

globalDoc Solution®

Administrator manual

Version 9.6 / 9.7



Table of Contents

Legal matters	5
Release notes.....	6
Preliminary remarks	7
1. Program item Settings	8
1.1. Brief overview.....	9
1.1.1. Menu item Administration	9
1.1.2. Menu item Customizing	10
1.1.3. Menu item Email & escalation	11
1.2. Menu item Overview	11
1.3. Menu item Administration	13
1.3.1. Reporting periods	13
1.3.1.1. Creating a reporting period for the first time in <i>globalDoc</i>	14
1.3.1.2. Creating a copy of an existing reporting period	16
1.3.1.3. Editing an existing reporting period	18
1.3.1.4. Locking a reporting period	20
1.3.1.5. Delete reporting period	21
1.3.2. Reporting period settings	21
1.3.2.1. Navigation	21
1.3.2.2. Analysis	22
1.3.2.3. Transactions	22
1.3.2.4. Reports.....	24
1.3.3. Users	25
1.3.3.1. Create a new user.....	27
1.3.3.2. User roles and access rights	28
1.3.3.3. Role concept for Reporting entities (Approver levels)	33
1.3.3.4. Assign a Password	34
1.3.3.5. Edit an existing user.....	35
1.3.3.6. Resetting the password of an existing user	35
1.3.3.7. Changing the password of an existing user.....	36
1.3.3.8. Locking out a user.....	37
1.3.3.9. Deleting a user	37
1.3.3.10. Grant external users access	38
1.3.4. Divisions	38
1.3.4.1. Create a new division.....	39
1.3.4.2. Editing an existing division.....	40
1.3.4.3. Delete a division.....	40
1.3.5. Group entities	40
1.3.5.1. Create new Group entity/Edit master data of Group entity	42

1.3.5.2. Edit existing Group entity	46
1.3.5.3. Add proposed Group entities	49
1.3.5.4. Delete Group entity	50
1.3.5.5. Export entire module distribution / Import module distribution	50
1.3.6. Deadlines.....	51
1.3.6.1. Countries.....	51
1.3.6.2. Entities	54
1.3.6.3. Tasks.....	56
1.3.7. Regions	58
1.3.7.1. Create a new region.....	59
1.3.7.2. Editing an existing region.....	60
1.3.7.3. Delete region.....	60
1.3.8. Countries	60
1.3.8.1. Create a new country.....	62
1.3.8.2. Editing an existing country	63
1.3.8.3. Preparation and filing deadlines	63
1.3.8.4. Additional information	64
1.3.8.5. Delete country	64
1.3.9. Currencies	64
1.3.9.1. Create a new currency.....	65
1.3.9.2. Edit existing currencies	66
1.3.9.3. Delete currency	67
1.3.10. Module cluster	67
1.3.10.1. Creating a new module cluster	68
1.3.10.2. Editing an existing module cluster	70
1.3.10.3. Deleting a module cluster	70
1.3.11. Business line	70
1.3.11.1. Create a new business line.....	72
1.3.11.2. Edit existing business lines.....	73
1.3.11.3. Delete business lines	73
1.3.12. Matrix organization	73
1.3.12.1. Create new matrix organisation	75
1.3.12.2. Edit existing matrix organizations	75
1.3.12.3. Delete matrix organisation	75
1.3.13. Activity logs.....	75
1.3.13.1. Refresh log.....	76
1.3.13.2. Export activity log	76
1.3.14. Attachment types.....	77
1.3.14.1. Creating a new attachment type	78
1.3.14.2. Editing an existing attachment type	78
1.3.14.3. Delete attachment type	79
1.3.15. Security logs	79

1.3.16. Consistency checks	80
1.4. Menu item Customizing	82
1.4.1. General	82
1.4.2. Translations	83
1.4.3. Roles.....	83
1.4.3.1. Managing roles	83
1.4.3.2. Creating a new role	84
1.4.3.3. Viewing/Editing an existing role	85
1.4.3.4. Delete role	85
1.4.4. Approver levels	86
1.4.5. Navigation.....	87
1.4.6. Reporting templates	89
1.4.6.1. Create new reporting template	89
1.4.6.2. Use of template for optimal report generation	91
1.4.7. Analysis template	93
1.4.7.1. Creating a new analysis template.....	93
1.4.7.2. Edit existing analysis template.....	93
1.4.7.3. Delete analysis template.....	94
1.4.8. Licensing	94
1.5. Menu item Email & escalation	95
1.5.1. Setup	95
1.5.2. Create email	96
1.5.3. Overview.....	97
1.5.4. Sending rules.....	98
2. Program item Documentation setup	101
2.1. Menu item Report configuration.....	101
2.1.1. Create a new Report type	102
2.1.2. Import chapter structure	104
2.1.2.1. General overview	105
2.1.2.2. From file	107
2.1.2.3. Template	110
2.1.2.4. Default for selected report type.....	112
2.1.3. Define Modules.....	112
2.1.3.1. Module details.....	113
2.1.3.2. Module Assignments.....	115
2.1.3.3. Central Module Attachments	122
2.1.3.4. Tasks.....	122
2.1.3.5. Module checklist	123
2.1.3.6. Further Functions for Module Editing	123
2.1.3.7. Local modules which can only be edited centrally	125
2.2. Menu item Transaction groups	126
2.2.1. Create new Transaction group	127

2.2.2. Create Sub-Transaction group	129
2.2.3. Edit Transaction group	130
2.2.4. Delete Transaction group	130
2.3. Menu item Benchmarking studies.....	130
2.3.1. Create new Benchmarking study	131
2.3.2. Edit Benchmarking study.....	133
2.3.3. Delete Benchmarking study	133
2.4. Menu item Attachment overview.....	133
2.5. Menu item Manage questionnaire	135
2.5.1. Managing questionnaires before activating the questionnaire.....	135
2.5.2. Creating a Questionnaire	136
2.5.2.1. Section Variables	137
2.5.2.2. Section Group entity details	138
2.5.2.3. Section Optional information.....	139
2.5.3. Administer questionnaire after activation	140
2.5.3.1. Overview of responses	140
3. Program item Tasks	143
3.1. Overview	143
3.2. Menu item Task management	153
3.3. Menu item Approve Admin Tasks.....	158
4. Program item Analysis.....	161
4.1. Documentation overview.....	162
4.2. Module overview	163
4.3. Transaction overview	164
Appendix	167
Table of Figures	167

Legal matters

This manual is protected by copyright and may only be used by companies that have concluded a license agreement with Fachverlag Moderne Wirtschaft GmbH (hereinafter referred to as "Fachverlag") or PwC Solutions GmbH (hereinafter referred to as "PwC Solutions") for the provision of *globalDoc Solution*® (hereinafter referred to as "*globalDoc*") for an unlimited period of time, or a Software as a Service ("SaaS") agreement with PwC Solutions, or that form a group of companies with such a company within the meaning of §§ 15 et seq. AktG (German Stock Corporation Act) and use *globalDoc* to create their company- and group-wide transfer pricing documentation.

This manual may be copied for internal company and group purposes. Under no circumstances may copyright notices of the Fachverlag, PwC Solutions and/or PwC be changed or removed.

The right of use does not include the reworking, distribution and public reproduction or any reproduction going beyond the aforementioned purpose. This requires the express written consent of the Fachverlag, PwC Solutions or PwC.

© November 2024

Release notes

This manual explains the functions of *globalDoc* versions 9.6 / 9.7. Compared to version 9.6, *globalDoc* version 9.7 contains only security related changes and no functional changes to the software. The user interfaces of both versions are completely identical. The following functional enhancements and functional adjustments are included in *globalDoc* versions 9.6 / 9.7:

Functional enhancements:

- The task overview has been completely redesigned and now contains all information on a reporting period on one page, with extensive filtering and sorting options.
- Transaction group variables are now also available for the module content if a transaction group has been assigned to the module.
- The country details of the selected Reporting entity can now be accessed by all users on the home screen by clicking on Deadlines on the right-hand side of the header.
- New variables for permanent establishments can be used in the module content.
- The processing deadline of the documentation content can now also be adjusted in the settings of the Reporting entity.
- A report type can now be assigned to several reporting companies or several countries.
- The processing deadlines for countries, companies and management tasks can now be edited centrally in the Settings/Administration navigation point.

Functional adjustments:

- Administrators can now delete attachments in the documentation management if the associated task is not yet in review / closed status.
- The country is now a mandatory field for all group companies entered.
- The download of templates in the report configuration has been adjusted.
- The performance in the navigation point Analysis has been significantly improved.
- If the status of the TP documentation of a Reporting entity has been set to Review or Final, open tasks are no longer displayed on the start screen for this Reporting entity.
- The login of users can be restricted to certain names or domains.
- In the various Excel files that can be downloaded from the *globalDoc* software, the columns and rows are now frozen where appropriate. In addition, filters for sorting the table views are now automatically displayed in these files.
- In the attachment overview, files that have been uploaded multiple times as attachments, e.g. in different modules, are now only displayed once.
- The code for divisions is a mandatory field and no longer optional.

NOTE:

- The default security settings have been increased, which is why the online editor can no longer be used. However, if required, the security settings can be reset so that the online editor can still be used.

Your *globalDoc Solution*® Team

Preliminary remarks

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

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

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

NOTE: We recommend that Administrators first familiarize themselves with the User manual and then read this supplementary Administration manual.



Figure 1: *globalDoc* program items for Administrators

1. Program item Settings

The program item "**Settings**" offers the user, with the corresponding System- and Security Administration rights, the possibility to centrally manage all settings of *globalDoc* via the following menu items:

- Menu item "**Administration**", where the user management and the basic *globalDoc* settings can be made via various navigation items (see following illustration)
- Menu item "**Customizing**", where individual settings for roles, navigation, report templates and analysis templates can be made via various navigation items and where detailed information on licensing can be viewed (see also following illustration)
- Menu item "**Email & escalation**", where the e-mail function can be activated, and the automated sending of e-mails can be set via various navigation items (see also following illustration).

For the individual navigation items of the menu items "**Administration**", "**Customizing**" and "**Email & escalation**" see the Figure "Program item "Settings" with sub menus".

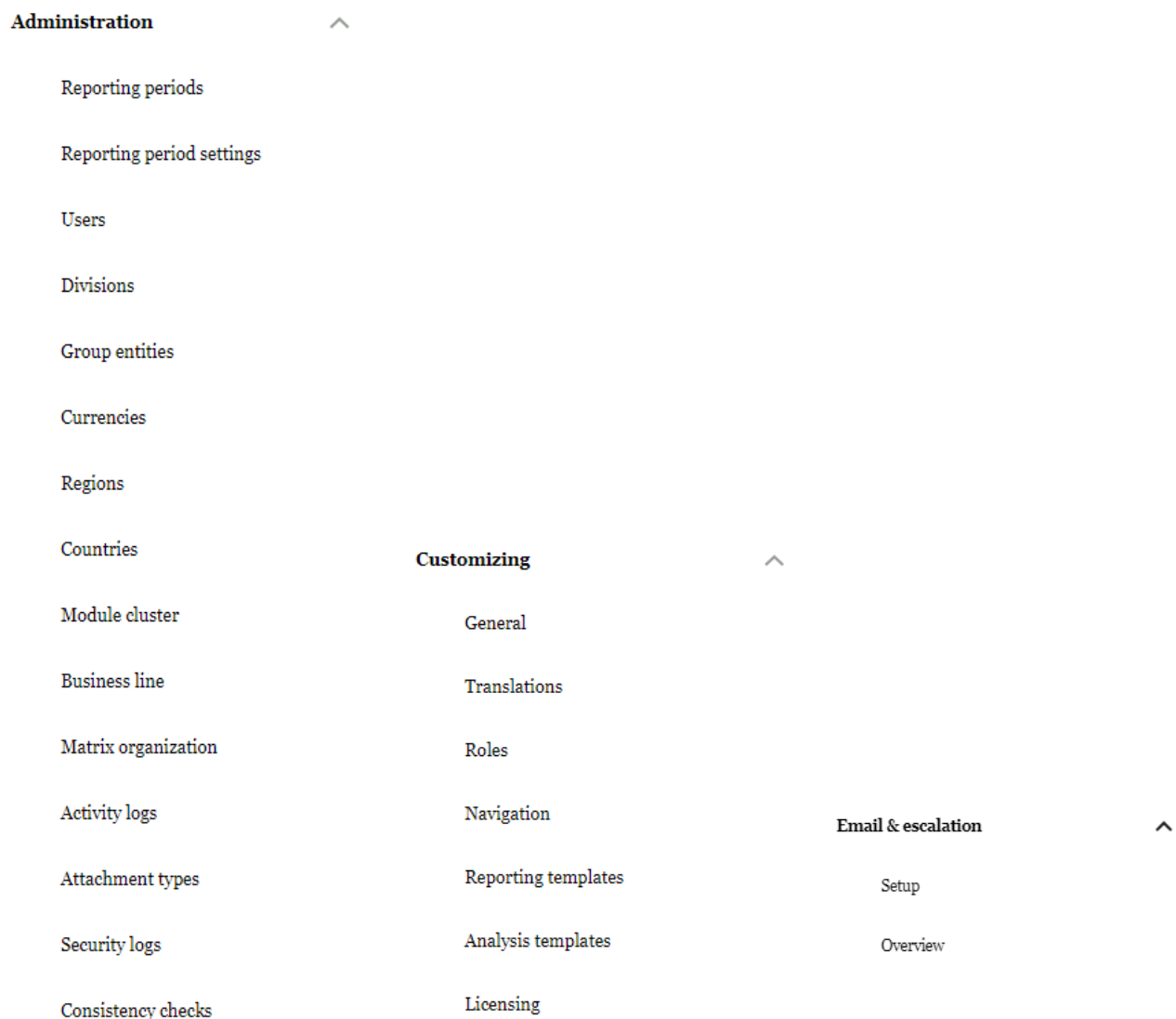


Figure 2: Program item "Setting" with sub menus

1.1. Brief overview

1.1.1. Menu item Administration

Navigation item	Brief description
Reporting periods	<p>Reporting periods are managed in this navigation item. New reporting periods can be created, and existing ones can be edited, copied, or deleted.</p> <p>For further information please refer to chapter: „Reporting periods“.</p>
Reporting period settings	<p>In this navigation item, settings can be made for the existing reporting periods.</p> <p>For further information please refer to chapter: “Reporting period setting“.</p>
Users	<p>This navigation item contains the user administration and role assignment. Users and their role assignments can be created, edited, or deleted. It is also possible to lock, unlock, change, or reset the passwords of existing users. In addition, an import and export of users with user data as Excel files is possible.</p> <p>For further information please refer to chapter: „Users“.</p>
Divisions	<p>In the navigation item "Divisions", new <i>globalDoc</i>-divisions can be created, and existing ones can be edited or deleted. Each <i>globalDoc</i>-division contains modules which are only relevant for certain reporting entities and can only be edited by users who have the editor role for this <i>globalDoc</i>-division. Frequently, <i>globalDoc</i>-divisions are formed according to regional, functional, transactional, or divisional criteria.</p> <p>For further information please refer to chapter: “Divisions“.</p>
Group entities	<p>This navigation item 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.</p> <p>For further information please refer to chapter: „Group entities“.</p>
Regions	<p>Here it is possible to manage regions which can be used in the documentation.</p> <p>For further information please refer to chapter: “Regions“.</p>
Countries	<p>Here it is possible to manage countries which can be used in the documentation.</p> <p>For further information please refer to chapter: “Countries“.</p>
Currencies	<p>"Currencies" shows all entered currencies. Currencies can be added, deleted, and edited here.</p> <p>For further information please refer to chapter: “Currencies“.</p>
Module cluster	<p>In this navigation item, modules can be combined into defined clusters and distributed to reporting entities.</p> <p>For further information please refer to chapter: „Module cluster“.</p>

Business line	<p>In the tree or grid view, the business structure of the group can be created. In addition, the individual levels of a management structure can be maintained under the configuration.</p> <p>For more information, see chapter: “Business line”.</p>
Matrix organization	<p>In the navigation item “Matrix organization”, a created group entity can be assigned to the individual business units.</p> <p>For more information, see chapter: “Matrix organization”.</p>
Attachment types	<p>Under "Attachment types" you can define, edit, or delete folders under which the uploaded attachments are to be stored when generating the report.</p> <p>For further information please refer to chapter: “Attachment types”.</p>
Activity logs	<p>The administrator can use the "Activity logs" function to track the activities of the users and export an overview as an Excel file.</p> <p>For further information please refer to chapter: “Activity logs”.</p>
Security logs	<p>The administrator can use the "Security logs" function to track the activities of the security administrators in the user administration (navigation point: "Users") and export an overview as an Excel file.</p> <p>For further information please refer to chapter: “Security logs”.</p>
Consistency checks	<p>In the navigation item "Consistency checks" the administrator sees the consistency check of the databases and can thus recognize possible errors and problems at a glance.</p> <p>For further information please refer to chapter: “Consistency checks”.</p>

1.1.2. Menu item Customizing

Navigation item	Brief description
General	<p>In the navigation item "General", the columns in the Analysis item, the display of the chapter structure under the report configuration and the subject areas in the contact form can be set.</p> <p>For more information see chapter: “General”</p>
Translation	<p>Here you have the possibility to adjust the translations of labels and texts in the system in XML resource files.</p> <p>For more information see chapter: “Translations”.</p>
Roles	<p>In the navigation item “Roles”, roles which are assigned to users by the role assignment under the navigation item „Users“ can be created, defined as standard roles, edited, or deleted.</p> <p>For further information please refer to chapter: “Roles”.</p>
Approver levels	<p>In this navigation item, the System-Administrator can specify the maximum number of possible Approver levels (release levels). The lowest level (Responsible) is required at module level and the highest level (Accountable) is required at documentation level. Therefore, these levels cannot be deleted. Both the modules and the entire documentation are submitted for review from the bottom up to the next review level (e.g. from Responsible to Reviewer). Users can be assigned to the approval levels which have been defined in this navigation item via the navigation item Administration/Users and via the navigation item Administration/Group entities. Here you can assign the desired Approver levels to</p>

each user for each Reporting entity. If an Approver level remains unsigned, it is skipped in the review process. A user with access to a higher level can submit to the next level at any time, even if it is not yet their turn (e.g. a Responsible can finalize the documentation even though it has not yet been submitted for review).

For further information please refer to chapter: "Approver levels".

Navigation	The System Administrator can view the navigation structure and rename navigation item via "Navigation".
	For further information please refer to chapter: "Navigation".
Reporting templates	In this navigation item, format templates for the reports, transaction matrix and analyses can be added and edited.
	For further information please refer to chapter: „Reporting templates“.
Analysis templates	"Analysis templates" allow the description of the applied method, description of the cost basis, transfer price analysis and appropriateness of the transfer prices to be pre-defined for various transfer pricing methods.
	For further information please refer to chapter: "Analysis template".
Licensing	Under the navigation item "Licensing", licensing information as well as the license key of your <i>globalDoc</i> version are being displayed.

1.1.3. Menu item Email & escalation

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

Navigation item	Brief description
Setup	Under the navigation item "Setup" it is possible to activate and set up the e-mail function. For more information, see the "Setup" chapter
Create email	"Create e-mail" allows you to send individual emails. For more information, see the "Create email" chapter.
Overview	The navigation item "Overview" lists all emails generated manually by an administrator or automatically by the <i>globalDoc</i> software and their dispatch status. -mails which have not yet been sent can be deleted here before they are sent. For more information, see the "Overview" chapter.

1.2. Menu item Overview

A click on the program item "**Settings**" takes you to an overview page that displays the status of the selected reporting period and the documentation process. You can carry out certain actions directly on this overview page (see Figure "Settings overview").

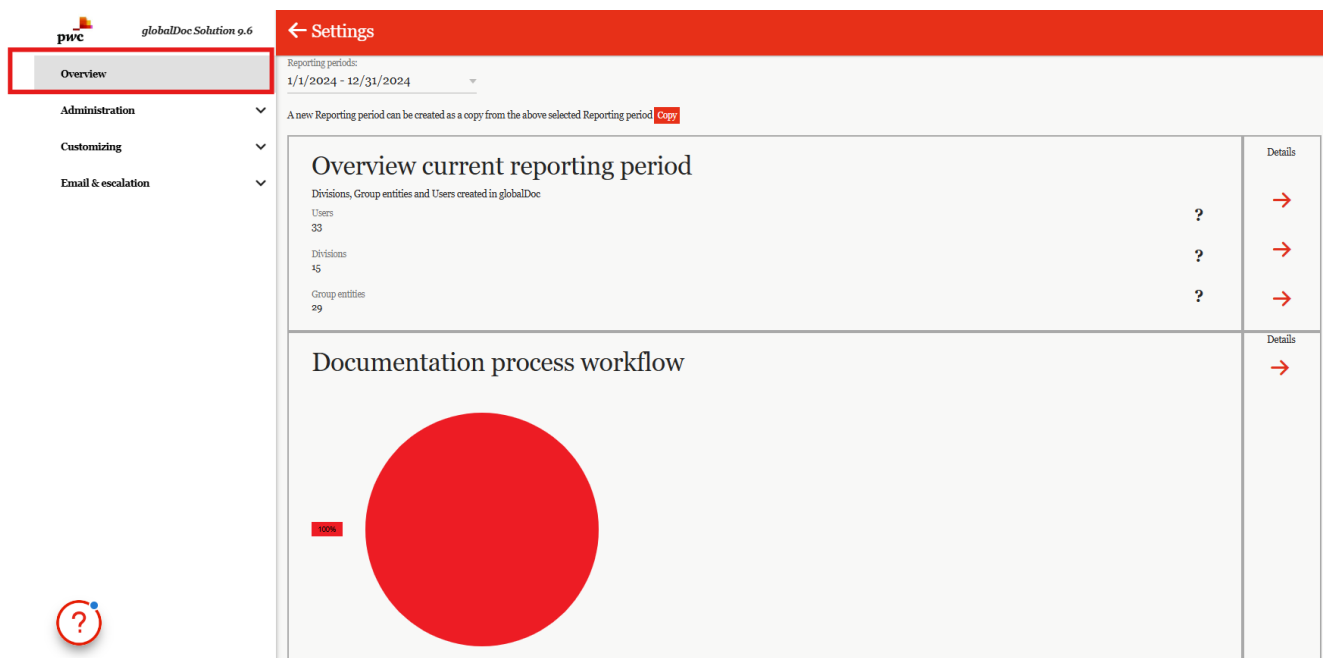




Figure 3: Settings overview

On this overview page, you can select a specific reporting period for which a summary of the users, *globalDoc* divisions and group entities 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 items **"Users"** (read more in **"Users"**), **"Divisions"** (read more in **"Divisions"**) or **"Group entities"** (read more in **"Group entities"**) by clicking  (in the column **"Details"**).

In the area **"Documentation process workflow"** it is possible to start a new documentation process by clicking  (in the column **"Details"**) (see Figure **"Start documentation process"**).

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

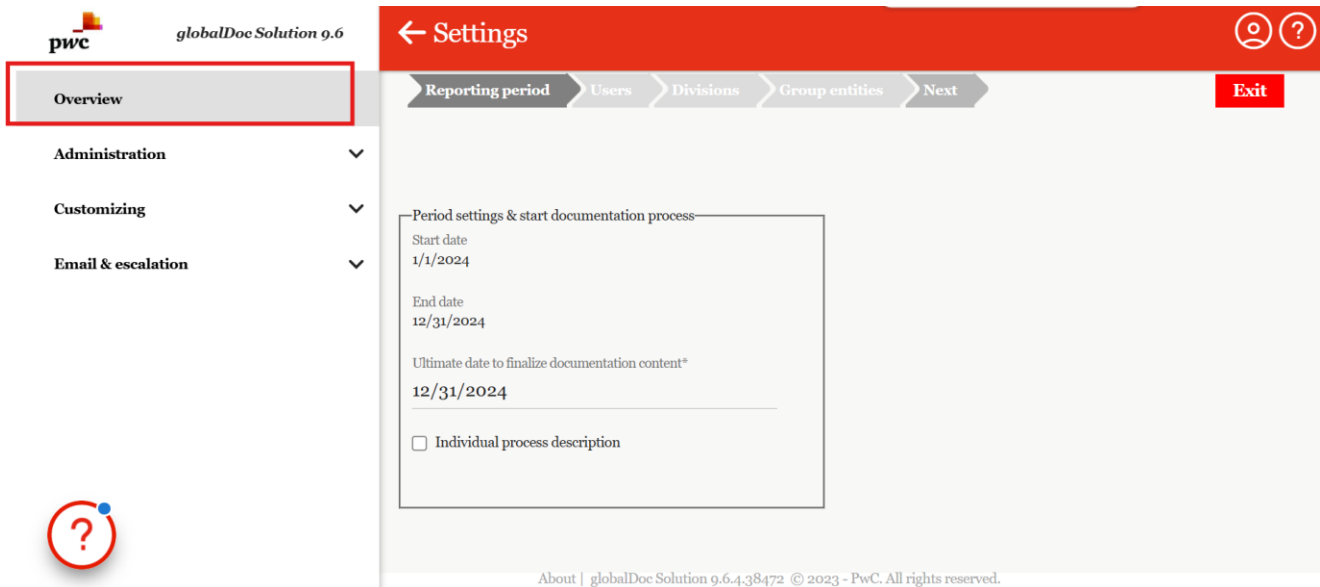


Figure 4: Start documentation process

1.3. Menu item Administration

1.3.1. Reporting periods

Via the navigation item **“Reporting periods”** the System administrator can manage existing reporting periods, create new reporting periods, and, if required, delete existing reporting periods (see Figure “Overview of the reporting periods”).

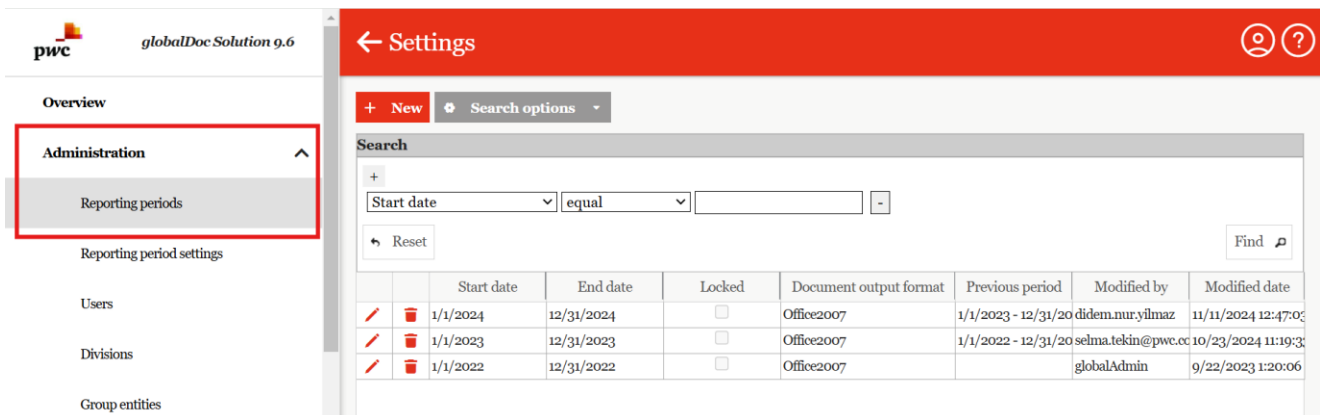





Figure 5: Overview of the reporting periods

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



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

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


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

NOTE: To avoid accidental deletion of a reporting period, the icon  for deleting a reporting period is not displayed if the reporting period has been locked for editing by the System administrator, for more details: see below.


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

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

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

Via "**Settings/Administration/Reporting periods**", selecting the icon  opens the detailed view for creating a new reporting period.

The detailed view of a reporting period consists of the following tabs: "**Reporting period details**", "**Import and Export**" and "**Export access rights and module distribution**". When a new reporting period is created, the tabs "Import and Export" and "Export access rights and module distribution" are only displayed after the new reporting period has been saved (see Figures "*Create a new reporting period - Tab Reporting period details*" and "*Create a new reporting period - Tab 'Import & Export'*" below).

NOTE: If files of an already created reporting period are to be used in the new reporting period (e.g. reporting entities, users, modules, module contents, etc.), do not use the button  , but the "**Create copy**" function (see chapter "*Creating a copy of an existing reporting period*").

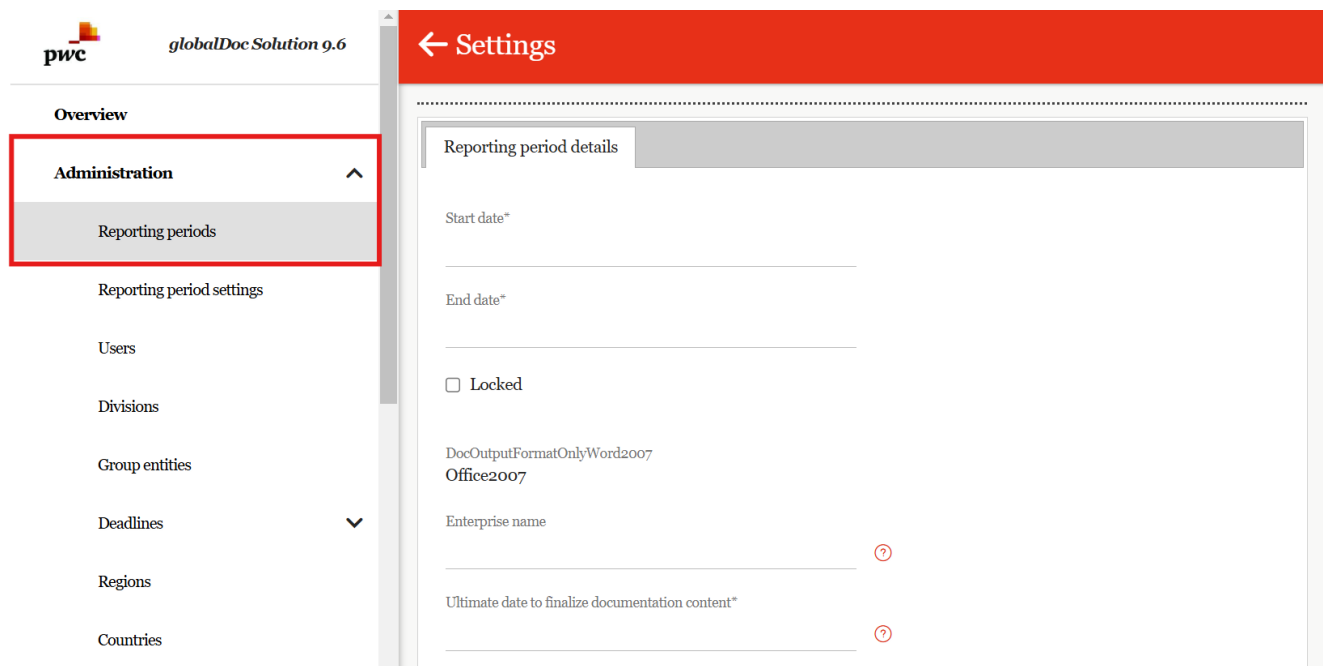


Figure 6: Create a new reporting period - Tab Reporting period details

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

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

- **Start and end date*:** Determination of the start and end date of the new reporting period.
- **Enterprise name:** Name of the enterprise to possibly be used as variable within reports.
- **Ultimate date to finalize the documentation content:** Last due date for the documentation process workflow.
- **Locked:** Enabling the Lock function closes a reporting period and the data contained in that reporting period cannot be changed by local users. When creating a new reporting period, the locked function remains deactivated. An already locked reporting period can be unlocked by the System administrator for editing at any time.
- **DocOutputFormatonlyWord2007:** Currently, 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.

By selecting the **"New"** field in the right command column, you will be automatically transferred to the form, where you can create a new reporting period.

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 – Tab 'Import & Export'"*).

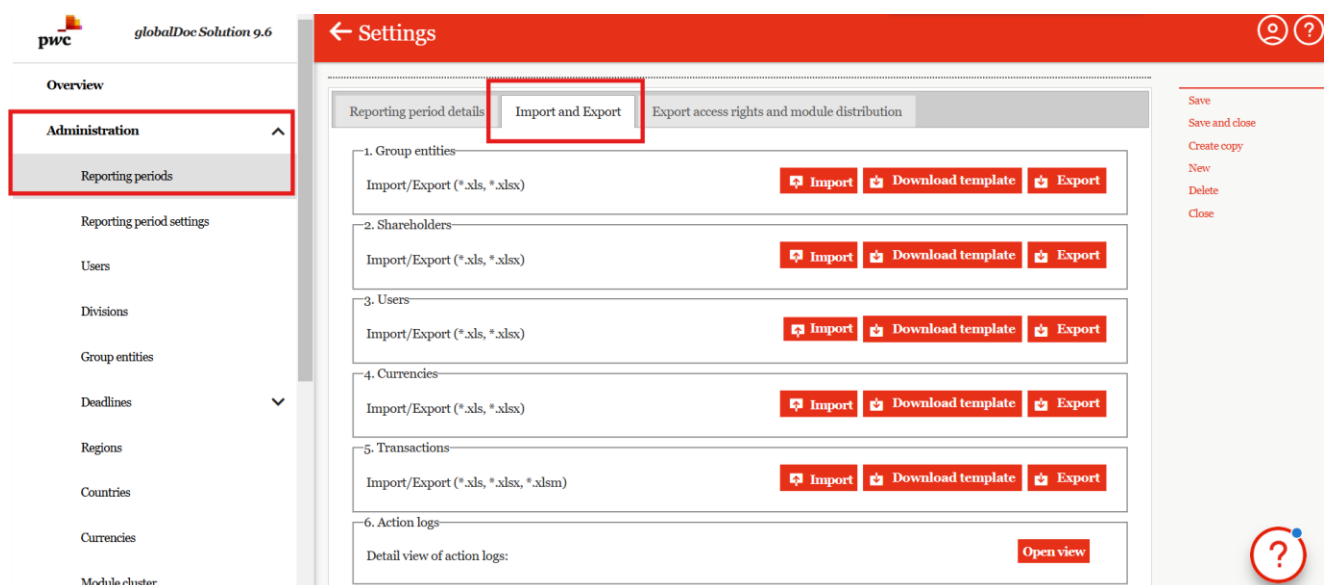



Figure 7: Create a new reporting period - Tab "Import and Export"


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


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  can optionally be added to import data from external applications, e.g., "TP matrix". This function requires an interface to the external application. This is not part of *globalDoc*.

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

NOTE: Using the navigation item "Activity logs", the System administrator can trace any changes made in *globalDoc* (an alternative option to trace changes is clicking on  in line "6. Action logs"). It can be seen in a tabular view, which user performed which type of action on which object (module, reporting entity, reporting period). Please refer to the chapter "Activity logs".

By selecting the "Create copy" field in the right command column, the System administrator can copy the selected reporting period. For more information, see the "Creating a copy of an existing reporting period" chapter.

By selecting the "Delete" field in the right command column, the reporting entity will be deleted irrevocably.

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

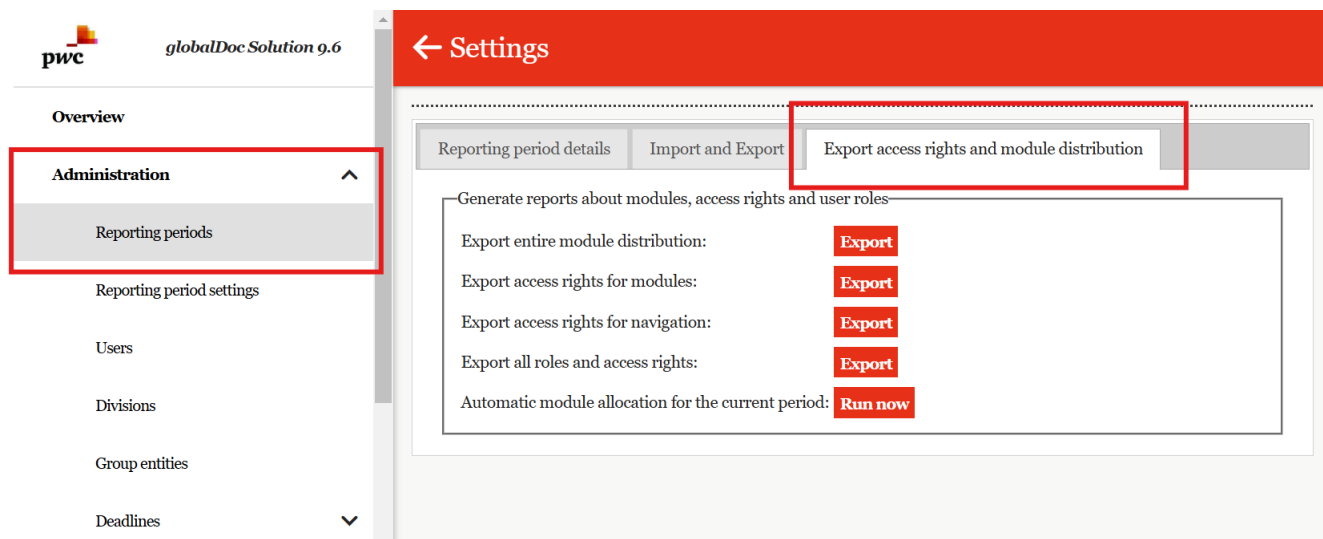



Figure 8: Creating a new reporting period - Tab "Export access rights and module distribution"

1.3.1.2. Creating a copy of an existing reporting period

Under "Settings/Administration/Reporting periods" and clicking on  of the corresponding period, the detailed view of the selected reporting period will be opened (see Figure "Detailed view of the reporting periods - Tab "Reporting period details"). Using the "Create copy" (Roll forward) checkbox in the right command column, the System administrator can copy the selected reporting period. In doing so, existing reporting entities 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. The "Global" area is automatically copied to the new reporting period.

NOTE: If a reporting entity and/or *globalDoc* division has been copied to a new reporting period, any subsequent changes in the previous reporting period will have no effect on the new reporting period, and vice versa. The same applies to the "Global" area, which is automatically copied to the new reporting period.

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.

The selection of the reporting companies and *globalDoc* divisions to be acquired is as follows:

In the lower area of the opening detail view, the left table shows the system administrator the reporting entities 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 entity 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 entities and *globalDoc* divisions which are already assigned to the respective reporting period (see Figure "Detailed view of the reporting periods - Tab "Reporting period details").

Reporting period details

Modified by: didem.nur.yilmaz, 11/11/2024 12:47:03 PM Created by: globalAdmin, 6/17/2024 5:39:06 AM

Start date* 01/01/2024 Enterprise name DEMO Group ⓘ

End date* 12/31/2024 Ultimate date to finalize documentation content* 12/31/2024 ⓘ

☐ Locked

Document output format Office2007

Predecessor period of reporting entity 1/1/2023 - 12/31/2023

<input type="checkbox"/>	Copy Dat	Code	Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	R-APAC	APAC Division
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BL.AVI	BL.Aviation

Copied reporting entity 1/1/2024 - 12/31/2024

<input type="checkbox"/>	Code	Name
<input type="checkbox"/>	BL.HEC	BL Healthcare
<input type="checkbox"/>	U16	CH-Demo Finance AG
<input type="checkbox"/>	U03	CZ-Demo Satellites s.r.o.
<input type="checkbox"/>	U01	DE-Demo Headquarters AG
<input type="checkbox"/>	U20	DE-Demo Parts Europe GmbH
<input type="checkbox"/>	U001	Demo Headquarters PLC
<input type="checkbox"/>	U21	DE-Research Lab

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.").

<input type="checkbox"/>	Copy Dat	Code	Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JoTG1	Joachim Deutschland GmbH
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Xo2	Test company

Page 1 of 1 100 View 1 - 2 of 2

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

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


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

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

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



NOTE: If a reporting entity should not be copied, this reporting entity should not be selected. Of course, these (provisionally) unselected reporting entities (including their tasks and modules) can also be copied to the new reporting period at a later date. If you have not copied all reporting entities, make absolutely sure before creating a new reporting entity in *globalDoc*, that the new reporting entity to be created does **not yet exist as a reporting entity** in *globalDoc* (and only was not selected in a previous period copy). Otherwise, you would create two (identical) Reporting entities, which will be displayed as such in *globalDoc*.

1.3.1.3. Editing an existing reporting period

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

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

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

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

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

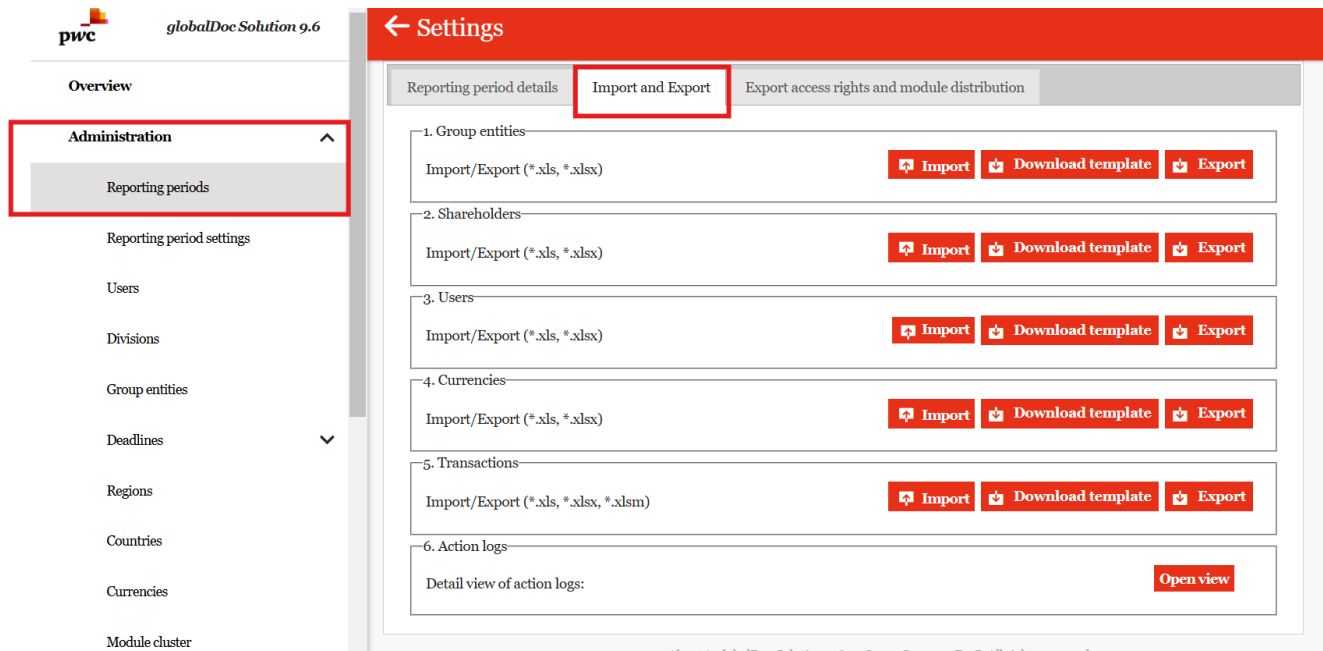


Figure 11: Edit existing reporting period - Tab "Import and Export"

To import data into *globalDoc*, an Excel template can first be downloaded via the selection box **Download template** and saved locally. This template is filled with the corresponding data by the system administrator, saved locally and uploaded again via the button **Import**.

Data already imported into *globalDoc* can be downloaded as an Excel file via the selection field **Export**.

Furthermore, it is possible to fill the transactions via the button **Import from TP matrix**, if the optionally available add-on feature "TP matrix" is used. This function requires an interface to the external application. This is not part of *globalDoc*.

NOTE: This function is only visible if the optionally available "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 – Tab "Access rights and module distribution"").

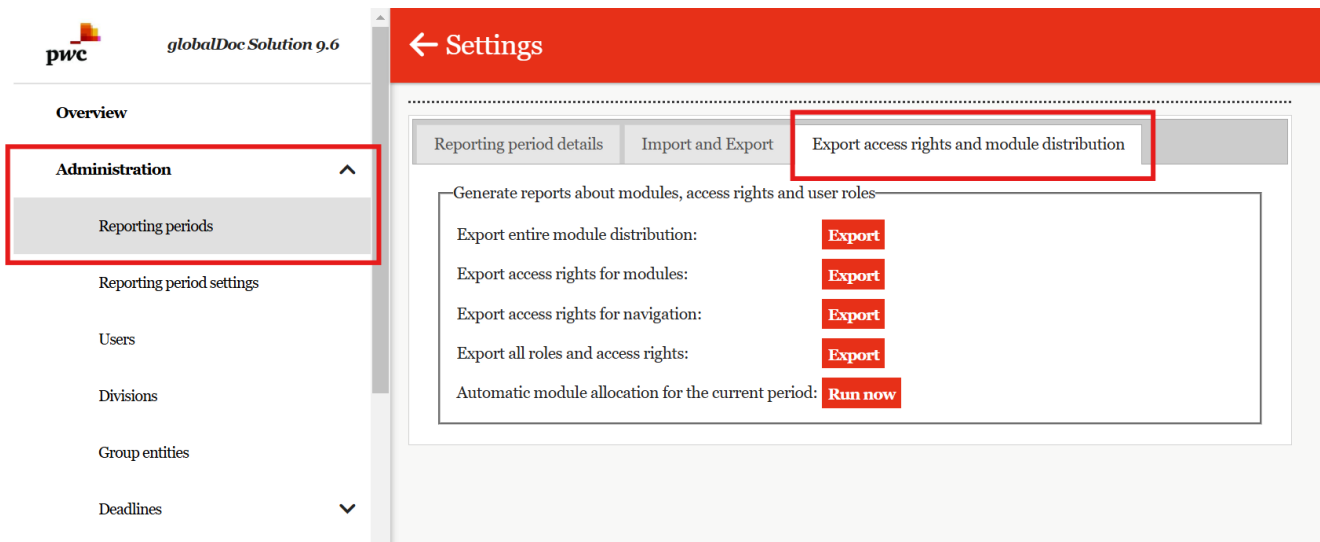



Figure 12: Edit existing reporting period – Tab "Access rights and module distribution"

1.3.1.4. Locking a reporting period

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

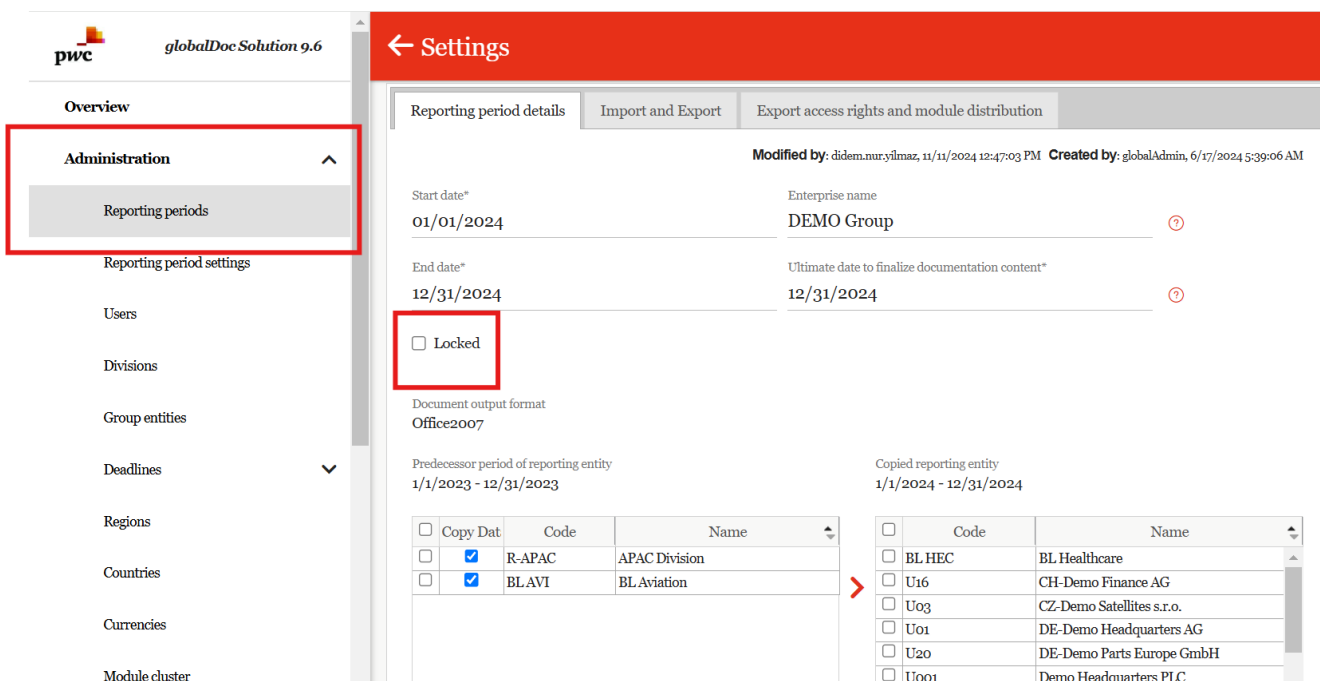


Figure 13: Lock reporting period



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

Alternatively, the assigned role "Edit local content" can be removed under the menu item Documentation management/Report configuration after selecting "Create modules" so that the module can no longer be edited. (See also "Local modules that can only be edited centrally").

It is also possible for a user with the "Responsible" role, if they have delegated the editing of a module to another user (delegated user), to withdraw 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!

NOTE: To prevent accidental deletion of a reporting period, the delete reporting period icon will not be displayed if the reporting period has been locked for editing by the system administrator.

