globalDoc Solution® User manual

Version 8.0

Fachverlag Moderne Wirtschaft GmbH

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Legal matters

Release Notes

In the eighth generation of *globalDoc*, in addition to the integration of a virus scanner for file uploads, the integration of benchmarking studies, the development of a role concept according to the "RACI" concept[1] and the expansion of the possibilities for report configuration took place. Some visible changes are:

- Benchmarking studies can now be stored in the system and referenced as report variables;
- Introduction of additional user roles that optimize the editing, reviewing and completion of TP documentation: Accountable, Responsible, Reviewer and Delegated User;
- Attachments can now be assigned to a separate folder for each document type. The existing documentation attachments are thus output in a clear folder structure when the report is generated;
- Introduction of report templates per master file, local file and individual files, which greatly simplifies the use of different report formats. For certain companies or certain countries, reporting formats that deviate from the (OECD-) standard can now be used more easily than previously;
- Transaction volumes are not transferred when an existing reporting period is copied to create a new period;
- Improved e-mail function: now users are only informed once a day about tasks to be done in a bundle, instead of receiving one e-mail per action;
- Automatic allocation of modules[2] belonging to a certain transaction group as soon as transaction modules for the company concerned exceed a threshold value specified by the system administrator;
- Improvement of the import of transfer pricing documentation already existing in Word format, e.g. from reporting periods in which *globalDoc* was not used yet.

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

We look forward to a continuing successful cooperation.

Your *globalDoc-Solution*® team

1 RACI is a technique for the analysis and representation of responsibilities. The name is derived from the first letters of the terms Responsible, Accountable, Consulted and Informed.

2 The term "modules" is used in *globalDoc* to describe placeholders for the individual text modules. For further details see chapter 1.4.

Preliminary remarks

In addition to a general introduction to *globalDoc* (*Chapter 1*), this gDoc User Manual contains a description of the first steps in working with *globalDoc* (*Chapter 2*) and a detailed description of working with *globalDoc*, in particular a detailed description of the program items "Reporting company" (*Chapter 3*) and "Tasks" (*Chapter 4*) relevant to all users:

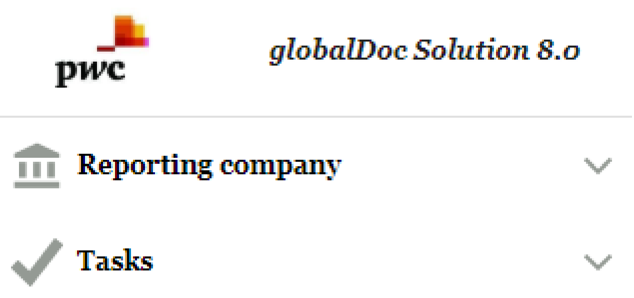


Figure 1: globalDoc Program items for all users

Chapter 4 of this user manual also describes basic task administration features relevant to users with local task administrator rights.

The separate *globalDoc* administration manual describes the advanced functions of task administration that are relevant for *globalDoc* administrators as well as the program items in the *globalDoc* main menu that are only relevant for users with administrator rights:

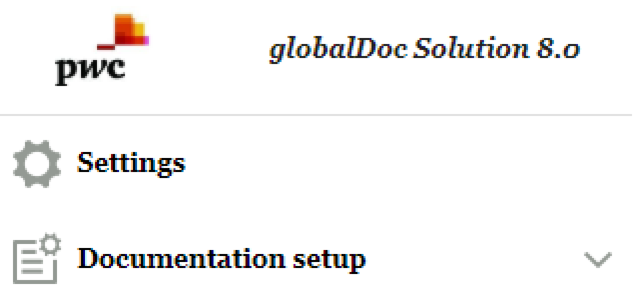


Figure 2: Additional program items for administrators

1. General introduction into globalDoc

1.1 The idea behind globalDoc

globalDoc Solution® ("*globalDoc* ") is the continuously optimized solution developed by PricewaterhouseCoopers GmbH WPG ("PwC") for the worldwide documentation of transfer prices within a corporate group.

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

globalDoc is designed to be so flexible that both medium-sized groups of companies and multinational corporations can meet the various international documentation standards to the highest degree.

globalDoc facilitates, simplifies and standardizes the documentation process worldwide through a modular structure of documentation content, centralized collection of information relevant to several reporting companies[3], systematic compilation of documentation already available within the group, the option of central administration and automated upload of documentation-relevant data from existing IT systems, as well as integrated and comprehensive workflow management.

[3] Reporting companies are group companies and permanent establishments for which transfer pricing documentation is prepared in *globalDoc*.

1.2 The features of globalDoc

1.2.1 Common documentation platform for all users

In order to do justice to the complex structures of a corporate group, the persons involved in the documentation process from top management, the individual business units and the reporting companies work on a common documentation platform.

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

1.2.2 Modular structure of the documentation contents

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

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

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

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

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

Figure 3: Documentation levels

The group structure for the individual documentation reports and the grouping of transactions specified by the group serve as the basis for the structured entry of information in the individual text modules. Through this procedure and a documentation creation process based on the division of labour, the workload in connection with the documentation is significantly reduced in the long term.

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

1.2.3 Centralised collection of information relevant for several reporting companies

While at the global level *globalDoc* generally documents general group information that is relevant for all reporting companies at the corporate headquarters level, the documentation is refined to the level of detail required for the respective reporting company by further subdividing it into information recorded divisionally (for several reporting companies) and information recorded on a local level (only for one reporting company).

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

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

From this global, divisional and local information, *globalDoc* can create individual reports for each reporting company, which do not reveal which information has been created on a global, divisional or local documentation level.

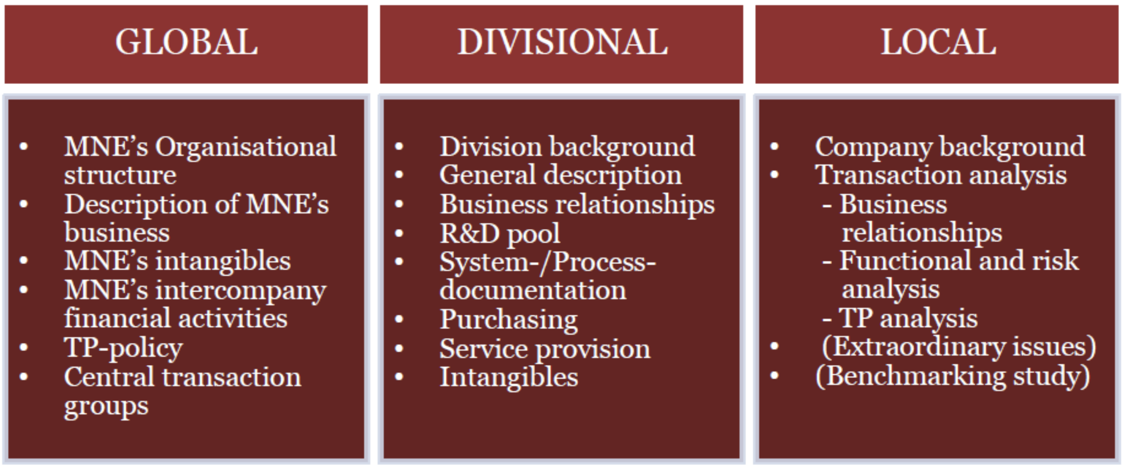


Figure 4: Documentation levels (examples)

1.2.4 Central management of documentation-relevant data

The business transactions to be documented (transactions or transaction groups) as well as the group companies involved in the documented business transactions (transaction partners) can be managed centrally in globalDoc in order to avoid redundancies. Additional specific transaction groups and partners can be added to the centrally managed lists of transaction groups and transaction partners by local users, but these are only available to all users after they have been granted the respective authorization by the system administrator.

Uploading documentation-relevant data from existing IT systems via Excel interfaces avoids time-consuming and error-prone manual data transfer to transfer pricing documentation[4].

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

1.2.5 Workflow management

Workflow management enables the central controlling and monitoring of the tasks to be performed by the various *globalDoc* users within the documentation process. This ensures a targeted processing and update process by local users as well as control of the documentation process by the corporate headquarters.

For each text block to be edited in *globalDoc*, the corresponding task is automatically created by the system.

In the workflow management of *globalDoc*, additional tasks can also be defined and delegated to local users. The tasks of the local users of a reporting company can be assigned to individual team members in *globalDoc* and, depending on the processing status, have a different traffic light color (red = new or in process or reopened; yellow = in the release process; green = final). In addition, reminders can be sent to local users via email and a status overview of the tasks created can be generated. Thus it can be ensured that all work steps for the creation of documentation are completed in time.

[4] Direct interfaces between existing IT systems and *globalDoc* can be programmed separately depending on the existing data quality on the IT side. However, such interfaces are not part of the *globalDoc* Software.

1.2.6 Optionally available additional functions

For a further automation of the use of *globalDoc* there is the possibility to use additional modules. Furthermore, interfaces to your existing IT systems and databases (participation database, employee database, contract database, etc.) can be set up. [5]

TP matrix

The TP matrix add-on module supports you in creating the transaction matrix and allows you to determine the transaction volumes of your service relationships on the basis of the booking data available in your financial accounting. Optionally it allows you to set up an interface from your ERP system to TP matrix. To ensure consistent and error-free documentation, TP matrix also allows transaction volumes to be coordinated between the performing and receiving reporting companies.

TP questionnaire

The add-on module TP questionnaire enables local data retrieval using individually created questionnaires as well as the centralized or decentralized import of data from existing systems. The answers to the TP questionnaire questions can be automatically transferred as placeholders into the documentation contents of *globalDoc*.

CbC2Go

As part of the evaluation and aggregation of the data, CbC2Go, a specific further development of TP questionnaire, also supports you in the preparation of country by country reporting (CbCR).

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

1.3 The user roles of globalDoc

1.3.1 System administrator

System administrators are *globalDoc* users with the most extensive authorizations.

For users with administrator rights, a separate administrator manual is available in which the program items of *globalDoc* relevant exclusively for this user group are described in addition to the explanations in this user manual.

1.3.2 Security administrators

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

1.3.3 Task administrators

Task administrators take over tasks in the **Workflow Management**. You can, but do not necessarily have to be system administrators with the most extensive permissions at the same time.

Since local users can be assigned the rights of a local task administrator, the basic functions of task administration relevant to local task administrators are described in Chapter 4 of this manual.

1.3.4 Task approvers

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

1.3.5 Local users

Local users are *globalDoc* users who are not system administrators, security administrators or task administrators. You can, but do not necessarily, have the permissions of a local task approver.

Depending on the authorization concept selected in the group, the security administrator will assign each user individual read and write rights to the different areas of *globalDoc*. For this reason, a user can usually only see certain areas of *globalDoc* and only perform actions released by the administrator.

1.3.6 Further user roles

In addition to the user roles described above, version 8.0 of *globalDoc Solution®* introduces four new types of user roles that can be assigned by the system administrator.

Those four new roles are the *Accountable*, *Reviewer*, *Responsible* and *Delegated User*.

Only one Accountable User must be assigned to each reporting company. All other user roles are optional. How these other user roles are related to each other and what their tasks are is outlined in the following illustrations:

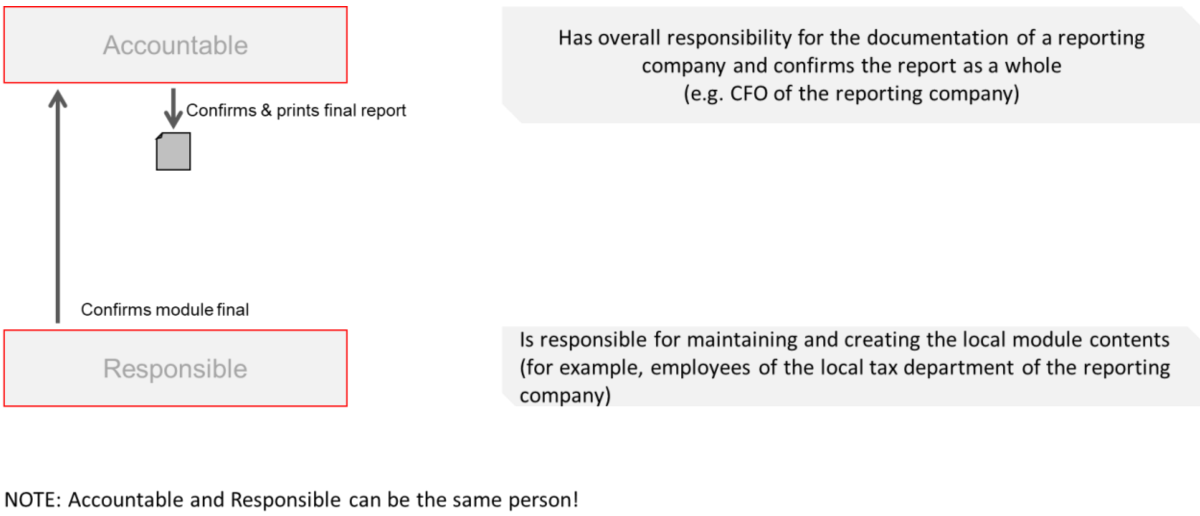


Figure 5: Accountable and Responsible

If only one Accountable User is assigned to a reporting company, the system automatically assigns this user the user role of Responsible.

The user with the role Responsible can delegate individual modules to another *globalDoc* user for processing. The role assignment to Responsible remains the same. The delegate role exists only until the Delegated User has completed the task or the delegation is revoked by the responsible user:

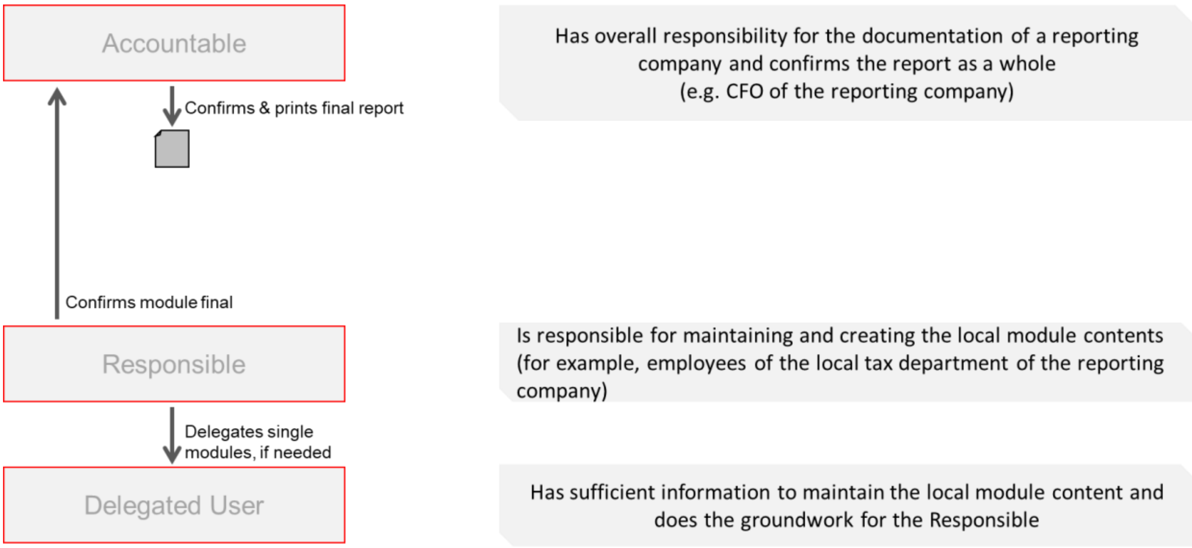


Figure 6: Accountable, Responsible and Delegated User

To comply with the principle of dual control, the system administrator can optionally assign the role of a Reviewer:

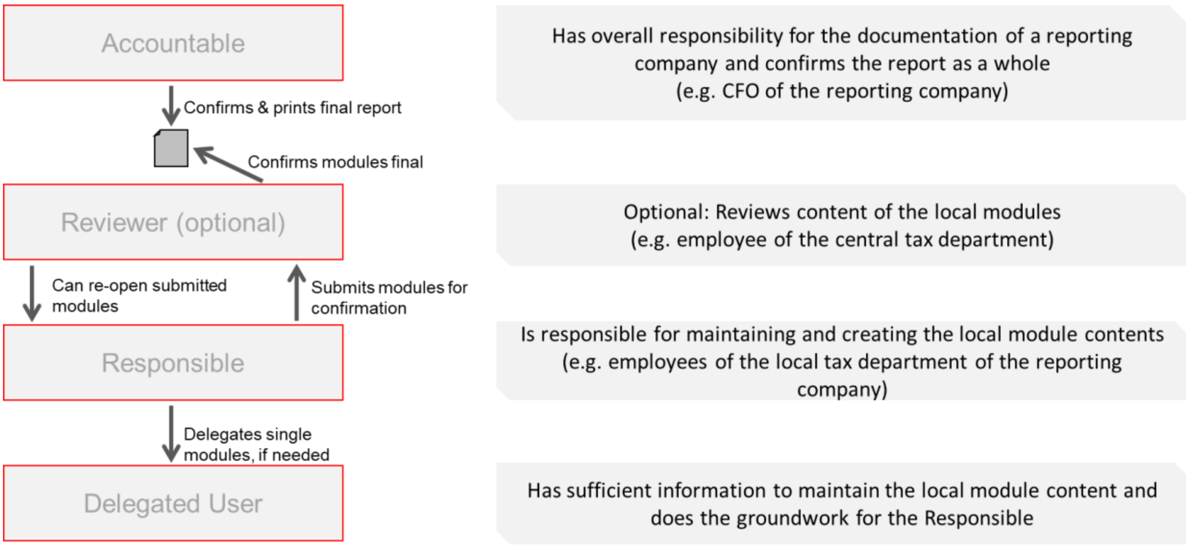


Figure 7: Interaction of all roles

These user roles simplify the documentation creation process and increase its efficiency.

1.3.6.1 Accountable

Every reporting company must have an Accountable.

An Accountable is a *globalDoc* user who has overall responsibility for the documentation of a reporting company and finally confirms the documentation report of a reporting company. Similarly, an Accountable can also be the Responsible for the reporting company if no other user has been selected as Responsible for the reporting company.

1.3.6.2 Reviewer

If necessary, a Reviewer can be defined for each reporting enterprise.

The reviewer is a *globalDoc* user who can check modules edited by the Responsible and submitted for review and confirm them as final or open them again for editing if necessary.

1.3.6.3 Responsible

The Responsible is entitled to edit local modules and, if a reviewer has been defined, to submit modules to the Reviewer for approval. In addition, the Responsible has the right to delegate the editing of modules to other users.

As already mentioned in the section on Accountable (*Accountable*), the Accountable is automatically also the Responsible unless a different Responsible has been defined.

1.3.6.4 Delegated User

The Delegated User is a *globalDoc* user who is only granted temporary editor rights for a module by the Responsible. As explained in the Responsible (*Responsible*) section, a user becomes a Delegated User when a Responsible assigns the editing of a module to the local user. As soon as the module has been delegated to the user, he can start processing it and submit it to the Responsible again upon completion. By submitting the module, the delegation is terminated and all editor rights for the respective module are automatically revoked from the Delegated User.

1.4 The modules of globalDoc

The term "**modules**" is used in *globalDoc* to describe placeholders for the individual text blocks. Any number of files can also be attached to each module[6].

1.4.1 Module classes

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

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

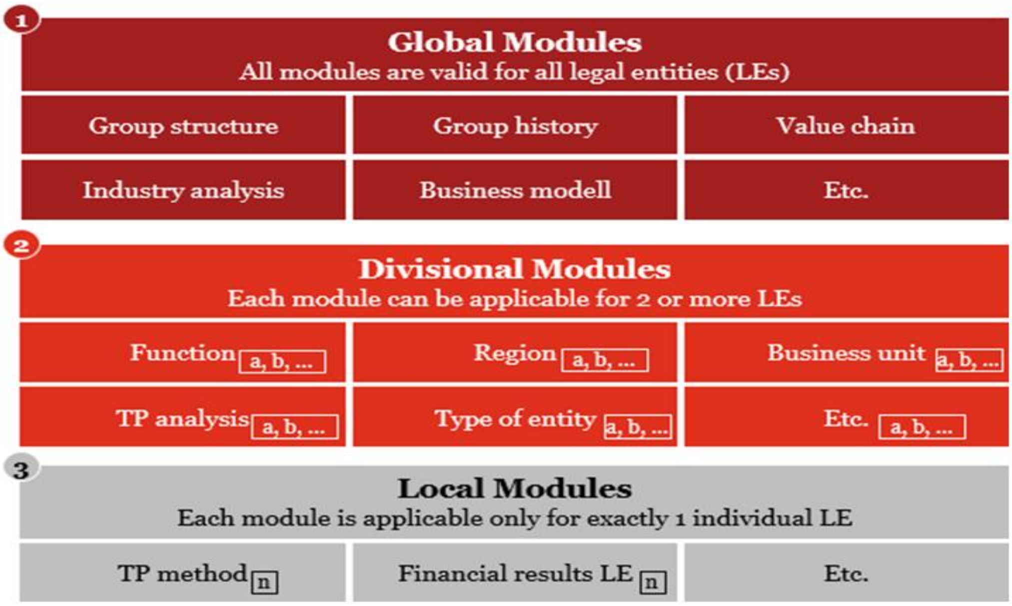


Figure 8: Module classes

In this way, the corporate headquarters and other centralized offices can transfer the centrally available information to the local reporting companies via *globalDoc* in the form of global or divisional text modules and file attachments, or via prefilled templates for text modules of local modules. It is important that the documentation contents of such text modules and file attachments are abstract, reusable and therefore free of details of individual local companies,

[6] For each file attachment it can be defined individually whether it should be output as an attachment for transfer pricing documentation, or whether it should only be used internally and only archived in globalDoc, such as meeting minutes, internal presentations, Excel tables and other data sources for back-up.

or that only the variables (placeholders)[7] available in *globalDoc* are used for this purpose. Only then can these text modules and file attachments be used efficiently across multiple units.

In *globalDoc*, text modules can be created by uploading Microsoft Word files as well as by using an online editor.

1.4.2 Formatting the contents of modules

It must be ensured that the formatting of the Word files of all modules maintained in *globalDoc* is consistent. Only with uniformly formatted Word files, a consistently formatted report can be generated automatically and without manual (re)formatting.

The formatting of the Word files can be done, for example, using the template, which the user can download from **Download template** within the detail page of modules. Detailed information about working with *globalDoc* can be found in chapter 3 of this user manual.

If the template contained by default in *globalDoc* is used under **Download template**, the following formatting is set for the headings if the respective text module is to contain headings[8]:

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

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

If a formatting deviating from the default standard is desired, users with appropriate administrator rights can generate their own module template.

NOTE: Tables and graphics inserted in modules cannot always be displayed in the correct format during the report generation due to the program. It is therefore recommended that the user either attaches tables and graphics as file attachments detached from the documentation text (detailed information on attaching in *globalDoc* can be found in chapter 3 of this user manual) or converts the corresponding table or graphic into an image file (e.g. jpeg file format). This can then be inserted directly into the Word module. Furthermore, it is recommended not to select the table format templates (under the tab "**Draft**") from Microsoft Word 2007 or a newer version for a desired table format, but to set up the desired table format manually via the shadowing and frame function, otherwise format problems can occur during the output of the report.

