globalDoc Solution® User Manual

Version 7.5

Fachverlag Moderne Wirtschaft GmbH

Table of Contents

Legal Disclaimer

Release Notes

With the release of versions 7.0 and 7.5, everything revolves around a modern and simplified layout, workflow improvements and new useful functions without increasing complexity. Simply put, we focused on making *globalDoc Solution*® more consistent, efficient and reliable while maintaining its unsurpassed flexibility and manageability. Some noticeable improvements are:

- A built-in, and further improved, Online Editor for content editing with placeholder support directly in *globalDoc*;
- A review process which is now directly integrated into the modules for an improved documentation workflow;
- The further development of the document version tracker which now has a comparison function similar to Word;
- The modernization of the dashboards with an integrated task management to view the status quo of documentation projects and corresponding tasks;
- More filters for the "**Module assignments**" tab; and
- Simplified, minimalist and modern design, for a better user experience.

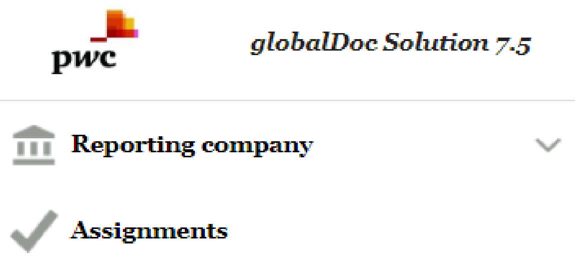
We would like to thank you for your constructive feedback and suggestions, which enable us to improve *globalDoc* Solution® continuously.

We look forward to our further successful cooperation.

Your *globalDoc Solution*® team

Preliminary Remarks

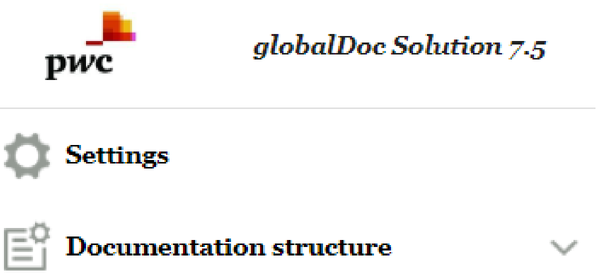
After a general introduction to *globalDoc* (chapter 1), chapter 2 of this user manual will provide you with the first steps in working with *globalDoc*. The subsequent chapters include a detailed description of working with *globalDoc*, in particular a detailed description of the program items "*Reporting company*" (chapter 3) and "*Assignments*" (chapter 4):



Screenshot 1: globalDoc menu items for all users

Chapter 4 of the user manual further describes basic task administration functions as far as they are relevant for users with local task administrator rights.

Besides the advanced task administration functions relevant for *globalDoc* administrators, the separate *globalDoc* administrator manual describes the menu items[1] of the *globalDoc* main menu in greater detail. However, these are exclusively significant for users with administrator rights.



Screenshot 2: Additional program items for administrators

[1] Depending on the user rights assigned to the user by the administrator, not all program items may be activated for the user.

1. General introduction to globalDoc

1.1 The idea of globalDoc

globalDoc Solution® ("globalDoc") is a software for the worldwide documentation of transfer prices within a company group. It has been developed, and is constantly optimized, by PricewaterhouseCoopers GmbH WPG ("PwC").

globalDoc was developed on the basis of national and international documentation regulations in order to meet the requirements with regard to the documentation of transfer prices efficiently and comprehensively.

globalDoc is designed so flexibly that both medium-sized groups and multinational corporations can fulfil the various international documentation standards to the highest degree.

globalDoc streamlines, simplifies and standardizes the documentation process worldwide through a modular structure of the documentation content, the centralized collection of information relevant for several reporting companies[2], the systematic assembly of documentation already available in the group, the possibility of central administration and automatic upload of data relevant for the documentation from existing IT-systems as well as an integrated and comprehensive workflow management.

[2] Reporting companies are affiliated companies and permanent establishments for which the transfer pricing documentation is prepared in *globalDoc.*

1.2 The characteristics of globalDoc

1.2.1 Shared documentation platform for all users

In order to meet the complex structures of a group, all persons involved in the documentation process from the top management of the group, the individual business divisions and the documenting group companies work in *globalDoc* on a shared documentation platform.

All employees entrusted with documentation tasks have access to *globalDoc* and thus, depending on their authorization rights, also to the database stored on a central web server.

1.2.2 Modular structure of the Documentation content

The documentation contents are divided into individual text blocks. These text blocks are valid for all or several reporting companies or only for one single reporting company. By assigning all text blocks relevant for a reporting company, an individual documentation report is created for each reporting company.

Text blocks that are relevant for all reporting companies are created centrally and can be automatically assigned to all reporting companies via the documentation level called **global** in *globalDoc*.

Text blocks that are relevant for several, but not all reporting companies, are also created centrally and assigned to all companies that require these text blocks for their documentation via the documention level called **divisional** in *globalDoc*. Any number of **Divisions** can be created in *globalDoc*. For example, a globalDoc-**Division** can contain text blocks that are relevant for companies in a region, business unit or function, or for companies that are transaction partners in a particular transaction group.

Text blocks that are only relevant for a single reporting company are usually created by employees of this specific reporting company and are assigned to only this one reporting company via the documentation level called **local** in *globalDoc*. For such local text blocks, the central office can make pre-filled templates available to local users in *globalDoc* for download.

The documentation of transfer prices in *globalDoc* therefore takes place at three levels of documentation:

Screenshot 3: Levels of documentation

The structure predefined by the group for the individual documentation reports and the grouping of transactions specified by the group provide the basis for the structured gathering of information in the individual text blocks. This approach and a collaborative documentation creation process significantly reduce the workload in connection with the documentation in the long-term perspective.

Before entering information into *globalDoc* it is therefore advisable to create a concept ("architecture plan") regarding the structure of the documentation and the assignment of tasks to the individual users of the *globalDoc* software.

1.2.3 Centralized collection of the relevant information for multiple Reporting companies

While at a global level, group headquarters usually document universally valid group information that is relevant for all reporting companies, a further subdivision into divisionally recorded information (for several reporting companies) and locally recorded information (only for one reporting company) refines the documentation down to the level of detail required for the respective reporting company.

The local user typically enters at the local level of *globalDoc* only the company-specific information that is not entered by the central offices (global or divisional documentation levels) and only relevant for his or her reporting company. For such local text blocks, the group headquarters can, as already mentioned at the beginning, provide the local user with centrally prefilled templates.

Depending on the documentation level, specific information is entered as exemplarily shown below (see screenshot 4). The assignment of the documentation contents to the individual documentation levels depends on the respective documentation concept ("architecture plan").

globalDoc can generate a variety of individual reports for each reporting company from the provided global, divisional and local information. The reports do not reveal what information has been created at global, divisional or local documentation level.

GLOBAL	DIVISIONAL	LOCAL
• MNE's Organisational structure • Description of MNE's business • MNE's intangibles • MNE's intercompany financial activities • TP-policy • Central transaction groups	• Division background • General description • Business relationships • R&D pool • System-/Process-documentation • Purchasing • Service provision • Intangibles	• Company background • Transaction analysis - Business relationships - Functional and risk analysis - TP analysis • (Extraordinary issues) • (Benchmarking study)

Screenshot 4: Information by documentation level (examples)

1.2.4 Central administration of documentation-relevant data

The business transactions to be documented (transactions or transaction groups) and the group companies involved in the documented business transactions (transaction partners) can be managed centrally in *globalDoc* to avoid redundancies. Additional specific transaction groups and partners can be added by local users to the centrally managed lists of transaction groups and transaction partners which are then available to all users after approval by the System administrator.

Uploading documentation-relevant data from existing IT systems via Excel interfaces avoids time-consuming and error-prone manual data transfer into the transfer pricing documentation[3].

Transactions or transaction groups, transaction partners and / or transaction volumes for a reporting company can also be entered by the local user, for example if the documentation concept of the group provides for a largely decentralized responsibility for the documentation contents.

[3] Direct interfaces between existing IT systems and *globalDoc* can be programmed separately depending on the data quality already available on the IT side. Such interfaces are not part of the *globalDoc* software.

1.2.5 Workflow management

The workflow management enables the central control and monitoring of the tasks to be completed within the documentation process by the various *globalDoc* users. This ensures a focused editing and update process by local users as well as the control of the documentation process by the group headquarters.

The system automatically creates the corresponding task for each text block that needs to be edited in *globalDoc*.

In *globalDoc* workflow management, additional tasks can also be defined and delegated to local users. The tasks of the local users of a reporting company can be assigned to individual team members in *globalDoc*. In addition, reminders can be sent to local users via email and a status overview of the created tasks can be generated. This ensures that all steps of the documentation creation process are completed in time.

1.2.6 Optionally available additional functions

For further automation of the use of *globalDoc*, it is possible to use additional modules. Moreover, interfaces to existing IT-systems and databases (holdings database, employee database, contract database, etc.) can be set up.[4]

TP matrix

The additional module TP matrix supports you in creating the transaction matrix and allows a rule-related determination of the transaction volumes of your service relationships from the data available in your financial accounting. Optionally, an interface from your ERP system to the TP matrix can be set up. To ensure consistent and error-free documentation, TP matrix also allows the coordination of transaction volumes between the performing and receiving reporting unit.

TP questionnaire

The additional module TP questionnaire enables a local request for data using individually created questionnaires as well as the central or decentralized import of data from existing systems. The answers to the TP questionnaire questions can be used automatically as placeholders in the documentation content of *globalDoc*. As part of the evaluation and aggregation of data, TP questionnaire also supports you in the preparation of country-by-country reporting (CbCR).

[4] The additional modules TP matrix and TP questionnaire as well as possibly programmed interfaces to other IT-systems or databases are not part of the *globalDoc* software.

1.3 The user roles in globalDoc

1.3.1 System administrators

System administrators are *globalDoc* users with the most extensive authorization rights.

For users with administrator rights, a separate administrator manual is available. This describes, in addition to the explanations given in this user manual, the menu items of *globalDoc* that are relevant for such user groups only.

1.3.2 Security administrators

If required, the security administrator role for creating users and assigning user roles can be separated from the System administrator role. In this case, only a security administrator can create and manage users in *globalDoc*, whereas a System administrator has all other administrator rights.

1.3.3 Task administrators

Task administrators take over **workflow management** responsibility. They can, but do not have to, be System administrators with the most extensive authorization rights.

Since local users can be assigned the rights of a local task approver, the basic functions of task administration, as far as they are relevant for local task approvers, are described in chapter 4 of this manual.

1.3.4 Task approver

The task approvers responsible at **local**, **divisional** or **global** documentation level are authorized to review and approve work results created locally (for one specific reporting company), divisionally or globally.

1.3.5 Local users

Local users are *globalDoc* users who are not System administrators, security administrators or task administrators. They may, but need not necessarily, also have the rights of a local task approver.

1.4 The Modules of globalDoc

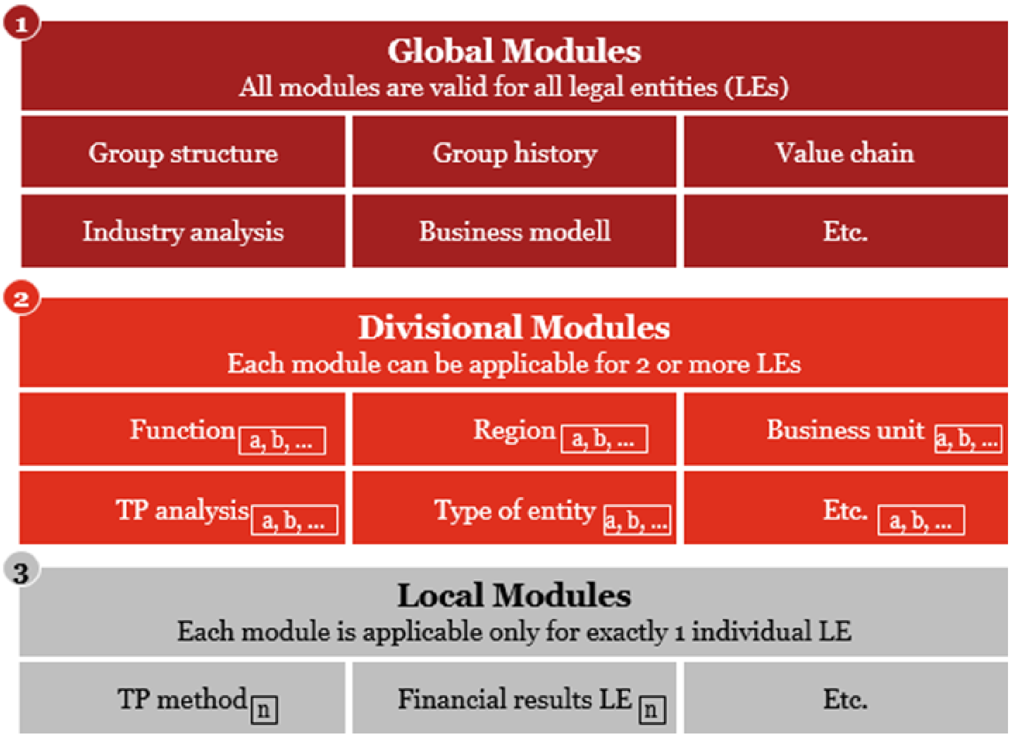
The term "**Modules**" is used in *globalDoc* to describe placeholders for the individual text blocks. Any number of file attachments can also be added to each module [5].

1.4.1 Module classes

According to the three documentation levels in *globalDoc* (**global**, **divisional** and **local**), the modules are also divided into three classes. A module class indicates to which level the information is to be assigned.

- **Modules** of the **global** class are usually created by the head office and contain general information that is relevant to documentation for all reporting companies.
- **Modules** of the **divisional** class are created by centralized units (e.g. business unit, national holding company, central group-internal service provider) and contain specific information that is documentation-relevant to several but not all group companies. Any number of divisions (e.g. by regions, functions, transactions, business areas, etc.) can be formed to which any number of modules can be assigned.
- **Modules** of the **local** class are usually created by the corresponding local reporting companies themselves and accordingly only contain information relevant for local documentation.

[5] For each file attachment, you can determine individually, inter alia, whether it should be displayed as an attachment to the transfer pricing documentation report, or whether it should be classified for internal use only and archived in *globalDoc*, such as meeting-minutes, internal presentations, Excel tables and other data sources as a back-up.



Screenshot 5: Module classes

In this way, group headquarters and other centralized units can transfer the centrally available information to the local entities via *globalDoc* in the form of global or divisional modules and file attachments, or via pre-filled templates for text components of local modules. It is important that the documentation contents of such text blocks and file attachments are abstract, reusable and therefore free of details of individual local companies. Alternatively, only the variables (placeholders)[6] available in *globalDoc* may be used. Only then, these text blocks and file attachments can be used across several documentation reports.

In *globalDoc*, text blocks can be edited both by uploading Microsoft Word files and via the Online Editor.

1.4.2 Formatting the contents of Modules

Make sure that the formatting of the Word files of all modules maintained in *globalDoc* is consistent. Only with uniformly formatted Word files a consistently formatted report can be generated automatically and without manual (post-)formatting.

The Word files can be formatted, for example, using the template that the user can download via **Download template** within the detail view of modules. Detailed information on working with *globalDoc* can be found in chapter 3 of this user manual.

[6] A list of the variables available in *globalDoc* can be found in the appendix to this user manual.

If the standard template contained in *globalDoc* is used via **Download template**, the following formatting is specified for the headings given that the respective text module is to contain headings[7]:

Heading level	Style sheet
A.	Heading 1
A.1	Heading 2
A.1.1	Heading 3
A.1.1.1	Heading 4
A.1.1.1.1	Heading 5

If you always use the same format template when creating modules, you can of course also use your own standard. A reformatting to the *globalDoc* standard is not necessary in this case.

If a formatting different from the preset standard is desired, users with respective administrator rights can generate a separate module template.

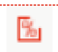
NOTE: Tables and graphics inserted in modules may sometimes not be displayed in the correct format during report generation. It is therefore recommended that users either attach tables and graphics separately from the documentation text (detailed information on attaching them in *globalDoc* can be found in *chapter 3*) or convert the corresponding table or diagram into an image file (e.g. jpeg file format). Afterwards it can be inserted directly into the Word module. Furthermore, it is recommended that you do not select the table themes (under the tab "**Design**") from Microsoft Word 2007 or a newer version for a desired table format, but set up the desired table format manually using the shading and border function. Otherwise, format problems may occur when generating the report.

If text blocks are transferred directly from Internet pages into modules, you must ensure that the texts are inserted as unformatted text in Word. Otherwise, Internet objects that are invisible to the user may flow into the module text and cause errors during report generation.

[7] The system administrator also specifies many headings. An additional use of headings in the respective text block is therefore only necessary if you want to subdivide it further.

1.5 Overview of the most important functions

By clicking on the various icons in *globalDoc*, a user who has the corresponding user rights can create, edit and delete data sets, modules, etc. The following table gives an overview of the most important symbols.

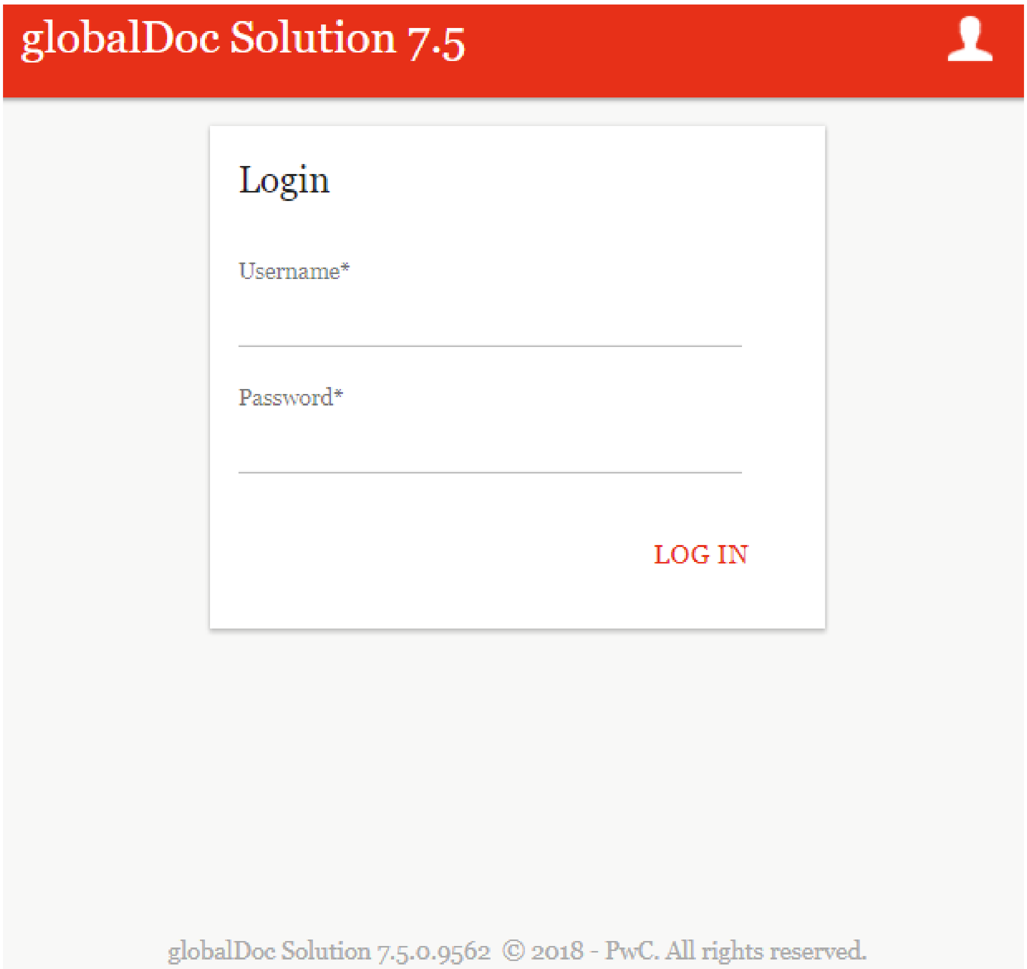
Symbol	***Description***
	*Expand the navigation items*
	*Download file*
	*Upload file*
	*Detail View/Edit*
	*Delete*
+ New	*New dataset*
+	*Add Rule (Search)*
-	*Delete Rule (Search)*
	*Print preview*
	*Replace prefilled template*
	*Create Chapter / Module*
	*Preview (Module content)*
?	*Display information*
	*Close the opened menu item and redirect to the start screen*
	*Redirection to the menu item "Assign-ments"*
	*Redirection to the menu item "Report"*

2. *First Steps*

STEP 1: OPEN THE PROGRAM

To log in to *globalDoc*, please enter the Internet address provided to you into Google Chrome, Microsoft Internet Explorer or the Mozilla Firefox browser. If other browsers are used, it may not be possible to display *globalDoc* without errors.

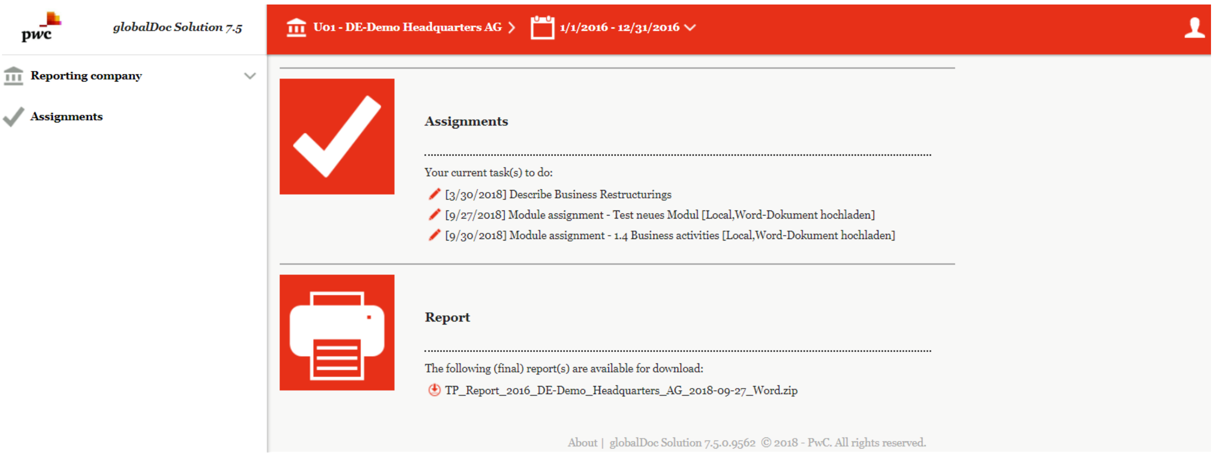
In the login window that appears afterwards, enter the data provided to you by the administrator, usually user name and password.



Screenshot 6: Login window of globalDoc Solution®

STEP 2: HOME SCREEN

After a successful login[8], the home screen appears. The home screen contains an overview of the tasks assigned to you and any completed documentation reports that may already be available. Furthermore, the program items of the main menu of *globalDoc* released by the administrator for the respective user are dipsleayed on the left side of the screen. Usually the main menu of a local user will look like this:



Screenshot 7: globalDoc Solution® home screen

"**Assignments**" displays the tasks still to be completed.

Through the symbol, you can navigate directly to the relevant task.

By clicking on in the list of final reports under "**Report**", you can download the final reports provided for download by the administrator.

By clicking on the symbol, *globalDoc* guides you to its user frontend, where you may download reports and subsequently print them out (for further information see chapter "*Menu item Report*").

