

Altova CbC Reporting Solution

User Guide

Altova CbC Reporting Solution User Guide

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Published: 2019

© 2019 Altova GmbH

Table of Contents

1	Introduction	5
2	Easy Installation	7
2.1	VMware Player	8
2.2	CbCR VM: Download and Extract	9
2.3	CbCR VM: Power On	10
2.4	CbCR VM: Configure	11
2.5	MobileTogether Server License	12
2.6	Start CbCR Solution	16
2.7	Important Information	17
3	Standard Installation	20
3.1	Install and License MobileTogether Designer	21
3.2	Install MobileTogether Server and Altova LicenseServer	22
3.2.1	On Windows	23
3.2.2	On Linux	26
3.2.3	On macOS	27
3.3	Start Altova LicenseServer	28
3.4	Start MobileTogether Server	30
3.5	Register MobileTogether Server	32
3.6	License MobileTogether Server	34
3.7	Deploy the Solution to MobileTogether Server	38
3.8	Start the CbCR Solution	41
3.9	Important Information	42
4	Quick Start	44
4.1	Start Altova CbC Reporting Solution	45
4.2	Reporting Entity Details	48
4.3	Excel Template for Import	49
4.3.1	Template Structure	51

4.3.2	Summary Information	53
4.3.3	Business Activities	54
4.3.4	Additional Info	56
4.3.5	Save as XML	57
4.4	Create Report	58
4.4.1	Message Information	60
4.4.2	Reporting Entity	61
4.4.3	Report Data	62
4.4.4	Import from Excel	64
4.4.5	Additional Information	65
4.5	View and Edit Existing Reports	66
4.6	Create a Correction Report	67
4.7	Import a CbCR Message	68
4.8	Create XML for CbCR Submission	69
4.9	That's It	71

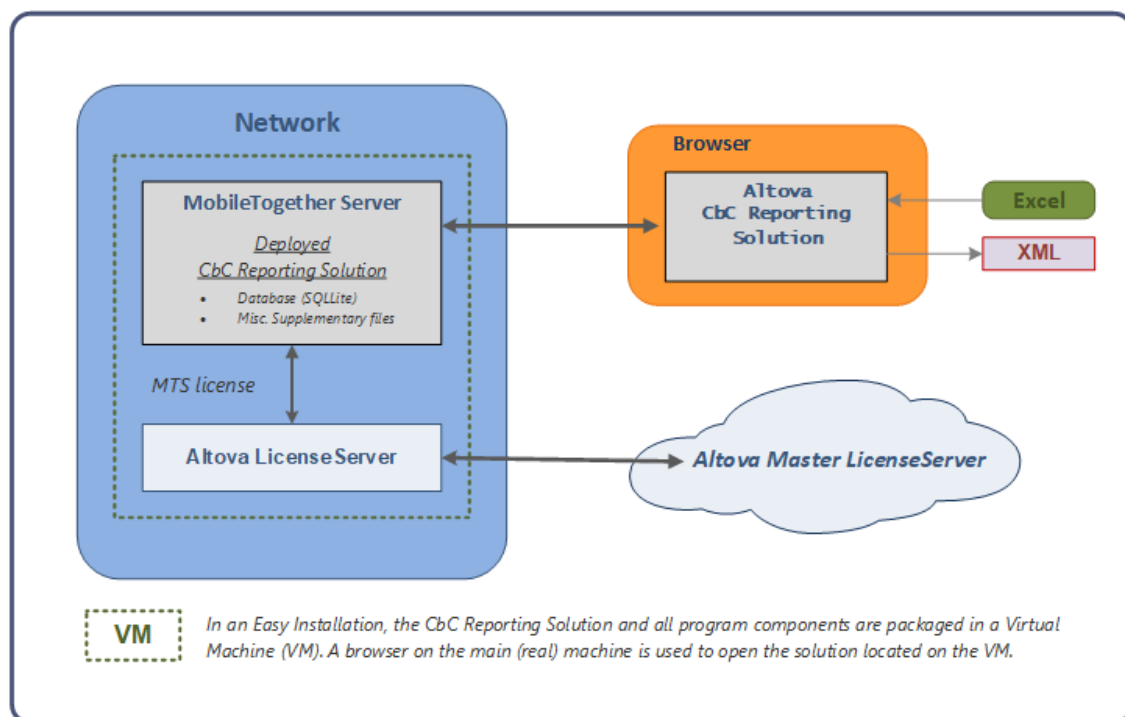
Index

73

1 Introduction

Altova's County-by-Country Reporting Solution enables you (i) to import and edit, or directly enter, your CbC Reporting (CbCR) data in a standard browser interface, and (ii) to generate XML output that is compliant with the [OECD CbC Reporting XML Schema definition](#).

The CbC Reporting Solution is deployed to a special server—Altova's MobileTogether Server—which you can install on a machine on your network. From here, the solution can be served to a client browser. When the solution is opened in a browser, it can be used to edit and generate your CbC report in XML format. The various components of the Altova CbC Reporting Solution system are shown in the diagram below.



Also see the Altova CbC Reporting Solution webpage: <https://www.altova.com/cbc-reporting-solution>

Two types of installations: easy and standard

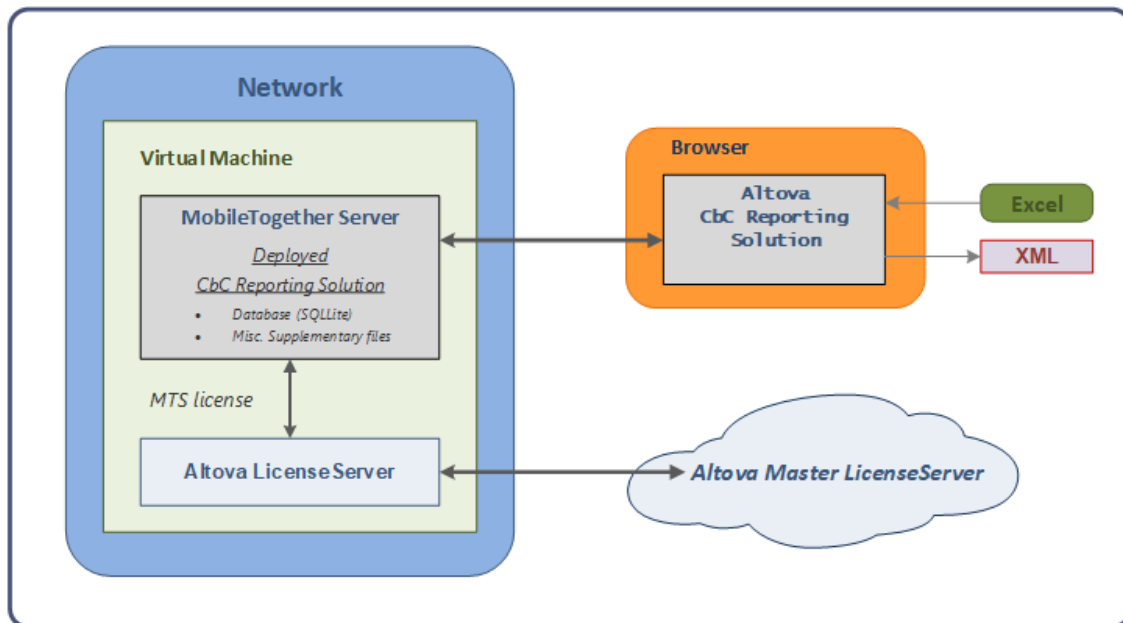
You can choose between two types of installation:

- **Easy Installation:** ⁷ Download the CbCR virtual machine (CbCR VM) and open the VM in VMware Player. The VM contains MobileTogether Server and Altova LicenseServer, pre-installed and ready to use. After obtaining an Altova license, the CbC Reporting Solution can be started directly in a browser from its location on the VM. This easy installation is a quick, secure, and hassle-free way to start your CbC reporting work.
- **Standard Installation:** ²⁰ Install the individual components required to run the CbC Reporting Solution separately. This way you can customize your networking and working environment to suit specific company-internal requirements.

Both methods of installation are described in the next two chapters, respectively, of this guide.

2 Easy Installation

The Altova CbC Reporting Solution is available as a Virtual Machine (VM) named **CbC Reporting**. All the program components that are necessary to run the CbC Reporting Solution are pre-installed on the VM (see diagram below). So installation is very easy. All that you need to do is to download the VM to a computer on your network and license the pre-installed Altova MobileTogether Server. After doing this, you can power on the CbCR VM, then open the CbC Reporting Solution in a browser and immediately begin working with it.



Easy installation steps

Carry out the following steps to install the CbC Reporting Solution as a virtual machine:

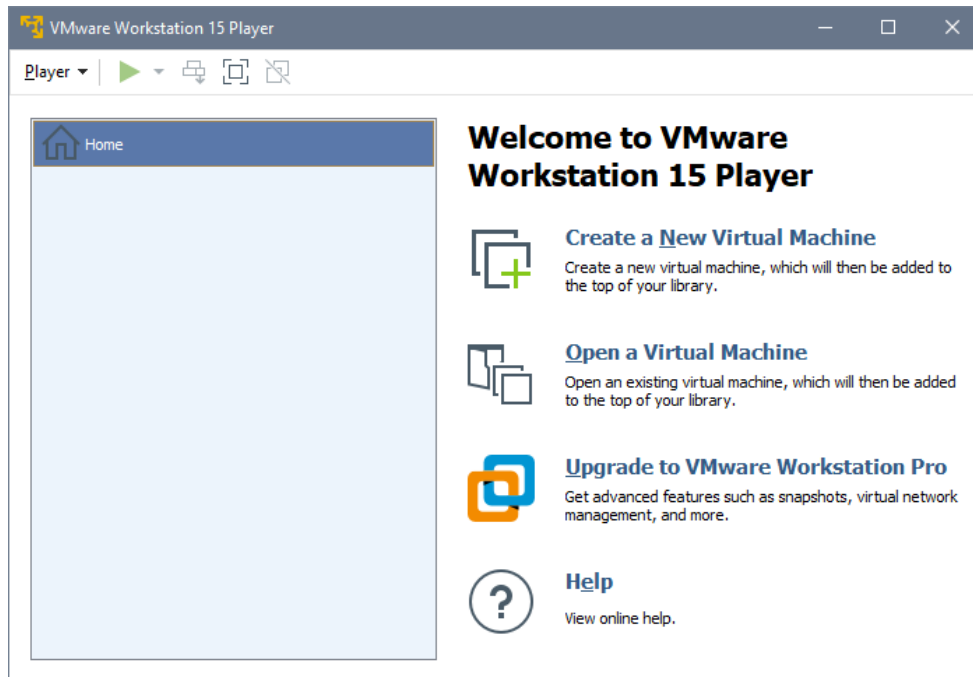
1. [Install VMware Workstation Player](#)⁸.
2. [Download](#)⁹ the zipped archive of the CbCR VM from the [Altova website](#) and [extract it](#)⁹ to a location on your network.
3. In the player, [power on the CbCR VM](#)¹⁰ and [configure it](#)¹¹.
4. [License Altova MobileTogether Server](#)¹² with Altova LicenseServer.
5. [Open the CbC Reporting Solution in a web browser](#)¹⁶ and start work on your project. The web browser that you use must be on your main machine—not on the virtual machine.

Each of these steps is explained in the rest of this chapter.

2.1 VMware Player

In order to run the virtual machine (VM) that contains the CbC Reporting Solution, you will need to install VMware Workstation Player. You can download the latest VMware Workstation Player from the [Downloads page](#) of the [VMware.com](#) website.

Install VMware Workstation Player on any suitable machine on your network. On opening the player, you will see a screen like the one shown in the screenshot below.



In the player, you can create new VMs and open existing VMs. Any VM you create or open is listed in the library, which is shown in the left pane of the player window (see screenshot above). After you download the VM that contains Altova's CbC Reporting Solution (the CbCR VM), open the VM in the player. The VM will be added to your player library.

Location of the VMware Workstation Player

After the CbCR VM has been opened and is running in the player, the CbC Reporting Solution that is contained in the VM can be accessed by typing the solution's URL in a browser. Usage scenarios vary anywhere between the two listed below:

- The user of the solution accesses the player, manages the VM library, and works with the solution via a web browser.
- An administrator manages the VM library. Multiple users work with the solution via web browsers, but they are not involved in the management of the VM library.

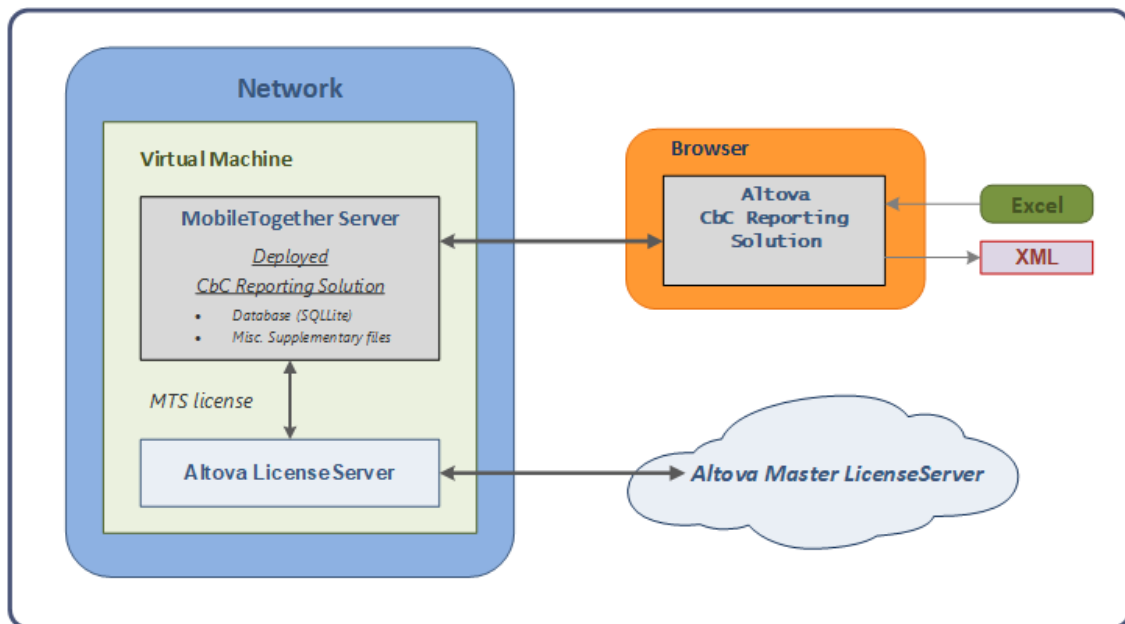
Depending upon the working environment, suitable access and security permissions must be set for the location where the VMware Workstation Player is located.

2.2 CbCR VM: Download and Extract

The CbC Reporting Solution is available as a Virtual Machine (VM), named **CbC Reporting**, that can be opened in VMware Workstation Player.

The VM contains the following program components:

- Altova LicenseServer, which is installed on the VM and is required to license Altova MobileTogether Server
- Altova MobileTogether Server, which is installed on the VM and is pre-registered with the LicenseServer that is installed on the VM.
- Altova CbC Reporting Solution, which is pre-deployed on MobileTogether Server and is ready to be accessed



Note the following points:

- MobileTogether Server serves the CbC Reporting Solution to web browsers and is used for processing actions that a user executes in the solution.
- Although MobileTogether Server is registered with Altova LicenseServer, you must still purchase a license for MobileTogether Server and license it. How to do this is described in the section [MobileTogether Server License](#)¹².