7 A list of the variables available in *globalDoc* can be found in the appendix to this user manual.
8 Many headings are also specified by the system administrator on the system side. An additional use of headings in the respective text block is therefore only necessary if this is to be subdivided further.

If text passages are transferred directly from Internet pages into modules, it must be ensured that the texts are inserted as unformatted text in Word, since otherwise Internet objects that are not visible to the user may flow into the text of the module, which can cause errors during report generation.

1.5 The most important functions at a glance

By clicking on the different symbols in *globalDoc*, a user with the corresponding user rights can create, edit and delete data records, modules, etc. The following table provides an overview of the most important symbols.

Symbol	***Description***
	Unfolding of the navigation points
	Download file
	Upload file
	Detailed view / Edit
	Delete
+ Neu	*New data set*
+	*Add rule (Search function)*
-	*Delete rule (Search function)*
	Print preview
	Replace pre-filled template
	Create chapter / module
	Preview (module content)
?	*Display information*
	Close the open program point and forward to the start screen
	Forwarding to the program point “Tasks”
	Forwarding to the program point “Report”

2. *First steps*

STEP 1: STARTING THE PROGRAM

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

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

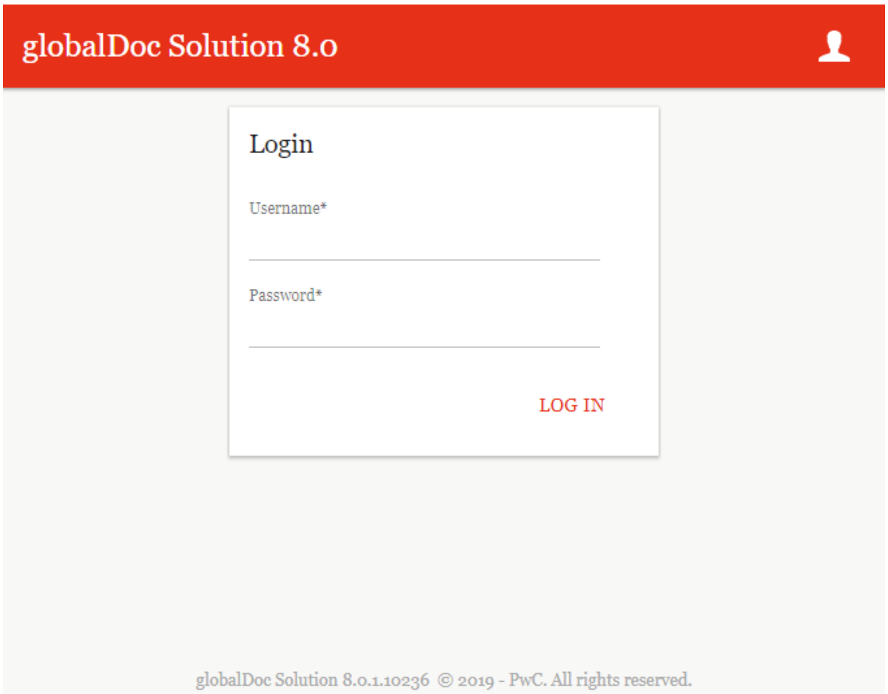


Figure 9: Login to globalDoc

STEP 2: HOME SCREEN

After a successful login[9] the start screen appears. This contains an overview of the tasks assigned to you and any completed documentation reports already available as well as the program items of the main menu of *globalDoc* that have been released by the administrator for the respective user on the left side of the screen. As a rule, the main menu of a local user will look like this:

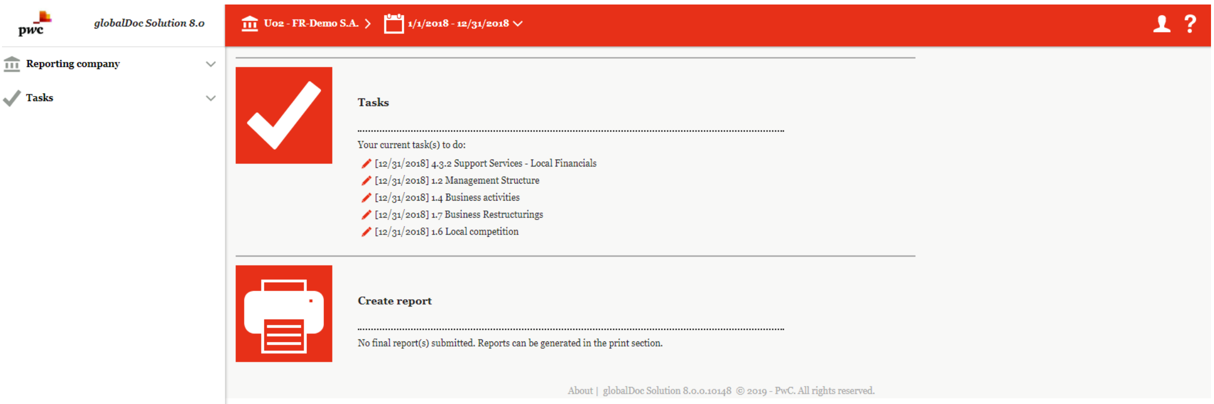


Figure 10: Home screen

„Tasks“ displays the tasks, which still need to be executed by you.

With the symbol you can directly navigate to the respective task.

Below the symbol and by clicking , you can download the final reports provided by the administrator and print them respectively (in the screenshot above, no final report is available yet).

A click on the icon takes you to the *globalDoc* user interface, where you can download new reports from the selected reporting company and then print.

STEP 3: SELECTION OF REPORTING COMPANIES AND REPORTING PERIOD

The current reporting company and reporting period are displayed in the area highlighted in red at the top of the screen.

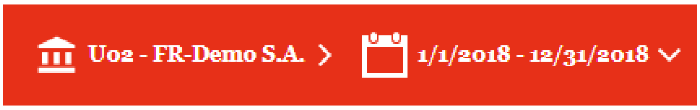
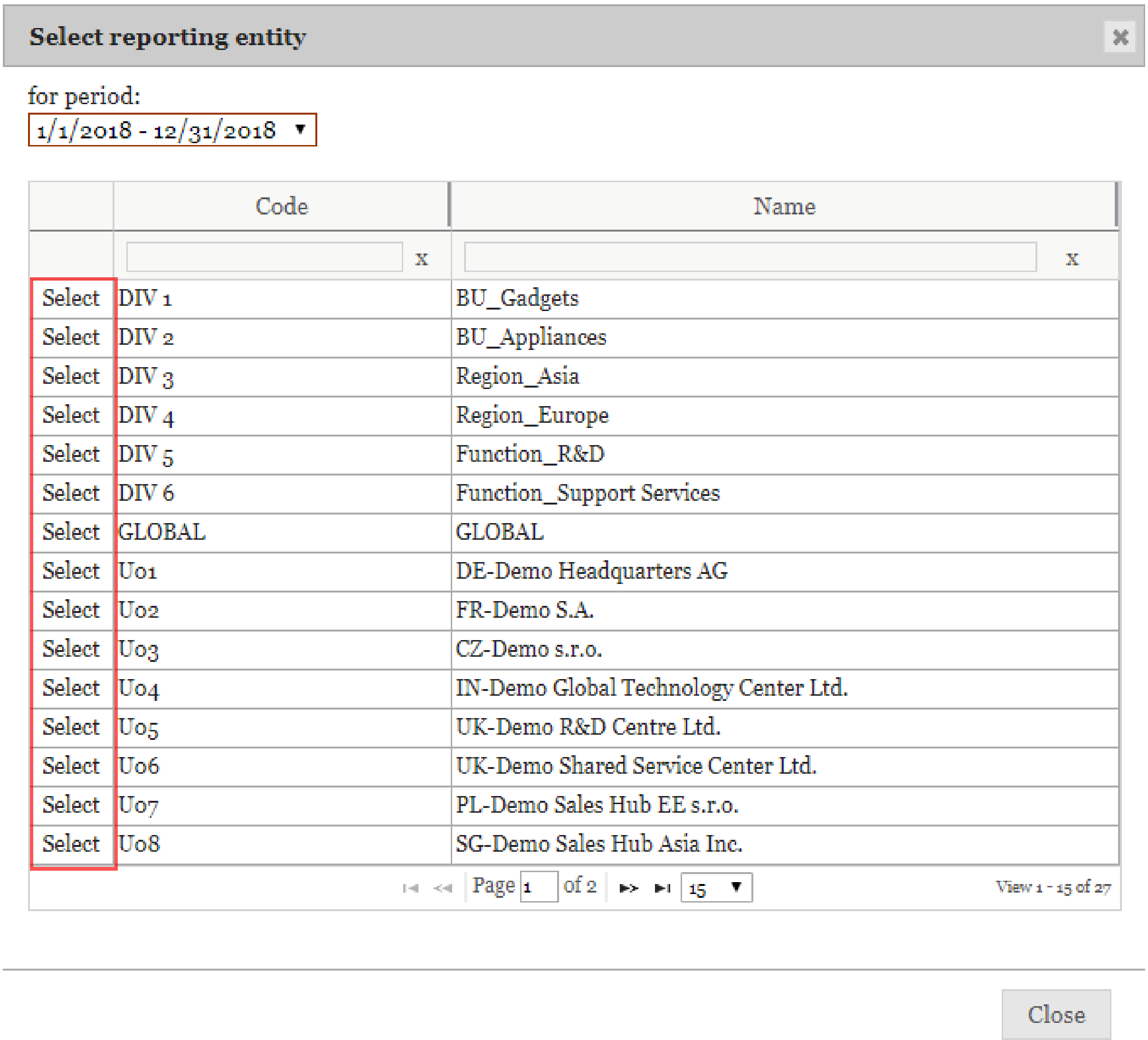


Figure 11: Display of the reporting company and reporting period

If the local user has the appropriate authorization, he or she can select another reporting company and/or another reporting period. This is done by a click on the -symbol in the upper left screen area and a subsequent selection by clicking on Select in the appearing window:

[9] Depending on the IT security standards defined by the corporate headquarters, a different login process (e.g. single sign-on) is also possible.



	Code	Name
Select	DIV 1	BU_Gadgets
Select	DIV 2	BU_Appliances
Select	DIV 3	Region_Asia
Select	DIV 4	Region_Europe
Select	DIV 5	Function_R&D
Select	DIV 6	Function_Support Services
Select	GLOBAL	GLOBAL
Select	U01	DE-Demo Headquarters AG
Select	U02	FR-Demo S.A.
Select	U03	CZ-Demo s.r.o.
Select	U04	IN-Demo Global Technology Center Ltd.
Select	U05	UK-Demo R&D Centre Ltd.
Select	U06	UK-Demo Shared Service Center Ltd.
Select	U07	PL-Demo Sales Hub EE s.r.o.
Select	U08	SG-Demo Sales Hub Asia Inc.

Figure 12: Selection of the reporting company and reporting period

STEP 4: NAVIGATION TO THE INDIVIDUAL PROGRAMME ITEMS

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

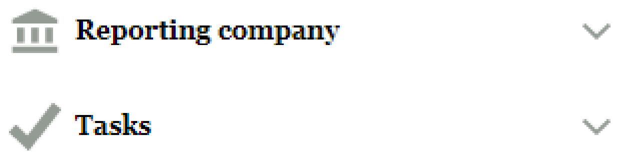


Figure 13: Menu items of a local user

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

The following sections provide a first overview of the individual program items of the main menu as well as their respective submenus and navigation items. A detailed description of how to work with these program items is given in *chapter 3*.

The following figure shows the submenus of the program item "**Reporting company**":

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

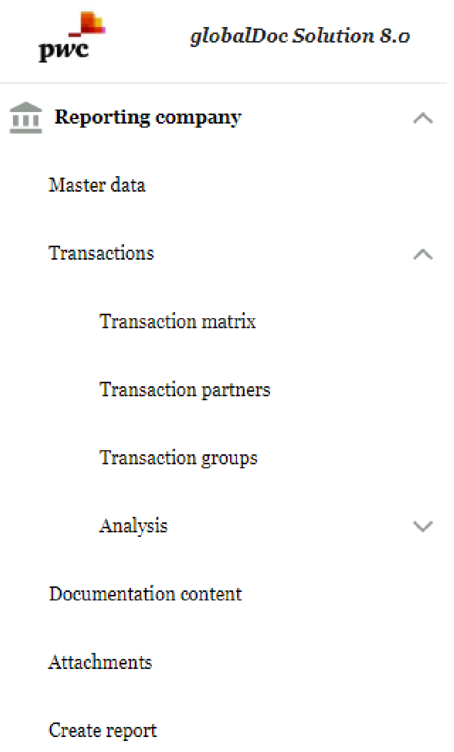


Figure 14: Submenus of the program item "Reporting company"

If a user has the role of a task administrator, he can navigate to the submenu in program item "**Tasks**" (depending on the user rights assigned to you by the administrator, not all submenus may be visible to you here either):

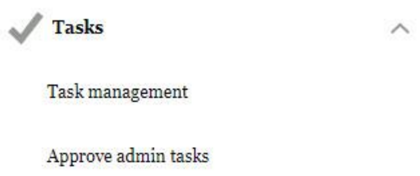


Figure 15: Program item "Tasks"

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

A change to the detail view (by clicking on the icon directly in the start screen or alternatively in the submenu *Tasks / Task management* by clicking on the icon in the column "Name") allows the user to navigate directly to the corresponding navigation item of the task.

Basic task administration functions that are relevant for local task administrators are described in *chapter 4*.

3. Program item Reporting company

Below „**Reporting company**“ the following submenus are being displayed:

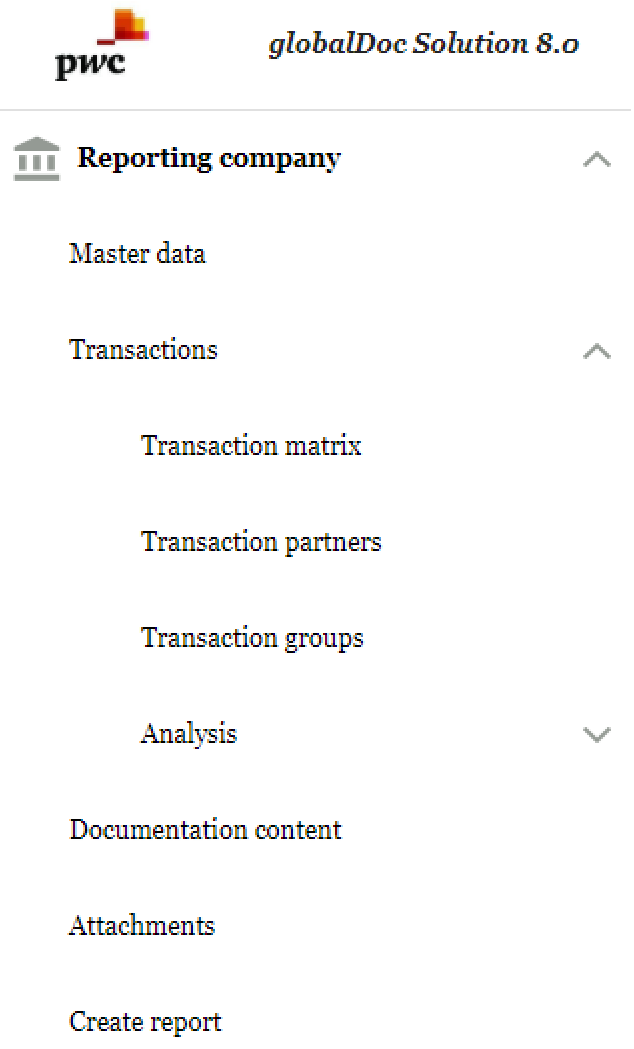


Figure 16: Submenus of program item "Reporting company"

3.1 Menu item Master data

Under "**Master data**" the general information of the company can be viewed and edited. These include i.e. information regarding name, short name, previous name, entity type, country, address, ERP number and local currency. The fields marked with * must be filled in. The code is such a mandatory field, it can be freely defined.

Figure 17: Reporting company details

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

Furthermore, it is possible to fill in additional information in the „Optional details“tab:

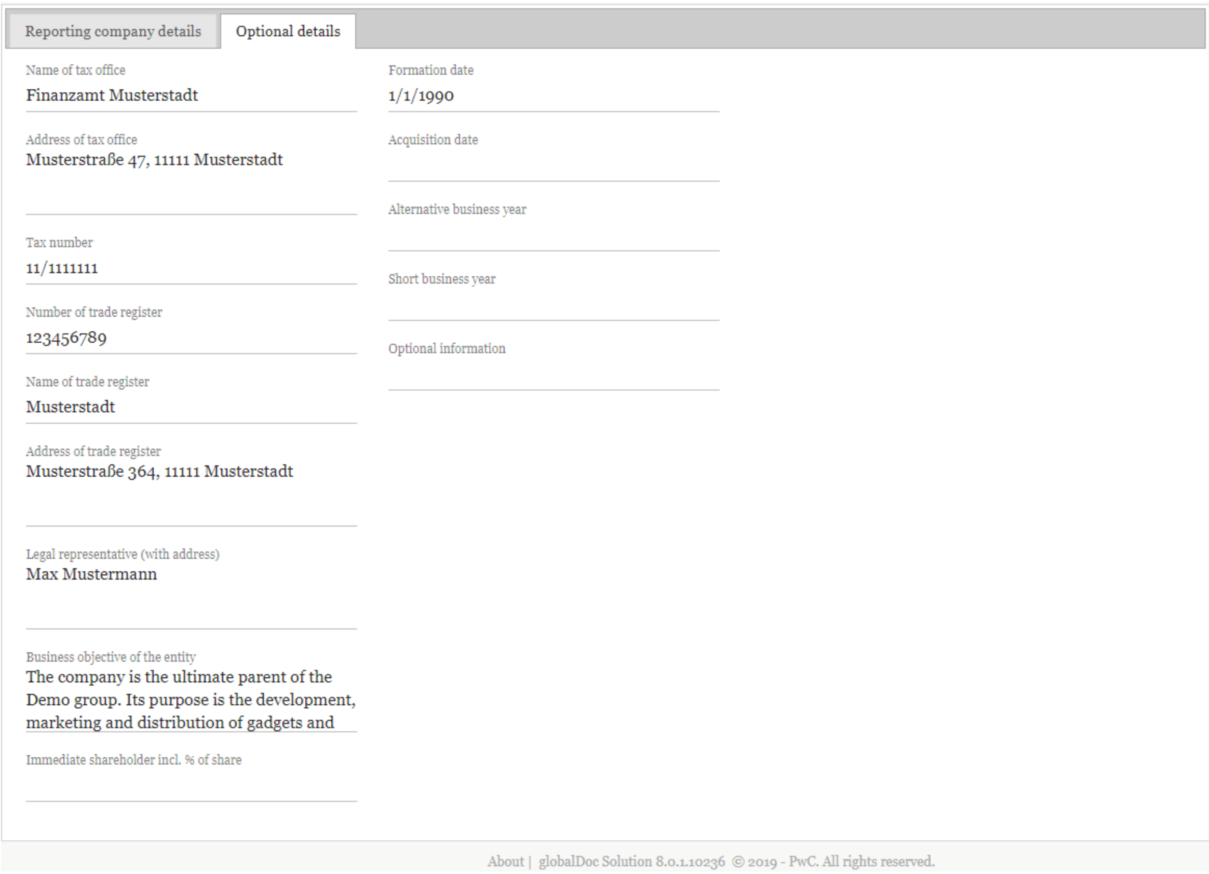


Figure 18: Optional details of a reporting company

3.2 Menu item Transactions

In accordance with national and international documentation regulations, it is necessary to document transactions between group companies, stating their volumes and currencies.

In the menu item "**Transactions**", the transactions already entered are displayed in the form of a pivot table. In addition, you can navigate to the navigation items "Transaction matrix", "Transaction partners", "Transaction groups" and "Analysis".

3.2.1 Transaction matrix

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

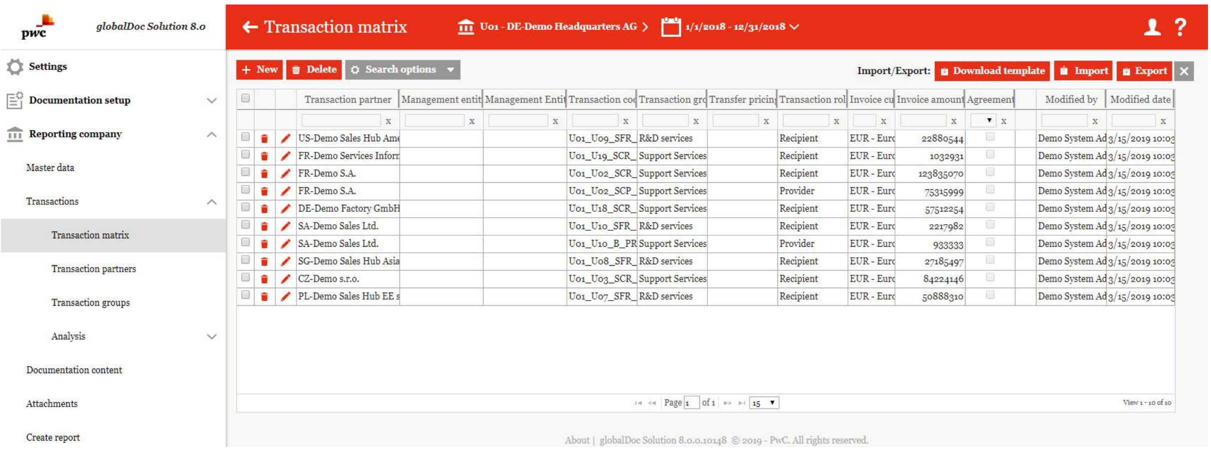


Figure 19: Transaction matrix

Within this menu item it is possible for the user to enter/edit data manually via **+ New** or or to enter data via Excel import. These two options are described below.

3.2.1.1 Manual data entry

By clicking on the user can reach the details of a transaction.

