



Digital Gateway

Legal Entity Management (LEM) User Guide

May 2025



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01

Introduction

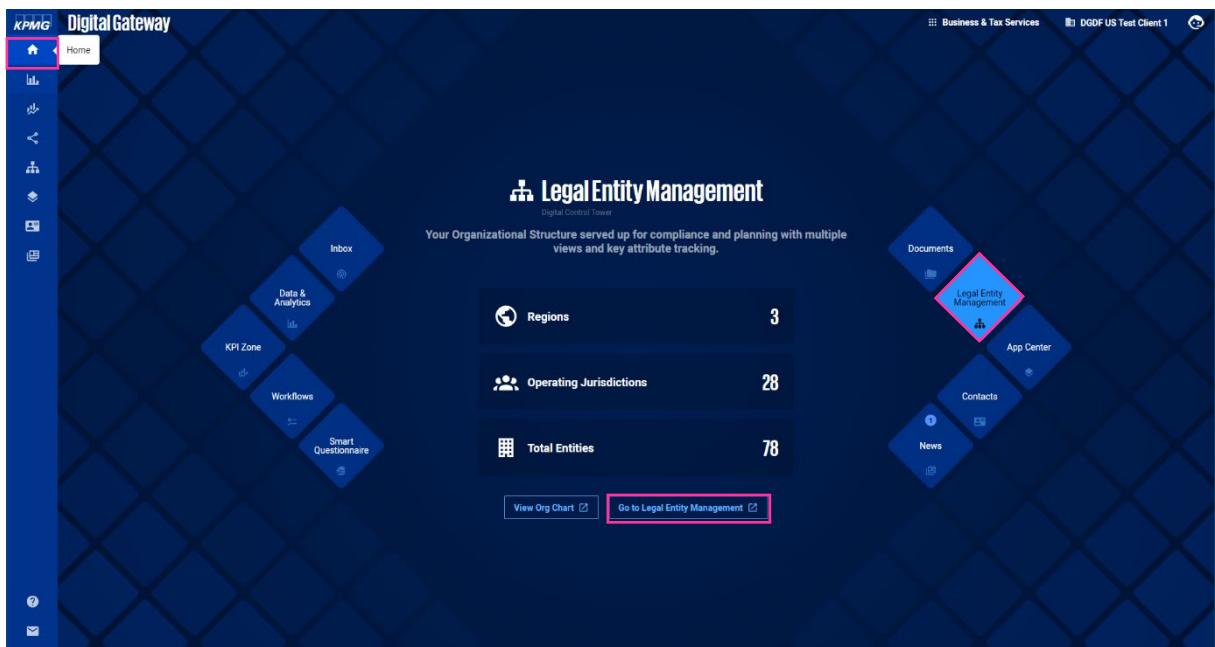
Introduction

Overview

Legal Entity Management (LEM) is part of the core modules that make up the **Digital Gateway** platform. LEM is designed to be the central source of truth for a client's entity information. This information drives workspaces in other Digital Gateway modules, including Documents, Workflow, Smart Questionnaire, and Data Ecosystem.

Navigate to Module

You can access LEM in several ways. First, LEM can be launched from Digital Control Tower by going to the **Legal Entity Management** tile clicking **Go to Legal Entity Management**.



Secondly, from the tile on Digital Control Tower, you can choose **View Org Chart**, which will show the Org Chart without launching LEM. You can choose **Go to Legal Entity Management** on the top right corner of the screen.

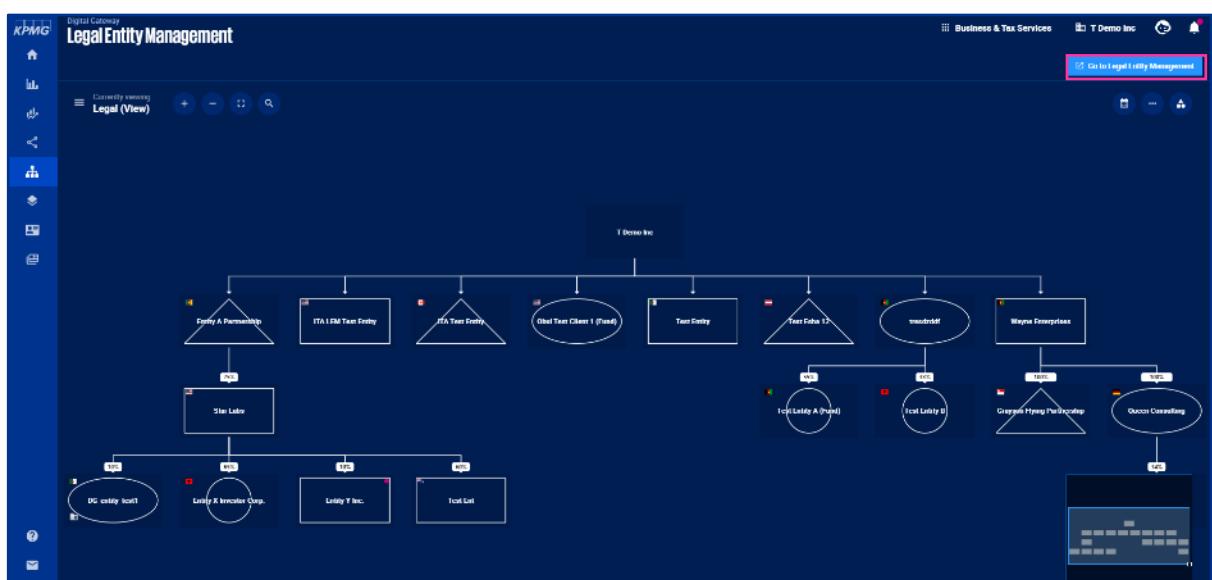
Digital Gateway

Legal Entity Management

Your Organizational Structure served up for compliance and planning with multiple views and key attribute tracking.

- Regions: 3
- Operating Jurisdictions: 28
- Total Entities: 78

[View Org Chart](#) [Go to Legal Entity Management](#)



Lastly, you can navigate directly to the URL for LEM and select your client.

<https://dgstructures.kpmgservices.tech/>



Navigate Within Module

There are 4 key components of LEM:

- 1 **Entity List** – A list of all entities and their details.
- 2 **Organization Chart** – A visual representation of entity structure and relationships.
- 3 **Entity Contacts** – Points of contact for the client, which can be used to set appointments, contacts, real estate ownership, and shareholders at the entity level.
- 4 **Entity Activity** – Tracking of additions and changes to entity data.
- 5 **Import/Export** – Track import/export activity.

Permissions

A client can be secured in one of three ways:

- 6 **Client** – Users will have access to all entities for the respective client.
- 7 **Entity Opt In** – Users will only have access to selected entities.
- 8 **Entity Opt Out** – Users will have access to all entities except those selected.

Users can be granted one of three roles:

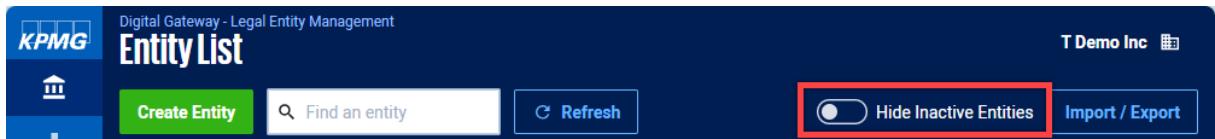
- 1 **User Admin** – Can add new users. A DG Client Admin is automatically added as an LEM User Admin.
- 2 **Editor** – Make changes.
- 3 **Viewer** – View-only.

02

Entity List

Entity List

The Entity List screen shows all entities, including ones that have been terminated. Use the “Hide inactive entities” toggle to only view active entities. The “active” status is based on each entity’s **Effective Date** and **Termination Date**.



Digital Gateway - Legal Entity Management
Entity List
Create Entity Find an entity Refresh Hide Inactive Entities Import / Export

The system-generated DG Entity ID is also available as a column.

View an Entity’s Details

From the Entity List screen, select an entity to view its details.



