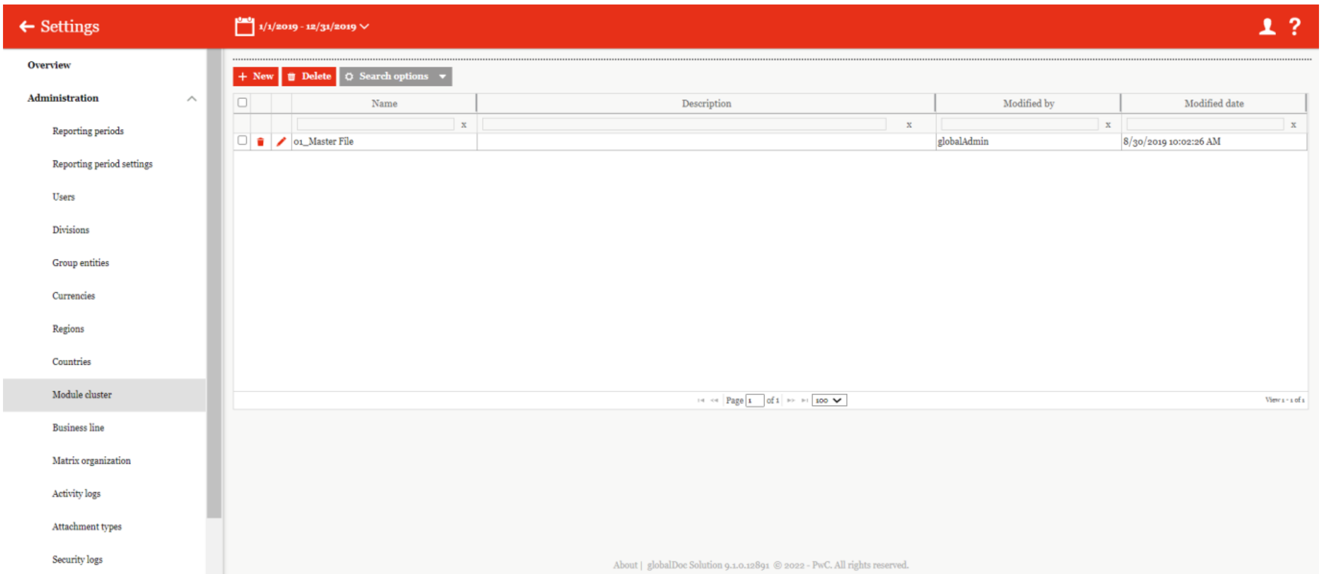


Figure 62: Overview of module cluster (example)

The module cluster can be sorted and filtered in the overview by clicking on the related column name according to the following properties:

- Name
- Description
- Modified by
- Modified date

NOTE: The search result may be narrowed down by entering the search word in the required column. The entry is confirmed with ENTER.

The selected module cluster can be deleted directly via the symbol or edited via the symbol .

On the overview page, various functions are available to manage the module clusters, which will be briefly described below:

+ New	Create a new module cluster.
Delete	Delete selected module cluster.
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.

1.3.9.1. Creating a new module cluster

Through the "Settings/Administration/Module cluster" and by selecting the symbol + New, the detail view open ups to create a new module cluster. The detail view consists of the three tabs "**Module details**", "**Assigned reporting entities**" and **"Assigned modules"** (see figure "Creating a new module cluster - detail view).

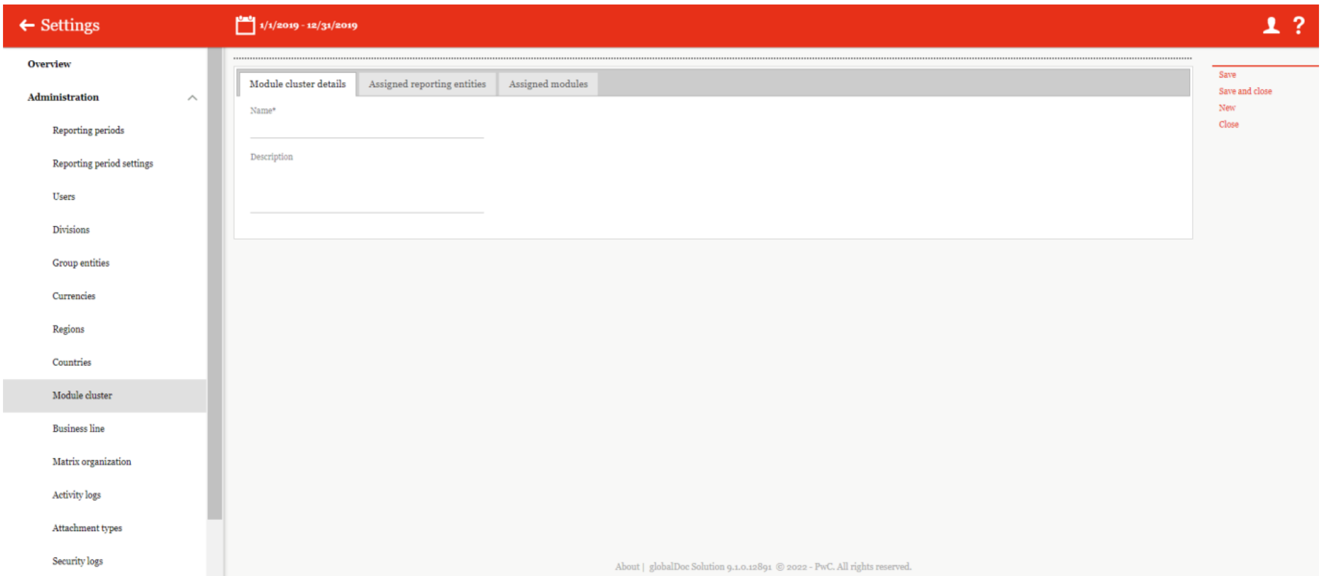


Figure 63: Creating a new module cluster - detail view

The new creation of a module grouping requires the entry of the following data in the "**Module details**" tab (fields marked with an asterisk (*) are mandatory.):

- **Name*:** Mandatory entry of the name of the new module grouping.
- **Description:** Optional description of the new module grouping.

In the tab "**Assigned reporting companies**", the relevant reporting entities can be assigned to the new module cluster via the selection field + Assign reporting entity on again. Drop selected reporting entity

In the tab **"Assigned modules**", the relevant modules + Assign module can be assigned to or removed from the module cluster by using the selection field Drop selected modules.

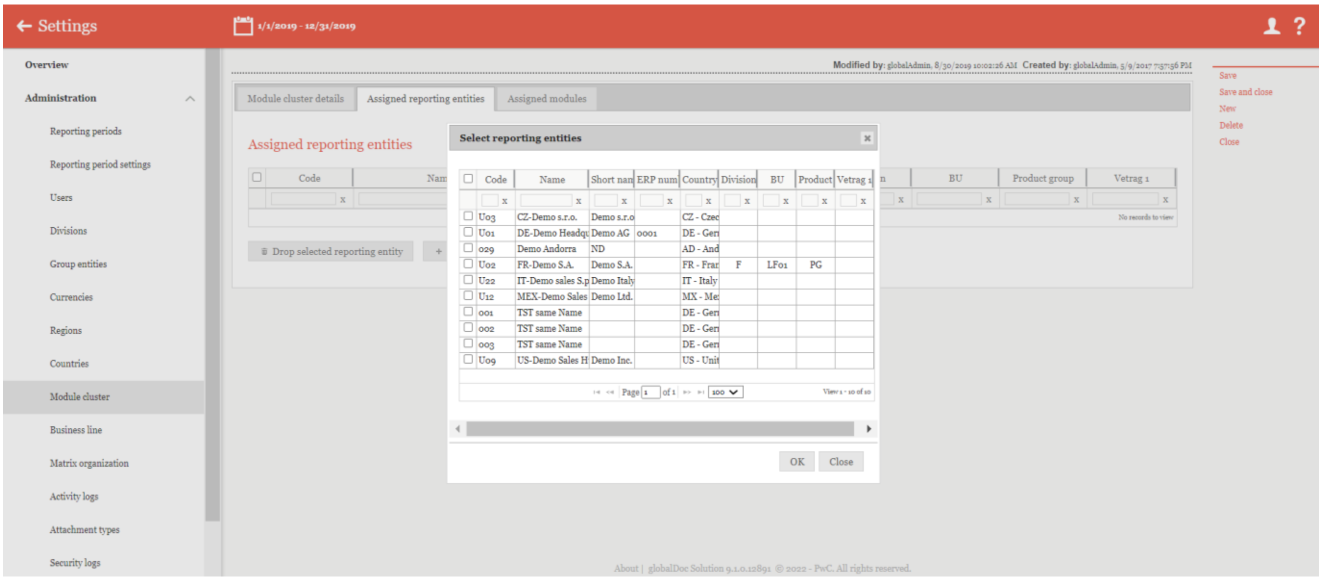


Figure 64: To assign moduls

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

NOTE: Module cluster do not work in conjunction with the automatic allocation of modules. If automatic allocation is subsequently selected in the report configuration in the module, the assigned module grouping disappears. However, in order for the automatic allocation to function fully, this module must be removed from the module grouping.

1.3.9.2. Editing an existing module cluster

Through the "Settings/Administration/Module cluster", and by clicking opens the detailed view of a selected module cluster.

Here the information stored the module cluster has been created can be edited (see "Creating a new module cluster").

1.3.9.3. Deleting a module cluster

Through the "Settings/Administration/Module cluster" and clicking on , the selected module cluster is deleted (the modules remain).

NOTE: If the system or security administrator wants to delete more than one module cluster, he/she can select the relevant module cluster and remove all selected module cluster at once via the selection field Delete.

1.3.10. Business line

Under the navigation item "Business line" ("Settings/Administration/Business line"), reporting companies can be assigned hierarchically and can be found more easily in the dialogue boxes. The system administrator may edit existing business lines, create new business lines and, if necessary, remove existing business lines.

The following settings can be made for the business areas (see also the illustration "Business line - tree view" or "Business line - grid view"):

A new business line can be created via the symbol + New or deleted again via the symbol Delete.

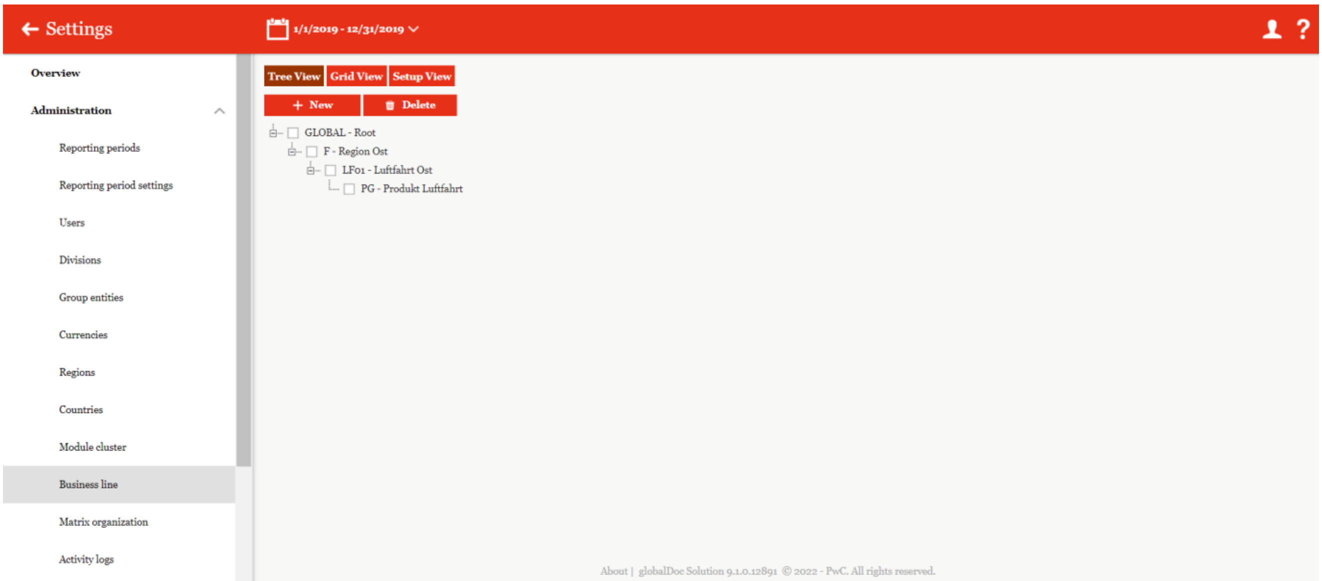


Figure 65: Business line - tree view

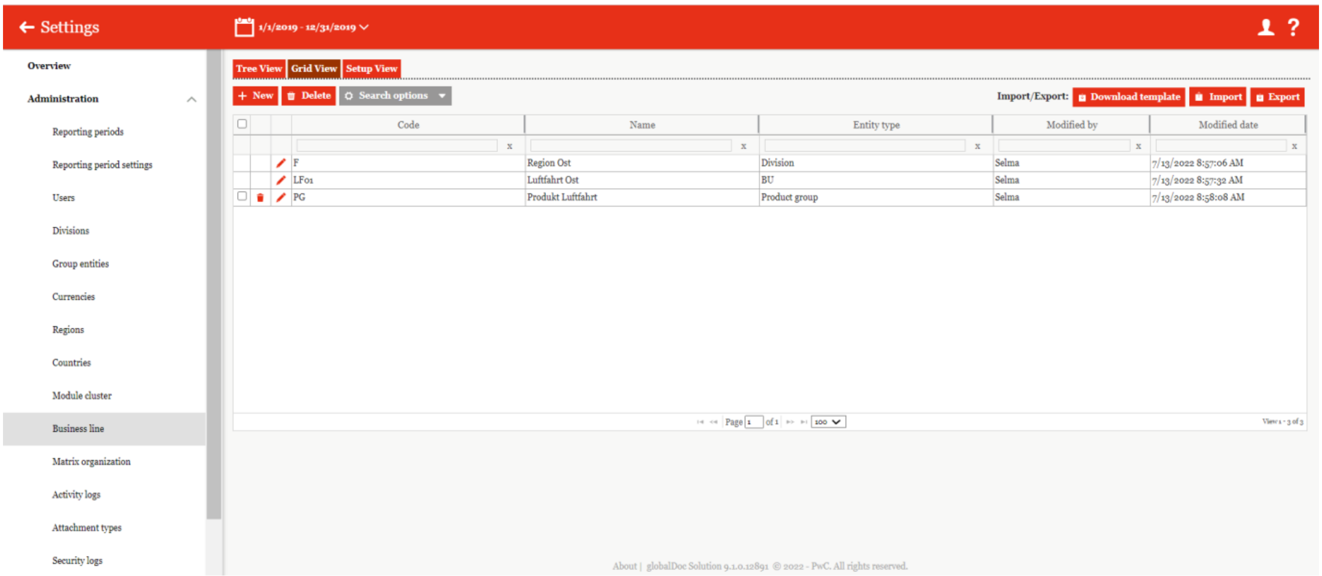


Figure 66: Business line - grid view

Through the item "Setup view" it is possible to maintain or edit the individual levels of the management structure (see figure "Setup view of business lines"). New levels may be added here, and existing levels may be updated and removed.

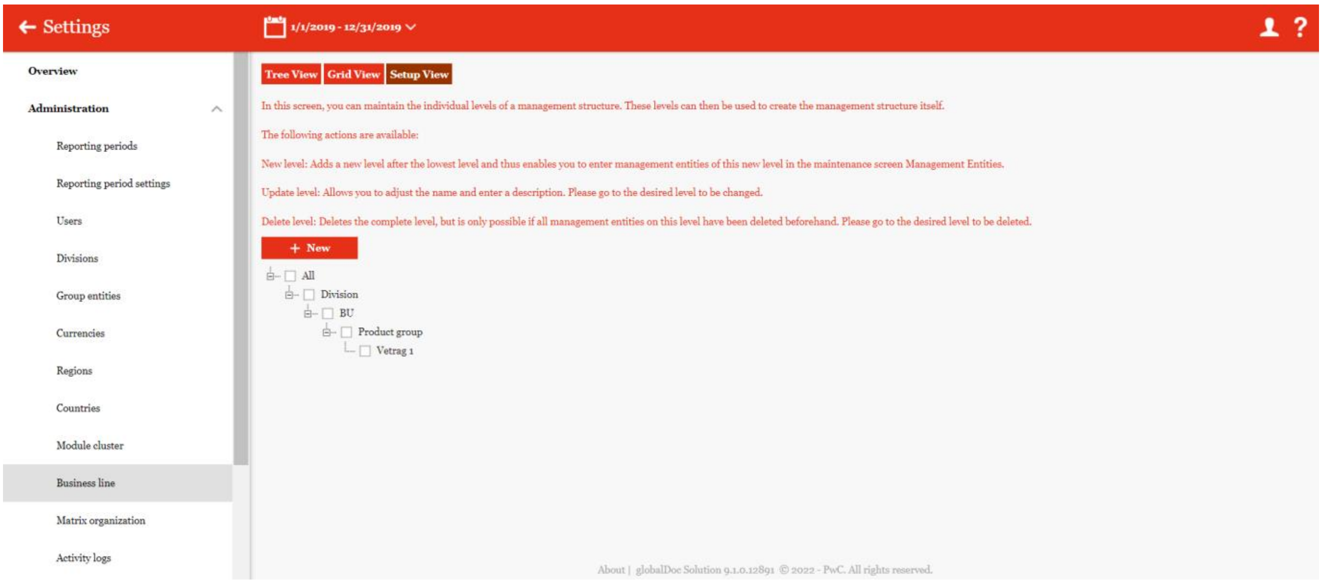


Figure 67: Setup view of business lines

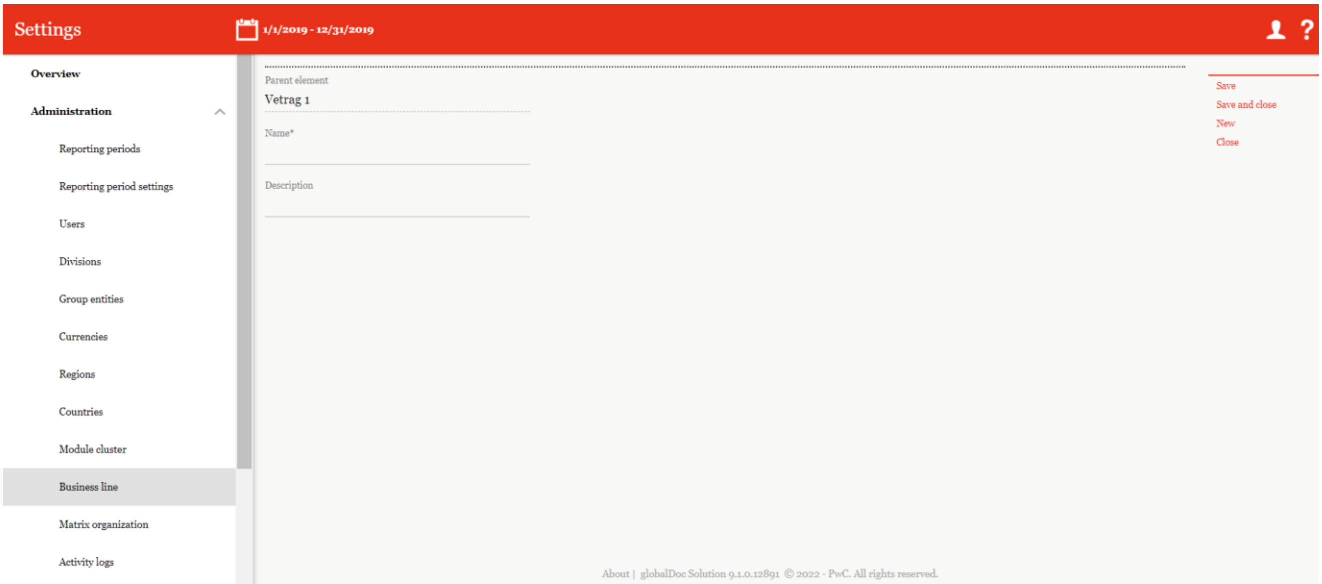


Figure 68: Setup view of business line- Creating a new business line

1.3.10.1. Create a new business line

Through the "Settings/Administration/Business line" and the selection of the symbol **+ New**, the detailed view opens for the creation of a new business line (see figure "Creation of a new business line").

The new business area can be created in the tree view as well as in the grid view. In both cases, the creation of a new business unit requires the following data (the fields marked with an asterisk (*) are mandatory fields):

- **Unit type:** Optional specification of the unit type.
- **Code*:** Mandatory specification of the business unit code.
- **Name*:** Mandatory specification of the name of the business unit.
- **Description of the business area:** Optional description of the business area.

The creation is possible in both display forms (tree or grid view). Repeatable.

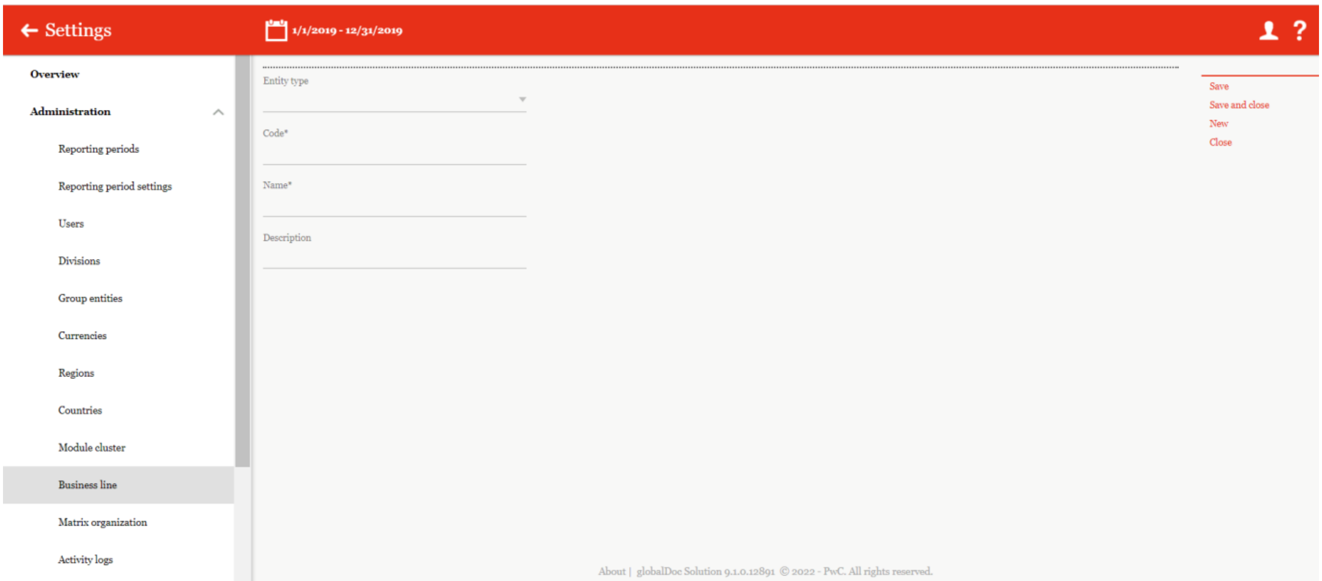


Figure 69: Creation of a new business line

1.3.10.2. Edit existing business lines

Through the "Settings/Administration/Business line", clicking on The grid view opens up a detailed view of a selected business line (see figure "Edit existing business lines - detailed view").

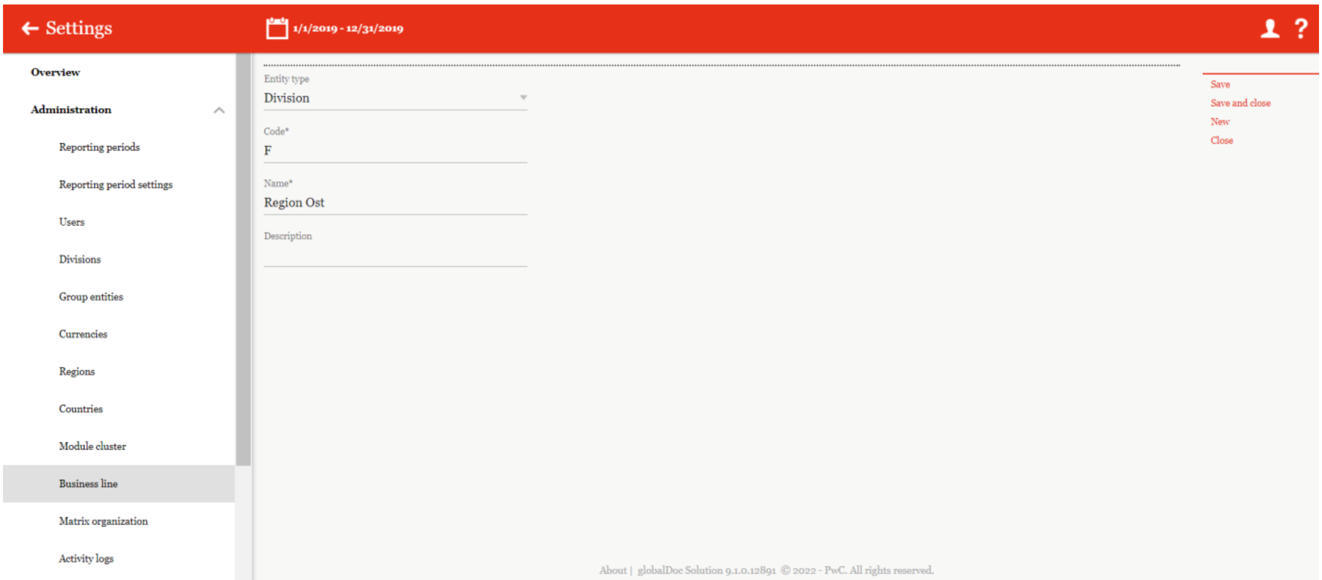


Figure 70: Edit existing business lines - detailed view

In this overview administrators may edit all data as described like in the chapter "Create a new business line".

1.3.10.3. Delete business lines

Through the "Settings/Administration/Business line" and selecting the symbol in the grid view, the selected business area is deleted.

NOTE: If the system or security administrator wants to delete more than one business area, he may select the respective business line in the tree and grid view and remove all selected business lines at once via the selection field **Delete**.

1.3.11. Matrix organization

Through the navigation item "Matrix organisation" ("**Settings/Administration/Matrix organisation")** the group entities may be assigned to the business line. The following overview shows examples of existing assignments.

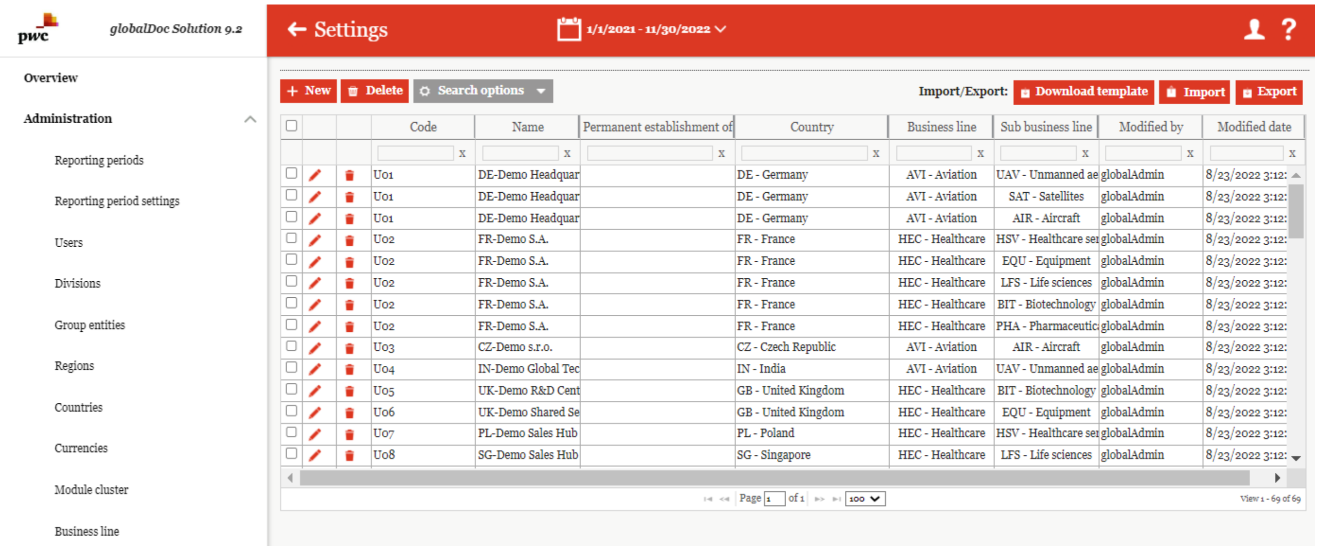


Figure 71: Overview of matrix organisation (example)

The matrix organisations may be sorted and filtered in the overview by clicking on the corresponding column name according to the following properties:

- Code
- Name
- Permanent establishment of
- Country
- Business line
- Sub Business line
- Further Sub Business line (if added)
- Modified by
- Modified date

NOTE: The search result can be narrowed down by entering the search word in the relevant column. The entry is confirmed with ENTER.

The selected matrix organisation can be deleted immediately via the symbol or edited via the symbol .

On the overview page, various functions are available to manage the matrix organisations, which are briefly described below:

+ New	Create a new matrix organisation.
Delete	Delete selected matrix organisation(s).
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.
Download template	Download an empty excel- template as a draft, e.g., for downloading an Import.
Import	Import the chosen matrix organisation data via the selected excel template.
Export	Export all matrix organisations.

1.3.11.1. Create new matrix organisation

Click on + New to open the detailed view for creating new matrix organisations (see figure "Create a new matrix organisation").

Through the "**Group entities***", entities may be selected from a drop-down list. Afterwards, the "business line*" may be assigned by clicking on the chosen business line from the displayed tree structure. Clicking on **"Save"** or **"Save and close"** completes the assignment.

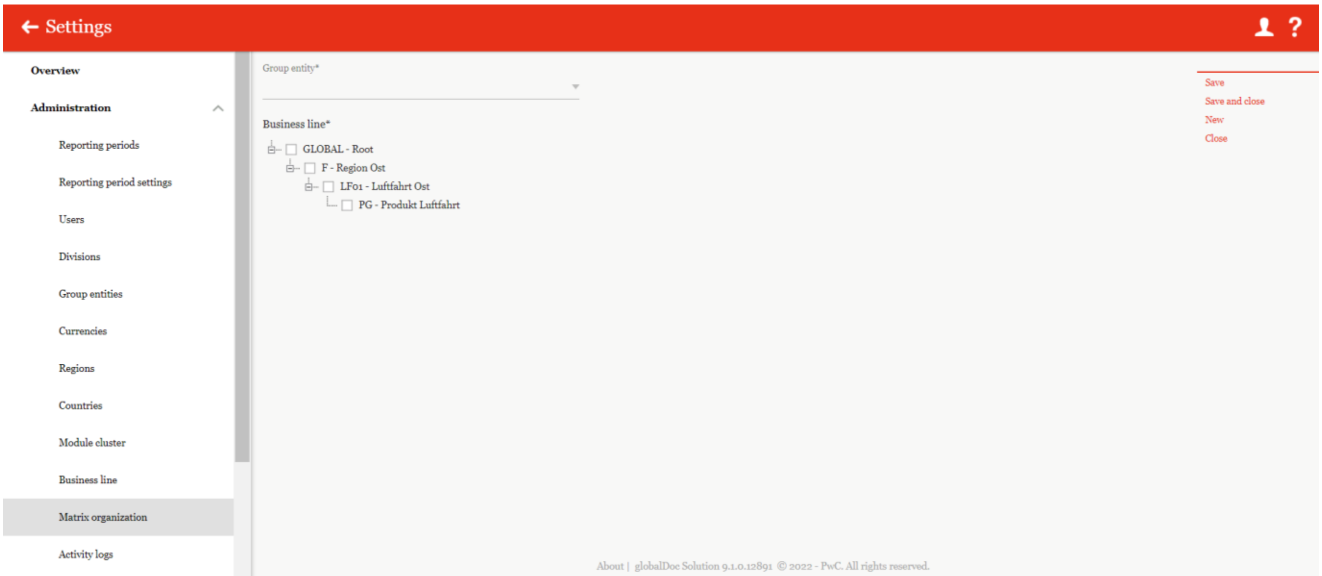


Figure 72: Create a new matrix organisation

1.3.11.2. Edit existing matrix organisations

Click on "Settings/Administration/Matrix organisation" to open the detailed view of a selected matrix organisation.

In this view, the information stored when the matrix organisation was created can be edited (see Creating a New Matrix Organisation).

1.3.11.3. Delete matrix organisation

Though the "Settings/Administration/Matrix organisation" and click on so the selected matrix organisation is deleted.

NOTE: If the system or security administrator wants to delete more than one matrix organisation, he may select the respective matrix organisations and remove all selected matrix organisations at once via the selection field Delete.

1.3.12. Activity logs

Through the navigation item **"Activity logs"**, the system administrator can track changes within globalDoc, as previous versions are saved in globalDoc. With the help of the activity log, the system administrator may track which user has performed which type of action on which object (module, reporting company, reporting period).

The overview page opens in "Settings/Administration/Activity logs" (see figure "Overview of activity logs (example)).

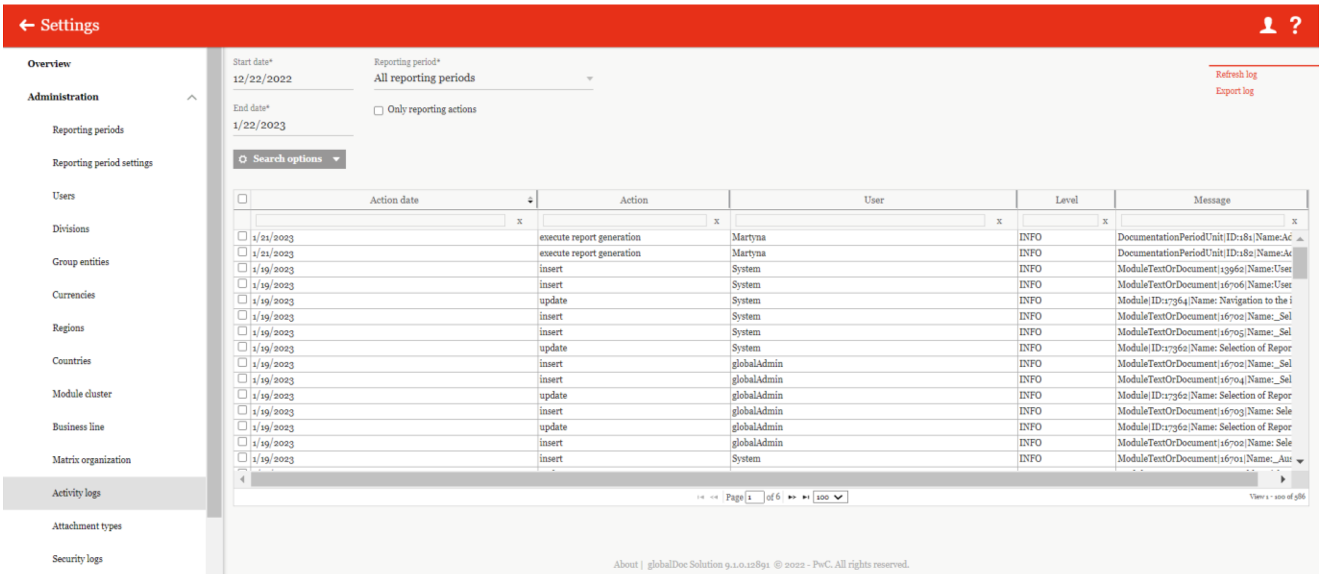


Figure 73: Overview of activity logs (example)

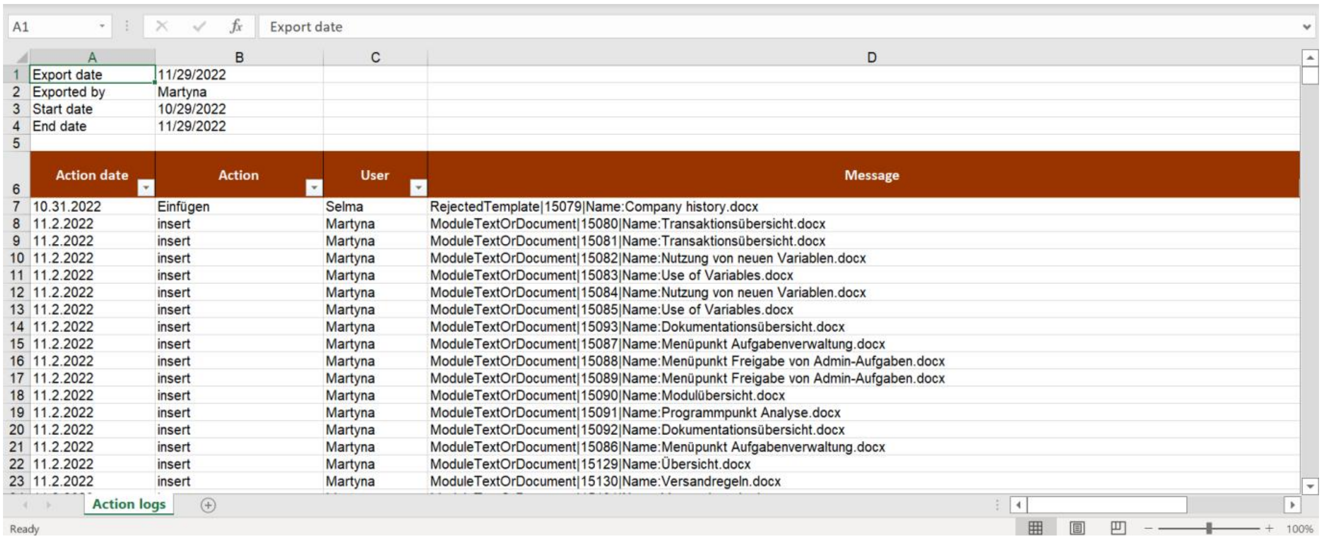
On the overview page, it is possible to select the period to be displayed in the overview by entering **"Start date*"** and **"End date*"**. The field **"Reporting period*"** makes it possible to further filter the selection via the created reporting periods. To view only entries that are directly related to the report creation, select the option **"Only reporting actions"**. Using the search options Search options, existing activity logs can be searched according to self-defined rules.

1.3.12.1. Update log

Through the "Settings/Administration/Activity logs" and by clicking on the command "Update log" in the command column on the right-hand side, the activity log of the selected reporting period is updated to the current status (see figure "Overview of activity logs (example))").

1.3.12.2. Export activity log

Under "Settings/Administration/Activity logs" and click on the command "Export activity log" in the right-hand command column, the activity log is exported to an Excel file (see figure ""Overview of activity logs (example)" and "Excel export activity log").



