$globalDoc Solution^{\mathbb{R}}$

Administrationmanual *Version 9.1*



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Legal Matters

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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.

pwc	globalDoc Solution 9.0	
Settings		
Documentati	on setup	\sim
fractional Reporting en	tity	\sim
V Tasks		\sim

Analysis

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

Administration	^			
Reporting periods				
Reporting period settings				
Users				
Divisions				
Group entities				
Currencies				
Regions				
Countries	Customizing	^		
Module cluster	General			
Business line	Translations			
Matrix organization	Roles	F	:1 0l-ai	
Activity logs	Navigation	LIIId	S.tur	^
Attachment types	Reporting template	25	Secue	
Security logs	Analysis templates		Create e-mail	
Consistency checks	Licensing		Overview	

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: <u>"Reporting periods</u> .
Reporting period settings	Under this navigation point, settings can be made for the individual ex- isting reporting periods.
	For further information please refer to chapter: <u>"Reporting period set-ting"</u> .
Users	This navigation point contains the user administration and role assign- ment. Users and their role assignments can be created, edited, or de- leted. 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: <u>"Users "</u> .
Divisions	Under "Divisions", new globalDoc-divisions can be created and existing ones can be edited or deleted. Each globalDoc-division contains mod- ules that are only relevant for certain reporting entities and can only be edited by users who have the editor role for this globalDoc-division. Fre- quently, globalDoc-divisions are formed according to regional, func- tional, 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: <u>"Group entities"</u> .
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 documen- tation.
	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: <u>"Countries".</u>
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 cre- ated. 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 activi- ties 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 activ- ities 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.
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 <i>"Users"</i> 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: <u>"Navigation".</u>

Reporting templates	In this navigation point, format templates for the reports, transac- tion matrix and analyses can be added and edited.
	Por further information please refer to chapter: <u>"Reporting tem-</u> plates".
Analysis templates	"Analysis template". allow the description of the applied method, description of the cost basis, transfer price analysis and appro- priateness of the transfer prices to be pre-defined for various transfer pricing methods.
	For further information please refer to chapter: <u>"Analysis tem-plate"</u> .
Licensing	Under the navigation point <u>"Licensing</u> ", 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 se up the e-mail function.	
	For more information, see the <u>"Setup"</u> chapter	
Create e-mail	"Create e-mail" allows you to send individual e-mails.	
	For more information, see the <u>"Create e-mail"</u> section.	
Overview	The navigation point "Overview" lists all sent, pending and faulty e- mails.	
	For more information, see the <u>"Overview"</u> 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

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).

← Settings		1?
Overview	Reporting period Users Divisions Group entities Next	Exit
Administration	×	
Customizing	Period settings & start documentation process	
Email & escalation	Start date 1/1008 End date 12/31/2018 Utitimate date to finalize documentation content* 5/31/2019 Individual process description	

Figure 4: Start documentation process

1.3. Menu item Administration

1.3.1. Reporting periods

Under the navigation point "**Reporting periods**" the system administrator can manage existing reporting periods, create new reporting periods and remove existing periods if required (see Figure "Overview of the reporting periods").

globalDoc Solution 9.2	← Se	ttings						1?
Overview	+ New	🗘 Search options 💌						
Administration	Image: 10 and	Start date	÷ End date	Locked	Document output format	Previous period	Modified by	Modified date
			x	✓ X	× X	X	x	x
Reporting periods	/ *	1/1/2021	12/31/2021		Office2007	1/1/2023 - 12/31/2023	selma	1/11/2023 11:03:34 AM 🔺
	/ *	1/1/2022	12/31/2022		Office2007	1/1/2021 - 11/30/2022	selma	2/28/2023 11:21:25 AM
Reporting period settings	/ *	10/1/2022	1/31/2023		Office2007		globalAdmin	10/19/2022 1:42:52 PM
	/ 1	11/4/2022	12/31/2022		Office2007		Uzma	11/4/2022 9:06:24 AM
Users	/ *	1/1/2023	12/31/2023		Office2007	1/1/2021 - 11/30/2022	joerg	11/16/2022 3:17:36 PM
	/ 1	2/1/2023	2/29/2024		Office2007		uzma	10/25/2022 10:31:55 AM
Divisions	1	6/1/2023	12/31/2023	5	Office2007		martyna	10/6/2022 1:20:35 PM
	/ *	1/1/2024	12/31/2024		Office2007	1/1/2021 - 11/30/2022	joerg	10/10/2022 8:29:48 AM
Group entities	/ *	1/1/2025	12/31/2025		Office2007	1/1/2021 - 11/30/2022	martyna	10/6/2022 12:15:07 PM
	1 1	1/1/2026	12/31/2026		Office2007	1/1/2021 - 11/30/2022	martyna	11/16/2022 10:04:39 AM
Regions	/ 1	1/1/2027	12/31/2027		Office2007	1/1/2021 - 11/30/2022	joerg	10/12/2022 8:48:00 AM
Countries	/ 1	1/1/2027	12/31/2028		Office2007	1/1/2021 - 11/30/2022	uzma	10/24/2022 5:47:24 PM
countries	/ 1	1/1/2028	12/31/2028		Office2007	1/1/2021 - 11/30/2022	selma	11/22/2022 8:16:59 AM
Currencies	1 1	2/1/2028	2/28/2029		Office2007	1/1/2027 - 12/31/2028	uzma	10/25/2022 9:40:47 AM
ourielles	4							•
Module cluster					H			Viaw s - 38 of 38

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

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

+ New	Creates a new reporting period.
Ø Search options	Configures the search: "Simple search", "Extended search" or "Select col- umns" 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").

Settings			
erview		-	
ministration	Reporting period details Import and Export Export access rights and module distribution		\$
	Modified by: Selana, s/13/1032 123319 PM Created by: Selana, 6/13/1032 123319 AM		2
Reporting periods	Start date* Enterprise name	1	
Reporting period settings	01/01/2022 PwC Template Vorlagen-No delete ?		
	End date* Utilizate date to finalize documentation content*		
Users	12/31/2022 9/30/2022 ?		
Divisions	I Locked		
Group entities			
oroup cullet	Document output format Officeseoo7		
Currencies			
Regions			
Countries			
Module cluster			
Business line			
Matrix organization			
Activity logs			
Attachment types			
Security logs	Marci Lable/Dec Scheling as a set 80 million of the labor second		

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").

pwc globalDoc Solution 9.2	← Settings	1?
Overview		Save
Administration ^	Reporting period details Import and Export Export access rights and module distribution	Save and close
	1. Group entities	Create copy
Reporting periods	Import (*.sk, *.sks) 🔹 Download template 🍙 Expert	Delete
Reporting period settings	2. Shareholders	Close
Users	Import/Export (*.sts, *.stsx) 🖹 Import 📱 Download template 📱 Export	
Divisions	3. Users	
Group entities	Import/Export (*.ds, *.sks) B Import a Download template B Export	
Regions	4. Currences Import/Export (*.ds, *.dsx) B Import Download template B Export	
Countries	5. Transactions	
Currencies	Import/Export (*.xls, *.xlsx, *.xlsx) 🔒 Import a Download template a Export	
Module cluster	6. Action logs	
Business line	Detail view of action logs:	
Matrix organization		

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

Import field. The selection field uploaded again via the 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.

i 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 <u>"Activity logs</u>" and press Openview). 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"").

NOTE: This function

4 0-11-1		• •
← Settings		<u> </u>
Overview		Save
Administration ^	Reporting period details Import and Export Export access rights and module distribution	Save and close
Reporting periods	-Generate reports about modules, access rights and user roles-	New
	Export entire module distribution: Export	Close
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Countries		
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Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 \checkmark 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").

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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.").

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

By clicking the icon \mathbb{N} , 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 \checkmark , 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 report-

ing period via the icon included in the icon 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").

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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").

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Countries		
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Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 @ 2022 - PwC. All rights reserved.	

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.

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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 \checkmark 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*".

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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").

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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.

User roles					
Documentation levels	User roles and access rights	Divisions/Reporting entities		Business lines	
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Divisional	🛛 Default 🌒 🛛 All 🌒	□ All DIV 1 - Function_Research and × DIV 2 - Function_Support Services × DIV 2 - Function_Delivery of Finished Goods DIV 4 - APAC Division × DIV 6 - NAFTA Division ×	□ All	EIT - Eletechnology × LFS - Life sciences ×	
+	ZDefault () ZAll ()	All DIV 5 - EMEA Division ×	🗆 All	BIT - Biotechnology x LFS - Life sciences x	
Local +	♥Default 🅦 ♥All 🌗	Z All	🗆 All	HSV - Healthcare services	

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)".

+ New	B 1	Delete 🔅 Sear	ch options	•								Import/Export:	Downloa	d template	Import	🚊 Export
		Login name ≑	Last name	First name	User-ID	Email	Mobile phone number	Employer	Department	Role	Reporting entity code(s) (comma separat	Business line code(s) (comma separated)	Last activ	Creation date	Modified b	Modified d
		x	x	x	x	x	x	x	x	x	x	X	x	X	x	x

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").

рис globalDoc Solu	tion 9.0	\leftarrow Transaction matrix	111 Uns - DE-Denno Handquarters AG > [™] 1/\/2024 - 12/31/2024 ∨	1
): Settings				Save
Documentation setup	~	Business transaction details		Save and close
Reporting entity Master data	^	Transaction partner* Please select a transaction partner Transaction code	territa carracy * * EUR-1aro * territa carracy * * territa carracy * *	Close
Transactions Overview	^	Transaction group* Please select a transaction group	Loal servicey * EUR-Euro *	
Transaction matrix		Transaction detail	Amoust (local currency)	
Transaction partners		Domestic transaction	Agreement date	
Transaction groups		Product / service	Amendment date	
Analysis Documentation content	Ň	Role of reporting entity*	erestraetual basis	
Attachments		Business line Select an Option	v D Agreement available	
/ Tasks	~	Business line related party Select an Option	Connect v	
Analysis				

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").

+ New	Delete 🔉 S	earch options 🔻								Ir	nport/Export:	Download t	emplate 📋 Im	port 🖻 Export
	Transaction p	Transaction partner	Business line	Business line related party		Transaction code	Transaction group	Role of reporting	Contractual basi	Invoice curr	Invoice amount	Agreement a	Modified by	Modified date
	x	x	x		х	X	x	x	X	x	X	V X	x	x
	U11	BR-Demo Sales				U01_U11_0001	Support Services	Recipient		EUR - Euro	16,000.00		globalAdmin	8/23/2022 3:5€ 🔺
	U05	UK-Demo R&D Centre Ltd.				U01_U05_0001	Support Services	Recipient		EUR - Euro	11,000.00		globalAdmin	8/23/2022 3:56
	U05	UK-Demo R&D Centre Ltd.				Uo1_Uo5_A_REC	Research and Deve	el Recipient		EUR - Euro	2,000,000.00		globalAdmin	8/23/2022 3:56

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_U01DE-Demo_Headquarters_AG_1_1_203112_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)").

← Settings		"	1/1/2	020 - 12/31/20	20 🗸												1?
Overview		+ N	łew	🗑 Delete 🔇) Search op	tions 🔻							Impo	rt/Export: 🖬 Do	wnload template	📋 Import	Export
Administration	^			Login name	Last name	First name	User-ID	Email	Mobile ph	Employer	Department	Role	Reporting entit	Last activity date	Creation date	Modified by	Modified dat
Reporting periods	- 1			x	x	x	x	x	x	x	x	x	x	x	x	x	x
	- 11		• /	US_Responsi								Custom	U09	1/16/2020	1/16/2020	globalAdmin	1/16/2020 🔺
Reporting period settings	- 11		• /	US_Accounta								Custom	U09	1/16/2020	1/16/2020	globalAdmin	1/16/2020
	- 1		• /	SystemAdmin										1/10/2020	1/10/2020	globalAdmin	1/10/2020
Users			• /	SelmaL								Custom	,GLOBAL	8/31/2022	8/31/2022	Selma	8/31/2022
	- 1		• /	Selma								Custom	GLOBAL,	1/19/2023	9/13/2022	Selma	9/13/2022
Divisions	- 11		• /	SecurityAdmi										11/5/2021	1/3/2020	globalAdmin	1/10/2020
	- 11		• /	Reviewer01								Custom		1/10/2020	8/30/2019	globalAdmin	1/10/2020
Group entities	- 11		• /	Responsibleo								Custom		9/9/2022	8/30/2019	globalAdmin	1/10/2020
	- 11		• /	Martyna								Custom		1/21/2023	9/15/2022	Selma	9/15/2022
Currencies	- 11		• /	Luca								Custom	U22	1/16/2020	1/16/2020	globalAdmin	1/16/2020
	- 11		• /	local_user2								Custom		12/10/2019	12/10/2019	globalAdmin	12/10/201
Regions	- 11		• /	localuser03								Custom	,GLOBAL,DIV 1,	12/12/2019	12/12/2019	globalAdmin	12/12/201
	- 11		• /	local_user_m								Custom	U12	1/10/2020	1/7/2020	globalAdmin	1/10/2020
Countries	- 11		• /	local_user								Edit local c	21	1/10/2020	12/10/2019	globalAdmin	1/10/2020 🗸
	- 11	•															•
Module cluster	- 11								14 - 44	Page 1 0	f 1 -> > > 100	~					View 1 - 24 of 24
Business line																	
Matrix organization																	
Activity logs								About globalD	oc Solution 9	.1.0.12891 ©	2022 - PwC. Al	l rights rese	rved.				

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

Creation dateModified by

Role

Modified date

Department

Last activity date

Reporting entity code(s) (comma separated)

Business unit code(s) (comma separated)

•

•

•

•

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 col- umns. Also, the search can be updated here.
Download template	Download empty Excel template as a template, e.g., for import.
i Import	Import selected user data via filled Excel template.
i 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").

← Settings	1/1/2020 - 12/31/2020						1?
Overview	Login name+	Language		Copy roles from user: Copy			Save Save and close
Reporting periods	First name	Employer	 System administrator 				New Close
Reporting period settings	Last name	Department	 Security administrator 				
Upers	Uwe-ID	Last password change					
Divisions Group entities	Imail						
Currencies	Mobile phone number						
Regions	All reporting periods						
Countries Module cluster	Assigned as Accountable	4	Assigned as Responsible		Assigned as Reviewer		
Business line	Code	Name	Code	Name x	Code	Name	
Matrix organization							
Activity logs							
Attachment types							
Security logs Consistency checks							
Customizing ~	14 Page 1 Of 1	s> s: 100 V. Su records to view	14	est Page 1 of 1 10 V No records to size		ce Page 1 Of 1 so to 100 V	
Email & escalation \sim	+ Assign reporting company		+ Assign reporting company		+ Assign reporting company		

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 this box is ticked, the user access is revoked, and the user can log into globalDoc anymore. This selection is deactivated on the first set up and must be ticked manually.					
☐ Is locked out	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:

← Settings	1/1/2020 - 12/31/2020			1?
Overview				
Administration ^				
Reporting periods				
Reporting period settings				
Users	i ≤ <= Page 1 of 1 ⇒ ⇒i 100 ♥ Norr	K Id dd Page 1 of 1 == 100 V Nore	K I d d Page 1 of 1 = 100 V No rec	
Divisions	+ Assign reporting company	+ Assign reporting company	+ Assign reporting company	
Group entities	User roles			
Currencies	Documentation levels	User roles and access rights	Divisions/Reporting entities	
Regions	Global	Default 🌗 🗛 🛛 🕦		
Countries		Select roles		
	Divisional	Default 🌒 🗍 All 🊯		
Module cluster	+	Select roles		
Business line	Local	Default 🌔 🖓 All 🌖		
	+	Select roles		
Matrix organization		About globalDoc Solution 9.1.0.12891 © 2022 - PwC. Al	ll rights reserved.	

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	Select roles	or.	Select units	a dropdown	menu opens	with the
choices of user I	roles or divisional or group e	entitie	es or business divisions. Ir	n the following t	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 <u>"Module Assignments</u> ". Further in- formation can be found at " <u>Local modules which can only be</u> <u>edited centrally</u> ".
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 en- tered 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 ad- ministrator).
Edit global/divisional/local content	These roles enable the reading and editing of content of mod- ules 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 transac- tions.
Manage attachments	The user has access to the menu item "Reporting entity/ Attach- ments" and is able to make allocations of the documents to the relevant modules there. Or can delete exiting module attach- ments.
Read global/divisional/local content	This role enables the reading but not editing of content of mod- ules 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.

← Settings		1/1/2020 - 12	2/31/2020							1?
Overview		Assigned as A	ccountable	Assigned as R	esponsible		Assigned as R			
Administration	^	Code	Name		Code	Name		Code	Name	
Reporting periods	- 1	GLOBAL	GLOBAL	x	GLOBAL	GLOBAL	x	GLOBAL	GLOBAL	
Reporting period settings										
Users										
Divisions										
Group entities	- 1									
Currencies	- 1	14.44	Page 1 of 1 Po Pi 100 V	iew 1-10	14.44	Page 1 of 1 He HI 100 V	View 1 - 10		Page 1 of 1 => == 100 VWW 1-10	
Regions	- 1	+ Assign report	ing company		+ Assign report	ing company		+ Assign report	ing company	
Countries										

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.

← Settings	1/1/2020 - 12/31/2020			1?
Overview	Assigned as Accountable	Assigned as Responsible	Assigned as Reviewer	
Administration ^	Code Name Avail	lable reporting companies for Accountable	Code Name 🕈	
Reporting periods	x	Color Norma		
Reporting period settings		Code ivame =		
Users	G	GLOBAL GLOBAL		
Divisions				
Group entities				
Currencies	The second s			
Regions	ie ee Page 1 of 1 >> >= 10		oras i 4 44 Page 1 or 1 => =1 100 V No records	
Countries	+ Assign reporting company	$: < \ < \ < \ < \ < \ < \ < \ < \ < \ < $	+ Assign reporting company	
Module cluster	User roles	•	•	
Business line	Documentation le	OK Close	Divisions/Reporting entities	
Matrix organization	Global	Select roles		
Activity logs	Divisional	Default All		
Attachment times		Select roles		

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.

demo.datenwerk-it.com says

For role "Accountable" the following users will be replaced by this user:

* in "GLOBAL" user "Accountable01"



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).

← Create report	ENAM - Administrationmanual > 1/1/2023 - 12/31/2023
Select content type: <u>Standard Local Fi</u> Create Report Create & archive	e Select report template: Englische Handbücher Select output format: Word report View archive Upload report

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".

fin Reporting entity	^	Individual Reporti	ng 🗕 _									
Master data Transactions	~	Select content type: S Create Report Cr	Standard reate &	Local File Select report ten archive report View archive	nplate: DefaultTemplate Upload report		``	✓ Select output format: Word	V			
Documentation content												
Attachments		Skip empty sections	s (🖌 Review mode 🗌	Transaction matrix	as						
Create report		Include group en	Report 1	Cype:							×	
Questionnaire		Select c	Draft	report	· 0							
Final review		⊡ ☑ Chapters		File name	Status			Туре	Description	Modified by	Modified date	
Tasks	~	i ✔ Local:	• (x LF_2000_Joachim_Deutschlan	x c Rejected	~		x Draft report	LF_2000_Joachim_D	z z z z z z z z z z z z z z z z z z z	x 11/16/2022 4:55	
Analysis		e- 🖌	•	LF_2000_Joachim_Deutschlan	c Rejected	~		Draft report	LF_2000_Joachim_D	eu joachim	11/16/2022 4:55	
		₽ 2.	•	LF_2000_Joachim_Deutschlan	d Waiting for approval	~	×	Draft report	LF_2000_Joachim_D	eu Print with Appr	11/16/2022 4:14:	
						14 <4	Pag	ge <u>i</u> 0f 1 >> >> 100 V			View 1 - 3 of 3 Close	

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").