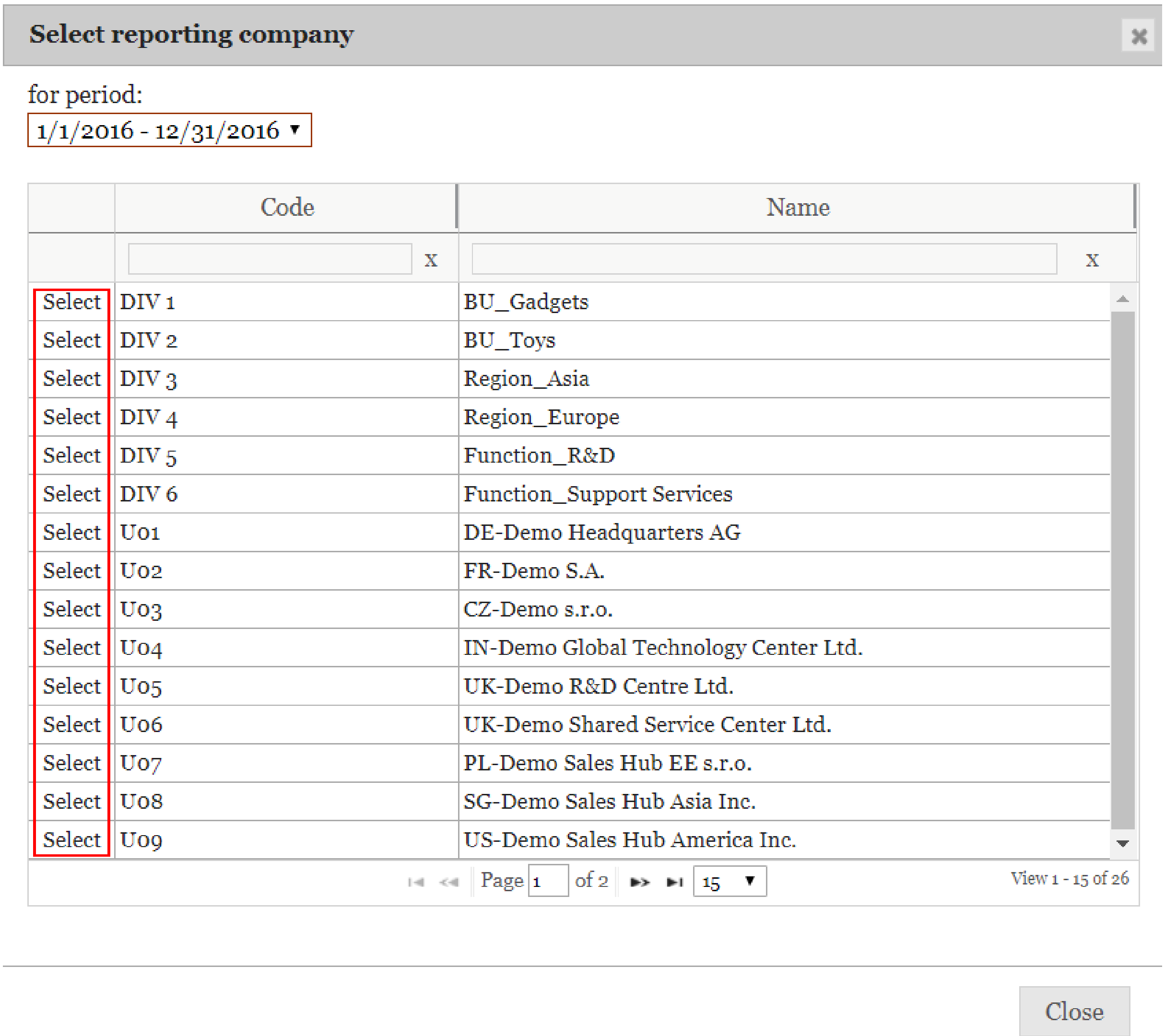
STEP 3: SELECTION OF REPORTING COMPANY AND REPORTING PERIOD

The current reporting company and reporting period are displayed in the red highlighted area at the top of the screen (see screenshot 8).

[8] Depends on the IT security standards defined by Group headquarters.

Screenshot 8: Reporting company and Reporting period

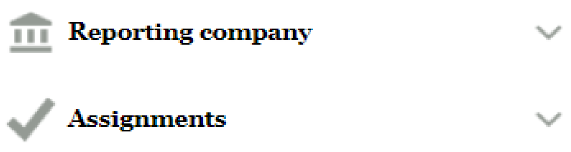
With the appropriate authorization rights, the local user can select another reporting company and / or another reporting period. This is done by clicking on the icon in the upper left screen area (see screenshot 8) and a subsequent selection by clicking on Select (see screenshot 9):



Screenshot 9: Selection of Reporting companies and Reporting period

STEP4: NAVIGATION TO THE INDIVIDUAL PROGRAM ITEMS

On the start screen, depending on the assigned roles, various program and menu items are displayed in the menu column on the left side of the screen, e.g.:



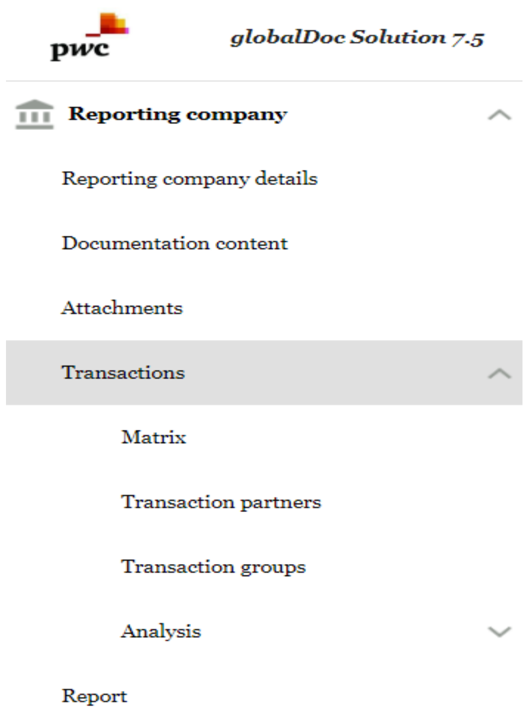
Screenshot 10: Program items of the home screen (local user)

By clicking on the respective program item (on the left side of the screen) of the main menu you will get to the respective submenus, as far as they have been activated for you.

The following sections provide an initial overview of the individual program items of the main menu (see screenshot 10) as well as their respective submenus and navigation items. A detailed description of how to work with these program items is contained in chapter 3.

Screenshot 11 shows the submenus of the program item "**Reporting company**".

NOTE: Depending on the user rights assigned to you by the administrator, not all submenus may be activated for you.



Screenshot 11: Program item Reporting company

A user who has the role of a task administrator may open the submenu of the program item Assignments (depending on the user rights assigned by the administrator, not all submenus may be visible here either):

Screenshot 12: Program item Assignments

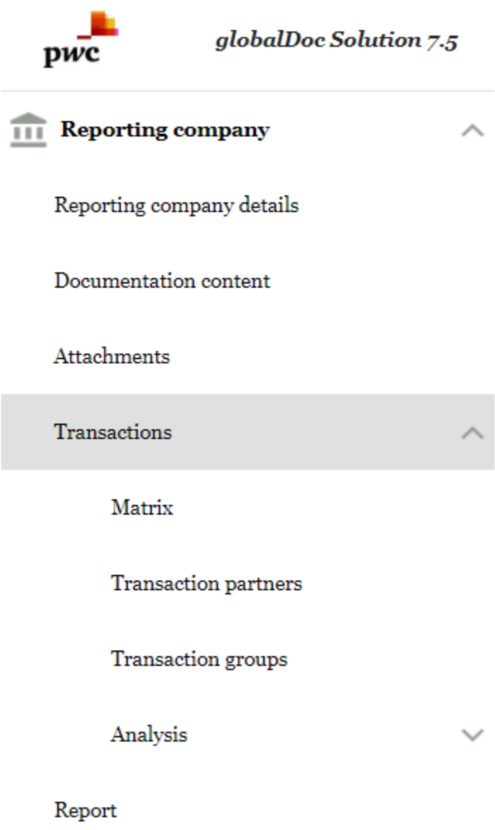
The program item Assignments provides the local user with an overview of the tasks assigned to him or her. The tasks are either specified centrally by an administrator, or can be created by the local user (with appropriate rights).

Switching to the detail view (by clicking on the icon directly on the home screen or alternatively by clicking on the icon next to the column Name in the Tasks / Task management submenu) allows the user to navigate to the detail page of the task.

Basic functions of task administration, as far as they are relevant for local task administrators, are described in chapter 4.

3. Program item Reporting company

Under "**Reporting company**", the following sub items are listed:

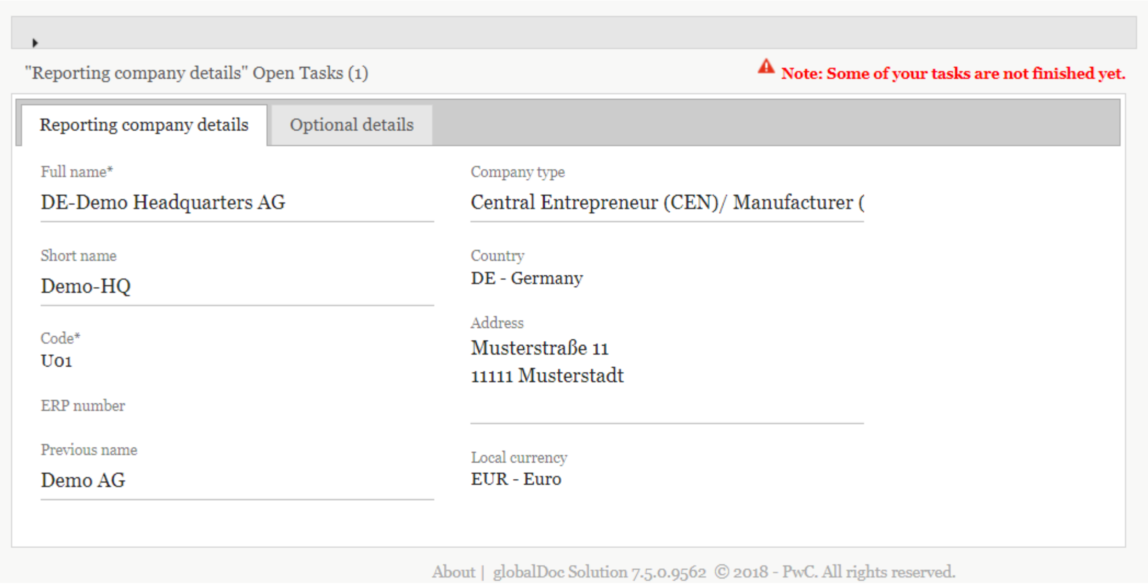


Screenshot 13: Program item Reporting company with the corresponding sub items

3.1 Menu item Reporting company details

Under "**Reporting company details**", the general information of the company can be viewed and edited.

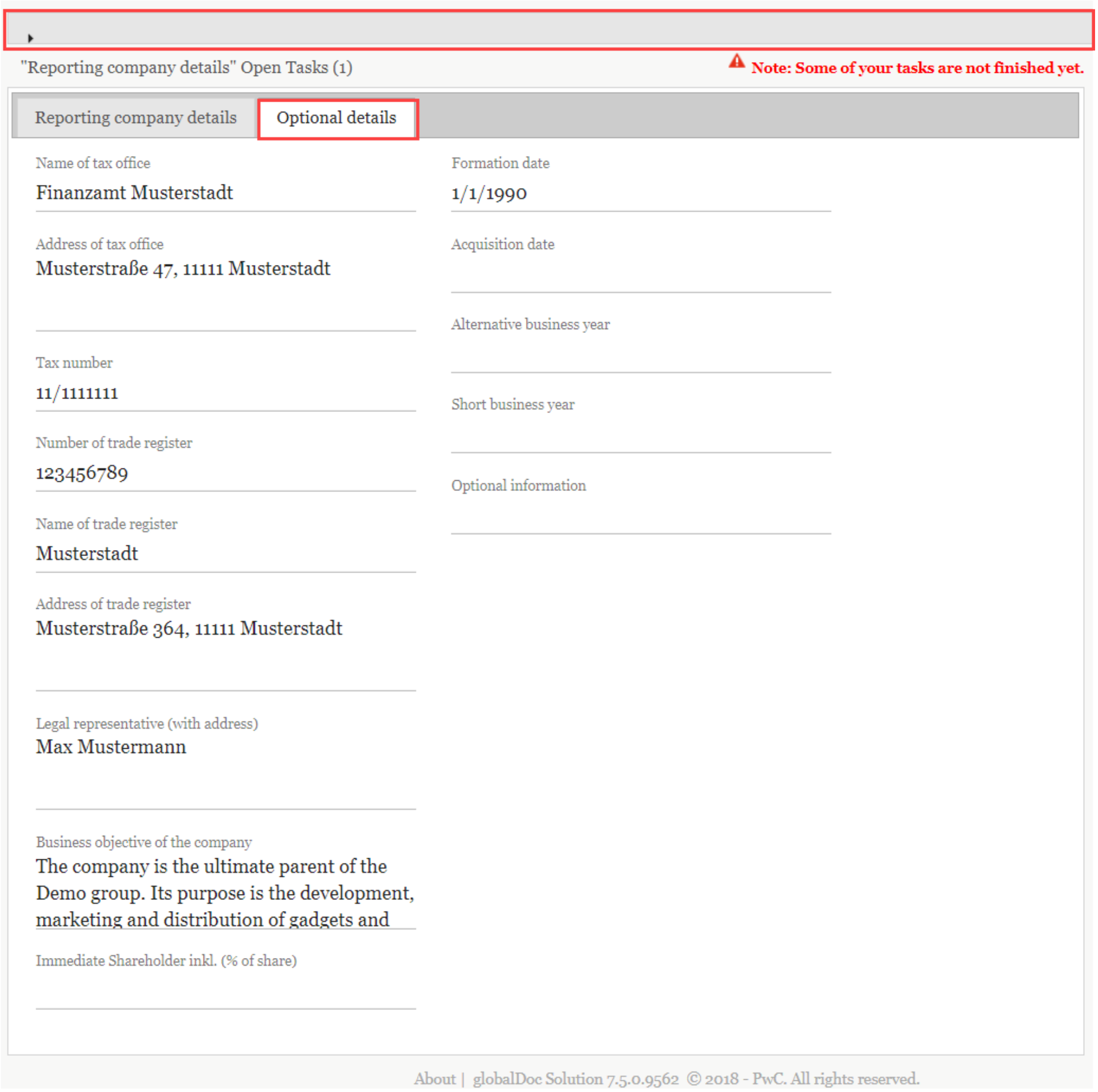
This includes information on the name, short name, former name, company type, country, address, ERP number and currency. The fields marked with * must be filled in. The code is such a mandatory field, it can be freely defined.



Screenshot 14: Reporting company details

Furthermore, it is possible to enter additional details in the "**Optional details**" tab.

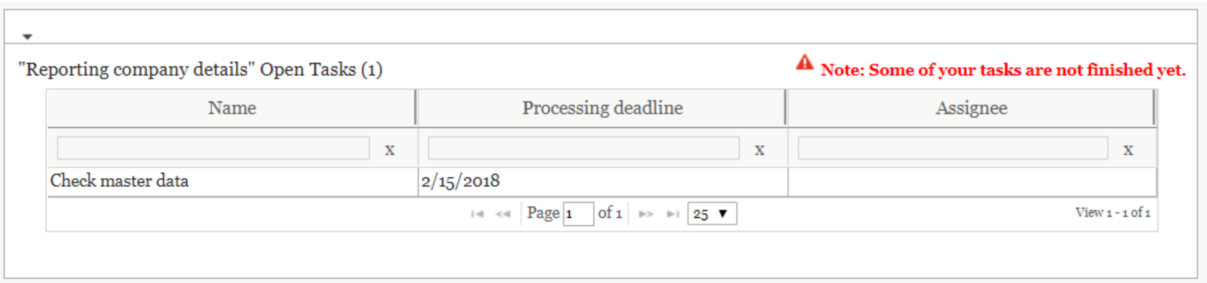
TIP: The fields not marked with * do not have to be filled in, but this information can be inserted as a placeholder in the documentation reports (see Online Editor).



Screenshot 15: Reporting company details - Optional details

Here, one can also see which tasks are still open.

In the upper part of screenshot 15, which is highlighted in red, one can use the arrowhead to open the task area. Open tasks for the selected reporting company will be displayed (see screenshot 16).



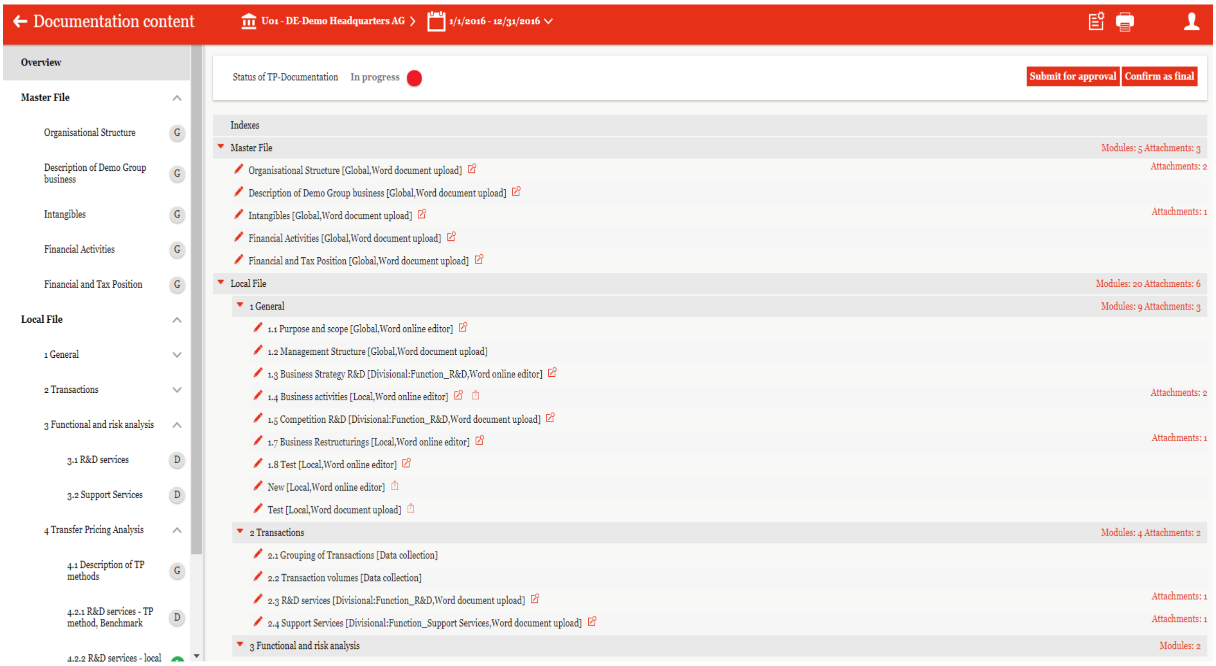
Screenshot 16: Open tasks for Reporting company

3.2 Menu item Documentation content

Under "**Documentation content**", all modules (report modules) of the reporting company selected on the start page are listed for the respective reporting period.

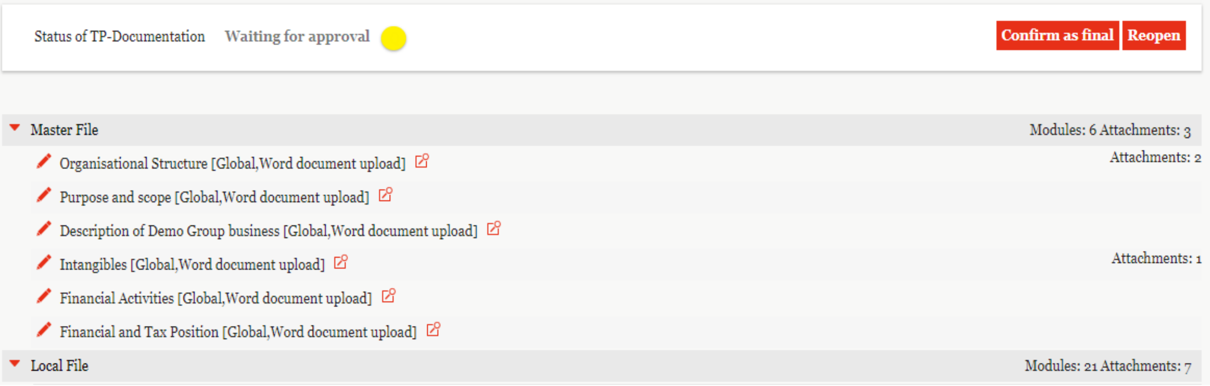
By clicking on the menu item "**Documentation content**" via *Reporting Company / Documentation content* in the main menu of *globalDoc,* the overview of the documentation of the selected reporting company for the selected reporting period opens. The chapters and modules contained in the overview are specified by the System administrator and usually cannot be changed by the local user.

The following window shows an overview of the documentation with exemplary chapter names:



Screenshot 17:Overview Documentation content

The button **Submit TP Report for approval** at the top right side of the screen allows to submit the <u>entire</u> TP documentation for review. This function can be used, for example, if the complete documentation report after the completion of all local modules is to be approved again by a third person, e.g. the local financial manager.



Screenshot 18: Overview Documentation content

With **Reopen** it is possible to edit the entire documentation again. **Confirm as final** approves the entire documentation for release (only available for users with the role "**Approve tasks**").

The documentation structure and the corresponding modules are displayed in the navigation bar on the left-hand side of the screen, as they will also appear in the report.

With you can display a print preview of the individual module and allows editing of the module by uploading a Microsoft-Word document or with the Online Editor (see more in chapter: "*Online Editor*").

The module classes are represented as follows:

D for divisional, G for global and L for local. The symbols are displayed in 4 different colors:

G Grey stands for "Module cannot be edited by the user for the selected reporting company".

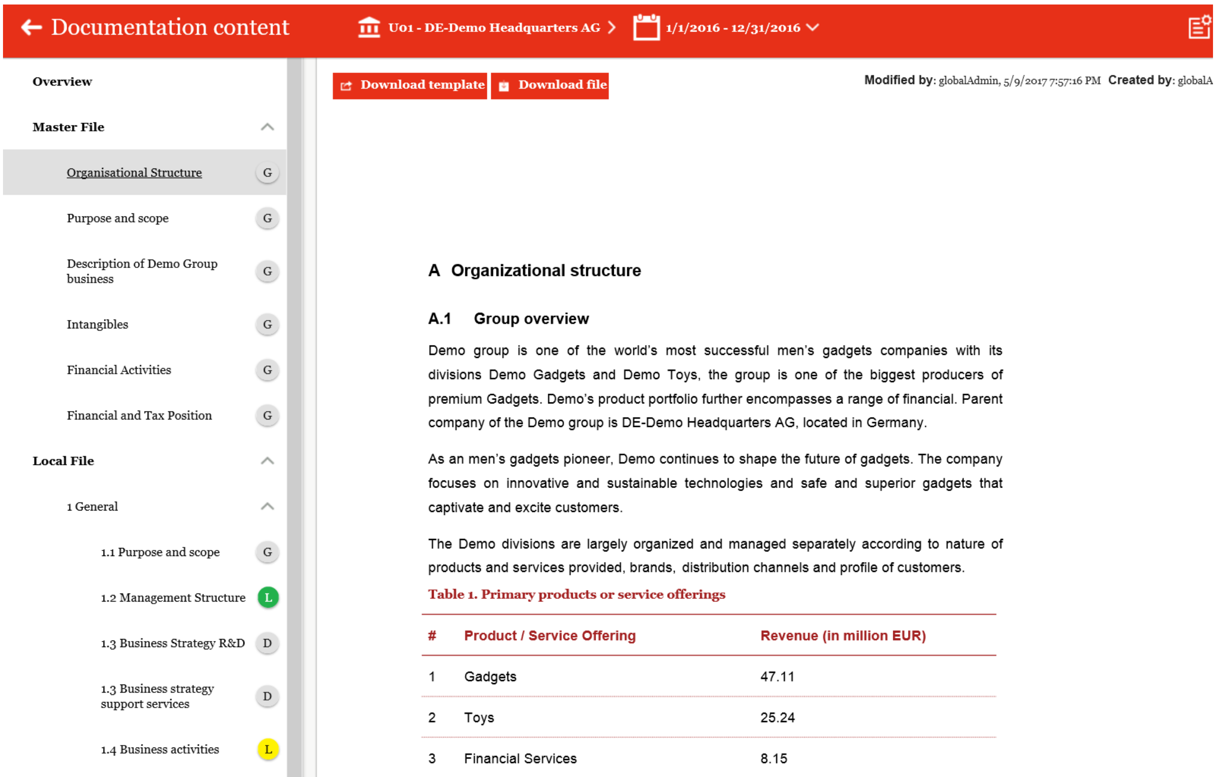
L Red stands for "Module is open for processing by the user".