Export date	11/29/2022		
Exported by	Martyna		
Start date	10/29/2022		
End date	11/29/2022		
Action date	Action	User	Message
10.31.2022	Einfügen	Selma	RejectedTemplate|15079|Name:Company history.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15080|Name:Transaktionsübersicht.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15081|Name:Transaktionsübersicht.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15082|Name:Nutzung von neuen Variablen.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15083|Name:Use of Variables.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15084|Name:Nutzung von neuen Variablen.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15085|Name:Use of Variables.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15093|Name:Dokumentationsübersicht.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15087|Name:Menüpunkt Aufgabenverwaltung.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15088|Name:Menüpunkt Freigabe von Admin-Aufgaben.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15089|Name:Menüpunkt Freigabe von Admin-Aufgaben.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15090|Name:Modulübersicht.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15091|Name:Programmpunkt Analyse.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15092|Name:Dokumentationsübersicht.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15086|Name:Menüpunkt Aufgabenverwaltung.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15129|Name:Übersicht.docx
11.2.2022	insert	Martyna	ModuleTextOrDocument|15130|Name:Versandregeln.docx

Figure 74: Excel export activity log

The output from the Excel file contains the following information:

- **Activity date:** Indicates the exact time (date and time) of the respective action.
- **Date?**
- **Action:** Indicates the function performed, which can also be sorted by.
- **User:** Indicates the user who performed the action.
- **Message:** Displays further information, e.g., on the reporting company and the reporting period.

1.3.13. Attachment types

Through this navigation item ("Settings/Administration/Attachment types"), folders may be defined under which uploaded attachments are filed when the report is generated (see figure "Overview of attachment types (example)").

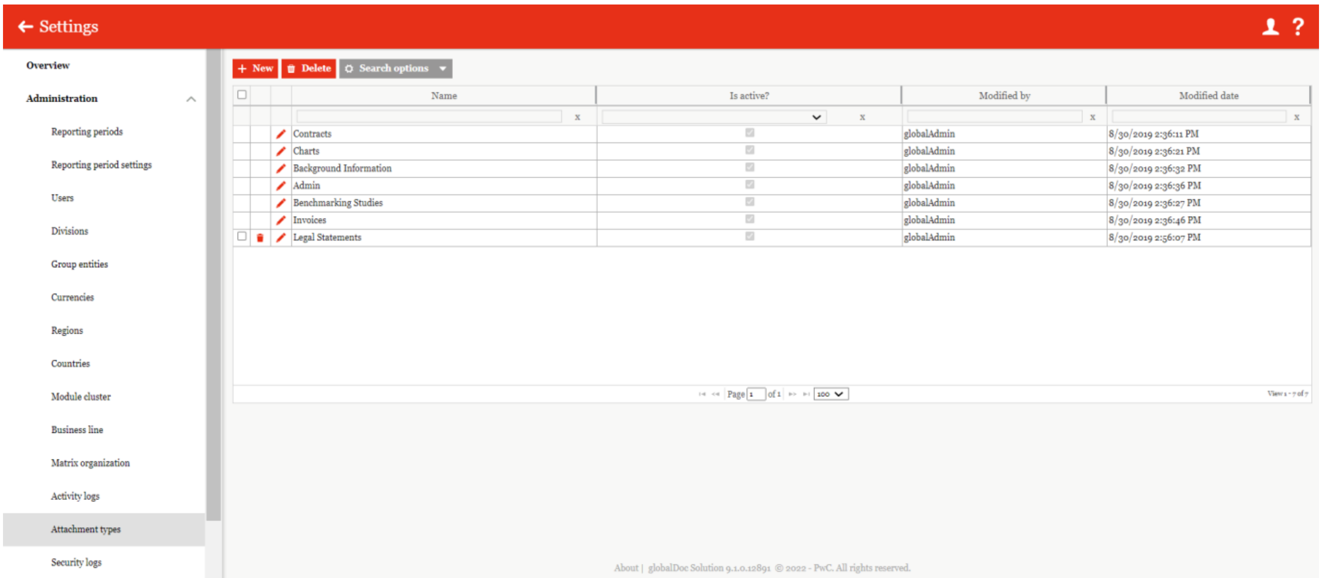


Figure 75: Overview of attachment types (example)

The attachment types can be sorted and filtered in the overview by clicking on the related column name according to the following properties:

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

NOTE: The search result may be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

On the overview page, various functions are available to manage the attachment types, which are briefly described below:

+ New	Create a new attachment type.
Delete	Delete the chosen attachment type(s).
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.

With , it is possible to edit the already existing attachment types and delete's them with .

NOTE: Predefined attachment types cannot be deleted, but they can be edited or deactivated.

1.3.13.1. Creating a new attachment type

New attachment types may as well be created with + New (see figure "Creating a new attachment type - detailed view").

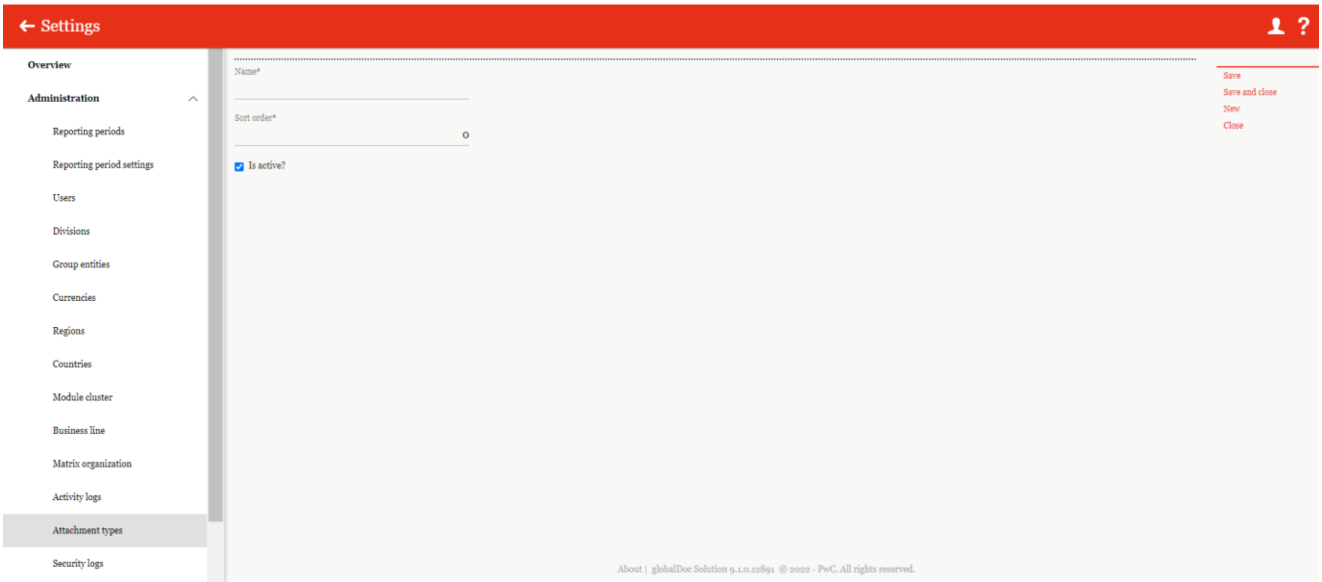


Figure 76: Creating a new attachment type - detailed view

When creating or editing an attachment type, a **"Name*"** and a **"Sequence*"** has to be specified. Although "Order*" is also a mandatory field, it is pre-filled with 0 as the default value. This field allows you to manage the order of the attachment types in the overview. If the default value is not changed, the view is sorted according to the topicality of the attachment type. With the checkbox "Is active?" the selected attachment type may be activated or deactivated.

1.3.13.2. Editing an existing attachment type

Click on "Settings/Administration/Attachment Types" in order to open the tail view of an attachment type.

In this view, the administrator may edit the information which is stored when an attachment type is created (see Creating a new attachment type).

1.3.13.3. Delete attachment type

Through the "Settings/Administration/Attachment Types" may be edited and by click on , the selected attachment type is deleted.

NOTE: If the system or security administrator wants to delete more than one attachment type, he/she can select the respective attachment types and remove all selected attachment types at once via the selection field Delete.

1.3.14. Security logs

Through the navigation item **"Security Logs"**, the system administrator can track changes made by the security administrator.

With the help of the security log, the system administrator can also track which administrator has performed which type of action on which object.

The overview page opens under **"Settings/Administration/Security logs"** (see figure "Figure 66: Overview of security logs (example)").

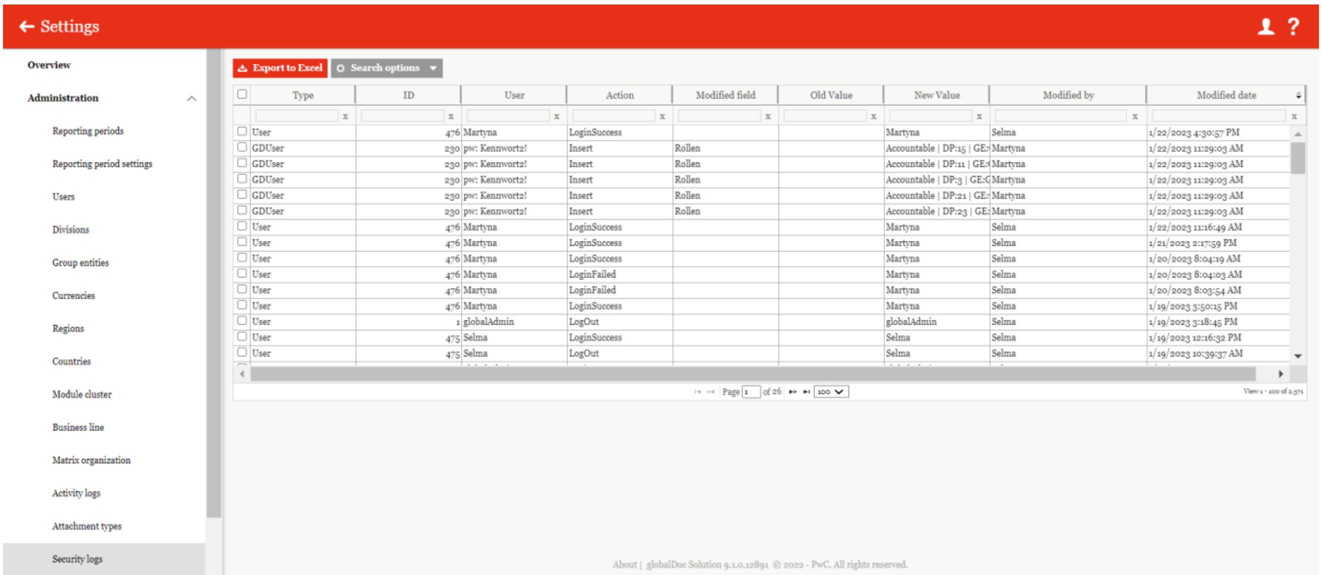


Figure 77: Overview of security logs (example)

The security logs can be sorted and filtered in the overview by clicking on the relevant column name according to the following characteristics:

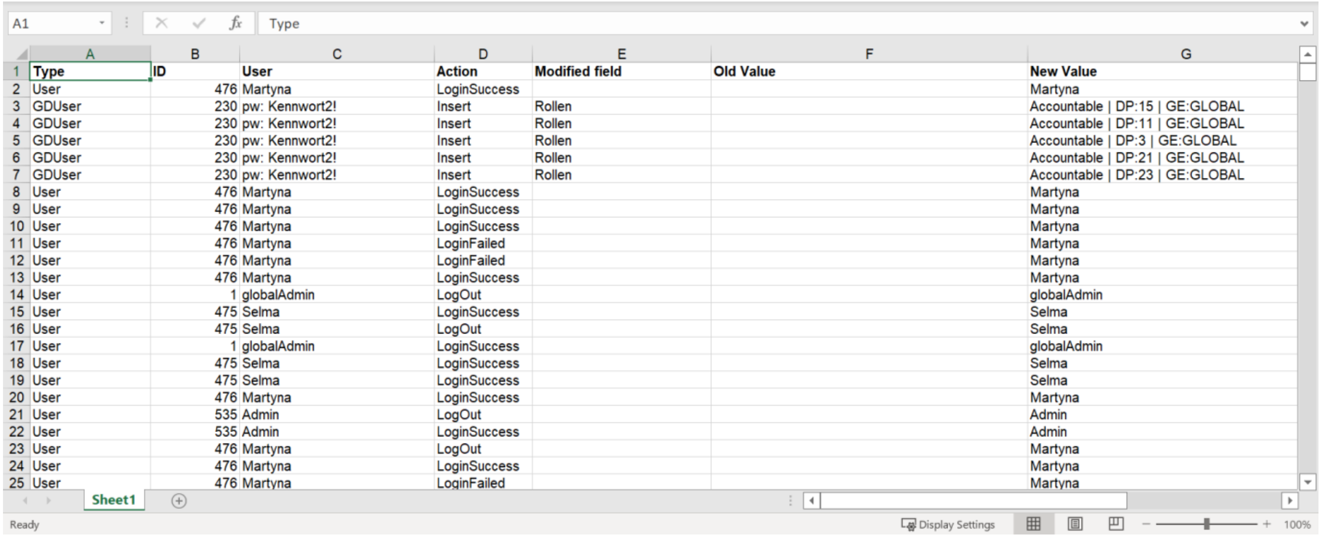
- Type
- ID
- User
- Action
- Modified field
- Old Value
- New Value
- Modified by
- Modified date

NOTE: The search result can be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

On the overview page, it is possible to export the list of security logs in tabular form to Excel 

(see figure "Excel export security logs") and to search the list 

according to rules you have created yourself. Press  to close the administration view and forward to the globalDoc overview page.



Type	ID	User	Action	Modified field	Old Value	New Value
User	476	Martyna	LoginSuccess			Martyna
GDUser	230	pw: Kennwort2!	Insert	Rollen		Accountable | DP:15 | GE:GLOBAL
GDUser	230	pw: Kennwort2!	Insert	Rollen		Accountable | DP:11 | GE:GLOBAL
GDUser	230	pw: Kennwort2!	Insert	Rollen		Accountable | DP:3 | GE:GLOBAL
GDUser	230	pw: Kennwort2!	Insert	Rollen		Accountable | DP:21 | GE:GLOBAL
GDUser	230	pw: Kennwort2!	Insert	Rollen		Accountable | DP:23 | GE:GLOBAL
User	476	Martyna	LoginSuccess			Martyna
User	476	Martyna	LoginSuccess			Martyna
User	476	Martyna	LoginSuccess			Martyna
User	476	Martyna	LoginFailed			Martyna
User	476	Martyna	LoginFailed			Martyna
User	476	Martyna	LoginSuccess			Martyna
User	1	globalAdmin	LogOut			globalAdmin
User	475	Selma	LoginSuccess			Selma
User	475	Selma	LogOut			Selma
User	1	globalAdmin	LoginSuccess			globalAdmin
User	475	Selma	LoginSuccess			Selma
User	475	Selma	LoginSuccess			Selma
User	476	Martyna	LoginSuccess			Martyna
User	535	Admin	LogOut			Admin
User	535	Admin	LoginSuccess			Admin
User	476	Martyna	LogOut			Martyna
User	476	Martyna	LoginSuccess			Martyna
User	476	Martyna	LoginFailed			Martyna

Figure 78: Excel export security logs

In the output of the Excel file the following information is exported:

- **Type:** Indicates the entity type.
- **ID:** Specifies the identification number of the entity.
- **Entity:** Specifies the entity (e.g., name of the entity).
- **User:** Specifies the user (e.g., name of the user)
- **Action:** Refers to the type and manner of the action.
- **Modified field:** Indicates in which field the action has been performed.
- **Old value / New value:** Indicates the change per se.
- **Modified by / Modified date:** Indicates which user performed the action and when.

1.3.15. Consistency checks

Through the navigation item **"Consistency checks"** ("Settings/Administration/Consistency checks") the consistency check of the databases is visible. This makes it possible to detect errors and problems of the databases at a glance (see figures "Overview Consistency Checks (example)").

It is explicitly recommended to execute this function only together with our experienced *globalDoc* support team.

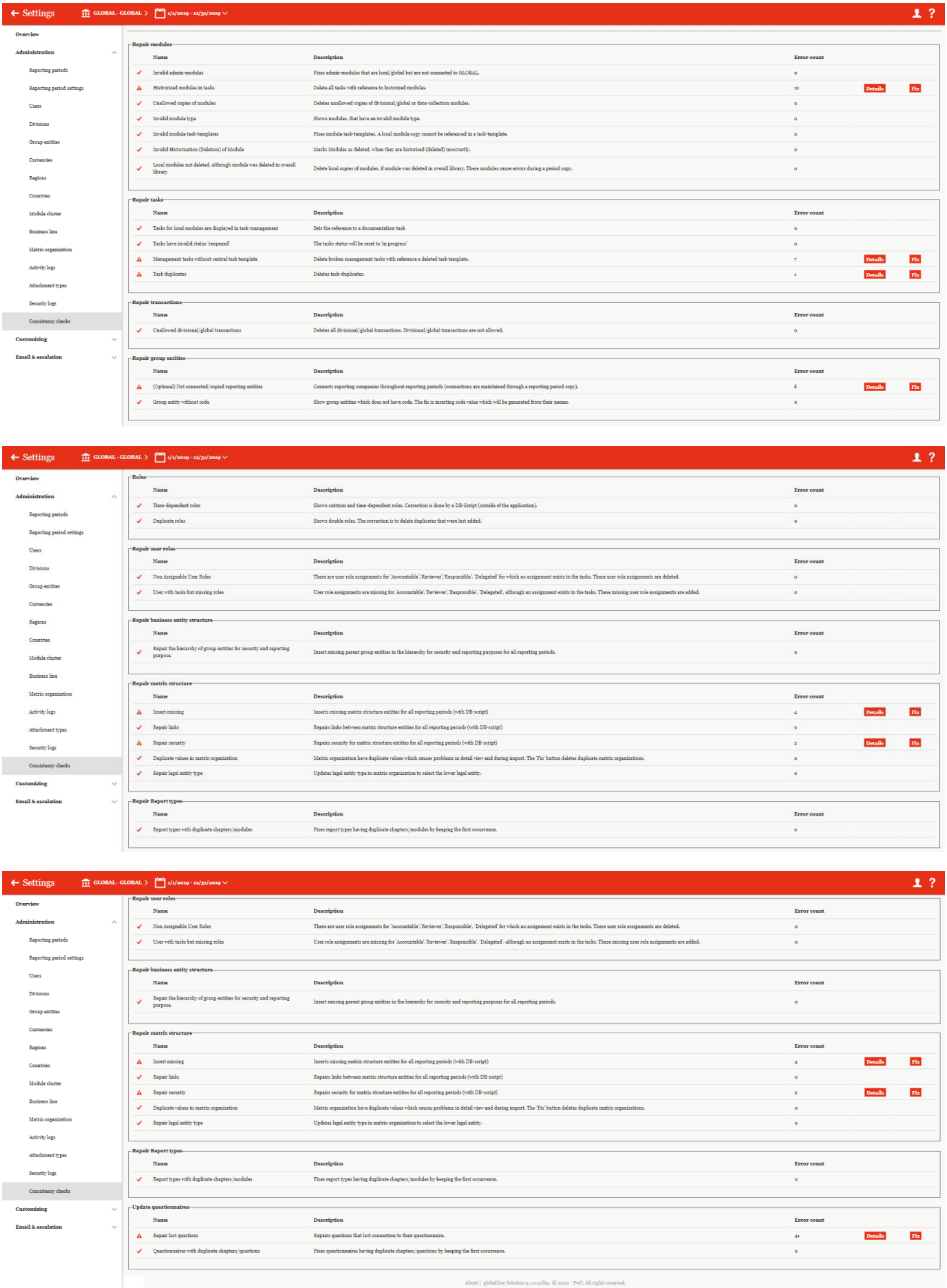


Figure 79: Overview Consistency Checks (example)

1.4. Menu item Customizing

1.4.1. General

Through the navigation item **"General"** ("Settings/Customizing/General"), the visible columns in the company selection of the analysis can be adjusted. The preview of the final document may as well be switched on and off (see figure "General settings (both pictures- might be advisable to make one figure out of these two)").

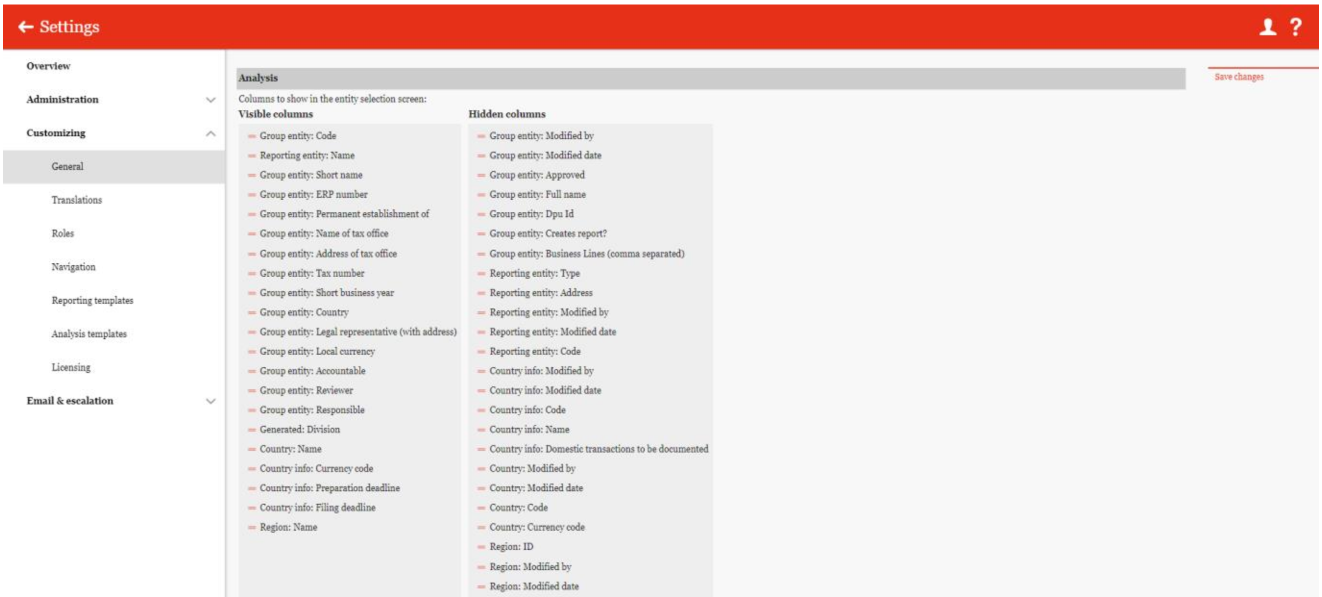


Figure 80: General settings

Whether the chapter structure in the report configuration is folded out, folded in or only the last level is displayed, can also be selected here.

Finally, topic areas may as well be created here, which may be selected in the contact form under the **"Help"** menu. The name of the topic must be entered in **"Topic*"**. Different recipients may be assigned to each topic area (see figure "General settings"). New themes can be added and deleted with the **Add new topic** and **Remove topic** (where are the last to buttons to find?) buttons.

The changes are applied by clicking on **"Save changes"**.

1.4.2. Translations

Via "Settings/Customizing/Translations" different languages may be implemented for the navigation and terms used in *globalDoc* can be edited.

NOTE: Due to the complexity of this function, we recommend that changes to the translations only be made in consultation with the relevant consultant or database.

1.4.3. Roles

Through the navigation item **"Roles"** in "Settings/Customizing/Roles", the system administrator can manage existing roles, create new roles or remove roles which are no longer required.

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

1.4.3.1. Managing roles

The administrator can access the role overview via **"**Settings/Customizing/Roles". It contains all the roles which have already been created (see figure "Overview of roles (example)").

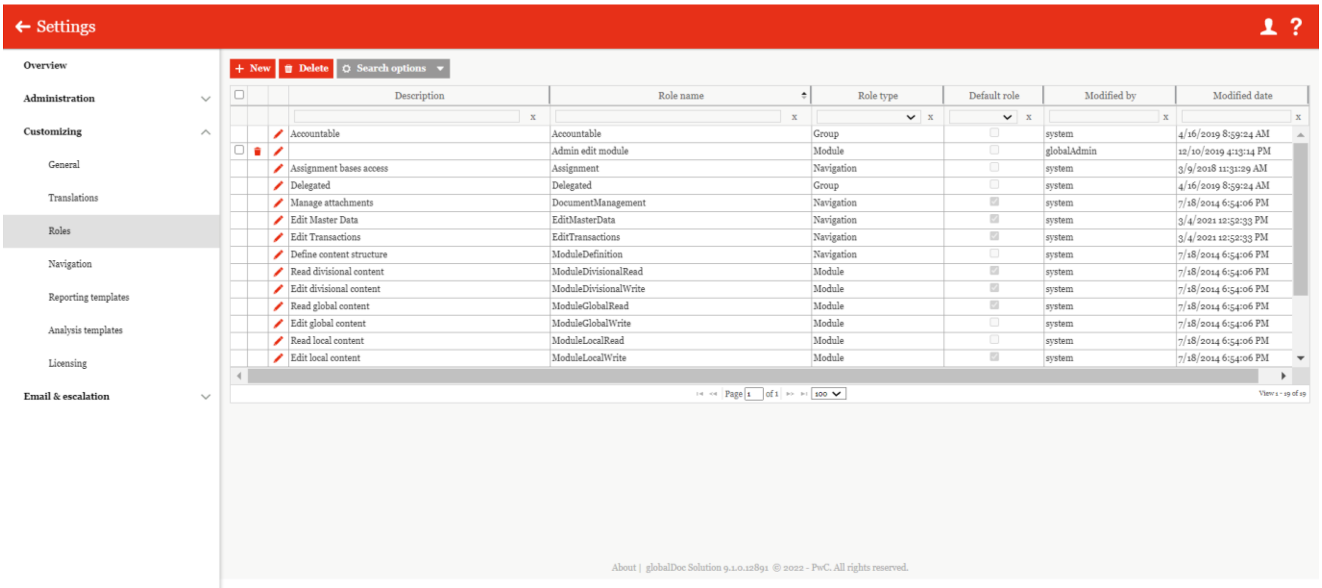


Figure 81: Overview of roles (example)

The roles can be sorted and filtered in the overview by clicking on the corresponding column name according to the following characteristics:

- Description
- Role name
- Role type
- Default role
- Modified by
- Modified date

NOTE: The search result may be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

The selected role can be deleted immediately via the symbol or edited via the symbol .

On the overview page, various functions are available for managing the roles, which are briefly described below:

+ New	Create a new role.
Delete	Delete selected role(s).
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.

The majority of practical applications, the roles provided by the system are sufficient. However, if adjustments or additions are necessary in individual cases, new roles can be created via + New and distributed to the users via **"Settings/Administration/User"**.

1.4.3.2. Creating a new role

Through the "Settings/Customizing/Roles" and selection of the symbol + New, the tail view for creating new roles is opened (see figure "Create a new role").

Creating a new role requires the entry of the following data (fields with an asterisk (*) must be filled out):

- **Role name*:** Name of the created role.

- **Description:** Optional description of the created role.
- **Role type*:** Specification of whether the role is navigation-related or module-related.
- **Default role*:** Selection of the default role that is assigned to the role by default. The default roles are:
    - Read
    - Edit
    - Edit and Delete
    - Create, Edit and Delete

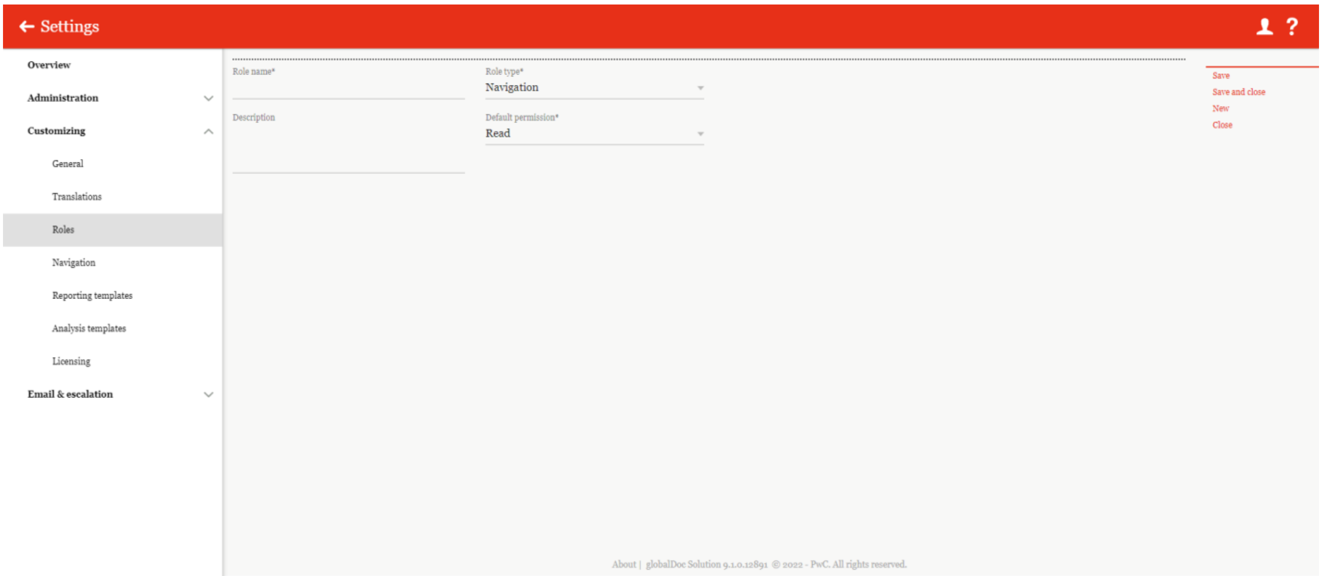


Figure 82: Create a new role

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

1.4.3.3. Viewing/Editing an Existing Role

Click on "Settings/Customizing/Roles" to open the detailed view of a selected role. Roles created by the system administrator cannot be edited. However, it may be determined whether these roles should belong to the standard roles or not (see figure "Edit existing roles").

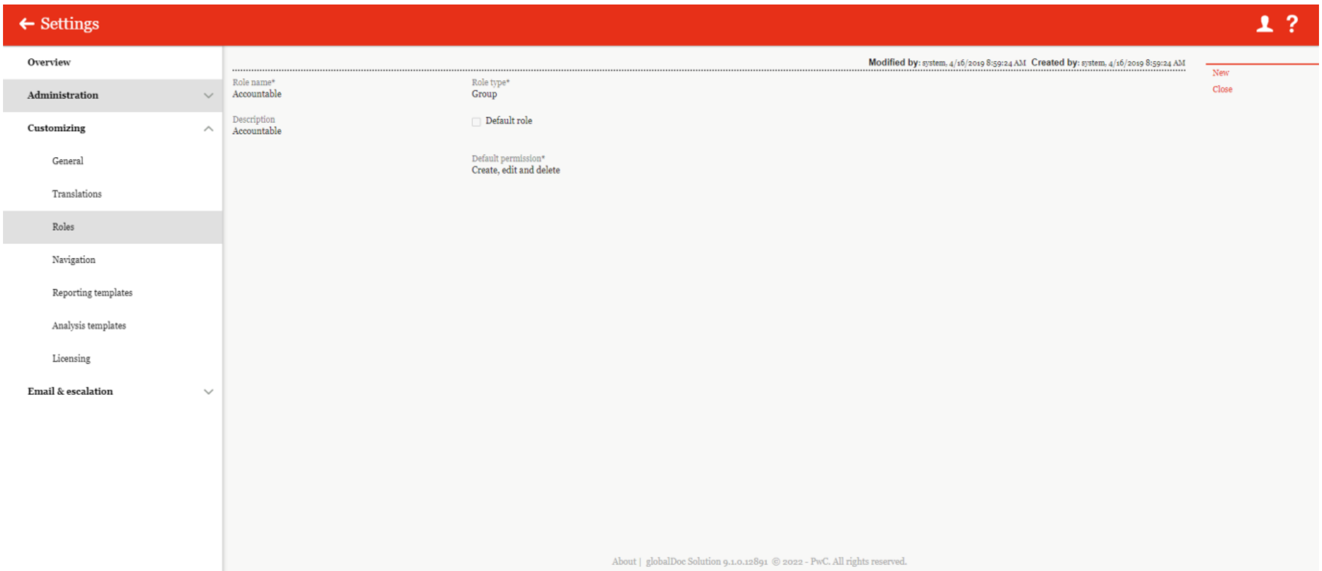


Figure 83: Edit existing roles

1.4.3.4. Delete role

Under "Settings/Administration/Roles" and click on , the selected role is deleted. Roles created by the system cannot be deleted.

NOTE: If the system or security administrator wants to delete more than one role, he/she can select the respective roles and remove all selected roles at once via the selection field Delete.

1.4.4. Navigation

Through the "Settings/Customizing/Navigation", the system administrator can view the navigation structure and rename navigation points that have not been created by the system (see figure "Overview of navigation structure (example)"). Furthermore, it is possible to assign certain roles to the navigation points.

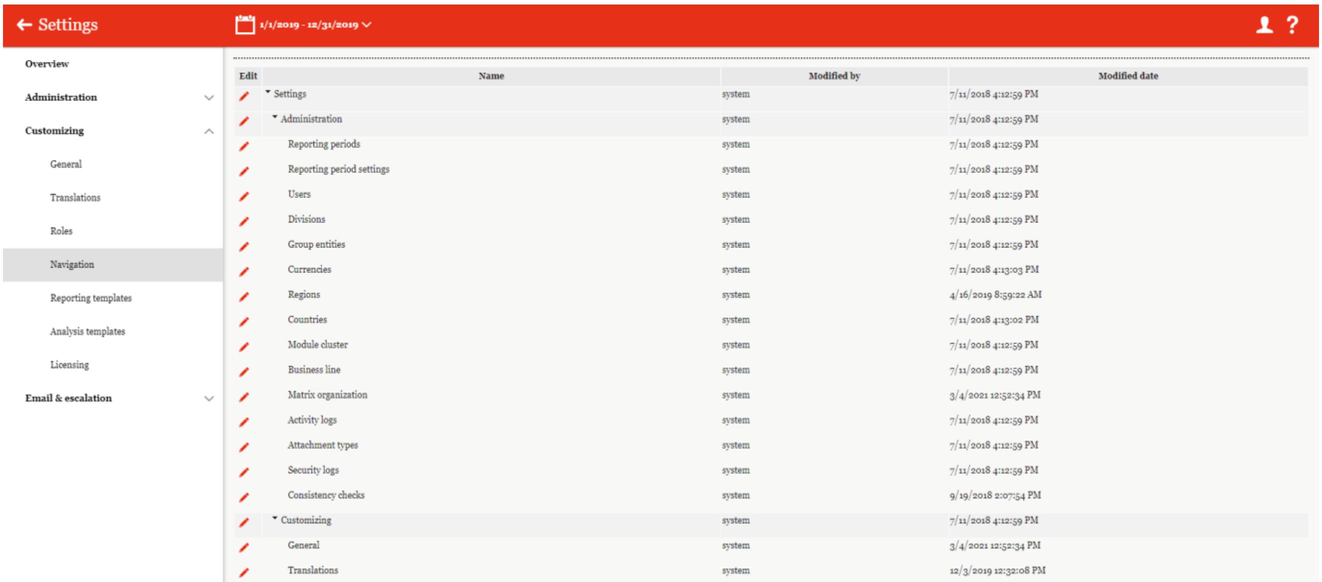


Figure 84: Overview of navigation structure (example)

Through the "Settings/Customizing/Navigation", clicking opens the detailed view of a selected navigation point. Navigation items created by the system cannot be edited (see figure "Edit navigation point").

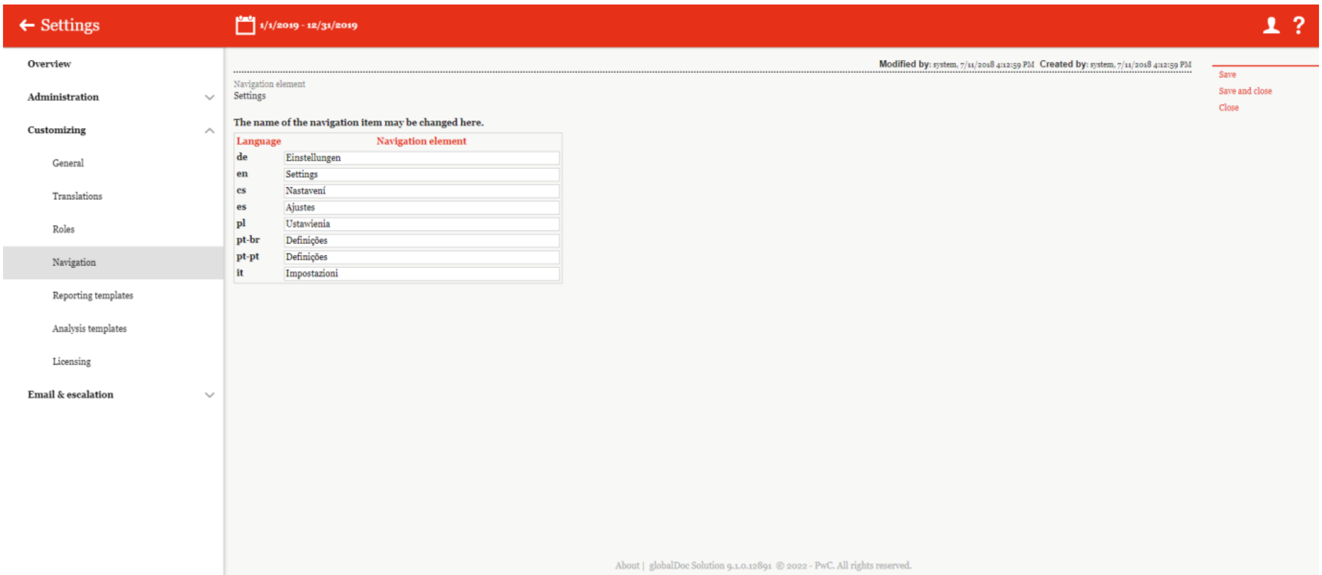


Figure 85: Edit navigation point

The administrator may always have intel on the name of the navigation item 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 the roles already assigned and their rights. Clicking on opens a pop-up window in which new roles can be added or old roles can be removed (see figure "Add/Remove Roles").

