globalDoc Solution®
User manual

Version 9.0

Fachverlag Moderne Wirtschaft GmbH

Legal matters

Release Notes

The ninth generation of *globalDoc* includes the following feature enhancements:

Improved performance of the software

The software response speed in cases of a large data volume and many automatically assigned modules has been increased.

Business line allocation of Group entities

Group entities can now be assigned to the Group's business lines to filter accordingly for analysis and evaluation purposes. In the future, the business line assignment will also enable the automated assignment of modules that are only relevant for Reporting entities of the respective business line.

Assignment of user roles in the user profile and deletion of users

The user roles Accountable, Reviewer and Responsible can now be edited in the user profile. If the responsibilities change between users over time, the assignment can now be adopted very easily across all reporting periods. If users are to be removed from the system, the user roles of these persons may be reassigned in a separate dialog.

Revision of the automated e-mail notifications

For certain actions, the automated e-mail dispatch has been revised, for example, in case a Responsible withdraws a module or the overall report that he or she previously submitted for review. In addition, various e-mail texts have been revised, for example, when a user's password has been locked. Finally, it is now possible that an automated e-mail is created when a status change occurs in the questionnaire.

Improvement of the automated assignment of transaction-related modules

When selecting "Automatic Allocation", the user can now specify the allocation of the module to one or both transaction partners: "Provider & Recipient", "Provider only", "Recipient only".

Improvements in transaction management

The "Transaction Type" display is now individually configurable, so that the respective terms of each globalDoc customer can now also be used in globalDoc. In addition, the transactions can now be better grouped and sorted in the documentation report. Finally, also the number of decimal places for the transaction volume displayed in the documentation report can now be preset within the tool.

Extensions of the questionnaire function

Users with administrator rights are now able to view answers for one entity or for multiple entities at the same time, with swappable columns & rows and numerous filtering options. In addition, it is now possible to upload responses for the questionnaire via Excel upload for multiple companies at the same time. Finally, the answers given for the current reporting period are also displayed in the new reporting period when rolling forward.

Display of the module status of global/divisional modules

The processing status of global and divisional modules is now indicated to the local user by a colored border around the gray module display. In addition, the processing status of entire chapters is now also integrated into the traffic light color function.

No empty transaction overview when creating a report

Before the ZIP file is created, the globalDoc software checks whether transactions have been maintained for the reporting entity and whether the corresponding Excel file must be created in addition to the documentation report itself. Only if transactions exist, an Excel file with transaction data will be created.

Changes to the roll forward

If a pre-filled template is created or used for a local module in a reporting period, the corresponding note is omitted after the roll-forward in the new documentation period. The entry of a group currency, the allocation of user roles (Accountable, Reviewer, Responsible) and an automatic allocation of transaction-related modules are now also transferred to the newly created documentation period during the roll forward.

Task overview

The statistics and individual contents of the task overview have been adapted. Further, the Excel download was revised, which facilitates an analysis in BI tools. In addition, more tasks are now displayed on the landing page, for delegated modules also across multiple reporting periods and reporting entities.

Dropdown lists in Excel import

In the Excel import files, validations and a selection list (drop-down) showing the available values were added for the transaction partners, transaction groups and transaction currency to avoid any input errors.

Improvement of numerous functions based on user feedback

- For example, new modules can now be inserted at any point in the report configuration with a single click. This further increases the efficiency of the report configuration.
- In addition, it is now possible to create multiple group entities with the same company name.
- In the user export, the assigned companies (for the roles Accountable, Responsible and Reviewer) are now exported, too.
- In the Documentation content navigation item, the Input Format field has been removed, which reduces the number of mouse clicks required.
- If a user can edit only one report for the selected company, the report selection (Master File / Local File) is no longer displayed, which also reduces the number of mouse clicks.
- If hidden formats of a Word document uploaded to a globalDoc module led to an error during report generation, the software now displays which module is affected. This allows such hidden formats to be identified and eliminated more quickly.
- When creating a report in review mode, the mark which identifies the begin of a module has been optimized.

- Several linguistic changes have been made to the user interface, for example the Documents folder has been renamed to Attachments, and the name of a currency can now be used as a variable.
- Finally, the upload of a central transaction matrix for the entire group is now possible in the navigation item “Reporting period” as well as in the navigation item "Transaction groups".

We thank you for your constructive feedback and suggestions, which enable us to continuously improve the software and look forward to a continued good cooperation with you.

Your *globalDoc-Solution*® team

Preliminary remarks

In addition to a general introduction to *globalDoc* (Chapter 1), this *globalDoc* User manual contains a description of the first steps in working with *globalDoc* (Chapter 2) as well as 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 (see also Figure "*globalDoc* program items for all users"):

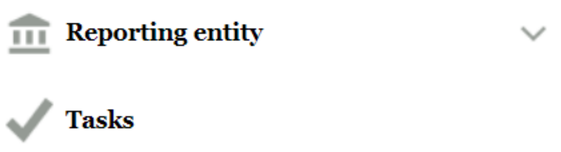


Figure 1: globalDoc program items for all users

Chapter 4 of this user manual also describes basic Task administration features relevant to users with the user right "Task administration".

The separate *globalDoc* Administration manual describes the advanced functions that are only relevant for the administrators of your *globalDoc* system (see figure "Additional program items for administrators").

Depending on the user rights assigned to you by your System- or Security-Administrator, not all program items may be enabled.

Figure 2:Additional program items for administrators

For a better understanding of the terms contained in this User manual, you will find the most important term definitions in Chapter 5. General click paths through the *globalDoc* tool and an explanation of the variables available for an automated creation of your documentation reports can be found in the appendix of this manual (Chapter 6).

1 General introduction into globalDoc

1.1 The idea behind globalDoc

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 based on national and international documentation regulations in order to meet the requirements of transfer pricing documentation efficiently and comprehensively.

globalDoc is designed to be flexible so 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, 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.

1.2 The features of globalDoc

1.2.1 Common documentation platform for all persons involved in the documentation process

To cope with the complex structures of a corporate group, the persons involved in the documentation process from top management, the individual business lines 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.

1.2.2 Modular structure of the documentation contents

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

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

Text blocks that are relevant for several, but not all, reporting companies are also created centrally and assigned to all companies that require these text blocks for their documentation via the 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 blocks that are only relevant for a single reporting company are usually created by employees of this reporting company locally 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 (see Figure "Documentation levels").

Figure: Documentation levels

The outline 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 labor, 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 Centralized collection of information relevant for several reporting entities

While group information that is relevant for all reporting companies is usually recorded by the corporate headquarters at the Global level of *globalDoc*, 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 uses the Local level of *globalDoc* only to insert 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 responsible user with centrally prefilled templates, as already mentioned.

Depending on the documentation level, specific information is entered as shown below (see Figure "Possible documentation contents on the different documentation levels of *globalDoc*"). 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.

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

Figure: Possible documentation contents on the different documentation levels of globalDoc

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* 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. Direct interfaces between existing IT systems and *globalDoc* can be programmed separately depending on the data quality already available on the IT side. However, such interfaces are not part of the *globalDoc* software.

Transactions or transaction groups, transaction partners and/or transaction volumes for a single 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 goal-oriented and updated workflow process by local users as well as the control of the documentation process by the corporate headquarters.

For each text block which requires editing in *globalDoc*, a 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 review”; green = “final”). In addition, reminders of due tasks 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 your documentation reports are completed in time.

1.2.6 Optionally available additional functions

For further automation of the use of *globalDoc* it is possible to use the following, optionally available additional features. Furthermore, interfaces to your existing IT systems and databases (participation database, employee database, contract database, etc.) can be set up. The additional features TP matrix and TP questionnaire as well as any programmed interfaces to other IT systems or databases are not part of the globalDoc software.

1.2.6.1 TP matrix

The TP matrix add-on feature supports you in creating the transaction matrix and allows you to determine the transaction volumes of your intra-group relationships based on the booking data available in your financial accounting system. 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 matched between the performing and receiving reporting companies.

1.2.6.2 TP questionnaire

The add-on feature 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*.

1.2.6.3 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).

1.3 The user roles of globalDoc

1.3.1 System administrators

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

Security administrators are responsible for the creation and administration of user roles. 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.

Again, please refer to the Administrator manual, which, in addition to the explanations in this user manual, describes the program items of *globalDoc* that are exclusively relevant for this group of users.

Only the System- and Security administrator have administrator rights, whereas all other user roles described below have specific functions with certain read and edit rights, which are assigned to the users by the System- or Security administrator.

1.3.3 Users with the right Task administration

Users who hold the role "Task administration" take over tasks in the Workflow Management. They can but do not 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 administration user, the basic functions of the Task administration relevant to local Task administration users are described in Chapter 4 of this manual.

1.3.4 Users with the right Approve tasks

The users who are responsible at the **Local, Divisional** or **Global** documentation level, and hold the role "Approve tasks", are entitled to review and approve work results prepared locally (for a specific reporting entity), divisionally (for a group of reporting entities that share a common characteristic) or globally (for all reporting entities of the group).

1.3.5 User rights of Local users

In this manual, the term local user is used for all globalDoc users who are neither System- nor Security administrators. They can, but do not have to, have the already mentioned user rights "Task administration" and "Approve tasks".

Depending on the authorization concept selected in your group, the System- or Security administrator will assign each user individual read and write permissions 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 System- or Security administrator. Depending on the documentation level, different roles can be assigned to the local users:

Global	• Admin edit module • Approve tasks • Define content structure • Edit global content

	• Manage attachments • Read global content • Tasks administration
Divisional	• Admin edit module • Approve tasks • Define content structure • Edit global content • Manage attachments • Read global content • Tasks administration
Local	• Admin edit module • Approve tasks • Assignment bases access • Define content structure • Edit local content • Edit Master Data • Edit Transactions • Manage attachments • Print report • Print with Approval • Read data collection • Read divisional content • Read global content • Read local content • Read/Insert benchmarking studies • Task administration

Table: Possible user roles for local users

1.3.6 Reporting entity related user roles

In addition to the user rights described above, up to four user roles can be assigned to each reporting entity by the System- or Security administrator.

Those four user roles are: “Accountable”, “Reviewer”, “Responsible” and “Delegated”.

One Accountable and one Responsible user must be assigned to each reporting entity. 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 illustration.

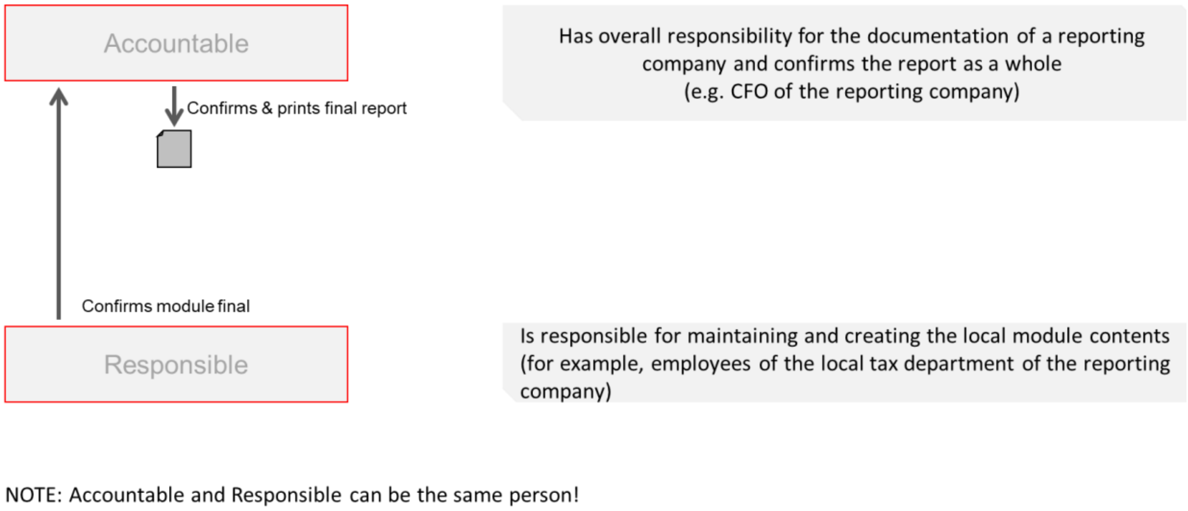


Figure: Relationship between Accountable and Responsible

If only an Accountable User is assigned to a reporting entity, the system automatically assigns this user also the user role Responsible. The above figure illustrates the relationship between Accountable and Responsible, as well as their responsibilities.

The user with the role Responsible can assign individual modules to another *globalDoc* user for processing, to the so-called Delegated User. 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 (see Figure "Relationship between Accountable, Responsible and Delegated User").

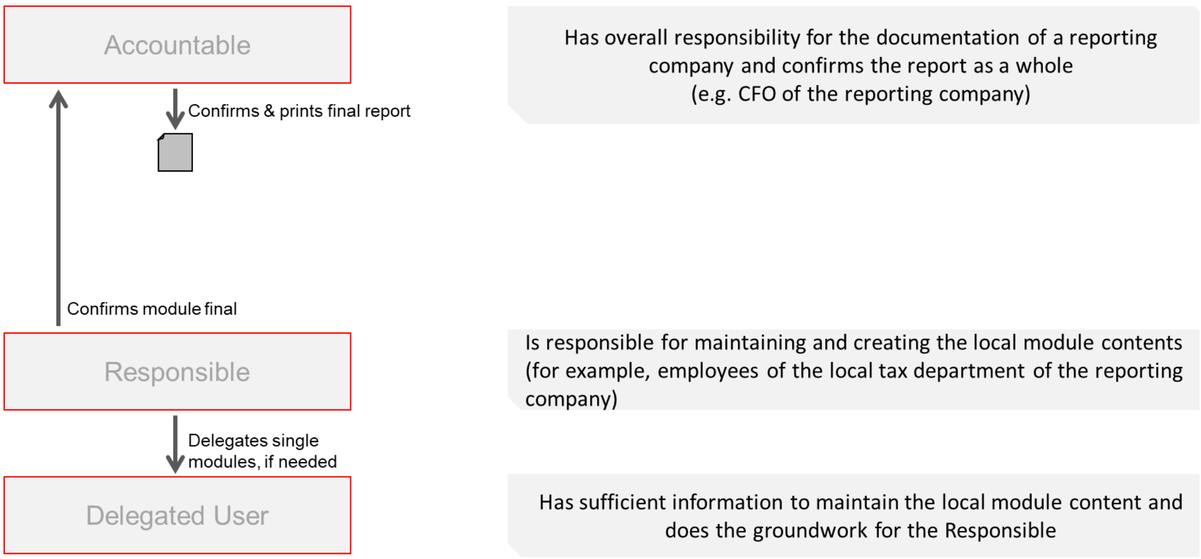


Figure: Relationship between Accountable, Responsible and Delegated User

To comply with the principle of dual control, the System- or Security administrator can optionally assign the role of a Reviewer (see Figure "Interaction of all roles").

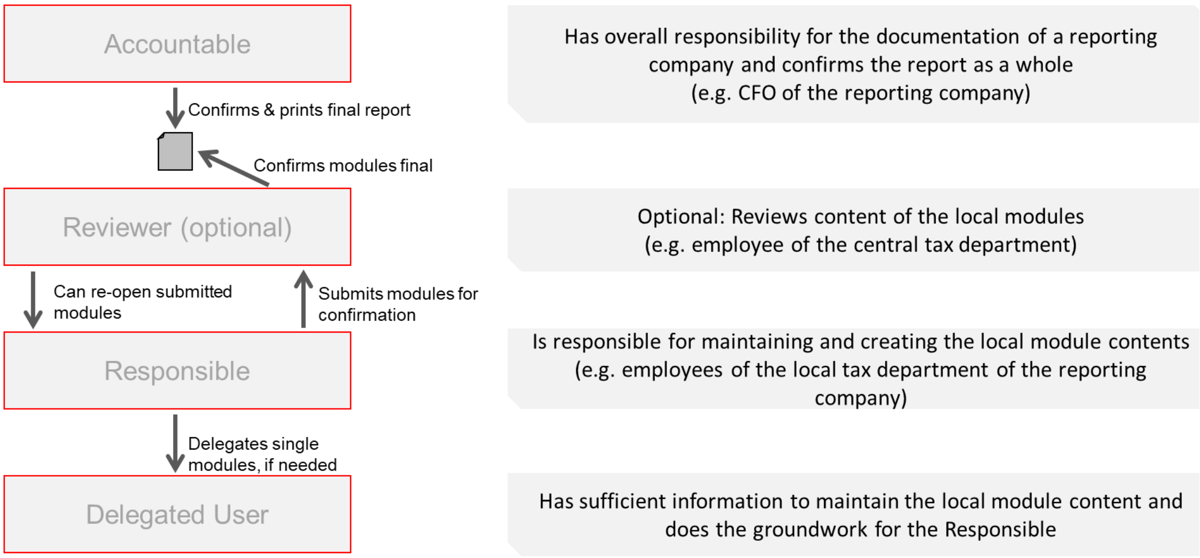


Figure: Interaction of all roles

These, reporting entity related user roles simplify the documentation creation process and increase its transparency.

1.3.6.1 Accountable

Every reporting entity must have an Accountable.

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

1.3.6.2 Reviewer

If desired, a Reviewer can be defined for each reporting entity.

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

1.3.6.3 Responsible

Every reporting entity must have a Responsible.

The Responsible is entitled to edit Local modules and, if a reviewer has been defined, to submit modules to the Reviewer for approval. If there is no Reviewer, the Responsible can directly set modules as final. In addition, the Responsible has the right to delegate the editing of modules to other users, the so-called Delegated Users.

As already mentioned in the *Accountable* section, the Accountable is, by default, the same user as 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* section, a user becomes a Delegated User when a Responsible assigns the editing of a module to a user. As soon as the module has been delegated to the user, he can start processing it and can, upon completion, submit it to the Responsible again. By submitting the module, the delegation is terminated and all editor rights for the respective module are automatically revoked from the Delegated User, unless the user has any of the other user rights described above for the module.

1.4 The modules of globalDoc

The term "**module**" is used in *globalDoc* to describe placeholders for the individual text blocks. Any number of files can also be attached to each module. For each file attachment, it can be individually defined whether it should be published as an attachment to the transfer pricing documentation or only be used internally for archiving it in *globalDoc*, such as meeting minutes, internal presentations, Excel spreadsheets and other data sources for backup purposes.

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 (see Figure "Module classes").

- **Global modules** are usually created by the headquarters 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.
- **Local modules** are usually created by the local report companies themselves and therefore only contain information relevant to local documentation. It is also possible to create modules at the “Local” level that can only be edited by the headquarters.

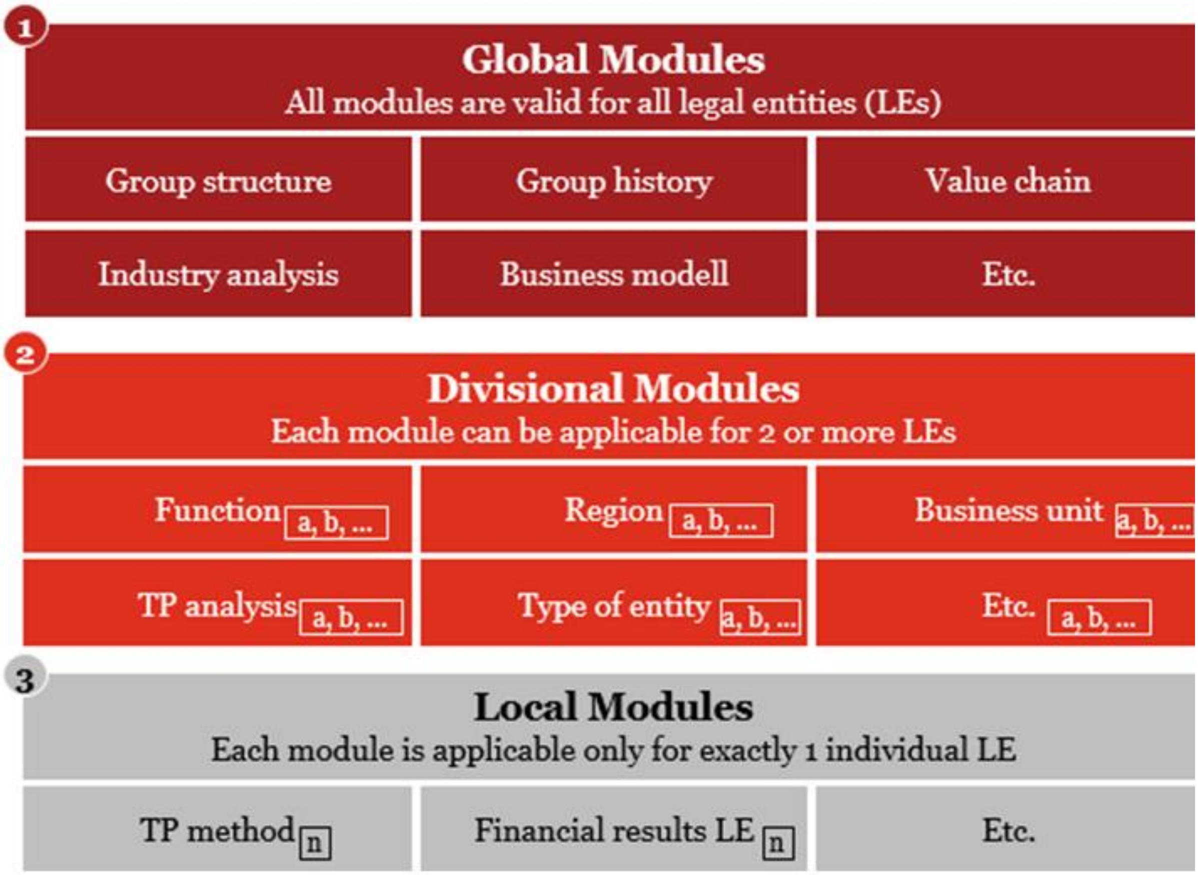


Figure: Module classes

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. Also, the headquarters can support the local companies by providing prefilled text templates which can be used for the creation 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, or that only the variables (placeholders) available in *globalDoc* are used for specific information. Only then can these text modules and file attachments be used efficiently across multiple entities.

More detailed explanations of the variables available in *globalDoc* and their uses can be found in the appendix of this User manual and in the Administrator manual.

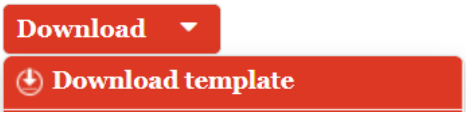
In *globalDoc*, text modules can be created both by uploading Microsoft Word files or plain (unformatted) text, or by editing a chapter using the in-tool editor.

1.4.2 Formatting the contents of modules

Detailed information about working with *globalDoc* can be found in the following chapters of this user manual.

However, we would like to point out at this early stage that when working on module content, you must take good care to ensure that the formatting of the Word files of all modules entered in *globalDoc* is consistent. Only with consistently formatted Word files can a consistently formatted report be generated automatically and without manual (re-)formatting.

A preformatted Word file can be generated by the user in the detail page of each module (for details see chapter 3) by clicking on:



If the template contained by default in *globalDoc* is used under , the following formatting is set for the headings if the respective text block is to contain headings (many headings are also predefined by the System administrator, so additional use of headings in the respective text block is only necessary if it is to be further subdivided):

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 format different from the default format is desired, users with the respective 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 *chapters 3.3.4 and 3.4* 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 directly in *globalDoc*, as format problems can occur during the output of the report if done otherwise.

If text passages are transferred directly from websites 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.

If, however, the module formats are not displayed correctly, both the module template and the module content should be downloaded from globalDoc, each as a Word file. Then the module content must be inserted into the downloaded, empty module template. In this file, which now contains the format templates of your company, the respective formats must then be assigned once again. Afterwards, the file can be saved and uploaded to globalDoc again as a Word file.

1.5 Overview of the most important symbols of the user interface

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
	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 “Task Management”
	Forwarding to the program point “Task TP Documentation”
	Forwarding to the program point “Report”
	Import of an (Excel)-file
	Export of an (Excel)-file

Figure: The most important symbols of the globalDoc modules

2 First steps

2.1 Login

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

If Single-Sign-On (SSO) has been enabled in your *globalDoc* system, the *globalDoc* start screen opens immediately.

Otherwise, after entering the Internet address, the following login window appears (see figure "Login window of *globalDoc*") enter the data provided to you by the system or security administrator. Usually these are username and password.

In the login window (see Figure "Login to *globalDoc*"), enter the data provided to you by the System- or Security administrator, usually username and password:

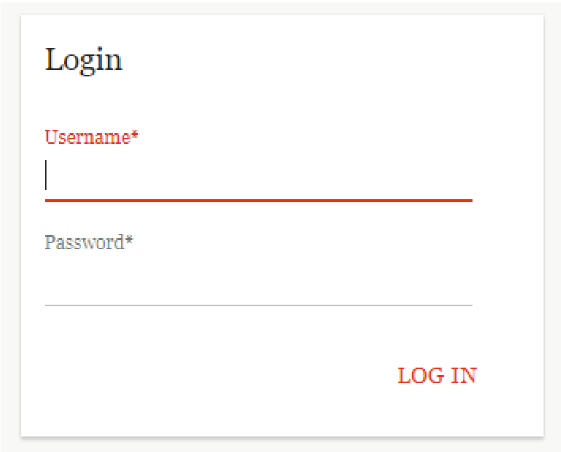


Figure: Login to globalDoc

It is optionally possible to introduce two-factor authentication. If your group chose this option, after entering the username and password, another field appears in which a six-digit OTP code must be entered, which you will receive by email or SMS (see Figure "Two-factor authentication (OTP-Code entry)"). Please note that a new OTP code is generated at each login:

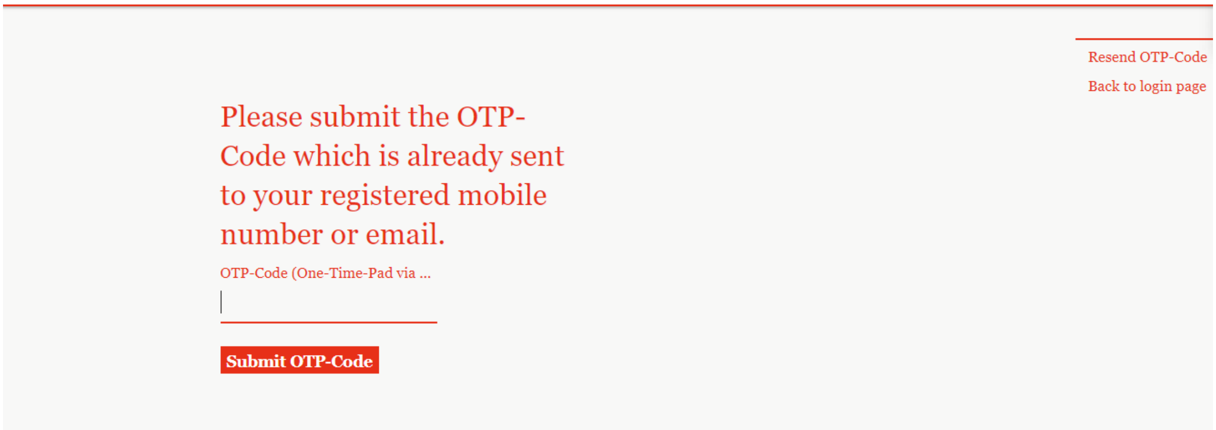


Figure: Two-factor authentication (OTP-Code entry)

NOTE: If the password is entered incorrectly several times, the username will be locked and needs to be unlocked by the security administrator. Due to security reasons, the user does not receive any additional notification about being locked out by the system.

2.2 Home Screen

After a successful login the start screen appears (see Figure "Home screen of *globalDoc*"). The start screen 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 system/security 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:

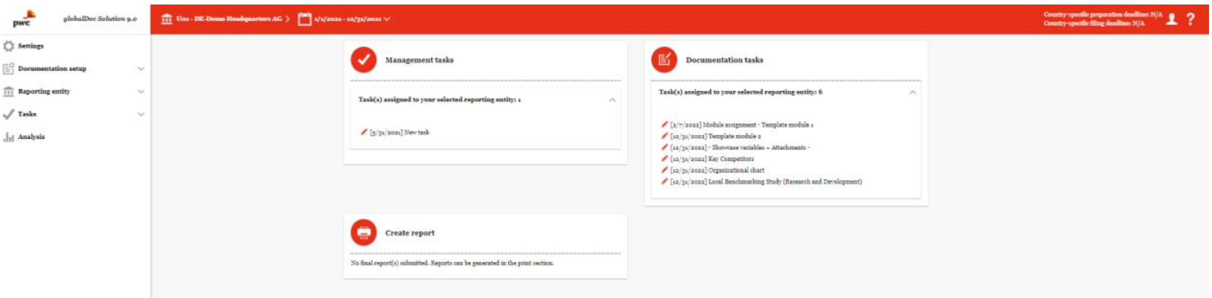


Figure: Home screen of globalDoc

Depending on the responsibilities and the project status, you can access tasks in three different categories:

"Management Tasks" displays those management tasks, previously set up by a Task administration user, which still need to be performed.

"Documentation Tasks" displays those tasks related to the preparation of the TP documentation, which still need to be performed. Unlike the manually created "Tasks Management", these are tasks automatically created by the system with reference to open modules of the transfer pricing documentation.