L Yellow stands for "Module released for review".

L Green stands for "Review approved".

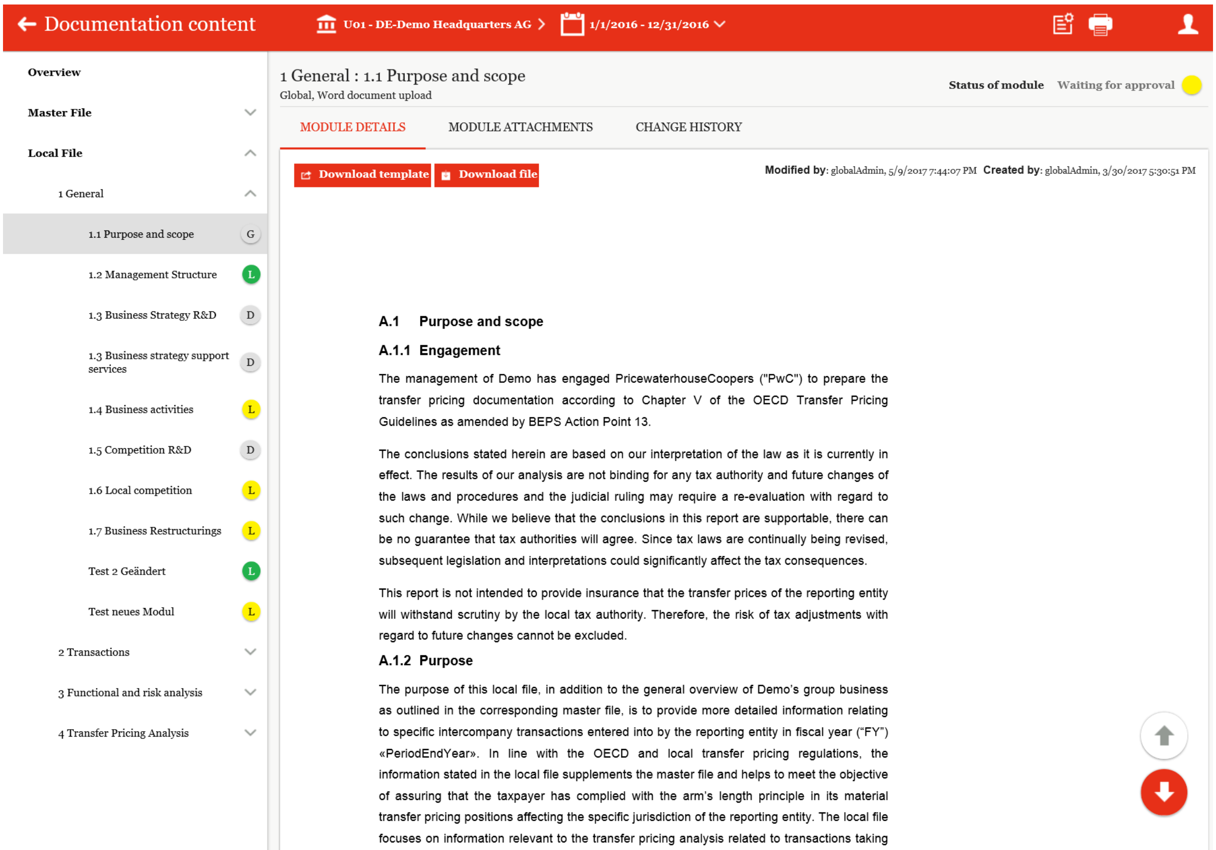
The documentation content itself can be read and, if necessary, edited by a subsequent clicking on a module .

Alternatively, you can open the chapter structure in the navigation bar on the left side of the screen and then click on one of the modules (marked with G, D or L) to display the documentation content (see screenshot 19).



Screenshot 19: Selected module – Documentation content

You can then use the arrow navigation at the bottom right side of the screen to "browse" from module to module, similar to an e-book (see screenshot 20).

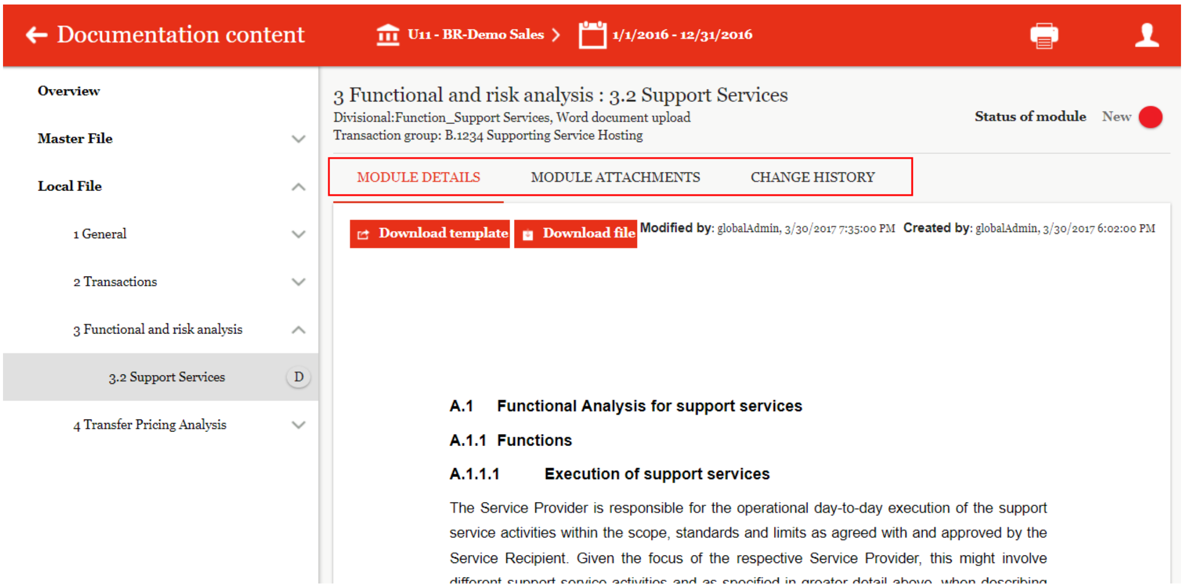


Screenshot 20: Browsing between the Modules

3.2.1 Module details tab

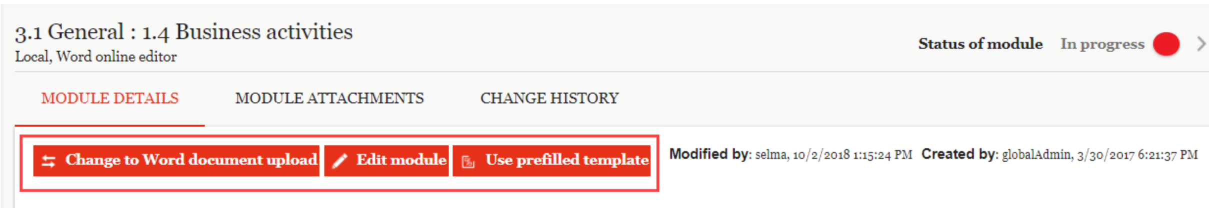
From the overview page of the module content, you can switch to the display of the module content by clicking on (alternatively by opening the chapter in the left navigation column and then clicking on a module (marked G, D or L)).

In the upper area, you can see the tabs: "**Module details**", "**Module attachments**" and "**Change history**" (see screenshot 21).



Screenshot 21: Module details of a module non-editable by the user

For a module that you can edit, the following selection areas are available under the "**Module details**" tab: "**Change to Word document upload**", "**Edit module**" and "**Use prefilled template**" (see screenshot 22). The selection area "Use prefilled template" is only visible if a prefilled template exists for the module.



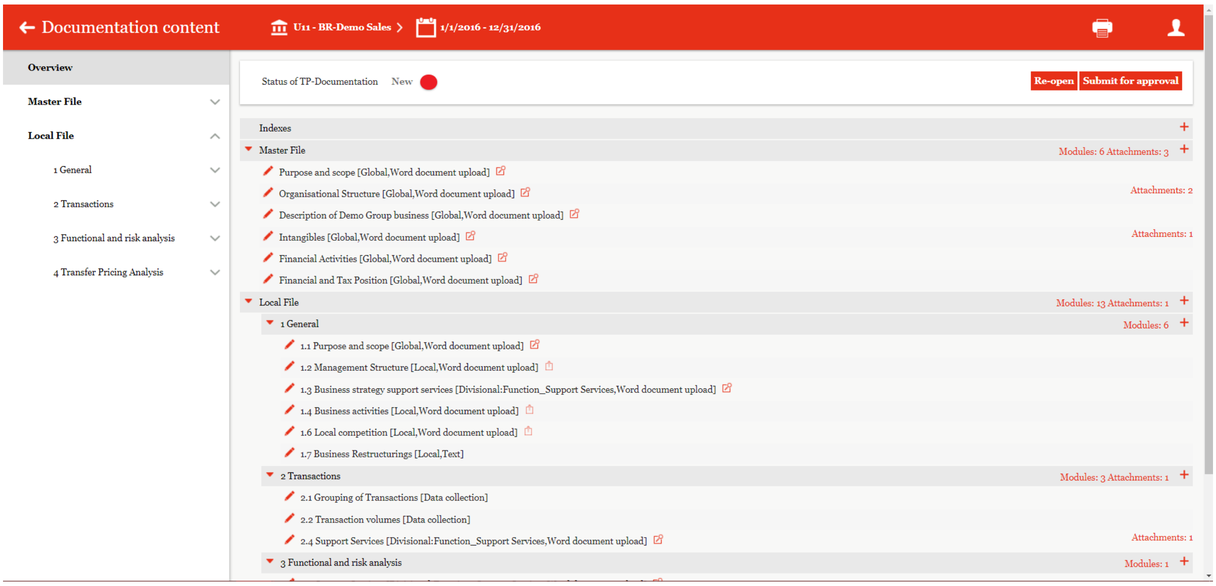
Screenshot 22: Module in the edit mode

With a click on "**Change to Word document upload**" or "**Edit module**" you can edit the displayed documentation content in Microsoft Word format or in the Online Editor.

3.2.1.1 Word document upload

If a local user has been assigned the user role of a (local) editor by the System administrator, the user can view and edit the contents of the (local) modules under "**Documentation content**".

Via *Reporting company / Documentation content* the user is directed to the overview of the modules visible to him or her (see screenshot 23):



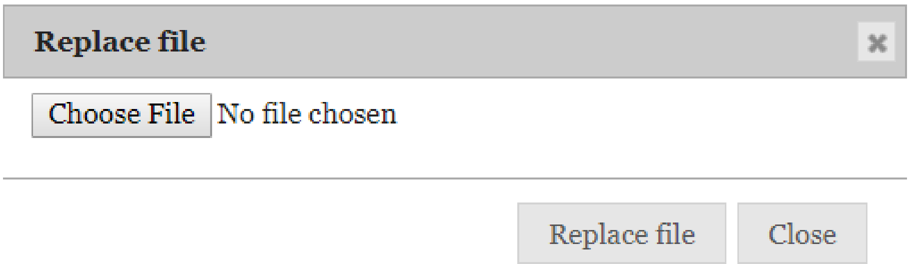
Screenshot 23: Documentation content

The icon indicates that the user can upload a Word document (see screenshot 23, Module 1.6).

If no Word document has been uploaded yet, the following upload window appears after clicking on the icon (see screenshot 24):

Screenshot 24: Upload window for Word documents

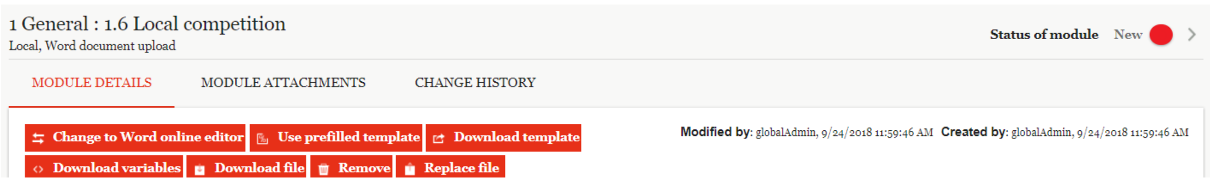
If a Word document has already been uploaded, the following upload window appears after clicking on the icon (see screenshot 25):



Screenshot 25: Replace file window for Word documents

By clicking on "**Choose File**", the user is prompted to select the file for upload. Clicking on "**Upload**" or "**Replace file**" fills the (local) module with content.

Alternatively, you may also click on the symbol , which will navigate you to the detail view of the module, where it may also be edited. After clicking on the icon, the following view opens:



Screenshot 26: Detail view –Llocal module

In the detailed view, various functions for editing the module contents are available.These are briefly described below:

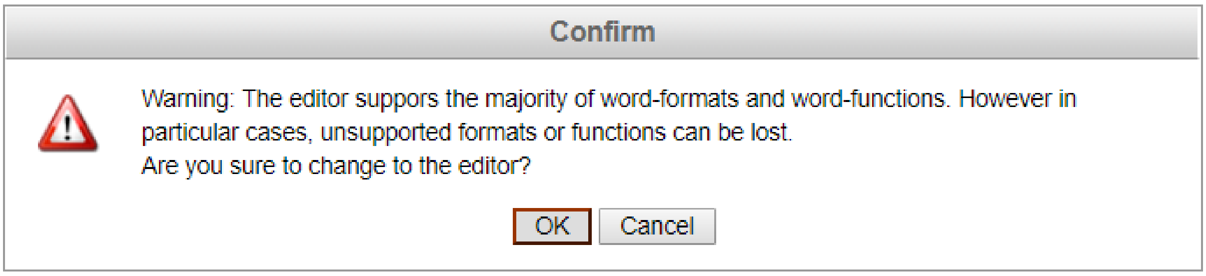
Use prefilled template	*Use a template defined by the System administrator*
Change to Word online editor	*Change the editing method from Word upload to Word Online Editor*
Download template	*Download a template defined by the System administrator (empty, but correctly formatted Word file)*
Download variables	*Download variables*
Upload or **Replace file**	*Upload or replace module content as a Word document*
Download file	*Download the module content as a Word document to the local computer.*
Remove	*Delete the Word document*

Clicking on **Upload** or **Replace file** prompts you to select the file you want to upload. As soon as the selection is confirmed, the file will be uploaded and the (local) module will be filled with content.

3.2.1.2 Online Editor

The built-in Online Editor allows the user to create and edit content directly in *globalDoc Solution*®. For example, the Online Editor allows you to customize templates provided for the reporting company.

The selected module can be opened for editing in the Online Editor using the **Change to Word online editor** function. The first time you open the module in the Online Editor, the following warning message appears:

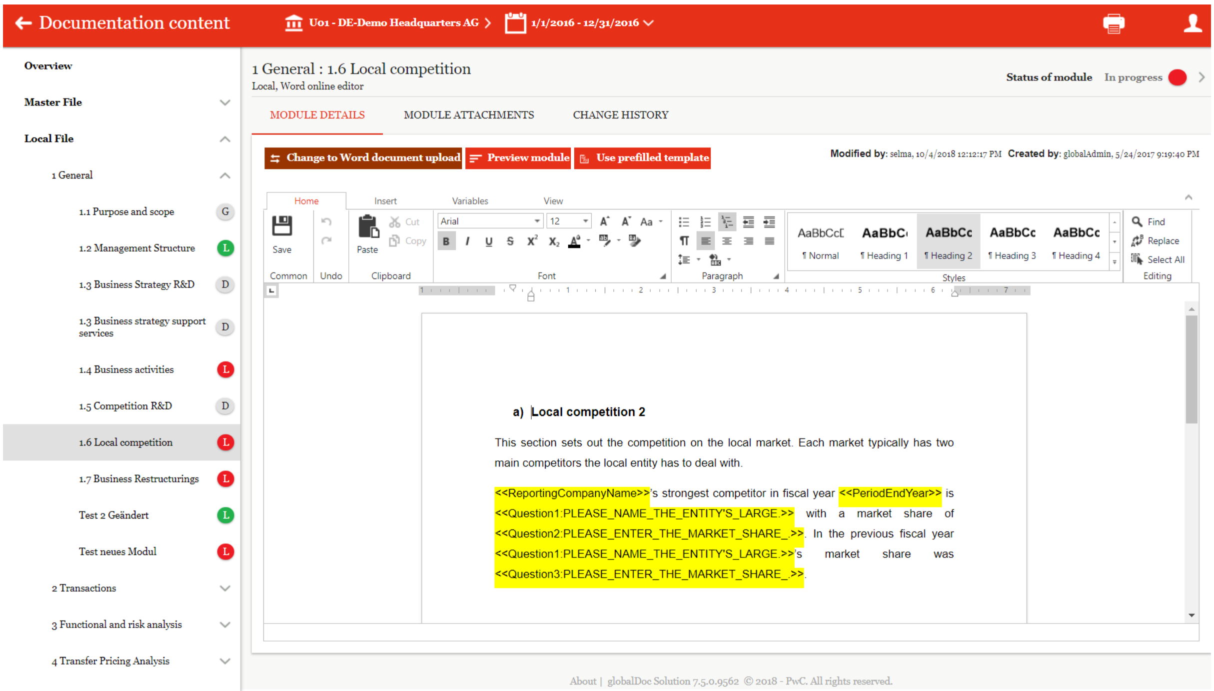


Screenshot 27: Warning message – Change to Word Online Editor

By pressing "**OK**" the module is converted into the stored template and with "**Cancel**" the action is cancelled.

If the module was previously opened with the Online Editor, clicking on the "**Edit module**" function opens the module in editing mode.

In the Online Editor, users can perform three primary tasks: edit the module, add attachments to the module and view the module's change history (see screenshot 28).

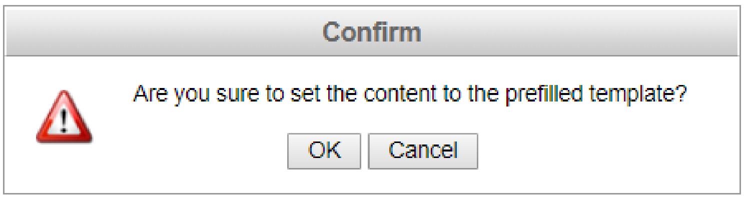


Screenshot 28: Overview of the Online Editor

Editing the module in the Word Online Editor essentially corresponds to the familiar Word environment.

You can save the changes with the icon.

The Online Editor also offers the option of using a template pre-filled by the head office by clicking on the function **Use prefilled template** (which can then be adapted by the local editor if required). Since this replaces any existing documentation content with the prefilled template, the use of the prefilled template must be confirmed (see screenshot 29).



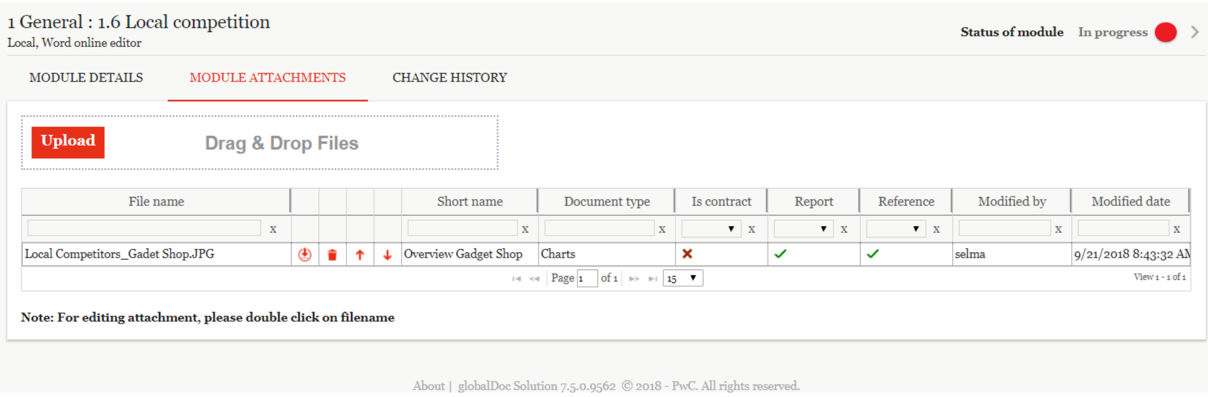
Screenshot 29: Note – Use of prefilled template

The function **Preview module** displays the module contents in the preview mode.

To return to the Online Editor, use the function **Edit module**.

3.2.2 Module attachments tab

In the tab "**Module attachments**", users can upload attachments assigned to repsective module. Attachments can contain files such as spreadsheets, images and PDF documents.



Screenshot 30: Module attachments

All uploaded module attachments are displayed in the module attachments tab.

The icons  and  can be used to change the order in which the attachments appear.

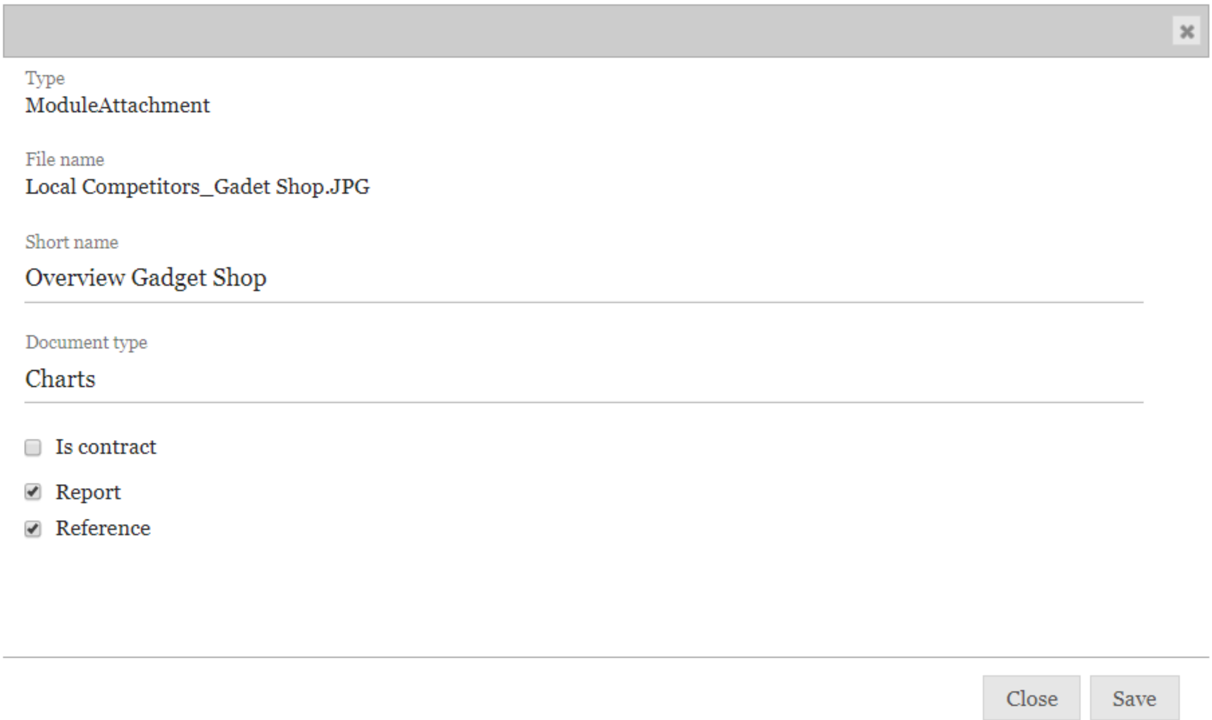
By clicking on the cells of the columns "**Is contract**", "**Report**" and "**Reference**" you can specify whether the module attachment is a contract ("Is contract"), whether the module attachment should be printed as an attachment to the report ("Report") and whether in this case a reference to this attachment should appear in the documentation text ("Reference").