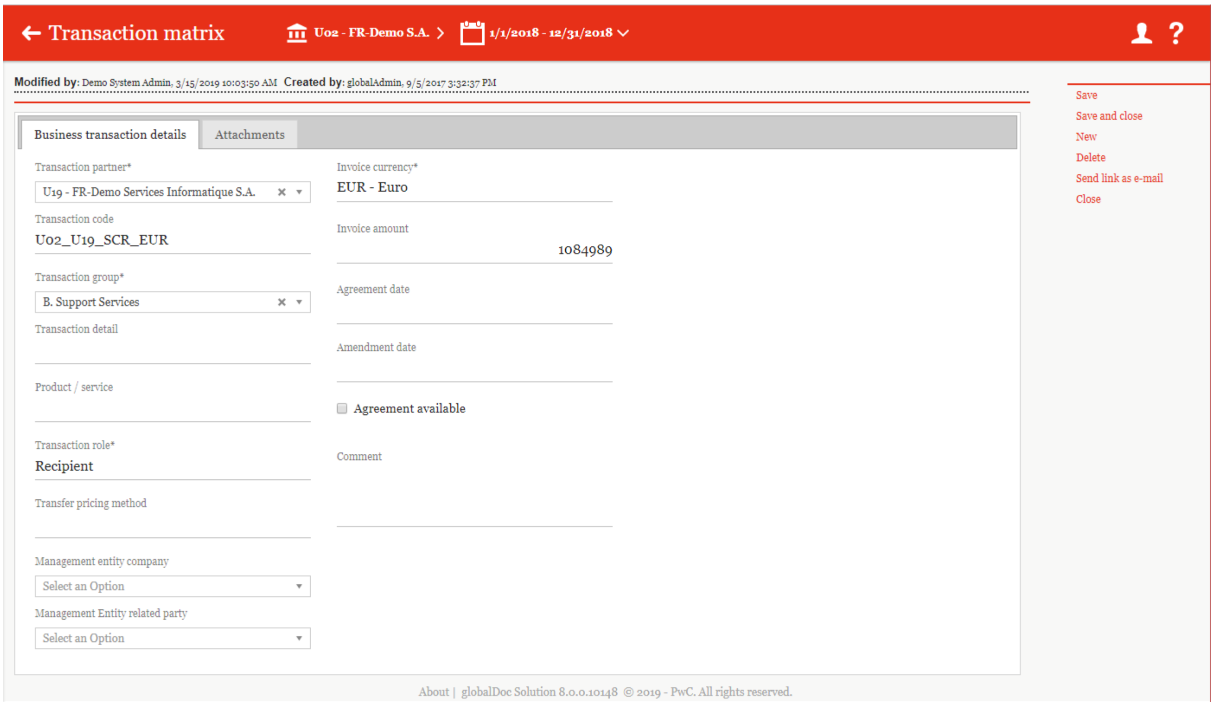


Figure 20: Details of a transaction

In the "**Business transaction details**" tab, you can enter more detailed information (e.g. transaction partner*, invoice currency*, transaction code, etc.) on the individual transactions. Fields marked with a * must be filled in.

In the "**Transaction role***" field, select whether the reporting company documenting the transaction is the receiver (recipient) or the supplier (provider) of the transaction.

Since it is necessary for the system to assign a unique transaction code to each transaction, transaction codes are automatically generated for all transactions if this field is not filled when entering the transaction. The transaction code is inserted after saving the transaction partner in the "**Transaction code**" field and be changed manually afterwards.

In addition, the "**Attachments**" tab allows the user to attach local attachments (e.g. calculation schemas, contracts, charts etc.). This works either via the button **Upload** or by drag & drop into the marked area.

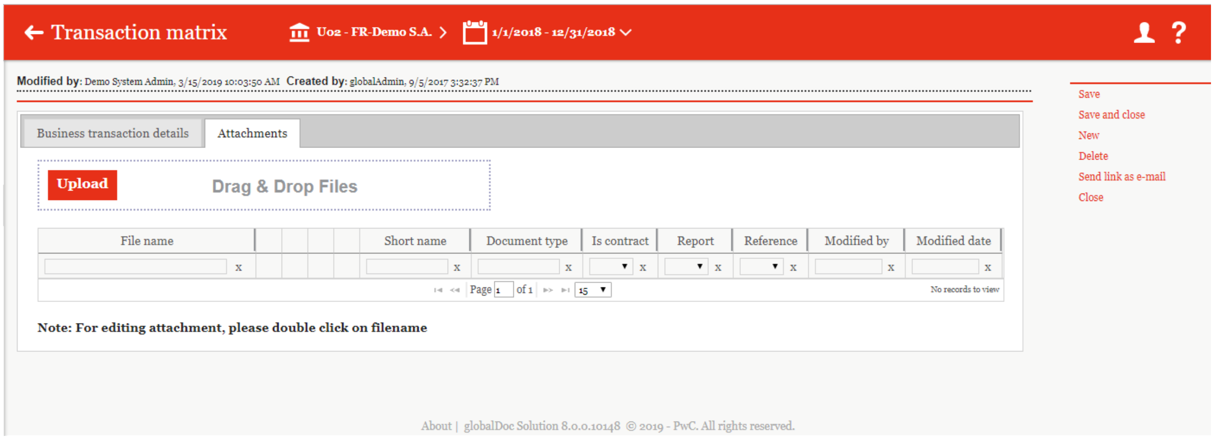


Figure 21: Transaction matrix - Attachments

3.2.1.2 Data entry via Excel import

In addition to manual entry, transactions can also be created or changed using an Excel import (for example, when updating a new reporting year). The **Import** and **Export** fields take the user to the following view, from where data can be uploaded and downloaded.

In both cases, manual data entry and data import, a unique transaction code must be assigned to the transaction. This is necessary because the program assigns the changes to existing transactions to each individual transaction using the transaction code.

NOTE: Current data will be updated/overwritten after data import via Excel upload.

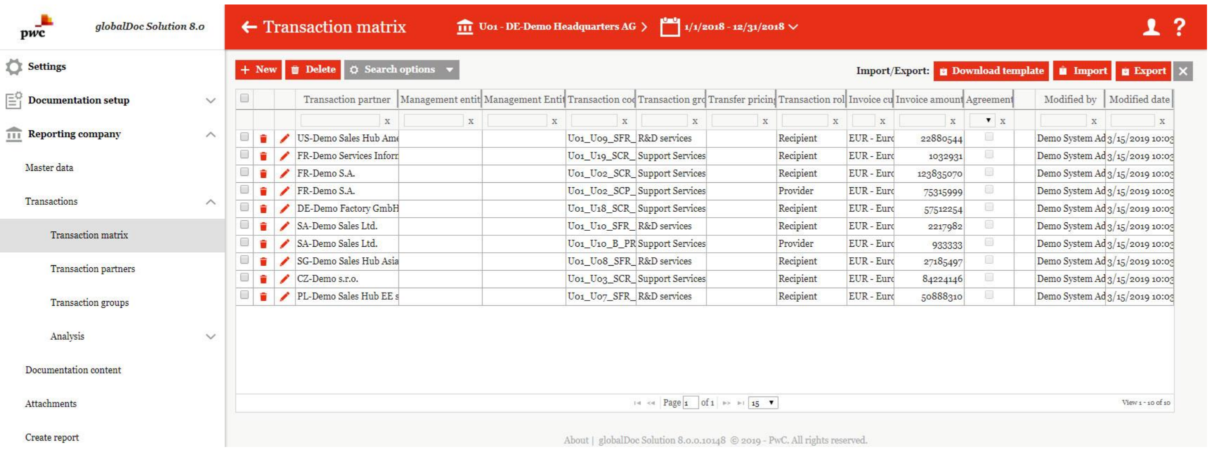


Figure 22: Transaction matrix

An empty Excel template can be downloaded via **Download template**, which ensures that the format specifications of *globalDoc Solution®* are always adhered to during the creation process.

3.2.2 Transaction partners

Under the navigation point "**Transaction partners**", you can select the affiliated companies of the reporting company with which the reporting company maintains business relationships (transactions) during the selected period. To prevent unintentional removal of a transaction partner, you can only remove with if no transactions have been assigned to this transaction partner.

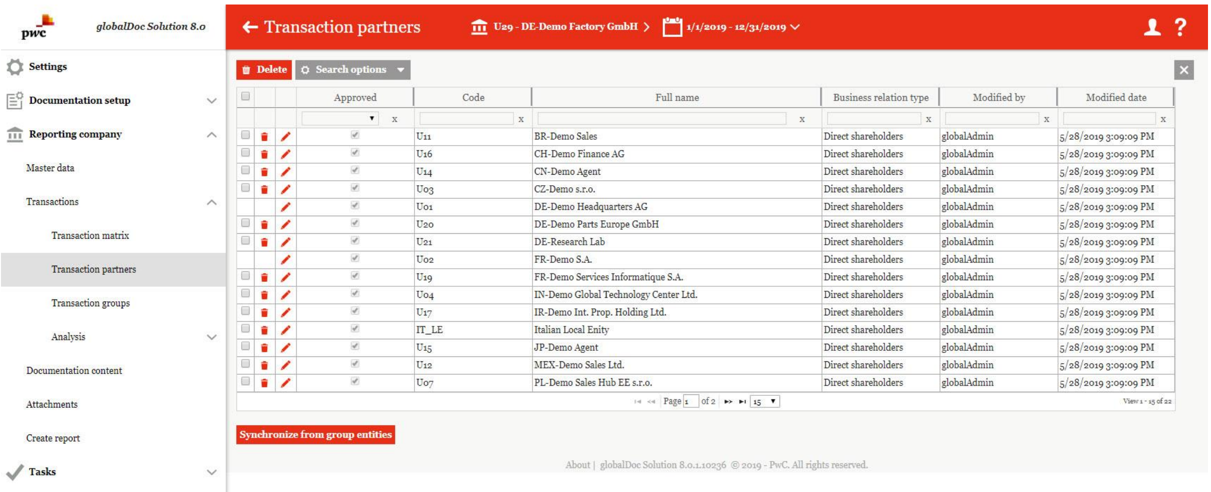


Figure 23: Transaction partners

By clicking on the selection field **Synchronize from group entities**, you can select from the group companies already centrally managed by the administrator those group companies with which business relationships took place in the year under review.

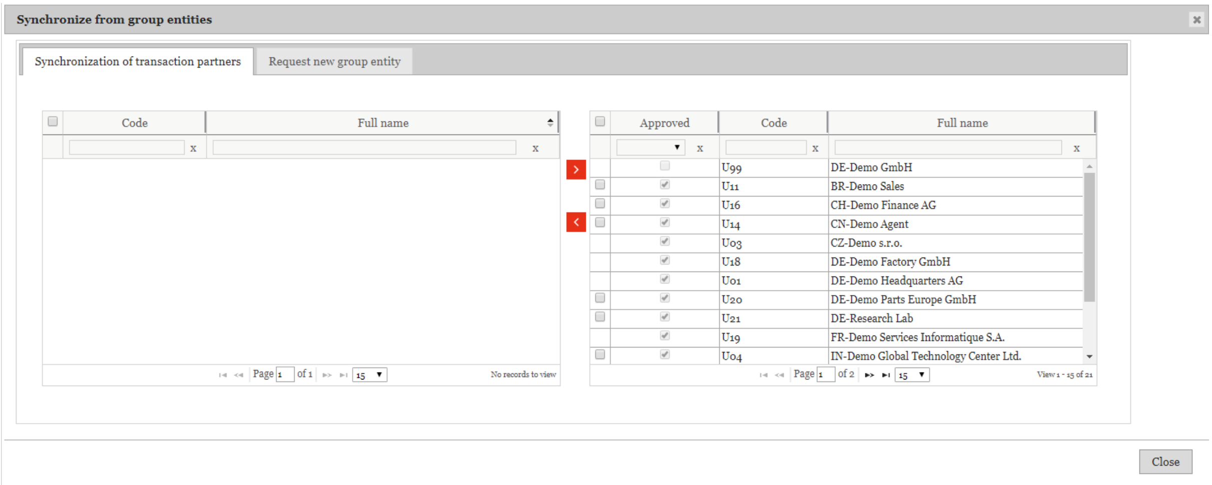


Figure 24: Synchronization of transaction partners

The already created transaction partners can be selected and directly assigned to the local company by clicking on . In this overview, you can also use the "**Request new group entity**" tab to ask the system administrator to create new transaction partners. The request for a new transaction partner is subject to a confirmation process by the administrator. Until the confirmation process has been completed, the transaction partner remains highlighted in red in the transaction partner overview and is not available throughout the group. This is intended to ensure uniformly maintained transaction partners throughout the Group and avoid redundancies.

When creating a new entry and when selecting a centrally defined transaction partner after clicking on "**Synchronize from group entities**", a distinction must be made between the following categories of transaction partners (in the field "**Business relationship type***"), which may already have been preassigned by the administrator on the system side, but which, from the point of view of the reporting companies, may have to be changed by the local user if necessary:

- Indirect shareholders
- Direct shareholders
- Indirect shareholdings
- Direct shareholdings
- Permanent establishments / head office
- Other related parties

The transaction partners can be listed with name and address. In addition, the shareholding ratio and the duration of the shareholding can be specified (e.g. beginning to end of the reporting period to be documented).

The deletion of transaction groups can only be performed by the administrator. However, the local user has the option to adjust and update the allocation of transaction groups to his company accordingly. In order to avoid the unintentional deletion of a transaction partner that is still required for the documentation, all associated transactions must also be deleted by the user beforehand.

3.2.3 Transaction groups

It is possible to create transaction groups for similar transactions. The selection of the transaction groups, managed centrally by the administrator, can be found under the navigation point "**Transaction groups**".

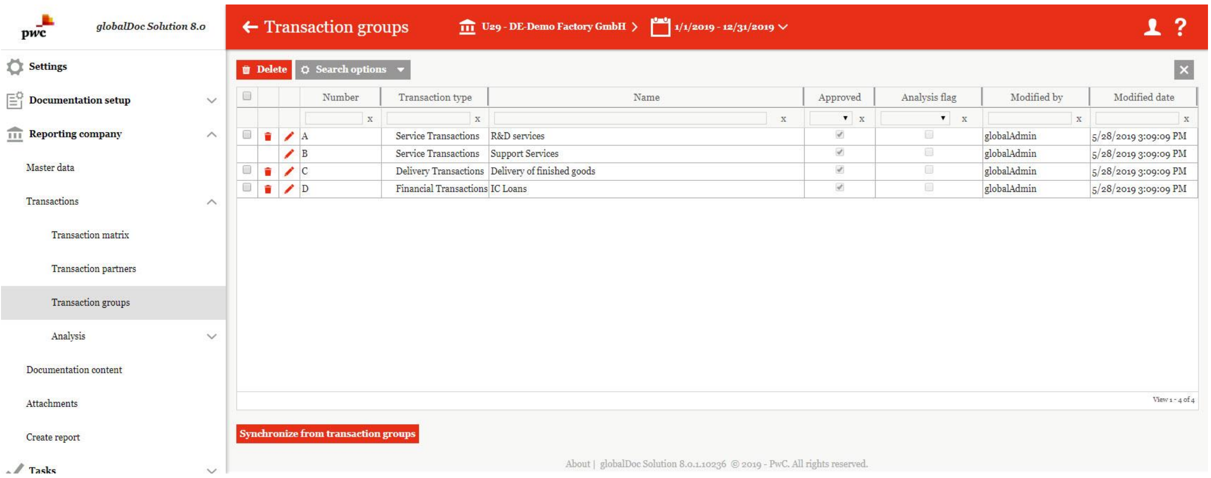


Figure 25: Transaction groups

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

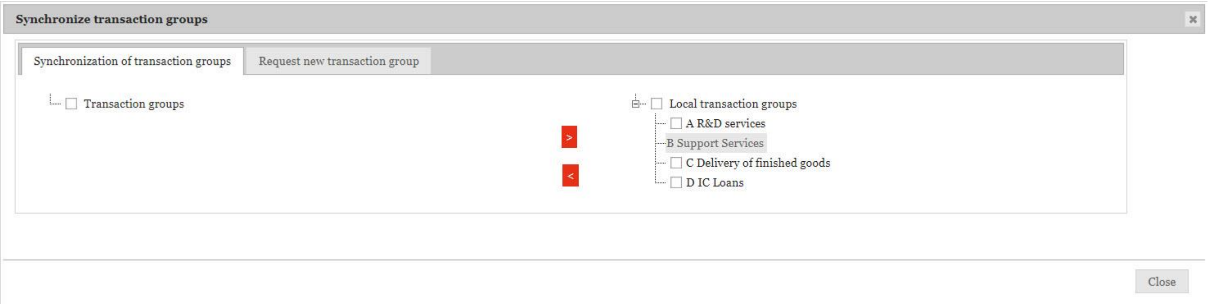


Figure 26: Synchronization of transaction groups

Comparable to the navigation point "*Transaction partners*", the reporting company has the option of requesting specific transaction (sub)groups individually. This is done via the "Request new transaction group" tab.

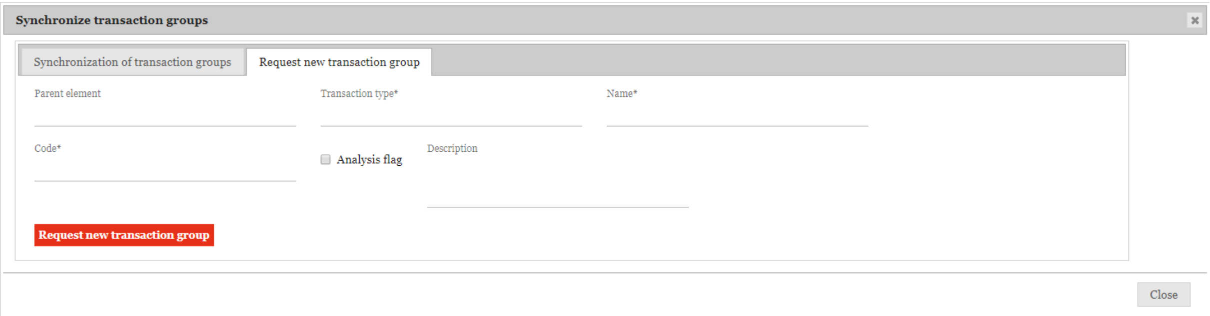


Figure 27: Request new transaction group

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

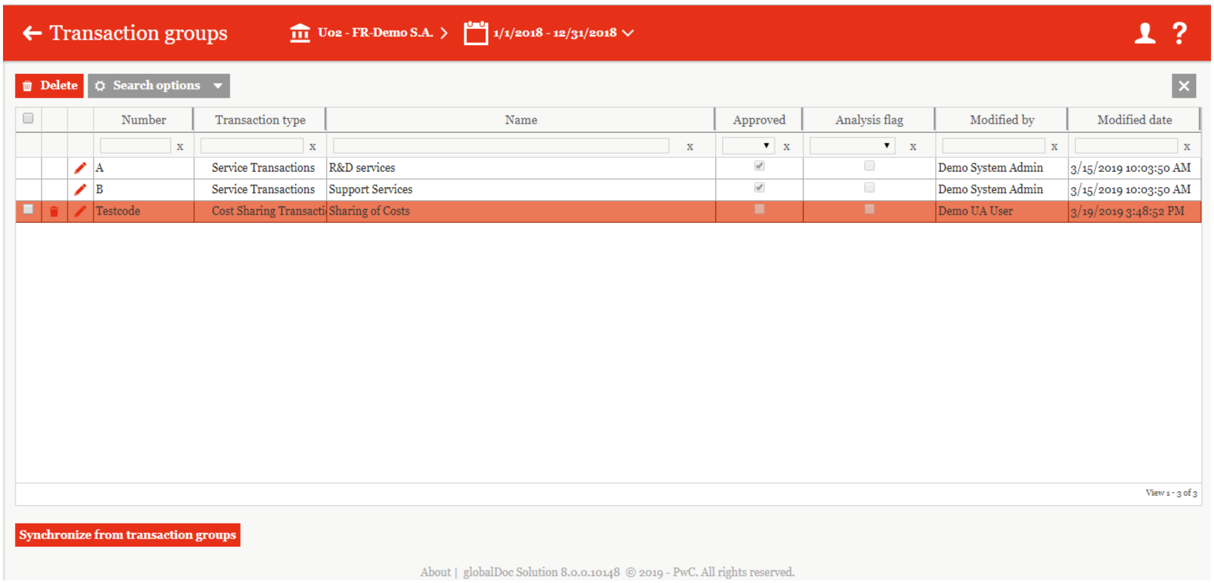


Figure 28: Not confirmed transaction group

When requesting a transaction (sub)group, the user has to choose to which transaction the transaction group is to be assigned as well as a transaction group name. The group number is displayed in the "Number" field.

Setting a check mark in "**Group analysis**" (within the detail view) will later enable you to perform function and risk analyses as well as transfer pricing analyses in the optionally usable menu item "**Analysis**" at transaction group level.

If the menu item "**Analysis**" is used and transactions within a transaction group require a separate analysis, the "**Group analysis**" must not be selected. The deletion of transaction groups can only be performed by the administrator. However, the local user has the option of adjusting and updating the assignment of transaction groups to his company accordingly.

3.2.4 Analysis

3.2.4.1 Functional / risk analysis

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

Selecting the navigation point takes you to an overview page with the existing analyses, which can be searched by Search options, edited by and deleted by .

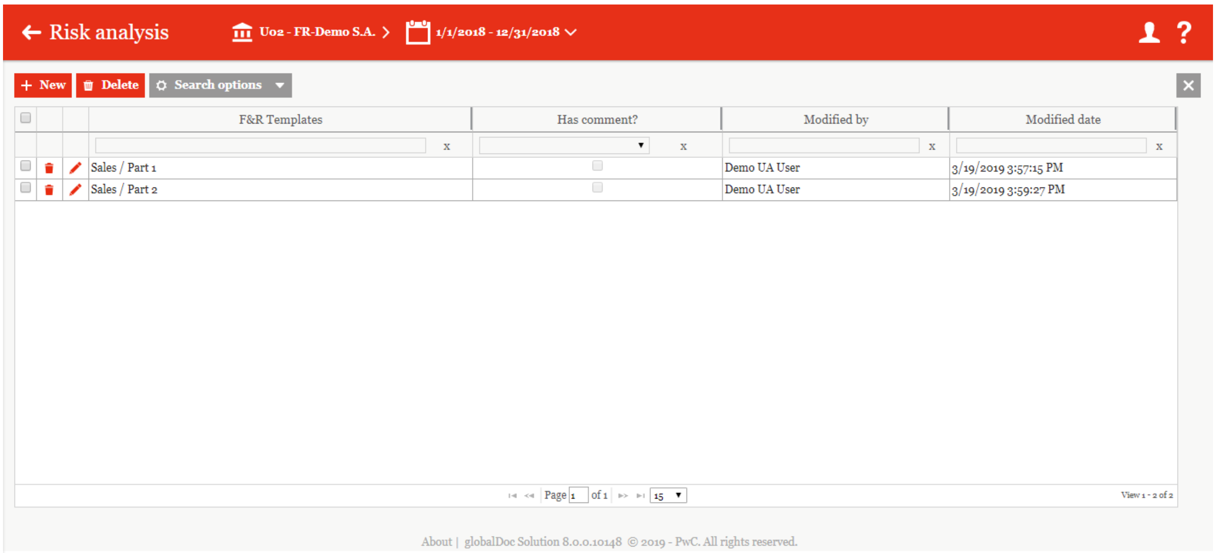


Figure 29: Risk analysis

In addition, a new analysis can be created with + New. The detail view, which opens when you want to edit an existing analysis or create a new one, differs only in the fields that are filled in:

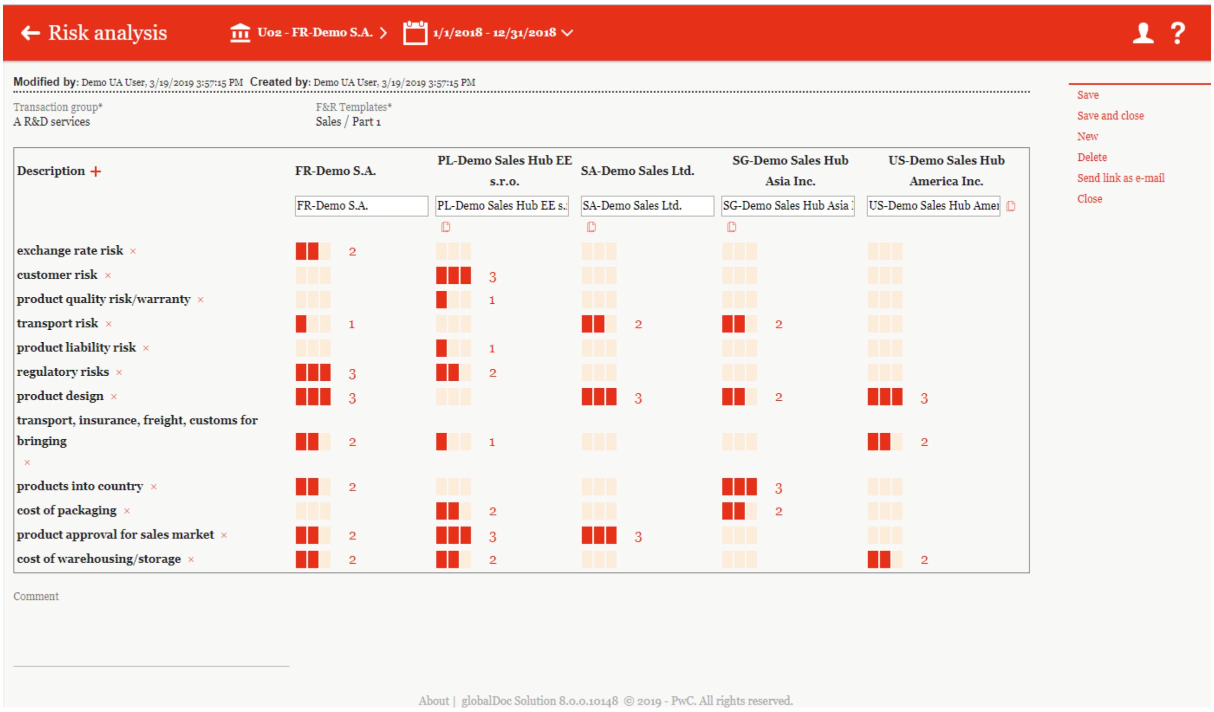


Figure 30: Risk analysis - Detailed view

Within the detail view, the "**Transaction group***" and "**F&R Templates***" can be selected via a drop-down menu.

