

Set up e-invoice

This chapter explains what you need to set up before creating an e-invoice.

To be able to create e-invoices in DAKOSY GE, the following requirements must be met:

- DAKOSY will automatically perform the activation of e-invoicing on 01/12/2026. If you wish to use the function earlier, please contact vertrieb@dakosy.de.
- You have agreed with the recipient on the format in which the e-invoice is to be sent:
 - **CI - UN/CEFACT (EN16931 compliant)** (ZUGFeRD)
 - **UBL - UBL (EN16931 compliant)**
 - **XR - X Invoice**

Further information on the e-invoice format can be found in chapter [E-invoice](#) on page 9.

- The EInvoiceSeller module has been assigned to your company.
- You have created at least one seller. Instructions can be found in chapter [Create a seller](#) on page 1.
- You have designated at least one customer as the recipient for an e-invoice. Instructions can be found in chapter [Set an address as the recipient of an e-invoice](#) on page 4.

If you wish to update your master address data to e-invoices in full or in large parts, we recommend that you export the master address data to an Excel file, edit the addresses and then import them back. Instructions on how to export the addresses can be found in chapter [Exporting master address data](#) on page 5. Instructions on how to import the amended addresses can be found in chapter [Importing master data](#) on page 6.

Create a seller

This chapter explains how to create a seller to use e-invoices.



Einschränkung:

- The EInvoiceSeller module has been assigned to your company.
- Administrator rights have been assigned to your user.

1. Select the menu entry **Administrator > Forwarding > E Invoice seller data**.
The **Seller** tab opens.
2. In the ☒ **Related actions** area, click the **+ Create a new seller** entry.
The **Seller:** tab opens.
3. Fill in at least the mandatory fields. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.



Wichtig: Please ensure that the seller's details are entered correctly.

Field	Description
Seller name	Seller's name
Registration number	Company registration number
Intra-Community sales tax ID	The seller's community VAT identification number, for example DE123456789
Country	Country of the address. You can find valid values using the search function.
Name	Address name

Field	Description
Name 2	Extension for field Name
ZIP	ZIP code of the address
City	City of the address
Email	The seller's email address
Phone Number	The seller's telephone number, for example +4940123456

Seller: DASL - Super Schnell

General

Bank details

Org Unit

DASL — DAKOSY AG - Hamburg

Status

ENABLED

Seller name

DASL - Super Schnell

Registration number

12345

Intra-Community sales tax ID

DE123456789

Address

Country

DE — GERMANY

Name

DASL - Super Schnell

Name 2

GmbH

Street, House No, Add On

Street 2

ZIP, City, District

20457

Hamburg

Contact data

Email

Phone Number

Abbildung 1: Example for a seller

4. Click on the **Bank details** tab.

5. To store your bank details, click on the icon **+**.

Seller: DASL - Super Schnell

GeneralBank details

IBAN

BIC

Nar

Bank details

IBAN

BIC

Name of account holder

OK

Cancel

Abbildung 2: Bank details (seller)

The **Bank details** window opens.

6. Fill in at least the mandatory fields. Not all fields are mandatory. Mandatory fields are indicated by validation messages, which may change depending on your entries.



Wichtig: Please ensure that your bank details are entered correctly. The bank details will be sent to the voucher recipient.

Field	Description
IBAN	IBAN for the bank account
BIC	BIC for the bank account
Name of account holder	Name of the account holder for the bank account

7. To store another bank detail if required, click on the button **Add**.
8. To save the bank details, click on the button **OK**.
The bank details are displayed in the table.
9. To save the seller, click in the **...** **Actions** area on the **Save** entry.



Tipp: The seller is displayed in the **Seller** overview.

Set an address as the recipient of an e-invoice

This chapter explains how to specify an address as the recipient of an e-invoice.



Restriction:

- You have agreed with the recipient on the format in which the e-invoice is to be sent.
- The EInvoiceSeller module has been assigned to your organisation.
- The **Customer** > **edit** permission has been assigned to your user.



Important: If an address has been designated as a recipient for e-invoices in DAKOSY GE, it can only receive e-invoices.

1. Open the **Customer/Addresses** overview. You have the following options for opening the overview:
 - Select the menu entry **Start** > **Customer/Addresses**.
 - On the start page in the **Applications** area, click on the **Customer/Addresses** entry.
2. Open the address with a double-click.
3. Click on the **Communication** tab.
4. Enter the recipient's email address for the e-invoice in the **Email** field.
5. Click on the **Accounting** tab.
6. Click on the **Accounting/e invoice** tab.
7. Fill in the fields.