Legal Entity Management - Entity List
Create Entity Find an entity Change Date Import / Export

ENTITY NAME	ENTITY CODE	COUNTRY OF INCORPORATION	LOCAL CURRENCY	ENTITY TYPE
E Demo LP	E100	United States	USD	Partnership
F Demo Ltd	F100	United Kingdom	GBP	Corporation
Japan Demo KK	J100	Japan	JPY	Corporation
Korea Demo Inc	K100	Korea, Republic of (South)	KRW	Corporation
Malaysia Demo Inc	M100	Malaysia	MYR	Corporation
2 Mexico Demo SRL de CV	M200	Mexico	MXN	Corporation
Netherlands Demo BV	N100	Netherlands	EUR	Branch/Division
Netherlands Demo CV	N200	Netherlands	EUR	Corporation
Nigeria Demo Inc	N300	Nigeria	NGN	Corporation



Legal Entity Management - Entity List
Mexico Demo SRL de CV
Edit Entity

GENERAL

Legal Information

Entity Name	Mexico Demo SRL de CV
Sanitized Entity Name	Mexico Demo SRL de CV
Legal Entity Code	M200
Sanitized Entity Code	M200
Entity Type	corporation
DUNS Number	987654321
Effective Date	
Termination Date	
Filing End Date	
Fiscal Year End	
Country of Incorporation	Mexico
State of Incorporation	

Create an Entity

You can create new entities either directly in LEM or [via template import](#).

Within LEM, go to the **Entity List** screen and click **Create Entity**.



ENTITY NAME	ENTITY CODE	COUNTRY OF INCORPORATION	LOCAL CURRENCY	ENTITY TYPE
A Demo Inc	A100	United States	USD	Corporation
Australia Demo Inc	A200	Australia	AUD	Corporation
B Demo Inc	B100	United States	USD	Corporation

From here, you can fill out the entity details. The red dots on the left-side list of sections indicate which sections have required fields that still need to be filled out. When finished, click **Save Entity**.



GENERAL

- Legal Information
- Location
- Currency
- Industry
- Informational

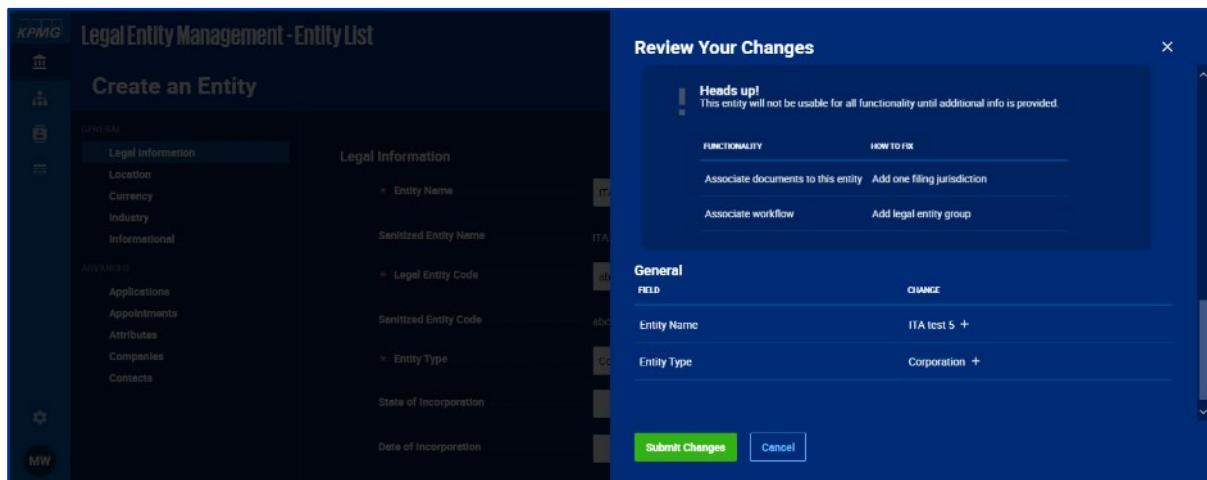
ADVANCED

- Applications
- Appointments
- Attributes
- Companies
- Contacts

Legal Information

* Entity Name	
Sanitized Entity Name	
* Legal Entity Code	
Sanitized Entity Code	
* Entity Type	

You will need to review your changes before saving. The “Heads Up” section informs you of any needed additions to use certain functionality, such as filing jurisdictions for storing documents.



Update an Entity

From the Entity List screen, select an entity.

Entity Name	Entity Code	Country of Incorporation	Local Currency	Entity Type
E Demo LP	E100	United States	USD	Partnership
F Demo Ltd	F100	United Kingdom	GBP	Corporation
Jepen Demo KK	J100	Japan	JPY	Corporation
Korea Demo Inc	K100	Korea, Republic of (South)	KRW	Corporation
Malaysia Demo Inc	M100	Malaysia	MYR	Corporation
1 Mexico Demo SRL de CV	M200	Mexico	MXN	Corporation
Netherlands Demo BV	N100	Netherlands	EUR	Branch/Division
Netherlands Demo CV	N200	Netherlands	EUR	Corporation
Nigeria Demo Inc	N300	Nigeria	NGN	Corporation

Click Edit Entity.

Mexico Demo SRL de CV

Legal Information

Entity Name: Mexico Demo SRL de CV
Sanitized Entity Name: Mexico Demo SRL de CV

Select an As Of Date. Any edits you make will be associated with this date, and this will affect what you see for a particular date on the org chart.

As Of Date

All changes made to the entity will be effective as of the selected date

03/01/2023

Continue Cancel

Make any changes. Then click **Save Entity**.

The screenshot shows the KPMG Legal Entity Management interface. On the left, there's a sidebar with icons for Home, Entity List, Applications, Reports, and Help. The main title is "Legal Entity Management - Entity List" and the subtitle is "Mexico Demo SRL de CV". The top right corner shows "T Demo Inc", "Editing as of 1 March 2023", and a "Save Entity" button with a red circle labeled "5".
The left sidebar has two sections: "GENERAL" and "ADVANCED". Under GENERAL, "Legal Information" is selected, followed by Location, Currency, Industry, and Informational. Under ADVANCED, Applications, Appointments, Attributes, Companies, Contacts, Documents, Entity Codes, Entity Groups, Filing Jurisdictions, Internal Debts, and Jurisdiction Classifications are listed.
The main content area is titled "Legal Information" and contains the following fields:

- * Entity Name: Mexico Demo SRL de CV
- Sanitized Entity Name: Mexico Demo SRL de CV
- * Legal Entity Code: M200
- Sanitized Entity Code: M200
- * Entity Type: Partnership (with a search icon and a red circle labeled "4")
- DUNS Number: 987654321
- Effective Date: (calendar icon)
- Termination Date: 12/31/2022 (calendar icon)

Provide a reason for the update, sign off that you understand these changes will cascade into downstream applications, and submit your changes.

This screenshot shows a modal dialog box titled "Review Your Changes".
The "Reason for update" field contains "Change entity type" and has a red circle labeled "6" above it.
A checkbox labeled "I understand that this change will cascade into other applications." is checked and has a red circle labeled "7" next to it.
The "General" section shows a "FIELD" table with one row:

As of Date	CHANGE
1 August, 2022	+ Corporation → Partnership

At the bottom of the dialog, there are "Submit Changes" and "Cancel" buttons, with a red circle labeled "8" positioned to the left of the "Submit Changes" button.

Create/Update Entities via Template

From the **Import/Export** menu, select “Export All Entities” or “Export Selected Entities”. This will start an export job that can be tracked on the **Import/Export** screen. Once done, download the export template.

The top screenshot shows the 'Legal Entity Management - Entity List' screen. It displays a table of entities with columns: ENTITY NAME, ENTITY CODE, COUNTRY OF INCORPORATION, LOCAL CURRENCY, and ENTITY TYPE. The table includes rows for 'A Demo Inc', 'Australia Demo Inc', 'B Demo Inc', and 'Brazil Demo Ltda'. A blue sidebar on the left contains icons for Create Entity, Find an entity, and Import / Export. At the top right, there is a 'Change Date' button with a red circle containing '1' and an 'Import / Export' button. A context menu is open over the 'Import / Export' button, showing options: 'Export All Entities' (with a red circle containing '2'), 'Export Selected Entities', and 'Import Entities'.

The bottom screenshot shows the 'Import Export' screen. It displays a table of export jobs with columns: JOB ID, TYPE, INITIATED BY, STATUS, INITIATED ON, ERROR LOG, and LEM TEMPLATE. The table includes rows for three export jobs initiated by 'nkanojia@kpmg.com'. The 'LEM TEMPLATE' column for the first job (JOB ID 1303) has a download icon highlighted with a red box.

Fill out the template with the entity details.

Each tab of the Excel file mirrors a section in the LEM module itself. Users may load any data into the template provided the format stays consistent.

Like editing entities within LEM, the “As of Date” field is only required for updating entities, not for creating new entities.

C	D	E	G	N	O	P
* As Of Date * For Updating an Entity Only *	Entity ChangeLog Comment	* Legal Entity Code (v) *	* Entity Name *	Filing End Date	Country of Incorporation	State of Incorp
1 test	A100	A Demo Inc			United States	
2 test	A200	Australia Demo Inc			Australia	
3	B100	B Demo Inc			United States	
4	B200	Brazil Demo Ltda			Brazil	
5	C100	C Demo Inc			United States	
6	C200	Canada Demo Co			Canada	
7	C300	China Demo Inc.			China	
8	D100	D Demo LP			United States	
9	E100	E Demo LP			United States	
10						

You can add additional custom metadata in the appropriate Excel tabs. These correlate with the metadata sections in the **Client Settings** screens.