Download and extract the CbCR VM

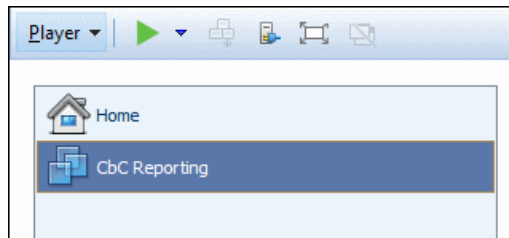
The VM that contains the Altova CbC Reporting Solution (CbCR VM) can be downloaded from: <https://www.altova.com/cbc-reporting-solution/download>.

The CbCR VM is compressed and packed into a RAR archive file, which is the file that will be downloaded. Extract (decompress) the files in the downloaded archive file to a location that has suitable access and security permissions. After extracting the files, do not rename files or change the relative locations of files within the top-level folder.

2.3 CbCR VM: Power On

To power on the CbCR VM, do the following:

1. Start VMware Workstation Player.
2. Select **Player | File | Open**. Browse for the CbCR VM's configuration (`.vmx`) file (which you [extracted to a location on your network](#)⁹), and click **Open**. The VM appears in the player's library (see *screenshot below*).



3. Select the VM in the library and select **Player | Power | Power On**. Alternatively, you can double-click the VM in the library.
4. After the VM has been powered on (started), the **IP address of your GDPR VM** and the **URLs of LicenseServer and the CbCR solution** will be displayed (see *screenshot below*). Make a note of these; they are required to [license MobileTogether Server that is installed on the VM](#)¹² and to [start the CbC Reporting Solution](#)¹⁶.

```
Ubuntu 18.04.2 LTS cbcreporting tty1
IP address: 127.0.0.2

Use your browser to...

... open LicenseServer (to request evaluation license): http://127.0.0.2:8088
... open CbC-Reporting Solution: http://127.0.0.2:8083/run?d=/public/CbCReporting

cbcreporting login:
```

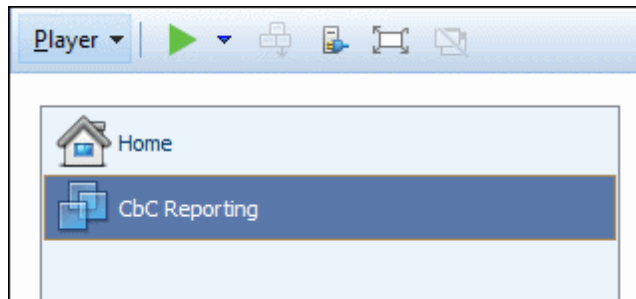
Next steps: (i) ensure that a [bridged network connection has been configured for the VM](#)¹¹; (ii) [license MobileTogether Server](#)¹².

After that, you can [start working with the CbC Reporting Solution](#)¹⁶.

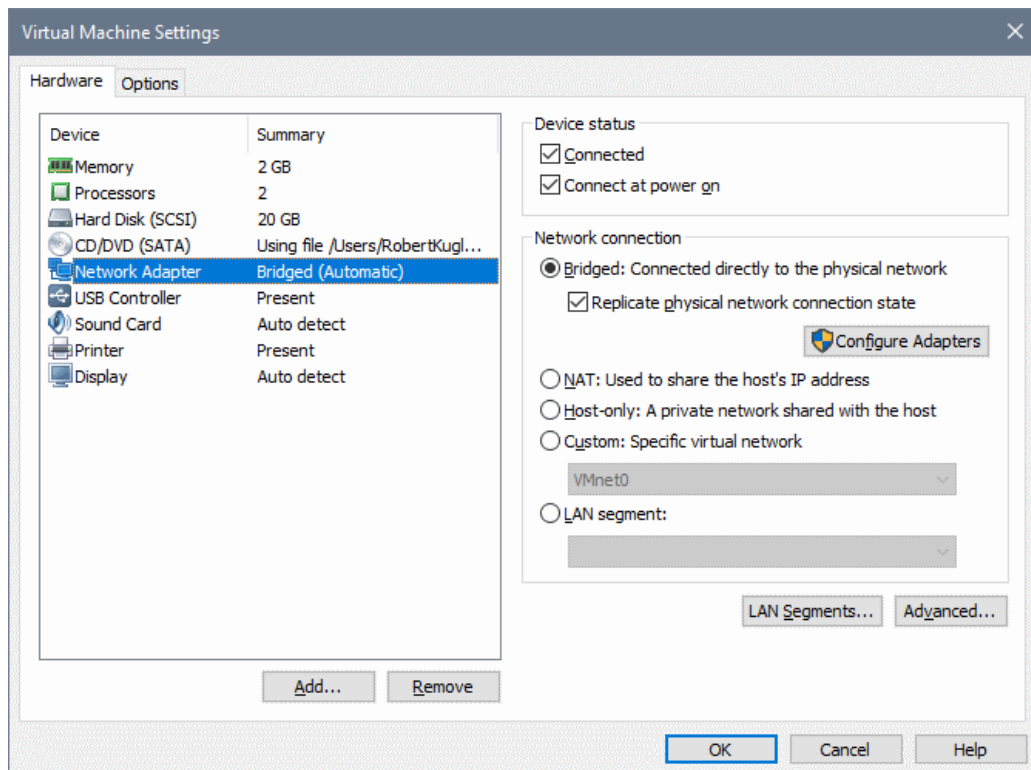
2.4 CbCR VM: Configure

You need to set one important configuration option of the CbCR VM if it is not already correctly set:

1. After the CbCR VM is available in the player's library, select it as shown in the screenshot below.



2. In the player window, select **Player | Manage | Virtual Machine Settings**. Alternatively, select the command **Edit virtual machine settings**, which is located the bottom right of the player's window. The Virtual Machine Settings dialog (screenshot below) appears.



3. For the *Network Adapter* device in the *Hardware* tab (see screenshot), make sure that the *Bridged* network connection is selected.
4. Click **OK**.

You are now ready to [license MobileTogether Server that is installed on the VM](#)¹².

2.5 MobileTogether Server License

The CbC Reporting Solution is deployed to and runs on MobileTogether Server. To use MobileTogether Server, a license is required. This section describes how to obtain a MobileTogether Server license and assign it from the Altova LicenseServer that is pre-installed on your CbCR virtual machine (CbCR VM). After licensing MobileTogether Server, you can [start working with the CbC Reporting Solution](#)¹⁶.

The MobileTogether Server license

You can obtain either:

- a free 30-day MobileTogether Server evaluation license (via Altova LicenseServer; *procedure described below*), or
- a paid MobileTogether Server license via the [Altova Online Shop](#) (in case of questions, contact sales@altova.com)

After obtaining a license, the license must be uploaded to Altova LicenseServer and assigned from the LicenseServer's administrator interface to MobileTogether Server.

Get, upload, and assign a MobileTogether Server license

This section describes how to:

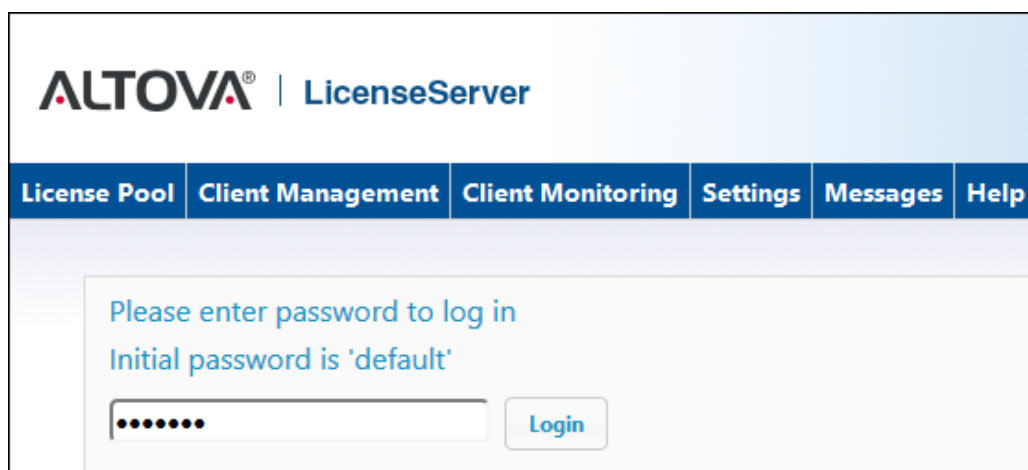
- Get a free 30-day MobileTogether Server evaluation license via Altova LicenseServer,
- Upload the received license to the license pool of Altova LicenseServer, and
- Assign the license to MobileTogether Server.

The uploading and assigning of a paid license is done in the same way as for the evaluation license described below.

Get a free evaluation license

After you have started the virtual machine, get an evaluation license and assign it as follows:

1. In a web browser window (on your main machine, not on the VM), open the web interface of the Altova LicenseServer that is installed on your VM by entering the following URL: <http://<vm-ipaddress>:8088>. (The IP address of the VM is displayed when the [VM is powered on](#)¹⁰. Also see [Important Information](#)¹⁷.) The LicenseServer login page is displayed (*screenshot below*).



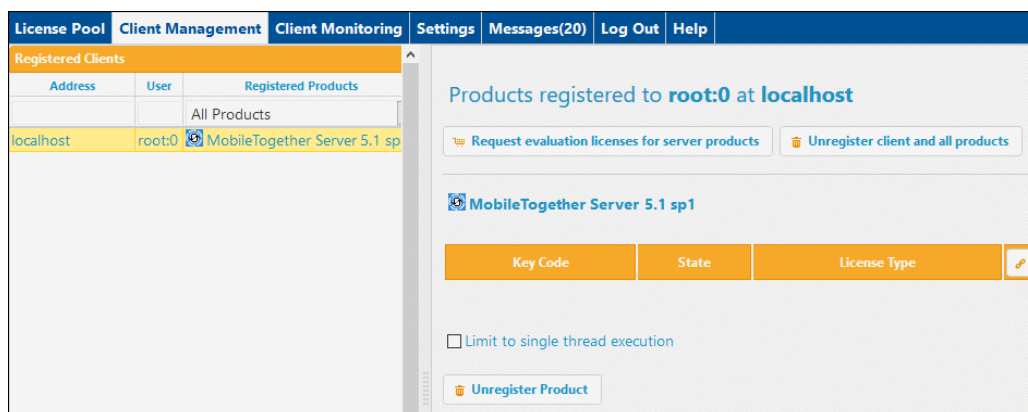
ALTOVA® | LicenseServer

License Pool Client Management Client Monitoring Settings Messages Help

Please enter password to log in
Initial password is 'default'

..... Login

2. Enter the initial password **default** to log in. (You can change the password later in the *Settings* tab.)
3. Go to the Client Management tab (*screenshot below*). You will see that MobileTogether Server is registered with LicenseServer, but that it is not licensed.



License Pool Client Management Client Monitoring Settings Messages(20) Log Out Help

Registered Clients

Address	User	Registered Products
localhost	root:0	MobileTogether Server 5.1 sp1

Products registered to root:0 at localhost

Request evaluation licenses for server products Unregister client and all products

MobileTogether Server 5.1 sp1

Key Code	State	License Type
----------	-------	--------------

☐ Limit to single thread execution

Unregister Product

4. In the right-hand pane click **Request evaluation licenses for server products**. The Request Evaluation Licenses dialog (*screenshot below*) appears.

5. Enter the requested information and click **Request Evaluation Licenses**.
6. A MobileTogether Server license will be sent to the email address you entered. Save the license to a file location.

Upload license to the license pool of LicenseServer

After saving the license to a file location, upload the license to the license pool of LicenseServer as follows:

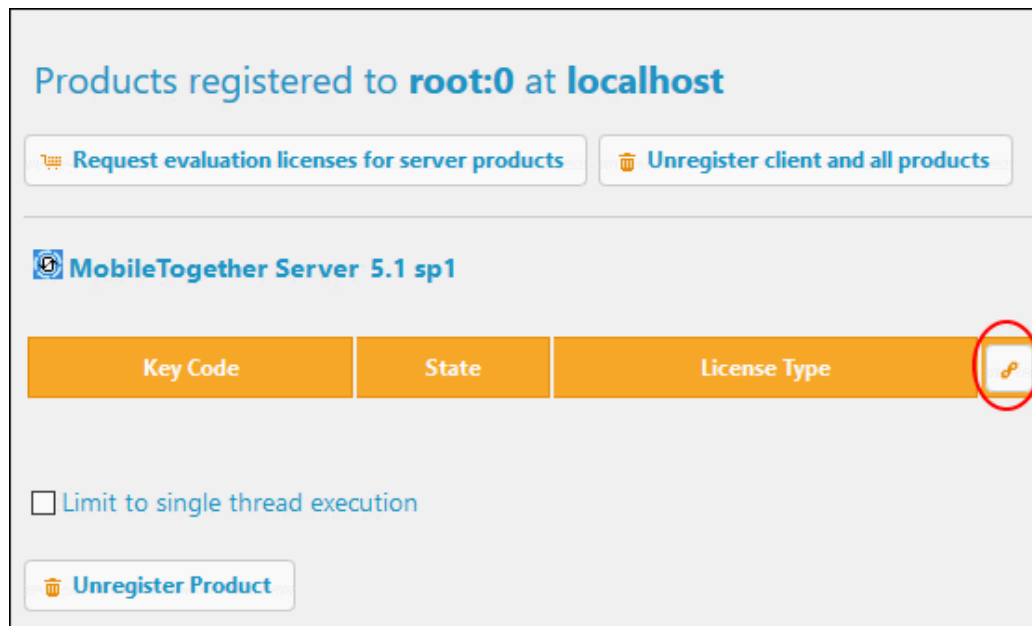
1. In the LicenseServer interface, go to the License Pool tab (*see first two screenshots of this section, above*).
2. At the bottom of the License Pool tab, click the **Browse** button of the *Upload License File* field.

3. Browse and select the license file that you received by email, and click **Upload**. The license will now be available in the License Pool.

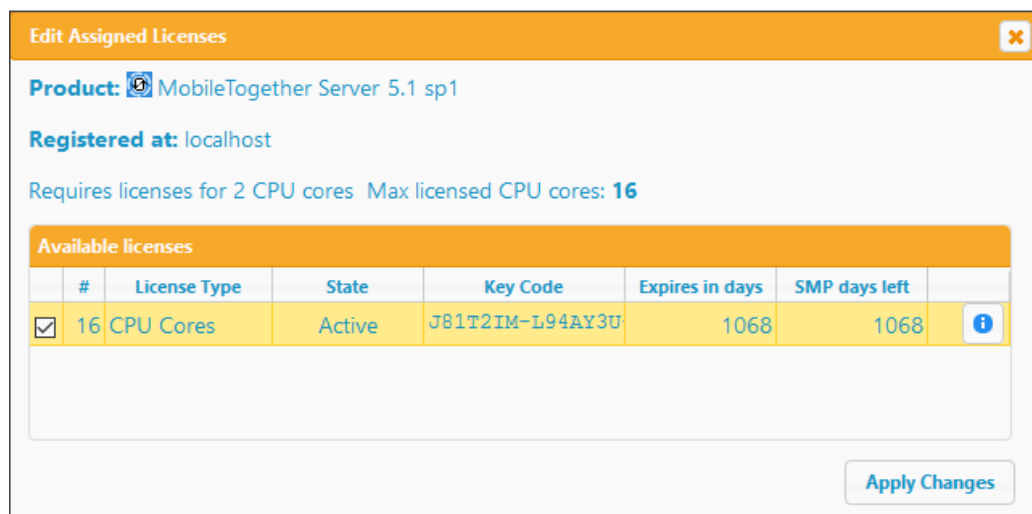
Assign a license

Assign the MobileTogether Server license from the license pool as described below:

1. Go to the Client Management tab. Click the client in the left pane to display the MobileTogether Server that is registered for this client.
2. If you have not yet accepted the MobileTogether Server license conditions, the MobileTogether Server entry in the right-hand pane will contain a button for accepting the license. Accept the license now.
3. In the right-hand pane, click **Edit Assigned Licenses** (*marked in red in the screenshot below*).