The selections of the fields "**Is contract**", "**Report**" or "**Reference**" are shown in the overview with the symbol  if not selected and with the symbol  if selected

The information Modified by and Modified date are filled by the system.

The file name of the module attachment will be displayed in the "**File name**" column. A double-click on the file name triggers a processing window to open (see screenshot 31). There, the module attachment can be provided with a short name and a document type. The user can freely choose a short name for the file and select a document type from a dropdown list of document types already specified by the administrator. Attachments that are marked both with "**Is contract**" and "**Report**" are stored in the "**Contracts**" folder during report generation. Attachments that are only marked with "**Report**" are stored in the "**Documents**" folder during report generation.

If the attachment is additionally marked with "**Reference**", the module attachment is specified in the module text. Screenshot 32 shows an example of a reference to an attachment in the module text.



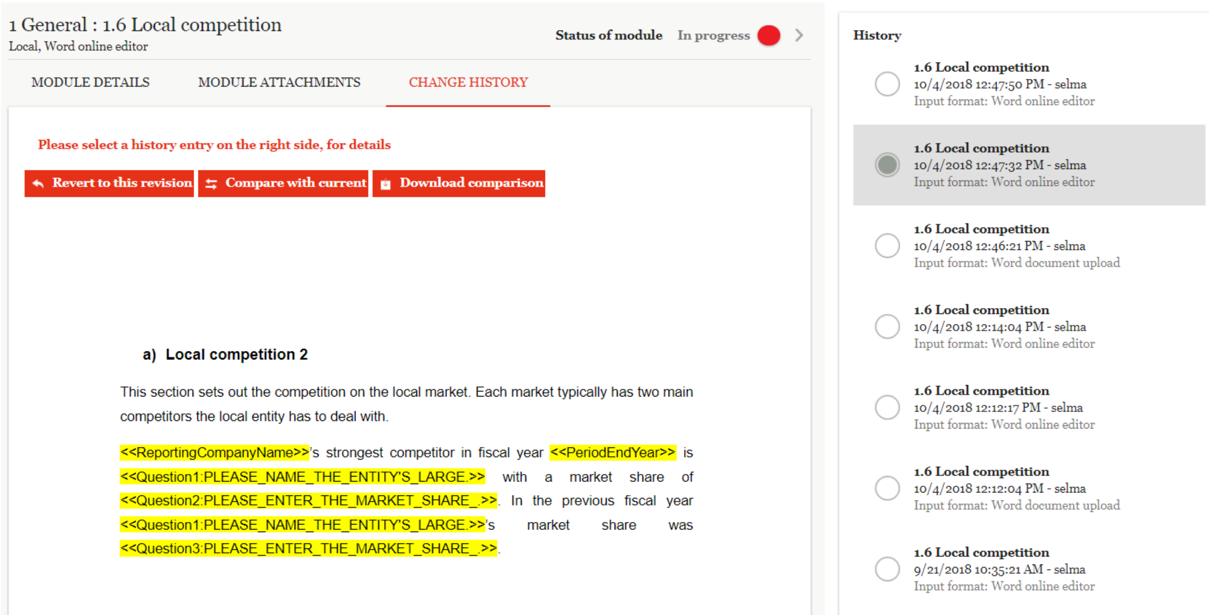
Screenshot 31: Define attachment properties

	Please find attached the following additional information:
#	Dateiname
1	Notifications.docx
2	Local Competitors_Gadet Shop.JPG

Screenshot 32: Reference to attachments in module text

3.2.3 Change history tab

The tab "**Change history**" lists all saved versions of the module contents. The user can view the individual versions, compare them with the current one (track changes) or replace the current version with a selected version (this does not delete the current version which will still be available via the change history).



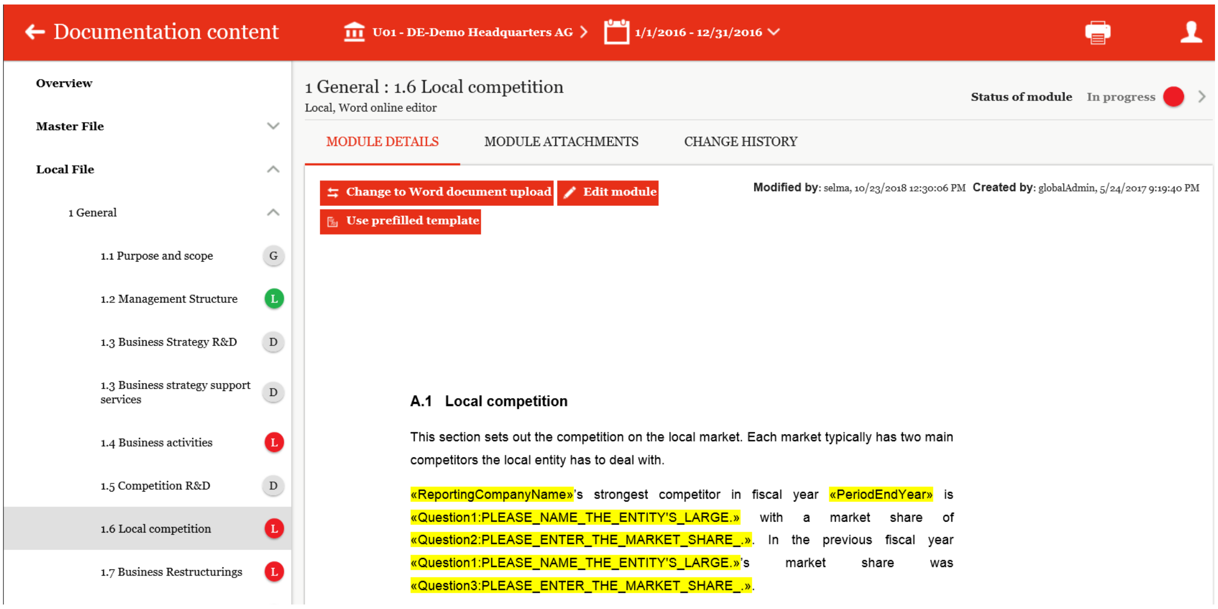
Screenshot 33: Change history tab

3.2.4 Status of Module

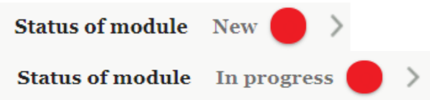
If users are authorized to edit a module, they can change the status of a module and thereby pass it on to the user with the role "Approve Task" who in turn checks the changes made to the module ("**Submit for approval**").

The status of a module can be found in the upper right corner of the screen 

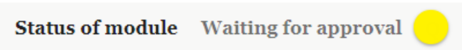
(see for example screenshots 21 and 22 in chapter 3.2.1 "Module details tab" or the following screenshot):



Similar to the module classes, there are three colors that indicate the processing status of a module.



If a module has not yet been processed, the status "New" will be displayed. If the module is in progress, it has the status "In progress".

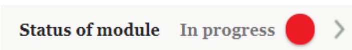


The module has been submitted to the approver for approval. Further processing by the submitter is no longer possible in the current status (unless he or she also has the role of the "Task Approver"). Only when the task approver has executed the "Reject" or "Reopen" command is it possible for the local user to edit the module again.

The module has been approved and, thus, has the status "Finished".

NOTE: A user with the role "Task Approver" can change the status of a module at any time as long as the entire TP documentation has not yet been completed.

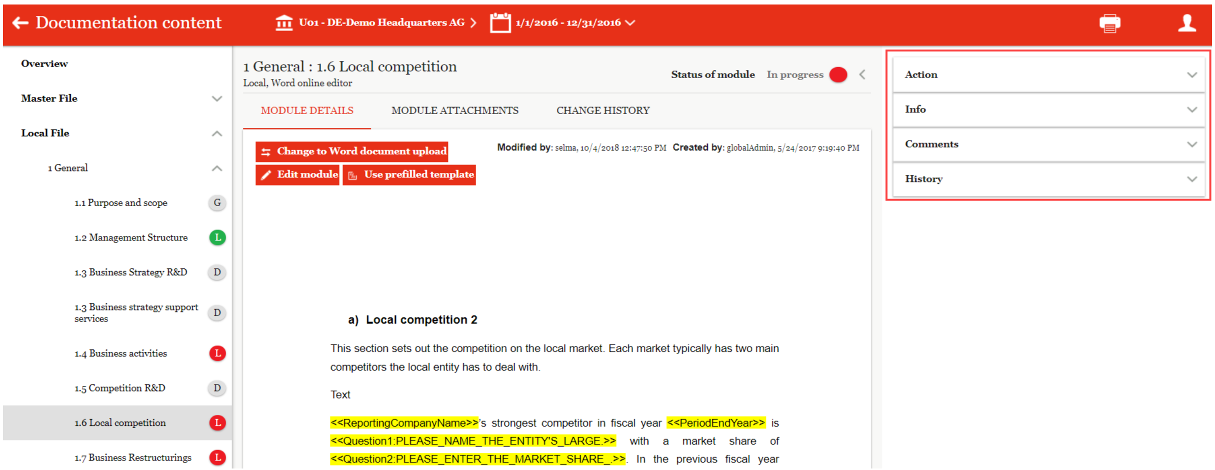
3.2.4.1 Module verification process

By clicking on the button 

in the upper right corner of the screen, the review mode will be opened.

In this mode, the user can submit the result of a module (module contents and module attachments) to the person responsible for the task for approval. Task managers (users with the role "Approve Tasks") can check the modules directly in *globalDoc Solution*®. Task owners are notified by email about tasks that are to be checked. Task approvers can comment on the module, approve changes to the module, or re-edit the module by reopening the task.

The person responsible for the task must check modules with the status "**Approval still pending**". The right side of the screenshot shows the different options for the editor of the module: "**Action**", "**Info**", "**Comments**" and "**History**" (see screenshot 34).



Screenshot 34: Review process options

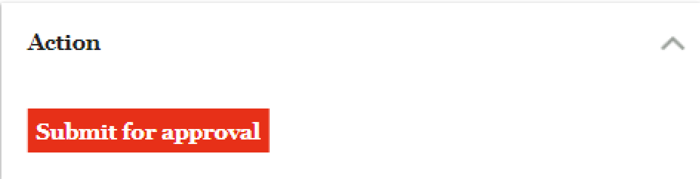
Depending on the module status, the following options are available for tracking the module status (see screenshot 35). The options "**Action**" and "**Info**" are initially available. Only when "**Info**" is filled in, the other two options will be displayed additionally.

Click on ⌄ to open the sections.

Screenshot 35: Options for the reviewer

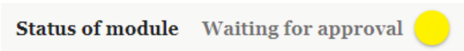
3.2.4.1.1 Options section Action

The options section "**Action**" allows the responsible person to forward the module for approval via the link "**Submit for approval**" (see screenshot 36). The responsible user with the role "Approve Tasks" will be informed via email.

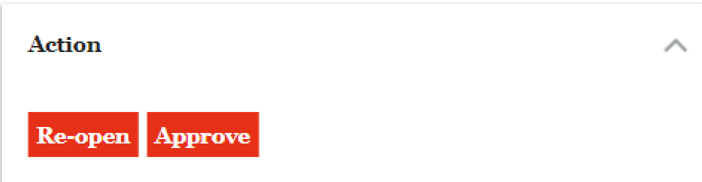


Screenshot 36: Submit for approval

When the approval process is activated, the status of the module changes from red to yellow:



When the status changes, the "**Re-open**" and "**Approve**" functions appear in the "**Action**" option section, depending on the user's authorization rights (see screenshot 37).



Screenshot 37: Process request for approval

The function "**Re-open**" resets the status of the module to "**In progess**" and a red highlighting.

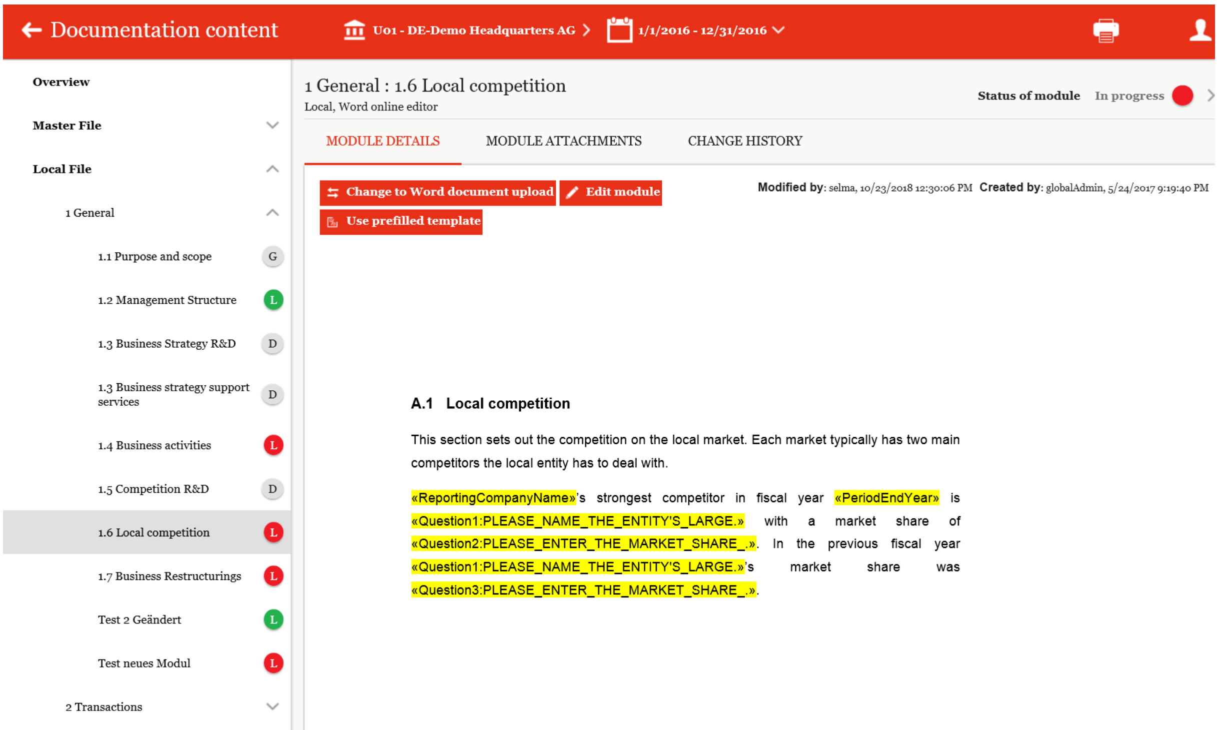
With the "**Approve**" function, the responsible approver can approve the module and set the status to "**Finished**".

If the module is approved, the editor has the possibility to re-set the approval.

Using the "**Reject**" function, the status can be reset to "**In progress**".

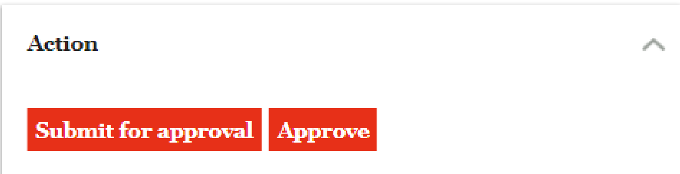
This ensures that the approval process follows clear criteria and is in a final cycle.

TIP: The status of the module can also be seen on the left side of the screen in the structure level. This means that if the status of the module changes, it is also changed accordingly for the symbols of the module classes (see screenshot 38). For further information, see also the chapter "*Menu item Documentation content*".



Screenshot 38: Status module classes – Status module

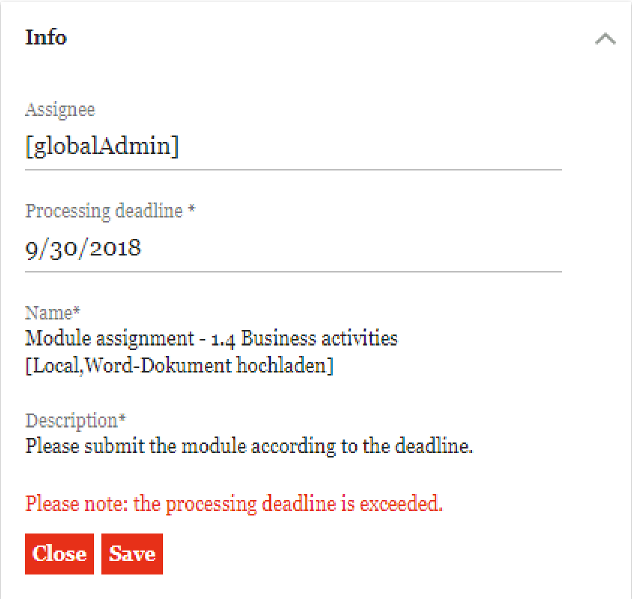
NOTE: If the responsible user of the module has the role "Approve Tasks", he or she also has the option to directly approve (see screenshot 39). By activating the "**Approve**" function, the module will be given the "**Finished**" status.



Screenshot 39: Approve within the role "Approve Tasks"

3.2.4.1.2 Option section Info

In this option section, it is possible to assign the responsibility of the task to another user and to set a deadline for the completion of the task.



Screenshot 40: Option section Info

The following input fields are displayed:

- **Assignee:** By clicking on the field in a drop-down menu, it is possible to select a user to whom the task will be assigned.

- **Processing deadline*:** At this point it can be specified by when the task has to be completed. If the task has not been completed in time, the text "Please observe: The processing deadline has been exceeded" will be displayed directly. Tasks can also be seen directly on the start page.

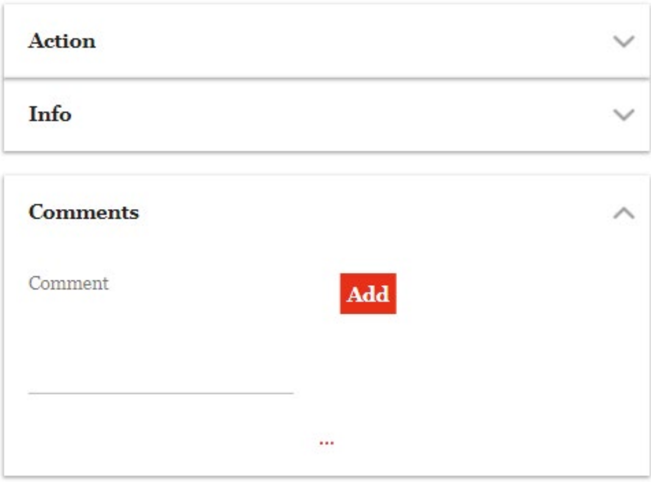
- **Name*:** Depending on the authorization rights, the editor of the module can enter a name for this task. As a rule, it contains information about which module class the module is assigned to and which structure level it has.

- **Description*:** The short description of the task is contained in this field.

The function **Close** closes the section without saving. The function **Save** saves the entered changes.

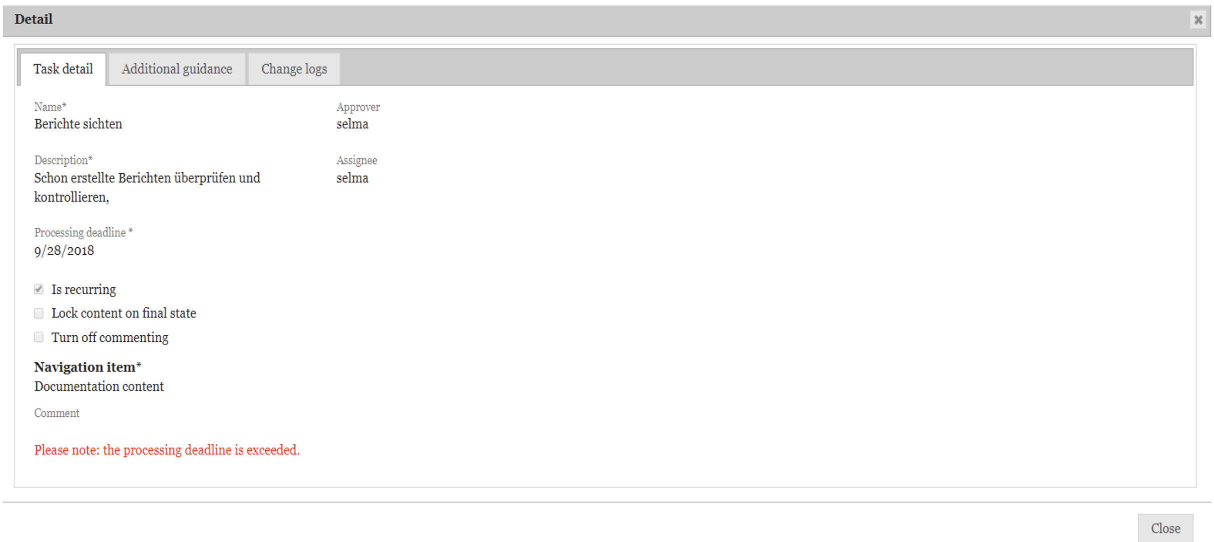
3.2.4.1.3 Option section Comments

This review process option section allows the local user and task approver to add comments to the module's editing process, such as what changes are required.



Screenshot 41: Add Comments

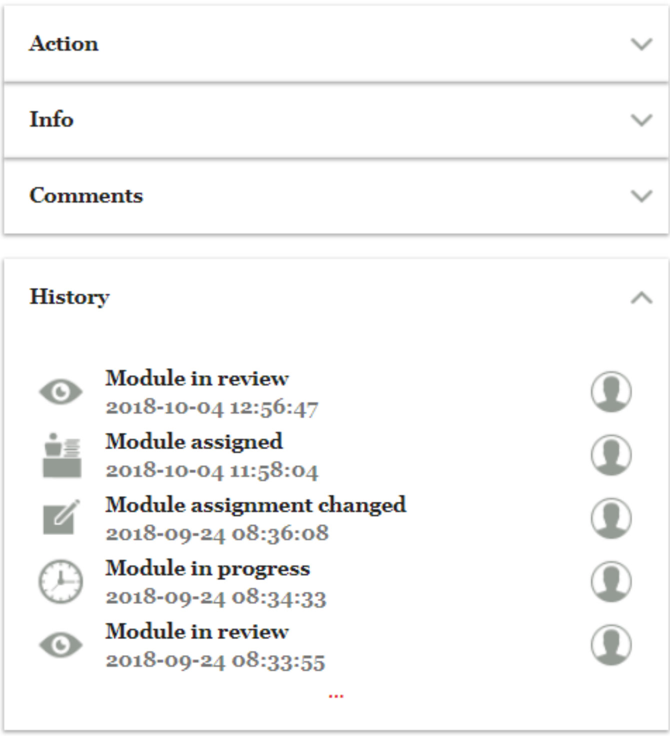
The symbol ... takes you to the detail view of the relevant task.