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

In the menu **“Create report”** and by clicking , you can download the final reports and print them respectively (in the screenshot above, no final report is available yet).

A click on the printer-icon takes you to the *globalDoc* user interface, where you can download and print new reports from the selected reporting company (see menu item "Create report").

2.2.1 Help and contact

The icon in the upper right-hand corner of the screen provides you with further information on *globalDoc* and allows you to access the current manuals. Here, you also have the option of directly contacting your *globalDoc* contact person at PwC.

By clicking the symbol you can access the user manuals of the current version, as well as all additional information and material provided by the system administrator (see Figure "Help section overview"). Depending on the assigned role, the help section offers more or less categories for a user to choose from:

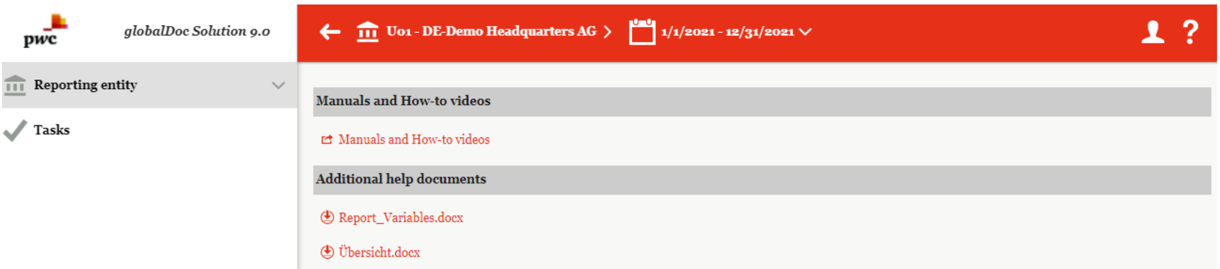


Figure: Help section overview

Under the section "Manuals and How-to videos", the link "Manuals and How-to videos" will take you directly to *globalDoc*'s external support page (see Figure "External support page of *globalDoc*"). Depending on the language settings on your browser, the page will open either in English or in German.

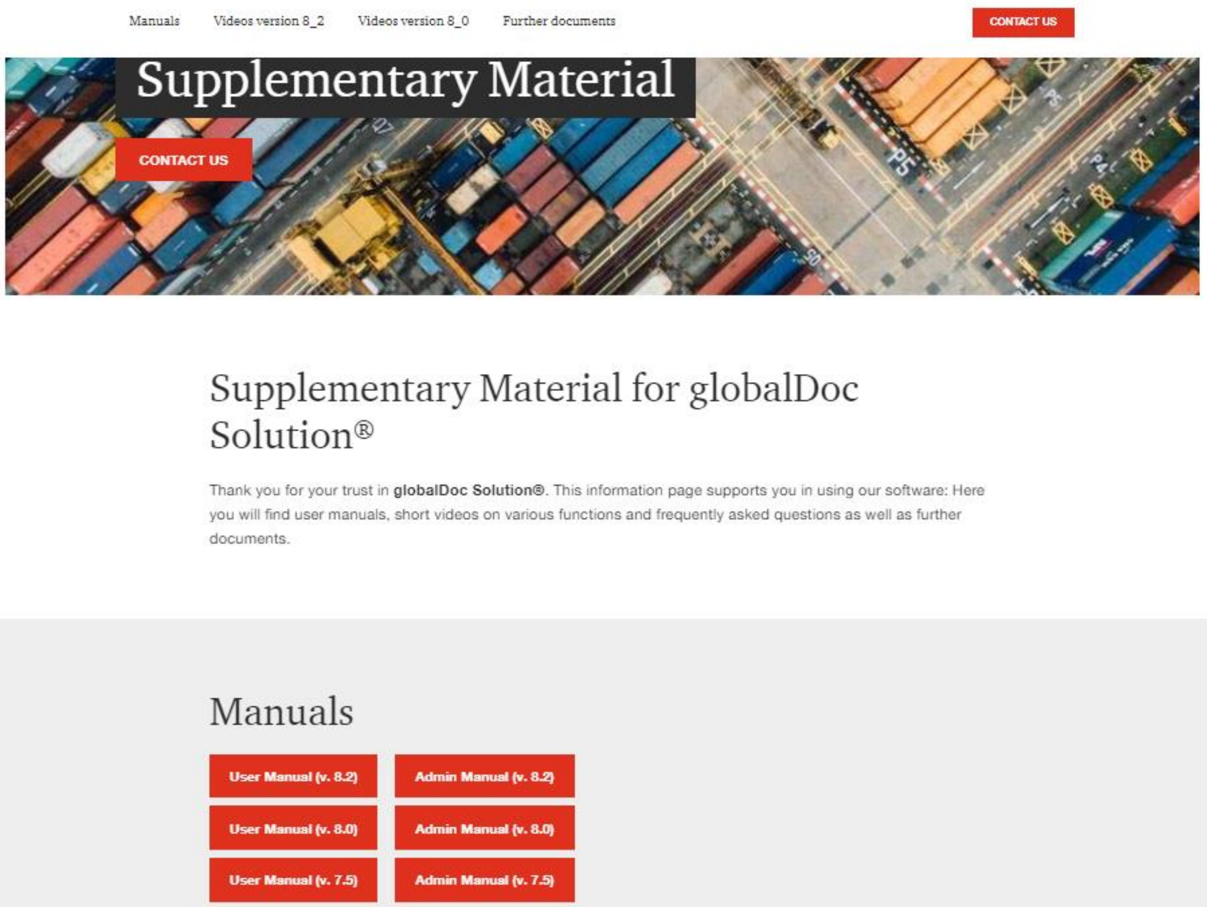


Figure: External support page of globalDoc

On the external support website, you will find user manuals and videos, sorted by *globalDoc* version. This page is updated on an ongoing basis.

You can also contact the *globalDoc* contact persons at PwC directly via a contact form on the *globalDoc* external support website.

In the **"Additional help documents"** section, you will usually find group-specific documents that your System administrator has uploaded for your support.

2.2.2 User profile

By clicking the profile-symbol you can view your individual profile, change your language settings for the user frontend, change your password and log out of the system, or (see Figure "User profile").

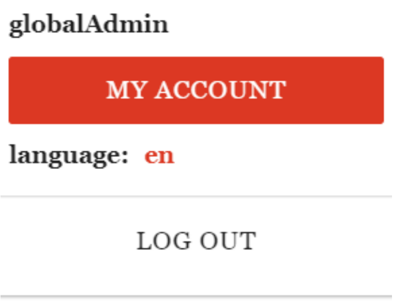


Figure: User profile

Via the icon and a click on MY ACCOUNT, your profile will be displayed (see Figure "Overview User Profile").

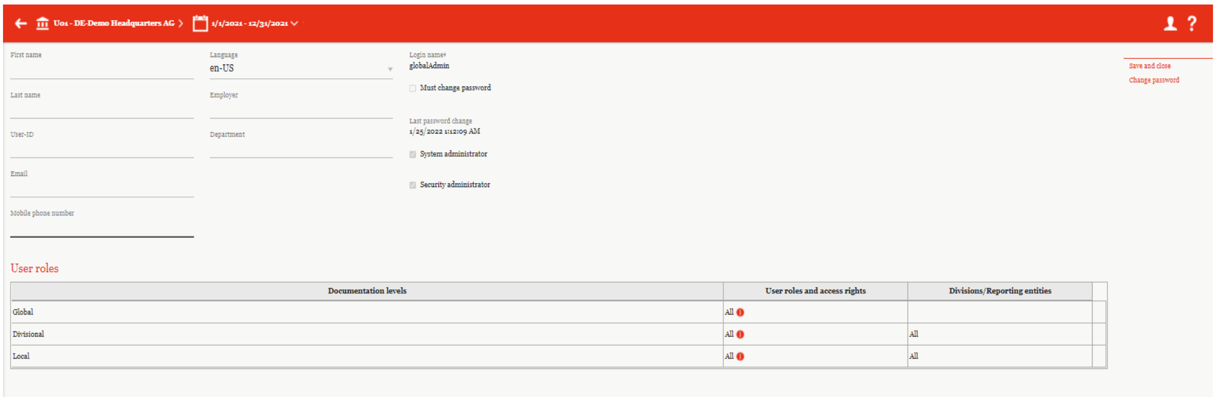


Figure: Overview User Profile

Changes to the user profile cannot be made here. These must be carried out by the Security administrator.

Below the "User profile" button, you can select the desired language. If you move the mouse cursor over "en" (as an example), all languages enabled in your globalDoc system are displayed. Here you can directly select the desired language. By changing the language, the complete globalDoc user interface will be displayed in the selected language, but the language of the documentation content will not change.

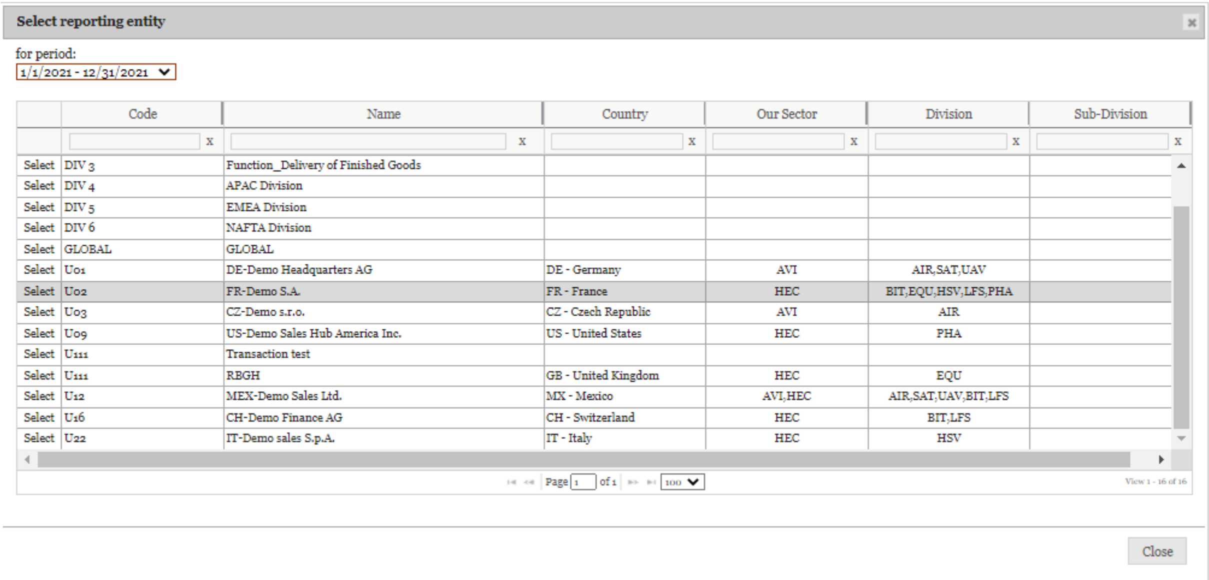
NOTE: As described later in this manual, Excel files and Word template templates can be downloaded/uploaded in globalDoc. It should be noted that when uploading Excel files, the language set in globalDoc must correspond to the language set in Excel and thus also to the column name. So, if due to the language settings in the user profile a file was downloaded in globalDoc, e.g., in English language, the edited file must be uploaded again also in English language. Likewise, the template should also be downloaded with the correct/desired language setting.

2.2.3 Selection of Reporting entity and Reporting period

The current reporting company and reporting period are displayed in the top left corner of the window on a red background (see Figure "Display of the reporting company and reporting period").

Figure: 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 top left corner and a subsequent click on Select in the appearing window. The user can also select the reporting period in the top left corner (see Figure "Selection of the reporting company and reporting period").


Select reporting entity

for period:
1/1/2021 - 12/31/2021

	Code	Name	Country	Our Sector	Division	Sub-Division
Select	DIV 3	Function_Delivery of Finished Goods				
Select	DIV 4	APAC Division				
Select	DIV 5	EMEA Division				
Select	DIV 6	NAFTA Division				
Select	GLOBAL	GLOBAL				
Select	U01	DE-Demo Headquarters AG	DE - Germany	AVI	AIR,SAT,UAV	
Select	U02	FR-Demo S.A.	FR - France	HEC	BIT,EQU,HSV,LFS,PHA	
Select	U03	CZ-Demo s.r.o.	CZ - Czech Republic	AVI	AIR	
Select	U09	US-Demo Sales Hub America Inc.	US - United States	HEC	PHA	
Select	U111	Transaction test				
Select	U111	RBGH	GB - United Kingdom	HEC	EQU	
Select	U12	MEX-Demo Sales Ltd.	MX - Mexico	AVI,HEC	AIR,SAT,UAV,BIT,LFS	
Select	U16	CH-Demo Finance AG	CH - Switzerland	HEC	BIT,LFS	
Select	U22	IT-Demo sales S.p.A.	IT - Italy	HEC	HSV	

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Close

Figure: Selection of the reporting company and reporting period

At the end of the list, you can scroll through existing companies using the arrowheads Page 1 of 1 100 or expand the display by specifying the lines to be displayed.

In the top right corner of the windows, the deadlines with respect to preparation and filing of the TP documentation are shown. More detailed information regarding deadlines and details with respect to the reporting in a specific country can be implemented by an system/security administrator within the menu item „*Reporting companies/Master Data/Reporting deadlines details*“ (Chapter 3.1).

NOTE: Depending on the documentation strategy selected in the group, the legal deadlines by which the report must be submitted to the tax authorities at the latest can be displayed under **"Filing deadline"**, for example. Under **"Preparation deadline"**, the date by which the report must be completed can also be displayed, e.g., because it can be requested by the tax authorities from this date onwards (see Figure "Preparation and filing deadline").

Figure: Preparation and filing deadline

2.2.4 Navigation to the individual program items

On the start screen, depending on the assigned roles, various program and menu items are displayed in the menu column on the left side of the screen. The figure "Program item of a local user" depicts the program items of a local user:

Figure: Program items of a local user

By clicking on the respective program item of the main menu, you will reach the respective submenus, provided 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 entity**":

NOTE: Depending on the user rights assigned to you by the system/security administrator, not all submenus may be visible to you.

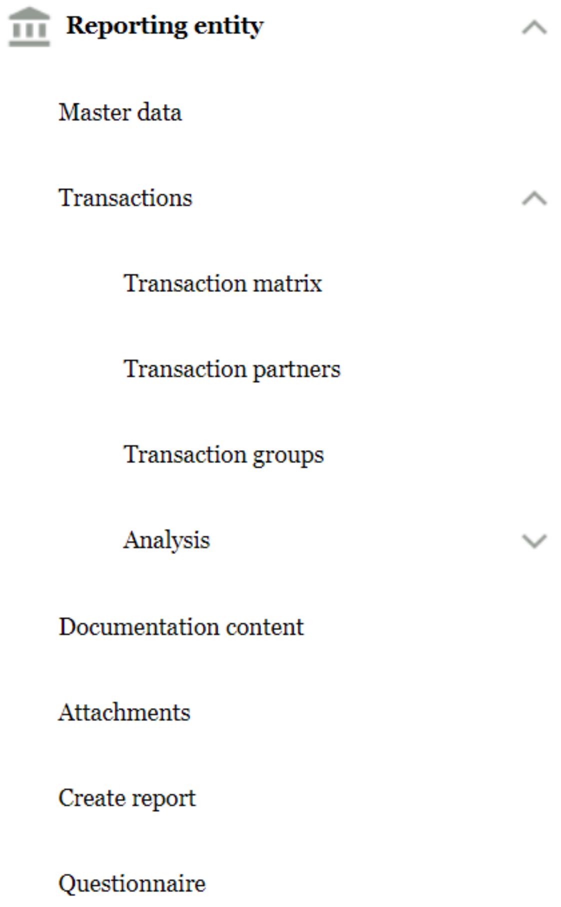


Figure: Submenus of the program item "Reporting entity"

If a user has the role "Task administration", he can navigate to the submenu in program item “**Tasks**” by clicking (depending on the user rights assigned to the user by the system/security administrator, not all submenus may be visible to you here either):

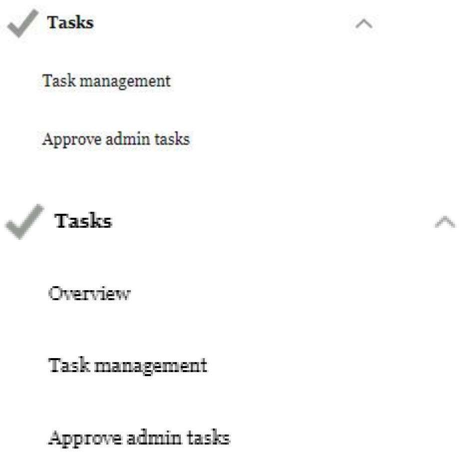


Figure: Program item "Tasks"

The program item "**Tasks**" provides the local user with an overview of the tasks assigned to him. The tasks are either assigned centrally by a system/security administrator, or they are created by the local user (with appropriate rights).

A change to the detailed 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 users with the role "Task administration" are described in *chapter 4*.

3 Program item Reporting entity

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

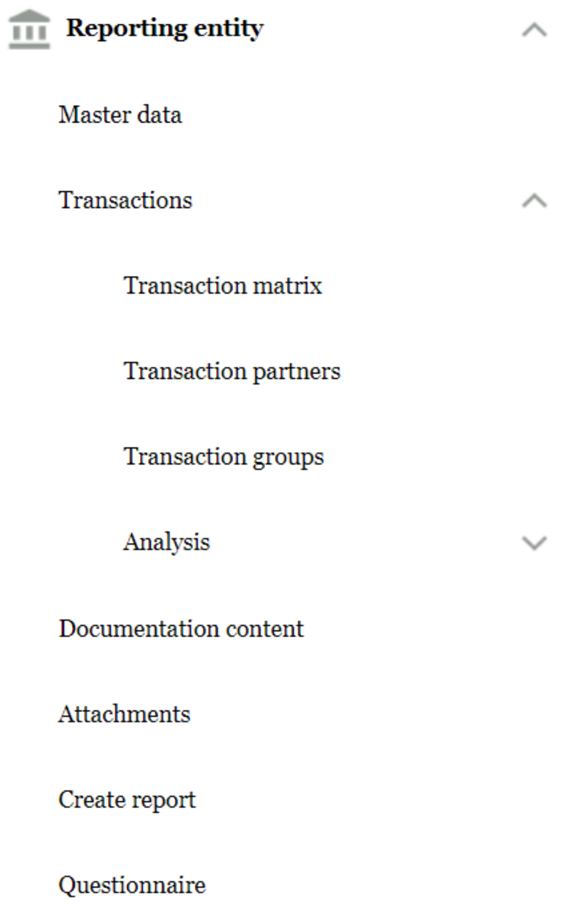


Figure: Submenu of program item "Reporting entity"

NOTE: The menu items available to you depend on the user rights set up for you by the security administrator. It is therefore possible that some of the menu items described in this manual are not visible for certain users.

3.1 Menu item Master data

Within the menu item "**Master Data**" the general information of the reporting company can be inserted, viewed, and edited in the tab **“Reporting company details”** (see Figure "Reporting company details").

These include information regarding the full name, short name, previous name, entity type, country, address, ERP number, and the local currency of the respective entity. The input-fields marked with an asterisk (*) must be filled in. The obligatory input-field “Code” must be filled with an alphanumerical, individual number. The number can be chosen freely for each entity.

Figure Reporting company details

NOTE: The fields not marked with an asterisk (*) do not have to be filled in. However, information can be inserted into these fields as variables in the documentation reports. If such a field is used as a variable but no entry is made, the variable remains empty when the report is generated.

Furthermore, it is possible to fill in additional information in the tab “**Optional details**“ (see Figure "Optional details of a reporting company").

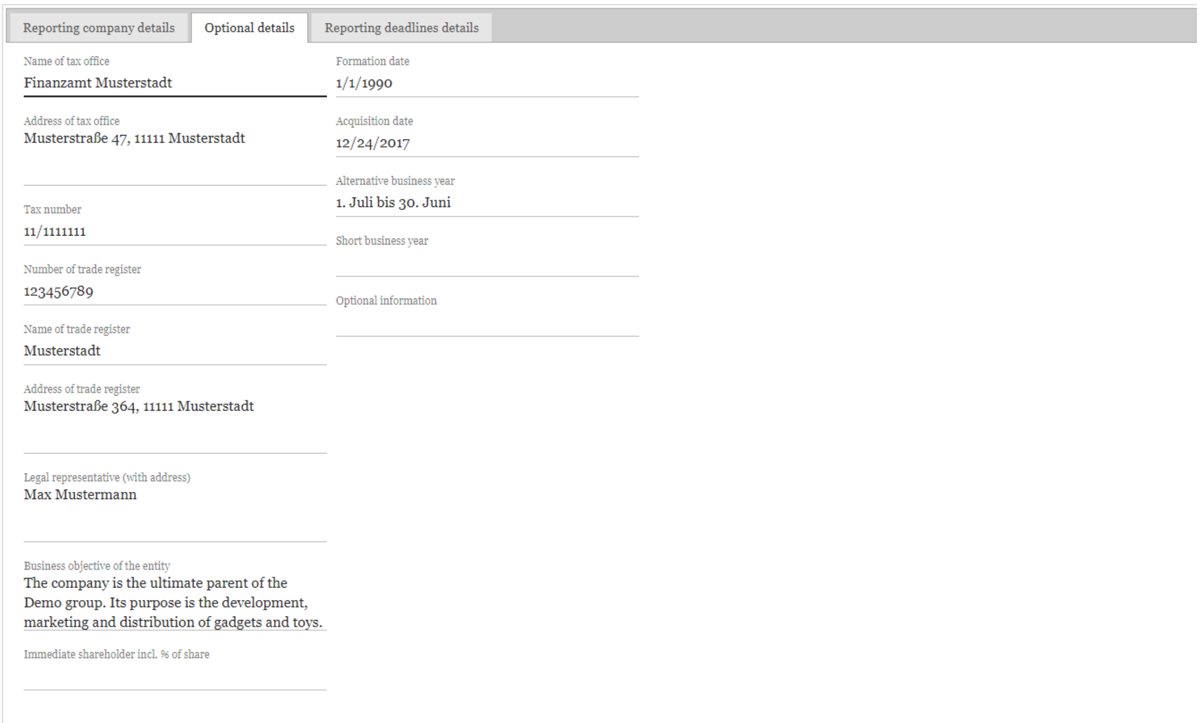


Figure: Optional details of a reporting company

In the tab "**Reporting deadlines details**" you can enter your own preparation and filing deadlines or, if necessary, adjust the deadlines entered by the system administrator. The stored details are then displayed in the top right-hand corner of the start screen.

3.2 Menu item Transactions

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

In the menu item "**Transactions**", the transactions already entered are displayed in the form of a pivot table (see Figure "Transactions' overview").

In this overview table you have the possibility to adjust the view. You can group the transactions by transaction partner, country or transaction group and also determine the currency of the financial data.

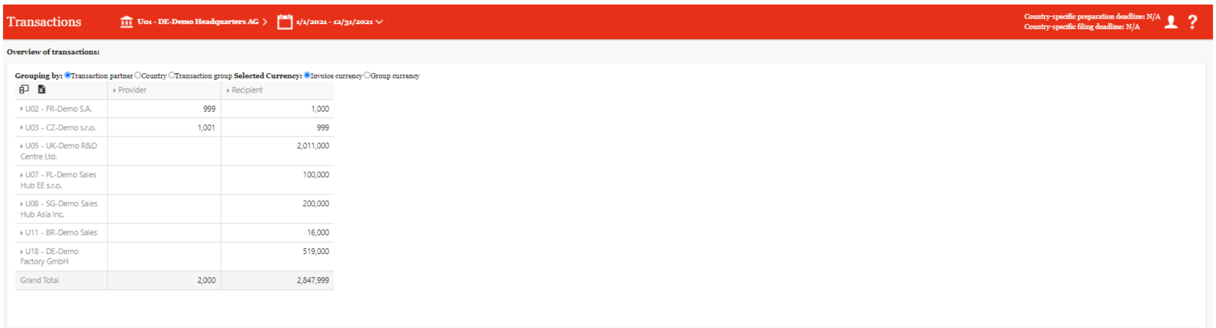


Figure: Transactions' overview

In addition, you can navigate to the corresponding submenus via the navigation items "Transaction matrix", "Transaction partners", "Transaction groups" and "Analysis" (see Figure "Submenu of program item "Reporting entity"").

3.2.1 Transaction matrix

Under the navigation point "**Transaction matrix**" it is possible to specify the transactions in more detail regarding the type of transaction, the volume or the type of product or service (see Figure "Transaction matrix").

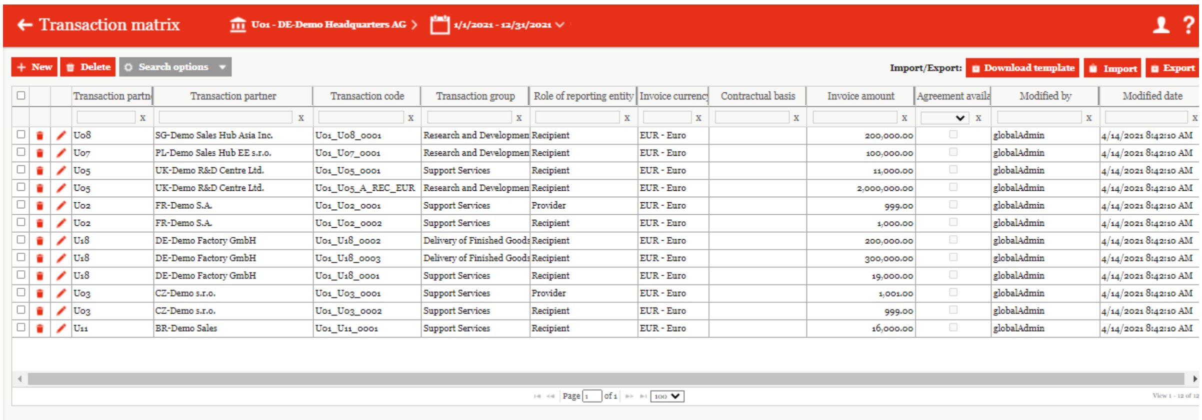


Figure: Transaction matrix

Within this submenu item it is possible for the user to create new transactions via + New and to delete existing transactions via Delete or , respectively. The deletion of transactions is irrevocable. Therefore, it is recommended to export the data as a backup via the "Export" button.

Furthermore, transactions can be entered and edited manually via or imported from Excel via Import.

The latter two options are presented below.

3.2.1.1 Manual data entry

By clicking on the user can reach the details of a transaction (see Figure "Details of a transaction").

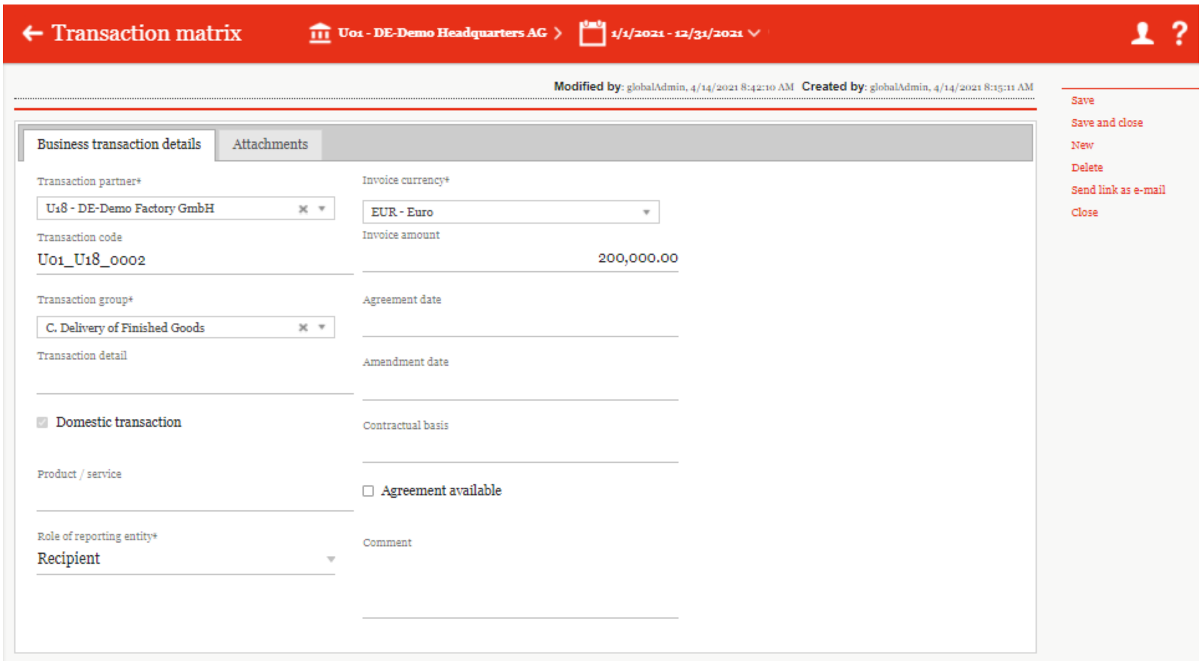


Figure: Details of a transaction

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 an asterisk * must be filled in.

In the "Invoice amount" field, the amounts entered are displayed in decimal notation.

NOTE: Negative numbers preceded by "minus" signs are not reflected in the sorting and display.