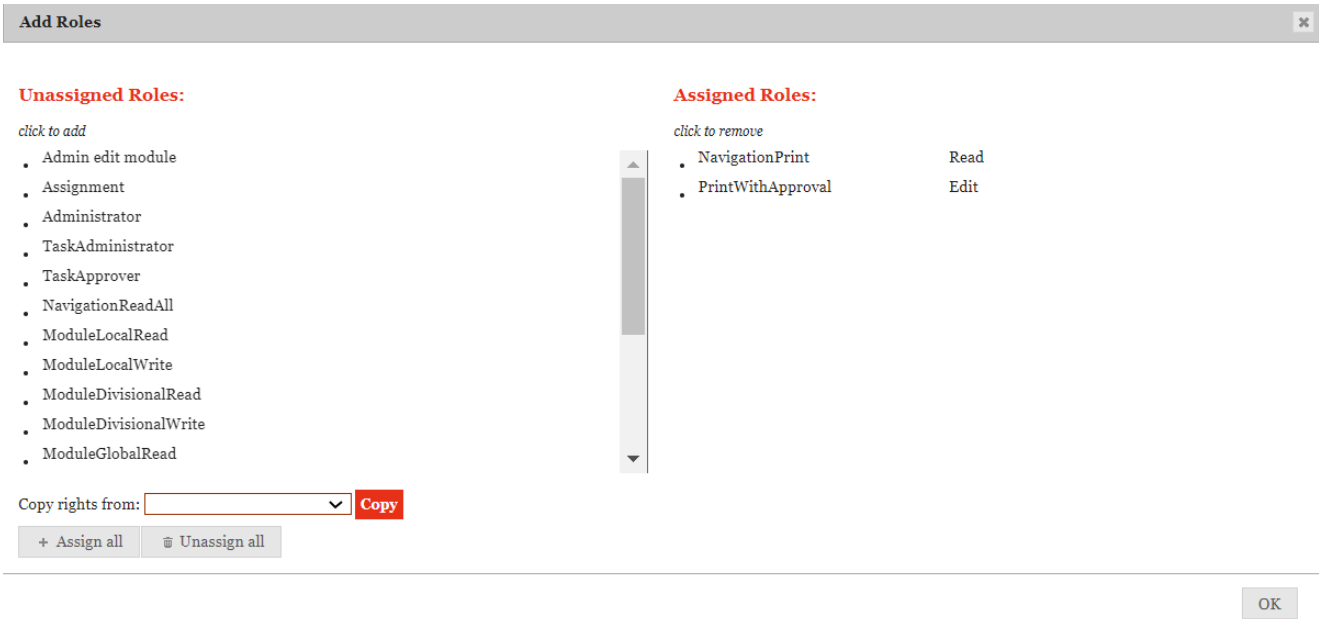


Figure 86: Add/Remove Roles

In this screen, the roles that have not yet been assigned (left-hand side) can be added to or removed from the navigation item by clicking on them (right-hand side). It is also possible to assign the rights of other navigation points Copy.

If necessary, all roles can be assigned by clicking on + Assign all once or removed by clicking on once Unassign all.

1.4.5. Reporting templates

Through the section **"Reporting templates**" the system administrator can create and edit report templates. The navigation point "Reporting templates" is accessible through "Settings/Customizing/Reporting templates".

Report templates contain module templates based on the corporate design, based on which the generated reports are automatically formatted. Any number of report templates can be created and customized. Report templates are Word documents with the Microsoft® Office file type ".docx". These are uploaded to *globalDoc*.

Through the "Settings/Customizing/Reporting templates" existing report templates can be copied and adapted. A report template consists of at least seven Word templates that refer to the different components of the documentation report (see figure "Components of a reporting template").

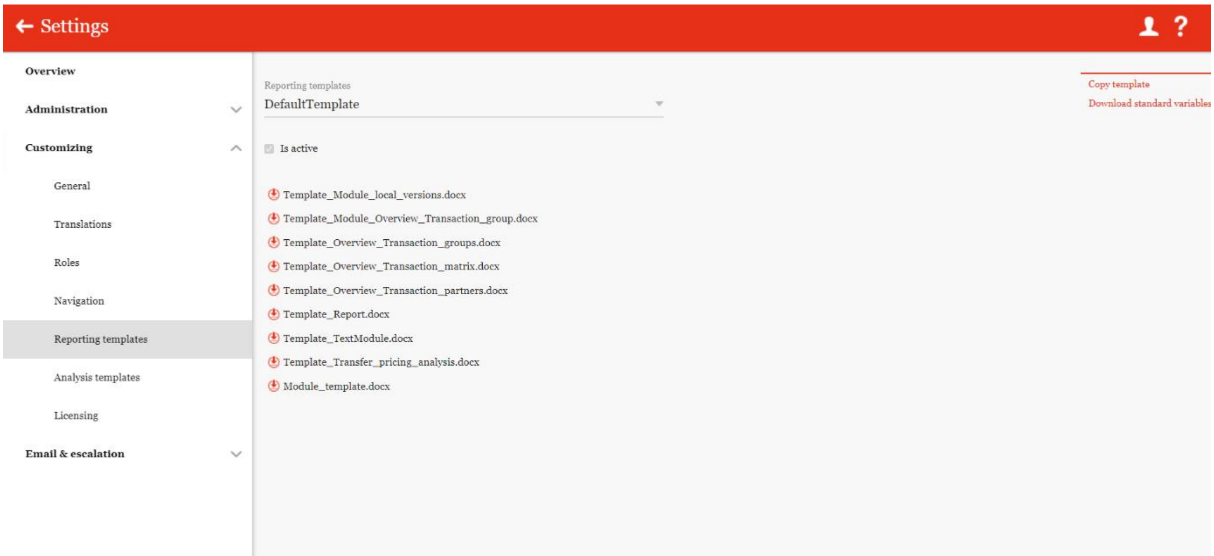


Figure 87: Components of a reporting template

1.4.5.1. Create new Reporting template

The report templates stored under **"Reporting templates"** are the basis of the reports generated through the item **"Create report"** ("Reporting entity/Create report") and ensure the corporate design. The individualized report templates can be selected under "Report entity/Create report" via the drop-down list **"Select report template"**.

In order to create an individual report template, an existing report template (here: **"Default Template"**) has to first be copied via **"Copy template"** (in the right-hand command column) (see figure "Components of a report template"). This allows the visualization of individual Word templates- Word templates which have not been replaced, are retained.

NOTE: The "Default Template" is stored in the system and cannot be deleted or edited.

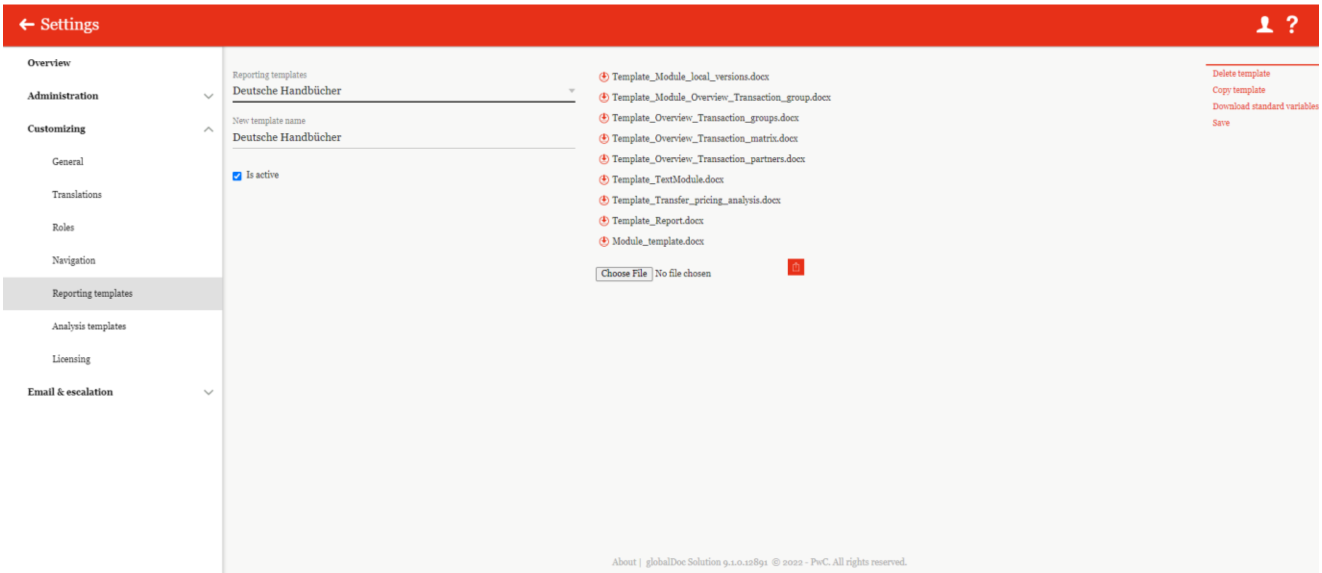


Figure 88: Create individual template

Afterwards, the copied reporting template has to be renamed (see figure "Create individual template").

By entering a new name in the line "**New report template name**" and selecting the command "**Save"** (in the right-hand command column), the template is renamed and saved.

NOTE: The name of the reporting template has not contained any special characters.

The new reporting template may now be selected, and the seven associated Word templates can be adapted. To do this, select the report template to be changed (here: manual template) in the "Report templates" selection field. Then, by clicking on the respective Word template belonging to the report template, e.g., "**Template_Overview_Transaction_partners.docx**", this can be downloaded, saved locally and edited.

After editing in Microsoft® Word and saving locally, the individual modified Word templates with the same name (here: Template_Overview_Transaction_partners.doc) can be downloaded Choose File and uploaded again. Afterwards, the changed reporting template (here: "**Analysis Template**") is available in globalDoc and can be selected under "**Create Report**" and used for the report.

NOTE: The name and document type of the Word template which shall be uploaded has to match exactly the name of the Word template which is to be replaced.

1.4.5.2. Use of template for optimal report generation

As mentioned above, you can use templates with your corporate design for your reports. In order to be able to use this optimally or to reduce subsequent manual changes to a minimum, the following points should be observed.

During the initial creation:

1. before you start editing the module and make changes to the content, you should first create your template according to your corporate design. And this should be uploaded as described above.
2. if you have a previous report, with a completely different format specifications, it would then be very labour-saving if you align/adapt the old report with the new template. This is advisable only if you want to upload your previous and final report as the basis for your new report in globalDoc.
3. after the respective preparations are done, the new report template has to be referenced in certain places in globalDoc, so that the correct template can be used for the report generation.
    1. **report period settings:** Under "settings/administration/settings report period" you can specify in the "reports" section the report template you want to have as a basis for all your reports. This is especially

important so that the correct module template is used. Initially, this is generally the default report template **"DefaultTemplate"** from globalDoc.

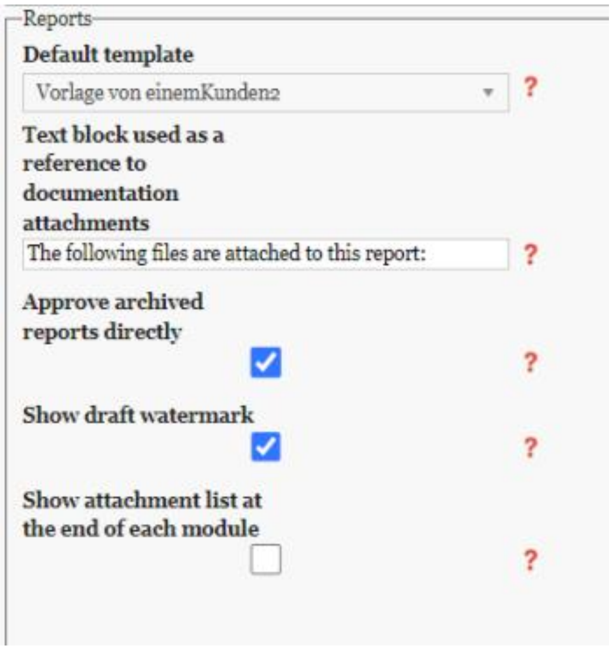


Figure 89: Report period - default template

As you can see from the above figure, you can also specify other settings for the template and the report here. These have been explained in the chapter Administration/Settings Report Period.

2. **Report configuration**: Under "Documentation management / Report configuration", as described in the same chapter, the desired report template should be stored for the respective file type. This is especially important so that the correct template is always automatically selected when creating reports. Also it is relevant, if new modules are created/imported in the report configuration, that they are also created with the correct module template.

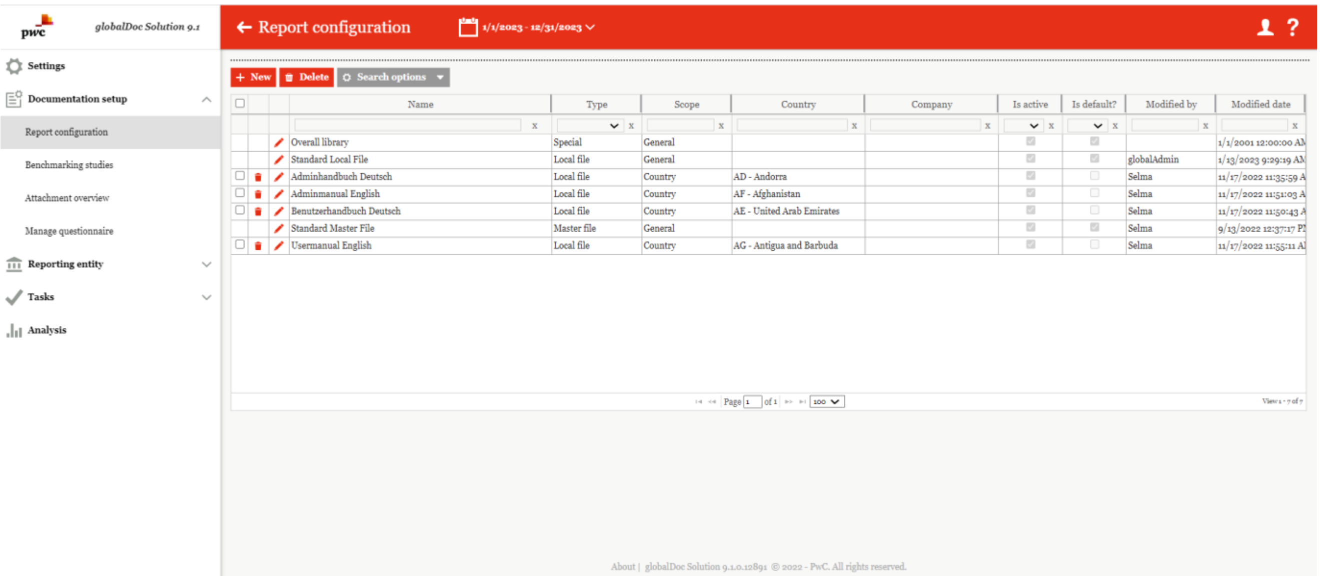


Figure 90: Overview of report types

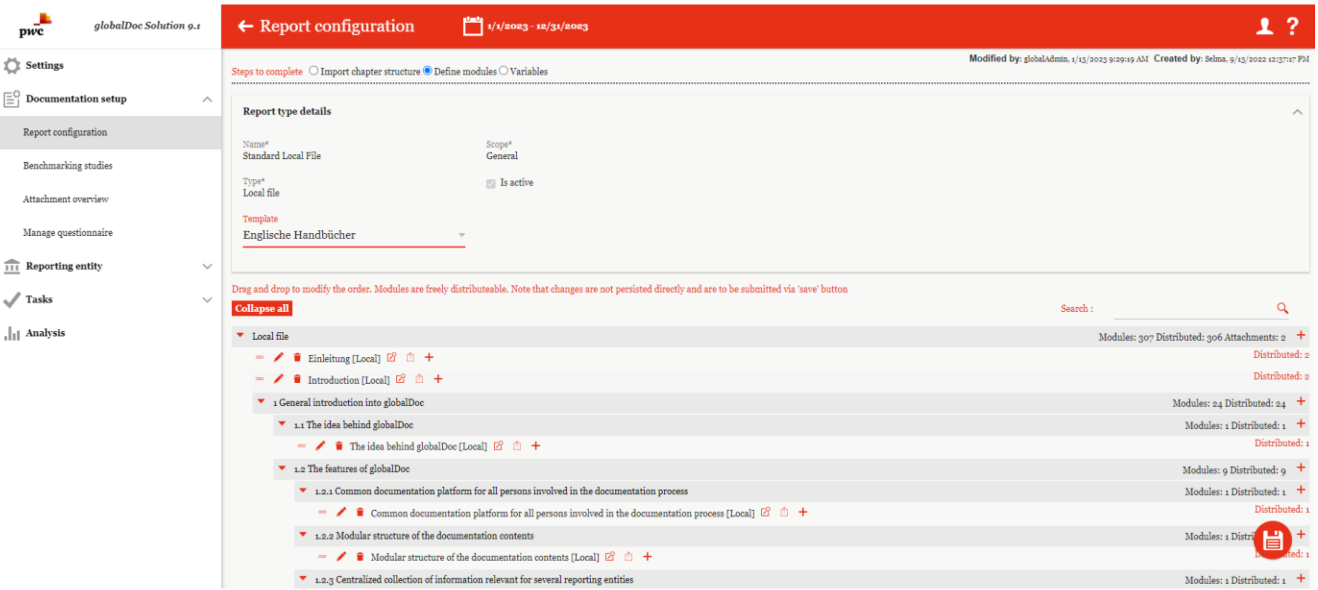


Figure 91: Insert report template

NOTE: Both items must be configured so that the correct formats are displayed when editing with MS Word as well as with the online editor.

Subsequent format problems or changes

If you have problems with the format later when editing or creating reports, please check the following steps:

1. have the report templates been correctly stored in the “Report Configuration” and “Settings Report Period”.
2. open the relevant module and check whether the module was saved with the correct template. 1.
    1. If not (you will recognize this if your format specifications are not displayed), download the temp-late using the "Download template" button. Now copy the content of the module and paste it into the empty template. Check the formats or assign them again. E.g. if the format to headline was not recognized. Then save the file with the desired file name. 2.
    2. If the module is saved with the correct template and the format is not adopted, then the formats should be assigned again individually.
3. in some cases it happens that the report template gets new formats. In this case you can assign these new formats again in the module. If it already exists and was only changed, globalDoc will automatically update these formats when creating a report.
4. with the newer version of globalDoc you can create new modules for local users, if this has been configured by the system administrator. In this case, the appropriate template is generally selected by the system. If this is not the case, please check the first point.

NOTE: If you have any further questions, you can always contact the globalDoc team.

1.4.6. Analysis template

1.4.6.1. Creating a new analysis template

Through the "Settings/Customizing/Analysis templates" the detailed view for creating a new analysis template can be opened by selecting the button **+ New** (see figure "Create a new analysis template"). Fields marked with an asterisk (*) are mandatory fields. Herein, the description of the applied method, the description of the cost basis, the appropriateness of the applied method as well as the appropriateness of the transfer prices can be documented in the various tabs, which are then available to local users in the program item "Reporting compa-nies/Transactions/Analyses/Transfer price analysis".

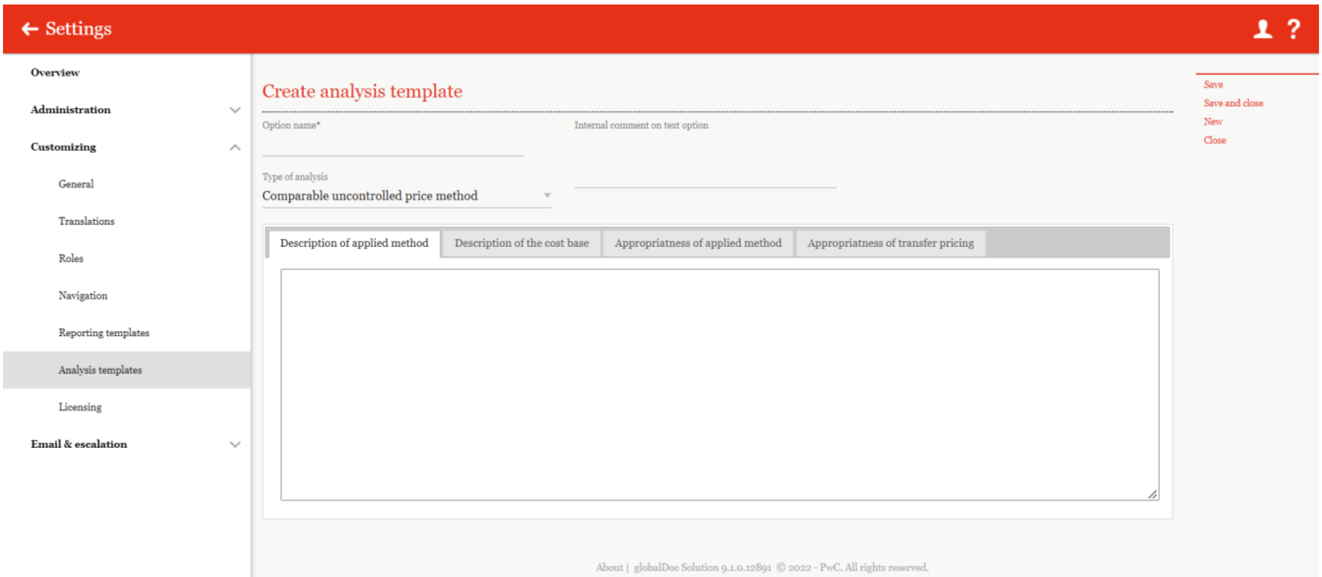


Figure 92: Create a new analysis template

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

- Description of the applied method
- Description of the cost base
- Application of the applied method
- Appropriateness of transfer prices (these points are already mentioned above)

Click on "Settings/Customizing/Analysis templates" and by clicking , opens the tail view of the respective existing analysis templates. Herein you can edit the information added when creating a new analysis template (see "Creating a analysis templates").

1.4.6.2. Edit existing analysis template

Under the navigation item **"Analysis templates"**, text modules for documenting the appropriateness of transfer prices can be entered.

Clicking on "Settings/Customizing/Analysis templates" takes you to an overview page of the analysis templates already created (see figure "Overview of the analysis templates (example)").

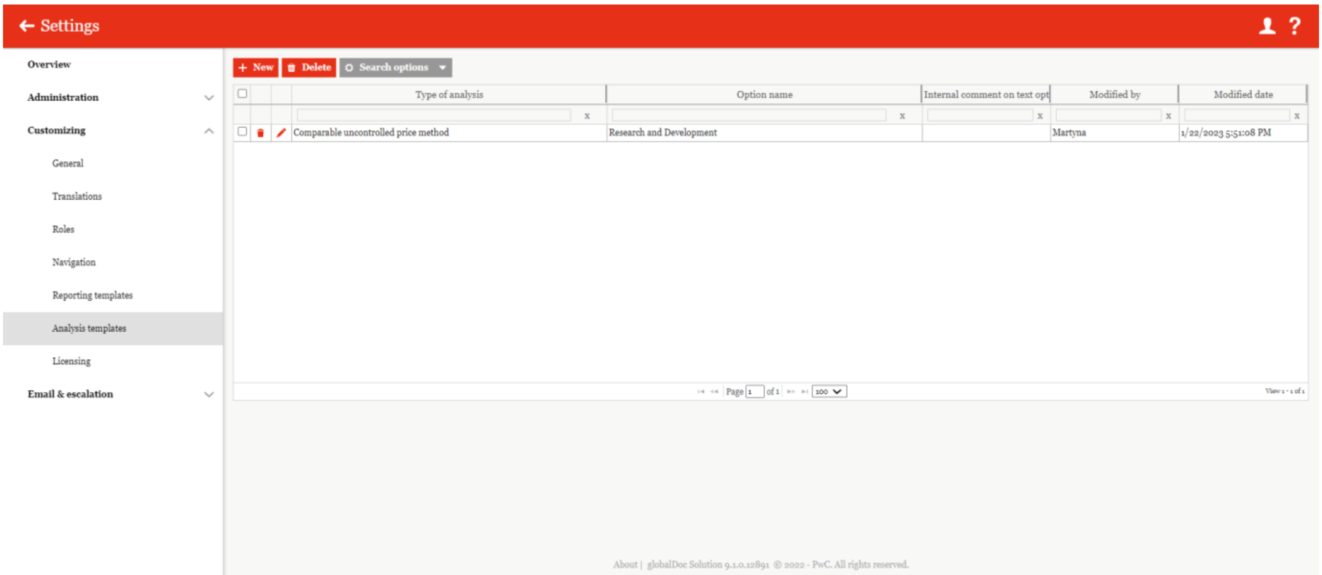


Figure 93: Overview of the analysis templates (example)

The view of all existing analysis templates may be sorted by clicking on the corresponding column name according to the following values:

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

NOTE: The search result may be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

The selected analysis template can be deleted immediately via the symbol and edited via the symbol .

On the overview page, various functions are available for managing the analysis templates, which are briefly described below:

+ New	Create a new analysis template.
Delete	Delete a selected analysis template.
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.

1.4.6.3. Delete Analysis Template

Through the "Settings/Customizing/Analysis templates" and click on , the selected analysis template is deleted.

NOTE: If the system or security administrator wants to delete more than one analysis template, he can select the respective analysis templates and use the selection field Delete to remove all selected analysis templates at once.

1.4.7. Licensing

Through the navigation point "Licensing" via "Settings/Customizing/Licensing" license information as well as the license key of your *globalDoc* version and the number of reporting entities are displayed (see figure "Overview of license information (example)").

Figure 94: Overview of licence information (example)")

As a system administrator, it is possible to change the license key. This can be done using the **'Change'** function in the right-hand command column. This change should not be made without consulting PwC or the database, the deletion of the license key means that *globalDoc* will not be accessible until a valid license key is assigned. However, the deletion of the key must be confirmed beforehand by the System administrator.

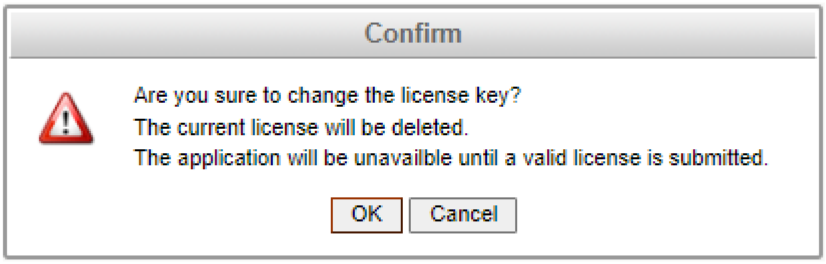


Figure 95: Change licence key

1.5. Menu item Email & escalation

1.5.1. Setup

Through the menu item **"Setup"** which may be found in "Settings/E-mail & Reminders/Setup" it is possible to activate the e-mail function in *globalDoc*, to edit e-mail addresses and/ or to set the escalation intervals (or reminder intervals) of the respective e-mails (see figure "E-mail & Reminders - Setup").

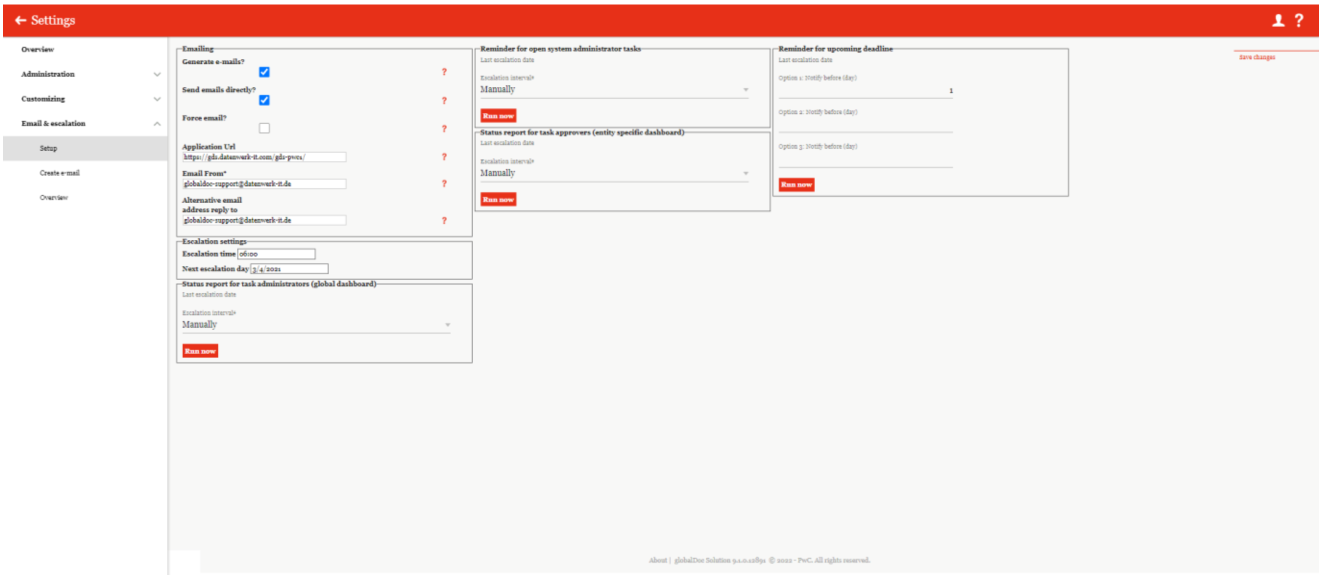


Figure 96: E-mail & Reminders - Setup

Selecting the checkbox for **"Send e-mails directly?"** activates the direct sending of generated e-mails and sends all waiting e-mails. The deactivated state allows the system administrator to check waiting emails and delete them through the menu item "Overview" if necessary.

If the checkmark "**Force email?**" is active, emails are forced when the workflow status is changed.

By specifying the outgoing address, direct access via the e-mails is made possible. The **sender address for e-mails*** can also be changed here and, if required, it is possible to enter a different e-mail address for replies.

Compared to the "**Emailing**" section, the escalation time and the day of the next escalation can be defined under "**Deadlines for escalation**".

Furthermore, the times of the last escalations can be viewed, and the escalation intervals can be set and sent manually Run now via the e-mails.

Through the "Status report of the task administrator" option, an Excel overview of the status of the tasks is sent to the administrator.

Through the "Reminder for open system administrator tasks" option, a reminder e-mail with an Excel overview of the tasks still open can be sent to the system administrator.

With the "Status report for task-approvers (entity specific dashboard)", the user with the role "Approve tasks" receives an Excel overview of the status of an entity at the selected times.

With the function "Reminder for upcoming deadline", up to three reminder e-mails can be set before the deadline expires. With Run now , a reminder e-mail can be sent directly manually.

Through "Contract system" the part of the link to the contract system can be inserted without the contract number.

1.5.2. Create e-mail

The function **"Create e-mail"** allows you to send a self-created e-mail (see figure "E-mail & Reminders – Create e-mail").

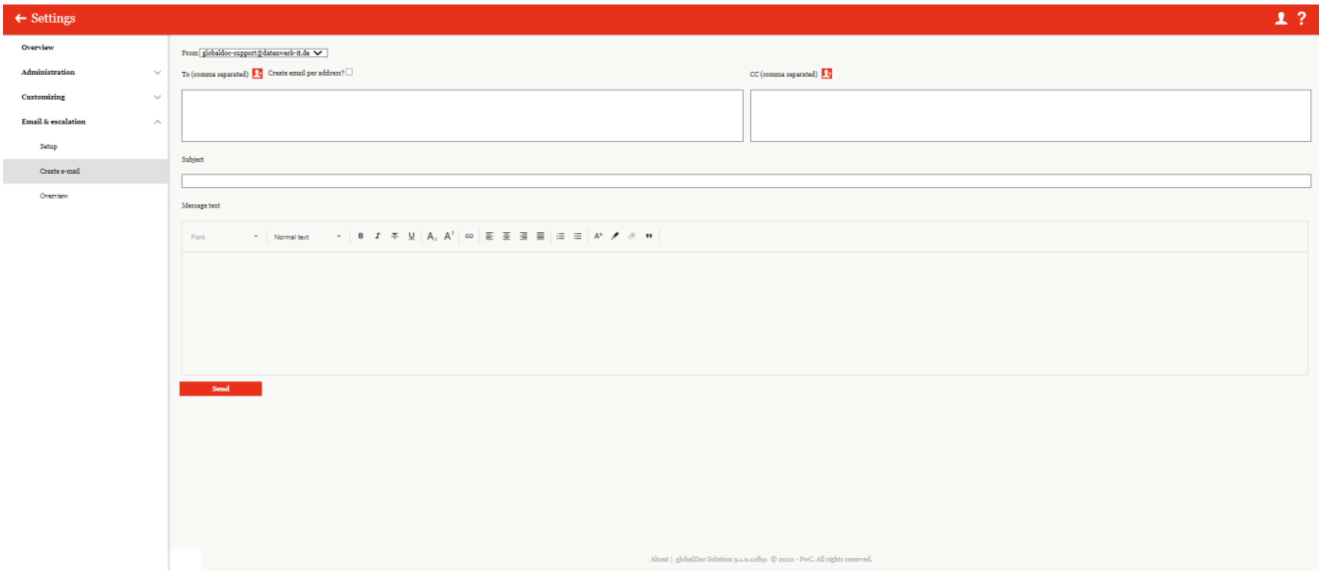


Figure 97: E-mail & Reminders – Create e-mail

The icon opens a window with all users created in *globalDoc*. The users can be displayed according to roles. With a mouse click, the users can be selected to whom the e-mail or a copy of the e-mail is to be sent (see figure "Create e-mail - recipient selection").

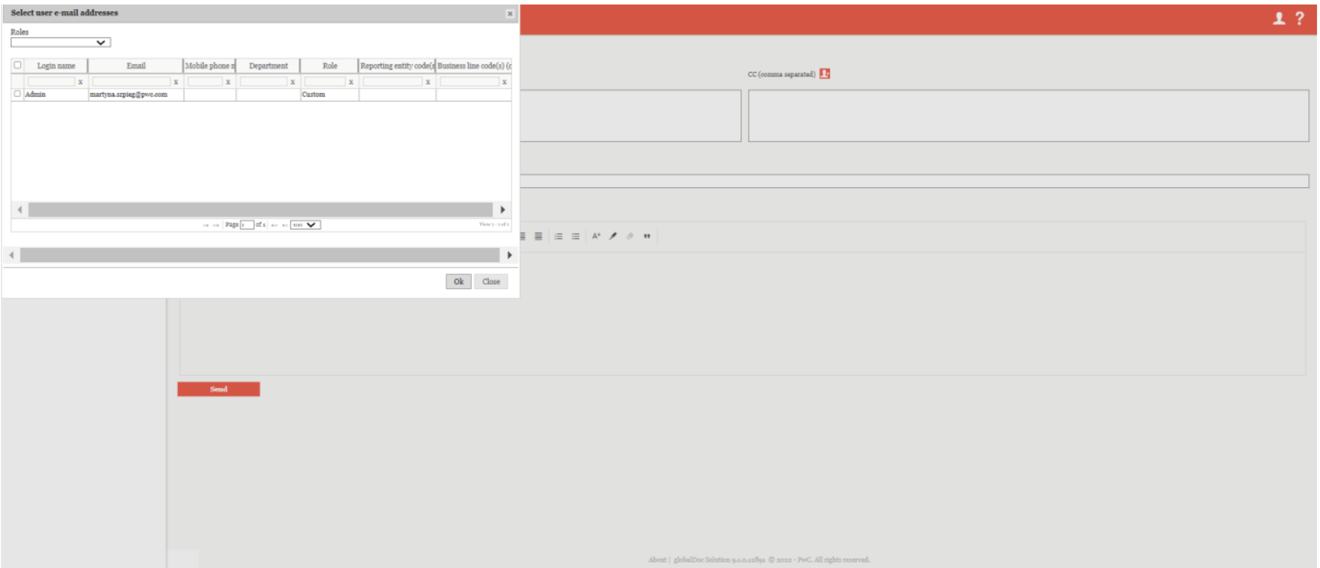


Figure 98: Create e-mail - recipient selection

Instead of sending the e-mail to all selected addresses, the e-mail can also be sent to each individual address as desired by selecting the option "**Create e-mail per e-mail address?**" (see illustration "E-mail & Reminders - Input mask for e-mail creation").

1.5.3. Overview

Through the menu item "**Overview**" via "Settings/Email & Reminders/Overview" all waiting and faulty e-mails are displayed (see figure "Overview of all unsent e-mails").

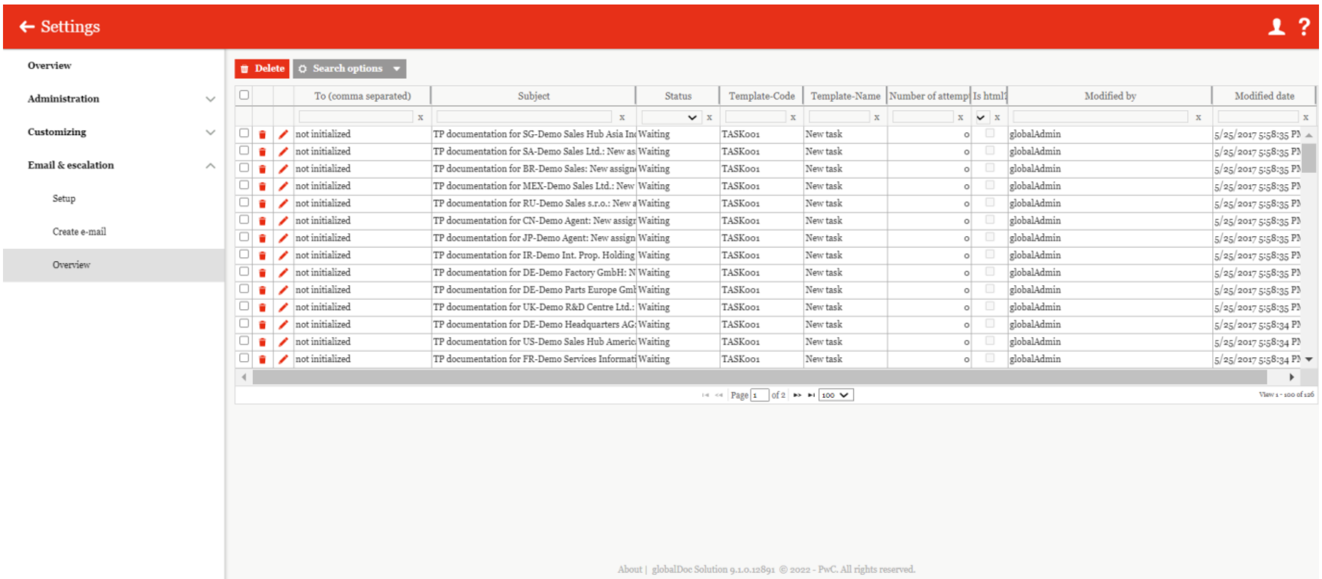


Figure 99: Overview of all unsent e-mails

The displayed e-mails can be deleted or opened and edited if necessary. Via the columns, the e-mails can be sorted for a better overview and with the search option it is possible to select certain columns or to search for specific rules via the "Extended search" (see figure "Unsent e-mails - Extended search").