B	C	D
* Entity Name *	* Entity Code Name *	* Entity Code Value *
1 A Demo Inc (#: A100)	CorpTax	_09CT
2 A Demo Inc (#: A100)	OIT	O00IT
3 A Demo Inc (#: A100)	OTP	O00OTP
4 Australia Demo Inc (#: A200)	CorpTax	Please select a value from the dropdown.
5 Australia Demo Inc (#: A200)	OIT	A200OIT
6 Australia Demo Inc (#: A200)	OTP	A200OTP
7 Australia Demo Inc (#: A200)	CorpTax	B100CT
8 B Demo Inc (#: B100)	OIT	B100OIT
9 B Demo Inc (#: B100)	OTP	B100OTP
10 B Demo Inc (#: B100)	CorpTax	

A screenshot of Microsoft Excel showing a tooltip for 'Entity Code Max Length'. The tooltip states: 'Tip: The maximum characters allowed is 50.' The Excel interface includes a ribbon bar with tabs like Internal Debts, Documents, Entity Groups, Appointments, Shareholders, Entity Contacts, Edit Entity Codes (which is highlighted with a red box), Edit Ledgers, and so on. The status bar at the bottom shows 'Display Settings' and other icons.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Entity Code Name	Entity Code Max Length																
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

Once the template is completed, go to the Import/Export menu on the **Entity List** screen and select **Import Entities**. This will start an import job that can be tracked on the **Import/Export** screen. If there is an error upon uploading, you will see an error message and a file explaining the errors in more detail.

The image contains two screenshots of the KPMG Legal Entity Management system.

Entity List: This screenshot shows a table of entities. A tooltip is visible for the 'Entity Code Max Length' column, stating: 'Tip: The maximum characters allowed is 50.' The table includes columns for Entity Name, Entity Code, Country of Incorporation, Local Currency, and Entity Type. Entities listed include 'A Demo Inc', 'Australia Demo Inc', 'B Demo Inc', and 'Brazil Demo Ltda'. A red circle with the number '1' highlights the 'Import / Export' button in the top right corner of the header. Another red circle with the number '2' highlights the 'Import Entities' button in the dropdown menu.

ENTITY NAME	ENTITY CODE	COUNTRY OF INCORPORATION	LOCAL CURRENCY	ENTITY TYPE
A Demo Inc	A100	United States	USD	Corporation
Australia Demo Inc	A200	Australia	AUD	Corporation
B Demo Inc	B100	United States	USD	Corporation
Brazil Demo Ltda	B200	Brazil	BRL	Corporation

Import Export: This screenshot shows a list of import jobs. It includes columns for Job ID, Type, Initiated By, Status, Initiated On, Error Log, and LEM Template. Three jobs are listed: Job ID 1299 (Success), Job ID 1282 (Failed), and Job ID 1280 (Failed). A red box highlights the 'Error Log' link for Job ID 1280.

JOB ID	TYPE	INITIATED BY	STATUS	INITIATED ON	ERROR LOG	LEM TEMPLATE
1299	Import	egouru@kpmg.com	Success	11-Apr-2025 18:33:28	Download	LEM Template
1282	Import	dyapala@kpmg.com	Failed	10-Apr-2025 13:01:03	View Log	LEM Template
1280	Import	dyapala@kpmg.com	Failed	10-Apr-2025 12:56:08	View Log	LEM Template

Lock an Entity

From the **Entity List** screen, select the menu for a specific entity and lock it. You will need to provide a reason. This will prevent the entity from being deleted. Only Client Admins can lock and unlock entities.

The screenshot shows the KPMG Legal Entity Management - Entity List interface. A modal window is open over the list, indicating the locking process. The modal has a title 'Lock Entity' and contains the text 'lorem ipsum'. It includes two buttons: 'Lock Entity' (highlighted with a red circle) and 'Cancel'. The background list shows several entities, with 'Australia Demo Inc' currently selected. A context menu is open next to its row, with the 'Lock' option highlighted (circled with a red number 2). The 'View Details' option is also visible in the menu. The entire list is surrounded by a dark overlay.

ENTITY NAME	ENTITY CODE	COUNTRY OF INCORPORATION	LOCAL CURRENCY	ENTITY TYPE
A Demo Inc	A100	United States	USD	Corporation
<input checked="" type="checkbox"/> Australia Demo Inc	A200	Australia	AUD	Corporation
B Demo Inc	B100	United States	USD	Corporation
Brazil Demo Ltda	B200	Brazil	BRL	Corporation
C Demo Inc	C100	United States	USD	Branch/Division

Locked entities will have a lock icon next to their name. They can be unlocked from the same menu.

The screenshot shows the KPMG Legal Entity Management - Entity List interface after an entity has been locked. The 'Australia Demo Inc' entity now has a lock icon (a padlock symbol) next to its name in the list. A yellow arrow points to this lock icon. The context menu for this entity now includes the 'Unlock' option, which is highlighted with a red circle (circled with a red number 2). The 'View Details' option is also visible in the menu. The rest of the list and interface remain the same as the previous screenshot.

ENTITY NAME	ENTITY CODE	COUNTRY OF INCORPORATION	LOCAL CURRENCY	ENTITY TYPE
A Demo Inc	A100	United States	USD	Corporation
<input checked="" type="checkbox"/> Australia Demo Inc	A200	Australia	AUD	Corporation
B Demo Inc	B100	United States	USD	Corporation
Brazil Demo Ltda	B200	Brazil	BRL	Corporation
C Demo Inc	C100	United States	USD	Branch/Division
Canada Demo Co	C300	Canada	CAD	Corporation

Delete/Deactivate an Entity

If an entity is created in error, it can be deleted by a system administrator.

If an entity has been sold off or is not active for any other reason, you can use the **Effective Date** and **Termination Date** fields in the Legal Information section.

Note that these fields will affect the visibility of the entity in the org chart as of a particular date. They will also affect the availability of the entity in other Digital Gateway modules, including **Smart Questionnaire** and **Documents**.

The screenshot shows the KPMG Legal Entity Management interface. On the left, there's a sidebar with various entity management options like Location, Currency, Industry, etc. The main area is titled 'Mexico Demo SRL de CV'. Under the 'Legal Information' tab, several fields are visible: Entity Name (Mexico Demo SRL de CV), Sanitized Entity Name (Mexico Demo SRL de CV), Legal Entity Code (M200), Sanitized Entity Code (M200), Entity Type (Corporation), DUNS Number (987654321), Effective Date (highlighted with a red box), and Termination Date (01/31/2023, also highlighted with a red box). There are also fields for Filing End Date, Fiscal Year End, and Jurisdiction EINs.

Download Ownership Report

From the **Import/Export** menu, select “Export Ownership Report”. This report includes the chain of ownership for each entity based on the primary owner. An example is below:

A	B	C
1 Entity Name	Owner 1	Owner 2
2 Star Labs (#: Entity1)	Entity A Partnership (#: history7989 2)	Obul Test Client 1 (#: history7989 2)
3 Obul Test Client 1 (#: 1234)		
4 Test Ent (#: Test Ent)	Star Labs (#: Entity1)	
5 Entity E Inc. 2 (#: E1testedit1)		
6 Test Entity (#: Test Entity edit)	ITA Test Entity (#: T1000)	
7 Entity X Investor Corp. (#: En1)	Star Labs (#: Entity1)	Entity A Partnership (#: Entity1)
8 Automation entity -DO NOT DELETE (#: TestEn2)	Demo Test Entity ABCD (#: DTE12343)	
9 Queen Consulting (#: TestEn135)	Wayne Enterprises (#: test)	
10 Wayne Enterprises (#: test)		
11 Entity A Partnership (#: history7989 2)		

03

Entity Details

Entity Details

General

- **Legal Information** – Basic information used to define the entity.
 - **Entity Type** drives the shapes on the org chart. To define more specific entity types, use the **Jurisdiction Classifications** table.
 - **Effective Date** and **Termination Date** determine the period for which an entity is “active”
- **Location** – Domicile location.
- **Currency** – Local, functional, and reporting currency types.
- **Industry** – Cascading levels to define the industry.
- **Informational** – Additional descriptive data points.
 - **Descriptors** and **Complexities** can be defined in client settings.