In the "**Role of reporting entity***" field, select whether the reporting entity for which the transaction is documented, 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. In this case, the transaction code is inserted automatically after saving the transaction partner in the "**Transaction code**" field and can still be changed manually afterwards. If the field is empty, a new unique transaction code is always generated.

When selecting the transaction currency, up to three common currencies (group currency, local currency of either transaction partner) are suggested. The suggestions are displayed and highlighted at the beginning of the list (see Figure "Manual data entry – Default currencies").

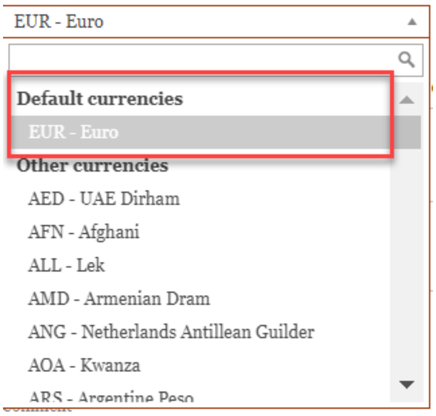


Figure: Manual data entry - Default currencies

In addition, the user has the option of adding local attachments (e.g., calculation schemes, contracts, etc.) in the "**Attachments**" tab, which is displayed after saving changes. This works either via the button **Upload** or by the drag & drop function into the marked area (see Figure "Transaction matrix - Manual registration - Attachments").

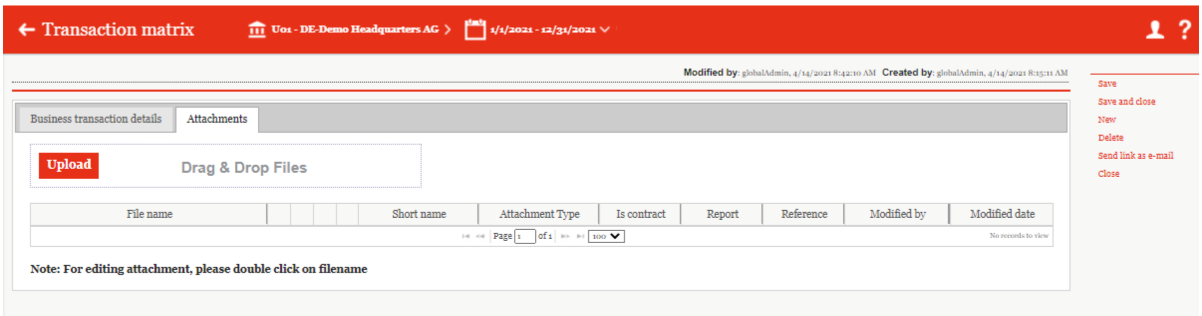


Figure: Transaction matrix – Manual data entry- Attachments

3.2.1.2 Centrally provided attachments

When creating central transaction groups, System administrators can provide attachments that are made available to the user when entering transactions. A warning message will appear as shown in the following image:

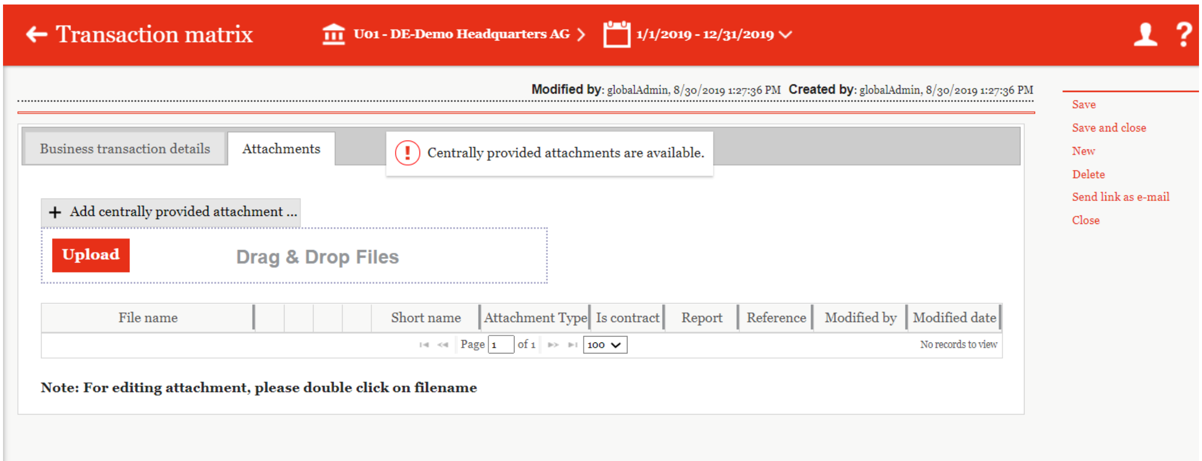


Figure: Centrally provided attachments - Warning message

Now, the user has the option to add the attachment(s) to the transaction by selecting the "Add" checkbox (see Figure "Centrally provided attachment - Adding attachments").

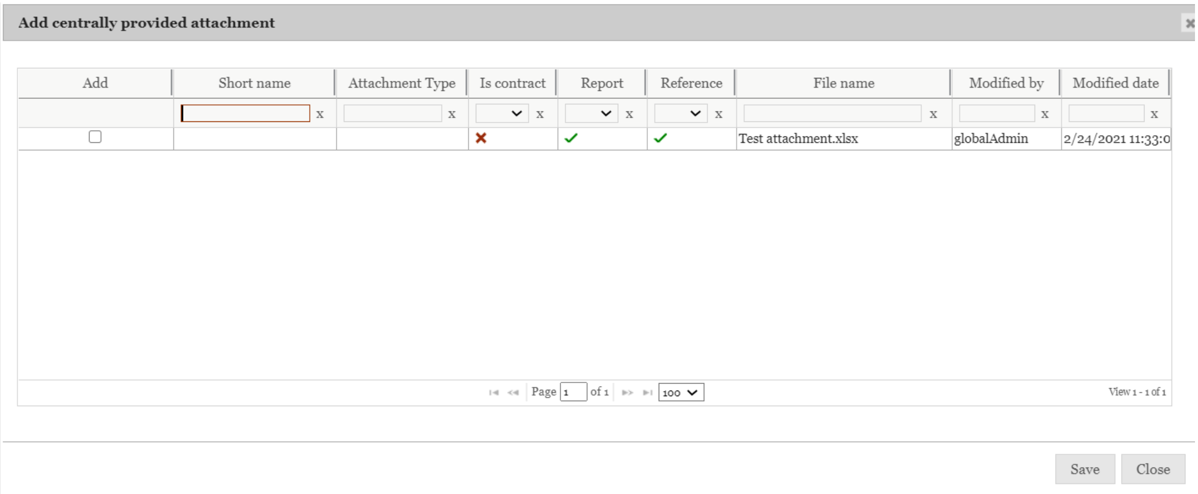


Figure: Centrally provided attachment - Adding attachments

3.2.1.3 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 overview (see Figure "Transaction matrix - Overview"), where data can be uploaded and downloaded.

In either case, 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. That is why for every transaction, a transaction code is generated automatically should the corresponding field be left empty.

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

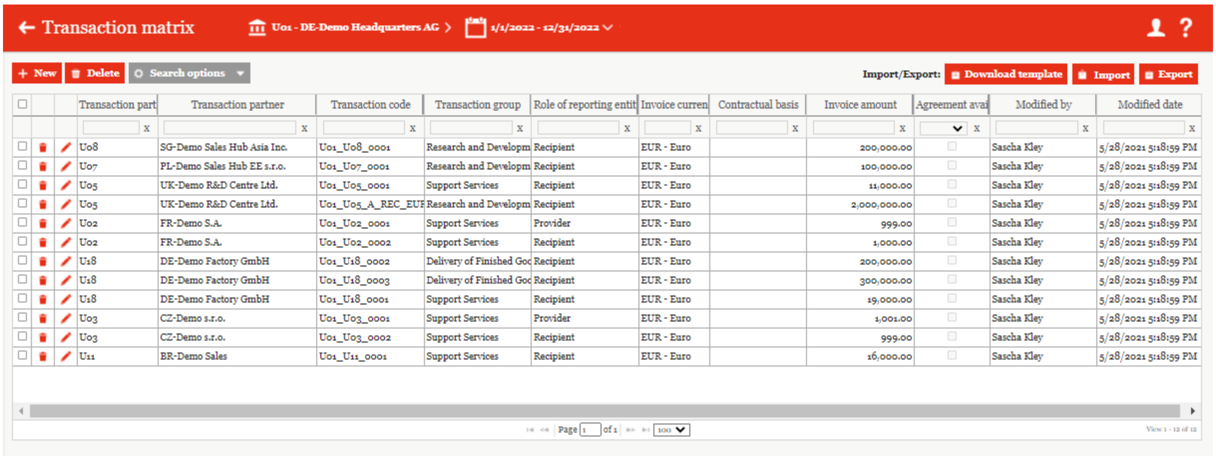


Figure: Transaction matrix - Overview

An empty Excel template can be downloaded via **Download template**, which ensures that the format specifications of *globalDoc* are always adhered to during the creation process (see Figure "Transaction matrix - Overview").

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 (see Figure "Transaction partners - Overview"). By clicking the icon , transaction partners can be deleted from the overview. This is only possible if the respective transaction partner does not have any transaction with the reporting company.

Once transaction partners have been deleted from the overview, they are still available as transaction partners to other reporting companies. Only system administrators can delete transaction partners from the system conclusively.

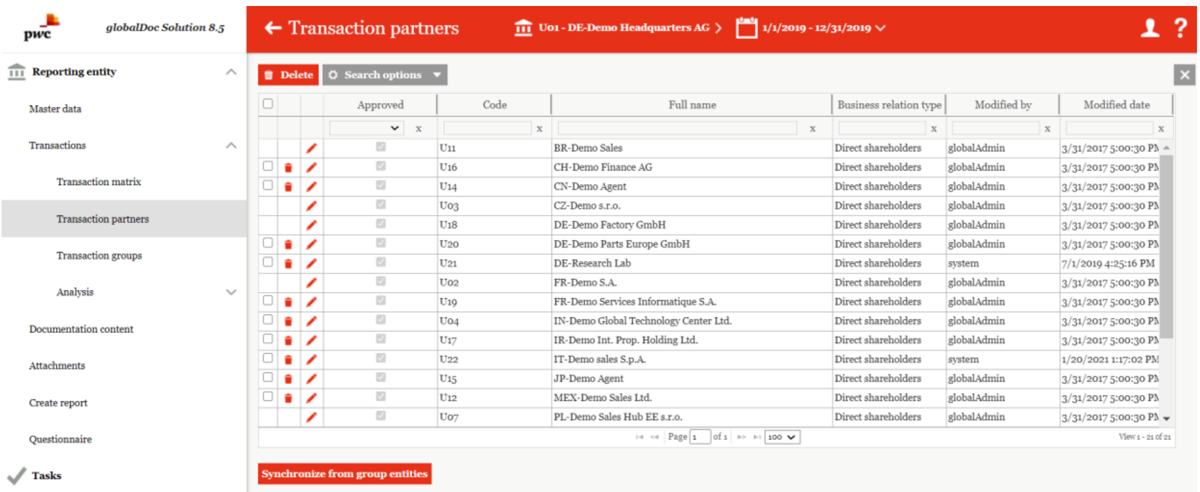


Figure: Transaction partners - Overview

By clicking on the button **Synchronize from group entities**, you can select those group companies from the group companies already centrally managed by the system administrator with which the reporting company entertained business relationships took place in the year under review (see Figure "Synchronization of transaction partners").

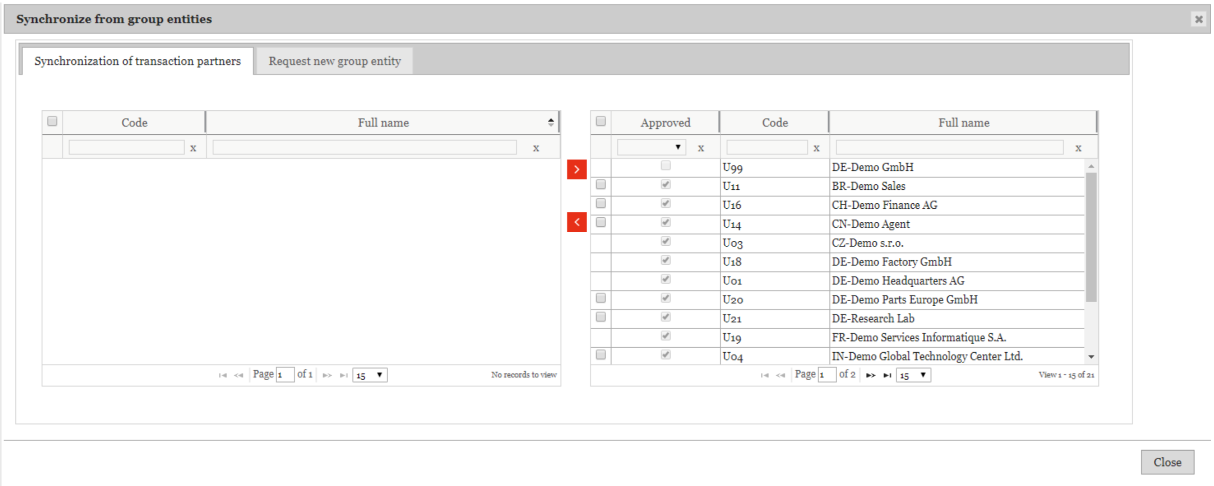


Figure: Synchronization of transaction partners

The existing transaction partners can be selected and directly assigned to the reporting 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 system 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 to avoid redundancies.

When creating a new transaction partner and 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***"). The categories may already have been preassigned by the system 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).

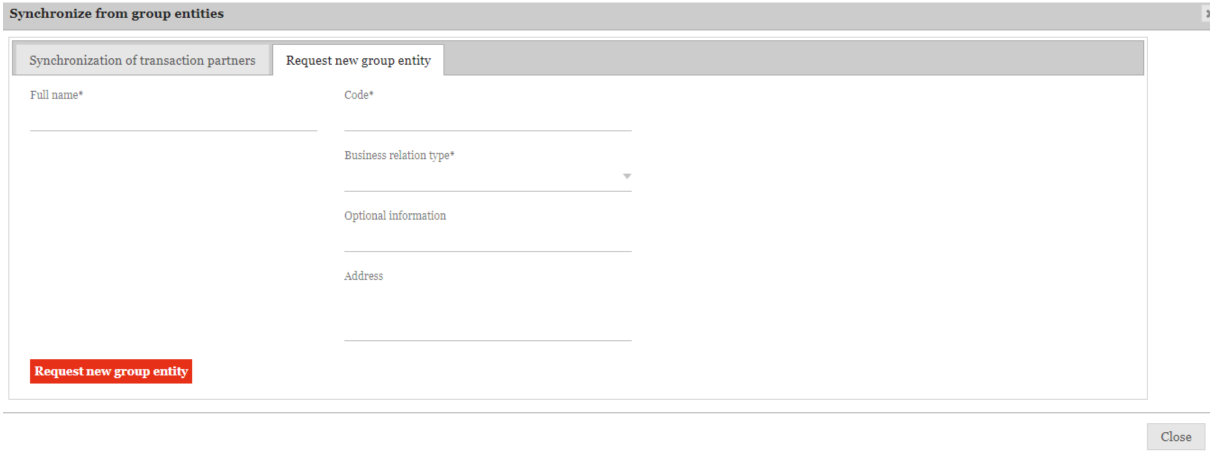


Figure: Request new group entity

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 system administrator, can be found under the navigation point "**Transaction groups**" (see Figure "Transaction groups - Overview").

3.2.3.1 Synchronise Transaction Groups

Like for the transaction partners, 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, as long as the respective transaction group is not already used within the transaction data of the company.

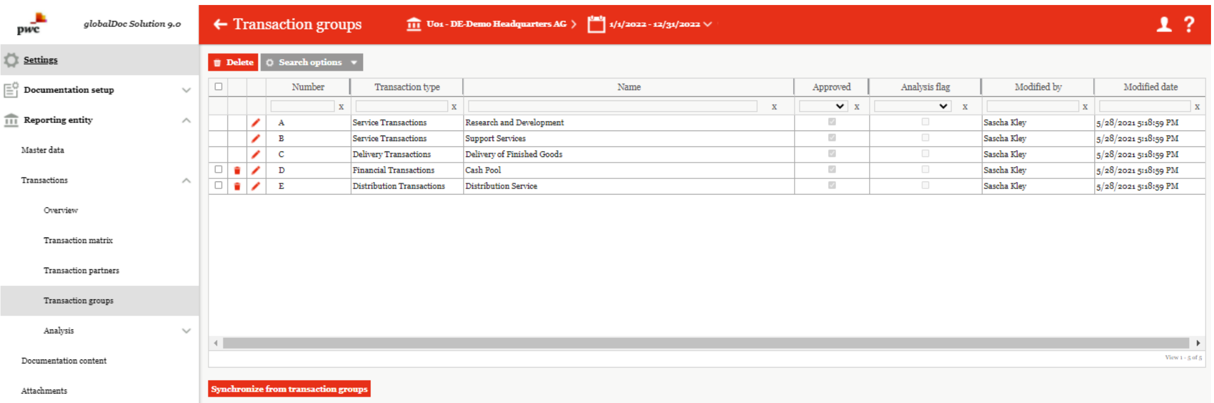


Figure: Transaction groups - Overview

By clicking the button **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*") (see Figure "Synchronization of transaction groups"). These can be allocated to the reporting company via **>**.

Figure: Synchronization of transaction groups

3.2.3.2 Request new Transaction group

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 (see Figure "Requesting a new transaction group").

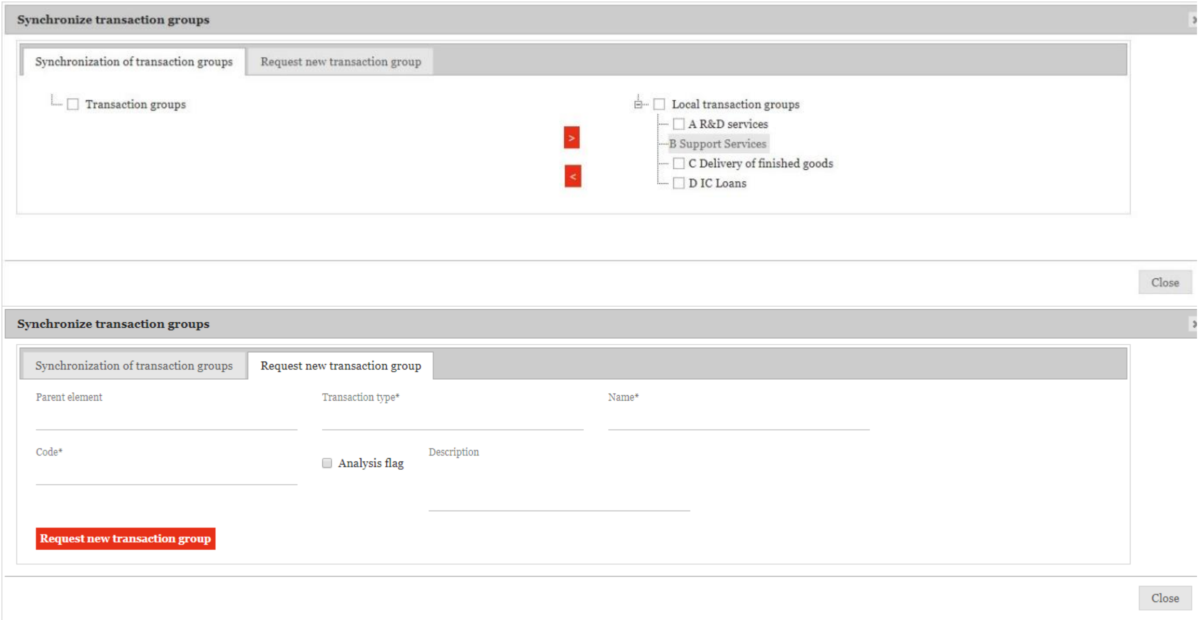


Figure: Requesting a new transaction group

The requested transaction (sub)group is subject to a confirmation process by the system administrator, much like the confirmation process of the transaction partners. 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 not available throughout the group (see Figure: "Non-confirmed transaction group").

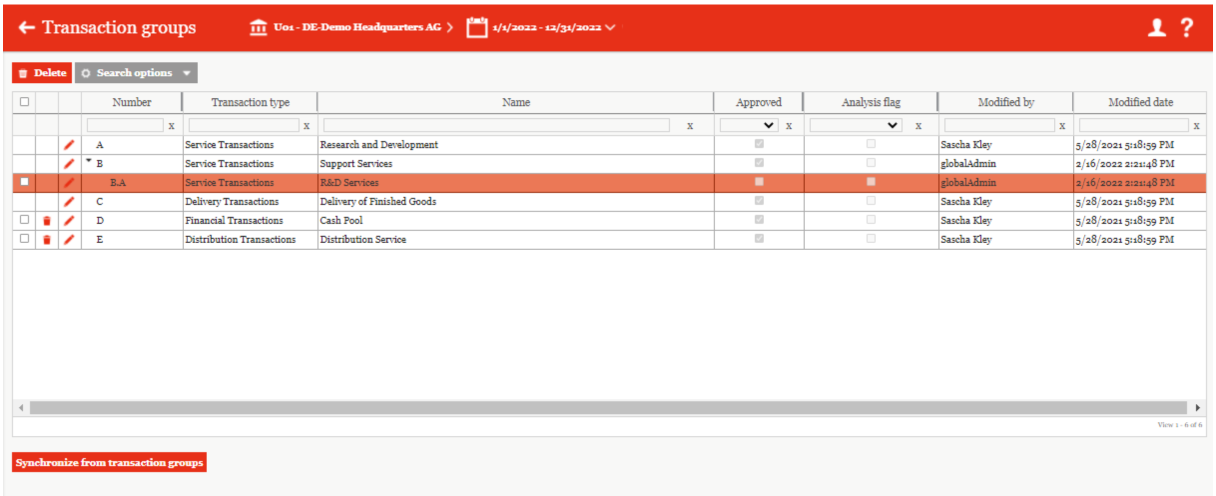


Figure: Non-confirmed transaction group

When requesting a transaction (sub)group, the user must choose to which transaction the transaction group is 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 allow 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 system administrator. However, the local user has the option of adjusting and updating the assignment of transaction groups to his company accordingly.

3.2.3.3 Determine materiality thresholds

Click to open the transaction group for editing. The following materiality thresholds can be added:

- **General materiality threshold for I/C matrix:** If the value of a transaction is above the materiality threshold, the transaction is included in the Excel file attached to a report. If it is below, the transaction is not included.
- **General materiality threshold for modules:** Individual modules can be allocated via an automatic allocation mechanism. In this case, if the value of a transaction is above this materiality threshold, the modules that are linked to the transaction are printed in the report. If the value is below this threshold, they are not printed.

In this area, a user can set a local threshold that is below the general materiality threshold, that is set centrally by the system administrator for the transaction groups.

NOTE: If the system administrator has not set a general materiality threshold, the local user cannot set a materiality threshold here. The user receives the following message: "In order to translate the materiality threshold into local currency, the exchange rate of the local currency must be stored in the group currency. Please contact your system administrator for this".

3.2.4 Analysis

3.2.4.1 Functional analysis/Risk analysis

In accordance with national and international documentation regulations, it is necessary to document the functions and risks assumed by individual 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 (see Figure "Risk analysis - Overview").

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

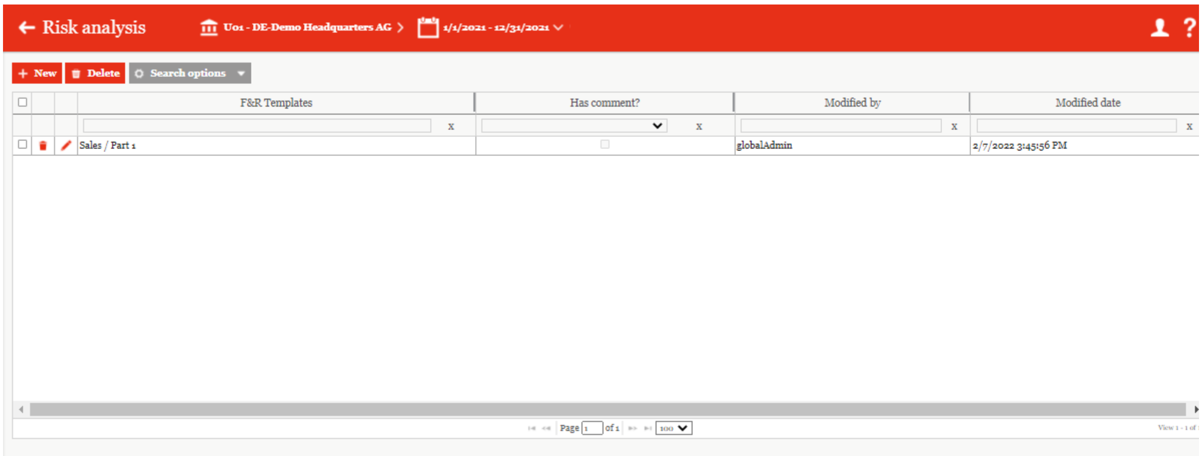


Figure: Risk analysis -Overview

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 (see Figure: "Risk analysis - Detailed view").

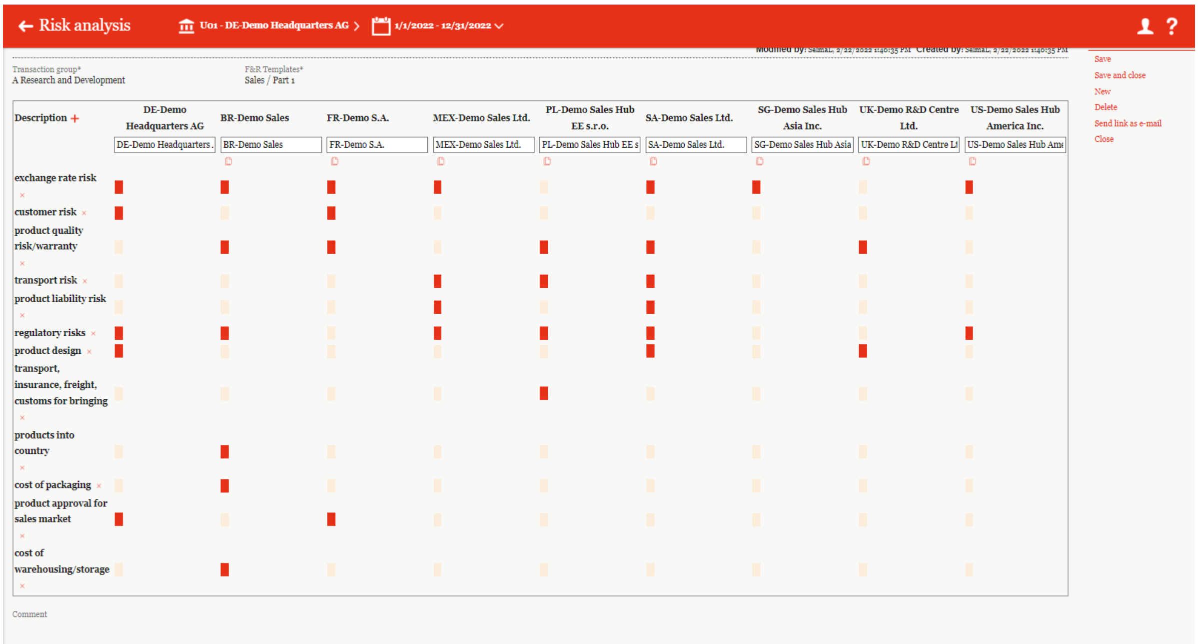


Figure: Risk analysis - Detailed view

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

By clicking + a new description can be added, and it can be removed by clicking ×. By clicking , a copy of the relevant company can be generated.

By adjusting the bars, it can be expressed that a function is performed, or a risk is borne. The corresponding impact can be displayed with the number of bars. Additionally, comments can be made to further describe the respective function or risk.

3.2.4.2 Transfer pricing analysis

The navigation point "**Transfer pricing analysis**" allows to explain the selected transfer pricing method and the appropriateness of the transfer prices for the individual transactions or transaction groups.