← Settings	1/1/2019 - 12/31/2019	1?
Overview	ERP number	
Administration ^ Reporting periods	Previous name CZK - Czech Koruna × * No business line assigned	
Reporting period settings	Default business relation type / Edit Business line	
Users	□ Is Permanent establishment?	
Divisions	Approved	
Group entities Currencies	Creates report?	
Regions	Accountable*	
Countries	Røviewer	
Module cluster	globalAdmin × * Responsible	
Business line	globalAdmin 🛪 💌	
Matrix organization	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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.

	Alert
•	User password has been successfully changed. This is new password for that user: *YWv7cH
	ОК

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").

← Settings	1/1/2023 - 12/31/2023						1?
Overview					Modified by	r, Selma, 10/19/2022 3133135 PM Created by: globalAdmin, 6/16/2019 10:21129 AM	F1110
Administration ^	Login name* globalAdmin	Language en-US	Is locked out	Copy roles from user: Copy			Save and close
Reporting periods	First name	Employer	 System administrator 				Rasat password New
Reporting period settings	Last name	Department	 Security administrator 				Close
Users							
Divisions	User-ID	Additional information					
Group entities	Email						
Currencies	Mobile phone number	Last password change so/s9/2022 3133159 PM					
Regions Countries	All reporting periods						
Module cluster	Assigned as Accountable	А	ssigned as Responsible		Assigned as Reviewer		
Business line	Code	Name •	Code	Name	Code	Name +	
Matrix organization			A .	A			
Activity logs							
Attachment types							
Security logs							
Consistency checks							
Customizing \checkmark	H H Page 1 0	fi so si 100 💙 No recerds to view	14	(4) P289 1 0f 1 (+> 1+) 100 V No recercicity (c)		ee Page 1 of 1 == == 100 V No recerch to they	
Email & escalation $\qquad \lor$	+ Assign reporting company		+ Assign reporting company		+ Assign reporting company		

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 sthere 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").

\leftarrow Settings		1/1/2023 - 12/31/2	023							1?
Overview							Modif	ied by: Selma, 10/19/2022 3:33:	35 PM Created by: globalAdmin, 6/16/2009 10:21:29 AM	
Administration	^	Login name* globalAdmin		Language en-US		v	□ Is locked out	Copy roles from user:	✓ Сору	Save Save and close Change password
Reporting periods		First name		Employer			☑ System administrator			Reset password New
Reporting period settings	.1	Last name		Department			 Security administrator 			Close
Users		Ilser-ID								
Divisions				Additional info	rmation					
Group entities		Email								
Currencies		Mobile phone number		Last password 10/19/2022 3	change :33:59 PM					
Regions										
Countries		✓ All reporting periods								
Module cluster		Assigned as Accou	intable		Assigned as Resp	ponsible		Assigned as Revi	ewer	
Business line		Code	Name		Code		Name	Code	Name	
Matrix organization		x		x	X		x	X	x	
Activity logs										
Attachment types										
Security logs										

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 password.

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.
← Settings		1/1/2023 - 12/31/2023								1?
Overview							Modifi	ied by: Selma, 10/19/2022 3:33:3	5 PM Created by: globalAdmin, 6/16/2009 10121:29 AM	-
Administration	~	Login name* globalAdmin		Language en-US		💡 🗌 Is loci	ked out	Copy roles from user:	🗸 Сору	Save and close Change password
Reporting periods		First name		Employer		Syster	m administrator			Reset password
Reporting period settings		Last name		Departmen	t.	Secur	rity administrator			Close
Users										
Divisions		User-ID		Additiona	Change password	х	E .			
Group entities		Email			Old password*					
Currencies		Mobile nhone number		Last pass	New password*					
Regions				10/19/20	Confirm new password*					
Countries		All reporting periods								
Module cluster		Assigned as Accountable						Assigned as Revie	wer	
Buringer line		Code	Name			Ok Close	•	Code	Name 💠	
business inte		x		3			x	x	x	
Matrix organization										
Activity logs										
Attachment types										
Security logs										

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").

← Settings		1/1/2023 - 12/31/2023			1?
Overview			Modified by: Martyna, 1/22/20	23 12:01:38 PM Created by: globalAdmin, 6/16/2009 10:21:29 AM	
Administration	^	Login name* globalAdmin	Language en-US	Is locked out	Save Save and close Change password
Reporting periods		First name	Employer	✓ System administrator	Reset password New
Reporting period settings		Last name	Department	Security administrator	Close
Users					
Divisions		User-ID	Additional information		
Group entities		Email			
Currencies		Mobile phone number	Last password change		
Regions					
Countries	1	Copy roles from user: 🔍 🗸	Сору		

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

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.

← Settings		Ë	1/1/2	2019 - 12/31/2019 🗸					1?
Overview		+ 1	New	Delete Q Search options	▼				
Administration	~			Code	Name	¢	Modified by	Modified dat	te
Penerting periods				X		х	x		x
Reporting periods			• /	/ DIV 3	Function_Delivery of Finished Goods		globalAdmin	8/30/2019 10:43:00 AM	
Reporting period settings			• /	/ DIV 1	Function_Research and Development		globalAdmin	8/30/2019 10:42:43 AM	
			• /	/ DIV 2	Function_Support Services		globalAdmin	8/30/2019 10:42:33 AM	
Divisions Group entities Currencies	1								
Regions									
Countries									
Module cluster			He de Page 1 of 1 we will 100 V						Vlew 1 - 3 of 3
Business line									
Matrix organization					About globalDoc Solution 9.1.0.12891 @ 2022 - PwC. All right	ts reser	ved.		

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 \blacksquare or edited via the symbol \checkmark .

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



Create a new division

Delete	Delete the selected division(s).
♥ Search options ▼	Configurate the search: Simple Search, Extended Search, or Se- lect 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").

← Settings	¹ 1/1/2019 - 12/31/2019	1?
Overview	Type" Divisional	Save
Administration ^	Name*	New Close
Reporting periods settings	Code	
Users		
Divisions		
Group entities		
Currencies		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs	About globalDoc Solation 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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").

← Settings	1/1/2019 - 1#/31/2019	1?
Overview	Modified by: global.dmin. 8/30/2019 20142500 AM. Created by: global.dmin. 8/30/2019 20142599 AM	Save
Administration ^	1)pp Divisional	Save and close
Reporting periods	Name* Function_Delivery of Finished Goods	Delete Close
Reporting period settings	Code	
Users	DIV 3	
Divisions		
Group entities		
Currencies		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 @ 2022 - PwC. All rights reserved.	

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.

← Settings	1/	/1/201	9 - 12/31/2019	·~												1?
Overview	+ Ne	w E	Delete O	Search optic	ons 🔻							Import/I	Export: 💼 De	wnload template	i Impor	i Export
Administration ^			Approved	Code	Full name	Short name	Permanent	Creates report?	Country	Local currenc	Accountable	Reviewer	Responsible	Business Lines (Modified by	Modified date
Reporting periods			~ x	x	x	x	x	▼ x	x	x	x	x	x	x	x	x
		1		U11	BR-Demo Sales				BR - Brazil	BRL - Brazilian					globalAdmin	8/30/2019
Reporting period settings		1	¥.	U16	CH-Demo Finance AG				CH - Switzerla	CHF - Swiss Fr					globalAdmin	8/30/2019
		1		U14	CN-Demo Agent				CN - China	CNY - Yuan Re					globalAdmin	8/30/2019
Users		1	1	Uog	CZ-Demo s.r.o.	Demo s.r.o.			CZ - Czech Rep	CZK - Czech Ko	pw: Kennwort2	globalAdmin	globalAdmin		Selma	11/10/2022
		1		U18	DE-Demo Factory GmbH				DE - Germany	EUR - Euro					globalAdmin	8/30/2019
Divisions		1		U01	DE-Demo Headquarters AG	Demo AG			DE - Germany	EUR - Euro	globalAdmin	globalAdmin	globalAdmin		globalAdmin	1/16/2020;
		1	1	U20	DE-Demo Parts Europe GmbH				DE - Germany	EUR - Euro					globalAdmin	8/30/2019
Group entities		/	<i></i>	029	Demo Andorra	ND			AD - Andorra	EUR - Euro	pw: Kennwort2	SelmaL	SelmaL		Selma	2/28/2022
		1	<i>v</i> /	U21	DE-Research Lab				DE - Germany	EUR - Euro					globalAdmin	8/30/2019
Currencies		1	<i>¥</i>	Uo2	FR-Demo S.A.	Demo S.A.		2	FR - France	EUR - Euro	globalAdmin	globalAdmin	globalAdmin	F - Region Ost,LF	globalAdmin	8/30/2019
		1	<i></i>	U19	FR-Demo Services Informatique S.A.				FR - France	EUR - Euro					globalAdmin	8/30/2019
Regions		1		Uo4	IN-Demo Global Technology Center L				IN - India	INR - Indian R				F - Region Ost,LF	globalAdmin	8/30/2019
		1		U17	IR-Demo Int. Prop. Holding Ltd.				IR - Iran, Islam	EUR - Euro					globalAdmin	8/30/2019
Countries		1		U22	IT-Demo sales S.p.A.	Demo Italy		2	IT - Italy	EUR - Euro	Luca		Luca		globalAdmin	1/16/2020. 🔻
Make Same																• •
Module cluster								4 <4 Page 1 of 1	65 FI 100 ¥							Views - 26 of 26
Business line	Export	t entir	e module dist	ribution												
Matrix organization	Choose	e File	No file chosen		Import module distribution											
Activity logs																
Attachment types																
Security logs						About	globalDoc Sol	lution 9.1.0.12891 © 2	1022 - PwC. All 1	ights reserved.						

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 $\widehat{=}$ or edited via the icon \swarrow .

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 ficon 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)
Ø 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
i 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 ed- ited and re-uploaded under "import". The current data in the sys- tem 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 selec- tion box "Choose File". More detailed procedure is explained be- low 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 \checkmark icon in the respective row of the grid.

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

← Settings	1/1/2019 - 12/31/2019	1
Overview		Save
Administration ^	Group entity details Optional information Shareholders	Save and close
Reporting periods	Full name* Entity type	Close
Reporting period settings	Short name Country	
Users	Please select a country *	
Divisions	U09"	
Group entities	ESP number	
Currencies	Local currency Previous name Please select a currency *	
Regions		
Countries	Default business relation type	
Module cluster	□ Is Permanent establishment?	
Business line	Approved	
Matrix organization	Constant second 2	
Activity logs		
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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.

Accountable*	
Please select an accountable.	
Reviewer	
Please select a reviewer.	
Responsible	
Please select a responsible.	

Figure 43: Create report?

Creates 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".

← Settings	1/1/2019 - 1z/31/2019	1?
Overview	Sar Group entity details Optional information Shareholders Sar	we and close
Administration ^	Name of tax office Formation date Cite	iw .ose
Reporting periods	Address of tax office Acquisition date	
Reporting period settings		
Users	Alternative business year Tax number	
Divisions	Short business year	
Group entities	Number of trade register	
Currencies	Optional Information Name of trade register	
Regions		
Countries	Address of trade register	
Module cluster		
Business line	Legal representative (with address)	
Matrix organization		
Activity logs	Business objective of the entity	
Attachment types		
Security logs	About į globalDoc Solution 9-1.0.12891 © 2022 - PwC. All rights reserved.	

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").

← Settings	¹ 1/1/2019 - 12/31/2019	1?
Overview	Group entity details Optional information Shareholders Sarea	und close
Administration ^	Name of tax office Formation date Close	
Reporting periods	Address of tax office Acquisition date	
Reporting period settings		
Users	Alternative business year	
Divisions	Short business year	
Group entities	Number of trade register	
Currencies	Optional information Name of trade register	
Regions		
Countries	Address of trade register	
Module cluster		
Business line	Legal representative (with address)	
Matrix organization		
Activity logs	Business objective of the entity	
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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.

← Settings	¹⁰⁰ 1/1/2019-12/31/2019	
Overview		Save
Administration ^	Group entity details Optional information Shareholders	Sav
Reporting periods	Shareholders Share in %	Clo
Reporting period settings	Please select a Shareholder •	
Users	From* To* 01/01/2019 12/31/9999	
Divisions	244	
Group entities	Shareholders Share in % From To	
Currencies		
Basiana		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 ⊕ 2022 - PwC. All rights reserved.	

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 \checkmark , 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.

4 Cattings	Mal at loss at the second s	
← Settings	1/1/2019-12/31/2019	2
Overview	Modified by: globalsdmin, 8/50/2009 11611 PM. Created by: globalsdmin, 3/17/2014 6122147 PM	Save
Administration ^	Group entity details Optional information Shareholders	Save and close New
Reporting periods	Full name* Entity type CH-Demo Einance AG Einancing (EIN)	Delete Close
Reporting period settings	Short name Country	
Users	CH-Switzerland x *	
Divisions	Coda* Address U16 CH	
Group entities	IRP number	
Currencies	Loal armsy	
Regions	Previous name CHF - Sonsa Franc X * No business line assigned	
Countries	Default business relation type	
Module cluster		
Business line	□ Is Permanent establishment?	
Matrix organization	Approved	
Activity logs	Creates report?	
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 (© 2022 - PwC. All rights reserved.	

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 "<u>Define Modules</u>"), 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).

← Settings	1/1/2019 - 12/31/2019							1
Overview	Group entity details Optional information	Aodule distribution Sharehold	ers					Save and close
Administration ^								Delete completely
Reporting periods	Assigned modules:							cione
	□ Module name	Chapter	Module class	Input format	Transaction group	Automatic allocation	Creation date	
Reporting period settings	x	x		v x	x	✓ x	x	
Haam	Purpose and scope (Master File)	Master File	Global	Word document			3/29/2017 8:06:31 PM	
C SetS	Organisational structure	Master File	Global	Word document			3/29/2017 8:07:46 PM	
Divisions	Description of Demo Group business	Master File	Global	Word document			3/29/2017 8:08:32 PM	
Divisions	Intangibles	Master File	Global	Word document			3/29/2017 8:09:04 PM	
Currencies Regions Countries			a <a 0<="" 1="" page="" th=""><th>1 >> > > 100 V</th><th></th><th></th><th>View 1 - 4 of 4</th><th></th>	1 >> > > 100 V			View 1 - 4 of 4	
Module cluster	Drop selected modules + Add modules							
Business line	Assigned module clusters:							
Matrix organization								
			N	ame				
Activity logs							x	
Attachment types								
Security logs								

Figure 48: Edit existing Group entity – Module distribution

The individual modules or module clusters already assigned can be removed using the selection fields ^a 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.

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Administration	^				Approved	Code	Full name	Short name	Permar	Creates report	Country	Local cur	Accounta	Reviewer	Respons	Business Lines	Modified by	Modified date
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			1		1	abc	abc										joerg	12/14/2022 8
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			1	1	~	U16	CH-Demo Finance AG			1	CH - Swit	CHF - Swi	Martyna S	Martyna S	Martyna	BIT - Biotechno	globalAdmin	8/23/2022 3
Divisions			1		~	U14	CN-Demo Agent				CN - Chin	CNY - Yua				HEC - Healthca	globalAdmin	8/23/2022 3
			1		~	Uo3	CZ-Demo s.r.o.	Demo s.r.o.		1	CZ - Czecl	CZK - Cze	Martyna S	Responsib	Martyna	AIR - Aircraft	globalAdmin	8/23/2022 3
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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.

globalDoc Solution 9.2	← Settings	1/1/2021 - 11/30/2022
Overview		Modified by: Selma Tekin, 3/13/2023 11120133 AM Created by: Selma Tekin, 3/13/2023 11120133 AM
Administration ^	Group entity details Optional information	Shareholders
Reporting periods	Full name*	Entity type
Reporting period settings	New Entity(requested)	
Users	Short name	Country Please select a country
Divisions	Code*	Address
Group entities	X01	
Regions	LKP number	Local currency
Countries	Previous name	Please select a currency 🔹
countries		No business line assigned
Currencies	Is Permanent establishment?	🗨 Edit Business line
Module cluster	Approved	
Business line		
Matrix organization		

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

🗑 Delete respective group entity and remove all selected group entities at once via the selection field

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.

- 4	A	В	C	D	E	FGH	I J	KLN	1 N	0	P	Q	R	S	T	UV	W	X	Y	Z	AA	<u> </u>
2						1 General information 1 General information 1 General information	1 General information 1 General information	1 General information 1 General information 1 General information	2 Description of Relevant Transactions	2 Description of Relevant Transactions	2 Description of Relevant Transactions	2 Description of Relevant Transactions	2 Description of Relevant Transactions	2 Description of Relevant Transactions	2 Description of Relevant Transactions	3 Functional Analysis 3 Functional Analysis	4 Selection of the Transfer Pricing Method	4 Selection of the Transfer Pricing Method	4 Selection of the Transfer Pricing Method	5 Application of the Transfer Pricing Method	5 Application of the Transfer Pricing Method	6 Annlication of the
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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 guicker 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.

← Settings	1/1/2019 - 12/31/2019 V					1?
Overview	+ New Delete O Search options -				Import/Export: 🛛 Download	template 🔋 Import 🛢 Export
Administration ^	Code	Name	Avg. actual value	Group currency	Modified by	Modified date
Reporting periods	x AED	X UAE Dirham	x	X UAE Dirham	x system	x
Reporting period settings		Afghani	1	Afghani	system	3/9/2018 11:31:29 AM
Users		Armenian Dram	1	Armenian Dram	system	3/9/2018 11:31:29 AM
Divisions	□ 1 / ANG □ 1 / AOA	Kwanza	1	Netnerlands Antillean Guilder Kwanza	system system	3/9/2018 11:31:29 AM 3/9/2018 11:31:29 AM
Group entities	□ • / ARS	Argentine Peso Australian Dollar	10.3806593064 1.4750451478	Euro Euro	TPm-Admin TPm-Admin	6/20/2016 11:59:07 AM 6/20/2016 11:59:07 AM
Currencies	AWG AZN	Aruban Florin Azerbaijanian Manat	1	Aruban Florin Azerbaijanian Manat	system system	3/9/2018 11:31:29 AM 3/9/2018 11:31:29 AM
Regions	BAM	Convertible Mark Barbados Dollar	1	Convertible Mark Barbados Dollar	system	3/9/2018 11:31:29 AM
Countries	BDT	Taka	1	Taka Pulanian Lau	system	3/9/2018 11:31:29 AM
Module cluster		bugarian Lev	1	Duigarian Dev	system	0/7/2010 3-53-44 FM
Business line			i e <e 1="" 2="" of="" page="" td="" ="" ₩<=""><td>H 100 V</td><td></td><td>V3ev 1 - 100 of 185</td></e>	H 100 V		V3ev 1 - 100 of 185
Matrix organization						
Matrix organization						
Activity togs						
Attachment types						
Security logs		About	globalDoc Solution 9.1.0.12891 © 202	2 - PwC. All rights reserved.		