Ownership & People

- **Appointments** – Directors and appointed positions.
- **Contacts** – Any additional points of contact.
- **Owners** – Entity and individual owners, defined by the percent owned. This table drives the org chart.
 - Multiple owners are permitted.
 - Total percentage can be under 100% but cannot exceed 100%.
 - “Hidden percentage” accounts for entities to which the user does not have access.

Tax & Reporting

- **Filing Jurisdictions** – Jurisdictions where the entity operates and must file taxes. These drive the libraries in **Documents** and questionnaires in **Smart Questionnaire**.
 - **Filing Groups** can be defined in client settings.
- **Entity Groups** – Used to define segments or reporting groups of entities.
 - **Entity Groups** can be defined in client settings.
 - The group marked as “primary” for the entity appears in DG Workflow and DG Documents as the “Legal Entity Group”.
- **BEPS Pillar 2** – Used to capture classification and other data points for BEPS Pillar 2 work.
- **Entity Codes** – Used to define the type of software used.
 - Defaults are CorpTax, OIT, and OTP. Additional codes can be added in client settings.
- **Jurisdiction Classifications** – More granular classification of an entity type by jurisdiction.
 - Each jurisdiction may only be associated with a single entity classification within the effective to termination date range for a particular classification type.
 - These classification units are considered “tax entities” or “filing entities”.
- **Jurisdiction EINs** – Government-issued entity identification numbers, defined at the jurisdiction level. They can be associated with a tax type.
 - Each jurisdiction may only be associated with a single EIN per tax type.
 - **Tax Types** can be defined in client settings.
- **Ledgers** – Ledgers can be defined for each ledger type: GAAP, Stat, and Tax Ledger.

- Default ledger options are JD Edwards, Oracle, and SAP. Additional ledgers can be created in client settings.
- **Source System Codes** – Previously called **Companies**, this is used to store ledger company details for use of **Data Ecosystem**.

Financial

- **Attributes** – Account balances and other data points.
 - Attributes can be defined in client settings, including their data type.
 - These values can be shown per entity on the org chart. Note: “Long Text” attributes (251-500 characters) cannot be displayed on the org chart.
- **Internal Debts** – Loans made with another entity of the client.
 - Arrows representing these loans can be shown on the org chart.
- **Real Estate Ownerships** – Holdings of real estate.

Other

- **Applications** – Application-specific key-value pairs. Use as needed to prepare entity data for downstream systems.
- **Documents** – Links to documents or document libraries.

04

Organization Chart

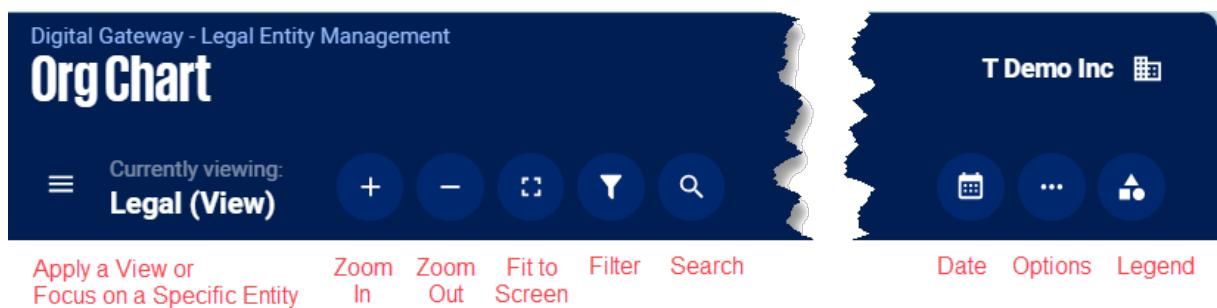
Organization Chart

The chart shows each entity as a shape, and the white lines between those shapes as ownership relationships, including the % owned.

Toolbar

The toolbar supports numerous capabilities. The below sections go into more detail on each one.

- Currently viewing
- Zoom in, Zoom out, Fit to screen
- Filter
- Search
- Date
- Options
- Legend



Defaults

When you first navigate to the Org Chart, you land in the **Legal** view. This shows all entities that meet the following criteria:

- 1 **Currently active** – Only entities that are currently effective are displayed, based on their Effective Date and Termination Date. This will change if user [views the chart as of a different date](#).
- 2 **Has defined owners/subsidiaries** – Only entities that have at least 1 parent and/or child are displayed. This can be [changed in the Chart Options](#).
- 3 **Not a child of a fund** – Entities whose primary owner is flagged as a “Fund” or “Fund of Funds” are hidden. Children of funds will be shown when [viewing a custom view](#) or a [specific entity](#).

Currently Viewing... a View

A **View** is set of entities. There are 2 types of views:

- 1 **Dynamic View** – Based on properties of the entities. Which entities show up changes over time as entities are added and their properties change.
- 2 **Static View** – Specific entities. Which entities show up stays the same over time.

To apply a View, select the hamburger menu in the top left. Under the **Views** section, select a View. This will filter the org chart based on the specific entities (if it is a static view) or the selected filters (if it is a dynamic view).

To return to the default view with all the entities, select **Legal**.



Currently Viewing... an Entity

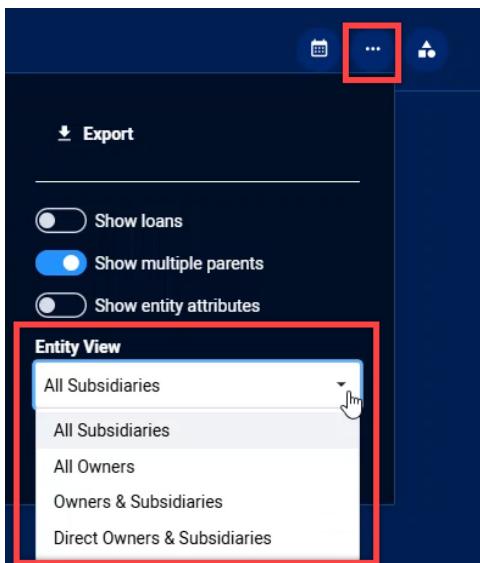
To focus on a single entity, select the hamburger menu in the top left. Under the **Entities** section, select an entity. This will filter down the org chart to the selected entity and its subsidiaries.



You can adjust what you see in the **Chart Options**:

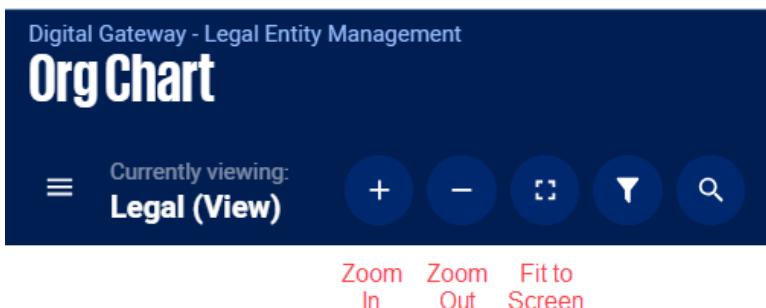
- 1 **All subsidiaries (default)** – Will show all entities down the chain.

- 2 **All owners** – Will show all entities up the chain.
- 3 **Owners & Subsidiaries** – Will show all entities up and down the chain.
- 4 **Direct Owners & Subsidiaries** – Will show entities 1 level up and 1 level down the chain.



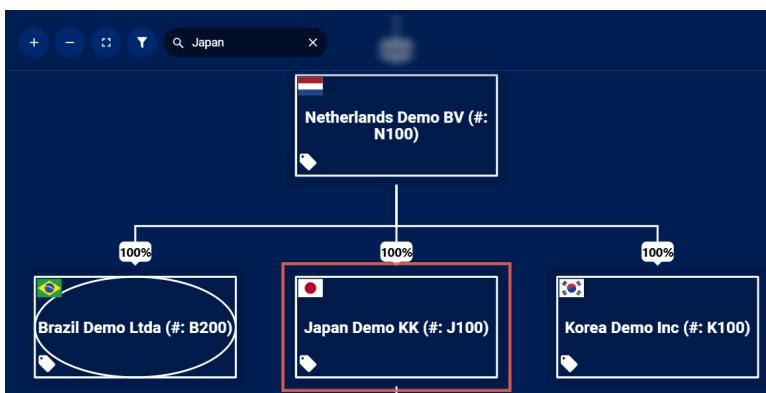
Zoom

Zoom in or zoom out using the appropriate buttons. To view the full structure, click **Fit to screen**.



Search

Search by the entity name or entity code. A box will be drawn around matching entities.



Filter

To filter the entities, select the **filters icon** in the top bar. Select the desired filters and click the **Apply** button. This will filter the entities shown based on the filters you selected.