1.3.2. Reporting period settings

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

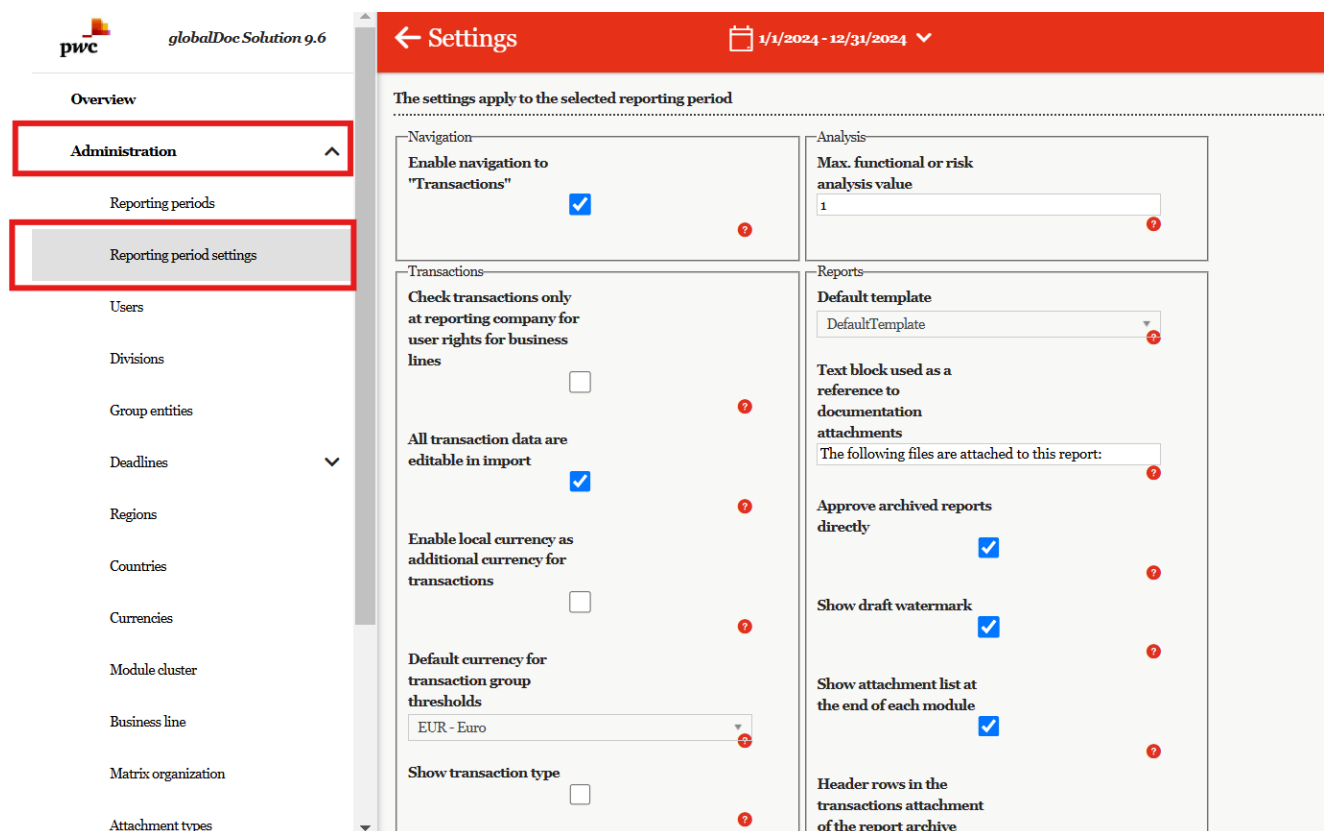


Figure 14: Reporting period settings

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 entity/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 entity or a risk to be borne by the Reporting entity 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. Transactions

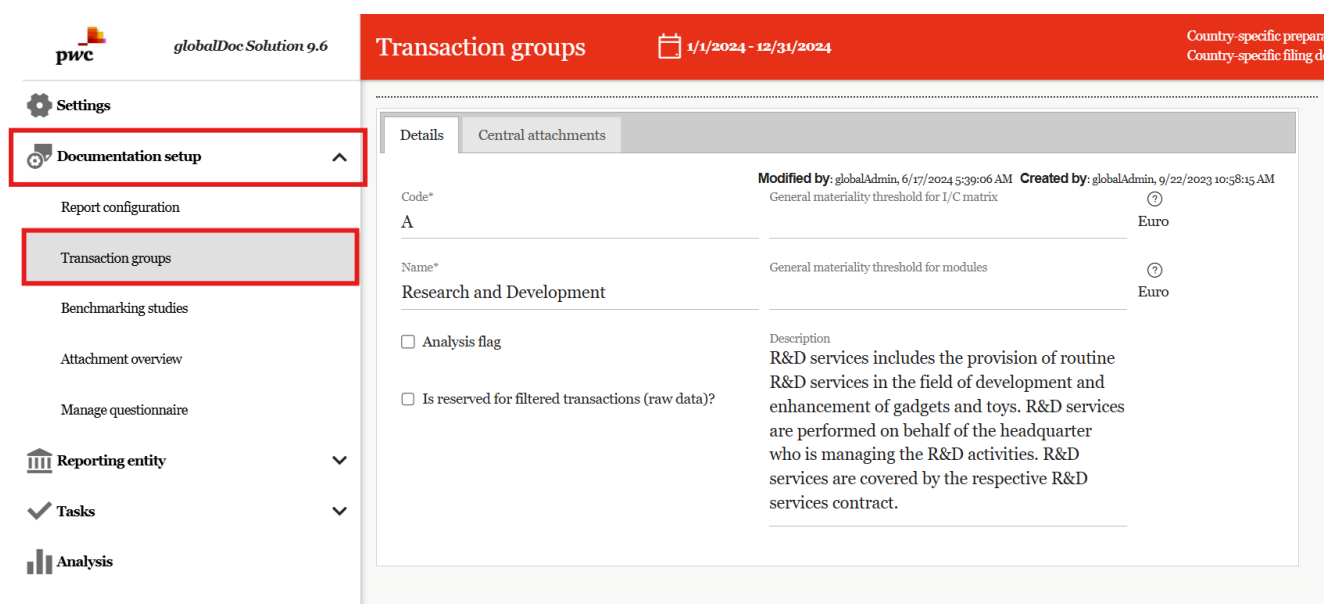
Activating the option **"Check transactions only at Reporting entity for user rights at business lines"**, will cause the management unit of transaction partners to ignore user rights in transactions. (Unfortunately, we do not understand the meaning of this sentence.) Transactions with unauthorized business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

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

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

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

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



The screenshot displays the 'Transaction groups' configuration page in the globalDoc Solution 9.6 interface. The left sidebar shows the navigation menu with 'Documentation setup' and 'Transaction groups' highlighted. The main content area is divided into 'Details' and 'Central attachments' tabs. The 'Details' tab is active, showing the configuration for a transaction group with Code 'A' and Name 'Research and Development'. The 'Modified by' and 'Created by' fields are both set to 'globalAdmin'. The 'General materiality threshold for I/C matrix' and 'General materiality threshold for modules' are both set to 'Euro'. There are checkboxes for 'Analysis flag' and 'Is reserved for filtered transactions (raw data)?'. The 'Description' field contains the text: 'R&D services includes the provision of routine R&D services in the field of development and enhancement of gadgets and toys. R&D services are performed on behalf of the headquarter who is managing the R&D activities. R&D services are covered by the respective R&D services contract.'

Figure 15: Show transaction type

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

"Enable management area in legal-management import" should only be activated if you have been **instructed to do so by either PwC or Datenwerk**. This setting can be used to assign business lines to a transaction in the transaction details. Please note that business line is used in a different context here compared to the rest of this manual and may collide with other functionality or even break it. In order to activate these functions, the check

mark for the selection "Enable management area in legal-management import" must first be set under "Settings/Administration/Settings Report period" (see illustration "Activating the display of matrix organisation").

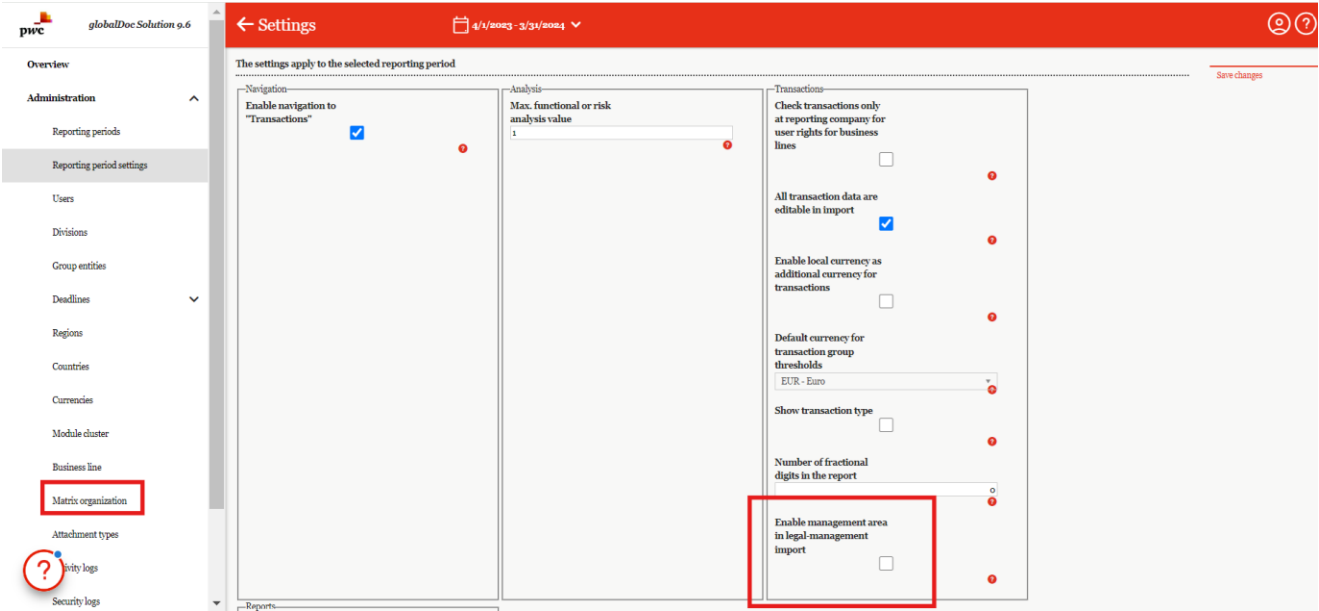


Figure 16: Activate the display of the matrix organization

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
Global	<input checked="" type="checkbox"/> Default <input checked="" type="checkbox"/> All		
Divisional	<input checked="" type="checkbox"/> Default <input checked="" type="checkbox"/> All	<input type="checkbox"/> All DIV 1 - Function_Research and Development DIV 2 - Function_Support Services DIV 3 - Function_Delivery of Finished Goods DIV 4 - APAC Division DIV 6 - NAFTA Division	<input type="checkbox"/> All BIT - Biotechnology LFS - Life sciences
	<input checked="" type="checkbox"/> Default <input checked="" type="checkbox"/> All	<input type="checkbox"/> All DIV 5 - EMEA Division	<input type="checkbox"/> All BIT - Biotechnology LFS - Life sciences
Local	<input checked="" type="checkbox"/> Default <input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input type="checkbox"/> All HSV - Healthcare services SAT - Satellites

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 - Delete Search options												Import/Export: Download template Import Export			
<input type="checkbox"/>	Login name	Last name	First name	User-ID	Email	Mobile phone number	Employer	Department	Role	Reporting entity code(s) (comma separated)	Business line code(s) (comma separated)	Last active	Creation date	Modified by	Modified date
<input type="checkbox"/>		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").

Business transaction details

Transaction partner*

Please select a transaction partner

Invoice currency*

MXN - Mexican Peso

Transaction code

Invoice amount

Transaction group*

Please select a transaction group

Agreement date

Transaction detail

Amendment date

☐ Domestic transaction

Contractual basis

Product / service

☐ Agreement available

Role of reporting entity*

Comment

Business line

Select an Option

Business line related party

Select an Option

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 (see figure "Overview transaction matrix - New columns "Business line" and "Business line related party").

+ New

Delete

Search options

Import/Export:

Download template

Import

Export

	Transaction p	Transaction partner	Business line	Business line related party	Transaction code	Transaction group	Role of reporting	Contractual basi	Invoice cur	Invoice amount	Agreement a	Modified by	Modified date
<input type="checkbox"/>	x	x	x	x	x	x	x	x	x	x	x	x	x
<input type="checkbox"/>	U11	BR-Demo Sales			U01_U11_0001	Support Services	Recipient		EUR - Euro	16,000.00	<input type="checkbox"/>	globalAdmin	8/23/2022 3:56
<input type="checkbox"/>	U05	UK-Demo R&D Centre Ltd.			U01_U05_0001	Support Services	Recipient		EUR - Euro	11,000.00	<input type="checkbox"/>	globalAdmin	8/23/2022 3:56
<input type="checkbox"/>	U05	UK-Demo R&D Centre Ltd.			U01_U05_A_REC	Research and Devel	Recipient		EUR - Euro	2,000,000.00	<input type="checkbox"/>	globalAdmin	8/23/2022 3:56

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

1.3.2.4. Reports

Under **"Default Template"**, the report template for the current reporting period can be selected. Default Template" is selected by default. It is best if the company's own template is selected here. This enables the format templates you specify to be available for selection in the online editor. The creation of report templates and their use is described in detail in the "Customizing" menu item.

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

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

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

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

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

Figure 21: Attachment list after each module

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

However, you still have the possibility to create your own attachment list within a module. For this purpose, *globalDoc* provides a configurable table that lists all attachments (if Reference filtering is set for the attachment) 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 therefore also the column name. For example, if the file in *globalDoc* was downloaded in English, it should also be uploaded in English. The 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)").



	LogIn	Last n	First n	User-	Email	Mob	Empl	Depar	Role	Report	Busine	Approver	Approver	Approver	Approver	Approver	Last activ	Creation	Modif	Mod
<input type="checkbox"/>	/	Accour										U001,U20					U001	1/15/2024	1/15/2024	global/1/
<input type="checkbox"/>	/	Accour							Stand			U001,U20					U001,U01	11/7/2024	9/22/2022	global/9/
<input type="checkbox"/>	/	Accour										BL HEC,F					BL HEC,F	9/22/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	Accour															GLOBAL	9/22/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	Christi							Custoi,GLOBA									2/14/2024	2/14/2024	global/2/
<input type="checkbox"/>	/	Delega																9/22/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	didem.							Custoi,GLOBA									11/12/2022	9/27/2022	global/9/
<input type="checkbox"/>	/	global/							Custoi,GLOBA									11/11/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	hamza							Custoi,GLOBA									9/22/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	holger.							Custoi,GLOBA									9/22/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	joachir							Custoi,GLOBA									1/11/2024	9/22/2022	global/9/
<input type="checkbox"/>	/	joerg.g							Custoi,GLOBA									9/26/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	krupan							Custoi,GLOBA									12/18/2022	9/22/2022	global/9/
<input type="checkbox"/>	/	LocalR										U03,U04,					U04	9/22/2022	9/22/2022	global/9/

Figure 22: Overview User (example)







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

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

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

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

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

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

1.3.3.1. Create a new user

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

The screenshot shows the 'globalDoc Solution 9.6' interface. On the left, a sidebar contains a menu with 'Administration' and 'Users' highlighted by red boxes. The main area is titled 'Settings' and contains a form for creating a new user. The form fields are: 'Login name*' (mandatory), 'First name', 'Last name', 'User-ID', 'Email', 'Mobile phone number', and 'Language'. A 'Is locked out' checkbox is located at the bottom right of the form. On the right side of the form, there are four buttons: 'Save', 'Save and close', 'New', and 'Close'. A red question mark icon is visible in the bottom right corner of the interface.

Figure 23: Creating a new user

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

- **Login name***: 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.

- **First name**: Optional specification of the first name of the user.
- **Last name**: Optional specification of the last name of the user.
- **User ID**: Optional reference to a distinguishable user identification number.
- **Email**: Optional specification of the email address of the user. The specification of the email address is mandatory if the email functionality of *globalDoc* shall be used (see Settings/ Email & escalation/ Setup E-Mail & escalation). Furthermore, the specification of the email address is mandatory if the OTP codes for a two-factor authentication shall be sent via email.

NOTE: It is advisable to store a user-specific email address, so the user can receive reminder emails 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, the following options are available to set up the user access:

Is this box is ticked, the user access is revoked, and the user can't log into *globalDoc* anymore. This selection is deactivated on the first set up and must be ticked manually.

☐ 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 administrator rights to a minimum.

☐ Security administrator

The Security administrator receives access to the navigation item "Users" and thereby the right to administer the users.





Copy roles from user: 

Through this option it is possible to select the roles from a user and copy them with one click to another user, so that there is no need to assign the user roles 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 entities and roles relevant for him. The following options can be chosen by the System administrator (or, if set up during the installation of the software, by the Security administrator) for editing the role distribution:

Figure 24: Create a new user- role distribution

User roles and access rights: The System or the Security administrator can assign specific roles for each documentation level to the relevant user by clicking on the fields with the grey text "**Select roles...**". By selecting the option "Default", the user is assigned the default roles defined by the System administrator for the selected reporting entity. 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 entity /entities.

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 entities or *globalDoc* divisions incl. the group entities and *globalDoc* 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 *globalDoc* division / group entities.

If the roles shall only be selected for certain *globalDoc* divisions / group entities, the corresponding units can be selected via the fields with the grey text "Select units...".

Business lines: The System or Security administrator can assign one or more Business lines at Divisional and Local level to the user via the fields with the grey text "Select business areas...". By selecting the option "**All**", all Business lines 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 likes to set-up users in *globalDoc* first and assign roles for specific modules at a later point in time (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 entity/Documentation content**"), it is also necessary to give him the corresponding rights as described in this chapter.

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

Admin edit module

This role serves as an alternative to "Edit global/divisional/local content". If, for example, a certain local module is only to be edited by a certain central user, the role "Admin edit module" is assigned to this user. At the same time, the role for the module concerned must be changed accordingly in the menu item

"Documentation setup" under "Module Assignments". Further information can be found at "Local modules which can only be edited centrally".

Approve tasks	This role unlocks work results for the user as part of workflow management.
Define content structure	This role enables the user to create local modules for his/her company (status of a local system administrator). This role can be distributed, for example, if local modules are not to be entered centrally via the system administrators. Similarly, "Define content structure" can be assigned to a user for divisions and the "Global" area (status of a divisional or a global system administrator).
Edit global/divisional/local content	These roles enable the reading and editing of content of modules on a global, divisional or local level.
Edit Master Data	This role enables changes in details of a reporting entity as well as in the questionnaire.
Edit Transactions	With „ Edit Transactions “ the user can make and edit transactions.
Manage attachments	The user has access to the menu item “Reporting entity/ Attachments” and is able to make allocations of the documents to the relevant modules there. Or can delete exiting module attachments.
Read global/divisional/local content	This role enables the reading but not editing of content of modules on a global, divisional or local level.
Read/Insert benchmarking studies	This user can read and edit benchmark studies.
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.

Table 2: User roles explanation

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 entity). 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:

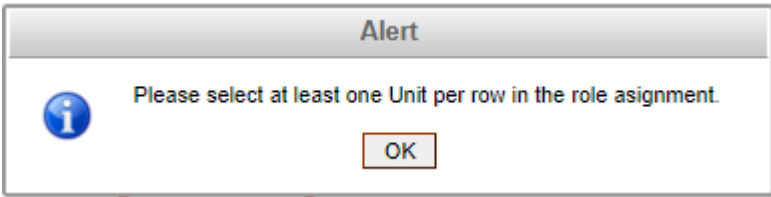


Figure 25: Create a new user- role distribution- warning

1.3.3.2.1. Reporting entity-related user roles (Approver levels)

In *globalDoc* Solution, in addition to the general user roles and access rights described above, it is also possible to assign reporting entity-related roles to individual users for the approval (review) process, both for the (local) modules of a reporting entity ("Approver level content" and for the documentation report as a whole ("Approver level report").

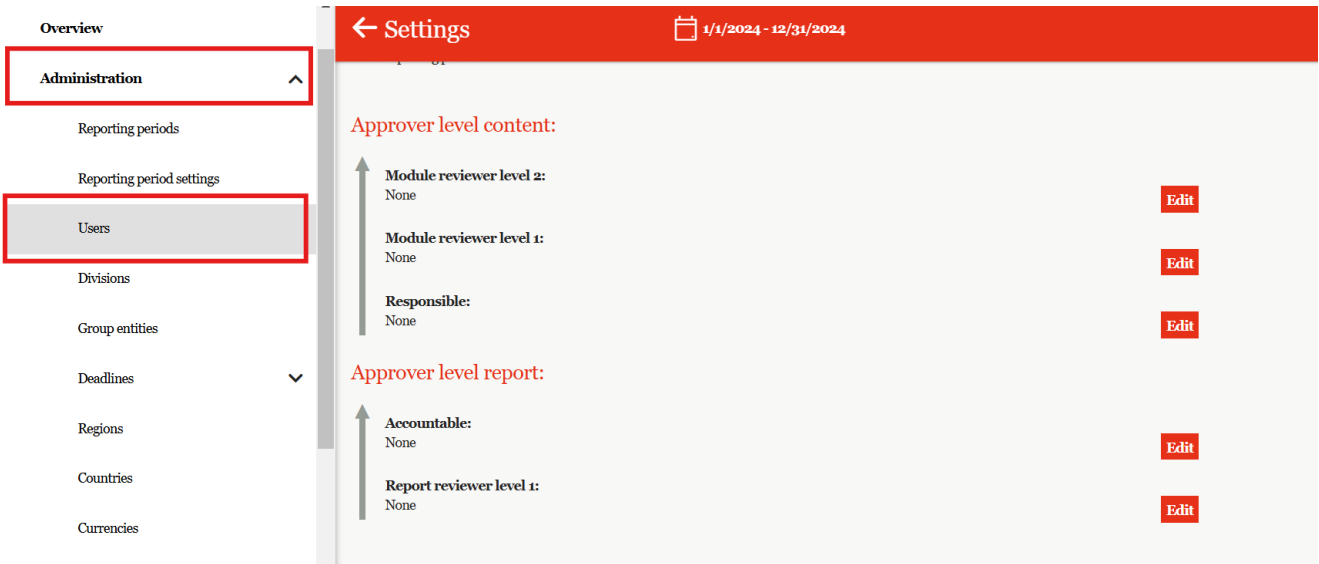


Figure 26: Illustration: Additional user roles for selected reporting companies

The individual roles **"Accountable"**, **"Reviewer"**, **"Responsible"** are explained in detail in the chapter "Role concept for group entities" below.

The assignment is made when the Security administrator selects one or more Reporting entities in the navigation item **Administration/Users** from the displayed list of Reporting entities via "Assign reporting companies" and confirms the selection.

Alternatively, the assignment can also be made by the System administrator in the navigation item **Administration/Group entities** selecting one or more users from the list displayed under "Approver level content" or "Approver level report" for a selected reporting entity.

In both cases, the selection must be confirmed by clicking on "Save" or "Save and close" in the right-hand command column.

Each user can be assigned roles for different reporting companies as Accountable, Responsible or Reviewer without any restrictions.

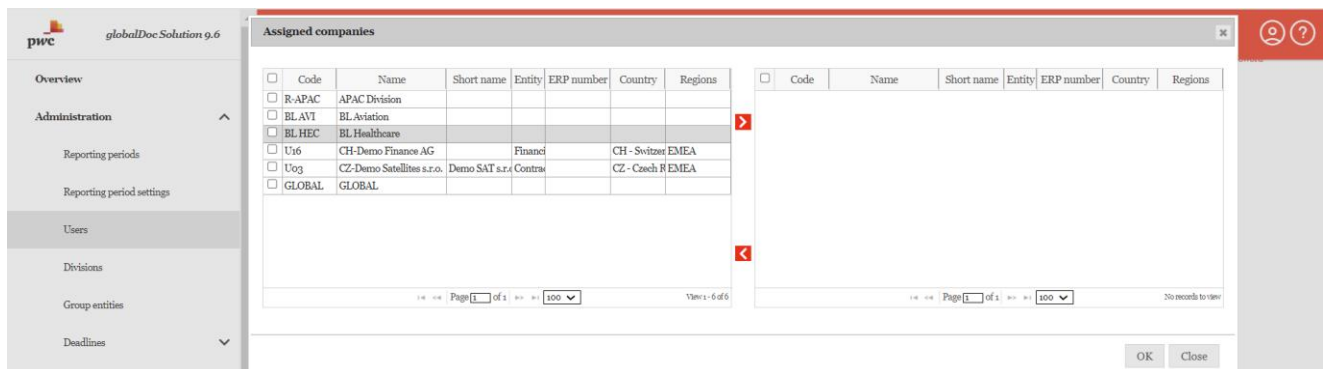


Figure 27: Assigning a user as Accountable to the Reporting entity

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 authorization and to make the generation of a report dependent on the approval of an administrator.

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

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

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

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

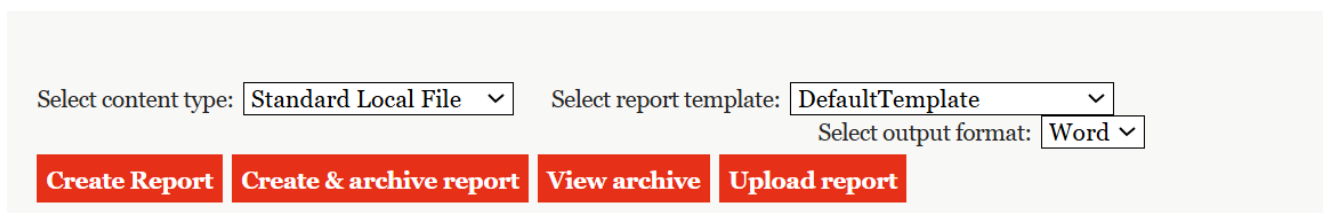


Figure 28: Request for print

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

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

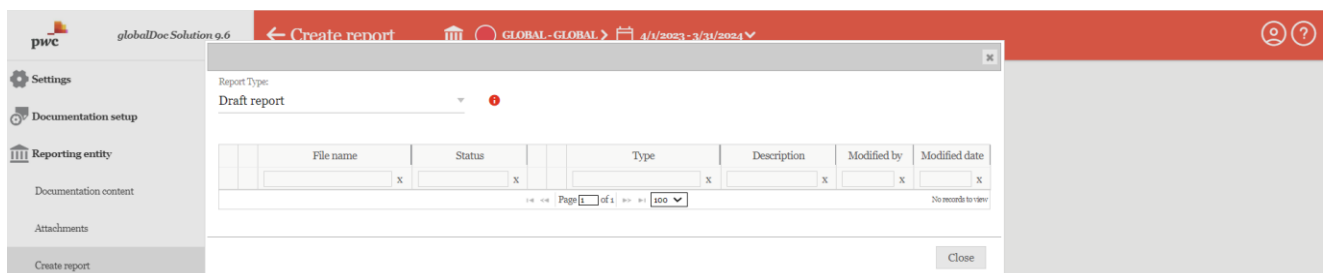


Figure 29: Administrator overview for View archive

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

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

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

1.3.3.3. Role concept for Reporting entities (Approver levels)

In addition to the user rights described above, there are up to four **Approver levels** in the workflow process for each reporting entity, which can be assigned by the System or Security administrator.

These four Approver levels in the workflow process are **"Accountable"**, **"Reviewer"**, **"Responsible"** and **"Delegated User"**.

It is possible to configure multiple reviewers per level and to add additional review levels for modules ("Approver level content") and the whole documentation report ("Approver level report"). If multiple reviewers are configured, it's sufficient if one person of that level gives their approval. Using multiple review levels, the four (6, 8, 10, ...) eyes principle can be guaranteed.

You can determine the maximum number of possible reviewer levels. On the module side the lowest level (Responsible) is required, on the report side the highest level (Accountable) is required. Therefore, these levels cannot be deleted on this page. Modules and reports are submitted bottom-up (e.g., from Responsible to Reviewer), however you don't need to fill in a person on each level in the group entity configuration. A person with higher level access can always submit to the next level even though it might not be their turn, yet. As an example, an Accountable can finalize the documentation at any time, even though it hasn't been submitted for review to the Accountable.

By creating a separation of roles between modules ("Approver level content") and documentation report ("Approver level report"), any desired review process can be reflected in *globalDoc*. For more information, see **"Approver levels"**.

NOTE: Please note that if an existing reviewer level is deleted later, it will nevertheless still be displayed both in the company profile and in the group entity view until the company profile is actively saved again. The display is then removed everywhere. The deletion is not retroactive, i.e., it does not apply to all reporting periods. In this case, when assigning roles in a group entity, you can still see them if this entity is authorized to create reports.

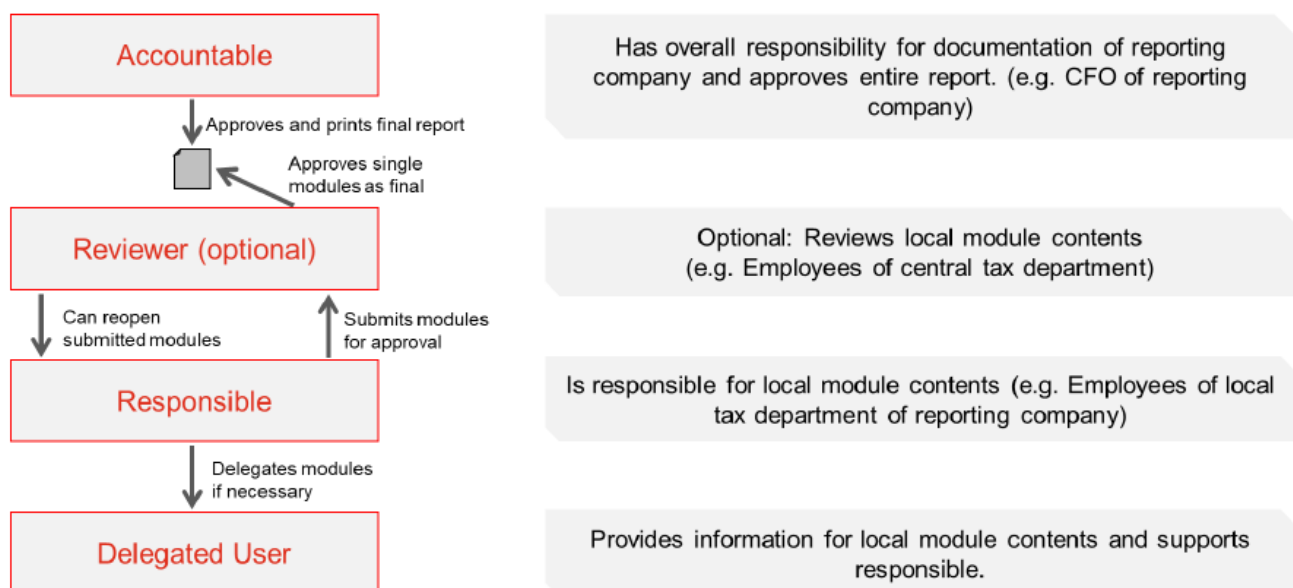



Figure 30: User roles

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

The System administrator can assign the roles (Accountable, Reviewer and Responsible) to all users previously created by the Security administrator. Only the Accountable role is mandatory. Without an Accountable, a group entity cannot be a reporting entity, because every reporting entity requires an Accountable.

If the role of Responsible is not assigned, the Accountable is automatically the Responsible as well. A more detailed description of these user roles can be found in the user manual.

To be able to assign these roles to users as a System or Security administrator, you have to first go to the detailed view of a group entity via "**Settings/Administration/Group entity**" and then click on of the corresponding entity.

Once there, you may assign the appropriate role to an existing user via dropdown  menu in the lower area of the "**Details of group entity**" tab under "Creates report?". Within this tab it is only possible to assign the first three roles (i.e., Accountable*, Reviewer and Responsible) (see figure "Selection of Accountable, Reviewer and Responsible").

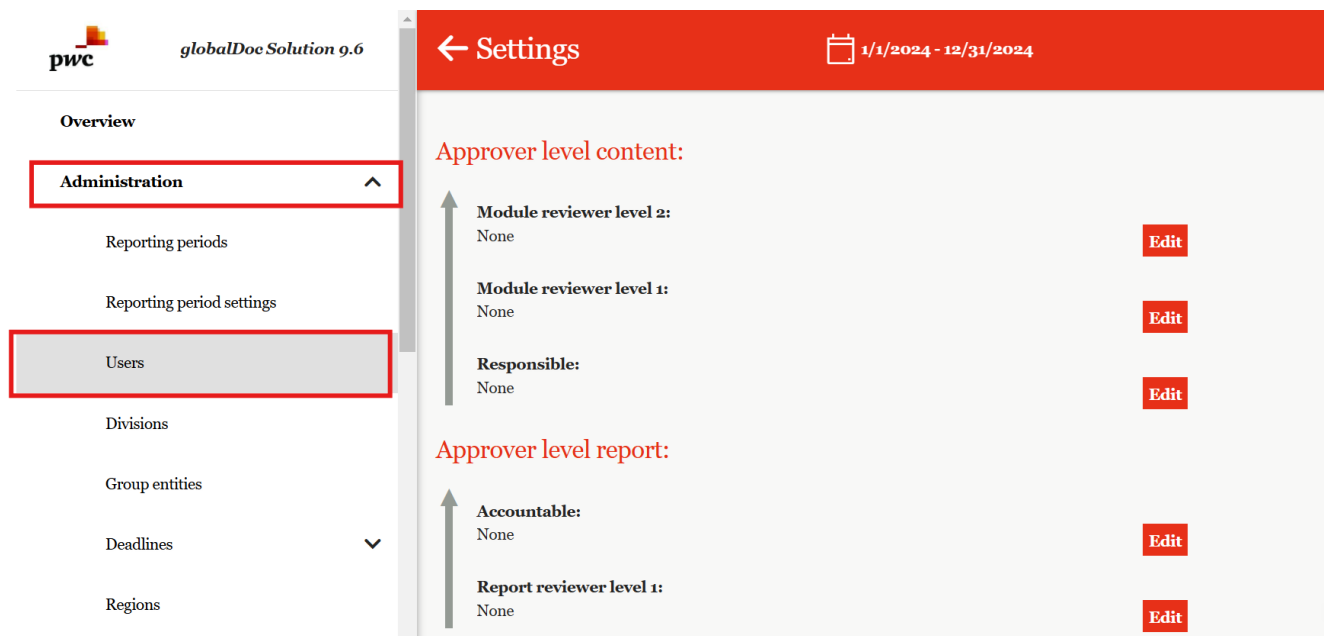


Figure 31: Selection of Accountable, Reviewer and Responsible

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

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

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

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

1.3.3.4. Assign a Password

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

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

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

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

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

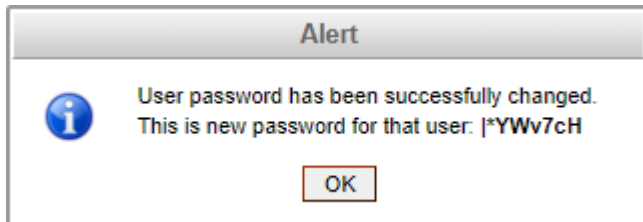



Figure 32: Assign password - notification with password of the new user

1.3.3.5. Edit an existing user

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

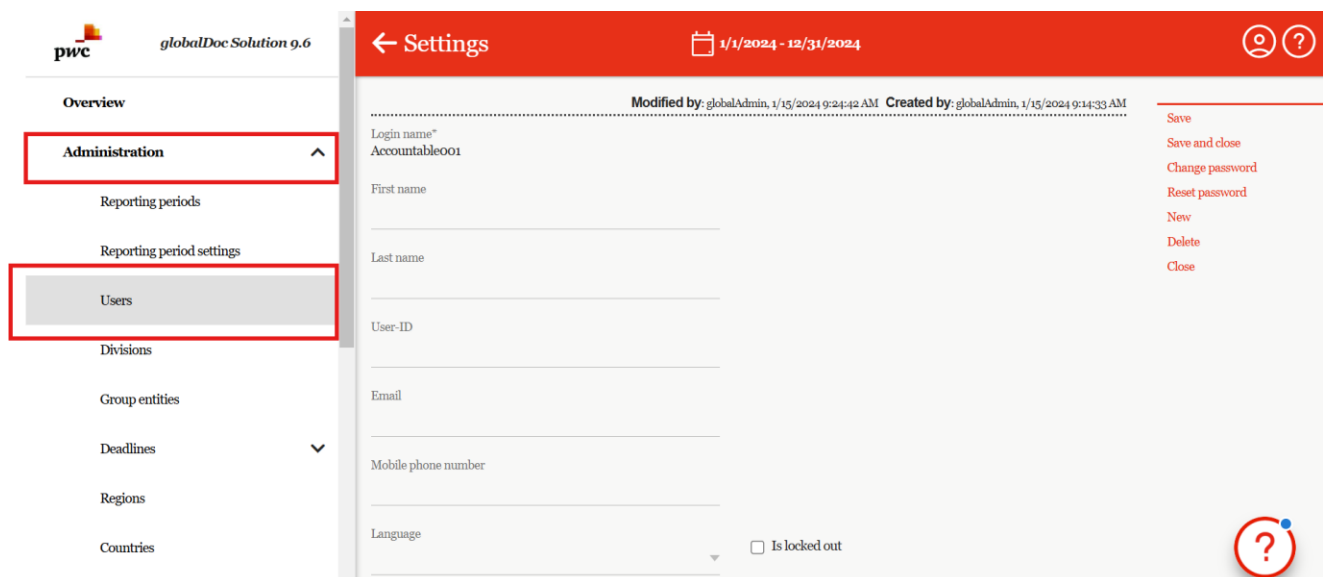


Figure 33: Edit existing user - detailed display

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

1.3.3.6. Resetting the password of an existing user

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

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

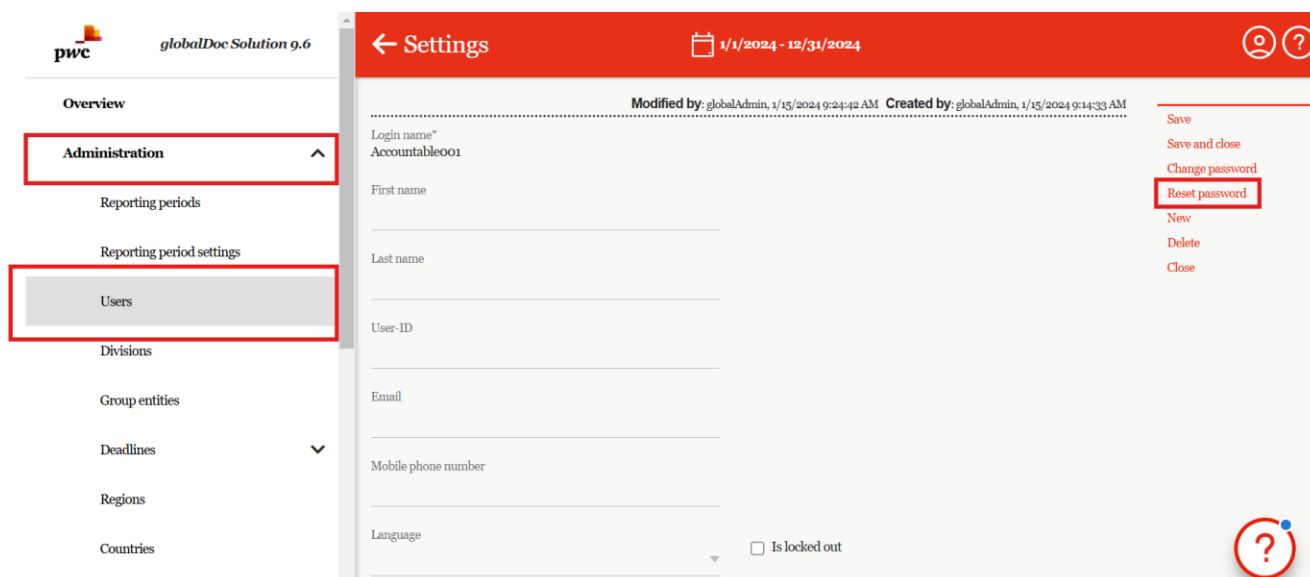


Figure 34: Edit an existing user - Reset password

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.

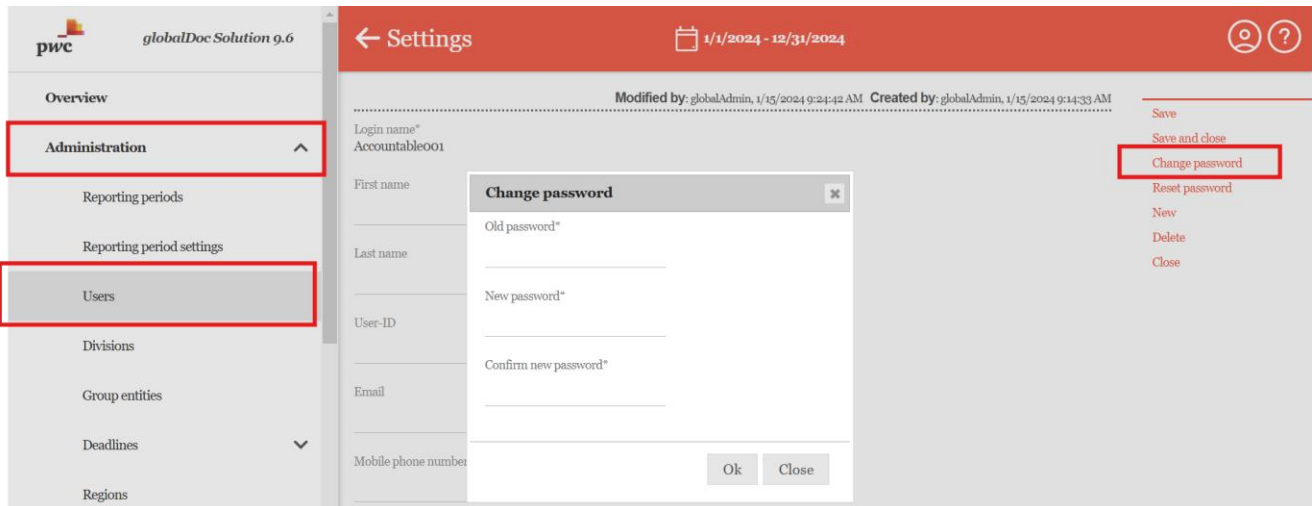


Figure 35: Edit existing user - Change password

1.3.3.8. Locking out a user

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

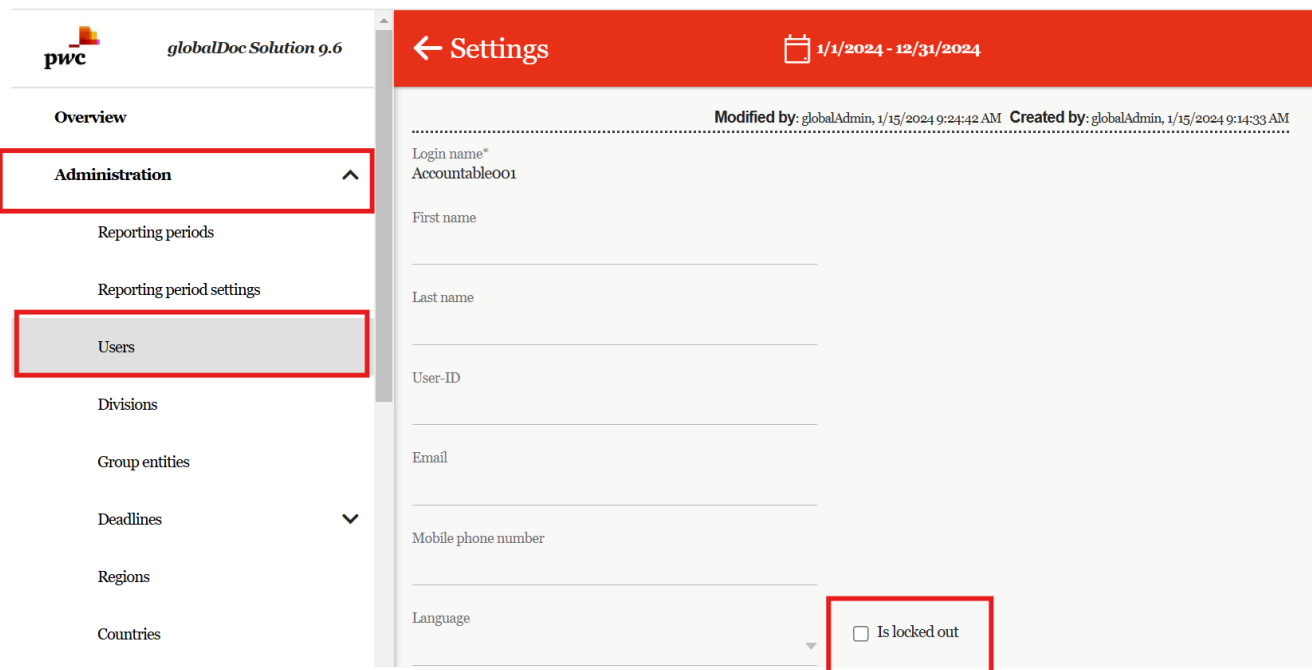



Figure 36: Edit existing user - Block user

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

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

1.3.3.9. Deleting a user

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

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

1.3.3.10. Grant external users access

In addition to the sophisticated role concept and user administration, it is also possible to configure settings at server level that allow external users logging into the *globalDoc* software. This is relevant for you if you work with external service providers and only want to set up specific access via company accounts.

By default, it is irrelevant in *globalDoc* whether the email address corresponds to the company email address. As long as these users are created by a Security administrator in *globalDoc*, they are granted access to *globalDoc* per default.

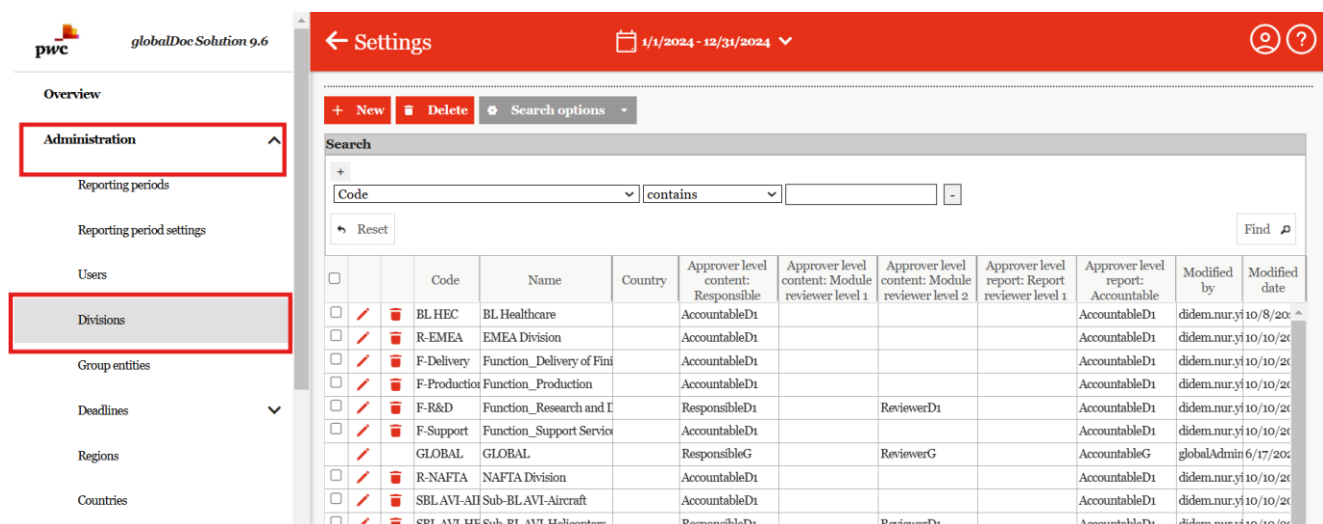
1.3.4. Divisions

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 administrative process of access rights. This allows a user to be given writing permissions for a specific division, and hereby automatically giving them writing permissions for all divisional modules associated with that division.

NOTE: The *globalDoc* division has to be created ahead of the creation of divisional modules!



	Code	Name	Country	Approver level content: Responsible	Approver level content: Module reviewer level 1	Approver level content: Module reviewer level 2	Approver level report: Report reviewer level 1	Approver level report: Accountable	Modified by	Modified date
<input type="checkbox"/>	BL HEC	BL Healthcare		AccountableD1				AccountableD1	didem.nur.yi	10/8/2024
<input type="checkbox"/>	R-EMEA	EMEA Division		AccountableD1				AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	F-Delivery	Function_Delivery of Fin		AccountableD1				AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	F-Production	Function_Production		AccountableD1				AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	F-R&D	Function_Research and I		ResponsibleD1		ReviewerD1		AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	F-Support	Function_Support Servi		AccountableD1				AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	GLOBAL	GLOBAL		ResponsibleG		ReviewerG		AccountableG	globalAdmin	6/17/2024
<input type="checkbox"/>	R-NAFTA	NAFTA Division		AccountableD1				AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	SBL AVI-AH Sub-BL AVI-Aircraft			AccountableD1				AccountableD1	didem.nur.yi	10/10/2024
<input type="checkbox"/>	SBL AVI-HF Sub-BL AVI-Helicopters			ResponsibleD1		ReviewerD1		AccountableD1	didem.nur.yi	10/10/2024

Figure 37: Overview of *globalDoc* divisions (example)




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

- Code
- Name
- Modified by
- Modified date


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

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

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

 New	Create a new division
 Delete	Delete the selected division(s).
 Search options ▾	Configure the search: Simple Search, Extended Search, or Select columns. The search can be refreshed here as well.

1.3.4.1. Create a new division

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

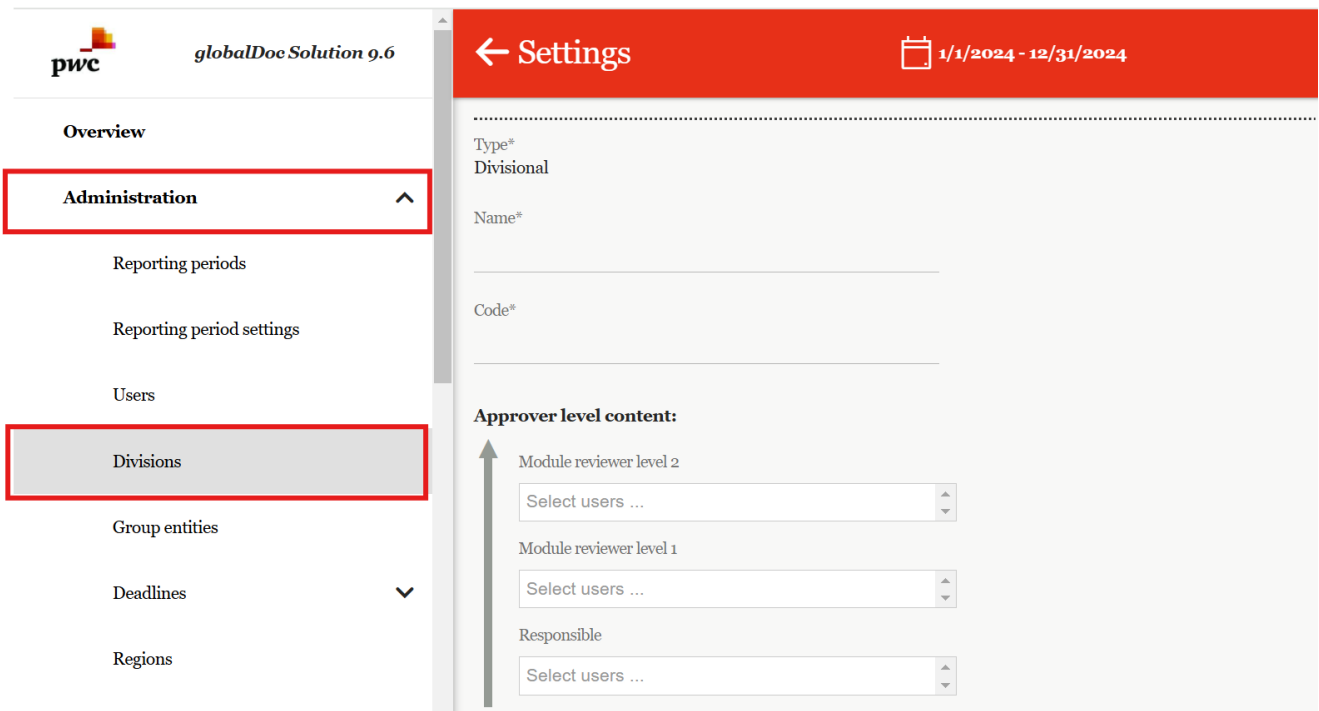


Figure 38: Create a new division


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”.

By selecting the "**New**" field in the right command column, you will be automatically transferred to the new form, to create the new division.