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

٠

•

- 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 $\hat{\mathbf{I}}$ or edited via the symbol \checkmark .

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.
Ø 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.
i Import	Import the chosen currency data via the selected excel template.
i 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").

← Settings	1/1/2019 - 12/31/2019				1?
Overview	Code*	Name*	Group currency		Save
Administration ^				·	Save and close New
Reporting periods	Avg, actual value				Close
Reporting period settings					
Users					
Divisions					
Group entities					
Currencies					
Regions					
Countries					
Module cluster					
Business line					
Matrix organization					
Activity logs					
Attachment types					
Security logs		About globalDoc Solution	1 9.1.0.12891 © 2022 - PwC. All rights reserved.		

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").

← Settings	1 1/1/2019 - 12/31/2019				1?
Overview				Modified by: system, 6/7/2016 3:53:44 PM Created by: system, 6/7/2016 3:53:44 PM	Save
Administration ^	Code* AED	Name* UAE Dirham	Group currency AED	*	Save and close New
Reporting periods	Avg. actual value				Delete Close
Reporting period settings	1.00				
Users					
Divisions					
Group entities					
Currencies					
Regions					
Countries					
Module cluster					
Business line					
Matrix organization					
Activity logs					
Attachment types					
Security logs		About globalDoc Soluti	on 9.1.0.12891 © 2022 - PwC. All rights r	reserved.	

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 **Delete** 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)").

← Settings										1?
Overview		+ Nev	v 📋 Delete 🔘 🗄	Search options 👻						
Administration	~			Name		Is	active?	Modified by	Modified da	ate
	- 8				x		✓ X		x	x
Reporting periods	- 8		🥖 Global				2	globalAdmin	8/30/2019 1:33:04 PM	
	- 11		/ APAC				2	globalAdmin	8/30/2019 1:33:08 PM	
Reporting period settings	- 11		/ NAFTA				2	globalAdmin	8/30/2019 1:33:13 PM	
	- 11		/ EMEA				1	globalAdmin	8/30/2019 1:33:35 PM	
Users										
Divisions	- 11									
Divisions	- 11									
Group entities	- 11									
•	- 11									
Currencies										
Regions										
	_									
Countries										
	- 8					1-				
Module cluster						ia ca Pag	e 1 0[1 ▷> ▷ 100 ∨			V38%1-4014
	- 8									
Business line										
Matrix organization										
A stirity logs										
1001103 1080										
Attachment types										
Security logs										
					A	bout globalDoc Solution 9.1.	0.12891 © 2022 - PwC. All rights res	erved.		

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 i 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, the overview for creating new regions opens (see figure "Create a new region").

← Settings		1?
Overview	Nam ⁴	Save
Administration		Save and close New
Reporting periods	Countries in this region	Close
Reporting period settings	Code Name Currency code	
Users		
Divisions		
Group entities		
Currencies		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization	$ e \leftrightarrow $ Pigg $\underline{1}_{\underline{1}} \otimes 1 \Rightarrow \Rightarrow 200 \vee$. So seen to two	
Activity logs	# Remove selected countries + Add countries	
Attachment types		
Security logs	About globalDoc Solution 9.1.0.18891 @ 2022 - PwC. All rights reserved.	

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").

← Settings		1?
Overview	Modified by: global.Atmin. 8/30/2009 #33/08 794 Created by: global.Atmin. 8/30/2009 #33/08 794	
Administration ^	Name* Save ad APAC Sove ad C New	lose
Reporting periods	Countries in this region	
Reporting period settings	Code	
Users	x x x	
Divisions	AS American Samoa USD - US Dollar AU Australia AUD - Australian Dollar	
Group entities	BD Bangladesh BDT - Taka BN Brunei Darussalam BND - Brunei Dollar	
Currencies	BT Ebutan ETN - Ngultrum CC Cocos (Keeling) Islands AUD - Australian Dollar	
Regions	CK Cook Islands NZD - New Zesland Dollar CN China CNV - Yuan Renminbi	
Countries	CX Christmas Island AUD - Australian Dollar F3 F3 Fiji Dollar	
Module cluster	FM Micronesia, Federated States of USD - US Dollar GU Guam USD - US Dollar	
Business line	HK Hong Kong HKD - Hong Kong Dollar HM Heard Island and McDonald Islands AUD - Australian Dollar	
Matrix organization	4 ▶ 14 ≪4 Page 1 of 1 ∞ ∞ Wears of dy:	
Activity logs	ii Remove selected countries + Add countries	
Attachment types		
Security logs	About globalDoc Solution 9.1.0.1.2891 © 2022 - PwC. All rights reserved.	

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)").

← Settings	1/1/2019 - 12/31/2019	• ∽						1?
Overview	+ New Ø Search opt	ions 👻				Import/Export:	Download template	🕯 Import 📋 Export
Administration ^	Code	Name	Currency code	Preparation deadline	Filing deadline	Domestic transactions to be docume	Modified by	Modified date
Reporting periods	x	x	x	x	x	▼ X	x	x
	BG	Bulgaria	BGN				system	12/3/2019 12:32:08 Pl 🔺
Reporting period settings	/ IR	Iran, Islamic Republic of	IRR			11 11	system	12/3/2019 12:32:08 Pl
	IQ II	Iraq	IQD			11 12	system	12/3/2019 12:32:08 Pl
Users		Ireand Iclo of Mon	CRR				system	12/3/2019 12:32:08 PI
Divisions		Israel	U.S.				system	12/3/2019 12:32:08 PI
Divisions	/ IT	Italy	EUR	11/28/2020	12/25/2020		globalAdmin	1/12/2020 2:10:58 PM
Group entities	JM	Jamaica	JMD		7.01		system	12/3/2019 12:32:08 Pl
	/ JP	Japan	JPY				system	12/3/2019 12:32:08 Pl
Currencies	/ JE	Jersey	GBP				system	12/3/2019 12:32:08 Pl
	/ JO	Jordan	JOD				system	12/3/2019 12:32:08 Pl
Regions	/ TM	Turkmenistan	TMT				system	12/3/2019 12:32:08 Pl
a	/ TC	Turks and Caicos Islands	USD				system	12/3/2019 12:32:08 Pl
Countries	/ TV	Tuvalu	AUD			2	system	12/3/2019 12:32:08 Pl 💌
Module cluster	•							
Jaoune charter				IN SO Page 1 of ;	3 🍽 🖬 100 🗸			View 1 - 100 of 2.49
Business line								
Matrix organization								
Activity logs								
Attachment types								
Security logs			A	bout globalDoc Solution 9.1.0.12891 @	© 2022 - PwC. All rights reserved.			

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.
i Import	Import the chosen currency data via the selected excel template.
i 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").

Settings							
werview	Code*						
dministration ^	Name*						
Reporting periods							
Keporting period settings	Domestic transactions to be documented						
Users	Preparation deadline						
Divisions							
Group entities	Filing deadline						
Currencies	Description						
Regions							
Countries	Currency						
Module cluster	Please select a currency 💌						
Business line	Additional Information						
Matrix organization	File name		Short name	Attachment Type	Modified by	Modified date	
Activity logs		X	I d dd Page 1 of 1 >>	X 100 ¥	X	X No records to view	
	This document will be provided to the corresponding document	ting national reporting	z entities under Master data / Reporting des	dlines details			
Attachment types	· · · · · · · · · · · · · · · · · · ·		,				
Security logs			About globalDoc Solution 9.1.	0.12891 © 2022 - PwC. All rights reserved.			

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").

← Settings										
Overview		Code* BG					Modified by:	535tem. 12/3/2019 12:32:08 PM Creat	ed by: 533tem, 12/3/2019 12:32:08 PM	
Administration ^	^	Name*								
Reporting periods		Bulgaria								
Reporting period settings		Domestic transactions to be documented								
Users		Preparation deadline								
Divisions		Filing deadline								
Group entities										
Currencies		Description								
Regions										
Countries		Currency								
Module cluster		Additional Information								
Business line		Upload Drag & Drop F	les							
Matrix organization										
Activity logs		File name	×			Short name	Attachment Type	Modified by	Modified date	
Attachment types						14 <4 Page 1 of 1 >> >= 100	×		No records to view	
Security logs		Note: For editing attachment, please double click of This document will be provided to the corresponding document	a filename ienting nation	al reporti	ng entities	under Master data / Reporting deadline	es details			
Consistency checks	*					About globalDoc Solution 9.1.0.12891	◎ 2022 - PwC. All rights reserved.			

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").

- Settings						
Overview	Code*			Modified by: system	n, 12/3/2019 12:32:08 PM Created	by: system, 12/3/2019 12:32:08 PM
Administration ^	BG					
Reporting periods	Name* Bulgaria					
Reporting period settings	Domestic transactions to be documented					
Users	Preparation deadline					
Divisions						
Group entities	Filing deadline					
Currencies	Description					
Regions						
Countries	Currency					
Module cluster	BGN - Bulgarian Lev × *					
Business line	Additional Information					
Matrix organization	Drag & Drop Files					
Activity logs	File name		Short name	Attachment Type	Modified by	Modified date
Attachment types		X	14 <4 Page 1 of 1 ⇒> >1 100 ¥	x	X	X No records to view
Security logs	Note: For editing attachment, please double click on filenar	me				
Consistence: chashes	Inis document will be provided to the corresponding documenting n	ational reporting entities u	nder маster data / керorting deadlines d \bout globalDoc Solution 9.1.0.12891 ©	etaus 2022 - PwC. All rights reserved.		

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 (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 **I**, 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.

← Settings	1/1/2019 - 12/31/2019 × 1
Overview	+ New B Delete O Search options *
Administration ^	Name Description Modified by Modified date
Reporting periods	x x x x x x
Reporting period settings	
Users	
Divisions	
Group entities	
Currencies	
Regions	
Countries	
Module cluster	i ← ≪ Page [] of i ∞ → 1.00 ♥. Wers i fit.
Business line	
Matrix organization	
Activity logs	
Attachment types	
Security logs	About globalDoc Solution 9-10-12891 @ 2022 - PwC. All rights reserved.

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

•

Modified by

Description

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.
Ø 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).

← Settings	t/\/2019 - 12/31/2019	1?
Overview Administration ^ Reporting periods Reporting period settings Users	Module cluster details Assigned reporting entities Assigned modules Nume*	Save Save and close New Close
Divisions Group entities Currencies Regions Countries		
Module chuster Business line Matrix organization Activity logs Attachment types Security logs	About globalDoc Solution 9.1.0.12891 @ 2022 - PwC. All rights reserved.	

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 [©] Drop selected reporting entity cluster via the selection field + Assign reporting entity on again. 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**.

← Settings	¹ 1/1/2019 - 12/31/2019	٢
Overview	Modified by: global/dmin, 8/30/2009 2002226 AM. Created by: global/dmin, 5/9/2007 753756 PM	Save
Administration ^	Module cluster details Assigned reporting entities Assigned modules	Save and close New
Reporting periods	Assigned reporting entities Select reporting entities x	Delete Close
Reporting period settings	Code Nam Code Name Short nan ERP num Country Division BU Product Vetrag i n BU Product group Vetrag i	
Users		
Divisions	C Uog CZ-Demo s.r.o Demo s.r.o CZ-Czeć Demo s.r.o CZ-Czeć Demo s.r.o CZ-Czeć Demo s.r.o	
Group entities	Drop selected reporting entity + Dog Demo Andorra ND AD - And Dog FR-Demo S.A. Demo S.A. Demo S.A. FR-Frag F LFos PG Dog T.T.ty	
Currencies	Ura MIX-Demo Sales generation (A. Nete	
Regions	Oot TST same Name DE - Ger Ooc TST same Name DE - Ger Og TST same Name DE - Ger	
Countries	Uo9 US-Demo Sales H Demo Inc. US- Unit	
Module cluster	i ← ← Page 1 df 1 >> = 100 ♥	
Business line		
Matrix organization	OK Close	
Activity logs		
Attachment types		
Security logs	About∣ globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 *f*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

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



Figure 65: Business line - tree view

← Settings	t/1/2019 - 12/31/2019 ∨		1?
Overview	Tree View Grid View Setup View		
Administration ^	+ New Delete O Search options •		Import/Export: Download template
Reporting periods	Code Name	Entity type	Modified by Modified date
Reporting period settings	F Region Ost	x Division	x x Selma 7/13/2022 8:57:06 AM
Users	LFon Luftfahrt Ost	BU Product group	Selma 7/13/2022 8:57:32 AM Selma 7/13/2022 8:58:08 AM
Distance			11 01 0
Divisions			
Group entities			
Currencies			
Regions			
Countries			
Module cluster			
Business line		age i of i 🗠 🕫 ico 🗸	Views-3 of 3
Matrix organization			
Activity logs			
Attachment types			
Security logs	About globalDoc Solution	.1.0.12891 © 2022 - PwC. All rights reserved.	

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.

← Settings	1/1/2019-12/31/2019 V	1?
Overview	Tree View Grid View Setup View	
Administration ^	In this screen, you can maintain the individual levels of a management structure. These levels can then be used to create the management structure itself.	
Reporting periods	The following actions are available:	
	New level: Adds a new level after the lowest level and thus enables you to enter management entities of this new level in the maintenance screen Management Entities.	
Reporting period settings	Update level: Allows you to adjust the name and enter a description. Please go to the desired level to be changed.	
Users	Delete level: Deletes the complete level, but is only possible if all management entities on this level have been deleted beforehand. Please go to the desired level to be deleted.	
Divisions	+ New	
Group entities		
Currencies	ih □ BU ih □ Product group └□ Vetras 1	
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

Figure 67: Setup view of business lines

Settings	l	1/1/2019 - 12/31/2019	1?
Overview		Parent element	Save
Administration	^	Vetrag 1	Save and close New
Reporting periods		Name*	Close
Reporting period settings		Description	
Users			
Divisions			
Group entities			
Currencies			
Regions			
Countries			
Module cluster			
Business line			
Matrix organization			
Activity logs		About globalDoo Solution 9.1.0.12891 © 2022 - PecC. All rights reserved.	

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.

← Settings	1/1/2019 - 12/31/2019	1	?
Overview	Entity type	Save	
Administration ^	Y	Save and close New	
Reporting periods	Code*	Close	
Reporting period settings	Name*		
Users	Description		
Divisions			
Group entities			
Currencies			
Regions			
Countries			
Module cluster			
Business line			
Matrix organization			
Activity logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.		

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").

← Settings	1/1/2019 - 12/31/2019		1?
Overview	Entity type		Save
Administration ^	Division		Save and close
Reporting periods	Code* F		Close
Reporting period settings	Name*		
Users	Description		
Divisions			
Group entities			
Currencies			
Regions			
Countries			
Module cluster			
Business line			
Matrix organization			
Activity logs		About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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.

рис	globalDoc Solution 9.2	÷	- Se	ttir	ıgs			1/1/2021 - 11/30/2022 V					1?
Overview		+	New	Ť	Delete	Ø Search	ı options 🔻			Import/Expo	ort: 📴 Download	template 📋 Im	port Export
Administratio	on ^				C	ode	Name	Permanent establishment of	Country	Business line	Sub business line	Modified by	Modified date
Paportin	a neriode					х	x	X	X	X	x	x	x
reportin	8 periods		1		Uoi		DE-Demo Headquar		DE - Germany	AVI - Aviation	UAV - Unmanned ae	globalAdmin	8/23/2022 3:12: 🔺
Reportin	g period settings		1		U01		DE-Demo Headquar		DE - Germany	AVI - Aviation	SAT - Satellites	globalAdmin	8/23/2022 3:12:
			1		U01		DE-Demo Headquar		DE - Germany	AVI - Aviation	AIR - Aircraft	globalAdmin	8/23/2022 3:12:
Users			1		U02		FR-Demo S.A.		FR - France	HEC - Healthcare	HSV - Healthcare ser	globalAdmin	8/23/2022 3:12:
			1		U02		FR-Demo S.A.		FR - France	HEC - Healthcare	EQU - Equipment	globalAdmin	8/23/2022 3:12:
Divisions	5		1	1	U02		FR-Demo S.A.		FR - France	HEC - Healthcare	LFS - Life sciences	globalAdmin	8/23/2022 3:12:
			1		U02		FR-Demo S.A.		FR - France	HEC - Healthcare	BIT - Biotechnology	globalAdmin	8/23/2022 3:12:
Group en	itities		1		U02		FR-Demo S.A.		FR - France	HEC - Healthcare	PHA - Pharmaceutic	globalAdmin	8/23/2022 3:12:
			1		U03		CZ-Demo s.r.o.		CZ - Czech Republic	AVI - Aviation	AIR - Aircraft	globalAdmin	8/23/2022 3:12:
Regions			1	1	U04		IN-Demo Global Tec		IN - India	AVI - Aviation	UAV - Unmanned ae	globalAdmin	8/23/2022 3:12:
			1		Uo5		UK-Demo R&D Cent		GB - United Kingdom	HEC - Healthcare	BIT - Biotechnology	globalAdmin	8/23/2022 3:12:
Countries	s		1		Uo6		UK-Demo Shared Se		GB - United Kingdom	HEC - Healthcare	EQU - Equipment	globalAdmin	8/23/2022 3:12:
			1		U07		PL-Demo Sales Hub		PL - Poland	HEC - Healthcare	HSV - Healthcare ser	globalAdmin	8/23/2022 3:12:
Currencie	es		1	1	Uo8		SG-Demo Sales Hub		SG - Singapore	HEC - Healthcare	LFS - Life sciences	globalAdmin	8/23/2022 3:12: 👻
	Junton												•
Module c	ciuster							। न – २न	Page 1 of 1 🕞 🕫 100 🗸				View 1 - 69 of 69
Business	line												

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 **f** 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.
i Import	Import the chosen matrix organisation data via the selected excel tem- plate.
Export	Export all matrix organisations.

1.3.11.1. Create new matrix organisation

Click on **here** 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.

← Settings		1?
Overview	Group entity*	Save
Administration ^	Business line*	Save and close New
Reporting periods		Close
Reporting period settings		
Users		
Divisions		
Group entities		
Currencies		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 **s** 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)).

← Settings						1?
Overview	Start date* 12/22/2022	Reporting period* All reporting periods				Refresh log
Administration ^	End date*	 Only reporting actions 				Export log
Reporting periods	1/22/2023					
Reporting period settings	O Search options •					
Users	0	Action date	Action	User	Level	Message
Divisions	1/21/2023	x	x execute report generation	Martvna	x INFO	x x DocumentationPeriodUnit/ID:181/Name:Ad
Group entities	1/21/2023		execute report generation	Martyna	INFO	DocumentationPeriodUnit ID:182 Name:Ac
Currencies	1/19/2023		insert	System	INFO	ModuleTextOrDocument 13902 Name:User
B. day	1/19/2023		update insert	System System	INFO	Module ID:17364 Name: Navigation to the i ModuleTextOrDocument 16702 Name:_Sel
Kegions	1/19/2023		insert update	System System	INFO	ModuleTextOrDocument 16705 Name:_Sel Module ID:17362 Name: Selection of Repor
Countries	1/19/2023		insert	globalAdmin globalAdmin	INFO	ModuleTextOrDocument 16702 Name:_Sel ModuleTextOrDocument 16702 Name:_Sel
Module cluster	1/19/2023		update	globalAdmin alabalAdmin	INFO	Module ID:17362 Name: Selection of Repor
Business line	1/19/2023		update	globalAdmin	INFO	Module/ID:17362 Name: Selection of Repor
Matrix organization	1/19/2023		insert	globalAdmin System	INFO	ModuleTextOrDocument 16702 Name:_Sele ModuleTextOrDocument 16701 Name:_Au:
Activity logs	4			Page of free at 1999 and		> Vierr - yes of a 86
Attahmant times				raže 🔽 joroj 🤐 🗤 🕬 🖌		49544 8 - 100 08 (500
Automatication of bes						
Security logs			About globalDoc Solution	9.1.0.12891 © 2022 - PwC, All rights reserved.		