- In the Edit Assigned Licenses dialog that appears (*screenshot below*), the MobileTogether Server license (that was uploaded to the license pool) will be displayed. Select it and click **Apply Changes**. The license will be assigned.



- If MobileTogether Server is unlicensed for a certain period of time, it shuts down, and needs to be restarted. So, after licensing MobileTogether Server, it is best to restart it. Do this by entering `sudo systemctl start mobiletogetherverserver` on the command line of the VM (see [Important Information](#)⁴² for additional information).

Note: For detailed information about using and configuring LicenseServer, click **Help** in the LicenseServer interface.

2.6 Start CbCR Solution

After the CbCR VM has been [powered on](#)¹⁰, you can start CbC Reporting Solution by typing its URL in a web browser on your main machine (not on the VM):

```
http://<ip-address-of-cbcr-vm>:8083/run?d=/public/CbCReporting
```

Alternatively, you can start CbC Reporting Solution via the *Workflows* tab of MobileTogether Server.

1. In a web browser on your main machine (not on the VM), type the URL to open the MobileTogether Server client interface: `http://<ip-address-of-vm>:8083`.
2. If prompted for MobileTogether Server login credentials, enter them (see [Important Information](#)¹⁷).
3. Go to the *Workflows* tab.
4. Click the `public` container.
5. Click the URL of the CbC Reporting Solution (in the *Run in Browser* column).

Note: For information about the VM's IP address, see [CbCR VM: Power On](#)¹⁰ and [Important Information](#)¹⁷.

2.7 Important Information

CbCR virtual machine (CbCR VM)

In order to work on the command line of the CbCR VM, you will need to log in to the CbCR VM. The login credentials are:

- *username:* `cbcreporting`
- *password:* `cbcreporting`

Note: You must click inside the player window in order to be able to type at the command line. The password is not displayed as you type it in.

IP address of the CbCR VM

The IP address of the CbCR VM (`<vm-ipaddress>`) is displayed in VMware Player when the the VM is [powered on](#) ¹⁰ (see screenshot below).



```
Ubuntu 18.04.2 LTS cbcreporting tty1
IP address: 127.0.0.2

Use your browser to...

... open LicenseServer (to request evaluation license): http://127.0.0.2:8088
... open CbC-Reporting Solution: http://127.0.0.2:8083/run?d=/public/CbCReporting

cbcreporting login:
```

To find the IP address (for example `127.0.0.2`) or hostname: Log in to the VM and run the following commands, respectively, at the VM command line:

- *For the IP address:* `ifconfig`
- *For the hostname:* `hostname`

Note: In the URLs given below, use the IP address of the VM in preference to its hostname.

Start services

If no license is assigned, then you need to start services from time to time

- *Start Altova LicenseServer:* `sudo systemctl start licenseserver`
- *Start MobileTogether Server:* `sudo systemctl start mobiletogetherserver`

Altova LicenseServer

Required in order to license MobileTogether Server.

- *Altova LicenseServer web interface:* `http://<vm-ipaddress>:8088`
- *Altova LicenseServer initial password:* `default`

Note: The initial password can be changed in the *Settings* tab of LicenseServer.

MobileTogether Server administrator interface

Provides access to MobileTogether Server settings.

- *URL:* `http://<vm-ipaddress>:8085`
- *Default user:* `root`
- *Default password:* `root`

Note: To be able to log in to the administrator interface of MobileTogether Server, the username must be one that has administrative rights. A user named `root` is pre-defined and has administrator rights. So you can log in with administrator rights for the first time as `root`. You can change the password of `root` in the Users and Roles tab of the administrator interface. In this tab, you can also create additional users with different privileges.

MobileTogether Server client interface

The URL to access the client interface of MobileTogether Server on the VM is:

- `http://<vm-ipaddress>:8083`

CbC Reporting Solution

The URL of CbC Reporting Solution on the VM is:

- `http://<vm-ipaddress>:8083/run?d=/public/CbCReporting`

For information about the CbCR VM's IP address, see above and [CbCR VM: Power On](#) ¹⁰.

Language of the VM keyboard

The default language of the VM keyboard layout is German (DE). If the keyboard you are using is designed for another language than German, then you should change the VM's keyboard layout to match that of your actual keyboard.

To change the layout of the VM's keyboard, do the following:

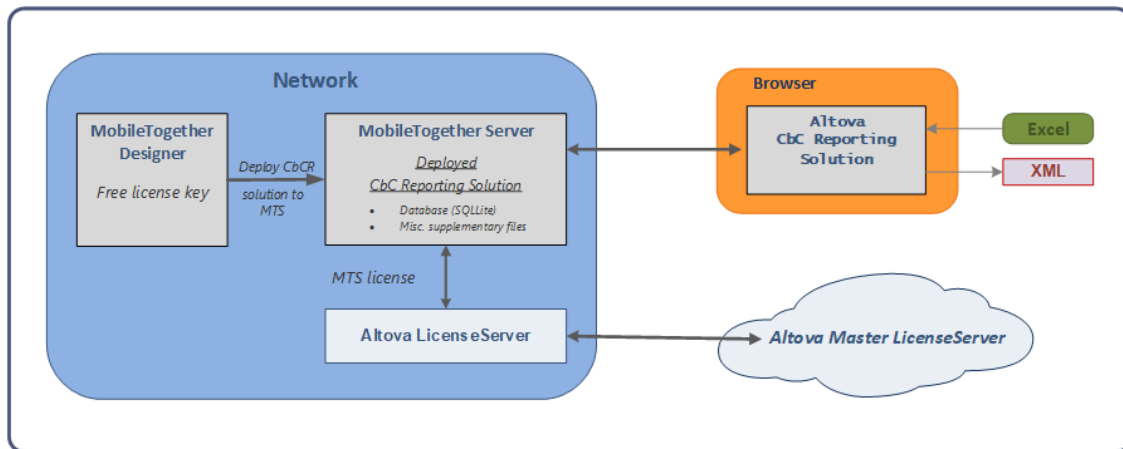
1. At the VM command line, type: `sudo dpkg-reconfigure keyboard-configuration`. (Note that in the German keyboard layout: (i) the hyphen character (–) is located in the row above the spacebar; it is the key immediately to the left of the right-hand-side **Shift** key; (ii) the **Y** key of German keyboards is at the location of the **Z** key of EN keyboards.). Press **Enter**.
2. A keyboard configuration menu appears, which lists a number of keyboard models. Navigate to the model that best matches your keyboard. (Use the **Up** and **Down** cursor keys to navigate.) If you are not sure about the correct keyboard model, select one of the generic keyboard models.
3. Press **Enter**. (Alternatively, simultaneously press **Ctrl** and the **Move Right** cursor key to select **Ok**. Then press **Enter**.)
4. In the next menu that appears select the keyboard's country of origin and press **Enter**.
5. In the keyboard layout menu that now appears, select your language preference and press **Enter**.
6. Select a preferred **AltGr** key and **Compose** key. If you have no preferences, use the

default selections. Press **Enter** in each case when done.

The keyboard layout will be changed to your selection. To change it again, carry out the procedure listed above with your new preferences.

3 Standard Installation

In a standard installation, the CbC Reporting Solution is deployed to MobileTogether Server by MobileTogether Designer. The solution is served from MobileTogether Server to browser clients. The diagram below gives an overview of the system components and how they work together.



Standard installation steps

Carry out the following steps to install the CbC Reporting Solution:

1. [Install Altova MobileTogether Designer](#) ²¹. Obtain a MobileTogether Designer license, which is free of charge, and activate MobileTogether Designer.
2. Install Altova MobileTogether Server and Altova LicenseServer, and [register MobileTogether Server with LicenseServer](#) ³².
3. [Obtain a license for Altova MobileTogether Server](#) ³⁴, and assign the MobileTogether Server license.
4. Open MobileTogether Designer and [deploy the CbC Reporting Solution to MobileTogether Server](#) ³⁸.
5. [Start the CbC Reporting Solution](#) ⁴¹.

These steps are described in detail in the sections of this chapter.

Altova product documentation

For more detailed information, see the respective product documentation at the [Altova website](https://www.altova.com/) (<https://www.altova.com/>).

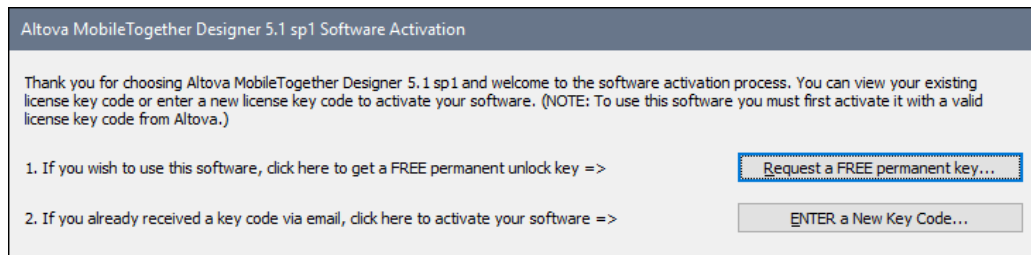
- Altova LicenseServer: <https://www.altova.com/manual/AltovaLicenseServer/>
- MobileTogether Server: <https://www.altova.com/manual/MobileTogether/mobiletogetherserver/>

3.1 Install and License MobileTogether Designer

Altova MobileTogether Designer is a Windows application that is needed in order to deploy Altova CbC Reporting Solution to Altova MobileTogether Server. A permanent license key for MobileTogether Designer is available free of charge.

To install MobileTogether Designer and license it, do the following:

1. Go to the [MobileTogether Designer download page](https://www.altova.com/mobiletogether/download) (<https://www.altova.com/mobiletogether/download>) to download and install the software.
2. Start MobileTogether Designer and click the menu command **Help | Software Activation**. The Software Activation dialog appears (see *screenshot below*).



3. Click **Request a Free Permanent Key**.
4. In the dialog that appears now, enter the requested information and click **Request Now**.
5. A permanent MobileTogether Designer license will be sent to the email address you entered. Save the license to a file location.
6. To license MobileTogether Designer, you can either (i) double-click the license file, or (ii) in the Software Activation dialog (*screenshot above*), click **Enter a New Key Code** and, in the New Key-code dialog that appears, copy the license details from the license email you received.

3.2 Install MobileTogether Server and Altova LicenseServer

Altova MobileTogether Server is licensed via Altova LicenseServer. Because of this:

- both servers need to be installed, either on the same machine or on different machines on your network, and
- MobileTogether Server must be registered with Altova LicenseServer

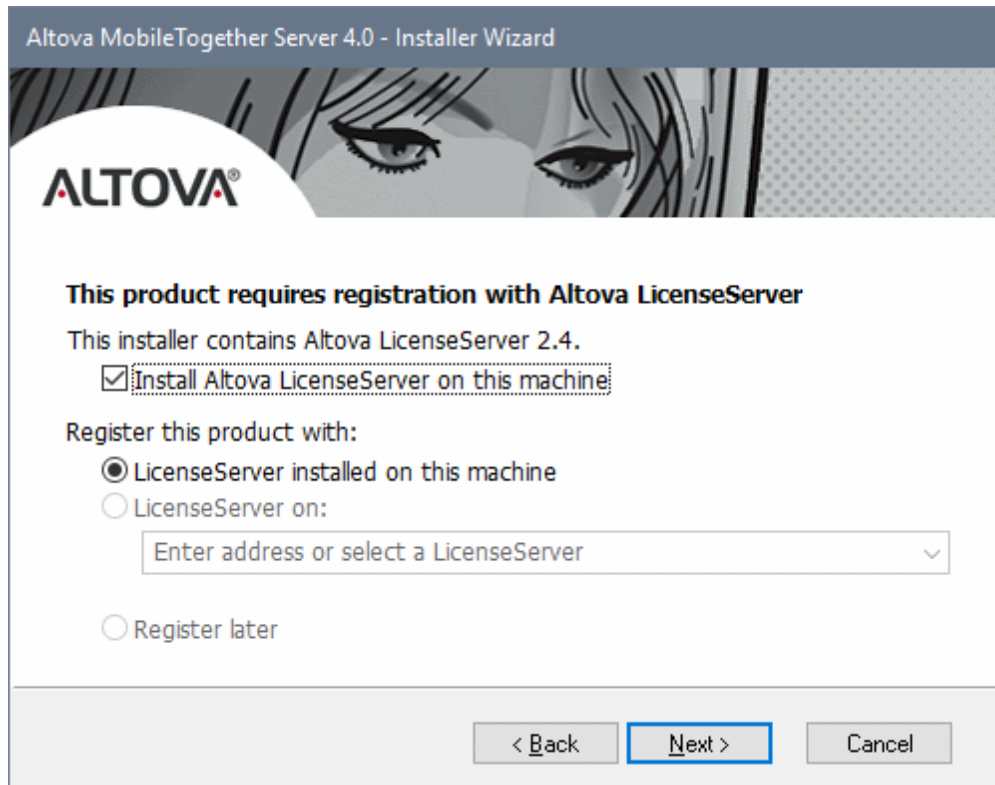
This chapter describes the installation of Altova LicenseServer and MobileTogether Server on [Windows](#)²³, [Linux](#)²⁶, and [macOS](#)²⁷.

Subsequent chapters describe how to:

- [Start Altova LicenseServer](#)²⁸
- [Start MobileTogether Server](#)³⁰
- [Register MobileTogether Server with Altova LicenseServer](#)³²
- [License MobileTogether Server](#)³⁴

3.2.1 On Windows

When you install MobileTogether Server, the installer will inform you that you can choose to also install the corresponding Altova LicenseServer version on the same machine (see *screenshot below*). Additionally, you can choose whether you want to register MobileTogether Server during the installation process, and, if yes, then with which Altova LicenseServer on your network (see *screenshot below*).



You have two broad installation options:

- *Joint installation:* You can install MobileTogether Server and Altova LicenseServer on one and the same machine, with MobileTogether Server being registered with Altova LicenseServer during the installation process. If you want both servers on a single machine, then this is the easiest installation option.
- *Separate installations:* You can install MobileTogether Server and Altova LicenseServer separately (on the same machine or on different machines). If you want the servers on different machines, then you **must** install them separately. In the case of separate installations, it is best to install Altova LicenseServer first and start it. That way, when you install MobileTogether Server, you can register MobileTogether Server with the already-installed Altova LicenseServer (see *the registration options in the MobileTogether Server Installer Wizard screenshot above*).

Note: If you are updating your version of MobileTogether Server, then make sure that you update your Altova LicenseServer version as well (to the corresponding Altova LicenseServer version or higher).

Download and install Altova LicenseServer

This step is required only if you are installing Altova LicenseServer on a different machine than MobileTogether Server. Otherwise, you can skip a separate installation, and instead install Altova LicenseServer during the installation of MobileTogether Server (*see next section below*).

To download and install Altova LicenseServer, do the following:

1. Go to the [LicenseServer download page](https://www.altova.com/licenseserver/download) (<https://www.altova.com/licenseserver/download>).
2. Download LicenseServer for the appropriate OS (LicenseServer is available for Windows, Linux and macOS).
3. Install LicenseServer. If you have difficulties or need detailed information, see the [appropriate Installation section of the LicenseServer documentation](#).