1.3.4.2. Editing an existing division

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

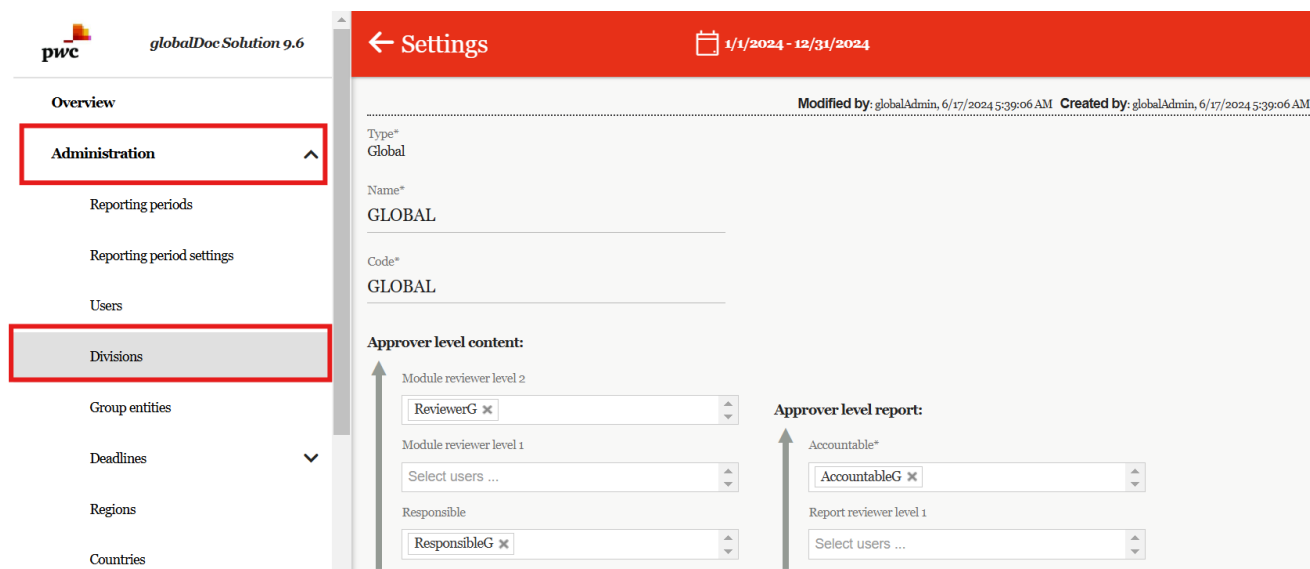



Figure 39: Edit existing division - detailed view

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.

NOTE: You will also find information who is Responsible, Reviewer and Accountable for the edited division at the module and report level. If several review levels for modules have been provided for a company, these apply not only to local but also to divisional modules.

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 administrator intends to delete more than one division, he/she can select the respective divisions and remove all selected divisions at once via the field  **Delete**.

1.3.5. Group entities

Under the navigation item "Group entities", the System administrator can edit and remove existing, or create new Group entities.

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

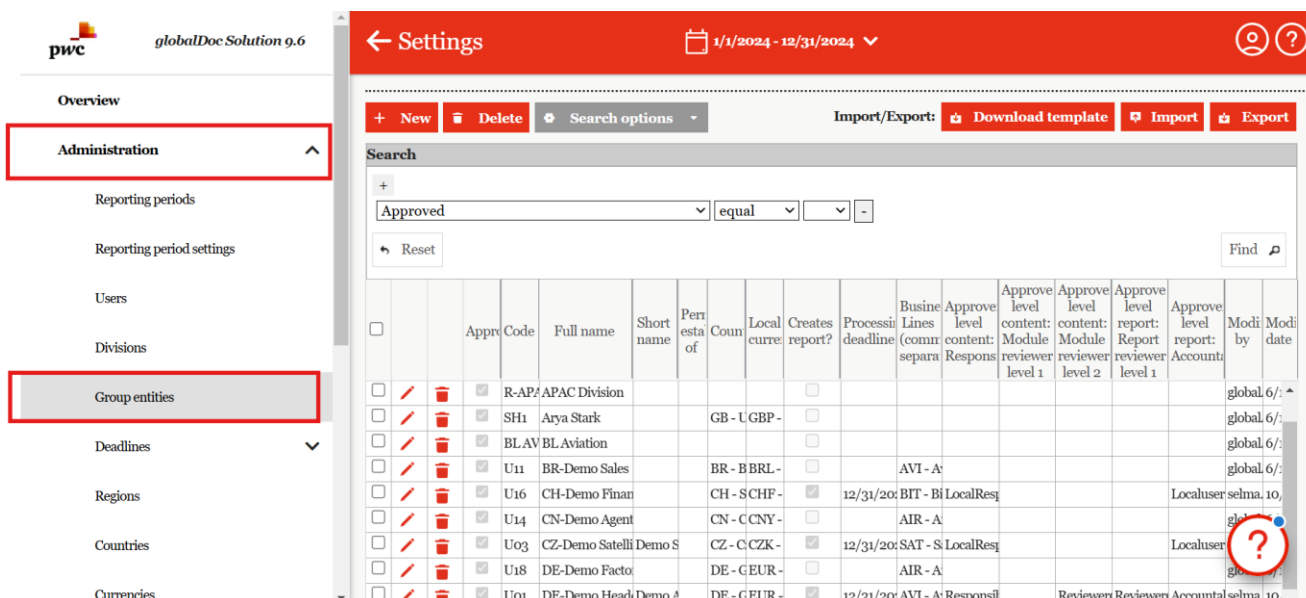




Figure 40: Overview group entities

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




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

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



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

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

 New	Create new Group entity
 Delete	Delete selected Group entity / entities
 Search options	Configure the search: Select Simple search, Advanced search, or Columns. The search can also be updated here

 Download template	Download an empty Excel template to fill with data for import.
 Import	Upload filled Excel template to globalDoc. The current data in the system will be updated automatically.
 Export	Download current data as an Excel file. The Excel file can be edited and re-uploaded under "import". The current data in the system will be updated automatically.
Export entire module distribution	Download module distribution of all reporting entities as well as divisions and global modules in an Excel file.
Import module distribution	Upload module distribution for a pre-selected reporting entity as an Excel file. The file to be imported can be chosen via the selection box "Choose File". More detailed procedure is explained below in this chapter.
Approve selected group entities	Selected companies in the overview can be released or approved by an administrator with this button.

1.3.5.1. Create new Group entity/Edit master data of Group entity

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

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

The screenshot shows the 'Settings' page in the globalDoc Solution 9.6 interface. The left sidebar contains a menu with 'Administration' and 'Group entities' highlighted. The main content area is titled 'Settings' and shows the 'Group entity details' tab. The fields are as follows:

Field	Requirement
Full name*	Mandatory
Short name	Optional
Code*	Mandatory
ERP number	Optional
Previous name	Optional
Entity type	Optional
Country*	Mandatory
Address	Optional
Local currency	Optional
Is Permanent establishment?	Optional (checkbox)
Approved	Optional (checkbox, checked)
Creates report?	Optional (checkbox)

Figure 41: Create new Group entities - Group entity details

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

- **Full name*:** full name of the group entity including legal form
- **Short name:** optional specification of a short group entity name
- **Code*:** specification of an entity code
- **ERP number:** optional specification of the ERP-number
- **Previous name:** optional indication of the full name of the entity before renaming, if relevant
- **Default business relation type:** Here you have the choice between different types of business relationship, such as "Direct shareholders" or "Other related parties".
- **Is permanent establishment?:** optional indication if the group entity shall be marked as a permanent establishment
- **Approved:** Shows whether the group entity can be processed.

Creates report?: Selection of the option as to whether transfer pricing documentation is created for the company in *globalDoc*. If the box is ticked here, an Accountable must be selected. Optionally, Responsible and

Reviewer can also be entered (see chapter User roles). After selecting "Creates Report?", the newly appearing field "Processing deadline" can also be filled in.

☒ Creates report?

Processing deadline

Approver level content:

Module reviewer level 2

Select users ...

Module reviewer level 1

Select users ...

Responsible

Select users ...

Approver level report:

Accountable*

Select users ...

Report reviewer level 1

Select users ...

Figure 42: Create report?

- **Processing deadline:** The processing deadline relates to the documentation and is only relevant for this Reporting entity. While information on the Preparation deadline and Filling deadline in the master data is only informative, the processing deadline date has an impact on the task deadlines. This means that the processing deadline in the settings affects the module deadlines. If the processing deadline is moved forward by 10 days, for example, the deadlines for all modules are also moved forward by 10 days for this company.
- **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.

You will also find information who is Responsible, Reviewer and Accountable for the edited group entities at the module and report level.

NOTE: Please note that there will be roles that have already been deleted but will be displayed until the group company is actively updated.

If a transfer pricing documentation is to be created for a 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 entity.

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").

The screenshot shows the 'Settings' window with a red header bar containing a back arrow, the title 'Settings', and a date range '1/1/2024 - 12/31/2024'. On the left, a sidebar lists navigation options: Overview, Administration (highlighted with a red box), Reporting periods, Reporting period settings, Users, Divisions, Group entities (highlighted with a red box), Deadlines, Regions, Countries, Currencies, and Module cluster. The main area has three tabs: 'Group entity details', 'Optional information' (highlighted with a red box), and 'Shareholders'. The 'Optional information' tab contains several input fields: Name of tax office, Address of tax office, Tax number, Number of trade register, Name of trade register, Address of trade register, Formation date, Acquisition date, Alternative business year, Short business year, and Optional information. A 'Legal representative (with address)' field is at the bottom.

Figure 43: 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.

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.

The screenshot shows the 'Settings' window with the same sidebar as Figure 43. The 'Shareholders' tab is now selected and highlighted with a red box. The main area contains a form with a 'Shareholders' dropdown menu (labeled 'Please select a Shareholder'), a 'Share in %' input field, and a date range 'From*' (01/01/2024) to 'To*' (/9999). A red 'Add' button is at the bottom left of the form. Below the form is a table with four columns: 'Shareholders', 'Share in %', 'From', and 'To'.


Figure 44: Create new Group entities – Shareholders

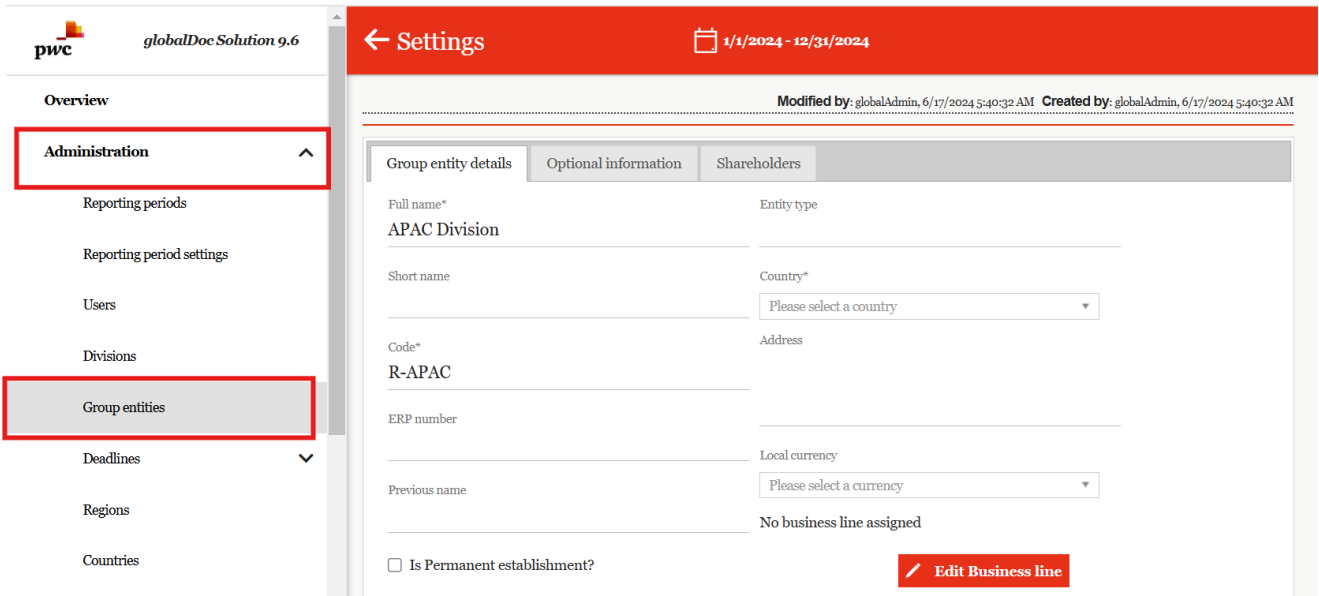
By selecting the "Save" or "Save and close" icon, the group entity is created, or the changed master data is saved. If the "Creates report?" selection box has been activated, the additional tab "Module distribution" will be available after clicking "Save".

By selecting the **"New"** field in the right command column, you will be automatically transferred to the new form, to create the new group entity.

By selecting the **"Delete"** field in the right command column, the group entity will be deleted irrevocably.

1.3.5.2. Edit existing Group entity

Under "Settings/Administration/Group entities", by clicking the icon  , the detailed view of an existing 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.



The screenshot displays the 'Settings' page for 'globalDoc Solution 9.6'. The left sidebar contains a navigation menu with 'Administration' and 'Group entities' highlighted. The main content area shows the 'Group entity details' tab with the following fields:


- Full name*: APAC Division
- Entity type
- Short name
- Country*: Please select a country
- Code*: R-APAC
- Address
- ERP number
- Local currency: Please select a currency
- Previous name
- No business line assigned
- ☐ Is Permanent establishment?

A red button labeled 'Edit Business line' is located at the bottom right of the form.

Figure 45: 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"**.



globalDoc Solution 9.6

← Settings

1/1/2024 - 12/31/2024

Overview

Administration ^

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Deadlines v

Regions

Countries

Modified by: globalAdmin, 6/17/2024 5:39:06 AM Created by: globalAdmin, 9/22/2023 10:22:24 AM

Group entity details Optional information **Module distribution** Shareholders

Assigned modules:

<input type="checkbox"/>	Module name	Chapter	Module	Input for	Transaction group	Automatic all	Creation date
<input type="checkbox"/>	test	1 Descrizione generale	Local	Word doc		<input type="checkbox"/>	10/14/2024 9:00

Page 1 of 1 100 View 1 - 1 of 1

Figure 46: 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.

All modules that have already been assigned to this company are displayed under Assigned modules. Click on the Add modules button to display a list of all modules that have been created by the administrator for this period. After selecting the modules, they can be assigned to the company after confirmation.

If module clusters have also been created by the System administrator, these can also be selected here (see the "Module clusters" section for how to create them).

<input type="checkbox"/>	Module name	Chapter	Module class	Input format	Transaction group	Automatic allocation	Creation date
<input checked="" type="checkbox"/>	Storia e evoluzione recente della società	1 Descrizione generale della Società	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:22 AM
<input type="checkbox"/>	Lineamenti generali dei mercati di riferimento	1 Descrizione generale della Società	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:22 AM
<input type="checkbox"/>	Struttura operativa della società	1 Descrizione generale della Società	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:22 AM
<input type="checkbox"/>	Descrizione dell'attività imprenditoriale	1 Descrizione generale della Società	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:23 AM
<input type="checkbox"/>	Attività e strategia imprenditoriale perseguita	1 Descrizione generale della Società	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:23 AM
<input type="checkbox"/>	Background	2 General information	Global	Word document		<input type="checkbox"/>	6/17/2024 5:39:16 AM
<input type="checkbox"/>	Sub-Business Line Description Helicopters - Divisiona	2 General information	Divisional	Word document		<input type="checkbox"/>	10/10/2024 9:51:29 AM
<input type="checkbox"/>	Organizational Structure	2 General information	Global	Word document		<input type="checkbox"/>	6/17/2024 5:39:17 AM
<input type="checkbox"/>	Organisational chart	2 General information	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:17 AM
<input type="checkbox"/>	Business Overview (Research and Development) - Div	2 General information	Divisional	Word document	A Research and Development	<input type="checkbox"/>	10/10/2024 9:51:20 AM
<input type="checkbox"/>	Business Overview (Research and Development) - Div	2 General information	Divisional	Word document		<input type="checkbox"/>	6/17/2024 5:39:17 AM

OK Close

Drop selected module clusters

+ Add module clusters

Figure 47: Add module cluster

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).

Assigned modules:

<input type="checkbox"/>	Module name	Chapter	Module class	Input format	Transaction group	Automatic allocation	Creation date
<input type="checkbox"/>	test	1 Descrizione generale della Società	Local	Word document		<input type="checkbox"/>	10/14/2024 9:24:19 AM
<input type="checkbox"/>	Organisational chart	2 General information	Local	Word document		<input type="checkbox"/>	6/17/2024 5:39:17 AM

Drop selected modules
+ Add modules

Assigned module clusters:

<input type="checkbox"/>	Name
<input type="checkbox"/>	Production

Figure 48: Edit existing Group entity – Module distribution

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

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

In addition, module distributions can be copied from other entities. A reporting entity whose module distribution is to be adopted or copied can be selected for this purpose.

Copy module distribution from reporting entity: U01 - DE-Demo Headquarters AG Copy

1.3.5.3. Add proposed Group entities

Local users have the possibility to suggest new transaction partners for acceptance in globalDoc ("Reporting entity/Transactions/Transaction partners" via the selection field **Synchronize from group entities** and in the tab **Request new Group entity**). In the overview page under "Settings/Administration/Group entities", the transaction partners proposed by the local users are highlighted in red until the System administrator approves them.

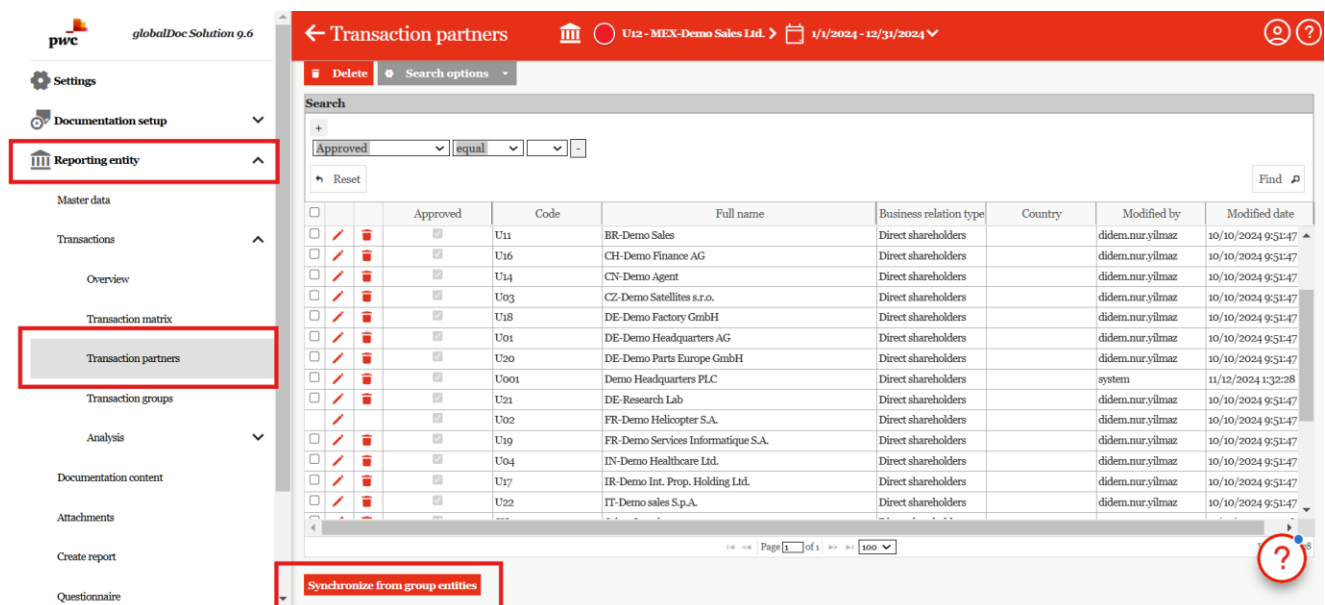


Figure 49: Overview of Group entities – Add proposed Group entity

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

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

globalDoc Solution 9.6

Settings 1/1/2024 - 12/31/2024

Modified by: globalAdmin, 6/17/2024 5:40:32 AM Created by: globalAdmin, 6/17/2024 5:40:32 AM

Administration

- Reporting periods
- Reporting period settings
- Users
- Divisions
- Group entities**
- Deadlines
- Regions
- Countries
- Currencies
- Module cluster

Group entity details Optional information Shareholders

Full name* APAC Division Entity type

Short name Country* Please select a country

Code* R-APAC Address

ERP number

Previous name Local currency Please select a currency

No business line assigned

☐ Is Permanent establishment? **Edit Business line**


☒ Approved

☐ Creates report?

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

1.3.5.4. Delete Group entity

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

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

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

1.3.5.5. Export entire module distribution / Import module distribution

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

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

[illegible]

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

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.

1.3.6. Deadlines

1.3.6.1. Countries

globalDoe Solution 9.6

Administration

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Deadlines

Countries

Entities

Settings

1/1/2024 - 12/31/2024

Country-specific preparation deadline: N/A
Country-specific filing deadline: N/A

Overview

Administration

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Deadlines

Countries

Entities

Ultimate date to finalize
12/31/2024

Batch edit dates

Save changes

<input type="checkbox"/>	Country code	Country name	Has reporting entity	Preparation deadline	Filing deadline
<input type="checkbox"/>	AD	Andorra	<input type="checkbox"/>	11/15/2024	
<input type="checkbox"/>	AE	United Arab Emirates	<input type="checkbox"/>	10/31/2024	12/31/2024
<input type="checkbox"/>	AF	Afghanistan	<input type="checkbox"/>		
<input type="checkbox"/>	AG	Antigua and Barbuda	<input type="checkbox"/>	11/15/2024	
<input type="checkbox"/>	AI	Anguilla	<input type="checkbox"/>		
<input type="checkbox"/>	AL	Albania	<input type="checkbox"/>	11/15/2024	
<input type="checkbox"/>	AM	Armenia	<input type="checkbox"/>		
<input type="checkbox"/>	AO	Angola	<input type="checkbox"/>	11/15/2024	
<input type="checkbox"/>	AQ	Antarctica	<input type="checkbox"/>		
<input type="checkbox"/>	AR	Argentina	<input type="checkbox"/>	11/15/2024	
<input type="checkbox"/>	AS	American Samoa	<input type="checkbox"/>		
<input type="checkbox"/>	AT	Austria	<input type="checkbox"/>		
<input type="checkbox"/>	AU	Australia	<input type="checkbox"/>		
<input type="checkbox"/>	AW	Aruba	<input type="checkbox"/>		

Figure 52: Central overview of country deadlines

Column name

Country code	Abbreviation of the country name
Country name	Name of the country
Has reporting entity	If a tick is set here, it shows that there is at least one company that must prepare a report.
Preparation deadline	Country-specific preparation deadline
Filing deadline	Country-specific filing deadline

Only the column rows for deadlines can be edited. The editing of deadlines can be changed individually or collectively. If only a few country-specific deadlines are to be changed, you can click directly in the respective column and select the date. The procedure is identical for both the preparation deadline and the filing deadline.

Settings

1/1/2024 - 12/31/2024

Country-specific preparation deadline: N/A
Country-specific filing deadline: N/A

Ultimate date to finalize
12/31/2024

Batch edit dates

Save changes

<input type="checkbox"/>	Country code	Country name	Has reporting entity	Preparation deadline	Filing deadline
<input type="checkbox"/>					
<input type="checkbox"/>	AD	Andorra	<input type="checkbox"/>	11/15/2024	
<input checked="" type="checkbox"/>	AE	United Arab Emirates	<input type="checkbox"/>	10/31/2024	12/31/2024
<input type="checkbox"/>	AF	Afghanistan	<input type="checkbox"/>		
<input type="checkbox"/>	AG	Antigua and Barbuda	<input type="checkbox"/>		
<input type="checkbox"/>	AI	Anguilla	<input type="checkbox"/>		
<input type="checkbox"/>	AL	Albania	<input type="checkbox"/>		
<input type="checkbox"/>	AM	Armenia	<input type="checkbox"/>		
<input type="checkbox"/>	AO	Angola	<input type="checkbox"/>		
<input type="checkbox"/>	AQ	Antarctica	<input type="checkbox"/>		
<input type="checkbox"/>	AR	Argentina	<input type="checkbox"/>		
<input type="checkbox"/>	AS	American Samoa	<input type="checkbox"/>		
<input type="checkbox"/>	AT	Austria	<input type="checkbox"/>		
<input type="checkbox"/>	AU	Australia	<input type="checkbox"/>		

October 2024

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Figure 53: Enter deadline directly in the view

If desired, several identical country-specific deadlines can be changed in one go. To do this, select these countries by ticking the box.

After selecting the countries, the "Batch edit dates" button **Batch edit dates** can now be activated. The following input mask then opens, in which you can enter the deadlines.

Settings

1/1/2024 - 12/31/2024

Country-specific preparation deadline: N/A
Country-specific filing deadline: N/A

Ultimate date to finalize
12/31/2024

Batch edit dates

Save changes

<input type="checkbox"/>	Country code	Country name	Has reporting entity	Preparation deadline	Filing deadline
<input type="checkbox"/>					
<input type="checkbox"/>	AD				
<input checked="" type="checkbox"/>	AE				12/31/2024
<input type="checkbox"/>	AF				
<input type="checkbox"/>	AG				
<input type="checkbox"/>	AI				
<input type="checkbox"/>	AL				
<input type="checkbox"/>	AM				
<input type="checkbox"/>	AO				
<input type="checkbox"/>	AQ				
<input type="checkbox"/>	AR	Argentina		11/15/2024	
<input type="checkbox"/>	AS	American Samoa			
<input type="checkbox"/>	AT	Austria			
<input type="checkbox"/>	AU	Australia			

Batch edit dates

Preparation deadline:

Filing deadline:

November 2024

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Close

Figure 54: Mass change for country-specific deadlines

NOTE: If, for example, only the Filing deadline is to be entered, the "Preparation deadline" input field can be left blank. This does not mean that this field is deleted, but that no changes are made.

Batch edit dates

Preparation deadline:

Filling deadline:

Save date
Close

To delete data records for deadlines, the respective line can be selected, and the existing date removed.

Each action should be saved via the button .

1.3.6.2. Entities

The overview of entity-related deadlines contains the following data:

Column name

Company code	Code of the Company
Tasks	Displays the number of tasks (management tasks) assigned to the entity.
Company name	Name of the company
Country name	Name of the country
Report processing deadline	General processing deadline for TP documentation
Entity preparation deadline	Company-specific preparation deadline for the TP documentation
Country preparation deadline	Country-specific preparation deadline for the TP documentation
Entity filling deadline	Company-specific submission deadline for the TP documentation
Country filling deadline	Country-specific submission deadline for the TP documentation

Administration

Reporting periods

Reporting period settings

Users

Divisions

Group entities

Deadlines

Countries

Entities

Tasks

Settings

1/1/2024 - 12/31/2024

Country-specific preparation deadline: N/A

Country-specific filing deadline: N/A

Batch edit entity dates

Save changes

<input type="checkbox"/>	Entity code	# Tasks	Entity name	Country name	Report processing	Entity preparatio	Country prepara	Entity filing dead	Country filing de
<input type="checkbox"/>	GLOBAL	11	GLOBAL	No Country	12/31/2024				
<input type="checkbox"/>	U01	2	DE-Demo Headqu	Germany	12/31/2025		10/31/2024		12/31/2024
<input type="checkbox"/>	U02	1	FR-Demo Helicop	France	12/31/2024				
<input type="checkbox"/>	U03	1	CZ-Demo Satellite	Czech Republic	12/31/2024				
<input type="checkbox"/>	U04	1	IN-Demo Healthc	India	12/31/2025				
<input type="checkbox"/>	U05	0	UK-Demo R&D C	United Kingdom					
<input type="checkbox"/>	U06	0	UK-Demo Shared	United Kingdom					

Batch edit task dates

<input type="checkbox"/>	Task / module name	Description	Task processing deadline	Task / module status
<input type="checkbox"/>				

Figure 55: Overview of deadlines - entities

As with the Deadlines/Countries view, certain date fields can also be changed or added individually or collectively.

As described above, individual changes are made by clicking on the date field. A date picker opens from which you can select the date.

NOTE: Country-specific deadlines cannot be changed via this view. They are displayed here for information purposes.

The collective change of deadlines, as with the countries, also works by selecting the companies and executing the "Batch edit entity dates" **Batch edit entity dates** function to enter the new date. For details, see section Deadlines/Countries.

Changing the processing deadline of a task from a entity

The real difference here, however, is that company-specific tasks can also be displayed and the deadlines for these can also be changed.

If a entity has been selected or clicked on, the second list shows tasks for the respective entity. While the first list only shows the number of tasks, the individual tasks are shown below.

NOTE: The tasks are only displayed for one entity. In other words, not for all selected entities.

The following information is available in this view:

Column name	
Tasks / module name	Name of the task (management tasks) or relevant module
Description	Description of the task that was already created when the task was created
Task processing deadline	he deadline by which the task is to be finalised.
Tasks / module status	Displays the status of the task.

The processing deadline for each task displayed can be adjusted as described above by clicking on the column row or by selecting the tasks and clicking on the button **Batch edit task dates**. For details, see section Deadlines/Countries.

The other data in this view is for information purposes only and cannot be edited from this page.

Settings 1/1/2022 - 12/31/2022

Country-specific preparation deadline: N/A
Country-specific filing deadline: N/A

The report processing deadline is used for the local file. Click on an entity to change the dead deadline of individual tasks assigned to the entity.

Batch edit entity dates **Save changes**

Entity code	# Tasks	Entity name	Country name	Report processing de	Entity preparation de	Country preparation	Entity filing deadline	Country filing deadli
<input type="checkbox"/> GLOBAL	47	GLOBAL	No Country	12/31/2022				
<input type="checkbox"/> DIV_1	6	Function_Research and	No Country	12/31/2022				
<input type="checkbox"/> DIV_2	7	Function_Support Ser	No Country	12/31/2022				
<input type="checkbox"/> DIV_3	0	Function_Delivery of F	No Country					
<input type="checkbox"/> DIV_4	0	APAC Division	No Country					
<input type="checkbox"/> DIV_5	0	EMEA Division	No Country					
<input type="checkbox"/> DIV_6	0	NAFTA Division	No Country					
<input checked="" type="checkbox"/> U01	6	DE-Demo Headquarter	Germany	12/31/2023	6/30/2023			
<input type="checkbox"/> U02	5	FK-Demo S.A.	France	12/31/2022				
<input type="checkbox"/> U03	5	CZ-Demo s.r.o.	Czech Republic	12/31/2022				

Page 1 of 1 View 1 - 29 of 29

Batch edit task dates

Task list of entity - DE-Demo Headquarters AG

Task / module name	Description	Mo	Tu	We	Th	Fr	Sa	Su	Task / module status
<input type="checkbox"/> - Showcase variables + Attachments -	- Showcase variables + Attachments -	4	5	6	7	8	9	10	ogress
<input type="checkbox"/> Add organisational chart	Please add for the reporting company the organisational chart	11	12	13	14	15	16	17	ing for approval
<input type="checkbox"/> Key Competitors	Key Competitors	18	19	20	21	22	23	24	ogress
<input type="checkbox"/> Module assignment - Company history	Please submit the module according to the deadline.	25	26	27	28	29	30	31	ogress
<input type="checkbox"/> Module assignment - Joachim Test lokales Modul automatische Zi	Please submit the module according to the deadline.								ogress
<input checked="" type="checkbox"/> Questionnaire	Please provide the optional information for documentation purposes								Waiting for approval

Figure 56: Overview of deadlines - entity and its tasks

The changes are saved using the "Save changes" button.

1.3.6.3. Tasks

Task deadlines can be changed in this view. The changes to the task deadline change the entity-specific deadlines for the same duration. If you want to adjust the deadlines for a specific entity, click on the task and search for the company in the table below.

Settings 1/1/2024 - 12/31/2024

Changes to a task deadline move the entity specific deadlines for this task by the same amount. If you'd like to change the deadline of an individual entity, click on the task and search for the entity in the lower table.

Batch edit task dates **Save changes**

Task / module name	# Entities	Description	Deadline (general)
<input type="checkbox"/> Questionnaire (copy 2) (copy)	22	Please provide the optional information for documentation	12/17/2023
<input type="checkbox"/> Update Master File (Purpose and scope)	0	Please check and update Master File. Key source of inform	12/31/2024
<input type="checkbox"/> Update Master File (Organisational structure)	0	Please check and update Master File. Key source of inform	12/31/2024
<input type="checkbox"/> Update Master File (Description of Demo Group business)	0	Please check and update Master File. Key source of inform	12/31/2024
<input type="checkbox"/> Update Master File (Intangibles)	0	Please check and update Master File. Key source of inform	12/31/2024
<input type="checkbox"/> Update Master File (Financial activities)	0	Please check and update Master File. Key source of inform	12/31/2024
<input type="checkbox"/> Update Master File (Financial and tax position)	0	Please check and update Master File. Key source of inform	12/31/2024

Page 1 of 1 View 1 - 14 of 14

Batch edit entity dates

Entity code	Entity name	Country name	Entity specific task d	Report processing de	Entity preparation d	Entity filing deadline
<input type="checkbox"/> x	x	x	x	x	x	x

Figure 57: Overview of deadlines - tasks

This view consists of two tables. The first table contains the following data:

Column name

Task / Modul name	Name of the task (Management tasks) or relevant module
Entities	he number of companies assigned to this task.
Description	Description of the task
Deadline (general)	Deadline of the task, which is general and also has an influence on the entity-specific task deadline.

The task deadline can be changed in the first table. The date can be entered by clicking on the respective column row. The deadline (general) can also be changed after selecting the tasks by clicking the button



NOTE: Every change to the deadline of a task also means a simultaneous change to the entity-specific task deadline. This can be seen in the second table.

By clicking on the task in the first table, the entities that have this task are listed in the second table at the same time. Multiple selection is not possible here. The entities are always displayed for the task last selected/clicked on.



The following data is available:

Column name




Entity code	Code of the entity
Entity name	Name of the entity
Country name	Country of the company
Entity specific task deadline	Entity specific processing deadline for the task
Report processing deadline	Deadline for processing the TP documentation
Entity preparation deadline	Entity-specific preparation deadline for the TP documentation
Entity filling deadline	Entity-specific submission deadline for the TP documentation

As mentioned above, the entity-specific task deadlines can be changed in the second table. This means that if the task deadline is also set via the first table and is generally valid for all assigned entities, this deadline can be changed and made more entity-specific.


The functionality is similar to that already explained.

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

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

	Create a new region.
	Delete selected region(s).
	Configure 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").

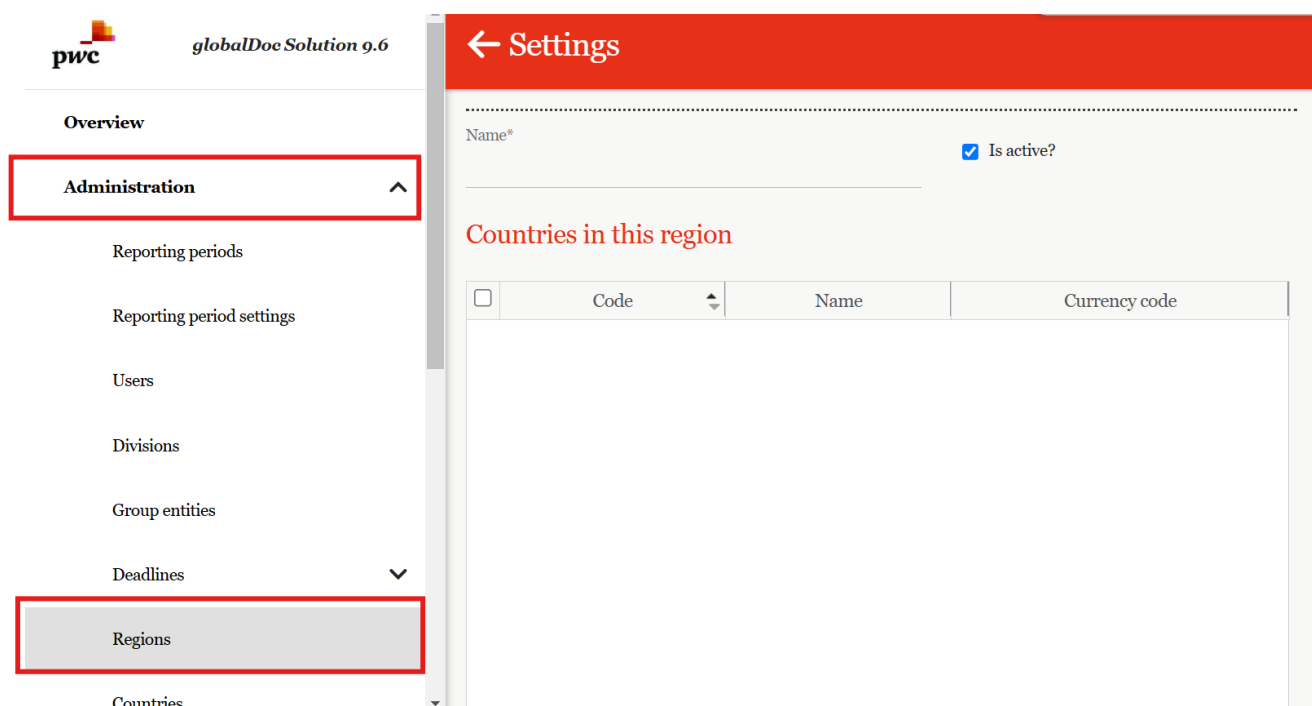


Figure 60: Create a new region

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.

By selecting the "**New**" field in the right command column, you will be automatically transferred to the new form, to create the new region.

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").

The screenshot shows the 'Settings' page for editing a region. The sidebar on the left has 'Administration' and 'Regions' highlighted. The main content area shows the 'Americas' region with a list of countries and their currency codes. The 'Name*' field is set to 'Americas' and the 'Is active?' checkbox is checked. The 'Countries in this region' table lists various countries and their currency codes.


	Code	Name	Currency code
<input type="checkbox"/>	AG	Antigua and Barbuda	XCD - East Caribbean Dollar
<input type="checkbox"/>	AI	Anguilla	XCD - East Caribbean Dollar
<input type="checkbox"/>	AR	Argentina	ARS - Argentine Peso
<input type="checkbox"/>	AW	Aruba	AWG - Aruban Florin
<input type="checkbox"/>	BB	Barbados	BBD - Barbados Dollar
<input type="checkbox"/>	BL	Saint Barthelemy	EUR - Euro
<input type="checkbox"/>	BM	Bermuda	BMD - Bermudian Dollar
<input type="checkbox"/>	BO	Bolivia, Plurinational State of	BOB - Boliviano
<input type="checkbox"/>	BQ	Bonaire, Sint Eustatius and Saba	USD - US Dollar
<input type="checkbox"/>	BR	Brazil	BRL - Brazilian Real
<input type="checkbox"/>	BS	Bahamas	BSD - Bahamian Dollar

Figure 61: 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 administrator intends to delete more than one region, he/she can select the respective regions and remove all selected regions at once via the selected field.  **Delete**

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)").

NOTE: As practically all countries, including their internationally valid ISO country and ISO currency codes, are already created when *globalDoc* is delivered, the work in this navigation point is generally limited to entering country-specific preparation and filing deadlines.

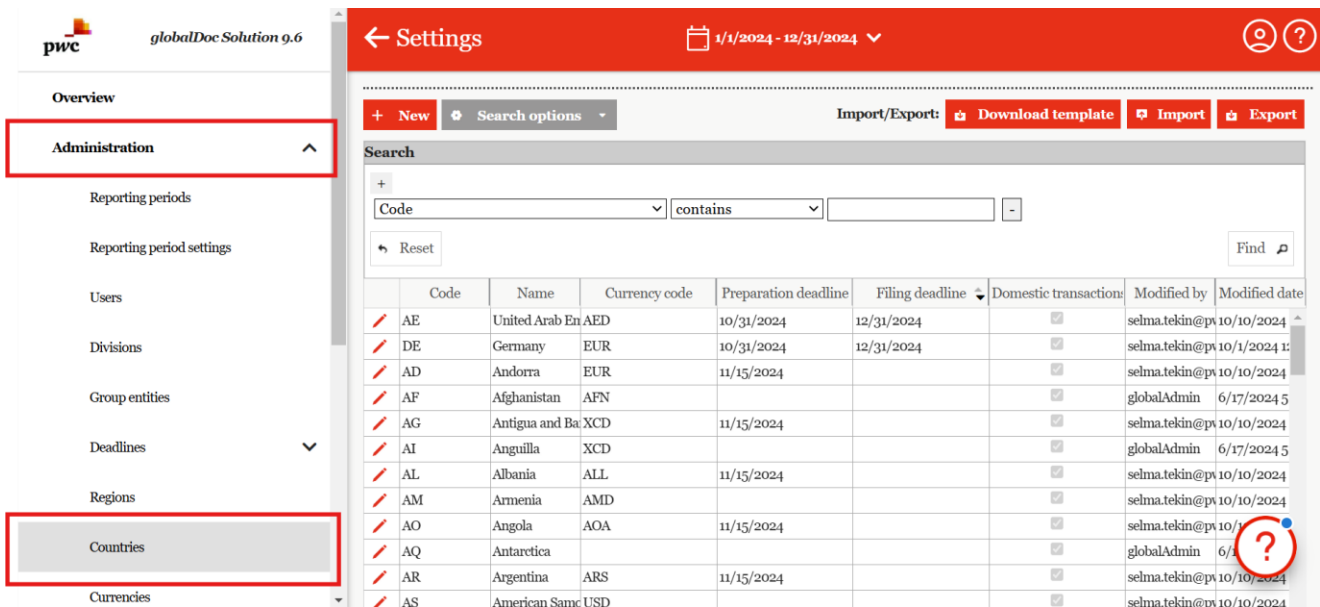



Figure 62: Overview of Countries (Example)






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:

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

1.3.8.1. Create a new country

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

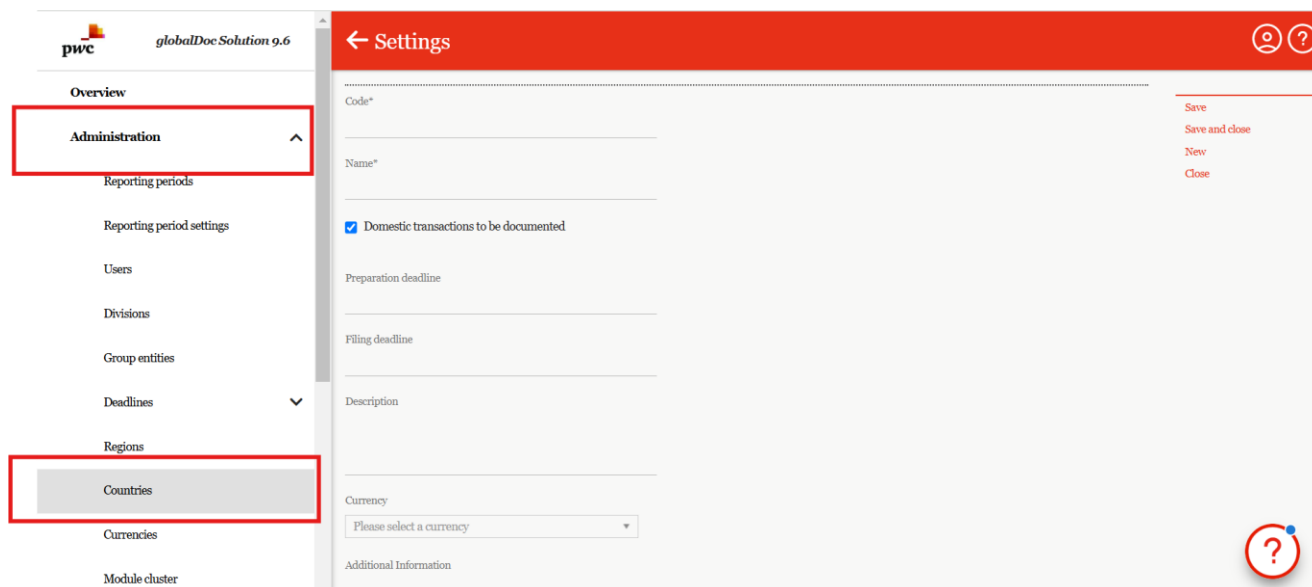


Figure 63: Create a new country

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, 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 country-specific date for creating the documentation can be entered in the "**Preparation deadline**" input field. The country-specific submission date of the documentation can also be entered in the "**Filing deadline**" field. These fields are not mandatory and can be filled in optionally.

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 **preparation deadline** means in this context, that the report must be completed by a certain date, but needs not be submitted to the tax authority, yet.

The deadlines entered are displayed at the top right of the starting page.

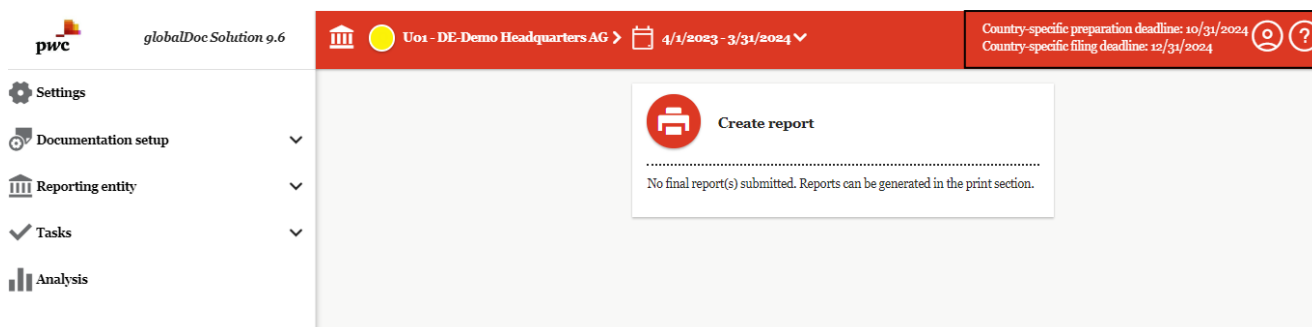


Figure 64: Display deadlines

By clicking on the preparation deadline, the input page for the respective country is displayed. A System administrator can adjust directly. For users without administrator rights, the page is only displayed for information purposes and the user cannot make any changes.


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.

By selecting the **"New"** field in the right command column, you will be automatically transferred to the new form, to create the new country.

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").

The screenshot displays the 'Edit existing country - detailed view' interface. On the left, a sidebar under the 'Administration' header lists various settings: Reporting periods, Reporting period settings, Users, Divisions, Group entities, Deadlines, Regions, **Countries** (highlighted with a red box), Currencies, and Business line (marked with a red circle and a question mark). The main content area, titled 'Settings', shows the details for the country 'Andorra'. It includes a header with modification and creation timestamps. The form fields are: Code (AD), Name (Andorra), a checked checkbox for 'Domestic transactions to be documented', Preparation deadline (11/15/2024), Filing deadline, Description, and Currency (EUR - Euro).

Figure 65: 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 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").

Figure 66: Edit existing country - detailed view

On the other hand, the deadlines and the description can be added via the button **Import** (we do not see this function on the diagram). This can be done by first downloading the already existing data **Export**, or via **Download template** an empty template in an Excel spreadsheet, in order to then edit or fill it in and import it again.


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

1.3.8.4. Additional information

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

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

1.3.8.5. Delete country

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

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

1.3.9. 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.

Administration	Settings	1/1/2024 - 12/31/2024	
Reporting periods	+ New	Delete	Search options
Reporting period settings	Import/Export: Download template Import Export		
Users	<input type="checkbox"/>	Code	Name
Divisions	<input type="checkbox"/>	Avg. actual value	Group currency
Group entities	<input type="checkbox"/>	Modified by	Modified date
Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Countries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Currencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Module cluster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 67: Overview of currency (example)

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

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


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

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

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

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

1.3.9.1. 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").

The screenshot shows the 'Settings' page in the Administration menu. The 'Administration' menu is on the left, with 'Currencies' highlighted. The 'Settings' page has a red header with a back arrow and the title 'Settings'. Below the header, there is a form with two columns: 'Code*' and 'Name*'. The 'Code*' column has a dropdown menu labeled 'Group currency'. The 'Name*' column has a text input field labeled 'Avg. actual value'.

Figure 68: 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.

NOTE: There is no automatic currency conversion for the transaction volumes as such. The currency conversion is only performed regarding the thresholds for the automatic allocation of modules if the currency exchange rate is specified for the currency. Furthermore, please note that the exchange rate is not multiplied but divided.

1.3.9.2. Edit existing currencies

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

Administration

- Reporting periods
- Reporting period settings
- Users
- Divisions
- Group entities
- Deadlines
- Regions
- Countries
- Currencies**

Settings 1/1/2024 - 12/31/2024

Modified by: globalAdmin, 6/17/2024 5:39:06 AM Created by: system, 9/22/2023 9:51:12 AM

Code*	Name*
AED	UAE Dirham
Group currency	Avg. actual value
AED	1.00

Delete

Figure 69: 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.

By selecting the "**New**" field in the right command column, you will be automatically transferred to the new form, to create the new currency.

1.3.9.3. 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.