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").

A	L + E	\times \checkmark f_x Ex	port date	v	1
	A	В	с	D	
1	Export date	11/29/2022			-
2	Exported by	Martyna			T
3	Start date	10/29/2022			
4	End date	11/29/2022			
5					
6	Action date	Action	User	Message	
7	10.31.2022	Einfügen	Selma	RejectedTemplate[15079]Name:Company history.docx	
8	11.2.2022	insert	Martyna	ModuleTextOrDocument[15080]Name:Transaktionsübersicht.docx	
9	11.2.2022	insert	Martyna	ModuleTextOrDocument 15081 Name:Transaktionsübersicht.docx	
10	11.2.2022	insert	Martyna	ModuleTextOrDocument[15082]Name:Nutzung von neuen Variablen.docx	
11	11.2.2022	insert	Martyna	ModuleTextOrDocument 15083 Name:Use of Variables.docx	
12	11.2.2022	insert	Martyna	ModuleTextOrDocument[15084]Name:Nutzung von neuen Variablen.docx	
13	11.2.2022	insert	Martyna	ModuleTextOrDocument[15085]Name:Use of Variables.docx	
14	11.2.2022	insert	Martyna	ModuleTextOrDocument 15093 Name:Dokumentationsübersicht.docx	
15	11.2.2022	insert	Martyna	ModuleTextOrDocument[15087]Name:Menüpunkt Aufgabenverwaltung.docx	
16	11.2.2022	insert	Martyna	ModuleTextOrDocument 15088 Name:Menüpunkt Freigabe von Admin-Aufgaben.docx	
17	11.2.2022	insert	Martyna	ModuleTextOrDocument 15089 Name:Menüpunkt Freigabe von Admin-Aufgaben.docx	
18	11.2.2022	insert	Martyna	ModuleTextOrDocument 15090 Name:Modulübersicht.docx	
19	11.2.2022	insert	Martyna	ModuleTextOrDocument 15091 Name:Programmpunkt Analyse.docx	
20	11.2.2022	insert	Martyna	ModuleTextOrDocument 15092 Name:Dokumentationsübersicht.docx	
21	11.2.2022	insert	Martyna	ModuleTextOrDocument 15086 Name:Menüpunkt Aufgabenverwaltung.docx	
22	11.2.2022	insert	Martyna	ModuleTextOrDocument[15129]Name:Übersicht.docx	
23	11.2.2022	insert	Martyna	ModuleTextOrDocument15130 Name:Versandregeln.docx	i
	Action	ogs (+)			1
Rea	idy			III III	6

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)").

← Settings						1?
Overview	•	- New	w 🛱 Delete 🗘 Search options 💌			
Administration ^)	Name	Is active?	Modified by	Modified date
			x	✓ X	x	x
Reporting periods			/ Contracts	8	globalAdmin	8/30/2019 2:36:11 PM
			/ Charts		globalAdmin	8/30/2019 2:36:21 PM
Reporting period settings			Background Information		globalAdmin	8/30/2019 2:36:32 PM
			/ Admin		globalAdmin	8/30/2019 2:36:36 PM
Users			Benchmarking Studies	2	globalAdmin	8/30/2019 2:36:27 PM
Divisions			/ Invoices		globalAdmin	8/30/2019 2:36:46 PM
Divisions]	Legal Statements		globalAdmin	8/30/2019 2:56:07 PM
Group entities Currencies Regions Countries						
Module cluster				14 <4 Page 1 Of 1 >> >1 100 ¥		View a - 7 of 7
Business line						
Matrix organization						
Activity logs						
Attachment types						
Security logs				About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserv	sd.	

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

Modified by

Is active?

is confirmed with ENTER.

- Modified date
- NOTE: The search result may be narrowed down by entering the search word in the desired column. The entry

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").

← Settings		1?
Overview	Ninet	Save
Administration ^		Save and close
Reporting periods	Sort order*	Close
Reporting period settings	S Is active?	
Users		
Divisions		
Group entities		
Currencies		
Regions		
Countries		
Module cluster		
Business line		
Matrix organization		
Activity logs		
Attachment types		
Security logs	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 \checkmark "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 *failed* 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)").

← Settings																			1	L ?
Overview		a ₽	Export to Exe	el Ø S	earch op	tions 🔻														
Administration	^		Type			ID		User		Action		Modified field	Old Va	lue	New Value		Modified by		Modified date	Ŷ
				x			x		х		х	x		x		x		x		x
Reporting periods		00	Jser				476 Mar	tyna		LoginSuccess					Martyna		Selma	1/23	2/2023 4:30:57 PM	<u></u>
		G	DUser				230 pw:	Kennwort2!		Insert		Rollen			Accountable DP:15	GE:	Martyna	1/25	2/2023 11:29:03 AM	- 11
Reporting period settings		G	DUser				230 pw:	Kennwort2!		Insert		Rollen			Accountable DP:11	GE:0	Martyna	1/23	2/2023 11:29:03 AM	- 11
		G	DUser				230 pw:	Kennwort2!		Insert		Rollen			Accountable DP:3	GE:C	Martyna	1/23	2/2023 11:29:03 AM	
Users		G	DUser				230 pw:	Kennwort2!		Insert		Rollen			Accountable DP:21	GE:	Martyna	1/23	2/2023 11:29:03 AM	
		G	DUser				230 pw:	Kennwort2!		Insert		Rollen			Accountable DP:23	GE:	Martyna	1/23	2/2023 11:29:03 AM	
Divisions		UU	Jser				476 Mar	tyna		LoginSuccess					Martyna		Selma	1/21	2/2023 11:16:49 AM	
		00	Jser				476 Mar	tyna		LoginSuccess					Martyna		Selma	1/21	/2023 2:17:59 PM	
Group entities		UU	Jser				476 Mar	tyna		LoginSuccess					Martyna		Selma	1/20	0/2023 8:04:19 AM	
		UU	Jser				476 Mar	tyna		LoginFailed					Martyna		Selma	1/20	o/2023 8:04:03 AM	
Currencies		00	Jser				476 Mar	tyna		LoginFailed					Martyna		Selma	1/20	o/2023 8:03:54 AM	
		ΟU	Jser				476 Mar	tyna		LoginSuccess					Martyna		Selma	1/19	/2023 3:50:15 PM	
Regions		00	Jser				1 glob	alAdmin		LogOut					globalAdmin		Selma	1/19	/2023 3:18:45 PM	
regions.		ΟU	Jser				475 Seln	18		LoginSuccess					Selma		Selma	1/19	/2023 12:16:32 PM	
Countries		0 U	Jser				475 Selm	1a		LogOut					Selma		Selma	1/19	/2023 10:39:37 AM	*
Countries		1																1.4		•
Module chuster												14 <4 Page 1 of 26	P> PI 100 N	-					View 1 *	100 of 2,571
Module cluster																				
Business line																				
Matrix organization																				
Activity logs																				
Attachment types																				
Security logs										About g	lobal	Doc Solution 9.1.0.12891 © :	2022 - PwC. A	ll rights r	served.					

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

A	В	С	D	E		F	G
Туре	ID	User	Action	Modified field	Old Value		New Value
User	47	476 Martyna LoginSuccess					Martyna
GDUser	23	0 pw: Kennwort2!	Insert	Rollen			Accountable DP:15 GE:GLOBAL
GDUser	23	0 pw: Kennwort2!	Insert	Rollen			Accountable DP:11 GE:GLOBAL
GDUser	23	0 pw: Kennwort2!	Insert	Rollen			Accountable DP:3 GE:GLOBAL
GDUser	23	0 pw: Kennwort2!	Insert	Rollen			Accountable DP:21 GE:GLOBAL
GDUser	23	0 pw: Kennwort2!	Insert	Rollen			Accountable DP:23 GE:GLOBAL
User	47	6 Martyna	LoginSuccess				Martyna
User	47	6 Martyna	LoginSuccess				Martyna
) User	47	6 Martyna	LoginSuccess				Martyna
User	47	6 Martyna	LoginFailed				Martyna
User	47	6 Martyna	LoginFailed				Martyna
3 User	47	6 Martyna	LoginSuccess				Martyna
User		1 globalAdmin	LogOut				globalAdmin
User	47	5 Selma	LoginSuccess				Selma
User	47	5 Selma	LogOut				Selma
User		1 globalAdmin	LoginSuccess				globalAdmin
User	47	5 Selma	LoginSuccess				Selma
User	47	5 Selma	LoginSuccess				Selma
User	47	6 Martyna	LoginSuccess				Martyna
User	53	5 Admin	LogOut				Admin
User	53	5 Admin	LoginSuccess				Admin
User	47	6 Martyna	LogOut				Martyna
User	47	6 Martyna	LoginSuccess				Martyna
5 User	47	6 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.

← Settings 🏦 GLOBAL - G	LOBAL > 📩 1/1/2019 - 12/31/2019 🗸				1?
Overview					
Administration ^	-Kepar modules Name	Description	Error count		
Reporting periods	✓ Invalid admin-modules	Fixes admin-modules that are local/global but are not connected to GLOBAL.	•		
Reporting period settings	A Historized modules in tasks	Dulete all tasks with reference to historized modules.	12	Details	Fix
Users	 Unallowed copies of modules 	Deletes unallowed copies of drisional/global or data-collection modules.	0		
Divisions	 Invalid module type 	Shows modules, that have an invalid module type.	0		
George antibles	 Invalid module task-templates 	Fines module task-templates. A local module copy cannot be referenced in a task-template.	•		
Group mannes	 Invalid Historisation (Deletion) of Module 	Marks Modules as deleted, when they are historized (deleted) incorrectly.	۰		
Currencies	 Local modules not deleted, although module was deleted in overall library. 	Delete local copies of modules, if module was deleted in overall library. These modules cause errors during a period copy.	0		
Ragions					
Countries	Repair tasks				
Module cluster	Name	Description	Error count		
Business line	✓ Tasks for local modules are displayed in task-management	Sets the reference to a documentation-task	۰		
Matrix organization	 Tasks have invalid status 'reopened' 	The tasks status will be reset to in progress'	۰		
And to the Years	▲ Management tasks without central task template	Delete broken management tasks with reference a deleted task template.	7	Details	Fix
Activity togs	A Task duplicates	Deletes tash-doplicates.	*	Details	Fix
Attachment types					
Security logs	Repair transactions				
Consistency checks	Name	Description	Error count		
Customizing \lor	 Unallowed divisional/global transactions 	Deletes all dritsional global transactions. Divisional global transactions are not allowed.	0		
Email & escalation \lor	-Repair group entities				
	Name	Description	Error count		
	▲ (Optional) Not connected/copied reporting entities	Connects reporting companies throughout reporting periods (connections are maintained through a reporting period copy).	6	Details	Fix
	✓ Group entity without code	Show group entities which does not have code. The fix is inserting code value which will be generated from their names.	0		

- Settings 🏦 🕮	RAL - GLOBAL > 📩 k/1/2019 - 12/31/2019 🗸				1
verview dministration	Roles Name	Description	Error count		
Reporting periods	 Time-dependent roles 	Shows cutaton and time-dependent roles. Correction is done by a DB-Script (outside of the application).	0		
Reporting period settings	Duplicate roles	Shows double roles. The correction is to delete digitalities that were last added.	•		
Users	Repair user roles				
Divisions	Name	Description	Error count		
Group entities	Non Assignable User Roles User with tasks but missing roles	There are user role assignments for Accountable', Reviewer', Responsible', Designted for which no assignment exists in the tasks. These user role assignments are deleted. User role assignments are mission for 'Accountable', Reviewer', Responsible', Deletedef Althoush an assignment exists in the tasks. These missing user role assignments are added.	•		
Currencies					
Regions	Repair business entity structure				
Countries Module cluster	Name Repair the hierarchy of group entities for security and reporting purpose.	Description Tancet mixing parent group waitions in the hierarchy for security and reporting purposes for all reporting periods.	Error count		
Business line	Repair matrix structure				
Matrix organization	Name	Description	Error count		
Activity logs	A Insert missing	Inserts missing matrix structure exiting for all reporting periods (with DB-ornjet)	:4	Details	Fix
Attachment types	 Repair links 	Repairs links between matrix structure entities for all reporting periods (with DB-script)	0		
Security logs	A Repair security	Repairs security for matrix structure entities for all reporting periods (with DB-veript)	2	Details	Fix
Constitutency checks	Duploate vanes in matrix organization Sapair least entity type	Starts organization have doplocity values when cause proteens in detail view and during import. The Pick betton desires disposes matrix organizations.	0		
stomizing	~				
nail & escalation	-Repair Report types				
	Name Report types with duplicate chapters/modules	Description Press report types having duplicate chapters imodules by keeping the first occurrence.	Error count		

← Settings 🏦 GLOBAL-G	LOBA	L > 📩 1/1/2019 - 12/31/2019 V				1?
Overview	Re	pair user roles				
		Name	Description	Error count		
Administration ^		Non Assignable User Roles	There are user role assignments for 'Accountable', Reviewer', Responsible', Delegated for which no assignment exists in the tasks. These user role assignments are deleted.	0		
Reporting periods		 User with tasks but missing roles 	User role assignments are missing for 'Accountable', 'Rerponsible', 'Delegated', although an assignment exists in the tasks. These missing user role assignments are added.	•		
Reporting period settings						
	Re	pair business entity structure				
Users		Name	Description	Error count		
Divisions		Repair the hierarchy of group entities for security and reporting purpose.	Insert missing parent group entities in the histarchy for security and reporting purposes for all reporting periods.	0		
Group entities	-					
Currencies	Re	pair matrix structure				
Regions		Name	Description	Error count		
Countries	4	Insert missing	Inserts missing matrix structure entities for all reporting periods (with DB-script)	4	Details	Tix
Module cluster	•	/ Repair links	Repairs links between matrix structure entities for all reporting periods (with DD-script)	0		
	4	Repair security	Repairs security for matrix structure entities for all reporting periods (with DB-script)	2	Details	Fix
Business line		Duplicate values in matrix organization	Matrix organization have duplicate values which causes problems in detail view and during import. The 'Fix' button deletes duplicate matrix organizations.	•		
Matrix organization		Repair legal entity type	Updates legal entity type in matrix organization to select the lower legal entity.	0		
Activity logs						
Ma department	Re	pair Report types				
Antecoment (ypes		Name	Description	Error count		
Security logs	-	Report types with duplicate chapters/modules	Fixes report types having duplicate chapters/modules by keeping the first occurrence.	•		
Consistency checks						
Customizing	Up	date questionnaires				
Email & escalation	_	Name	Description	Error count		
	4	Repair lost questions	Repairs questions that lost connection to their questionnairs.	41	Details	Fix
		Questionnaires with duplicate chapters/questions	Fires questionnaires having duplicate chapters/questions by keeping the first consurrence.	•		

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 <u>assigned to each</u> 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)").

← Settings									1	?
Overview		+ N	ew	Belete Ø Search options ▼						
Administration	~			Description	Role name 🗢	Role type	Default role	Modified by	Modified date	
				x	x	✓ x	✓ x	x		x
Customizing	^		1	Accountable	Accountable	Group		system	4/16/2019 8:59:24 AM	
			1	•	Admin edit module	Module		globalAdmin	12/10/2019 4:13:14 PM	
General			1	Assignment bases access	Assignment	Navigation		system	3/9/2018 11:31:29 AM	
			1	Delegated	Delegated	Group		system	4/16/2019 8:59:24 AM	- 11
Translations			1	Manage attachments	DocumentManagement	Navigation	1	system	7/18/2014 6:54:06 PM	- 11
Polor			/	Edit Master Data	EditMasterData	Navigation		system	3/4/2021 12:52:33 PM	- 11
100265			1	Edit Transactions	EditTransactions	Navigation		system	3/4/2021 12:52:33 PM	- 11
Natigation			/	Define content structure	ModuleDefinition	Navigation		system	7/18/2014 6:54:06 PM	- 11
			/	Read divisional content	ModuleDivisionalRead	Module		system	7/18/2014 6:54:06 PM	- 11
Reporting templates			1	Edit divisional content	ModuleDivisionalWrite	Module		system	7/18/2014 6:54:06 PM	
			1	Read global content	ModuleGlobalRead	Module		system	7/18/2014 6:54:06 PM	
Analysis templates			1	Edit global content	ModuleGlobalWrite	Module		system	7/18/2014 6:54:06 PM	
			1	Read local content	ModuleLocalRead	Module		system	7/18/2014 6:54:06 PM	
Licensing			1	Edit local content	ModuleLocalWrite	Module	2	system	7/18/2014 6:54:06 PM	•
		4	4							•
Email & escalation	~				IN IN Page 1 of 1 PR	100 🗸			Views	1 - 19 of 19
					About globalDoc Solution 9.10.13891 © 2022 -	- PwC, All rights reserved.				

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).
Ø 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 **hew** 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

1?
Save
Save and close New NewNew
Close
ution 9.1.0.12891 © 2022 - PwC. All rights reserved.

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").

← Settings							1?
Overview					Modified by: system, 4/16/2019 8:59:24 AM Created by: system, 4/16/2019 8:59:24 AM	New	
Administration	\sim	Role name* Accountable	Role type* Group			Close	
Customizing	^	Description Accountable	Default role				
General			Default permission* Create, edit and delete				
Translations							
Roles							
Navigation							
Reporting templates							
Analysis templates							
Licensing							
Email & escalation	\sim						
				About globalDoc Solution 9.1.0.12891 © 202	12 - PwC. All rights reserved.		

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.

← Settings	111	/1/2019 - 12/31/2019 ∨		1?
Overview	Edit	Name	Modified by	Modified date
Administration \lor	1	* Settings	system	7/11/2018 4:12:59 PM
Customizing	1	* Administration	system	7/11/2018 4:12:59 PM
customining	1	Reporting periods	system	7/11/2018 4:12:59 PM
General	1	Reporting period settings	system	7/11/2018 4:12:59 PM
Translations	1	Users	system	7/11/2018 4:12:59 PM
Polos	1	Divisions	system	7/11/2018 4:12:59 PM
NUES	1	Group entities	system	7/11/2018 4:12:59 PM
Navigation	1	Currencies	system	7/11/2018 4:13:03 PM
Reporting templates	1	Regions	system	4/16/2019 8:59:22 AM
Analysis tamplatas	1	Countries	system	7/11/2018 4:13:02 PM
Analysis templates	1	Module cluster	system	7/11/2018 4:12:59 PM
Licensing	1	Business line	system	7/11/2018 4:12:59 PM
Email & escalation \checkmark	1	Matrix organization	system	3/4/2021 12:52:34 PM
	1	Activity logs	system	7/11/2018 4:12:39 PM
	1	Attachment types	system	7/11/2018 4:12:39 PM
	1	Security logs	system	7/11/2018 4:12:59 PM
	1	Consistency checks	system	9/19/2018 2:07:54 PM
	1	* Customizing	system	7/11/2018 4:12:59 PM
	1	General	system	3/4/2021 12:52:34 PM
	1	Translations	system	12/3/2019 12:32:08 PM

Figure 84: Overview of navigation structure (example)

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

← Settings	1/1/2019 - 12/31/2019 L	?
Overview	Modified by: mstem. m/u/pos8_anappetition.mstem.mm/u/pos8_anappetition.mstem.mm/u/pos8_anappetition.mstem.mm/u/pos8_anappetition.mstem.m	
Administration \checkmark	Natigation element Serve and close Serve and close Clo	
Customizing ^	The name of the navigation item may be changed here.	
General	de Einstellungen	
Translations	en Settings es Nastarení	
Roles	es Ajustes pl Ustavienia	
Navigation	pt-br Definições pt-pt Definições	
Navigation	it Importazioni	
Reporting templates		
Analysis templates		
Licensing		
Email & escalation \checkmark		
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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 copens a pop-up window in which new roles can be added or old roles can be removed (see figure "Add/Remove Roles").