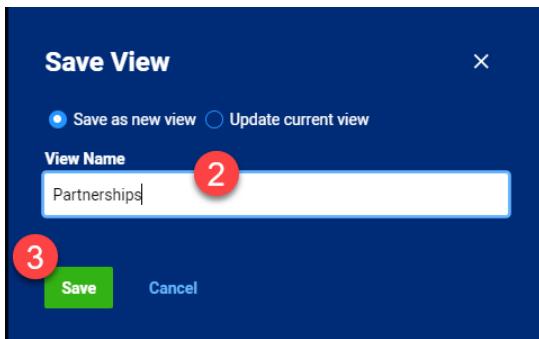
The screenshot shows the KPMG Digital Gateway - Legal Entity Management interface. On the left, a 'Filters' dialog box is open, containing a search bar and a list of filter categories: Country of Incorporation, Domicile, Entity Type (with 'Partnership' checked), Filing Jurisdiction, Jurisdiction Classification, Real Estate Jurisdiction, Real Estate Type, Entity Group, Attribute : Cash, Attribute : Gross Receipts, Attribute : Interest, and Attribute : Total Assets. At the bottom of the dialog box are 'Clear', 'Cancel', and 'Apply' buttons, with 'Apply' highlighted by a red circle labeled '3'. In the top bar, there are icons for search, save, and other functions, with 'Save' highlighted by a red circle labeled '1'. The main area displays an org chart for 'T Demo Inc' with three entities: 'D Demo LP', 'E Demo LP', and 'Germany Demo KGaA', each marked with an 'UPDATED' badge. A large blue button with a grid icon is visible in the bottom right corner.

Create a View

Views can be created in 2 ways: From the org chart and [from Client Settings](#).

From the Org Chart, you can apply filters and then save as a View. After applying filters on the org chart, click the **Save** button, give the View a name, and click **Save**. This will create a **Dynamic View**.

The screenshot shows the KPMG Digital Gateway - Legal Entity Management interface. On the left, a sidebar menu has 'OrgChart' selected. The top bar includes the KPMG logo, the title 'Digital Gateway - Legal Entity Management', and the current view 'Legal (View)'. The 'Save' button in the top bar is highlighted with a red circle labeled '1'. The main area is currently empty, showing a placeholder message 'Currently viewing: Legal (View)'.



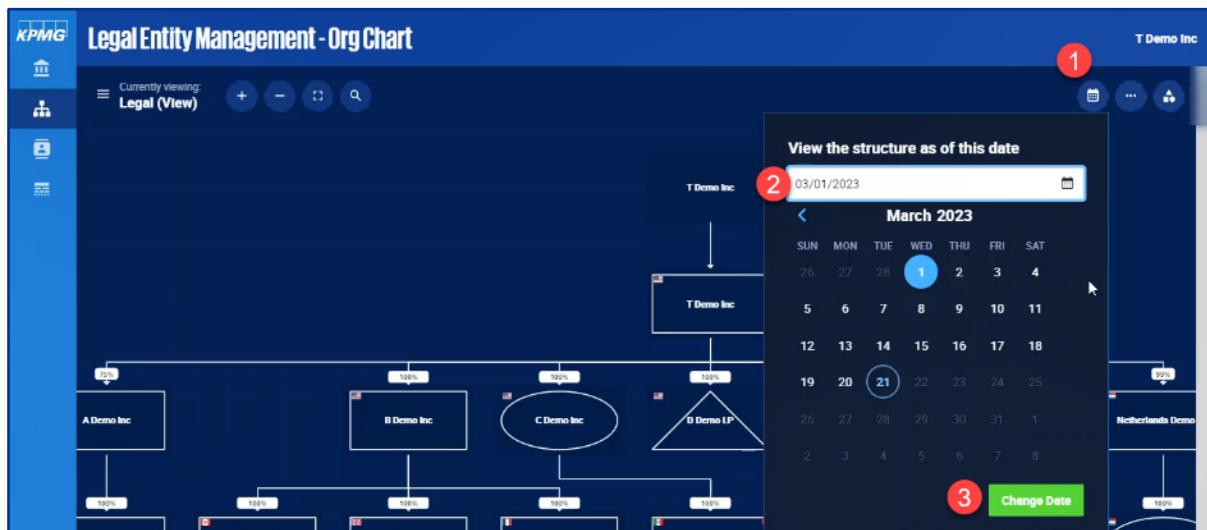
Date

The current version of the chart is displayed by default. However, you can view a prior version of the org chart structure. Click the **calendar icon** in the top right and select a prior date. This will display the chart as of that date.

Note: Versioning of an entity is based on several data points:

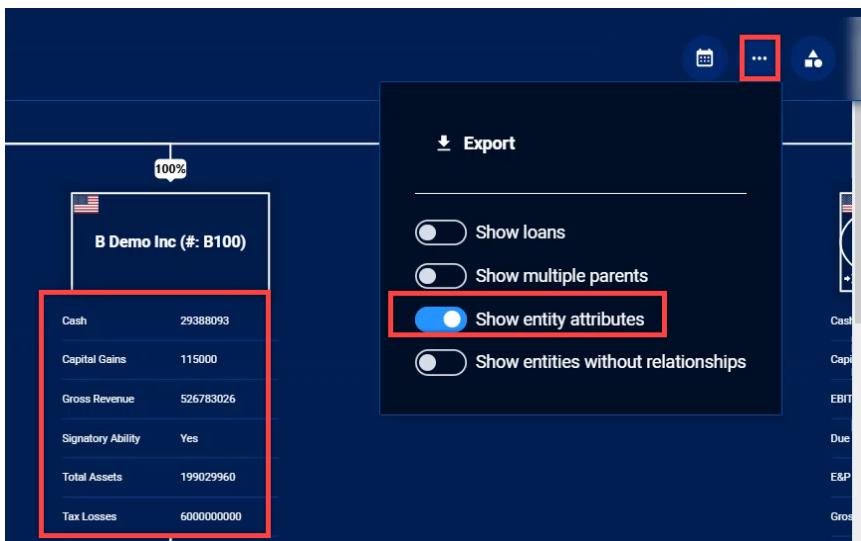
- The “As Of Date” of any changes
- The Effective Date and Termination date of the entity

For example, if an entity changes from a partnership to a corporation with an “As Of Date” of 01-Jan-2022, then selecting a date before 01-Jan-2022 will present that entity as a partnership in the org chart, while selecting a date on or after 01-Jan-2022 will present it as a corporation.



Show Entity Attributes

To display attributes of an entity on the chart, go to **Chart Options** and enable the toggle **Show entity attributes**. Only populated attributes that have been configured to be visible will be displayed.



Entity Label and Icons

Each entity is labelled with the **Entity Name** and the **Entity Code**. You can search by either one.

Each entity displays entity icons when applicable.

- **Domicile** – The flag represents the domicile jurisdiction of the entity.
- **Multiple Owners** – The entity has multiple owners.
- **Recently Updated** – The entity was updated in the past 30 days. Hovering over the label will display a tooltip of who last updated and when.
- **Internal Debts** – The entity is on the receiving end of at least 1 internal loan.
- **Real Estate** – The entity has at least 1 real estate holding.
- **Attributes** – The entity has at least 1 attribute.
- **Appointments** – The entity has at least 1 appointment.
- **Documents** – The entity has at least 1 document.



View Entity Information

To view more information about a particular entity, click it. A right-hand pane will appear with more details about that entity. There is also a section to view associated workflows for the entity.

Entity Details

ENTITY NAME Fiji Demo Entity TEST ENTITY CODE

Information

Legal Information

Entity Name	Fiji Demo Entity TEST
Legal Entity Code	F100TEST
Entity Type	Individual
Date of Incorporation	1 January, 1900