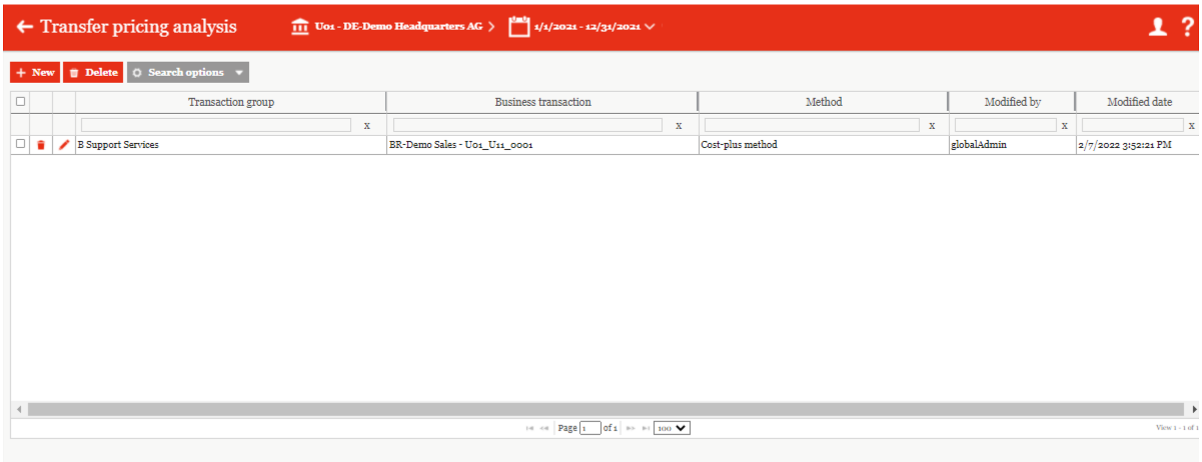


Figure: Overview of transfer pricing analyses

All transfer price analyses are displayed in the overview (see Figure: "Overview of transfer pricing analyses"). As usual in *globalDoc*, these analyses can be searched, edited, deleted and recreated. You can use the **+ New** icon to carry out a transfer price analysis for the respective transaction group (see Figure "Creation of a transfer pricing analysis").

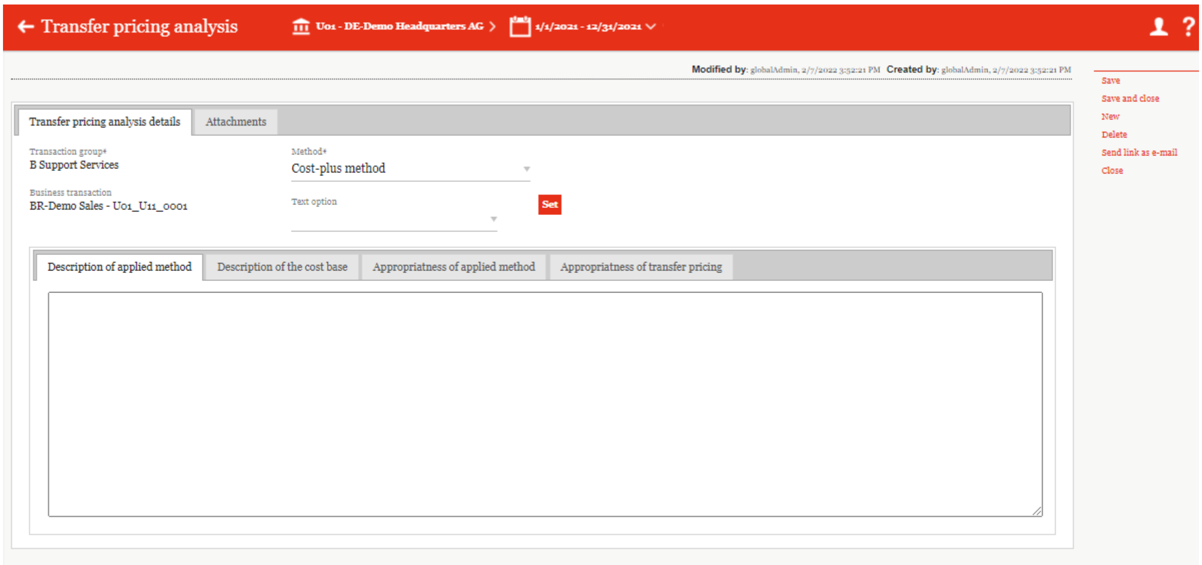


Figure: Creation of a transfer pricing analysis

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.

By clicking 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 justification regarding the appropriateness can also be made on a Global level and can be given centrally to the Local level in the form of pre-written text modules. A change of the text modules or the input of new text is still possible by the local user. Depending on the previously selected transfer pricing method, the centrally specified, pre-written text modules are available for selection in the "**Text option**" selection field. After the editing of the texts has been completed, the button Set must be clicked.

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

NOTE: 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 *“Menu item/Documentation content”* in the main menu of *globalDoc*) an overview of the report configurations chosen by the system 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 (see Figure "Relevant report configurations").

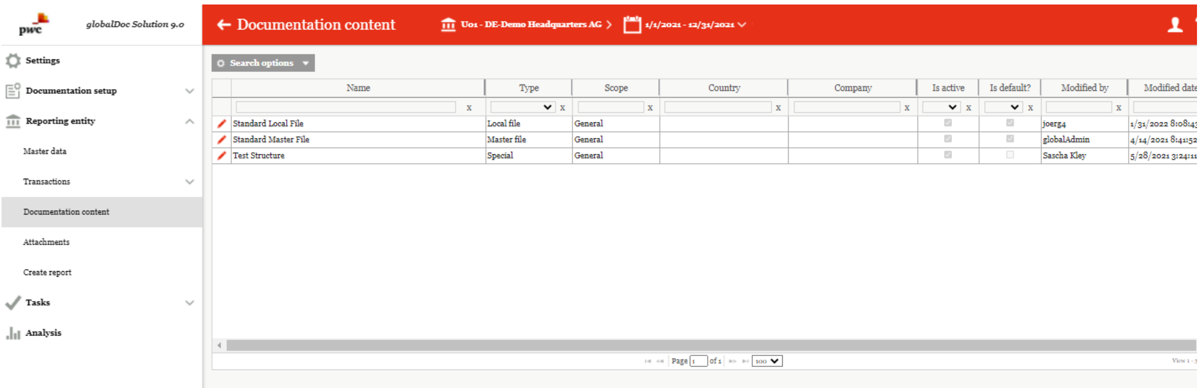


Figure: Relevant report configurations

After appropriate selection, an overview of the chapters and modules contained in the respective report configuration is displayed. The structure and name can usually not be changed by the local user. The local user can only edit the content as long as the authorization for the respective module are available.

This overview is illustrated by the Figure "Overview documentation content" as an example

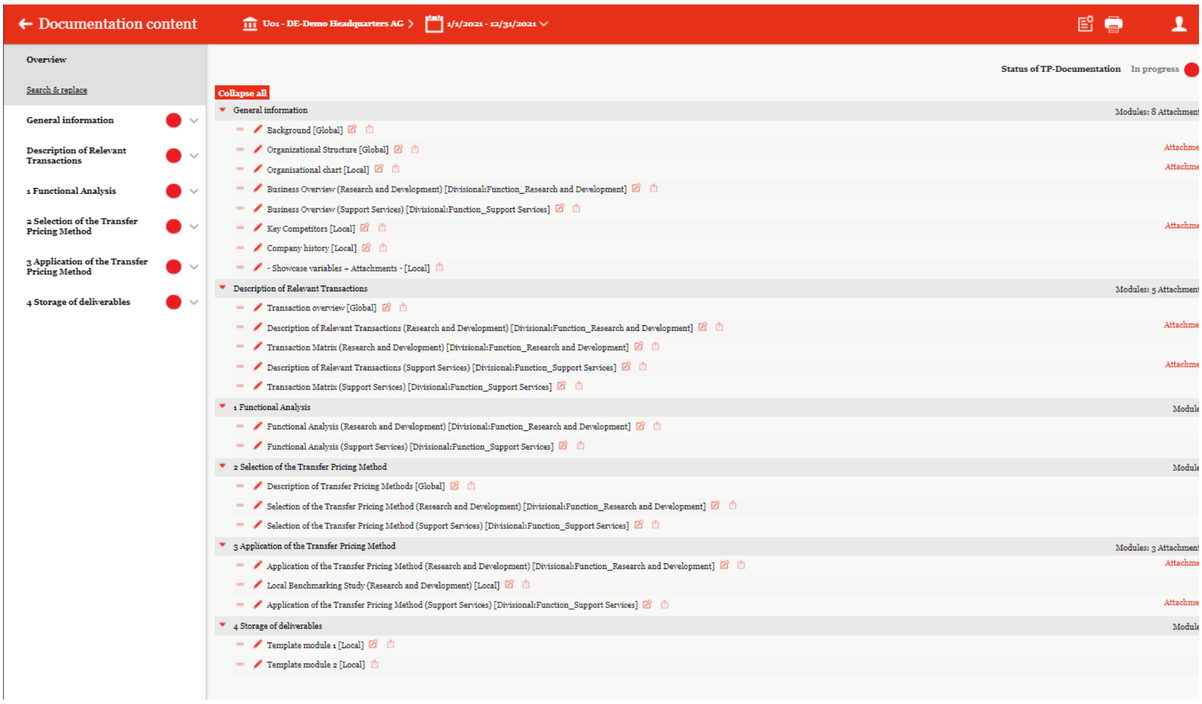


Figure: Overview documentation content

If you only have rights for one report configuration of your company, the overview of the documentation content will appear immediately after clicking on the menu item **"Documentation content"** (under **"Reporting company/Documentation content"** in the main menu of *globalDoc*).

The button **Collapse all** collapses all open chapters. If many chapters are assigned to your company in *globalDoc*, clicking this button will increase the overview. Afterwards all or single chapters can be expanded again.

By clicking , you can generate 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*").

By clicking , you can also upload a Word document to fill the module with content or replace an existing module's content (see *Upload Word Document*). Only users with appropriate administration rights see this symbol.

3.3.1 Search & replace

It is possible to search and replace texts or variables within the entire documentation. This enables efficient retrieval and consistent implementation of the desired changes. A possible change could be, for example, the replacement of the company name with the corresponding variable in the entire document.

Clicking on "**Search & replace**" opens a search mask with the entire documentation (see Figure "Search & replace").

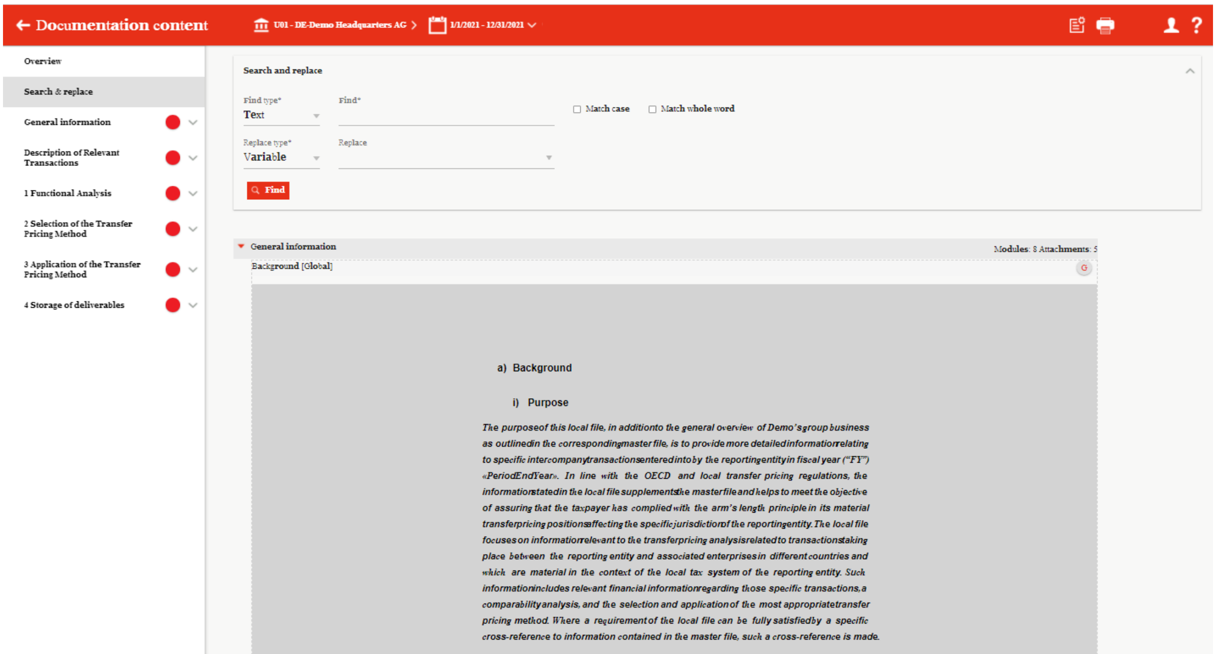


Figure: Search & replace

The search can be fine-tuned by entering the following information:

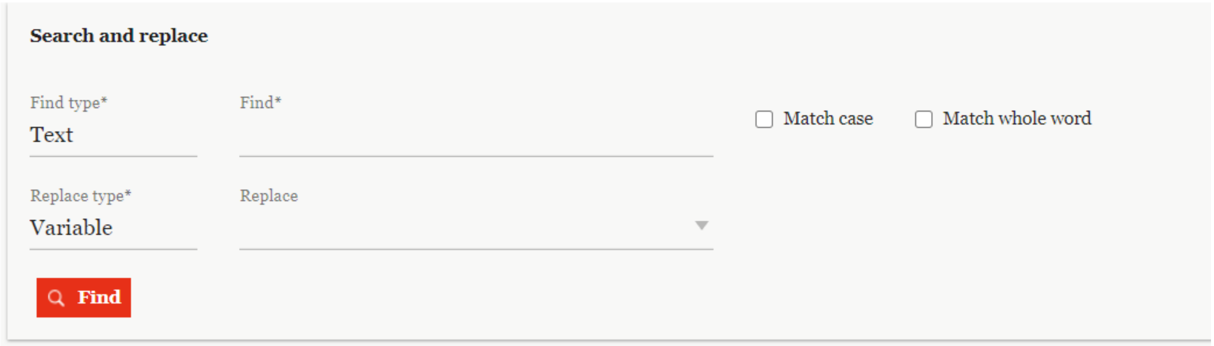


Figure: Search & replace input

Find type*: Here you can specify the type of information to be searched for. You can either search for a text or for a variable in the documentation.

Replace type*: Here you can specify the type of information to be replaced. You can either insert a text or a variable.

Find*: Here you can specify which text or variable to search for. If "Variable" has been selected for "Search type", a small arrowhead is displayed for "Find*". If you click on this arrowhead, all variables available in the documentation are listed and can be selected by clicking on them.

If "Text" has been selected for "Find type", a free search text can be entered here.

Replace: If "Variable" was selected for "Replace", a small arrowhead is displayed. If you click on this arrowhead, all variables available for replacement are listed and can be selected by clicking on them.

If text is selected for "Replace type", then you can enter a free text for replacement here.

Match whole word: By ticking this box, you can specify whether only whole words should be searched for.

Match case: If you tick this box, the search is case-sensitive.

All fields marked with an asterisk (*) are mandatory fields. Click on Find to execute the search.

The "Search and replace" function is intuitively designed and comparable to the function in, e.g., Microsoft Word. The "**Undo All**" button resets all newly made changes and cancels the search. The "Previous" and "Next" links can be used to navigate from one search result to the next and back again. “**Replace**" replaces the results found individually. “**Replace all**" replaces all results found at once.

With the function "Save changes" all changes are saved and cannot be undone.

NOTE: A user can only change the text modules for which he has the corresponding access rights. You can either select "Replace all" or always click the "Next" button and then click "Replace".

3.3.2 Overview

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 Grey: Module cannot be edited by the user of the selected reporting company. When editing modules on a Local level, modules that are on a Global or Divisional level are shown

L Red: “Editing”. The module is available for editing by the user.

L Yellow: “Waiting for approval”.

L Green: “Finished”.

On the modules to which the user does not have editing rights, the status of the module is shown with a correspondingly colored circle. For example, red G for "In progress" yellow for "Approval pending" or green G for "Completed".

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; see Figure "Selected module - Documentation content"):

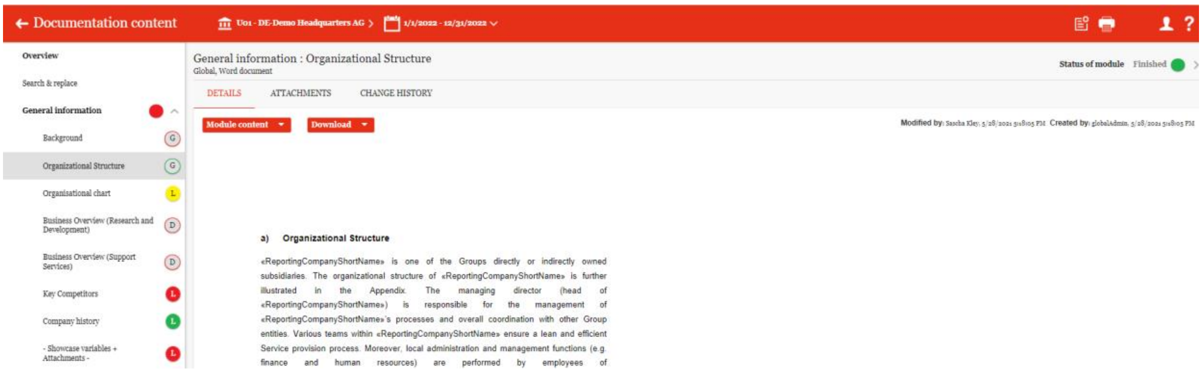


Figure: Selected module - Documentation content

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

The "**Status of TP Documentation**" button at the top right of the overview page (see figure "Submit overview of documentation content after approval") shows the overall status of the TP documentation. This allows, depending on the user's rights, to submit the entire TP documentation for review or also to confirm it finally (for individual modules, see "Status of module"). The "Submit for review" function can be used, for example, if the complete documentation report is to be approved again by a third person, such as the local finance manager (with the Accountable role), after all local modules have been completed. When finalizing the complete report, all local modules contained in it are automatically set to final as well.

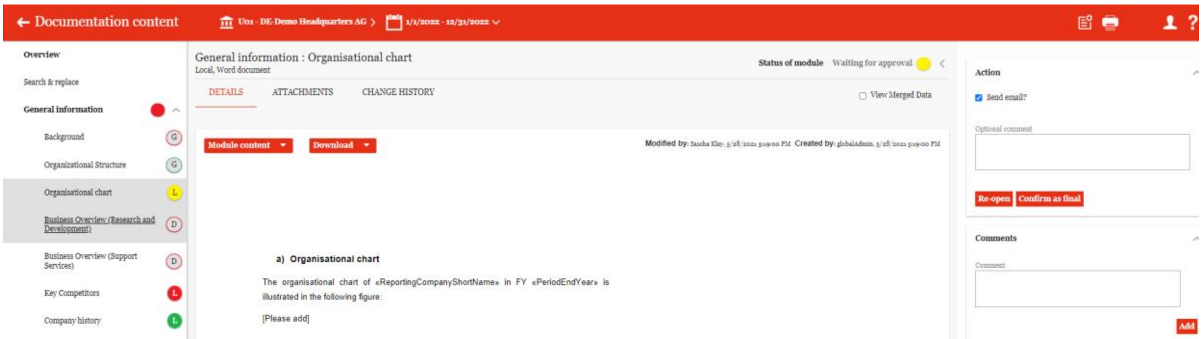


Figure: Confirm module after submission for approval

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").

3.3.3 Tab Details

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 "**Details**", "**Attachments**" and "**Change history**" can be seen in the upper area (see Figure "Details of a module, not editable by the user").

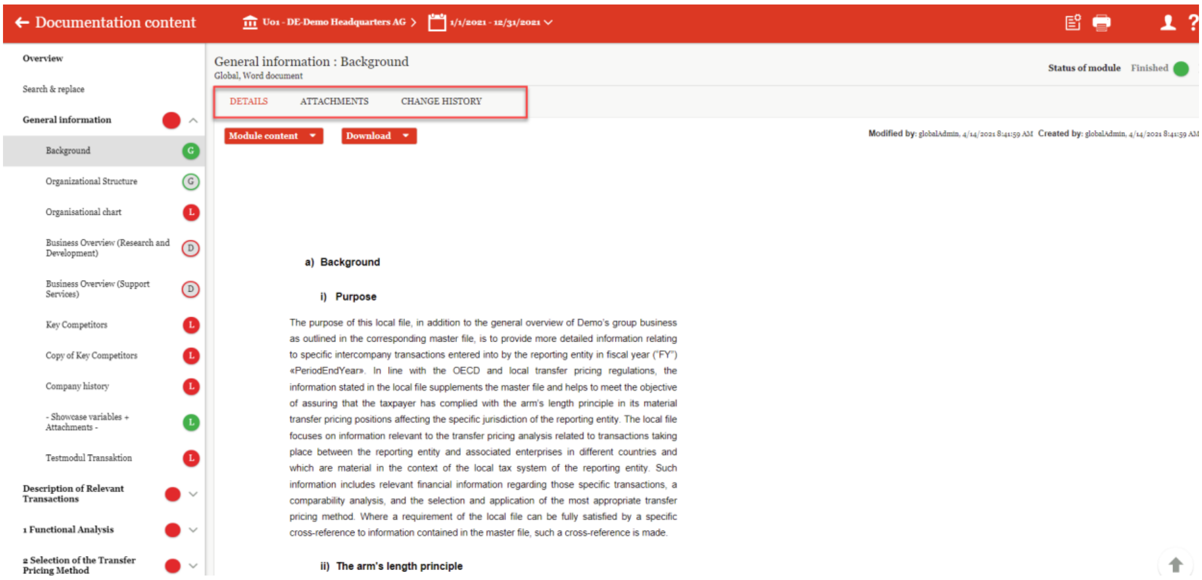


Figure: Details of a module, not editable by the user

In the case of a module that you can edit, the following buttons are usually displayed under the "**Details**" tab:

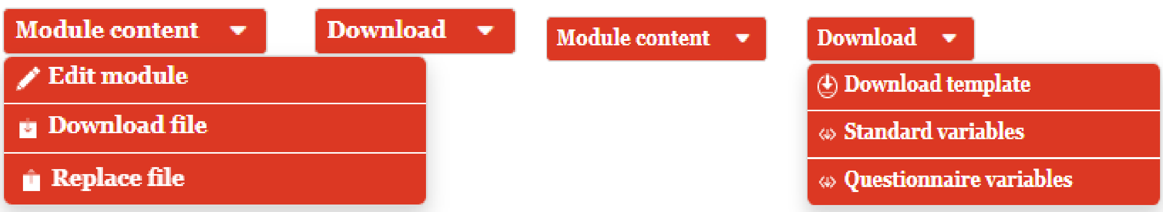


Figure: Selection bar in editable module

Under the button "Module content" you can click on **"Download file"** or **"Edit module"** to edit the displayed documentation content in Microsoft Word format or in the online editor.

The button "**Use prefilled template**" is only visible if the system administrator has assigned a prefilled template to the module.

The button **"Delete"** deletes the module content.

Under the button **"Download"**, it is possible to download either the template on which the module is based or the standard variables and questionnaire variables. The use of the variables is explained in more detail when editing the module content.

Various buttons are displayed via the selection buttons "Module content" and "Download" depending on the process:

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 online editor	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)
Standard variables	Download of standard variables. A Word file will be available, containing all standard variables, which can be copied and pasted into the module content (Details: see overview on globalDoc variables). Important: The variables contain Word field functions. They need to be pasted as they are, only pasting the text does not work.
Questionnaire variables	Download of variables which have been defined in the questionnaire (see **Menü item Questionnaire**)
Upload or Replace file	Upload or replace the module content by uploading a Word document
Download file	Download the module content as a Word document to the local computer.
Remove	Delete the documentation content

3.3.3.1 Upload Word document

As described above, clicking on "Download file" downloads the module content as a Word document to your computer. You can then edit the module with all Word functionalities, save it on your computer and then upload it back to globalDoc by clicking on "Replace file".

Alternatively, you can also work directly in the overview of the modules visible to you (see figure "Documentation content - Overview of modules"):

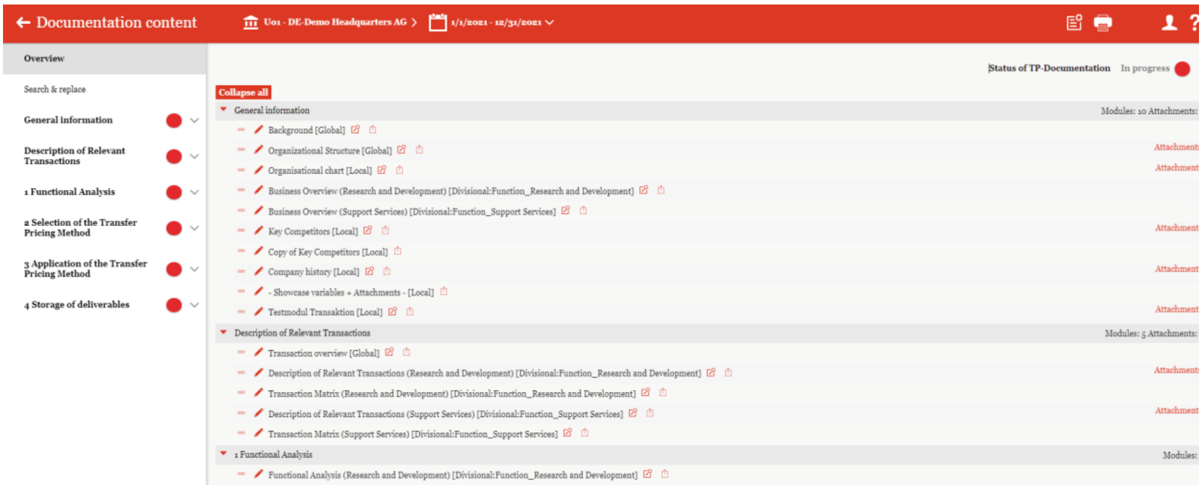


Figure: Documentation content - Overview of modules

The icon displays, that the user can upload a Word document.

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

Figure: Upload Word document

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

Figure: Replace Word document

A click on "**Choose File**" allows 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 button to switch to the detailed view of the module and fill it there.

After the button has been clicked, the following detailed view opens:

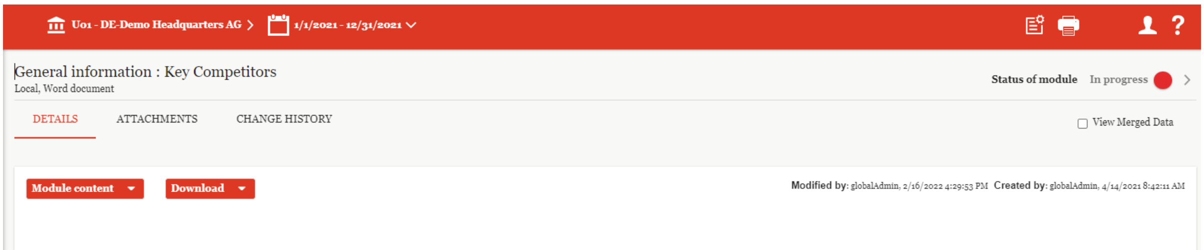


Figure: Detailed view - Local module

In the detail view, various functions are available for editing the module content, which are briefly described below.

To edit a module content in Microsoft Word, the content can be downloaded as a file under "Module content" by clicking on **Download file**. After editing it can be uploaded again by clicking on **Replace file**.

The use of variables is also possible outside of globalDoc. For this purpose, the questionnaire variables as well as standard variables can be used with "copy and paste" in the downloaded file. globalDoc Solution recognizes the variables and can output it when printing. As soon as the selection is confirmed, the file is uploaded and the (local) module is filled with content.

3.3.3.2 Online editor

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

The button **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:

Click on Module content and "Edit Module" to open the selected module in the online editor for editing. After opening the module, the following warning appears above the editor:

Warning: The editor suppors the majority of word-formats and word-functions. However in particular cases, unsupported formats or functions can be lost.