Add Roles	×
Unassigned Roles:	Assigned Roles:
click to add	click to remove
Admin edit module	NavigationPrint Read
Assignment	PrintWithApproval Edit
. Administrator	
. TaskAdministrator	
TaskApprover	
NavigationReadAll	
• ModuleLocalRead	
• ModuleLocalWrite	
• ModuleDivisionalRead	
• ModuleDivisionalWrite	
• ModuleGlobalRead	
Copy rights from: Copy + Assign all Tunassign all	
	ОК

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}.

necessary all roles can be assigned by clicking on	+ Assign all	once or removed by clicking on once	🏽 Unassign all
In necessary, an roles can be assigned by clicking on		once of removed by clicking of once	

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").

← Settings		1?
Overview	Reporting templates	Copy template
Administration \lor	DefaultTemplate	Download standard variables
Customizing	Is active	
General	Template_Module_local_versions.doex	
Translations	Template_Module_Overview_Transaction_group.docx Template_Overview_Transaction_group.docx	
Roles	Tempine_Overview_Transaction_matrix.docx	
Navigation	Template_Overview_Transaction_partners.docx Ø Template_Report.docx	
Reporting templates	Template_TextModule.docx	
Analysis templates	Template_Transfer_pricing_analysis.doex Dodule_template_doex	
Licensing		
Email & escalation \checkmark		

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.

← Settings			1?
Overview	Reporting templates	(+) Template Module local versions doer	Delete template
Administration ~	Deutsche Handbücher	Template_Module_Overview_Transaction_group.docx	Copy template Download standard variables
Customizing ^	New template name Deutsche Handbücher	Template_Overview_Transaction_groups.docx Template_Overview_Transaction_matrix.docx	Save
General	Is active	Template_Overview_Transaction_partners.docx	
Translations		Template_TextModule.docx Template_Transfer_pricing_analysis.docx	
Roles		Template_Report.docx Module_template.docy	
Navigation		Choose File No file chosen	
Reporting templates			
Analysis templates			
Licensing			
Email & escalation			
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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 <u>Choose File</u> and uploaded again <u>Environmentations</u>. 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 laboursaving 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.

Vorlage von einemKunden2	
Text block used as a	
reference to	
documentation	
attachments	
The following files are attached to this report:	
Approve archived reports directly	
Show draft watermark	
Show attachment list at	
the end of each module	

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.

globalDoc Solution 9.1	← Report configuration in//zoe3 · 12/31/zoe3 ·					
C Settings	+ New B Delete O Search options •					
$\stackrel{\square}{\equiv}$ Documentation setup	Name Type Scope Country Company Is active Is default? Modified by Modified da	ite				
Report configuration		x				
	V Overall library Special General I /1/2001 12:00:	.00 Al				
Benchmarking studies	Image: Standard Local File General Image: Standard Local File	:19 AM				
	🗌 🔮 🖌 Adminhandbuch Deutsch Loal file Country AD - Andorra	5:59 A				
Attachment overview	🛛 🔋 🖌 Adminmanual English Local file Country AF - Afghanistan Selma 11/17/2022 11/5	1:03 A				
	🕒 🔋 🖌 Benutzerhandbuch Deutsch Local file Country AE-United Arab Emirates Selma 11/17/2022 11:5	0:43 A				
Manage questionnaire	Standard Master File Standard Master File General Selma 9/13/2022 12:33	7:17 P2				
	🗌 🔋 🖊 Usermanual English Local file Country AG - Antigua and Barbuda Selma 11/17/2022 11:5	5:11 Al				
, 11 Analysis						
	i 4 ≪ Page 1 of 1 i → → soo ♥	-70f7				
	About globalDoc Solution 9.1.0.13891 @ 2022 - PaC. All rights reserved.					

Figure 90: Overview of report types

globalDoc Solution 9.1	onfiguration 💾 1/1/2023 - 12/31/2023	1?
Steps to complete O Im	mport chapter structure 🖲 Define modules 🔿 Variables	Modified by: globalAdmin, x/x3/2023 9:29:19 AM Created by: Selima, 9/x3/2022 12:37:17 PM
Documentation setup	ís	^
Report configuration Name*	Scope*	
Benchmarking studies Standard Local File	General	
Attachment overview Local file	Is active	
Manage questionnaire Englische Handbi	vächer v	
111 Reporting entity ~		
Tasks Drag and drop to modify Collapse all	y the order. Modules are freely distributeable. Note that changes are not persisted directly and are to be submitted vi	ia 'save' button Q
Analysis Local file		Modules: 307 Distributed: 306 Attachments: 2
— 🖊 🛢 Einlei	eitung [Local] 🖸 🗅 🕂	Distributed: 2
= 🖊 🔋 Intro	eduction [Local] 🖸 🗅 🕂	Distributed: 2
 1 General intro 	roduction into globalDoc	Modules: 24 Distributed: 24 +
• 1.1 The id	dea behind globalDoc	Modules: 1 Distributed: 1 +
- /	The idea behind globalDoc [Local] [27] +	
1.2 The fe	reatures of globalDoc	Modules: 9 Distributed: 9
1.2.1	a Common documentation platform for all persons involved in the documentation process	Modules: 1 Distributed: 1 + Distributed: 1
	Common documentation patients involved in the documentation process [Local] A Adular structure of the documentation contents	Modulars - Dieter 19 +
- 1.2.	Modular structure of the documentation contents [Local] 2 1 +	Modules: 1 Distriction
- 1.23	.3 Centralized collection of information relevant for several reporting entities	Modules: 1 Distributed: 1 +

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 companies/Transactions/Analyses/Transfer price analysis".

← Settings			1?
Overview			Save
Administration	\sim	Create analysis template	Save and close
Customizing	^	Option name* Internal comment on text option	Close
General		Type of analysis Comparable uncontrolled price method	
Translations			
Roles		Description of applied method Description of the cost base Appropriatness of applied method Appropriatness of transfer pricing	
Navigation			
Reporting templates			
Analysis templates			
Licensing			
Email & escalation	\sim		
		About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 \checkmark , 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)").

← Settings						1?
Overview		+ New Delete Q Search options -				
Administration	~	Type of analysis	Option name	Internal comment on text opt	Modified by	Modified date
Customizing	~	x	x Research and Development	x	x Martyna	x 1/22/2023 5:51:08 PM
General						
Translations						
Roles						
Navigation						
Reporting templates						
Analysis templates						
Licensing						
Email & escalation	~		id <4 Page 1 001 >> >1 100 ♥			View 1 - 1 of 1
			About I slahal Das Solution of a safety @ acaa . But All rights researed			
			About giobalboc Solution 9.1.0.12891 © 2022 - PWC. All rights reserved.			

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

- Modified by
- terd ending
- Internal comment on text option
- 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.
Ø 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)").

← Settings		1?
Overview	Expiration date 10/30/2030 11:00:00 PM	Change
Administration	Is activation timespan valid?	Close
Customizing	Is historization active?	
General	Is expired?	
Translations		
Roles		
Navigation		
Reporting templates		
Analysis templates		
Licensing		
Email & escalation		
	About globalDoc Solution 9.1.0.12891 @ 2022 - PwC. All rights reserved.	

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.

	Confirm
Δ	Are you sure to change the license key? The current license will be deleted. The application will be unavailble until a valid license is submitted.
	OK Cancel



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").

← Settings				1 ?
Overview	(-Emailing	⊤Reminder for open system administrator tasks	□ ⊂ Reminder for upcoming deadline	· · · · · · · · · · · · · · · · · · ·
	Generate e-mails?	Last escalation date	Last escalation date	Save changes
Administration \lor	Cand emails disastly?	Escalation interval* Manually	Option z Notify before (day)	
Customizing \lor	?			
Email & escalation	Force email?	Run now	Option a: Notify before (day)	
	1	Status report for task approvers (entity specific dashboard)	and a shadd had to (to)	
Setap	Appireation Uri https://gds.datanwark-it.com/gds-pwes/ ?	Escalation intervals	Option 3: Motify Berore (nay)	
Create e-mail	Email From*	Manually		
Onerview	posador-rapportgateswerk-n.de ?	Run none	Run now	
	address reply to			
	globaldoc-support@dateswerk-st.de ?			
	Escalation settings			
	Next escalation day 3/4/2021			
	Status report for task administrators (global dashboard)			
	Last exclusion date			
	Manually "			
	Runnow			
		About globalDoc Solution 9.4.0.4289	s 🕲 2022 - PwC. All rights reserved.	

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 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 Runnow, 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").

← Settings		1?
Overview	From _globaldoc-rapport@diteswark-it.ds 🗸	
Administration	To (comma separated) 🚺 Create email per address? 🗌	CC (comma separated) 💶
Customizing		
Email & escalation		
Setup		
Create e-mail	Subject	
Overview	Messare tert	
	Font - Normalitest - B I ∓ U A, A ² ∞ E E E E A* I → II	
	Send	
	About globalDoc Solution 9	л.6.1289н 🕲 2022 - PwC. All rights reserved.

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

The icon solution 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").

Select user e-mail addresses x	1?
Roles	
Legin name Ensall Mobile plones Popurtment Rule Reporting entry code() Ensall X	CC (remma negarate)
د الم	а = а = <i>и / о</i> н
•	
Ok Close	
Seed	
	short globalDer foldten 54.0.4794 © 2022 - PoC all rights reserval.

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").

← Settings												1?
Overview		g D	elete	🗘 Search options 👻								
Administration	~			To (comma separated)	Subject	Status	Template-Code	Template-Name	Number of attemp	Is html	Modified by	Modified date
				x	X	× x	x	x	x	✓ x	x	x
Customizing	~		1	not initialized	TP documentation for SG-Demo Sales Hub Asia In	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 Pl 🔺
			1	not initialized	TP documentation for SA-Demo Sales Ltd.: New as	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
Email & escalation	~		1	not initialized	TP documentation for BR-Demo Sales: New assign	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
			1	not initialized	TP documentation for MEX-Demo Sales Ltd.: New	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
Setup			1	not initialized	TP documentation for RU-Demo Sales s.r.o.: New a	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
-			1	not initialized	TP documentation for CN-Demo Agent: New assign	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
Create e-mail			1	not initialized	TP documentation for JP-Demo Agent: New assign	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
			. /	not initialized	TP documentation for IR-Demo Int. Prop. Holding	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
Overview.			1	not initialized	TP documentation for DE-Demo Factory GmbH: N	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
			1	not initialized	TP documentation for DE-Demo Parts Europe Gm	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
			• /	not initialized	TP documentation for UK-Demo R&D Centre Ltd.:	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:35 PM
			1	not initialized	TP documentation for DE-Demo Headquarters AG	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 Pl
			1	not initialized	TP documentation for US-Demo Sales Hub Americ	Waiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 Pl
			• /	not initialized	TP documentation for FR-Demo Services Informat	iWaiting	TASK001	New task	0		globalAdmin	5/25/2017 5:58:34 P) 🔻
		4										•
						14.4	A Page 1 of 2 🌬	► 100 ¥				View 1 - 100 of 126
					Аво	ut globalDoc Soluti	on 9.1.0.12891 © 201	22 - PwC, All rights re	sserved.			

Figure 99: Overview of all unsent e-mails

The displayed e-mails can be deleted arrow 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").

← Settings									1?
Overview		🝵 Delete 🖨 Search options 👻							
Administration	~	Search							
Customizing	~	Status v equal	▼ Error ▼ -						
Email & escalation	~	• Reset							Find p
		To (comma separated)	Subject	Status	Template-Code	Template-Name	Number of attemp Is htm	I Modified by	Modified date
Setup		🗌 🍵 🥖 anna.afanasieva@de.pwc.com	a,ma: TP documentation for DE-Demo GmbH: Subm	issic Error	TASK002	Submission for appr	3 🗆	system	4/4/2017 12:31:56 PM
e		🗌 🍵 🥖 joachim.sohn@de.pwc.com,n	axin TP documentation for DE-Demo GmbH: Subm	issic Error	TASK002	Submission for appr	3 💷	system	4/4/2017 12:31:55 PM
Create e-mail		🗌 🍵 🧪 joachim.sohn@de.pwc.com,n	axin TP documentation for DE-Demo GmbH: Subm	issic Error	TASK002	Submission for appr	3	system	4/4/2017 12:31:55 PM
Onumlau		🗌 盲 🥖 joachim.sohn@de.pwc.com.m	axin TP documentation for DE-Demo GmbH: Subm	issic Error	TASK002	Submission for appr	3	system	4/4/2017 12:30:24 PM
Overview		🗌 🍵 🥖 local.user@demo.com	TP documentation for Business unit 1: New ass	igne Error	TASK001	New task	3	system	4/4/2017 12:30:23 PM
		🗌 🍵 🧪 not initialized	TP documentation for DE-Demo GmbH: Notifi	icatic Error	TASK003	Re-opened task	3	system	4/4/2017 12:30:23 PM
		🗌 🍵 🥖 anna.afanasieva@de.pwc.com	a,ma: TP documentation for DE-Demo GmbH: Subm	issic Error	TASK002	Submission for appr	3	system	4/4/2017 12:28:52 PM
		🗆 🍵 🧪 not initialized	TP documentation for DE-Demo GmbH: New a	assig Error	TASK001	New task	3	system	4/4/2017 12:28:52 PM
		🗆 🍵 🥖 not initialized	TP documentation for CZ-Demo s.r.o.: New ass	signe Error	TASKoo1	New task	3	system	4/4/2017 12:28:52 PM
		🗆 盲 🧪 not initialized	TP documentation for DE-Demo GmbH: New a	assig Error	TASK001	New task	3	system	4/4/2017 12:27:21 PM
		🗌 🍵 🥖 local.user@demo.com	TP documentation for Region 1: New assigned	task, Error	TASK001	New task	3	system	4/4/2017 12:27:20 PM
		🗌 🍵 🥖 joachim.sohn@de.pwc.com,m	axin TP documentation for DE-Demo GmbH: Subm	issic Error	TASK002	Submission for appr	3	system	4/4/2017 12:27:20 PM
					 << Page[s] of 1 > 	5 1 10 V			Wer i - at di ta

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 a 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 confir- mation	Reviewer
Reviewer reopens task	All users with appropriate write permissions for the respective com- pany (Edit local content).
Reviewer finalises task	Responsible
Responsible finalizes task (no reviewer config- ured)	-
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 com- pany (Edit local content).
Management task for other navigation points (e.g. Questionnaire, Master data, Transactions) is as- signed to a entity	All users with appropriate write permissions for the respective com- pany (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 as- signed (this should also happen if a local module was automatically assigned after filling the trans- action 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 mas- ter data).
Roll Forward and thus open modules and recur- ring tasks of the pre-rolled entities.	All users with write access for the respective entities.
New company created	Responsible
Accountable/Reviewer/Responsible of a divi- sion/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 (ex-

ample)"). A new reporting type, in turn, can be created by clicking on type. (reference to Create new report type).

globalDoc Solution 9.1	← Report configuration	1/1/2023 - 12/31/2023 V							1 ?
C Settings	+ New 🝵 Delete 🗘 Search options	1							
$\stackrel{\square}{\equiv}$ Documentation setup \land	Name	Туре	Scope	Country	Company	Is active	Is default?	Modified by	Modified date
Report configuration	/ Otwarall library	X X X	X	x	x	×x	✓ X	x	x
	Adminhandhuch Dautrah	Logal file	Country	AD - Andorra		12		Salma	1/1/2001 12:00:00 AS
Benchmarking studies	Adminimanual English	Local file	Country	AF - Afghanistan		12		Selma	11/17/2022 11:53:59 A
· · · · · · · · · · · · · · · · · · ·	Benutzerhandbuch Deutsch	Local file	Country	AE - United Arab Emirates				Selma	11/17/2022 11:50:43 A
Attachment overview	/ Standard Local File	Local file	General			1	5	Selma	11/24/2022 9:47:30 A
Manage questionnaire	✓ Standard Master File	Master file	General			<i></i>	1	Selma	9/13/2022 12:37:17 PI
Sumge questionnui e	🗌 🔋 🦯 Usermanual English	Local file	Country	AG - Antigua and Barbuda				Selma	11/17/2022 11:55:11 A
√ Tasks ∨ , ₁₁ Analysis									
		Аюн	i d od P	ge 1 of 1 => 1 100 V	s reserved.				Views-7d7

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 *f* 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

🗴 Search options 🔻

Deleting a selected reporting type (s).

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:

. 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

globalDoc Solution 9.1	← Report configuration 💾 1/1/2023 - 12/31/2023	1?
Settings	Steps to complete 🖷 Import chapter structure 🔿 Define modules 🔿 Variables	Modified by: globalAdmin, s/15/2023 9:29:39 AM Created by: Selma, 9/15/2022 12:37:17 PM
Report configuration	Report type details: Standard Local File (Local file, General)	~
Benchmarking studies	Data source* File: Split modules at:* Import From file •<	- IMPORT
Attachment overview		
Manage questionnaire	Stored chapter structure	
π Reporting entity	Expand all	
🗸 Tasks 🗸 🗸	 Local file + 	□ # + D
,∥∥ Analysis		
	About globalDoc Solution 9.1.0.32891 @ 2022 - PwC. All rights reserved.	•

chapter name. Click on it 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

modules can be created via <a>D . 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 \bigcirc Define modules \bigcirc Variables , the following overv	view opens up:
globalDoc Solution 9.1	report configuration ¹⁰⁰ 1/1/2023 · 22/31/2023	1?
Settings	Steps to complete Import chapter structure O Define modules O Variables	Modified by: global.dmin, 1/13/2023 9/29/19 AM. Created by: Belma, 9/13/2022 2237117 PM
Report configuration	Report type details	^
Benchmarking studies	Name* Scope* Standard Local File General	
Attachment overview	Type* 🔤 Is active Local file	
Manage questionnaire	Template Enelische Handbücher *	
TIT Reporting entity	v	
🗸 Tasks 🗸	✓ Data source. ⁴ File: Split modules at: ⁴	
Analysis	Import From file v 👔 Choose File No file chosen Heading 3	- IMPORT
	Stored chapter structure	

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").