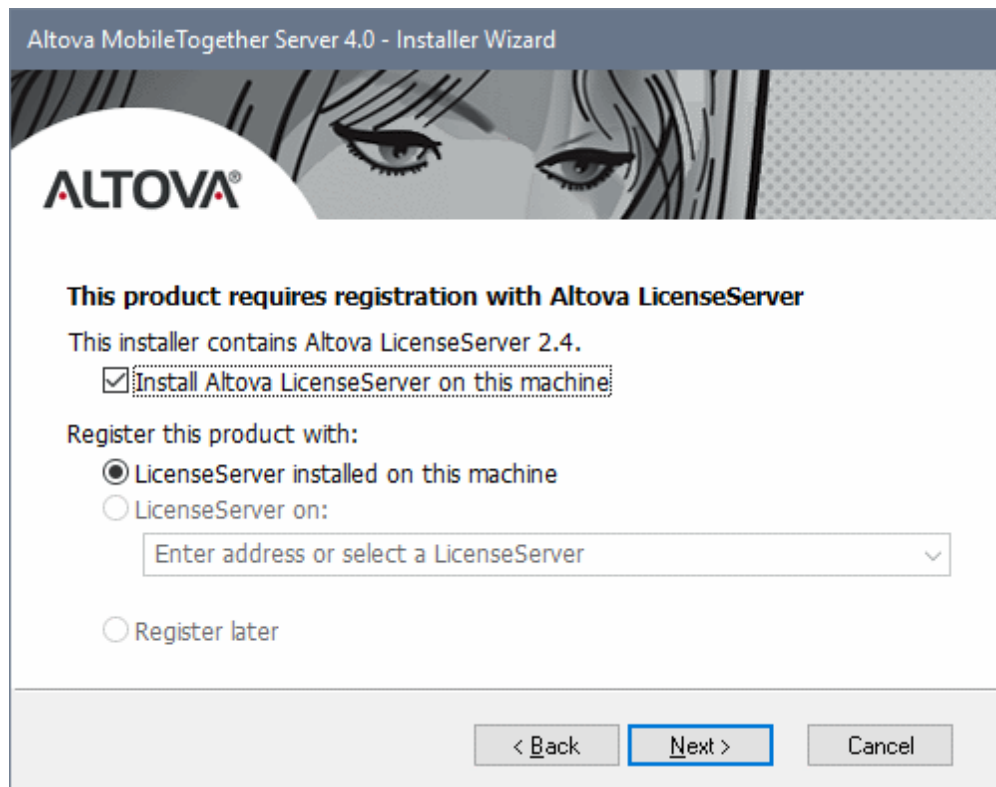
After installation, start LicenseServer as described in [Start Altova LicenseServer](#)²⁸.

Download and install MobileTogether Server

The MobileTogether Server installer can optionally install Altova LicenseServer on the same machine as MobileTogether Server. If you plan to install MobileTogether Server and Altova LicenseServer on the same machine, then it is best that you install both during the MobileTogether Server installation. If Altova LicenseServer is already installed on a machine in your network, then make sure that: (i) the Altova LicenseServer version number is the same or higher than that which corresponds to the MobileTogether Server version you are installing, and (ii) that you register MobileTogether Server with Altova LicenseServer. The Altova LicenseServer version that corresponds to the MobileTogether Server version you are installing is given in the Installer Wizard screen (*see screenshot below*).

To install MobileTogether Server (and, optionally, Altova LicenseServer), do the following:

1. Go to the [MobileTogether Server download page](https://www.altova.com/mobiletogether/download) (<https://www.altova.com/mobiletogether/download>).
2. Download MobileTogether Server for the appropriate OS (MobileTogether Server is available for Windows, Linux and macOS).
3. Start the MobileTogether Server installation.
4. In the Altova LicenseServer screen (*screenshot below*), select: (i) whether you wish to install LicenseServer as part of the MobileTogether Server installation, or not; and (ii) whether you wish to register MobileTogether Server with a LicenseServer or not, and, if yes, then with which LicenseServer. The next chapter, [Register and License MobileTogether Server](#)³⁴, describes how to register MobileTogether Server with LicenseServer later—that is, subsequent to the installations of both servers..



If you have difficulties or need detailed information, see the [appropriate Installation section of the MobileTogether Server documentation](#).

After installation, start MobileTogether Server as described in [Start MobileTogether Server](#) ³⁰.

After you have installed and registered MobileTogether Server, you are ready to license MobileTogether Server. How to do this is described in the chapter [License MobileTogether Server](#) ³⁴.

3.2.2 On Linux

If you are installing MobileTogether Server and Altova LicenseServer on Linux, you must install the two servers separately. The installation and setup steps are as follows:

1. Download the Linux packages of MobileTogether Server and Altova LicenseServer from the [Altova Download Center](https://www.altova.com/download) (<https://www.altova.com/download>).
2. Install the MobileTogether Server and Altova LicenseServer packages. For information about how to do this, see https://www.altova.com/manual/MobileTogether/mobiletogetherserver/index.html?svstplinux_installation.htm.
3. [Start Altova LicenseServer](#)²⁸ and [MobileTogether Server](#)³⁰.
4. [Register MobileTogether Server](#)³².
5. [Assign a license](#)³⁴ to MobileTogether Server from LicenseServer.

For additional information, see the [MobileTogether Server documentation](#)²⁰.

3.2.3 On macOS

If you are installing MobileTogether Server and Altova LicenseServer on macOS, you must install the two servers separately. The installation and setup steps are as follows:

1. Download the macOS packages of MobileTogether Server and Altova LicenseServer from the [Altova Download Center](https://www.altova.com/download) (<https://www.altova.com/download>).
2. Install the MobileTogether Server and Altova LicenseServer packages. For information about how to do this, see https://www.altova.com/manual/MobileTogether/mobiletogetherserver/index.html?svstplinux_installation.htm.
3. [Start Altova LicenseServer](#)²⁸ and [MobileTogether Server](#)³⁰.
4. [Register MobileTogether Server](#)³².
5. [Assign a license](#)³⁴ to MobileTogether Server from LicenseServer.

For additional information, see the [MobileTogether Server documentation](#)²⁰.

3.3 Start Altova LicenseServer

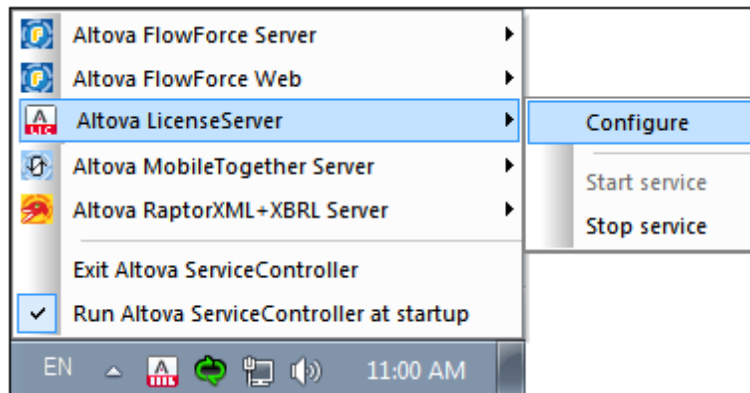
In order to use MobileTogether Server, it must be licensed with an Altova LicenseServer on your network. LicenseServer must be running continuously as a service in order for MobileTogether Server to run. Stopping LicenseServer will also stop MobileTogether Server. If this happens, you will need to first restart LicenseServer (how to do this is described in this chapter) and then restart the stopped MobileTogether Server (see [next chapter](#)³⁰).

Start and stop LicenseServer as follows:

▼ On Windows

You can start LicenseServer via the Altova ServiceController, which is available in the system tray.

First, click **Start | All Programs | Altova LicenseServer | Altova ServiceController** to start Altova ServiceController and display its icon in the system tray (see *screenshot below*). If you select the *Run Altova ServiceController at Startup* option, Altova ServiceController will start up on system start and its icon will be available in the system tray from then onwards.



To start LicenseServer, click the Altova ServiceController icon in the system tray, hover over **Altova LicenseServer** in the menu that pops up (see *screenshot above*), and then select **Start Service** from the LicenseServer submenu. If LicenseServer is already running, the *Start Service* option will be disabled.

To stop LicenseServer, select **Stop Service** from the LicenseServer submenu (see *screenshot above*).

▼ On Linux

To correctly register and license MobileTogether Server with LicenseServer, LicenseServer must be running as a daemon on the network. Start LicenseServer as a daemon with the following command:

[< Debian 8]	<code>sudo /etc/init.d/licenseserver start</code>
[≥ Debian 8]	<code>sudo systemctl start licenseserver</code>
[< CentOS 7]	<code>sudo initctl start licenseserver</code>
[≥ CentOS 7]	<code>sudo systemctl start licenseserver</code>
[< Ubuntu 15]	<code>sudo initctl start licenseserver</code>
[≥ Ubuntu 15]	<code>sudo systemctl start licenseserver</code>
[RedHat]	<code>sudo initctl start licenseserver</code>

If at any time you need to stop LicenseServer, replace `start` with `stop` in the above commands. For example:

```
sudo /etc/init.d/licenseserver stop
```

▼ On macOS

To correctly register and license MobileTogether Server with LicenseServer, LicenseServer must be running as a daemon. Start LicenseServer as a daemon with the following command:

```
sudo launchctl load /Library/LaunchDaemons/com.altova.LicenseServer.plist
```

If at any time you need to stop LicenseServer, replace `load` with `unload` in the above command:

```
sudo launchctl unload /Library/LaunchDaemons/  
com.altova.LicenseServer.plist
```

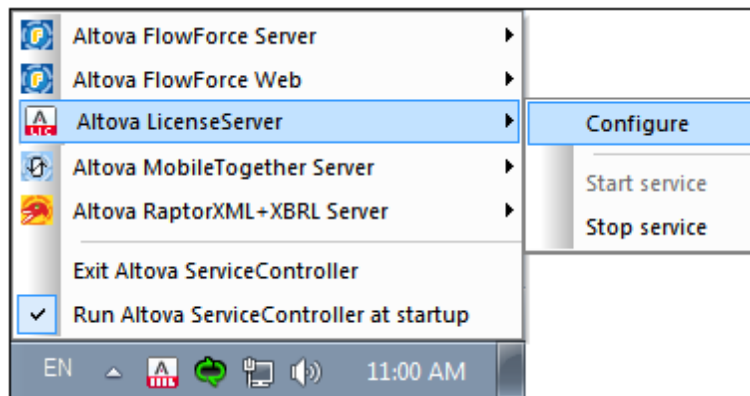
3.4 Start MobileTogether Server

In order to run MobileTogether Server, it must be started as a service. How to do this described below.

▼ On Windows

You can start MobileTogether Server via the Altova ServiceController, which is available in the system tray.

First, click **Start | All Programs | Altova LicenseServer | Altova ServiceController** to start Altova ServiceController and display its icon in the system tray (see screenshot below). If you select the *Run Altova ServiceController at Startup* option, Altova ServiceController will start up on system start and its icon will be available in the system tray from then onwards.



To start MobileTogether Server, click the Altova ServiceController icon in the system tray, hover over **MobileTogether Server** in the menu that appears (see screenshot above), and then select **Start Service** from the MobileTogether Server submenu. If **MobileTogether Server** is already running, the *Start Service* option will be disabled.

To stop MobileTogether Server, select **Stop Service** from the MobileTogether Server submenu (see screenshot above).

▼ On Linux

Start MobileTogether Server as a daemon with the following command:

[< Debian 8]	<code>sudo /etc/init.d/mobiletogetherserver start</code>
[≥ Debian 8]	<code>sudo systemctl start mobiletogetherserver</code>
[< CentOS 7]	<code>sudo initctl start mobiletogetherserver</code>
[≥ CentOS 7]	<code>sudo systemctl start mobiletogetherserver</code>
[< Ubuntu 15]	<code>sudo initctl start mobiletogetherserver</code>
[≥ Ubuntu 15]	<code>sudo systemctl start mobiletogetherserver</code>
[RedHat]	<code>sudo initctl start mobiletogetherserver</code>

To set up and configure MobileTogether Server, open its Web UI (Setup) page by entering the URL of the Web UI page in the address bar of an Internet browser: `http://<serverIPAddressOrName>:8085`.

Firewall Note

Make sure that the port address is not blocked by your firewall.

▼ **On macOS**

MobileTogether Server server daemon starts automatically after installation and a re-boot of the machine. You can start MobileTogether Server as a daemon with the following command:

```
sudo launchctl load /Library/LaunchDaemons/  
com.altova.MobileTogetherServer5.2.plist
```

If at any time you need to stop MobileTogether Server, use:

```
sudo launchctl unload /Library/LaunchDaemons/  
com.altova.MobileTogetherServer5.2.plist
```

To set up and configure MobileTogether Server, open its Web UI (Setup) page in one of the following ways:

- Double-click the MobileTogether Server 5.2 icon in the Applications folder of the Finder
- Enter the URL of the Web UI page in the address bar of an Internet browser:
`http://<serverIPAddressOrName>:8085`

Firewall Note

Make sure that the port address is not blocked by your firewall.

3.5 Register MobileTogether Server

MobileTogether Server must be registered with Altova LicenseServer before MobileTogether Server can be licensed. If, during the installation process of MobileTogether Server, you have not registered MobileTogether Server with Altova LicenseServer, then you can do this subsequently via the administrator interface of MobileTogether Server as follows:

1. Open the MobileTogether Server administrator interface by entering in a web browser the IP address of the machine on which MobileTogether Server is installed, followed by the port number 8085. Thus, `http://<mts-ipaddress>:8085`.
2. Enter the username `root` and this user's default password `root`.
3. Go to the *Settings* tab and then to the *LicenseServer* pane (see screenshot below).

The screenshot shows the 'General settings' page of the MobileTogether Server administrator interface. The 'License Server' tab is selected. In the 'LicenseServer:' section, there is a dropdown menu showing 'localhost'. To the right of the dropdown are two icons: a magnifying glass and a pencil. Below the dropdown are two buttons: 'Register with LicenseServer' and 'Acquire License'. A warning icon and the text 'Server is not registered.' are displayed below the buttons. At the bottom of the page is a 'Save' button.

4. In the *Host* combo box, select the machine on which LicenseServer is installed; alternatively, enter the machine's IP address. The two buttons to the right of the combo box enable you, respectively, to search for machines on the network that host Altova LicenseServer, and to enter a host machine's IP address manually.
5. Click **Register with LicenseServer** to register MobileTogether Server with the selected LicenseServer.

Register MobileTogether Server from the command line

You can also register MobileTogether Server from the command line interface, by using MobileTogether Server's `licenseserver` command. (The commands below assume that Altova LicenseServer is installed on a machine named `localhost`.)

On Windows

```
<ProgramFilesFolder>\Altova\<%SVS-APPFOLDER%>\bin\MobileTogetherServer  
licenseserver localhost
```

On Linux

```
sudo /opt/Altova/<%SVS-APPFOLDER%>/bin/mobiletogetherserver licenseserver  
localhost
```

On macOS

```
sudo /usr/local/Altova/<%SVS-APPFOLDER%>/bin/mobiletogetherserver  
licenseserver localhost
```

3.6 License MobileTogether Server

The CbC Reporting Solution is deployed to and runs on MobileTogether Server. You need a license to use MobileTogether Server. This section describes how to obtain a MobileTogether Server license and assign it from Altova LicenseServer.

The MobileTogether Server license

You can obtain either:

- a free 30-day MobileTogether Server evaluation license (via Altova LicenseServer; *procedure described below*), or
- a paid MobileTogether Server license via the [Altova Online Shop](#) (in case of questions, contact sales@altova.com)

After obtaining a license, the license must be uploaded to Altova LicenseServer and assigned from the LicenseServer's administrator interface to MobileTogether Server.