Figure: Warning message

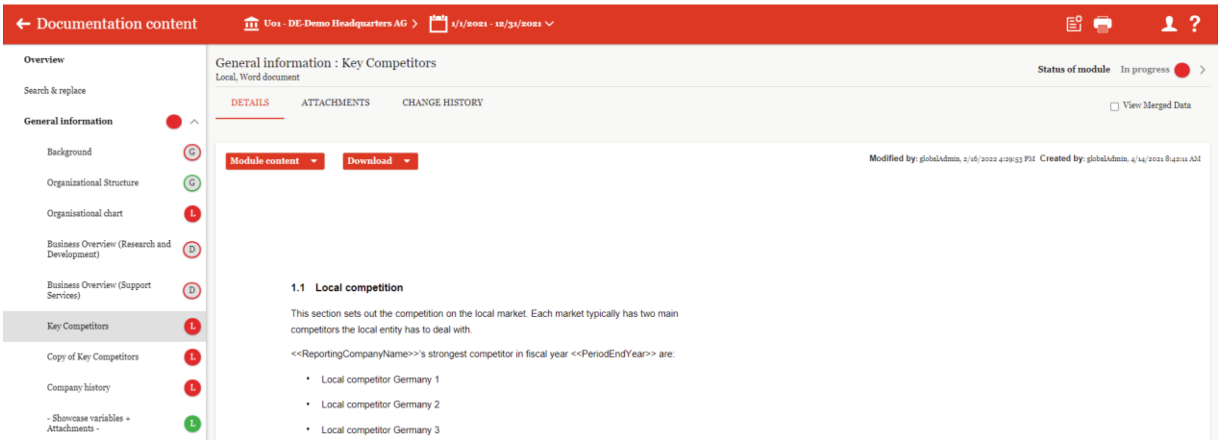


Figure: Overview online editor

Editing the module in the online editor essentially corresponds to the familiar Word environment, as shown in the following screenshot:

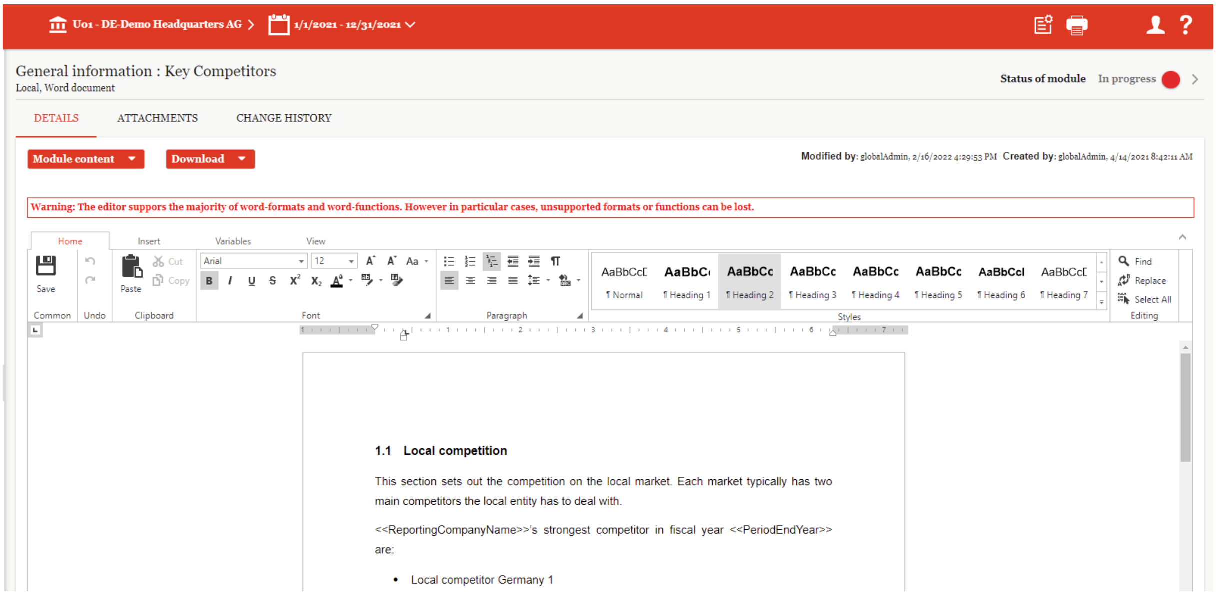


Figure: Editing mode of the online editor

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**". Additionally, if a questionnaire is available, the answers from there can also be used as variables within the module (see menu item *Questionnaire*).

If you click on the "Insert variable" area shown in the Figure "Online Editor - Insert variable", a dialog window opens in which you can select from the stored variables (see *Menu item Master data*):

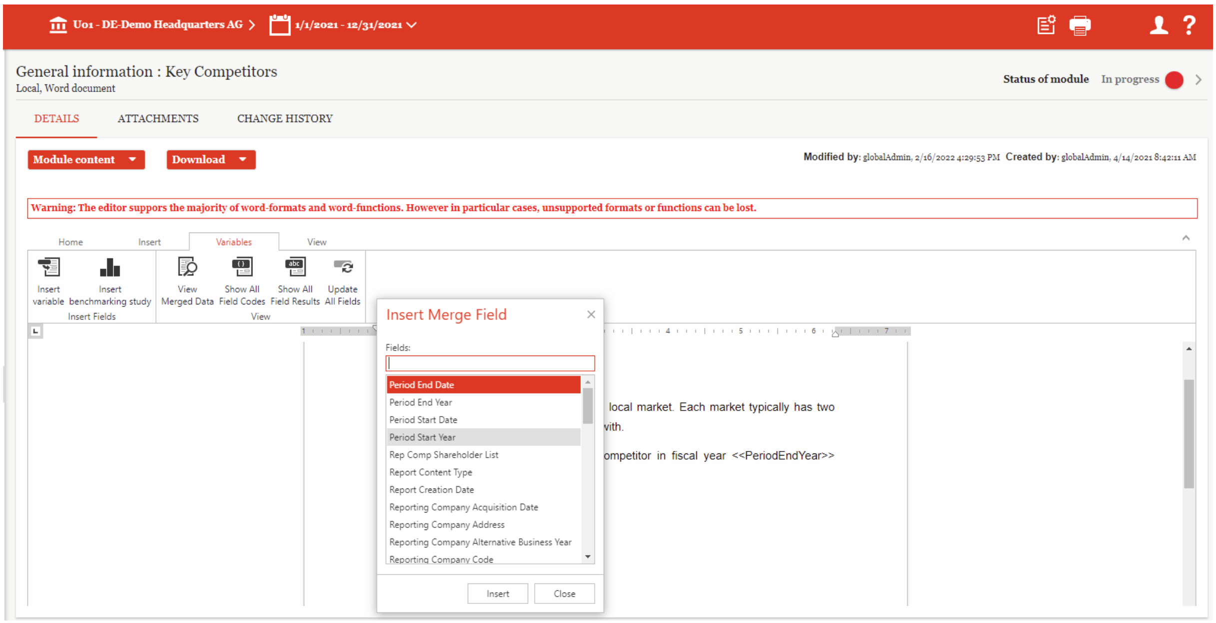


Figure: Online Editor - Insert variable

NOTE: While many variables (report variables) can be added directly in the online editor, some special variables (table variables) must be inserted outside of globalDoc in the module downloaded as a Word file. These are transaction tables that are copy-pasted into the module. These special variables allow the transactions for each company and reporting period to be presented in a structured manner in the printed documentation. The variables available in globalDoc are shown in the appendix to this user manual.

If you click on "**Insert benchmarking study**" marked in the following Figure "Online Editor - Inserting a benchmarking study", a dialog window will also open in which you can select from the stored benchmarking studies:

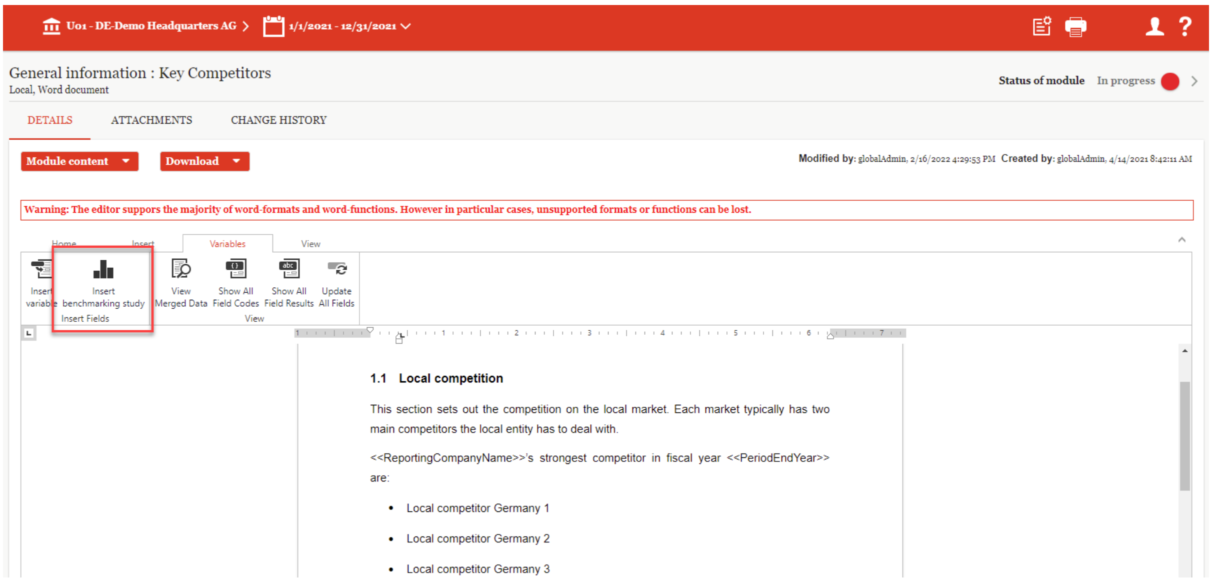


Figure: Online Editor - Inserting a benchmarking study

The following dialog window appears:

Select benchmarking study

Region

	Name	First year of study	Last year of study	Region	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
	APAC Support Services	2016	2018	APAC	Mark-up on total coast - in %	4.30	4.60	5.30	6.10	7
	EMEA Research and Development	2016	2018	EMEA	Mark-up on total coast - in %	1.90	2.60	3.60	4.90	7.50
	EMEA Support Services	2016	2018	EMEA	Operating margin - in %	2.90	3.60	5.40	7.30	12.20
	NAFTA Research and Development	2016	2018	NAFTA	Mark-up on total coast - in %	2.30	4.30	5	7.10	9.90
	NAFTA Support Services	2016	2018	NAFTA	Return on capital employed - in %	2.10	3	5.40	7.70	13.70

Additional available studies

	Name	First year of study	Last year of study	Region	Country	PLI name	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
	DE Research and Development	2016	2018		DE - Germany	Mark-up on total coast - in %	2.30	4.50	6.40	7.80	11
	DE Research and Development	2016	2018		DE - Germany	Operating margin - in %	1.50	2.50	5	7.50	8.50
	FR Support Services	2016	2018		FR - France	Mark-up on total coast - in %	2.20	3.50	5.30	6.70	9
	US Research and Development	2016	2018		US - United States	Mark-up on total coast - in %	1.20	2.50	3.70	5.50	8.90

Benchmarkingstudie auswählen

Land

	Name	Erstes Jahr der Studie	Letztes Jahr der Studie	Land	Bezeichnung des Gewinnindikators	Minimum	Unteres Quartil	Median	Oberes Quartil	Maximum
	Benchmarking TEST STE	2015	2018	DE - Germany	Mark-up on total - in %	18	19	24	44	65
	Benchmarking TEST STE	2015	2018	DE - Germany	Mark-up on total - in %	14	17	21	34	45

Figure: 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 the button **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 Figure "Warning message - Selection of prefilled template").

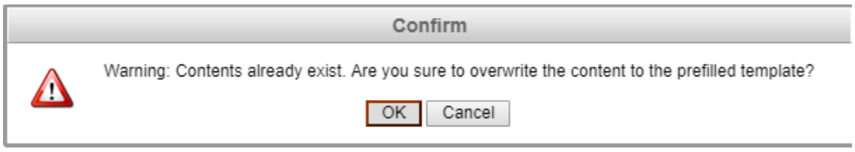


Figure: Warning message - Selection of prefilled template

The function "Use pre-filled template" only appears if the centrally provided template document has not been adopted. This is because this function gives you the option of subsequently adopting the pre-filled template.

The button “preview mode” allows for a preview of the module to be displayed.

The online editor can be accessed again by clicking the button “Edit module”.

3.3.3.3 Centrally provided prefilled templates

If the system administrator has updated the prefilled template for this module, the system recognizes this and displays an according message window (see the Figure "Updated prefilled template").

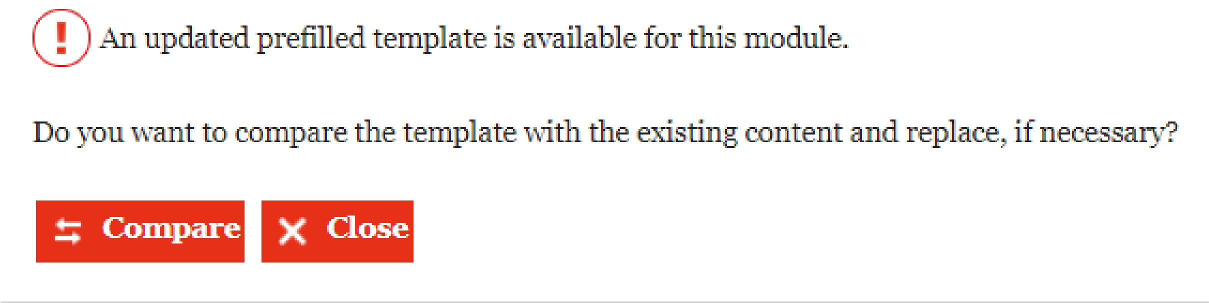


Figure: Updated prefilled template

The "Compare" button can be used to compare the current module content and the prefilled template updated by the administrator.

The differences between the two versions are shown in color in a separate window (see Figure "Compare prefilled template").

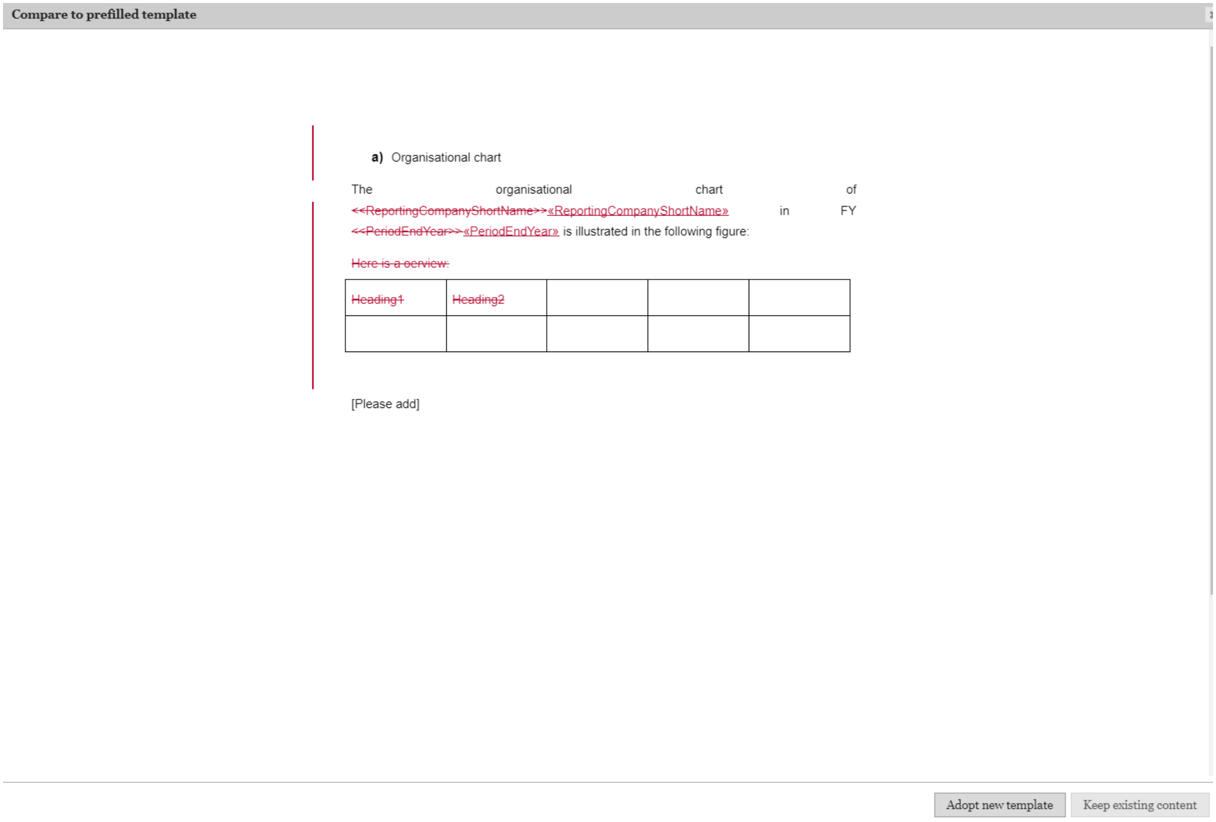


Figure: Compare prefilled template

You can either use the function **"Adopt new template"** to take over the template provided by the system administrator or use the function **"Keep existing content"** to not update the content. If you select "Keep existing content", you still have the option of adopting it later via the button "use pre-filled template" (see chapter "Online Editor").

3.3.4 Tab Attachments

In the "**Attachments**" tab, users can upload file attachments that are assigned to this module (see Figure "Module attachments"). Attachments can contain files in any format such as spreadsheets, Excel tables, images, and PDF documents.

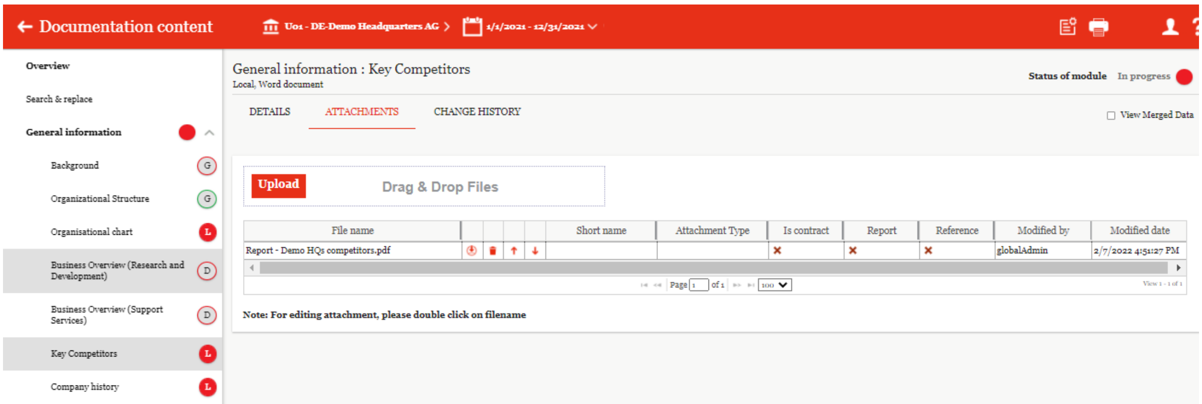


Figure: Module attachments

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").

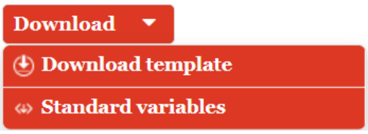
The selection of the fields "**Is contract**", "**Report**" or "**Reference**" are displayed in the overview with the symbol for non-selection and with the symbol for selection.

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.

The variables to reference contracts within the report can be downloaded by clicking "Download" via the button **Standard variables** in the sub-menu "**Documentation Content/Module Details**":



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 "Attachment Type" during report generation. To store an attachment in a folder created by the system administrator, the respective Attachment Type must be selected (see Figure "Set attachment characteristics").

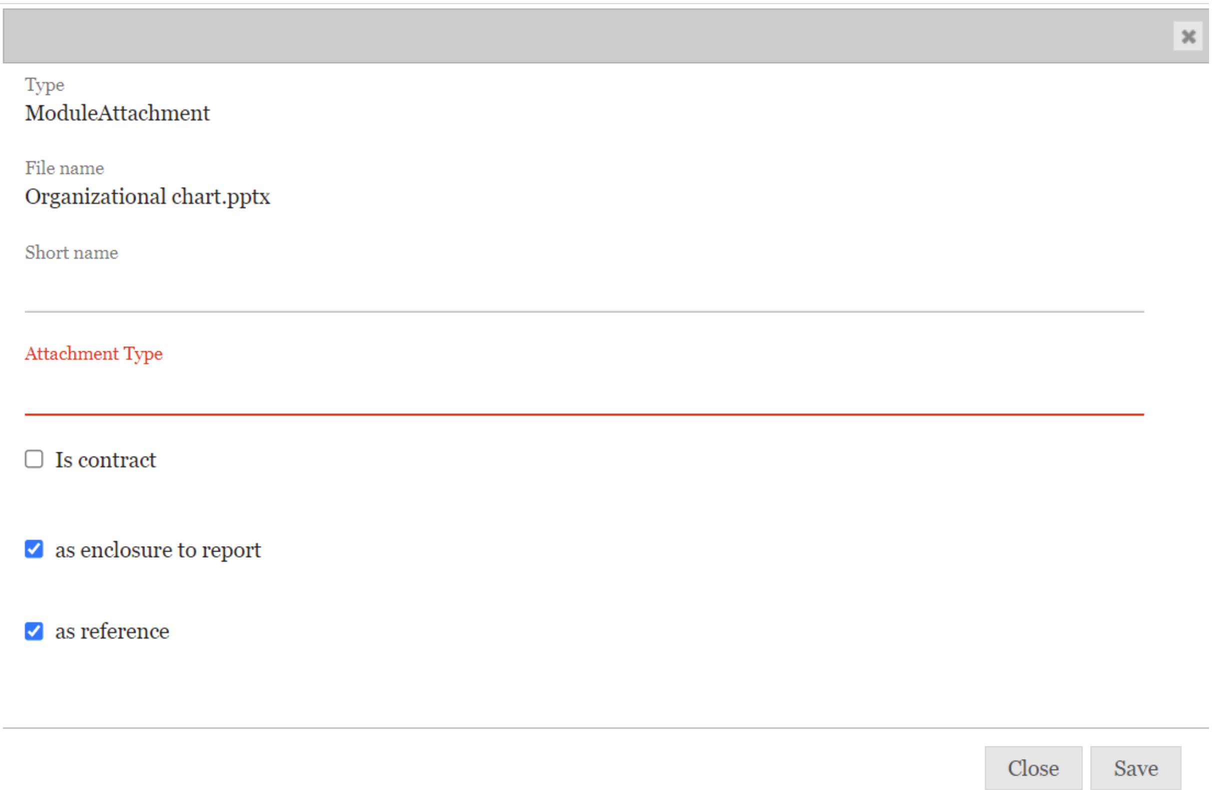
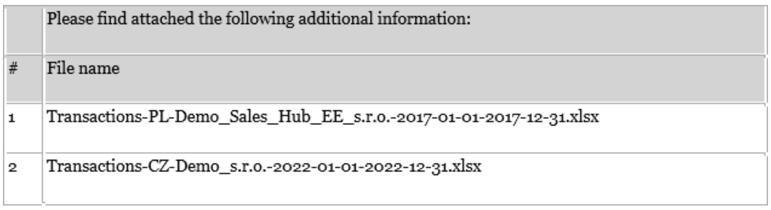


Figure: Set attachment characteristics

If the appendix is additionally marked with "**as reference**", the module attachment is indicated in the module text. The Figure "Reference to attachments" 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: 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*.

3.3.4.1 Centrally provided attachments

The system administrator can provide attachments centrally for local modules. If this is the case, the local user is shown the following message window after opening the module:

Figure: Centrally provided attachment note

Likewise, the "Attachments" tab in the module is displayed in red with an exclamation mark.

Figure: Navigation panel

In the "Attachments" tab of the module, a button is displayed with which you can decide whether you want to accept the provided attachment (see Figure "Centrally provided attachment").

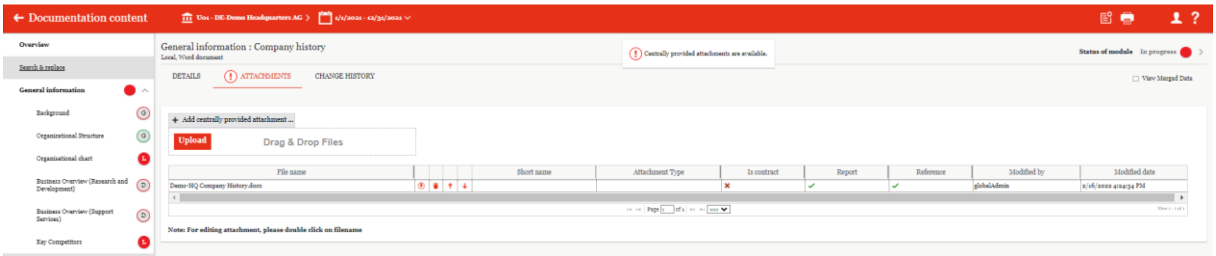


Figure: Centrally provided attachment

After clicking the button, the following table opens. Here, a user has the option of selecting in the column "Add" or in the column "Dismiss" and thus attaching the centrally provided attachment to your module (see Figure "Selecting centrally provided attachments").

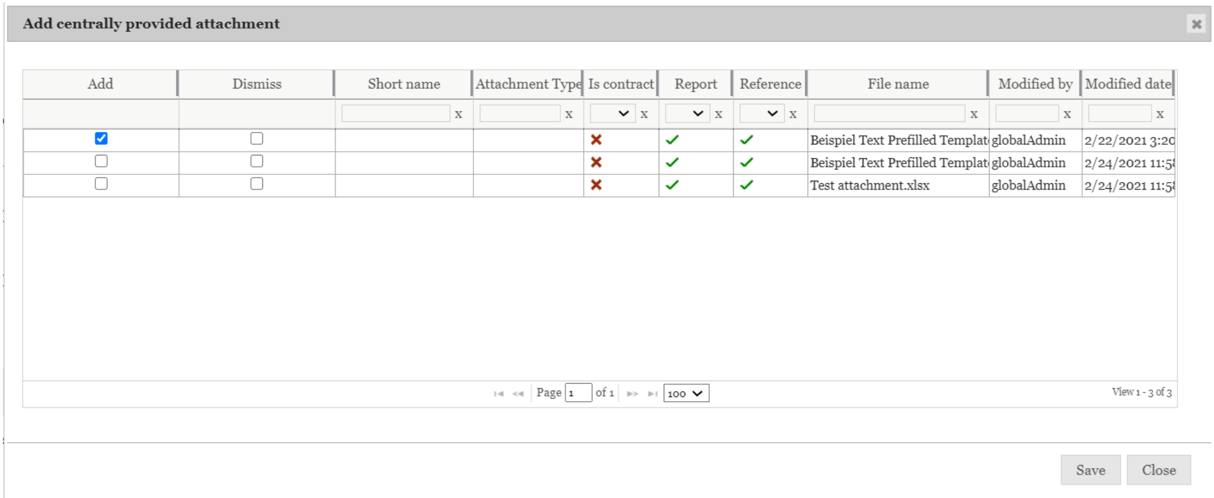


Figure: Selecting centrally provided attachments

3.3.5 Tab Change history

The "**Change history**" tab lists all saved versions of the module content and attachments (see Figure "Change history"). The user can view the individual versions, compare them with the current version, 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).

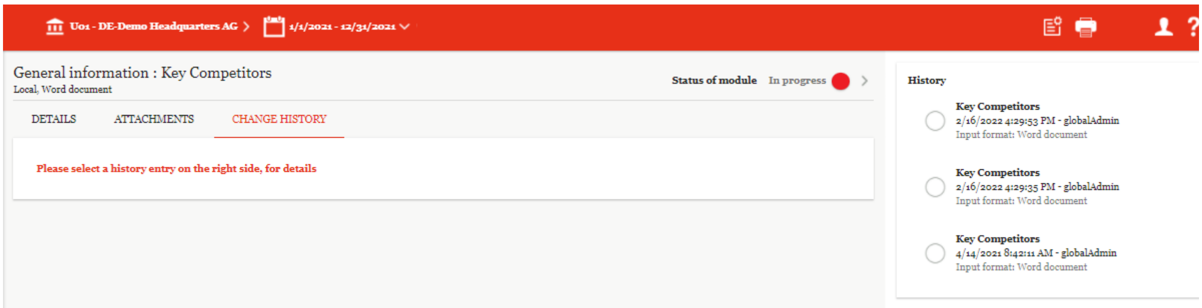


Figure: Change history

When on the "Change history" tab, the user has the option to perform the following actions:

Revert to this revision: The module content is reset to the status of the selected version. The previous module content is also historicized.

Compare with current: A display appears showing the differences between the current and the selected module content in track-change mode.

Download comparison: A Word file is created here in which the differences between the current and the selected module contents are displayed in track-change mode.

3.3.6 Status of the module

If a user has been selected as “Responsible” for a reporting company, he can change the status of a module and pass it on to the "Reviewer" (see *Reviewer*) or to a user with the role "Approve Task" (see *Approve tasks*) to check the changes he has made ("**Submit for approval**").

The status of a module can be found in the upper right corner of the screen (see e.g. *Tab Details*):

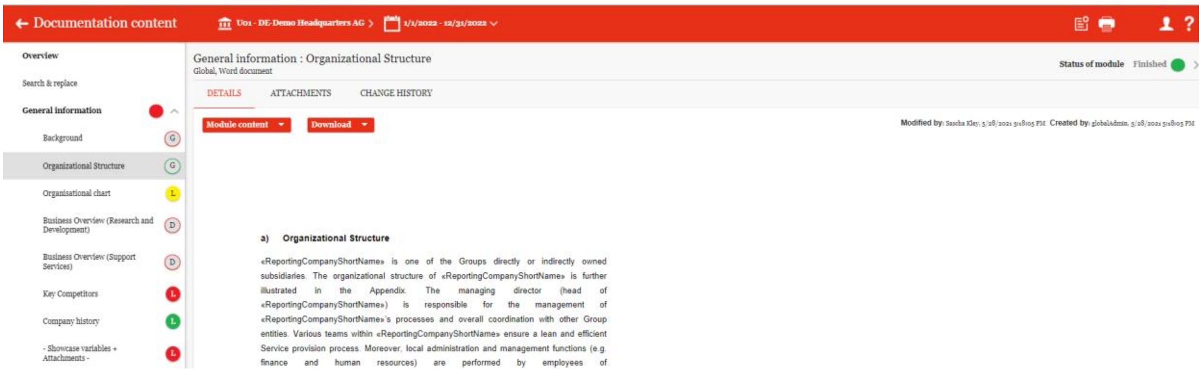
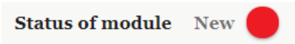
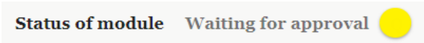
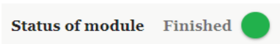


Figure: Status of a module

Also in this case, the processing status of the module is indicated using traffic light colors.