Field	Description
Type	E-invoice standard or syntax of the XML file containing the invoice details. All values comply with the EU standard EN 16931. Possible values are: • CII - UN/CEFACT (EN16931 compliant) = The e-invoice is created in the ZUGFeRD standard. A PDF file and an XML file are transmitted. The syntax of the XML file is CII. The ZUGFeRD standard is used exclusively for creating invoices. • UBL - UBL (EN16931 compliant) = The e-invoice is created using UBL syntax. A PDF file and an XML file are transmitted. • XR - X Invoice = The e-invoice is created in the XRechnung standard. Only an XML file is transmitted. The XRechnung standard is mainly used for invoices sent to German public authorities and administrative bodies.
IBAN	Voucher recipient's IBAN
BIC	Voucher recipient's BIC

Field	Description
Mandate reference	Voucher recipient's client reference

Edit Customer: DE KUNDE / Kunde Deutschland

GeneralCommunicationTaxFurther AddressesAssignmentRemarksRefer

GeneralCountries credit limitsInvoice creatione invoice

Type

CII — UN/CEFACT (EN16931 compliant) ▾

Direct debit mandate

IBAN

BIC

Mandate reference

Figure 3: Data for electronic invoicing

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

Exporting master address data

This chapter explains how to export data from your master address data to an Excel file.

- 1. Select the menu entry **Maintenance > Reporting**.
- 2. In the **Overviews** area, click on the **Statisticqueries** entry.
The **Statisticqueries** overview opens. The overview displays your available statistic queries.
- 3. Double-click the statistic query **CustomerDatenExportV2**.
The **Reporting result (preview max. 100 results)** window opens.
- 4. Enter search criteria if required.

Field	Description
Datum von	Date of creation, from which the search should start
bis	Date of creation, up to which the search should be performed
Listen nur 1 Element	If the check box has been activated, the search will only return records for which exactly one item has been stored in the specified lists.
nur doppelte	If the check box is activated, only duplicate records will be searched for.
Niederlassung	Branch of the company
Kundennummer von	Date of creation, from which the search should start
bis	Date of creation, from which the search should start

- 5. Click on the **Preview** button.
The result of the statistic query is displayed in the table.

Release Date 2026/10

| 5

**Important:**

- Using this function may affect system performance. If you have selected the parameters carefully, you can run the statistic query directly without a preview.
- If the result contains more than 100 rows, not all of the result will be displayed.

6. To run the statistic query, click the **Execute** button.
The statistic query is run in the background. A CSV file is created. Once the results of the statistic query are available, the **Save result** window opens.
7. To save the result, click the **Save** button. If required, change the directory and enter a file name.

Importing master data

This chapter describes how to manually import master data from a CSV file into DAKOSY GE.

**Restriction:**

- The master data import is subject to a charge. If you would like to use the master data import, please contact vertrieb@dakosy.de.
- To import master data from a CSV file, you need at least one of the following permissions, depending on the type of master data.
 - Deferment account master data: **DefermentAccount > import**
 - Address master data: **Customer > import**
 - Article master data: **Article > import**
- The activation of the function for importing master data is carried out by DAKOSY. Please contact vertrieb@dakosy.de.

Depending on the master data, different functions are available after activation.

- The requirements and rules from the chapter and depending on the type of master data from the following chapters apply to the master data import:
 - [Deferment account master data import](#)
 - [Address master data import](#)
 - [Importing article master data](#)
- If your company works with different organization units/branches in DAKOSY GE and the master data is stored separately, separate the CSV file for the master data import by organization unit/branch. Enter the organisation unit/branch in the CSV files in the column **Participant 2**. Process the manual master data import individually for each organization unit/branch.

1. Depending on the master data you want to import, open the corresponding overview. You have the following options:
 - Select the menu entry **Maintenance > Customs > Deferment account**.
 - Select the menu entry **Start > Customer/Addresses**.
 - Select the menu entry **Maintenance > Commodity codes**.
2. In the **Actions** area, click on the entry for importing the master data. Depending on the master data, you have the following options.
 - Deferment account master data: Click on the entry **Import deferment accounts**.
 - Address master data:
 - Click on the entry **Import customer (Further addresses)**.
 - Click on the entry **Customer.action.importCustomerFurtherAddress.label**.
 - Article master data:
 - Click on the entry **Import article general**.
 - Click on the entry **Import article excise duties**.
 - Click on the entry **Import article warehouse**.

- Click on the entry **Import article customs documents**.
- Click on the entry **Import article supplements**.

The **Import company data** window opens.

Import company data

filename, charset

C:\Users\...Downloads\Bsp_Artikelupload_DE.csv

ISO-8859-1

☒ check ☐ to import ☐ overwrite

fromLine, toLine, stepSize, stepCount

12100

currentLine, linesTotal, skipped

2

updated, created, error, processed

Start Transfer

Stop Transfer

CSV-Fields

severity	time	status	description
	24.10.2024 13:00:33		Import: Customers
	24.10.2024 13:00:33		Modul: Customer
	24.10.2024 13:00:33		Company Maintenance: DASL
	24.10.2024 13:00:33		Org Unit: HH
	24.10.2024 13:00:33		datalevel is ROOT

▲ filename: csv field "Participant 1" is missing.