Via + a new description can be added and removed with ×. The copy icon can be used to make a copy of the relevant company.

By selecting the number of bars it can be expressed that a function is performed / a risk is borne. The corresponding impact can be displayed with the bars. Additionally a comment can be left.

3.2.4.2 Transfer pricing analysis

The navigation point "**Transfer pricing analysis**" opens up the possibility of explaining the selected transfer pricing method and the appropriateness of the transfer prices for the individual transactions or transaction groups.

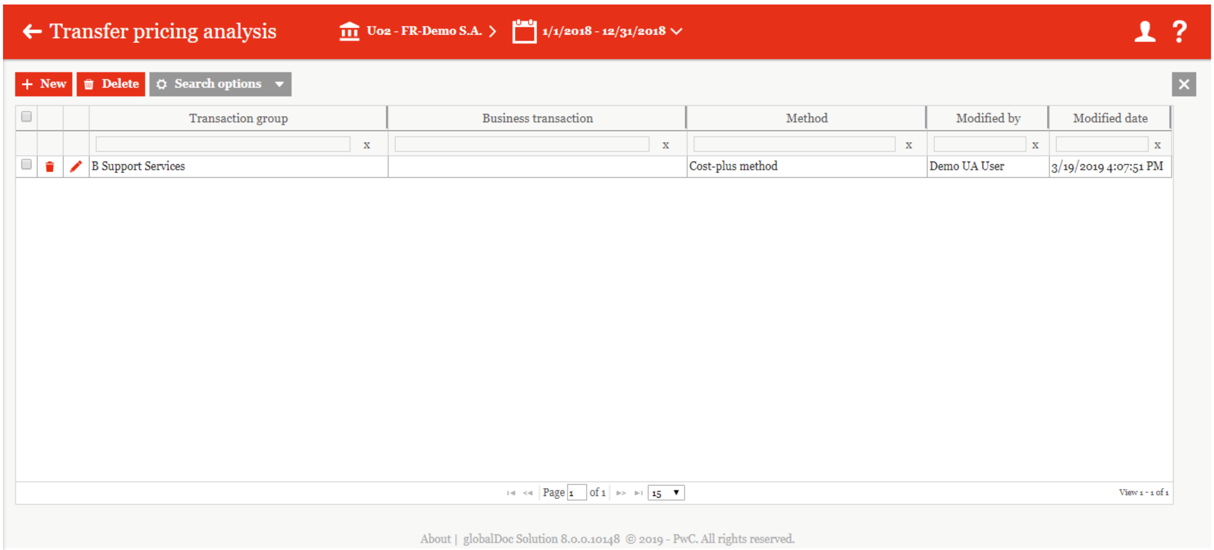


Figure 31: Overview of transfer pricing analyses

All transfer price analyses are displayed in the overview. These can be searched, edited, deleted and recreated as usual in *globalDoc*. You can use the + New icon to carry out a transfer price analysis for the respective transaction group.

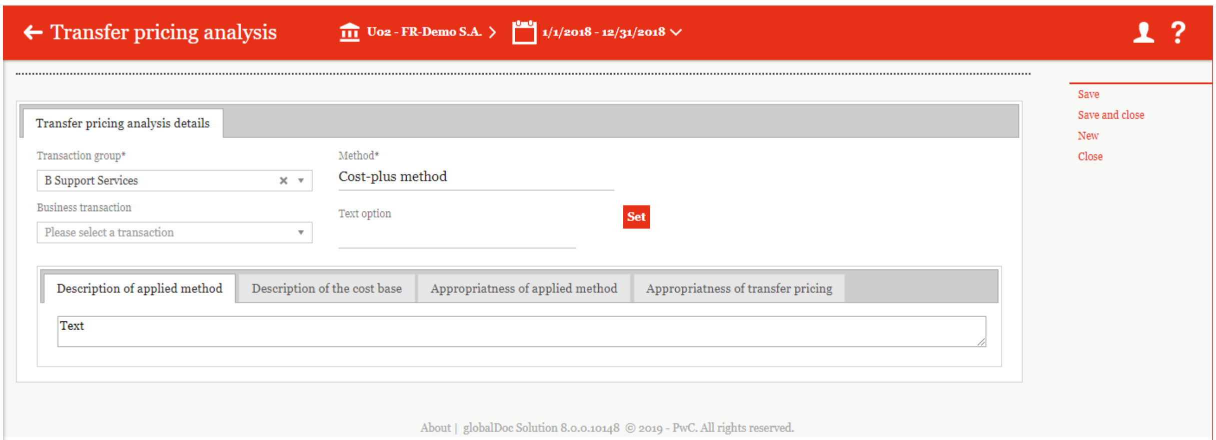


Figure 32: Creation of a transfer pricing analysis

The applied transfer pricing method can be selected in the "**Method**" selection field. If no check mark has been set for "**Group analysis**" in the navigation point "*Transaction groups*" for the relevant transaction group, the documentation takes place at the level of the previously defined transaction group.

Now the applied transfer pricing method can be described ("**Description of applied method**") and its appropriateness can be explained in more detail under the marked tabs. Furthermore, it is possible to describe the cost basis ("**Description of the cost basis**") and the transfer price analysis as well as the appropriateness of transfer prices ("**appropriateness of applied method**"and "**appropriateness of transfer pricing**").

The argumentation with regard to appropriateness can also be made on a global level and can be given centrally to the local level in the form of finished text modules. A change of the text modules or the input of a free text is still possible by the local user. Depending on the previously selected transfer pricing method, the centrally specified text modules are available for selection in the "**Text option**" selection field. After the editing of the texts has been completed, the **Set** field must be clicked.

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

Note that the functions of the "Transfer pricing analysis" navigation point are only available if the transaction groups under the "*Transaction groups*" navigation point and the individual transactions under the "*Transaction matrix*" navigation point have already been created.

3.3 *Menu item Documentation content*

By clicking on the menu item "**Documentation content**" (under *Reporting company / Documentation content* in the main menu of *globalDoc*) an overview of the report configurations intended by the administrator for the reporting company in the selected reporting period opens. In many cases "Standard Local File" and "Standard Master File" can be selected here.

Click on ✏ to select one of the available report configurations.

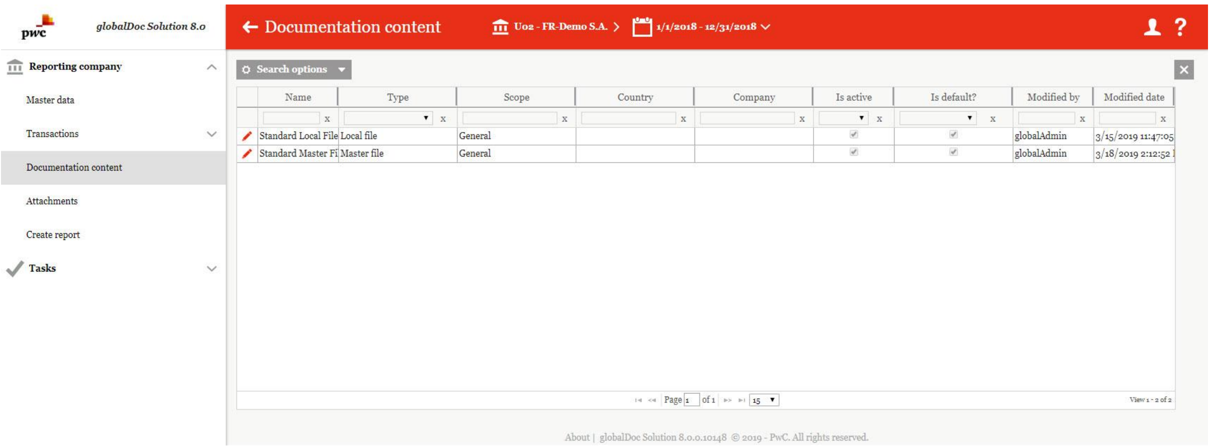


Figure 33: Relevant report configurations

After appropriate selection, an overview of the chapters and modules contained in the respective report configuration (text modules, see chapter 1.4) is displayed. These can usually not be changed by the local user.

This overview is illustrated below as an example:

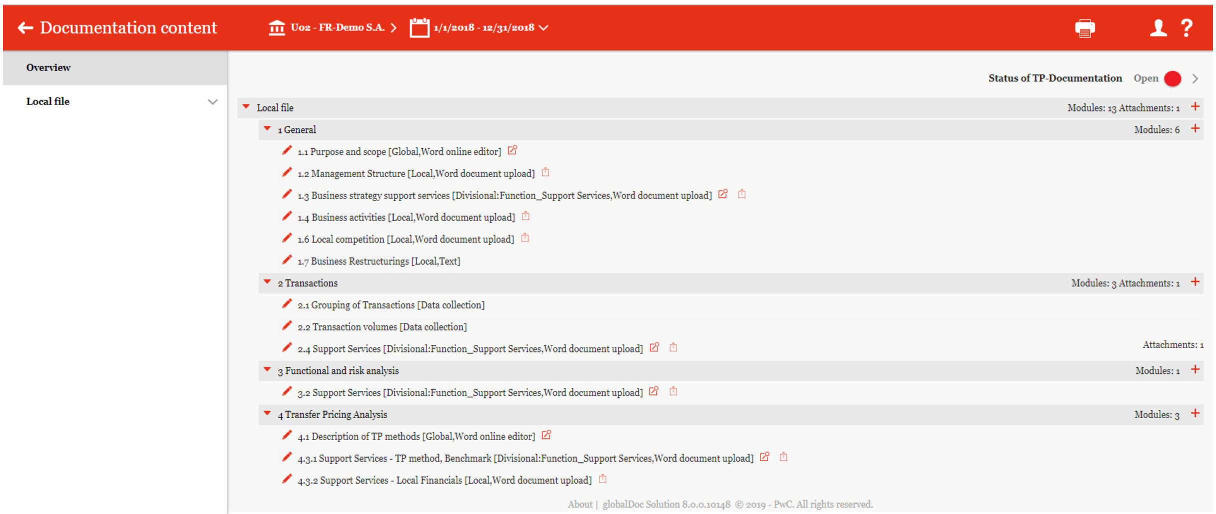


Figure 34: Overview documentation content

With ↗ you can call up a print preview of the individual module and ✏ allows you to edit the module by uploading a Microsoft Word document or using the online editor (more on this in the chapter "Online Editor").

With ⇧ you can also upload a Word document to fill the module with content or replace an existing module content (see upload Word Document).

By clicking on in the navigation bar on the left edge of the screen (in the example: "Local file" - see previous illustration), the document structure with the associated modules is also displayed on the left edge of the screen.

The module classes are represented there as follows:

D for Divisional, G for Global and L for Local. The icons are displayed in four different colours:

- G Gray meaning: Module cannot be edited by the user of the selected reporting company.
- L Red meaning: Module is available for editing by the user.
- L Yellow meaning: Module submitted for review.
- L Green meaning: Review is approved.

The documentation content itself can therefore be read and, if necessary, edited in two ways:

By clicking on a module in the overview (see figure above) or by opening the chapter structure in the navigation bar on the left side of the screen and then clicking on one of the modules (marked with G, D or L):

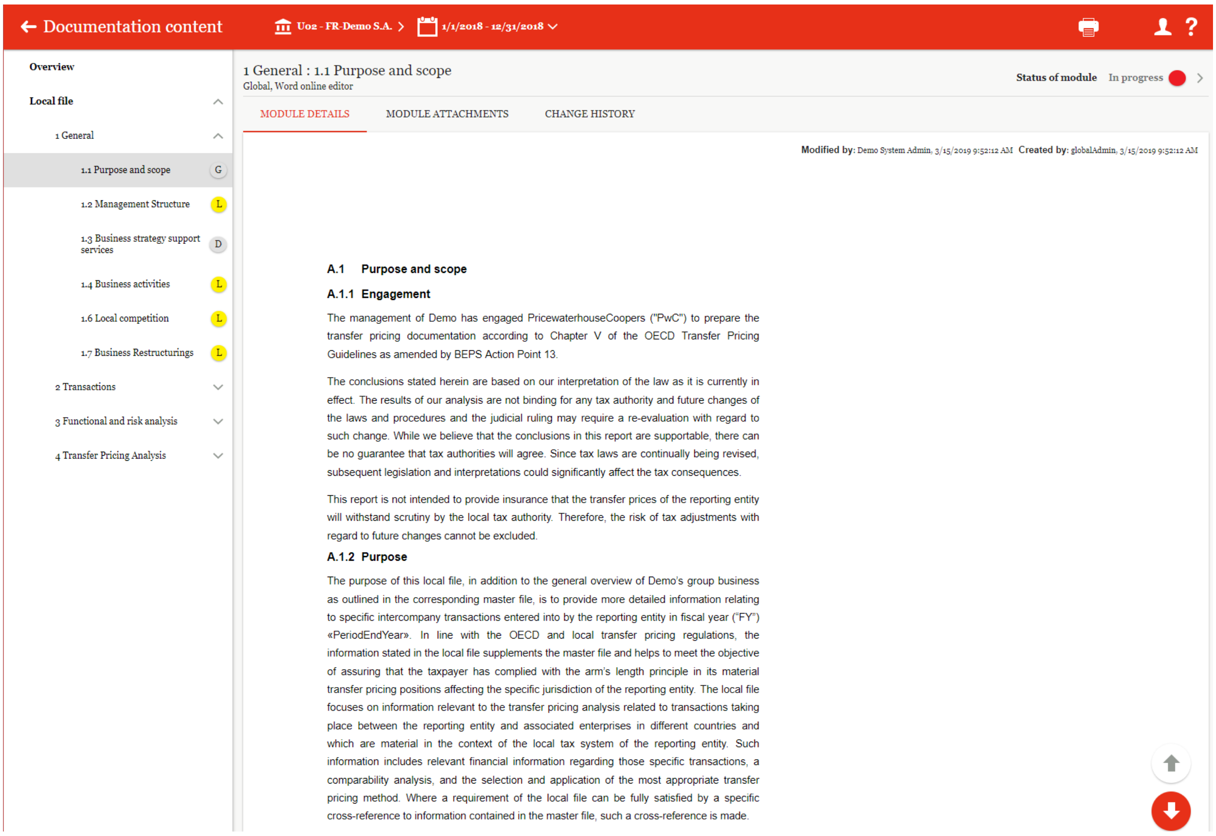


Figure 35: Selected module - Documentation content

Using the arrow navigation at the bottom right of the screen, you can then "browse" from module to module, similar to an e-book.

The "**Status of TP Documentation**" button at the top right of the screen allows you to submit the entire TP documentation for review or to confirm it finally, depending on the user's rights[10]You can use this feature, for example, if the complete documentation report is to be released again by a third person, for example the local financial manager (with the *globalDoc* role "*Accountable*"), after the completion of all local modules.

Figure 36: Confirm module after submission for approval

With "**Re-open**" it is possible to edit the entire documentation again. "**Confirm as final**" approves the entire documentation for release (both functions are only available to users with the role "Approve tasks" in addition to a user with the role "Accountable").

3.3.1 Module details tab

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

The tabs "**Module details**", "**Module attachments**" and "**Change history**" can be seen in the upper area (see following figure).

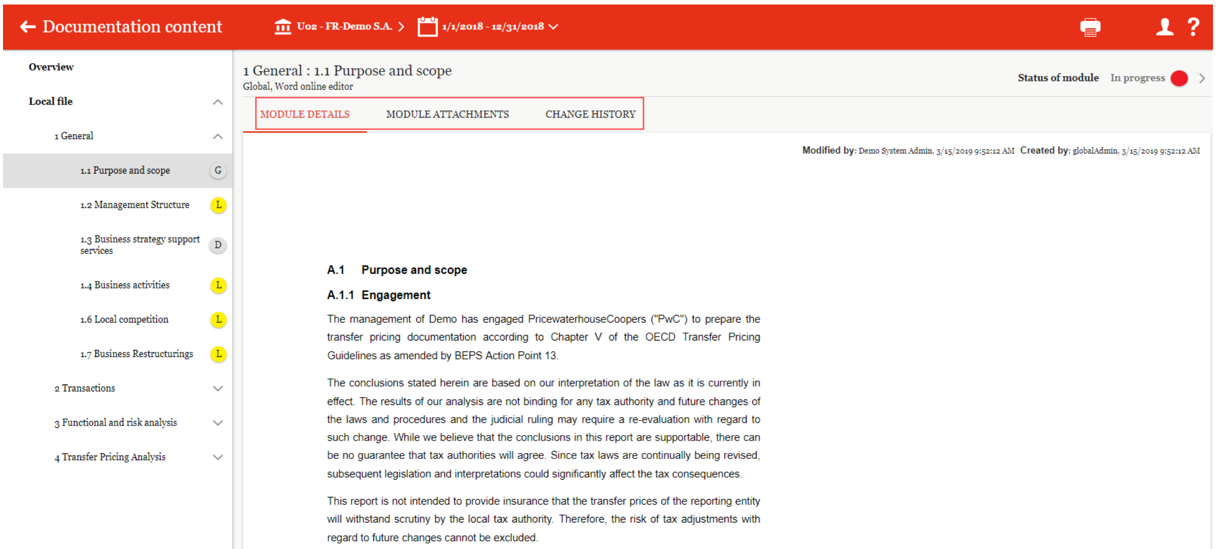


Figure 37: Details of a module, not edited by the user

In the case of a module that you can edit, the following selection bars are usually displayed under the "**Module details**" tab:

[10] The button "Status of module" kann change into "Status of TP-Documentation", if you click on "Overview" in the upper right-hand corner of the screen.

Figure 38: Selection bar in editable module

The selection field „**Use prefilled template**“ is only visible if the system administrator has assigned a prefilled template to the module.

By clicking on “**Change to Word document upload**” or “**Edit module**” you can edit the displayed documentation content in Microsoft Word format or in the online editor.

3.3.1.1 Upload Word document

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

Via the *reporting company / documentation content /* *of the corresponding documentation report*, the user can access an overview of the modules visible to him:

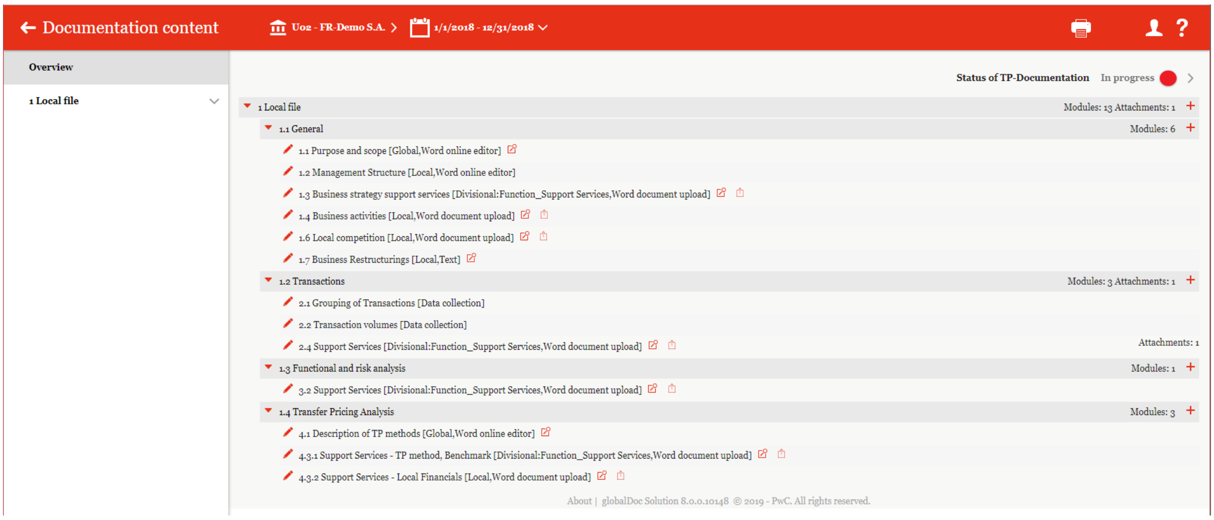


Figure 39: Documentation content - Overview of modules

In this overview the icon displays, that the user can upload a Word document.

If no Word document was uploaded yet, the following window opens, if you click the icon:

Figure 40: Upload Word document

If a Word document has already been uploaded, the following window opens, when clicking the icon:

Figure 41: Replace Word document

A click on "**Choose File**" prompts the user to select the file to upload. “**Upload**" or "**Replace file**" fills the (local) module with content.