1.3.10. Module cluster

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

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

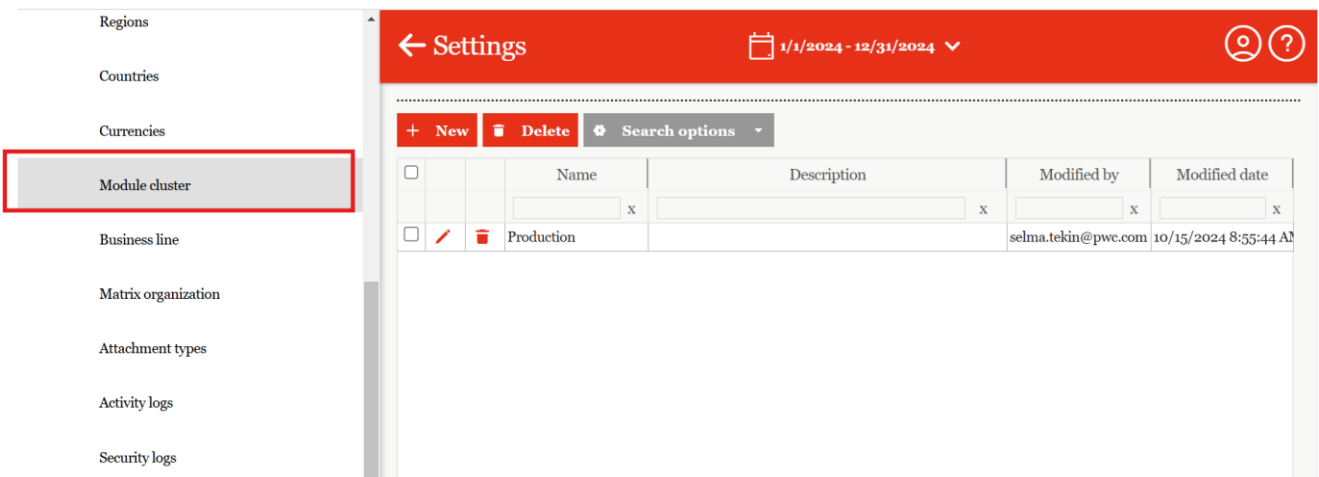




Figure 70: Overview of module cluster (example)




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

- Name
- Description
- Modified by
- Modified date


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

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

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

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

1.3.10.1. Creating a new module cluster

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

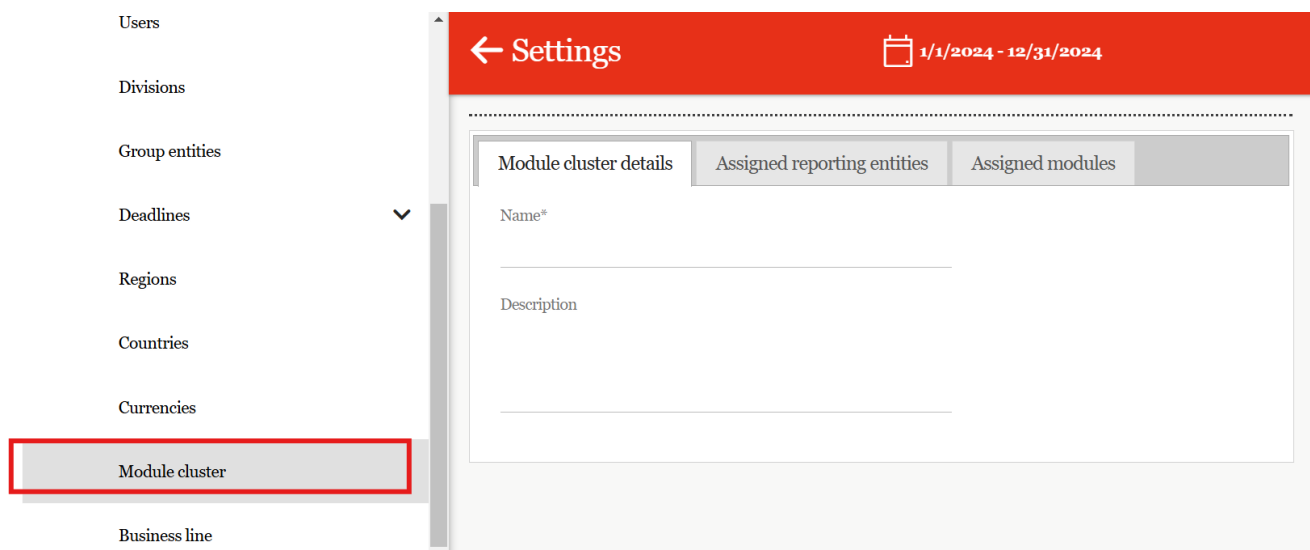


Figure 71: Creating a new module cluster - detail view

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

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

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

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

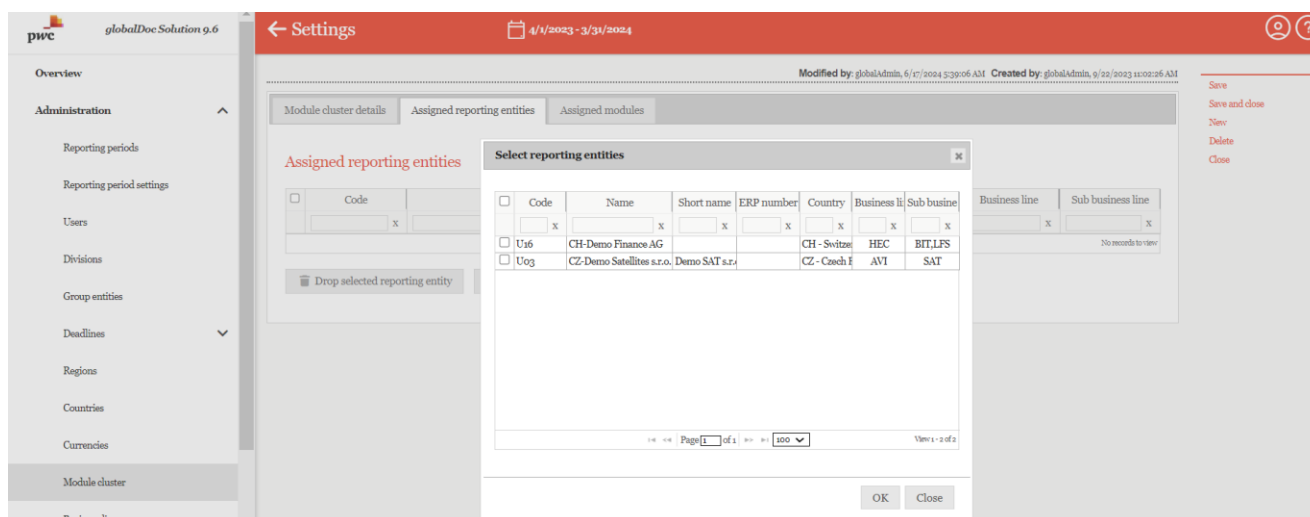


Figure 72: To assign moduls


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

By selecting the "**New**" field in the right command column, you will be automatically transferred to the new form, to create the new module cluster.

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.


1.3.10.2. Editing an existing module cluster

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

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

1.3.10.3. Deleting a module cluster

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

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

1.3.11. Business line

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

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

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

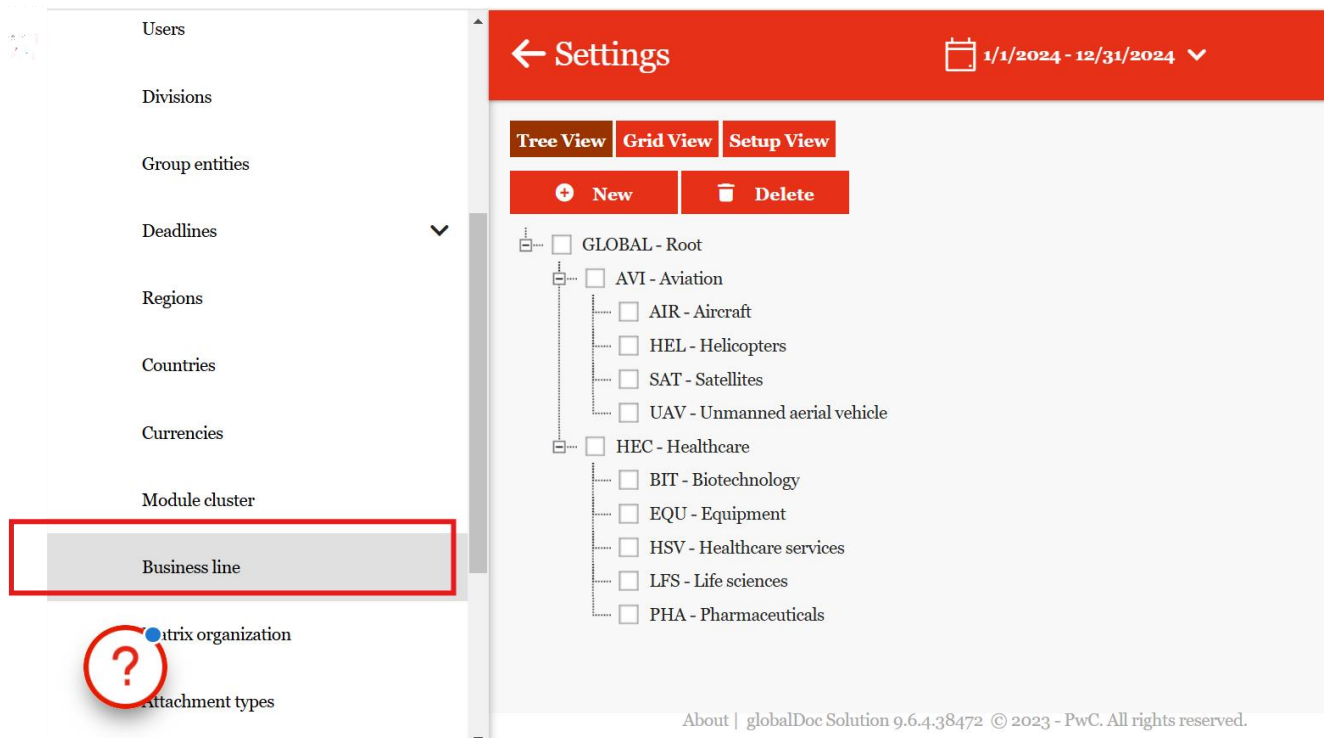


Figure 73: Business line - tree view

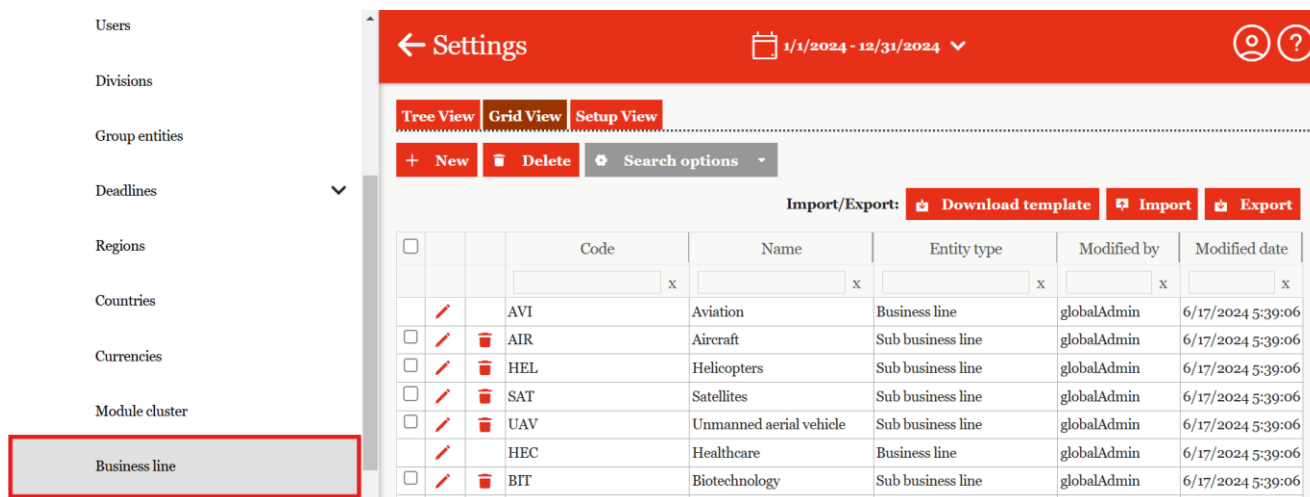


Figure 74: Business line - grid view

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

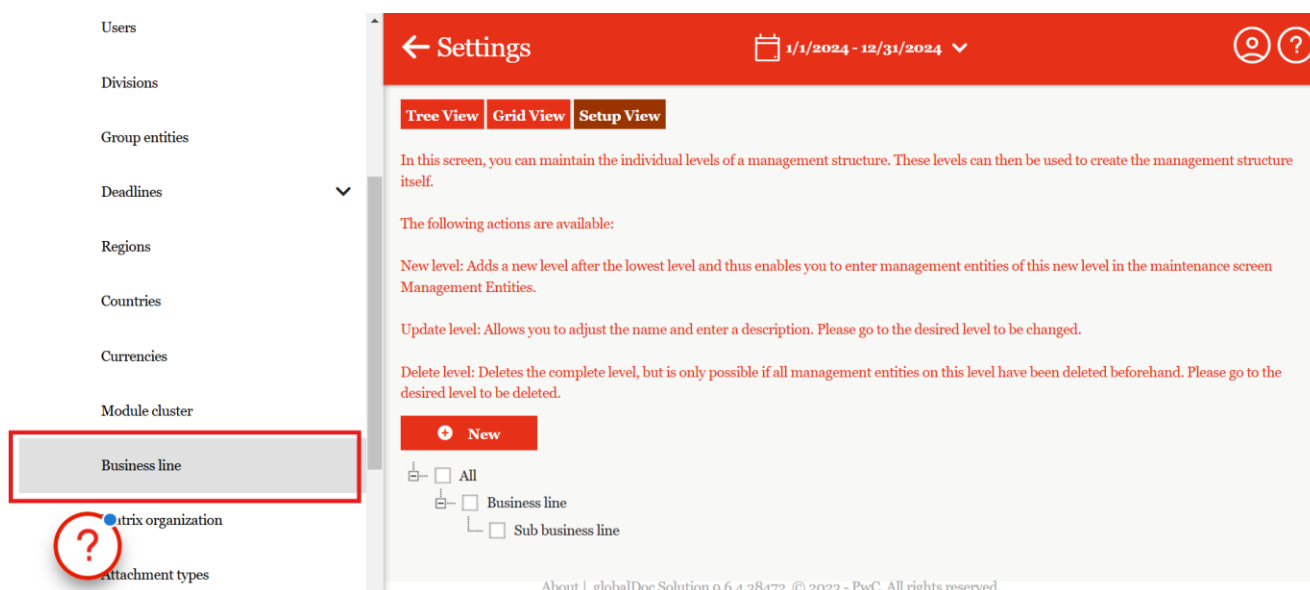


Figure 75: Setup view of business lines

The screenshot shows the 'Settings' application interface. On the left, a sidebar lists various settings categories: Divisions, Group entities, Deadlines, Regions, Countries, Currencies, Module cluster, **Business line** (highlighted with a red box), and Matrix organization. The main content area is titled 'Settings' and shows a date range of '1/1/2024 - 12/31/2024'. Below the title, the 'Parent element' is set to 'Sub business line'. The form contains two input fields: 'Name*' and 'Description'.

Figure 76: Setup view of business line- Creating a new business line

1.3.11.1. 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.

The screenshot shows the 'Settings' application interface. On the left, a sidebar lists various settings categories: Deadlines, Regions, Countries, Currencies, Module cluster, **Business line** (highlighted with a red box), Matrix organization, and Attachment types. The main content area is titled 'Settings' and shows a date range of '1/1/2024 - 12/31/2024'. Below the title, the 'Entity type' is set. The form contains three input fields: 'Code*', 'Name*', and 'Description'.

Figure 77: Creation of a new business line

By selecting the "New" field in the right command column, you will be automatically transferred to the new form, to create the new business line.

1.3.11.2. Edit existing business lines

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

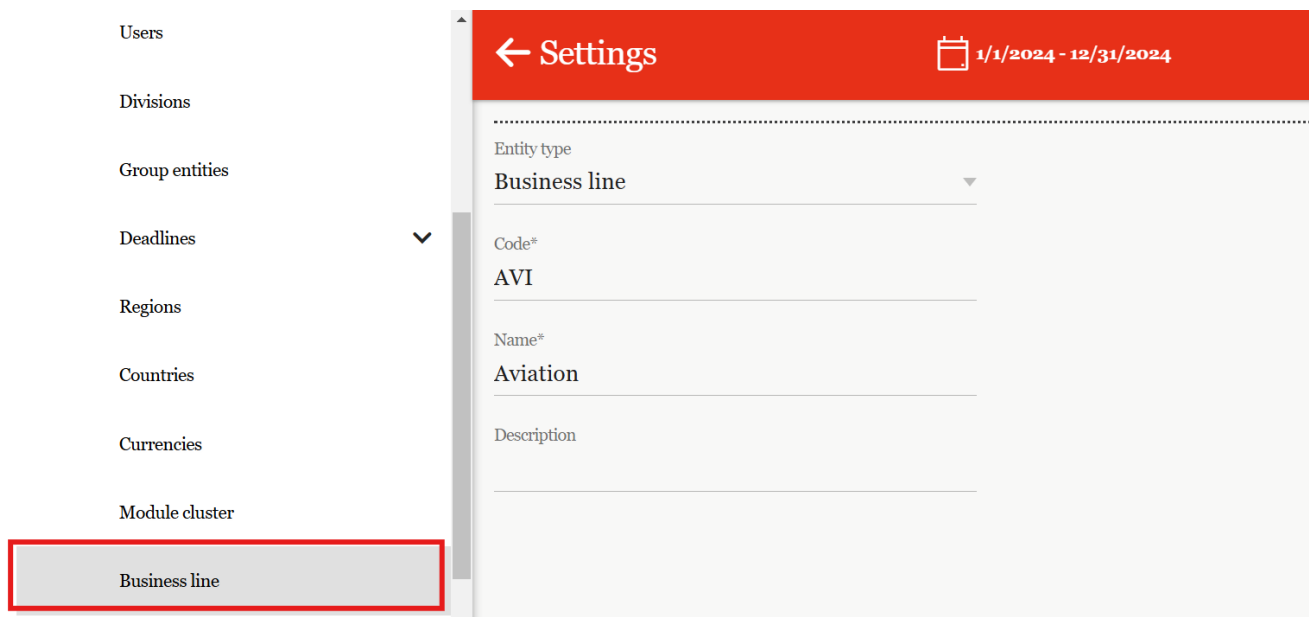



Figure 78: Edit existing business lines - detailed view

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

1.3.11.3. 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**.

1.3.12. Matrix organization

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

Deadlines	
Regions	
Countries	
Currencies	
Module cluster	
Business line	
Matrix organization	
Attachment types	
Activity logs	
Security logs	
Consistency checks	

Settings										
1/1/2024 - 12/31/2024										
<div> <div>+ New</div> <div>Delete</div> <div>Search options</div> </div>										
<div> <div>Import/Export:</div> <div>Download template</div> <div>Import</div> <div>Export</div> </div>										
<input type="checkbox"/>		Code	Name	Permanent establis	Country	Business line	Sub business	Modified by	Modified date	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	AVI - Aviation	AIR - Aircraft	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	AVI - Aviation	SAT - Satellite	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	AVI - Aviation	UAV - Unmanned	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	AVI - Aviation	HEL - Helicopter	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	HEC - Health	BIT - Biotech	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	HEC - Health	EQU - Equipm	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	HEC - Health	HSV - Health	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	HEC - Health	LFS - Life scie	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U01	DE-Demo He		DE - Germany	HEC - Health	PHA - Pharm	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U02	FR-Demo Hel		FR - France	AVI - Aviation	HEL - Helico	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U03	CZ-Demo Sate		CZ - Czech Republic	AVI - Aviation	SAT - Satellite	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U04	IN-Demo Hes		IN - India	HEC - Health	BIT - Biotech	globalAdmin	6/17/2024	
<input type="checkbox"/>	<input type="checkbox"/>	U04	IN-Demo Hes		IN - India	HEC - Health	FOU - Fomin	globalAdmin	6/17/2024	

Figure 79: Overview of matrix organization (example)







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

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

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

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

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

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

1.3.12.1. Create new matrix organisation

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

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.

By selecting the **"New"** field in the right command column, you will be automatically transferred to the new form, to create the new matrix organisation.

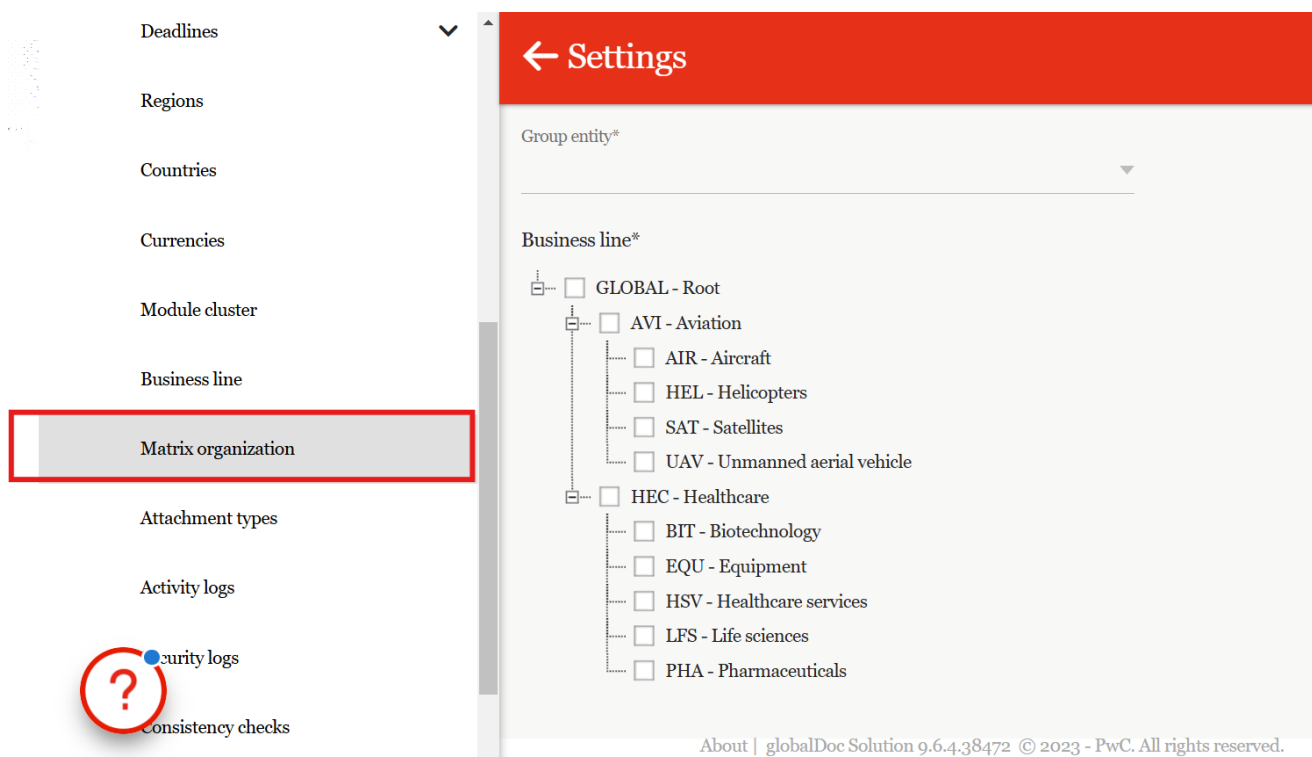




Figure 80: Create a new matrix organization


1.3.12.2. Edit existing matrix organizations

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

In this view, the information stored when the matrix organization was created can be edited  (see Create a new matrix organization).

1.3.12.3. Delete matrix organisation

Through the "Settings/Administration/Matrix organization" and click on  so the selected matrix organization is deleted.

NOTE: If the System administrator wants to delete more than one matrix organization, he may select the respective matrix organizations and remove all selected matrix organizations at once via the field  **Delete**.

1.3.13. 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 entity, reporting period).

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

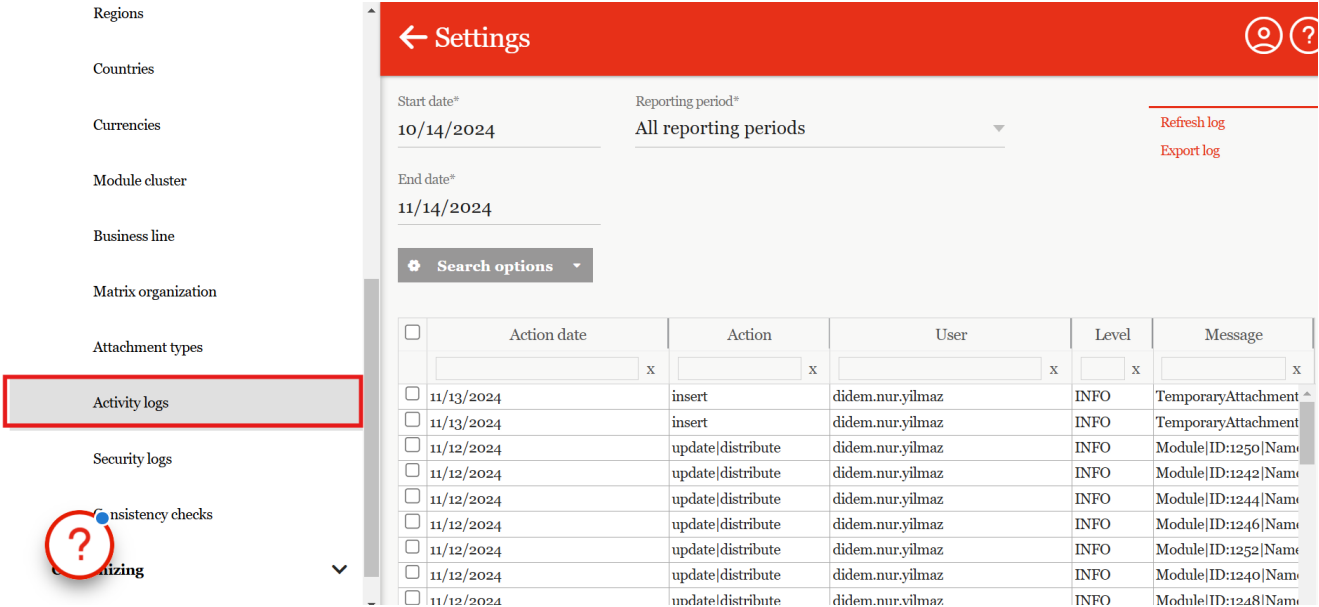


Figure 81: Overview of activity logs (example)

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.

1.3.13.1. Refresh log

Through the "Settings/Administration/Activity logs" and by clicking on the command "Refresh 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)").

1.3.13.2. Export activity log

Under "Settings/Administration/Activity logs" and click on the command "Export 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	B	C	D
1	Export date	01.11.2023		
2	Exported by	martyna.szpieg@pwc.com		
3	Start date	28.10.2023		
4	End date	01.11.2023		
5				
6	Action date	Action	User	Message
7	06.11.2023	Aktualisieren	selma.tekin@pwc.com	Module ID: 1255 Name: Menu item Report configuration EA Class: Local DPU: 26
8	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1104 Name: Menu item Report configuration.docx
9	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1105 Name: Menu item Report configuration.docx
10	06.11.2023	update	System	Module ID: 1255 Name: Menu item Report configuration EA Class: Local DPU: 26
11	06.11.2023	insert	System	ModuleTextOrDocument 1104 Name: Menu item Report configuration.docx
12	06.11.2023	insert	System	ModuleTextOrDocument 1106 Name: Menu item Report configuration.docx
13	06.11.2023	Aktualisieren	selma.tekin@pwc.com	Module ID: 1247 Name: Reporting periods EA Class: Local DPU: 26
14	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1107 Name: Reporting periods.docx
15	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1108 Name: Reporting periods.docx
16	06.11.2023	update	System	Module ID: 1247 Name: Reporting periods EA Class: Local DPU: 26
17	06.11.2023	insert	System	ModuleTextOrDocument 1107 Name: Reporting periods.docx
18	06.11.2023	insert	System	ModuleTextOrDocument 1109 Name: Reporting periods.docx
19	06.11.2023	update	System	Module ID: 1099 Name: Overview 2 Class: Local DPU: 25
20	06.11.2023	insert	System	ModuleTextOrDocument 1072 Name: Overview.docx
21	06.11.2023	insert	System	ModuleTextOrDocument 1110 Name: Overview.docx
22	06.11.2023	Aktualisieren	selma.tekin@pwc.com	Module ID: 1243 Name: Menu item Administration EA Class: Local DPU: 26
23	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1111 Name: Menu item Administration.docx
24	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1112 Name: Menu item Administration.docx
25	06.11.2023	Aktualisieren	selma.tekin@pwc.com	Module ID: 1245 Name: Menu item Overview EA Class: Local DPU: 26
26	06.11.2023	Einfügen	selma.tekin@pwc.com	ModuleTextOrDocument 1113 Name: Menu item Overview.docx

Figure 82: 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 entity and the reporting period.

1.3.14. 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)").

Regions

Countries

Currencies

Module cluster

Business line

Matrix organization

Attachment types

Activity logs

Security logs

← Settings

+ New

Delete

Search options

<input type="checkbox"/>			Name	Is active?	Modified by	Modified date
			<input type="text"/> x	<input type="text"/> x	<input type="text"/> x	<input type="text"/> x
			Contracts	<input checked="" type="checkbox"/>	system	9/22/2023 9:51:13 AM
			Charts	<input checked="" type="checkbox"/>	system	9/22/2023 9:51:13 AM
			Background Information	<input checked="" type="checkbox"/>	system	9/22/2023 9:51:13 AM
<input type="checkbox"/>			Admin	<input checked="" type="checkbox"/>	globalAdmin	9/22/2023 10:55:29 AM
			Benchmarking Studies	<input checked="" type="checkbox"/>	globalAdmin	9/22/2023 10:56:05 AM
			Invoices	<input checked="" type="checkbox"/>	globalAdmin	9/22/2023 10:56:14 AM
<input type="checkbox"/>			Legal Statements	<input checked="" type="checkbox"/>	globalAdmin	9/22/2023 10:56:22 AM




Figure 83: Overview of attachment types (example)

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

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

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

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

	Create a new attachment type.
	Delete the chosen attachment type(s).
	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.

1.3.14.1. Creating a new attachment type

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

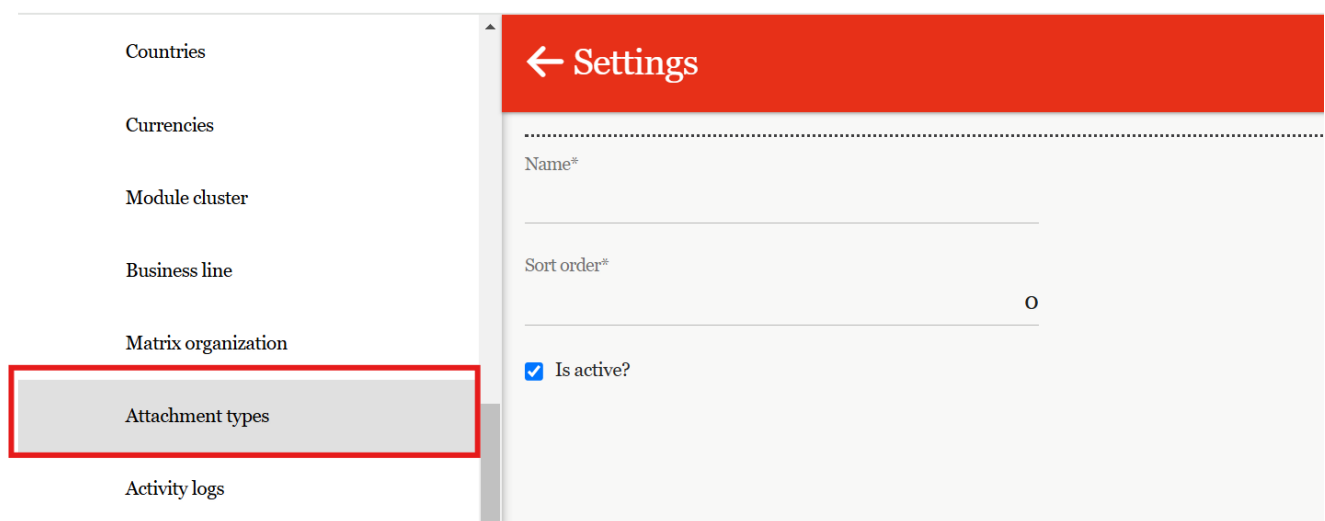


Figure 84: Creating a new attachment type - detailed view



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


1.3.14.2. Editing an existing attachment type

Click on "Settings/Administration/Attachment Types" to open the detail 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).

1.3.14.3. Delete attachment type

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

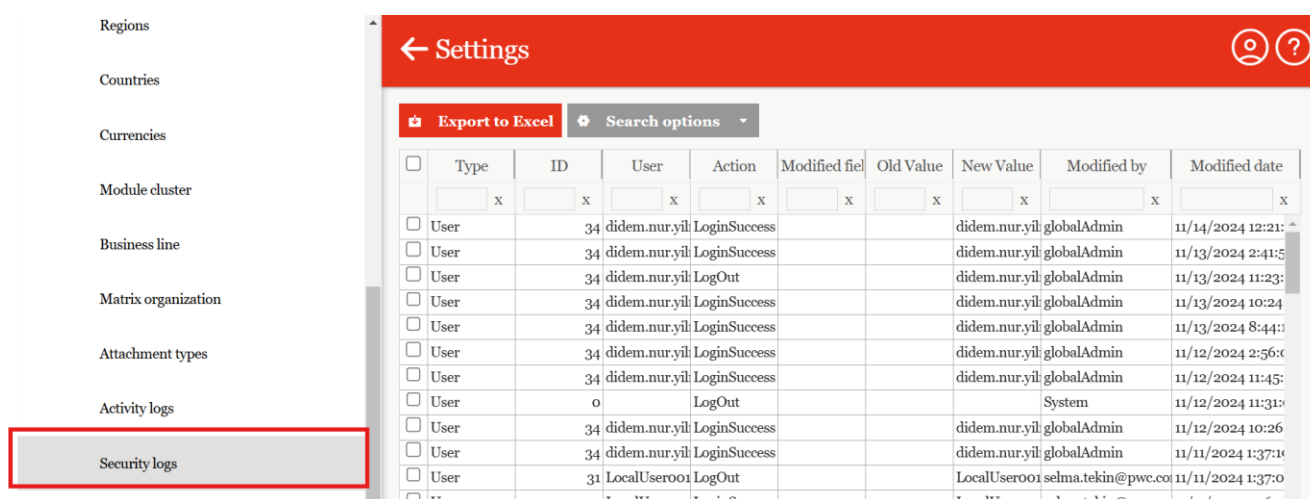
NOTE: If the system or security administrator wants to delete more than one attachment type, he/she can select the respective attachment types and remove all selected attachment types at once via the selection field  **Delete**

1.3.15. 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)").






<input type="checkbox"/>	Type	ID	User	Action	Modified field	Old Value	New Value	Modified by	Modified date
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/14/2024 12:21:...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/13/2024 2:41:5...
<input type="checkbox"/>	User	34	didem.nur.yil	Logout			didem.nur.yil	globalAdmin	11/13/2024 11:23:...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/13/2024 10:24...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/13/2024 8:44:...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/12/2024 2:56:...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/12/2024 11:45:...
<input type="checkbox"/>	User	0		Logout				System	11/12/2024 11:31:...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/12/2024 10:26...
<input type="checkbox"/>	User	34	didem.nur.yil	LoginSuccess			didem.nur.yil	globalAdmin	11/11/2024 1:37:1...
<input type="checkbox"/>	User	31	LocalUser001	Logout			LocalUser001	selma.tekin@pwc.co	11/11/2024 1:37:0...
<input type="checkbox"/>	User	31	LocalUser001	LoginSuccess			LocalUser001	selma.tekin@pwc.co	11/11/2024 1:26:1...

Figure 85: Overview of security logs (example)

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

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

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

On the overview page, it is possible to export the list of security logs in tabular form to Excel  (see figure "Excel export security logs") and to search the list  according to rules you have created yourself. Press  to close the administration view and forward to the globalDoc overview page.

	A	B	C	D	E	F	G
1	Type	ID	User	Action	Modified field	Old Value	New Value
2	User	0		LogOut			
3	User	0		LogOut			
4	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
5	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
6	User	0		LogOut			
7	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
8	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
9	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
10	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
11	User	0		LogOut			
12	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
13	User	0		LogOut			
14	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
15	User	0		LogOut			
16	User	0		LogOut			
17	User	17	joerg.gasse@pwc.com	LogOut			joerg.gasse@pwc.com
18	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
19	User	0		LogOut			
20	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
21	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com
22	User	25	martyna.szpieg@pwc.com	LogOut			martyna.szpieg@pwc.com

Figure 86: 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.

1.3.16. 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.

Regions
Countries
Currencies
Module cluster
Business line
Matrix organization
Attachment types
Activity logs
Security logs
Consistency checks
Customizing
Currencies
Module cluster
Business line
Matrix organization
Attachment types
Activity logs
Security logs
Consistency checks
Currencies
Module cluster
Business line
Matrix organization
Attachment types
Activity logs
Security logs
Consistency checks

Settings
GLOBAL - GLOBAL
1/1/2024 - 12/31/2024

Repair modules

Name	Description	Error count
Invalid admin-modules	Fixes admin-modules that are local/global but are not connected to GLOBAL.	0
Historized modules in tasks	Delete all tasks with reference to historized modules.	0
Unallowed copies of modules	Deletes unallowed copies of divisional/global or data-collection modules.	0
Invalid module type	Shows modules, that have an invalid module type.	0
Invalid module task-templates	Fixes module task-templates. A local module copy cannot be referenced in a task-template.	0
Invalid Historisation (Deletion) of Module	Marks Modules as deleted, when they are historised (deleted) incorrectly.	0
Local modules not deleted, although module was deleted in	Delete local copies of modules, if module was deleted in overall library. These modules cause errors during a period conv.	0

Repair tasks

Name	Description	Error count
Tasks for local modules are displayed in task-management	Sets the reference to a documentation-task	0
Tasks have invalid status 'reopened'	The tasks status will be reset to 'in progress'	0
Management tasks without central task template	Delete broken management tasks with reference a deleted task template.	0
Task duplicates	Deletes task-duplicates.	0

Roles

Name	Description	Error count
Time-dependent roles	Shows custom and time-dependent roles. Correction is done by a DB-Script (outside of the application).	0
Duplicate roles	Shows double roles. The correction is to delete duplicates that were last added.	0

Repair business entity structure

Name	Description	Error count
Repair the hierarchy of group entities for security and reporting purpose.	Insert missing parent group entities in the hierarchy for security and reporting purposes for all reporting periods.	0

Business line			
Matrix organization			
Attachment types			
Activity logs			
Security logs			
Consistency checks			
Customizing			

Currencies			
Module cluster			
Business line			
Matrix organization			
Attachment types			
Activity logs			
Security logs			
Consistency checks			

Figure 87: 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").

pwc	globalDoc Solution 9.6	← Settings	ⓘ ?
Overview	Please correct the errors and try again.		
Administration			
Customizing			
General			
Translations			
Roles			
Approver levels			

Analysis		Save changes
Columns to show in the entity selection screen:		
Visible columns	Hidden columns	
Group entity: Code	Group entity: Modified by	
Reporting entity: Name	Group entity: Modified date	
Group entity: Short name	Group entity: Approved	
Group entity: ERP number	Group entity: Full name	
Group entity: Permanent establishment of	Group entity: Entity type	
Group entity: Name of tax office	Group entity: Regions	
Group entity: Address of tax office	Group entity: Creates report?	
Group entity: Tax number	Group entity: Processing deadline	
Group entity: Short business year	Group entity: Business Lines (comma separated)	

Figure 88: General settings

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

Finally, topic areas may as well be created here, which may be selected in the contact form under the **"Help"** menu. The name of the topic must be entered in **"Topic*"**. Different recipients may be assigned to each topic area (see figure below).

New topics can be added and deleted with the **Add new topic** and **Remove topic** buttons.

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

1.4.2. Translations

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

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

1.4.3. Roles

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

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

1.4.3.1. Managing roles

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

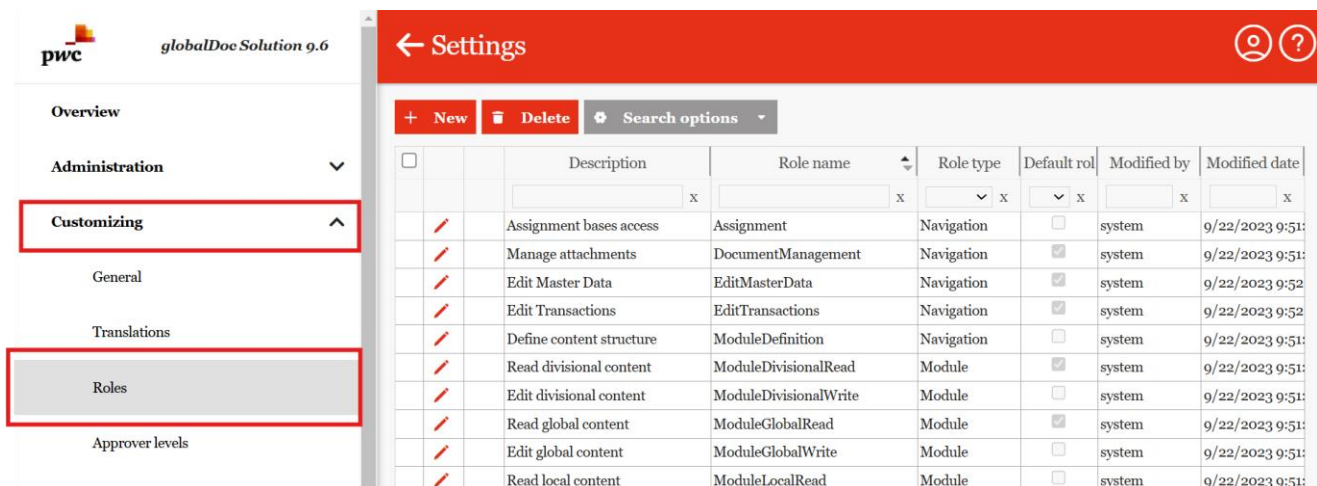


Figure 89: Overview of roles (example)

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

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

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

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

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

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

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

1.4.3.2. Creating a new role

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

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

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

- Edit
- Edit and Delete
- Create, Edit and Delete

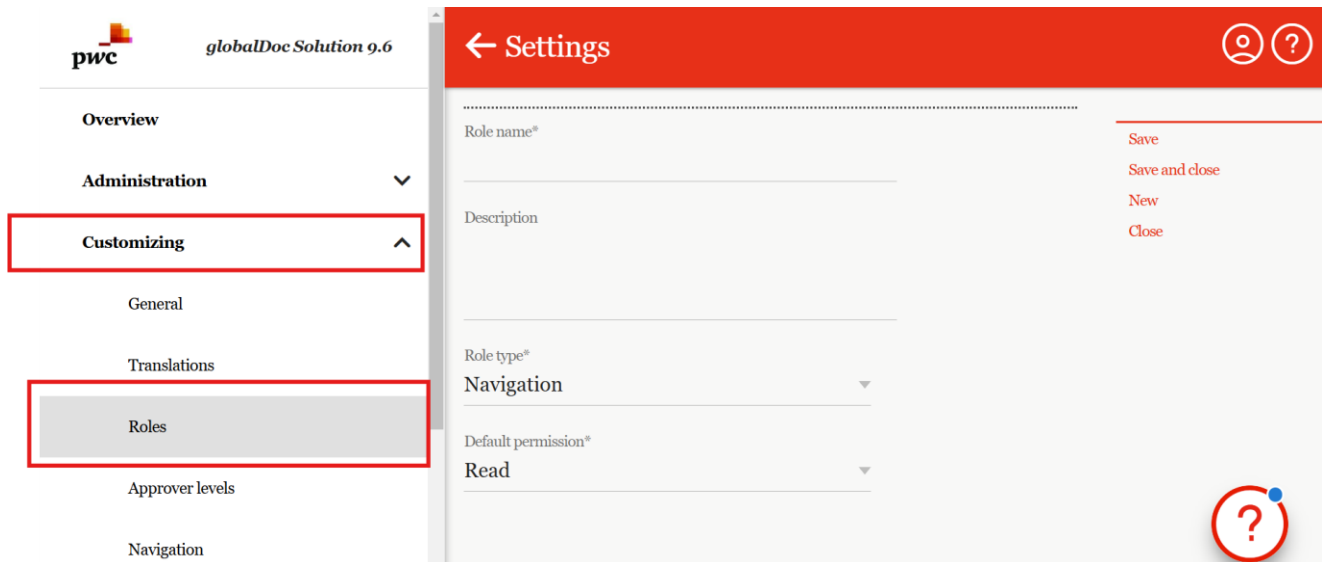



Figure 90: Create a new role

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

1.4.3.3. Viewing/Editing an existing role

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

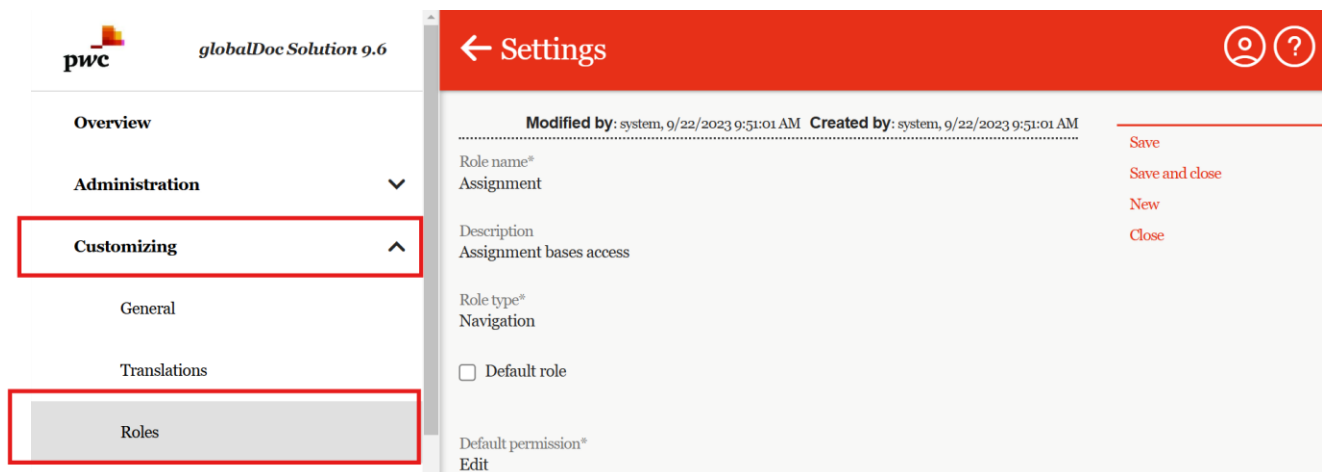




Figure 91: Edit existing roles

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. Approver levels

Via "Settings / Customizing / Approver levels" the System administrator can review the existing approver levels, set new approver levels, and delete them, or edit the name of the approver levels (see figure "Overview of Approver levels (example)").

The **approver levels** are only **defined** in this navigation item. The assignment of *globalDoc* users to these approver levels for the individual reporting companies can then be carried out under: Settings/Administration/Users or under Settings/Administration/Group entities. Here you can either assign the defined approver levels for individual reporting companies to the selected **user** or assign the users for the defined approver levels to the selected **Reporting entity**.

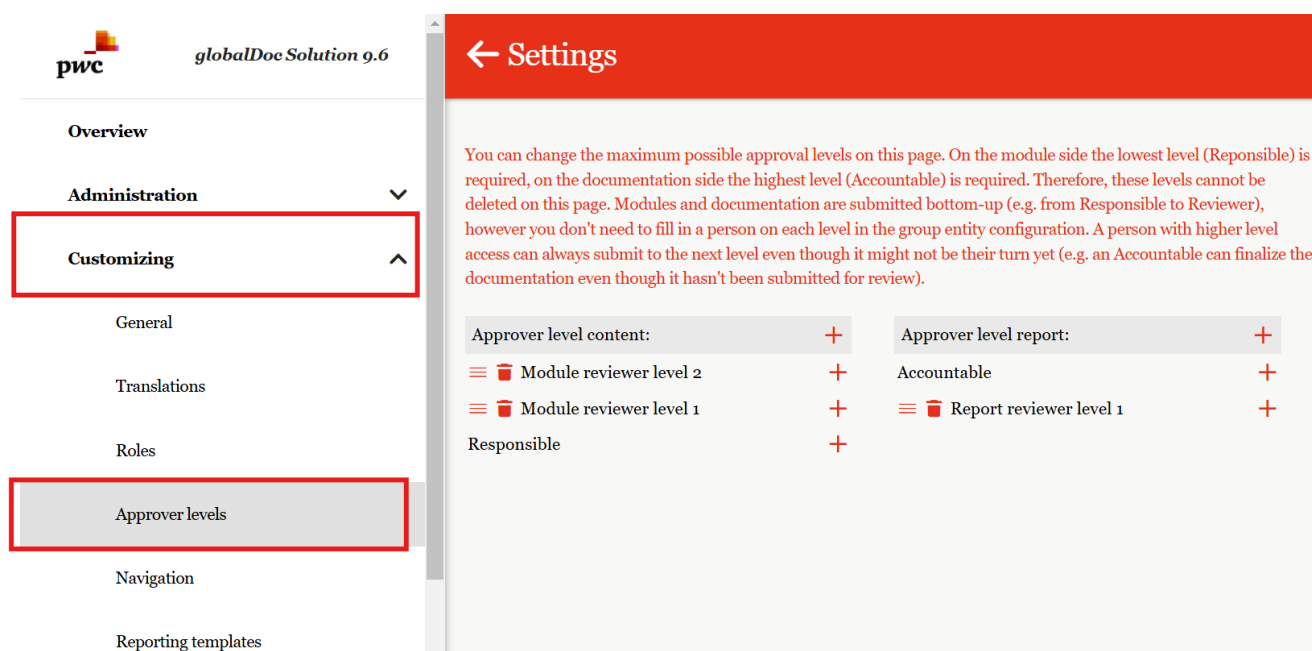




Figure 92: Overview of Approver levels (example)

As can be seen in the illustration, the left-hand column shows the maximum number of review levels for modules ("Approver level content") and the right-hand column shows the maximum number of review levels for the report itself ("Approver level report").

Under "Settings/Customizing/Approver levels", click on  to create new approver levels.

Click on the name of the approver level to change it.

Move the approver levels using the hamburger icon  to change the order of the approver levels.

The selected approver levels can be deleted immediately using the icon .

The roles "Accountable" and "Responsible" are predefined by the *globalDoc* software and cannot be deleted.

If there are several approver levels, the review process takes place from bottom to top. In the figure "Overview of Approver levels (example)", the "Responsible" submits the local modules of a Reporting entity to the "Module reviewer level 1" for approval and the latter submits them to the "Module reviewer level 2" for approval. The "Module reviewer level 2" can then submit the entire documentation report for review to the "Report reviewer level 1" for approval. The final review (sign-off) of the documentation report is then carried out by the "Accountable".


Under Settings/Administration/Users or under Settings/Administration/Group entities, several users can be assigned to each approver level per Reporting entity. The release to the next higher level can be carried out by any user of this approver level. If no user is assigned to a Reporting entity at an approver level, this level is skipped in the review process.

NOTE: It can happen that the System administrator subsequently deletes an approver level. In this case, the authorization is withdrawn from all users who were previously assigned to this approver level. However, this authorization will continue to be displayed at the respective pages of *globalDoc* until the System administrator actively saves Reporting companies again. For example, the deleted authorization levels and the users assigned to them can still be seen in the view of the Reporting entity (also in the Excel download). If such a user has the task for approval at the time of deleting the approver level, the task is completely reopened for approval, i.e. it is reassigned to the "Responsible" (for a module) or the user who submitted the report for review.

Click on **"Save changes"** to apply the changes.

1.4.5. Navigation

Through "Settings/Customizing/Navigation", the System administrator can view the navigation structure and re-name navigation items 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.

 globalDoc Solution 9.6

Overview

Administration

Customizing

General

Translations

Roles

Approver levels

Navigation


Reporting templates

Settings

1/1/2024 - 12/31/2024

Edit	Name	Modified by	Modified date
	Settings	system	9/22/2023 9:51:02 AM
	Administration	system	9/22/2023 9:51:02 AM
	Reporting periods	system	9/22/2023 9:51:02 AM
	Reporting period settings	system	9/22/2023 9:51:02 AM
	Users	system	9/22/2023 9:51:04 AM
	Divisions	system	9/22/2023 9:51:03 AM
	Group entities	system	9/22/2023 9:51:03 AM
	Deadlines	system	9/26/2024 11:41:33 AM
	Countries	system	9/26/2024 11:41:33 AM
	Entities	system	9/26/2024 11:41:33 AM
	Tasks	system	9/26/2024 11:41:33 AM

Figure 93: Overview of navigation structure (example)

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

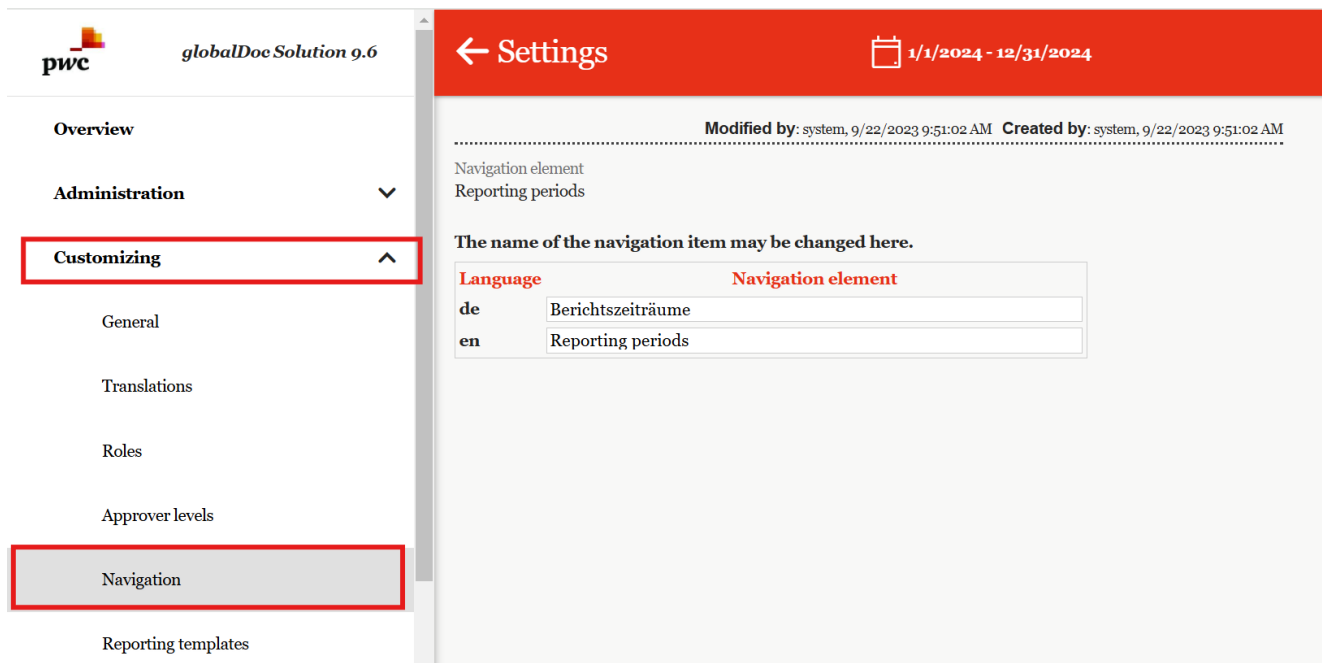



Figure 94: Edit navigation item

You will always see the name of the navigation item in the available languages. For some navigation items, it is possible to change the names for the individual languages. In addition, some navigation items show the roles already assigned and their rights. Clicking on opens a pop-up window in which new roles can be added or old roles removed (see illustration "Add/remove roles").