 	**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/Accountable/Responsible for approval. Further processing by the submitter is no longer possible in the current status (unless he or she also has the role "Approve tasks"). Only when the user with the role "Approve tasks" has executed the "Reject" or "Re-open" 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 "Approve tasks" can change the status of a module at any time as long as the entire TP documentation has not yet been completed.

3.3.6.1 *Module review process*

By clicking 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/Security 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/Accountable or Reviewer) can check the modules directly in *globalDoc*. 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**", "**Comments**", "**Info**", "**History**" and "**Checklist**" (see Figure "Options of the review process").

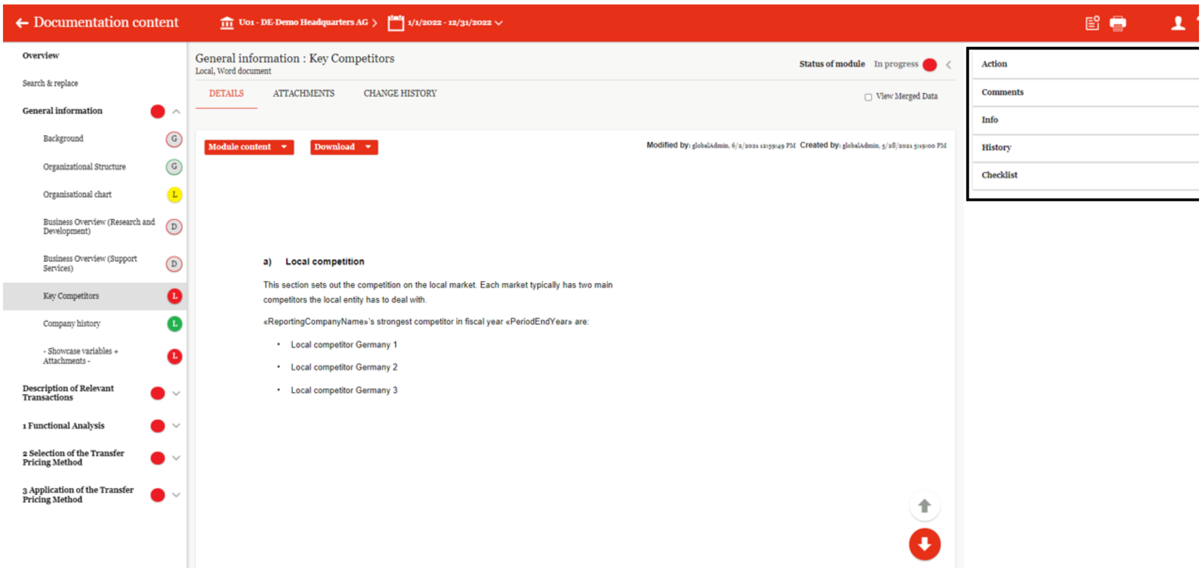


Figure: Options of the review process

Depending on the module status, the following options are available for tracking the module status (see figure for module status).

By clicking the button , the individual sections can be opened. The figure "Options of a Responsible" is an example of how a status of a module can look like (in this case from the point of view of a Responsible):

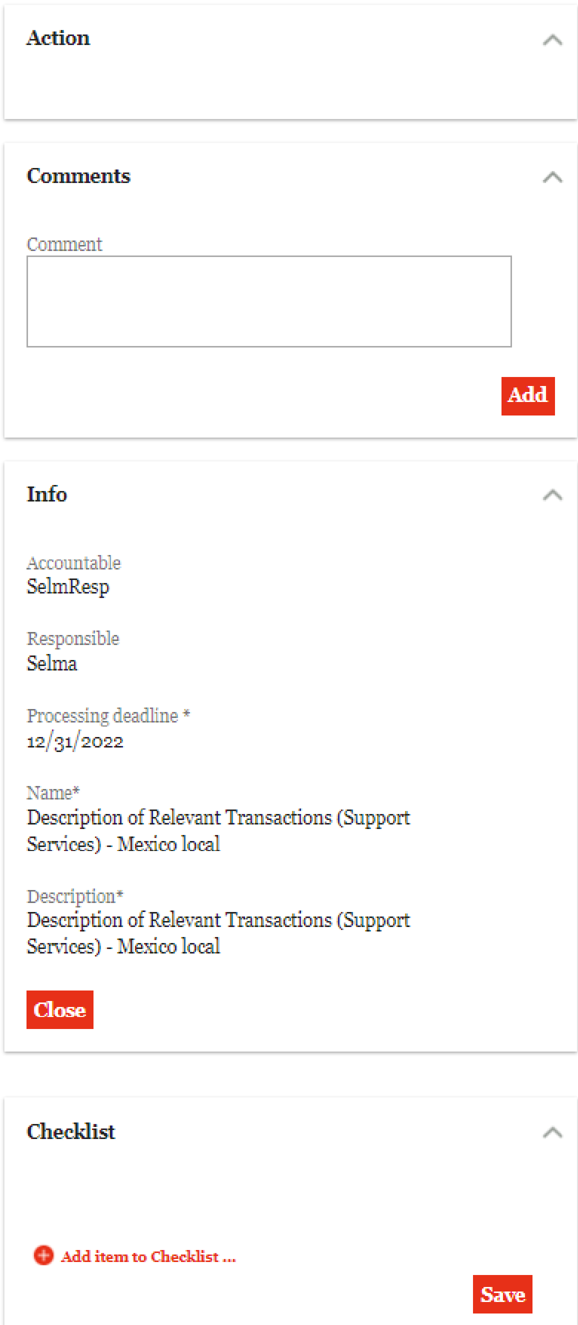


Figure: Options of a Responsible

3.3.6.2 Action

The option section "**Action**" lets the user with permission to edit a module (e.g., as "Responsible") forward the module for approval via the link "Submit for approval". The responsible user with the role "**Submit for approval**" (or Reviewer) will be informed by e-mail, if the selection field "**Send email?**" was selected, as shown in the Figure "Submit for approval" below. In this case, an optional input field also appears in which a message or comment for the user with the right “Approve tasks” or for the “Reviewer” can be stored when submitting the task.

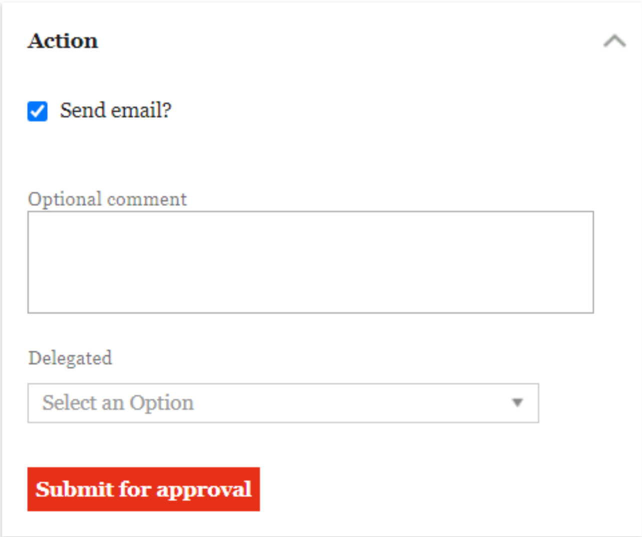


Figure: Submit for approval

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 System/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 (see Figure "Edit delegation").

NOTE: One module can be assigned to several users at the same time. However, for editing a module, not more than one user should be working on it at the same time.

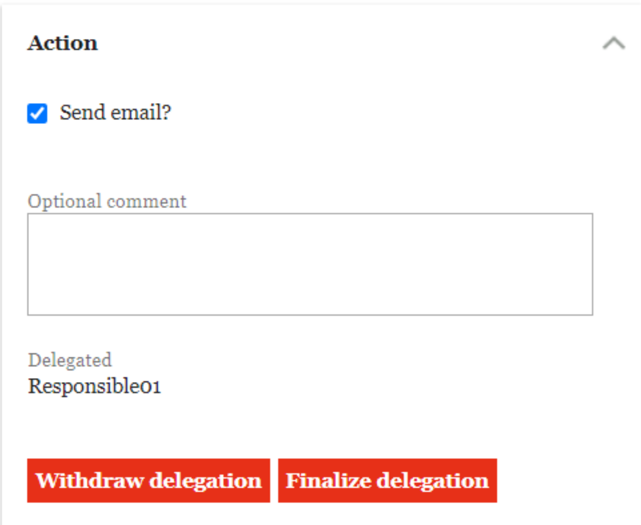


Figure: Edit delegation

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

If the Responsible selects this option, the status of the module changes from "red" to "yellow" 

if the system/security 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": 

.

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 (see Figure "Edit request for approval"), or the option section is empty, since the next processing step lies with the Reviewer.

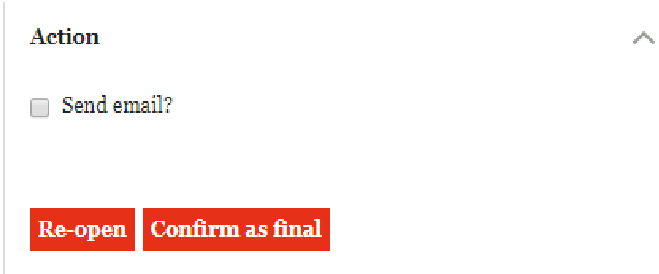


Figure: Edit request for approval

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.

NOTE: 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 Figure "Module classes - Status of module"). See also chapter *"Menu item Documentation content"*.

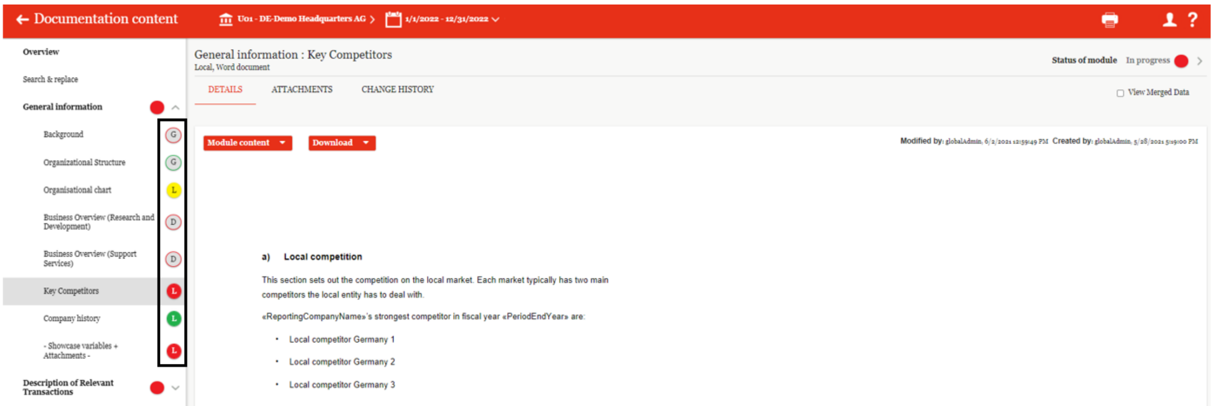


Figure: Module classes - Status of module

NOTE: If the responsible user has been assigned the role "Approve Tasks", he or she can directly make changes to the module. By activating the "Approve" function, the module receives the status "Finished".

In the " Action" section, a note is also displayed if the defined checklists (see checklists) for the module have not yet been completely checked off (see also Figure "Checklist warning").

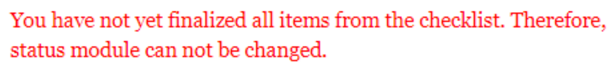


Figure: Checklist warning

3.3.6.3 Comments

In the Comments section, the different user groups involved in the review process (e.g.: Responsible, Delegated User, Reviewer and other users with editing rights), are enabled to add comments, e.g., instructions for action or queries about the editing process of the module (see Figure "Comments").

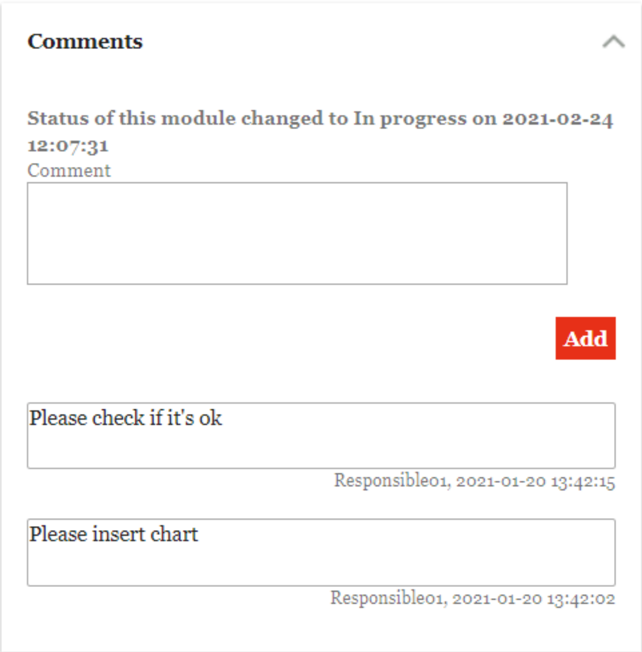


Figure: Comments

A comment can also be entered when reopening a module. All comments are displayed in chronological order.

3.3.6.4 Info

In this section, it is possible to see which users have the aforementioned roles. The Accountable or Responsible have the additional possibility to create a deadline for the completion of the module-related task as a responsible. The information on the task is also displayed on the home screen of *globalDoc*.

Figure: Option section Info

Following input fields are displayed:

Accountable: The Accountable has overall responsibility for the documentation of a reporting company and confirms the report as a whole.

Reviewer (optional): The Reviewer reviews content of the local modules .He can then either approve it or reopen it.

Responsible: The Responsible is responsible for the module content (text blocks and file attachments) and may delegate editing to other users, if necessary.

Processing deadline*: Here, an authorized user can specify by when a task must be completed. If the task is not completed by the deadline, the following message appears: "Please note: The processing deadline has been exceeded." In addition, the system administrator can define at which points *globalDoc* sends automatic e-mails as reminder of an impending deadline. Of course, your own tasks and the respective deadline can also be seen directly on the home screen.

NOTE: This processing deadline refers to specific tasks in the documentation process. It is not to be confused with the creation or submission deadline that appears on the top right of the home page.

Name*: Depending on the authorization, the processor of the module can enter a name for the respective assignment. Normally, it contains the information which module class is assigned to the module and which structure level it has.

Description*: A short description of the task is stored in this field.

By clicking the button **Close**, the option section can be closed without saving. The button **Save** saves the changes you have entered. This button is displayed as long as you have the authorization to edit tasks.

The button **Details** opens the detailed view. Via "Details" you, as a user of *globalDoc* Solution, receive, in addition to the above-mentioned information, an overview of the comments (see Comments) and the history of changes made to the editing deadline (see Figure "Info details").

Figure: Info details

The responsible person (or the system administrator) also has the option of entering additional information in the "Additional guidance" tab by clicking on the "Details" button, where the complete information on the module can be seen (see Figure "Additional guidance").

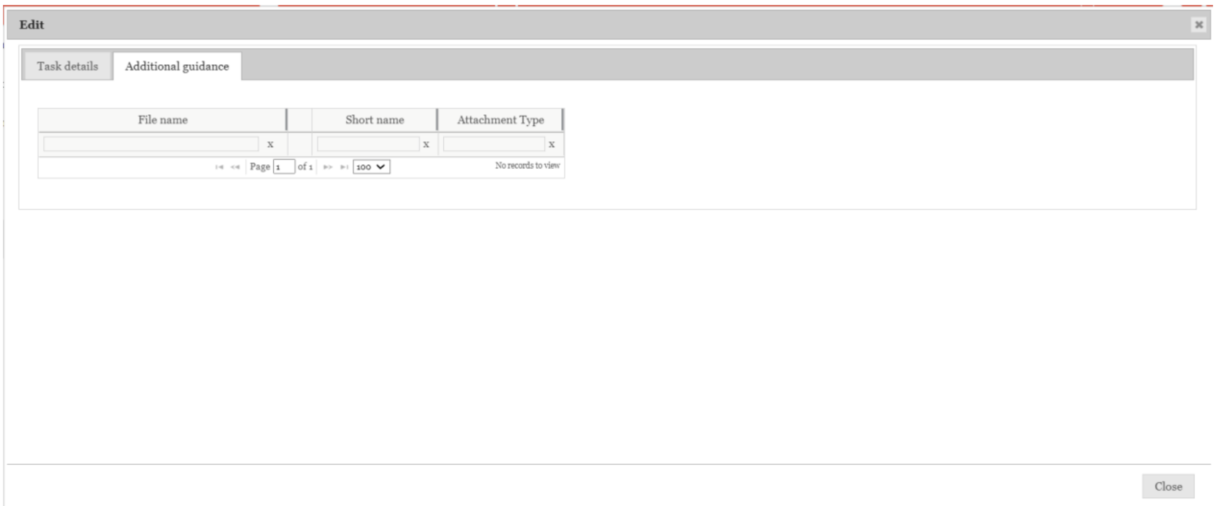


Figure: Additional guidance

3.3.6.5 History

The "**History**" section shows which user changed the module status at what time and how. In order to show the name of the respective user, the mouse must be placed on top the profile picture icon (see Figure "History").

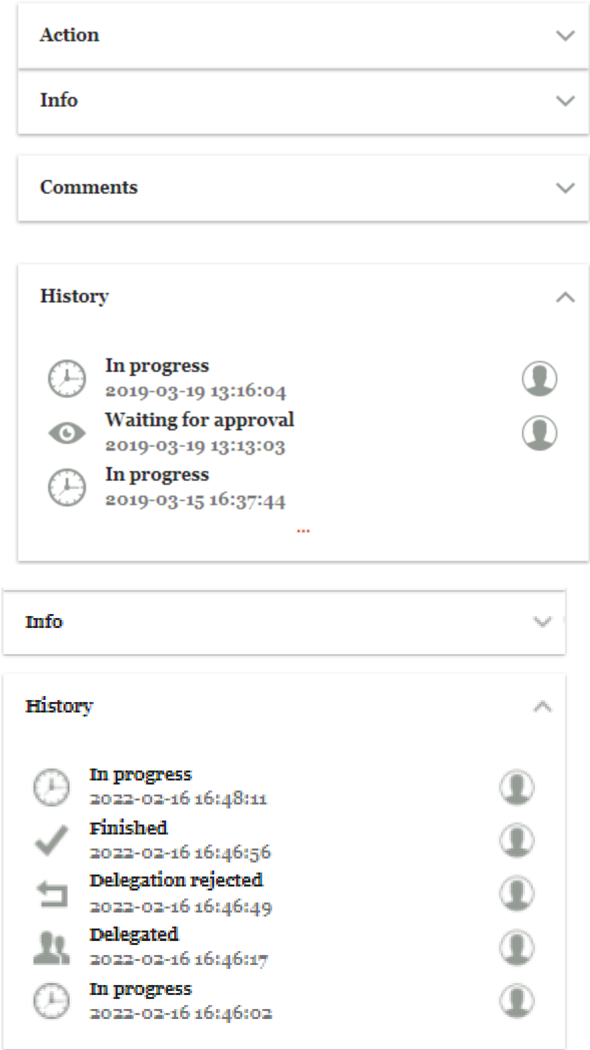


Figure: History

3.3.6.6 Checklist

Checklists can be assigned to modules (see Figure "Checklist"). This can be done centrally by the system administrator or locally during module editing by the Delegated User. Before a module is finalized by the editor, all the items listed must be checked off as completed.

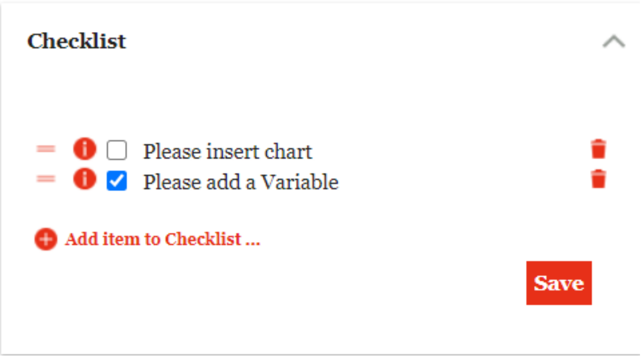


Figure: Checklist

A new list entry can be created via the link Add item to Checklist ... . As in the illustration above, a short description is required. Each change can be saved via the "Save" button.

As usual in globalDoc, entries are deleted by clicking on the symbol .

With the symbol , however, the order of the entries can be changed. To do this, click on the symbol with the mouse, hold it and move it.

If you move the mouse over the information symbol , the person who created and changed the entry is displayed (see Figure "Checklist details").

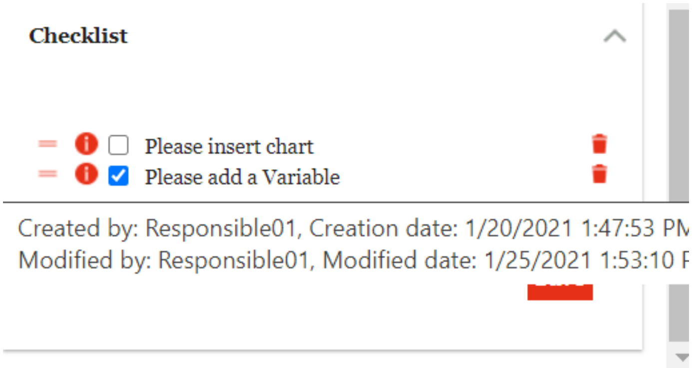


Figure: Checklist details

The status change of a module is only possible when all checklist entries have been checked off. To ensure that open items are not forgotten in longer checklists, an according note is always displayed in the "Action" section if there are entries that have not been completed (see Figure "Checklist warning").

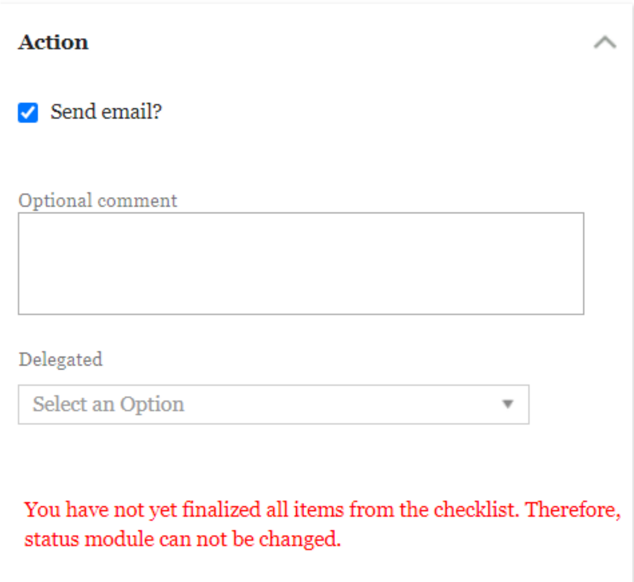


Figure: Checklist warning

NOTE: System administrators can create the checklists in the Report Configuration area. These are copied with the roll-forward opposite those created directly in the module. This function is described in the administrator manual.

3.4 Menu item Attachments

The menu item "**Attachments**" lists all uploaded attachments for the selected reporting company and the corresponding reporting period (see Figure "Overview page attachments").

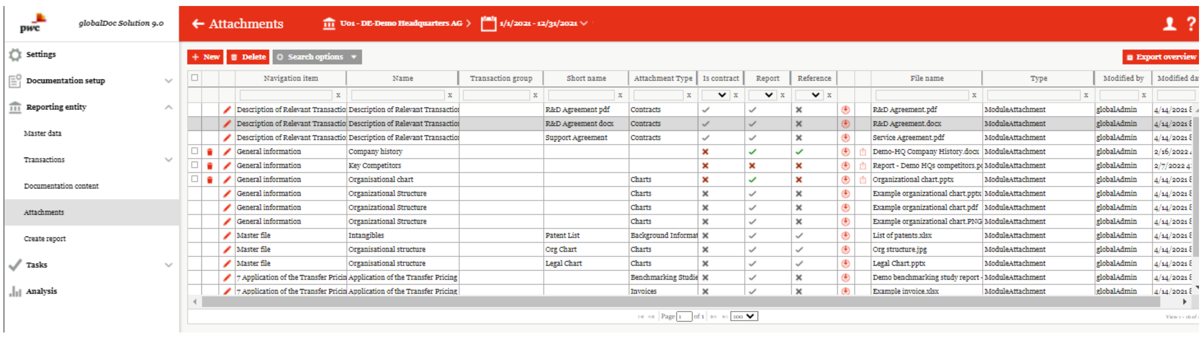


Figure: Overview page attachments

Here, all attachments are listed, independent from which module they are allocated to, in a tabular form. The search options under Search options allow for a specific search. The individual data sets can be edited by clicking the button . The button allows to download the respective attachment. By clicking the button + New, it is possible to create a new attachment (see Figure "Upload attachment").

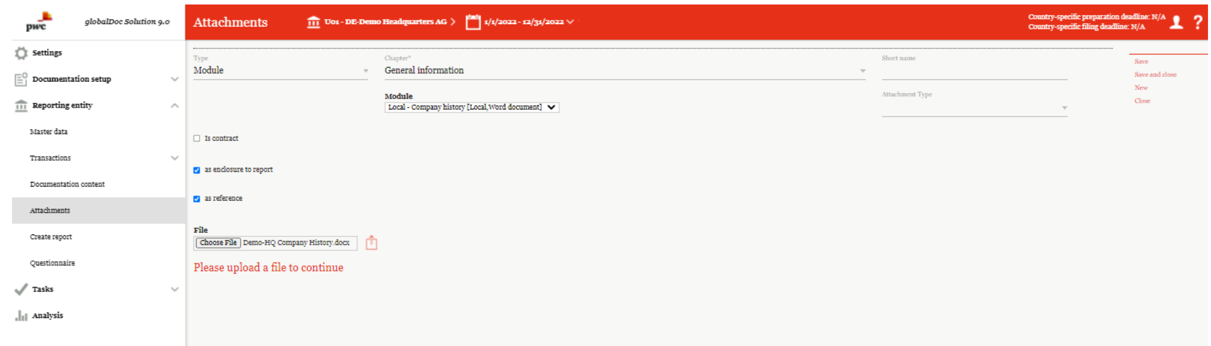


Figure: Upload attachment

Similar to what has already been described in the chapter "Tab Attachments", further settings for the attachment can be specified here. While in the " 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.

When uploading an attachment, 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 by clicking the button , 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.

With the button **Export overview** at the top right of the overview page of the menu item "Attachments", you can export the complete attachments to a report. It is not the files themselves that are exported, but the metadata for the files. With an export overview you have a better understanding of the attachments and the modules to which they are assigned (see Figure "Export overview attachments").

	A	B	C	D	E	F
1	Document type	Consecutive number	File name	Attachment type	Module	Creation
2	Invoices	1	Example invoice.xlsx	Module	Application of the Transfer Pricing Method (Support Services)	8/30/2019
3	Contracts	1	R&D Agreement.pdf	Module	Description of Relevant Transactions (Research and Development)	8/30/2019
4	Contracts	2	R&D Agreement.docx	Module	Description of Relevant Transactions (Research and Development)	8/30/2019
5	Contracts	3	Service Agreement.pdf	Module	Description of Relevant Transactions (Support Services)	8/30/2019
6	Charts	1	Org structure.jpg	Module	Organisational structure	3/31/2017
7	Charts	2	Legal Chart.pptx	Module	Organisational structure	5/24/2017
8	Charts	3	Organizational chart.pptx	Module	Organisational chart	9/20/2019
9	Charts	4	Example organizational chart.pptx	Module	Organizational Structure	8/30/2019
10	Charts	5	Example organizational chart.pdf	Module	Organizational Structure	8/30/2019
11	Charts	6	Example organizational chart.PNG	Module	Organizational Structure	8/30/2019
12	Benchmarking Studies	1	Demo benchmarking study report - Global Research and Development 2016 2018.pdf	Module	Application of the Transfer Pricing Method (Research and Development)	8/30/2019
13	Benchmarking Studies	2	Demo benchmarking study report - Global Support Services 2016 2018.pdf	Module	Application of the Transfer Pricing Method (Support Services)	8/30/2019
14	Benchmarking Studies	3	Demo benchmarking study report - DE Research and Development 2016 2018.pdf	Module	Local Benchmarking Study (Research and Development)	8/30/2019
15	Background Information	1	List of patents.xlsx	Module	Intangibles	5/24/2017
16	Other	1	Demo Attachment Word.docx	Module	- Showcase variables + Attachments -	9/20/2019
17	Other	2	Demo Attachment Excel.xlsx	Module	- Showcase variables + Attachments -	9/20/2019
18	Other	3	Demo Attachment PDF.pdf	Module	- Showcase variables + Attachments -	1/10/2020
19	Other	4	Demo Attachment Png.png	Module	- Showcase variables + Attachments -	1/10/2020
20	Other	5	Beispiel Text Prefilled Template.docx	Module	- Showcase variables + Attachments -	2/1/2021
21	Other	6	Report - Demo HQs company history.pdf	Module	Company history	9/19/2019
22	Other	7	Beispiel Text Prefilled Template.docx	Module	Company history	1/26/2021
23	Other	8	Beispiel Text Prefilled Template - Copy.docx	Module	Company history	2/22/2021
24	Other	9	Report - Demo HQs competitors.pdf	Module	Key Competitors	9/19/2019
25	Other	10	Beispiel Text Prefilled Template.docx	Module	Key Competitors	1/25/2021
26	Other	11	Beispiel Text Prefilled Template.docx	Module	Showcase prefilled template	1/20/2021
27	Other	12	Benchmarking study.xlsx	Task	Add benchmarking study	1/9/2020
28	Other	13	Company Guidelines.pdf	Task	Fill out Admin-Module	1/13/2020
29						

Figure: Export overview attachments

3.5 Menu item Create report

You can create and archive reports via the menu "**Create report**".