Alternatively, it is also possible to click on the icon to switch to the detailed view of the module and fill it there. After the symbol has been clicked, the following detailed view opens:

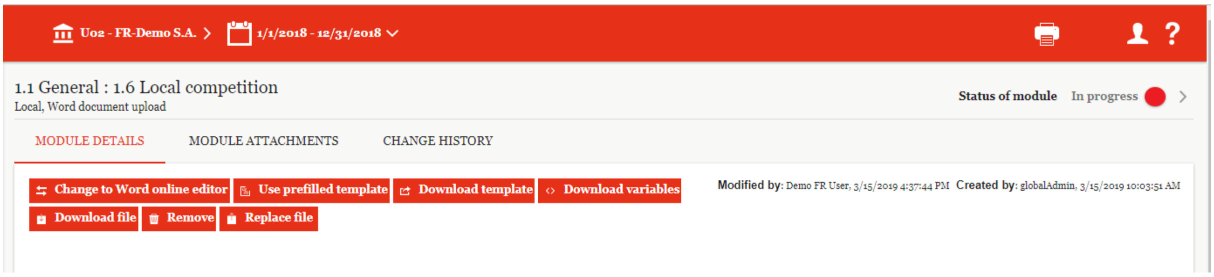


Figure 42: Detailed view - Local module

In the detailed view, various functions for editing the module content are available, which are described briefly below. These buttons are only displayed when the button **Change to Word document upload** has been clicked:

Use prefilled template	*Use a pre-filled template specified by the system administrator (only displayed if such a template exists for the module)*
Change to Word document upload	*Changing the editing method from Word Upload to Word-Online Editor*
Download template	*Download a template specified by the system administrator (empty but correctly formatted Word file)*

Download variables	*Download of variables. A Word file opens from which the variables can be copied and pasted into the documentation contents (details: see Overview of variables).*
Upload or Replace file	*Upload or replace the module content as a Word document*
Download file	*Download the module content as a Word document to the local computer.*
Remove	*Delete the documentation content*

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

3.3.1.2 Online editor

The built-in online editor allows the user to create and edit content directly in *globalDoc*. For example, the online editor allows the reporting company to adapt the templates provided.

The function Change to Word online editor opens the selected module in the Online Editor for editing. When opening the module in the Online Editor for the first time, the following warning message appears:

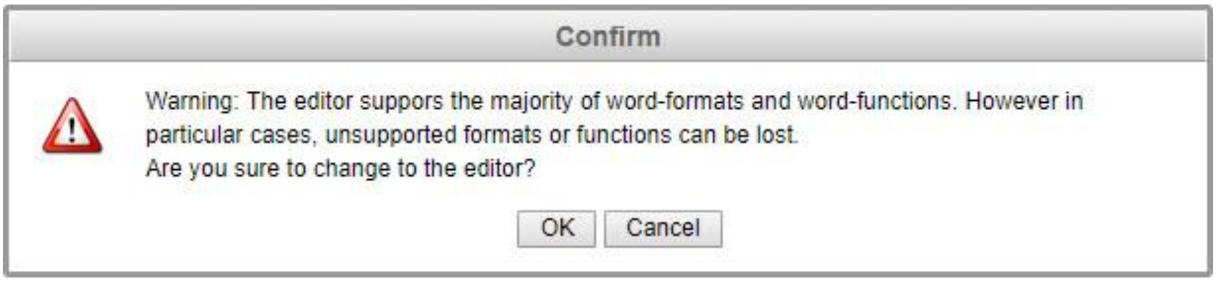


Figure 43: Changing to the online editor - Warning message

With the confirmation "**OK**" the module is converted into the stored template and with "**Cancel**" the action is aborted.

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

In the online editor, users can perform three primary tasks: Edit module, add attachments to the module and view the modification history of the module.

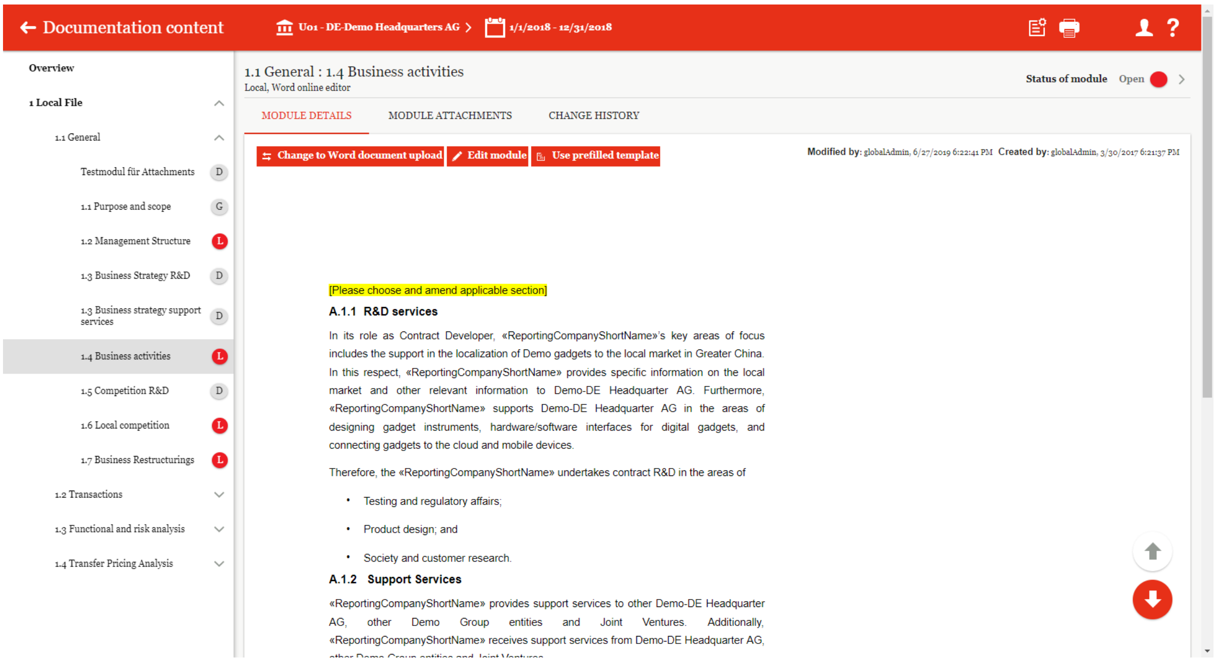


Figure 44: Overview online editor

Editing the module (after clicking on "**Edit module**") essentially corresponds to the familiar Word environment, as shown in the following figure:

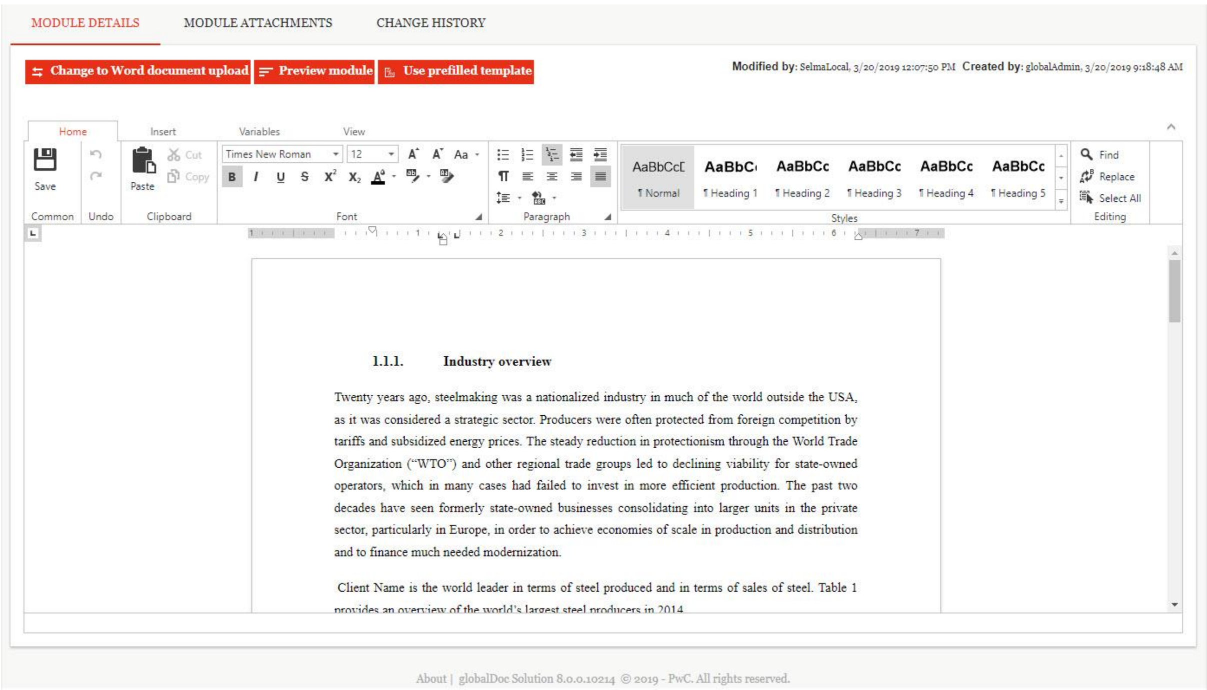


Figure 45: Editing mode of the online editor

In addition to the usual editing options within the Online Editor, it is also possible to insert a variable stored in *globalDoc* or a benchmarking study stored in *globalDoc* via the tab "**Variables**".

If you click on the "Insert variable" area marked in the illustration below, a dialog window opens in which you can select from the stored variables (see Menu item Master data):

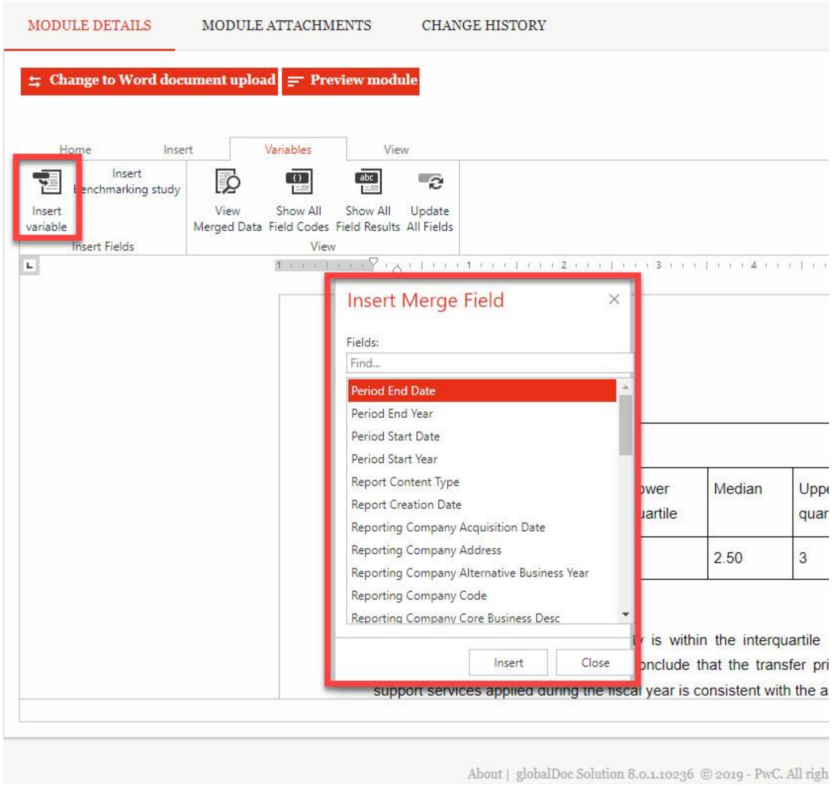


Figure 46: Online Editor - Insert variable

If you click on "Insert benchmarking study" marked in the following figure, a dialog window will also open in which you can select from the stored benchmarking studies:

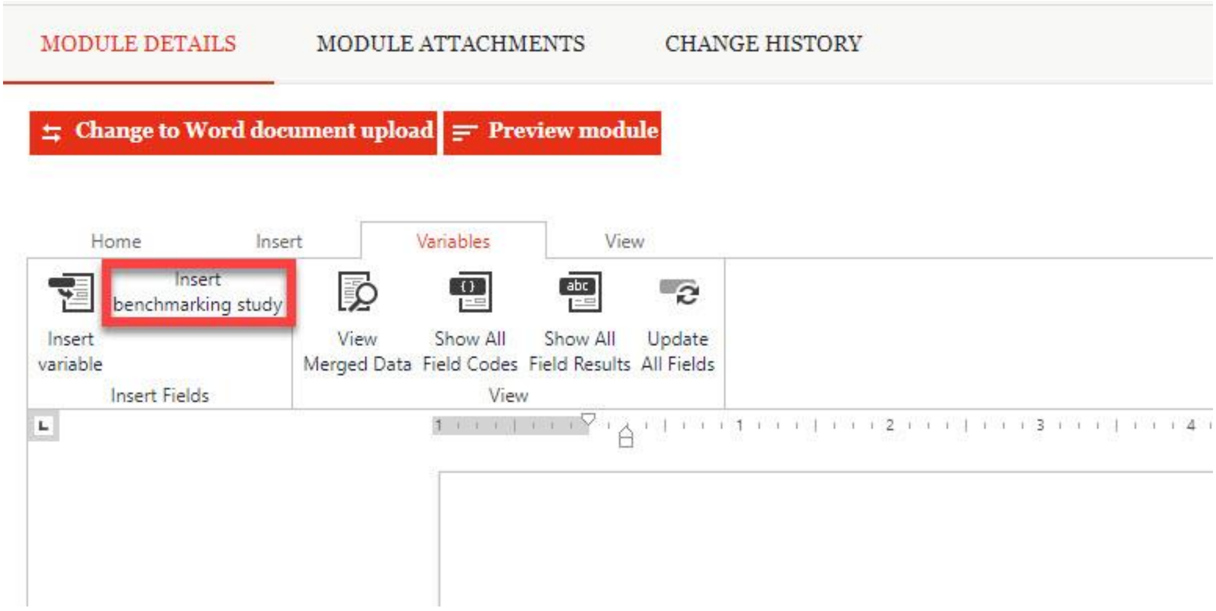


Figure 47: Online Editor - Inserting a benchmarking study

The following dialog window appears:

Select benchmarking study

Country

	Name	First year of study	Last year of study	Country	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
	Test BMS	2016	2019	DE - Germany	Interes rate - in %	0.50	2	2.50	3	3.50

Region

	Name	First year of study	Last year of study	Region	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
	Pan-Asian BMS (Distribution)	2015	2017	pan-asian	Operating margin - in %	0.60	1.30	2.08	5	10.62

Figure 48: Online Editor - Selection of benchmarking studies

Within this window, the requested benchmarking study can be selected by clicking the symbol and the benchmarking study is inserted into the module to be edited. If all desired changes have been made within the editor, it is possible to save the changes with the symbol.

The Online Editor also offers the option of using a template prefilled by the system administrator by clicking on function **Use prefilled template** (which can then be adapted as required by the local editor). Since this replaces any existing documentation content with the prefilled template, the use of the prefilled template must be confirmed (see following figure).

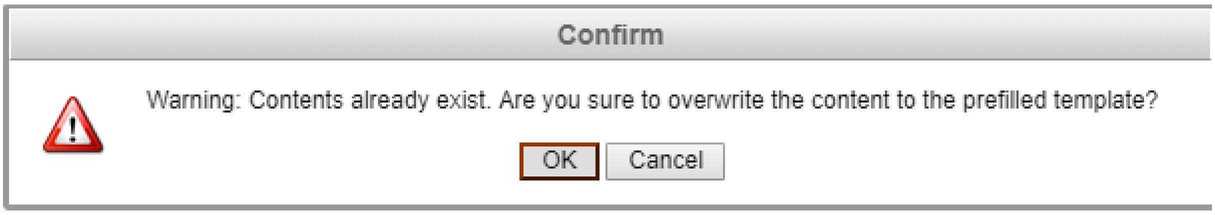


Figure 49: Warning message - Selection of prefilled template

Under “preview mode” the module content will be displayed.

3.3.2 Module attachments tab

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

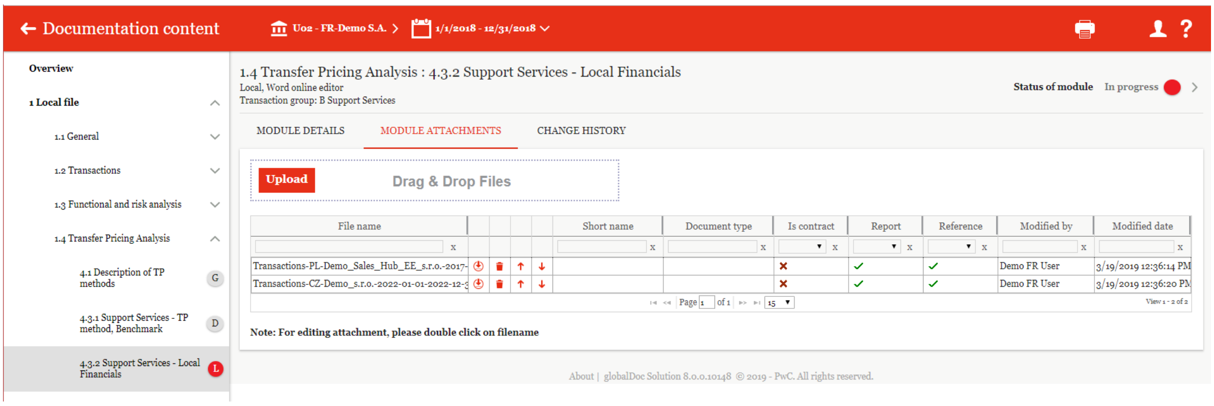


Figure 50: Module attachments

Within the, tab all uploaded module attachments are being displayed.

The icons and cause the respective attachment to be moved up or down in the list.

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

The selection of the fields "**Is contract**", "**Report**" or "**Reference**" are displayed in the overview with the symbol for non-selection and with the symbol for selection.

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

The file name of the module attachment is displayed in the "**File name**" column. A double-click on this file name opens an editing window (see following figure). There the module attachment can be provided with a short name and a document type. The user can freely choose a short name for the file and select a document type from a dropdown list of document types already specified by the administrator. Attachments marked with both "**Is contract**" and "**as enclosure to report**" are stored in the "**Contracts**" folder when the report is generated. Attachments that are only marked with "**as enclosure to report**" are stored either in the folder "**Documents**" or in one of the folders created by the system administrator as "Document type" during report generation. To store an attachment in a folder created by the system administrator, the respective document type must be selected.

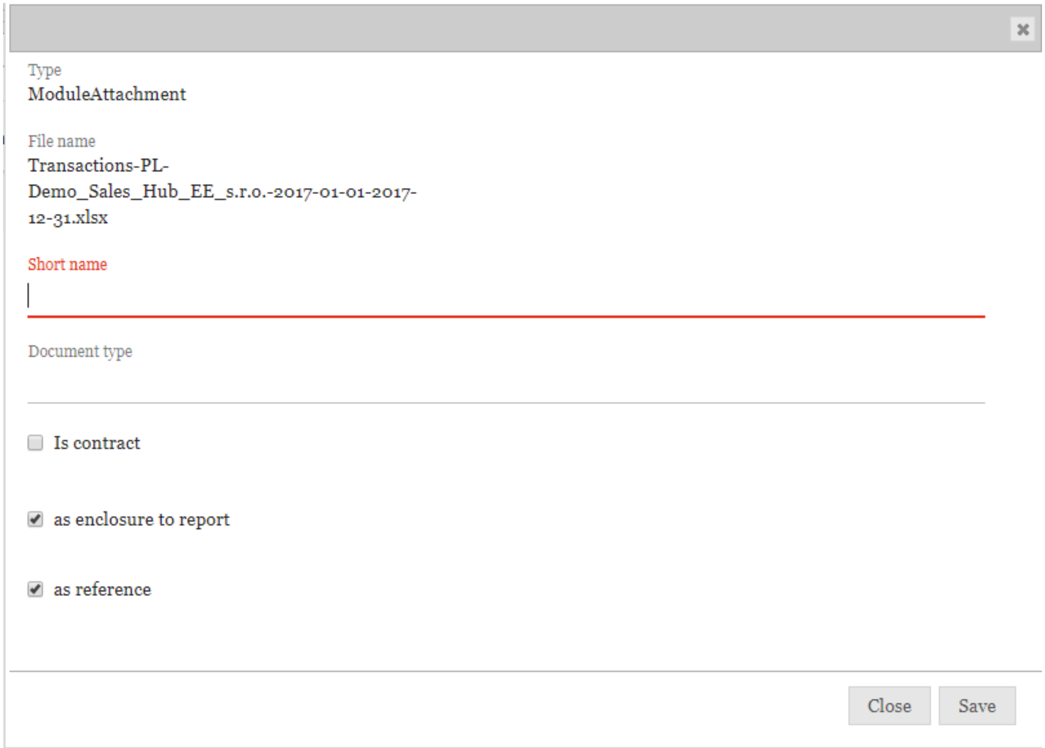


Figure 51: Set attachment characteristics

If the appendix is additionally marked with "**as reference**", the module attachment is indicated in the module text. The following figure shows an example of a reference to an attachment in the module text. The reference text can be entered by the system administrator.

	Please find attached the following additional information:
#	File name
1	Transactions-PL-Demo_Sales_Hub_EE_s.r.o.-2017-01-01-2017-12-31.xlsx
2	Transactions-CZ-Demo_s.r.o.-2022-01-01-2022-12-31.xlsx

Figure 52: Reference to attachments

NOTE: The module attachments can only be edited as long as the status of the module is "**In progress**" (i.e. red). See *Status of the module* for this.

3.3.3 Change history tab

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

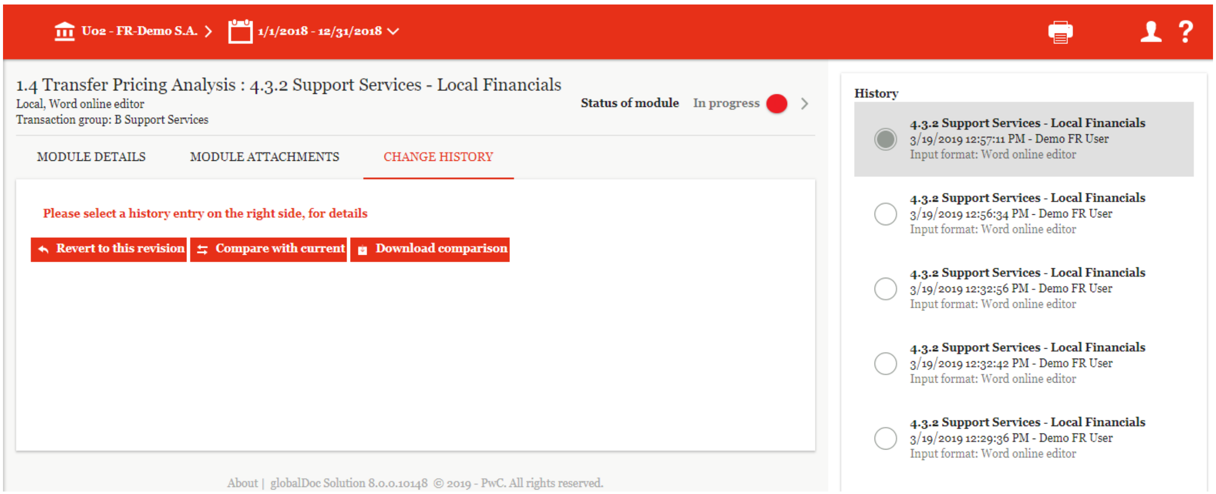


Figure 53: Change history

3.3.4 Status of the module

If you as a user have the right to edit a module (e.g. you are the Responsible), you can change the status of a module and pass it on to the "Reviewer" (see *Reviewer*) or a user with the role "Approve Task" (see *Task Approver*) to check the changes you have made ("**Submit for approval**").