Get, upload, and assign a MobileTogether Server license

This section describes how to:

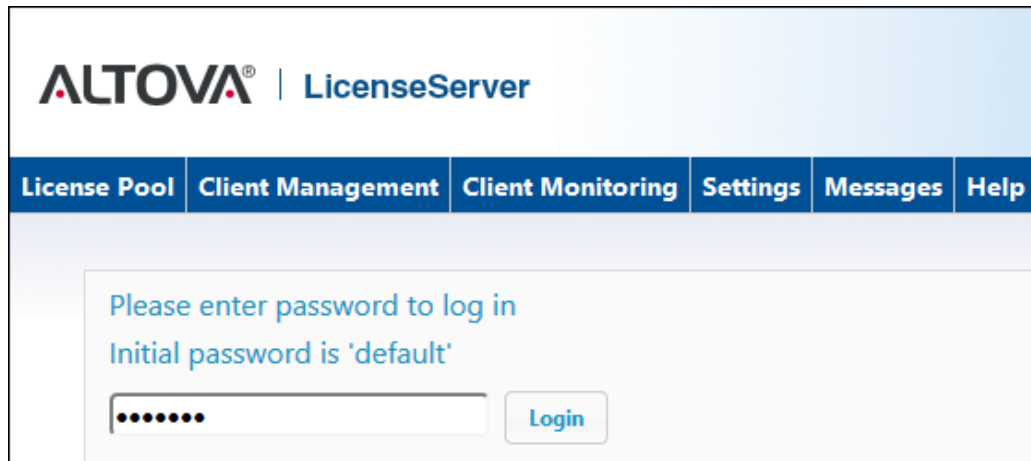
- Get a free 30-day MobileTogether Server evaluation license via Altova LicenseServer,
- Upload the received license to the license pool of Altova LicenseServer, and
- Assign the license to MobileTogether Server.

The uploading and assigning of a paid license is done in the same way as for the evaluation license described below.

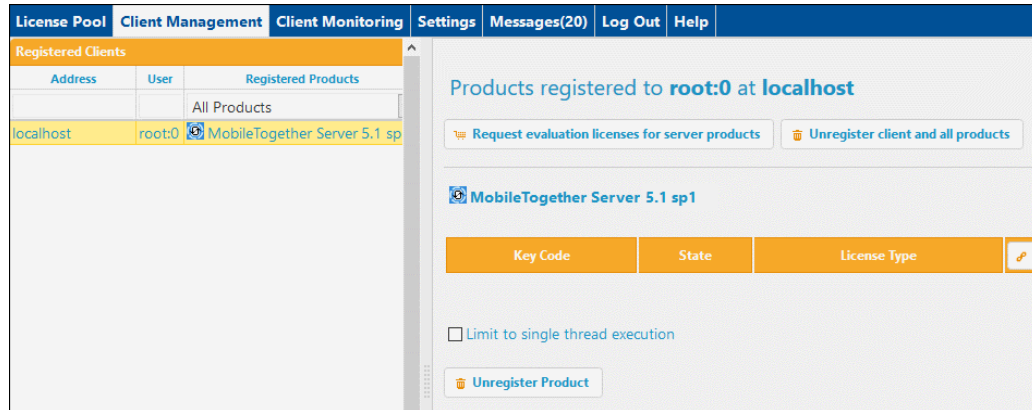
Get a free evaluation license

After you have started the virtual machine, get an evaluation license and assign it as follows:

1. In a web browser window, open the web interface of Altova LicenseServer by entering the IP address of the machine on which LicenseServer is installed, followed by the port number 8088. So: `http://<mts-ipaddress>:8088`. The LicenseServer login page is displayed (*screenshot below*).



2. Enter the initial password **default** to log in. (You can change the password later in the *Settings* tab.)
3. Go to the Client Management tab (*screenshot below*). You will see that MobileTogether Server is registered with LicenseServer, but that it is not licensed.



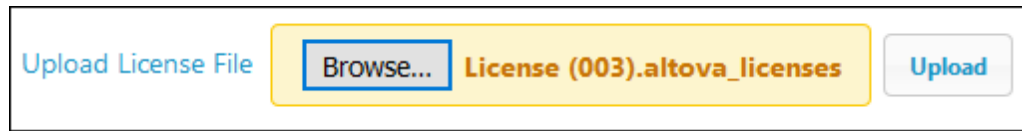
4. In the right-hand pane click **Request evaluation licenses for server products**. The Request Evaluation Licenses dialog (*screenshot below*) appears.

5. Enter the requested information and click **Request Evaluation Licenses**.
6. A MobileTogether Server license will be sent to the email address you entered. Save the license to a file location.

Upload license to the license pool of LicenseServer

After saving the license to a file location, upload the license to the license pool of LicenseServer as follows:

1. In the LicenseServer interface, go to the License Pool tab (*see first two screenshots of this section, above*).
2. At the bottom of the License Pool tab, click the **Browse** button of the *Upload License File* field.



Upload License File

Browse... License (003).altova_licenses

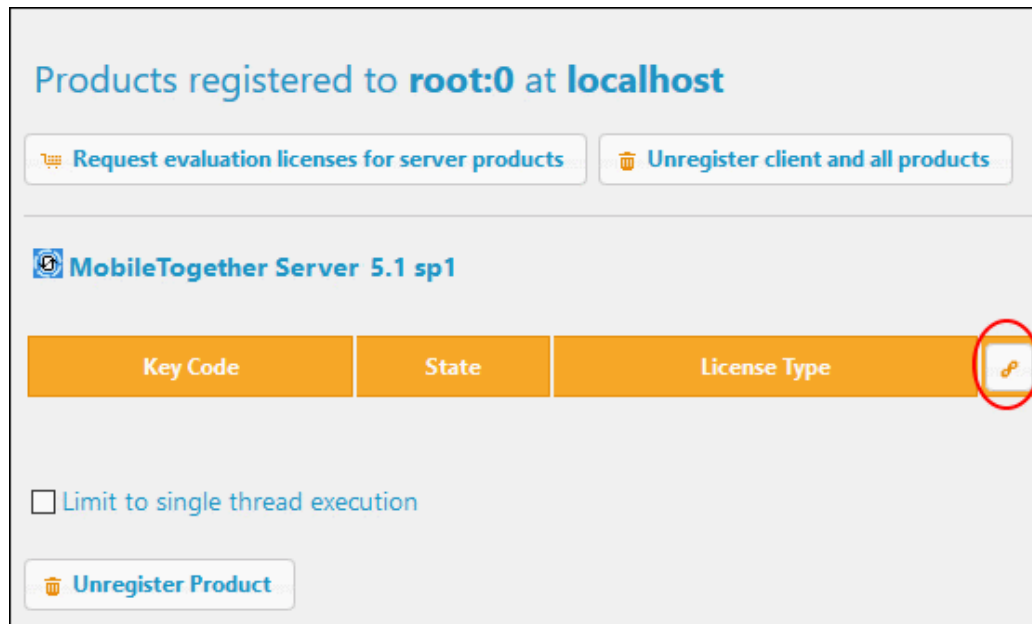
Upload

3. Browse and select the license file that you received by email, and click **Upload**. The license will now be available in the License Pool.

Assign a license

Assign the MobileTogether Server license from the license pool as described below:


1. Go to the Client Management tab. Click the client in the left pane to display the MobileTogether Server that is registered for this client.
2. If you have not yet accepted the MobileTogether Server license conditions, then the MobileTogether Server entry in the right-hand pane will contain a button for accepting the license. Accept the license now.
3. In the right-hand pane, click **Edit Assigned Licenses** (marked in red in the screenshot below).



Products registered to root:0 at localhost

Request evaluation licenses for server products Unregister client and all products

MobileTogether Server 5.1 sp1

Key Code	State	License Type
		

☐ Limit to single thread execution

Unregister Product

4. In the Edit Assigned Licenses dialog that appears (screenshot below), the MobileTogether Server license (that was uploaded to the license pool) will be displayed. Select it and click **Apply Changes**. The license will be assigned.

Edit Assigned Licenses

Product:

MobileTogether Server 5.1 sp1

Registered at:

localhost

Requires licenses for 2 CPU cores

Max licensed CPU cores: 16

Available licenses

	#	License Type	State	Key Code	Expires in days	SMP days left	
<input checked="" type="checkbox"/>	16	CPU Cores	Active	J81T2IM-L94AY3U	1068	1068	<div></div>

Apply Changes

The license will be assigned.

Note: For detailed information about using and configuring LicenseServer, click **Help** in the LicenseServer interface.

3.7 Deploy the Solution to MobileTogether Server

The Altova GDPR Compliance Database and its User Management app, together with associated files, are delivered as a zipped archive that can be downloaded from the Altova website. The zipped archive contains:

- A MobileTogether Package file (**.mtp** file), which is a MobileTogether package containing the CbC Reporting solution and its data files.
- Additional files and folders; these will not be *deployed* to the server but must, instead, be *copied* to the server.

Deployment steps

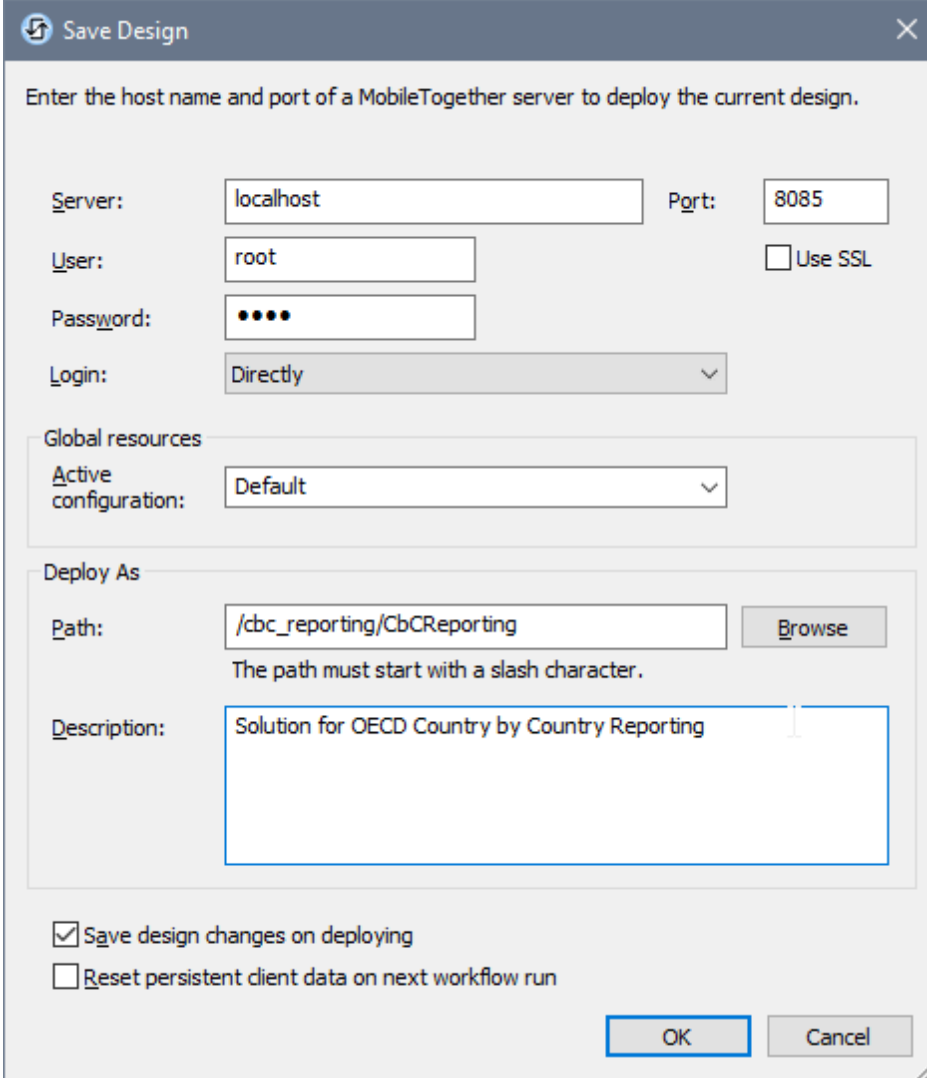
Deployment consists of the following steps:

1. Unzip the zipped archive to a suitable location on your network
2. Deploy the MobileTogether package (**.mtp** file) to MobileTogether Server
3. Copy all the other files and folders in the unzipped archive to MobileTogether Server

Deploy the CbCR MobileTogether package (.mtp file)

To deploy the compliance database and its user management app to MobileTogether Server do the following:

1. Start the MobileTogether Server administrator interface via the URL: `http://<mts-ipaddress>:8085`, and log in (see [Important Information](#)⁴² for credentials).
2. In the Workflows tab of MobileTogether Server, click **Create Container** and create a container named **cbc_reporting** directly under the root. This is the container on the server where you will deploy the solution. Alternatively, you can deploy to any other container you like. If you wish to deploy the solution to the already existing **public** container, then you do not need to create a new container. (For more information about how to do this, see the [MobileTogether Server user manual](#).)
3. In MobileTogether Designer, open the package file (**.mtp** file).
4. You will be asked whether you want to deploy the file. Click **Yes**. (If you need to, you can always deploy via the menu command **File | Deploy to MobileTogether Server**.)
5. In the dialog that appears (*screenshot below*), enter the IP address or network name of the machine hosting MobileTogether Server, the port number **8085** (which is the port number for administrator access to MobileTogether Server), and your login details.



The 'Save Design' dialog box is used to configure the deployment of a design to a MobileTogether server. It includes fields for Server, Port, User, Password, Login, Global resources (Active configuration), Deploy As (Path, Description), and checkboxes for saving design changes and resetting persistent client data. The OK button is highlighted with a blue border.

Save Design

Enter the host name and port of a MobileTogether server to deploy the current design.

Server: localhost Port: 8085

User: root ☐ Use SSL

Password: ••••

Login: Directly

Global resources

Active configuration: Default

Deploy As

Path: /cbc_reporting/CbCReporting

The path must start with a slash character.

Description: Solution for OECD Country by Country Reporting

☒ Save design changes on deploying

☐ Reset persistent client data on next workflow run

OK Cancel

6. In the *Path* field (see screenshot above), select a suitable folder on the server to which to deploy. You can browse for the folder (aka container) that you want. Note that you can create new containers on the server (see point 2 above). For the situation shown in the screenshot above, the solution will be deployed to the container named `/cbc_reporting`, and it will be named `CbCReporting`.
7. Click **OK** to deploy.

The CbCR solution and its associated files have now been deployed to MobileTogether Server. All you need to do to complete the deployment is to copy additional resources to the server (described below).

Copy additional files to the server

To complete the deployment of the system you need to copy all the other files and folders from the unzipped archive—other than the package file (`.mtp` file)—to the *Server-side solution's working directory* of MobileTogether Server. Do this as follows:

1. In MobileTogether Server, go to the **Settings | Sources** tab (see [MobileTogether Server user manual](#)) and note the currently selected solution's working directory.
2. Copy all the files and folders in the top-level directory of the unzipped archive, except the package file (`.mtp` file), to the server-side solution's working directory (*refer also to [Important Information](#)*⁴²). The SQLite database, named `cbc-reporting-database.sqlite`, is the solution's database and is a key file.

Note: You can define any folder on the server to be the *Server-side solution's working directory*, and copy the resources to this location. Note, however, that this location will be the working directory of all MobileTogether workflows that are deployed on this server.