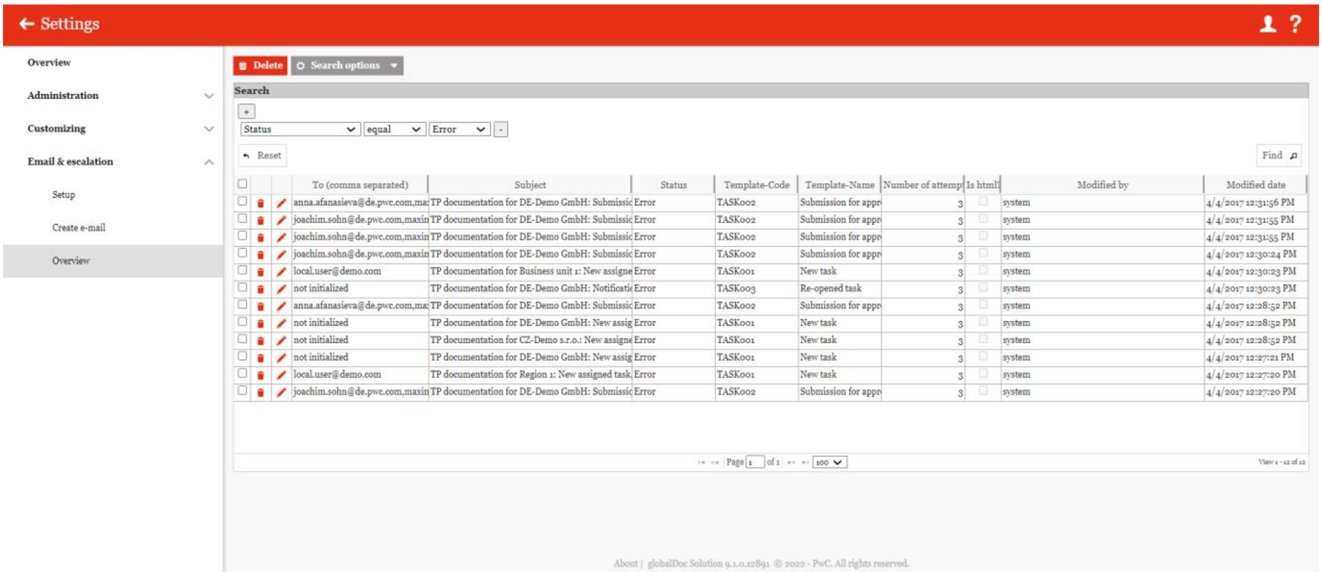


Figure 100: "Unsent e-mails - Extended search

With + it is possible to add new rules for the search and with - to remove them. With the emails Find can then be searched according to the rules created.

1.5.4. Sending rules

Below is a list of the basic email delivery rules in the tool:

Incident	Standard- recipient
Responsible delegates task to Delegate	Delegate

Delegate completes delegation	Responsible
Responsible withdraws delegation	Delegate
Delegate rejects delegation	Responsible
Responsible submits task to reviewer for confirmation	Reviewer
Reviewer reopens task	All users with appropriate write permissions for the respective company (Edit local content).
Reviewer finalises task	Responsible
Responsible finalizes task (no reviewer configured)	-
Accountable finalises documentation	Responsible + Reviewer
Responsible submits documentation	Accountable
Reviewer submits documentation	Accountable
Accountable rejects report	Responsible + Reviewer
Management task for documentation is assigned to a entity	All users with appropriate write permissions for the respective company (Edit local content).
Management task for other navigation points (e.g. Questionnaire, Master data, Transactions) is assigned to a entity	All users with appropriate write permissions for the respective company (here for Questionnaire, Edit Master data, Transaction, Edit data collection).
Management task is submitted for approval	User with the role "Approve tasks" of the respective entity+ Reviewer
Module (and thus the documentation task) is assigned (this should also happen if a local module was automatically assigned after filling the transaction matrix)	All users with appropriate write rights for the respective entity (Edit local content).
Reminder e-mail before a deadline	Responsible
Reminder e-mail after a deadline	Responsible + Reviewer + Accountable
Reminder e-mail before expiry of a submission deadline (check whether overall report is final)	Responsible + Accountable

Reminder e-mail before expiry of a submission deadline (check whether overall report is final)	Responsible + Accountable
Questionnaire activated	All users with write access to the respective questionnaire (Edit master data).
Roll Forward and thus open modules and recurring tasks of the pre-rolled entities.	All users with write access for the respective entities.
New company created	Responsible
Accountable/Reviewer/Responsible of a division/GLOBAL created	Accountable/Reviewer/Responsible
The user receives an e-mail with access data	User
Password reset	Affected user
Create admin task	All System admins

2. Program item Documentation setup

2.1. Menu item Report configuration

The menu item "**Documentation setup**" enables the editing of the documentation structure. Through the menu item "**Report configuration**", existing reporting types can be viewed (see figure "Overview of report types (example)"). A new reporting type, in turn, can be created by clicking on + New (reference to Create new report type).

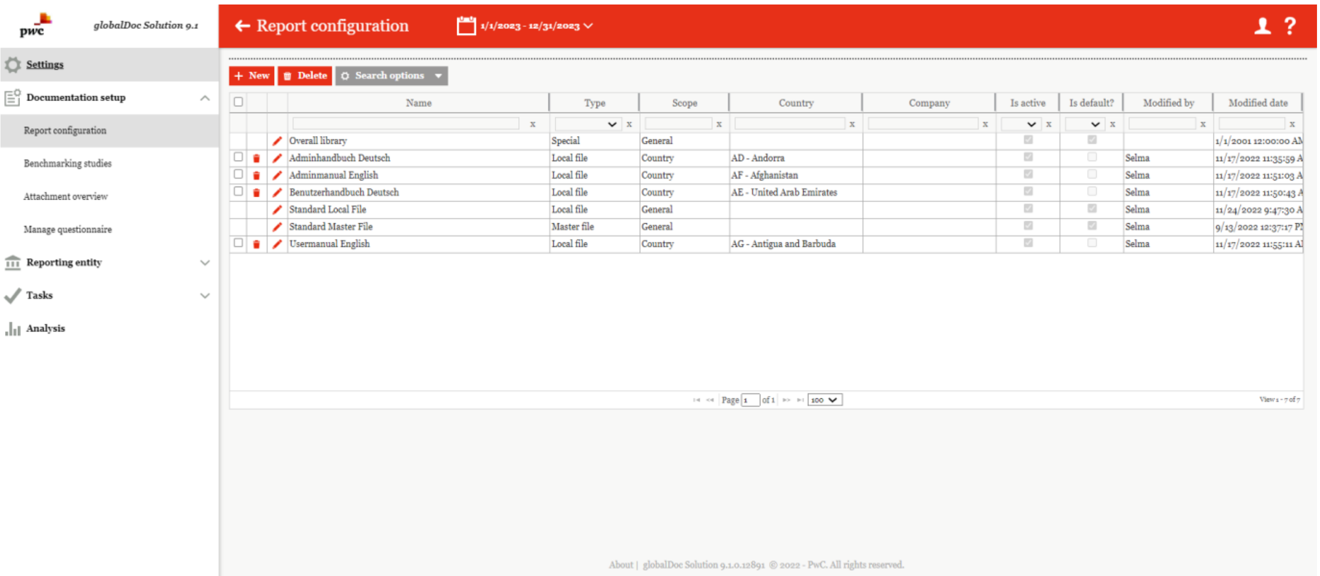


Figure 101: Overview of report types (example)

By default, **"General overview"**, **"Standard local file"** and "Standard master file" are predefined in the report configuration. These do not contain any content for the time being and can be filled with content via "Import chapter structure". See the chapter "Import chapter structure".

Click on an existing report in the menu item "**Report configuration**" to edit it. The steps are the same as for creating a new report type, which is described in the following chapter.

The report types can be sorted and filtered in the overview by clicking on the corresponding column name according to the following characteristics:

- Name
- Type
- Scope
- Country
- Company
- Is active
- Is default?
- Modified by
- Modified date

NOTE: The search result can be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

On the overview page, various functions are available for managing the report types, which are described briefly below:

+ New	Create a new reporting type.

Delete	Deleting a selected reporting type (s).
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.

2.1.1. Create a new Report type

In the upper part of the screen you can choose between three options: Import chapter structure Define modules Variables . The first option **"Import chapter structure"** can be used to upload an already existing documentation including its chapter structure into *globalDoc*. In addition, the chapter structure can be added manually (see Import Chapter Structure for more information). Through **"Create modules"** the system administrator can create new modules for the respective chapters (see detailed description under Create modules).

Via **"Variables"**, the list of standard variables and variables from the TP Questionnaire can be downloaded as a Word document.

To create a new reporting type, the following information can be provided (fields marked with an asterisk (*) must be filled in):

- **Name*:** Indicates the name of the report type.
- **Type*:** Here you can describe in more detail what type of report it is (e.g. Local File or Master File).
- **Template:** A previously created template can be used here (see Report Templates).
- **Scope*:** Here you can specify whether the report to be created is general or whether it refers to a country or reporting company. If the report refers to a country or reporting company, the corresponding **country*** or **reporting company*** must be selected. For each report type (type*), only one report type can be created for the application area country or reporting company. Likewise, a report type of "General" may only be created once. **Is Active:** Here you can specify whether the report type should be active and thus available for use.

In the lower section, can as well import the structure of an already existing report (for more information, see Import chapter structure).

Furthermore, new chapters or subchapters can be created manually by + . To do this, enter a meaningful chapter name. Click on to create the structure for the chapter (see figure "Create a new chapter").

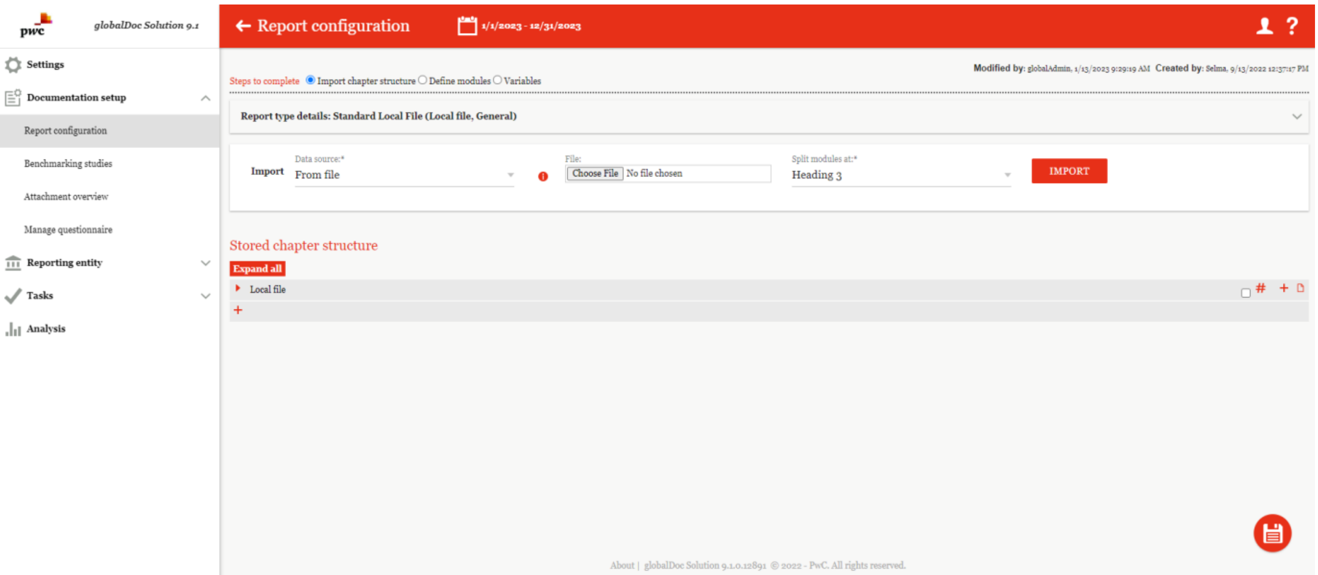


Figure 102: Create a new chapter

A selected chapter can be moved in the structure by holding down the left mouse button. Selecting # activates the automatic numbering of the individual chapters. Empty chapters can be deleted via the symbol and new modules can be created via . Changes are saved via the button .

NOTE: Chapter headings of chapters without automatic numbering are not taken into account when generating the reports. 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, they will be output without system-side chapter headings when generating reports!

2.1.2. Import chapter structure

When you select ◉ Import chapter structure ○ Define modules ○ Variables , the following overview opens up:

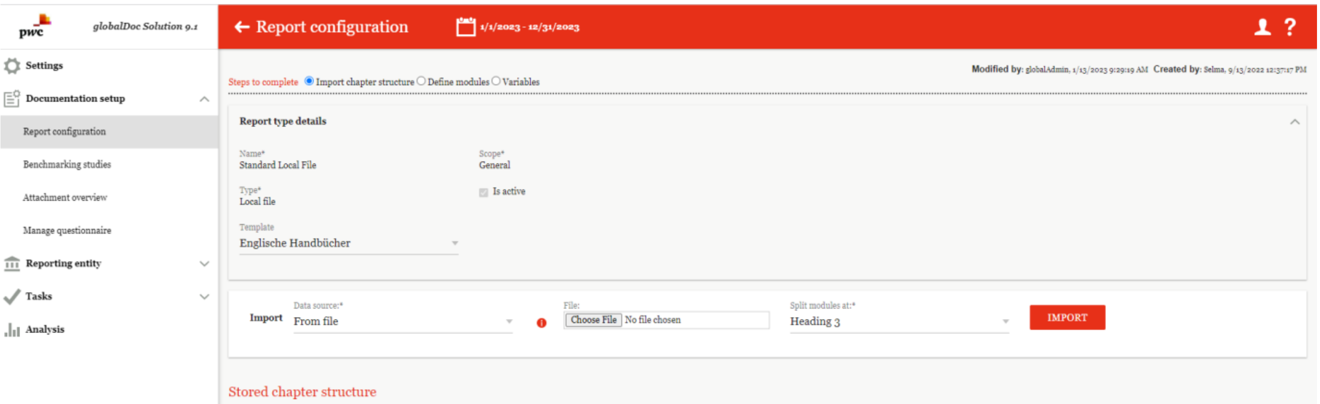


Figure 103: Import chapter structure- overview

In the upper screen area under **"Report type details"**, the stored information on the report type is displayed and can be changed. The **"Import"** button can be used to import a chapter structure based on existing documentation. This imported and saved structure can then be edited manually via the lower screen area. How to import and save a chapter structure is explained in the following sections.

2.1.2.1. General overview

The first of the three possible data sources from which a chapter structure can be imported is "General overview" (see figure "Import chapter structure - General overview").

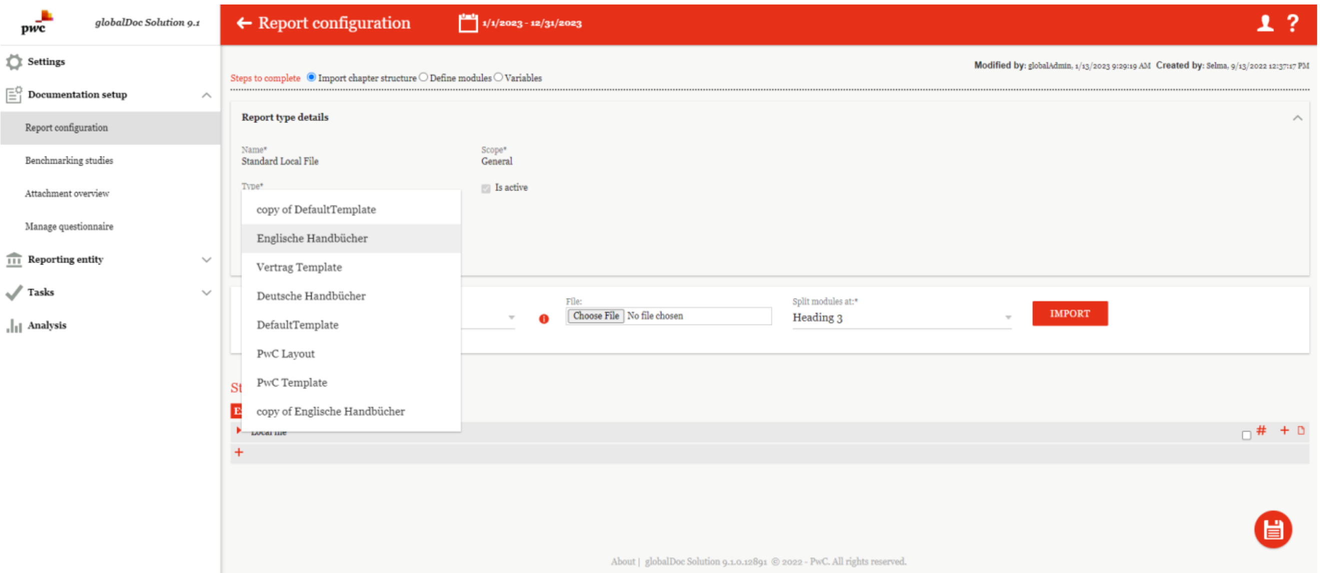


Figure 104: Import chapter structure - General overview

STEP 1

By selecting the **"Total overview"** as the data source, the existing structure of the corresponding reporting period is imported in the case of a copied reporting period. This is done by clicking on IMPORT .

STEP 2

Once the general overview has been imported by clicking on IMPORT, the **"Imported chapter structure"** can be viewed in the second step. In the table that now appears, the imported chapter structure and the saved chapter structure are compared, and it is possible to define new chapters (see figure "Selection of chapters to be imported - General overview").

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

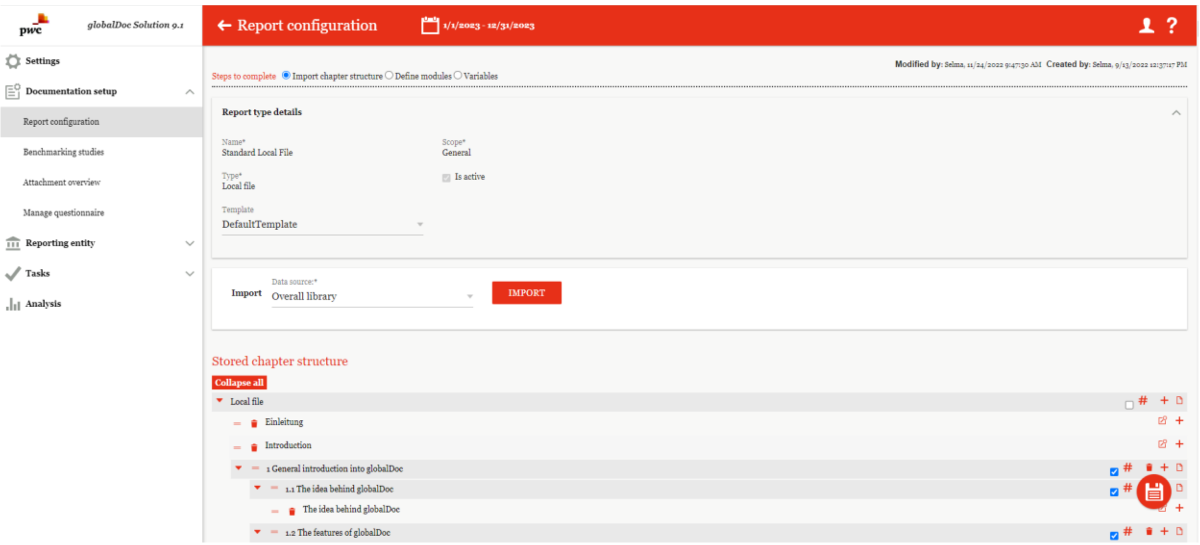


Figure 105: Selection of chapters to be imported - General overview

As soon as it is decided which chapters are to be included in the "**Saved chapter structure**", these chapters have to be moved individually to the desired target level by means of the symbol (to the left side of the chapter name) by using drag & drop. Another possibility is to move an entire block (e.g. "Master file" or "Local file" in the figure shown above) to the saved chapter structure by dragging and dropping using the symbol .

In addition, an auto-numbering of the chapters can be activated by checking the box #, the corresponding chapter may be deleted, and a new subchapter can be created by clicking + (in the line of the chapter). Additionally, the name of a chapter or subchapter can be changed by selecting of the relevant chapter. A new chapter is added by clicking on + below the structure.

Selecting the command **"Save"** in the lower right corner, the import is completed or executed. The "**Exit"** button cancels the action (see figure "Editing the Chapter Structure - General Overview").

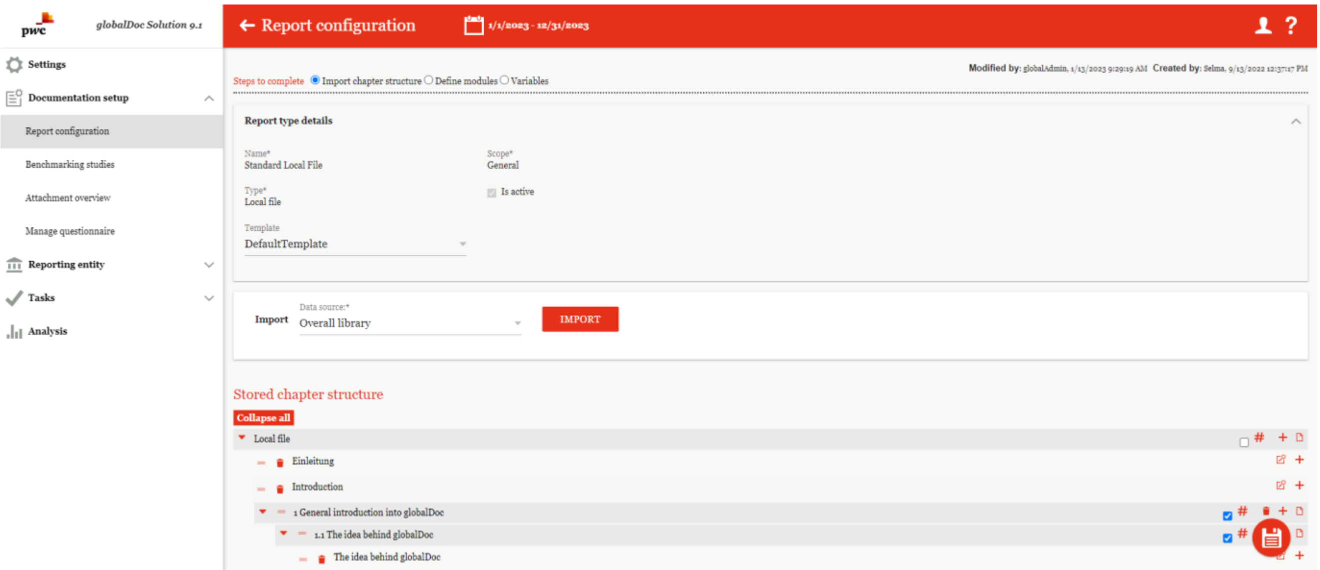


Figure 106: Editing the Chapter Structure - General Overview

After saving, the view can be restricted to the saved chapter structure by clicking on ✕ in the lower right corner of the screen (see illustration "Editing the chapter structure - General overview"). Afterwards, the modules can be moved within the chapter structure if necessary.

2.1.2.2. From file

Another data source from which a chapter structure can be imported is "From File" (see figure "Import Chapter Structure - From File").

STEP 1

If "From File" is selected as the data source, it is possible to upload or import an existing file using the "Choose File" function. Furthermore, under **"Divide modules at"** you can specify at which level the chapters to be imported are to be added. You can freely choose between the heading levels 1 to 6. This means that the tool creates a module under the same name for headings of the selected level and creates a new chapter for higher levels.

NOTE: The prerequisite for a functioning import is a correctly formatted document (headings formatted as heading 1, 2, 3, etc., body text formatted as **"normal"** or **"body text"**).

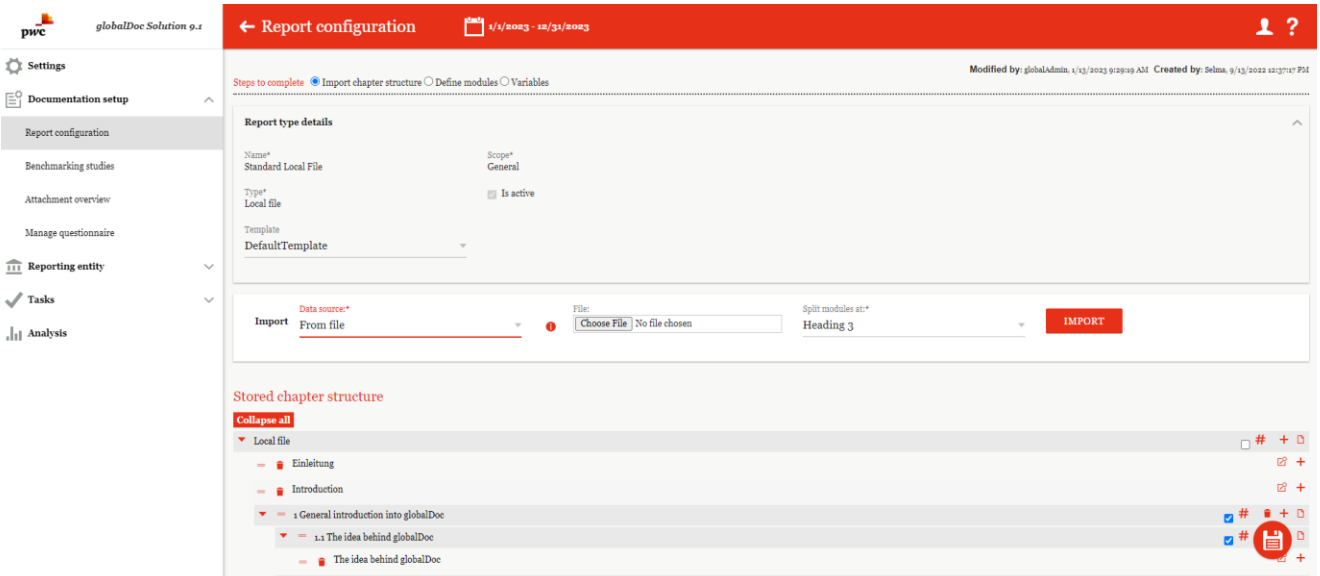


Figure 107: Import Chapter Structure - From File

STEP 2

After the file has been imported via IMPORT, the file that has been selected is displayed in its own chapter structure (see figure "Imported file - view"). Here it is possible to manually change the chapter heading by clicking once on the respective name.

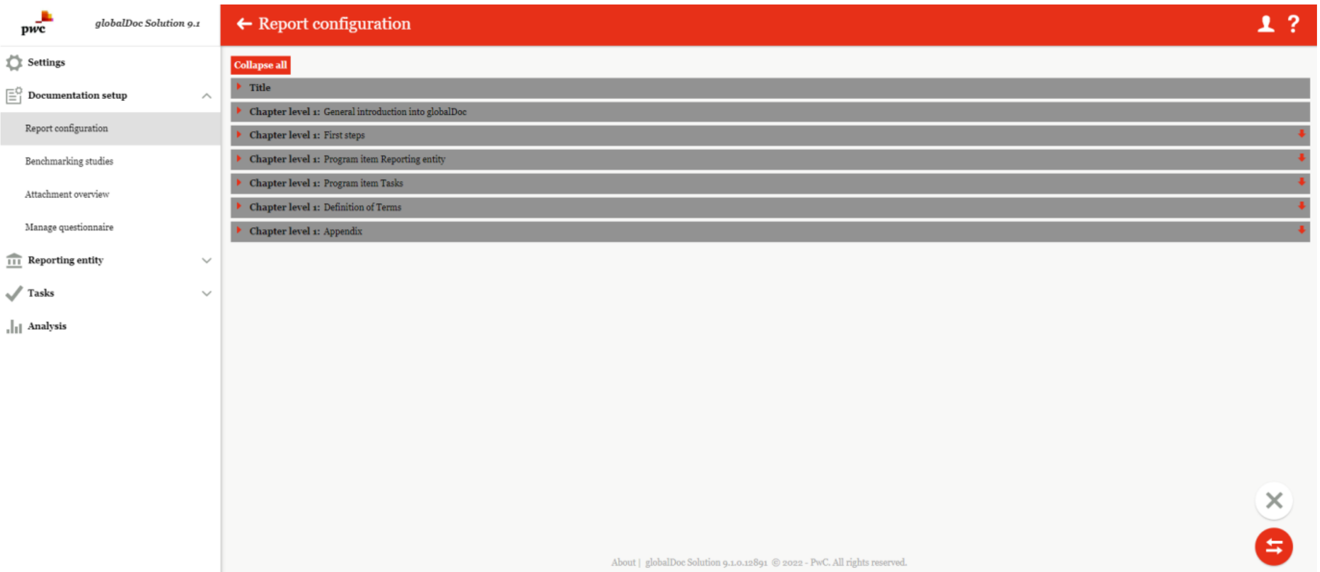


Figure 108: Imported file - view

The import may as well be edited. This means that an automatic selection can still be changed (e.g., change modules to chapters and vice versa, adjust module class, do not take over contents, merge chapters/modules).

Clicking on saves the imported structure. In the case of an already existing structure, a comparison between the imported and already existing structure is possible by applying . **"Saved chapter structure"** refers to the chapter structure which already existing in *globalDoc*.

In case of an already existing saved chapter structure, applying enables the possibility to connect the imported structure with the already saved structure or to completely revise the saved structure (see figure "Import chapter structure - From file").

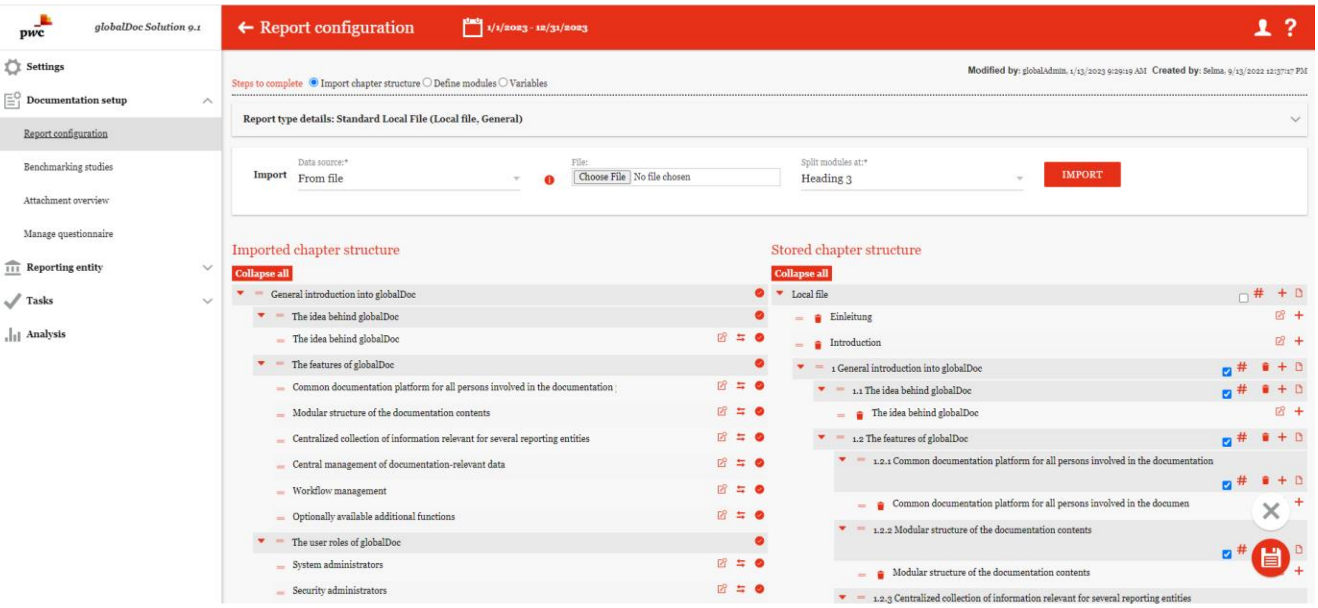


Figure 109: Import chapter structure - From file

NOTE: A selection isn't automatically installed into the chapters. The display only shows both chapter structures in comparison. Finally, the desired chapters must be moved manually using the drag & drop function.

As soon as it has been decided which chapters are to be included in the "Saved chapter structure", these chapters have to be moved individually to the desired target level using the symbol (to the left of the chapter name) via drag & drop.

As described in the previous chapter, the displayed symbols, such as the symbol +, can be used to create new (sub)chapters and to structure chapters. For more information, see "General overview".

With the command "Save" in the lower right corner, the import is completed or executed. The "Exit" ✕ button cancels the action.

2.1.2.3. Template

The last data source that can be used to import a chapter structure is the "Template" (see figure "Import Chapter Structure - Template").

STEP 1

Importing a chapter structure can also be done based on a template, which is to be loaded into the system when implementing *globalDoc*. (The implementation of the template is done by IT and not by the system administrator).

NOTE: This option is only available if no template (e.g., from PwC) was saved in the system when the software has been installed.

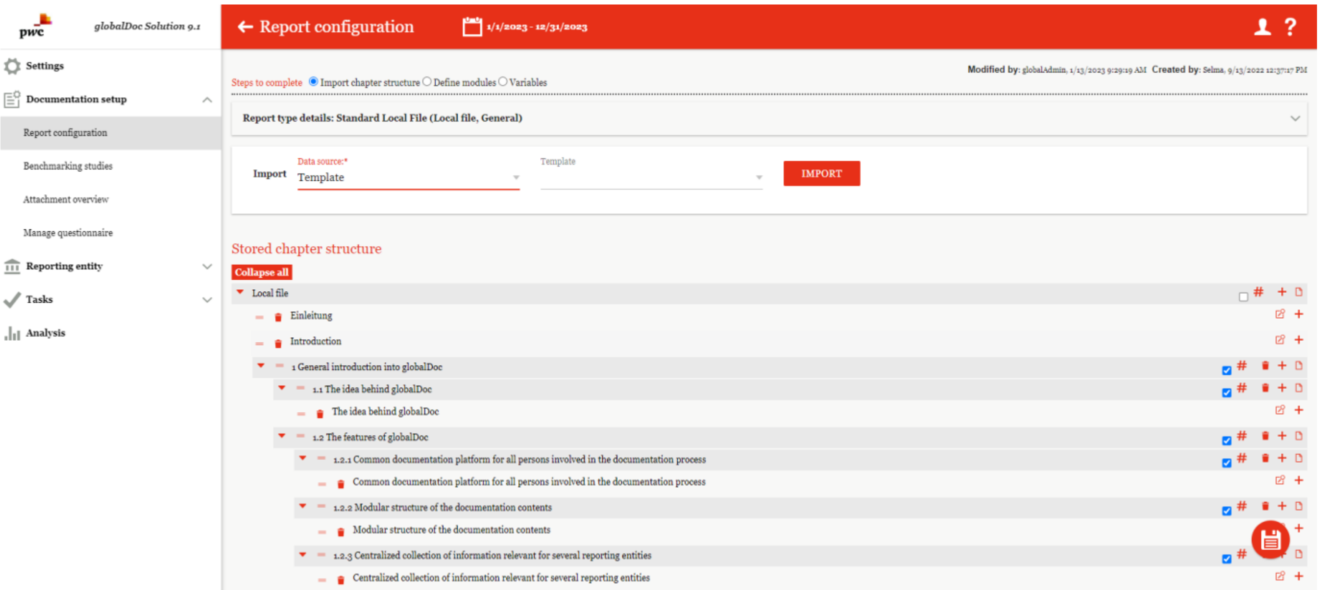


Figure 110: Import Chapter Structure - Template

STEP 2

After the selection has been confirmed via the function Import, a display is shown in the second step, analogous to the previous chapter, in which the "Imported Chapter Structure" and the "Saved Chapter Structure" are displayed side by side for comparison. This gives you the opportunity to better recognize missing chapters and to move chapters with drag & drop.

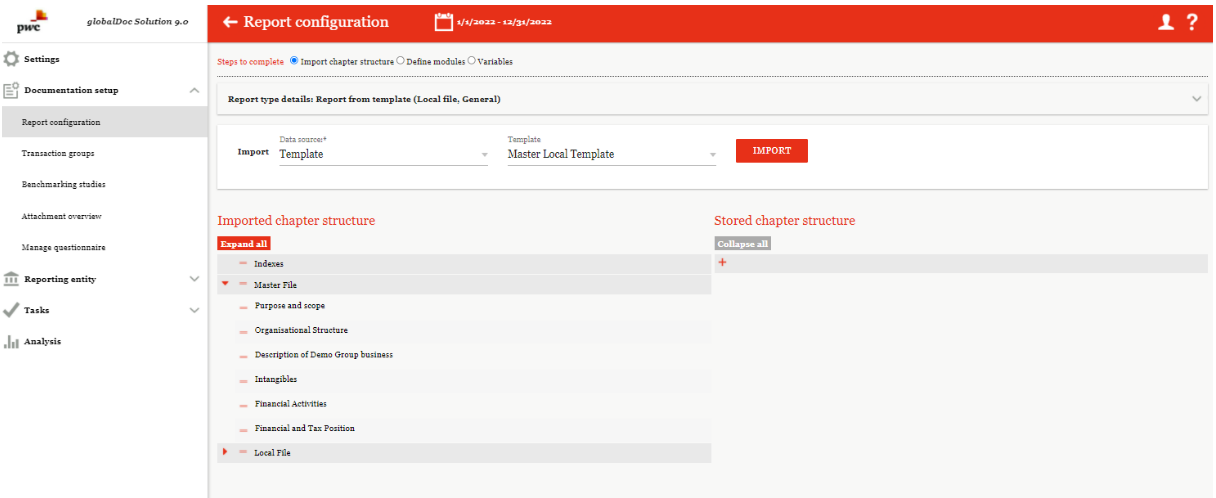


Figure 111: Imported chapter structure - from template

As soon as the decision is made which chapters are to be included in the **"Saved Chapter Structure"**, these chapters have to be moved individually to the desired target level using the symbol (to the left of the chapter name) by drag & drop.

As described in the previous chapter, the displayed symbols, such as the symbol, can be used to create new (sub)chapters and to structure chapters. The import is completed or executed with the **"Save"** command in the lower right corner. The **"Exit"** button cancels the action.

2.1.2.4. Default for selected report type

As described above, a template can be defined, which can contain local file, master file as well as special file. This provides a quick basis for creating documentation. This is also the case for the data source "**Standard for selected report type**". While all defined standards are displayed in the imported chapter structure, only the standard for a specific report type is imported. Here the selection of the report type (Special, Local file, Master file) is decisive. I.e., if "**Local file**" was selected as the report type, then only the standard for Local file will be imported.

