

## Automatic periodic declaration creation

This chapter describes how to work with automatic periodic declaration creation.

Automatic periodic declaration creation automatically creates periodic declarations for inward processing (IP), import or customs warehouse procedures in a defined cycle, depending on your specifications. To use the automatic periodic declaration creation, first set up the corresponding configurations. You can find instructions in the chapter [Setting up periodic declaration configuration](#) on page 1.

Depending on the respective periodic declaration configuration, a periodic declaration is automatically created in the specified cycle and sent depending on the configuration. The periodic declaration is displayed in the **Customs declarations** overview.



**Tip:**

- To be transferred to a periodic declaration, a declaration must have the status **FINDING**.
- After sending, check the receipt data from ATLAS. Positions may be suspended due to errors.

## Setting up periodic declaration configuration

This chapter describes how to set up a periodic declaration configuration for automatic periodic declaration creation.



**Restriction:** The activation of the automatic periodic declaration is carried out by DAKOSY. Please contact [servicedesk@dakosy.de](mailto:servicedesk@dakosy.de).




**Important:** A periodic declaration configuration cannot be applied retroactively to customs declarations.

1. Select the menu entry **Maintenance > Customs > Customs germany > Periodic Declaration Configuration**.  
The overview **Periodic Declaration Configuration** opens.
2. In the area  **Related actions** click on the entry **create periodic declaration configuration**.  
The **Periodic Declaration Configuration** tab opens.
3. 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
<b>Customs Procedure Type</b>	Customs procedure of the periodic declaration configuration. When creating a periodic declaration automatically, only customs declarations for the selected customs procedure are taken into account.
<b>Valid From</b>	Date from which the periodic declaration configuration is valid.
<b>Valid To</b>	Date until which the periodic declaration is valid.
<b>Owner Authorization Number</b>	Holder of the authorization of the customs procedure. Select an economic operator from the master address data.
<b>EORI</b>	TIN/EORI of the authorization holder
<b>Owner Authorization Simplified Procedure Number</b>	Authorization number for the simplified procedure. Select an authorization number of the holder of the authorization. The requirement is that the authorization is stored with the economic operator.

Field	Description
<b>Owner of Goods</b>	Owner of the goods. The owner of the goods is only relevant for the customs warehouse procedure.
<b>Message Function</b>	Function of the periodic declaration, for example a complete transmission or a supplement.
<b>Periodic polling</b>	Cycle in which the automatic periodic declaration is created. Possible values are <ul style="list-style-type: none"> <li>• <b>Monthly</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> </ul>
<b>Weekday</b>	If you have selected the value <b>Weekly</b> in the <b>Periodic polling</b> field, select the day of the week to process the automatic creation of the periodic declaration.
<b>Day of transmission</b>	If you have selected the value <b>Monthly</b> in the <b>Periodic polling</b> field, select the day in the following month to process the automatic creation of the periodic declaration.  Example: If you enter the value 2, the periodic declaration will be created on the 2nd day of the following month.
<b>Username</b>	User in whose name the periodic declaration is created and sent.
<b>Template</b>	If you store a template, the periodic declaration is created on the basis of the template. You can use the template to fill in other fields of the periodic declaration.
<b>Prefix periodic declaration</b>	Prefix for the reference number of the periodic declaration. The reference number of an automatically created periodic declaration has the following format: <ul style="list-style-type: none"> <li>• Prefix, dash (-)</li> <li>• Previous month, format: MM/YYYY, dash (-)</li> <li>• Consecutive number, 3 digits</li> </ul>
<b>Send</b>	If the periodic declaration is to be sent automatically, select the value <b>Yes</b> .

- To save the periodic declaration, in the area **...** **Actions** click on the entry  **Save**.  
The periodic declaration configuration is displayed in the **Periodic Declaration Configuration** overview. Depending on the specifications, the periodic declaration is automatically created in the specified cycle. The periodic declaration is displayed in the **Customs declarations** overview. Send the periodic declaration if required. Check the receipt data from ATLAS. Positions may be missing due to errors.



**Important:** If the job does not find any simplified customs declarations according to the configuration, no periodic declaration is created. For technical reasons, this is currently not reported by the application.