Location

Domicile	Fiji
----------	------

Ownership

Assets & Liabilities

Documents

Attributes

Appointments

Workflows

Entity Details

ENTITY NAME Fiji Demo Entity TEST ENTITY CODE

Information

Ownership

Assets & Liabilities

Documents

Attributes

Appointments

Workflows

Here's the status of your current tasks

1	0	0	0
---	---	---	---

Past Due Due Soon On Track Not Started

Here's a big picture view of all current workflows

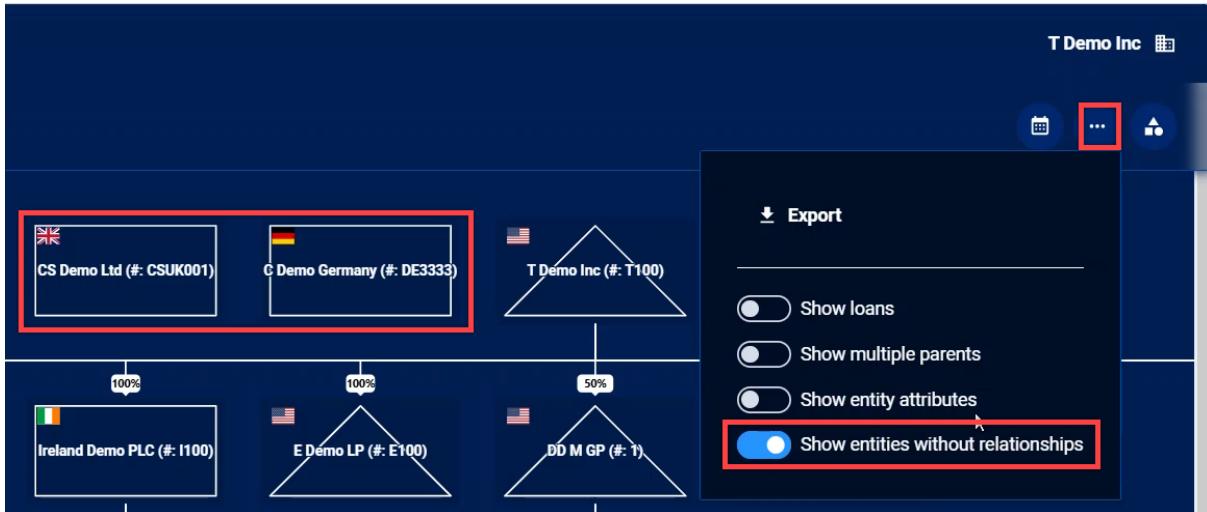
Completed (7)	On Track (0)	Due Soon (0)	Past Due (3)	Not Started (0)
---------------	--------------	--------------	--------------	-----------------

Total Workflows 10

Go to Workflows

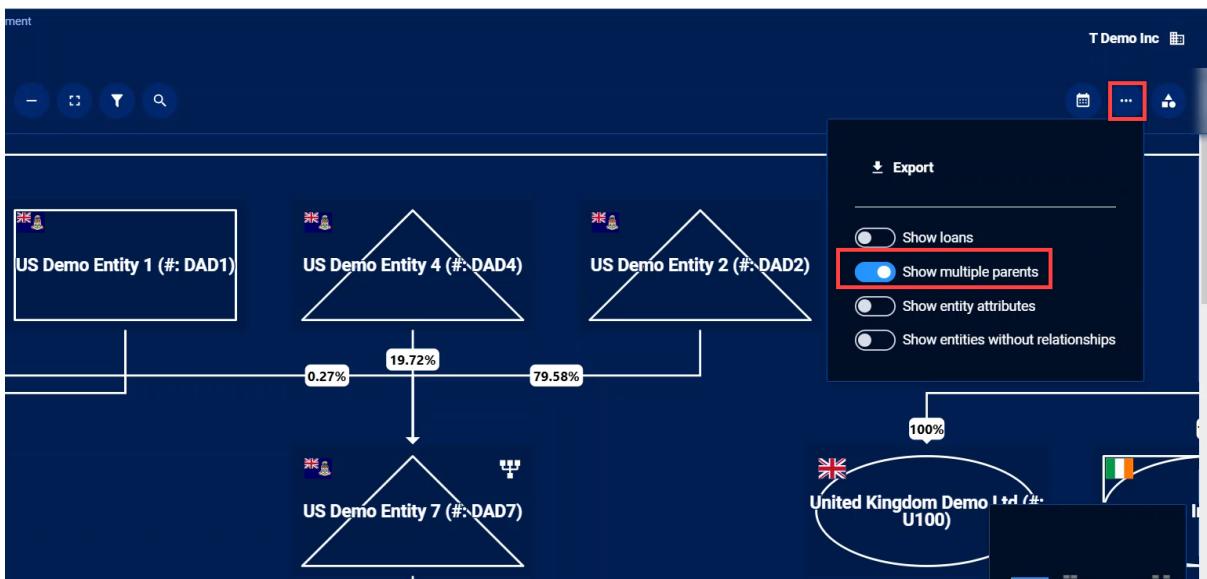
Show Entities Without Relationships

By default, entities without any parents or children will not be displayed on the chart. To show them, go to Chart Options and enable the toggle **Show entities without relationships**. These entities will not have any ownership lines going into or coming out of them.



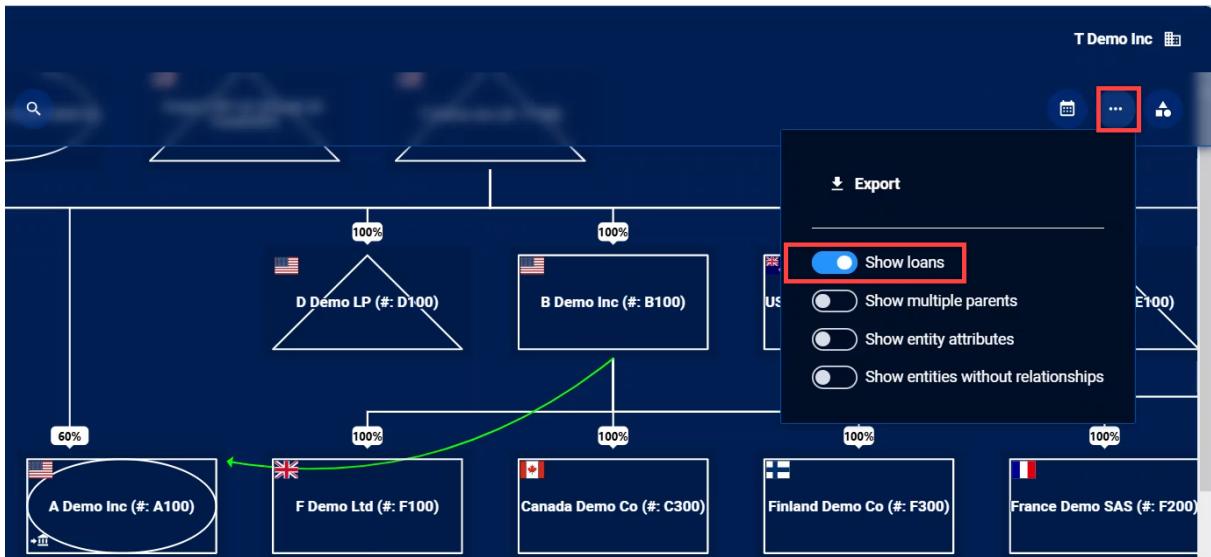
Show Multiple Parents

By default, only the ownership line representing the **primary owner** of the entity is shown. To view lines representing the non-primary owners as well, go to the **Chart Options** ellipsis menu and select **Show multiple parents**.



Show Internal Debts

To view lines representing internal debts, go to the **Chart Options** ellipsis menu and select **Show loans**.



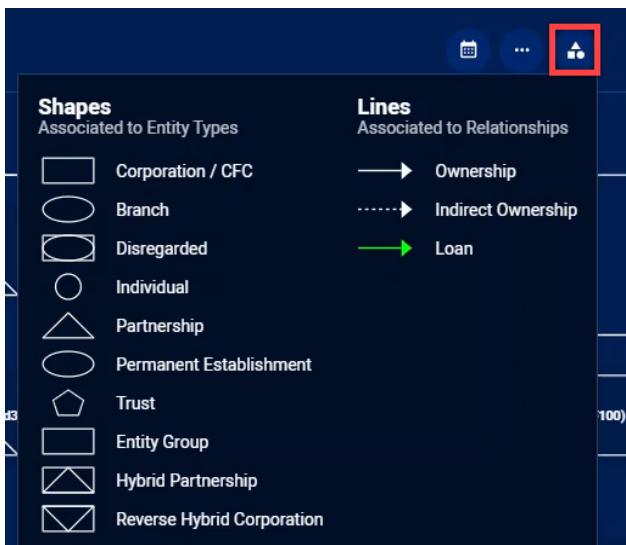
Legend

The Legend provides information on the org chart appearance.

Entities are shown as transparent, **ownership lines** as neutral (white in dark mode, black in light mode), and **internal debt lines** as green.