The status of a module can be found in the upper right corner of the screen (as displayed below):

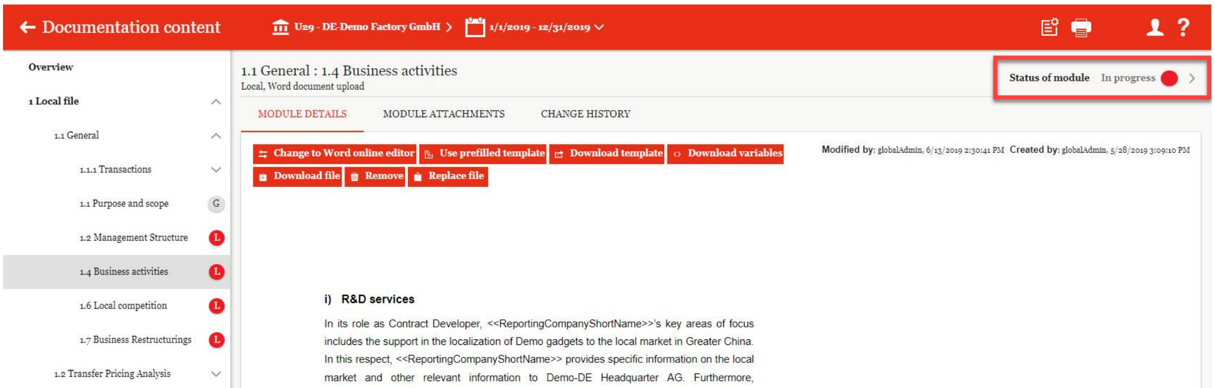
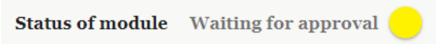
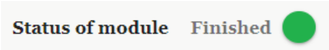


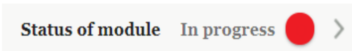
Figure 54: Status of a module

Also in this case the processing status of the module is displayed in a traffic light manner.

 	If a module has not yet been processed, the status "New" will be displayed. If the module is in progress, it has the status "In progress".
	The module has been submitted to the Reviewer for approval. Further processing by the submitter is no longer possible in the current status (unless he or she also has the role of the "Task Approver"). Only when the task approver has executed the "Reject" or "Reopen" command is it possible for the local user to edit the module again.
	The module has been approved and, thus, has the status "Finished".

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

3.3.4.1 Module verification process

By clicking on the button 

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

In this mode, for example, the Delegated User of a module can complete his delegation or the Responsible can submit the module to the Reviewer for approval.

NOTE: If no user has been assigned the role of Reviewer for the reporting company by the System Administrator, the Responsible can release the module directly (i.e. without an approval process). In this case the status of the module changes immediately from "red" to "green": 

.

Task managers (users with the role "Approve Tasks", Responsible or Reviewer) can check the modules directly in *globalDoc Solution*®. Task owners are notified by email about tasks that are to be checked. Task approvers can comment on the module, approve changes to the module, or re-edit the module by reopening the task.

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

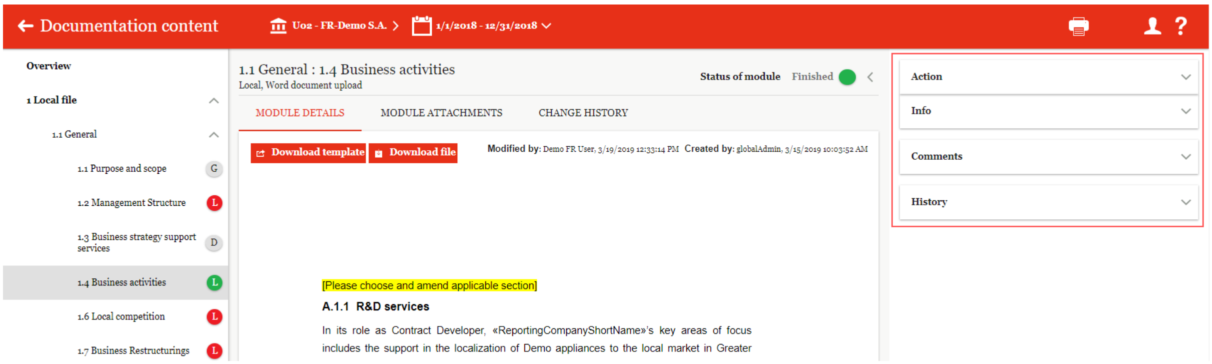


Figure 55: Options of the review process

Depending on the module status, the following options are available for tracking the module status (see screenshot 53). The options "**Action**" and "**Info**" are initially available. Only when "**Info**" is filled in, the other two options will be displayed additionally.

Click on to open the sections. The following figure is an example on how a status of a module can look like (in this case from the point of view of a Responsible):

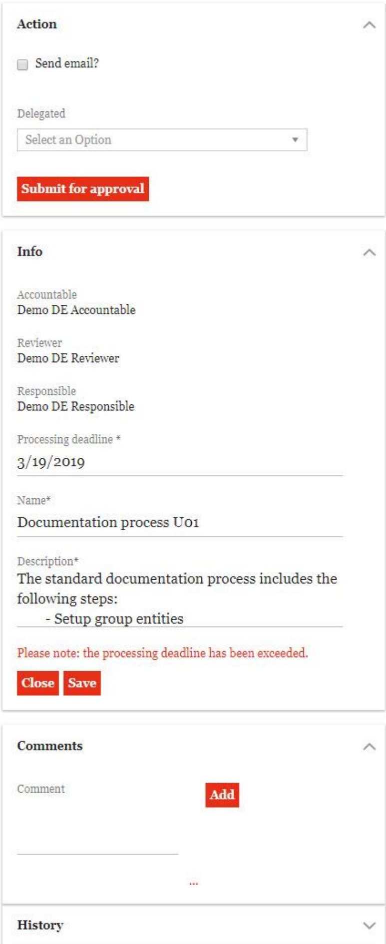


Figure 56: Options of a Responsible

3.3.4.1.1 Option section Action

The options section "**Action**" allows the responsible person to forward the module for approval via the link "**Submit for approval**" (see screenshot 36). The responsible user with the role "Approve Tasks" (or Reviewer) will be informed via email, given “**Send email?**”, as displayed below, was selected.

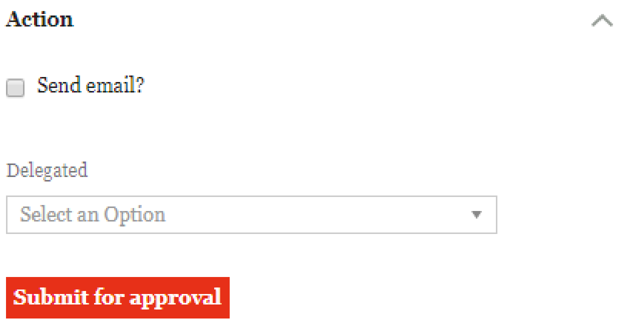


Figure 57: Submit for approval

Within this option section it is also possible for the responsible person (Responsible) to delegate the editing of the module to a local user. This can be done by selecting the appropriate user from the drop-down menu below "**Delegated**" and then clicking **Delegate**. All users created by the Security Administrator are available for selection. The delegation may be withdrawn at any time in the same place.

The user, to whom the processing of the module was delegated, now has the possibility in the same option section (i.e. under "**Status of module**") to reject the delegation or complete the delegation after successful processing.

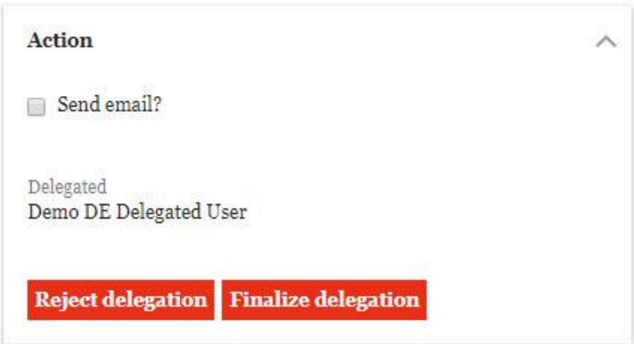


Figure 58: Edit delegation

Once the delegation has ended, the responsible person (Responsible) is again provided with the option "**Submit for approval**".

If the Responsible selects these, the status of the module changes from "red" to "yellow" **Status of module** Waiting for approval if the system administrator has assigned the Reviewer role to a user for the teaching company. Otherwise, the Responsible can release the module directly (i.e. without an approval process). In this case the status of the module immediately changes from "red" to "green": **Status of module** Finished.

Due to the status change, the functions "**Re-open**" and "**Confirm as final**" appear in the option section "**Action**", depending on the authorization of the user, or the option section is empty, since the next processing step lies with the Reviewer.

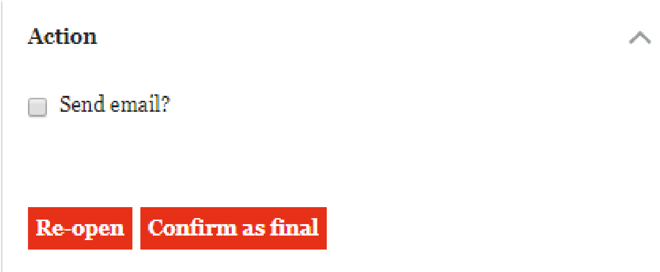
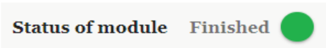


Figure 59: Edit request for approval

The function "**Re-open**" resets the status of the module and it again has the status "In progress" and the color red.

With the function "**Confirm as final**" the responsible reviewer can approve the module and set the status to "**Finished**".



If the module is "**Finished**", the reviewer has the possibility to reopen it.

The status can be reset to "**In progress**" using the "**Reject**" function.

This ensures that the approval process runs according to clear criteria and is in the final cycle.

HINT: The status of the module can also be seen on the left side of the screen in the structure level. This means that if the status of the module changes, it is also changed accordingly for the symbols of the module classes (see following figure). See also chapter *Menu item Documentation content*.

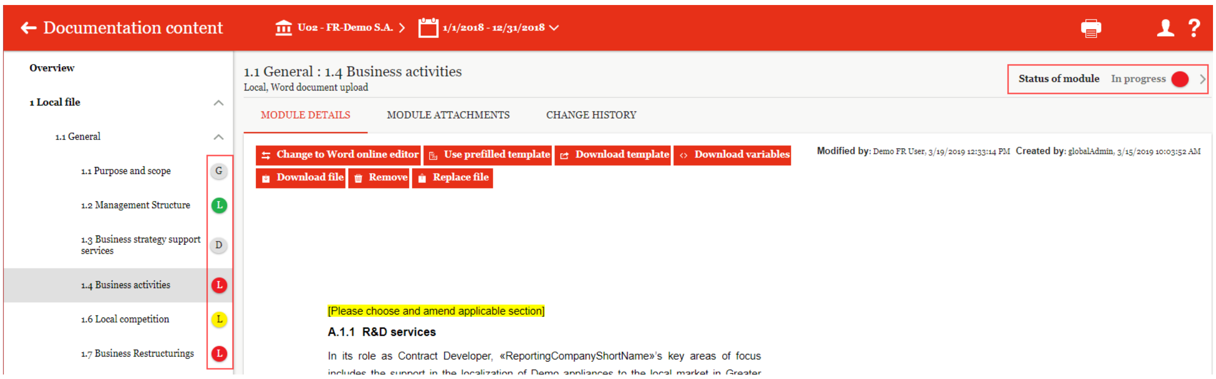


Figure 60: Module classes - Status of module

NOTE: If the user responsible for the module has the "Approve Tasks" role, he also has the option of approving directly himself. By activating the "Approve" function, the module receives the status "Finished".

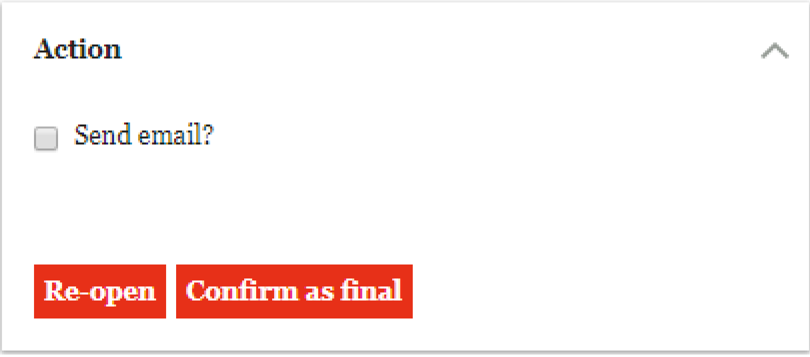


Figure 61: Approve module task

3.3.4.1.2 Option section Info

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

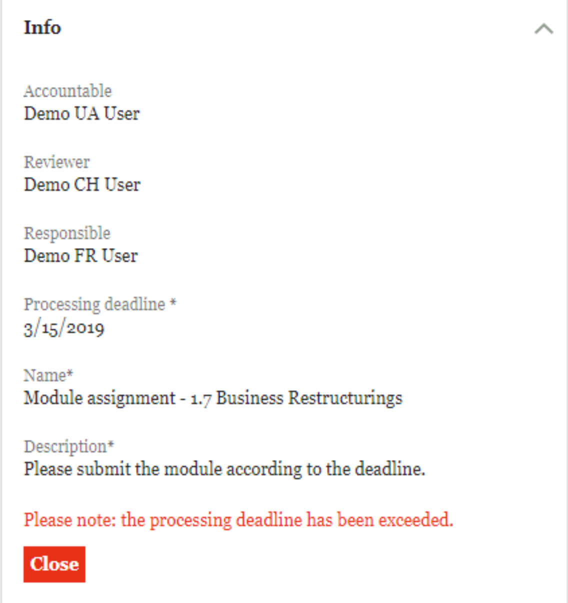


Figure 62: Option section Info

Following input fields are displayed:

- **Accountable:** This is the overall person responsible for the documentation of the reporting company.
- **Reviewer:** (optional) The Responsible submits module contents (text blocks and file attachments) to the reviewer for review. He can then either approve it or reopen it.
- **Responsible:** User who is responsible for the module content (text blocks and file attachments) and can delegate editing to other users if necessary.
- **Processing deadline*:** At this point, a user can specify by when the task must be completed, provided he or she has the necessary authorization. If the task is not completed on time, the text "Please note: The processing deadline has been exceeded." appears. In addition, the system administrator can define at which times *globalDoc* sends automatic e-mails to remind the user of an imminent deadline. Tasks can also be seen directly on the start page.
- **Name*:** Depending on the authorization, the processor of the module can enter a name for this task. As a rule, it contains the information to which module class the module is assigned and which structure level it has.
- **Description*:** A short description of the task is stored in this field.

By clicking "**Close**", the option section can be closed without saving. By clicking "**Save**" the respective amendments will be saved.

3.3.4.1.3 Option section Comments

This option area for the review process allows different users (e.g.: Responsible, Delegated User, Reviewer) to add comments, e.g. action instructions or questions about the module's editing process.

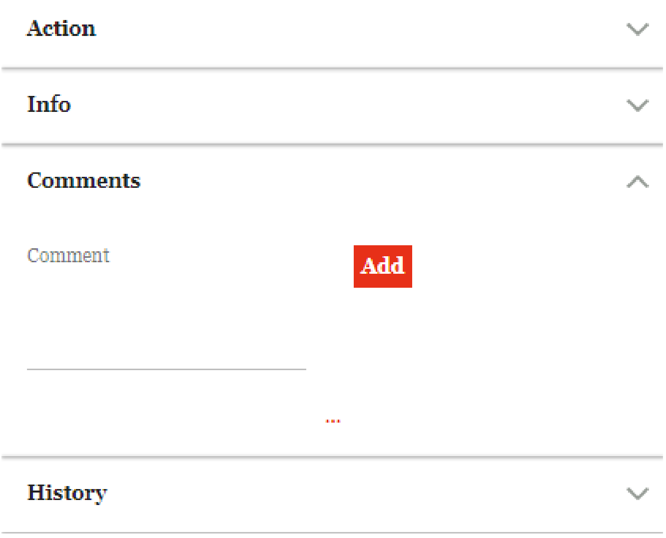


Figure 63: Comments

The ... symbol takes you to the detailed view of the task in question. Among other things, the "Change history" tab allows you to see which comments have been entered by the individual users over time.

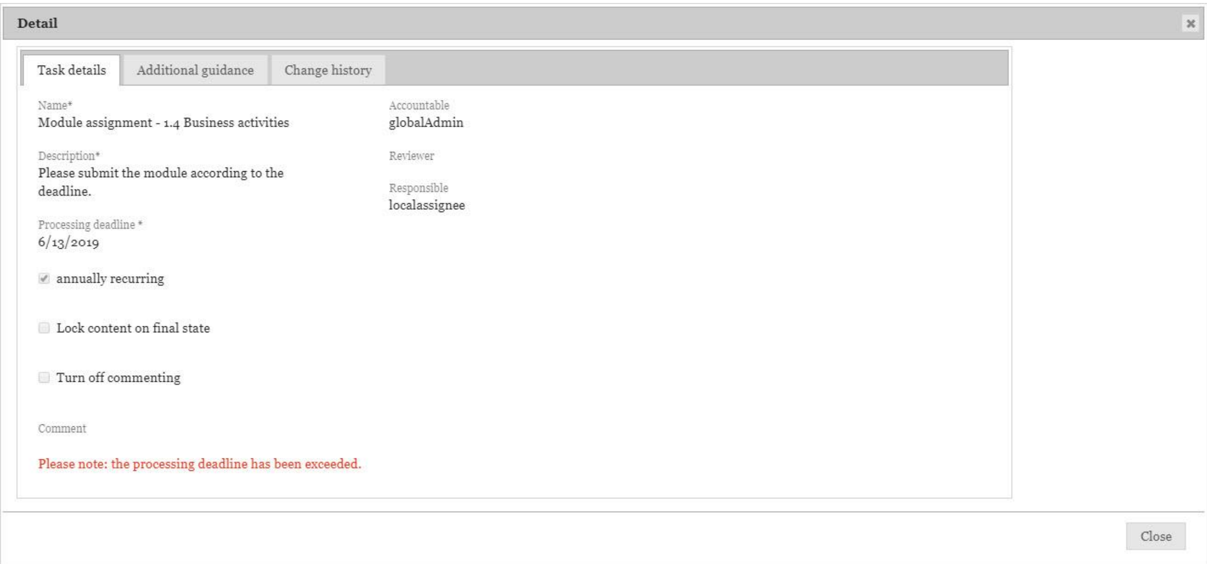


Figure 64: Task details

3.3.4.1.4 Option section History

The "**History**" option section shows who changed, assigned, and reviewed the module, and when. In order to find out the name of the respective user, the mouse must be placed over the profile picture icon.

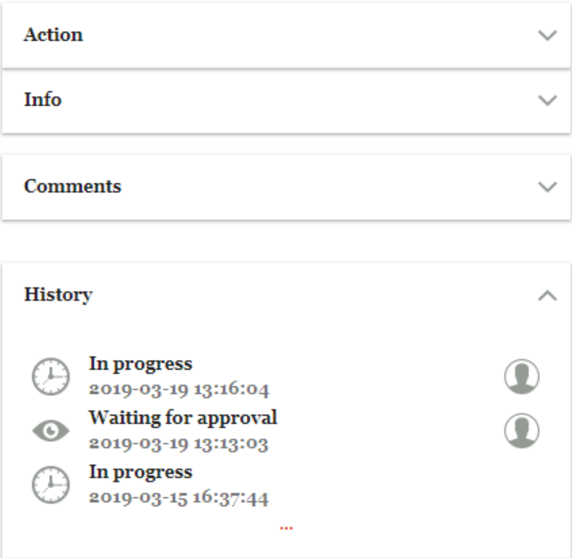


Figure 65: History

And again, the ... symbol takes you to the detailed view of the task in question.

3.4 Menu item Attachments

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

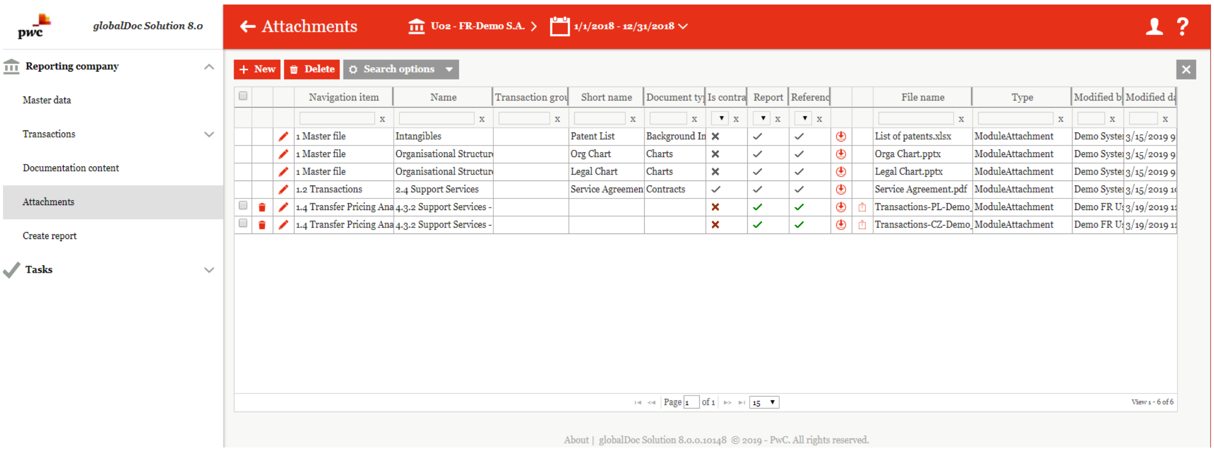


Figure 66: Overview page Attachments

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

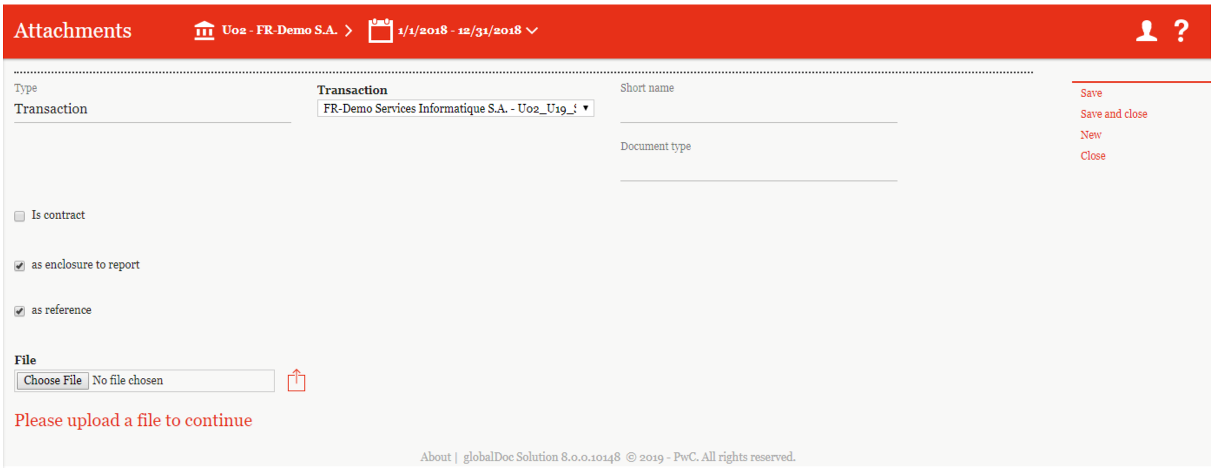


Figure 67: Upload attachment

As already described in the chapter "*Module Attachments*", further settings for the attachment can be specified here. While in the "Module Attachments" tab only the attachments of the selected module can be edited, in the "Attachments" menu item the attachments of all modules editable by the editor can be edited simultaneously, regardless of which module they belong to.