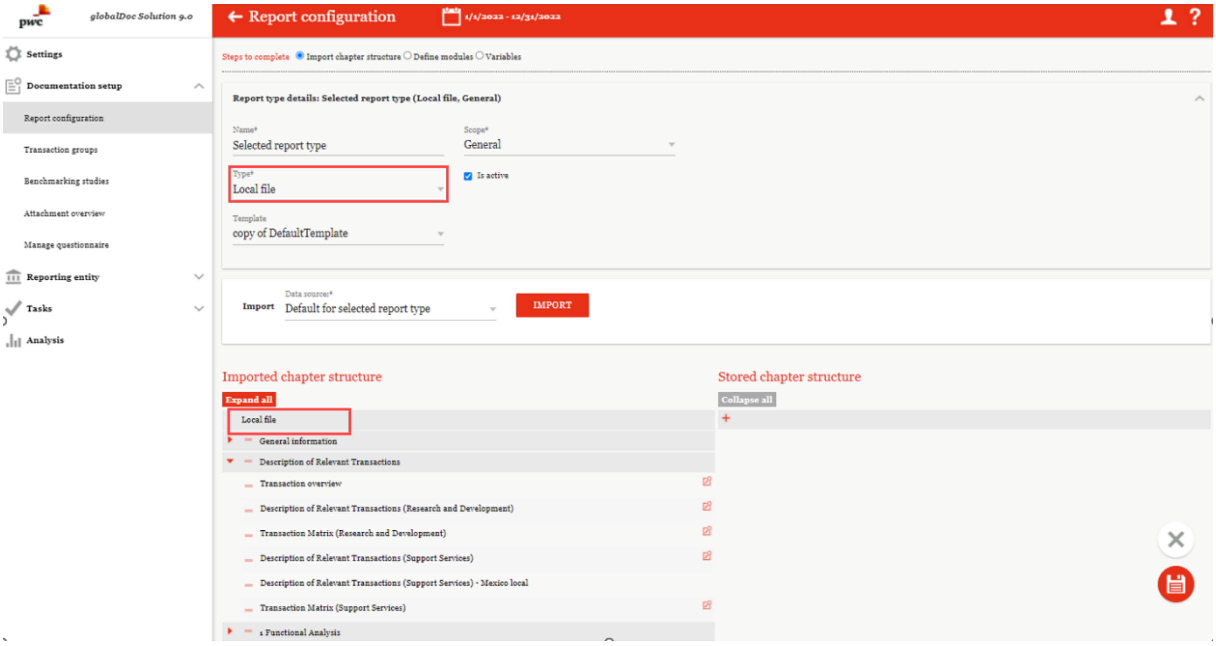


Figure: Import "Standard for select report type

2.1.3. Define Modules

By selecting Define modules (in the upper right-hand corner of the screen - see also the figure "Define Modules - Overview") in "Documentation Management/Report Configuration", the following display (the contents are shown as an example) is shown:

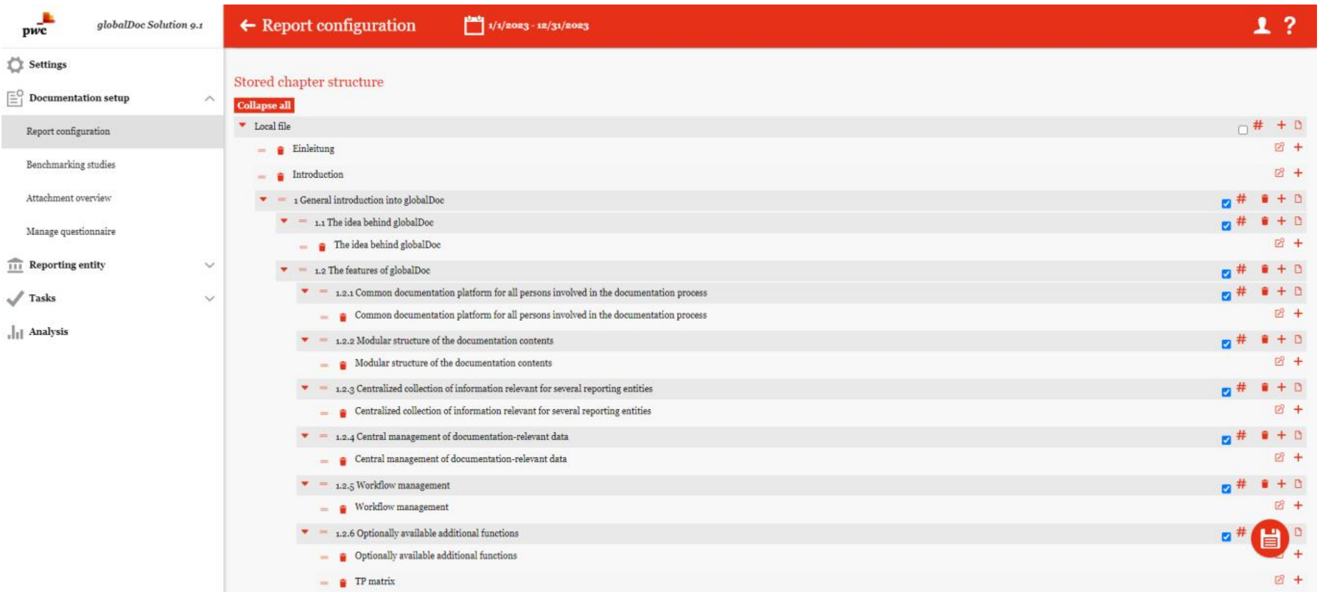


Figure 112: Define Modules - Overview

This overview lists all chapters and their associated modules. **"Module"** shows the number of modules assigned to the chapter, **"Distributed"** shows the number of reporting entities using the module and **"Attachments"** displays the number of attachments added to the module.

If the content of a module has already been uploaded, clicking on the icon will display the module content of global and divisional modules, and the prefilled template is displayed for local modules (content preview). Via , the module content or, in the case of local modules, the prefilled template can be replaced here. This means that the module content in global and divisional modules is directly contained in the documentation content.

The symbol enables the editing of already existing modules and with within new modules corresponding chapters may be edited. Pressing the symbol deletes the corresponding module. Please note as well the following remark, which appears in the upper third of the overview page:

Drag and drop to modify the order. Modules are freely distributeable. Note that changes are not persisted directly and are to be submitted via 'save' button

NOTE: Only modules without already uploaded content can be deleted. Therefore, before deleting a module, the module content has to be deleted.

2.1.3.1. Module details

Clicking on the symbol in the cell of a module opens up the tab **"Module details"** (see figure "Editing modules - Tab "Module details"). Herein the following aspects of the module can be edited (fields marked with an asterisk (*) must be filled in):

- **Chapter***: Specification of the chapter, in which the module should appear when generating the report.
- **Module name***: Name of the module (not automatically the heading of the chapter in the report).
- **Input format***: Choice between different input formats.
- **Transaction group**: If an automatic allocation to a transaction group is to take place, the corresponding transaction group can be selected here.
- **Automatic allocation?:** Automatic allocation of the module to the selected transaction group.
- **Module class***: Module on global, divisional, or local level.
- **Print option***: "always" (module is always printed when the report is generated), "optional" (user can choose whether the module should be printed or not when the report is generated), "never" (module is never printed when the report is generated, e.g., for internal or back-up information).
- **Master/local file**: Master file or local file module (we do not see this in the diagram).
- **Template document**: (In the example shown above, a template document has already been uploaded, which is why the input format is greyed out). This can be downloaded or deleted.

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

NOTE: Only after saving for the first time does the option to upload a template document appear.

If automatic allocation is selected, the module is assigned to the reporting companies that have the corresponding transaction group in their transaction matrix. If this functionality is selected, a mandatory field appears in which one must specify whether in this case the reporting company is a "**provider**" or "**recipient"** or "**provider & recipient**". In addition, under "*Report configuration / Transaction groups*", value limits can be set for automatic module allocation, below which the module is not allocated, even if the transaction group exists. Modules are also not assigned if the transaction group only exists in local transactions in the transaction matrix of a reporting company and at the same time the check mark under **"Domestic transactions to be documented**" in the country settings is not set.

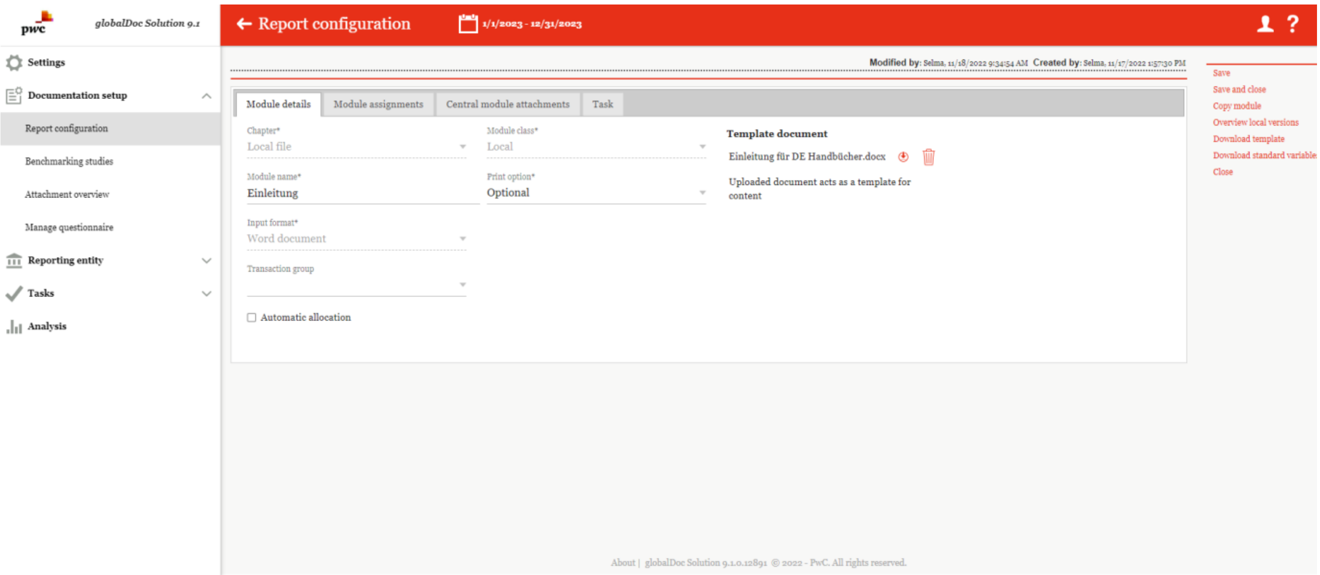


Figure 113: Editing modules - Tab "Module details"

2.1.3.2. Module Assignments

In the "**Module Assignments**" tab, the "**Assigned Roles**" (**"Edit"** and **"Read"**) can be assigned. In addition, module cluster (**"Assigned cluster"**) can be viewed, added and, if necessary, removed. Both is possible by clicking on the respective symbol (see figure "Edit modules - "Module assignments" tab").

This means that, if desired, access to a module can be withdrawn from the users independently of the user roles or that only a certain role can be enabled.

Clicking on the pencil opens a window in which you can edit the access control for this module. By default, the roles "**Edit local content**" and "**Read local content**" are always assigned. You can assign or revoke these roles by clicking on them. Using the buttons + Assign all   Unassign all, no system administrator can either assign all roles at once or discard them.

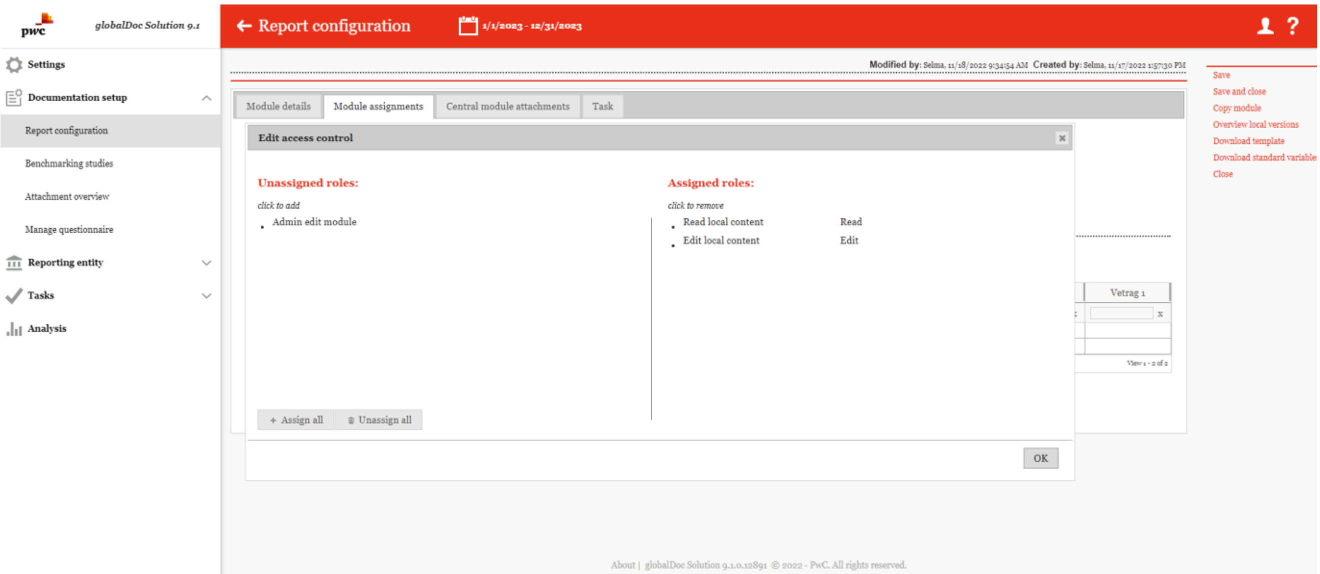


Figure 114: Module assignment - assigned roles

The complete role creation and the assignment to modules and to users is described in detail in the chapter "Local modules that can only be edited centrally".

If automatic allocation has not been selected for the module, the function "**assigned clusters**" also appears. To manage the additional groupings, click on the pencil . In the window that now opens, assign new groups in the same way as for roles.

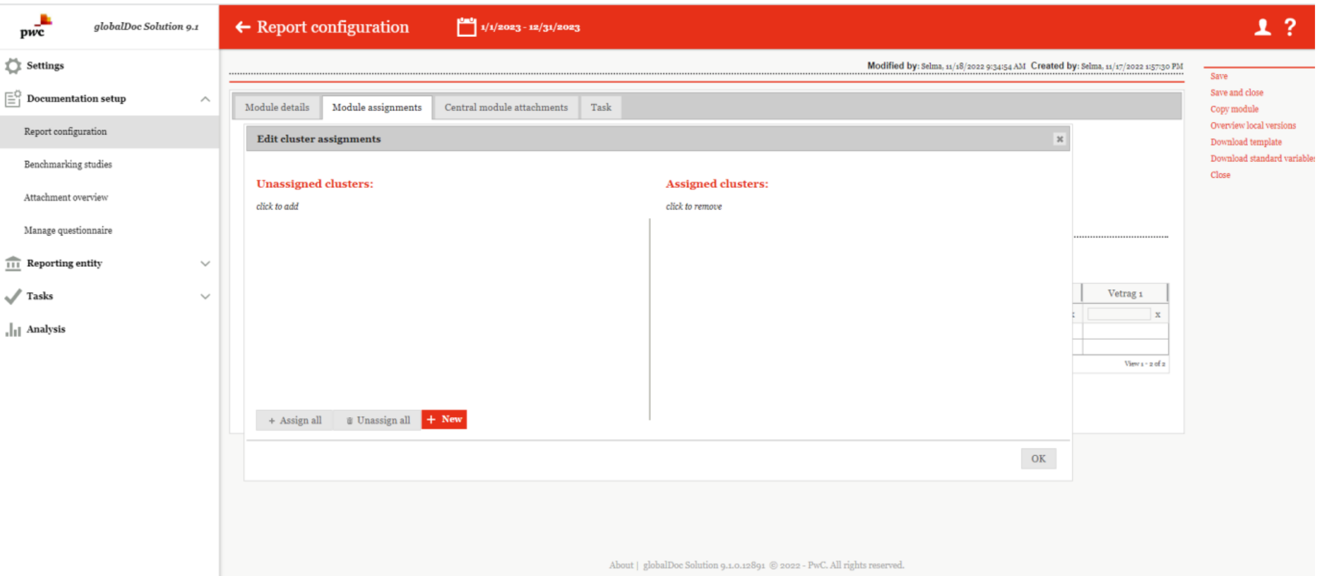


Figure 115: Assigned clusters

In addition, the reporting entities using the selected module are listed. Reporting entities which are to be assigned to the module can be assigned via + Assign reporting entities. Reporting entities may be removed again by ticking the corresponding reporting entities Drop selected reporting entities.

If a module has been assigned via ☑ Automatische Allokation to its reporting entities, the possibility is available to exclude individual reporting entities from this automatic assignment. When this is the case, the module is not assigned to the reporting entities, even if the entities may have the corresponding transaction group in their transaction matrix (see figure "Automatic assignment - Exceptions").

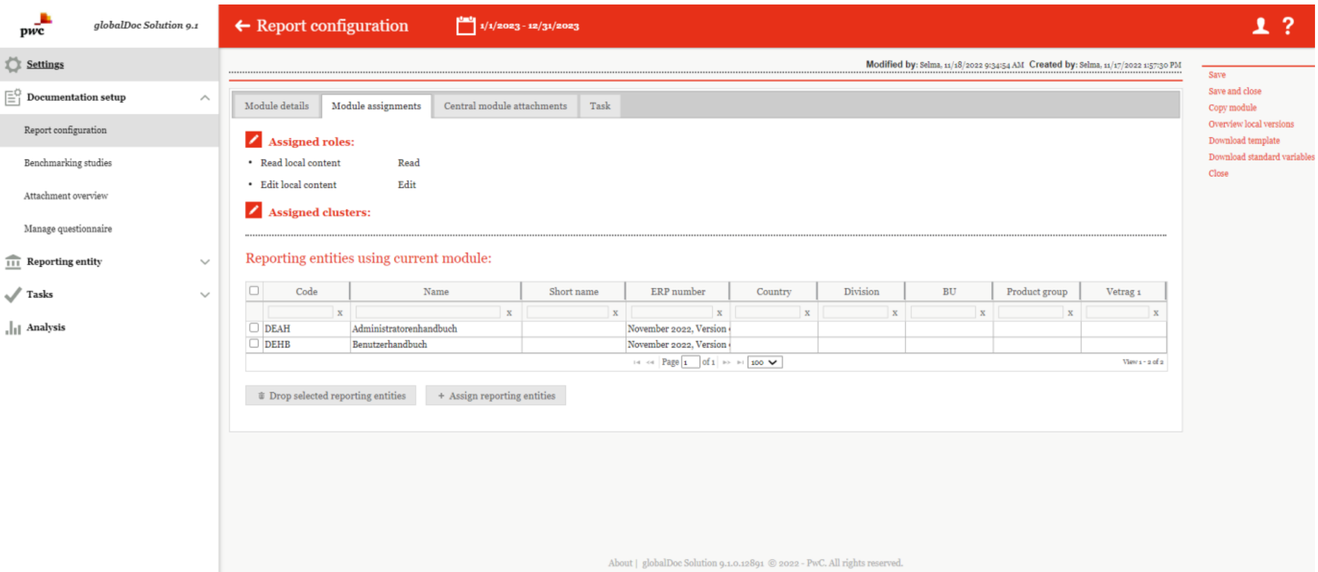


Figure 116: Edit modules - "Module assignments" tab

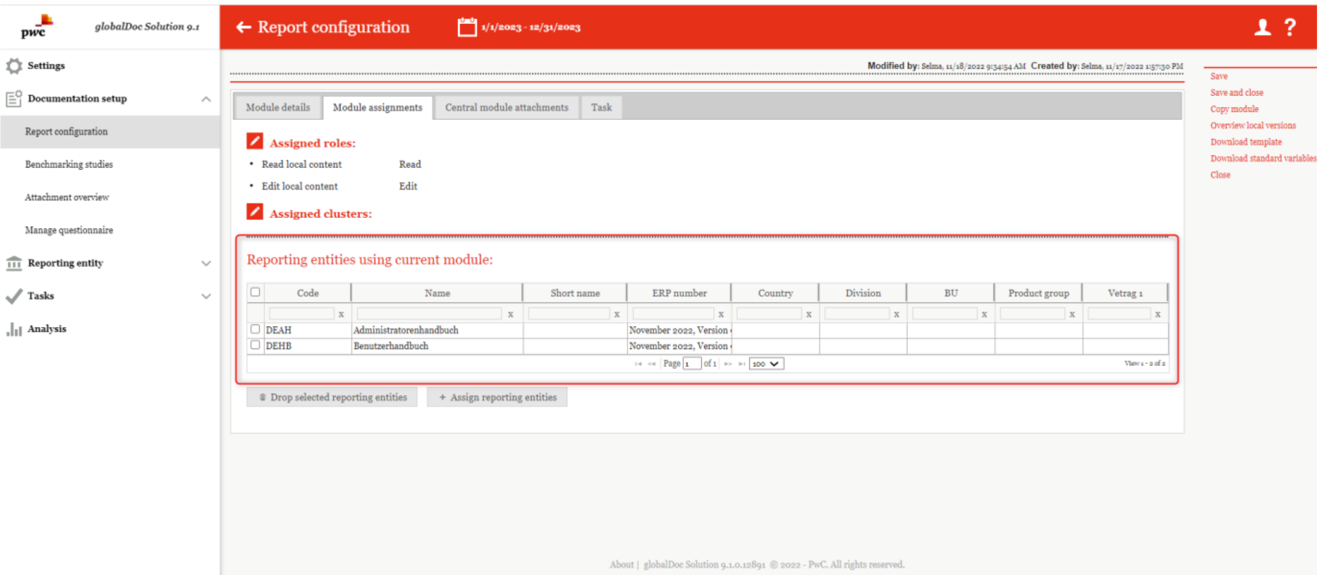


Figure 117: Automatic assignment – Exceptions

2.1.3.3. Central Module Attachments

In the tab **"Central Module Attachments"** the possibility exists to attach attachments to already created modules. When editing the corresponding modules, the user is given the option of adding these centrally provided attachments to the module or transaction via drag & drop or with the button **Upload**. Uploaded attachments may be edited by double-clicking on the respective file name (see figure "Edit module - "Central module attachments" tab").

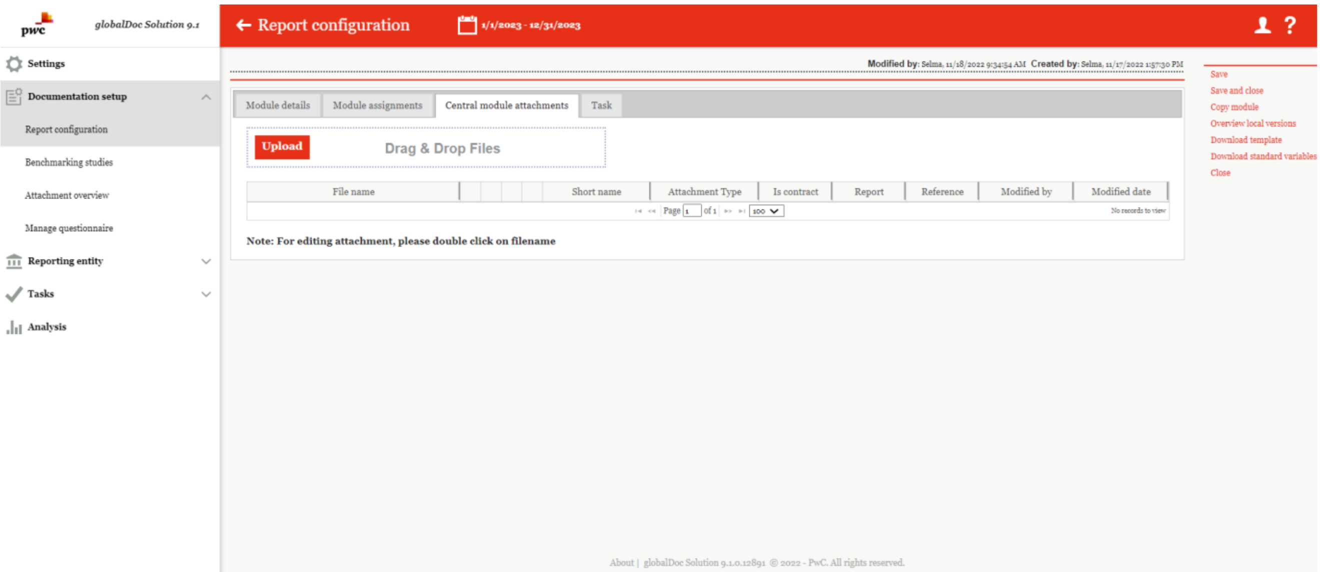


Figure 118: Edit module - "Central module attachments" tab

2.1.3.4. Tasks

Via the tab **"Task"**, the system administrator has the possibility to create a task directly when he/she is creating the module and to add a description and a deadline to it when necessary (see figure "Edit modules - tab "Task"). By setting the checkmarks in the lower area, there is the possibility to select whether a task is annually recurring and whether an obligatory checklist should be activated.

In addition to the task, additional subtasks can be created by clicking on Add item to Checklist ... . These checklists have to first be completed when processing the task before the status of a module can be changed.

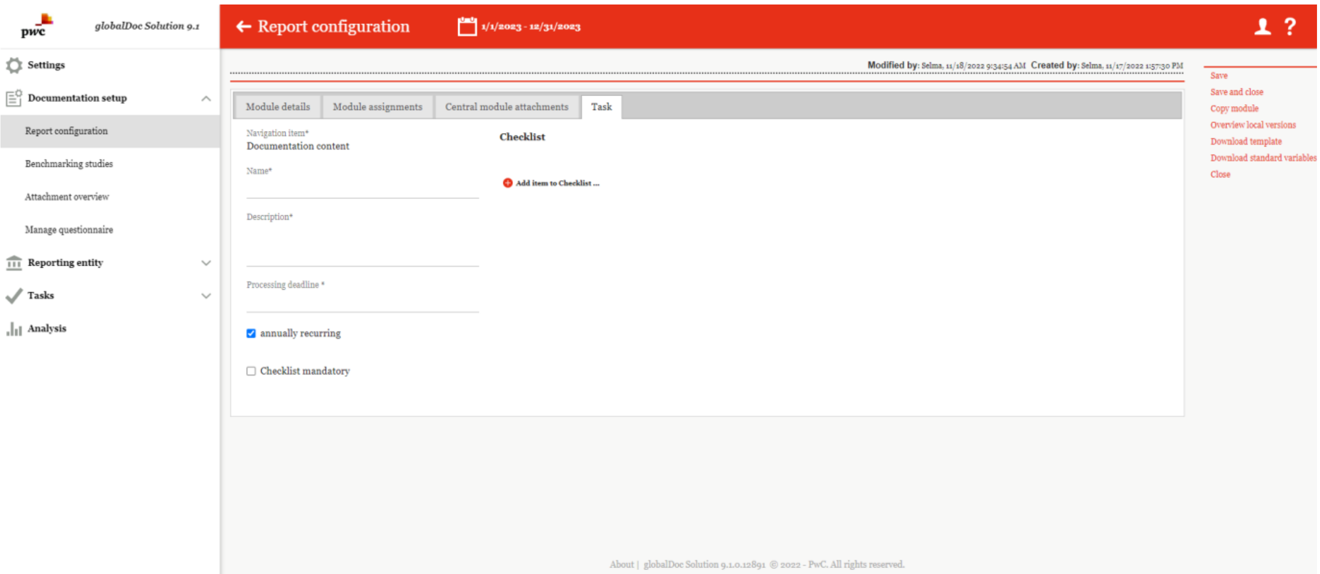


Figure 119: Edit modules - tab "Task"

2.1.3.5. Reporting entities

The tab **"Reporting entities"** shows in table form the reporting entities to which the task or checklist is assigned to. Using the buttons Drop selected reporting entities and + Assign reporting entities which are shown on the lower page side, it is possible to remove already assigned reporting entities or to assign the task to new reporting entities (see figure "Edit modules - "Reporting entities" tab").

NOTE: Only reporting entities to which the module has already been assigned to can the assigned module be edited.

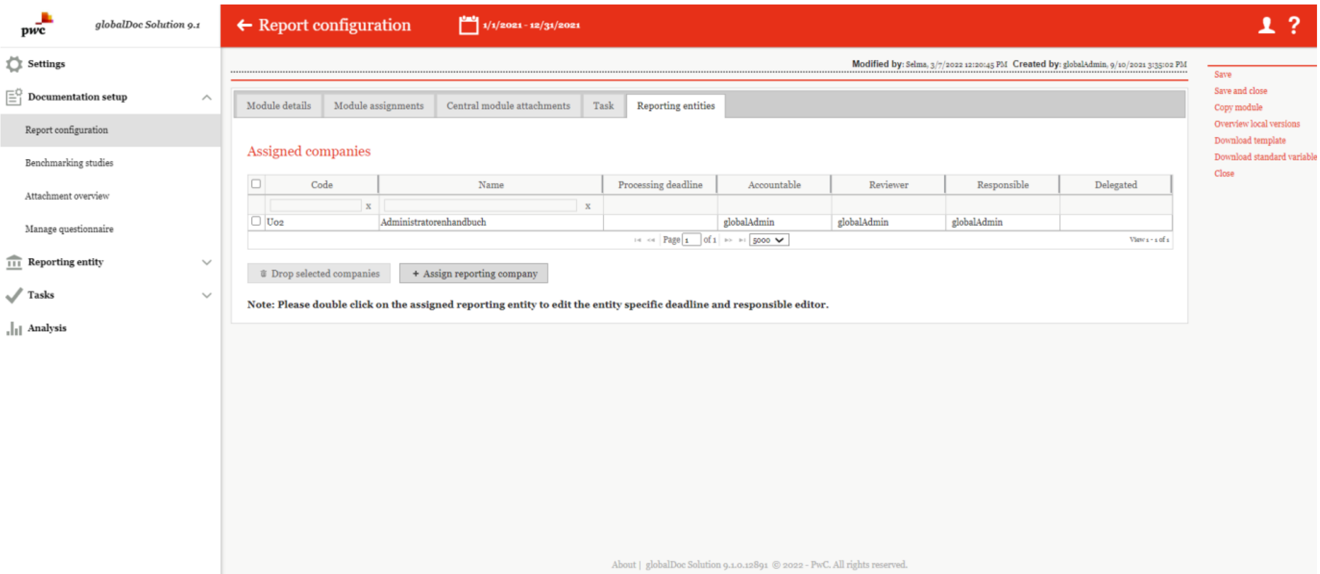


Figure 120: Edit modules - "Reporting entities" tab

2.1.3.6. Further Functions for Module Editing

After the module has been opened for editing, the right-hand column contains further functions that support the creation or management of the modules.

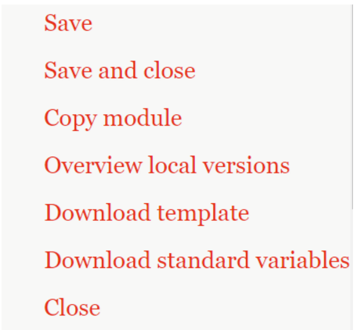


Figure 121: Edit module - further functions

Save: Changes are saved, but you remain in the same view.

- **Save and close:** The changes are saved, the active window is closed.
- **Copy module:** By clicking on Copy module, the open module is copied, and the new module is opened. Copying the module allows you to create a new module faster and with the same properties.

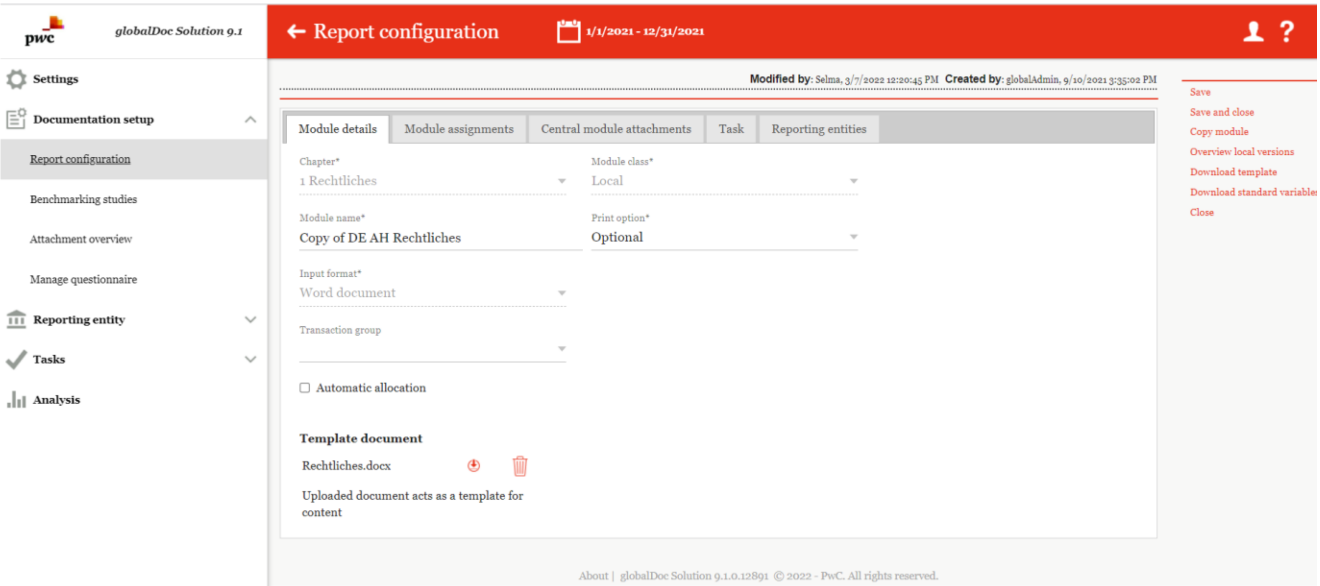


Figure 122: Edit module - Copy module

The new module is created within the same chapter with the same reporting company assignments. Only the module name should be changed. It is important to know that the content is not copied.

After the copied module has been saved, the module can be edited regularly.

- **Overview of local versions:** This function offers the possibility of an overview of the module, its use and changes in the assigned reporting companies. The head office can use it to download an overview of the differences in content.
- **Download template:** Downloading the underlying template for the module.
- **Download standard variables:** globalDoc has standard variables that can be used as placeholders in the modules. These standard variables can be downloaded here as a Word file.

- **Send link as e-mail:** Clicking on this link will open the user's email client to send the link to the report configuration. The recipient is a fictitious e-mail address that should be adjusted before sending. Additional text can also be inserted.

Figure 123: Report configuration

- **Close**: The open active window is closed without saving.

2.1.3.7. Local modules which can only be edited centrally

The possibility exists to create modules for individual local reporting entities that can only be edited centrally (see figure "Creating a central editor role").

In the first step, a suitable role must be created for this purpose. Click on "Settings/Customizing/Roles" to access the list of existing roles. Click on to create a new role. The administrator has to enter the **role name*** (e.g. **"Admin edit module"**), select **"Module"** for the **role** type* and **"Create, edit and delete"** for the standard permission*.

After clicking on **"Save"** in the command column on the right-hand side, the administrator may exit the screen.

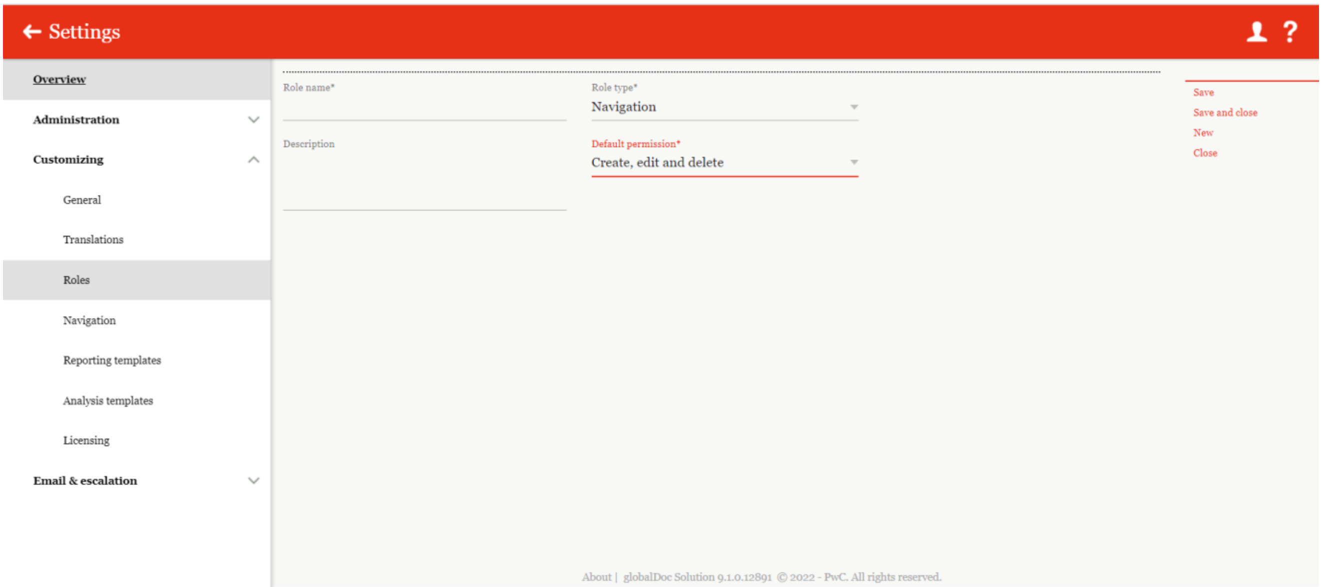


Figure 124: Creating a central editor role

Via "Documentation setup/Report configuration/Selection of a report configuration" the administrator reaches the structure of the respective report configuration in which the corresponding module may be selected.

Select the option **"Create modules"** in the upper part of the screen and then click on the symbol next to the desired module.

Subsequently, the option **"Edit access control"** can be selected via the tab **"Module assignments"** (see figure "Edit access control"). In the newly opened window, the role allocation must be adjusted so that the role **"Read local content"** and the new role (here in the example **"Admin edit module"**) are listed on the right, through **"Assigned roles"**. The selection is to be confirmed by clicking on **"OK"**.

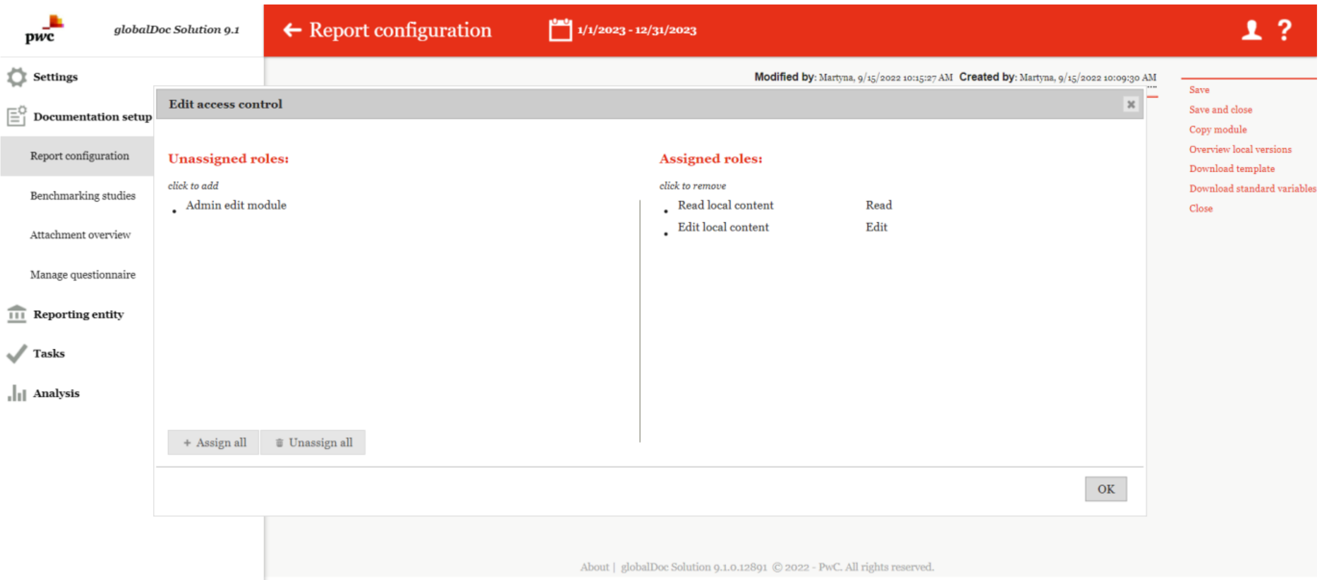


Figure 125: Edit access control

By subsequently clicking on **"Save"** or **"Save and close"** in the command column on the right-hand side, the administrator may complete the editing of the module.

Via "Settings/Administration/User", the newly created role can be assigned to the users who are to edit the module (see figure "Assigning editor role" and chapter **"User roles"**).