рис	globalDoc Solution 9.1	← Report configuration	1/s/2003 - 12/31/2003	1?
Settings Commentation Commentat	tion setup ^ uration gatadies settiev ionaniev autity ~	Steps to complete @ Import chapter structure O Define Report type details Numet Standard Loca File Twet copy of DefaultTemplate Englische Handbücher Vertrag Template	modules () Variables Scopet General I Is active	Modified by: global.dmin. 1/13/1003 9:3919 AX Created by: Seima, 9/13/2002 13:32117 PM
√ Tasks , Analysis	~	Verting reinplate Deutsche Handbücher DefaultTemplate PwC Layout PwC Template copy of Englische Handbücher	Tile 5plit modules at:* Choose File No file chosen Heading 3	- IMPORT - # + D
			About globalDec Solution 9.1.0.23891 © 2022 - PwC. All rights reserved.	6

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 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.

рис	globalDoc Solution 9.1	\leftarrow Report configuration	1/1/2023 - 12/31/2023	1 ?
💭 Settings				Modified by: Selma, 11/24/2022 9147730 AM Created by: Selma, 9/13/2022 12137117 PM
⊡ Docume	entation setup	Steps to complete Import chapter structure	Define modules 🔾 Variables	
Report cor	nfiguration	Report type details		^
Benchmar	king studies	Name* Standard Local File	Scope* General	
Attachmer	nt overview	Type* Local file	🕎 Is active	
Manage qu	uestionnaire	Template		
mail Reportin	ng entity			
√ Tasks		Data source:*		
,∥∥ Analysis		Import Overall library	- IMPORT	
		Stored chapter structure		
		 Local file 		□ # + D
		- 😑 Einleitung		2 +
		- e Introduction		2 +
		 I General introduction into globalD 	×	🛛 # 🚺 + D
		 1.1 The idea behind globalDoc 		z # 💾 🖻
		- 🍵 The idea behind globalDo	c	+
		 = 1.2 The features of globalDoc 		🛛 # 🛢 + D

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 \bullet 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"**).

рис	globalDoc Solution 9.1		← Repo	ort configuration	1/1/2023 - 12/31	1/2023			1?
Settings	ution setup	_	Steps to comple	lete Import chapter structure Def	ine modules 🔿 Variables			Modified by: globalAdmin, 1/13/2023 9:29:19 AM Cr	eated by: Selma, 9/13/2022 12:37:17 PM
Report config	uration		Report typ	e details					^
Benchmarkin	g studies		Name* Standard Lo	ocal File	Scope* General				
Attachment o	verview		Type* Local file		🔯 Is active				
Manage ques	tionnaire		Template DefaultTe	emplate	Ŧ				
fill Reporting	entity	~							
🗸 Tasks		~		Data source:*		File:	Split modules at:*		
Analysis			Import	From file	0	Choose File No file chosen	Heading 3	- IMPORT	
			Stored ch:	apter structure					
			Collapse all						
			 Local file 						_ # + D
			- • •	Einleitung					⊵ +
			- • 1	Introduction					≥ +
				General introduction into globalDoc					
				The idea behind globalDoc					• * Q+

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.

globalDoc Solution 9.1	← Report configuration	2
💭 Settings	Collapse all	
Documentation setup	File	
Penerteenfiguration	Chapter level a: General introduction into globalDoc	
Report configuration	Chapter level a: First steps	٠
Benchmarking studies	Chapter level a: Program item Reporting entity	٠
Attachment overview	Chapter level a: Program item Tasis	٠
	Chapter level a: Definition of Terms	٠
Manage questionnaire	Chapter level a: Appendix	۰
$\widehat{\underline{111}}$ Reporting entity \checkmark		
🗸 Tasks 🗸		
Analysis		
	×	
	About globalDoc Solution 9.1.0.12891 @ 2022 - PwC, All rights reserved.	

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 U 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").

globalDoc Solution 9.1	← Report configuration 💾 1/1/2023 - 12/31/2023				1	?
Settings	Steps to complete Steps to complete Import chapter structure O Define modules O Variables		Modified by: global/dmin, u/t3/2023 9/29/16 AM. Created by: 5	lma, 9/13/20	922 1 2:37	,7117 PM
Report configuration	Report type details: Standard Local File (Local file, General)					~
Benchmarking studies Attachment overview	Import From file - O Choose File No file chose	1	Split modules at.* Heading 3 - MPORT			
Manage questionnaire $\widehat{111}$ Reporting entity \checkmark	Imported chapter structure		Stored chapter structure			
🗸 Tasks 🗸 🗸	▼ = General introduction into globalDoc		Local file		# +	+ D
Analysis	 The idea behind globalDoc The idea behind globalDoc 	2 ≒ 6	 Einleitung Introduction 		2	s + 8 +
	 The features of globalDoc Common documentation platform for all persons involved in the documentation 	¢ = •	 The idea behind globalDoc Introduction into globalDoc 			+ D + D
	 Modular structure of the documentation contents 	23 ≒ €	The idea behind globalDoc		Ø	8 +
	 Centralized collection of information relevant for several reporting entities Central management of documentation-relevant data 		I.2 The features of globalDoc I.2 The features of globalDoc I.2.1 Common documentation platform for all persons involved in the documentatio	2 # 1		- 0
	Workflow management		 	☑ #	**	+ 0
	Optionally available additional functions The user roles of globalDoc		 1.2.2 Modular structure of the documentation contents 	- #		D
	 System administrators Security administrators 	21 = 0 121 = 0	Jodular structure of the documentation contents Jody Control is a control of information relevant for several reporting entities	a "	٩	+

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 **t**, can be used to create new (sub)chapters and to structure chapters. For more information, see "General overview".

With the command "Save" Uin 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.

pwc globalDoc Soluti	on 9.1	← Report configuration 💾 4/1/20023 - 12/31/20023	1?
💭 Settings		Steps to complete @ Import chapter structure 🔿 Define modules 🔿 Variables	reated by: Selma, 9/13/2022 12:37:17 PM
$\stackrel{\square}{\equiv}$ Documentation setup	^		
Report configuration		Report type details: Standard Local File (Local file, General)	~
Benchmarking studies		Data source* Template IMPORT	
Attachment overview			
Manage questionnaire		Stored chapter structure	
111 Reporting entity	\sim	Collapse all	
√ Tasks	~	▼ Local file	_ # + D
*		= p Einleitung	28 +
, Analysis		= g Introduction	12 +
		🔻 🗧 1 General introduction into globalDoc	🚽 # 🔋 + D
		Int The idea behind globalDoc	🚽 # 🛢 🕂 D
		🗕 🍵 The idea behind globalDoc	128 +
		I.2 The features of globalDoc	🚽 # 🔋 + D
		= 1.2.1 Common documentation platform for all persons involved in the documentation process	🚽 # 🔹 + D
		a Common documentation platform for all persons involved in the documentation process	128 +
		Image: state of the documentation contents	🚽 # 🔹 + D
		 Modular structure of the documentation contents 	(1) ⁺
		a.3.3 Centralized collection of information relevant for several reporting entities	🚽 # 🖳 D
		 Centralized collection of information relevant for several reporting entities 	28 +

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.

globalDoc Solution 9.0	← Report configuration 💾 ₄/₄/2022-±2/34/2022		1?
🔯 Settings	Steps to complete 🖲 Import chapter structure 🔿 Define modules 🔿 Variables		
Documentation setup	Report type details: Report from template (Local file, General)		~
Report configuration			
Transaction groups	Data source* Template Import Template Master Local Template	- IMPORT	
Benchmarking studies			
Attachment overview	Imported chapter structure	Stored chapter structure	
Manage questionnaire	Expand all	Collapse all	
m Reporting entity ∨	- Indexes - Master File	+	
🗸 Tasks 🗸 🗸	Purpose and scope		
La Analyzie	 Organisational Structure 		
1 August	 Description of Demo Group business 		
	 Intangibles 		
	 Financial Activities 		
	 Financial and Tax Position 		
	Local File		

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.

globalDoc Solution 9.0	← Report configuration 🛗 1/1/2022 - 12/31/2022		1?
💭 Settings	Steps to complete 🖲 Import chapter structure 🔿 Define modules 🔿 Variables		
Documentation setup	Report type details: Selected report type (Local file, General)		~
Report configuration	Name# Scope#		
Transaction groups	Selected report type General		
Benchmarking studies	Type* Z Is active		
Attachment overview	Template		
Manage questionnaire	copy of DefaultTemplate		
√ Tasks ∨	Import Default for selected report type v IMPORT		
Analysis			
	Imported chapter structure	Stored chapter structure	
	Expand all	Collapse all	
	Local file	+	
	General information		
	 Description of Relevant Transactions 		
	 Transaction overview 		
	 Description of Relevant Transactions (Research and Development) 	8	
	 Transaction Matrix (Research and Development) 	2 ²	X
	 Description of Relevant Transactions (Support Services) 	2	
	 Description of Relevant Transactions (Support Services) - Mexico local 		A
	 Transaction Matrix (Support Services) 	2	-
	I Functional Analysis		

Figure: Import "Standard for select report type

2.1.3. Define Modules

By selecting (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:

globalDoc Soluti	tion 9.1	← Report configuration 🛗 1/1/20023 - 12/31/20083	1?
Settings	^	Stored chapter structure Collapse all	
Report configuration		▼ Local file	□ # + D
Benchmarking studies		 Einleitung Introduction 	18 + 18 +
Attachment overview		🔻 🧧 1 General introduction into globalDoc	☑ # ● + □
Manage questionnaire		 In The idea behind globalDoc The idea behind globalDoc 	
m Reporting entity	~	 In the features of globalDoc 1.2 The features of globalDoc 	<u>∞</u> # •+ 0
Tasks	~	👻 😑 1.2.1 Common documentation platform for all persons involved in the documentation process	☑ # 🛢 + D
, ₁ Analysis		Common documentation platform for all persons involved in the documentation process I.a.2 Modular structure of the documentation contents Modular structure of the documentation contents	+ 10 + 10 + 10 + 10
		🔻 = 1.2.3 Centralized collection of information relevant for several reporting entities	a # • + 0
		😑 🍵 Centralized collection of information relevant for several reporting entities	B +
		🔻 💻 1.2.4 Central management of documentation-relevant data	🜌 # 🛢 🕇 D
		Central management of documentation-relevant data	e +
		1.2.5 Workflow management	<mark>∞</mark> # •+ D
		Workflow management	Ø +
		1.2.6 Optionally available additional functions	🛛 # 💾 P
		 Optionally available additional functions 	+
		🗕 🧯 TP matrix	2 +

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 Z 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 renables the editing of already existing modules and with twithin 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 pre-filled 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.

рис	globalDoc Solution 9.1	\leftarrow Report configuration	1/1/2023 - 12/31/2023		1?
C Settings				Modified by: Seima, 11/18/2022 9:34:54 AM Created by: Seima, 11/17/2022 115730 PM	Save
Documentation	n setup	Module details Module assignments	s Central module attachments	Task	Save and close Copy module
Report configurati	tion	Chapter*	Module class*	Template document	Overview local versions Download template
Benchmarking stu	adies	Madula namet	+ LUCAI	Einleitung für DE Handbücher.docx 😕 🏢	Download standard varia Close
Attachment overvi	riew	Einleitung	Optional	Uploaded document acts as a template for v content	
Manage questionn	naire	Input format* Word document	Ŧ		
fill Reporting entit	ity	Transaction group			
🗸 Tasks		/	V		
,∥∥ Analysis		Automatic allocation			
				About globalDoc Solution 9.1.0.12891 @ 2022 - PwC. All rights reserved.	

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 <a>[(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.

globalDoc Solution 9.1	← Report configuration 💾 1/1/2023-12/31/2023	1?
🔅 Settings	Modified by: Selma, 11/67/2022 9;34:54.031 Created by: Selma, 11/17/2022 137:30 724	Save
\square Documentation setup	Module details Module assignments Central module attachments Task	Save and close Copy module
Report configuration	Edit access control x	Overview local versions Download template
Benchmarking studies		Download standard variable.
Attachment overview	Unassigned roles: Assigned roles: click to add click to remove a. Admin silt module Read coal content	
manage questionnaire	_ Edit local content Edit	
iii Reporting entity	Name	
Tasks V	verzą 1 x	
" 📊 Analysis		
	Viers-rada	
	+ Assign all @ Unassign all	
	ХО	
	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 **2**. In the window that now opens, assign new groups in the same way as for roles.

Construction Setup	fodule details Module assignments Central module attachme	Modified by	: Selma, 15/18/2022 9:54:54 AM Created by : Selma, 15/17/2022 1557:30 PM
Documentation setup	Iodule details Module assignments Central module attachme	ate Talk	
Report configuration		fits 145K	
Prochase bing at disc	Edit cluster assignments		ж
Denormarking studies	Unassigned clusters: click to add	Assigned clusters: click to remove	
Reporting entity			Vetras s
Analysis			2 X
	+ Assign all 🛛 Unassign all 🕂 New		
			ОК

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 ² Automatische Allokation</sup> 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").

pwc	globalDoc Solution	9.1	← Report conf	iguration	1/1/2023	- 12/31/2023							1?
C Settings									Modified by	: Selma, 11/18/2022 9:	34:54 AM Created by:	Selma, 11/17/2022 1157:30 PM	Save
Document	tation setup	^	Module details M	odule assignments	Central module at	tachments Task							Save and close Copy module
Report confi	iguration		Assigned role	es:									Overview local versions Download template
Benchmarki	ing studies		Read local content	Read									Download standard variables
Attachment	overview		Edit local content Assigned clus	Edit sters:									Close
Manage que	stionnaire												
m Reporting	s entity	~	Reporting entiti	es using currei	nt module:								
🗸 Tasks		~	Code	N	lame	Short name	ERP number	Country	Division	BU	Product group	Vetrag 1	
Analysis			DEAH	Administratorenha	x	x	x November 2022, Version	x	x	х	x	x	
			DEHB	Benutzerhandbuch			November 2022, Version						
							ia <a 1="" of="" page="">>	100 🗸				View 1 - 2 of 2	
			# Drop selected re	porting entities	+ Assign reporting	entities	et 1. alabelPass Solution o. a	o valor © acco. Pr	C All sister suggested				
						Abo	ut globalDoc Solution 9.1	.0.12891 © 2022 - Pw	C. All rights reserved.				

Figure 116: Edit modules - "Module assignments" tab

pwc globalDoc	Solution 9.1	← Report confi	guration	1/1/2023	- 12/31/2023							1?
C Settings								Modified b	y : Selma, 11/18/2022 9:	34:54 AM Created by:	Selma, 11/17/2022 1:57:30 PM	Save
$\begin{bmatrix} 0\\ \\ \end{bmatrix}$ Documentation setup	^	Module details Mo	dule assignments Cer	tral module at	tachments Task							Save and close Copy module
Report configuration		Assigned role	s:									Download template
Benchmarking studies		Read local content	Read									Download standard varia
Attachment overview		Edit local content	Edit									
		Assigned clus	ters:									
Manage questionnaire												
Reporting entity	\sim	Reporting entitie	es using current mo	dule:								
Tasks	~	Code	Name		Short name	ERP number	Country	Division	BU	Product group	Vetrag 1	
L Analysis		X	Laboration and the Barris	х	x	X	x	x	x	X	x	
III Anniyan		DEHB	Benutzerhandbuch			November 2022, Version					I	
						IN IN Page 1 Of 1 =>	⊨i 100 ¥				View 1 - 2 of 2	
		© Drop selected rep	orting entities + As	sign reporting	entities							
					Ab	out globalDoc Solution 9.1	.0.12891 © 2022 - Pv	C. All rights reserved.				

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").

globalDoc Solution 9.1	← Report configuration 📩 1/1/20023 - 12/31/20023	1?
🔅 Settings	Modified by: Seima, 11/16/1002 9/14/54 AX. Created by: Seima, 11/17/0022 15/15/07/1	Save
Settings Documentation setup ∧ Report configuration ∧ Benchmarking studies ∧ Attachment overview ∧ Manage questionnaire ∨ ✓ Tasks ∨ ↓ ₁₁ Analysis ∨	Modified by: Selan, u.(s): core y-gapa AM: Created by: Selan, u.(v): 2022 y-gapa AM: Created by: Selan, u.(v): 202	Save Save and close Copy module Overfield verticols Dovaload translate Dovaload standard variables Close
	About globalDoc Solution 9.1.0.13891 () 2022 - PwC. All rights reserved.	

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.

pwc globalDoc Solution	9.1	← Report configuration ^{tata} 1/1/2003-12/31/2003	1?
💭 Settings		Modified by: 56ma, u/id/2022 054154.AL Created by: 56ma, u/it/2022 054154.AL	Save
\square Documentation setup	^	Module details Module assignments Central module attachments Task	Save and close Copy module
Report configuration		Narigation Item* Checklist	Overview local versions Download template
Benchmarking studies		Nami ^a	Download standard variables Close
Attachment overview		Add item to Checklist	
Manage questionnaire		Description*	
T Reporting entity	~		
🗸 Tasks	~	Processing deadline *	
, 1 Analysis		annually recurring	
		Checklist mandatory	
		About globalDoc Solution 9.1.0.12891 (2) 2022 - PwC. All rights reserved.	

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.

globalDoc Solution 9.1	← Report configuration 💾 1/1/2021 - 12/31/2021	1?
🔅 Settings	Modified by: 5mm, 3/7/2022 s2:20045 PM Created by: globaldmin, g/10/2029 PM	Save
Documentation setup	Module details Module assignments Central module attachments Task Reporting entities	Save and close Copy module
Report configuration		Overview local versions Download template
Benchmarking studies	Assigned companies	Download standard variabl
Attachment overview	Code Name Processing deadline Accountable Reviewer Responsible Delegated	Citible
Manage questionnaire	x x Voa Administratorenhandbuch globalAdmin globalAdmin	
The Reporting entity	ie ee Page s_001 >> >= 5000 ♥ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
Tasks	I Drop selected companies + Assign reporting company	
La tankata	Note: Please double click on the assigned reporting entity to edit the entity specific deadline and responsible editor.	
11 Analysis		
	About globalDoc Solution 9.1.0.12892 🕲 2022 - PwC. All rights reserved.	

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.

Save
Save and close
Copy module
Overview local versions
Download template
Download standard variables
Close

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.

Settings Choose control intervation Renchmarking studies Attachment overview Manage questionnaire Image questionnaire <	globalDoc Solution 9.1	← Report configuration 💾 1/1/2021 - 12/31/2021	1
▶ Documentation setup ∧ Report configuration Chapter* Attachment overview 1 Manage questionnaire Input format* Word document × Tasks ✓ ✓ Tasks ✓ Tasks ✓ Tasks ✓ ✓ ✓ Automatic allocation ✓ ✓ ✓	Settings	Modified by: Selma, 3/7/2022 12:20-45 PM Created by: globalAdmin, 9/10/2021 3:35:02 PM -	Save
Recort configuration Chapter* Module class* Local * Down Benchmarking studies Module nams* Print optice* Down Down Manage questionnaire Input format* World document * World document * Transaction group * Transaction group * In Analysis Cautomatic allocation	Documentation setup	Module details Module assignments Central module attachments Task Reporting entities	Save and close Copy module
Benchmarking studies Attachment overview Manage questionnaire Input format* Word document Y Tasks ✓ Tasks ✓ Tasks ✓ Tasks ✓ Tasks ✓ Tasks ✓ Uploaded document acts as a template for content	Report configuration	Chapter* Module class* 1 Rechtliches y Local y	Overview local versi Download template
Attachment overview Copy of DE AH Rechtliches Optional Manage questionnaire Input format* Word document Transaction group Transaction group Outomatic allocation Template document Rechtliches.docx Uploaded document acts as a template for content	Benchmarking studies	Module name* Print option*	Download standard Close
Manage questionnaire Input format* Word document	Attachment overview	Copy of DE AH Rechtliches Optional	
Image: Reporting entity	Manage questionnaire	Input format* Word document	
Tasks	Reporting entity	Transaction group	
Analysis C Automatic allocation Template document Rechtliches.docx	Tasks	· · · · · · · · · · · · · · · · · · ·	
Template document Rechtliches.docx Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" Image: Colspa="" Image: Colspan="2" Image: Colspan="" Toc	Analysis	Automatic allocation	
Rechtliches.doex 🕑 🏢 Uploaded document acts as a template for content		Template document	
Uploaded document acts as a template for content		Rechtliches.docx 🔮 🗓	
		Uploaded document acts as a template for content	

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.