Screenshot 42: Detail view of the Task

3.2.4.1.4 Option section History

The option section "**History**" shows who changed, assigned and reviewed the module and when (see screenshot 43).

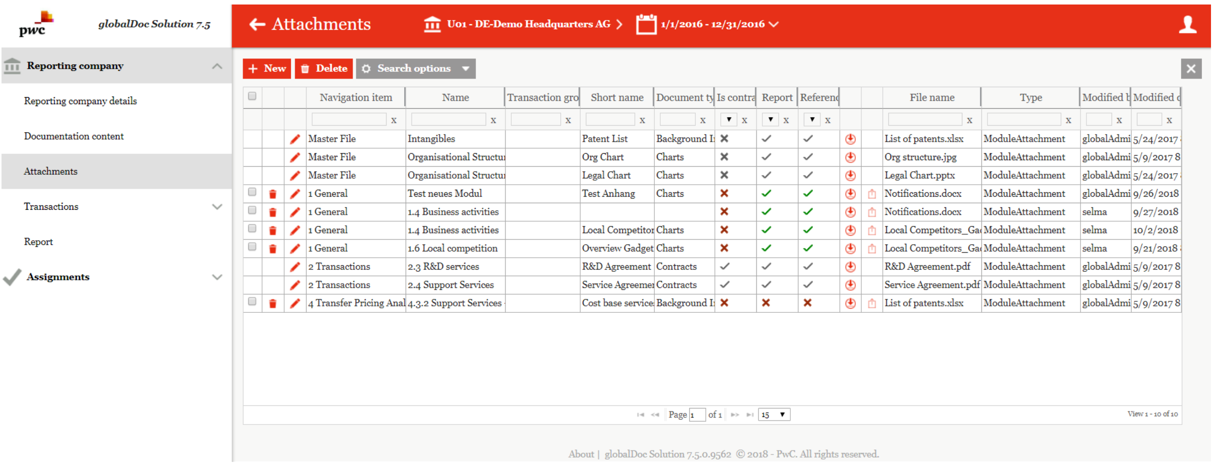


Screenshot 43: Review process –History

The symbol ... takes you to the details view of the relevant task. (see screenshot 43).

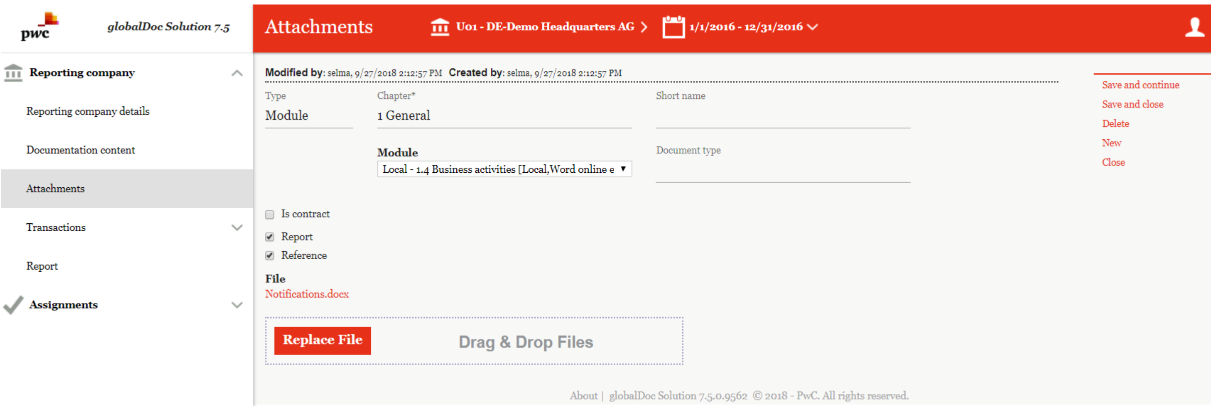
3.3 Menu item Attachments

The menu item "**Attachments**" lists all uploaded attachments for the selected reporting company and the corresponding reporting period.



Screenshot 44: Overview Page "Attachments"

Here, all attachments are listed in tabular form. The search options under Search options allow for a specific search. The individual data sets can be edited using the symbol . The function allows to download the attachment. With New, it is possible to create a new attachment.



Screenshot 45: Upload Attachments

As already described in the chapter "*Module Attachments tab*", further settings for the attachment can be specified here.

A drop-down menu is used to select the main module and chapter. With "**Document type**" one can also specify what type of file was uploaded.

With the function **Replace File**, a new file can be uploaded by drag & drop or the existing file can be replaced.

NOTE: The file will be replaced directly. This action cannot be reverted.

3.4 Menu item Transactions

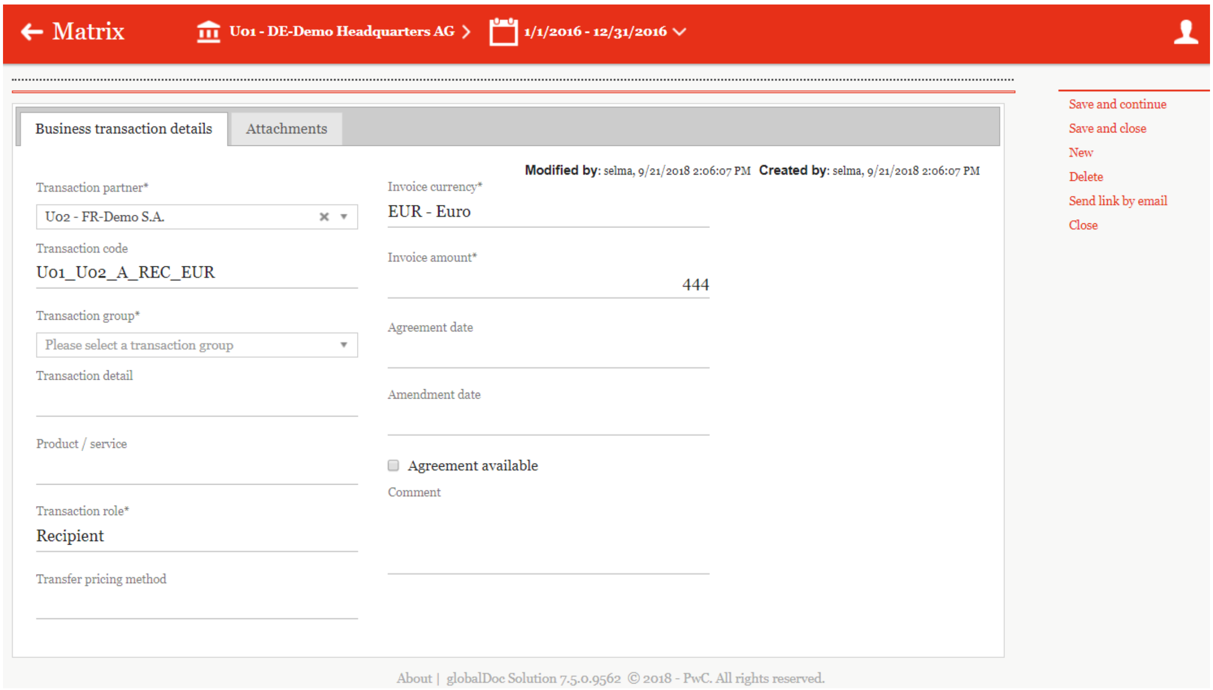
In accordance with national and international documentation regulations, it is necessary to document transactions between group companies including a statement of transaction volumes.

3.4.1 Matrix

Within the navigation item "**Matrix**", it is possible to specify the transactions in more detail with regard to the type of transaction, the volume or the product or service type.

3.4.1.1 Manual data entry

By clicking on the user is directed to the detail view. Here, more detailed entries can be made (for example, regarding transaction partners, the currency or the contract date) for individual transactions.

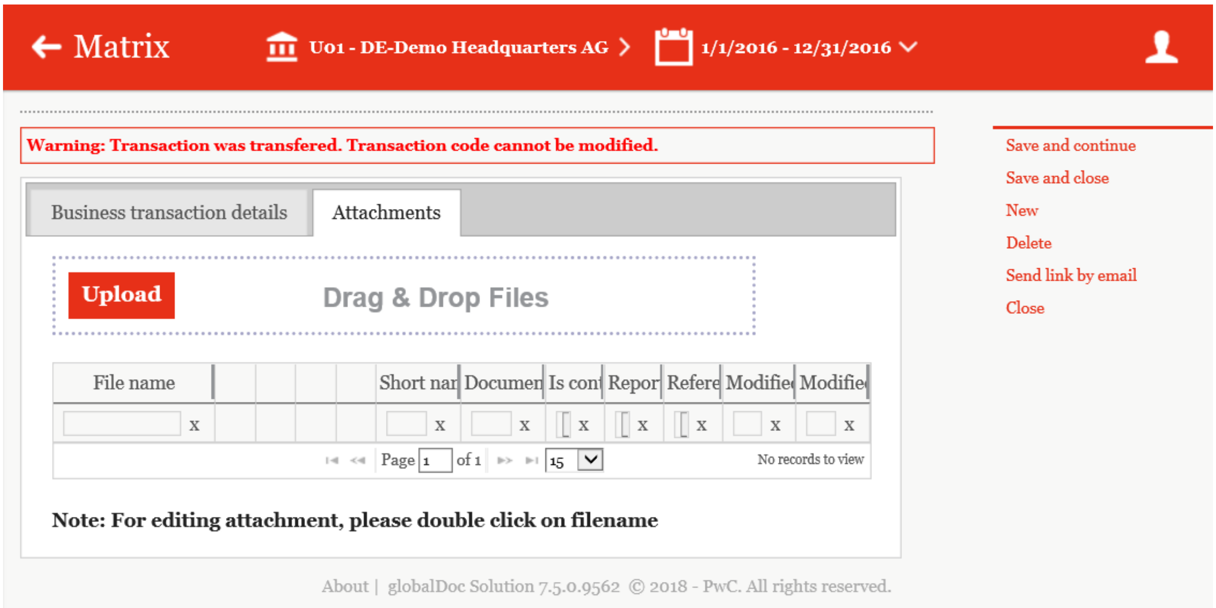


Screenshot 46: Business transaction details

Within the "**Transaction role**" field, the user can select whether the reporting company is the recipient or provider for the respective transaction.

Since it is necessary for the system to assign a unique transaction code to each transaction, transaction codes are automatically generated for all transactions. The transaction code is inserted after the transaction partner has been saved in the "**Transaction code**" field and cannot be changed afterwards.

In the detail view, the user can also attach local attachments (for example, calculation schemata, contracts, etc.).

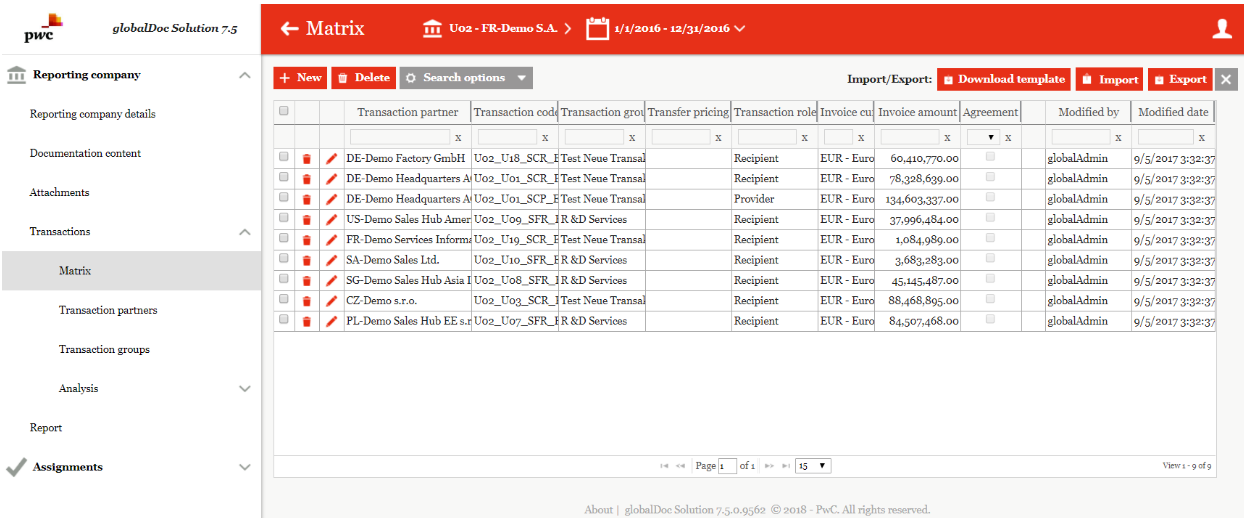


Screenshot 47: Transaction Matrix - Attachments

3.4.1.2 Data entry via Excel interface

In addition to manual entry, one can also create or change the transactions using an Excel interface (for example, when updating a new reporting year). The functions **Import** and **Export** direct the user to the following window (see screenshot 48), where data can be uploaded and downloaded.

In both cases, when data is entered manually and imported, a unique transaction code must be assigned to the transaction. This is necessary because the program uses the transaction code to assign the changes to existing transactions to each individual transaction.

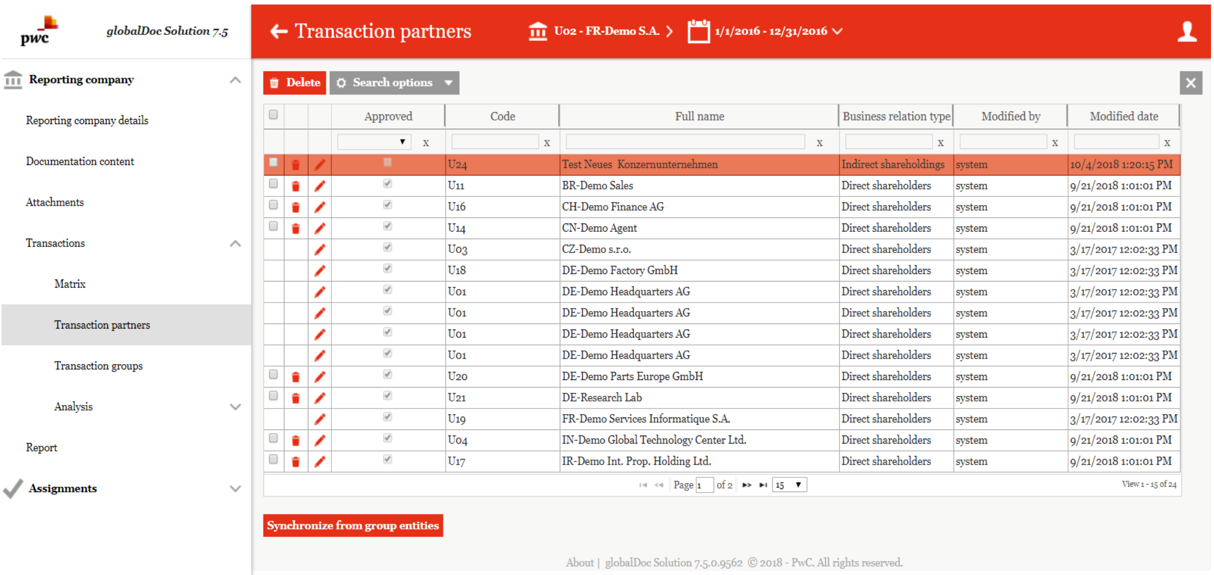


Screenshot 48: Transaction overview

With **Download template**, an Excel template can be downloaded. This ensures that the format specifications of *globalDoc Solution®* are always complied with.

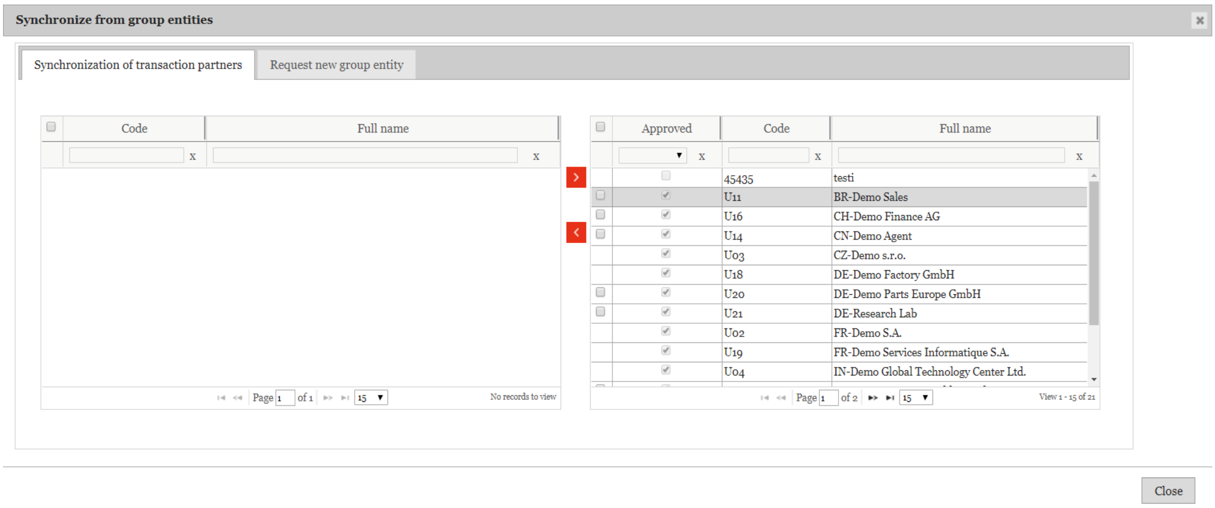
3.4.2 Transaction partners

The navigation item "**Transaction partner**" can be used to document the affiliated companies of the reporting company with which the reporting company maintains business relationships (transactions) in the selected period. To prevent unintentional removal of a transaction partner, you can only remove with given that no transactions have been assigned to this transaction partner.



Screenshot 49: Transaction partners

By clicking on the selection field **Synchronize from group entities**, the group companies with which business relations have been maintained during the year under review can be selected from the centrally managed list of group companies.



Screenshot 50: Synchronize from group entities

The transaction partners already created can be selected and directly assigned to the local companies by clicking on . In this overview, you can also use the tab "**Request new group entity**" to create company specific transaction partners.

When creating a new entry or selecting a centrally specified transaction partner after clicking on "**Synchronize from group entities**", you must differentiate between the following categories of transaction partners, which may already have been predefined by the System administrator, but which may still have to be changed by the local user from the reporting company's point of view if necessary:

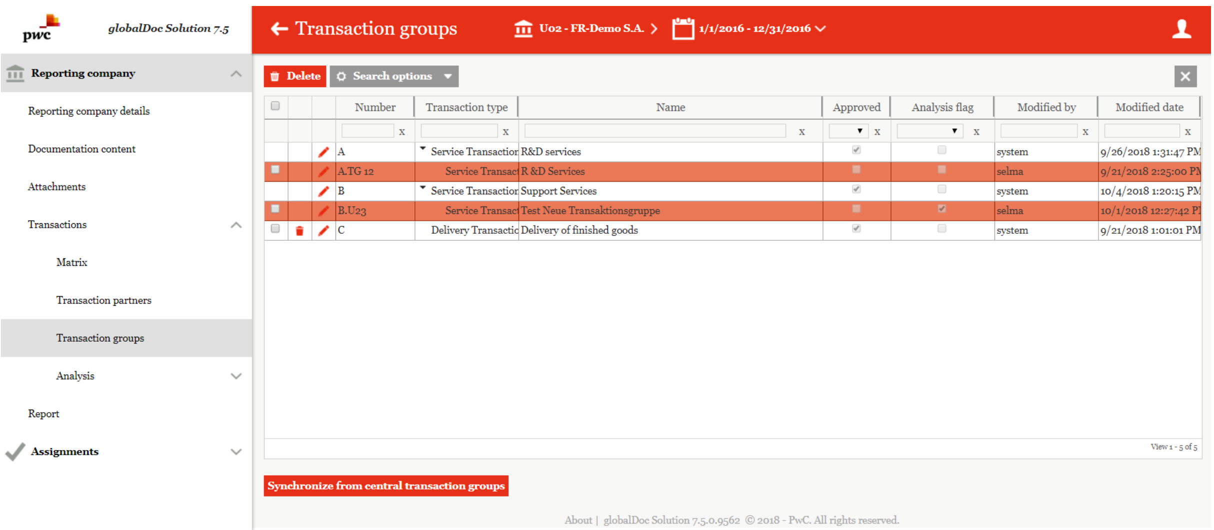
- Indirect shareholders
- Direct shareholders
- Indirect shares
- Direct shares
- Permanent establishments
- Other affiliated companies

The transaction partners can be listed with their names and addresses. Additionally, the shareholdings structure and the duration of the shareholding (for example, start to end of the reporting period to be documented) can be specified.

The local user can delete a transaction partner at a later point of time. However, in order to avoid the unintentional deletion of a transaction partner that is still required for the documentation, the user must delete all associated transactions beforehand.

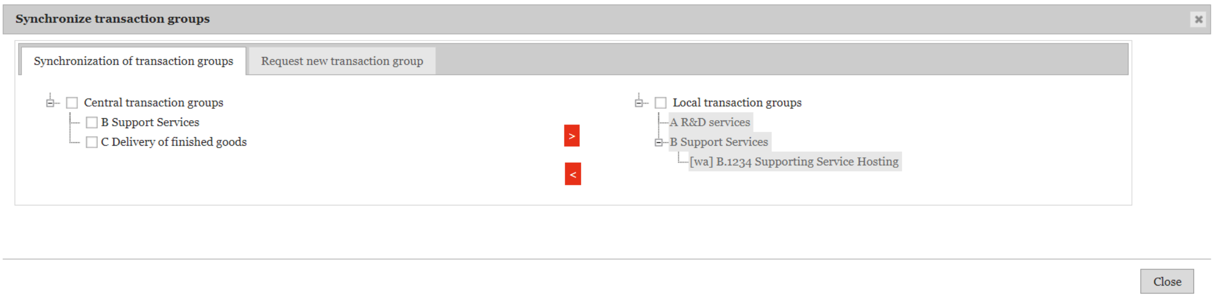
3.4.3 Transaction groups

You can create transaction groups for transactions of the same type. Transaction groups are created under the navigation item "**Transaction groups**".



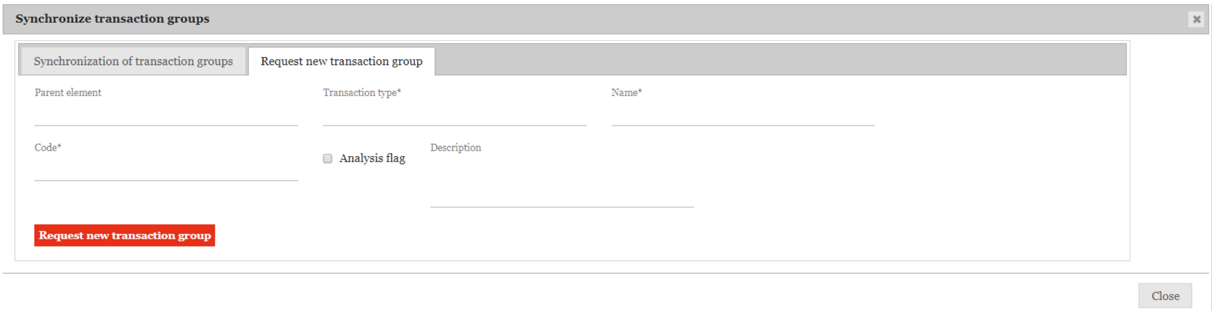
Screenshot 51: Transaction groups

By clicking on **Synchronize from central transaction groups**, the local user can select transaction groups from a centrally managed list (similar to the procedure under "*Transaction partners*"). These can be distributed to the local company via >.