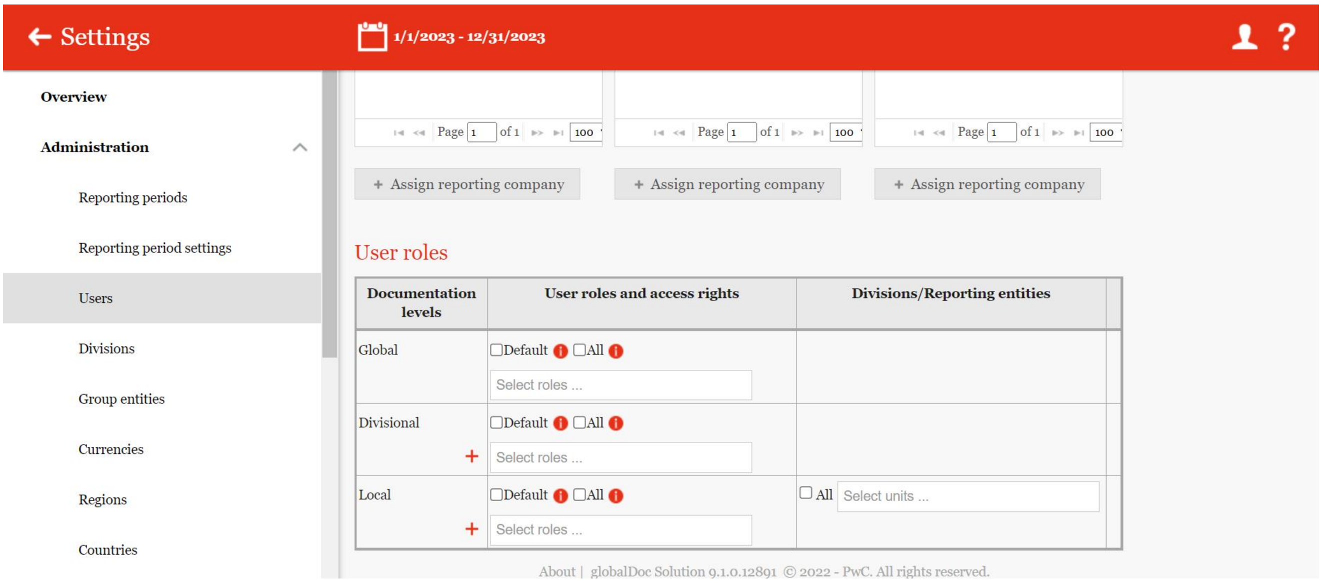


Figure 126: Assigning editor role

2.2. Menu item Transaction groups

Through the menu item **"Transaction groups"**, which is also a sub-menu item of the "Documentation setup", already existing transaction groups can be viewed, edited and deleted as well as new transaction groups can be created (see figure "Overview transaction groups (example)").

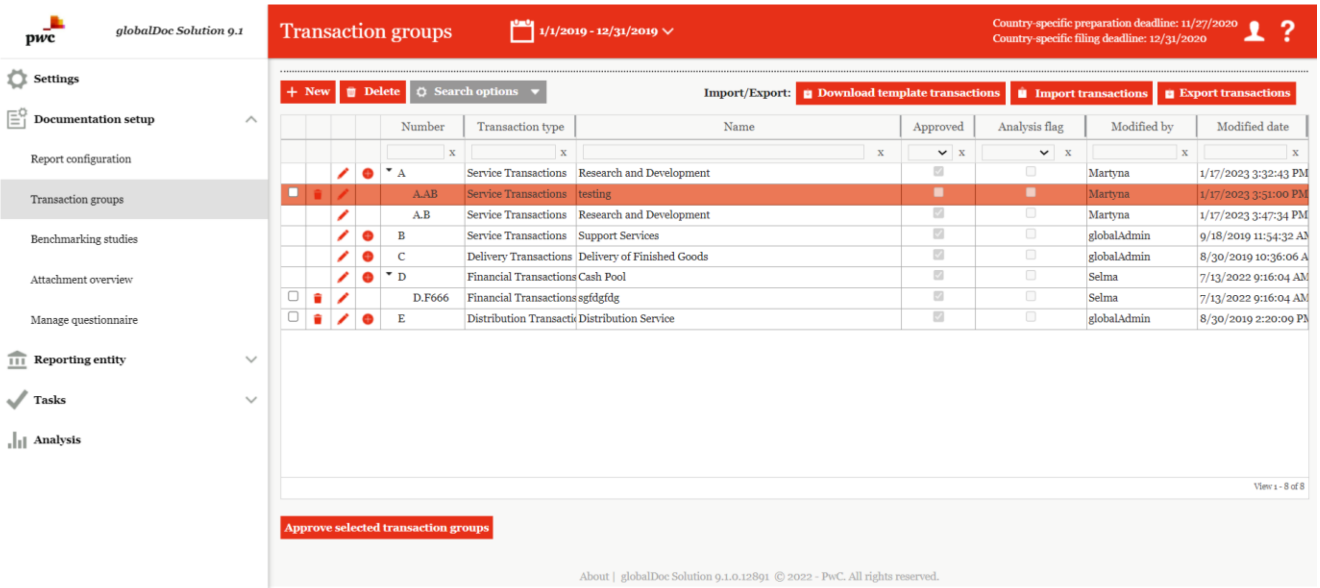


Figure 127: Overview transaction groups (example)

In this overview, it is again possible to delete or edit list entries or a corresponding transaction group via the symbols or via the symbol (unfortunately, we cannot find this symbol in the diagram). Should there be a plus symbol here?) to create a subgroup for this transaction. Via the symbol + New it is possible to create a new transaction group.

On the overview page of this submenu item, already existing transaction groups are displayed, which can be sorted according to the following points by clicking on the corresponding column names:

- **Number:** Individual numbering of the transaction groups?
- **Transaction type:** For example, Distribution or Manufacturing.
- **Name:** Name of the transaction group.
- **Approved:** Indicates whether the transaction group can be used or not.
- **Analysis flag:** Only relevant if the corresponding globalDoc Solution® function is to be used for the adequacy analysis. In this case the checkbox has to be activated, if the adequacy analysis is not to be done individually for each transaction, but uniformly for the whole transaction group.
- **Modified by:** Shows the user who last made changes to the transaction group.
- **Modified date:** Indicates the time and date of the last change.

NOTE: The search result can be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

On the overview page, various functions are available for managing the transaction groups, which are briefly described below:

+ New	Create a mew transaction group.
Delete	Delete a selected transaction group.
Search options	Configure the search: Select Simple Search, Extended Search or Select Columns. The search can be updated here as well.
Download template transactions	Excel-Template for download.

Import transactions	Import the transactions.
Export transactions	Export the transactions

Table 2: Transaction group management functions

2.2.1. Create new Transaction group

Click on + New to access the detailed view of the transaction group to be created (see figure "Create new transaction group - "Details" tab").

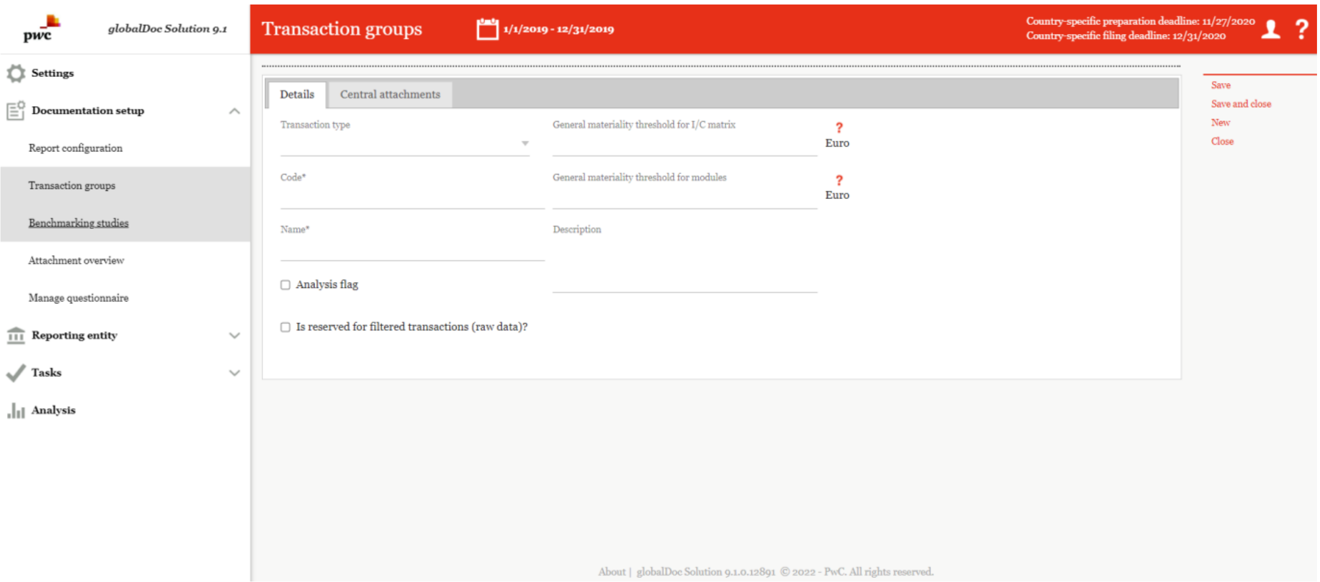


Figure 128: Create new transaction group - "Details" tab

When creating a new transaction group, the following characteristic fields are available (fields marked with an asterisk (*) are mandatory):

- **Transaction type*:** This indicates what type of transaction it is.
- **Code*:** A specific individual code must be assigned to the transaction.
- **Name*:** The transaction group must be given a name in addition to its type.
- **General materiality threshold for I/C matrix:** If the value of a transaction is above this defined materiality threshold, the transaction is output in the Excel file attached to a report. If the value is below it, it is not output.
- **General materiality threshold for modules:** If the value of a transaction is above this defined materiality threshold, the modules that are allocated via an automatic allocation linked to the module are also printed in the report. If the value is below this threshold, they are not printed.
- **Description:** The transaction can be described in more detail here.
- **Analysis flag:** Should the transaction group be part of a group analysis?
- **Is reserved for filter transactions (raw data)?** Only relevant in connection 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), processes it into transaction data (including filter transactions) using predefined rules and consolidates it into a transaction group. If the option is selected, transaction data for this transaction group cannot be uploaded in globalDoc but is obtained via the TP Matrix.

NOTE: The "General materiality threshold for I/C matrix or for modules" can only be set if a "Default currency for transaction group materiality thresholds" has been selected under "Settings/Administration/Reporting period settings". This currency is then displayed next to the corresponding materiality threshold ("Euro" in the above diagram). Unfortunately, we do not find this in the chart.

After the mandatory fields have been filled in, it is possible to save the transaction group by clicking **"Save"** or "Save and close" in the command column on the right-hand side.

In the tab "Central Module Attachments" there is the possibility to attach attachments to transaction groups. When creating transactions with this group, the user is given the option of adding the centrally provided attachments to the transaction group by dragging and dropping or using the button **Upload** (see figure "Creating a new transaction group - "Central module attachments" tab").

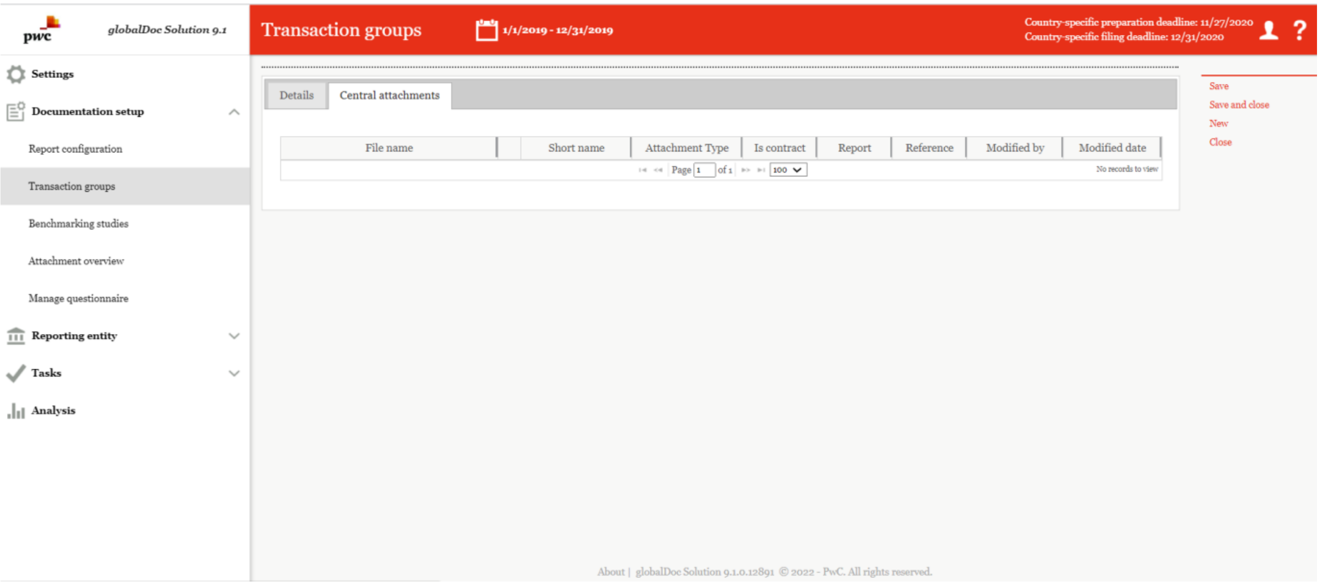


Figure 129: "Creating a new transaction group - "Central module attachments" tab

2.2.2. Create Sub-Transaction group

Creating a subgroup of an already existing transaction group is possible via "Documentation management/Transaction groups" and clicking on the symbol .

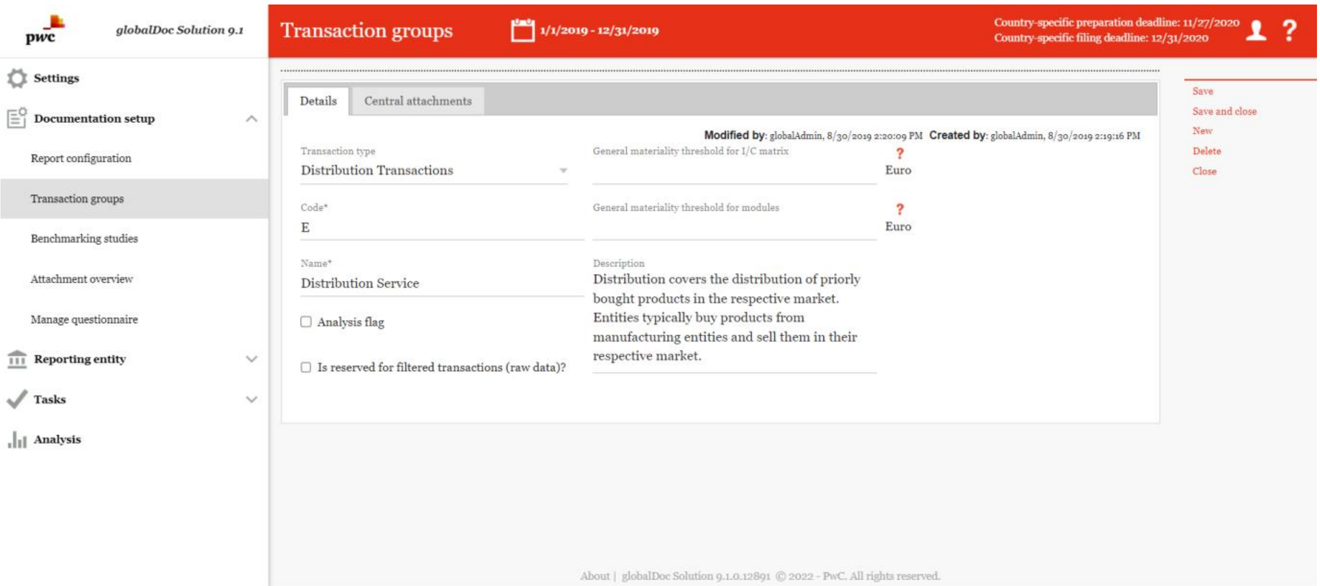


Figure 130: Create Sub-Transaction group- tap "Details"

The detailed view of the subgroup opens up to a very similar display presented in **"Create new transaction group"** (see figure "Create sub-transaction group - "Details" tab). The only difference between the two views is that two fields, namely **"Parent element"** and **"Transaction type*"**, are already defined based on the parent transaction group.

2.2.3. Edit Transaction groups

Editing transaction groups is possible via "Documentation Management/Transaction Groups" and clicking the icon . The display that appears are the tabs **"Details"** and **"Central Module Attachments"** of the transaction group to be edited and are identical to the display which appear when a new transaction group is created. The operation of these interfaces is identical as well (see Creating a New Transaction Group for a detailed description).

2.3. Menu item Benchmarking studies

Through "Documentation setup/Benchmarking studies", all benchmarking studies are already created in globalDoc, and which are displayed in tabular form (see figure "Overview of benchmarking studies (example)").

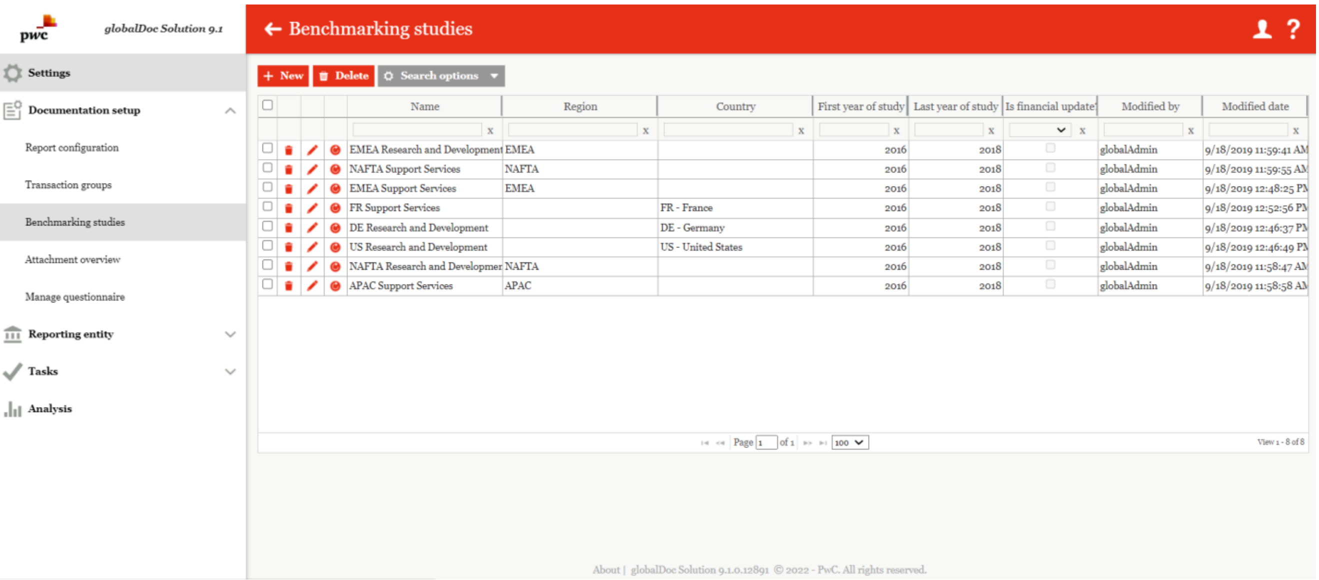


Figure 131: Overview of benchmarking studies (example)

The buttons | | can be used to either delete, edit or update a benchmarking study. In addition, a new benchmarking study can be entered into *globalDoc*. In addition, the benchmarking studies can be sorted in the table via the following characteristics by clicking on the corresponding column name:

- **Name:** Enter a name for the benchmarking study.
- **First year of the study:** First year included int the benchmarking study.
- **Last year of the study:** Last year included in the benchmarking study.
- **Region:** Indicates the region covered by the study.
- **Country:** Indicates the country covered by the study.
- **Is financial update?:** Indicates whether the document is a full benchmarking study or just a financial update.
- **Modified by:** Indicates the user who last made changes to the benchmarking study.
- **Modified date:** Indicates the time and date of the last modification.

NOTE: The search result can be narrowed down by entering the search word in the desired column. The entry is confirmed with ENTER.

2.3.1. Create new Benchmarking study

As already mentioned, a new benchmarking study can be entered through "Documentation setup/ Benchmarking studies" and click on + New . The display which opens is looking like this:

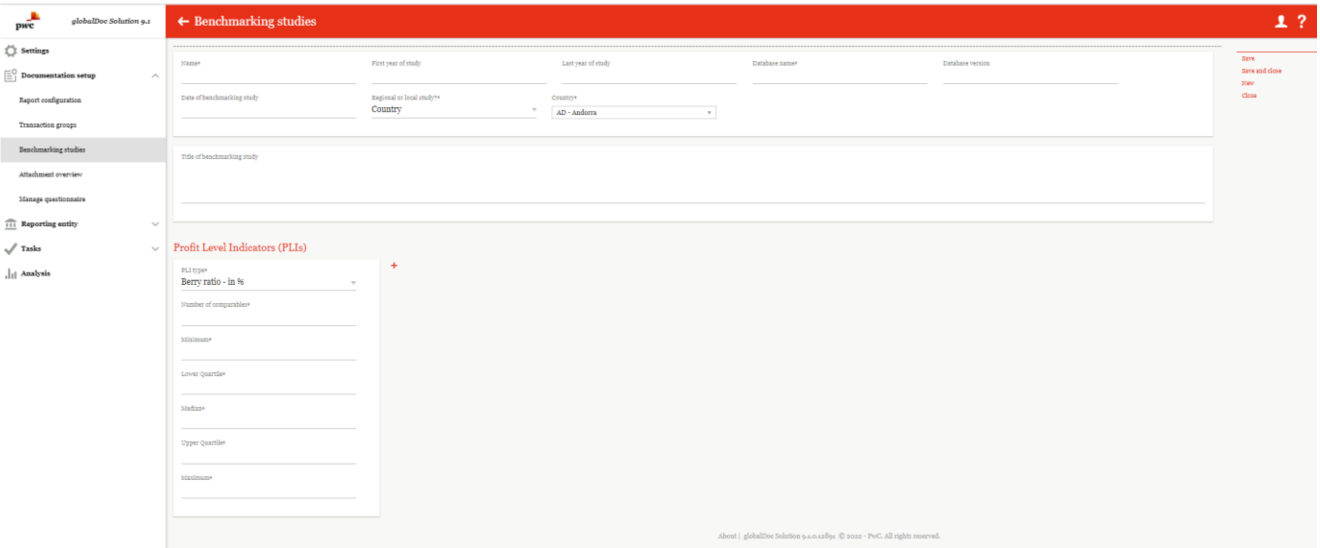


Figure 132: Create new benchmarking studies- "detailed view"

In this view, the following relevant information about the new study can be provided (fields marked with an asterisk (*) have to be filled in):

- **Name*:** Enter a name for the benchmarking study.
- **First year of the study:** First year included in the benchmarking study.
- **Last year of the study:** Last year included in the benchmarking study.
- **Database name*:** On which database are the data used for the benchmarking study based?
- **Database version:** Enter version and year of the study
- **Regional or local study?*:** Here you can choose between "country" and "region". This influences whether regions or countries can be selected in another field.
- **Country*/Region*:** Here you can select from all countries or regions created in globalDoc (see countries and region if more countries or regions are needed).

Title of the benchmarking study: Exact name of the benchmarking study. In addition to the information listed above, further information regarding the profit indicators mentioned in the benchmarking study can be entered in the section "Profit indicators" (see figure "Enter new benchmarking study - detailed view").

Profit indicators:

By + the administrator is able to create new profit indicators for the study and by he/she may delete already existing indicators. If profit indicators are created, the following fields must be filled in (fields marked with an asterisk (*) must be filled in):

- **PLI type*:** Indication of the profit comparison indicator used in the benchmarking study. If the desired PLI type does not appear in the list, a separate PLI type can be added by clicking on "Other".
- **Number of comparables*:** The number of comparable companies must be entered here.

- **Minimum*:** The minimum of the range for the profit indicator determined in the study.
- **Lower quartile*:** The lower quartile of the range for the profit indicator determined in the study.
- **Median*:** The median of the range for the profit indicator determined in the study.
- **Upper quartile*:** The upper quartile of the range for the profit indicator determined in the study.
- **Maximum*:** The maximum of the range for the profit indicator determined in the study.

When all mandatory fields have been filled out, the new benchmarking study can then be saved in the right-hand command column via "Save" or "Save and close".

Following the saving process can be the possibility to upload benchmarking studies (e.g., in PDF format). These can either be dragged and dropped into the framed area or selected from the local memory by clicking on Upload.

2.3.2. Edit Benchmarking study

Through the "Documentation setup/Benchmarking studies" and then clicking on the icon of the corresponding study, here this can be edited. The view that opens is identical to the view which is displayed when a new benchmarking study is created (see "Creating a new benchmarking study"), editing a study is done in the same way as creating a study (see figure "Editing an existing benchmarking study - detailed view").

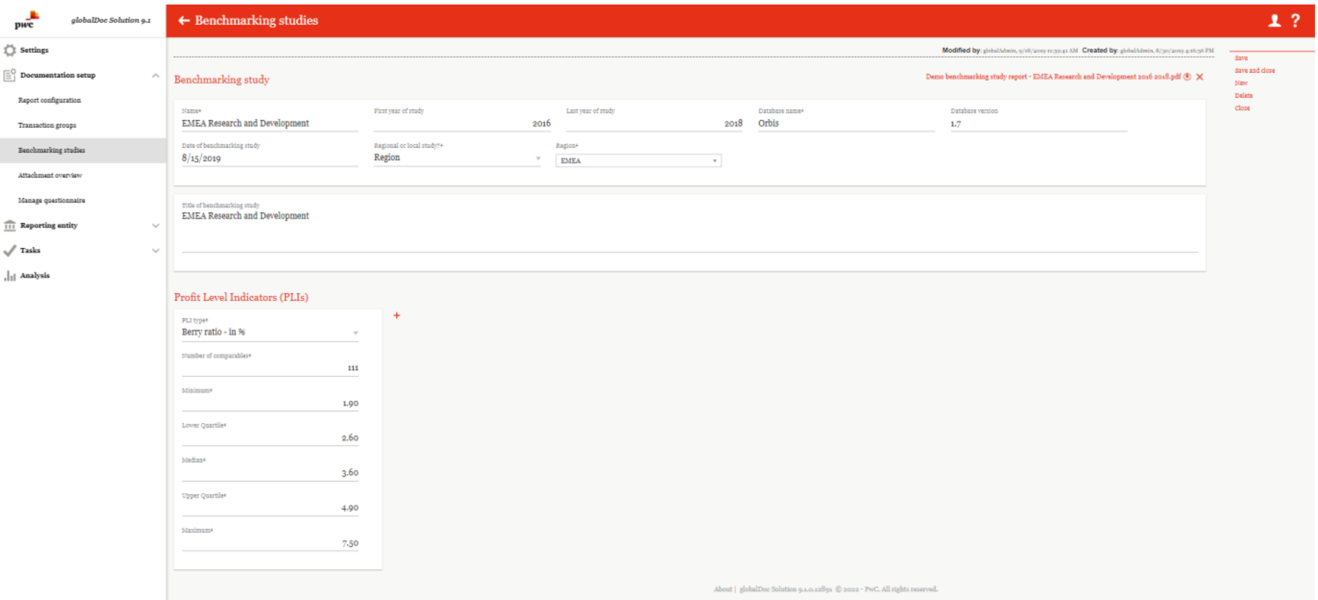


Figure 133: Editing an existing benchmarking study - detailed view

2.3.3. Delete benchmarking study

Under "Documentation Management/Benchmarking Studies" and clicking on , the selected benchmarking study is deleted.

NOTE: If the system or security administrator wishes to delete more than one benchmarking study, he/she can select the respective benchmarking studies and, via the selection field

Clicking on Delete removes all selected benchmarking studies at once.

2.4. Menu item Attachment overview

The menu item **"Attachment overview"** below "Documentation setup/Appendix overview" shows all attachments contained in the documentation in tabular form (see figure "Attachment overview").

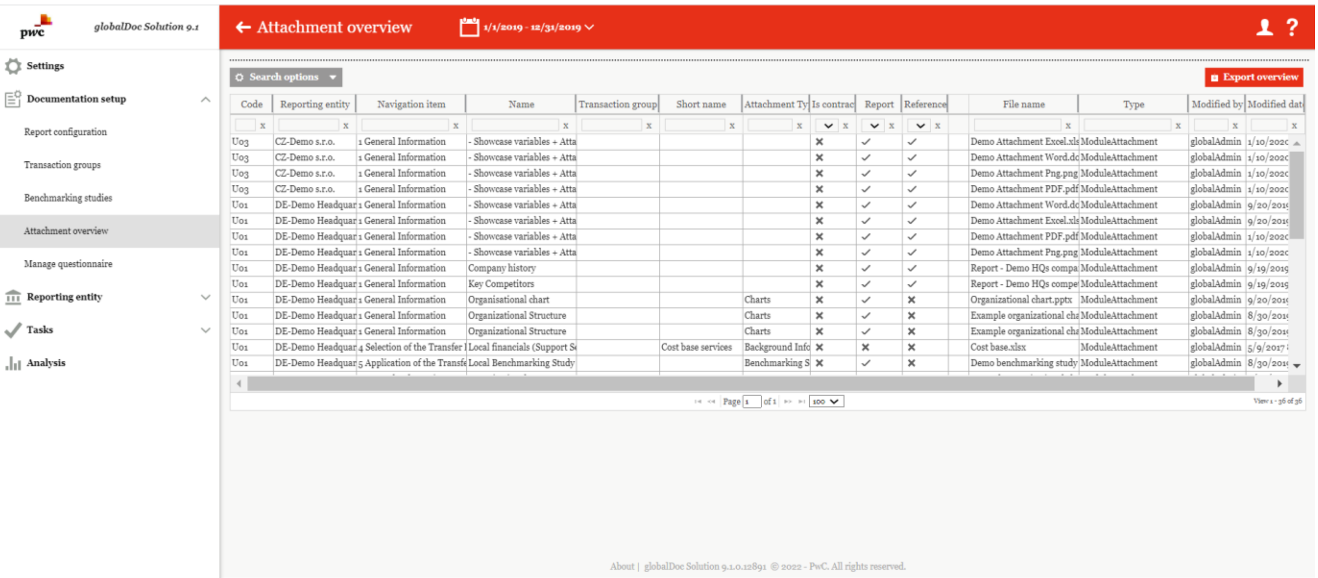


Figure 134: Attachment overview

With Search options, the attachments may be searched according to previously established rules.

The attachments can be sorted and filtered in the overview by clicking on the corresponding column name according to the following characteristics:

- **Code:** Refers to the company code (see also chapter "Create new group company/Edit master data of a group company").
- **Reporting entity:** Indicates the reporting company to which the annex belongs.
- **Navigation item:** Indicates the structure item in the report to which the annex belongs.
- **Name:** Name of the exact navigation element (e.g. module to which the document was attached).
- **Transaction Group:** Indicates the associated transaction group.
- **Short name:** Indicates the optional short name of the attachment.
- **Attachment type:** Describes the type of attachment (e.g. contract, chart, invoice, etc.) This can be defined under Settings/Administration/Document types.
- **Is Contract/Report/Reference:** Indicates whether it is a contract and/or a reference and whether this attachment can be seen in the report. The symbol ✖ indicates that the item does not apply, whereas the symbol ✓ indicates that it does.
- **File name:** Refers to the file name of the attachment, by clicking on this the file can be downloaded.
- **Type:** Indicates to which element (module or transaction) the attachment was uploaded.
- **Modified by/Modified date:** Indicates by whom and when an attachment has been edited.

In addition, an overview of the attachments can be exported in Excel form via the button Export overview.

NOTE: Individual files in the attachment overview can be downloaded by double-clicking on the file name.

2.5. Menu item Manage questionnaire

With the questionnaire functionality of *globalDoc*, you have the possibility to request information from the local companies through a questionnaire and to use this information in your documentation. Each question in the questionnaire is created as a variable in *globalDoc*. As described in the user manual, you can insert these variables in the individual modules.

NOTE: With the questionnaire you can create **your own variables** to make your documentation as individual as possible.

The questionnaire can be filled in by the local company after activation and finalized for your part. It can also be edited and closed by the system administrator. While for a system administrator the questionnaire can be reached under "Documentation administration/Manage questionnaire", for the local user the questionnaire can only be reached after activation under "Reporting company/questionnaire".

The display of the questionnaire administration changes depending on whether a questionnaire has already been activated or not. This is explained in detail in the following sections.

2.5.1. Managing questionnaires before activating the questionnaire

In the menu item **"Manage questionnaire"** it is possible to edit a questionnaire for the master data of a reporting company, to activate/deactivate it and, if necessary, to add own questions in order to be able to use them as variables.

As long as no questionnaire has been used or activated so far, an empty questionnaire mask is opened directly by default.

Figure 135: Initial, not activated questionnaire

The functions on the right column can be used to activate/deactivate the questionnaire or to perform other functions. The following functions are displayed with the status inactive:

Figure 136: Current state “Draft”

The current status shows whether the questionnaire is active or inactive. With the function **"Activate"** the questionnaire can be activated. If the status of the questionnaire is active, **"Deactivate"** is displayed instead of "Activate".

As described in detail above, the master data and optional information of a reporting company can be added as questions to the questionnaire by clicking on **"Synchronise reporting company fields"**.

You can use the function **"View all answers"** to display an overview of all answers. The view and management options are explained further in the chapter **"Manage questionnaires after activation".**

2.5.2. Creating a Questionnaire

If no questionnaire has been created so far, the first time you open the menu item **"Manage questionnaire"**, the page for creating the questionnaire will be opened.

NOTE: Only one questionnaire can be created and activated for each reporting period. Only after activating the questionnaire, the local users can see the questionnaire.

NOTE: A questionnaire initially has the status "Draft", after saving the questionnaire "Inactive" and then "Active".

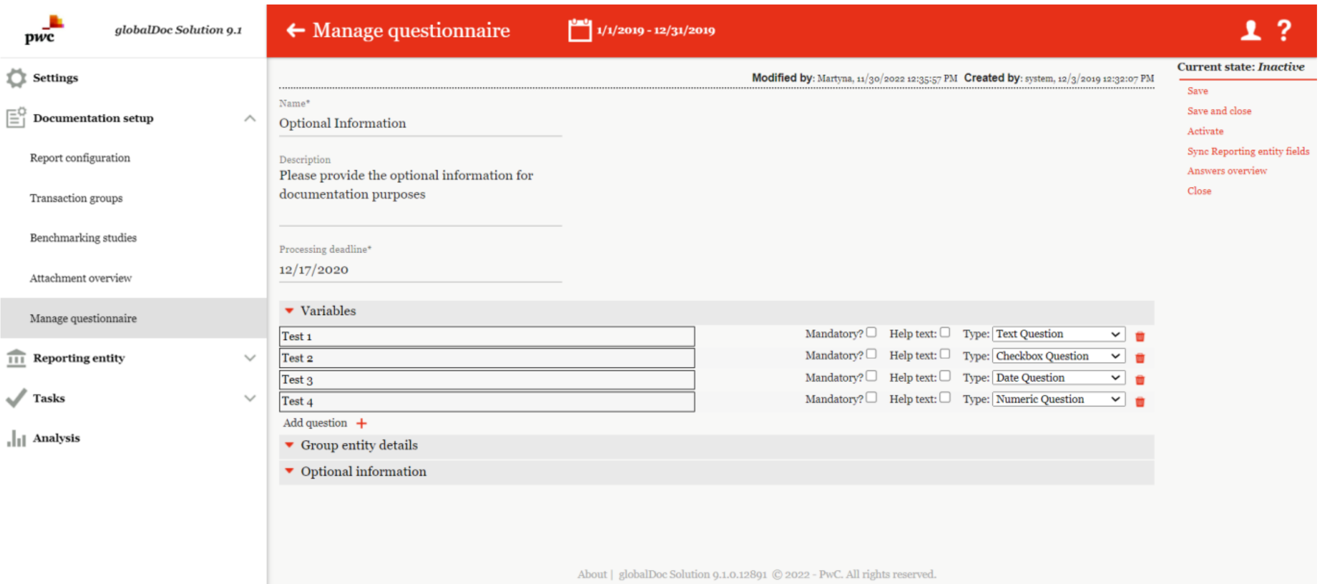


Figure 137: Creating the questionnaire for the first time

Initially, each questionnaire has a name and a description, which can be changed or adapted by the system administrator. A deadline must be set for the questionnaire. After this deadline, the questionnaire will be deactivated.

The questionnaire is divided into three sections. The first section is the "Variables", here the system administrator can freely define different questions according to the requirement. The second and third sections **"Group entity details"** and **"Optional information"** refer to the master data. Missing or outdated master data can thus be updated by the local user.

2.5.2.1. Section Variables

Clicking on the plus sign + adds a new input field for a question.

Figure 138: Create new Question

Questions must be unique and not identical. You can define each question as a required question by setting a check mark to "Is required". You can also add help texts to assist local users when answering questions.

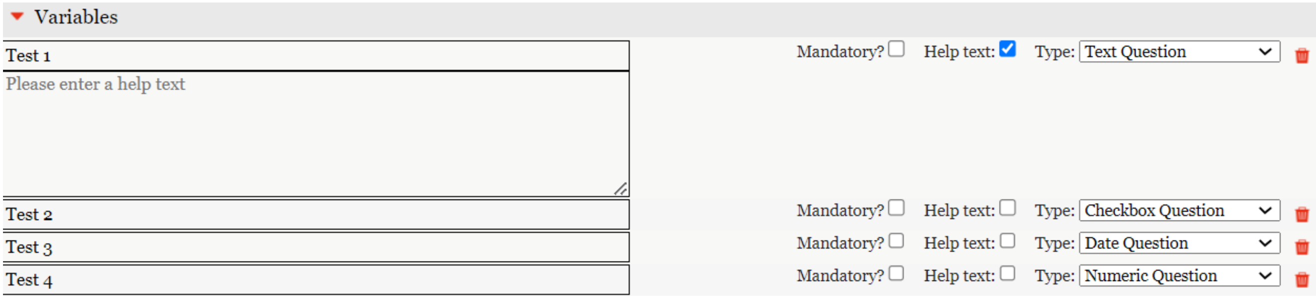


Figure 139: Add question

Questions can be of different types:

- **Text Question:** The answer can be in text form.
- **Checkbox Question:** The question can only be answered by setting a checkmark.
- **Date Question:** The answer must be a date.
- **Numeric Question:** The answer may only contain numbers.

Click on the icon- to delete the question.

NOTE: Editing and deleting questions can only be done when the questionnaire is in "Inactive" status.

2.5.2.2. Section Group entity details

This section allows users of the local company to update the master data of their company by answering these questions. After answering the fields, the administrator can check the data and then update the master data.

In order for company data to be processed by the local user, the function **"Synchronise reporting company fields"** must be executed in the right column.