The solution is now deployed to the server together with its database and can be started in a web browser (see [Start the CbCR Solution](#)⁴¹).

3.8 Start the CbCR Solution

The deployed CbC Reporting Solution can be started in any one of the following two ways:

Directly in a web browser

In a web browser type the solution's URL:

```
http://<server-ip-address>:8083/run?d=/<server-path-to-solution>
```

Examples:

```
http://localhost:8083/run?d=/cbc_reporting/CbCReporting  
http://localhost:8083/run?d=/public/CbCReporting
```

Via the Workflows tab of the MobileTogether Server client interface

To avoid typing in the entire URL, you can also start the solution by first opening the MobileTogether Server client interface (which provides access to deployed solutions), and then selecting the CbC Reporting solution.

1. In a web browser type the URL to access the MobileTogether Server client interface:
`http://<server-ip-address>:8083.`
2. If prompted for login credentials, enter them.
3. Open the container that contains the solution (for example, the `cbc_reporting` container or `public` container).
4. Click the URL of the CbC Reporting solution (in the *Run in Browser* column).

3.9 Important Information

Altova LicenseServer

Required in order to license MobileTogether Server.

- *Altova LicenseServer web interface:* `http://<als-ipaddress>:8088`
- *Altova LicenseServer initial password:* `default`

Note: The initial password can be changed in the Settings tab of LicenseServer.

MobileTogether Server administrator interface

Provides access to MobileTogether Server settings.

- *URL:* `http://<mts-ipaddress>:8085`
- *Default user:* `root`
- *Default password:* `root`

Note: To be able to log in to the administrator interface of MobileTogether Server, the username must be one that has administrative rights. A user named `root` is pre-defined and has administrator rights. So you can log in with administrator rights for the first time as `root`. You can change the password of `root` in the Users and Roles tab of the administrator interface. In this tab, you can also create additional users with different privileges.

See the [MobileTogether Server user manual](#) for more information.

MobileTogether Server client interface

The default URL is:

`http://<mts-ipaddress>:8084`

The client interface port can be set in the administrator interface of MobileTogether Server. See the [MobileTogether Server user manual](#) for more information.

MobileTogether Server solutions directory location

The server-side solutions directory is the physical folder location on the server to which solutions are deployed (from MobileTogether Designer). This folder is specified in the *Settings* tab of MobileTogether Server (see [Deploy the Solution to MobileTogether Server](#)³⁸). Once this setting has been specified, all deployed files will be saved to this location. After deploying the solution, you must also **manually** save the SQLite database to the **same folder**. You can set any folder on the server to be the server-side solutions directory. The locations of the default solutions folder on Windows, Linux, and macOS, respectively, is given below.

On Windows

`C:\ProgramData\Altova\MobileTogetherServer\SolutionFiles`

On Linux

`/var/opt/Altova/MobileTogetherServer/SolutionFiles`

On macOS

`/usr/local/Altova//MobileTogetherServer/SolutionFiles`

Note: The `ProgramData` folder is by default a hidden folder on Windows systems. So you will need to change the option of Windows Explorer that hides folders.

CbC Reporting Solution

The URL of the CbC Reporting solution is:

`http://<host>:8083/run?d=/cbc_reporting/CbCReporting`

- Replace `<host>` with the IP address or hostname of MobileTogether Server
- Login with `user=root` and `password=root`
- The container names `cbc_reporting` is assumed to be the container [where the CbC Reporting solution has been deployed](#)³⁸.

Online user manuals of Altova products

These are available at the [Altova website](#):

- Altova LicenseServer: <https://www.altova.com/documentation#licenseserver>
- MobileTogether: <https://www.altova.com/documentation#mobiletogether>

4 Quick Start

Altova CbC Reporting Solution (hereafter also referred to as the "solution" for short) provides an easy-to-use web interface for entering your CbC reporting data. This Quick Start guide takes you through the steps involved in creating your report. You will learn how to:

- [Start the solution](#) ⁴⁵
- [Enter information about your company](#) ⁴⁸ (the reporting entity)
- [Download an Excel template and fill it in or link to existing Excel data](#) ⁴⁹. This template will help you to import into the report any existing Excel data that you might have
- [Create a report](#) ⁵⁸, and see how the report is structured in the solution's interface
- [Import data from your Excel template](#) ⁶⁴ into the report
- [Edit the report and add information to it](#) ⁶² so that it is complete
- [Manage your existing reports](#) ⁶⁶
- [Create a correction report](#) ⁶⁷
- [Import a CbCR message](#) ⁶⁸ that was generated in another system
- [Generate the XML file](#) ⁶⁹ of one or more reports for Tax Authorities

After you go through this Quick Start, you will become familiar with the key features of Altova CbC Reporting Solution and should be able to use the solution with ease thereafter.

4.1 Start Altova CbC Reporting Solution

After Altova CbC Reporting Solution has been set up, you can start it by opening an Internet browser (such as Internet Explorer or Firefox) and entering the URL of the solution in the browser's address bar.

Solution URL

The solution's URL is: `http://<server-ip-address>:8083/run?d=/<server-path-to-solution>`. See screenshot below.



Examples

`http://cbc-reporting:8083/run?d=/cbc_reporting/CbCReporting`
`http://localhost:8083/run?d=/public/CbCReporting`

If the solution does not start, then either the URL is incorrect or the solution has not been set up correctly. See the CbC Reporting Solution Installation Guide or contact your administrator

Solution login

When the solution is accessed, you will be prompted for your login data. The defaults are:

Username: root
Password: root

If the defaults do not work, then your administrator has set up alternative user login authentication. In this case, contact your administrator.

Solution main page

The solution's main page consists of panes that provide entry points to sub-pages (see *screenshot below*):

- A company details page, which is accessed from the Reporting Entity pane
- A report data page, in which data for the CbC report is entered.
- Instead of entering data in the solution, you can import the data from Excel files
- A report management page, which provides access to all the reports you have created with the solution. You can delete reports, edit them, and generate the final XML report for submission
- A page from which you can create correction reports
- A page from which you can import a CbC message that has been generated in another system.

ALTOVA® CbC Reporting Solution

Easy CbC Report Generation

www.altova.com

Version 2.0.7
Based on OECD CbC XML Schema v1.0-1
September 2017

Reporting Entity

Name * **NanoNull, Inc.**

Country * **United States**

Tax ID * **ABC1234567 issued by United States**

Entity ID

Address **225533 Parkway**

New York
United States

Edit...

Reporting Role * **Ultimate Parent Entity**

Specify the role of the Reporting Entity with respect to the filing of the CbC Report.

The Reporting Entity of the Multinational Enterprise (MNE) Group that ensures the preparation and filing of the CbC Report.

Create a new CbC Report Message

You can use an Excel Template to import your reporting data..

View CbC Reporting messages and correction messages that have been created before.

If Reports that have been sent to the Tax Authorities already contain errors a Correction Report needs to be created.

You can import a CbC Message that has been generated in another system.

Create new Report for Year **2016** **English**

Please specify to which year the data of the new report refers to and the language used in your report.

Create Report...

Use Excel template **Download Excel Template for Import...**

View existing Reports **View existing Reports...**

Create Correction Report **Correction...**

Import CbC Report Message **Import CbC Message**

If you have any questions regarding Altova's Country by Country Reporting Solution or if you want a free demo installation please contact us at cbc-reporting@altova.com

Powered by Altova MobileTogether Server - <https://www.altova.com/mobiletogether>

These sub-pages are where you enter the details of your CbC report. They are explained in this Quick Start.

4.2 Reporting Entity Details

The Reporting Entity pane of the solution's main page shows a summary of the details of your company—the company submitting the report. You can select the role of the reporting entity in the *Reporting Role* combo box (options are: (i) Ultimate Parent Entity; (ii) Surrogate Parent Entity; (iii) Local Filing).

The screenshot shows a summary of the reporting entity details. It includes the following information:

- Name ***: CbCR Test Company AG
- Country ***: Austria
- Tax ID ***: ID123456789 issued by Austria
- Entity ID**: (empty)
- Address**: Musterstraße 10, ABC Towers 10
Vienna 1010
Austria
- Edit...**: A blue button to edit the details.
- Reporting Role ***: A dropdown menu showing "Ultimate Parent Entity".

Below the dropdown menu, there is a note: "Specify the role of the Reporting Entity with respect to the filing of the CbC Report."

To enter or edit company details, click **Edit** (see screenshot above). This opens the Reporting Entity Details sub-page (top part shown in screenshot below), in which you can enter details of the reporting entity that are required for the report. These include such information as the company's address and Tax ID Number (TIN).

The screenshot shows the "Reporting Entity Details" sub-page. It includes the following information:

- Reporting Entity Details**: The title of the sub-page.
- Cancel**: A button to cancel the changes.
- Verify**: A button to verify the data.
- Save & Close**: A button to save the data and close the sub-page.
- Organisation Name ***: A text input field containing "CbCR Test Company AG".

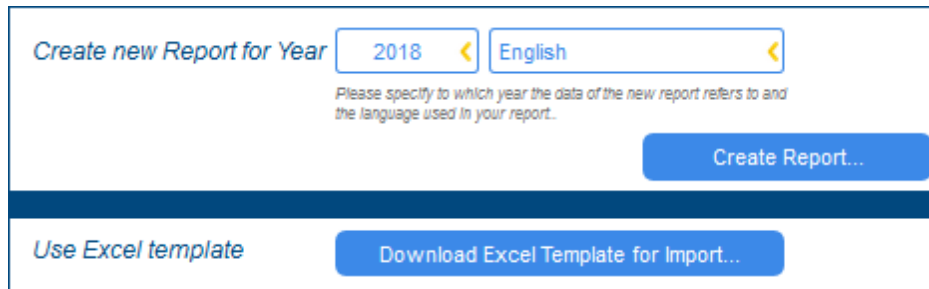
After you finish entering data, you can:

- Click **Verify** to check whether all mandatory data has been entered and that the format of mandatory entries is correct
- Click **Save & Close** to save the data and return to the main page.

4.3 Excel Template for Import

Data for the CbC report is entered in a new report, which you can create by clicking **Create Report** in the Create New Report pane of the main page (see *screenshot below*).

This data can be entered manually in the report's interface. However, it is easier to import the data from a special **Excel Template**, which you can download. After the data is imported from the template into the report, it can be saved and edited.



The Excel Template for Import

The Excel Template for Import has a specific structure. To use it follow the steps give below:

1. In the Use Excel Template pane of the main page (see *screenshot above*), click **Download Excel Template for Import** to download the template to a file location on your system.
2. Rename the template suitably.
3. Open the template in Excel and add report information to it. You can do this either manually or by linking to already existing Excel sheets. The sections of this chapter describe the Excel template.
4. After you finish adding data to the template in Excel, save the Excel file as XML (via Excel's **File | Save As** command), and note the location where you saved it. See the section [Save as XML](#)⁵⁷ for details.
5. After you create a new report (via the **Create Report** button of the Create New Report pane; see *screenshot above*), you can import the XML file you generated from the Excel template. How to do this is described in [Import from Excel](#)⁶⁴.
6. You can save the report containing the imported data and edit the imported data at any subsequent time. See [Create Report](#)⁵⁸ for information about how to work with the report data.

In the rest of this chapter we describe the Excel template. In the next chapter, [Create Report](#)⁵⁸, we discuss the interface of the report and how to work with it.

Excel's data linking feature

Excel enables cells and cell-ranges in different worksheets and in different files to be linked. This feature can be used to link the Excel Template for Import to data cells in your legacy Excel files (Excel files that you have maintained over the past). After a link has been made, any change in the source Excel file (your legacy file) will be automatically passed to the Excel Template for Import. This happens as soon as the files are connected over a network after the source file is changed and the destination file is opened. Please see your Excel documentation for information about how to link data between files.

4.3.1 Template Structure

The Excel Template for Import (*screenshot below*) consists of five sheets (*see bottom screenshot*):

- A How-To sheet, which provides a broad overview of how to use the template
- Three data tables, named, respectively: *Summary Information*, *Business Activities*, and *Additional Info*
- A sheet name *Aux*, which contains report-related information for reference, such as item codes, country codes, and currency codes

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Altova Country by Country Reporting Solution - How-To												
2													
3		This Excel document helps you to collect CbC Reporting data and move it to the Altova CbC Reporting Solution.											
4													
5		Step 1:	For each country that you want to report for please fill in 1 line in Table 1 - Summary Information										
6			Fill your data into the yellow fields.										
7			Red Fields show errors (most likely typos in country or currency names)										
8													
9		Step 2:	For each company that you need to include please fill in 1 line in Table 2 - Business Activities										
10			Fill your data into the yellow fields.										
11			Red Fields show errors (most likely typos in country names)										
12													
13		Step 3:	Add the additional Information you want to provide										
14			make sure to use not more than 4000 characters in each line										
15			Red Fields show errors (most likely typos in country names or text too long)										
16													
17		Step 4:	Check for errors - no red fields should be shown										
18													
19		Step 5:	Export your data										
20			Select "Save As..." from "File" menu										
21			File save dialog - "Save as type:" select "XML Data (*.xml)"										
22			Remember the name and location where you saved the XML file.										
23													
24		Step 6:	Import your data to the Altova CbC Reporting Solution										
25			In Tab "Report Data" select "Import from Excel..."										
26			Select the XML file you just saved.										
27			Data is imported and displayed in the Altova CbC Reporting Solution										
28													
29													
			How-To	Table 1 - Summary Information	Table 2 - Business Activities	Table 3 - Additional Info	aux						

Overview of Excel data structure

The three tables of the Excel template are related to each other as follows:

- *Table-1: Summary Information* contains a summary of information about each country in which the reporting entity is active, with each country being reported on a single line. Each country is identified by its unique country code.
- *Table-2: Business Activities* contains details of related businesses across all the countries reported in Table-1. Each business is keyed to the country of its tax jurisdiction by that country's country code. In the solution's interface, all the businesses in each country will be grouped together.
- *Table-3: Additional Info* provides additional information for each summary category (see the *Aux* sheet) within each country. For example, you can provide additional information about the summary category *CBC609: Number of Employees* in the tax jurisdiction of Ireland, as well as about the summary category *CBC603: Total Revenue* in the tax jurisdiction of Ireland. Each country is identified by its unique country code, and each summary reference is identified by its unique reference code. Additional information for each item is restricted to 4000 characters.

If you look at the How-To sheet's screenshot above, you will see that the first three steps briefly explain how to enter data in the three tables described above. Each of the table is described in more detail in the rest of this chapter.

4.3.2 Summary Information

The *Summary Information* table (screenshot below) contains summaries of each tax jurisdiction in which the reporting entity is active.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
4														
5	MANDATORY	Check	MANDATORY	Check	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY
6	Tax Jurisdiction	Country Code	Currency	Currency validation	Revenue Unrelated party	Revenue Related party	Total Revenue - unrelated and related party	Profit/Loss before Income Tax	Income Tax Paid (on Cash Basis)	Income Tax Accrued (Current year)	Stated capital	Accumulated earnings/ Retained earnings	Number of Employees	Assets other than Cash and Cash Equivalents
8	Argentina	AR	ARS	ARS - Argentine Peso	100	50	150							88
9	Austria	AT	EUR	EUR - Euro	300		300	100		22		44		66
10	Azerbaijan	AF	AFN	AFN - Afghani	30	30	60		22		33		66	
11	Bahamas	NL	EUR	EUR - Euro	40	50	90	-5678	10	20	30	40	50	60
12	Bahrain	BY	ARS	ARS - Argentine Peso		20	20							
13	Barbados	DE	BBD	BBD - Barbados Dollar	1000	2000	3000	300	301	400	401	500	501	700
14	Belarus	CZ	AOA	AOA - Kwanza	200	300	500	11	22	33	44	55	66	77
15	Lithuania	LT	SCR	SCR - Seychelles Rupee				50	60	70	80	90	100	1
16	Oman	OM	TND	TND - Tunisian Dinar										
17	Haiti	HT	TOP	TOP - Pa'anga	300	1000	1300						50	

Add data to this table as follows:

- Each tax jurisdiction is entered in a separate row. Select the country you want from the dropdown list of the combo box that appears when you place the cursor in a cell of the *Tax Jurisdiction* column (see screenshot). The country code is entered automatically in the next column.
- Similarly, in the *Currency* column, select the appropriate currency from the dropdown list for that column.
- Enter the corresponding data for the remaining columns.
- Data in the cells need not be entered directed. You can also link to source Excel files (see [Excel's data linking feature](#) ⁵⁰).