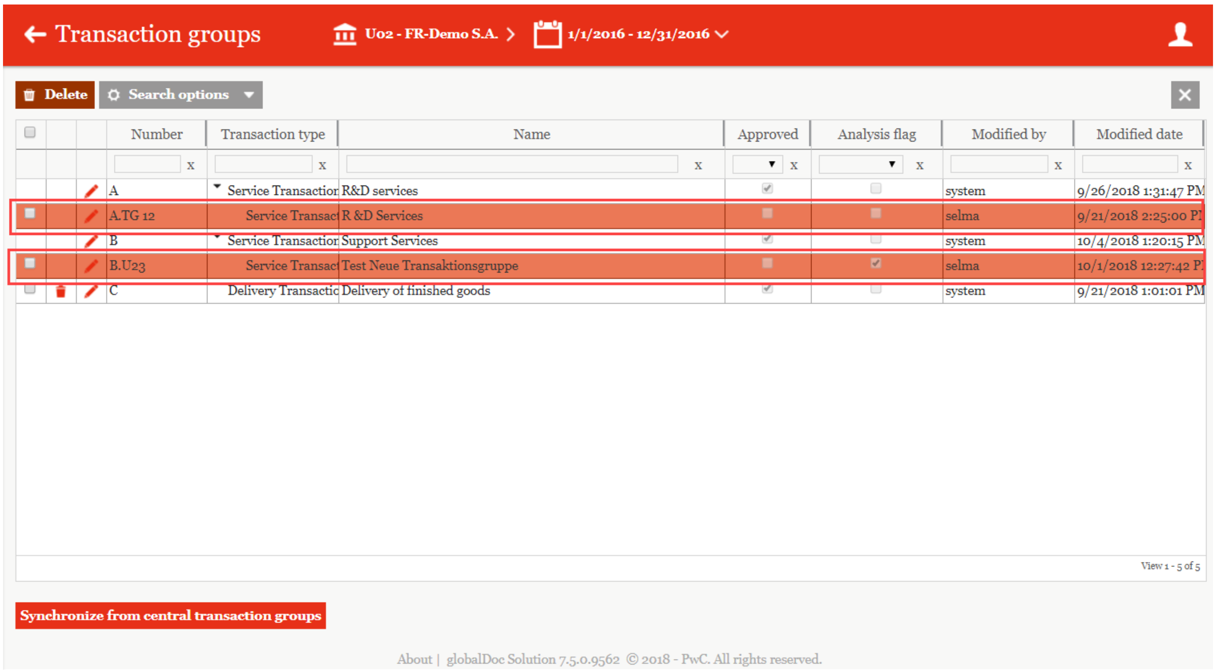
Screenshot 52: Synchronize from Central transaction groups

Similar to the navigation item "*Transaction partners*", the reporting company has the option of requesting specific transaction (sub)groups on an individual basis. This request can be made via the tab "**Request new transaction group**".



Screenshot 53: Request new transaction group

The requested transaction (sub)group is subject to a confirmation process by the administrator. This aims to ensure uniformly maintained and comparable information throughout the group and, thus, to avoid redundancies. Until the confirmation process has been completed, the transaction (sub)group remains highlighted in red in the transaction group overview and is not available group-wide.



Screenshot 54: Request new transaction group

When requesting a transaction (sub)group, the user must select the transaction to which the transaction group is to be assigned and define a transaction group name. The group number is displayed in the "**Code**" field.

By checking the "**Analysis flag**" box, the user is enabled to later on perform functional and risk analyses as well as transfer price analyses at a transaction group level within the optionally available menu item "**Analysis**".

If the "**Analysis**" menu item is in use and if transactions within a transaction group require a separate analysis, the "**Analysis flag**" must not be selected. Only the administrator can delete transaction groups. However, the local user has the option of adjusting and updating the assignment of transaction groups to his or her company respectively.

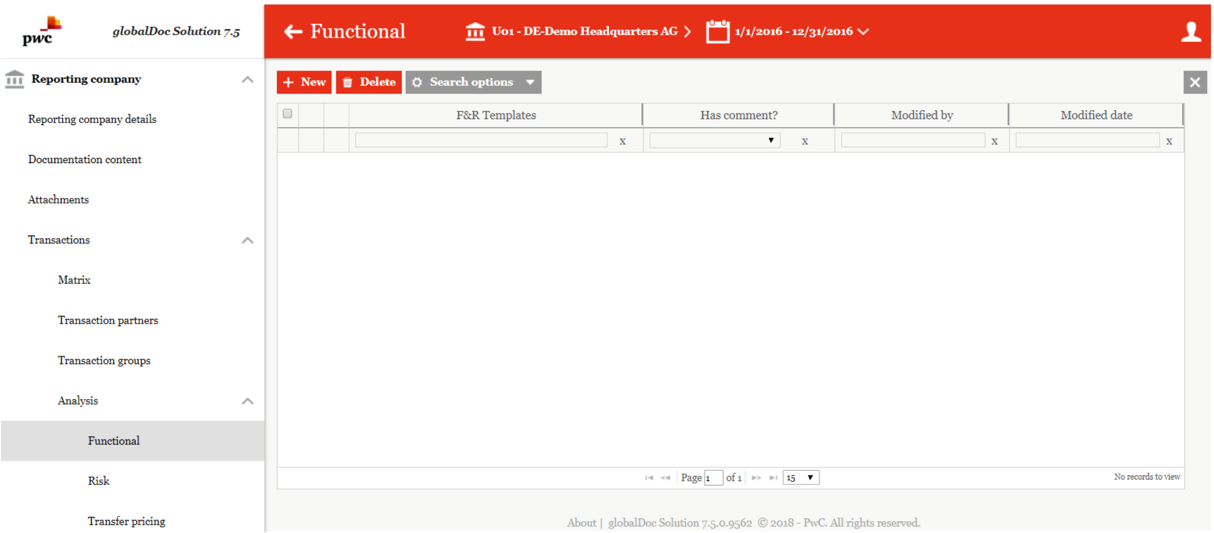
3.4.4 Analysis

3.4.4.1 Functional / Risk analysis

In accordance with national and international documentation regulations, it is necessary to document the functions and risks assumed by local companies. This can be done within the navigation items "**Function**" and "**Risk**". Both are structured according to the same logic and are therefore summarized here.

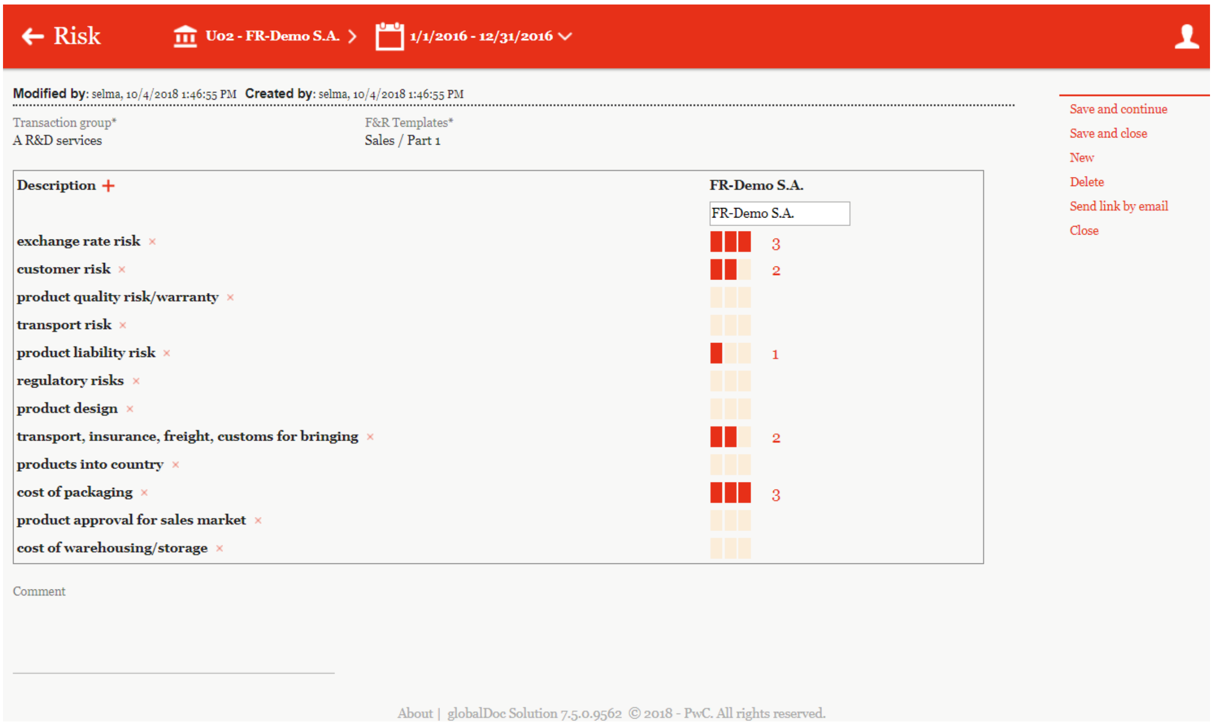
Selecting the navigation item redirects the user to an overview window that displays existing analyses. These can be searched 

, edited  and deleted  .



Screenshot 55: Functional analysis

With **+ New**, you can create a new analysis.



Screenshot 56: Risk analysis

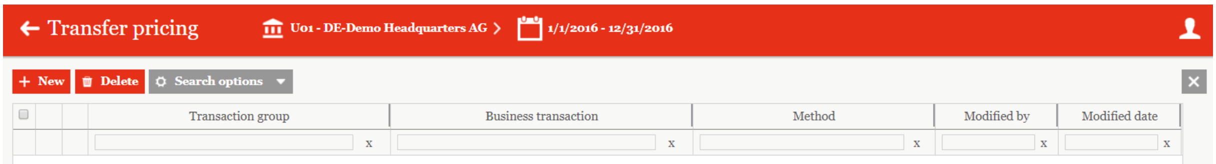
Here, you can select a transaction group and a template for the analysis using the dropdown menu.

With + a new description can be added and removed by clicking on the symbol ×.

By ticking the box, it can be expressed that a function is performed / a risk is carried. Depending on the system settings made by the administrator, you can select up to five check marks that represent the characteristic. Additionally, you can leave a comment.

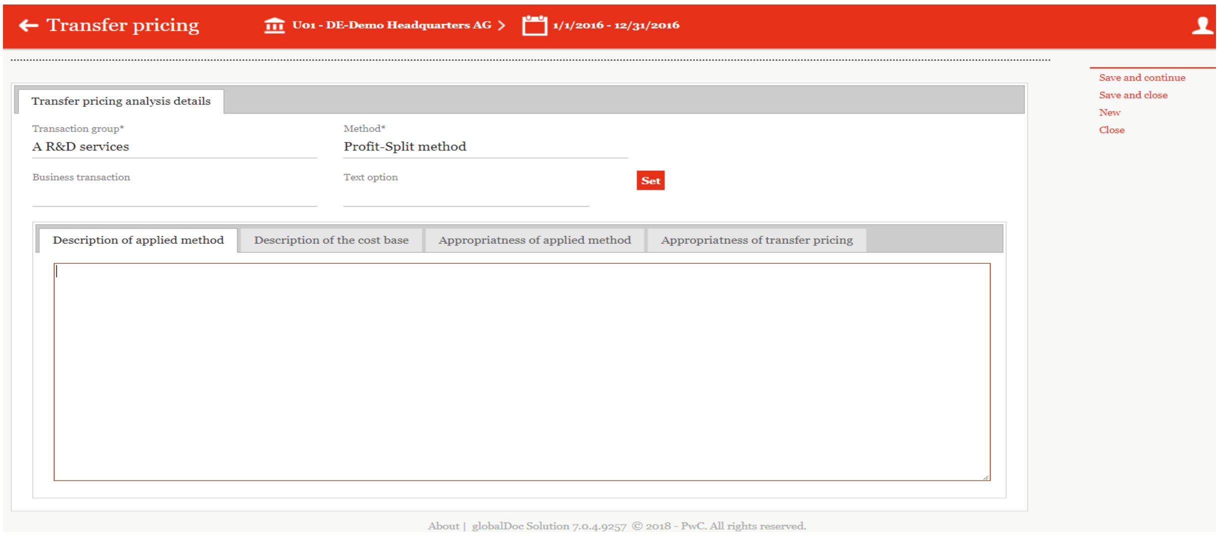
3.4.4.2 Transfer pricing

The navigation item "**Transfer pricing**" provides the opportunity to explain the chosen transfer pricing method and the appropriateness of the transfer prices for individual transactions or transaction groups.



Screenshot 57: Transfer pricing

All price analyses are displayed in the overview. These can be searched, edited, deleted and recreated in the same way. You can use the symbol + New to perform a transfer price analysis for the relevant transaction group.



Screenshot 58: Creation of Transfer pricing analysis

The transfer pricing method used can be selected in the "**Method**" selection box. If the selection box "Analysis flag" under the navigation item "*Transactions / Transaction groups*" has not been checked for the transaction group in question, the documentation is carried out at the level of the previously defined transaction group.

The transfer pricing method used as well as its appropriateness can now be described in more detail under the selected tabs. Furthermore, it is possible to describe the cost basis and the appropriateness of transfer prices in greater detail.

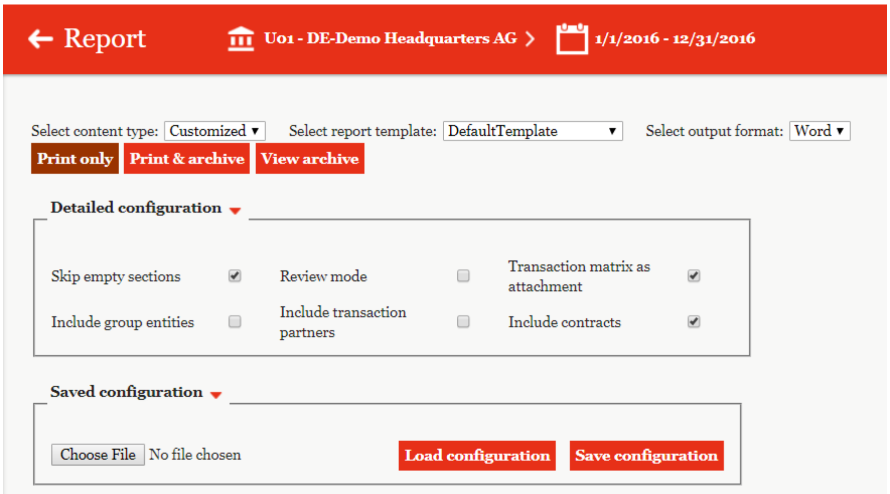
The argumentation regarding appropriateness can also be made on a global level and may be assigned centrally to the local level in the form of finished text modules. However, the local user can still change the text modules or enter a user-defined text. The centrally specified text modules are available for selection in the "**Text option**" selection box, depending on the transfer price method selected previously. After the text is finalized, the field **Set** must be clicked.

If the "**Best Method Rule**" is required for a (US) company and the administrator creates the company accordingly, a fifth tab appears next to the four tabs already described.

Note that the functions of the navigation item "**Transfer pricing**" are only available if the transaction groups and the individual transactions have already been created under the navigation items "*Transactions / Groups*" and "*Transactions / Matrix*", respectively.

3.5 Menu item Report

Under "**Report**", you can print or archive the report.



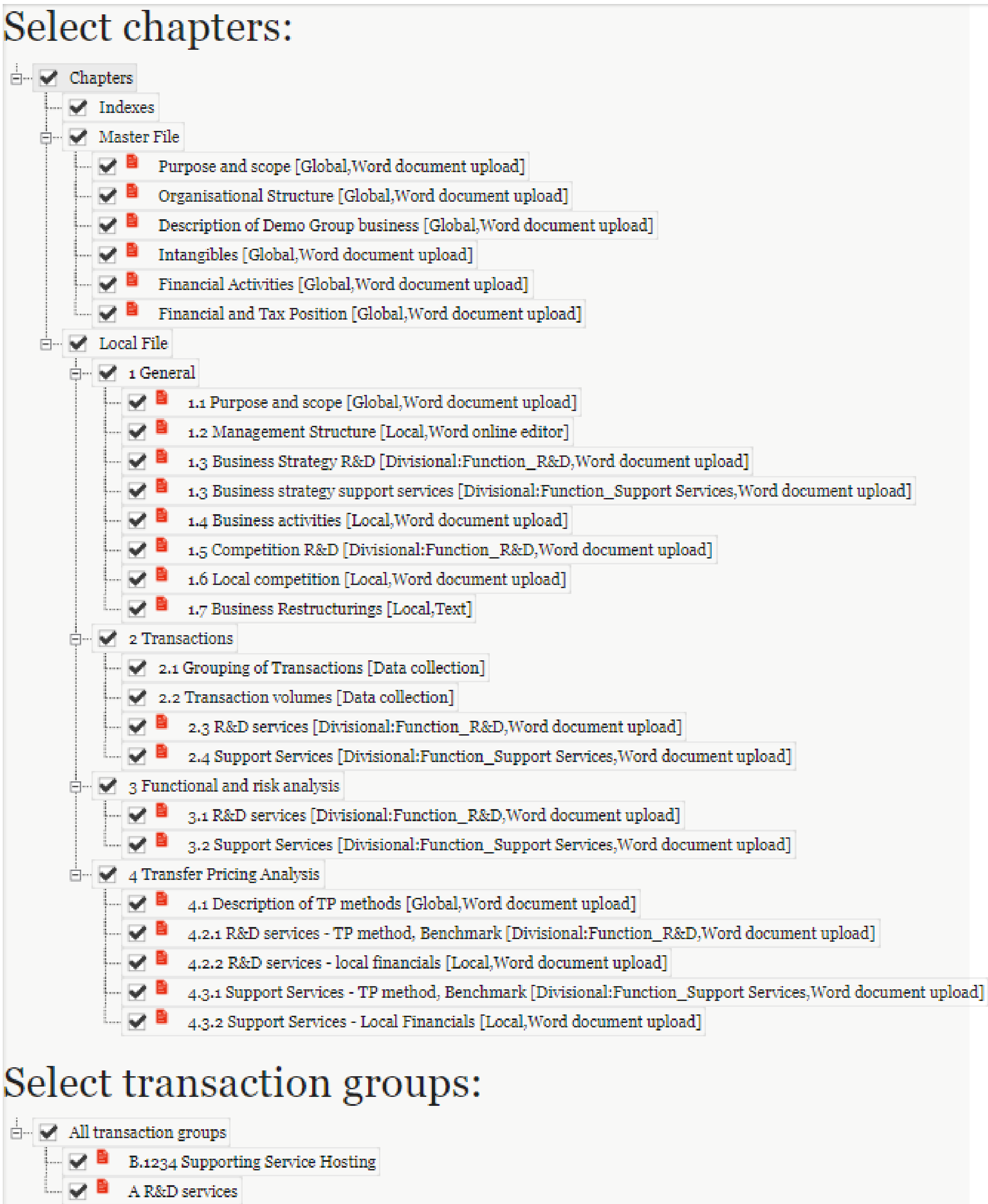
Screenshot 59: Generate Report

As content type can be selected "**Master File**", "**Local File**" and "**Customized**" A previously set up template can be selected as a template.

You can choose between "**Word**" and "**PDF**" as the format. The function **Print only** prints the report in the chosen format, **Print & archive** allows printing and archiving of the report and **View archive** shows all uploaded reports.

Via "**Detailed configuration**", it is possible to make further settings or to load or save an existing configuration with "**Saved configuration**".

The area in which the user can select the chapters (and modules) and transaction groups that are supposed to appear in the report (given that the user has the corresponding authorization rights) is displayed below the configuration options mentioned above.

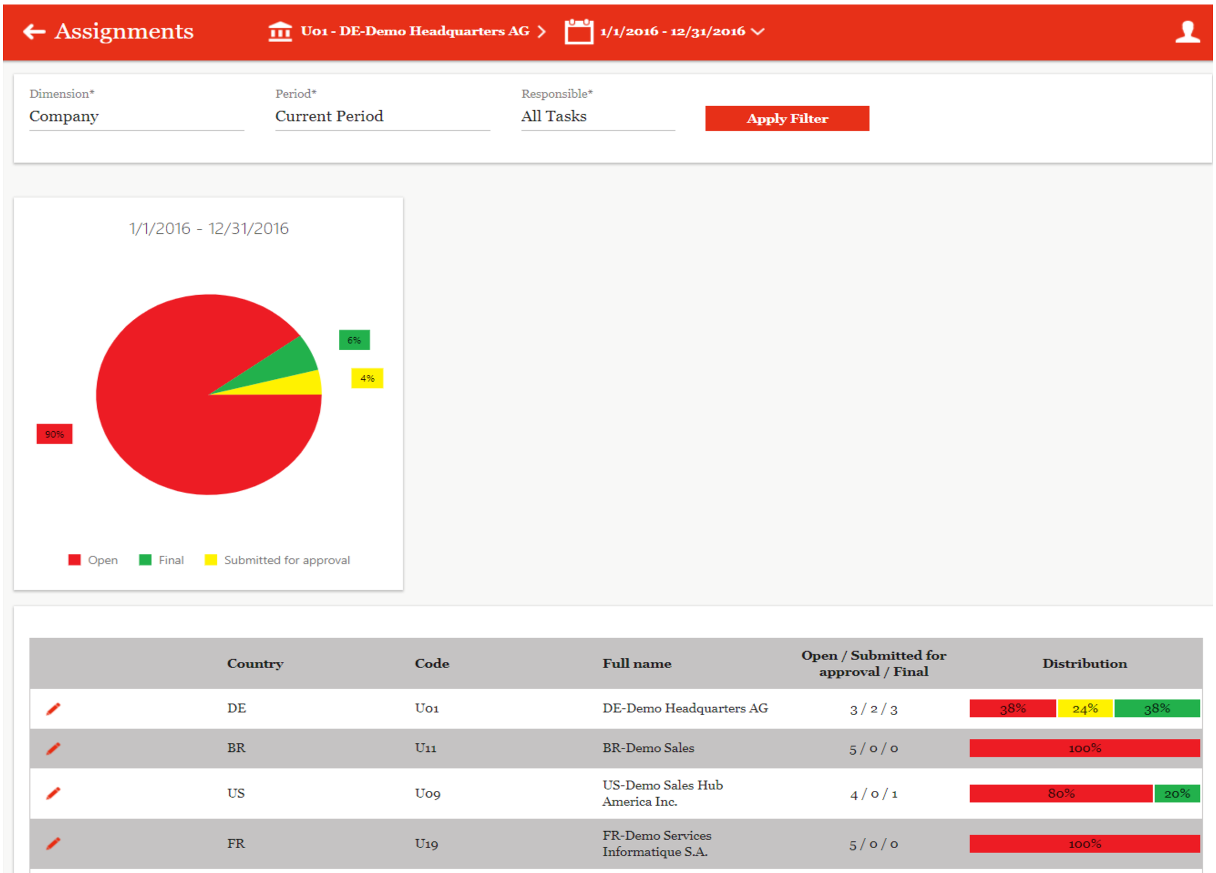


Screenshot 60: Select chapters

4. Program item Assignments

4.1 Overview

A click on "*Assignments*" redirects the user to an overview page displaying all tasks to be completed or completed.