The administrator may always have intel on the name of the navigation item in the available languages. For some navigation items it is possible to change the names for the individual languages. In addition, some navigation items show the roles already assigned and their rights. Clicking on  opens a pop-up window in which new roles can be added or old roles can be removed (see figure "Add/Remove Roles").

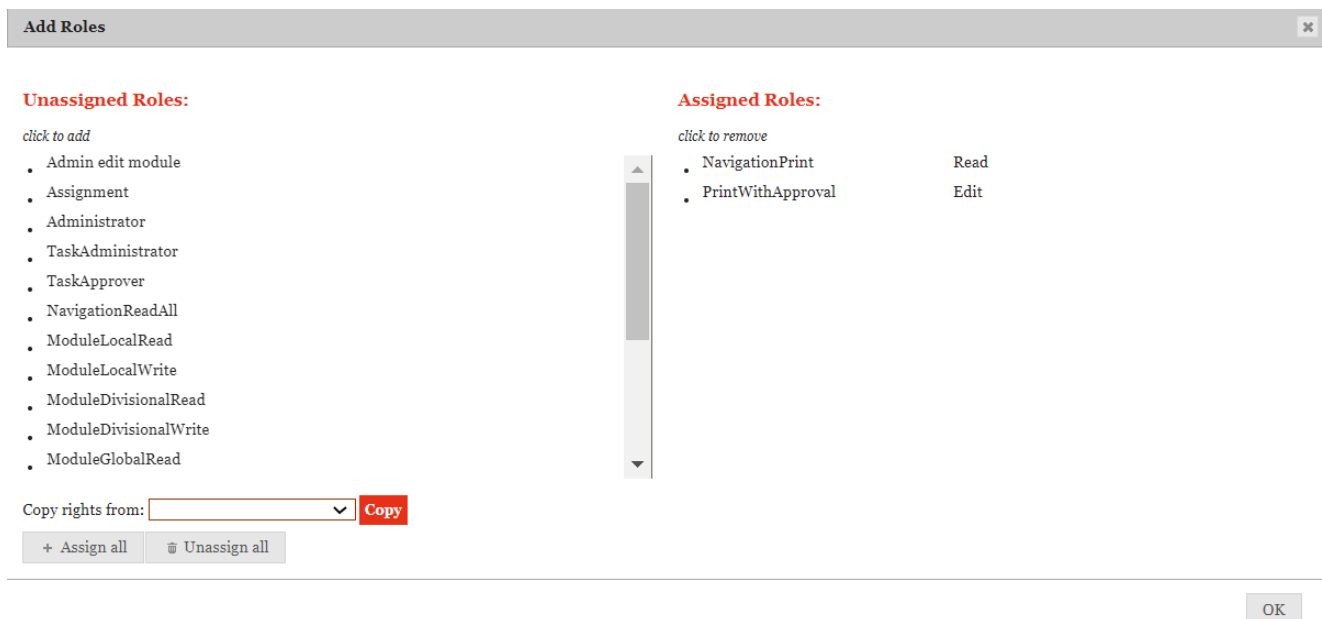



Figure 95: Add/Remove Roles

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

If necessary, all roles can be assigned by clicking on [+ Assign all](#) or removed by clicking on [Unassign all](#).

1.4.6. Reporting templates

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

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

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

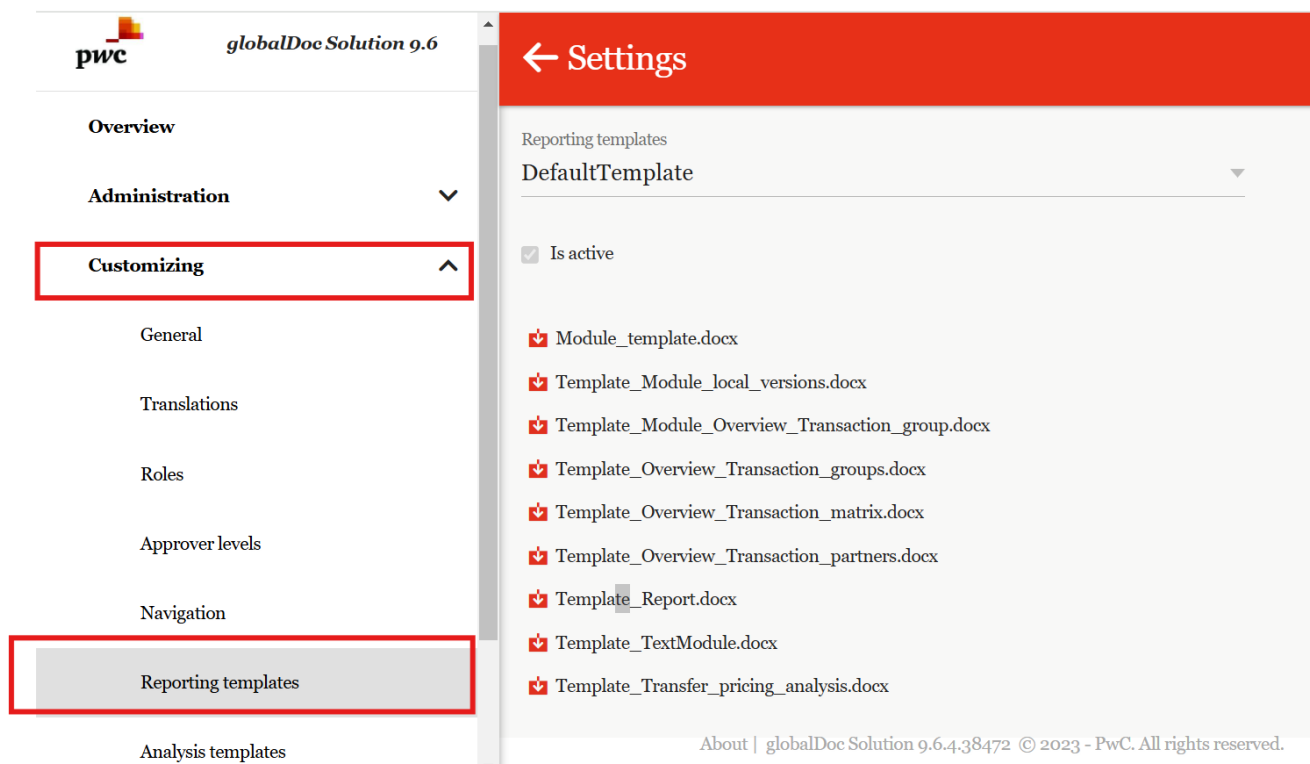


Figure 96: Components of a reporting template

1.4.6.1. Create new reporting template

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

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

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

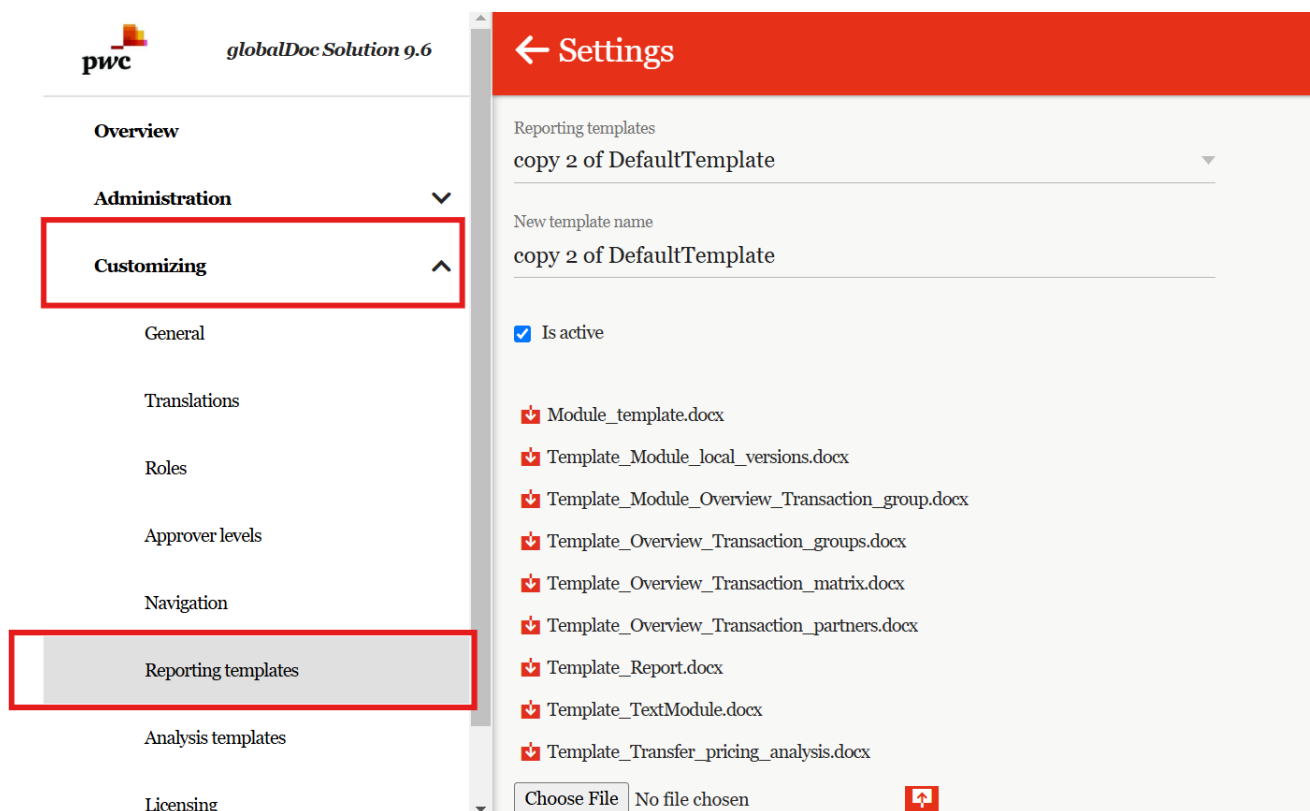



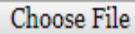

Figure 97: Create individual template

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 (e.g.: Template_Overview_Transaction_partners.doc) can be downloaded via  and uploaded again via . Afterwards, the changed reporting template is available in globalDoc and can be selected under "**Create Report**" and used for the report.

In general, it is sufficient if only the "**Module_template.docx**" and "**Template_Report.docx**" are customised to your corporate design. The module template is used when editing and creating modules and the report template is used for creating reports.

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.

In this way, you can create several templates and use different report templates for each report type, if desired.

You also have the option of deciding which users may or may not use which templates for their final report. If you wish to differentiate between users, please contact the PwC team in such cases.

1.4.6.2. Use of template for optimal report generation

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

During the initial creation:

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

Reports

Default template

DE Template Manuals

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 98: Report period - default template

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

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

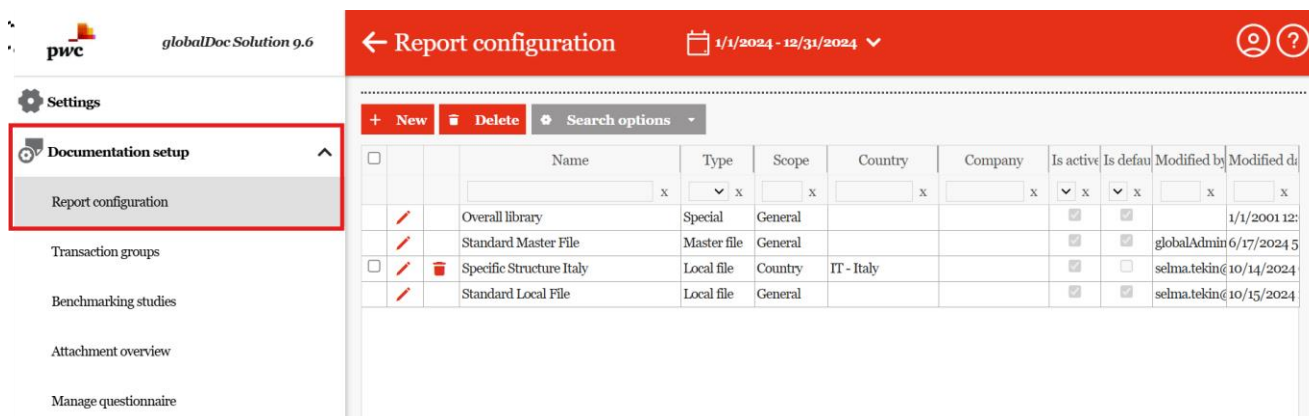


Figure 99: Overview of report types

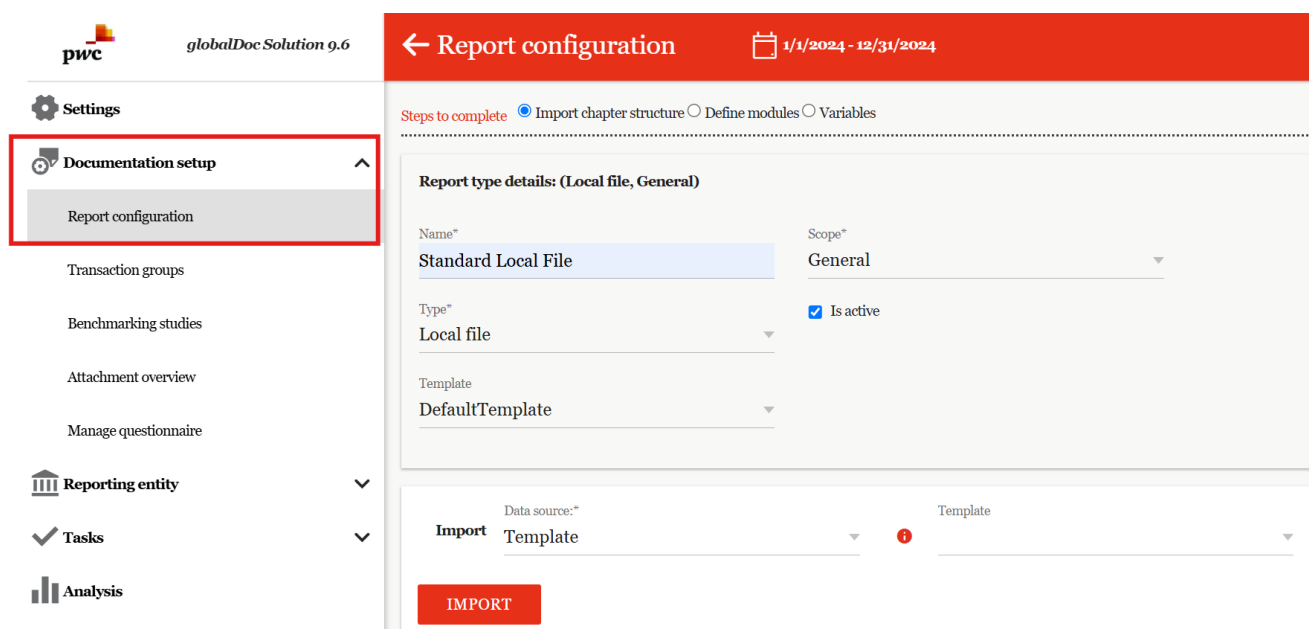


Figure 100: Insert report template

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:

- Have the report templates been correctly stored in the "Report Configuration" and "Settings Report Period".
- Open the relevant module and check whether the module was saved with the correct template.
 - If not (you will recognize this if your format specifications are not displayed), download the template 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.
 - If the module is saved with the correct template and the format is not adopted, then the formats should be assigned again individually.
- 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.
- If configured by the System administrator, local users can also create new modules. 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.

1.4.7. Analysis template

1.4.7.1. 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".

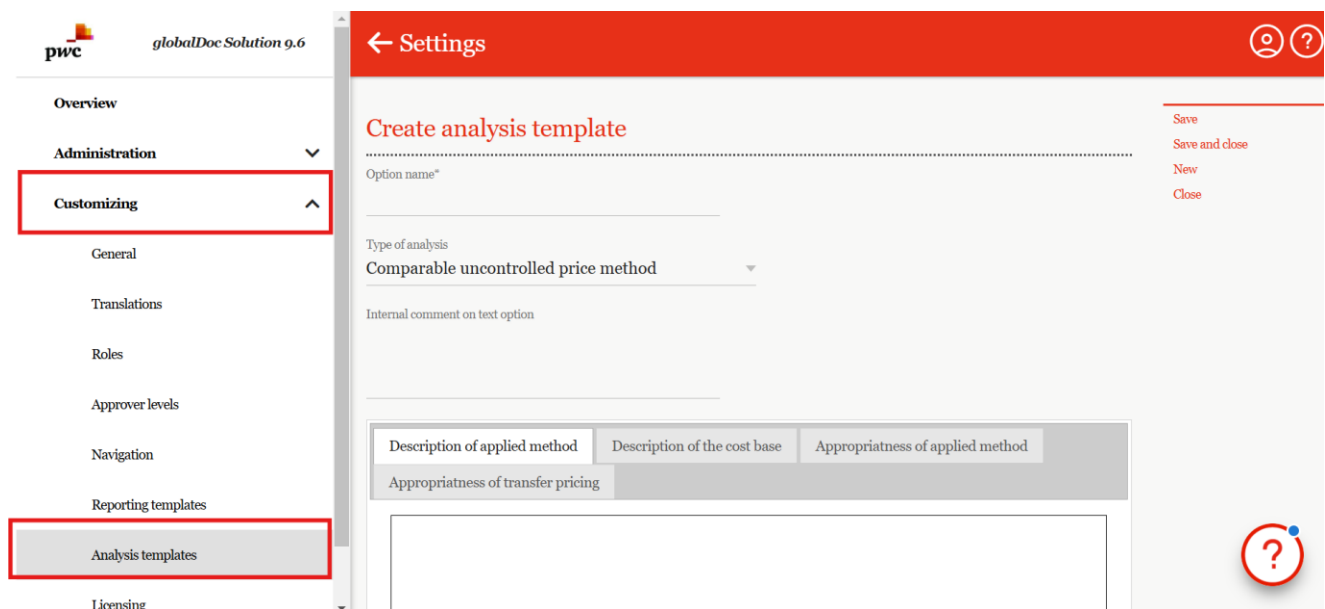



Figure 101: Create a new analysis template

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

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

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

1.4.7.2. Edit existing analysis template

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

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

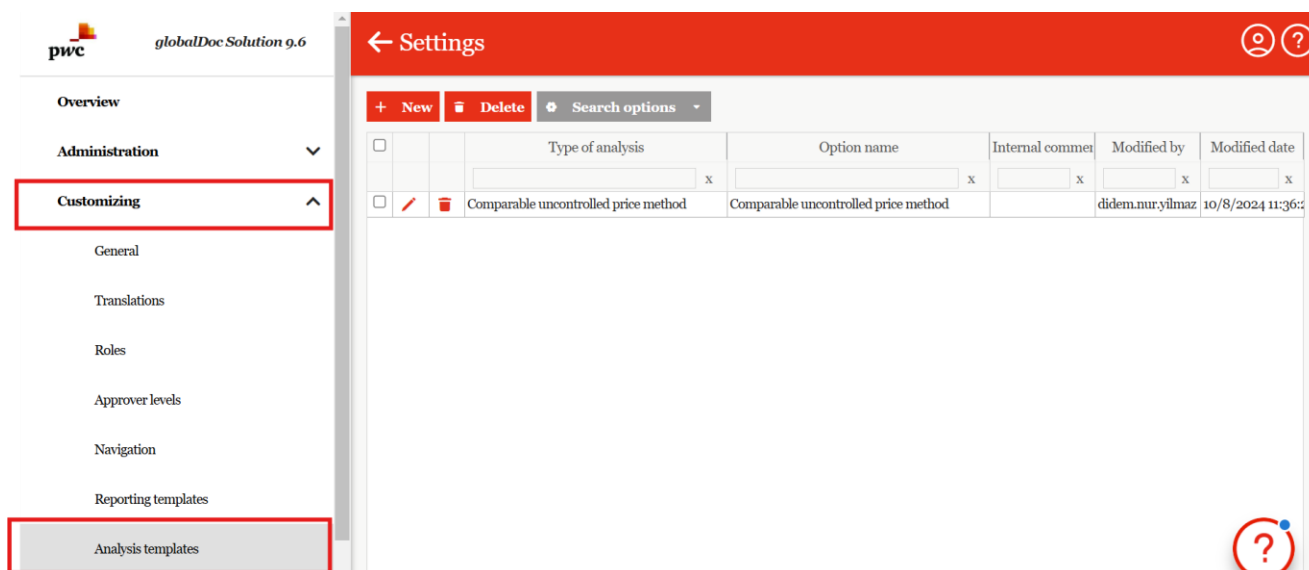


Figure 102: Overview of the analysis templates (example)

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

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

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

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

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

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

1.4.7.3. 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.

1.4.8. Licensing

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

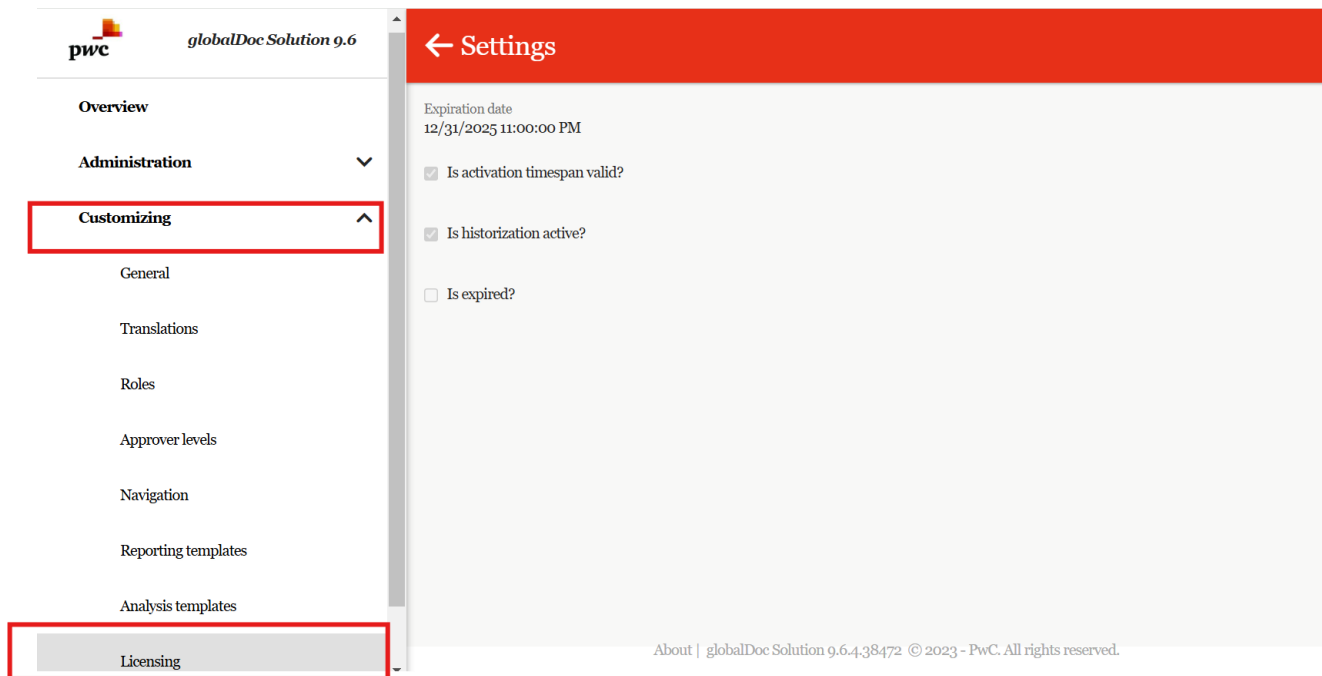


Figure 103: Overview of licence information (example)"

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

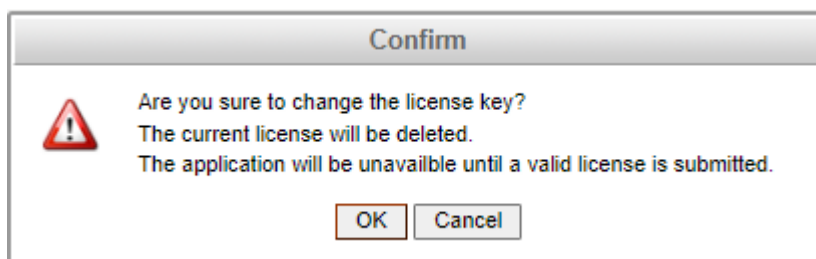


Figure 104: Change licence key

1.5. Menu item Email & escalation

1.5.1. Setup

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

The screenshot shows the 'Settings' page for 'globalDoc Solution 9.6'. The left navigation menu has 'Email & escalation' selected, with a sub-item 'Setup'. The main content area is titled 'Settings' and contains two sections: 'Emailing' and 'Escalation settings'. The 'Emailing' section has three checkboxes: 'Generate e-mails?' (unchecked), 'Send emails directly?' (unchecked), and 'Force email?' (unchecked). Below these are three text input fields: 'Application Url' (https://staging.globaldocsolution.pwc.com/demo6/), 'Email From*' (globaldocsolution-noreply@pwc.de), and 'Alternative email address reply to' (de_globaldoc.hotline@pwc.com). The 'Escalation settings' section has two input fields: 'Escalation time' (06:00) and 'Next escalation day' (12/31/2024). A 'Save changes' button is located in the top right corner of the settings area.

Figure 105: Email & escalation - Setup

Selecting the checkbox ☒ for **"Send emails 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 emails*** can also be changed here and, if required, it is possible to enter a different e-mail address for replies.

Below the **"Emailing"** section, the escalation time and the day of the next escalation can be defined under **"Escalation settings"**.

Furthermore, the times of the last escalations can be viewed, and the escalation intervals (manually, daily, weekly, monthly, annually) can be set and the respective reminder emails can be sent manually via **Run now**.

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 emails can be set before the deadline expires. With **Run now**, a reminder email can be sent directly manually.

1.5.2. Create email

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

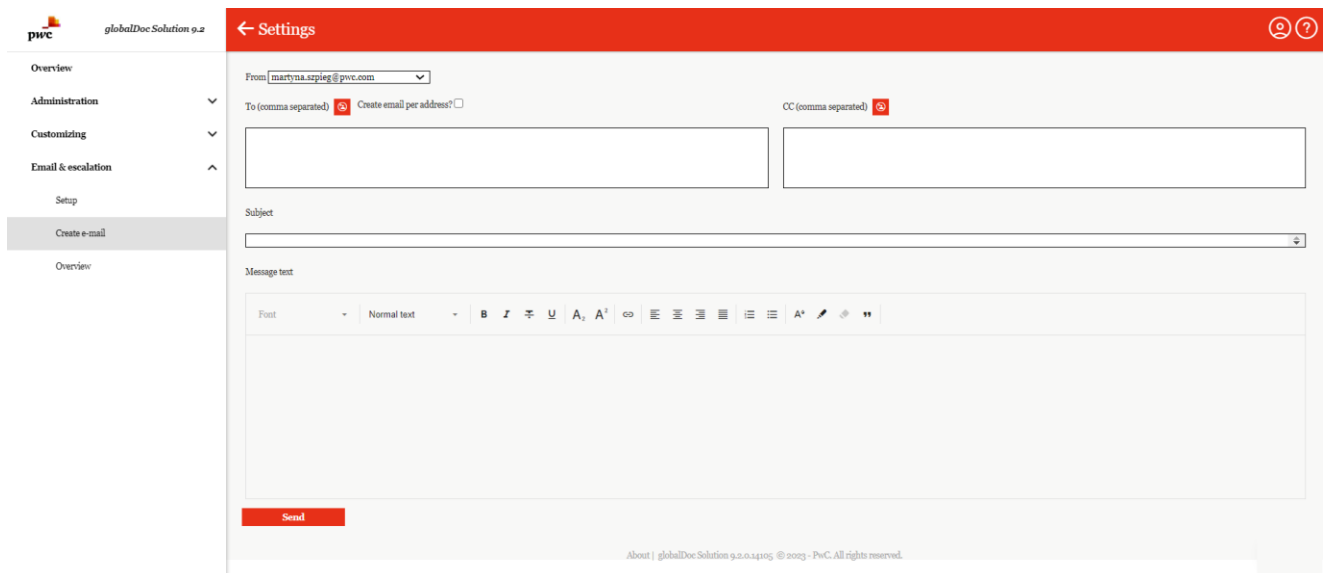



Figure 106: Email & escalation – Create email

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

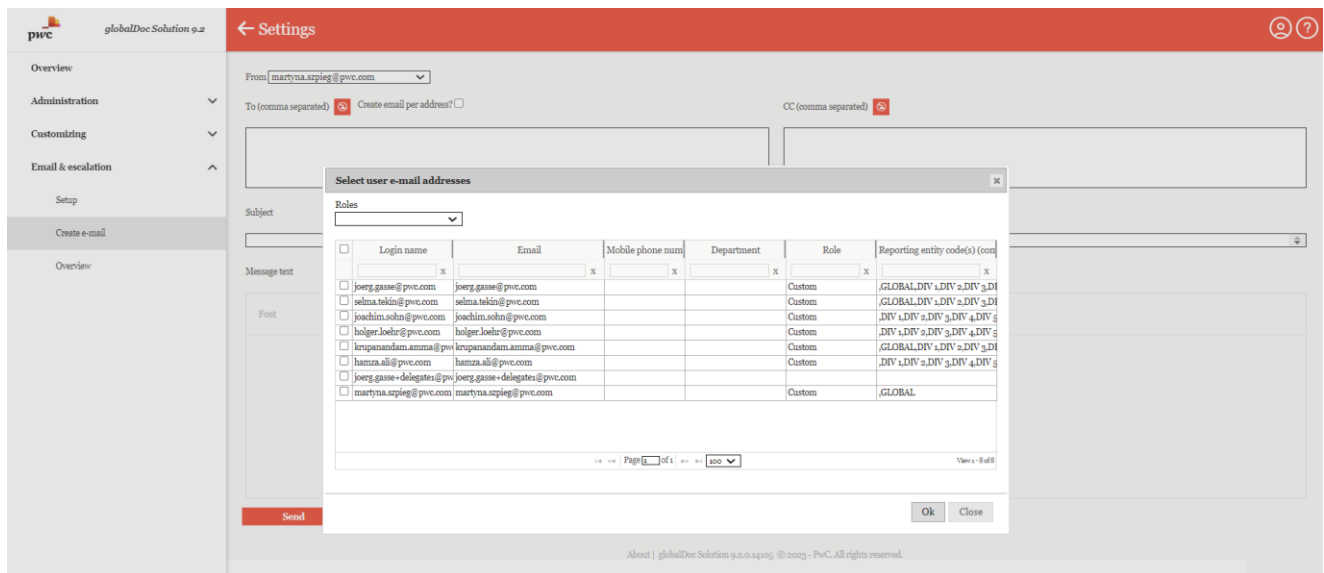


Figure 107: Create email - recipient selection

Instead of sending the email to all selected addresses, the email can also be sent to each individual address as desired by selecting the option "**Create email per email address**".

1.5.3. Overview

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

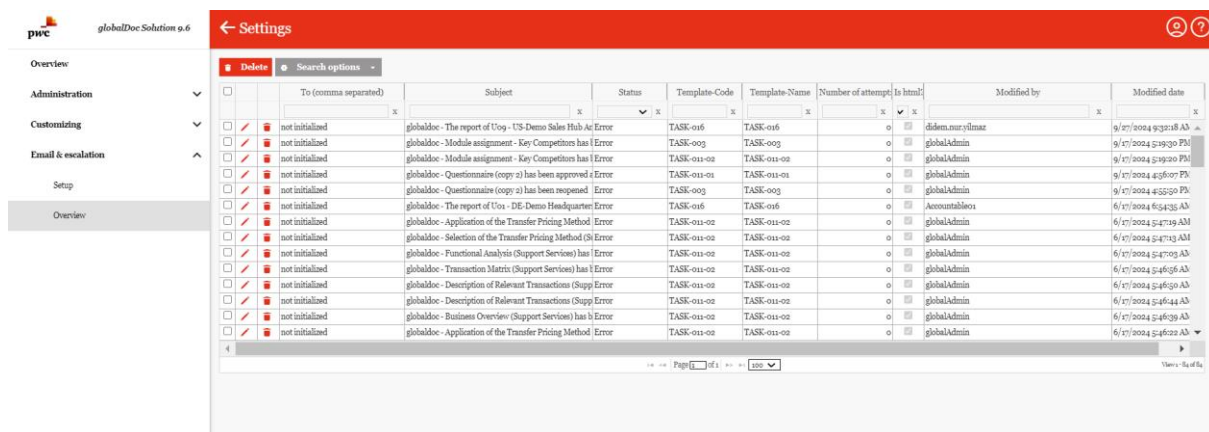




Figure 108: Overview of all unsent emails

The displayed emails can be deleted  or opened and edited  if necessary. Via the columns, the emails 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 emails - Extended search").

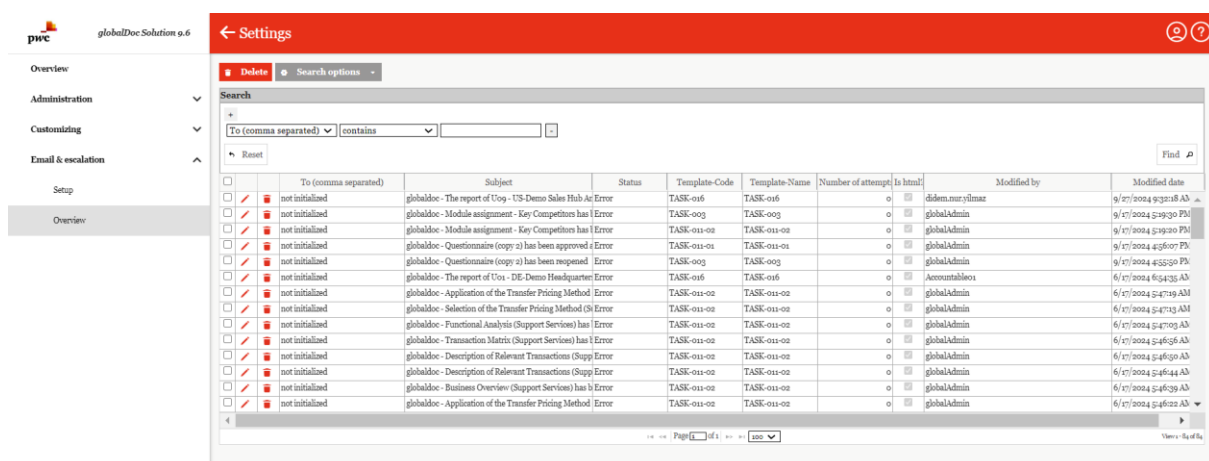





Figure 109: "Unsent emails - Extended search"

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

1.5.4. Sending rules

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

Incident	Standard recipient
Responsible delegates task to Delegate	Delegate
Delegate completes delegation	Responsible
Responsible withdraws delegation	Delegate
Delegate rejects delegation	Responsible

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

Roll Forward and thus open modules and recurring tasks of the pre-rolled entities.	All users with write access for the respective entities.
New company created	Responsible
Accountable/Reviewer/Responsible of a division/GLOBAL created	Accountable/Reviewer/Responsible
The user receives an e-mail with access data	User
Password reset	Affected user
Create admin task	All System administrators

2. Program item Documentation setup

2.1. Menu item Report configuration

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

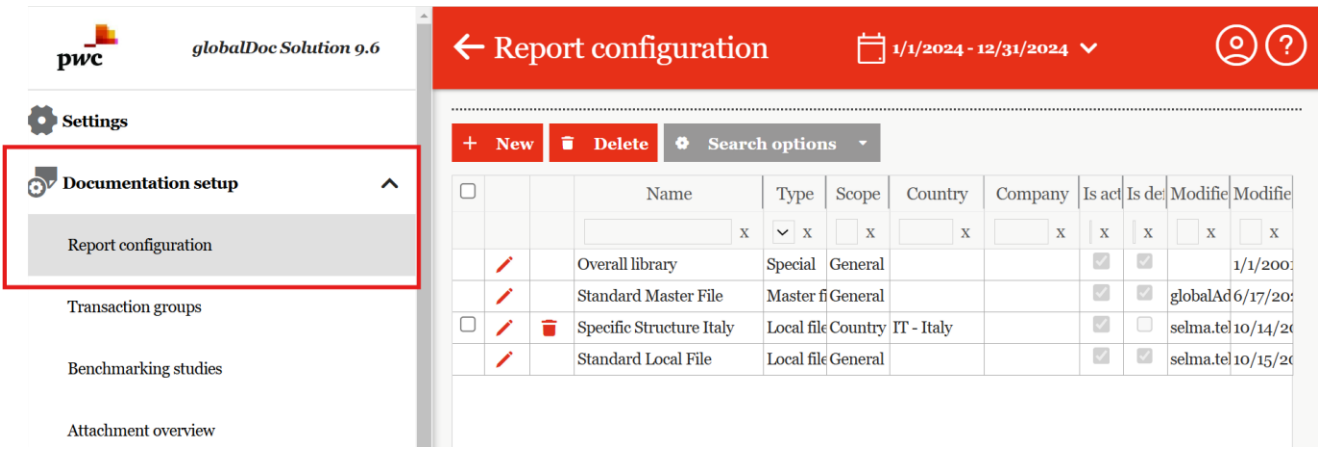



Figure 110: Overview of report types (example)

By default, **"Overall library"**, **"Standard Master File"** and **"Standard Local 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 the  button next to an existing report type 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:

	Create a new report type.
	Deleting a selected report type (s).

2.1.1. Create a new Report type

After clicking on **+ Neu**, you may choose in the upper part of the screen between three options:

☒ Import chapter structure ☐ Define modules ☐ Variables

The first option "**Import chapter structure**" can be used to upload an already existing documentation report 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 questionnaire can be downloaded as a Word document.

To create a new report 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). In this context, Special File means in this context that report types can be created in addition to Local File and Master File. After selecting a report type, it is essential to define the scope (i.e., its application area, see below).

Special
Master file
Local 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 entity. If the report refers to a country or Reporting entity, the corresponding **country*** or **Reporting entity*** must be selected.

General
Country
Company

Several countries or companies may be assigned to each report type (Local File, Master File or Special).

However, a country or Reporting entity may only be assigned once to a report type (Local File, Master File or Special) in the respective Scope (General, Country or Company).

Each company can therefore be assigned to a maximum of the following report types:

Local File - General

Local File - Country

Local File - Company

Special File - General

Special File - Country

Special File - Company

Steps to complete ☒ Import chapter structure ☐ Define modules ☐ Variables

Report type details: (Local file, General)

Name*

Scope*

AE - United Arab Emirates x
AG - Antigua and Barbuda x
AL - Albania x

Type*

Local file

☒ Is active

Template

DefaultTemplate

Data source:*

File:

Import From file

Choose File No file chosen

Split modules at:*

Heading 3

IMPORT

- **Is Active:** Here you can specify whether the report type should be active and thus available for use.

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







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

Figure 111: Create a new chapter - create report type

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

NOTE: Chapter headings of chapters without automatic numbering are not considered 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  , the following overview opens up:

Report configuration 1/1/2024 - 12/31/2024

Steps to complete: **Import chapter structure** Define modules Variables

Report type details: (Local file, General)

Name* Standard Local File Scope* General

Type* Local file ☒ Is active

Template copy 1 of DefaultTemplate

Import Data source*: From file File: Choose File No file chosen Split modules at*: Heading 3

IMPORT

Stored chapter structure

Collapse all

- General information
- Background

Figure 112: 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 **"Overall library"** (see figure "Import chapter structure - General overview").

General overview contains all chapters uploaded to date, including their modules. This is particularly useful if the chapter or module is also to be assigned to other reporting companies. This prevents redundancies and the requirement to create a module multiple times.

Report configuration 4/1/2024 - 3/31/2024

Steps to complete: **Import chapter structure** Define modules Variables

Report type details: (Local file, General)

Name* Scope* General

Type* Local file ☒ Is active

Template copy 1 of DefaultTemplate

Import Data source*: From file File: Choose File No file chosen Split modules at*: Heading 3

IMPORT

Stored chapter structure

Collapse all

Figure 113: Import chapter structure - General overview

STEP 1

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

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

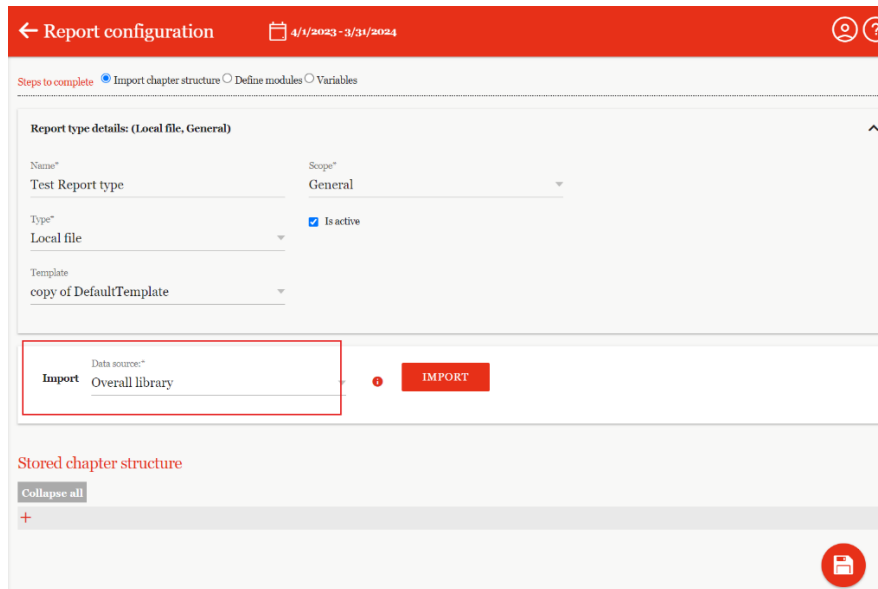








Figure 114: Selection of chapters to be imported - General overview

As soon as it is decided which chapters are to be included in the **"Stored 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.

The icon  can be used to view the content of the module in read mode. This is particularly useful if the title of a module does not precisely describe its content.

Another possibility is to move an entire block (e.g. "Master File" or "Local File") to the saved chapter structure by dragging and dropping using the symbol .

Additionally, the name of a chapter or subchapter can be changed by clicking on the title of the respective chapter or subchapter. 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").

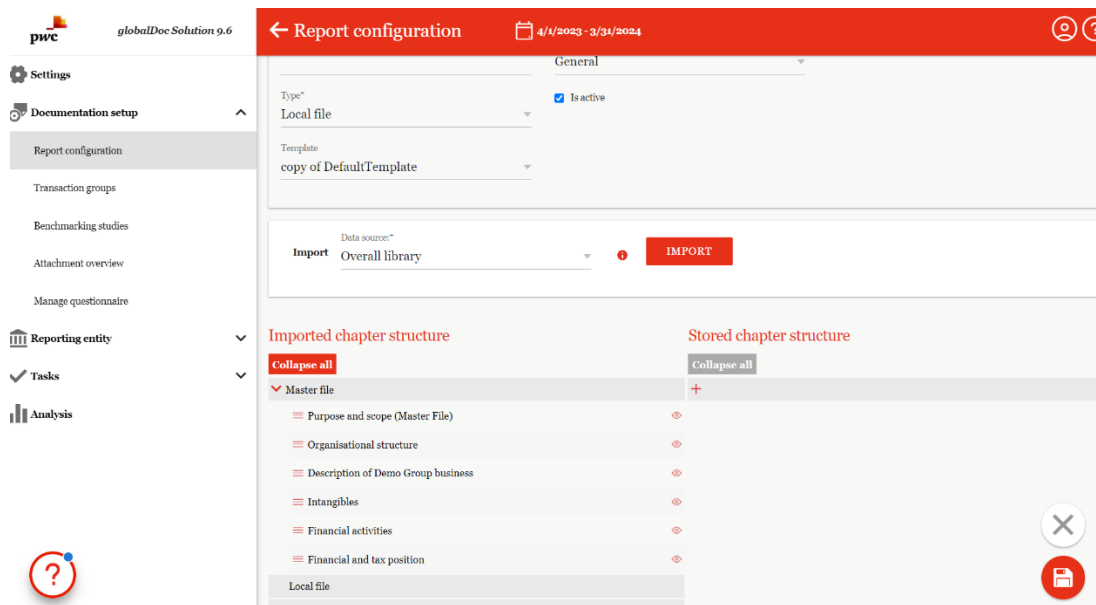



Figure 115: Editing the Chapter Structure - General Overview

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 **"Split 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 MS Word-document (headings formatted as heading 1, 2, 3, etc., body text formatted as **"normal"** or **"body text"**).

← Report configuration 1/1/2024 - 12/31/2024

Steps to complete: ☒ Import chapter structure ☐ Define modules ☐ Variables

Report type details: (Local file, General)

Name* Scope* General

Type* Local file ☒ Is active

Template copy 1 of DefaultTemplate

Data source*: Import From file

File: Choose File No file chosen

Split modules at*: Heading 3

IMPORT

Stored chapter structure

Collapse all

Figure 116: 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.

← Report configuration GLOBAL - GLOBAL 1/1/2024 - 12/31/2024

Version 9.6

Chapter level 1: Legal matters

Module: Legal matters Local

Chapter level 1: Release notes

Module: Release notes Local

Chapter level 1: Preliminary remarks

Module: Preliminary remarks Local

Chapter level 1: General introduction to globalDoc

Chapter level 2: The idea behind globalDoc

Module: The idea behind globalDoc Local

Chapter level 2: The features of globalDoc

Module: Common documentation platform for all persons involved in the documentation process Local

Module: Modular structure of the documentation contents Local

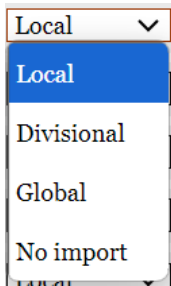
Module: Centralized collection of information relevant for several reporting entities Local

Module: Central management of documentation-relevant data Local

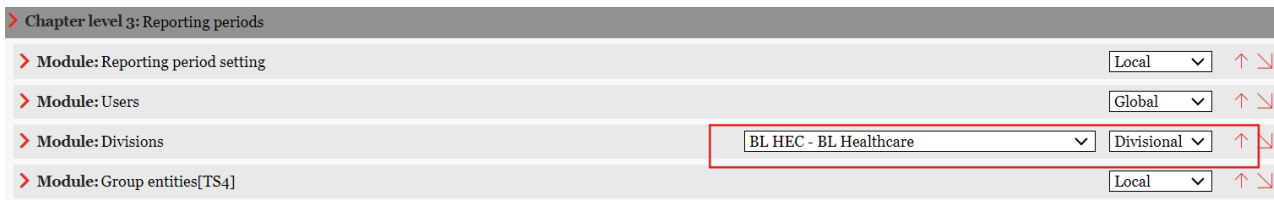
Figure 117: Imported file - view





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).

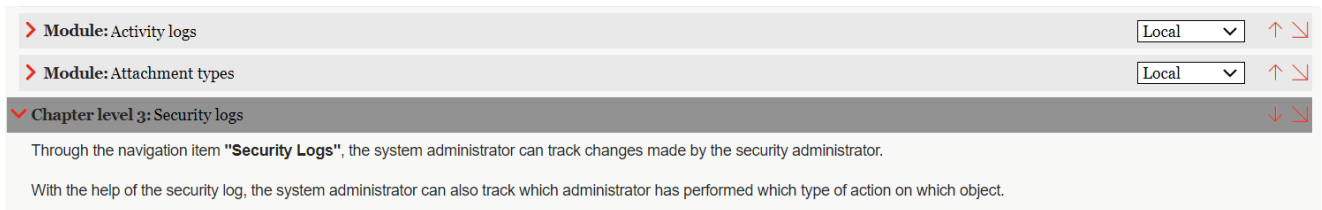
To change the module classes, click on the drop-down list. By default, the module class "Local" is always assigned when importing. If it is desired that certain modules should not be imported, then you can make the assignment "No import".





If the System administrator has already created divisions, the module can also be assigned directly to a division.



The symbol  can be used to convert modules into chapters. And the module can be merged with the previous module using . These conversions can of course be changed again on this interface using the reverse arrow directions  .



Once the adjustments have been made, you can move on to the next step by clicking the button . To cancel the action, click on the X icon .

In the case of an existing structure, which can be found on the right-hand side under Saved chapter structure, these are juxtaposed with the newly imported structure. This display allows existing structures to be supplemented with newly imported modules/chapters (see illustration "Importing the chapter structure - from file").

It works in the same way as importing via the general overview. The modules can be integrated into the existing structure by moving them.

However, if no structure existed previously because the report type was newly created, the chapter structure saved on the right-hand side would be empty.

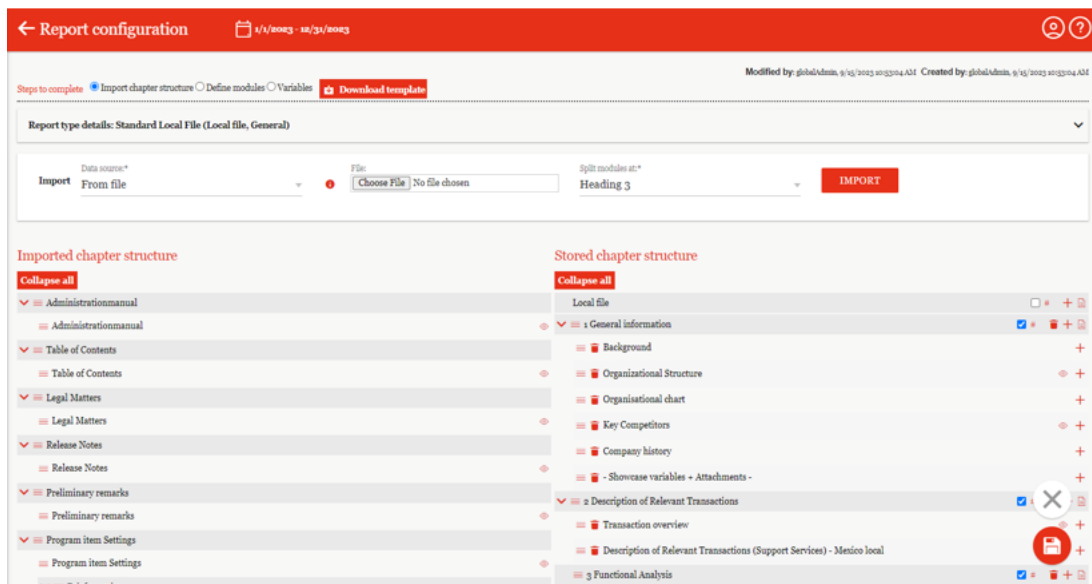






Figure 118: Import chapter structure - From file

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 **"Stored chapter structure"**, these chapters have to be moved individually to the desired target level using the symbol  (to the left of the chapter name) via drag & drop.