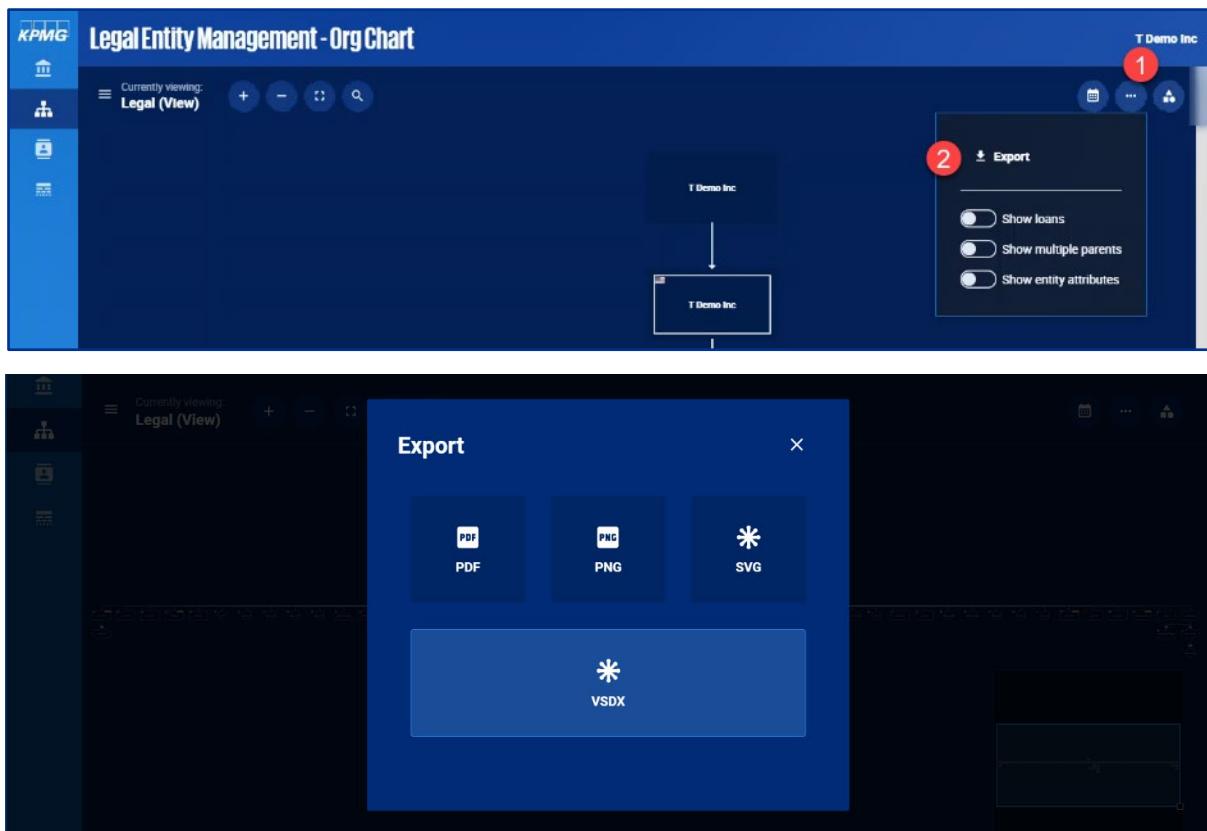
Indirect ownership (where there are entities in between that you are not viewing due to applied filters or lack of access) are shown as dashed lines.

The **shape of each entity** is based on its Entity Type.



Export Org Chart

Go to the **Chart Options** ellipsis menu and click **Export**. Select which format you want the export in (PDF, PNG, SVG, or VSDX).



05

Entity Activity

Entity Activity

View Change Log for an Entity

When you navigate to the Entity List screen and select a specific entity, that entity's current details are displayed and can be edited. Using the menu in the top right, you can also "show change log" to view changes made over time for that specific entity.

Select a "previous" version and a "current" version to compare.

The screenshots illustrate the Entity Activity feature in the KPMG Legal Entity Management system. The top screenshot shows the 'Entity List' screen for 'Mexico Demo SRL de CV'. A context menu is open at the top right, with the 'Show Change Log' option highlighted. The bottom screenshot shows the 'Compare Entity Revisions' dialog box, where a 'Previous' version is set to 'Initial' and a 'Current' version is set to '1 August, 2022 (Current)'. Both screenshots highlight numbered callouts (1 through 5) corresponding to steps in the accompanying text.

View All Entity Activity

The **Entity Activity** screen provides a view of all entity activity, including when entities are created, updated, and deleted.

You can “View details” for a specific activity to see what changed.

The screenshot shows the KPMG Legal Entity Management system interface. On the left, there is a sidebar with icons for search, entity management, documents, and settings. The main area has a header "Legal Entity Management - Entity Activity". A search bar says "Find an entity". Below it is a table with columns "ENTITY" and "ACTIVITY". The first row shows "Mexico Demo SRL de CV" with an "UPDATED" status and a "View details" button, which is highlighted with a red box. Subsequent rows show the same entity with different activity statuses like "CREATED" and "DELETED". To the right of the table is a panel titled "Entity Activity Details" for the selected entity. It shows the entity name "Mexico Demo SRL de CV", the activity type "UPDATED", the date "21 March, 2023", and the reason "test". It also includes sections for "Entity ChangeLog Details" and "Internal Debts", each with a table of field changes and debt records respectively. At the bottom of the main area, there are pagination controls for 10, 25, 50, and 100 items.

06

Entity Scenarios

Entity Scenarios

Scenarios are playground environments where users can conduct “what-if” analysis and planning for entity restructuring and other changes. Changes in a custom scenario do NOT affect the main scenario. Likewise, changes in the main scenario do NOT affect the custom scenarios after the scenario is created.

To set up scenarios, first create a workspace. The easiest way to do this is by clicking the menu in the top right and clicking **Create Workspace**. It can also be done from **Client Settings**.

The image consists of two screenshots of a software interface. The top screenshot shows a workspace header with the text "T Demo Inc" and "Devin's WS / Devin's Scenario". Below the header are two buttons: "Hide Inactive Entities" and "Import / Export". The bottom screenshot shows a "Client" settings page with a "Workspaces" section. It lists "Current Client" as "T Demo Inc" and "Current Workspace" as "Primary Workspace". Below this is a list of "Available Workspaces" with entries: "test" (green dot), "Lars Test" (red dot), "XXXXX" (green dot), and "Testing" (purple dot). A "Create Workspace" button is located at the top right of the workspace list.

Provide a name for the workspace.

Let's get started

Tell us a little bit about your new workspace

* Workspace Name

Description (Optional)

Security
 Private
Only invited users will have access to this space.

Workspace Color
● ● ● ● ● ● ●

Continue

Invite others to the workspace. Users must be explicitly added to the workspace as either editors or viewers to access the workspace's scenarios.

Workspace Access

Members will be able to access this workspace. You can add and remove users at any time.

Search Add

MEMBER	PERMISSIONS
Devin T Losee	Workspace Creator

1 total

Go Back Continue

Create the first scenario for the workspace. Each workspace contains one or more scenarios. The first scenario is created by taking a snapshot of the main scenario and selecting all or a subset of entities. Subsequent scenarios can start from the main scenario or from another scenario in the current workspace.

You can select an “As Of Date” when pulling in entities from an existing scenario. This defaults to the current date, though you can select a prior date if desired.

New Scenario

* Scenario Name
Scenario 10

Description

Copy entities from
Primary WorkSpace

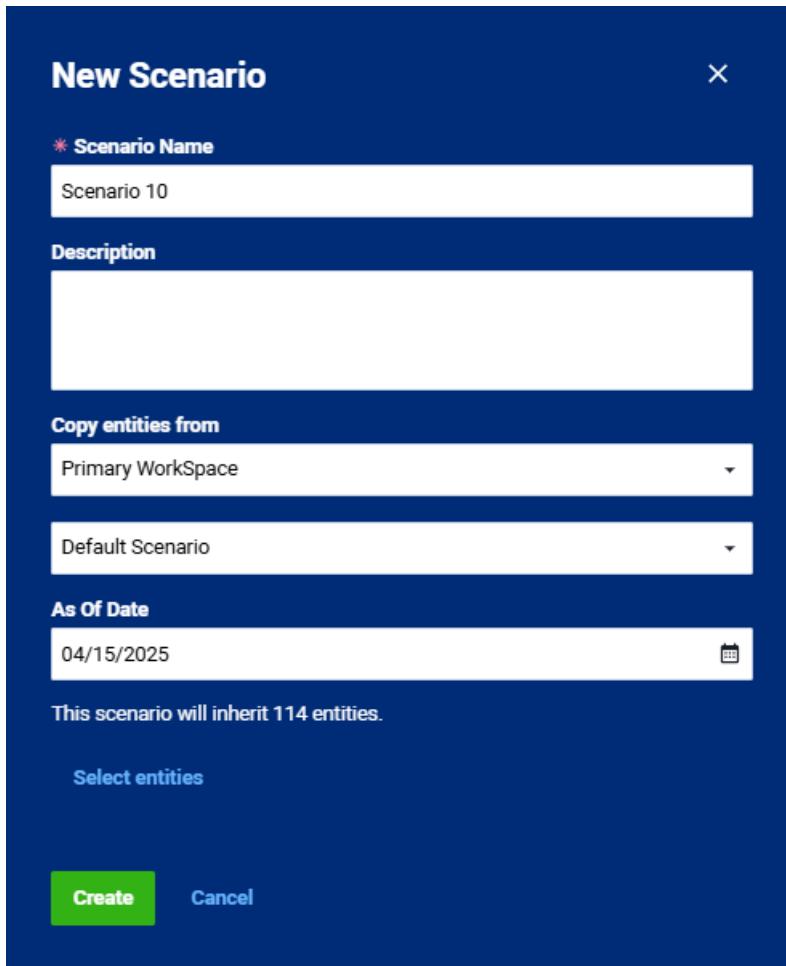
Default Scenario

As Of Date
04/15/2025

This scenario will inherit 114 entities.