Screenshot 61: Overview Assignments

Users with appropriate rights can use the function "**Dimension**" to determine the way in which tasks are to be displayed. The available dimensions are "Country", "Company" and "Current company". Similarly, the user can set the time period and responsibility. With **Apply Filter**, the chosen filter will be applied.

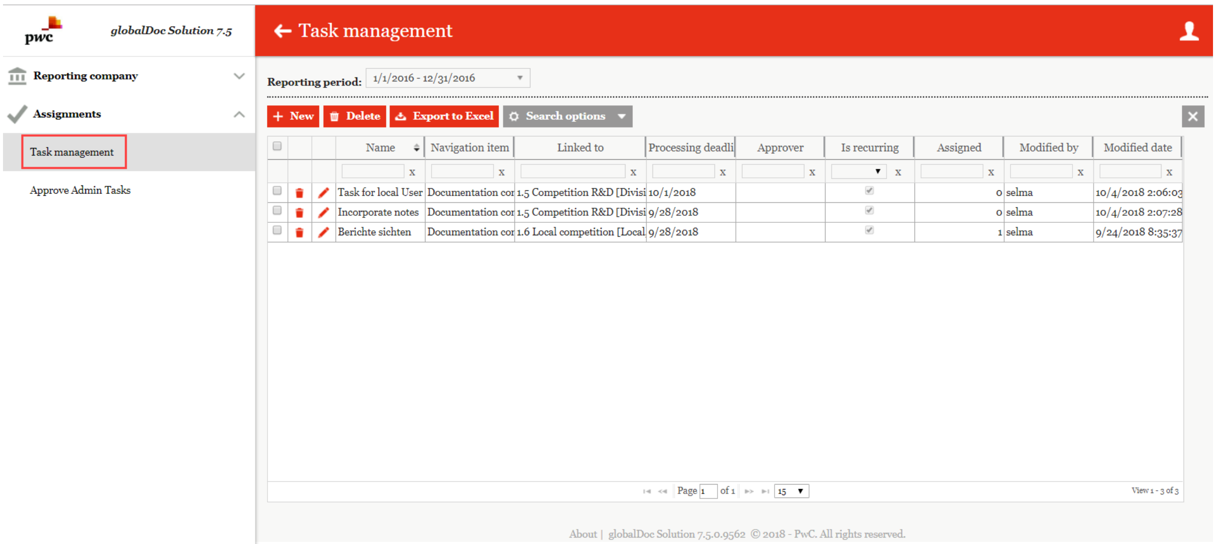
Depending on the chosen dimension, all tasks are listed in tabular form according to different criteria (such as the respective distribution, the task status, the processing deadline, the approver, the assignee, the country abbreviation and the code). This table appears under the pie chart.

NOTE: The text "**Code** *XX* / **Name** *no country available*" indicates that the task in question has not been assigned to a country, for example because it concerns the master file.

4.2 Menu item Task management

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

Via *Assignments / Task Management*, the user is directed to the overview page of the already created tasks (see screenshot 62) as well as to the available functions for managing them:



Screenshot 62: Task management

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

- ***Name***
- ***Navigation item***
- ***Linked to***
- ***Processing deadline***
- ***Approver***
- ***Is recurring***
- ***Assigned***
- ***Modified by***
- ***Modified date***

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

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

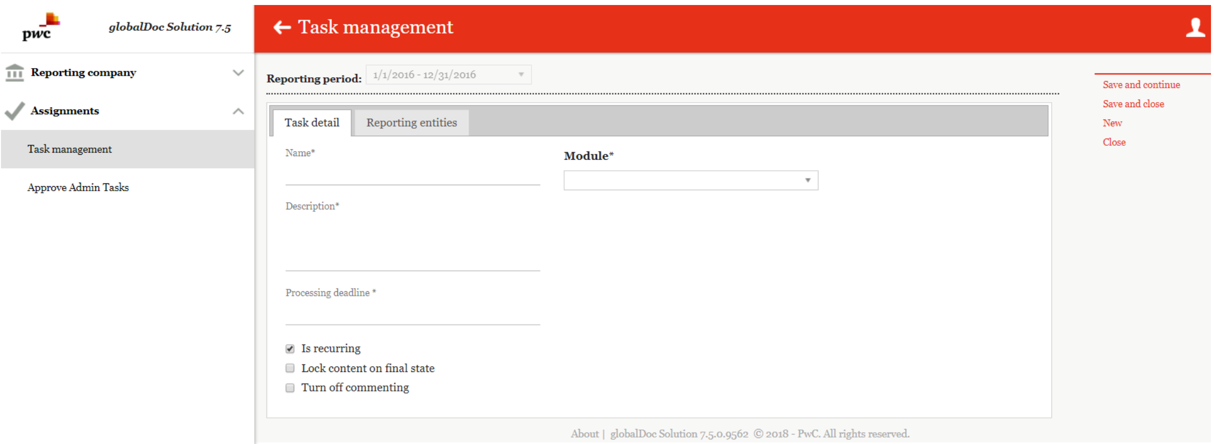
+ New	*Create a new task*
Export to Excel	*Issues the task overview as an Excel table*
Delete	*Delete the selected tasks*

⚙ Search options ▾	*Configure the search: Select "Simple search", "Advanced search" or columns. The search can also be updated here.*
×	*Close task management and redirect to the "Assignments" overview page*

4.2.1 Create a new Task

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

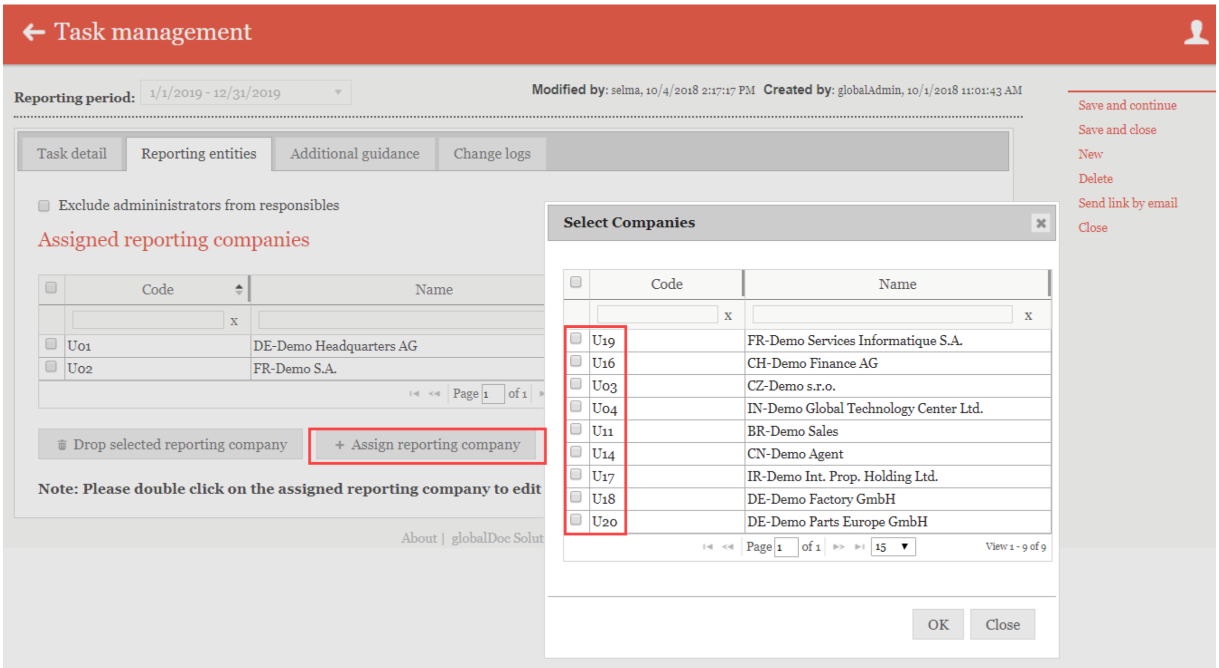
The detail view of a new task consists of the tabs "**Task detail**" and "**Reporting entity**" (see screenshot 63).



Screenshot 63: Creat a new Task

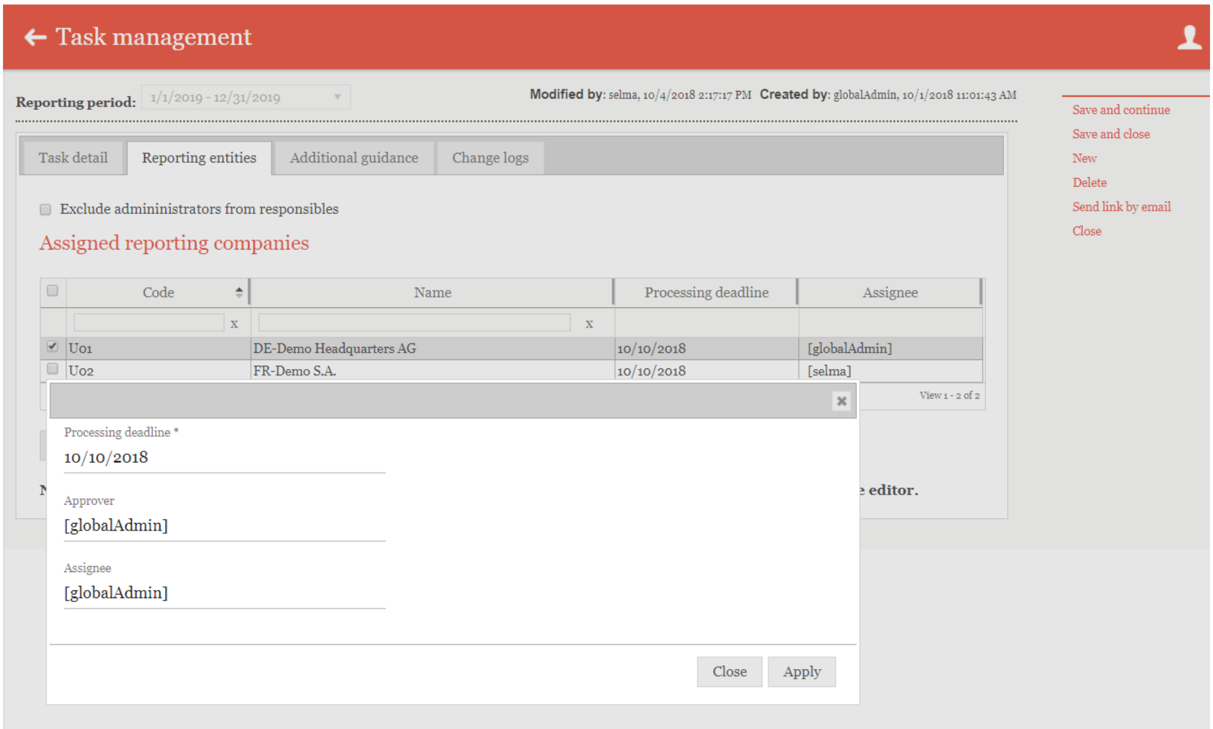
To create a new task, you must enter the name, a short description and the processing time for the new task in the "**Task detail**" tab. Furthermore, a special module can be assigned to the task using the drop-down menu.

In the second tab "**Reporting entities**" (screenshot 64), after having saved the new task (given that it refers to local modules) certain reporting companies can be assigned or removed via the function 🗑 Drop selected reporting company or + Assign reporting company .



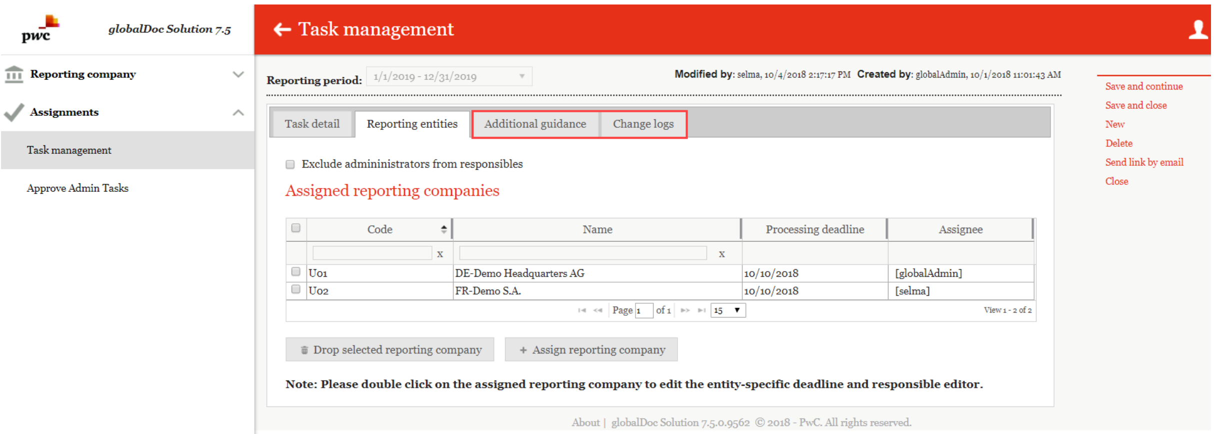
Screenshot 64: Create new Task – Select Reporting entities

By double-clicking on the selected reporting entity, you can also enter a company-specific key date and a responsible user (assignee).



Screenshot 65: Create new Task – Edit Reporting companies

After saving, the "**Additional guidance**" and "**Change logs**" tabs are displayed.



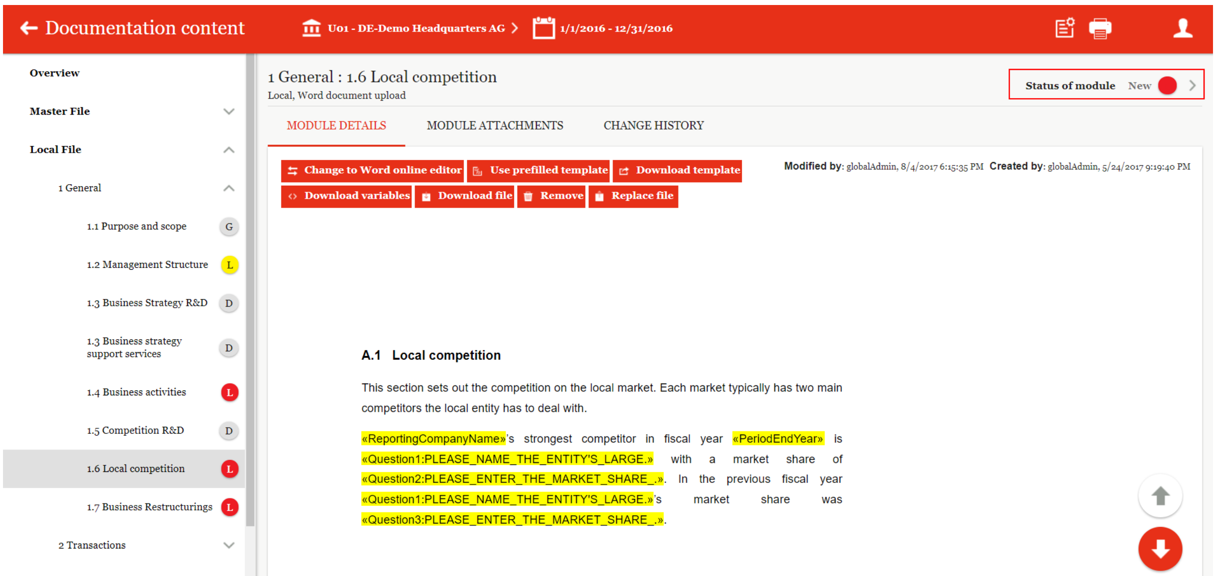
Screenshot 66: Create new Task – Additional tabs

Various attachments can be uploaded in the "**Additional guidance**" tab. These are listed in a table in the overview and can be downloaded or deleted if desired.

HINT: The attachments uploaded in the "**Additional guidance**" tab are not to be confused with the module attachments (see chapter "*Module Attachments tab*"). They are only used for additional explanation of the respective task or to give instructions for editing. They are not issued as attachments to the transfer pricing documentation.

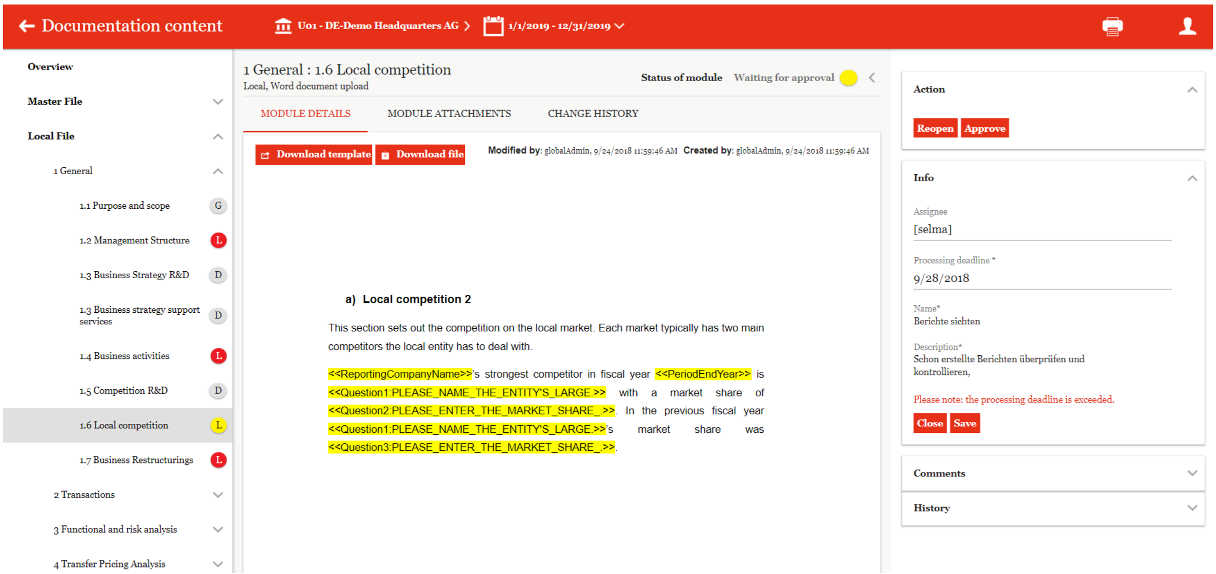
The "**Change Log**" tab allows the user to track the changes made to the corresponding task.

In the program item "*Assignments*" you can open the menu item "**Documentation content**" via the menu item "**Task management**" by clicking on "Documentation content" in the column "Navigation element". When modules are open, the field "**Status of module**" is displayed in the upper part of the detailed view (see screenshot 67).



Screenshot 67: Module status

By clicking on the icon , the possible actions, details of the corresponding task as well as the comments, info and change log are opened on the right side of the screen (see screenshot 68).



Screenshot 68: Starting the Approval workflow

Once the module has been processed, the local user can change the status of the workflow management into "**Waiting for approval**" in this display window by clicking on the "**Submit for approval**" button. The system generates an email to the relevant users with the “Task Approver” role to inform them about the submitted approval.

5. Definitions of Terms

Action log:

All user actions are stored in the action log. The administrator can view and export these under *Settings / Administration / Action log*.

Archive:

Under *Reporting company / Report*, it is possible to archive generated reports or to upload separate files as final reports to the archive. You can manage the archived reports in the same place via "*Display archive*".

Central transaction groups:

Central transaction groups are predefined in the settings and can be selected under *Reporting company / Transactions / Matrix* when creating transactions. This involves naming the types of transactions uniformly throughout the group.

Divisional:

The divisional level contains information relevant to a particular group of reporting companies.

Divisions:

Divisions represent a specific group of reporting companies. For example, divisions can be divided into regions, functions or business units. Modules with documentation relevant to a specific group of reporting companies can then be assigned to a division. Specific user rights can also be distributed for each created division.

Documentation content:

The content of all modules assigned to a reporting company forms the documentation content of this reporting company. Transactions, details and optional information (all of which can be inserted into the text as placeholders) also belong to the documentation content.

Documentation structure:

The documentation structure contains the chapter structure as well as all modules of a reporting period. When a new reporting period is created, the structure of the previous reporting period is initially adopted, but can be adjusted.

Global:

The global level contains information relevant for all reporting companies. However, global modules can also be distributed individually to reporting companies as required.

Group companies:

Group companies are all legal entities and branches of the group that are created in *globalDoc* and are available as transaction partners for the business relationships to be documented. They can, but do not necessarily have to be, reporting companies (legal entities and permanent establishments) for which a documentation report is prepared.

Local:

The local level contains information that is relevant for the local reporting company.

Menu items:

Menu items in *globalDoc* are the selection fields of the main menu released by the administrator for the respective user.

Module:

A module is a placeholder for documentation content. The documentation contents can be added to a module in the form of a Word upload (Word module) or by using the Online Editor feature. Module contents basically consist of Microsoft Word documents (docx format) and are merged into a single document when a report is generated. Any number of attachments can be added to each module, which are output as separate files when a report is generated.

Global, divisional and local modules can be created according to the three information levels. The contents of the global and divisional modules are created once and thus, displayed equally to all assigned reporting companies. Local modules can also be assigned to all reporting companies. However, the content and appendices are specifically filled by each reporting company without affecting the content of other reporting companies.

Module attachments:

Module attachments are files attached to a module. These can be different document types (Word, Excel, Powerpoint, Zip, Visio, PDF files, etc.). In the case of centrally specified modules, it is important that these documents only contain information that is valid for several companies. When generating reports, these documents can be included in the appendix to the report.

Module cluster:

Modules can be combined into module clusters. These module cluster can then be assigned as a whole to reporting companies, so that the distribution is always uniform and consistent. Module clusters can be created for homogeneous and similar reporting companies to which the identical modules are to be assigned.

Report:

The report includes the transfer pricing documentation of the selected reporting company and its appendices.

Report templates:

Report templates determine the format of the document in which a report is generated. *globalDoc* formats the headings, font and font size, line spacing, title page, table of contents etc. according to the selected report template. In addition to the "*Default template*", which is stored in the system by default, any number of report templates can be uploaded.

Reporting company:

Reporting companies are group entities or permanent establishments for which a documentation is prepared. For this purpose, a check mark must be set under "Creates report?" under *Settings / Administration / Group entities*. A check mark must also be set under "Has transactions?" to be able to use the *Reporting company / Transactions* function.

Reporting periods:

Reporting periods are the periods for which documentation reports must be created using *globalDoc*. The documentation contents are separated according to time periods. A new reporting period is usually created by copying a previous reporting period. The master data is copied, but can be adjusted for each reporting period. Reporting companies and divisions can be copied with their contents into the new reporting period, but this is not absolutely necessary (for example, in case a reporting company is no longer documented).

Roles:

Roles are access rights to the individual areas of *globalDoc*. This includes in particular read and write rights. The roles are managed by the administrator.

In addition to these access rights (roles), specific user roles (such as System administrator, task administrator and task approver) are also assigned in *globalDoc* to individual users.

Template document:

Local modules are specifically filled by the individual reporting companies. These are usually empty. Alternatively, template documents can be created centrally and uploaded to locale modules. These can then be used and edited by the local user as a template.

Transactions:

Transactions are business events such as purchases / sales of goods, services, loans, deliveries, licenses, etc. with affiliated group companies at a certain price (transfer price).

Transfer pricing analysis - Attachments:

Transfer pricing analysis attachments are files that serve as evidence of appropriateness (e.g. benchmarking studies). These files can also be inserted in the appendix to the report.

Types of documents:

Module attachments can be classified into different document types after uploading. When you generate a report, these attachments are sorted accordingly. The document types can be created and edited under *Settings / Administration / Document types*.

User:

Users are the users created by the administrator in *globalDoc*. Each user has an account with which he or she can log in to the respective *globalDoc* instance. The administrator is responsible for access rights (roles) granted to the individual users, in particular read and write rights, as well as the user roles granted to the individual users (administrator, task administrator and task approver).