Afterwards, a list of the fields of the reporting companies is displayed from which you can select which fields must be answered or updated by the user. By default, all fields are selected, but they can be deselected by clicking on them.

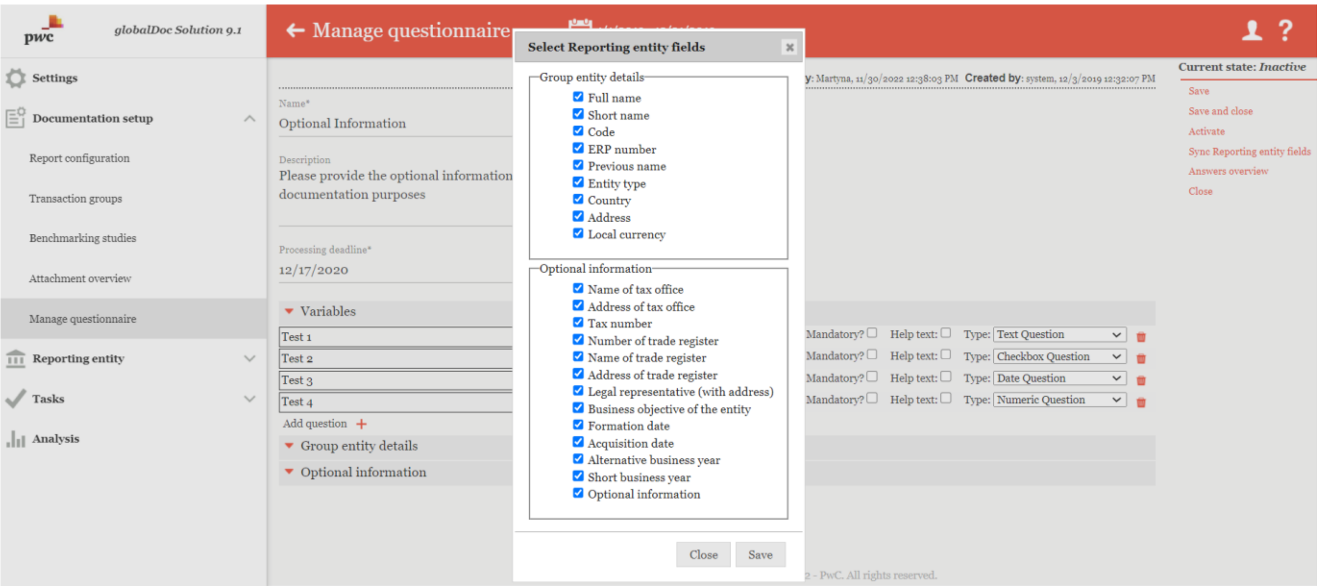


Figure 140: Synchronise fields for the reporting company

By clicking on the Save button, all selected fields are added as a question. As described above, the system administrator can define selected questions as mandatory questions, add a help text or change the question type. Likewise, he can delete the questions with the icon.

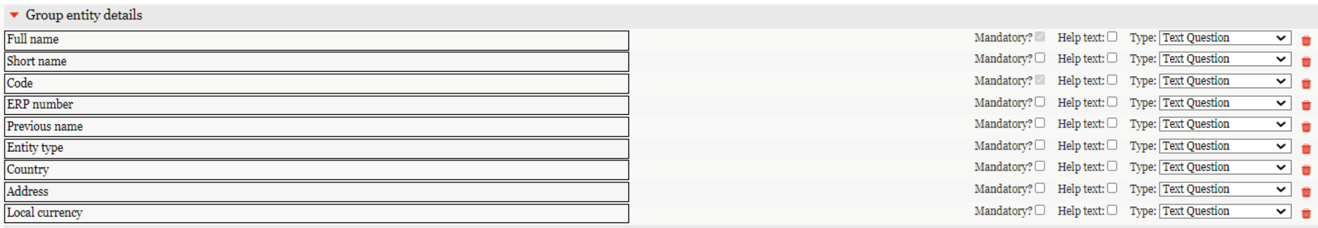


Figure 141: Synchronise reporting company fields – Group entity details

2.5.2.3. Section Optional information

Each group company in globalDoc Solution has optional data or information in addition to master data. These fields can be queried in the same way as **"Group entity details"**. By executing the **function "Synchronise reporting entity fields"** the optional information of a reporting entity will be synchronised at the same time. Further processing of the questions is as described above.

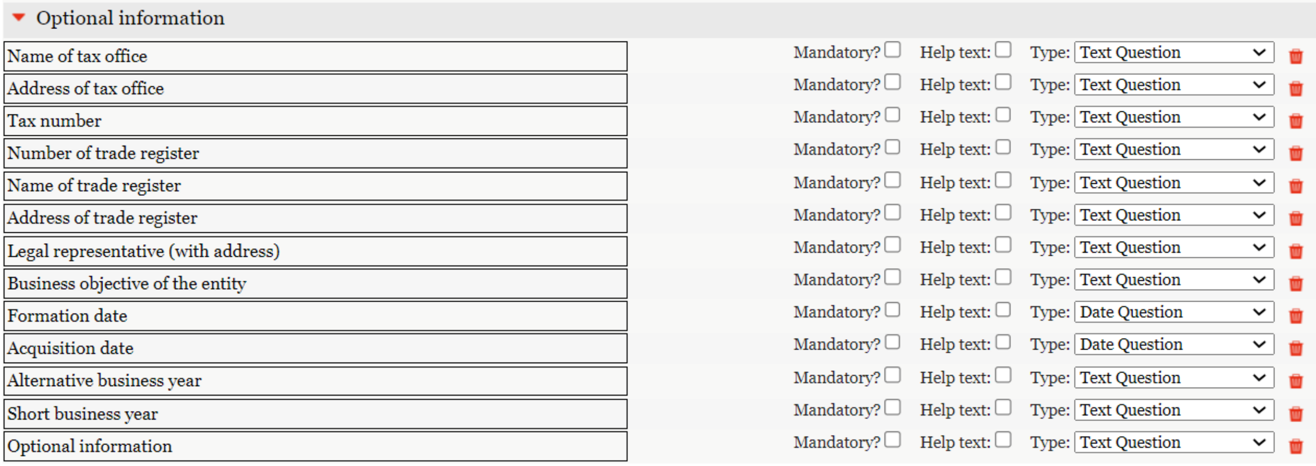


Figure 142: Synchronise reporting company fields – Optional Information

2.5.3. Administer questionnaire after activation

2.5.3.1. Overview of responses

After activating the questionnaire, the creation screen of the questionnaire is no longer displayed. Instead, the view changes to an overview list from which the answers of the reporting companies can be managed and, if necessary, also edited.

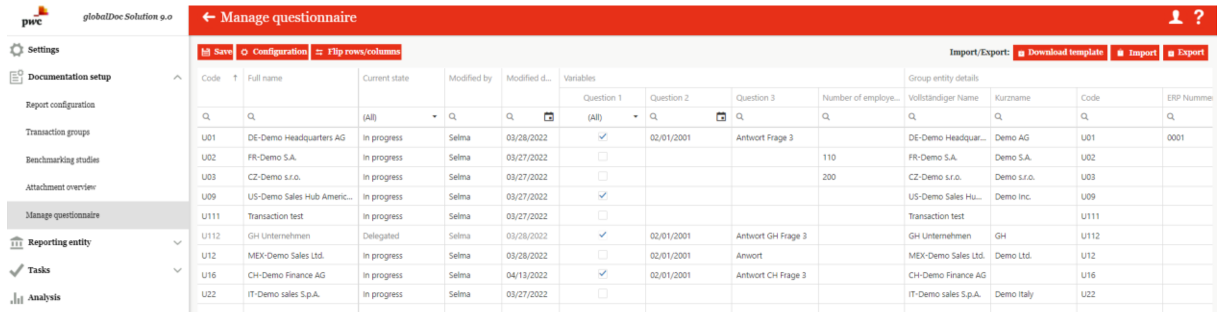


Figure 143: Overview answers

In the overview list, the answers are sorted by reporting companies by default. The columns of the overview consist of the following fields:

- **Code:** The unique code of the reporting entity
- **Full name:** The full name of the reporting unit
- **Current status:** Status of the questionnaire from the point of view of the local user. He can change the status of the questionnaire for his company from **"In progress"** to **"Delegated"** or "**Completed".**

If the user is the responsible for the reporting company, it is possible to change the status of a questionnaire and thereby pass the questionnaire on to the **reviewer** or a user with the role **"Approve tasks"** to check the changes made (**"Submit for approval").** If there is no reviewer or user with the role **"Approve tasks"**, you can set the questionnaire directly to **"final"**. See the user manual in the chapter Questionnaire.

- **Changed by /Changed on:** Display the name of the person who edited the questionnaire and the date when it was changed.
- **Questions from 1-n:** The remaining columns consist of the questions that have been approved for answering by the center.

NOTE: All questions and the status of the questionnaire for each reporting unit can also be changed or entered directly in the view by the system administrator.

Below the overview list, it is possible to change the display of the number of responses from 20 to 50, 100 or 500. The default setting is 20. Likewise, the answers in the view can be scrolled forwards and backwards by clicking on the arrowheads Page 1 of 1 (9 items) < 1 > .

Above the view are other functionalities for managing the response.

Save /**Save:** As mentioned above, the administrator can change the answers of the companies or answer questions that have not been answered, e.g., because the answers were submitted by other means. The changes can be saved with the Save button.

Configuration / **Configuration:** This button takes you to the questionnaire itself. Here the system administrator has the possibility to edit the questions afterwards or to add new questions if necessary. He can only do this if the questionnaire is deactivated beforehand. For editing, see the chapter "Creating a questionnaire".

NOTE: The deactivated questionnaire is not accessible to the users of the local companies in this phase.

NOTE: Deactivating or activating the questionnaire does not delete the answers previously entered.

Flip rows/columns: Click on "Flip rows/columns" to swap the view representation. I.e. the columns in the previous view are converted to rows.

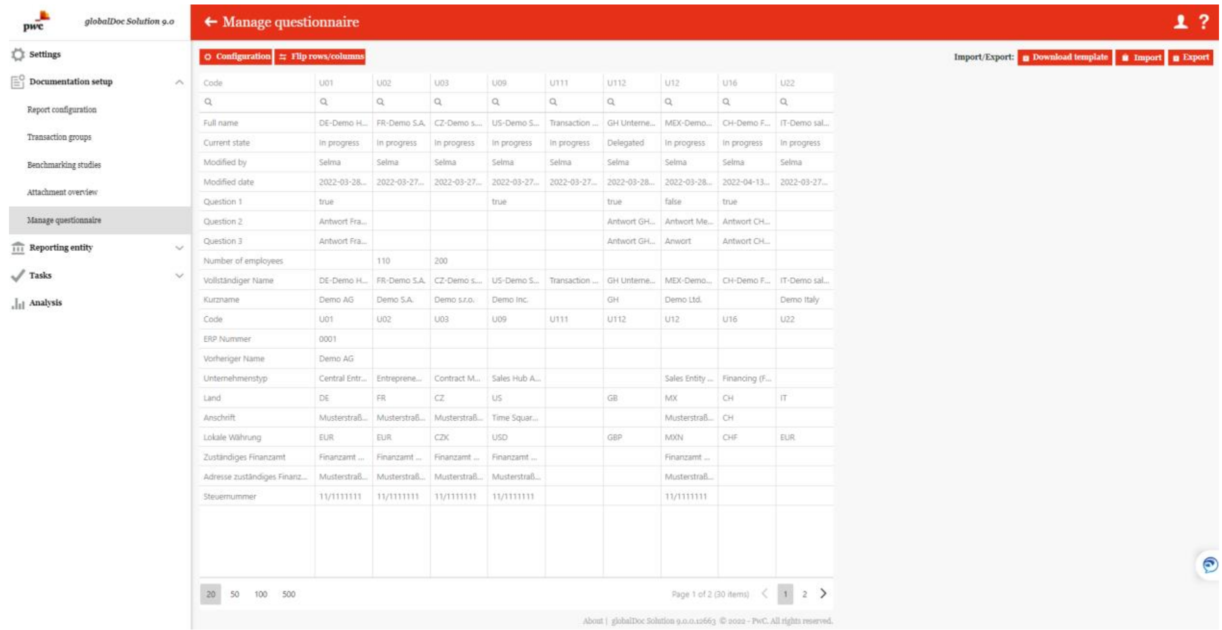


Figure 144: Questionnaire – Flip rows/columns

NOTE: In this view, a change by the administrator is not possible. It is only used to display the answers differently. To edit, switch to the standard view.

Import **Export**: Using the buttons, all questions can be exported and imported back into the globalDoc Solution after editing.

A	B	C	D	E	F	G	H	I	J	K	L
Reporting period:	1/1/2022 - 12/31/2022										
		Variables					Optional information				
Code	Full name	Number of	Were there	Name of CFO	Founding date	Annual report	Name of tax office	Address of tax	Tax number	Number of trade	Name of trade
U01	DE-Demo Headquarter	5000	No	Max Mustermann	7/1/2020	True	Finanzamt Musterstad	Musterstraße 47, 111:	11/1111111	123456789	Musterstadt
U02	FR-Demo S.A.						Finanzamt Musterstad	Musterstraße 47, 111:	11/1111111	123456789	Musterstadt
U03	CZ-Demo s.r.o.						Finanzamt Musterstad	Musterstraße 47, 111:	11/1111111	123456789	Musterstadt
U09	US-Demo Sales Hub Am						Finanzamt Musterstad	Musterstraße 47, 111:	11/1111111	123456789	Musterstadt
U12	MEX-Demo Sales Ltd.						Finanzamt Musterstad	Musterstraße 47, 111:	11/1111111	123456789	Musterstadt
U16	CH-Demo Finance AG										
U21	DE-Research Lab										
U22	IT-Demo sales S.p.A.										
U23	DE-Demo Headquarter										

Figure 145: Questionnaire - Export

Download template: With "Download template" you can download the predefined Excel sheet and import it after filling it with the import button.

3. Program item Tasks

3.1. Overview

A click on "**Tasks"** redirects the user to an overview page displaying all tasks to be completed or already completed:

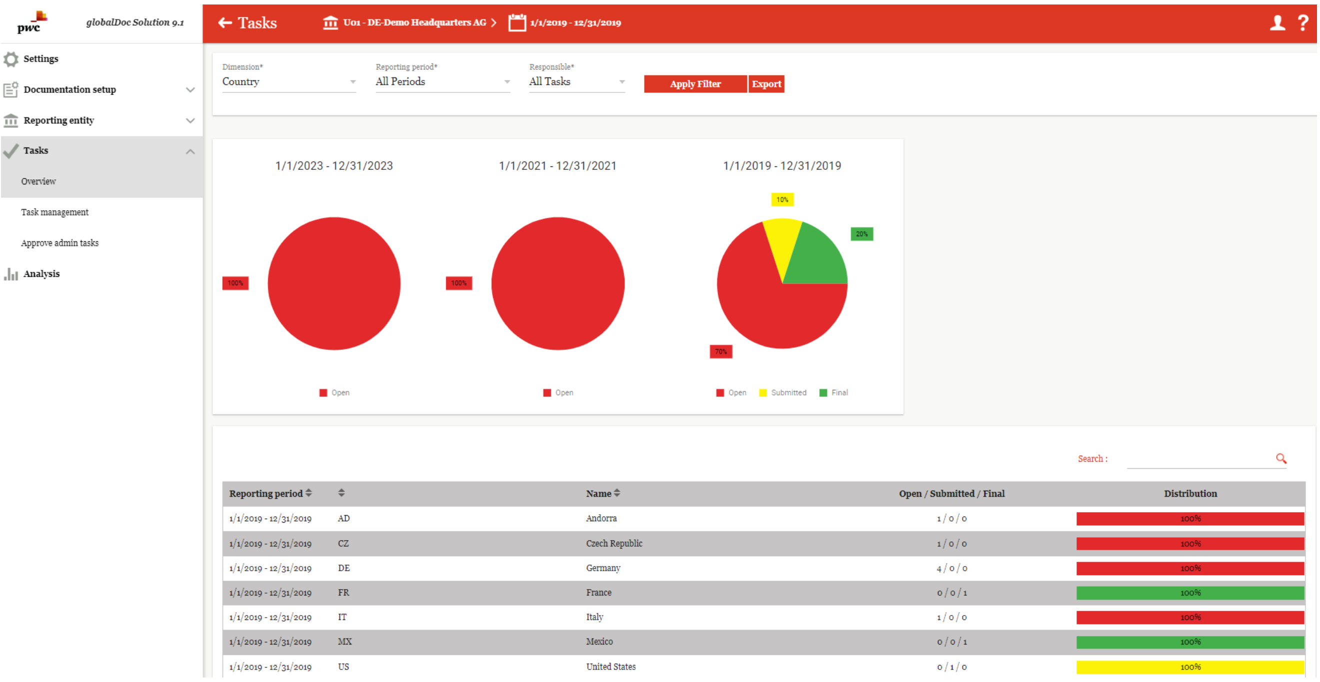


Figure 146: Overview Tasks

"Dimension*" enables the system administrator to display the task area according to different dimensions and to access and change the displayed tasks. It is possible to filter by the dimensions **"Country"**, **"Company"** and **"Selected company"**. In the same way, the **"Reporting period*" ("All periods"**, **"Selected period"**) can be set and the responsibility under **"Responsible*" ("All tasks"**, **"Own tasks"**) can be changed. ("**All Tasks", "Own Tasks**"). Press to **Apply Filter** accept the selection made.

Depending on the selected dimension, all tasks are listed in tabular form under the pie chart according to different criteria (such as the reporting period, the country, the code or the respective Accountable, Review and Responsible).

The right column **"Distribution"** indicates the status of the task with the help of colours: red = open, yellow = in progress, green = final. The representation of the task status varies depending on whether the selected company or all companies were selected as the dimension. If only one company is selected, the letters in the right column **"Status"** refer to the type of module to be processed. A distinction is made between local (L), divisional (D) and global (G) (see figure "Overview of tasks - selected company").

Search :

Reporting period		Name	Open / Submitted / Final	Distribution
1/1/2019 - 12/31/2019	AD	Andorra	1 / 0 / 0	100%
1/1/2019 - 12/31/2019	CZ	Czech Republic	1 / 0 / 0	100%
1/1/2019 - 12/31/2019	DE	Germany	4 / 0 / 0	100%
1/1/2019 - 12/31/2019	FR	France	0 / 0 / 1	100%
1/1/2019 - 12/31/2019	IT	Italy	1 / 0 / 0	100%
1/1/2019 - 12/31/2019	MX	Mexico	0 / 0 / 1	100%
1/1/2019 - 12/31/2019	US	United States	0 / 1 / 0	100%
1/1/2021 - 12/31/2021	No country code selected	No country selected	5 / 0 / 0	100%
1/1/2023 - 12/31/2023	No country code selected	No country selected	4 / 0 / 0	100%

Figure 147: Overview Tasks

If more than one company has been selected (i.e. "Company" or "Country"), as shown in the figure "Overview Tasks - All Companies", the current processing status (e.g. how many tasks are still unprocessed or in progress) is shown in the column **"Distribution"** by means of a bar and percentages. The column **"Open / In Progress / Final"** also shows exactly how many tasks are still open, in progress or final.

The pie charts shown indicate for each reporting period the percentage of tasks that are still open, still to be processed and final in traffic light colours.

NOTE: Only 3 reporting periods are shown: The currently selected reporting period, and the last two current reporting periods.

The overview of the tasks can also be exported in Excel format using the button **Export**.

	A	B	C	D	E	F	G	H	
1	Name	Processing deadline	Linked to	End date	Module class	Country	Code	Full name	Chapter
2	Globales TG 1 Erstes Modul in Joachim LF Kapitel 1.1.2	10.10.1944	Globales TG 1 Erstes Modul in Joachim LF Kapitel 1.1.2	1/1/1902 - 12/31/1902	Global	n/a	GLOBAL	GLOBAL	1.1.2 Joachim LF Kapitel 1.1.2
3	Checklist bearbeiten	29.10.2022	Spezielles Modul nur für Special Local File	1/1/1902 - 12/31/1902	Local	n/a	GLOBAL	GLOBAL	1.1.2 Joachim LF Kapitel 1.1.2
4	Globales Always Modul vor Joachim LF Kapitel 1	10.10.1944	Globales Always Modul vor Joachim LF Kapitel 1	1/1/1902 - 12/31/1902	Global	n/a	GLOBAL	GLOBAL	Local file
5	Divisionales Div1 Erstes Modul in Joachim LF Kapitel 1		Divisionales Div1 Erstes Modul in Joachim LF Kapitel 1	1/1/1902 - 12/31/1902	Divisional	n/a	JoDiv1	JoDiv1	1 Joachim LF Kapitel 1
6	Divisionales Div2 Zweites Modul in Joachim LF Kapitel 1		Divisionales Div2 Zweites Modul in Joachim LF Kapitel 1	1/1/1902 - 12/31/1902	Divisional	n/a	JoDiv2	JoDiv2	1 Joachim LF Kapitel 1
7	Divisionales Div3 Erstes Modul in Joachim LF Kapitel 1.1		Divisionales Div3 Erstes Modul in Joachim LF Kapitel 1.1	1/1/1902 - 12/31/1902	Divisional	n/a	JoDiv3	JoDiv3	1.1 Joachim LF Kapitel 1.1
8	Divisionales TG 1 Div4 Zweites Modul in Joachim LF Kapitel 1.1.2		Divisionales TG 1 Div4 Zweites Modul in Joachim LF Kapitel 1.1.2	1/1/1902 - 12/31/1902	Divisional	n/a	JoDiv4	JoDiv4	1.1.2 Joachim LF Kapitel 1.1.2
9	Lokales Zweites Modul in Joachim LF Kapitel 1.1	31.12.2024	Lokales Zweites Modul in Joachim LF Kapitel 1.1	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.1 Joachim LF Kapitel 1.1
10	Lokales Always Erstes Modul in Joachim LF Kapitel 1.1.1	31.12.2024	Lokales Always Erstes Modul in Joachim LF Kapitel 1.1.1	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.1.1 Joachim LF Kapitel 1.1.1
11	Lokales Never Zweites Modul in Joachim LF Kapitel 1.1.1	31.12.2024	Lokales Never Zweites Modul in Joachim LF Kapitel 1.1.1	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.1.1 Joachim LF Kapitel 1.1.1
12	Lokales TG1 Drittes Modul in Joachim LF Kapitel 1.1.2	31.12.2024	Lokales TG1 Drittes Modul in Joachim LF Kapitel 1.1.2	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.1.2 Joachim LF Kapitel 1.1.2
13	Spezielles Modul nur für Special Local File	31.12.2024	Spezielles Modul nur für Special Local File	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.1.2 Joachim LF Kapitel 1.1.2
14	Erstes Modul in Joachim LF Kapitel 1.2	31.12.2024	Erstes Modul in Joachim LF Kapitel 1.2	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.2 Joachim LF Kapitel 1.2
15	Zweites Modul in Joachim LF Kapitel 1.2	31.12.2024	Zweites Modul in Joachim LF Kapitel 1.2	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	1.2 Joachim LF Kapitel 1.2
16	Erstes Modul in Joachim LF Kapitel 2	31.12.2024	Erstes Modul in Joachim LF Kapitel 2	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	2 Joachim LF Kapitel 2
17	Zweites Modul in Joachim LF Kapitel 2	31.12.2024	Zweites Modul in Joachim LF Kapitel 2	1/1/1902 - 12/31/1902	Local	DE	Jo001	Joachim Deutschland GmbH	2 Joachim LF Kapitel 2
18	Lokales Zweites Modul in Joachim LF Kapitel 1.1	31.12.2024	Lokales Zweites Modul in Joachim LF Kapitel 1.1	1/1/1902 - 12/31/1902	Local	FR	Jo002	Joachim Frankreich Sarl	1.1 Joachim LF Kapitel 1.1
19	Lokales Always Erstes Modul in Joachim LF Kapitel 1.1.1	31.12.2024	Lokales Always Erstes Modul in Joachim LF Kapitel 1.1.1	1/1/1902 - 12/31/1902	Local	FR	Jo002	Joachim Frankreich Sarl	1.1.1 Joachim LF Kapitel 1.1.1
20	Lokales Never Zweites Modul in Joachim LF Kapitel 1.1.1	31.12.2024	Lokales Never Zweites Modul in Joachim LF Kapitel 1.1.1	1/1/1902 - 12/31/1902	Local	FR	Jo002	Joachim Frankreich Sarl	1.1.1 Joachim LF Kapitel 1.1.1
21	Lokales TG1 Drittes Modul in Joachim LF Kapitel 1.1.2	31.12.2024	Lokales TG1 Drittes Modul in Joachim LF Kapitel 1.1.2	1/1/1902 - 12/31/1902	Local	FR	Jo002	Joachim Frankreich Sarl	1.1.2 Joachim LF Kapitel 1.1.2
22	Spezielles Modul nur für Special Local File	31.12.2024	Spezielles Modul nur für Special Local File	1/1/1902 - 12/31/1902	Local	FR	Jo002	Joachim Frankreich Sarl	1.1.2 Joachim LF Kapitel 1.1.2
23	Erstes Modul in Joachim LF Kapitel 1.2	31.12.2024	Erstes Modul in Joachim LF Kapitel 1.2	1/1/1902 - 12/31/1902	Local	FR	Jo002	Joachim Frankreich Sarl	1.2 Joachim LF Kapitel 1.2

Figure 148: Export tasks

3.2. Menu item Task management

By clicking on **"Task Management"** via **"Tasks/Task Management"**, the system administrator gets to the following overview page:

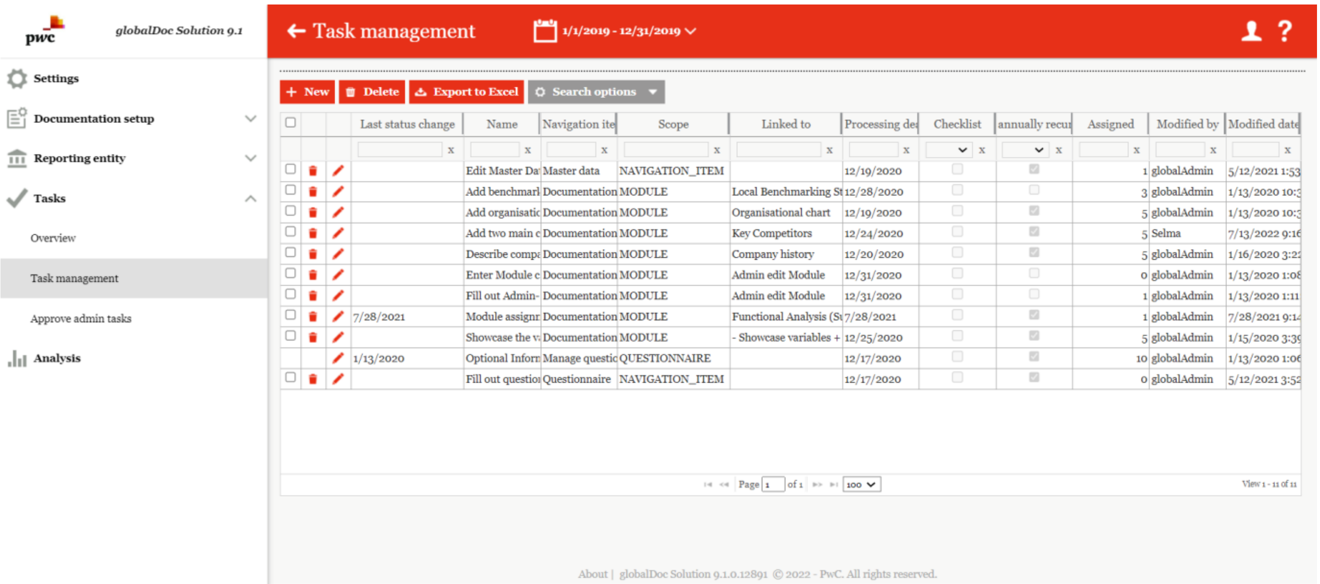


Figure 149: Task management - Task administration

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

NOTE: Provided that a local user has been assigned the role of a local task administrator (**"Task administration"** role) by the system/security administrator, the menu item **"Task management"** is also displayed under the program item **"Tasks"**.

The view of all existing reporting periods (tasks) can be sorted by the following attributes by clicking on the corresponding field:

- Last status change
- Name
- Navigation item
- Scope
- Linked to
- Processing deadline
- Checklist
- annually recurring
- Assigned
- Modified by
- Modified date

The selected task can be deleted directly using the symbol or edited using the symbol.

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

Under Tasks/Task management, the detail view for creating a new task is opened by selecting the + New button.

In the window that opens, you will first see the **"Task details"** tab (see illustration "Creating a new task – Tab "Task details").

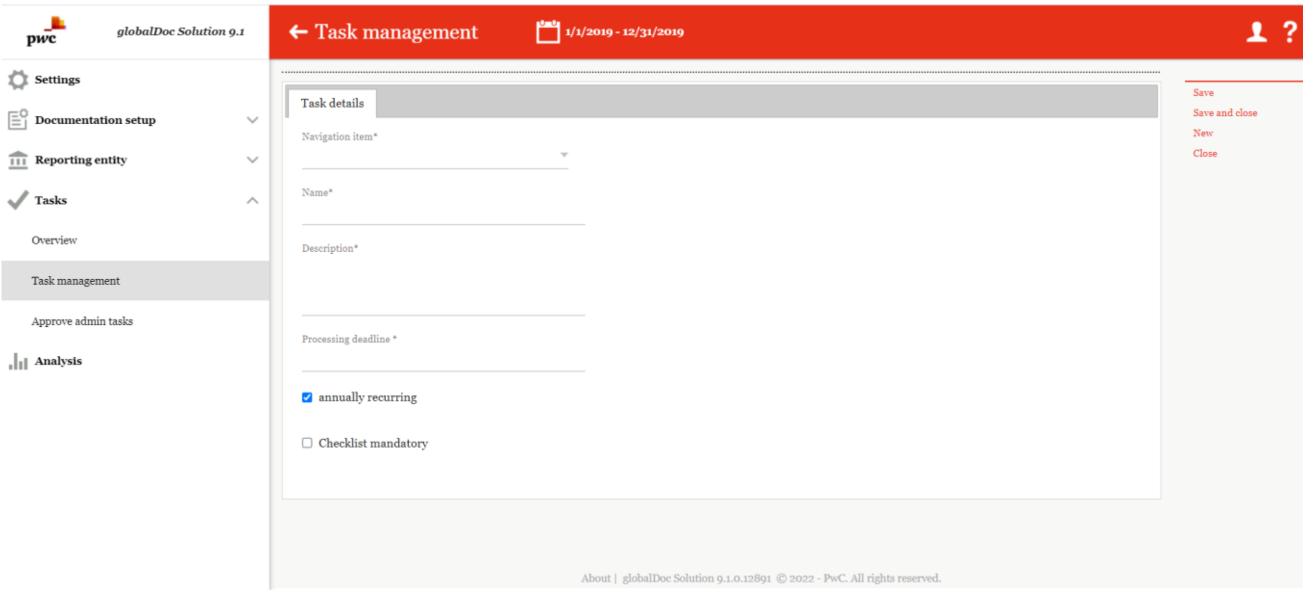


Figure 150: Create new task – Tab "Task details"

The creation of a new task requires in the tab "**Task details**" the input of a "**Navigation item*"**, which can be selected with the help of a dropdown menu, by clicking on the empty field, a name must be given to the task, as well as a short description and the processing time.

Navigation item*: Use this field to specify the area in globalDoc for which you want to create a task. The following options are available:

Master data

Documentation content

Attachments

Functional analysis

Risk analysis

Transfer pricing analysis

Transaction matrix

Transaction partners

Transaction groups

If you select **"Documentation content"**, you must also select a module.

Name: The name of the task

Description: Description of the task

Processing deadline: Is the deadline by which the task has to be completed.

Annually recurring: To be clicked on if the task takes place annually.

Mandatory Checklist: Checklist if these must be checked off / completed before the task is closed. Without completing the items in the checklist, the complete task cannot be closed. To create a checklist see chapter "Review process for the modul/checklist"

After saving and then clicking on of the corresponding task, the "**Reporting entities**" "**Additional guidance**" and "**Change history**" tabs are displayed next to the "**Task details**" tab.

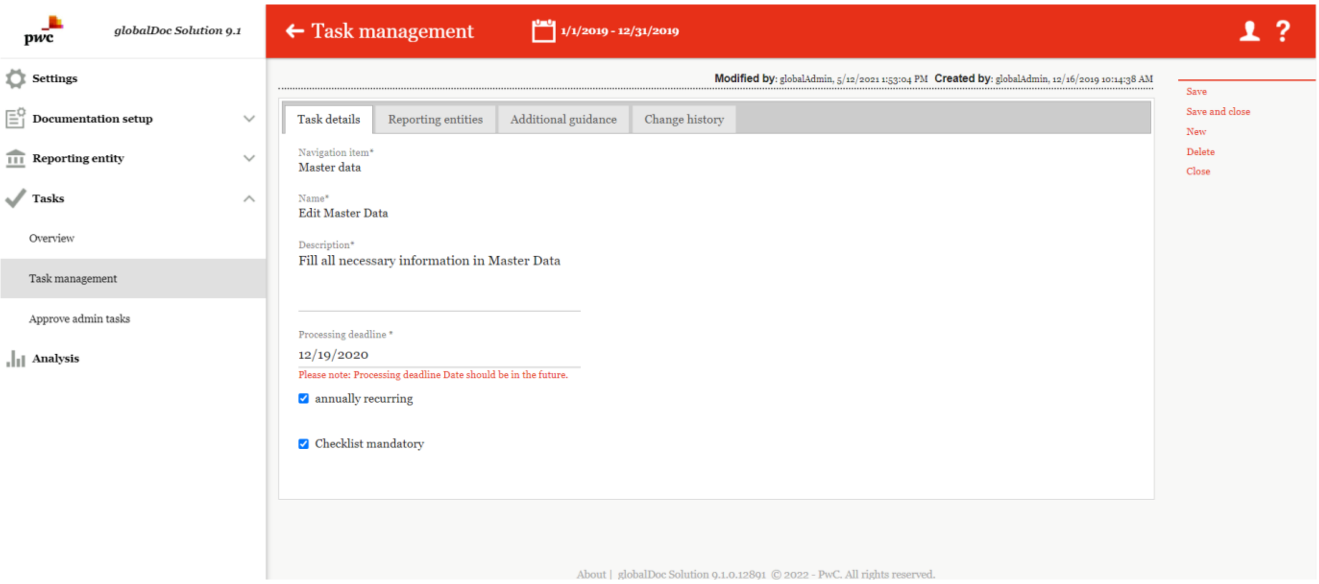


Figure 151: Task details

In the second tab "**Reporting entities**", after saving the new task, provided it refers to Local modules, certain reporting companies can be assigned or removed using the buttons + Assign reporting company or Drop selected reporting company function (see Figure "Create new task - Assignment of reporting entities").

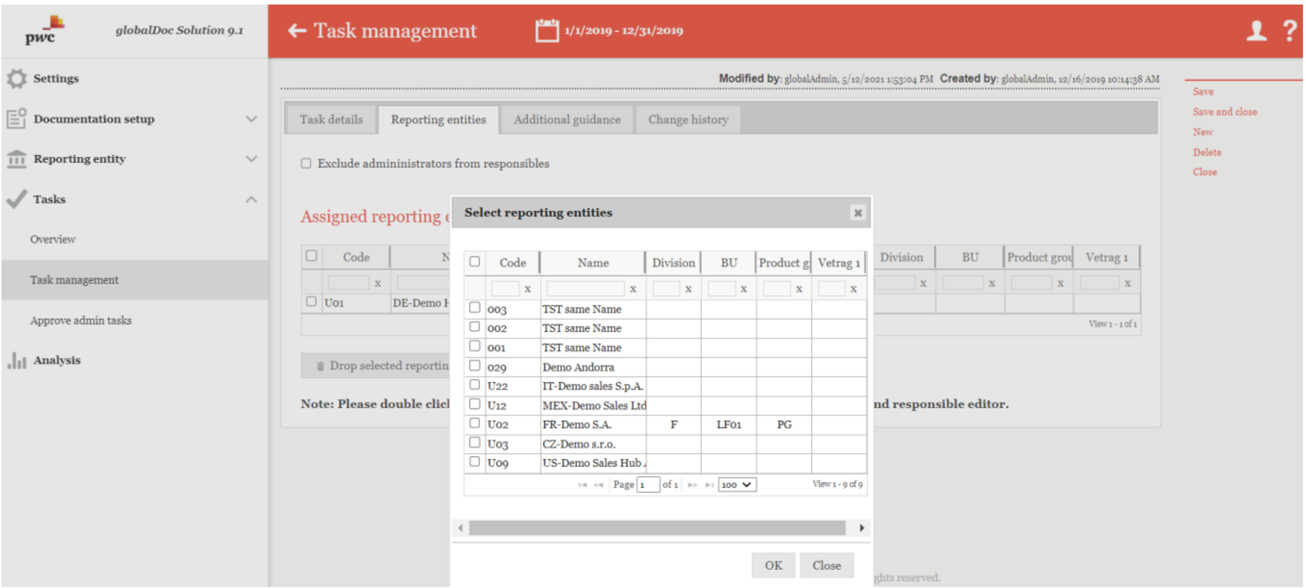


Figure 152: Create new task - Assignment of reporting entities

After selecting the reporting company, you can also double-click on the reporting entity to enter a company-specific key date and a responsible editor. While the fields **"Accountable"**, **"Reviewer"** and **"Responsible"** cannot be edited here, a **"Delegate"** can be entered as an editor. Click on **"Apply"** to save the changes.

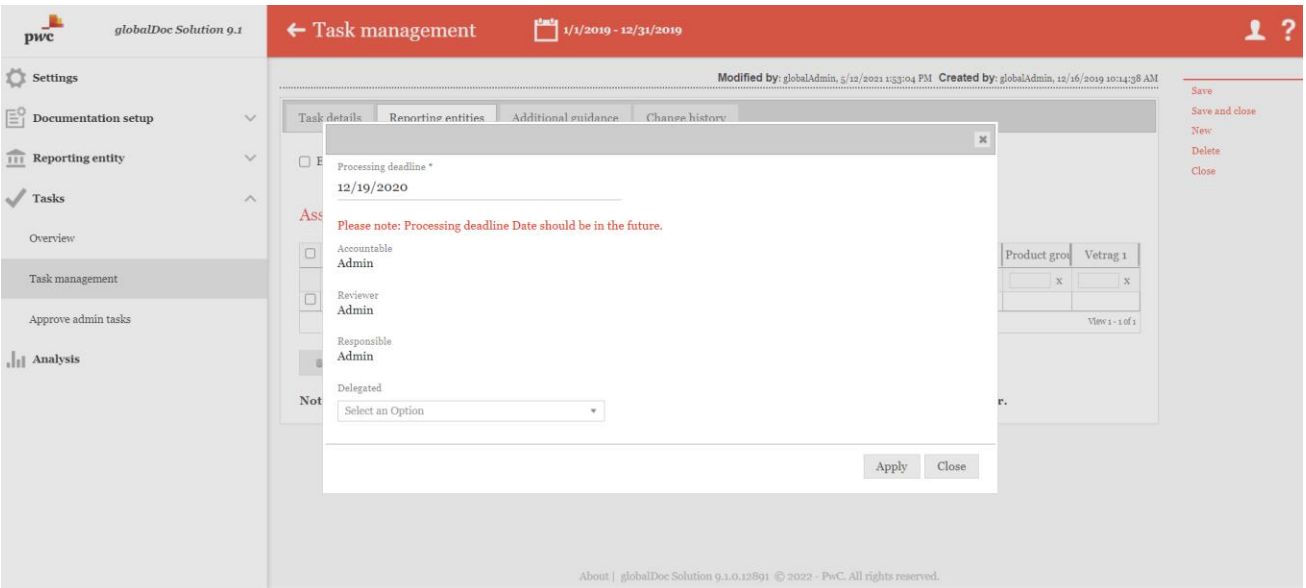


Figure 153: Create new task - Edit reporting entity

Also note the option **"Exclude administrators from the selection of responsible persons"** at the top of the tab.