Where summary information is shown in the solution

After the Excel data has been imported into the CbC Reporting Solution solution, the summary information is displayed in the [Report Data tab of the report](#) ⁶², at the head of each tax jurisdiction (compare summary information data for Argentina in the screenshot below with the data for Argentina in the Excel sheet above).

Message Information

Reporting Entity

Report Data

Additional Information

10 Countries and 100 Companies in Report

Import from Excel...

Add Country

Argentina

Currency: ARS

Delete

Edit...

Revenues Unrelated Party	Revenues Related Party	Revenues Total	Profit (Loss) before Income Tax	Income Tax Paid (on Cash Basis)	Income Tax Accrued Current Year	Stated Capital	Accumulated Earnings	Number of Employees	Tangible Assets other than Cash
100	50	150	0	0	0	0	0	0	88
ARcompany1			Research and Development,						
ARcompany2			Holding or Managing intellectual property,						
ARcompany3			Purchasing or Procurement,						

4.3.3 Business Activities

The *Business Activities* table (screenshot below) lists the business activities of the reporting entity's constituent entities (subsidiaries or affiliates) in all tax jurisdictions. Each constituent entity is listed in its own row together with its tax jurisdiction and business activities. In the screenshot below, for example, you can see that the reporting entity has 10 constituent entities based in the tax jurisdiction of Argentina.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Please link your data into the fields with the YELLOW background. Make sure that no CountryCode cell or Currency Validation cell shows any error.																			
MANDATORY	Check	OPTIONAL	Check	MANDATORY	MANDATORY	Main Business Activities - insert "1" for each Business Activity that applies - otherwise													
		Tax Jurisdiction of Organisation or Incorporation if Different from Tax Jurisdiction of Residence		Name of Constituent Entities in the Tax Jurisdiction	Tax ID of Constituent Entity	Research and Development	Holding or Managing Intellectual Property	Purchasing or Procurement	Manufacturing or Production	Sales, Marketing or Distribution	Administrative, Management or Support Services	Provision of Services to Unrelated Parties	Internal Group Finance	Regulated Financial Services	Insurance	Holding Shares or other Equity Investments	Derivative	Other	If you selected "Other" please describe Details here
Tax Jurisdiction	Country Code	Country Code	Country Code																
Argentina	AR	Argentina	AR	ARcompany1	AR111	1													
Argentina	AR	Netherlands	NL	ARcompany2	AR112		1												
Argentina	AR	Algeria	DZ	ARcompany3	AR113			1											
Argentina	AR	Andorra	AD	ARcompany4	AR114				1										
Argentina	AR	Ethiopia	ET	ARcompany5	AR115					1									
Argentina	AR	Eritrea	ER	ARcompany6	AR116						1								
Argentina	AR	Eritrea	ER	ARcompany7	AR117							1							
Argentina	AR	Italy	IT	ARcompany8	AR118								1						
Argentina	AR	South Sudan	SS	ARcompany9	AR119									1					
Argentina	AR	Argentina	AR	ARcompany10	AR120										1				
Austria	AT	Austria	AT	AUcompany1	AU222											1			
Austria	AT	Albania	AL	AUcompany2	AU223												1		
Austria	AT	Anguilla	AI	AUcompany3	AU224												1	business1, business2, business3	

Add data to this table as follows:

- Each constituent entity is listed in its own row. The name of the constituent entity is listed in the *Constituent Entities in the Tax Jurisdiction* column (shown highlighted).
- The tax jurisdiction is entered in the first column by selecting the appropriate country from the dropdown list for that column. The country code is entered automatically in the next column.
- Although domiciled in one country, a constituent entity might come under the tax jurisdiction of another country. The third and fourth columns contain the tax jurisdiction of the organization or incorporation.
- Enter the Tax ID of the constituent entity.
- Each business activity is assigned a column. If a business activity applies to a given constituent entity, then enter **1** in that column. If the constituent entity is involved in some other business activity than those listed here, then enter 1 in the Other column, and, in the last column, enter details of the business activity.
- Data in the cells need not be entered directed. You can also link to source Excel files (see [Excel's data linking feature](#) ⁵⁰).

Where business activities are shown in the solution

After the Excel data has been imported into the CbC Reporting Solution solution, the business activities of each constituent entity is displayed in the [Report Data tab of the report](#)⁶². In the screenshot below, see the area boxed in red.

Message Information

Reporting Entity

Report Data

Additional Information

10 Countries and 100 Companies in Report

Import from Excel...

Add Country

Argentina

Currency: ARS

Delete

Edit...

Revenues Unrelated Party	Revenues Related Party	Revenues Total	Profit (Loss) before Income Tax	Income Tax Paid (on Cash Basis)	Income Tax Accrued Current Year	Stated Capital	Accumulated Earnings	Number of Employees	Tangible Assets other than Cash
100	50	150	0	0	0	0	0	0	88
ARcompany1		Research and Development,							
ARcompany2		Holding or Managing intellectual property,							
ARcompany3		Purchasing or Procurement,							

4.3.4 Additional Info

The *Additional Info* table (screenshot below) provides additional information about the Summary Reference items of a tax jurisdiction. For example, in the screenshot below, additional information has been provided for two summary reference items of the Afghanistan tax jurisdiction. The relevant summary reference item can be selected from the combo box of the *Summary Reference* cell (see screenshot).

	A	B	C	D	
3	Please link your data into the fields with the YELLOW background. Make sure that no Country Code cell or Reference Code cell shows any error.				
4					
5	OPTIONAL	Check	OPTIONAL	Check	MANDATORY
6	Tax Jurisdiction	Country Code	Summary Reference	Reference Code	Additional Information(max. 4000 characters)
8	Austria	AT	Revenue Unrelated Party	CBC601	AT: Some comment.
9	Afghanistan	AF	Revenue Related Party	CBC602	AF: comment1.
10	Afghanistan	AF	Total Revenue	CBC603	AF: comment2.
11	Argentina	AR	Profit/Loss before Income Tax	CBC604	AR: comment3.
12	Netherlands	NL	Profit/Loss before Income Tax	CBC605	NE: comment4.
13	Germany	DE	Income Tax Paid (on Cash Basis)	CBC606	GE: comment5.
14	Belarus	BY	Income Tax Accrued (Current year)	CBC607	BE: comment 6.
15	Czech Republic	CZ	Stated capital	CBC608	CZ: comment7.
16	Lithuania	LT	Accumulated Earnings/ Retained E	CBC609	LI: comment8.
17	Oman	OM	Number of Employees	CBC610	OM: comment9.

Add data to this table as follows:

- Each summary references of a tax jurisdiction's is entered in a separate row. First select the country of tax jurisdiction from the dropdown list of the combo box that appears when you place the cursor in a cell of the *Tax Jurisdiction* column. The country code is entered automatically in the next column.
- In the *Summary Reference* column, select an item from the combo box (see screenshot above). The reference code (of the summary reference) is entered automatically in the next column.
- In the *Additional Information* column, enter the information for the selected summary reference item, up to a maximum of 4000 characters.
- Data in the cells need not be entered directed. You can also link to source Excel files (see [Excel's data linking feature](#)⁵⁰).

Where additional information is shown in the solution

After the Excel data has been imported into the CbC Reporting Solution solution, the additional information is displayed in the [Additional Information tab of the report](#)⁶⁵ (see screenshot below). Each tax jurisdiction from the Excel template is displayed in a single row. For each summary reference of a tax jurisdiction, the comment from the Excel template is displayed. You can edit all these values if you like (tax jurisdiction, summary reference, and additional information).

Message Information	Reporting Entity	Report Data	Additional Information
Country	Summary Category		Add Additional Info
Austria	Revenues - Unrelated		Delete Edit... 16 characters
AT: Some comment.			
Afghanistan	Revenues - Total		Delete Edit... 43 characters
AF: comment1.			

4.3.5 Save as XML

After you have finished editing the Excel Template for Import to your satisfaction, you are ready to save the data as XML. This is required in order to be able to import the data into a CbC report.

To save the Excel data as XML, do the following:

1. Click **File | Save As**.
2. Click **Browse**.
3. In the Save As dialog that appears, browse for a folder in which to save the file.
4. In the dialog's *Save as Type* field, select *XML Data*.
5. Enter the name of the XML file.
6. Click **Save**.

Note down the name and location of the XML file. This will be the file you select when you import Excel data into the report.

4.4 Create Report

After you have entered information about the reporting entity, you can create a new report for that entity as follows:

1. In the second pane of the solution's main page (*screenshot below*), select the year for which you want to create the report and the language used in your report.

2. Click **Create Report**. The report's main page appears (*see description below*).

The report's main page

The report's main page (*screenshot below*) has two parts:

- **CbC Report Message Details:** A report is submitted as a message. This pane (the top pane) contains a summary of the message's meta information. It also contains buttons to (i) close the report page, (ii) verify the report's contents, and (ii) save the report to the solution's database and return to the solution's main page.

- A lower pane with four tabs. In each tab you can edit part of the report's message. The main financial data is in the tab named *Report Data*. Additional information that you might want to add about various constituent entities can be added in the *Additional Information* tab.

In the rest of this chapter, we describe the four tabs in detail.

Saving a report

To save a report, click **Save & Close** in the top pane (*see screenshot above*). The report will appear in the [list of saved reports](#)⁶⁶. To view or edit a saved report, click **View Existing Reports** on the [solution's main page](#)⁴⁵.

4.4.1 Message Information

The *Message Information* tab (screenshot below) contains information that is relevant to the message that is sent to tax authorities as a cover for the report.

Message Information	Reporting Entity	Report Data	Additional Information
Sending Entity ID	ID123456789 <small>Mandatory for domestic reporting to identify the Reporting Entity reporting to the sending Competent Authority (e.g. by a domestic TIN or IN). Data from Reporting Entity is used here.</small>		
Transmitting Country	Austria <small>The domestic country of the Reporting Entity.</small>		
Receiving Country	Austria <small>For domestic reporting this element would be the domestic country from the Reporting Entity.</small>		
Reporting Period *	<div>📅 2018-12-31</div> <small>The last day of the reporting period (i.e. the fiscal year of the MNE Group) to which the message relates in YYYY-MM-DD format. For example, if the fiscal year of the MNE Group runs from 1 April 2016 to 31 March 2017, the entry would be "2017-03-31". If exceptionally the reporting period does not correspond to a full 12-month fiscal year, the length of the reporting period should be indicated in the Warning element below.</small>		
Language	<div>English</div> <small>Specifies the language in which the content of the Additional Info element, if any, has been provided. With a view to allowing the most widespread use of the information contained in the CbC Report, the use of the English language is preferred, if permissible under such local law.</small>		
Warning	<div></div> <small>This is a free text field allowing input of specific cautionary instructions about use of the CbC message content. If the reported data is for a period other than for a full fiscal year this information can be given here as narrative, e.g. "ten month period".</small>		
Contact	<div></div> <small>This is a free text field allowing input of specific contact information for the sender of the message (i.e. the Reporting Entity in the context of domestic reporting).</small>		

Note the following points:

- The *Reporting Period* field is mandatory and must be filled. The date to enter here is the last day of a 12-month reporting period. If the period is not a 12-month period, enter the length of the period in the *Warning* field.
- The non-editable data in this tab is taken from the data you entered in the [Reporting Entity Details](#) ⁴⁸ page.

4.4.2 Reporting Entity

The *Reporting Entity* tab (screenshot below) contains a summary of key information about the reporting entity.

Message Information	Reporting Entity	Report Data	Additional Information
Name *	CbCR Test Company AG		
Country *	Austria		
Tax ID *	ID123456789 issued by Austria		
Eentity ID			
Address	Musterstraße 10, ABC Towers 10		
	Vienna 1010 Austria		
Reporting Role	Ultimate Parent Entity		

The data in this tab is non-editable. It is taken from the data you entered in the [Reporting Entity Details](#) ⁴⁸ page.

4.4.3 Report Data

The *Report Data* tab (screenshot below) is the main part of the report. It is where the financial data of the reporting entity is edited.

Message Information

Reporting Entity

Report Data

Additional Information

10 Countries and 92 Companies in Report

Import from Excel...

Add Country

Argentina

Currency: ARS

Delete

Edit...

Revenues Unrelated Party	Revenues Related Party	Revenues Total	Profit (Loss) before Income Tax	Income Tax Paid (on Income Tax Accrued Cash Basis)	Income Tax Accrued Current Year	Stated Capital	Accumulated Earnings	Number of Employees	Tangible Assets other than Cash
100	50	150	0	0	0	0	0	0	88
ARcompany1		Research and Development,							
ARcompany2		Holding or Managing intellectual property,							

Austria

Currency: EUR

Delete

Edit...

Revenues Unrelated Party	Revenues Related Party	Revenues Total	Profit (Loss) before Income Tax	Income Tax Paid (on Income Tax Accrued Cash Basis)	Income Tax Accrued Current Year	Stated Capital	Accumulated Earnings	Number of Employees	Tangible Assets other than Cash
300	0	300	100	0	22	0	44	0	66
AUcompany1		Holding shares or other equity instruments,							

There are two ways in which the financial data can be entered:

- *Import from Excel:* The financial data is imported from the Altova CbC Reporting Solution's Excel Template for Import. For information about how to create this template, see [Excel Template for Import](#) ⁴⁹. To import data from this template, click the **Import from Excel** button, which is located at the top right of the *Report Data* tab (see screenshot above). For information about importing, see the next section, [Import from Excel](#) ⁶⁴.
- *Manually:* First add a country by clicking **Add Country**, located at top right of the tab (see screenshot above), and then click **Add Companies**. Within each country, you can then add one company after the other. For each company, you can then add financial data. At every point—(i) All Countries, (ii) Individual Country and All Companies, (iii) Individual Company—you can (i) cancel your edit, (ii) verify data for completeness and format, and/or (iii) save your data to the database and go back to the Report page.

Saving a report

Click **Verify** if you want to check whether any data is missing or incorrect in some way. To save a report, click **Save & Close** in the [top pane of the Report page](#) ⁵⁹.

Editing report data

After report data has been entered—either manually or by importing from Excel—you can edit this data. You can edit the following:

- Country financial summary: (i) Click that country's **Edit** button, (ii) edit the country's financial summary fields, (iii) click **Save & Close** to save country edits.
- Company (constituent entity) business activities: (i) Click the relevant country's **Edit** button, (ii) click **Edit Companies**, (iii) edit the company's business activities, (iv) click **Save & Close** to save company edits, (v) click **Save & Close** to save country edits.

Note: You can use the relevant **Delete** buttons to delete individual countries and companies.

Note: When saving, you will need to save separately at different levels: (i) companies level, (ii) country level, (iii) report level.