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

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

2.1.2.3. Template

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

STEP 1

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

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

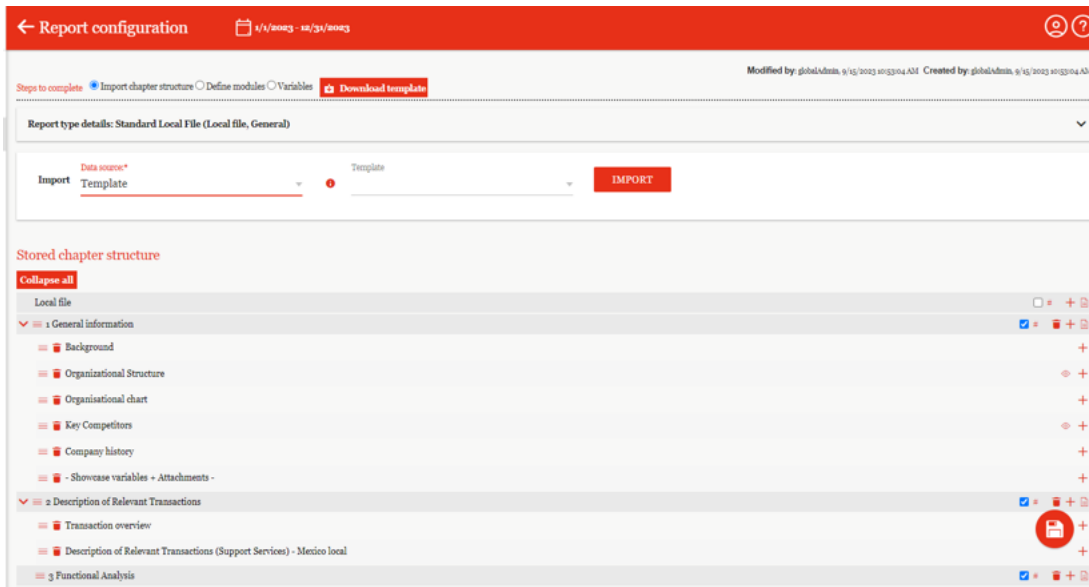


Figure 119: Import Chapter Structure - Template

STEP 2

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

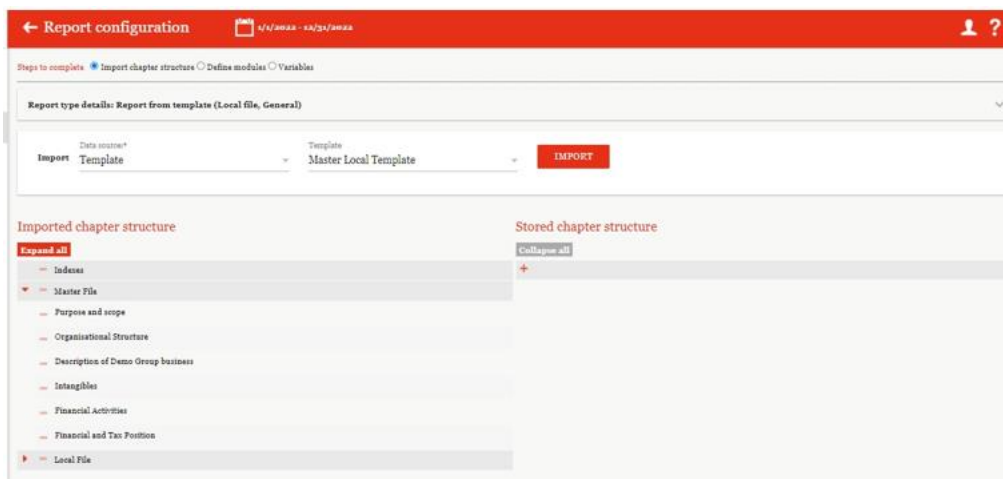






Figure 120: Imported chapter structure - from template

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

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

2.1.2.4. Default for selected report type

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

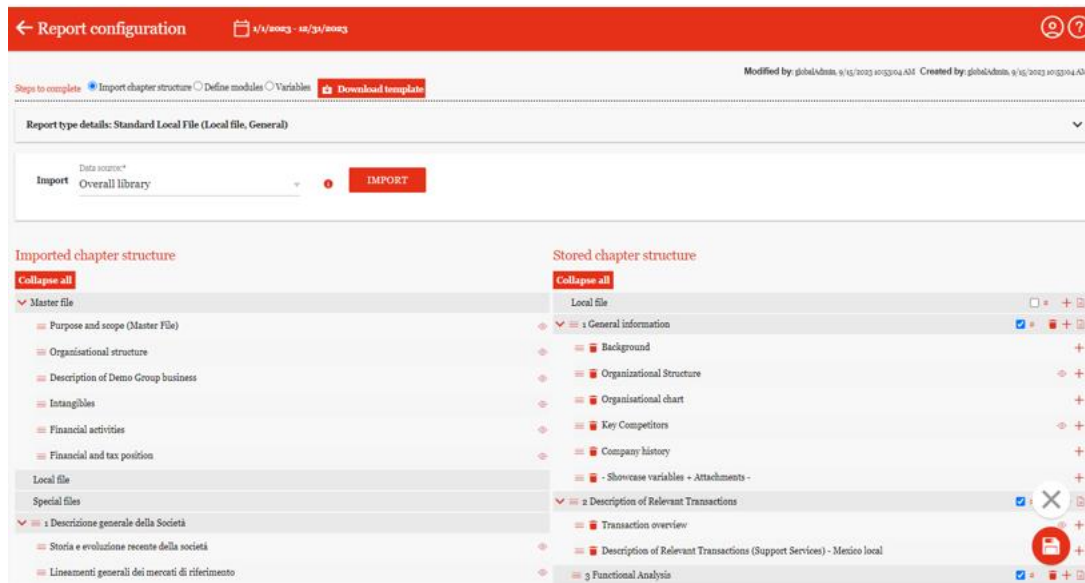


Figure 121: Import "Standard for select report type"

Once you have decided which chapters you want to save, you can proceed as described above and move, save and edit the chapters using drag & drop.

2.1.3. Define Modules

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

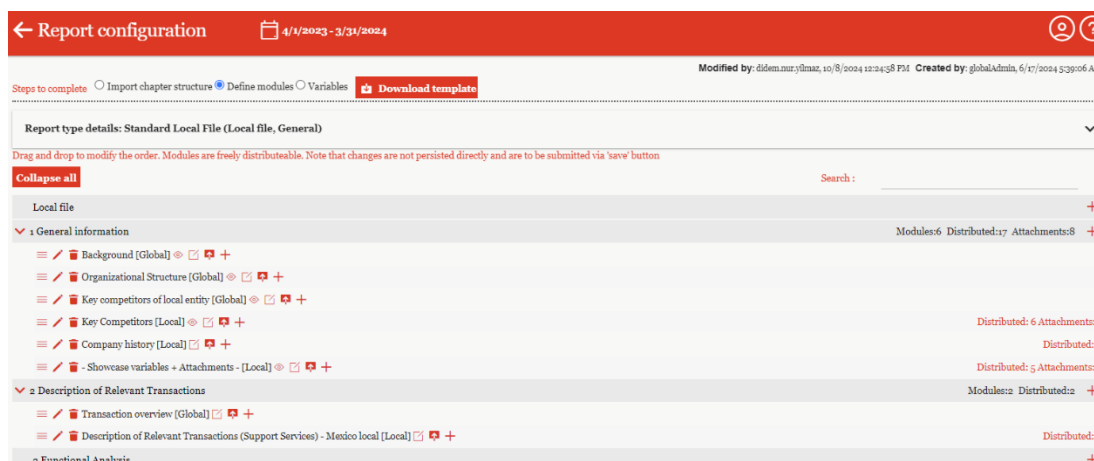








Figure 122: Define Modules - Overview

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

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


The Edit template icon  can be used to open and edit the template directly in MS Word. It is not necessary to download the template to edit it.

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

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

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

2.1.3.1. Module details

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

- **Chapter***: Specification of the chapter, in which the module should appear when generating the report.
- **Module name***: Name of the module (not automatically the heading of the chapter in the report).
- **Input format***: Choice between different input formats.
- **Transaction group**: You can select a transaction group here. However, the selection of the transaction group has no influence on the assignment of this module. This can be set under 'Module assignments'.
- **Transaction role***: This input field only needs to be completed once a transaction group has been selected. This is because the transaction role can be defined using the selection options. The following options are available: Payer&Receiver, Payer only, Receiver only.
- **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).
- **Template document**: In the example shown below, no template document has been uploaded yet, which is why the "Choose File" button is displayed. Once the file has been uploaded, it can be downloaded or deleted. Only files in MS Word format may be uploaded.

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.

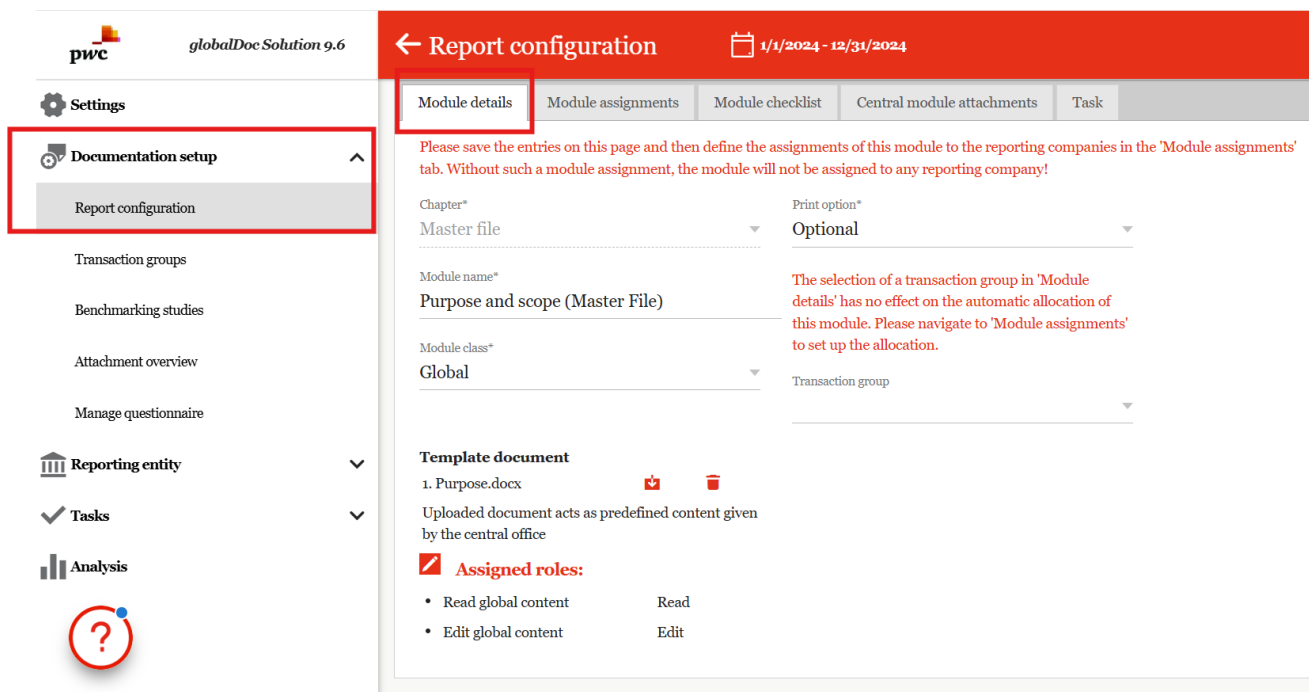


Figure 123: Editing modules - Tab "Module details"

Assigned Roles:

In the **"Module details"** tab, additional roles ("Edit" and "Read") can be assigned for this module in the **"Assigned roles"** section. Clicking on the pencil icon opens a window in which you can edit the access control for this module. By default, the roles "Edit local content - Edit" and "Read local content - Read" are always assigned. You can assign or remove these roles by clicking on them.

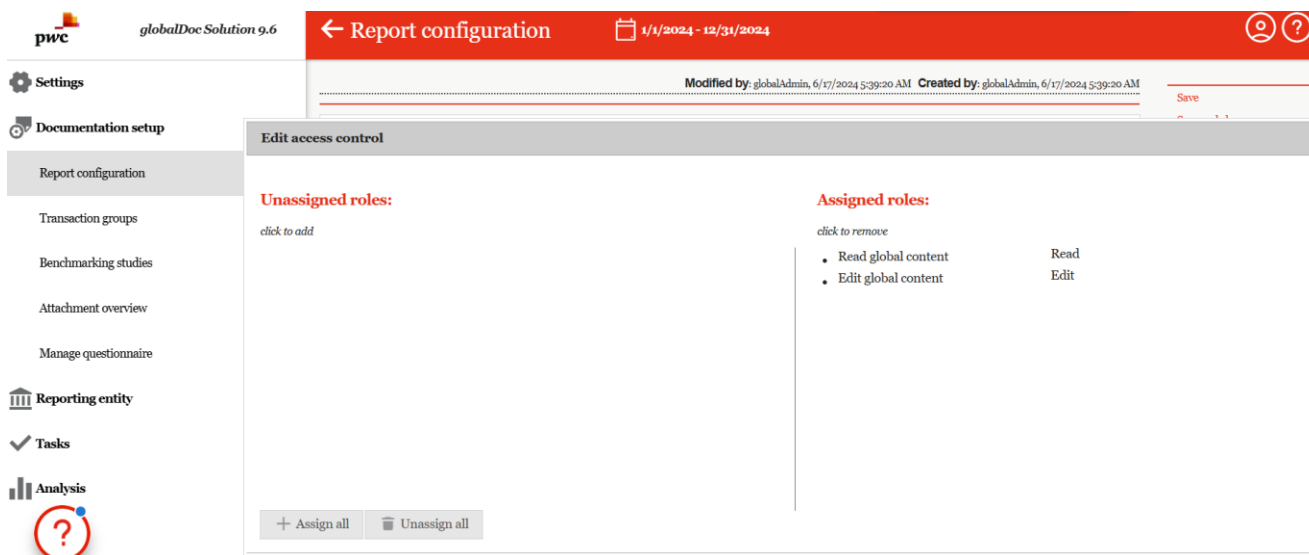


Figure 124: Module assignment - assigned roles

Using the buttons **+ Assign all** **Unassign all**, a system administrator can either assign or reject all roles at once.

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

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

Although the selection of the transaction group here has no influence on the assignment of a module, a mandatory field must be filled in when selecting this functionality, in which you must specify whether the company is a "Provider" or "Recipient" or "Provider & recipient" in this case. In addition, value limits for automatic module assignment can be defined under "Report configuration / Transaction groups", below which the module is not assigned, 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 entity and at the same time the tick is not set under "Document local transactions" in the country settings.

2.1.3.2. Module Assignments

In the "**Module assignments**" tab, modules can be assigned both rule-based and by module groups.

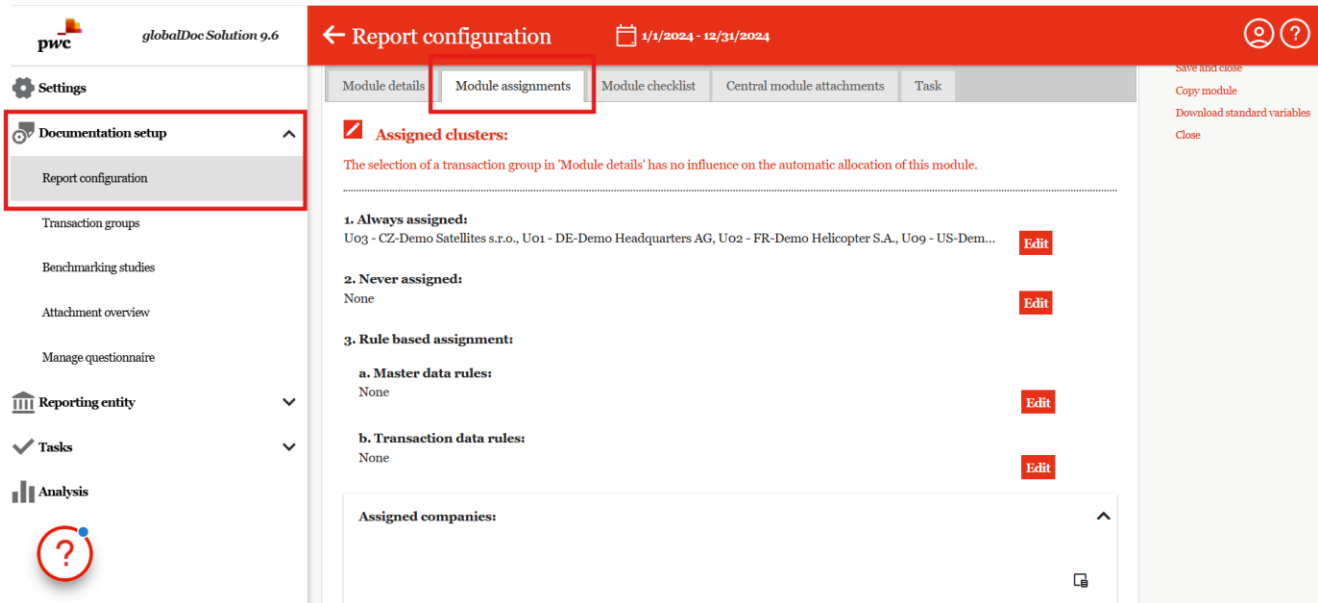
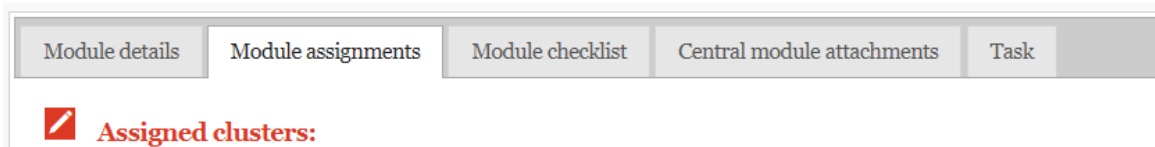



Figure 125: Overview Module assignments

2.1.3.2.1. Zuordnung der Module durch Modulgruppierungen

As explained in the previous chapters, module clusters can be created and assigned to the companies. This has the advantage of combining modules in a cluster and assigning them collectively to the entities.



If a cluster has been used, this can be recognized directly under the "Module assignments" tab.

The module groups can be viewed, added and, if necessary, removed under ("Assigned groupings"). By clicking on the symbol , it is possible to execute the function (see figure "Edit Cluster assignments").

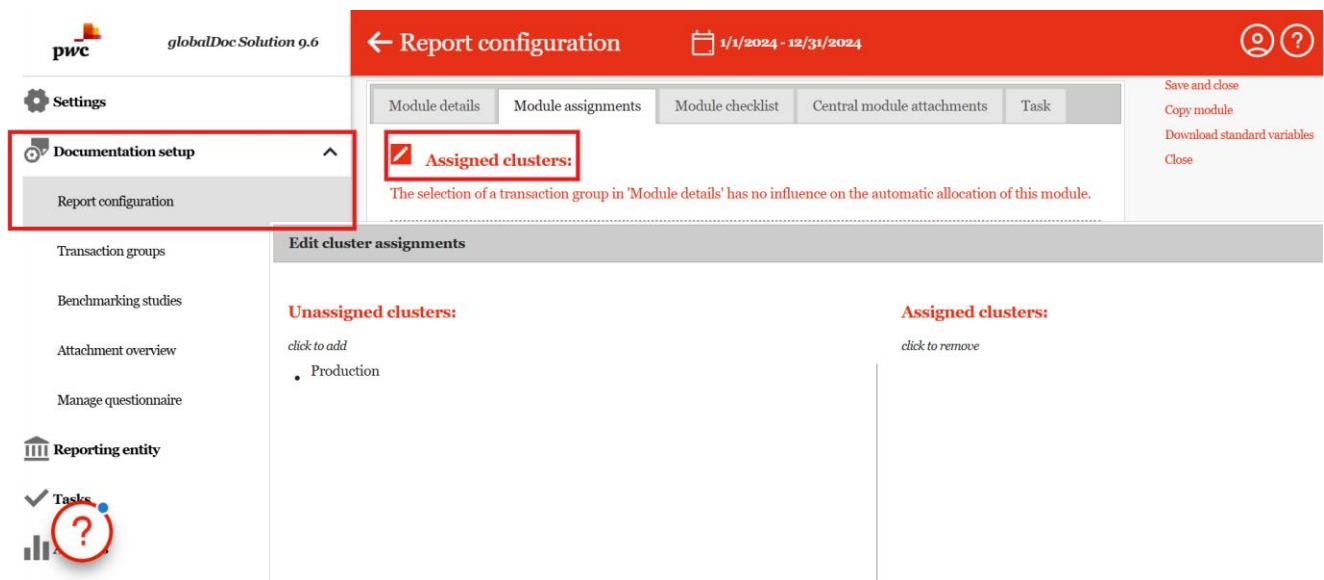


Figure 126: Edit cluster assignments

Using the buttons **+ Assign all** and **Unassign all**, a system administrator can either assign or discard all module groups at once. The button **+ New** can also be used to create new groups directly.

If a cluster has been used, this can be recognized directly under the "Module assignments" tab.

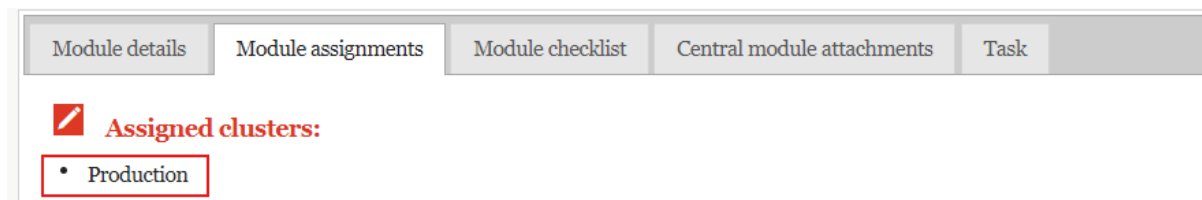


Figure 127: Display assigned clustering

NOTE: In *globalDoc*, you can assign modules based on rules, which are described below. The rules for module assignment have no effect if a module grouping is assigned to a company. This means that the rules are ineffective in this case and the module is always assigned.

2.1.3.2.2. Assignment of modules by rules

Certain specifications and rules allow you to make module assignments that correspond to your business process and thus create a customized report. As shown in the figure "Rule-based module assignment", there are the following options for assigning a module to a company or companies.

Figure 128: Rule-based module assignment

1. Always assigned:

With this option, it is possible to define in advance which reporting companies this module is always assigned to. Click on the "Edit" button **Edit** to open a list of reporting companies.

Code	Name	Short name	Entity	ERP number	Country	Regions	Business	Sub business
U03	CZ-Demo Satellites s.r.o.	Demo SAT s.r.o.	Contr	12X110	CZ - Czech	EMEA	AVI	SAT
U01	DE-Demo Headquarters AG	Demo HQ AG	Contr	12X110	DE - Germany	EMEA	AVI, HEC	AIR, HEL
U001	Demo Headquarters	Demo HQ P	Contr	12X110	GB - United Kingdom	EMEA	AVI, HEC	AIR, HEL
U21	DE-Research Lab				DE - Germany	EMEA	AVI, HEC	SAT, UAV
U02	FR-Demo Helicopter	Demo HEL	Entre		FR - France	EMEA	AVI	HEL
U04	IN-Demo Healthcare	IN-Demo H	Global		IN - India	APAC	HEC	BIT, EQU
U22	IT-Demo sales S.p.A	Demo Italy			IT - Italy	EMEA	HEC	HSV
U12	MEX-Demo Sales Ltd	Demo Ltd.	Sales		MX - Mexico	Americas	AVI, HEC	AIR, HEL
U09	US-Demo Sales Hub	Demo Inc.	Sales		US - United States	Americas	HEC	PHA

Figure 129: Always assigned reporting entity

After selecting the reporting companies in the left view, they can be moved to the right using the arrowhead **>** button. Conversely, they can be removed from the list of reporting companies that are always assigned using the button **<**. Click "OK" **OK** to apply the changes. The "Close" button **Close** closes the selection view.

2. Never assigned

This function allows you to define which Reporting entity this module is never assigned to. This is relevant if, for example, an automatic allocation would assign the module to the Reporting entity, but the module should not be assigned for certain reasons. This makes it possible to exclude individual reporting companies from this

automatic allocation. In this case, the module is not assigned to the reporting companies, even if they have the corresponding transaction group in their transaction matrix.

Click on the "Edit" button **Edit** to open a list of reporting companies.

Never assigned reporting companies

<input type="checkbox"/>	Code	Name	Short nam	Entit	ERP numb	Country	Regions	Business	Sub busi
<input type="checkbox"/>	X	X	X	X	X	X	X	X	X
<input type="checkbox"/>	U16	CH-Demo Finance A		Finan		CH - Swit	EMEA	HEC	BIT,LFS
<input type="checkbox"/>	U03	CZ-Demo Satellites s	Demo SAT s	Contr		CZ - Cze	EMEA	AVI	SAT
<input type="checkbox"/>	U01	DE-Demo Headqua	Demo AG	Centr	12X110	DE - Germ	EMEA	AVI,HEC	AIR,HEL
<input type="checkbox"/>	U20	DE-Demo Parts Eur		Contr		DE - Germ	EMEA	AVI	AIR
<input type="checkbox"/>	U001	Demo Headquarters	Demo HQ P			GB - Unit	EMEA	AVI,HEC	AIR,HEL
<input type="checkbox"/>	U02	FR-Demo Helicopte	Demo HEL	Entre		FR - Fran	EMEA	AVI	HEL
<input type="checkbox"/>	U04	IN-Demo Healthcar	IN-Demo H	Globe		IN - India	APAC	HEC	BIT,EQU
<input type="checkbox"/>	U22	IT-Demo sales S.p.A	Demo Italy			IT - Italy	EMEA	HEC	HSV
<input type="checkbox"/>	U12	MEX-Demo Sales Lt	Demo Ltd.	Sales		MX - Mex	Americas	AVI,HEC	AIR,HEL
<input type="checkbox"/>	U09	US-Demo Sales Hub	Demo Inc.	Sales		US - Unit	Americas	HEC	PHA

Page 1 of 1 100 View 1 - 10 of 10

☐

Code	Name	Short nam	Entit	ERP numb	Country	Regions	Business	Sub busi
X	X	X	X	X	X	X	X	X
U21	DE-Research Lab				DE - Germ	EMEA	AVI,HEC	SAT,UAV

Page 1 of 1 100 View 1 - 1 of 1

OK Close

Figure 130: Never assigned reporting entity

The function is similar to the "Always assigned" option. While the first is always assigned, the second is never assigned if the other conditions for an assignment are also met.

3. Rule-based assignment

This option can be used to define rules according to which a module is assigned to reporting companies. It is possible to define rules according to master data of the Reporting entity and according to transaction data.

a. Rule-based assignment according to master data

Click on the "Edit" button **Edit** to open a view in which rules can be defined. Initially, the view is empty.

Filter Builder


And +

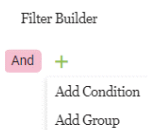
OK CANCEL

Figure 131: New filter view

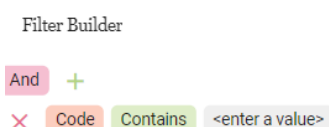
The filter rules are based on logical operators such as "AND" and "OR". Initially, the rule always starts with "AND". You can change this by clicking on the "AND".



By clicking on the plus sign , you have the option of adding a condition or a new rule group.

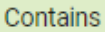


For example, a condition is to be added. Normally, a rule group makes sense if a rule already exists. By clicking on "Add condition", a rule display appears in which you can simply select the relevant fields.

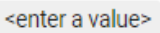


Click on Code  to display the fields that can be filtered in relation to master data. These are:

- Name
- Short name
- Company type
- ERP number
- Country
- Regions
- Business line
- Sub business line
- Triple sub line
- 4th Sub Business line

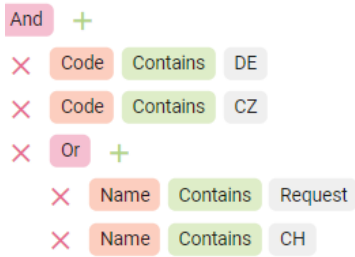
Click on the Contains  button to display all possible logical comparison operators to compare certain entries with the master data.

- Contains
- Is equal to
- Between
- Is not equal to
- Starts with
- Ends with
- Does not contain

In the "Enter value"  field, you can enter the value you want to search or filter for.

Example of a filter created:

Filter Builder



The filtering displayed in the figure shows the following in text format:

[Name] contains 'DE' and [Name] contains 'CZ' **and** ([Name] contains 'Request' or [Name] contains 'CH')

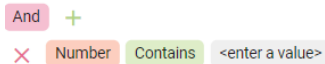
And that means: The rule starts with "AND". This means that all subsequent rules are initially linked with AND. Until a rule group is defined that is linked with OR. In this example, the 2nd rule group starts with "OR".

This means that this filter should assign the module to all companies that have "DE" AND "CZ" in their name AND it should assign the module to the companies that have "Request" OR "CH" in their name.

b. Rule-based allocation according to transaction data

Setting up rules for transaction data follows the same pattern. The only difference is the fields available for selection.

Filter Builder



Click on "Number" to select the following fields:

- Number
- Transaction role
- Transaction type
- Name
- Released

Assigned companies / Result of filtering:


Once the rules have been set, the settings should be **saved**. After saving, all companies for which the rules apply are listed at the end of the "Module assignments" tab.

Assigned companies:

Code	Name	Short name	Entity type	ERP number	Country	Regions	Business line	Sub business line
U16	CH-Demo Finan...		Financing (FIN)		CH - Switzerland	EMEA	HEC	BIT,LFS
U03	CZ-Demo Satelli...	Demo SAT s.r.o.	Contract Manuf...		CZ - Czech Repu...	EMEA	AVI	SAT
U01	DE-Demo Headq...	Demo AG	Central Entrepre...	12X110	DE - Germany	EMEA	AVI,HEC	AIR,HEL,SAT,UAV...
U20	DE-Demo Parts ...		Contract Manuf...		DE - Germany	EMEA	AVI	AIR
U001	Demo Headquar...	Demo HQ PLC			GB - United King...	EMEA	AVI,HEC	AIR,HEL,SAT,UAV...
U21	DE-Research Lab				DE - Germany	EMEA	AVI,HEC	SAT,UAV,HSV
U02	FR-Demo Helico...	Demo HEL S.A.	Entrepreneur (E...		FR - France	EMEA	AVI	HEL

15 50 100 500 Page 1 of 1 (11 items) 1

Figure 132: Exemplary assigned companies

If the rules have many hits, it is also possible to filter them again within this view. The columns can be activated or deactivated using the icon .


Column Chooser X

- ☐ Code
- ☐ Name
- ☒ Short name
- ☒ Entity type
- ☒ ERP number

The following columns are enabled by default:

- Code
- Name
- Short name
- Company type
- ERP number
- Country
- Regions
- Business line
- Sub business line
- Triple sub line
- 4th Sub Business line

The columns in the view can be sorted in ascending or descending order by clicking on the column name. You can also specify how many entries 15 50 100 500 should be displayed in a view and the view can also be scrolled Page 1 of 1 (11 items) < 1 > .

The view can be filtered based on rules by clicking on the icon  . The functionality is similar to that described above under "Rules master data".

Folgende Spalten sind defaultmäßig freigeschaltet:

- Code
- Name
- Kurzname
- Unternehmenstyp
- ERP Nummer
- Land
- Regionen
- Business line
- Sub business line
- Triple sub line
- 4th Sub Business line

2.1.3.3. Central Module Attachments

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

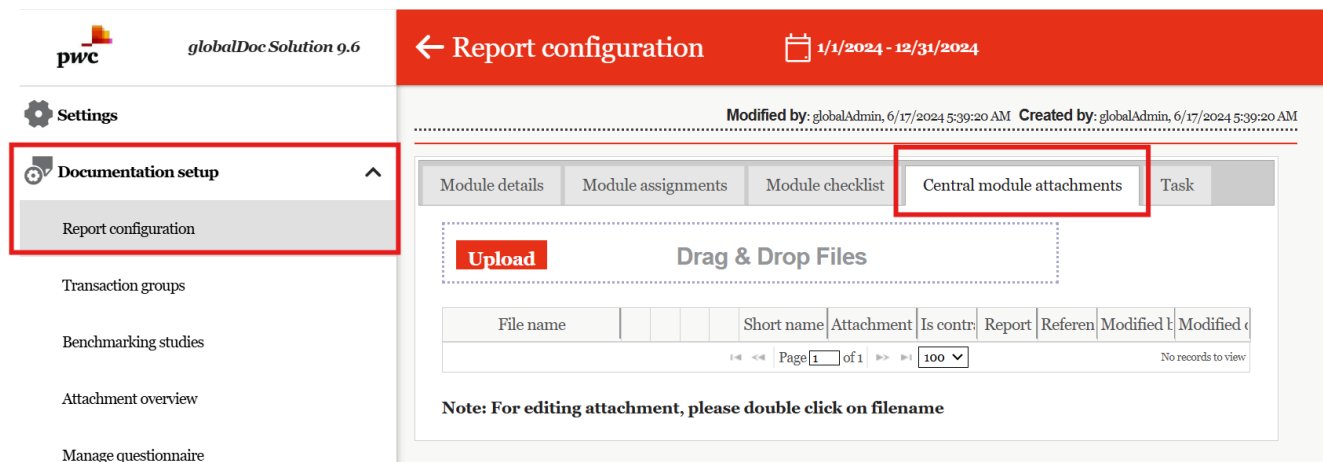


Figure 133: Edit module - "Central module attachments" tab

2.1.3.4. Tasks

Via the "**Task**" tab, the system administrator has the option of creating a task directly during module creation and adding a description and a processing deadline to it (see figure "Edit modules - "Task" tab"). By ticking the box at the bottom, you can select whether a task is recurring annually.

Report configuration 1/1/2024 - 12/31/2024

Module details | Module assignments | Module checklist | Central module attachments | **Task**

Navigation item*
Documentation content

Name*
Update Master File (Purpose and scope)

Description*
Please check and update Master File. Key source of information might be the group annual report to leverage from publicly

Processing deadline *
12/31/2024

☒ annually recurring

Assigned companies

Name	Code	Processing	Approver level col	Approver level col	Approver level col	Approver level req	Approver level req
	x	x	x	x	x	x	x

Page 1 of 0 5000 No records to view

Figure 134: Edit modules - tab "Task"

2.1.3.5. Module checklist

In addition to the task, additional subtasks can be created by clicking on **+ Add item to Checklist ...**. If the tick is set to "Mandatory checklist", these must first be completed when processing the task before the status of a module can be changed.

Report configuration 1/1/2024 - 12/31/2024

Modified by: globalAdmin, 6/17/2024 5:39:20 AM Created by: globalAdmin, 6/17/2024 5:39:20 AM

Module details | Module assignments | **Module checklist** | Central module attachments | Task

☐ Checklist mandatory

Checklist

+ Add item to Checklist ...

Figure 135: Module checklist

2.1.3.6. Further Functions for Module Editing

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

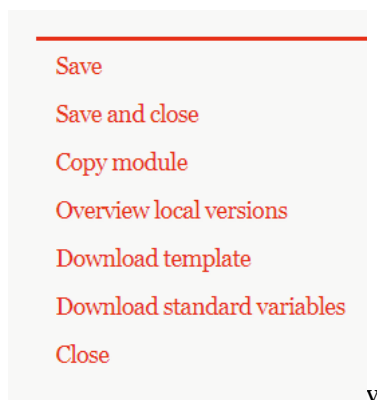


Figure 136: Edit module - further functions

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

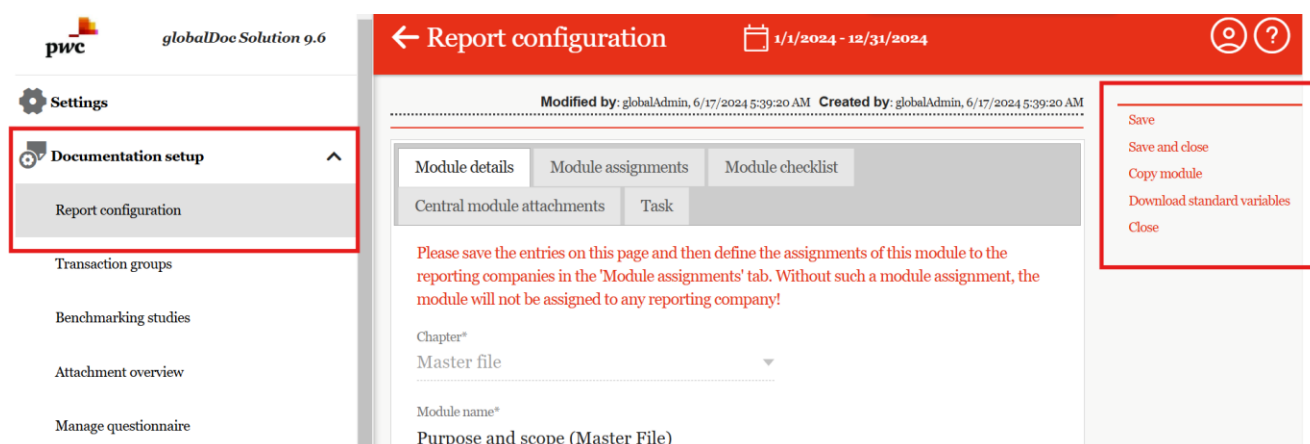


Figure 137: Edit module - Copy module

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

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

- **Overview of local versions:** This function offers the possibility of an overview of the module, its use and changes in the assigned reporting companies. The head office can use it to download an overview of the differences in content.
- **Download template:** Downloading the underlying template for the module.
- **Download standard variables:** globalDoc has standard variables that can be used as placeholders in the modules. These standard variables can be downloaded here as a Word file.
- **Send link as e-mail:** Clicking on this link will open the user's email client to send the link to the report configuration. The recipient is a fictitious e-mail address that should be adjusted before sending. Additional text can also be inserted.



Figure 138: Report configuration

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

2.1.3.7. Local modules which can only be edited centrally

This is a further explanation of the "Assigned roles" function in the "Module details" tab. 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.

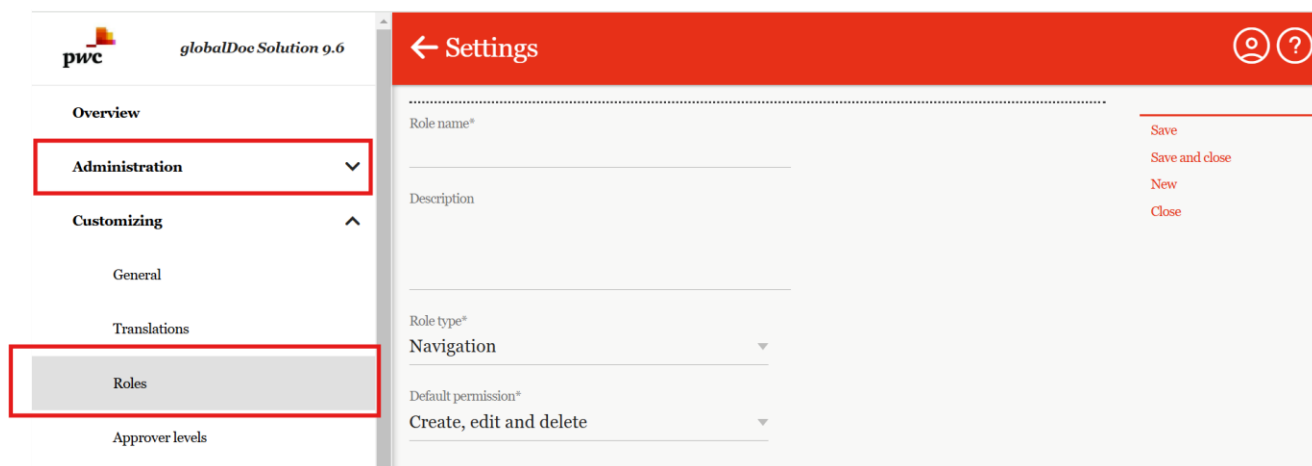



Figure 139: Creating a central editor role

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

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

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

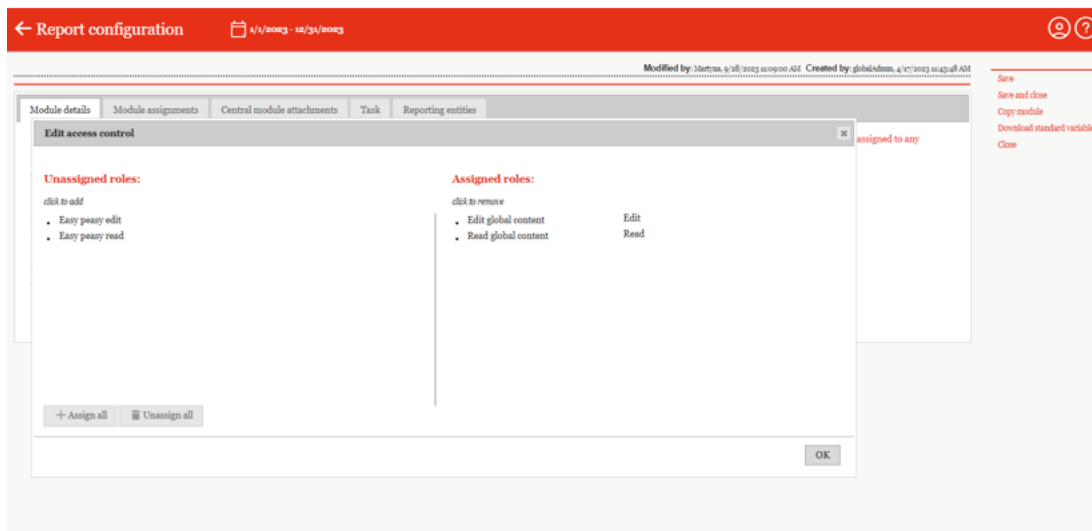


Figure 140: Edit access control

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"**).

Approver level content:

Module reviewer level 2: None Edit

Module reviewer level 1: None Edit

Responsible: None Edit

Approver level report:

Accountable: U001 - Demo Headquarters PLC Edit

Report reviewer level 1: None Edit

User roles

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

Figure 141: Assigning editor role

2.2. Menu item Transaction groups

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

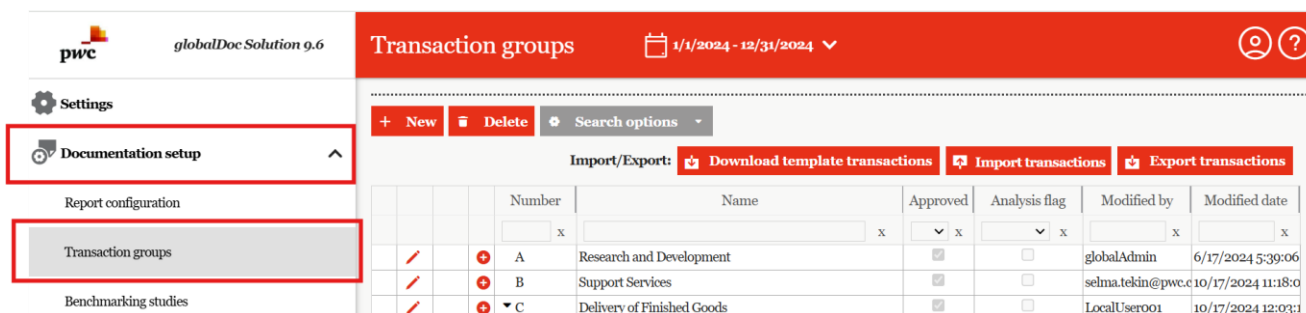


Figure 142: Overview transaction groups (example)

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 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:

	Create a new 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	Excel-Template for download.
Import transactions	Import the transactions.
Export transactions	Export the transactions

2.2.1. Create new Transaction group

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

The screenshot shows the 'globalDoc Solution 9.6' interface. On the left, the 'Settings' menu is open, with 'Documentation setup' and 'Transaction groups' highlighted. The main content area is titled 'Transaction groups' and shows the 'Details' tab. The 'Details' tab contains the following fields:

- Code***: A text input field for a specific individual code.
- Name***: A text input field for the transaction group name.
- General materiality threshold for I/C matrix**: A text input field with a help icon and 'Euro' as the unit.
- General materiality threshold for modules**: A text input field with a help icon and 'Euro' as the unit.
- Analysis flag**: A checkbox.
- Is reserved for filtered transactions (raw data)?**: A checkbox.
- Description**: A text input field.

Figure 143: 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. Local threshold values for the automatic allocation of modules or the inclusion of a transaction in the Excel transaction matrix can be both above and below the global specification of the general materiality threshold for I/C Matrix.
- **Description**: The transaction can be described in more detail here.
- **Analysis flag**: Should the transaction group be part of a group analysis?
- **Is reserved for filter transactions (raw data)?** Only relevant in connection with TP Matrix - defines whether the transaction data for the corresponding transaction group is to be obtained via a manual import or via the TP Matrix. The TP Matrix generates the raw data via an ERP interface (e.g., an SAP interface), processes it into transaction data (including filter transactions) using predefined rules and consolidates it into a transaction group. If the option is selected, transaction data for this transaction group cannot be uploaded in globalDoc but is obtained via the TP Matrix.

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

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

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

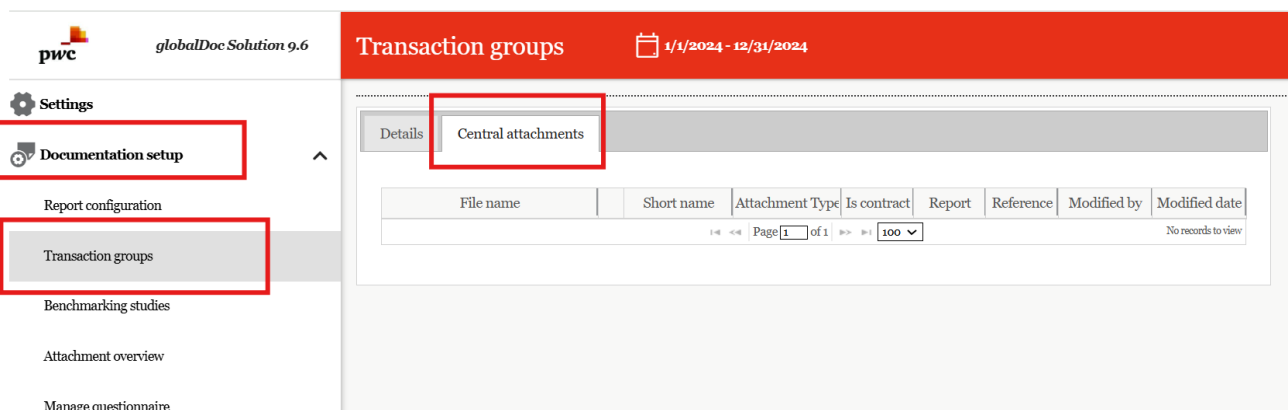



Figure 144: "Creating a new transaction group - "Central module attachments" tab

2.2.2. Create Sub-Transaction group

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

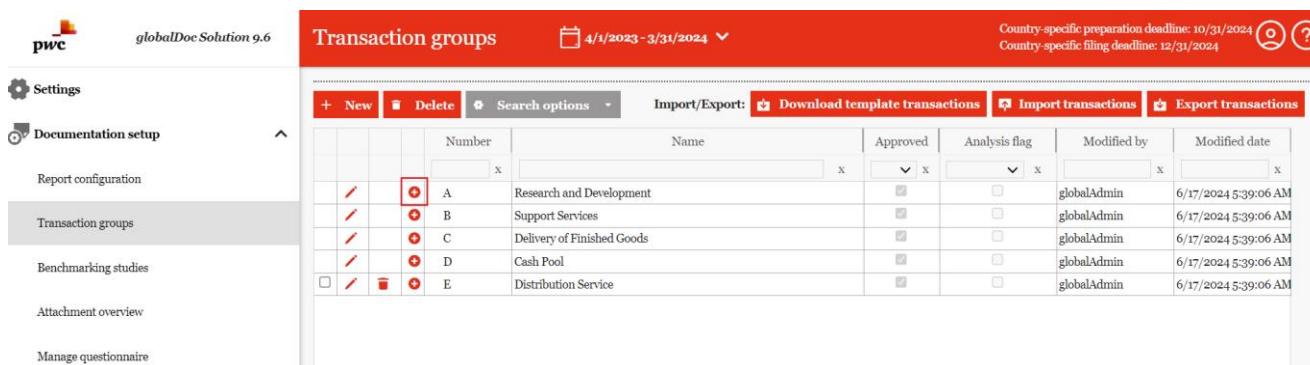


Figure 145: Overview transaction groups

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.

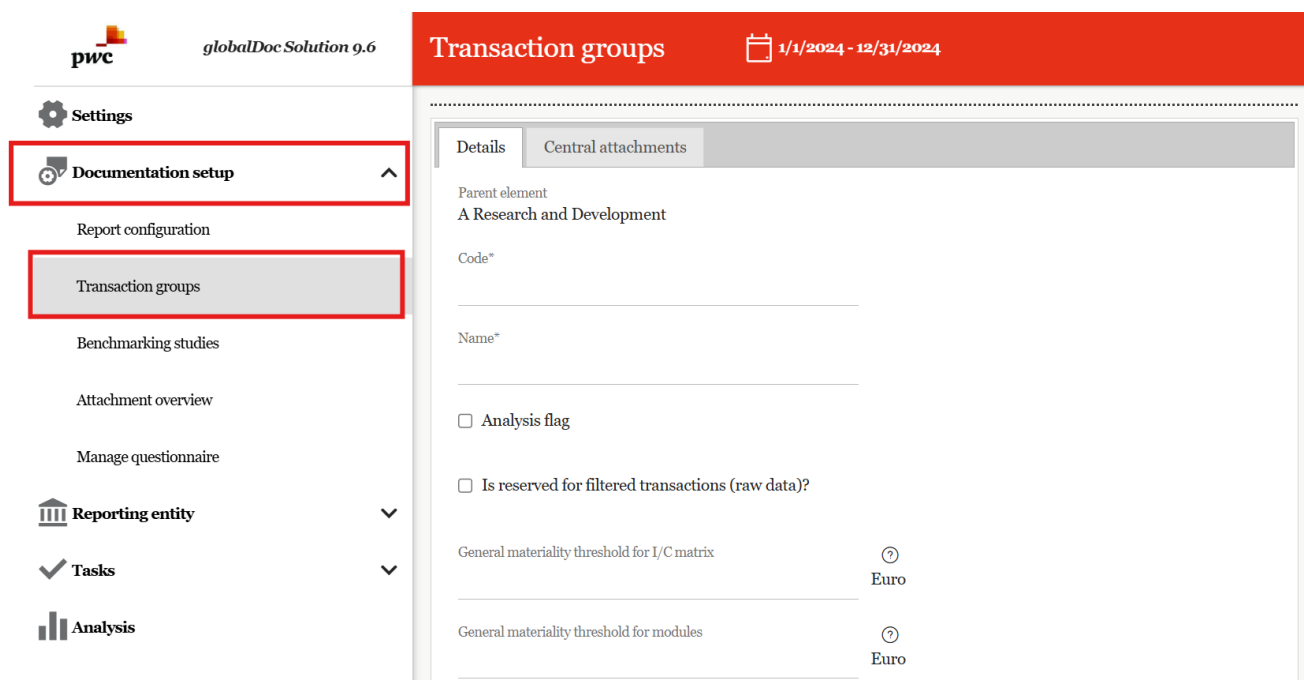



Figure 146: Create Sub-Transaction group- tap "Details"

2.2.3. Edit Transaction group

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).