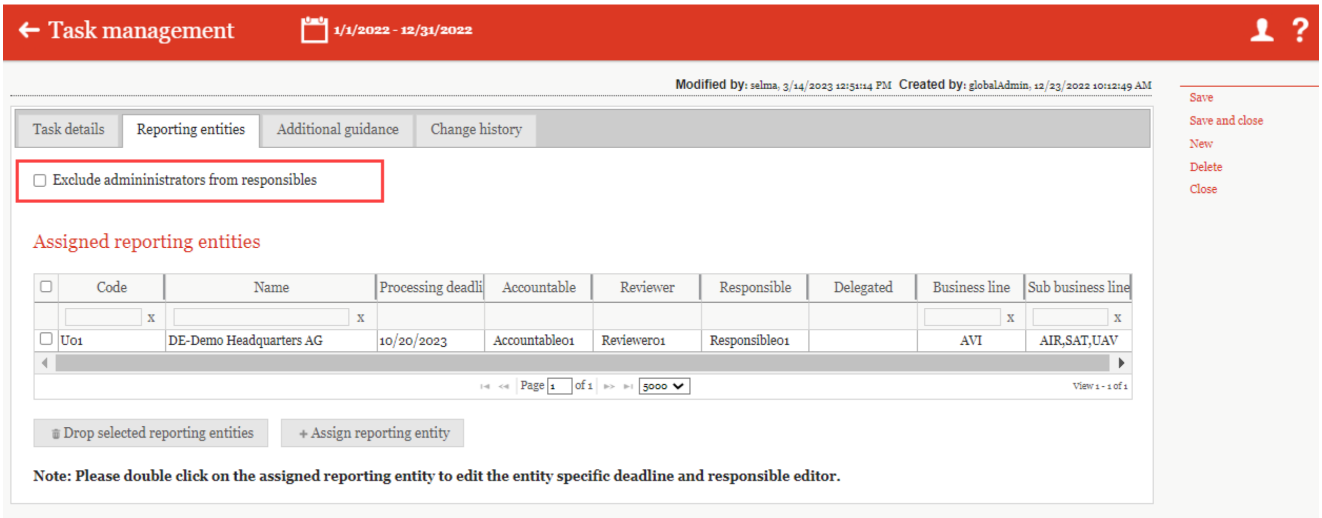


Figure 154: Vreate new task - Tab "Reporting entities"

The **"Additional guindance"** tab allows files to be uploaded by drag & drop or via the button **Upload**. All uploaded files are listed in a table and can be downloaded or deleted if desired.

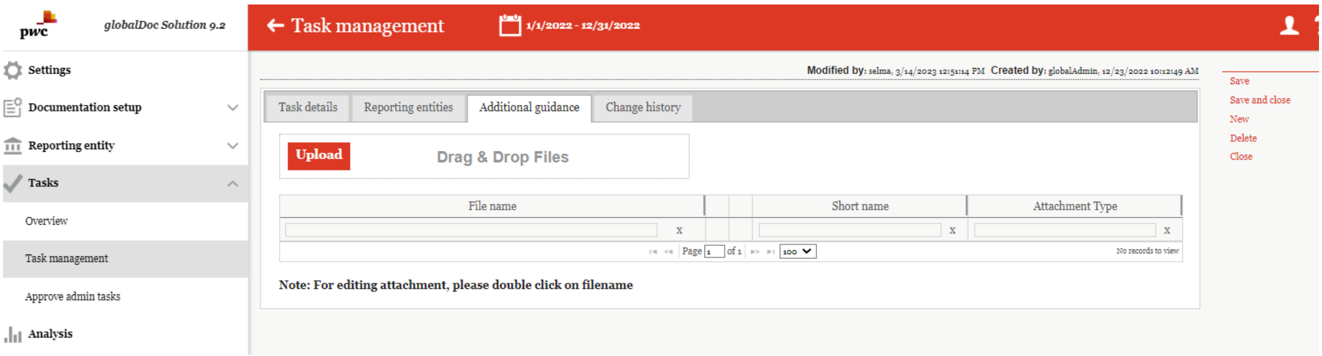


Figure 155: Create task - Tab "Additional guidance"

NOTE: Under **"Additional guidance"** documents (for example presentations or guidelines) can be uploaded, which enable the processor of the task to understand more precisely what is to be done.

NOTE: The attachments uploaded in the **"Additional guidance"** tab should not be confused with the module attachments (see "Module attachments”) as they are only used for additional internal explanation of the respective task or give processing instructions. They are not attached to the transfer pricing documentation under “Create report”.

In the **"Change history"** tab, the administrator can track changes (e.g. new processing status, change of deadline, assignment of further reporting companies, etc.) to the task (see figure "Create new task - "Change history" tab").

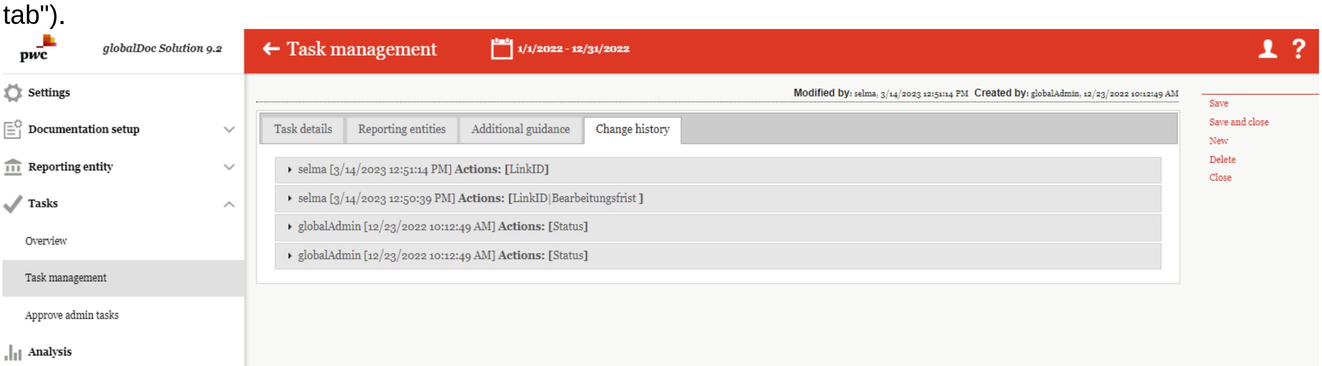


Figure 156: Create new task - Tab "Change history"

3.3. Menu item Approve Admin Tasks

Through the menu item **"Approve Admin Tasks"** after **"Tasks/Approve Admin Tasks"**, system-generated tasks for a selected reporting period are listed. In addition, transaction groups and group entities (e.g., transaction partners) requested by the user but not yet created in globalDoc are displayed here. In addition, uploaded reports that were corrected outside of *globalDoc* are listed. Only the system administrator has the right to access this navigation item and to approve or reject the listed requests or uploaded reports (see figure "Overview approval of admin tasks (example)").

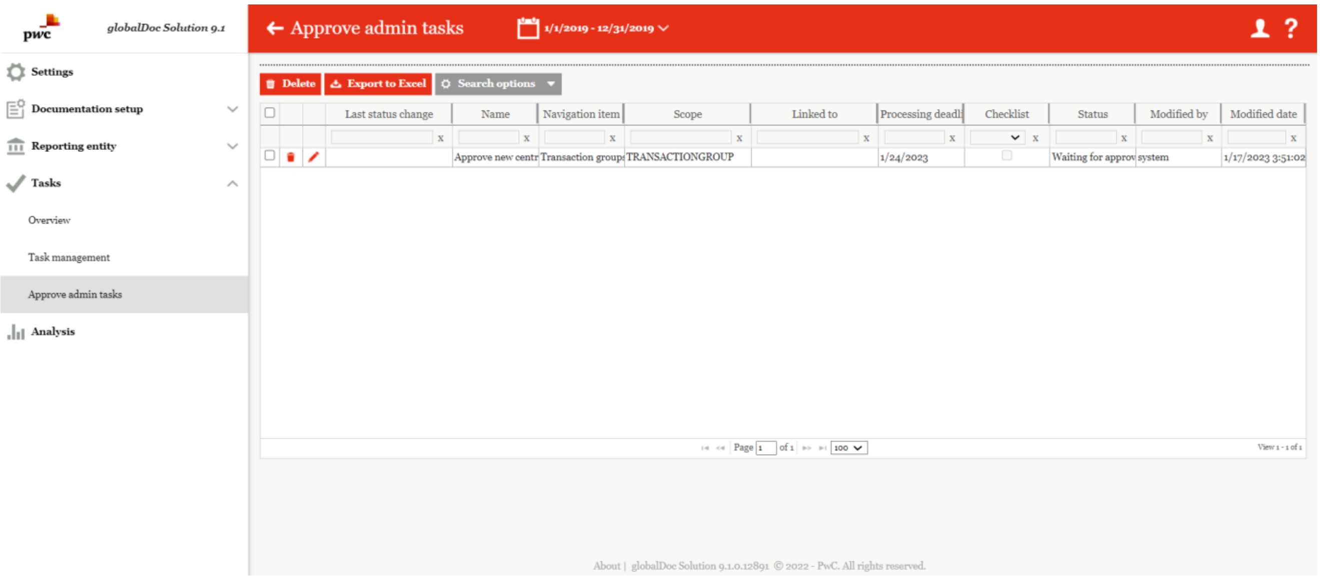


Figure 157: Overview approval of admin tasks (example)

Deleting tasks is done analogously to other areas in globalDoc. By selecting the -symbol, the selected task is deleted. By clicking on the -fields, several tasks can be selected and deleted by clicking on the button Delete.

The system administrator can view detailed information about the selected task by clicking on .

The name, description, processing period and navigation element in the "**Task details**" tab are generated by the system and do not require any further input.

On the right-hand side, the options "**Approve**" or "**Reopen**" are displayed depending on the task status. The administrator can select the respective option according to his or her assessment.

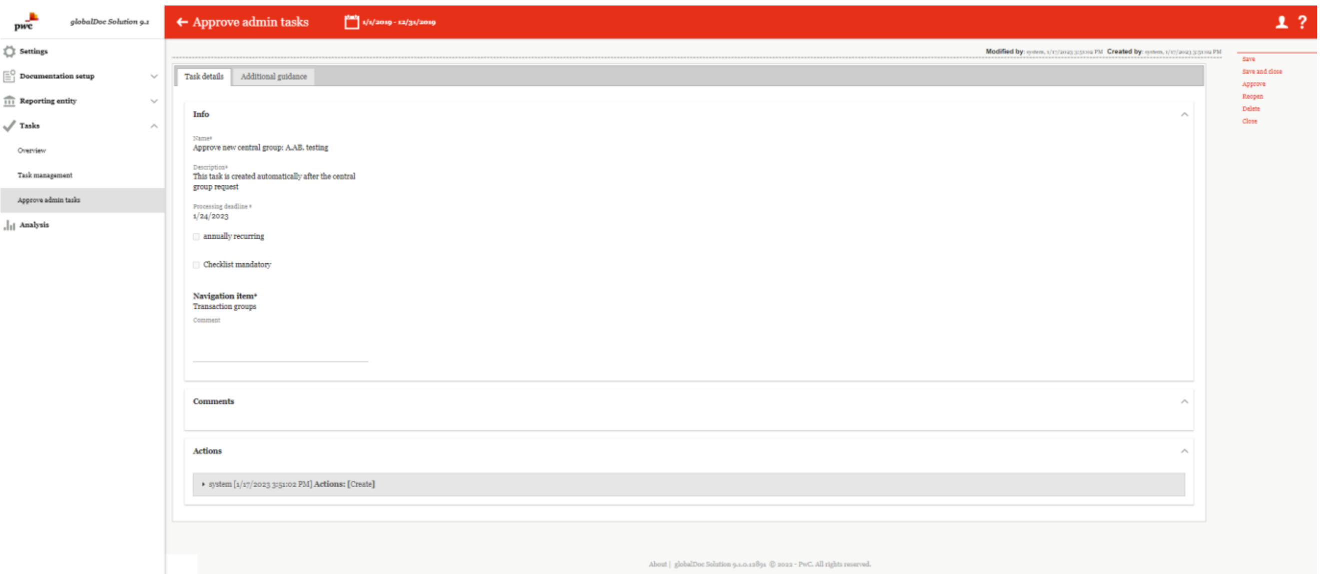


Figure 158: Task details

NOTE: When the processing deadline has passed, a reminder email will be sent. Similarly, in the task details, **"Please note: Processing deadline Date should be in the future."** is indicated in red letters.

While the "**Comments**" section contains comments or explanations entered by the user, the change history under "**Actions**" is generated by the system.

Listing the individual intermediate steps of task processing serves to better track the changes made (see figure "Task details - Actions").

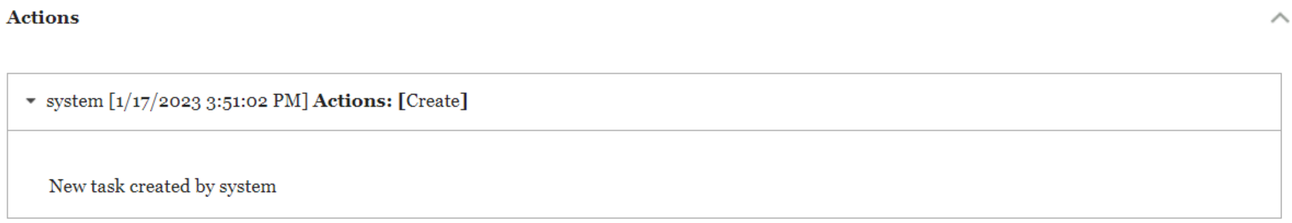


Figure 159: Task details - Actions

If the task is linked to a document or is a system-generated task, the tab "**Additional guidance**" also appears. In this tab, subject-specific information, if available, is stored on the system side (see illustration "Edit admin task release - "Additional information" tab").

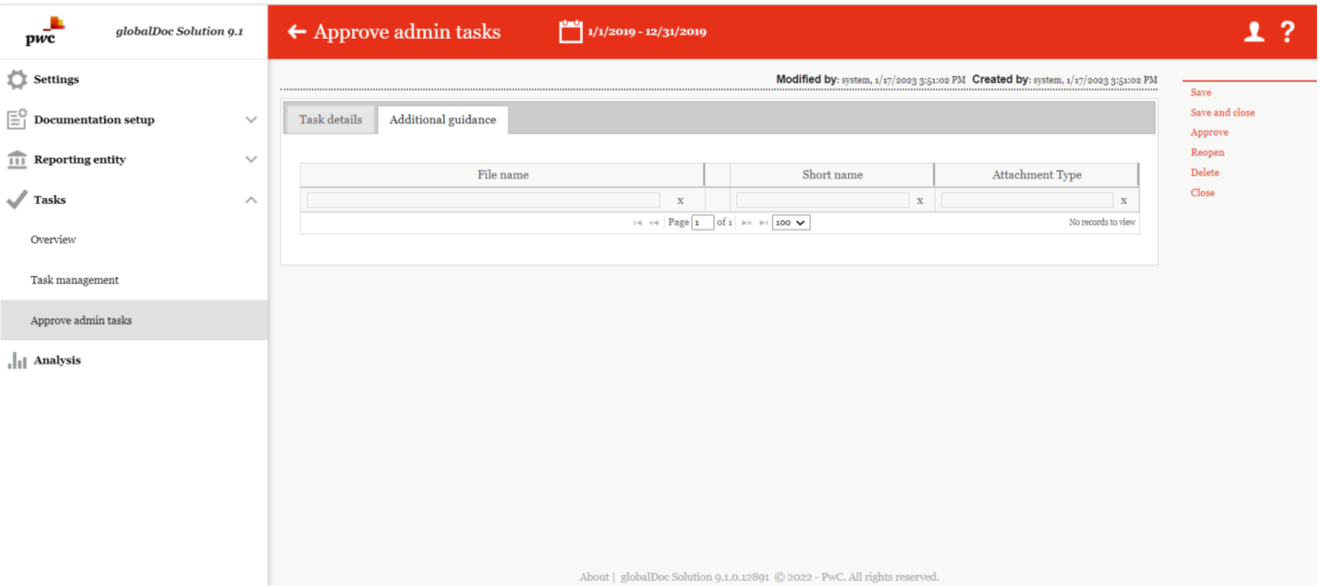


Figure 160: Edit release of admin tasks - "Additional guidance" tab

4. Program item Analysis

The program item **"Analysis"** enables the central comparison of document contents, module distribution and transactions between individual reporting companies (see figure "Overview Analysis (Example)"). The program item is accessible to users who are created as system administrators.

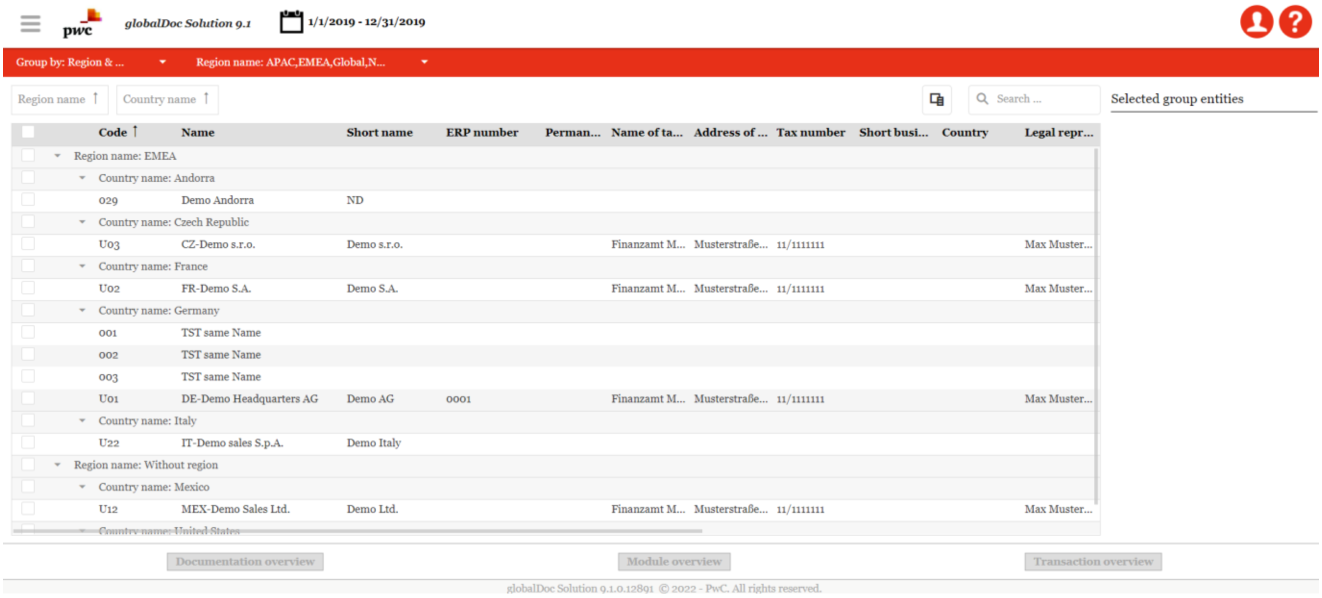


Figure 161: Overview approve admin tasks (example)

Clicking on the icon opens up a menu where users can navigate to other program items. Clicking on the PwC logo will redirect oneself back to the homepage.

Please note that the analysis always refers to the reporting period selected above. The figure **"Overview analysis (example)"** shows an example of all available reporting entities.

By clicking on the individual column names in the table, you can filter alphabetically according to the selected column. In addition, region or country can be sorted by clicking on Region name ↑ or Country name ↑.

With the button **"Column selection"** ( ) all selectable columns can be dragged into the table by holding down the left mouse button and vice versa (see figure "Column selection").

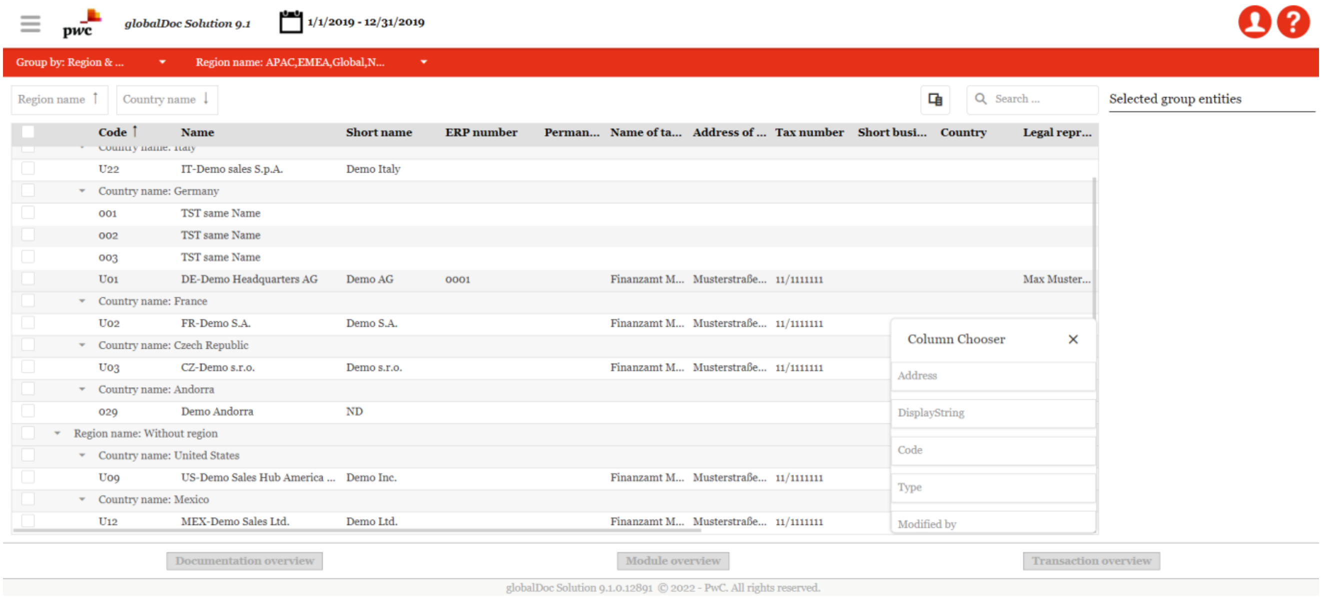


Figure 162: Column selection

The order of the columns within the table can as well be changed by holding down the left mouse button and moving the corresponding columns (see figure "Change column order").

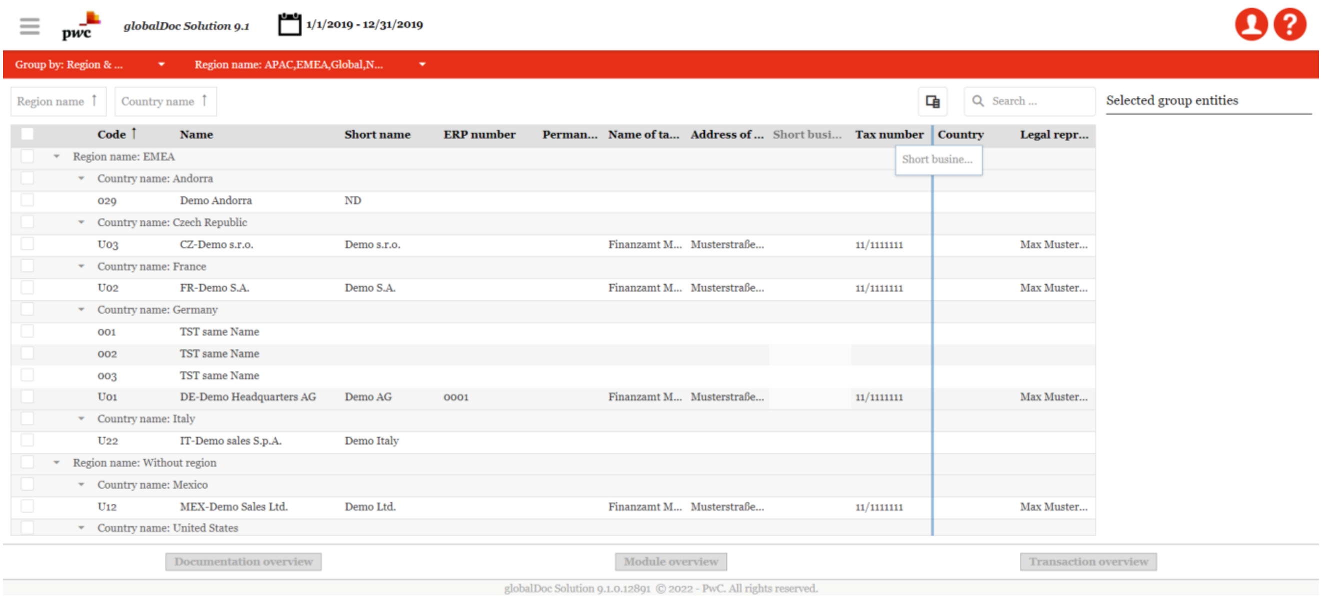


Figure 163: Change column order

The button **Group by:** can be used to display the cluster of the displayed reporting entities by division, business unit or region & country. The button **Region name:** allows filtering by individual regions (including the countries assigned to the region). The search field **Search ...** allows a search for contents in all displayed rows and columns. Afterwards, only rows containing the searched string are displayed in the table.

4.1. Dokumentation overview

In the **"Documentation overview"** area, different reports can be compared with each other. To do this, the reporting companies that are to be compared have to be selected via the checkboxes in the program item "Analysis" (see figure "Selection of reporting entities - Documentation overview (example)").

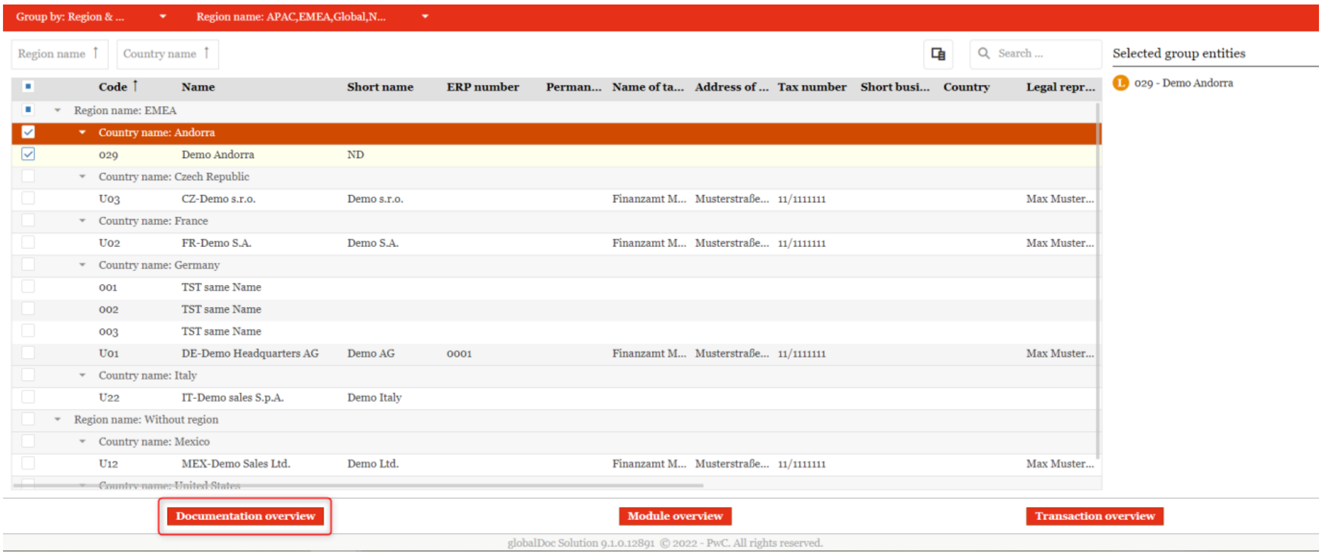


Figure 164: Selection of reporting entities - Documentation overview (example)

The button Documentation overview redirects to the comparison page.

By selecting the business year at the top of the screen, you can choose which period you would like to compare. Only comparisons of different reporting companies within one business year are choosable.

Under Group by: it's determinable whether the order of the contents displayed should be by entity (the modules of one company horizontally next to each other and the modules of the other entities below) or by 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) may be selected under Report type:.

By clicking on Module: , a filter between the different modules that are assigned to the selected reporting entities can be applied. The search function may be used for this purpose.

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

Through View: , the display of the compared contents is accessible and can be changed to a vertical, a horizontal or a tabular form. There is a preset tabular view by default.

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

The backwards button of the internet browser takes you back to the overview of the program item.

4.2. Modul overview

In the **"Module overview"** area an overview of which modules are assigned to which reporting entity may be found. For this purpose, the reporting companies that are to appear in the overview must be selected via the checkbox in the program item "Analysis" (see figure "Selection of reporting companies - module overview").

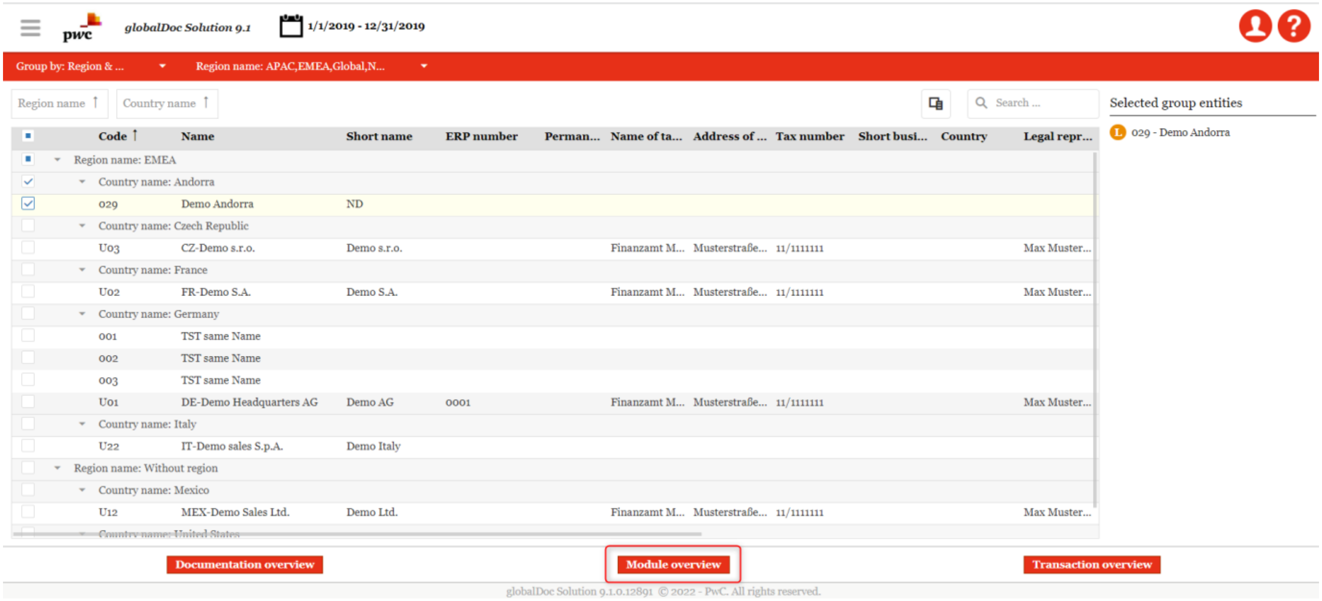


Figure 165: Selection of reporting companies - module overview

The button **Module overview** redirects to a comparison page.

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

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

Through selecting **Group entities:**, the display of the contents shown are selectable by division, business line or region & country.

Under **View** the axes (reporting companies and modules) can be swapped, and the column width is adjustable.

The button enables an export to Excel.

The table shows the distribution of modules:

X - Module is manually assigned

A - Module is automatically assigned according to transaction group

Empty cell - module is not assigned

The backwards button of the internet browser redirects back to the overview of the program item.

4.3. Transaction overview

In the "Transaction overview" section, the transaction relationships between the individual reporting entities may be displayed in different ways. To do this, the reporting entities to be compared has to be selected via the check-box in the program item "Analysis" (see figure “Selection of reporting entities - Transaction overview”).

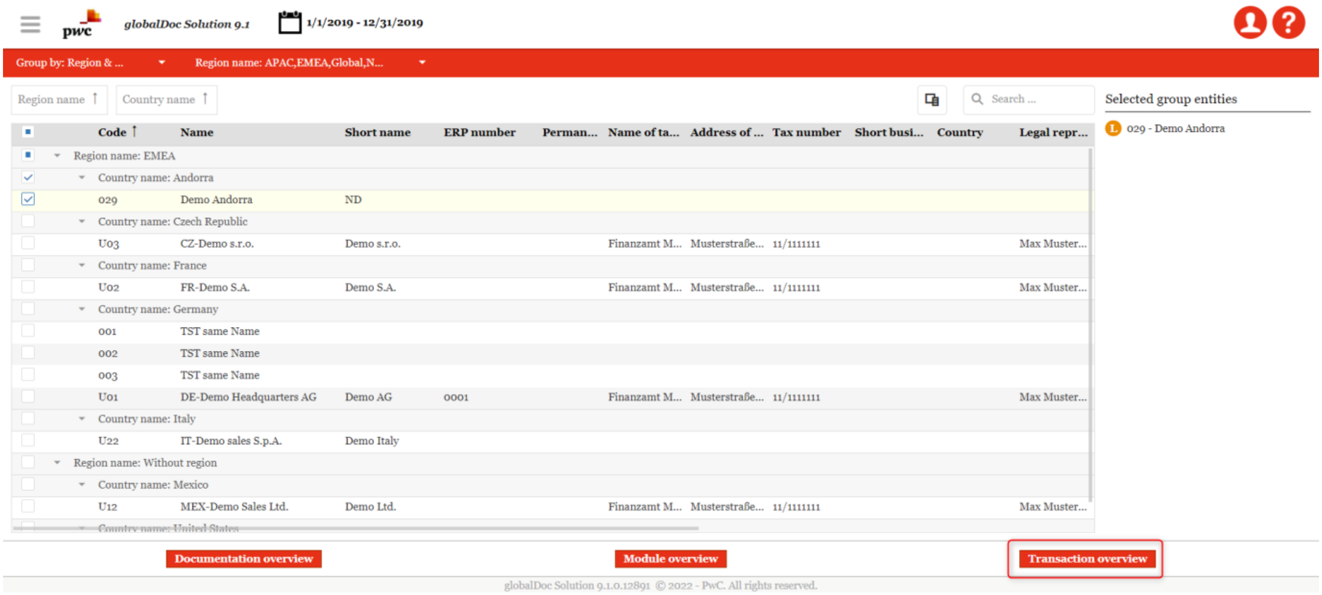


Figure 166: Selection of reporting entities - Transaction overview

The button **Transaction overview** redirects to a comparison page of selected entities.

The displayed contents are definable via the button . In the following window, the rows and columns may be defined similarly to a pivot table by dragging the elements into column and row fields:

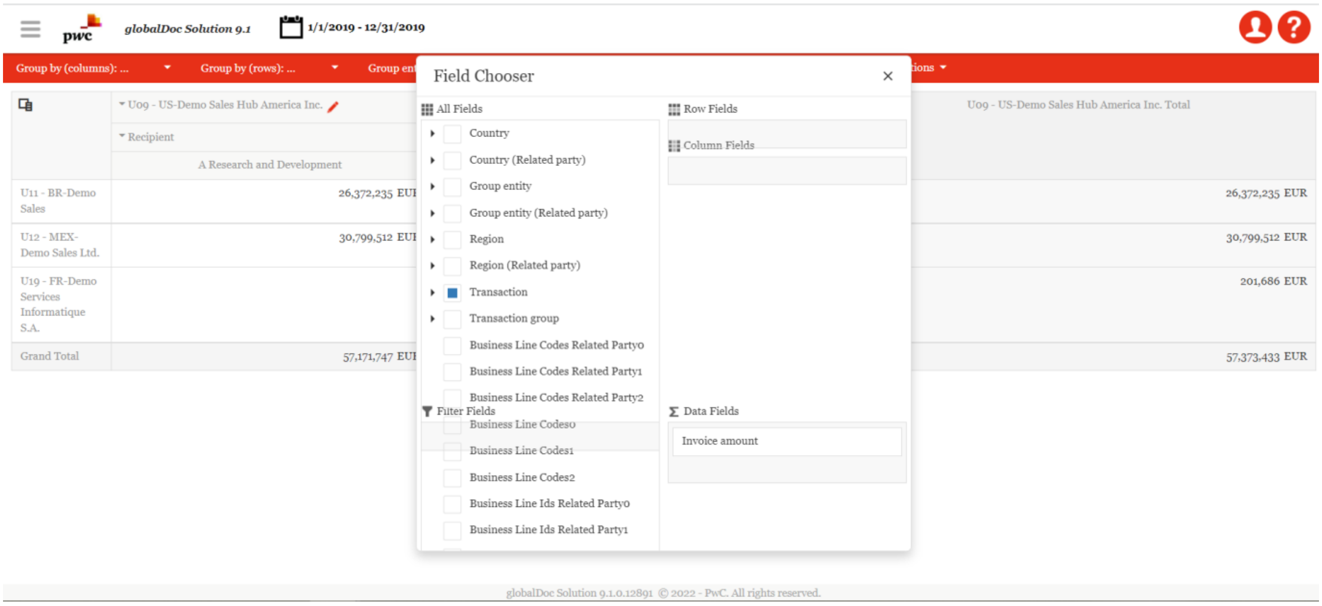


Figure 167: Selection of fields

Depending on which items have been selected, they can be grouped under the **Group by (columns):** and **Group by (rows):** items.

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

The following settings may be changed here **Options ▾**:

- Currencies: Here you can set the currency in which the transaction volumes are displayed. The prerequisite for this is the correspondingly stored exchange rates under Currencies.
- Display totals (columns): Here you can select which totals are to be displayed in the table columns.
- Display totals (rows): Here you can select which totals are to be displayed in the table rows.
- Other: In this area, hidden units without transactions can be displayed. It is also possible to display the rows in the form of a tree structure.

By clicking on the symbol next to the name of a reporting entity, its navigable directly to the transaction matrix of the respective reporting entity.

The button allows an export of the displayed table to Excel.

The backwards button of the internet browser takes you back to the overview of the program item.

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globalDoc Solution® 9.1 Administration manual

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