Report configuration	
someone@example.com	â
Report configuration	
Link:https://staging.datenwerk-it.com/qds-tst-pwc/qd/ModuleAdmin/Edit?id=570&reportTypeId=5	

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 ***** New 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.

← Settings				1?
<u>Overview</u>		Role name*	Role type*	Save
Administration	\sim		Navigation -	Save and close New
Customizing	^	Description	Default permission* Create, edit and delete	Close
General				
Translations				
Roles				
Navigation				
Reporting templates				
Analysis templates				
Licensing				
Email & escalation	\sim			
			About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	



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 when 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".

pwc globall	Doc Solution 9.1	nfiguration 💾 1/1/2023 - 1	2/31/2023			1?
Settings Settings Commentation setup Report configuration Benchmarking studies Attachment overview Manage questionnaire Reporting entity Tasks Jil Analysis	Edit access control Unassigned roles: click to add . Admin edit module		Modified by: Marty Assigned roles: click to remove . Read local content . Edit local content	na, 9/15/2022 1015/27 AM Created by: Martyna, 9/15/2022 10109/30 Read Edit	AM	Save Save and close Copy module Overview local versions Download template Download standard variables Close
	+ Assign all 🕸 Unassign all	About glob	alDoc Solution 9.1.0.12891 @ 2022 - PwC.	OK . All rights reserved.		

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"**).

← Settings	1/1/2023 - 12	/31/2023		1?
Overview				
Administration ^	14 <4 Page 1	of 1 >> >= 100 t == <= Page 1 of	1 = = 100 = = = Page 1 of 1 =	> > I 100 '
Reporting periods	+ Assign report	ing company + Assign reporting c	ompany + Assign reporting comp	pany
Reporting period settings	User roles			
Users	Documentation levels	User roles and access rights	Divisions/Reporting entities	
Divisions	Global	Default 🌗 🗆 All 🌗		
Group entities		Select roles		
Currencies	Divisional +	Default () All ()		
Regions	Local	Default () All ()	All Select units	
Countries	+	Select roles	A Copper Bud All rights surround	

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)").

globalDoc Solution 9.1	Tra	nsa	ctio	n groups	1/1/20	19 - 12/31/2019 🗸		Country-specific p Country-specific fi	reparation deadline: 11/ ling deadline: 12/31/20	27/2020 👤 ? 20
Settings	+ N	lew [🍵 D	elete 🛱 Sear	ch options 🔻	Import/Export: Download ten	nplate transactio	ons 🛍 Import	transactions 📋 Ex	port transactions
Documentation setup				Number	Transaction type	Name	Approved	Analysis flag	Modified by	Modified date
Report configuration				x	x	x	✓ X	✓ X	x	x
		1	< 0	• A	Service Transactions	Research and Development			Martyna	1/17/2023 3:32:43 PM
Transaction groups		• /		A.AB	Service Transactions	testing	-	•	Martyna	1/17/2023 3:51:00 PM
		1	1	A.B	Service Transactions	Research and Development			Martyna	1/17/2023 3:47:34 PM
Benchmarking studies		1	< 0	В	Service Transactions	Support Services			globalAdmin	9/18/2019 11:54:32 AN
		1	/ 0	С	Delivery Transactions	Delivery of Finished Goods	1		globalAdmin	8/30/2019 10:36:06 A
Attachment overview		1	/ 0	* D	Financial Transaction	Cash Pool			Selma	7/13/2022 9:16:04 AM
		. /	1	D.F666	Financial Transaction	sgfdgfdg	1		Selma	7/13/2022 9:16:04 AM
Manage questionnaire	0	. /	/ 0	E	Distribution Transacti	Distribution Service	100 C		globalAdmin	8/30/2019 2:20:09 PM
 m Reporting entity ✓ Tasks ✓ J₁ Analysis 										
										View 1 - 8 of 8
	Appr	Approve selected transaction groups About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.								

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").

globalDoc Solution 9.1	Transaction groups 📩 1/1/2019 - 12/31/2019 Country-specific preparatic Country-specific filing dead	on deadline: 11/27/2020 👤 ? Iline: 12/31/2020
💭 Settings	Details Central attachments	Save
Report configuration	Transaction type General materiality threshold for I/C matrix ?	Save and close New Close
Transaction groups	Code* General materiality threshold for modules ? Euro	
Benchmarking studies	Name* Description	
Attachment overview Manage questionnaire	Analysis flag	
iii Reporting entity V	□ Is reserved for filtered transactions (raw data)?	
🗸 Tasks 🗸 🗸		
Analysis		
	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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 (see figure "Creating a new transaction group - "Central module attachments" tab").

globalDoc Solution 9.1	Transaction groups	1/1/2019 - 12/31/2019	Country-specific preparation deadline: 11/27/2020 L ? Country-specific filing deadline: 12/31/2020
Settings	Details Central attachments		Save Save and close
Report configuration	File name	Short name Attachment Type Is contract Report	Reference Modified by Modified date Close New New New New New New New New New Ne
Benchmarking studies			
Attachment overview Manage questionnaire			
Reporting entity			
, Analysis			
		About globalDee Solution 9.1.0.12891 © 2022 - PwC. All rights re	servel.

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 .

globalDoc Solution 9.1	Transaction groups 💾 1/1/201	9 - 12/31/2019	Country-specific preparation dead Country-specific filing deadline: 12	line: 11/27/2020 👤 ? ?/31/2020
Settings	Details Central attachments			Save Save and close
Report configuration	Transaction type Distribution Transactions	Modified by: globalAdmin, 8/30/2019 General materiality threshold for I/C matrix	2120109 PM Created by: globalAdmin, 8/30/2019 2119116 PM ? Euro	Delete Close
Transaction groups	Code* E	General materiality threshold for modules	? Euro	
Benchmarking studies Attachment overview	Name* Distribution Service	Description Distribution covers the distribution of priorly bought products in the respective market		
Manage questionnaire	Analysis flag	Entities typically buy products from manufacturing entities and sell them in their		
III Reporting entity ∨ ✓ Tasks ∨	Is reserved for filtered transactions (raw data)?	respective market.		
, Analysis				
		About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All ri	ghts reserved.	

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)").

globalDoc Solution	9.1	÷	⊢ B	enc	hr	narking studies								1 ?
C Settings		÷	• Nev	v 1	De	elete Ø Search options 🔻								
E Documentation setup	~)			Name		Region	Country	First year of study	Last year of study	Is financial update	Modified by	Modified date
						x		х	x	x	x	~ x	x	x
Report configuration]	1	۲	EMEA Research and Development	EMEA			2016	2018		globalAdmin	9/18/2019 11:59:41 AM
				1	۲	NAFTA Support Services	NAFTA			2016	2018		globalAdmin	9/18/2019 11:59:55 AM
Transaction groups				1	۲	EMEA Support Services	EMEA			2016	2018		globalAdmin	9/18/2019 12:48:25 PN
				1	۲	FR Support Services			FR - France	2016	2018		globalAdmin	9/18/2019 12:52:56 PM
Benchmarking studies]	1	۲	DE Research and Development			DE - Germany	2016	2018		globalAdmin	9/18/2019 12:46:37 PM
And a barrier to an a family]	1	۲	US Research and Development			US - United States	2016	2018		globalAdmin	9/18/2019 12:46:49 PM
Attachment overview)	1	۲	NAFTA Research and Developmer	NAFTA			2016	2018		globalAdmin	9/18/2019 11:58:47 AM
Manage questionnaire)	1	۲	APAC Support Services	APAC			2016	2018		globalAdmin	9/18/2019 11:58:58 AM
1111 Reporting entity ✓ Tasks	> >													
Analysis														
									H	⊨ 100 ¥				View 1 - 8 of 8
								About global	Dec Solution 9.1.0.12891 @ 2022	- PwC. All rights reser	rved.			

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:

globalDoc Solution 9.1	← Benchmarking studies					1?
Settings	Name ⁴	First year of study	Last year of study	Database name*	Database version	Save Save and close
Raport configuration	Date of benchmarking study	Regional or local study?* Country v	Country* AD - Andorra v			Ster Close
Transaction groups Benchmarking studies						
Attachment overview	Title of benchmarking study					
Manage questionnaire						
√ Tasks ∨	Profit Level Indicators (PLIs)					
, II Analysis	Pil type* Berry ratio - in % * Stumber of comparables*	*				
	5dialmam+					
	Lower Quartile4					
	Jöndinn*					
	bfaximem*					
			Abou	t globalDoc Solution 9.4.0.42894 © 2022 - PwC. All rights reserved	val	

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 for 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").

pwc globalDoc Solution 9.1	← Benchmarking studies	1?
🔅 Settings	Modified by ghaldhini, ghigum rayar XX Created by ghaldhini, kingum rayar XX Created by ghaldhini, kingum rayar	1119
Documentation setup	Benchmarking study Dens benkmarking rady report - DALA Research and Development 2016 2019 and 19 10 10 10 10 10 10 10 10 10 10 10 10 10	iave and close feer
Report configuration Transaction groups	Plans Plans year of rindy Last year of rindy Database sames Database sames Database sames EMEA Research and Development 2016 2018 Orbits 1.7 Database sames Database sam	liose
Benchmarking studies	base dheadharading randy Ragional or hould randy '* Ragiona' 8/152/20230 Ragional or hould randy '* EXELA	
Attachment overview Manage questionnaire	The effective grady	
<u> î111</u> Reporting entity ∨	EMEA Research and Development	
√ Tasks ∨		
,∫ _{eff} Anniyeis	Profit Level Indicators (PLLs)	
	7.30	
	About globalDec Solution 90.x859x € 2022 - PwC. All rights reserved.	

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").

globalDoc Solution 9.1	+	- At	tachment ov	verview	1/1/2019 - 12/31/201	9~								1?
💭 Settings	0	Searc	h options 🔻											Export overview
$\stackrel{{}_{\scriptstyle\frown}}{\equiv}$ Documentation setup	C	Code	Reporting entity	Navigation item	Name	Transaction group	Short name	Attachment Ty	Is contrac	Report	Reference	File name	Туре	Modified by Modified dat
Papart configuration		x	x	x	x	x	X	x	▼ x	▼ x	▼ x	X	x	x
iceport configuration	Uog	3	CZ-Demo s.r.o.	General Information	- Showcase variables + Atta				×	~	~	Demo Attachment Excel.xl	ls ModuleAttachment	globalAdmin 1/10/2020 🔺
Transaction groups	Uog	3	CZ-Demo s.r.o.	General Information	- Showcase variables + Atta				×	~	~	Demo Attachment Word.d	c ModuleAttachment	globalAdmin 1/10/2020
Transaction groups	Uog	3	CZ-Demo s.r.o.	a General Information	- Showcase variables + Atta				×	~	~	Demo Attachment Png.pnj	g ModuleAttachment	globalAdmin 1/10/2020
Parah mashing atu dias	Uog	3	CZ-Demo s.r.o.	General Information	- Showcase variables + Atta				×	~	~	Demo Attachment PDF.pd	f ModuleAttachment	globalAdmin 1/10/2020
benchmarking studies	Uoi	1	DE-Demo Headquar	1 General Information	 Showcase variables + Atta 				×	~	~	Demo Attachment Word.d	c ModuleAttachment	globalAdmin 9/20/2019
	Uoi	1	DE-Demo Headquar	General Information	- Showcase variables + Atta				×	~	~	Demo Attachment Excel.xl	ls ModuleAttachment	globalAdmin 9/20/2019
Attachment overview	Uoi	1	DE-Demo Headquar	General Information	- Showcase variables + Atta				×	~	~	Demo Attachment PDF.pd	f ModuleAttachment	globalAdmin 1/10/2020
	Uoi	1	DE-Demo Headquar	General Information	- Showcase variables + Atta				×	~	~	Demo Attachment Png.pnj	g ModuleAttachment	globalAdmin 1/10/2020
Manage questionnaire	Uoi	1	DE-Demo Headquar	General Information	Company history				×	~	~	Report - Demo HQs compa	a ModuleAttachment	globalAdmin 9/19/2019
	Uoi	1	DE-Demo Headquar	General Information	Key Competitors				×	~	~	Report - Demo HQs comp	e ModuleAttachment	globalAdmin 9/19/2019
Reporting entity	/ U01	1	DE-Demo Headquar	General Information	Organisational chart			Charts	×	~	×	Organizational chart.pptx	ModuleAttachment	globalAdmin 9/20/2019
	Uoi	1	DE-Demo Headquar	General Information	Organizational Structure			Charts	×	~	×	Example organizational ch	a ModuleAttachment	globalAdmin 8/30/2014
Tasks	/ U01	1	DE-Demo Headquar	General Information	Organizational Structure			Charts	×	~	×	Example organizational ch	a ModuleAttachment	globalAdmin 8/30/2019
	U01	1	DE-Demo Headquar	4 Selection of the Transfer I	Local financials (Support S		Cost base services	Background Info	×	×	×	Cost base.xlsx	ModuleAttachment	globalAdmin 5/9/2017
Analysis	Uoi	1	DE-Demo Headquar	5 Application of the Transfe	Local Benchmarking Study			Benchmarking S	×	~	×	Demo benchmarking study	y ModuleAttachment	globalAdmin 8/30/2014 🚽
	4													
		_					La ca Page	a of the set	100.34					Vinces ab of ab
							1 1 1 1 1 1		100 4					
						About gloł	balDoc Solution 9.1.0	0.12891 © 2022 -	PwC. All rig	hts reserve	d.			

Figure 134: Attachment overview

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

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.

ржс	globalDoc Solution 9.2	← Manage questionnaire	1/1/2069 - 12/31/2069	1?
T Settings			Modified by: selma: 3/14/2023 10:09:42 AM Created by: selma: 3/14/2023 10:09:42 AM	Current state: Draft
		Name*		Save
Document	tation setup	Ouestionnaire		Save and close
_				Activate
Report config	guration	Description		Sync Reporting entity neids
		Please answer the questions.		Cluse
Transaction g	groups			
Ponchmarkir	ng etudioe			
Delicimarkin	ng studies	Processing deadline*		
Attachment o	overview			
Manage ques	stionnaire	 Variables 		
		Add question +		
ff Reporting	entity ~	 Group entity details 		
		 Optional information 		
Tasks	~			
Analysis				

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:

Current state: Draft Save Save and close Activate Sync Reporting entity fields Close

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".

globalDoc Solution 9.1	← Manage questionnaire	1/1/2019 - 12/31/2019		1?
T Settings		Ν	Modified by: Martvna, 11/30/2022 12:35:57 PM Created by: system, 12/3/2019 12:32:07 P	Current state: Inactive
Documentation setup	Name" Optional Information			Save Save and close Activate
Report configuration	Description Please provide the optional information for			Sync Reporting entity fields Answers overview
Transaction groups	documentation purposes			Close
Benchmarking studies	Processing deadline*			
Attachment overview	12/17/2020			
Manage questionnaire	▼ Variables		Mandatony? Help text: Type: Test Question	
Reporting entity	Test 2		Mandatory? Help text: Type: [Checkbox Question]	
Tasks	✓ Test 3 Test 4		Mandatory? Help text: Type: Date Question	
Analysis	Add question + Group entity details			
	 Optional information 			
		About globalDoc Solution 9.1.0.128	91 © 2022 - PwC. All rights reserved.	

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.

← Manage questionnaire	1/1/2069 - 12/31/2069		1?
		Modified by: selma, 3/14/2023 10:09:42 AM Created by: selma, 3/14/2023 10:09:42 AM	Current state: Draft
Name*			Save
Questionnaire			Save and close
			Activate
Description			Sync Reporting entity fields
Please answer the questions.			Close
Processing deadline*	_		
 Variables 			
Add question +			
 Group entity details 			
 Optional information 			

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.

 Variables 					
Test 1	Mandatory? 🗆	Help text: 🗹	Type: Text Question	~	Ŵ
Please enter a help text					
Test 2	Mandatory? 🗆	Help text: 🗆	Type: Checkbox Question	~	Ŵ
Test 3	Mandatory? 🗆	Help text: 🗆	Type: Date Question	~	Ŵ
Test 4	Mandatory? 🗆	Help text: 🗆	Type: Numeric Question	~	Ŵ

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-¹⁰ 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.

globalDoc Solution 9.1	← Manage questionnaire	لعن المعني (Select Reporting entity fields		1?
 Settings Documentation setup Report configuration Transaction groups Benchmarking studies Attachment overview Manage questionnaire Reporting entity Tasks Int Analysis 	Name* Optional Information Description Please provide the optional information documentation purposes Processing deadline* 12/17/2020 Variables Test 1 Test 2 Test 3 Test 4 Add question + Group entity details Vortional information	Group entity details Full name Short name Code ERP number Previous name Entity type Country Address Coal currency Optional information Name of tax office Address of tade register Address of trade register Mame of trade register Address of trade regi	y: Martyna, m/go/nozz zzyśkog PM Created by: system, m/g/noro zzyszor PM Mandatory? Help text: Type: Text Question Mandatory? Help text: Type: Checkbox Question Mandatory? Help text: Type: Date Question Mandatory? Help text: Type: Numeric Question Mandatory? Help text: Type: Numeric Question	Current state: Inactive Save Activate Sync Reporting entity fields Answers overview Close

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.

 Group entity details 		
Full name	Mandatory? Melp text:	Type: Text Question 🗸 🍵
Short name	Mandatory? 🗆 Help text: 0	🗆 Type: Text Question 🗸 🍵
Code	Mandatory? 🖾 Help text: 0	🗆 Type: Text Question 🗸 🍵
ERP number	Mandatory? Help text:	🗆 Type: Text Question 🗸 🍵
Previous name	Mandatory? Help text:	🗆 Type: Text Question 🗸 🍵
Entity type	Mandatory? Help text:	Type: Text Question 🗸 🍵
Country	Mandatory? 🗆 Help text:	Type: Text Question 🗸 🍵
Address	Mandatory? Help text:	Type: Text Question 🗸 🍵
Local currency	Mandatory? Help text:	Type: Text Question 🗸 🍵
	-	

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.