2.2.4. Delete Transaction group

Transaction groups can be deleted by clicking on  the icon in the "Documentation management/transaction groups" view.

It is also possible to open the transaction group for editing and delete it using the "Delete" function.

NOTE: If a system administrator wishes to delete more than one transaction group, they can select the respective transaction groups and remove all selected transaction groups at once using the button "Delete".




NOTE: Transaction groups can only be deleted if they have not been used or referenced in any transaction.

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)").

	Name	Region	Country	First year of stu	Last year of stu	Is financial upd	Modified by	Modified date
<input type="checkbox"/>								
<input type="checkbox"/>	EMEA Research and Develo	EMEA		2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:50:5
<input type="checkbox"/>	NAFTA Support Services	Americas		2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:51:1
<input type="checkbox"/>	EMEA Support Services	EMEA		2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:51:2
<input type="checkbox"/>	FR Support Services		FR - France	2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:51:5
<input type="checkbox"/>	DE Research and Developm		DE - Germany	2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:52:1
<input type="checkbox"/>	US Research and Developm		US - United States	2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:52:5
<input type="checkbox"/>	NAFTA Research and Devel	Americas		2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:53:1
<input type="checkbox"/>	APAC Support Services	APAC		2019	2021	<input type="checkbox"/>	globalAdmin	9/22/2023 11:53:5


Figure 147: 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 . The display which opens is looking like this:

The screenshot shows the 'Benchmarking studies' form in the globalDoc Solution 9.6 interface. The left sidebar has 'Documentation setup' and 'Benchmarking studies' highlighted. The main form contains the following fields:

- Name*
- First year of study
- Last year of study
- Database name*
- Database version
- Date of benchmarking study
- Regional or local study?* (with a dropdown for Country)
- Country* (set to AD - Andorra)
- Title of benchmarking study



Figure 148: Create new benchmarking studies- "detailed view"

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

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

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

Profit indicators:


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

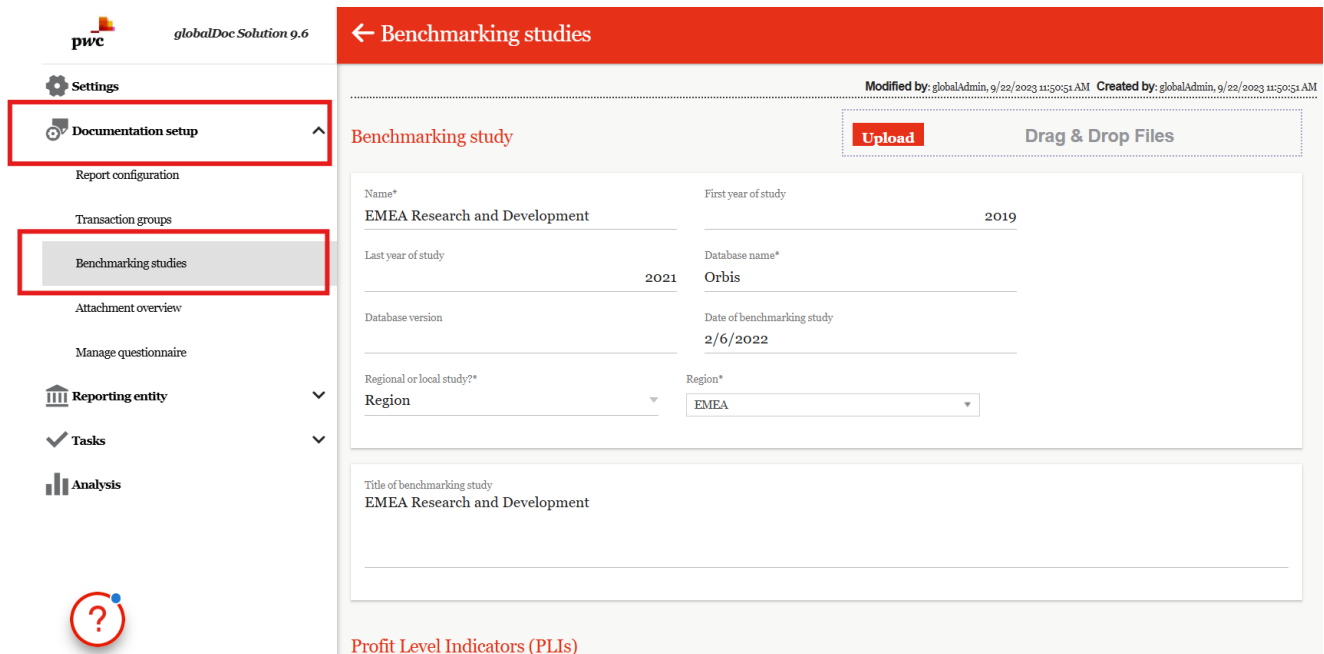
- **PLI type*:** Indication of the profit comparison indicator used in the benchmarking study. If the desired PLI type does not appear in the list, a separate PLI type can be added by clicking on "Other".
- **Number of comparables*:** The number of comparable companies must be entered here.
- **Minimum*:** The minimum of the range for the profit indicator determined in the study.
- **Lower quartile*:** The lower quartile of the range for the profit indicator determined in the study.
- **Median*:** The median of the range for the profit indicator determined in the study.
- **Upper quartile*:** The upper quartile of the range for the profit indicator determined in the study.
- **Maximum*:** The maximum of the range for the profit indicator determined in the study.

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

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

2.3.2. Edit Benchmarking study

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



Benchmarking studies

Modified by: globalAdmin, 9/22/2023 11:50:51 AM Created by: globalAdmin, 9/22/2023 11:50:51 AM

Benchmarking study **Upload** Drag & Drop Files

Name* EMEA Research and Development First year of study 2019

Last year of study 2021 Database name* Orbis

Database version Date of benchmarking study 2/6/2022


Regional or local study?* Region* EMEA

Title of benchmarking study EMEA Research and Development

Profit Level Indicators (PLIs)

Figure 149: Editing an existing benchmarking study - detailed view

2.3.3. Delete Benchmarking study

Under "Documentation Management/Benchmarking Studies" and by clicking on , the selected benchmarking study will be 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 delete them over the button **Delete**.

2.4. Menu item Attachment overview

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

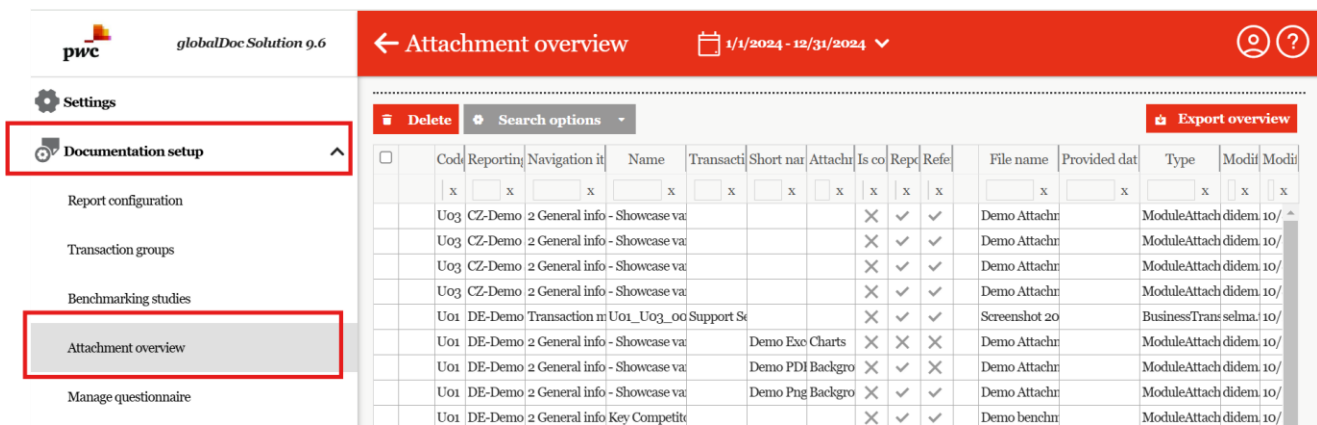


Figure 150: Attachment overview

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

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

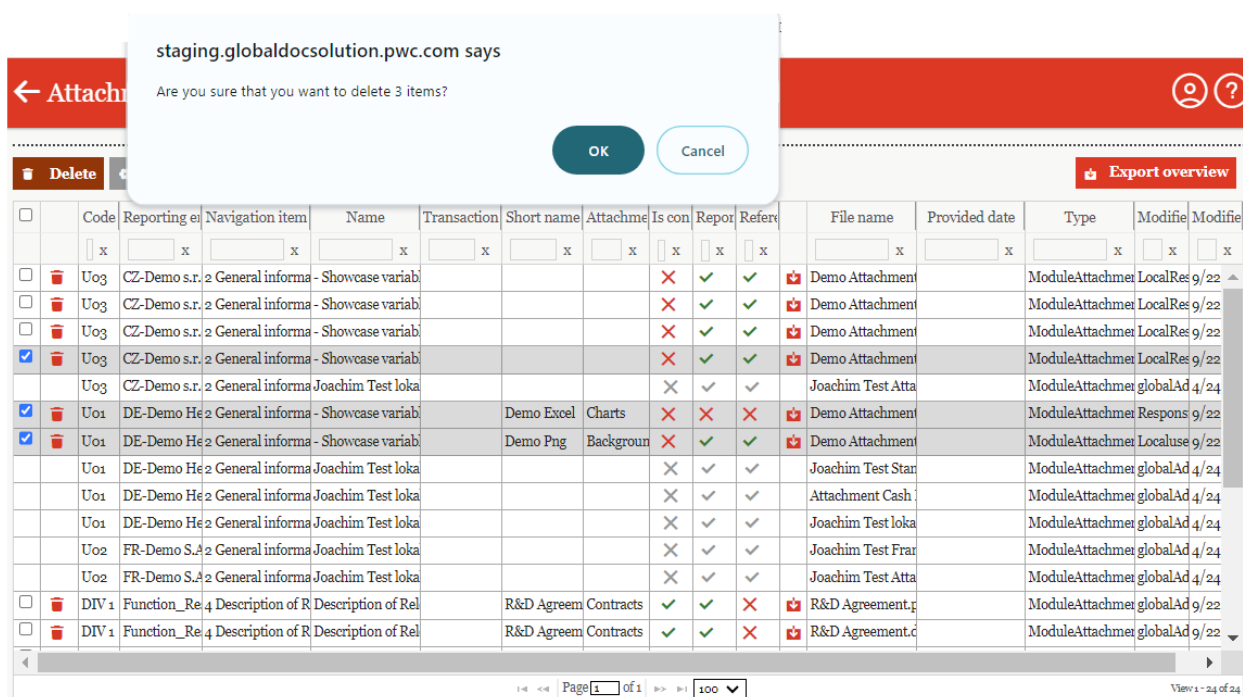
- **Code:** Refers to the company code (see also chapter "Create new group company/Edit master data of a group company").
- **Reporting entity:** Indicates the Reporting entity to which the annex belongs.
- **Navigation item:** Indicates the structure item in the report to which the annex belongs.
-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


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

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

The attachments can be deleted using the Delete button **Delete** or the icon . Only one attachment can be deleted, or several attachments can be deleted by selecting them.

Figure 151: Deleting Attachments



NOTE: Deletable attachments have the icon  at the front of the line. System administrators can delete the attachments as long as the associated task hasn't already the status "Review" or "Completed".

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 entity/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 entity, 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.

Settings

- Documentation setup**
 - Report configuration
 - Transaction groups
 - Benchmarking studies
 - Attachment overview
- Manage questionnaire**
- Reporting entity
- Tasks
- Analysis

Name*
Questionnaire (copy 2) (copy)

Description
Please provide the optional information for documentation purposes

Processing deadline*
12/17/2023

- > Variables
- > Group entity details
- > Optional information

Figure 152: 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 153: 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".

NOTE: The questionnaire variables should not be set to inactive until the reports have been finalized. Otherwise, the answers via the questionnaire variables will not be displayed.

The questionnaires can be (temporarily) saved even if there are no entries for mandatory fields. Validation of whether entries are available for all mandatory fields now only takes place when the status changes. This means that the questionnaires can also be answered successively.

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

Modified by: globalAdmin, 6/17/2024 5:39:15 AM Created by: globalAdmin, 6/17/2024 5:39:14 AM

Name*

Questionnaire (copy 2) (copy)

Description

Please provide the optional information for documentation purposes

Processing deadline*

12/17/2023

Variables

1.1. Number of employees

Please insert the number of FTEs at the end of FY (December 31). Do not use the headcount number! Do not use the average number!

Mandatory? ☐ Help text: ☒ Type: Numeric Question

1.2. Were there business restructurings during the reporting period?

Yes/no
If yes, please shortly describe the restructuring.

Mandatory? ☐ Help text: ☒ Type: Text Question

1.3. Name of CFO

Mandatory? ☐ Help text: ☐ Type: Text Question

1.4. Founding date

Mandatory? ☐ Help text: ☐ Type: Date Question

1.5. Annual report available

Mandatory? ☐ Help text: ☐ Type: Checkbox Question

1.6. Company's key competitor

Mandatory? ☐ Help text: ☐ Type: Text Question

1.7. Current market share of company's key competitor

Mandatory? ☐ Help text: ☐ Type: Text Question

1.8. Previous year's market share of company's key competitor

Mandatory? ☐ Help text: ☐ Type: Text Question


Add question +

Figure 154: 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 4/1/2023 - 3/31/2024

Question ID	Question Text	Mandatory?	Help text?	Type	Delete
1.2.	Were there business restructurings during the reporting period? Yes/no If yes, please shortly describe the restructuring.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Text Question	
1.3.	Name of CFO	<input type="checkbox"/>	<input type="checkbox"/>	Text Question	
1.4.	Founding date	<input type="checkbox"/>	<input type="checkbox"/>	Date Question	
1.5.	Annual report available	<input type="checkbox"/>	<input type="checkbox"/>	Checkbox Question	
1.6.	Company's key competitor	<input type="checkbox"/>	<input type="checkbox"/>	Text Question	
1.7.	Current market share of company's key competitor	<input type="checkbox"/>	<input type="checkbox"/>	Text Question	
1.8.	Previous year's market share of company's key competitor	<input type="checkbox"/>	<input type="checkbox"/>	Text Question	

Add question

Figure 155: 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	Test Text	Mandatory?	Help text?	Type	Delete
Test 1	Please enter a help text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Text Question	
Test 2		<input type="checkbox"/>	<input type="checkbox"/>	Checkbox Question	
Test 3		<input type="checkbox"/>	<input type="checkbox"/>	Date Question	
Test 4		<input type="checkbox"/>	<input type="checkbox"/>	Numeric Question	

Figure 156: Add question

Questions can be of different types:

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

Click on the icon- to delete the question.

NOTE: Editing and deleting questions can only be done when the questionnaire is in "Inactive" status. Please ensure that you save your changes frequently.

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 "**Synchronize Reporting entity fields**" must be executed in the right column.

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

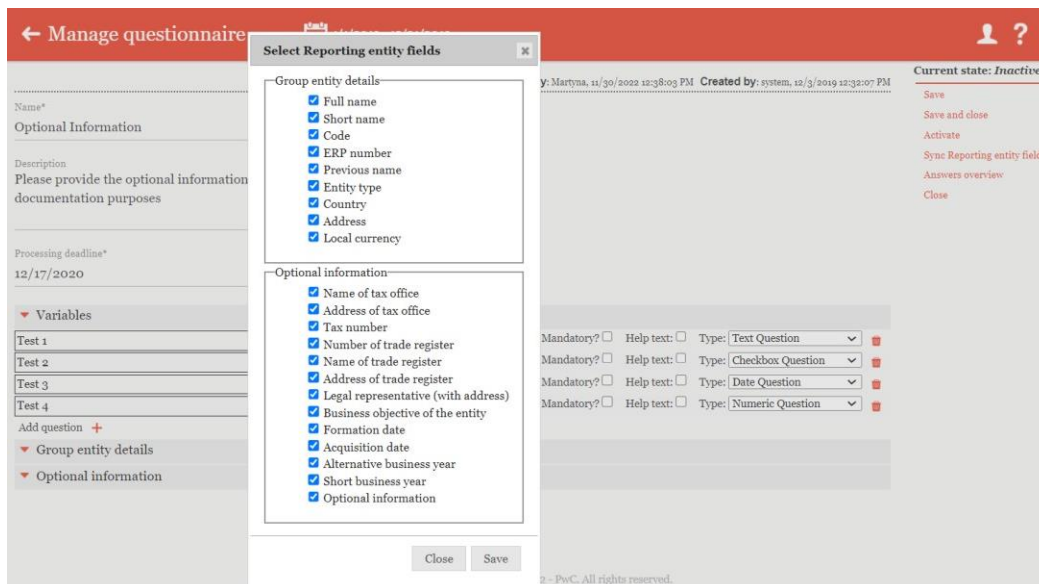



Figure 157: Synchronise fields for the Reporting entity

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

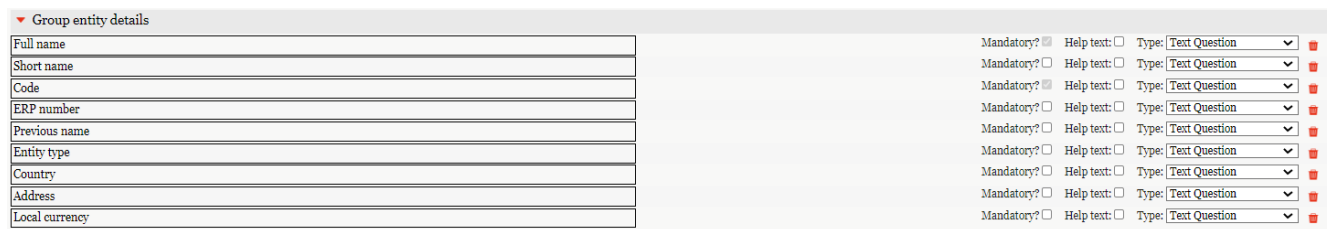


Figure 158: Synchronise Reporting entity fields – Group entity details

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

Figure 159: Synchronise Reporting entity fields – Optional Information

2.5.3. Administer questionnaire after activation

2.5.3.1. Overview of responses

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

Figure 160: 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 entity, it is possible to change the status of a questionnaire and thereby pass the questionnaire on to the **reviewer** or a user with the role **"Approve tasks"** to check the changes made (**"Submit for approval"**). If there is no reviewer or user with the role **"Approve tasks"**, you can set the questionnaire directly to **"final"**. See the user manual in the chapter Questionnaire.

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

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

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

Above the view are other functionalities for managing the response.

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

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

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

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

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

The screenshot shows the 'Manage questionnaire' interface. The sidebar on the left includes 'Settings', 'Documentation setup' (highlighted), 'Attachment overview', 'Reporting entity', and 'Tasks'. The main content area has a red header with 'Manage questionnaire' and a navigation bar with 'Save', 'Configuration', 'Flip rows/columns' (highlighted), and 'Import/Export'. Below the navigation bar is a table with columns: Code, Full name, Current state, Modified by, Modified date, and Variables. The table lists several questionnaires, including 'CZ-Demo Satellites s.r.o.', 'IN-Demo Healthcare Ltd.', 'US-Demo Sales Hub America ...', 'MEX-Demo Sales Ltd.', and 'CH-Demo Finance AG'. At the bottom, there are pagination controls showing 'Page 1 of 1 (11 items)' and a '1' button.


Figure 161: Questionnaire – Flip rows/columns

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

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

A	B	C	D	E	F	G	H	I	J	K	L
Reporting period:	1/1/2022 - 12/31/2022										
Code	Full name	Variables Number of	Were there	Name of CEO	Founding date	Annual report	Optional information				
							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, 11111/11111111		123456789	Musterstadt
U02	FR-Demo S.A.						Finanzamt Mustersta	Musterstraße 47, 11111/11111111		123456789	Musterstadt
U03	CZ-Demo s.r.o.						Finanzamt Mustersta	Musterstraße 47, 11111/11111111		123456789	Musterstadt
U09	US-Demo Sales Hub An						Finanzamt Mustersta	Musterstraße 47, 11111/11111111		123456789	Musterstadt
U12	MEX-Demo Sales Ltd.						Finanzamt Mustersta	Musterstraße 47, 11111/11111111		123456789	Musterstadt
U16	CH-Demo Finance AG						Finanzamt Mustersta	Musterstraße 47, 11111/11111111		123456789	Musterstadt
U21	DE-Research Lab										
U22	IT-Demo sales S.p.A.										
U23	DE-Demo Headquarter										

Figure 162: 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

By clicking on the "Tasks" program item, the administrator or the local user is taken to an overview of all tasks to be completed or already completed for which they are authorized.

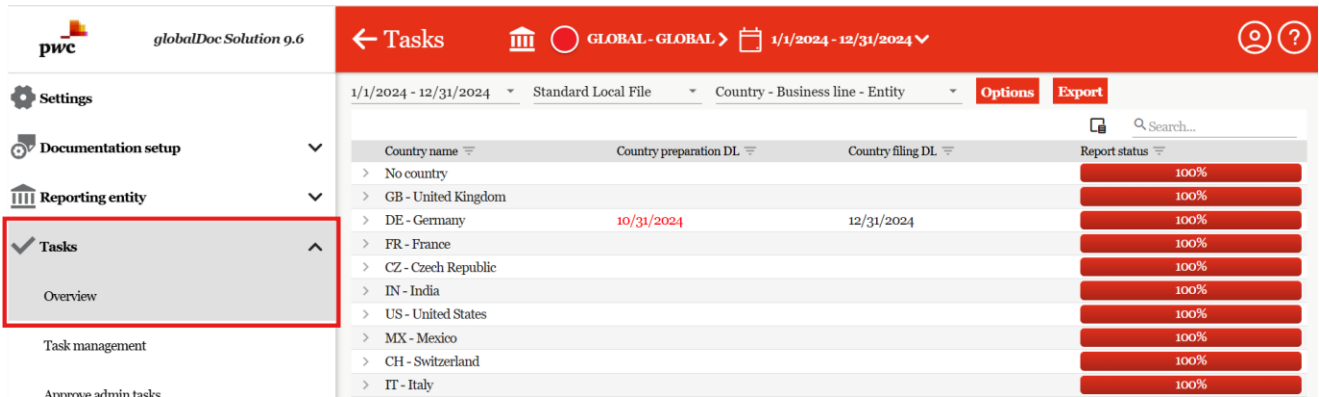


Figure 163: Overview of tasks - All companies

On the "Overview" page, there are many search and filter criteria to customize the view so that only the tasks that are relevant are actually displayed. As already known, the color scheme here is identical to the other status displays in globalDoc. In all sort and filter functions, the user has the option of obtaining a complete overview of the tasks, their status and the status of the module and report. They can also see at a glance what the country or company-dependent creation deadlines are and who the responsible roles are.

The following filter criteria can be found at the top of the page:

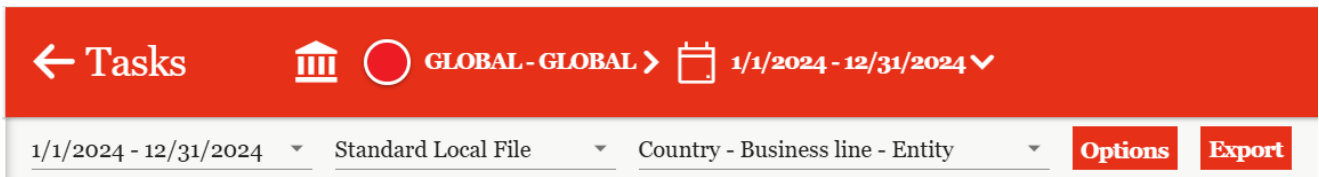


Figure 164: Overview of tasks - All Entities

1. **Reporting period:** Initially, the reporting period that is currently selected in *globalDoc* is always selected. However, you still have the option of selecting other periods here. Click on the arrowhead to display all available periods.

01.01.2023 - 31.12.2023 ^

01.01.2044 - 31.12.2044

01.01.2036 - 31.12.2036

01.01.2035 - 31.12.2035

01.01.2028 - 31.12.2028

01.01.2027 - 01.12.2027

01.01.2027 - 31.12.2027

01.01.2026 - 31.12.2026

02.01.2025 - 30.12.2025

01.01.2025 - 31.12.2025

01.01.2024 - 31.12.2024

01.01.2023 - 31.12.2023

2. **Report type:** The desired report type can be selected in the 2nd filter function. If, for example, you only want to display "Standard Master File" related tasks, you can select the desired report type by clicking on the arrowhead. If your company uses different report types, e.g. country or region-specific, these are also listed here if they have been configured by the administrator. Standard Local File is always selected initially.

Standard Local File ^

Specific Structure Italy

Standard Local File

Standard Master File

3. **Master data filter and optional filters:** The following selection options are available for the master data filter.

Business line - Country - Entity ^ **Options**

Business line - Country - Entity

Country - Business line - Entity

Entity

Task - Business line - Entity

Task - Country - Entity

These can be further refined using the "Options" button. This means, as described below, that the **Options** button activates the display of the business lines and sub-business lines and integrates them into the overview. See the explanation in the "Options" section.

NOTE: By default, "Business line" and "Sub-business line" as well as the selection "Show entities only once" is always activated.


- **Country - Business line - Entity:** This filter is always selected by default. With this sorting or filtering, it is first filtered alphabetically by country, then grouped by business line, if activated. Finally, the reporting companies with tasks are displayed for each business line.


Country name	Country preparation DL	Country filing DL	Report status
> No Country			100%
> DE - Germany	06/30/2023		100%
> Business line			100%
> AVI - Aviation			100%
> Sub business line			100%
> AIR - Aircraft			100%
> Reporting period	Entity name	BusinessLine	Sub businessLi...
> 2022	U01 - DE-Demo ...		
> FR - France			100%
> CZ - Czech Republic			100%
> US - United States	04/15/2023		100%
> MX - Mexico			100%
> CH - Switzerland			100%
> IT - Italy	11/30/2023		100%

Figure 165: Overview of tasks by country - Business line - Entity - Options Business line activated

Country name	Country preparation DL	Country filing DL	Report status
> No country			100%
> GB - United Kingdom			100%
> DE - Germany	10/31/2024	12/31/2024	100%
> FR - France			100%
> CZ - Czech Republic			100%
> IN - India			100%
> US - United States			100%
> MX - Mexico			100%
> CH - Switzerland			100%
> IT - Italy			100%

Figure 166: Overview of tasks by country - Business line - Entity - Options Business line no activated

The groupings can be expanded using the arrowhead symbol  .

There is an additional sorting function for each column in all views. By clicking on the symbol , the list displayed below can be sorted in descending or ascending order. This button also provides additional filtering:

Country name	Country preparation DL	Country filing DL	Report status
No country			100%
DE - Germany			100%
2023 U01 - DE-Demo ...		12/31/2024	Reviewer01
Accountable01			100%
Task name	Task status	Process DL	
Organisational chart	In progress		
Key Competitors	In progress		
Company history	In progress	09/13/2024	
- Showcase variables + Attachments -	In progress		
Local Benchmarking Study (Research and Development)	In progress		
Questionnaire	In progress	12/17/2023	
Upload IC-matrix	In progress	09/30/2024	
FR - France			
2023 U02 - FR-Dem...		12/31/2023	Localuser02
Localuser02			100%
CZ - Czech Republic			100%

Figure 168: Task overview - show and hide columns

The following information is displayed in this view:

Entity name: Reporting company

Country Preparation DL: Country-specific creation date of the report. If the deadline is overdue, it is displayed in red.

Country filling DL: Country-specific submission date of the report. If the deadline is overdue, it is displayed in red.

Report status: The status of the report is displayed both graphically and as a percentage.

Colour red: in progress, yellow = under review and green = final

Preparation deadline / Filling deadline: Company-specific deadlines are also displayed at the Company filter level if they have been entered in the master data. If the deadline is overdue, it is displayed in red.

Responsible / Reviewer / Accountable: Display of the roles in relation to the report of the respective company.

Task status: In contrast to the report status, which can be seen under Report company/Documentation content/Overview, which shows the entire status of the report, the task status is the entire evaluation of all modules that belong to this report. The status of the tasks is displayed both graphically and as a percentage.


Reporting period	Entity name	Preparation DL	Filing DL	Processing DL	Report status	Reviewer	Responsible	Accountable	Task status
2022	U01 - DE-Demo Headqu...		12/31/2023			Reviewer01	Responsible01	Accountable01	66% 100% 100%
Task name	Task status	Process DL							
Organisational chart	Waiting for approval	12/31/2022							
Key Competitors	Final	12/31/2023							
Company history	In progress	08/30/2024							
- Showcase variables + Attachments -	Delegated	12/31/2023							
Local Benchmarking Study (Research and Development)	In progress								
Questionnaire	In progress	12/17/2023							
FR - France									100%
CZ - Czech Republic									100%

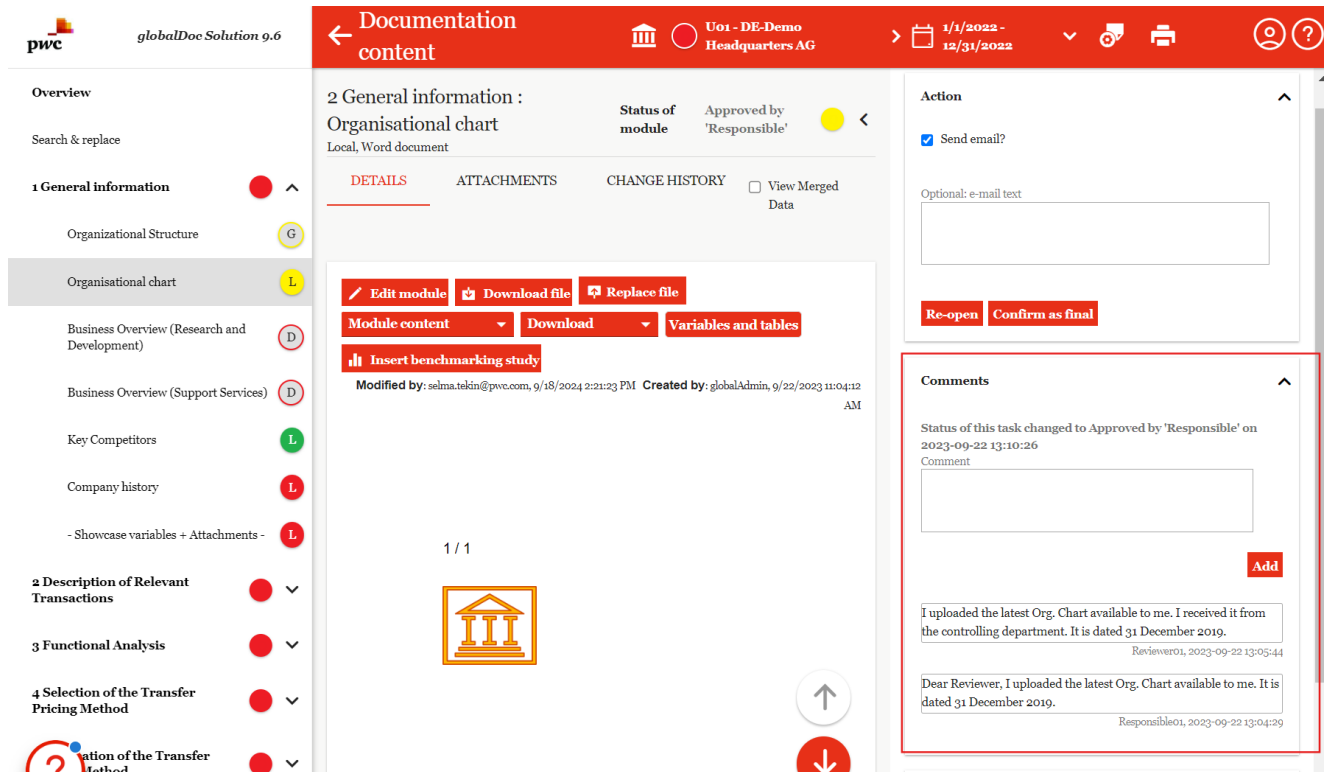
The tasks are displayed in detail as follows:

Task name: In most cases, the name of the task is the name of the module that forms the basis of the task.

Task status (in the detailed view of the tasks): Shows the individual status of the module. The display is identical to that under Reporting company/Documentation content/Modules.

Processing deadline: A processing deadline can be defined for each task if the task was created via task management.

Comments: A comment can be stored for each module by the module editor. The comment on the module task is marked with this symbol .

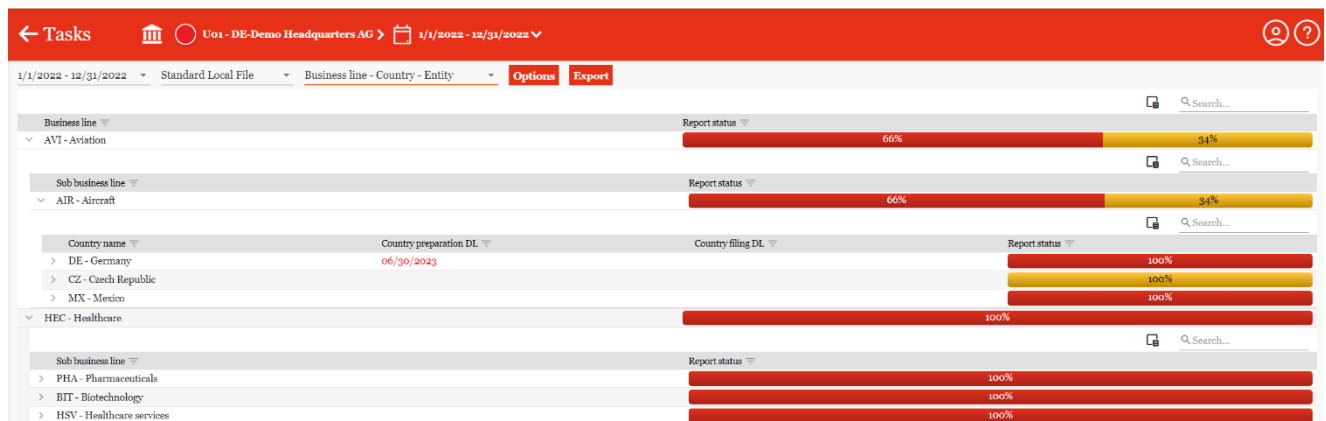


The screenshot displays the 'Documentation content' interface. On the left, a sidebar lists various modules under 'Overview', including 'Organisational chart' which is highlighted. The main area shows the '2 General information : Organisational chart' with a status of 'Approved by Responsible'. Below this, there are tabs for 'DETAILS', 'ATTACHMENTS', and 'CHANGE HISTORY'. The 'DETAILS' tab is active, showing a '1 / 1' indicator and a building icon. On the right, the 'Action' panel includes a 'Send email?' checkbox and a 'Comments' section. The 'Comments' section shows a comment: 'Status of this task changed to Approved by Responsible on 2023-09-22 13:10:26' with an 'Add' button.

Abbildung 1: Comment in a Modul

- **Business line - Country - Entity:** Selecting this filter sort criterion displays the tasks from the perspective of the business line. The tasks are sorted as follows: First grouping by business line, then by country and then company. Below the company, the modules or tasks are listed according to their status. Wie oben erwähnt ist auch hier die Options "Business line" und "Sub-Business line" standardmäßig ausgewählt.

For an explanation of the individual columns, see the description of "Country - Business line - Company" above.



The screenshot shows the 'Tasks' interface with a table of tasks. The table is filtered by 'Business line - Country - Entity'. The columns are: 'Business line', 'Country name', 'Country preparation DL', 'Country filing DL', and 'Report status'. The tasks are grouped by business line: 'AVI - Aviation', 'AIR - Aircraft', and 'HEC - Healthcare'. Each business line has a 'Report status' bar showing progress. For example, 'AVI - Aviation' has a 66% status bar, and 'AIR - Aircraft' has a 66% status bar. The 'HEC - Healthcare' section shows 100% status for all tasks.

Business line	Country name	Country preparation DL	Country filing DL	Report status
AVI - Aviation				66%
AIR - Aircraft				66%
HEC - Healthcare				100%
	DE - Germany	06/30/2023		100%
	CZ - Czech Republic			100%
	MX - Mexico			100%
PHA - Pharmaceuticals				100%
BIT - Biotechnology				100%
HSV - Healthcare services				100%

Figure 169: Filter Business line - Country - Entity with Business line activated

Die Ansicht der Tasks ändert sich wenn unter Options "Business line" und "Sub-Business line" nicht selektiert ist.

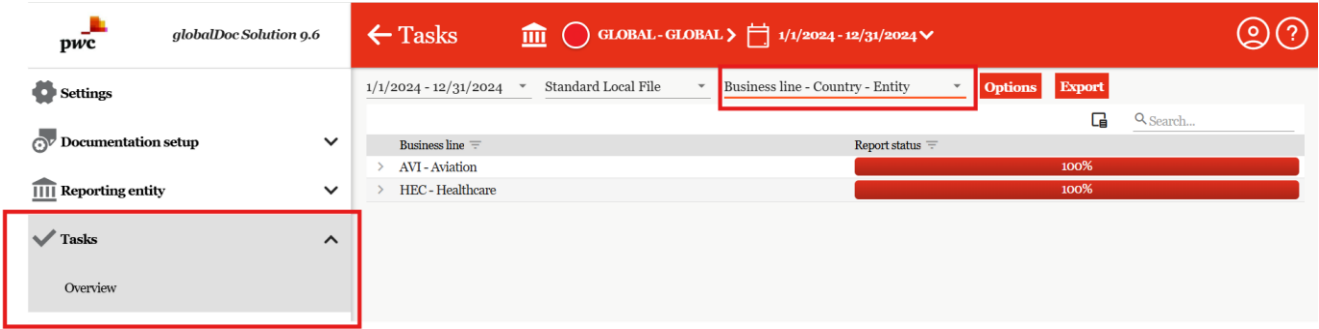


Figure 170: Filter Business line - Country - Entity no Business line activated

- **Task - Business line - Entity:** With this filter option, the overview of all task names is displayed first. This means that all tasks for the selected period are listed first.

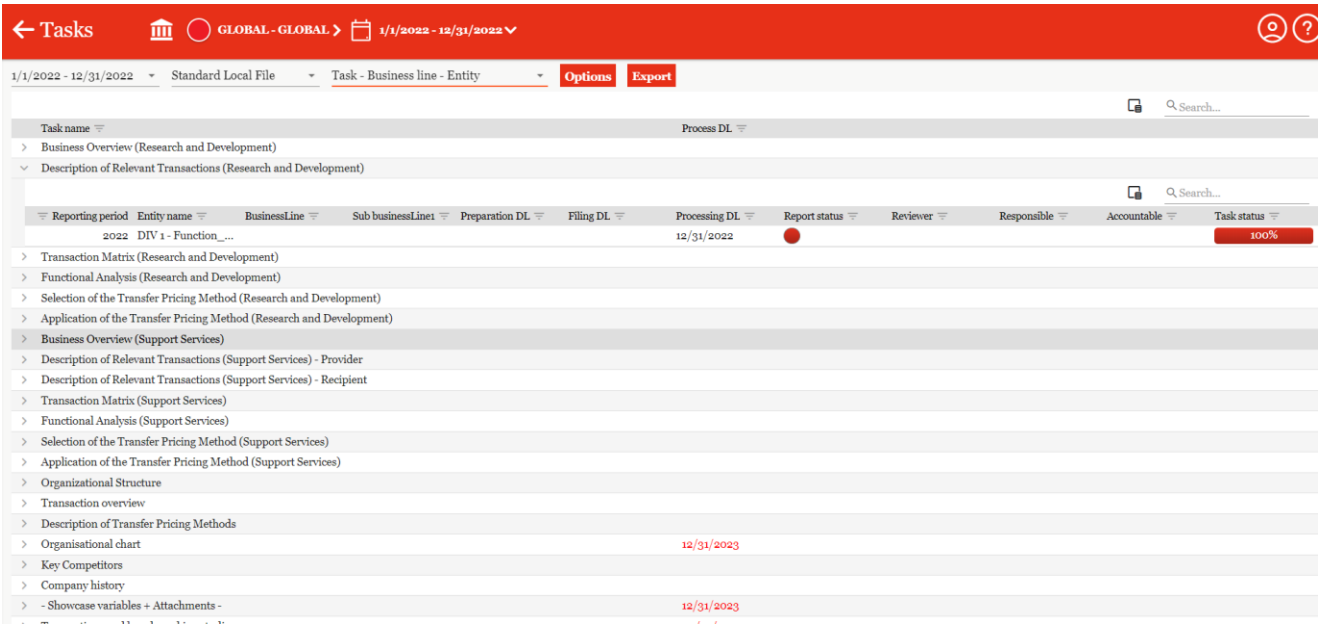


Figure 171: Task - business line - company

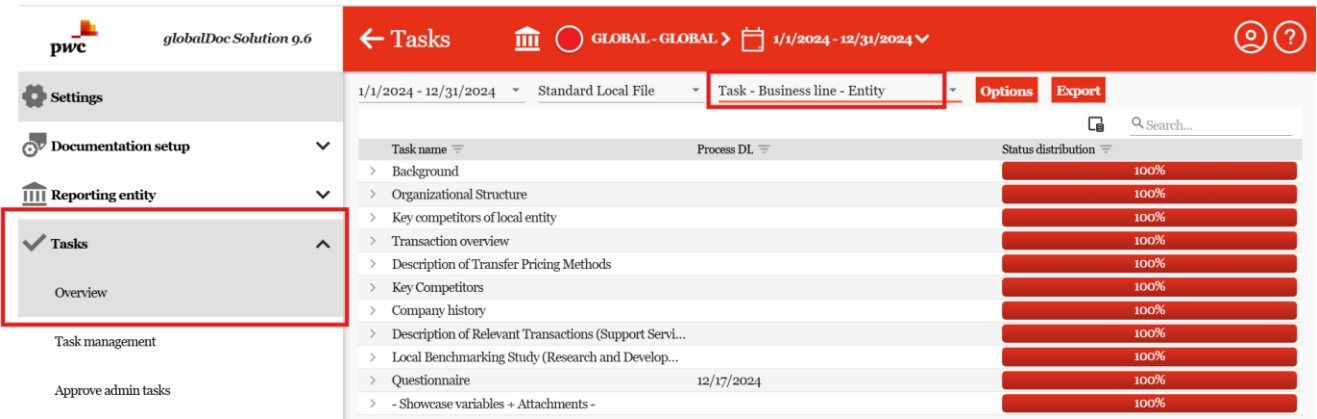


Figure 172: Filter selection task - business line - company

- **Task - Country - Entity:** With this filter option, the overview of all task names is displayed first and foremost. This means that all tasks for the selected period are listed first.

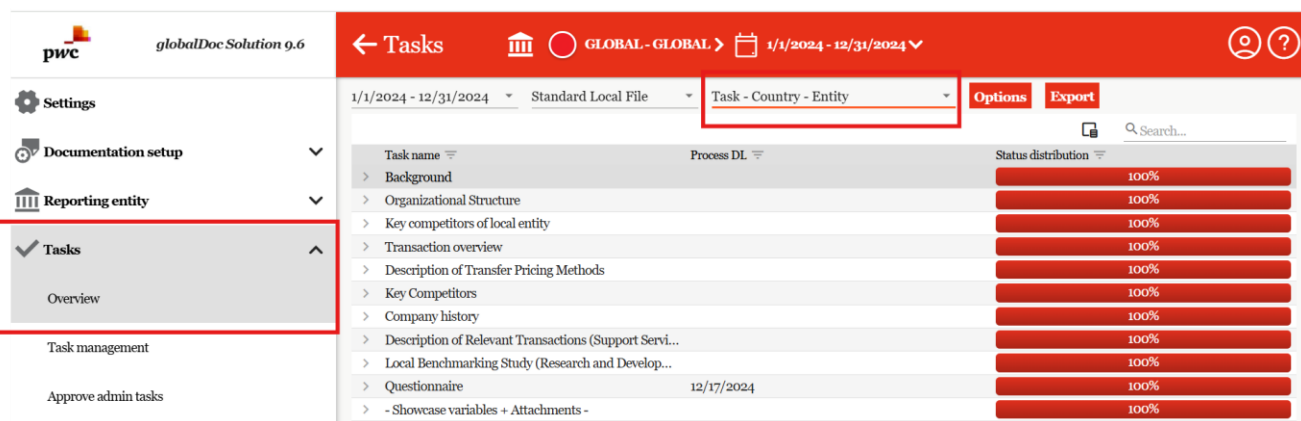


Figure 173: Filter selection task-country-company

The tasks can be expanded by clicking on the arrowhead symbol and the associated companies can be displayed grouped by country.

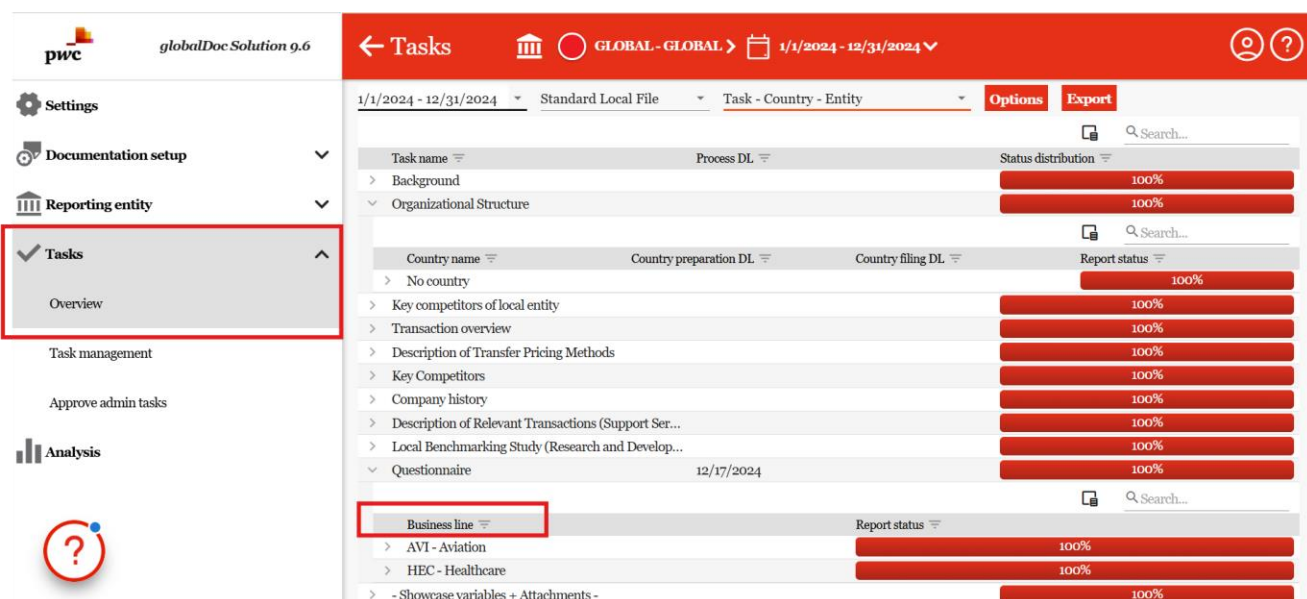


Figure 174: Task - country - entity filter with Business line activated

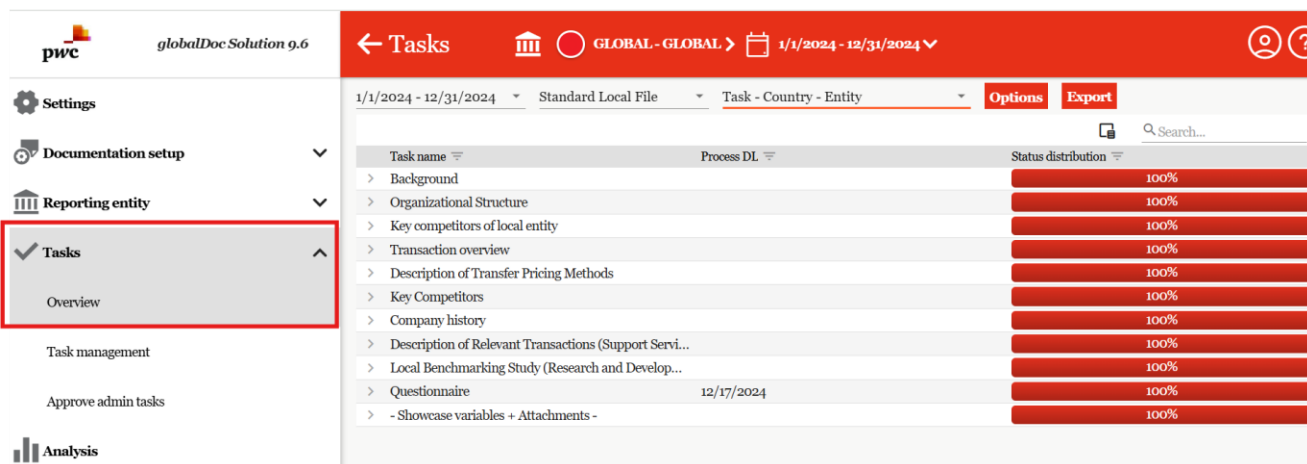


Figure 175: Task - country - entity filter without activating Business line

- **Entity:** The entry point for this filter and sorting criterion is the reporting entity.

The screenshot shows the 'Tasks' section of the globalDoc Solution 9.6 interface. The left sidebar has 'Tasks' selected. The main area displays a table of tasks. The 'Entity' column is highlighted with a red box. The table has columns: Report, Entity, Business, Sub business, Preparation, Filing, Processing, Reporting, Reviewing, Responsibility, Accounting, and Task status. The 'Entity' column is highlighted with a red box.

Report	Entity	Business	Sub business	Preparation	Filing	Processing	Reporting	Reviewing	Responsibility	Accounting	Task status
>	2024	GLOBAL...				12/31/2024			Responsible		100%
>	2024	U001 - D...	AVI, HEC	AIR, SAT...		12/31/2025		ModuleReview	Accountable	ReportReview	100%
>	2024	U01 - DE...	AVI, HEC	AIR, SAT...		12/31/2025		Responsible	Reviewer02		100%
>	2024	U02 - FR...	AVI	HEL		12/31/2024		Localuser02			100%
>	2024	U03 - CZ...	AVI	SAT		12/31/2024		LocalRespon			100%
>	2024	U04 - IN...	HEC	BIT, EQU...		12/17/2024		LocalRespon			100%
>	2024	U09 - US...	HEC	PHA		12/31/2024		Localuser02			100%
>	2024	U12 - ME...	AVI, HEC	AIR, SAT...		12/31/2024		Localuser02			100%
>	2024	U16 - CH...	HEC	BIT, LFS		12/17/2024		LocalRespon			100%
>	2024	U20 - DE...	AVI	AIR		12/17/2024		Accountable			100%
>	2024	U21 - DE...	AVI, HEC	SAT, UA...		12/17/2024		Accountable			100%
>	2024	U22 - IT...	HEC	HSV		12/31/2024		Localuser02			100%

Figure 176: Entity with Business line activated

The respective company can be expanded by clicking on the arrowhead symbol. The columns and information displayed are similar to those described above.