▲ filename: csv field "Code" is missing.

▲ filename: csv field "Name" is missing.

▲ filename: csv field "Matchcode 1" is missing.

Export Table

Close

Figure 4: Import company data

Further information is displayed in the table:

Area	Description
1st row	Type of master data to be imported
2nd line	Module affected
3rd line	Company for which the master data is to be imported
4th line	Branch for which the master data is to be imported
5th line	Data level of the module concerned

3. To save the information from the table on your PC, click on the button **Export Table**. You can find instructions in the chapter [Exporting overviews](#).
4. To select the file in the **filename** field to select the file from which the master data is to be imported, proceed as follows:
 - a) Click on the icon
 - b) Select the CSV file with the master data to be imported. If required, first change to the directory in which the file is saved.
 - c) Click on the button **Open**.The other fields are filled in automatically:

Field	Description
charset	Character set for the CSV file
fromLine	Number of the line from which the data is to be imported.
toLine	Number of the row up to which the data is to be imported.
stepSize	Step size
linesTotal	Total number of rows to be imported

5. To display a list of the CSV fields for the master data import, proceed as follows:

- a) Click on the button **CSV fields**.
The window **CSV fields** window opens.

CSV fields

fieldname	in...	description	field l...	field format
Participant 1	☒	Company Maintenance	35	Company code
Participant 2	☐	datalevel is ROOT - import not usefull	35	Orgunit code
Participant 3	☐	datalevel is ROOT - import not usefull	35	Orgunit code
Participant 4	☐	datalevel is ROOT - import not usefull	35	Orgunit code
Article Code	☒	key	35	an
Valid from	☒	key		yyyy-MM-dd, yyyyMMdd, dd.MM.yy, dd.M...
Valid to	☐			yyyy-MM-dd, yyyyMMdd, dd.MM.yy, dd.M...
Owner of goods	☐		35	an
Nature of goods	☒		1.024	an
Item number	☒		35	an
Commodity code	☒		11	usually length 8 or 11
Taric	☐		3	an
National	☐		4	an
Supplement 1	☒		4	an, must be length 4
Supplement 2	☒		4	an, must be length 4
Active	☒			'0','1','true','false'
Country origin	☒			Atlas code list: DE/IMPORT: I0300, AT/IMPO...
Preferential country of origin	☒			Atlas code list: DE/IMPORT: I0300, AT/IMPO...
Sensitive goods code	☒			Atlas code list: DE/NCTS: C0064
Tariff information no.	☒		25	an
Market regulation commodi...	☒			'0','1','true','false'
Volume per package	☒			e.g. 2.5 in MTQ
Preference type	☒			Atlas code list: DE/ZL: A1200

OK

Cancel

Figure 5: CSV fields

The table displays a description of the field as well as information on the field length and field format.

- b) To select individual columns of the CSV file for the master data import, activate the **include** check box.



Tip: The content of a field is only imported if the **import** check box is activated and the column in the CSV file is filled.

- c) Click on the button **OK**.

6. Specify whether this is a test run or an import process. If required, activate the check box **overwrite**.

Field	Description
check or to import	- If you activate the check radio button, you can check the master data import for the selected CSV file. You can use a test run to clarify the following questions first: - Is the data being imported for the correct company and branch? - Does master data from the CSV file already exist in the application? - Have any problems been detected during data import? - If you activate the to import radio button, the data is imported from the selected CSV file. You should start a test run before importing the data.
overwrite	If you activate the check box, existing master data with an identical code will be overwritten by the imported data.

7. To start the test run or the import process, click on the button **Start Transfer**. Error messages or warnings for the individual columns of the CSV file are displayed in the notification area. A task is automatically created after the master data import:
- If the processing of the CSV file was successful, the task has the priority  Low.
 - If the processing of the CSV file was not successful, the task has the priority  High.

E-invoice

An e-invoice is an invoice that is created and sent in a structured electronic format. The invoice details can be received and processed automatically, enabling end-to-end digital processing.

The legal basis for e-invoicing is provided by EU Directive 2014/55/EU and, in Germany, the E-Invoicing Regulation (E-Rech-V).



Important: A PDF file, an image file or a scanned paper invoice does not meet the legal requirements.

There are various standards/formats for creating e-invoices, all of which are based on the EU standard EN 16931. In DAKOSY GE, you can create e-invoices in the following formats:

- CII - UN/CEFACT (EN16931 compliant)** = The e-invoice is created in the ZUGFeRD standard. A PDF file and an XML file are transmitted. The syntax of the XML file is CII. The ZUGFeRD standard is used exclusively for creating invoices.
- UBL - UBL (EN16931 compliant)** = The e-invoice is created using UBL syntax. A PDF file and an XML file are transmitted.
- XR - X Invoice** = The e-invoice is created in the XRechnung standard. Only an XML file is transmitted. The XRechnung standard is mainly used for invoices sent to German public authorities and administrative bodies.