 Optional information 					
Name of tax office	Mandatory? 🗆	Help text: 🗌	Type: Text Question	~	Ŵ
Address of tax office	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ
Tax number	Mandatory?	Help text: 🗆	Type: Text Question	~	Ŵ
Number of trade register	Mandatory? 🗆	Help text: 🗆	Type: Text Question	~	Ŵ
Name of trade register	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ
Address of trade register	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ
Legal representative (with address)	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ
Business objective of the entity	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ
Formation date	Mandatory? 🗆	Help text: 🗆	Type: Date Question	~	Ŵ
Acquisition date	Mandatory? 🗆	Help text: 🗆	Type: Date Question	~	Ŵ
Alternative business year	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ
Short business year	Mandatory? 🗆	Help text: 🗌	Type: Text Question	~	Ŵ
Optional information	Mandatory?	Help text: 🗌	Type: Text Question	~	Ŵ

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.

globalDoc Solution 9.	0	← Ma	nage questionnaire												1?
💭 Settings		Hara Bave €	g Save O Configuration :: Flip rows/columns in port/Export g Download template a Exp												Export
Documentation setup	^	Code 1	Code † Full name Current state Modified by Modified d Variables C						Group entity details	ils					
Report configuration							Question 1		Question 2	Question 3	Number of employe	Vollständiger Name	Kurzname	Code	ERP Nummer
		Q	Q	(All) •	Q	۹ 🖬	(All)	•	۹ 🖬	Q	Q	Q	Q	Q	Q
Transaction groups		U01	DE-Demo Headquarters AG	In progress	Selma	03/28/2022	×		02/01/2001	Antwort Frage 3		DE-Demo Headquar	Demo AG	U01	0001
Benchmarking studies		U02	FR-Demo S.A.	In progress	Selma	03/27/2022					110	FR-Demo S.A.	Demo S.A.	U02	
		U03	CZ-Demo s.r.o.	In progress	Selma	03/27/2022					200	CZ-Demo s.r.o.	Demo s.r.o.	U03	
Attachment overview		U09	US-Demo Sales Hub Americ	In progress	Selma	03/27/2022	×					US-Demo Sales Hu	Demo Inc.	U09	
Manage questionnaire		U111	Transaction test	In progress	Selma	03/27/2022						Transaction test		0111	
Reporting entity		U112	GH Unternehmen	Delegated	Selma	03/28/2022	~		02/01/2001	Antwort GH Frage 3		GH Unternehmen	GH	U112	
TT offering and		U12	MEX-Demo Sales Ltd.	In progress	Selma	03/28/2022			02/01/2001	Anwort		MEX-Demo Sales Ltd.	Demo Ltd.	U12	
Tasks	~	U16	CH-Demo Finance AG	In progress	Selma	04/13/2022	v		02/01/2001	Antwort CH Frage 3		CH-Demo Finance AG		U16	
"III Analysis		U22	IT-Demo sales S.p.A.	In progress	Selma	03/27/2022						IT-Demo sales S.p.A.	Demo Italy	U22	

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.

H 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 guestionnaire 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.

Settings		⊘ Configuration ≒ Flip	rows/columns									Import/Export: Download t	emplate 💼 1
Documentation setup	~	Code	U01	U02	U03	U09	U111	U112	U12	U16	U22		
Report configuration		Q	Q.	Q	Q.	Q	Q.	Q	Q	Q	٩		
		Full name	DE-Demo H	FR-Demo S.A.	CZ-Demo s	US-Demo S	Transaction	GH Unterne	MEX-Demo	CH-Demo F	IT-Demo sal		
nsaction groups		Current state	In progress	In progress	In progress	In progress	In progress	Delegated	In progress	In progress	In progress		
chmarking studies		Modified by	Selma	Selma	Selma	Selma	Selma	Selma	Selma	Selma	Selma		
· · · · · · · · · · · · · · · · · · ·		Modified date	2022-03-28	2022-03-27	2022-03-27	2022-03-27	2022-03-27	2022-03-28	2022-03-28	2022-04-13	2022-03-27		
diment overview		Question 1	true			true		true	false	true			
age questionnaire		Question 2	Antwort Fra					Antwort GH	Antwort Me	Antwort CH			
porting entity		Question 3	Antwort Fra					Antwort GH	Anwort	Antwort CH			
tor mill carry		Number of employees		110	200								
iks	~	Vollständiger Name	DE-Demo H	FR-Demo S.A.	CZ-Demo s	US-Demo S	Transaction	GH Unterne	MEX-Demo	CH-Demo F	IT-Demo sal		
alysis		Kurzname	Demo AG	Demo S.A.	Demo s.r.o.	Demo Inc.		GH	Demo Ltd.		Demo Italy		
		Code	U01	U02	U03	U09	U111	U112	U12	U16	U22		
		ERP Nummer	0001										
		Vorheriger Name	Demo AG										
		Unternehmenstyp	Central Entr	Entreprene	Contract M	Sales Hub A			Sales Entity	Financing (F			
		Land	DE	FR	cz	US		GB	MX	CH	π		
		Anschrift	Musterstraß	Musterstraß	Musterstraß	Time Squar			Musterstraß	CH			
		Lokale Währung	EUR	EUR	CZK	USD		GBP	MOON	CHF	EUR		
		Zuständiges Finanzamt	Finanzamt	Finanzamt	Finanzamt	Finanzamt			Finanzamt				
		Adresse zuständiges Finanz	Musterstraß	Musterstraß	Musterstraß	Musterstraß			Musterstraß				
		Steuemummer	11/111111	11/111111	11/111111	11/111111			11/111111				
		_											

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	В	С	D	E	F	G	н	1	J	K	L		
Reporting period	teporting period: 1/1/2022 - 12/31/2022												
		Variables					Optional informati	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 Mustersta	Musterstraße 47, 111	11/111111	123456789	Musterstadt		
U02	FR-Demo S.A.						Finanzamt Mustersta	Musterstraße 47, 111	11/111111	123456789	Musterstadt		
Uo3	CZ-Demo s.r.o.						Finanzamt Mustersta	Musterstraße 47, 111	111/111111	123456789	Musterstadt		
Uo9	US-Demo Sales Hub An						Finanzamt Mustersta	Musterstraße 47, 111	11/111111	123456789	Musterstadt		
U12	MEX-Demo Sales Ltd.						Finanzamt Mustersta	Musterstraße 47, 111	11/111111	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").

Q,

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

4	A	В	С		D	E	F	G	н	
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	1.1.2	Divisionales TG 1 Div4 Zweites Modul in Joachim LF Kapitel 1.1.	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	J0001	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	J0001	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	J0002	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	J0002	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	J0002	Joachim Frankreich Sarl	1.1.2 Joachim LF Kapitel 1.1.2
23	Erstes Modul in Joachim LE Kapitel 12	31 12 2024	Erstes Modul in Joachim LE Kapitel 1.2	1/1/1902 -	12/31/1902	local	FR	.10002	Joachim Frankreich Sarl	12 Joachim E Kapitel 12

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:

globalDoc Solution 9.1	← T	← Task management 💾 1/1/2019 - 12/31/2019 ∨ 🗜 ?												
Settings	+ New	+ New [●] Delete [▲] Export to Excel [●]												
Documentation setup		Last status change	Name	Navigation ite	Scope	Linked to	Processing dea	Checklist	annually recu	Assigned	Modified by	Modified date		
m Reporting entity		x	x	x	x	x	x	✓ x	v x	x	x	x		
		<u> </u>	Edit Master Da	Master data	NAVIGATION_ITEM		12/19/2020				globalAdmin	5/12/2021 1:53		
Tasks			Add benchmar	Documentation	n MODULE	Local Benchmarking S	12/28/2020			3	globalAdmin	1/13/2020 10:3		
		·	Add organisati	c Documentation	n MODULE	Organisational chart	12/19/2020		101 102		globalAdmin	1/13/2020 10:3		
Overview		·	Add two main	c Documentation	MODULE	Key Competitors	12/24/2020		12		seima	7/13/2022 9:10		
- 1		/	Enter Module	Documentation	MODULE	Admin adit Modula	12/20/2020				globalAdmin	1/10/2020 3:2:		
Task management		1	Fill out Admin	- Documentation	MODULE	Admin edit Module	12/31/2020				global 4 dmin	1/12/2020 1:00		
Annuara admin taalra		7/28/2021	Module assign	r Documentation	MODULE	Functional Analysis (S	7/28/2020				globalAdmin	7/28/2021 0:1/		
Approve autimi tasks		/	Showcase the y	Documentation	MODULE	- Showcase variables +	12/25/2020				globalAdmin	1/15/2020 3:30		
Analysis		/ 1/13/2020	Optional Infor	n Manage questi	OUESTIONNAIRE	biloncase fariables f	12/17/2020			10	globalAdmin	1/13/2020 1:06		
111		/	Fill out questio	Ouestionnaire	NAVIGATION ITEM		12/17/2020		2		globalAdmin	5/12/2021 3:52		
				About	ie o globalDoc Solution 9.1	 Page 1 of 1 ⇒ ⇒ .0.12891 © 2022 - PwC 	100 V	ed.				View 1 - 11 of 11		

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 *f* 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").

pwc	globalDoc Solution 9.1	← Task management	1/1/2019 - 12/31/2019	1?
Settings Settings Documentatio Coverview Task management	n setup V ity V	Task details Navigation item*	· · · · · · · · · · · · · · · · · · ·	Save Save and close New Close
Approve admin ta		Processing deadline * annually recurring Checklist mandatory		
			About globalDoc Solution 9.1.0.12891 © 2022 - PwC, All rights reserved.	

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 \checkmark of the corresponding task, the "**Reporting entities**" "Additional guidance" and "Change history" tabs are displayed next to the "Task details" tab.

globalDoc Solution 9.1	← Task management 💾 1/1/2019 - 12/31/2019	1?
💭 Settings	Modified by: globalAdmin, 5/12/2021 153304 PM Created by: globalAdmin, 12/16/2019 1071438 AM	Save
$\stackrel{\bigcirc}{=}$ Documentation setup \checkmark	Task details Reporting entities Additional guidance Change history	Save and close New
$\widehat{111}$ Reporting entity \lor	Navigation item* Master data	Delete Close
Tasks	Name* Edit Master Data	
Overview	Description* Fill all necessary information in Master Data	
Task management		
Approve admin tasks	Processing deadline *	
, ₁ Analysis	 12/19/2020 Please note: Processing deadline Date should be in the future. ☑ annually recurring ☑ Checklist mandatory 	
	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

Figure 151: Task details

globalDoc Solution 9.1	← Task management 💾 1/1/2019 - 12/31/2019	1									
Settings	Modified by: globalAdmin, 5/12/2021 1533:04 PM Created by: globalAdmin, 12/16/2019 10:1438 /	M Save									
$\stackrel{\circ}{=}$ Documentation setup	Task details Reporting entities Additional guidance Change history										
π Reporting entity ∨	Exclude administrators from responsibles D										
Tasks	Assigned reporting (Select reporting entities										
Overview											
Task management	Image: Solution of the second seco										
Approve admin tasks	U01 DE-Demo F 003 TST same Name 002 TST same Name Vier.1-101										
Analysis	Image: Drop selected reportin 001 TST same Name Image: Drop selected reportin 029 Demo Andorra										
	V22 IT-Demo sales S.p.A. Note: Please double clicl U12 MEX-Demo Sales Ltd nd responsible editor.										
	Uo2 FR-Demo S.A. F LF01 PG U03 CZ-Demo s.r.o.										
	U09 US-Demo Sales Hub r= <e< td=""> Page 1 of 1 >> >> >> 100 ♥ View1-9 of 9</e<>										
	OK Close ghts reserved.										

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 companyspecific 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.

globalDoc Solution 9.1	← Task management 🛗 1/1/2019 - 12/31/2019	1?
globalDoc Solution 9.1	Admin Repossible Admin Repossible Admin Delagated Select an Option Turk Tu	Save Save and close New Delete Close
	About globalDoc Solution 9.1.0.12891 © 2022 - PwC. All rights reserved.	

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.

Ta	ask manaş	gement 💾 1/1/20	022 - 12/31/2022							2	
					Mo	dified by: selma, 3/14/	/2023 12:51:14 PM CI	eated by: globalAdm	in, 12/23/2022 10:12:49 AM	Save	
Reporting entities Additional guidance Change history											
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≣ I Note	Drop selected rej	porting entities + Assign rep e click on the assigned report	porting entity	the entity spec	ific deadline ar	id responsible ed	litor.				

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.

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Approve admin tasks		Note: For ed	iting attachment, pl	ease double click on fi	lename						
Analysis											

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").

globalDoc Solution 9.2	← Task management	1?
Settings	Modified by: salma, 3/14/2023 1215114 PM Created by: globalAdmin, 12/23/2022 10113149 AM	Save Save and close
Reporting entity	 selma [3/14/2023 12:5114 PM] Actions: [LinklD] 	New Delete Close
Verview	 selma [3/14/2023 12:50:39 PM] Actions: [LinkID]Bearbeitungstrist] globalAdmin [12/23/2022 10:12:49 AM] Actions: [Status] global Admin [12/23/2022 10:12:49 AM] Actions: [Status] 	
Task management	• giocaladmin [12/23/2022 10:12:49 Asi] Actions: [Status]	
Approve admin tasks		

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)").

globalDoc Solution	9.1	÷	Арр	orove admin ta	sks 📋	1/1/2019 - 12/31	/2019 🗸						1?
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						About	giopatroc solution 9.1.0.1	2091 © 2022 - PwC, All rigi	its reserved.				

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 is -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.

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		about $ $ globalitos fundarios para afejo 0 mm $-$ Pec Al iglobamentel.	

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").

Actions • system [1/17/2023 3:51:02 PM] Actions: [Create] New task created by system

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").

globalDoc Solutio	m 9.1	← Approve admin tasks	1/1/2019 - 12/31/2019		
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nalysis					

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.

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	v	Country name:	United States											
			Documentation overview				Module ov	erview					Transaction	overview

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 **pwc** 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	Ť	or	Country name	t
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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").

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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").

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		Documentation overview			Module ov	erview			Transact	lon overview

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 **Q** search allows a search for contents in all displayed rows.

assigned to the region). The search field 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)").

Grou	p by: Reg	țion & 🔹 🔻	Region name: APAC,EMEA,	,Global,N 👻								
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	*	Country name	: Czech Republic									
		U03	CZ-Demo s.r.o.	Demo s.r.o.		Finanzamt M.	. Musterstraße 11/111111				Max Muster	
	*	Country name	: France									
		U02	FR-Demo S.A.	Demo S.A.		Finanzamt M.	. Musterstraße 11/111111				Max Muster	
	*	Country name	e: Germany									
		001	TST same Name									
		002	TST same Name									
		003	TST same Name									
		U01	DE-Demo Headquarters AG	Demo AG	0001	Finanzamt M.	. Musterstraße 11/111111				Max Muster	
	*	Country name	e: Italy									
		U22	IT-Demo sales S.p.A.	Demo Italy								
	▼ Re	egion name: With	iout region									
	*	Country name	e: Mexico									
		U12	MEX-Demo Sales Ltd.	Demo Ltd.		Finanzamt M.	. Musterstraße 11/111111				Max Muster	
	~	Country name	:: United States									
			Documentation overview			Module or	verview				Transaction	overview
		_			globa	lDoc Solution 9.1.0.12891 © 20	22 - PwC. All rights reserved.					

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

The button

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 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").

\equiv	pwc	globalL	Doc Solution 9.1	2019 - 12/31/2019										
Group by	: Regio	on & 👻	Region name: APAC,EMEA	,Global,N 👻										
Region n	ame	† Country	name †									Search		Selected group entities
		Code 1	Name	Short name	ERP number	Perman N	ame of ta	Address of Tax	number 9	Short busi	. Country	y Legalı	repr	1 029 - Demo Andorra
	Reg	ion name: EME	A											
~	*	Country name	: Andorra											
		029	Demo Andorra	ND										
	*	Country name	: Czech Republic											
		U03	CZ-Demo s.r.o.	Demo s.r.o.		Fi	inanzamt M	Musterstraße 11/11	111111			Max Mi	uster	
	*	Country name	: France											
		U02	FR-Demo S.A.	Demo S.A.		Fi	inanzamt M	Musterstraße 11/11	111111			Max Mi	uster	
	*	Country name	: Germany											
		001	TST same Name											
		002	TST same Name											
		003	TST same Name											
		U01	DE-Demo Headquarters AG	Demo AG	0001	Fi	inanzamt M	Musterstraße 11/11	111111			Max Mi	uster	
	*	Country name	: Italy											
		U22	IT-Demo sales S.p.A.	Demo Italy										
	Reg	ion name: With	out region											
	*	Country name	: Mexico											
		U12	MEX-Demo Sales Ltd.	Demo Ltd.		Fi	inanzamt M	Musterstraße 11/11	111111			Max Mi	uster	
	v	Country name	: United States			_								
			Documentation overview				Module ove	rview				Tran	saction o	verview
					globa	alDoc Solution 0.1.0		2 - PwC, All rights reserved.	rved.					

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 checkbox in the program item "Analysis" (see figure "Selection of reporting entities - Transaction overview").

\equiv	рио	globalD	oc Solution 9.1 1/1/2	2019 - 12/31/2019										
Group by	y: Regi	ion & 👻	Region name: APAC,EMEA,	Global,N 👻										
Region	name	† Country	name 1								뎹	Q :	Search	Selected group entities
		Code †	Name	Short name	ERP number	Perman	Name of ta	Address of	Tax number	Short busi	Cot	intry	Legal repr	🕕 029 - Demo Andorra
	Re	gion name: EME	A											
~	*	Country name	: Andorra											
		029	Demo Andorra	ND										
	*	Country name	: Czech Republic											
		U03	CZ-Demo s.r.o.	Demo s.r.o.			Finanzamt M	Musterstraße	11/111111				Max Muster	
	*	Country name	: France											
		U02	FR-Demo S.A.	Demo S.A.			Finanzamt M	Musterstraße	11/111111				Max Muster	
	*	Country name	: Germany											
		001	TST same Name											
		002	TST same Name											
		003	TST same Name											
		U01	DE-Demo Headquarters AG	Demo AG	0001		Finanzamt M	Musterstraße	11/111111				Max Muster	
	*	Country name	: Italy											
		U22	IT-Demo sales S.p.A.	Demo Italy										
	Re	gion name: With	out region											
	*	Country name	: Mexico											
		U12	MEX-Demo Sales Ltd.	Demo Ltd.			Finanzamt M	Musterstraße	11/111111				Max Muster	
	v	Country name	: United States											
		1	Documentation overview				Module ov	erview					Transaction	overview
					globa	Doc Solution).1.0.12891 © 203	22 - PwC. All right	s reserved.					

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 1. 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:

	globalDoc Solution 9.1	019		
Group by (columns	s): 🔻 Group by (rows): 🔻 Group en	ⁿ Field Chooser	×	ions 👻
G	👻 U09 - US-Demo Sales Hub America Inc. 🥖	All Fields	Row Fields	U09 - US-Demo Sales Hub America Inc. Total
	- Recipient	Country	Column Fields	
	A Research and Development	Country (Related party)		
U11 - BR-Demo Sales	26,372,235 EUI	Group entity Group entity (Related party)		26,372,235 EUR
U12 - MEX- Demo Sales Ltd.	30,799,512 EU	JI • Region		30,799,512 EUR
U19 - FR-Demo Services Informatique S.A.		Region (Related party) Transaction Transaction group		201,686 EUR
Grand Total	57,171,747 EU	JI Business Line Codes Related Partyo Business Line Codes Related Party1		57,373,433 EUR
		Business Line Codes Related Party2 Fitter Fields Business Line Codes0 Business Line Codes1 Business Line Codes2 Business Line Ids Related Party0 Business Line Ids Related Party1	∑ Data Fields Invoice amount	

Figure 167: Selection of fields

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

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

Options • The following settings may be changed here

- 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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