Select entities

Create **Cancel**



Once done, the workspace and its first scenario are now available. The left-side navigation bar is colored per your selection to visually indicate that this is not the main structure.



You can manage the workspace details, members, and scenarios over time from client settings.

The screenshot shows the 'Legal Entity Management - Workspaces' interface. On the left, a sidebar menu includes sections for 'ENTITY METADATA' (Attributes, Complexities, Descriptors, Entity Codes, Entity Groups, Filing Groups, Ledgers, Tax Types), 'MODELING' (Workspaces, selected), 'SECURITY' (Client Access Policy, Users), and 'VIEWS' (Views). The main area is titled 'Workspaces' and contains a form for creating a new workspace. The form fields include:

- A dropdown menu set to 'Testing'.
- A 'Create workspace' button.
- A 'General' tab selected, showing:
 - '* Workspace Name' field containing 'Testing'.
 - 'Description (Optional)' field (empty).
 - 'Security' section with a 'Private' radio button selected (indicated by a blue dot) and a note: 'Only invited users will have access to this space.'
 - 'Workspace Color' section with a row of colored circles (blue, yellow, purple, teal, pink, light blue, red).
- A 'Danger' warning box with a 'Delete this workspace' button.
- A 'Save General' button at the bottom right.

07

Import/Export

Import/Export

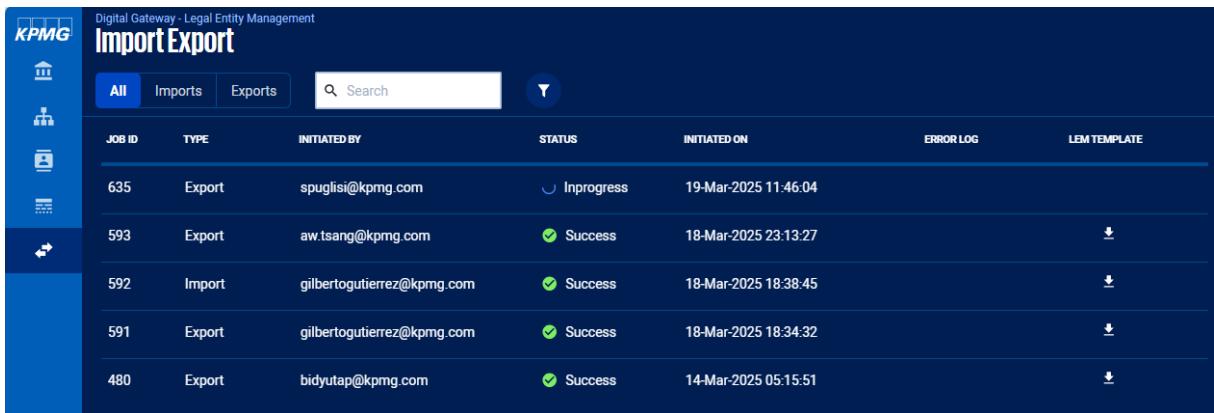
There is a dedicated screen for tracking imports and exports due to the time it may take for large volumes of data.

You can only view imports and exports that you initiated.

When a job **completes**, the template file can be downloaded.

When a job **fails**, the error log can be downloaded.

Available filters include the user who initiated the job and the job status.



The screenshot shows a web-based application interface for managing legal entity imports and exports. The top navigation bar includes the KPMG logo, the title "Digital Gateway - Legal Entity Management", and the section "Import Export". Below the navigation is a toolbar with icons for Home, User, and Help, along with tabs for "All", "Imports", and "Exports", and a search bar. The main content area displays a table of job history:

JOB ID	TYPE	INITIATED BY	STATUS	INITIATED ON	ERROR LOG	LEM TEMPLATE
635	Export	spuglisi@kpmg.com	⌚ Inprogress	19-Mar-2025 11:46:04		
593	Export	aw.tsang@kpmg.com	✓ Success	18-Mar-2025 23:13:27	Download	
592	Import	gilbertogutierrez@kpmg.com	✓ Success	18-Mar-2025 18:38:45	Download	
591	Export	gilbertogutierrez@kpmg.com	✓ Success	18-Mar-2025 18:34:32	Download	
480	Export	bidyutap@kpmg.com	✓ Success	14-Mar-2025 05:15:51	Download	

08

Client Settings

Client Settings

Entity Metadata

The pages under “Entity Metadata” are used to manage reference data for the client, including:

- **Attributes** – Define attributes and which ones are visible on the org chart.
- **Complexities** – Define complexities.
- **Descriptors** – Define descriptors.
- **Entity Codes** – Define entity codes.
- **Entity Groups** – Define entity groups. There is an option to generate a dummy entity to represent an entity group. This can be useful if you want to track documents or workflows against a fund group or a consolidated filing group.
- **Filing Groups** – Define filing groups.
- **Ledgers** – Define ledgers.
- **Source Systems** – Define source systems.
- **Tax Types** – Define tax types for use with Jurisdiction EINs.

Modeling

Create and manage workspaces and their underlying scenarios. See the [Entity Scenarios](#) section for more details.

Security

Manage the client access policy (client, entity opt in, entity opt out) and user permissions.

Views

Create and manage Views. This is an alternative to creating Views from the Org Chart.

When you create a View here, you can create a static view or a dynamic view.

The screenshot shows the 'Digital Gateway - Legal Entity Management' interface. On the left, there is a sidebar with various navigation items under sections like ENTITY METADATA, MODELING, SECURITY, and VIEWS. The 'Views' item in the VIEWS section is highlighted with a red circle labeled '2'. In the top right, there is a 'Create' button with a dropdown menu. The dropdown menu is open, showing two options: 'Based on Specific Entities' and 'Based on Dynamic Filter'. Both options are preceded by a red circle labeled '3' and '4' respectively. The background of the interface is dark blue.

If you choose **Based on Dynamic Filter**, then you get the same list of filters as when filtering on the org chart. This can also be done [on the org chart](#).

The screenshot shows the 'Create View' configuration page. On the left, the same sidebar from the previous screenshot is visible. The main area is titled 'View Name' with the value 'Partnerships'. Below this is a 'Search for filterable values' input field. The configuration is divided into several sections: 'Country of Incorporation', 'Domicile', 'Entity Type', and 'Filing Jurisdiction'. The 'Entity Type' section contains a list of checkboxes for different entity types, with 'Partnership' being the selected option (indicated by a checked box). A green 'Save' button is located in the top right corner of the configuration area.

If you choose **Based on Specific Entities**, you will get a list of entities.

The screenshot shows the KPMG Digital Gateway - Legal Entity Management interface. The left sidebar has a blue header with the KPMG logo and navigation links for 'Digital Gateway - Legal Entity Management', 'Views', 'Entity Metadata' (Attributes, Complexities, Descriptors, Entity Codes, Entity Groups, Filing Groups, Ledgers, Source Systems, Tax Types), 'Modeling' (Workspaces), 'Security' (Client Access Policy, Users), and 'Views' (Views). The 'Views' link is highlighted with a blue bar. The main area is titled 'View Name' with a search bar containing '3 entities'. A table lists entities with columns for 'ENTITY', 'ENTITY CODE', and 'ENTITY TYPE'. Entities listed are A Demo Inc (A100, Corporation), Australia Demo Inc (A200, Corporation) which is checked, B Demo Inc (B100, Corporation), Brazil Demo Ltda (B200, Corporation) which is checked, C Demo Inc (C100, Branch/Division) which is checked, Canada Demo Co (C300, Corporation), and China Demo Inc. (C200, Corporation).

ENTITY	ENTITY CODE	ENTITY TYPE
A Demo Inc	A100	Corporation
Australia Demo Inc	A200	Corporation
B Demo Inc	B100	Corporation
Brazil Demo Ltda	B200	Corporation
C Demo Inc	C100	Branch/Division
Canada Demo Co	C300	Corporation
China Demo Inc.	C200	Corporation



For Digital Gateway Support, please email: [GO-FM Digital Gateway Support](#)



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