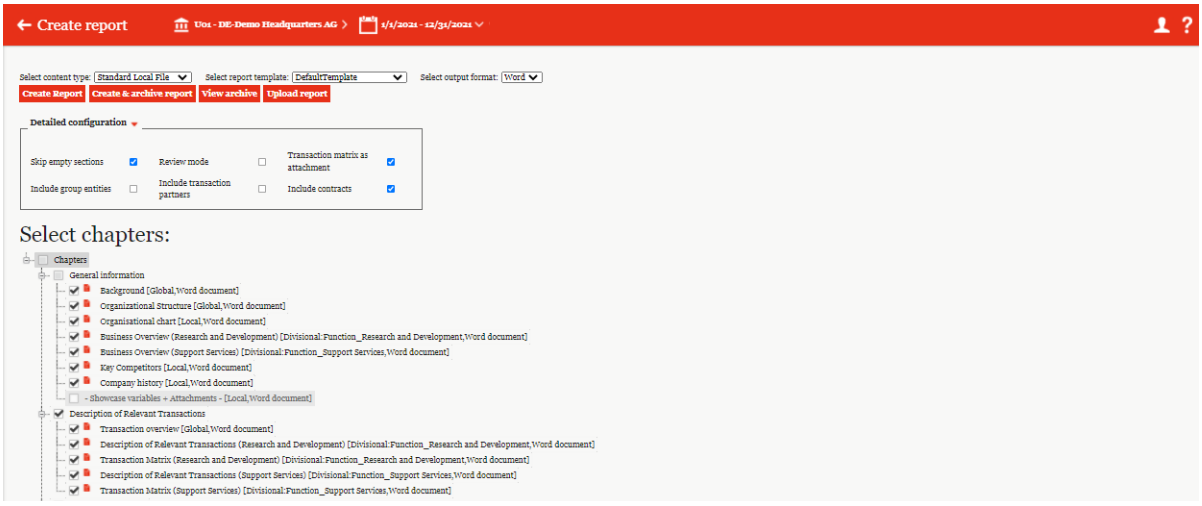


Figure: Create report

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

By clicking the button **Create Report**, you create the report in the chosen format (Note that a ZIP file will be created). The button **Create & archive report** allows you to creat the report while at the same time also archiving it. The button **View archive** will show the current archive (see Figure "Create report").

NOTE: Depending on the documentation process of your group, it is possible that the system administrator will not grant you the right to print final reports by yourself. If the report is finalized already, you have the option to to reach out to the system/security administrator for the printed report ("**Request report**").

As long as not all modules are "Finished": **Status of module** Finished, you only have the option to print reports in PDF format with a "Draft" watermark.

In addition, the button **Upload report** is also displayed. Here, the user can manually upload a report to the archive. This can be the case, for example, if the report has been changed or translated outside the tool.

Via 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. In addition, it can be specified whether an overview of all group entities, transaction partners or existing contracts should be included in the report.

In addition to these settings, it is possible to output the report in a "review mode". In this mode, one can see directly in the report what status the module has, who is responsible and/or whether it has been delegated. This is advantageous if you want to print the report for checking before finalising it or if you need an overview of the status of the report (see Figure "Review mode").

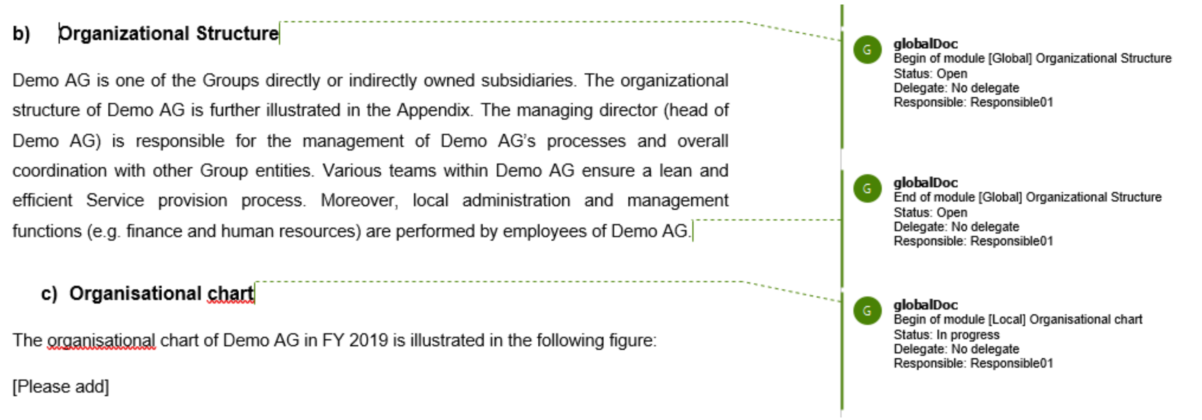


Figure: Review mode

Below the above-mentioned configuration options, the user can select and de-select the chapters (and modules) and transaction groups that should appear in the report (if the user has the appropriate rights, i.e., "Create report" for the selected reporting company) (see Figure "Create report – Select chapters").

By clicking on ☑, the respective module or chapter can be excluded from printing, unless the administrator has deactivated this print option for this module. By clicking on the PDF icon, the module content ("Preview") can be displayed (see figure "Create report - Select chapter").

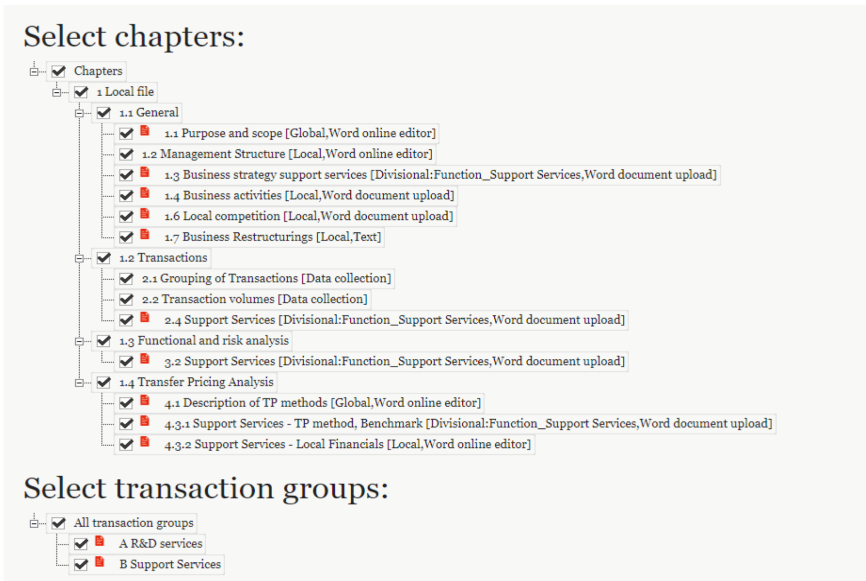


Figure: Create report – Select chapters

The Administrator may restrict the "Create report" feature for users with editor. The effects for the user are as follows:

1. The user can print reports that have not yet been finalized in PDF format only (the report file in the downloaded ZIP file). In addition, the pages of this report all have a watermark labelled "Draft".

2. Once the report to be printed is finalized, the user will not be able to print the report directly but will only have the possibility to request printing of this report (see the "Request report" figure).

3.6 Menu item Questionnaire

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

The answers are entered into the existing text fields and then saved via the button Save . Fields marked with a "*" are mandatory fields and must be filled in. After saving, the answers can be used as variables in the documentation content. Help texts can be added at the end of a text field by the system administrators. These can be read by the user via ? with a mouseover.

After saving, the answers can be used as variables in the documentation content. As the questions are filled in by the users of the different local entities, this allows for faster individualised report documentation.

The questionnaire (including prefilled and empty fields as an example) is illustrated in the following figure:

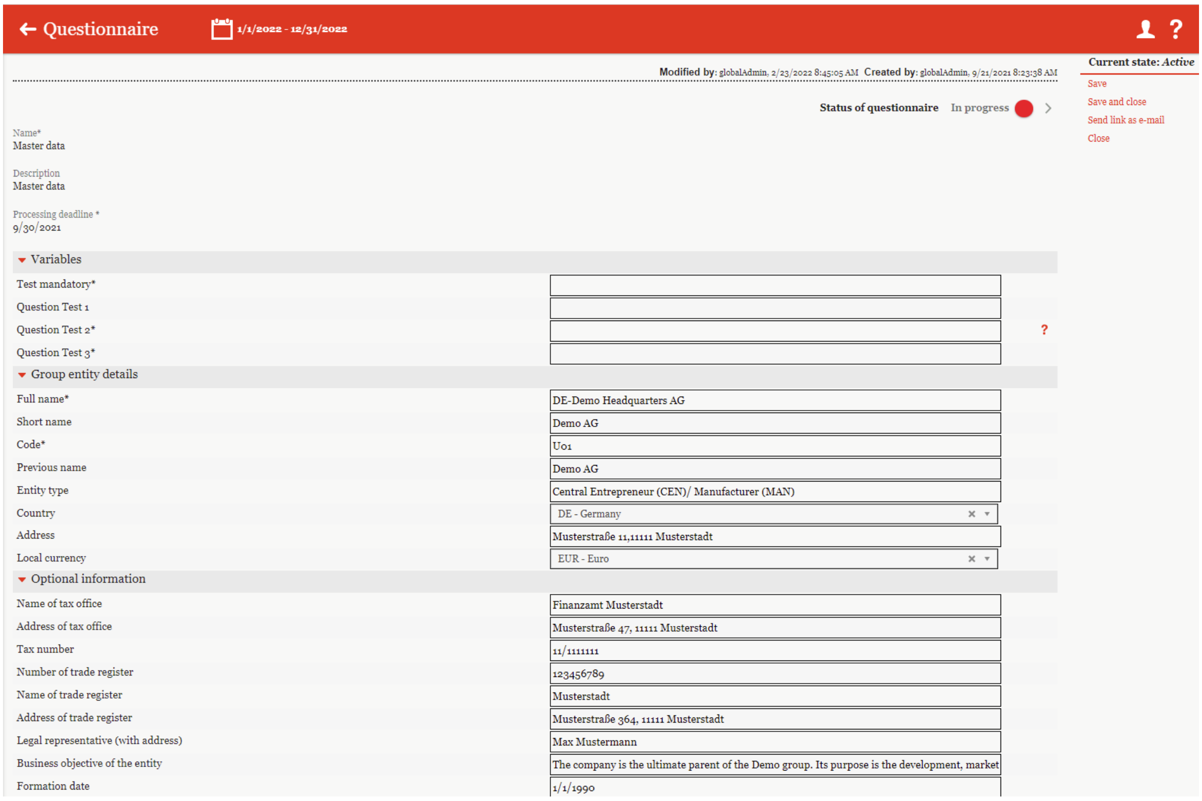


Figure: Questionnaire

3.6.1 Status of the questionnaire

If you are an "Accountable" or "Responsible"-user for your reporting company, you can change the status of a questionnaire and pass it on to the "Reviewer" (see *Reviewer*) or a user with the role "Approve Task" to review the changes you have made ("**Submit for approval**"). If no Reviewer or user with the role "Approve Task" is available, you can directly set the questionnaire to "final".

The status of a questionnaire can be found at the top right of the window (**Status of questionnaire** Open). Like the processing status of a module (see *Status of the* module), the progress of processing the questionnaire is also displayed in different colors.

3.6.1.1 Filling in the questionnaire

To complete the questionnaire, the answers to the questions can be written directly as free text in the corresponding text fields. If you hold the mouse over the symbol ?, a help text appears for those questions for which the system administrator has provided a help text. By clicking on "Save", the answers are logged in and can be changed again at any time as long as the questionnaire still has the status "In progress".

NOTE: All answers can be used as variables in the module text.

3.6.1.2 Review process for the questionnaire

By clicking the button **Status of questionnaire** Open at the top right of the screen, you open the review mode.

In this mode, the Delegated User of a questionnaire can complete his delegated task or a Responsible User can submit the questionnaire to the Reviewer for his approval, provided a Reviewer has been assigned to someone.

NOTE: The review mode for questionnaires is the same as for the "*Module review* process".

Task managers (users with the role "Approve Tasks", Responsibles / Accountables or Reviewers) can check the questionnaires directly in *globalDoc*. Task managers are notified by e-mail about tasks that are to be reviewed. Task managers can comment on the questionnaire, make changes to the questionnaire, approve it, or re-open the task to initiate further processing of the questionnaire.

The task manager must check questionnaires with the status "**Approval pending**". The right side of the screenshot shows the different options for the processor of the questionnaire: "**Action**", "**Info**", "**Comments**", "**History**" (see Figure "Options in the review process of a questionnaire").

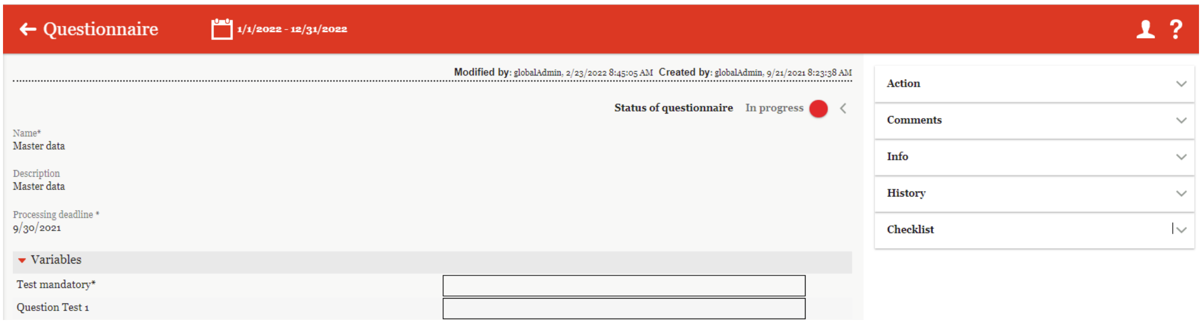


Figure: Options in the review process of a questionnaire

The sections can be opened by clicking on the button , while the contents are displayed just like for modules.

Action

The section "**Action**" allows the user to control the approval process of the questionnaire, select email notifications, and delegate the responsibility for the questionnaire.

For detailed information about the options within this section, see the corresponding document section for the “ *Module review* process”.

Comments

The section "**Comments**" allows users with different roles to add comments, e.g. instructions or questions about the processing of the questionnaire.

For detailed information about the options within this section, see the corresponding document section for the “ *Module review* process”.

Info

The section "**Info**" allows the user to define and delegate tasks.

In this option section it is possible to identify the responsibilities of the roles and to create a deadline for the completion of the task as a responsible.

For detailed information about the options within this section, see the corresponding document section for the “ *Module review* process”.

History

The section "**History**" allow to track who processed the questionnaire and when the questionnaire was processed.

For detailed information about the options within this section, see the corresponding document section for the “ *Module review* process”.

Checklist

As already explained in the chapter "Status of the module", checklists can be created in order to ensure a complete and structured processing of the task.

Detailed information on the possibilities within the options section can be found in the corresponding section for the " *Module review* process".

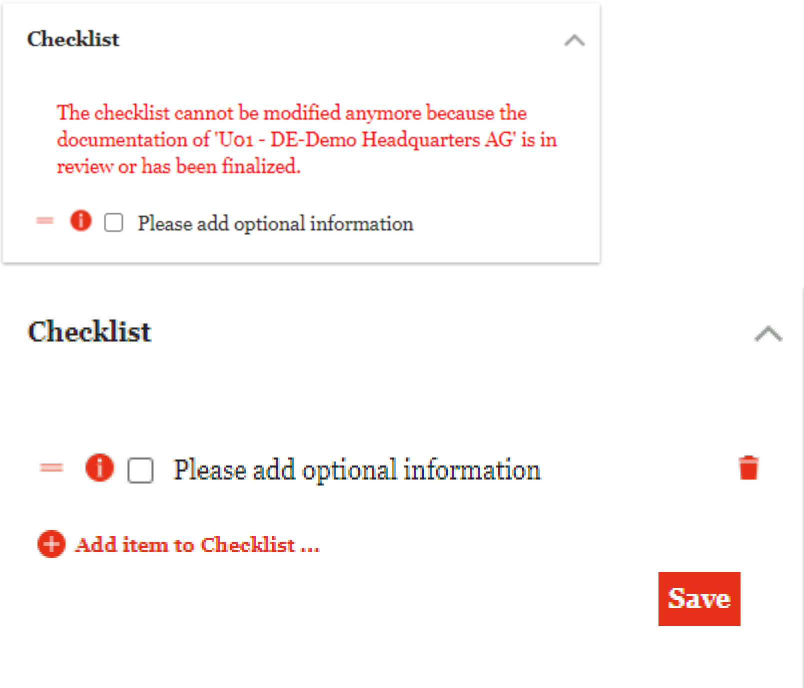


Figure: Checklist

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 already completed:

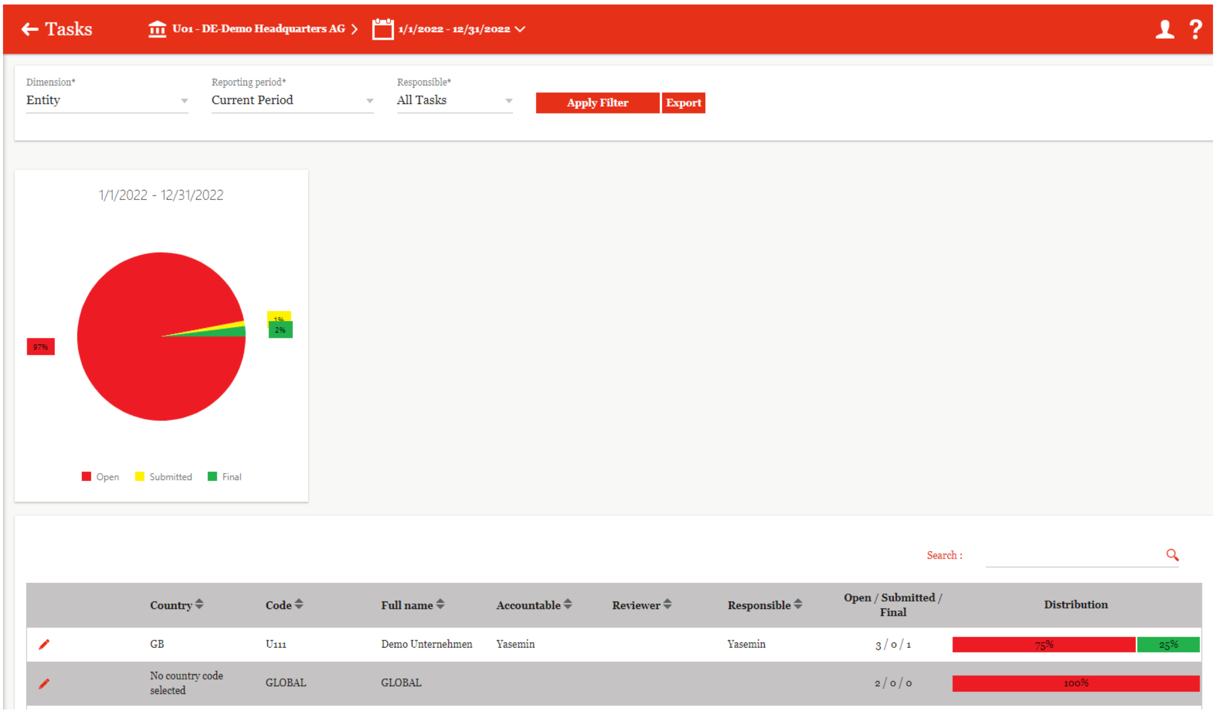


Figure: Overview Tasks

With the filtering option "**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.

The pie chart in the Figure "Overview Tasks" illustrates the fraction of pending as well as finished tasks which one reporting company still has to take care of in the respective reporting period.

Below the pie charts you will find a detailed displayed task list that graphically highlights the status. If you have a longer task list, you can also search for it directly here with the search.

	Reporting period	Country	Code	Full name	Accountable	Reviewer	Responsible	Open / Submitted / Final	Distribution
	1/1/2022 - 12/31/2022	GB	U111	Demo Unternehmen				4 / 0 / 1	80% 20%
	1/1/2055 - 12/31/2055	No country code selected	U01	DE-Demo Headquarters AG	Delegate01	SelmReview	SelmReview	7 / 0 / 0	100%
	1/1/2056 - 12/31/2056	No country code selected	U01	DE-Demo Headquarters AG	Delegate01	SelmReview	SelmReview	19 / 0 / 0	100%

Although tasks are displayed both on the home page and in detail in the menu item "Tasks", depending on individual authorization, there is also the option of exporting the tasks to Excel via the button **Export** (see Figure "Export tasks"). In this way, the user can also store or analyze the task list locally on their computer.

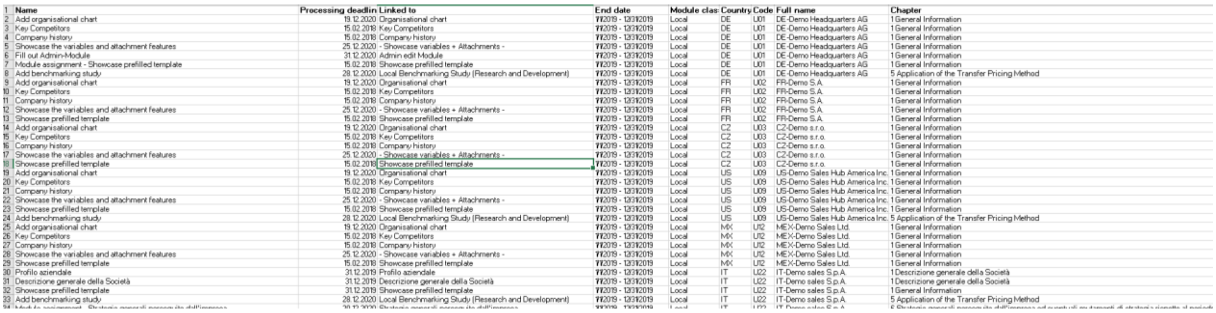


Figure: Export tasks

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/security 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 Figure "Task Management" below) as well as to the available functions for managing them:

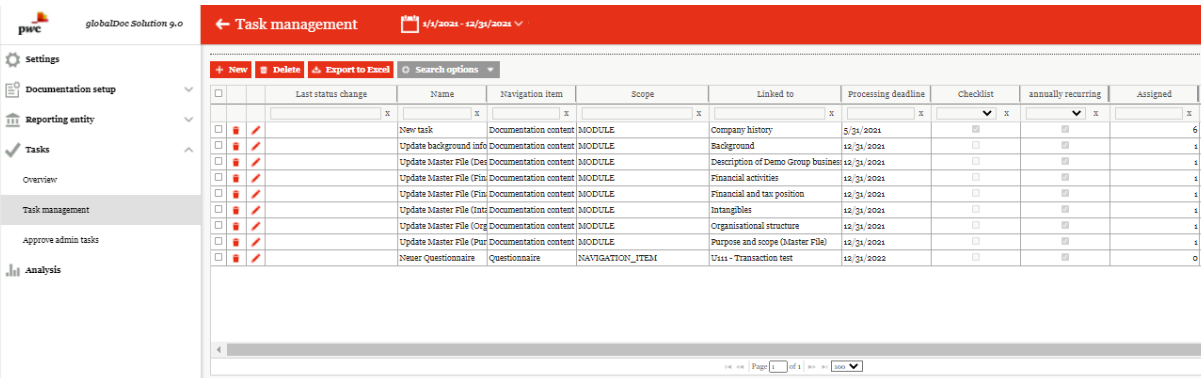


Figure: Task management - Task administration

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

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

- Area

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.

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**" (see Figure "Create new task")

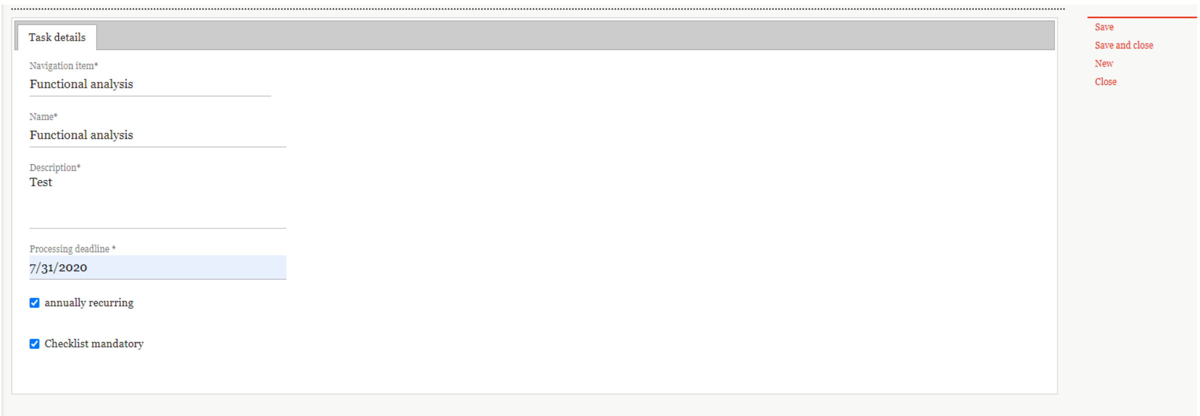


Figure: Create new task

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

By checking the boxes in the lower area, it can be selected whether a task is annually recurring and whether a mandatory checklist should be activated.

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

On the "Task details" tab, the according modules have to be chosen. If the box next to the option "Checklist mandatory is checked", the "Checklist" area is displayed in the "Task details" tab. By clicking on "Add item to Checklist..." a new item can be created on the checklist.

For more information, see also the *Review process for the modul/Checklist.*

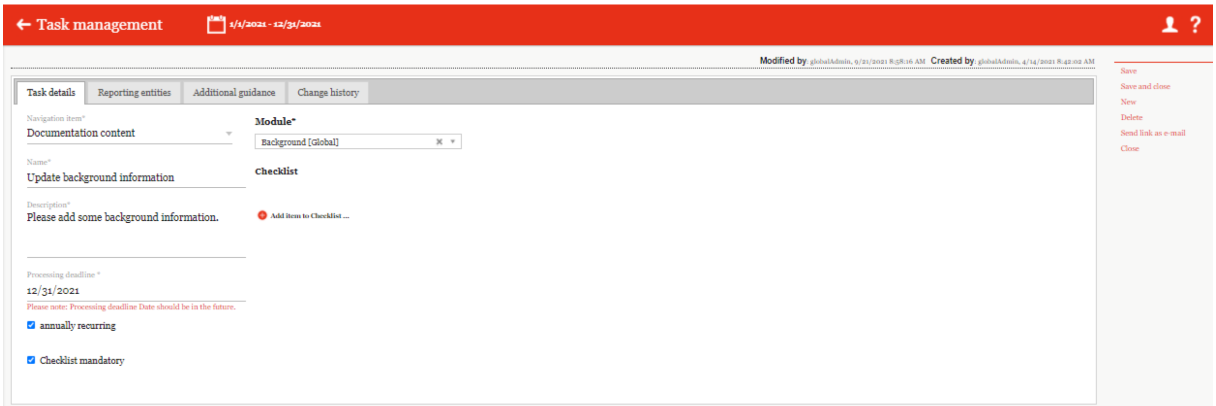


Figure: Task details

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

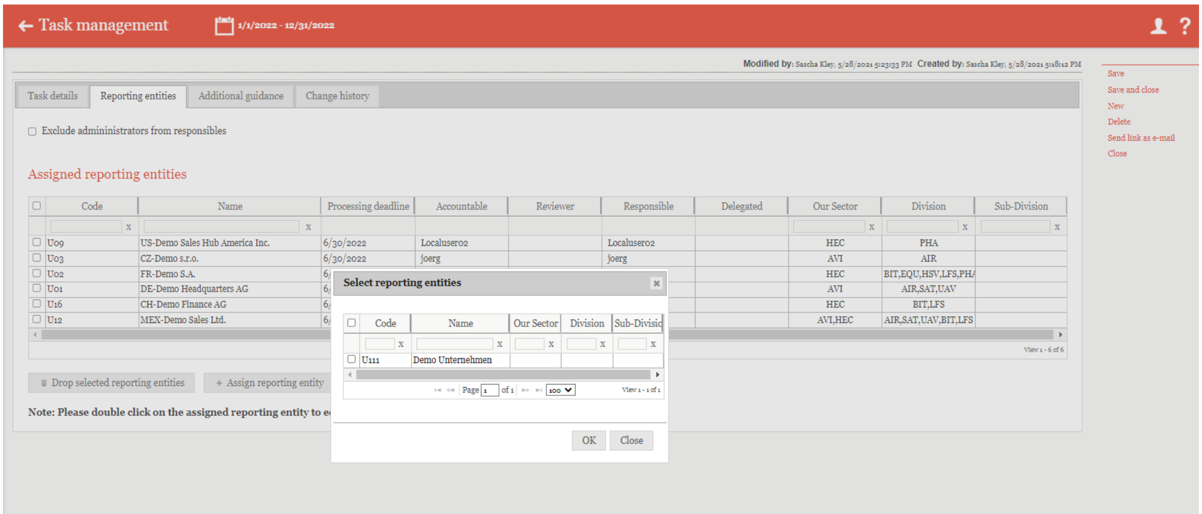


Figure: Create new task - Assignment of reporting entities

By double-clicking on the selected reporting entity, you can also enter a company-specific key date (i.e. a Processing deadline) and a responsible editor. Only the system/security administrator can enter a specific key date (see Figure "Create new task - Edit reporting entity").

