

## Automatic invoice

This chapter describes the automatic invoice of customs declarations.

With automatic invoice, you can automate the invoice of customs declarations to your customers depending on the company settings. You can store the following specifications for each customer:


- Whether the invoice should be consigned by email.
- Whether invoice should be carried out via individual invoices or via a collective invoice.
- The period in which invoicing should take place.
- In which status the customs declarations should be invoiced. You can define the status for each customs declaration type and each country.

To be able to use automatic invoice, the following master data and configurations must be adjusted:

- Invoice customs status configuration
- Master address data
- Document invoice control config (if required)
- Customs declaration

You can find instructions on how to set this up in the chapter [Set up automatic invoice](#) on page 1.

In the overview **Invoice control** you can monitor all customs declarations from automatic settlement. To open the overview, your user must have at least the **InvoiceControl > personInCharge** permission assigned. Proceed as follows:

1. Select the menu entry **Start >  Outgoing Vouchers**.
2. In the area **↑ Overviews** click on the entry **Invoice control**.
3. Enter search criteria for the search for a invoice and click on the button **Search**.


## Set up automatic invoice

This chapter describes how to set up automatic invoice for customs declarations.



### Restriction:

- The automatic invoice is activated by DAKOSY. Please contact [servicedesk@dakosy.de](mailto:servicedesk@dakosy.de).
- Your user has been assigned at least the following permissions:
  - **InvoiceCustomsStatusConfig > personInCharge**
  - **Customer > edit**
  - **CustomsDeclaration[procedure] > personInCharge**, for example **CustomsDeclarationEXPORT > personInCharge** for customs declarations EXD
- The customs declaration is assigned to an order or shipment.


1. To set up the invoice customs status configuration, proceed as follows:
  - a) Select the menu entry **Maintenance > Forwarding > Voucher Setup**.
  - b) In the area **↑ Overviews** click on the entry **Invoice Customs Status Config**. The overview opens.
  - c) To create a new configuration, click on the  **Create Invoice Customs Status Config** entry in the **☑ Related actions** area. The **Invoice Customs Status Config ([country code]/[customs declaration type])** tab opens.
  - d) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.


Field	Description
Country	Country for which automatic invoice is to be performed.

Field	Description
<b>Declaration Type</b>	Customs declaration type for which automatic invoice is to be performed.
<b>Status</b>	Status of the customs declaration. When the customs declaration receives this status, it is made available for automatic invoice. The customs declaration is invoiced depending on the information for the relevant customer. The possible statuses are displayed depending on the values in the <b>Country</b> and <b>Declaration Type</b> fields.

- e) To save the configuration, click on the  **Save** entry in the **...** **Actions** area. The configuration is displayed in the **Invoice Customs Status Config** overview.

**2.** To set up automatic invoice for a customer, proceed as follows:

- a) Select the menu entry **Start** >  **Customer/Addresses**. The overview opens.
- b) Open the customer's address with a double-click. The **Edit Customer: [Code]/[Name]** tab opens.
- c) Click on the **Accounting** tab.

 **Tip:** If you select **EMail** in the **Voucher Delivery Type** field on the **Accounting/General** tab, the invoice will be sent to the email address specified in the **Email** field on the **Communication** tab.

- d) Click on the **Accounting/Invoice creation** tab.
- e) To set up automatic invoice, fill in the following fields:

Field	Description
<b>Automatic invoice</b>	If the customer is to be included in automatic invoice, select the value <b>Yes</b> .
<b>Start date</b>	Start date from which the customer is included in automatic invoice.
<b>Invoice type</b>	Type of automatic invoice. Select whether individual invoices (per customs declaration) or a collective invoice (for all customs declarations) are to be created.
<b>General period type</b>	Period during which automatic invoice is performed. Possible values are: <ul style="list-style-type: none"> <li>• <b>Once a month</b></li> <li>• <b>Daily</b></li> <li>• <b>Once a week</b></li> <li>• <b>Biweekly</b></li> </ul>
<b>General day in period</b>	Day in the invoice period for automatic invoice. Fill in the field depending on the value in the <b>General period type</b> field: <ul style="list-style-type: none"> <li>• For monthly invoice, enter the day of the month, for example 25.</li> <li>• For weekly or fortnightly invoice, enter a value from 1 to 7, for example 3 for Wednesday.</li> </ul>

Field	Description
<b>Custax booking option</b>	<p>Posting option for automatic invoice upon receipt of a CUSTAX message. Possible values are:</p> <ul style="list-style-type: none"> <li>• <b>Book</b> = The individual or collective invoice is automatically created and booked. The outgoing voucher is stored in the document filing of the customs declaration.</li> <li>• <b>Create</b> = The individual or collective invoice is automatically created.</li> <li>• <b>Send</b> = The individual or collective invoice is automatically created, booked and sent. If the value <b>E</b>Mail has been selected in the <b>Voucher Delivery Type</b> field, the outgoing voucher is sent to the stored email address.</li> </ul>


f) To save the address, click on the  **Save** entry in the **...** **Actions** area.

3. Store at least one charge code in each customs declaration to be invoiced on the **Accounting** tab.



**Tip:** You can find instructions on creating a charge code in the chapter [Creating a charge code](#).


Proceed as follows.

- a) Select the menu entry **Start** >  **Customs declarations**.  
The overview opens.
- b) Open the customs declaration with a double-click.
- c) Fill in the following fields.

Field	Description
<b>Voucher recipient</b>	Voucher recipient for automatic invoice. Enter an address code or use the search function.
<b>Document count</b>	Number of documents



**Tip:** In the **Voucher recipient** field, enter the customer for whom you have set up automatic invoice (step 2).

- d) To transfer charge codes from a document invoice control config, click on the button  **Search for Config** and select a document invoice control config.  
The charge codes from the document invoice control config are displayed in the **Charge Codes** area.



**Tip:** You can find instructions on creating a document invoice control configuration in the chapter [Creating a document invoice control config](#).

- e) Alternatively, to add a charge code manually, click on the icon **+** in the area **Charge Codes**.  
The **Charge Code** window opens.
- f) Fill in at least the **Chargecode** field.

Field	Description
<b>Chargecode</b>	Type of costs. Enter charge codes for creating the outgoing voucher.
<b>Customer</b>	Invoice recipient for the charge code. Enter an address code or use the search function. If you select a different address code to the <b>Voucher recipient</b> field, a separate invoice will be created for the charge code.



**Important:** In the **Chargecode** field, select a charge code with the calculation type **Automatic invoice**. The calculation type can stand alone or be combined with another calculation type, for example with the charge code **Customs position count (automatic invoice, aggregation)**. You can find a list of cost and calculation types in the chapter *Cost type*.

- g) To add another charge code, click on the button **Add**.
  - h) To save the charge code, click on the button **OK**.  
The charge code is displayed in the **Charge Codes** area.
  - i) To save the customs declaration, click on the  **Save** entry in the **... Actions** area.
- 4. Send the customs declaration.**  
If the customs declaration has the status defined in the invoice customs status configuration, an outgoing voucher is automatically created depending on the settings for the invoice job (master address data). Depending on the other settings, the outgoing voucher is also automatically booked and/or sent.