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

If you edit an already existing attachment via , for which you have corresponding editing rights, you can use the **Replace File** function to upload a new file via drag & drop and thereby replace the existing file. This can also be done directly in the table (see figure "Overview page Attachments") by clicking .

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

3.5 Menu item Create report

Under "**Create report**" it is possible to print or archive the report.

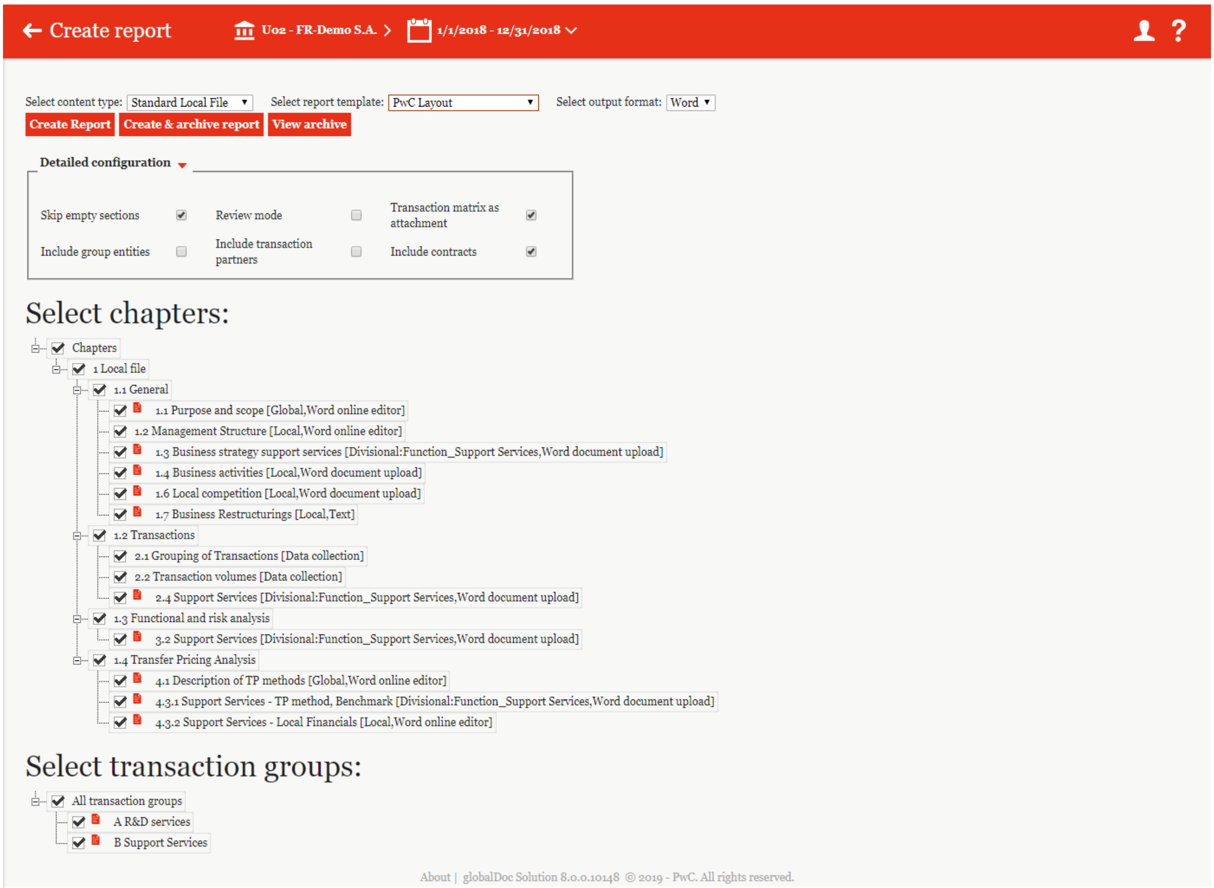


Figure 68: Create report

In the upper part of the window the content type can be selected between "**Master File**", "**Local File**" and other reporting configurations provided by the administrator. You can select a previously set up template as the report template. As format you can choose between "**Word**" and "**PDF**".

NOTE: Depending on the documentation process of your group, it is possible that the system administrator will only grant you the right to request the report output ("Request for Print"). In addition, depending on the documentation process of your company, it is possible that you can only generate a report in PDF format with draft watermarks, as long as not all modules have the status "**Finished**": **Status of module** Finished .

Create Report generates the report in the selected format, **Create & archive report** allows printing and archiving of the report and **View archive** shows the uploaded reports.

NOTE: The button **Archivate (upload) report** is also displayed if the user has been selected as system administrator and has "Print report" rights for all companies at local level.

Using the box "**Detailed configuration**" it is possible to make further settings, such as whether empty sections should be skipped or whether the transaction matrix should be attached to the report.

Below the above configuration options is the area where the user can select the chapters (and modules) and transaction groups to appear in the report (if the user has the appropriate rights, i.e. "Print report" for the corresponding company).

Figure 69: Create report - Chapter selection

4. Program item Tasks

4.1 Overview

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

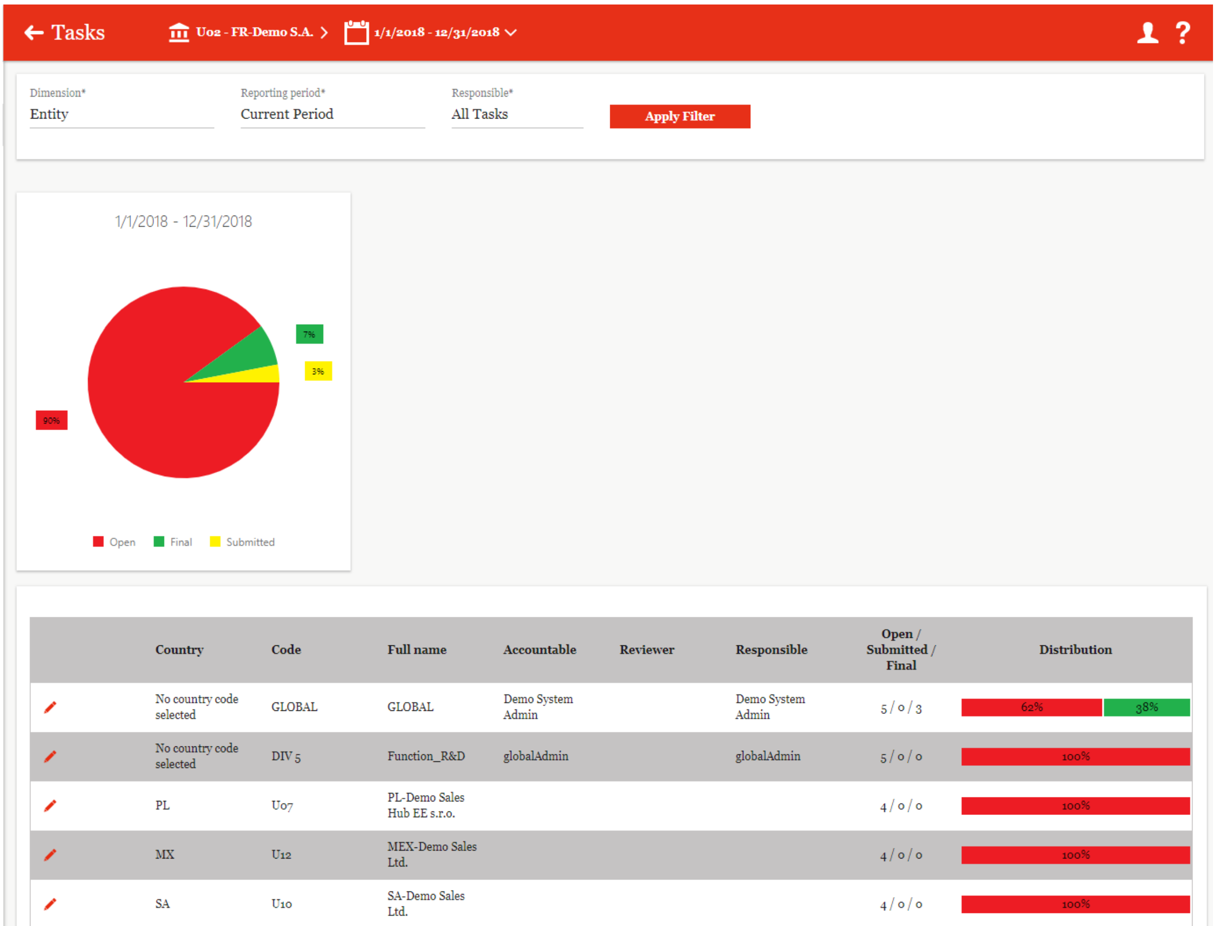


Figure 70: Overview Tasks

With "**Dimension***", users with corresponding rights can display the task area according to different dimensions (countries, reporting companies, selected reporting company) and access the displayed tasks. You can also set the reporting period (All periods, Selected period) and the responsibility (All tasks, Own tasks). Under **Apply Filter**, the chosen filter will be applied.

Depending on the dimension selected, all tasks are listed in tabular form under or next to the pie chart according to various criteria, such as the country, the users responsible, or the task status.

4.2 Menu item Task management

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

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

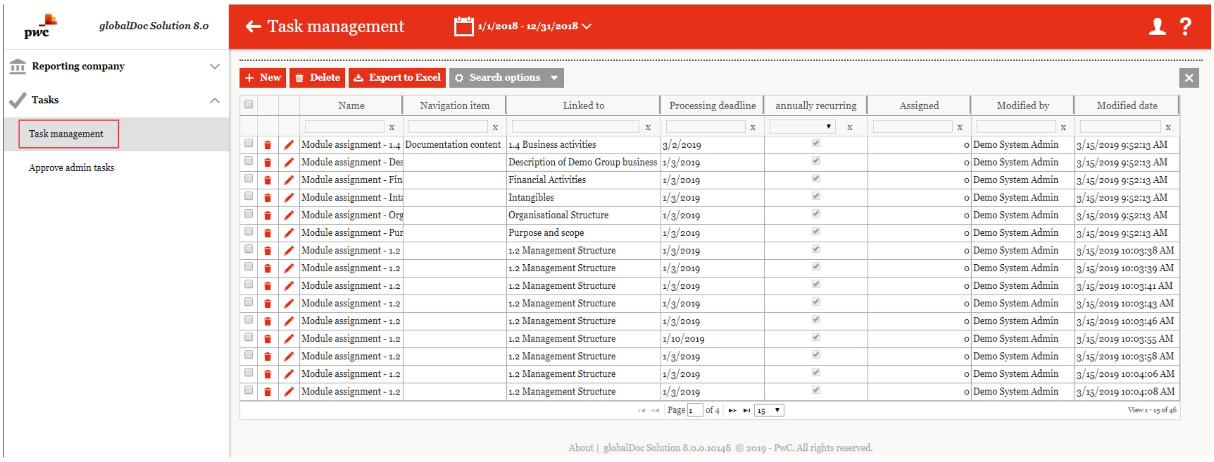


Figure 71: Task management

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

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

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

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

+ New	*Create a new task*
Delete	*Delete the selected tasks*
Export to Excel	*Issues the task overview as an Excel table*
Search options	*Configure the search: Select "Simple search", "Advanced search" or columns. The search can also be updated here.*
×	*Close task management and redirect to the*

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

The detail view of a new task consists of the tabs "**Task details**":

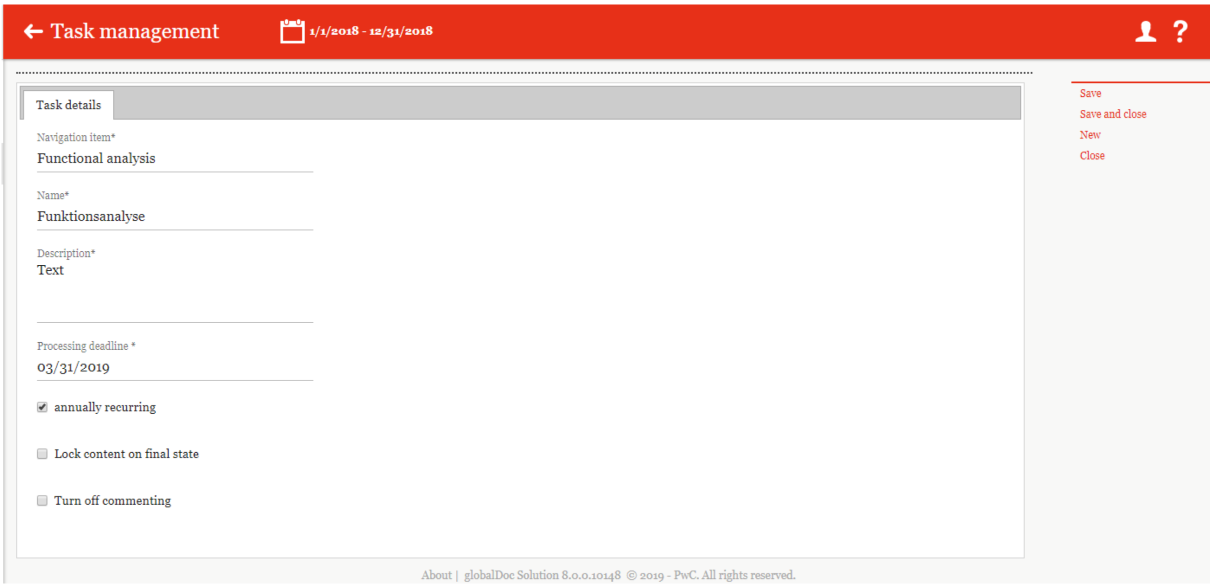


Figure 72: Create new task

The creation of a new task requires in the tab "**Task details**" the input of a navigation item, which can be selected from 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. By checking the boxes in the lower area, you can select whether a task is to be repeated annually, whether the contents are to be locked in the final status and whether the comment function is to be active.

After saving and then clicking on of the corresponding task, the "**Reporting entities**" "**Additional guidance**" and "**Change history**" tabs are also displayed.

In the second tab " **Reporting entities** ", after saving the new task, if it refers to local modules, certain reporting companies can be assigned or removed using the + Assign reporting company or Drop selected reporting company function.

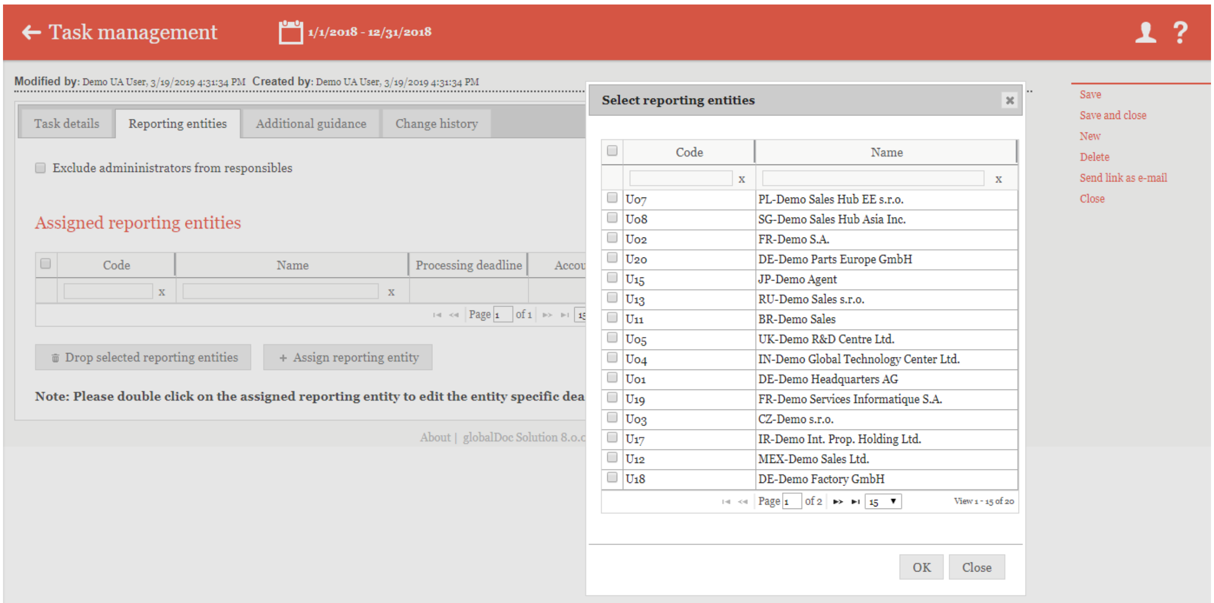


Figure 73: Create new task - Assignment of reporting entities

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

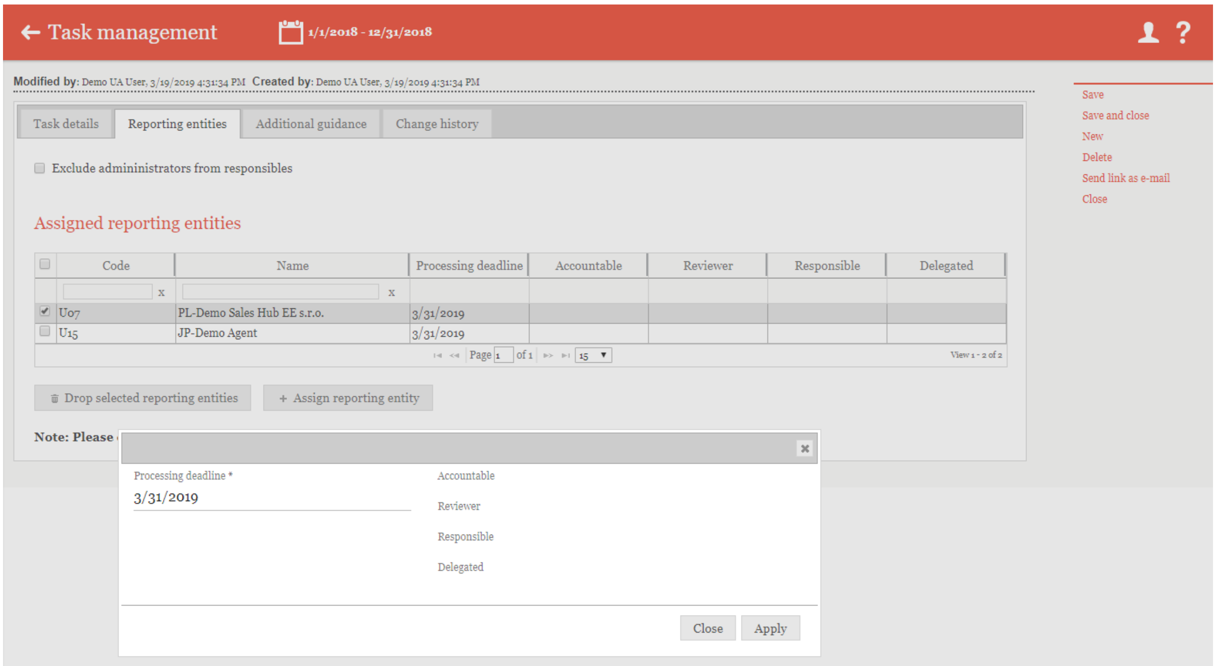


Figure 74: Create new task - Edit reporting entity

Various attachments can be uploaded in the "**Additional guidance**" tab. These are listed in tabular form in the overview and can be downloaded or deleted on request.

NOTE: The attachments uploaded in the "**Additional guidance**" tab should not be confused with the module attachments (see "*Module attachments*"), 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".

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

In the program item "*Tasks*" you can open the menu item "Documentation content" in the menu item "**Task management**" in the column "Navigation element" by clicking on "**Documentation content**". When the modules are open, the field "**Status of module**" is displayed in the upper part of the detail view.

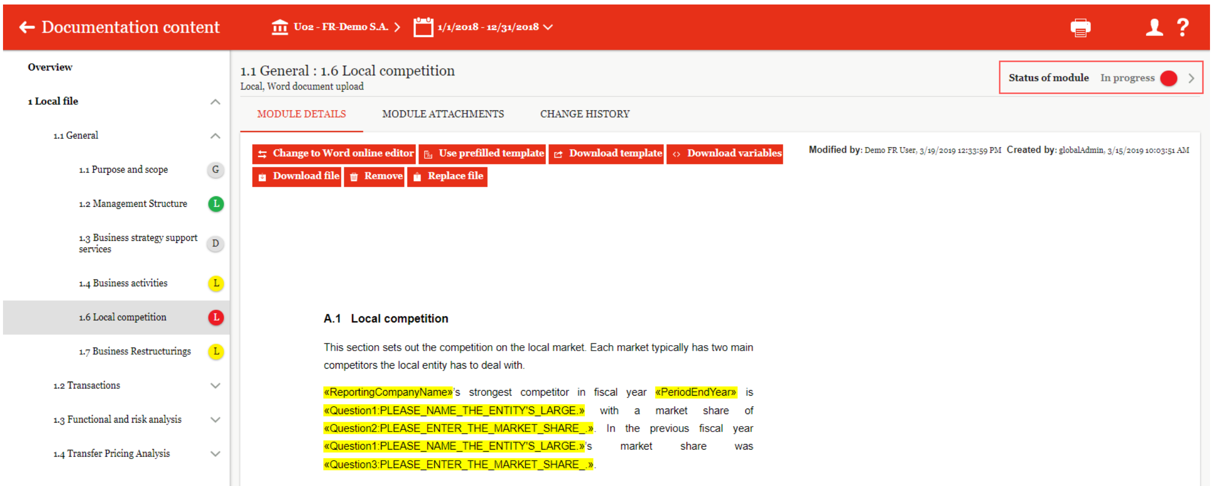


Figure 75: Status of module

By clicking on the  icon, a display window opens on the right side of the screen in which the possible actions, details of the corresponding task as well as the specified additional information and change history are displayed (as explained in status of the module).