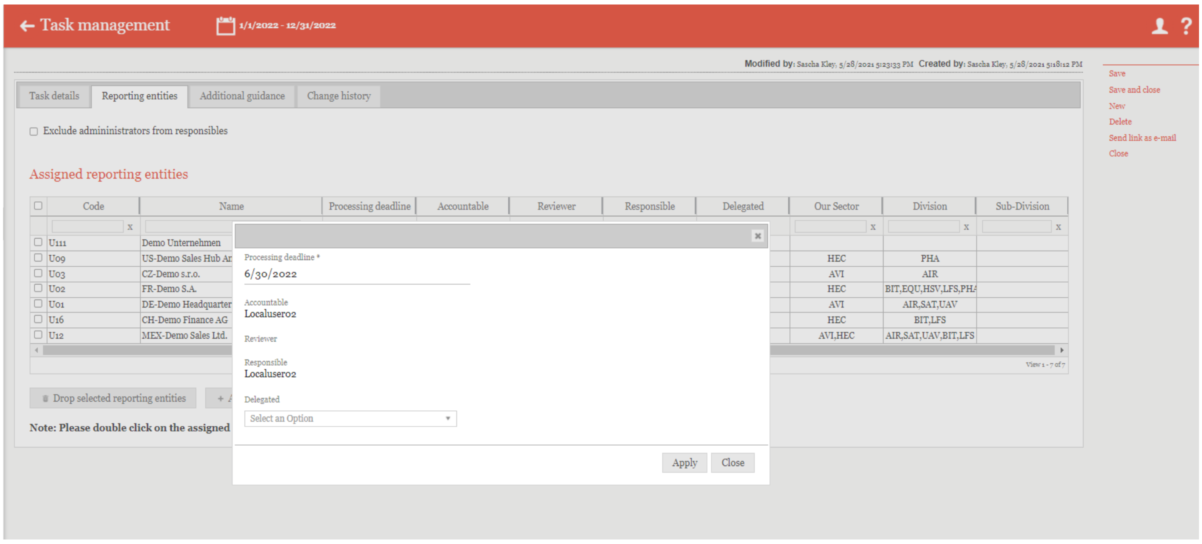


Figure: Create new task - Edit reporting entity

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”) as they are only used for additional internal explanation of the respective task or give processing instructions. They are not attached to the transfer pricing documentation under “Create report”.

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

The program item "Tasks" allows you to 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 right part of the detail view (see Figure "Status of module").

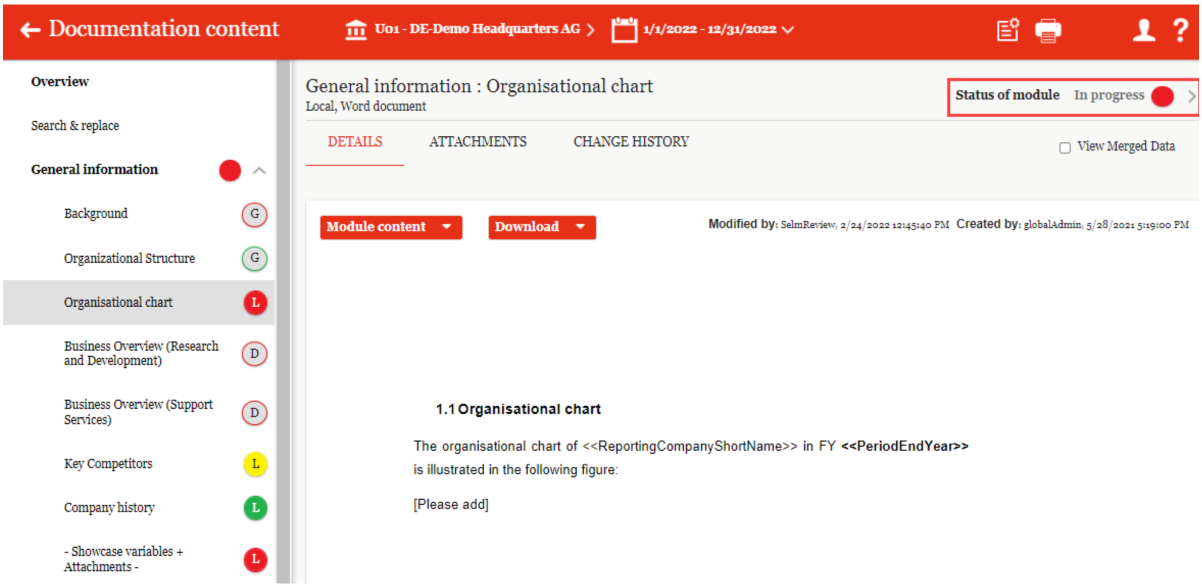


Figure: Status of module

By clicking on the  icon, a display window opens on the right side of the screen in which the possible actions ("**Action**"), details of the corresponding task ("**Comments**") as well as the specified additional information ("**Info**"), change history ("**History**") and, if applicable, a checklist ("**Checklist**") is displayed. (as explained in the document section *status of the module*).

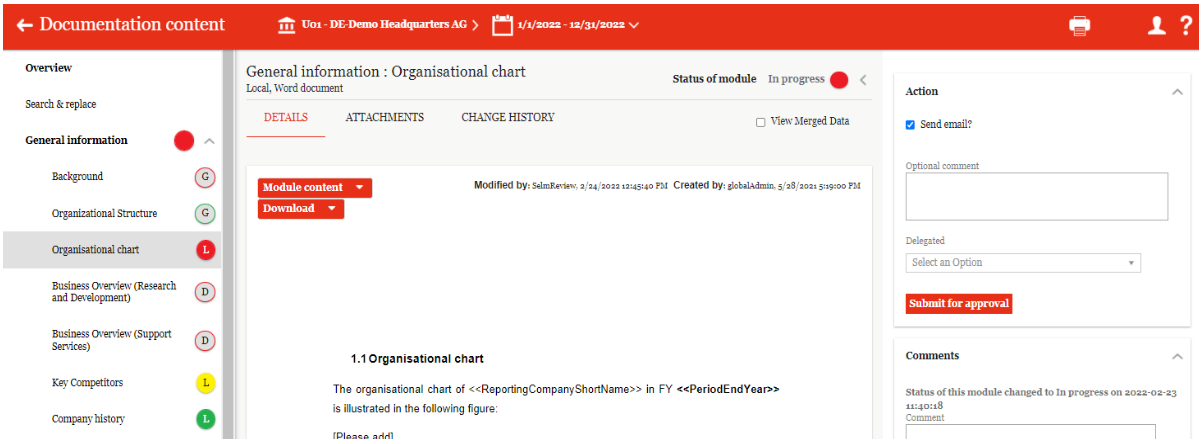


Figure: Starting the approval workflow

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

The Accountable, Responsible or Reviewer has the authority to ultimately confirm the module after checking it by clicking on the button "Final confirm" (button to be inserted as an image if necessary). If desired, the system will also generate an e-mail to the relevant users to inform them about the final confirmation.

5 Definition of Terms

Archive:

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

Divisional Level:

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 a system administrator under *Settings/Administration/Document types*.

General materiality threshold:

Threshold value used throughout the Group to determine whether or not a module related to a transaction should be included in the final report and in the attachments. The threshold is country-specific and therefore depends on the legal requirements applicable to the local reporting companies. The general materiality thresholds are set by the system administrator.

Global Level:

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 Level:

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 system/security 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 a system/security 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 system/security administrator.

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

Single sign-on:

"Single sign-on" refers to an authentication procedure in which the user has to log on to the software once with his or her access data.

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 Local 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).

Transaction groups:

Transaction groups are defined in the settings by the system administrator and can be selected under "Reporting companies/Transactions/Transaction matrix" when creating transactions. This is about a group-wide uniform naming of the Transaction types/Transaction groups?.

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 system/security administrator in *globalDoc*. Each user has an account with which he or she can log in to the respective *globalDoc* instance. The system/security 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 (e.g. Task administrator and Approve tasks).

Variables:

Variables are placeholders in the documentation content, which are automatically replaced 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 either under **Settings/Administration/Group companies** by the system administrator or locally under **Reporting companies/Reporting company details**.

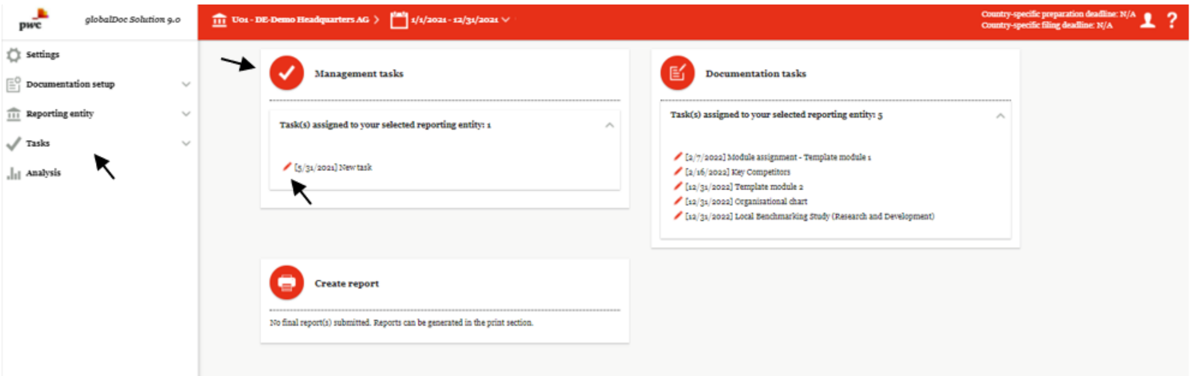
The transactions entered in the Matrix under Reporting company/Transactions/Matrix can also be displayed in the report using variables.

6 Appendix

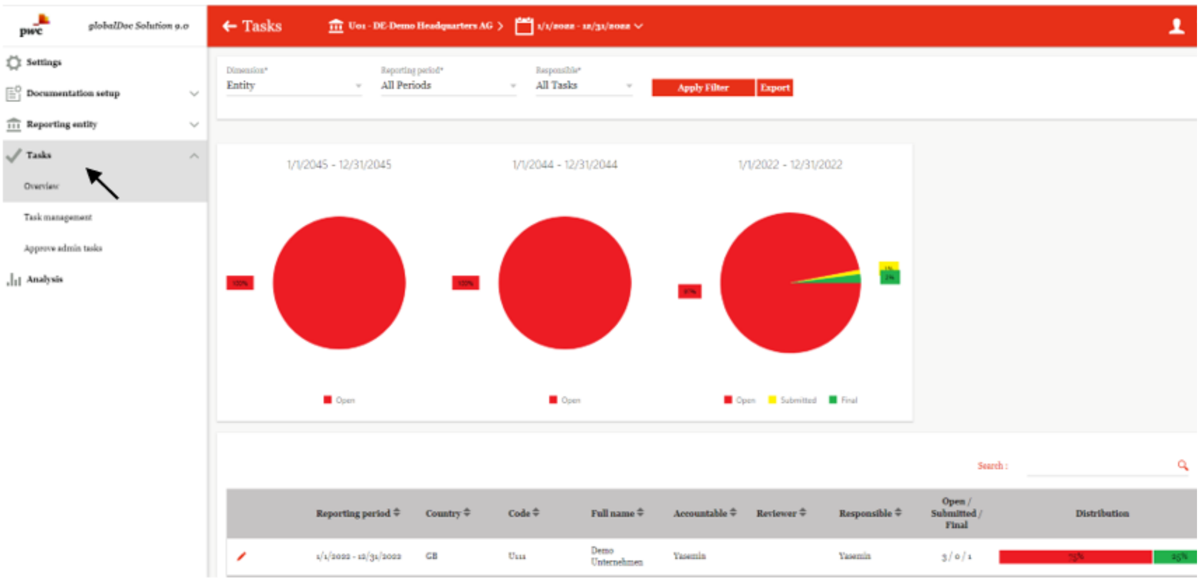
6.1 General click paths

6.1.1 Tasks

1. Open the task overview (dashboard) via 1, 2 or 4. Alternatively, directly open the relevant task (module) via 3.

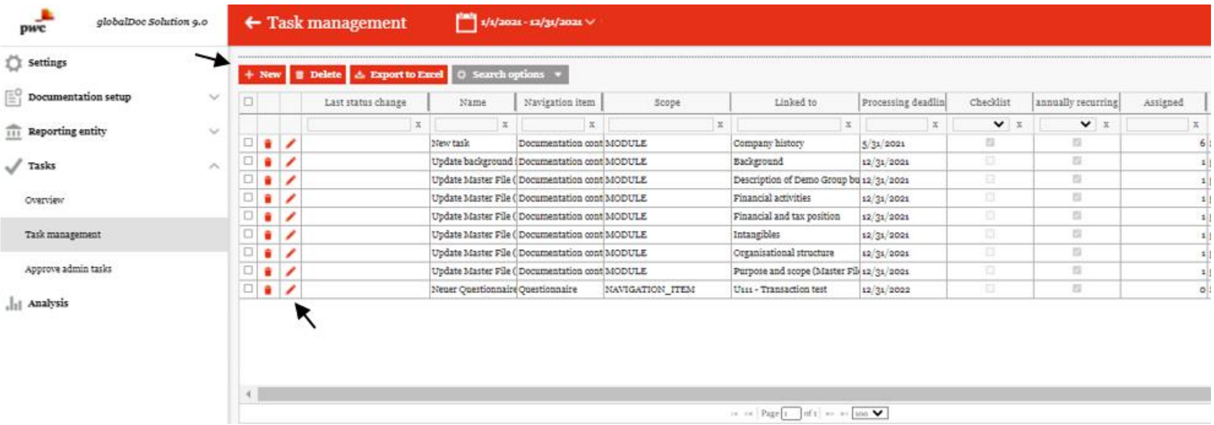


2. In the opened dashboard, click on Task management:

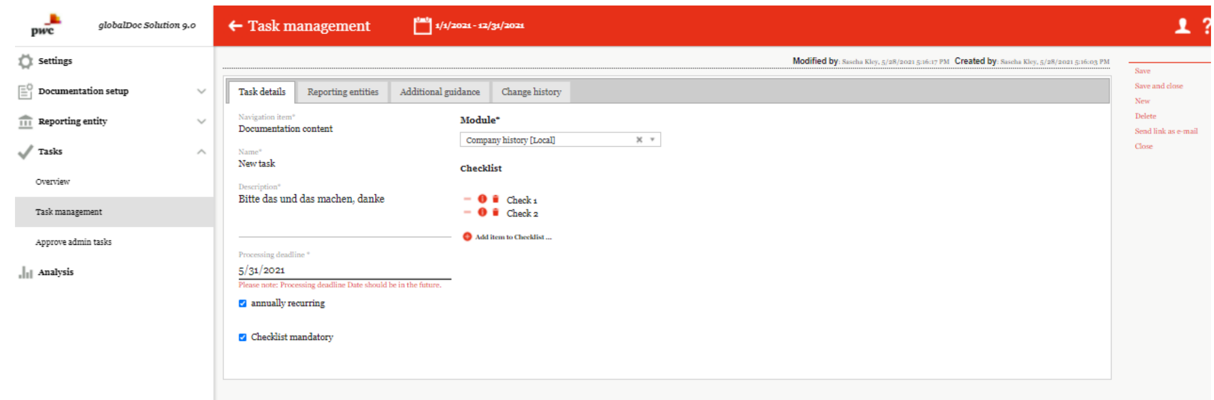


   a. If necessary, select „Entity“ or „Current entity“ under **Dimension***, select the period under **Reporting period**, select the task area under **Responsible** and confirm with „Apply Filter“ (The "Export" button generates an Excel table with a list of all the tasks previously selected by the applied criteria). 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.

a. 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 visible 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:

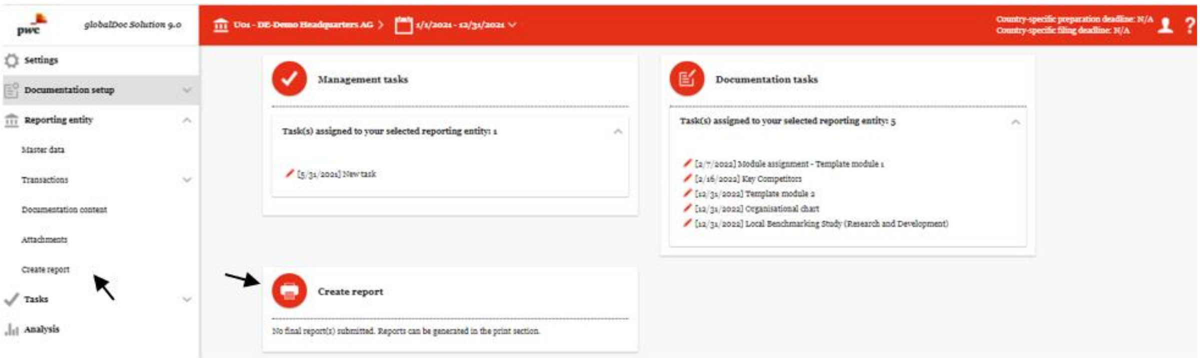


Fill in the tabs "Task details", "Reporting entities" and, if required, "Additional guidance".

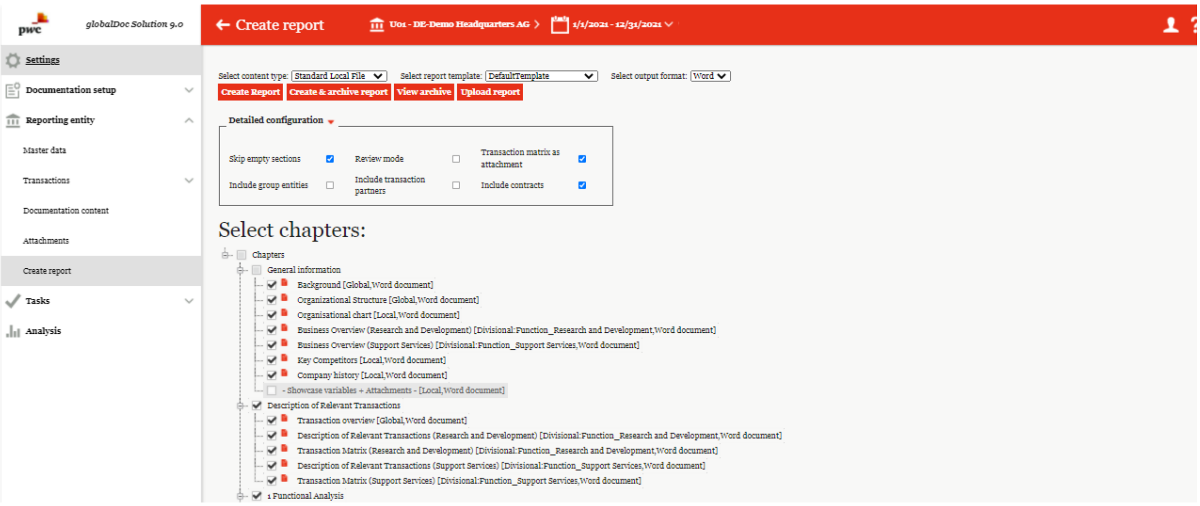
NOTE: Only users with the relevant rights have access to the individual tabs.

6.1.2 Create report

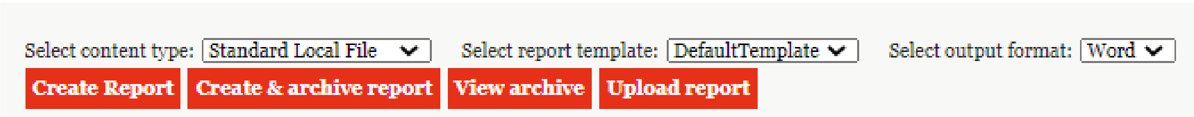
1. Start report generation by clicking on the icon or to the menu item "**Reporting company/Create report**".



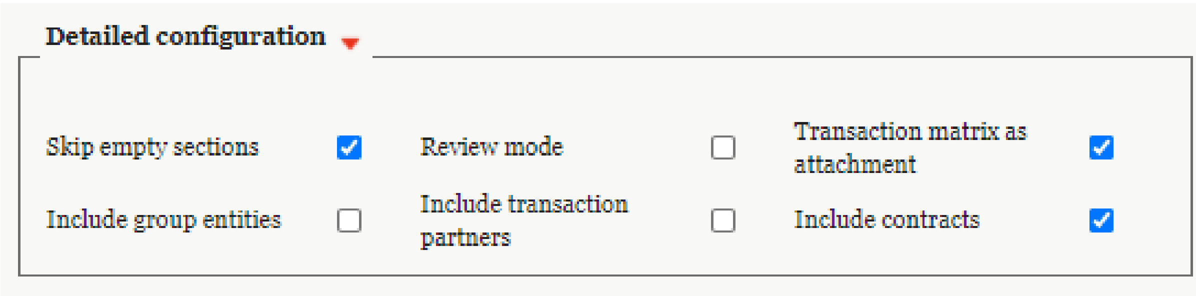
1. Overview page



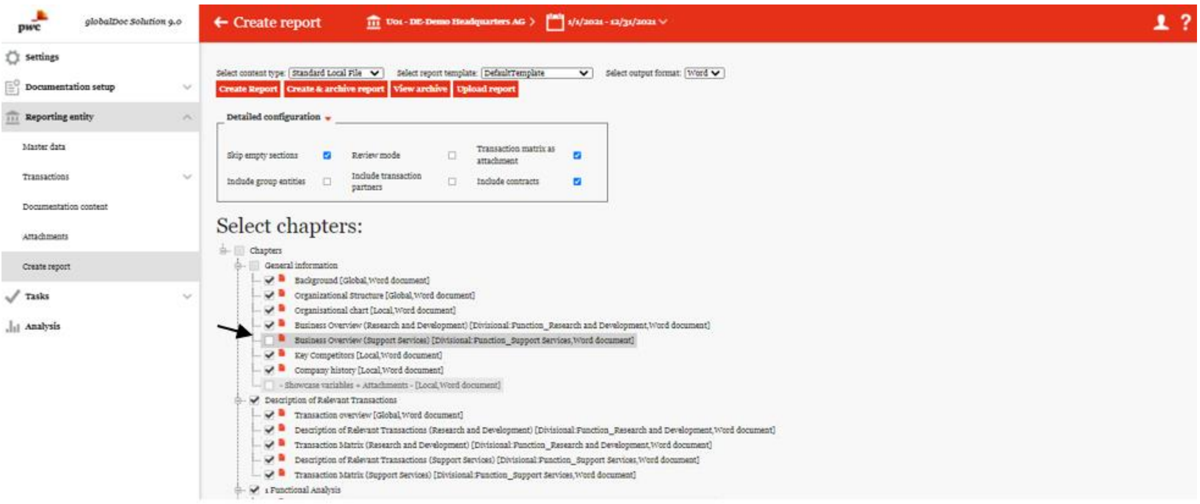
a. Select content type (Individual, Master File, Local File), report template and output format (PDF, Word).



a. If required: Set detailed configuration.



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



c. Print report

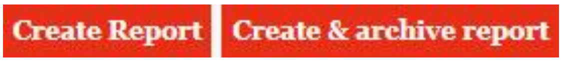


Figure: Click path create report

NOTE: Depending on the documentation process of your group, it is possible that the system/security 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**": 

6.2 Variables to be used in globalDoc

6.2.1 Report variables

Navigation point	Text field	Variable
Group entity variables		
Group entity details		
Settings / Administration / Group entities /	Full name e.g. "DE-Demo Headquarters AG"	«ReportingCompanyName»

Navigation point	Text field	Variable
Group entity details		
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	«ReportingCompanyAddress»

Navigation point	Text field	Variable
	11111 Musterstadt”	
Settings / Administration / Group entities / Group entity details	Local currency e.g. „EUR“	«ReportingCompanyCurrencyCode»
Settings / Administration / Group entities / Group entity details	Local currency e.g. „Euro“	«ReportingCompanyCurrencyName»
Settings / Administration / Group entities / Group entity details	***“Business line name level 1”***	«ReportingCompanyBusinessLineName1»
Settings / Administration / Group entities / Group entity details	***“Business line name level 2”***	«ReportingCompanyBusinessLineName2»
Settings / Administration / Group entities / Group entity details	***“Business line name level 3”***	«ReportingCompanyBusinessLineName3»
Settings / Administration / Group entities / Group entity details	***“Business line name level 4”***	«ReportingCompanyBusinessLineName4»
Settings / Administration / Group entities / Group entity details	***“Business line name level 5”***	«ReportingCompanyBusinessLineName5»

Navigation point	Text field	Variable
Settings / Administration / Group entities / Group entity details	***"Default related party type"***	«ReportingCompanyDefaultRelatedPartyType»
Settings / Administration / Group entities / Group entity details	***"Company type"***	«ReportingCompanyType»
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»

Navigation point	Text field	Variable
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	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»

Navigation point	Text field	Variable
Settings / Administration / Group entities / Optional information	***Optional information e.g. "No business restructurings…"***	«ReportingCompanyOptionalInformation»

List of shareholders			
Shareholders	**Share in %**	**From**	**To**
«TableStart:RepCompShareholderList»«RepCompShareHolder»	«RepCompShareholderShare»	«RepCompShareholderFrom»	«RepCompShareholderTo»«TableEnd:RepCompShareholderList»

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 optional enabled	Optional text 1	«ReportingCompanyOptionalText1»
	Optional text 2	«ReportingCompanyOptionalText2»
	Optional text 3	«ReportingCompanyOptionalText3»
	Optional text 4	«ReportingCompanyOptionalText4»
	Optional text 5	«ReportingCompanyOptionalText5»

*These variables can be customized and enabled according to your individual needs. Please contact the globalDoc Solution® support team.

6.2.2 Table variables

The following table variables are more complex than the report variables listed above. Please contact your globalDoc Solution® support team who will actively support you.

6.2.2.1 Contract list template

This table-template contains information about files in contract-list

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

Additional fields useable in the table-template:

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

6.2.2.2 Business transactions for a module

In general, transactions can be included per module, by using the variables described in the next section. If a module has a transaction group, the transactions are filtered by this 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	Transaction partner country name	Invoice Currency	Total (Invoice)
«TableStart:ByGroupPartnerBTList»«Group»	«Role»	«PartnerDisplayString»	«PartnerCountry»	«PartnerCountryName»	«LocalCurrencyID»	«RemunerationLocal»«TableEnd:ByGroupPartnerBTList»

Summary of top ten by transaction group and partners

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

Summary by partners

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

Summary of top ten by partners

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

The following table lists the useable fields:

Transaction group full name	«Group»

Transaction group code	«GroupCode»
Transaction group name	«GroupName»
Transaction group descriptiuon	«GroupDescription»
Role within the transaction	«Role»
Transaction partner code	«PartnerCode»
Transaction partner name	«PartnerName»
Transaction partner address	«PartnerAddress»
Transaction partner currency	«PartnerCurrency»
Transaction partner country code	«PartnerCountry»
Transaction partner country name	«PartnerCountryName»
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»

Earliest agreement date (non-empty values)	«AgreementDateMin»
Latest agreement date (non-empty values)	«AgreementDateMax»
Earliest last amendment date (non-empty values)	«LastAmendmentDateMin»
Latest last amendment date (non-empty values)	«LastAmendmentDateMax»
Product description (all values comma separated for non-empty values)	«ProductDesc»
Product description (alphabetically first value for non-empty values)	«ProductDescriptionMin»
Product description (alphabetically last value for non-empty values)	«ProductDescriptionMax»
Transaction detail (all values comma separated for non-empty values)	«TransactionDetail»
Transaction detail (alphabetically first value for non-empty values)	«TransactionDetailMin»
Transaction detail (alphabetically last value for non-empty values)	«TransactionDetailMax»
Comment (all values comma separated for non-empty values)	«Comment»
Comment (alphabetically first value for non-empty values)	«CommentMin»
Reporting Entity Code	«DPUCode»
Reporting Entity Name	«DPUName»
Reporting Entity CodeName	«DPUDisplayString»
Reporting Entity Country	«DPUCountry»

Provider Code	«ProviderCode»
Provider Name	«ProviderName»
Provider CodeName	«ProviderCodeName»
Provider Country	«ProviderCountry»
Provider Country Code	«ProviderCountryCode»
Provider Country Name	«ProviderCountryName»
Receiver Code	«ReceiverCode»
Receiver Name	«ReceiverName»
Receiver CodeName	«ReceiverCodeName»
Receiver Country	«ReceiverCountry»
Receiver Country Code	«ReceiverCountryCode»
Receiver Country Name	«ReceiverCountryName»
Comment (alphabetically last value for non-empty values)	«CommentMax»

If a second currency is activated for the reporting period, then the second value can be printed with the following variables:

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

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