The screenshot shows the 'Tasks' section of the globalDoc Solution 9.6 interface. The left sidebar has 'Tasks' selected. The main area displays a table of tasks. The 'Entity' column is highlighted with a red box. The table has columns: Report, Entity, Business, Sub business, Preparation, Filing, Processing, Reporting, Reviewing, Responsibility, Accounting, and Task status. The 'Entity' column is highlighted with a red box.

Report	Entity	Business	Sub business	Preparation	Filing	Processing	Reporting	Reviewing	Responsibility	Accounting	Task status
>	2024	GLOBAL...				12/31/2024			Responsible		100%
>	2024	U001 - D...	AVI, HEC	AIR, SAT...		12/31/2025		ModuleReview	Accountable	ReportReview	100%
>	2024	U01 - DE...	AVI, HEC	AIR, SAT...		12/31/2025		Responsible	Reviewer02		100%
>	2024	U02 - FR...	AVI	HEL		12/31/2024		Localuser02			100%
>	2024	U03 - CZ...	AVI	SAT		12/31/2024		LocalRespon			100%
>	2024	U04 - IN...	HEC	BIT, EQU...		12/17/2024		LocalRespon			100%
>	2024	U09 - US...	HEC	PHA		12/31/2024		Localuser02			100%
>	2024	U12 - ME...	AVI, HEC	AIR, SAT...		12/31/2024		Localuser02			100%
>	2024	U16 - CH...	HEC	BIT, LFS		12/17/2024		LocalRespon			100%
>	2024	U20 - DE...	AVI	AIR		12/17/2024		Accountable			100%
>	2024	U21 - DE...	AVI, HEC	SAT, UA...		12/17/2024		Accountable			100%
>	2024	U22 - IT...	HEC	HSV		12/31/2024		Localuser02			100%

Figure 177: Entity filter selection

The screenshot shows the 'Tasks' section of the globalDoc Solution 9.6 interface. The left sidebar has 'Tasks' highlighted. The main area shows a table of tasks with columns for Task name, Task status, Process DL, and Comments. The 'Options' button is highlighted in the top right of the task list.

Task name	Task status	Process DL	Comments
Key Competitors	In progress		
Company history	In progress	10/21/2024	
- Showcase variables + Attachments -	In progress		
Local Benchmarking Study (Research and Questionnaire)	In progress	12/17/2024	
2024 U02 - FR... AVI HEL		12/31/2024	Localuser02 100%
2024 U03 - CZ... AVI SAT		12/31/2024	LocalRespon 100%
2024 U04 - IN... HEC BIT, EQU...		12/17/2024	LocalRespon 100%
2024 U09 - US... HEC PHA		12/31/2024	Localuser02 100%
2024 U12 - ME... AVI HEC AIR, SAT...		12/31/2024	Localuser02 100%
2024 U16 - CH... HEC BIT, LFS		12/17/2024	LocalRespon 100%
2024 U20 - DE... AVI AIR		12/17/2024	Accountables 100%
2024 U21 - DE... AVI HEC SAT, UA...		12/17/2024	Accountables 100%

Figure 178: Entity without activating Business line

4. **Options:** This button **Options** can be used to reduce or expand the view of filtered data. This means, for example, that you can control whether business lines or sub-business lines should be displayed or not. For all filter criteria, the deselectable options, except "Only show my tasks", are all activated by default; these must be deactivated manually and are only valid for the current session.

The screenshot shows the 'Options' dropdown menu. The menu is open, showing options: 'Show only my tasks' (unchecked), 'Toggle business lines' (with a sub-menu showing 'Business line' and 'Sub business line' both checked), and 'Show entities only once' (checked).

- **Show only my tasks:** This option actually causes only the tasks that affect you personally to be displayed.
- **Toggle business lines:** This option is a way of configuring within the task view whether Business Line, Sub Business Line or Sub Sub Business Line should be displayed as a column. By default
- **Show entities only once:** If a company is assigned to several business lines, the company is displayed once under the alphabetically sorted top level of the business line. If this option is not activated, the company may be displayed multiple times under all sub-business lines assigned to it.

← Tasks

U01 - DE-Demo Headquarters AG

1/1/2022 - 12/31/2022

1/1/2022 - 12/31/2022

Standard Local File

Country - Business line - Entity

Options

Export

Country name

> No country

> DE - Germany

> FR - France

Country preparation DL

06/30/2023

Country filing DL

Report status

100%

100%

100%

Business line

> HEC - Healthcare

Report status

100%

Sub business line

> PHA - Pharmaceuticals

Report status

100%

Reporting period

Entity name

BusinessLine

Sub businessLi...

Preparation DL

Filing DL

Processing DL

Report status

Reviewer

Responsible

Accountable

Task status

>

2022

U02 - FR-Demo ...

12/31/2022

Localuser02

Localuser02

100%

> CZ - Czech Republic

100%

> US - United States

100%

Figure 179: Show entities only once - activated

← Tasks

U01 - DE-Demo Headquarters AG

1/1/2022 - 12/31/2022

1/1/2022 - 12/31/2022

Standard Local File

Country - Business line - Entity

Options

Export

Country name

Country preparation DL

Country filing DL

Report status

> No country

DE - Germany

FR - France

06/30/2023

100%

100%

100%

Business line

Report status

> HEC - Healthcare

100%

Sub business line

Report status

> PHA - Pharmaceuticals

100%

Reporting period

Entity name

BusinessLine

Sub businessLi...

Preparation DL

Filing DL

Processing DL

Report status

Reviewer

Responsible

Accountable

Task status

>

2022

U02 - FR-Demo ...

12/31/2022

Localuser02

Localuser02

100%

>

BIT - Biotechnology

100%

Reporting period

Entity name

BusinessLine

Sub businessLi...

Preparation DL

Filing DL

Processing DL

Report status

Reviewer

Responsible

Accountable

Task status

>

2022

U02 - FR-Demo ...

12/31/2022

Localuser02

Localuser02

100%

Task name

Task status

Process DL

Comments

Organisational chart

In progress

12/31/2022

Key Competitors

In progress

09/22/2023

Company history

In progress

09/22/2023

- Showcase variables + Attachments -

In progress

09/22/2023

Questionnaire

In progress

12/17/2023

> LFS - Life sciences

100%

> EQU - Equipment

100%

Figure 180: Show entities only once - not activated

5. **Export:** Administrators can use this button to export **Export** the complete task list for the desired period.

#	A	B	C	D	E	F	G	H	I
1	Name	Processing deadline	Linked to	End date	Module class	Country	Code	Full name	Chapter
2	Module assignment - Storia e evoluzione recente della società	31/12/2022	Storia e evoluzione recente della società	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		1 Descrizione generale della Società
3	Module assignment - Lineamenti generali dei mercati di riferimento	31/12/2022	Lineamenti generali dei mercati di riferimento	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		1 Descrizione generale della Società
4	Module assignment - Struttura operativa della società	31/12/2022	Struttura operativa della società	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		1 Descrizione generale della Società
5	Module assignment - Descrizione dell'attività imprenditoriale	31/12/2022	Descrizione dell'attività imprenditoriale	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		1 Descrizione generale della Società
6	Module assignment - Attività e strategia imprenditoriale perseguita	31/12/2022	Attività e strategia imprenditoriale perseguita	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		1 Descrizione generale della Società
7	Update organizational structure	31/12/2022	Organizational Structure	1/1/2022 - 12/31/2022	1	GLOBAL	GLOBAL		2 General information
8	Add organizational chart	31/12/2022	Organizational chart	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		2 General information
9	Add two main competitors	31/12/2022	Key Competitors	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		2 General information
10	Describe company history	31/12/2022	Company history	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		2 General information
11	Showcase the variables and attachment features	31/12/2022	Showcase variables + Attachments -	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		2 General information
12	Module assignment - Sommario delle operazioni infragruppo	31/12/2022	Sommario delle operazioni infragruppo	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3 Operazioni infragruppo
13	Module assignment - Operazioni di tipo	31/12/2022	Operazioni di tipo	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3.1 Operazioni di tipo
14	Module assignment - Descrizione delle operazioni	31/12/2022	Descrizione delle operazioni	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3.1.1 Descrizione delle operazioni
15	Module assignment - Ammontare dei pagamenti effettuati e/o ricevuti	31/12/2022	Ammontare dei pagamenti effettuati e/o ricevuti	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3.1.1 Descrizione delle operazioni
16	Module assignment - Identificazione delle imprese associate coinvolte	31/12/2022	Identificazione delle imprese associate coinvolte	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3.1.1 Descrizione delle operazioni
17	Module assignment - Operazioni comparabili indipendenti (esterne e interne) e indicatori finanziari	31/12/2022	Operazioni comparabili indipendenti (esterne e interne) e indicatori finanziari	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3.1.1 Descrizione delle operazioni
18	Module assignment - Analisi di comparabilità	31/12/2022	Analisi di comparabilità	1/1/2022 - 12/31/2022	3	GLOBAL	GLOBAL		3.1.2 Analisi di comparabilità

3.2. Menu item Task management

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

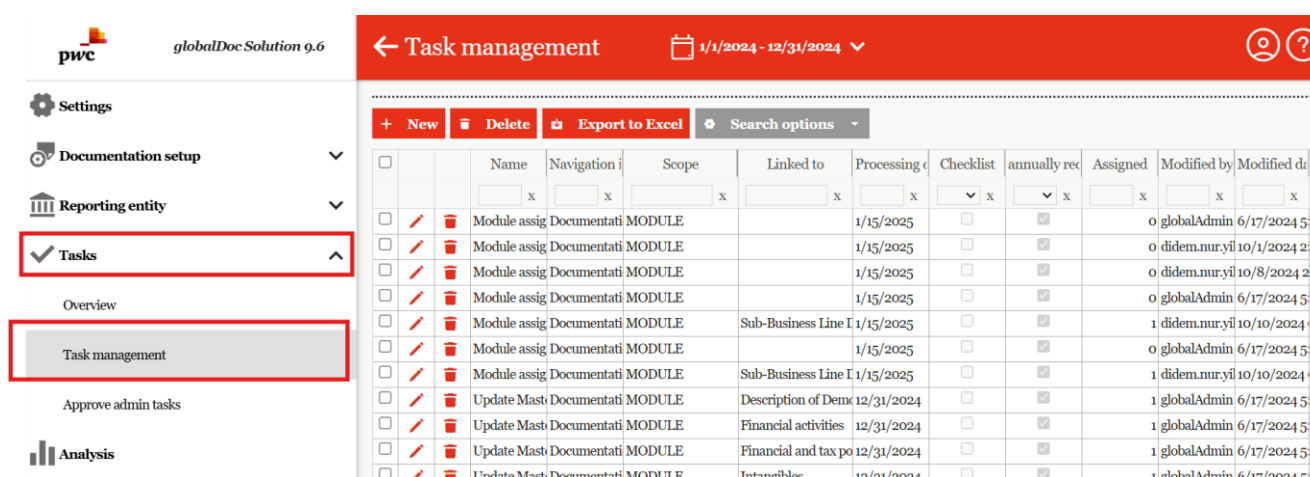


Figure 181: Task management - Task administration



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".

NOTE: Questionnaire tasks may no longer be deleted once they have been created. If they are deleted, the questionnaire template can no longer be edited, and activation/deactivation is no longer possible.

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

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

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

Under Tasks / Task management, the administrator can create new tasks using the icon  **New**.

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

The screenshot shows the 'globalDoc Solution 9.6' interface. On the left, a sidebar contains navigation items: 'Settings', 'Documentation setup', 'Reporting entity', 'Tasks' (highlighted with a red box), 'Overview', 'Task management' (highlighted with a red box), 'Approve admin tasks', and 'Analysis'. The main content area is titled 'Task management' and shows the 'Task details' tab. The form includes the following fields and options:

- Navigation item***: A dropdown menu.
- Name***: A text input field.
- Description***: A text input field.
- Processing deadline ***: A text input field.
- ☒ **annually recurring**
- ☐ **Checklist mandatory**

Figure 182: Create new task – Tab “Task details”

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

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

- Master data
- Documentation content
- Attachments
- Functional analysis
- Risk analysis
- Transfer pricing analysis
- Transaction matrix
- Transaction partners
- Transaction groups

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


Name: The name of the task

Description: Description of the task

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

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

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

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

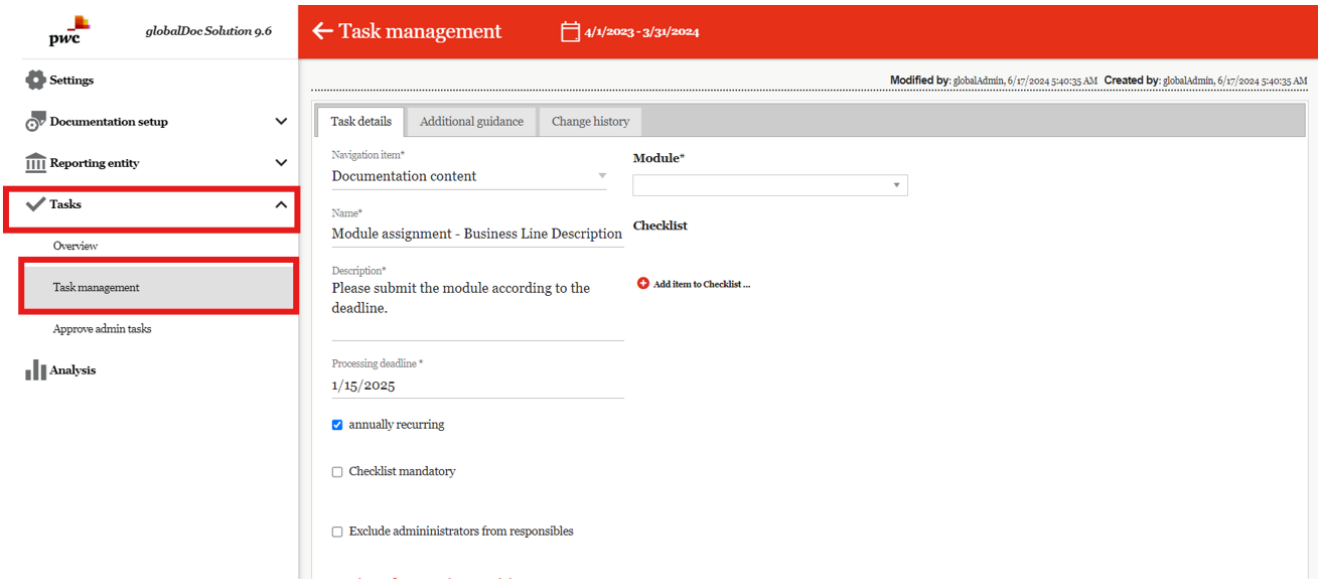




Figure 183: Task details

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

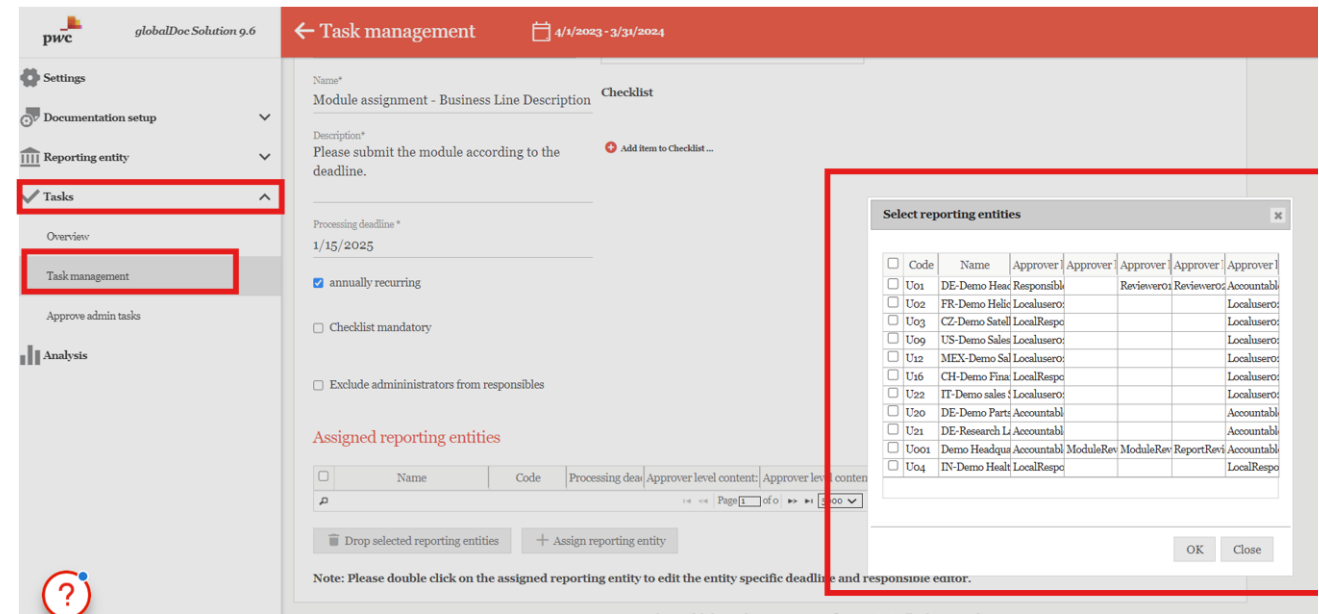


Figure 184: Create new task - Assignment of reporting entities

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

Task management 1/1/2023 - 12/31/2023

Modified by: globalAdmin, 4/17/2023 11:43:55 AM Created by: g

Task details **Reporting entities** Additional guidance Change history

☐ Exclude administrators from

Assigned reporting entit

Processing deadline * 4/6/2024

Approver level content:

Reviewer 3 - module content

Reviewer 2 - module content

Reviewer 1 - module content

Responsible

Local User

Apply Close

Note: Please double click on t

Figure 185: Create new task - Edit reporting entity

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

Task management 1/1/2023 - 12/31/2023

Modified by: globalAdmin, 4/17/2023 11:43:55 AM Created by: globalAdmin, 4/17/2023 11:43:55 AM

Task details **Reporting entities** Additional guidance Change history

☐ Exclude administrators from responsible

Assigned reporting entities

Name	Code	Processing deadline	Approver level content	Approver level content	Approver level content	Approver level content	Approver level report	Approver level report	Approver level report
US-Demo Sales Hub America Inc Uo9		4/6/2024	Local User						Local User

Drop selected reporting entities Assign reporting entity

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

About | globalDoc Solution 3.0.0.1454 © 2023 - PwC. All rights reserved.

Figure 186: Vreate new task - Tab "Reporting entities"

The **"Additional guidance"** 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.

Modified by: globalAdmin, 9/22/2023 11:13:40 AM Created by: globalAdmin, 9/22/2023

Task details **Additional guidance** Change history

Upload Drag & Drop Files

File name	Short name	Attachment Type
<div> <div></div> <div>Page 1 of 1</div> <div>100</div> </div>		

Note: For editing attachment, please double click on filename

Figure 187: 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").

Task management 1/1/2022 - 12/31/2022

Modified by: selma, 3/14/2023 10:51:14 PM Created by: globalAdmin, 12/23/2022 10:12:49 AM

Task details Reporting entities **Additional guidance** Change history

selma [3/14/2023 10:51:14 PM] Actions: [LinkID]	Save
selma [3/14/2023 12:50:39 PM] Actions: [LinkID Bearbeitungsfrist]	Save and close
globalAdmin [12/23/2022 10:12:49 AM] Actions: [Status]	New
globalAdmin [12/23/2022 10:12:49 AM] Actions: [Status]	Delete
	Close

Figure 188: Create new task - Tab "Change history"

3.3. Menu item Approve Admin Tasks

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

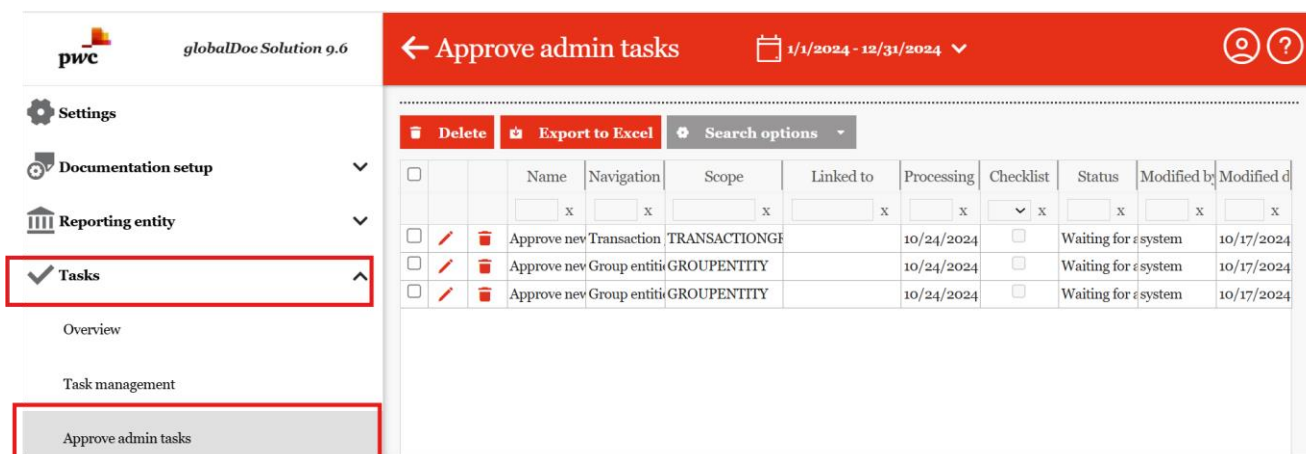





Figure 189: Overview approval of admin tasks (example)

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

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

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

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

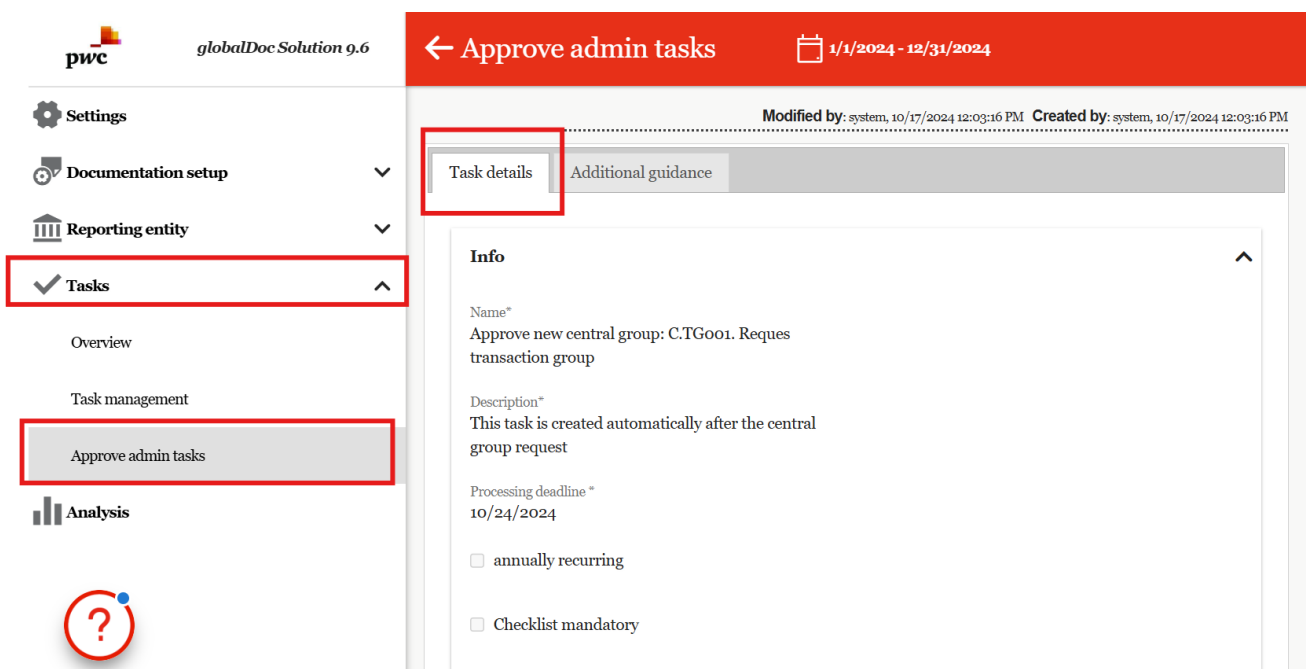


Figure 190: Task details

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

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

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



Figure 191: Task details - Actions

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

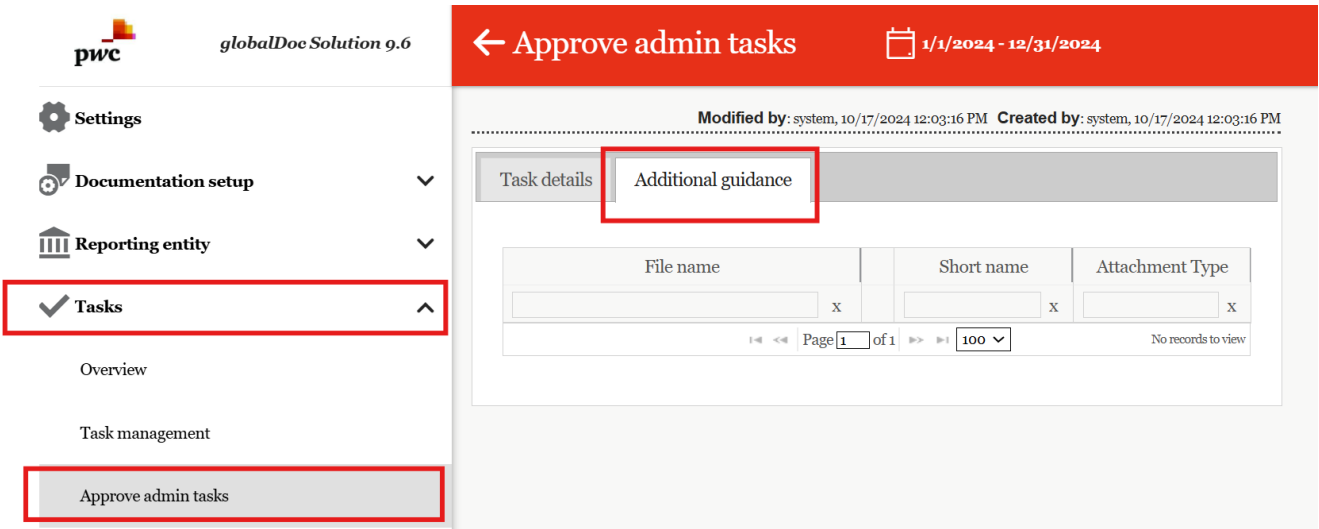


Figure 192: Edit release of admin tasks - "Additional guidance" tab

4. Program item Analysis

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

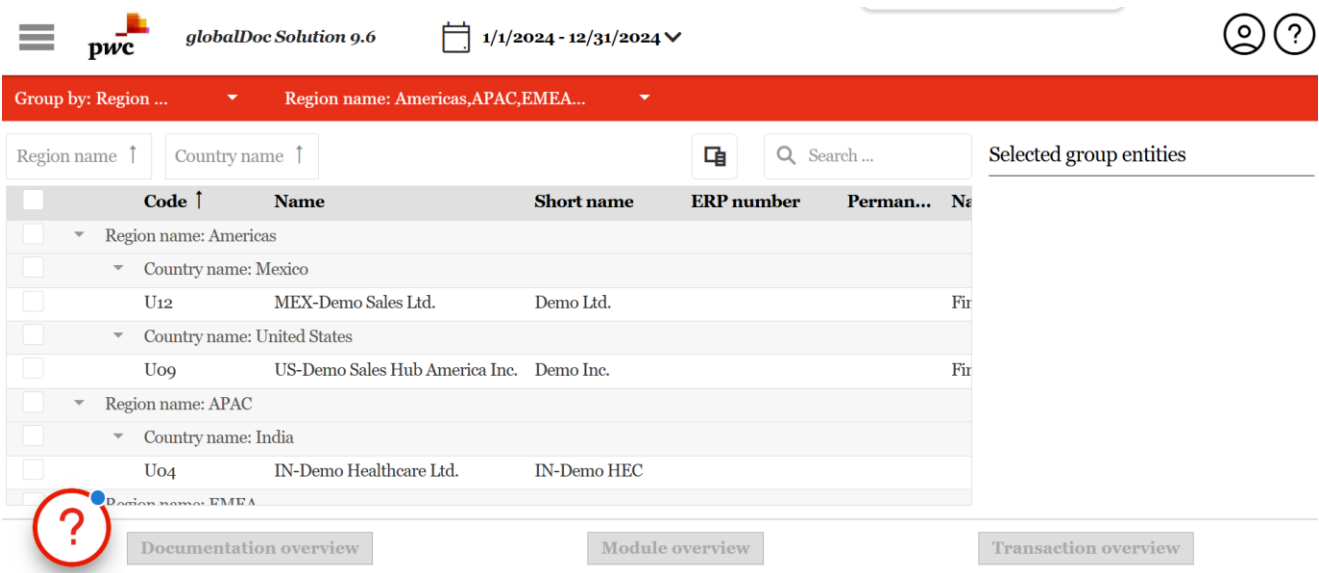






Figure 193: Overview approve admin tasks (example)

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

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

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

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

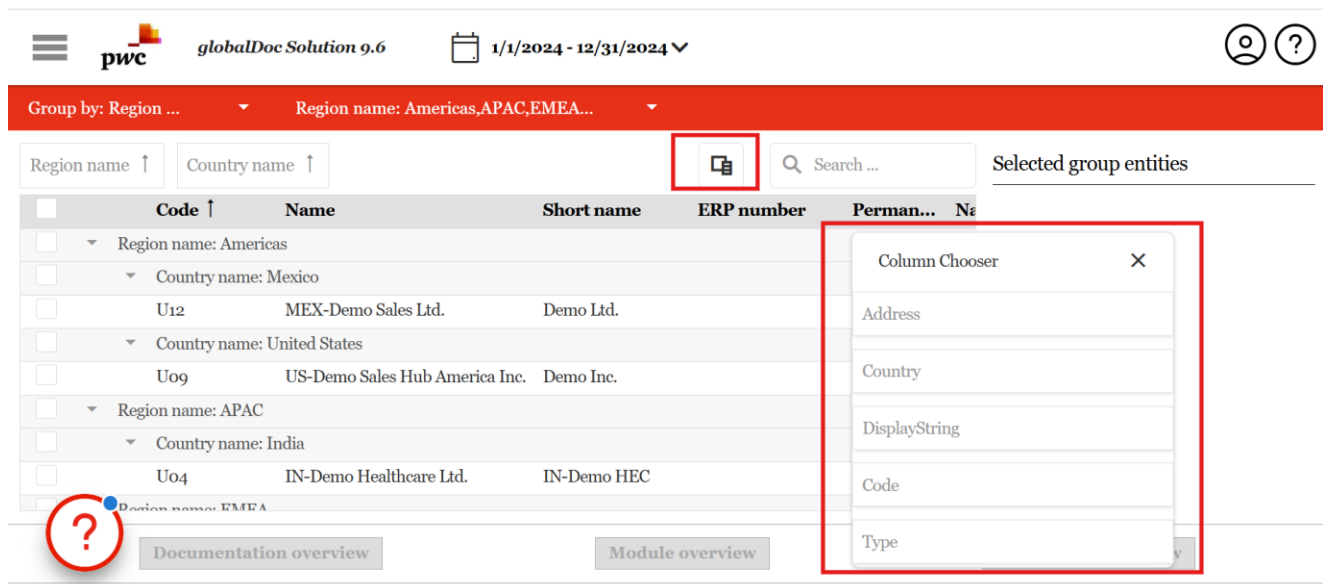


Figure 194: Column selection

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

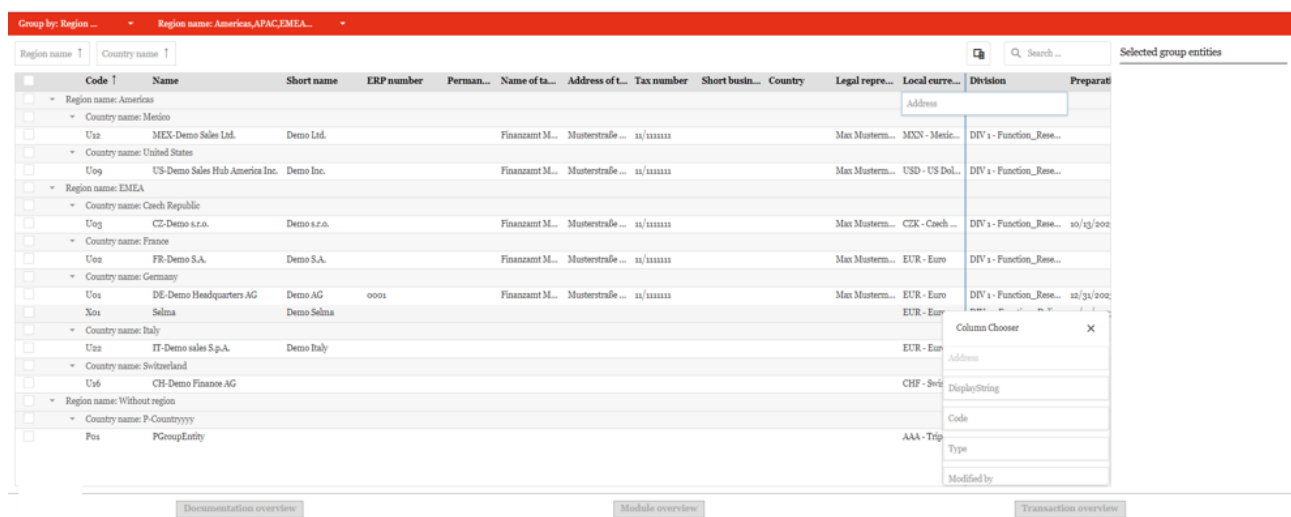


Figure 195: Change column order

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 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. Documentation overview

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

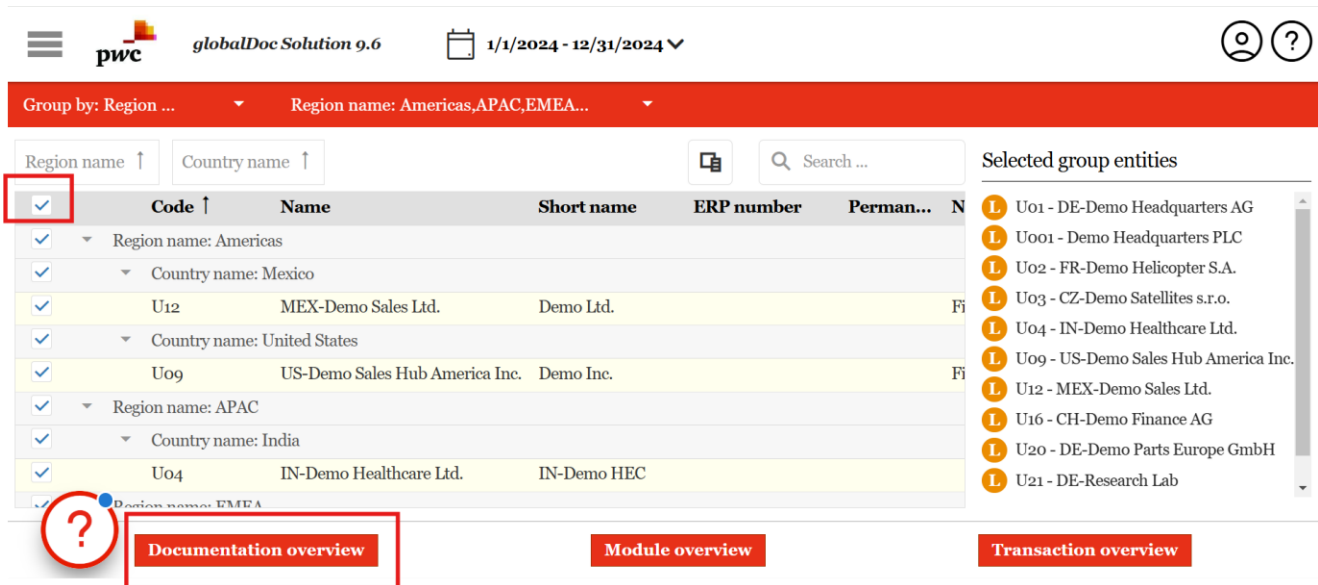


Figure 196: Selection of reporting entities - Documentation overview (example)

The button **Documentation overview** redirects to the comparison page.

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

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

The different report configurations (standard local file, standard master file, specific configuration) may be selected under **Report type:**.

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

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

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

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

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

4.2. Module 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").

globalDoc Solution 9.6 1/1/2024 - 12/31/2024

Group by: Region ... Region name: Americas,APAC,EMEA...

Region name ↑ Country name ↑ Search ...

<input checked="" type="checkbox"/>	Code ↑	Name	Short name	ERP number	Perman...	N
<input checked="" type="checkbox"/>	Region name: Americas					
<input checked="" type="checkbox"/>	Country name: Mexico					
<input checked="" type="checkbox"/>	U12	MEX-Demo Sales Ltd.	Demo Ltd.			Fi
<input checked="" type="checkbox"/>	Country name: United States					
<input checked="" type="checkbox"/>	U09	US-Demo Sales Hub America Inc.	Demo Inc.			Fi
<input checked="" type="checkbox"/>	Region name: APAC					
<input checked="" type="checkbox"/>	Country name: India					
<input checked="" type="checkbox"/>	U04	IN-Demo Healthcare Ltd.	IN-Demo HEC			
<input checked="" type="checkbox"/>	Region name: EMEA					

Selected group entities

- U01 - DE-Demo Headquarters AG
- U001 - Demo Headquarters PLC
- U02 - FR-Demo Helicopter S.A.
- U03 - CZ-Demo Satellites s.r.o.
- U04 - IN-Demo Healthcare Ltd.
- U09 - US-Demo Sales Hub America Inc.
- U12 - MEX-Demo Sales Ltd.
- U16 - CH-Demo Finance AG
- U20 - DE-Demo Parts Europe GmbH
- U21 - DE-Research Lab

Documentation overview Module overview Transaction overview

Figure 197: 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").

globalDoc Solution 9.6 1/1/2024 - 12/31/2024

Group by: Region ... Region name: Americas,APAC,EMEA...

Region name ↑ Country name ↑ Search ...

Code	Name	Short name	ERP number	Perman...	Name of ta...	Address
Region name: Americas						
Country name: Mexico						
U12	MEX-Demo Sales Ltd.	Demo Ltd.			Finanzamt M...	Musterstr
Country name: United States						
U09	US-Demo Sales Hub America Inc.	Demo Inc.			Finanzamt M...	Musterstr
Region name: APAC						
Country name: India						
U04	IN-Demo Healthcare Ltd.	IN-Demo HEC				
Region name: EMEA						
Country name: Czech Republic						
U03	CZ-Demo Satellites s.r.o.	Demo SAT s.r.o.			Finanzamt M...	Musterstr


Selected group entities

- U01 - DE-Demo Headquarters AG
- U001 - Demo Headquarters PLC
- U02 - FR-Demo Helicopter S.A.
- U03 - CZ-Demo Satellites s.r.o.
- U04 - IN-Demo Healthcare Ltd.
- U09 - US-Demo Sales Hub America Inc.
- U12 - MEX-Demo Sales Ltd.
- U16 - CH-Demo Finance AG
- U20 - DE-Demo Parts Europe GmbH
- U21 - DE-Research Lab
- U22 - IT-Demo sales S.p.A.

Documentation overview Module overview Transaction overview

Figure 198: Selection of reporting entities - Transaction overview

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

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

globalDoc Solution 9.6 1/1/2024 - 12/31/2024

Group by: Region ... Region name: Americas,APAC,EMEA...

Region name ↑ Country name ↑ Search ...

Code	Name	Short name	ERP number	Perman...	Name of ta...	Address
Region name: Americas						
Country name: Mexico						
U12	MEX-Demo Sales Ltd.	Demo Ltd.				
Country name: United States						
U09	US-Demo Sales Hub America Inc.	Demo Inc.				
Region name: APAC						
Country name: India						
U04	IN-Demo Healthcare Ltd.	IN-Demo HEC				
Region name: EMEA						
Country name: Czech Republic						
U03	CZ-Demo Satellites s.r.o.	Demo SAT s.r.o.				

Selected group entities

- U01 - DE-Demo Headquarters AG
- U001 - Demo Headquarters PLC
- U02 - FR-Demo Helicopter S.A.
- U03 - CZ-Demo Satellites s.r.o.
- U04 - IN-Demo Healthcare Ltd.
- U09 - US-Demo Sales Hub America Inc.
- U12 - MEX-Demo Sales Ltd.
- U16 - CH-Demo Finance AG
- U20 - DE-Demo Parts Europe GmbH
- U21 - DE-Research Lab
- U22 - IT-Demo sales S.p.A.

Column Chooser

- Address
- Country
- DisplayString
- Code
- Type

Documentation overview Module overview Transaction overview


Figure 199: Selection of fields


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

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

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

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

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

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

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

Appendix

Table of Figures

Figure 1: globalDoc program items for Administrators	7
Figure 2: Program item "Setting" with sub menus	8
Figure 3: Settings overview	12
Figure 4: Start documentation process	13
Figure 5: Overview of the reporting periods	13
Figure 6: Create a new reporting period - Tab Reporting period details.....	14
Figure 7: Create a new reporting period - Tab "Import and Export"	15
Figure 8: Creating a new reporting period - Tab "Export access rights and module distribution"	16
Figure 9: Detailed view of the reporting periods - Tab "Reporting period details"	17
Figure 10: Selection and display of reporting companies and globalDoc divisions.	18
Figure 11: Edit existing reporting period - Tab "Import and Export"	19
Figure 12: Edit existing reporting period – Tab "Access rights and module distribution"	20
Figure 13: Lock reporting period	20
Figure 14: Reporting period settings	21
Figure 15: Show transaction type	22
Figure 16: Activate the display of the matrix organization	23
Figure 17: User roles- new column "business lines"	23
Figure 18: User overview - New column "Business line code(s) (comma separated)"	23
Figure 19: Transaction matrix - new fields "Business lines" and "Business line related party"	24
Figure 20: Overview Transaction Matrix - New columns "Business line" and "Business line related party"	24
Figure 21: Attachment list after each module.....	25
Figure 22: Overview User (example).....	26
Figure 23: Creating a new user	27
Figure 24: Create a new user- role distribution	29
Figure 25: Create a new user- role distribution- warning	31
Figure 26: Illustration: Additional user roles for selected reporting companies	31
Figure 27: Assigning a user as Accountable to the Reporting entity	32
Figure 28: Request for print.....	32
Figure 29: Administrator overview for View archive	32
Figure 30: User roles	33
Figure 31: Selection of Accountable, Reviewer and Responsible	34
Figure 32: Assign password - notification with password of the new user	35
Figure 33: Edit existing user - detailed display.....	35
Figure 34: Edit an existing user - Reset password.....	36
Figure 35: Edit existing user - Change password	37

Figure 36: Edit existing user - Block user	37
Figure 37: Overview of globalDoc divisions (example)	38
Figure 38: Create a new division	39
Figure 39: Edit existing division - detailed view	40
Figure 40: Overview group entities	41
Figure 41: Create new Group entities - Group entity details	43
Figure 42: Create report?	44
Figure 43: Create new Group entities – Optional information	45
Figure 44: Create new Group entities – Shareholders	45
Figure 45: Edit existing group entity – Group entity details	46
Figure 46: Tab Module distribution	47
Figure 47: Add module cluster	48
Figure 48: Edit existing Group entity – Module distribution	48
Figure 49: Overview of Group entities – Add proposed Group entity	49
Figure 50: Detail view of Group entity - Approve proposed Group entity	50
Figure 51: Overview of the entire module distribution	51
Figure 52: Central overview of country deadlines	52
Figure 53: Enter deadline directly in the view	53
Figure 54: Mass change for country-specific deadlines	53
Figure 55: Overview of deadlines - entities	55
Figure 56: Overview of deadlines - entity and its tasks	56
Figure 57: Overview of deadlines - tasks	56
Figure 58: Overview of deadlines - tasks - entity-specific deadline	58
Figure 59: Overview of regions (example)	58
Figure 60: Create a new region	59
Figure 61: Edit existing region - detail view	60
Figure 62: Overview of Countries (Example)	61
Figure 63: Create a new country	62
Figure 64: Display deadlines	62
Figure 65: Edit existing country - detailed view	63
Figure 66: Edit existing country - detailed view	64
Figure 67: Overview of currency (example)	65
Figure 68: Create a new currency	66
Figure 69: Edit existing currency - detailed view	67
Figure 70: Overview of module cluster (example)	68
Figure 71: Creating a new module cluster - detail view	69
Figure 72: To assign moduls	69
Figure 73: Business line - tree view	70
Figure 74: Business line - grid view	71
Figure 75: Setup view of business lines	71
Figure 76: Setup view of business line- Creating a new business line	72

Figure 77: Creation of a new business line	72
Figure 78: Edit existing business lines - detailed view	73
Figure 79: Overview of matrix organization (example).....	74
Figure 80: Create a new matrix organization	75
Figure 81: Overview of activity logs (example)	76
Figure 82: Excel export activity log.....	77
Figure 83: Overview of attachment types (example).....	77
Figure 84: Creating a new attachment type - detailed view	78
Figure 85: Overview of security logs (example)	79
Figure 86: Excel export security logs	80
Figure 87: Overview Consistency Checks (example)	82
Figure 88: General settings	82
Figure 89: Overview of roles (example)	84
Figure 90: Create a new role	85
Figure 91: Edit existing roles	85
Figure 92: Overview of Approver levels (example)	86
Figure 93: Overview of navigation structure (example)	87
Figure 94: Edit navigation item	88
Figure 95: Add/Remove Roles	88
Figure 96: Components of a reporting template.....	89
Figure 97: Create individual template.....	90
Figure 98: Report period - default template	91
Figure 99: Overview of report types	92
Figure 100: Insert report template	92
Figure 101: Create a new analysis template	93
Figure 102: Overview of the analysis templates (example)	94
Figure 103: Overview of licence information (example)"	95
Figure 104: Change licence key.....	95
Figure 105: Email & escalation - Setup	96
Figure 106: Email & escalation – Create email	97
Figure 107: Create email - recipient selection.....	97
Figure 108: Overview of all unsent emails	98
Figure 109: "Unsent emails - Extended search.....	98
Figure 110: Overview of report types (example)	101
Figure 111: Create a new chapter - create report type	104
Figure 112: Import chapter structure- overview	105
Figure 113: Import chapter structure - General overview	105
Figure 114: Selection of chapters to be imported - General overview	106
Figure 115: Editing the Chapter Structure - General Overview	107
Figure 116: Import Chapter Structure - From File	108
Figure 117: Imported file - view	108

Figure 118: Import chapter structure - From file.....	110
Figure 119: Import Chapter Structure - Template	111
Figure 120: Imported chapter structure - from template	111
Figure 121: Import "Standard for select report type	112
Figure 122: Define Modules - Overview	112
Figure 123: Editing modules - Tab "Module details"	114
Figure 124: Module assignment - assigned roles	114
Figure 125: Overview Module assignments	115
Figure 126: Edit cluster assignments	116
Figure 127: Display assigned clustering.....	116
Figure 128: Rule-based module assignment	117
Figure 129: Always assigned reporting entity	117
Figure 130: Never assigned reporting entity	118
Figure 131: New filter view	118
Figure 132: Exemplary assigned companies	121
Figure 133: Edit module - "Central module attachments" tab	122
Figure 134: Edit modules - tab "Task"	123
Figure 135: Module checklist.....	123
Figure 136: Edit module - further functions	124
Figure 137: Edit module - Copy module.....	124
Figure 138: Report configuration.....	125
Figure 139: Creating a central editor role.....	125
Figure 140: Edit access control	126
Figure 141: Assigning editor role.....	126
Figure 142: Overview transaction groups (example)	127
Figure 143: Create new transaction group - "Details" tab	128
Figure 144: "Creating a new transaction group - "Central module attachments" tab	129
Figure 145: Overview transaction groups.....	129
Figure 146: Create Sub-Transaction group- tap "Details"	130
Figure 147: Overview of benchmarking studies (example)	131
Figure 148: Create new benchmarking studies- "detailed view"	132
Figure 149: Editing an existing benchmarking study - detailed view	133
Figure 150: Attachment overview	134
Figure 151: Deleting Attachments	135
Figure 152: Initial, not activated questionnaire.....	136
Figure 153: Current state "Draft"	136
Figure 154: Creating the questionnaire for the first time	137
Figure 155: Create new question	138
Figure 156: Add question	138
Figure 157: Synchronise fields for the Reporting entity	139
Figure 158: Synchronise Reporting entity fields – Group entity details	139

Figure 159: Synchronise Reporting entity fields – Optional Information	140
Figure 160: Overview answers	140
Figure 161: Questionnaire – Flip rows/columns	141
Figure 162: Questionnaire - Export	142
Figure 163: Overview of tasks - All companies	143
Figure 164: Overview of tasks - All Entities.....	143
Figure 165: Overview of tasks by country - Business line - Entity - Options Business line activated	145
Figure 166: Overview of tasks by country - Business line - Entity - Options Business line no activated	145
Figure 167: Task management - search function.....	146
Figure 168: Task overview - show and hide columns	147
Figure 169: Filter Business line - Country - Entity with Business line activated	148
Figure 170: Filter Business line - Country - Entity no Business line activated.....	149
Figure 171: Task - business line - company	149
Figure 172: Filter selection task - business line - company	149
Figure 173: Filter selection task-country-company	150
Figure 174: Task - country - entity filter with Business line activated	150
Figure 175: Task - country - entity filter without activating Business line	150
Figure 176: Entity with Business line activated	151
Figure 177: Entity filter selection	151
Figure 178: Entity without activating Business line	152
Figure 179: Show entities only once - activated.....	153
Figure 180: Show entities only once - not activated.....	153
Figure 181: Task management - Task administration.....	154
Figure 182: Create new task – Tab “Task details”	155
Figure 183: Task details	156
Figure 184: Create new task - Assignment of reporting entities	156
Figure 185: Create new task - Edit reporting entity.....	157
Figure 186: Vreate new task - Tab "Reporting entities"	157
Figure 187: Create task - Tab "Additional guidance"	158
Figure 188: Create new task - Tab "Change history"	158
Figure 189: Overview approval of admin tasks (example).....	159
Figure 190: Task details	159
Figure 191: Task details - Actions	160
Figure 192: Edit release of admin tasks - "Additional guidance" tab	160
Figure 193: Overview approve admin tasks (example).....	161
Figure 194: Column selection.....	162
Figure 195: Change column order.....	162
Figure 196: Selection of reporting entities - Documentation overview (example)	163
Figure 197: Selection of reporting companies - module overview	164
Figure 198: Selection of reporting entities - Transaction overview	165
Figure 199: Selection of fields	165

globalDoc Solution® 9.6 / 9.7 Administrator Manual

© PricewaterhouseCoopers GmbH Wirtschaftsprüfungsgesellschaft

© Fachverlag Moderne Wirtschaft GmbH

© PwC Solutions GmbH

November 2024