Important: If there are discrepancies between the XML and PDF files, the XML file takes precedence.

Create an e-invoice

This chapter explains how to create an e-invoice. You can create the e-invoice as a draft or as the final version. The e-invoice is booked automatically when the original outgoing voucher is printed.



Restriction:

- DAKOSY will automatically perform the activation of e-invoicing on 01/12/2026. If you wish to use the function earlier, please contact vertrieb@dakosy.de.
- You have agreed with the recipient on the format in which the e-invoice is to be sent:
 - **CI - UN/CEFACT (EN16931 compliant)** (ZUGFeRD)
 - **UBL - UBL (EN16931 compliant)**
 - **XR - X Invoice**

Further information on the e-invoice format can be found in chapter [E-invoice](#) on page 9.

- The EInvoiceSeller module has been assigned to your company.
- You have created at least one seller. Instructions can be found in chapter [Create a seller](#) on page 1.
- You have designated at least one customer as the recipient for an e-invoice. Instructions can be found in chapter [Set an address as the recipient of an e-invoice](#) on page 4.

1. Open the shipment or order for which you wish to create an e-invoice.
2. Click in the **Documents** area on the **Outgoing Vouchers** entry.
A list of the outgoing vouchers for the shipment or order will open.



Tip: Alternatively, to open the **Outgoing Vouchers** overview, select the menu entry **Start > Outgoing Vouchers**.

3. Double-click to open the outgoing voucher for which you wish to create an e-invoice.
4. Click on the **Voucher** tab.
5. To create an e-invoice, complete at least the following fields in addition to the invoice details:

Field	Description
Seller	Seller. The seller must be entered in order to create an e-invoice.
Voucher Date	Voucher date. Enter the invoice date or the current date.
Service	Date of service provision
Voucher recipient	Address of the voucher recipient. Select an address from the customer master data or enter a new address using the right mouse button. In order to create an e-invoice, the invoice recipient must be stored as an e-invoice recipient in the master address data.
Customer's Reference	Reference of the customer

6. To create the e-invoice as a draft, proceed as follows:
 - a) Click in the **Actions** area on the **Print (draft)** entry.
The **Print dialog Print Voucher** window opens.
 - b) In the **Unassigned DocumentTypes** area, select the **e invoice** form.
 - c) Activate the check boxes for the output and enter the required data, for example an email address.

Field	Description
Preview	The document is displayed as a PDF file in Adobe Acrobat Reader.

Field	Description
Save document	The document is saved and archived in the document filing system.
Language	Language in which the document is output
print	If one (or more) printers have been defined and set up for the company by DAKOSY, the selection print is displayed. If several printers have been set up and you activate the check box, a window opens. Select a printer and click on the button OK . The document is printed directly on the corresponding printer.
Printer	Name of the printer on which the document will be printed
Copies	Number of copies to be created.
Tray (1. page)	Name of the paper tray that is addressed for the 1st page
Tray (following pages)	Name of the paper tray that is addressed for the following pages
Scale	How should the page be customized?
Two-Sided printing	Should double-sided printing be used?
Email	The document is consigned as a PDF file attached to an email.
Email to	Email address of the recipient
Email cc	Email address of the consignee of a copy
Email bcc	Email address of the consignee of a blind copy
Subject	Subject of the email
Text	Free text field for the email text. Enter some text or use one of the following options: - To insert a stored text, press CTRL + F and use the search function to select a remark code. - Alternatively, enter # followed by the coding of the remark code in the text field and press the tab key to move out of the field. - To open a window for entering a longer text, right-click in the text field. Select the entry Open text dialog from the context menu.



Tip: Alternatively, double-click to open the form as a PDF file.

d) Click the **OK** button.

7. To create the e-invoice as the original document, proceed as follows:

a) Click in the **...** **Actions** area on the **Print (original)** entry.



Tip: You can only create an original e-invoice for an outgoing voucher with the status **Open**.

The **Print dialog Print Voucher** window opens.

b) In the **Unassigned DocumentTypes** area, select the **e invoice** form.

c) Activate the check boxes for the output and enter the required details, for example an email address.

**Tip:**

- Please refer to the description of the fields in the previous step.
- For the **Text** field, you can create a template that will be pre-filled when an invoice is printed in original. Instructions on how to store an email template can be found in chapter [Creating an email template for outgoing vouchers and collective invoices](#).
- Alternatively, double-click to open the form as a PDF file.

- d) Click on the **OK** button. Further information on the original invoice can be found in chapter [Creating an invoice number](#).

The invoice is saved in the document filing of the dossier.