Variables:

Variables are placeholders in the documentation content, which are automatically filled in by the information on the respective reporting company (name, short name, fiscal year, address, etc.) when generating a report. Information on the companies can be defined under *Settings / Administration / Group companies* and under *Reporting companies / Reporting company details*.

The transactions entered in the Matrix under *Reporting company/Transactions/ Matrix* can also be displayed in the report using variables.

6. Attachments

6.1 Overview of the variables available in globalDoc

6.1.1 General variables available for all templates

Navigation item	Text field	Variable
Group entity variables		
Group entity details		
Settings / Administration / Group entities / Group entity details	Full name e.g. "DE-Demo Headquarters AG"	«ReportingCompanyName»
Settings / Administration / Group entities / Group entity details	Short name e.g. "Demo-HQ"	«ReportingCompanyShortName»
Settings / Administration / Group entities / Group entity details	Code e.g. "U01"	«ReportingCompanyCode»
Settings / Administration / Group entities / Group entity details	ERP number e.g. "U01"	«ReportingCompanyEprNumber»
Settings / Administration / Group entities / Group entity details	Previous name e.g. "Demo AG"	«ReportingCompanyFormerName»
Settings / Administration / Group entities / Group entity details	Country e.g. "GB"	«ReportingCompanyCountryCode»

Settings / Administration / Group entities / Group entity details	Country e.g. "United Kingdom"	«ReportingCompanyCountryName»
Settings / Administration / Group entities / Group entity details	Address e.g. "Musterstraße 11 11111 Musterstadt"	«ReportingCompanyAddress»
Settings / Administration / Group entities / Group entity details	Local currency	«ReportingCompanyCurrencyCode»
Optional information		
Settings / Administration / Group entities / Optional information	Name of Tax Office e.g. "Finanzamt Musterstadt"	«ReportingCompanyTaxOffice»
Settings / Administration / Group entities / Optional information	Address of tax office e.g. "Musterstraße 47 11111 Musterstadt"	«ReportingCompanyTaxOfficeAddress»
Settings / Administration / Group entities / Optional information	Tax Number e.g. "11/1111111"	«ReportingCompanyTaxNumber»
Settings / Administration / Group entities / Optional information	Number of trade register e.g. "123456789"	«ReportingCompanyTradeRegisterNumber»
Settings / Administration / Group entities / Optional information	Name of trade register e.g. "Musterstadt"	«ReportingCompanyTradeRegisterName»
Settings / Administration / Group entities / Optional information	Address of trade register e.g. "Musterstraße 364, 11111 Musterstadt"	«ReportingCompanyTradeRegisterAddress»

Settings / Administration / Group entities / Optional information	Legal representative (with address) e.g. "Max Mustermann"	«ReportingCompanyLegalRepresentative»
Settings / Administration / Group entities / Optional information	Business objective of the company e.g. "The company is the ultimate parent of..."	«ReportingCompanyCoreBusinessDesc»
Settings / Administration / Group entities / Optional information	Immediate Shareholder incl. (% of share)	«ReportingCompanyImmediateShareholderValu»
Settings / Administration / Group entities / Optional information	Formation date e.g. "01/01/2012"	«ReportingCompanyFormationDate»
Settings / Administration / Group entities / Optional information	Acquisition date e.g. "07/01/1997"	«ReportingCompanyAcquisitionDate»
Settings / Administration / Group entities / Optional information	Alternative business year e.g. "07/01/2017 – 06/30/2018"	«ReportingCompanyAlternativeBusinessYear»
Settings / Administration / Group entities / Optional information	Short business year e.g. "01/01/2018 – 06/30/2018"	«ReportingCompanyShortBusinessYear»
Settings / Administration / Group entities / Optional information	Optional information e.g. "No business restructurings..."	«ReportingCompanyOptionalInformation»

"Reporting period"-variables		
Settings / Administration / Reporting periods / Reporting period details	Start date / end date e.g. "01/01/2018" / "12/31/2018"	«PeriodStartDate»-«PeriodEndDate»
Settings / Administration / Reporting periods / Reporting period details	Based on start and end date e.g. "2018"	«PeriodStartYear»-«PeriodEndYear»
"Reporting period settings"-variables		
Settings / Administration / Reporting period settings	Enterprise name "Demo Corporation"	«ReportingEnterpriseName»
"Workflow"-variables		
System variables (based on editors' login name)	Name of the editing user	«SessionUserPrettyName»
System variables (based on creation date)	Date of report generation	«ReportCreationDate»
Configurable variables *		
Can be optionally activated	Optional text 1	«ReportingCompanyOptionalText1»
	Optional text 2	«ReportingCompanyOptionalText2»
	Optional text 3	«ReportingCompanyOptionalText3»
	Optional text 4	«ReportingCompanyOptionalText4»
	Optional text 5	«ReportingCompanyOptionalText5»

* These variables can be activated and customized according to your individual needs. Please contact the *globalDoc Solution*®-Support Team.

6.1.2 Complex variables / templates

6.1.2.1 Contract overview

These variables can be used to create a table that contains information about contracts that have been added to the documentation.

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

The following additional fields can be used to create the table-template:

Short name	«ShortName»
Report	«Optional2»
Reference	«Optional3»
Navigation item	«LocalizedDescription»
Description	«Description»
Name	«Name»

6.1.2.2 Business transactions

In general, transactions can be included per module, by using the variables described in the next section. If the module in which the transaction data is to be inserted has been marked with a transaction group, the transaction data is filtered according to this transaction group.

Summary by transaction group

Transaction group	Role	Invoice currency	Total (Invoice)
«TableStart:ByGroupBTList»«Group»	«Role»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupBTList»

Summary top ten by transaction group

Transaction group	Role	Invoice currency	Total (Invoice)
«TableStart:ByGroupBTList10»«Group»	«Role»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupBTList10»

Summary by transaction group and partners

Transaction group	Role	Transaction partner	Transaction partner country	Invoice currency	Total (Invoice)
«TableStart:ByGroupPartnerBTList»«Group»	«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupPartnerBTList»

Summary of top ten by transaction group and partners

Transaction group	Role	Transaction partner	Transaction partner country	Invoice currency	Total (Invoice)
«TableStart: ByGroupPartnerBTList10» «Group»	«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupPartnerBTList10»

Summary by partners

Role	Transaction partner	Transaction partner country	Invoice currency	Total (Invoice)
«TableStart:ByPartnerBTList»«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByPartnerBTList»

Summary of top ten by partners

Role	Transaction partner	Transaction partner country	Invoice currency	Total (Invoice)
«TableStart:ByPartnerBTList10»«Role»	«PartnerDisplayString»	«PartnerCountry»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByPartnerBTList10»

The following table lists the additionally available fields:

Transaction group full name	«Group»
Transaction group code	«GroupCode»
Transaction group name	«GroupName»
Role within the transaction	«Role»
Transaction partner code	«PartnerCode»
Transaction partner name	«PartnerName»
Transaction partner address	«PartnerAddress»
Transaction partner currency	«PartnerCurrency»

Transaction partner country	«PartnerCountry»
Local /invoice currency	«InvoiceCurrencyID»
Total (local value/invoice)	«RemunerationInvoice»
Total (local value/invoice) short	«RenumerationInvoiceShort»
Group currency	«GroupCurrencyID»
Total (group currency)	«RemunerationGroupCurrency»
Total (group currency) short	«RenumerationGroupCurrencyShort»
Company currency	«CompanyCurrencyCode»
Total (company currency)	«RemunerationCompanyCurrency»
Total (company currency) short	«RemunerationCompanyCurrencyShort»

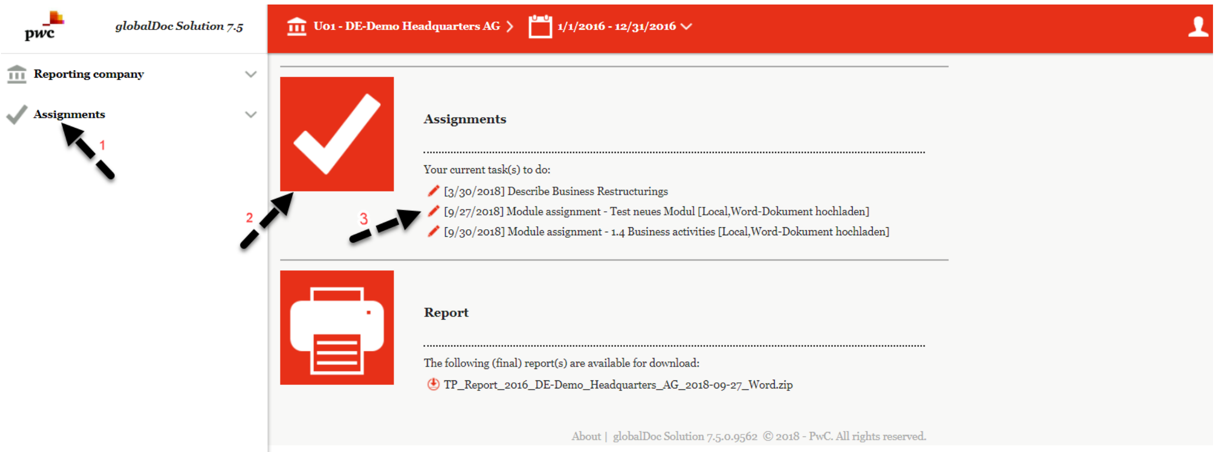
If a second currency has been activated for the reporting period, the second currency can be included in the tables using the following variables:

Invoice currency	«LocalCurrencyID»
Total (invoice)	«RemunerationLocal»
Total (invoice) short	«RenumerationLocalShort»

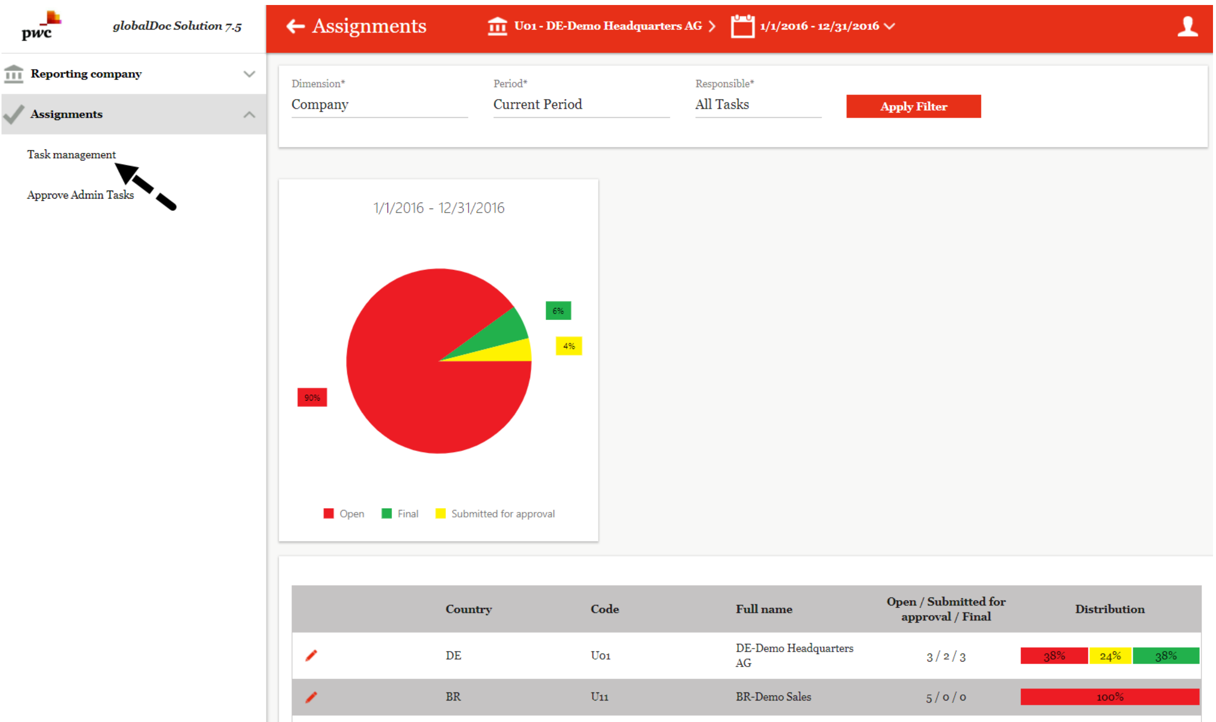
6.2 General click path to My Assignments and Report generation

6.2.1 Assignments

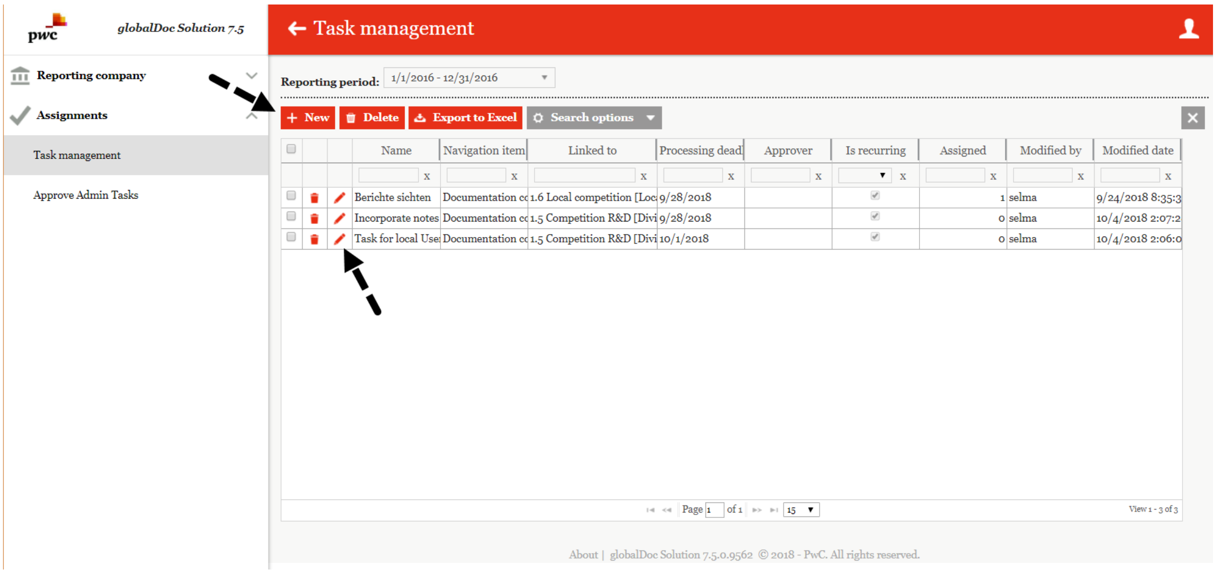
1. Open via 1 or 2 the task overview (dashboard). Alternatively, directly open the relevant task (module) via 3.



2. In the opened dashboard, click on Task management.



3. List of tasks: to edit, click on the symbol in the list or on + New to create a new task.

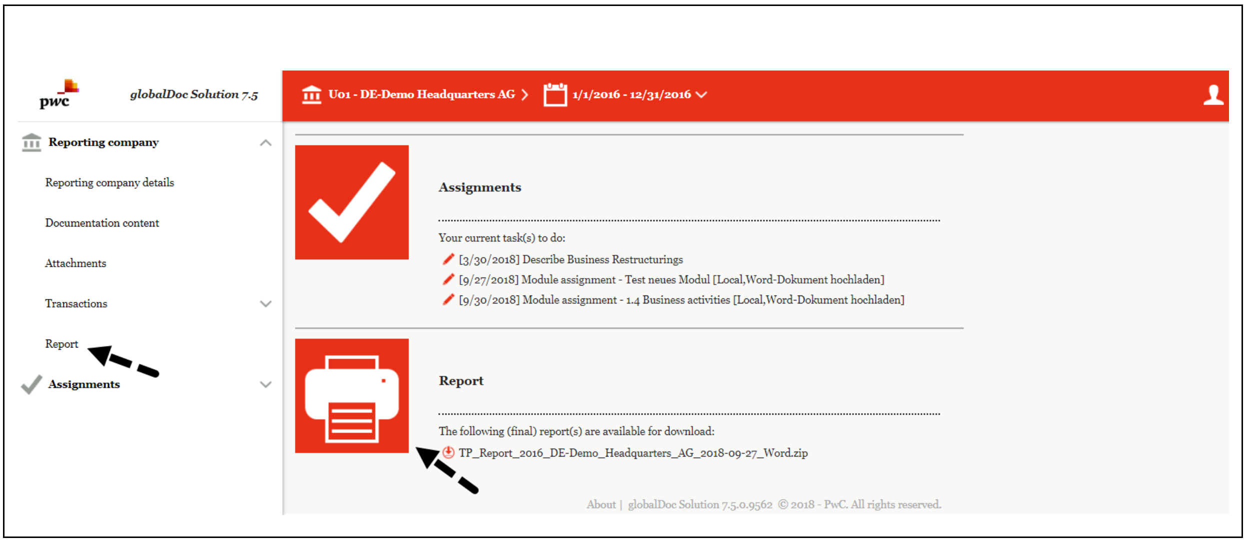


4. Manage task in editing mode

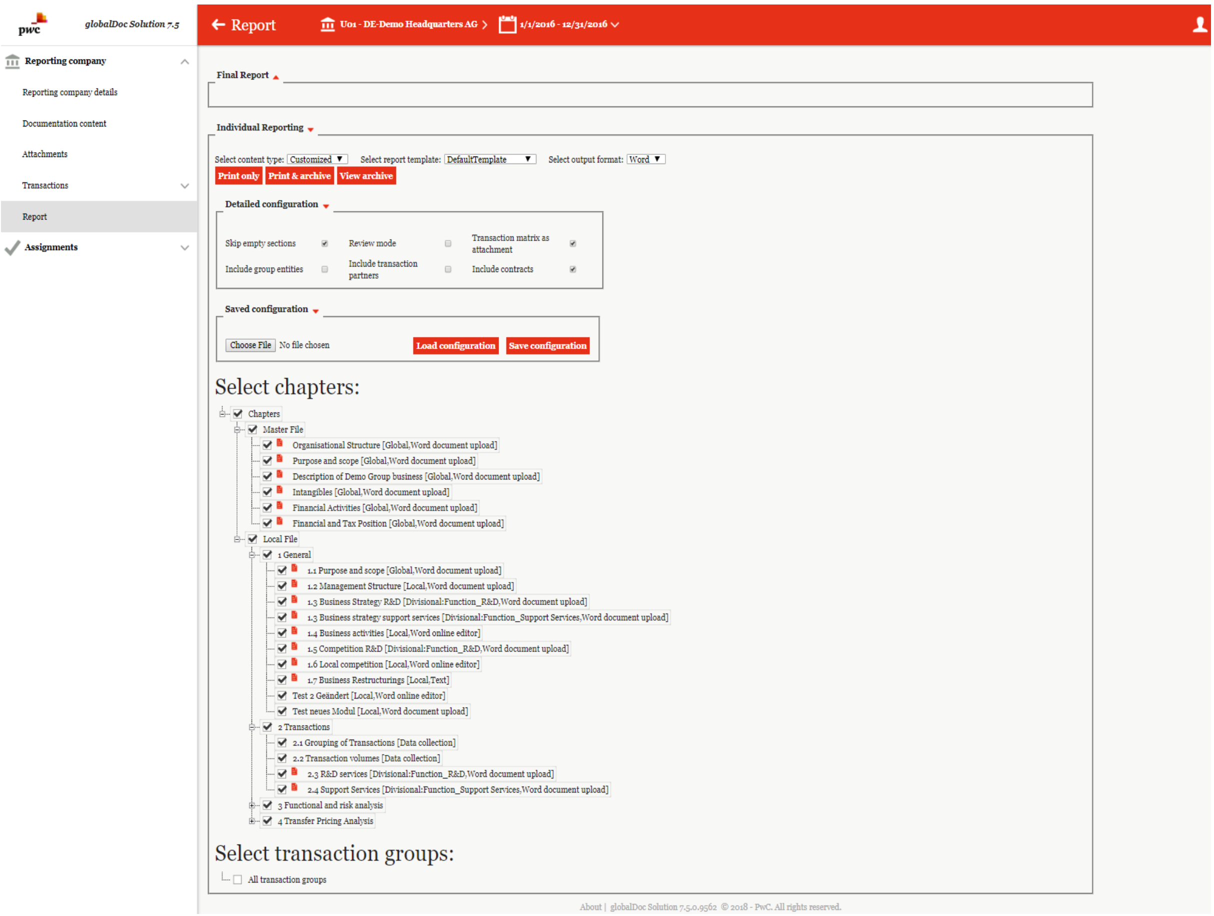
Fill in the tabs "**Task Detail**", "**Reporting entities**" and, if required, "**Additional Information**".

6.2.2 Generate report

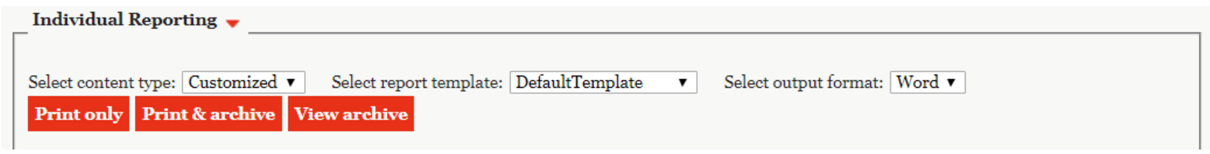
1. Start report generation by clicking on the icon  or to the menu item "**Report**".



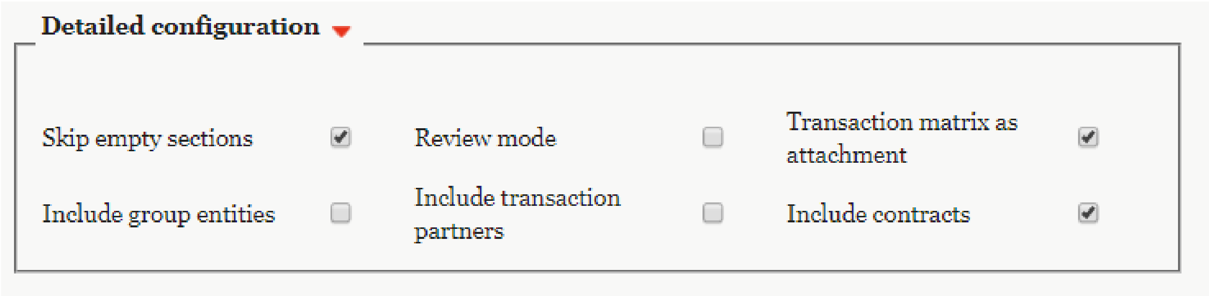
2. Overview page



a. Select content type (Individual, Master File, Local File), report template and output format (PDF, Word)

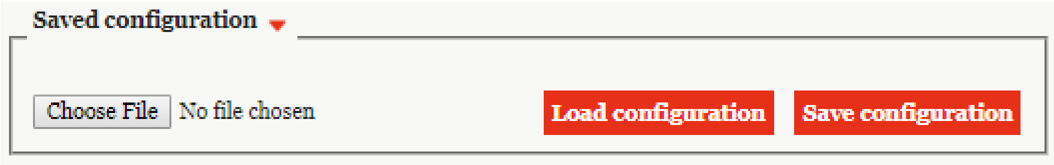


b. If required: set detailed configuration.



c. Select or deselect chapters to appear in the report.

d. If required: save the configuration locally (if the changes made are to be used more frequently).



e. Print report

List of Screenshots

****

globalDoc Solution® 7.5 User Manual