4.4.4 Import from Excel

Instead of entering your CbC Reporting financial data manually into the [Report Data](#)⁶² tab, you can import the relevant data from an Excel template. This template can be [downloaded from within the solution](#)⁴⁹, and filled in. The advantage of using the template is that you can link the template's cells to existing Excel data that you have. This kind of linking ensures that the CbC Reporting data in your template file is automatically kept up-to-date. When you are ready to import the Excel template data into the solution, all you need to do is the following:

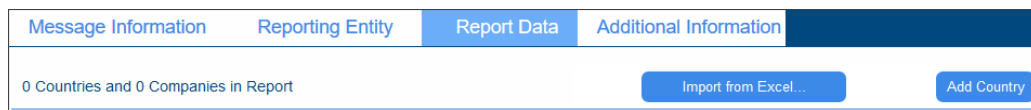
1. Save the Excel template data as XML. How to do this is described in the topic [Save as XML](#)⁵⁷.
2. Import this XML file into the solution by using the solution's Import from Excel feature, described below.

Importing the Excel data

In order to import the Excel data, you must know the name and location of the XML file to which the Excel data was saved (see above).

To import, do the following:

1. Go to the [Report Data](#)⁶² tab of the [Report page](#)⁵⁸ (see screenshot below).



2. Click **Import from Excel** (see screenshot).
3. In the File Upload dialog that appears, browse for the XML file to which the Excel data was saved, and click **Open**.
4. The Excel data is imported. Information from the [Summary Information](#)⁵³ and [Business Activities](#)⁵⁴ tables of the Excel file are displayed in the [Report Data](#)⁶² tab of the solution. Data from the [Additional Info](#)⁵⁶ table of the Excel file is displayed in the [Additional Information](#)⁶⁵ tab of the solution. You can edit the imported data in these two tabs.
5. When you have finished importing and editing, [save the report](#)⁵⁹ by clicking **Save & Close**. The report will appear in the [list of saved reports](#)⁶⁶.

Note: You can subsequently view or edit a saved report. To do this, click **View Existing Reports** on the [solution's main page](#)⁴⁵.

4.4.5 Additional Information

The *Additional Information* tab (*screenshot below*) displays additional information about the summary information of different countries. Additional information is given per summary information item (such as *Profit or Loss*) of a given country (*see screenshot*).

Note: If you have imported data from an Excel template, the additional information data is taken from the [Additional Info](#)⁵⁶ table of the template.

Message Information	Reporting Entity	Report Data	Additional Information	
Country	Summary Category			Add Additional Info
Argentina	Profit or Loss			Delete Edit...
AR: comment3.				13 characters
Netherlands	Tax Paid			Delete Edit...
NE: comment4.				13 characters

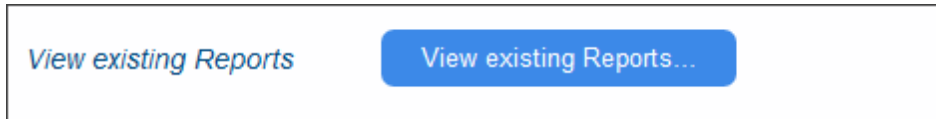
Note the following points:

- You can edit the additional information of each entry.
- To add a new additional information item, click **Add Additional Info** at the top right of the tab, and edit the entry that is appended to the list.
- To delete the additional information its, click its **Delete** button.
- Click **Verify** if you want to check whether any data is missing or incorrect in some way.
- When done with all modifications, [save the report](#)⁵⁸ by clicking **Save & Close**.

Note: You can subsequently view or edit a saved report. To do this, click **View Existing Reports** on the [solution's main page](#)⁴⁵.

4.5 View and Edit Existing Reports

The View Existing Reports pane on the [solution's main page](#)⁴⁶ (screenshot below) is the entry point to the page that lists the reports that have been saved to the solution's database.



Click **View Existing Reports** to access existing reports. The list of reports is displayed (see screenshot below).

Message Reference ID	Reporting Period	Created On			Back
Message Type	Reporting Year	Status	Comment		
NL2016-M00004-NL837367363 New Data	2017-10-31 2016	2017-10-05T09:55:23 Draft			Delete Create XML Edit...
AT2016-M00026-ID123456789 New Data	2017-12-31 2016	2017-10-16T15:28:42 Draft			Delete Create XML Edit...
AT2016-M00031-ID123456789 New Data	2017-03-31 2016	2017-10-17T12:39:31 Draft			Delete Create XML Edit...

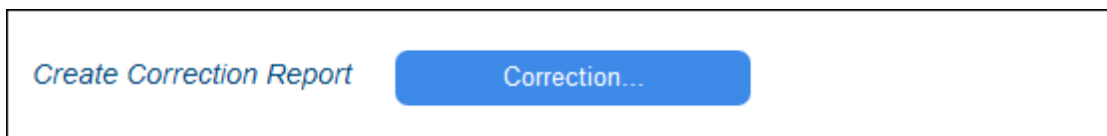
For each report, you can do the following:

- Click **Delete** to delete the report
- Click **Edit** to edit the report in the solution. The report will be opened in the [main Report page](#)⁵⁸.
- Create the report in XML format for submission. For information about this, see the next chapter, [Create XML for CbCR Submission](#)⁶⁹.

Click **Back** to go to the [solution's main page](#)⁴⁶.

4.6 Create a Correction Report

If, after a report (initial message) has been sent to the tax authorities, you need to modify the reported data or add new data, you can do this in a correction report (correction message). To send a correction report, click **Correction** in the Create Correction Report pane of the [solution's main page](#) ⁴⁶ (screenshot below).



In the page that appears, the list of reports that have been sent to the tax authorities (initial messages) will be displayed (see screenshot below). You can now create correction reports for any of the listed initial messages. Note that you must create a separate correction report for modifying data and for adding new data.

Important Information about Correction of previously filed Messages

Once a CbC Message has been sent to the Tax Authorities (Initial Message) it should not be changed anymore.

If you discover any missing or wrong information in a CbC Message after it had been filed you need to create a "Correction Message".

There are two types of Correction Messages:

1. Adding new information that was missing in the Initial Message
2. Changing or deleting of information from the Initial Message

You need to decide which of the types of the Correction Message you need to create - both types can NOT be mixed in one Correction Message.

If you need to add information to an Initial Message AND make corrections/deletions to the Initial Message you must create 2 separate Correction Messages.

Please Select the Report you Want to Correct: Only Messages with status "Sent" are shown in the below list

Message Type	Status	Comment
Message Reference ID	Reporting Period (Year)	
Correction Message Reference ID	Created On	
Initial Message	Sent	CbC Report for 2018 - completed
US2016-M00003-ABC1234567	2018-12-31 (2016)	
Created: 2019-04-15 12:01:46 - Last saved: 2019-04-15 12:04:40		

Cancel

Add new Data... Change / Delete Data...

For the initial message you want to correct:

- Click **Add new data** to open a correction report in which you can add new data as additional information. The correction report will contain all the necessary references to the original report (initial message). It will be opened at the [Additional Information](#) ⁵⁶ tab, and you can add data as described in [Additional Information](#) ⁵⁶. If you want to see the additional information of the initial message click **Show Original Data**. Click **Save & Close** after finishing.
- Click **Change/Delete data** to submit a correction report containing modified data. A new correction report is opened that contains all the necessary references to the original report. The data of the original report will be contained in the various tabs of the new correction report. You can edit this data in the following tabs: [Reporting Entity](#) ⁶¹, [Report Data](#) ⁶², and [Additional Information](#) ⁶⁵. Click **Save & Close** after finishing.

After you have finished making your corrections, click **Save & Close** to create the correction report.

Subsequently, the correction report can be accessed via the [View and Edit Existing Reports](#) ⁶⁶ page, and can be viewed, edited, and deleted from there.

4.7 Import a CbCR Message

You can import a CbC report (in XML format), even those generated by other applications, and edit it Altova CbC Reporting Solution.

Import a CbC report as follows:

1. In the the Import CbC Report pane of the [solution's main page](#)⁴⁶, click **Import CbC Message**.
2. In the File Upload message box that appears, click **OK**.
3. In the File Upload dialog box, browse for the CbC report in XML format and click **Open**. The CbC report is imported and created as a new report with a status of *Sent*, and it is displayed in the solution.
4. Click **Save & Close** to add it to the existing reports in the solution's database. The report will now be available via the [View and Edit Existing Reports](#)⁶⁶ pane.

Note that you can change the status of the imported report, but do this with care. If the report has already been submitted and you want to modify data in it or add data, then the correct procedure is to [create a correction report](#)⁶⁷.

4.8 Create XML for CbCR Submission

CbC Reports have to be submitted to tax authorities in XML format. After you have finished adding data to your report and reviewing it, you can generate the report as an XML file from within the solution.

Generate the XML file for submission as follows:

1. On the solution's main page, click **View Existing Reports**.
2. In the list of existing reports that appears (*screenshot below*), click the **Create XML** button of the report you want to submit.

Message Reference ID	Reporting Period	Created On				Back
Message Type	Reporting Year	Status	Comment			
NL2016-M00004-NL837367363 New Data	2017-10-31 2016	2017-10-05T09:55:23 Draft		Delete	Create XML	Edit...
AT2016-M00026-ID123456789 New Data	2017-12-31 2016	2017-10-16T15:28:42 Draft		Delete	Create XML	Edit...
AT2016-M00031-ID123456789 New Data	2017-03-31 2016	2017-10-17T12:39:31 Draft		Delete	Create XML	Edit...

3. A page appears that contains options for creating the XML for different purposes: reporting, testing, debugging; see *screenshot below*.

Create XML File for Reporting

This converts your data to the OECD XML format for reporting to the Tax Authorities.

Create XML for Reporting...

Back

Create XML File for Testing

This converts your data to the OECD XML format for testing the report with the Tax Authorities. Only use this format if your Tax Authority allows for testing the report.

Create XML for Testing...

Create XML File for Altova to find errors

If an XML file seems to have errors you can create a file with the same structure but all financial values are set to "1234". You can send this file to "cbc_reporting@altova.com" for debugging.

Create XML for Debugging...

The XML file created for each purpose is the same, but has different file names. If you create the XML file for testing or debugging, it will have, respectively, `_test` and `_debug` appended to the filename.

4. When you click one of the **Create XML for...** buttons, you will be prompted about whether you wish to save the file or to open it in an application. We recommend that you open the XML file in Altova's [XMLSpy](http://www.altova.com) software (www.altova.com) so that you can validate it against the [OECD CbC Reporting XML Schema definition](#). If you open the file in XMLSpy, it is opened from a temporary location. Save the file to a suitable location. See *Validating the XML file with XMLSpy* below for more information.
5. Click **Back** to return to the [list of existing reports](#) ⁶⁶.
6. In the list of existing reports, click **Back** to return to the [solution's main page](#) ⁴⁶.

Validating the XML file with XMLSpy

In order to validate the generated XML file against the [OECD CbC Reporting XML Schema definition](#), do the following.

1. Download the [CbC Reporting XML Schema](#) to a folder on your machine or network
2. Save the XML file to the **same folder as the schema**.
3. Open the XML file in [Altova XMLSpy](#).
4. With the XML file being the active document in XMLSpy, select the menu command **XML | Validate** or press **F8**. You should get a message saying that the file is valid.

4.9 That's It

After you have read and tried out the steps listed in this Quick Start, you will have become familiar with the main requirements of CbC Reporting and also with the Altova CbC Reporting Solution.

If, however, you need any further assistance, contact [Altova Support](https://www.altova.com/support) (<https://www.altova.com/support>).

For additional information, visit the [Altova website](https://www.altova.com) and the Altova CbC Reporting Solution webpage, <https://www.altova.com/cbc-reporting-solution>.

Index

A

Alova product documentation,

links to online help, 20

Altova CbC Reporting Solution,

as a virtual machine, 7

installation as virtual machine, 7

installation of system components, 20

installation steps, 20

overview of, 5

Altova CbC Reporting Solution in standard installation,

URL of, 42

Altova CbC Reporting Solution on VM,

URL of, 17

Altova LicenseServer,

installation on Linux, 26

installation on macOS, 27

installation on Windows, 23

see LicenseServer, 17

starting and stopping, 28

B

Bridged network connection (on VM in easy installation), 11

Business activities,

in tax jurisdictions, 54

C

CbC Report in solution,

creating and saving, 58

editing report data, 62

main page of, 58

message information sent with report, 60

summary of reporting entity data, 61

CbC Reporting Solution,

Quick start steps, 44

see Altova CbC Reporting Solution, 5

starting, 41

starting (on VM in easy installation), 16

URL of (on VM in easy installation), 16

CbC Reports,

list of all, 66

CbCR message,

importing, 68

CbCR Report,

generating XML for submission, 69

CbCR VM,

configuring, 11

downloading from Altova website, 9

extracting, 9

powering on (starting), 10

system overview (in easy installaion), 9

Command line registration of MobileTogether Server, 32

Correction reports, 67

Cover information of report, 60

D

Deploy solution to MobileTogether Server, 38

Documentation,

of products at Altova website, 20

E

Excel template for import,

additional info, 56

business activities, 54

downloading for use, 49

importing data from, 62

importing data into report, 62

linking to data in other Excel sheets, 49

saving as XML, 57

steps for using, 64

steps for working with, 49

structure of, 51

summary information, 53

Existing reports,

viewing and eiting, 66

H

hostname command, 17

I

ifconfig command, 17

Import CbCR report, 68

Import data from Excel,
steps for, 64

K

Keyboard layout of CbCR VM, 17

L

License for MobileTogether Server, 34

License MobileTogether Server with Altova LicenseServer,
in easy installation, 12

LicenseServer in standard installation,
initial password of, 42
web interface URL of, 42

LicenseServer on VM,
initial password of, 17
starting as service, 17
web interface URL of, 17

M

MobileTogether Designer,
deploy CbCR solution, 38

MobileTogether Designer installation, 21

MobileTogether Server,
command line registration with Altova LicenseServer, 32
installation on Linux, 26
installation on macOS, 27
installation on Windows, 23

register with Altova LicenseServer, 32
starting and stopping, 30

MobileTogether Server (in easy installation),
license with Altova LicenseServer, 12

MobileTogether Server in standard installation,
administrator interface URL, 42
client interface URL, 42
default user and password, 42
solutions directory location, 42

MobileTogether Server license,
assigning, 34
obtaining, 34

MobileTogether Server on VM,
administrator interface URL, 17
client interface URL, 17
default user and password, 17
starting as service, 17

O

OECD CbC Reporting,
XML Schema for, 5

Online Help,
links to, 20

Q

Quick start steps, 44
importing data from Excel template, 49
starting the solution, 45

R

Register MobileTogether Server with Altova LicenseServer, 32

Report data,
additional info in solution, 65
editing, 62
entering manually, 62
importing from Excel, 62
in solution, 62
steps for importing from Excel, 64

Reporting entity,

Reporting entity,

- additional info for tax jurisdictions, 56
- business activities of, 54
- creating a report for, 58
- details of, 48
- summary of data in report, 61
- summary of tax jurisdiction information, 53

S

Solution login, 45

Solution main page, 45

Solution URL, 45

Solutions directory location on server, 42

Starting the CbC Reporting Solution, 41

T

Tax jurisdictions,

- additional info for, 56
- business activities in, 54
- summary information of, 53

V

Virtual machine (VM),

- changing keyboard layout, 17
- finding hostname of, 17
- finding IP address of, 17
- login information, 17

VM,

- see CbCR VM, 9

VMware Player,

- installation of, 8
- location of, 8

X

XML,

- for CbCR submission, 69
- saving Excel template as, 57

www.altova.com