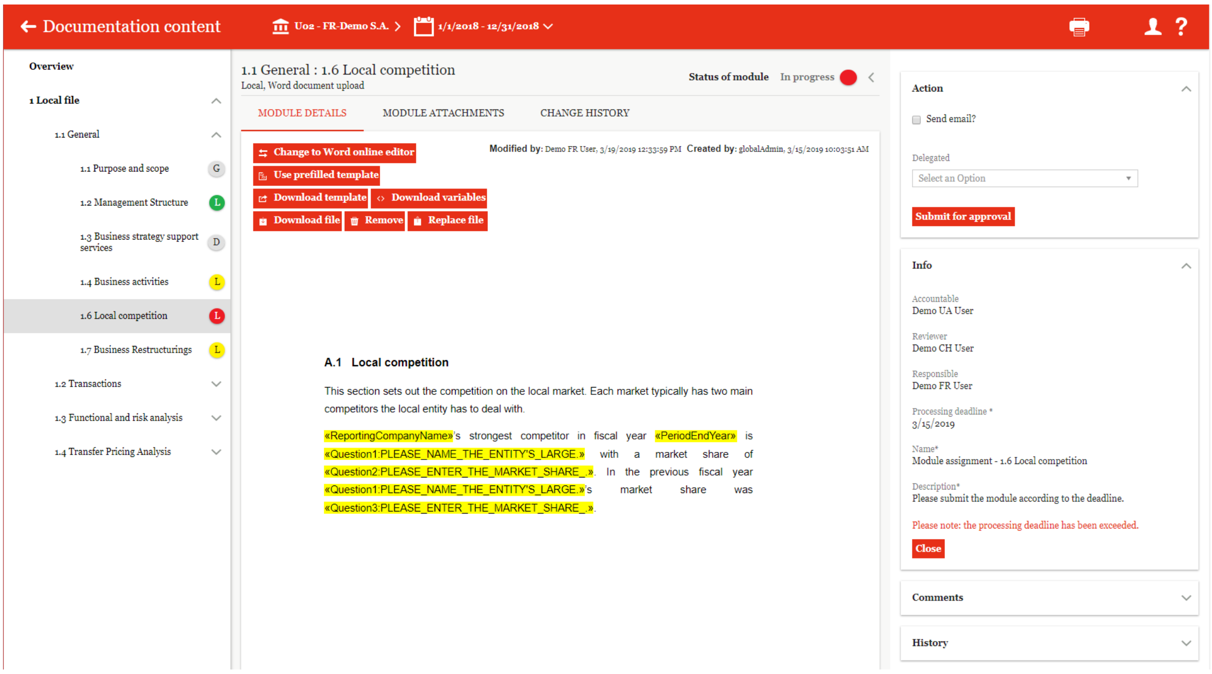


Figure 76: Starting the approval workflow

Once the module has been processed, the user can change the status of the workflow management in this display window by clicking the corresponding button in the "**Action**" option report. If required, the system generates an email to the relevant users informing them of the approval submitted.

5. Definition of Terms

Archive:

Under Menu item Create report, it is possible to archive generated reports or to up-load separate files as final reports to the archive. You can manage the archived reports in the same place via "Display archive".

Divisional:

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

Divisions:

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

Documentation content:

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

Documentation structure:

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

Documentation types:

After uploading, module attachments can be classified into different document types. When a report is generated, these attachments are sorted accordingly. The document types can be created and edited by an administrator under *Settings / Administration / Document types*.

Global:

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

Group companies:

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

Local:

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

Menu items:

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

Module:

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

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

Module attachments:

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

Module cluster:

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

Report:

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

Report templates:

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

Reporting company:

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

Reporting periods:

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

Roles:

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

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

Template document:

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

Transactions:

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

Transfer pricing analysis - Attachments:

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

Types of documents:

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

User:

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

Variables:

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

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

6. Attachments

6.1 Overview of the variables available in globalDoc

6.1.1 General variables available for all templates

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

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

Settings / Administration / Group entities / / Optional information	Address of trade register e.g. "Musterstraße 364, 11111 Musterstadt"	«ReportingCompanyTradeRegisterAddress»
Settings / Administration / Group entities / / Optional information	Legal representative (with address) e.g. "Max Mustermann"	«ReportingCompanyLegalRepresentative»
Settings / Administration / Group entities / / Optional information	Business objective of the company e.g. "The company is the ultimate parent of..."	«ReportingCompanyCoreBusinessDesc»
Settings / Administration / Group entities / / Optional information	Immediate Shareholder incl. (% of share)	«ReportingCompanyImmediateShareholderValu»
Settings / Administration / Group entities / / Optional information	Formation date e.g. "01/01/2012"	«ReportingCompanyFormationDate»
Settings / Administration / Group entities / / Optional information	Acquisition date e.g. "07/01/1997"	«ReportingCompanyAcquisitionDate»
Settings / Administration / Group entities / / Optional information	Alternative business year e.g. "07/01/2017 – 06/30/2018"	«ReportingCompanyAlternativeBusinessYear»
Settings / Administration / Group entities / / Optional information	Short business year e.g. "01/01/2018 – 06/30/2018"	«ReportingCompanyShortBusinessYear»

Settings / Administration / Group entities / / Optional information	Optional information e.g. "No business restructurings..."	«ReportingCompanyOptionalInformation»
"Reporting period"-variables		
Settings / Administration / Reporting periods / Reporting period details	Start date / end date e.g. "01/01/2018" / "12/31/2018"	«PeriodStartDate»-«PeriodEndDate»
Settings / Administration / Reporting periods / Reporting period details	Based on start and end date e.g. "2018"	«PeriodStartYear»-«PeriodEndYear»
"Reporting period settings"-variables		
Settings / Administration / Reporting period settings	Enterprise name "Demo Corporation"	«ReportingEnterpriseName»
"Workflow"-variables		
System variables (based on editors' login name)	Name of the editing user	«SessionUserPrettyName»
System variables (based on creation date)	Date of report generation	«ReportCreationDate»
Configurable variables *		
Can be optionally activated	Optional text 1	«ReportingCompanyOptionalText1»
	Optional text 2	«ReportingCompanyOptionalText2»
	Optional text 3	«ReportingCompanyOptionalText3»
	Optional text 4	«ReportingCompanyOptionalText4»
	Optional text 5	«ReportingCompanyOptionalText5»

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

6.1.2 Complex variables / templates

6.1.2.1 Contract overview

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

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

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

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

6.1.2.2 Business transactions

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

Summary by transaction group

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

Summary top ten by transaction group

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

Summary by transaction group and partners

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

Summary of top ten by transaction group and partners

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

Summary by partners

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

Summary of top ten by partners

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

The following table lists the additionally available fields:

Transaction group full name	«Group»

Transaction group code	«GroupCode»
Transaction group name	«GroupName»
Role within the transaction	«Role»
Transaction partner code	«PartnerCode»
Transaction partner name	«PartnerName»
Transaction partner address	«PartnerAddress»
Transaction partner currency	«PartnerCurrency»
Transaction partner country	«PartnerCountry»
Local /invoice currency	«InvoiceCurrencyID»
Total (local value/invoice)	«RemunerationInvoice»
Total (local value/invoice) short	«RenumerationInvoiceShort»
Group currency	«GroupCurrencyID»
Total (group currency)	«RemunerationGroupCurrency»
Total (group currency) short	«RenumerationGroupCurrencyShort»
Company currency	«CompanyCurrencyCode»
Total (company currency)	«RemunerationCompanyCurrency»
Total (company currency) short	«RemunerationCompanyCurrencyShort»

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

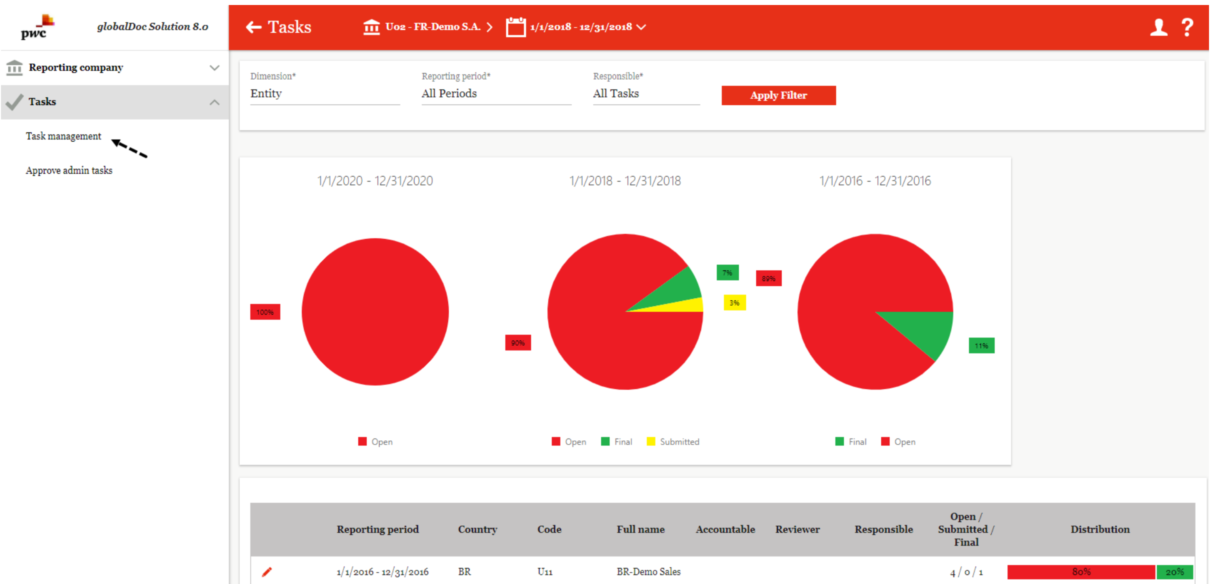
Invoice currency	«LocalCurrencyID»
Total (invoice)	«RemunerationLocal»
Total (invoice) short	«RenumerationLocalShort»

6.2 General click path to Tasks and Report generation

6.2.1 Tasks

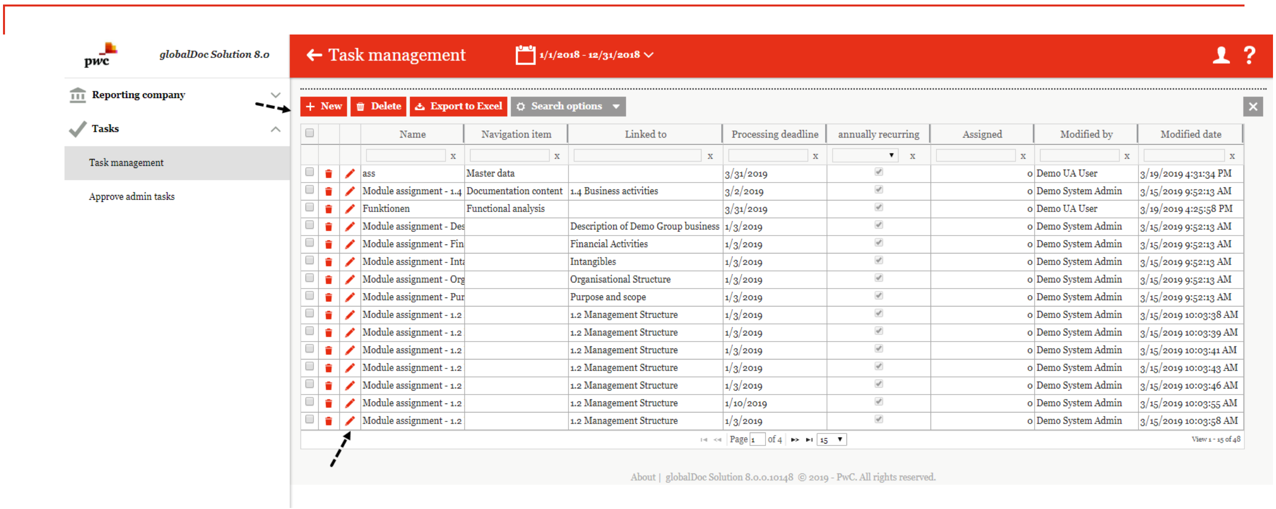
1. Open the task overview (dashboard) via 1 or 2. Alternatively, directly open the relevant task (module) via 3.

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

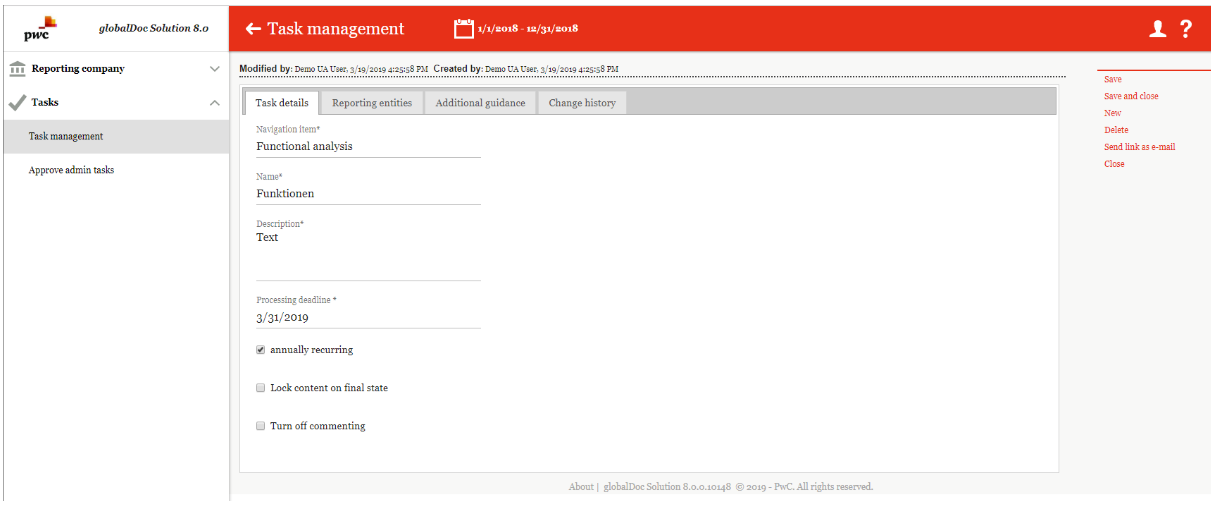


   a. If necessary, select „Entity“ or „Current entity“ under **Dimension*** and confirm with „Apply Filter“. Then click on the icon to edit the list of tasks. If “Entity” was selected under Dimension*, you will now be forwarded to the view of the selected company. If “Current entity” has been selected under Dimension*, you will now be forwarded directly to the selected task.

   b. To create a new task, first click on „Task management“ and then in the window that opens (see following figure) click on one of the visibile manual tasks created by the task administrator to edit it. You can also click + Neu to create a (custom) manual task.



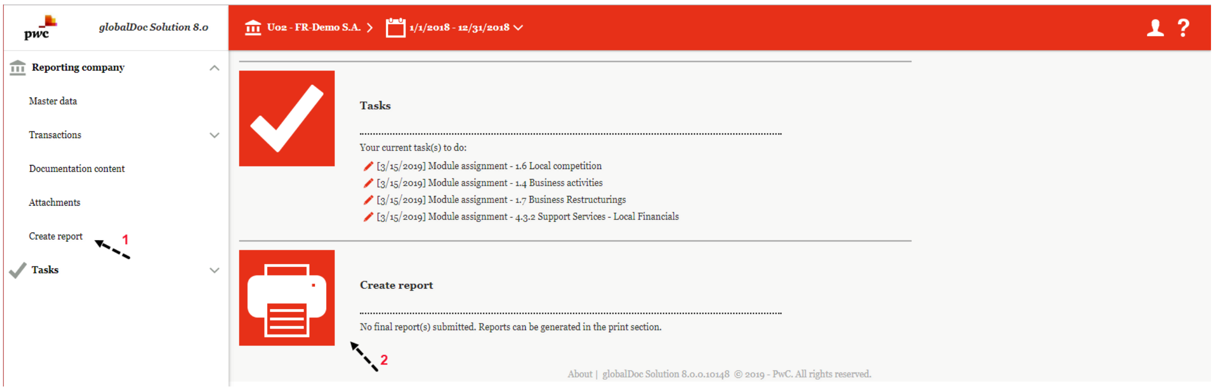
3. Manage tasks in the editing mode:



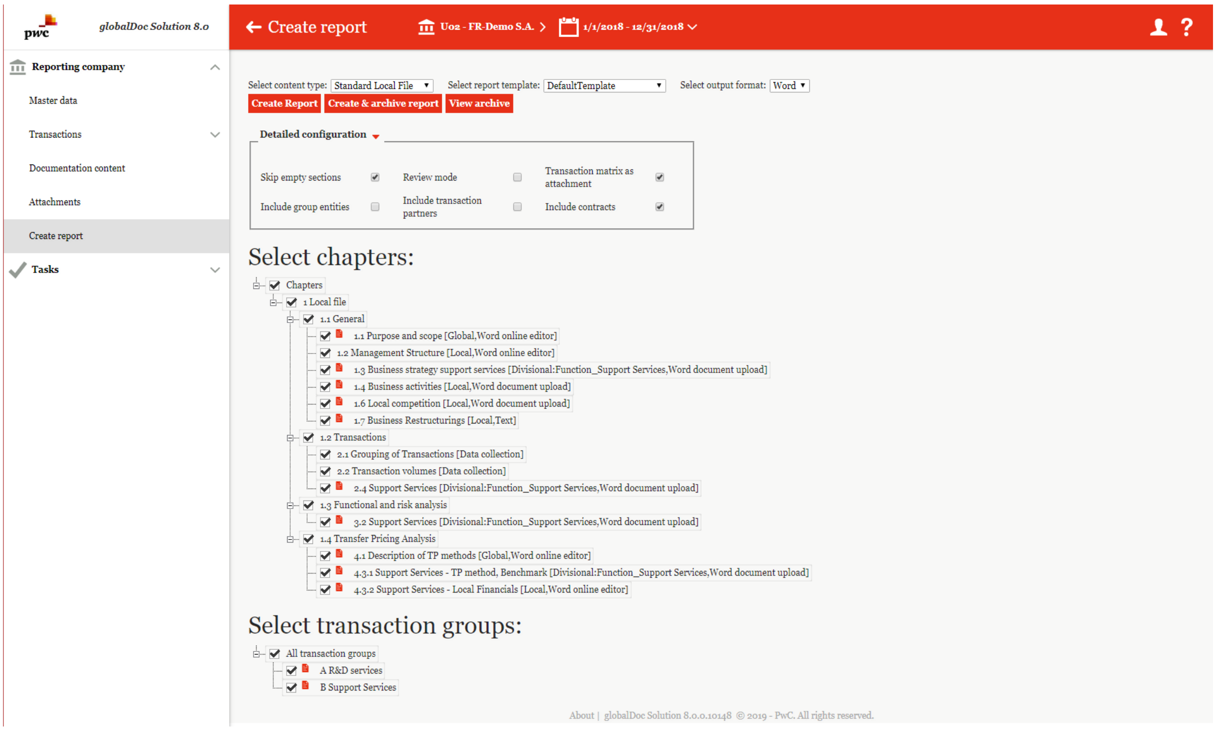
Fill in the tabs "**Task details**", "**Reporting entities**" and, if required, "**Additional guidance**".

6.2.2 Create report

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

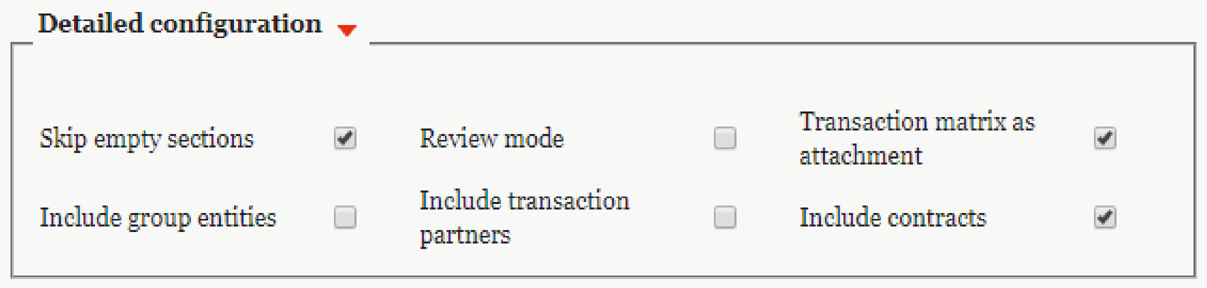


2. Overview page

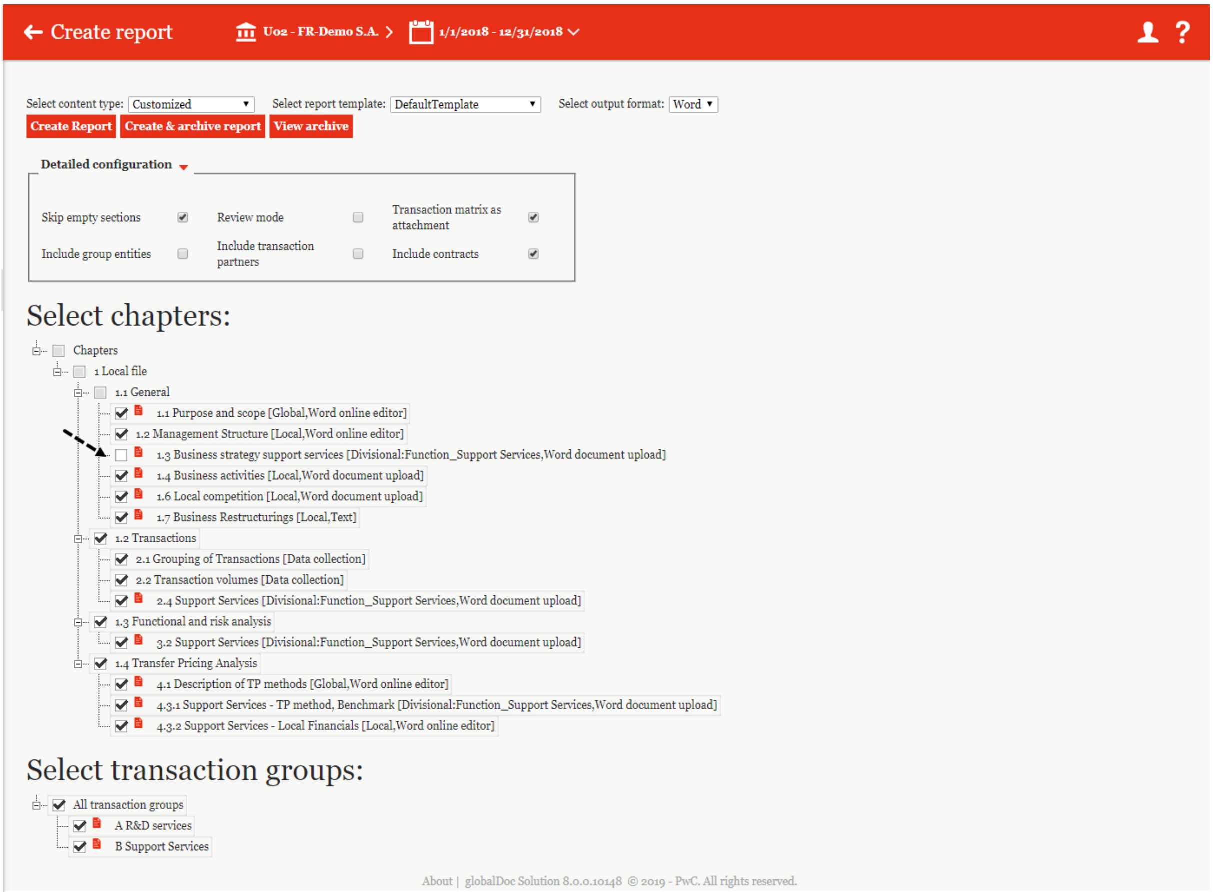


a. Select content type (Individual, Master File, Local File), report template and output format (PDF, Word) .

b. If required: Set detailed configuration.



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



d. Print report

NOTE: Depending on the documentation process of your group, it is possible that the system administrator will only grant you the right to request the report output ("Request for Print"). In addition, depending on the documentation process of your company, it is possible that you can only generate a report in PDF format with draft watermarks, as long as not all modules have the status "**Finished**": 

Table of figures

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